

CHICAGO COUNCIL OF SOCIAL AGENCIES

308 N. Michigan Ave.,

Chicago, Ill.
September 3, 1924.

JOINT OFFICING

Memorandum to: Mr. Edward L. Ryerson, Jr.

By: Joel D. Hunter and
Wilfred S. Reynolds

This memorandum is concerned with a suggested plan for a Joint Officing Building for the administrative headquarters of non-institutional agencies; the building to be erected by the Wieboldt Foundation on land owned by the Northwestern University.

MANAGEMENT:

The management of the building should be vested in a committee composed of representatives elected by the following: one by the Wieboldt Foundation, one by Northwestern University, one by the Chicago Council of Social Agencies, and two by the tenant agencies. This Management Committee should be in charge of the management and operation of the building, including the following essentials:

1. Determining the occupancy of the building.
2. Plan for system of leasing by separate agencies.
3. Providing for the business management, including manager and other assistants necessary to care adequately for the management of the building.
4. Determine upon the planning of the space and final distribution of the agencies and facilities within the building.
5. This committee should be appointed immediately upon a decision to erect the building and should be responsible for supervising the architectural plans of the building to insure the best type of planning to suit the purposes for which the building is to be used.
6. It is suggested that the Wieboldt Foundation be the holding corporation. Leases shall be drawn by the separate agencies with the Wieboldt Foundation. The

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2. Memorandum to Mr. Edward L. Ryerson, Jr. September 3, 1924.

rents shall be paid to the Building Manager under the supervision of the Committee, which Building Manager is designated by the Wieboldt Foundation as its agent for this purpose. Likewise disbursements for the necessary expenses in the operation and up-keep of the building shall be upon order of the Business Manager and paid by the Wieboldt Foundation.

FACILITIES AND ACTIVITIES FOR WHICH A BUILDING SHOULD PROVIDE:

- a. Joint application and information bureau (first floor). This should be the "gateway" to the building and provide adequately for receiving visitors and properly directing them to the organizations, departments or persons whom they desire to see.
- b. Printing and mimeographing equipment - a joint facility. (In basement if properly ventilated).
- c. Space for storage of supplies, retired records and the like - a joint facility. (In basement if properly ventilated).
- d. Auditorium to accommodate 250 to 500 people.
- e. Committee and conference rooms distributed throughout the building.
- f. Library (probably top floor).
- g. Social museum and exhibit display (probably top floor).
- h. Rest rooms for both men and women employees, and clients visiting the building, properly planned for necessary segregation and convenient locations.
- i. Central registration of cases, known as "Social Service Exchange," located convenient to the offices of agencies dealing with families and individuals.
- j. Joint organization of clerical and stenographic services. Joint purchasing which might be extended to organizations not officing in the building. Joint organization of such bookkeeping and accounting arrangements as experience may prove advantageous. If and when the building is assured of erection, expert assistance should be employed to work out the details of these phases of joint operation so that there may be ample time to perfect the scheme prior to the actual occupancy of the building.

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September 3, 1924

- k. Facilities for private offices of the several independent agency units, providing for executives, heads of departments, secretaries, interviewers, should be arranged with special reference to one another and to the facilities used in common.
- l. If building is located on the Northwestern University campus or at a place outside the loop where there are no restaurant facilities, provision should be made for serving meals to occupants of the building.
- m. Transportation to and from the loop district should be provided to serve the building.

SIZE OF BUILDING:

Of the 37 agencies replying to the recent questionnaire, 25 have expressed themselves in favor of the principle of joint officing. 16 definitely favor the Wieboldt-Northwestern University building plan and will join in it. These agencies require 37,396 square feet of space.

This amount of space does not include the several needs indicated above, such as space for joint application bureau, central registration of cases, auditorium, conference rooms, rest rooms, storage space, etc.

Neither do the requirements of these agencies represent the possible increase in the need for joint officing in the future.

A number of agencies circularized did not reply to the recent questionnaire, and those who are not able to join the plan at present might be able to do so later.

While it is impossible to accurately estimate the exact needs as to space, it is probably safe to indicate that a building comprising not less than 75,000 square feet nor more than 100,000 square feet will be necessary to meet the present and future needs and officing requirements of our social agencies.

COST TO AGENCIES:

Let us assume that the cost of rental to agencies will equal the cost of operating the building, not including taxes. We assume taxes will be exempted. A preliminary report just issued by the National Association of Building Owners and Managers, for the year 1923, including figures from 17 office buildings in Chicago, comprising 3,097,376 square feet, shows the following cost of operation per square foot:

September 7, 1934

Memorandum to Mr. Edward J. Ryerson, Jr.

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4. Memorandum to Mr. Edward L. Ryerson, Jr.

September 3, 1924

A. Expense of ordinary operation-----	.725 per sq. ft.
B. Repairs, alterations, decorating, etc.---	.14 per sq. ft.
C. Fire Insurance and depreciation-----	<u>.19</u> per sq. ft.

Total..... \$1.055 per sq. ft.

If taxes must be included add..... .428 per sq. ft.

Assuming the building and ground are presented outright and tax exempt to the purposes of agency officing, the cost of operation will be approximately \$1.05 per square foot. The agencies, therefore, under the most favorable conditions, would pay \$1.05 per square foot rental.

September 3, 1934

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AGENCY	Favorable to Joint Officing		Location Preferred				Favor Wie boldt Plan				Undecided	Date to Accept	
	Yes	No.	Chgo Ave & Lake	Loop	West Side	Present One	Yes	No.	Sq.Ft.	No	No.	Sq.Ft.	Sq.Ft.
Assn. of Day Nurseries	✓			✓			✓	225				any date	
Voc.Soc. for Shut-Ins	✓						✓	1680				5-1-25	
Cen.Council for Nurs.Ed.	✓						✓	300				1-1-26	
Central Howard Assn.	✓			✓						✓	800		
Red Cross (Chgo.Chap)		✓								✓	7500		
Ill.Soc. for Mental Hyg.	✓			✓			✓	750				5-1-26	
United Charities	✓		✓				✓	5891				5-1-26	
Red Cross (CEN. Div.)	✓		✓				✓	6000				1-1-26	
Religious Ed.Aid Assn.	✓						✓	1200				5-1-26	
Infant Welfare Socy.	✓		✓				✓	1480				5-1-26	
Chgo.T.B.Institute	✓			✓			✓	3000				any date	
Soc.Hyg.League	✓						✓	7000				5-1-26	
Chgo.Assn. for Prev. of Heart Disease	✓		✓				✓	700				5-1-26	
Mun.T.B.Dispensary		✓								✓			
Ill.Ch.Home & Aid Soc.	✓			✓			✓	2160				5-1-26	
Y.W.C.A.(Metropolitan)	✓		✓				✓	3500				any date	
Girl Scouts	✓			✓						✓	1000		
Ill.Vigilance Assn.	✓		✓				✓	300				5-1-27	
Chgo.Fed. of Settlements.	✓		✓				✓	225				any date	
Committee of Fifteen		✓								✓	600		
Travelers Aid Society	✓			✓						✓			
Eliz. McC. Mem.Fund	✓					✓				✓	5000		
Salvation Army						✓				✓			
Juvenile Protective Assn.						✓				✓			
Glenwood M.T.School	✓			✓						✓			
Anti Cruelty Socy.	✓					✓				✓			
Assoc.Catholic Charities						✓				✓			
Lower North Com.Council	✓					✓				✓			
Eleanor Assn.	✓					✓				✓			
Civic Federation						✓				✓	400		
Ill.Soc. for Prev. of Blind													
Ill.League of W.Voters													
Legislative Voters League						✓				✓			
Chicago Leag. for Hard of H.													
Chicago Crime Commission													
Visting Nurse Assn.	✓												
Chicago C. of Soc. Agen.	✓						✓	2985				5-1-26	
	25	3	7	7		9	16	37,396	16		5		



City of Chicago

COUNCIL CHAMBER

CHARLES ALLING
Alderman Second Ward
Office 706 Tacoma Bldg.
Telephone Main 2576

Charles Alling
W. R. Harper



December 12, 1901. 190

W. R. Harper, L.L.D.,

President University of Chicago.

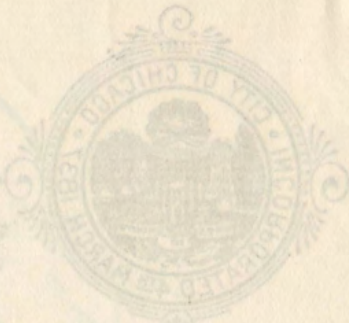
Dear Dr. Harper:--

When we studied the teaching of civics in the public schools we were all struck with the fact that the teaching concerning the municipal civics was utterly deficient. The children all know the branches of the National government, the names of the President and his Cabinet, but know practically nothing about their own election precincts, ward, legislative and congressional boundaries.

They cannot be taught properly until some text book shall be prepared which will give the teachers the information. I enclose herewith the first book that has ever been published in Chicago, as far as I know, which gives the information which every teacher should possess. It is a homely little pamphlet compiled by a lawyer who used to be employed in the Election Commissioners' office. He put \$100 into the work but will not publish such books concerning the other towns of Chicago until the demand shall be felt.

City of Chicago

OFFICE OF THE CITY CLERK



CHARLES ALLING
Address Second Floor
Office 705 Tribune Bldg.
Telephone Main 1076

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President University of Chicago.

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CHARLES ALLING
Alderman Second Ward
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Harper 2

190

There is no doubt a need for a book covering the whole city of Chicago and giving the practical information in civics which the children should know. It will be felt, not only in the next generation of voters, but a great many parents will be reached by such practical information which will be brought into the homes by the children.

I believe that you are in a position to have a textbook of this kind prepared, and I enclose the pamphlet merely as a suggestion to you as to the kind of information which should be contained in such a book. Such a textbook should contain an enumeration of all the various departments of the city and county government, and pictures of the city and county institutions, a simple statement as to how the taxes are raised and in what amounts and how they are expended. Although the sums raised and expended would differ from year to year, still the proportions would remain substantially the same.

I addressed an audience at the First Baptist Church composed of the men of the congregation on December 10th. I gave each person present one of these handbooks of information, and

City of Chicago

COMMISSIONER



CHARLES ALLING

Albion Street, Wash.

Office 705 Jackson St.

Telephone Main 3555

Harper 2

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City of Chicago

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CHARLES ALLING
Alderman Second Ward
Office 706 Tacoma Bldg.
Telephone Main 2576

190

Harper 3

the men were very much pleased to receive them.

Within the past year the ward legislative and congressional boundaries of the entire city have been completely recast and will in all probability remain as they are for ten years to come. These changes have rendered necessary the dissemination of information as to the new boundaries. We cannot get a good representation in the State legislature from Chicago until the citizens understand the districts in which they live. I have addressed at least twenty-five audiences in which I offered luncheons to any one person present who would name his senator and three representatives. Not a soul in all these audiences has ever gotten even the soup of the luncheon. There is a dense and absolute ignorance among our citizens on civic matters. They are ready to be informed if this can be done in an attractive way.

I have sent this Handbook of Information to the principals of all the schools in the neighborhood of my ward including Armour Institute, De Lasalle Institute, the parochial school of St. James Catholic Church and others.

City of Chicago

COUNCIL CHAMBER



CHARLES ALLING

Albany Street West

Office No. 1000 West

Telephone Main 1000

100

Harper 3

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City of Chicago

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Alderman Second Ward
Office 706 Tacoma Bldg.
Telephone Main 2576

Harper 4

190

In addition to such a handbook as I have suggested to you there should be supplementary reading lessons prepared covering the local history of Chicago, but that can come later. What is needed is a basis from which teachers can intelligently train their children in civic duties around their doors.

The Sunday Schools have taken up the idea of having at least one Sunday and probably two, each year, devoted to lessons on municipal patriotism and the practical duties of local citizenship. I hope that through the channels of the great University of Chicago such publications as are absolutely needed will be prepared for the public.

Yours very truly,

Charles Alling

Alderman 2nd ward.

Enc.

City of Chicago

CITY OF CHICAGO



CHARLES ALLING
Albion Second Ward
Office 706 Jackson Bldg.
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Harper &

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Albion and Ward.

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THE FACULTIES OF
ARTS, LITERATURE, AND SCIENCE

—
OFFICE OF THE DEAN

The University of Chicago

FOUNDED BY JOHN D. ROCKEFELLER

CHICAGO Dec. 20, 1907

My dear President:

Mr. Albiny may be interested
in these two books. I should think
that Mr. James might prepare such a
manual as is suggested.

Very truly Yrs

H. R. F. Johnson

CHICAGO Dec. 20, 1907

My dear President,
The Chicago story is
in these two books. I should
think the former would be
more valuable as a
very interesting
H. J. Friedman