Preliminary Findings from Programming Analysis



5/13/2013





Madison Municipal Building

Departmental Programming Analysis

Division or Department		FTE	PTE	Room Number	Existing SF	Private Office	Woprk Station	Rooms other than Offices	Proposed Net SF	Departmental SF 120% Efficiency	Proposed Depart. SF	Delta in SF
Facilities Maintenance & Custodial	Sub Total	4	0		2800		0 0	650		120%	700	2020
Facilities Maintenance & Custodiai	Sub Total	4	0		2800	, , , , , , , , , , , , , , , , , , ,	0	650	650	120% 120%		-2020
Information Technology – City Channel	Sub Total	3	4		3442	51) 144	1538	2192	120%		-812
										120%	i i i i i i i i i i i i i i i i i i i	
HR – Organizational Development & Training a	nd Accomn Sub Total	8	0		1850	90) 128	438	1466	120%		-91
										120%		
Traffic Engineering Division and Parking Utility	y Sub Total	27	0		6246	72	5 1696	940	3362	120%		-2212
Department of Planning & Community & Econ	omic Development									120% 120%		
Office of Directors	ionne Development	7	1		635	36	5 448	36	850	120%		385
										120%		
CDA - Housing	Sub Total	14	6		4206	159) 512	1158	3260	120%	3912	-294
										120%	6	
Building Inspection	Sub Total	41	0		4815	48	2056	1510	4046	120%	4855	40
										120%		
Planning	Sub Total	24	0		6593	48) 1440	2645	4565	120%		-1115
Community Development Division	Cub Tatal	27			6105	624	1000	442	2050	120% 120%		2502
Community Development Division	Sub Total	27	4		6135	63) 1888	442	2960	120%		-2583
Economic Development	Sub Total	18	2		4668	66	5 1056	612	2334	120%		-1867
Su	b Total	173	17		41,390	634	3 9368	9969	25,685		30,822	-10568
	D				7000				0.000		0.000	1050
	rence Rooms Areas and Work Rooms				7280				8630 810	120%	8630 972	1350
Conee	e Areas and Work Rooms				U				810	120%	972	
	TOTAL	173	17		48,670				35,125		40,424	-8246

<u>Net to Gross</u>	s Progra	Imming A	Analy	ysis	Existing				Proposed	k	
					Depart. S	SF		-	Net SF		
Facilities Maintenance & Custodial		Sub Total	4	0	2800	0	0	650	650		
Information Technology – City Chan	nel	Sub Total	3	4	3442	510	144	1538	2192	includes room 259	
HR – Organizational Development &1	raining and Acco	nn Sub Total	8	0	1850	900	128	438	1466	no conference room	5
•											
Traffic Engineering Division and Park	ing Utility	Sub Total	27	0	6246	726	1696	940	3362	without conf 100&13	0
Department of Planning & Communit	ty & Economic De	velopment									
Office of Directors			7	1	635	366	448	36	850		
CDA - Housing		Sub Total	14	6	4206	1590	512	1158	3260	without conf 127G	
Building Inspection		Sub Total	41	0	4815	480	2056	1510	4046	without conf LL130&	LL101
Planning		Sub Total	24	0	6593	480	1440	2645	4565	without conf LL130&	LL101
Community Development Division		Sub Total	27	4	6135	630	1888	442	2960	without conf 202	
Economic Development		Sub Total	18	2	4668	666	1056	612	2334	without conf 313	
	Sub Total		173	17	41,390	6348	9368	9969	25,685		
	Conference Ro	oms			7280				8630		
	Coffee Areas a	nd Work Rooms			0				810		
	TOTAL		173	17	48,670				35,125		
	Post Office				5,730				5,730		
	Credit Union				642				642		
					55,042		Net	SF	41,497	Gross SF	
						Buildin	ng -wide effic		55%		
			ross S	SF _				1		aranabre	
		0	1055		78,970	G	iross SF		75,449	annex = 7	z,572

Preliminary Findings from Programming Study

Building with Annex = 79,000 SF without Annex = 72,400SF

New Program assumes:

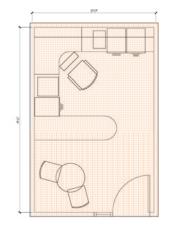
- Relocating facility and custodial storage/staff to Emil Street
- Reduce quantity of storage scanning and off-site storage
- Provide staff with quality systems furniture
- All walls except corridor walls are demolished

Building without annex does not fit program – need 75,500SF

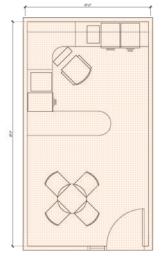
- Some office space may need to be relocated
- Review Space Needs for Post Office (5,730SF)
- Relocate Credit Union (642SF)

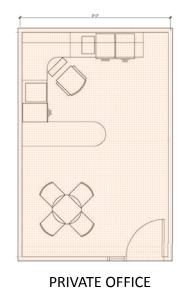
Space Standards Utilized

City of Madison Job Classification	FTE	PTE		Private Office	Woprk Station	Rooms other than Offices
Director				216		
Manager/Superviso	r			180		
Employee w/ Confid	dentia	l Mtgs	;	150		
Engineers/ Plan/Zor	ning R	leview	vers		72	
Everyone else					64	
Interns/Building Inspectors					48	



PRIVATE OFFICE 10' X 15'





PRIVATE OFFICE 10' X 18'

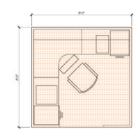
12' X 18'

Space Standards Utilized

City of Madison Job Classification	FTE	PTE		Private Office	Woprk Station	Rooms other than Offices
Director				216		
Manager/Superviso	r			180		
Employee w/ Confid	dentia	l Mtgs	5	150		
Engineers/ Plan/Zor	ning R	leviev	vers		72	
Everyone else					64	
Interns/Building Inspectors					48	



WORKSTATION 6' X 8'



WORKSTATION 8' X 8'



WORKSTATION 8' X 9'

Programming Analysis: By Department



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Madison Municipal Building

5/13/2013

Detailed Space Program per Division/Department

Engineering											
Facilities Maintenance & Custodia	al de la companya de										
Division or Department	Employee Name	Title or Room Name	Job Classification	FTE	PTE	Room Number	Current Space- SF	Private Office	Woprk Station	Rooms other than Offices	Notes
Engineering – Facilities Maintenance & Custodial Services	Randy Harrison	Maintenance Mechanic 2		1				0	0		Small "office" to house one shared workstation with computer and 4 employee lockers
Engineering – Facilities Maintenance & Custodial Services	Kermit Hugo	Custodial Worker 2		1				0	0		
Engineering – Facilities Maintenance & Custodial Services	Victoria Larson	Custodial Worker 1		1				0	0		
Engineering – Facilities Maintenance & Custodial Services	David Udelhofen	Custodial Worker 2		1				0	0		
Engineering – Facilities Maintenance & Custodial Services		Custodial Room /Storage/ Laundry/Lockers/Bre akroom and Office Area				LL128 LL136 LL140A	177 198 155			250	Combined with Offices Space
Engineering – Facilities Maintenance & Custodial Services		Light Bulb Storage and Disposal				LL131	105			50	
Engineering – Facilities Maintenance & Custodial Services		Maintenance Storage				LL122 LL135	548 869			100	Paint Storage in Flammable Cabinets
Engineering – Facilities Maintenance & Custodial Services		Exterior Maintenance Equipment				LL123	261			250	Allow for dry storage of 5-10 bags of salt
Facilities Maintenance & Custodial			Sub Total	4	L 0			0	0	650	

Information Technology – City C	hannel										
Division or Department	Employee Name	Title or Room Name	Job Classification	FTE	PTE	Room Number	Current Space- SF	Private Office	Woprk Station	Rooms other than Offices	Notes
IT - Madison City Channel	Brad Clark	Station Manager	City Channel Manager	1		215	115	150			
IT - Madison City Channel	Boyce Johnson	Engineer	City Channel Engineer	1		211	125	120			do they need really need a private Office
IT - Madison City Channel	Chris Lang	Producer/Director	City Channel Producer/Director 2	1		214	114	120			do they need really need a private Office'
IT - Madison City Channel	Christopher Richter	Producer/Director	City Channel Producer/Director 1		1	216	115	120			do they need really need a private Office
IT - Madison City Channel	Joseph Schraven	Producer/Director	City Channel Producer/Director 2		1	223	398		72		do they need really need a private Office
IT - Madison City Channel	Tanya Anderson	Community Bulletin Board	Program Assistant 1		1	223	see above		0		Tanya is being reloacted to the Help Des at the CCB Buildig
IT - Madison City Channel	Brian Fracaro	Programming Technician	Programming Technician		1	223	see above		72		
IT - Madison City Channel		General Office Area				210	185			80	combine with the 2-72SF work station in a common room- verify w/user?
T - Madison City Channel		Equipment Repair				224	78			80	
T - Madison City Channel		Control Room				213	192			180	1
IT - Madison City Channel		Master Control Room				212	81			80	
IT - Madison City Channel		Recording Studio				259	847			800	
IT - Madison City Channel		Storage				221 222	215 491			300	
IT - Madison City Channel		Files per FTE employee	3 x 6SF							18	
Information Technology – City Chan	inel		Sub Total	3	4	ţ		510	144	1538	
						Total				2192	1

Reduce amount of storage – analyze how much space would be needed for a new studio, and controls.

HR – Organizational Development	and Training
HR - Accomodation	

HR ODT – discuss HR testing procedures (group testing or small testing rooms?) HR EAP – needs confidential offices. or Room Nam Classification oms other than ent Space- SF prk Station m Number rate Office S

Bit Construction Construct	Jent		HR EAP – needs confidential offices.										
HR- Org Development & Training Kart van Lift ODT Officer I	on of Departm	oyee Name	or Room Nam	lassification			Number		e Office	 Station 	s other than		
HR- Org Development & Training Kart van Lift ODT Officer I	isi	mpld	itle		Щ	Щ	Loo	Intre	riv at	Voprh	Loo	lotes	
He. Or Openetioner & Taning GPV Van Resistant Openetioner & Taning GPV Van Resistant Openetic for 2.4 Openetic for 2		ш	⊢	¬	<u>L</u>	۵.	<u>~</u>	0	۵.	>	<u>~</u>	Z	
He- Org Development & Training PJ White Program Assistant 1 9202 150 M people HR- Org Development & Training PJ White General Office 1 1 920 216 64 atomic office no longer HR- Org Development & Training Vacant Office 1 3002 161 0 1 80 HR- Org Development & Training Compoter Training 1 3002 161 0 1 1 1 900 1 1 1 900 1 <t< td=""><td></td><td></td><td></td><td></td><td>1</td><td></td><td>304</td><td>202</td><td>150</td><td></td><td></td><td></td></t<>					1		304	202	150				
He. Org Development & Training General Office Sol 2 26 0 80 HR. Org Development & Training Yacant Office Sol Sol 161 0 Into a vacant position - office no longer needed IR. Org Development & Training Compact Training Into a vacant position - office no longer Into a vacant position - office no longer IR. Engloyee Assistance Program Individe a data was and a sol and them or do they have them at CBP Into a vacant position - office no longer IR. Engloyee Assistance Program Individe a data was and a sol and them or do they have them at CBP Into a vacant position - of they have them at CBP IR. Engloyee Assistance Program Tress Mutinez Coordinator 1 Sole Sole Into a vacant position - of they have them at CBP IR. Engloyee Assistance Program Tress Mutinez Coordinator 1 Sole 10 Into a vacant position - office for 24 people IR. Engloyee Assistance Program Coordinator 1 Sole 10 10 10 10 10 Into a vacant position - office for 24 people IR. Engloyee Assistance Program Coordinator 1 305 124 64 Intea a cont table in office for 24 people	HR- Org Development & Training	Guy Van Rensselaer			1		302B	207	150				
HR: Org Development & Training Vacant Optice Image: Contract optice Im		PJ White	· ·		1		302A	143		64		also deals with confidential issues?	
Image: constraint of the constr							302	216			80		
Image: Control in the Individual Testing Rooms Image: Control in the Indit Roo	HR- Org Development & Training		Vacant Office				302C	161		0			
Image: mark for the state in the state			Rooms									that continue?	
Image: constraint of the constraint			Rooms										
Critical incident Assistance Program Lawren Bloom EAP Specialist 1 310 212 150 need a conf table in office for 2.4 people HR-Employee Assistance Program Villam Wick Admin Clerk 1 300 212 150 need a conf table in office for 2.4 people HR-Employee Assistance Program Willam Wick Admin Clerk 1 305 124 64 need a conf table in office for 2.4 people HR-Employee Assistance Program and Critical Incident Assistance Program and Criterk Incin Incident Assistance Program and Incident			can be combined with workstation for								80		
Critical incident Assistance Program Lawren Bloom EAP Specialist 1 310 212 150 need a conf table in office for 2.4 people HR-Employee Assistance Program Villam Wick Admin Clerk 1 300 212 150 need a conf table in office for 2.4 people HR-Employee Assistance Program Willam Wick Admin Clerk 1 305 124 64 need a conf table in office for 2.4 people HR-Employee Assistance Program and Critical Incident Assistance Program and Criterk Incin Incident Assistance Program and Incident													
Critical incident Assistance Program William Wick Admin Clerk 1 310 212 180 need a conf table in office for 2-4 people HR-Employee Assistance Program Future Position Wellness 1 305 124 64 need a conf table in office for 2-4 people HR-Employee Assistance Program Future Position Wellness 1 0 0 150 need a conf table in office for 2-4 people HR-Employee Assistance Program Future Position Wellness 0 0 150 need a conf table in office for 2-4 people HR-Employee Assistance Program Future Position Coordinator 1 0 0 150 need a conf table in office for 2-4 people HR-Employee Assistance Program Coordinator Lobby/Waiting Area- can be combined with workstation for Admin Clerk 1 306 183 100 100 100 100 100 100 100 124 100	Critical Incident Assistance Program		Coordinator		1		308	220	150			need a conf table in office for 2-4 people	
Critical Incident Assistance Program Future Position Wellness Coordinator 1 0 0 150 need a conf table in office for 2.4 people HR-Employee Assistance Program and Critical Incident Assistance Program HR-Employee Assistance Program and Critical Incident Assistance Program Lobby/Walting Area can be combined with workstation for Admin Clerk 1 0 0 150 need a conf table in office for 2.4 people HR - Accomodation Files Storage 20files 1 306 1 0 0 100 need a conf table in office for 2.4 people Discuss if this person needs on need HR - Accomodation Files Storage 20files 20 × 8SF 1 306 183 150 need a conf table in office or 2.4 people Discuss if this person needs on need Image: Program and Critical Incident Assistance Program Files Storage 20files 1 306 183 150 need a conf table in office for 2.4 people Discuss if this person needs one 160 Sectional files will be in private offices of Sectional specialists (if open workstatis (if open workstatis (if open workstatis provide confidential file room for 20 pus cabinets) HR - Organizational Development &Training and Accommodation Sub Total 8 900 128 438 126	Critical Incident Assistance Program		EAP Specialist		1		310	212	150			need a conf table in office for 2-4 people	
HR-Employee Assistance Program and Critical Incident Assistance Program and Read a conf table in office for 2.4 people Incident Assistance Program and Critical Incident Assistance Program and Read a conf table in office for 2.4 people Incident Assistance Program and Critical Incident Assistance Program and Read a conf table in office for 2.4 people Discuss if this person needs one HR - Accomodation File Storage 20files 20 x 8SF Image: Confidential files will be in private offices of Section 8 Specialists (if open workstations provide confidential file room for 20 plus cabinets) Confidential files will be in private offices of Section 8 Specialists (if open workstations provide confidential file room for 20 plus cabinets) HR - Organizational Development & Training and Accommodation Sub Total 8 0 900 128 438	Critical Incident Assistance Program	William Wick	Admin Clerk		1		305	124		64			
HR-Employee Assistance Program Lobby/Waiting Area- can be combined with workstation for Admin Clerk Image: Comparised of the compar		Future Position			1		0	0	150			need a conf table in office for 2-4 people	
HR - Accomodation Image: Accommodation Im	HR-Employee Assistance Program and		can be combined with workstation for				0	0			100	Files in the open office area	
File Storage 20files File Storage 20files Confidential files will be in private offices of Section 8 Specialists (if open workstations provide confidential file room for 20 plus cabinets) Priles per FTE employee 3x 6SF 18 HR - Organizational Development &Training and Accommodation Sub Total 8 900 128 438	HP. Accomposition				1		306	183	150			people Discuss if this person needs	
Image: state of the state o								105	150				
employee I I HR - Organizational Development &Training and Accommodation Sub Total 8 0 900 128 438			File Storage 20files	20 x 8SF							160	Section 8 Specialists (if open workstations provide confidential file room	
]				18		
Total 1466	HR – Organizational Development &T	raining and Accomm	nodation	Sub Total	8	()		900	128	438		
							Total				1466		

Traffic Engineering Divisi	on and Parking Utility										
Division or Department	Employee Name	Title or Room Name	Job Classification	FTE	PTE	Room Number	Current Space- SF	Private Office	Woprk Station	Rooms other than Offices	Notes
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Traffic Engineering	David Dryer	City Traffic Engineer and Parking Manager	Department Manager	1		102	264	216			
Traffic Engineering	Scott Langer	Interim Assistant City Traffic Engineer	Assistant Department Manager	1				180			
Traffic Engineering	Dan Dettmann	Traffic Engineer 4	Signal and Lighting Manager	1					80		
Traffic Engineering	Mark Winter	Traffic Engineer 3	Operations Manager	1					80		
Traffic Engineering	Brian Smith	Traffic Engineer 3		1		104	124		80		
Traffic Engineering	Yang Tao	Traffic Engineer 2		1					80		
Traffic Engineering	Tom Mohr	Engineer 2		1					80		
Traffic Engineering	Kevin Fahey	Engineer Program Specialist 1		1					80		
Traffic Engineering	Keith Pollock	Transportation Operations Analyst		1		103	114		64		
Traffic Engineering	Arthur Ross	Pedestrian Bike Coordinator		1		122	129		64		
Traffic Engineering	Steve Meiers	Pedestrian/Bike Safety Assistant		1					64		
Traffic Engineering	Anne Benishek-Clark	Secretary 1		1					64		
Traffic Engineering	Eric Halvorson	Development Specialist	Mapping Section Supervisor	1		134	169	150			
Traffic Engineering	Phil Nehmer	Program Specialist 1		1					64		
Traffic Engineering	Chuck Yang	Program Specialist 1		1					64		
Traffic Engineering	Jennifer Schuetz	Engineering Technician		1					80		
Traffic Engineering	Michael Duhr	Engineering Technician		1					80		
Traffic Engineering	Bob Arseneau	Traffic Engineer 2		1					80		
Traffic Engineering	Vacant	Traffic Engineer 2		1					80		
Traffic Engineering		File Storage (50 file cabinets)				132A	80			400	
Traffic Engineering		Development - Work Room								120	

Parking Utility	Aaron Wright	Info Clerk	Info Clerk	1					64		
Parking Utility	Patrick Hoeth	Admin Clerk	Admin Clerk	1					64		
Parking Utility	Rhonda Hein	Info Clerk	Info Clerk	1					64		
Parking Utility	Sabrina Tolley	Prog Asst II	Prog Asst II	1					64		
Parking Utility	Tom Woznick	Parking Operations Manager	Parking Operations Manager	1		110	185	150			
Parking Utility	Jim Koloen	Parking Analyst	Parking Analyst	1		106	92		64		
Parking Utility	Bill Putnam	Engineer	Engineer 4	1		105	155		64		
Parking Utility	Michael Brenneis	Parking Technical Aide	Parking Technical Aide	1					64		
Parking Utility	John Villarreal	Parking Technical Aide	Parking Technical Aide	1					64		
Parking Utility		Plotter Area				111	117			100	
Parking Utility		File Storage (10 file cabinets				108	104			80	
		Storage				132A 108	80 104			150	
		Files per FTE employee	15 x 6SF							90	
Traffic Engineering Division and Park	ing Utility		Sub Total	27	0			696	1696	940	
						Total				3332	

Department of Planning &	Community & Economic Deve	elopment									
Office of Director											
Division or Department	Employee Name	e or Room Name	Job Classification			Room Number	Current Space- SF	Private Office	Woprk Station	Rooms other than Offices	50
Divi	Ē	Title	dol	FTE	PTE	Roo	Curr	Priv	Wor	Reo Offi	Notes
Office of Director	Steve Cover			1		LL103	250	216			
Office of Director	Nancy Prusaitis	Program Assistant III		1		LL 103	200	210	64		
Office of Director	Julie Cleveland	Word Processor II		1	<u> </u>	LL134	360		64		
Office of Director	Donna Collingwood	Graphics Assistant		-	1	LL134			64		
Office of Director	Lana McIntosh	Word Processor II				LL134			64		
Office of Director	Jim Nichols	Administrative Clerk		1		LL134			64		
Office of Director	Ellen Walczak	Clerk Typist II		1		LL134			64		
Office of Director	Future Positions	Public Information Spezialist 2		1					64		
Office of Director	Future Positions	Financial and Administrative Manager		1				150			
		Files per FTE employee	6x 6SF							36	
Office of Director			Sub Total	7	′ 1		635	366	448	36	
						Total				850	

	& Community & Economic Deve	lopment									
CDA - Housing			Section 8 s	spec	iali	sts –	meet	w/clien	ts in p	orivate	e offices or in small
		i									of use for conference
Department				onio	. •						
Ę		Room Name					roc	om LL1	27G.		
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ž		E	ilio			qu	Space	flice	Station	her	
	yee		Classificat			Number	t S	ō	ŭ	e of	
	Employee	e or	ö	1	lui -	E	ren	Private Office	Woprk	ices	e e e e e e e e e e e e e e e e e e e
≥ ⊐	E u	Title	۹°۲	ETE	PTE	Room	Current	Ę	Ŷ	Rooms other th Offices	Notes
CDA-Housing	Erdmann, Natalie			1				180			
CDA-Housing	Amos, Sherri	Elegibilty Specialis	•	1					64		
CDA-Housing	Clayborne, Shirley	Section 8 Specialis		1		127D	103	150			needs conf table to meet w/ clients
CDA-Housing	Conrad, Tom	Supervisor		1		124	193	150		+	needs com table to meet w chents
CDA-Housing	Daniels, Lisa	Supervisor		1		122	118	120			
CDA-Housing	Davis, Shannon	Section 8 Specialis	+	1				150		+	needs conf table to meet w/ clients
CDA-Housing	Elder, Barb	Section 8 Specialis						150			needs conf table to meet w/ clients
CDA-Housing	Klessig, Lynn	Clerical		-	1			150	64		needs com table to meet w/ chents
CDA-Housing	Koepp, Brian	Inspector			1				64		
CDA-Housing	Kutz, Vicky	Elegibilty Specialis		1	<u> </u>				64		
CDA-Housing	Louis, Beverly	Section & Specialis		1		127	110	150	04		needs confitable to meet w/ clients
CDA-Housing	Neis, John	Inspector		- ·	1	121	110	150	64		needs com table to meet w chents
CDA-Housing	Olvera, Agustin	Director		1	-	125	207	150	04		
v	Pien, Jeanne	Receptionist		- ·	1	12.5	201	130	64		
CDA-Housing	Scalf, Michael	Clerical		_	1	-			64		
CDA-Housing	Schneider, Wendy			1	-			150	04		and a sufficient of the second sufficients
CDA-Housing	Stapleton, Suzy	Section 8 Specialis			1			150	64		needs conf table to meet w/ clients
CDA-Housing	Steinmann, Melissa	Section 8 Marketing]	1	-	-		120	04		
CDA-Housing	Villegas, Sadie	Payroll		1				120			
CDA-Housing	FUTURE	Section 8 Specialis									needs conf table to meet w/ clients
CDA-Housing		Section 8 Special	1	1		- 11 - 11 -		150		-	Verify New Position?
CDA-Housing	Kelley Simonds	Engineer	off-site			off-site 127A	81	0	0	0	Remains off-site
CDA-Housing		Interview Rooms				127B 127E	109 83	0	0	0	instead of interview rooms we are providing private office
DA-Housing		Conference Room				127G	538				see building wide conference rooms
CDA-Housing		Reception and Waiting				120	336			100	
CDA-Housing		Reception and Waiting - glass- enclosed rooms	5 rooms at 60SF							300	for completing paperwork for completing paperwork - Verify
CDA-Housing		Storage				LL133 127F	138 168			200	
CDA-Housing		File Room - 60 file cabinets	60 x 8SF			1				480	
CDA-Housing		Files per FTE employee	13x 6SF							78	
								1500	545	4450	
CDA - Housing			Sub Total	14	6	0		1590	512	1158	
						Total				3260	

Department of Planning & C	ommunity & Economic Deve	opment									
Building Inspection					_						
										Ś	
Ę										other than Offices	
Department		Ĕ					ц			ō	
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õ	Name	or Room Name	Classification			pe	Space-	lice	tion	ler	
	66	Å	SS.			Lun L	δ,	₽	Sta	f	
si.	l co	20	ö			Ē	rent	ate	ž	SE SE	S S
Division or	Employee	Title	49C	ETE	PTE	Room Number	Current	Private Office	Woprk Station	Rooms	Notes
						_	-		-		
Building Inspection	Vacant Position	Inspector	CEO3	1					48		
Building Inspection	Ales, Robert	Inspector	CEO3	1	+				48		
Building Inspection	Anderson, Patrick	Assistant Zoning			+						
		Administrator		1					72		
Building Inspection	Antony, Lisa	Info Clerk		1		LL104					
Building Inspection	Barger, Dennis	Inspector	CEO2	1					48		
Building Inspection	Bunnow, Kyle	Housing Inspect		1				150			
		Supervisor			_	_		100			
Building Inspection	Christoph, Dan	Electrical Inspector		1					48		
Building Inspection	Dickens, Kris	Admin Clerk 1		1							
Building Inspection	Dononso, Jose Maria	Inspector	CEO1	1					48		
Building Inspection	Elmore, Linda	Inspector	CEO3	1					48		
Building Inspection	Franke, Jim	Electrical Inspector		1					48		
Building Inspection	Hank, George	Director		1		LL102	172	180			
Building Inspection	Harper, Alan	Plan Reviewer 3		1					72		
Building Inspection	Kerr, Scott	Prop Maintenance	Prop 2	1					48		
Building Inspection	Kirchgatter, Jenny	Inspector Zoning Inspector	ZCEO 2	1					48		
Building Inspection	Krueger, Liz	Zoning Inspector	ZCEO 1	1	_				48		
Building Inspection	Linaberry, Brian	Inspector	CE01	1	_	-			48		
Building Inspection	Misfeldt, Jeff	Plumb Inspector		1		-			40		
Building Inspection	Moskowitz, Jacob	Zoning Inspector	ZCEO 1	1	_				40		
Building Inspection	Neitzel, Bill	Electrical Inspector	20101		_				40		
Building Inspection	Patmythes, Greg	Zoning Inspector	ZCEO 2	1	_						
Building Inspection	Peterson,	Info Clerk	2010 2	1	_	11.404			48		
Building Inspection	Rauls, Marla	Prop Maintenance	Prop1	1		LL104			64		
Dullung inspection	Rauis, Maria	Inspector	Filipi	1					48		
Building Inspection	Rehbein, Fred	Plan Reviewer 2		1	-				72		
Building Inspection	Rewey, Steve	Inspector	CEO3	1	+				48		
Building Inspection	Ruetten, Jim	Electrical Inspector		1	+				48		
Building Inspection	Schrader, Roger	Inspector	CEO4	1					48		
Building Inspection	Schuchardt, Patrick	Inspector	CEO2	1	-				48		
Building Inspection	Sjolander, Jim	Inspector	CEO3	1	_	-			48		
Building Inspection	Stahl, Mike	Inspector	CEO3	1	_				48		
Building Inspection	Sulzer, Harry	New Construction			-	11.407	400				
		Supervisor		1		LL107	122	150			
Building Inspection	Sutter, Sean	Plan Reviewer/		1					48		
		Plumb Inspector									
Building Inspection	Tantillo, Karen	Admin Clerk		1	_	LL104			64		
Building Inspection	Thiele, Chrissy	Admin Clerk		1		LL104			64		

Building Inspection	Tucker, Matt	Zoning Administrator		1		LL108	175		72		
Building Inspection	Van Berkel, Adrian	Inspector	CEO2	1					48		
Building Inspection	Van Erem, Mike	Plan Reviewer 4		1					72		
Building Inspection	Vorhees, Al	Inspector	CEO3	1					48		
Building Inspection	Wolf, Jim	Plumb Inspector		1					48		
Building Inspection	Young, John	Prop Maintenance Inspector	Prop 1	1					48		
Building Inspection	Zopelis, Meg	PA3		1					64		
	Budgeted Position 2014	Housing Inspector							48		Verify New Position?
	Budgeted Position 2014	Housing Inspector							48		Verify New Position?
	Budgeted Position 2014	Zoning Inspector							48		Verify New Position?
Building Inspection	Lease, Cindy	Weights & Measures	Weights & Measures 3	х		OFF-SITE					OFF-SITE
Building Inspection	Sechrest, Bill	Weights & Measures	Weights & Measures 3		X	OFF-SITE					OFF-SITE
Building Inspection	Wood, Glenn	Weights & Measures	Weights & Measures 1		Х	OFF-SITE					OFF-SITE
Building Inspection		Reception and Waiting for 8-10				LL100B				400	
Building Inspection		Counter area, copier and back counters				LL106				400	
Building Inspection		File Area					86			100	
Building Inspection		Storage				LL109A	150			150	
Building Inspection		File Space (50 file cabs)	50 x 8SF							400	
Building Inspection		Files per FTE employee	10x 6SF							60	
											-
Department of Planning & Con	nmunity & Economic Development										
Building Inspection			Sub Total	41	0			516	2056	1510	
						Total				4082	

Department of Planning & Community & Economic Development											
Planning											
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Division or Department		ø								5	
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<u> </u>	Employee Name	or Room Name	Classification			Number	Space-	Private Office	Woprk Station	Rooms other than	
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Planning - Admin/GIS Section	Cornell	Planning Director		1		LL105	160	180			
									64		
Planning - Admin/GIS Section	Ethington	Program Assistant		1							
Dianning Admin/CIS Section	Lonior	GIS		1					72		
Planning - Admin/GIS Section Planning - Neigborhood Planning,	Lanier	010									
Preservation & Design Section	Fruhling	Principal Planner		1				150			
Planning - Neigborhood Planning,	Fruning	Епінсіраї папінеі									
Preservation & Design Section	10/-16	Arts Administrator							72		
Planning - Neigborhood Planning,	Wolf	Arts Administrator		1							
Preservation & Design Section	Casalan	Preservation Planner							72		
	Scanlon	Preservation Planner		1							
Planning - Neigborhood Planning,		Planner 4							72		
Preservation & Design Section	Stroick	Planner 4		1							
Planning - Neigborhood Planning, Preservation & Design Section		Diaman 2							72		
	Martin	Planner 3		1							
Planning - Neigborhood Planning,									72		
Preservation & Design Section	Cnare	Planner 3		1							
Planning - Neigborhood Planning,									72		
Preservation & Design Section	Wendt	Planner 3		1							
Planning - Neigborhood Planning,		Diamage							72		
Preservation & Design Section	Horvath	Planner 2		1							
Planning - Neigborhood Planning,		Intern 1							48		
Preservation & Design Section Planning - Neigborhood Planning,		Intern 1		1							
		Intern 2							48		
Preservation & Design Section		Intern 2		1	-						
Planning - Comprehensive Planning & Development Paview Section	Meidelich	Principal Planner						150			
Development Review Section	Waidelich	- Incipal Planner		1							
Planning - Comprehensive Planning &	Dall	Planner 3							72		
Development Review Section	Roll	Flanner 5		1							
Planning - Comprehensive Planning & Development Review Section	Manant	Planner 2							72		
Planning - Comprehensive Planning &	Vacant			1	-						
	Cradu	Planner 2							72		
Development Review Section	Grady	Fianner z		1							
Planning - Comprehensive Planning &	Parko	Diamar 2							72		
Development Review Section	Parks	Planner 2		1							
Planning - Comprehensive Planning &									72		
Development Review Section	Firchow	Planner 2		1							

Planning - Comprehensive Planning &									70		
Development Review Section	Stouder	Planner 2		1					72		
Planning - Comprehensive Planning &									72		
Development Review Section	Trowbridge	Planner 4		1					12		
Planning - Comprehensive Planning &									64		
Development Review Section	Jonely	Planning Tech		1					04		
Planning - Comprehensive Planning &									64		
Development Review Section	Milleville	Planning Tech		1					04		
Planning - Comprehensive Planning &									72		
Development Review Section	Budgeted Position 2014	Planner 2		1					12		Verify New Position?
Planning - Comprehensive Planning &		Description and Weith				LL100A	111			200	
Development Review Section		Reception and Waiting	ng			LLIUUA	111			200	
Planning - Comprehensive Planning &		Studio Work Area				LL116				240	
Development Review Section		Studio Work Area				LLTIO				240	
Planning - Comprehensive Planning &		Studio Work Area								240	
Development Review Section		Studio Work Area								240	
Planning - Comprehensive Planning &		Landmark Storage				LL112	93			100	
Development Review Section		Lanumark Storage								100	
						LL 113	178				
Planning - Comprehensive Planning &		Storage				LL126	331			848	
Development Review Section						LL133B	339				
						LL122A	121				
Planning - Comprehensive Planning &		Cold Storage				LL124	495			873	
Development Review Section						LL125	257				
Planning - Comprehensive Planning &		Files per FTE								144	
Development Review Section		employee	24 x 6SF							144	
-											
Planning			Sub Total	24	0			516	1440	2645	
						Total				4601	

Commany Development Division Figure	Department of Planning & Communit	v & Economic Development										
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Community Development DivisionLara NoelProg CoordProg CoordV206V2100VVCommunity Development DivisionMorica HostCoordCoordCoord12277150V0Community Development DivisionHardy GarrisonCoordCoordSatus Supervisor12277150V00Community Development DivisionMary O DoumellCoordSpecialist Z12277160640Community Development DivisionMary O DoumellCoordSpecialist Z12277397640Community Development DivisionLorri Wendorf-CorriganServices CoordCommunity Services12277397640Community Development DivisionJennifer StoberProgram AsstProgram Asstant Q1225398640Community Development DivisionDeb DiazChild Care Program12066400Community Development DivisionDeb DiazChild Care Specialist Spec 212086400Community Development DivisionLeis EvensonChild Care Specialist Spec 212086400Community Development DivisionLeis EvensonChild Care Specialist Spec 212086400Community Development DivisionLeis EvensonChild Care Specialist Spec 2122086400	Community Development Division	Jim O'Keefe	Director		1		233	193	180			
Community Development DivisionVacantCoordCoordI277270170160IoCommunity Development DivisionHardy GarrisonCDBG Prog CoordGarris Struttev Asst12221336464Community Development DivisionMairy O'DonnellGoordSpecialist 2112271436464Community Development DivisionMairy O'DonnellGoordSpecialist 2112271436464Community Development DivisionNancy SaizGormunity Services Servicalist 21122797646464Community Development DivisionJennifer StuberProgram AsstProgram Assistart 21122538646464Community Development DivisionJennifer StuberProgram AsstProgram Assistart 21122638646464Community Development DivisionJeb DiazChild Care Specialist 21120945646464Community Development DivisionJeb DiazChild Care Specialist 21120945646464Community Development DivisionJeb DiazChild Care Specialist 21120945646464Community Development DivisionLes StrubChild Care Specialist 21120945646464Community Development Division <td>Community Development Division</td> <td>Laura Noel</td> <td>Prog Coord</td> <td>Prog Coord</td> <td>1</td> <td></td> <td>206</td> <td>212</td> <td>150</td> <td></td> <td></td> <td></td>	Community Development Division	Laura Noel	Prog Coord	Prog Coord	1		206	212	150			
Community Development DivisionHardy GarisonFinance CoordAdministrative Asst123214364Community Development DivisionMary O'DormellCoordSpecialist 2120764Community Development DivisionLorri Wendorf-CorriganServices Corrigan Assistant 2120739764Community Development DivisionLorri Wendorf-CorriganServices CoordSpecialist 2120739764Community Development DivisionJennifer StolberProgram AssProgram Assistant 2122539864Community Development DivisionDeb DiazChild Care Specialist Spec 212086464Community Development DivisionLois EvensonChild Care Specialist Spec 212086464Community Development DivisionLois EvensonChild Care Specialist Spec 212086464Community Development DivisionLois EvensonChild Care Specialist Spec 212094256464Community Development DivisionLis StrubChild Care Specialist Spec 212094646464Community Development DivisionChild Care Specialist Spec 212094256464Community Development DivisionChild Care Specialist Spec 112094646464Community Development DivisionChild Care Specialist Spec 11209646464Community Development DivisionCh	Community Development Division		Coord	Coord			287	212				
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Community Development Division Nancy Saiz Community Services Grant Admin 1 207 Community Development Division Lorri Wendorf-Corrigan Neighborhood Services Coord Community Services 1 207 397 64 Community Development Division Jennfer Stoiber Program Assit 1 225 398 64 Community Development Division Bennfer Stoiber Program Assit 1 225 398 64 Community Development Division Beb Diaz Child Care Program 1 225 398 64 Community Development Division Deb Diaz Child Care Program 1 209 425 64 Community Development Division Lois Evenson Child Care Program 1 209 425 64 Community Development Division Terri Strong Child Care Program 1 209 425 64 Community Development Division Lisa Strub Child Care Specialist Spec 2 1 209 64 64 Community Development Division Child Care Specialist Spec 2 1 208 64 64 64 64				Specialist 2	1		-	143		64		
Community Development DivisionLorri Wendorf-CorriganServices CoordSpecialist 2I207397IIIICommunity Development DivisionJennifer StoiberProgram AsstProgram Assistant 212253986464Community Development DivisionDeb DiazChild Care Specialist Spec 212086464Community Development DivisionLois EvensonChild Care Specialist Spec 212094256464Community Development DivisionLois EvensonChild Care Specialist Spec 212094256464Community Development DivisionTerri StrongChild Care Specialist Spec 212094256464Community Development DivisionLisa StrubChild Care Specialist Spec 12094256464Community Development DivisionLisa StrubChild Care Specialist Spec 12094256464Community Development DivisionCheryl TolleyChild Care Specialist Spec 12084006464Community Development DivisionCheryl TolleyChild Care Specialist Spec 12084006464Community Development DivisionCheryl TolleyChild Care Specialist Spec 212084006464Community Development DivisionVarina del MoralChild Care Asst Coord1208400646464Community Development DivisionMary ChamitzGrants Admin <td< td=""><td>Community Development Division</td><td></td><td>Community Services</td><td>Community Services</td><td></td><td></td><td></td><td>_</td><td></td><td></td><td></td><td></td></td<>	Community Development Division		Community Services	Community Services				_				
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Community Development DivisionDeb DiazChild Care Specialist Spec 2Child Care Program Child Care Program Child Care Program 	Community Development Division	Jennifer Stoiber	Program Asst	Program Assistant 2	1		225			64		
Community Development DivisionDeb DiazChild Care SpecialistSpec 21208664Community Development DivisionLois EvensonChild Care SpecialistSpec 212094256464Community Development DivisionTerri StrongChild Care SpecialistSpec 212094256464Community Development DivisionLisa StrubChild Care SpecialistSpec 112094256464Community Development DivisionLisa StrubChild Care SpecialistSpec 11208646464Community Development DivisionCheryl TolleyChild Care SpecialistSpec 11208410646464Community Development DivisionConrie WilliamsChild Care SpecialistSpec 11208410646464Community Development DivisionVarinia del MoralChild Care AssistChild Care Program Spec 21209646464Community Development DivisionVarinia del MoralCoord1209646464Community Development DivisionMary CharnitzGrants AdminGrants Admin 41X262106464Community Development DivisionNancy DunganGrants AdminGrants Admin 21289261646464Community Development DivisionLinet RhodesGrants AdminGrants Admin 2128926164<	Community Development Division	Rebecca Schesny	Admin Clerk		1		225	398		64		
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Community Development DivisionLisa StrubChild Care SpecialistSpec 112086464Community Development DivisionConnie WilliamsChild Care SpecialistSpec 112086464Community Development DivisionConnie WilliamsChild Care SpecialistSpec 212086464Community Development DivisionVarinia del MoralChild Care AssistCoord12084106464Community Development DivisionWary CharnitzGrants AdminGrants Admin 41X2262106464Community Development DivisionMary CharnitzGrants AdminGrants Admin 21X2262106464Community Development DivisionNancy DunganGrants AdminGrants Admin 21X2262106464Community Development DivisionLinette RhodesGrants AdminGrants Admin 21Z2882436464Community Development DivisionSue WallingerGrants AdminGrants Admin 21Z28824364464Community Development DivisionSue WallingerGrants AdminGrants Admin 21Z28824364464Community Development DivisionTeresa CothrineGrants AdminGrants Admin 11Z28623364464Community Development DivisionMike MillerGrants AdminGrants Admin 21Z <td>Community Development Division</td> <td>Terri Strong</td> <td>Child Care Specialist</td> <td>Spec 2</td> <td>1</td> <td></td> <td>209</td> <td></td> <td></td> <td>64</td> <td></td> <td></td>	Community Development Division	Terri Strong	Child Care Specialist	Spec 2	1		209			64		
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Community Development DivisionConnie WilliamsChild Care SpecialistSpec 2120841064Community Development DivisionVarinia del MoralChild Care Assist CoordChild Care Assist Coord120964Community Development DivisionMary CharnitzGrants AdminGrants Admin 41X22621064Community Development DivisionNancy DunganGrants AdminGrants Admin 2128926164Community Development DivisionLinette RhodesGrants AdminGrants Admin 2128664Community Development DivisionSue WallingerGrants AdminGrants Admin 2128664Community Development DivisionSue WallingerGrants AdminGrants Admin 2128623364Community Development DivisionTeresa CothrineGrants AdminGrants Admin 1128623364Community Development DivisionMike MillerGrants AdminGrants Admin 2129024864	Community Development Division	Cheryl Tolley	Child Care Specialist	Spec 1	1		208			64		
Community Development DivisionVarinia del MoralCoordCoord12096464Community Development DivisionMary CharnitzGrants AdminGrants Admin 41X2262106464Community Development DivisionNancy DunganGrants AdminGrants Admin 212892616464Community Development DivisionLinette RhodesGrants AdminGrants Admin 212866464Community Development DivisionSue WallingerGrants AdminGrants Admin 212882436464Community Development DivisionTeresa CothrineGrants AdminGrants Admin 112862336464Community Development DivisionMike MillerGrants AdminGrants Admin 212902486464	Community Development Division	Connie Williams		Spec 2	1		208	410		64		
Community Development DivisionNancy DunganGrants AdminGrants Admin 2128926164Community Development DivisionLinette RhodesGrants AdminGrants Admin 2128664Community Development DivisionSue WallingerGrants AdminGrants Admin 2128824364Community Development DivisionTeresa CothrineGrants AdminGrants Admin 1128623364Community Development DivisionMike MillerGrants AdminGrants Admin 2129024864	Community Development Division		Coord	Coord	-		-					
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						-	-					
Community Development Division Dulle Spears I Orants Autimn I Orants Autimn 1 //b	Community Development Division	Julie Spears	Grants Admin	Grants Admin 1	1	-	226	240		64		

		Community Devel	Community Devel	1					64		
Community Development Division	Anne Kenny	Aide	Aide			289			04		
Community Development Division	Peg Stonestreet	Program Asst	Program Asst 1	1		282			64		
Community Development Division	Helen Dietzler	Admin Clerk	Admin Clerk 1	1		282	279		64		
Community Development Division	Ronald Cato	Grant Admin	Grants Admin 1 (EECBG LTE)		1				64		
Community Development Division	Mary Lou Krase	Grant Admin Green Madison	Grants Admin 1 (EECBG LTE)		1				48		
Community Development Division	Paul Gimyser	Grant Admin Green Madison	Grants Admin 1 (EECBG LTE)		1				48		
Community Development Division	May Lor	Admin Clerk Green Madison	Admin Clerk 1 (EECBG LTE)		1				48		
Community Development Division	Senior Center Staff	OFF-SITE							0		OFF-SITE
Community Development Division	Intern Positions								48		
Community Development Division	Intern Positions								48		
Community Development Division	Intern Positions								48		
	Future 60% Position								64		Verify New Position?
Community Development Division		File Storage (35 file cabinets)	35 x 8 SF			279	472			280	
		Files per FTE employee	27 x 6'							162	
Community Development Division			Sub Total	27	4			666	1888	442	
						Total				2996	

Department of Planning & Communi	ty & Economic Development										
Economic Development	,,										
Division or Department	Employee Name	Title or Room Name	Job Classification	FTE	PTE	Room Number	Current Space- SF	Private Office	Woprk Station	Rooms other than Offices	Notes
								216			
Economic Development	Aaron Olver	Director – EDD		1		316	224				
Economic Development	Percy Brown	Manager – OER		1		320	205	150			
Economic Development	Terri Goldbin	Housing Initiatives Specialist		1		318	413		64		
Economic Development	Craig Wilson	Housing Initiatives Specialist		1		318			64		
Economic Development	Matt Mikolajewski	Manager - OBR		1		322	189	150			
Economic Development	Ruth Rohlich	Development		1		324	680		64		
Economic Development	Peggy Yessa	Planning Tech		1		324			64		
Economic Development	TBD	Economic Development Specialist		1		324			64		
Economic Development	Warren Hansen	Street Vending Coordinator		1		324			72		
Economic Development	Eric Melton White	Street Vending Monitor			1	324			72		
Economic Development	Don Marx	Manager - ORES		1		330	240	150			
Economic Development	Joe Stepnik	Real Estate Agent IV		1		332	406		64		
Economic Development	Heidi Fischer	Real Estate Agent III		1		334			64		
Economic Development	Jerry Lund	Real Estate Agent III		1		334			64		
Economic Development	Jenny Frese	Real Estate Agent II		1		334	613		64		
Economic Development	Joe Gromacki	TIF Coordinator		1		328	240		64		
Economic Development	Dan Rolfs	Community Development Project Manager		1		332			64		
Economic Development	Andrea Freedman	Program Assistant		1		312	387		72		
Economic Development	Abbie Kurtz	Clerk Typist			1	312			72		
Economic Development	Funded Position for 2014			1					64		Verify New Position?

Economic Development	Storage				317 324A	133 51			150
Economic Development	File Area (45 file cabinets)	45 x 8SF							360
Economic Development	Files per FTE employee	17 x 6'							102
Economic Development		Sub Total	18	2			666	1056	612
					Total				2334

Programming Analysis: Conference Rooms



5/13/2013

ISTHMUS ARCHITECTURE INC





Madison Municipal Building



Conference Room utilization

Room LL101	used 24% of typical month 41hrs out of 176
Room LL110	Used 41% of typical month 72 hrs out of 176 plus 35 hrs after 5:00pm plus 35 hrs after 5:00pm
Room LL120	used 28% of typical month 49 hrs out of 176
Room LL130	used 60% of typical month
Room 100	not on outlook schedule
Room 127G	used 23% of typical month plus 2-4 hrs in evening
Room 130	not on outlook schedule
Room 135	used less than 10% of typical 8hr days
Room 202	used 25% of typical 8hr days 43hrs out of 176
Room 260	used 50% of typical month 87 hrs out of 176 plus 40hrs after 5:00pm plus 40 hrs in evening
Room 300	used 42% of typical month plus 16 hrs in evening
Room 313	used 41% of typical month 73hrs out of 176

Conference Room Needs

Division or Department	Employee Name	Title or Room Name	Job Classification	FTE	PTE	Room Number	Current Space- SF	No of Rooms	Room Size	Sub Total	Notes
Training Rooms	Large Training Room	48 to 50 person at seminar tables	50 x 24 SF/person			300	1016	1	1200	1200	
Training Rooms	Computer Training Room	10 to 12 persons	12 X30 SF/person			301 303 309	404 445 232	1	360	360	Should we re-incorporate computer training - if yes how many?
Public Meeting Rooms	XLarge Public Meeting Room	20 persons around table and 40-50 persons in gallery				260	1504		1600	1600	
Public Meeting Rooms	and Hearing Rooms	20 persons around table and 8-12 in gallery				LL110 LL120	663 367	1			Hearing Room for Housing and EOC?
Public Meeting Rooms	Medium Public Meeting Room	20 to 22 persons around table				127G	538	1	450	450	
Public Meeting Rooms	Small Public Conference Room	16 to 20 around table						0	350	0	
Public Meeting Rooms	Small Public Conference Room	12 to 16 around table				LL130 110 130 135 202 313	348 326 242 194 375 330	2	2 300	600	
Dept Conference Rooms	Dept Conference Rooms	8 to10 around table	2 per floor			107	179	8	3 180	1440	
Dept Conference Rooms	Dept Conference Rooms	4 to 6 around table	2 per floor			LL101	121	6	-		
		Sub Total					728	0		7650	
Building -wide space standards - modifie	d from DOA										
Coffee Area - 45SF			1 per department					g	45	405	
Work room - 45SF			1 per department					g			
File Area	a figure 1 (42" to 48" or 6sf) file p		is listed with each Div	v/Dept							
		Sub Total						0		810	
	Conference rooms, coffee an	rea and work room								8460	

