



JUDGE DOYLE SQUARE
MASTER PLAN
CITY OF MADISON, WI

CHAPTER 7
CITY OFFICE SPACE



Kimley-Horn
and Associates, Inc.

Potter Lawson

Success by Design

UrbanAssets



Acknowledgments

To best serve the City of Madison, Kimley-Horn assembled a master planning consulting team that is committed to delivering exceptional service and innovative solutions for the Judge Doyle Square project. Kimley-Horn greatly appreciates the collaborative effort of the entire team in the preparation of this document. Team partners and their areas of master planning responsibility are as follows:

- **Kimley-Horn and Associates, Inc.** – Lead master planning consultant, project management, public involvement, TIA, environmental scoping, parking consulting, structural engineering
- **Potter Lawson, Inc.** – Project architecture, land use master planning, City office space study, project management team
- **Urban Assets** – Lead public involvement, master planning, project management team
- **Mobis Transportation Alternatives / Bikestation** – Bicycle center consultant
- **Ken Saiki Design, Inc.** – Public improvements and streetscape, landscape architecture
- **KJWW Engineering Consultants** – Mechanical, electrical, HVAC engineering consultant
- **PSJ Engineering, Inc.** – Fire protection consultant
- **Mortenson Construction** – Construction cost estimating, construction feasibility consultant
- **Charles Quagliana, Architect** – Historic preservation consultant

Kimley-Horn also appreciates the contributions and partnership of the many City of Madison staff members who contributed to the content and quality of this document. The City of Madison established a Project Team that included key City staff, representing the following agencies and divisions:

- | | |
|--|---|
| ▪ Planning and Community and Economic Development | ▪ Facility Management (Division of City Engineering) |
| ▪ Traffic Engineering | ▪ Metro Transit |
| ▪ Parking Utility | ▪ City Attorney's Office |
| ▪ Office of the Mayor | ▪ Monona Terrace Community and Convention Center |
| ▪ City Engineering | |



JUDGE DOYLE SQUARE MASTER PLAN CITY OF MADISON, WI

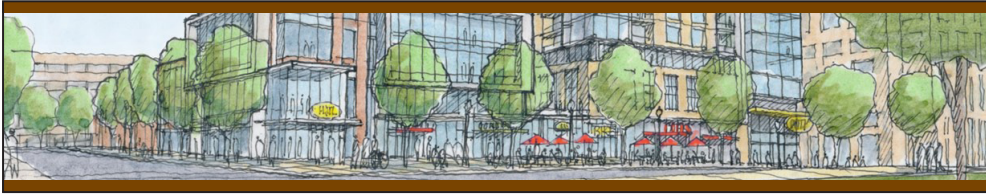
Contents

This document—**Chapter 7: City Office Space**—is a part of the final report summarizing the Judge Doyle Square Master Plan completed in April 2012. The structure and presentation of the final report has been developed to specifically address the many aspects of the master planning process in a manner that can be easily read as a whole or in parts based on the interest and needs of the reader. The final report is separated into an introduction and eight chapters:

- **INTRODUCTION**
- **CHAPTER 1:** Public Involvement
- **CHAPTER 2:** Master Planning
- **CHAPTER 3:** Underground Parking
- **CHAPTER 4:** Traffic Impact Analysis
- **CHAPTER 5:** Bicycle Center
- **CHAPTER 6:** Environmental Scoping
- **CHAPTER 7:** City Office Space
- **CHAPTER 8:** Project Management

Each chapter has been bound separately and includes applicable images, tables, and drawings to provide additional information and documentation. Each chapter can stand alone as a summary document for a particular aspect of the project. When combined, the document provides a comprehensive summary of the significant areas of information gathering, study, planning, and management for the Judge Doyle Square master planning effort.





JUDGE DOYLE SQUARE MASTER PLAN CITY OF MADISON, WI

Chapter 7: City Office Space

Introduction

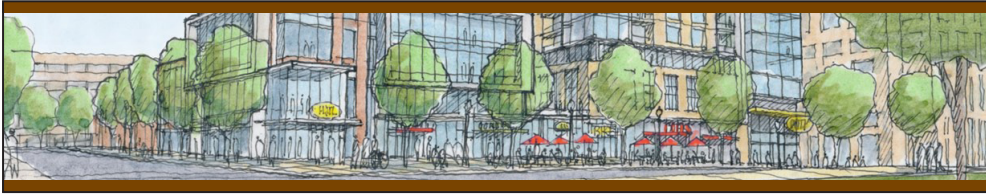
As part of the initial master planning and project programming work for Judge Doyle Square, a review and analysis was undertaken of the City offices that are currently located in the Madison Municipal Building (MMB). This analysis included an assessment of current office space requirements and projections of future office space needs, so that alternatives for accommodating that space could be discussed as part of this master planning project.

Space Study

The current configuration of existing offices/rooms within the MMB—and the location of various departments within these existing spaces—have not been based on a common space standard for workstations, private offices, or departmental conference rooms. From a planning and organizational perspective (across the various departments), it was important to develop appropriate space standards and room sizes for each of the various work and support functions. These standards were developed and are summarized in the Appendix.







JUDGE DOYLE SQUARE MASTER PLAN CITY OF MADISON, WI

These space standards—in addition to future City employee forecasts—were used to develop a space program that forecasted space needs for years 2011, 2012, 2017, and 2022.

City Departments

The City departments that were part of the space needs study include:

- Department of the Director, Planning and Community and Economic Development (DPCED)
- Building Inspection Division
- Planning Division
- Economic Development Division
- Information Technology
- Human Resources and Training
- Traffic Engineering and Parking Utility
- Housing Operations
- Community Development Division
- CDA Redevelopment Group



In addition to these 10 departments, a separate space needs analysis was conducted for support spaces common to all departments. These spaces included large meeting rooms, a central lobby or entry, loading/unloading, maintenance, and storage.

Questionnaire

To collect a consistent set of data, a questionnaire was developed. City departmental managers provided written responses that served as the basis for understanding existing space constraints, existing space requirements, future staffing projections, workflow adjacencies, and potential work process improvements.



Staffing

In summary, staffing remained relatively consistent across the departments—with current staff in the building totaling 231 employees and a year 2022 projection of 260 employees. The resulting space difference between 2011 and 2022 projections revealed an additional requirement of 4,077 gross square feet in 2022, in order to meet staff and space requirements. Perhaps the greatest increase in required interior space is the need for more conference and meeting space, which is necessary to support public/commission meetings and other departmental needs.



Space Needs Report

See the Appendix for the complete Space Needs Report.



CITY OFFICE SPACE
APPENDIX 7-A

JUDGE DOYLE SQUARE
MASTER PLAN
CITY OF MADISON, WI

Name:

Department:

(Double click on header to enter and edit Name and Department. Click close to exit editing.)

Purpose

The purpose of this study is to identify space needs of the departments located in the Madison Municipal Building and may be located at the Judge Doyle Square Project facility, as well as the best adjacencies between these departments.

Process

Please read and fill out the following questionnaire and be prepared to discuss the answers as they relate to your department.

Outcome

The City of Madison and Potter Lawson, a member of the Judge Doyle Square Consultant Team, will use the data from this questionnaire, a tour, and interviews to compile a report on the general departmental space needs, departmental adjacencies, and visitor access.

The data will be further utilized to determine appropriate conceptual/preliminary space plans for the overall facilities layout.

Questionnaire

1.0 Organizational Chart

Please attach an organizational chart for your department.

2.0 Departmental Description

Briefly describe the function of your department. Consider the key services your group provides and products your group may produce. (Examples include: customer assistance, training, analysis, reports, etc.) Does the public visit your area, and if so, how often?

Type answer here

Judge Doyle Square City of Madison Space Programming

Madison, WI

Space Needs Survey

August 31, 2011

Name:

Department:

3.0 Personnel

List each staff position in your department and indicate the total number of personnel you anticipate for each year listed below. Please record the size of the workstation or office that the staff exists in now. Indicate if a staff member is part-time. Please also indicate in the Notes & Specific Needs if the personnel needs a private office.

Key: PO = Private Office; WS = Workstation

Job Title or Description	Dates/Years				Existing Workspace Estimate Size, indicated PO or WS	Notes & Specific Needs
	Present 2011	2012	2017	2022		

(Tab for additional rows if needed.)

Name: _____ Department: _____

4.0 Interaction and Adjacency Requirements – Part 1

Identify the departments or support spaces that your department has direct interaction with or separation needs. Rank the contact level on a scale from 0 to 3 and indicate primary reason.

- 0 Separation is desired.
- 1 Adjacency is not necessary, interaction is infrequent.
- 2 Adjacency is desired but not necessary, interaction is weekly.
- 3 Adjacency is essential, interaction is daily.

Department or Support Space	Rank	Reason
Waiting/Reception/Coats		
Work /Copy/Mail Room		
Conference/Board Room		
Informal Meeting Spaces		
Computer Room		
Printers		
Training Areas		
Files		
Storage		
Receiving/Distribution Area		
Warehouse		
Department/Division/Unit (List Name Below)		

(Tab for additional rows if needed.)

5.0 Filing Cabinet Requirements

List the number of filing cabinets that are required to be within your department's work area. Do not include files within individual workstations.

File Cabinet Size			Number of File Cabinets				
Width	Length	Height	Existing	2011	2016	2021	
			<< >>				
			<< >>				
			<< >>				
			<< >>				

6.0 Equipment Requirements

List the equipment that is used by your department. Indicate whether the equipment is shared, or is specific to your department. Do not list equipment within an individual's workstation.

Equipment Description	Shared	Not shared	Notes: special requirements

Name: _____

Department: _____

7.0 City Vehicles

How many department employees use a car as a part of City work?

_____ # personal vehicles

_____ # assigned City cars

8.0 Support Spaces

8.1 Conference Rooms

Are the existing conference rooms in your building adequate for your department's anticipated usage? How frequently does your department use the existing conference rooms, and for what length of time?

Type answer here

8.2 Work/Copy Rooms or Areas

Are the existing work/copy rooms or areas in your building adequate for your department's anticipated usage?

Type answer here

8.3 Special Room Function

Explain any special room or area requirements for this department. Is this room or area shared with other departments?

Type answer here

8.4 Existing Support Spaces

Are the existing support spaces adequate for your department's current needs? Support spaces include the reception area, training rooms, mail area, coat storage, etc.

Type answer here

8.5 Storage Requirements

Describe any special on site storage needs for this department. Describe what is to be stored, its frequency of use, and preferred location. Does the existing storage room or area provide adequate space for your anticipated needs?

Type answer here

Name:

Department:

9.0 Working Style

Describe how your department uses workspace. What percentage of the time does the department work alone versus working in groups or teams? What amount of time does your department spend working in your individual work areas versus other parts of the office?

Type answer here

10.0 Technology

Consider upcoming technology changes and how they will impact your department's space needs. Does your department anticipate reducing paper (file) storage in favor of electronic data storage?

Type answer here

11.0 Security

Describe any security needs your department may have.

Type answer here

12.0 Comments

List any other suggestions or comments related to your physical space and facilities to improve your working environment and departmental effectiveness.

Type answer here

Space Requirements Program
Judge Doyle Square

Department: **Area Summary**

Potter Lawson, Inc.
November 15, 2011 Final

Department Name	Number of Personnel				Area w Dept Circulation				Remarks/ Special Requirements
	2011	2012	2017	2022	2011	2012	2017	2022	

Department

A. Building Inspection Division (BIS)	44	47	51	51	7,034	7,279	7,606	7,606	Adjacencies: Planning Division, Director (DPCED), Reception, Files, Work / Print Room
B. Dept. of the Director (DPCED)	9	9	9	9	4,017	4,017	4,017	4,017	Adjacencies: Depts: Building Inspection, Dept. Administration, Community Development. Computer/Print/Plot Room, Files, Storage, Reception
C. Planning Division (MPD)	37	37	41	42	8,315	8,315	8,795	8,915	Adjacencies: Dept. Administration, Building Inspection, Close to Reception, Computer/Plotter Room, Files, Storage
D. Economic Development Division (EDD)	20	22	23	24	5,163	5,368	5,471	5,573	Adjacencies: Planning Dept.(MPD), Printers / Work / Copy Room
E. Information Technology	22	22	22	22	10,289	10,289	10,289	10,289	Adjacencies: Main Meeting Room (260 currently), security needed for equipment, storage for equipment
F. H.R. - Org Develop. & Training, Accomod., Emp. Assist.	6	6	7	7	1,967	1,967	2,070	2,070	Adjacencies: Training Rooms, Reception (EAP),
G. Traffic Eng & Parking Util. Divisions - Dept of Transport.	30	30	31	31	6,856	6,856	6,976	6,976	Adjacencies: Reception - public entrance
H. Housing	17	20	18	18	6,601	7,036	6,796	6,796	Adjacencies: Building public entrance
I. Community Development Division (OCS & CDBG)	45	45	47	53	7,574	7,574	7,766	8,342	Adjacencies:
J. CDA Redevelopment Group	1	2	3	3	384	579	681	681	Adjacencies: Housing, Copy
Subtotals Departments	231	240	252	260	58,200	59,280	60,467	61,265	

Support Spaces

P. Public / Building Support Spaces	1	1	1	1	7,337	7,337	7,337	7,337	
Subtotals Support Spaces					7,337	7,337	7,337	7,337	

Subtotals Departments and Shared Spaces					65,537	66,617	67,804	68,602	
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Total Gross Building Area (x1.33)					87,164	88,601	90,179	91,241	
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Total # of City Vehicles									15
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Space Requirements Program
Judge Doyle Square

Department: Public Conference Room Summary

Potter Lawson, Inc.
November 15, 2011 Final

Prog. Code	Title of Position or Room /Area Name	Number of Personnel				Space Std			Req'd	Area w Dept Circulation				Remarks/
		2011	2012	2017	2022	TYPE	L	W	Area	2011	2012	2017	2022	Special Requirements

Note: THIS IS A SUMMARY OF CONFERENCE ROOM SPACE THAT IS IDENTIFIED WITHIN THE DEPARTMENTS.

Conference

P.1	Main Meeting Room	1	1	1	1		40	60	2400	2,640	2,640	2,640	2,640	
P.2	Pre/Post Function Space	1	1	1	1		15	40	600	660	660	660	660	
B.55	DPCED Large Public Conference(40-44 ppl)	1	1	1	1		28	35	980	1,078	1,078	1,078	1,078	
B.56	Pre/Post Function Space	1	1	1	1		25	10	250	275	275	275	275	
B.57	DPCED Small Public Conference (16-20 ppl)	2	2	2	2		25	20	500	1,100	1,100	1,100	1,100	
D.51	EDD Large Public Conference Room (40-44 ppl)	1	1	1	1		28	35	980	1,078	1,078	1,078	1,078	
D.52	Pre/Post Function Space	1	1	1	1		25	10	250	275	275	275	275	
E.51	Large Public Training Room (40-50 ppl)	1	1	1	1		40	50	2000	2,200	2,200	2,200	2,200	
E.52	Medium Public Training Room (20-30 ppl)	1	1	1	1		40	25	1000	1,100	1,100	1,100	1,100	
E.53	Computer Public Training Room (16-20 ppl)	1	1	1	1		30	25	750	825	825	825	825	
E.54	Pre/Post Function Space	1	1	1	1		50	10	500	550	550	550	550	
G.52	TE-PU Small Public Conference (16 -20 ppl)	1	1	1	1		20	25	500	550	550	550	550	
H.59	Housing Large Public Conference (24-44)	1	1	1	1		28	35	980	1,078	1,078	1,078	1,078	
H.60	Pre/Post Function Space	1	1	1	1		25	10	250	275	275	275	275	
I.56	CDD Large Public Conference (40-44)	1	1	1	1		28	35	980	1,078	1,078	1,078	1,078	
I.57	Pre/Post Function Space	1	1	1	1		25	10	250	275	275	275	275	

Public Conference Room Summary Totals

Totals		17	17	17	17					15,037	15,037	15,037	15,037	
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Space Requirements Program

Judge Doyle Square

Department: **A. Building Inspection Division (BIS)**

Potter Lawson, Inc.

November 15, 2011 Final

Survey author: George C. Hank

Prog. Code	Title of Position or Room /Area Name	Number of Personnel				Existing Space	New Space Std			Req'd Area	Area w Dept Circulation				Remarks/ Special Requirements
		2011	2012	2017	2022		TYPE	L	W		2011	2012	2017	2022	

Adjacencies: Planning Division, Director (DPCED), Reception, Files, Work / Print Room

Dept Notes: Public counter @ Permit & Zoning; public access to records (escorted)

Office Spaces

A.1	Director	1	1	1	1	PO 15 x 13	PO	12	18	216	259	259	259	259	
A.2	Housing Inspection Supvrs	1	1	1	1	WS 8 x 9	PO	10	15	150	195	195	195	195	
A.3	Program Assistant III	1	1	1	1	WS 9 x 10	WS	8	10	80	120	120	120	120	
A.4	Zoning Administrator	1	1	1	1	PO 14 x 13	PO	12	18	216	259	259	259	259	
A.5	Permit & Plan Review Supvrs	1	1	1	1	PO 10 x 13	PO	10	15	150	195	195	195	195	
A.6	Prop. Maint. Inspector	4	4	5	5	WS 4 x 7.5	WS	6	8	48	326	326	408	408	
A.7	Housing Inspector	9	12	14	14	WS 4 x 7.5	WS	6	8	48	734	979	1,142	1,142	
A.8	Zoning Inspector	4	4	5	5	WS 4 x 7.5	WS	6	8	48	326	326	408	408	
A.9	Assist Zoning Admin	1	1	1	1	WS 8 x 8	WS	8	8	64	102	102	102	102	
A.10	Building Inspector	4	4	4	4	WS 4 x 7.5	WS	6	8	48	326	326	326	326	
A.11	Plan Reviewer	3	3	3	3	WS 6 x 8	WS	8	8	64	307	307	307	307	
A.12	Electrical/ Heating Inspector	4	4	4	4	WS 4 x 7.5	WS	6	8	48	326	326	326	326	
A.13	Plumbing Inspector	1	1	1	1		WS	6	8	48	82	82	82	82	
A.14	Plumbing/Heating Inspector	2	2	2	2	WS 4 x 7.5	WS	6	8	48	163	163	163	163	
A.15	Admin Clerks	3	3	3	3	WS 8 x 10	WS	8	8	64	307	307	307	307	
A.16	Clerk Typists	2	2	2	2	WS 8 x 8	WS	8	8	64	205	205	205	205	
A.17	Special Worker	1	1	1	1	WS 8 x 8	WS	8	8	64	102	102	102	102	
A.18	Rent Abatement Clerk	1	1	1	1	WS 4 x 7.5	WS	6	8	48	82	82	82	82	
Subtotals Office Spaces		44	47	51	51						4,416	4,661	4,988	4,988	

Space Requirements Program

Judge Doyle Square

Department: **A. Building Inspection Division (BIS)**

Potter Lawson, Inc.

November 15, 2011 Final

Survey author: George C. Hank

Prog. Code	Title of Position or Room /Area Name	Number of Personnel				Existing Space	New Space Std			Req'd Area	Area w Dept Circulation				Remarks/ Special Requirements
		2011	2012	2017	2022		TYPE	L	W		2011	2012	2017	2022	

Support Spaces

A.51	Plan Storage	1	1	1	1				660	726	726	726	726	sq ftg exisitng? Off LL-110
A.52	Files	1	1	1	1				362	398	398	398	398	
A.53	Permit Counter	1	1	1	1	12 x 20		20	12	240	264	264	264	equip: Copier, laserjet ptr, copy/fax, 3 computers
A.54	Zoning Counter	1	1	1	1	12 x 20		20	12	240	264	264	264	equip: Copier, laserjetptr, copy/fax, 3 computers
A.55	Work / Print Room	1	1	1	1			10	12	120	168	168	168	
A.56	Dept Conference Room (8-10 ppl)	1	1	1	1			12	18	216	259	259	259	frequent use
A.57	Enclave	2	2	2	2			10	10	100	280	280	280	
A.58	Break Area	1	1	1	1			12	18	216	259	259	259	shared w/ MPD, Dept of Dir.
Subtotals Support Spaces		9	9	9	9						2,618	2,618	2,618	2,618

# of City Vehicles	2	Department Total Assignable Area				7,034	7,279	7,606	7,606
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Space Requirements Program

Judge Doyle Square

Department: **B. Dept. of the Director (DPCED)**

Potter Lawson, Inc.

November 15, 2011 Final

Survey Author: Steve Cover

Prog. Code	Title of Position or Room /Area Name	Number of Personnel				Existing Space	New Space Std			Req'd Area	Area w Dept Circulation				Remarks/ Special Requirements
		2011	2012	2017	2022		TYPE	L	W		2011	2012	2017	2022	

Adjacencies: Depts: Building Inspection, Dept. Administration, Community Development. Computer/Print/Plot Room, Files, Storage, Reception

Office Spaces

B.1	Director	1	1	1	1	273	PO	12	18	216	259	259	259	259	
B.2	Assist to Dir./Sup. To Support St	1	1	1	1	72	WS	8	8	64	102	102	102	102	near Dir., near support staff
B.3	Receptionist	1	1	1	1	126	WS	8	10	80	120	120	120	120	
B.4	Admin Clerk	1	1	1	1	98	WS	8	8	64	102	102	102	102	
B.5	Graphics Assist.	1	1	1	1	share with Admin Clerk	WS			0					
B.6	Word Processing Section	3	3	3	3	126	WS	8	8	64	307	307	307	307	
B.7	Word Processor II	1	1	1	1	60	WS	8	8	64	102	102	102	102	
Subtotals Office Spaces		9	9	9	9						992	992	992	992	

Support Spaces

B.51	Reception work / copy area	1	1	1	1			10	12	120	168	168	168	168	
B.52	Reception waiting area	1	1	1	1			12	20	240	264	264	264	264	entry / 4 chairs
B.53	Storage (on Planning Dept sheet)					shared w/ Plann. Dept									currently in (5) areas - should be combined
B.54	Files	1	1	1	1					100	140	140	140	140	
B.55	DPCED Large Public Conference(40-44 ppl)	1	1	1	1			28	35	980	1,078	1,078	1,078	1,078	LL-110
B.56	Pre/Post Function Space	1	1	1	1			25	10	250	275	275	275	275	
B.57	DPCED Small Public Conference (16-20 ppl)	2	2	2	2			25	20	500	1,100	1,100	1,100	1,100	LL-130, LL120
B.58	Break Area	0	0	0	0			12	18	216					shared-see sheet A.BIS
Subtotals Support Spaces		7	7	7	7						3025	3025	3025	3025	

# of City Vehicles	1	Department Total Assignable Area				4,017	4,017	4,017	4,017
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Space Requirements Program

Judge Doyle Square

Department: **C. Planning Division (MPD)**

Potter Lawson, Inc.

November 15, 2011 Final

Survey Author: Brad Murphy

Prog. Code	Title of Position or Room /Area Name	Number of Personnel				Existing Space	New Space Std			Req'd Area	Area w Dept Circulation				Remarks/ Special Requirements
		2011	2012	2017	2022		TYPE	L	W		2011	2012	2017	2022	

Adjacencies: Dept. Administration, Building Inspection, Close to Reception, Computer/Plotter Room, Files, Storage

Dept Notes: Staff works in teams 25% of time

Office Spaces

Admin / GIS

C.1	Planning Director	1	1	1	1	PO -178sf	PO	12	18	216	259	259	259	259	
C.2	Program Assistant	1	1	1	1	WS - 82sf	WS	8	10	80	120	120	120	120	
C.3	GIS	1	1	1	1	WS - 88sf	WS	8	10	80	120	120	120	120	

Neighborhood Planning Preservation & Design

C.4	Principal Planner	1	1	1	1	WS - 130sf	PO	10	15	150	195	195	195	195	
C.5	Arts Administrator	1	1	1	1	PO - 230sf	WS	8	10	80	120	120	120	120	
C.6	Preservation Planner	1	1	1	1	WS - 100sf	WS	8	10	80	120	120	120	120	
C.7	Planner 4	1	1	1	1	WS - 110sf	WS	8	10	80	120	120	120	120	
C.8	Planner 3	3	3	3	3	WS - 120sf	WS	8	10	80	360	360	360	360	
C.9	Planner 2	1	1	1	1	WS - 100sf	WS	8	10	80	120	120	120	120	
C.10	Intern 1	1	1	1	1	WS - 70sf	WS	6	8	48	82	82	82	82	
C.11	Intern 2	1	1	1	1	WS - 90sf	WS	6	8	48	82	82	82	82	

Comprehensive Planning & Development Review

C.12	Principal Planner	1	1	1	1	WS - 108sf	PO	10	15	150	195	195	195	195	
C.13	Planner 4	1	1	1	1	WS - 98sf	WS	8	10	80	120	120	120	120	
C.14	Planner 3	1	1	1	1	WS - 90sf	WS	8	10	80	120	120	120	120	
C.15	Planner 2 (and 1)	5	5	5	5	WS - 92sf	WS	8	10	80	600	600	600	600	
C.16	Planning Tech (share dble)	2	2	2	2	WS - 113sf	WS	8	10	80	240	240	240	240	share

Transportation Planning - currently located at Cantwell building

C.17	Planning Mgr	1	1	1	1	PO - 215sf	PO	10	15	150	195	195	195	195	
C.18	Transport. Modeler/Planner	1	1	1	1	PO - 120sf	WS	8	10	80	120	120	120	120	
C.19	Transport. Planner	1	1	1	1	PO - 125sf	WS	8	10	80	120	120	120	120	
C.20	Transport. Planner (Ridesh)	1	1	1	1	PO - 95sf	WS	8	10	80	120	120	120	120	
C.21	GIS Specialist	1	1	1	1	PO - 95sf	WS	8	10	80	120	120	120	120	
C.22	Planning Tech	1	1	1	1	PO - 95sf	WS	8	10	80	120	120	120	120	
C.23	Admin Clerk (1/2 time)	1	1	1	1	WS - 75sf	WS	8	8	64	102	102	102	102	(.50 time)
C.24	Intern (part time)	1	1	1	1	WS - 67sf	WS	6	8	48	82	82	82	82	

Space Requirements Program

Judge Doyle Square

Department: **C. Planning Division (MPD)**

Potter Lawson, Inc.

November 15, 2011 Final

Survey Author: Brad Murphy

Prog. Code	Title of Position or Room /Area Name	Number of Personnel				Existing Space	New Space Std			Req'd Area	Area w Dept Circulation				Remarks/ Special Requirements
		2011	2012	2017	2022		TYPE	L	W		2011	2012	2017	2022	
Development Services Center															
C.25	DSC Hotel workstations	5	5	5	5		WS	6	8	48	408	408	408	408	
C.26	Intern	1	1	1	1		WS	6	8	48	82	82	82	82	
Future															
C.25	Future FTE	0	0	4	5	WS - 67sf	WS	8	10	80	0	0	480	600	
Subtotals Office Spaces		37	37	41	42						4,442	4,442	4,922	5,042	

Support Spaces

C.51	Work Area / Draft tble stor	1	1	1	1					90	135	135	135	135	loc. In Neighborhood Plan (team room?)
C.52	Work Area / Draft tble stor	1	1	1	1					249	274	274	274	274	loc. In Comprehensive Plan.(team room?)
C.53	Work / Print Room (shared)	1	1	1	1			15	20	300	330	330	330	330	(2) plotters, scanner, work counter
C.54	Work / Copy Room	1	1	1	1			10	12	120	168	168	168	168	
C.55	Break Area	0	0	0	0			12	18	216	0	0	0	0	shared-see sheet A.BIS
C.56	Library	1	1	1	1			15	20	300	360	360	360	360	
C.57	Vault	1	1	1	1					180	234	234	234	234	
C.58	Model Room	1	1	1	1					210	252	252	252	252	
C.59	Landmarks	1	1	1	1					90	135	135	135	135	
C.60	Files	1	1	1	1					200	240	240	240	240	
C.61	MPD Storage	1	1	1	1					100	140	140	140	140	
C.62	DSC Conference Rooms	3	3	3	3			12	18	216	778	778	778	778	
C.63	DSC Reception Area	1	1	1	1			12	20	240	288	288	288	288	
C.64	Enclave	2	2	2	2			10	10	100	280	280	280	280	
C.65	MPD Dept Conference	1	1	1	1			12	18	216	259	259	259	259	
Subtotals Support Spaces		17	17	17	17						3,873	3,873	3,873	3,873	

# of City Vehicles	2	Department Total Assignable Area				8,315	8,315	8,795	8,915
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Space Requirements Program

Judge Doyle Square

Department: **D. Economic Development Division (EDD)**

Potter Lawson, Inc.

November 15, 2011 Final

Survey Author: Aaron Oliver

Prog. Code	Title of Position or Room /Area Name	Number of Personnel				Existing Space	New Space Std			Req'd Area	Area w Dept Circulation				Remarks/ Special Requirements
		2011	2012	2017	2022		TYPE	L	W		2011	2012	2017	2022	

Adjacencies: Planning Dept.(MPD), Printers / Work / Copy Room

Office Spaces

D.1	Economic Develop. Director	1	1	1	1	PO 250	PO	12	18	216	259	259	259	259	
D.2	Program Assist. 1	1	1	1	1	WS 200	WS	8	8	64	102	102	102	102	inc. public reception
D.3	ClerkTypist 2 (1/2 time)	1	1	1	1	WS 200	WS	8	8	64	102	102	102	102	inc. public reception, .50 tim
D.4	Economic Revitalization Suprvsr	1	1	1	1	PO 200	PO	10	15	150	195	195	195	195	
D.5	Housing Rehab Specialist	2	2	2	2	WS 200	WS	8	8	64	205	205	205	205	
D.6	Principal Planner	1	1	1	1	PO 200	PO	10	15	150	195	195	195	195	
D.7	Business Development Spec.	1	3	4	5	WS 150	WS	8	8	64	102	307	410	512	
D.8	Street Vending Coord.	1	1	1	1	WS 150	WS	8	8	64	102	102	102	102	
D.9	Sm. Bus. Develop. Spec.	1	1	1	1	WS 150	WS	8	8	64	102	102	102	102	
D.10	Planning Tech	1	1	1	1	WS 150	WS	8	8	64	102	102	102	102	
D.11	Real Estate Suprvsr	1	1	1	1	PO 200	PO	10	15	150	195	195	195	195	
D.12	Real Estate Develop. Spec.	1	1	1	1	PO 150	WS	8	8	64	102	102	102	102	
D.13	Commun. Develop. Prog. Mgr.	1	1	1	1	WS 150	WS	8	8	64	102	102	102	102	
D.14	Real Estate Agent 4	1	1	1	1	WS 150	WS	8	8	64	102	102	102	102	
D.15	Real Estate Agent 3	2	2	2	2	WS 200	WS	8	8	64	205	205	205	205	
D.16	Real Estate Agent 2	1	1	1	1	WS 150	WS	8	8	64	102	102	102	102	
D.17	Future	2	2	2	2	WS 150	WS	8	8	64	205	205	205	205	
Subtotals Office Spaces		20	22	23	24						2,479	2,684	2,787	2,889	

Support Spaces

D.51	EDD Large Public Conference Room (40-44 ppl)	1	1	1	1			28	35	980	1,078	1,078	1,078	1,078	Rm 313, round table and gallery seating
D.52	Pre/Post Function Space	1	1	1	1			25	10	250	275	275	275	275	
D.53	Dept Conference Room (8-10 ppl)	1	1	1	1			12	18	216	259	259	259	259	
D.54	Files	1	1	1	1					282	310	310	310	310	

Space Requirements Program

Judge Doyle Square

Department: **D. Economic Development Division (EDD)**

Potter Lawson, Inc.

November 15, 2011 Final

Survey Author: Aaron Oliver

Prog. Code	Title of Position or Room /Area Name	Number of Personnel				Existing Space	New Space Std			Req'd Area	Area w Dept Circulation				Remarks/ Special Requirements
		2011	2012	2017	2022		TYPE	L	W		2011	2012	2017	2022	
D.55	Reception Area (share w/ MPD, BIS, DSC)								0		0	0	0	0	recept counter, seating, coats
D.56	Work / Copy	1	1	1	1				10	12	120	168	168	168	168
D.57	Break Area	1	1	1	1				12	18	216	259	259	259	259
D.58	Enclave	1	1	1	1				10	10	100	140	140	140	140
D.58	Storage	1	1	1	1				10	15	150	195	195	195	195
Subtotals Support Spaces		8	8	8	8							2,684	2,684	2,684	2,684
# of City Vehicles		1				Department Total Assignable Area					5,163	5,368	5,471	5,573	

Space Requirements Program

Judge Doyle Square

Department: **E. Information Technology**

Potter Lawson, Inc.

November 15, 2011 Final

Survey Author: Rich Beadles, Brad Clark

Prog. Code	Title of Position or Room /Area Name	Number of Personnel				Existing Space	New Space Std			Req'd Area	Area w Dept Circulation				Remarks/ Special Requirements
		2011	2012	2017	2022		TYPE	L	W		2011	2012	2017	2022	

Adjacencies: Main Meeting Room (260 currently), security needed for equipment, storage for equipment

Office Spaces

E.1	City Channel Mgr	1	1	1	1	PO 150	PO	12	18	216	259	259	259	259	
E.2	City Channel Eng	1	1	1	1	PO 110	PO	10	15	150	210	210	210	210	
E.3	City Channel Producer / Dir	1	1	1	1	PO 110	PO	10	15	150	195	195	195	195	
E.4	Prod./ Dir (50% time)*	2	2	2	2	share Rm 223	WS	8	8	64	205	205	205	205	can be in collab. Area*
E.5	Programming Tech (55% time)*	1	1	1	1	share Rm 223	WS	8	8	64	102	102	102	102	can be in collab. Area*
E.6	Commun. Bull. Bd. (50 % time)*	1	1	1	1	share Rm 223	WS	8	8	64	102	102	102	102	can be in collab. Area*
E.7	Hourly Product. Assist	4	4	4	4	touchdown @ reception				0	0	0	0	0	5-10 hrs / week
E.8	Work-Study Product. Assist	10	10	10	10	touchdown @ reception				0	0	0	0	0	5-10 hrs / week
E.9	Reception	1	1	1	1	unmanned		8	8	64	102	102	102	102	
Subtotals Office Spaces		22	22	22	22						1,175	1,175	1,175	1,175	

Support Spaces

E.51	Large Public Training Room (40-50 ppl)	1	1	1	1			40	50	2000	2,200	2,200	2,200	2,200	Rm 300 MMB, used by HR
E.52	Medium Public Training Room (20-30 ppl)	1	1	1	1			40	25	1000	1,100	1,100	1,100	1,100	Rm 303 MMB, used by HR
E.53	Computer Public Training Room (16-20 ppl)	1	1	1	1			30	25	750	825	825	825	825	Rm 301 MMB, used by HR
E.54	Pre/Post Function Space	1	1	1	1			50	10	500	550	550	550	550	
E.55	Files	1	1	1	1					36	65	65	65	65	
E.56	Secure Storage:	1	1	1	1	current: Rm 221		20	25	500	550	550	550	550	Adj. to Studio, Cameras, Sets, Tripods, Remote Production system

Space Requirements Program

Judge Doyle Square

Department: **E. Information Technology**

Potter Lawson, Inc.

November 15, 2011 Final

Survey Author: Rich Beadles, Brad Clark

Prog. Code	Title of Position or Room /Area Name	Number of Personnel				Existing Space	New Space Std			Req'd Area	Area w Dept Circulation				Remarks/ Special Requirements	
		2011	2012	2017	2022		TYPE	L	W		2011	2012	2017	2022		
E.57	Production Work Room	1	1	1	1			10	15	150		195	195	195	195	Work bench ~12 lf with monitor/cpu, 4 2-door storage cabinets
E.58	Master Control Equip Rm	1	1	1	1			15	15	225		270	270	270	270	Adj. to studio control room, needs add'l cooling, raised floor
E.59	Studio	1	1	1	1			35	35	1225		1,348	1,348	1,348	1,348	ceiling height @ 17'-20' to accom.lighting grid @ 15', can be adj to main mtg room or poss. robotic cams in main mtg room, acoustics import.
E.60	Studio Control Room	1	1	1	1			15	30	450		495	495	495	495	Adj to Master Ctrl, console, audio board, raised floor
E.61	Audio Booth	1	1	1	1			8	8	64		102	102	102	102	raised floor, adj to studio contrl / audio board, window to studio ctrl
E.62	Non-linear editing	3	3	3	3			10	10	100		420	420	420	420	workstation, rack, no outside light,
E.63	Reception Area	1	1	1	1			10	12	120		168	168	168	168	workstation - unmanned, 2-3 chairs
E.64	Work / Copy	1	1	1	1			10	12	120		168	168	168	168	
E.65	Break Area	1	1	1	1			12	18	216		259	259	259	259	lockers, coats for staff
E.66	Enclave	1	1	1	1			10	10	100		140	140	140	140	
E.67	Dept Conference Room (8-10 ppl)	1	1	1	1			12	18	216		259	259	259	259	
Subtotals Support Spaces		19	19	19	19							9,114	9,114	9,114	9,114	

# of City Vehicles	1	Department Total Assignable Area				10,289	10,289	10,289	10,289
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Space Requirements Program

Judge Doyle Square

Department: **F. H.R. - Org Develop. & Training, Accomod., Emp. Assist.**

Potter Lawson, Inc.

November 15, 2011 Final

Survey Author: Karl van Lith

Prog. Code	Title of Position or Room /Area Name	Number of Personnel				Existing Space	New Space Std			Req'd Area	Area w Dept Circulation				Remarks/ Special Requirements
		2011	2012	2017	2022		TYPE	L	W		2011	2012	2017	2022	

Adjacencies: Training Rooms, Reception (EAP),

Office Spaces

F.1	Program Assistant	1	1	1	1	PO 9 x 17	WS	8	8	64	102	102	102	102	existing: desk& hutch, (1) bookcase, (4) 4 dr file, (1) 2 dr file, side chair
F.2	Organiz. Improv. Spclst	1	1	2	2	PO 9 x 23	WS	8	8	64	102	102	205	205	existing: desk, credenza, conf w/4 chairs, (3) file cabs, (3) bookcases
F.3	Organiz. Develop.&Train. Offcr	1	1	1	1	PO 12 x 20	WS	8	8	64	102	102	102	102	existing: desk&hutch, conf w/ 4 chairs, (3) bookcases, (4) 4 dr file cabs
F.4	Accomodation Spclst	1	1	1	1	PO 9 x 20	WS	8	8	64	102	102	102	102	existing: desk, side table, hutch, conf w/ 2 chairs, (1) 4 dr file, (1) 2 dr file
F.5	Admin. Clerk	1	1	1	1	PO 10 x 20	WS	8	8	64	102	102	102	102	existing: desk, credenza, stor cab, (3) 4 dr files, (1) bookcase
F.6	EAP Coordinator	1	1	1	1	PO 11 x 20	PO	10	15	150	195	195	195	195	existing: desk, hutch, conf w/4 chairs, (1) 5 dr lat file, (1) 2 dr file, Panic button
Subtotals Office Spaces		6	6	7	7						705	705	808	808	

Support Spaces

F.51	Files	1	1	1	1					48	82	82	82	82	secured (?)
F.52	Work /Copy / Print Area	1	1	1	1			10	12	120	168	168	168	168	Confidential
F.53	Storage (training materials)	1	1	1	1			8	10	80	120	120	120	120	secured
F.54	Testing Room (EAP)	1	1	1	1			12	15	180	234	234	234	234	Rm 302 MMB
F.55	Dept Conference Room (8-10 ppl)	1	1	1	1			12	18	216	259	259	259	259	Confidential Conf. Room (EAP)
F.56	Break Area	1	1	1	1			12	18	216	259	259	259	259	
F.57	Enclave	1	1	1	1			10	10	100	140	140	140	140	
Subtotals Support Spaces		7	7	7	7						1,262	1,262	1,262	1,262	

# of City Vehicles	0	Department Total Assignable Area	1,967	1,967	2,070	2,070
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Space Requirements Program

Potter Lawson, Inc.

Judge Doyle Square

Department: **G. Traffic Eng & Parking Util. Divisions - Dept of Transport.**

November 15, 2011 Final

Survey Author: David Dryer

Prog. Code	Title of Position or Room /Area Name	Number of Personnel				Existing Space	New Space Std			Req'd Area	Area w Dept Circulation				Remarks/ Special Requirements
		2011	2012	2017	2022		TYPE	L	W		2011	2012	2017	2022	

Adjacencies: Reception - public entrance

Dept notes: video wall for traffic camera signals to be seen by all staff

Office Spaces

G.1	City Traffic Eng.& Pkg Mgr	1	1	1	1	PO 19 x 10	PO	12	18	216	259	259	259	259	Spvsr: confidential personnel issues
G.2	Assist.City Traffic Engineer	1	1	1	1	PO 15 x 15	PO	10	15	150	195	195	195	195	Spvsr: confidential personnel issues
G.3	Traffic Engineer 4- DD	1	1	1	1	WS 8 x 8	WS	8	10	80	128	128	128	128	Spvsr: confidential personnel issues
G.4	Traffic Engineer 3- MW	1	1	1	1	WS 8 x 12	WS	8	10	80	120	120	120	120	Senior Staff
G.5	Traffic Engineer 3-BS	1	1	1	1	PO 10 x 10	WS	8	10	80	120	120	120	120	Senior Staff
G.6	Traffic Engineer 1- SL	1	1	1	1	WS 8 x 8	WS	8	10	80	120	120	120	120	
G.7	Engineer 2 – YT	1	1	1	1	WS 8 x 8	WS	8	10	80	120	120	120	120	
G.8	Engineer 1 - TM	1	1	1	1	WS 8 x 8	WS	8	10	80	120	120	120	120	
G.9	Engineer Prog Spec 1- KF	1	1	1	1	WS 8 x 8	WS	8	10	80	120	120	120	120	
G.10	Transport.Oper Analyst - KP	1	1	1	1	PO 10 x 10	PO	10	15	150	195	195	195	195	confidential personnel issues/ investigations
G.11	Ped Bike Coordinator - AR	1	1	1	1	PO 10 x 10	WS	8	10	80	112	112	112	112	Spvsr: confidential personnel issues
G.12	Ped Bike Safety Assistant - SM	1	1	1	1	WS 8 x 8	WS	8	8	64	102	102	102	102	
G.13	Bicycle Reg Coordinator - JR	1	1	1	1	WS 8 x 8	WS	8	8	64	102	102	102	102	Part Time .55 FTE
G.14	Secretary 1 - ABC	1	1	1	1	WS 8 x 8	WS	8	8	64	102	102	102	102	
G.15	Traffic Eng Dev Spec- JL	1	1	1	1	PO 10 x 10	PO	10	15	150	195	195	195	195	Spvsr: confidential personnel issues
G.16	Engineer Prog Spec 2- BW	1	1	2	2	WS 8 x 8	WS	8	10	80	120	120	240	240	
G.17	Engineer Aide 3- CY	1	1	1	1	WS 8 x 8	WS	8	8	64	102	102	102	102	
G.18	Engineer Aide 2- EH	1	1	1	1	WS 8 x 8	WS	8	8	64	102	102	102	102	
G.19	Engineer Aide 2- PN	1	1	1	1	WS 8 x 8	WS	8	8	64	102	102	102	102	
G.20	Traffic Engineer 2 - BA	1	1	1	1	WS 8 x 8	WS	8	10	80	120	120	120	120	
G.21	Parking Oper Manager - WK	1	1	1	1	PO 11 x 15	PO	10	15	150	195	195	195	195	Spvsr: confidential personnel issues
G.22	Engineer 4 - WP	1	1	1	1	PO 12 x 10	WS	8	10	80	120	120	120	120	Spvsr: confidential personnel issues
G23	Parking Operation Analyst- JK	1	1	1	1	PO 8 x 11	WS	8	8	64	102	102	102	102	

Space Requirements Program

Potter Lawson, Inc.

Judge Doyle Square

Department: G. Traffic Eng & Parking Util. Divisions - Dept of Transport.

November 15, 2011 Final

Survey Author: David Dryer

Prog. Code	Title of Position or Room /Area Name	Number of Personnel				Existing Space	New Space Std			Req'd Area	Area w Dept Circulation				Remarks/ Special Requirements
		2011	2012	2017	2022		TYPE	L	W		2011	2012	2017	2022	
G.24	Program Assistant 2 - ST	1	1	1	1	WS 8 x 8	WS	8	8	64	102	102	102	102	Supervises front counter
G.25	Information Clerk - PH	1	1	1	1	front counter	WS	8	8	64	64	64	64	64	front counter staff
G.26	Administrative Clerk 1- MJ	1	1	1	1	front counter	WS	8	8	64	64	64	64	64	Backs-up for front counter
G.27	Clerk-Typist	1	1	1	1	front counter	WS	8	8	64	64	64	64	64	Hourly, front counter staff
G.28	Parking Technical Aide – MA	1	1	1	1	WS 8 x 8	WS	8	8	64	102	102	102	102	
G.29	Parking Technical Aide – JV	1	1	1	1	WS 8 x 8	WS	8	8	64	102	102	102	102	
G.30	Parking Seasonal employee	1	1	1	1	WS 8 x 8	WS	8	8	64	102	102	102	102	Described in existing support spaces - front counter
Subtotals Office Spaces		30	30	31	31						3,673	3,673	3,793	3,793	

Support Spaces

G.51	Work / Copy / Plotter Rm	1	1	1	1			16	20	320	352	352	352	352	lg format copier, lg format scan, color plotter
G.52	TE-PU Small Public Conference (16 -20 ppl)	1	1	1	1			20	25	500	550	550	550	550	frequent use
G.53	Files	1	1	1	1					235	259	259	259	259	
G.54	Staff Library	1	1	1	1			12	15	180	216	216	216	216	
G.55	Supplies	1	1	1	1			8	10	80	120	120	120	120	
G.56	Common workstation	1	1	1	1			8	10	80	120	120	120	120	
G.57	Reception & Queing	1	1	1	1			25	20	500	550	550	550	550	flex. for heavy volume, queing; cash trans.; panic button; security camera;
G.58	Storage / vault	1	1	1	1			12	14	168	218	218	218	218	document stor. & safe
G.59	Dept Conference Room (8-10 ppl)	1	1	1	1			12	18	216	259	259	259	259	
G.60	Enclave	2	2	2	2			10	10	100	280	280	280	280	
G.61	Break Area	1	1	1	1			12	18	216	259	259	259	259	
Subtotals Support Spaces		12	12	12	12						3,183	3,183	3,183	3,183	

# of City Vehicles	3	Department Total Assignable Area	6,856	6,856	6,976	6,976
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Space Requirements Program

Judge Doyle Square

Department: **H. Housing**

Potter Lawson, Inc.

November 15, 2011 Final

Survey Author: Agustin Olvera

Prog. Code	Title of Position or Room /Area Name	Number of Personnel				Existing Space	New Space Std			Req'd Area	Area w Dept Circulation				Remarks/ Special Requirements
		2011	2012	2017	2022		TYPE	L	W		2011	2012	2017	2022	

Adjacencies: Building public entrance

Office Spaces

H.1	Progs Mgr	1	1	1	1	PO 20 x 20	PO	12	18	216	259	259	259	259	
H.2	Admin Mgr	1	1	1	1	PO 20 x 20	PO	10	15	150	195	195	195	195	
H.3	Prog Sup	1	1	1	1	PO 20 x 20	PO	10	15	150	195	195	195	195	
H.4	Hsg Spec	4	5	5	5	WS 10 x 10	WS	8	10	80	480	600	600	600	
H.5	Sec 8 Insp	2	2	2	2	WS 10 x 10	WS	8	10	80	240	240	240	240	
H.6	Hsg Spec Lead	1	1	1	1	WS 10 x 10	WS	8	10	80	120	120	120	120	
H.7	Prg Assist	2	2	2	2	WS 10 x 10	WS	8	10	80	240	240	240	240	
H.8	Info Clerk	1	1	1	1	WS 10 x 10	WS	8	10	80	120	120	120	120	
H.9	Outreach	1	1	1	1	WS 10 x 10	WS	8	10	80	120	120	120	120	
H.10	Grants Sup	0	1	1	1	PO 20 x 20	PO	10	15	150	0	195	195	195	
H.11	Admin Clerk	0	1	1	1	WS 10 x 10	WS	8	10	80	0	120	120	120	
H.12	Hourly	2	2	0	0	WS 10 x 10	WS	8	10	80	240	240	0	0	
H.13	Intake	1	1	1	1	WS 10 x 10	WS	8	10	80	120	120	120	120	
Subtotals Office Spaces		17	20	18	18						2,329	2,764	2,524	2,524	

Support Spaces

H.51	Reception Area	1	1	1	1			15	20	300	330	330	330	330	secure, comforting, waiting for 8-12(families)
H.52	Work / Copy Room	1	1	1	1			10	12	120	168	168	168	168	
H.53	Intake Room	1	1	1	1			12	18	216	259	259	259	259	adj to reception area
H.54	Re-Exam Interview Room	4	4	4	4			12	18	216	1,037	1,037	1,037	1,037	2 entrance-- (1)off reception (1) staff area
H.55	Briefing / Conf. Room	1	1	1	1			12	18	216	259	259	259	259	2 entrance-- (1)off reception (1) staff area
H.56	Dept Conference Room (8-10 ppl)	1	1	1	1			12	18	216	259	259	259	259	
H.57	Break Area	1	1	1	1			12	18	216	259	259	259	259	
H.58	Files	1	1	1	1			10	16	160	208	208	208	208	
H.59	Housing Large Public Conference (24-44)	1	1	1	1			28	35	980	1,078	1,078	1,078	1,078	available to public
H.60	Pre/Post Function Space	1	1	1	1			25	10	250	275	275	275	275	

Space Requirements Program

Judge Doyle Square Department: **H. Housing**

Potter Lawson, Inc.
November 15, 2011 Final

Survey Author: Agustin Olvera

Prog. Code	Title of Position or Room /Area Name	Number of Personnel				Existing Space	New Space Std			Req'd Area	Area w Dept Circulation				Remarks/ Special Requirements
		2011	2012	2017	2022		TYPE	L	W		2011	2012	2017	2022	
H.61	Enclave	1	1	1	1			10	10	100	140	140	140	140	
Subtotals Support Spaces		14	14	14	14						4272	4272	4272	4272	
# of City Vehicles		3				Department Total Assignable Area				6,601	7,036	6,796	6,796		

Space Requirements Program

Judge Doyle Square

Department: **I. Community Development Division (OCS & CDBG)**

Potter Lawson, Inc.

November 15, 2011 Final

Survey Author: Bill Clingan

Prog. Code	Title of Position or Room /Area Name	Number of Personnel				Existing Space	New Space Std			Req'd Area	Area w Dept Circulation				Remarks/ Special Requirements
		2011	2012	2017	2022		TYPE	L	W		2011	2012	2017	2022	

Adjacencies:

Office Spaces

I.1	CD Director	1	1	1	1	PO	PO	12	18	216	259	259	259	259	
I.1	CC Program Coordinator	1	1	1	1	PO	PO	10	15	150	195	195	195	195	
I.3	CD Grants Supervisor	1	1	1	1	WS	WS	8	8	64	96	96	96	96	
I.4	CS Program Coordinator	1	1	1	1	WS	WS	8	8	64	96	96	96	96	
I.6	Senior Center Director*	1	1	1	1	PO	PO	10	15	150	195	195	195	195	
I.7	Grants Administrator IV	1	1	1	1	WS ½ time	WS	8	8	64	96	96	96	96	
I.8	Grants Administrator II	2	4	4	4	WS	WS	8	8	64	192	384	384	384	
I.9	Grants Administrator I	9	7	7	7	WS	WS	8	8	64	864	672	672	672	
I.10	Child Care Program Assist. Coord.	1	1	1	1	WS	WS	8	8	64	96	96	96	96	
I.11	Child Care Program Specialist II	4	4	6	6	WS	WS	8	8	64	384	384	576	576	
I.12	Child Care Program Specialist I	2	2	2	2	WS	WS	8	8	64	192	192	192	192	
I.13	CS Specialist II	2	2	2	2	WS	WS	8	8	64	192	192	192	192	
I.14	CS Specialist I	1	1	1	1	WS	WS	8	8	64	96	96	96	96	
I.15	Administrative Assistant	1	1	1	1	PO	PO	10	15	150	195	195	195	195	
I.16	Program Coordinator*	1	1	1	1	WS	WS	8	8	64	96	96	96	96	
I.17	CD Aide	1	1	1	1	WS	WS	8	8	64	96	96	96	96	
I.18	Program Assistant II	2	2	2	2	WS	WS	8	8	64	192	192	192	192	
I.19	Program Assistant I	1	1	1	1	WS	WS	8	8	64	96	96	96	96	
I.20	Volunteer Coordinator*	1	1	1	1	WS	WS	8	8	64	96	96	96	96	
I.21	Custodial Worker II*	1	1	1	1	WS	WS	8	8	64	96	96	96	96	
I.22	Administrative Clerk I	3	3	3	3	WS	WS	8	8	64	288	288	288	288	
I.23	Professional Aide I*	1	1	1	1	WS	WS	8	8	64	96	96	96	96	
I.24	Clerk Typist*	1	1	1	1	WS	WS	8	8	64	96	96	96	96	
I.25	Attendant*	3	3	3	3					0	0	0	0	0	
I.26	Hourly	1	1	1	1	When needed	WS	8	8	64	96	96	96	96	
I.27	Grant Writer	1	1	1	1	WS	WS	8	8	64	96	96	96	96	
I.29	Future				6			8	8	64	0	0	0	576	
Subtotals Office Spaces		45	45	47	53						4,492	4,492	4,684	5,260	

Space Requirements Program

Judge Doyle Square

Department: **I. Community Development Division (OCS & CDBG)**

Potter Lawson, Inc.

November 15, 2011 Final

Survey Author: Bill Clingan

Prog. Code	Title of Position or Room /Area Name	Number of Personnel				Existing Space	New Space Std			Req'd Area	Area w Dept Circulation				Remarks/ Special Requirements
		2011	2012	2017	2022		TYPE	L	W		2011	2012	2017	2022	
Support Spaces															
I.51	Reception Area	1	1	1	1			15	20	300	330	330	330	330	clients, citizens, alders waiting area
I.52	Work / Copy / Mail	2	2	2	2			10	12	120	312	312	312	312	
I.53	Dept Conference Room (8-10 ppl)	1	1	1	1			12	18	216	259	259	259	259	
I.54	Break Area	1	1	1	1			12	18	216	259	259	259	259	
I.55	Files	1	1	1	1					99	149	149	149	149	
I.56	CDD Large Public Conference (40-44)	1	1	1	1			28	35	980	1,078	1,078	1,078	1,078	
I.57	Pre/Post Function Space	1	1	1	1			25	10	250	275	275	275	275	
I.58	Enclave	3	3	3	3			10	10	100	420	420	420	420	
Subtotals Support Spaces		11	11	11	11						3082	3082	3082	3082	
# of City Vehicles		1				Department Total Assignable Area					7,574	7,574	7,766	8,342	

Space Requirements Program

Judge Doyle Square

Department: **J. CDA Redevelopment Group**

Potter Lawson, Inc.

November 15, 2011 Final

Survey Author: Natalie Erdman

Prog. Code	Title of Position or Room /Area Name	Number of Personnel				Existing Space	New Space Std			Req'd Area	Area w Dept Circulation				Remarks/ Special Requirements
		2011	2012	2017	2022		TYPE	L	W		2011	2012	2017	2022	

Adjacencies: Housing, Copy

Office Spaces

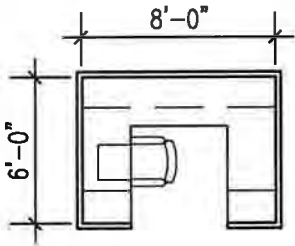
J.1	Executive Dir	1	1	1	1	PO - 200 sf	PO	12	18	216	259	259	259	259	
J.2	Housing Strategy Staff	0	1	1	1	PO -200 sf	PO	10	15	150	0	195	195	195	
J.3	Housing Dev / Finance	0	0	1	1	WS - 100 sf	WS	8	8	64	0	0	102	102	
Subtotals Office Spaces		1	2	3	3						259	454	556	556	

Support Spaces

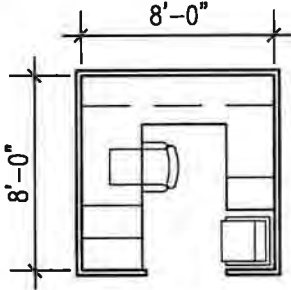
J.51	Dept Conference Room (8-10 ppl)	0	0	0	0			12	18	216	0	0	0	0	CDA uses only 1 x /week - share with Housing
J.52	Files	1	1	1	1					24	43	43	43	43	
J.53	Copy / scan area	1	1	1	1			6	8	48	82	82	82	82	
J.54	Break Area	0	0	0	0			12	18	216	0	0	0	0	share with Housing
Subtotals Support Spaces		2	2	2	2						125	125	125	125	

# of City Vehicles	1	Department Total Assignable Area				384	579	681	681
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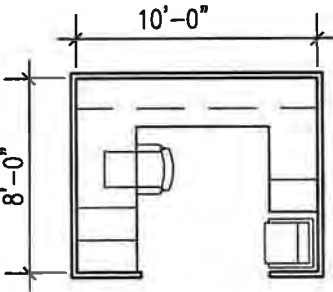
WORKSTATION TYPICALS



Work Station
48 SF

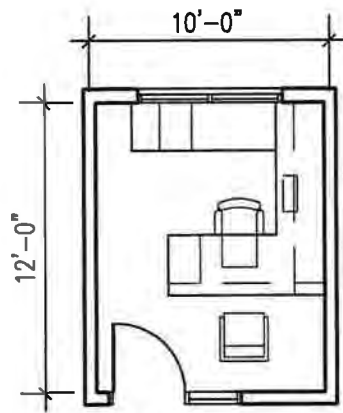


Work Station
64 SF

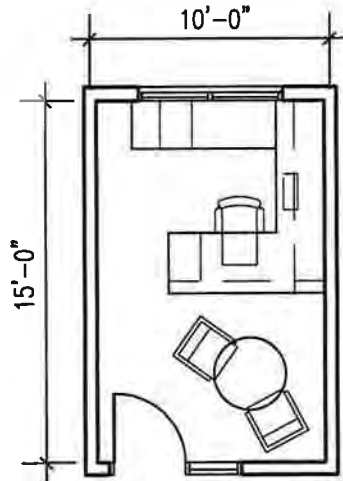


Work Station
80 SF

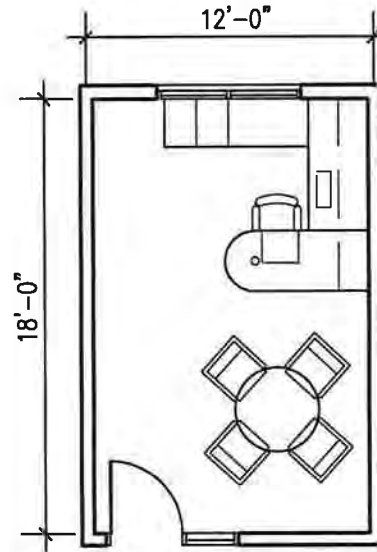
PRIVATE OFFICE TYPICALS



Private Office
120 SF



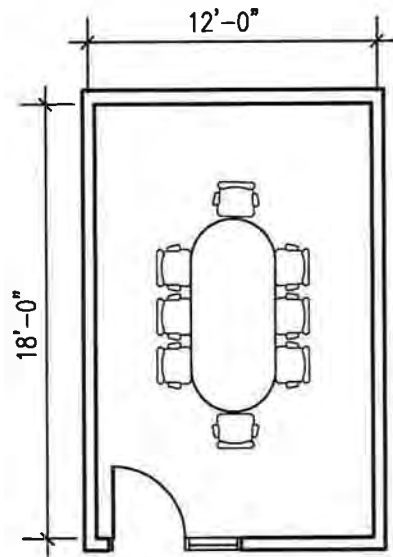
Private Office
150 SF



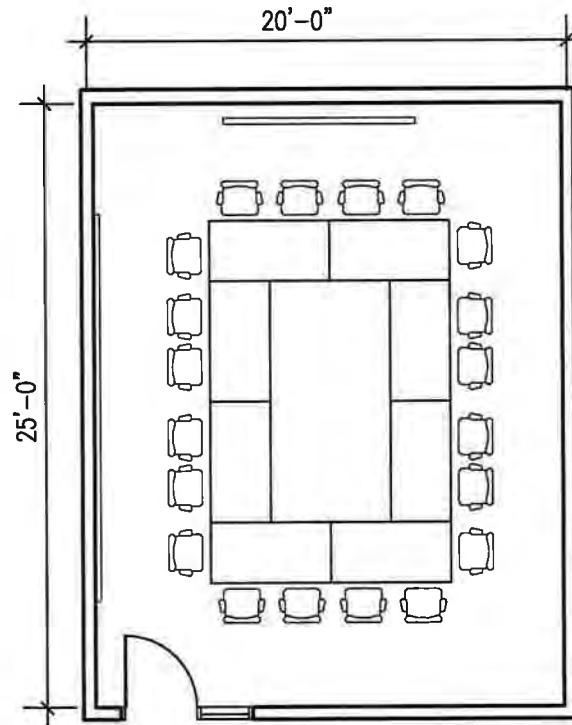
Private Office
216 SF

CONFERENCE ROOM TYPICALS

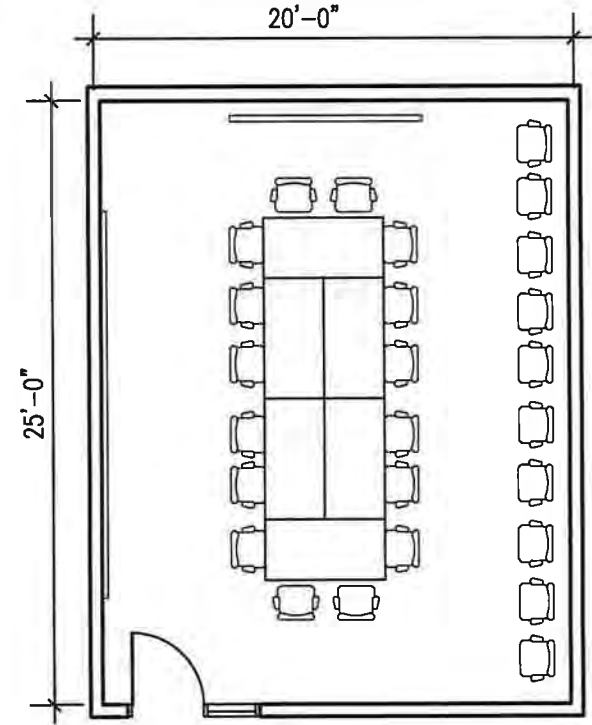
Space Diagrams



Dept. Conference Room (8-10)
216 SF

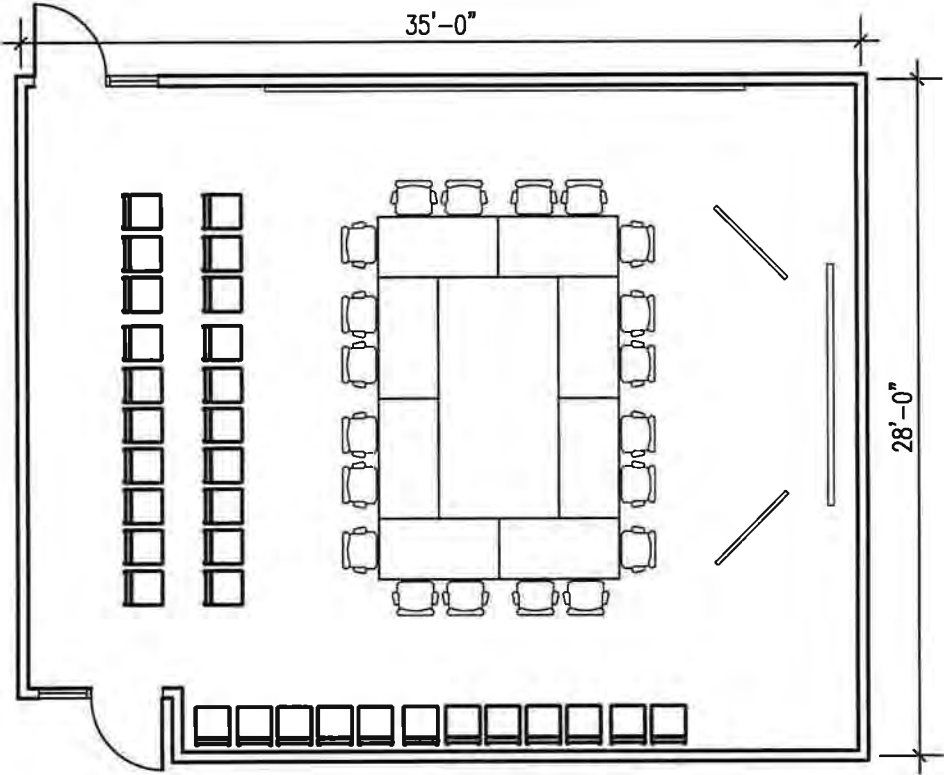


Small Public Common Conference Room (16-20)
500 SF

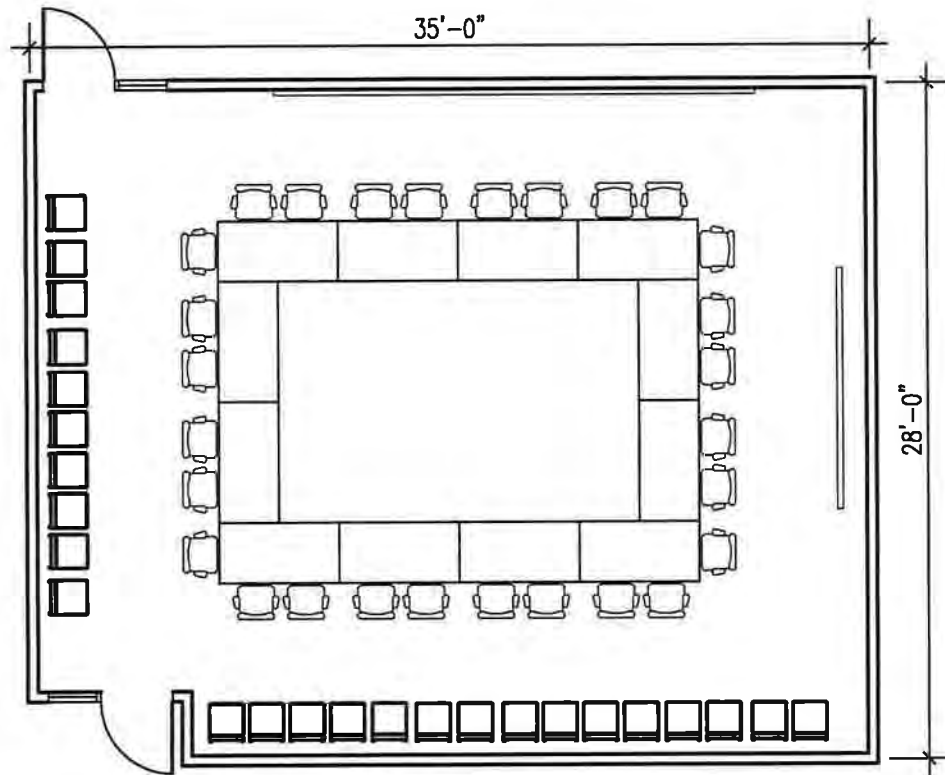


Small Public Common Conference Room
16 at table / 10 in gallery
500 SF

CONFERENCE ROOM TYPICALS

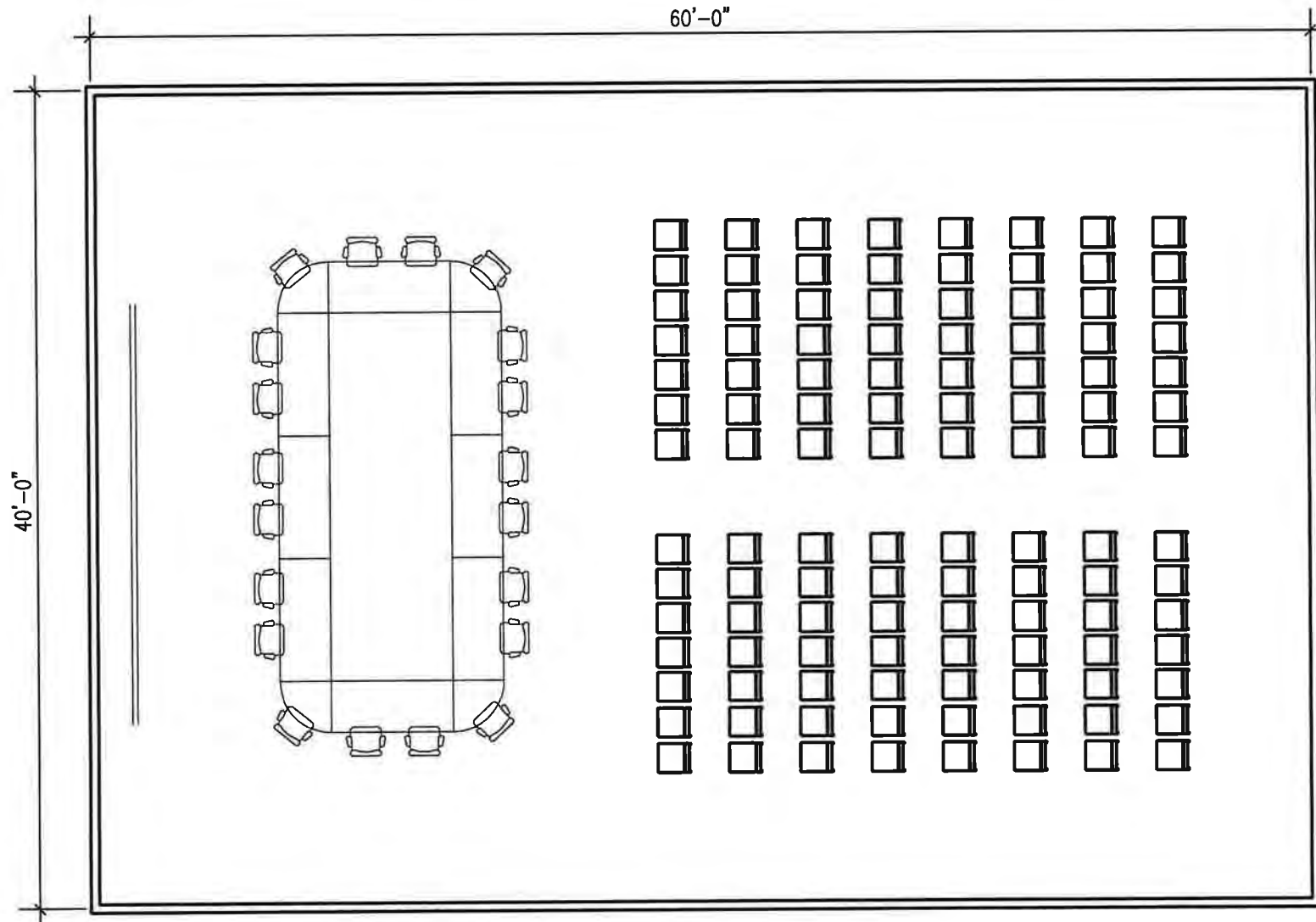


Large Public Conference Room
20 at table / 33 in gallery
980 SF



Large Public Conference Room
28 at table / 25 in gallery
980 SF

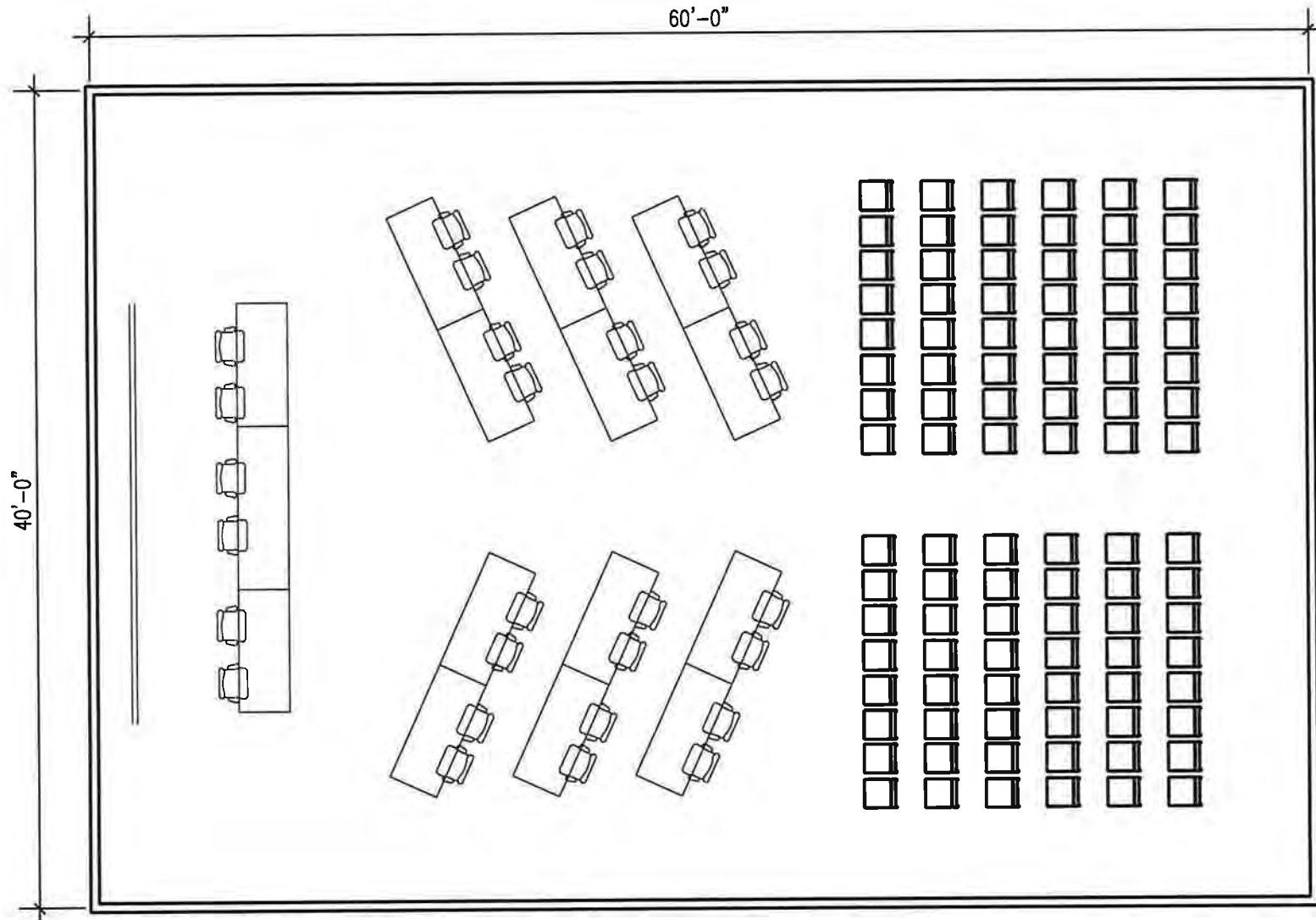
MEETING ROOM TYPICALS



Main Meeting Room
20 at table / 112 in gallery
2400 SF

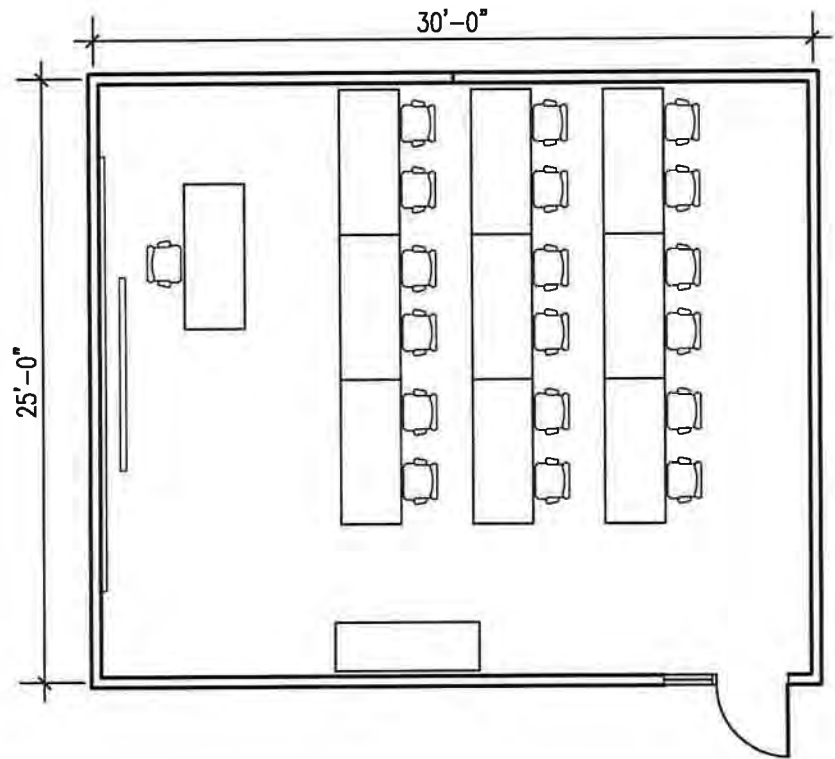
MEETING ROOM TYPICALS

Space Diagrams



Main Meeting Room
6 at dais / 24 at council tables / 96 in gallery
2400 SF

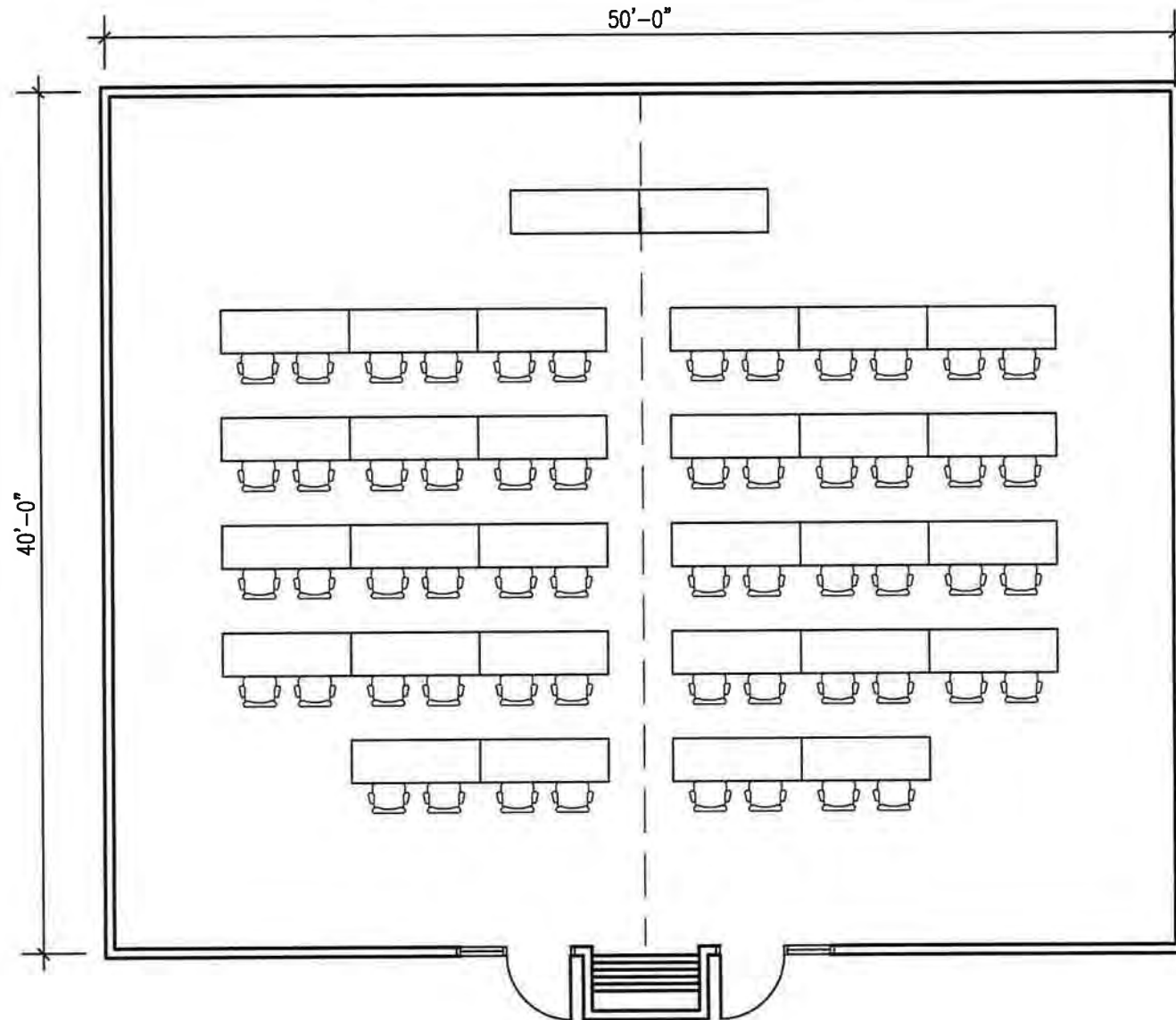
TRAINING ROOM TYPICALS



Computer Training Room (18)
750 SF

TRAINING ROOM TYPICALS

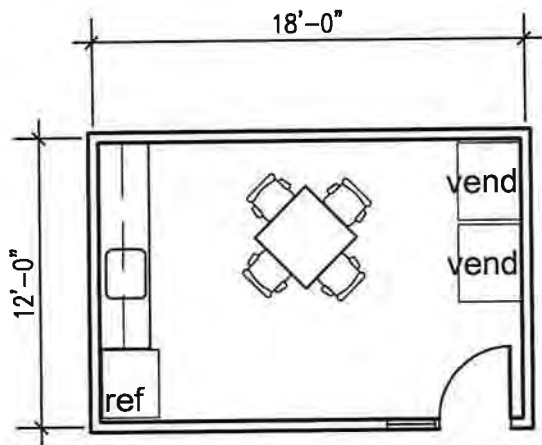
Space Diagrams



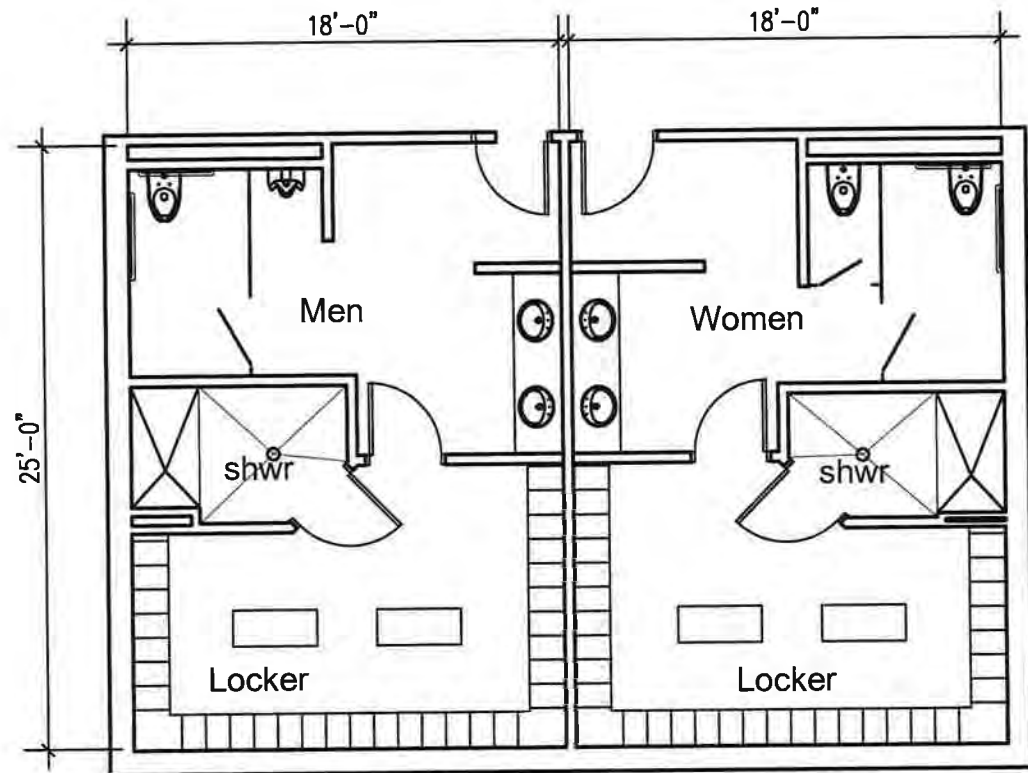
Training Room (50+)
2000 SF

LOCKER/ SHOWER & BREAK ROOM

Space Diagrams



Break Room
216 SF



Men Locker
Room
450 SF

Women Locker
Room
450 SF

