



## 2018 Space Study Update Executive Summary

The Budget and Construction Projects completed the Space Study update for 2018 and found some departments that will experience space shortages within the next few years.

Human Resources – Administration Building – H.R. is currently full I believe two additional cubicles can be installed if a wall is removed in their space. Even that effort will not accommodate their growth for 10 years. The department may need to split into two areas.

Indigent Defense – Courthouse – Indigent Defense currently has space for another cubicle but will be adding two people by 2022. The only way to accommodate this increase is to remove cubicles and install work counters, or relocate to a new space.

Emergency Management – JJAEP – Emergency Management will be adding a Secretary position in the next 4 years. We will need to add a space at the Development Services reception counter. If any office positions are contemplated the Department will need to relocate to the shell classroom space.

District Clerk – 900 Building – The work counter in Plano currently holds four positions. Within the next four years they will add one position to their staff. To do this the counter will need to be expanded or rebuilt.

Substance Abuse – 900 Building – Substance Abuse is currently full and will add 1 person in the next four years. To add one office will require expansion of the existing space or relocation of the department.

JJAEP Building – The following departments cannot add personnel requiring offices or cubicles without relocating out of their current space; Engineering, Special Projects, Fire Marshall, Development Services, and Emergency Management.

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