

# Preliminary Findings from Programming Analysis



5/13/2013

**ISTHMUS**  
ARCHITECTURE, INC.



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ARCHITECTS + PLANNERS, S.C.

Conceptual Schematic Design Study  
Madison Municipal Building

# Departmental Programming Analysis

Division or Department			FTE	PTE	Room Number	Existing SF	Private Office	Work 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	650	120%	780	-2020
Information Technology – City Channel	Sub Total		3	4		3442	510	144	1538	2192	120%	2630	-812
HR – Organizational Development & Training and Accommodations	Sub Total		8	0		1850	900	128	438	1466	120%	1759	-91
Traffic Engineering Division and Parking Utility	Sub Total		27	0		6246	726	1696	940	3362	120%	4034	-2212
Department of Planning & Community & Economic Development													
Office of Directors			7	1		635	366	448	36	850	120%	1020	385
CDA - Housing	Sub Total		14	6		4206	1590	512	1158	3260	120%	3912	-294
Building Inspection	Sub Total		41	0		4815	480	2056	1510	4046	120%	4855	40
Planning	Sub Total		24	0		6593	480	1440	2645	4565	120%	5478	-1115
Community Development Division	Sub Total		27	4		6135	630	1888	442	2960	120%	3552	-2583
Economic Development	Sub Total		18	2		4668	666	1056	612	2334	120%	2801	-1867
	Sub Total		173	17		41,390	6348	9368	9969	25,685		30,822	-10568
	Conference Rooms					7280				8630		8630	1350
	Coffee Areas and Work Rooms					0				810	120%	972	
	TOTAL		173	17		48,670				35,125		40,424	-8246

# Net to Gross Programming Analysis

				Existing Dept. SF			Proposed Net SF			
Facilities Maintenance & Custodial	Sub Total	4	0	2800	0	0	650	650		
Information Technology – City Channel	Sub Total	3	4	3442	510	144	1538	2192	includes room 259	
HR – Organizational Development & Training and Accomn	Sub Total	8	0	1850	900	128	438	1466	no conference rooms	
Traffic Engineering Division and Parking Utility	Sub Total	27	0	6246	726	1696	940	3362	without conf 100&130	
Department of Planning & Community & Economic Development										
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 Rooms			7280				8630		
	Coffee Areas and 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		
					Building -wide efficiency			55%		
Gross SF				78,970	Gross SF			75,449	Gross SF available w/o annex = 72,372	

## Preliminary Findings from Programming Study

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

### **New Program assumes:**

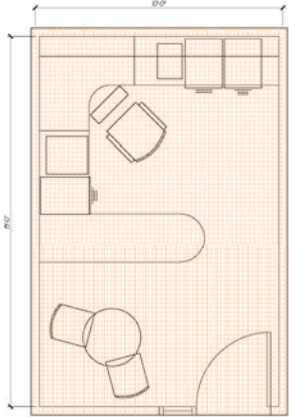
- Relocating facility and custodial storage/staff to Emil Street
- Reduce quantity of storage - scanning and off-site storage
- Provide staff with quality systems furniture
- All walls except corridor walls are demolished

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

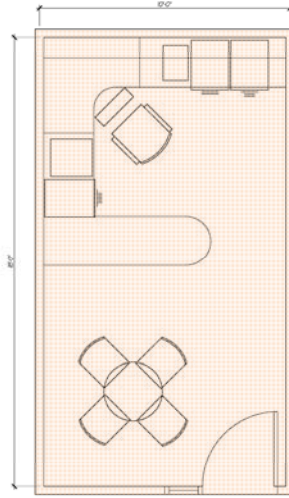
- Some office space may need to be relocated
- Review Space Needs for Post Office (5,730SF)
- Relocate Credit Union ( 642SF)

# Space Standards Utilized

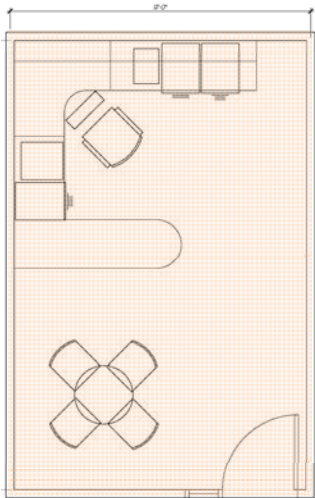
City of Madison Job Classification	FTE	PTE	Private Office	Work Station	Rooms other than Offices
Director			216		
Manager/Supervisor			180		
Employee w/ Confidential Mtgs			150		
Engineers/ Plan/Zoning Reviewers				72	
Everyone else				64	
Interns/Building Inspectors				48	



PRIVATE OFFICE  
10' X 15'



PRIVATE OFFICE  
10' X 18'



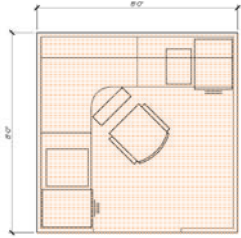
PRIVATE OFFICE  
12' X 18'

# Space Standards Utilized

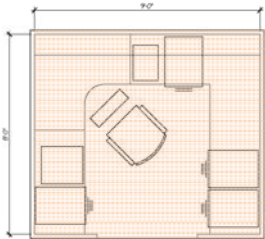
City of Madison Job Classification	FTE	PTE		Private Office		Work Station	Rooms other than Offices
				216			
<b>Director</b>				180			
<b>Manager/Supervisor</b>				150			
<b>Employee w/ Confidential Mtgs</b>						72	
<b>Engineers/ Plan/Zoning Reviewers</b>						64	
<b>Everyone else</b>						48	
<b>Interns/Building Inspectors</b>							



**WORKSTATION  
6' X 8'**



**WORKSTATION  
8' X 8'**



**WORKSTATION  
8' X 9'**



# Programming Analysis: By Department



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Madison Municipal Building

# Detailed Space Program per Division/Department

Engineering												
Facilities Maintenance & Custodial												
Division or Department	Employee Name	Title or Room Name	Job Classification	FTE	PTE	Room Number	Current Space- SF	Private Office	Work 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/Breakroom 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	
<b>Facilities Maintenance &amp; Custodial</b>			<b>Sub Total</b>	<b>4</b>	<b>0</b>			<b>0</b>	<b>0</b>	<b>650</b>		

**Central Storage, Maintenance Shop and Staff move to Emil Street  
(reduction of over 2,000SF)**



Information Technology – City Channel											
Division or Department	Employee Name	Title or Room Name	Job Classification	FTE	PTE	Room Number	Current Space- SF	Private Office	Work 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 relocated to the Help Desk 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?
IT - Madison City Channel		Equipment Repair				224	78			80	
IT - Madison City Channel		Control Room				213	192			180	
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	
<b>Information Technology – City Channel</b>			<b>Sub Total</b>	<b>3</b>	<b>4</b>			<b>510</b>	<b>144</b>	<b>1538</b>	
										<b>Total</b>	<b>2192</b>

**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.**

Division or Department	Employee Name	Title or Room Name	Job Classification	FTE	PTE	Room Number	Current Space-SF	Private Office	Work Station	Rooms other than	Notes
HR- Org Development & Training	Karl van Lith	OD/T Officer		1		304	202	150			need a conf table in office for 2-4 people
HR- Org Development & Training	Guy Van Rensselaer	Org. Improvement Specialist		1		302B	207	150			need a conf table in office for 2-4 people
HR- Org Development & Training	PJ White	Program Assistant		1		302A	143		64		also deals with confidential issues?
HR- Org Development & Training		General Office				302	216			80	
HR- Org Development & Training		Vacant Office				302C	161		0		not a vacant position - office no longer needed
		Computer Training Rooms									currently are doing this off-site - will that continue?
		HR Individual Testing Rooms									do we need to add them or do they have them at CCB?
		Lobby/Waiting Area - can be combined with workstation for Admin Clerk								80	
HR-Employee Assistance Program and Critical Incident Assistance Program	Tresa Martinez	EAP/CISM Coordinator		1		308	220	150			need a conf table in office for 2-4 people
HR-Employee Assistance Program and Critical Incident Assistance Program	Lauren Bloom	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	William Wick	Admin Clerk		1		305	124		64		
HR-Employee Assistance Program and 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		Lobby/Waiting Area - can be combined with workstation for Admin Clerk				0	0			100	Files in the open office area
HR - Accomodation				1		306		150			need a conf table in office for 2.4 people Discuss if this person needs one
		File Storage 20files								160	Confidential files will be in private offices of Section 8 Specialists (if open workstations provide confidential file room for 20 plus cabinets)
		Files per FTE employee	20 x 8SF 3x 6SF							18	
<b>HR – Organizational Development &amp; Training and Accommodation</b>				<b>Sub Total</b>				900	128	438	
						<b>Total</b>				1466	







**Department of Planning & Community & Economic Development**  
**Office of Director**

Division or Department	Employee Name	Title or Room Name	Job Classification	FTE	PTE	Room Number	Current Space- SF	Private Office	Work Station	Rooms other than Offices	Notes
Office of Director	Steve Cover			1		LL103	250	216			
Office of Director	Nancy Prusaitis	Program Assistant III		1					64		
Office of Director	Julie Cleveland	Word Processor II		1		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 I		1		LL134			64		
Office of Director	Ellen Walczak	Clerk Typist II		1		LL134			64		
Office of Director	Future Positions	Public Information Specialist 2		1					64		
Office of Director	Future Positions	Financial and Administrative Manager		1				150			
		Files per FTE employee	6x 6SF							36	
<b>Office of Director</b>			<b>Sub Total</b>	<b>7</b>	<b>1</b>		<b>635</b>	<b>366</b>	<b>448</b>	<b>36</b>	
						<b>Total</b>				<b>850</b>	

Department of Planning & Community & Economic Development  
CDA - Housing

**Section 8 specialists – meet w/clients in private offices or in small interview rooms? Still need to verify frequency of use for conference room LL127G.**

Division or Department	Employee Name	Title or Room Name	Job Classification	FTE	PTE	Room Number	Current Space-	Private Office	Work Station	Rooms other than Offices	Notes
CDA-Housing	Erdmann, Natalie			1				180			
CDA-Housing	Amos, Sherri	Elegibility Specialist		1					64		
CDA-Housing	Clayborne, Shirley	Section 8 Specialist		1		127D	103	150			needs conf table to meet w/ clients
CDA-Housing	Conrad, Tom	Supervisor		1		124	193	150			
CDA-Housing	Daniels, Lisa	Supervisor		1		122	118	120			
CDA-Housing	Davis, Shannon	Section 8 Specialist		1				150			needs conf table to meet w/ clients
CDA-Housing	Elder, Barb	Section 8 Specialist		1				150			needs conf table to meet w/ clients
CDA-Housing	Klessig, Lynn	Clerical			1				64		
CDA-Housing	Koepp, Brian	Inspector			1				64		
CDA-Housing	Kutz, Vicky	Elegibility Specialist		1					64		
CDA-Housing	Louis, Beverly	Section 8 Specialist		1		127	110	150			needs conf table to meet w/ clients
CDA-Housing	Neis, John	Inspector			1				64		
CDA-Housing	Olvera, Agustin	Director		1		125	207	150			
CDA-Housing	Pien, Jeanne	Receptionist			1				64		
CDA-Housing	Scalf, Michael	Clerical			1				64		
CDA-Housing	Schneider, Wendy	Section 8 Specialist		1				150			needs conf table to meet w/ clients
CDA-Housing	Stapleton, Suzy	Section 8 Marketing			1				64		
CDA-Housing	Steinmann, Melissa	Payroll		1				120			
CDA-Housing	Villegas, Sadie	Section 8 Specialist		1				150			needs conf table to meet w/ clients
CDA-Housing	<b>FUTURE</b>	<b>Section 8 Specialist</b>		1				150			Verify New Position?
CDA-Housing	Kelley Simonds	Engineer	off-site			off-site		0	0	0	Remains off-site
CDA-Housing		Interview Rooms				127A 127B 127E	81 109 83	0	0	0	instead of interview rooms we are providing private office
CDA-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							480	
CDA-Housing		Files per FTE employee	13x 6SF							78	
<b>CDA - Housing</b>			<b>Sub Total</b>	14	6			1590	512	1158	
						<b>Total</b>				3260	

**Department of Planning & Community & Economic Development**

**Building Inspection**

Division or Department	Employee Name	Title or Room Name	Job Classification	FTE	PTE	Room Number	Current Space- SF	Private Office	Work Station	Rooms other than Offices	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 Supervisor		1				150			
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 Inspector	Prop 2	1					48		
Building Inspection	Kirchgatter, Jenny	Zoning Inspector	ZCEO 2	1					48		
Building Inspection	Krueger, Liz	Zoning Inspector	ZCEO 1	1					48		
Building Inspection	Linaberry, Brian	Inspector	CEO1	1					48		
Building Inspection	Misfeldt, Jeff	Plumb Inspector		1					48		
Building Inspection	Moskowitz, Jacob	Zoning Inspector	ZCEO 1	1					48		
Building Inspection	Neitzel, Bill	Electrical Inspector		1					48		
Building Inspection	Patmythes, Greg	Zoning Inspector	ZCEO 2	1					48		
Building Inspection	Peterson,	Info Clerk		1		LL104			64		
Building Inspection	Rauls, Marla	Prop Maintenance Inspector	Prop1	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 Supervisor		1		LL107	122	150			
Building Inspection	Sutter, Sean	Plan Reviewer/ Plumb Inspector		1					48		
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		
	<b>Budgeted Position 2014</b>	<b>Housing Inspector</b>							48		Verify New Position?
	<b>Budgeted Position 2014</b>	<b>Housing Inspector</b>							48		Verify New Position?
	<b>Budgeted Position 2014</b>	<b>Zoning Inspector</b>							48		Verify New Position?
Building Inspection	Lease, Cindy	Weights & Measures	Weights & Measures 3	X		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		X	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				LL133A	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	
<b>Department of Planning &amp; Community &amp; Economic Development</b>											
<b>Building Inspection</b>			<b>Sub Total</b>	41	0			516	2056	1510	
						<b>Total</b>				4082	

**Reduce storage, files, drawings – scan and store off-site.**



**Department of Planning & Community & Economic Development  
Planning**

Division or Department	Employee Name	Title or Room Name	Job Classification	FTE	PTE	Room Number	Current Space- SF	Private Office	Work Station	Rooms other than Offices	Notes
Planning - Admin/GIS Section	Cornell	Planning Director		1		LL105	160	180			
Planning - Admin/GIS Section	Ethington	Program Assistant		1					64		
Planning - Admin/GIS Section	Lanier	GIS		1					72		
Planning - Neighborhood Planning, Preservation & Design Section	Fruhling	Principal Planner		1				150			
Planning - Neighborhood Planning, Preservation & Design Section	Wolf	Arts Administrator		1					72		
Planning - Neighborhood Planning, Preservation & Design Section	Scanlon	Preservation Planner		1					72		
Planning - Neighborhood Planning, Preservation & Design Section	Stroick	Planner 4		1					72		
Planning - Neighborhood Planning, Preservation & Design Section	Martin	Planner 3		1					72		
Planning - Neighborhood Planning, Preservation & Design Section	Cnare	Planner 3		1					72		
Planning - Neighborhood Planning, Preservation & Design Section	Wendt	Planner 3		1					72		
Planning - Neighborhood Planning, Preservation & Design Section	Horvath	Planner 2		1					72		
Planning - Neighborhood Planning, Preservation & Design Section		Intern 1		1					48		
Planning - Neighborhood Planning, Preservation & Design Section		Intern 2		1					48		
Planning - Comprehensive Planning & Development Review Section	Waidelich	Principal Planner		1				150			
Planning - Comprehensive Planning & Development Review Section	Roll	Planner 3		1					72		
Planning - Comprehensive Planning & Development Review Section	Vacant	Planner 2		1					72		
Planning - Comprehensive Planning & Development Review Section	Grady	Planner 2		1					72		
Planning - Comprehensive Planning & Development Review Section	Parks	Planner 2		1					72		
Planning - Comprehensive Planning & Development Review Section	Firchow	Planner 2		1					72		



Department of Planning & Community & Economic Development											
Community Development Division											
Division or Department	Employee Name	Title or Room Name	Job Classification	FTE	PTE	Room Number	Current Space- SF	Private Office	Work Station	Rooms other than Offices	Notes
Community Development Division	Jim O'Keefe	Director	Community Dev Director	1		233	193	180			
Community Development Division	Laura Noel	Community Services Prog Coord	Community Services Prog Coord	1		206	212	150			
Community Development Division	Monica Host	Child Care Prog Coord	Child Care Prog Coord	1		287	212	150			
Community Development Division	Vacant	CDBG Prog Coord	Grants Supervisor	1				150			
Community Development Division	Hardy Garrison	CDD Systems & Finance Coord	Administrative Asst	1		232	143		64		
Community Development Division	Mary O'Donnell	Coord	Specialist 2	1		207			64		
Community Development Division	Nancy Saiz	Community Services Grant Admin	Community Services Specialist 2	1		207			64		
Community Development Division	Lorri Wendorf-Corrigan	Neighborhood Services Coord	Community Services Specialist 2	1		207	397		64		
Community Development Division	Jennifer Stoiber	Program Asst	Program Assistant 2	1		225			64		
Community Development Division	Rebecca Schesny	Admin Clerk	Admin Clerk 1	1		225	398		64		
Community Development Division	Deb Diaz	Child Care Specialist	Child Care Program Spec 2	1		208			64		
Community Development Division	Lois Evenson	Child Care Specialist	Child Care Program Spec 2	1		209	425		64		
Community Development Division	Terri Strong	Child Care Specialist	Child Care Program Spec 2	1		209			64		
Community Development Division	Lisa Strub	Child Care Specialist	Child Care Program Spec 1	1		208			64		
Community Development Division	Cheryl Tolley	Child Care Specialist	Child Care Program Spec 1	1		208			64		
Community Development Division	Connie Williams	Child Care Specialist	Child Care Program Spec 2	1		208	410		64		
Community Development Division	Varinia del Moral	Child Care Assist Coord	Child Care Asst Coord	1		209			64		
Community Development Division	Mary Charnitz	Grants Admin	Grants Admin 4	1	X	226	210		64		
Community Development Division	Nancy Dungan	Grants Admin	Grants Admin 2	1		289	261		64		
Community Development Division	Linette Rhodes	Grants Admin	Grants Admin 2	1		286			64		
Community Development Division	Sue Wallinger	Grants Admin	Grants Admin 2	1		288	243		64		
Community Development Division	Teresa Cothrine	Grants Admin	Grants Admin 1	1		286	233		64		
Community Development Division	Mike Miller	Grants Admin	Grants Admin 2	1		290	248		64		
Community Development Division	Julie Spears	Grants Admin	Grants Admin 1	1		226			64		

Community Development Division	Anne Kenny	Community Devel Aide	Community Devel Aide	1		289			64		
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		
	<b>Future 60% Position</b>								<b>64</b>		<i>Verify New Position?</i>
Community Development Division		File Storage (35 file cabinets)	35 x 8 SF			279	472				280
		Files per FTE employee	27 x 6'								162
<b>Community Development Division</b>			<b>Sub Total</b>	<b>27</b>	<b>4</b>				<b>666</b>	<b>1888</b>	<b>442</b>
											<b>Total</b>
											2996

**Reduce storage, files, drawings – scan and store off-site.**



Department of Planning & Community & Economic Development											
Economic Development											
Division or Department	Employee Name	Title or Room Name	Job Classification	FTE	PTE	Room Number	Current Space- SF	Private Office	Work Station	Rooms other than Offices	Notes
Economic Development	Aaron Olver	Director – EDD		1		316	224	216			
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	<b>Funded Position for 2014</b>			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
<b>Economic Development</b>			<b>Sub Total</b>	18	2			666	1056	612
						<b>Total</b>				2334

**Reduce storage, files, drawings – scan and store off-site.**

# Programming Analysis: Conference Rooms



5/13/2013

**ISTHMUS**  
ARCHITECTURE, INC.



**CONTINUUM**  
ARCHITECTS + PLANNERS, S.C.

Conceptual Schematic Design Study  
Madison Municipal Building

## Conference Room utilization

Room LL101 used 24% of typical month  
41hrs out of 176

Room LL110 used 41% of typical month plus 35 hrs in evening  
72 hrs out of 176 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  
106 hrs out of 176

Room 100 not on outlook schedule

Room 127G used 23% of typical month plus 2-4 hrs in evening  
41 hrs out of 176

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 plus 40 hrs in evening  
87 hrs out of 176 plus 40hrs after 5:00pm

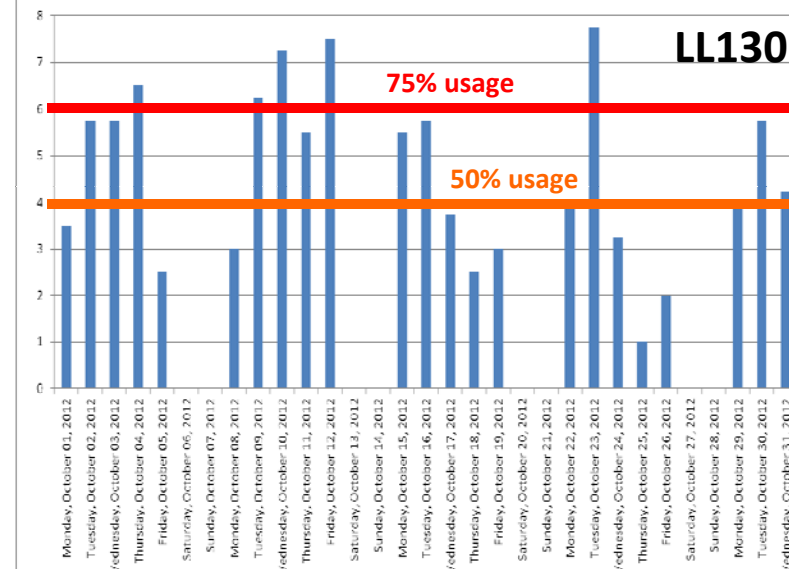
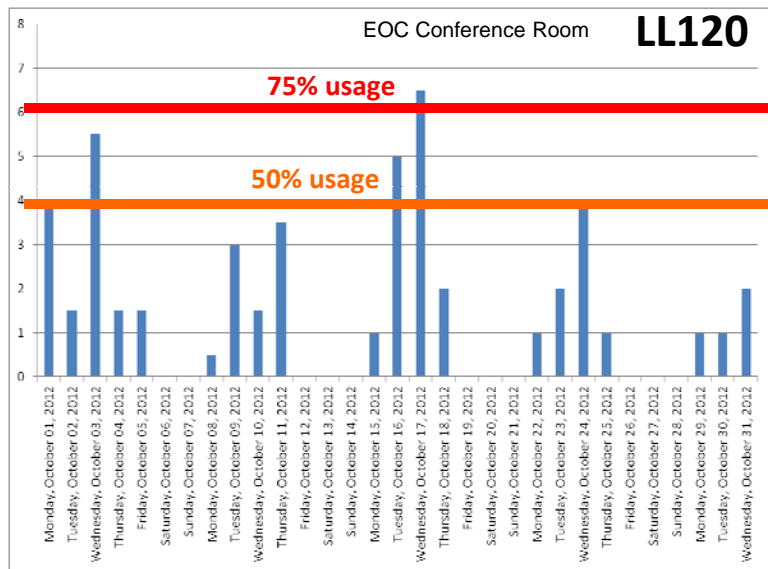
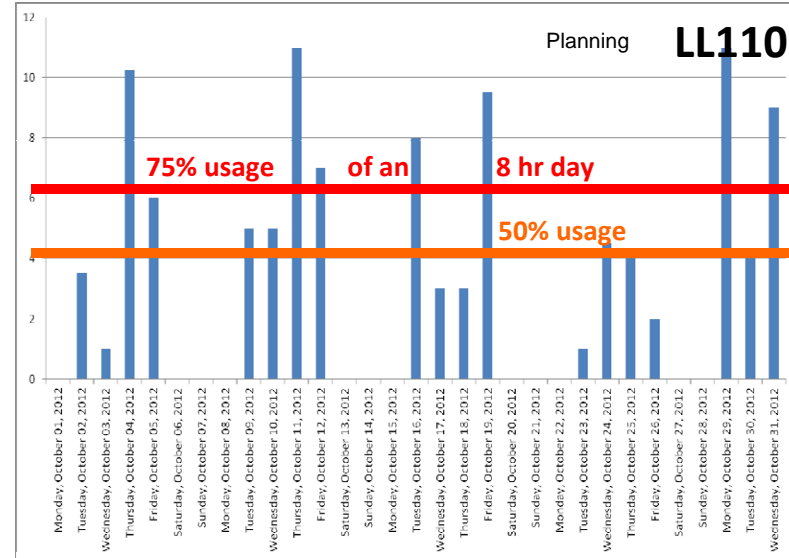
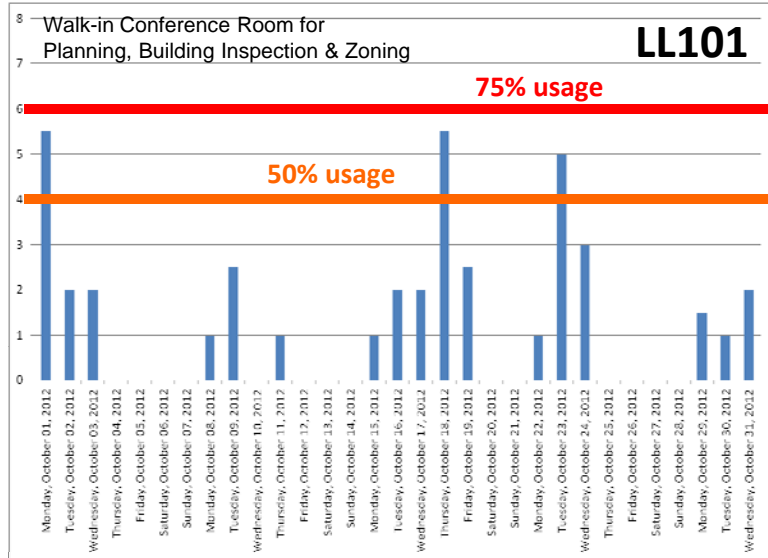
Room 300 used 42% of typical month plus 16 hrs in evening  
74 hrs out of 176 plus 16 hrs after 5:00pm

Room 313 used 41% of typical month  
73hrs out of 176





# FINDINGS from - DEPARTMENT INTERVIEWS and PROGRAMMING CONFERENCE UTILIZATION



Planning, Building Inspection, Zoning

# FINDINGS from - DEPARTMENT INTERVIEWS and PROGRAMMING CONFERENCE UTILIZATION

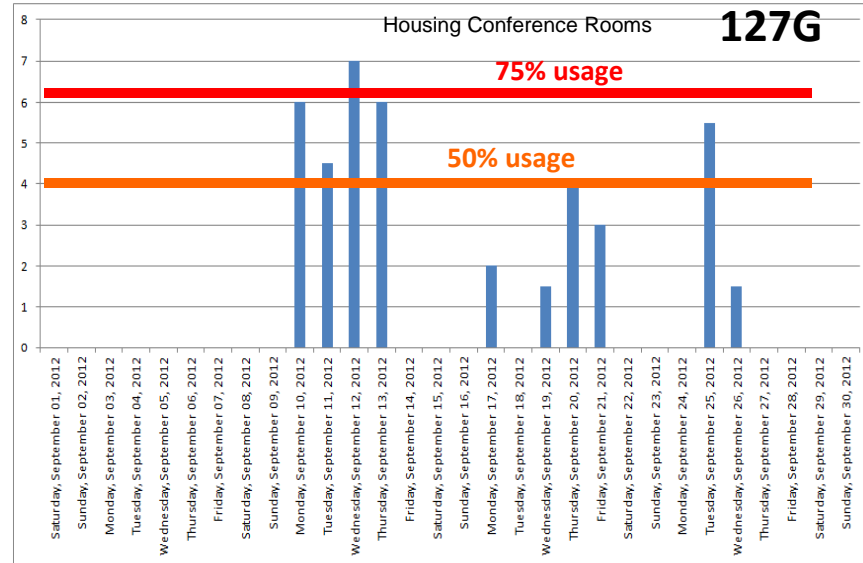
Conference room adjacent to Main Entry

**135**

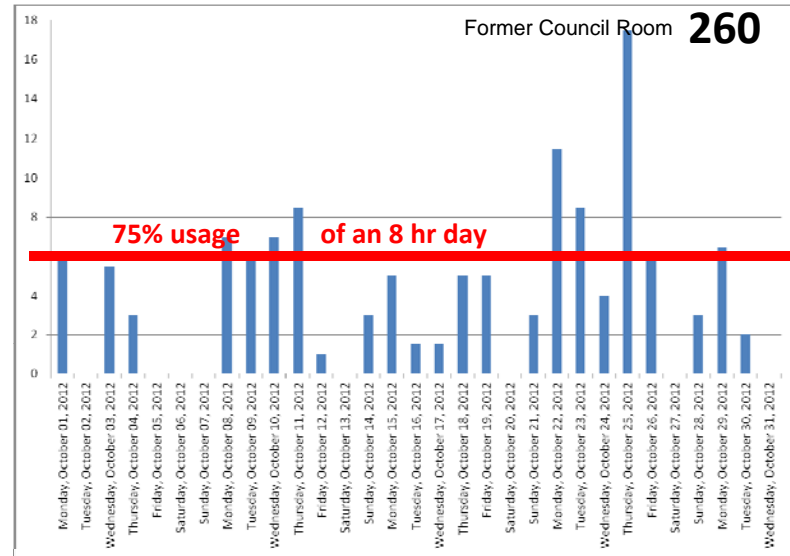
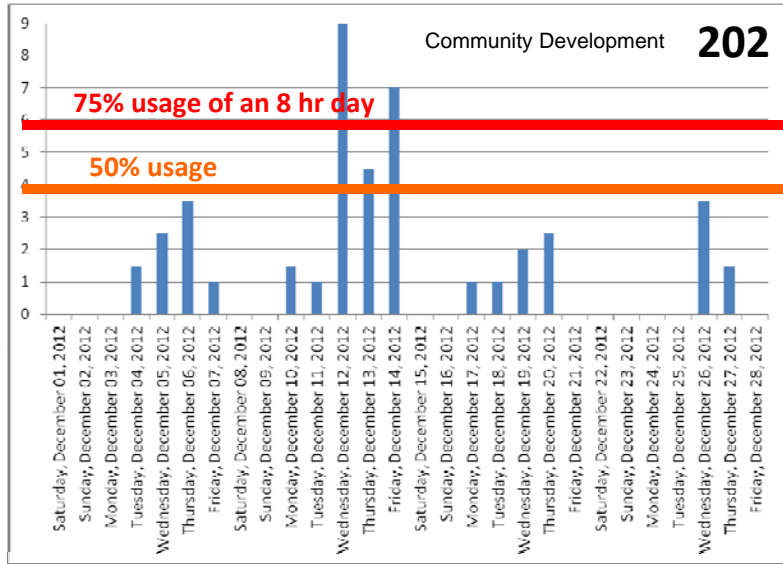
75% usage

50% usage

WAS NOT SCHEDULED  
or USED MUCH



# FINDINGS from - DEPARTMENT INTERVIEWS and PROGRAMMING CONFERENCE UTILIZATION



# FINDINGS from - DEPARTMENT INTERVIEWS and PROGRAMMING CONFERENCE UTILIZATION

