



PUBLIC WORKS DEPARTMENT

CITY HALL
 10300 TORRE AVENUE • CUPERTINO, CA 95014-3255
 TELEPHONE: (408) 777-3354 • FAX: (408) 777-3333
 CUPERTINO.ORG

**ATTACHMENT B
 CITY HALL STAFF HEADCOUNTS**

Data current as of February 2022

In the event of a renovation of City Hall, the following current City Hall business uses may need to be accommodated elsewhere:

A. New City Hall Annex:

Department - Division	Current No. of Staff	Minimum Desking and Office requirements**
CMO - EOC	4	4 workstations
CDD - Building and Admin	13	8 workstations
CDD - Building Inspection	5	2 workstations
CDD - Planning	13	2 workstations
CDD - Code Enforcement	3	3 workstations
PW - Development Services	7	2 workstations
[Finance/CMO clerks]		2 workstations
[Hotelling/Drop-In desks]		2 workstations
Subtotal	45	25 workstations

B. Alternate Location: TBD

Department - Division	Current No. of Staff	PRELIMINARY Minimum Desking and Office requirements**
Admin Services - Finance	12	2 offices, and approximately 4 workstations
Admin Services – Human Resources	5	2 offices, and 1 workstation (privacy requirements are tantamount, however)
CAO	3	2 offices, and 1 workstation
CMO - Communications, Sustainability, Admin, City Clerk, Economic Development	18	3 offices, and approximately 8 workstations
CMO - Video	5	5 workstations
City Council	5	3 offices
Commissioners (Planning)	5	1 workstation
IT	16	1 office and 4 workstations
PW – Admin & CIP	12	1 office, and 3 workstations
PW - Environmental	8	3 workstations
PW - Traffic	6	2 workstations
Subtotal	95	14 offices, and 32 workstations

** Notes about desking requirements assume the full leverage of Telework capabilities; storage, equipment, and other technical requirements not included here.

Abbreviations Legend:

CMO: City Manager’s Office

CAO: City Attorney’s Office

CDD: Community Development Department

IT: Innovation and Technology

PW: Public Works