

M I N U T E S

STATE OFFICE BUILDING NEEDS
SUBCOMMITTEE

of the

STANDING COMMITTEES ON APPROPRIATIONS

August 17, 1972

The first meeting of the State Office Building Needs Subcommittee, a subcommittee of the Standing Committees on Appropriations, was called to order by Senator Francis Messerly at 10:00 a.m., August 17, 1972, in the Legislative Fiscal Director's Conference Room with the following members present in addition to Senator Messerly:

Senator Cloyd Robinson
Senator Harold Thordsen
Senator John Walsh
Representative John Camp
Representative Joan Lipsky
Representative Norman Jesse

Also present were:

Mr. Stanley L. McCausland, Director of the Department
of General Services
Mr. Gerry D. Rankin, Legislative Fiscal Director
Mr. Dennis Prouty, Fiscal Director's Office
Mr. Harry Gittens, Planning and Programming Office
Mr. Wayne E. Laufenberg, Office for Planning and
Programming Director
Mrs. Diane Bolender, Research Analyst, Legislative
Service Bureau

Senator Messerly, chairman of the Subcommittee, announced to the Subcommittee that the Legislative Council had instructed Representative Camp and himself to study the matter of federal funds available to be used in the construction of new office buildings on the Capitol grounds, and to determine the best use of office space within the Capitol building. Senator Messerly noted to the Subcommittee that Governor Ray had asked Mr. McCausland, General Services Director, and the Office for Planning and Programming, to review the building needs for State Government. He also stated that he and Representative Camp had met with Mr. McCausland and Mr. Laufenberg and decided that in the interest of coordinating activities regarding the

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matter that they would all work together and try to arrive at some kind of recommendation to present to the next session of the Legislature.

Senator Messerly introduced Mr. McCausland to the Subcommittee. Mr. McCausland presented each member of the Subcommittee with a resume' of all office space presently occupied in the various permanent and temporary buildings on the Capitol complex and in the Valley Bank Building. He stated that the chart indicates the amount of square feet the state is leasing in scattered locations throughout the City of Des Moines.

Mr. McCausland noted that in the report the estimated 202,070 square feet of space needed to consolidate offices on the complex does not include the space needed by the Department of Agriculture, whose needs are being studied separately. He also stated that with the exception of the offices of the Attorney General, no other changes are anticipated in the Capitol itself.

Mr. McCausland stated that the estimated costs, as pointed out in the report, were made on the basis of the construction of two new buildings, for reference purposes one is named the Administration Building and one the Hall of Justice. The estimate on the Hall of Justice would include the Offices for the Attorney General.

Mr. McCausland noted that the anticipated 108,000 square feet of office space projected for the Hall of Justice would be eligible for 50% matching federal funds and that approximately 70,000 square feet of the 200,000 square feet figure used in the estimate for the Administration Building would be eligible for matching federal funds. He also stated that the various state agencies that have top priority for the new building are those that possibly might have access to federal funds. It was also noted that the needs of the Legislature were not taken into consideration in the report, because at the time it was not known what additional space the Legislature will require.

Mr. McCausland explained to the Subcommittee that the projected building program was based on two buildings rather than one because it was felt that one building large enough to accommodate approximately 300,000 square feet of office space would overpower the Capitol building.

Mr. McCausland stated that in his report he used the figure of \$40.00 per square foot and \$35.00 per square foot in projecting the costs of new construction just for comparison purposes. He stated that everyone he had talked with, regarding the cost of new construction, indicated that they felt these figures were not too low, and that possibly the figure could be less than \$35.00 per square foot. Mr. McCausland also called to the attention of the Subcommittee that he had used the figure of \$4.50 per square foot in the cost of leasing office space, to arrive at the savings that would be realized for the state if new buildings were constructed.

Mr. McCausland brought up the matter of repairs that should be made in the Valley Bank Building. He has a projected 20 year remodeling plan for the building at a cost of \$2,500,000. He also stated that the land value at the present time would be approximately \$200,000.

Representative Lipsky questioned Mr. McCausland regarding his statement that his analysis of occupation of new buildings was based on eligibility for receipt of federal funds, and why he has included Historical Displays and office space for the Iowa Development Commission but has excluded the Department of Health, which might also be eligible for federal funds. He answered by stating that at the time he contacted persons from the Health Department about space, they indicated that they would not have access to federal funds, but that this situation is being pursued at the present time.

Representative Lipsky stated that she felt that space should be available for a central data processing center where it would be more accessible to the personnel that would be using it, rather than placing the center in the building proposed as a Hall of Justice. Mr. McCausland answered by saying one of the reasons for the center being placed in this building is to provide maximum security in case of bombing, and the proposed Hall of Justice would be built more sturdily. He also mentioned that Civil Defense, having access to federal funds, could also be in this same building.

Mr. Wayne Laufenberg, Director of the Office for Planning and Programming appeared next before the Subcommittee and gave a report on the work his office had done relative to costs and savings on new building construction for the Capitol complex.

Mr. Laufenberg stated that his office had divided its report into two parts; using conventional funding and using a lease purchasing approach which is a new innovation which would eliminate the necessity of using state funds immediately and would allow the payment of a building over a period of time. He stated that a report on lease purchasing would be available at a later date. Also that this approach would not take any property completely off the tax rolls.

Mr. Laufenberg presented to the Subcommittee members a written report on Conventional Funding for the construction of state office buildings. He stated in his report that there is no grant on the federal level specifically for construction of a state office building and that the only method for financing through the use of federal funds is by having state agencies receiving federal funds pay rent for their space in the facilities. The report describes the various agencies that receive federal funding and the percentage of matching funds for each agency. The report also describes the method of financing a Hall of Justice through federal money for the Law Enforcement Assistance Administration.

Senator Messerly questioned Mr. McCausland on the statement that 50% federal funding could be obtained for construction purposes to provide office space for certain agencies in comparison to Mr. Laufenberg's report that federal funds would be available if agencies would pay rent for their space. He answered by using the example of the Department of Public Instruction that it does not appear can receive federal funds to build. Mr. Gittens, from the Office for Planning and Programming, interjected that he had spoken to the new Superintendent of Public Instruction, Dr. Benton, about this matter and Dr. Benton informed him that he would have members of his staff investigate this matter and have a report back to him by the following week.

Representative Lipsky brought up the question of whether the Bureau of Labor has federal funds available for building purposes. Mr. McCausland furnished the Subcommittee with copies of a survey form he is distributing to various state agencies asking them to submit additional information on space requirements, along with type of funds received for such purposes; this would also include the divisions of these various agencies.

Senator Messerly stated that the Legislative Council and the Legislature would like to have a detailed plan made for office building space, along with allocations of this space, and what the cost will be to the state for new buildings.

Mr. McCausland stated that he feels there are several ideas to propose and that after a more detailed survey is made of the space needed and the funds available, then a decision can be made and the ideas put forth as to whether the construction should be for 2 or 3 buildings or possibly one building, if it is constructed on the grounds west of the Capitol Building.

In answer to a question raised by Senator Thordsen, Mr. McCausland stated that it was his understanding that when federal funds are involved, the 50% matching funds are arrived at according to the square feet of space used by a particular agency, not according to the total square feet of a building.

Senator Thordsen brought up the item of land for new construction and Mr. McCausland assured the Subcommittee that there are no problems in regard to this.

Representative Camp questioned Mr. McCausland regarding his statement that grants are available from the federal government up to 50%, and also as to what state agencies are qualified to receive these grants. Mr. McCausland answered that he was not aware, prior to this meeting, that the Department of Labor and the Department of Health could be included in the federal grant program. He also stated that he did not know about grants in the field of education but that he should have more detailed information by September 1st after these departments have answered the questionnaire submitted to them.

Senator Messerly approached the Subcommittee with the question as to what they would like to have done, and what their recommendation would be to the Legislative Council in regard to office space being made available to committee chairmen and also to all members of the Legislature.

Representative Lipsky stated that she felt that the Subcommittee should start by finding out what space could be made available in the Capitol Building.

Senator Walsh mentioned to the members that he thinks there are federal grants available for legislatures alone, and that he would like to see this explored along with other areas such as grants from private foundations.

Representative Lipsky expressed that her feeling was that there should be space made available to the General Assembly for storage, files for legislators, more committee meeting rooms,

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rooms for legislators to sit down and visit with constituents, secretarial space, and also a place for legislators to study. She feels that these things are more important than individual offices.

Senator Messerly asked Mr. McCausland if he had consulted the Capitol Planning Commission and he answered in the affirmative and displayed a map of the Capitol grounds as drawn by the Capitol Planning Commission. Mr. McCausland described the possibility of erecting a building west of the capitol steps, and expressed the belief that there were two feasible plans, one building at the west of the Capitol Building, or two separate buildings in space available on the east side of the Capitol Building.

Senator Messerly stated that he believes the Subcommittee desires to find out the maximum amount of office space it would take to take care of state government employees up to the year 1980, how much federal funds will be available, and then make a recommendation as to the amount of money the Legislature would have to appropriate to fulfill these recommendations.

Mr. McCausland noted that federal money will come back to the state through leasing charges to each state agency that receives federal funds.

The consensus of the Subcommittee was that Mr. McCausland should submit plans to this Subcommittee after he has studied the relocation of various departments from the Capitol Building, then a decision can be made on the space available for the Legislature. The Subcommittee discussed the moving of the Supreme Court Chambers and the Law Library out of the Capitol Building, and the majority of the members were not in favor of this move.

The Subcommittee discussed the possibility of having one centralized cafeteria, in place of the three that are now in existence in the various buildings. The possibility of underground parking facilities was also brought to the attention of the Subcommittee.

Mr. McCausland informed the Subcommittee that he would have available time in October to rework the proposal according to plans discussed with the Subcommittee today.

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Senator Walsh made a motion, which was seconded by Senator Thordsen, that this Subcommittee request information on the maximum amount of space that can be made available in the Capitol Building, the cost and location of space to move present agencies, and plans for additional parking space. The motion carried.

The Subcommittee recessed for lunch at 12:05 p.m., reconvened at 1:00 p.m. and toured the grounds at the west side of the Capitol Building for the purpose of considering the space available for the construction of one office building.

The meeting adjourned at 2:00 p.m.

Respectfully submitted

Elizabeth O'Connor
Secretary

BUILDING STUDY COMMITTEE MEETING

Subcommittee of Appropriations

Date _____

MEMBERS

Senator Francis Messerly, Chairman

Senator Cloyd Robinson

Senator Harold Thordsen

Senator John Walsh

Representative John Camp

Representative C. Raymond Fisher

Representative Joan Lipsky

Representative Norman Jesse

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Clerked by:

July 10, 1972

At present the State is occupying office space not only in various permanent and "temporary" buildings on the Capitol complex and in the Valley Bank Building purchased in 1967, but also is leasing space in widely scattered locations in the City of Des Moines.

A space survey was taken in May and June asking State departments and agencies to project their anticipated needs for space in 1977. This report summarizes the returns from this space survey and attempts to translate these space needs into building requirements that would consolidate all State departments and agencies into permanent buildings located on the Capitol complex.

The needs of the Agriculture Department were not taken into consideration in this report and should be considered as a separate study. With the exception of the Attorney General's office no other changes were anticipated in the Capitol itself. It should also be noted that no cafeteria space was anticipated in either the Grimes or Lucas Buildings and it is thus implied that a central cafeteria would have to be provided for the needs of all buildings, old and new on the complex. The needs of the Legislature will come from them at a later date and will have to be incorporated into any new building program.

Caution should be exercised in the consideration of these projected space needs not only as space relates to individual departments, but also to the suggested relocations into new or existing buildings. Modern techniques of "office landscaping" as now being implemented in the Department of Social Services can probably be utilized to make for much more efficient use of space in new buildings as well as remodeling the Lucas and Grimes Buildings. Little attempt was made to closely analyze individual projections of space. The main emphasis was to show only the approximate basic needs and how these needs could be accommodated. Cost figures are also simplistic.

It should not be overlooked, however, that recently approximately \$180,000 was spent to acquire 20,000 s.f. of space in the Capitol Hill Christian Church; \$20,000 to acquire 5,500 s.f. in the Teamsters Building and \$108,000 to remodel two floors in the Lucas Building so as to pick up 20% better utilization of existing space, all a reflection of the present pressures of the need for more space as the apparently never ending plethora of federal programs are introduced at the State level.

It can be noted in the suggested cost figures that the role of federal dollars is very important in relieving our needs for space.

SQUARE FEET NEEDED TO CONSOLIDATE ON COMPLEX

7/10/72

89,000	Valley Bank Building
47,400	Leased space (does not include Ag. space)
23,400	Executive Hills
20,000	Christian Church
5,000	Hamilton Building
5,500	Teamsters Building
6,500	Lab Building
-0-	GMC Building
1,870	East 13th Place (duplex)
2,400	Brick House
<u>202,070</u>	

SQUARE FEET MADE AVAILABLE BY MOVING INTO NEW BUILDINGSFROM LUCAS

33,800	Social Services
27,800	Department of Public Safety
11,800	Data Processing
6,400	Cafeteria
4,400	Civil Defense
2,000	Parole Board
1,600	Telephone Exchange
<u>87,800</u>	

FROM GRIMES

44,000	Public Instruction
6,300	Cafeteria
2,500	Board of Regents
<u>52,800</u>	

ADMINISTRATION BUILDING

	<u>EMPLOYEE NUMBER</u>	<u>1972 SPACE</u>	<u>EMPLOYEE NUMBER</u>	<u>1977 SPACE</u>
<u>BASEMENT</u>				
Vocational Rehabilitation	210	13,300	400	20,000
Vocational Education Advisory Council	1	600	3	800
Higher Education Facilities	9	1,800	12	2,200
Board of Regents	-	2,600	-	2,600
Student Exchange	-	600	-	1,000
Storage for Public Instruction	-	1,400	-	1,600
Storage for Social Service	-	800	-	1,600
Traveling Library & Medical Library	-	16,000	-	13,600
Bureau of Labor	35	3,100	60	4,000
Office of Economic Opportunity	14	3,800	18	2,600
		<u>44,000</u>		<u>50,000</u>
50,000 s.f.				
<u>FIRST FLOOR</u>				
Traveling & Medical Library	-	16,100	-	28,000
Historical Display	-	-	-	22,000
		<u>16,100</u>		<u>50,000</u>
50,000 s.f.				
<u>SECOND FLOOR</u>				
Social Services	269	40,000	-	41,000
Iowa Development Commission	43	8,300	-	9,000
		<u>48,300</u>	-	<u>50,000</u>
50,000 s.f.				
<u>THIRD FLOOR</u>				
Department of Public Instruction	284	42,000	357	50,000
		<u>42,000</u>		<u>50,000</u>
50,000 s.f.				
TOTAL		150,400		200,000
200,000 s.f.				

COSTS AND SAVINGS

ADMINISTRATION BUILDING

200,000 s.f.

Construction @\$40.00 per s.f. x 200,000 s.f. ----- \$ 8,000,000.00
 One-half federal match on 70,000 s.f. ----- 2,800,000.00
 STATE COST ----- \$ 5,200,000.00

Construction @\$35.00 per s.f. x 200,000 s.f. ---\$ 7,000,000.00
 One-half federal match on 70,000 s.f. ----- 2,450,000.00
 STATE COST -----\$ 4,550,000.00

Leased space moved into new building ---- 27,000 s.f.

Annual cost of leasing 27,000 s.f. @ \$4.50 ----- 121,500.00

Cost of leasing 27,000 s.f. for 20 years ----- \$2,430,000.00

Cost of remodeling Valley Bank Building ----- \$2,500,000.00
\$4,930,000.00

Cost of constructing Administration Bldg. @ \$40.00 ---- \$5,200,000.00
 Cost of leasing & repairs for 20 years ----- \$4,930,000.00
 COST OF BUILDING ----- \$ 270,000.00

Cost of leasing and repairs for 20 years ----- \$ 4,930,000.00
 Cost of constructing Admins. Bldg. @ \$35.00 ---- \$ 4,550,000.00
 SAVINGS ON CONSTRUCTING ----- \$ 380,000.00

Space made available in Lucas Building --- 33,800 s.f.
 Space made available in Grimes Building --- 46,000 s.f.
79,800 s.f.

Space Opened Up By Administration Building

Board of Regents -----	2,600
Social Services -----	33,800
Public Instruction -----	44,000
	<u>80,400</u>

Space No Longer Leased - Moved to Administration Building

Iowa Development Commission -----	8,300
Vocational Rehabilitation -----	13,300
Higher Education Facilities -----	1,800
Social Services -----	3,600
	<u>27,000</u>

Space Consolidated From Temporary State Buildings

Bureau of Labor -----	3,100
Vocation Educational Advisory Council---	600
Student Exchange-----	600
Social Services -----	3,200
OEO -----	3,800
	<u>11,300</u>

Space Opened Up In Historical Building-- 32,100

TOTAL -----150,800 s.f.

COSTS AND SAVINGS

HALL OF JUSTICE BUILDING

108,000 Square Feet

Construction @\$40.00 per s.f. x 108,000 s.f. ---- \$ 4,300,000.00
 One-half federal match on 108,000 s.f. ----- 2,150,000.00
 STATE COST ----- \$ 2,150,000.00

Construction @\$35.00 per s.f. x 108,000 s.f.--\$ 3,780,000.00
 One-half federal match on 108,000 s.f. -----\$ 1,890,000.00
 STATE COST -----\$ 1,890,000.00

Leased space now to move into Grimes or Lucas --- 17,250 s.f.

Annual cost of leasing 17,250 s.f. @\$4.50/s.f.---\$ 77,625.00

Cost of leasing 17,250 s.f. for 20 years-----\$1,552,250.00

Cost of construction @\$40.00 s.f. -----\$ 2,150,000.00
 Cost of leasing, 20 years -----\$ 1,552,250.00
 COST OF BUILDING -----\$ 597,750.00

Cost of construction @\$35.00 s.f.-----\$ 1,890,000.00
 Cost of leasing, 20 years ----- 1,552,250.00
 COST OF BUILDING -----\$ 337,750.00

HALL OF JUSTICE BUILDING

		EMPLOYEE NUMBER	1972 SPACE	EMPLOYEE NUMBER	1977 SPACE
<u>SUB-BASEMENT</u>					
27,000 s.f.					
Data Processing		95	11,800	--	15,000
Iowa Police Radio		21	4,320	31	6,200
Crime Lab		13	3,448	--	4,300
			19,568		25,500
<u>BASEMENT</u>					
27,000 s.f.					
Civil Defense		12	4,444	18	6,000
Security Police		38	1,736	--	2,000
Crime Commission		24	5,000	30	6,000
Highway Patrol		412	3,160	575	4,500
TRACIS		5	1,000	--	2,000
Communications		2	1,000	--	1,000
Telephone		6	1,642	--	750
Reciprocity Board		17	3,472	--	4,000
			21,454		26,250
<u>FIRST FLOOR</u>					
27,000 s.f.					
Public Safety		334	23,795	354	27,000
<u>SECOND FLOOR</u>					
27,000 s.f.					
Liquor Enforcement		19	600	25	2,000
Narcotics		15	1,150	23	2,100
Fire Marshal		13	1,462	20	2,100
Attorney General		44	8,730	85	17,000
Parole Board		2	2,000	2	2,000
Drug Abuse Authority		4	626	15	1,800
			14,568		27,000
<u>TOTAL</u>					105,750
108,000 s.f.					

PROPOSED LUCAS BUILDING

	<u>FROM</u>	<u>PRESENT S.F.</u>
<u>SIXTH FLOOR</u>		
Department of Revenue----- 18,000 s.f.	5th Floor Lucas-----	15,140 s.f.
<u>FIFTH FLOOR</u>		
Department of Revenue ----- 22,865	2nd Floor Lucas -----	22,865
<u>FOURTH FLOOR</u>		
Commerce Commission ----- 22,865	Valley Bank -----	18,000
<u>THIRD FLOOR</u>		
Health Department ----- 23,240	3rd Floor-Lucas -----	23,240
<u>SECOND FLOOR</u>		
Health Department ----- 10,000	3rd Floor-Lucas -----	-0-
Environmental Control ----- 13,240		
<u>FIRST FLOOR</u>		
Office of Programming & Plann.-- 21,010	Christian Church -----	15,000
<u>GROUND FLOOR</u>		
Insurance Department ----- 8,010	Ground Floor-Lucas -----	8,010
Banking Department ----- 5,360	Bankers Trust -----	4,100
Board of Engineering Examiners---		
Board of Accountancy ----- 1,642		
Real Estate Commission -----		
15,012		
<u>BASEMENT</u>		
Industrial Commission ----- 4,444	Barber College -----	4,000
Drug Abuse Authority ----- 1,403	Executive Hills -----	600

PROPOSED GRIMES BUILDING

	<u>FROM</u>	<u>PRESENT S.F.</u>	
<u>BASEMENT</u>			
Commission on Aging -----	3,000 s.f.	1st Floor Grimes-----	650
Commission on Handicapped----	1,100	1st Floor Grimes-----	950
General Services, Print. Div.--	7,000	Basement & 1st Fl. Grimes-	9,000
General Service-Office Supply	2,320	Basement-Grimes-----	2,320
General Services-Mail Room---	732	Basement Grimes -----	1,316
General Services-typewriter repair -----	1,316		
General Services-centralized mailing -----	1,000		
	16,468		
<u>FIRST FLOOR</u>			
General Services-centralized purchasing -----	2,004	1st Floor Grimes -----	2,004
Soil Conservation -----	2,554	1st Floor Grimes -----	1,396
Natural Resources -----	5,800	1st Floor Grimes -----	3,551
Mines & Minerals -----	651	4 Square Tabernacle -----	1,200
Civil Rights Commission -----	4,800	Executive Hills -----	3,600
Arts Council -----	700	Executive Hills -----	600
	16,309		
<u>SECOND FLOOR</u>			
Conservation Commission-----	21,400	Valley Bank Building -----	15,300
<u>THIRD FLOOR</u>			
Merit Employment -----	6,500	3rd Floor Grimes -----	4,500
Beer & Liquor Control-----	10,000	Valley Bank -----	12,500
Nursing Examiners -----	2,000	Teamsters Building -----	1,500
Medical Examiners -----	1,200	Empire Building -----	1,200
Pharmacy Examiners -----	1,600	Valley Bank Building-----	1,200
	21,300		

SUPPLEMENTAL SURVEY ON SPACE AND PERSONNEL

DEPARTMENT OF GENERAL SERVICES

 Department & Location

 Division or Section

 Name and extension of person completing form

	<u>1967</u>	<u>1972</u>	<u>1977</u>
1. How many employees salaries are 100% state funded?	_____	_____	_____
How many square feet of space occupied by the above?	_____	_____	_____
2. How many employees salaries are 100% federally funded?	_____	_____	_____
How many square feet of space occupied by the above?	_____	_____	_____
3. How many employees salaries are jointly funded?	_____	_____	_____
How many square feet of space occupied by above?	_____	_____	_____
TOTAL EMPLOYEES -----	_____	_____	_____
TOTAL SQUARE FEET -----	_____	_____	_____

	<u>1967</u>	<u>1972</u>	<u>1977</u>
4. How many employees fall within the following Merit class or equivalent?			
05 - 12	_____	_____	_____
13 - 18	_____	_____	_____
19 - 26	_____	_____	_____
27 - 31	_____	_____	_____
32 - 36	_____	_____	_____
37 - 45	_____	_____	_____
TOTAL	_____	_____	_____
5. Number of standard filing cabinets within your division or section.	_____	_____	_____
6. Number of power filing cabinets within your division or section.	_____	_____	_____
How many square feet of space occupied by the above.	_____	_____	_____
How many square feet of space occupied by other types of cabinets.	_____	_____	_____
7. Number of square feet of space used for storage space for:			
(a) office supplies -----	_____	_____	_____
(b) printed materials -----	_____	_____	_____
(c) audio-vistual equipment -----	_____	_____	_____
(d) other -----	_____	_____	_____
TOTAL -----	_____	_____	_____
8. Number of square feet of space occupied by unique supportive equipment such as microfilming equipment, reproduction equipment, data retrieval systems, MTST equipment, etc.	_____	_____	_____

	<u>1967</u>	<u>1972</u>	<u>1977</u>
9. Number of square feet occupied exclusively by your agency for:			
(a) libraries -----	_____	_____	_____
(b) conference rooms -----	_____	_____	_____
(c) employee lounges -----	_____	_____	_____
(d) dark rooms -----	_____	_____	_____
(e) projection rooms -----	_____	_____	_____
(f) drafting rooms -----	_____	_____	_____
(g) reception rooms -----	_____	_____	_____
(h) other -----	_____	_____	_____

10. Exclusive of questions one through nine, does your division or section employ field personnel? Yes or No. If yes, please respond to the following.

(a) indicate the number of employees listed in the category of field personnel -----	_____	_____	_____
(b) how many square feet of space is provided for such field personnel	_____	_____	_____

11. If you have projected a growth in personnel, is it because of:

(Check)

(a) present state programs -----	_____
(b) present federal programs -----	_____
(c) anticipated state programs -----	_____
(d) anticipated federal programs ---	_____

12. If you anticipate any legislation that would cause an increase in personnel can you briefly state what the program would be and the approximate number of people that would be added to your staff for this program.