

Pierce County Annex Study Pierce County, Wisconsin March 23, 2017



Process

- Preliminary Program developed for eight County Departments, not including Court related functions
- Tour of existing Annex, Courthouse and PCOB completed
- Alternatives and Options have been developed for the County's consideration

Assumptions

- The existing Dispatch Area will be relocated to the new Jail
- Planning related to parking needs and options was not part of the Study
- No mechanical or electrical review was part of the Study



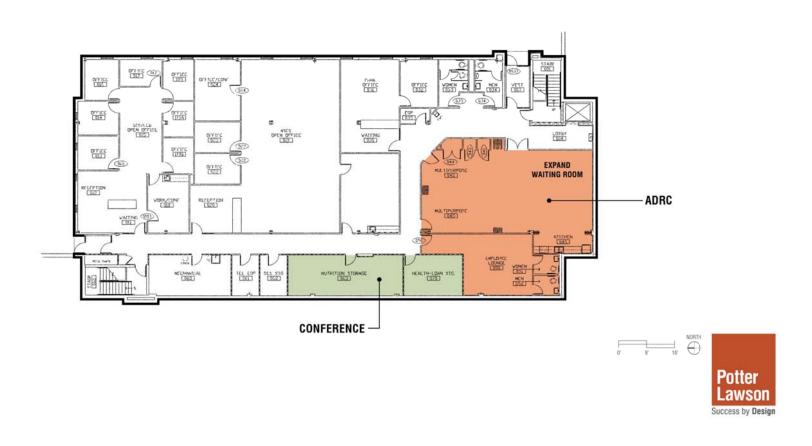
Recommendations

- Building Accessibility between the Annex and Courthouse needs to be addressed due to varying floor levels within the structures
- Building Security should be addressed
 - Entrances should be minimized and allow for security screening ideally only one entrance to the building that accommodates both visitors and staff
 - Inmate movement to minimize access to public
- Option 2 should be considered only if the Courts functions will be moved in the next 5 years
- A complete Hazardous Materials Investigation should be completed
 - It was noticed and reported by County Maintenance that the mastic under the existing 8x8 floor tiles may contain hazardous materials requiring abatement

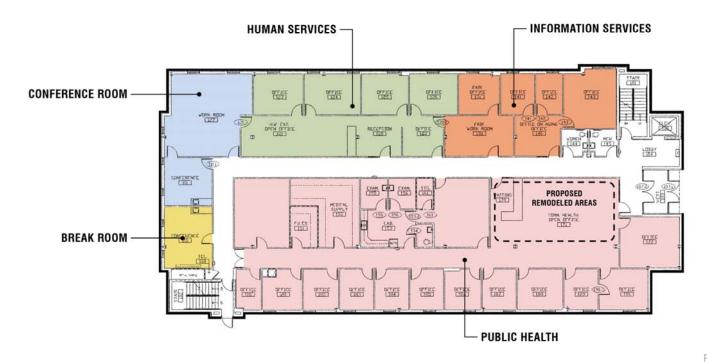




P.C.O.B – Lower Level Plan

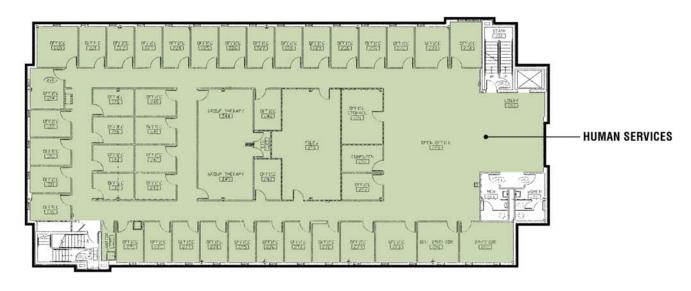


P.C.O.B – First Floor Plan





P.C.O.B – Second Floor Plan



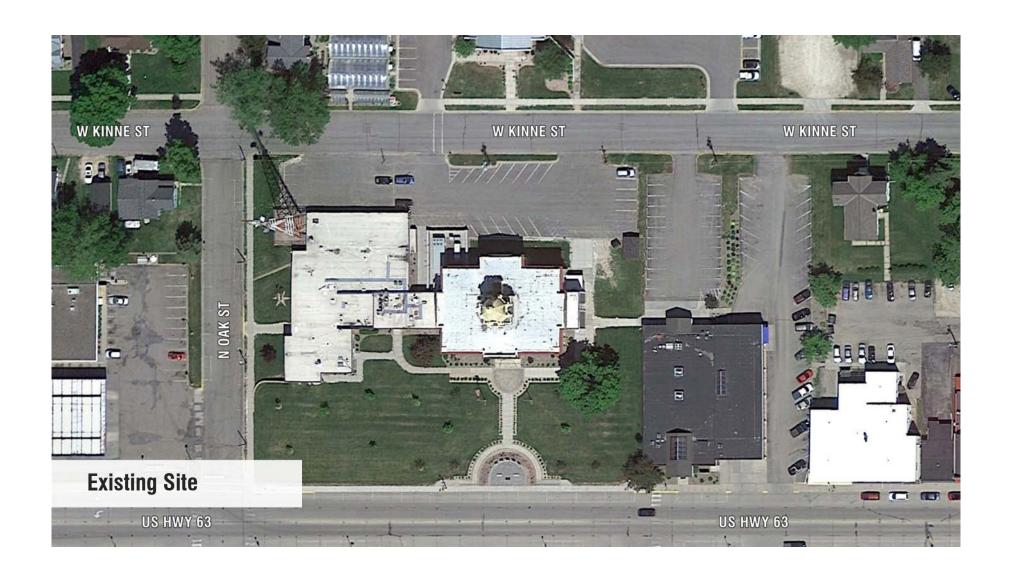


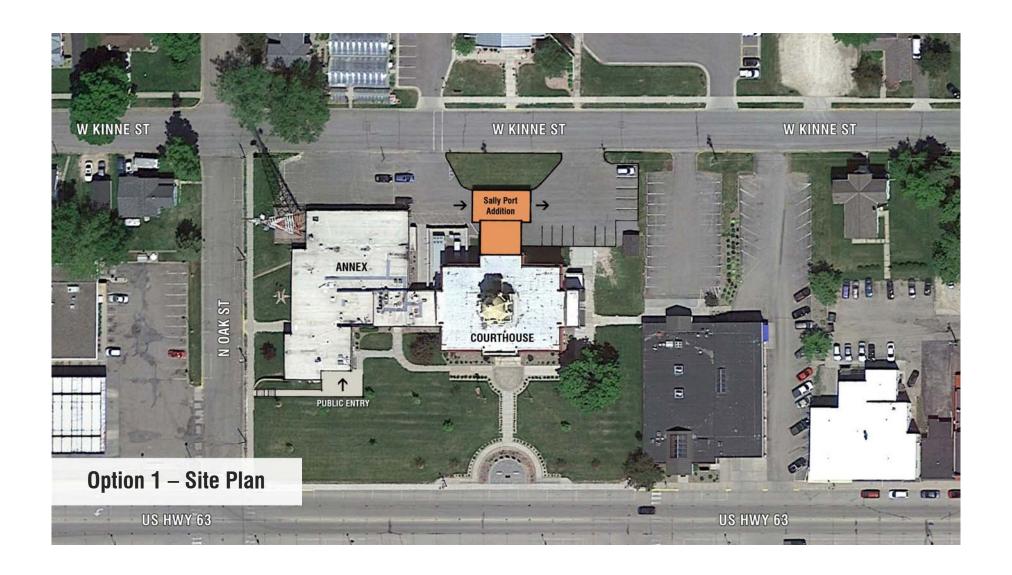
Pierce County Office Building Remodeling

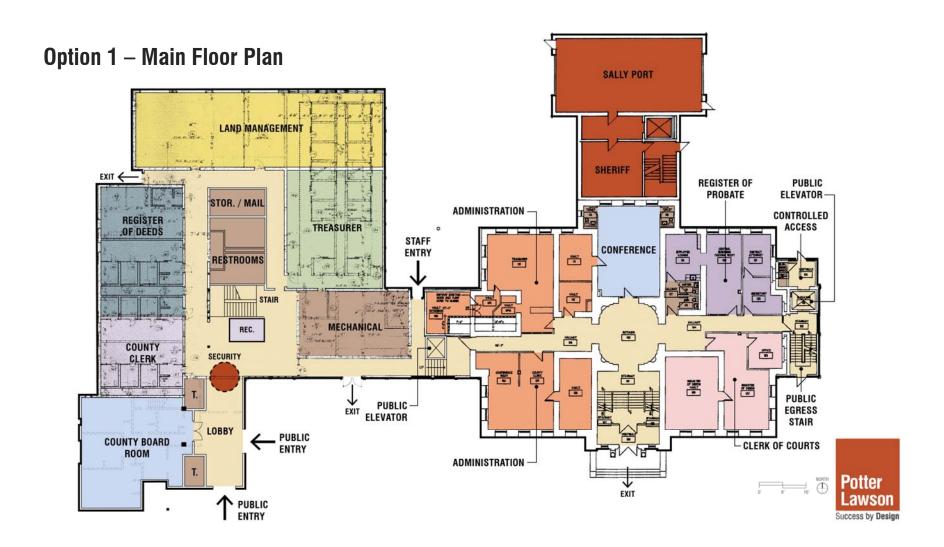
\$357,500 - \$552,500

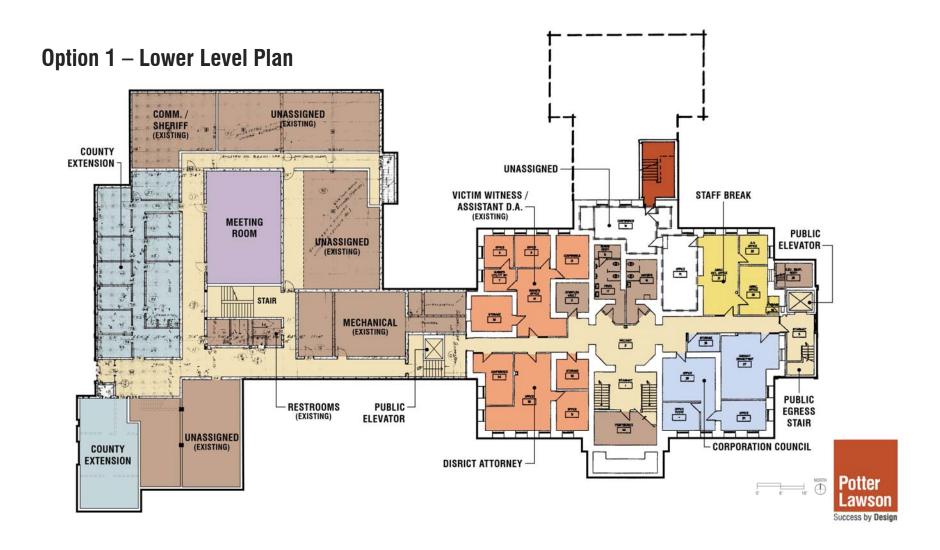
Add 20-25% for total project cost

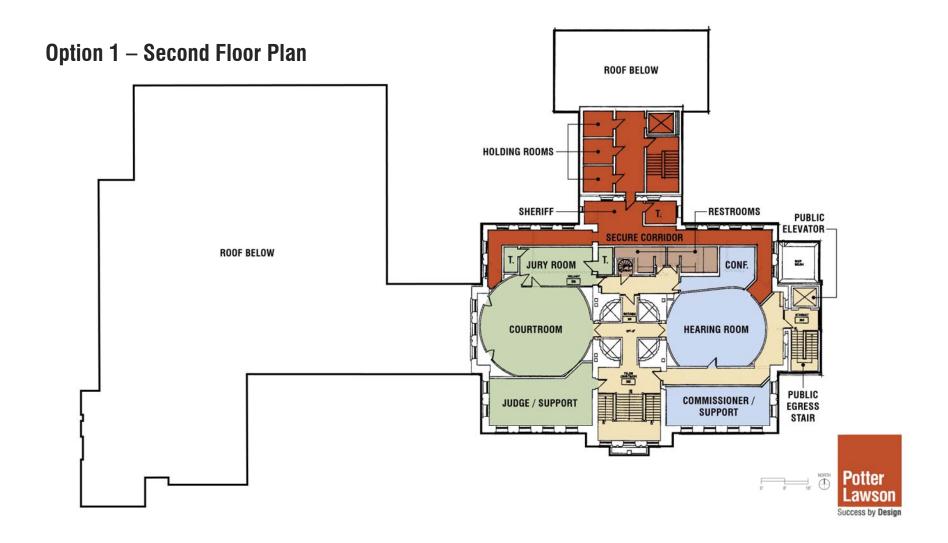












Option 1 Advantages & Disadvantages

Assumes courts and court related functions will remain in the existing Courthouse

Advantages

- Satisfies current departmental space needs
- Provides additional conference room(s) within the building
- Provides long-term solution to Building Security associated with inmate movement from the jail to the courtrooms
- Provides long-term solution for Building Security associated with public entry into the building
- Provides internal accessibility between the Annex and Courthouse
- Provides new enlarged County Board Room that can be separated from the Courthouse and used during non-business hours

Disadvantages

- Employee entry if not screened provides potential breach of Building Security
- Future expansion of courts facilities (2 courtrooms, 1 hearing room) within existing building footprint likely an issue due to State Supreme Court guidelines

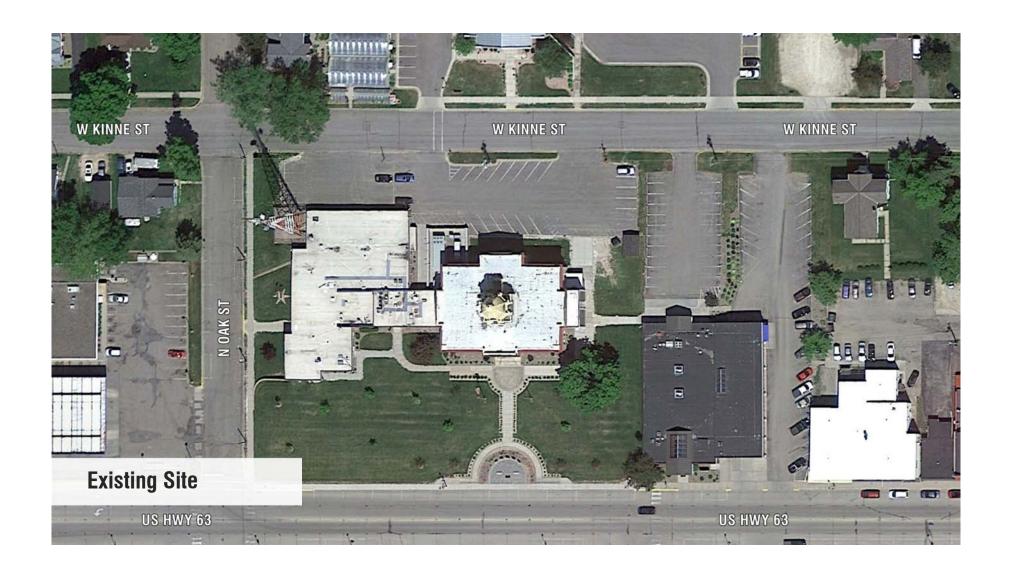


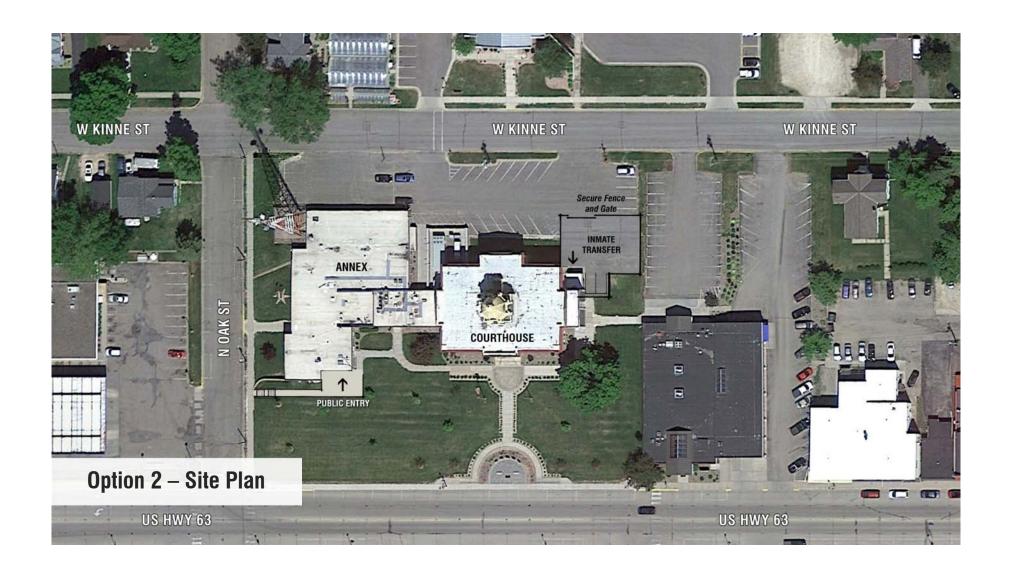
Option 1

Preliminary Construction Cost **\$3,746,500 - \$4,845,500**

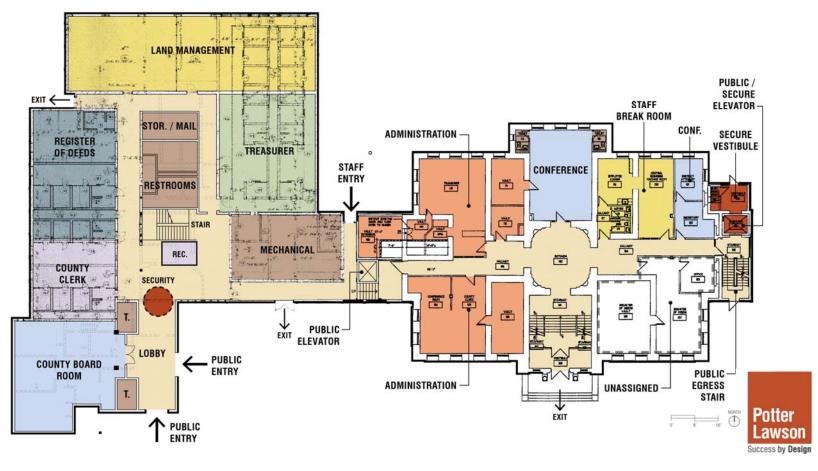
Add 20-25% for total project cost







Option 2 – Main Floor Plan



Option 2 – Lower Level Plan



${\bf Option} \ {\bf 2-Second} \ {\bf Floor} \ {\bf Plan}$



Option 2 Advantages & Disadvantages

Assumes courts and court related functions will be relocated to the Jail within 5 years

Advantages

- Satisfies current departmental space needs
- Provides additional conference room(s) within the building
- Provides long-term solution for Building Security associated with public entry into the building
- Provides internal accessibility between the Annex and Courthouse
- Provides new enlarged County Board Room

Disadvantages

- Provides short-term solution to Building Security associated with inmate movement from the jail to the courtrooms – this option, while more cost effective than Option 1, provides significant risk associated with inmate movement into and within the courthouse
- Employee entry if not screened provides potential breach of Building Security

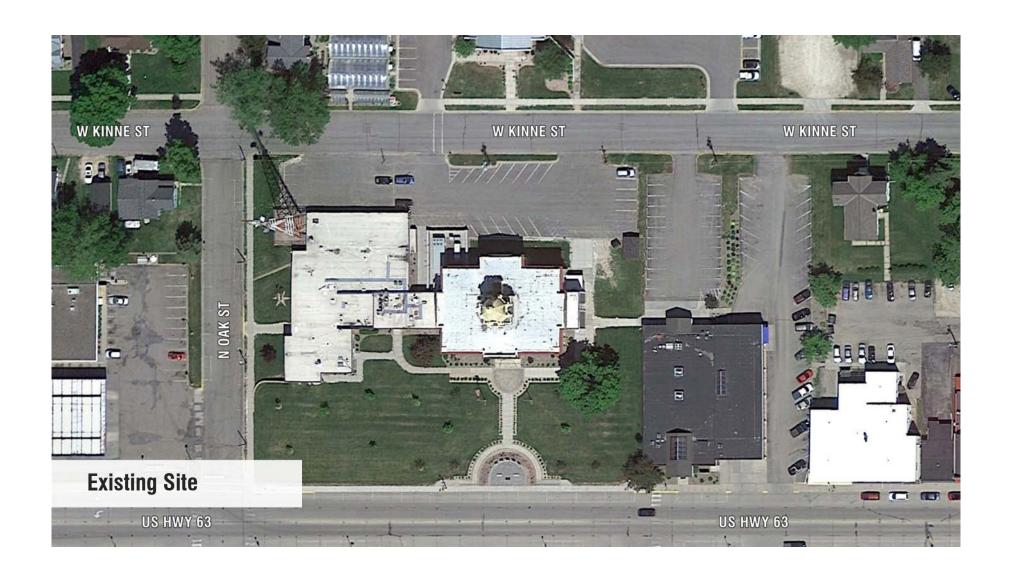


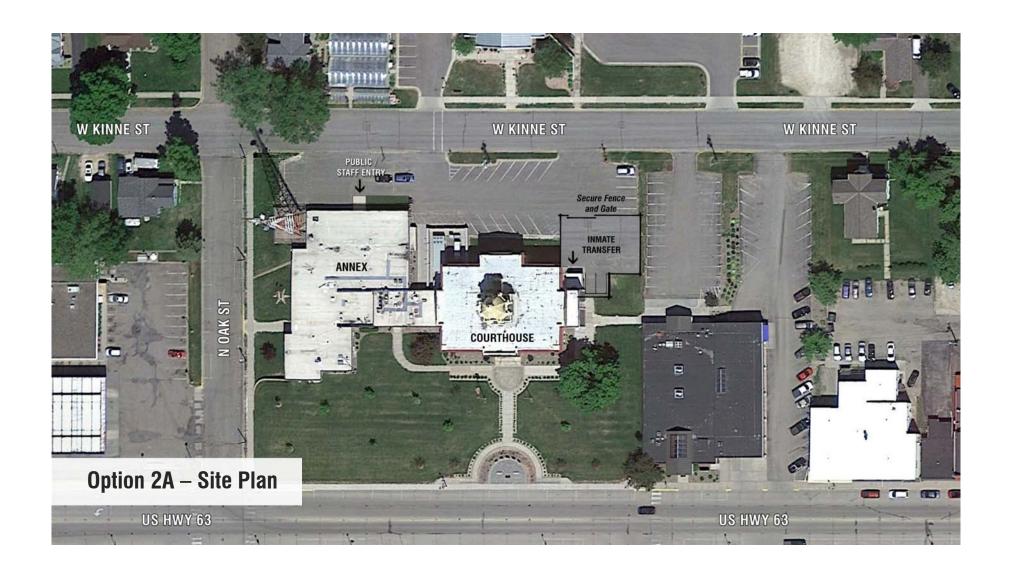
Option 2

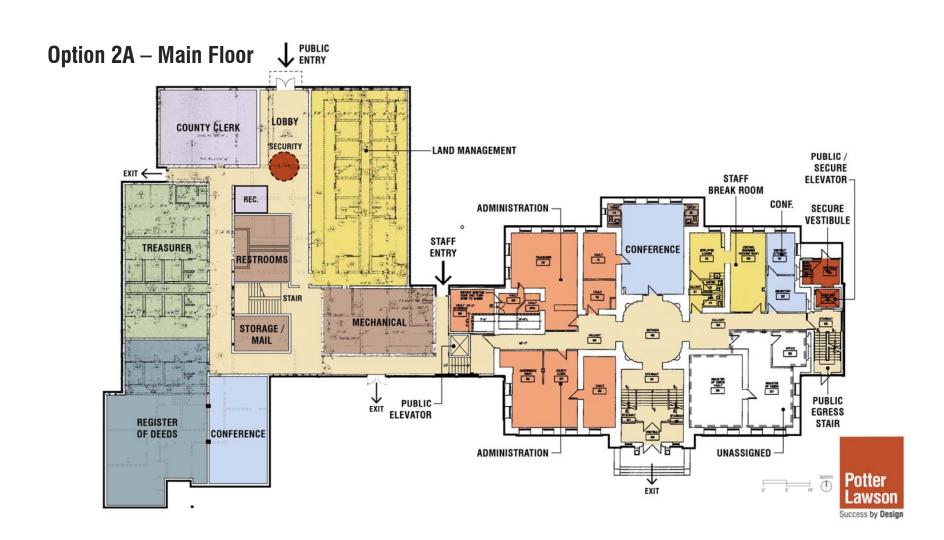
Preliminary Construction Cost **\$3,076,500 - \$4,020,500**

Add 20-25% for total project cost

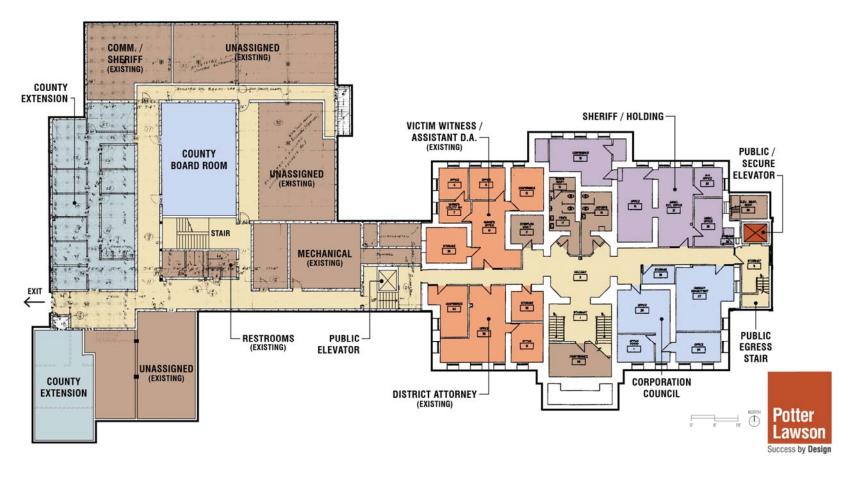




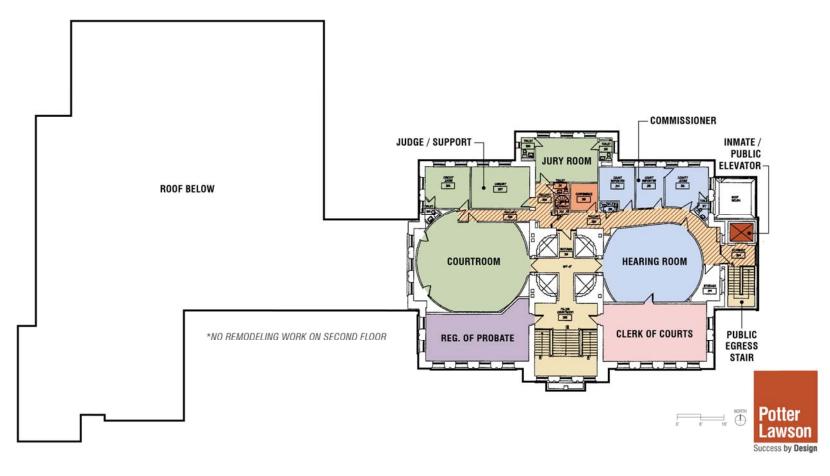




Option 2A – Lower Level Plan



Option 2A - Second Floor Plan

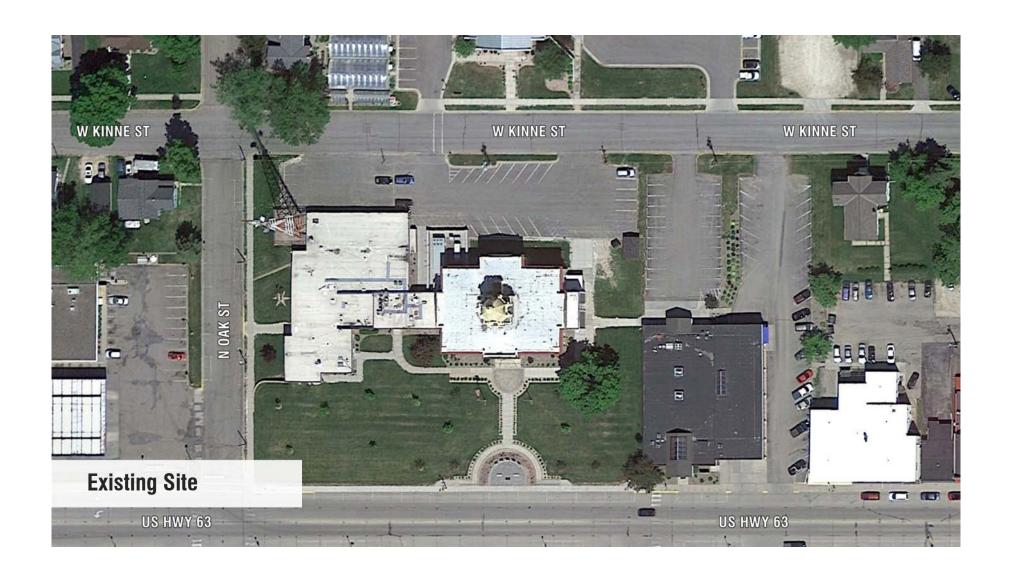


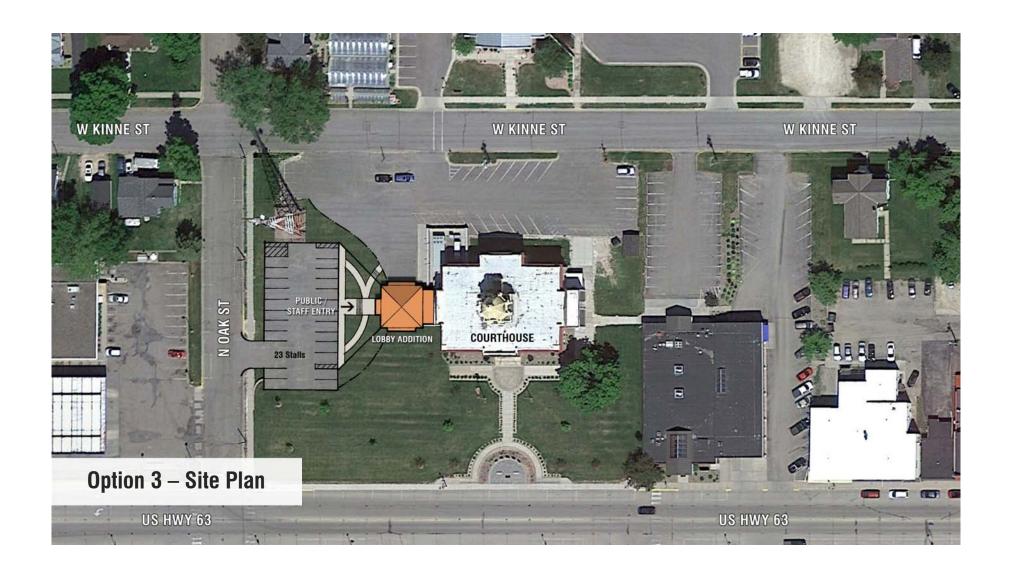
Option 3 New Courts at Jail

Assumptions

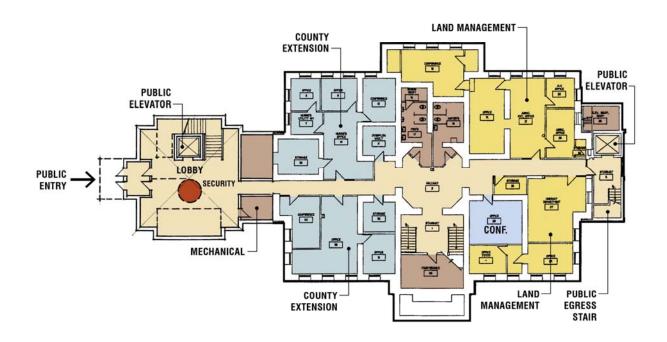
- Preliminary estimated at 32,000 GSF
- Connected to Jail
- Includes
 - Lobby
 - Courts (2 Courtrooms, 1 Hearing Room)
 - Inmate Housing
 - Clerk of Courts
 - Corporation Council
 - Register of Probate
 - District Attorney / Victim Witness





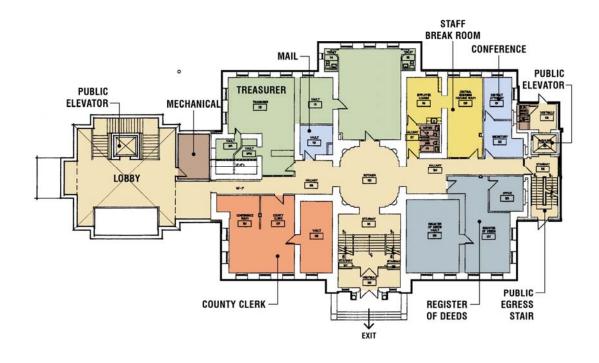


Option 3 – Lower Level Plan



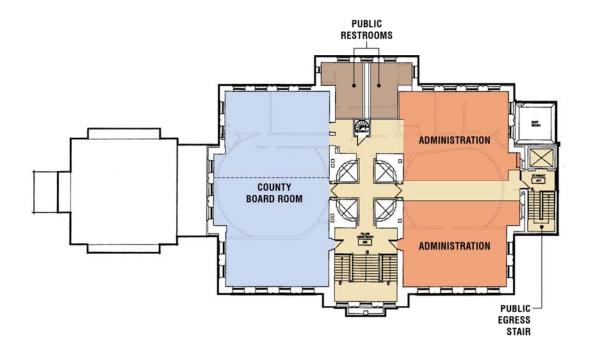


Option 3 – Main Floor Plan





${\bf Option} \ {\bf 3-Second} \ {\bf Floor} \ {\bf Plan}$





Option 3 Advantages & Disadvantages

Assumes new courts and court related functions at the Jail

Advantages

- Satisfies current departmental space needs
- Provides long term solution of inmate movement from the Jail to the Courtrooms
- Provides long term solution for building security associated with public entry into the existing Courthouse building
- Provides internal accessibility to all floors of the existing Courthouse
- Provides new enlarged County Board Room that can be divided into multiple meeting rooms
- Provides additional on-site parking adjacent to the public entry

Disadvantages

Provides minimal future departmental expansion space within the existing Courthouse

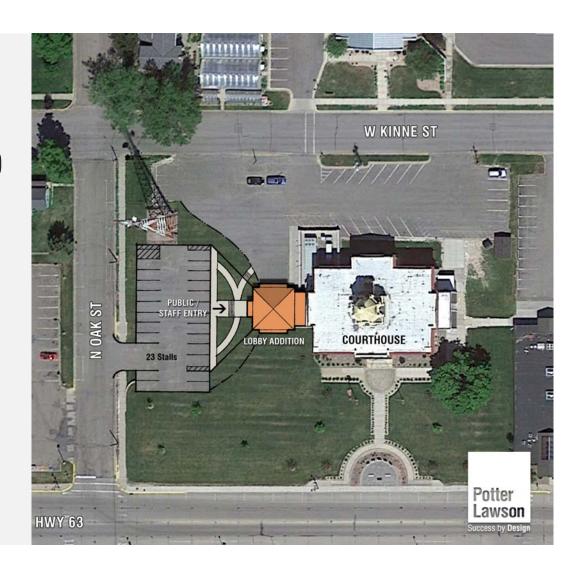


Option 3

Preliminary Construction Cost **\$10,675,500 - \$12,810,000**

Includes construction cost for new courthouse addition at Jail of \$8,000,000 - \$9,280,000

Add 20-25% for total project cost



P.C.O.B. (Building Remodeling)



\$357,500 - \$552,500

Option 1 (Long Term Option)



\$3,746,500 - \$4,845,500

Option 2 (Short Term Option)



\$3,076,500 - \$4,020,500

Option 3 (Courts Relocation)



\$10,675,500 - \$12,810,000





Pierce County Annex Study Pierce County, Wisconsin March 23, 2017



Potter Lawson, Inc.Pierce CountyArea Summary749 University Row, Suite 300
Madison, WI 53705
(608) 274-2741Annex StudyPLI Project No: 2017.03.00
"Final"

	Employe	es	Department Areas		
Departments	2017	Projected	Existing	Projected	Remarks/Comments
Treasurer	4	4	1,070	1,410	
Register of Deeds	3	3	1,130	1,501	
County Clerk	3	3	300	808	
Land Management	8.5	8.5	1,930	2,180	
Corneration Corneral	_		700	1 210	
Corporation Counsel	3	4	720	1,210	
Human Services	69	69	11,900	14,504	
Hullian Scivices	05	03	11,500	14,504	
Public Health	22	22	4,350	5,175	
1 abito froutti			4,000	0,170	
Administration	12	12	1,140	2,150	
			,,,,,		
				1-	
¥-1-1-	124.5	105.5	20.540	20.007	
Totals	124.5	125.5	22,540	28,937	

Potter Lawson, Inc.	Pierce County		Treasurer
749 University Row, Suite 300	Annex Study		PLI Project No: 2017.03.00
Madison, WI 53705			"Final"
(608) 274-2741	Interview With:	Kathy Fuchs	
	Interview By:	Eric Lawson, Ron Locast	Departmental Adjacencies:
	Date of Interview:	January 31, 2017	Register of Deeds
	Date Printed:	3/23/17	County Clerk

Title of Position or	(Quantity of	Staff/Sp	aces	Estimated Area Requirements							Remarks/Comments
Room /Area Name	2017		Project	ted	Existing	Space	Net Area	Projected		2,200	Req	
	Staff	Spaces	Staff	Spaces	Area (SF)	Type	per Space	Space Need		2010 Proj	#	
Treasurer	1	1	1	1	48	Office	120	120				
Deputy Treasurer	1	1	1	1	48	Wkst	48	48				
Property Lister	1	1	1	1	48	Wkst	48	48				
Acct Assistant	1	1	1	1	48	Wkst	48	48				
Seasonal Support Person	0	0	0	0			0	0				Additional Space not needed
Public Waiting	0	1	0	1	96		150	150				2 counter windows, 2 chairs. Queing space.
Work / Copy Room	0	1	0	1			300	300				2 copiers,1 folding machine, work table, paper cutter
Public Records Room	0	1	0	1	84 (7x12)		120	120				
Storage Room	0	1	0	1	216 (18x12)		225	225				Files. Accessed daily.
Vault	0	1	0	1	9 (3x3)		9	9				Located I Work / Copy rm. Out of public sight.
Conference Room	0	0	0	0	0		0	0				Share common conference rooms. 6 people.
Large Conference Room / Training	0	0	0	0	0	-	0	0				Will utilize common conference room.
			<u> </u>									
Staff Totals	4		4									
Current Estimated Department Area					1,070					1,200		From January 2005 Space Needs
Total Net Area								1,068				
Intra Departmental Circulation								342				
Total Department Area								1,410				

Potter Lawson, Inc.	Pierce County		Register of Deeds
749 University Row, Suite 300	Annex Study		PLI Project No: 2017.03.00
Madison, WI 53705			"Final"
(608) 274-2741	Interview With:	Julie Hines	
	Interview By:	Eric Lawson, Ron Locast	Departmental Adjacencies:
	Date of Interview:	January 31, 2017	Treasurer
	Date Printed:	3/23/17	County Clerk
			Clerk of Courts

Title of Position or	Quantity of Staff/Spaces			aces	Estimated	Area Requirements					Pkg	Remarks/Comments
Room /Area Name	2017		Project		Existing	Space	Net Area	Projected		2005 Study	Req	
	Staff	Spaces	Staff	Spaces	Area (SF)	Туре	per Space	Space Need		2010 Proj	#	
Director	1	1	1	1	144 (12x12)	Office	150	150				
Office Specialist	1	1	1	1	54 (6x9)	Wkst	48	48				
Staff 3	1	0	1	0	80 (8x10)	Wkst	See Below	-				Located in the Vault.
Flex Station	0	1	0	1		Wrkst	48	48				Could combine with scanning station. 1printer.
Scanning Station	0	1	0	1		Wrkst	48	48				
Vault	0	1	0	1	468 (18x26)	,	475	475				Includes 2 real estate research work stations and 2 micro fishe reader stations. Table. Windows from open office into Vault.
Microfilm Drawers	0	1	0	1		-	12	12				Two total
Microfilm printer/copier	0	1	0	1	5 (24"x30")		5	5				Three total
Office Files	0	1	0	1	50		50	50				In open office area.
Storage	0	1	0	1		-	100	100				Boxes of year end financial documents. Other boxes in Department Director's office. Certified survey maps
Public Waiting	0	1	0	1	35 (5x7)		80	80				One customer window. 2 chairs. Computer station. Filling out forms.
Work / Copy Room	0	1	0	1			80	80				Two printers.
Staff Totals	3		3									
Current Estimated Department Area					1,130					1,500		From January 2005 Space Needs
Total Net Area			****					1,096				
Intra Departmental Circulation								405				
Total Department Area				*****				1,501				

Potter Lawson, Inc.	Pierce County		County Clerk
749 University Row, Suite 300	Annex Study		PLI Project No: 2017.03.00
Madison, WI 53705			"Final"
(608) 274-2741	Interview With:	Jamie Feuerhelm	
	Interview By:	Eric Lawson, Ron Locast	Departmental Adjacencies:
	Date of Interview:	January 31, 2017	Main Entrance Door, Register of Deeds
	Date Printed:	3/23/17	Administration, Cty Board Room,
			Treasurer

Title of Position or	Quantity of Staff/Spaces			aces	Estimated	Area Requirements					Pkg	Remarks/Comments
Room /Area Name	2017		Project	ted	Existing	Space	Net Area	Projected		2005 Study	Req	
	Staff	Spaces	Staff	Spaces	Area (SF)	Type	per Space	Space Need		2010 Proj	#	
Clerk	1	1	1	1	100	Office	120	120				
Staff 2	1	1	1	1	35	Wkst	36	36				Located at the Customer Counter.
Elections Assistance	0	0	0	0			0	0				No Wkst needed.
Work/Copy room/elections mat'ls/files	0	1	0	1	50		150	150				Need counter space and perhaps center island with files below.
Public Waiting	0	1	0	1			200	200				Six customer seats desired.
												Counter with 3 customer areas / sep for privacy.
												Passport photo area.
Main Entry Receptionist	1	1	1	1		-	80	80				Not located within the department.
			_									
	_		_									
	_		_									
	_		_									
	L		_									
Staff Totals	3		3									
Current Estimated Department Area	L				300		<u> </u>			1,050		From January 2005 Space Needs
Total Net Area								586				
Intra Departmental Circulation								222				
Total Department Area	::::::							808				

Potter Lawson, Inc.	Pierce County		Land Management
749 University Row, Suite 300	Annex Study		PLI Project No: 2017.03.00
Madison, WI 53705			"Final"
(608) 274-2741	Interview With:	Andy Pichotta	
	Interview By:	Eric Lawson, Ron Locast	Departmental Adjacencies:
	Date of Interview:	January 31, 2017	Front Door
	Date Printed:	3/23/17	Register of Deeds
			Treasurer

Title of Position or	(Quantity of	Staff/Sp	aces	Estimated	Area Requirements					Pkg	Remarks/Comments
Room /Area Name	2017		Project	ted	Existing	Space	Net Area	Projected		2005 Study	Req	
	Staff	Spaces	Staff	Spaces	Area (SF)	Type	per Space	Space Need		2010 Proj	#	
Director	1	1	1	1		Office	180	180				3-4 visitors at small conf. table.
Zoning Administrator	1	1	1	1		Office	150	150				2 visitors.
Asst. Zoning Administrator	1	1	1	1		Office	150	150				
Zoning Specialist	1	1	1	1		Wkst	80	80				Does code compliance.
Office Specialist	1	1	1	1	48	Wkst	48	48				
Office Specialist	0.5	1	0.5	1	48	Wkst	48	48				
Office Manager	1	1	1	1	48	Wkst	48	48				
GIS	1	1	1	1		Wkst	100	100				
Surveyor	1	1	1	1		Wkst	100	100				
GIS/Surveyor Plotter/Files/Workarea	0	1	0	1	110 (11x10)		110	110				Plotter, Drafting table, workarea, files & records.
Public Waiting/Counter	0	1	0	1			20	20				One Customer window (6ft long).
												Waiting in public corridor. 3 seating.
Storage/File Area	0	1	0	1			250	250				17 four drawer file cabinets. Department storage.
Records Scanning Station	0	1	0	1	20 (4x5)	Wrkst.	30	30				
Work / Copy Room	0	1	0	1		٠	80	80				Copier. Forms/applications.
Conference Room	0	1	0	1			180	180				6-8 Person.
Staff Totals	8.5		8.5									
Current Estimated Department Area					1,930					2,500		From January 2005 Space Needs
Total Net Area	*****	*******		******	888888888888888888888888888888888888888			1,574				
Intra Departmental Circulation								606				
Total Department Area								2,180				

E	Potter Lawson, Inc.	Pierce County	erce County								
7	49 University Row, Suite 300	Annex Study		PLI Project No: 2017.03.00							
N	Nadison, WI 53705			"Final"							
(608) 274-2741	Interview With:	Brad Lawrence								
		Interview By:	Eric Lawson, Ron Locast	Departmental Adjacencies:							
		Date of Interview:	January 31, 2017	Courts							
		Date Printed:	3/23/17	_							

Title of Position or	G	Quantity of	Staff/Sp	aces	Estimated	A	rea Requiremer	nts		Pkg	Remarks/Comments
Room /Area Name	2017		Project	ted	Existing	Space	Net Area	Projected	2005 Study	Req	
	Staff	Spaces	Staff	Spaces	Area (SF)	Type	per Space	Space Need	2010 Proj	#	
Corporation Counsel	1	1	1	1	216	Office	220				Conference with 3-4 people.
Assistant Corp. Counsel	1	1	1	1	180	Office	180				Conference with 2 people.
Paralegal	1	1	1	1	64	Wkst	64	64			Currently supports customer counter. Prefer station remote from the counter.
Legal Assistant	0	0	1	1		Wkst	48	48			If added, would support customer counter.
Work / Copy / Files Area	0	1	0	1			220	220			6 Lateral Files (48"x18" each), 2 open shelving units
Storage Space (secure)	0	0	0	0			0	0			Currently in Blue Building
Public Waiting Area / Front Counter	0	1	0	1			20	20			Public waiting in corridor is acceptable - 4 chairs
											One customer window
Conference Room	0	1	0	1			150	150			4-6 people immediately adj to customer counter without access to department
Staff Totals	3		4								
Current Estimated Department Area					720				1,200		From January 2005 Space Needs
Total Net Area								902			
Intra Departmental Circulation								308			
Total Department Area								1,210			

Potter Lawson, Inc.	Pierce County		Human Services
749 University Row, Suite 300	Annex Study		PLI Project No: 2017.03.00
Madison, WI 53705			"Final"
(608) 274-2741	Interview With:	Ron Schmidt	
	Interview By:	Eric Lawson, Ron Locast	
	Date of Interview:	January 31, 2017	
	Date Printed:	3/23/17	

Title of Position or	Quantity of Staff/Spaces				Estimated Area Requirements							Remarks/Comments
Room /Area Name	2017		Projected		Existing	Space	Net Area	Projected		2005 Study	Pkg Reg	
Tiooni /Area Harrie	Staff	Spaces	Staff	Spaces	Area (SF)	Туре	per Space	Space Need		2010 Proj	#	1
Administration	-		-			-7/	par spans				_	
Director	1	1	1	1		Office	150	150			-	
Operations Manager	1	1	1	1		Office	150	150				
Accounting Assistant	1	1	1	1		Office	120	120				
Accounting Assistant	2	1	2	1		Office	180	180			-	Shared office.
Administrative Assistant	4	4	4	4		Wrkst	64	256			-	onared entree.
DHS IT Specialist	1	1	1	1		Office	120	120			 	
DITO IT OPCOMISE	 	<u> </u>	 			Office	120	120			\vdash	
Aging & Disability Resource Center (A	DRC)										\vdash	
ADRC Manager	1 1	1	1	1		Office	150	150			-	
Administrative Assistant	1	1	1	1		Office	120	120				
Disability Benefits Specialist	1	1	1	1		Office	120	120				
Elderly Benefits Specialist	1	1	1	1		Office	120	120				
Lead Social Worker	1	1	1	1		Office	120	120				
Social Worker	1	1	1	1		Office	120	120				
Social Worker APS	2	2	2	2		Office	120	240				
Waiting Room/Reception	0	1	0	1	125	-	200	200			-	Coffee Station.
Work/Copy Room	0	1	0	1	120		80	80			-	Control Charlett.
Department Storage	0	1	0	1			200	200				
Coat Closet	0	1	ő	1		-	12	12			-	
CODE CIOSEL	ı ·		·			<u> </u>	16	12			-	
СВН	_		-			-	_				\vdash	
CBH Manager	1	1	1	1		Office	150	150			-	
AODA Lead	1	1	1	1		Office	120	120				
AODA Counselor	1	1	1	1		Office	120	120			-	
Lead Social Worker	1	1	1	1		Office	120	120			-	
Social Worker	1	1	1	1		Office	120	120			-	
Social Worker/CCS Social Worker	2	1	2	1		Office	180	180			-	Shared office.
Therapist	3	3	3	3		Office	120	360			-	onarea entres
CCS Therapist	1	1	1	1		Office	120	120			-	
CCS RN	1	1	1	1		Office	120	120			-	
Psychiatric RN	1	1	1	1		Office	120	120			-	
Psychiatrist	1	1	1	1		Office	120	120			 	Independent.
APNP	1	1	1	1		Office	120	120				Independent.
	 	<u> </u>	<u> </u>			Onico	120	150			\vdash	mayerneris.
Child Protective Services (CPS)	-		$\overline{}$									
CYF Manager	1	1	1	1		Office	150	150				
Lead Social Worker IA	1	1	1	1		Office	120	120				
Social Worker CPS IA	2	2	2	2		Office	120	240				
CPS IA Temp	1	1	1	1		Wrkst	64	64				
Social Worker CPS On	2	2	2	2		Office	120	240				
Human Services Worker	1	1	1	1		Office	120	120				
Human Services Worker	2	1	2	1		Office	180	180				Shared Office
Social Worker Foster Care	1	1	1	1		Office	120	120				

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Child Support (CS)	-		-								
CS Manager	1	1	1	1		Office	150	150			
CS Lead	1	1	1	1		Office	120	120			
CS Specialist	3	3	3	3		Office	120	360			
Administrative Assistant	1	1	1	1		Office	120	120			
	-										
Children Youth & Families (CYF)	-		${}^{-}$								
Manager	1	1	1	1		Office	150	150			
Lead Social Worker	1	1	1	1		Office	120	120			
JJ Social Worker	3	3	3	3		Office	120	360			
CLTS Social Worker	2	2	2	2		Office	120	240			
CLTS Social Worker/CST Facilitator	2	1	2	1		Office	180	180			Shared Office.
Economic Support											
ES Manager	1	1	1	1		Office	150	150			
ES Lead	1	1	1	1		Office	120	120			
ES Specialist	5	5	5	5		Office	120	600			
ES Specialist	2	1	2	1		Office	180	180			Shared Office.
Admin Assistant	1	1	1	1		Wrkst	64	64			
	Т										
Common Areas											
Public Waiting Room/Reception	0	1	0	1			400	400			
Conference Room	0	1	0	1	512		512	512			Operable wall. (2) 16x16 rms. Group Therapy.
Conference Room Storage	0	1	0	1	60	-	60	60			
Flex Room	0	1	0	1			150	150			Family meetings.
Work/Copy Room	0	3	0	3			50	150			Shared. Central print areas.
File Room	0	1	0	1	512		512	512			Records. 4-5 yrs from fully electronic records.
Storage Room	0	1	0	1			200	200			Located in adjacent building?
Mail Room	0	1	0	1	50		50	50			
Break Room	0	1	0	1			300	300			
Training Room	0	0	0	0			0	0			
Table and Chair Storage Room	0	0	0	0			0	0			
Staff Totals	69		69								
Current Estimated Department Area	П				11,900					8,250	From January 2005 Space Needs: Two locations
Total Net Area					***********	******	******	10,710			
Intra Departmental Circulation								3,794			
Total Department Area	1000					*******		14,504			

Potter Lawson, Inc.	Pierce County		Public Health
749 University Row, Suite 300	Annex Study		PLI Project No: 2017.03.00
Madison, WI 53705			"Final"
(608) 274-2741	Interview With:	Sue Galoff	
	Interview By:	Eric Lawson, Ron Locast	
	Date of Interview:	January 31, 2017	
	Date Printed:	3/23/17	

Title of Position or	Quantity of Staff/Spaces				Estimated Area Requirements						Pkg	Remarks/Comments
Room /Area Name	2017		Projected		Existing	Space	Net Area	Projected		2005 Study	Rea	1
	Staff	Spaces	Staff	Spaces	Area (SF)	Type	per Space	Space Need		2010 Proj	#	
Director	1	1	1	1	144	Office	150	150				
Business Manager	1	1	1	1	120	Office	120	120				
Book keeping	2	1	2	1	210	Office	210	210				Cover reception duties.
WIC Office	1	1	1	1	156	Office	120	120				Currently shared with Home Care scheduler. Cover reception duties.
Nutritionist	1	1	1	1	120	Office	120	120				
Public Health	5	5	5	5	120	Office	120	600				
Birth to Three	2	1	2	1	150	Office	150	150				
Home Care Rn	6	1	6	1	320	Office	320	320				Five 6x6 workstations.
Home Care Scheduler	1	1	1	1	-	Office	120	120				Acts as Receptionist.
Environmental Health	1	1	1	1	120	Office	120	120				
Environmental Health Clerk	1	1	1	1	-	Wrkst.	64	64				Located at reception desk.
Public Waiting Room	0	1	0	1	200		240	240				5 chairs. Includes counter.
Intake (WIC)	0	1	0	1	-		120	120				Separate window to Public Waiting Room. Private.
Work/Copy Room	0	1	0	1	-		150	150				
Exam Room	0	2	0	2	64		64	128				
Unisex Toilet Room (Clinical)	0	1	0	1	-		50	50				
Lab	0	1	0	1	150	-	150	150				
Mother's Room	0	1	0	1	66		70	70				
December Character December	—	1	_	4			100	100				Madical Decards Almost all states is seconds
Records Storage Room	0	<u> </u>	0	1	96 292		100 300	100				Medical Records. Almost all electronic records.
General Storage Room	0	1	0	1	292	-	300	300				
Conference/Break Room *C"	0	1	0	1	234	-	234	234			\vdash	8 people. Conf Rm with kitchenette. Shared.
Conference Room "A"	0	1	0	1	320		320	320				Used for Clinic Waiting Area. Possible operable wall to
	-	_	-									open onto Waiting Room.
	+		\vdash								\vdash	
Large Conf/Multi-Purpose Room	0	0	0	0		-	0	0		 	\vdash	Common Room desired for county-wide use;
a positive in	<u> </u>			_								community meetings, preparedness exercises,
	-		\vdash									training.
Staff Totals	22	1	22									
Current Estimated Department Area	 				4,350					6,400		From January 2005 Space Needs
Total Net Area	0000				***********	******	********	3,956			$\overline{}$,
Intra Departmental Circulation								1,219				
Total Department Area								5,175				

Potter Lawson, Inc.	Pierce County		Administration
749 University Row, Suite 300	Annex Study		PLI Project No: 2017.03.00
Madison, WI 53705			"Final"
(608) 274-2741	Interview With:	Jo Ann Miller	
	Interview By:	Eric Lawson, Ron Locast	Departmental Adjacencies:
	Date of Interview:	January 31, 2017	Treasurer, County Clerk
	Date Printed:	3/23/17	_

Title of Position or	Quantity of Staff/Spaces			aces	Estimated Area Requirements						Pkg	Remarks/Comments
Room /Area Name	2017		Projected		Existing	Space	Net Area	Projected		2005 Study	Req	
	Staff	Spaces	Staff	Spaces	Area (SF)	Type	per Space	Space Need		2010 Proj	#	
Administrative Coordinator	1	1	1	1	143	Office	150	150				
Human Resources Manager	1	1	1	1	156	Office	144	144				
Risk Manager	1	1	1	1	64	Office	120	120				
Finance Director	1	1	1	1		Office	120	120				
Payroll Clerk	1	1	1	1		Wrkst	64	64				
HS-Operations Manager	1	1	1	1		Office	120	120			_	Relocate from Human Services Department
PH-Business Manager	1	+	1	1		Wrkst	80	80			-	Relocate from Public Health Department
HS-Accounting Assistant	3	3	3	3		Wrkst	64	192			\vdash	Relocate from Human Services Department
PH-Accounting Assistant	1	1	1	1	—	Wrkst	64	64				Relocate from Public Health Department
PH/HWY-Accounting Assistant	1	1	1	1		Wrkst	64	64			\vdash	Relocate from Public Health / Highway Dept (shared)
TryTiv I-Accounting Accident	+	<u> </u>	-	<u> </u>		WINST	01	01			\vdash	Troiteate from Fabric freathry Frighway Dept (shared)
Public Waiting Area	0	1	0	1		-	20	20				Counter. Waiting in corridor. 3 chairs.
Conference Room	0	1	0	1		-	150	150				Could be a shared. 6 people. Adj to Admin Coord.
Work / Copy Area	0	1	0	1			80	80				
Storage (secure)	0	1	0	1	96	-	100	100				
0	ـــــ		_									
County Board Mailbox Area	⊢		⊢								_	Locate in Common Area spreadsheet.
	-		⊢								\vdash	
	-		⊢								\vdash	
	-		-								_	
	-		-									
	-		-									
Staff Totals	12		12									
Current Estimated Department Area					1,140					1,450		From January 2005 Space Needs
Total Net Area	****				***************************************			1,468				
Intra Departmental Circulation								682				
Total Department Area							*********	2,150				