



City of New Orleans

FACILITY PROGRAMMATIC STUDY

New Orleans, Louisiana

14 October 2019

PACE

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Gensler

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Overview & Intent

Programming is a deep understanding of a client’s vision, organization, and workplace today and tomorrow.

EXECUTIVE SUMMARY

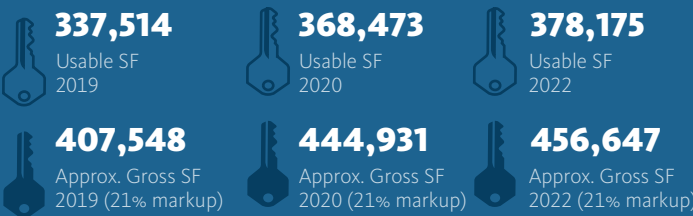
Strategy

- Provide recommendations based on high-level concepts
- Consistent and normalized space standards for long term flexibility and efficiency of occupancy
- Provide functional workspace based on work activities, job functions, and best-practices
- Improve business and process adjacencies across the facility to centralize support spaces and limit spatial redundancies
- Allow for organizational growth of City of New Orleans headcount, programs, and services as projected by City departments
- Increase support for internal collaboration and public interaction
- Explore options for new amenities consistent with the feedback from City department Leadership
- Enhance the experience for staff and public within the building

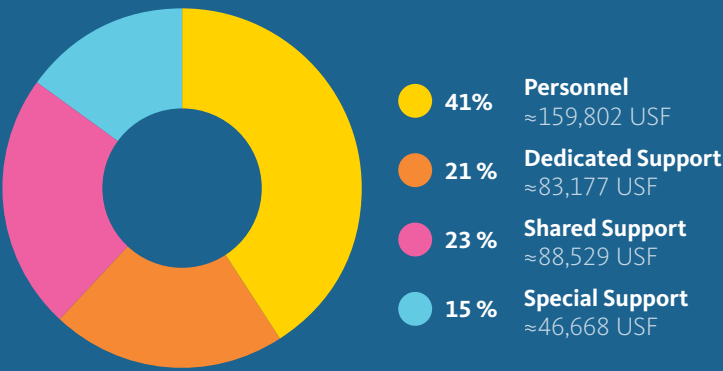
Consultant Team Proposed Headcount*



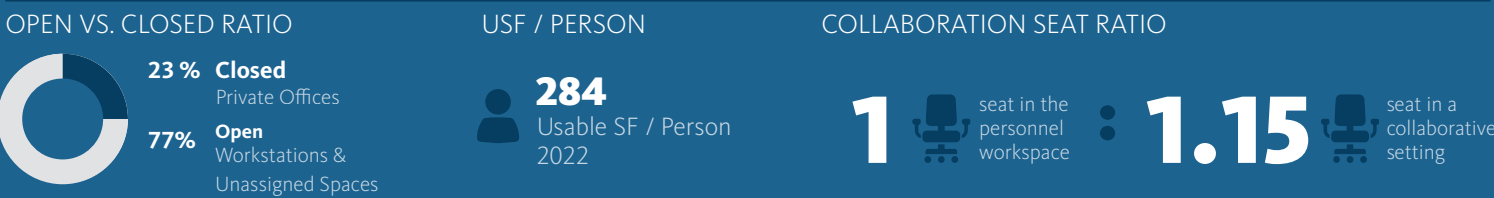
Consultant Team Proposed Program



Space Allocation (2022)



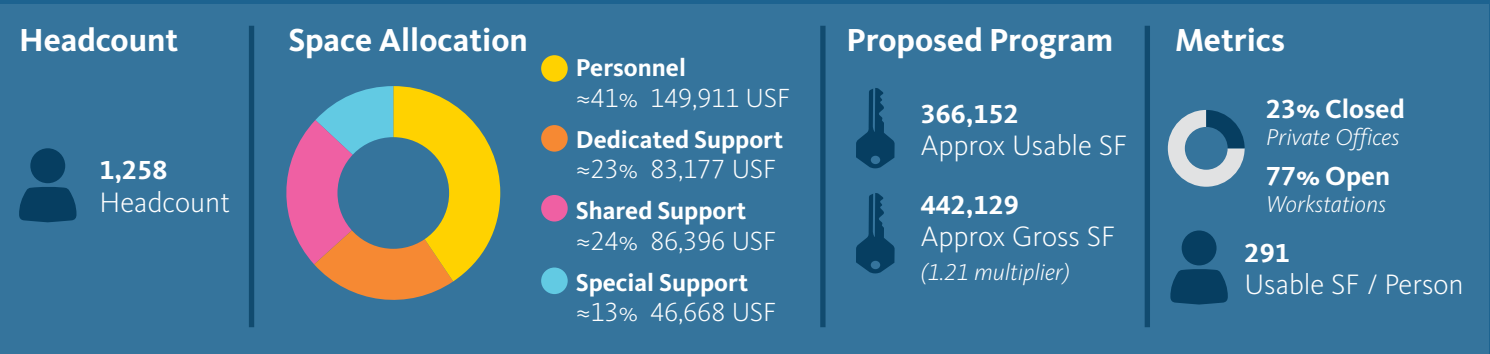
Key Metrics (2022)



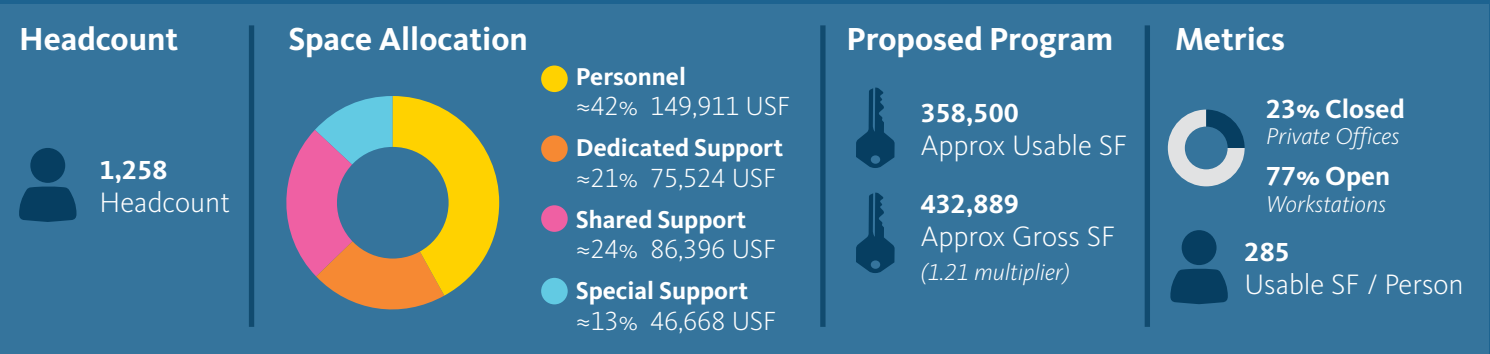
* Proposed Consultant Team headcount figure was provided by city department representatives.

Owner-Modified Proposed Program

2022 - SCENARIO A**



2022 - SCENARIO B***



** Proposed headcount and program figures for Scenario A are based on review comments by Owner Upper Management and explore a headcount modification based on historic trend of 3% annually compounded organizational headcount growth.

*** Proposed headcount and program figures for Scenario B are based on review comments by Owner Upper Management and explore headcount modifications discussed in Scenario A as well as 9% reduction in Dedicated Support Space (recommended by the consultant) to meet the identified target of 285 USF per person.

Overview & Intent

PROJECT DESCRIPTION

The purpose of this document is to provide a program to define activities and space needs of the identified departments related to City of New Orleans government functions for the purposes to either re-organize or restack the organization through any one or combination of the following:

- Renovation of current structure(s)
- Renovation of the an exciting structure yet to be defined
- Design and construction of a potential new structure

As a result of this programming study, based on the adoption of the recommendations in combination with specific department requests outlined in this report, Gensler finds the City of New Orleans would require approximately 390,000 usable square feet (translated into approximately 470,950 gross square feet) to support the activities and functions of the government functions related to the scope of this project.

HOW TO USE THIS DOCUMENT

Gensler has prepared this document as a recommendation and guide to support significant decisions related to future occupancy planning, relocation, or renovation of the New Orleans City Hall facility located 1300 Perdido St. This document is not prescriptive, nor is it a space audit of current New Orleans City Hall facilities. This document reconciles the qualitative and quantitative requirements defined by the City of New Orleans City Hall with current workplace design trends, industry best practices, and projected time frames.

DATA GATHERING METHODOLOGY

A comprehensive data gathering process to engage the City on multiple levels to collect, prioritize, and document the City's goals, future needs, and significant issues:

FACILITY TOURS & ARCHITECTURAL SCANNING

Tours and photographic scanning of existing facilities to ascertain work process habits and usage of support spaces

VISIONING WORKSHOP

Facilitated work session with City department leaders to discuss project aspirations and align points of view

DEPARTMENT PROGRAM QUESTIONNAIRE

Customized survey for City department leaders to convey detailed headcount, space, technology, and adjacency requirements

PROGRAMMING INTERVIEWS

Follow-up individual and group interviews with City department leaders confirm questionnaires, discuss workflow, job functions, etc.

DEPARTMENT ORG CHARTS

Provided by the City as a reference to clarify the administrative hierarchy of City departments and organizational relationships

FOCUS GROUPS

Group sessions with department leaders and staff to address significant issues or topics raised in the visioning workshop

TRENDS & BENCHMARKING

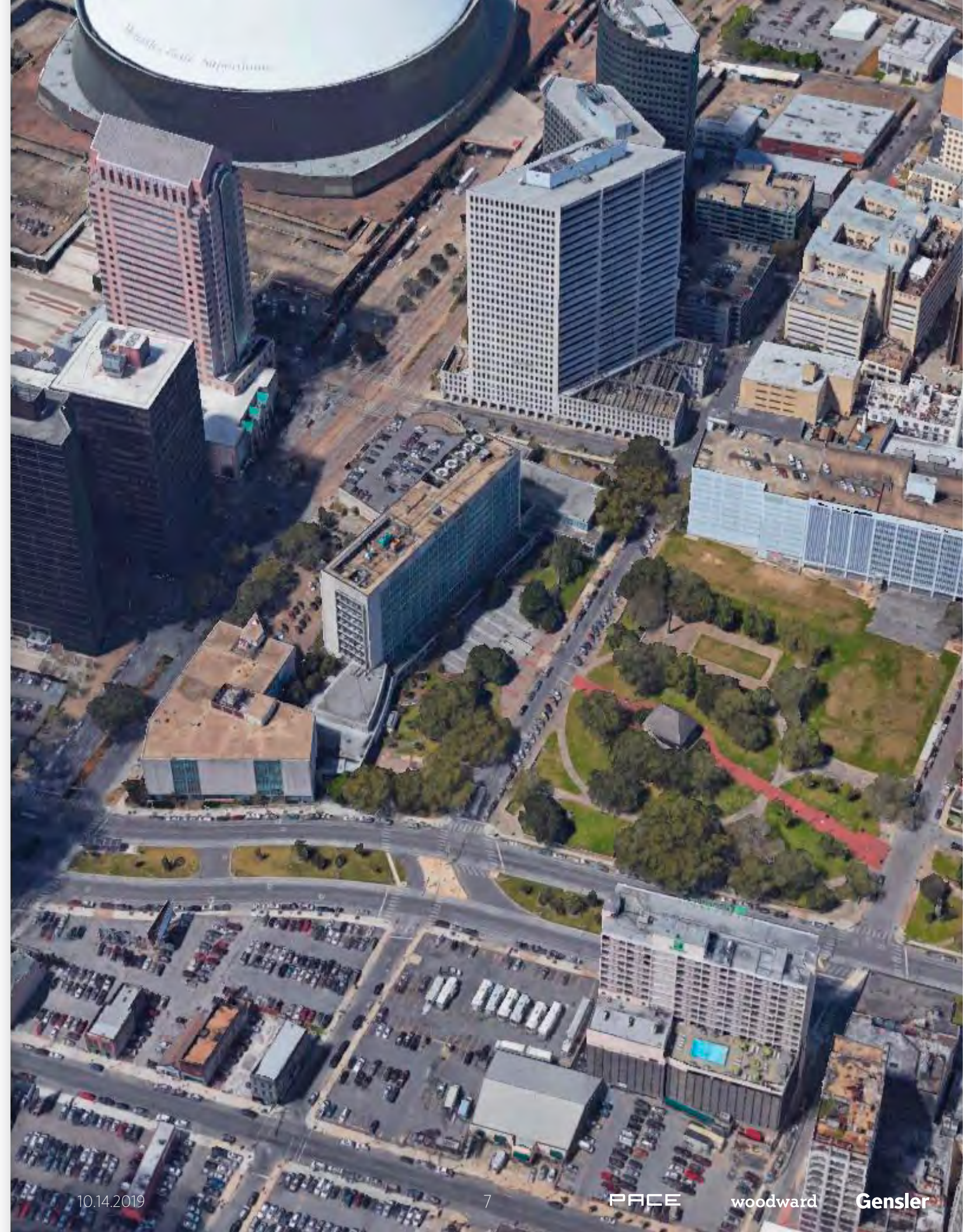
Strategic comparisons to current and emerging trends and drivers around workspace design and utilization

WPI EMPLOYEE SURVEY

Customized online survey deployed to all City employees involved in this project to measure workplace effectiveness

OBSERVE UTILIZATION STUDY

Regular observations on planned routes to identify and analyze utilization, activity types, and settings data



Project Goals & Strategy

Establishing goals, aligning points of view, and asking the right questions to establish a path of success for the project

PROJECT GOALS

Emerging themes from the visioning session, programming interviews, and focus groups identified by City leadership and employees that drive recommendations around programming and occupancy planning:



Lead by example with a workplace emblematic of our city culture and civic purpose.

- Provide a safe and intuitive experience for all employees and visitors
- Embrace universal design concepts to improve accessibility, public engagement, and strengthen our “first impression” and user experience
- Improve our adjacencies, branding, wayfinding, and signage strategies to help connect people with the right resources



Build a culture of engagement, service and productivity.

- Strengthen business and functional performance through thoughtful adjacencies (public-facing and internal)
- Eliminate unnecessary barriers to face-to-face interactions between employees and the public, when appropriate



Improve and enhance settings for focus, collaboration, learning, training, and socializing.

- Provide more meeting spaces with a variety of technology (public-facing and internal)
- Accommodate touchdown workspace for visiting city employees
- Provide shared, communal spaces to come together



Leverage flexible planning concepts to accommodate an effective and efficient workplace.

- Simplify office and workstation standards to better maintain and manage space occupancy
- Space assignments that support job function, not hierarchy
- Explore opportunities to better manage furniture, equipment, files/records, supplies, etc.



Attract and retain passionate people.

- Be the employer of choice in New Orleans
- Explore opportunities to improve amenities (food, parking, etc.)
- Adopt emerging workplace trends that will attract the next generation of talent

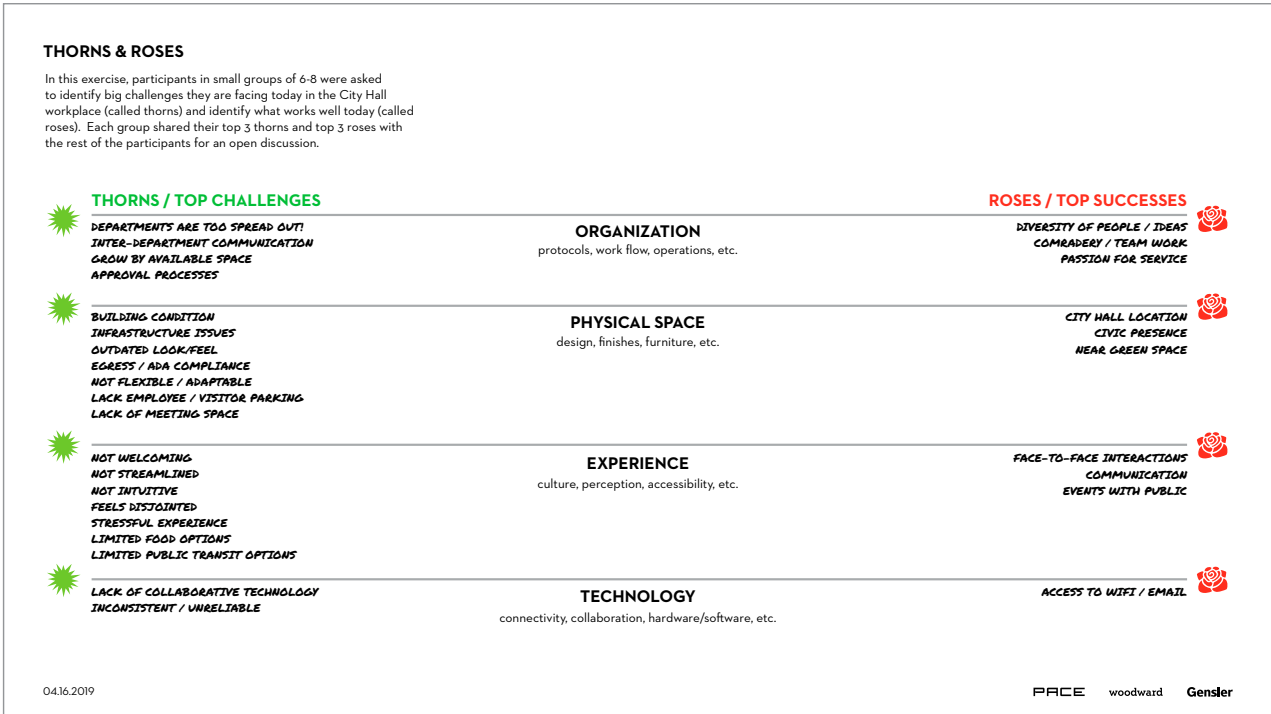
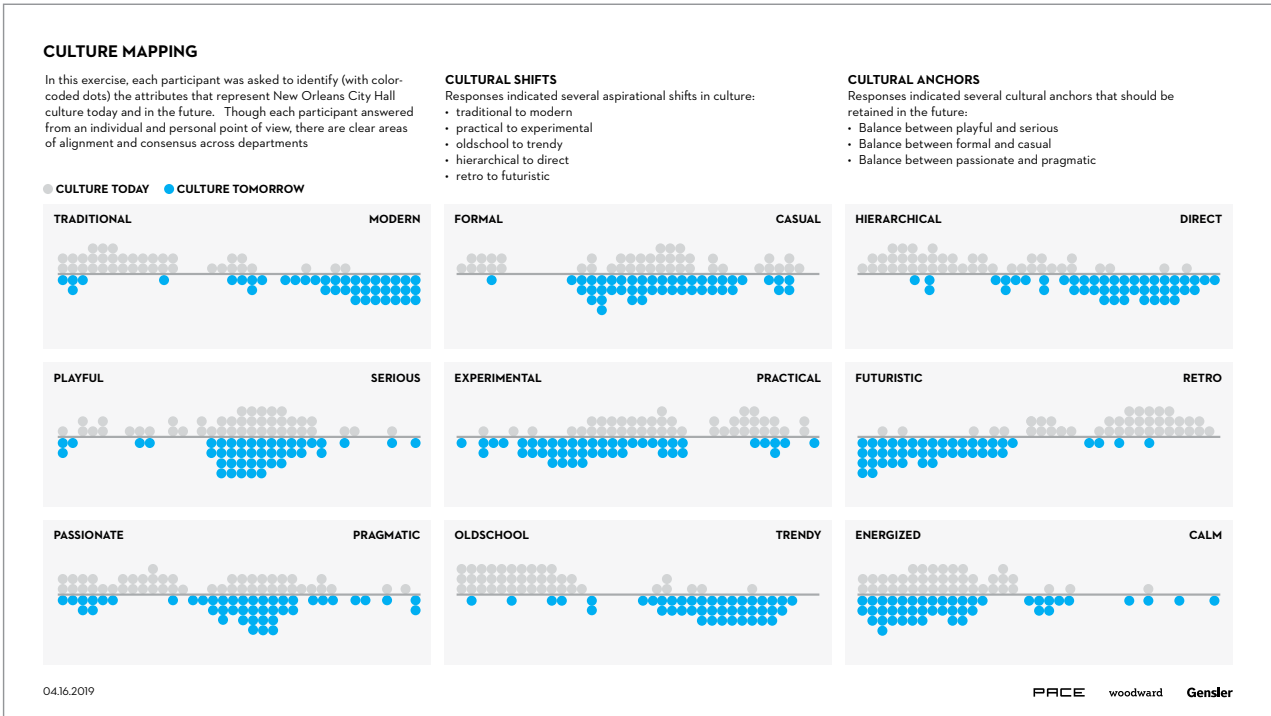


Design for choice and wellbeing.

- Opportunities for environmental comfort through individual settings and controls
- Ergonomic workspace furniture
- Explore mechanisms to improve air quality and temperature control
- Natural/daylighting concepts and transparency
- Introduce more options for healthy amenities
- Wellness and mothers rooms

VISIONING RECAP

On April 3, 2019 representatives from across the City of New Orleans government functions came together to establish a vision for the future of City Hall. Using a series of facilitated activities, participants engaged across departments, levels of experience, and unique perspectives to discuss organizational culture, acknowledge challenges, and highlight successes of the current City Hall.



Program Summary

EXISTING CONDITIONS

Summarized analysis of existing MEP and Structural systems of the facility located at 1300 Perdido, based on PACE’s observation and research.

Current MEP Conditions

With the current conditions, it is assumed that the mechanical, electrical and plumbing systems are repaired / replaced on a break fix policy versus a routine maintenance schedule. When observing the MEP areas of the building, particularly the 10th floor, the computer technology used to monitor systems is antiquated and includes a handwritten documentation log. In addition to the lack of efficient systems, the mechanical area is littered with tripping hazards and numerous boarded plywood windows.

Structural Conditions

The building is 10-stories with a basement. The structure was visible in several areas, including in the basement and at the 10th floor. The building’s columns and floor slabs area cast-in-place concrete reinforced structural system. 24” x 24” square concrete reinforced columns support each floor beginning at the basement elevation. The building has always been in use since approximately 1958 as a municipal government office. The building has an office live load design rating of 50 pounds per square foot (psf), and corridor and lobby design load rating of 80 psf to 100 psf.

Concrete structures, as in all vertical structures, require significant lateral resistance; particularly in hurricane prone regions such as New Orleans. Lateral resistance is required to resist wind forces. Concrete structures typically develop this resistance through shear walls, bracing, concrete reinforced moment frames, or a combination of these systems. We did not observe or find diagonal or “X” bracing

nor did we observe shear walls. The plan layout from floor to floor varied. If internal bracing or shear-walls exist, they would have been observed in our opinion and would have been discoverable. It is our conclusion that the building’s lateral resistance system is a concrete reinforced moment frame system which develops its resistance through rebar reinforcement in concrete beams to concrete columns at each floor at either all frames or specific frames.

Considering that the structure was built in 1958, it is expected that the existing structure is not built to current 2015 International Building Code standards. In our opinion, the existing building would need to comply with current building codes which requires that office live loading be 50 psf and an additional minimum 15 psf as a partition load that applies to office live loads specifically. The current code thus requires a 30% increase of live load to account for the partition load. Partition live loads apply to offices due to furniture scenarios that have open cubicle spaces where permanent walls that normally would have defined individual offices would otherwise not require a partition load. Thus, if a permanent office with non-movable furniture is desired, a partition live load may not be required. However, this is subject to an engineer of record judgment as all loads are considered minimum requirements from the code. We recommend a budget of \$1,980,000 (about \$5.50 SF) as an estimate to enhance the office live loads to include the additional 15 psf partition loading using carbon fiber strips under the concrete slabs and drop beams.

Lateral force requirements are also higher in 2019 than what was required in 1958. To our knowledge, no upgrades to the lateral resistance system of the building has been done since the original construction of the building. Preliminary calculations were performed by PACE Group LLC to determine an approximate percentage deficiency from an assumed 110 mph wind speed design criteria in 1958 compared to today’s code required 144 mph wind speed. An approximate deficiency percentage of 30% is a potential value that the existing concrete reinforced moment frames may be required to be increased. Current technologies do exist to remedy this potential deficiency in the form of carbon fiber wrapping, carbon fiber strips, and steel plate enhancements, or a combination of these technologies. For budgeting purposes, we recommend a range of \$1,300,000.00 to \$1,500,000.00 to enhance the existing structure to comply with lateral resistance improvements.

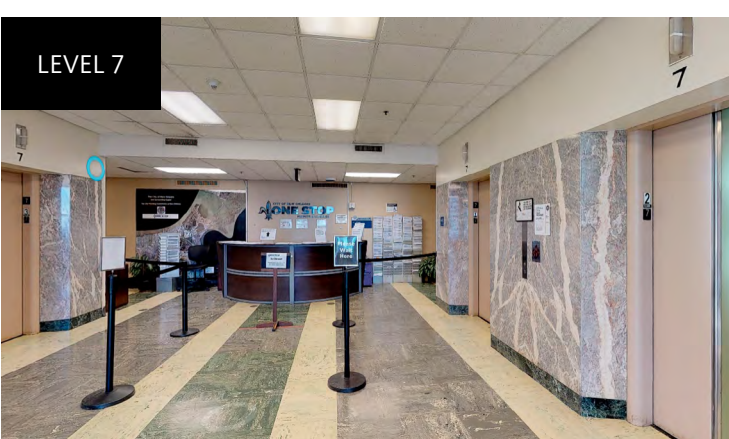
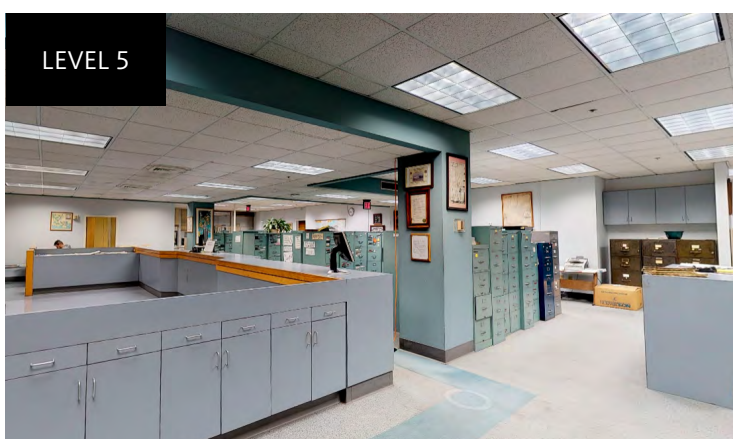
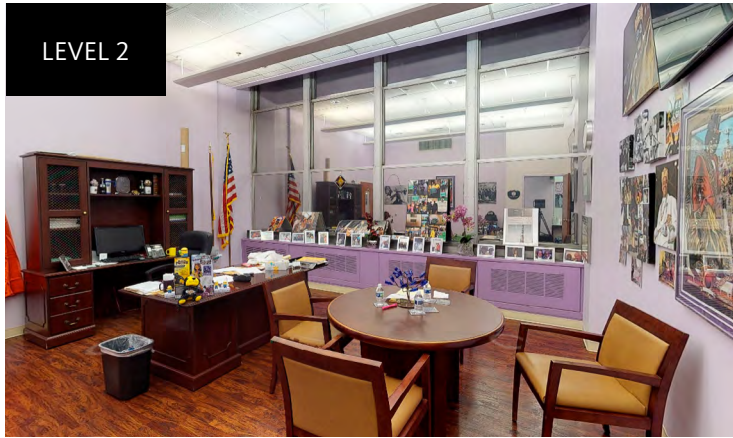
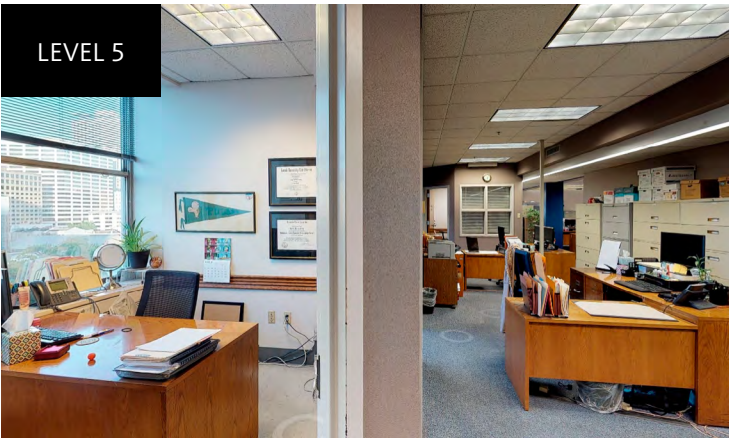
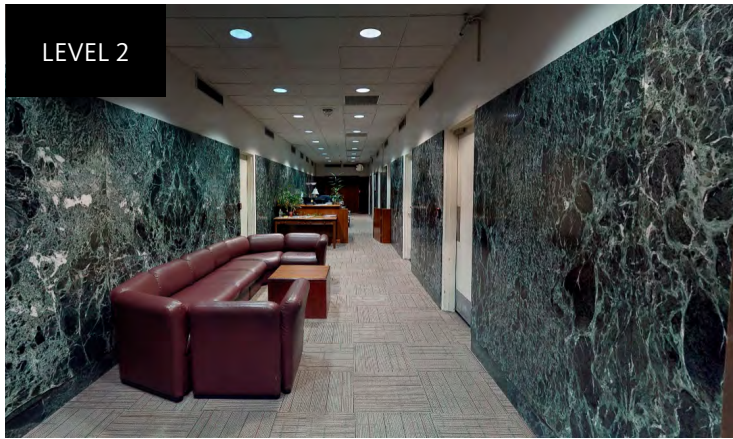
The foundations of the structure are deep foundations with pile supported structural elements such as pile caps which support the concrete columns and basement walls, among other load bearing structural elements. In our opinion, it may be necessary to increase the foundations for the increased lateral resistance using helical or auger-cast piles and enlarge existing pilecaps by doweling rebar into these existing pilecaps. For budgetary purposes, we recommend a range of \$800,000.00 to \$1,000,000.00 for enhancement of the foundations.



Program Summary

EXISTING CONDITIONS

Reference images of existing conditions within key spaces at 1300 Perdido.



Program Summary

GLOSSARY & DEFINITIONS

CIRCULATION

All pathways connecting programmatic spaces, including offices, workstations, support spaces, entry and elevator lobbies, and egress locations.

HEADCOUNT

The total number of employees including full-time, part-time, interns, and contractors that work at designated location defined by the scope of the project.

ENCLOSED VS OPEN

An enclosed workspace generally refers to a an office or shared office setting in which the workspace is fully surrounded by full-height partitions. Open refers to the workstations in an open plan environment with minimal partition partitions between work settings.

SPACE ALLOCATION RATE

The total usable area of an organization divided by the total number of headcount or total number of seats.

SPACE ALLOCATION RATIO

Proportion of space measured Usable Square Feet (USF) dedicated to personnel, dedicated support, shared support, and special/mission-specific support spaces.

SPACE STANDARDS

A standard unit area of a workspace or support space assigned by a defined criteria. *Example: All directors receive a space standard of a 225 SF office. Example: One standard 120 SF huddle room will be assigned per every 20 workstations.*

UTILIZATION RATE

Average usage of a space, often measured as a percentage of the total period that the space is available for use, such as the organization's business hours.

COLLABORATION SPACE

Space dedicated to facilitate face-to-face collaboration (scheduled or un-scheduled). This includes conference rooms, huddle rooms, and areas for open collaboration.

UNIVERSAL DESIGN

Term used to describe a holistic approach to the design of buildings and environments to make them as accessible as possible for all users.

WORKSTATION

An individual desk, workspace, or cubicle in an open environment with varying degrees of enclosure, functionality and furniture solutions.

SPACE TYPES

A categorical breakdown of program into the following terms:

PERSONNEL

Programmatic space that includes all individual and shared offices and workstations

DEDICATED SUPPORT

Programmatic support elements that are dedicated or assigned to a specific department and not commonly shared between organizational entities. Common dedicated support elements include department-dedicated file rooms, storage rooms, and work rooms,

SHARED SUPPORT

Programmatic support elements that are shared between multiple organizational entities. Common shared support elements include huddle rooms, meeting rooms, print stations, mothers rooms, and break areas. This excludes spaces considered building core or building common.

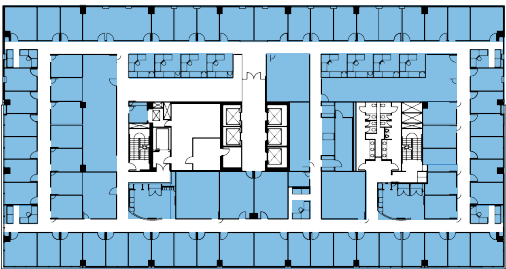
SPECIAL / AMENITY SUPPORT

Programmatic support elements with special or mission-specific requirements. These can include fitness centers, cafeterias, or conference centers.

NET SQUARE FEET (NSF)

The total unit area of a workspace, dedicated support, shared support, and special support element. Net square feet does not include circulation space, toilets, and areas considered building core or building common. The NSF measures the area contained within the outline of each identified program space. *Example: The net area of a 10' x 12' office is 120 NSF.*

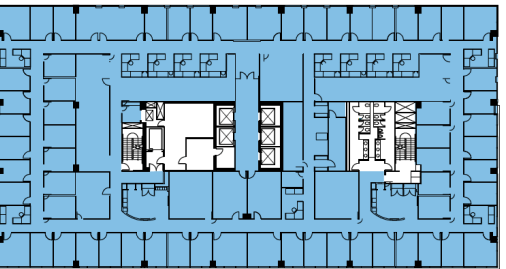
Example Diagram: NSF



USABLE SQUARE FEET (USF)

The area occupied by a tenant, department, or organizational entity, including circulation space. USF excludes vertical shafts, toilets, and areas considered building core or building common.

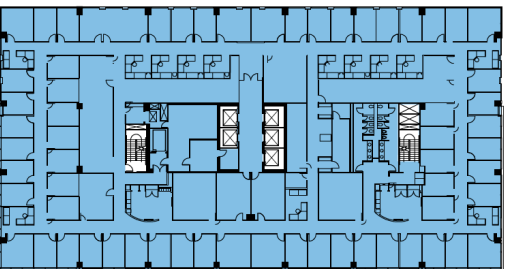
Example Diagram: USF



RENTABLE SQUARE FEET (RSF)

The area measured by a building owner or landlord in defining the terms of a lease. It includes restrooms, mechanical rooms, and a pro-rated/negotiated share of building core or building common spaces like the main building lobby and loading dock.

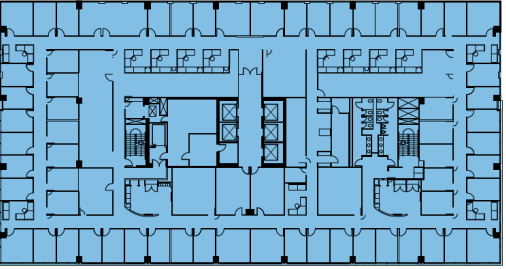
Example Diagram: RSF



GROSS SQUARE FEET (GSF)

The total area built environment, measured from the outside of face of the building envelope. It includes the usable area, rentable area, and areas considered building core, building common, or building service spaces. This term is commonly used to describe the entire footprint of the building and typically used by contractors for pricing purposes.

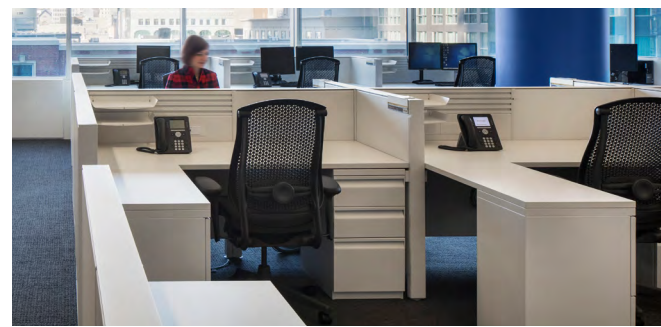
Example Diagram: GSF



Program Summary

PROGRAMMATIC RECOMMENDATIONS

Overarching recommendations based on emerging trends and best-practices in workplace design.



RECOMMENDATION 01:

Implement simplified and consistent space standards.

INTENT:

- Improve efficiency and occupancy
- Simplify the management and maintenance of renovations/ remodels, furniture, and organizational churn in the long-term
- Modular plug-n-play dimensions for long-term flexibility as functional requirements or user needs evolve over time
- Establish broad organizational parity and transparency through clear expectations around workspace
- Align an individual workspace to better-match specific work activities/job functions
- Avoid space as a reflection of influence or power
- Promote employee wellbeing through more updated, ergonomically-enabled furniture solutions

PROGRAMMATIC DRIVERS:

- Simplify the quantity of office and workstation size/configurations to reduce maintenance/modifications over time
- Size offices and workstations to align with comparable benchmarks within the public and private sectors

CONSIDERATIONS:

- Currently furniture solutions are mix/match and vary dramatically by department
- Standards can be established using job type, title/role, pay grade, functional activity, etc.
- Institutional memory and legacy of physical space
- Complex political relationships



RECOMMENDATION 02:

Eliminate departmental suite boundaries, unless legally required.

INTENT:

- Accommodate more functional and organizational adjacencies between departments
- Reduce vacancy rate and under-utilized space
- Manage organizational growth and churn over time with less renovations (moving people, not furniture/walls)
- Eliminate physical barriers to natural light and introduce more transparency
- Eliminate organizational silos
- Avoid maze-like wayfinding and allow for clear and intuitive floor circulation
- Encourage more inter-/intra-department communication
- Maintain dedicated, secure suites for departments with significant public interaction or specific security requirements
- Maintain departmental access to secure storage and file rooms

PROGRAMMATIC DRIVERS:

- More efficient circulation factor on each floor (by eliminating suite walls)
- Eliminate redundant support spaces

CONSIDERATIONS:

- Requires shifts in security/access control to floors not accessible by public
- Rethink what's truly confidential from your co-worker



RECOMMENDATION 03:

Provide shared areas for collaboration and meeting space.

INTENT:

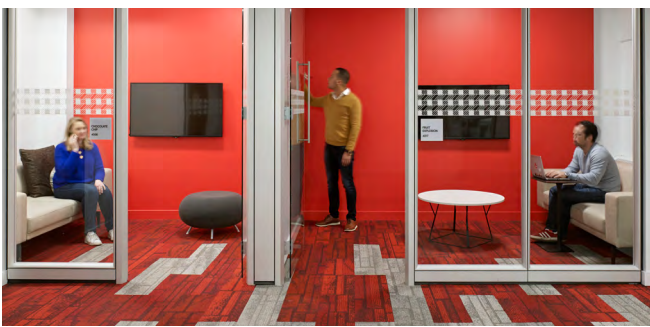
- Dramatically increase access to meeting space and encourage inter-/ intra-department collaboration as well as with the public
- Expand the variety of meeting spaces from small huddle rooms to large, multi-purpose space for department meetings and/or public hearings
- Increase access to collaborative technology, incorporating both high- and low-tech solutions
- Improve utilization of meeting rooms as a better allocation of resources through sharing
- Avoid territorial ownership over conference rooms
- Eliminate departmental “anchors” that inhibit organizational flexibility

PROGRAMMATIC DRIVERS:

- Increase the quantity, quality, and variety of meeting spaces, including more open collaboration settings
- Allocate meeting space based on best-practice ratios and utilization findings

CONSIDERATIONS:

- Many department conference rooms are already accessible and shared between departments, but not effectively
- Utilization study highlights low meeting space utilization and need for smaller meeting spaces (3-4 seats)
- Many of these spaces and equipment are currently funded and managed through individual department budgets
- Some departments, given the nature of their work activities, do have valid requirements for dedicated conference rooms
- Requires a robust and reliable reservation system
- Requires strategy or policy to maintain spaces in clean, tidy, and usable condition for use by those who reserve it



RECOMMENDATION 04:

Introduce alternative settings to support a variety of work activities.

INTENT:

- Introduce a palette of alternative work settings away from employees' primary-assigned workspace
- Empower employees with more choice in where they work to better match the specific task/activity at hand
- Provide floor-shared work cafe/break rooms with access to coffee, water, ice, microwaves, refrigerators as well as spaces to focus, collaborate, socialize, or take a break
- Provide more alternative spaces conducive to individual focus work (acoustic privacy, control of lighting, etc.)
- Provide visiting staff, contractors, and vendors as a place to touchdown between meetings
- Minimize departmentally “owned” spaces that inhibit organizational flexibility

PROGRAMMATIC DRIVERS:

- Eliminate department-dedicated break rooms and meeting rooms
- Provide floor-shared open collaboration, huddle, work cafe/break rooms, and focus space as alternative workspaces for internal use

CONSIDERATIONS:

- Individually assigned workspaces are not designed to support all required work activities
- Utilization study reveals that (89%) of the time while a space is occupied, time is being spent on individually focused work
- Conference rooms are being used as “focus spaces” for individuals (35%) of the time
- Current desktop computers and technology limit the ability to move easily from space to space, agile working, and choice

Program Summary

PROGRAMMATIC RECOMMENDATIONS

Continued from previous page.



RECOMMENDATION 05:

Provide centralized, shared support spaces for common office functions.

INTENT:

- Eliminate spatial redundancies from department to department
- Provide floor-shared access to centrally located print/copy areas
- Maintain plotter areas for departments with specific plotting requirements
- Simplify maintenance and management of related equipment
- Eliminate departmental “anchors” that inhibit organizational flexibility

PROGRAMMATIC DRIVERS:

- Distributed floor-shared areas for central printing
- Eliminate department-dedicated print rooms and reduce/eliminate printers at individual offices and workstations

CONSIDERATIONS:

- Many of these spaces and related equipment are currently funded and managed through individual departments
- Technology solutions like “print release” and “cloud printing” allow for secure printing



RECOMMENDATION 06:

Dramatically reduce file storage on-site.

INTENT:

- Adopt a best-practices approach to document management as storage increasingly shifts to digital
- Reduce the quantity of high-density units, lektrievers, and file cabinets that take up a significant amount of real estate in City Hall and 1430 Poydras
- Maintain on-site storage for active files that are accessed frequently
- Maintain legally required records
- Eliminate departmental “anchors” that inhibit organizational flexibility

PROGRAMMATIC DRIVERS:

- Department requests for file space have been captured based on Gensler’s understanding of the department programming questionnaire, but there is a significant opportunity to reduce physical file storage space
- Provide more scanning stations in shared support print/copy areas

CONSIDERATIONS:

- Cost and implementation time of reviewing, organizing, and scanning is significant
- Digitalization of current records would require more digital storage space/IT infrastructure/changes to IT storage policies
- Significant amount of real estate in City Hall is devoted to storing paper that is not accessed on a regular basis
- Currently use several different offsite vendors for archiving
- Transitions between vendors have been problematic
- Review federal and legal file retention requirements/policies/file naming standards, etc.
- Publicly accessible scanning stations



RECOMMENDATION 07:

Improve constituent access and customer experience.

INTENT:

- Provide a more welcoming image/experience for public customers
- Improve physical access to the building and public-facing departments through universal design concepts
- Provide easier access to departments with significant public-interface or transactions through thoughtful adjacencies
- Reduce spatial redundancies of waiting rooms/areas from department to department by combining/consolidating waiting zones, where appropriate
- Provide clear and consistent signage for easy wayfinding and navigation from department to department
- Employ new technology system to improve speed/customer experience

PROGRAMMATIC DRIVERS:

- Department requests for public waiting areas have been captured based on Gensler’s understanding of the department programming questionnaire, but there is a significant opportunity to combine and consolidate these waiting areas through co-locating public-facing departments

CONSIDERATIONS:

- Public interactions are shifting to increasingly digital processes (as prerequisites) before becoming face-to-face interactions
- A building information/reception desk/kiosk position that helps guide and support visitor experience



RECOMMENDATION 08:

Leverage adjacencies to enhance security and control public access.

INTENT:

- Maintain a safe and secure experience for all visitors (public customers and staff) to City Hall
- Centralized public entry with robust security screening (public and employees)
- Provide an layered approach to security through alternative entry/ access points for staff, access control card readers, turnstiles, etc.
- Co-locate departments with significant public-interface or transactions on lower floors and limit public access to upper floors
- Maintain specific security requirements for departmental file rooms, storage rooms, and other support spaces

PROGRAMMATIC DRIVERS:

- Provide a main building lobby as a central public access point
- Provide a secondary employee entry with similar screening system

CONSIDERATIONS:

- Review current security and safety policies and staff
- Staff populations as well as public are potential security risks
- Explore opportunities to improve main lobby security

Program Summary

PROGRAMMATIC RECOMMENDATIONS

Continued from previous page.



RECOMMENDATION 09:

Provide employees with access to more convenient amenities.

INTENT:

- Provide spaces that enable the City functions to manage disasters and major incidents.
- Leverage business partnerships with third party operators (parking, hotel, food service, wellness/fitness, showers, daycare, etc.)
- Provide more alternative spaces conducive to individual focus work (acoustic privacy, control of lighting, etc.)
- Provide visiting staff, contractors, and vendors a place to touchdown between meetings

PROGRAMMATIC DRIVERS:

- Large scale, multi-purpose, reconfigurable meeting space for large public hearings and large department meetings
- Provide a food service amenity that includes a full-service kitchen, server, and dining hall
- Provide a coworking space/lounge for visiting staff, contractors, and vendors as place to touchdown between meetings

CONSIDERATIONS:

- 24-hr emergency personnel accommodations (beds, showers, food, etc.) can be accommodated in the building, but is an ineffective use of real estate
- Concerns around hotels being closed off full during disasters, or not immediately accessible to provide safe parking for personal vehicles



Program Summary

A high-level review of assumptions surrounding headcount, space standards, support ratios, and specialty spaces

SPACE ALLOCATION ANALYSIS

PERSONNEL

Space dedicated to employees that includes all offices and workstations

Circulation Markup Factor

Resultant Circulation (%)

0.54

35%

DEDICATED SUPPORT

Space dedicated to a specific department or organizational function, often including dedicated waiting areas, storage rooms, file rooms, work rooms, etc.

Circulation Markup Factor

Resultant Circulation (%)

0.54

35%

SHARED SUPPORT

Space that is distributed and shared by multiple departments/functions based on allocation ratios, often including focus rooms, meeting rooms, print/copy rooms, break areas, etc.

Circulation Markup Factor

Resultant Circulation (%)

0.54

35%

SPECIAL SUPPORT

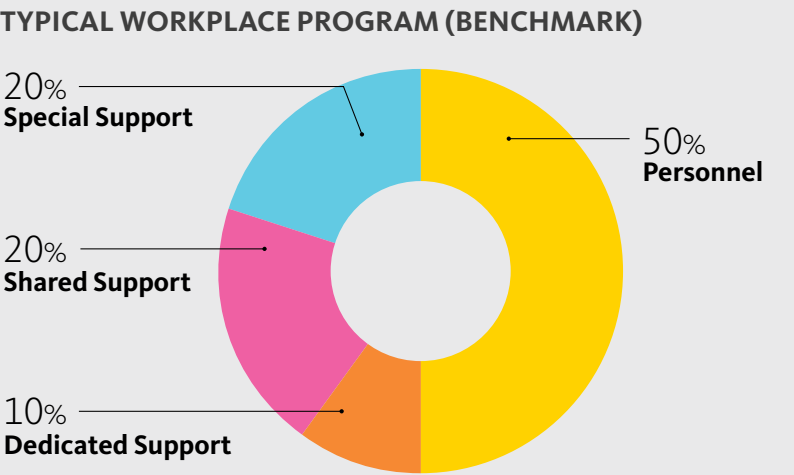
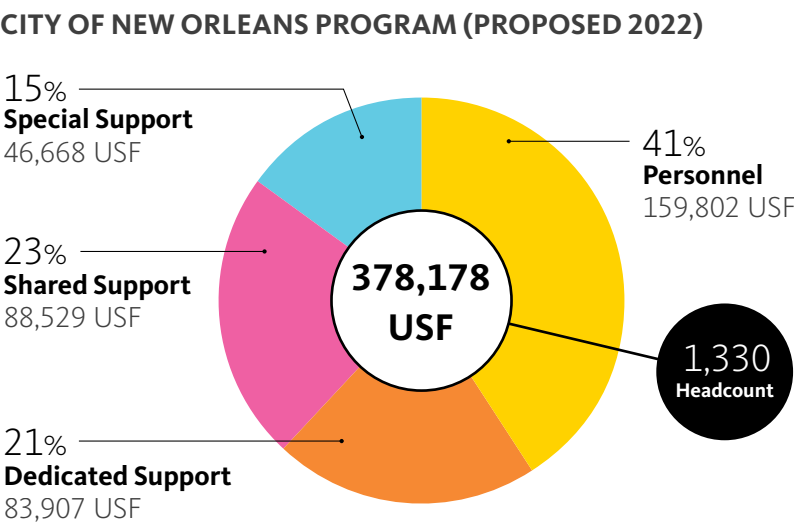
Space with specialized requirements like the EOC facilities and the Council Chambers. It also includes amenity spaces like a dining hall, coworking lab, and public assembly room, etc.

Circulation Markup Factor

Resultant Circulation (%)

0.18

15%

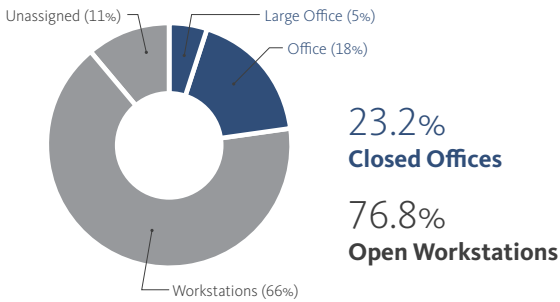


Program Summary

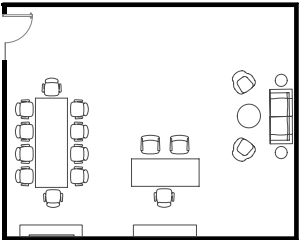
SPACE STANDARDS

The space standards described below represent a “best practices” approach consistent with benchmarks for individual and collaborative workspace being designed and occupied at the time of this report. While efforts to meet these standards are recommended, they are included here for informational purposes only as a diagram of what these space *could* look like. There are a variety of furniture solutions that could be accommodated within the footprints pictured below.

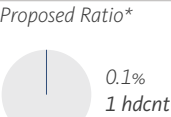
Proposed Open to Closed Ratio



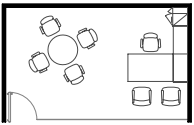
Individual Workspace



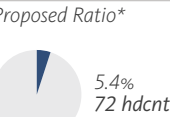
Mayor's Office
25' x 30'
750 NSF



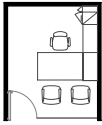
Mayor



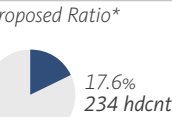
Large Office
12' x 20'
240 NSF



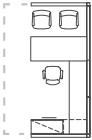
City Council
CAO
Chief of Staff
Director
City Attorney
Executive Counsel



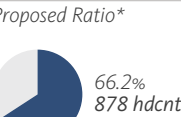
Typical Office
12' x 10'
120 NSF



Exec. Assistant
Asst. CAO
Deputy / Asst. Director
Deputy / Asst. Chief
Administrator
Attorney
Manager



Workstations
6' x 10'
80 NSF**



Paralegal
Supervisor
Planner
Engineer
Specialist



6' x 8'
64 NSF**

Analyst
Contractor
Paralegal
Assistant
Admin

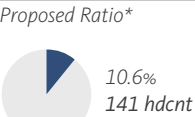


6' x 6'
48 NSF**

The program will include one workstation size at 6x8 (64 NSF) as an average, reflective of a mix of the three workstation sizes described above.

Unassigned Staff

Work primarily in support space or in the field



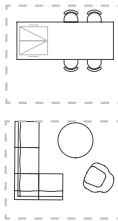
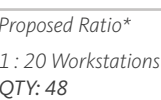
Remote Staff
Visiting Staff
Field Agents & Inspectors

All images and diagrams are for reference and represent only a possible furniture solution.
*Proposed ratio/quantity reflects the percentage and quantity of the 2022 total.
**Additional area is factored into the NET SF to account for secondary circulation space.

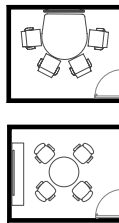
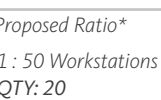
Collaborative Shared Support Space



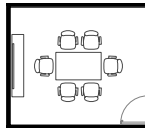
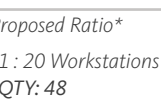
Focus Room
60 SF



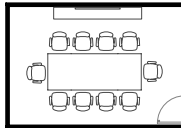
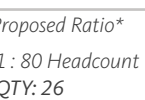
Open Collaboration
120 SF



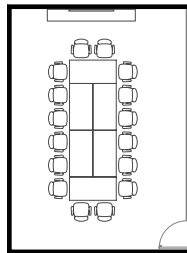
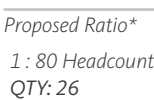
Huddle / Consultation
120 SF



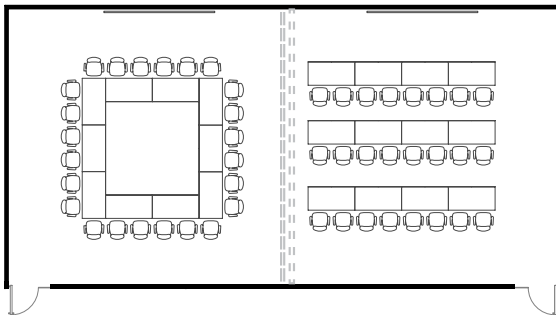
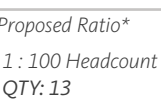
Small Conference
180 SF



Medium Conference
250 SF



Large Conference
500 SF



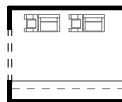
Multipurpose / Training Room
1500 SF or (2) 750 SF w/ movable partition
QTY: 7

Misc. Shared Support

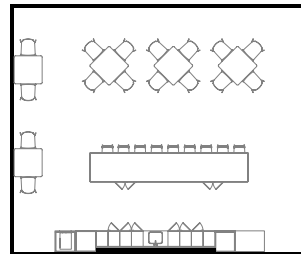
These spaces tend to be allocated by floor so quantities may vary by occupancy scenario



Wellness Rm
60 NSF
QTY: 5
Mothers Rm



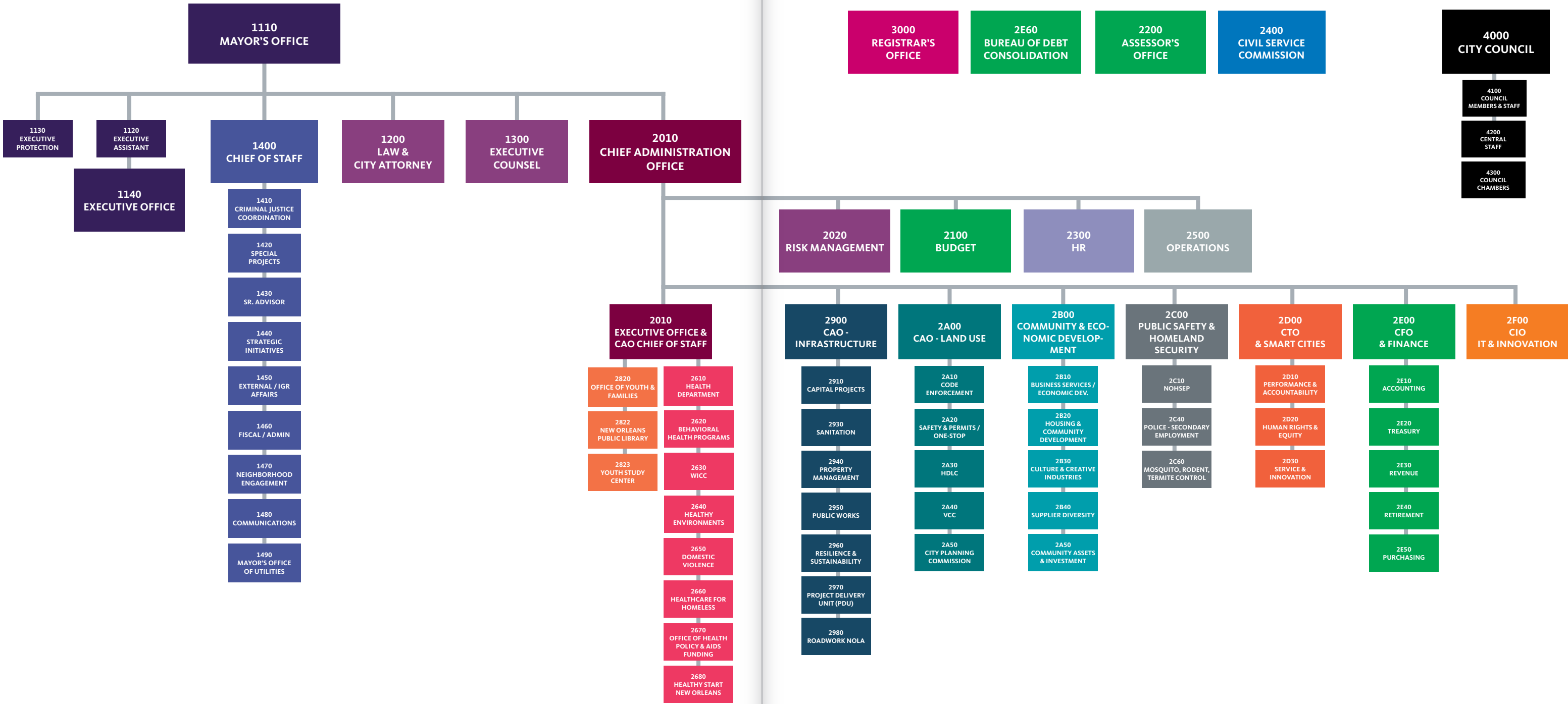
Print/Copy Rm
120 NSF
QTY: 26
Storage, (2) MFD



Break Area / Work Cafe
800 NSF
QTY: 11
Coffee Bar, Ref, MW, DW
Variety of cafe/lounge seating

Program Summary

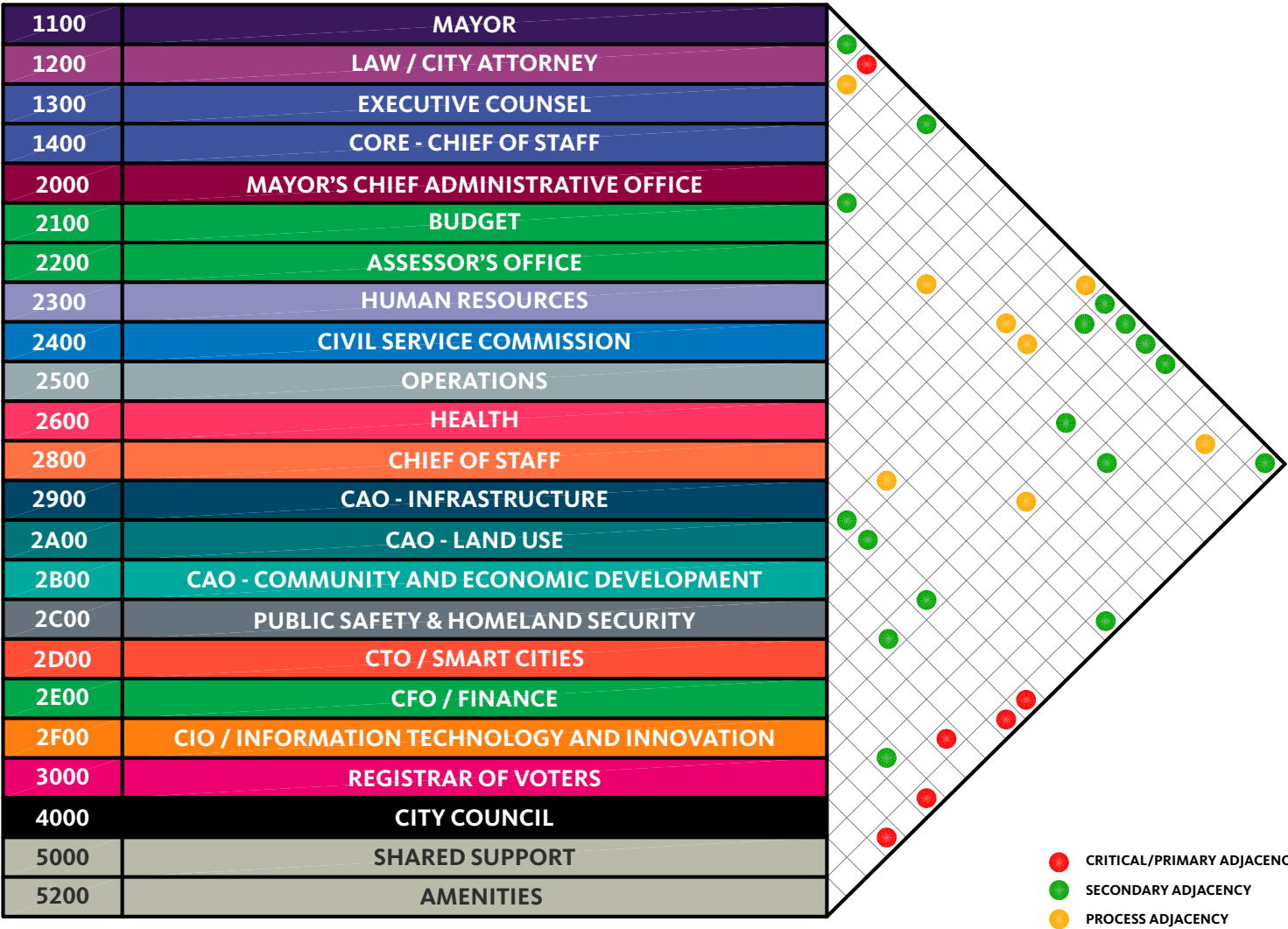
ORGANIZATIONAL STRUCTURE



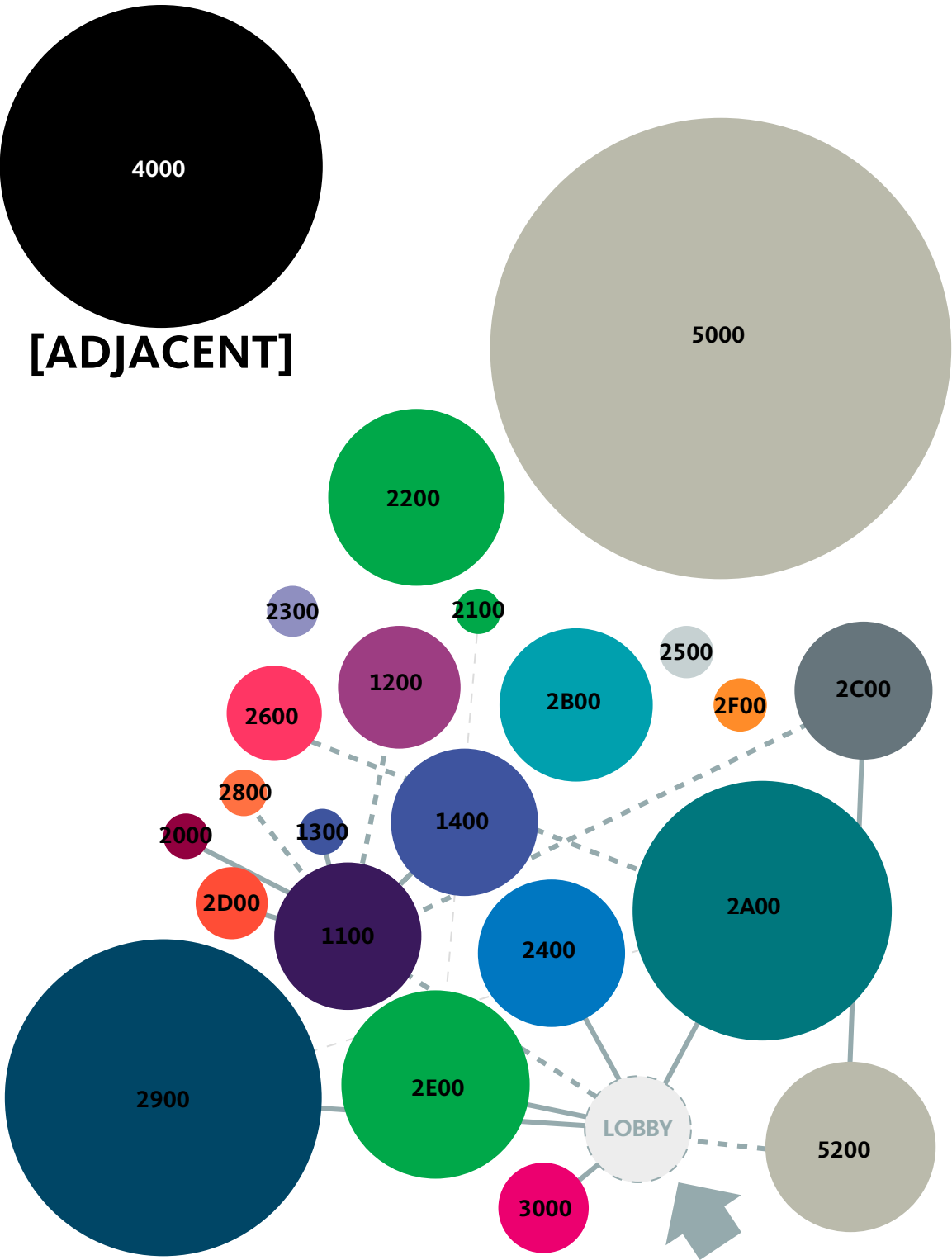
Program Summary

ADJACENCIES

These series of bubble diagram depict the major programmatic adjacencies defined by departments through the data collection process defined in the earlier sections of this report. Each color corresponds to a different organizational element (division, department, group, etc.) within the New Orleans City Hall.



- CRITICAL/PRIMARY ADJACENCY
- SECONDARY ADJACENCY
- PROCESS ADJACENCY

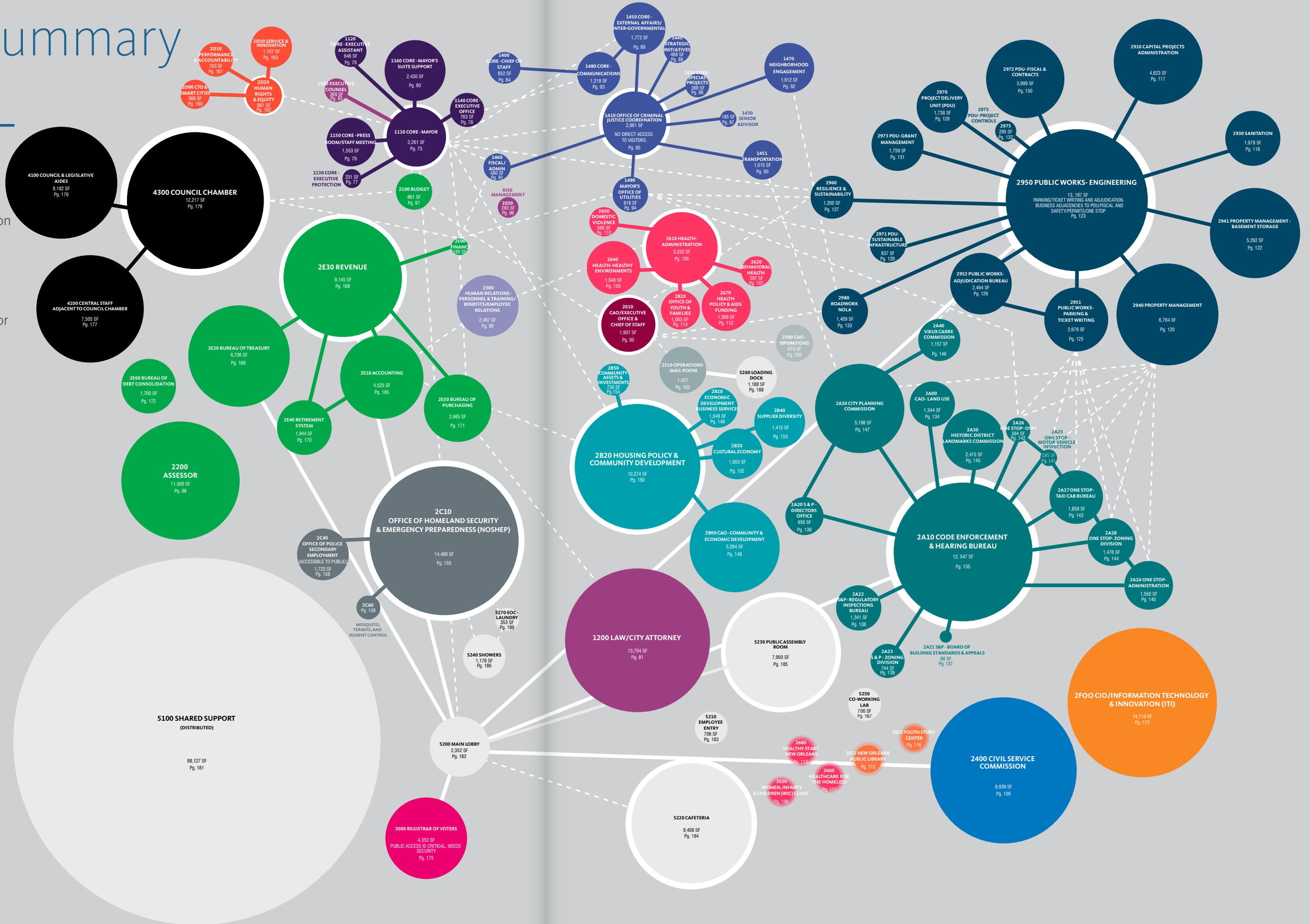


This bubble diagram depicts the major programmatic adjacencies defined by departments through the data collection process. Each color corresponds to a different department within the New Orleans City Hall. The various sizes of the bubbles relate to the amount of usable square footage that is needed for each component.

- 1100 MAYOR
- 1200 LAW / CITY ATTORNEY
- 1300 EXECUTIVE COUNCIL
- 1400 CHIEF OF STAFF
- 2000 MAYOR'S CHIEF ADMINISTRATIVE OFFICE
- 2100 BUDGET
- 2200 ASSESSOR'S OFFICE
- 2300 HUMAN RESOURCES
- 2400 CIVIL SERVICE COMMISSION
- 2500 OPERATIONS
- 2600 HEALTH DEPARTMENT
- 2800 CAO - CHIEF OF STAFF
- 2900 CAO - INFRASTRUCTURE
- 2A00 CAO - LAND USE
- 2B00 CAO - COMMUNITY & ECONOMIC DEVELOPMENT
- 2C00 PUBLIC SAFETY & HOMELAND SECURITY
- 2D00 CTO / SMART CITIES
- 2E00 CFO / FINANCE
- 2F00 CIO / INFORMATION TECHNOLOGY & INNOVATION
- 3000 REGISTRAR OF VOTERS
- 4100 CITY COUNCIL - CHIEF OF STAFF
- 5100 SHARED SUPPORT
- 5200 AMENITIES

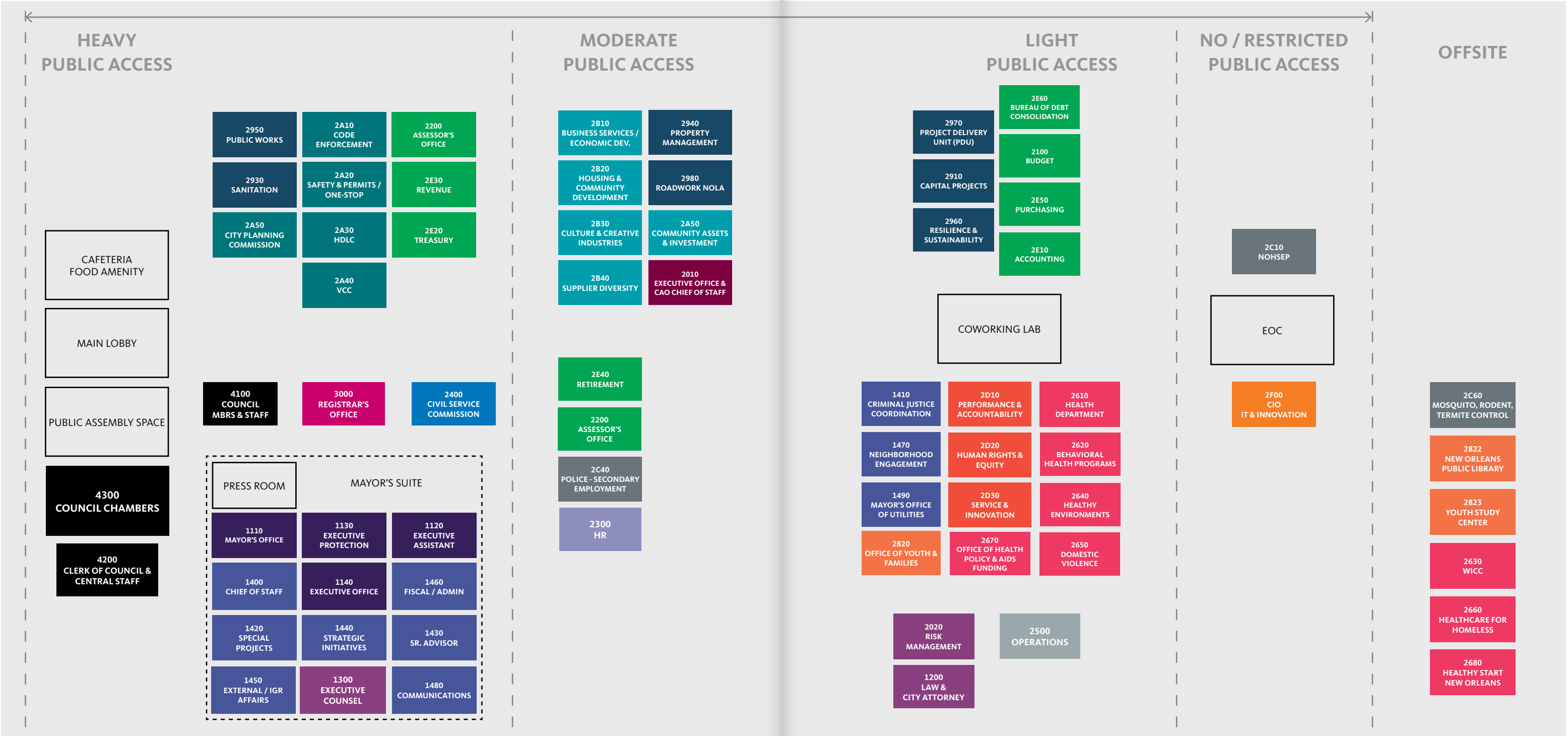
— — — PRIMARY ADJACENCIES

- - - SECONDARY ADJACENCIES



Program Summary

ADJACENCIES



Program Summary

A high-level review of assumptions surrounding headcount, space standards, support ratios, and specialty spaces

ASSUMPTIONS

1. This document reconciles the qualitative and quantitative requirements defined by the City of New Orleans City Hall reconciled with current workplace design trends and industry best practices.

2. The program will assume the City of New Orleans broadly adopts the recommendations as outlined in the “programmatic recommendations” section within this report.

3. Headcount from functions that are designated to remain separate or offsite from City Hall will not be included in the program, but space will be provided for regularly visiting staff from these functions as described in the department programming questionnaire. These groups include, but are not limited to: Equipment Management Division, WIC Clinics, HCH, Healthy Start New Orleans, New Orleans Public Library, Youth Study Center, NOFD, EMS, and OPCD.

4. Headcount growth is based on departmental forecasts as described in the completed department programming questionnaires.

5. Space standards are recommendations based on industry standards and best practices in workplace design.

6. Based on Gensler’s recommendation, space standards for individual workspaces are assigned by title. This recommended assignment may not align to an individual’s current assignment and titles may not reflect equally across departments (general banding defined within the Space Standards section of this report). *Example: Based on Gensler’s recommendation and current workplace trends, a person with a private*
- office today, may not be assigned a private office in this program study.*

7. Space standard assignments have been reviewed by department leaders. Any exceptions to the recommended assignments have been provided, documented, and revised.

8. A workstation size of 6x8 will be applied globally to the program as an average size to accommodate a mix of workstation sizes at 6x6, 6x8, and 6x10.

9. Shared support elements will include focus rooms, meeting spaces, open collaboration spaces, print/copy rooms, wellness rooms, and work cafe/break areas. These elements will not be dedicated to specific departments, but distributed to be shared by departments based on best-practice ratios (defined within the Space Standards section of this report).

10. Departments within the Mayor’s suite (defined as “Core–”) will share a dedicated break room, conference rooms, and print/copy areas within the boundaries of the Mayor’s suite.

11. Departmental storage space (equipment and files) as described by the department programming questionnaire is captured within the program. Based on Gensler’s understanding, there is a significant opportunity to reduce via digitization/scanning/offsite archiving and avoid redundant paper copies.

12. Amenities and special support spaces will be sized to support the forecast 2022 headcount.

CONSIDERATIONS / ISSUES / QUESTIONS

- No data was directly collected from the Orleans Parish Assessor’s Office. This group is currently located in 11,500 sf on the 4th floor of City Hall. Their existing space requirement of 11,500 sf will translate directly to the 2020 and 2022 program based on direction provided by the City of New Orleans.
- No data was directly collected from The Bureau of Debt Consolidation. Programmatic requirements for this group have been included based on direction provided by the City of New Orleans.
- Based on facility tours and photos, file requirements seem significantly under-reported in the department programming questionnaires received.
- This report recommends further investigation into departments/programmatic functions that have a legal requirement for physically secure, suited workspace.

Program Summary

BENCHMARKING & TRENDS

Industry Metrics Study

The data sources for all case study companies and organizations have been compiled from completed projects no earlier than 2007. The data of this report is based on the metrics from (5) sample case study organizations per industry sector, with the exception of the Social Services industry, which includes (3) sample case studies.

Industry Sectors

ARCHITECTURE / ENGINEERING

Includes all architecture, construction, engineering and related services

BIOTECHNOLOGY & SCIENCE

Biotechnology, pharmaceutical, and related services. Cast study examples represent both general administrative spaces and some laboratory functions

CALL CENTERS

Contact, phone, or call centers focused on providing customer service

FINANCE

Financial services related to investment banking and capital markets. Private management and trading floors are not included

LAW ENFORCEMENT

Public sector law enforcement agencies. Does not include spaces with detention facilities

LEGAL

Public and private sector law firms

SOCIAL SERVICES

Public sector agencies providing health and social services

TECHNOLOGY

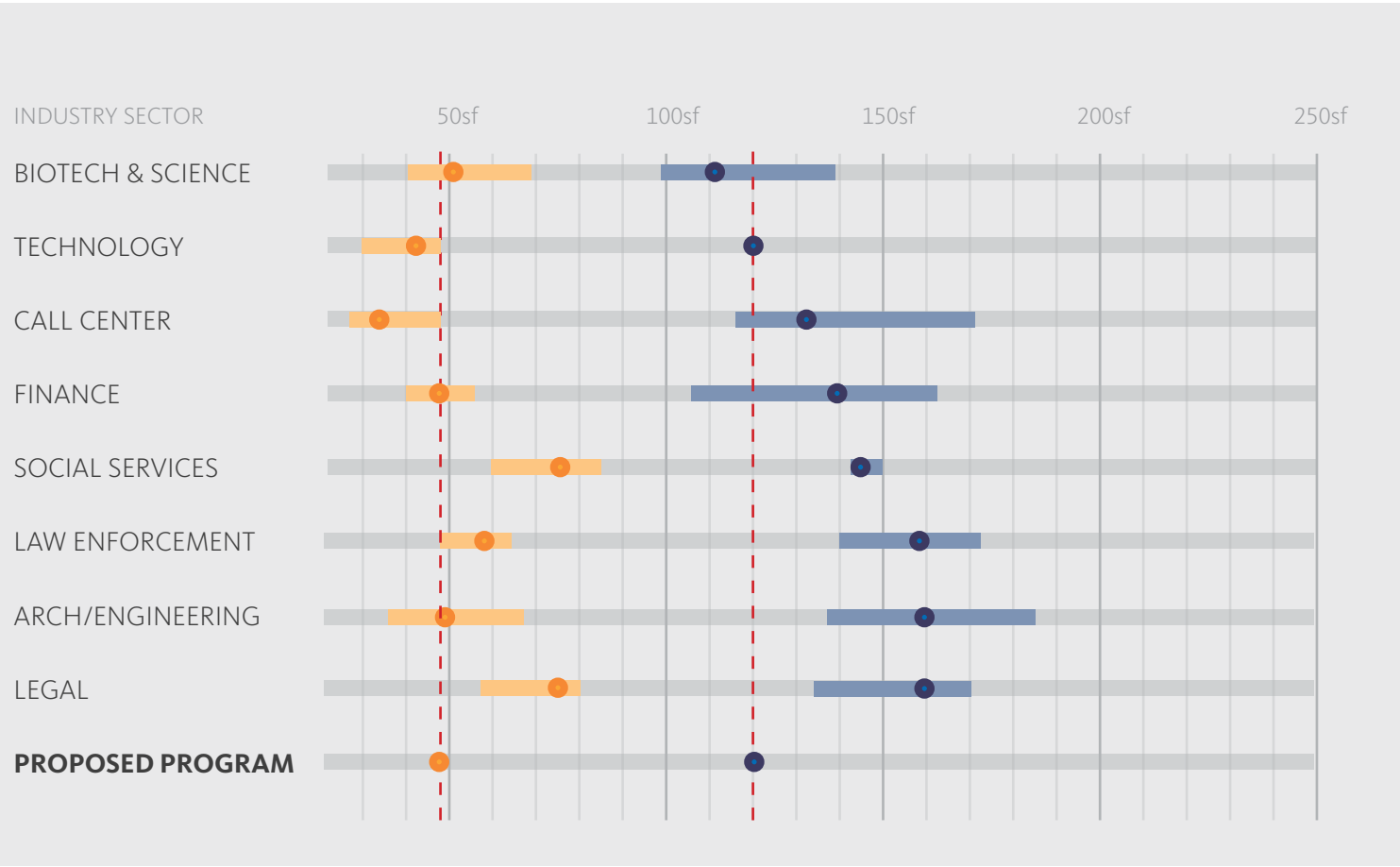
Technology development companies, both hardware and software oriented.

Average Office & Workstation Sizes

This chart illustrates the averages space allocation rate for each industry sector based on USF per total personnel.

LEGEND

- Avg. Office NSF
- Sample Range
- Avg. Workstation NSF
- Sample Range



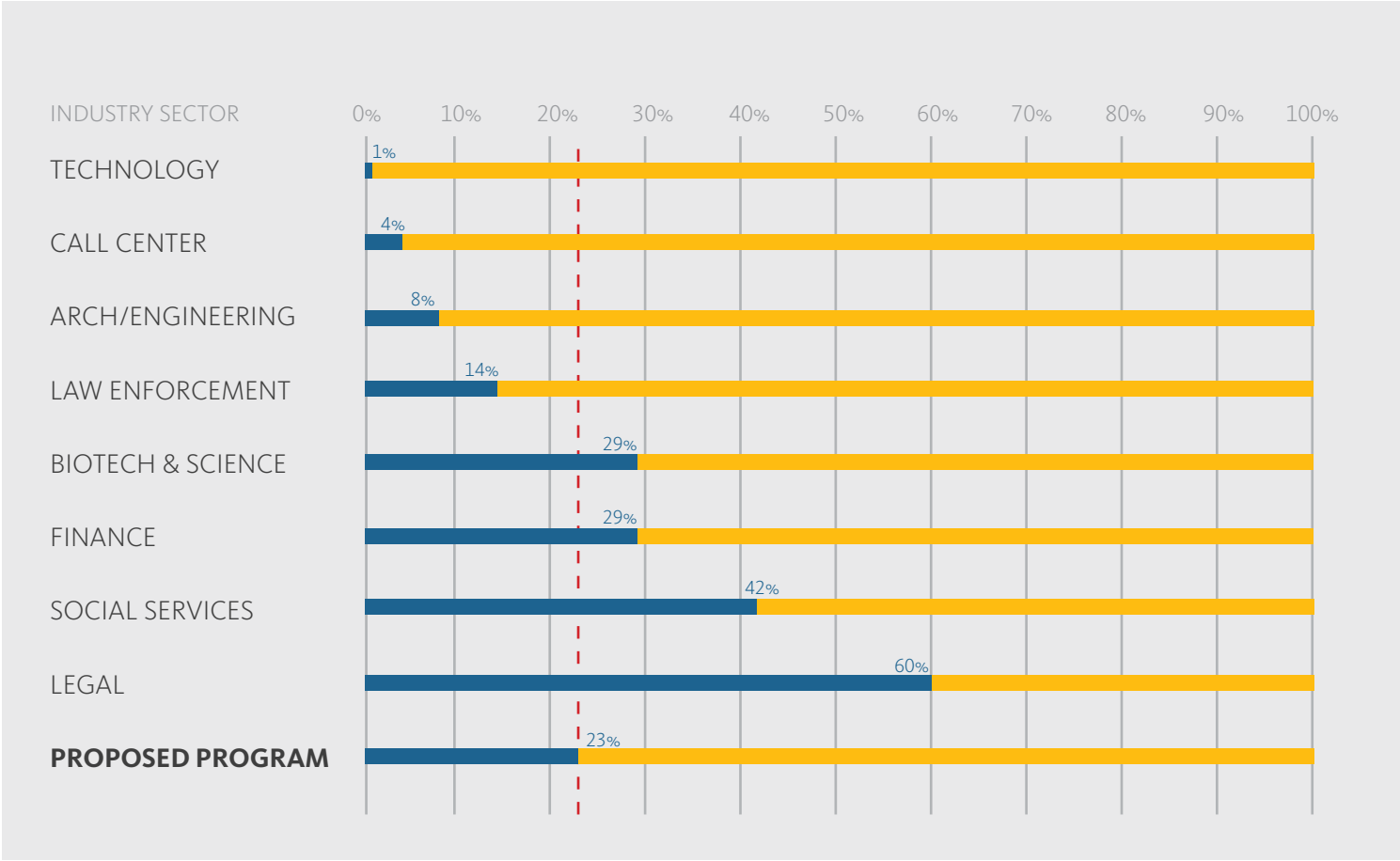
Program Summary

BENCHMARKING & TRENDS

Open vs. Closed Ratio

This chart displays the average ratio of enclosed office spaces to open workstations per industry sector.

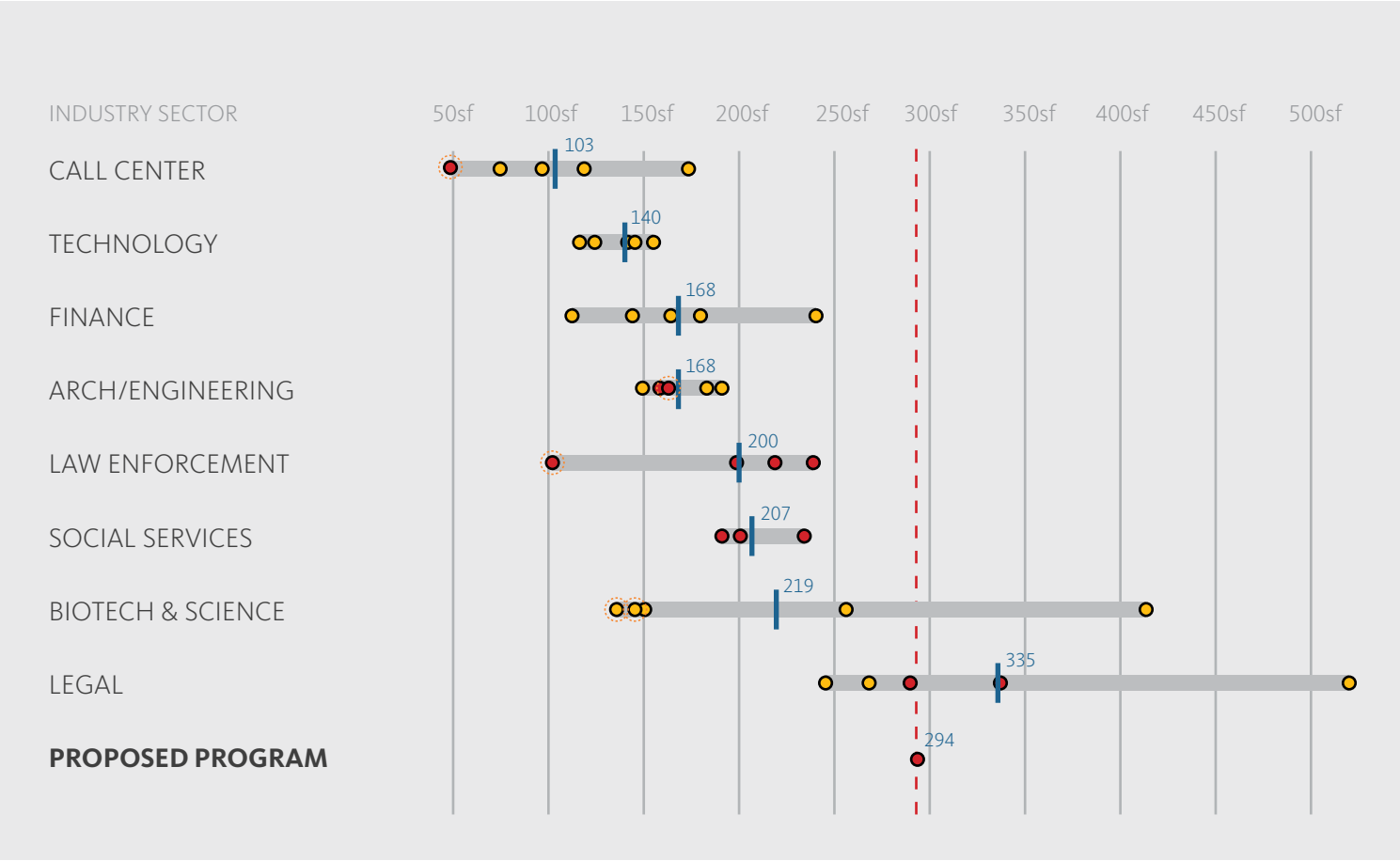
- LEGEND
- Avg Ratio of Enclosed Offices
 - Avg Ratio of Open Workstation



Space Allocation Rate: USF Per Total Personnel

This chart illustrates the average space allocation rate for each industry sector based on USF per total personnel.

- LEGEND
- Mobility Program
 - Private Sector
 - Public Sector
- Average
Range



Program Summary

BENCHMARKING & TRENDS

Project Research Benchmarking Study

The data sources for all case study companies and organizations have been compiled by Gensler from completed projects no earlier than 2007. The data of this report is based on the available metrics from (10) sample government case study projects of similar scope or size.

PROJECT BENCHMARKING STUDY					
CLIENT	YEAR COMPLETE	PROJECT	TYPE	CITY / STATE	DEVELOPMENT
City of Austin	2019	City of Austin Planning & Development Center	Office Building	Austin, TX	Owner-Occupied, Public / Private Partnership
City of Pasadena	2016	City of Pasadena City Hall Relocation	Office Interiors	Pasadena, TX	Owner-Occupied, Government Development
City of Snoqualmie	2011	City of Snoqualmie City Hall	Office Building	Snoqualmie, WA	Owner-Occupied, Government Development
City of Maricopa	2013	Maricopa City Complex	Office Building / Campus	Maricopa, AZ	Owner-Occupied, Public / Private Partnership
City of Surprise	2009	City of Surprise City Hall	Office Building	Surprise, AZ	Owner-Occupied, Government Development
City of Toronto	2018	City of Toronto Metro Hall Modernization	Office Interior / Renovation	Toronto, Ontario	Owner-Occupied, Government Development
Confidential	2019	Office Building	Office Building	Minneapolis, MN	Owner-Occupied, Government Development
Confidential	2017	Office Building	Office Building	Confidential	Owner-Occupied, Government Development
U.S. Customs & Border Protection	2016	Office Building	Office Building	Washington D.C.	Owner-Occupied, Government Development
U.S. General Services Administration	2017	G.T. Mickey Leeland Federal Building	Office Interiors Renovation	Houston, TX	Owner-Occupied, Government Development

SITE / CONSTRUCTION	PROGRAM / PLANNING HEADCOUNT	APPROXIMATE AREA (GSF)	FLOORS IN PROJECT	PROJECT DETAILS
Single purpose structure with separate, secure parking structure	1,275	300,000 SF	4	Innovative work model of limiting all public interaction (consultation/ review meetings) to first floor meeting space. Includes conference center, cafeteria, courtyard seating.
Single purpose structure with separate, secure parking structure	200	95,200 SF	6	Relocation from 3 antiquated city facilities into an centralized location in a nearby office building. Includes large multipurpose area, council chambers, local, municipal TV station.
Single purpose structure	45	14,000 SF	2	Consolidated 5 public services scattered in different places. Includes a council chambers/multi-purpose room.
Single purpose structure within larger municipal complex	297	45,000 SF	2	Comprehensive master plan on 145 acres to develop new city center comprised of a new city hall (45,000sf), police station, and additional retail and commercial opportunities.
Single purpose structure within larger municipal complex	600	130,000 SF	4	Designed around Mediterranean concept incorporating a connective loggia along a government mall complex. Includes various courtyards and cafeteria.
Single purpose structure	317	61,000 SF	2	Driven by recent portfolio analysis and workplace strategy promoting efficient use of space, design innovation, enhancing collaboration, and increasing productivity.
Single purpose structure with separate, secure parking structure	N/A	220,000 SF	14	N/A
Single purpose structure	N/A	570,000 SF	12	Includes operations center, SCIF, data center.
Two separate, single purpose structures	N/A	635,000 SF	9	N/A
Single purpose structure, detached parking structure	N/A	324,000 SF	17	Includes cafeteria, deli, credit union, public health services.

Program Summary

BENCHMARKING & TRENDS

Project Research Benchmarking Study

The data sources for all case study companies and organizations have been compiled by PACE from completed projects no earlier than 2007 and projects currently in construction. The data of this report is based on the available metrics from (10) sample government case study projects of similar scope or size.



Three Constitution Square

Washington D.C.
12 Floors / 350,000 SF
\$411 / SF
Completed 2014
New Construction

Class A office building with LEED Platinum certification, incorporated security, and ‘extensive meeting and conference space’. With floor plan flexibility in mind, this building features 30,000 SF floor plate with single column line. The structure is post tension foundation, reinforced steel with cast in place concrete.



Arena Tower

Austin, TX
10 Floors / 450,000 SF
\$375 / SF
In Construction, 2020

Class A office building with retail on the ground floor. 35,000 to 50,000 SF floor plates to maximize efficiency. With amenities such as a fitness center, cycling studio, juice bar and outdoor yoga area. Arena tower also features multiple conference facilities, coworking spaces and outdoor seating areas. Ten stories of office space with balconies atop nine levels of parking.



The Works

Atlanta, GA
Mixed-Use Development
500,000 SF Office / 350,000 SF Retail
\$1B Budget
In Construction, 2019

80 Acre adaptive mixed-use development with focus around interconnected gathering areas.



1800 F Street

Washington D.C.
7 Floors / 710,000 SF
\$228 / SF
Completed 2013
New Addition

This class A office building was designed in 1917 for cartographers and other specialties in the Department of the Interiors. The building underwent a 665,000 SF renovation with 134,000 SF addition. With the renovation, the structure was updated to comply with current codes and the outdated building systems were replaced. When planning for the renovation, GSA and Gensler performed an occupancy evaluation and determined what of their space was underutilized. This study enabled GSA to consolidate six leases into one saving approximately 24 million dollars. This effort was also the driving force in creating a workspace based around “hoteling”. The hoteling strategy “requires employees to reserve a workstation on an ongoing basis”. Most of the offices utilize this strategy, however there are departments that require a dedicated workspace and they accommodated that need. The design has a LEED Gold certification, including “structural support for photovoltaic roof panels and a wastewater retention system.”

Program Summary

BENCHMARKING & TRENDS



Oklahoma City Federal Building

Oklahoma City, OK
3 Floors / 181,000 SF
\$220 / SF
Completed 2004
New Construction

Federal office building built with security in mind. Cast in place concrete structure with structural redundancy to prevent further failure in the event of a natural disaster or explosion. The building was built directionally efficient to redirect sunlight to the ceiling to prevent screen glare. To further provide comfort for workers, HVAC systems supply air from under the floors to allow for the warm air to rise above the work zone.



Boston City Hall & Plaza

Boston, MA
9 Floors / 515,000 SF
\$510 / SF
Multi-Year Phased Project, 2016-2022
Renovation & Site Improvements

In addition to having a large building foot print, Boston also features a large plaza that surrounds it. The proposed plan is to incorporate the plaza into the experience of visiting city hall. Accessibility has been on of the focus' for this project in addition to overall citizen experience. This project is a further example of mixing retail in with open spaces to create a welcoming environment and utilize the first floor as a landing zone for any visitors. There are also additional retail/restaurant spaces incorporated into the design on additional floors as amenities for employees. Through the use of retail spaces and the plaza, the city hopes to monetize their assets in addition to supporting non profit organizations that can benefit from use of the updated plaza.

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Program Summary

BENCHMARKING & TRENDS

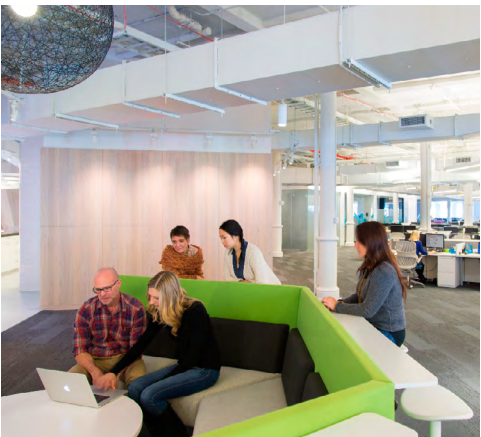
Technology, Security & Amenities

For new City Hall buildings, technology, security, and amenities are incorporated into the new designs. Day to day operational technology upgrades, such as mobile workstations and smart boards, allow for increased collaboration amongst the departments. Encouraging workforce mobility through a collaborate floor plan can increase employee empowerment. Utilization of cloud-based collaborative technologies can assist in scheduling meetings, conferencing, discussion boards, document sharing, etc. with uniformed ease. To be most effective with new technology implementation, onsite training and a dedicated IT staff is encouraged for a consistent positive experience.

Security upgrades such as RFID badges or biometrics for access control on elevators and restricted doors eliminates unauthorized access. There can be a system to provide RFID badges for visitors to restricted areas. This would allow for monitoring of more sensitive areas. Products such as AgilQuest can also be used to reduce costs through smart building monitoring. Using this technology to understand who is in the building, and when, can reduce energy cost in addition to enhancing security and safety. Use of zoned climate-controlled zones make it easier to control smoke or pathogens in case of emergency. Further security precautions can be taken through a tighter building envelope which can reduce energy loss and protect against entry of airborne hazards. Onsite renewable energy systems can help improve resiliency and reliability during grid connected outages. Designing the building with strategic use of daylight can help keep area's lit in the event of an outage. In addition to daylight use, photo luminescent signs can be easier to see and don't require any power in the case of emergency. This provides a further sense of security past the initial security checkpoint. It is recommended that magnetometers and x-ray machines are located within a separate space before entering the lobby. Security screenings should be performed on any person, including employees, entering the building as a precaution.

Amenities such as cafeterias and onsite fitness centers with showers can help to boost employee mental and physical and well-being. Amenities could be privately managed by outside operators/vendors to eliminate the need for additional employment on behalf of the city. The costs of including amenities could be offset over time by the monetization of leasing the space to the operator/vendor. Monetization of this leased space can range between \$20-\$25 per square foot.

Minimizing the amount of onsite parking requested could encourage options other than one parking space per employee in the program. A Bike to Work program, dedicated business ride share provider, or public transportation vouchers could be used to encourage or incentive employees to use options other than a private car. This can encourage a healthier lifestyle and offers a green alternative to decrease emissions. Transportation amenities can come in the form of monthly credits to use only on the acceptable transportation forms.



Program Summary

BENCHMARKING & TRENDS

Gensler WPI Trends Report

The Gensler Workplace Performance Index represents the input from more than 6,000 U.S. office workers across a variety of industries and demographics to provide insight into not only what makes an effective workplace, but the investments companies can make to improve employees' workplace experience and performance.

Workplace Surveys



2005
UK Workplace Survey



2006
US Workplace Survey



2008
US+UK Workplace Surveys



2013
US Workplace Survey



2016
US Workplace Survey



2017
Experience Design Index

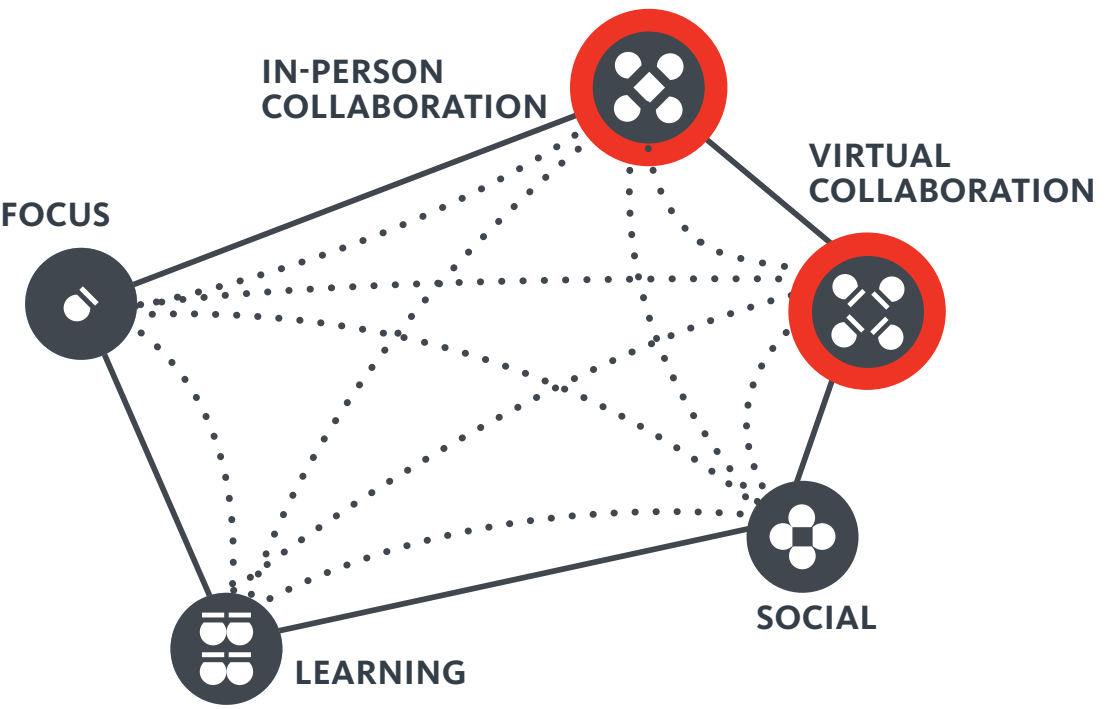


2018
Global Workplace Surveys

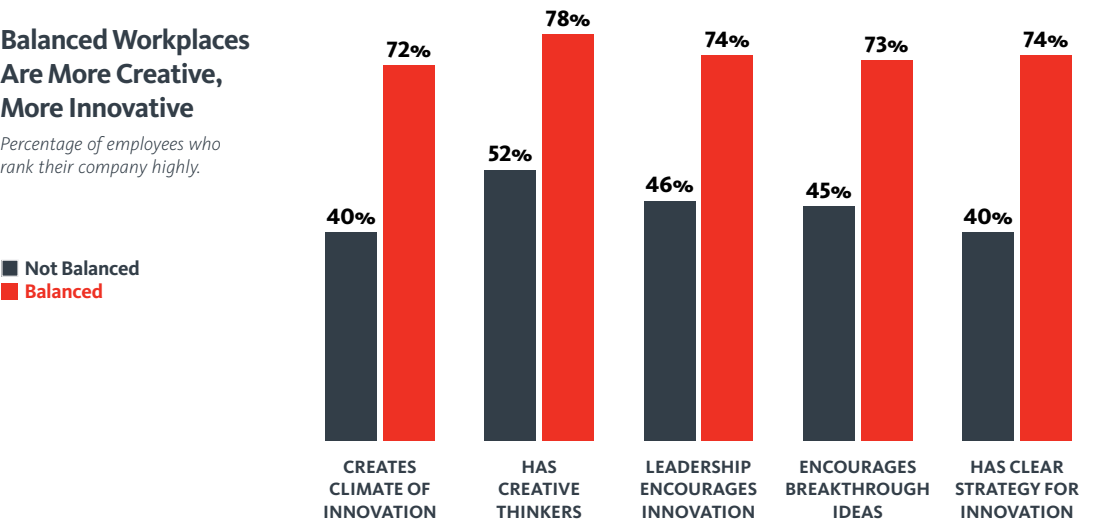


2019
US Workplace Survey

Work Modes



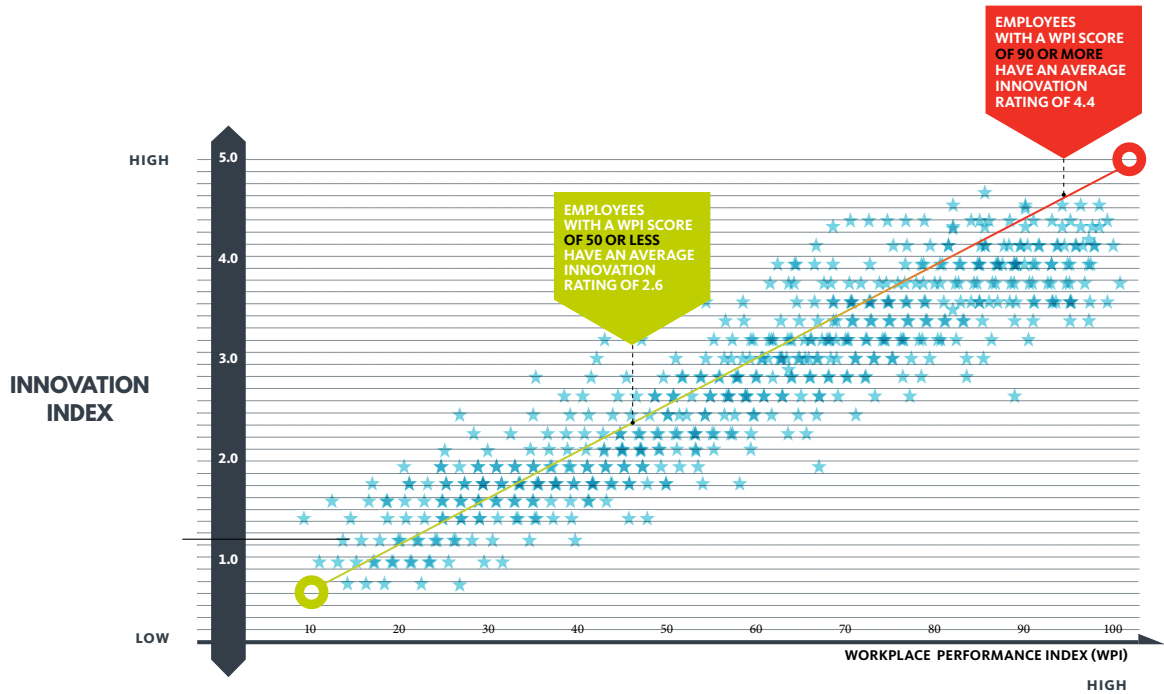
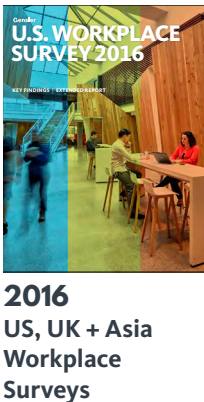
Balance, Choice & Variety



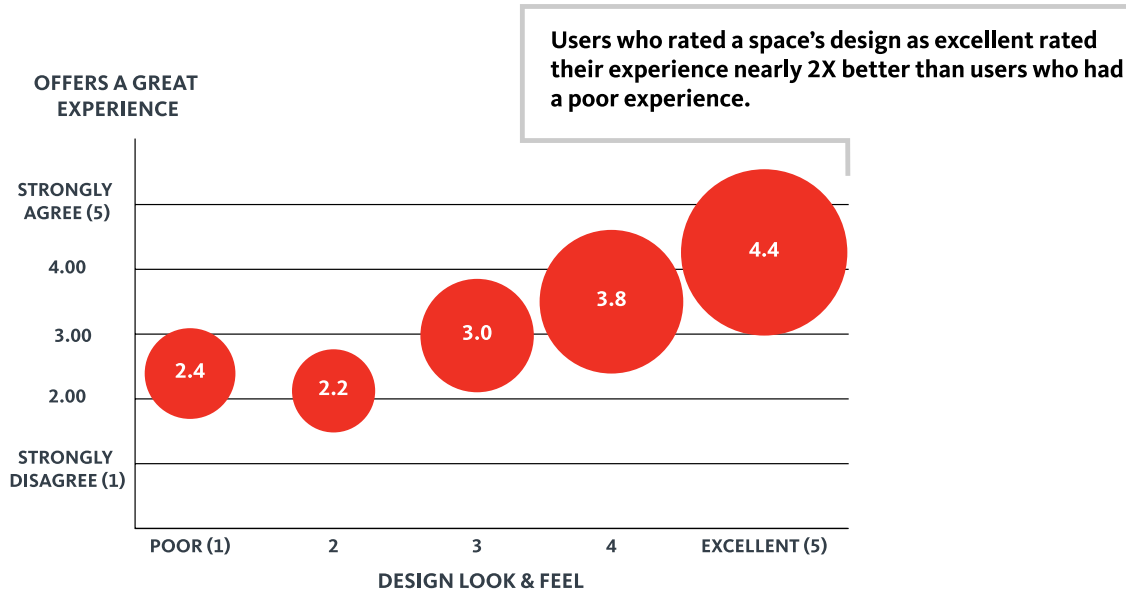
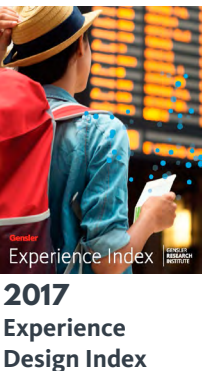
Program Summary

BENCHMARKING & TRENDS

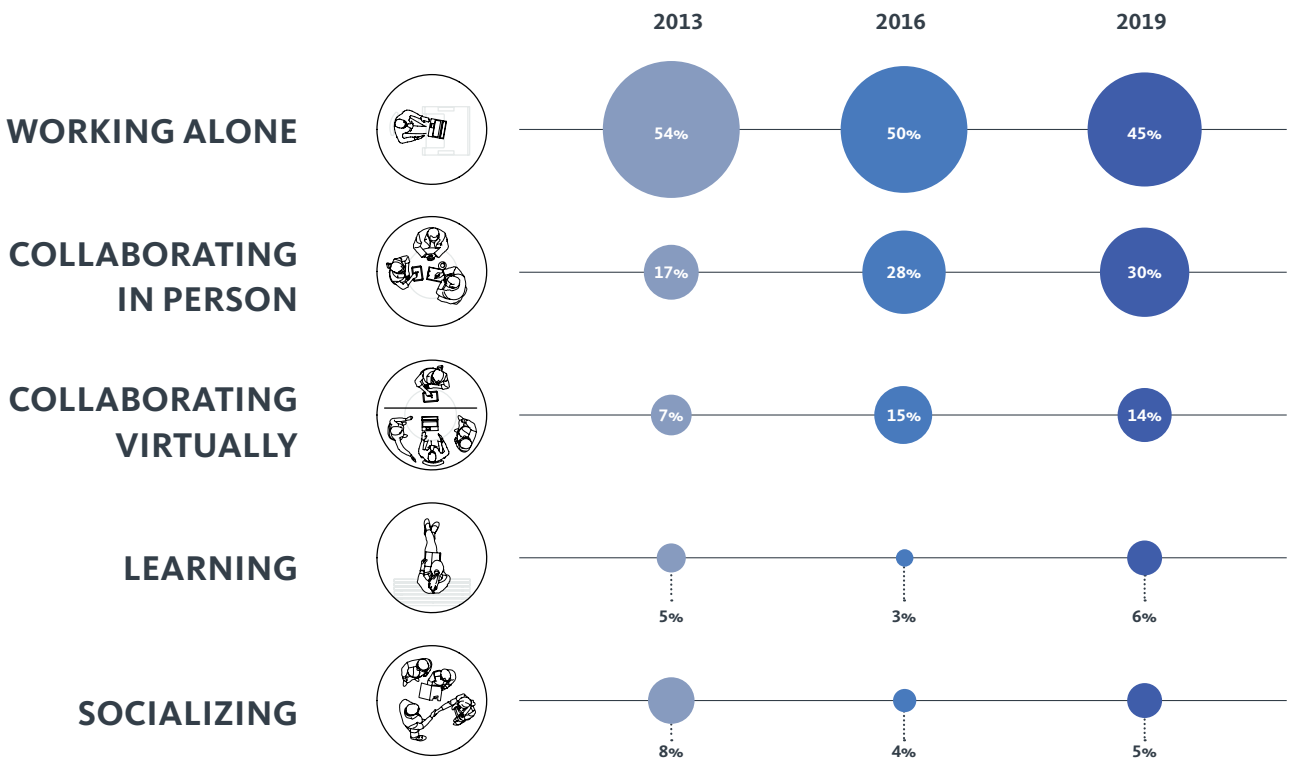
Business Performance & Innovation



Experience



Time Spent by Work Mode



Program Summary

Program Summary

		April 2019		April 2020		April 2022	
		Headcount	SF	Headcount	SF	Headcount	SF
1000	Mayor's Office						
1100	Mayor						
1110	Core - Mayor	1	2,261	1 (0%)	2,261	1 (0%)	2,261
1120	Core - Executive Assistant	1	646	1 (0%)	646	1 (0%)	646
1130	Core - Executive Protection	4	231	4 (0%)	231	4 (0%)	231
1140	Core - Executive Office	5	763	5 (0%)	763	5 (0%)	763
1150	Core - Press Room / Staff Meeting	0	1,553	0 (0%)	1,553	0 (0%)	1,553
1160	Core - Mayor's Suite Support	0	2,430	0 (0%)	2,430	0 (0%)	2,430
Mayor Total		11	7,884	11 (0%)	7,884	11 (0%)	7,884
1200	Law / City Attorney						
1200	Law / City Attorney	61	13,704	61 (0%)	13,704	61 (0%)	13,704
Law / City Attorney Total		61	13,704	61 (0%)	13,704	61 (0%)	13,704
1300	Executive Counsel						
1300	Core - Executive Counsel	1	369	1 (0%)	369	1 (0%)	369
Executive Counsel Total		1	369	1 (0%)	369	1 (0%)	369
1400	Chief of Staff						
1400	Core - Chief of Staff	7	1,046	7 (0%)	1,046	7 (0%)	1,046
1410	Office of Criminal Justice Coordination (OCJC)	12	2,378	15 (25%)	2,661	15 (25%)	2,661
1420	Core - Special Projects	1	369	1 (0%)	369	1 (0%)	369
1430	Core - Senior Advisor	1	185	1 (0%)	185	1 (0%)	185
1440	Core - Strategic Initiatives	2	468	3 (50%)	566	4 (100%)	664
1450	Core - External Affairs / Inter-Governmental Affairs	7	1,772	7 (0%)	1,772	7 (0%)	1,772
1451	Transportation	1	369	4 (300%)	818	6 (500%)	1,015
1460	Core - Fiscal / Admin	4	480	4 (0%)	480	4 (0%)	480
1470	Neighborhood Engagement	12	1,612	12 (0%)	1,612	12 (0%)	1,612
1480	Core - Communications	7	1,218	7 (0%)	1,218	7 (0%)	1,218
1490	Mayors Office of Utilities	1	185	4 (300%)	634	5 (400%)	818
Chief of Staff Total		55	10,080	65 (18%)	11,360	69 (25%)	11,840
Mayor's Office Total		128	32,037	138 (8%)	33,316	142 (11%)	33,796
2000	Mayor's Chief Administrative Office						
2000	Mayor's Chief Administrative Office						
2010	CAO / Executive Office & Chief of Staff	6	1,612	9 (50%)	1,907	9 (50%)	1,907
2020	Risk Management	2	283	2 (0%)	283	2 (0%)	283

Program Summary

		April 2019		April 2020		April 2022	
		Headcount	SF	Headcount	(% GROWTH)	SF	
2000	Mayor's Chief Administrative Office						
2000	Mayor's Chief Administrative Office						
Mayor's Chief Administrative Office Total		8	1,895	11 (38%)		2,190	
2100	Budget						
2100	Budget	7	861	7 (0%)		861	
Budget Total		7	861	7 (0%)		861	
2200	Assessor's Office						
2200	Assessor's Office	55	11,500	55 (0%)		11,500	
Assessor's Office Total		55	11,500	55 (0%)		11,500	
2300	Human Resources						
2300	Human Relations - Personnel & Training/Benefits/Employee Relations	12	2,172	16 (33%)		2,565	
Human Resources Total		12	2,172	16 (33%)		2,565	
2400	Civil Service Commission						
2400	Civil Service Commission	31	8,524	36 (16%)		11,292	
Civil Service Commission Total		31	8,524	36 (16%)		11,292	
2500	Operations						
2500	CAO - Operations	8	874	8 (0%)		874	
2510	Operations - Mail Room	2	1,427	2 (0%)		1,427	
2520	Operations - EMD	0	0	0 (0%)		0	
Operations Total		10	2,301	10 (0%)		2,301	
2800	CAO - Chief of Staff						
2610	Health - Administration	23	3,353	23 (0%)		3,353	
2620	Health - Behavioral Health Programs	5	597	5 (0%)		597	
2630	Health - Women, Infants & Children (WIC) Clinic	0	0	0 (0%)		0	
2640	Health - Healthy Environments	5	1,070	9 (80%)		1,550	
2650	Health - Domestic Violence	3	566	3 (0%)		566	
2660	Health - Health Care the Homeless	0	0	0 (0%)		0	
2670	Health - Health Policy & AIDS Funding	7	1,372	9 (29%)		1,569	
2680	Health - Healthy Start New Orleans	0	0	0 (0%)		0	
2820	Office of Youth & Families	5	1,003	5 (0%)		1,003	

Program Summary

		April 2019		April 2020		April 2022	
		Headcount	SF	Headcount	(% GROWTH)	SF	
2000	Mayor's Chief Administrative Office						
2800	CAO - Chief of Staff						
2822	New Orleans Public Library	0	0	0 (0%)		0	
2823	Youth Study Center	0	0	0 (0%)		0	
CAO - Chief of Staff Total		48	7,961	54 (13%)		8,637	
2900	CAO - Infrastructure						
2910	Capital Projects Administration	18	4,823	18 (0%)		4,823	
2930	Sanitation	9	1,781	11 (22%)		1,978	
2940	Property Management	34	6,666	35 (3%)		6,764	
2941	Property Management - Basement Storage	0	5,292	0 (0%)		5,292	
2950	Public Works - Engineering	43	5,971	66 (53%)		11,956	
2951	Public Works - Parking & Ticket Writing	13	2,676	13 (0%)		2,676	
2952	Public Works - Judication Bureau	12	3,002	12 (0%)		3,002	
2960	Resilience & Sustainability	6	1,101	7 (17%)		1,200	
2970	Project Delivery Unit (PDU)	2	1,738	2 (0%)		1,738	
2971	PDU - Sustainable Infrastructure	4	652	5 (25%)		837	
2972	PDU - Fiscal & Contracts	30	3,310	37 (23%)		3,999	
2973	PDU - Grant Management	13	1,366	17 (31%)		1,759	
2975	PDU - Project Controls	2	197	3 (50%)		295	
2980	Roadwork NOLA	9	1,310	10 (11%)		1,409	
CAO - Infrastructure Total		195	39,885	236 (21%)		47,728	
2A00	CAO - Land Use						
2A00	CAO - Land Use	3	1,707	3 (0%)		1,707	
2A10	Code Enforcement & Hearing Bureau	61	12,141	68 (11%)		12,547	
2A20	S&P - Directors Office	3	950	3 (0%)		950	
2A21	S&P - Board of Building Standards & Appeals	1	98	1 (0%)		98	
2A22	S&P - Regulatory Inspections Bureau	35	1,341	35 (0%)		1,341	
2A23	S&P - Zoning Division	7	744	7 (0%)		744	
2A24	One Stop - Adminstration	13	1,550	13 (0%)		1,550	
2A25	One Stop - Motor Vehicle Inspection	1	185	1 (0%)		185	
2A26	One Stop - OSPL Special Events	4	394	4 (0%)		394	
2A27	One Stop - Taxi Cab Bureau	18	1,858	18 (0%)		1,858	
2A28	One Stop - Zoning Division	19	1,476	19 (0%)		1,476	
2A30	Historic District Landmarks Commission	12	2,218	14 (17%)		2,316	
2A40	Vieux Carre Commission	6	1,157	6 (0%)		1,157	
2A50	City Planning Commission	29	4,509	33 (14%)		4,903	
CAO - Land Use Total		212	30,329	225		31,228	

Program Summary

		April 2019		April 2020		April 2022	
		Headcount	SF	Headcount	(% GROWTH)	SF	
2000	Mayor's Chief Administrative Office						
2B00	CAO - Community & Economic Development						
2B00	CAO - Community & Economic Development Core	4	1,683	4 (0%)	1,959	4 (0%)	1,959
2B10	CAO - Business Services / Economic Development	5	1,021	5 (0%)	1,021	5 (0%)	1,021
2B20	Housing Policy & Community Development	71	10,274	71 (0%)	10,274	71 (0%)	10,274
2B30	Cultural Economy	9	1,655	9 (0%)	1,655	9 (0%)	1,655
2B40	CAO - Supplier Diversity	9	1,415	9 (0%)	1,415	9 (0%)	1,415
2B50	CAO - Community Assets & Investments	3	738	3 (0%)	738	3 (0%)	738
CAO - Community & Economic Development Total		101	16,786	101	17,063	101	17,063
2C00	Public Safety & Homeland Security						
2C10	Office of Homeland Security & Emergency Preparedness (NOSHEP)	20	12,772	22 (10%)	14,362	23 (15%)	14,460
2C11	NOSHEP - Dorm Facility	0	0	0 (0%)	0	0 (0%)	0
2C40	Office of Police Secondary Employment	10	1,526	12 (0%)	1,723	12 (0%)	1,723
2C60	Mosquito, Termite, and Rodent Control	0	0	0 (0%)	0	0 (0%)	0
Public Safety & Homeland Security Total		30	14,297	34	16,084	35	16,183
2D00	CTO / Smart Cities						
2D00	CTO & Smart Cities	1	369	2 (100%)	554	3 (200%)	738
2D10	Performance & Accountability	5	763	5 (0%)	763	5 (0%)	763
2D20	Human Rights & Equity	3	566	6 (100%)	861	6 (100%)	861
2D30	Service & Innovation	3	738	4 (33%)	923	5 (67%)	1,107
CTO / Smart Cities Total		12	2,436	17 (42%)	3,101	19 (58%)	3,470
2E00	CFO / Finance						
2E00	Finance	1	185	1 (0%)	185	1 (0%)	185
2E10	Accounting	37	4,525	37 (0%)	4,525	37 (0%)	4,525
2E20	Bureau of the Treasury	28	6,552	29 (4%)	6,736	29 (4%)	6,736
2E30	Revenue	57	8,456	64 (12%)	8,948	68 (19%)	9,145
2E40	Retirement System	9	1,649	10 (11%)	1,747	12 (33%)	1,944
2E50	Bureau of Purchasing	14	2,473	19 (36%)	2,965	19 (36%)	2,965
2E60	Bureau of Debt Consolidation	4	1,700	4 (0%)	1,700	4 (0%)	1,700
CFO / Finance Total		150	25,539	164 (9%)	26,807	170 (13%)	27,200
2F00	CIO / Information Technology & Innovation						
2F00	CIO / Information Technology & Innovation (ITI)	60	10,483	88 (47%)	13,854	94 (57%)	14,716

Program Summary

		April 2019		April 2020		April 2022	
		Headcount	SF	Headcount	(% GROWTH)	SF	
2000	Mayor's Chief Administrative Office						
2F00	CIO / Information Technology & Innovation						
CIO / Information Technology & Innovation Total		60	10,483	88 (47%)	13,854	94 (57%)	14,716
Mayor's Chief Administrative Office Total		931	174,968	1,054 (13%)	195,212	1,085 (17%)	198,755
3000	Governmental Agencies						
3000	Registrar of Voters						
3000	Registrar of Voters	16	4,353	16 (0%)	4,353	16 (0%)	4,353
Registrar of Voters Total		16	4,353	16 (0%)	4,353	16 (0%)	4,353
Governmental Agencies Total		16	4,353	16 (0%)	4,353	16 (0%)	4,353
4000	City Council						
4100	City Council - Chief of Staff						
4100	Council Members & Staff	42	8,182	42 (0%)	8,182	42 (0%)	8,182
4200	Central Staff	33	6,066	34 (3%)	6,164	45 (36%)	7,247
4300	City Council - Council Chamber	0	12,217	0 (0%)	12,217	0 (0%)	12,217
City Council - Chief of Staff Total		75	26,465	76 (1%)	26,563	87 (16%)	27,646
City Council Total		75	26,465	76 (1%)	26,563	87 (16%)	27,646
5000	Shared Support & Amenities						
5100	Shared Support						
5100	Shared Support (Distributed)	0	74,378	0 (0%)	83,575	0 (0%)	88,127
Shared Support Total		0	74,378	0 (0%)	83,575	0 (0%)	88,127
5200	Amenities						
5200	Main Lobby	0	2,352	0 (0%)	2,352	0 (0%)	2,352
5210	Secondary Employee Entry	0	706	0 (0%)	706	0 (0%)	706
5220	Cafeteria	0	9,408	0 (0%)	9,408	0 (0%)	9,408
5230	Public Assembly Room	0	7,950	0 (0%)	7,950	0 (0%)	7,950
5240	Showers	0	1,176	0 (0%)	1,176	0 (0%)	1,176
5250	Co-working Lab	0	706	0 (0%)	706	0 (0%)	706
5260	Loading Dock	0	1,188	0 (0%)	1,188	0 (0%)	1,188
5270	EOC - Laundry	0	353	0 (0%)	353	0 (0%)	353
Amenities Total		0	23,838	0 (0%)	23,838	0 (0%)	23,838

Program Summary

	April 2019		April 2020		April 2022	
	Headcount	SF	Headcount	(% GROWTH)	Headcount	(% GROWTH) SF
5000 Shared Support & Amenities						
Shared Support & Amenities Total	0	98,215	0 (0%)	107,412	0 (0%)	111,965
Grand Total:	1,150	336,037	1,284 (12%)	366,856	1,330 (16%)	376,514

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Stacking & Blocking

PROGRAMMATIC STACK STRATEGY

Upper Levels

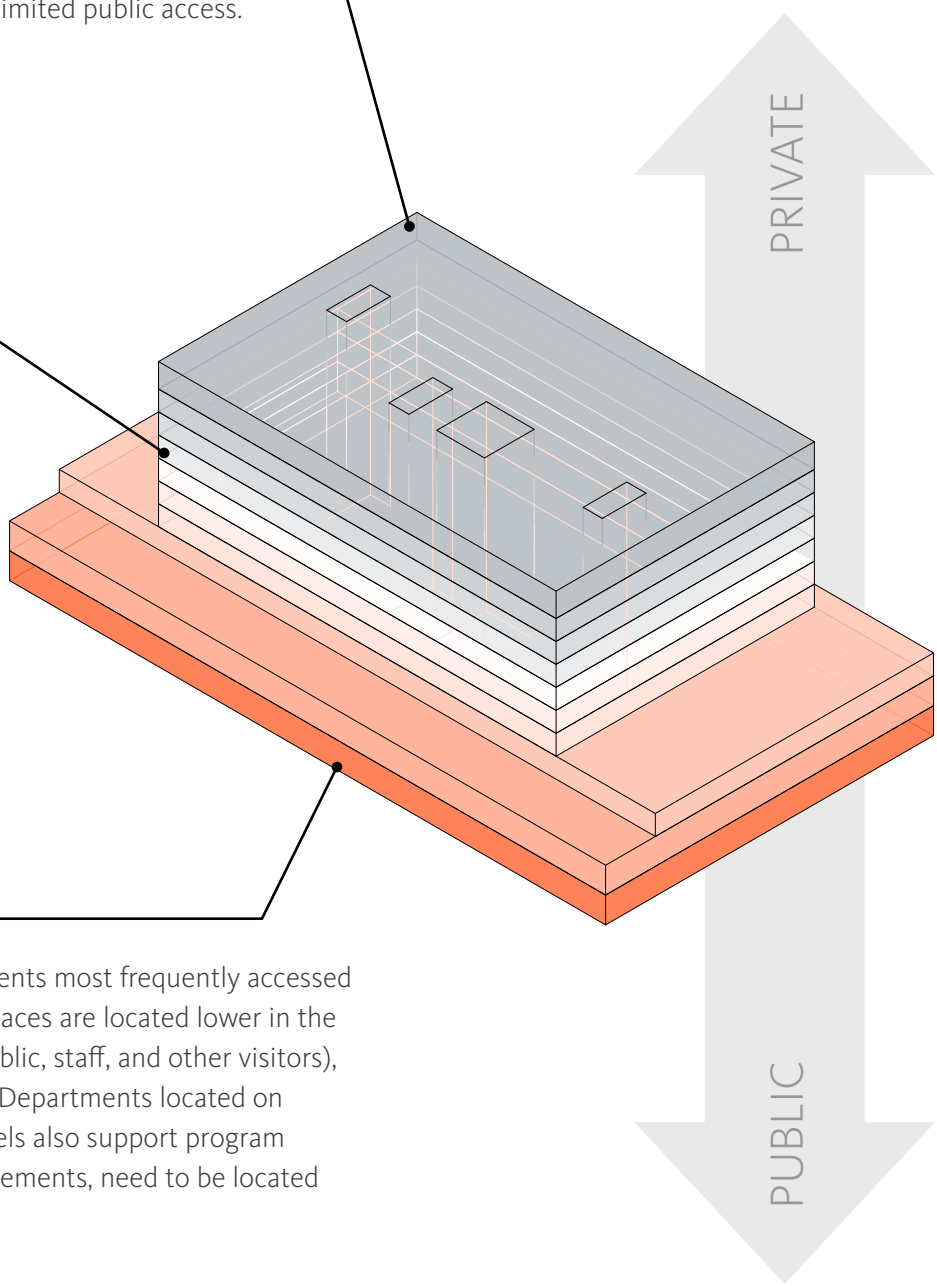
These levels will support program components with more restrictive security requirements and very limited public access.

Mid Levels

These levels will support program components with moderate levels of public access, still providing some commonly-accessible meeting spaces separate and secure from workspace. To increase flexibility and optimize occupancy, departments on these levels will likely not be suited separate from each other, but will have access controlled security from public meeting space and elevator lobbies.

Lower Levels

These levels will support program components most frequently accessed by the public and larger, shared amenity spaces are located lower in the stack to promote ease of access (by the public, staff, and other visitors), intuitive wayfinding, and security control. Departments located on these levels will likely be suited. These levels also support program components that for political/image requirements, need to be located “close” to the public, like the Mayor’s suite.



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Stacking & Blocking

STAY SCENARIO

Narrative

The existing City Hall building at 1300 Perdido, built in 1958, is a historic centralized location that is currently owned by the City with additional departments in leased office space in 1340 Poydras, 1601 Perdido and other locations. In renovating the current City Hall building, the citizens and employees could benefit from keeping the historic location at 1300 Perdido.

In this scenario, the current departments in 1300 Perdido would need to be relocated for a construction timeline of at least 24 months. The average price of commercial office lease space in New Orleans is ~\$16/ SF. If the same space allocations are desired for a one to one square foot relocation, the cost would be approximately \$12,000,000 for the temporary facility leased for 24 months. This cost could be reduced if a work from home program is introduced to non-public facing departments, thus needing less leasable space. In addition, the lease cost does not include moving cost which would be incurred twice for a renovation vs. a one-time cost for a new facility. An additional challenge associated with a relocation effort is the divisions of the departments. Based on our research, with assistance from local commercial real estate professionals, there are no current buildings with the approximate 445,000 SF available in one building. At best, this amount of space can be leased through a combination of different buildings that are situated between 2 and 5 city blocks of each other. We observed that many departments interact with each other, both in terms of citizen engagement and city employee engagement. There is a qualitative aspect in terms of convenience or lack thereof if multiple city agencies now currently in one building would be separated physically. Separation would require citizens and city employees to engage multiple sites to perform transactions.

If desired, the existing building could be expanded, and a larger floor area is possible. We do not think that additional floors will be required as there is significant ground floor area that could be used to build an addition or expansion. To simply match the equivalent area that City Hall uses, which includes approximately 85,000 square feet that is leased in surrounding buildings, an 85,000 gross square foot addition would be required. Assuming a square foot budget of \$350 per SF for new construction, an 85,000 SF expansion may cost in the range of approximately \$29,750,000. Renovation costs would average \$310 per SF. At approximately 360,000 SF, the renovation total would be estimated at \$111,600,000.

During our observation and research of the City Hall building, materials did exist that are considered hazardous if a renovation was to occur, and thus an abatement process would be required of the entire building. This would require a complete relocation as mentioned above in any case. Abatement costs range between \$20 and \$65 a square foot. Based on the approximate 360,000 square footage of the existing City Hall building, a range of \$7,200,000.00 to approximately \$23,400,000.00 may be required to abate the entire building. However, we did note that hazardous materials may be isolated to certain areas or floors of the building, so the high range is a budgetary cost that should be considered a conservative value.

Demolition and gutting of the existing building of City Hall would be required in a full renovation scenario. A budget of \$7.50 a square foot, or \$2,700,000.00 for demolition and gutting is recommended. This budgetary number is separate from the abatement estimate.

As of August 12, 2015, the City of New Orleans adopted an amendment, known as Article 23, that addresses Stormwater Management for all properties with a minimum of 5,000 SF of impervious area. Article 23 has since been replaced with a new unified Stormwater Code with requirements to protect the City's drainage system during and after construction. The City Hall facility would require compliance of this Stormwater Code, which currently requires that the first 1.25" of a rain event be retained or detained on the property.

The estimated property area is approximately 231,000 SF. This equates to approximately 24,143 cubic feet or 180,590 gallons of stormwater that would be required to be retained or detained on site. There are several technologies that exist today that be employed in the design and construction of a stormwater management system for Stormwater Code compliance. Recent trends place the current costs of compliance to be approximately between \$3.50 to \$5.00 per square foot. A budgetary allowance of between \$1,260,000.00 and \$1,800,000.00 is recommended for Stormwater Management compliance. A “pay in lieu” option is available at a cost of \$44 a cubic foot, or \$1,062,292.00. However, this “pay in lieu” option in our opinion is not applicable as the site does not qualify for a hardship as defined by the Board of Zoning Adjustments (BZA) of the City of New Orleans due to the amount of real estate available surrounding the existing building of City Hall.

Key Considerations

A summarized list of key considerations in a pro/con format:

- + Prominent location, centrally located Downtown New Orleans
- + Sense of public familiarity, civic legacy and presence as a recognizable architectural landmark
- Limited access to adjacent parking
- Limited space for organizational growth
- Building age and condition would require significant renovation
- Renovating in place will severely disrupt business operations
- Challenges abating lead, mold, and other hazardous while renovating in place
- Isolating and segmenting building systems while occupying
- Complex occupancy planning would require a combination of temporary swing space, organizational compression, and multiple moves

Cost Estimate - Stay / Renovation

Construction costs only. No FF&E or other soft costs (e.g. office lease during construction) included. This estimate does include estimated costs for demolition and remediation.

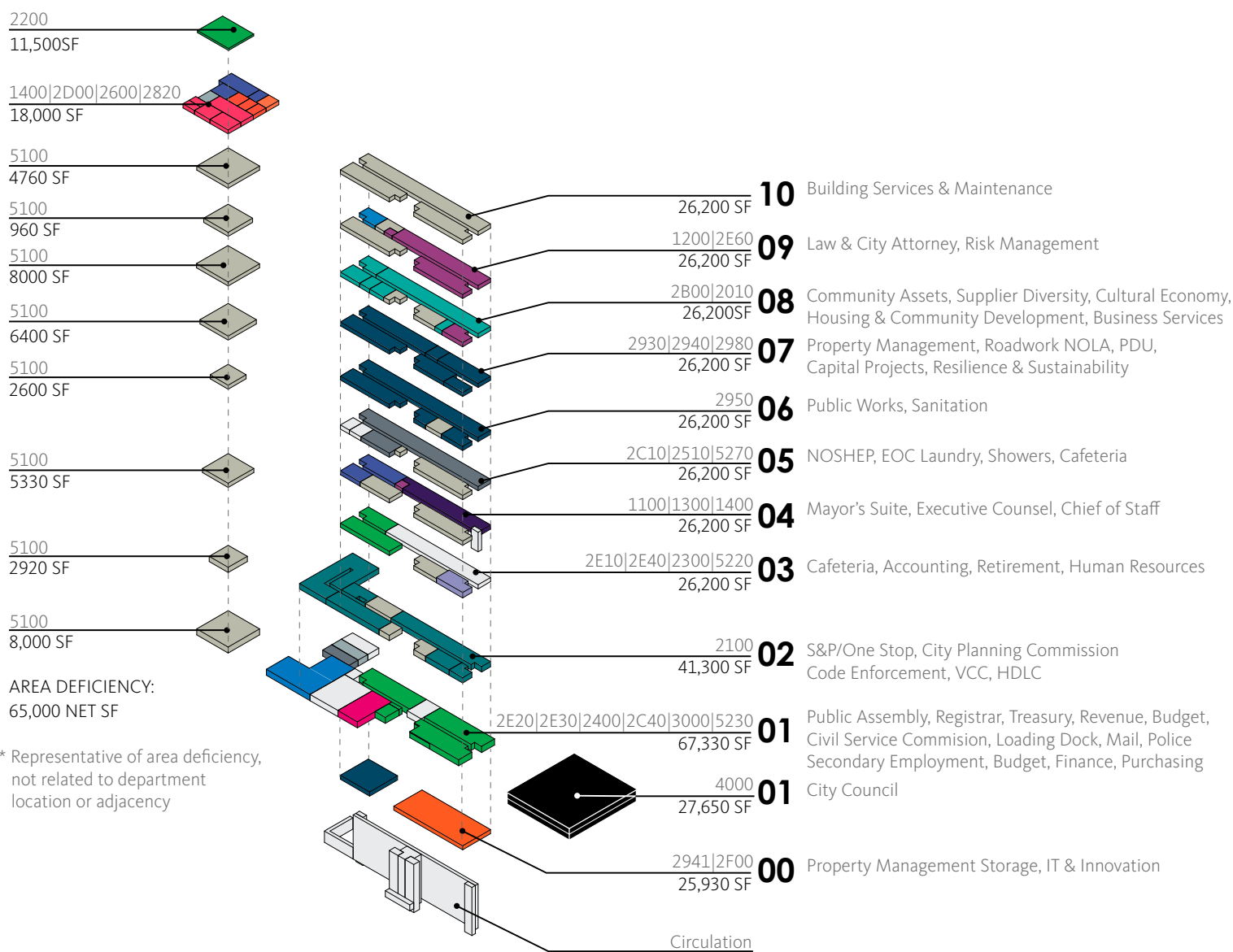
COST ESTIMATE - RENOVATION			
DESCRIPTION	AREA / SF	COST / SF	COST
Construction Renovation	360,000 Gross sf	\$310.00	\$111,600,000.00
Construction New Addition	85,000 Gross sf	\$350.00	\$29,750,000.00
Contingency (10%)	-	-	\$14,135,000.00
TOTAL			\$155,485,000.00

EXCLUSIONS: The costs indicated for both a renovation scenario and a new construction scenario does not account for the possibility of added parking facilities. Accounting for any new parking is based on a variety factors such as number of employees, working hours, the potential for public amenities, real estate availability, and other factors that are not known and thus outside of this analysis.

STAY SCENARIO

Stacking Diagram

This stacking diagram conceptualizes the program stack to illustrate how, based upon functional adjacencies and access to public-facing/common space, specific program components would occupy a the existing building at 1300 Perdido.



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Stacking & Blocking

GO SCENARIO

Narrative

In the new construction scenario, there are opportunities not only to monetize on the 1300 Perdido building, but to also create a new City Hall in a single building or campus setting in a centralized location. Sustainability, resiliency, health and well-being, collaboration, security, and technology would be at the forefront of the new design or renovation concepts. For with new construction at another site, 1300 Perdido, 1340 Poydras and 1601 Perdido departments could remain at their current locations until the construction is complete.

Based on other city hall projects from around the United States, there is an opportunity to design and build a new City Hall facility with proper planning, community engagement, and the implementation of sustainability practices and smart building technologies.

Sustainability is a key parameter in almost all case studies we reviewed. Sustainability refers to 3 critical areas: Renewable energy, lifecycle costs and building automation and monitoring systems.

Renewable energy technologies and green roofs are elements that can reduce energy demand from a city's electrical grid and provide environmentally friendly roof solutions. These alternate energy sources also increase a building's resiliency and ability to respond in the wake of a natural disaster. Renewable energy is less vulnerable to sustained disruption.

Lifecycle costs of a building account for as much as 80% of a building's lifetime costs; whereas initial design and construction is only 20% of a building's lifetime costs. Reducing operation and maintenance costs should be part of the design and construction process in order to optimize these long-term costs.

Building automation is used to control systems ranging from elevators to HVAC and lighting systems. These systems can all be monitored, diagnosed, and adjusted either remotely or from a centralized station. Predictive analytics and evidenced based design can be incorporated into the design and construction of many building systems and can be upgraded through future software enhancements.

We recommend integrating energy and design decisions up front with massing and siting considerations for both new construction or renovation. For any site consideration, a solar study should be performed to determine the best angle for sun shading. Daylight consideration is necessary to minimize solar heat gain and to block solar exposure where possible. When GSA renovated the 1800 F Street building, they performed photometric measurements to determine the amount of sunlight in a space and the effect it had on occupants. Using this information, they were able to select where to place desks and interior lighting to best support occupant's efficiency and well-being. Clerestory lighting is one of the great ways to provide natural light, add privacy and reduce glare. Clerestory windows are recommended to be double glazed and gas-filled to reduce energy loss. In the Pennsylvania State DEP Cambria building, through "integrating energy design, site orientation, energy efficient technologies, and on-site renewable energy", they were able to reduce first costs and downsize their equipment. Using underfloor air, they were able to reduce the size of HVAC ducting. Overall the DEP Cambria building was able to achieve "savings in energy costs 20 to 50%".

A possible scenario involving a public-private-partnership (PPP) can be evaluated to encourage commercial development. Amenities ranging from food and beverage, fitness centers, child-care and many other possibilities could be privately managed. We would encourage that the lower floors of any design would continue to cater to high traffic daily public transactions areas to minimize foot traffic and elevator use through the building. This also helps with security concerns for less public facing office functions on upper floors.

New construction costs can vary greatly based on the aesthetics of a design, level of technology and automation installed, and ultimate gross area that will be required per the program of the building. An estimated cost of \$350 SF is recommended to allow for a quality building with many of the design features recommended for a 21st Century office building.

Key Considerations

A summarized list of key considerations in a pro/con format:

- + Opportunity to monetize 1300 Perdido after move to offset cost of construction
 - + New building infrastructure and systems with current standards in performance (technology, security, sustainability, etc.)
 - + Proper planning and design to reduce operation and maintenance costs over the lifecycle of the building
 - + Purpose-built design to accommodate organizational growth and contemporary workplace trends that better support how departments work today
 - + Opportunity for local development under a public-private-partnership (PPP) and provide access to commercial amenities that are privately managed (food/bev, fitness, etc.)
 - + From a change management perspective, new physical space is an opportunity to implement organizational change
 - New construction triggers 1 move for staff and departments can move in a phased approach that minimizes business disruptions
- Loss of familiar, historic location in Downtown New Orleans

Cost Estimate - Go / New Construction

Construction costs only. No FF&E or other soft costs included.

COST ESTIMATE - NEW CONSTRUCTION			
DESCRIPTION	AREA / SF	COST / SF	COST
Construction New Addition	445,000 Gross sf	\$350.00	\$115,750,000.00
Contingency (10%)	-	-	\$15,575,000.00
TOTAL			\$171,325,000.00

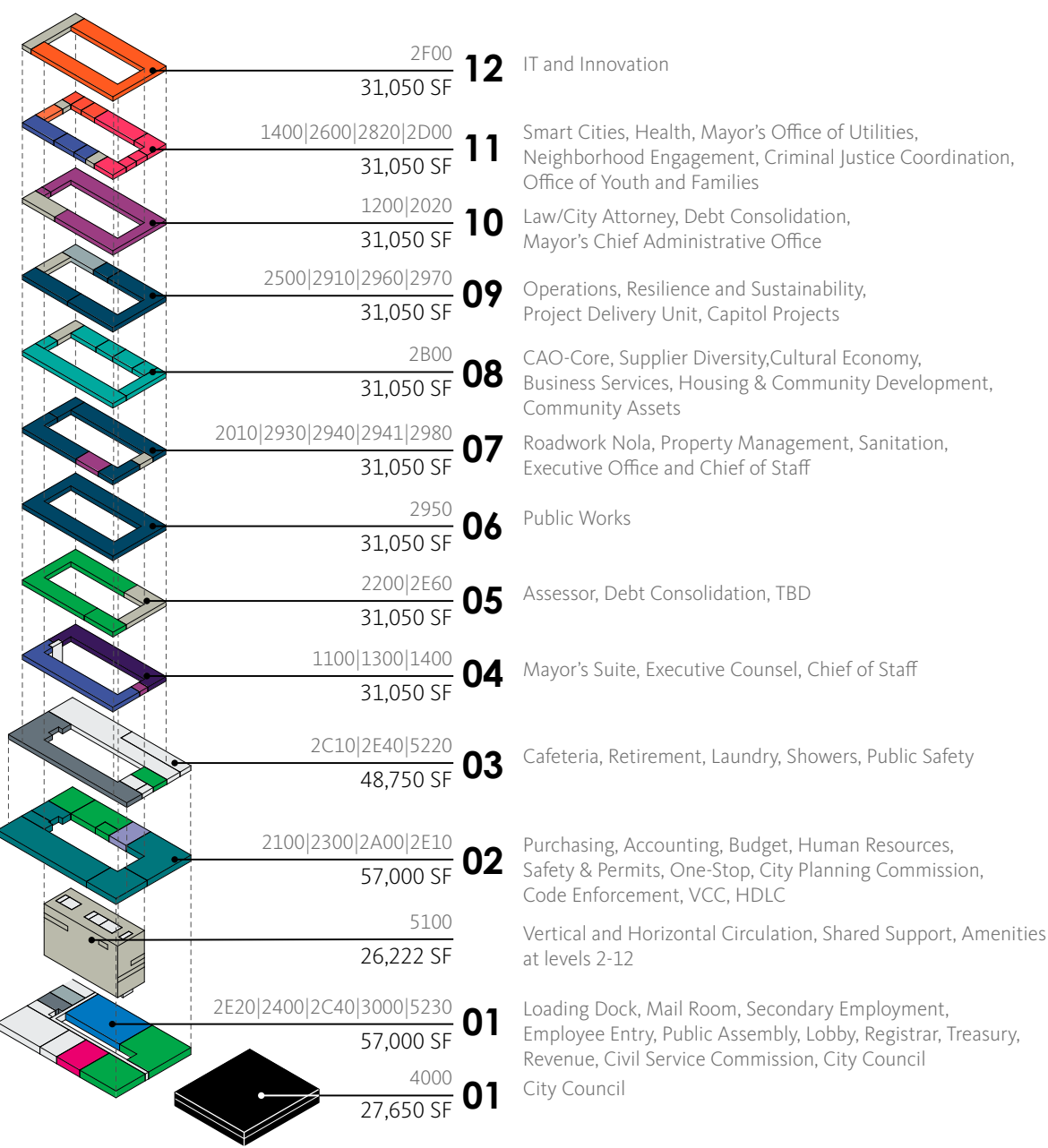
EXCLUSIONS: The costs indicated for both a renovation scenario and a new construction scenario does not account for the possibility of added parking facilities. Accounting for any new parking is based on a variety factors such as number of employees, working hours, the potential for public amenities, real estate availability, and other factors that are not known and thus outside of this analysis.

Stacking & Blocking

GO SCENARIO

Stacking Diagram

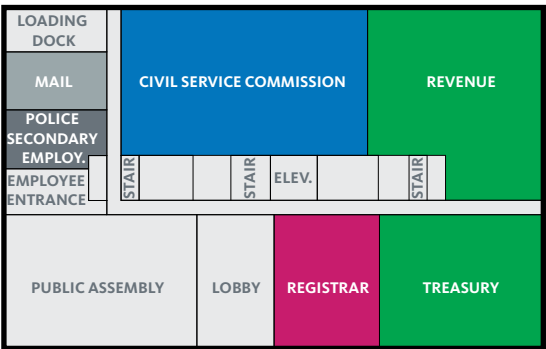
This preliminary diagram conceptualizes the program stack to illustrate how, based upon functional adjacencies and access to public-facing/common space, specific program components would occupy a “typical” building envelope. This stack a building with three larger “podium” levels ranging from approximately 57,000 GSF to 49,000 GSF and nine “tower” levels at approximately 31,000 GSF,



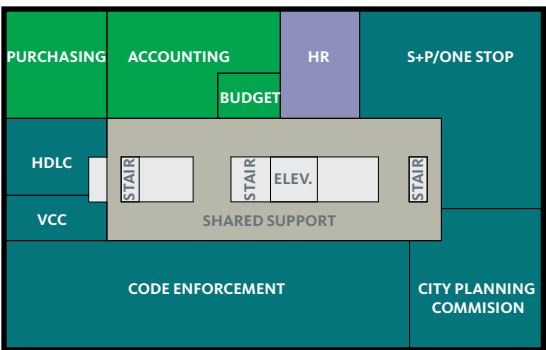
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Stacking & Blocking

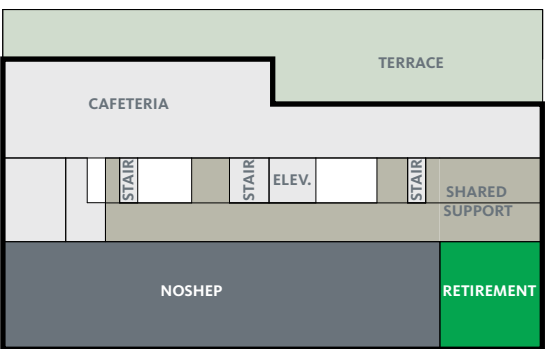
BLOCKING DIAGRAMS



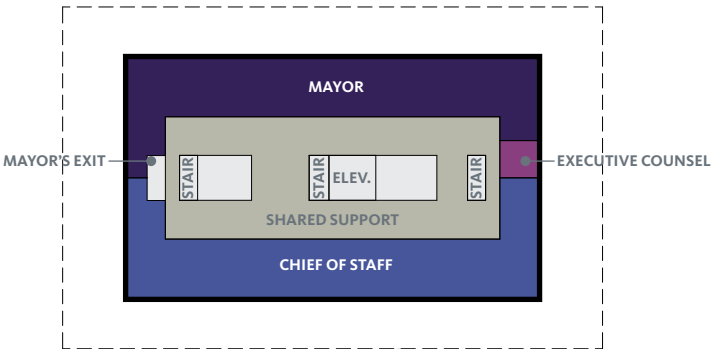
FIRST FLOOR PLAN
57,000 GSF



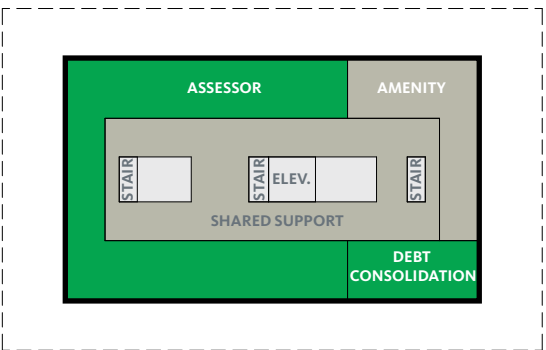
SECOND FLOOR PLAN
57,000 GSF



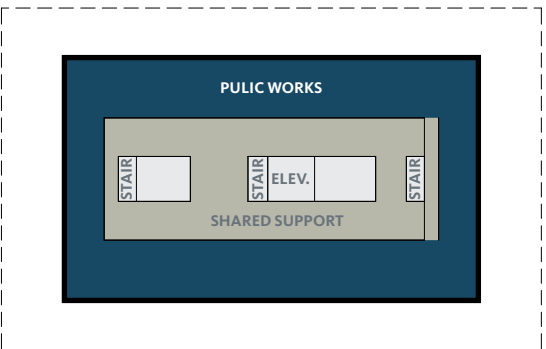
THIRD FLOOR PLAN
48,750 GSF



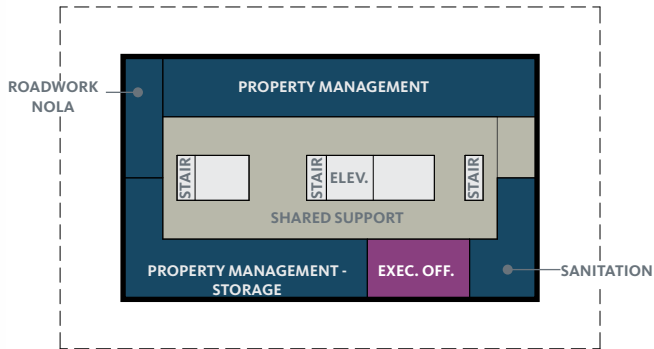
FOURTH FLOOR PLAN
31,050 GSF



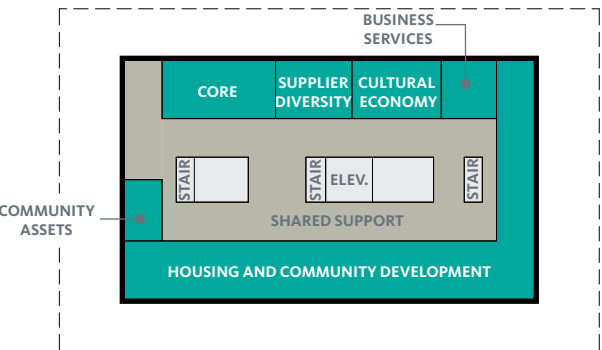
FIFTH FLOOR PLAN
31,050 GSF



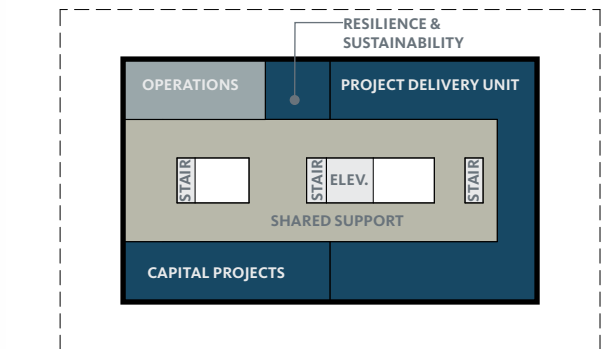
SIXTH FLOOR PLAN
31,050 GSF



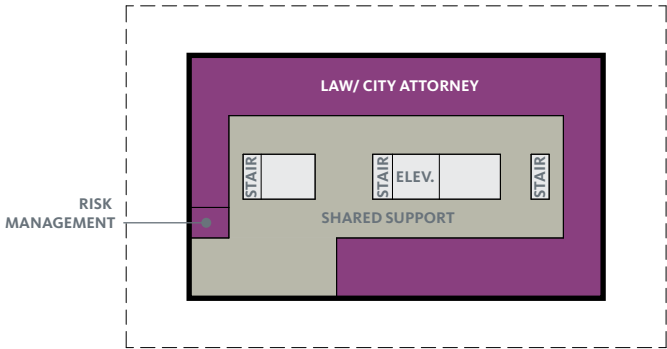
SEVENTH FLOOR PLAN
31,050 GSF



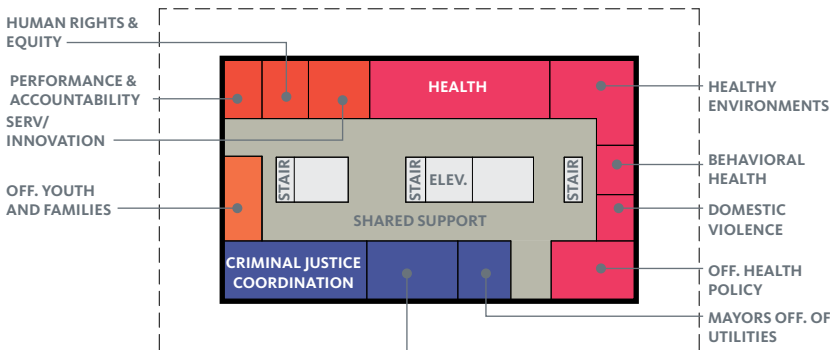
EIGHTH FLOOR PLAN
31,050 GSF



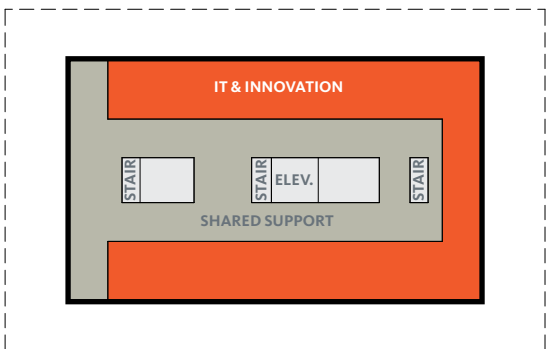
NINTH FLOOR PLAN
31,050 GSF



TENTH FLOOR PLAN
31,050 GSF



ELEVENTH FLOOR PLAN
31,050 GSF



TWELFTH FLOOR PLAN
31,050 GSF

Stacking & Blocking

BLOCKING DIAGRAMS



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05

Program Details

- 1100 - Mayor / p.75
- 1200 - Law & City Attorney / p.81
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- 2000 - Mayor's Chief Administrative Office / p.95
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- 5000 - Shared & Specialty Support Spaces / p.181

Program Detail

1110 Core - Mayor

1000 Mayor's Office

1100 Mayor

Contact

L. Elliott / lelliott@nola.gov

Existing Location

City Hall - 2E04

Area Type	April 2019					April 2020			April 2022		
	Space Std.	Unit	Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
PERSONNEL											
1.01. Mayor - Includes desk, 10-12 seat conference table, lounge seating - requires alternative exit / escape route	.MAYOR	750	1	1	750	1	1	750	1	1	750
Total			1	1	750	1	1	750	1	1	750
Estimated circulation (35.0%)					404			404			404
PERSONNEL Total					1,154			1,154			1,154
DEDICATED SUPPORT											
2.01. Secondary Office - Mayor - Includes desk, round conference table (8 seats)	OFC.400	400	0	1	400	0	1	400	0	1	400
2.02. Break Area - Access via Mayor's office - Dedicated to Mayor	BREAK.120	120	0	1	120	0	1	120	0	1	120
2.03. Executive Toilet / Shower - Access via Mayor's office	RR.E.150	150	0	1	150	0	1	150	0	1	150
2.04. Storage Closet - Access via Mayor's office	STG.50	50	0	1	50	0	1	50	0	1	50
Total			0	4	720	0	4	720	0	4	720
Estimated circulation (35.0%)					387			387			387
DEDICATED SUPPORT Total					1,107			1,107			1,107
Core - Mayor											
Total			1	5	1,470	1	5	1,470	1	5	1,470
Estimated circulation (35.0%)					791			791			791
Total			1		2,261	1		2,261	1		2,261

Program Detail

1120 Core - Executive Assistant

1000 Mayor's Office
1100 Mayor

Contact	L. Elliott / lelliott@nola.gov											
Existing Location	City Hall - 2E04											
Area Type	Space	Std.	Unit	April 2019			April 2020			April 2022		
				Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
PERSONNEL												
1.01. Executive Assistant	.EASST		120	1	1	120	1	1	120	1	1	120
- Directly adjacent to Mayor's office with direct access (gate keeper)												
Total				1	1	120	1	1	120	1	1	120
Estimated circulation (35.0%)						65			65			65
PERSONNEL Total						185			185			185
DEDICATED SUPPORT												
2.01. File Storage	FILE.100		100	0	1	100	0	1	100	0	1	100
- Public records related to Mayor												
2.02. Waiting Area - Mayor	WAIT.200		200	0	1	200	0	1	200	0	1	200
- Directly adjacent to Executive Assistant												
Total				0	2	300	0	2	300	0	2	300
Estimated circulation (35.0%)						161			161			161
DEDICATED SUPPORT Total						461			461			461
Core - Executive Assistant												
Total				1	3	420	1	3	420	1	3	420
Estimated circulation (35.0%)						226			226			226
Total				1		646	1		646	1		646

Program Detail

1130 Core - Executive Protection

1000 Mayor's Office
1100 Mayor

Contact	L. Elliott / lelliott@nola.gov											
Existing Location	City Hall - 2E04											
Area Type	Space	Std.	Unit	April 2019			April 2020			April 2022		
				Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
PERSONNEL												
1.01. Executive Protection / Body Guard	.EPRTC		0	4	4	0	4	4	0	4	4	0
Total				4	4	0	4	4	0	4	4	0
Estimated circulation (35.0%)						0			0			0
PERSONNEL Total						0			0			0
DEDICATED SUPPORT												
2.01. Work Room	WORK.150		150	0	1	150	0	1	150	0	1	150
- Shared private space for executive protection staff												
- (4) bench stations												
- Adjacent to Mayor office waiting area												
Total				0	1	150	0	1	150	0	1	150
Estimated circulation (35.0%)						81			81			81
DEDICATED SUPPORT Total						231			231			231
Core - Executive Protection												
Total				4	5	150	4	5	150	4	5	150
Estimated circulation (35.0%)						81			81			81
Total				4		231	4		231	4		231

Program Detail

1140 Core - Executive Office

1000 Mayor's Office
1100 Mayor

Contact	A. Rodenberger / ajrodenberger@nola.gov
Existing Location	City Hall - 2E04
Function	Mayor's schedule, briefs, advance, constituent services, etc.
Adjacencies	Internal to Mayor's suite.

Area Type	Space Std.	Unit	April 2019			April 2020			April 2022		
			Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
PERSONNEL											
1.01. Director, Executive Office	.DRCTR	240	1	1	240	1	1	240	1	1	240
1.02. Executive Office - Scheduler	.SCHDLR	64	1	1	64	1	1	64	1	1	64
1.03. Advance Lead	.LEAD	64	1	1	64	1	1	64	1	1	64
1.04. Briefings Manager	.SPRVSR	64	1	1	64	1	1	64	1	1	64
1.05. Breifings Assistant	.ASST	64	1	1	64	1	1	64	1	1	64
Core - Executive Office											
Total			5	5	496	5	5	496	5	5	496
Estimated circulation (35.0%)					267			267			267
Total			5		763	5		763	5		763

Program Detail

1150 Core - Press Room / Staff Meeting

1000 Mayor's Office
1100 Mayor

Contact	L. Elliott / lelliott@nola.gov
Existing Location	City Hall - 2E04
Function	Press Conference Space. Also used for weekly staff meetings.
Adjacencies	Critical adjacency to Mayor's office. Current layout works well that the Mayor has separate, secure access to the press room via the Executive Office Suite.

Area Type	April 2019					April 2020			April 2022		
	Space Std.	Unit	Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
DEDICATED SUPPORT											
2.01. Press Room	PRESS.750	750	0	1	750	0	1	750	0	1	750
- Conference table setup											
- Small seating group (rows of chairs) off to side											
- AV technology											
- Podium, micropohone, backdrop											
2.02. Storage Room	STG.100	100	0	1	100	0	1	100	0	1	100
Press Rm Storage											
- Flag storage											
- Misc Supplies											
2.03. Break Area	BREAK.100	100	0	1	100	0	1	100	0	1	100
- Small break area adjacent to Press Room											
2.04. AV Closet	AV.60	60	0	1	60	0	1	60	0	1	60
- Storage for AV / presentation equipment											
Core - Press Room / Staff Meeting											
Total			0	4	1,010	0	4	1,010	0	4	1,010
Estimated circulation (35.0%)					543	543			543		
Total			0	1,553		0	1,553		0	1,553	

Program Detail

1160 Core - Mayor's Suite Support

1000 Mayor's Office
1100 Mayor

Contact

L. Elliott / lelliott@nola.gov

Existing Location

City Hall - 2E04

Function

Support spaces shared between Mayor's core group - located within the boundary of the Mayor's Suite.

Area Type	Space Std.	Unit	April 2019			April 2020			April 2022		
			Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
PERSONNEL											
2.08. Waiting Area - Waiting area for Mayor's suite - Lounge furniture	WAIT.200	200	0	1	200	0	1	200	0	1	200
Total			0	1	200	0	1	200	0	1	200
Estimated circulation (35.0%)					108		108			108	
PERSONNEL Total					308		308			308	
DEDICATED SUPPORT											
2.01. Print / Copy	PRINT.150	150	0	1	150	0	1	150	0	1	150
2.02. Print / Copy	PRINT.80	80	0	1	80	0	1	80	0	1	80
2.03. Conference Room - Internal Use Only - Used mostly by Comms, Ext. Affairs, Mayor's offices as needed	MTG.250	250	0	2	500	0	2	500	0	2	500
2.04. Storage Room Supply Storage - Central storage for general office supplies - Binders, large item storage	STG.100	100	0	1	100	0	1	100	0	1	100
2.05. Storage Room Furniture Storage - Meeting supplies, chairs, etc.	STG.150	150	0	1	150	0	1	150	0	1	150
2.06. Storage Room Promotional items - Secure Access	STG.100	100	0	1	100	0	1	100	0	1	100
2.07. Break Area Mayor's Suite Break Room - Ref, mw, coffee, vending etc.	BREAK.300	300	0	1	300	0	1	300	0	1	300
Total			0	8	1,380	0	8	1,380	0	8	1,380
Estimated circulation (35.0%)					742		742			742	
DEDICATED SUPPORT Total					2,122		2,122			2,122	
Core - Mayor's Suite Support											
Total			0	9	1,580	0	9	1,580	0	9	1,580
Estimated circulation (35.0%)					850		850			850	
Total			0		2,430	0		2,430	0		2,430

Program Detail

1200 Law / City Attorney

1000 Mayor's Office
1200 Law / City Attorney

Contact

D. Casmier / dacasmier@nola.gov

Existing Location

City Hall - 5E05

Function

Provide legal support to the Mayor, City Council, City Departments, Boards, and Commissions. We also prosecute cases in Traffic and Municipal Court.

Adjacencies

No critical adjacencies identified.

Visitors

Visitors include internal city employees, Mayor, City Council and external customers. Customers purchase copies of public records (cash/checks). Takes place in reception area. Suite is secured via reception area. Current waiting/reception space is adequate.

Area Type	April 2019					April 2020			April 2022		
	Space Std.	Unit	Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
PERSONNEL											
1.01. City Attorney	.ATTRNYC	240	1	1	240	1	1	240	1	1	240
1.02. Sr. Chief Deputy City Attorney	.ATTRNYC	240	1	1	240	1	1	240	1	1	240
1.03. Chief Deputy City Attorney	.ATTRNYC	240	3	3	720	3	3	720	3	3	720
1.04. Deputy City Attorney	.ATTRNY	120	9	9	1,080	9	9	1,080	9	9	1,080
1.05. Associate Attorney	.ATTRNY	120	1	1	120	1	1	120	1	1	120
1.06. Assistant City Attorney	.ATTRNY	120	18	18	2,160	18	18	2,160	18	18	2,160
1.07. Assistant City Attorney	.ATTRNY	120	12	12	1,440	12	12	1,440	12	12	1,440
Municipal / Traffic Court											
1.08. Office Manager	.MGR	120	1	1	120	1	1	120	1	1	120
1.09. Paralegal	.PARALGL	64	7	7	448	7	7	448	7	7	448
1.11. Legal Assistant	.ASST	64	7	7	448	7	7	448	7	7	448
1.12. Receptionist	.ADMIN	64	1	1	64	1	1	64	1	1	64
2.04. Conference Room - Large	MTG.500	500	0	1	500	0	1	500	0	1	500
3.04. Conference Room - Medium	MTG.250	250	0	1	250	0	1	250	0	1	250
4.04. Conference Room - Small	MTG.180	180	0	1	180	0	1	180	0	1	180
Total			61	64	8,010	61	64	8,010	61	64	8,010
Estimated circulation (35.0%)					4,309			4,309			4,309
PERSONNEL Total					12,319			12,319			12,319
DEDICATED SUPPORT											
2.01. Waiting Area	WAIT.150	150	0	1	150	0	1	150	0	1	150
- Dedicated waiting area											
- 8 seats											
2.02. File Storage	FILE.600	600	0	1	600	0	1	600	0	1	600
Legal File Room											
2.03. File Storage	FILE.150	150	0	1	150	0	1	150	0	1	150
Library											
- Reduced from current size											

Program Detail

1200 Law / City Attorney

1000 Mayor's Office
1200 Law / City Attorney

Area Type	April 2019					April 2020			April 2022			
	Space Std.	Unit	Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF	
DEDICATED SUPPORT												
Total			0	3	900	0	3	900	0	3	900	
Estimated circulation (35.0%)					484	484			484			
DEDICATED SUPPORT Total					1,384	1,384			1,384			
Law / City Attorney												
Total			61	67	8,910	61	67	8,910	61	67	8,910	
Estimated circulation (35.0%)					4,794	4,794			4,794			
Total			61		13,704	61		13,704	61		13,704	

Program Detail

1300 Core - Executive Counsel

1000 Mayor's Office
1300 Executive Counsel

Contact	L. Elliott / lelliott@nola.gov
Existing Location	City Hall - 2E04
Adjacencies	Adjacency to Mayor/within executive office suite. Also works with contracts and sensitive/confidential information.

Area Type	Space Std.	Unit	April 2019			April 2020			April 2022		
			Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
PERSONNEL											
1.01. Executive Counsel	.ECOUNSEL	240	1	1	240	1	1	240	1	1	240
Core - Executive Counsel											
Total			1	1	240	1	1	240	1	1	240
Estimated circulation (35.0%)					129			129			129
Total			1		369	1		369	1		369

Program Detail

1400 Core - Chief of Staff

1000 Mayor's Office
1400 Chief of Staff

Contact L. Elliott / lelliott@nola.gov
Existing Location City Hall - 2E04

Area Type	Space	Std.	Unit	April 2019			April 2020			April 2022		
				Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
PERSONNEL												
1.01. Chief of Staff	.CHIEF		240	1	1	240	1	1	240	1	1	240
- Proximity to Mayor office and Senior team												
- Access to private meeting space												
1.02. Deputy Chief of Staff	.DCHIEF		120	1	1	120	1	1	120	1	1	120
- Proximity to Mayor office and Senior team												
- Access to private meeting space												
1.03. Special Assistant	.SASST		64	1	1	64	1	1	64	1	1	64
1.04. Mayoral Fellows	.TEMP		64	4	4	256	4	4	256	4	4	256
Core - Chief of Staff												
Total				7	7	680	7	7	680	7	7	680
Estimated circulation (35.0%)						366				366		
Total				7		1,046	7		1,046	7		1,046

Program Detail

1410 Office of Criminal Justice Coordination (OCJC)

1000 Mayor's Office
1400 Chief of Staff

Contact A. Simpkins / aksimpkins@nola.gov
Existing Location 8W03
Function We attempt toto coordinate the activities of the various criminal and juvenile justice agencies in New Orleans to create a more accountable, coordintated, equitable, and effective criminal and juvenile justice system. We oversee a number of projects and initiatives in the realm of criminal and juvenile justice reform.
Adjacencies Organizational adjacency to the Mayor's Core offices--not critical. Currently split between two spaces on level 8 - should consolidate together.
Visitors Do not provide a direct service

Area Type	April 2019					April 2020			April 2022				
	Space	Std.	Unit	Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF	
PERSONNEL													
1.01. Criminal Justice Commissioner	.CMSSR	120		1	1	120	1	1	120		1	1	120
1.02. Grants Administrator	.ADMNSTR	120		1	1	120	1	1	120		1	1	120
1.03. Grants Manager	.SPRVSR	64		2	2	128	2	2	128		2	2	128
1.04. Fiscal Manager	.SPRVSR	64		1	1	64	1	1	64		1	1	64
1.05. Sr. Project Manager	.MGR	120		4	4	480	5	5	600		5	5	600
1.06. Jr. Project Manager	.MGR	120		1	1	120	1	1	120		1	1	120
1.07. Special Assistant	.ASST	64		1	1	64	1	1	64		1	1	64
1.08. Business Analyst	.ANLYST	64		0	0	0	1	1	64		1	1	64
1.09. Remote Specialist	.RSPEC	0		1	1	0	2	2	0		2	2	0
Total				12	12	1,096	15	15	1,280		15	15	1,280
Estimated circulation (35.0%)						590			689				689
PERSONNEL Total						1,686			1,969				1,969
DEDICATED SUPPORT													
2.01. File Storage	FILE.150	150		0	1	150	0	1	150		0	1	150
Grants Storage													
- (11) vertical files													
- Secure storage grant files													
- Currently in open workspace													
2.02. File Storage	FILE.200	200		0	1	200	0	1	200		0	1	200
Non-Grants Storage													
- Several vertical files in open workspace													
- Needs to be secure; sensitive information													
2.09. Waiting Area	WAIT.100	100		0	1	100	0	1	100		0	1	100
Total				0	3	450	0	3	450		0	3	450
Estimated circulation (35.0%)						242			242				242
DEDICATED SUPPORT Total						692			692				692
Office of Criminal Justice Coordination (OCJC)													
Total				12	15	1,546	15	18	1,730		15	18	1,730
Estimated circulation (35.0%)						832			931				931
Total				12		2,378	15		2,661		15		2,661

Program Detail

1420 Core - Special Projects

1000 Mayor's Office
1400 Chief of Staff

Contact	L. Elliott / lelliott@nola.gov											
Existing Location	City Hall - 2E04											
Area Type	Space Std.	Unit	April 2019			April 2020			April 2022			
			Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF	
PERSONNEL												
1.01. Director	.DRCTR	240	1	1	240	1	1	240	1	1	240	
Core - Special Projects												
Total			1	1	240	1	1	240	1	1	240	
Estimated circulation (35.0%)					129			129			129	
Total			1		369	1		369	1		369	

Program Detail

1430 Core - Senior Advisor

1000 Mayor's Office
1400 Chief of Staff

Contact	L. Elliott / lelliott@nola.gov											
Existing Location	City Hall - 2E04											
Area Type	Space Std.	Unit	April 2019			April 2020			April 2022			
			Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF	
PERSONNEL												
1.01. Senior Advisor	.ADVISOR	120	1	1	120	1	1	120	1	1	120	
Core - Senior Advisor												
Total			1	1	120	1	1	120	1	1	120	
Estimated circulation (35.0%)					65			65			65	
Total			1		185	1		185	1		185	

Program Detail

1440 Core - Strategic Initiatives

1000 Mayor's Office
1400 Chief of Staff

Contact	L. Elliott / lelliott@nola.gov										
Existing Location	City Hall - 2E04										
Area Type	Space Std.	Unit	April 2019			April 2020			April 2022		
			Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
PERSONNEL											
1.01. Director Strategic Initiatives	.DRCTR	240	1	1	240	1	1	240	1	1	240
1.02. Special Assistant	.SASST	64	1	1	64	1	1	64	1	1	64
1.03. Project Manager	.MGRP	64	0	0	0	1	1	64	2	2	128
Core - Strategic Initiatives											
Total			2	2	304	3	3	368	4	4	432
Estimated circulation (35.0%)					164			198			232
Total			2		468	3		566	4		664

Program Detail

1450 Core - External Affairs / Inter-Governmental Affairs

1000 Mayor's Office
1400 Chief of Staff

Contact	A. Walton / Arthur.Walton@nola.gov											
Existing Location	City Hall - 2E04											
Function	Advance Mayor's political agenda local, state, and federal level											
Adjacencies	Locate within Mayor's Suite											
Area Type	Space Std.	Unit	April 2019			April 2020			April 2022			
			Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF	
PERSONNEL												
1.01. Director Council Relations	.DRCTR	240	1	1	240	1	1	240	1	1	240	
1.02. Director State Relations	.DRCTR	240	1	1	240	1	1	240	1	1	240	
1.03. Director Federal Relations	.DRCTR	240	1	1	240	1	1	240	1	1	240	
1.04. Director International Relations	.DRCTR	240	1	1	240	1	1	240	1	1	240	
1.05. Analyst	.ANLYST	64	1	1	64	1	1	64	1	1	64	
1.06. Admin Assistants	.ADMIN	64	2	2	128	2	2	128	2	2	128	
Core - External Affairs / Inter-Governmental Affairs												
Total			7	7	1,152	7	7	1,152	7	7	1,152	
Estimated circulation (35.0%)					620			620			620	
Total			7		1,772	7		1,772	7		1,772	

Program Detail

1451 Transportation

1000 Mayor's Office
1400 Chief of Staff

Contact	L. Bryan / lbryan@nola.gov
Existing Location	City Hall - 2E04
Function	Work on Mayor's transportation initiatives that involves internal departments and external partners.
Adjacencies	Business adjacency with Public Works, City Planning Commission, and Mayor's Office (same bldg)
Current Features	Currently in Mayor's suite - not in future.

Area Type	April 2019					April 2020			April 2022		
	Space Std.	Unit	Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
PERSONNEL											
1.01. Director	.DRCTR	240	1	1	240	1	1	240	1	1	240
1.02. Analyst	.ANLYST	64	0	0	0	3	3	192	5	5	320
Program Manager											
Total			1	1	240	4	4	432	6	6	560
Estimated circulation (35.0%)					129			232			301
PERSONNEL Total					369			664			861
DEDICATED SUPPORT											
2.01. Plotter	PLOT.100	100	0	0	0	0	1	100	0	1	100
Total			0	0	0	0	1	100	0	1	100
Estimated circulation (35.0%)					0			54			54
DEDICATED SUPPORT Total					0			154			154
Transportation											
Total			1	1	240	4	5	532	6	7	660
Estimated circulation (35.0%)					129			286			355
Total			1		369	4		818	6		1,015

Program Detail

1460 Core - Fiscal / Admin

1000 Mayor's Office
1400 Chief of Staff

Contact	L. Elliott / lelliott@nola.gov
Existing Location	City Hall - 2E04
Function	Core functions of the executive administration. Receive visitors in Mayor's suite, constituent services, receive proclomations, certificates, paperwork, documents, etc. Fiscal/Admin also handle contracts and peperwork for the City, and the Mayor's office HR; ideally would be located adjacent to the scanner/copier and have a secure space to store and work on documents.
Adjacencies	Located within the mayor's suite, ideally near print/copy area
Current Features	Current workstations / corridor width put "1" person at front, would be better as a larger desk with 3 positions. Located in the corrdior of the Mayor's suite.

Area Type	Space Std.	Unit	April 2019			April 2020			April 2022		
			Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
PERSONNEL											
1.01. Manager	.MGR	120	1	1	120	1	1	120	1	1	120
1.02. Admin	.ADMIN	64	3	3	192	3	3	192	3	3	192
Receptionist / Fiscal Assistant											
Core - Fiscal / Admin											
Total			4	4	312	4	4	312	4	4	312
Estimated circulation (35.0%)					168			168			168
Total			4		480	4		480	4		480

Program Detail

1470 Neighborhood Engagement

1000 Mayor's Office
1400 Chief of Staff

Contact	J. Hawkins / jahawkins@nola.gov
Existing Location	City Hall - 8E15
Function	Neighborhood and community engagement
Adjacencies	No adjacencies identified

Area Type	Space Std.	Unit	April 2019			April 2020			April 2022		
			Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
PERSONNEL											
1.01. Director	.DRCTR	240	1	1	240	1	1	240	1	1	240
1.02. Deputy Director	.DDRCTR	120	1	1	120	1	1	120	1	1	120
1.03. Liason	.LIASON	64	10	10	640	10	10	640	10	10	640
- (1) per district											
- Currently in offices w/o ceilings at perimeter											
Total			12	12	1,000	12	12	1,000	12	12	1,000
Estimated circulation (35.0%)					538			538			538
PERSONNEL Total					1,538			1,538			1,538
DEDICATED SUPPORT											
2.01. File Cabinet - Lateral	FILE.12	12	0	4	48	0	4	48	0	4	48
Total			0	4	48	0	4	48	0	4	48
Estimated circulation (35.0%)					26			26			26
DEDICATED SUPPORT Total					74			74			74
Neighborhood Engagement											
Total			12	16	1,048	12	16	1,048	12	16	1,048
Estimated circulation (35.0%)					564			564			564
Total			12		1,612	12		1,612	12		1,612

Program Detail

1480 Core - Communications

1000 Mayor's Office
1400 Chief of Staff

Contact	B. Tidwell / mgtidwell@nola.gov
Existing Location	City Hall - 2E04
Function	Responsible for all external and internal communications, media responses and messaging
Adjacencies	Critical adjacency to Ext. Affairs/IGR and Executive Team. Secondary adjacency to Mayors office.

Area Type	Space Std.	Unit	April 2019			April 2020			April 2022		
			Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
PERSONNEL											
1.01. Comms Director	.DRCTR	240	1	1	240	1	1	240	1	1	240
1.02. Comms Manager	.MGR	120	3	3	360	3	3	360	3	3	360
1.03. Press Secretary	.PRSEC	64	1	1	64	1	1	64	1	1	64
1.04. Press Assistant	.ASST	64	1	1	64	1	1	64	1	1	64
1.05. Comms Assistant	.ASST	64	1	1	64	1	1	64	1	1	64
Core - Communications											
Total			7	7	792	7	7	792	7	7	792
Estimated circulation (35.0%)					426			426			426
Total			7		1,218	7		1,218	7		1,218

Program Detail

1490 Mayors Office of Utilities

	1000 Mayor's Office
	1400 Chief of Staff
Contact	J. Rhodes / jonathan.rhodes@nola.gov
Existing Location	City Hall - 2E04
Function	Review and recommend power, cable, and telecommunications utility rates; negotiate, draft and oversee compliance with franchise agreement contracts between the City and Utility providers; coordinate installation permitting of utilities and compliance with permitting; advocate for constituents with utility related problems; arise and assist with implementation of policy goals with City Council committees, CURO, Law Dept, Finance, CAO, Office of Resilience/Sustainability, Safety & Permits/OneStop.
Adjacencies	Business adjacencies to Council Committees, Finance, Law, Office of Resilience/Sustainablity, CAO - Infrastructure, and One Stop.
Current Features	Currently in a temporary office space within the Mayor's suite. Does not need to be in suite.

Area Type	Space Std.	Unit	April 2019			April 2020			April 2022		
			Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
PERSONNEL											
1.01. Attorney Director / Attorney	.ATTRNY	120	1	1	120	1	1	120	2	2	240
1.02. Specialist Urban Planning Specialist	.SPEC	64	0	0	0	1	1	64	1	1	64
1.03. Engineer	.ENGR	64	0	0	0	1	1	64	1	1	64
1.04. Temp / Intern / Volunteer	.TEMP	64	0	0	0	1	1	64	1	1	64
Total			1	1	120	4	4	312	5	5	432
Estimated circulation (35.0%)					65			168			232
PERSONNEL Total					185			480			664
DEDICATED SUPPORT											
2.01. File Storage - Secure document storage, contracts, plans, etc.	FILE.100	100	0	0	0	0	1	100	0	1	100
Total			0	0	0	0	1	100	0	1	100
Estimated circulation (35.0%)					0			54			54
DEDICATED SUPPORT Total					0			154			154
Mayors Office of Utilities											
Total			1	1	120	4	5	412	5	6	532
Estimated circulation (35.0%)					65			222			286
Total			1		185	4		634	5		818

Program Detail

2010 CAO / Executive Office & Chief of Staff

	2000 Mayor's Chief Administrative Office
	2000 Mayor's Chief Administrative Office
Contact	C. Brown / cjbrown@nola.gov
Existing Location	City Hall - 9E06
Function	The CAO office is responsible for carrying out the City's mission, vision, and vlaues by overseeing the day-to-day operational functions of City Hall, coordinating and implementing innovative solutions fo reform city government, and ensuring the city is fiscally responsible.
Adjacencies	Adjacencies to Innovation/OPA/Sr Advisors, Budget, and Deputy/Asst. CAOs and their staff

Area Type	Space Std.	Unit	April 2019			April 2020			April 2022		
			Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
PERSONNEL											
1.01. Chief Administrative Officer	.CAO	240	1	1	240	1	1	240	1	1	240
1.02. Chief of Staff	.CHIEF	240	1	1	240	1	1	240	1	1	240
1.03. Sr Advisor, Economic Policy	.ADVISOR	120	1	1	120	1	1	120	1	1	120
1.04. Internal Audit	.AUDIT	64	0	0	0	3	3	192	3	3	192
1.05. Management Development Analyst	.ANLYST	64	1	1	64	1	1	64	1	1	64
1.06. Executive Assistant	.EASST	120	1	1	120	1	1	120	1	1	120
1.07. Admin	.ADMIN	64	1	1	64	1	1	64	1	1	64
Total			6	6	848	9	9	1,040	9	9	1,040
Estimated circulation (35.0%)					456	560			560		
PERSONNEL Total					1,304	1,600			1,600		
DEDICATED SUPPORT											
2.01. Waiting Area	WAIT.200	200	0	1	200	0	1	200	0	1	200
Total			0	1	200	0	1	200	0	1	200
Estimated circulation (35.0%)					108	108			108		
DEDICATED SUPPORT Total					308	308			308		
CAO / Executive Office & Chief of Staff											
Total			6	7	1,048	9	10	1,240	9	10	1,240
Estimated circulation (35.0%)					564	667			667		
Total			6	1,612		9	1,907		9	1,907	

Program Detail

2020 Risk Management

2000 Mayor's Chief Administrative Office
2000 Mayor's Chief Administrative Office

Contact	C. Brown / cjbrown@nola.gov
Existing Location	City Hall - 9E06
Function	See 2010

Area Type	Space Std.	Unit	April 2019			April 2020			April 2022		
			Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
PERSONNEL											
1.01. Risk Manager	.MGR	120	1	1	120	1	1	120	1	1	120
1.02. Risk Management Assistant	.ASST	64	1	1	64	1	1	64	1	1	64
Risk Management											
Total			2	2	184	2	2	184	2	2	184
Estimated circulation (35.0%)					99			99			99
Total			2		283	2		283	2		283

Program Detail

2100 Budget

2000 Mayor's Chief Administrative Office
2100 Budget

Contact	C. Grant / cmgrant@nola.gov
Existing Location	City Hall - 9E02
Function	Annual City budget
Adjacencies	Business adjacency to mayor's office
Current Features	
Visitors	Most meetings are scheduled, internal to the organization. Interact with the public in the council chamber

Area Type	Space Std.	Unit	April 2019			April 2020			April 2022		
			Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
PERSONNEL											
1.01. Assistant CAO	.ACAO	120	1	1	120	1	1	120	1	1	120
1.02. Administrator	.ADMNSTR	120	1	1	120	1	1	120	1	1	120
1.03. Assistant Administrator	.AADMNSTR	64	1	1	64	1	1	64	1	1	64
1.04. Budget Analyst	.ANLYST	64	4	4	256	4	4	256	4	4	256
Budget											
Total			7	7	560	7	7	560	7	7	560
Estimated circulation (35.0%)					301			301			301
Total			7		861	7		861	7		861

Program Detail

2200 Assessor's Office

2000 Mayor's Chief Administrative Office
2200 Assessor's Office

No survey was received from Assessor's Office. Headcount information is based on information derived through graphic org chart with significant level of detail lacking.

Area Type	April 2019					April 2020			April 2022		
	Space Std.	Unit	Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
PERSONNEL											
1.01. Assessor	.ASSR	0	55	55	0	55	55	0	55	55	0
Total			55	55	0	55	55	0	55	55	0
Estimated circulation (35.0%)					0			0			0
PERSONNEL Total					0			0			0
SPECIAL SUPPORT											
2.01. Assessor's Office	ASSR.11500	9,779	0	1	9,779	0	1	9,779	0	1	9,779
- Treated like a tenant											
- No interview conducted / No area validation											
Total			0	1	9,779	0	1	9,779	0	1	9,779
Estimated circulation (15.0%)					1,721			1,721			1,721
SPECIAL SUPPORT Total					11,500			11,500			11,500
Assessor's Office											
Total			55	56	9,779	55	56	9,779	55	56	9,779
Estimated circulation (avg. 15.0%)					1,721			1,721			1,721
Total			55		11,500	55		11,500	55		11,500

Program Detail

2300 Human Relations - Personnel & Training/Benefits/Employee Relations

2000 Mayor's Chief Administrative Office
2300 Human Resources

Contact	C. Bagneris / cbagneris@nola.gov
Existing Location	City Hall - 9E06
Function	Manage healthcare for active and retire employees, human resources for CAO and the unclassified pay plan, and EEOC, grievances, and voluntary products
Adjacencies	Access to adjacent meeting space (currently 2 rooms in CAO area) and training area (currently in basement). Process adjacency for Accounting and Treasury (proximity for healthcare claims).

Area Type	Space Std.	Unit	April 2019			April 2020			April 2022		
			Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
PERSONNEL											
1.01. Assistant CAO, Human Resources	.ACAO	120	1	1	120	1	1	120	1	1	120
1.02. Chief Operations Manager	.MGR	120	3	3	360	3	3	360	3	3	360
1.03. Chief Operations Manager, Assistant	.ASST	64	0	0	0	2	2	128	2	2	128
1.04. Management Development Specialist, I	.SPEC	64	2	2	128	2	2	128	2	2	128
1.05. Specialist <i>Management Development Specialist, II</i>	.SPEC	64	1	1	64	3	3	192	3	3	192
1.06. Analyst <i>Management Development Analyst II</i>	.ANLYST	64	3	3	192	3	3	192	2	2	128
1.07. Management Development Specialist, II <i>Part Time</i>	.SPEC	64	1	1	64	1	1	64	1	1	64
1.08. Principal Office Specialist	.SPEC	64	1	1	64	1	1	64	1	1	64
Total			12	12	992	16	16	1,248	15	15	1,184
Estimated circulation (35.0%)					534			671			637
PERSONNEL Total					1,526			1,919			1,821
DEDICATED SUPPORT											
2.01. File Storage - High Density Unit	FILE.HD.180	180	0	1	180	0	1	180	0	1	180
2.02. File Storage <i>- Secure, confidential records</i>	FILE.120	120	0	2	240	0	2	240	0	2	240
Total			0	3	420	0	3	420	0	3	420
Estimated circulation (35.0%)					226			226			226
DEDICATED SUPPORT Total					646			646			646
Human Relations - Personnel & Training/Benefits/Employee Relations											
Total			12	15	1,412	16	19	1,668	15	18	1,604
Estimated circulation (35.0%)					760			897			863
Total			12		2,172	16		2,565	15		2,467

Program Detail

2400 Civil Service Commission

2000 Mayor's Chief Administrative Office
2400 Civil Service Commission

Contact	L. Hudson / lmhudson@nola.gov											
Existing Location	1340 Poydras - Ste 900											
Function	Perform various personnel functions relative to classified employment as required by the Louisiana Constiution.											
Adjacencies												

Area Type	Space	Std.	Unit	April 2019			April 2020			April 2022		
				Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
PERSONNEL												
1.01. Director	.DRCTR		240	1	1	240	1	1	240	1	1	240
Personnel Director												
1.02. Deputy Director	.DDRCTR		120	1	1	120	1	1	120	1	1	120
1.03. Executive Counsel	.ECOUNSEL		240	1	1	240	1	1	240	1	1	240
1.04. Supervisor	.SPRVSR		64	4	4	256	4	4	256	4	4	256
Personnel Administrators												
1.05. Admin	.ADMIN		64	2	2	128	2	2	128	2	2	128
- (2) positions located adjacent to waiting area via transaction counter												
1.06. Analyst	.ANLYST		64	1	1	64	1	1	64	1	1	64
Employee & Public Relations												
- Classified												
1.07. Analyst	.ANLYST		64	1	1	64	2	2	128	2	2	128
Psychometrician & Support												
1.08. Analyst	.ANLYST		64	1	1	64	1	1	64	1	1	64
Employee Growth & Development Analyst												
1.09. Analyst	.ANLYST		64	2	2	128	2	2	128	2	2	128
Management Services												
1.11. Analyst	.ANLYST		64	5	5	320	7	7	448	7	7	448
Classification & Compensation												
1.12. Analyst	.ANLYST		64	12	12	768	14	14	896	14	14	896
Recruitment												
Total				31	31	2,392	36	36	2,712	36	36	2,712
Estimated circulation (35.0%)						1,287	1,459			1,459		
PERSONNEL Total						3,679	4,171			4,171		

DEDICATED SUPPORT												
2.01. Waiting Area	WAIT.200	200		0	1	200	0	1	200	0	1	200
- Dedicated waiting area												
- Room for up to (15) seats												
2.02. Check-in / Application Kiosk	KIOSK.100	100		0	1	100	0	1	100	0	1	100
- (2) computer stations located near waiting area												
2.03. Training Room	TRAIN.600	600		0	2	1,200	0	2	1,200	0	2	1,200
Training / Test Room												
- (20-25) seats, classroom configuration												
- Whiteboard												
- 1 located at city hall, 1 located at 1340 Poydras												

Program Detail

2400 Civil Service Commission

2000 Mayor's Chief Administrative Office
2400 Civil Service Commission

Area Type	April 2019					April 2020			April 2022			
	Space	Std.	Unit	Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
DEDICATED SUPPORT												
2.04. Training Room	TRAIN.300	300		0	0	0	0	2	600	0	2	600
Computer Testing Room												
- Space for computerized tests												
- (1) for NOPD, (1) for all other city positions												
2.05. Hearing Room	MTG.HRG.150	150		0	0	0	0	2	300	0	2	300
- Employees awaiting disciplinary appeals can meet with their attorney												
2.06. Hearing Room	MTG.HRG.400	400		0	0	0	0	1	400	0	1	400
- Used for disciplinary and other hearings												
2.08. File Storage	STG.1000	1,000		0	1	1,000	0	1	1,000	0	1	1,000
Misc. Storage Room												
- (6) Veritcal files												
- (1) Lateral File												
- (6) Heavy duty shevling units 3-4ft												
- (1) Lg storage locker												
- Lectriever												
- Misc Equipment												
2.08. File Storage	FILE.250	250		0	1	250	0	1	250	0	1	250
- (9) Vertical files												
- (4) Lateral files												
- (1) Bookshelf												
2.09. File Storage	FILE.250	250		0	1	250	0	1	250	0	1	250
"Vault" Storage Room												
- (1) Vault - size of lateral 5H.												
- (19) Veritcal files												
- File boxes / Dolly												
- Carts												
- Shredder												
2.11. Print / Copy	PRINT.150	150		0	1	150	0	1	150	0	1	150
Dedicated to testing center												
2.12. Conference Room - Small	MTG.180	180		0	0	0	0	1	180	0	1	180
- Dedicated for psychological testing and interviews												
Total				0	8	3,150	0	14	4,630	0	14	4,630
Estimated circulation (35.0%)						1,695	2,491			2,491		
DEDICATED SUPPORT Total						4,845	7,121			7,121		
Civil Service Commission												
Total				31	39	5,542	36	50	7,342	36	50	7,342
Estimated circulation (35.0%)						2,982	3,950			3,950		
Total				31		8,524	36		11,292	36		11,292

Program Detail

2500 CAO - Operations

2000 Mayor's Chief Administrative Office
2500 Operations

Contact	B. Firstley / bdfirstley@nola.gov
Existing Location	City Hall - 9E06
Function	The mission of the CAO is to uphold the city charter and city ordinances through effective management and oversight of all mandated operations in the delivery of services to the citizens of New Orleans
Adjacencies	Organizational adjacency to the CAO's office

Area Type	April 2019					April 2020			April 2022		
	Space Std.	Unit	Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
PERSONNEL											
1.01. Assistant CAO	.ACAO	120	1	1	120	1	1	120	1	1	120
1.02. Admin	.ADMIN	64	1	1	64	1	1	64	1	1	64
1.03. Office Support Specialist	.SPEC	64	2	2	128	2	2	128	2	2	128
- Fiscal admin support of EMD											
1.04. Management Development Specialist I	.SPEC	64	2	2	128	2	2	128	2	2	128
- Fiscal admin support of EMD											
1.05. Management Development Specialist II	.SPEC	64	2	2	128	2	2	128	2	2	128
- Fiscal admin support of EMD											
CAO - Operations											
Total			8	8	568	8	8	568	8	8	568
Estimated circulation (35.0%)					306			306			306
Total			8		874	8		874	8		874

Program Detail

2510 Operations - Mail Room

2000 Mayor's Chief Administrative Office
2500 Operations

Contact	B. Firstley / bdfirstley@nola.gov
Existing Location	City Hall - Basement
Function	Centralized Mail Room for City. Mail is delivered via cart to each department.
Adjacencies	Close to service entry/loading dock

	Space Std.	Unit	Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
PERSONNEL											
1.01. Office Support Specialist	.SPEC	64	1	1	64	1	1	64	1	1	64
1.02. Office Assistant	.ASST	64	1	1	64	1	1	64	1	1	64
Total			2	2	128	2	2	128	2	2	128
Estimated circulation (35.0%)					69			69			69
PERSONNEL Total					197			197			197
DEDICATED SUPPORT											
2.01. Mail Room	MAIL.1000	800	0	1	800	0	1	800	0	1	800
- Based on current size - slightly smaller											
- Sorting Table, USPS Bins, Shelving (by dept),											
- Two workstations											
Total			0	1	800	0	1	800	0	1	800
Estimated circulation (35.0%)					430			430			430
DEDICATED SUPPORT Total					1,230			1,230			1,230
Operations - Mail Room											
Total			2	3	928	2	3	928	2	3	928
Estimated circulation (35.0%)					499			499			499
Total			2		1,427	2		1,427	2		1,427

Program Detail

2520 Operations - EMD

2000 Mayor's Chief Administrative Office
2500 Operations

Contact	C. Mark / crmark@nola.gov
Existing Location	3800 Alvar St.
Function	Manage the City's vehicle fleet
Adjacencies	Facilities will remain offsite from City Hall. Need access to temporary/touchdown space at City Hall.

Area Type	Space Std.	Unit	April 2019			April 2020			April 2022		
			Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
DEDICATED SUPPORT											
2.01. Touchdown Station - Touchdown workspace for visiting staff	.TD.0	0	0	1	0	0	1	0	0	1	0
Operations - EMD											
Total			0	1	0	0	1	0	0	1	0
Estimated circulation (0.0%)					0			0			0
Total											
			0		0	0		0	0		0

Program Detail

2610 Health - Administration

2000 Mayor's Chief Administrative Office
2800 CAO - Chief of Staff

Contact	J. Avegno / jennifer.aveno@nola.gov
Existing Location	City Hall - 8E17
Function	Oversees programs, initiatives, policies related to the health and wellbeing of residents.
Adjacencies	No critical adjacencies identified.
Visitors	Occasional visitors / realtively few transactions, typically information or paper records, approx 10 minutes. Citizens who are participating in Healthy Start, Health Care for the Homeless, and WIC programs often have children with them. There are front desks at our facilities, but the public can be brought back to our offices and exam rooms. Visitors typically wait in waitin groom at NOHD main office.

Area Type	April 2019					April 2020			April 2022			
	Space Std.	Unit	Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF	
PERSONNEL												
1.01. Director	.DRCTR	240	1	1	240	1	1	240	1	1	240	
1.02. Health Project & Planning Specialist	.SPEC	64	3	3	192	3	3	192	3	3	192	
1.03. Deputy Director	.DDRCTR	120	1	1	120	1	1	120	1	1	120	
1.04. Office Assistant II	.ASST	64	2	2	128	2	2	128	2	2	128	
1.05. Management Dev. Analyst I	.ANLYST	64	1	1	64	1	1	64	1	1	64	
1.06. Management Dev. Specialist II	.SPEC	64	2	2	128	2	2	128	2	2	128	
1.07. Urban Policy Specialist IV	.SPEC	64	1	1	64	1	1	64	1	1	64	
1.08. Jr. Accountant	.ACCT	64	1	1	64	1	1	64	1	1	64	
1.09. Chief Accountant	.ACCT	64	1	1	64	1	1	64	1	1	64	
1.11. Health & Project Planning Sr. Analyst	.ANLYST	64	1	1	64	1	1	64	1	1	64	
1.12. Health & Project Planning Manager	.MGR	120	1	1	120	1	1	120	1	1	120	
1.13. Temp / Intern / Volunteer <i>Interns</i>	.TEMP	64	6	6	384	6	6	384	6	6	384	
1.14. Admin Support Specialist	.SPEC	64	1	1	64	1	1	64	1	1	64	
1.15. Budget Coordinator	.CRDNTR	64	1	1	64	1	1	64	1	1	64	
Total			23	23	1,760	23	23	1,760	23	23	1,760	
Estimated circulation (35.0%)					947			947			947	
PERSONNEL Total					2,707			2,707			2,707	
DEDICATED SUPPORT												
2.01. Storage Room <i>- Currently in basement BW05</i>	STG.200	200	0	1	200	0	1	200	0	1	200	
2.02. File Storage <i>- Currently in basement BW04</i>	FILE.120	120	0	1	120	0	1	120	0	1	120	
2.03. Waiting Area <i>- Small reception seating area next to admin desk</i> <i>- 2 seats</i>	WAIT.100	100	0	1	100	0	1	100	0	1	100	
Total			0	3	420	0	3	420	0	3	420	
Estimated circulation (35.0%)					226			226			226	
DEDICATED SUPPORT Total					646			646			646	

Program Detail

2610 Health - Administration

2000 Mayor's Chief Administrative Office
2800 CAO - Chief of Staff

Area Type	April 2019					April 2020			April 2022		
	Space Std.	Unit	Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
Health - Administration											
Total			23	26	2,180	23	26	2,180	23	26	2,180
Estimated circulation (35.0%)					1,173			1,173			1,173
Total			23		3,353	23		3,353	23		3,353

Program Detail

2620 Health - Behavioral Health Programs

2000 Mayor's Chief Administrative Office
2800 CAO - Chief of Staff

Contact	B. Sherwood / bnsherwood@nola.gov
Existing Location	City Hall - 8E06
Function	We operate tow direct service programs directed at behavioral health needs, we convene a cross sector coalition at addressing behavioral health issues, and we convene a task force geared toward addressing the opioid crisis.
Adjacencies	Organizational adjacency to other Health Departments

Area Type	April 2019					April 2020			April 2022			
	Space Std.	Unit	Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF	
PERSONNEL												
1.01. Programs Manager	.MGR	120	1	1	120	1	1	120	1	1	120	
1.02. Programs Coordinator	.CRDNTR	64	3	3	192	3	3	192	3	3	192	
1.03. Treatment Navigator	.NAV	64	1	1	64	1	1	64	1	1	64	
Total			5	5	376	5	5	376	5	5	376	
Estimated circulation (35.0%)					202			202			202	
PERSONNEL Total					578			578			578	
DEDICATED SUPPORT												
2.01. File Cabinet - Lateral - Records and supplies	FILE.12	12	0	1	12	0	1	12	0	1	12	
Total			0	1	12	0	1	12	0	1	12	
Estimated circulation (35.0%)					6			6			6	
DEDICATED SUPPORT Total					18			18			18	
Health - Behavioral Health Programs												
Total			5	6	388	5	6	388	5	6	388	
Estimated circulation (35.0%)					209			209			209	
Total			5		597	5		597	5		597	

Program Detail

2630 Health - Women, Infants & Children (WIC) Clinic

2000 Mayor's Chief Administrative Office
2800 CAO - Chief of Staff

Contact	K. Andrus / klandrus@nola.gov
Existing Location	NOE WIC - 6536 Read Blvd, Edna Pilsbury WIC - 2222 Simon Bolivar Ida Hymel WIC - 111 Newton St, AP
Function	The NOHD WIC Program is a contract site for the State of Louisiana WIC Program. WIC is a federal nutrition education program for low income women, infants, and children up to 5 years old.
Adjacencies	These clinics are located across the city and not WIC does not have primary workspace within City Hall. Director and interns do need access to City Hall workspace and computer lab (1-3 days/week).

Area Type	Space Std.	Unit	April 2019			April 2020			April 2022		
			Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
DEDICATED SUPPORT											
2.01. Touchdown Station	.TD.0	0	0	3	0	0	3	0	0	3	0
- Touchdown space for regularly visiting staff											
Health - Women, Infants & Children (WIC) Clinic											
Total			0	3	0	0	3	0	0	3	0
Estimated circulation (0.0%)					0			0			0
Total			0		0	0		0	0		0

Program Detail

2640 Health - Healthy Environments

2000 Mayor's Chief Administrative Office
2800 CAO - Chief of Staff

Contact	S. Babcock / sababcock@nola.gov
Existing Location	City Hall - 8E06
Function	Planning and responding to emergencies, environmental health issues, and bike/ped safety
Adjacencies	No critical adjacencies identified. Often people are coming from One Stop for noise variance approvals.
Visitors	Visitors wait in the main health department suite in 8E18. If we are available when they arrive, we will walk down to get them on an as needed basis.

Area Type	Space Std.	Unit	April 2019			April 2020			April 2022		
			Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
PERSONNEL											
1.01. Director of Healthy Environments	.DRCTR	240	1	1	240	1	1	240	1	1	240
1.02. Health Environments Manager	.MGR	120	0	0	0	1	1	120	1	1	120
1.03. Healthy Environemtns Coordinator	.CRDNTR	64	1	1	64	1	1	64	1	1	64
1.04. Healthy Environments Educator - Significant field work	.EDU	64	2	2	128	3	3	192	4	4	256
1.05. Bike/Ped Safety Coordinator - Significant field work	.CRDNTR	64	0	0	0	1	1	64	2	2	128
1.06. Emergency Preparedness Lead - On call for emergency repsonse	.LEAD	64	1	1	64	1	1	64	2	2	128
1.07. Health Info Specialist	.SPEC	64	0	0	0	1	1	64	1	1	64
Total			5	5	496	9	9	808	12	12	1,000
Estimated circulation (35.0%)					267			435			538
PERSONNEL Total					763			1,243			1,538
DEDICATED SUPPORT											
2.01. Storage Room - Dbl size of current area - Misc emergency supplies, outreach materials, equipment	STG.200	200	0	1	200	0	1	200	0	1	200
Total			0	1	200	0	1	200	0	1	200
Estimated circulation (35.0%)					108			108			108
DEDICATED SUPPORT Total					308			308			308
Health - Healthy Environments											
Total			5	6	696	9	10	1,008	12	13	1,200
Estimated circulation (35.0%)					374			542			646
Total			5		1,070	9		1,550	12		1,846

Program Detail

2650 Health - Domestic Violence

2000 Mayor's Chief Administrative Office
2800 CAO - Chief of Staff

Contact	E. Noble / ecnoble@nola.gov
Existing Location	City Hall - 8E06
Function	N/A
Adjacencies	No critical adjacenices identified.

Area Type	Space Std.	Unit	April 2019			April 2020			April 2022		
			Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
PERSONNEL											
1.01. DV/SA Program Director	.DRCTR	240	1	1	240	1	1	240	1	1	240
1.02. Blueprint Coordinator	.CRDNTR	64	1	1	64	1	1	64	1	1	64
1.03. Blueprint Advocate	.ADVCT	64	1	1	64	1	1	64	1	1	64
Health - Domestic Violence											
Total			3	3	368	3	3	368	3	3	368
Estimated circulation (35.0%)					198			198			198
Total			3		566	3		566	3		566

Program Detail

2660 Health - Health Care the Homeless

2000 Mayor's Chief Administrative Office
2800 CAO - Chief of Staff

Contact	R. Collins / rpcollins@nola.gov
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Area Type	Space Std.	Unit	April 2019			April 2020			April 2022		
			Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
DEDICATED SUPPORT											
2.01. Touchdown Station	.TD.0	0	0	1	0	0	1	0	0	1	0
- Touchdown workspace for visiting staff											
Health - Health Care the Homeless											
Total			0	1	0	0	1	0	0	1	0
Estimated circulation (0.0%)					0			0			0
Total			0		0	0		0	0		0

Program Detail

2670 Health - Health Policy & AIDS Funding

2000 Mayor's Chief Administrative Office
2800 CAO - Chief of Staff

Contact	V. Chantala / vchanthala@nola.gov
Existing Location	1515 Poydras - Ste 1170
Function	Receives the the Ryan White grant and funds hospitals and clinics to provide approved services to persons living with HIV
Adjacencies	Organizational adjacency to other departments with NOHD
Visitors	No interaction/transaction with pubilc within office workspace.

Area Type	Space Std.	Unit	April 2019			April 2020			April 2022		
			Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
PERSONNEL											
1.01. Director	.DRCTR	240	1	1	240	1	1	240	1	1	240
1.02. Quality Manager	.MGR	120	1	1	120	1	1	120	1	1	120
1.03. Quality Coordinator	.CRDNTR	64	1	1	64	1	1	64	1	1	64
1.04. Grants Accountant	.ACCT	64	1	1	64	1	1	64	1	1	64
1.05. Data Manager	.MGR	120	1	1	120	1	1	120	1	1	120
1.06. Office Manager	.MGR	120	1	1	120	1	1	120	1	1	120
1.07. Fellow	.TEMP	64	1	1	64	1	1	64	1	1	64
1.08. Temp / Intern / Volunteer	.TEMP	64	0	0	0	2	2	128	2	2	128
Intern											
Total			7	7	792	9	9	920	9	9	920
Estimated circulation (35.0%)					426	495			495		
PERSONNEL Total					1,218	1,415			1,415		
DEDICATED SUPPORT											
2.01. File Storage	FILE.100	100	0	1	100	0	1	100	0	1	100
- Secure / HIPAA compliant											
- Sensitive files and misc. supplies											
Total			0	1	100	0	1	100	0	1	100
Estimated circulation (35.0%)					54	54			54		
DEDICATED SUPPORT Total					154	154			154		
Health - Health Policy & AIDS Funding											
Total			7	8	892	9	10	1,020	9	10	1,020
Estimated circulation (35.0%)					480	549			549		
Total			7		1,372	9		1,569	9		1,569

Program Detail

2680 Health - Healthy Start New Orleans

2000 Mayor's Chief Administrative Office
2800 CAO - Chief of Staff

Contact	M. Alexander / mlalexander@nola.gov
Existing Location	1616 Caffin St / Sanchez Ctr
Function	Provide home and visiting to pregnant and parenting famillies with a child up to 18 months; preconception and interconception health education; fatherhood initiative; and collective impact
Adjacencies	Facilities are offsite from City Hall; would need access to City Hall touchdown space

Area Type	April 2019					April 2020			April 2022			
	Space Std.	Unit	Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF	
DEDICATED SUPPORT												
2.01. Touchdown Station	.TD.0	0	0	1	0	0	1	0	0	1	0	
- Touchdown workspace for visiting staff												
Health - Healthy Start New Orleans												
Total			0	1	0	0	1	0	0	1	0	
Estimated circulation (0.0%)					0			0			0	
Total			0		0	0		0	0		0	

Program Detail

2820 Office of Youth & Families

2000 Mayor's Chief Administrative Office
2800 CAO - Chief of Staff

Contact	E. Wolff / emily.wolff@nola.gov
Existing Location	City Hall - 4W09
Function	Oversees and coordinates across three youth serving departments - NORDC, Public Library, and Youth Study Center
Adjacencies	Organizational adjacency with other offices under the Mayor
Current Features	Currently have small waiting area that is rarely used. Little walk-in traffic. Meetings are scheduled.

Area Type	Space Std.	Unit	April 2019			April 2020			April 2022		
			Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
PERSONNEL											
1.01. Director	.DRCTR	240	1	1	240	1	1	240	1	1	240
1.02. Assistant Director	.ADRCTR	120	1	1	120	1	1	120	1	1	120
1.03. Specialist	.SPEC	64	2	2	128	2	2	128	2	2	128
1.04. Intern / Volunteer	.TEMP	64	1	1	64	1	1	64	1	1	64
Total			5	5	552	5	5	552	5	5	552
Estimated circulation (35.0%)					297	297			297		
PERSONNEL Total					849	849			849		
DEDICATED SUPPORT											
2.01. Waiting Area - Seats for (4)	WAIT.100	100	0	1	100	0	1	100	0	1	100
Total			0	1	100	0	1	100	0	1	100
Estimated circulation (35.0%)					54	54			54		
DEDICATED SUPPORT Total					154	154			154		
Office of Youth & Families											
Total			5	6	652	5	6	652	5	6	652
Estimated circulation (35.0%)					351	351			351		
Total			5		1,003	5		1,003	5		1,003

Program Detail

2822 New Orleans Public Library

2000 Mayor's Chief Administrative Office
2800 CAO - Chief of Staff

Contact	J. Styons / jstyons@nolalibrary.org
Function	Provide library services to all citizens of Orleans Parish, to some residents of surrounding parishes through reciprocal borrowing agreements, and to visitors to the City who seek our services while New Orleans.
Adjacencies	Currently offsite, would require access to touchdown workspace at City Hall--only if city hall moves.

Area Type	Space Std.	Unit	April 2019			April 2020			April 2022		
			Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
DEDICATED SUPPORT											
2.01. Touchdown Station	.TD.0	0	0	1	0	0	1	0	0	1	0
- Touchdown space for visiting staff											
- Only require if moving from current location											
New Orleans Public Library											
Total			0	1	0	0	1	0	0	1	0
Estimated circulation (0.0%)					0			0			0
Total			0		0	0		0	0		0

Program Detail

2823 Youth Study Center

2000 Mayor's Chief Administrative Office
2800 CAO - Chief of Staff

Contact	K. Webster / kyshun.webster@nola.gov
Existing Location	1100 Milton St.
Function	Provide secured residence for youth waiting adjudication in the Juvenile Court or senticing in Criminal District Court
Adjacencies	Facility is offsite. Access to touchdown space within City Hall.

Area Type	Space Std.	Unit	April 2019			April 2020			April 2022		
			Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
DEDICATED SUPPORT											
2.01. Touchdown Station	.TD.0	0	0	3	0	0	3	0	0	3	0
Touchdown workspace for visiting staff											
Youth Study Center											
Total			0	3	0	0	3	0	0	3	0
Estimated circulation (0.0%)					0			0			0
Total			0		0	0		0	0		0

Program Detail

2910 Capital Projects Administration

2000 Mayor's Chief Administrative Office
2900 CAO - Infrastructure

Contact	R. Dionisio / radionisio@nola.gov
Existing Location	City Hall - 6E05 / 6E15
Function	This department is responsible for municipal building and parks renovations.
Adjacencies	Critical adjacencies to Public Works, Safety & Permits. Secondary adjacency to Finance.
Visitors	Primarily serve departments within the City of New Orleans

Area Type	Space Std.	Unit	April 2019			April 2020			April 2022		
			Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
PERSONNEL											
1.01. Director	.DRCTR	240	1	1	240	1	1	240	1	1	240
1.02. Executive Assistant	.EASST	120	1	1	120	1	1	120	1	1	120
1.03. PM Supervisor	.MGR	120	1	1	120	1	1	120	1	1	120
1.04. Project Managers	.MGR	120	10	10	1,200	10	10	1,200	10	10	1,200
1.05. PM Assistant	.ASST	64	3	3	192	3	3	192	3	3	192
1.06. CPA Administrator	.ADMNSTR	120	1	1	120	1	1	120	1	1	120
1.07. Sr. Architect	.ARCH	64	1	1	64	1	1	64	1	1	64
Total			18	18	2,056	18	18	2,056	18	18	2,056
Estimated circulation (35.0%)					1,106			1,106			1,106
PERSONNEL Total					3,162			3,162			3,162
DEDICATED SUPPORT											
2.01. Waiting Area	WAIT.100	100	0	1	100	0	1	100	0	1	100
- Dedicated waiting area with 4 seats											
2.02. Plotter	PLOT.100	100	0	1	100	0	1	100	0	1	100
2.03. File Storage	FILE.200	200	0	1	200	0	1	200	0	1	200
- Centralized CPA file and dwg storage											
- Deep shevles for drawing cubbies											
- Binders, laterals, verticals, file boxes, etc.											
2.04. File Storage - High Density Unit	FILE.HD.180	180	0	1	180	0	1	180	0	1	180
- Currently in 6E05											
2.06. Specification / Research Area	FILE.200	200	0	1	200	0	1	200	0	1	200
- Includes table for layout space											
2.07. Conference Room	MTG.180	180	0	1	180	0	1	180	0	1	180
Dedicated CPA Meeting Room											
- Seats for (6-8)											
205. Layout / Review Space	LAYOUT.120	120	0	1	120	0	1	120	0	1	120
Total			0	7	1,080	0	7	1,080	0	7	1,080
Estimated circulation (35.0%)					581			581			581
DEDICATED SUPPORT Total					1,661			1,661			1,661
Capital Projects Administration											
Total			18	25	3,136	18	25	3,136	18	25	3,136
Estimated circulation (35.0%)					1,687			1,687			1,687
Total			18		4,823	18		4,823	18		4,823

Program Detail

2930 Sanitation

2000 Mayor's Chief Administrative Office
2900 CAO - Infrastructure

Contact	C. Sylvain-Lear /cslear@nola.gov
Existing Location	City Hall - 1W30
Function	We provide solid waste services to citizens such as the collection, disposal, and recycling of discarded materials. We enforce laws and regulations and provide education on litter abatement, recycling and other solid waste issues.
Adjacencies	No adjacencies identified.
Workflow	Accept payments for recycling cart replacements at City Hall. When we open our Transfer Station on Elysian Fields, we will be accepting cash and credit card payments for disposal of debris. Cash, paper, and information is being exchanged. Each transaction typically takes 5-10 minutes. Seated and standing transactions. No transaction counter needed.
Customer Experience	Citizens are primary customer, currently have limited access to departmental workspace. Currently wait (seated) in a separate area, called when ready. Can service up to 2 customers at a time. Recently relocated to a larger, more secure space with a waiting area
Current Features	Space for offices, files, conference room

Area Type	Space Std.	Unit	April 2019			April 2020			April 2022		
			Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
PERSONNEL											
1.01. Director <i>Unclassified</i>	.DRCTR	240	1	1	240	1	1	240	1	1	240
1.02. Deputy Director <i>Unclassified</i>	.DDRCTR	120	1	1	120	1	1	120	1	1	120
1.03. Management Dev. Analyst II <i>Classified</i>	.ANLYST	64	1	1	64	1	1	64	1	1	64
1.04. Management Dev. Analyst I <i>Classified</i>	.ANLYST	64	1	1	64	1	1	64	1	1	64
1.05. Technician <i>Classified</i> - Currently share (1) large office as they are in the field 90% of the time; separate desks	.TECH	64	3	3	192	5	5	320	5	5	320
1.06. Admin - Office Asst. <i>Classified</i>	.ADMIN	64	1	1	64	1	1	64	1	1	64
1.07. Specialist - Admin Sppt. Spec III <i>Classified</i>	.SPEC	64	1	1	64	1	1	64	1	1	64
Total			9	9	808	11	11	936	11	11	936
Estimated circulation (35.0%)					435			504			504
PERSONNEL Total					1,243			1,440			1,440
DEDICATED SUPPORT											
2.01. Waiting Area <i>Dedicated</i> - Seats for 6	WAIT.150	150	0	1	150	0	1	150	0	1	150
2.02. File Storage <i>Dedicated File</i> - (5) 5H Laterals, (3) 5H Bookshelves, (2) 5H Cabs, File boxes	FILE.200	200	0	1	200	0	1	200	0	1	200
Total			0	2	350	0	2	350	0	2	350
Estimated circulation (35.0%)					188			188			188
DEDICATED SUPPORT Total					538			538			538

Program Detail

2930 Sanitation

2000 Mayor's Chief Administrative Office
2900 CAO - Infrastructure

Area Type	Space Std.	Unit	April 2019		SF	April 2020		SF	April 2022		SF
			Headcount	Spaces		Headcount	Spaces		Headcount	Spaces	
Sanitation											
Total			9	11	1,158	11	13	1,286	11	13	1,286
Estimated circulation (35.0%)					623			692			692
Total			9		1,781	11		1,978	11		1,978

Program Detail

2940 Property Management

2000 Mayor's Chief Administrative Office
2900 CAO - Infrastructure

Contact	M. Griset / mjgriset@nola.gov
Existing Location	City Hall - 5W02
Function	Maintain real estate records, facilitate real estate activities, maintain and service city buildings.
Adjacencies	Business adjacency to One Stop Shop and CPC
Visitors	Title abstractors, general public, architects, developers, attorneys. Provide real estate information, working servitdues, subdivisions. Receive Cash.

Area Type	Space Std.	Unit	April 2019			April 2020			April 2022		
			Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
PERSONNEL											
1.01. Director	.DRCTR	240	1	1	240	1	1	240	1	1	240
1.02. Deputy Director	.DDRCTR	120	1	1	120	1	1	120	1	1	120
1.03. Secretary	.ADMIN	64	1	1	64	1	1	64	1	1	64
1.04. Assistant	.ASST	64	1	1	64	1	1	64	1	1	64
1.05. Receptionist	.ADMIN	64	1	1	64	1	1	64	1	1	64
1.06. HR - Personnel	.MGR	120	1	1	120	1	1	120	1	1	120
1.07. Contracts	.SPEC	64	4	4	256	4	4	256	4	4	256
1.08. Fiscal	.SPEC	64	2	2	128	2	2	128	2	2	128
1.09. Real Estate	.SPEC	64	6	6	384	7	7	448	7	7	448
1.11. Maintenance	.MAINT	64	6	6	384	6	6	384	6	6	384
- Currently on 10th floor											
1.12. VA Complex	.MAINT	64	3	3	192	3	3	192	3	3	192
1.13. Mulit-Services	.MAINT	64	1	1	64	1	1	64	1	1	64
1.14. JOC Program	.MAINT	64	3	3	192	3	3	192	3	3	192
1.15. Cemeteries	.MAINT	64	1	1	64	1	1	64	1	1	64
1.16. Engineer	.ENGR	64	2	2	128	2	2	128	2	2	128
- (2) shared positions for (31) Engineers											
Total			34	34	2,464	35	35	2,528	35	35	2,528
Estimated circulation (35.0%)					1,326			1,360			1,360
PERSONNEL Total					3,790			3,888			3,888
DEDICATED SUPPORT											
2.01. Waiting Area	WAIT.300	300	0	1	300	0	1	300	0	1	300
2.02. Customer Service Station	CSCNTR.100	100	0	3	300	0	3	300	0	3	300
2.03. File Storage	FILE.120	120	0	1	120	0	1	120	0	1	120
Fiscal Storage Rm											
- (5) Laterals, (2) Vertical											
2.04. File Storage	FILE.500	500	0	1	500	0	1	500	0	1	500
Real Estate Records											
- (65+) Verticals											
2.05. File Storage	FILE.500	500	0	1	500	0	1	500	0	1	500
Records Room											
2.06. File Storage	FILE.150	150	0	1	150	0	1	150	0	1	150
Personnel											
- (13) verticals											

Program Detail

2940 Property Management

2000 Mayor's Chief Administrative Office
2900 CAO - Infrastructure

Area Type	April 2019					April 2020			April 2022			
	Space Std.	Unit	Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF	
DEDICATED SUPPORT												
Total			0	8	1,870	0	8	1,870	0	8	1,870	
Estimated circulation (35.0%)					1,006			1,006			1,006	
DEDICATED SUPPORT Total					2,876			2,876			2,876	
Property Management												
Total			34	42	4,334	35	43	4,398	35	43	4,398	
Estimated circulation (35.0%)					2,332			2,366			2,366	
Total			34		6,666	35		6,764	35		6,764	

Program Detail

2941 Property Management - Basement Storage

2000 Mayor's Chief Administrative Office
2900 CAO - Infrastructure

Area Type	April 2019					April 2020			April 2022			
	Space	Std.	Unit	Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
SPECIAL SUPPORT												
4.01. Storage Room	STG.3000	3,000		0	1	3,000	0	1	3,000	0	1	3,000
Facilities Storage												
- Currently in basement												
- Janitorial Storage												
- Printers, desks, file cabinets, chairs, misc. equipment												
4.02. Storage Room	STG.1500	1,500		0	1	1,500	0	1	1,500	0	1	1,500
Facilities Storage												
- Curretnly on 10												
- Job Order Contracting Area												
- Workshop, tools, inventory/stock,												
- Misc Equipment												
Property Management - Basement Storage												
Total				0	2	4,500	0	2	4,500	0	2	4,500
Estimated circulation (15.0%)						792			792			792
Total				0		5,292	0		5,292	0		5,292

Program Detail

2950 Public Works - Engineering

2000 Mayor's Chief Administrative Office
2900 CAO - Infrastructure

Contact	C. Robles / crobles@nola.gov
Existing Location	City Hall - 6W03
Function	Manage space within the public right of way.
Adjacencies	Organizational adjacencies to Parking/Ticket Writing and Adjudication. Business adjacencies to PDU/Fiscal and Safety/Permits/One Stop
Current Features	

Area Type	Space	Std.	Unit	April 2019			April 2020			April 2022		
				Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
PERSONNEL												
1.01. Director	.DRCTR		240	1	1	240	1	1	240	1	1	240
1.02. Deputy Director	.DDRCTR		120	0	0	0	2	2	240	2	2	240
1.03. Manager	.MGR		120	1	1	120	1	1	120	1	1	120
Engineering Division Mgr												
1.04. Chief of Staff	.CHIEF		240	0	0	0	1	1	240	1	1	240
1.05. Program Administrator	.ADMNSTR		120	1	1	120	1	1	120	1	1	120
1.06. Principal	.PRNCPL		120	3	3	360	6	6	720	10	10	1,200
Principal, Senior, Traffic, Engineer												
1.07. Temp / Intern / Volunteer	.TEMP		64	2	2	128	5	5	320	8	8	512
Intern Technician												
1.08. Supervisor	.SPRVSR		64	2	2	128	3	3	192	3	3	192
Management Services Admin/Supervisor												
1.09. Specialist	.SPEC		64	2	2	128	4	4	256	6	6	384
Management Development Specialist I and II												
1.11. Supervisor	.SPRVSR		64	2	2	128	2	2	128	2	2	128
Project Manager Supervisor												
1.12. Manager	.MGR		120	12	12	1,440	18	18	2,160	18	18	2,160
Sr. & Construction Project Mgr												
1.13. Manager	.MGR		120	0	0	0	1	1	120	1	1	120
Planning & Permits Mgr												
1.14. Manager	.MGR		120	1	1	120	1	1	120	1	1	120
GIS Mgr												
1.15. Specialist	.SPEC		64	1	1	64	1	1	64	1	1	64
GIS												
1.16. Analyst	.ANLYST		64	5	5	320	8	8	512	8	8	512
Program Analyst												
1.17. Specialist	.SPEC		64	2	2	128	2	2	128	2	2	128
Community Outreach Specialist												
1.18. Inspector	.INSPCTR		0	1	1	0	1	1	0	2	2	0
Construction Inspector Supervisor - In field 90% of time												
1.19. Inspector	.INSPCTR		0	5	5	0	5	5	0	5	5	0
- In field 90% of time												
1.21. Temp / Intern / Volunteer	.TEMP		64	2	2	128	2	2	128	2	2	128
Office Trainee												
1.22. Attorney	.ATTRNY		120	0	0	0	1	1	120	1	1	120

Program Detail

2950 Public Works - Engineering

2000 Mayor's Chief Administrative Office
2900 CAO - Infrastructure

Area Type	April 2019					April 2020			April 2022			
	Space	Std.	Unit	Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
PERSONNEL												
Total				43	43	3,552	66	66	5,928	76	76	6,728
Estimated circulation (35.0%)						1,911			3,189			3,620
PERSONNEL Total						5,463			9,117			10,348
DEDICATED SUPPORT												
2.01. HR File Storage - Secure	FILE.150	150		0	1	150	0	1	150	0	1	150
2.02. Plan Review Room	PLAN.120	4		0	0	0	0	4	16	0	4	16
2.03. Multipurpose / Mtg Room Dedicated to Public Works - Shared between all groups in PW	MPR.1500	1,500		0	0	0	0	1	1,500	0	1	1,500
2.04. File Storage - High Density Unit	FILE.HD.180	180		0	1	180	0	1	180	0	1	180
Total				0	2	330	0	7	1,846	0	7	1,846
Estimated circulation (35.0%)						178			993			993
DEDICATED SUPPORT Total						508			2,839			2,839
Public Works - Engineering												
Total				43	45	3,882	66	73	7,774	76	83	8,574
Estimated circulation (35.0%)						2,089			4,182			4,613
Total				43		5,971	66		11,956	76		13,187

Program Detail

2951 Public Works - Parking & Ticket Writing

2000 Mayor's Chief Administrative Office
2900 CAO - Infrastructure

Contact	Z. Edmonds / zedmonds@nola.gov
Existing Location	City Hall - 2W89
Function	Manage space withinthe public right of way such as roads, sidewalks, streets, curb space/parking, review permits and manage drainage.
Adjacencies	Organizational adjacency to Adjudication - reports to the space appointing authority. Visitors here are often times dealing with the One Stop Shop as well.
Current Features	There should be a reception area where customers can wait before being assisted. No one outside of the department should be allowed back into the main offices without first being introduced to the employee. Key card access only admission is needed because at times residents and businesses visitng the parking division are extremely angry and frustrated. They can currently freely walk into the back area without any supervision.
Visitors	Meet with public (residents, property owners, business owners, vendors) about reviewing permit applications for parking meters rentals, residetnial permit parking, and citizens' complaints. Transactions involve paper, checks, etc.. Average transaction is 30minutes to 2hrs. Takes place at front counter or in meter rental office. 1 person mans the transaction counter - other visitors are asked to sit in the hall until the transaction is complete. Upon completion, visitors are often times heading back to the one-stop shop.

Area Type			April 2019			April 2020			April 2022			
	Space	Std.	Unit	Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
PERSONNEL												
1.01. Director	.DRCTR	240		1	1	240	1	1	240	1	1	240
1.02. Manager- HR	.MGR	120		1	1	120	1	1	120	1	1	120
1.03. Chief - Traffic Engineering	.CHIEF	240		1	1	240	1	1	240	1	1	240
1.04. Technician	.TECH	64		9	9	576	9	9	576	9	9	576
- Based on counts from Matterport (TBD)												
1.05. Admin	.ADMIN	64		1	1	64	1	1	64	1	1	64
- Stationed at front of suite with transaction counter												
Total				13	13	1,240	13	13	1,240	13	13	1,240
Estimated circulation (35.0%)						667		667				667
PERSONNEL Total						1,907		1,907				1,907
DEDICATED SUPPORT												
2.01. Waiting Area	WAIT.200	200		0	1	200	0	1	200	0	1	200
- Dedicated waiting area for 10 seats												
2.02. Radio Room	EQUIP.200	200		0	1	200	0	1	200	0	1	200
- Parking division equipment, radios, scanners, etc.												
- (6) workstations in room												
2.03. Transaction Counter	CSCNTR.100	100		0	1	100	0	1	100	0	1	100
Total				0	3	500	0	3	500	0	3	500
Estimated circulation (35.0%)						269		269				269
DEDICATED SUPPORT Total						769		769				769
Public Works - Parking & Ticket Writing												
Total				13	16	1,740	13	16	1,740	13	16	1,740
Estimated circulation (35.0%)						936		936				936
Total				13		2,676	13		2,676	13		2,676

Program Detail

2952 Public Works - Judication Bureau

2000 Mayor's Chief Administrative Office
2900 CAO - Infrastructure

Contact	R. Boseman / rnboseman@nola.gov
Existing Location	City Hall - 1W09
Function	Conduct hearings for parking and camera citations
Adjacencies	No adjacencies identified.

Area Type			April 2019			April 2020			April 2022		
	Space Std.	Unit	Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
PERSONNEL											
1.01. Administrator	.ADMNSTR	120	1	1	120	1	1	120	1	1	120
1.02. Assistant Administrator	.AADMNSTR	64	1	1	64	1	1	64	1	1	64
1.03. Supervisor	.SPRVSR	64	2	2	128	2	2	128	2	2	128
1.04. Clerical Position	.CLRK	64	3	3	192	3	3	192	3	3	192
1.05. Clerical Position Cashiers	.CLRK	64	2	2	128	2	2	128	2	2	128
1.06. Hearing Officer	.HOFCR	0	3	3	0	3	3	0	3	3	0
Total			12	12	632	12	12	632	12	12	632
Estimated circulation (35.0%)					340			340			340
PERSONNEL Total					972			972			972
DEDICATED SUPPORT											
2.01. File Storage - (19) Veritcals, - (3) 6H bookshelves - (30+) Fileboxes	FILE.200	200	0	1	200	0	1	200	0	1	200
2.02. Waiting Area - Dedicated waiting area for 30 seats	WAIT.400	400	0	1	400	0	1	400	0	1	400
2.03. Cashier Station - Needs to be separate or increased privacy from waiting area	CASH.120	120	0	1	120	0	1	120	0	1	120
2.04. Hearing Room	HRNG.150	150	0	4	600	0	4	600	0	4	600
Total			0	7	1,320	0	7	1,320	0	7	1,320
Estimated circulation (35.0%)					710			710			710
DEDICATED SUPPORT Total					2,030			2,030			2,030
Public Works - Judication Bureau											
Total			12	19	1,952	12	19	1,952	12	19	1,952
Estimated circulation (35.0%)					1,050			1,050			1,050
Total			12		3,002	12		3,002	12		3,002

Program Detail

2960 Resilience & Sustainability

2000 Mayor's Chief Administrative Office
2900 CAO - Infrastructure

Contact	D. Morris / dwmorris@nola.gov
Existing Location	1W03
Function	Incubates all policies or potential policies related to resilience and sustainability, assists in new implementations.
Adjacencies	Organizational adjacencies to the CAO and Mayor's office (need in same building).

Area Type	Space Std.	Unit	April 2019			April 2020			April 2022		
			Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
PERSONNEL											
1.01. Chief Resilience Officer	.CHIEF	240	1	1	240	1	1	240	1	1	240
1.02. Deputy Chief Resilience Officer	.DCHIEF	120	1	1	120	1	1	120	1	1	120
1.03. Program Manager	.SPRVSR	64	3	3	192	4	4	256	4	4	256
1.04. Admin Support, Office Mgr	.ADMIN	64	1	1	64	1	1	64	1	1	64
Total			6	6	616	7	7	680	7	7	680
Estimated circulation (35.0%)					331			366			366
PERSONNEL Total					947			1,046			1,046
DEDICATED SUPPORT											
1.05. Storage Room - Community engagement materials	STG.100	100	0	1	100	0	1	100	0	1	100
Total			0	1	100	0	1	100	0	1	100
Estimated circulation (35.0%)					54			54			54
DEDICATED SUPPORT Total					154			154			154
Resilience & Sustainability											
Total			6	7	716	7	8	780	7	8	780
Estimated circulation (35.0%)					385			420			420
Total			6		1,101	7		1,200	7		1,200

Program Detail

2970 Project Delivery Unit (PDU)

2000 Mayor's Chief Administrative Office
2900 CAO - Infrastructure

Contact	J. Threat / jwthreatsr@nola.gov
Existing Location	City Hall - 6E15
Function	Delivery of all City Capital infrastructure projects, funding, FEMA grant management, fiscal bond management, reimbursements, document control, invoicing, vendor payment, contracts, record keeping, HUD/CDBG Grant Management, State Capital Outlay, CEA'S, etc.

Adjacencies

Area Type	Space Std.	Unit	April 2019			April 2020			April 2022		
			Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
PERSONNEL											
1.01. Director, PDU	.DRCTR	240	1	1	240	1	1	240	1	1	240
1.02. Executive Assistant	.EASST	120	1	1	120	1	1	120	1	1	120
Total			2	2	360	2	2	360	2	2	360
Estimated circulation (35.0%)					194	194			194		
PERSONNEL Total					554	554			554		
DEDICATED SUPPORT											
2.01. File Storage - High Density Unit	FILE.HD.180	180	0	1	180	0	1	180	0	1	180
2.02. Plotter	PLOT.100	100	0	1	100	0	1	100	0	1	100
2.03. Scanning Area	SCAN.100	100	0	1	100	0	1	100	0	1	100
2.04. Layout / Review Space	LAYOUT.120	120	0	2	240	0	2	240	0	2	240
2.05. File Storage	FILE.150	150	0	1	150	0	1	150	0	1	150
Active Gant Management Files - (10) verticals											
Total			0	6	770	0	6	770	0	6	770
Estimated circulation (35.0%)					414	414			414		
DEDICATED SUPPORT Total					1,184	1,184			1,184		
Project Delivery Unit (PDU)											
Total			2	8	1,130	2	8	1,130	2	8	1,130
Estimated circulation (35.0%)					608	608			608		
Total			2	1,738		2	1,738		2	1,738	

Program Detail

2971 PDU - Sustainable Infrastructure

2000 Mayor's Chief Administrative Office
2900 CAO - Infrastructure

Contact	J. Threat / jwthreatsr@nola.gov
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Area Type	Space Std.	Unit	April 2019			April 2020			April 2022		
			Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
PERSONNEL											
1.01. Program Manager	.MGR	120	1	1	120	1	1	120	1	1	120
1.02. Project Manager	.MGR	120	1	1	120	2	2	240	2	2	240
1.03. Office Manager	.MGR	120	1	1	120	1	1	120	1	1	120
1.04. Contracts Specialist	.SPEC	64	1	1	64	1	1	64	1	1	64
PDU - Sustainable Infrastructure											
Total			4	4	424	5	5	544	5	5	544
Estimated circulation (35.0%)					228						293
Total			4		652	5		837	5		837

Program Detail

2972 PDU - Fiscal & Contracts

2000 Mayor's Chief Administrative Office
2900 CAO - Infrastructure

Contact	E. Sylve / essylve@nola.gov
Existing Location	City Hall - 6E12
Function	Process capital improvement requisitions and expenditures for Capital Project administration and department of Public Works

Adjacencies

Area Type	April 2019					April 2020			April 2022		
	Space Std.	Unit	Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
PERSONNEL											
1.01. Director, Fiscal Manager / Capital Budget	.DRCTR	240	1	1	240	1	1	240	1	1	240
1.02. Time Card Manager	.ADMIN	64	1	1	64	1	1	64	1	1	64
1.03. Team Lead	.LEAD	64	1	1	64	1	1	64	1	1	64
Requisition & Contracts											
1.04. Processor	.PRCSSR	64	9	9	576	10	10	640	10	10	640
Requisition & Contracts											
1.05. Fiscal Specialist	.SPEC	64	1	1	64	1	1	64	1	1	64
1.06. Database Manager	.MGR	120	1	1	120	1	1	120	1	1	120
1.07. Team Lead	.LEAD	64	1	1	64	1	1	64	1	1	64
Contracts & Procurement											
1.08. Contract Specialist	.SPEC	64	3	3	192	3	3	192	3	3	192
Contracts & Procurement											
1.09. Team Lead	.LEAD	64	1	1	64	1	1	64	1	1	64
Revolver & Reimbursement Team											
1.11. Program Analyst	.ANLYST	64	1	1	64	3	3	192	3	3	192
Revolver & Reimbursement Team											
1.12. Document Specialist	.SPEC	64	1	1	64	1	1	64	1	1	64
Revolver & Reimbursement Team											
1.13. Document Control Lead	.LEAD	64	1	1	64	1	1	64	1	1	64
Document Control											
1.14. Document Manager	.SPEC	64	4	4	256	8	8	512	8	8	512
1.15. Reimbursement Specialist	.SPEC	64	4	4	256	4	4	256	4	4	256
Revolver & Reimbursement Team											
PDU - Fiscal & Contracts											
Total			30	30	2,152	37	37	2,600	37	37	2,600
Estimated circulation (35.0%)					1,158			1,399			1,399
Total			30		3,310	37		3,999	37		3,999

Program Detail

2973 PDU - Grant Management

2000 Mayor's Chief Administrative Office
2900 CAO - Infrastructure

Contact	L. Hasan / lbhasan@nola.gov
Existing Location	City Hall - 2W84-87

Area Type			April 2019			April 2020			April 2022		
	Space Std.	Unit	Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
PERSONNEL											
1.01. Manager, Federal Grants	.MGR	120	1	1	120	1	1	120	1	1	120
1.02. Document Support Specialist	.SPEC	64	2	2	128	2	2	128	2	2	128
1.03. Grant Manager	.SPEC	64	2	2	128	2	2	128	2	2	128
1.04. Analyst	.ANLYST	64	1	1	64	2	2	128	2	2	128
1.06. Reconciliation Specialist	.SPEC	64	2	2	128	2	2	128	2	2	128
1.07. Closeout Specialist	.SPEC	64	1	1	64	1	1	64	1	1	64
1.08. Historic Preservationist	.HIST	64	1	1	64	2	2	128	2	2	128
1.09. Archeologist	.HIST	64	1	1	64	2	2	128	2	2	128
1.11. Management Consultant	.CNSLT	64	2	2	128	2	2	128	2	2	128
1.12. Reimbursement Specialist	.SPEC	64	0	0	0	1	1	64	1	1	64
PDU - Grant Management											
Total			13	13	888	17	17	1,144	17	17	1,144
Estimated circulation (35.0%)					478			615			615
Total			13		1,366	17		1,759	17		1,759

Program Detail

2975 PDU - Project Controls

2000 Mayor's Chief Administrative Office
2900 CAO - Infrastructure

Contact	J. Threat / jwthreatsr@nola.gov											
Area Type	Space Std.	Unit	April 2019			April 2020			April 2022			
			Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF	
PERSONNEL												
1.01. Cost Control Analyst	.ANLYST	64	1	1	64	1	1	64	1	1	64	
1.02. DPW Project Scheduler	.ANLYST	64	1	1	64	1	1	64	1	1	64	
1.03. Cost Analyst	.ANLYST	64	0	0	0	1	1	64	1	1	64	
PDU - Project Controls												
Total			2	2	128	3	3	192	3	3	192	
Estimated circulation (35.0%)					69			103			103	
Total			2		197	3		295	3		295	

Program Detail

2980 Roadwork NOLA

2000 Mayor's Chief Administrative Office
2900 CAO - Infrastructure

Contact	S. Porteous / snmclaughlin@nola.gov													
Existing Location	City Hall - 2W87													
Function	Provides outreach and communications to support and ensure that citizens have access to up-to-date information about citywide infrastructure projects													
Adjacencies	CAO office, Neighborhood Engagement (8), and PW (6)													
Area Type	Space Std.	Unit	April 2019			April 2020			April 2022					
			Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF			
PERSONNEL														
1.01. Director	.DRCTR	240		1	1	240		1	1	240		1	1	240
1.02. Digital Communications Manager	.SPRVSR	64		1	1	64		1	1	64		1	1	64
1.03. Outreach Specialist	.SPEC	64		4	4	256		5	5	320		5	5	320
1.04. Resilience Outreach Specialist	.SPEC	64		2	2	128		2	2	128		2	2	128
1.05. Communications Assistant	.ASST	64		1	1	64		1	1	64		1	1	64
Total				9	9	752		10	10	816		10	10	816
Estimated circulation (35.0%)						405				439				439
PERSONNEL Total						1,157				1,255				1,255
DEDICATED SUPPORT														
2.01. Storage Room - Education materials/resources	STG.100	100		0	1	100		0	1	100		0	1	100
Total				0	1	100		0	1	100		0	1	100
Estimated circulation (35.0%)						54				54				54
DEDICATED SUPPORT Total						154				154				154
Roadwork NOLA														
Total				9	10	852		10	11	916		10	11	916
Estimated circulation (35.0%)						458				493				493
Total				9		1,310		10		1,409		10		1,409

Program Detail

2A00 CAO - Land Use

2000 Mayor's Chief Administrative Office
2A00 CAO - Land Use

Contact	R. Atkinson / rdatkinson@nola.gov
Existing Location	1340 Poydras - Ste 1000
Function	The Office of Land Use provides oversight for the City's regulatory departments (City Planning Commission, Code Enforcement, Historic Districts Landmarks Commission, One Stop, Safety & Permits, and Vieux Carre Commission) and ensures these departments collaborate and communicate as they assist residents with development projects.
Adjacencies	Ideally - we should be colocated to other Land Use departments (Code Enforcement, City Planning Commission, VCC, Historic Landmarks Commission, One Stop/Safety Permitting).
Visitors	Most meetings are scheduled - no transaction counter. Typically, visitors wait in reception area.

Area Type	April 2019					April 2020			April 2022			
	Space Std.	Unit	Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF	
PERSONNEL												
1.01. Deputy CAO	.CHIEF	240	1	1	240	1	1	240	1	1	240	
1.02. Chief of Staff	.DCHIEF	120	1	1	120	1	1	120	1	1	120	
1.03. Special Assistant to DCAO	.DCHIEF	120	1	1	120	1	1	120	1	1	120	
Total			3	3	480	3	3	480	3	3	480	
Estimated circulation (35.0%)					258			258			258	
PERSONNEL Total					738			738			738	
DEDICATED SUPPORT												
2.01. High Density File	FILE.HD.450	450	0	1	450	0	1	450	0	1	450	
2.02. Conference Room - Small	MTG.180	180	0	1	180	0	1	180	0	1	180	
- Requested by Deputy CAO												
Total			0	2	630	0	2	630	0	2	630	
Estimated circulation (35.0%)					339			339			339	
DEDICATED SUPPORT Total					969			969			969	
CAO - Land Use												
Total			3	5	1,110	3	5	1,110	3	5	1,110	
Estimated circulation (35.0%)					597			597			597	
Total			3		1,707	3		1,707	3		1,707	

Program Detail

2A10 Code Enforcement & Hearing Bureau

2000 Mayor's Chief Administrative Office
2A00 CAO - Land Use

Contact	W. Reid, A. Walters / wreid@nola.gov
Existing Location	1340 Poydras - Ste 1100
Function	Inpsection of properties in city; administration hearings; lein foreclosures
Adjacencies	No critical adjacencies identified. Visitors
Visitors	Transactions with citizens involve cash, paper, information, etc. Transactions last up to an hour or more. Visitors are not permitted into the Code Enforcement office workspace unless escorted.

Area Type	April 2019					April 2020			April 2022		
	Space Std.	Unit	Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
PERSONNEL											
1.01. Director Department Head	.DRCTR	240	1	1	240	1	1	240	1	1	240
1.02. Inspector - Operate mostly in field, but do need touchdown space for legal work	.INSPCTR	0	13	13	0	15	15	0	15	15	0
1.03. Inspector Manager	.SPRVSR	64	3	3	192	5	5	320	5	5	320
1.04. Researchers	.ANLYST	64	14	14	896	16	16	1,024	16	16	1,024
1.05. Attorney	.ATTRNY	120	13	13	1,560	12	12	1,440	12	12	1,440
1.06. Deputy Director	.DDRCTR	120	1	1	120	1	1	120	1	1	120
1.07. Clerical Position	.CLRK	64	16	16	1,024	18	18	1,152	18	18	1,152
Total			61	61	4,032	68	68	4,296	68	68	4,296
Estimated circulation (35.0%)					2,169			2,311			2,311
PERSONNEL Total					6,201			6,607			6,607
DEDICATED SUPPORT											
2.01. Waiting Area - Dedicated waiting area with seats for 50	WAIT.1200	1,200	0	1	1,200	0	1	1,200	0	1	1,200
2.02. Touchdown Station - Touchdown workspace for visiting staff	.TD.0	0	0	5	0	0	5	0	0	5	0
2.03. NOPD Testing Room	TRAIN.300	300	0	1	300	0	1	300	0	1	300
2.04. Hearing Room	MTG.HRG.150	150	0	3	450	0	3	450	0	3	450
2.05. File Cabinet - Lateral Lien Waiver Area	FILE.12	12	0	11	132	0	11	132	0	11	132
2.06. File Storage - Significant HUD file retention requirements	FILE.800	800	0	2	1,600	0	2	1,600	0	2	1,600
2.07. File Storage - High Density Unit	FILE.HD.180	180	0	1	180	0	1	180	0	1	180
Total			0	24	3,862	0	24	3,862	0	24	3,862
Estimated circulation (35.0%)					2,078			2,078			2,078
DEDICATED SUPPORT Total					5,940			5,940			5,940
Code Enforcement & Hearing Bureau											
Total			61	85	7,894	68	92	8,158	68	92	8,158
Estimated circulation (35.0%)					4,247			4,389			4,389
Total			61		12,141	68		12,547	68		12,547

Program Detail

2A20 S&P - Directors Office

2000 Mayor's Chief Administrative Office
2A00 CAO - Land Use

Contact	J. Cecil / jrcecil@nola.gov
Existing Location	City Hall - 7W03 / 7E05
Function	Administer and enforce the Comprehensive Zoning Ordinance, the Building Code, the Electrical Code, and Mechanical Code, and flood plain regulations to ensure compliance with international standards for the construction, alteration, repair, use, occupancy, and demolition of buildings, structures, and properties and to administer and enforce the regulations of Chapter 162 of the City Code relative to hor-hire vehicle service in the City of New Orleans.
Adjacencies	Critical adjacencies to HDLC, VCC, and CPC. Secondary adjacency to PW (lower priority - currently on level 6)
Visitors	

Area Type			April 2019			April 2020			April 2022		
	Space Std.	Unit	Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
PERSONNEL											
1.01. Director - S&P	.DRCTR	240	1	1	240	1	1	240	1	1	240
1.02. Management Development Specialist - II	.SPEC	64	1	1	64	1	1	64	1	1	64
1.03. Sr Office Support Specialist	.SPEC	64	1	1	64	1	1	64	1	1	64
Total			3	3	368	3	3	368	3	3	368
Estimated circulation (35.0%)					198			198			198
PERSONNEL Total					566			566			566
DEDICATED SUPPORT											
1.04. File Storage - Microfiche, Files, etc.	FILE.150	150	0	1	150	0	1	150	0	1	150
2.01. Plotter	PLOT.100	100	0	1	100	0	1	100	0	1	100
Total			0	2	250	0	2	250	0	2	250
Estimated circulation (35.0%)					135			135			135
DEDICATED SUPPORT Total					385			385			385
S&P - Directors Office											
Total			3	5	618	3	5	618	3	5	618
Estimated circulation (35.0%)					332			332			332
Total			3		950	3		950	3		950

Program Detail

2A21 S&P - Board of Building Standards & Appeals

2000 Mayor's Chief Administrative Office
2A00 CAO - Land Use

Contact	J. Cecil / jrcecil@nola.gov											
Existing Location	City Hall - 7W03 / 7E05											
Area Type	Space	Std.	Unit	April 2019			April 2020			April 2022		
				Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
PERSONNEL												
1.01. Principal Office Support Specialist	.SPEC		64	1	1	64	1	1	64	1	1	64
S&P - Board of Building Standards & Appeals												
Total				1	1	64	1	1	64	1	1	64
Estimated circulation (35.0%)						34			34			34
Total				1		98	1		98	1		98

Program Detail

2A22 S&P - Regulatory Inspections Bureau

2000 Mayor's Chief Administrative Office
2A00 CAO - Land Use

Contact J. Cecil / jrcecil@nola.gov
Existing Location City Hall - 7W03 / 7E05

Area Type	Space Std.	Unit	April 2019			April 2020			April 2022		
			Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
PERSONNEL											
1.01. Sr Electrical Inspector	.INSPCTR	0	5	5	0	5	5	0	5	5	0
1.02. Floodplain Program Manager	.MGR	120	1	1	120	1	1	120	1	1	120
1.03. Asst/ Floodplain Program Manager	.MGR	120	1	1	120	1	1	120	1	1	120
1.04. Building Inspector III	.INSPCTR	0	1	1	0	1	1	0	1	1	0
1.05. Building Inspector	.INSPCTR	0	7	7	0	7	7	0	7	7	0
1.06. Building Inspector II	.INSPCTR	0	1	1	0	1	1	0	1	1	0
1.07. Sr. Building Inspector	.INSPCTR	0	2	2	0	2	2	0	2	2	0
1.08. Electrical Inspector III	.INSPCTR	0	1	1	0	1	1	0	1	1	0
1.09. Electrical Inspector	.INSPCTR	0	1	1	0	1	1	0	1	1	0
1.11. Mechanical Inspector III	.INSPCTR	0	1	1	0	1	1	0	1	1	0
1.12. Mechanical Inspector	.INSPCTR	0	3	3	0	3	3	0	3	3	0
1.13. Mechanical Inspector II	.INSPCTR	0	1	1	0	1	1	0	1	1	0
1.14. Sr Mechanical Inspector	.INSPCTR	0	1	1	0	1	1	0	1	1	0
1.15. Chief Building Plan Examiner	.PEXAM	64	1	1	64	1	1	64	1	1	64
1.16. Building Plan Examiner	.PEXAM	64	2	2	128	2	2	128	2	2	128
1.17. Sr Building Plan Examiner	.PEXAM	64	3	3	192	3	3	192	3	3	192
1.18. Engineer Intern	.TEMP	64	1	1	64	1	1	64	1	1	64
1.19. Sr Office Support Specialist	.SPEC	64	1	1	64	1	1	64	1	1	64
1.21. Building Official	.OFCL	120	1	1	120	1	1	120	1	1	120
S&P - Regulatory Inspections Bureau											
Total			35	35	872	35	35	872	35	35	872
Estimated circulation (35.0%)					469			469			469
Total			35		1,341	35		1,341	35		1,341

Program Detail

2A23 S&P - Zoning Division

2000 Mayor's Chief Administrative Office
2A00 CAO - Land Use

Contact J. Cecil / jrcecil@nola.gov
Existing Location City Hall - 7W03 / 7E05

Area Type	April 2019					April 2020			April 2022		
	Space Std.	Unit	Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
PERSONNEL											
1.01. Chief Zoning Official	.OFCL	120	1	1	120	1	1	120	1	1	120
1.02. Zoning Administrator	.ADMNSTR	120	1	1	120	1	1	120	1	1	120
1.03. Assistant Zoning Administrator	.AADMNSTR	64	1	1	64	1	1	64	1	1	64
1.04. Code Enforcement Inspector	.INSPCTR	0	2	2	0	2	2	0	2	2	0
1.05. Sr Building Inspector	.INSPCTR	0	2	2	0	2	2	0	2	2	0
Total			7	7	304	7	7	304	7	7	304
Estimated circulation (35.0%)					164			164			164
PERSONNEL Total					468			468			468
DEDICATED SUPPORT											
2.01. File Storage - High Density Unit Closed/Active Zoning Dockets	FILE.HD.180	180	0	1	180	0	1	180	0	1	180
Total			0	1	180	0	1	180	0	1	180
Estimated circulation (35.0%)					97			97			97
DEDICATED SUPPORT Total					277			277			277
S&P - Zoning Division											
Total			7	8	484	7	8	484	7	8	484
Estimated circulation (35.0%)					260			260			260
Total			7		744	7		744	7		744

Program Detail

2A24 One Stop - Adminstration

2000 Mayor's Chief Administrative Office
2A00 CAO - Land Use

Contact	J. Cecil / jrcecil@nola.gov											
Existing Location	City Hall - 7W03 / 7E05											
Area Type	Space	Std.	Unit	April 2019			April 2020			April 2022		
				Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
PERSONNEL												
1.01. Director, One Stop	.DRCTR		240	1	1	240	1	1	240	1	1	240
1.02. Secretary, Safety & Permits	.ADMIN		64	1	1	64	1	1	64	1	1	64
1.03. Office Assistant, Trainee	.ASST		64	1	1	64	1	1	64	1	1	64
Centralized Cashiering												
1.04. Sr. Office Support Specialist	.SPEC		64	2	2	128	2	2	128	2	2	128
Centralized Cashiering												
1.05. Office Assistant I	.ASST		64	1	1	64	1	1	64	1	1	64
Reception												
1.06. Assistant, Trainee	.ASST		64	1	1	64	1	1	64	1	1	64
Reception												
1.07. Sr Office Support Specialist	.SPEC		64	1	1	64	1	1	64	1	1	64
Document Management												
1.08. IT Specialst III	.SPEC		64	1	1	64	1	1	64	1	1	64
Technology Svcs - GIS												
1.09. IT Specialist III	.SPEC		64	1	1	64	1	1	64	1	1	64
Technology Svcs - Project Management												
1.11. Office Assistant, Trainee	.ASST		64	1	1	64	1	1	64	1	1	64
HR & Procurement												
1.12. Principal Office Support Specialist	.SPEC		64	1	1	64	1	1	64	1	1	64
HR & Procurement												
1.13. Management Development Analyst II	.ANLYST		64	1	1	64	1	1	64	1	1	64
HR & Procurement												
One Stop - Adminstration												
Total				13	13	1,008	13	13	1,008	13	13	1,008
Estimated circulation (35.0%)						542			542			542
Total				13		1,550	13		1,550	13		1,550

Program Detail

2A25 One Stop - Motor Vehicle Inspection

2000 Mayor's Chief Administrative Office
2A00 CAO - Land Use

Contact	J. Cecil / jrcecil@nola.gov											
Existing Location	City Hall - 7W03 / 7E05											
Area Type	Space	Std.	Unit	April 2019			April 2020			April 2022		
				Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
PERSONNEL												
1.01. Program Manager	.MGR		120	1	1	120	1	1	120	1	1	120
One Stop - Motor Vehicle Inspection												
Total				1	1	120	1	1	120	1	1	120
Estimated circulation (35.0%)						65			65			65
Total				1		185	1		185	1		185

Program Detail

2A26 One Stop - OSPL Special Events

2000 Mayor's Chief Administrative Office
2A00 CAO - Land Use

Contact	J. Cecil / jrcecil@nola.gov											
Existing Location	City Hall - 7W03 / 7E05											
Area Type	Space	Std.	Unit	April 2019			April 2020			April 2022		
				Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
PERSONNEL												
1.01. Management Development Specialist II	.SPEC		64	1	1	64	1	1	64	1	1	64
1.02. Management Development Analyst I	.ANLYST		64	1	1	64	1	1	64	1	1	64
1.03. Office Assistant II	.ASST		64	1	1	64	1	1	64	1	1	64
1.04. Office Assistant, Trainee	.ASST		64	1	1	64	1	1	64	1	1	64
One Stop - OSPL Special Events												
Total				4	4	256	4	4	256	4	4	256
Estimated circulation (35.0%)						138			138			138
Total				4		394	4		394	4		394

Program Detail

2A27 One Stop - Taxi Cab Bureau

2000 Mayor's Chief Administrative Office
2A00 CAO - Land Use

Contact	J. Cecil / jrcecil@nola.gov											
Existing Location	City Hall - 7W03 / 7E05											
Area Type	Space	Std.	Unit	April 2019			April 2020			April 2022		
				Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
PERSONNEL												
1.01. Deputy Director, Utilities	.DDRCTR		120	1	1	120	1	1	120	1	1	120
1.02. Taxicab Operations Supervisor TFHV Enforcement	.SPRVSR		64	1	1	64	1	1	64	1	1	64
1.03. Principal Taxicab Investigator TFHV Enforcement	.INVSTGTR		64	2	2	128	2	2	128	2	2	128
1.04. Sr Taxicab Investigator TFHV Enforcement	.INVSTGTR		64	3	3	192	3	3	192	3	3	192
1.05. Taxicab Investigator TFHV Enforcement	.INVSTGTR		64	6	6	384	6	6	384	6	6	384
1.06. Administrative Support Specialist II TVHV Intake	.SPEC		64	1	1	64	1	1	64	1	1	64
1.07. Management Development Specialist II TVHV Intake	.SPEC		64	1	1	64	1	1	64	1	1	64
1.08. Office Assistant - I, II, IV TVHV Intake	.ASST		64	3	3	192	3	3	192	3	3	192
One Stop - Taxi Cab Bureau												
Total				18	18	1,208	18	18	1,208	18	18	1,208
Estimated circulation (35.0%)						650			650			650
Total				18		1,858	18		1,858	18		1,858

Program Detail

2A28 One Stop - Zoning Division

2000 Mayor's Chief Administrative Office
2A00 CAO - Land Use

Contact	J. Cecil / jrcecil@nola.gov											
Existing Location	City Hall - 7W03 / 7E05											
Area Type	Space Std.	Unit	April 2019			April 2020			April 2022			
			Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF	
PERSONNEL												
1.02. Management Development Analyst I OSPL Adjudications	.ANLYST	64	1	1	64	1	1	64	1	1	64	
1.03. Management Development Specialist II Short Term Rental Administration	.SPEC	64	1	1	64	1	1	64	1	1	64	
1.04. Code Enforcement Inspector I Short Term Rental Administration	.INSPCTR	0	4	4	0	4	4	0	4	4	0	
1.05. Office Assistant, Trainee Short Term Rental Administration	.ASST	64	1	1	64	1	1	64	1	1	64	
1.06. Management Development Supervisor I Permit & License Processessing	.SPRVSR	64	1	1	64	1	1	64	1	1	64	
1.07. Management Development Analyst I Permit & License Processessing	.ANLYST	64	3	3	192	3	3	192	3	3	192	
1.08. Management Development Specialist I Permit & License Processessing	.SPEC	64	2	2	128	2	2	128	2	2	128	
1.09. Principal Office Support Specialist I Trades Permits & Licenses	.SPEC	64	1	1	64	1	1	64	1	1	64	
1.1. Management Development Specialist II OSPL Adjudications	.SPEC	64	1	1	64	1	1	64	1	1	64	
1.11. Office Assistant, Trainee	.ASST	64	2	2	128	2	2	128	2	2	128	
1.12. Office Support Specialist	.SPEC	64	1	1	64	1	1	64	1	1	64	
1.13. Office Assistant IV	.ASST	64	1	1	64	1	1	64	1	1	64	
One Stop - Zoning Division												
Total			19	19	960	19	19	960	19	19	960	
Estimated circulation (35.0%)					516			516			516	
Total			19		1,476	19		1,476	19		1,476	

Program Detail

2A30 Historic District Landmarks Commission

2000 Mayor's Chief Administrative Office
2A00 CAO - Land Use

Contact	C. Perkins / ceperkins@nola.gov											
Existing Location	City Hall - 7											
Function	Regulate work done in historic districts and landmarks, this is part of the building permit process.											
Adjacencies	Critical adjacencies to Safety & Permits, City Planning Commission, Reception Desk. Need adjacent conference/review rooms.											
Visitors	Meet with homeowners to explain guidelines, receive applications, drawings, print approved docs, etc. Transactions last 20 minutes. Waiting area in lobby, usually 1-2 in queue.											

Area Type	April 2019					April 2020			April 2022		
	Space Std.	Unit	Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
PERSONNEL											
1.01. Plan Examiners	.PEXAM	64	5	5	320	5	5	320	6	6	384
1.02. Inspector	.INSPCTR	0	2	2	0	3	3	0	3	3	0
- Significant time in field - need a touchdown workspace for data entry											
1.03. Historian	.HIST	64	2	2	128	3	3	192	3	3	192
1.04. Admin	.ADMIN	64	1	1	64	1	1	64	1	1	64
1.05. Director	.DRCTR	240	1	1	240	1	1	240	1	1	240
1.06. Deputy Director	.DDRCTR	120	1	1	120	1	1	120	1	1	120
Total			12	12	872	14	14	936	15	15	1,000
Estimated circulation (35.0%)					469			504			538
PERSONNEL Total					1,341			1,440			1,538
DEDICATED SUPPORT											
2.01. File Storage	FILE.300	300	0	1	300	0	1	300	0	1	300
- (16+) lateral files, (10+) vertical files, file boxes, lektreiver											
2.02. Library / Reference Storage	STG.150	150	0	1	150	0	1	150	0	1	150
- (7) Bookshelves with huddle table											
- Adj to Dep Dir.											
2.03. Open Collaboration Area	MTG.O.120	120	0	1	120	0	1	120	0	1	120
- Open teaming table within workspace											
2.04. Touchdown Station	.TD.0	0	0	2	0	0	2	0	0	2	0
- Touchdown workspace for visiting staff											
Total			0	5	570	0	5	570	0	5	570
Estimated circulation (35.0%)					307			307			307
DEDICATED SUPPORT Total					877			877			877
Historic District Landmarks Commission											
Total			12	17	1,442	14	19	1,506	15	20	1,570
Estimated circulation (35.0%)					776			810			845
Total			12		2,218	14		2,316	15		2,415

Program Detail

2A40 Vieux Carre Commission

2000 Mayor's Chief Administrative Office
2A00 CAO - Land Use

Contact	B. Block
Existing Location	City Hall - 7E05
Function	Regulates the built environment fof the French Quarter (private buildings). Review proposals and issue permits. Includes scheudling monthly and bimonthly meetings/hearings which are open to the public. Need large meeting space for up to 50 people.
Adjacencies	Business adjacencies to Safety & Permits, HDLC, City Planning, Zoning, and Ajudication
Visitors	Transactions typically take 30 mintues - scheduled and drop in's. Visitors check in and are retrieved from waiting area. Waiting area needs to be adjacent to conference room.

Area Type	April 2019					April 2020			April 2022			
	Space Std.	Unit	Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF	
PERSONNEL												
1.01. Director	.DRCTR	240		1	1	240	1	1	240	1	1	240
1.02. Building Inspector	.INSPCTRB	64		2	2	128	2	2	128	2	2	128
- Significant time in field												
1.03. Architectural Historian	.HIST	64		1	1	64	1	1	64	1	1	64
1.04. Plan Examiners	.PEXAM	64		2	2	128	2	2	128	2	2	128
- Significant time in field												
Total				6	6	560	6	6	560	6	6	560
Estimated circulation (35.0%)						301			301			301
PERSONNEL Total						861			861			861
DEDICATED SUPPORT												
2.01. File Cabinet - Lateral	FILE.12	12		0	16	192	0	16	192	0	16	192
Total				0	16	192	0	16	192	0	16	192
Estimated circulation (35.0%)						103			103			103
DEDICATED SUPPORT Total						295			295			295
Vieux Carre Commission												
Total				6	22	752	6	22	752	6	22	752
Estimated circulation (35.0%)						405			405			405
Total				6		1,157	6		1,157	6		1,157

Program Detail

2A50 City Planning Commission

2000 Mayor's Chief Administrative Office
2A00 CAO - Land Use

Contact	R. Rivers / rdrivers@nola.gov
Existing Location	City Hall - 7
Function	Land Use Planning and Development Review
Adjacencies	Safety & Permits, HDLC, VCC
Visitors	

Area Type			April 2019			April 2020			April 2022			
	Space	Std.	Unit	Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
PERSONNEL												
1.01. Director	.DRCTR	240		1	1	240	1	1	240	1	1	240
1.02. Deputy Director	.DDRCTR	120		1	1	120	1	1	120	1	1	120
1.03. Planning Administrator	.ADMNSTR	120		3	3	360	3	3	360	3	3	360
1.04. Assistant Planning Administrator	.AADMNSTR	64		1	1	64	2	2	128	4	4	256
1.05. Principal Planner	.PLNRP	64		3	3	192	3	3	192	3	3	192
1.06. Sr Planner	.PLNRS	64		12	12	768	13	13	832	14	14	896
1.07. Associate Planner	.PLNRA	64		0	0	0	1	1	64	1	1	64
1.08. Office Manager	.MGR	120		1	1	120	1	1	120	1	1	120
1.09. GIS Specialist	.SPEC	64		1	1	64	1	1	64	1	1	64
1.11. Temp / Intern / Volunteer	.TEMP	64		3	3	192	3	3	192	3	3	192
1.12. Office Support	.ADMIN	64		3	3	192	4	4	256	4	4	256
Total				29	29	2,312	33	33	2,568	36	36	2,760
Estimated circulation (35.0%)						1,244			1,382			1,485
PERSONNEL Total						3,556			3,950			4,245
DEDICATED SUPPORT												
2.01. File Storage	FILE.300	300		0	1	300	0	1	300	0	1	300
2.02. Huddle - Consultation Room	MTG.CN.120	120		0	1	120	0	1	120	0	1	120
- (3-4) seats with monitor												
2.03. Plotter	PLOT.100	100		0	2	200	0	2	200	0	2	200
Total				0	4	620	0	4	620	0	4	620
Estimated circulation (35.0%)						334			334			334
DEDICATED SUPPORT Total						954			954			954
City Planning Commission												
Total				29	33	2,932	33	37	3,188	36	40	3,380
Estimated circulation (35.0%)						1,577			1,715			1,818
Total				29		4,509	33		4,903	36		5,198

2000 Mayor's Chief Administrative Office
2B00 CAO - Community & Economic Development

2000 Mayor's Chief Administrative Office
2B00 CAO - Community & Economic Development

Contact

Existing Location

Function

Adjacencies

A. Toles / aftoles@nola.gov

1340 Poydras - Ste 1800

Oversees direction of Economic Dev, Supplier Diversity, Cultural Economy, Community Dev, Workforce Dev

Colocated with sub departments

Contact

Existing Location

Function

Adjacencies

E. Gethers / egethers@nola.gov

1340 Poydras - Ste 1800

Works with business community

No adjacencies identified.

Area Type	Space Std.	Unit	April 2019			April 2020			April 2022		
			Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
PERSONNEL											
1.01. Director	.DRCTR	240	1	1	240	1	1	240	1	1	240
1.02. Manager	.MGR	120	2	2	240	2	2	240	2	2	240
1.03. Executive Assistant	.ASST	64	1	1	64	1	1	64	1	1	64
Total			4	4	544	4	4	544	4	4	544
Estimated circulation (35.0%)					293			293			293
PERSONNEL Total					837			837			837
DEDICATED SUPPORT											
2.01. Waiting Area	WAIT.200	200	0	1	200	0	1	200	0	1	200
2.02. File Storage - High Density Unit	FILE.HD.180	180	0	0	0	0	1	180	0	1	180
2.03. File Storage	FILE.200	200	0	1	200	0	1	200	0	1	200
- Misc. files and office supplies											
- (5) laterals, (10) verticals, (1) shelf of supplies/stock											
2.04. Admin / Transaction Counter	TRANS.150	150	0	1	150	0	1	150	0	1	150
- (3) lateral files											
Total			0	3	550	0	4	730	0	4	730
Estimated circulation (35.0%)					296			393			393
DEDICATED SUPPORT Total					846			1,123			1,123
CAO - Community & Economic Development Core											
Total			4	7	1,094	4	8	1,274	4	8	1,274
Estimated circulation (35.0%)					589			685			685
Total			4		1,683	4		1,959	4		1,959

Area Type	Space Std.	Unit	April 2019			April 2020			April 2022		
			Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
PERSONNEL											
1.01. Director	.DRCTR	240	1	1	240	1	1	240	1	1	240
1.02. Manager	.MGR	120	3	3	360	3	3	360	3	3	360
1.03. Clerical Position	.CLRK	64	1	1	64	1	1	64	1	1	64
Fiscal											
CAO - Business Services / Economic Development											
Total			5	5	664	5	5	664	5	5	664
Estimated circulation (35.0%)					357			357			357
Total			5		1,021	5		1,021	5		1,021

Program Detail

2B20 Housing Policy & Community Development

2000 Mayor's Chief Administrative Office
2B00 CAO - Community & Economic Development

Contact	N. Muse / natasha.muse@nola.gov
Existing Location	1340 Poydras - Ste 1000/900
Function	HUD Grant Administration
Adjacencies	Organizational adjacencies to PDU, Accounting, Law, Mayor's Office

Area Type	<u>April 2019</u>			<u>April 2020</u>			<u>April 2022</u>				
	Space Std.	Unit	Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
PERSONNEL											

1.01. Sr. Auditor	.AUDIT	64	1	1	64	1	1	64	1	1	64
1.02. Specialist	.SPEC	64	1	1	64	1	1	64	1	1	64
Admin Support Specialist											
1.03. Manager	.MGR	120	2	2	240	2	2	240	2	2	240
DCDBG Grants Mgr											
1.04. Analyst	.ANLYST	64	2	2	128	2	2	128	2	2	128
DCDBG Fiscal Analyst											
1.05. Consultant	.CNSLT	64	1	1	64	1	1	64	1	1	64
DCDBG Management Consultant											
1.06. Deputy Executive Assistant	.EASST	120	1	1	120	1	1	120	1	1	120
1.07. Deputy Director	.DDRCTR	120	1	1	120	1	1	120	1	1	120
Recovery											
1.08. Director	.DRCTR	240	1	1	240	1	1	240	1	1	240
Administrative Support											
1.09. Specialist	.SPEC	64	2	2	128	2	2	128	2	2	128
Document Specialist II											
1.11. Manager	.MGR	120	1	1	120	1	1	120	1	1	120
Housing Program Mgr											
1.12. Administrator	.ADMNSTR	120	4	4	480	4	4	480	4	4	480
Management Development											
1.13. Analyst	.ANLYST	64	7	7	448	7	7	448	7	7	448
Management Development											
1.14. Specialist	.SPEC	64	7	7	448	7	7	448	7	7	448
Management Development											
1.15. Supervisor	.SPRVSR	64	8	8	512	8	8	512	8	8	512
Management Development											
1.16. Manager	.MGR	120	1	1	120	1	1	120	1	1	120
Consolidated Planning											
1.17. Admin	.ADMIN	64	4	4	256	4	4	256	4	4	256
Office Assistant											
1.18. Specialist	.SPEC	64	5	5	320	5	5	320	5	5	320
Office Support											
1.19. Specialist	.SPEC	64	7	7	448	7	7	448	7	7	448
1.21. Specialist	.SPEC	64	6	6	384	6	6	384	6	6	384
Sr. Urban Rehab Specialist											
1.22. Specialist	.SPEC	64	1	1	64	1	1	64	1	1	64
Urban Rehabilitation											
1.23. Supervisor	.SPRVSR	64	3	3	192	3	3	192	3	3	192
Urban Rehabilitation											

Program Detail

2B20 Housing Policy & Community Development

2000 Mayor's Chief Administrative Office
2B00 CAO - Community & Economic Development

Area Type	Space Std.	Unit	April 2019			April 2020			April 2022		
			Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF

PERSONNEL

1.24. Accountant	.ACCT	64	5	5	320	5	5	320	5	5	320
Total			71	71	5,280	71	71	5,280	71	71	5,280
Estimated circulation (35.0%)					2,841				2,841		
PERSONNEL Total					8,121				8,121		

DEDICATED SUPPORT

2.01. High Density File Unit	FILE.HD.400	400	0	1	400	0	1	400	0	1	400
Affordable Housing Unit Program Files											
2.02. High Density File Unit	FILE.HD.200	200	0	1	200	0	1	200	0	1	200
Neighborhood Svcs, Facilities Program Files											
2.03. File Storage	FILE.350	350	0	1	350	0	1	350	0	1	350
Fiscal files, A/P, A/R											
2.04. File Storage	FILE.100	100	0	1	100	0	1	100	0	1	100
Environmethnal Program Files											
(5) verticals											
2.05. File Storage	FILE.200	200	0	1	200	0	1	200	0	1	200
DCDBG Unit Program Files											
- (4) verticals, (8) laterals, (15+) file boxes											
2.06. File Storage	FILE.150	150	0	1	150	0	1	150	0	1	150
Construction Unit Program Files											
Total			0	6	1,400	0	6	1,400	0	6	1,400
Estimated circulation (35.0%)					753				753		
DEDICATED SUPPORT Total					2,153				2,153		

Housing Policy & Community Development											
Total			71	77	6,680	71	77	6,680	71	77	6,680
Estimated circulation (35.0%)					3,594				3,594		

Total			71		10,274	71		10,274	71		10,274
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Program Detail

2B30 Cultural Economy

2000 Mayor's Chief Administrative Office
2B00 CAO - Community & Economic Development

Contact	L. Alexis / lisa.alexis@nola.gov
Existing Location	Gallier Hall - Ste 400
Function	Support the vitality and sustaining of cultural traditions within our city's cultural communities. Create opportunities that stimulate economic opportunity and growth through our culture bearers/creatives and leverage the innovative and entrepreneurial nature of our cultural producers in the development of a cultural ecosystem.
Adjacencies	Economic Development - E. Gethers

Area Type	Space Std.	Unit	April 2019			April 2020			April 2022		
			Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
PERSONNEL											
1.01. Director	.DRCTR	240	1	1	240	1	1	240	1	1	240
1.02. Specialist	.SPEC	64	1	1	64	1	1	64	1	1	64
Film Director											
1.03. Manager	.MGR	120	4	4	480	4	4	480	4	4	480
1.04. Specialist	.SPEC	64	3	3	192	3	3	192	3	3	192
Total			9	9	976	9	9	976	9	9	976
Estimated circulation (35.0%)					525	525			525		
PERSONNEL Total					1,501	1,501			1,501		
DEDICATED SUPPORT											
2.01. Storage Room	STG.100	100	0	1	100	0	1	100	0	1	100
Equipment Storage											
Total			0	1	100	0	1	100	0	1	100
Estimated circulation (35.0%)					54	54			54		
DEDICATED SUPPORT Total					154	154			154		
Cultural Economy											
Total			9	10	1,076	9	10	1,076	9	10	1,076
Estimated circulation (35.0%)					579	579			579		
Total			9	1,655		9	1,655		9	1,655	

Program Detail

2B40 CAO - Supplier Diversity

2000 Mayor's Chief Administrative Office
2B00 CAO - Community & Economic Development

Contact	A. Toles										
Area Type	Space Std.	Unit	April 2019			April 2020			April 2022		
			Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
PERSONNEL											
1.01. Director	.DRCTR	240	1	1	240	1	1	240	1	1	240
1.02. Manager	.MGR	120	3	3	360	3	3	360	3	3	360
1.03. Analyst	.ANLYST	64	5	5	320	5	5	320	5	5	320
CAO - Supplier Diversity											
Total			9	9	920	9	9	920	9	9	920
Estimated circulation (35.0%)					495			495			495
Total			9		1,415	9		1,415	9		1,415

Program Detail

2B50 CAO - Community Assets & Investments

2000 Mayor's Chief Administrative Office
2B00 CAO - Community & Economic Development

Contact	A. Toles										
Area Type	Space Std.	Unit	April 2019			April 2020			April 2022		
			Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
PERSONNEL											
1.01. Director	.DRCTR	240	1	1	240	1	1	240	1	1	240
1.02. Manager	.MGR	120	2	2	240	2	2	240	2	2	240
CAO - Community Assets & Investments											
Total			3	3	480	3	3	480	3	3	480
Estimated circulation (35.0%)					258			258			258
Total			3		738	3		738	3		738

Program Detail

2C10 Office of Homeland Security & Emergency Preparedness (NOSHEP)

2000 Mayor's Chief Administrative Office
2C00 Public Safety & Homeland Security

Contact	C. Arnold / cmarnold@nola.gov										
Existing Location	City Hall - 9W03										
Function	1. Manage the City's crisis/consequence management 2. Prepare, respond, recover, and mitigate from disasters and major incidents 3. Coordinate public safety and operational resources for special events 4. Public engagement, community outreach, and timely notification for all of the above, particularly disaster preparedness 5. Management and operational of Real Time Crime Center (RTCC).										
Adjacencies	Same building as Mayor/CAO offices to promote sharing of critical information. Adjacency to cafeteria would be nice.										
Visitors	Issue ID cards to specific departments - takes 20-30 minutes (responsibility may shift to IT) Issue hurricane re-entry placards - takes 5 minutes This is not a large part of our overall operation, and we anticipate the ID card function going away in the near future. We offer placards to the general public online. The hand transacted placards are the higher level entry placards for specific types of essential businesses and government functions. Many times we will deliver these in person if at one of these businesses or government agencies on other business. Suite needs to be secured from City staff and public										
Current Features	Current footprint is adequate, but could be reconfigured for better flow. Currently share the large conference room with other departments, which can be a distraction and security risk. Requires redundant systems and significant technology/infrastructure. Should be located within or near City Hall.										

Area Type	April 2019					April 2020			April 2022			
	Space Std.	Unit	Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF	
PERSONNEL												
1.01. Director	.DRCTR	240	1	1	240	1	1	240	1	1	240	
1.02. Deputy Director	.DDRCTR	120	1	1	120	1	1	120	1	1	120	
1.03. Administrator	.ADMNSTR	120	1	1	120	1	1	120	1	1	120	
Hazard Mitigation												
1.04. Manager	.MGR	120	1	1	120	1	1	120	1	1	120	
Public Engagement												
1.05. Manager	.MGR	120	5	5	600	6	6	720	6	6	720	
Emergency Managers												
1.06. Liason	.LIASON	64	3	3	192	3	3	192	3	3	192	
Public Safety												
1.07. Specialist	.SPEC	64	2	2	128	2	2	128	3	3	192	
Hazard Mitigation												
1.08. Coordinator	.CRDNTR	64	1	1	64	2	2	128	2	2	128	
Public Engagement/Volunteer Coordinator												
1.09. Analyst	.ANLYST	64	2	2	128	2	2	128	2	2	128	
Fiscal Analyst												
1.11. Specialist	.SPEC	64	1	1	64	1	1	64	1	1	64	
IT Support												
1.12. Coordinator	.CRDNTR	64	1	1	64	1	1	64	1	1	64	
Public Safety / GIS												
1.13. Admin	.ADMIN	64	1	1	64	1	1	64	1	1	64	
Office Assistant												
Total			20	20	1,904	22	22	2,088	23	23	2,152	
Estimated circulation (35.0%)					1,024			1,123			1,158	
PERSONNEL Total					2,928			3,211			3,310	

Program Detail

2C10 Office of Homeland Security & Emergency Preparedness (NOSHEP)

2000 Mayor's Chief Administrative Office
2C00 Public Safety & Homeland Security

Area Type	April 2019					April 2020			April 2022					
	Space	Std.	Unit	Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF		
DEDICATED SUPPORT														
2.01. Emergency Operations Center - Based on current size - Would prefer a more tiered configuration - Seating for up to 80 persons from across local, state, and fed gov't - Refer to Jefferson Parish EOC - good model	EOC.2500	2,500		0	1	2,500		0	1	2,500		0	1	2,500
2.02. EOC Communication Rm - Based on current size - Extensive technical requirements	EOC.300	300		0	1	300		0	1	300		0	1	300
2.03. EOC Storage - Misc disaster supplies kept on-site - Pillows, Blankets, Cots, Coolers, MRE's etc. - Jackets/Coats, etc.	EOC.STG.300	300		0	2	600		0	2	600		0	2	600
2.04. EOC Large Conference Room - Seats for 80 - Movable wall to split into (2) smaller rooms - AV technology - Potential raised floor	EOC.MTG.3000	3,000		0	1	3,000		0	1	3,000		0	1	3,000
2.05. EOC Joint Information Center - Workspace/meeting space for 20 - Media staging area/studio booths - Radio broadcast booth (Emergency Alert System) - Potential raised floor	EOC.JIC.600	600		0	0	0		0	1	600		0	1	600
2.06. Sensitive Compartmented Info Facility - 10 seats	SCIF.250	250		0	0	0		0	1	250		0	1	250
Total				0	5	6,400		0	7	7,250		0	7	7,250
Estimated circulation (35.0%)						3,443				3,901				3,901
DEDICATED SUPPORT Total						9,843				11,151				11,151
Office of Homeland Security & Emergency Preparedness (NOSHEP)														
Total				20	25	8,304		22	29	9,338		23	30	9,402
Estimated circulation (35.0%)						4,468				5,024				5,058
Total				20		12,772		22		14,362		23		14,460

Program Detail

2C11 NOSHEP - Dorm Facility

2000 Mayor's Chief Administrative Office
2C00 Public Safety & Homeland Security

Contact	C. Arnold / cmarnold@nola.gov											
Existing Location	City Hall - 10											
Note	Gensler recommends against a dedicated EOC dormatory within the City Hall building. Opportunities to support temporary sleeping areas thorough the large, multipurpose/public assembly room.											
Area Type	Space	Std.	Unit	April 2019			April 2020			April 2022		
				Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
DEDICATED SUPPORT												
2.01. EOC Dormitory Area	EOC.DORM. 500		500	0	0	0	0	0	0	0	0	0
- Support total population of 160 people												
- Opportunity to use public assembly pace as temporary sleeping area within City Hall												
NOSHEP - Dorm Facility												
Total				0	0	0	0	0	0	0	0	0
Estimated circulation (0.0%)						0			0			0
Total				0		0	0		0	0		0

Program Detail

2C40 Office of Police Secondary Employment

2000 Mayor's Chief Administrative Office
2C00 Public Safety & Homeland Security

Contact	B. Boyle / brian.boyle@nola.gov
Existing Location	1601 Perdido
Function	We manage all police details required for the City of New Orleans
Adjacencies	Business adjacency to City Hall to be accessible to public
Visitors	Mostly coordinated online. Sitting with customers to receive/review invoices, accepting payments, and working issues with customs. Cash/check/money orders, information/paperwork is exchanged. No counters - transactions take place in offices.

Area Type	Space Std.	Unit	April 2019			April 2020			April 2022		
			Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
PERSONNEL											
1.01. Director	.DRCTR	240	1	1	240	1	1	240	1	1	240
1.02. Deputy Director	.DDRCTR	120	1	1	120	1	1	120	1	1	120
1.03. Supervisor	.SPRVSR	64	1	1	64	1	1	64	1	1	64
1.04. Special Projects	.CRDNTR	64	1	1	64	1	1	64	1	1	64
1.05. Major events Coordinator	.CRDNTR	64	1	1	64	1	1	64	1	1	64
1.06. Traffic Coordinator	.CRDNTR	64	1	1	64	1	1	64	1	1	64
1.07. Coordinator	.CRDNTR	64	3	3	192	4	4	256	4	4	256
1.08. Finance	.CRDNTR	64	1	1	64	2	2	128	2	2	128
Total			10	10	872	12	12	1,000	12	12	1,000
Estimated circulation (35.0%)					469			538			538
PERSONNEL Total					1,341			1,538			1,538
DEDICATED SUPPORT											
2.01. File Storage	FILE.120	120	0	1	120	0	1	120	0	1	120
Total			0	1	120	0	1	120	0	1	120
Estimated circulation (35.0%)					65			65			65
DEDICATED SUPPORT Total					185			185			185
Office of Police Secondary Employment											
Total			10	11	992	12	13	1,120	12	13	1,120
Estimated circulation (35.0%)					534			603			603
Total			10		1,526	12		1,723	12		1,723

Program Detail

2C60 Mosquito, Termite, and Rodent Control

2000 Mayor's Chief Administrative Office
2C00 Public Safety & Homeland Security

Contact	C. Riegel / criegel@nola.gov
Existing Location	2100 Leon C Simon Dr.
Function	Urban pest control
Adjacencies	No adjacencies identified. Facility is currently offsite - would like space for (2) staff to touchdown at City Hall.
Parking / Fleet	(2) Fleet vehicles at city hall - (1) Fleet vehicle requires parking during business hours; (1) personal vehicle parking, (1) Visitor Parking (2-4) hours. We need a temporary parking spot for servicing pest control at City Hall.

Area Type	Space Std.	Unit	April 2019			April 2020			April 2022		
			Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
PERSONNEL											
1.01. Director Classified - Position will not be at City Hall	.DRCTR	240	0	0	0	0	0	0	0	0	0
1.02. Principal Entomologist Classified - Position will not be at City Hall	.PRNCPL	120	0	0	0	0	0	0	0	0	0
1.03. Clerical Position Classified - Position will not be at City Hall	.CLRK	64	0	0	0	0	0	0	0	0	0
Total			0	0	0	0	0	0	0	0	0
Estimated circulation (35.0%)					0			0			0
PERSONNEL Total					0			0			0
DEDICATED SUPPORT											
2.01. Touchdown Station - Touchdown workspace for visiting staff	.TD.0	0	0	2	0	0	2	0	0	2	0
Total			0	2	0	0	2	0	0	2	0
Estimated circulation (35.0%)					0			0			0
DEDICATED SUPPORT Total					0			0			0
Mosquito, Termite, and Rodent Control											
Total			0	2	0	0	2	0	0	2	0
Estimated circulation (0.0%)					0			0			0
Total			0		0	0		0	0		0

Program Detail

2D00 CTO & Smart Cities

2000 Mayor's Chief Administrative Office
2D00 CTO / Smart Cities

Contact	C. Story / courtney.story@nola.gov
Existing Location	9E02
Function	N/A
Adjacencies	Organizational adjacencies between other CTO/Smart Cities departments.

Area Type	Space Std.	Unit	April 2019			April 2020			April 2022		
			Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
PERSONNEL											
1.01. Chief Technology Officer	.CHIEF	240	1	1	240	1	1	240	1	1	240
1.02. Manager Smart Cities Team - Future positions	.MGR	120	0	0	0	1	1	120	2	2	240
CTO & Smart Cities											
Total			1	1	240	2	2	360	3	3	480
Estimated circulation (35.0%)					129			194			258
Total			1		369	2		554	3		738

Program Detail

2D10 Performance & Accountability

2000 Mayor's Chief Administrative Office
2D00 CTO / Smart Cities

Contact	C. Story / courtney.story@nola.gov
Existing Location	9E02
Function	OPA uses performance measures to track progress towards the goals in the strategic framework, and reports results to the Mayor and other senior City leaders, dept managers, staff, and the City Council, and citizens. Perfomance results are shared publically in quarterly ResultsNOLA performance reports. Key initiatives are further tracked in monthly STAT, or data-driven performance review meetings.
Adjacencies	Organizational adjacencies between other CTO/Smart Cities departments.

Area Type	Space Std.	Unit	April 2019			April 2020			April 2022		
			Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
PERSONNEL											
1.01. Director	.DRCTR	240	1	1	240	1	1	240	1	1	240
1.02. Analyst	.ANLYST	64	4	4	256	4	4	256	4	4	256
Performance & Accountability											
Total			5	5	496	5	5	496	5	5	496
Estimated circulation (35.0%)					267			267			267
Total			5		763	5		763	5		763

Program Detail

2D20 Human Rights & Equity

2000 Mayor's Chief Administrative Office
2D00 CTO / Smart Cities

Contact	V. Pasquantonio / vincezno.pasquantonio@gmail.com
Existing Location	City Hall - 8E07
Function	We advise the Mayor on human rights policies, hear discrimination complaints, engage in human rights initiatives, and manage equity initiatives (coordinate across departments to embed inclusive and equitable practices in City government)
Adjacencies	Critical adjacency to the Mayor (Director only).

Area Type	April 2019					April 2020			April 2022		
	Space Std.	Unit	Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
PERSONNEL											
1.01. Director	.DRCTR	240	1	1	240	1	1	240	1	1	240
2.01. Assistant	.ASST	64	1	1	64	1	1	64	1	1	64
3.01. Program Manager	.SPRVSR	64	1	1	64	3	3	192	3	3	192
4.01. Temp / Intern / Volunteer	.TEMP	64	0	0	0	1	1	64	1	1	64
Human Rights & Equity											
Total			3	3	368	6	6	560	6	6	560
Estimated circulation (35.0%)					198			301			301
Total			3		566	6		861	6		861

Program Detail

2D30 Service & Innovation

2000 Mayor's Chief Administrative Office
2D00 CTO / Smart Cities

Contact	C. Story
Existing Location	9E02
Function	Service & Innovation supports the Chief Administrative Officer in making and implementing policy decisions across the City.
Adjacencies	Organizational adjacencies between other CTO/Smart Cities departments. Currently work with OCJC and share conference rooms.

Area Type	Space Std.	Unit	April 2019			April 2020			April 2022		
			Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
PERSONNEL											
1.01. Director	.DRCTR	240	1	1	240	1	1	240	1	1	240
1.02. Innovation Manager	.MGR	120	2	2	240	3	3	360	4	4	480
Service & Innovation											
Total			3	3	480	4	4	600	5	5	720
Estimated circulation (35.0%)					258			323			387
Total			3		738	4		923	5		1,107

Program Detail

2E00 Finance

2000 Mayor's Chief Administrative Office
2E00 CFO / Finance

Contact	D. Vivien /davivien@nola.gov
Existing Location	City Hall - 9E06
Function	Fiscal matters of the City.
Adjacencies	Organizational adjacencies to other fiscal agencies, City Council and Mayor.

Area Type	Space Std.	Unit	April 2019			April 2020			April 2022		
			Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
PERSONNEL											
1.01. Finance Advisor to CAO	.ADVISOR	120	1	1	120	1	1	120	1	1	120
Finance											
Total			1	1	120	1	1	120	1	1	120
Estimated circulation (35.0%)					65			65			65
Total			1		185	1		185	1		185

Program Detail

2E10 Accounting

2000 Mayor's Chief Administrative Office
2E00 CFO / Finance

Contact	P. Henry / pphenry@nola.gov
Existing Location	City Hall - 3W03
Function	Note: did not receive completed survey.
Adjacencies	Ideally close to Retirement and Purchasing - not critical.

Area Type	Space Std.	Unit	April 2019			April 2020			April 2022		
			Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
PERSONNEL											
1.01. Payroll	.SPEC	64	4	4	256	4	4	256	4	4	256
1.02. Payroll Supervisor	.SPRVSR	64	1	1	64	1	1	64	1	1	64
1.03. General Ledger	.CLRK	64	14	14	896	14	14	896	14	14	896
1.04. General Ledger Supervisor	.SPRVSR	64	1	1	64	1	1	64	1	1	64
1.05. Accounts Payable	.CLRK	64	4	4	256	4	4	256	4	4	256
1.06. AP Supervisor	.SPRVSR	64	1	1	64	1	1	64	1	1	64
1.07. Controller	.CNTRLR	120	2	2	240	2	2	240	2	2	240
1.08. Controller Admin	.ADMIN	64	1	1	64	1	1	64	1	1	64
1.09. Accountant	.ACCT	64	1	1	64	1	1	64	1	1	64
1.11. Controller	.CNTRLR	120	2	2	240	2	2	240	2	2	240
1.12. Auditor	.AUDIT	64	5	5	320	5	5	320	5	5	320
1.13. Admin Receptionist - Part Time	.ADMIN	64	1	1	64	1	1	64	1	1	64
Total			37	37	2,592	37	37	2,592	37	37	2,592
Estimated circulation (35.0%)					1,394			1,394			1,394
PERSONNEL Total					3,986			3,986			3,986
DEDICATED SUPPORT											
2.01. Waiting Area - Dedicated waiting area for (4) seats	WAIT.150	150	0	1	150	0	1	150	0	1	150
2.02. File Storage - May be able to decrease with new digital system	FILE.200	200	0	1	200	0	1	200	0	1	200
Total			0	2	350	0	2	350	0	2	350
Estimated circulation (35.0%)					188			188			188
DEDICATED SUPPORT Total					538			538			538
Accounting											
Total			37	39	2,942	37	39	2,942	37	39	2,942
Estimated circulation (35.0%)					1,583			1,583			1,583
Total			37		4,525	37		4,525	37		4,525

Program Detail

2E20 Bureau of the Treasury

2000 Mayor's Chief Administrative Office
2E00 CFO / Finance

Contact	J. Nunn / jmnunn@nola.gov
Existing Location	City Hall - 1W37-41
Function	Bill and collect property taxes and any other revenues brought to cashiers and banker for city agencies.
Adjacencies	Business adjacencies to Accounting, Assessor, and Director of Finance. Significant volume of external visitor traffic.
Visitors	Propery owners and notary employees. Payment of proprety taxes redemption of sold taxes/adjudicated properties, take in bank deposits for any city agencies. Cash, other payments, documents. Cashiers vary due to line length others due to complexity. Standing in cashier line. Cashiers and customer service stand.

Area Type	Space Std.	Unit	April 2019			April 2020			April 2022		
			Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
PERSONNEL											
1.01. Treasury Bureau Chief Treasury Administration	.CHIEF	240	1	1	240	1	1	240	1	1	240
1.02. Assistant Chief Treasury Administration	.CHIEFA	120	1	1	120	2	2	240	2	2	240
1.03. Office Assistant Treasury Administration	.ASST	64	1	1	64	1	1	64	1	1	64
1.04. Financial Ops Manager Ad Valorem	.MGR	120	1	1	120	1	1	120	1	1	120
1.05. Management Developme Specialist I Ad Valorem	.SPEC	64	1	1	64	1	1	64	1	1	64
1.06. Management Development Analyst I, II Ad Valorem	.ANLYST	64	3	3	192	3	3	192	3	3	192
1.07. Tax Collection Specialist I, II Ad Valorem	.SPEC	64	2	2	128	2	2	128	2	2	128
1.08. Accountant I Ad Valorem	.ACCT	64	1	1	64	1	1	64	1	1	64
1.09. Contractor - Tax Collection Tax Research	.CNRCTR	64	1	1	64	1	1	64	1	1	64
1.11. Revenue Collection Supervisor Tax Research	.SPRVSR	64	1	1	64	1	1	64	1	1	64
1.12. Tax Collection Supervisor Tax Research	.SPRVSR	64	1	1	64	1	1	64	1	1	64
1.13. Tax Collection Specialist II Tax Research	.SPEC	64	2	2	128	2	2	128	2	2	128
1.14. Revenue Collection Supervisor Sanitation Documentary	.SPRVSR	64	1	1	64	1	1	64	1	1	64
1.15. Tax Collection Specialist Sanitation Documentary	.SPEC	64	2	2	128	2	2	128	2	2	128

Program Detail

2E20 Bureau of the Treasury

2000 Mayor's Chief Administrative Office
2E00 CFO / Finance

Area Type	April 2019					April 2020			April 2022			
	Space Std.	Unit	Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF	
PERSONNEL												
1.16. Tax Collection Supervisor	.SPRVSR	64	1	1	64	1	1	64	1	1	64	
1.17. Tax Collection Specialist I, II	.SPEC	64	2	2	128	2	2	128	2	2	128	
1.18. Office Assistant, Trainee	.ASST	64	1	1	64	1	1	64	1	1	64	
1.19. Accountant I, II, III, Chief Accountant	.ACCT	64	5	5	320	5	5	320	5	5	320	
Total			28	28	2,080	29	29	2,200	29	29	2,200	
Estimated circulation (35.0%)					1,119			1,184			1,184	
PERSONNEL Total					3,199			3,384			3,384	
DEDICATED SUPPORT												
2.01. Customer Service Station Teller Stations	CSCNTR.100	100	0	4	400	0	4	400	0	4	400	
2.02. Waiting Area & Queue - Adjacent to customer service counter	WAIT.800	800	0	1	800	0	1	800	0	1	800	
2.03. Admin Storage Room - Currently in 1W37	STG.300	300	0	1	300	0	1	300	0	1	300	
2.04. File Storage Ad Valorem - Currently in 1W38	FILE.500	500	0	1	500	0	1	500	0	1	500	
2.05. File Storage - High Density Unit	FILE.HD.180	180	0	1	180	0	1	180	0	1	180	
Total			0	8	2,180	0	8	2,180	0	8	2,180	
Estimated circulation (35.0%)					1,173			1,173			1,173	
DEDICATED SUPPORT Total					3,353			3,353			3,353	
Bureau of the Treasury												
Total			28	36	4,260	29	37	4,380	29	37	4,380	
Estimated circulation (35.0%)					2,292			2,356			2,356	
Total			28		6,552	29		6,736	29		6,736	

Program Detail

2E30 Revenue

2000 Mayor's Chief Administrative Office
2E00 CFO / Finance

Contact	R. Samuel / rssamuel@nola.gov
Existing Location	City Hall - 1W34 / 1W15 / 3W03
Function	Sales tax, permit and licensing collection, processing and distribution of funds to participating agencies. Sales tax enforcement including customer service, audit and collections. Special event vendor registration and collection
Adjacencies	Adjacency to Audit group. Significant visitor traffic--consider ground floor
Visitors	Visitors are from business community. Processing sales tax returns, license and renewals applications, tax paymentsm etc. Average service time is 15 minutes, involves paper, information, cash, checks, money orders, etc.

Area Type	Space Std.	Unit	April 2019			April 2020			April 2022		
			Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
PERSONNEL											
1.01. Field Agent	.AGNETF	0	16	16	0	18	18	0	20	20	0
1.02. Auditor	.AUDIT	64	15	15	960	18	18	1,152	20	20	1,280
1.03. Tax Collections Specialist	.SPEC	64	8	8	512	12	12	768	12	12	768
- Access to customer service areas											
1.04. Office Assistant	.ASST	64	6	6	384	3	3	192	3	3	192
- Receptionist area and cashier stations											
1.05. Tax Collections Supervisor	.SPRVSR	64	1	1	64	2	2	128	2	2	128
1.06. Collector of Revenue	.CLLCTR	120	1	1	120	1	1	120	1	1	120
1.07. Asst Collector of Revenue	.CLLCTR	120	3	3	360	3	3	360	3	3	360
1.08. Revenue Collections Supervisor	.SPRVSR	64	6	6	384	6	6	384	6	6	384
1.09. Management Development Supervisor	.SPRVSR	64	1	1	64	1	1	64	1	1	64
Total			57	57	2,848	64	64	3,168	68	68	3,296
Estimated circulation (35.0%)					1,532	1,704			1,773		
PERSONNEL Total					4,380	4,872			5,069		

DEDICATED SUPPORT											
2.01. Customer Service Station	CSCNTR.100	100	0	12	1,200	0	12	1,200	0	12	1,200
Applications											
- Transacation counter with window											
- Counter on both sides of window											
2.02. Customer Service Station	CSCNTR.100	100	0	3	300	0	3	300	0	3	300
Cashier Station											
- Transacation counter with window											
- Counter on both sides of window											
- Safe adjacent											
2.03. Storage Room	STG.150	150	0	1	150	0	1	150	0	1	150
Operations Storage											
2.04. Camera Room	EQUIP.50	50	0	1	50	0	1	50	0	1	50
- Support for permits issuance											

Program Detail

2E30 Revenue

2000 Mayor's Chief Administrative Office
2E00 CFO / Finance

Area Type	April 2019					April 2020			April 2022		
	Space Std.	Unit	Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
DEDICATED SUPPORT											
2.05. File Storage	FILE.150	150	0	1	150	0	1	150	0	1	150
- Audit archives and supplies and resource/training materials											
- 10yr retention requirements											
2.06. Waiting Area	WAIT.800	800	0	1	800	0	1	800	0	1	800
- Waiting area flanked by customer svc transaction counter stations and cashier stations											
Total			0	19	2,650	0	19	2,650	0	19	2,650
Estimated circulation (35.0%)					1,426	1,426			1,426		
DEDICATED SUPPORT Total					4,076	4,076			4,076		
Revenue											
Total			57	76	5,498	64	83	5,818	68	87	5,946
Estimated circulation (35.0%)					2,958	3,130			3,199		
Total			57		8,456	64		8,948	68		9,145

Program Detail

2E40 Retirement System

2000 Mayor's Chief Administrative Office
2E00 CFO / Finance

Contact	J. Evans Jr. / jevans2@nola.gov
Existing Location	City Hall - 1E12
Function	The members of the Finance-Retirement office support the board of trustees in administering and providing retirement allowances and death benefits for members of the \$390M defined benefit retirement. The plan has over 2,700 active employees and nearly 2,000 retirees. This involves but is not limited to performing various calculations, coordinating with other retirement plans, actuaries, investment advisors, investment managers, various legal counsels, auditors, and custodial banks.
Adjacencies	No critical adjacencies identified - drop in traffic from employees, former employees, or their associated family members.
Visitors	

Area Type	Space Std.	Unit	April 2019			April 2020			April 2022		
			Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
PERSONNEL											
1.01. Director	.DRCTR	240	1	1	240	1	1	240	1	1	240
1.02. Chief Accountant	.ACCT	64	1	1	64	1	1	64	1	1	64
1.03. Accountant I, II, III	.ACCT	64	4	4	256	5	5	320	7	7	448
1.04. Admin Support Supervisor	.SPRVSR	64	1	1	64	1	1	64	1	1	64
1.05. Jr Accountant	.ACCT	64	1	1	64	1	1	64	1	1	64
1.06. Receptionist	.ADMIN	64	1	1	64	1	1	64	1	1	64
Total			9	9	752	10	10	816	12	12	944
Estimated circulation (35.0%)					405			439			508
PERSONNEL Total					1,157			1,255			1,452
DEDICATED SUPPORT											
2.01. Huddle / Consultation Room Dedicated	MTG.120	120	0	1	120	0	1	120	0	1	120
2.02. File Storage	FILE.200	200	0	1	200	0	1	200	0	1	200
Total			0	2	320	0	2	320	0	2	320
Estimated circulation (35.0%)					172			172			172
DEDICATED SUPPORT Total					492			492			492
Retirement System											
Total			9	11	1,072	10	12	1,136	12	14	1,264
Estimated circulation (35.0%)					577			611			680
Total			9		1,649	10		1,747	12		1,944

Program Detail

2E50 Bureau of Purchasing

2000 Mayor's Chief Administrative Office
2E00 CFO / Finance

Contact	J. Meyer / jpmeyer@nola.gov
Existing Location	4W07
Function	Central authority for all city departments purchasing needs
Adjacencies	Critical adjacency with Accounting, Finance, and Law departments.
Visitors	Interact with bidders/respondents. Receiving bids/proposals submitted by suppliers; pre-bid meetings in purchasing conference room; bid openings in purchasing conference rooms; meeting of selection committee for RFP/RFQs in purchasing conference room. Exchange receipt of submissions, hand delivered by vendors; signing sheets of vendors attending meetings. No Cash. Meetings are scheduled. No public within Purchasing office workspace. Dedicated waiting/reception area. Vendors drop off at window.

Area Type	Space Std.	Unit	April 2019			April 2020			April 2022		
			Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
PERSONNEL											
1.01. Chief Procurement Officer	.CHIEF	240	1	1	240	1	1	240	1	1	240
1.02. Administrator	.ADMNSTR	120	1	1	120	1	1	120	1	1	120
1.03. Federal Grant Compliance Officer	.OFCR	64	1	1	64	2	2	128	2	2	128
1.04. Purchasing Agent	.AGENT	64	2	2	128	5	5	320	5	5	320
1.05. Asst. Purchasing Agent	.AGENT	64	1	1	64	1	1	64	1	1	64
1.06. Buyer	.BUYR	64	3	3	192	3	3	192	3	3	192
1.07. Management Development Analyst I	.ANLYST	64	4	4	256	5	5	320	5	5	320
1.08. Office Assistant	.ASST	64	1	1	64	1	1	64	1	1	64
Total			14	14	1,128	19	19	1,448	19	19	1,448
Estimated circulation (35.0%)					607			779			779
PERSONNEL Total					1,735			2,227			2,227
DEDICATED SUPPORT											
2.01. File Storage - High Density Unit - Half of current size - Misc. boxes, supplies, equipment, etc.	FILE.HD.180	180	0	1	180	0	1	180	0	1	180
2.02. Storage Room - Currently in vault - could be fireproof cabinets	STG.150	150	0	1	150	0	1	150	0	1	150
2.03. Waiting Area - Drop off window, with waiting area	WAIT.150	150	0	1	150	0	1	150	0	1	150
Total			0	3	480	0	3	480	0	3	480
Estimated circulation (35.0%)					258			258			258
DEDICATED SUPPORT Total					738			738			738
Bureau of Purchasing											
Total			14	17	1,608	19	22	1,928	19	22	1,928
Estimated circulation (35.0%)					865			1,037			1,037
Total			14		2,473	19		2,965	19		2,965

2E60 Bureau of Debt Consolidation											
2000 Mayor's Chief Administrative Office 2E00 CFO / Finance											
This department was not surveyed.											
Area Type	Space Std.	Unit	April 2019			April 2020			April 2022		
			Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
PERSONNEL											
1.01. Bureau of Debt Consolidation	.DEBT	0	4	4	0	4	4	0	4	4	0
Total			4	4	0	4	4	0	4	4	0
Estimated circulation (35.0%)					0	0					
PERSONNEL Total					0	0					
DEDICATED SUPPORT											
2.01. Debt Consolidation	DEBT.1105	1,106	0	1	1,106	0	1	1,106	0	1	1,106
Total			0	1	1,106	0	1	1,106	0	1	1,106
Estimated circulation (35.0%)					595	595					
DEDICATED SUPPORT Total					1,700	1,700					
Bureau of Debt Consolidation											
Total			4	5	1,106	4	5	1,106	4	5	1,106
Estimated circulation (35.0%)					595	595					
Total			4		1,700	4		1,700	4		1,700

2F00 CIO / Information Technology & Innovation (ITI)											
2000 Mayor's Chief Administrative Office 2F00 CIO / Information Technology & Innovation											
Contact	F. Alexandre										
Existing Location	City Hall - 3E05/1W05/BE10/BE12										
Function	Provides the IT services - including phone, email, internet, data, web design, computer/device support to City employees, participates in Smart City strategy development, leads City's digital equity and inclusion efforts for NOLA residents.										
Adjacencies	No critical adjacencies identified. Some staff will need to be co-located to the server, but the server room does not have to be embedded within the group. Service Desk needs to be accessible to internal customers.										
Visitors	Currently have staff from VA bldg that would need access (4-5 at the same time). Service desk is currently on level 1 of City Hall.										
Area Type	Space Std.	Unit	April 2019			April 2020			April 2022		
			Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
PERSONNEL											
1.02. Specialist II	.SPEC	64	8	8	512	12	12	768	12	12	768
1.03. Specialist III	.SPEC	64	23	23	1,472	34	34	2,176	37	37	2,368
ERP/BRASS Team											
1.04. Manager	.MGR	120	2	2	240	4	4	480	4	4	480
1.05. Supervisor	.SPRVSR	64	5	5	320	7	7	448	8	8	512
1.06. Director	.DRCTR	240	1	1	240	2	2	480	3	3	720
1.07. Specialist	.SPEC	64	1	1	64	1	1	64	1	1	64
Management Development											
1.08. Administrator	.ADMNSTR	120	0	0	0	1	1	120	1	1	120
GIS											
1.09. Manager	.MGR	120	1	1	120	1	1	120	1	1	120
HR											
1.1. Specialist I	.SPEC	64	2	2	128	4	4	256	4	4	256
1.11. Chief Information Officer	.CHIEF	240	1	1	240	1	1	240	1	1	240
1.12. Deputy Chief	.DCHIEF	120	0	0	0	1	1	120	1	1	120
1.13. Executive Assistant	.EASST	120	1	1	120	1	1	120	1	1	120
1.14. Contractor	.CNTRCTR	64	14	14	896	15	15	960	15	15	960
IT Contract Staff											
1.15. Operator	.OPRTR	64	1	1	64	1	1	64	1	1	64
Mainframe Operator											
- Part time position											
1.16. Specialist IV	.SPEC	64	0	0	0	2	2	128	2	2	128
- Proposed position											
1.17. Specialist Trainee	.SPEC	64	0	0	0	1	1	64	2	2	128
- Proposed position											
Total			60	60	4,416	88	88	6,608	94	94	7,168
Estimated circulation (35.0%)					2,376	3,555					3,856
PERSONNEL Total					6,792	10,163					11,024
DEDICATED SUPPORT											
2.01. Touchdown Station	.TD.0	0	0	5	0	0	5	0	0	5	0
- Short term touchdown space for staff visiting regularly											
2.02. IT Equipment Storage	IT.EQUIP.30	300	0	1	300	0	1	300	0	1	300
0											
- Currently in Basement											
- Unused printers, monitors, desktops, etc.											

Program Detail

2F00 CIO / Information Technology & Innovation (ITI)

2000 Mayor's Chief Administrative Office
2F00 CIO / Information Technology & Innovation

Area Type	April 2019					April 2020			April 2022			
	Space	Std.	Unit	Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
DEDICATED SUPPORT												
2.03. IT Build / Burn Rm Test Room - Based on current size on level 1 - workbenches, perimeter shevling - Monitors, Desktops - (36) storage lockers for cords/cables/power supply/phones	IT.BLD.300	300		0	1	300	0	1	300	0	1	300
2.04. Computer Training Room - Currently in basement - Misc. equipment, data tape backups, etc.	TRAIN.300	300		0	1	300	0	1	300	0	1	300
2.05. IT Server Room - Less than 1/2 of current size - Can be managed remotely - UPS, 24 Air, Raised Floor	IT.SERVER.300	300		0	1	300	0	1	300	0	1	300
2.06. IT Equipment Storage - Based on current size - Currently on 3E05 near old front desk - Cisco equipment, misc. cables	IT.EQUIP.100	100		0	1	100	0	1	100	0	1	100
2.07. IT Equipment Storage - Currently shared with facilities in Basement	IT.EQUIP.500	500		0	1	500	0	1	500	0	1	500
2.08. IT Service Desk - Looking to adopt a Genius Bar model	IT.SVCDSK.300	300		0	1	300	0	1	300	0	1	300
2.09. IT Equipment Storage IT Equipment Disposal Rm - Storage/staging equipment for decommissioning	IT.EQUIP.300	300		0	1	300	0	1	300	0	1	300
Total				0	13	2,400	0	13	2,400	0	13	2,400
Estimated circulation (35.0%)						1,291			1,291			1,291
DEDICATED SUPPORT Total						3,691			3,691			3,691
CIO / Information Technology & Innovation (ITI)												
Total				60	73	6,816	88	101	9,008	94	107	9,568
Estimated circulation (35.0%)						3,667			4,846			5,148
Total				60		10,483	88		13,854	94		14,716

Program Detail

3000 Registrar of Voters

3000 Governmental Agencies
3000 Registrar of Voters

Contact	M. Melrose / orleansovc@sos.la.gov
Existing Location	City Hall - 1W24
Function	Voter registration, conduct early/absentee voting, voter registration data. Outreach programs, upkeep of election records.
Adjacencies	Public access is critical. Currently on ground floor. Needs to be suited with security.
Visitors	Visitors are citizens of Orleans Parish. 7-positions at the service counter to handle voter registration, records, etc. Traffic varies by election

Area Type	Space	Std.	Unit	April 2019			April 2020			April 2022		
				Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
PERSONNEL												
1.01. Registrar of Voters	.RGSTR		120	1	1	120	1	1	120	1	1	120
1.02. Deputy Registrar	.DRGSTR		64	1	1	64	1	1	64	1	1	64
1.03. Assistant Chief Deputy	.ASST		64	1	1	64	1	1	64	1	1	64
1.04. Confidential Assistant	.ASST		64	1	1	64	1	1	64	1	1	64
1.05. Administrative Asst V	.ADMIN		64	1	1	64	1	1	64	1	1	64
1.06. Adminsitrative Pogram Mgr	.SPRVSR		64	1	1	64	1	1	64	1	1	64
1.07. Supervisor II	.SPRVSR		64	1	1	64	1	1	64	1	1	64
1.08. Coordinator I-IV	.CRDNTR		64	9	9	576	9	9	576	9	9	576
Total				16	16	1,080	16	16	1,080	16	16	1,080
Estimated circulation (35.0%)						581			581			581
PERSONNEL Total						1,661			1,661			1,661
DEDICATED SUPPORT												
2.01. Customer Service Station	CSCNTR.100		100	0	7	700	0	7	700	0	7	700
2.02. Equipment Storage Voting Machine Storage - Current size is too small; currently overflow in hallway	EQUIP.300		300	0	1	300	0	1	300	0	1	300
2.03. File Storage - Currently combined with break area - (2) Lecktrievers, file storage, misc. supplies.	FILE.300		300	0	1	300	0	1	300	0	1	300
2.04. Print / Copy Dedicated printing area	PRINT.150		150	0	1	150	0	1	150	0	1	150
2.05. File Storage Ballot Storage - Currently in Basement - Shared by other groups	FILE.300		300	0	1	300	0	1	300	0	1	300
Total				0	11	1,750	0	11	1,750	0	11	1,750
Estimated circulation (35.0%)						942			942			942
DEDICATED SUPPORT Total						2,692			2,692			2,692
Registrar of Voters												
Total				16	27	2,830	16	27	2,830	16	27	2,830
Estimated circulation (35.0%)						1,523			1,523			1,523
Total				16		4,353	16		4,353	16		4,353

Program Detail

4100 Council Members & Staff

4000 City Council
4100 City Council - Chief of Staff

Contact	D. Gavlinski / dsgavlinski@nola.gov										
Existing Location	City Hall - 2W										
Function	<p>Zone 1 – The political offices hold meetings and appointments with members of the public, neighborhood leaders, industry experts, advisers, etc. Council offices are directly involved in the administrative procedure of fee waivers and receive visitors for that purpose. They also received Harrah's and Cox grant applications. Most transactions are prescheduled meetings either hosted in individual Council offices, or in communal conference rooms. This space is mostly non-transactional, but it is high-volume. Councilmember calendars are booked with meetings all day long, so the space is an important consideration for public access while keeping an eye on security. Many deliveries are made to Zone 1.</p> <p>Receipt of applications and information (flyers, letters, etc.), mostly submitted from the public to the receptionist, who then distributes to individual Council offices. Members of the public who have a scheduled meeting with a Council office wait in the lobby near the receptionist.</p> <p>When dropping of packets/applications, a transaction does not take long. However, when a member of the public is waiting for a meeting with a member of the Council, or staff, they may end up waiting for some time in the lobby.</p> <p>Zone 1 – should have a fully fitted press room, and another conference room. Each council office suite should be larger, and all seven offices should be closer to the same size. Currently, certain offices are quite a bit larger than others. The security personnel office in Zone 1 should be maintained.</p>										

Area Type	Space Std.	Unit	April 2019			April 2020			April 2022		
			Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
PERSONNEL											
1.01. Council Member	.COUNCIL	240	7	7	1,680	7	7	1,680	7	7	1,680
1.02. Legislative Aide	.AIDE	64	35	35	2,240	35	35	2,240	35	35	2,240
Total			42	42	3,920	42	42	3,920	42	42	3,920
Estimated circulation (35.0%)					2,109	2,109			2,109		
PERSONNEL Total					6,029	6,029			6,029		
DEDICATED SUPPORT											
2.01. Print / Copy	PRINT.150	150	0	1	150	0	1	150	0	1	150
- High output copy room											
- Shared by 7 council offices											
2.02. Waiting Area	WAIT.500	500	0	1	500	0	1	500	0	1	500
- Access control point controlled by receptionist											
2.03. Conference Room	MTG.250	250	0	3	750	0	3	750	0	3	750
Total			0	5	1,400	0	5	1,400	0	5	1,400
Estimated circulation (35.0%)					753	753			753		
DEDICATED SUPPORT Total					2,153	2,153			2,153		
Council Members & Staff											
Total			42	47	5,320	42	47	5,320	42	47	5,320
Estimated circulation (35.0%)					2,862	2,862			2,862		
Total			42		8,182	42		8,182	42		8,182

Program Detail

4200 Central Staff

4000 City Council
4100 City Council - Chief of Staff

Contact	D. Gavlinski / dsgavlinski@nola.gov										
Existing Location	City Hall - 1E										
Function	<p>The New Orleans City Council is the legislative branch of the New Orleans City Government. The Council considers and enacts all local laws for the city. The Council also approves the operating and capital budgets for the city, as recommended by the mayor, and continually monitors revenues and expenditures for local government operations. They City Council is also the regulatory body for public utilities. It reviews and has final say on many land use and zoning matters, as well as considers major economic development projects for the city. Aas the board of review of Orleans Parish, the Council examines appeals of property tax assessments for real estate taxes, and certifies tax rolls to the Louisiana Tax Commission. Other responsibilities of the Council include overseeing the operation of the public access television in Orleans Parish.</p> <p>Zone 2 – The Clerk of Council accepts communications to the Council, accepts filings on utility dockets, accepts applications for Domestic Partnerships, produces adopted legislative instruments upon request, and accepts payment for items such as district maps, dvd recording of meetings, and other items associated with the official proceedings. The Clerk also receives numerous deliveries.</p> <p>Zone 3 – There are few transactions that take place here. We currently have a waiting room with a front receptionist desk and two chairs. Members of the public can come to us for dvds of Council meetings, or hardcopy city, or district, wall maps. City Council Harrah's Community Grant applications are accepted twice per year by the Council Fiscal Office. Additionally, similar to Zone 1, but with lower volume, Zone 3 has to be available for meetings and deliveries, most of which are pre-arranged.</p> <p>Zone 4 – in CURO, transactional activity is limited to wireless and wireline franchise applications, which happen at a low volume sporadically throughout the year, and applications for the City Council Cox Grant program, which occurs once annually.</p>										

Adjacencies Critical adjacency to the Council chamber. Colocate functions of Zone

Area Type	Space Std.	Unit	April 2019			April 2020			April 2022		
			Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
PERSONNEL											
1.01. Chief of Staff, Council	.CHIEF	240	1	1	240	1	1	240	1	1	240
1.02. Deputy Chief of Staff, Council	.DCHIEF	120	1	1	120	1	1	120	1	1	120
1.03. Clerk of Council	.CLRKC	120	1	1	120	1	1	120	1	1	120
1.04. Assistant Clerk of Council	.CLRKC	120	1	1	120	1	1	120	1	1	120
1.05. Management Development Specialist	.SPEC	64	4	4	256	4	4	256	4	4	256
1.06. Info Tech Specialist	.SPEC	64	2	2	128	2	2	128	2	2	128
1.07. Legislative Services Specialist	.SPEC	64	3	3	192	3	3	192	3	3	192
1.08. Office Assistant	.ASST	64	10	10	640	10	10	640	10	10	640
1.09. Office Support Supervisor	.SPRVSR	64	1	1	64	1	1	64	1	1	64
1.11. Council Officer, Research	.OFCRC	64	1	1	64	1	1	64	1	1	64
1.12. Asst. Council Officer, Research	.OFCRC	64	1	1	64	1	1	64	1	1	64
1.13. Council Officer, Fiscal	.OFCRC	64	1	1	64	1	1	64	1	1	64
1.14. Asst. Council Officer, Fiscal	.OFCRC	64	1	1	64	1	1	64	1	1	64
1.15. CURO Chief of Staff	.CHIEF	240	1	1	240	1	1	240	1	1	240

Program Detail

4200 Central Staff

4000 City Council											
4100 City Council - Chief of Staff											
Area Type	Space Std.	Unit	April 2019			April 2020			April 2022		
			Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
PERSONNEL											
1.16. CURO Deputy Chief of Staff	.CHIEFD	120	1	1	120	1	1	120	1	1	120
1.17. Executive Counsel	.ATTRNY	120	1	1	120	1	1	120	1	1	120
1.18. Senior Engineer	.ENGR	64	1	1	64	2	2	128	3	3	192
1.19. CURO Management Development Analyst	.ANLYST	64	1	1	64	1	1	64	1	1	64
1.21. Temp / Intern / Volunteer	.TEMP	64	0	0	0	0	0	0	10	10	640
Total			33	33	2,744	34	34	2,808	45	45	3,512
Estimated circulation (35.0%)					1,476			1,511			1,889
PERSONNEL Total					4,220			4,319			5,401
DEDICATED SUPPORT											
2.01. High Density File Unit - Active file storage	FILE.HD.400	400	0	2	800	0	2	800	0	2	800
2.02. Print / Copy - High output copier, scanner, shredder	PRINT.150	150	0	1	150	0	1	150	0	1	150
2.03. Conference Room / Research Library	MTG.250	250	0	1	250	0	1	250	0	1	250
Total			0	4	1,200	0	4	1,200	0	4	1,200
Estimated circulation (35.0%)					646			646			646
DEDICATED SUPPORT Total					1,846			1,846			1,846
Central Staff											
Total			33	37	3,944	34	38	4,008	45	49	4,712
Estimated circulation (35.0%)					2,122			2,156			2,535
Total			33		6,066	34		6,164	45		7,247

Program Detail

4300 City Council - Council Chamber

4000 City Council 4100 City Council - Chief of Staff	
Contact	D. Gavlinski / dsgavlinski@nola.gov
Existing Location	City Hall - 1E
Function	<p>Zone 5 – The Council chamber is the most prominent public space in the City of New Orleans for the transaction of ideas, public discourse, and public participation in municipal government. It requires audio/visual and presentation system to disseminate ideas to a large number of people both within and outside of the chamber.</p> <p>Public meetings can take quite a long time. When certain controversial citywide issues are taken up by the Council, hundreds of people may circulate through the chamber over the course of several hours. A currently unavailable service that would be nice to have is an overflow space where members of the public can view the proceedings of a public meeting while outside of the chamber.</p> <p>There is public seating capacity in the chamber for 255 individuals. The current chamber configuration does not accommodate members of the press very well. Members of the television media set their cameras up in the well immediately in front of the Council dais. The cameras often get in the field of vision of the Councilmembers or staff. We have considered requiring the television media to set up outside of the presenters' well, but that would create obstructions for the seated public.</p> <p>There are numerous central office, political office and administrative staff members behind the dais. Members of the Council, boards and commissions, etc. as well as certain staffers for these bodies sit along the Council dais.</p> <p>all staff in the Council chamber have a work space in an alternate location save for the operator of the camera system, which is located in the mezzanine A/V room. The production facility for the Public Educational Governmental (PEG) cable television is off site at a third party nonprofit, NOA-TV. It would be nice to program in space adjacent to the camera room in the Council chamber with on-site production capacity. This would allow the Council to either bring broadcast capacity in-house, or at least have the 3rd party operate on site.</p> <p>Usually large groups of people to speak on innumorous issues confronting the Council and City boards and commissions. Seldom children.</p> <p>Members of the public waiting to speak remain seated in auditorium seating. If chamber has reached capacity, members of the public queue up in breezeway outside of chamber. It is here that I indicated it would be nice to have some sort of overflow space potentially with live video feed of proceedings.</p> <p>The Council chamber should have an overflow capacity for when public presence exceeds seating capacity of the chamber. Ideally, this space would have potential for seating and video available.</p>

Area Type	Space	Std.	Unit	April 2019			April 2020			April 2022		
				Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
DEDICATED SUPPORT												
2.01. Prefunction / Lobby	PREFNCTN.1000	1,000		0	2	2,000	0	2	2,000	0	2	2,000
- Entry from City Hall, Entry from street												
- Overflow viewing area with monitors/speakers												
2.02. Ante Chambers	ANTE.200	200		0	2	400	0	2	400	0	2	400
- Used for executive sessions and side meetings during official proceedings												
2.03. Toilet - Single User	RR.60	60		0	2	120	0	2	120	0	2	120
2.04. Break Area	BREAK.100	100		0	1	100	0	1	100	0	1	100
2.05. Chamber Mezzanine	MEZZ.1500	1,500		0	1	1,500	0	1	1,500	0	1	1,500
- Predominantly used as storage space												
Total				0	8	4,120	0	8	4,120	0	8	4,120
Estimated circulation (35.0%)						2,217	2,217			2,217		
DEDICATED SUPPORT Total						6,337	6,337			6,337		

Program Detail

4300 City Council - Council Chamber

4000 City Council												
4100 City Council - Chief of Staff												
Area Type			April 2019			April 2020			April 2022			
	Space	Std.	Unit	Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
SPECIAL SUPPORT												
4.01. Council Chamber	CHMBR.500	0	5,000	0	1	5,000	0	1	5,000	0	1	5,000
Total				0	1	5,000	0	1	5,000	0	1	5,000
Estimated circulation (15.0%)						880	880			880		
SPECIAL SUPPORT Total						5,880	5,880			5,880		
City Council - Council Chamber												
Total				0	9	9,120	0	9	9,120	0	9	9,120
Estimated circulation (avg. 25.3%)						3,097	3,097			3,097		
Total				0		12,217	0		12,217	0		12,217

Program Detail

5100 Shared Support (Distributed)

5000 Shared Support & Amenities												
5100 Shared Support												
Function	Shared support areas include meeting spaces, print/copy areas, break areas, and other support spaces shared between departments.											
Area Type	Space	Std.	Unit	April 2019		April 2020			April 2022			
				Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
SHARED SUPPORT												
3.01. Focus / Phone Rm 1 per 20 workstations	FOCUS.60	60		0	42	2,520	0	46	2,760	0	48	2,880
3.02. Huddle Room 1 per 20 workstations	MTG.120	120		0	42	5,040	0	46	5,520	0	48	5,760
3.03. Open Collaboration Area 1 per 50 workstations	MTG.O.120	120		0	17	2,040	0	18	2,160	0	19	2,280
3.04. Conference Room - Small 1 per 50 headcount	MTG.180	180		0	22	3,960	0	25	4,500	0	26	4,680
3.05. Conference Room - Medium 1 per 50 headcount	MTG.250	250		0	22	5,500	0	25	6,250	0	26	6,500
3.06. Conference Room - Large 1 per 100 headcount	MTG.500	500		0	11	5,500	0	12	6,000	0	13	6,500
3.07. Multipurpose / Mtg Room 1 per 200 headcount	MPR.1500	1,500		0	5	7,500	0	6	9,000	0	6	9,000
3.08. Wellness / Mothers Rm	WELL.80	80		0	5	400	0	5	400	0	5	400
3.09. Elevator Lobby 1 per 120 headcount or 1 per floor	LOBBY.500	500		0	9	4,500	0	10	5,000	0	11	5,500
3.11. Print / Copy 1 per 50 headcount	PRINT.150	150		0	22	3,300	0	25	3,750	0	26	3,900
3.12. Break Area 1 per 120 headcount or 1 per floor	BREAK.800	800		0	9	7,200	0	10	8,000	0	11	8,800
3.13. IDF Closet 1 per 120 headcount or 1 per floor	IT.IDF.100	100		0	9	900	0	10	1,000	0	11	1,100
Shared Support (Distributed)												
Total				0	215	48,360	0	238	54,340	0	250	57,300
Estimated circulation (35.0%)						26,018			29,235			30,827
Total				0		74,378	0		83,575	0		88,127

Program Detail

5200 Main Lobby

5000 Shared Support & Amenities
5200 Amenities

Area Type			April 2019			April 2020			April 2022		
	Space	Std. Unit	Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
SPECIAL SUPPORT											
4.01. Main Building Lobby	LOBBY.2000	2,000	0	1	2,000	0	1	2,000	0	1	2,000
Main Lobby											
Total			0	1	2,000	0	1	2,000	0	1	2,000
Estimated circulation (15.0%)											
					352			352			352
Total			0		2,352	0		2,352	0		2,352

Program Detail

5210 Secondary Employee Entry

5000 Shared Support & Amenities
5200 Amenities

Area Type			April 2019			April 2020			April 2022		
	Space	Std. Unit	Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
SPECIAL SUPPORT											
4.01. Employee Entry / Lobby	LOBBY.600	600	0	1	600	0	1	600	0	1	600
Secondary Employee Entry											
Total			0	1	600	0	1	600	0	1	600
Estimated circulation (15.0%)					106			106			106
Total			0		706	0		706	0		706

Program Detail

5220 Cafeteria

5000 Shared Support & Amenities
5200 Amenities

Area Type	Space Std.	Unit	April 2019			April 2020			April 2022		
			Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
SPECIAL SUPPORT											
4.01. Dining Room - Dining space for 150 seats	DIN.4000	4,000	0	1	4,000	0	1	4,000	0	1	4,000
4.02. Kitchen - Full service commercial kitchen - Includes cold storage / dry storage	KITCH.2000	2,000	0	1	2,000	0	1	2,000	0	1	2,000
4.03. Servery	SERVERY.2000	2,000	0	1	2,000	0	1	2,000	0	1	2,000
Cafeteria											
Total			0	3	8,000	0	3	8,000	0	3	8,000
Estimated circulation (15.0%)					1,408			1,408			1,408
Total			0		9,408	0		9,408	0		9,408

Program Detail

5230 Public Assembly Room

5000 Shared Support & Amenities
5200 Amenities

Function Broadcasting capabilities, sized similarly to council chamber

Area Type			April 2019			April 2020			April 2022		
	Space Std.	Unit	Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
SPECIAL SUPPORT											
4.01. Public Assembly Room - Subdivided into smaller rooms via movable walls	MPR.6000	6,000	0	1	6,000	0	1	6,000	0	1	6,000
4.02. Storage Room Furniture Storage	STG.400	400	0	1	400	0	1	400	0	1	400
4.03. AV Closet	AV.60	60	0	1	60	0	1	60	0	1	60
4.04. AV Production Booth	AV.100	100	0	1	100	0	1	100	0	1	100
4.05. Storage Room Misc. storage	STG.200	200	0	1	200	0	1	200	0	1	200
Public Assembly Room											
Total			0	5	6,760	0	5	6,760	0	5	6,760
Estimated circulation (15.0%)					1,190	1,190			1,190		
Total			0		7,950	0		7,950	0		7,950

Program Detail

5240 Showers

5000 Shared Support & Amenities
5200 Amenities

Area Type	Space Std.	Unit	April 2019			April 2020			April 2022		
			Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
SPECIAL SUPPORT											
4.01. Showers	SHWR.500	500	0	2	1,000	0	2	1,000	0	2	1,000
- (1)M / (1)W											
- 5-6 showers ea. with vanity space											
Showers											
Total			0	2	1,000	0	2	1,000	0	2	1,000
Estimated circulation (15.0%)					176			176			176
Total			0		1,176	0		1,176	0		1,176

Program Detail

5250 Co-working Lab

5000 Shared Support & Amenities
5200 Amenities

600sf - airport lounge style											
Area Type	Space Std.	Unit	April 2019			April 2020			April 2022		
			Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
SPECIAL SUPPORT											
4.01. Coworking Lounge	CWRK.600	600	0	1	600	0	1	600	0	1	600
Co-working Lab											
Total			0	1	600	0	1	600	0	1	600
Estimated circulation (15.0%)					106			106			106
Total			0		706	0		706	0		706

Program Detail

5260 Loading Dock

5000 Shared Support & Amenities
5200 Amenities

Staging area, holding area/cage, adjacency to service elevator, toilet, desk/office											
Area Type	Space Std.	Unit	April 2019			April 2020			April 2022		
			Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
SPECIAL SUPPORT											
4.01. Loading Dock - Apron	DOCK.200	200	0	1	200	0	1	200	0	1	200
4.02. Loading Dock - Staging Area	DOCK.600	600	0	1	600	0	1	600	0	1	600
4.03. Dock - Holding Cage	DOCK.150	150	0	1	150	0	1	150	0	1	150
4.04. Toilet - Single User	RR.60	60	0	1	60	0	1	60	0	1	60
Loading Dock											
Total			0	4	1,010	0	4	1,010	0	4	1,010
Estimated circulation (15.0%)					178				178		
Total			0		1,188	0		1,188	0		1,188

Program Detail

5270 EOC - Laundry

5000 Shared Support & Amenities
5200 Amenities

Area Type	Space Std.	Unit	April 2019			April 2020			April 2022		
			Headcount	Spaces	SF	Headcount	Spaces	SF	Headcount	Spaces	SF
SPECIAL SUPPORT											
4.01. EOC - Laundry Room	LNDRY.300	300	0	1	300	0	1	300	0	1	300
EOC - Laundry											
Total			0	1	300	0	1	300	0	1	300
Estimated circulation (15.0%)					53			53			53
Total			0		353	0		353	0		353

Appendix

Space Standard Quantities / p.192

Fleet Vehicle Quantities / p.198

Observe Utilization Study Findings / p.200

Workplace Performance Index Survey Highlights / p.236

Workplace Performance Index Survey Results / p.246

Focus Group Notes / p.370

SPACE STANDARD QUANTITIES

An itemized summary of all space types / quantities included in the program.

Database Code	Space Standard / Role / Job Function	Area (Net SF)	April 2019	April 2020	April 2022
.AADMNSTR	Assistant Administrator	64	4	5	7
.ACAO	Assistant CAO	120	3	3	3
.ACCT	Accountant	64	21	22	24
.ADMIN	Admin	64	30	31	31
.ADMNSTR	Administrator	120	15	16	16
.ADRCTR	Assistant Director	120	1	1	1
.ADVCT	Advocate	64	1	1	1
.ADVISOR	Advisor	120	3	3	3
.AGENT	Agent	64	3	6	6
.AGNETF	Field Agent	0	16	18	20
.AIDE	Legislative Aide	64	35	35	35
.ANLYST	Analyst	64	92	111	112
.ARCH	Architect	64	1	1	1
.ASSR	Assessor's Staff	0	55	55	55
.ASST	Assistant	64	56	55	55
.ATTRNY	Attorney	120	55	55	56
.ATTRNYC	City Attorney	240	5	5	5
.AUDIT	Auditor	64	21	27	29
.BUYR	Buyer	64	3	3	3
.CAO	Chief Administrative Officer	240	1	1	1
.CHIEF	Chief	240	11	12	12
.CHIEFA	Assistant Chief	120	1	2	2
.CHIEFD	Deputy Chief	120	1	1	1
.CLLCTR	Collector	120	4	4	4
.CLRK	Clerical Position	64	40	42	42
.CLRKC	Clerk of Council	120	2	2	2
.CMSSR	Commissioner	120	1	1	1
.CNSLT	Consultant	64	3	3	3
.CNTRCTR	Contractor	64	15	16	16
.CNTRLR	Controller	120	4	4	4
.COUNCIL	Council Member	240	7	7	7
.CRDNTR	Coordinator	64	25	29	30
.DCHIEF	Deputy Chief	120	5	6	6
.DDRCTR	Deputy Director	120	12	14	14

Database Code	Space Standard / Role / Job Function	Area (Net SF)	April 2019	April 2020	April 2022
.DEBT	Bureau of Debt Consolidation	0	4	4	4
.DRCTR	Director	240	43	44	45
.DRGSTR	Deputy Registrar	64	1	1	1
.EASST	Executive Assistant	120	6	6	6
.ECOUNSEL	Executive Counsel	240	2	2	2
.EDRCTR	Executive Director	240	0	0	0
.EDU	Educator	64	2	3	4
.ENGR	Engineer	64	3	5	6
.EPRTCN	Executive Protection / Body Guard	0	4	4	4
.HIST	Historian	64	5	8	8
.HOFCR	Hearing Officer	0	3	3	3
.INSPCTR	Inspector	0	53	56	57
.INSPCTRB	Building Inspector	64	2	2	2
.INVSTGTR	Investigator	64	11	11	11
.LEAD	Lead	64	6	6	7
.LIASON	Liason	64	13	13	13
.MAINT	Maintenance	64	14	14	14
.MAYOR	Mayor	750	1	1	1
.MGR	Manager	120	85	100	102
.MGRP	Project Manager	64	0	1	2
.NAV	Treatment Navigator	64	1	1	1
.OFCL	Building Official	120	2	2	2
.OFCR	Officer	64	1	2	2
.OFCRC	Council Officer	64	4	4	4
.OPRTR	Operator	64	1	1	1
.PARALGL	Paralegal	64	7	7	7
.PEXAM	Plan Examiner	64	13	13	14
.PLNRA	Associate Planner	64	0	1	1
.PLNRP	Principal Planner	64	3	3	3
.PLNRS	Sr Planner	64	12	13	14
.PRCSSR	Processor	64	9	10	10
.PRNCPL	Principal	120	3	6	10
.PRSEC	Press Secretary	64	1	1	1
.RGSTR	Registrar of Voters	120	1	1	1

SPACE STANDARD QUANTITIES

Database Code	Space Standard / Role / Job Function	Area (Net SF)	April 2019	April 2020	April 2022
.RSPEC	Remote Specialist	0	1	2	2
.SASST	Special Assistant	64	2	2	2
.SCHDLR	Executive Office - Scheduler	64	1	1	1
.SPEC	Specialist	64	186	223	230
.SPRNTDNT	SuperIntendent	120	0	0	0
.SPRVSR	Supervisor	64	60	69	70
.TD.0	Touchdown Station	0	24	24	24
.TECH	Technician	64	12	14	14
.TEMP	Temp / Intern / Volunteer	64	20	27	40
ANTE.200	Ante Chambers	200	2	2	2
ASSR.11500	Assessor's Office	9,779	1	1	1
AV.100	AV Production Booth	100	1	1	1
AV.60	AV Closet	60	2	2	2
BREAK.100	Break Area	100	2	2	2
BREAK.120	Break Area	120	1	1	1
BREAK.300	Break Area	300	1	1	1
BREAK.800	Break Area / Work Café	800	9	10	11
CASH.120	Cashier Room	120	1	1	1
CHMBR.5000	Council Chamber	5,000	1	1	1
CSCNTR.100	Customer Service Station	100	30	30	30
CWRK.600	Coworking Lounge	600	1	1	1
DEBT.1105	Debt Consolidation	1,106	1	1	1
DIN.1500	Dining Area	1,500	0	0	0
DIN.4000	Dining Room	4,000	1	1	1
DOCK.150	Dock - Holding Cage	150	1	1	1
DOCK.200	Loading Dock - Apron	200	1	1	1
DOCK.600	Loading Dock	600	1	1	1
EOC.2500	Emergency Operations Center	2,500	1	1	1
EOC.300	EOC Communication Rm	300	1	1	1
EOC.DORM.500	EOC Dormitory	500	0	0	0
EOC.JIC.600	EOC Joint Information Center	600	0	1	1
EOC.MTG.3000	EOC Large Conference Room	3,000	1	1	1

Database Code	Space Standard / Role / Job Function	Area (Net SF)	April 2019	April 2020	April 2022
EOC.SHWR.250	EOC Dormitory Shower	250	0	0	0
EOC.STG.300	EOC Storage	300	2	2	2
EQUIP.150	Equipment Storage	150	0	0	0
EQUIP.200	Equipment Storage	200	1	1	1
EQUIP.300	Equipment Storage	300	1	1	1
EQUIP.50	Equipment Storage	50	1	1	1
FILE.100	File Storage	100	3	4	4
FILE.12	File Cabinet - Lateral	12	32	32	32
FILE.120	File Storage	120	5	5	5
FILE.150	File Storage	150	8	8	8
FILE.200	File Storage	200	9	9	9
FILE.250	File Storage	250	2	2	2
FILE.300	File Storage	300	4	4	4
FILE.350	File Storage	350	1	1	1
FILE.500	File Storage	500	3	3	3
FILE.600	File Storage	600	1	1	1
FILE.800	File Storage	800	2	2	2
FILE.HD.180	File Storage - High Density Unit	180	8	9	9
FILE.HD.200	File Storage - High Density Unit	200	1	1	1
FILE.HD.400	File Storage - High Density Unit	400	3	3	3
FILE.HD.450	File Storage - High Density Unit	450	1	1	1
FOCUS.60	Focus / Phone Rm	60	42	46	48
HRNG.150	Hearing Room	150	4	4	4
IT.BLD.300	IT Build / Burn Rm	300	1	1	1
IT.EQUIP.100	IT Equipment Storage	100	1	1	1
IT.EQUIP.300	IT Equipment Storage	300	2	2	2
IT.EQUIP.500	IT Equipment Storage	500	1	1	1
IT.IDF.100	IDF Closet	100	9	10	11
IT.SERVER.300	IT Server Room	300	1	1	1
IT.SVCDISK.300	IT Service Desk	300	1	1	1
KIOSK.100	Kiosk	100	1	1	1
KITCH.2000	Kitchen	2,000	1	1	1

SPACE STANDARD QUANTITIES

Database Code	Space Standard / Role / Job Function	Net SF	April 2019	April 2020	April 2022
KITCH.500	Kitchen	500	0	0	0
LAYOUT.120	Layout / Review Space	120	3	3	3
LNDRY.300	EOC - Laundry Room	300	1	1	1
LOBBY.2000	Main Building Lobby	2,000	1	1	1
LOBBY.500	Elevator Lobby	500	9	10	11
LOBBY.600	Employee Entry / Lobby	600	1	1	1
MAIL.1000	Mail Room	800	1	1	1
MEZZ.1500	Chamber Mezzanine	1,500	1	1	1
MPR.1500	Multipurpose / Mtg Room	1,500	5	7	7
MPR.6000	Public Assembly Room	6,000	1	1	1
MTG.120	Huddle Room	120	43	47	49
MTG.180	Conference Room - Small	180	25	29	30
MTG.250	Conference Room - Medium	250	29	32	33
MTG.500	Conference Room - Large	500	12	13	14
MTG.CN.120	Huddle - Consultation Room	120	1	1	1
MTG.HRG.150	Hearing Room	150	3	5	5
MTG.HRG.400	Hearing Room	400	0	1	1
MTG.O.120	Open Collaboration Area	120	18	19	20
OFC.400	Secondary Office - Mayor	400	1	1	1
PLAN.120	Plan Review Room	4	0	4	4
PLOT.100	Plotter	100	5	6	6
PREFNCTN.1000	Prefunction / Lobby	1,000	2	2	2
PRESS.750	Press Room	750	1	1	1
PRINT.150	Print / Copy	150	27	30	31
PRINT.80	Print / Copy	80	1	1	1
RR.60	Toilet - Single User	60	3	3	3
RR.E.150	Executive Toilet / Shower	150	1	1	1
SCAN.100	Scanning Area	100	1	1	1
SCIF.250	Sensitive Compartmented Info Facility	250	0	1	1
SERVERY.2000	Servery	2,000	1	1	1
SERVERY.500	Servery	500	0	0	0
SHWR.500	Showers	500	2	2	2

Database Code	Space Standard / Role / Job Function	Net SF	April 2019	April 2020	April 2022
STG.100	Storage Room	100	6	6	6
STG.1000	Storage Room	1,000	1	1	1
STG.120	Storage Room	120	0	0	0
STG.150	Storage Room	150	4	4	4
STG.1500	Storage Room	1,500	1	1	1
STG.200	Storage Room	200	3	3	3
STG.250	Storage Room	250	0	0	0
STG.300	Storage Room	300	1	1	1
STG.3000	Storage Room	3,000	1	1	1
STG.400	Storage Room	400	1	1	1
STG.50	Storage Closet	50	1	1	1
TRAIN.300	Training Room	300	2	4	4
TRAIN.600	Training Room	600	2	2	2
TRAIN.700	Training Room	700	0	0	0
TRANS.150	Transaction Counter	150	1	1	1
TRANS.60	Transaction Counter	60	0	0	0
WAIT.100	Waiting Area	100	4	4	4
WAIT.1000	Waiting Area	1,000	0	0	0
WAIT.1200	Waiting Area	1,200	1	1	1
WAIT.150	Waiting Area	150	4	4	4
WAIT.200	Waiting Area	200	6	6	6
WAIT.300	Waiting Area	300	1	1	1
WAIT.400	Waiting Area	400	1	1	1
WAIT.500	Waiting Area	500	1	1	1
WAIT.800	Waiting Area	800	2	2	2
WELL.80	Wellness / Mothers Rm	80	5	5	5
WORK.150	Work Room	150	1	1	1
Total			1,635	1,808	1,866

Appendix

FLEET VEHICLE QUANTITIES

An itemized summary of fleet vehicle quantities as reported by department representatives.

CODE	DIVISION / DEPARTMENT	FLEET (qty)
1110	Mayors Office	5
1130	Executive Protection	5
1410	Criminal Justice Coordination	1
1480	Communications	1
2010	CAO - Executive Office / Chief of Staff	1
2300	Human Resources	1
2500	Operations	1
2520	Operations - EMD / Fleet Management	20
2610	Health Department Administration	10
2660	Health Care for the Homeless	1
2823	Youth Study Center	5
2910	Capital Projects	3
2940	Property Management	2
2950	PW - Engineering	5
2951	PW - Parking & Ticket Writing	10
2970	PDU - Administration	3
2A10	Code Enforcement	20
2A20	Safety & Permitting	49
2A30	HDLC	2
2A40	VCC	1
2A50	City Planning Commission	2
2B20	Housing & Community Development	16
2C10	NOSHEP	21
2C40	Police - Secondary Employment	2
2C60	Mosquito, Termite, and Rodent Control	2
2F00	CIO / Information Technology & Innovation	3
3000	Registrar of Voters	1
4100	City Council - Chief of Staff	13
Total		206

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Appendix

SPACE UTILIZATION ANALYSIS

An summary of key findings and metrics identified through Observe space utilization. A digital, interactive version of this report can be accessed at this link: [CITY OF NEW ORLEANS SPACE UTILIZATION REPORT](https://app.powerbi.com/groups/me/reports/dc52ac34-5bf1-4f65-bf4c-a2c4ba13fa91/ReportSection509b8d6ac3a593bab58b?ctid=94a74758-f2ff-413c-9f70-5725701b8d02&openReportSource=ReportInvitation)
<https://app.powerbi.com/groups/me/reports/dc52ac34-5bf1-4f65-bf4c-a2c4ba13fa91/ReportSection509b8d6ac3a593bab58b?ctid=94a74758-f2ff-413c-9f70-5725701b8d02&openReportSource=ReportInvitation>

To increase the legibility of the report in this document, pages have been rotated 90 degrees to a landscape format.

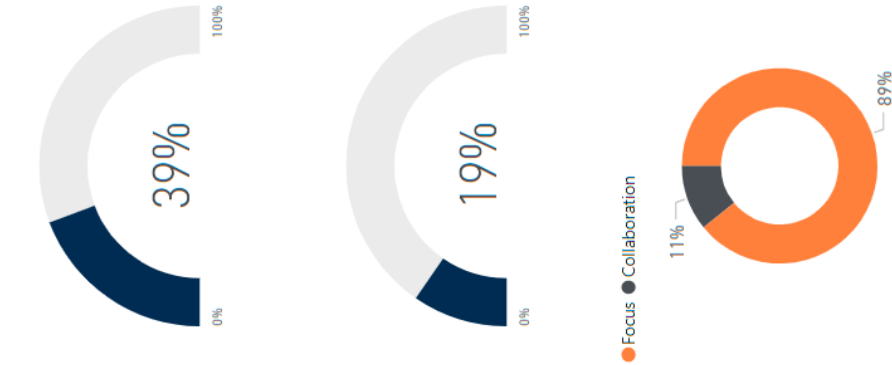
SPACE UTILIZATION SUMMARY

Executive Summary

During the course of a nine-day observational period, data was collected using Gensler's Observe and WISP to better understand how the City of New Orleans utilizes its workplace facilities.

This page provides an overview of the key findings. Use the selector below to filter on a building.

- Building
- ✓ 1300 Perdido
 - ✓ 1340 Poydras
 - ✓ 1601 Perdido



Overall space utilization can improve.

The average utilization for the City of New Orleans is **39%**. In Gensler's activity analysis studies, the average space utilization benchmark for all office space during regular business hours is 45%. The lower score indicates some potential for adjustment in space allocation.

Low meeting space utilization and a need for smaller meeting spaces.

Conference rooms are utilized **19%** of the time across all buildings studied. Some of the conference rooms are dedicated and within suites decreasing the access to all users. In addition, a majority of meetings occur with an **average group size of 3 people**. Providing ease of access and a variety of sizes may increase the utilization of these spaces.

City of N.O. employees are heavily focused.

89% of the time while a space is occupied, time is being spent on individual work. Providing areas for focus to take place outside of the workstation will alleviate the conference rooms from being utilized by a single occupant. This happens **35%** of the time while conference rooms are being used.

BREAKDOWN OF STUDY - TOTAL

What We Observed

9 Days
3 Buildings
18 Floors
1647 Spaces
106,043 Observations

Data Sources



Spaces Observed by Building

Room Type	1300 Perdido	1340 Poydras	1601 Perdido	Total
Workstation	762	200	21	983
Reception / Waiting	25	4	3	32
Office	404	82	27	513
File Room	16	1		17
File Area	6	2		8
Conference Room	50	10	4	64
Break Room	29		1	30
Total	1292	299	56	1647

BREAKDOWN OF STUDY - WORKSTATION

What We Observed

9 Days
3 Buildings
17 Floors
983 Spaces
63,906 Observations

Data Sources



Spaces Observed by Building

Room Type	1300 Perdido	1340 Poydras	1601 Perdido	Total
Workstation	762	200	21	983
Reception / Waiting	25	4	3	32
Office	404	82	27	513
File Room	16	1		17
File Area	6	2		8
Conference Room	50	10	4	64
Break Room	29		1	30
Total	1292	299	56	1647

BREAKDOWN OF STUDY - RECEPTION / WAITING

What We Observed

9 Days
3 Buildings
12 Floors
32 Spaces
2,034 Observations

Data Sources



Spaces Observed by Building

Room Type	1300 Perdido	1340 Poydras	1601 Perdido	Total
Workstation	762	200	21	983
Reception / Waiting	25	4	3	32
Office	404	82	27	513
File Room	16	1		17
File Area	6	2		8
Conference Room	50	10	4	64
Break Room	29		1	30
Total	1292	299	56	1647

BREAKDOWN OF STUDY - OFFICE

What We Observed

9 Days
3 Buildings
18 Floors
513 Spaces
32,798 Observations

Data Sources



Spaces Observed by Building

Room Type	1300 Perdido	1340 Poydras	1601 Perdido	Total
Workstation	762	200	21	983
Reception / Waiting	25	4	3	32
Office	404	82	27	513
File Room	16	1		17
File Area	6	2		8
Conference Room	50	10	4	64
Break Room	29		1	30
Total	1292	299	56	1647

BREAKDOWN OF STUDY - FILE ROOM

What We Observed

9 Days
2 Buildings
6 Floors
17 Spaces
988 Observations

Data Sources



Spaces Observed by Building

Room Type	1300 Perdido	1340 Poydras	1601 Perdido	Total
Workstation	762	200	21	983
Reception / Waiting	25	4	3	32
Office	404	82	27	513
File Room	16	1		17
File Area	6	2		8
Conference Room	50	10	4	64
Break Room	29		1	30
Total	1292	299	56	1647

BREAKDOWN OF STUDY - FILE AREA

What We Observed

9 Days
2 Buildings
5 Floors
8 Spaces
531 Observations

Data Sources



Spaces Observed by Building

Room Type	1300 Perdido	1340 Poydras	1601 Perdido	Total
Workstation	762	200	21	983
Reception / Waiting	25	4	3	32
Office	404	82	27	513
File Room	16	1		17
File Area	6	2		8
Conference Room	50	10	4	64
Break Room	29		1	30
Total	1292	299	56	1647

BREAKDOWN OF STUDY - CONFERENCE ROOM

What We Observed

9 Days
3 Buildings
17 Floors
64 Spaces
3,943 Observations

Data Sources



Observe App



WISP



On-Site Observations

Spaces Observed by Building

Room Type	1300 Perdido	1340 Poydras	1601 Perdido	Total
Workstation	762	200	21	983
Reception / Waiting	25	4	3	32
Office	404	82	27	513
File Room	16	1		17
File Area	6	2		8
Conference Room	50	10	4	64
Break Room	29		1	30
Total	1292	299	56	1647

BREAKDOWN OF STUDY - BREAK ROOM

What We Observed

9 Days
2 Buildings
7 Floors
30 Spaces
1,843 Observations

Data Sources



Observe App



WISP



On-Site Observations

Spaces Observed by Building

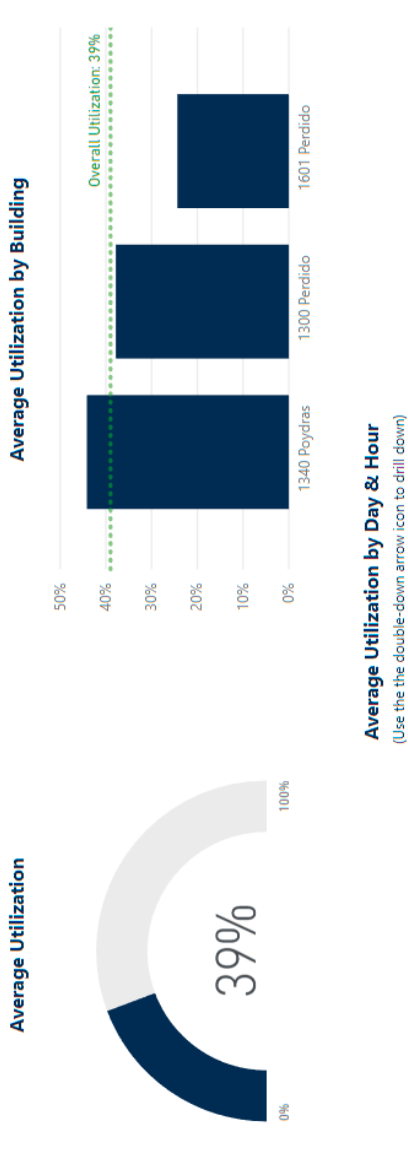
Room Type	1300 Perdido	1340 Poydras	1601 Perdido	Total
Workstation	762	200	21	983
Reception / Waiting	25	4	3	32
Office	404	82	27	513
File Room	16	1		17
File Area	6	2		8
Conference Room	50	10	4	64
Break Room	29		1	30
Total	1292	299	56	1647

UTILIZATION STUDY - SUMMARY (ALL LOCATIONS)

Workplace Utilization - Summary

Over 100,000 observations were made from May 20th to May 31st to assess the hour-by-hour utilization of 1600+ unique spaces. **Utilization over the course of the study averages 39%**, which is heavily influenced by the workstation utilization of 39%.

Over the course of the study, utilization decreases slightly as the end of the week draws near, and picks up again at the beginning of the week. **Each day typically maintains between 26% and 43% utilization** peaking around 11 am.



Filters

Building

☒ 1300 Perdido

☒ 1340 Poydras

☒ 1601 Perdido

Room Type

☐ Select all

☒ Break Room

☒ Conference Room

☒ File Area

☒ File Room

☒ Office

☒ Reception / Waiting

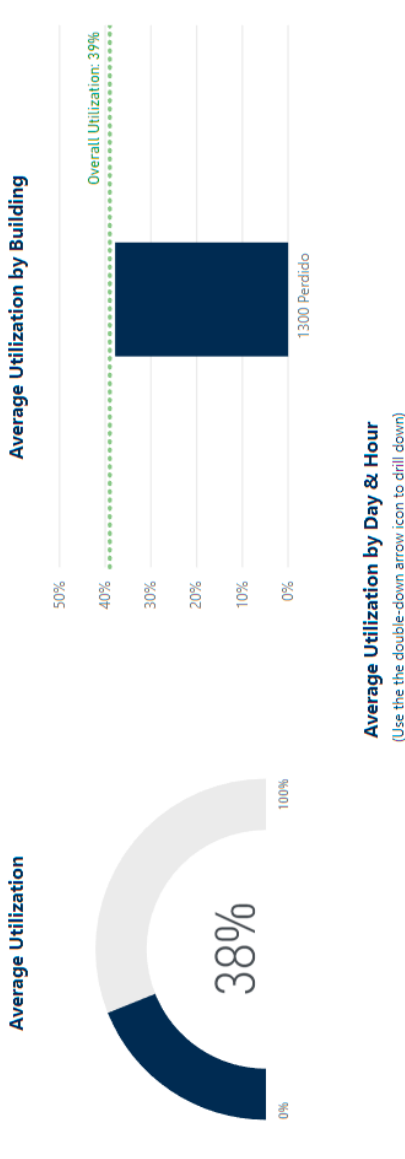
☒ Workstation

UTILIZATION STUDY - SUMMARY (1300 PERDIDO)

Workplace Utilization - Summary

Over 100,000 observations were made from May 20th to May 31st to assess the hour-by-hour utilization of 1600+ unique spaces. **Utilization over the course of the study averages 39%**, which is heavily influenced by the workstation utilization of 39%.

Over the course of the study, utilization decreases slightly as the end of the week draws near, and picks up again at the beginning of the week. **Each day typically maintains between 26% and 43% utilization** peaking around 11 am.



Filters

Building

☒ 1300 Perdido

☐ 1340 Poydras

☐ 1601 Perdido

Room Type

☐ Select all

☒ Break Room

☒ Conference Room

☒ File Area

☒ File Room

☒ Office

☒ Reception / Waiting

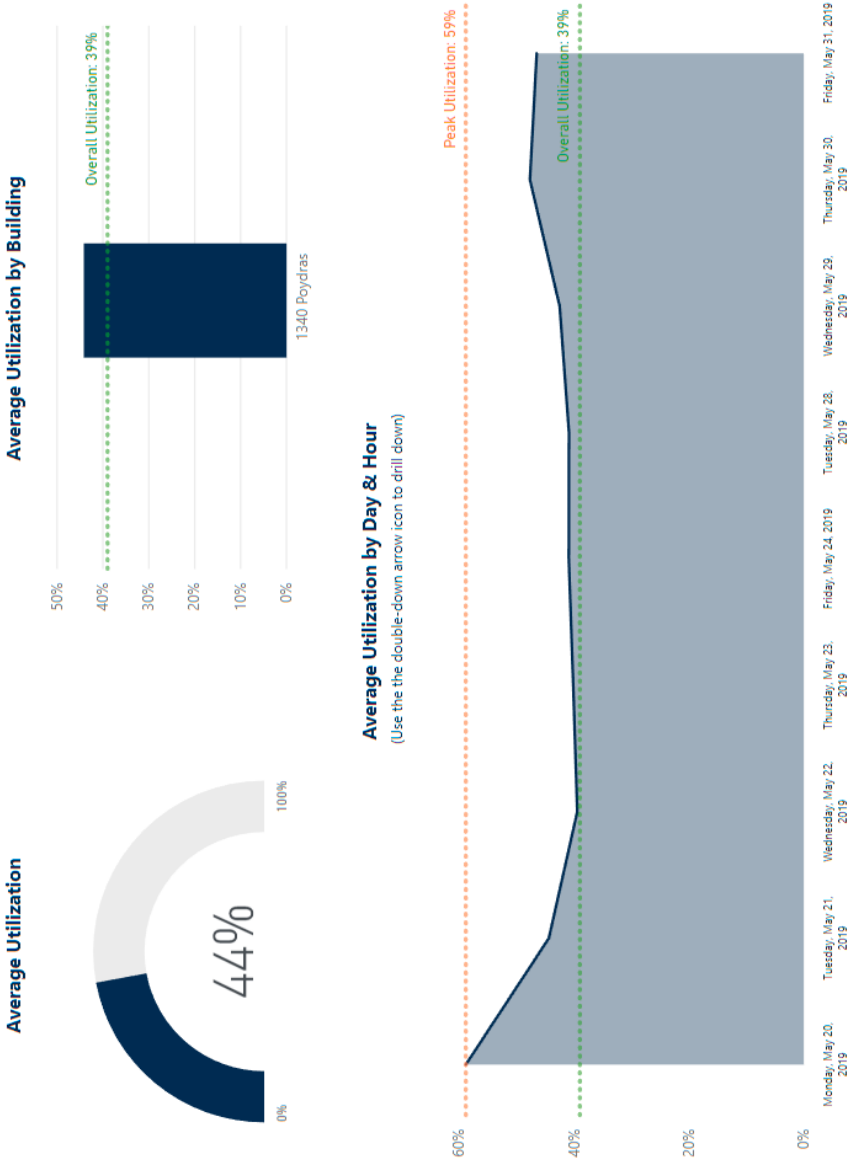
☒ Workstation

UTILIZATION STUDY - SUMMARY (1340 POYDRAS)

Workplace Utilization - Summary

Over 100,000 observations were made from May 20th to May 31st to assess the hour-by-hour utilization of 1600+ unique spaces. **Utilization over the course of the study averages 39%,** which is heavily influenced by the workstation utilization of 39%.

Over the course of the study, utilization decreases slightly as the end of the week draws near, and picks up again at the beginning of the week. **Each day typically maintains between 26% and 43% utilization** peaking around 11 am.



Filters

Building

☐ 1300 Perdido

☒ 1340 Poydras

☐ 1601 Perdido

Room Type

☐ Select all

☒ Conference Room

☒ File Area

☒ File Room

☒ Office

☒ Reception / Waiting

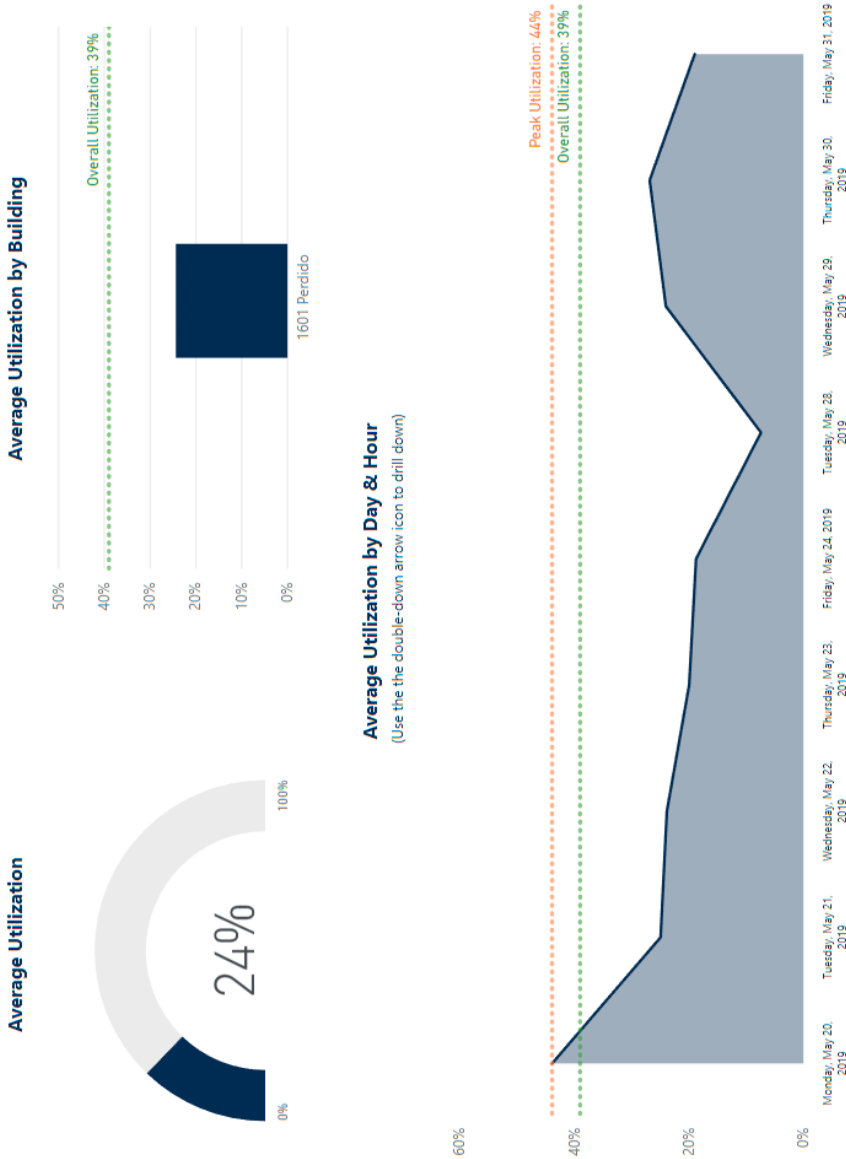
☒ Workstation

UTILIZATION STUDY - SUMMARY (1601 PERDIDO)

Workplace Utilization - Summary

Over 100,000 observations were made from May 20th to May 31st to assess the hour-by-hour utilization of 1600+ unique spaces. **Utilization over the course of the study averages 39%,** which is heavily influenced by the workstation utilization of 39%.

Over the course of the study, utilization decreases slightly as the end of the week draws near, and picks up again at the beginning of the week. **Each day typically maintains between 26% and 43% utilization** peaking around 11 am.



Filters

Building

☐ 1300 Perdido

☐ 1340 Poydras

☒ 1601 Perdido

Room Type

☐ Select all

☒ Break Room

☒ Conference Room

☒ Office

☒ Reception / Waiting

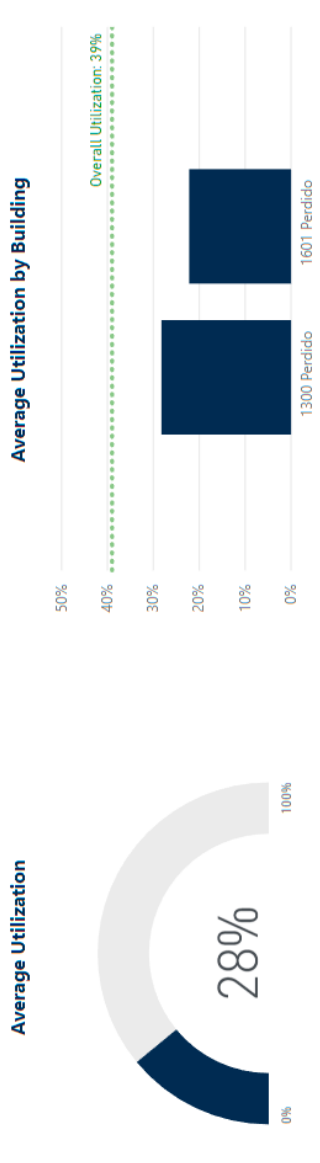
☒ Workstation

UTILIZATION STUDY - SUMMARY (ALL BREAK ROOMS)

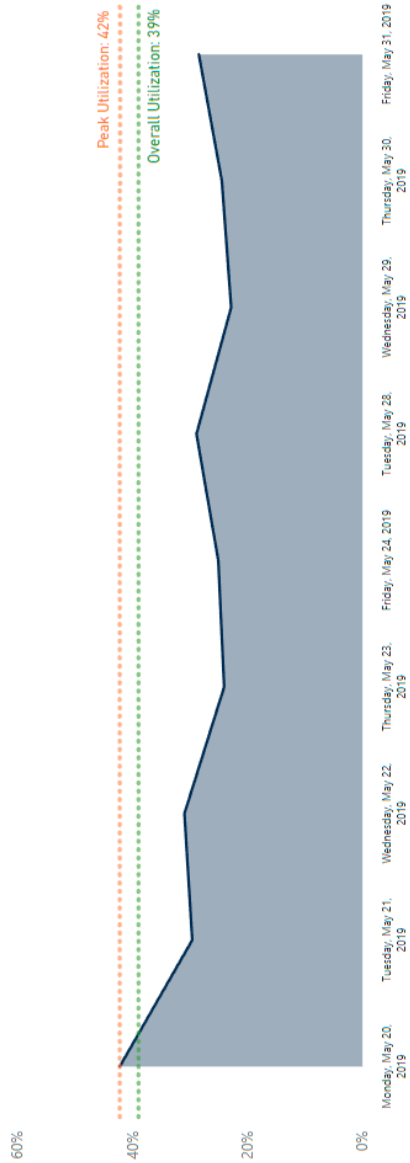
Workplace Utilization - Summary

Over 100,000 observations were made from May 20th to May 31st to assess the hour-by-hour utilization of 1600+ unique spaces. **Utilization over the course of the study averages 39%,** which is heavily influenced by the workstation utilization of 39%.

Over the course of the study, utilization decreases slightly as the end of the week draws near, and picks up again at the beginning of the week. **Each day typically maintains between 26% and 43% utilization** peaking around 11 am.



Average Utilization by Day & Hour
(Use the double-down arrow icon to drill down)



Filters

Building

- ☒ 1300 Perdido
- ☒ 1601 Perdido

Room Type

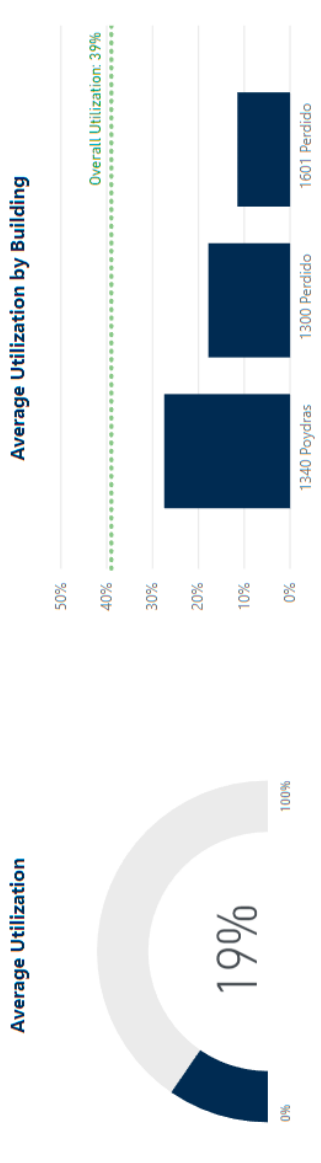
- ☐ Select all
- ☒ Break Room
- ☐ Conference Room
- ☐ File Area
- ☐ File Room
- ☐ Office
- ☐ Reception / Waiting
- ☐ Workstation

UTILIZATION STUDY - SUMMARY (ALL CONFERENCE ROOMS)

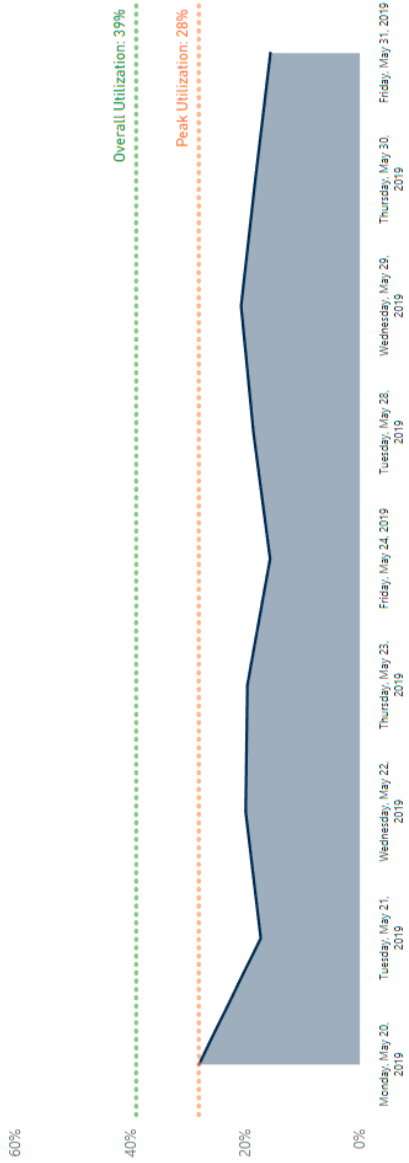
Workplace Utilization - Summary

Over 100,000 observations were made from May 20th to May 31st to assess the hour-by-hour utilization of 1600+ unique spaces. **Utilization over the course of the study averages 39%,** which is heavily influenced by the workstation utilization of 39%.

Over the course of the study, utilization decreases slightly as the end of the week draws near, and picks up again at the beginning of the week. **Each day typically maintains between 26% and 43% utilization** peaking around 11 am.



Average Utilization by Day & Hour
(Use the double-down arrow icon to drill down)



Filters

Building

- ☒ 1300 Perdido
- ☒ 1340 Poydras
- ☒ 1601 Perdido

Room Type

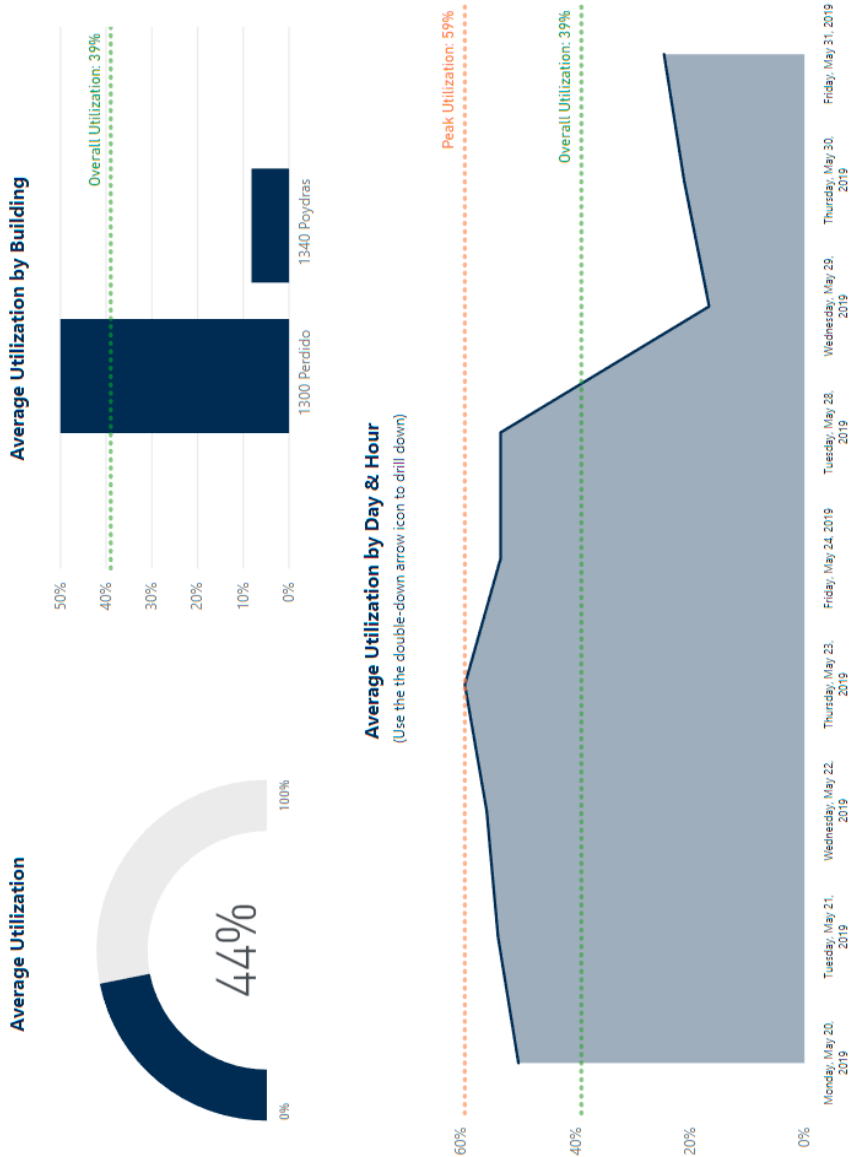
- ☐ Select all
- ☐ Break Room
- ☒ Conference Room
- ☐ File Area
- ☐ File Room
- ☐ Office
- ☐ Reception / Waiting
- ☐ Workstation

UTILIZATION STUDY - SUMMARY (ALL FILE AREAS)

Workplace Utilization - Summary

Over 100,000 observations were made from May 20th to May 31st to assess the hour-by-hour utilization of 1600+ unique spaces. **Utilization over the course of the study averages 39%**, which is heavily influenced by the workstation utilization of 39%.

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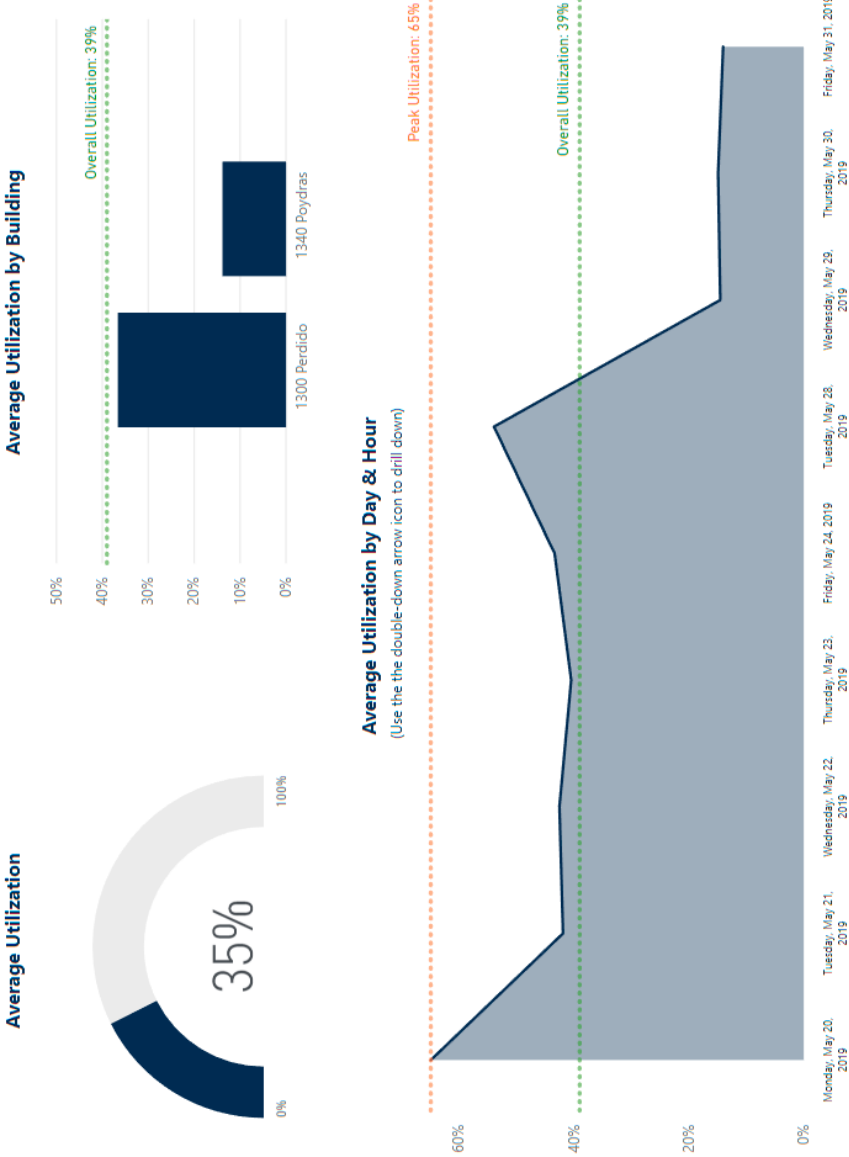


UTILIZATION STUDY - SUMMARY (ALL FILE ROOMS)

Workplace Utilization - Summary

Over 100,000 observations were made from May 20th to May 31st to assess the hour-by-hour utilization of 1600+ unique spaces. **Utilization over the course of the study averages 39%**, which is heavily influenced by the workstation utilization of 39%.

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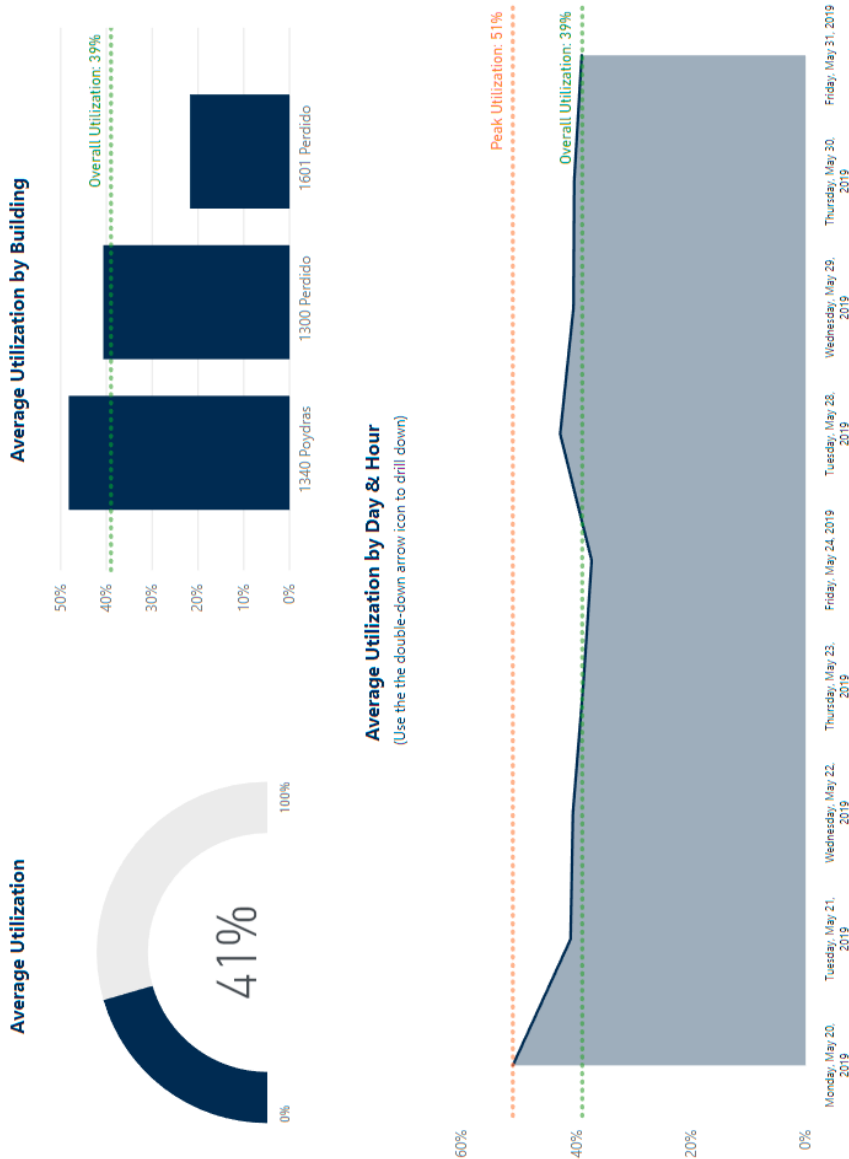


UTILIZATION STUDY - SUMMARY (ALL OFFICES)

Workplace Utilization - Summary

Over 100,000 observations were made from May 20th to May 31st to assess the hour-by-hour utilization of 1600+ unique spaces. **Utilization over the course of the study averages 39%**, which is heavily influenced by the workstation utilization of 39%.

Over the course of the study, utilization decreases slightly as the end of the week draws near, and picks up again at the beginning of the week. **Each day typically maintains between 26% and 43% utilization** peaking around 11 am.



Filters

Building

☒ 1300 Perdido
☒ 1340 Poydras
☒ 1601 Perdido

Room Type

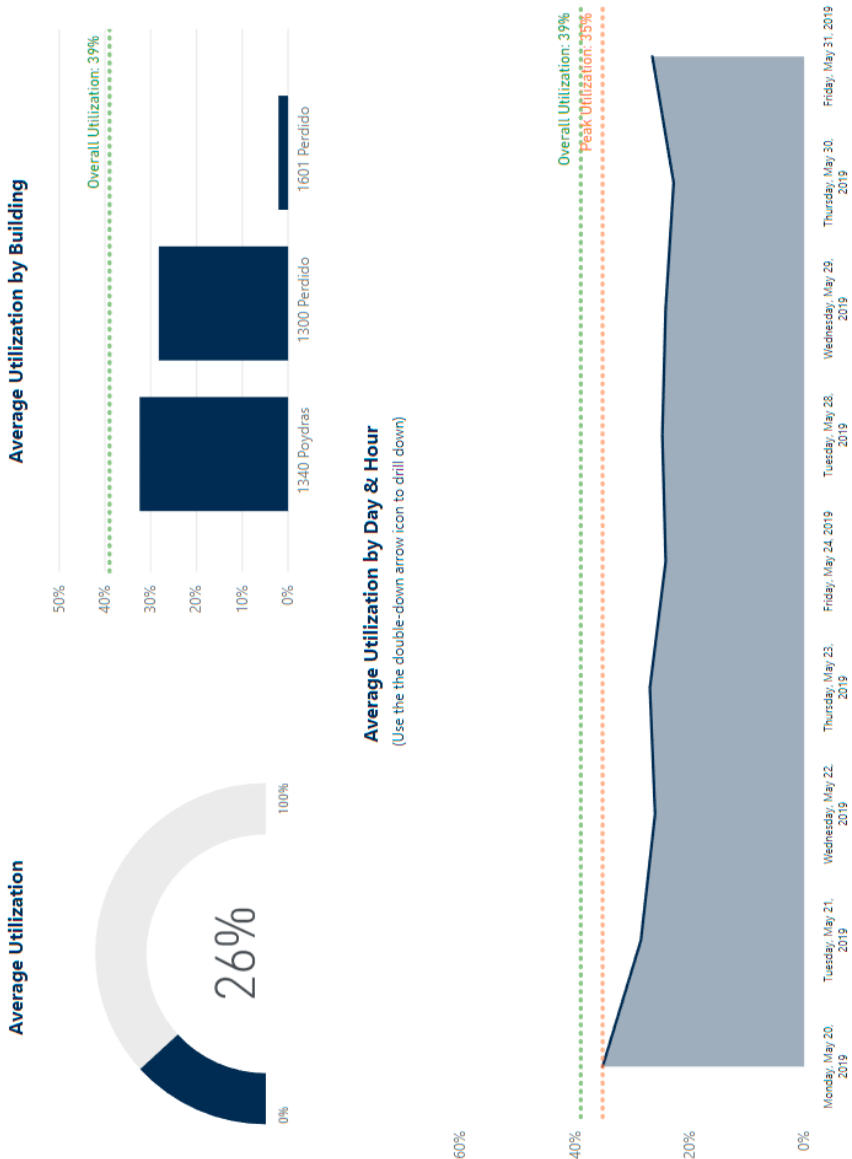
☒ Select all
☐ Break Room
☐ Conference Room
☐ File Area
☐ File Room
☒ Office
☐ Reception / Waiting
☐ Workstation

UTILIZATION STUDY - SUMMARY (ALL RECEPTION / WAITING)

Workplace Utilization - Summary

Over 100,000 observations were made from May 20th to May 31st to assess the hour-by-hour utilization of 1600+ unique spaces. **Utilization over the course of the study averages 39%**, which is heavily influenced by the workstation utilization of 39%.

Over the course of the study, utilization decreases slightly as the end of the week draws near, and picks up again at the beginning of the week. **Each day typically maintains between 26% and 43% utilization** peaking around 11 am.



Filters

Building

☒ 1300 Perdido
☒ 1340 Poydras
☒ 1601 Perdido

Room Type

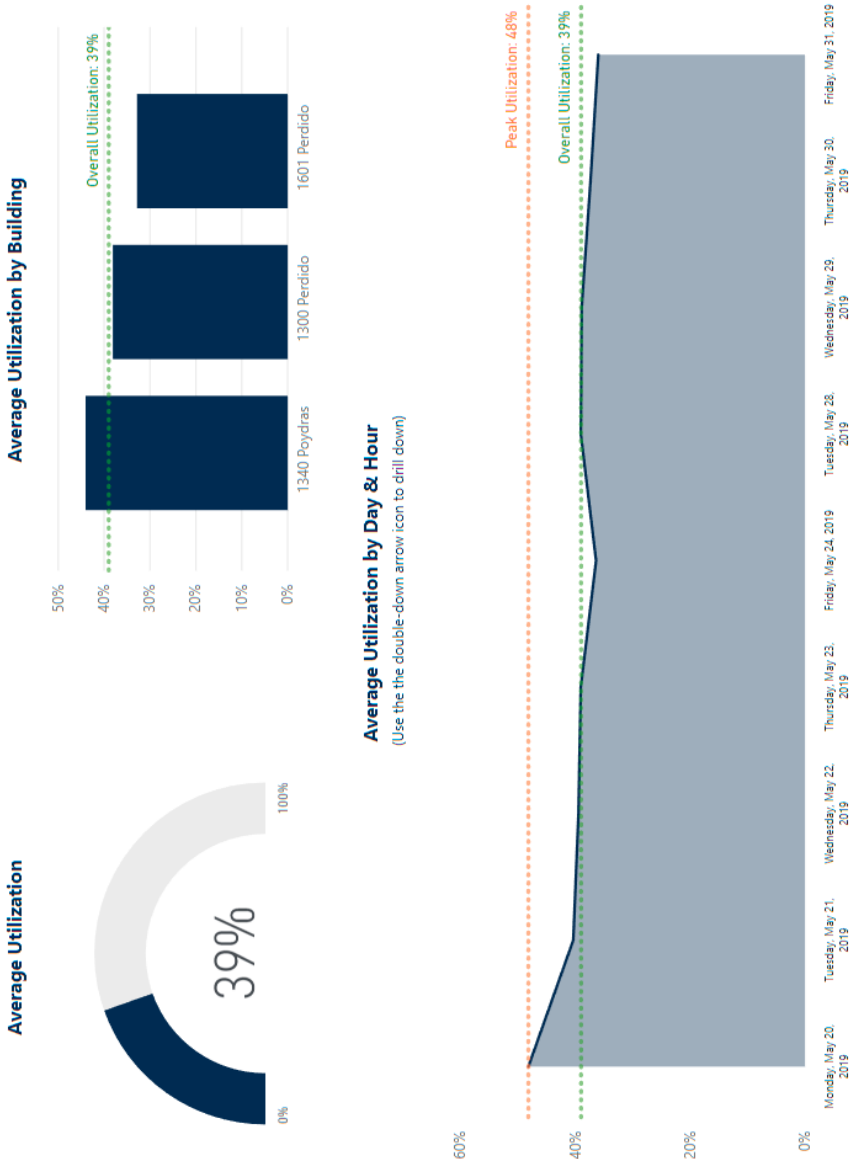
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☐ Conference Room
☐ File Area
☐ File Room
☐ Office
☒ Reception / Waiting
☐ Workstation

UTILIZATION STUDY - SUMMARY (ALL WORKSTATIONS)

Workplace Utilization - Summary

Over 100,000 observations were made from May 20th to May 31st to assess the hour-by-hour utilization of 1600+ unique spaces. Utilization over the course of the study averages 39%, which is heavily influenced by the workstation utilization of 39%.

Over the course of the study, utilization decreases slightly as the end of the week draws near, and picks up again at the beginning of the week. Each day typically maintains between 26% and 43% utilization peaking around 11 am.



Filters

Building

☒ 1300 Perdido
☒ 1340 Poydras
☒ 1601 Perdido

Room Type

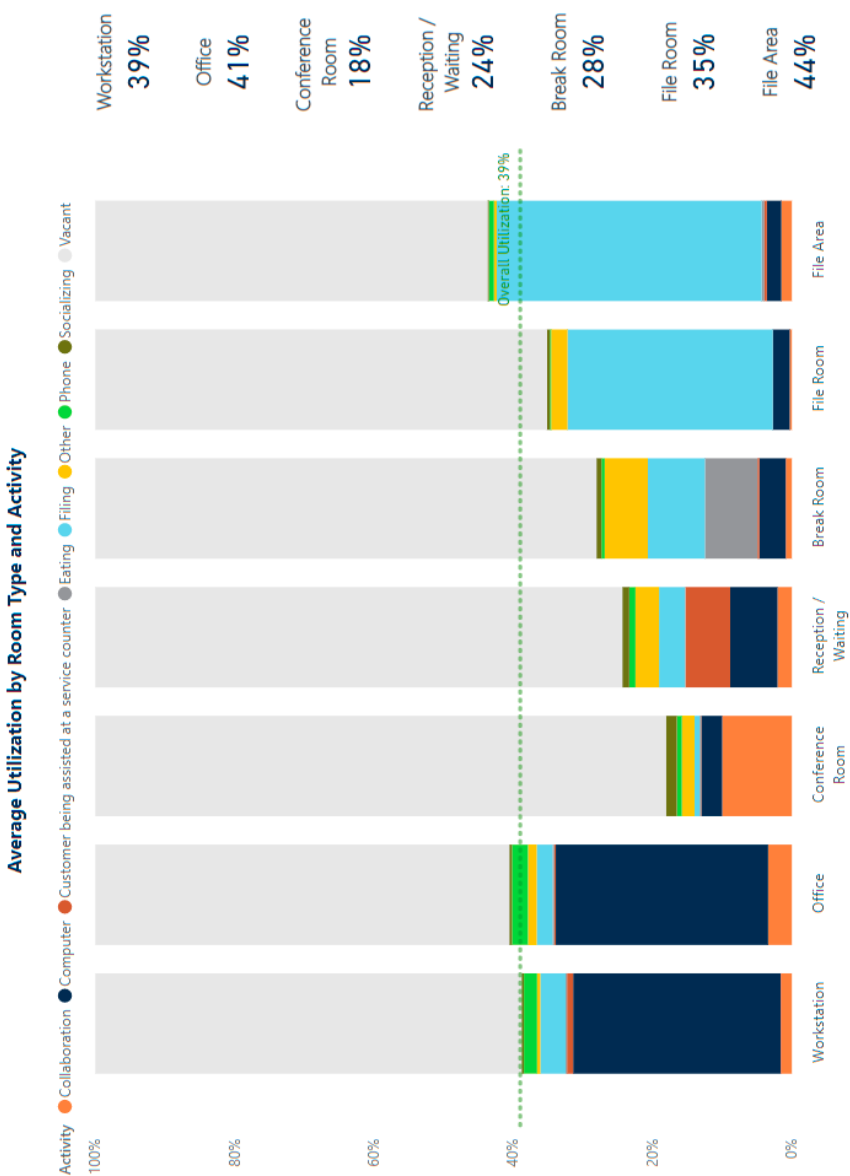
☒ Select all
☐ Break Room
☐ Conference Room
☐ File Area
☐ File Room
☐ Office
☐ Reception / Waiting
☒ Workstation

ACTIVITY ANALYSIS - SUMMARY (ALL LOCATIONS)

Activity Analysis - By Room Type

While the utilization across each space type varies, the large number of workstations drives the overall utilization to 39%.

The City of New Orleans employees are file heavy and intensive. Frequently utilized spaces include file areas and file rooms, with file areas being the highest utilized space. Offices and workstations are also used frequently. The least frequently utilized spaces include reception / seating areas and conference rooms.



Filters

Building

☒ 1300 Perdido
☒ 1340 Poydras
☒ 1601 Perdido

Floor

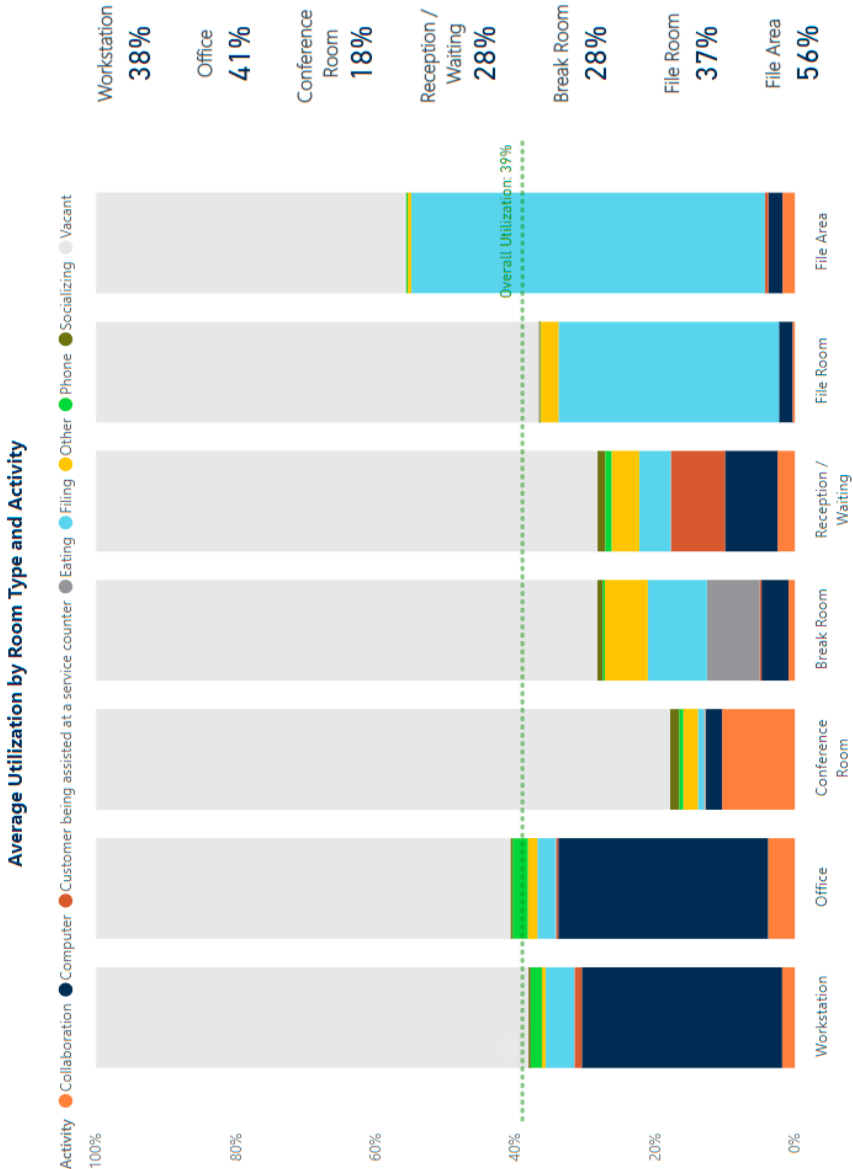
Multiple selections

ACTIVITY ANALYSIS - SUMMARY (1300 PERDIDO)

Activity Analysis - By Room Type

While the utilization across each space type varies, the large number of workstations drives the overall utilization to 39%.

The City of New Orleans employees are file heavy and intensive. Frequently utilized spaces include file areas and file rooms, with file areas being the highest utilized space. Offices and workstations are also used frequently. The least frequently utilized spaces include reception / seating areas and conference rooms.



Filters

Building: ☒ 1300 Perdido ☐ 1340 Poydras ☐ 1601 Perdido

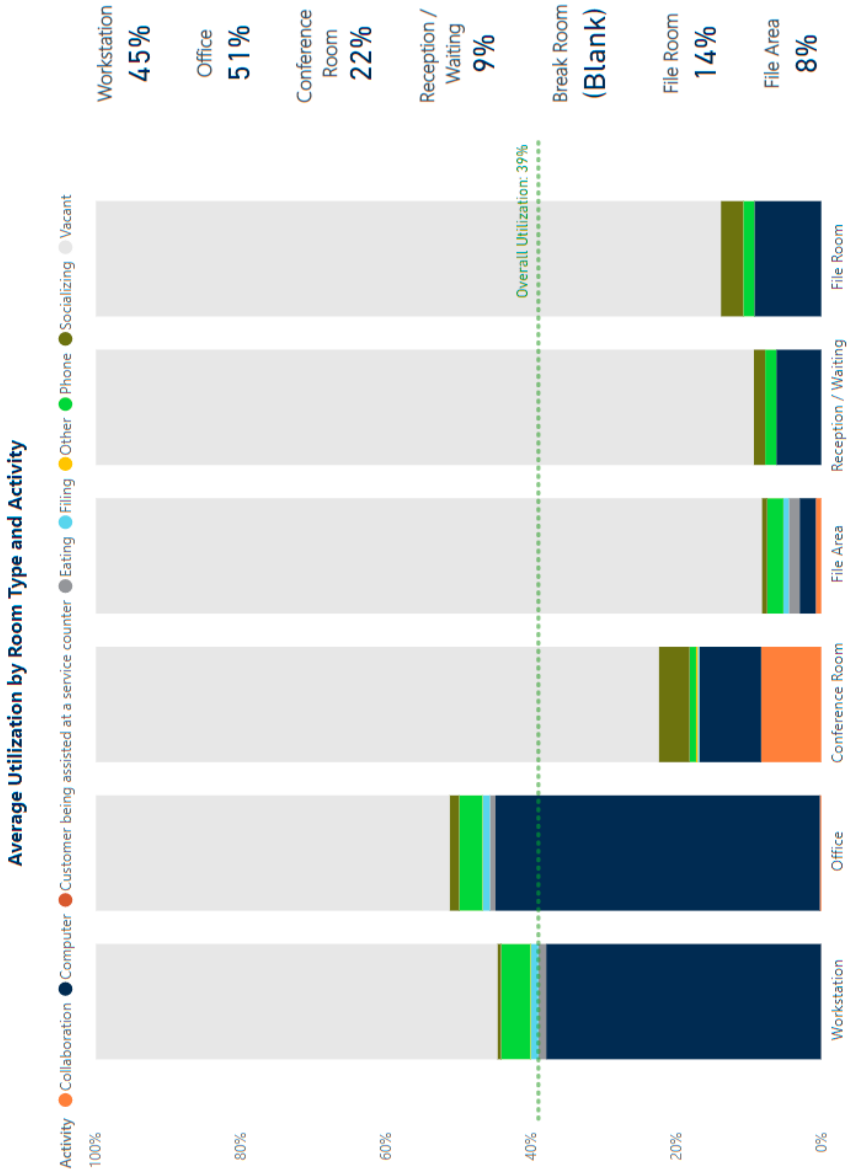
Floor: Multiple selections

ACTIVITY ANALYSIS - SUMMARY (1340 POYDRAS)

Activity Analysis - By Room Type

While the utilization across each space type varies, the large number of workstations drives the overall utilization to 39%.

The City of New Orleans employees are file heavy and intensive. Frequently utilized spaces include file areas and file rooms, with file areas being the highest utilized space. Offices and workstations are also used frequently. The least frequently utilized spaces include reception / seating areas and conference rooms.



Filters

Building: ☐ 1300 Perdido ☒ 1340 Poydras ☐ 1601 Perdido

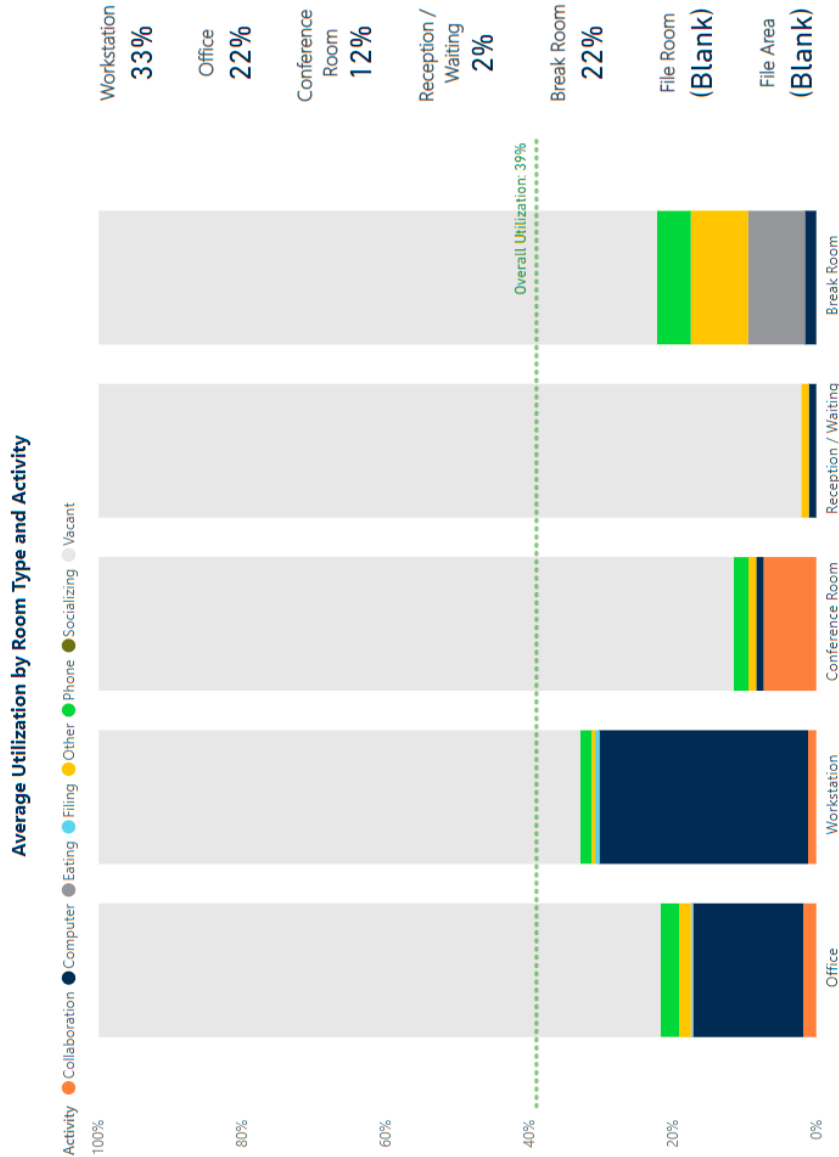
Floor: Multiple selections

ACTIVITY ANALYSIS - SUMMARY (1601 PERDIDO)

Activity Analysis - By Room Type

While the utilization across each space type varies, the large number of workstations drives the overall utilization to **39%**.

The City of New Orleans employees are file heavy and intensive. Frequently utilized spaces include file areas and file rooms, with file areas being the highest utilized space. Offices and workstations are also used frequently. The least frequently utilized spaces include reception / seating areas and conference rooms.



Filters

Building: ☒ 1300 Perdido ☐ 1340 Poydras ☒ 1601 Perdido

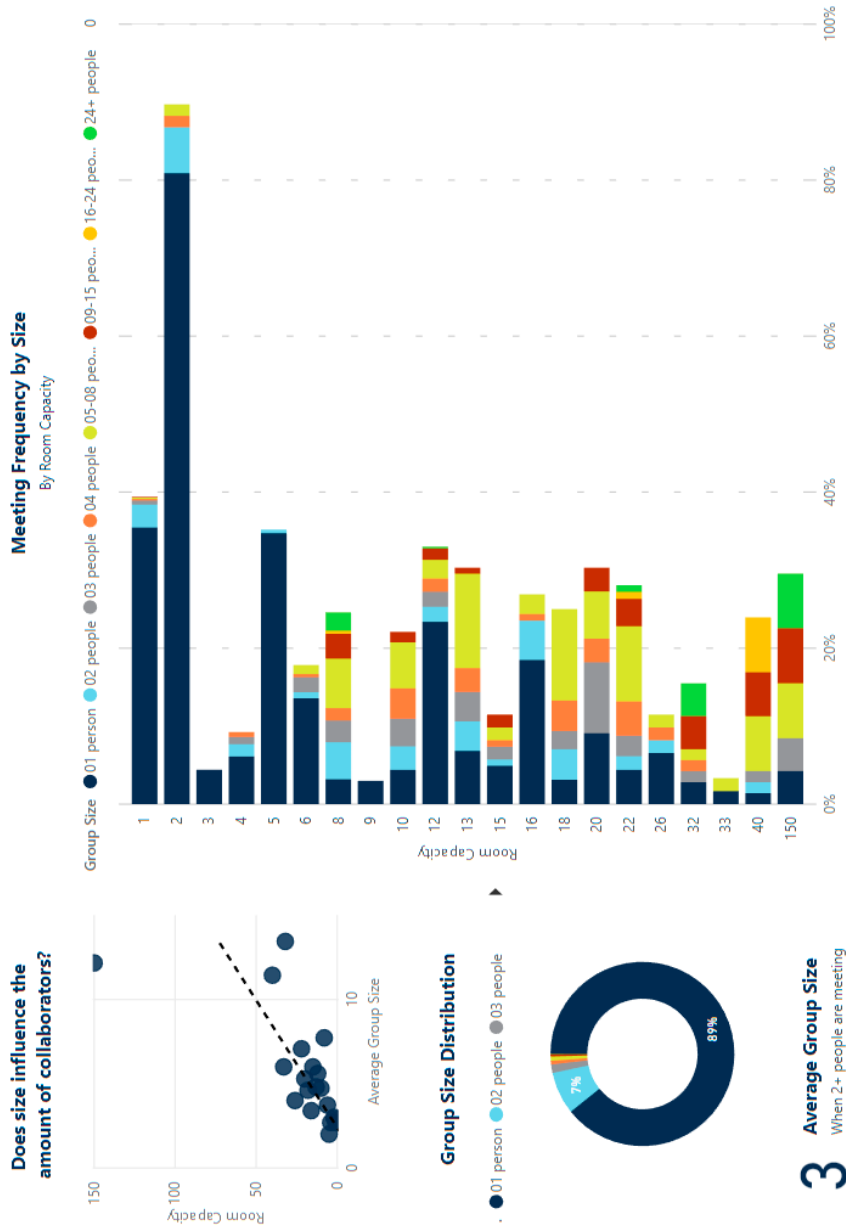
Floor: Multiple selections

GROUP SIZE & CAPACITY - SUMMARY (ALL LOCATIONS)

Collaboration Utilization - Analysis of Group Sizes and Capacity

Analysis into collaboration often gives an indication into typical group sizes. **As the average group size increases, the size of the room tends to increase.** Larger conference rooms host larger group sizes, especially 5 - 8 people, but are still used quite frequently by 1 person **35%** of the time.

67% of all conference room utilization is 4 or less people. Conference rooms that seat 4 or less account for **32%** of conference rooms observed during the study.



Filters

Building: ☒ 1300 Perdido ☒ 1340 Poydras ☒ 1601 Perdido

Floor: All

Room Type: ☐ Select all ☒ Break Room ☒ Conference Room ☒ File Area ☒ File Room ☒ Office ☒ Reception / Waiting ☒ Workstation

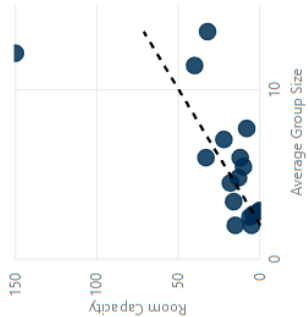
GROUP SIZE & CAPACITY - SUMMARY (1300 PERDIDO)

Collaboration Utilization - Analysis of Group Sizes and Capacity

Analysis into collaboration often gives an indication into typical group sizes. As the average group size increases, the size of the room tends to increase. Larger conference rooms host larger group sizes, especially 5 - 8 people, but are still used quite frequently by 1 person 35% of the time.

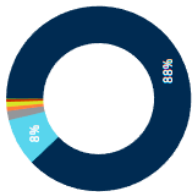
67% of all conference room utilization is 4 or less people. Conference rooms that seat 4 or less account for 32% of conference rooms observed during the study.

Does size influence the amount of collaborators?



Group Size Distribution

01 person 02 people 03 people



3 Average Group Size
When 2+ people are meeting

Filters

Building

☒ 1300 Perdido
☐ 1340 Poydras
☐ 1601 Perdido

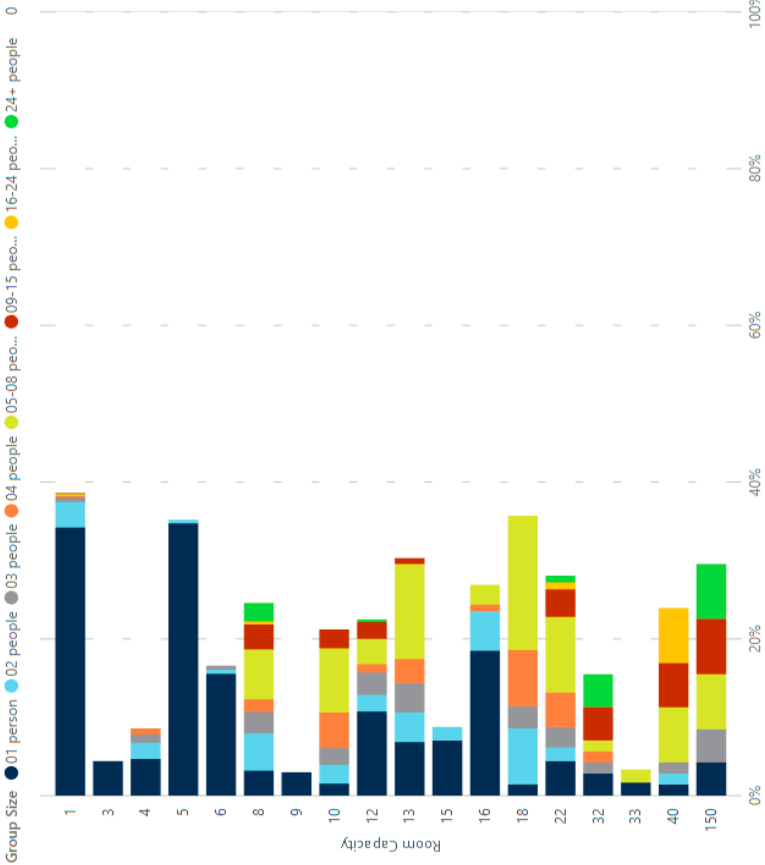
Floor

All

Room Type

☐ Select all
☒ Break Room
☒ Conference Room
☒ File Area
☒ File Room
☒ Office
☒ Reception / Waiting
☒ Workstation

Meeting Frequency by Size
By Room Capacity



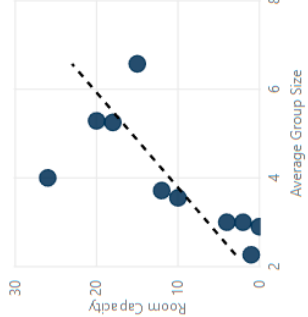
GROUP SIZE & CAPACITY - SUMMARY (1340 POYDRAS)

Collaboration Utilization - Analysis of Group Sizes and Capacity

Analysis into collaboration often gives an indication into typical group sizes. As the average group size increases, the size of the room tends to increase. Larger conference rooms host larger group sizes, especially 5 - 8 people, but are still used quite frequently by 1 person 35% of the time.

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Group Size Distribution

01 person 02 people 03 people



3 Average Group Size
When 2+ people are meeting

Filters

Building

☐ 1300 Perdido
☒ 1340 Poydras
☐ 1601 Perdido

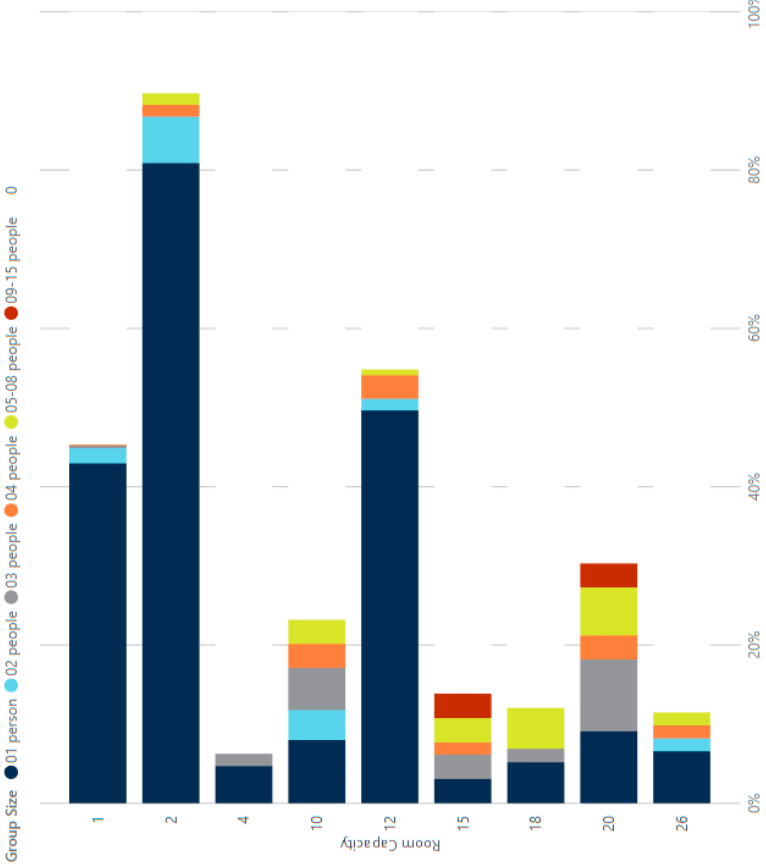
Floor

All

Room Type

☐ Select all
☒ Conference Room
☒ File Area
☒ File Room
☒ Office
☒ Reception / Waiting
☒ Workstation
☒ Break Room

Meeting Frequency by Size
By Room Capacity



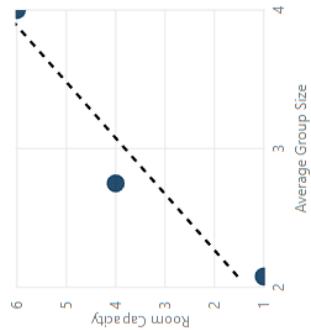
GROUP SIZE & CAPACITY - SUMMARY (1601 PERDIDO)

Collaboration Utilization - Analysis of Group Sizes and Capacity

Analysis into collaboration often gives an indication into typical group sizes. **As the average group size increases, the size of the room tends to increase.** Larger conference rooms host larger group sizes, especially 5 - 8 people, but are still used quite frequently by 1 person **35%** of the time.

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Does size influence the amount of collaborators?



Group Size Distribution

● 01 person ● 02 people ● 03 people



2 Average Group Size

When 2+ people are meeting

Filters

Building
☐ 1300 Perdido
☐ 1340 Poydras
☒ 1601 Perdido

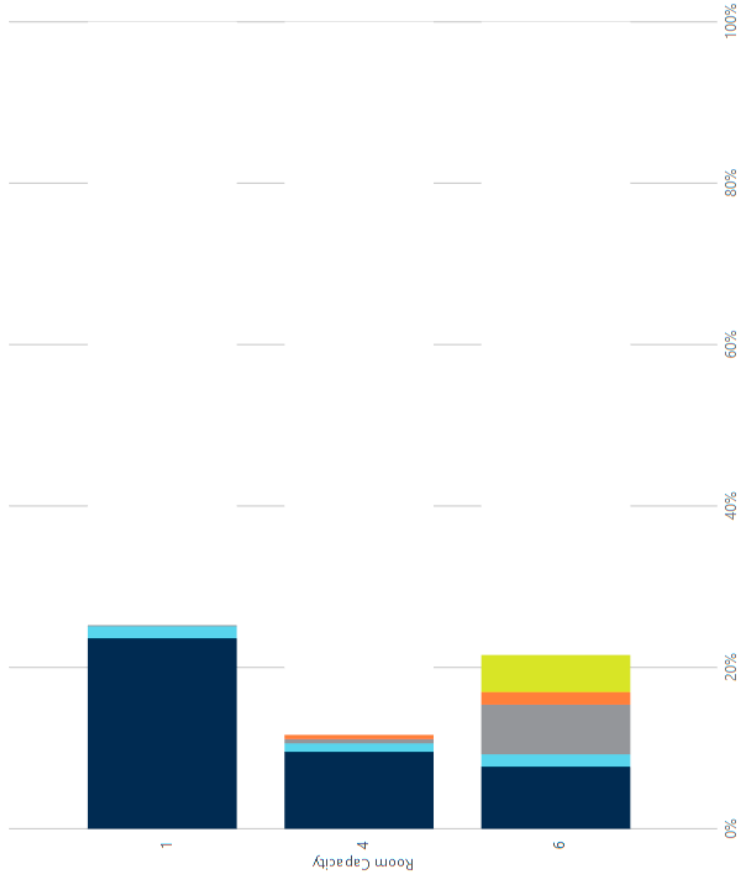
Floor

Room Type
☒ Select all
☐ Break Room
☒ Conference Room
☒ Office
☒ Reception / Waiting
☒ Workstation
☒ File Area
☒ File Room

Meeting Frequency by Size

By Room Capacity

Group Size ● 01 person ● 02 people ● 03 people ● 04 people ● 05-08 people ● 09+



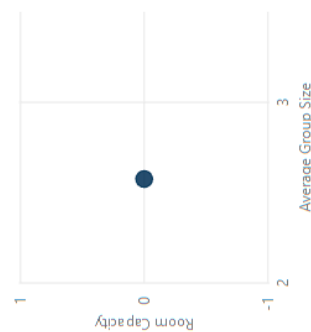
GROUP SIZE & CAPACITY - SUMMARY (ALL BREAK ROOMS)

Collaboration Utilization - Analysis of Group Sizes and Capacity

Analysis into collaboration often gives an indication into typical group sizes. **As the average group size increases, the size of the room tends to increase.** Larger conference rooms host larger group sizes, especially 5 - 8 people, but are still used quite frequently by 1 person **35%** of the time.

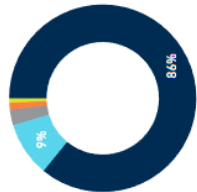
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Does size influence the amount of collaborators?



Group Size Distribution

● 01 person ● 02 people ● 03 people



3 Average Group Size

When 2+ people are meeting

Filters

Building
☒ 1300 Perdido
☒ 1601 Perdido

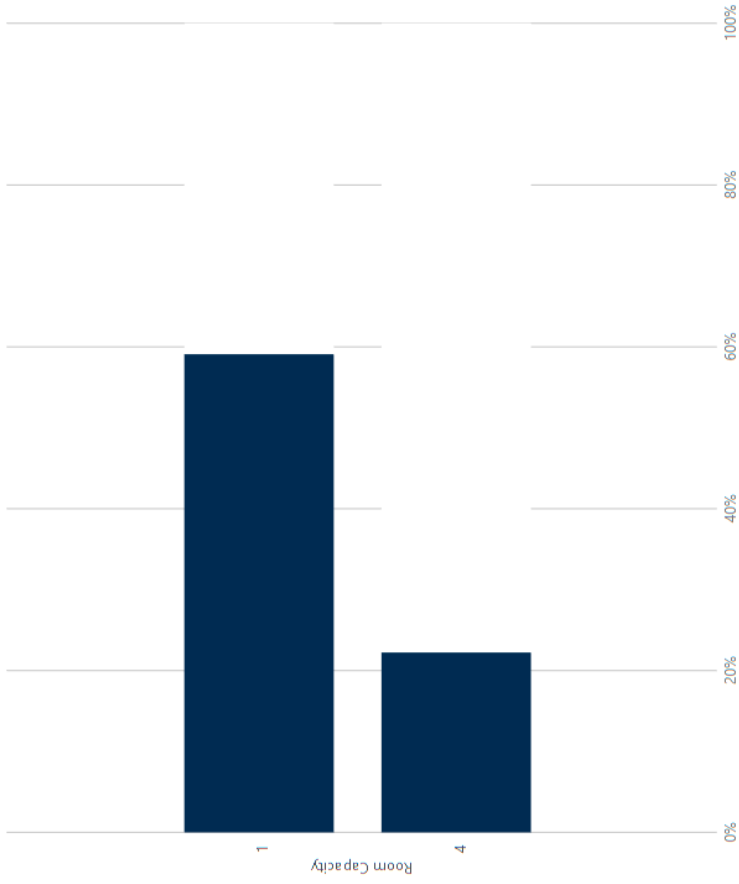
Floor

Room Type
☒ Select all
☒ Break Room
☐ Conference Room
☐ File Area
☐ File Room
☐ Office
☐ Reception / Waiting
☐ Workstation

Meeting Frequency by Size

By Room Capacity

Group Size ● 01 person ● 02 people ● 03 people ● 04 people ● 05-08 people ● 09+



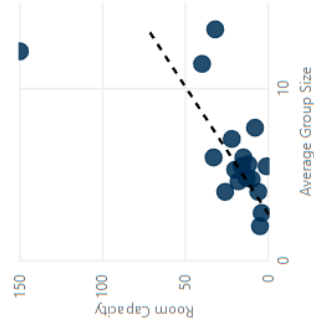
GROUP SIZE & CAPACITY - SUMMARY (ALL CONFERENCE ROOMS)

Collaboration Utilization - Analysis of Group Sizes and Capacity

Analysis into collaboration often gives an indication into typical group sizes. **As the average group size increases, the size of the room tends to increase.** Larger conference rooms host larger group sizes, especially 5 - 8 people, but are still used quite frequently by 1 person **35%** of the time.

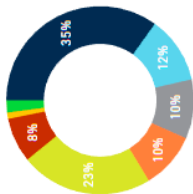
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Does size influence the amount of collaborators?



Group Size Distribution

● 01 person ● 02 people ● 03 people



6 Average Group Size

When 2+ people are meeting

Filters

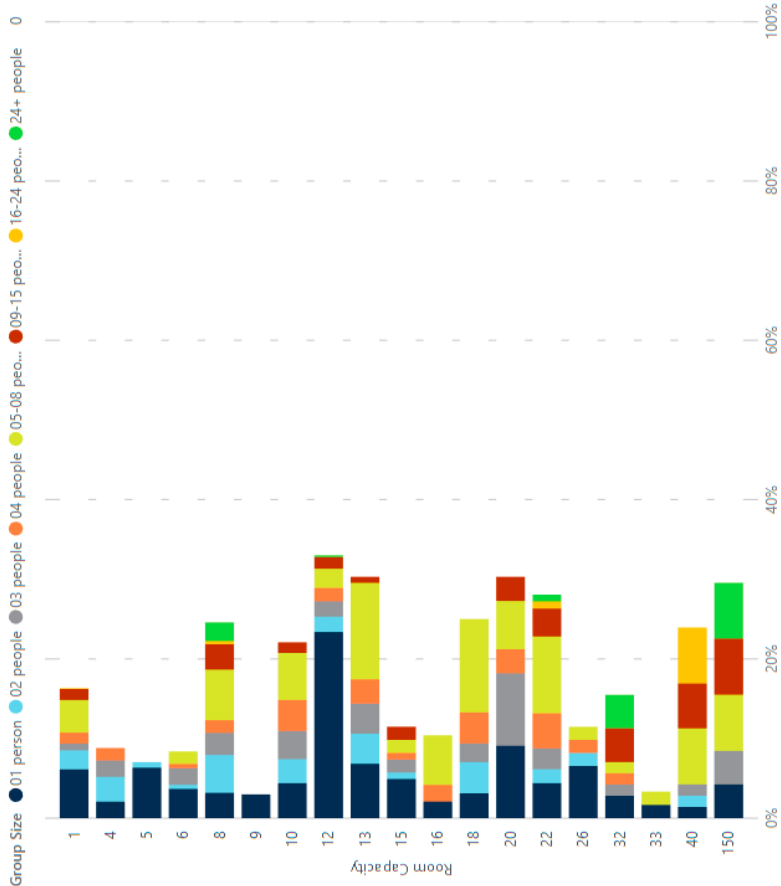
Building
☒ 1300 Perdido
☒ 1340 Poydras
☒ 1601 Perdido

Floor

Room Type
☐ Select all
☐ Break Room
☒ Conference Room
☐ File Area
☐ File Room
☐ Office
☐ Reception / Waiting
☐ Workstation

Meeting Frequency by Size

By Room Capacity



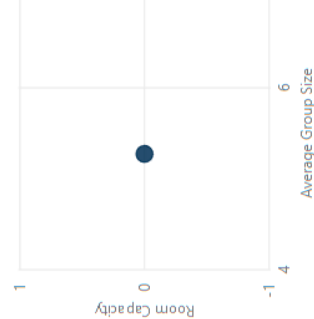
GROUP SIZE & CAPACITY - SUMMARY (ALL FILE AREAS)

Collaboration Utilization - Analysis of Group Sizes and Capacity

Analysis into collaboration often gives an indication into typical group sizes. **As the average group size increases, the size of the room tends to increase.** Larger conference rooms host larger group sizes, especially 5 - 8 people, but are still used quite frequently by 1 person **35%** of the time.

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Does size influence the amount of collaborators?



Group Size Distribution

● 01 person ● 02 people ● 03 people



5 Average Group Size

When 2+ people are meeting

Filters

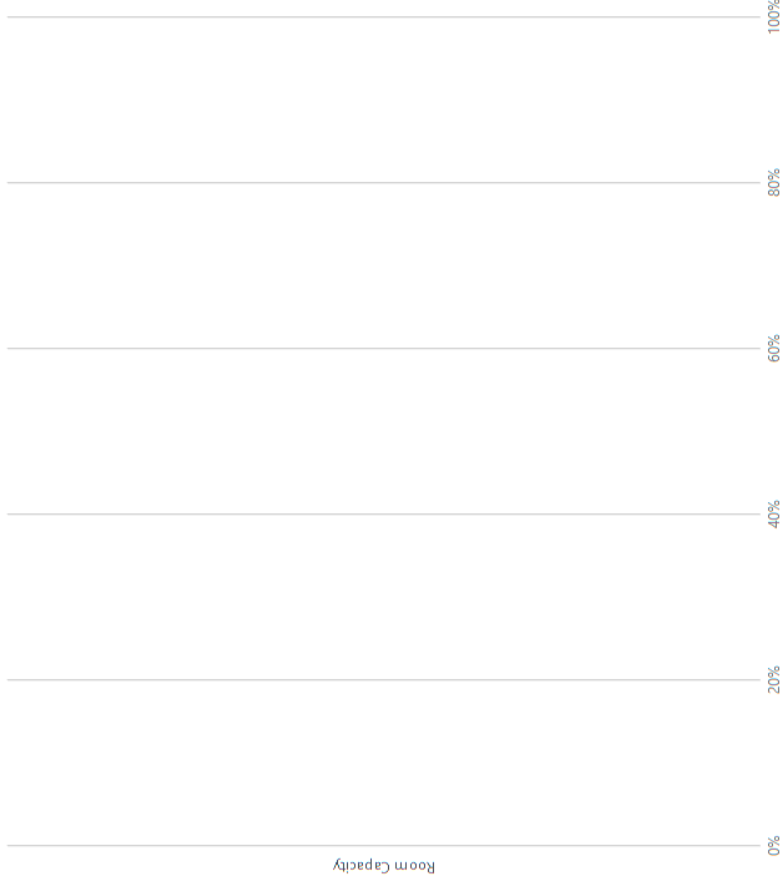
Building
☒ 1300 Perdido
☒ 1340 Poydras

Floor

Room Type
☐ Select all
☐ Break Room
☐ Conference Room
☒ File Area
☐ File Room
☐ Office
☐ Reception / Waiting
☐ Workstation

Meeting Frequency by Size

By Room Capacity

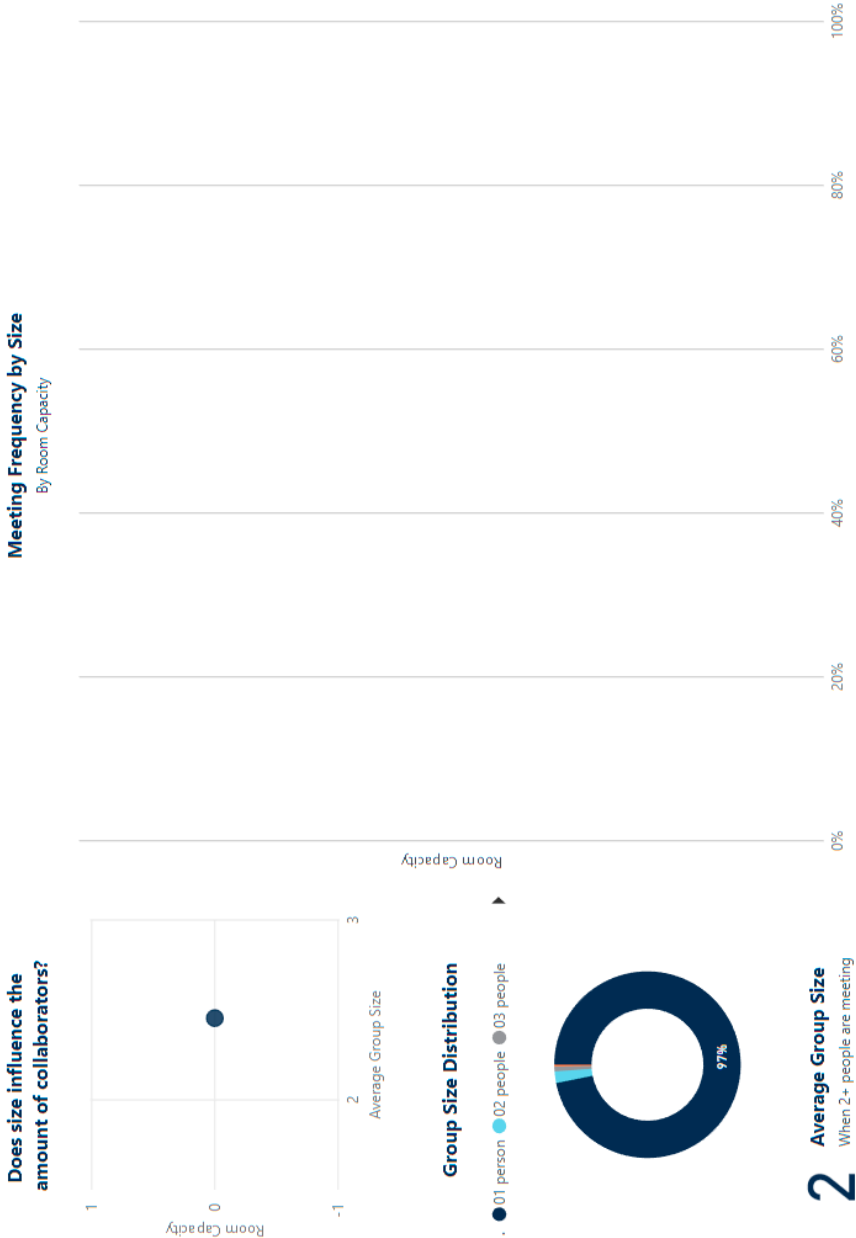


GROUP SIZE & CAPACITY - SUMMARY (ALL FILE ROOMS)

Collaboration Utilization - Analysis of Group Sizes and Capacity

Analysis into collaboration often gives an indication into typical group sizes. As the average group size increases, the size of the room tends to increase. Larger conference rooms host larger group sizes, especially 5 - 8 people, but are still used quite frequently by 1 person 35% of the time.

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Filters

Building

☒ 1300 Perdido

☒ 1340 Poydras

Room Type

☐ Select all

☐ Break Room

☐ Conference Room

☐ File Area

☒ File Room

☐ Office

☐ Reception / Waiting

☐ Workstation

Floor

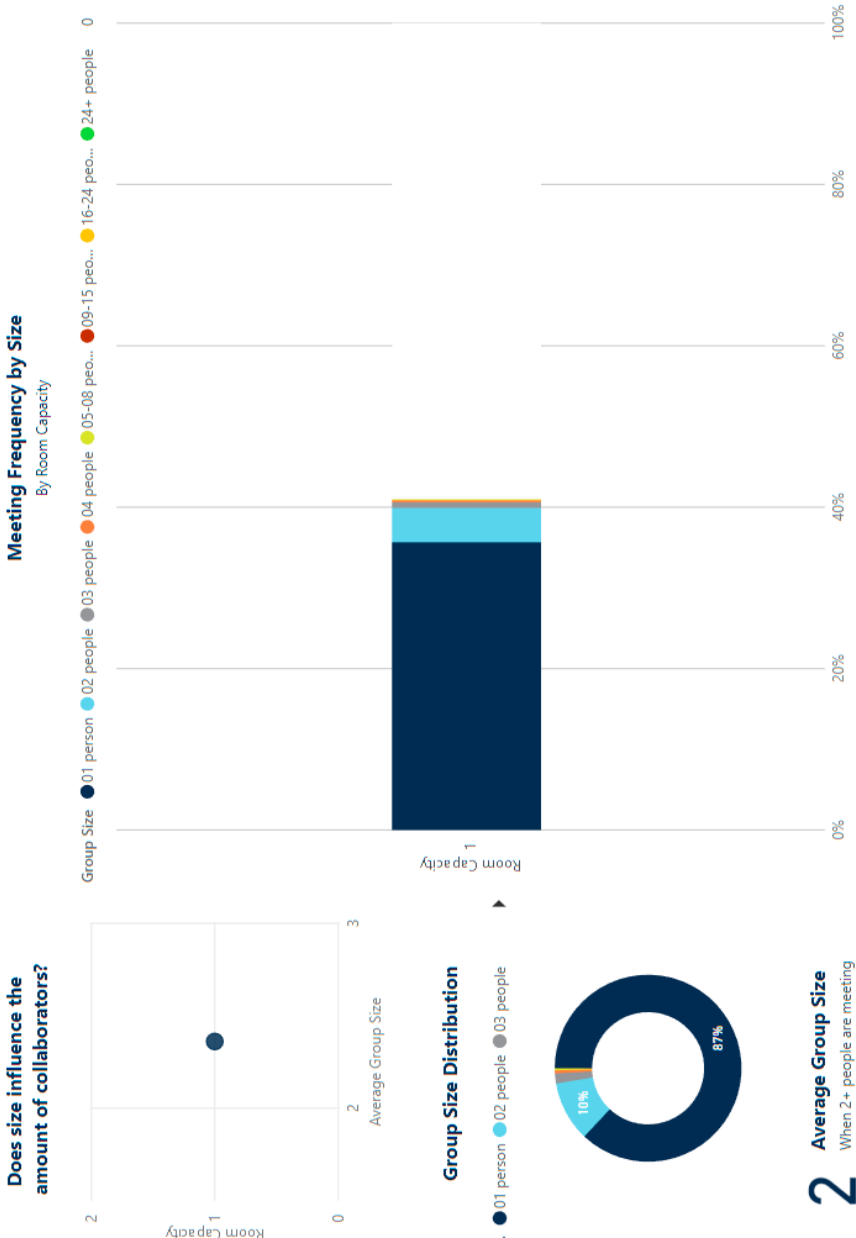
All

GROUP SIZE & CAPACITY - SUMMARY (ALL OFFICES)

Collaboration Utilization - Analysis of Group Sizes and Capacity

Analysis into collaboration often gives an indication into typical group sizes. As the average group size increases, the size of the room tends to increase. Larger conference rooms host larger group sizes, especially 5 - 8 people, but are still used quite frequently by 1 person 35% of the time.

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Filters

Building

☒ 1300 Perdido

☒ 1340 Poydras

☒ 1601 Perdido

Room Type

☐ Select all

☐ Break Room

☐ Conference Room

☐ File Area

☐ File Room

☒ Office

☐ Reception / Waiting

☐ Workstation

Floor

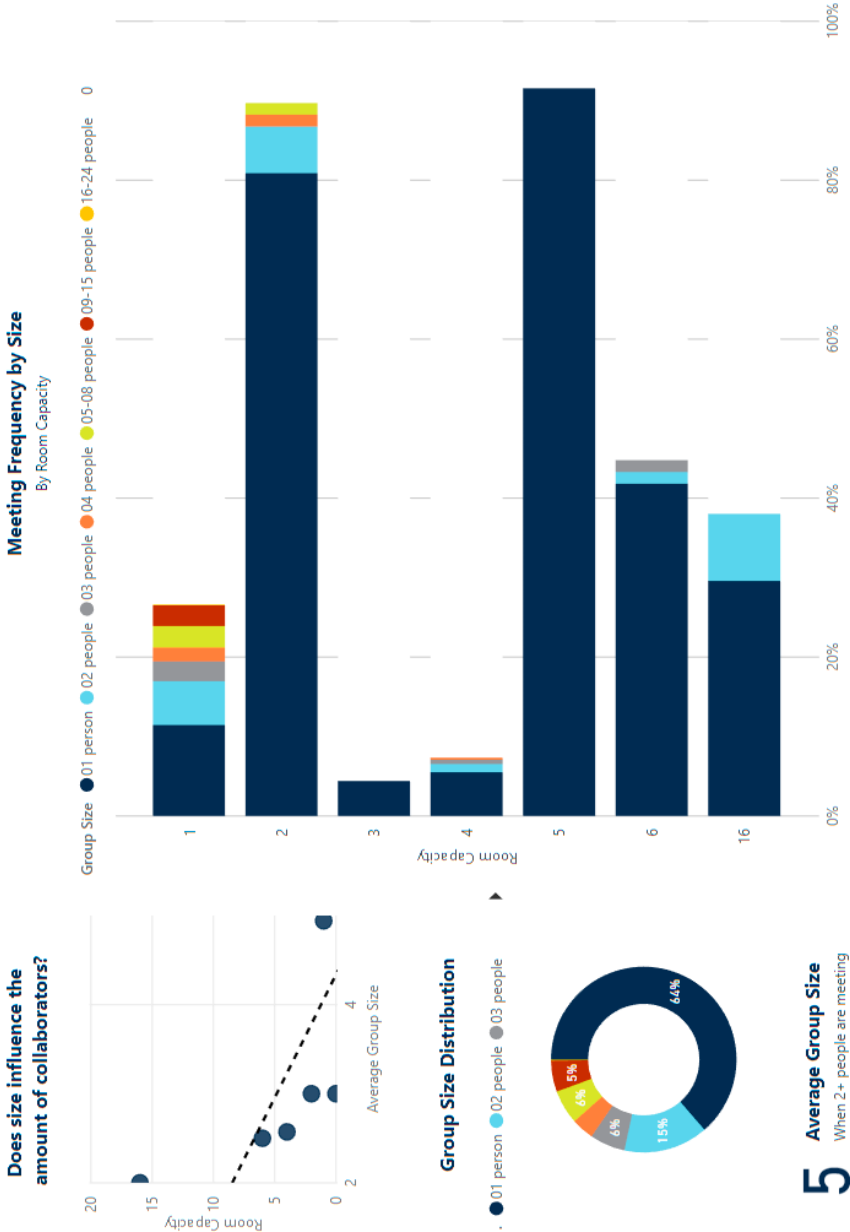
All

GROUP SIZE & CAPACITY - SUMMARY (ALL RECEPTION / WAITING)

Collaboration Utilization - Analysis of Group Sizes and Capacity

Analysis into collaboration often gives an indication into typical group sizes. As the average group size increases, the size of the room tends to increase. Larger conference rooms host larger group sizes, especially 5 - 8 people, but are still used quite frequently by 1 person 35% of the time.

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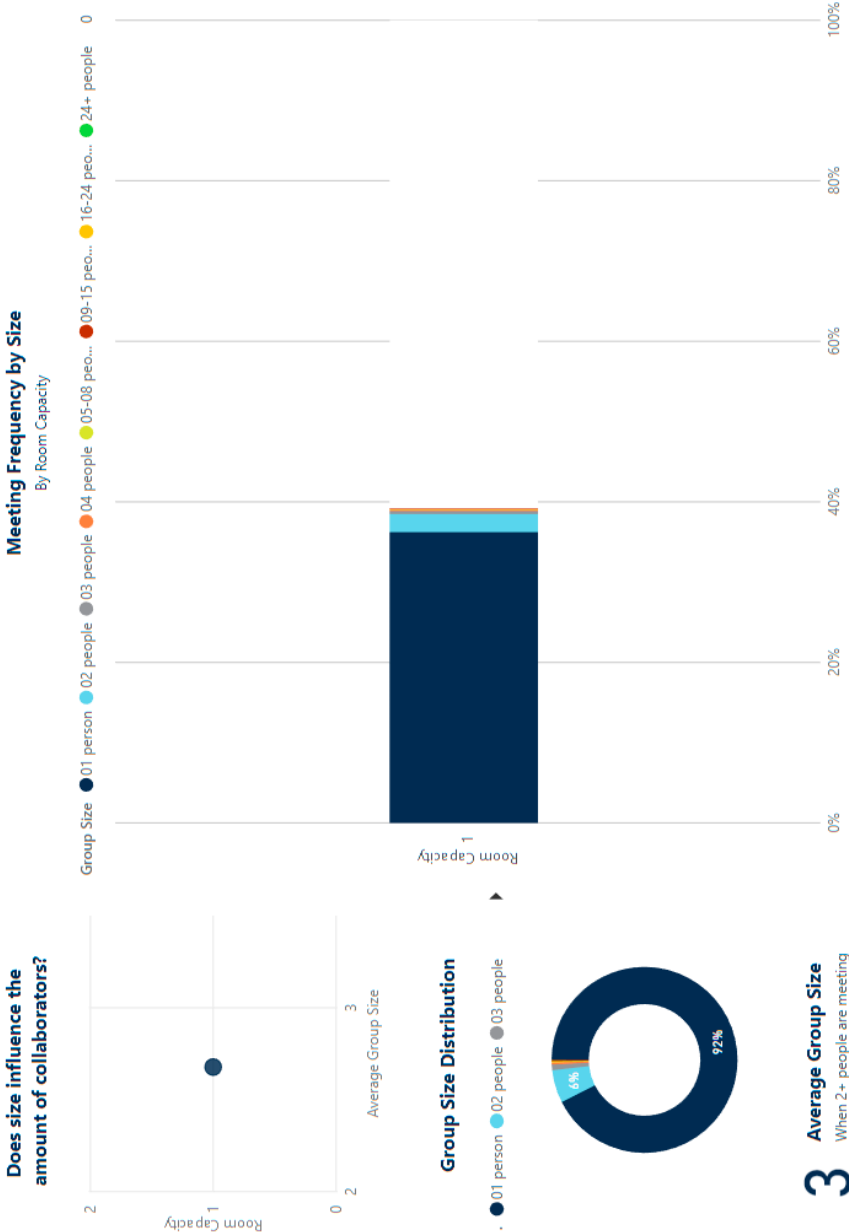


GROUP SIZE & CAPACITY - SUMMARY (ALL WORKSTATIONS)

Collaboration Utilization - Analysis of Group Sizes and Capacity

Analysis into collaboration often gives an indication into typical group sizes. As the average group size increases, the size of the room tends to increase. Larger conference rooms host larger group sizes, especially 5 - 8 people, but are still used quite frequently by 1 person 35% of the time.

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Appendix

WPI HIGHLIGHTS REPORT

An executive summary of key findings and metrics identified through the Workplace Performance Index (WPI) Survey.

Introduction

Gensler’s 10+ years of Workplace Survey research explores the connection between workplace design, employee performance and business success. The Workplace Performance Index (WPI) captures these factors at an organizational and site scale, offering an evaluation tool that measures the success and opportunities for improvement of physical work environments.

The WPI score is a composite of 30+ variables capturing workplace functionality and effectiveness. The score has been statistically proven to correlate with employee satisfaction and business performance.

The pre-occupancy WPI resulted in a relatively low score, 55.3/100, indicating an overall dissatisfaction with their current workplace and its effectiveness to conduct business.

Although City of New Orleans employees are unhappy with their workplace, the survey results indicate they are optimistic about the potential of future facility. Respondents are aware their organization is seeking a change/ transformation and they are looking forward to the future changes.

City of New Orleans has the opportunity to create a new and engaging office headquarters with improved focus, meeting and collaboration settings, as well as new spaces that elicit learning and socialization elevating employee performance and business success.

Gensler has prepared this document as a guide to support significant decisions related to the planning and design of the future facilities.



WPI Score

The WPI survey consists of standard questions focused on the physical design of the workplace. The standard questions have been carefully composed to capture workplace functionality and effectiveness, and directly influence the WPI score.

Significant influence on an organization’s WPI performance is affected by how employees rate their individual workspace, their workplace’s meeting/conference rooms and their workplace’s open collaboration settings.

City of New Orleans employees were asked to rate 9 aspects of each of these categories in order to get a better understanding of what is and isn’t working in the workplace. In general, responses averaged a score 3 out of 5, indicating a broad sense of indifference, but acknowledging room for improvement in functionality and effectiveness of these spaces.

55.3



City of New Orleans WPI Score



Government Industry Average WPI Score



Top Performing Government Workplace WPI Score

With a total WPI score of 55.3, the City of New Orleans falls slightly below the Government Industry Average WPI Score for existing facilities.

WPI HIGHLIGHTS REPORT

Survey Participation

The WPI survey was distributed to 1,730 City of New Orleans employees at City Hall and related departments and remained open for 21 days. A total of 510 employees participated in the survey, resulting in a 29% participation rate. Among the 510 responses, 371 were complete responses and 139 were partial responses.

29%



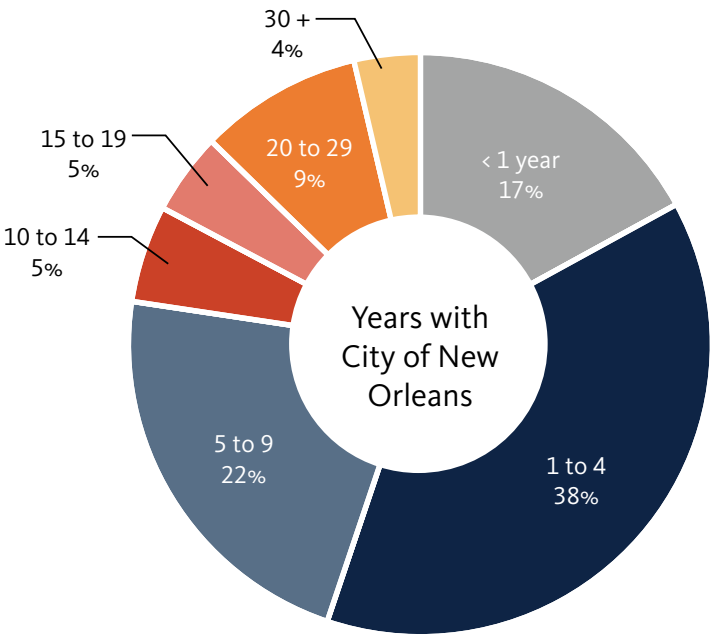
Department	Response Qty
Mayors Office	18
Mayor Chief of Staff	23
CAO	36
CAO - Land Use	71
CAO - Infrastructure	112
CAO - Community & Economic Development	1
Law / City Attorney	28
Health Department	21
Finance	54
Operations	8
CTO / Smart Cities	6
Public Safety & Homeland Security	26
City Council	25
Registrar of Voters	1
Other	36
Total	466

Tenure

Respondents were asked to indicate their tenure at the City of New Orleans. Over half of respondents (55%) have been at the city for 4 years or less. This would suggest that there is opportunity to embrace changes in physical space, business processes, and culture.

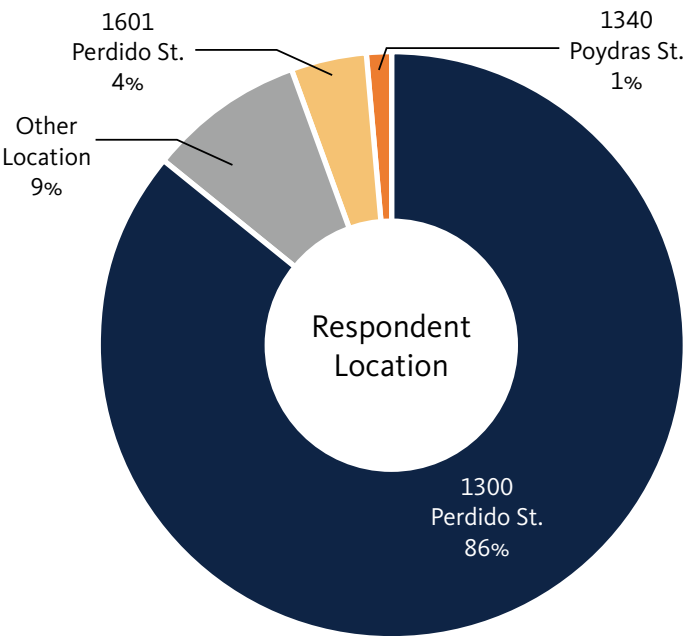
Key Considerations:

- Experience levels
- Knowledge Transfer
- Legacy & Culture
- Institutional Memory
- Attraction / Retention



Location

Respondents were which building or site is their primary workspace. Responses indicate that a significant majority (86%) of participants are primarily assigned to the City of New Orleans City Hall building at 1300 Perdido St.



WPI HIGHLIGHTS REPORT

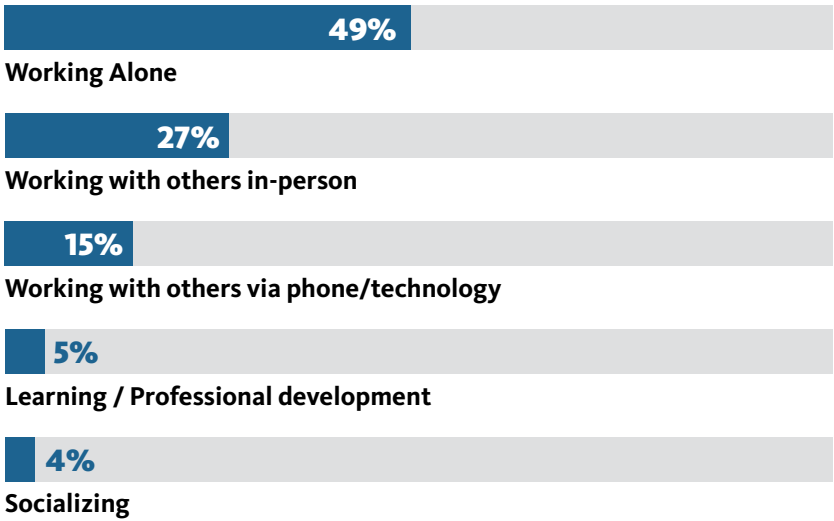
Work Activities

Respondents were asked how they spend their time working in the office. Responses indicate that in general, work at the City of New Orleans is mostly focused, heads-down work done alone. This highlights the significance of effective focus space for individuals to support this dominant activity.

Key Considerations:

- Acoustic & Visual Distractions
- Access to Focus Space
- Access to Collaboration Space

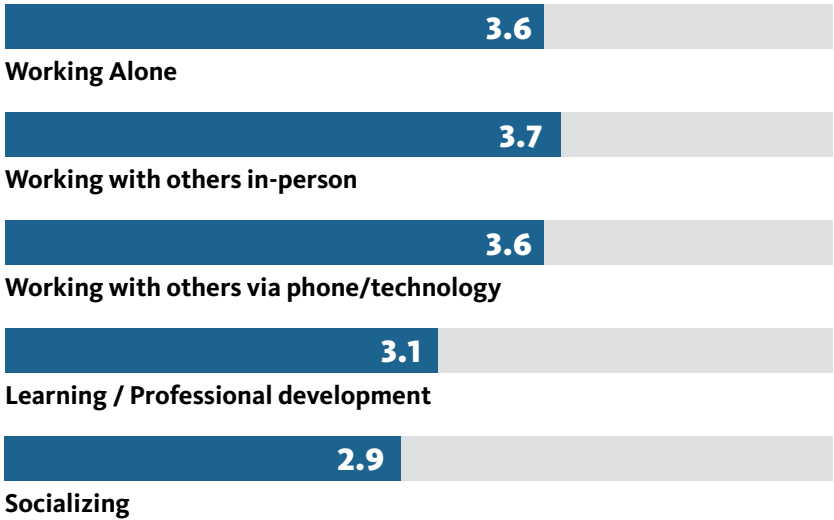
Respondents' average percentage of time spent...



Workplace Effectiveness

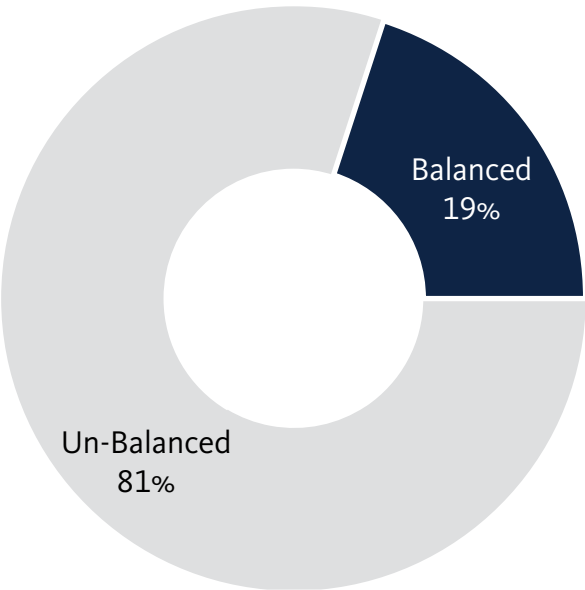
Respondents were asked to rate, on a scale of 1 to 5, the effectiveness of the physical work environment in supporting work activities.

Respondents' average rating of spatial effectiveness to support...



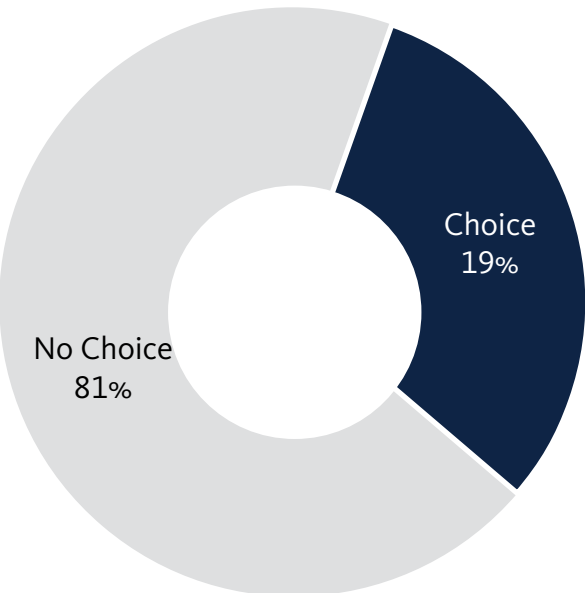
Balance

Participants were asked if their physical environments reflects that the City of New Orleans prioritizes BOTH individual work and collaboration. A significant majority of respondents (81%) feel that the workplace is not balanced between individual workspace and collaboration space.



Choice

Participants were asked if they felt they have choice in where they work within their office environment. A significant majority of respondents (69%) feel that the workplace is not balanced between individual workspace and collaboration space.

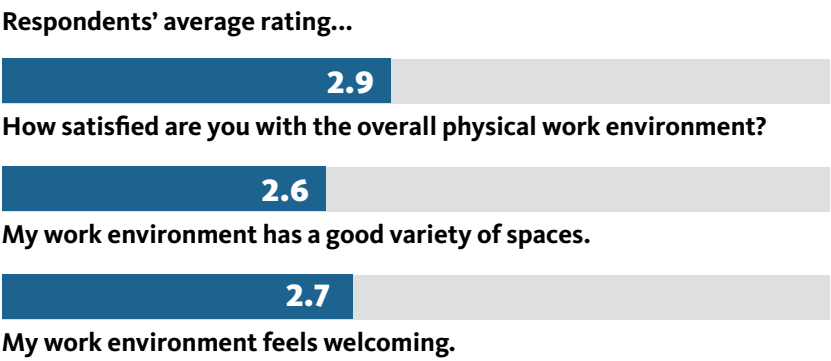


Appendix

WPI HIGHLIGHTS REPORT

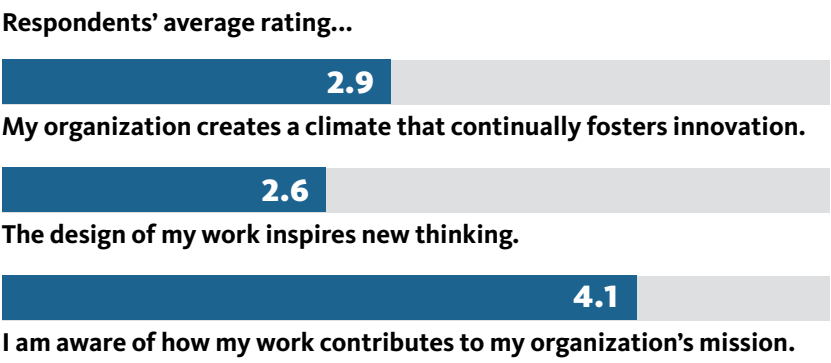
Workplace Satisfaction

Participants were asked to rate their overall satisfaction with the physical environment, variety of spaces, and sense of welcoming. In general, respondents indicated neutral feelings of satisfaction. Highlighting that there are opportunities to improve the variety of spaces and sense of welcoming.



Workplace Innovation

Participants were asked to rate the overall level of innovation at the City of New Orleans. In general, respondents indicated neutral feelings of innovation or an innovative culture. However, responses did indicate strong feelings of sense of purpose and the impact of their daily work towards the City's mission.

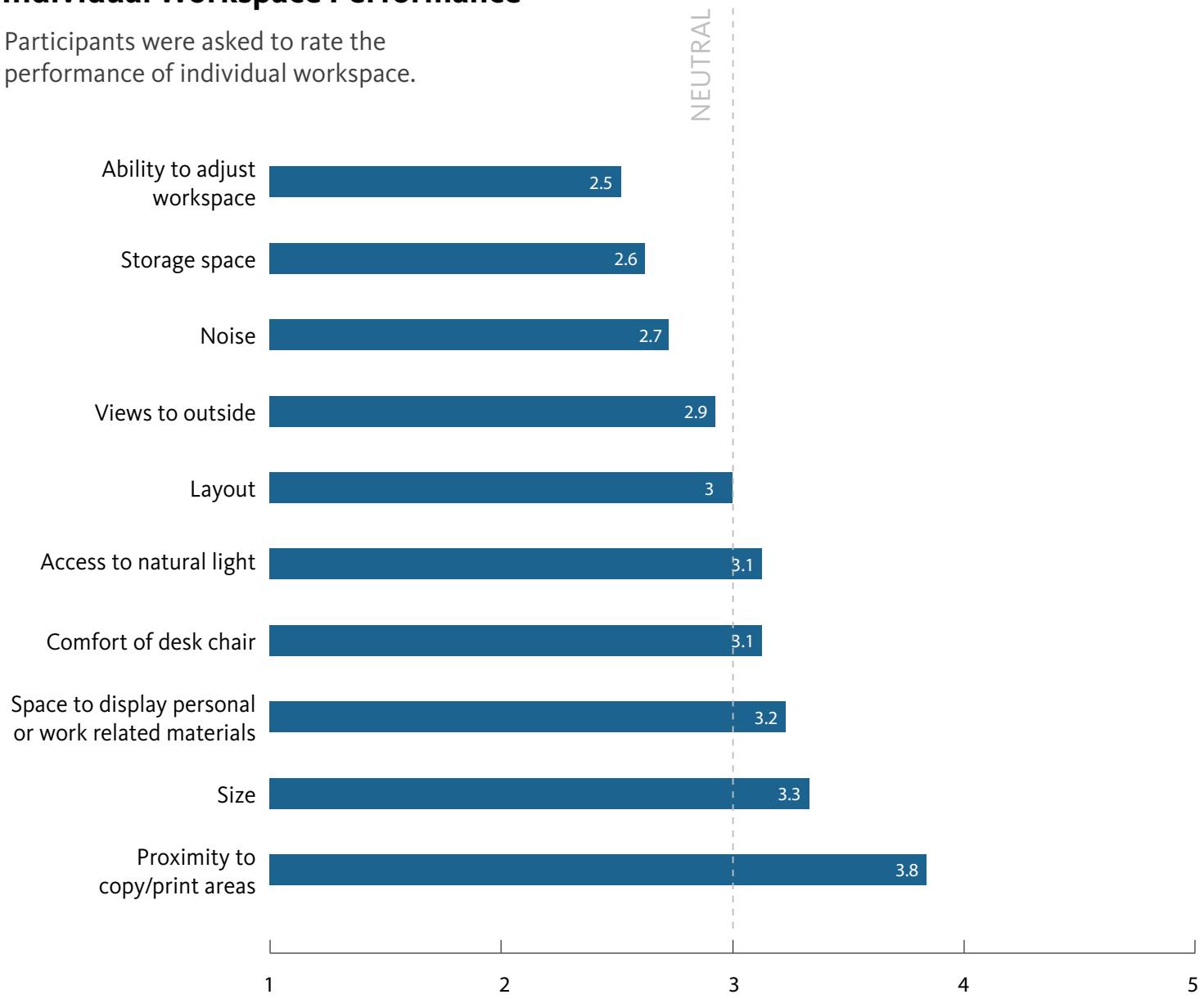


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WPI HIGHLIGHTS REPORT

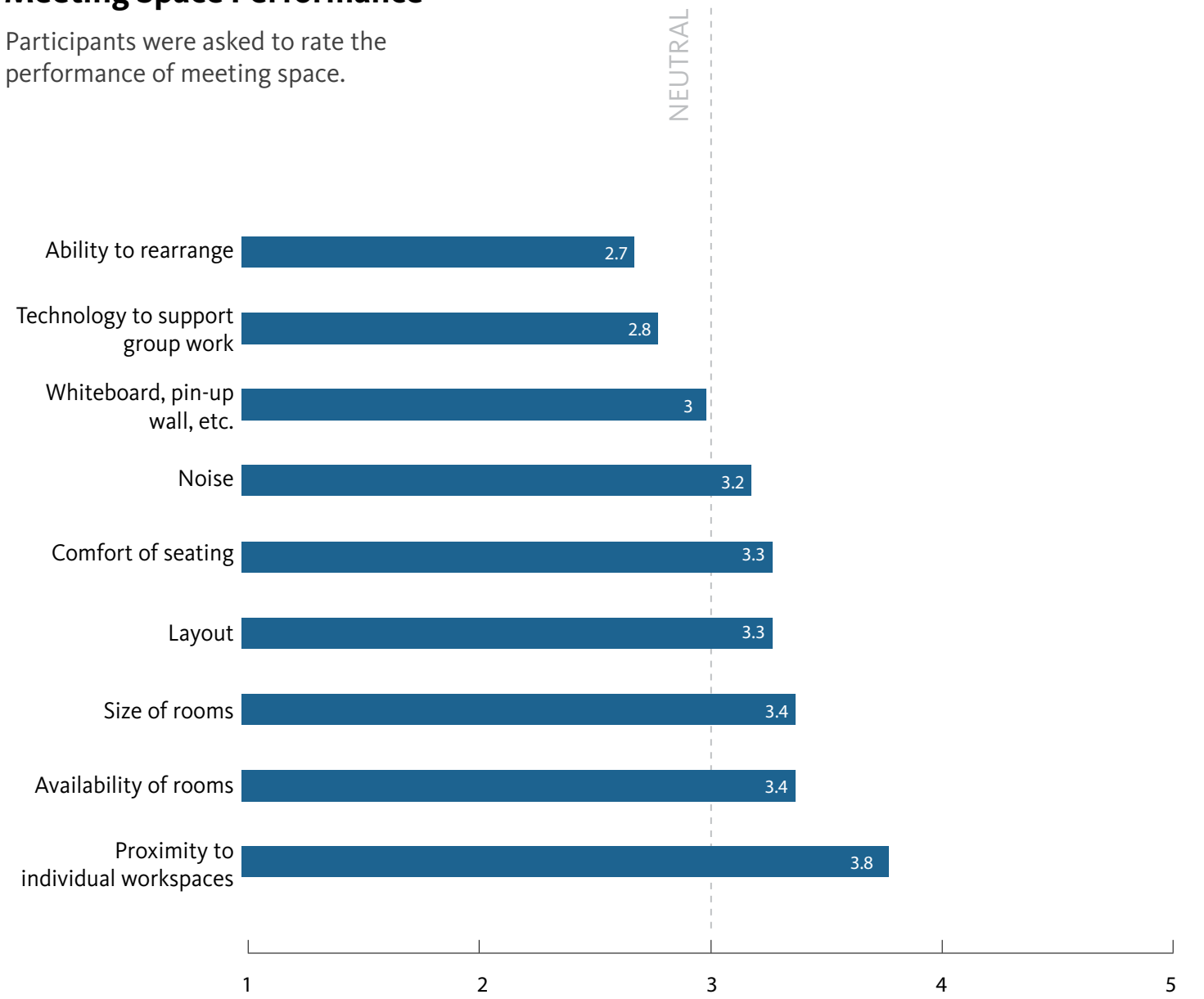
Individual Workspace Performance

Participants were asked to rate the performance of individual workspace.



Meeting Space Performance

Participants were asked to rate the performance of meeting space.



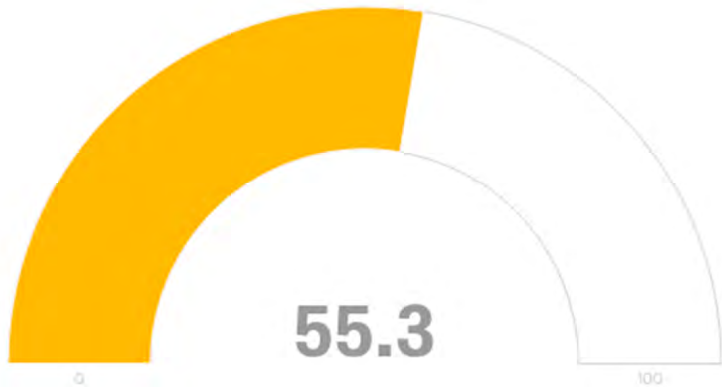
WPI RESPONSES

Responses from the Workplace Performance Index (WPI) Survey as exported from qualtrix survey platform.

Completed Surveys

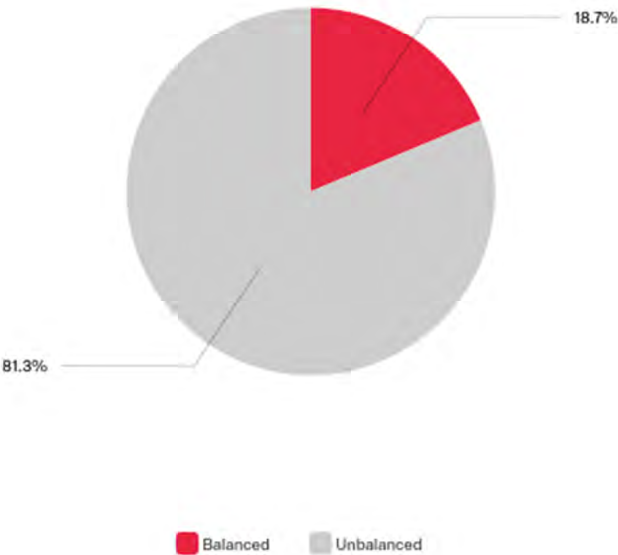
Answer	%	Count
Partial Responses	27.3%	139
Completed Responses	72.7%	371
Total	100%	510

WPI Score

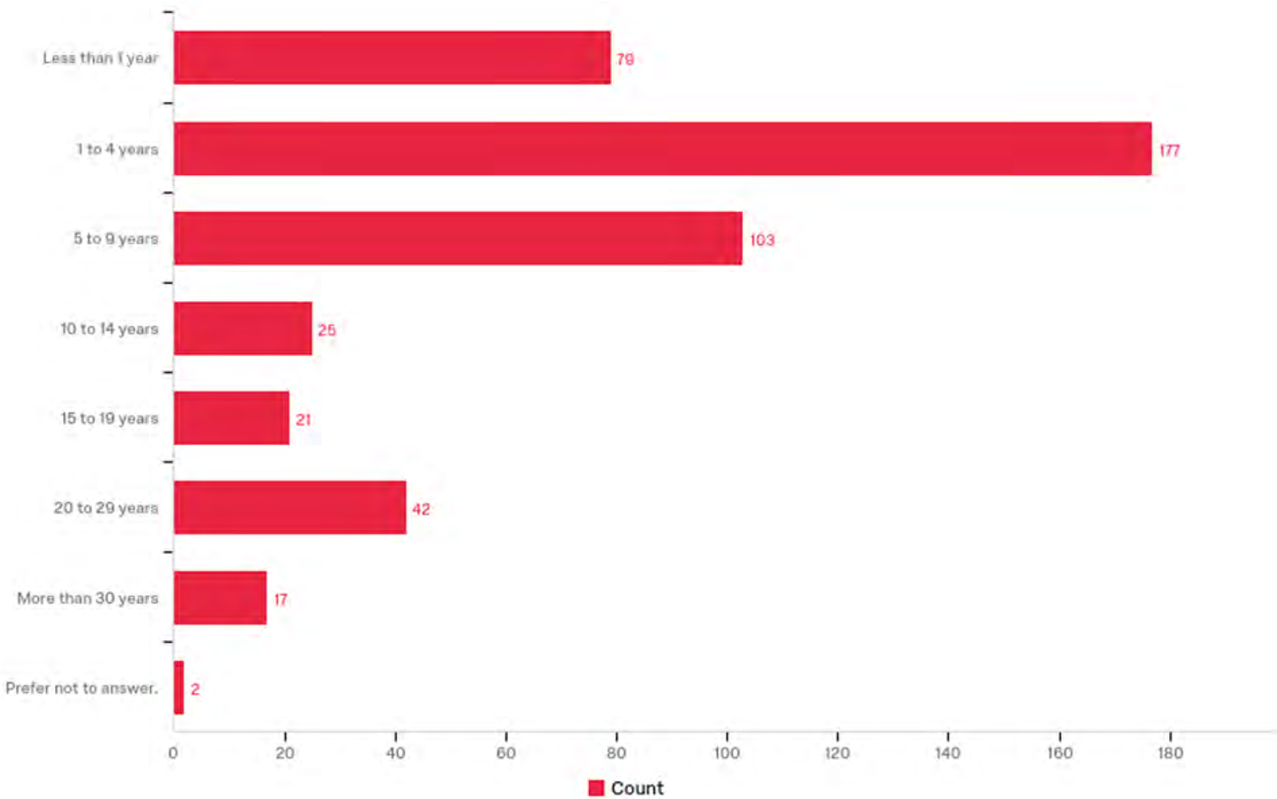


Balance

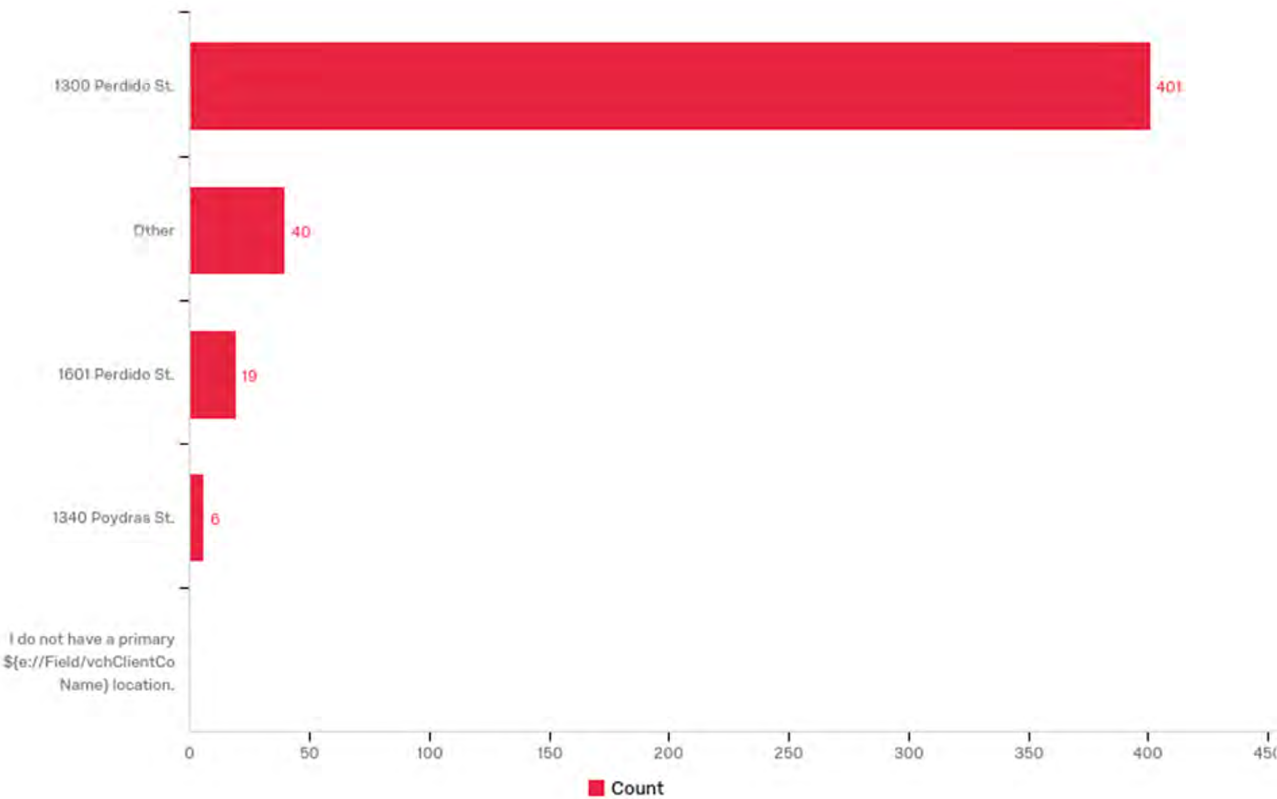
Respondents who think their physical work environment reflects that their company prioritizes BOTH individual work and collaboration.



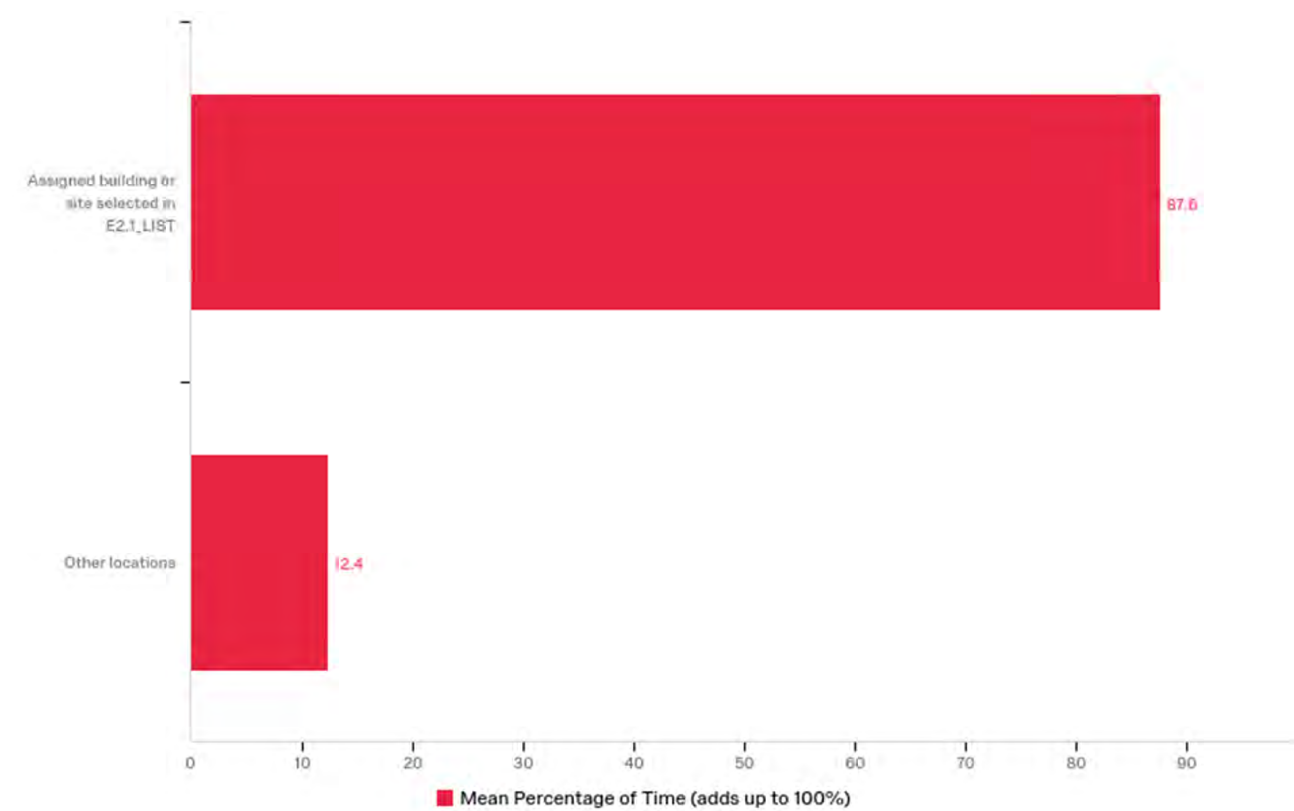
E1.4_WPI - How long have you been with this company/organization?



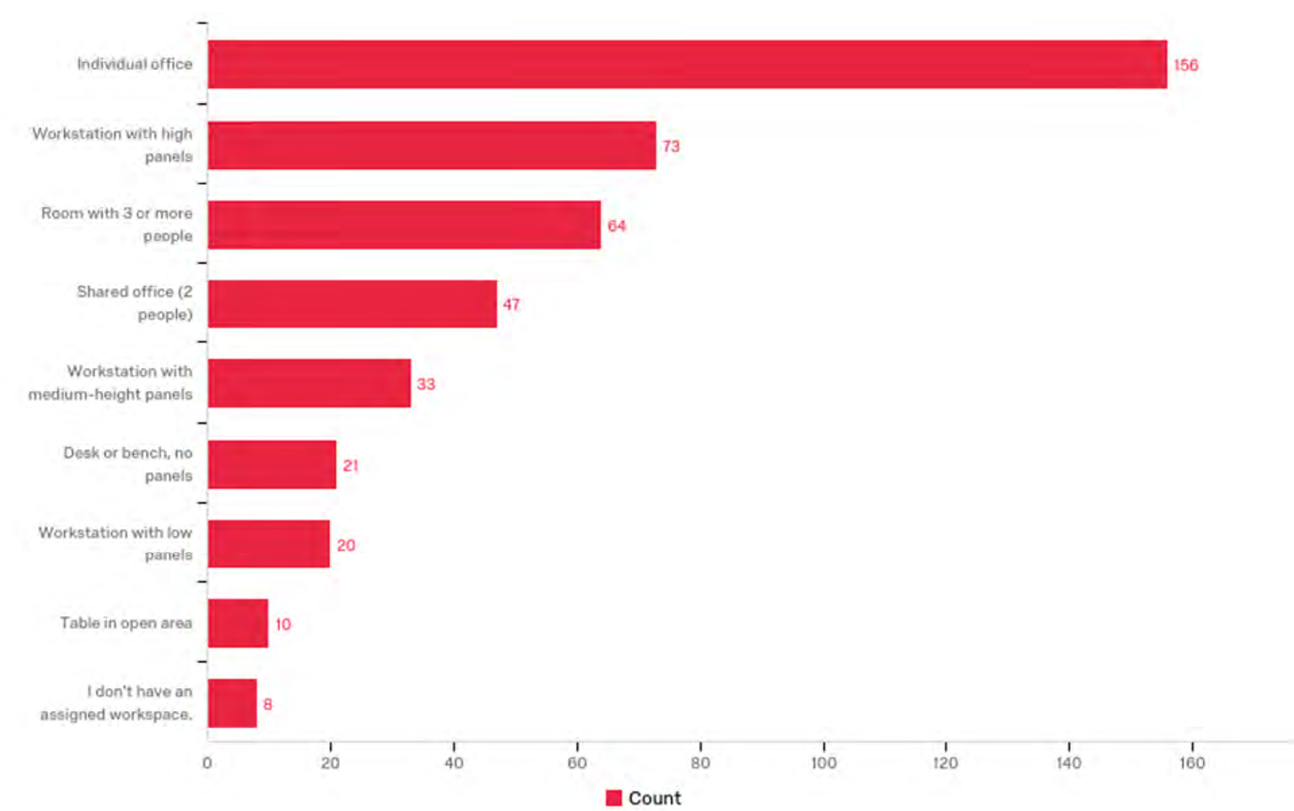
E2.1_LIST - Which is your assigned building or site?



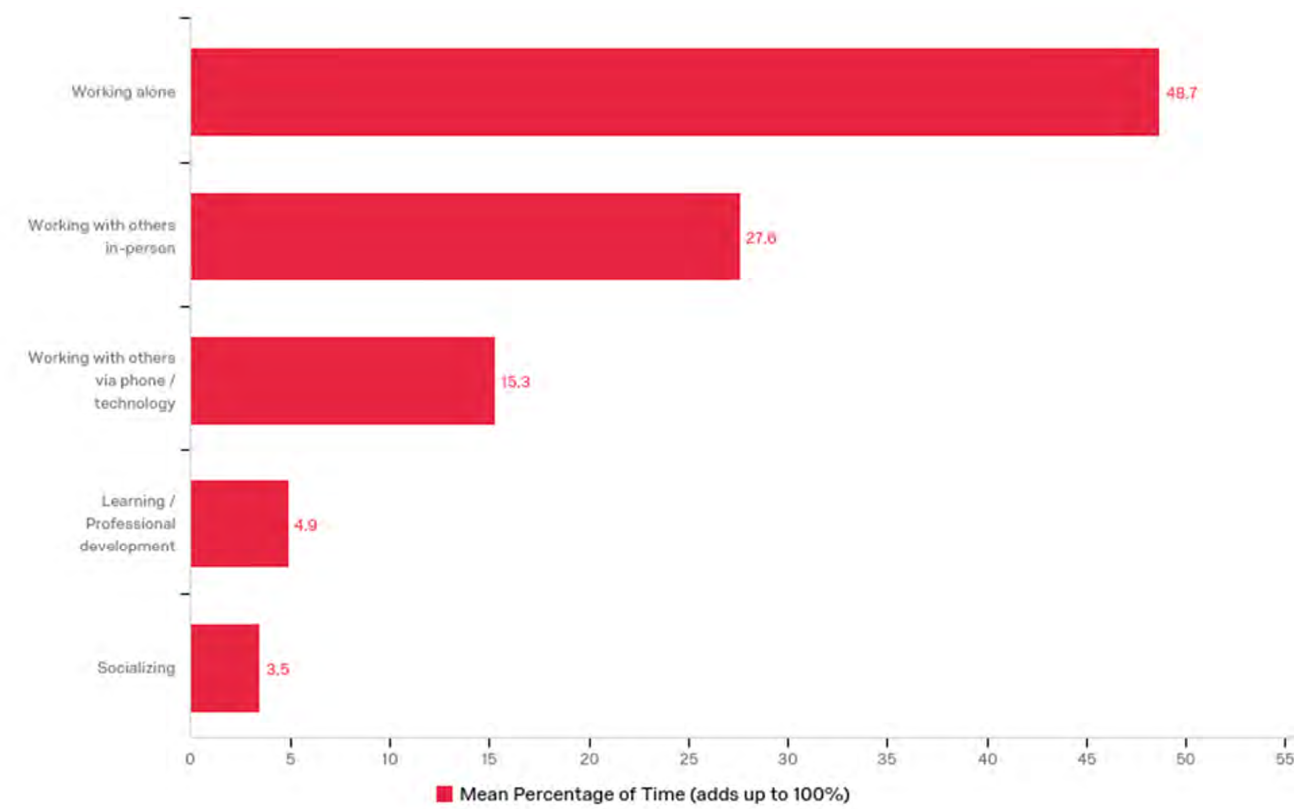
E2.4_WPI - During your typical workweek, how much of your time do you spend working in each of these locations:



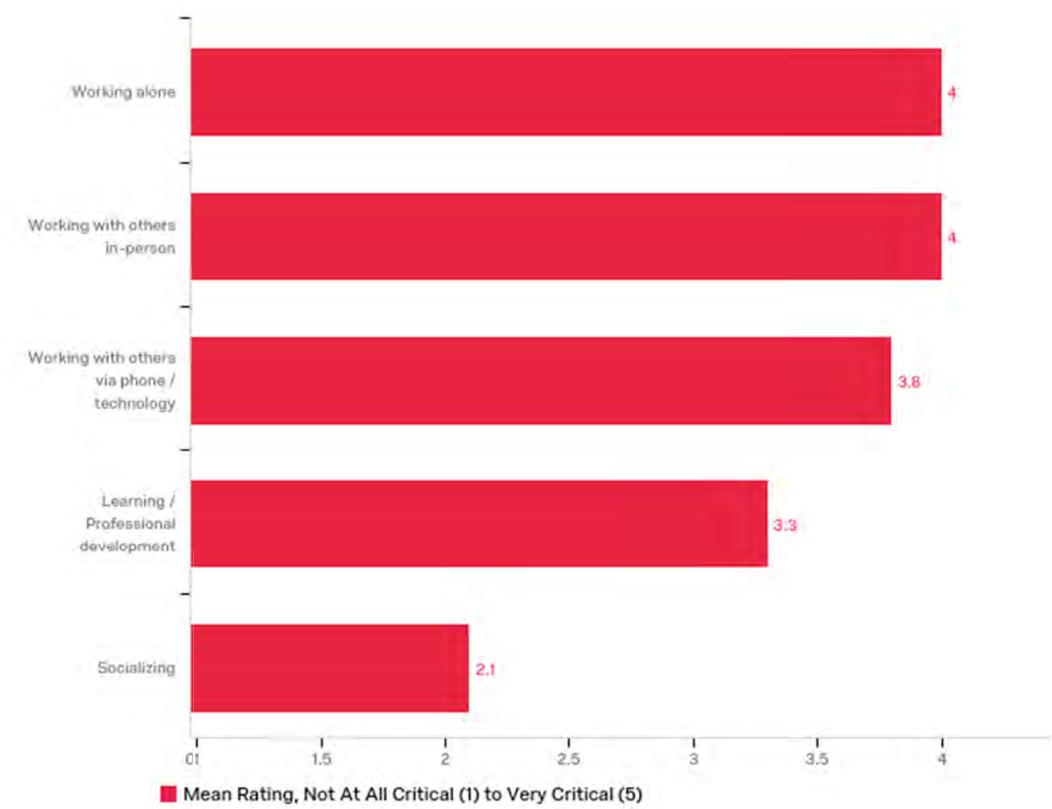
E3.2_WPI - Which is your individual assigned workspace?



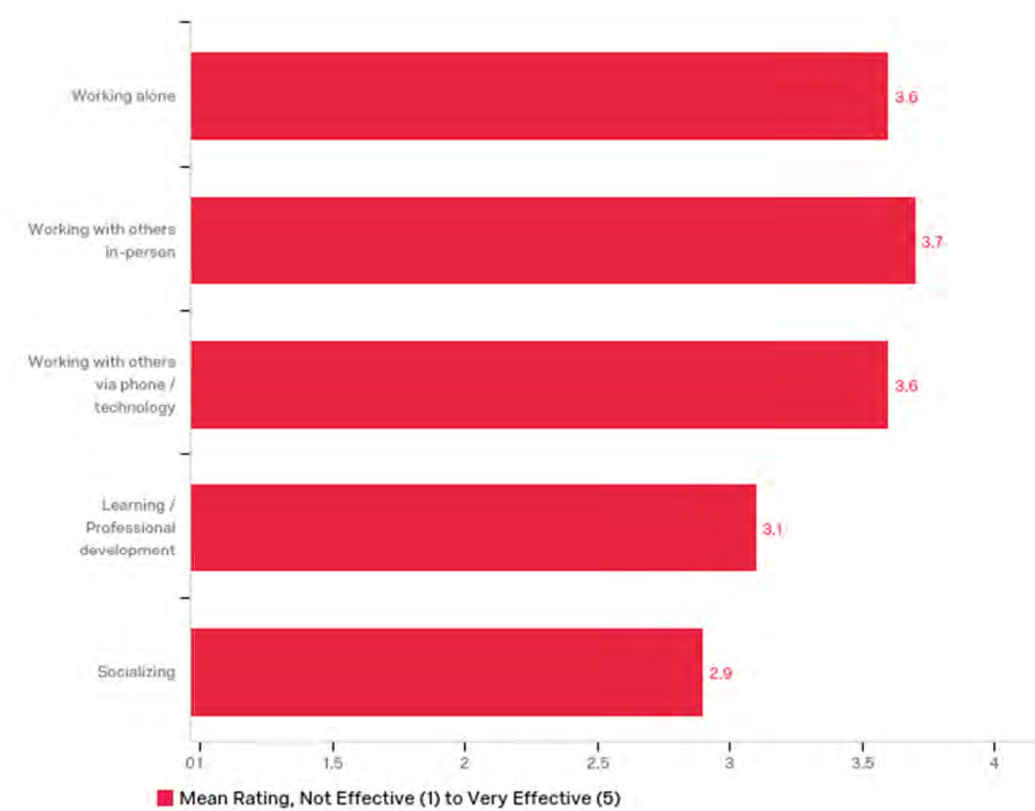
E3.6_WPI - How do you spend your time working in the office?



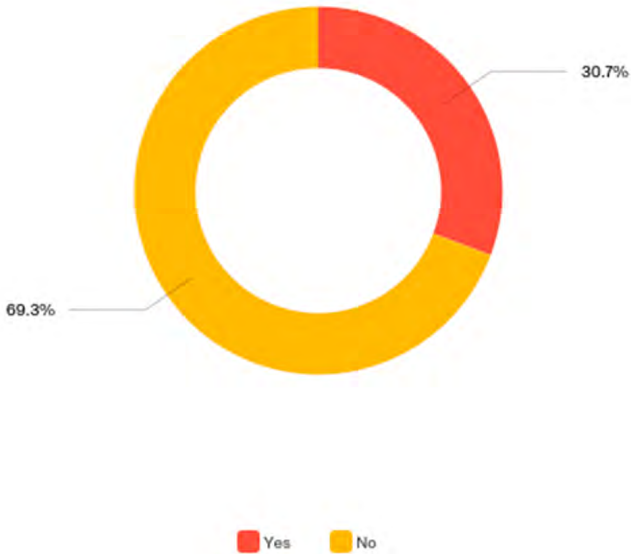
E3.7_WPI - How critical are these activities to performing your job role?



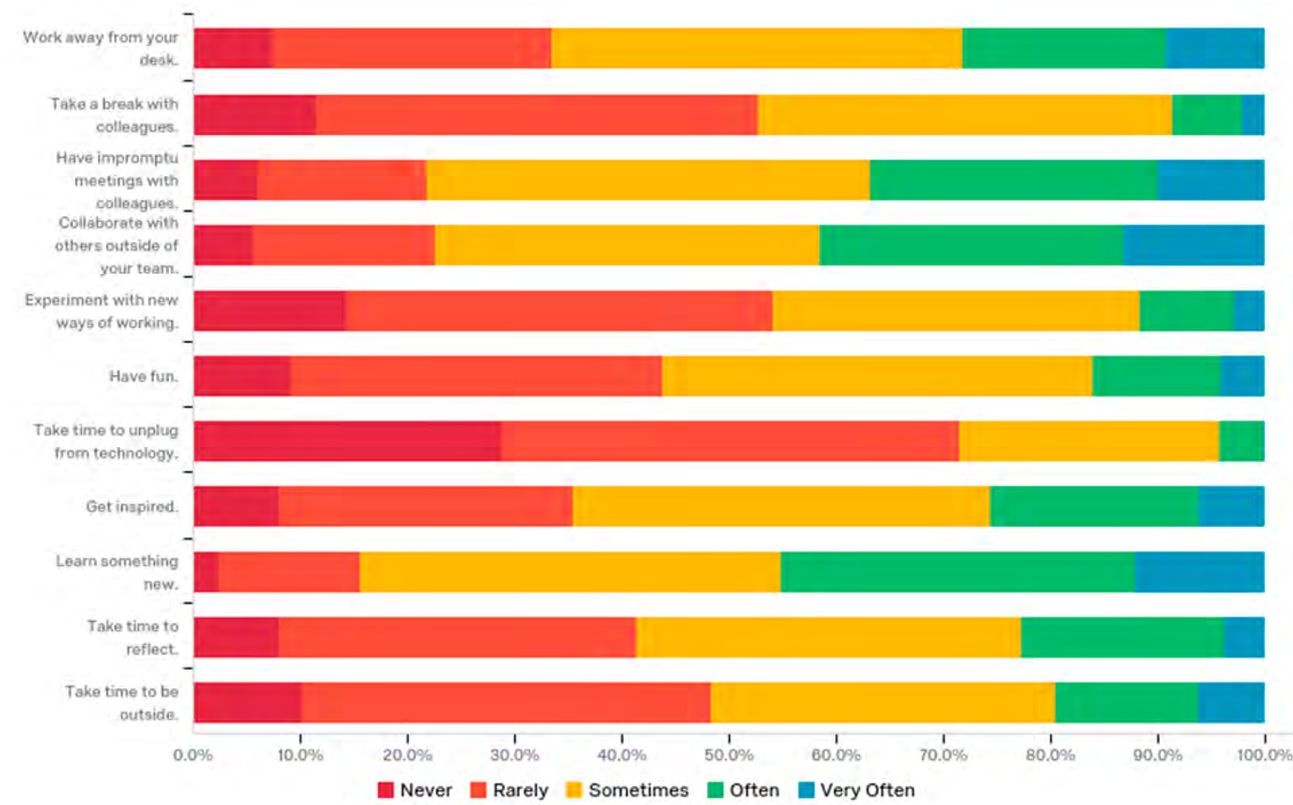
E3.8_WPI - How effective is the physical work environment in supporting these activities?



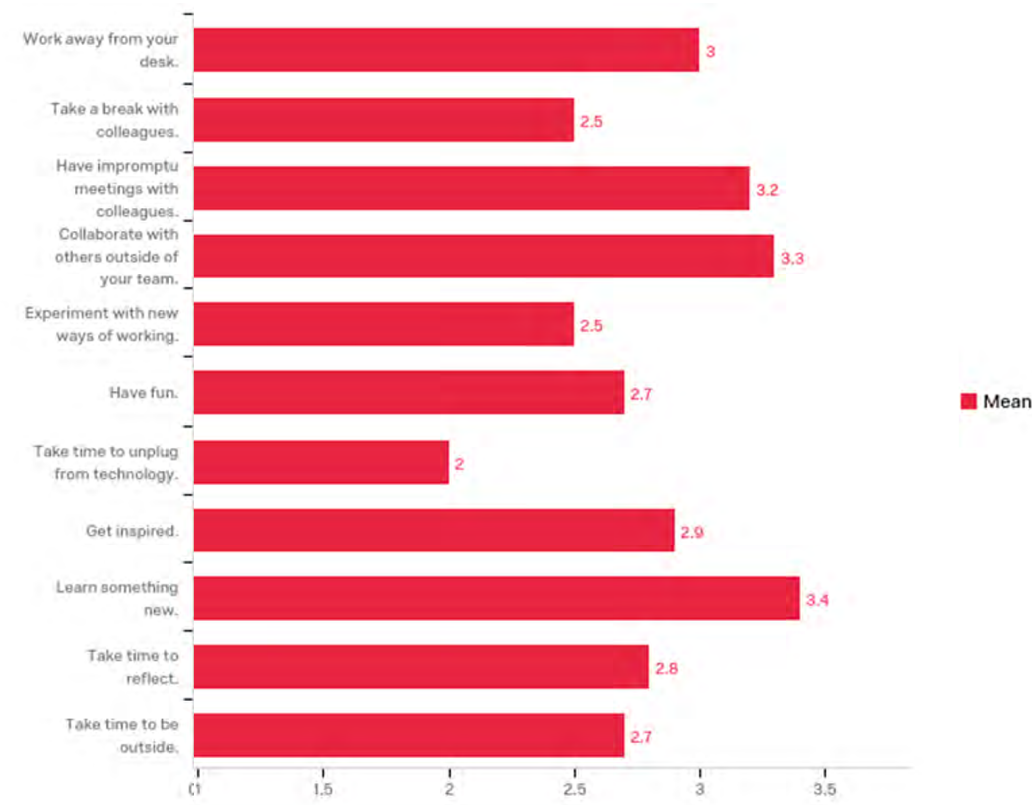
3.9_WPI - Do you have choice in where you work within your office environment?



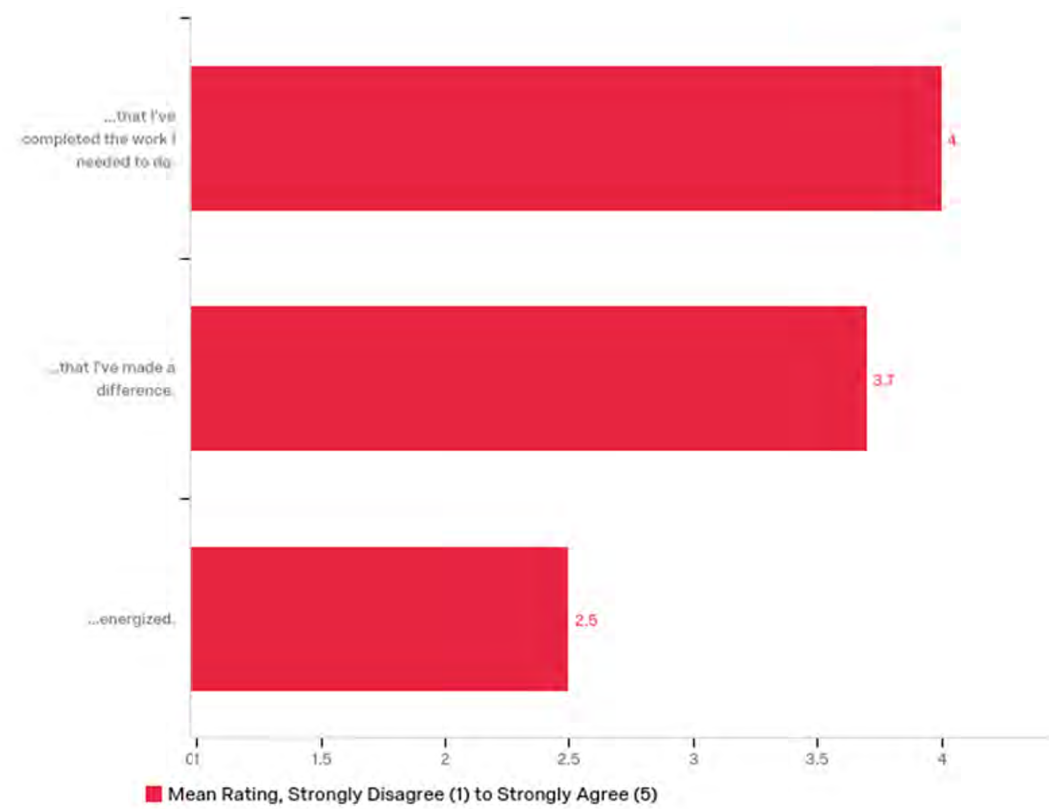
E3.15_EXI - How often do you do the following at work?



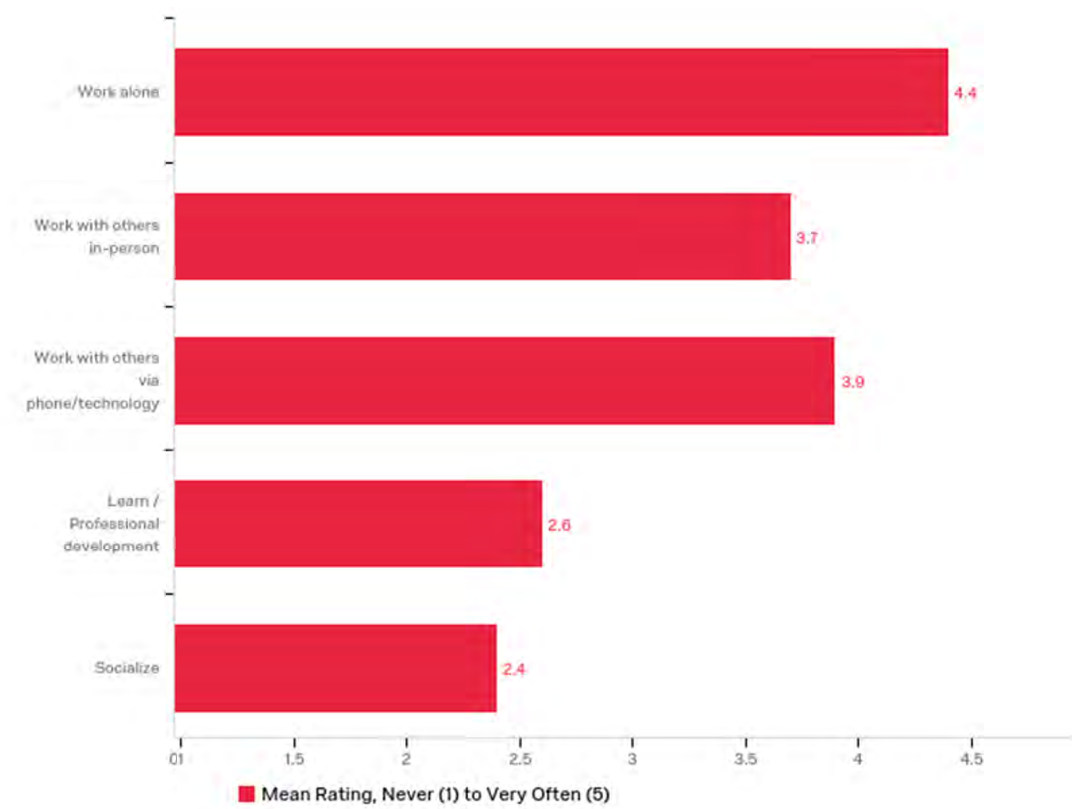
E3.15_EXI - How often do you do the following at work?



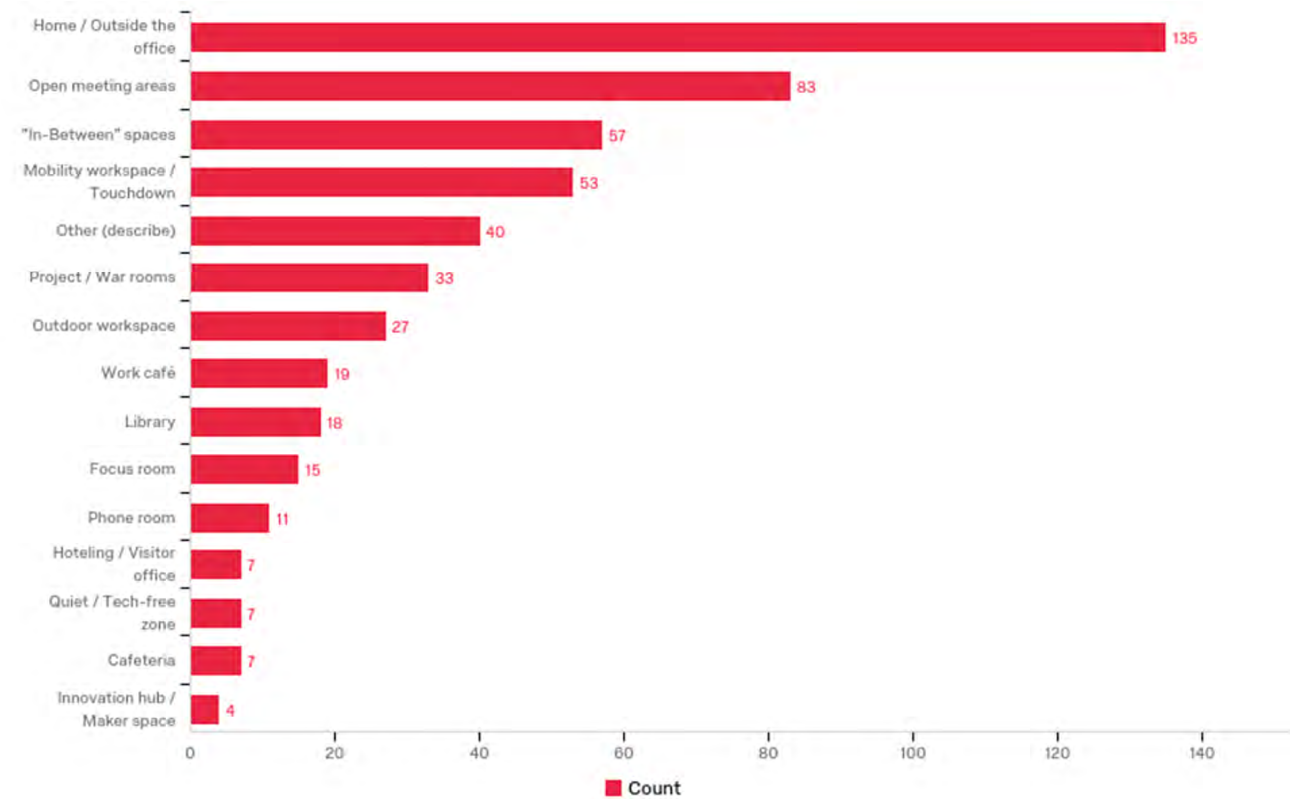
E3.16_EXI - At the end of a typical day at the office, I feel...



E3.20_WPI - How often do you do the following at your individual workspace?



E3.21_WPI - Beyond your individual assigned workspace and meeting rooms, which of these other spaces do you regularly use to work?
Select all that apply.



E3.21_WPI - Beyond your individual assigned workspace and meeting rooms, which of these other spaces do you regularly use to work? Select all that apply.

Q104_19_TEXT - Other (describe)

Other (describe) - Text
shared workspace
business locations
field work
Construction Job Sites
none
Car via cell phone
vehicle ADM7317
standing desk area
project sites / community meetings
none of the above don't work outside work
None.

E3.21_WPI - Beyond your individual assigned workspace and meeting rooms, which of these other spaces do you regularly use to work? Select all that apply.

Q104_19_TEXT - Other (describe)

Other (describe) - Text
Other people's offices
None of these options seem applicable to City Hall.
shop warehouse
City issued vehicle
None
Community/Recreation centers
front office
I do work at my desk
On-site or off-site conference /meeting rooms
partner workspace; coffee shop around the corner
Other Departments

E3.21_WPI - Beyond your individual assigned workspace and meeting rooms, which of these other spaces do you regularly use to work? Select all that apply.

Q104_19_TEXT - Other (describe)

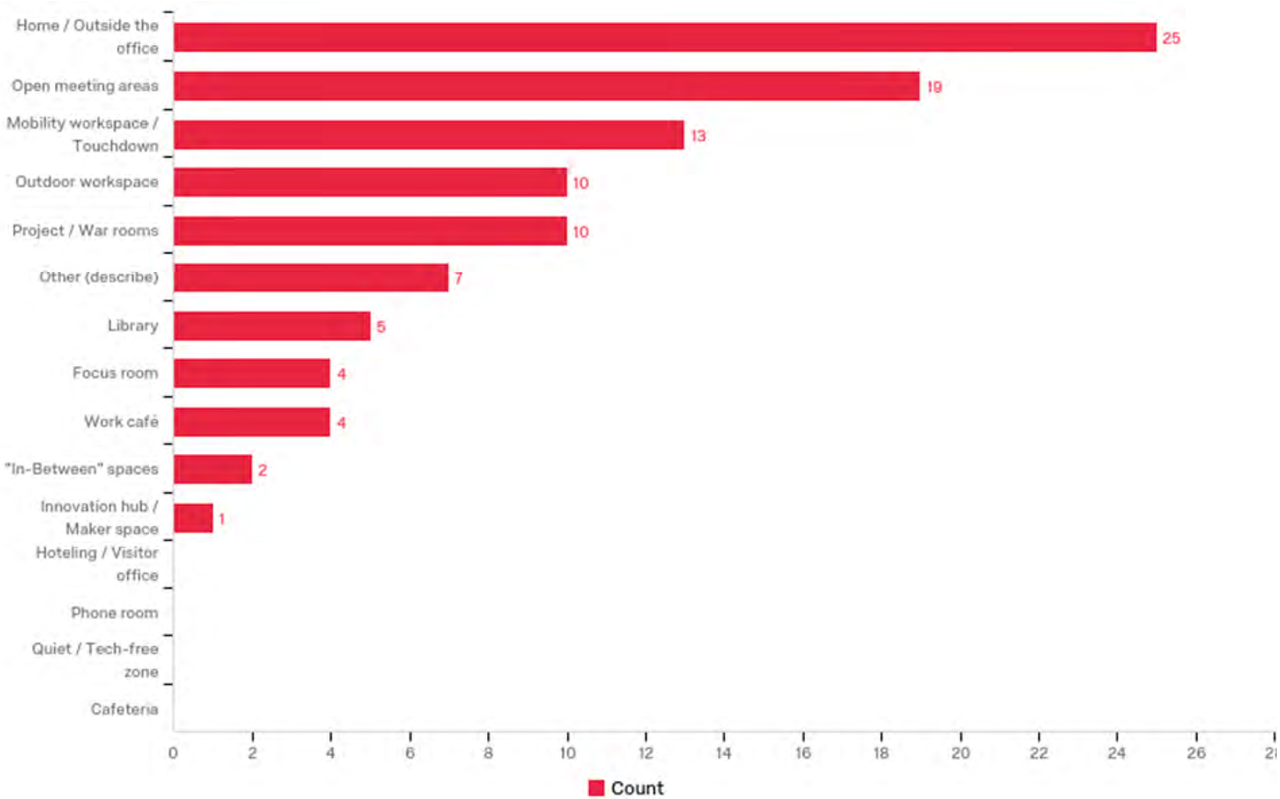
Other (describe) - Text
Project job sites
Offices of other organizations/collaborators
None of these
N/A
Jobsites
Other Offices Managed by Health
field
Coffee shops
Work at home in the evening and on weekends to accomplish tasks that I need uninterrupted silence.
Construction job sites
None

E3.21_WPI - Beyond your individual assigned workspace and meeting rooms, which of these other spaces do you regularly use to work? Select all that apply.

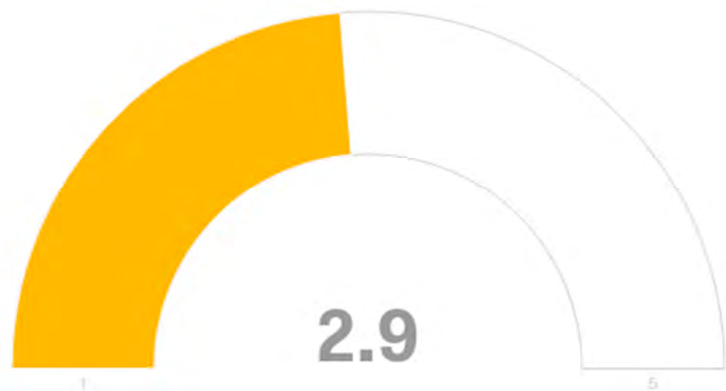
Q104_19_TEXT - Other (describe)

Other (describe) - Text
At a Project Site
others individual workspaces
coffee shops
classroom
Outside site visits
None
scanning room

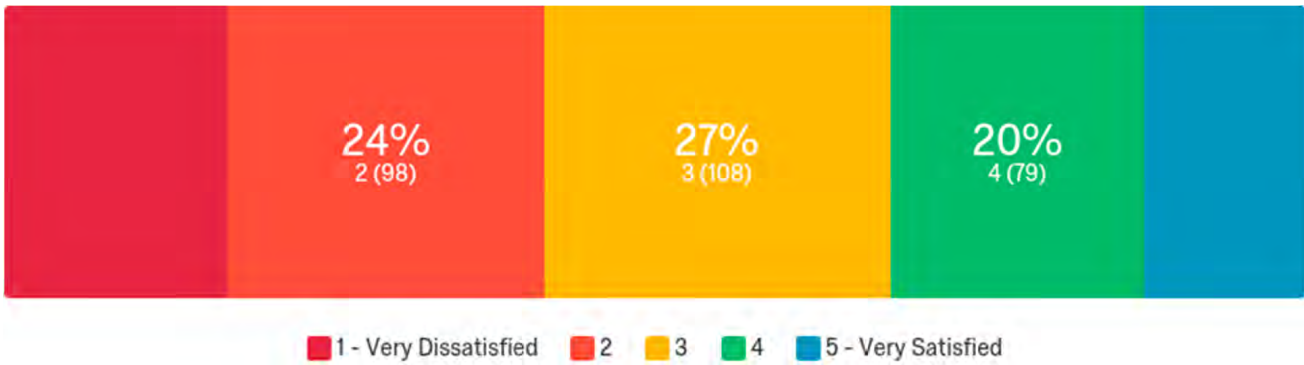
E3.22_WPI - Among the space types you just selected, which one enhances your productivity the most? Select one.



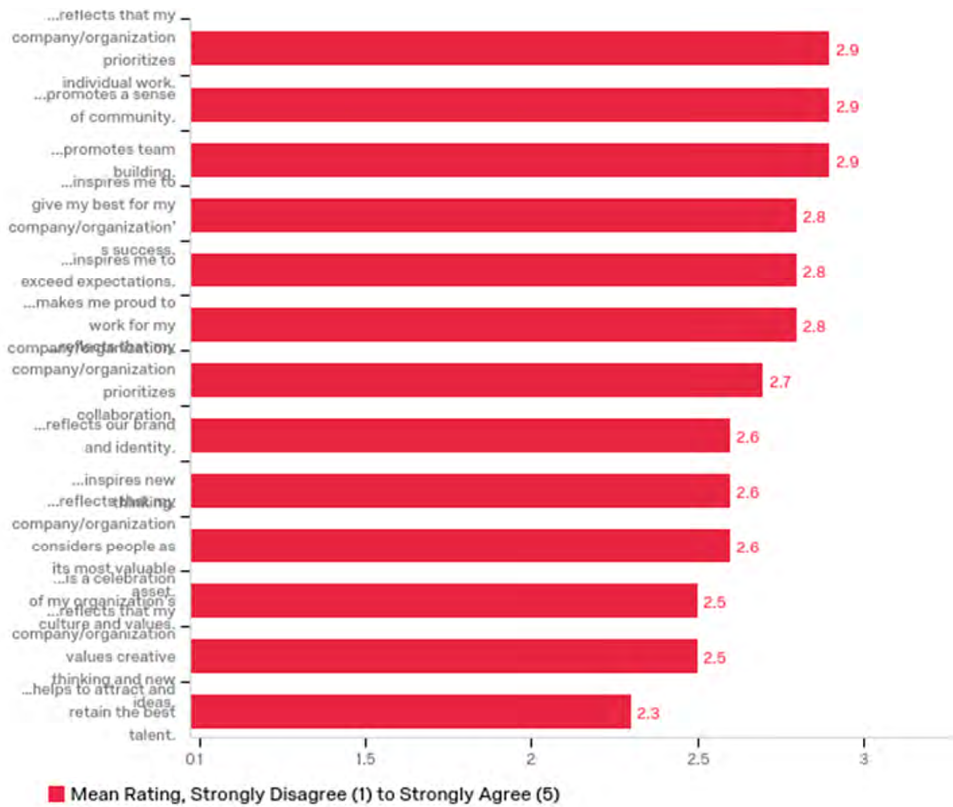
E4.1_WPI - Overall, how satisfied are you with the physical work environment?



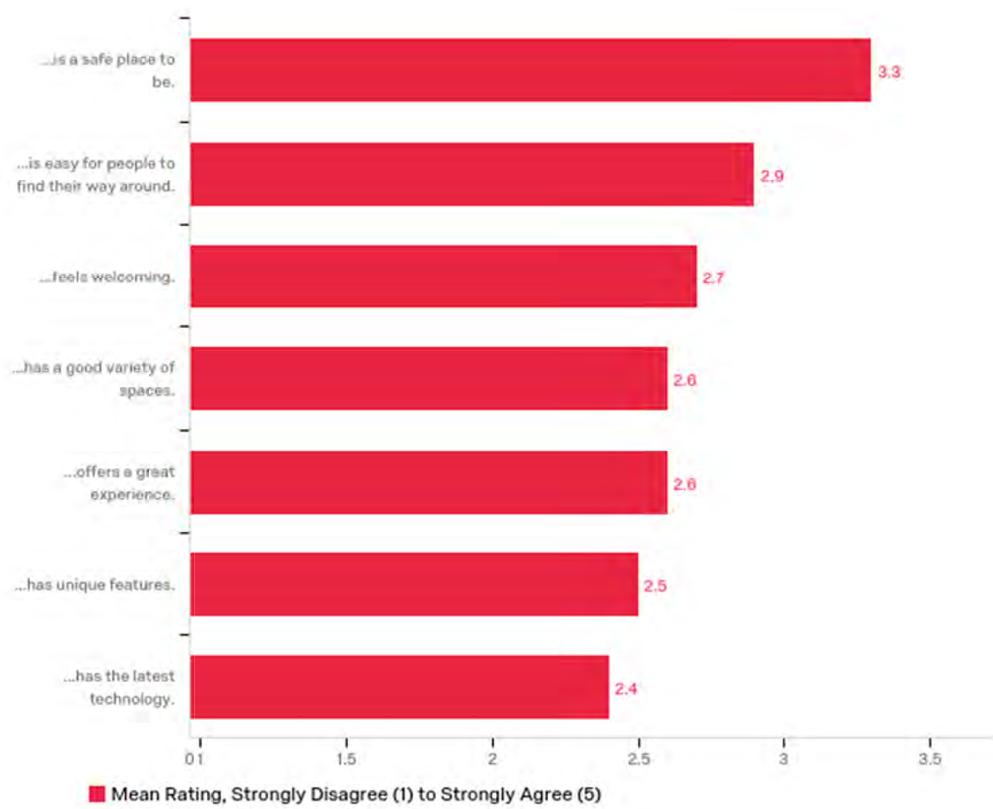
E4.1_WPI - Overall, how satisfied are you with the physical work environment?



E4.4_EXI - The design of my physical work environment...



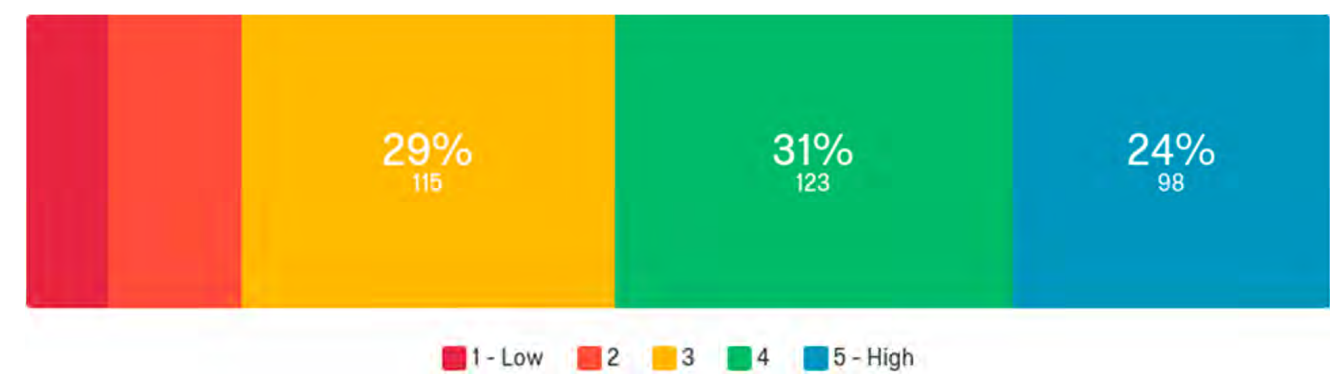
E4.5_EXI - My work environment...



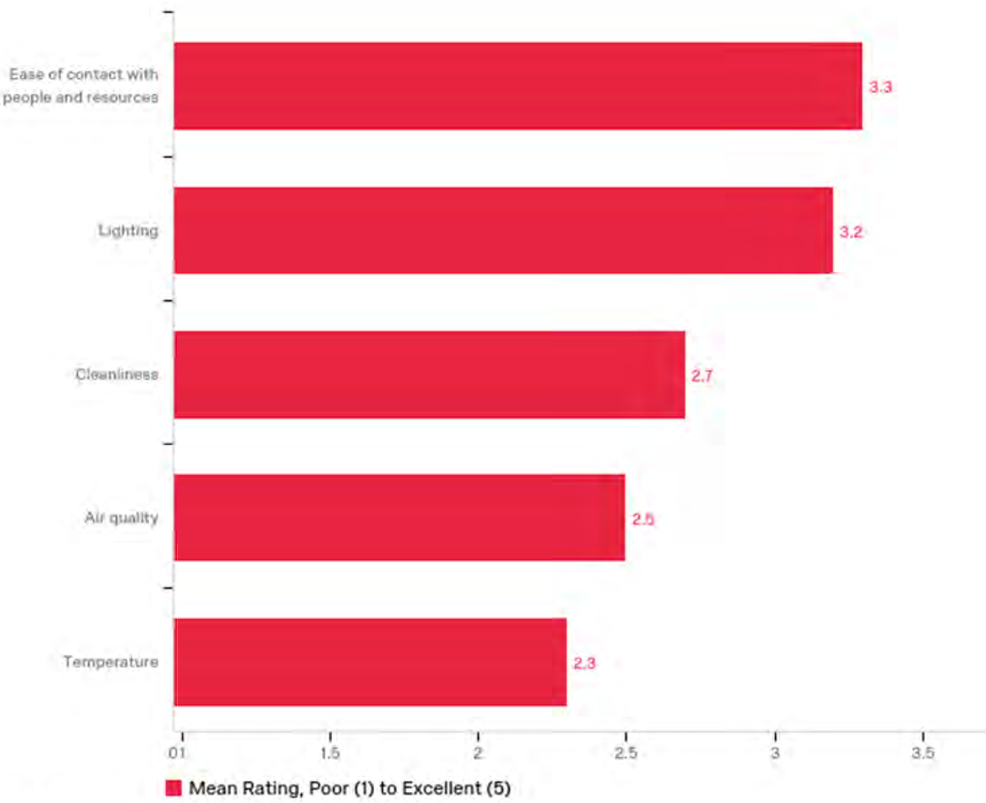
E4.8_EXI - How would you rate your sense of belonging and community with colleagues?



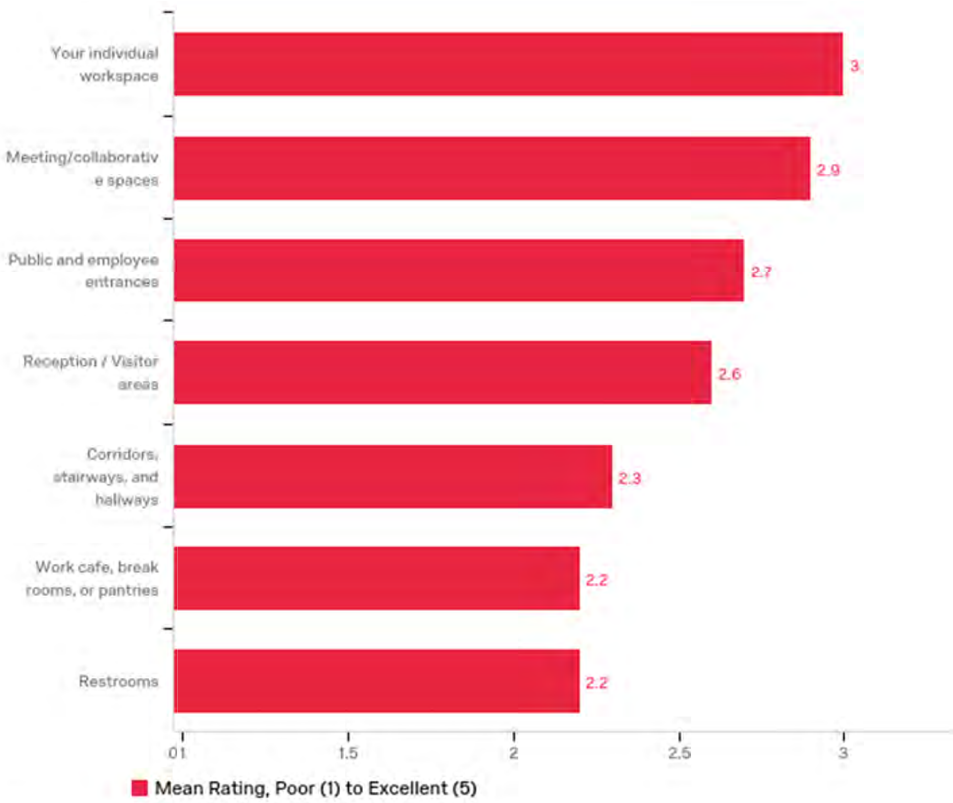
E4.8_EXI - How would you rate your sense of belonging and community with colleagues?



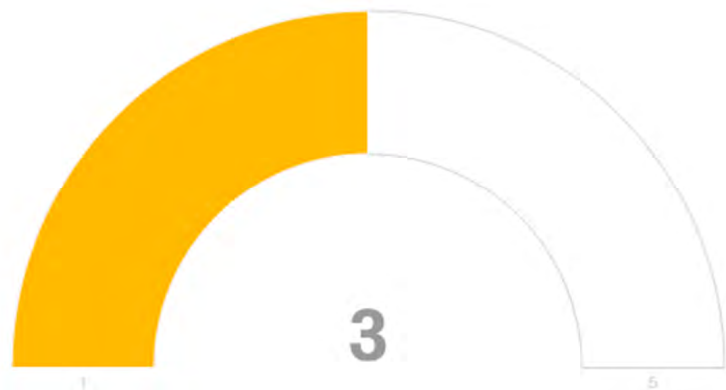
E4.10_WPI - Please rate the design of your overall work environment for:



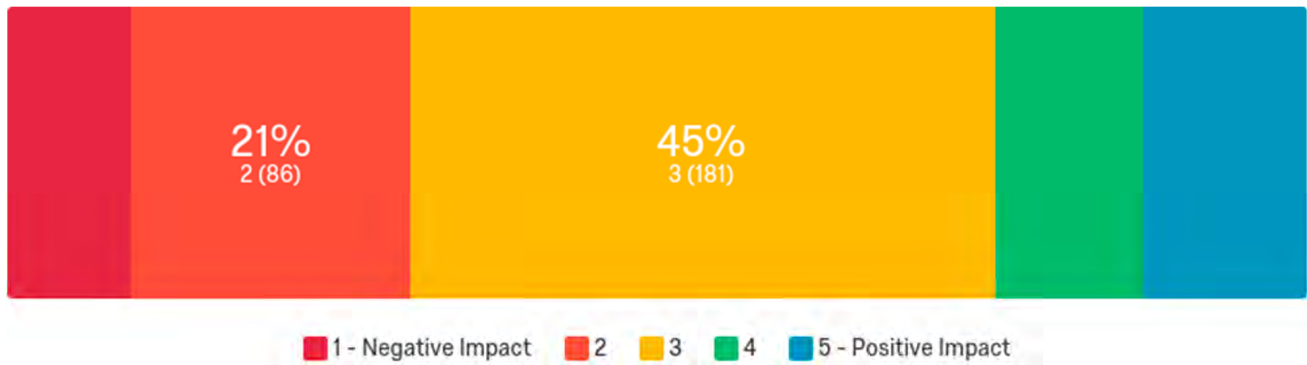
E4.11_WPI - How would you rate the design look and feel of the following?



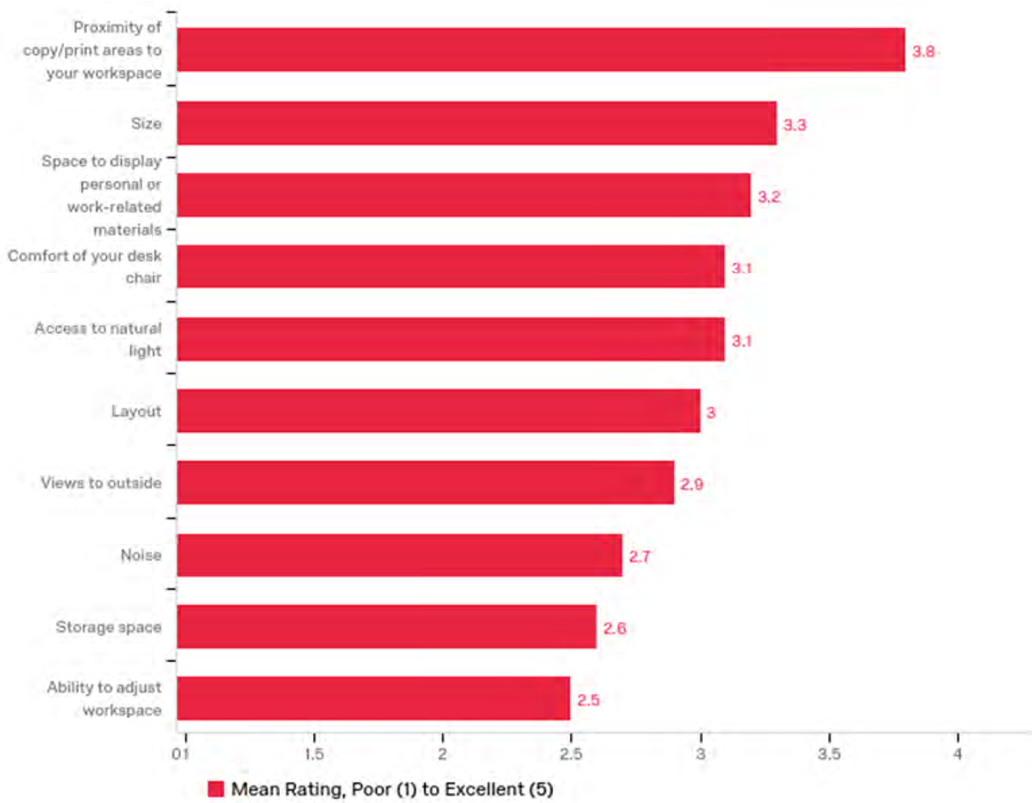
E4.14_WPI - What is the impact of the physical work environment on your job satisfaction?



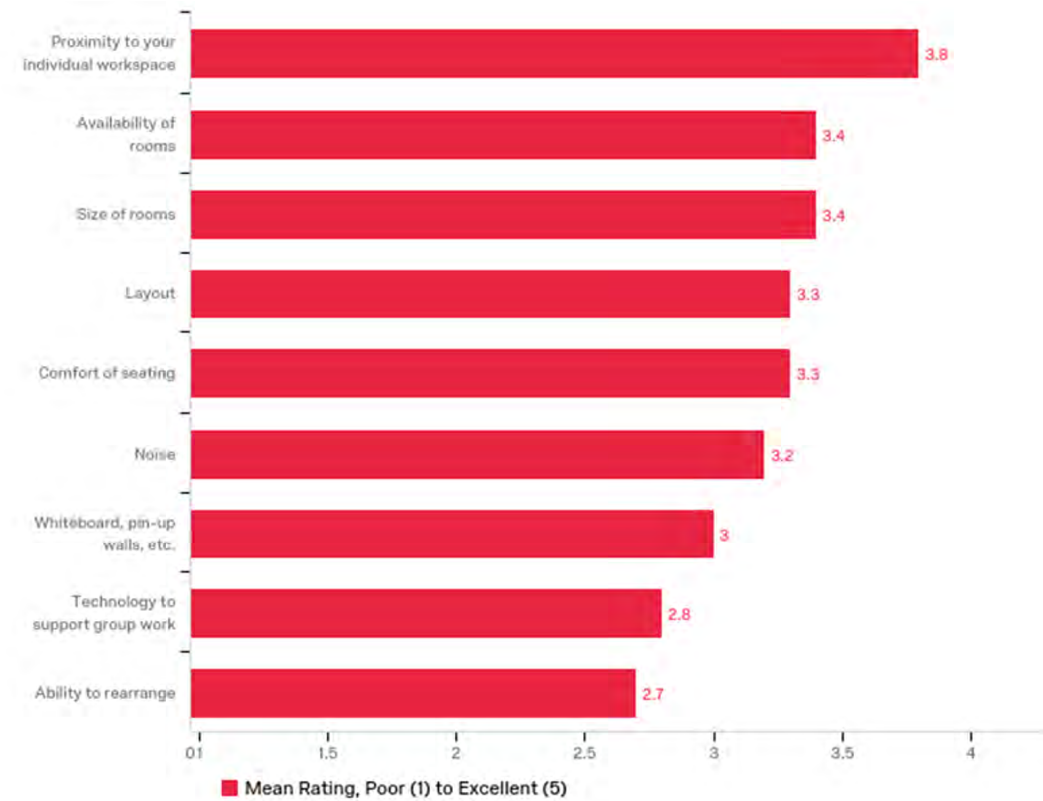
E4.14_WPI - What is the impact of the physical work environment on your job satisfaction?



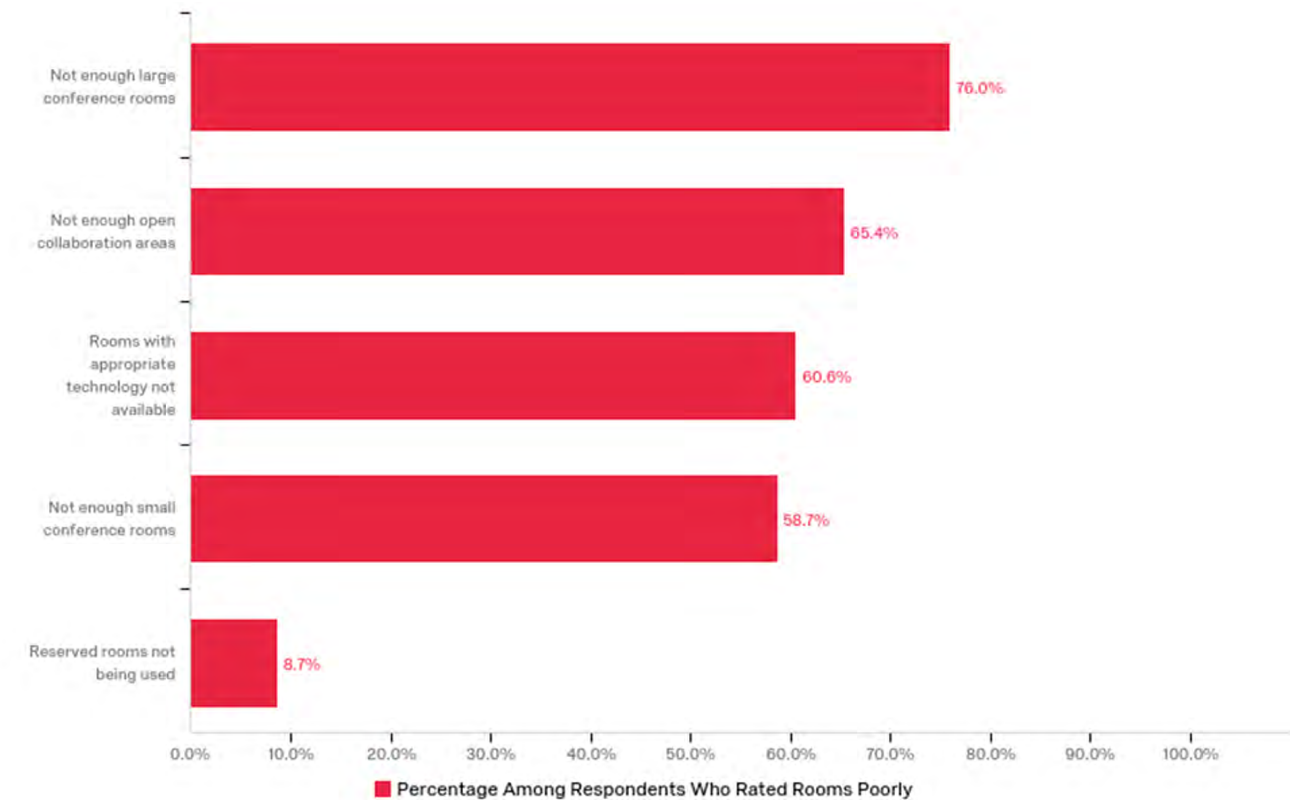
E5.3_WPI - Please rate your individual workspace for:



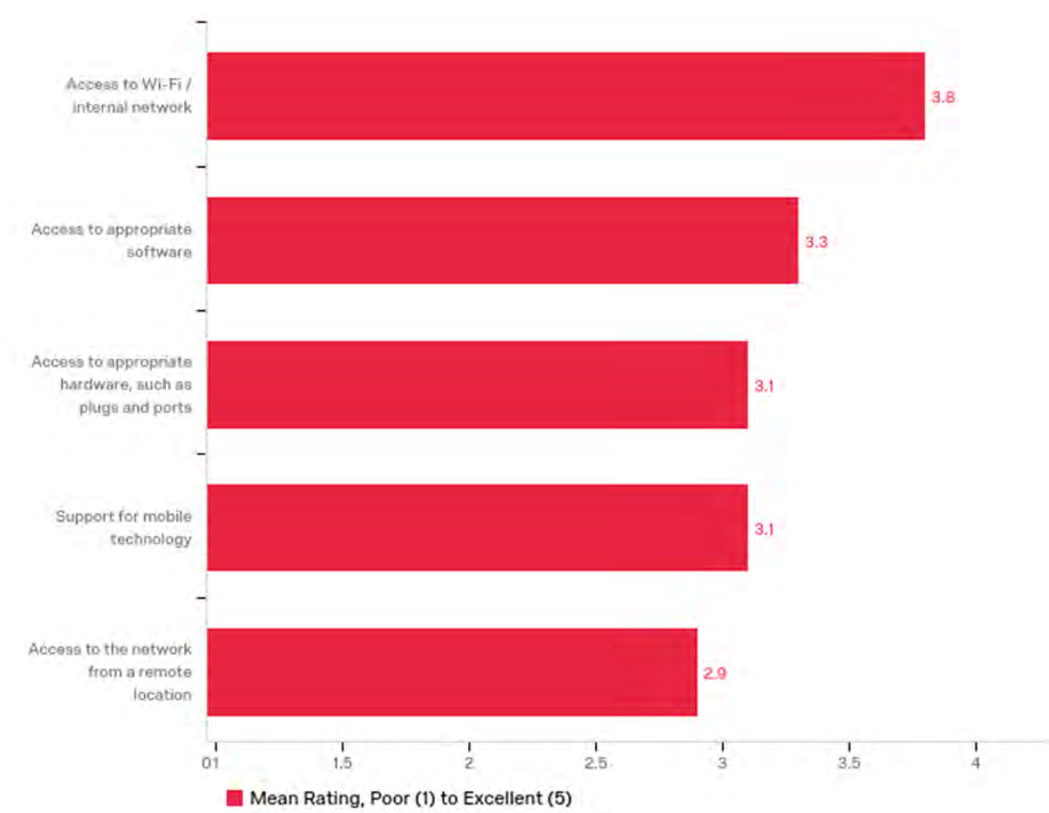
E6.1_WPI - Please rate the meeting rooms for:



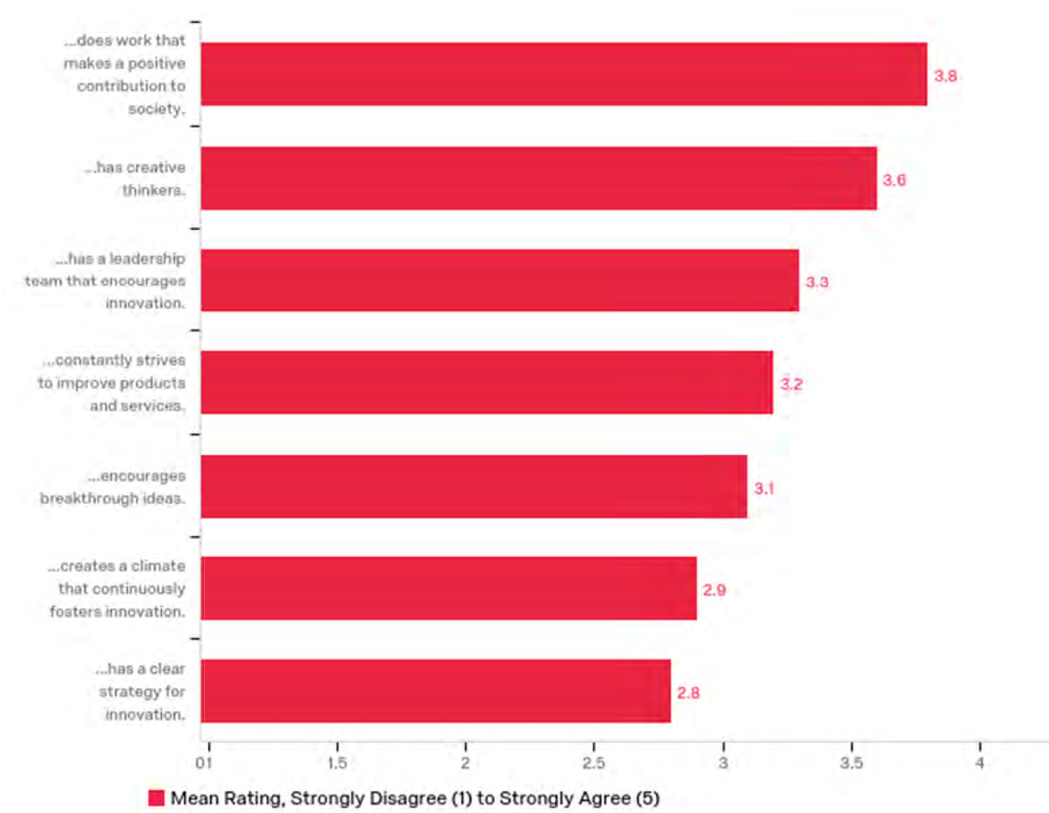
E6.2_WPI - You rated availability and/or size of rooms as poor. Please check all that apply:



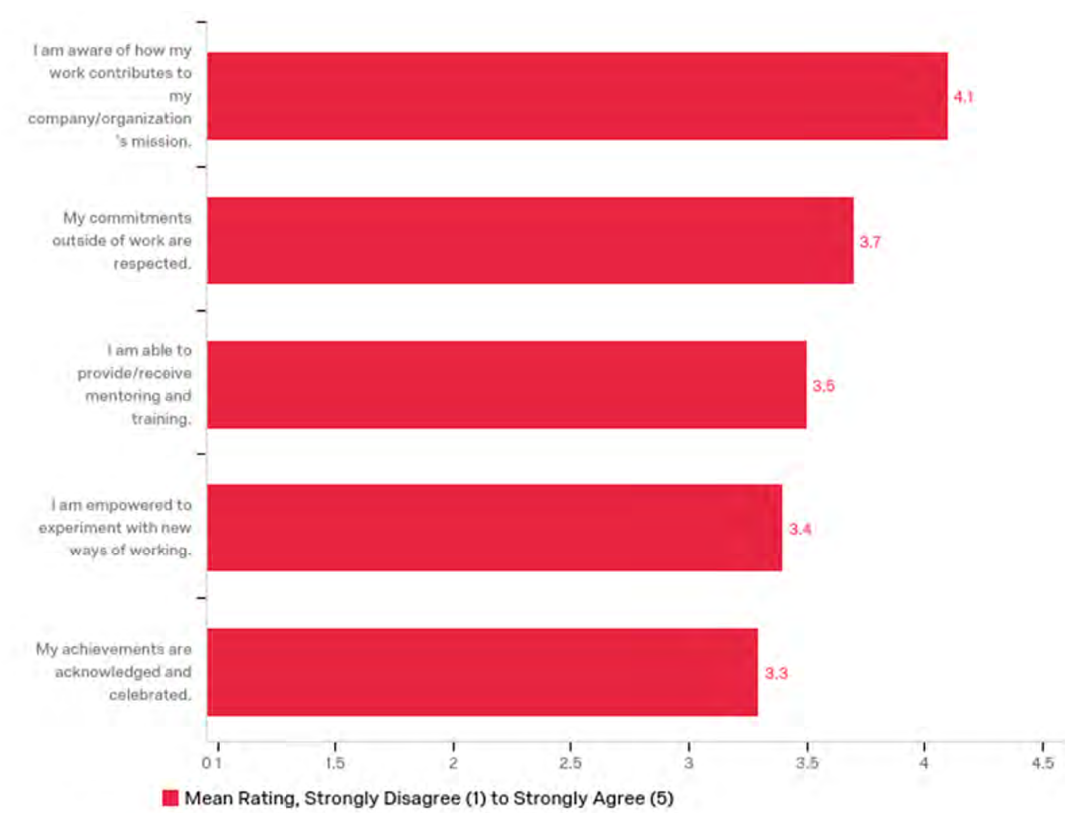
E8.1_WPI - Please rate the technology in your workplace in terms of:



E9.2_EXI - My company/organization...



E9.3_EXI - Rate your agreement with the following statements:



E99.1_WPI - What do you like most about your current workplace?

What do you like most about your current workplace?
I like that I have a door to the office, and a large window
I enjoy the work I do.
The people I work with.
I love working for the City of New Orleans.
Natural light, open layout (large office with three desks), downtown so close to lots of restaurants, shops, etc.
Nothing
I have my individual office for last 19 years and I greatly appreciate the work space. I can achieves maximum productivity. I have less stress, no noise, and I can work more efficiently. It is the best. I want to keep the individual office until I retirement!!!
It is my little sanctuary.
Proximity to home
The open layout, with the possibility of seclusion.

E99.1_WPI - What do you like most about your current workplace?

What do you like most about your current workplace?
The emphasis and ability to meet in-person
That the reentry team has our own corner so that clients can come in and have a private place to talk about issues relating to their incarceration and reentry.
I love my job and I love the older space.
Nothing.
the lockable storage cabinets having multiple monitor displays under-cabinet lighting
My peers.
The thing I like most about my current job is we are all like a family. We get along really well, and support each other when in need!
Family work environment
My colleagues, the opportunity to work in different environments, parking on-site, clean/private bathrooms!
Window.

E99.1_WPI - What do you like most about your current workplace?

What do you like most about your current workplace?
Individual workspace
The access to the natural sunlight.
My time I work 8 to 4
It enhances my ability to be a successful records manager.
neutral
The people
space for two computer monitors
My Salary
my department's mission
The people
The work I do and the people I work with

E99.1_WPI - What do you like most about your current workplace?

What do you like most about your current workplace?
Colleagues
I like that I have an office with a view.
It's location next to the court.
- Interacting with a lot of colleagues - The window by my desk
The friendly environment.
Location near court and law offices.
That I have my own private office
My co workers
Not much
THE people I work with
My coworkers

E99.1_WPI - What do you like most about your current workplace?

What do you like most about your current workplace?
My colleagues.
The people I work with and the team approach that is embedded in our brand
coworker interaction
The size of my work space.
Attending work.
Nothing
Ease of access to immediate supervisors and managers.
In enjoy communicating with all the people of different cultures that I must come in contact with. Educating them and helping with any questions they may have.
Individual workspace (personal office with walls)
I like the work that I do.
The people

E99.1_WPI - What do you like most about your current workplace?

What do you like most about your current workplace?
Privacy and quiet are necessary to perform my job assignments. I enjoy my office in the Amoco bldg. It allows me to have privacy and quiet while still being able to go to other departments regularly ie Acctg, Purchasing, Law, PDU, Capital Projects and CAO offices in City Hall. The elevators work great and I have natural light. Its great.
sitting near a window(!), while working with two (2) computers (the natural light helps immensely); cubicle has door, fostering a sense of privacy
Natural light
money
Good colleagues, easy to socialize and see everyone.
The close proximity to the majority of my immediate team members.
my co-worker
the people who i share an office with, easy access to what i need, comfort
Location to the City - Downtown,near the Superdome. The people I work with.

E99.1_WPI - What do you like most about your current workplace?

What do you like most about your current workplace?
The culture.
it is good people in my team
Design is nice/new in our specific room, Access to co-workers
the location, co-workers, and my actual job task
The location
Private and a window that overlooks the front of City Hall
My team is all in one area and we can easily collaborate Large office with windows
My team is Awesome and very diverse
Downtown location. Free parking. Walking distance to a variety of food selections. Family atmosphere.
Its nice compared to other departments.
The people I work with

E99.1_WPI - What do you like most about your current workplace?

What do you like most about your current workplace?
My Supervisor, and the work that I do.
I have my own office and conference area. This allows me the ability to work, have an area for layout and meetings when I need to have them.
It's in a newer building.
The impact of City Hall as an institution. Also appreciate size and location of my individual office.
Its private and quiet
Very relaxed workplace. Promotes individual responsibility.
Located in the Central Business District (CBD)
I enjoy being a public servant.
co location with other departments that impact land use
Access to resources is much easier/faster than working remote over VPN

E99.1_WPI - What do you like most about your current workplace?

What do you like most about your current workplace?
I like the proximity to colleagues within my department and other departments I work with regularly. I also like the access to technology we have in NOHSEP, however I do not think that is standard across other departments.
Our new office space, with borrowed furniture is being crafted to be more comfortable for co workers by buying community things that are commonly used. The ability to share ideas and to do "brain work" prior to sending emails/correspondences.
My colleagues are close by.
My department has some good people who are dedicated to public service, and the City is well positioned to good and important work.
The people
Having access to people in order to make immediate decisions
My current workplace is a very productive environment. Employee moral is excellent.
The individual office and outside Light.
The natural light in my office, access to filtered water, my colleagues

E99.1_WPI - What do you like most about your current workplace?

What do you like most about your current workplace?
I like that our team was able to create a space that would work for us, in terms of meeting rooms and an open floor plan. Parking is free and on site. This was something we fought hard for!!
It's spacious, especially when requests for documents to be brought back from the warehouse.
proximity to leadership staff in Mayor's office, opportunity for impromptu meetings
Being at the forefront of developments in the city and assisting in moving the city forward.
I am near certain co workers
I have some measure of privacy.
View of Green Space, access to printer copier, conference room
The people that I work with
My Colleagues

E99.1_WPI - What do you like most about your current workplace?

What do you like most about your current workplace?
Freedom
I can access everyone on my team with a very short walk through the office.
Access to my coworkers
Proximity to different restaurants.
It's mostly quiet and I can get majority of my work done in order to meet deadlines. Very flexible.
type of work
Because we are in a less known location, there is less foot traffic and less regular daily interruption that has nothing to do with our offices ie people asking general city hall information questions etc.
The work space is calming.
Friendliness of peers and team at City Hall
Paid parking
Excellent access to natural light and view to outdoors, ease of getting to co-workers to go over issues (with projects) if needed

E99.1_WPI - What do you like most about your current workplace?

What do you like most about your current workplace?
I have the ability to work side by side with co-workers.
Flexibility in coming and going. Lots of large windows.
I like my available resources to perform my job duties.
The location - it is quite and close to he city garage.
My coworker.
opportunity to help people
Nothing
Working with the people
Then environment and staff! Very nice and welcoming people.
I'm very happy with my current situation. I have a great boss and I enjoy my job very much.
It take me 10 minute to get to work

E99.1_WPI - What do you like most about your current workplace?

What do you like most about your current workplace?
The diversity of the workforce.
location
Convenient location, near transportation and commerce.
I like my colleagues and how we work nearby each other.
Location
Everyone is there.
Proximity to essential Council Offices
my space of work
Open door policy to engage with supervisors.
The people
Work with my team members

E99.1_WPI - What do you like most about your current workplace?

What do you like most about your current workplace?
Proximity in the building to other departments that we need to interact with frequently. Proximity in the neighborhood to restaurants, coffee shops, and other amenities.
I don't like my current work space.
Coworkers
The Department moved here in mid November and still have to get adjusted.
Personal Office Space
outside view
My workplace in in a central location that is walk-able.
open, lots of natural light, newly carpeted/painted
convenient
The projects I manage give me great pleasure and personal satisfaction. I am proud to belong to City Government and be able to make a positive difference for the Community.

E99.1_WPI - What do you like most about your current workplace?

What do you like most about your current workplace?
I like the people I work with.
Reassurance that my knowledge of questions being asked by the general public is accurate and informative.
nearby parking
My workplace gives me a chance to learn a variety of systems that I have never experienced and I am more confident once I view the units within the community via on a emergency call or whether they are standing by.
Colleagues
The people I work with.
It is accessible to people with disabilities
FIELD WORK
working with my coworkers and there is always something to learn
The people I work with are dedicated to their jobs

E99.1_WPI - What do you like most about your current workplace?

What do you like most about your current workplace?
my team
My co-worker and Supervisor. Just the team atmosphere in general.
Nothing
Communication with immediate supervisor and flexibility.
Close to spouse's work.
Proximity to coworkers.
My co-workers and work environment.....
working in the field.
Productive and professional co-workers.
the window I have to Poydras St.
Co-location of related departments and ease of access to colleagues

E99.1_WPI - What do you like most about your current workplace?

What do you like most about your current workplace?
VERY CLEAN AND COMFORTABLE, HARD WORKING AND FRIENDLY STAFF, MANAGEMENT VERY HELPFUL AND UNDERSTANDING IN ANY SITUATION.
my coworkers
Most of my colleagues, proximity to amenities that allow me to complete errands during my lunch break, a 7 hour work day even though there is a required hour for lunch, and proximity to my house.
Its central location, short walk to restaurants, coffee shops, grocery store the view of downtown and duncan piazza from my window
private, personal space, quite, room for storage, large window, ambient lighting, view of park
The mission of serving my fellow New Orleanians.
Being close to my manager.
My windows
Proximity to my home and ability to walk to work. Nearby restaurants in Central Business District for lunch.

E99.1_WPI - What do you like most about your current workplace?

What do you like most about your current workplace?
nothing
It's close to the printer.
I really like that I have my own office, and that I have colleagues with whom I can discuss challenges on an impromptu basis.
My coworkers
The space and window access.
Working with the citizens
I have access to all the technology I need.
Easy access to multiple departments, interconnectivity
Close to home, convenient to access, lots of good places walkable nearby.
We have a fridge in the break room.
That I'm in the same building as the CAO.

E99.1_WPI - What do you like most about your current workplace?

What do you like most about your current workplace?
nothing
Everyone is located in a central area and easy to find when necessary. Office is mostly accessible to the public and easy to locate for visitors. Access to parking is easy and City Hall is centrally located in Downtown.
I have my own office.
proximity to colleagues
Parking is relatively easy
Nicer than basement of city hall
Access to information.
The location of City Hall.
The people.
Easy to get to and access.

E99.1_WPI - What do you like most about your current workplace?

What do you like most about your current workplace?
Centrally located
My team!
It is away from the public.
The people and projects I work on
Camaraderie
My coworkers and our mission
Proximity to the windows and natural light
My office is close to the bathroom.
Fosters collaboration with colleagues
Helping the residents with their concerns. Meeting new people.
The people

E99.1_WPI - What do you like most about your current workplace?

What do you like most about your current workplace?
Not a thing.
On second floor close to exit. Don't need elevators
The view
CO-WORKERS
My current workplace is not overwhelmingly large.
Working in close proximity to my staff.
My coworkers
I enjoy my actual day-to-day tasks, and appreciate that I have an office with a door so I can close out the ambient office noise when I need to.
Not as cramped with a bit more privacy than my last.
I'm fortunate to enjoy an office that has good natural light and affords me the privacy I need to focus and conduct meetings. It's also closely located to the offices of my supervisors.

E99.1_WPI - What do you like most about your current workplace?

What do you like most about your current workplace?
Close to restaurants
Office Location natural light comfort level
the fact that my individual workspace is private
management, co- workers, hours
Proximity to my colleagues and other departments I frequently interact with.
The people and view.
location is ideal
access to team
Working to complete task once all information and documents are submitted.
the camaraderie
Learning how to work on a new type of project and working with my co-workers

E99.1_WPI - What do you like most about your current workplace?

What do you like most about your current workplace?
laid back atmosphere.
The views
Our team and our team culture.
Nothing
low noise
My office is centrally located, with a door and windows and close proximity to copiers and the people that I need to check in with the most
I like knowing that I am providing support to public servants and that I am a part of something that is important to my city.
Progress
Midcentury architecture
The windows

E99.1_WPI - What do you like most about your current workplace?

What do you like most about your current workplace?
Great natural ligh
being close to people
The contribution to the City, my direct team, and my coworkers.
Currently have a workspace at Tchoupitoulas which is great and at city hall which is not great
I don't feel like I'm at work. I am surrounded by a group of people that feel more like family and friends than coworkers/bosses. This is a very positive and welcoming environment.
its very challenging
-Windows in office -Break Room
Absolutely nothing about this parking lot with dilapidated trailers is likable, however, my co-workers are nice people.
able to make overtime most of the time talking to my coworkers learning different thing and other department

E99.1_WPI - What do you like most about your current workplace?

What do you like most about your current workplace?
I really like my supervisor. She is a jovial person & easy to get along with. She has a pleasant personality & I always learn something from her. I love learning new things.
I like having a comfortable individual working space that has access to outside light, technology, and coworkers. I like how close my physical work space is to a park, local restaurants, and parking.
the new floor and new office furniture
I like that I can have impromptu confidential discussions with colleagues and other City employees when necessary. I like that the people I work with daily are easily accessible. The kitchenette/breakroom also has the equipment I need if I bring lunch from home.
We used to be in the basement of City Hall. Our new space has windows! Plus we were able to paint it in bold colors, and install a stand-up desk area.
My co-workers.
I like the feeling of being a cultural change agent and contributing to making New Orleans a better place to live and work.
I appreciate the natural light and privacy my individual office allows me. City hall is close to many services in the CBD, while allowing for enough easy parking for employees as well as visitors. As my job involves travelling to job sites and consultant's offices the central location is ideal.

E99.1_WPI - What do you like most about your current workplace?

What do you like most about your current workplace?
My management and colleagues.
I like that I have my own office and that my supervisor allows me to organize the office where its needed.
convenient
Location, amenities,
THAT I SIT IN THE BACK
The people are wonderful. The technology is good in some departments; in others, it is not. The building is not.
My team
Helping the general public.
Easy access parking
proximity to downtown/central location

E99.1_WPI - What do you like most about your current workplace?

What do you like most about your current workplace?
The fact that we turn the overhead lights off.
I enjoy working with the entry level staff members. I try to motivate them to always think positive and take advantage of the Civil Service Training Courses that are offered to employees.
its a job
I like having an office to conduct business and meetings in. And the Restroom situation is good for me. I also like where the building is located, easy to walk to places for lunch and get exercise. Close to where I live.
Working with my TEAM.
The people I work with.
n/a
I work in the cleanest, most newly renovated area in the building.
Work schedule

E99.1_WPI - What do you like most about your current workplace?

What do you like most about your current workplace?
That I have the privilege of working for a city that I grew up in and working with a mayor that I love and admire for her courage to bring change to City Hall. I love that fact that Mayor Cantrell is one who takes the time to hear what the people she serves have to say and those who work in executive administration have taken on that same mantle of listening. As a result, people in the community are happy and I think despite some of the niceties we do not have here in City Hall, I think people are overall happy because Mayor Cantrell fosters an environment where everyone, from the janitors on up the chain feel valued.
i have a huge window in my office and it keeps morale up.
My coworkers and the proximity to them for collaboration and learning.
Temp
The flexible hrs.
The layout.
The people I work with are driven and passionate; they are committed to finding innovative and effective ways to best serve the people of the City of New Orleans, often at great personal cost. I feel that I am treated with respect and always encouraged to voice my opinions, and that my needs are accommodated.

E99.1_WPI - What do you like most about your current workplace?

What do you like most about your current workplace?
central location
My space is outside of the director's office, so it is one of the nicer areas of the floor and I'm less apt to be interrupted.
It's close to my home.
As a whole, it's fairly quiet and we have a fair amount of control over the space and what we do with it. We can turn all the lights off and open the windows if its sunny and nice and we want to. We have our own dedicated conference room.
The One Stop Shop Office has a great group of employees with lots of knowledge and experience who TRY to provide their best to others.
The ability to interact with my peers.
Tall cubicle walls
I like being in close proximity to my manager and the teams I frequently work with. I enjoy that we are close to a printer and copier.
Being in close proximity to other council offices to collaborate.

E99.1_WPI - What do you like most about your current workplace?

What do you like most about your current workplace?
I like that it's located in the CBD. I like that there's been a lot more development nearby that has brought more places to eat. I like that I have an on-site garage parking spot. I like having a large window view towards Duncan plaza. I like my office is larger than most with a door (that doesn't lock).
My coworkers.
I have enough monitors to get my job done.
new supervisor
the outside view from my office
Privacy
Helping shape legislation and addressing citizen concerns.
It is easy to communicate with other co-workers.
I like that I can hear people working around me because it creates white noise so I can work better.

E99.1_WPI - What do you like most about your current workplace?

What do you like most about your current workplace?
It is in the Central Business District.
The seclusion
I just moved to a better cubicle with privacy and next to a window.
My private office
I like my co workers, patients that I take care of.
The space is new and advanced.
My job (role and function) and working with great co-workers and smart and committed managers

E99.2_WPI - What do you like least about your current workplace?

What do you like least about your current workplace?
not enough electrical outlets
Not getting any pay increases in the 8 years I have been working here.
That it is out in the open and I have no privacy.
The lack of a sink in the kitchen. Usage of the conference room to meet with non City employees.
It can be a noisy area sometimes.
Temperature (very cold), dirty, no storage space, lack of good conference rooms and conferencing technology (conference phones, etc.), lack of good presentation technology (projectors, microphones), only ONE council chamber - difficult to schedule public hearings
What is the character limit for this answer? The carpet is old and moldy. The ceiling tiles are falling. The furniture is damaged and I have ruined many pieces of clothing. The walls are dingy and filthy. There are stack of papers, many older than me, just sitting and collecting dust. I have limited mobility and although I have requested numerous times, I have not been provided a printer and copier in my workspace. There are constant barrages of flies, gnats, ants, and dead things. The makeshift break room is in the same room that I work in, so during midday it is hard to concentrate on my work sometimes because it can get a little rowdy in that corner of the room. Customers constantly complain and question where their taxes are going when they see what the office space looks like. Customers also have unlimited access to me and the sensitive documents that I work with. I have never felt secure in my workspace. All it will take is one disgruntled customer to tear this whole financial system down, and there are no security measures in place to prevent this. I work in a department that handles all of the money for the City, and yet we are the least secure bureau in the entire finance department.

E99.2_WPI - What do you like least about your current workplace?

What do you like least about your current workplace?
I have no wall so when I use the phone I feel like I am disturbing the rest of the office.
Deteriorating condition of City Hall building, poor lighting and lack of natural light, lack of historic value and civic pride in the structure itself
The yellow accent walls could be toned down a little, but it's not a big deal.
Lack of freshness (i.e. no window in my office, no movement of air)
Lack of a Kitchen and socialization area. No place to eat lunch except at your desk.
Needs better maintenance and security which takes money.
Not being able to focus. The lack of efficient technology. The over-all atmosphere.
not able to secure my work area distractions around the office near my cubicle (phone conversations or foot traffic no window view to outside
Equipment is constantly breaking. About every 4th day of work we are unable to print AT ALL from any printer. Meanwhile the heads of the department have completely renovated their offices with new paint, carpet, etc.

E99.2_WPI - What do you like least about your current workplace?

What do you like least about your current workplace?
That it's not updated.
At this present moment I am truly satisfied with where I am at with my job and also the direction I am headed in.
Placement of my desk.
It's difficult sometimes to concentrate in a shared workspace, sensitive phone calls must be made away from my desk.
Shared office.
No privacy
Office politics/management, lack of conference spaces, lack of an "innovative" mentality.
One bathroom stall on a floor that approximately 100 people use. Also, there is no sink on our floor.
Where my desk is located there is no privacy

E99.2_WPI - What do you like least about your current workplace?

What do you like least about your current workplace?
Dealing with micromanagers and their ability to keep me from getting promotions and raises. Sometimes these micromanagers create a hostile work environment for me, personally.
neutral
The restrooms
My cubicle is open and my back faces the lounge which invites interruption and distraction.
Management
lack of leadership in our department, lack of commitment by the city to our department's mission
No Cafeteria Environment
Office need to be up graded
Temperature and allergies

E99.2_WPI - What do you like least about your current workplace?

What do you like least about your current workplace?
The temperature can't be regulated.
Outdated and old building that needs to be renovated and updated.
<div>- Inconsistent indoor temperatures with the outdoor temperature (cold inside when hot outside and hot inside when cold outside)</div> <div>- Florescent lighting</div>
The building is outdated.
Lack of technology. Office space cramped. Air quality.
How dated and unorganized we are
It's an open area sort of cluttered and not privacy
Mold after rain events. Tiny workspace, no storage space, no space for personal items. anything left at work, umbrellas etc. will go missing over night. Chair that re adjusts its height every day. Sharing a front desk area with multiple people. Slow computers. Cumbersome software. Lack of cleaning, Unsanitary conditions. Insufficient air conditioning. Swamp like feeling for first few hours in the morning. Lack of resource materials to enable me to do my job.

E99.2_WPI - What do you like least about your current workplace?

What do you like least about your current workplace?
Parking around workplace
the physical environment
The lack of access to: (1) updated technology that works well (email and computers) and (2) working office equipment (printers, scanners, and laptops).
The physical and cosmetic look of the building, including the restroom facilities
old and tired
The closed in feeling because there are not a lot of windows or fresh air coming in.
Not being able to get material to complete jobs.
Parking
Noise and distractions in my individual work space.
I don't like the management, they don't use the chain of command, everything is a joke and the opinion of a few matters, not the whole team. Its very frustrating to have to come to work not knowing the security of your job because the management is not properly trained when it comes to communicating with their employees.

E99.2_WPI - What do you like least about your current workplace?

What do you like least about your current workplace?
Doesnt inspire.
I don't like that I don't have a workspace.
Virtually everything else. This is the most out-of-touch survey I have ever taken. We don't work at some VC in Silicon Valley. This is a 70 year old government building that has been very poorly maintained and left to languish (1300 Perdido). It is a disaster - even basic systems don't work like AC and lighting. The technology is garbage. We don't have "MAKER SPACES" or "FOCUS ROOMS." That's some new-age BS. We hardly have offices at all - just repurposed closets and breakrooms.
too small to address my report design staff meetings/brainstorming/instruction sessions
Absence of autonomy
gossip
Air quality and fluorescent lighting.
There is a significant distance to the other departments that we support.
no view of outside

E99.2_WPI - What do you like least about your current workplace?

What do you like least about your current workplace?
It could be more modernized and updated to inspire and motivate.
Workstations - Open & crowded rooms.
Not enough hardware to service computers. No updated equipment.
Space design.
office furniture and renovation
Not enough storage space for all of the different hats that I wear, not enough individual workspace, coworkers conversations.
not the cleanest environment
no windows
Furniture and carpet is old. Additional Storage space is needed.
People not striving for excellence.
Lack of storage space Lack of large conference rooms Difficulty for community partners to come to city hall I have trouble focusing on large writing projects due to distractions and therefore work offsite as needed

E99.2_WPI - What do you like least about your current workplace?

What do you like least about your current workplace?
There is no privacy and it is really open to everyone.
Old furniture and equipment and a lack of work-space privacy. Insufficient training opportunities. Unfair evaluation and promotion procedures.
Its extremely quiet so you are easily distracted by others. schedule
Privacy, and noise.
Not enough technology and software to make production faster and easier.
Access is somewhat difficult.
Bathrooms, elevators, hallways and general facility feels dated and worn. Elevators actually seem dangerous. Food options are bad or limited.
can't see behind me
Workplace design can be very monotonous.

E99.2_WPI - What do you like least about your current workplace?

What do you like least about your current workplace?
Stairwell Safety/Meeting Spaces are scarce
The technology and related amenities.
Office space in disrepair. The ceiling tiles are missing and we have occasional water leaks. Cant get anyone to paint ceilings or walls after submitting requests for more than 3 years. Cleaning of the area rarely occurs without making additional requests to property management, Floors are rarely swept and mopped. Bathrooms are cleaned at the end of the day at a time right before staff leaves for the day which makes using them difficult. Frequently run out of soap and paper towel. No where for staff to eat so they eat at their desks, which creates issues with pests. Finally, we are an office that enforces building codes. However, the ropes used to direct queuing in our lobby block individuals from entering and exiting the elevator freely and likely violate codes. So its do as I say, not as a do. Don't think this creates a good first impression.

E99.2_WPI - What do you like least about your current workplace?

What do you like least about your current workplace?
I don't like the cubicle environment. I have no privacy when I want it (i.e. to have work-related small meetings or phone calls). The cubicle environment also isn't conducive to collaboration. I would prefer to have an office with a door and better group workstations and small conference rooms.
Its newly renovated space and a bit "cold" feeling because we have a handful of co workers in the building.
Junky, cluttered,drab
Physical space (City Hall) is dated and rundown. Break room was an afterthought. Bureaucracy can be ridiculous at times. Partners from other organizations do not like to attend meetings here because of parking challenges.
The work environment could be better
Lack of natural light and scenery
nothing really.
The office is too small and enough space to meet with people.

E99.2_WPI - What do you like least about your current workplace?

What do you like least about your current workplace?
fluorescent lighting gives me migraines (unable to turn lights off), discomfort and distraction from temperature (always very cold), lack of funding for programming and resources necessary to save time and reduce stress
It's very cold at times. I feel isolated over at 1601 Perdido and that we don't get a lot of interaction with the rest of city hall. People may not know we are there, and it seems that if other offices don't expand to there, no amenities will be provided.
Cannot control the air or heat.
not a private office
Being slowed down due to inefficiencies..
location
I can still get distracted at any time for any number of issues brought to my desk by colleagues. A lot of it is due to proximity.
HVAC Temperature, Noise with adjacent colleagues. Work interruptions
Lack of onsite cafeteria

E99.2_WPI - What do you like least about your current workplace?

What do you like least about your current workplace?
My office chair
Volume
We are able to adequately provide a private confidential environment for our visitors.
No privacy, lots of noise/distractions
The building.
constant interruptions
we are removed from city hall and isolated from activity there.
Lack of amenities in the building. Condition of the building. Elevators are terrible.
not much privacy.
Lack of childcare Breathing in old paint and probably asbestos
noise carries through the office, especially when on phone calls

E99.2_WPI - What do you like least about your current workplace?

What do you like least about your current workplace?
The outdated facilities.
Dusty. Lack of privacy. Hard to concentrate.
the office space.
The location - hard for people to locate, no snack machines
Old/out dated building.
workplace set up - to open
It is a dumpIt leaks and has never really stopped leaking in one place or another..It was this way before I arrived 5 years ago and no one in high enough authority (up until now) wanted to even push to make any real meaningful improvements. There are no amenities for employees to get respite. Physically it is falling apart with no heat and little a/c. There are no facilities to meet or hold team meeting. No break/dining area. Public area probably dates to the 80's or 90's. I could go on but since inspection and filming have occurred I have more than said enough.
the office trailer it is toxic mold, roof leaks insects wild animals etc.

E99.2_WPI - What do you like least about your current workplace?

What do you like least about your current workplace?
Just the parking, because its so far.
Not receiving bid projects as promised from departments
no communication
The volume of work.
Building age and condition
No windows/natural light
I do not like the small amount of desk space.
Management
Building needs to be renovated and I think is toxic to employees.
Lack of security
Our team leaders(Director, Deputy Director and Secretary are not working with low employees

E99.2_WPI - What do you like least about your current workplace?

What do you like least about your current workplace?
The pay could be better.
NA
The HVAC System. The rest of the VA building as it is abandoned and a bit of an eye sore.
While sharing a room with six of my coworkers helps to encourage communication on projects, it can also make it easy to get distracted on tasks that require a lot of focus. The facility is outdated and it takes a long time to get things fixed.
I don't like anything about my current work space.
Not enough work space, no privacy when assisting taxpayers, no scenery, dusty, a lot of paper, uncomfortable temperature, system is outdated
How I am the only employee that the Director and Deputy Director give the majority of work to and expect it to be perfect. They don't pass excessive work to other employees in the Office.
Out dated and needs renovation

E99.2_WPI - What do you like least about your current workplace?

What do you like least about your current workplace?
temperature set too low
There are no windows in my office and it feels old and stuffy; like the space needs to be aired out.
often a/c is too high
supervisor
The overall perception of the Community that our City Systems don't work or are ineffective. So, I try to change that as much as possible from my place of work.
The office space is dated and not very functional. Some attorneys have to share offices which makes confidentiality difficult. The carpet is filthy, there are wholes in the walls, the bathrooms are dated and although cleaned daily it does not feel clean. Further there are only two stalls in the women's bathroom. There is dust and mold in the building, the furniture is dated and not very functional.
sharing the work load with other departments. Cross training/checking number of inspections. Follow through with imputing information correctly. Other employees not taking the job seriously.

E99.2_WPI - What do you like least about your current workplace?

What do you like least about your current workplace?
limited workspace
I have no comment.
The bathroom on my floor is frequently out of order; too few outlets! It is difficult to get a computer.
Condition of work area
Loud food traffic and outside noise/conversations.
NOISE OF COWORKERS
City Hall is old and dirty, without the latest technology or amenities (clean bathrooms, cafeteria, adequate public & employee parking, gym)
appearance (not maintained in proper shape and/or updated)
Setting, atmosphere, lack of technology
The negativity atmosphere and negativity.

E99.2_WPI - What do you like least about your current workplace?

What do you like least about your current workplace?
Overall leadership, workplace culture, aesthetics, technology, lack of transparency, and wages.
Overall facility.
Lack of individual offices.
No complaints....
I don't like the salary .
Slight disconnect to co-workers
None that I can think of at the moment.
Little privacy or ability to focus, frequent interruptions
N/A
outdated technology and lack of storage space.
There is no place for us to eat or congregate except in the kitchen which doesn't have a table or any chairs. The kitchen is usually dirty, the coffee machine - someone's personal machine - is always dirty, the floors are dirty, the bathrooms are dirty, and I have to eat at my desk if I brought lunch. I also dislike immensely that I have to be tethered to my desk to complete my work. I wish I could work from home or remotely occasionally to relieve the risk of burnout and to allow me greater agency of my life.

E99.2_WPI - What do you like least about your current workplace?

What do you like least about your current workplace?
It is never cleaned, dusted, or mopped, windows are gross. We have only one small kitchen area with no table or break room we have to buy our own coffee, the coffee maker is old and disgusting we are probably breathing asbestos
space divided by a wall therefore does not flow
excessive management; micro-management; lack of inherent confidence in the hired team
Lack of natural lighting and how cold it is due to AC
the design aesthetic and crumbling paint and walls
I cannot see any natural light or green space from my workspace. Temperature is generally complained about by many colleagues on floor. Stairwells and other common areas are poorly maintained, and I am embarrassed when members of the public come to visit City Hall. Landscaping around City Hall is ugly and does not use native plants to support wildlife, and the park across Perdido Street is a prominent encampment for homeless men, which sometimes leads to public safety notices being issued to city employees.
everything - It is old and outdated
disorganized space; not enough space to stay organized; not enough space for paperwork; too much clutter; lots of boxes of discarded items (keyboards, files, old monitors, office supplies) in hallways and office and lunchroom.

E99.2_WPI - What do you like least about your current workplace?

What do you like least about your current workplace?
My workplace is small and I'm unable to work remote becuae I only have a desktop.
My specific office has no outdoor light. While the size is sufficient, the layout is quite poor and makes inefficient use of space.
My office walls do not go up to the ceiling. Therefore, I can hear everything around me and vise versa.
The lighting isn't great. Carpet is old and coming apart. Tiles are falling from the ceiling.
not enough workspace within the office
I find that my teammates and I are cramped in our current space.
Noisy, no windows in my department
Computers and printers desperately need updating. Bathrooms are in really bad condition. Office generally needs updating.
The 7th floor of City Hall has no more space, but they keep pushing more people in. Bathrooms smell like urine weekly. My desk is 3 feet long with 2 monitors, phones, and a scanner. We share desks because we don't have enough room for everyone. Wires and cords running everywhere. Holes in the Floor. No sink in the break room causing dishes to be washed in the bathroom. We have ancient technology.

E99.2_WPI - What do you like least about your current workplace?

What do you like least about your current workplace?
Design: the style of the building and rooms are old and depressing. Having vendors come to City Hall is embarrassing.
unhealthy, too hot or too cold, no access to outside natural light
Lack of windows Terrazzo outside creates a safety hazard in the rain (slippery) Much of the building is inaccessible for citizens with disabilities
It's always cold.
lack of privacy, too much foot traffic, not enough space, easily accessible by general public
Very Sterile Environment
Entry is a loading dock; We're in a building designed for a hospital
The heating/cooling system is inadequate.
Too small, we work on top of each other.
City hall is not conducive to a modern workforce. The building is old, poorly designed, and falling apart.

E99.2_WPI - What do you like least about your current workplace?

What do you like least about your current workplace?
Heating and cooling is inconsistent.
Not enough space
Location, parking, no kitchen or break room
I am away from my team.
Out of date building and bathrooms, no breakrooms or focus rooms
Aging facilities
The building has a lot of issues: there's efflorescence present on two of the walls (one of them is so bad that there's a literal pile of salt on the floor - and since no one comes to vacuum, it just accumulates), missing panels in the ceiling, water stains and mold on the ceiling, ceiling panels have literally fallen while we're working, a couple weeks ago a fluorescent light fell from the ceiling in the stairwell and is still there even though multiple people have called about it. There are regular email outages, internet outages, and plumbing issues. The bathrooms have mildew and mold growing in the crevices. We regularly run out of toilet paper and paper towels.
I am in an area with a raised metal flooring that is loud and uncomfortable to walk on.

E99.2_WPI - What do you like least about your current workplace?

What do you like least about your current workplace?
There are limited places to eat and the ones that are around you,have to walk to get to.
No access to printer and related supplies. No technology in conference room. No way to take a call or meeting without disturbing others on the team. Temperature.
The pay and hours.
The dingyness
No quiet space.
It's a stall across from the lunch table fridge and microwave so people are constantly walking behind me
The vent right next to my desk that severely affects my allergies
TO CLOSE TO ADMIN NOISE AND COFFEE ROOM
I do not have my own private space.
The building is very old and rest rooms are really outdated and rarely works properly.

E99.2_WPI - What do you like least about your current workplace?

What do you like least about your current workplace?
The stress of having to work all the time
I can hear too much of other peoples' conversations and work. I don't have a window. The heat/AC are sometimes unreliable.
Can be distracting at times.
The temperature and air quality-- including the dust that falls from sections of the ceiling.
condition of bathrooms, lighting, flooring, paint, chairs, furniture, cleanliness,
older facility
That there is no room for growth or advancement within the department
cleanliness, visual outlook, overall appearance ,
Cleanliness of the area. There have been no renovations in recent memory.
The design, and age of the building.

E99.2_WPI - What do you like least about your current workplace?

What do you like least about your current workplace?
facility is extremely outdated and needs upgrades and more frequent upkeep
lack of privacy, focus rooms poorly set up, away from most clients, difficult for clients to come to meetings, temperature
Waiting on others to complete task so I can finalize my work.
very bright lighting
N/A
the work
The outdated interior design
No amenities like a sink for coffee.
Location. I feel like I work in Siberia
too cold or hot
It is freezing cold, the air in the building makes my voice raspy, there is not enough meeting room space, and there is no where to get healthy food quickly (in less than 15 minutes) so I feel like I'm trapped in a moldy ice box until all my work is done and then I just leave for the night

E99.2_WPI - What do you like least about your current workplace?

What do you like least about your current workplace?
The environment is toxic, literally, and increases the likelihood of headaches, lung strain, colds, exposure to old chemicals, dust. Many of the employees, including myself, are systemically undervalued. Personally, I feel like no one cares if I am smart or happy. I feel like there is no one on my team who cares what I do. I am reprimanded if I take time to myself, but I am not given anything to do when I am here, sitting in the dark. I am consistently discouraged from taking any initiative. Working in this role has made my brain smaller and coming to this building has made my health worse and my mind tired.
no privacy for managing staff or taking confidential phone calls, no natural light, limited conference rooms that are not easy to schedule.
politics
Condition of the building
asbestos
Lack of privacy
excessive noise from AC heating system
Our office space could use a bit of freshening up. Replacing the carpet and painting the walls would be an easy start, but I'm use to having my own office. Bathrooms are dated and we could use some natural light.

E99.2_WPI - What do you like least about your current workplace?

What do you like least about your current workplace?
Tchoupitoulas has no outside windows and city hall is a temporary space.
The long work hours.
sometime it seem as if there is no progress in carreer.
-No Parking -Outside Environment not safe -Lack of restaurants in close proximity -Bathroom far away from office -Drab office environment- i.e. wall color; old carpet. -No where to sit outside and eat lunch
I don't like the amount of attention the City of New Orleans has paid to the up-keep of this place.. its falling apart at the seems, the floors are giving way, broken windows, mold, missing ceiling tiles, not enough storage space, inefficient A/C, and it rains inside. Also, nobody is coming to address it even after several complaints to Human Resources.
don't have comfortable chairs better place to work in new computers more space

E99.2_WPI - What do you like least about your current workplace?

What do you like least about your current workplace?
The building features are outdated and could use updates. It would be helpful if there was a coffee shop in the building.
It gets too loud at times and distracting when my work involves talking to residents on the phone.
the computers and the software are rarely up to date
It's cold all the time.
We were the first team to move into 1601 Perdido, and have suffered through some growing pains as the building's HVAC system was virtually non-existent. It's a little better, but we rely on space heaters to stay warm.
The building is old and dying.
The antiquated facilities and the physical barriers to effective communication.
I think that some design upgrades could go along way to modernizing the look and feel of city hall. The appearance can feel dated and in need of maintenance, but has potential. I am grateful to have parking provided but as I often have to run back and forth to off site meetings I feel I would loose less time if my parking was closer (currently at VA Bldg a few blocks away)

E99.2_WPI - What do you like least about your current workplace?

What do you like least about your current workplace?
Heat, Dust and noise.
The thing I like least is that sometimes its a little chilly, but that goes away when I get a hot flash.
out dated electrical system and hvac system
N/A
THAT IT IS SMALL AND PEOPLE SIT ON THE OTHER SIDE OF MY CUBICAL AND HOLD MEETINGS INSTEAD OF USING THE CONFERENCE ROOM. IT MAKES IT HARD TO FOCUS.
Rooms with <ol style="list-style-type: none">1. no windows2. poor lighting3. overactive AC (it's always cold!)4. dirty, possibly moldly carpet5. uncomfortable chairs6. poorly designed tables (these do not rise to the level of desk)7. no way to alter monitor & keyboard height to work standing8. virtually no storage space (I use discarded cardboard boxes)9. no walls between workstations i.e.) the open office concept
The temperature
Sometime the office temperature is inadequate.

E99.2_WPI - What do you like least about your current workplace?

What do you like least about your current workplace?
Air Quality and Environmental Concerns
physical condition of the building (particularly temperature)
The AC/heating, kitchen and bathroom
The level of respect for management. Our supervisory staff does not display respect for management because they are being told there's only one administrator within the division (Ticket Writing/Towing) so they show no respect for the administrator who's currently is assigned to the towing unit. Which, is being observed by the entry level employees. The example they are displaying (disrespecting the administrator) has caused chaos within the unit.
no communication between superiors, abuse of power. no advancement, small workplace, hostile workplace, etc
No windows - (in a box).
Design and quality of the physical environment. Ambient noise. Poor lighting. Cubicles.
Lack of funding to update work space.

E99.2_WPI - What do you like least about your current workplace?

What do you like least about your current workplace?
n/a
The lighting is dim and uninviting. The floor has been nicknamed "The Dungeon" by customers, outside staff, and visitors.
Culture
I wish we had more space and that our building were updated. I think the front of our building needs to be sandblasted.
People in my department often keep important information to themselves and then when I'm needed, expect me to know what's going on and be able to contribute. I need to be in the loop and they need to be transparent if I am expected to perform at the top.
The quality of the building materials around me including the interior downspout that is creating salt all over the wall, the dark/missing ceiling panels, the light that fell in the stairwell two weeks ago and is still there, etc.
Bathrooms lack privacy
The filthy dirty carpet not being removed

E99.2_WPI - What do you like least about your current workplace?

What do you like least about your current workplace?
The air and noise.
The building is old and out of date; the lights are harsh and cause headaches for lots of folks; the way that the office is laid out is not conducive to productivity.
condition of building
No natural light, the overhead light is kind of oppressive and contributes to eye strain, noise from the lobby (cell phones, conversations, children, etc), people (co-workers and public) walking in whenever they feel like it, without regard for the fact that someone works in the space.
Its overall physical appearance and functionality, which is borne borne both of its age and of deferred maintenance and renovations through the years.
There's no access to kitchenette/sink/water cooler and we all are often on conference calls and it makes it very difficult when everyone is talking on the phone at the same time even with headphones. Very little privacy at my individual workspace, so I'm often interrupted by colleagues just talking to me from their workspace.
The space itself, is often an issue for efficacy.

E99.2_WPI - What do you like least about your current workplace?

What do you like least about your current workplace?
The facility needs a good sprucing up.
Lack of adequate bathroom space Lack of an adequate break room Lack of adequate privacy Lack of control of the temperature for this office Lack of ability to cancel out noise or remove one's self from distractions occurring near by Lack of a fitness/health center
I wish I was closer to the intern offices. I supervise between 2-3 interns at a time and their workspace is down the hall from me and it can feel very isolating for them. I wish there were touchdown stations near me where an intern could sit. I also have security concerns about our current office space, as there is not a reception area in front, so visitors frequently walk in when there could be confidential materials out or phone calls/meetings occurring. In general, more natural light and alternate lighting options to overhead fluorescent lighting would be preferred.
No windows in my individual workplace and I share a very small cramped office with one other person.
The building is out-dated, the heating/cooling systems aren't functioning, the elevators aren't functioning, a lot of things are falling apart. There's not a lot of parking for those that don't have a garage spot. Because there's not enough room, I have a large plotter in my office. My team is not located in same offices as me and split between three different rooms.

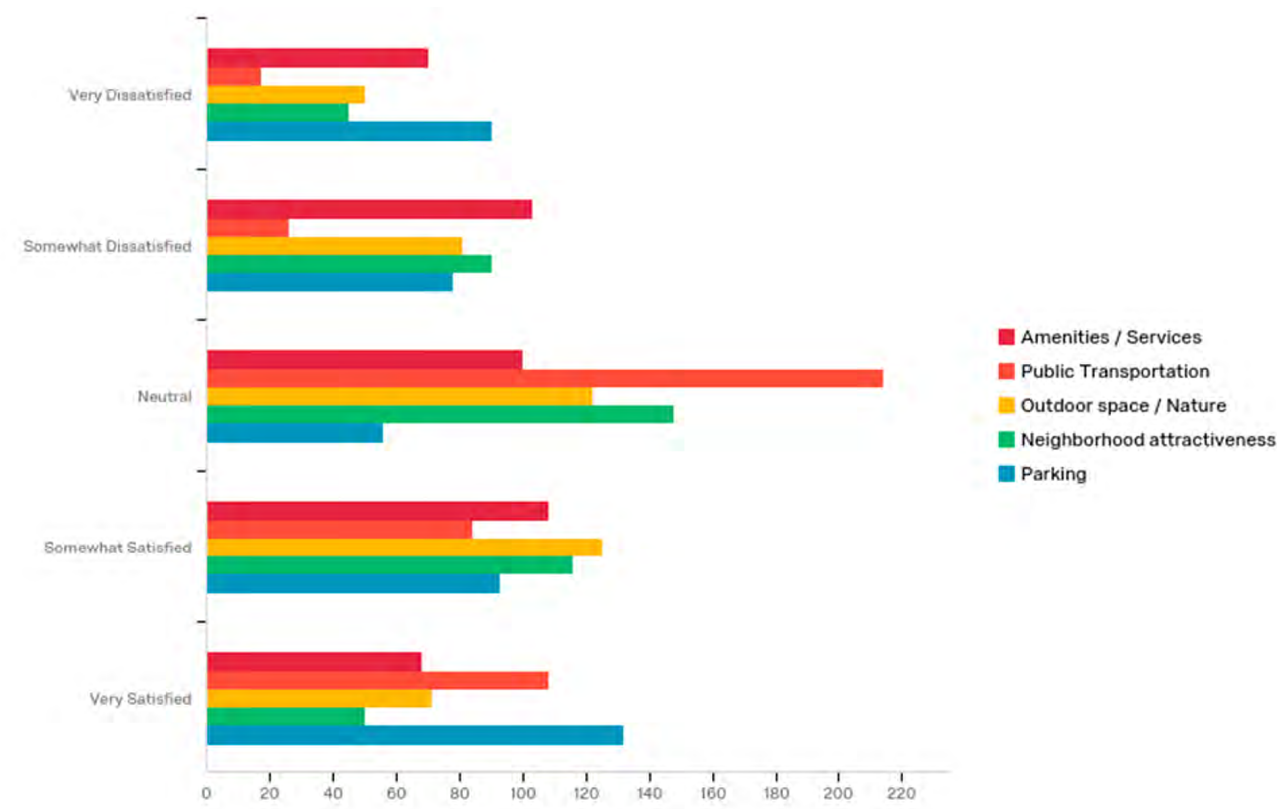
E99.2_WPI - What do you like least about your current workplace?

What do you like least about your current workplace?
My coworkers.
The setup and location of my workstation.
shop
It's sometimes too hot on my floor during the summer and too cold during the winter.
Where to start...(this is specific to our workstations) They moved us from next to the files we were supposed to maintain to a room filled (FILLED) with broken equipment and boxes of paperwork. Some documents are working docs (trash), and some are originals we have been looking for. There is no way to tell except by going through each one. We have new hires coming, so for the past month or so my colleagues have had to stop working on the things that they measure our performance on in order to make this room presentable for the new people. We are about halfway there. I don't have a solution for the current situation beyond what we are doing now, I do have a solution for going forward. Also, being surrounded by decades old documents is awful for allergies. We have been working tirelessly to remedy our situation. We have been met with resistance from other departments when we ask for help getting rid of surplus and broken equipment and furniture. On the bright side I have been able to assemble excellent computer stations for my colleagues.

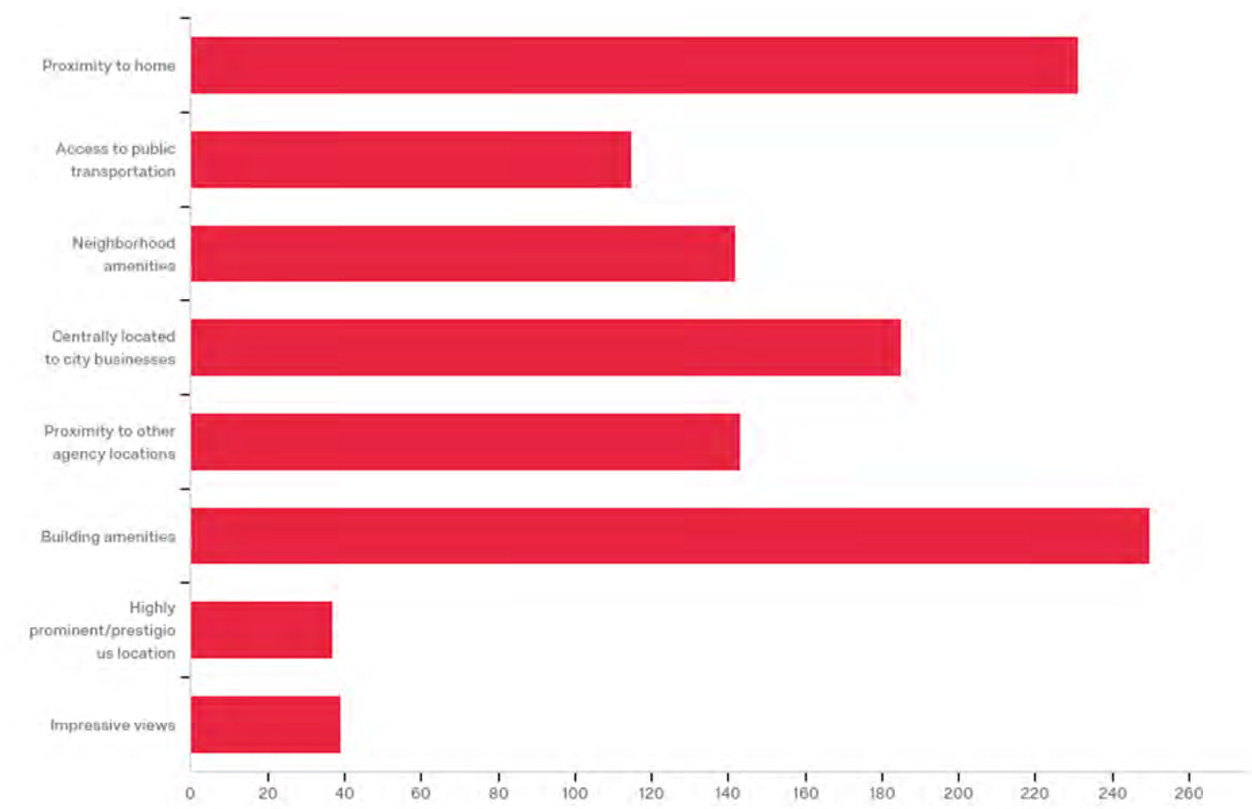
E99.2_WPI - What do you like least about your current workplace?

What do you like least about your current workplace?
Office politics. Rigid workspace without any individual space.
There is not enough desk space or storage at my workstation. The ability to concentrate is very hard because there is more than 10 people in one space. I feel like we are on top of each other. Cannot concentrate or focus!
It feels a little out dated.
Working conditions.
The aesthetics
I share an office with 4 other people, some of who often have other people in here to socialize. I want privacy and quiet.
How rundown and broken everything is
lack of storage
The building itself. The finishes, layout, and feeling of the building does not reflect the important work we do here

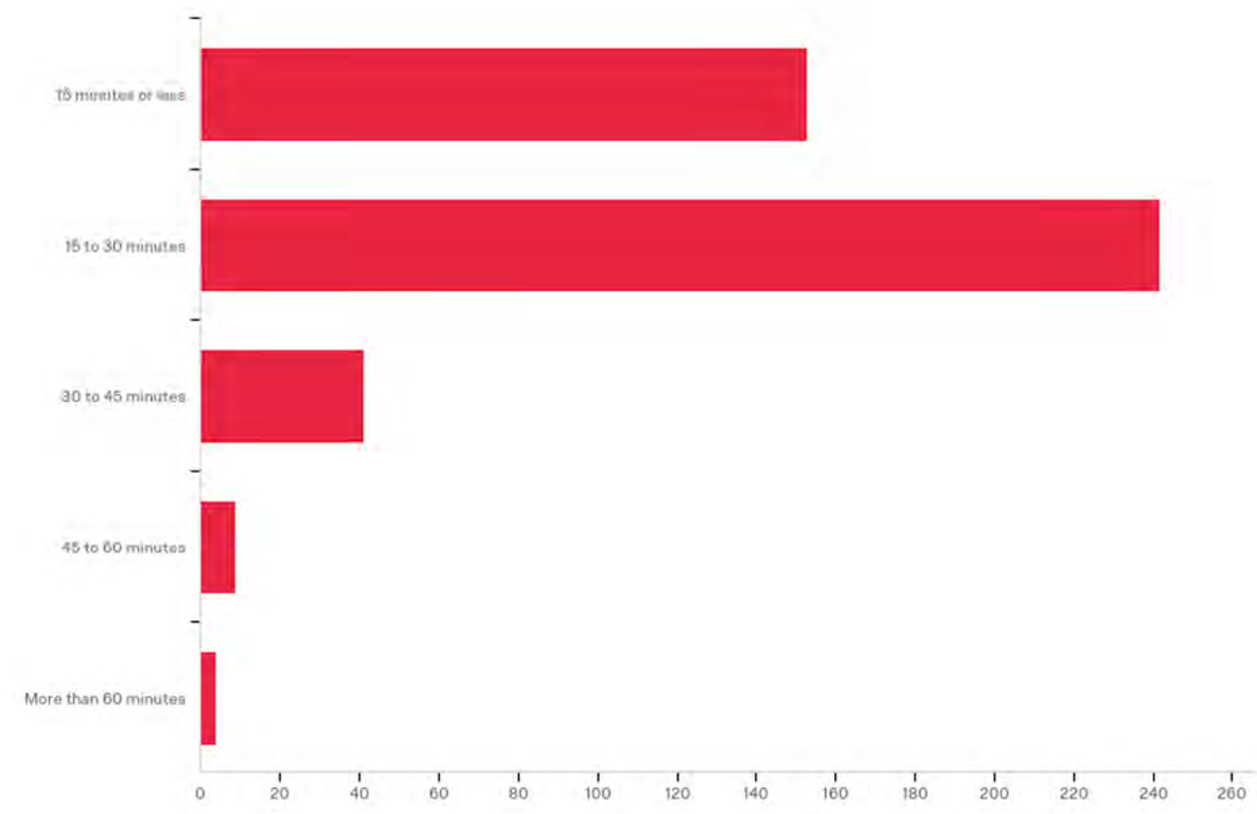
Q225 - How satisfied are you with your office location in terms of:



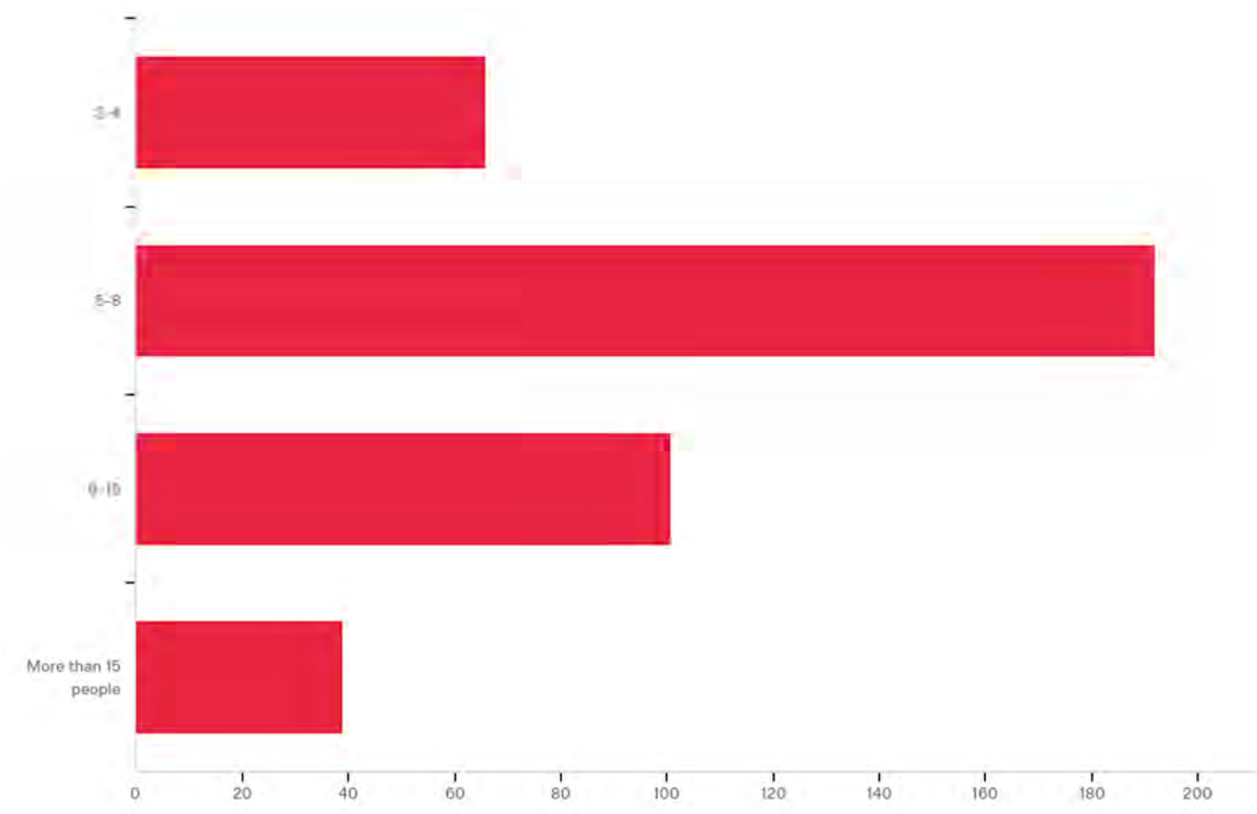
Q226 - Which do you view as the most critical location criteria? (Please check up to 3)



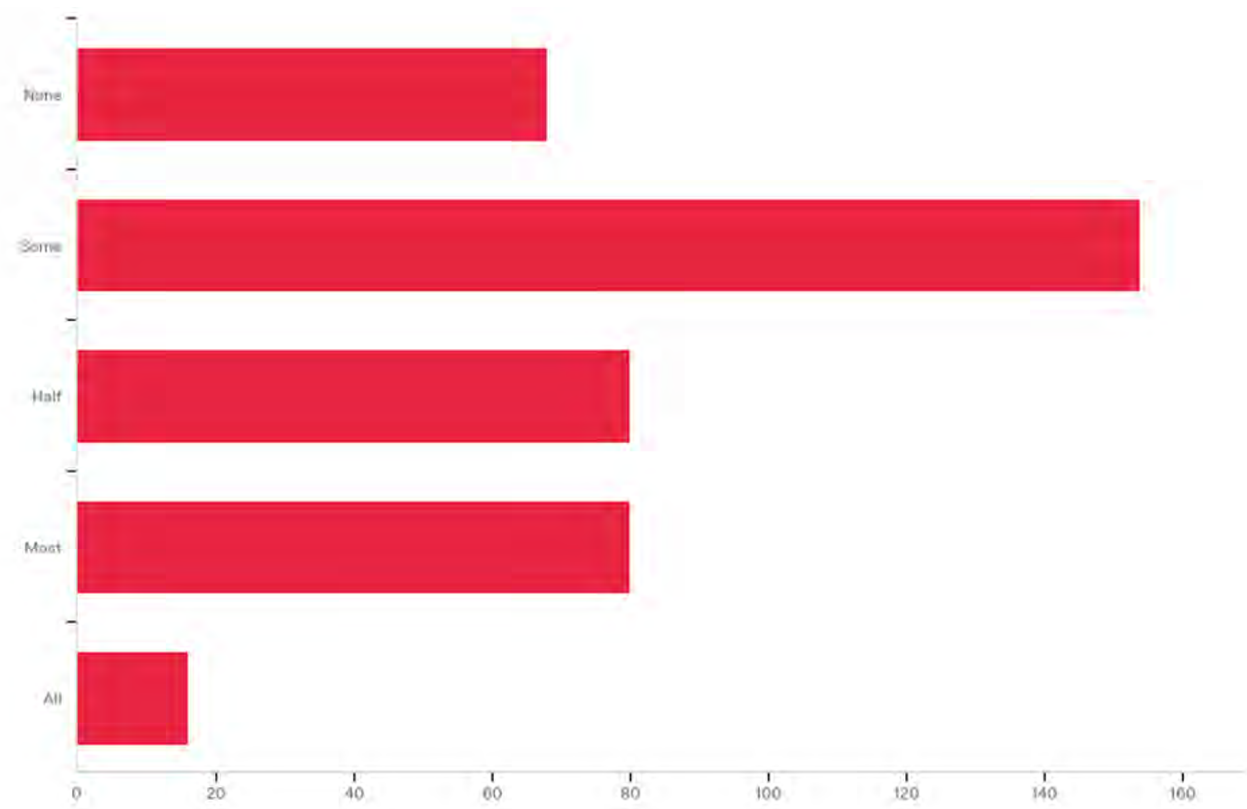
E2.10_OPT - What is your average commute time to work?



E6.4_OPT - In a typical meeting, how many people are attending in-person?

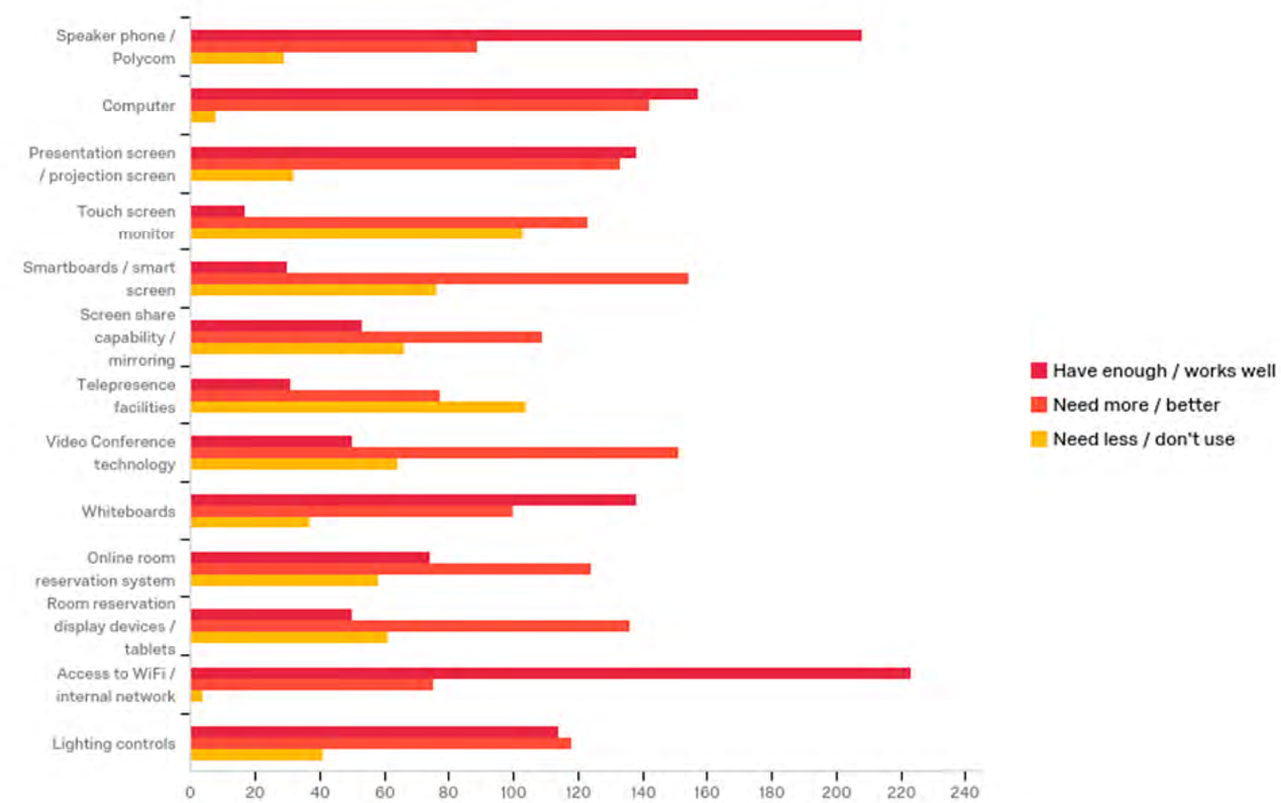


E6.5_OPT - How many of your in-person meetings include clients or visitors?

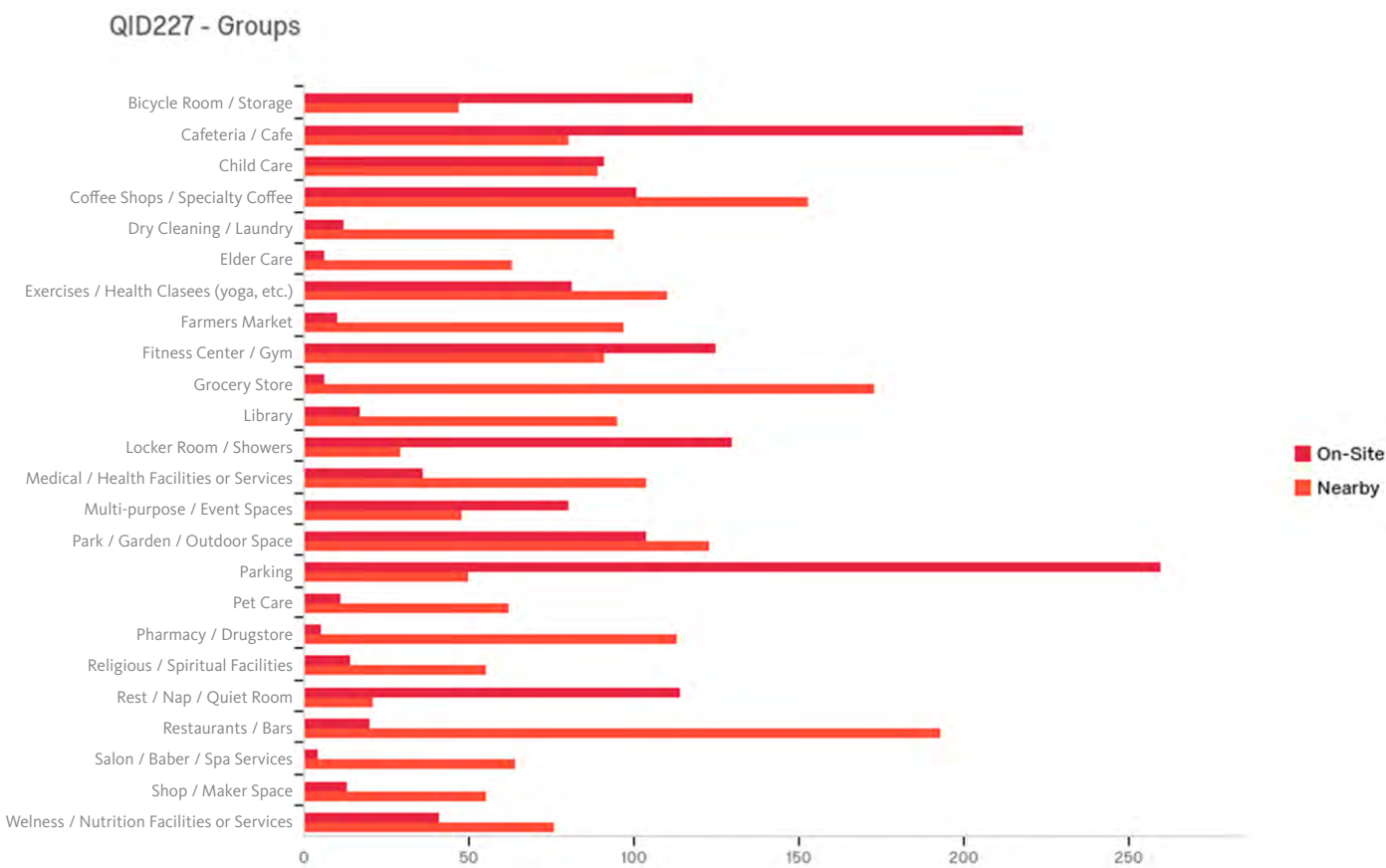


E8.2_OPT - What technologies are required for meeting areas to be effective? Drag and drop the items to indicate which you already have and which are needed, in order of importance.

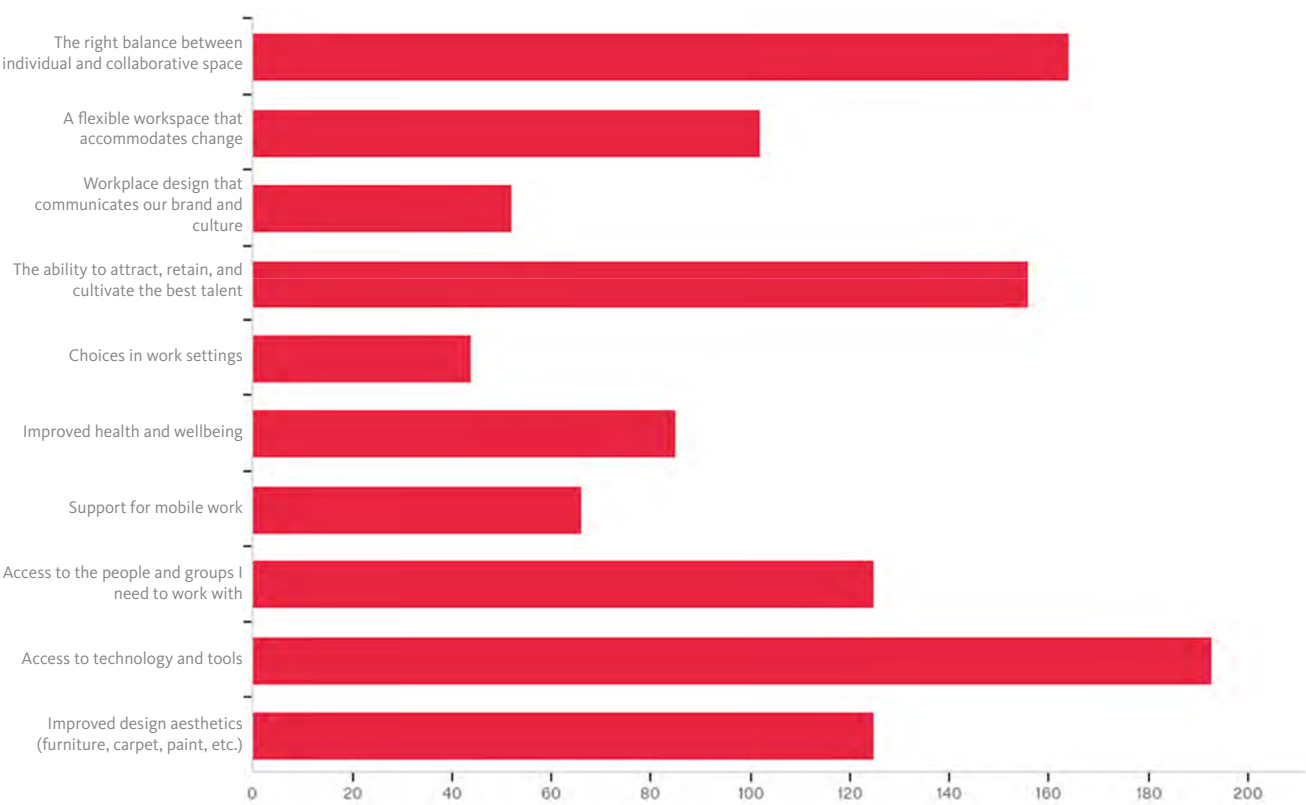
What technologies are required for meeting areas to be effective? Drag and...



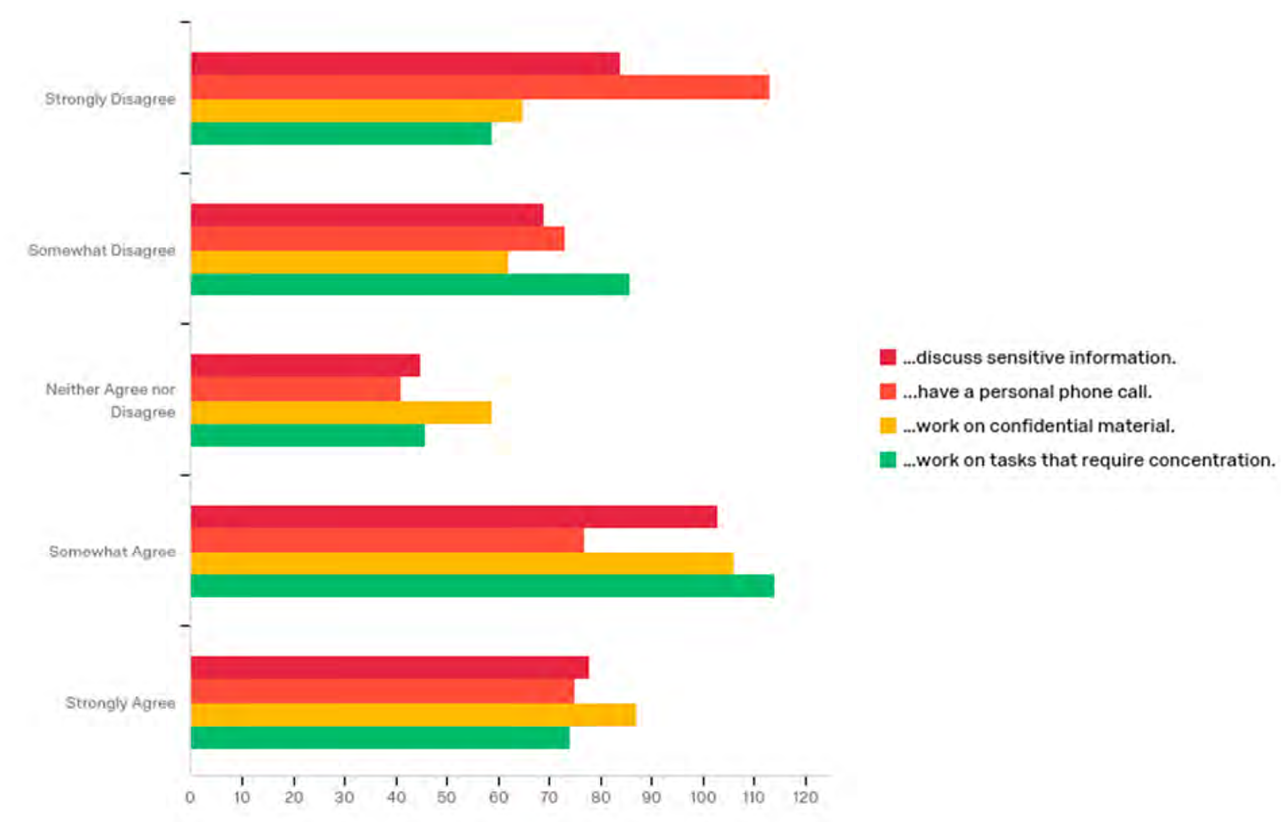
Q227 - Which of the following amenities are most important to have on-site or nearby?



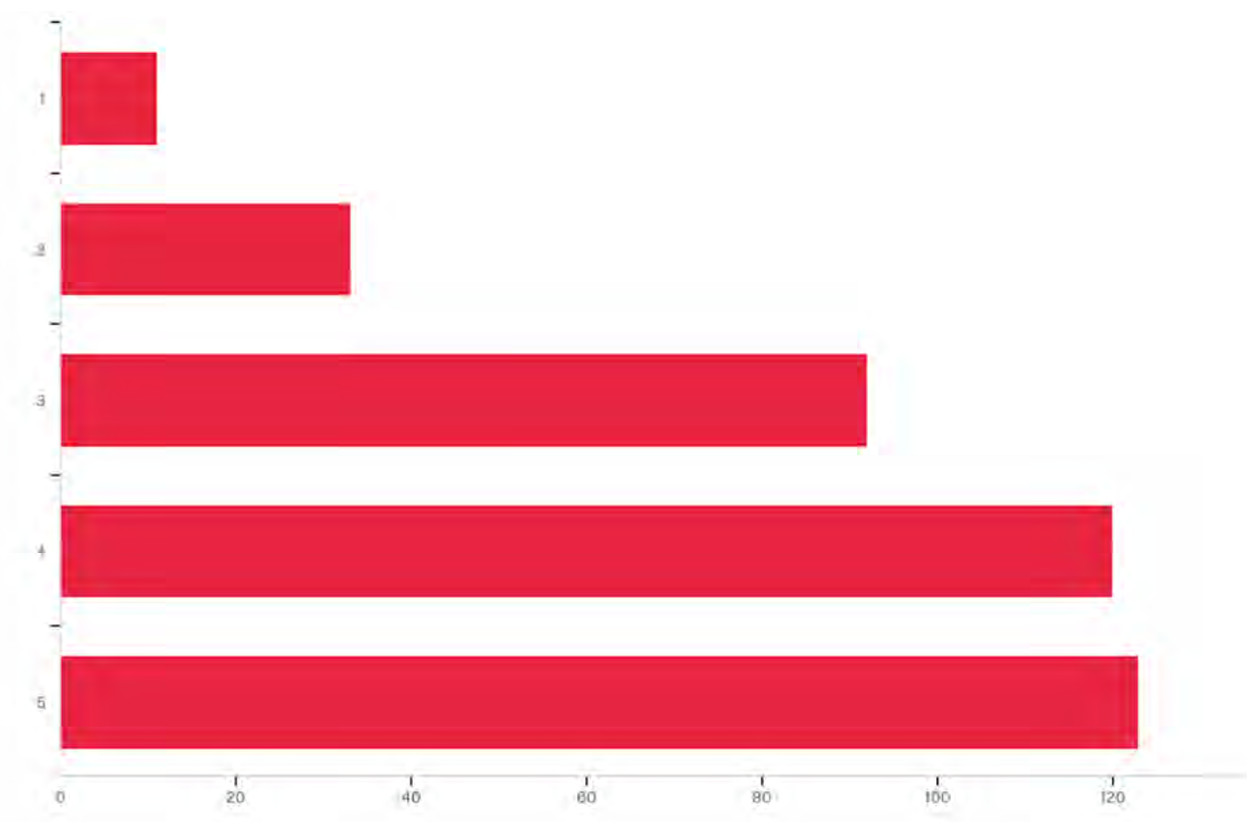
E4.15_OPT - Which of the following goals are most important to a successful workplace design? Please select up to 3.



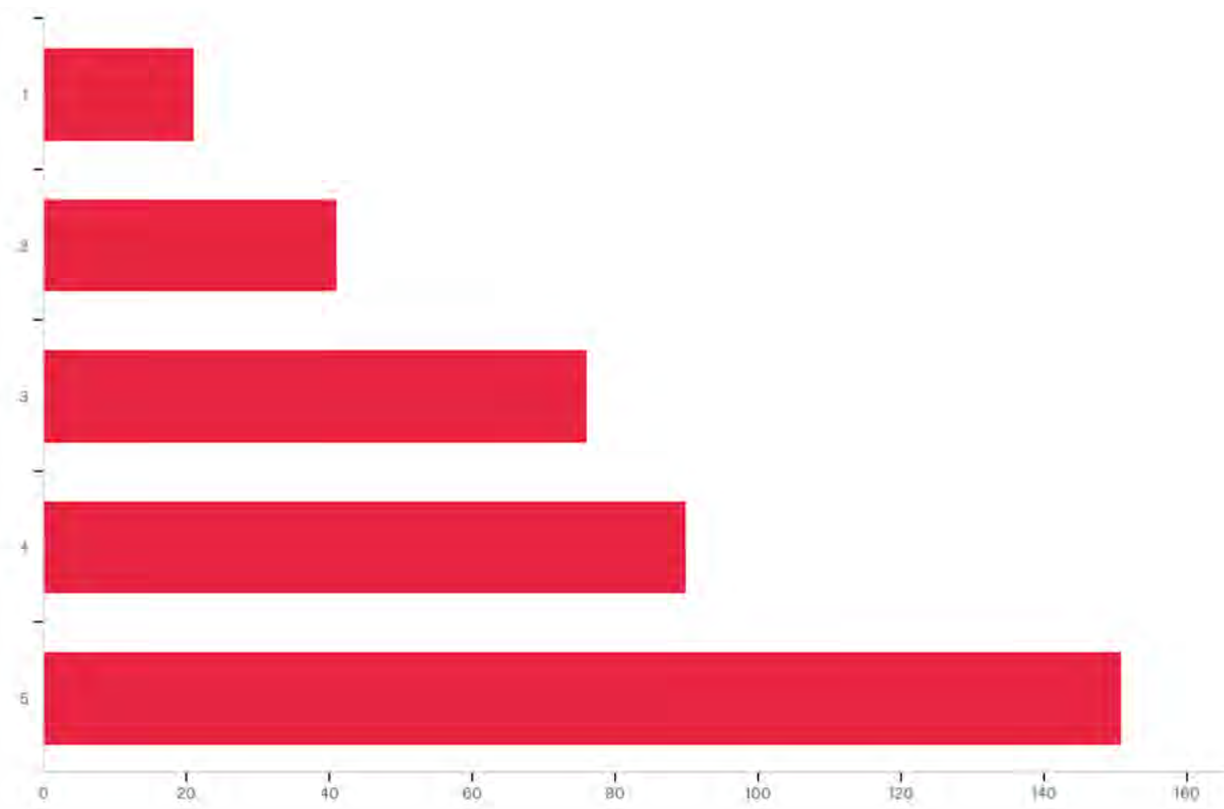
E7.2_OPT - In my current workplace, it's easy to find an appropriate place to...



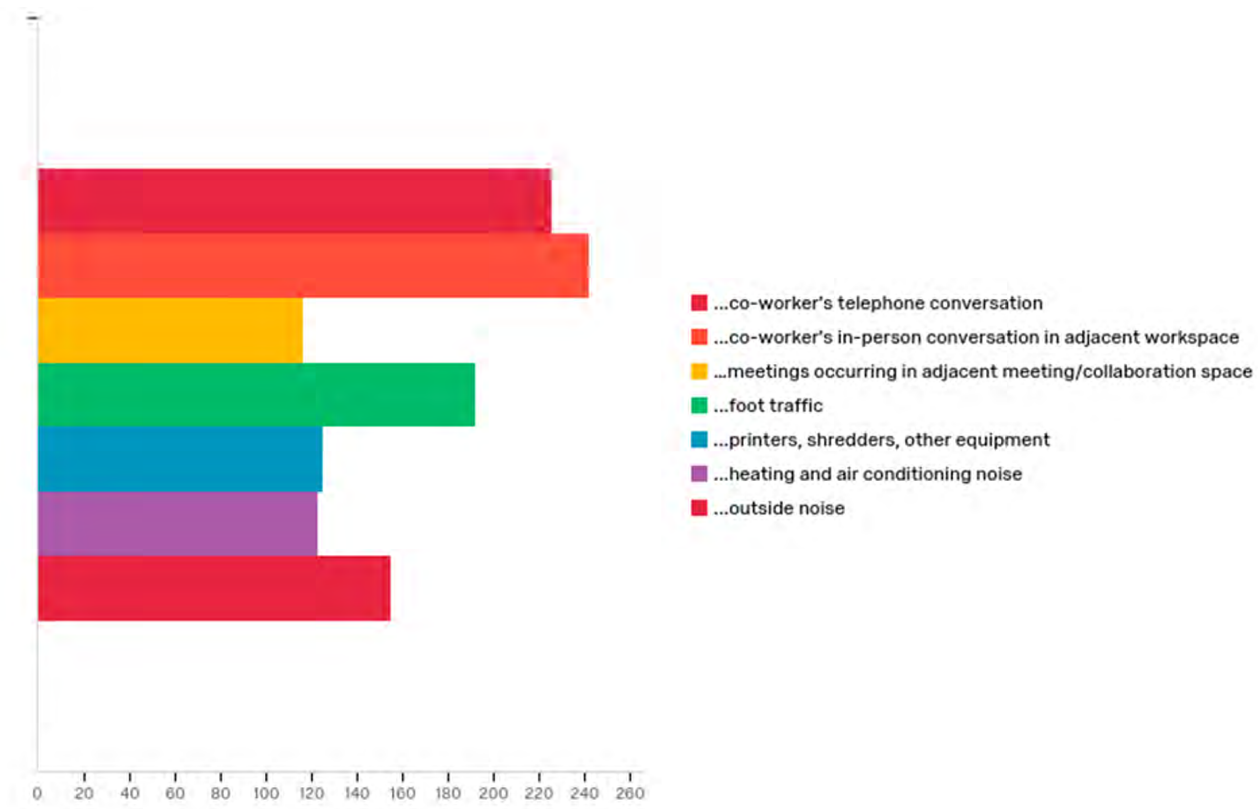
E7.3_OPT - When I need to concentrate, I prefer to work...



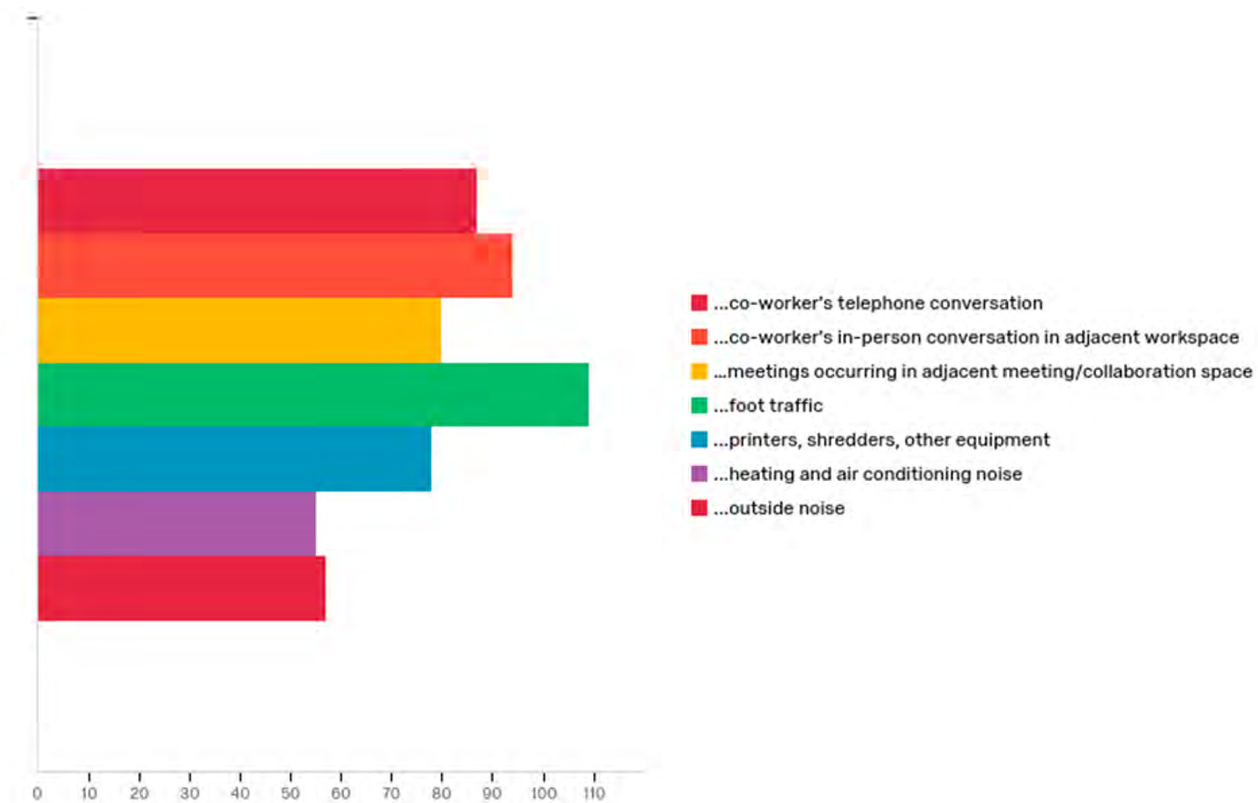
E7.4_OPT - How frequently do you feel you are interrupted during a typical workday?



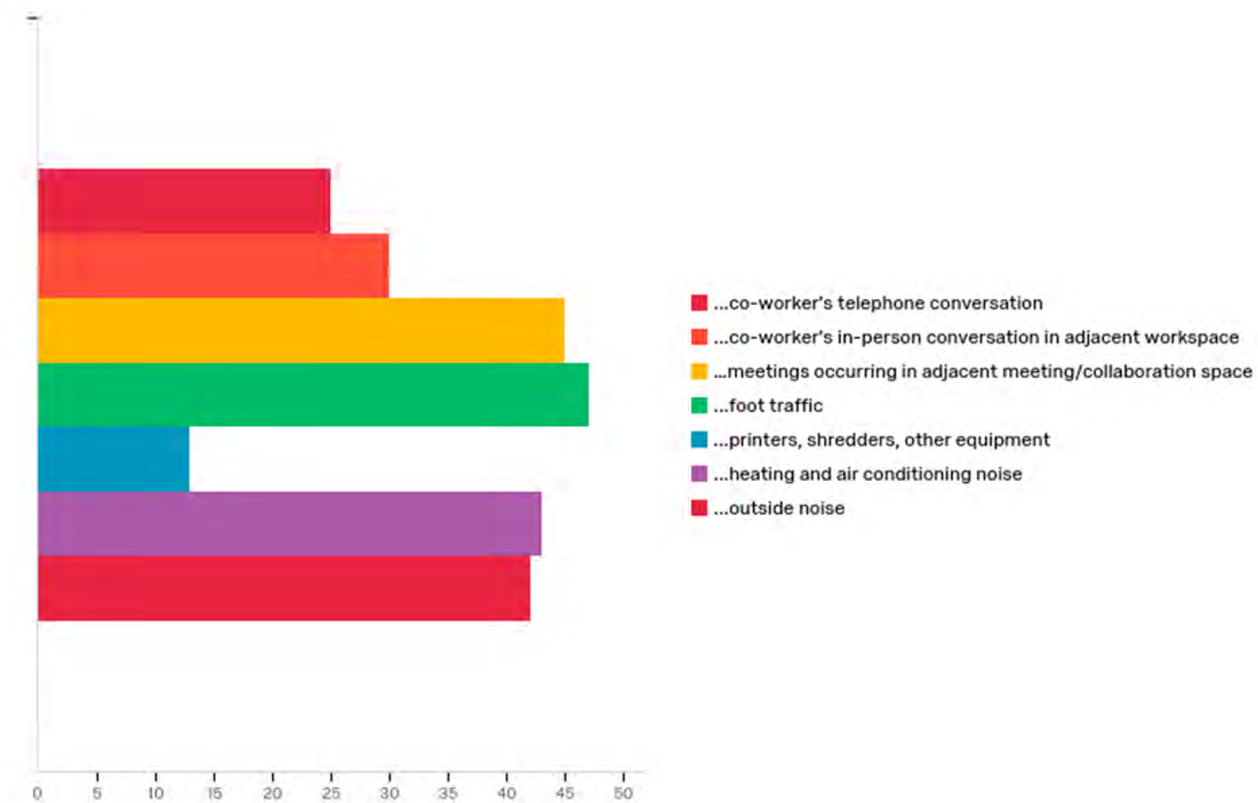
E7.5_OPT#1 - Which types of distractions do you often experience in each area? - In my individual workspace



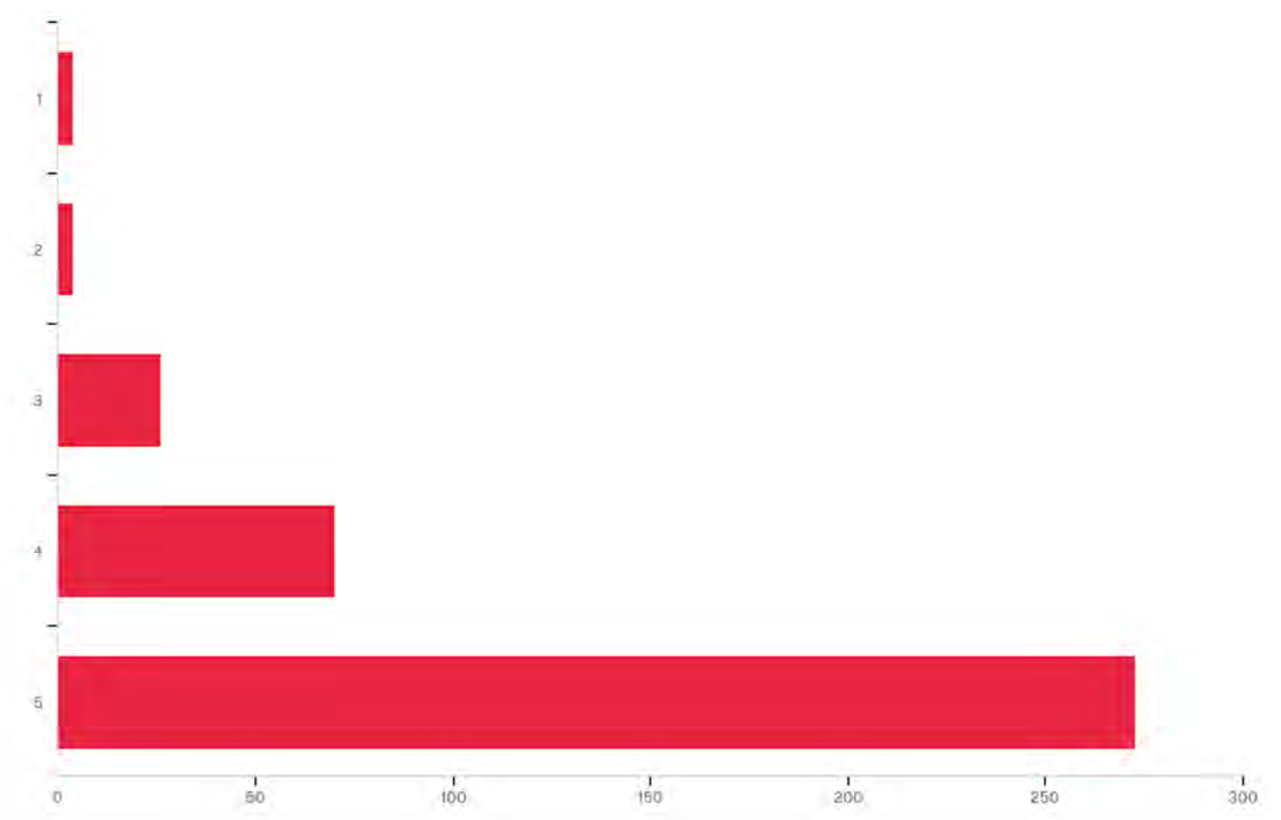
E7.5_OPT#2 - Which types of distractions do you often experience in each area? - In open meeting areas



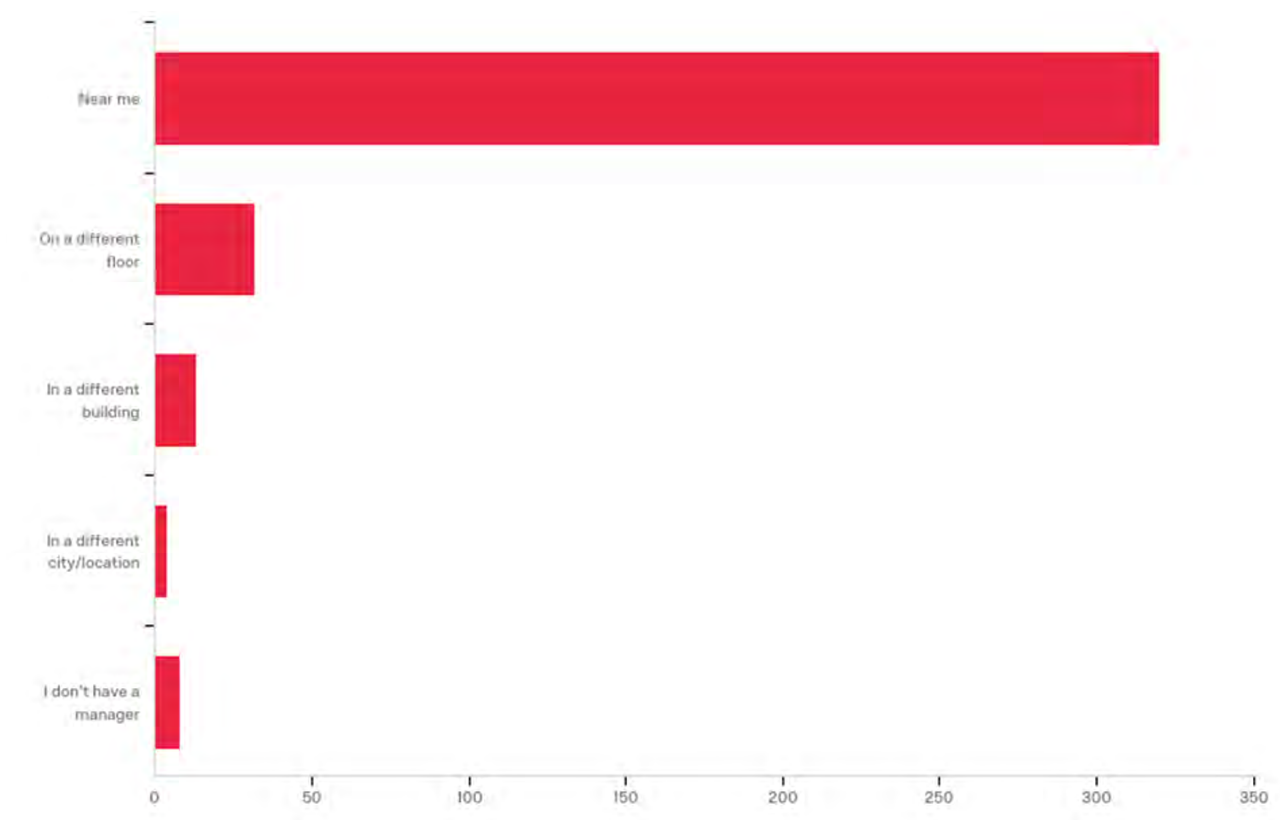
E7.5_OPT#3 - Which types of distractions do you often experience in each area? - In the conference rooms



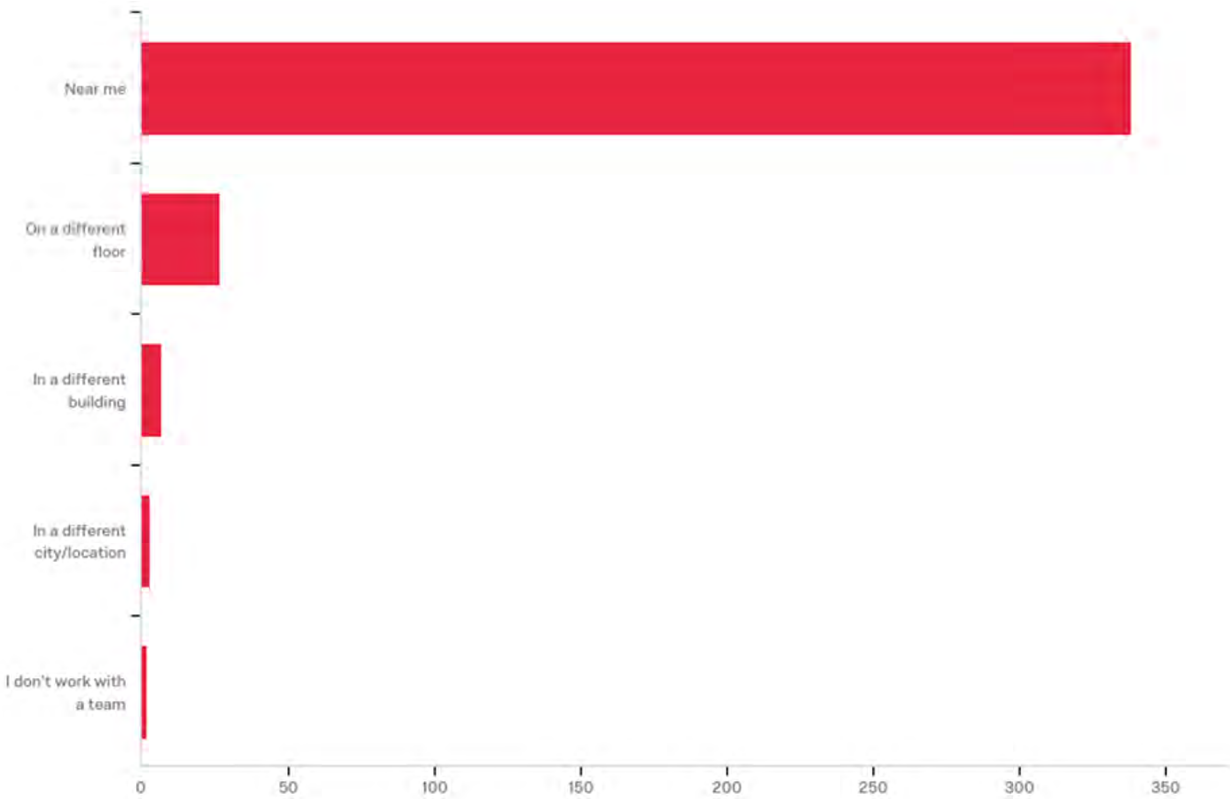
E9.1_EXI - What is your sense of commitment to [Field-vchClientCoName]



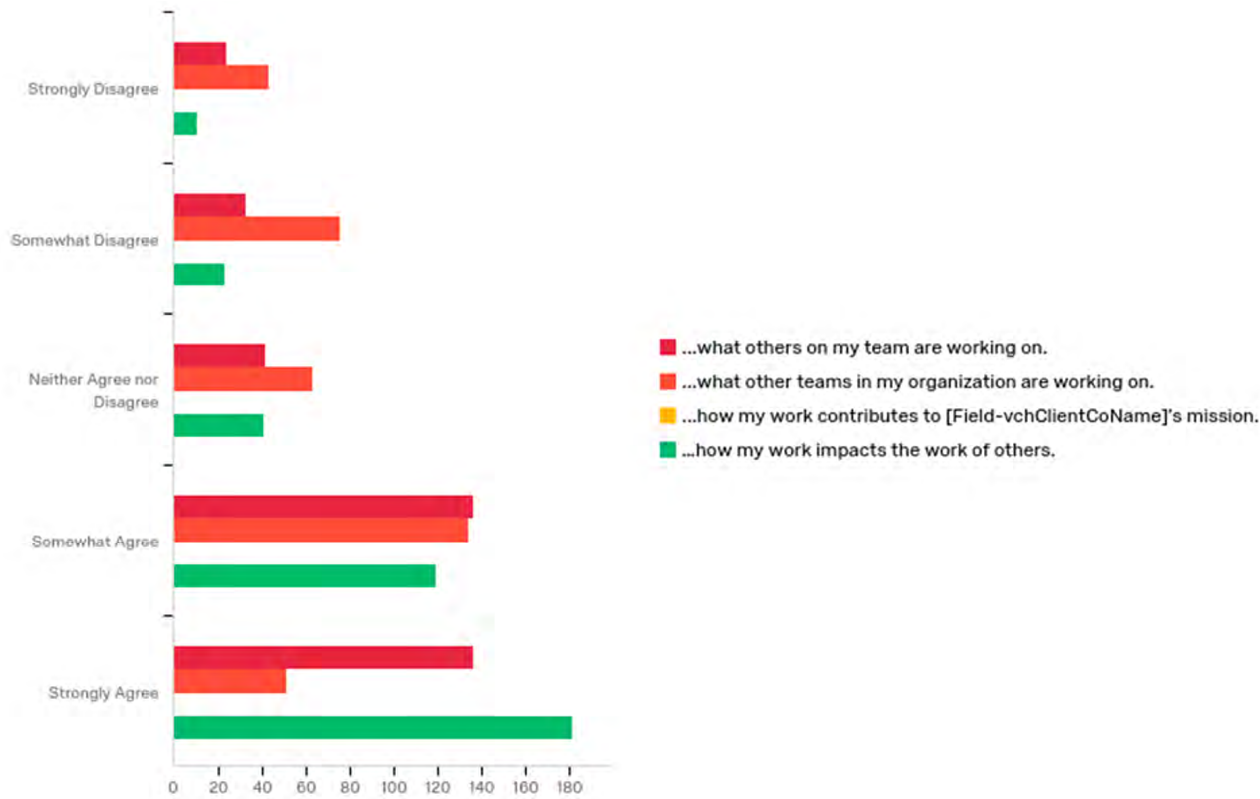
E9.4_OPT - My manager usually works:



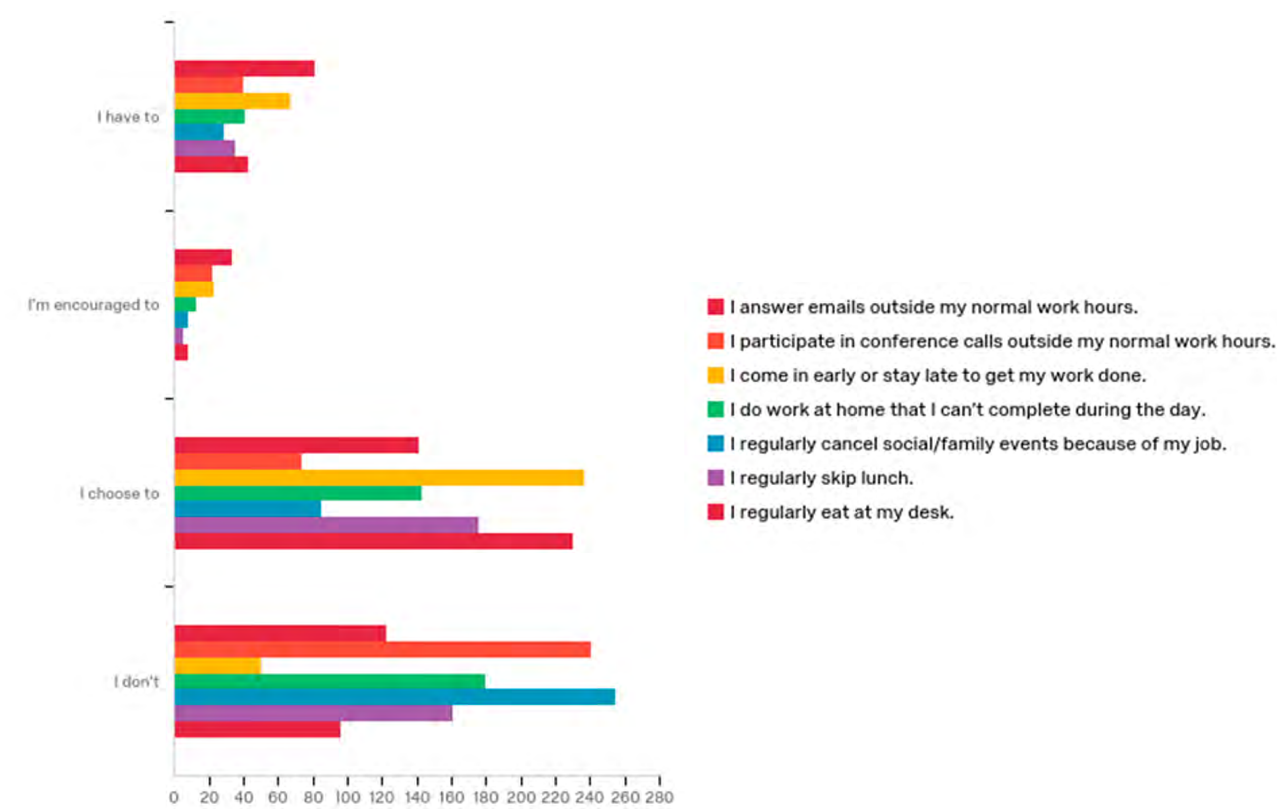
E9.5_OPT - My team/colleagues with whom I work most closely usually work:



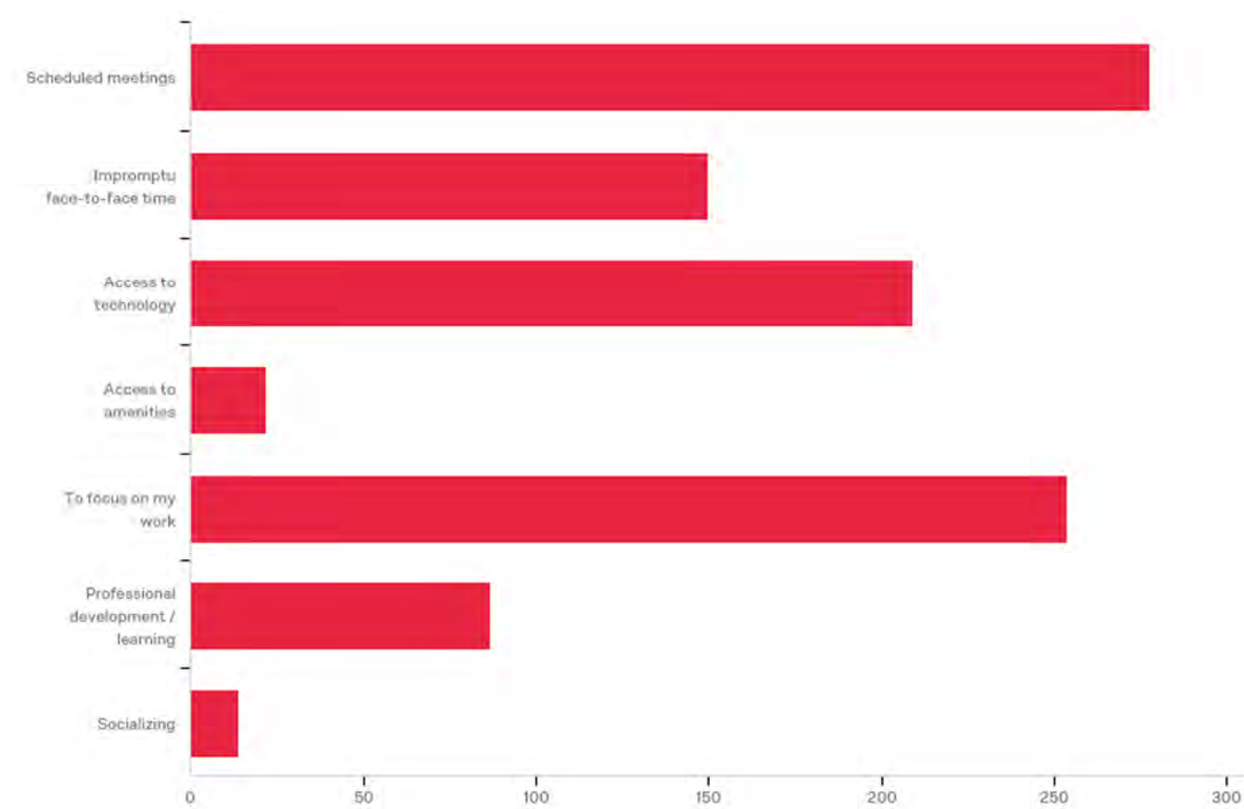
E9.6_OPT - I am aware of...



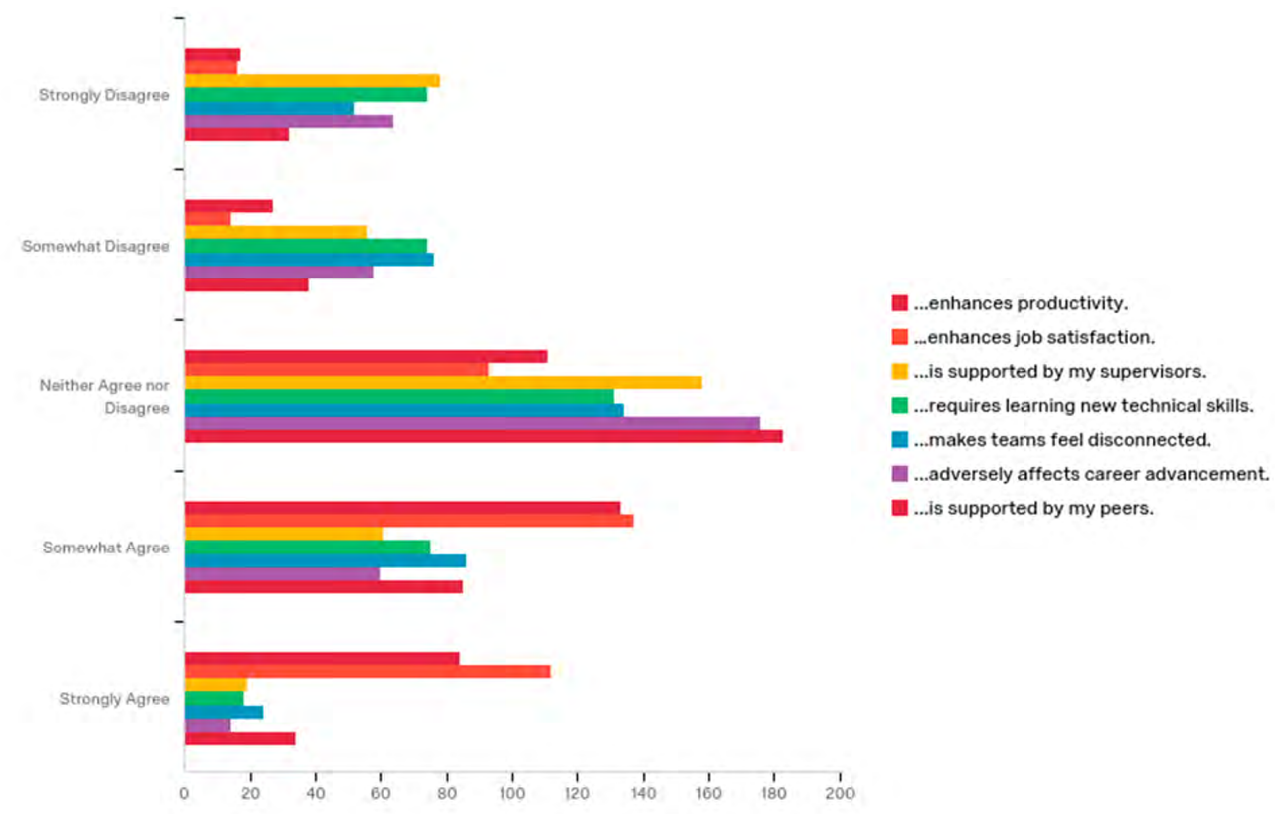
E9.7_OPT - During a typical work week...



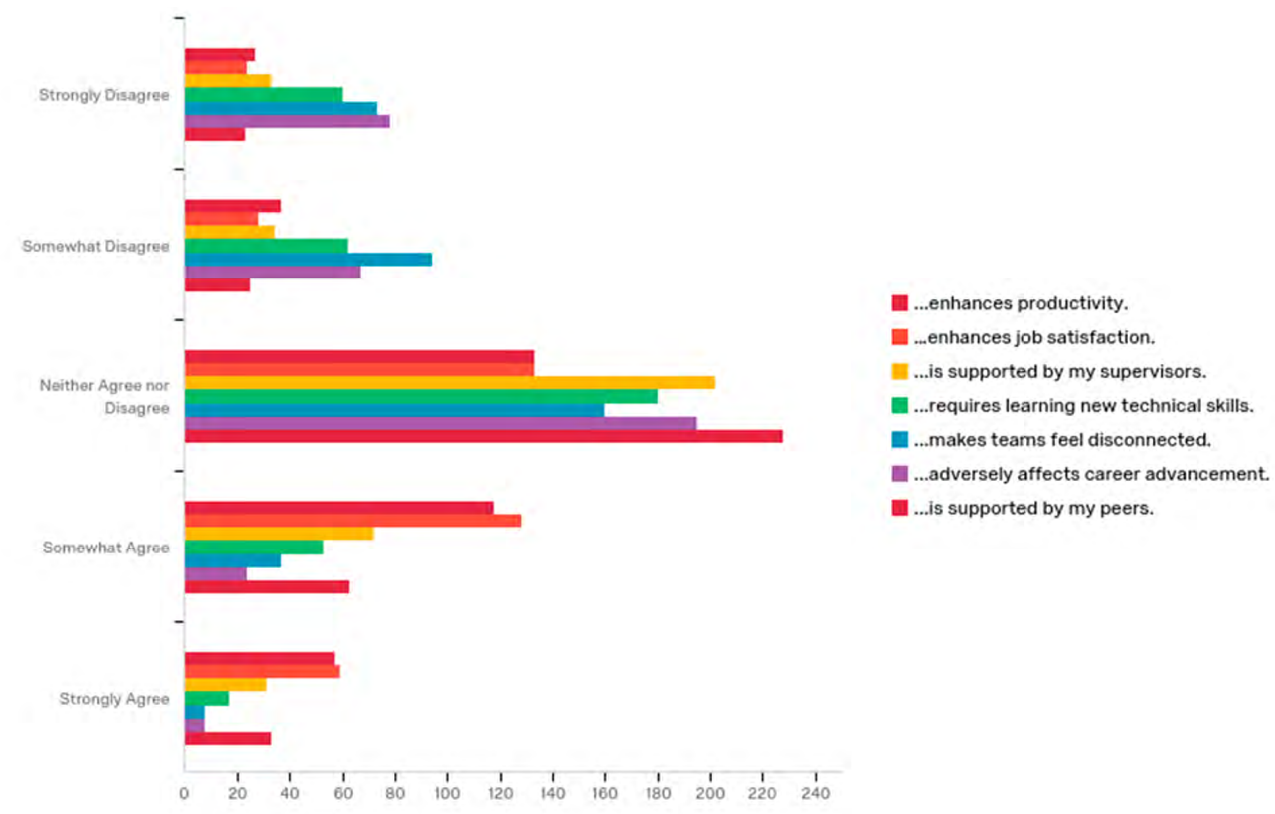
E11.1_OPT - Which of the following reasons are most important to come to the office? Please select up to 3.



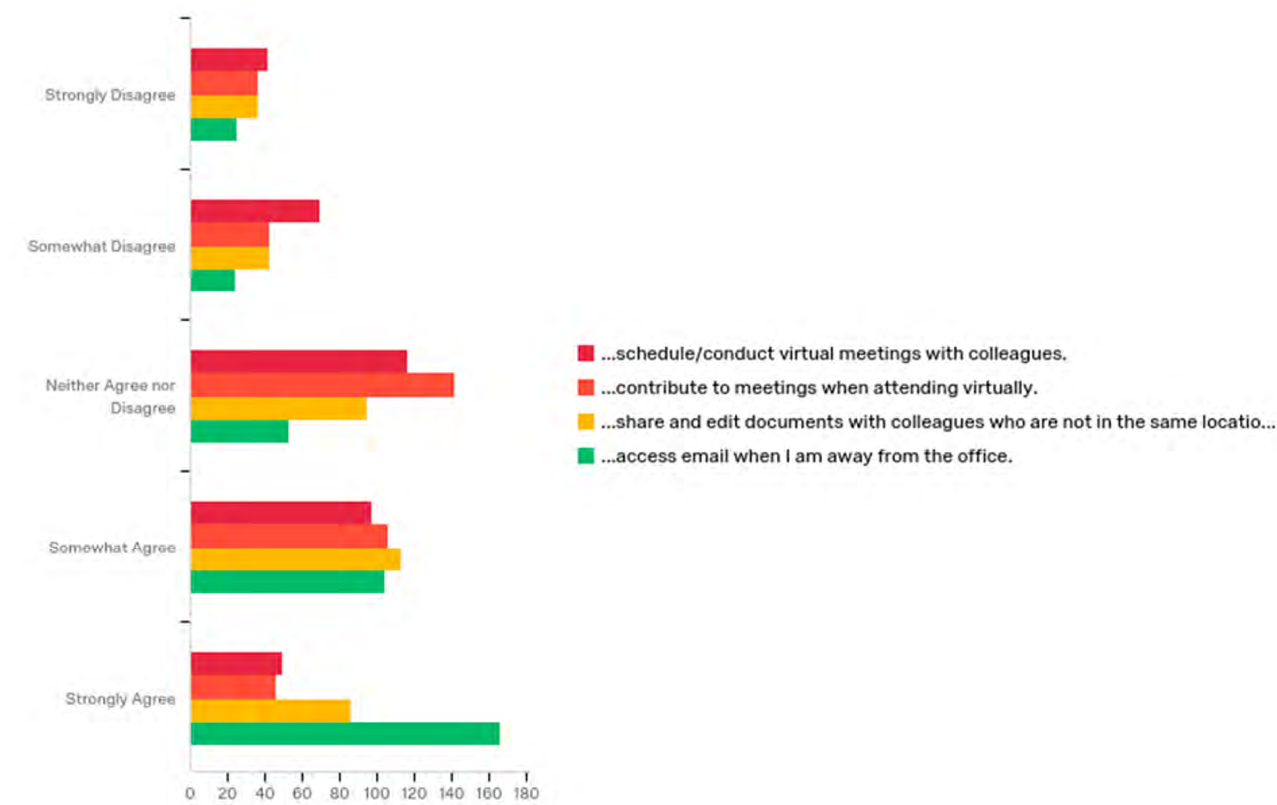
E11.2_OPT - In my opinion, working remotely off-site...



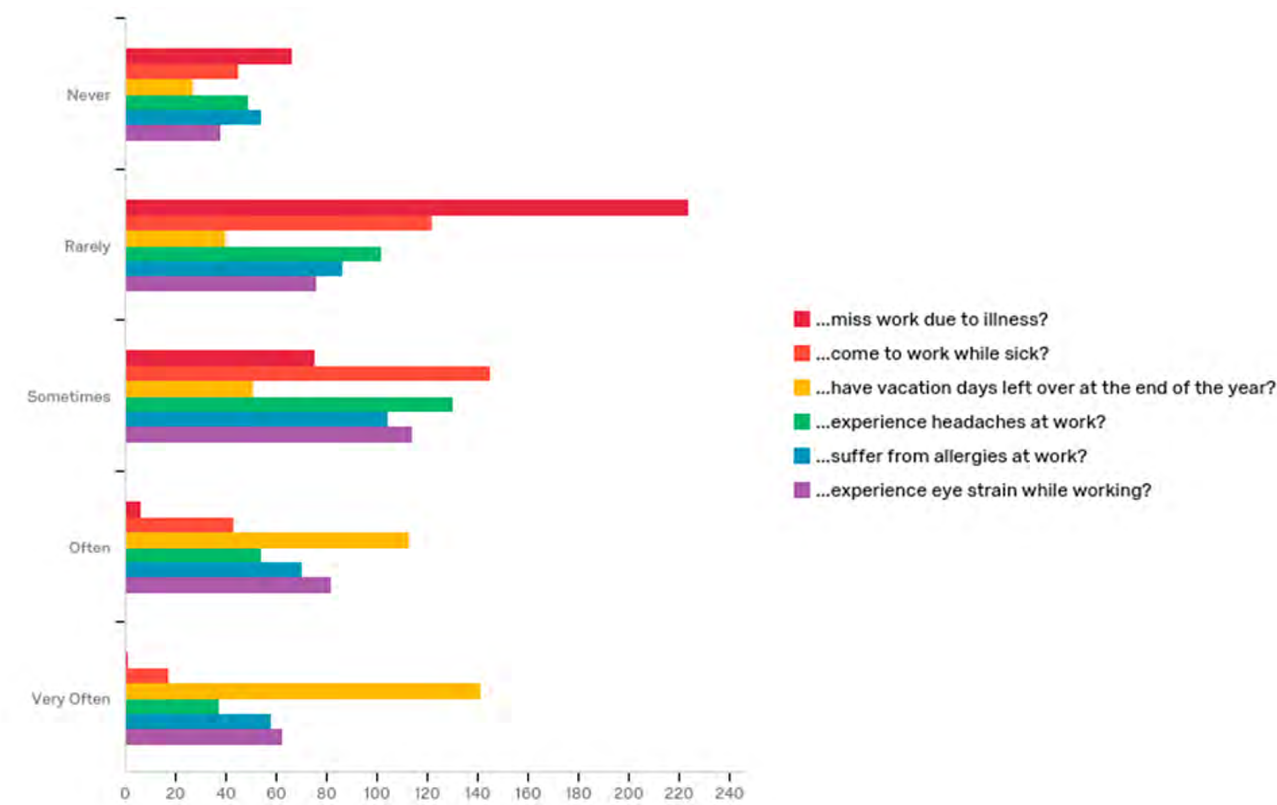
E11.3_OPT - In my opinion, working in a variety of different places within the office...



E11.4_OPT - It's easy for me to...



E12.2_OPT - How frequently do you...



Appendix

FOCUS GROUP NOTES

Notes documenting each of the (6) focus groups held May 6 - May 10, 2019. Main topics for each focus group were informed by the visioning session held April 3, 2019 in which department leaders and representatives discussed existing challenges, successes, and an overall vision for a new facility. Notes from these sessions, in combination with data-gathering methods (defined in the Data Gathering Methodology section of the report) were used to help inform Gensler's programmatic recommendations for a new facility.

6 Topics:

- 1. Amenities
- 2. Meeting/ Conference
- 3. Document Management/Records Retention
- 4. Security
- 5. Accessibility
- 6. Parking

1 Amenities:

- Centralized public waiting areas
 - o Charging ports for phone, tablet, computers, etc.
 - o WIFI
 - o Business center: print, copy, scan
- Co-working spaces
 - o For employees and professional guests
 - o Participants concentrated on department needs and didn't really think about public/shared co-working spaces
- Food service / Cafe
 - o Commercial kitchen
 - o Both employees and public
 - o City requirement for particular vendor participation
- Conference center (up to 500 ppl)
 - o Centralized reception
 - o Nothing exists now,
 - o Significant amount of money is spent to hold large conferences off site
 - o Double as EOC
- Wish List:
 - o Fitness / Wellness Center
 - o Showers
 - o Daycare
 - o Better parking

2 Meeting / Conference:

- Capacity
 - o Large room for +/- 30ppl in rows of chairs
- Multi-purpose room(s)
 - o Moveable walls
 - o Reconfigurable
 - o Furniture storage
- Room Technology
 - o Smart boards / Touch screen
 - o Presentation capability with collaborative software (click-share, etc.)
 - o Videoconference / streaming capability
 - o Retain conference call capabilities
 - o WIFI
 - o Network accessible
 - o Selected space video recording / broadcast capability
 - o Computer and/or laptop compatible
 - o Whiteboards
- Reservation technology / system
 - o Currently held by department, individuals or a paper-based system at the room
 - o Universal City Hall room reservation system would be welcome
 - o Technology: scheduling device outside of room, and time remaining indicator inside room
- Food:
 - o In the room
 - o Prep/clean by employees using the facility/room
 - o No central food service team

3 Document Management / Records Retention:

- Current conditions:
 - o Policies are not followed
 - o Duplicate documents and documents that are not properly disposed on the records retention schedule are a legal liability for the city
 - o Departments are unaware of who is legally required to retain the records, so they all do
 - o Public records law requires storage of one hard copy by originator, all other departments who use that document are not required to store it
 - o Current off-site records retention vendor does not meet all legal compliance requirements of all of the city departments causing non-compliance with city procurement and policies by use of other records storage vendors
 - o Departmental mistrust of long-term safety of records due to City's requirement to re-negotiate remote records storage vendor contract periodically which caused a loss or mismanagement of records
 - o Some movement is underway for digital documentation

- The Library manages archival of historically significant records and materials
- Recommendations:
 - Formalize a central records management position / department with the authority to direct records retention and file management
 - Provide training to all departments
 - Significant hard copy records storage could be reduced by following current records retention policy
 - Redundant file copies should be retained as digital files only
 - Create file naming standards
 - Hire temporary workers to scan old records
 - ITS needs to provide more digital storage for all records storage including email correspondence, vendor correspondence, and file sharing

4 Security:

- Current Conditions:
 - Insufficient queuing space at metal detectors
 - Under-trained security guards, easily distracted, intimidated, and lack policies and staffing redundancies for breaks and coverage
 - Un-monitored staff entry from parking and loading dock allow “tail-gating” and security breaches
 - Secondary entry/exit points used during busy times (early voting, tax season, etc.)
- Recommendations Conditions:
 - Provide one public entrance with 100% screening
 - Provide security interview room for questionable visitors
 - Desire for all City Hall employees to also undergo metal detector scan due to fears of incident
 - Secondary entry/exit points can be used during busy times (early voting, tax season, etc.) as long as ability to restrict access to the rest of the building is retained
 - Provide layered security controls - at upper floors with non-high public access departments, provide turnstiles with badge readers
 - One common electronic, programmable security system (badge card type) should be used by all departments at all points such as parking, building entry, special access spaces, etc.
 - Individual security requirements for departments need to be met
 - Provide additional security training for security guards
 - Better employee security needed while still maintaining public transparency and access

5 Accessibility:

- Provide accessible path from parking into the building on all sides
- All entrances should be accessible
- An employee entrance should be separate, but still accessible
- All workplace corridors and hallways to be free and clear of obstructions
- Go beyond ADA, to universal design
- Parking
 - Proximity and location of accessible parking/access needs improvements
 - Provide more than code required due to local population condition
 - Would like free parking like other public buildings
- Rest Rooms
 - Accessible, universal designed restrooms should be on all floors
 - Lactation room should be separate from restrooms

Waiting areas

- Provide better waiting areas
- Hallways should be clear of people and provide proper access
- Public accessible business center

6 Parking

- Current Condition
 - Multiple locations
 - Assigned spaces based on legacy, hierarchy, and political considerations, lacks parity across departments
 - Assigned spaces are in preferred parking garages/lots
 - Departmental parking required for personal as well as fleet vehicles, in some cases doubles department’s parking requirements
 - Loss in productivity due to lengthy walk to some parking options
 - Barrier to public access to City Hall and city services
- Employees
 - Designated City hall employee garage parking available to all City Hall employees
 - Free parking
 - Employee visitor parking (non-City Hall employees) to facilitate city business (not general public)
 - Close to City Hall
 - Garage vs lot
- Public / Visitor parking
 - More accessible
 - Address handicap needs
 - Provide short term street parking
 - 30 min or less should be free
 - Lack of public parking and cost feels like a barrier to visit City Hall

- Most of the public is not visiting for a positive reason
- Fleet vehicles
 - Designated garage parking section
 - Secure
 - Proximity to gas re-filling pumps
 - Participants were open to rental car style “pool” sharing system
- Security
 - Required
 - Current “bridge” location not safe for employee after hours
 - Better lighting
 - Monitored
- Alternative Transportation and Energy
 - Bikes
 - Scooters
 - Golf carts
 - Electric charging stations

FOCUS GROUP - KEY TAKE-AWAYS

- **People are engaged and ready for change.**

Each topic included passionate discussions amongst staff leveraging their daily experiences and challenges in the current facility.

- **There is strong alignment around a vision for a new City Hall.**

Regardless of topic, groups spoke to the same general themes. From improved accessibility to responsible use of the City’s resources, it is clear that staff want a facility that, above all, helps fulfill the civic purpose of City Hall and their mission as public servants.

- **Not all issues will be solved by physical space.**

Several challenges discussed by the groups touched on issues that go beyond the design or planning of physical space. For example, issues like file retention will need further investigation (independent from this study) on the current practices/technology supporting to physical and digital record keeping.

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This document was prepared for the City of New Orleans,
Capital Projects Administration
New Orleans City Hall
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New Orleans, LA 70112