

AREA SUMMARY BY BUILDING

BUILDING NAME	NET USABLE SF	SUITE GROSS SF		CHARGED RENTABLE Bldg. Gross SF.	COMMENTS ON RENTABLE CONDITIONS	POTENTIAL VACANCIES TO BE DEVELOPED	COMMENTS
		Proposed	Current				
9000-PARKS, RECREATION & CULTURE	9,281 SF	7,670 SF	9,281 SF	28,650 SF	Not Applicable. Nominal rent is not charged to facilities.	None	9,000 SF of unfinished space in basement. Not recommended for office use.
4900- MEDICAL EXAMINER	22,107 SF	16,000 SF	28,139 SF	26,912 SF	Undercharged.	Adjacent 5 story + basement called CCC bldg. is vacant. Each floor plate is approx. 11,000 SF. Total bldg 66,000 SF.	This space has multiple options: 1) The old CCC bldg (66,000 sf) could be remodeled for the relocation of existing County departments. 2) The Medical Examiner could be moved to the County Grounds. The existing Medical Examiner building and CCC building would then be demolished to make room for a new office building to house County departments. 3) The properties could be leased, sold or donated if they require expensive remediation, etc. or some combination of options The new proposed suite gross SF includes spaces as they are currently occupied.
7900 - Dept of Aging REUSS BUILDING	30,647 SF	20,200 SF 9,188 SF	37,978 SF	48,808 SF	Rented from Non-County Land Lord	Current total staff positions occupy 11,656 SF. 15 existing staff positions do not have allocated square footage. The proposed staff positions determined with standard allocations takes into account the existing 15 positions and that total equals 12,968 SF. In addition this includes space for 5 new positions at 496 SF. To do an equal side by side comparison it should be noted that consultants that work with Aging including a large group of DHHS staff take 9,188 SF of space that Aging pays for. DHHS staff occupy 6,560 SF of the total consultant space. In a new programming analysis consider outside consultant space to be more flexible and shared for other use if possible.	This department occupies space on three levels of the building. The Reuss Building is divided to east and west towers due to central open light court that runs through the building. This has divided the layout of the Dept of Aging to straddle between both east and west towers and split on three floors. The buildings' overall design inefficiencies obviously affecting the Dept of Aging. This results in Aging to be on three floors and pay rent for three sets of common spaces as related to toilets and elevators, etc. this alone accounts for over 5,000 S of common space. There are at least five different consultants including various County agencies that work with department of aging to facilitate their work effort.
CATC			N/A	186,643 SF		13,871 SF	CATC is a campus setting consisting of 6 buildings alphabetically identified, A through F. These buildings are one or two floors tall and are connected via open outdoor walk ways. Few light courts are incorporated into the inner layout of these buildings, which are all shared and identified as common space in the rental factor.
Vacant Space				13,871 SF		Vacant space of 13,871 SF is available for use. The useable vacant space in A building equals 4,334 S, the chargeable gross S is 7,400. Vacant space in Bldg C is not deemed useable due to it's proximity to current functions related to educational facility for juveniles.	Both Building A and C seem to have the most vacant spaces . Roughly at 14,000 SF. Most of Building A is occupied by UW Extension offices, a private tenant of the County. The balance of space in Building A is empty and is not occupied by any other County agency and accounts for 4,334 SF of useable space.
Outside Agencies				172,772 SF	Rented to outside private tenants, Positive revenue		

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SAFETY BUILDING	72,432 SF		41,213 SF	200,033 SF		Abandoned jail space is not usable as an efficient space to be remodeled.	
1160 - IMSD	432 SF	300 SF	8,864 SF	5,690 SF	Undercharged- Perhaps due to in efficiency of the building layout.	Existing layout seems inefficient for Mail Room. Existing walls can be demolished to create 8,000 SF of open office space.	Only 3 FTE's work in this space. County to confirm if this large space is required for mass mailing and data processing. A total of 8,500 SF of space is for Mail Rm.
4000 - Sheriff	27,154 SF	14,480 -	63,329 SF	99,787 SF	Overcharged- Needs a double check to make sure not charged by old abandoned jail space. This un-proportional Bldg Gross to Suite gross is due to buildings layout, wide corridors, and inefficient use of space.	Accessory space accounts for 14,117 SF of space. Of this 7,345 SF is allocated to Storage and Garage. Balance represents the typical accessory spaces such as printers, copiers, etc. at 6,772 SF, and we are recommending 5,000 SF to be allocated for these functions.	In addition to jails, Sheriff's dept utilizes a large space that was once assigned to them, and today it is only used for 1 or 2 staff. This is an inefficient use of spaces. For example, 1. Lower Level: Old Emergency Gov.- 7,000 SF of space is now dedicated to CB radio storage. 2. Garage Space- 5,000 SF of space is not unused but is considered as part of rented gross SF. 3. 1st Flr.- 1,321 SF of abandoned space is included in rented gross SF. 4. 6th Flr.- 2,930 SF of space is assigned and used for storage at abandoned jail space. Therefore, 99,787 SF of rented gross space could use adjustment of 16,000 SF.
4500 - District Attorney	33,829 SF	35,178 SF	41,213 SF	88,866 SF	Overcharged - Suite Gross is not proportional to Bldg Gross. The 2.15 grossing factor is larger than the typical 1.5 factor. The 1.5 grossing factor would make the Building Gross approximately 60,000 so		Building Condition Inefficiencies: 1. Old, wide corridors, and bearing walls make the building footprint inefficient. It is Difficult to implement standardized office layout to this building. 2. Building profile on North and South side has a narrow width, therefore inefficient. 3. Internal security corridors in departments double up on the corridor space, creates more inefficiencies. 4. 14,628 SF of space is allocated to State Attorney's as part of net useable office space. We did not have sufficient info. to provide Proposed Space for Attorneys, therefore we used the Current SF allocated to Attorneys within the building and added this number to the Proposed SF.
Private Tenants	11,017 SF			5,690 SF	Undercharged-		Potentially departments are leasing space to private tenants internally rather than via Facilities Management.
2830 - Clerk of Courts-Criminal Division	N/A	NA	60,075 SF	204,476 SF			All Court spaces in this building. Not part of this study

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VEL PHILLIPS JUVENIEL JUSTICE CENTER	35,929 SF	24,939 SF	57,977 SF	203,726 SF		Facilities is assigned a ring of rooms that are lightly utilized in lower level. This potential area is about 3,000 SF. The Building does have some vacant space and can be utilized with a new space program. The lunch room cafeteria is 6200 SF. We believe that this square footage is out of proportion to the number of people that use the space. With a proper planning some of this space can be redesigned to house a small dept., or division.	Detention area or Courts in this building were not part of this study. Although the study identifies vacant space, but it is determined that its use is best for Depts. that have Court related operations, versus any administrative type Department.
2860 - Clerk of Courts	5,085 SF	3,750 SF	10,948 SF	75,518 SF	Assuming Rent includes Court Space.	Difficult to judge potential vacant spaces for these areas, because they are highly integrated with staff that are part of Court and detention areas. This study was not able to separate the staff space specifically for the offices outside of court areas. A good example is related to offices needed for Attorneys who are not staff employees but occupy space and work integrated with these County depts.	Only administrative offices are included. The building gross Sf shown includes Courts and related areas that are not part of this study.
4501 - District Attorney	9,438 SF	9,597 SF	17,837 SF	26,227 SF			Net useable space for all staff is 6,476 SF. Of this 4,270 SF. is allocated to the State Attorneys. Proposed SF used, includes this number in addition to proposed staff work space to reach the proposed total suite gross SF.
8900 - DHHS Delinq.... Serv. Admin / Deten...	15,676 SF	11,592 SF	23,462 SF	101,981 SF	Assuming Rent includes detention space.		Only administrative offices are included. The building's gross SF includes detention and related areas which are not part of this study.
Private Tenant	5,730 SF		5,730 SF				
COGGS	65,142 SF	40,240 SF	150,404 SF	208,494 SF		None	DHHS occupies the full building, each floor plate is under 60,000 SF. There are no departmental boundaries as the whole building is shared between various DHHS divisions. Since this is a new tenant build out, spaces are efficient and consistent. There are some needs for large training and visitors since this DHHS serves a large population of visitors daily. Therefore we recommend a larger that .5 factor for suite gross to be added. We conclude that the current net useable seems very reasonable.
7200 - DHHS Cnty. Health Prog. (EMS)	3,590 SF	2,140 SF	11,499 SF				Most Staff are on 3rd Flr. 3,800 SF of Train Rm. is in lower level. 2,500 SF of space is listed per DHHS Space Allocation for this division on 1st Flr., and we have used this number. The space is currently used as Hunger Task Force, it needs to be verified that Hunger Task Force is under EMS. Above mentioned SF of spaces and circulation factor contribute to a larger suite gross SF. Programming should consider this division's special needs.
8110 - DHHS Director's Office	1,490 SF	336 SF	1,515 SF				2 staff for Director's office occupy closed and large space that will downsize with standard allocation. In addition 1,143 SF of accessory space is allocated to this dept and is shared with another division consisting of 500 SF of conf. rm, and 500 SF of copy and work rm.

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8200 - DHHS Management Services Div	5,407 SF	4,050 SF	32,181 SF				At Lower Flr. 15,819 SF of space is assigned to this division for operational and supply storage. At 1st Flr. 1,570 SF of space is allocated to reception/ operational and security. The balance of space at 1st Flr. is 6,000 SF, of which 600 SF is assigned to reception/waiting, and the staff work space could support more cubicles. Programming should consider this divisions' special needs.
8300 - DHHS-Disability Services Div	10,257 SF	11,210 SF	18,476 SF				The assigned accessory space for division is currently much smaller than assigned via standardization factor. Obviously their needs are met with 1,300 SF of accessory space in which case the same amount of Space should be used in the future. This creates up to 1,000 SF of space that can be used for another purpose. It is important to note that the large columns of 30 inch by 30 inch make it difficult to lay out the space with ease. The 1,000 SF of space gain identified, could be lost due to column size and related inefficiencies.
8400 - DHHS-Economic Support Div	34,766 SF	20,220 SF	74,813 SF			40,000 SF of space allocated to Income Maintenance will be relocating to a non-County facility and will leave vacant approximately 40,000 sf of space on the 2nd Flr. of the COGGS building.	Current Net useable space represents 14,000 SF of accessory space, 8,000 SF of this space is allocated to a large waiting and reception area around the escalators on the 2nd Flr. On the Lower level 3,400 SF of space is assigned to Economic Support for training space. Economic Support has staff in other buildings as well. The space need for staff in other buildings is not added into the proposed space column here. This additional space amounts to approximately 5,696 SF of staff work stations. The majority of the staff for this department is located on the 2nd Flr. in an open office setting.
8500 - DHHS - Housing	2,332 SF	2,550 SF	4,260 SF				The accessory space currently assigned to this division is 1/4 of the space that this study is proposing. Overall the inefficiencies of larger suite gross SF is due to large column sizes of 30 inch square and the odd shape of their space.
1160 - IMSD	221 SF	250 SF	581 SF				
Private Tenant	7,079 SF		7,079 SF				

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CITY CAMPUS	47,223 SF	20,964 SF	76,213 SF	86,891 SF		At 9 story: total bldg SF is 111,600 SF At 9 story building: 10,200 SF on First for & 12,400 SF on Sixth for. are vacant. Total of 22,600 SF At 5 story building- 4 floors are vacant. 5,100 S each @ total 20,400 SF.	This building was previously a Hospital. Minimum remodeling moved County Offices into existing patient rooms that makes for the inefficiencies observed. Large hospital corridors, multiple janitorial closets, and patient toilets in addition to public ones all add to more inefficiencies.
1041 - Disadv.... Bus Dev	3,280 SF	700 SF	5,679 SF	7,423 SF			5 staff currently are in closed offices. The application of standard space allocation will require 432 SF of space vs. 1,056 SF of space that they occupy. The accessory space currently is at 1,600 SF and should be shared and reduced per standards to 300 SF of space.
1001 - Audit	6,427 SF	3,000 SF	11,982 SF	15,850 SF			Offices and accessory spaces like conference room can become more efficient based on proposed standards. 2,750 SF of current accessory space includes 1,250 SF of conf. room, and 500 SF of printing /copy space that can be reduced by sharing and applying standard allocations.
1160 -IMSD	7,671 SF	6,700 SF	16,426 SF	12,272 SF	Undercharged -		IMSD occupies 5th floor of the 5 story bldg.
1153 - Procurement	3,020 SF	1,000 SF	4,648 SF	6,136 SF			1,374 SF of accessory space is assigned for seven employees.
5000 - DTPW - Transportation & Public Works	15,570 SF	5,404 SF	22,253 SF	26,572 SF			2,282 SF of vacant assigned. 6,486 SF of accessory space is assigned.
5070 - DTPW -Transportation Svcs....	7,113 SF	2,000 SF	9,381 SF	12,015 SF			1,982 SF of vacant space assigned. 2,554 SF of accessory space assigned
5800 - DTPW- Director's Office	2,798 SF	1,560 SF	4,100 SF	4,007 SF			273 SF of vacant space assigned. 682 SF of accessory space assigned.
5804 - DTPW- Real Estate	1,344 SF	600 SF	1,744 SF	2,616 SF			4 staff currently occupy closed offices up to 1,000 SF. Space allocation brings this number down to 400 SF with only one closed office. Vacant space assigned to this dept. is at 336 SF.
COURTHOUSE	134,877 SF	75,731 SF	92,936 SF	413,213 SF		34,388 SF	
1000- County Board	16,034 SF	11,160 SF	24,622 SF	38,888 SF			Space programming needs to consider the need for a Board Rm. and a Committee Rm. For this dept. This SF need is not currently reflected in the proposed Sf. Currently Aids and Board Members share an office, the proposed space allocation has allocated separate work space for the aids.
1010- County Exec	5,674 SF	3,000 SF	8,535 SF	9,489 SF		2,500 SF	10 FTE's are currently occupying 8,535 SF. The inefficiencies are because of the large office , waiting and 1,560 square feet of conference space. Remodeling this space with standard space sizes would yield approx. an extra 2,500 SF to be used by another department. The proposed SF includes additional square footage, beyond the typical 50% for circulation and accessory spaces, to include specialty spaces for this department.

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1018 - Office of Persons w/ Disabilities	1,468 SF	1,468 SF	1,468 SF	2,242 SF		None	
1101 - Risk Management	1,574 SF	750 SF	1,677 SF	2,744 SF		None	
1120 - Personnel Review Board	689 SF	750 SF	755 SF	1,107 SF		None	Includes space for auditors.
1131 Corporation Counsel	6,279 SF	4,200 SF	8,689 SF	12,236 SF		3,000 SF	The long and narrow shape of the suite yields inefficiencies. Therefore, extra space that they are occupying may be required due to this inefficiency. This is best determined via a detailed programming.
DAS- Dept of Admin Services							
1135 - Labor Relations	1,860 SF	700 SF	1,860 SF	1,206 SF		5000 SF of space on 2nd floor, and 10,000 SF of first floor Mez. area.	The 3 divisions in this dept occupy a total of 13,000 SF of space on 2nd Flr. The total needed space without training rooms and storage is at 8,000 SF.
1141 - Human Resources	11,794 SF	4,300 SF	17,814 SF	34,336 SF			
1188 - Employee Benefits	3,170 SF	2,750 SF	4,010 SF	2,066 SF			
1150 - Fiscal Admin Acct	10,841 SF	6,420 SF	16,132 SF	21,403 SF		7,000 Plus SF on 3rd Floor	The overall layout of this space is very inefficient and if redesigned could yield approximately an extra 5,000 SF and still provide all necessary functions. Current Vacant space within this suite has allowed for horizontal file storage on the floor rather than on shelving. Additionally this suite has 2,772 SF of vacant cubicles due to previous down-sizing of dept. A total of 7,772 SF could be eliminated from this department if remodeled and used for another department.
1160 - IMSD	2,853 SF	2,076 SF	7,374 SF	11,318 SF		5,000 plus SF	
2400 - Child Support	16,634 SF	16,600 SF	30,733 SF	44,812 SF		None	The area occupied by Child Support on the First Flr. Mezzanine needs to be redesigned for staff use. The current vacant space consisting of cubicles and offices total 3,064 SF. However more important than that is the very inefficient layout. While empty spaces are sprawled throughout the entire suite, staff's individual cubicles are undersized. In addition, excessive long term files storage are stored in every possible room and locked off. Many of these files could be stored off site. This space needs to be redesigned within the suite boundaries in order to utilize empty space and improve conditions for employees.
2690 - Clerk of Court Reg. in Probate	8,425 SF	2,320 SF	10,111 SF	20,158 SF		5,890 SF on 1st Floor Mezzanine. If this could be moved off site to be determined as part of a programming exercise, this space becomes available.	2,000 SF of office space can become available in addition to the Mez. space, if space standards are applied.
2811 - Clerk of Courts Admin	4,270 SF	2,440 SF	7,019 SF	5,560 SF		None, unless a clear discussions can be had about how much of the files can move off site. This should be part of a detailed programming exercise	
2812 - Clerk of Courts Jury Mamt	5,577 SF	5,577 SF	5857 SF	7,862 SF		None	

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2840 - Clerk of Courts Civil	11,007 SF	4,320 SF	11997 SF	150,540 SF		If 6,000 SF of storage moved off site.	75 % of the net usable space of this department is used for storage and the other 25% is allocated to employees. An alternative way of storage should be looked into. Should the files get moved off site, condensed or stored electronically 6,000 SF of space free up.
3010 - Election Commission	1,913 SF	400 SF	2678 SF	4,708 SF		1,000 SF, which could go to their neighboring Child Support.	3 staff occupy 600 to 1,000 SF of space.
3090 - County Treasurer	4,479 SF	1,300 SF	4637 SF	6,437 SF		3,000 SF on 1st Floor	The office sizes for all 9.5 staff members are oversized. If the office spaces were standardized and the amount of storage reduced or moved off site the overall suite could be reduced from 4,600 SF to 3,220 SF. The additional 1,400 SF could be used for another office.
3200 - County Clerk	4,350 SF	1,000 SF	5044 SF	6,615 SF		2,600 SF on 1st Floor	County Clerk's office suite is oversized with 7 staff members occupying 5,000 SF of space. The office spaces are oversized and there are many vacant spaces along the windows that have become file/ junk storage. If this space was remodeled with standard office/cubicle sizes the over suite gross could be reduced to 2,400 SF. freeing up 2,600 SF of space for another department's use.
3400 - Reg. Deeds	10,924 SF	4,200 SF	20165 SF	29,486 SF		5,388 SF of file storage is identified, 2,000 SF is at Mez. area, the other 3,000 SF is combined daily and long term on the Ground floor among office areas, that can be consolidated. In addition to this wide suite corridors, and storage of cabinets along open spaces create more inefficiencies that can be utilized with a new remodel, and planning exercise.	A large percentage of the Register of Deeds is made up of long term and daily storage at approximately 5,400 SF. This is a large department with 40 FTE's and could benefit from standardization of cubicles and offices. Many of the closed offices are over sized and the cubicles are very small, less than 40 SF. If the closed offices are reduced additional space could be used for larger cubicles. Six staff members with closed offices take up to 2000 SF of office space. standardization of this department creates some efficiency.
Private Tenants	5,062 SF		5062 SF				

ASSUMPTIONS:

1. Assumed Suite Gross is accurate as provided by County:
2. Added 25% for Suite Circulation.
3. Added 25% for Accessory Spaces.
4. Did not consider Special Programming needs, such as Board Rm's, Long Term Storage, Training Rm's etc.
5. Assumed the SF would be applied for a brand new space with a relatively regular shape.
6. Circular spaces, long and narrow unproportional spaces would require more percentage of space allocated for circulation.
6. Assumed all Dept. needs would be on one floor to share accessory spaces.