

DATE:
September 2009

BUILDING:
REUSS BUILDING

PROJECT:
County Wide Space
Allocation Analysis

PROJECT NUMBER:
County # 5702-09454
CAP # 090302

DISTRIBUTION:

Summary Paragraph

Department of Aging is located in Reuss Federal Plaza Building. This dept. is renting space outside of the Milwaukee County Facility, and pays rent to a private landlord.

Scaled and current drawings for the space was provided to Continuum, since this Dept.'s remodeling was recently done By Zimmerman Design. Staff location and offices were used pretty much as originally designed.

Measurements were done via AutoCAD.

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 the 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.

For Dept of Aging this information came from Tracy Balata from real estate services via e-mail, since County Tenant List did not indicate this information.

Continuum reviewed the FTE list with our contact person and verified the various divisions or sections that exist within the dept. including the outside tenants and consultants.

Continuum's second visit with our contact person identified staff's assigned office or cubicle space per name and related title position on the drawings. This allowed CAP to measure their spaces from drawings, and insert the SF information into our charts.

There seem to be some vacant cubicles and as was indicated enough room for their growth. Currently they also house few private tenants which they call their consultants. These consultants do not pay rent to dept of Aging. Their contract indicates that space should be provided to them free of charge. There are at least five different consultants and other County agencies that work with department of aging to facilitate their work effort.

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 affect the Dept of Aging to be on three floors and pay for three sets of common spaces as related to toilets and elevators, etc.

Future Plan

2010 FTE - 5 yr space needs

	FTE +Contract 2010	2011	2012	2013	2014
Admin/Fiscal	12	11	9	9	9
Area Agency	9	9	9	9	9
Resource Center	61	61	61	61	61
CMO	109	132	133	133	133
State IM	38	38	38	38	38
	229	251	250	250	250
<i>offices</i>	<i>51</i>	<i>51</i>	<i>51</i>	<i>51</i>	<i>51</i>
<i>cubies</i>	<i>178</i>	<i>200</i>	<i>199</i>	<i>199</i>	<i>199</i>

*Thank you,
Jeanne Dorff*

