



KANE COUNTY, ILLINOIS
ESTABLISHED JANUARY 16, 1836



KANE COUNTY FACILITY NEEDS ANALYSIS

02.08.2023

(page intentionally left blank)

TABLE OF CONTENTS

Acknowledgements

Executive Summary

1	INTRODUCTION	
	Purpose/Background/Extent of Study	1.0
2	DEMOGRAPHICS	
	Summary	2.0
	Study Process/Background	2.1
	Population Data	2.2
	County Land Use	2.3
	Municipality Growth	2.4
3	EXISTING BUILDING PHYSICAL CONDITIONS	
	Summary	3.0
	Location Plans	3.1
	Buildings And Sites	3.2
4	SPACE NEEDS METHODOLOGY	
	Introduction	4.0
	Space Standards	4.1
	Dept. Profiles & Personnel Projections	4.2
5	COUNTY GOVERNMENT FACILITY NEEDS & PRIORITIES	
	Current Location Table	5.0
	Existing & Projection Summary	5.1
	Priorities	5.2
	Individual Department Profiles	5.3
6	JUDICIAL FACILITY NEEDS & PRIORITIES	
	Current Location Table	6.0
	Existing & Projection Summary	6.1
	Historic and Projected Caseload	6.2
	Priorities	6.3
	Individual Department Profiles	6.4
7	PLANNING CONSIDERATIONS	
	Summary	7.0

ACKNOWLEDGEMENTS

Kane County Board

Corinne Pierog, Madam Chair
Myrna Molina
Dale Berman
Anita Lewis
Mavis Bates
Bill Lenert
Ron Ford
Monica Silva
Michelle Gumz
Thomas A. Koppie
David Brown
John Martin
Ken Shepro, Vice Chairman
Todd Wallace
Mark Davoust
Barbara Wojnicki
Michael Kenyon
Deborah Allan
Drew Frasz
Mohammad "Mo" Iqbal
Cherryl Fritz Strathmann
Clifford Surges
Verner (Vern) Tepe
Chris Kious
Jarett Sanchez

Kane County Elected Officials

Auditor, Penny Wegman
Circuit Clerk, Theresa E. Barreiro
County Clerk, John A. Cunningham
Coroner, Rob Russell
Recorder, Sandy Wegman
Regional Office of Education, Patricia del Santo
Sheriff, Ron Hain
State's Attorney, Jamie L. Mosser
Treasurer, Michael J. Kilbourne, MBA

Kane County Department Heads | Judicial

16th Judicial Circuit Court, Clint Hull
16th Judicial Circuit Court, Doug Naughton
Court Reporters, Jill Gasparaitis
Court Services/Probation, Lisa Aust
Jury Commission, Nancy Hudson
Law Library, Halle Cox
Public Defender, Rachele Conant
Sheriff's Office Merit Commission, Peter Burgert

Kane County Department Heads | County Government

Building Management, Christopher Allen
Community Reinvest./ Workforce Dev., Scott Berger
County Administration, Corinne Pierog
Development & Community Services, Mark VanKerkhoff
Environmental & Water Resources, Jodie L. Wollnik
Emergency Management, Sean Madison
Finance, Joseph Onzick
Health Department, Kathy Fossier
Human Resources, Jamie Loblillo
KaneCOMM, Michelle Guthrie
Information Technologies, Roger Fahnestock
Supervisor of Assessments, Mark D. Armstrong
Veterans Assistance Commission, Jacob A. Zimmerman

Consulting Team

Wight & Company

EXECUTIVE SUMMARY

In 2021 Kane County began a comprehensive facility needs analysis process to determine the facility needs for the County Government and Judicial departments. This process included interviews with elected officials and representatives from each department to discuss future workload and staffing needs and to determine associated space needs to efficiently house the staff and operations. The initiative also included an understanding of the physical building conditions of the most significant County buildings to determine their condition and long-term usefulness to meet future County needs.

The over-arching goal of this study is to provide Kane County with clear data on future space needs for County departments and identify adjacency requirements for efficient operations and public service. This, combined with observations on the existing building assets, can serve as a foundation of data to begin planning and prioritizing future facility investments, in order to continue to provide a high degree of service to the citizens of Kane County.

Space needs projections extend out to the year 2050 based on knowledge of today's operations and conditions and a best assessment of future workload requirements and needs. These projections are made with the understanding that much can change in future years and that a study such as this should be reevaluated in future years. Many metrics were used in the projection of future staffing which informed overall space needs. Such things as historical changes, workload indicators, department projections and population were all considered. Near the conclusion of this study the Chicago Metropolitan Agency for Planning (CMAP) made a fairly significant reduction in the 2050 population projection for their planning area including Kane County. While population is only one of several factors in assessing future needs, the projections have been updated to the current CMAP projection.

It is important to note that the staffing projections are not intended to be a hiring model, but a projection on potential future staff needed to address the functions of the various departments and elected offices. Discussions were had with all groups about the potential for technology use and changing customer service patterns to have an impact on future staffing and results included in the projections. These staffing projections inform the space need using standard metrics of staff per person for various office functions and then specialty space requirements were added in to come to a total space need. Discussions about remote or hybrid work were had with all groups, with the majority indicating a preference for in-office work and that any hybrid schedules would not be significant enough to allow for reductions in space needed.

COUNTY GOVERNMENT SUMMARY

For County Government functions we find a projected staffing growth of 33% from current staffing to the year 2050. The Information Technologies group was a larger growth area as more and more work is done digitally and the County has done well to centralize technology support in one organized group. Another large growth projection was the Health Department. This is based on discussions with the interim Executive Director, and it is noted that there is a lot of potential for variation in the need based on potential for expanded program which should be revisited in the near future.

The space need projection out to the year 2050 shows a projected increase of 7.3% for the departmental gross square footage assuming a modern purpose-built space that is efficiently planned. In most cases we found that due to the departments being fit into a building that was not purpose built for their operation that space is inefficient. In some case it was determined that departmental space could even be reduced. Much of the identified space need for County Government departments has to do with the fair to poor conditions of the buildings that house these departments, less ideal adjacencies between groups and difficulty in wayfinding and access for the public.

JUDICIAL SUMMARY

For Judicial functions we find a projected staffing growth of just over 13% from current staffing to the year 2050. For long-range projections one of the key drivers of overall staffing needs is the number of judges in the system. Based on an assessment of caseload, populations projections and time requirements of various cases, we are projecting 35 judges in the 16th Judicial Circuit for Kane. Another issue that drives staffing needs is legislative changes and this is certainly a potential issue right now with recent legislation impacting the court system and offices such as the State's Attorney. The full impact of this on workload is not yet known, and should be monitored on a short-term basis in the coming years. Events such as this are key reasons why it is important to have additional space available before it is needed.

The space need projection out to the year 2050 shows a projected increase of 7.3% for the departmental gross square footage assuming any new space would be modern purpose-built space that is efficiently planned. There are several departments that are currently experiencing a significant space shortage as they have added staff over the years since occupying their spaces and no additional space has been provided. This is most evident in the State's Attorney's office which has significant space deficiencies, but it is generally true of most all support office functions in the Judicial Center. Another important area of note is that we are projecting an approximate 42% decrease in space need for the Circuit Court Clerk as the current space has much larger space per person that modern planning to suggest and there has been a continued decrease in active file space needs with a trend toward digital records.

Section 1
INTRODUCTION

PURPOSE / BACKGROUND / INTENT OF STUDY

Purpose

The purpose of the Kane County Facility Needs Analysis is to provide the county with a systematic evaluation of all County facilities including building square footage needs and staffing projections for the future with a 30-year planning horizon. The study will address both short term and long term needs by providing staffing and space needs projections at 5-year milestones.

In the Appendix, The existing building Physical Conditions Assessment of County buildings is presented. For each building, a general facility assessment was performed which included a physical walk-through the building to determine the condition of building systems and general physical conditions. The report provides a list of items prioritized by conditions so that a long term plan can be implemented for future improvements and maintenance of the facility.

Background

Kane County is located in northeast Illinois and has seen moderate growth. Since 2000, the population has grown from 407,901 to over 516,500 in 2021. This growth rate of 27.8% has outpaced the average of the CMAP region containing 7 northeast Illinois counties including Cook, DuPage, Kane, Kendall, Lake, McHenry and Will Counties. Over the next thirty years, the county is expecting continued growth with a population estimate of 652,543 in the year 2050 as projected by CMAP.

The growth is anticipated to produce many advantages in the growth of the economy but has also will pose significant challenges to the County's facility infrastructure. The judicial system as well as the administrative system is under serious strain to continue to deliver high quality services to the growing population.

Extent of Study

The Facility Needs Analysis report presents a solid foundation of projection data on future staffing and facility space needs that the County can use as a tool to begin planning for future facilities that adequately and efficiently address department space needs and operations well into the future. The analysis also identifies key adjacency relationships that are required for enhanced operational efficiency and effective public service. Existing facilities are reviewed and categorized by their ability to continue to serve as a resource for future space or their need to be replaced.

(page intentionally left blank)

Section 2
DEMOGRAPHICS

SUMMARY

- One of several key metrics in determining space needs is the projection for changes in population in a service area. While this is not the only driver of workload for County functions, it does have an impact with providing services to the constituents and in projecting judicial operations.
- The Chicago Metropolitan Agency for Planning (CMAP) is the regions identified planning authority and regularly makes and updates population projections that include Kane County.
- At the inception of this study, the ONTO 2050 CMAP projections from 10 October 2018 were used. This model had a total projected population for Kane County in 2050 of 796,415.
- Near the conclusion of the study CMAP release an updated projection on 12 October 2022 that had a significant change in the total projected population for Kane County in 2050 of 652,543. This is a 26.3% increase from the 2020 documented population of 516,522.
- Population growth trends will continue in the form of a concentration of growth around the Aurora and Elgin areas and continued growth in the eastern part of the county.

INTRODUCTION AND PROCESS

The purpose of this analysis is to provide a reliable population forecast and demographic analysis for Kane County, Illinois, which will act as the foundation of demand forecasts for this County facility needs analysis. Since Kane County is currently at the edge of the Chicago metropolitan area expansion, it is an area that will continue to experience future land development and population growth.

Forecasts must take geographical features, transportation patterns, County and municipal growth management policies, and the overall regional development context into consideration. This study analyzes existing demographic figures, reviews land development patterns and constraints, and engages individual municipalities on their local growth prospects.

The foundation for this work relies upon the previously vetted CMAP 2050 growth projections. A secondary role in preparing the forecast is an understanding of the physical planning components that contribute to the County's and municipalities' readiness to accommodate new development. Key considerations include the provision of sufficient land in appropriate locations for residential and commercial development; ensuring provision of adequate highway access and infrastructure; and positive economic development prospects.

STUDY BACKGROUND

This assessment of demographic and socioeconomic factors is a snapshot of the community's past conditions and present characteristics, which provides an understanding of what the future may hold for Kane County. The findings of this analysis will include detailed evaluations of historic trends and future planning considerations as each element of the facility needs assessment is assembled. This profile provides a basis for determining future demands for public facilities and services, but also allows advance planning to effectively accommodate growth in a desirable and fiscally responsible manner.

PLANNING FOR CHANGE

Population projections are an important component of this facility planning process. Their purpose is to:

- Evaluate a range of future scenarios enabling Kane County to identify the internal and external factors that may contribute to its rate of population increase.
- Adequately determine and quantify the demands that will be placed on public facilities.
- Allow advanced planning to effectively guide development by coordinating the timely provision and phasing of adequate infrastructure.
- Create this overall strategy to seize opportunities and overcome foreseen challenges.

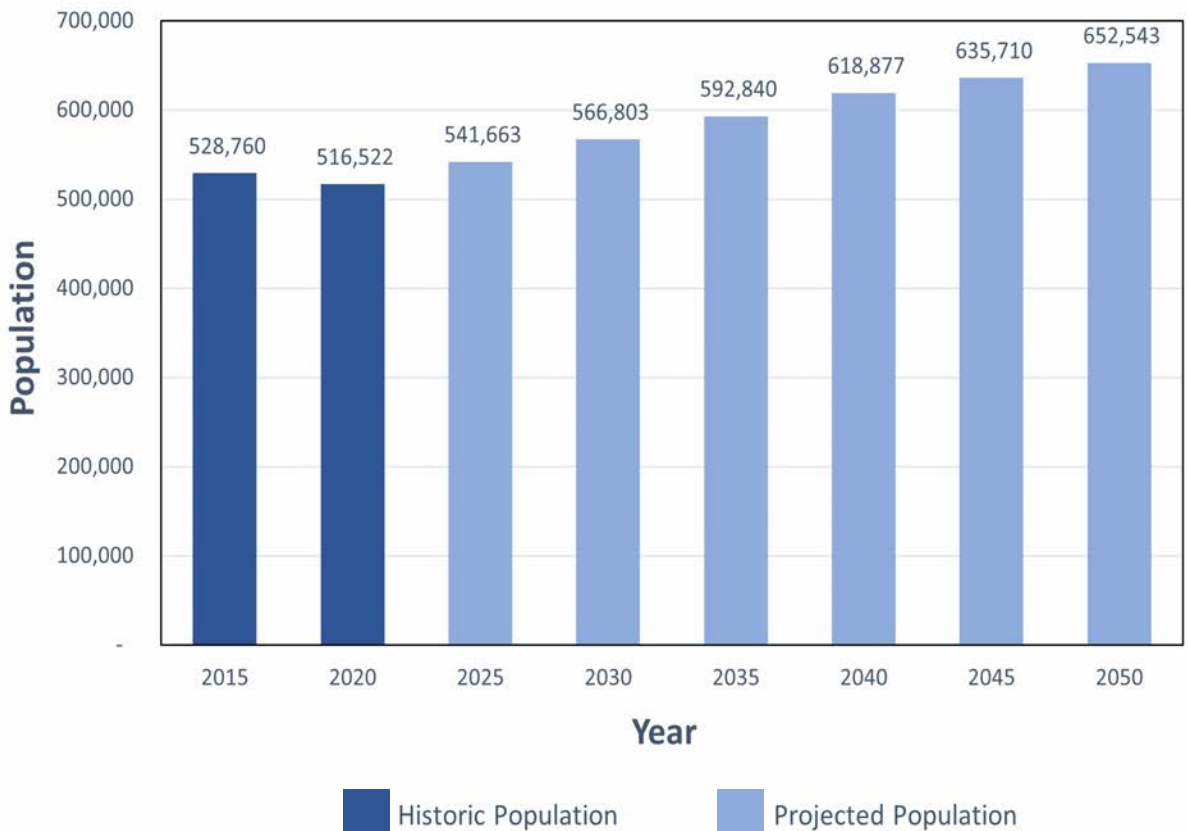
POPULATION DATA DESCRIPTION

To project future population there are several methods that can be used to further estimate the Year 2050 population. Existing projections include Chicago Metropolitan Area for Planning (CMAP) and Illinois Department of Commerce and Economic Opportunity (DCEO). These statistical methods were used to compare population forecasts and determine the plan’s Year 2050 horizon. It should also be noted that population forecasting methods that model births, deaths, and migration are more appropriately used at the county and regional levels, where records of these statistics are kept. Sub-county population growth is strongly influenced by less predictable nuances such as annexations, housing prices, and availability of vacant land to develop.

Long-term population projections can be akin to reading a crystal ball and forecasting the future. The longer the term of forecasting, the greater the variability and lower accuracy. However, in the case of facility planning, it can be important to think about a long term planning approach as buildings last much longer than a 20-year planning horizon. This is especially true for government and institutional buildings, which tend to have longer life spaces. Therefore for this planning study the leadership planning group has decided to use a 30-year planning horizon (Year 2050).

The Chicago Metropolitan Area for Planning (CMAP) projection was chosen by the leadership planning group as the target scenario for this facility needs study. The below chart represents the historic population growth of Kane County and projects the Year 2050 horizon projection.

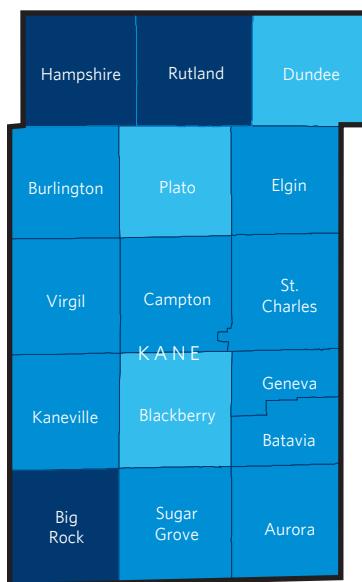
Kane County Historical & Projected Population



POPULATION TRENDS

Four factors are affecting Chicagoland regional population trends have been identified and quantified by CMAP:

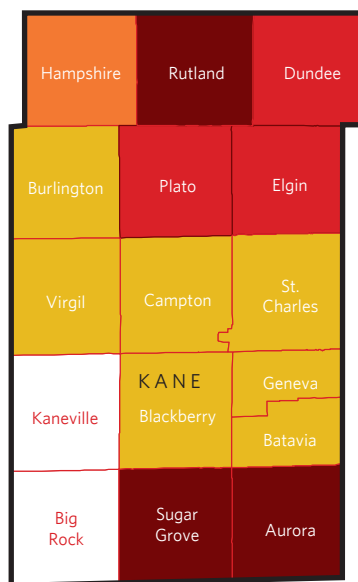
- Population growth is slowing
- Our region is aging
- Immigration patterns are changing
- Our region is increasingly diverse



Proportion of residents age 65 and over in the CMAP region by township, 2010-14 ACS estimates.

- 0-8.9%
- 9-15.9%
- 16-27.3%

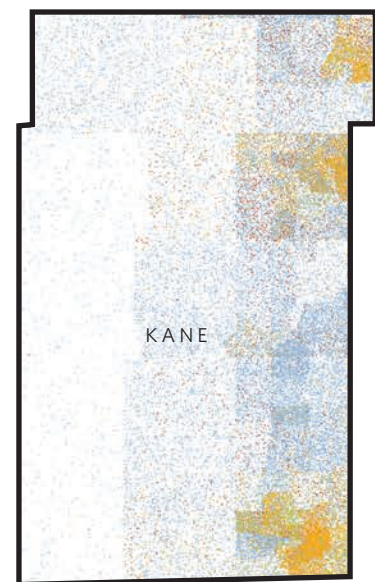
Source: Chicago Metropolitan Agency for Planning Analysis of American Community Survey estimates 2010-2014.



Percentage point change in proportion of population that is Latino, 2000 to 2010-14

- -9.6 - 0.0%
- 0.1 - 3.7%
- 3.8 - 5.6%
- 5.7 - 10.1%
- 10.2 - 22.5%

Source: Chicago Metropolitan Agency for Planning Analysis of U.S. Decennial Census data 2000 and American Community survey data 2010-2014.



Race in the Chicago region, 2010-14

One dot = ten residents

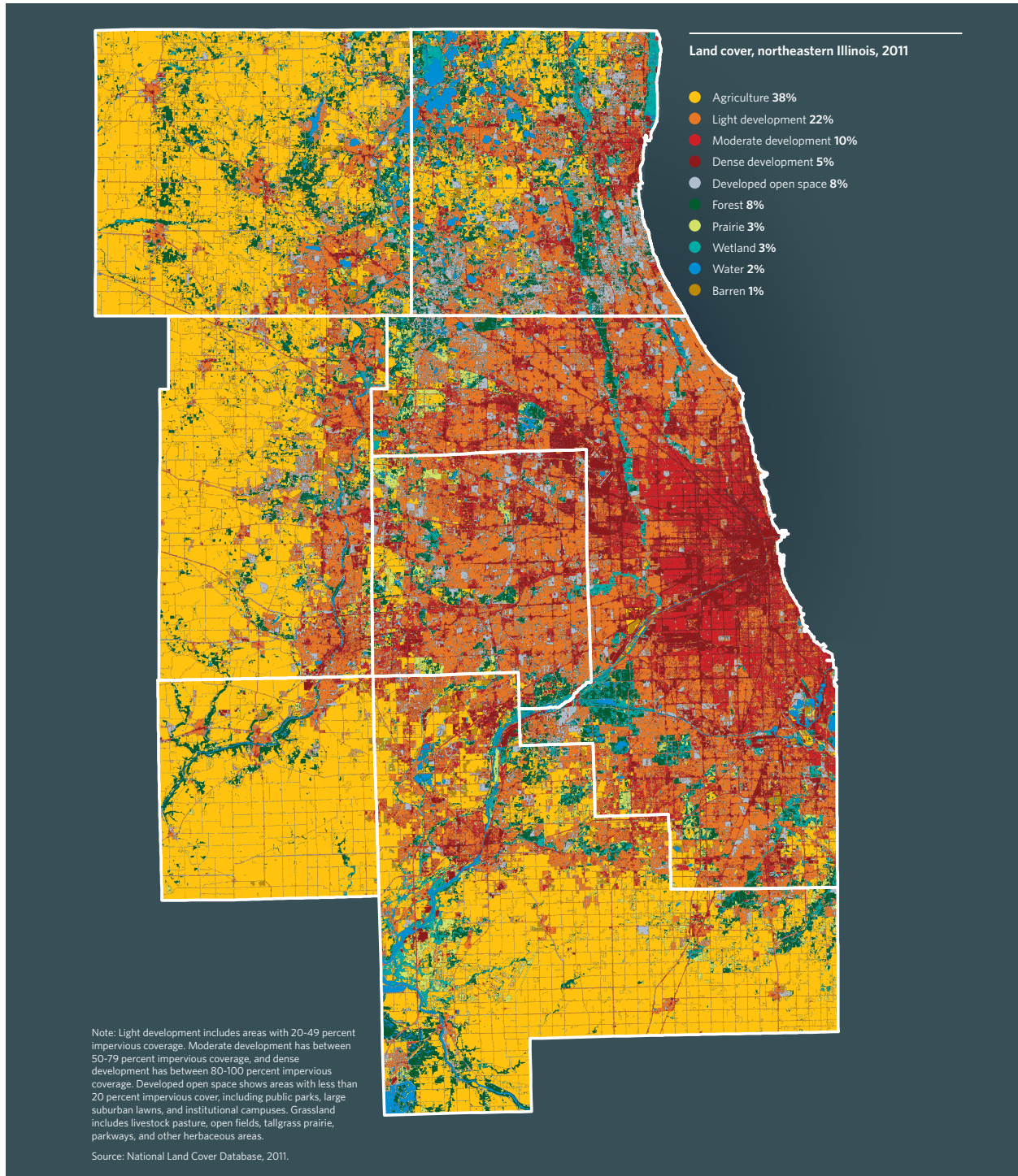
- White
- Black
- Hispanic
- Asian

Source: Chicago Metropolitan Agency for Planning analysis of American Community Survey data 2010-2014.

Source: CMAP On To 2050

EXISTING LAND USE

Kane County is currently at the edge of the Chicago metropolitan area expansion, it is an area that will continue to experience future land development and population growth. Between 2001 and 2015 Kane County developed the second most agricultural and natural lands in the Chicago metropolitan area according to the National Land Cover Dataset and 2015 Northeastern Illinois Development Database.

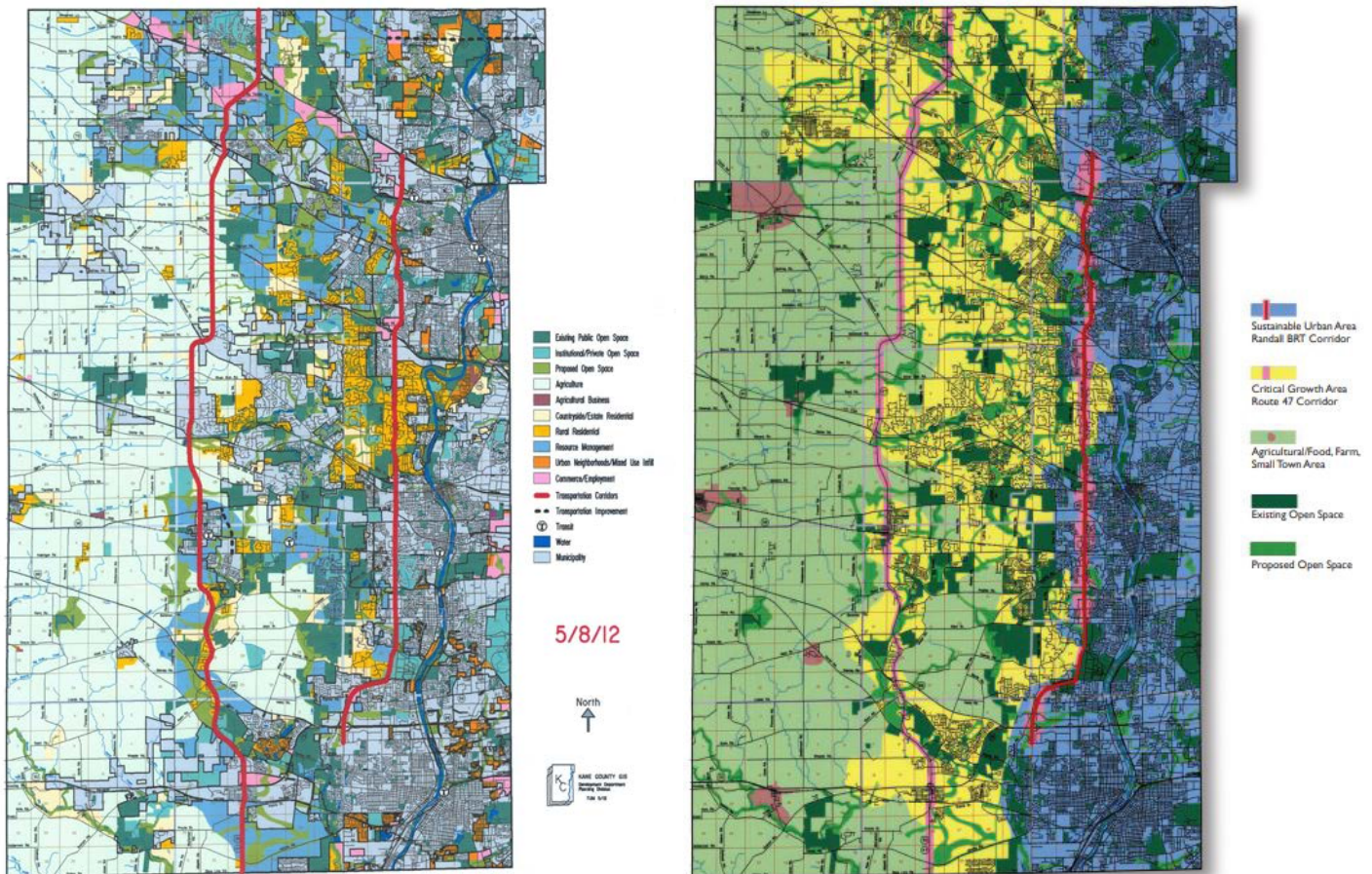


2040 LAND USE

The Kane county 2040 conceptual Land Use Strategy provides a strategy for future land development and use within the County. The land use maps below reflects the County's 2040 strategy that encompasses considerations such as population forecasts and natural resources. It also represent a convergence of the 3 planning disciplines of land use, transportation and community health into one comprehensive planning document.

The 2040 Land Use Map identifies two important transportation corridors: the Randall/Orchard Rd BRT Corridor and the Illinois Rt 47 Corridor. While developing these corridors it is important that the County's policies are consistent with municipal plans and related to the future availability of municipal sewer and water.

The map also highlights the Fox River which is the County's most significant water resource. It is recommended that the Fox River Watershed be protected and improved to provide a clean, drinkable water supply. The lakes and ponds are also important water resources that should be protected and improved.

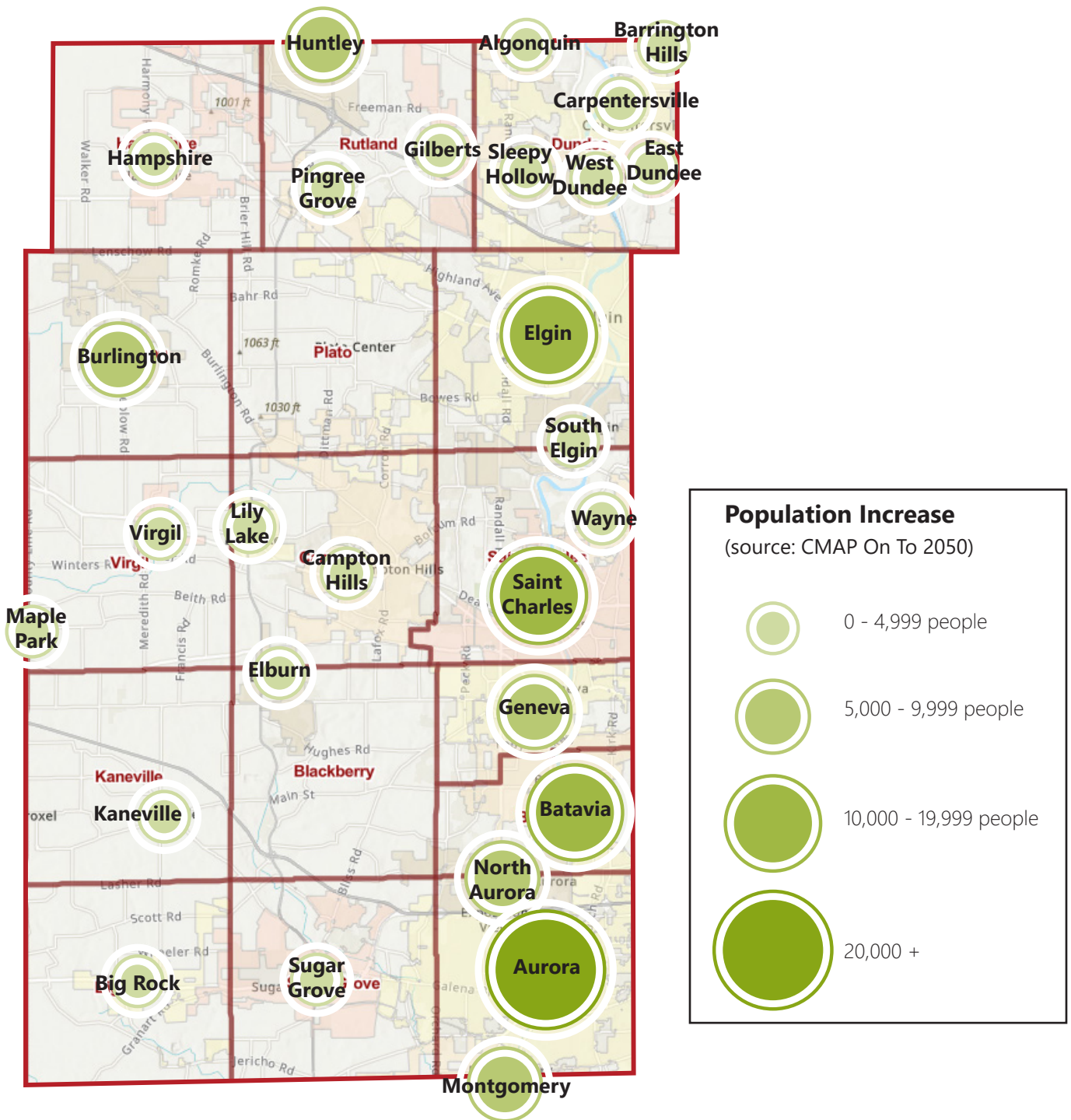


2040 LAND USE - ACTUAL

2040 LAND USE - CONCEPTUAL

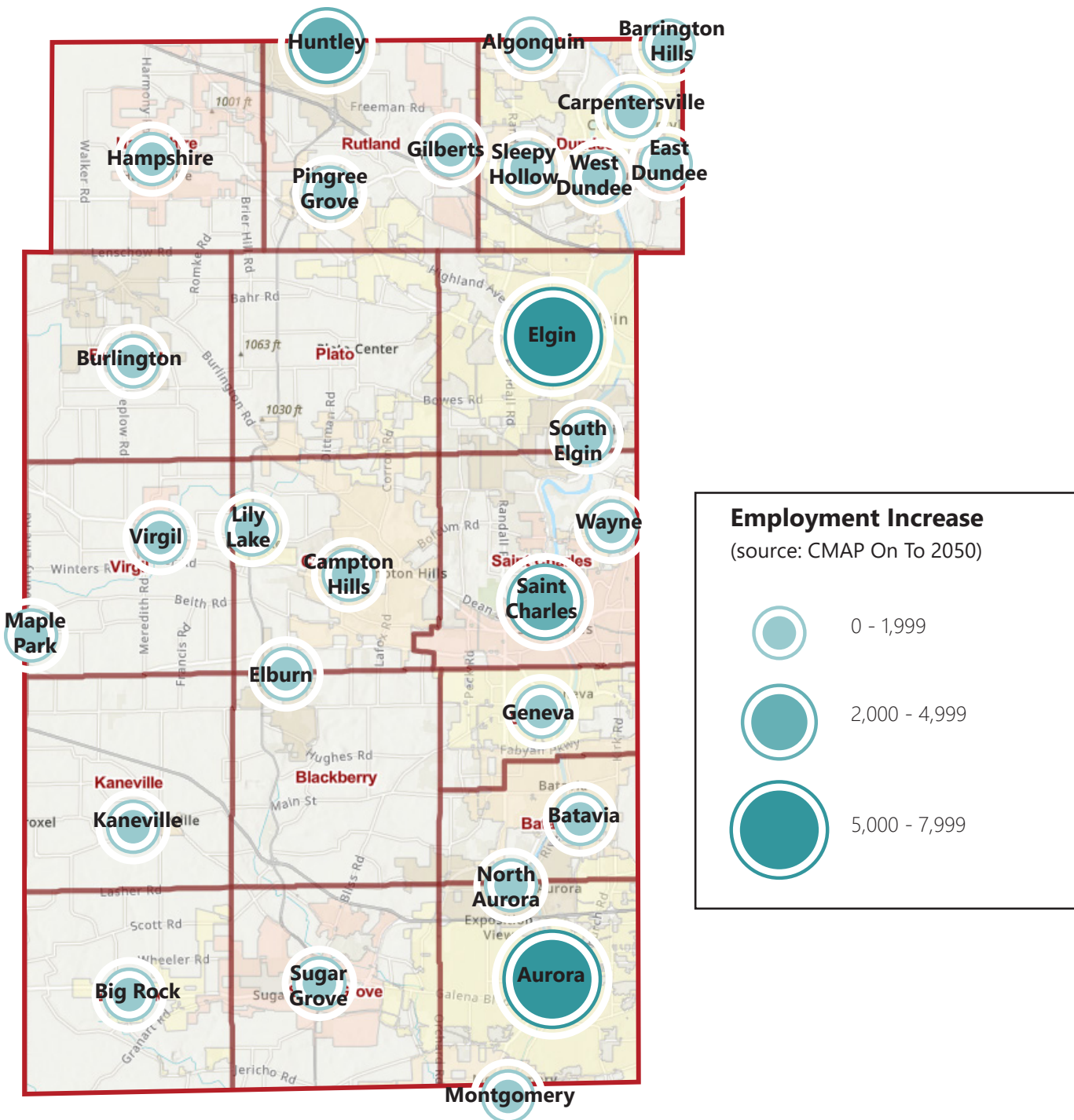
PROJECTED POPULATION GROWTH BY MUNICIPALITY

The Chicago Metropolitan Area for Planning (CMAP) indicates population growth at the municipal level in order to understand where future growth will be occurring within the County. Satellite facilities and project phasing may be influenced by the location of growth at the municipal level. Note that growth projections in this diagram indicate growth for the entire municipality and may include portions outside of Kane County.



PROJECTED EMPLOYMENT GROWTH BY MUNICIPALITY

Future economic development investments will strengthen and diversify the economy and bolster the county's competitive position within the region. The Chicago Metropolitan Area for Planning (CMAP) indicates municipal employment projections as shown below. Note that growth projections in this diagram indicate growth for the entire municipality and may include portions outside of Kane County.



(page intentionally left blank)

SUMMARY

At the request of Kane County, Wight & Company performed physical conditions assessment in early 2022. These site visits, as well as existing plan documentation obtained from the County, form the basis of the existing building physical conditions summary. A map has been included to provide a reference to key locations found downtown and in outlying areas. The assessments resulted in the development of a maintenance investment plan tool that can be used to guide continued investment in the County's most valuable assets. This tool has been used to form the basis of a 5-year capital maintenance budget to address short-term and priority needs related to the buildings' physical condition to ensure that the priority building assets serve the County well for many years in the future. This section summarizes some high-level observations related to the various County campuses and buildings as well as highlighting key opportunities and deficiencies of the buildings and site locations.

The following buildings received a general/detailed evaluation to assess their potential to meet the county's future needs:

Randall Road Campus	530 S. Randall Road, St. Charles IL
Child Advocacy Center - Old	428 James, Geneva IL
Child Advocacy Center - New	427 W. Campbell, Geneva IL
Court Annex	401 S. Campbell, Geneva IL
Boiler House	100 S. 3rd Street, Geneva IL
Kane County Courthouse (KCC)	100 S. 3rd Street, Geneva IL
Diagnostic Center - Old	757 E. Fabyan Parkway, Batavia IL
Government Campus - Building A-G	719 Batavia Avenue, Geneva IL
Health Department - Aurora	1240 N Highland, Aurora IL
Court Services - Aurora	1330 N. Highland, Aurora IL
Judicial Center (JC)	37W777 Route 38, St. Charles IL
Juvenile Justice Center (JJC)	37W655 Route 38, St. Charles IL
Sheriff's Office	37W755A Route 38, St. Charles IL
Adult Justice Center	37W755B Route 38, St. Charles IL
Multi Use Facility	37W699 Route 38, St. Charles IL

Priority Building Assets

- Judicial Center
- Juvenile Justice Center
- Sheriff's Office and Jail
- Multi-Use Facility
- Third Street Courthouse
- Child Advocacy Center

Secondary Building Assets

- Building A
- Building B
- Building C
- Building G
- Health Department, Aurora
- Court Services, Aurora

Opportunity Assets

- Kane Branch Court Facility
- Fabyan Parkway Site

Poor Building Assets

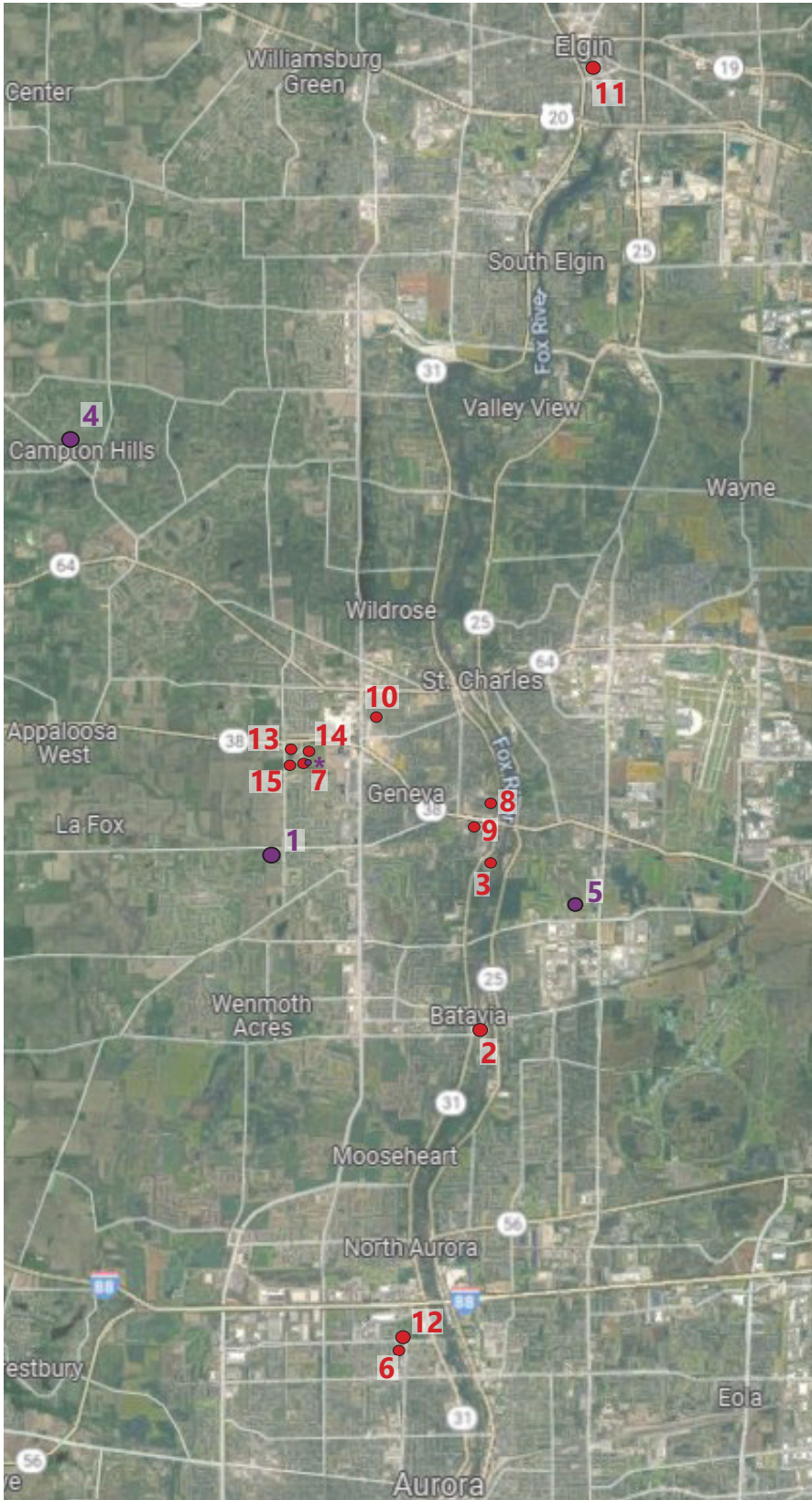
- Building E
- Building F
- Court Annex

Considerations

- Continue regular maintenance investment in Priority Assets (focus of 5-year capital investment plan)
- Limited stabilizing maintenance investment in Secondary Assets
- Move away from Poor Building Assets when feasible
- Explore Refined use of Opportunity Assets:
 - Kane Branch Court: Potential for lower cost re-purposing for meet other needs
 - Fabyan Parkway Site: Surplus Asset or Redevelopment to meet Long-Term Needs
- Satellite Site Locations will continue to play an important constituent service role
 - Court Services, Health Department, Branch Courts
- Leased Space Meets Specific Needs: Regional Office of Education, Office of Community Reinvestment

3.1 :: EXISTING BUILDING PHYSICAL CONDITIONS
LOCATION MAPS

KANE COUNTY BUILDINGS IN KANE COUNTY AREA



- ASSESSED
- NOT ASSESSED

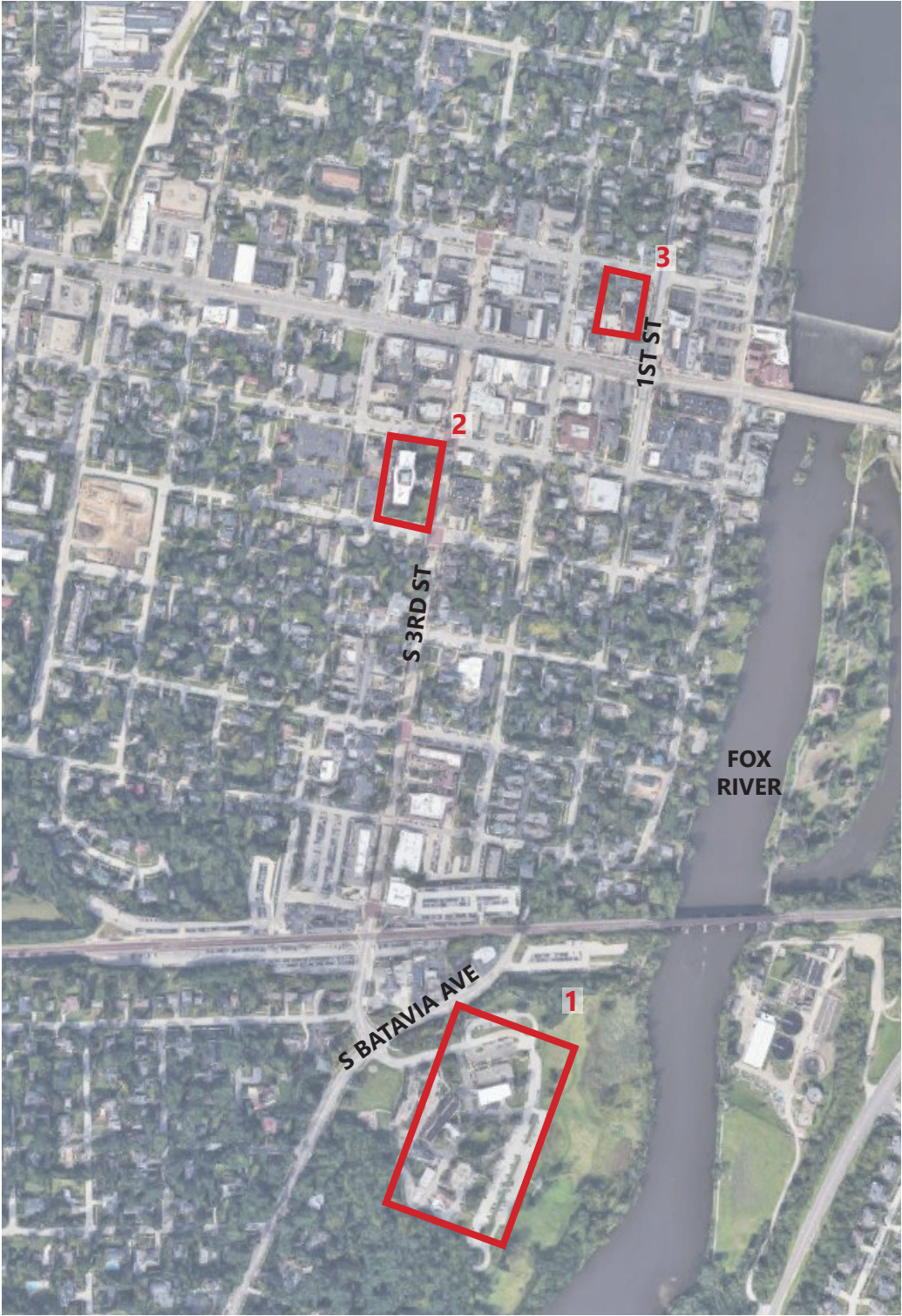
Non-Judiciary / County Government

- 1 Animal Control
- 2 Business Center OCR
- 3 County Administration Campus
- 4 Division of Transportation
- 5 Forest Preserve
- 6 Health Department-Aurora
- 7 Multi Use Facility
* Coroner
- 8 Regional Office of Education


Judicial / Public Safety


- 9 Courthouse
- 10 Randall Rd Brach Court
- 11 Court Services-Elgin
- 12 Court Services-Aurora
- 13 Judicial Center
- 14 Juvenile Justice Center
- 15 Sheriff's Office

KANE COUNTY BUILDINGS IN DOWNTOWN GENEVA

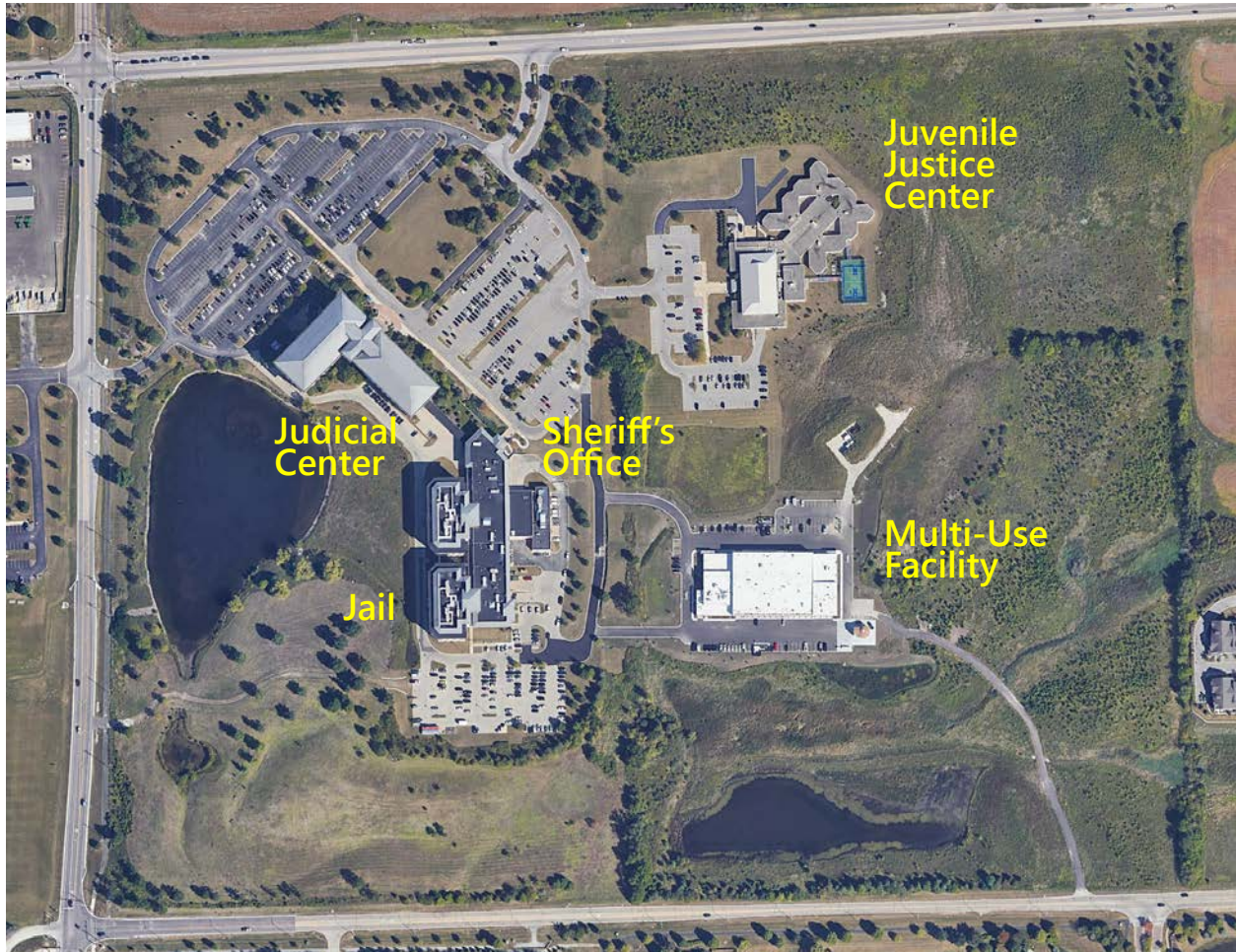


- 1 Kane County Administration Campus
- 2 Kane County Courthouse
- 3 Regional Office of Education

 ASSESSED

 NOT ASSESSED

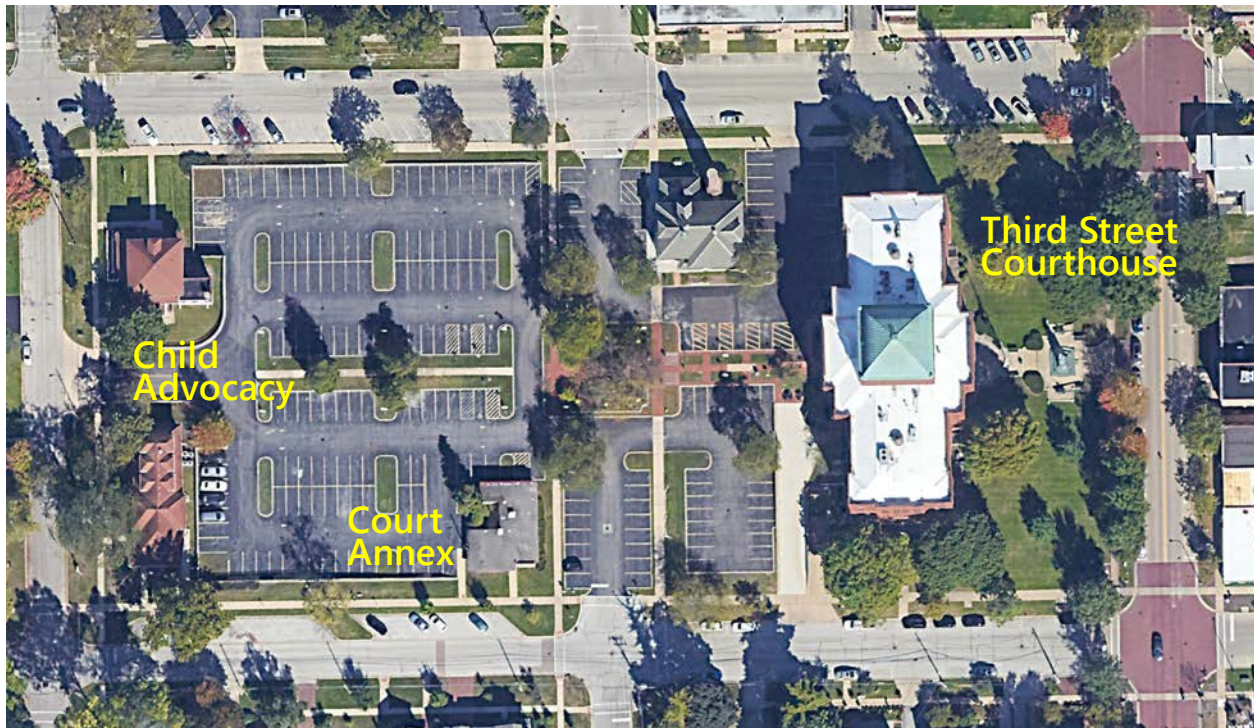
JUDICIAL CENTER SITE
Route 38 & Peck Road | St. Charles



Conditions Summary & Considerations:

- All buildings on this site are considered prime assets and all were purpose built for the departments and operation they house.
- Critical and short-term capital expense items have been identified to continue maintaining these prime assets so they will serve the County for many years to come.
- The Judicial Center was originally planned with the capability to expand to continue consolidating core court functions into one primary location.
- This site also has an approximate 20-acre parcel of land on the north side of Route 38 that can be used to address County space needs at some point in the future.

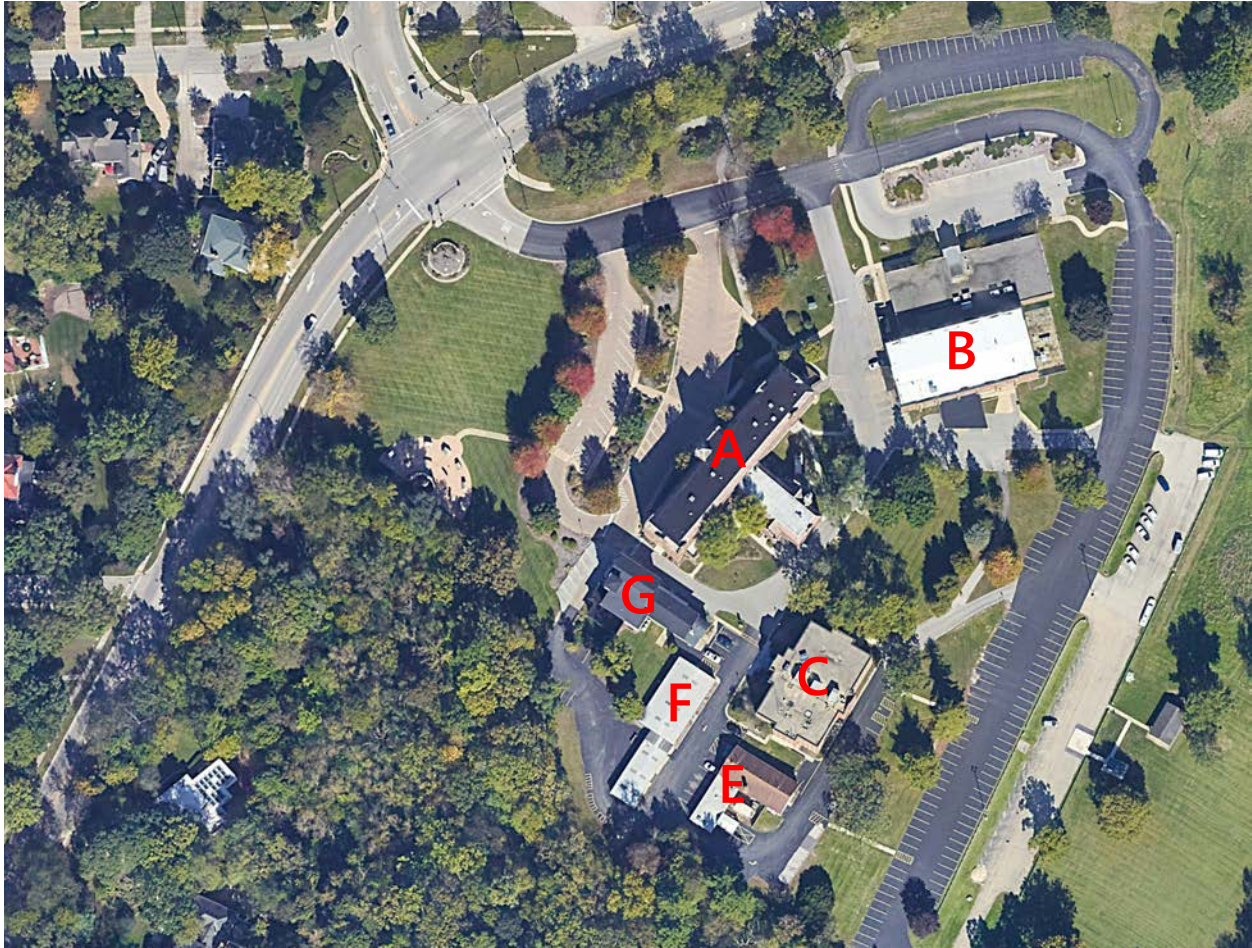
THIRD STREET COURTHOUSE SITE
100 S. Third Street | Geneva



Conditions Summary & Considerations:

- The Courthouse has some challenges due to age which makes the space somewhat more difficult for major renovation and presents challenges to implementing modern technology solution. However, it is in good overall condition relative to replacement cost and is an iconic structure in Geneva.
- Critical and short-term capital expense items have been identified to continue maintaining this asset for future use.
- Consideration could be given to reducing the extent of court functions in Courthouse thereby allowing more space for the office functions.
- The Court Annex is in poor condition and is not recommended for additional investment.
- The Child Advocacy Center is in good condition and will continue to serve the needs of the County for years to come.
- The site has limited potential for additional uses due to the configuration and parking availability.

GOVERNMENT CENTER SITE
719 S. Batavia Avenue | Geneva



Conditions Summary & Considerations:

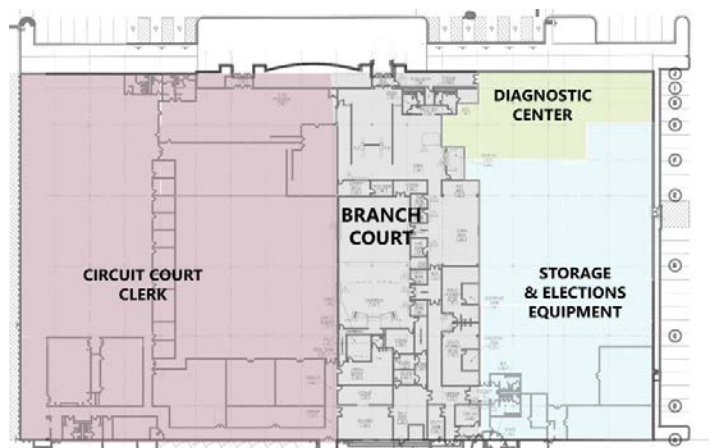
- All buildings on this site were evaluated with a general assessment and given a condition score with ratings between 1 and 4 (1-Poor, 2-Fair, 3-Good, 4-Excellent). The corresponding ratings for each designated building are as follows:
- Building A: 2.2 | Building B: 2.5 | Building C: 2.9 | Building E 1.6 | Building F: 1.7 | Building G: 1.7
- Overall, the buildings on this campus do not meet the needs of the departments in the most efficient way as they were not purpose built for the current usage.
- There are multiple accessibility challenges with the site due to grade slopes as well as within the buildings in terms of circulation and such things as toilet room facilities. The series of individual buildings on the campus also presents wayfinding challenges for the public visitors.
- The age of the buildings and outdated systems in many cases will drive more costly repairs as well as more costly renovations.
- The current recommendation is to limit the investment into these building assets to maintain them at a workable level until a final decision is made on how best to accommodate the County Government functions long-term

BRANCH COURT SITE
530 / 540 Randall Road | St. Charles



Conditions Summary & Considerations:

- There was relatively recent investment in the Diagnostic Center and the Branch Court allowing these functions to effectively address the operational needs.
- The property has an abundance of site area and parking and is in a centralized county location.
- There is limited maintenance investment needed for the property relative to the replacement cost of this much square footage.
- There is a good ability for property reuse to meet other County needs, but a sale of the asset shouldn't be ruled out.



FABYAN PARKWAY SITE
Fabyan Parkway | Geneva

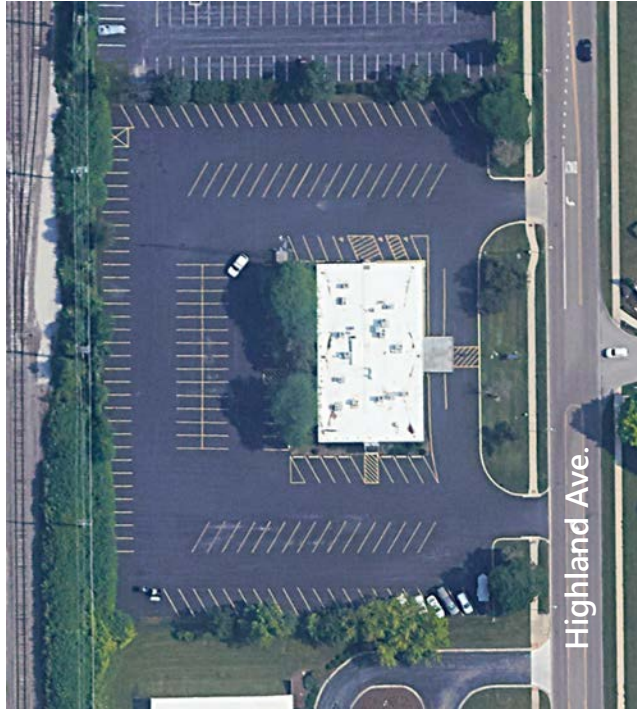


Conditions Summary & Considerations:

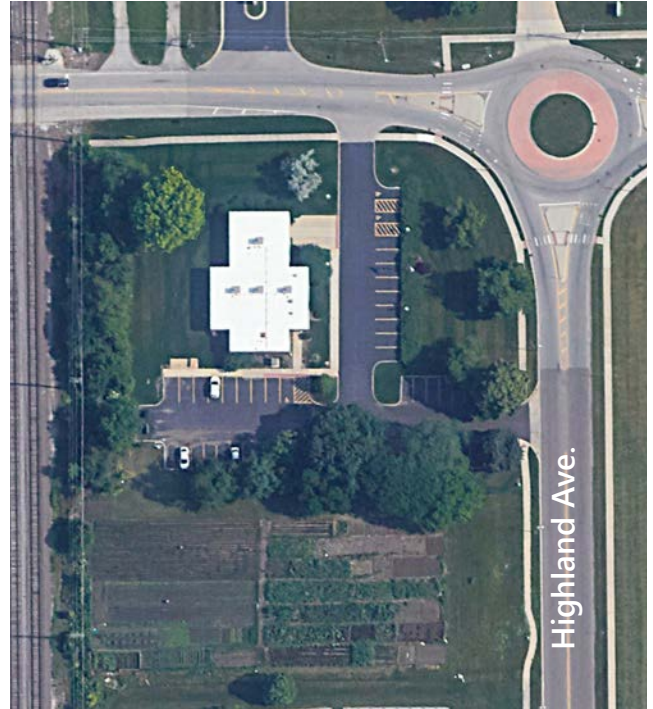
- There are building demolition projects underway to remove unused buildings including: Old Diagnostic Center, Fleet Maintenance Building, Fueling Station, Residential Garage, Salt Storage,
- There are some assets that are being maintained on the property including: Communications Tower, Storage Buildings, Recycling Center.
- This property is in a good central location within the County with signalized site access and should be strongly considered for redevelopment.

AURORA SATELLITE FACILITIES

Health Department:
1240 N. Highland Ave. | Aurora



Court Services:
1330 N. Highland Ave. | Aurora

**Conditions Summary & Considerations:**

- The Aurora location is important for client service for the Health Department and Court Services in order to best meet client needs where they live and work.
- While these two buildings are separate, there is some potential synergy between the groups in terms of the operations.
- Both existing facilities are in fair to poor condition and not purpose built for the uses. Additionally, the Court Services building is not of adequate size to meet the department's needs.

(page intentionally left blank)

INTRODUCTION

Projections of future space needs are based on both present conditions and other factors to include present space deficiencies, projected staff growth, planned or anticipated functional or operational changes, and space standards based on generally accepted planning and design guidelines and/or Wight's experience in similar projects. These estimates in turn provide a planning basis for examining alternative development strategies and building concepts and thus determining preliminary estimates of construction and project costs. The purpose of this section is to summarize the personnel and space projections presented in the department profiles in sections 5 and 6.

SPACE STANDARDS

INTRODUCTION

Space standards are regular measurements of space per person or per unit that are used to plan for future space needs. Standards are required to:

- Make the most efficient use of county-owned and leased space;
- Establish uniformity and consistency among personnel in all departments and agencies;
- Establish uniformity and consistency in the allocation of space for equipment throughout a county;
- Provide a uniform basis for forecasting space needs for personnel and equipment in order to logically plan for the acquisition of future owned and leased space; and
- Determine the probable cost of needed space.

The intent of this chapter is to show the progression from net space to department occupied area to total building size for master space planning purposes. This section presents net space standards for functional components/ individual spaces; summarizes the existing space occupied by each department and recommends a standard per staff/unit for each department to use as a variable in forecasting space needs; and explains the use of grossing factors to calculate total building size.

NET SPACE STANDARDS

Estimating the amount of usable area or floor space needed to provide an appropriate environment capable of supporting any type of function or accommodation involves the application of space allocations and in some cases space standards to the operational requirements of the functional component (e.g., office, rest room, jail cell, equipment closet, gymnasium, etc.). These standards, guidelines, and specific space allocations are expressed as “net usable square feet.” Net Square Feet (NSF) is a term used to describe the inside dimensions of a space that does not include the wall thickness, corridors, and any other area, simply the inside dimensions of a particular space. A conference room, for example, could be a 400 SF room that is 20' X 20' or 16' X 25'.

The origins of the guidelines and standards presented in this section vary. For some types of construction, commonly used space standards exist. In office environments, for example, manufacturers of office furniture systems use recommended space standards for cubicle and office sizes. The size of public toilets can usually be derived from building codes and ADA accessibility requirements. Though standards for a conference room, a cafeteria, a queuing area, etc., do not exist formally, a combination of “best practice” guidelines and common sense can yield estimates from which a total office, agency, and ultimately an entire building space need estimate or a detailed architectural space program can be developed. Many large urban counties and cities in the United States have developed and adopted their own local space planning standards to create uniform conditions for comparable office spaces. Additionally, the federal government holds standards for the development of federal projects.

Note that the space planning standards for the Kane County master plan are for projecting overall need and general order of magnitude for each department/office and are a base for preparing a more detailed room-by-room architectural space program. The former provides the County an estimate of total need, whereas an architectural space program gives very specific size requirements for the actual design of rooms, spaces, and specific floor plans. If and when the County decides to proceed with the actual design and construction of a specific building, an architectural space program will need to be developed by the architectural/ engineering design team.

The net usable space standards and guidelines have been grouped as follows: Administrative; Judicial; and General Support Spaces.

ADMINISTRATIVE SPACE STANDARDS

Typically, a jurisdiction develops general space guidelines for administrative functions such as office or workstation sizes for various classifications of personnel. These guidelines or standards are applied across all departments and vary based only on the number of staff by position description. Administrative spaces standards based on General Services Administration standards, similar standards from other counties, and Wight’s professional planning experience are presented below.

Administrative Spaces	Area (NSF)
Elected/Appointed Official	300
Department Director	180
Division Head	150
Supervisor/Manager	120
Attorney’s Office	140
Standard Private Office	100
Semi-Private Office (2 Persons)	150
Department/Division Secretary	100
Oversize Workstation	84
Reception Counter & Workstation	84
Standard Workstation	64
Clerical/Intern Workstation	52
Service Counter w/ Work Area	80/ Station
Public Counter	25/ Station
Rear Counter Work Area	15/ Station
Public Queueing Area	10/ Person
Office Waiting Area	15/ Person
Conference Room	25/ Person
Interview Room/Classroom	20/ Person
Meeting Room	15-18/ Person

JUDICIAL SPACE STANDARDS

In every building, some function (usually the mission of the building) establishes the “form.” In a judicial center, the litigation space (courtroom) establishes the form of the building. Since a judicial center is far more than a place of litigation, the actual space required for courtrooms is less than the critical support spaces. Standards for courtrooms, hearing rooms, and other spaces directly related to the courtroom derived from the United States Court Design Guide, and Wight’s court planning experience are presented below.

Judicial Spaces	Area (NSF)
High-Profile Jury Courtroom (250 Spectators)	2,800
Standard Jury Courtroom (65 Spectators)	1,800
Family / Juvenile Courtroom (40 Spectators)	1,400
Hearing/Mediation Room	300
Judicial Officer’s Chamber	300
Judicial Assistant (incl. waiting room for 4)	200
Soundlock Entry Vestibule	80
Victim/ Witness/ Attorney Interview Room	100
Jury Deliberation Room (w/ Toilets, Coffee Area for 14 persons)	480
Equipment Storage	60
Single Holding Cell w/ Combination Unit	50
Group Holding Cell w/ Combination Unit	25/ Person

GENERAL SUPPORT SPACE STANDARDS

County facilities house a variety of support functions that are essential for the efficient operation of the tenants. While definitive space standards are helpful, in many instances precise standards are not available and may not be appropriate for support spaces. For example, the choice of a filing system is dependent upon the types and volume of files, thus a uniform standard for filing space is inappropriate. Table 4 provides “guidelines” for general support space standards. The guidelines are drawn more from typical institutional and private sector examples, but are commonly used in the planning of county facilities. At this stage of planning, final decisions on equipment are unnecessary, but the information offered through the questionnaires was used in the suggestion of the space guidelines. Space guidelines are shown in the categories of Support Spaces, Public Areas, and Equipment and Storage Unit Sizes. The net space standards below are provided for assistance in future operational or architectural space planning.

General Support Spaces	Area (NSF)
<i>Support Spaces</i>	
Private Toilets (H/C Accessible)	50
Multiple Person Toilet	40/Person
Janitor's Closet	30
Computer Equipment Room	100
Open Files Area	15/ Unit
Beverage Station	30
Work/Copy Room	102-200
Staff Break Room	120-150
Office Supply Storage	50-100
General Storage	100-150
File Storage Room	Varies
Vending Machine	15/ Machine
<i>Public Areas & Circulation</i>	
Lobby	12/ Person
Public Toilets	80-200/ Codes
Elevator Lobby	50/ Elevator/ Floor
Public Elevator	80/ Elevator/ Floor
Public Information Kiosk	160
<i>Equipment & Storage Unit Sizes</i>	
Copy Machine - Desk Top	35*
Copy Machine - Floor	60*
Fax Machine - Desk Top	25*
Computer and Printer Stand	25*
Microfilm Carousel	5
Microfilm Reader	25*
Storage File Box (stacked 5 high)	3
Shelf Storage (15 LF - 5 shelves @ 3 LF)	3
Storage Cabinet	5
Vault	200
Vertical File (assume average 4 drawers high for required floor area)	7
Lateral File (assume average 4 drawers high for required floor area)	10
Drawing Flat File	12
Drawing Vertical File	7
Plan Holder Rack	6
Deed Books (may be stacked 8 or higher in flat racks)	3

*Includes floor area required for operator

DEPARTMENT GROSS SQUARE FEET

In a master space plan, the size of individual offices/work stations is not as important as the total allocation of space for each staff position. For example, an office may be 100 square feet (SF), but the total space to support that office requires corridors, conference rooms, public counters, etc. The total department gross square footage (DGSF) is the sum of the various personnel, support, public, storage, and equipment net assignable spaces multiplied times a Grossing Factor to account for non-assignable floor area required to enclose, access, and mechanically support the net assignable spaces. For the conference room example, 400 NSF times a Grossing Factor of 35% yields a non-assignable area of 140 square feet. This is the amount of floor area required to enclose, access, and mechanically support the 400 NSF conference room.

Using data provided by Kane County, Wight calculated the amount of existing DGSF currently occupied by each department and/or division to include "office" (staff driven) and "other" (non-staff driven) spaces. Based on national research and planning experience, Wight adopted an "office" DGSF per personnel allocation and/or a "non-office" DGSF per unit allocation (courtroom set, warehouse, large training room, etc.) for each department/office function based on:

- Department's function;
- Present space deficiencies;
- Projected personnel growth derived from the alternative projection models;
- Planned or anticipated functional or operational changes; and
- Space standards based on generally accepted planning and design guidelines and/or the Wight Consulting Team's experience in similar projects.

OFFICE/STAFF DRIVEN SPACE PLANNING STANDARDS

For typical office/staff-driven environments, Wight determined an average DGSF per staff by reviewing the function of the department to determine: (1) the mix of private offices versus open workstations; and (2) the types and sizes of support spaces (conference rooms, library, storage, etc.). Based on Wight's research, the department space standards below are recommended for master planning purposes for typical "office" spaces.

Space Type	DGSF/Staff
Main offices of elected or appointed officials	250
Primarily private work areas, public waiting/contact spaces, and large work, equipment, and/or document storage needs	230
Combination of private and open workstation spaces and average work, equipment, and/or document storage needs	215
Primarily open workstations and common file areas	200
Combination of in-house and field staff, or primarily open workstations with large public spaces	150
Primarily field staff	50

OTHER DEPARTMENT SPACE PLANNING STANDARDS

The recommended space requirements for “other” non-office spaces not driven by staff are detailed in the following chapter by department/function. For these spaces, Wight determined an appropriate future number based on the space type, insights gathered from the department interviews/surveys, and relevant industry standards as described in this section.

Judicial and Judicial Support: Recommended space standards for various Courtroom Sets, Judicial Support and Judicial Offices based on the United States Court Design Guide, and Wight’s court planning experience are listed below. In the table, the net spaces used to comprise each set type along with a grossing factor to account for interior wall thickness and corridors are detailed to arrive at an average DGSF per set type.

Note: The recommended master space standards are a planning tool for projecting blocks of future space needs based on the function and industry standards. This process does not reflect the current facility conditions, such as the use of an historic building or the use of a building built for another purpose. For some departments, the recommended DGSF/staff is lower than the existing ratio. This does not imply that the current space allocation is inappropriate or should be reduced, as the existing space may not have been purpose-built but rather adapted (i.e. renovation of a historic or existing structure) for the department’s needs.

The recommended standards will be applied against the estimated number of space units/personnel for each department/function (Chapter 5 and 6) to estimate total space needs in forecast intervals. This approach to master space planning is often called “block space planning” and is intended to allow a jurisdiction to test a variety of development options prior to developing a detailed architectural space program. Stressing again the methodology; the estimated requirements in the master plan are based upon assigning an aggregate amount of space per unit/personnel and is not based upon the development of a room-by-room identification of spaces. In the programming phase, a room-by-room identification of spaces will be prepared for each function/department based on the forecast year selected and the NSF standards proposed in this chapter.

RECOMMENDED JUDICIAL SPACE STANDARDS

Space	Number	Space per Unit	NSF ¹	Grossing Factor ²	DGSF
High-Volume Courtroom Set					
High-Profile Courtroom (200 - 225 Spectators)	1	2,800	2,800		
Soundlock Entry Vestibule	1	80	80		
Attorney/Client Conference	2	100	200		
Waiting Area/Courtroom (80 Persons)	1	960	960		
Jury Deliberation Set (w/Toilets, Coffee Area for 14)	1	480	480		
Courtfloor Holding/Secure Visiting Room (shared with courtroom pairs)	0.5	450	225		
Equipment Storage	1	60	60		
Subtotal High-Volume Jury Courtroom Set			4,805	30%	6,247
Standard Jury Courtroom Set					
Standard Jury Courtroom (65 Spectators)	1	1,800	1,800		
Soundlock Entry Vestibule	1	80	80		
Attorney/Client Conference	2	100	200		
Waiting Area/Courtroom (40 Persons)	1	480	480		
Jury Deliberation Set (w/Toilets, Coffee Area for 14)	1	480	480		
Courtfloor Holding/Secure Visiting Room (shared with courtroom pairs)	0.5	450	225		
Equipment Storage	1	60	60		
Subtotal Standard Jury Courtroom Set			3,325	30%	4,323
Standard Non-Jury Courtroom Set					
Standard Jury Courtroom (65 Spectators)	1	1,800	1,800		
Soundlock Entry Vestibule	1	80	80		
Attorney/Client Conference	2	100	200		
Waiting Area/Courtroom (40 Persons)	1	480	480		
Courtfloor Holding/Secure Visiting Room (shared with courtroom pairs)	0.5	450	225		
Equipment Storage	1	60	60		
Subtotal Standard Jury Courtroom Set			2,845		
Traffic Courtroom Set					
Traffic Courtroom (80-100 Spectators)	1	2,000	2,000		
Soundlock Entry Vestibule	1	80	80		
Attorney/Client Conference	2	100	200		
Waiting Area/Courtroom (40 Persons)	1	480	480		
Jury Deliberation Set (w/Toilets, Coffee Area for 14)	1	480	480		
Equipment Storage	1	60	60		
Subtotal Traffic Courtroom Set			3,300	30%	4,290

RECOMMENDED JUDICIAL SPACE STANDARDS (Continued)

Space	Number	Space per Unit	NSF ¹	Grossing Factor ²	DGSF
Judicial Support Spaces					
Jury Assembly / Lounge (130 Persons)	1	2,300	2,300	25%	4,125
Jury Assembly / Lounge (75 Persons)	1	2,500	2,500	25%	3,125
Judicial Conference Room (20 persons)	1	500	500	30%	650
Chief Judge Chamber with Toilet (incl. Admin. Asst reception/work area)	1	550	550	35%	743
Judge / Visiting Judge Chamber	1	300	300	35%	405
Shared Secure Toilet Rooms for Judges & Staff	2	130	260	35%	351
Court Staff Work Area (shared work area)	1	115	115	30%	150

¹ The NSF Per Unit is the average standard per personnel for all work spaces, support, storage, public waiting, and equipment net square footage spaces within the confines of the department.

² In a building, every net space is enclosed by walls and accessed by corridors or some other method. This space must be accounted for in a design and is thus called "grossing factor", meaning that a variety of space is necessary to support and access a department, resulting in overall Departmental Gross Square Feet (DGSF).

BUILDING GROSS SQUARE FEET

Building gross square feet (BGSF) is the sum of all assignable (DGSF) spaces and non-assignable spaces to include exterior wall thickness, common public circulation area, public restrooms, stairwells, elevators, and mechanical spaces. A BGSF factor is applied after the addition of all the DGSF components to yield a final estimate of the full spatial impact of each component of the building. Building grossing factors can range from 15% to 60%+ depending on the building's purpose. In general, the more subdivisions (rooms) or public spaces required within a building, the higher the grossing factor. As such, a building with predominately individual rooms will require a higher grossing factor than a building with predominately large open spaces.

SUMMARY

This chapter explains the progression from net space to department occupied area to total building size for master space planning purposes. Net space standards for functional components/individual spaces are presented to assist Kane County with the future programming and assigning of space. The definition of department gross square feet and its application per staff/unit to serve as a factor in preparing space projections is provided. Finally, the use of grossing factors to calculate a total building size is explained.

DEPARTMENT PROFILES

A profile was prepared for each physical department location. 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 Wight's recommended future personnel and space needs.

A description of the main categories presented in each department profile is provided below.

1. **Location** – Provides the department's physical address.
2. **Mission/Function** – Documents a clear understanding of the department's purpose and function.
3. **Technology** – Presents the current or future use of technology/ automation other than desktop computers and telephones impacting in the department.
4. **Personnel Data** – Presents full-time employees or equivalents per year from 2012 to 2021 and identifies any non-department staff (i.e. interns, seasonal help, etc.) requiring space.
5. **Workload Indicators** – Lists the factors (i.e. growth in population, funding, etc.) that have the greatest impact on personnel growth (or reduction) in the department over the next 20 years.
6. **Personnel Projection** – Presents the results from the personnel forecast models using all or a combination of historic staff for 2012 to 2021, past and projected County population, and data gathered through department surveys. Wight's future personnel recommendation are presented in five year intervals through 2040 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.

A description of the forecast models used are as follows:

Model 1 Historical Percent Change - estimates future growth based on a percentage change of available historical personnel data for 2012 to 2021.

Model 2 Historical Number Change - estimates future growth based on an actual number change of available historical personnel data for 2012 to 2021.

Model 3 Linear Regression - is the process of fitting the best possible straight line through a series of data points to determine future outcomes. In this model the slope and intercept are calculated from historical personnel data to forecast the future number of employees along a regression line.

Model 4 Constant Staff to Projected Population - applies the current ratio of departmental staff to population projections.

Model 5 Department's Recommendation - shows the department's recommendation for future staff. The Departmental Recommendation can include knowledge of workload indicators such as legislative changes, funding, and technology changes etc.

Model 6 Other - projects staff based on workload data (# of permits, transactions, clients served, etc.) specific to that department.

- 8. Current Parking** – Documents the number of staff requiring a parking space and the number of assigned parking spaces.
- 9. Adjacency Needs** – Identifies the other departments with which the functional area has frequent face-to-face interaction and thus requires a close proximity to in regards to physical location.
- 10. Data/Records Storage** – Summarizes how data and records are stored and notes any impact there might be on space needs for the department.
- 11. Security Considerations** – Notes current security needs and any future needs for specific security that might impact future space planning.
- 12. Miscellaneous** – Lists any additional information that impacts the department’s space needs or ideal location.
- 13. 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 Consultant while touring the space.
- 14. Space Utilization** – Lists the planner’s observations on the usage of the current space based on walk-through and discussions with the department. This includes such things as whether the physical space is a good fit for the operation, if there is too much or too little space allocated for current staffing or operations, and any physical aspects of the building that affect utilization.
- 15. Unique/Non-Office Space** – A listing of specific spaces that the department currently utilizes or needs that are not part of a regular “office” environment. Regular office environment spaces would be private office, semi-private office, open workstation areas, meeting rooms, work/copy areas, etc. Unique or Non-Office Space would be significant storage space, shared large meeting space, large assembly or public waiting spaces for the department only, lab space, vehicle garage space, etc. that is needed as part of the department’s specific operations. General building spaces that would be shared by several departments such as public restrooms, mechanical spaces, public corridors and building entry / reception space is not listed as these are assumed to be shared and not required within a department’s assigned area.
- 16. 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 2040.
- 17. Space Needs Priority** – A prioritization of the noted departmental needs relative to the overall needs of the County.

PERSONNEL PROJECTIONS

As described in this section, various personnel forecast models were generated using all or a combination of historic staff, past and projected County population, specific workload indicators, and data gathered through department surveys. Wight then compared the model outcomes to the department’s historic staff growth and insights revealed in the survey and/or personal interviews (i.e. constrained historical growth, change in management philosophy, future grant funding, planned department and/or staff changes due to impact of technologies or change in workflow, etc.) to develop a personnel projection. Note that a comprehensive staffing analysis based on operations was not completed and that the staff projections are for space planning purposes only and should not be considered a hiring model. A summary of the personnel projections by department in 5, 10 and 20 year intervals through 2040 are presented in Section 5.1 and 6.1.

Section 5

COUNTY GOVERNMENT NEEDS AND PRIORITIES

COUNTY GOVERNMENT PROFILES

A list of County Government departments/offices by location follows:

Department/Office	Location
Building Management	Multi Use Facility (37W699 Il. Rt. 38, St. Charles, IL)
Community Reinvestment	143 First St, Batavia, IL (rental space)
County Administration / Board	719 Batavia Ave (Blg A), Geneva, IL
County Auditor	719 Batavia Ave (Blg A), Geneva, IL
County Clerk	719 Batavia Ave (Blg B), Geneva, IL
County Recorder	719 Batavia Ave (Blg C), Geneva, IL
County Treasurer	719 Batavia Ave (Blg A), Geneva, IL
Development & Community Services	719 Batavia Ave (Blg A), Geneva, IL
Emergency Management	719 Batavia Ave (Blg C), Geneva, IL
Environmental & Water Resources	719 Batavia Ave (Blg A), Geneva, IL
Finance Department	719 Batavia Ave (Blg A), Geneva, IL
GIS Division	719 Batavia Ave (Blg C), Geneva, IL
Health Department	1240 N. Highland Ave, Aurora, IL (Main Office) 1750 Grandstand Place, Elgin, IL
Human Resources	719 Batavia Ave (Blg A), Geneva, IL
Information Technologies (Main Office)	719 Batavia Ave (Blg B), Geneva, IL
KaneCOMM	719 Batavia Ave (Blg C), Geneva, IL
Regional Office of Education	28 N. First St, Geneva, IL (rental space)
Supervisor of Assessments	719 Batavia Ave (Blg C), Geneva, IL
Veterans Assistance Commission	719 Batavia Ave (Blg A), Geneva, IL

5.1 :: COUNTY GOVERNMENT NEEDS AND PRIORITIES
SUMMARY

PERSONNEL PROJECTIONS SUMMARY

Department Category	Personnel							% Chg. 2021 - 2050	% Chg. Per Year
	Existing	2025	2030	2035	2040	2045	2050		
Building Management	30.0	36	36	37	38	38	38	26.7%	0.9%
Community Reinvestment	25.0	27	28	28	29	29	29	16.0%	0.6%
County Administration / Board	4.0	6	7	7	7	7	7	75.0%	2.6%
County Auditor	7.0	8	9	10	11	12	13	85.7%	3.0%
County Clerk	30.0	32	34	36	39	40	42	40.0%	1.4%
County Recorder	11.0	12	12	12	12	12	12	9.1%	0.3%
County Treasurer	12.0	12	13	13	14	14	15	25.0%	0.9%
Development & Community Services	21.0	22	23	23	24	24	24	14.3%	0.5%
Emergency Management	4.0	5	5	6	6	7	7	75.0%	2.6%
Environmental & Water Resources	7.0	8	8	9	9	9	9	28.6%	1.0%
Finance Department	14.5	16	16	17	18	18	18	24.1%	0.8%
GIS Division	11.6	12	13	14	14	15	15	29.9%	1.0%
Health Department	75.0	81	85	89	93	96	99	32.0%	1.1%
Human Resources	5.0	6	6	6	6	6	6	20.0%	0.7%
Information Technologies	42.0	46	51	56	62	64	67	59.5%	2.1%
KaneCOMM	21.0	24	24	27	28	28	28	33.3%	1.1%
Regional Office of Education	27.0	29	32	33	34	34	34	25.9%	0.9%
Supervisor of Assessments	14.0	15	17	18	19	19	19	35.7%	1.2%
Veteran's Assistance Commission	5.0	5	5	5	5	5	5	0.0%	0.0%
County Government Total	366	402	424	446	468	477	487	33.0%	1.1%

SPACE PROJECTION

Department Category	Space (DGSF)							% Chg. 2021 - 2050	% Chg. Per Year	
	Ex.	2021	2025	2030	2035	2040	2045			2050
Building Management	13,190	13,720	14,620	14,620	14,770	14,920	14,920	14,920	13.1%	0.5%
Community Reinvestment	8,860	6,175	6,605	6,820	6,820	7,035	7,035	7,035	-20.6%	-0.7%
County Administration / Board	8,928	13,789	14,389	14,689	14,689	14,689	14,689	14,689	64.5%	2.2%
County Auditor	1,090	1,400	1,600	1,800	2,000	2,200	2,400	2,600	138.5%	4.8%
County Clerk	40,205	35,400	35,830	36,260	36,690	37,335	37,550	37,980	-5.5%	-0.2%
County Recorder	5,300	3,040	3,270	3,270	3,270	3,270	3,270	3,270	-38.3%	-1.3%
County Treasurer	3,120	5,784	5,784	6,014	6,014	6,244	6,244	6,474	107.5%	3.7%
Development & Community Services	7,473	6,113	6,343	6,573	6,573	6,803	6,803	6,803	-9.0%	-0.3%
Emergency Management	3,050	5,025	5,240	5,240	5,455	5,670	5,670	5,670	85.9%	3.0%
Environmental & Water Resources	3,158	1,610	1,840	1,840	2,070	2,070	2,070	2,070	-34.5%	-1.2%
Finance Department	5,153	3,335	3,680	3,680	3,910	4,140	4,140	4,140	-19.7%	-0.7%
GIS Division	2,400	2,483	2,580	2,795	3,010	3,010	3,225	3,225	34.4%	1.2%
Health Department	25,230	19,650	22,130	23,220	24,310	25,400	26,220	27,040	7.2%	0.2%
Human Resources	1,870	1,150	1,380	1,380	1,380	1,380	1,380	1,380	-26.2%	-0.9%
Information Technologies	12,920	11,193	12,053	13,128	14,203	15,493	15,923	16,568	28.2%	1.0%
KaneCoMM	3,410	3,555	4,005	4,005	4,455	4,605	4,605	4,605	35.0%	1.2%
Regional Office of Education	13,036	8,338	8,798	9,488	9,718	9,948	9,948	9,948	-23.7%	-0.8%
Supervisor of Assessments	3,315	3,706	3,936	4,396	4,626	4,856	4,856	4,856	46.5%	1.6%
Veteran's Assistance Commission	757	1,075	1,075	1,075	1,075	1,075	1,075	1,075	42.0%	1.4%
County Government Total	162,465	146,540	155,156	160,291	165,036	169,926	172,021	174,346	7.3%	0.3%

COUNTY GOVERNMENT PRIORITIES

For County Government functions we find a projected staffing growth of 33% from current staffing to the year 2050. The Information Technologies group was a larger growth area as more and more work is done digitally and the County has done well to centralize technology support in one organized group. Another large growth projection was the Health Department. This is based on discussions with the interim Executive Director, and it is noted that there is a lot of potential for variation in the need based on potential for expanded program which should be revisited in the near future.

The space need projection out to the year 2050 shows a projected increase of 7.3% for the departmental gross square footage assuming a modern purpose-built space that is efficiently planned. In most cases we found that due to the departments being fit into a building that was not purpose built for their operation that space is inefficient. In some cases, it was determined that departmental space could even be reduced. Much of the identified space need for County Government departments has to do with the current conditions of the buildings housing the departments and less to do with the short-term projected increase in space.

Many of the County Government buildings are in fair to poor condition. This is especially true of some of the building that houses the Health Department in Aurora and also includes many of the buildings on the main government campus. At the government campus there are multiple challenges with accessibility throughout the site as well as within the older buildings that are difficult to bring up to current standards. Since the current buildings were not purpose built for County Government offices, they are inefficient, inflexible and more difficult to modify to current standards. The campus also has challenges with public wayfinding despite the efforts to enhance the signage throughout the campus. In many instances the public is unsure of the department that they need to interact with let alone which building to find them in on the campus.

There would be great benefit to co-locate all customer service intensive functions of County Government into one building for easier access by the public and for the potential to find efficiencies in the service delivery over time. This would apply to departments such as the County Clerk, Supervisor of Assessments, and Treasurer for example and a co-location of all primary departments would yield even great efficiency. However, not all functions in the County Government category need to be co-located. The Regional Office of Education and Community Reinvestment are both in separate lease spaces which serve their needs well and don't require a direct adjacency to a primary County Government building. Building Management is another department that can have a primary remote location as they do now at the judicial center campus. Consideration should be given to providing adequate space and perhaps even satellite offices for Building Management in any new building of significance.

(page intentionally left blank)

Building Management Department



Building Management | Office Area



Conference Room



Service Area

Current Location: Kane County Multi Use Facility
37W699 Rt. 38
St. Charles, IL 60175

Data Collection: Departmental Interview Conducted on 08/27/2021 with Chris Allen, Executive Director of Building Management, Marcus Smith, Director of Capital and Special Projects and Richard Griffith, Director of Operations.

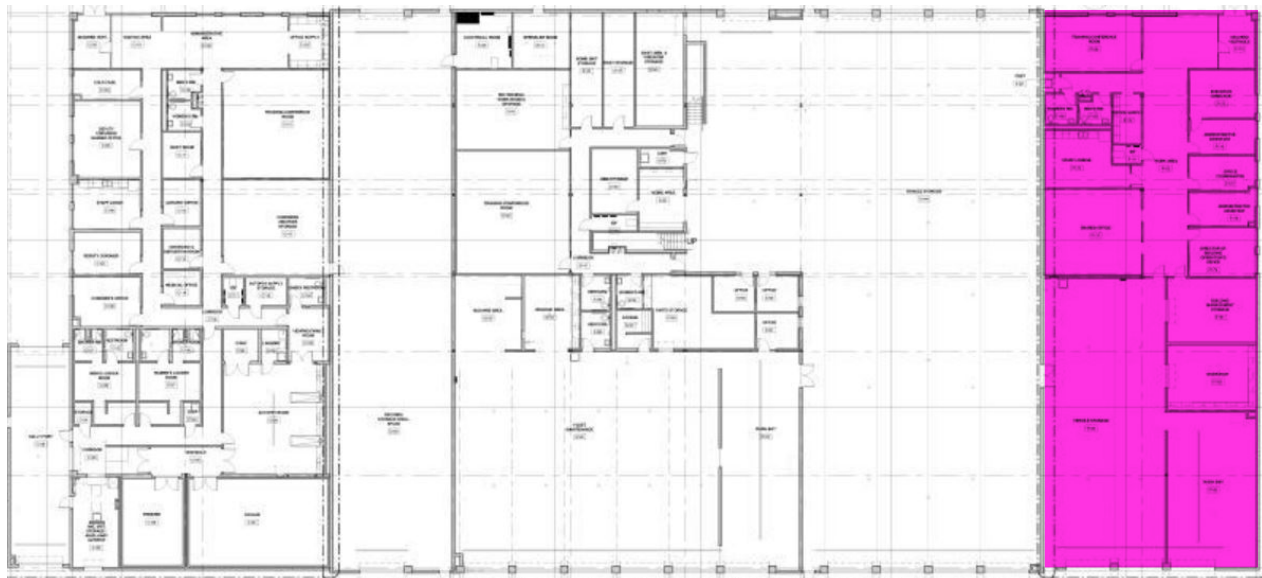
Mission/Function: The Kane County Building Management Department develops, evaluates, and implements programs to protect the health, safety and welfare of staff, residents and the public that use county facilities.

Technology Use: None notable.

Current Visitors: Peak: NA | Average: NA

Current Staff Parking: Vehicles: 30 | County Owned Vehicles: NA

Parking occurs at the Multi Use Facility parking lot.



Multi Use Facility | First Floor

5.3 :: COUNTY GOVERNMENT NEEDS AND PRIORITIES

BUILDING MANAGEMENT

Historical Personnel Data:

Full-Time employees or equivalents (FTE) per year:

2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
NA	NA	NA	NA	NA	NA	NA	NA	NA	30

% Change 2012 - 2021 = 0%

% Change/Year = 0%

Workload Indicators:

Growth in population, contracts (increase in contract staff) and funding have an effect on workload.

Personnel Projections:

Projection Model	(5-Year) 2025	(10-Year) 2030	(15-Year) 2035	(20-Year) 2040	(25-Year) 2045	(30-Year) 2050
Model 1: Historical Percent Change	30.0	30.0	30.0	30.0	30.0	30.0
Model 2: Historical Number Change	30.0	30.0	30.0	30.0	30.0	30.0
Model 3: Linear Regression	30.0	30.0	30.0	30.0	30.0	30.0
Model 4: Constant Staff / Population	31.5	32.9	34.4	35.9	35.9	35.9
Model 5: Dept's Recommendation	40.0	40.0	40.0	40.0	40.0	40.0
FTE Staff Projection (Model 4-5)	36.0	36.0	37.0	38.0	38.0	38.0

% Change 2021 - 2050 = 27%

% Change/Year = 1%

Explanation: Average of models 4 and 5 used to reflect population change and department recommendation.

Adjacency Needs:

- Essential proximity to the entire county.
- Physical separation from main government building works well.

Data / Records Storage:

- All record are stored on site.

Security

Considerations:

- Security of County Assets.

Miscellaneous:

- Basic maintenance service provided, tradesmen are not on staff.
- Janitors are currently outsourced, additional space for supervisors and parking would be required if they were brought in-house.
- Grounds maintenance is currently outsourced.
- Jail maintenance is under the direction of the Sheriff's department.
- A satellite for a supervisor station and time clock would work well

Current Space Deficiencies:

- Currently need one additional desk, more will be required as department grows.

Space Utilization:

- The department area is new construction but the design was reduced from departmental needs.

Unique / Non-Office Space:

- Vehicle wash and service area
- Maintenance repair area (including shop and shop storage)
- Central County storage is desired.

Space Projections:

Item	2021	(5-Year) 2025	(10-Year) 2030	(15-Year) 2035	(20-Year) 2040	(25-Year) 2045	(30-Year) 2050
Existing Office DGSF	3,970						
FTE Staff Projection	30	36	36	37	38	38	38
Existing Office DGSF/Staff	132						
Average Office DGSF/Staff ¹	150	150	150	150	150	150	150
DGSF Office Projection	4,500	5,400	5,400	5,550	5,700	5,700	5,700
Existing Other DGSF ²	9,220						
DGSF Other Projection ²	9,220	9,220	9,220	9,220	9,220	9,220	9,220
DGSF Total Existing Space	13,190						
DGSF Space Projection³	13,720	14,620	14,620	14,770	14,920	14,920	14,920

¹ Includes an average per staff for all office, staff circulation, file storage, work/copy, meeting/conference, and public reception spaces.

² Includes Vehicle Storage, Wash Bay, Workshop and Management Bulk Storage

³ Includes DGSF Office Projection + DGSF Other Projection.

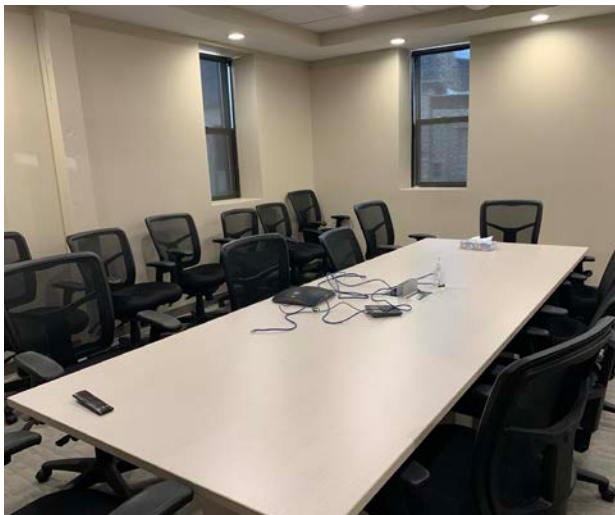
Space Needs Priority:

Building Management currently occupies newer purpose-built space and is a lower needs priority.

Community Reinvestment



Community Reinvestment | Reception Area



Conference Room

Current Location: 143 1st St,
Batavia, IL 60510

Data Collection: Departmental Interview conducted on 08/31/21 with Scott Berger, Director and Chris Dall, Project Manager.

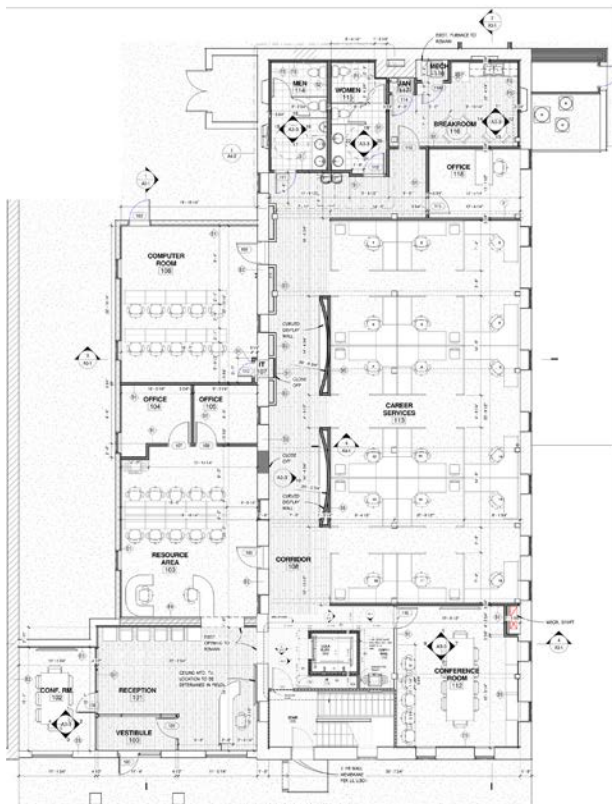
Mission/Function: The Office of Community Reinvestment, located in downtown Batavia with a long-term lease through 2040, delivers a variety of housing, community development, and workforce development services to area residents.

Technology Use: None notable

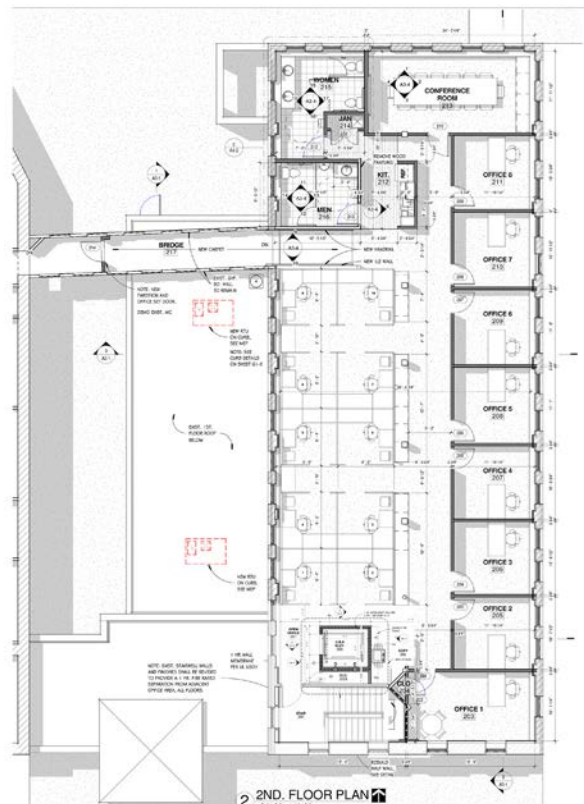
Current Visitors: Peak: TBD | Average: TBD per day

Current Staff Parking: Vehicles: NA | County Owned Vehicles: 0

Essential adjacency to Pace Bus route is required for access by the public.



Business Center CR | First Floor



Business Center CR | Second Floor

5.3 :: COUNTY GOVERNMENT NEEDS AND PRIORITIES

COMMUNITY REINVESTMENT

Historical Personnel Data:

Full-Time employees or equivalents (FTE) per year:

2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
NA	NA	NA	NA	NA	NA	NA	NA	NA	25

% Change 2012 - 2021 = 0%

% Change/Year = 0%

Note: Currently an additional 6 contract staff are stationed in the office, staff count includes only County staff.

Workload Indicators: Funding.

Personnel Projections:

Projection Model	(5-Year) 2025	(10-Year) 2030	(15-Year) 2035	(20-Year) 2040	(25-Year) 2045	(30-Year) 2050
Model 1: Historical Percent Change	25.0	25.0	25.0	25.0	25.0	25.0
Model 2: Historical Number Change	25.0	25.0	25.0	25.0	25.0	25.0
Model 3: Linear Regression	25.0	25.0	25.0	25.0	25.0	25.0
Model 4: Constant Staff / Population	26.2	27.4	28.7	30.0	30.0	30.0
Model 5: Dept's Recommendation	30.0	31.0	31.0	32.0	32.0	32.0
FTE Staff Projection (Model 1, 4-5)	27.0	28.0	28.0	29.0	29.0	29.0

% Change 2021 - 2050 = 16%

% Change/Year = 1%

Explanation: Future projections do not include an additional 2 contract staff. Average of models 1, 4 and 5 used to reflect historic stability, population change, and department recommendation.

Adjacency Needs: None. Synergies with Water Resources and Health Department on a project-specific basis may occur.

Data / Records Storage: None notable

Security Considerations: None notable

Miscellaneous: Department operates essentially an extension of the federal government at the local level (funding sources are from federal not county government)

Current Space Deficiencies:

- Use of Auditorium or large meeting/training space 1-2 times per year

Space Utilization:

- The space has be newly configured for use by OCR and meets their needs with room for expansion built-in.

Unique / Non-Office Space:

- Need for 35 board member meetings 4-6 times per year will be needed if they resume in-person
- Training rooms / computer labs

Space Projections:

Item	2021	(5-Year) 2025	(10-Year) 2030	(15-Year) 2035	(20-Year) 2040	(25-Year) 2045	(30-Year) 2050
Existing Office DGSF	8,060						
FTE Staff Projection	25	27	28	28	29	29	29
Existing Office DGSF/Staff	322						
Average Office DGSF/Staff ¹	215	215	215	215	215	215	215
DGSF Office Projection	5,375	5,805	6,020	6,020	6,235	6,235	6,235
Existing Other DGSF ²	800						
DGSF Other Projection ²	800	800	800	800	800	800	800
DGSF Total Existing Space	8,860						
DGSF Space Projection³	6,175	6,605	6,820	6,820	7,035	7,035	7,035

¹ Includes an average per staff for all office, staff circulation, file storage, work/copy, meeting/conference, and public reception spaces.

² Includes Resource and Computer Training Areas

³ Includes DGSF Office Projection + DGSF Other Projection.

Space Needs Priority:

The OCR has newly configured space that meets their needs and includes room for growth. This department would utilized large county meeting rooms but is otherwise a low priority for space needs.

County Administration / Board



Kane County Board Room



Staff Office Area

Current Location: Kane County Government Center Building A
 719 Batavia Ave.
 Geneva, IL 60134

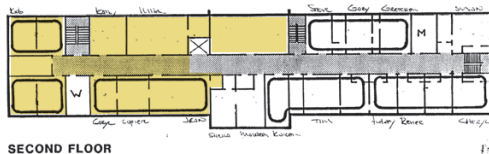
Data Collection: Departmental Interview conducted on 08/12/21 with Corinne Pierog, Kane County Board Chairman, Roger Fahnestock, Kane County CIO, Chris Allen, Executive Director of Building Management, Marcus Smith, Director of Capital and Special Projects,

Mission/Function: The Administration/County Board Department provides clerical support to County Board Chairman and County Board Members, prepares agendas for all committee meetings and prepares minutes for each committee meeting, schedule meetings, etc.

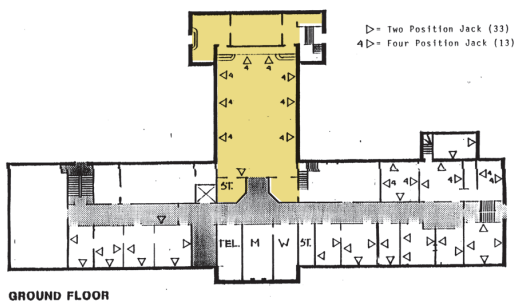
Technology Use: None notable.

Current Visitors Peak: 7 | Average: 1-5 day

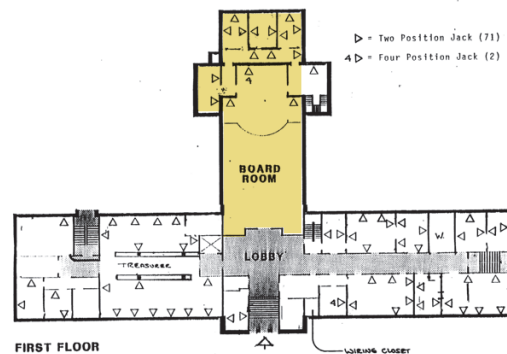
Current Staff Parking: Vehicles: 5 | County Owned Vehicles: 0



County Administration Building A | Second Floor



County Administration Building A | Ground Floor



County Administration Building A | First Floor

5.3 :: COUNTY GOVERNMENT NEEDS AND PRIORITIES
 COUNTY ADMINISTRATION BOARD

Historical Personnel Data:

Full-Time employees or equivalents (FTE) per year:

2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
NA	NA	NA	NA	NA	NA	5	5	5	4

% Change 2012 - 2021 = -20%

% Change/Year = -7%

Workload Indicators:

Growth in population, legislation, funding, technology, numbers of employees, public and health need may impact the workload.

Personnel Projections:

Projection Model	(5-Year) 2025	(10-Year) 2030	(15-Year) 2035	(20-Year) 2040	(25-Year) 2045	(30-Year) 2050
Model 1: Historical Percent Change	2.9	1.6	0.3	-1.1	-2.4	-3.7
Model 2: Historical Number Change	2.7	1.0	-0.7	-2.3	-4.0	-5.7
Model 3: Linear Regression	3.1	1.6	0.1	-1.4	-2.9	-4.4
Model 4: Constant Staff / Population	4.2	4.4	4.6	4.8	4.8	4.8
Model 5: Dept's Recommendation	8.0	9.0	10.0	10.0	10.0	10.0
FTE Staff Projection (Model 4-5)	6.0	7.0	7.0	7.0	7.0	7.0

% Change 2021 - 2050 = 75%

% Change/Year = 3%

Explanation: Average of models 4 and 5 used to reflect population change and department recommendation

Adjacency Needs:

- Close proximity to all department since they report to Chairman/Board.

Data / Records Storage:

- All inactive/active records are stored electronically either in the County board office or County Clerk's Office.

Security Considerations:

- Secure entrance and card reader required.

Miscellaneous:

- Need to be professional, clean and have good quality air.
- Ability to open windows for natural ventilation.
- Need to place temperature controls in each room.
- Back-up Generator for meetings.

Current Space Deficiencies:

- Accessibility issues
- Need 1-2 office spaces
- Appropriate size/configuration of board room including Lobby
- Committee rooms
- Board Member Office / Meeting Space
- County Administrator and Assistant future position

Space Utilization:

- The administration area is adequate but is inefficiently planned due to the existing building conditions.
- The board areas are not configured to support the functional need an public interface within those spaces.

Unique / Non-Office Space:

- Board Room, Committee Rooms, and associated spaces
- Meeting rooms servicing departments within the administration building.

Space Projections:

Item	2021	(5-Year) 2025	(10-Year) 2030	(15-Year) 2035	(20-Year) 2040	(25-Year) 2045	(30-Year) 2050
Existing Office DGSF	3,008						
FTE Staff Projection	4	6	7	7	7	7	7
Existing Office DGSF/Staff	752						
Average Office DGSF/Staff ¹	300	300	300	300	300	300	300
DGSF Office Projection	1,200	1,800	2,100	2,100	2,100	2,100	2,100
Existing Other DGSF ²	5,920						
DGSF Other Projection ³	12,589	12,589	12,589	12,589	12,589	12,589	12,589
DGSF Total Existing Space	8,928						
DGSF Space Projection⁴	13,789	14,389	14,689	14,689	14,689	14,689	14,689

¹ Includes an average per staff for all office, staff circulation, file storage, work/copy, meeting/conference, and public reception spaces.

² Includes board meeting room, current 1st and 3rd floor shared conference rooms

³ Includes board meeting room, shared conference, committee room, board touch-down spaces and shared dividable training room

⁴ Includes DGSF Office Projection + DGSF Other Projection.

Space Needs Priority:

The County Board Room is undersized and requires a configuration to facilitate technology integration into board meetings, desired occupancy, and accessibility. Additionally, there is a mid-level priority for additional meeting space (break-out spaces, committee rooms).

County Auditor



County Auditor | Office Area



Staff Office Area

Current Location: Kane County Government Center Building A
 719 Batavia Ave.
 Geneva, IL 60134

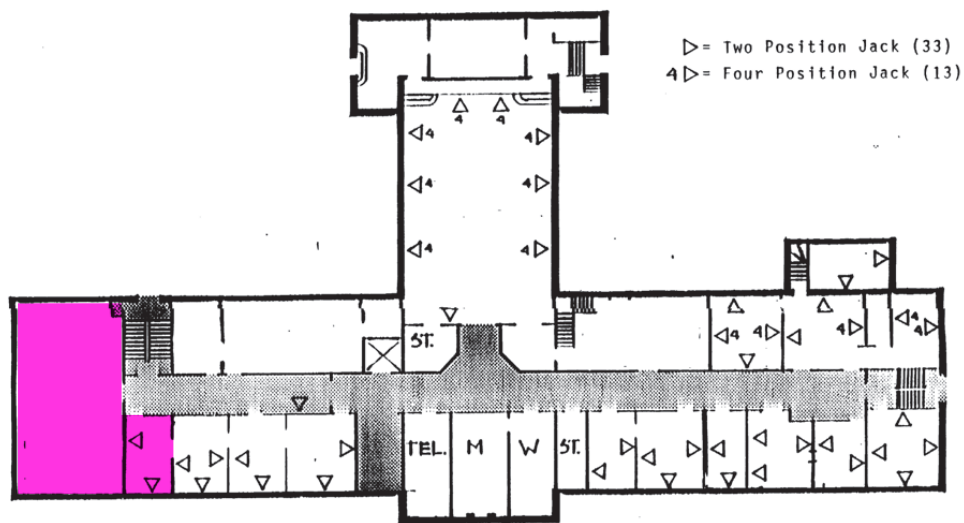
Data Collection: Departmental interview conducted on 09/02/21 with Penny Wegman, Kane County Auditor, Kristin Jenkins, Deputy Auditor, Chris Allen, Executive Director of Building Management, and Marcus Smith, Director of Capital and Special Projects.

Mission/Function: The Kane County Auditor's office collaborates on audits, account payable functions and other projects for the County.

Technology Use: None notable.

Current Visitors: Peak: 3 | Average: 1

Current Staff Parking: Vehicles: 7 | County Owned Vehicles: 0



County Administration Building A | Ground Floor

5.3 :: COUNTY GOVERNMENT NEEDS AND PRIORITIES
COUNTY AUDITOR

Historical Personnel Data:

Full-Time employees or equivalents (FTE) per year:

2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
3	3	3	4	4	4	4	4	4	7

% Change 2012 - 2021 = 133%

% Change/Year = 15%

Note: Staff works part time but is in office at same time so therefore staff represented as whole positions for space planning purposes

Workload Indicators:

Growth in population, Legislation, funding and contracts impact workloads.

Personnel Projections:

Projection Model	(5-Year) 2025	(10-Year) 2030	(15-Year) 2035	(20-Year) 2040	(25-Year) 2045	(30-Year) 2050
Model 1: Historical Percent Change	11.1	16.3	21.5	26.7	31.9	37.1
Model 2: Historical Number Change	8.8	11.0	13.2	15.4	17.7	19.9
Model 3: Linear Regression	6.5	7.9	9.4	10.8	12.3	13.7
Model 4: Constant Staff / Population	7.3	7.7	8.0	8.4	8.4	8.4
Model 5: Dept's Recommendation	10.0	10.0	10.0	10.0	10.0	10.0
FTE Staff Projection (Model 2-5)	8.0	9.0	10.0	11.0	12.0	13.0

% Change 2021 - 2050 = 86%

% Change/Year = 5%

Explanation: Average of models 2 through 5 used to reflect historical changes, population growth and department identification of statutory changes.

Adjacency Needs:

- Proximity to other departments for meetings to discuss internal audits and ability to perform fieldwork at other departments.

Data / Records Storage:

- Most Data/Record are stored electronically.
- Minimal paper in a storage closet.

Security Considerations:

- The department is located near the main entrance but at the same time secure since the Sheriff's deputy is stationed there.
- The department should have a card reader for access to the suite.

Miscellaneous:

- Department prefers an open office collaborative work environment.
- Department has a part time staff model with shared workstations.

Current Space Deficiencies:

- Need space to be able to accommodate a desk for each employee as well as distancing that may be required.
- Need of a Break Room and Conference Room, cannot be shared with other departments.

Space Utilization:

- The space is efficiently planned and well utilized.

Unique / Non-Office Space:

- Conference Room space for staff meetings/collaboration sessions and meetings with departments/offices to perform audit with.

Space Projections:

Item	2021	(5-Year) 2025	(10-Year) 2030	(15-Year) 2035	(20-Year) 2040	(25-Year) 2045	(30-Year) 2050
Existing Office DGSF	1,090						
FTE Staff Projection	7	8	9	10	11	12	13
Existing Office DGSF/Staff	156						
Average Office DGSF/Staff ¹	200	200	200	200	200	200	200
DGSF Office Projection	1,400	1,600	1,800	2,000	2,200	2,400	2,600
Existing Other DGSF ²	0						
DGSF Other Projection ²	0	0	0	0	0	0	0
DGSF Total Existing Space	1,090						
DGSF Space Projection³	1,400	1,600	1,800	2,000	2,200	2,400	2,600

¹ Includes an average per staff for all office, staff circulation, file storage, work/copy, meeting/conference, and public reception spaces.

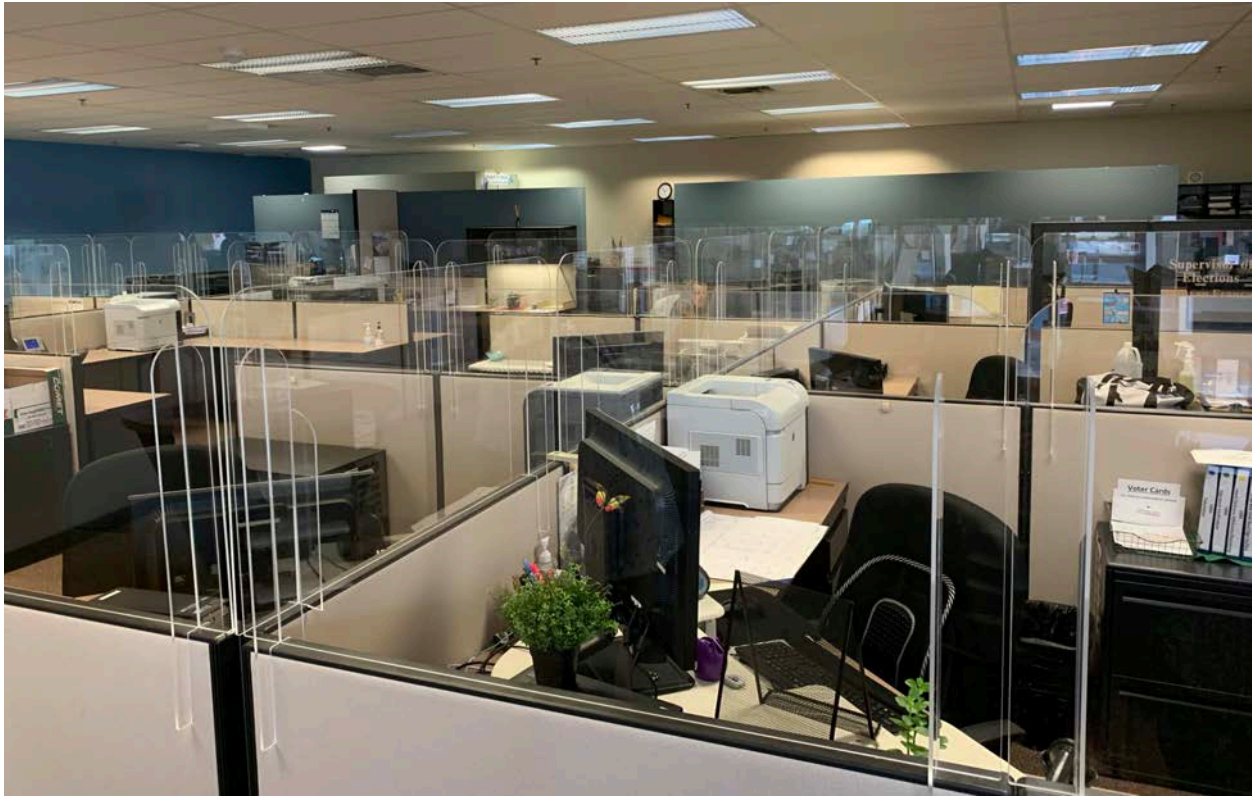
² none noted

³ Includes DGSF Office Projection + DGSF Other Projection.

Space Needs Priority:

Space needs are a lower priority unless additional staff are added. Consideration should be given to the break/conference area if space becomes available.

County Clerk



County Clerk | Office Area



Vote Storage / Center



Vote Area

Current Location: Kane County Government Center Building B
719 Batavia Ave.
Geneva, IL 60134

Data Collection: Departmental Interview Conducted on 08/27/21 with John Emerson, Director.

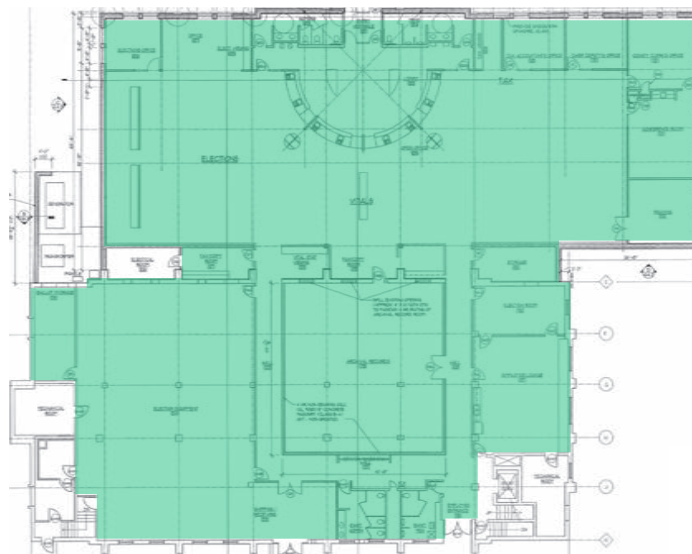
Mission/Function: The Clerk's office provides all of the birth certificates, marriage licenses death certificates, small business and raffle licenses for any of those events that happen in Kane County. The office is also responsible for coordinating the elections that generally take place twice a year.

Technology Use:

- The office is scanning/digitizing documents and microfilm/fiche records. Laws allowing for more electronic filings, storage and maintenance of records might eliminate the need to keep the paper version.
- Changes in Election laws may require larger printers/folders/readers. Those changes could eliminate the need for voting machines on election day as well.

Current Visitors: Peak: 750 | Average: 150

Current Staff Parking: Vehicles: 30 | County Owned Vehicles: 4



County Administration Building A | Ground Floor

5.3 :: COUNTY GOVERNMENT NEEDS AND PRIORITIES

COUNTY CLERK

Historical Personnel Data:

Full-Time employees or equivalents (FTE) per year:

2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
25	25	25	30	30	30	30	30	30	30

% Change 2012 - 2021 = 20%

% Change/Year = 2%

Note: Does not election workers and judges

Workload Indicators:

Growth in population, legislation, and funding increases the workload while technology decrease the workload.

Personnel Projections:

Projection Model	(5-Year) 2025	(10-Year) 2030	(15-Year) 2035	(20-Year) 2040	(25-Year) 2045	(30-Year) 2050
Model 1: Historical Percent Change	32.7	36.0	39.3	42.7	46.0	49.3
Model 2: Historical Number Change	32.2	35.0	37.8	40.6	43.3	46.1
Model 3: Linear Regression	33.9	37.1	40.3	43.5	46.6	49.8
Model 4: Constant Staff / Population	31.5	32.9	34.4	35.9	35.9	35.9
Model 5: Dept's Recommendation	30.0	30.0	30.0	30.0	30.0	30.0
FTE Staff Projection (Model 1-5)	32.0	34.0	36.0	39.0	40.0	42.0

% Change 2021 - 2050 = 40%

% Change/Year = 2%

Explanation: Average of models 1 through 5 used to reflect all analysis models; workload demands may be tempered through use of technology.

Adjacency Needs:

- Essential adjacency to County Board, Treasurer, Assessor, IT and Mail Room.
- Centrally located in the county for access from the various taxing districts that have to file documents as well as the distribution and retrieval of equipment on elections.

Data / Records Storage:

- The County Board records, Birth, Death and Marriage records dating back to the 1800's, filings from taxing districts, as well as microfilm records with all of the tax records with all of the tax records dating back to 1881 are stored in a temperature and humidity controlled vault area with fire suppression.

Security Considerations:

- Records are in the vault and require very limited access.
- Elections equipment and ballots in the office or at the warehouse must be secured and monitored when in use.

Miscellaneous:

- Department is looking to open an office in the Elgin area to better serve customers in the north.
- Department accommodates election works and judges which fluctuate widely based on election type and legislation. These workers are not represented in the FTE Personnel Data

Current Space Deficiencies:

- The vestibule is small for busy times with marriage and passports.
- Early voting lines have stretched around the building.
- The warehouse is full which leads to the use of 2 outside shipping containers for less security sensitive items.
- The truck docks are difficult to utilize and an ideal space would have a covered area to pull cars under for election night drop off.
- The training area for judges, which can be shared.
- The call center is too small.

Space Utilization:

- The space is well utilized and efficient. Further study of work-from-home requirements may assist in condensing the open office work areas in the future.

Unique / Non-Office Space:

- Election Equipment Storage.
- Vote Processing and Vote by Mail equipment areas
- Election worker training
- Vital Records Vaults

Space Projections:

Item	2021	(5-Year) 2025	(10-Year) 2030	(15-Year) 2035	(20-Year) 2040	(25-Year) 2045	(30-Year) 2050
Existing Office DGSF	11,255						
FTE Staff Projection	30	32	34	36	39	40	42
Existing Office DGSF/Staff	375						
Average Office DGSF/Staff ¹	215	215	215	215	215	215	215
DGSF Office Projection	6,450	6,880	7,310	7,740	8,385	8,600	9,030
Existing Other DGSF ²	28,950						
DGSF Other Projection ³	28,950	28,950	28,950	28,950	28,950	28,950	28,950
DGSF Total Existing Space	40,205						
DGSF Space Projection⁴	35,400	35,830	36,260	36,690	37,335	37,550	37,980

¹ Includes an average per staff for all office, staff circulation, file storage, work/copy, meeting/conference, and public reception spaces.

² Includes customer service lobby, vault storage for safe & important records (birth/death/marriage/election information) vote processing area, and warehouse voting storage.

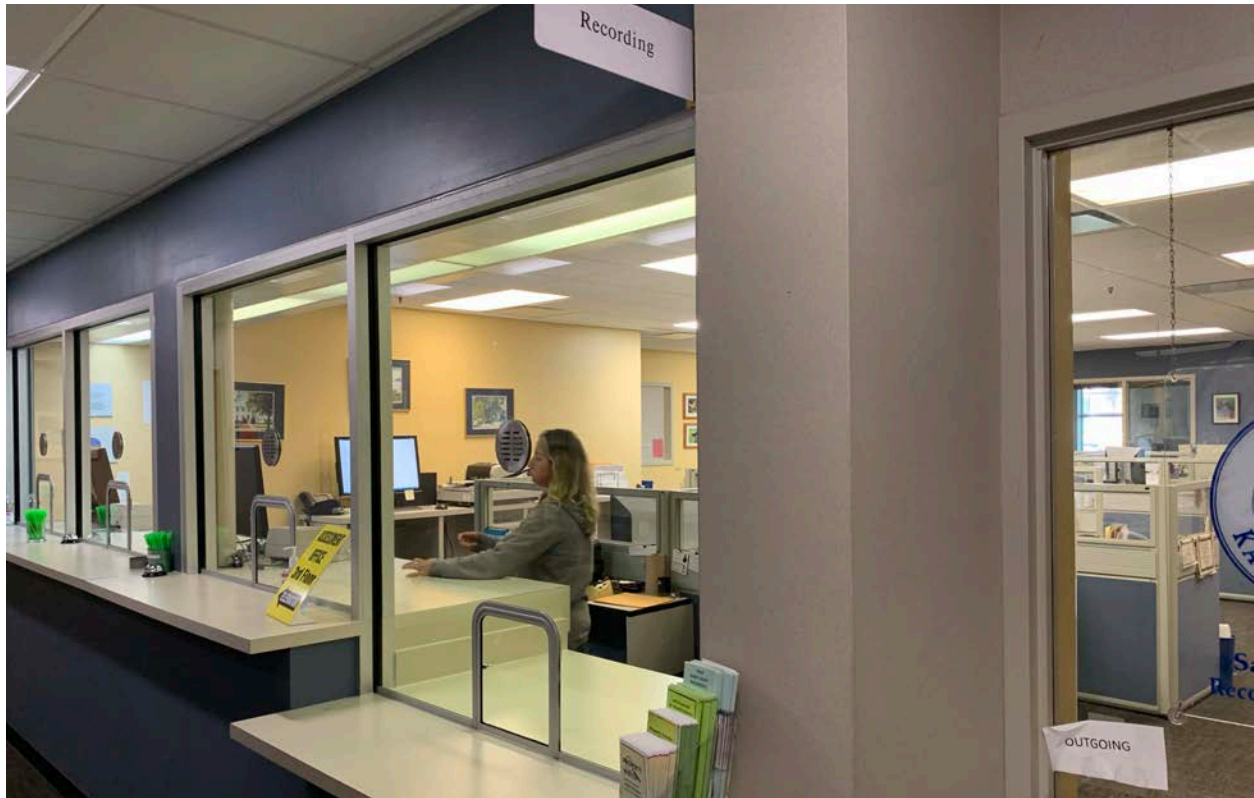
³ Includes customer service lobby, vault storage for safe & important records (birth/death/marriage/election information) vote processing area, and warehouse voting storage.

⁴ Includes DGSF Office Projection + DGSF Other Projection.

Space Needs Priority:

The most significant needs relate to storage, staging and shipping of voting equipment at election times as well as organization of voting stations within the office. Current space may require reconfiguring and organization voting equipment.

County Recorder



County Recorder | Reception



Office Area



Record Storage

Current Location: Kane County Government Center Building C
 719 Batavia Ave.
 Geneva, IL 60134

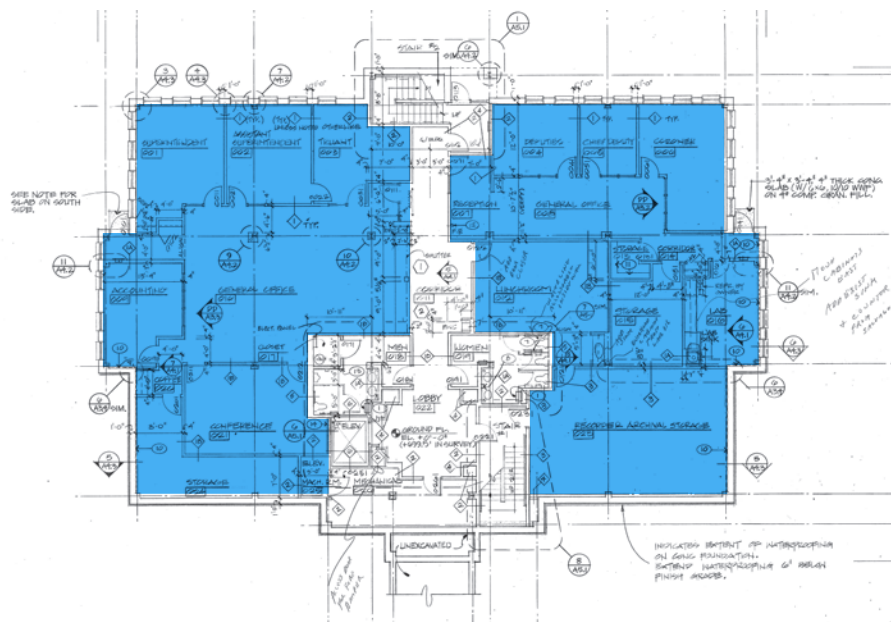
Data Collection: Departmental Interview Conducted on 08/31/21 with Sandy Wegman, Kane County Recorder.

Mission/Function: The Kane County Recorder's office records land records for the County. It maintains such records and makes them available to the public either in person or online.

Technology Use: None Notable

Current Visitors: Peak: 5-6 | Average: 10-15 per day

Current Staff Parking: Vehicles: 11 | County Owned Vehicles: 0



County Administration Building C | Ground Floor

5.3 :: COUNTY GOVERNMENT NEEDS AND PRIORITIES
 COUNTY RECORDER

Historical Personnel Data:

Full-Time employees or equivalents (FTE) per year:

2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
NA	NA	NA	NA	NA	NA	NA	NA	12	11

% Change 2012 - 2021 = -8%
 % Change/Year = -8%

Workload Indicators:

Growth in population, legislation, funding, technology and contract staff counts may increase the workload.

Personnel Projections:

Projection Model	(5-Year) 2025	(10-Year) 2030	(15-Year) 2035	(20-Year) 2040	(25-Year) 2045	(30-Year) 2050
Model 1: Historical Percent Change	7.3	2.8	-1.8	-6.4	-11.0	-15.6
Model 2: Historical Number Change	7.0	2.0	-3.0	-8.0	-13.0	-18.0
Model 3: Linear Regression	7.0	2.0	-3.0	-8.0	-13.0	-18.0
Model 4: Constant Staff / Population	11.5	12.1	12.6	13.2	13.2	13.2
Model 5: Dept's Recommendation	12.0	12.0	12.0	12.0	12.0	12.0
FTE Staff Projection (Model 5)	12.0	12.0	12.0	12.0	12.0	12.0

% Change 2021 - 2050 = 9%
 % Change/Year = 0%
 Explanation: Model 5 used to reflect department recommendation

Adjacency Needs:

- Preferred adjacencies with supervisor of assessments, development, treasurer and, sheriff.

Data / Records Storage:

- Paper, microfilm, CDs and electronic scanning
- The Secretary of State approves disposal of official and unofficial records.

Security Considerations:

- Current security is lacking as the back entry door faces directly onto the road.

Miscellaneous:

- None

Current Space Deficiencies:

- Access to the 2nd and 3rd floor requires usage of the 1st floor hallway which runs through the Recorder’s space.

Space Utilization:

- The space is well utilized and configured to meet the needs of the department with room for growth.

Unique / Non-Office Space:

- None

Space Projections:

Item	2021	(5-Year) 2025	(10-Year) 2030	(15-Year) 2035	(20-Year) 2040	(25-Year) 2045	(30-Year) 2050
Existing Office DGSF	4,620						
FTE Staff Projection	11	12	12	12	12	12	12
Existing Office DGSF/Staff	420						
Average Office DGSF/Staff ¹	230	230	230	230	230	230	230
DGSF Office Projection	2,530	2,760	2,760	2,760	2,760	2,760	2,760
Existing Other DGSF ²	680						
DGSF Other Projection ²	510	510	510	510	510	510	510
DGSF Total Existing Space	5,300						
DGSF Space Projection³	3,040	3,270	3,270	3,270	3,270	3,270	3,270

¹ Includes an average per staff for all office, staff circulation, file storage, work/copy, meeting/conference, and public reception spaces.

² Includes archival storage area

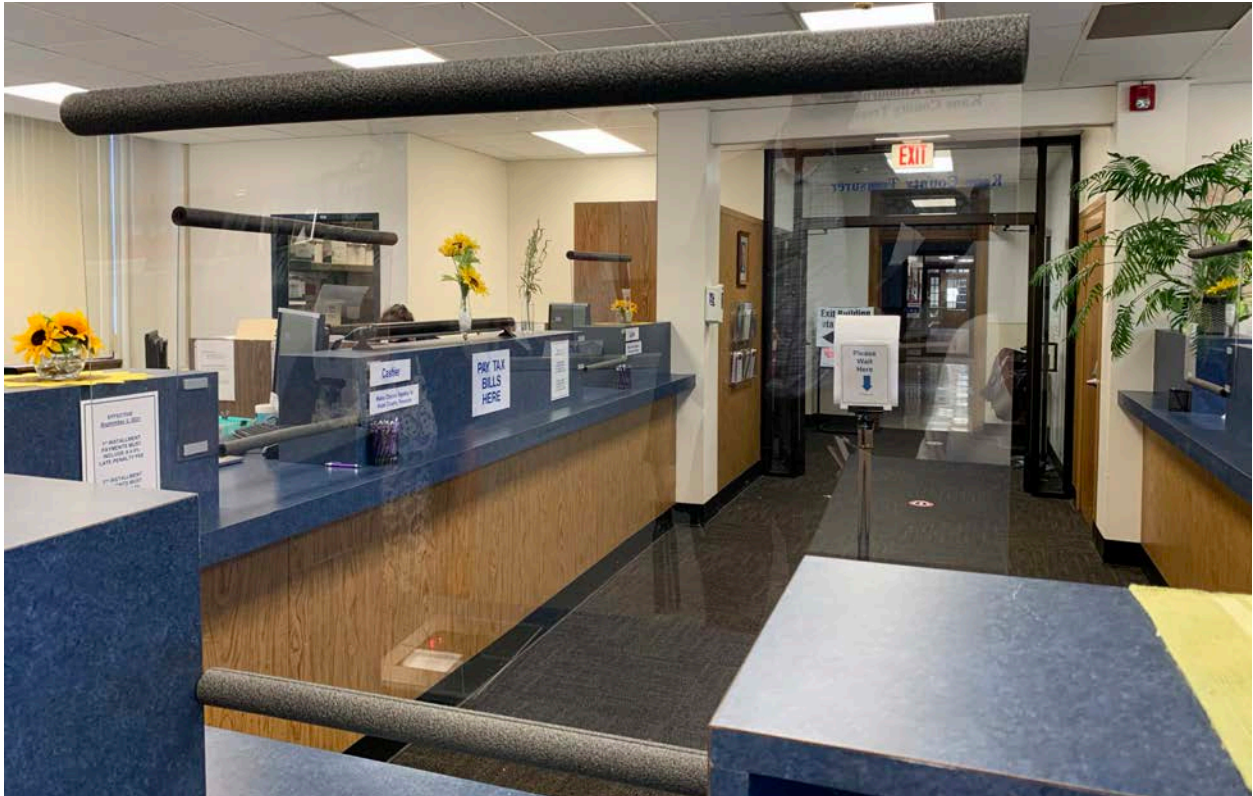
³ Includes DGSF Office Projection + DGSF Other Projection.

Space Needs Priority:

The space allotted is adequate and includes room for growth for this department, which is a low space needs priority.

5.3 :: COUNTY GOVERNMENT NEEDS AND PRIORITIES
COUNTY TREASURER

County Treasurer



County Treasurer | Office Area



Meeting Area



Break Room

Current Location: Kane County Government Center Building A
 719 Batavia Ave.
 Geneva, IL 60134

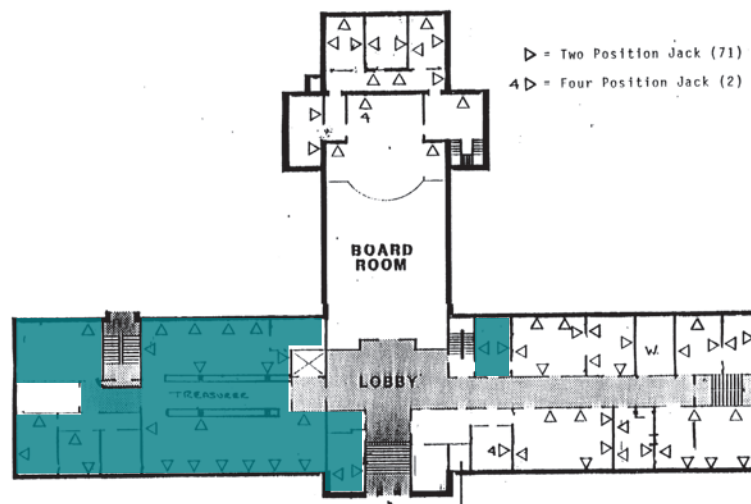
Data Collection: Departmental Interview Conducted on 09/02/21 with Michael J Kilbourne, County Treasurer, Maria Herrera, Chief Deputy Treasurer, Chris Allen, Executive Director of Building Management, and Marcus Smith, Director of Capital and Special Projects.

Mission/Function: The Kane County Treasurer’s office collects taxes, produces tax bills, and responds to general customer service questions on taxes. The Treasurer’s office also holds yearly tax sales for the County.

- Technology Use:**
- 6 cashier stations
 - Cash counting station
 - Online payments
 - Digital Tax Sale Events

Current Visitors: Peak: 5 | Average: 50-75

Current Staff Parking: Vehicles: 12 | County Owned Vehicles: 0



County Administration Building A | First Floor

5.3 :: COUNTY GOVERNMENT NEEDS AND PRIORITIES
COUNTY TREASURER

Historical Personnel Data:

Full-Time employees or equivalents (FTE) per year:

2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
11	11	11	11	11	11	11	11	12	12

% Change 2012 - 2021 = 9%
 % Change/Year = 1%

Workload Indicators:

Growth in Population, and Legislative changes may increase the workload while technology may decrease the workload.

Personnel Projections:

Projection Model	(5-Year) 2025	(10-Year) 2030	(15-Year) 2035	(20-Year) 2040	(25-Year) 2045	(30-Year) 2050
Model 1: Historical Percent Change	12.5	13.1	13.7	14.3	14.9	15.5
Model 2: Historical Number Change	12.4	13.0	13.6	14.1	14.7	15.2
Model 3: Linear Regression	12.0	12.5	13.0	13.5	14.0	14.4
Model 4: Constant Staff / Population	12.6	13.2	13.8	14.4	14.4	14.4
Model 5: Dept's Recommendation	12.0	12.0	13.0	13.0	13.0	13.0
FTE Staff Projection (Model 1-5)	12.0	13.0	13.0	14.0	14.0	15.0

% Change 2021 - 2050 = 25%
 % Change/Year = 1%

Explanation: Average of models 1 through 5 used to reflect all analysis models

Adjacency Needs:

- Adjacencies with Clerk, Recorder, and Supervisor of Assessment
- Internal Auditor interaction

Data / Records Storage:

- Hard copy records required.

Security Considerations:

- Vault required for cash collections. The current size is adequate.
- Video security required

Miscellaneous:

- Seasonal workers employed at collection times
- Satellite locations do not collect cash
- Satellite locations could have cross-trained staff if convenient

- Current Space Deficiencies:**
- Current lobby design is too small
 - Need a separate/secure room for a bank-cash counting station

- Space Utilization:**
- Current allocated space is well utilized.

- Unique / Non-Office Space:**
- Collection windows and customer service windows
 - Vault

Space Projections:

Item	2021	(5-Year) 2025	(10-Year) 2030	(15-Year) 2035	(20-Year) 2040	(25-Year) 2045	(30-Year) 2050
Existing Office DGSF	2,600						
FTE Staff Projection	12	12	13	13	14	14	15
Existing Office DGSF/Staff	217						
Average Office DGSF/Staff ¹	230	230	230	230	230	230	230
DGSF Office Projection	2,760	2,760	2,990	2,990	3,220	3,220	3,450
Existing Other DGSF ²	520						
DGSF Other Projection ²	3,024	3,024	3,024	3,024	3,024	3,024	3,024
DGSF Total Existing Space	3,120						
DGSF Space Projection³	5,784	5,784	6,014	6,014	6,244	6,244	6,474

¹ Includes an average per staff for all office, staff circulation, file storage, work/copy, meeting/conference, and public reception spaces.

² Includes collection windows, secure counting room and vault. Access to general count conference space required for tax sale (20-30 people)

³ Includes DGSF Office Projection + DGSF Other Projection.

Space Needs Priority: The space allotted is tight for this department, which is a low to medium space needs priority. Future consideration should be given to locating the Treasurer with the Clerk and Recorder office for public way finding and customer service efficiency.

Development & Community Services



Office Area

Current Location: Kane County Government Center Building A
719 Batavia Ave.
Geneva, IL 60134

Data Collection: Departmental Interview Conducted on 08/10/21 with Mark VanKerkhoff, Director.

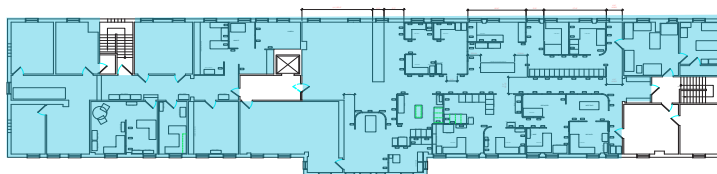
Mission/Function: The Kane County Development & Community Services Department oversees County Land Use Planning, Building Permits and Inspections for the unincorporated areas and the villages of Virgil, Kaneville and Big Rock, the Kane County Zoning Ordinance and Zoning Maps, property maintenance and Code Enforcement, Administrative Adjudication, Agriculture and Farmland Programs, Historic Preservation, and Cable Television Administration for the unincorporated areas. The department is also involved in economic development county-wide.

Technology Use:

- Online permit platform in place
- Future plans for tablet use by field inspectors

Current Visitors: Peak: 15 Pre-Covid | Average: 15-20

Current Staff Parking: Vehicles: 18 | County Owned Vehicles: 6 SUV/Pickups



County Administration Building A | Third Floor

5.3 :: COUNTY GOVERNMENT NEEDS AND PRIORITIES

DEVELOPMENT & COMMUNITY SERVICES

Historical Personnel Data:

Full-Time employees or equivalents (FTE) per year:

2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
17	17	17	18	18	21	21	21	21	21

% Change 2012 - 2021 = 24%

% Change/Year = 3%

Workload Indicators:

Growth in Population, Legislative changes, Funding, and contracts may increase the workload while technology may decrease the workload.

Personnel Projections:

Projection Model	(5-Year) 2025	(10-Year) 2030	(15-Year) 2035	(20-Year) 2040	(25-Year) 2045	(30-Year) 2050
Model 1: Historical Percent Change	23.3	25.9	28.7	31.4	34.2	36.9
Model 2: Historical Number Change	22.8	25.0	27.2	29.4	31.7	33.9
Model 3: Linear Regression	24.1	27.1	30.0	32.9	35.8	38.7
Model 4: Constant Staff / Population	22.0	23.0	24.1	25.2	25.2	25.2
Model 5: Dept's Recommendation	22.0	22.0	22.0	22.0	22.0	22.0
FTE Staff Projection (Model 4-5)	22.0	23.0	23.0	24.0	24.0	24.0

% Change 2021 - 2050 = 14%

% Change/Year = 1%

Explanation: Average of models 4 and 5 used to reflect population change and department recommendation

Adjacency Needs:

- Essential proximity to the Environmental & Water Resources Department.
- Secondary proximity to the Health Department for Well, Septic and Food Permits
- Additional synergies with the Sheriff (code enforcement), KDOT (zoning and permits) and the County Board Office for event permits and liquor licenses.

Data / Records

Storage:

- Paper documents on site on the 4th floor, microfilm on the 4th floor and scanned digital records by IT

Security

Considerations:

- Badge access system to enter suit is desired

Miscellaneous:

- Shared reception / public assistance coverage would be beneficial to help direct the public.
- Traditionally the incorporated population of the county has declined.

Current Space Deficiencies:

- None at this time.

Space Utilization:

- Current space has ample room to accommodate department.

Unique / Non-Office Space:

- Conference room is shared with other departments

Space Projections:

Item	2021	(5-Year) 2025	(10-Year) 2030	(15-Year) 2035	(20-Year) 2040	(25-Year) 2045	(30-Year) 2050
Existing Office DGSF	6,545						
FTE Staff Projection	21	22	23	23	24	24	24
Existing Office DGSF/Staff	312						
Average Office DGSF/Staff ¹	230	230	230	230	230	230	230
DGSF Office Projection	4,830	5,060	5,290	5,290	5,520	5,520	5,520
Existing Other DGSF ²	928						
DGSF Other Projection ²	1,283	1,283	1,283	1,283	1,283	1,283	1,283
DGSF Total Existing Space	7,473						
DGSF Space Projection³	6,113	6,343	6,573	6,573	6,803	6,803	6,803

¹ Includes an average per staff for all office, staff circulation, file storage, work/copy, meeting/conference, and public reception spaces.

² Includes public windows/waiting area and microfilm area

³ Includes DGSF Office Projection + DGSF Other Projection.

Space Needs Priority:

The space allotted is adequate to accommodate this department including future growth. This department's space needs are a low priority. The 2023 draft budget included 3 additional full-time positions for a Property Code Enforcement Unit that are not reflected in the staffing and space projections. The Department has indicated that the positions if filled can be accommodated within existing space.

Emergency Management



Emergency Management | Conference Room



Office Area



Kitchen

Current Location: Kane County Government Center Building C
719 Batavia Ave.
Geneva, IL 60134

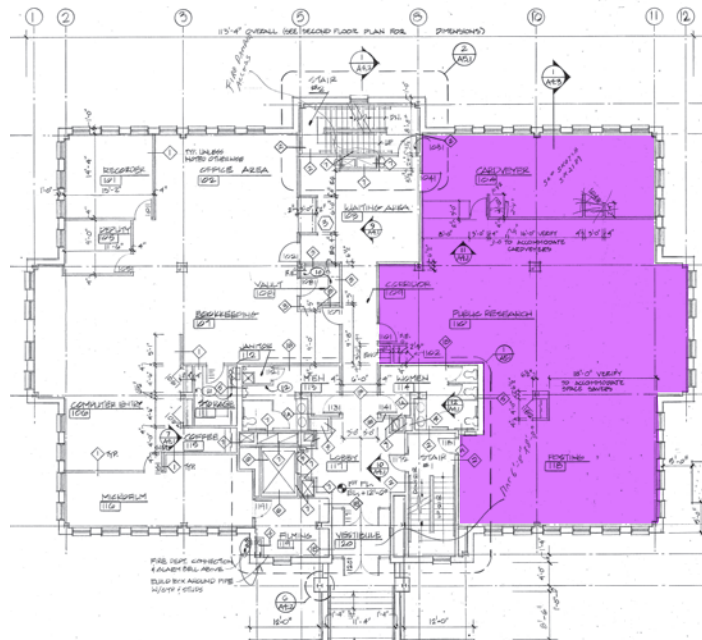
Data Collection: Departmental Interview Conducted on 08/10/21 with Sean Madison, Director.

Mission/Function: The Kane County Emergency Management Department assists municipalities with their emergency management programs and planning, provides training and exercises for county and municipal staff including volunteers, develops and presents emergency and disaster preparedness presentations and training, coordinates the County response to large scale emergencies and disasters, responds to small emergencies and provides support to local Emergency Planning Committee.

Technology Use: An incident management suite for disaster operations such as WebEOC or D4 is desired

Current Visitors: Peak: 40 plus | Average per day: NA

Current Staff Parking: Vehicles: 4 | County Owned Vehicles: 4 Squad Car/SUV
5 Truck/Command Post
9 Trailers



County Administration Building C | First Floor

5.3 :: COUNTY GOVERNMENT NEEDS AND PRIORITIES

EMERGENCY MANAGEMENT

Historical Personnel Data:

Full-Time employees or equivalents (FTE) per year:

2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
3	3	3	3	3	3	3	3	3	4

% Change 2012 - 2021 = 33%

% Change/Year = 4%

Workload Indicators:

Population growth, new legislation and new state or FEMA requirements may increase the workload.

Personnel Projections:

Projection Model	(5-Year) 2025	(10-Year) 2030	(15-Year) 2035	(20-Year) 2040	(25-Year) 2045	(30-Year) 2050
Model 1: Historical Percent Change	4.6	5.3	6.1	6.8	7.6	8.3
Model 2: Historical Number Change	4.4	5.0	5.6	6.1	6.7	7.2
Model 3: Linear Regression	3.6	3.8	4.1	4.4	4.7	4.9
Model 4: Constant Staff / Population	4.2	4.4	4.6	4.8	4.8	4.8
Model 5: Dept's Recommendation	7.0	7.0	10.0	10.0	10.0	10.0
FTE Staff Projection (Model 1-5)	5.0	5.0	6.0	6.0	7.0	7.0

% Change 2021 - 2050 = 75%

% Change/Year = 4%

Explanation: Average of models 1 through 5 used to reflect all analysis models

Adjacency Needs:

- Proximity to KaneComm
- Face to face interaction, during a disaster or training, with numerous county departments, State and Federal agencies, NGO's.

Data / Records Storage:

- Everything is currently house on-site.
- Records are stored on a variety of media. Paper items are being converted to digital media.
- State requirements dictate the length of time records need be kept.

Security Considerations:

- Office/EOC must have secure entry at all times and security cameras.
- the EOC must remain secure from public and media during a disaster

Miscellaneous:

- Large training for dog use
- Spaces can be shared with KaneComm if located adjacent

Current Space Deficiencies:

- EOC has 15 seats but should seat 34
- Lack of policy room and break out rooms
- Additional public safety consoles, radio console, and workstation needed
- Additional office space is needed
- Intelligence center with a video wall displaying KDOT, schools, stadium etc.
- Dedicated training space for 100 persons is desired
- Insufficient space for record storage
- Kitchen desired to seat a minimum of 15 persons
- Bunk rooms, lockers and showers desired
- Day room, quiet room, and gym desired (can be shared with KaneComm)
- Warehouse space for disaster related supplies (currently on 5th floor of Jail)
- Drive through bay for IDOT truck desired for warehouse space
- Self-sufficient EOC with backup systems for power, IT infrastructure, and communications.

Space Utilization:

- The EMA suite is well utilized.

Unique / Non-Office Space:

- EOC and associated spaces listed under Current Space Deficiencies
- Spaces can be shared with KaneComm if located adjacent

Space Projections:

Item	2021	(5-Year) 2025	(10-Year) 2030	(15-Year) 2035	(20-Year) 2040	(25-Year) 2045	(30-Year) 2050
Existing Office DGSF	2,375						
FTE Staff Projection	4	5	5	6	6	7	7
Existing Office DGSF/Staff	594						
Average Office DGSF/Staff ¹	215	215	215	215	215	215	215
DGSF Office Projection	860	1,075	1,075	1,290	1,290	1,505	1,505
Existing Other DGSF ²	675						
DGSF Other Projection ³	4,165	4,165	4,165	4,165	4,165	4,165	4,165
DGSF Total Existing Space	3,050						
DGSF Space Projection ⁴	5,025	5,240	5,240	5,455	5,455	5,670	5,670

¹Includes an average per staff for all office, staff circulation, file storage, work/copy, meeting/conference, and public reception spaces.

²Includes EOC

³Includes EOC, Policy Room, Disaster Intelligence, Volunteer Space, Bunk Rooms and Showers

⁴Includes DGSF Office Projection + DGSF Other Projection.

Space Needs Priority:

EMA has space deficiencies in the EOC and associated spaces making their space needs a mid level priority.

Environmental & Water Resources



Environmental & Water Resources | Office Area



Break Room

Current Location: Kane County Government Center Building A
 719 Batavia Ave.
 Geneva, IL 60134

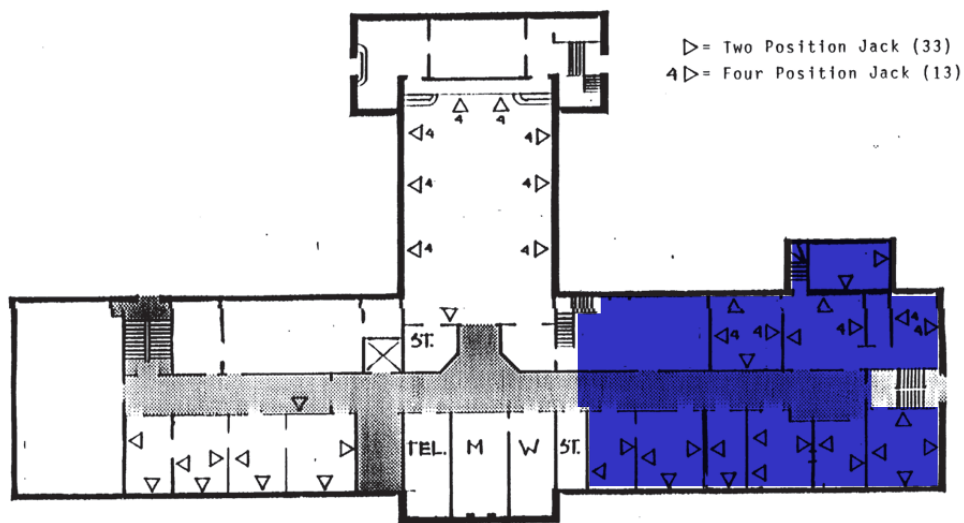
Data Collection: Departmental Interview Conducted on 07/23/21 with Jodie Wollnik, Director.

Mission/Function: The mission of Kane County Environmental and Water Resources Department is to develop, evaluate, and implement programs to protect the health, safety and welfare of our residents and the environment. These programs include the Countywide Stormwater Management Program, the Recycling and Waste Recovery Program, Energy and Resource Conservation Programs, and other environmental activities and special projects.

Technology Use: All forms and payments can be completed online and returned electronically.

Current Visitors: Peak: 12 | Average: 2-6

Current Staff Parking: Vehicles: 5-6 | County Owned Vehicles: 2



County Administration Building | First Floor

5.3 :: COUNTY GOVERNMENT NEEDS AND PRIORITIES

ENVIRONMENTAL & WATER RESOURCES

Historical Personnel Data:

Full-Time employees or equivalents (FTE) per year:

2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
9.5	8.5	8.5	8.5	8.5	8.5	8.5	7.0	7.0	7.0

% Change 2012 - 2021 = -26%

% Change/Year = -3%

Note: summer interns not included in staff count

Workload Indicators:

- Growth in population and funding may increase the workload.
- County sustainable initiatives may increase workload.

Personnel Projections:

Projection Model	(5-Year) 2025	(10-Year) 2030	(15-Year) 2035	(20-Year) 2040	(25-Year) 2045	(30-Year) 2050
Model 1: Historical Percent Change	6.2	5.2	4.1	3.1	2.1	1.1
Model 2: Historical Number Change	5.9	4.5	3.1	1.7	0.3	-1.1
Model 3: Linear Regression	6.1	4.8	3.6	2.4	1.2	-0.1
Model 4: Constant Staff / Population	7.3	7.7	8.0	8.4	8.4	8.4
Model 5: Dept's Recommendation	8.0	8.0	9.0	9.0	9.0	9.0
FTE Staff Projection (Model 4-5)	8.0	8.0	9.0	9.0	9.0	9.0

% Change 2021 - 2050 = 29%

% Change/Year = 2%

Explanation: Average of models 4 and 5 used to reflect population change and department recommendation

Adjacency Needs:

- Essential proximity to Development Department, Purchasing and County Board.

Data / Records Storage:

- Currently scanning historic documents into Laserfiche

Security Considerations:

- There are panic buttons in the offices
- Security in building A is minimal

Miscellaneous:

- Easy public access to the department is needed
- Flexible work location / work from home could be utilized by this department
- A large document scanner is required
- Would be beneficial for Health Department septic plan review process to be electronic.
- Department has a Recycling location in Aurora
- Department has a E-Waste location in Elburn and East Dundee

- Current Space Deficiencies:**
- County Recycling Facility (requires half acre of land)
 - Break room with sink

- Space Utilization:**
- The space is well utilized
 - The department has been fit into an existing building resulting in an inefficient layout.

- Unique / Non-Office Space:**
- None notable

Space Projections:

Item	2021	(5-Year) 2025	(10-Year) 2030	(15-Year) 2035	(20-Year) 2040	(25-Year) 2045	(30-Year) 2050
Existing Office DGSF	3,158						
FTE Staff Projection	7	8	8	9	9	9	9
Existing Office DGSF/Staff	451						
Average Office DGSF/Staff ¹	230	230	230	230	230	230	230
DGSF Office Projection	1,610	1,840	1,840	2,070	2,070	2,070	2,070
Existing Other DGSF ²	0						
DGSF Other Projection ²	0	0	0	0	0	0	0
DGSF Total Existing Space	3,158						
DGSF Space Projection³	1,610	1,840	1,840	2,070	2,070	2,070	2,070

¹ Includes an average per staff for all office, staff circulation, file storage, work/copy, meeting/conference, and public reception spaces.

² None noted

³ Includes DGSF Office Projection + DGSF Other Projection.

- Space Needs Priority:** The space allotted is adequate for this department, which is a low space needs priority.

Finance Department



Finance | Office Area



Finance | Meeting Room

Current Location: Kane County Government Center Building A
719 Batavia Ave.
Geneva, IL 60134

Data Collection: Departmental Interview Conducted on 08/11/21 with Joe Onzick, Executive Director of Finance.

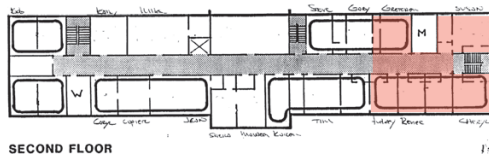
Mission/Function: The Kane County Finance Department coordinates the annual audit, the development of the County budget, and the preparation of the Comprehensive Annual Financial Report (CAFR). The Department supervises the financial and budgetary administration of all County departments and cooperates with elected officials in order to facilitate effective budget planning, execution and performance monitoring. The Department is also responsible for calculating annual levy requests; developing financial policies and long-range financial plans; evaluating financial impact of employee benefit plans; assisting outside legal counsel with union negotiations; issuing bonds for capital projects; complying with post issuance requirements, debt covenants, bond indentures, and tax agreements; 1099 reporting; and oversight of Payroll, Purchasing and Workforce Development Fiscal Management.

Technology Use:

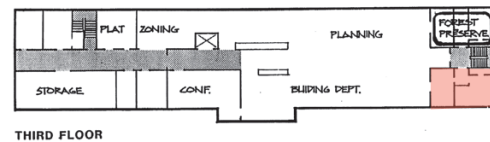
- BIDNET is utilized for solicitations online
- Compensation reports provided online through Socrata
- Public bid openings online are recommended

Current Visitors: Peak: 34 | Average per day: 30

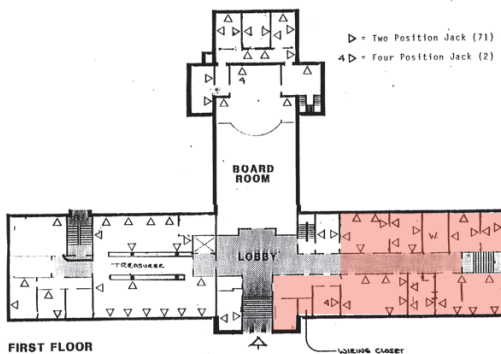
Current Staff Parking: Vehicles: 15 | County Owned Vehicles: 0



County Administration Building A | Second Floor



County Administration Building A | Third Floor



County Administration Building A | First Floor

5.3 :: COUNTY GOVERNMENT NEEDS AND PRIORITIES

FINANCE DEPARTMENT

Historical Personnel Data:

Full-Time employees or equivalents (FTE) per year:

2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
7	10	10	10	10	10	10	13	13	14.5

% Change 2012 - 2021 = 107%

% Change/Year = 12%

Note: Does not include auditors 6 weeks of the year (6 additional individuals)

Workload Indicators:

Population growth, legislation, funding, compliance requirements, and special projects may increase the workload.

Personnel Projections:

Projection Model	(5-Year) 2025	(10-Year) 2030	(15-Year) 2035	(20-Year) 2040	(25-Year) 2045	(30-Year) 2050
Model 1: Historical Percent Change	21.4	30.0	38.7	47.3	55.9	64.6
Model 2: Historical Number Change	17.8	22.0	26.2	30.3	34.5	38.7
Model 3: Linear Regression	16.1	19.2	22.4	25.5	28.6	31.8
Model 4: Constant Staff / Population	15.2	15.9	16.6	17.4	17.4	17.4
Model 5: Dept's Recommendation	16.0	16.0	18.0	18.0	18.0	18.0
FTE Staff Projection (Model 4-5)	16.0	16.0	17.0	18.0	18.0	18.0

% Change 2021 - 2050 = 24%

% Change/Year = 1%

Explanation: Average of models 4 and 5 used to reflect population change and department recommendation

Adjacency Needs:

- Finance Essential proximity to Payroll, Purchasing, County Board
- Purchasing Essential proximity to Building Management and Environment Management
- Payroll Essential proximity to all department payroll coordinators, directors, employees to deliver confidential documents and fill out forms.

Data / Records Storage:

- Active files are stored in file cabinets and boxes in closets within individual offices. While prior year files are stored in storage closets.
- Older files stored off site in special storage facility.
- Purchasing requires construction drawings to be kept on site, and they also keep paper bids and RFP's, purchase orders and Certificates of Insurance in 15 filing cabinets in a store room.
- Create electronic copies of current records by scanning, and use of Laserfiche.
- Payroll employee files are required to be kept for the duration of an employee's employment. While other legal documents are required to be kept for 3 years after the contract ends.
- Purchasing must keep construction records indefinitely, and other records for 10 years.
- Finance keeps journal entry backup indefinitely. All other documents kept at least 7 years.
- High speed scanners to scan files and store electronically are recommended

Security Considerations: Hallways should be closed off with controlled key card access so that only authorized persons can enter hallway and access offices.

Miscellaneous:

- Remote work / hybrid work is possible with this department
- Software to manage forms required to be filled out / submitted online is recommended to improve workflow and work load.

Current Space Deficiencies:

- Shared conference room
- Extra office for occasional temporary staff.
- Copier / Scanner closer to staff
- Additional monitors for purchasing employees are desirable

Space Utilization:

- The space is well utilized
- The department has been fit into an existing building resulting in an inefficient layout.

Unique / Non-Office Space:

- None Notable

Space Projections:

Item	2021	(5-Year) 2025	(10-Year) 2030	(15-Year) 2035	(20-Year) 2040	(25-Year) 2045	(30-Year) 2050
Existing Office DGSF	5,153						
FTE Staff Projection	15	16	16	17	18	18	18
Existing Office DGSF/Staff	355						
Average Office DGSF/Staff ¹	230	230	230	230	230	230	230
DGSF Office Projection	3,335	3,680	3,680	3,910	4,140	4,140	4,140
Existing Other DGSF ²	0						
DGSF Other Projection ²	0	0	0	0	0	0	0
DGSF Total Existing Space	5,153						
DGSF Space Projection³	3,335	3,680	3,680	3,910	4,140	4,140	4,140

¹ Includes an average per staff for all office, staff circulation, file storage, work/copy, meeting/conference, and public reception spaces.

² None noted

³ Includes DGSF Office Projection + DGSF Other Projection.

Space Needs Priority: The space allotted is adequate for this department, which is a low space needs priority.

GIS Divison

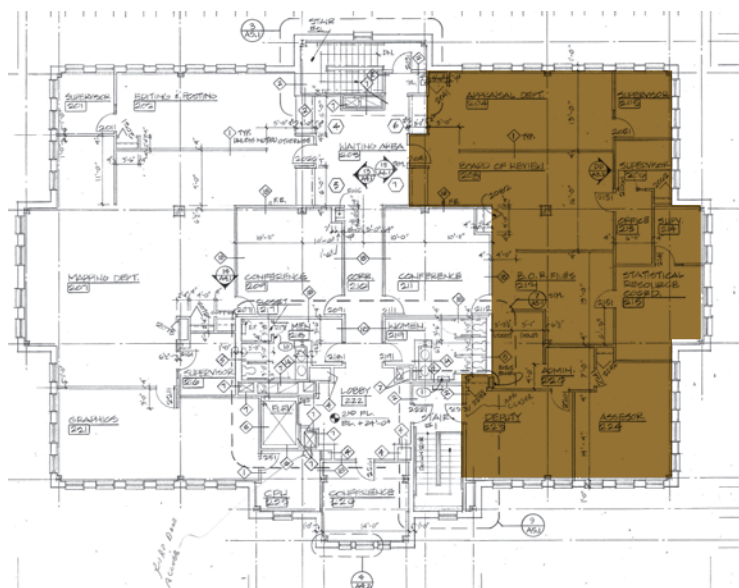


GIS | Office Area



GIS | Meeting Room

- Current Location:** Kane County Government Center Building C
719 Batavia Ave.
Geneva, IL 60134
- Data Collection:** Departmental Interview Conducted on 09/02/21 with Thomas S. Nicoski, Chief of GIS-Technologies.
- Mission/Function:** The Kane County GIS-Technologies is a division of the Information Technologies Department that provides GIS service and support for the County of Kane. The CADTeam provides Supervisor of Assessments Cadastral support by adding and deleting parcel numbers to the geodatabase while the GIS Team builds geospatial services for use in desktop and web based EnterpriseGIS, PublicGIS and LocalGIS program.
- Technology Use:** Fiber running to GIS- Technologies with 1GB to each desktop.
- Current Visitors:** Peak: 1-2 | Average per day: 2-3
- Current Staff Parking:** Vehicles: 11 | County Owned Vehicles: 0



County Administration Building C | Second Floor

5.3 :: COUNTY GOVERNMENT NEEDS AND PRIORITIES

GIS DIVISION

Historical Personnel Data:

Full-Time employees or equivalents (FTE) per year:

2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
10.5	10.5	10.5	10.4	10.3	10.3	11.1	11.1	11.1	11.6

% Change 2012 - 2021 = 10%

% Change/Year = 1%

Workload Indicators:

Growth in population and legislation may increase the workload, as will special projects.

Personnel Projections:

Projection Model	(5-Year) 2025	(10-Year) 2030	(15-Year) 2035	(20-Year) 2040	(25-Year) 2045	(30-Year) 2050
Model 1: Historical Percent Change	12.1	12.7	13.3	14.0	14.6	15.3
Model 2: Historical Number Change	12.0	12.6	13.2	13.8	14.4	14.9
Model 3: Linear Regression	11.7	12.2	12.8	13.3	13.9	14.5
Model 4: Constant Staff / Population	12.1	12.7	13.3	13.8	13.8	13.8
Model 5: Dept's Recommendation	14.0	15.0	16.0	16.0	16.0	16.0
FTE Staff Projection (Model 4-5)	12.0	13.0	14.0	14.0	15.0	15.0

% Change 2021 - 2050 = 30%

% Change/Year = 2%

Explanation: Average of models 1 through 5 used to reflect all analysis models.

Adjacency Needs:

- Essential proximity to Supervisor of Assessments, Records Office,
- Desirable proximity to KaneComm and Emergency Management.

Data / Records Storage:

- Digital files on Information Technologies virtual file servers.
- Some historical paper still housed in file cabinets.

Security Considerations:

- Restricted office access

Miscellaneous:

- Generator is needed for GIS services
- Aerial services are contracted out
- ADA access / parking inadequate

Current Space Deficiencies: • None Noted

Space Utilization: • Space is well utilized.

Unique / Non-Office Space: • GIS shares the GIS Conference room with the Supervisor of Assessments for PTAB and BOR.

Space Projections:

Item	2021	(5-Year) 2025	(10-Year) 2030	(15-Year) 2035	(20-Year) 2040	(25-Year) 2045	(30-Year) 2050
Existing Office DGSF	2,400						
FTE Staff Projection	12	12	13	14	14	15	15
Existing Office DGSF/Staff	208						
Average Office DGSF/Staff ¹	215	215	215	215	215	215	215
DGSF Office Projection	2,483	2,580	2,795	3,010	3,010	3,225	3,225
Existing Other DGSF ²	0						
DGSF Other Projection ²	0	0	0	0	0	0	0
DGSF Total Existing Space	2,400						
DGSF Space Projection³	2,483	2,580	2,795	3,010	3,010	3,225	3,225

¹ Includes an average per staff for all office, staff circulation, file storage, work/copy, meeting/conference, and public reception spaces.

² None noted

³ Includes DGSF Office Projection + DGSF Other Projection.

Space Needs Priority: The space allotted is adequate for this department, which is a low space needs priority.

Health Department



Health Department | Office Area



Class



Break Room

Current Location: Kane County Health Department
1240 N. Highland
Aurora, IL 60506

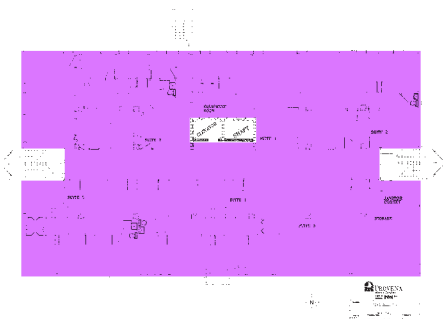
Data Collection: Departmental Interview Conducted on 08/12/21 with Kathy Fosser, Interim Executive Director and Chris Allen, Executive Director of Building Management.

Mission/Function: The Kane County Health Department assesses and monitors the health status of Kane County. They investigate, diagnose and address health problems and hazards affecting the population. KCHD provides mandated services for health and environmental health.

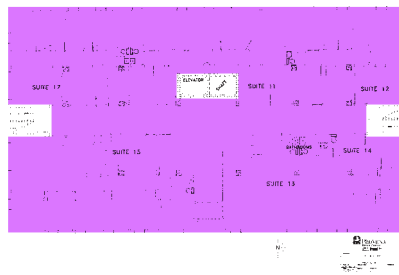
Technology Use: None Notable

Current Visitors: Peak: 1 family due to COVID | Average per day: 5

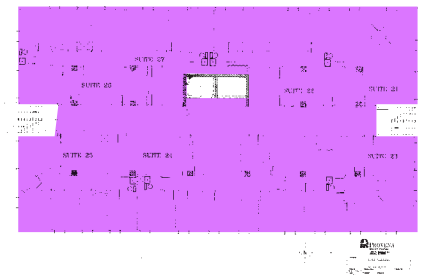
Current Staff Parking: Vehicles: 64 | County Owned Vehicles: 7



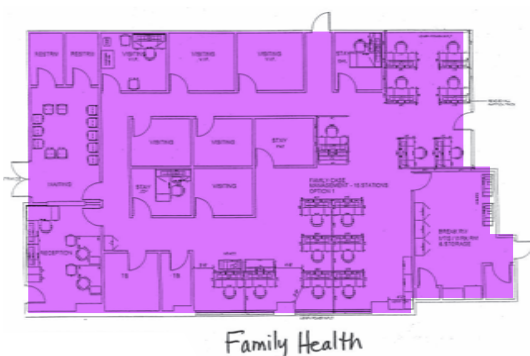
Health Department | Lower Level



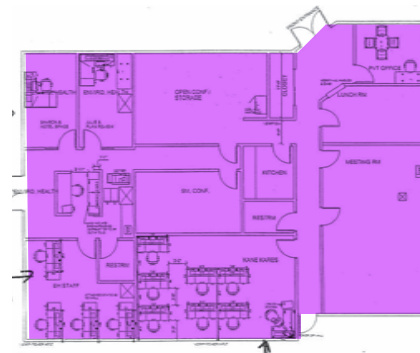
Health Department | 1st Floor



Health Department | 2nd Floor



Elgin Health Department | First Floor



Elgin Health Department | 2nd Floor

5.3 :: COUNTY GOVERNMENT NEEDS AND PRIORITIES

HEALTH DEPARTMENT

Historical Personnel Data:

Full-Time employees or equivalents (FTE) per year:

2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
65	65	66	76	76	76	76	76	92	75

% Change 2012 - 2021 = 15%

% Change/Year = 2%

Workload Indicators: Funding and Grants directly impact workload.

Personnel Projections:

Projection Model	(5-Year) 2025	(10-Year) 2030	(15-Year) 2035	(20-Year) 2040	(25-Year) 2045	(30-Year) 2050
Model 1: Historical Percent Change	80.1	86.5	92.9	99.4	105.8	112.2
Model 2: Historical Number Change	79.4	85.0	90.6	96.1	101.7	107.2
Model 3: Linear Regression	91.2	101.2	111.2	121.2	131.1	141.1
Model 4: Constant Staff / Population	78.7	82.3	86.1	89.9	89.9	89.9
Model 5: Dept's Recommendation	85.0	85.0	85.0	85.0	85.0	85.0
FTE Staff Projection (Model 1,2,4,5)	81.0	85.0	89.0	93.0	96.0	99.0

% Change 2021 - 2050 = 32%

% Change/Year = 2%

Explanation: Average of models 1,2,4,5 used to reflect range of options while discarding the outlier liner regression model.

Agency Needs:

- Desirable to have field locations near the Development Department and Kane County Sheriff.
- Interaction with the Animal Control, County Board, and OEM departments

Data / Records Storage:

- Randall Road Warehouse
- 6th floor of Jail PPE Storage

Security Considerations:

- Parking lot cameras required
- Prefer receptionist area and prevention of public having full access within KCHD building.

Miscellaneous:

- Interns and seasonal / flexible workers need to be accommodated
- Central location (with Lab and TB clinic)
- Satellite locations for north and south portions of county
- All locations need access to public transportation

- Current Space Deficiencies:**
- Storage of equipment and materials
 - Emergency Command Center

- Space Utilization:**
- The space is well utilized
 - The department has been fit into an existing building resulting in an inefficient layout.

- Unique / Non-Office Space:**
- TB Clinic
 - Vaccine Clinic with vaccine storage
 - 150 person training center and community event space (can be shared locally)
 - PPE Storage
 - Lead testing equipment

Space Projections:

Item	2021	(5-Year) 2025	(10-Year) 2030	(15-Year) 2035	(20-Year) 2040	(25-Year) 2045	(30-Year) 2050
Existing Office DGSF	22,830						
FTE Staff Projection	75	81	85	89	93	96	99
Existing Office DGSF/Staff	304						
Average Office DGSF/Staff ¹	230	230	230	230	230	230	230
DGSF Office Projection	17,250	16,630	19,550	20,470	21,390	22,080	22,770
Existing Other DGSF ²	2,400						
DGSF Other Projection ²	2,400	3,500	3,670	3,840	4,010	4,140	4,270
DGSF Total Existing Space	25,230						
DGSF Space Projection³	19,650	22,130	23,220	24,310	25,400	26,220	27,040

¹ Includes an average per staff for all office, staff circulation, file storage, work/copy, meeting/conference, and public reception spaces.

² Includes Sheriff Sub-Station, Immunization Clinic and TB Clinic. Access to shared command center, training and community event space required.

³ Includes increase for enhanced client support / clinic space.

⁴ Includes DGSF Office Projection + DGSF Other Projection.

- Space Needs Priority:** The space needs of the KHCD are moderately high given the conditions of the current space and the needs for a central location within the County.

Human Resources Department



HR | Office Area

Current Location: Kane County Government Center Building A
 719 Batavia Ave.
 Geneva, IL 60134

Data Collection: Departmental Interview Conducted on 09/02/21 with Jamie Loblillo, Interim Executive Director Human Resources.

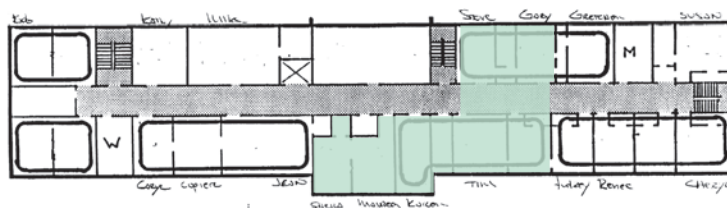
Mission/Function: Human Resources provides support and services to employees of Kane County. The department maintains employee files, ensures compliance with state and local labor laws, administers benefits, handles workplace injuries and coordinates liability insurance issues and cases, and reports on EEO and OSHA compliance. Additionally, HR provides job posting, manages applications, dismissals, accommodations, ID badges and background checks for all staff.

Technology Use:

- Job Applications available on the website
- Electronic payroll is under discussion

Current Visitors: Peak: 5 | Average: 2 per day

Current Staff Parking: Vehicles: 5 | County Owned Vehicles: 0



County Administration Building A | Second Floor

5.3 :: COUNTY GOVERNMENT NEEDS AND PRIORITIES

HUMAN RESOURCES

Historical Personnel Data:

Full-Time employees or equivalents (FTE) per year:

2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
NA	NA	NA	NA	NA	NA	NA	6	5	5

% Change 2012 - 2021 = -17%

% Change/Year = -8%

Workload Indicators:

Legislation and total number of employees can impact workload.

Personnel Projections:

Projection Model	(5-Year) 2025	(10-Year) 2030	(15-Year) 2035	(20-Year) 2040	(25-Year) 2045	(30-Year) 2050
Model 1: Historical Percent Change	3.3	1.3	-0.8	-2.9	-5.0	-7.1
Model 2: Historical Number Change	3.0	0.5	-2.0	-4.5	-7.0	-9.5
Model 3: Linear Regression	2.8	0.3	-2.2	-4.7	-7.2	-9.7
Model 4: Constant Staff / Population	5.2	5.5	5.7	6.0	6.0	6.0
Model 5: Dept's Recommendation	6.0	6.0	6.0	6.0	6.0	6.0
FTE Staff Projection (Model 4-5)	6.0	6.0	6.0	6.0	6.0	6.0

% Change 2021 - 2050 = 20%

% Change/Year = 1%

Explanation: Average of models 4 and 5 used to reflect population change and department recommendation

Adjacency Needs:

- Desirable adjacency for Finance, and Payroll

Data / Records Storage:

- Employment files retained as required by State and Federal law (locked)
- Files are converted to Laserfiche before destruction

Security Considerations:

- Due to sensitive nature of work all workstations must be fully secure and private.

Miscellaneous:

- Department receives little foot traffic and can be located in a discrete location.

- Current Space Deficiencies:**
- Meeting Space (5-6 person conference room)
 - Location to conduct employee orientation
 - Access to training room

- Space Utilization:**
- The department is well utilized

- Unique / Non-Office Space:**
- Access to training room

Space Projections:

Item	2021	(5-Year) 2025	(10-Year) 2030	(15-Year) 2035	(20-Year) 2040	(25-Year) 2045	(30-Year) 2050
Existing Office DGSF	1,870						
FTE Staff Projection	5	6	6	6	6	6	6
Existing Office DGSF/Staff	374						
Average Office DGSF/Staff ¹	230	230	230	230	230	230	230
DGSF Office Projection	1,150	1,380	1,380	1,380	1,380	1,380	1,380
Existing Other DGSF ²	0						
DGSF Other Projection ²	0	0	0	0	0	0	0
DGSF Total Existing Space	1,870						
DGSF Space Projection³	1,150	1,380	1,380	1,380	1,380	1,380	1,380

¹ Includes an average per staff for all office, staff circulation, file storage, work/copy, meeting/conference, and public reception spaces.

² none noted. Access to a shared training room is desired.

³ Includes DGSF Office Projection + DGSF Other Projection.

Space Needs Priority: The space allotted is adequate for this department, which is a low space needs priority.

Information Technologies



IT | Office Area



IT | Break Room

Current Location: Kane County Government Center Building B
719 Batavia Ave.
Geneva, IL 60134

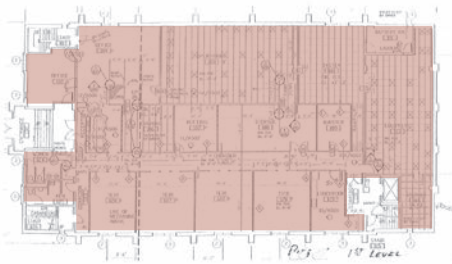
Data Collection: Departmental Interview Conducted on 08/11/2021 with Roger Fahnestock, Chief Information Officer and Chris Allen, Executive Director of Building Management.

Mission/Function: The Information Technologies Department establishes and maintains technology standards and provides county wide technology planning. IT provides research, development, implementation, management, maintenance and support for information systems and technologies within the county.

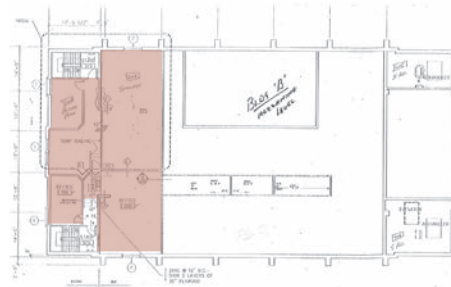
Technology Use: IT systems include infrastructure, virtualization, storage, client-server environments, application development, web development, internet, e-mail, financial systems, databases, desktop software, and computer training.

Current Visitors: Peak: 25 | Average: 10 per day

Current Staff Parking: Vehicles: 50 | County Owned Vehicles: 5 (Cars/Vans)



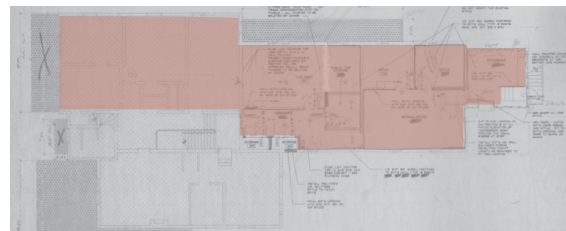
County Administration Building B | First Floor



County Administration Building B | Second Floor



County Administration Building G | First Floor



County Administration Building G | Second Floor

5.3 :: COUNTY GOVERNMENT NEEDS AND PRIORITIES

INFORMATION TECHNOLOGIES

Historical Personnel Data:

Full-Time employees or equivalents (FTE) per year:

2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
35	35	35	35	35	39	39	42	42	42

% Change 2012 - 2021 = 20%

% Change/Year = 2%

Workload Indicators:

Technology use and cyber security policies have a large impact on workload. Growth in population, legislation, funding, and contracts all impact workload.

Personnel Projections:

Projection Model	(5-Year) 2025	(10-Year) 2030	(15-Year) 2035	(20-Year) 2040	(25-Year) 2045	(30-Year) 2050
Model 1: Historical Percent Change	45.7	50.4	55.1	59.7	64.4	69.1
Model 2: Historical Number Change	45.1	49.0	52.9	56.8	60.7	64.6
Model 3: Linear Regression	46.3	51.2	56.2	61.1	66.1	71.0
Model 4: Constant Staff / Population	44.0	46.1	48.2	50.3	50.3	50.3
Model 5: Dept's Recommendation	50.0	60.0	70.0	80.0	80.0	80.0
FTE Staff Projection (Model 1-5)	46.0	51.0	56.0	62.0	64.0	67.0

% Change 2021 - 2050 = 60%

% Change/Year = 3%

Explanation: Average of models 1-5 to reflect historic trends, population growth, and department recommendation / increase in technology use

Adjacency Needs:

- Daily interaction with all departments within the County.
- Location near as many departments as feasible would provide more efficient service.

Data / Records Storage:

- Records are stored online.
- Department is creating portals and docusign etc. for various departments

Security Considerations:

- Door controls, cameras, card readers, alarm and monitoring are required

Miscellaneous:

- IT provides services for all County departments except ROE and Recorder's Office.
- The Courts and Public Safety account for approximately 80% of the department's workload.
- Location must have reliable, diverse fiber network services
- UPS and Generator required
- ADA access / parking inadequate

Current Space Deficiencies:

- Accessibility
- Parking challenges
- Loading Dock Access
- Separate classroom and build space
- Conditions of aging buildings
- Restroom capacity & Accessibility.

Space Utilization:

- The space is well utilized
- The department has been fit into an existing building resulting in an inefficient layout.

Unique / Non-Office Space:

- Server spaces
- Copy Center
- IT Storage spaces
- Build/Repair Spaces
- Two training rooms accommodating 12 people each

Space Projections:

Item	2021	(5-Year) 2025	(10-Year) 2030	(15-Year) 2035	(20-Year) 2040	(25-Year) 2045	(30-Year) 2050
Existing Office DGSF	11,620						
FTE Staff Projection	42	46	51	56	62	64	67
Existing Office DGSF/Staff	277						
Average Office DGSF/Staff ¹	215	215	215	215	215	215	215
DGSF Office Projection	9,030	9,890	10,965	12,040	13,330	13,760	14,405
Existing Other DGSF ²	1,300						
DGSF Other Projection ²	2,163	2,163	2,163	2,163	2,163	2,163	2,163
DGSF Total Existing Space	12,920						
DGSF Space Projection³	11,193	12,053	13,128	14,203	15,493	15,923	16,568

¹ Includes an average per staff for all office, staff circulation, file/IT storage, work/copy, meeting/conference, and public reception spaces.

² Includes Temp/Interns, Data room for Testing, Build Space, Loading Dock Access

³ Includes DGSF Office Projection + DGSF Other Projection.

Space Needs Priority:

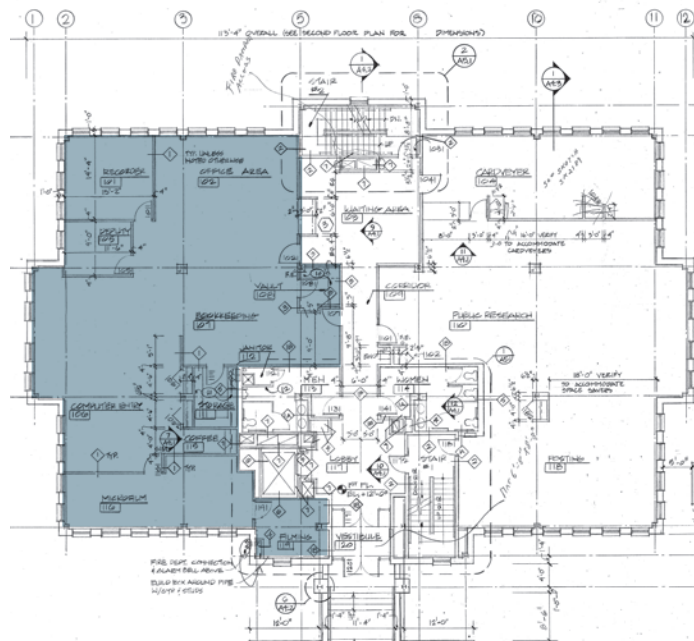
IT is a moderate needs priority, as dependence on technology grows so will this department's needs.

KaneCoMM



Dispatch Area

- Current Location:** Kane County Government Center Building C
719 Batavia Ave.
Geneva, IL 60134
- Data Collection:** Departmental Interview Conducted on 08/12/21 with Michelle Guthrie, Director.
- Mission/Function:** KaneComm is a multi jurisdictional 9-1-1 communications dispatch center responsible for the deployment of nine police agencies, seven fire and EMS agencies, and Court Services and OEM county agencies, all located within Kane County. KaneComm handles all incoming emergency and non-emergency phone calls for assistance from citizens within their jurisdiction. KaneComm is a 24-hour per day continuous operation facility.
- Technology Use:** None Notable
- Current Visitors:** Peak: 10 | Average: 0-10 per day
- Current Staff Parking:** Vehicles: 21 | County Owned Vehicles: 0



County Administration Building C | First Floor

5.3 :: COUNTY GOVERNMENT NEEDS AND PRIORITIES

KANECOMM

Historical Personnel Data:

Full-Time employees or equivalents (FTE) per year:

2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
21	21	21	21	21	21	21	21	21	21

% Change 2012 - 2021 = 0%

% Change/Year = 0%

Workload Indicators:

Growth in population, legislation, and technology can increase workload. Funding will increase or decrease workload.

Personnel Projections:

Projection Model	(5-Year) 2025	(10-Year) 2030	(15-Year) 2035	(20-Year) 2040	(25-Year) 2045	(30-Year) 2050
Model 1: Historical Percent Change	21.0	21.0	21.0	21.0	21.0	21.0
Model 2: Historical Number Change	21.0	21.0	21.0	21.0	21.0	21.0
Model 3: Linear Regression	21.0	21.0	21.0	21.0	21.0	21.0
Model 4: Constant Staff / Population	22.0	23.0	24.1	25.2	25.2	25.2
Model 5: Dept's Recommendation	25.0	25.0	30.0	30.0	30.0	30.0
FTE Staff Projection (Model 4-5)	24.0	24.0	27.0	28.0	28.0	28.0

% Change 2021 - 2050 = 33%

% Change/Year = 2%

Explanation: Average of models 4 and 5 used to reflect population change and department recommendation

Adjacency Needs:

- Shares synergies with OEM

Data / Records Storage:

- Electronic storage

Security Considerations:

- Needs to have a secure location away from the public.
- Hardened construction is desirable.

Miscellaneous:

- None noted.

Current Space Deficiencies:

- Radio parts and communications equipment storage.
- Additional offices for supervisors
- Break area (not shared with other departments)
- Location to make phone calls / quiet room

Space Utilization:

- Current allocated space has recently been optimized and is well utilized.

Unique / Non-Office Space:

- Dispatch Area

Space Projections:

Item	2021	(5-Year) 2025	(10-Year) 2030	(15-Year) 2035	(20-Year) 2040	(25-Year) 2045	(30-Year) 2050
Existing Office DGSF	3,365						
FTE Staff Projection	21	24	24	27	28	28	28
Existing Office DGSF/Staff	160						
Average Office DGSF/Staff ¹	150	150	150	150	150	150	150
DGSF Office Projection	3,150	3,600	3,600	4,050	4,200	4,200	4,200
Existing Other DGSF ²	45						
DGSF Other Projection ³	405	405	405	405	405	405	405
DGSF Total Existing Space	3,410						
DGSF Space Projection⁴	3,555	4,005	4,005	4,455	4,605	4,605	4,605

¹ Includes an average per staff for all office, staff circulation, file storage, work/copy, meeting/conference, and public reception spaces.

² Includes Equipment Storage

³ Includes Quiet Room and Equipment Storage

⁴ Includes DGSF Office Projection + DGSF Other Projection.

Space Needs Priority:

The space allotted is fairly adequate for this department, but the location and facility type is not ideal. This department is a mid level priority.

Regional Office of Education



ROE | Office Area



ROE / Conference Room

<i>Current Location:</i>	Kane County ROE 28 N. First St, Geneva, IL 60134
<i>Data Collection:</i>	Departmental Interview Conducted on 11/04/21 with Patricia Dal Santo, Regional Superintendent and Phil Morris, Director of Operations & Technology.
<i>Mission/Function:</i>	The Kane County Regional Office of Education is an advocate for education, provides leadership, performs regulatory functions, and coordinates state and local services for educators, school districts, and community. Example of some functions include teacher licensure, truancy prevention, McKinney-Vento homeless, professional learning, technology support, fingerprinting, administrator academies, and bus driver training.
<i>Technology Use:</i>	This department has their own contracted IT services. The department is using technology to scan records, issue permits, and manage functions. Most of the processes used have a web-based option used by the public.
<i>Current Visitors:</i>	Peak: 125 Average: 55 per day
<i>Current Staff Parking:</i>	Vehicles: 27 County Owned Vehicles: 0

5.3 :: COUNTY GOVERNMENT NEEDS AND PRIORITIES
 REGIONAL OFFICE OF EDUCATION

Historical Personnel Data:

Full-Time employees or equivalents (FTE) per year:

2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
31	33	35	30	25	24	25	24	25	27

% Change 2012 - 2021 = -13%

% Change/Year = -1%

Workload Indicators:

Population growth and funding may increase the workload.

Personnel Projections:

Projection Model	(5-Year) 2025	(10-Year) 2030	(15-Year) 2035	(20-Year) 2040	(25-Year) 2045	(30-Year) 2050
Model 1: Historical Percent Change	25.5	23.5	21.6	19.6	17.7	15.8
Model 2: Historical Number Change	25.2	23.0	20.8	18.6	16.3	14.1
Model 3: Linear Regression	19.5	14.6	9.6	4.7	-0.3	-5.2
Model 4: Constant Staff / Population	28.3	29.6	31.0	32.4	32.4	32.4
Model 5: Dept's Recommendation	30.0	35.0	35.0	35.0	35.0	35.0
FTE Staff Projection (Model 4-5)	29.0	32.0	33.0	34.0	34.0	34.0

% Change 2021 - 2050 = 26%

% Change/Year = 1%

Explanation: Average of models 4 and 5 used to reflect population change and department recommendation

Adjacency Needs:

- None

Data / Records Storage:

- All record are located on-site.
- Many records have been digitally converted via scanning.

Security Considerations:

- None notable.

Miscellaneous:

- Department needs to be centrally located within county.
- Professional trainings are held in person and online.
- Large trainings for 500-1500 people are held off-site

Current Space Deficiencies:

- None

Space Utilization:

- The current space has been purpose found and is well utilized.

Unique / Non-Office Space:

- Large training room that can be open to handle up to 50 or split in two
- Testing spaces
- Fingerprint processing

Space Projections:

Item	2021	(5-Year) 2025	(10-Year) 2030	(15-Year) 2035	(20-Year) 2040	(25-Year) 2045	(30-Year) 2050
Existing Office DGSF	10,908						
FTE Staff Projection	27	29	32	33	34	34	34
Existing Office DGSF/Staff	404						
Average Office DGSF/Staff ¹	230	230	230	230	230	230	230
DGSF Office Projection	6,210	6,670	7,360	7,590	7,820	7,820	7,820
Existing Other DGSF ²	2,128						
DGSF Other Projection ²	2,128	2,128	2,128	2,128	2,128	2,128	2,128
DGSF Total Existing Space	13,036						
DGSF Space Projection³	8,338	8,798	9,488	9,718	9,948	9,948	9,948

¹ Includes an average per staff for all office, staff circulation, file storage, work/copy, meeting/conference, and public reception spaces.

² Includes Testing and Training / Large Meeting Rooms

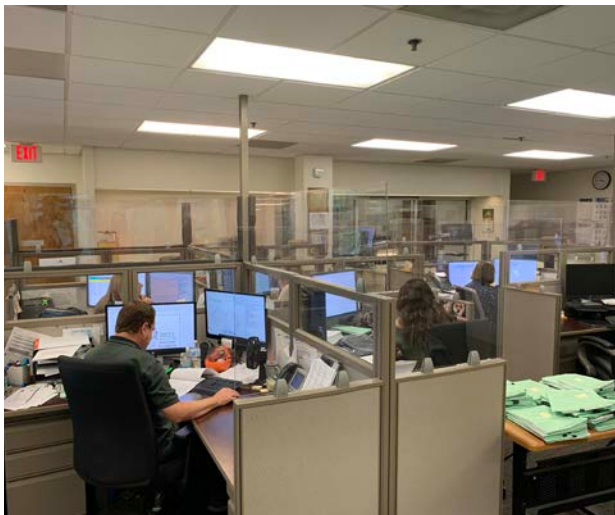
³ Includes DGSF Office Projection + DGSF Other Projection.

Space Needs Priority: The space has been designed to meet the needs of the department and provides for future growth. This department's space needs are a low priority.

Supervisor of Assessments



Supervisor of Assessments | Public Access



Supervisor of Assessments | Open Office



Supervisor of Assessments | Break Room

Current Location: Kane County Government Center Building C
719 Batavia Ave.
Geneva, IL 60134

Data Collection: Departmental Interview Conducted on 08/12/2021 with Mark Armstrong, Supervisor of Assessments.

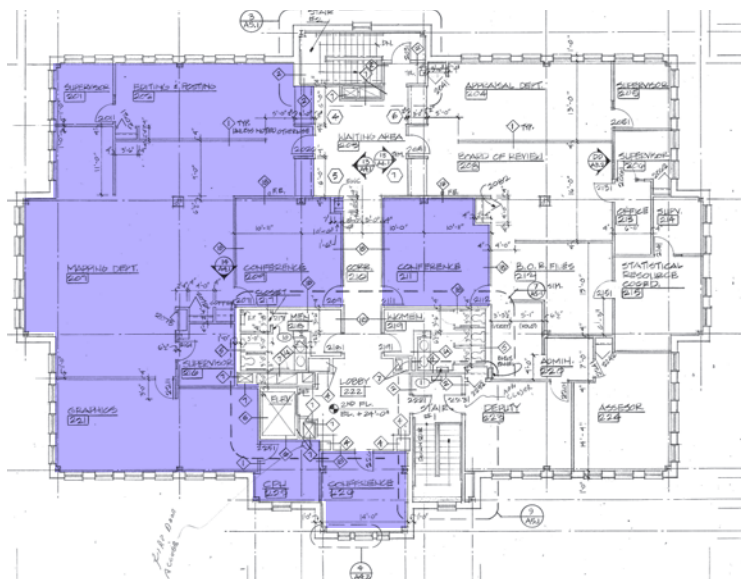
Mission/Function: The Supervisor of Assessments department is responsible for the oversight of the valuation of all real property within Kane County for the purpose of real estate assessment. Duties include maintaining tax maps and parcel information, receiving and analyzing and publishing the township assessment roll, equalizing the assessments within the county, applying various exemptions to homestead properties, mailing notices to owners of property with revised assessments, and certifying assessment roll to the Board of Review.

Technology Use:

- Document scanning and digital storage
- Electronic document share

Current Visitors: Peak: 100 | Average: 25 per day

Current Staff Parking: Vehicles: 14 | County Owned Vehicles: 0



County Administration Building C | Second Floor

5.3 :: COUNTY GOVERNMENT NEEDS AND PRIORITIES
SUPERVISOR OF ASSESSMENTS

Historical Personnel Data:

Full-Time employees or equivalents (FTE) per year:

2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
16.0	16.0	16.0	16.0	15.0	15.0	14.0	14.0	14.0	14.0

% Change 2012 - 2021 = -13%
 % Change/Year = -1%

Workload Indicators:

Population growth and new legislation will increase workload; adoption of new technology might mitigate increases.

Personnel Projections:

Projection Model	(5-Year) 2025	(10-Year) 2030	(15-Year) 2035	(20-Year) 2040	(25-Year) 2045	(30-Year) 2050
Model 1: Historical Percent Change	13.2	12.3	11.3	10.3	9.3	8.4
Model 2: Historical Number Change	13.1	12.0	10.9	9.8	8.7	7.6
Model 3: Linear Regression	12.5	11.1	9.5	8.2	6.7	5.3
Model 4: Constant Staff / Population	14.7	15.4	16.1	16.8	16.8	16.8
Model 5: Dept's Recommendation	16.0	18.0	20.0	22.0	22.0	22.0
FTE Staff Projection (Model 4-5)	15.0	17.0	18.0	19.0	19.0	19.0

% Change 2021 - 2050 = 36%
 % Change/Year = 2%

Explanation: Average of models 4 and 5 used to reflect population change and department recommendation

Adjacency Needs:

- Essential adjacency to the Treasurer, Clerk, and GIS.

Data / Records Storage:

- Active records are part of the office

Security Considerations:

- Suite should have egress through a non-public area
- Panic buttons should be located at the service window

Miscellaneous:

- None

Current Space Deficiencies:

- Board of Review members space is lacking
- ADA Accessibility as most visitors are senior citizens and persons with disabilities
- Parking
- Building Security

Space Utilization:

- This office suite is fully utilized with little to no expansion potential.

Unique / Non-Office Space:

- Access to large scale training space

Space Projections:

Item	2021	(5-Year) 2025	(10-Year) 2030	(15-Year) 2035	(20-Year) 2040	(25-Year) 2045	(30-Year) 2050
Existing Office DGSF	3,315						
FTE Staff Projection	14	15	17	18	19	19	19
Existing Office DGSF/Staff	237						
Average Office DGSF/Staff ¹	230	230	230	230	230	230	230
DGSF Office Projection	3,220	3,450	3,910	4,140	4,370	4,370	4,370
Existing Other DGSF ²	0						
DGSF Other Projection ²	486	486	486	486	486	486	486
DGSF Total Existing Space	3,315						
DGSF Space Projection³	3,706	3,936	4,396	4,626	4,856	4,856	4,856

¹ Includes an average per staff for all office, staff circulation, file storage, work/copy, meeting/conference, and public reception spaces.

² Includes Board of Review Offices

³ Includes DGSF Office Projection + DGSF Other Projection.

Space Needs Priority:

Current space is adequate for operation, but would not continue to be so with some staff growth. Consideration should be given to locating this department near the Treasurer and Clerk in a location easily accessible by the public; as those offices often refer taxpayers to this office.

Veterans Assistance Commission

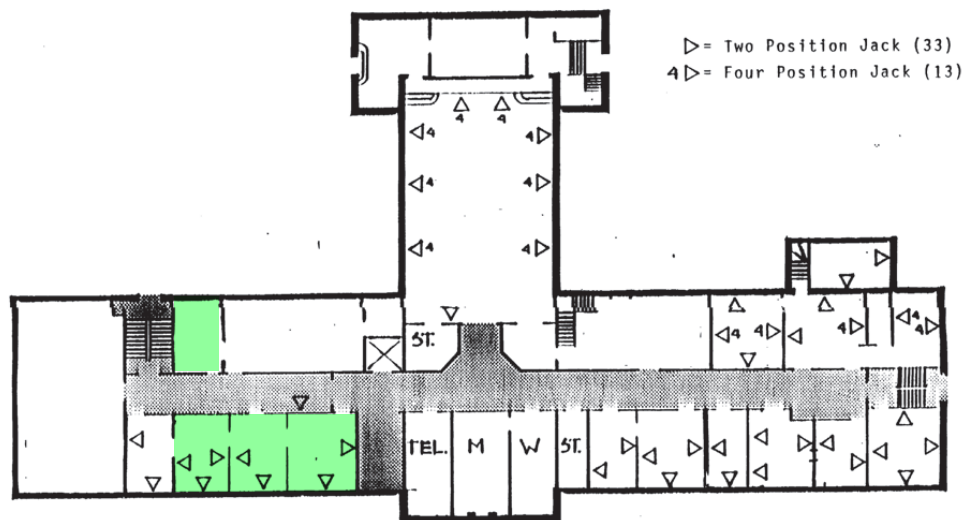


Veterans Assistance | Reception / Office Area



Private Office

- Current Location:** Kane County Government Center Building A
 719 Batavia Ave.
 Geneva, IL 60134
- Data Collection:** Departmental Interview Conducted on 08/10/2021 with Jacob A. Zimmerman, Superintendent.
- Mission/Function:** The Veteran's Assistance Commission of Kane County services military veterans with benefits, disability, homelessness and financial assistance.
- Technology Use:** Docusign is utilized for convenience.
- Current Visitors:** Peak: 20 | Average: 10 per day
- Current Staff Parking:** Vehicles: 4 | County Owned Vehicles: 0
- Peak visitor time includes property tax letter time.



County Administration Building A | Ground Floor

5.3 :: COUNTY GOVERNMENT NEEDS AND PRIORITIES
VETERANS ASSISTANCE COMMISSION

Historical Personnel Data:

Full-Time employees or equivalents (FTE) per year:

2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
4	4	5	5	5	5	5	5	5	5

% Change 2012 - 2021 = 25%
 % Change/Year = 3%

Workload Indicators:

Legislation may increase workload. Additionally co-locating near other governmental veteran-focused entities would increase workload.

Personnel Projections:

Projection Model	(5-Year) 2025	(10-Year) 2030	(15-Year) 2035	(20-Year) 2040	(25-Year) 2045	(30-Year) 2050
Model 1: Historical Percent Change	5.6	6.3	6.9	7.6	8.3	9.0
Model 2: Historical Number Change	5.4	6.0	6.6	7.1	7.7	8.2
Model 3: Linear Regression	5.6	6.1	6.6	7.1	6.8	5.0
Model 4: Constant Staff / Population	5.2	5.5	5.7	6.0	6.0	6.0
Model 5: Dept's Recommendation	5.0	5.0	5.0	5.0	5.0	5.0
FTE Staff Projection (Model 4-5)	5.0	5.0	5.0	5.0	5.0	5.0

% Change 2021 - 2050 = 0%
 % Change/Year = 0%

Explanation: Average of models 4 and 5 used to reflect population change and department recommendation

Adjacency Needs:

- Desired proximity to Supervisor of Assessments, Clerk, Recorder, and Veteran's Court

Data / Records Storage:

- Files stored within office suite.
- Would like to digitize records in the future.

Security Considerations:

- None

Miscellaneous:

- VAC office needs access to public transportation and easy access ADA parking to service their clients.
- VAC office needs to be located in County Building or other central government location by statute.

- Current Space Deficiencies:**
- ADA Compliance
 - Privacy Deficiencies
 - Lack of conference room
 - Space for community partner use

- Space Utilization:**
- Current space is well utilized.

- Unique / Non-Office Space:**
- None

Space Projections:

Item	2021	(5-Year) 2025	(10-Year) 2030	(15-Year) 2035	(20-Year) 2040	(25-Year) 2045	(30-Year) 2050
Existing Office DGSF	757						
FTE Staff Projection	5	5	5	5	5	5	5
Existing Office DGSF/Staff	151						
Average Office DGSF/Staff ¹	215	215	215	215	215	215	215
DGSF Office Projection	1,075	1,075	1,075	1,075	1,075	1,075	1,075
Existing Other DGSF ²	0						
DGSF Other Projection ²	0	0	0	0	0	0	0
DGSF Total Existing Space	757						
DGSF Space Projection³	1,075	1,075	1,075	1,075	1,075	1,075	1,075

¹ Includes an average per staff for all office, staff circulation, file storage, work/copy, meeting/conference, and public reception spaces.

² none noted.

³ Includes DGSF Office Projection + DGSF Other Projection.

Space Needs Priority: The overall square footage of space is tight. Although this department is a lower priority consideration should be given to providing more accessible space and space for confidential discussions with clients if space were to become available.

(page intentionally left blank)

Section 6

JUDICIAL NEEDS AND PRIORITIES

JUDICIAL PROFILES

A list of Judicial departments/offices by location follows:

Department/Office	Location(s)
Circuit Court	Courthouse (100 S. 3rd St, Geneva, IL) Judicial Center (37W777 Rt. 38, St. Charles, IL) Juvenile Justice Center (37W665 Rt. 38, St. Charles, IL) Kane County Branch Court (540 S. Randall Rd, St. Charles, IL) Aurora Branch Court (1200 E. Indian Trail Rd, Aurora, IL) Elgin Branch Court (150 Dexter Court, Elgin, IL)
Circuit Court - Court Reporter	Kane County Branch Court (540 S. Randall Rd, St. Charles, IL) Courthouse Satellite (100 S. 3rd St, Geneva, IL) Judicial Center Satellite (37W777 Rt. 38, St. Charles, IL)
Circuit Court - Jury Commission / Bailiff	Courthouse (100 S. 3rd St, Geneva, IL) Judicial Center (37W777 Rt. 38, St. Charles, IL)
Circuit Court - Law Library	Judicial Center (37W777 Rt. 38, St. Charles, IL)
Circuit Court Clerk	Kane County Branch Court (540 S. Randall Rd, St. Charles, IL) Courthouse Satellite (100 S. 3rd St, Geneva, IL) Judicial Center Satellite (37W777 Rt. 38, St. Charles, IL)
Court Services	Judicial Center (37W777 Rt. 38, St. Charles, IL) Aurora Probation (1330 N. Highland Ave, Aurora, IL) Diagnostic Center (530 S. Randall Rd, St. Charles, IL) Elgin Probation (113 S. Grove Ave, Elgin, IL) Juvenile Justice Center (37W665 Rt. 38, St. Charles, IL)
Public Defender	Judicial Center (37W777 Rt. 38, St. Charles, IL) Juvenile Justice Center (37W665 Rt. 38, St. Charles, IL) Kane County Branch Court (540 S. Randall Rd, St. Charles, IL)
Sheriff's Office	Sheriff's Office (37W755A Rt. 38, St. Charles, IL) Adult Justice Center (37W755B Rt. 38, St. Charles, IL) Multi Use Facility (37W699 Rt. 38, St. Charles, IL)
Sheriff's Office - Merit Commission	719 Batavia Ave (Blg A), Geneva, IL
State Attorney Office	Courthouse (100 S. 3rd St, Geneva, IL) Judicial Center (37W777 Rt. 38, St. Charles, IL) Juvenile Justice Center (37W665 Rt. 38, St. Charles, IL) Kane County Branch Court (540 S. Randall Rd, St. Charles, IL) Aurora Branch Court (1200 E. Indian Trail Rd, Aurora, IL) Elgin Branch Court (150 Dexter Court, Elgin, IL) Child Advocacy Center (427 Campbell St, Geneva, IL)

6.1 :: JUDICIAL FACILITY NEEDS AND PRIORITIES
SUMMARY

PERSONNEL PROJECTIONS

Department Category	Personnel							% Chg. 2021- 2050	% Chg. Per Year
	Exist.	2025	2030	2035	2040	2045	2050		
Circuit Court - Judges	30	31	32	33	34	35	35	16.7%	0.6%
Circuit Court - Staff	16	19	20	20	20	22	22	37.5%	1.3%
Circuit Court - Jury Commission / Bailiff	16	21	22	22	23	24	24	50.0%	1.7%
Circuit Court - Law Library & Self Help Center	3	3	4	4	4	5	5	66.7%	2.3%
Circuit Court - Court Reporters	19	15	16	17	18	19	20	5.3%	0.2%
Circuit Court Clerk	106	114	119	124	129	131	133	25.5%	0.9%
Court Services - Judicial Center	60	64	68	72	76	80	84	40.0%	1.4%
Court Services - Aurora Probation	19	19	21	21	22	22	22	15.8%	0.5%
Court Services - Diagnostic Center	10	12	12	13	13	13	14	40.0%	1.4%
Court Services - Elgin Probation	18	18	19	20	20	21	21	16.7%	0.6%
Court Services - JJC	71	71	71	71	71	71	71	0.0%	0.0%
Public Defender	49	53	54	55	57	58	58	18.4%	0.6%
Sheriff's Office - Administration & Corrections	280	280	280	280	280	280	280	0.0%	0.0%
Sheriff's Office - Merit Commission	2	2	2	2	2	2	2	0.0%	0.0%
States Attorney's Office	144	142	146	151	155	159	162	12.5%	0.4%
Total	843	864	886	905	924	942	953	13.0%	0.4%

SPACE PROJECTIONS

Department Category	Space (DGFSF)							% Chg. 2021- 2050	% Chg. Per Year
	Exist.	2025	2030	2035	2040	2045	2050		
Circuit Court	92,415	92,415	129,277	129,277	129,277	129,277	129,277	39.9%	1.4%
Circuit Court - Jury Commission / Bailiff	6,075	7,933	7,965	7,965	7,998	4,905	4,905	-19.3%	-0.7%
Circuit Court - Law Library & Self Help Center	4,851	4,503	4,733	4,733	4,733	4,963	4,963	2.3%	0.1%
Circuit Court - Court Reporters	3,649	4,716	5,030	5,345	5,660	5,975	6,290	72.4%	2.5%
Circuit Court Clerk	53,751	30,698	30,908	31,197	31,557	31,382	31,263	-41.8%	-1.4%
Court Services - Judicial Center	12,400	15,470	16,390	17,310	18,230	19,150	20,070	61.9%	2.1%
Court Services - Aurora Probation	4,890	5,370	5,940	5,940	6,220	6,220	6,220	27.2%	0.9%
Court Services - Diagnostic Center	6,773	8,130	8,130	8,810	8,810	8,810	9,490	40.1%	1.4%
Court Services - Elgin Probation	7,073	5,140	5,430	5,720	5,720	6,010	6,010	-15%	-0.5%
Court Services - JJC	55,750	55,750	55,750	55,750	55,750	55,750	55,750	0.0%	0.0%
Public Defender	13,750	14,660	14,910	15,160	15,660	15,910	15,910	15.7%	0.5%
Sheriff's Office - Administration & Corrections	271,375	271,745	271,745	271,745	271,745	271,745	271,745	0.1%	0.0%
Sheriff's Office - Merit Commission	503	460	460	460	460	460	460	-8.5%	-0.3%
States Attorney's Office	36,562	44,047	45,047	46,297	47,297	48,297	49,047	34.1%	1.2%
Total	569,817	561,036	601,714	605,708	609,116	608,853	611,399	7.3%	0.3%

POPULATION & GROWTH COMPARISON

Item	Summary							% Chg. 2021- 2050	% Chg. Per Year
	Exist.	2025	2030	2035	2040	2045	2050		
Population	531,376	541,663	566,803	592,840	618,877	635,710	652,543	22.8%	0.8%
Total Staff	843	864	886	905	924	942	953	13.0%	0.4%
Total Staff per 1,000 population	1.59	1.63	1.67	1.70	1.74	1.77	1.79		
Total DGFSF	569,817	561,036	601,714	605,708	609,116	608,853	611,399	7.3%	0.3%
Total DGFSF per 1,000 Population	1,072	1,036	1,111	1,118	1,125	1,124	1,129		

CASELOADS

Various projection models were used in generating filing projections for the above courts. These models included Historical Percent Change Model; Historical Number Change Model; Mean Deviation Models; Ratio to Population Models; Linear Regression Model; and Multiple Regression Model.

A description of the models used for projections are described in more detail below.

- Historical Percent Change Model - estimates future growth based on a percentage change of available historical caseload data for 2012 to 2021.
- Historical Number Change Model - estimates future growth based on an actual number change of available historical caseload data for 2012 to 2021.
- Mean Deviation Models - a measure of variability equal to the average of the absolute values of a set of deviations from a specified value, usually the arithmetic mean.
- Ratio to Population Models - applies existing, high, average and/or low ratio of court caseload to population projections.
- Linear Regression Model - is the process of fitting the best possible straight line through a series of data points to determine future outcomes. In this model the slope and intercept are calculated from historical personnel data to project the future number of employees along a regression line.
- Multiple Regression Model - The prediction of a dependent variable by a linear combination of two or more independent variables (such as time, population, filings, judges, etc.) using least-squares methods for parameter estimation. It determines whether a model that includes the independent variables explains more about the outcome variable than a model that does not include the variables.

A summary and graphic illustration of historic and projected caseload by court type in five year intervals through 2050 is presented in the table on the preceding page.

HISTORIC CASELOADS

Caseloads are one of the best indicators of demand for judicial services, as they are the most consistently collected and most comparable quantitative measure of court activity. The following Kane County court divisions provided caseloads, total disposed, and total pending end annually from 2011 to 2020: Civil; Criminal; Traffic; and Juvenile. The following table provides historic caseload data from 2011 to 2020.

Courts	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Civil Caseload										
Total Civil Caseload	22,422	22,100	19,411	17,479	16,918	15,584	17,163	16,646	16,953	13,220
Criminal Caseload										
Total Criminal Caseload	8,707	8,256	7,822	7,718	7,073	6,542	6,036	5,973	6,095	5,494
Traffic										
Total Traffic Caseload	83,412	80,670	82,514	76,441	70,268	66,900	68,157	67,591	65,027	41,008
Juvenile Caseload										
Total Juvenile Caseload	915	819	732	731	725	506	395	458	474	476
Total Filings	115,456	111,845	110,479	102,369	94,984	89,532	91,751	90,668	88,549	60,198

JUDICIAL PRIORITIES

For Judicial functions we find a projected staffing growth of just over 13% from current staffing to the year 2050. For long-range projections one of the key drivers of overall staffing needs is the number of judges in the system. Based on an assessment of caseload, populations projections and time requirements of various cases, we are projecting 35 judges in the 16th Judicial Circuit for Kane. Another issue that drives staffing needs is legislative changes and this is certainly a potential issue right now with recent legislation impacting the court system and offices such as the State's Attorney. The full impact of this on workload is not yet known and should be monitored on a short-term basis in the coming years. Events such as this are key reasons why it is important to have additional space available before it is needed.

The space need projection out to the year 2050 shows a projected increase of 7.3% for the departmental gross square footage assuming any new space would be modern purpose-built space that is efficiently planned. There are several departments that are currently experiencing a significant space shortage as they have added staff over the years since occupying their spaces and no additional space has been provided. This is most evident in the State's Attorney's office which has significant space deficiencies, but it is generally true of most all support office functions in the Judicial Center. Another important area of note is that we are projecting an approximate 42% decrease in space need for the Circuit Court Clerk as the current space has much larger space per person than modern planning suggests and there has been a continued decrease in active file space needs with a trend toward digital records.

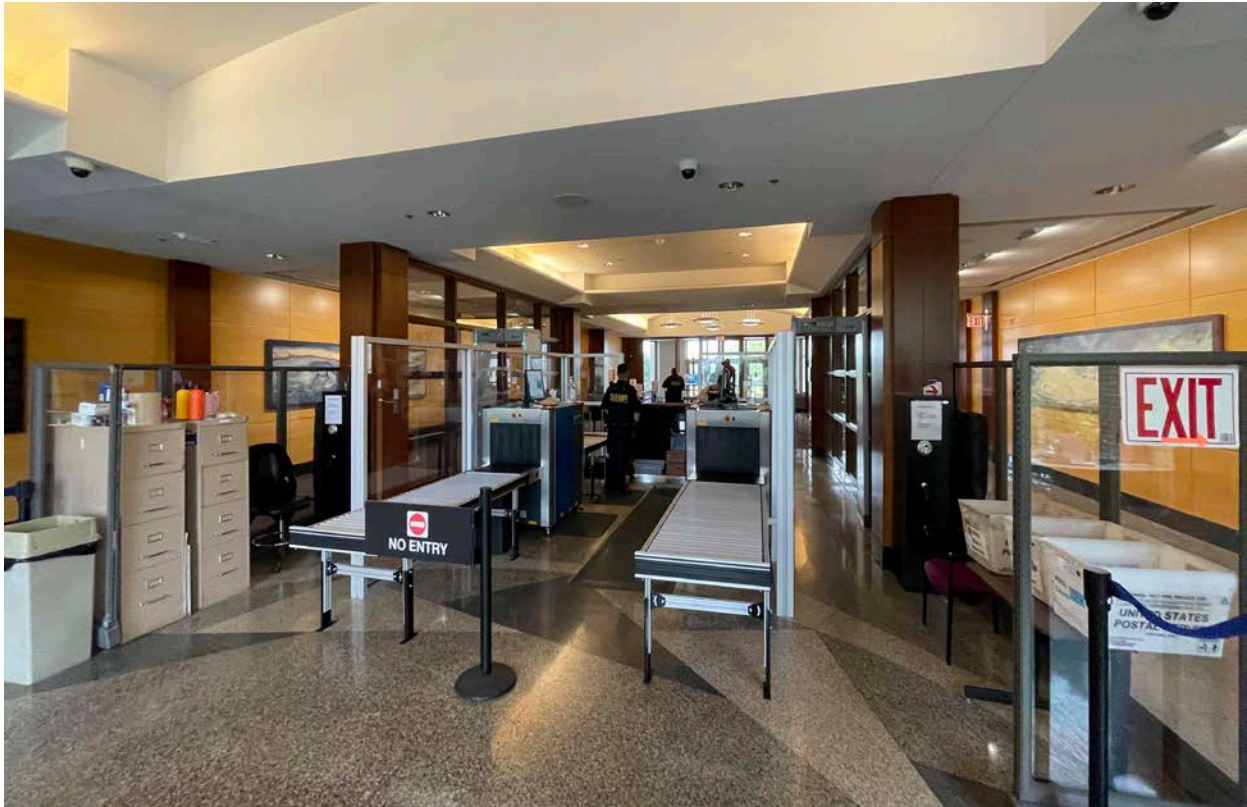
For the judicial departments, the model of having a strong core of consolidated operations with some satellite offices is working well and is the preferred model going forward. It has long been a goal of the County and Judiciary to consolidate the core judicial functions at the judicial center campus. One significant piece that is missing from the campus is the Circuit Court Clerk which is currently housed at the Kane Branch Court Building on Randall Road. The issue of the Third Street Courthouse is also an important consideration. During interviews with the judiciary, a scenario was considered that would pull some of the higher volume and juried courts out of the building and relocate them to the Judicial Center freeing up space for other supportive offices in the building. This would allow the Third Street Courthouse to continue serving as a valuable building asset for years to come.

Satellite functions in Aurora and Elgin will continue to play a key role in the judicial system by providing judicial services where the needs of the major population centers are and to minimize transportation impacts of commuting to the tri-cities area. The branch courts are working well and will continue to serve a valuable purpose. Another necessary satellite presence is the remote office of the Court Services / Probation group. Having office locations in Aurora and Elgin brings the service closer to where the clients are and makes for a far more effective operation. The physical offices however need improvement or replacement, and this is especially true of the Aurora satellite office.

There will continue to be growth needs for the judiciary and further consolidation will have a positive impact on the overall operation. There is also a continuing evolution of the court system, and this provides opportunity to provide better space to enhance the overall functionality of the judiciary. Such things as increased use of technology and continued increases in self-represented litigants dictate different and technology-enhanced space. There is also a significant priority to address short-term space deficiencies in the Judicial Center and this should be done considering a thoughtful long-term plan.

(page intentionally left blank)

Circuit Court



Judicial Center | Security Screening Area



Judicial Center | Courtroom



Courthouse | Courtroom



Kane Branch Court | Courtroom



Juvenile Justice Center | Entry

Current Locations:	Courthouse 100 S. 3rd St, Geneva, IL 60134	Judicial Center 37W777 Rt. 38 St. Charles, IL 60175	Juvenile Justice Center 37W665 Rt. 38 St. Charles, IL 60175
	Kane Branch Court 540 S. Randall Rd St. Charles, IL	Aurora Branch Court* 1200 East Indian Trail Road Aurora, Illinois 60505	Elgin Branch Court* 150 Dexter Court Elgin, Illinois 60120

*Locations are not Kane County facilities

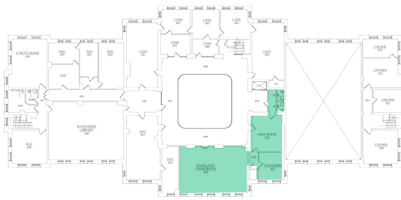
Data Collection: Departmental interview conducted on 8/18/2021 with Chief Judge Clint Hull, Doug Naughton - Court Administrator, and Andrea O'Brien - Deputy Court Administrator.

Mission/Function: The Circuit Court has oversight of all criminal and civil court operations, court hearings, and trials.

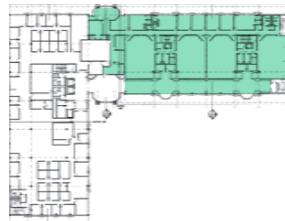
Technology Use: • Video court in 15 courtrooms

Current Visitors: Peak: 1,800 (JC) / 150 (KCC) | Average: 1,200 (JC) / 100 (KCC)

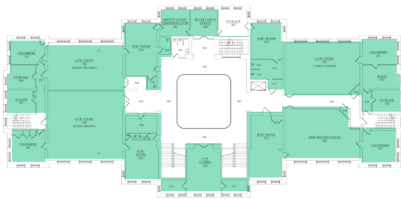
Current Staff Parking: Vehicles: 60 (JC) / 35 (KCC) | County Owned Vehicles: 0



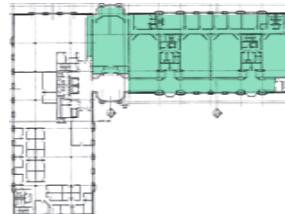
Courthouse | Fourth Floor



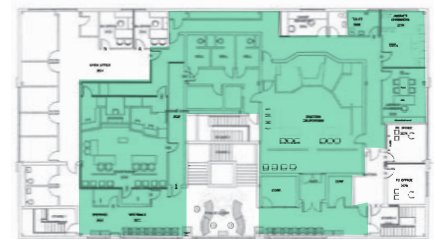
Judicial Center | Third Floor



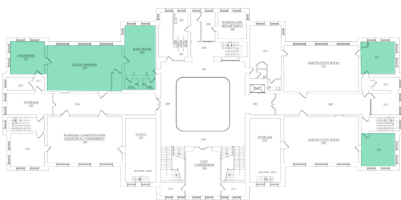
Courthouse | Third Floor



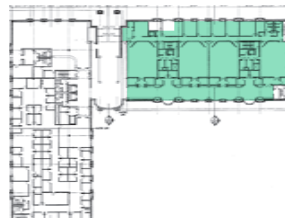
Judicial Center | Second Floor



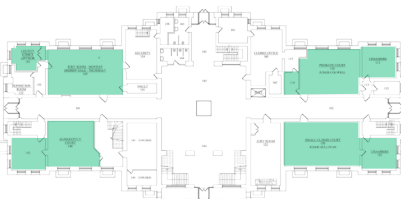
Juvenile Justice Center | Second Floor



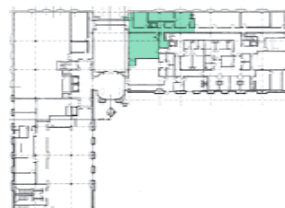
Courthouse | Second Floor



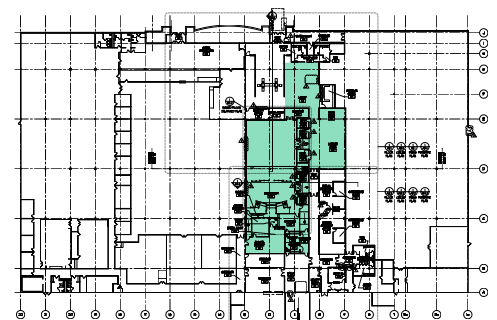
Judicial Center | First Floor



Courthouse | First Floor



Judicial Center | Lake Level



Kane County Branch Court | First Floor

6.4 :: JUDICIAL FACILITY NEEDS AND PRIORITIES

CIRCUIT COURT

Historical Personnel Data:

Circuit Court Judges & Associate Judges Only (FTE) per year:

2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
NA	NA	29	29	29	29	29	29	29	30

% Change 2014 - 2021 = 3.5%

% Change/Year = .4%

Circuit Court Support Staff per year:

2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
NA	NA	NA	NA	NA	NA	NA	NA	NA	16

% Change 2012 - 2021 = 0%

% Change/Year = 0%

Note: Does not include bailiff and court reporter staff, accounted for separately

Workload Indicators: Growth in population, legislative changes, and funding can all increase workload. Technology and case load can either increase or decrease workload.

Personnel Projections: Circuit Court Judges & Associate Judges Only

Projection Model	(5-Year) 2025	(10-Year) 2030	(15-Year) 2035	(20-Year) 2040	(25-Year) 2045	(30-Year) 2050
Model 1: Historical Percent Change	31.0	32.0	33.0	33.0	34.0	35.0
Model 2: Historical Number Change	31.0	32.0	33.0	33.0	34.0	35.0
Model 3: Linear Regression	30.0	31.0	31.0	32.0	32.0	33.0
Model 4: Constant Staff / Population	30.0	31.0	33.0	34.0	35.0	36.0
Model 5: Dept's Recommendation	NA	NA	NA	NA	NA	NA
Model 6: Ratio to New Filings ¹	32.0	33.0	35.0	36.0	37.0	38.0
FTE Staff Projection (Models 1-6)¹	31.0	32.0	33.0	34.0	35.0	35.0

% Change 2020 - 2040 = -52%

% Change/Year = -2%

Explanation: Models 1-6 were used as they are consistent with population data, caseload and ratio to judge/courtroom. As the County population continues to increase so will the number of new filings for the Circuit Court.

Circuit Court Support Staff and Judges

Projection Model	(5-Year) 2025	(10-Year) 2030	(15-Year) 2035	(20-Year) 2040	(25-Year) 2045	(30-Year) 2050
Judge Projection	31.0	32.0	33.0	34.0	35.0	35.0
Court Administrator	1.0	1.0	1.0	1.0	1.0	1.0
Manager/Supervisor ¹	3.0	3.0	3.0	3.0	4.0	4.0
Professional / Attorney ²	10.0	11.0	11.0	11.0	12.0	12.0
Court Secretary ³	5.0	5.0	5.0	5.0	6.0	6.0
FTE Total Staff Projection	19.0	20.0	20.0	20.0	22.0	22.0
FTE Judge & Staff Projection ⁴	50.0	52.0	53.0	54.0	57.0	57.0

¹ Staff to Judge Ratio of 1:10 for Managers

² Staff to Judge Ratio of 1:3 for Professional / Attorney

³ Staff to Judge Ratio of 1:15 for Secretary/Clerk

⁴ Bailiffs and Court Reporter under individual categories

- Adjacency Needs:**
- The Circuit Court needs all associated agency functions in close proximity for efficient operations including the Circuit Court Clerk, State’s Attorney, Public Defender, Court Services, Sheriff’s Security, Law Library and Jury Commission.
 - Holding Facility (for criminal court operations and juvenile)
 - Kane County Bar Association
 - Domestic violence assistance providers
- Data / Records Storage:**
- Circuit Court Clerk is responsible for all records and files of the Circuit Court
 - Court reporter records are located in a basement vault
- Security Considerations:**
- Must be within a secure building with screening at building entry.
 - Access Control required
 - Separation of prisoners, public and judges
 - Secured parking for judges
 - Need for additional camera system in public hallways and non public areas.
- Miscellaneous:**
- Civil Courts would ideally be located at the Judicial Campus for efficiency
 - Problem-Solving Courts have a lower caseload but more intense workload
 - Public SAFE-T Act is anticipated to require 2-3 more judges
 - Future plans to install 7-9 courtrooms with voice recorder systems.
 - PCs and Tablets available for use during remote hearings.
 - Tablets available for preparation of Orders of Protection
 - Public parking areas often full
 - Interpreters and Self Representative Litigants are on the rise in regards to demand
 - Court reporter usage is decreasing
 - ODR Program planned for the future
- Current Space Deficiencies:**
- Clerks not located on-site at Judicial Center
 - Lack of Storage
 - Lack of Offices for Staff
 - Lack of electrical capabilities for new court technologies
 - Abuse and Neglect Judge and Courtroom needed
 - Staff training areas and meeting rooms
 - Cafeteria facilities need upgrading (JC)
 - Bar Association flexible office space (JC)
 - Judge’s Bench and work spaces in the Courtrooms (KCC)
 - ADA / Code Compliance (KCC)
 - Jury Assembly Space (KCC)
 - Employee Support Spaces: Break Room, Copy/Supply (KCC)
 - Holding Cells/ In-Custody Litigant Space (KCC)
- Space Utilization:**
- Space is well-utilized
- Unique / Non-Office Space:**
- Courtrooms
 - Chambers
 - Holding Cells at Courtrooms
 - Secure passage spaces
 - Jury Deliberation Suites
 - Arbitration Center
 - Mediation Space

6.4 :: JUDICIAL FACILITY NEEDS AND PRIORITIES

CIRCUIT COURT

Space Projections:

Item	Existing	New	Vacated	TOTAL
Total Judges	31	5	-	36
Total Courtrooms	28 ⁷	12	(5) ^{4,6}	35
Judicial Chambers				
Chief Judge Chamber	1	0	-	1
Chamber DGSF ²		743		
DGSF Chamber Projection		0		
Judge Chamber	30 ⁷	12 ⁸	(8) ^{4,6,8}	34
Chamber DGSF ²		405		
DGSF Chamber Projection		4,860		
Visiting Judge Chamber	0	1	-	1
Chamber DGSF ²		405		
DGSF Chamber Projection		405		
Judicial Staff Offices				
Court Staff	16	12	-	12
Average Office DGSF/Staff ³		150		
DGSF Office Projection		1,800		
Courtroom Sets				
High-Volume Courtroom Set	2	0		2
High-Volume Set DGSF ⁵		6,247		
DGSF High-Volume Set Projection		0		
Standard Jury Courtroom Set	12	8	(3) ⁴	17
Standard Jury Set DGSF ⁵		4,323		
DGSF Standard Jury Set Projection		34,580		
Standard Non-Jury Courtroom Set	11	3	(1) ⁴	13
Family / Juvenile Set DGSF ⁵		3,699		
DGSF Family Set Projection		11,096		
Traffic Courtroom Set	3	1	(1) ⁶	3
Traffic Set DGSF ⁵		4,290		
DGSF Traffic Set Projection		4,290		
Total DGSF Space Projection	92,415	57,031	(20,169)¹	149,446

Space Projections: (footnotes)

¹ Includes 5,400 DGSF at Kane County Courthouse and 14,752 DGSF at Kane Branch Court to be vacated

² Includes recommended block space standard for Judge's Chamber

³ Includes recommended DGSF per staff standard for shared Work Area.

⁴ Includes 4 court sets / chambers at Kane County Courthouse (3 jury and 1 non-jury)

⁵ Includes recommended block space standards by Courtroom Set type.

⁶ Includes court related spaces at Kane Branch Court including 1 courtroom, conference, chambers, etc.

⁷ Includes newly vacant 140 Courtroom & Chambers at Kane County Courthouse

⁸ Includes 2 existing judges without dedicated courtrooms relocating to chambers in the location of newly constructed courtrooms

Note: ADR Hearing Rooms not included at this time

***Space Needs
Priorities:***

The Circuit Court space needs are a higher level priority long-term and will require a significant space increase to accommodate future courts growth. Consideration should be given to moving jury courtrooms from the Third Street Courthouse to the Judicial Center in order to consolidate jury operations in one location and to provide better court facilities for jury trials. The Third Street Courthouse has challenges with accommodating jury trials effectively. This relocation of some courtrooms would free up space in the Third Street Courthouse to better accommodate remaining courts and other supportive offices in that building.

Court Reporters



Judicial Center Office Area

6.4 :: JUDICIAL FACILITY NEEDS AND PRIORITIES
CIRCUIT COURT - COURT REPORTERS

Current Location: Courthouse 100 S. 3rd St, Geneva, IL 60134 Judicial Center 37W777 Rt. 38 St. Charles, IL 60175 Juvenile Justice Center 37W665 Rt. 38 St. Charles, IL 60175

Data Collection: Departmental interview conducted on 8/31/2021 with Geri Denson - Court Reporter, Doug Naughton - Court Administrator, and Andrea O'Brien - Deputy Court Administrator.

Mission/Function: Court Reporters attend court and transcribe the proceedings.

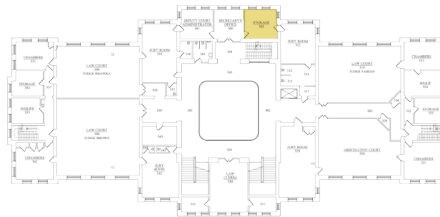
Technology Use: Electronic Recording implementation for digital retention will require a control room to house the system. Courtrooms will have cameras/microphones.

Current Visitors: Peak: 0 | Average: 0

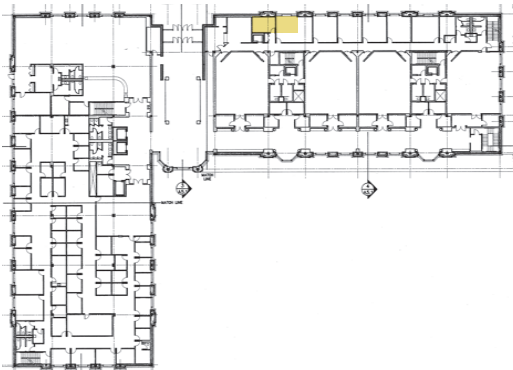
Current Staff Parking: Vehicles: 19 | County Owned Vehicles: 0



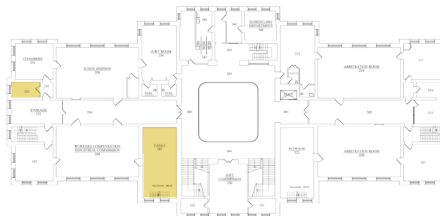
Juvenile Justice Center | Second Floor



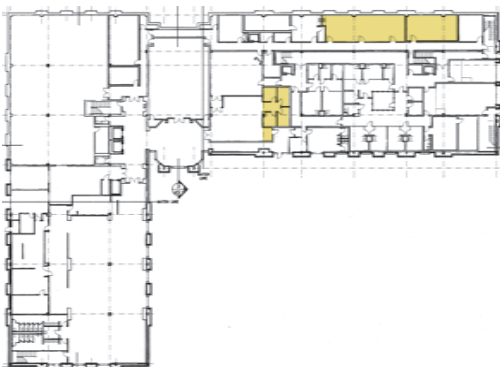
Courthouse | Third Floor



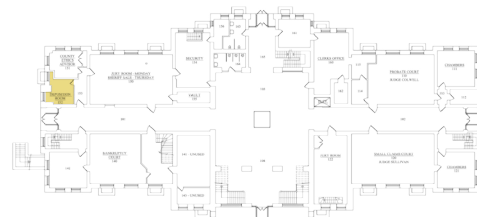
Judicial Center | First Level



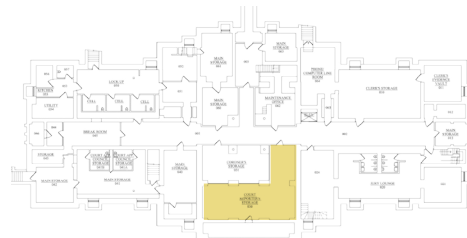
Courthouse | Second Floor



Judicial Center | Lake Level



Courthouse | First Floor



Courthouse | Basement

6.4 :: JUDICIAL FACILITY NEEDS AND PRIORITIES
CIRCUIT COURT - COURT REPORTERS

Historical Personnel Data:

Full-Time employees or equivalents (FTE) per year:

2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
NA	NA	NA	NA	NA	NA	NA	NA	NA	19

% Change 2012 - 2021 = 0%
 % Change/Year = 0%

Workload Indicators:

Growth in population and increased technology use; increased in case load

Personnel Projections:

Projection Model	(5-Year) 2025	(10-Year) 2030	(15-Year) 2035	(20-Year) 2040	(25-Year) 2045	(30-Year) 2050
Model 1: Historical Percent Change	19.0	19.0	19.0	19.0	19.0	19.0
Model 2: Historical Number Change	19.0	19.0	19.0	19.0	19.0	19.0
Model 3: Linear Regression	19.0	19.0	19.0	19.0	19.0	19.0
Model 4: Constant Staff / Population	19.4	20.3	21.2	22.1	22.7	23.3
Model 5: Dept's Recommendation (per courtroom/type)	14.7	15.7	16.7	17.7	18.7	19.7
FTE Staff Projection (Model 5)	15	16	17	18	19	20

% Change 2021 - 2050 = -5%
 % Change/Year = 0%

Explanation: Model 5 to reflect the department's recommendation of staff per courtroom

Adjacency Needs:

Needs to be located within the courthouse.

Data / Records Storage:

Current records are stored throughout the courthouse in various spaces.

Security Considerations:

Office space accessible by swipe card.

Miscellaneous:

Electronic Recording will be installed, requiring increase in staff and office space to operate system and produce transcripts (1 person can cover 4-5 courtrooms except when training)

Current Space Deficiencies:

- Office space (private best due to Zoom challenges)
- Technology integrated into the spaces
- Cellular and Wi-Fi issues in the KCJC basement.

Space Utilization:

- The department spaces are well utilized.

Unique / Non-Office Space:

- Control Room for electronic recording of 9 courtrooms

Space Projections:

Item	2021	(5-Year) 2025	(10-Year) 2030	(15-Year) 2035	(20-Year) 2040	(25-Year) 2045	(30-Year) 2050
Existing Office DGSF	2,663						
FTE Staff Projection	19	15	16	17	18	19	20
Existing Office DGSF/Staff	140						
Average Office DGSF/Staff ¹	215	215	215	215	215	215	215
DGSF Office Projection	4,085	3,225	3,440	3,655	3,870	4,085	4,300
Existing Other DGSF ²	986						
DGSF Other Projection ²	1,491	1,491	1,590	1,690	1,790	1,890	1,990
DGSF Total Existing Space	3,649						
DGSF Space Projection³	5,576	4,716	5,030	5,345	5,660	5,975	6,290

¹ Includes an average per staff for all office, staff circulation, file storage, work/copy, meeting/conference, and public reception spaces.

² Includes Storage

³ Includes increase for electronic court reporting area.

⁴ Includes DGSF Office Projection + DGSF Other Projection.

Space Needs Priority:

The Court Reporter space should continue to grow with the addition of criminal courts within the system.

Jury Commission



Jury Assembly Room at Judicial Center

Current Locations: Courthouse
 100 S. 3rd St,
 Geneva, IL 60134

Judicial Center
 37W777 Rt. 38
 St. Charles, IL 60175

Data Collection: Departmental Interview Conducted on 8/31/2021 with Nancy Hudson - Chief Bailiff Criminal Division, Doug Naughton - Court Administrator, and Andrea O'Brien - Deputy Court Administrator.

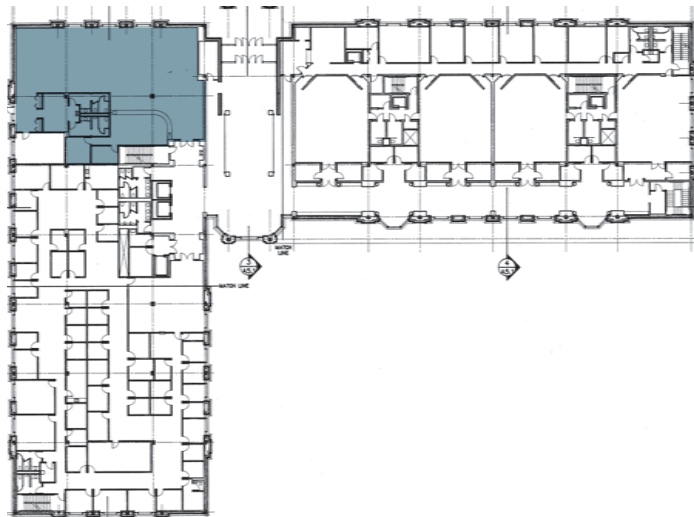
Mission/Function: Jury Commission is responsible for summoning and screening potential jurors for the Court system. The Bailiff's primary responsibility is to maintain order and decorum in their assigned courtroom. Bailiffs serve as the arm of the court having the most direct personal contact with the public, court, attorneys juries, and litigants.

Technology Use:

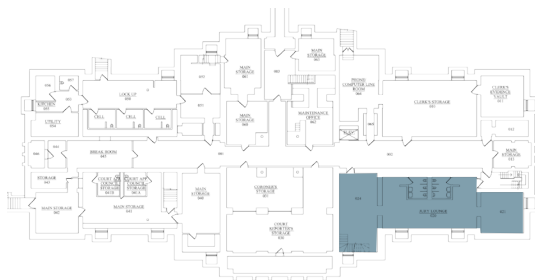
Current Visitors:

- Automated juror call system
- Closed circuit video for jury to view evidence.
- Qualifications questionnaire and juror profile completed online.

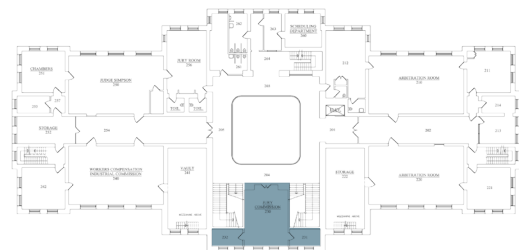
Current Staff Parking: Peak: 160 at once | Average: 20 per day
 Vehicles: 16 | County Owned Vehicles: 0



Judicial Center | First Floor



Courthouse | Basement



Courthouse | Second Floor

6.4 :: JUDICIAL FACILITY NEEDS AND PRIORITIES

CIRCUIT COURT - JURY COMMISSION / BAILIFF

Historical Personnel Data:

Full-Time employees or equivalents (FTE) per year:

2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
NA	NA	NA	NA	NA	NA	NA	NA	NA	16

% Change 2012 - 2021 = 0%

% Change/Year = 0%

Workload Indicators:

Growth in population, new legislation, funding, and technology effect workload. The number of bailiffs are linked directly to number / type of courtroom. Types of cases effect the number of jurors called for trial.

Personnel Projections:

Projection Model	(5-Year) 2025	(10-Year) 2030	(15-Year) 2035	(20-Year) 2040	(25-Year) 2045	(30-Year) 2050
Model 1: Historical Percent Change	NA	NA	NA	NA	NA	NA
Model 2: Historical Number Change	NA	NA	NA	NA	NA	NA
Model 3: Linear Regression	NA	NA	NA	NA	NA	NA
Model 4: Constant Staff / Population	16.3	17.1	17.9	18.6	19.1	19.6
Model 5: Dept's Recommendation	21.1	22.0	22.0	23.0	24.0	24.0
FTE Staff Projection (Model 5)	21.0	22.0	22.0	23.0	24.0	24.0

% Change 2021 - 2050 = 50%

% Change/Year = 2%

Explanation: Model 5 used to reflect department's recommendation of 2 Bailiffs per 3 Courtrooms

Adjacency Needs:

- Courtrooms

Data / Records Storage:

- Record storage for jury commission is at the 3rd Street Courthouse.

Security Considerations:

- Court Security to escort jurors to their cars for sensitive trials
- Court Security to handle unruly persons in courtrooms.

Miscellaneous:

- Designated conference / jury rooms to have presentation equipment
- Need secure storage space for bailiff uniforms and personal belongings
- Ideally 125-130 Juror capacity at the Judicial Center in Jury Assembly
- Ideally 75 Juror capacity at the Courthouse in Jury Assembly

Current Space Deficiencies:

- Need for additional jury deliberation rooms at the Judicial Center (request 1 per 4 courts with flexible meeting spaces that can be jury spaces)
- Need for larger jury assembly room at the Judicial Center
- Need for staff office spaces

Space Utilization:

- Jury Assembly and deliberation spaces are well utilized

Unique / Non-Office Space:

- Juror Deliberation room
- Juror Assembly room

Space Projections:

Item	2021	(5-Year) 2025	(10-Year) 2030	(15-Year) 2035	(20-Year) 2040	(25-Year) 2045	(30-Year) 2050
Existing Office DGSF	0						
FTE Staff Projection	16	21	22	22	23	24	24
Existing Office DGSF/Staff	0						
Average Office DGSF/Staff ¹	33	33	33	33	33	33	33
DGSF Office Projection	520	683	715	715	748	780	780
Existing Other DGSF ²	6,075						
DGSF KCC Other Projection ³	3,125	3,125	3,125	3,125	3,125	0	0
DGSF JC Other Projection ⁴	4,125	4,125	4,125	4,125	4,125	4,125	4,125
DGSF Total Existing Space	6,075						
DGSF Space Projection⁵	7,770	7,933	7,965	7,965	7,998	4,905	4,905

¹ Includes an average per staff for all office, staff circulation, file storage, work/copy, meeting/conference, and public reception spaces for Bailiff staff.

² Includes Jury Assembly Rooms, Restrooms, Lockers, Staff Office/Reception

³ Reflects projections for Kane County Courthouse Jury Assembly Rooms, Restrooms, Lockers, Staff Office/Reception. Reflects future elimination of Jury Assembly at this location.

⁴ Reflects projections for Judicial Center Jury Assembly Rooms, Restrooms, Lockers, Staff Office/Reception.

⁵ Includes DGSF Office Projection + DGSF Other Projection.

Space Needs Priority:

The needs / location of the Jury Commission are directly tied to the location of different court types and their needs and should be assessed as the courts expand in the future. A small touch down space for Bailiffs should be planned into any new scope of work.

Law Library



Study Area / Computer Terminals



Periodicals / Children's Area



Stacks

Current Location: Kane County Judicial Center
37W777 Rt. 38,
St. Charles, IL 60175

Data Collection: Departmental Interview Conducted on 08/31/2021 with Halle Cox - Director, Doug Naughton - Court Administrator, and Andrea O'Brien - Deputy Court Administrator.

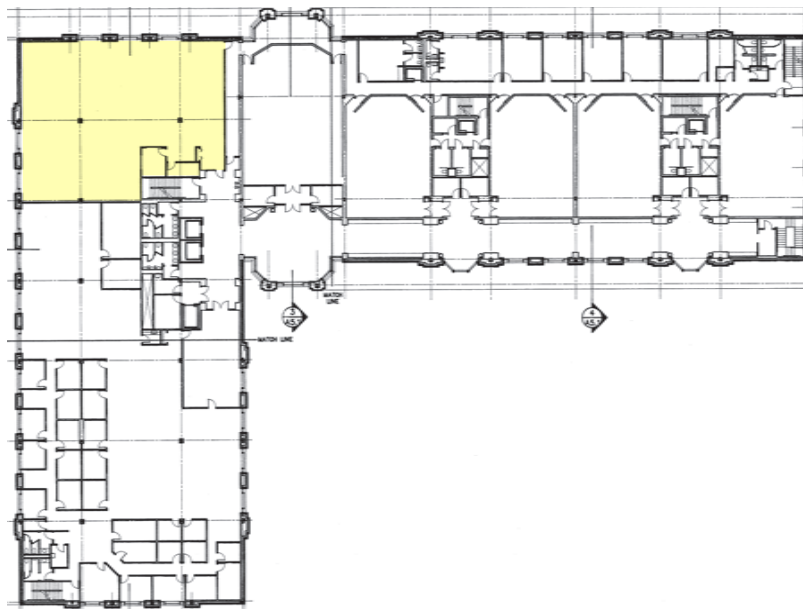
Mission/Function: The Law Library ensures that the public and those in the legal professions have access to timely, accurate, information and resources that meet their legal research and information needs, regardless of format. The Law Library provides assistance to accessing Zoom court, forms, online legal resources, e-filing guidance, and computer resources. The Law Library creates, administers and hosts various in-person and virtual legal aid programs. The department houses the core collection of legal materials.

Technology Use:

- Zoom Court access point
- E-file assistance
- Legal research database and online catalog software

Current Visitors: Peak: 25 at once | Average: 10 per day

Current Staff Parking: Vehicles: 3 | County Owned Vehicles: 0



Judicial Center | Second Floor

6.4 :: JUDICIAL FACILITY NEEDS AND PRIORITIES

CIRCUIT COURT - LAW LIBRARY

Historical Personnel Data:

Full-Time employees or equivalents (FTE) per year:

2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
3	3	3	3	3	3	3	3	3	3

% Change 2012 - 2021 = 0%

% Change/Year = 0%

Workload Indicators:

Growth in population and technology increase workload. Funding (self-funded) may decrease workload.

Personnel Projections:

Projection Model	(5-Year) 2025	(10-Year) 2030	(15-Year) 2035	(20-Year) 2040	(25-Year) 2045	(30-Year) 2050
Model 1: Historical Percent Change	3.0	3.0	3.0	3.0	3.0	3.0
Model 2: Historical Number Change	3.0	3.0	3.0	3.0	3.0	3.0
Model 3: Linear Regression	3.0	3.0	3.0	3.0	3.0	3.0
Model 4: Constant Staff / Population	3.1	3.2	3.3	3.5	3.6	3.7
Model 5: Dept's Recommendation	3.0	4.0	4.0	4.0	5.0	5.0
FTE Staff Projection (Model 5)	3.0	4.0	4.0	4.0	5.0	5.0

% Change 2021 - 2050 = 67%

% Change/Year = 2%

Explanation: Model 5 was used to reflect the department's recommendation to handle increased technology and assist self represented litigants.

Adjacency Needs:

- Judiciary
- Circuit Clerk Customer Service division
- IT
- Interpreters

Data / Records Storage:

- Active and Inactive storage within office

Security Considerations:

- Security presence, not necessarily screening, required with quick access.

Miscellaneous:

- Ground floor location would be ideal
- Department to be accessed off of public transportation
- Department is open late one evening a week and may increase evening and weekend hours to accommodate patron work schedules and needs.
- Bar Association uses this space
- Strong sight lines required for staff into the suite
- need space for full-time Illinois Justice Corps Fellow, immediately visible and accessible at front of library

Current Space Deficiencies:

- Private conference rooms for Zoom Court access
- Additional meeting spaces for programming and attorney use
- Employee work and storage areas
- Quiet work area
- Space for recharging equipment
- Expanded computer lab area

Space Utilization:

- Existing spaces are well utilized, a transition from physical books to spaces supporting digital needs may help alleviate some needs

Unique / Non-Office Space:

- Computer lab
- Legal book stacks

Space Projections:

Item	2021	(5-Year) 2025	(10-Year) 2030	(15-Year) 2035	(20-Year) 2040	(25-Year) 2045	(30-Year) 2050
Existing Office DGSF	511						
FTE Staff Projection	3	3	4	4	4	5	5
Existing Office DGSF/Staff	170						
Average Office DGSF/Staff ¹	230	230	230	230	230	230	230
DGSF Office Projection	690	690	920	920	920	1,150	1,150
Existing Other DGSF ²	4,340						
DGSF Other Projection ³	3,813	3,813	3,813	3,813	3,813	3,813	3,813
DGSF Total Existing Space	4,851						
DGSF Space Projection⁴	4,503	4,503	4,733	4,733	4,733	4,963	4,963

¹ Includes an average per staff for all office, staff circulation, file storage, work/copy, meeting/conference, and public reception spaces.

² Includes Meeting Areas, Book Stacks, Quiet Study Area

³ Includes Meeting Areas, Book Stacks, Quiet Study Area, Zoom Rooms, Computer Lab, Justice Corps Fellow

⁴ Includes DGSF Office Projection + DGSF Other Projection.

Space Needs Priority:

Space square footage meets the needs for future operations and could be reconfigured to improve the contemporary functioning of the department. A ground floor presence with proximity to the Circuit Clerk and Jury Commission may provide better service to patrons and create an efficiency to sharing like-spaces.

Circuit Court Clerk



Circuit Court Clerk Main Public Access



Circuit Court Clerk Open Office



Circuit Court Clerk Judicial Center Customer Service

Current Location: Kane County Branch Court
 540 Randall Rd,
 St. Charles, IL 60174

Data Collection: Departmental Interview Conducted on 08/24/2021 with Theresa Barriero, Circuit Clerk, Karin Herwick, Chief Operations Human Resource Officer, Monica Lawrence, Chief Information Officer, and Chris Allen, Executive Director of Building Management.

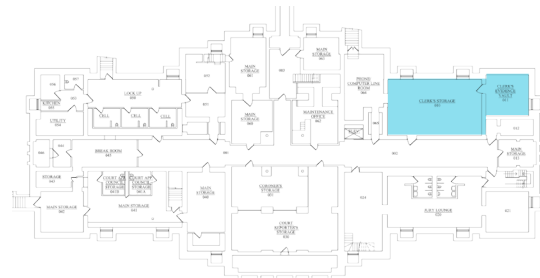
Mission/Function: The Circuit Court Clerk is the official record keeper of the Judicial Court System in Kane County. The Clerk’s office provides clerical support to judges, filing of documents, and tracking cases. The Department provides customer service to the public and legal community.

Technology Use:

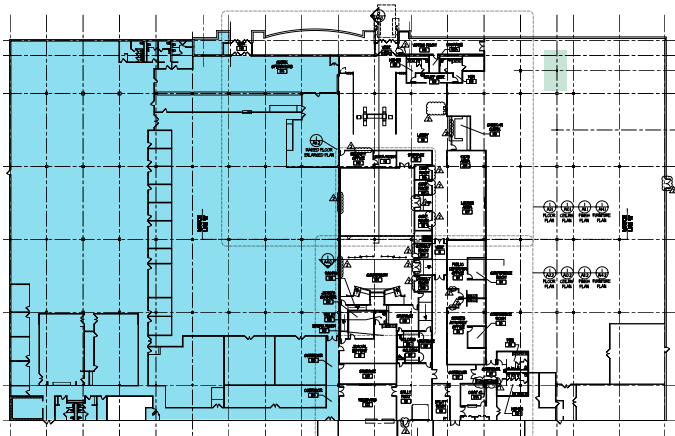
- Electronic filing of civil and criminal cases
- Electronic exhibit storage
- Booking Images

Current Visitors: Peak: 65 / day | Average: 8 at once

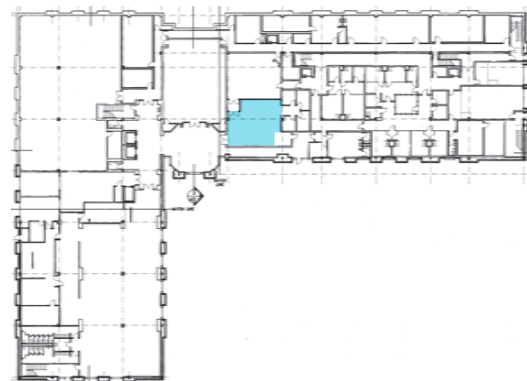
Current Staff Parking: Vehicles: 106 | County Owned Vehicles: 1 cargo van



Courthouse | Basement



Kane County Branch Court | Floor Floor



Judicial Center | Lake Level

6.4 :: JUDICIAL FACILITY NEEDS AND PRIORITIES

CIRCUIT COURT CLERK

Historical Personnel Data:

Full-Time employees or equivalents (FTE) per year:

2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
125	125	125	125	125	124	126	110	107	106

% Change 2012 - 2021 = -15%

% Change/Year = -2%

Workload Indicators:

Growth in population; changes in legislation; funding; technology and labor increase workload.

Personnel Projections:

Projection Model	(5-Year) 2025	(10-Year) 2030	(15-Year) 2035	(20-Year) 2040	(25-Year) 2045	(30-Year) 2050
Model 1: Historical Percent Change	98.8	89.9	80.9	72.0	63.0	54.1
Model 2: Historical Number Change	97.6	87.0	76.4	65.9	55.3	44.8
Model 3: Linear Regression	100.7	89.5	78.3	67.1	55.9	44.7
Model 4: Constant Staff / Population	108.1	113.1	118.3	123.5	126.8	130.2
Model 5: Dept's Recommendation	120.0	125.0	130.0	135.0	135.0	135.0
Model 6: Ratio to Total Filings	139.0	146.0	152.0	159.0	164.0	168.0
Model 7: Ratio to Total Judges	120.0	124.0	128.0	132.0	135.0	138.0
FTE Staff Projection (Model 4-5)	114.0	119.0	124.0	129.0	131.0	133.0

% Change 2021 - 2050 = 25%

% Change/Year = 1%

Explanation: Models 4-5 were used as they are consistent with population data and the department's recommendation based on an assessment of their operations. As the County population continues to increase so will the number of new filings for the Circuit Court.

Adjacency Needs:

- Circuit Court and Judges
- Court Services
- Law Library (self represented litigants assistance)
- State Attorney's Office
- Public Defender
- Sheriff
- Kane County Police Agency

Data / Records Storage:

- Records are located in office but files are now electronic & e-file
- Scanning of old files occurs before destruction (records room downsizing)
- Fireproof cabinets for Wills (kept forever)
- Each courthouse has a fireproof vault for exhibits

Security Considerations:

- Security for crowd control at customer service counters
- Secure file storage

- Miscellaneous:**
- Clerks offices ideally to be located in the same building or campus as the courts.
 - Zoom payments and tracking processing being developed
 - Could benefit from on-site ITD support for real-time demands

- Current Space Deficiencies:**
- Record room is not sufficiently secure
 - Employee entrance is not secured
 - Windows for the office spaces
 - Public counter security with safety glass
 - Judicial Center vault is full, Civil Exhibit Storage at KCC is lacking also.
 - Private area off of customer service zone for Orders of Protection
 - Mother's Room

- Space Utilization:**
- The space has additional area due to decrease in storage and workstation layout

- Unique / Non-Office Space:**
- Large amounts of file storage.
 - Evidence vault
 - Public counters/payment windows (6 ideal)
 - E-File Terminals (4 current, needs increase)
 - Public Terminals
 - Viewing Rooms
 - Large training conference room

Space Projections:

Item	2021	(5-Year) 2025	(10-Year) 2030	(15-Year) 2035	(20-Year) 2040	(25-Year) 2045	(30-Year) 2050
Existing Office DGSF	28,464						
FTE Staff Projection	106	114	119	124	129	131	133
Existing Office DGSF/Staff	269						
Average Office DGSF/Staff ¹	200	200	200	200	200	200	200
DGSF Office Projection	21,200	22,800	23,800	24,800	25,800	26,200	26,600
Existing Other DGSF ²	25,287						
DGSF Other Projection ³	8,775	7,898	7,108	6,397	5,757	5,182	4,663
DGSF Total Existing Space	53,751						
DGSF Space Projection⁴	29,975	30,698	30,908	31,197	31,557	31,382	31,263

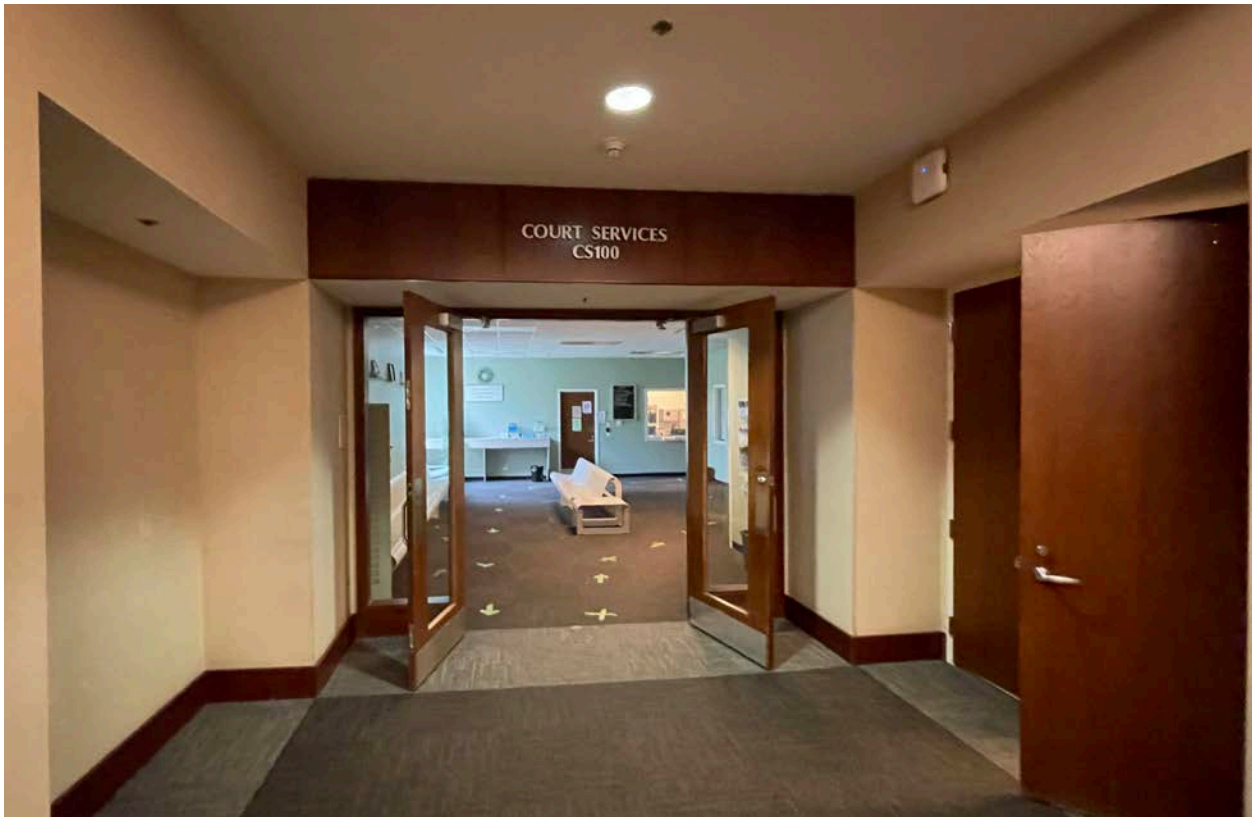
² Includes an average per staff for all office, staff circulation, file storage, work/copy, meeting/conference, and public reception spaces.

³ Includes file storage (2,300 sf) and public counter/work space (4,200 sf). File storage is anticipated to decrease over time with increased digitization and technology use. Archival storage assumed to be located outside of the department area in a central storage facility.

⁴ Includes DGSF Office Projection + DGSF Other Projection. Does not include archive storage space to be located outside of the department in a central storage facility.

- Space Needs Priorities:**
- Although space needs are met, this department has a higher priority due to the remote location from the courts.

Court Services - Judicial Center Office



Entry / Waiting Room

Current Location: Kane County Court Services - Judicial Center
37W777 Rt. 38,
St. Charles, IL 60175

Data Collection: Departmental Interview Conducted on 08/18/2021 with Lisa Aust - Executive Director, LaTanya Hill - Director, Amy Sierra, Assistant Superintendent, Dr. Alexandra Tsang - Director, Doug Naughton - Court Administrator, Marcus Smith, Director of Capital and Special Projects, and Chris Allen, Executive Director of Building Management.

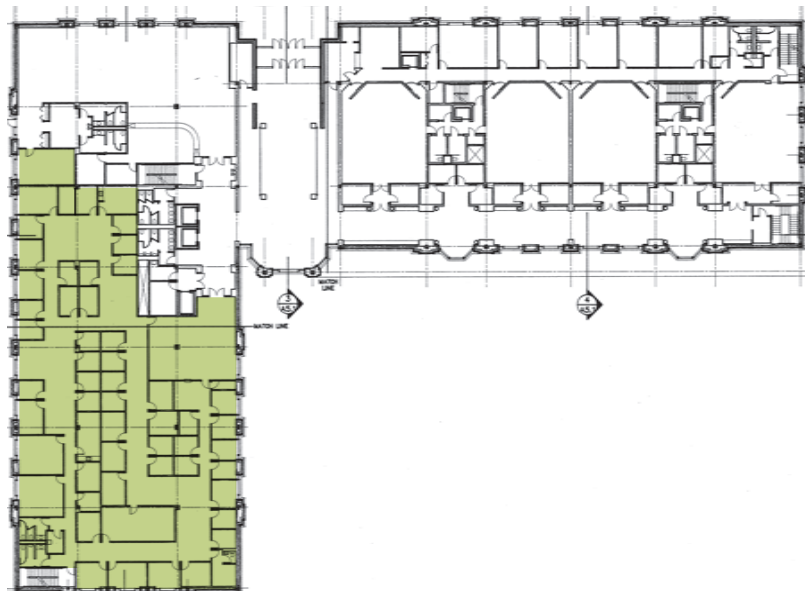
Mission/Function: The Court Services space at the Judicial Center is used for Probation and Pretrial services. Additionally this offices maintains the budget and staffing for adult and juvenile probation, all of the specialty courts, and pretrial services.

Technology Use:

- Probation case management system
- Zoom appointments, meetings, training and court appearances

Current Visitors: Peak: 15 | Average: 70-100 per day
• The offices stays open after hours from 5pm until 7pm one day per week

Current Staff Parking: Vehicles: 60 | County Owned Vehicles: 7



Judicial Center | First Floor

6.4 :: JUDICIAL FACILITY NEEDS AND PRIORITIES

COURT SERVICES

Historical Personnel Data:

Full-Time employees or equivalents (FTE) per year:

2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
50	50	53	50	63	63	63	55	55	60

% Change 2012 - 2021 = 4%

% Change/Year = 0%

Workload Indicators:

Growth in population; changes in legislation; changes in funding; changes in technology

Personnel Projections:

Projection Model	(5-Year) 2025	(10-Year) 2030	(15-Year) 2035	(20-Year) 2040	(25-Year) 2045	(30-Year) 2050
Model 1: Historical Percent Change	65.3	72.0	78.7	85.3	92.0	98.7
Model 2: Historical Number Change	64.4	70.0	75.6	81.1	86.7	92.2
Model 3: Linear Regression	65.2	70.4	75.7	81.0	86.3	91.5
Model 4: Constant Staff / Population	61.2	64.0	66.9	69.9	71.8	73.7
Model 5: Dept's Recommendation	64.0	6.40	64.0	64.0	64.0	64.0
FTE Staff Projection (Model 1-5)	64.0	68.0	72.0	76.0	80.0	84.0

% Change 2021 - 2050 = 27%

% Change/Year = 1%

Explanation: Models 1- 5 to reflect all analysis models

Adjacency Needs:

- Courts
- Jail
- Diagnostic Center
- Public Defender
- State's Attorney Office

Data / Records Storage:

- Paper records are stored in numerous areas throughout the department offices.
- Files are scanned and saved electronically, paper files are destructed as allowed.

Security Considerations:

- Probation records must be secure for legal reasons
- Drug tests must remain secure for chain of custody
- Occasional secure evidence storage

Miscellaneous:

- Criminal justice reform measures will impact case load.
- Pretrial services may be taken over by the State of Illinois.
- Department needs easy public access off of public transportation
- Request access for the Drug Court to use the space on weekends for un-scheduled urine drops

- Current Space Deficiencies:**
- Urinalysis
 - Large training room in building (shared)

- Space Utilization:**
- The departmental office is well utilized

- Unique / Non-Office Space:**
- Urinalysis

Space Projections:

Item	2021	(5-Year) 2025	(10-Year) 2030	(15-Year) 2035	(20-Year) 2040	(25-Year) 2045	(30-Year) 2050
Existing Office DGSF	12,400						
FTE Staff Projection	60	64	68	72	76	80	84
Existing Office DGSF/Staff	200						
Average Office DGSF/Staff ¹	230	230	230	230	230	230	230
DGSF Office Projection	13,800	14,720	15,640	16,560	17,480	18,400	19,320
Existing Other DGSF ²	0						
DGSF Other Projection ²	750	750	750	750	750	750	750
DGSF Total Existing Space	12,400						
DGSF Space Projection³	14,550	15,470	16,390	17,310	18,230	19,150	20,070

¹ Includes an average per staff for all office, staff circulation, file storage, work/copy, meeting/conference, and public reception spaces.

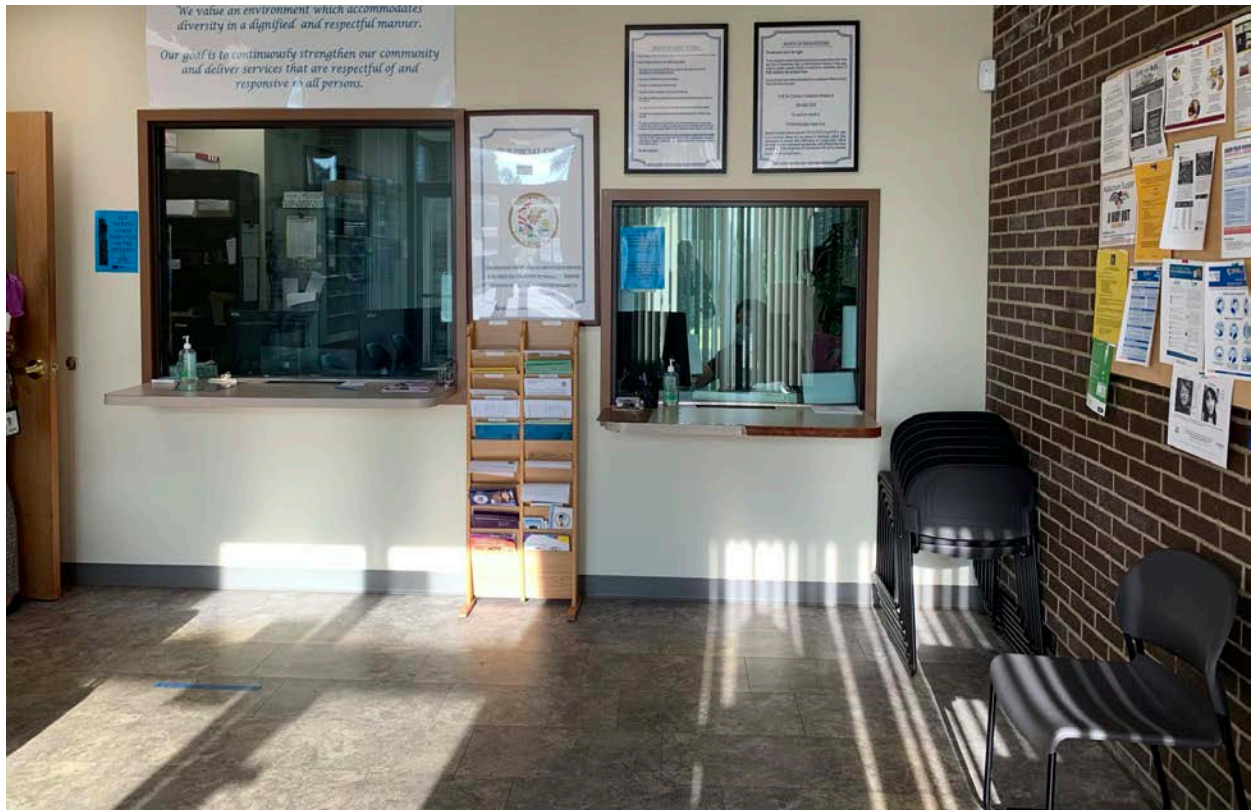
² Includes urine analysis lab and collection.

³ Includes DGSF Office Projection + DGSF Other Projection.

- Space Needs Priority:** Court Services has a moderately high space need for future growth and to accommodate new legislative changes.

6.4 :: JUDICIAL FACILITY NEEDS AND PRIORITIES
COURT SERVICES - AURORA PROBATION

Court Services - Aurora Probation Office



Public Access



Reception



Break Room

Current Location: Kane County Court Services - Aurora Probation
1330 N. Highland Ave,
Aurora, IL 60506

Data Collection: Departmental Interview Conducted on 08/18/2021 with Lisa Aust - Executive Director, LaTanya Hill - Director, Amy Sierra, Assistant Superintendent, Dr. Alexandra Tsang - Director, Doug Naughton - Court Administrator, Marcus Smith, Director of Capital and Special Projects, and Chris Allen, Executive Director of Building Management.

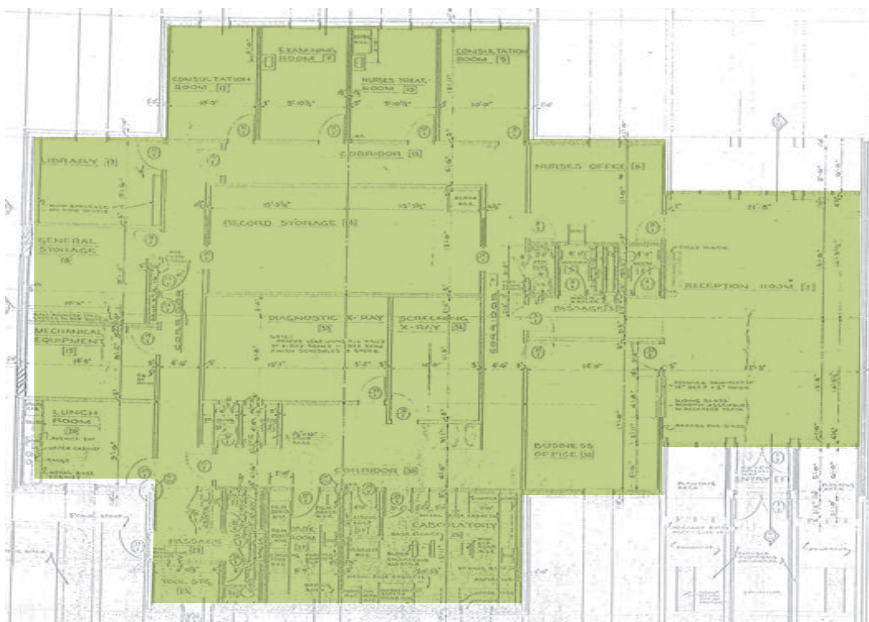
Mission/Function: The Aurora Probation Office is Court Service’s southern satellite office. At this location probation officers conduct interviews, conduct assessments, and collect urine and DNA samples per AOIC guidelines. This location also includes specialized units who supervise clients that reside in the southern area of the county.

Technology Use:

- Probation case management system
- Zoom appointments, meetings, training and court appearances

Current Visitors: Peak: 16 | Average: 100 per day
• The offices stays open after hours from 5pm until 7pm one day per week

Current Staff Parking: Vehicles: 19 | County Owned Vehicles: 3



Aurora Probation Office | 1st Floor

6.4 :: JUDICIAL FACILITY NEEDS AND PRIORITIES

COURT SERVICES - AURORA PROBATION

Historical Personnel Data:

Full-Time employees or equivalents (FTE) per year:

2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
NA	NA	20	19	19	19	19	19	19	19

% Change 2012 - 2021 = -5%

% Change/Year = -1%

Workload Indicators:

Growth in population; changes in legislation; changes in funding; changes in technology

Personnel Projections:

Projection Model	(5-Year) 2025	(10-Year) 2030	(15-Year) 2035	(20-Year) 2040	(25-Year) 2045	(30-Year) 2050
Model 1: Historical Percent Change	18.5	17.8	17.1	16.4	15.7	15.1
Model 2: Historical Number Change	18.4	17.7	17.0	16.3	15.6	14.9
Model 3: Linear Regression	18.5	18.1	17.7	17.3	16.8	16.4
Model 4: Constant Staff / Population	19.4	20.3	21.2	22.1	22.7	23.3
Model 5: Dept's Recommendation	19.0	21.0	21.0	21.0	21.0	21.0
FTE Staff Projection (Model 4-5)	19.0	21.0	21.0	22.0	22.0	22.0

% Change 2021 - 2050 = 16%

% Change/Year = 1%

Explanation: Models 4-5 to reflect department recommendation and population change.

Adjacency Needs:

- Proximity to special programs within the department
- Kane County Diagnostic Center

Data / Records Storage:

- Paper records are stored in numerous areas throughout the department offices.
- Files are scanned and saved electronically, paper files are destructed as allowed.

Security Considerations:

- Duty officer from the local police department provides 'presence', clients who have demonstrated concerning behavior are scheduled for times when an officer is present.
- Panic buttons at desks
- Probation records must be secure for legal reasons
- Drug tests must remain secure for chain of custody
- Occasional secure evidence storage

Miscellaneous:

- This satellite serves the southern part of the County
- Criminal justice reform measures will impact case load.
- Pretrial services may be taken over by the State of Illinois.
- Department needs easy public access off of public transportation

Current Space Deficiencies:

- Conference / Training areas
- Staff office space has no room for growth
- Urine collection/lab

Space Utilization:

- The department has utilized all available space to the maximum potential.

Unique / Non-Office Space:

- Urine analysis and collection spaces

Space Projections:

Item	2021	(5-Year) 2025	(10-Year) 2030	(15-Year) 2035	(20-Year) 2040	(25-Year) 2045	(30-Year) 2050
Existing Office DGSF	4,157						
FTE Staff Projection	19	19	21	21	22	22	22
Existing Office DGSF/Staff	219						
Average Office DGSF/Staff ¹	230	230	230	230	230	230	230
DGSF Office Projection	4,370	4,370	4,830	4,830	5,060	5,060	5,060
Existing Other DGSF ²	734						
DGSF Other Projection ²	1,000	1,000	1,110	1,110	1,160	1,160	1,160
DGSF Total Existing Space	4,890						
DGSF Space Projection ³	5,370	5,370	5,940	5,940	6,220	6,220	6,220

¹ Includes an average per staff for all office, staff circulation, file storage, work/copy, meeting/conference, and public reception spaces.

² Includes urine analysis collection and lab, Intern and Police Officer touch down spaces.

³ Includes DGSF Office Projection + DGSF Other Projection.

Space Needs Priority:

Court Services has a moderately high space need for future growth and to accommodate new legislative changes.

Diagnostic Center



Reception Area

Current Location: Kane County Court Services - Diagnostic Center
530 S Randall Rd,
St. Charles, IL 60174

Data Collection: Departmental Interview Conducted on 08/18/2021 with Lisa Aust - Executive Director, LaTanya Hill - Director, Amy Sierra, Assistant Superintendent, Dr. Alexandra Tsang - Director, Doug Naughton - Court Administrator, Marcus Smith, Director of Capital and Special Projects, and Chris Allen, Executive Director of Building Management.

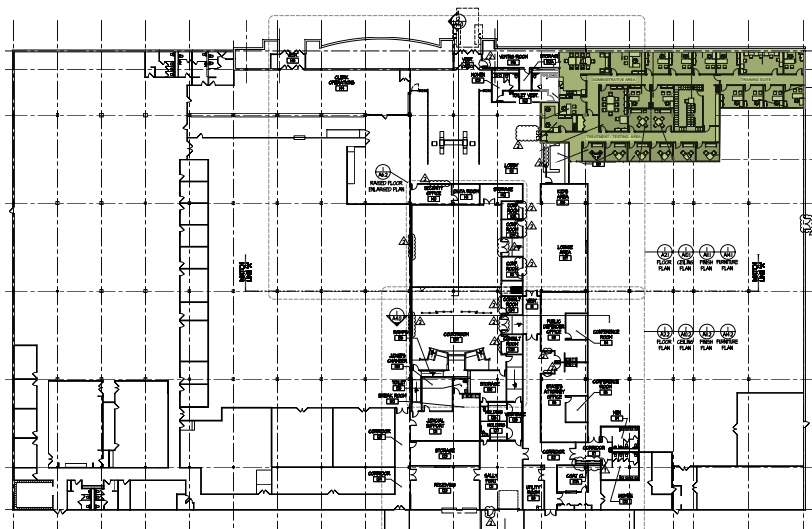
Mission/Function: The Diagnostic Center provides psychological evaluations and therapy for defendants.

Technology Use:

- Probation case management system
- Zoom appointments, meetings, training and court appearances

Current Visitors: Peak: 7 at once | Average: 16 per day

Current Staff Parking: Vehicles: 10 | County Owned Vehicles: 0



Kane Branch Court Randall Road | 1st Floor

6.4 :: JUDICIAL FACILITY NEEDS AND PRIORITIES

COURT SERVICES - DIAGNOSTIC CENTER

Historical Personnel Data:

Full-Time employees or equivalents (FTE) per year:

2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
NA	NA	NA	NA	NA	14	14	11	11	10

% Change 2017- 2021 = -29%

% Change/Year = -7%

Workload Indicators: Growth in population

Personnel Projections:

Projection Model	(5-Year) 2025	(10-Year) 2030	(15-Year) 2035	(20-Year) 2040	(25-Year) 2045	(30-Year) 2050
Model 1: Historical Percent Change	7.1	3.6	0.0	0.0	0.0	0.0
Model 2: Historical Number Change	6.0	1.0	0.0	0.0	0.0	0.0
Model 3: Linear Regression	5.4	0.0	0.0	0.0	0.0	0.0
Model 4: Constant Staff / Population	10.2	10.7	11.2	11.6	12.0	12.3
Model 5: Dept's Recommendation	14.0	14.0	15.0	15.0	15.0	15.0
FTE Staff Projection (Model 4-5)	12.0	12.0	13.0	13.0	13.0	14.0

% Change 2021 - 2050 = 30%

% Change/Year = 2%

Explanation: Models 4-5 to reflect department recommendation and population increase

Adjacency Needs:

- Access by defendants involved with the court system as well as the courts, jail, probation, public defender and state's attorneys office.

Data / Records Storage:

- Paper records are stored in numerous areas throughout the department offices.
- Files are scanned and saved electronically, paper files are destructed as allowed.

Security Considerations:

- Key card access for staff

Miscellaneous:

- APA accreditation may result in more staff and intern applications
- Technology uses results in modifying consent forms, policy and procedure
- This office stays open after hours one night per week: 5-8pm

Department Comments:

- Upon final draft review, the department provided comments indicating that the department budgets for 14 staff rather than the 10 identified in the original departmental data collection and interview process. This change will need to be considered in any future planning.

Current Space Deficiencies:

- New space is sufficient for current needs.

Space Utilization:

- The existing space meets current staffing needs.

Unique / Non-Office Space:

- One-way viewing room for forensic interviews

Space Projections:

Item	2021	(5-Year) 2025	(10-Year) 2030	(15-Year) 2035	(20-Year) 2040	(25-Year) 2045	(30-Year) 2050
Existing Office DGSF	3,683						
FTE Staff Projection	10	12	12	13	13	13	14
Existing Office DGSF/Staff	368						
Average Office DGSF/Staff ¹	250	250	250	250	250	250	250
DGSF Office Projection	2,500	3,000	3,000	3,250	3,250	3,250	3,500
Existing Other DGSF ²	3,090						
DGSF Other Projection ²	4,275	5,130	5,130	5,560	5,560	5,560	5,990
DGSF Total Existing Space	6,773						
DGSF Space Projection³	6,775	8,130	8,130	8,810	8,810	8,810	9,490

¹ Includes an average per staff for all office, staff circulation, file storage, work/copy, meeting/conference, and public reception spaces.

² Includes treatment and testing areas and intern areas

³ Includes DGSF Office Projection + DGSF Other Projection.

Space Needs Priority:

Overall the fairly new office is adequate for the department's need and future growth, therefore this department is a low space needs priority.

Elgin Probation Office



Exterior

Current Location: Kane County Court Services - Elgin Probation
113 S. Grove Ave,
Elgin, IL 60120

Data Collection: Departmental Interview Conducted on 08/18/2021 with Lisa Aust - Executive Director, LaTanya Hill - Director, Amy Sierra, Assistant Superintendent, Dr. Alexandra Tsang - Director, Doug Naughton - Court Administrator, Marcus Smith, Director of Capital and Special Projects, and Chris Allen, Executive Director of Building Management.

Mission/Function: The Elgin Probation Office is the Court Services' northern satellite and is primarily used by Probation Officers assigned to supervise clients in the northern part of the county. The officers conduct interviews, conduct assessments, and collect urine nad DNA samples per AIOC guidelines. Client supervision and work site assignment application processing also occur at this office.

Technology Use:

- Probation case management system
- Zoom appointments, meetings, training and court appearances

Current Visitors: Peak: 15 | Average: 70 per day

- No dedicated parking facilities at this location
- The offices stays open after hours from 5pm until 7pm one day per week

Current Staff Parking: Vehicles: 18 | County Owned Vehicles: 4



Elgin - Court Services | First Floor

6.4 :: JUDICIAL FACILITY NEEDS AND PRIORITIES

COURT SERVICES - ELGIN PROBATION

Historical Personnel Data:

Full-Time employees or equivalents (FTE) per year:

2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
NA	NA	18	17	17	17	17	18	18	18

% Change 2014 - 2021 = 0%

% Change/Year = 0%

Workload Indicators:

Growth in population; changes in legislation; changes in funding; changes in technology

Personnel Projections:

Projection Model	(5-Year) 2025	(10-Year) 2030	(15-Year) 2035	(20-Year) 2040	(25-Year) 2045	(30-Year) 2050
Model 1: Historical Percent Change	18.0	18.0	18.0	18.0	18.0	18.0
Model 2: Historical Number Change	18.0	18.0	18.0	18.0	18.0	18.0
Model 3: Linear Regression	18.2	18.7	19.2	19.6	20.1	20.6
Model 4: Constant Staff / Population	18.3	19.2	20.1	21.0	21.5	22.1
Model 5: Dept's Recommendation	18.0	20.0	20.0	20.0	20.0	20.0
FTE Staff Projection (Model 3-5)	18.0	19.0	20.0	20.0	21.0	21.0

% Change 2021 - 2050 = 11%

% Change/Year = 1%

Explanation: Models 3-5 to reflect all analysis models

Adjacency Needs:

- Proximity to special programs within the department
- Kane County Diagnostic Center

Data / Records Storage:

- Paper records are stored in numerous areas throughout the department offices.
- Files are scanned and saved electronically, paper files are destructed as allowed.

Security Considerations:

- Duty officer from the local police department provides 'presence', clients who have demonstrated concerning behavior are scheduled for times when an officer is present.
- Panic buttons at desks
- Probation records must be secure for legal reasons
- Drug tests must remain secure for chain of custody
- Occasional secure evidence storage

Miscellaneous:

- This satellite serves the northern part of the County
- Criminal justice reform measures will impact case load.
- Pretrial services may be taken over by the State of Illinois.
- Department needs easy public access off of public transportation

Current Space Deficiencies: • None noted

Space Utilization: • Space is adequate

Unique / Non-Office Space: • Urinalysis / Lab

Space Projections:

Item	2021	(5-Year) 2025	(10-Year) 2030	(15-Year) 2035	(20-Year) 2040	(25-Year) 2045	(30-Year) 2050
Existing Office DGSF	6,366						
FTE Staff Projection	18	18	19	20	20	21	21
Existing Office DGSF/Staff	354						
Average Office DGSF/Staff ¹	230	230	230	230	230	230	230
DGSF Office Projection	4,140	4,140	4,370	4,600	4,600	4,830	4,830
Existing Other DGSF ²	707						
DGSF Other Projection ²	1,000	1,000	1,060	1,120	1,120	1,180	1,180
DGSF Total Existing Space	7,073						
DGSF Space Projection³	5,140	5,140	5,430	5,720	5,720	6,010	6,010

¹ Includes an average per staff for all office, staff circulation, file storage, work/copy, meeting/conference, and public reception spaces.

² Accounts for office support space

³ Includes DGSF Office Projection + DGSF Other Projection.

Space Needs Priority: Overall the office space is adequate for the department's need for the time being and this department is a low space needs priority.

Juvenile Justice Center



Entry

Office Area

Current Location: Kane County Court Services - Juvenile Justice Center
37W655 Rt. 38,
St. Charles, IL 60175

Data Collection: Departmental Interview Conducted on 08/18/2021 with Lisa Aust - Executive Director, LaTanya Hill - Director, Amy Sierra, Assistant Superintendent, Dr. Alexandra Tsang - Director, Doug Naughton - Court Administrator, Marcus Smith, Director of Capital and Special Projects, and Chris Allen, Executive Director of Building Management.

Mission/Function: The JJC provides detention services for all juveniles between the ages of 10 and 20 for seven counties who are under the jurisdiction of the Juvenile Court Act. Detention services include custodial functions, food service, educational services, medical / mental health services and recreation services. The mission of the JJC is to provide an educationally conducive environment, which is secure, based on legal standards and community values.

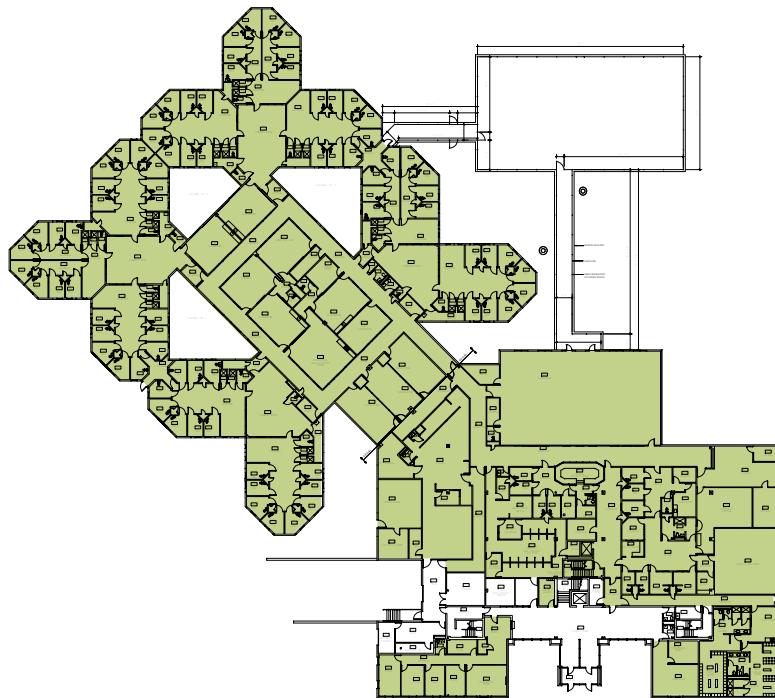
Technology Use:

- Probation case management system
- Zoom appointments, meetings, training and court appearances

Current Visitors: Peak: 10 | Average: 20 per day

- In-person visits on Sunday afternoons and Wednesday evenings

Current Staff Parking: Vehicles: 65 | County Owned Vehicles: 2



Juvenile Judicial Center | First Floor

6.4 :: JUDICIAL FACILITY NEEDS AND PRIORITIES

COURT SERVICES - JUVENILE JUSTICE CENTER

Historical Personnel Data:

Full-Time employees or equivalents (FTE) per year:

2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
69	69	69	66	71	71	71	71	71	71

% Change 2012 - 2021 = 3%

% Change/Year = 0%

Workload Indicators:

Growth in population; changes in legislation; juvenile arrests

Personnel Projections:

Projection Model	(5-Year) 2025	(10-Year) 2030	(15-Year) 2035	(20-Year) 2040	(25-Year) 2045	(30-Year) 2050
Model 1: Historical Percent Change	71.0	71.0	71.0	71.0	71.0	71.0
Model 2: Historical Number Change	71.9	73.0	74.1	75.2	76.3	77.4
Model 3: Linear Regression	72.8	74.6	76.3	78.0	79.7	81.5
Model 4: Constant Staff / Population	72.4	75.7	79.2	82.7	84.9	87.2
Model 5: Dept's Recommendation	71.0	71.0	71.0	71.0	71.0	71.0
FTE Staff Projection (Model 5)	71.0	71.0	71.0	71.0	71.0	71.0

% Change 2021 - 2050 = 0%

% Change/Year = 0%

Explanation: Models 5 to reflect departmental analysis

Adjacency Needs:

- Judicial Center (Probation, Judiciary)
- Diagnostic Center
- Sheriff's Office
- Regional Office of Education
- Purchasing Department

Data / Records Storage:

- Paper records are stored until the minor's 18th birthday.
- Other records are scanned and stored electronically

Security Considerations:

- Security screening of individuals for weapons and drugs. Screening should occur at entrance before people can move throughout the building.

Miscellaneous:

- Criminal justice reform measures will impact case load.
- Pretrial services may be taken over by the State of Illinois.
- Department needs easy public access off of public transportation

Current Space Deficiencies:

- Office Spaces
- Urine collection spaces (use public restroom)

Space Utilization:

- Overall, the existing space meets current needs with room to grow in detention

Unique / Non-Office Space:

- Urine analysis and collection spaces
- Detention related spaces
- Detention related spaces

Space Projections:

Item	2021	(5-Year) 2025	(10-Year) 2030	(15-Year) 2035	(20-Year) 2040	(25-Year) 2045	(30-Year) 2050	
Existing Office DGSF	55,750							
FTE Staff Projection	71	71	71	71	71	71	71	
Existing Office DGSF/Staff	-							
Average Office DGSF/Staff ¹	-	-	-	-	-	-	-	
DGSF Office Projection	-	-	-	-	-	-	-	
Existing Other DGSF ²	-							
DGSF Other Projection ²	-	-	-	-	-	-	-	
DGSF Total Existing Space	55,750							
DGSF Space Projection³	55,750	55,750	55,750	55,750	55,750	55,750	55,750	

¹ Includes an average per staff for all office, staff circulation, file storage, work/copy, meeting/conference, corrections, and public reception spaces.

² None noted

³ Includes DGSF Office Projection + DGSF Other Projection.

Space Needs Priority:

Space needs at the JJC are low as juvenile arrests are not expected to increase to the point of needed additional detention space. Court services spaces within the JJC are assumed to serve the needs of the department without expansion.

Public Defender



Reception



Training Area

Current Location: Courthouse 100 S. 3rd St, Geneva, IL 60134 Judicial Center 37W777 Rt. 38 St. Charles, IL 60175 Juvenile Justice Center 37W665 Rt. 38 St. Charles, IL 60175

Kane Branch Court
540 S. Randall Rd
St. Charles, IL

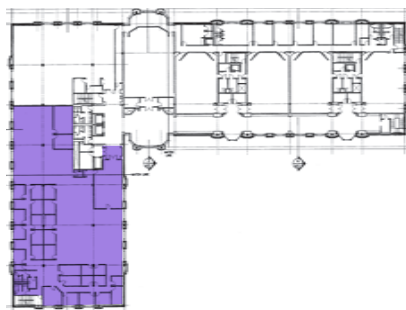
Data Collection: Interview conducted on 08/18/2021 with Rachele Conant - Public Defender.

Mission/Function: The Public Defender provides legal representation to individuals charged with criminal offenses.

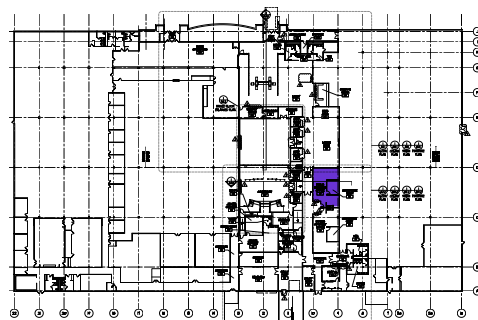
Technology Use: Document Management System, E-Filing, Docket Scheduling and Zoom video conference are all utilized.

Current Visitors: Peak: 10 at once | Average: 5 per day

Current Staff Parking: Vehicles: 49 | County Owned Vehicles: 0



Judicial Center | Second Floor



Kane County Branch Court | First Floor

6.4 :: JUDICIAL FACILITY NEEDS AND PRIORITIES

PUBLIC DEFENDER

Historical Personnel Data:

Full-Time employees or equivalents (FTE) per year:

2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
34	42	40	40	42	44	45	46	46	49

% Change 2012 - 2021 = 44%

% Change/Year = 5%

Workload Indicators:

Funding, legislative changes, technology, and case load can increase workload.

Personnel Projections:

Projection Model	(5-Year) 2025	(10-Year) 2030	(15-Year) 2035	(20-Year) 2040	(25-Year) 2045	(30-Year) 2050
Model 1: Historical Percent Change	50.4	52.2	54.0	55.7	49.0	49.0
Model 2: Historical Number Change	50.3	52.0	53.7	55.3	49.0	49.0
Model 3: Linear Regression	53.6	60.0	66.3	72.7	79.1	85.4
Model 4: Constant Staff / Population	49.9	52.3	54.7	57.1	58.6	60.2
Model 5: Dept's Recommendation	62.0	62.0	62.0	62.0	62.0	62.0
Model 6: Ratio to Total Judges	46.0	48.0	49.0	51.0	52.0	53.0
FTE Staff Projection (Model 4-6)	53.0	54.0	55.0	57.0	58.0	58.0

% Change 2021 - 2050 = 18%

% Change/Year = 1%

Explanation: Models 4-6 were used based on the population increase, staff recommendation, and ratio to judges

Adjacency Needs:

- Near or inside the Courthouse.
- Interaction with State's Attorney, Adult Court Services, and Maintenance.

Data / Records Storage:

- Actively working to eliminate paper files

Security Considerations:

- None noted

Miscellaneous:

- Body Cameras, prolonged hearings for pretrial-release, and other legislative changes will impact staffing. Staffing counts have not yet been analyzed for impact from the 2021 SAFE-T act.
- Majority of cases are from Elgin and Aurora area.
- Cases from Elgin or Aurora Branches get reassigned to KBC if a PD is needed.
- Abuse and Neglect court is moving to JJC so PD space at Annex may move.
- Attorneys handling conflict cases need privacy for confidential reasons.

Current Space Deficiencies:

- Office Space
- 2nd Meeting Room

Space Utilization:

- The space is well utilized

Unique / Non-Office Space:

- Training Area
- Library / Conference (only dedicated conference space)
- Closet for Clothing for Clients

Space Projections:

Item	2021	(5-Year) 2025	(10-Year) 2030	(15-Year) 2035	(20-Year) 2040	(25-Year) 2045	(30-Year) 2050
Existing Office DGSF	12,340						
FTE Staff Projection	49	53	54	55	57	58	58
Existing Office DGSF/Staff	252						
Average Office DGSF/Staff ¹	250	250	250	250	250	250	250
DGSF Office Projection	12,250	13,250	13,500	13,750	14,250	14,500	14,500
Existing Other DGSF ²	1,410						
DGSF Other Projection	1,410	1,410	1,410	1,410	1,410	1,410	1,410
DGSF Total Existing Space	13,750						
DGSF Space Projection³	13,660	14,660	14,910	15,160	15,660	15,910	15,910

¹ Includes an average per staff for all office, staff circulation, file storage, work/copy, meeting/conference, and public reception spaces.

² KBC and JJC Satellite Space

³ Includes DGSF Office Projection + DGSF Other Projection.

Space Needs Priority:

Due to the lack of potential long term growth space, this department is noted as a moderate priority space need.

Sheriff's Office



Lobby



Fitness



Training Room

6.4 :: JUDICIAL FACILITY NEEDS AND PRIORITIES

SHERIFF'S OFFICE

Historical Personnel Data:

Full-Time employees or equivalents (FTE) per year:

2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
250	260	260	260	270	280	280	280	280	280

% Change 2012 - 2021 = 12%

% Change/Year = 1%

Workload Indicators:

Growth in population and legislative changes can increase workload.

Personnel Projections:

Projection Model	(5-Year) 2025	(10-Year) 2030	(15-Year) 2035	(20-Year) 2040	(25-Year) 2045	(30-Year) 2050
Model 1: Historical Percent Change	280.0	280.0	280.0	280.0	280.0	280.0
Model 2: Historical Number Change	280.0	280.0	280.0	280.0	360.0	376.7
Model 3: Linear Regression	299.9	317.5	335.0	352.6	370.2	387.8
Model 4: Constant Staff / Population	285.4	298.7	312.4	326.1	335.0	343.8
Model 5: Dept's Recommendation	280.0	280.0	280.0	280.0	280.0	280.0
FTE Staff Projection (Model 5)	280.0	280.0	280.0	280.0	280.0	280.0

% Change 2021 - 2050 = 0%

% Change/Year = 0%

Explanation: Model 5 was used reflecting the department's recommendation

Adjacency Needs:

- Building Management, State's Attorney and Public Defender

Data / Records Storage:

- File cabinets are kept within the office space.

Security Considerations:

- Secure employee parking is needed
- Lobby security doors and windows require improvement
- Security requirements for corrections facility
- Security requirements for Court Security

Miscellaneous:

- Sheriff's Office supports Judge's secure parking
- Turning west on Route 38 can be a challenge for emergency equipment at peak times
- Evidence division relocation near sallyport for drop-off
- Parking on south and east side challenging during trainings
- Secured vehicle impound lot needed

- Current Space Deficiencies:**
- Larger gym, showers
 - Warehouse storage with truck dock, pallet racking (separate warehouse built on the north side of the North Tower recommended)

- Space Utilization:**
- Adequate for future growth

- Unique / Non-Office Space:**
- Prisoner holding cells & associated elements (Sallyport, Recreation etc)
 - Training / Conference needs
 - Firing Range
 - Court Security Screening

Space Projections:

Item	2021	(5-Year) 2025	(10-Year) 2030	(15-Year) 2035	(20-Year) 2040	(25-Year) 2045	(30-Year) 2050
Existing Office DGSF	59,830						
FTE Staff Projection	280	280	280	280	280	280	280
Existing Office DGSF/Staff	214						
Average Office DGSF/Staff ¹	215	215	215	215	215	215	215
DGSF Office Projection	60,200	60,200	60,200	60,200	60,200	60,200	60,200
Existing Other DGSF ²	211,545						
DGSF Other Projection ³	211,545	211,545	211,545	211,545	211,545	211,545	211,545
DGSF Total Existing Space	271,375						
DGSF Space Projection ⁴	271,745	271,745	271,745	271,745	271,745	271,745	271,745

¹ Includes an average per staff for all office, staff circulation, file storage, work/copy, meeting/conference, and public reception spaces. This metric includes consideration of specialty training areas for the Sheriff's Office.

² Includes detention areas and MUF Storage

³ Includes detention areas and MUF Storage

⁴ Includes DGSF Office Projection + DGSF Other Projection.

Space Needs Priority: The needs of the Sheriff's office have been met with recent facility upgrades, therefore this department has a low space needs priority.

Sheriff Office Merit Commission



Office Area

Current Location: Kane County Government Center Building A
719 Batavia Ave,
Geneva, IL 60134

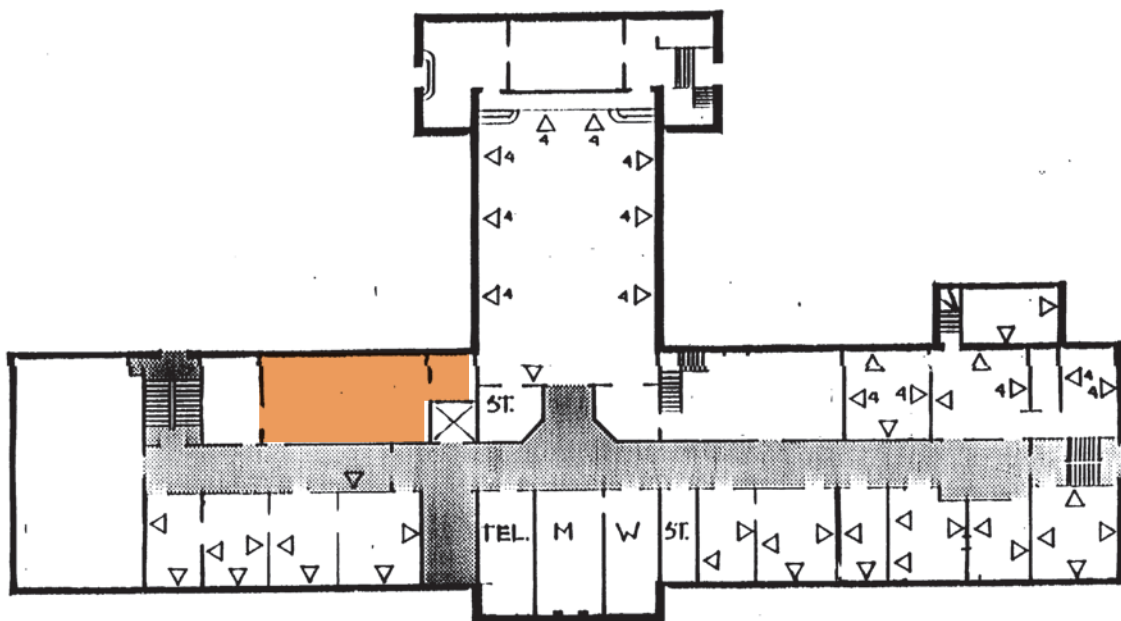
Data Collection: Departmental interview conducted on 9/02/2021 with Peter Burgert - Chairman.

Mission/Function: The Merit Commission is responsible for certifying a list for Correction, Deputy Peace Officers and promotions within the Sheriff's department. The office handles applications, interviews, testing, and hearings.

Technology Use: • None Notable

Current Visitors: Peak: Unknown | Average: Unknown

Current Staff Parking: Vehicles: 2 | County Owned Vehicles: 2



County Administration Building A | Ground Floor

6.4 :: JUDICIAL FACILITY NEEDS AND PRIORITIES

SHERIFF'S OFFICE MERIT COMMISSION

Historical Personnel Data:

Full-Time employees or equivalents (FTE) per year:

2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
2	2	2	2	2	2	2	2	2	2

% Change 2012 - 2021 = 0%

% Change/Year = 0%

Workload Indicators: None Noted

Personnel Projections:

Projection Model	(5-Year) 2025	(10-Year) 2030	(15-Year) 2035	(20-Year) 2040	(25-Year) 2045	(30-Year) 2050
Model 1: Historical Percent Change	2.0	2.0	2.0	2.0	2.0	2.0
Model 2: Historical Number Change	2.0	2.0	2.0	2.0	2.0	2.0
Model 3: Linear Regression	2.0	2.0	2.0	2.0	2.0	2.0
Model 4: Constant Staff / Population	2.0	2.1	2.2	2.3	2.4	2.5
Model 5: Dept's Recommendation	2.0	2.0	2.0	2.0	2.0	2.0
FTE Staff Projection (Model 1-5)	2.0	2.0	2.0	2.0	2.0	2.0

% Change 2021 - 2050 = 0%

% Change/Year = 0%

Explanation: Models 1-5 were used at the department is anticipated to remain consistent with the current staffing level.

Adjacency Needs:

- Ease of picking up applications without going through security

Data / Records Storage:

- File cabinets are kept within the office space.

Security Considerations:

- None Noted

Miscellaneous:

- Testing space for 100 people is utilized once every 3 months

Current Space Deficiencies: • None Noted

Space Utilization: • The space is adequate for the department's needs
• Testing space is typically off-site

Unique / Non-Office Space: • Testing Space

Space Projections:

Item	2021	(5-Year) 2025	(10-Year) 2030	(15-Year) 2035	(20-Year) 2040	(25-Year) 2045	(30-Year) 2050
Existing Office DGSF	503						
FTE Staff Projection	2	2	2	2	2	2	2
Existing Office DGSF/Staff	252						
Average Office DGSF/Staff ¹	230	230	230	230	230	230	230
DGSF Office Projection	460	460	460	460	460	460	460
Existing Other DGSF ²	0						
DGSF Other Projection ³	0	0	0	0	0	0	0
DGSF Total Existing Space	503						
DGSF Space Projection⁴	460	460	460	460	460	460	460

¹ Includes an average per staff for all office, staff circulation, file storage, work/copy, meeting/conference, and public reception spaces.

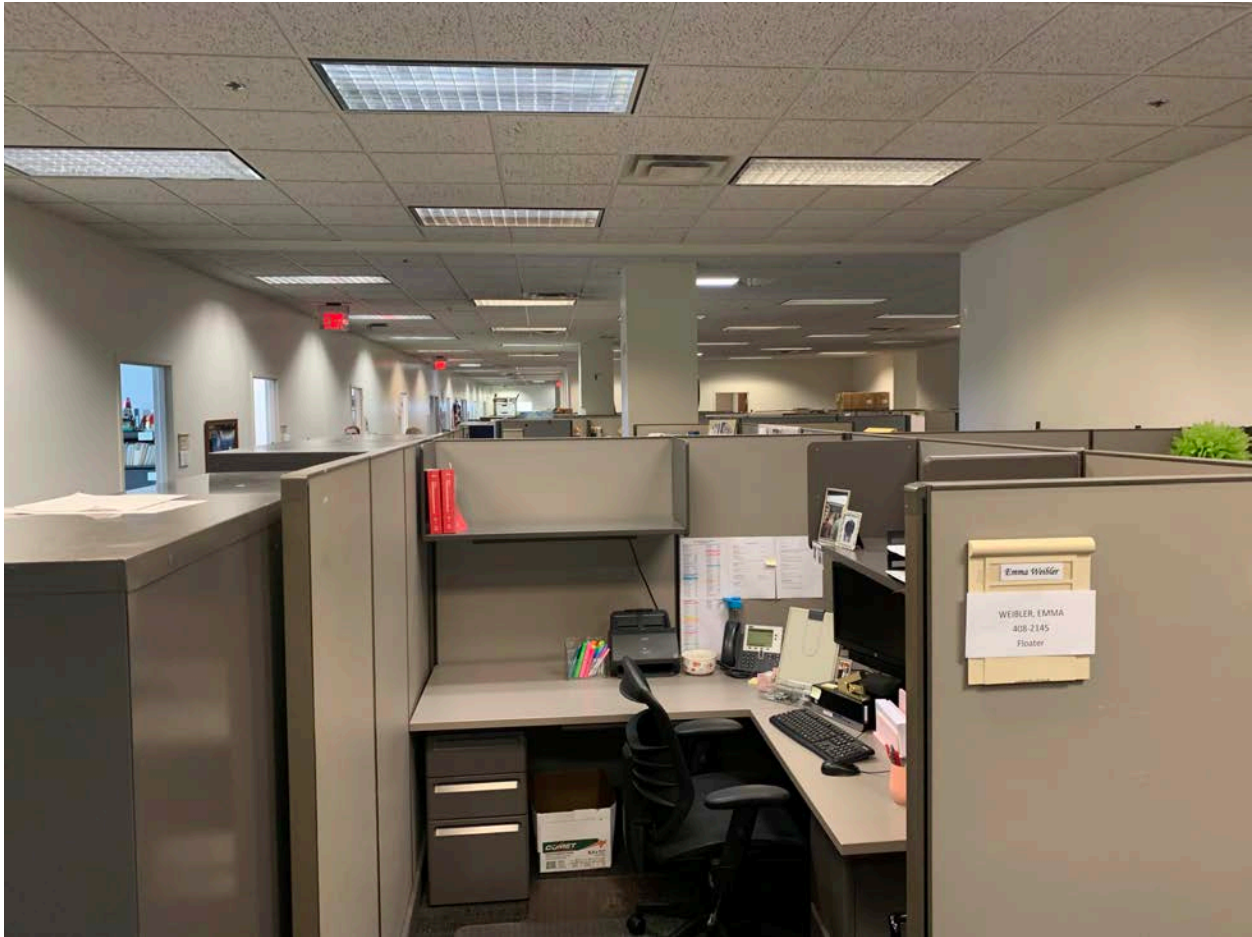
² None Applicable. Availability of testing space is required for access by the department.

³ None Applicable. Availability of testing space is required for access by the department.

⁴ Includes DGSF Office Projection + DGSF Other Projection.

Space Needs Priority: Due to the adequate office space this department is a low space needs priority.

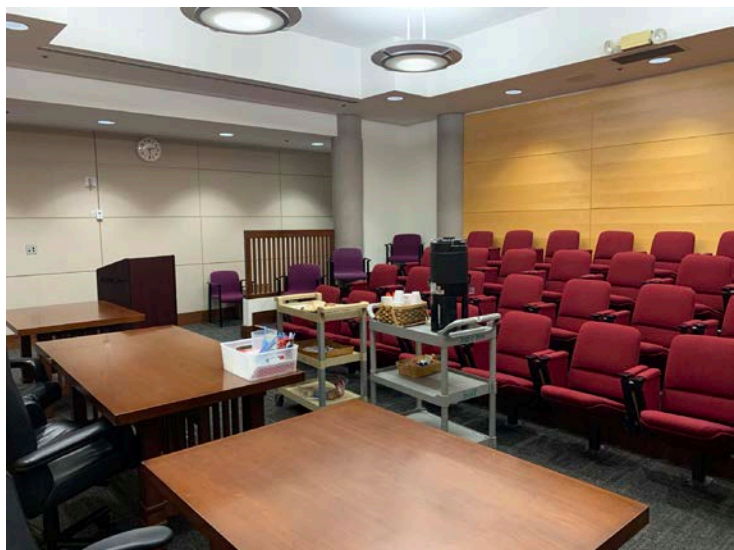
State Attorney



Judicial Center | Office Area



Judicial Center | Filing / Work Room



Judicial Center | Grand Jury

Current Location:	Courthouse 100 S. 3rd St, Geneva, IL 60134	Judicial Center 37W777 Rt. 38 St. Charles, IL 60175	Juvenile Justice Center 37W665 Rt. 38 St. Charles, IL 60175
	Kane Branch Court 540 S. Randall Rd St. Charles, IL	Aurora Branch Court* 1200 East Indian Trail Road Aurora, Illinois 60505	Elgin Branch Court* 150 Dexter Court Elgin, Illinois 60120

Kane County Children Advocacy Center
427 Campbell St,
Geneva, IL 60134

**Locations are not Kane County facilities*

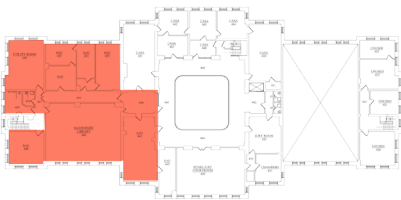
Data Collection: Departmental Interview Conducted on 08/31/2021 with Jamie Mosser - State's Attorney, Anthony Ortiz - Director of Operations, Christine Bayer - Assistant State's Attorney, Kristi Heath - Administrative Assistant, and Marcus Smith - Director of Capital and Special Projects

Mission/Function: The State's Attorney Office is the prosecutor's office for crimes committed in Kane County. The department represents the county elected officials and departments in litigations.

- Technology Use:**
- Document Management System
 - Electronic Document Filing (E-File)
 - Docket Scheduling
 - Video Conference
 - Video Conversion Program (in-progress)

Current Visitors: Peak: 4 at once | Average: 25-35 per day

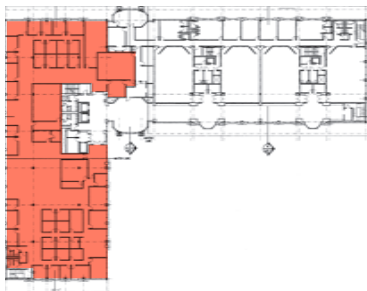
Current Staff Parking: Vehicles: 120 | County Owned Vehicles: 11



Courthouse | Fourth Floor



Kane County Branch Court | First Floor



Judicial Center | Third Floor



Juvenile Justice Center | Second Floor

6.4 :: JUDICIAL FACILITY NEEDS AND PRIORITIES

STATE'S ATTORNEY OFFICE

Historical Personnel Data:

Full-Time employees or equivalents (FTE) per year:

2012	2013	2014	2015	2016	2017	2018	2019	2010	2021
NA	NA	120	122	121	123	120	120	123	144

% Change 2014 - 2021 = 20%

% Change/Year = 3%

Workload Indicators:

Growth in population, legislative changes, technology use, contracts, deferred programs, and mental health all drive workload up. Riverboat funding sources are decreasing and cases have been decreasing. Additional programs such as the Community Prosecution Unit, Conviction Integrity Unit, Child Exploitation Unit, Felony Review Unit and Pre-Arrest Diversion Program also increase staff.

Personnel Projections:

Projection Model	(5-Year) 2025	(10-Year) 2030	(15-Year) 2035	(20-Year) 2040	(25-Year) 2045	(30-Year) 2050
Model 1: Historical Percent Change	160.5	181.0	201.6	222.2	242.7	263.3
Model 2: Historical Number Change	157.7	174.9	192.0	209.1	226.3	243.4
Model 3: Linear Regression	139.0	149.0	158.9	168.9	178.8	188.7
Model 4: Constant Staff / Population	146.8	153.6	160.7	167.7	172.3	176.8
Model 5: Dept's Recommendation	150.0	150.0	155.0	155.0	160.0	160.0
Model 6: Ratio to Total Judges	129.0	133.0	137.0	142.0	145.0	149.0
FTE Staff Projection (Model 4-6)	142.0	146.0	151.0	155.0	159.0	162.0

% Change 2021 - 2050 = 13%

% Change/Year = 0%

Explanation: Models 4-6 were used

Adjacency Needs:

- Chief Judge / Court Administration
- Circuit Clerk
- Sheriff / Jail
- Public Defender

Data / Records Storage:

- Physical files in lower level of Judicial Center and KBC Warehouse.
- Further digitization is currently being considered.
- Body Cameras will require additional digital storage
- Paperless office is planned for the near future

Security

Considerations:

- Reception and offices should be behind a secured door

Miscellaneous:

- Ability to review digital evidence (video recordings) and tender it to the defense more efficiently will be needed in the future.

Current Space Deficiencies:

- Storage space
- Office space within Judicial Center and Courthouse
- Victim Witness Waiting Rooms for criminal courts

Space Utilization:

- Space is well utilized and does not allow for further growth

Unique / Non-Office Space:

- Grand Jury
- Victim Witness Waiting Rooms

Space Projections:

Item	2021	(5-Year) 2025	(10-Year) 2030	(15-Year) 2035	(20-Year) 2040	(25-Year) 2045	(30-Year) 2050
Existing Office DGSF	19,625						
FTE JC & KCC Staff Projection	109	128	132	137	141	145	148
FTE Satellite Staff Projection	35	14	14	14	14	14	14
Existing Office DGSF/Staff	180						
Average Office DGSF/Staff ¹	250	250	250	250	250	250	250
DGSF Office Projection	27,250	32,000	33,000	34,250	35,250	36,250	37,000
Existing Other DGSF ²	4,890						
Existing Satellite DGSF ³	12,047						
DGSF Other Projection ⁴	4,890	4,500	4,100	3,700	3,300	2,900	2,500
DGSF Satellite Projection ⁵	12,047	12,047	12,047	12,047	12,047	12,047	12,047
DGSF Total Existing Space	36,562						
DGSF Space Projection⁶	39,279	44,047	45,047	46,297	47,297	48,297	49,047

¹ Includes an average per staff for all office, staff circulation, file storage, work/copy, meeting/conference, and public reception spaces.

² Includes existing Grand Jury Space and Archive Storage

³ Includes existing satellite office and Children's Advocacy Center

⁴ Includes projected Grand Jury Space and Archive Storage (diminished storage over time)

⁵ Includes projected satellite office (to be used as touch-down satellite space) and Children's Advocacy Center. Satellite and CAC spaces assumed to be adequate to meet future needs.

⁶ Includes DGSF Office Projection + DGSF Other Projection + DGSF Satellite Projection

Space Needs Priority:

Due to the lack existing space and of potential long term growth space, this department is noted as a high priority space need.

(page intentionally left blank)

Section 7
PLANNING CONSIDERATIONS

SUMMARY

Overall, the County has done well to utilize their building assets in the best ways possible. The drivers of building needs are somewhat different between the County Government departments and the Judicial Departments. The County Government need is greatly driven by the fair to poor condition of the current buildings, difficult accessibility and public wayfinding and lack of efficiency of non-purpose-built buildings. The Judicial needs are far more driven by current and projected future space needs for the core facilities. There are also physical condition deficiencies that have an impact on satellite facilities.

Through the physical conditions assessment, the County's highest priority building assets were identified to be the buildings at the Judicial Center Campus, and these were identified as a priority for continued maintenance investment to maintain these important assets and get many more years of useful life from them. Buildings in poor condition that don't serve the needs well such as the Health Department in Aurora and several government campus buildings have also been identified and should focus only on stabilizing investment. This strategy is to focus the limited County resources to their highest and best use.

With a core focus on which buildings to maintain as long-term assets, the focus can then be shifted to prioritizing and addressing the various needs of the departments. The most successful master facility plans for counties seek to address short and long-term needs in a parallel path. Through this approach short-term solutions are directed toward a long-term objective and tend to be far better financial investments. This type of approach will be important for Kane County. In the case of the judiciary, we know that there is a need for a sizeable increase in overall square footage to address long-term needs at the Judicial Center. We also know that there is a pressing short-term need for space for the State's Attorney as well as several other supportive offices. Planning and working toward a long-term solution will take time and a plan to assign financial resources that needs to begin soon to achieve success. If a clear time horizon can be developed, then short-term solutions can be better planned to minimize costs best address needs.

The County is in a fortunate position to have good available land assets and there are many options to address the County's projected space needs. With respect to the County Government functions, a key decision will have to be made in determining whether significant renovations at the current site or relocation to a new site will serve the needs of the public and staff the best and in the most cost-effective way. The County is fortunate to have available property both at the judicial center campus and along Fabyan Parkway as options that can be considered.

The next step in this process is to gain consensus on the priorities and develop options for addressing both short and long-term needs. Each option can be evaluated based on the positives and challenges of the solution as well as cost and schedule implications. This information will run in parallel with an analysis of available funding and options for further facility funding that will be needed to implement the plan.