

DATE:
September 2009

BUILDING:
COURTHOUSE

PROJECT:
County Wide Space
Allocation Analysis

PROJECT NUMBER:
County # 5702-09454
CAP # 090302

DISTRIBUTION:

Summary Paragraph

Courthouse building was physically visited several times.

Departments that are housed in this building as follows:

1. County Board
2. County Executive
3. Office of Persons with Disabilities
4. Risk Management
5. Personnel Review Board
6. Corporation Counsel
7. DAS - Labor Relations
8. DAS - Human Resources
9. DAS - Employee Benefits
10. DAS - Fiscal Admin Accounting
11. Information Management Services IMSD
12. Child Support
13. Clerk of Courts - Register in Probate
14. Clerk of Courts - Admin
15. Clerk of Courts - Jury Mgmt
16. Clerk of Courts - Civil
17. Election Commission
18. County Treasurer
19. County Clerk
20. Register of Deeds

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 visited the site for identifying the boundary of each of these divisions on the floor plan.

Continuum forwarded the FTE list to each contact person for both DA and Sheriff and in turn they matched names of their staff name with the position titles on the Brass FTE list.

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 chart.

County Board Each County Board Supervisor shared a private office with an admin. Assistant. Not enough space was allocated for this set up. There is a need for Board rm. & Committee Rm. when considering programming the space and reviewing basic accessory space needs.

County Executive	This area display a large suite of space compared to number of FTE's. 10 staff occupying over 8,000 SF which is not proportionally correct. Large office sizes, waiting areas, and conference rooms to be reprogrammed as needed.
Personnel Review Board	This is a small area and runs with minimal number of staff. The very wide corridors in this suite of space create most of the inefficiencies. Currently the corridor is utilized as reception and waiting. The office files, audit room, and break room is all located in one area and is best to be separated, or enlarged to better serve as a multi-purpose rm..
Office of Persons with Disabilities	This office is designed for persons on wheel chair and with other impaired senses. The desk areas are designed to be low profile and linear to allow for wheel chair access. This area has special needs and should remain as is and not follow a standard.
Risk Management	They seem to be fitting as best as they can gain no efficiencies. Currently shares conference rooms with Corp. Counsel and/or DAS Fiscal. Confidentiality/Privacy in office space is critical due to the nature of 3 staff roles as claims adjusters for Workers Compensation Claims. Personal and medical information/records are handled daily. Controlled access to general office is required. Secure filing space is needed for Workers Comp claims records given the medical sensitivity and HIPPA. Proximity to Corp Counsel for regular interaction on WC claims, liability claims and contract issues is a strong benefit. Current office meets our space and operational needs.
Corporation Counsel	Seems to have inefficient layout as related to filing system. There is a need for files to be in locked areas, and closed vacant offices are used to do so. There should be a better way to efficiently layout this space. There seems to be 3000 SF of space that can be utilized, however, the long and narrow shape of the suite area yields certain inefficiencies that needs to be taken into account in terms of extra available space. This is best determined via a detailed programming.
DAS - Labor Relations DAS - Human Resources DAS - Employee Benefits	These divisions occupy a large suite of space. Also a large section of first floor mezzanine space is allocated for training areas and files for this group. The mezzanine area is certainly under-utilized. This area can be redesigned to house a department if need be. There is much inefficiency within the main suite as well, due to an old layout for a larger department. Currently there are 32 staff allocated for the three divisions and 23,000 SF of space is assigned un-proportionally to a small group.
DAS - Fiscal Admin Accounting	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.
Information Management Services IMSD	There seems to be extra space of 5000 SF that could be used if this dept is redesigned to with the applied standard allocations.



Child Support The area occupied by Child Support on the First floor Mezzanine needs to be redesigned for staff use. The current vacant space consisting of cubicles and offices total to 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 and conditions are dismal. 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 its suite boundaries in order to utilize empty space and improve conditions for employees.

Clerk of Courts - Register in Probate Large areas of files up to 6000 SF of space allocated for storage that can be stored offsite to open room for new departments. The number of staff is minimal, but they have large closed office spaces allocated to them for executive levels and could become smaller if a standard system is applied. 2,000 SF of office space can become available in addition to the Mez. Space, if space standards are applied.

Clerk of Courts – Admin This dept's staff space could certainly use some standardization to gain some efficiency. Unless a clear discussion can be had about how much of the files can move off site no space seems to be available. This should be part of a detailed programming exercise

Clerk of Courts - Jury Mgmt The large space for Jury Assembly makes up the bulk of space and is needed. The staff has very little space. No room to gain space here.

Clerk of Courts – Civil The list of employees and allocated SF for them speaks to the fact that it is not the people that take the most space. It is over 6,000 SF of file storage that should be thought about differently. 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. Can this be moved off site, condensed or stored electronically allowing for a potential of 6,000 SF for other departments.

Election Commission 3 staff occupies 600 to 1,000 SF of space which could go to their neighboring Child Support. This dept should be considered for application of standardization.

County Treasurer 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.

County Clerk 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. Leaving 2,600 SF open for another department.

Register of Deeds 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.

