

to 2 persons in the city for each square foot of public office space; i.e., an average city of 50,000 people would have from 25,000 to 50,000 square feet of public office space.

The figures given above, it should be recognized, are averages. In planning for building needs space requirements should be established by function—clerical, drafting, department heads, etc.

Policy formulation is critical in order to answer questions related to space needs and standards. If every community designed buildings adequate to meet future needs, located these facilities properly, took advantage of all economies and had sufficient funds to pay for them, there would be no problem. Policy formulation, of course, is as critical on the local level as it is on the State and Federal level.

TABLE I.—*Space needed in hypothetical city halls serving populations of 25,000, 50,000, 100,000, and 200,000, by function*

Function	25,000 population		50,000 population		100,000 population		200,000 population	
	Number of employees	Space allocated (square feet)	Number of employees	Space allocated (square feet)	Number of employees	Space allocated (square feet)	Number of employees	Space allocated (square feet)
Council chambers.....		1,500		1,700		2,000		2,000
Executive offices.....	17	3,950	17	3,950	19	4,350	24	4,550
Finance offices.....	11	2,300	14	2,600	17	3,350	22	4,700
Personnel offices.....	2	300	3	450	5	1,300	10	1,500
City clerks' offices.....	4	750	5	900	7	1,200	11	1,850
City attorney's offices.....	2	350	4	600	4	600	6	850
Planning office.....	5	850	7	1,350	9	1,450	12	1,850
Parks department.....	2	300	2	300	2	300	3	400
Recreation department.....	3	750	4	850	6	1,050	10	1,650
Traffic engineering department.....	2	450	3	600	4	750	6	900
Civilian defense.....	2		2		2	300	3	400
Public health.....	7	1,750	11	2,750	18	3,900	28	5,750
Public works department.....	23	4,100	30	4,850	40	6,500	56	8,900
Total.....	80	17,350	102	20,900	133	27,050	191	35,300

Source: "Space Needs and Departmental Inter-relationships in Municipal Building," Public Administration Service, p. 27.

(c) Past and Present Characteristics

The civic center has traditionally been the section of the city or town, usually near the center, where administration buildings, courts, libraries, and other public buildings have been grouped. It is the history of the construction of public office and court buildings such as city halls, State capitals, administration buildings, county court-houses and other general purpose public buildings that is discussed here. Special-purpose buildings, libraries, fire stations, etc., are discussed in other chapters.

Civic centers have basically aimed to serve the public administrative needs of the area served. This may be a city, county, metropolitan region or State. This concentration of public business has also facilitated the conduct of interdepartmental affairs. As needs have grown, wings have been added to existing buildings and new structures have been added. As the core of cities has become more and more congested, there has been a growing trend to decentralize certain functions such as maintenance shops and refuse collection. However, this trend generally applies to large cities only where congestion is significant and distances between remote districts are great.