



# Durham County Facilities Master Plan Update September 2018

OB|A #2017057.00

Live. Grow. Thrive.





## INTRODUCTION

O'Brien Atkins Associates was retained by Durham County to prepare an update to the 20-year master space plan update for selected government departments and offices located in facilities throughout the County. The County realizes the need to review and update facility space allocations to adequately house and perform government functions. The groups identified were ones that were not looked at in depth for the 2015 Needs Assessment, are currently moving to new space in the Admin 1 or Admin 2 office buildings, or have had significant enough changes to their operation that a review of their space was warranted.

### 1. LIST OF DEPARTMENTS

The following departments/functions are included in the space study:

General Government

- DSS - Child Care
- Sheriff's Department (Narcotics & Training)
- Board of Elections
- Public Health
- Veterans Services
- Probation & Parole Chapel Hill Boulevard

We also are incorporating the findings from the following studies performed by other entities:

- Youth Home Study (OBA)
- Emergency Management/EOC (OBA)
- Admin I build out and changes (DTW)
- EMS (Moseley)



## 2. SPACE STANDARDS

We utilized the space standards identified in the 2015 study as the standard numbers in order to align with the most current projects which include the Durham County Courthouse, Durham County Admin II renovation, and Durham County Admin I renovation.

**Administrative Space Standards**

SPACE DESIGNATION OR TITLE	AREA (NSF)
<i>Administrative Spaces</i>	
Elected	288
Director	240
Manager	140
Supervisor & Professional	120
Technical	96
Clerical	64
Intern/Seasonal	12
Service Counter w/ Work Area	80/ Station
Public Counter	35/ Station
Rear Counter Work area	15/ Station
Public Queuing Area	10/ Person
Office Waiting Area	15/ Person
Conference Room	20/ Person
Interview Room/Classroom	25/ Person
Meeting Room	15-20/ Person

## 3. DEPARTMENT PROFILES

To gain substantial information on each Durham County department/office included in the study, space planning surveys were completed. The surveys provided information regarding department function, service area, visitors, location, historical personnel numbers, growth indicators and future staff, equipment and technology needs/implications, types of spaces, space deficiencies, interaction with other departments, and parking. In addition to the survey, the Team conducted personal interviews with key representative(s) from each department to review the contents of the survey(s) and discuss specific concerns. Through these site visits, the Team was able to observe the existing physical conditions of each department and how the space impacted operations.

A profile was prepared for each physical department location (or address). Each profile represents an analytical description of the department and is a culmination of the data gathered through surveys and interviews with key staff. Also included in the profile is the Team's recommended future personnel and space needs.





A description of the main categories presented in each departmental profile:

- **Location** – Provides the department’s physical address.
- **Mission/Function** – Documents a clear understanding of the department’s purpose and function.
- **Personnel Data** – Presents full-time employees or equivalents per year from 2005 to 2015 and identifies any non-department staff (i.e. interns, seasonal help, etc.) requiring space.
- **Workload Indicators** – Lists the factors (i.e. growth in population, funding, case load, etc.) that have the greatest impact on personnel growth (or reduction) in the department over the next 20 years.
- **Personnel Projection** – Presents the results from the personnel forecast models using all or a combination of historic staff numbers for 2005 to 2015, past and projected County population, and data gathered through department surveys. The Team’s future personnel recommendations are presented in ten year intervals through 2035 based on a comparison of the model outcomes to the department’s historic staff growth and insights revealed in the survey and/or personal interviews. Examples of factors that may impact future personnel growth include constrained historical growth, change in management philosophy, future grant funding, planned department and/or staff changes due to the impact of technologies or change in workflow. Note that a comprehensive staffing analysis was not completed and that the staff projections are for space planning purposes only.
- **Space Deficiencies** – Lists specific spaces needed that are not provided at the current location for the department to complete regular tasks. Also, lists general condition problems or needs observed or noted by the Team while touring the space.
- **Space Projection** – Presents the existing departmental gross square feet (DGSF) and DGSF per staff and shows future personnel needs applied toward the recommended DGSF per staff to arrive at future space needs in five year intervals through the year 2035.
- **Critical Adjacencies** – Identifies the other departments with which the functional area has frequent face-to-face interaction and therefore requires proximity in physical location.
- **Current Visitors** – Shows the department’s estimate of total daily visitors and the largest number of visitors at one time.
- **Current Parking** – Documents the number of staff requiring a parking space and the number of assigned parking spaces.
- **Other/Miscellaneous** – Lists any additional information that impacts the department’s space needs or ideal location.



#### 4. SUMMARY

Category	Department / Division	Space Needs (DGSF)			
		Existing	2025	2035	% Chg
Health and Human Services	Public Health	74,662	85,372	102,067	36.7%
Health and Human Services	Veteran's Services	600	3,302	4,139	589.9%
Health and Human Services	Department of Social Services	118,339	148,469	182,969	54.6%
<b>Subtotal</b>		<b>193,601</b>	<b>237,143</b>	<b>289,175</b>	<b>49.4%</b>
Board of Elections	Board of Elections	6,500	4,268	4,592	-29.4%
<b>Subtotal</b>		<b>6,500</b>	<b>4,268</b>	<b>4,592</b>	<b>-29.4%</b>
Public Safety	EMS	10,800		42,214	
Public Safety	Fire Marshal/ Emergency Management/ EOC	6,000	36,087	36,712	511.9%
Public Safety	Sheriff, Training	3,000	72,753	73,078	2335.9%
Public Safety	Sheriff, SACNARC	1,500	5,408	6,245	316.4%
Public Safety	Probation and Parole, Chapel Hill Blvd	10,000	13,922	14,759	47.6%
Public Safety	Youth Home	10,325	32,521	32,521	215.0%
<b>Subtotal</b>		<b>41,625</b>	<b>160,690</b>	<b>205,528</b>	<b>393.8%</b>
<b>Total</b>		<b>241,726</b>	<b>402,102</b>	<b>499,296</b>	<b>106.6%</b>

## 5. RECOMMENDATIONS

### **PUBLIC SAFETY**

#### **Public Safety Service Center**

- Build Public Safety Service Center

The previous 2016 facility master plan study and subsequent studies of the Freudenberg Warehouse and Junction Road site study identified the need and feasibility for a Public Safety Service Center that could incorporate combined program elements for the Fire Marshal, Emergency Operation Center, Sheriff Training, Emergency Medical Service and possibly a vehicle fleet service center.

The current immediate need is for the large vehicle storage space currently located at the Freudenberg warehouse. This space, while free to use by the County, is not secured with a contract or long term agreement and could be taken away with relatively short notice. Currently there is not a covered storage space for the 25,120 sqft needed.

#### **Emergency Medical Services**

EMS was studied by Moseley Architects and the following is an assessment prepared by the interim EMS Director, Kevin Underhill. The Capital needs assessment was prioritized into a 10 year phase one and 10-20 year phase two time lines. Currently there are three stations currently slated for construction/renovation in the next 3 years.

##### Phase 1

- Centralized Fleet Facility
- MLK & Fayetteville Rd - New 4 bay station.
- Duke West- Maureen & 15-501 - New 2 bay station
- Far East Durham County, Patterson Rd and Hwy 98 - New 2 bay station

##### Phase 2 - (7 stations)

- Chapel Hill Blvd & Garrett - New 2 bay station
- Carver & Hillandale - New 4 bay station
- Joyland - Junction Rd. - New 4 bay station
- Glenn School and Ferrell - New 2 bay station



### **Sheriff Training**

- Include in Public Safety Service Center
- Renovate + Addition to existing Fire Station
- Firing range could be standalone building
- Driving Track

The Sheriff's training requirements are new to this study. They require a 6,500 sqft office space and a 50,000 sqft indoor firing range and a driving track. Their training program is an accredited program and just barely meets accreditation requirements currently. They share space in a fire station in Rougemont and work with what they have. This program could be incorporated into a Public Safety Service center with use of some of the shared workout and training rooms and the construction of a firing range at a later date.

### **SACNARC**

- Find lease space in an anonymous area of town, with parking for 50

Sheriffs SACNARC group needs approximately 6,250 sqft of office and conference room. They currently are housed in a leased space in Northgate Shopping Mall. Due to the sensitive and undercover nature of their work, they need to be housed in a secure and remote location.

### **Probation & Parole - Chapel Hill Boulevard**

- Lease 5,000 more sqft in current building
- Purchase existing building in same area
- Purchase land to build a new building in that same area

Probation & Parole are currently in lease space on Chapel Hill Blvd on the Southwest side of Durham. Their projected 20 year growth is approximately 4,800 sqft. This could be accomplished by leasing more space in their current building or finding space in the same area to accommodate 14,760 sqft. The service they provide is best accommodated in the Southwest side of Durham and any new lease or building should be in the same area.

### **Youth Home**

- Build a new 24 Bed facility on existing site
- Build new regional facility on existing site.

The youth home study identified a need for another 22,000 sqft. This could be accomplished by adding onto and renovating the existing Youth Home but by doing so this could impact the Fire Marshal's operation on the same site. There also have been discussions of building a regional facility on the current site and that would require further study.





## **HEALTH AND HUMAN SERVICES**

- Build an Addition/Annex
- Renovate DSS Main
- Lease space near DHHS for office space.

Public Health and DSS are projected to outgrow their space within the 20 year horizon. By 2035, Public Health is expected to need 27,405 sqft and DSS is expected to need 64,045 sqft.

Public Health has two functional components: Office space and Lab/Clinic space. The growth is expected to be in the office component with a staff increase of 53 people by 2035.

The recommendation for DHHS is to build an annex building to accommodate the growth needs of both Public Health and DSS. One option as described in the 2015-16 MP update was to build a wrapper on the proposed parking deck for the DHHS Parking lot.

Depending on the possibility of distribution in the existing building, the use of the existing DSS building on Main street could be utilized for swing space if certain building modifications were made. The issue with DSS main is the small floor plate and limited usable sqft. Most departments would not fit cleanly on one floor and depending on layouts service to the public would not be ideal.

Social services mainly needs expansion office space. One option would be if the administration of Public Health moves to an annex building, social services could take over the third floor of the DHHS

### **DSS Child Care - Leased**

- Move into space vacated by Mental Health or Environmental Health.
- Move with rest of child support groups to DSS Main Street.

Child Care & Medicare Transportation would like to move back to the vicinity of the DHHS building. From our previous 2015 study, Child Care currently occupies approximately 5000 sqft. Space in the DHHS Building would not be available until another department moved out. During our interviews it was noted that the Child Care and Child Support departments could move out of DHHS to the DSS Main Street building.

### **Veterans Services**

- Renovate DHHS Space
- Build out space in DSS Main

Veterans Services needs approximately 3,000-3700 sqft for their 2025 and 2035 projections respectively. Currently they are in the DHHS building and need to be in proximity to those services as well. The recommendation is to build out the area vacated by Mental Health as it already has much of the required elements and only slight modifications will need to be performed to accommodate Veterans services.



## **BOARD OF ELECTIONS**

- Renovate existing space to address inefficiencies.

The Board of Elections is currently housed on the first floor of the Annex. Their growth projections showed that they would actually need about 1,900 sqft less than what they have. However, they have some space inefficiencies that should be addressed through renovation or space in another location.



## **DHHS UPDATE FOR IMMEDIATE NEEDS**

At the end of May 2018 we were asked to look at some immediate needs in the DHHS building regarding the following departments:

### Social Services

- Veterans Services
- Child Care (Briggs Rd.)
- Child Support
- LIEAP
- Assorted specialty rooms

As with many departments in Social Services and Public Health, changes in the legislation can cause mandated changes in staffing and programs.

We met with representatives from Social Services, Veterans Services, and Public Health. There were three critical departments that we were asked to prioritize: Veterans Services, Child Care and the growth of Social Services. In this meeting it was identified that Child Support and Environmental Health could move to another location in close proximity to the DHHS building. We were asked to see how the vacancy of Allied Health from the second floor would help accommodate some of these needs.

Currently Allied Health occupies approximately 14,000 sqft on the second floor of DHHS. It is mainly comprised of 12 closed offices, 54 workstations, a break room, waiting area for 34, reception support, a call center, and 4 conference rooms accommodating from 22, 12, 19, and 6 respectively.

Environmental Health has approximately 4,666 sqft with a waiting area, reception, 3 offices, 16 cubicles, 2 conference rooms and a couple of storage rooms.

With this study we were also asked to see how DSS Main would be able to accommodate some of the expected growth and needs. We looked at the space and location of DSS main to facilitate the needs, however there are renovation, cost and time constraints that need to be investigated further to validate the use of this building.

DSS Main is a 6-story office building with a large plinth basement and a small mechanical penthouse. Each floor currently has approximately 7500 sqft of usable space. However currently there is only one bathroom per floor. We would recommend that during the renovation the rest rooms be demolished and two bathrooms be constructed per floor. This would reduce the usable square footage to approximately 7000 sqft. There are also some mechanical and code required changes to the building that have been studied in the past requiring some cost and time to complete. The floor plate layout does not work well for efficient workstation layout as it was designed for closed offices on the perimeter.

We looked at the DSS main building mainly as a square footage placeholder for the anticipated growth of the departments studied above in the DHHS building.



A comparison between the 2017 and 2018 shows the departmental growth of Public Health and Social Services:

<b>PUBLIC HEALTH</b>	<b>2015-2017</b>	<b>2025</b>	<b>2035</b>
57-87 GROWTH	208-234	237-268	265-321
<b>SOCIAL SERVICES</b>			
332-281 GROWTH	515-469	653-600	847-750

## VETERAN SERVICES

Veterans Services is currently located on the first floor of the DHHS building in approximately 580 sqft. They were studied in the 2015 MP but action on their needs did not happen at that time. The current study identifies projects the 2035 growth as needing approximately 4,139 sqft. Currently their staff is at 4 people: 1 director, 2 staff and 1 clerical. Projections show growth to 12 people: 1 director, 2 managers, 8 professionals, and 1 clerical. This translates to 3 offices and 8 workstations and a reception desk. Veterans Services would like to stay near other DHHS services in order to provide the best service to its clients.

### Options:

1. Renovate existing space taking over vending and possibly the aerobics room. This would alleviate immediate need for space and not disrupt other groups, only eliminating some amenity spaces in the DHHS Building.
2. Veterans Services could move into the vacated Allied Health space on the second floor. With some reconfiguration this would house the projected needs through 2035.

## DSS CHILD CARE/MEDICARE TRANSPORT

DSS Child Care currently is housed at 1201 Briggs in approximately 5000 sqft. This allows for space for waiting, reception, 25 cubicles and 3 closed offices. Medicare Transportation is also included in that number. This is leased space and the intention is that this group be relocated closer to the Main Social Service groups.

### Options:

1. First study looked at putting DSS Child care in the Environmental Health space. This seems to work space wise however, it does not rectify the issue they are having currently with noise reduction and HIPPA requirements.
2. Move to DSS Main based on the floor plate, this would be more than enough space for Child Care and Medicaid Transport.
3. If Child Support also moved then the two groups could be adjacent to each other.

## CHILD SUPPORT

Child Support was identified as a group that could move out of DHHS to DSS Main. We did not do an in depth study of this department and their requirements but looking at the existing space it could be accommodated on two floors of DSS Main. They currently have reception/waiting room, 36 workstations, 6 offices, and 1 conference room. They currently have approximately 7623 sqft. This would require 2 floors of the DSS Building to accommodate the move.



Environmental Health ~5000 sqft --> DSS Main  
Child Care ~5000 sqft --> DSS Main  
Child Support ~7623 sqft --> 2 Floors DSS Main

## **SOCIAL SERVICES GROWTH**

With Alliance Health moving out and the previous discussion of possible moves there is approximately 18,609 sqft in the DHHS on the second floor that can open up if all groups described above move to the Old DSS Main building. The proposed staff growth for 2035 for Social Service is 150 or 14,752 sqft.

## **SOME SPECIFICS**

In the discussion we had there was a request for an Aging/Adult Service Center which includes a Decontamination area and some Computer Kiosks. If Veterans Services were to move out this would allow for an area near plumbing and central to the entrance/building where this could occur. A second option would re purpose the current security rooms near the entrance into the building. The current security equipment could move to Administration II.

## **LIEAP**

This program runs part of the year (November-December thru March) but requires approximately 6000 sqft. It currently occupies the first floor of the DSS Main building. A purpose built space could be utilized for this program.

## **PUBLIC HEALTH**

Growth in Public Health will need to be studied based on their specific needs and special space requirements. Staff growth is shown to be 53 by 2035 with the majority of the spaces assigned to workstations. If Child Support (7623 sqft) moves out of the first floor there could be space for expansion of Public Health. Public Health needs specific expansion in their current spaces.

## **SCHEDULE**

Of all the groups we discussed Veteran Affairs seemed to need the most urgent renovation, and DSS Child Care's lease is running out in December of 2018. Much of what was discussed relies on the renovation of DSS Main which could be a 2-3 year process.

Social Services has been able to cushion their growth with remote work opportunities and will continue to evaluate how those are working.

## **CONCLUSION**

The renovation of DSS Main street offers the possibility of some long term space needs for many of the identified groups. The floors were originally designed for closed offices around the perimeter, with punched windows in the facade. It has been designated as a contributing building to the downtown historic district so exterior modifications are not allowed. Each floor is approximately 7,000 sqft which fulfills the need for many of the groups studied. LIEAP, Environmental Health, DSS Child Care, and Child support all could take advantage of the space in DSS Main.



Since the building is currently owned by the county and is now vacant for the most part, the renovation cost and time frame for renovation is the only limiting factors.

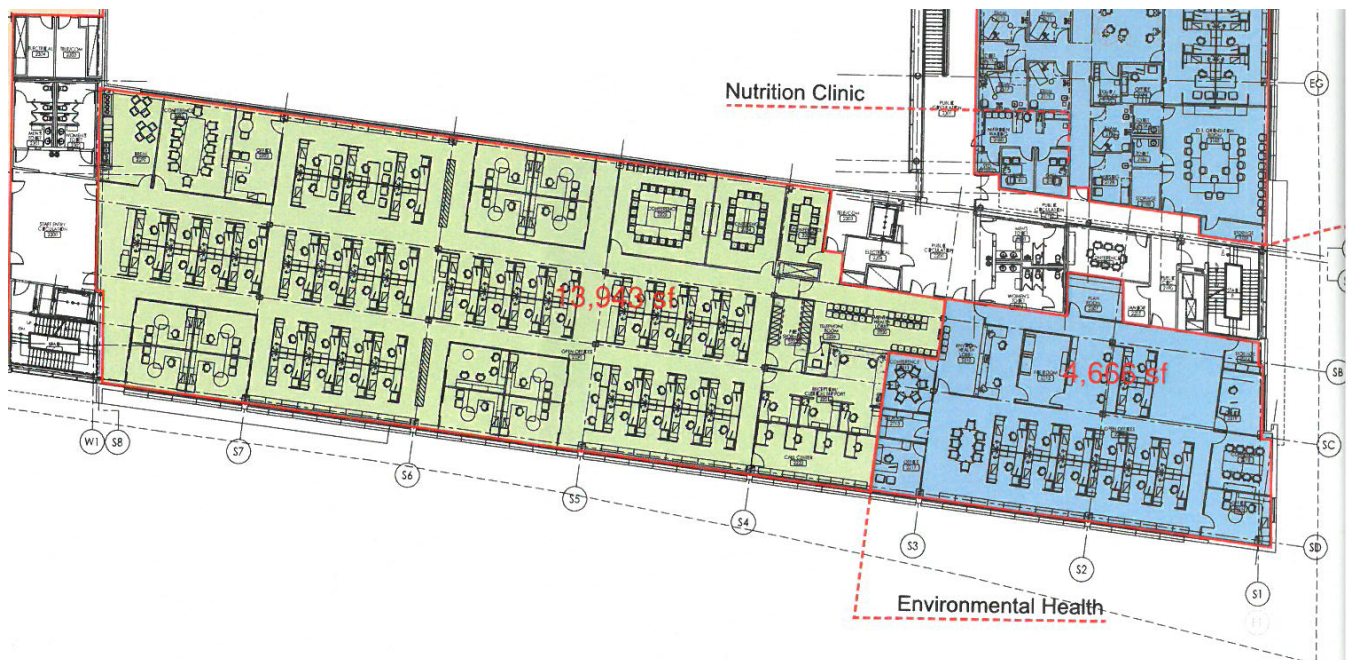
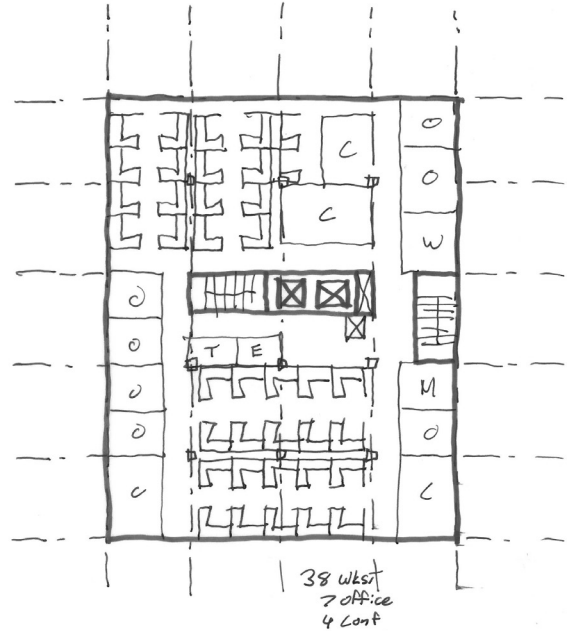
Renovation issues have been identified in past studies but include some core building updates like, elevator & stair updates, rest room updates, as well as some code related modifications.

The building is central to downtown and to the other county administration buildings and certainly would enhance the services provided to the citizens of Durham County.



## **DSS MAIN TEST FIT FLOOR PLAN**

- Floor is approx 7500 sqft
- Restrooms need to be redone
- Floor can support approx 32 workstations per side
- Building requires mechanical renovation and utility reconfiguration



## **DHHS 2ND FLOOR POSSIBLE EXPANSION SPACE**

- Approx 18,609 sqft available
- Could be split into 3 groups



## Department of Social Services

Final Draft

Existing Location:

Adjacencies: None

Department Function:

### STAFF

#### 2017 STAFF

Staff Position:	Headcount	Area Assignment	NET Area
Elected		288	0
Director	1	240	240
Manager	24	140	3,360
Supervisor/ Professional	157	96	15,072
Technical		96	0
Clerical		64	0
Line Staff	287	96	27,552
<b>2017 Staff TOTAL</b>	<b>469</b>		<b>46,224</b>

#### 2025 STAFF

Staff Position:	Headcount	Area Assignment	NET Area
Elected		288	0
Director		240	0
Manager	6	140	840
Supervisor/ Professional	44	96	4,224
Technical		96	0
Clerical		64	0
Intern/Seasonal	81	96	7,776
<b>2025 Staff GROWTH</b>	<b>131</b>		<b>12,840</b>
<b>2025 Staff TOTAL</b>	<b>600</b>		<b>59,064</b>

Staff Growth  
**28%** 0 - 10 Year

#### 2035 STAFF

Staff Position:	Headcount	Area Assignment	NET Area
Elected		288	0
Director		240	0
Manager	8	140	1,120
Supervisor/ Professional	50	96	4,800
Technical		96	0
Clerical		64	0
Intern/Seasonal	92	96	8,832
<b>2035 Staff GROWTH</b>	<b>150</b>		<b>14,752</b>
<b>2035 Staff TOTAL</b>	<b>750</b>		<b>73,816</b>

Staff Growth  
**25%** 10 - 20 Year  
**60%** Overall



## SUPPORT

### Conference Space

	Count	Area Assignment	NET Area
Small Conference (4-6)	25	140	3,500
Medium Conference (8-12)	18	224	4,032
Large Conference ( 15-20)	12	375	4,500
Class Room Training (20-24)		725	0
Training Room (20-40)		1500	0
Phone Room		100	0
<b>Conference TOTAL</b>	<b>55</b>		<b>12,032</b>

### Storage

	Count	Area Assignment	NET Area
File Storage	750	5	3,750
General Storage	73,816	5%	3,691
<b>Storage TOTAL</b>			<b>7,441</b>

### Other

	Count	Area Assignment	NET Area
Workroom	8	250	2,000
Reception	100	15	1,500
Break Room	250	20	5,000
Drug Testing	2	80	160
Paternity Testing	1	100	100
Adoption Record Storage	1	100	100
<b>Child Welfare</b>			
Visitation Rooms	3	300	900
Observation Rooms	3	150	450
Apartment	1	400	400
Foster Clothing/ Supplies	1	300	300
Adoption Record Storage	1	300	300
<b>Family Economic Services</b>			
Application Lobby	60	15	900
Redetermination Lobby	60	15	900
Customer Service Counter	4	35	140
NC Works room?	10	48	480
<b>Child Care</b>			
Waiting	10	15	150
Play area	1	300	300
<b>Aging/Adult Services</b>			
Decon Area	1	300	300
Computer kiosks	12	12	144
DSS Seasonal Program			6,000
<b>Other TOTAL</b>			<b>20,524</b>

1 per division  
Main lobby for all divisions  
Seating for 1/3 of staff. Multiple break rooms

3 rooms, family room

box storage

double in size,  
double in size  
with quick response, confidentiality  
computers 3 existing,

Showers/ Laundry  
expanding existing application room

### Support TOTAL

Net Area	39,997
Gross Factor	25%
<b>Total Area</b>	<b>49,996</b>



## SUPPORT

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Waiting	10	15	150
Play area	1	300	300
<b>Aging/Adult Services</b>			
Decon Area	1	300	300
Computer kiosks	12	12	144
DSS Seasonal Program			6,000
<b>Other TOTAL</b>			<b>20,524</b>
<b>Support TOTAL</b>		<b>Net Area</b>	<b>39,997</b>
		<b>Gross Factor</b>	<b>25%</b>
		<b>Total Area</b>	<b>49,996</b>

1 per division

Main lobby for all divisions

Seating for 1/3 of staff. Multiple break rooms

3 rooms, family room

box storage

double in size,

double in size

with quick response, confidentiality

computers 3 existing,

Showers/ Laundry

expanding existing application room



**Sheriff, Training**

**Final DRAFT**

**Existing Location:**

**Adjacencies:**

**Department Function:**

**STAFF**

**2017 STAFF**

Staff Position:	Headcount	Area Assignment	Area
Elected		288	0
Director		240	0
Manager/ Supervisor	2	140	280
Professional	5	120	600
Technical	3	96	288
Clerical		64	0
Intern/ Seasonal		12	0

4 Training, and 1 Admin Office

Light Duty staff, shared office

**2017 Staff TOTAL 10 1,168**

**2025 STAFF**

Staff Position:	Headcount	Area Assignment	Area
Elected		288	0
Director		240	0
Manager/ Supervisor		140	0
Professional	2	120	240
Technical	1	96	96
Clerical		64	0
Intern/ Seasonal		12	0

**2025 Staff GROWTH 3 336**  
**2025 Staff TOTAL 13 1,504**

Growth Rate  
**30%** 0 - 10 Year

**2035 STAFF**

Staff Position:	Headcount	Area Assignment	Area
Elected		288	0
Director		240	0
Manager/ Supervisor	1	140	140
Professional	1	120	120
Technical		96	0
Clerical		64	0
Intern/ Seasonal		12	0

**2035 Staff GROWTH 2 260**  
**2035 Staff TOTAL 15 1,764**

Growth Rate  
**15%** 10 - 20 Year  
**50%** Overall



## SUPPORT

### Conference Space

	Count	Area Assignment	Area	
Small Conference (4-6)	1	120	<b>120</b>	
Medium Conference (8-10)	1	240	<b>240</b>	
Large Conference ( 15-20)		400	<b>0</b>	
Training Room (20-24)	3	750	<b>2,250</b>	20 Students
Multipurpose Room	1	3000	<b>3,000</b>	Physical training/ POPAT Course
<b>Conference TOTAL</b>	<b>6</b>		<b>5,610</b>	

### Storage

	Count	Area Assignment	Area	
File Storage	15	10	<b>150</b>	per person
Storage Room	1,764	5%	<b>88</b>	% of Staff Area
Training Storage	3	300	<b>900</b>	
<b>Storage TOTAL</b>			<b>1,138</b>	

### Other

	Count	Area Assignment	Area	
Workroom	1	250	<b>250</b>	
Reception	20	15	<b>300</b>	
Break Room	1	300	<b>300</b>	
Showers/ Locker Room	2	1100	<b>2,200</b>	Male/ Female; 80 Lockers
BLET Lounge	20	25	<b>500</b>	with library
Weight Room	1	1400	<b>1,400</b>	
Firing Range	1	45000	<b>45,000</b>	30 lanes, 166 feet/ 344 feet; Classrooms, Offices
Driving Course				195K SF paved area
<b>Other TOTAL</b>			<b>49,950</b>	
<b>Support TOTAL</b>		Net Area	<b>56,698</b>	





## Department Summary

2025 TOTAL	Headcount	Area Assignment	Area
Elected	0	288	0
Director	0	240	0
Manager/ Supervisor	2	140	280
Professional	7	120	840
Technical	4	96	384
Clerical	0	64	0
Intern/ Seasonal	0	12	0
<b>Staff TOTAL</b>	<b>13</b>		<b>1,504</b>
<b>Support TOTAL</b>			<b>56,698</b>
		Subtotal	<b>58,202</b>
		Department Gross 25%	<b>14,551</b>
<b>2025 Department TOTAL</b>			<b>72,753</b>

Gross % decrease due to proportion of lage spaces

2025 TOTAL	Headcount	Area Assignment	Area
Elected	0	288	0
Director	0	240	0
Manager/ Supervisor	3	140	420
Professional	8	120	960
Technical	4	96	384
Clerical	0	64	0
Intern/ Seasonal	0	12	0
<b>Staff TOTAL</b>	<b>15</b>		<b>1,764</b>
<b>Support TOTAL</b>			<b>56,698</b>
		Subtotal	<b>58,462</b>
		Department Gross 25%	<b>14,616</b>
<b>2025 Department TOTAL</b>			<b>73,078</b>

Gross % decrease due to proportion of lage spaces





**Sheriff, SACNARC**

**Final Draft**

**Existing Location:**

**Adjacencies:**

**Department Function:**

**STAFF**

**2017 STAFF**

Staff Position:	Headcount	Area Assignment	Area	
Elected		288	0	
Director		240	0	
Manager/ Supervisor	2	140	280	Narcoticis
Professional	7	120	840	Training
Technical		96	0	
Clerical	1	64	64	Admin
Intern/ Seasonal		12	0	
<b>2017 Staff TOTAL</b>	<b>10</b>		<b>1,184</b>	

**2025 STAFF**

Staff Position:	Headcount	Area Assignment	Area	
Elected		288	0	
Director		240	0	
Manager/ Supervisor		140	0	
Professional	2	120	240	
Technical		96	0	
Clerical		64	0	
Intern/ Seasonal		12	0	
<b>2025 Staff GROWTH</b>	<b>2</b>		<b>240</b>	
<b>2025 Staff TOTAL</b>	<b>12</b>		<b>1,424</b>	

Growth Rate  
**20%** 0 - 10 Year

**2035 STAFF**

Staff Position:	Headcount	Area Assignment	Area	
Elected		288	0	
Director		240	0	
Manager/ Supervisor	1	140	140	
Professional	4	120	480	
Technical		96	0	
Clerical		64	0	
Intern/ Seasonal		12	0	
<b>2035 Staff GROWTH</b>	<b>5</b>		<b>620</b>	
<b>2035 Staff TOTAL</b>	<b>17</b>		<b>2,044</b>	

Growth Rate  
**42%** 10 - 20 Year  
**70%** Overall



## SUPPORT

### Conference Space

	Count	Area Assignment	Area	
Small Conference (4-6)	1	120	<b>120</b>	
Medium Conference (8-10)	1	240	<b>240</b>	
Large Conference ( 15-20)		400	<b>0</b>	
Training Room (20-24)		600	<b>0</b>	
Multipurpose Room (40-50)	20	50	<b>1,000</b>	Warrant Briefing Room
<b>Conference TOTAL</b>			<b>1,360</b>	

### Storage

	Count	Area Assignment	Area	
File Storage	17	10	<b>170</b>	per person
Storage Room	2,044	5%	<b>102</b>	% of Staff Area
Records Storage	1	250	<b>250</b>	
<b>Storage TOTAL</b>			<b>522</b>	

### Other

	Count	Area Assignment	Area	
Workroom	1	250	<b>250</b>	
Reception	10	15	<b>150</b>	
Break Room	1	300	<b>300</b>	
<b>Other TOTAL</b>			<b>700</b>	
<b>Support TOTAL</b>		Net Area	<b>2,582</b>	



## Department Summary

2025 TOTAL	Headcount	Area Assignment	Area
Elected	0	288	0
Director	0	240	0
Manager/ Supervisor	2	140	280
Professional	9	120	1,080
Technical	0	96	0
Clerical	1	64	64
Intern/ Seasonal	0	12	0
<b>Staff TOTAL</b>	<b>12</b>		<b>1,424</b>
<b>Support TOTAL</b>			<b>2,582</b>
		Subtotal	<b>4,006</b>
		Department Gross 35%	<b>1,402</b>
<b>2025 Department TOTAL</b>			<b>5,408</b>

2035 TOTAL	Headcount	Area Assignment	Area
Elected	0	288	0
Director	0	240	0
Manager/ Supervisor	3	140	420
Professional	13	120	1,560
Technical	0	96	0
Clerical	1	64	64
Intern/ Seasonal	0	12	0
<b>Staff TOTAL</b>	<b>17</b>		<b>2,044</b>
<b>Support TOTAL</b>			<b>2,582</b>
		Subtotal	<b>4,626</b>
		Department Gross 35%	<b>1,619</b>
<b>2025 Department TOTAL</b>			<b>6,245</b>







## Board of Elections

Final Draft

**Existing Location:** 201 N. Roxboro St.

**Adjacencies:** None

We conduct all federal, state and local elections. Early voting is held prior to each election with the BOE office always being a location. We also maintain the county voter registration and Geocode databases, conduct candidate filing and manage the campaign finance process.

**Department Function:**

### STAFF

#### 2017 STAFF

Staff Position:	Headcount	Area Assignment	Area	
Elected		288	0	
Director	1	240	240	
Manager/ Supervisor	4	140	560	
Professional	1	120	120	
Technical	2	96	192	
Clerical	2	64	128	
Intern/ Seasonal	6	12	72	Seasonal Staff
<b>2017 Staff TOTAL</b>	<b>16</b>		<b>1,312</b>	

#### 2025 STAFF

Staff Position:	Headcount	Area Assignment	Area	
Elected		288	0	
Director		240	0	
Manager/ Supervisor		140	0	
Professional	2	120	240	
Technical		96	0	
Clerical		64	0	
Intern/ Seasonal		12	0	
<b>2025 Staff GROWTH</b>	<b>2</b>		<b>240</b>	Staff Growth
<b>2025 Staff TOTAL</b>	<b>18</b>		<b>1,552</b>	<b>13%</b> 10 Year

#### 2035 STAFF

Staff Position:	Headcount	Area Assignment	Area	
Elected		288	0	
Director		240	0	No growth anticipated.
Manager/ Supervisor		140	0	
Professional	2	120	240	
Technical		96	0	
Clerical		64	0	
Intern/ Seasonal		12	0	
<b>2035 Staff GROWTH</b>	<b>2</b>		<b>240</b>	Staff Growth
<b>2035 Staff TOTAL</b>	<b>20</b>		<b>1,792</b>	<b>11%</b> 10 Year <b>25%</b> 20 Year



## SUPPORT

### Conference Space

	Count	Area Assignment	Area	
Small Conference (4-6)		120	0	
Medium Conference (8-12)	1	240	240	
Large Conference ( 15-20)		400	0	
Class Room Training (20-24)		600	0	
Training Room (20-40)		1000	0	Quarterly/ Monthly trainings
Phone Room		100	0	
<b>Conference TOTAL</b>	<b>1</b>		<b>0</b>	

### Storage

	Count	Area Assignment	Area	
File Storage	20	10	200	per staff position
Storage Room	1,792	5%	90	% of Staff Area
Supply Storage	1	200	200	
Voter Registration	1	200	200	
Voting Equipment	3	200	600	Includes equipment testing
<b>Storage TOTAL</b>			<b>1,290</b>	

### Other

	Count	Area Assignment	Area	
Workroom	1	250	250	
Public Counter	2	35	70	
Public Queing Area	30	10	300	
Break Room	1	300	300	
<b>Other TOTAL</b>			<b>320</b>	
<b>Support TOTAL</b>		<b>Net Area</b>	<b>1,610</b>	



## Department Summary

2025 TOTAL	Headcount	Area Assignment	Area	
Elected	0	288	0	
Director	1	240	240	
Manager/ Supervisor	4	140	560	
Professional	3	120	360	
Technical	2	96	192	
Clerical	2	64	128	
Intern/ Seasonal	6	12	72	Seasonal Staff
<b>Staff TOTAL</b>	<b>18</b>		<b>1,552</b>	
<b>Support TOTAL</b>			<b>1,610</b>	
		Subtotal	<b>3,162</b>	
		Department Gross 35%	<b>1,107</b>	
<b>2025 Department TOTAL</b>			<b>4,268</b>	

2035 TOTAL	Headcount	Area Assignment	Area	
Elected	0	288	0	
Director	1	240	240	
Manager/ Supervisor	4	140	560	
Professional	5	120	600	
Technical	2	96	192	
Clerical	2	64	128	
Intern/ Seasonal	6	12	72	Seasonal Staff
<b>Staff TOTAL</b>	<b>20</b>		<b>1,792</b>	
<b>Support TOTAL</b>			<b>1,610</b>	
		Subtotal	<b>3,402</b>	
		Department Gross 35%	<b>1,191</b>	
<b>2025 Department TOTAL</b>			<b>4,592</b>	





## Public Health

Final Draft

Existing Location: 414 Main Street

Adjacencies: None

Department Function:

### STAFF

#### 2017 STAFF

Staff Position:	Headcount	Area Assignment	NET Area
Elected		288	0
Director	1	240	240
Manager/ Supervisor	42	140	5,880
Professional	104	96	9,984
Technical	16	96	1,536
Clerical	39	64	2,496
Line/ Field	32	64	2,048
<b>2017 Staff TOTAL</b>	<b>234</b>		<b>22,184</b>

#### 2025 STAFF

Staff Position:	Headcount	Area Assignment	NET Area
Elected	0	288	0
Director	0	240	0
Manager/ Supervisor	6	140	840
Professional	15	96	1,440
Technical	2	96	192
Clerical	6	64	384
Intern/ Seasonal	5	12	60
<b>2025 Staff GROWTH</b>	<b>34</b>		<b>2,916</b>
<b>2025 Staff TOTAL</b>	<b>268</b>		<b>25,100</b>

Staff Growth  
15% 0 - 10 Year

#### 2035 STAFF

Staff Position:	Headcount	Area Assignment	NET Area
Elected	0	288	0
Director	0	240	0
Manager/ Supervisor	10	140	1,400
Professional	24	120	2,880
Technical	4	96	384
Clerical	8	64	512
Intern/ Seasonal	7	12	84
<b>2035 Staff GROWTH</b>	<b>53</b>		<b>5,260</b>
<b>2035 Staff TOTAL</b>	<b>321</b>		<b>30,360</b>

Staff Growth  
20% 10 - 20 Year  
37% Overall



## SUPPORT

### Conference Space

	Count	Area Assignment	NET Area	
Small Conference (4-6)	11	120	<b>1,320</b>	<i>Distributed across 8 divisions</i>
Medium Conference (8-12)	8	240	<b>1,920</b>	<i>Distributed across 8 divisions</i>
Large Conference ( 15-20)	5	400	<b>2,000</b>	<i>Distributed across 8 divisions</i>
Class Room Training (20-24)	1	720	<b>720</b>	<i>Shared; Health Education, Nutrition</i>
Training Room (20-40)	2	1000	<b>2,000</b>	<i>Shared; Public and Staff</i>
Public Conference (8-12)	2	240	<b>480</b>	
Public Conference (15-20)	1	400	<b>400</b>	
<b>Conference TOTAL</b>	<b>29</b>		<b>8,840</b>	

### Storage

	Count	Area Assignment	NET Area	
File Storage	321	5	<b>1,605</b>	<i>Distributed across 8 divisions</i>
General Storage	30360	5%	<b>1,518</b>	<i>Distributed across 8 divisions</i>
<b>Storage TOTAL</b>			<b>3,123</b>	

### Other

	Count	Area Assignment	NET Area	
Workroom	8	250	<b>2,000</b>	<i>1 per division</i>
Central Reception	50	15	<b>750</b>	<i>Main lobby for all divisions</i>
Break Room	107	20	<b>2,140</b>	<i>Seating for 1/3 of staff. Multiple break rooms</i>
Allied Health Pharmacy	1	1500	<b>1,500</b>	<i>5 pharmacist,</i>
Customer service	3	35	<b>105</b>	
Allied Health Phlebotomist	5	80	<b>400</b>	
Allied Health Lab	1	3000	<b>3,000</b>	<i>26,000 test; plenty of room</i>
Allied Health Pharmacy Que	15	10	<b>150</b>	<i>per visitor reduce</i>
Allied Health Lab Waiting	16	15	<b>240</b>	<i>per visitor</i>
Allied Health Records	2	200	<b>400</b>	<i>Pharmacy and Lab Records</i>
Allied Health Supplies	2	120	<b>240</b>	<i>Pharmacy and Lab</i>
Community Health Waiting	60	15	<b>900</b>	<i>per visitor</i>
Community Health Records	2	200	<b>400</b>	
Community Health CHD				
Storage	1	200	<b>200</b>	
Womens Exam rooms	17	100	<b>1,700</b>	
Women's Health Lobby	40	15	<b>600</b>	
Counseling	4			<i>adequate</i>
Assessment	2			
Nursing Stations	2			
TB Clinic Exam	3			<i>Negative pressure</i>
STI Exams	6			<i>School health could move off</i>
Exam Rooms				
Lincoln Community health center				
Dental Clinic	6	100	<b>600</b>	<i>Per chair</i>
Dental X-ray	1	120	<b>120</b>	
Dental Sterilization	1	120	<b>120</b>	
Dental Lab	1	250	<b>250</b>	
Dental Storage	1	120	<b>120</b>	
Dental Waiting	20	15	<b>300</b>	





Dental Records	1	200	<b>200</b>	
Dental Supplies	1	250	<b>250</b>	
Environmental Health Supplies	1	120	<b>120</b>	<i>Not required to be collocated, group undersized</i>
Environmental Health Records	1	200	<b>200</b>	
Environmental Health Waiting	10	15	<b>150</b>	<i>per visitor</i>
Map Room	1	200	<b>200</b>	
Finance Records	1	200	<b>200</b>	<i>ff</i>



Health Education Supplies	1	120	120		
Health Education Records	1	150	150		
Health Education Waiting	10	15	150	per visitor	200 for events
IT Staging	1	200	200		
IT Waiting	4	15	60	per visitor	
Nutrition Records	1	200	200		
Nutrition Counseling	3	120	360		For Diabetes Coalition/ Chronic Care Initiative
Nutrition Kitchen	1	264	264		
Nutrition Food Storage	1	100	100		
Nutrition Waiting	15	15	225	per visitor	
<b>Other TOTAL</b>			<b>19,159</b>		
<b>Support TOTAL</b>		Net Area	<b>31,122</b>		

### Department Summary

2025 TOTAL	Headcount	Area Assignment	Area
Elected		288	0
Director	1	240	240
Manager/ Supervisor	48	140	6,720
Professional	119	96	11,424
Technical	18	96	1,728
Clerical	45	64	2,880
Intern/ Seasonal	37	12	444
<b>Staff TOTAL</b>	<b>268</b>		<b>23,436</b>
<b>Support TOTAL</b>			<b>31,122</b>
		Subtotal	<b>54,558</b>
		Department Gross 35%	<b>19,095</b>
<b>2025 Department TOTAL</b>			<b>73,653</b>

2035 TOTAL	Headcount	Area Assignment	Area
Elected		288	0
Director	1	240	240
Manager/ Supervisor	58	140	8,120
Professional	143	96	13,728
Technical	22	96	2,112
Clerical	53	64	3,392
Intern/ Seasonal	44	12	528
<b>Staff TOTAL</b>	<b>321</b>		<b>28,120</b>
<b>Support TOTAL</b>			<b>31,122</b>
		Subtotal	<b>59,242</b>
		Department Gross 35%	<b>20,735</b>
<b>2035 Department TOTAL</b>			<b>79,977</b>



## Veteran's Services

Final DRAFT

**Existing Location:** Human Service Building Suite 1035, 414 East Main Street Durham, North Carolina

**Adjacencies:** DSS

The mission of the Veteran Services Office (VSO) is to make a positive difference in the lives of our veterans and their families by providing professional quality services in advising and counseling local military veterans and their dependents of their rights and entitlement to federal benefits under the laws and regulations administered by the U. S. Department of Veterans Affairs (VA) and other various federal, state and local agencies, and to actively assist them with the application preparation and presentation of their claims for benefits before the U. S. Department of Veteran Affairs and other agencies.

**Department Function:**

**Priorities**

(A) Accessible Location. (B) Adjacent to Human Services is beneficial to Veterans. (C ) Requires a reception space suitable for collectin confidential information.

### STAFF

#### 2017 STAFF

Staff Position:	Headcount	Area Assignment	NET Area
Elected		288	0
Director	1	240	240
Manager/ Supervisor		140	0
Professional	2	120	240
Technical		96	0
Clerical	1	64	64
Line/ Field		12	0
<b>2017 Staff TOTAL</b>	<b>4</b>		<b>544</b>

#### 2025 STAFF

Staff Position:	Headcount	Area Assignment	NET Area
Elected		288	0
Director		240	0
Manager/ Supervisor	1	140	140
Professional	2	120	240
Technical		96	0
Clerical		64	0
Intern/ Seasonal		12	0
<b>2025 Staff GROWTH</b>	<b>3</b>		<b>380</b>
<b>2025 Staff TOTAL</b>	<b>7</b>		<b>924</b>

Staff Growth  
**75%** 0 - 10 Year

#### 2035 STAFF

Staff Position:	Headcount	Area Assignment	NET Area
Elected		288	0
Director		240	0
Manager/ Supervisor	1	140	140
Professional	4	120	480
Technical		96	0
Clerical		64	0
Intern/ Seasonal		12	0
<b>2035 Staff GROWTH</b>	<b>5</b>		<b>620</b>
<b>2035 Staff TOTAL</b>	<b>12</b>		<b>1,544</b>

Staff Growth  
**71%** 10 - 20 Year  
**200%** Overall



## SUPPORT

### Conference Space

	Count	Area Assignment	NET Area	
Small Conference (4-6)		120	0	
Medium Conference (8-12)		240	0	
Large Conference ( 15-20)	1	400	400	For staff and customer meetings
Class Room Training (20-24)		600	0	
Training Room (20-40)		1000	0	
<b>Conference TOTAL</b>	<b>1</b>		<b>400</b>	

### Storage

	Count	Area Assignment	NET Area	
File Storage	12	10	120	per staff
General Storage	1544	5%	77	per staff area
Records Storage	1	200	200	5-6 lateral file cabinets
<b>Storage TOTAL</b>			<b>397</b>	

### Other

	Count	Area Assignment	NET Area	
Workroom	1	150	150	
Reception	10	20	200	Per visitor
Customer Service	5	35	175	Privacy required
Break Room	1	200	200	
<b>Other TOTAL</b>			<b>725</b>	
<b>Support TOTAL</b>		Net Area	<b>1,522</b>	



## Department Summary

2025 TOTAL	Headcount	Area Assignment	Area
Elected	0	288	0
Director	1	240	240
Manager/ Supervisor	1	140	140
Professional	4	120	480
Technical	0	96	0
Clerical	1	64	64
Intern/ Seasonal	0	12	0
<b>Staff NET</b>	<b>7</b>		<b>924</b>
<b>Support NET</b>			<b>1,522</b>
		Subtotal	<b>2,446</b>
		Department Gross 35%	<b>856</b>
<b>2025 Department TOTAL</b>			<b>3,302</b>

2035 TOTAL	Headcount	Area Assignment	Area
Elected	0	288	0
Director	1	240	240
Manager/ Supervisor	2	140	280
Professional	8	120	960
Technical	0	96	0
Clerical	1	64	64
Intern/ Seasonal	0	12	0
<b>Staff NET</b>	<b>12</b>		<b>1,544</b>
<b>Support NET</b>			<b>1,522</b>
		Subtotal	<b>3,066</b>
		Department Gross 35%	<b>1,073</b>
<b>2035 Department TOTAL</b>			<b>4,139</b>





## Public Health

Final Draft

Existing Location:

Adjacencies: None

Department Function:

### STAFF

#### 2017 STAFF

Staff Position:	Headcount	Area Assignment	NET Area
Elected		288	0
Director	1	240	240
Manager/ Supervisor	4	140	560
Professional	17	120	2,040
Technical		96	0
Clerical	2	64	128
Line/ Field		64	0
<b>2017 Staff TOTAL</b>	<b>24</b>		<b>2,968</b>

#### 2025 STAFF

Staff Position:	Headcount	Area Assignment	NET Area
Elected		288	0
Director		240	0
Manager/ Supervisor		140	0
Professional	2	120	240
Technical		96	0
Clerical		64	0
Intern/ Seasonal		64	0
<b>2025 Staff GROWTH</b>	<b>2</b>		<b>240</b>
<b>2025 Staff TOTAL</b>	<b>26</b>		<b>3,208</b>

Staff Growth  
8% 0 - 10 Year

#### 2035 STAFF

Staff Position:	Headcount	Area Assignment	NET Area
Elected		288	0
Director		240	0
Manager/ Supervisor		140	0
Professional	2	120	240
Technical		96	0
Clerical		64	0
Intern/ Seasonal		64	0
<b>2035 Staff GROWTH</b>	<b>2</b>		<b>240</b>
<b>2035 Staff TOTAL</b>	<b>28</b>		<b>3,448</b>

Staff Growth  
8% 10 - 20 Year  
17% Overall



## SUPPORT

### Conference Space

	Count	Area Assignment	NET Area
Small Conference (4-6)	1	120	120
Medium Conference (8-12)		240	0
Large Conference ( 15-20)	1	400	400
Class Room Training (20-24)		720	0
Training Room (20-40)		1000	0

**Conference TOTAL      2      520**

### Storage

	Count	Area Assignment	NET Area
File Storage	28	10	280
General Storage	3448	5%	172

**Storage TOTAL      452**

### Other

	Count	Area Assignment	NET Area
Workroom	1	250	250
Break Room	1	300	300
Environmental Health Supplies	1	120	120
Environmental Health Records	1	200	200
Environmental Health Waiting	10	15	150
Map Room	1	200	200

*per visitor*

**Other TOTAL      1,220**

**Support TOTAL      Net Area      2,192**

## Department Summary

2025 TOTAL	Headcount	Area Assignment	Area
Elected		288	0
Director	1	240	240
Manager/ Supervisor	4	140	560
Professional	19	96	1,824
Technical	0	96	0
Clerical	2	64	128
Intern/ Seasonal	0	12	0
<b>Staff TOTAL</b>	<b>26</b>		<b>2,752</b>
<b>Support TOTAL</b>			<b>2,192</b>
		Subtotal	<b>4,944</b>
		Department Gross 35%	<b>1,731</b>
<b>2025 Department TOTAL</b>			<b>6,675</b>

2035 TOTAL	Headcount	Area Assignment	Area
Elected		288	0
Director	1	240	240
Manager/ Supervisor	4	140	560
Professional	21	96	2,016





Technical	0	96	0
Clerical	2	64	128
Intern/ Seasonal	0	12	0
Staff TOTAL	28		2,944
Support TOTAL			2,192
		Subtotal	5,136
		Department Gross 35%	1,798
2035 Department TOTAL			6,934





## Probation and Parole, Chapel Hill Blvd

*Final Draft*

**Existing Location:** 3325 Chapel Hill Blvd., Suite 100B 119 Orange Street  
**Adjacencies:** None  
**Department Function:** Supervision of offenders placed on probation and post-release supervision

### STAFF

#### 2017 STAFF

##### 3325 Chapel Hill Blvd Office

Staff Position:	Headcount	Area Assignment	Area
Elected		288	0
Director		240	0
Manager/ Supervisor	5	140	700
Professional	37	120	4,440
Technical		96	0
Clerical	2	64	128
Intern/ Seasonal		12	0
<b>2017 Staff TOTAL</b>	<b>44</b>		<b>5,268</b>

#### 2025 STAFF

##### 3325 Chapel Hill Blvd Office

Staff Position:	Headcount	Area Assignment	Area
Elected		288	0
Director		240	0
Manager/ Supervisor	1	140	140
Professional	6	120	720
Technical		96	0
Clerical		64	0
Intern/ Seasonal		12	0
<b>2025 Staff GROWTH</b>	<b>7</b>		<b>860</b>
<b>2025 Staff TOTAL</b>	<b>51</b>		<b>6,128</b>

Staff Growth  
**14%** 0 - 10 Year

#### 2035 STAFF

##### 3325 Chapel Hill Blvd Office

Staff Position:	Headcount	Area Assignment	Area
Elected		288	0
Director		240	0
Manager/ Supervisor	1	140	140
Professional	4	120	480
Technical		96	0
Clerical		64	0
Intern/ Seasonal		12	0
<b>2035 Staff GROWTH</b>	<b>5</b>		<b>620</b>
<b>2035 Staff TOTAL</b>	<b>56</b>		<b>6,748</b>

Staff Growth  
**10%** 10 - 20 Year  
**21%** Overall



## SUPPORT

### Conference Space

	Count	Area Assignment	Area
Small Conference (4-6)		140	0
Medium Conference (8-12)		224	0
Large Conference ( 15-20)	2	375	750
Training Room (20-24)		725	0
Multipurpose Room (20-40)		1500	0
Phone Room		100	0
<b>Conference TOTAL</b>	<b>2</b>		<b>750</b>

### Storage

	Count	Area Assignment	Area	
File Storage	1	350	350	<i>Closed File Storage</i>
General Storage	6,748	5%	337	
<b>Storage TOTAL</b>			<b>687</b>	

### Other

	Count	Area Assignment	NET Area	
Workroom	1	250	250	<i>Includes mail boxes</i>
Drug Test Room	2	80	160	
Locker Room	2	500	1,000	
Reception	1	200	200	
Waiting	20	15	300	
<b>Other TOTAL</b>			<b>1,910</b>	
<b>Support TOTAL</b>		Net Area	<b>3,347</b>	
		Gross Factor	25%	
		<b>Total Area</b>	<b>4,184</b>	



## Department Summary

2025 TOTAL	Headcount	Area Assignment	Area
Elected	0	288	0
Director	0	240	0
Manager/ Supervisor	6	140	840
Professional	43	120	5,160
Technical	0	96	0
Clerical	2	64	128
Intern/ Seasonal	0	12	0
<b>Staff TOTAL</b>	<b>51</b>		<b>6,128</b>
<b>Support TOTAL</b>			<b>4,184</b>
		Subtotal	<b>10,312</b>
		Department Gross 35%	<b>3,609</b>
<b>2025 Department TOTAL</b>			<b>13,922</b>

2035 TOTAL	Headcount	Area Assignment	Area
Elected	0		0
Director	0	224	0
Manager/ Supervisor	7	140	980
Professional	47	120	5,640
Technical	0	96	0
Clerical	2	64	128
Intern/ Seasonal	0	12	0
<b>Staff TOTAL</b>	<b>56</b>		<b>6,748</b>
<b>Support TOTAL</b>			<b>4,184</b>
		Subtotal	<b>10,932</b>
		Department Gross 35%	<b>3,826</b>
<b>2035 Department TOTAL</b>			<b>14,759</b>







## Durham County Government Facility Master Plan Update 2018



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