

DATE:
September 2009

BUILDING:
CITY CAMPUS

PROJECT:
County Wide Space
Allocation Analysis

PROJECT NUMBER:
County # 5702-09454
CAP # 090302

DISTRIBUTION:

Summary Paragraph

City Campus was physically visited many times.

City Campus consists of three buildings. This report covers the nine story building, and one floor of the adjacent building to the east. The nine story structure in this report will be addressed as City campus.

Following Departments and Divisions occupy this building as follows:

1. County Board - Audit
2. County Board Disadvantaged Business Development
3. DAS-IMSD
4. DAS- Procurement
5. DTPW- Department of Transportation & Public Works
6. DTPW- DPW Director's Office
7. DTPW- Transportation Services
8. DTPW- Real Estate

Although the building is nine stories not all floors are occupied. Sixth floor is totally vacant. The adjacent 5 story building has 4 vacant floors.

2009 Adopted SBFS BRASS ADM – Jan 2009 to Dec 2009 Excel chart provided by County was used to generate the list of FTE positions for each Department.

2009 County Tenant Listing, indicating rental revenues from each dept or division is used to indicate the Building Gross Rentable SF at the last column of our building summary chart at the beginning of every dept that we have studied.

Continuum utilized the help staff members from Facilities as the main contact for the entire building. On the first visit we identified the boundary of each department of every floor. Measurements were taken physically by visiting every room and cubicle on site.

Several visits to the site allowed CAP to locate each person in every Dept. Once we found the person we physically measured his/her space and this allowed us to create an entry for our charts. In addition all auxiliary spaces were visited, identified, and measured for the use in our charts.

This building was previously a Hospital. Minimum remodeling moved County Offices into existing patient rooms that makes for inefficiencies observed. Large hospital corridors, multiple janitorial closets, and patient toilets in addition to public ones all add to more inefficiency.

Future Plans for Dept of Audit

“ We will probably be stable for the next 5 years and beyond. If anything, we may lose as many as four people over that time, but we would hope to be able to replace them with short term project based staff so we would still need a similar amount of space. “