



FOUNDERS | 3
REAL ESTATE SERVICES

252 East Highland Avenue
Milwaukee, Wisconsin, 53202
414.270.4100 • wwwFOUNDERS3.com

In association with

Venture Architects

Governmental Planning and Design
212 North 25th Street
Milwaukee, Wisconsin 53233
414.271.3359 • www.ventarch.com

SPACE PROGRAM

EXECUTIVE SUMMARY

Note: the Space Program and the Building Plans sections of the study are complimentary reports, and are intended to be used hand in hand.

The Racine County Space Program is an extensive Excel spreadsheet, and an accumulation of various departments within the County and their associated staff members, position titles, room locations, and square footages. The Space Program also serves as an essential tool for identifying what the County currently has and what the County should have going into the future. This is based on interviews, walkthroughs, and commercial standards that identify what space needs departments should have in the future.

One can notice that each department listed in the Space Program has a recommended column, which typically includes square footage additions and or subtractions for what the department should currently have as well as future space recommendations. For example, in many previous case studies, cubicle spaces are commonly too small, and lack the proper privacy for staff members to be as efficient as they otherwise could be.

The real power of the space program comes from its size recommendations for each staff position and support spaces within the departments, as this methodology helps create a County applied uniformity and best practice, as the Report establishes space standards for offices and support areas.

Additionally, the Space Program is also a comprehensive record of where specific individuals and departments are located within the County, their specific environmental needs, future growths, special requests, and even going as far as showing where room numbers and specific individuals sit within the departments, buildings, and County.

Disclaimer: Data is dated to the extent of 3.1.18.

Racine County

Facility and Space Use Survey & Strategic Master Plan

Racine, Wisconsin

PART ONE SPACE PROGRAM

SUMMARY

March 1st, 2018



LEGEND

(COLORS/DEPARTMENTS BASED ON DIVISIONS:

DISCLAIMER: DEPARTMENT ORGANIZATION IS BASED ON RECOMMENDATIONS

JUDICIAL - COURTS: ■

JUDICIAL - SHERIFF'S OFFICE: ■

GENERAL GOVERNMENT: ■

HUMAN SERVICES: ■

PUBLIC WORKS AND DEVELOPMENTAL SERVICES: ■

OTHER: ■

UNPOPULATED DEPARTMENTS: ■



FINAL

TOTAL DEPARTMENT GROSS SQ FT (DGSF) X BUILDING GROSSING FACTOR = TOTAL BUILDING GROSS SQ FT (BGSF)

FD Series	DEPARTMENT / DIVISION	EXISTING 2017	RECOMMENDED 2027		EXISTING 2017	RECOMMENDED 2027	REMARKS
	JUDICIAL - COURTS						
	Clerk of Circuit Court	59,011	68,402	1.25	73,764	85,502	
	District Attorney and Victim / Witness Office	8,865	8,726	1.25	11,082	10,908	
	Family Court Commissioner's Office	5,534	8,011	1.25	6,917	10,014	
	District Court Administrator (District 2)	1,377	637	1.25	1,721	797	
	Register in Probate	932	786	1.25	1,164	982	
	JUDICIAL - SHERIFF'S OFFICE						
	Administration	7,052	8,654	1.25	8,816	10,817	
	Operations Division	17,462	29,903	1.25	21,828	37,378	
	Support Services Division	5,450	4,698	1.25	6,812	5,873	
	911 Communications Center	4,352	7,352	1.25	5,441	9,190	
	Emergency Management	2,560	6,440	1.25	3,200	8,049	
	GENERAL GOVERNMENT						
	Corporation Counsel	2,597	2,916	1.25	3,247	3,645	
	Office of Child Support Enforcement	6,491	8,357	1.25	8,114	10,446	
	County Board of Supervisors	5,081	4,374	1.25	6,352	5,468	
	County Clerk	2,896	3,510	1.25	3,620	4,388	
	County Executive	1,681	2,039	1.25	2,101	2,548	
	Finance / Budget / Purchasing / Payroll	2,813	4,541	1.25	3,517	5,677	
	Human Resources	1,438	1,739	1.25	1,797	2,174	
	Information Technology	5,688	9,110	1.25	7,109	11,387	
	Medical Examiner	549	8,802	1.25	687	11,003	
	Buildings and Facilities Management	1,574	1,836	1.25	1,968	2,295	
	Register of Deeds/Land Description	8,114	6,298	1.25	10,142	7,872	
	Treasurer	1,897	2,772	1.25	2,371	3,464	
	Courthouse Support Spaces	11,356	11,356	1.25	14,195	14,195	

Racine County

Facility and Space Use Survey & Strategic Master Plan

Racine, Wisconsin

PART ONE SPACE PROGRAM

SUMMARY

March 1st, 2018



LEGEND

(COLORS/DEPARTMENTS BASED ON DIVISIONS:

DISCLAIMER: DEPARTMENT ORGANIZATION IS BASED ON RECOMMENDATIONS

JUDICIAL - COURTS: ■

JUDICIAL - SHERIFF'S OFFICE: ■

GENERAL GOVERNMENT: ■

HUMAN SERVICES: ■

PUBLIC WORKS AND DEVELOPMENTAL SERVICES: ■

OTHER: ■

UNPOPULATED DEPARTMENTS: ■



FINAL

FD Series	DEPARTMENT / DIVISION	TOTAL DEPARTMENT GROSS SQ FT (DGSF)		BUILDING GROSSING FACTOR	TOTAL BUILDING GROSS SQ FT (BGSF)		REMARKS
		EXISTING 2017	RECOMMENDED 2027		EXISTING 2017	RECOMMENDED 2027	
	HUMAN SERVICES						
	Administration / Fiscal / Operations	8,996	10,392	1.25	11,246	12,990	
	Behavioral Health	18,949	22,742	1.25	23,686	28,428	
	S.A.I.L. Program (Stabilization, Assessment, Information, and Linkage)	7,748	7,800	1.25	9,685	9,750	
	Detention Center	2,639	0	1.25	3,299	0	
	Economic Support Services	22,463	12,170	1.25	28,078	15,213	
	Economic Support Services - BURLINGTON	0	0	1.25	0	0	
	Veteran Services	651	1,253	1.25	813	1,566	
	Workforce Solutions / Development Center	13,233	15,841	1.25	16,541	19,801	
	Youth and Family	7,893	9,833	1.25	9,867	12,292	
	Aging & Disability Resource Center (ADRC)	4,740	5,019	1.25	5,925	6,274	
	Meals On Wheels (Nutrition Program)	1,974	3,456	1.25	2,467	4,320	
	PUBLIC WORKS AND DEVELOPMENT SERVICES						
	Highway Engineering & Parks Division	9,141	9,724	1.25	11,426	12,155	
	Development Services & Zoning	5,758	6,696	1.25	7,197	8,370	
	OTHER						
	Heritage Museum	25,302	25,302	1.25	31,627	31,627	
	Print and Mail Shop	1,608	1,793	1.25	2,010	2,241	
	UW-Extension_FoodWise	2,822	3,395	1.25	3,527	4,244	

TOTAL DEPARTMENT GROSS SQ FT (DGSF)	EXISTING 2017	RECOMMENDED 2027	BUILDING GROSSING FACTOR	TOTAL BUILDING GROSS SQ FT (BGSF)	EXISTING 2017	RECOMMENDED 2027
	298,685	346,673		373,356	433,342	

TOTAL DEPARTMENT GROSS SQ FT (DGSF)	298,685	346,673	BUILDING GROSSING FACTOR	TOTAL BUILDING GROSS SQ FT (BGSF)	373,356	433,342	TOTAL BUILDING GROSS SQ FT (BGSF)
--	----------------	----------------	---------------------------------	--	----------------	----------------	--

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY COURTHOUSE**
 STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE: **EIGHTH FLOOR**
 DEPARTMENT: **Clerk of Circuit Court**
 SPACE/DIVISION:
 INTERVIEWEE: **Samuel Christensen**

CIRCUIT COURT JUDGES serving Racine County

- Judges are elected to a 6 year term.
- Judges rotate branches every two years.
- Judges BRANCH # stays with Judge
- Currently there are ten circuit court judges.
- TEN Branches are distributed as follows:
 - ✓ (2) Civil Courts
 - ✓ (2) Traffic / Misdemeanor Courts
 - ✓ (1) Family Court
 - ✓ (3) Felony Courts
 - ✓ (1) Juvenile Court
 - ✓ (1) Probate Court

Adjacencies

Racine County Jail
 District Attorney's Office
 Victim/Witness Office
 Juvenile Detention
 Child Support

March 1st, 2018

FINAL

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.	SPACE DESCRIPTION	PRIVACY		Qty.	Size	Total	Room No.	REMARKS	PRIVACY		Qty.	Size	Total	REMARKS
		Cube	Office						Cube	Office				
	BRANCH - DIVISION Staff & Support													
	DIVISION - (Not specified)													
	Clerk of Courts													
	Samuel Christensen		x	1	253	253	825			x	1	200	200	
	Deputy Clerk of Courts													
	Brian Graziano		x	1	248	248	803			x	1	200	200	
	Court Clerk													
	Rhonda Jensen			1	0	0	N/A	No office/cubicle, On-Call Employee			1	0	0	
	Deputy Court Clerk (Intake Clerk)													
	Linda Beesley		x	1	108	108	MC226	LEC Location		x	1	120	120	
	Judicial Court Commissioner													
	Alice Rudebusch		x	1	194	194	677			x	1	200	200	
	Jury Coordinator													
	Ashley Robash	x		1	64	64	801	Shared Space	x		1	64	64	
	DIVISION - FELONY													
	Judge													
	Emily Mueller		x	1	258	258	MC209	LEC Location		x	1	500	500	
	Court Reporter													
	Robin Anderson		x	1	142	142	MC212	LEC Location		x	1	120	120	
	Judge													
	Mark Nielsen		x	1	441	441	LC109	LEC Location		x	1	500	500	

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY COURTHOUSE**
 STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE: **EIGHTH FLOOR**
 DEPARTMENT: **Clerk of Circuit Court**
 SPACE/DIVISION:
 INTERVIEWEE: **Samuel Christensen**

CIRCUIT COURT JUDGES serving Racine County

- Judges are elected to a 6 year term.
- Judges rotate branches every two years.
- Judges BRANCH # stays with Judge
- Currently there are ten circuit court judges.
- TEN Branches are distributed as follows:
 - ✓ (2) Civil Courts
 - ✓ (2) Traffic / Misdemeanor Courts
 - ✓ (1) Family Court
 - ✓ (3) Felony Courts
 - ✓ (1) Juvenile Court
 - ✓ (1) Probate Court

Adjacencies

Racine County Jail
 District Attorney's Office
 Victim/Witness Office
 Juvenile Detention
 Child Support

March 1st, 2018

FINAL

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017					PRIVACY		RECOMMENDED 2027				
				Qty.	Size	Total	Room No.	REMARKS			Qty.	Size	Total	REMARKS	
	Court Reporter														
	Darlene Shue		x	1	130	130	LC111	LEC Location		x	1	120	120		
	Judge														
	Faye Flancher		x	1	447	447	LC315	LEC Location		x	1	500	500		
	Court Reporter														
	Mary Jane Slaght		x	1	115	115	LC310	LEC Location		x	1	120	120		
	Case Manager														
	Amy Vanderhoef		x	1	115	115	LC308	LEC Location		x	1	120	120		
	Deputy Court Clerk														
	Ann Brickler	x		1	776	776	LC309	Shared Space, LEC Location	x		1	64	64		
	Deputy Court Clerk														
	Unknown	x		1	0	0	LC309	Shared Space, LEC Location	x		1	64	64		
	Deputy Court Clerk														
	Unknown	x		1	316	316	MC224	Shared Space, LEC Location Juvenile - Deputy Court Clerk	x		1	64	64		
	Deputy Court Clerk														
	Tracy Kutch	x		1	0	0	LC309	Shared Space, LEC Location	x		1	64	64		
	Clerical Support														
	Heidi Reichel	x		1	0	0	LC309	Shared Space, LEC Location	x		1	64	64		
	Deputy Court Clerk														
	Myanna Ruiz	x		1	0	0	LC309	Shared Space, LEC Location			1	64	64		

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY COURTHOUSE**
 STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE: **EIGHTH FLOOR**
 DEPARTMENT: **Clerk of Circuit Court**
 SPACE/DIVISION:
 INTERVIEWEE: **Samuel Christensen**

CIRCUIT COURT JUDGES serving Racine County

- Judges are elected to a 6 year term.
- Judges rotate branches every two years.
- Judges BRANCH # stays with Judge
- Currently there are ten circuit court judges.
- TEN Branches are distributed as follows:
 - ✓ (2) Civil Courts
 - ✓ (2) Traffic / Misdemeanor Courts
 - ✓ (1) Family Court
 - ✓ (3) Felony Courts
 - ✓ (1) Juvenile Court
 - ✓ (1) Probate Court

Adjacencies

Racine County Jail
 District Attorney's Office
 Victim/Witness Office
 Juvenile Detention
 Child Support

March 1st, 2018

FINAL

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017					PRIVACY		RECOMMENDED 2027				
				Qty.	Size	Total	Room No.	REMARKS			Qty.	Size	Total	REMARKS	
	DIVISION - CIVIL														
	Judge														
	Eugene Gasiorkiewicz		x	1	295	295	753			x	1	500	500		
	Court Reporter														
	N/A		x	1	169	169	779			x	1	120	120		
	Judge														
	David Paulson		x	1	336	336	455			x	1	500	500		
	Court Reporter														
	Carolyn Kingsley		x	1	188	188	457			x	1	120	120		
	Deputy Court Clerk														
	Beverly Westphal	x		1	178	178	777			x	1	64	64		
	Deputy Court Clerk														
	Jennifer Bell	x		1	233	233	475			x	1	64	64		
	DIVISION - FAMILY														
	Judge														
	Robert Repischak		x	1	203	203	331			x	1	500	500		
	Court Reporter														
	Sandra Campbell		x	1	190	190	333			x	1	120	120		
	Deputy Family Court Commissioner														
	Dan Rieck			1	0	0		HSD Location, Talyor Ave.			1	0	0		

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY COURTHOUSE**
 STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE: **EIGHTH FLOOR**
 DEPARTMENT: **Clerk of Circuit Court**
 SPACE/DIVISION:
 INTERVIEWEE: **Samuel Christensen**

CIRCUIT COURT JUDGES serving Racine County

- Judges are elected to a 6 year term.
- Judges rotate branches every two years.
- Judges BRANCH # stays with Judge
- Currently there are ten circuit court judges.
- TEN Branches are distributed as follows:
 - ✓ (2) Civil Courts
 - ✓ (2) Traffic / Misdemeanor Courts
 - ✓ (1) Family Court
 - ✓ (3) Felony Courts
 - ✓ (1) Juvenile Court
 - ✓ (1) Probate Court

Adjacencies

Racine County Jail
 District Attorney's Office
 Victim/Witness Office
 Juvenile Detention
 Child Support

March 1st, 2018

FINAL

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017					PRIVACY		RECOMMENDED 2027				
				Qty.	Size	Total	Room No.	REMARKS			Qty.	Size	Total	REMARKS	
	Deputy Court Clerk														
	Linda Robinson		x	1	0	0		HSD Location, Taylor Ave.			1	0	0		
	Deputy Court Clerk														
	Cherri Cape	x		1	193	193	355		x		1	64	64		
	Clerical Support														
	Tia Anderson	x		1	101	101	332		x		1	64	64		
	Clerical Support														
	Karen Stephan	x		1	66	66	375		x		1	64	64		
	Case Manager														
	Diane Hanson		x	1	238	238	353	also Civil and Probate Divs.		x	1	120	120		
	DIVISION - JUVENILE														
	Judge														
	Wynne Laufenberg		x	1	187	187	MC125	LEC Location		x	1	500	500		
	Court Reporter														
	Jennifer Vorpal		x	1	100	100	MC111	LEC Location		x	1	120	120		
	Deputy Court Clerk														
	Carrie Ann Dail	x		1	0	0	MC224	Shared Space, LEC Location Felony - Deputy Court Clerk		x	1	64	64		
	Clerical Support														
	Joshua Valladares	x		1	0	0	MC131	Counted in Support Space		x	1	64	64		

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY COURTHOUSE**
 STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE: **EIGHTH FLOOR**
 DEPARTMENT: **Clerk of Circuit Court**
 SPACE/DIVISION:
 INTERVIEWEE: **Samuel Christensen**

CIRCUIT COURT JUDGES serving Racine County

- Judges are elected to a 6 year term.
- Judges rotate branches every two years.
- Judges BRANCH # stays with Judge
- Currently there are ten circuit court judges.
- TEN Branches are distributed as follows:
 - ✓ (2) Civil Courts
 - ✓ (2) Traffic / Misdemeanor Courts
 - ✓ (1) Family Court
 - ✓ (3) Felony Courts
 - ✓ (1) Juvenile Court
 - ✓ (1) Probate Court

Adjacencies

Racine County Jail
 District Attorney's Office
 Victim/Witness Office
 Juvenile Detention
 Child Support

March 1st, 2018

FINAL

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017					PRIVACY		RECOMMENDED 2027				
				Qty.	Size	Total	Room No.	REMARKS			Qty.	Size	Total	REMARKS	
	DIVISION - PROBATE														
	Judge														
	Charles Constantine		x	1	289	289	653		x	1	500	500			
	Court Reporter														
	Elizabeth Kiel		x	1	198	198	679		x	1	120	120			
	DIVISION - TRAFFIC/MISD														
	Judge														
	Michael Piontek		x	1	223	223	251		x	1	500	500			
	Court Reporter														
	Rose Coulthart		x	1	176	176	255		x	1	120	120			
	Court Reporter														
	Carmen Howard		x	1	0	0	255		x	1	120	120			
	Judge														
	Timothy Boyle		x	1	259	259	MC302	LEC Location	x	1	500	500			
	Court Reporter														
	Kim Slaasted		x	1	127	127	MC301	LEC Location	x	1	120	120			
	Case Manager														
	Laurie Hardy		x	1	109	109	MC225	LEC Location	x	1	120	120			
	Deputy Court Clerk														
	Antoniette Klitzman	x		1	0	0	MC224	Shared Space, LEC Location	x	1	64	64			
	Deputy Court Clerk														
	Calyn Presser	x		1	0	0	MC224	Shared Space, LEC Location	x	1	64	64			

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY COURTHOUSE**
 STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE: **EIGHTH FLOOR**
 DEPARTMENT: **Clerk of Circuit Court**
 SPACE/DIVISION:
 INTERVIEWEE: **Samuel Christensen**

CIRCUIT COURT JUDGES serving Racine County

- Judges are elected to a 6 year term.
- Judges rotate branches every two years.
- Judges BRANCH # stays with Judge
- Currently there are ten circuit court judges.
- TEN Branches are distributed as follows:
 - ✓ (2) Civil Courts
 - ✓ (2) Traffic / Misdemeanor Courts
 - ✓ (1) Family Court
 - ✓ (3) Felony Courts
 - ✓ (1) Juvenile Court
 - ✓ (1) Probate Court

Adjacencies

Racine County Jail
 District Attorney's Office
 Victim/Witness Office
 Juvenile Detention
 Child Support

March 1st, 2018

FINAL

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017					PRIVACY		RECOMMENDED 2027				
				Qty.	Size	Total	Room No.	REMARKS			Qty.	Size	Total	REMARKS	
	Deputy Court Clerk														
	Sondra Ayala	x		1	0	0	MC224	Shared Space, LEC Location	x		1	64	64		
	Clerical Support														
	Alice Tenart	x		1	311	311	MC227	Share Space (LEC Location)	x		1	64	64		
	Clerical Support														
	Naomi Zeytoonian	x		1	0	0	MC219	Counted in Support Space	x		1	64	64		
	Clerical Support														
	Hannah Wronkowski	x		1	0	0	MC227	Share Space (LEC Location)	x		1	64	64		
	DIVISION - SMALL CLAIMS														
	Deputy Clerk Typist														
	Samantha Hempel	x		1	64	64	801	Shared Space	x		1	64	64		
	Clerk Typist														
	Hanna Fontaine	x		1	64	64	801	Shared Space	x		1	64	64		
	Clerk Typist														
	Paula Heitman	x		1	100	100	801	Shared Space / Receptionist	x		1	100	100	Includes Counter	
	Clerk Typist														
	Amy Deburgh	x		1	64	64	801	Shared Space	x		1	64	64		
	Clerk Typist														
	Angela Gites Barron	x		1	64	64	801	Shared Space	x		1	64	64		
	Clerk Typist														
	N/A	x		1	64	64	801	Shared Space	x		1	64	64		

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY COURTHOUSE**
 STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE: **EIGHTH FLOOR**
 DEPARTMENT: **Clerk of Circuit Court**
 SPACE/DIVISION:
 INTERVIEWEE: **Samuel Christensen**

CIRCUIT COURT JUDGES serving Racine County

- Judges are elected to a 6 year term.
- Judges rotate branches every two years.
- Judges BRANCH # stays with Judge
- Currently there are ten circuit court judges.
- TEN Branches are distributed as follows:
 - ✓ (2) Civil Courts
 - ✓ (2) Traffic / Misdemeanor Courts
 - ✓ (1) Family Court
 - ✓ (3) Felony Courts
 - ✓ (1) Juvenile Court
 - ✓ (1) Probate Court

Adjacencies

Racine County Jail
 District Attorney's Office
 Victim/Witness Office
 Juvenile Detention
 Child Support

March 1st, 2018

FINAL

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.	SPACE DESCRIPTION	PRIVACY		Qty.	Size	Total	Room No.	REMARKS	PRIVACY		Qty.	Size	Total	REMARKS	
	Account Clerk														
	N/A	x		1	48	48	801	Shared Space	x		1	64	64		
	Clerk Typist (Part Time)														
	N/A	x		1	64	64	801	Shared Space	x		1	64	64		
	DIVISION - WARRANTS														
	Warrant Coordinator														
	Christina Mueller		x	1	0	0		Ives Grove	x		1	64	64		
	Warrant Coordinator														
	Jennifer Perman	x		1	48	48	805	Shared Space	x		1	64	64		
	DIVISION - ACCOUNTING														
	Account Clerk														
	Alicia Vega	x		1	48	48	805	Shared Space	x		1	48	48		
	Account Clerk														
	Gerrie Faber	x		1	48	48	807	Shared Space	x		1	48	48		
	Account Clerk														
	Karina Morales	x		1	48	48	805	Shared Space	x		1	48	48		
	Account Supervisor														
	Kaleigh Strickland	x		1	48	48	807	Shared Space	x		1	48	48		
Staff Sub Total DNSF						8,748			Staff Sub Total DNSF				9,548		

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY COURTHOUSE**
 STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE: **EIGHTH FLOOR**
 DEPARTMENT: **Clerk of Circuit Court**
 SPACE/DIVISION:
 INTERVIEWEE: **Samuel Christensen**

CIRCUIT COURT JUDGES serving Racine County

- Judges are elected to a 6 year term.
- Judges rotate branches every two years.
- Judges BRANCH # stays with Judge
- Currently there are ten circuit court judges.
- TEN Branches are distributed as follows:
 - ✓ (2) Civil Courts
 - ✓ (2) Traffic / Misdemeanor Courts
 - ✓ (1) Family Court
 - ✓ (3) Felony Courts
 - ✓ (1) Juvenile Court
 - ✓ (1) Probate Court

Adjacencies

Racine County Jail
 District Attorney's Office
 Victim/Witness Office
 Juvenile Detention
 Child Support

March 1st, 2018

FINAL

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.	SPACE DESCRIPTION	PRIVACY		Qty.	Size	Total	Room No.	REMARKS	PRIVACY		Qty.	Size	Total	REMARKS
		Cube	Office						Cube	Office				
	SUPPORT SPACES													
	Hearing Intake (LEC, Lower Level)			1	818	818	LJ2/LC300				1	1,200	1,200	
	Family Court Hearing (Courthouse, 5th Floor)			1	288	288	517				1	1,000	1,000	
	Family Court Hearing (Courthouse, 3rd Floor)			1	473	473	303				1	1,000	1,000	
	Probate Court Hearing (Courthouse, 6th Floor)			1	774	774	605				1	1,000	1,000	
	1st Floor Courtroom (Courthouse, Non-Jury)			1	1,245	1,245	105				1	1,200	1,200	
	Jury Assembly (Courthouse, 8th Floor)			1	1,479	1,479	875				1	2,000	2,000	
	Jury Deliberation (Courthouse, 7th Floor)			1	359	359	731				1	400	400	
	Jury Deliberation (Courthouse, 4th Floor)			1	366	366	479				1	400	400	
	Jury Deliberation (Courthouse, 2nd Floor)			1	296	296	259				1	400	400	
	Jury Deliberation (LEC, Main Level South)			1	323	323	MC105				1	400	400	
	Jury Deliberation (LEC, Main Level North)			1	295	295	MC305				1	400	400	
	Jury Deliberation (LEC, Main Level West)			1	280	280	MC203				1	400	400	
	Jury Deliberation (LEC, LL)			1	329	329	LC311				1	400	400	
	Jury Deliberation (LEC, LL)			1	312	312	LC110				1	400	400	
	Jury Toilets			0	0	0					16	50	800	
	Law Lib/ Public Comp. (Courthouse, 8th Floor)			1	557	557	805				1	200	200	
	File (Courthouse, 7th Floor)			1	135	135	775				1	150	150	
	File (Courthouse, 6th Floor)			1	128	128	675				1	150	150	
	File (Courthouse, 4th Floor)			1	156	156	477				1	150	150	
	File (Courthouse, 3rd Floor)			1	276	276	351				1	150	150	
	File(Courthouse, 3rd Floor)			1	1,234	1,234	375				1	1,200	1,200	
	File - Archive Stor (Courthouse, Basement)			1	258	258	B51	Evidence Storage			1	300	300	
	Dep. Court Clerk's Off. (Courthouse, 2nd Floor)			1	161	161	257				1	120	120	
	File (LEC, Juvenile Court)			1	353	353	MC131				1	300	300	
	Case Manager (LEC, Vacant - Juvenile Court)			1	79	79	MC141				1	120	120	
	Conference (LEC, Juvenile)			1	71	71	MC161				1	120	120	
	Conference (LEC, Juvenile)			1	71	71	MC163				1	120	120	
	Waiting (LEC, Juvenile)			1	424	424	MC151				1	600	600	
	File (LEC, Traffic/Misd)			1	364	364	MC219				1	150	150	
	Court Officer (LEC, Vacant - Traffic/Misd)			1	78	78	MC220				1	100	100	
	Public Access Computer (LEC, Traffic/Misd)			1	295	295	MC229				1	300	300	

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY COURTHOUSE**
 STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE: **EIGHTH FLOOR**
 DEPARTMENT: **Clerk of Circuit Court**
 SPACE/DIVISION:
 INTERVIEWEE: **Samuel Christensen**

CIRCUIT COURT JUDGES serving Racine County

- Judges are elected to a 6 year term.
- Judges rotate branches every two years.
- Judges BRANCH # stays with Judge
- Currently there are ten circuit court judges.
- TEN Branches are distributed as follows:
 - ✓ (2) Civil Courts
 - ✓ (2) Traffic / Misdemeanor Courts
 - ✓ (1) Family Court
 - ✓ (3) Felony Courts
 - ✓ (1) Juvenile Court
 - ✓ (1) Probate Court

Adjacencies

Racine County Jail
 District Attorney's Office
 Victim/Witness Office
 Juvenile Detention
 Child Support

March 1st, 2018

FINAL

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.	SPACE DESCRIPTION	PRIVACY		Qty.	Size	Total	Room No.	REMARKS	PRIVACY		Qty.	Size	Total	REMARKS
	File - Felony (LEC, Archive Storage)			1	255	255	LC114				1	200	200	
	File Storage Felony (LEC)			1	435	435	LC313				1	400	400	
	File - Traffic/Misd (LEC, Archive Storage)			1	266	266	MC300				1	200	200	
	Copier (Courthouse, 8th Floor)			1	48	48	801	Shared Room			1	100	100	
	Jury Deliberation (Courthouse, 3rd Floor)			1	259	259	317				1	400	400	
	Jury Deliberation Toilet (Courthouse, 3rd Floor)			1	57	57	317	Room 317's Toilet			1	50	50	
	Courtroom (Courthouse, 2nd Floor)			1	1,902	1,902	201				1	2,000	2,000	
	Courtroom (Courthouse, 3rd Floor)			1	1,196	1,196	301				1	2,000	2,000	
	Courtroom (Courthouse, 4th Floor)			1	1,931	1,931	401				1	2,000	2,000	
	Courtroom (Courthouse, 6th Floor)			1	1,930	1,930	601				1	2,000	2,000	
	Courtroom (Courthouse, 7th Floor)			1	1,916	1,916	701				1	2,000	2,000	
	Courtroom (LEC, Basement)			1	1,496	1,496	LC124				1	2,000	2,000	
	Courtroom (LEC, Basement)			1	1,493	1,493	LC118				1	2,000	2,000	
	Courtroom (LEC, 1st Floor)			1	1,555	1,555	MC304				1	2,000	2,000	
	Courtroom (LEC, 1st Floor)			1	1,161	1,161	MC200				1	2,000	2,000	
	Courtroom (LEC, 1st Floor)			1	1,300	1,300	MC100				1	2,000	2,000	
	Attorney Conference 1 (Courthouse, 1st Floor)			1	106	106	103							
	Attorney Conference 2 (Courthouse, 1st Floor)			1	100	100	101							
	Attorney Conference			0	0	0					20	120	2,400	10 Courtrooms
	Conference (Courthouse, 1st Floor)			1	108	108	107							
	Judge's Closet (Courthouse, 1st Floor)			1	7	7	109				10	20	20	
	Vacant Room (Courthouse, 2nd Floor)			1	177	177	257A				0	0	0	
	Judge's Closet (Courthouse, 2nd Floor)			1	11	11	212				0	0	0	
	Judge's Toilet (Courthouse, 2nd Floor)			1	15	15	210				10	50	50	
	Judge's Library (Courthouse, 2nd Floor)			1	247	247	253				0	0	0	In Chamber, 7 Courtrooms
	Holding Cell (Courthouse, 2nd Floor)			1	25	25	225				14	100	100	
	Judge's Closet (Courthouse, 3rd Floor)			1	12	12	319				0	0	0	
	Judge's Toilet (Courthouse, 3rd Floor)			1	25	25	317				0	0	0	
	Vacant Room (Courthouse, 3rd Floor)			1	268	268	357				0	0	0	
	Vault (Courthouse, 3rd Floor)			1	48	48	330				1	100	100	Evidence
	Judge's Closet (Courthouse, 4th Floor)			1	17	17	428				0	0	0	
	Judge's Library/Conference (Courthouse, 4th Floor)			1	548	548	453				0	0	0	
	Judge's Toilet (Courthouse, 4th Floor)			1	24	24	433				0	0	0	

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY COURTHOUSE**
 STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE: **EIGHTH FLOOR**
 DEPARTMENT: **Clerk of Circuit Court**
 SPACE/DIVISION:
 INTERVIEWEE: **Samuel Christensen**

CIRCUIT COURT JUDGES serving Racine County

- Judges are elected to a 6 year term.
- Judges rotate branches every two years.
- Judges BRANCH # stays with Judge
- Currently there are ten circuit court judges.
- TEN Branches are distributed as follows:
 - ✓ (2) Civil Courts
 - ✓ (2) Traffic / Misdemeanor Courts
 - ✓ (1) Family Court
 - ✓ (3) Felony Courts
 - ✓ (1) Juvenile Court
 - ✓ (1) Probate Court

Adjacencies

Racine County Jail
 District Attorney's Office
 Victim/Witness Office
 Juvenile Detention
 Child Support

March 1st, 2018

FINAL

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017					PRIVACY		RECOMMENDED 2027				
				Qty.	Size	Total	Room No.	REMARKS			Qty.	Size	Total	REMARKS	
	Holding Cell (Courthouse, 4th Floor)			1	40	40	438			0	0	0			
	Library / Conference (Courthouse, 6th Floor)			1	258	258	655			0	0	0			
	Judge's Toilet (Courthouse, 6th Floor)			1	28	28	616			0	0	0			
	Unassigned Space (Courthouse, 6th Floor)			1	38	38	619			0	0	0			
	Library / Conference (Courthouse, 7th Floor)			1	341	341	755			0	0	0			
	Unassigned Space (Courthouse, 7th Floor)			1	38	38	726			0	0	0			
	Storage (Courthouse, 8th Floor)			1	62	62	812			4	100	100			
	Vending (Courthouse, 8th Floor)			1	48	48	801			1	120	120			
	Break Area (Courthouse, 8th Floor)			1	48	48	801			1	150	150			
	Judge's Toilet (LEC, 1st Floor)			1	50	50	MC125T			0	0	0			
	Judge's Closet (LEC, 1st Floor)			1	14	14	MC125			0	0	0			
	Vacant Room (Courthouse, 1st Floor)			1	146	146	109			0	0	0			
	Vacant Room (Courthouse, 1st Floor)			1	141	141	111			0	0	0			
	Computers (LEC, 1st Floor)			1	303	303	MC228			1	300	300			
	Cell (LEC, 1st Floor)			3	66	66	N/A			0	0	0			
	Cell (LEC, 1st Floor)			1	88	88	N/A			0	0	0			
	Unknown (LEC, 1st Floor)			1	131	131	MC211			0	0	0			
	Office - Unoccupied (LEC, 1st Floor)			1	86	86	N/A			0	0	0			
	Office - Racine P.D. (LEC, 1st Floor)			1	82	82	MC223			1	120	120			
	Judge's Conference (LEC, 1st Floor)			1	258	258	MC208			0	0	0			
	Library (LEC, 1st Floor)			1	157	157	MC204			1	200	200			
	Court Officer (LEC, 1st Floor)			1	165	165	MC304			1	120	120			
	Conference (LEC, 1st Floor)			1	78	78	MC308			0	0	0			
	Conference (LEC, 1st Floor)			1	121	121	MC307			0	0	0			
	Info./Balliff (LEC, 1st Floor)			1	136	136	NA			1	120	120			
	Toilet (LEC, 1st Floor)			1	50	50	MC105T			0	0	0			
	Storage (LEC, 1st Floor)			1	67	67	N/A			0	0	0			
	Juv. Court Hearing Room (LEC, 1st Floor)			1	403	403	MC175			0	0	0			
	Home Detention Interview (LEC, 1st Floor)			1	122	122	N/A			1	120	120			
	Juvenile Intake (LEC, 1st Floor)			1	184	184	N/A			1	120	120			

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY COURTHOUSE**
 STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE: **EIGHTH FLOOR**
 DEPARTMENT: **Clerk of Circuit Court**
 SPACE/DIVISION:
 INTERVIEWEE: **Samuel Christensen**

- CIRCUIT COURT JUDGES serving Racine County**
- Judges are elected to a 6 year term.
 - Judges rotate branches every two years.
 - Judges BRANCH # stays with Judge
 - Currently there are ten circuit court judges.
 - TEN Branches are distributed as follows:
 - ✓ (2) Civil Courts
 - ✓ (2) Traffic / Misdemeanor Courts
 - ✓ (1) Family Court
 - ✓ (3) Felony Courts
 - ✓ (1) Juvenile Court
 - ✓ (1) Probate Court

Adjacencies
 Racine County Jail
 District Attorney's Office
 Victim/Witness Office
 Juvenile Detention
 Child Support

March 1st, 2018
FINAL

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.		SPACE DESCRIPTION		PRIVACY		Qty.	Size	Total	Room No.	REMARKS	PRIVACY		Qty.	Size	Total	REMARKS
										<ul style="list-style-type: none"> • Conference Room for each courtroom (4-6 occupants) • Conference Room for each hearing room (4-6 occupants) 						
										<ul style="list-style-type: none"> • (3) Family Court Worker (Private office) • District Court Administrator • District Court Administrator (Assistant) • (2) District Court Reporters • Public Access Computers (Felony Court) • Public Access Computers (Probate) • (2) Public Access Computers (8th Floor) • Public Access Computers (Misd/Traffic) • RCAP Supervisor (Private Office) • DOC (Private Office) 						

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY COURTHOUSE**
 STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE: **EIGHTH FLOOR**
 DEPARTMENT: **Clerk of Circuit Court**
 SPACE/DIVISION:
 INTERVIEWEE: **Samuel Christensen**

- CIRCUIT COURT JUDGES serving Racine County
- Judges are elected to a 6 year term.
 - Judges rotate branches every two years.
 - Judges BRANCH # stays with Judge
 - Currently there are ten circuit court judges.
 - TEN Branches are distributed as follows:
 - ✓ (2) Civil Courts
 - ✓ (2) Traffic / Misdemeanor Courts
 - ✓ (1) Family Court
 - ✓ (3) Felony Courts
 - ✓ (1) Juvenile Court
 - ✓ (1) Probate Court

Adjacencies

Racine County Jail
 District Attorney's Office
 Victim/Witness Office
 Juvenile Detention
 Child Support

March 1st, 2018
FINAL

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.	SPACE DESCRIPTION	PRIVACY	Qty.	Size	Total	Room No.	REMARKS	PRIVACY	Qty.	Size	Total	REMARKS
							ACTIVE RECORDS PAPER FILING					
							Lateral Files:					
							~ 5-Drawers = ~30; FUTURE = 0					
							~ 4-Drawers = 0; FUTURE = 0					
							~ 3-Drawers = ~45; FUTURE = 0					
							~ 2-Drawers = 0; FUTURE = 0					
							Vertical Files:					
							~ 5-Drawers = ~25; FUTURE = 0					
							~ 4-Drawers = ~15; FUTURE = 0					
							~ 3-Drawers = 0; FUTURE = 0					
							~ 2-Drawers = 0; FUTURE = 0					
							Storage Cabinets = ~15; FUTURE = 0					
							ELECTRONIC FILING					
							The Wisconsin Court System has implemented mandatory electronic filing, meaning current open or future filing made by attorneys must be electronic. Other parties are able to use the electronic filing system but are not required to.					
							Existing files can be converted to electronic format via manual scanning using desktop or bulk scanners. Documents scanned into CCAP can be destroyed 48 hours after scanning.					
							We governed by Statute and Supreme Court Rule for retention of documents (ie. Average retention period for cases is 20 years)					

RACINE COUNTY

Facility and Space Use Survey & Strategic Master Plan

Racine, Wisconsin



PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY COURTHOUSE**
 STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE: **EIGHTH FLOOR**
 DEPARTMENT: **Clerk of Circuit Court**
 SPACE/DIVISION:
 INTERVIEWEE: **Samuel Christensen**

CIRCUIT COURT JUDGES serving Racine County

- Judges are elected to a 6 year term.
- Judges rotate branches every two years.
- Judges BRANCH # stays with Judge
- Currently there are ten circuit court judges.
- TEN Branches are distributed as follows:
 - ✓ (2) Civil Courts
 - ✓ (2) Traffic / Misdemeanor Courts
 - ✓ (1) Family Court
 - ✓ (3) Felony Courts
 - ✓ (1) Juvenile Court
 - ✓ (1) Probate Court

Adjacencies
 Racine County Jail
 District Attorney's Office
 Victim/Witness Office
 Juvenile Detention
 Child Support

March 1st, 2018
FINAL

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.	SPACE DESCRIPTION	PRIVACY		Qty.	Size	Total	Room No.	REMARKS	PRIVACY		Qty.	Size	Total	REMARKS	
								years).							
								WORKFLOW CHANGES							
								<ul style="list-style-type: none"> • 10 yr growth projection: Adding 10 Judicial Assistants located in proximity to each judge. • 10 yr growth projection: Adding 10 Law Clerks located in proximity to each judge. • 10 yr reduction projection: Adding 10 Court Aides (part-time) located in proximity to the court rooms. 							
								EXISTING/SPECIAL OFFICE EQUIP.							
								<ul style="list-style-type: none"> • Dual monitors and desktop scanners on all desks. • Approx. (15) copy/fax machines • (7) Large, Bulk Scanners. 							
								SECURITY REQUIREMENTS							
								<ul style="list-style-type: none"> • See attached Supreme Court Rule Chapter 68 (Court Security, Facilities, and Staffing) • Panic buttons/Emergency Alarms are installed in all courtroom and at all front desks 							

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY COURTHOUSE**
 STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE: **EIGHTH FLOOR**
 DEPARTMENT: **Clerk of Circuit Court**
 SPACE/DIVISION:
 INTERVIEWEE: **Samuel Christensen**

CIRCUIT COURT JUDGES serving Racine County

- Judges are elected to a 6 year term.
- Judges rotate branches every two years.
- Judges BRANCH # stays with Judge
- Currently there are ten circuit court judges.
- TEN Branches are distributed as follows:
 - ✓ (2) Civil Courts
 - ✓ (2) Traffic / Misdemeanor Courts
 - ✓ (1) Family Court
 - ✓ (3) Felony Courts
 - ✓ (1) Juvenile Court
 - ✓ (1) Probate Court

Adjacencies
 Racine County Jail
 District Attorney's Office
 Victim/Witness Office
 Juvenile Detention
 Child Support

March 1st, 2018
FINAL

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017				REMARKS	PRIVACY		RECOMMENDED 2027			
		Qty.	Size	Qty.	Size	Total	Room No.		Qty.	Size	Total	REMARKS		
								PARKING NEEDS						
								Current:						
								2017 Staff Parking - 13 spcs.						
								Future:						
								2027 Staff Parking - approx 24 spcs						
								Parking spaces for all judges, clerk						
								of court, full-time court						
								commissioners, and district court						
								administrator are currently						
								provided. Future expansion						
								should include parking spaces for						
								jurors.						

Support Sub Total DNSF	34,964	Support Sub Total DNSF	41,120
Staff + Support DNSF	43,712	Staff + Support DNSF	50,668
Department Grossing Factor	1.35	Department Grossing Factor	1.35
TOTAL GSF	59,011	TOTAL GSF	68,402

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY COURTHOUSE**
 STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE: **DA - 9th Floor; Victim/Witness - 2nd Floor**
 DEPARTMENT: **District Attorney and Victim / Witness Office**
 SPACE/DIVISION:
 INTERVIEWEE: **Patricia J. Hanson**

March 1st, 2018
FINAL

Adjacencies
 Criminal Courts
 Racine County Sheriff's Office
 Victim / Witness

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.	SPACE DESCRIPTION	PRIVACY		Qty.	Size	Total	Room No.	REMARKS	PRIVACY		Qty.	Size	Total	REMARKS
		Cube	Office						Cube	Office				
	STAFF													
	NINTH FLOOR - DISTRICT ATTORNEY													
	District Attorney													
	Patricia J. Hanson		x	1	282	282	925		x	1	200	200	includes Conference Space	
	Deputy District Attorney													
	Maureen Martinez		x	1	153	153	909		x	1	120	120		
	Assistant District Attorney													
	Lucas Bennewitz		x	1	110	110	979		x	1	120	120		
	Assistant District Attorney													
	Theresa Villar		x	1	91	91	963		x	1	120	120		
	Assistant District Attorney													
	Sherri Sharping		x	1	167	167	927		x	1	120	120		
	Assistant District Attorney													
	Micha Schwab		x	1	90	90	959		x	1	120	120		
	Assistant District Attorney													
	Thomas J. Coaty		x	1	128	128	933		x	1	120	120		
	Assistant District Attorney													
	Robin Zbikowski		x	1	130	130	957		x	1	120	120		

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY COURTHOUSE**
 STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE: **DA - 9th Floor; Victim/Witness - 2nd Floor**
 DEPARTMENT: **District Attorney and Victim / Witness Office**
 SPACE/DIVISION:
 INTERVIEWEE: **Patricia J. Hanson**

Adjacencies
 Criminal Courts
 Racine County Sheriff's Office
 Victim / Witness

March 1st, 2018
FINAL

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017				REMARKS	PRIVACY		RECOMMENDED 2027				
				Qty.	Size	Total	Room No.				Qty.	Size	Total	REMARKS	
	Assistant District Attorney														
	Carolyn Delery		x	1	95	95	913			x	1	120	120		
	Assistant District Attorney														
	Dirk Jensen		x	1	154	154	929	Future Positions Include: 1 - Assistant District Attorney 8 - Support Staff		x	1	120	120		
	Assistant District Attorney														
	Lillian V. Lewis		x	1	111	111	975			x	1	120	120		
	Assistant District Attorney														
	Barry Braatz		x	1	109	109	951			x	1	120	120		
	Assistant District Attorney														
	Antoinette Rich		x	1	127	127	915			x	1	120	120		
	Assistant District Attorney														
	Jessica Lynott		x	1	95	95	977	Moving To 2nd Floor In The Future		x	1	120	120		
	Assistant District Attorney														
	Rebecca Sommers		x	1	119	119	931			x	1	120	120		
	Assistant District Attorney														
	Christopher D. Steenrod		x	1	106	106	953			x	1	120	120		
	Assistant District Attorney														
	Jennifer Tanck-Adams		x	1	95	95	911			x	1	120	120		

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY COURTHOUSE**
 STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE: **DA - 9th Floor; Victim/Witness - 2nd Floor**
 DEPARTMENT: **District Attorney and Victim / Witness Office**
 SPACE/DIVISION:
 INTERVIEWEE: **Patricia J. Hanson**

March 1st, 2018
FINAL

Adjacencies
 Criminal Courts
 Racine County Sheriff's Office
 Victim / Witness

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017					PRIVACY		RECOMMENDED 2027				
				Qty.	Size	Total	Room No.	REMARKS			Qty.	Size	Total	REMARKS	
	Assistant District Attorney														
	Brian Van Schyndel		x	1	118	118	955			x	1	120	120		
	Assistant District Attorney														
	Kelly Larson		x	1	78	78	961			x	1	120	120		
	Assistant District Attorney														
	FUTURE			0	0	0				x	1	120	120	Proposed State Budget 2019	
	Legal Support Coordinator														
	George Yee		x	1	105	105	903			x	1	120	120		
	Support Staff														
	FUTURE			0	0	0				x	8	64	512	4 to 8 Support Staff in next 5 years	
	Legal Clerk II														
	Maureen Ruffalo	x		1	73	73	901	District Attorney RECEPTION		x	1	64	64		
	Legal Clerk II														
	Christa Schlitz	x		1	66	66	901B			x	1	64	64		
	Legal Clerk II														
	Sue Tychikowski	x		1	45	45	901D			x	1	64	64		
	Legal Clerk II														
	Joan Simon	x		1	45	45	901E			x	1	64	64		

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY COURTHOUSE**
 STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE: **DA - 9th Floor; Victim/Witness - 2nd Floor**
 DEPARTMENT: **District Attorney and Victim / Witness Office**
 SPACE/DIVISION:
 INTERVIEWEE: **Patricia J. Hanson**

March 1st, 2018
FINAL

Adjacencies
 Criminal Courts
 Racine County Sheriff's Office
 Victim / Witness

**EXISTING
 2017**

**RECOMMENDED
 2027**

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017					PRIVACY		RECOMMENDED 2027				
				Qty.	Size	Total	Room No.	REMARKS			Qty.	Size	Total	REMARKS	
	Legal Clerk II														
	Julie Janssen	x		1	45	45	901F		x		1	64	64		
	Legal Clerk II														
	Rachel Wieczorek	x		1	45	45	901G		x		1	64	64		
	Legal Clerk II														
	Michelle Hoffman	x		1	74	74	901I		x		1	64	64		
	Legal Clerk II														
	Stase Lewison	x		1	55	55	901H		x		1	64	64		
	Vacant														
	FUTURE		x	1	77	77	965	VACANT office on 9th floor		x	1	120	120		
	SECOND FLOOR - VICTIM / WITNESS														
	Victim Witness Coordinator														
	Latonia Lewis		x	1	126	126	231			x	1	120	120		
	Victim Witness Specialist														
	Katie Henningfeld		x	1	99	99	233			x	1	120	120		
	Victim Witness Specialist														
	Colleen Conley		x	1	65	65	235			x	1	120	120		
	Victim Witness Specialist														
	Tessy Matthews		x	1	115	115	207			x	1	120	120		

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY COURTHOUSE**
 STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE: **DA - 9th Floor; Victim/Witness - 2nd Floor**
 DEPARTMENT: **District Attorney and Victim / Witness Office**
 SPACE/DIVISION:
 INTERVIEWEE: **Patricia J. Hanson**

March 1st, 2018
FINAL

Adjacencies
 Criminal Courts
 Racine County Sheriff's Office
 Victim / Witness

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017					PRIVACY		RECOMMENDED 2027				
				Qty.	Size	Total	Room No.	REMARKS			Qty.	Size	Total	REMARKS	
	Victim Witness Specialist														
	Twly Beets		x	1	129	129	209			x	1	120	120		
	Victim Witness Specialist														
	Ilana Brooks		x	1	148	148	211			x	1	120	120		
	Suponea Clerk														
	Various Users	x		1	70	70	203D			x	1	120	120		
	Financial Work Station														
	UNASSIGNED	x		1	64	64	203B			x	1	64	64		
	Intern														
	NAME	x		1	64	64	203C			x	1	64	64		
	Receptionist														
	Marcia Garcia	x		1	64	64	203	Victim Witness RECEPTION		x	1	64	64		
	Work Station														
		x		1	48	48	203			x	1	64	64		

Staff Sub Total DNSF **3,980**

Staff Sub Total DNSF **4,840**

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY COURTHOUSE**
 STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE: **DA - 9th Floor; Victim/Witness - 2nd Floor**
 DEPARTMENT: **District Attorney and Victim / Witness Office**
 SPACE/DIVISION:
 INTERVIEWEE: **Patricia J. Hanson**

March 1st, 2018
FINAL

Adjacencies
 Criminal Courts
 Racine County Sheriff's Office
 Victim / Witness

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.	SPACE DESCRIPTION	PRIVACY		Qty.	Size	Total	Room No.	REMARKS	PRIVACY		Qty.	Size	Total	REMARKS
		Cube	Office						Cube	Office				
	SUPPORT SPACES													
	NINTH FLOOR - DISTRICT ATTORNEY													
	Break Room			1	392	392	905	NINTH FLOOR			1	160	160	
	Conference Room			1	289	289	907	NINTH FLOOR			1	320	320	War Room
	File Room			1	333	333	935	NINTH FLOOR			1	120	120	Sized for FUTURE office
	Closet			1	29	29	957	NINTH FLOOR			0	0	0	
	Copy Area			1	64	64	N/A				1	64	64	
	Work Area			1	111	111	931				1	120	0	
	SECOND FLOOR - VICTIM / WITNESS													
	Conference Room			1	248	248	247	SECOND FLOOR			1	200	200	
	Victim / Witness Waiting Area			1	309	309	203	SECOND FLOOR			1	200	200	
	Victim / Witness Toilet Room			0	0	0					1	60	60	
	Files			1	713	713	203	SECOND FLOOR			1	400	400	
	Storage			1	42	42	249	SECOND FLOOR			0	0	0	
	Copier			1	57	57	203	SECOND FLOOR			0	0	0	
	Copy/Work Area			0	0	0					1	100	100	
								TRAINING/CONFERENCING NEEDS						
								Training and Conference Room						

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY COURTHOUSE**
 STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE: **DA - 9th Floor; Victim/Witness - 2nd Floor**
 DEPARTMENT: **District Attorney and Victim / Witness Office**
 SPACE/DIVISION:
 INTERVIEWEE: **Patricia J. Hanson**

March 1st, 2018
FINAL

Adjacencies
 Criminal Courts
 Racine County Sheriff's Office
 Victim / Witness

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.	SPACE DESCRIPTION	PRIVACY	Qty.	Size	Total	Room No.	REMARKS	PRIVACY	Qty.	Size	Total	REMARKS
							MEETINGS					
							18 Attorney Staff, <30 minutes, twice a month.					
							12 Support Staff, <60 minutes, once a month.					
							30 All Staff, <60 minutes, once a month.					
							7 Victim/Witness Staff, <60 minutes,					
							OUTSIDE CONSULTANT SPACE					
							Interns - workspace for 3-5 varied					
							ELECTRONIC FILING					
							In the process of determining how to handle scanning of closed criminal files. There are currently files in both the basement of the courthouse and at Ives Grove that are permanently stored, but need to be scanned going into the future.					
							We use a State based data storage system and participate in e-filing with the courts.					

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY COURTHOUSE**
 STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE: **DA - 9th Floor; Victim/Witness - 2nd Floor**
 DEPARTMENT: **District Attorney and Victim / Witness Office**
 SPACE/DIVISION:
 INTERVIEWEE: **Patricia J. Hanson**

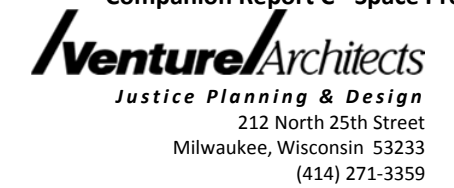
March 1st, 2018
FINAL

Adjacencies
 Criminal Courts
 Racine County Sheriff's Office
 Victim / Witness

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017				RECOMMENDED 2027					
				Qty.	Size	Total	Room No.	REMARKS	PRIVACY	Qty.	Size	Total	REMARKS
								FUTURE GROWTH NEXT 5 YEARS					
								4-8 Additional Support Staff					
								1 Additional Attorney proposed for State Budget 2019					
								SPECIAL LARGE EQUIPMENT					
								3 Copiers					
								Smart Board					
								2 Full sized refrigerators					
								File Storage on 11 rolling file shelves.					
								SECURITY REQUIREMENTS					
								Front Counter Glass					
								Security Door to Office Access					
								2 Panic Buttons, one at Front Desk, one in DA's Office					



RACINE COUNTY
Facility and Space Use Survey & Strategic Master Plan
 Racine, Wisconsin

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY COURTHOUSE**
 STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE: **DA - 9th Floor; Victim/Witness - 2nd Floor**
 DEPARTMENT: **District Attorney and Victim / Witness Office**
 SPACE/DIVISION:
 INTERVIEWEE: **Patricia J. Hanson**

March 1st, 2018
FINAL

Adjacencies
 Criminal Courts
 Racine County Sheriff's Office
 Victim / Witness

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.	SPACE DESCRIPTION	PRIVACY	EXISTING 2017							RECOMMENDED 2027								
			Qty.	Size		Total	Room No.	REMARKS	PRIVACY	Qty.	Size		Total	REMARKS				
									PARKING NEEDS Current: 2017 Staff Parking - 3 spcs. Future: 2027 Staff Parking - 3 spcs.									
									PUBLIC SPACES USED BY WEEK DAY & AM/PM									
									MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
									am	pm	am	pm	am	pm	am	pm	am	pm
									30	30	30	30	30	30	30	30	30	30
			Support Sub Total DNSF					2,587			Support Sub Total DNSF					1,624		
			Staff + Support DNSF					6,567			Staff + Support DNSF					6,464		
			Department Grossing Factor					1.35			Department Grossing Factor					1.35		
			TOTAL GSF					8,865			TOTAL GSF					8,726		

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY COURTHOUSE**
 STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE: **THIRD & FIFTH FLOORS**
 DEPARTMENT: **Family Court Commissioner's Office**
 SPACE/DIVISION:
 INTERVIEWEE: **Anisa M. Dunn**

March 1st, 2018
FINAL

Adjacencies
 Family Court
 Clerk of Courts

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017					PRIVACY		RECOMMENDED 2027				
		Cube	Office	Qty.	Size	Total	Room No.	REMARKS	Cube	Office	Qty.	Size	Total	REMARKS	
	STAFF														
	Family Court Commissioner							No plans for future staff						NOTES Department is NOT looking for additional space.	
	Anisa Dunn		x	1	242	242	553			x	1	200	200		
	Deputy Family Court Commissioner														
	Georgia Herrera		x	1	112	112	575		x	1	200	200			
	Deputy Family Court Commissioner														
	William Honrath			0	132	132		PTE - Works out of hearing room	x	1	200	200			
	Deputy Family Court Commissioner														
	Daniel Rieck		x	1	254	254	579	Share room with Paul S.	x	1	200	200			
	Deputy Family Court Commissioner														
	Paul Stenzel		x	1	0	0	579	Share room with Daniel R.	x	1	200	200			
	Deputy Court Clerk														
	Michele Sorenson		x	1	88	88	509		x	1	100	100			
	Deputy Court Clerk														
	Linda Robinson		x	1	245	245	555		x	1	100	100			
	Clerk														
	Rashae McKenzie	x		1	151	151	501	Front Desk	x	1	100	100			
	Family Court Worker														
	Donald LaFave		x	1	128	128	503		x	1	200	200			
	Family Court Worker														
	Andy Patch		x	1	122	122	507		x	1	200	200			

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY COURTHOUSE**
 STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE: **THIRD & FIFTH FLOORS**
 DEPARTMENT: **Family Court Commissioner's Office**
 SPACE/DIVISION:
 INTERVIEWEE: **Anisa M. Dunn**

March 1st, 2018
FINAL

Adjacencies
 Family Court
 Clerk of Courts

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.	SPACE DESCRIPTION	PRIVACY	
	Family Court Worker		
	Jaclyn Skalnik	x	
	Family Court Worker		
	Victoria Oleniczak	x	
	Court Commissioner		
	Vacant (3rd Floor)	x	

Staff Sub Total DNSF

Qty.	Size	Total	Room No.	REMARKS
1	150	150	505	
1	135	135	577	
1	121	121	311	

1,880

Qty.	Size	Total	REMARKS
1	200	200	
1	200	200	
1	200	200	

Staff Sub Total DNSF

2,300

SUPPORT SPACES	Cube	Office
Family Court Hearing (3rd Floor)		
Jury Deliberation (3rd Floor)		
Family Court Conference (Small)		
Clerk (5th Floor)		
Waiting Area		
Self Help Clinic		
Family Court Worker Meeting Space		
Family Court Hearing (5th Floor)		
Family Court Worker / Files (5th Floor)		
File/Workroom 5th Floor)		
Family Court Conference (Small)		
Storage (3rd Floor)		
Family Conference (3rd Floor)		
Family Conference (3rd Floor)		
Family Conference Closet (3rd Floor)		

Qty.	Size	Total	Room No.	REMARKS
1	473	473	303	
1	259	259	317	
1	110	110	511	
1	151	151	501	
1	150	150	510	
0	0	0		
0	0	0		
1	288	288	517	
1	132	132	557	
1	152	152	513	
1	125	125	515	
1	113	113	309	
1	133	133	313	
1	126	126	315	
1	7	7	310	

Qty.	Size	Total	REMARKS
1	600	600	
1	400	400	
1	150	150	
1	64	64	
1	150	150	
1	400	400	Prose Litigants
1	400	400	
1	600	600	
1	150	150	
1	150	150	
1	150	150	
1	120	120	
1	150	150	
1	150	150	
0	0	0	

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY COURTHOUSE**
 STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE: **THIRD & FIFTH FLOORS**
 DEPARTMENT: **Family Court Commissioner's Office**
 SPACE/DIVISION:
 INTERVIEWEE: **Anisa M. Dunn**

March 1st, 2018
FINAL

Adjacencies
 Family Court
 Clerk of Courts

		EXISTING 2017				RECOMMENDED 2027								
FD No.	SPACE DESCRIPTION	PRIVACY		Qty.	Size	Total	Room No.	REMARKS	PRIVACY		Qty.	Size	Total	REMARKS
								TRAINING/CONFERENCE NEEDS						
								<ul style="list-style-type: none"> Clerical Staff Meetings (12 occupants) Commissioner Meetings (6 occupants) FCW Meetings (3 occupants) Larger Meetings with Family Bar, etc (currently use 1st floor conference room) (30-occupants) 						
								CURRENT MEETING DESCRIPTION						
								4-30 attendees, lasting 1 hour, frequency bi-monthly						
								OUTSIDE CONSULTANT SPACE NEEDS						
								Potentially in the future a space for a Pro Se Self Help Center would						
								ACTIVE RECORDS PAPER FILING						
								Lateral Files:						
								~ 5-Drawers = 0; FUTURE = 0						
								~ 4-Drawers = 8; FUTURE = 0						
								~ 3-Drawers = 0; FUTURE = 0						
								~ 2-Drawers = 0; FUTURE = 0						
								Vertical Files:						
								~ 5-Drawers = 0; FUTURE = 0						
								~ 4-Drawers = 3; FUTURE = 0						
								~ 3-Drawers = 0; FUTURE = 0						
								~ 2-Drawers = 0; FUTURE = 0						
								Storage Cabinets = 3; FUTURE = 0						

Adjacencies

 Family Court
 Clerk of Courts

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY COURTHOUSE**
 STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE: **THIRD & FIFTH FLOORS**
 DEPARTMENT: **Family Court Commissioner's Office**
 SPACE/DIVISION:
 INTERVIEWEE: **Anisa M. Dunn**

March 1st, 2018
FINAL

**EXISTING
 2017**

**RECOMMENDED
 2027**

FD No.	SPACE DESCRIPTION	PRIVACY	Qty.	Size	Total	Room No.	REMARKS	PRIVACY	Qty.	Size	Total	REMARKS
							ELECTRONIC FILING - SCANS					
							We recently transition to e-filing so all of our court files are being scanned into CCAP. We also started an electronic filing program for all of our FCW files. That was a system that was set up by the County on a County computer and has gotten updated only when we have staffing to do the work, in prior years we would get a summer intern in to do the scanning and uploading but recently we have not had the staffing for it. The system is nice and the option to convert the paper to electronic is great, but it is far from ideal as it is run on a county computer which we have limited access and use of. All of the computers in our department are CCAP computers with different access and programs. It would be ideal to have an electronic storage program compatible with this. Further, our FCWs are contracted employees who do not have computers, so it can be difficult for them to access the previously scanned items.					

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY COURTHOUSE**
 STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE: **THIRD & FIFTH FLOORS**
 DEPARTMENT: **Family Court Commissioner's Office**
 SPACE/DIVISION:
 INTERVIEWEE: **Anisa M. Dunn**

March 1st, 2018
FINAL

Adjacencies
 Family Court
 Clerk of Courts

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.	SPACE DESCRIPTION	PRIVACY		Qty.	Size	Total	Room No.	REMARKS	PRIVACY		Qty.	Size	Total	REMARKS
								WORKFLOW CHANGES						
								<ul style="list-style-type: none"> 5 yr growth projection: Pro Se Litigants will require Self Help Clinic. 5 yr growth projection: Increased presence in Burlington with require FCW meeting space. 5 yr reduction projection: Storage of materials will require 						
								EXISTING/SPECIAL OFFICE EQUIP.						
								In the hearing rooms, we use a bench, a clerk's desk, counsel tables, gallery seating, recorders for making the record of the hearings, speakerphones for						
								SECURITY REQUIREMENTS						
								There is a high need for security in our department. Family law is a very high conflict area of law where the party's emotions run deep. Currently we have a number of panic buttons throughout our hearing rooms and work stations. We have locked doors at the entrances to the Commissioner's offices. All hearing rooms should have separate entrances for the public and for the Commissioner/staff to be able to exit quickly and without going through the gallery should a disruption occur. We have a roaming deputy shared with the						

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY COURTHOUSE**
 STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE: **THIRD & FIFTH FLOORS**
 DEPARTMENT: **Family Court Commissioner's Office**
 SPACE/DIVISION:
 INTERVIEWEE: **Anisa M. Dunn**

March 1st, 2018
FINAL

Adjacencies
 Family Court
 Clerk of Courts

		EXISTING 2017				RECOMMENDED 2027								
FD No.	SPACE DESCRIPTION	PRIVACY		Qty.	Size	Total	Room No.	REMARKS	PRIVACY		Qty.	Size	Total	REMARKS
								courthouse that often stays near our floor to provide visibility during our hearings. We often have prisoners transported to our hearings which require deputies to walk them over. Further, for our Domestic Abuse restraining orders we have a Deputy sit in on all of those hearings, and we often have cases that require a Deputy to sit						
								PARKING NEEDS						
								Current: 2017 Staff Parking - 2 spcs.						
								Future: 2027 Staff Parking - 3 spcs						
								PUBLIC SPACES USED BY WEEK DAY & AM/PM						
								MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY		
								am pm	am pm	am pm	am pm	am pm		
								2 2	2 2	2 2	2 2	1 1		

Support Sub Total DNSF 2,219

Support Sub Total DNSF 3,634

Staff + Support DNSF 4,099

Staff + Support DNSF 5,934

Department Grossing Factor 1.35

Department Grossing Factor 1.35

TOTAL GSF 5,534

TOTAL GSF 8,011

PART ONE SPACE PROGRAM

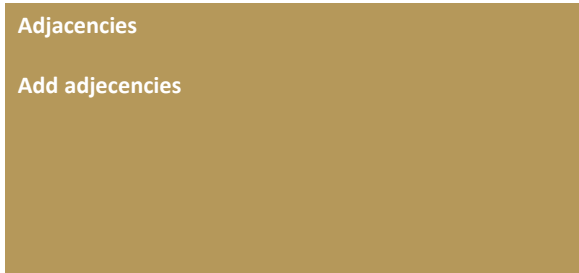
June 5th, 2018 **RACINE COUNTY COURTHOUSE**
 STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE: **2nd Floor, Suite 275**
 DEPARTMENT: **District Court Administrator (District 2)**
 SPACE/DIVISION:
 INTERVIEWEE: **Louis C. Moore**

Adjacencies
 Courts
 Clerk of Courts
 Family Court Commissioner

March 1st, 2018
FINAL

FD No.		SPACE DESCRIPTION		PRIVACY		EXISTING 2017					RECOMMENDED 2017		RECOMMENDED 2027				
				Cube	Office	Qty.	Size	Total	Room No.	REMARKS	Cube	Office	Qty.	Size	Total	REMARKS	
		STAFF															
		District Court Administrator								No plans for future staff						2017-08-31 They are State of Wisconsin employees that float between three counties that make up District 2 - Kenosha, Racine, and Walworth.	
		Louis C. Moore			x	1	240	240	279					1	160		160
		Administrative Assistant															State "LEASES" this space from Racine County.
		April M. Windham		x		1	64	64	275		x		1	64	64		
		District Reporter															35% of the time, Louis Moore is in this office.
		Leslie M. Johnson		x		1	158	158	281		x		1	64	64		
		District Reporter															Autonomous.
		Katie M. Giebel		x		1	197	197	277		x		1	64	64		
Staff Sub Total DNSF						659							Staff Sub Total DNSF				
													352				

SUPPORT SPACES		PRIVACY							PRIVACY									
		Cube	Office	Qty.	Size	Total	Room No.	REMARKS	Cube	Office	Qty.	Size	Total	REMARKS				
				1	120	120	275				1	120	120					
				1		0					1		0					
				1		0					1		0					
				1		0					1		0					
				1		0					1		0					
				1		0					1		0					
Support Sub Total DNSF						120							Support Sub Total DNSF					
													120					
Medical Exam Storage f + Support DNSF						1,020					Staff + Support DNSF							
											472							
Department Grossing Factor						1.35					Department Grossing Factor							
											1.35							
TOTAL GSF						1,377					TOTAL GSF							
											637							



PART ONE SPACE PROGRAM

June 5th, 2018 RACINE COUNTY COURTHOUSE
STREET ADDRESS: 730 WISCONSIN AVENUE, RACINE, WI 53403
FLOOR / SUITE: 6th Floor
DEPARTMENT: Register in Probate
SPACE/DIVISION:
INTERVIEWEE: Bruce Fishbain

March 1st, 2018 FINAL

Main data table with columns for EXISTING 2017 and RECOMMENDED 2027. Includes sub-tables for STAFF, SUPPORT SPACES, and summary rows for Staff Sub Total DNSF, Support Sub Total DNSF, Staff + Support DNSF, Department Grossing Factor, and TOTAL GSF.

PART ONE SPACE PROGRAM

June 5th, 2018
RACINE COUNTY LAW ENFORCEMENT CENTER
 STREET ADDRESS: **717 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE:
 DEPARTMENT: **SHERIFF'S OFFICE**
 SPACE/DIVISION: **Administration Division**
 INTERVIEWEE: **Captain James Weidner**

Adjacencies
 Jail
 Juvenile Detention
 Operations
 Support Services

March 1st, 2018
FINAL

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017					PRIVACY		RECOMMENDED 2027				
		Cube	Office	Qty.	Size	Total	Room No.	REMARKS	Cube	Office	Qty.	Size	Total	REMARKS	
	STAFF														
	Sheriff														
	Christopher Schmaling		x	1	204	204	MA422	LEC		x	1	200	200	IVES GROVE	
	Chief Deputy														
	John Hanrahan		x	1	205	205	MA424	LEC		x	1	200	200	IVES GROVE	
	Sheriff's Secretary/Admin. Assistant														
	Lori Roberts	x		1	120	120	A	LEC	x		1	120	120	IVES GROVE	
	Captain, Support Services														
	Daniel Adams		x	1	137	137	MA425	LEC		x	1	150	150	IVES GROVE	
	Captain, Operations														
	James Weidner		x	1	137	137	MA428	LEC		x	1	150	150	IVES GROVE	
	Patrol Captain														
	James Weidner		x	1	0	0	133	(CHECK OPERATION DIVISION)		x	1	0	0		
	Captain, Jail														
	Douglas Wearing		x	0	0	0		In Jail		x	0	0	0	In Jail	
	Lieutenant, Patrol (1st Shift)														
	Daniel Klatt		x	1	0	0	132	(CHECK OPERATION DIVISION)		x	1	0	0		
	Lieutenant, Patrol (2nd Shift)														
	Chuck Gehrand		x	1	0	0	131	(CHECK OPERATION DIVISION)		x	1	0	0		
	Lieutenant, Patrol (3rd Shift)														
	David Kinservik		x	1	0	0	130	(CHECK OPERATION DIVISION)		x	1	0	0		

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY LAW ENFORCEMENT CENTER**
 STREET ADDRESS: **717 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE:
 DEPARTMENT: **SHERIFF'S OFFICE**
 SPACE/DIVISION: **Administration Division**
 INTERVIEWEE: **Captain James Weidner**

Adjacencies
 Jail
 Juvenile Detention
 Operations
 Support Services

March 1st, 2018
FINAL

		EXISTING 2017					RECOMMENDED 2027						
FD No.	SPACE DESCRIPTION	PRIVACY	Qty.	Size	Total	Room No.	REMARKS	PRIVACY	Qty.	Size	Total	REMARKS	
	Lieutenant, Criminal Investigation Unit												
	Chad Schulman	x	1	0	0	168	(CHECK OPERATION DIVISION)	x	1	0	0		
	Sergeant, Patrol (1st Shift)		1	0	0	167	(CHECK OPERATION DIVISION)	x	1	0	0		
	Sergeant, Patrol (2nd Shift)		1	0	0	167	(CHECK OPERATION DIVISION)	x	1	0	0		
	Sergeant , Patrol (3rd Shift)		1	0	0	167	(CHECK OPERATION DIVISION)	x	1	0	0		
	Lieutenant, Support Services												
	Shawn Barker	x	1	136	136	MA426	LEC Location	x	1	150	150	Includes supplies	
	Lieutenant, Jail												
	Gary Madrigal	x	0	0	0		In Jail	x	0	0	0	In Jail	
	Lieutenant, Administrative (for Patrol)												
	VACANT		1	0	0			x	1	120	120		
	Records Supervisor												
	Ryan Geary		1	163	163	MA409	LEC Location		1	120	120	Stays At LEC	
	FUTURE STAFF												
	Sergeant, Patrol		0	0	0				1	120	120		
	Captain, New Division		0	0	0				1	150	150	NEW DIVISION	
	Lieutenant		0	0	0				2	150	300		
	Deputies		0	0	0				1	300	300	10-15 Deputies (Various Capacities)	
	Fleet Mechanic		0	0	0		See Operations Division		0	0	0	See Operations Division	
Staff Sub Total DNSF			1,102					Staff Sub Total DNSF			1,960		

PART ONE SPACE PROGRAM

June 5th, 2018
RACINE COUNTY LAW ENFORCEMENT CENTER
 STREET ADDRESS: **717 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE:
 DEPARTMENT: **SHERIFF'S OFFICE**
 SPACE/DIVISION: **Administration Division**
 INTERVIEWEE: **Captain James Weidner**

Adjacencies
 Jail
 Juvenile Detention
 Operations
 Support Services

March 1st, 2018
FINAL

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017					PRIVACY		RECOMMENDED 2027				
		Cube	Office	Qty.	Size	Total	Room No.	REMARKS	Cube	Office	Qty.	Size	Total	REMARKS	
	SUPPORT SPACES														
	Sheriff's Conference Room			1	432	432	MA430	LEC			1	500	500	IVES GROVE	
	Mail Boxes			1	100	100	N/A	LEC (Corridor)			1	100	100	IVES GROVE	
	Training Storage			1	128	128	MA434	LEC			1	300	300	IVES GROVE	
	Deputies' Report Writing			1	114	114	N/A	LEC (North of MA433)			1	120	120	IVES GROVE	
	Copy / Work Room			1	135	135	B	LEC			1	140	140	IVES GROVE	
	Training Storage			1	78	78	N/A	LEC (North of MA433)			1	120	120	IVES GROVE	
	Storage			1	114	114	MA429	LEC			1	200	200	IVES GROVE	
	Computer Training Room			1	537	537	MA414	LEC			1	600	600	IVES GROVE	
	Storage			1	83	83	MA417	LEC			1	120	120	IVES GROVE	
	Break Room			1	183	183	MA410	LEC			1	200	200	IVES GROVE	
	Sheriff's Toilet			1	25	25	MA422	LEC			1	50	50	IVES GROVE	
	Sheriff's Closet			1	36	36	MA422	LEC			1	40	40	IVES GROVE	
	Administrative Conference			1	465	465	MA415	LEC			1	460	460	IVES GROVE	
	Interview			1	83	83	MA416	LEC			2	100	200	IVES GROVE	
	Interview			1	83	83	MA418	LEC			0	0	0	IVES GROVE	
	Records, Storage			1	1,184	1,184	MA404	LEC			1	800	800	Stays At LEC	
	Records, Wait/Lobby			1	176	176	MA404	LEC			1	200	200	Stays At LEC	
	Service Counter			1	63	63	MA403	LEC			1	100	100	Stays At LEC	
	Process/Print			1	46	46	N/A	LEC			1	100	100	Stays At LEC	
	DNA			1	57	57	MA401	LEC			1	100	100	Stays At LEC	
	Support Sub Total DNSF				4,122							4,450			

Staff + Support DNSF	5,224
Department Grossing Factor	1.35
TOTAL GSF	7,052

Staff + Support DNSF	6,410
Department Grossing Factor	1.35
TOTAL GSF	8,654

Staff + Support Staying at LEC GSF = 1,917

TOTAL GSF LEC STAFF & SUPPORT AT LEC = 6,737

Adjacencies
 Add adjecencies

PART ONE SPACE PROGRAM

June 5th, 2018
RACINE COUNTY SHERIFF'S PATROL STATION
 STREET ADDRESS: **14116 WASHINGTON AVENUE, STURTEVANT, WI 53177**
 FLOOR / SUITE:
 DEPARTMENT: **SHERIFF'S OFFICE**
 SPACE/DIVISION: **Operations Division**
 INTERVIEWEE: **Captain James Weidner**

March 1st, 2018
FINAL

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017					PRIVACY		RECOMMENDED 2027				
		Cube	Office	Qty.	Size	Total	Room No.	REMARKS	Cube	Office	Qty.	Size	Total	REMARKS	
	STAFF														
	Captain, Operations Division														
	James Weidner			0	0	0	133	Accounted for in Admin Division program			0	0	0	Accounted for in Admin Division program	
	STRATEGIC PATROL UNITS (SPU)														
	Traffic Patrol			2	0	0					2	0	0	ROAD PATROL	
	I-94 Patrol			6	0	0					6	0	0	ROAD PATROL	
	K-9 Patrol			4	0	0					4	0	0	ROAD PATROL	
	East of I-94 Patrol			6	0	0					6	0	0	ROAD PATROL	
	PATROL														
	Captain Patrol														
	James Weidner		x	1	153	153	133			x	1	150	150		
	Lieutenant, Patrol (1st Shift)		x	1	141	141	132			x	1	150	150		
	Daniel Klatt														
	Lieutenant, Patrol (2nd Shift)		x	1	140	140	131			x	1	150	150		
	Chuck Gehrand														
	Lieutenant, Patrol (3rd Shift)		x	1	144	144	130			x	1	150	150		
	David Kinservik														
	Sergeant, Patrol (1st Shift)		x	2	0	0	132				1	150	150	3 Positions SHARE	
	Sergeant, Patrol (2nd Shift)		x	2	0	0	131				1	150	150	3 Positions SHARE	
	Sergeant, Patrol (3rd Shift)		x	2	0	0	130				1	150	150	3 Positions SHARE	

Adjacencies
 Add adjecencies

PART ONE SPACE PROGRAM

June 5th, 2018
RACINE COUNTY SHERIFF'S PATROL STATION
 STREET ADDRESS: **14116 WASHINGTON AVENUE, STURTEVANT, WI 53177**
 FLOOR / SUITE:
 DEPARTMENT: **SHERIFF'S OFFICE**
 SPACE/DIVISION: **Operations Division**
 INTERVIEWEE: **Captain James Weidner**

March 1st, 2018
FINAL

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017					PRIVACY		RECOMMENDED 2027				
				Qty.	Size	Total	Room No.	REMARKS			Qty.	Size	Total	REMARKS	
	METRO DRUG UNIT														
	Metro Drug Unit Sergeant														
	Keith Dobash	x		1	502	502	123		x	1	120	120			
	Metro Drug Unit Agents	x		7	0	0		SHARED with Metro Drug Sergeant	x	1	800	800	ADD Future Jurisdictions and ADD County; FUTURE Agents; Depending on Counties.		
	CRIMINAL INVESTIGATION UNIT														
	Lieutenant														
	Chad Schullman		x	1	103	103	168		x	1	120	120			
	VACANT														
	Part of Detective Bureau	x		1	226	226	164		x	1	120	120			
	Agents	x		1	662	662	163	13 Agents ; SHARED	x	1	1,000	1,000	15 Agents; SHARED		
	Sergeant														
	FUTURE			0	0	0			x	1	120	120	FUTURE		
	Civil Process Agent														
	FUTURE			0	0	0				2	0	0	FUTURE; will remain Downtown at LEC		
	Sergeant														
	Unassigned			1	104	104	167		x	1	120	120			
	Warrants Specialist														
	Christina Mueller		x	1	70	70	142	works out of a closet	x	1	120	120			
	Open Office (Deputy Workstation & Mech.)	x		1	400	400	141	4 Work Stations: 2 warrant & 2 civil	x	1	240	240	4 Work Stations		

Adjacencies
 Add adjecencies

PART ONE SPACE PROGRAM

June 5th, 2018
RACINE COUNTY SHERIFF'S PATROL STATION
 STREET ADDRESS: **14116 WASHINGTON AVENUE, STURTEVANT, WI 53177**
 FLOOR / SUITE:
 DEPARTMENT: **SHERIFF'S OFFICE**
 SPACE/DIVISION: **Operations Division**
 INTERVIEWEE: **Captain James Weidner**

March 1st, 2018
FINAL

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017					PRIVACY		RECOMMENDED 2027				
		Cube	Office	Qty.	Size	Total	Room No.	REMARKS	Cube	Office	Qty.	Size	Total	REMARKS	
	SUPPORT SPACES														
	Waiting Area			1	117	117	149				1	150	150		
	Public Conference Room			0	0	0					1	150	150		
	Public Toilet Room (Male)			1	96	96	158				1	150	150		
	Public Toilet Room (Female)			1	52	52	159				1	150	150		
	Patrol Files			1	200	200	127				1	300	300		
	Patrol Roll Call Room			1	328	328	128				1	500	500		
	Patrol Equipment Room			0	0	0					1	300	300		
	Patrol Radio Equipment Room			0	0	0					1	120	120		
	Interview Room			1	103	103	140				3	100	300	2 @ Ives Grove / 1 LEC; MOVE TO IVES	
	Intoxilizer Room			1	62	62	151				1	100	100		
	Holding Room			1	57	57	152				4	70	280		
	Booking Area / Fingerprinting			0	0	0					1	200	200		
	Staff Lockers (Male)			1	640	640	113	80 Lockers (Shared Space)			1	800	800	94 Lockers Now + 20 Future = 130-150 or 2/3 Male and 1/3 Female	
	Staff Lockers (Female)			1	160	160	113	20 Lockers (Shared Space)			1	200	200		
	Staff Toilet / Shower (Male)			0	0	0	119/125	SHARED with 911			1	360	360		
	Staff Toilet / Shower (Female)			0	0	0	122/126	SHARED with 911			1	360	360		
	Staff Exercise			0	0	0					1	1,000	1,000		
	Staff Exercise Storage			0	0	0					1	200	200	SHARED WITH EOC	
	Staff Training Storage			0	0	0					1	300	300		
	Staff Breakroom			1	227	227	105				1	200	200		
	Mail Boxes			1	120	120	127				1	120	120		
	Staff Conference Room			0	0	0					1	500	500	Briefing	
	SWAT Equipment Room			1	231	231	136				1	800	800	Make 3 Rooms; Includes small conference room for briefing.	
	SWAT Equipment Room			1	192	192	154				0	0	0		
	SWAT Shower			1	36	36	162				1	60	60		
	Closets			1	10	10	109				0	0	0		
	Garage			1	2,414	2,414	160				2800	2800	2,800		
	Evidence Storage Above			1	115	115	161				0	0	0		
	Sprinkler			1	26	26	129				0	0	0		

Adjacencies
 Add adjecencies

PART ONE SPACE PROGRAM

June 5th, 2018
RACINE COUNTY SHERIFF'S PATROL STATION
 STREET ADDRESS: **14116 WASHINGTON AVENUE, STURTEVANT, WI 53177**
 FLOOR / SUITE:
 DEPARTMENT: **SHERIFF'S OFFICE**
 SPACE/DIVISION: **Operations Division**
 INTERVIEWEE: **Captain James Weidner**

March 1st, 2018
FINAL

		EXISTING 2017					RECOMMENDED 2027					
FD No.	SPACE DESCRIPTION	PRIVACY	Qty.	Size	Total	Room No.	REMARKS	PRIVACY	Qty.	Size	Total	REMARKS
	Vending		1	153	153	138			1	60	60	
	Criminal Investigation Unit Storage		1	80	80	166			1	300	300	
	Criminal Investigation Unit Copy Room		1	113	113	165			1	150	150	
	MILO Inactive System		0	0	0				1	200	200	Future Wishlist
	Evidence Processing		1	396	396	135	IVES GROVE		1	500	500	Work Room
	Evidence Processing		1	165	165	MA406	at LEC		0	0	0	IVES GROVE
	Evidence Drying Room		1	51	51	MA406	at LEC		1	150	150	IVES GROVE
	Evidence Lockers		0	0	0				1	200	200	IVES GROVE; Pass Through Lockers
	Evidence Storage - A		1	286	286	N/A	at LEC (Old Number System # 1086)		1	3,000	3,000	IVES GROVE
	Evidence Storage - B		1	661	661	N/A	at LEC (Old Number System # 1061)		0	0	0	IVES GROVE
	Evidence Storage - C		1	605	605	LJ5	Fire Arms & Drugs		1	800	800	IVES GROVE
	Evidence Storage - D		1	1,558	1,558	LJR	Secure Room Within Garage		0	0	0	IVES GROVE
	Evidence Storage - E		1	300	300	N/A	Long term evidence storage		1	600	600	EVIDENCE STORAGE = 4,400 Total SF
	Vehicle Evidence Storage		0	0	0		Not included here		0	0	0	Not included here
	Fleet Storage		0	0	0				0	0	0	Not included here
	Special Purpose Vehicles		0	0	0				0	0	0	Not included here
	Armory		1	75	75	147			1	300	300	Cleaning, Storage
	Metro - Area for Task Force/Gang Task Force		0	0	0		Remote Location		0	0	0	Remote Location
	Personal Equipment/Dress Out		0	0	0				1	800	800	30 People; Equipment & Conference/Briefing
	Swat Shower		1	36	36	139			1	60	60	
	Swat Closet		1	16	16	137			0	0	0	
	Telephone		1	83	83	144			1	100	100	
	CIV Storage Room		1	68	68	107			0	0	0	
Support Sub Total DNSF			9,832			Support Sub Total DNSF			17,620			
Staff + Support DNSF			12,935			Staff + Support DNSF			22,150			
Department Grossing Factor			1.35			Department Grossing Factor			1.35			
TOTAL GSF			17,462			TOTAL GSF			29,903			

PART ONE SPACE PROGRAM

June 5th, 2018
RACINE COUNTY SHERIFF'S PATROL STATION
 STREET ADDRESS: **14116 WASHINGTON AVENUE, STURTEVANT, WI 53177**
 FLOOR / SUITE:
 DEPARTMENT: **SHERIFF'S OFFICE**
 SPACE/DIVISION: **Support Services Division**
 INTERVIEWEE: **Captain Daniel Adams**

March 1st, 2018
FINAL

Adjacencies
 Add adjecencies

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.	SPACE DESCRIPTION	PRIVACY		Qty.	Size	Total	Room No.	REMARKS	PRIVACY		Qty.	Size	Total	REMARKS
		Cube	Office						Cube	Office				
	STAFF													
	Captain, Support Services Division													
	Daniel Adams		x	0	0	0		Accounted In Administration		x	0	0	0	Accounted for in Admin Division
	Sergeant, Planning & Training													
	Kelly Gomez		x	1	136	136	MA427	LEC		x	1	120	120	IVES GROVE
	Probation & Patrol Office													
	Kim Dexter		x	1	203	203	MA433	2 Positions; LEC		x	0	0	0	Stay at LEC
	Mark Manchester													
	Internet Crimes Investigator													
	John Bechman	x		1	416	416	MA420	2 Positions; LEC		x	1	240	240	2-Positions; IVES GROVE
	Al Mihelich													
	Warrants Unit													
	George Rainey	x		1	417	417	MA420	1 Position; LEC		x	1	120	120	IVES GROVE
	Scott Schmidt													
	Domestic Violence Deputy													
	Andrew Sparks			1	83	83	MA419	LEC		x	1	120	120	IVES GROVE
	Civil Process Division													
	Brian Gronze			1	211	211	MA412	LEC		x	1	200	200	IVES GROVE
	Jerry Hipper													
	Records Supervisor													
	Ryan Geary		x	1	0	0	MA409	Accounted In Administration		x	0	0	0	STAY AT LEC
	Warrants Unit													
	Dep. George Rainey	x		1	106	106	MA411	LEC			1	120	120	IVES GROVE
	Dep. Scott Schmidt													
	Lieutenant, Support Services													
	Shawn Barker			1	0	0	MA426	Accounted In Administration			1	0	0	

PART ONE SPACE PROGRAM

June 5th, 2018
RACINE COUNTY SHERIFF'S PATROL STATION
 STREET ADDRESS: **14116 WASHINGTON AVENUE, STURTEVANT, WI 53177**
 FLOOR / SUITE:
 DEPARTMENT: **SHERIFF'S OFFICE**
 SPACE/DIVISION: **Support Services Division**
 INTERVIEWEE: **Captain Daniel Adams**

March 1st, 2018
FINAL

Adjacencies
 Add adjecencies

		EXISTING 2017					RECOMMENDED 2027								
FD No.	SPACE DESCRIPTION	PRIVACY	Qty.	Size	Total	Room No.	REMARKS	PRIVACY	Qty.	Size	Total	REMARKS			
	Sergeant - Courts / Conveyance														
	Bill Mattke		1	199	199	LC306	LEC		0	0	0	STAY AT LEC			
	Courts Sgt. Office														
	William Mattke		1	199	199	LC306	LEC		0	0	0	STAY AT LEC			
	Deputy, Court Security														
	(12 Persons)		1	541	541	N/A	LEC (West/Adjacent to EL1) (12 Persons at LEC & Courthouse)		1	800	800	STAY AT LEC			
	Senior Clerk Typist														
	Tiffany Babger		1	0	0	MA404	(COUNTED IN ADMINISTRATION)		0	0	0	(COUNTED IN ADMINISTRATION)			
	Senior Clerk Typist														
	Courtney Netvinger		1	0	0	MA404	(COUNTED IN ADMINISTRATION)		0	0	0	(COUNTED IN ADMINISTRATION)			
	Contracted Records Clerk														
	Aheii Westnate		1	0	0	MA404	(COUNTED IN ADMINISTRATION)		0	0	0	(COUNTED IN ADMINISTRATION)			
	Contracted Records Clerk														
	VACANT		1	0	0	MA404	(COUNTED IN ADMINISTRATION)		0	0	0	(COUNTED IN ADMINISTRATION)			
Staff Sub Total DNSF			2,511					Staff Sub Total DNSF			1,720				

PART ONE SPACE PROGRAM

June 5th, 2018
RACINE COUNTY SHERIFF'S PATROL STATION
 STREET ADDRESS: **14116 WASHINGTON AVENUE, STURTEVANT, WI 53177**
 FLOOR / SUITE:
 DEPARTMENT: **SHERIFF'S OFFICE**
 SPACE/DIVISION: **Support Services Division**
 INTERVIEWEE: **Captain Daniel Adams**

March 1st, 2018
FINAL

Adjacencies
 Add adjecencies

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.	SPACE DESCRIPTION	PRIVACY	
SUPPORT SPACES			
		Cube	Office
	Records Waiting / Lobby		
	Records Service Counter		
	Civilian Records Storage		
	Process / Print		
	DNA		

Qty.	Size	Total	Room No.	REMARKS
1	176	176	MA404	
1	63	63	MA403	
1	1,184	1,184	MA404	
1	46	46	MA404	
1	57	57	MA401	

Qty.	Size	Total	REMARKS
0	200	200	STAY AT LEC
0	200	200	STAY AT LEC
0	1,200	1,200	STAY AT LEC
0	100	100	STAY AT LEC
0	60	60	STAY AT LEC

Support Sub Total DNSF **1,526**

Support Sub Total DNSF **1,760**

Staff + Support DNSF **4,037**
 Department Grossing Factor **1.35**
TOTAL GSF 5,450

Staff + Support DNSF **3,480**
 Department Grossing Factor **1.35**
TOTAL GSF 4,698

Staff + Support Staying at LEC GSF = **3,618**

TOTAL GSF LEC STAFF & SUPPORT AT LEC = 1,080

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY SHERIFF'S PATROL STATION**
 STREET ADDRESS: **14116 WASHINGTON AVENUE, STURTEVANT, WI 53177**
 FLOOR / SUITE:
 DEPARTMENT: **Racine County 911 Communications Center**
 SPACE/DIVISION:
 INTERVIEWEE: **Jacqueline Bratz**

March 1st, 2018
FINAL

Adjacencies
 Department Assigned IT personnel

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017					PRIVACY		RECOMMENDED 2027				
		Cube	Office	Qty.	Size	Total	Room No.	REMARKS	Cube	Office	Qty.	Size	Total	REMARKS	
	STAFF														
	Director of Communications														
	Jacqueline Bratz		x	1	119	119	118			x	1	120	120		
	Assistant Director of Communications														
	Jody Howell		x	1	122	122	117			x	1	120	120		
	Supervisor														
	FUTURE			0	0	0				x	1	120	120	FUTURE POSITION	
	Dispatch Center	x		1	2,108	2,108	124	14 Positions; Includes files			1	2,108	2,108	14 Positions; Includes files; 6 FUTURE Positions - see this section	
	First Shift Supervisor														
	Steve Wojciechowski	x		0	0	0					0	0	0		
	Second Shift Supervisor														
	Marco Jaimez	x		0	0	0					0	0	0		
	Third Shift Supervisor														
	Stacy Baumeister	x		0	0	0					0	0	0		
	Dispatcher														
	Kathy Valetti	x		0	0	0					0	0	0		
	Dispatcher														
	Carla Jameson	x		0	0	0					0	0	0		
	Dispatcher														
	April Cruz	x		0	0	0					0	0	0		

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY SHERIFF'S PATROL STATION**
 STREET ADDRESS: **14116 WASHINGTON AVENUE, STURTEVANT, WI 53177**
 FLOOR / SUITE:
 DEPARTMENT: **Racine County 911 Communications Center**
 SPACE/DIVISION:
 INTERVIEWEE: **Jacqueline Bratz**

March 1st, 2018
FINAL

Adjacencies
 Department Assigned IT personnel

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017				PRIVACY		RECOMMENDED 2027				
				Qty.	Size	Total	Room No.	REMARKS			Qty.	Size	Total	REMARKS
	Dispatcher													
	Robert Forsman	x		0	0	0			x		0	0	0	
	Dispatcher													
	Janet Jones	x		0	0	0			x		0	0	0	
	Dispatcher													
	Michelle Emery	x		0	0	0			x		0	0	0	
	Dispatcher													
	Candy Sue Jackson	x		0	0	0			x		0	0	0	
	Dispatcher													
	Julie Silverstein	x		0	0	0			x		0	0	0	
	Dispatcher													
	Amy Chess	x		0	0	0			x		0	0	0	
	Dispatcher													
	Chris Morin	x		0	0	0			x		0	0	0	
	Dispatcher													
	Kim Anchondo	x		0	0	0			x		0	0	0	
	Dispatcher													
	Megan Jaeck	x		0	0	0			x		0	0	0	
	Dispatcher													
	Krysten Merten	x		0	0	0			x		0	0	0	
	Dispatcher													
	Jennifer Campeau	x		0	0	0			x		0	0	0	

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY SHERIFF'S PATROL STATION**
 STREET ADDRESS: **14116 WASHINGTON AVENUE, STURTEVANT, WI 53177**
 FLOOR / SUITE:
 DEPARTMENT: **Racine County 911 Communications Center**
 SPACE/DIVISION:
 INTERVIEWEE: **Jacqueline Bratz**

Adjacencies
 Department Assigned IT personnel

March 1st, 2018
FINAL

		EXISTING 2017				RECOMMENDED 2027								
FD No.	SPACE DESCRIPTION	PRIVACY		Qty.	Size	Total	Room No.	REMARKS	PRIVACY		Qty.	Size	Total	REMARKS
	Dispatcher													
	Emily Manske	x		0	0	0			x		0	0	0	
	Dispatcher													
	Kim Arbour	x		0	0	0			x		0	0	0	
	Dispatcher													
	Patricia Cruz	x		0	0	0			x		0	0	0	
	Dispatcher													
	Sarah Schmidt	x		0	0	0			x		0	0	0	
	Dispatcher													
	Ada Klemick	x		0	0	0			x		0	0	0	
	Dispatcher													
	Joseph Bednarek	x		0	0	0			x		0	0	0	
	Dispatcher													
	Amanda Kopatich	x		0	0	0			x		0	0	0	
	Dispatcher													
	Brian LoPiccolo	x		0	0	0			x		0	0	0	
	Dispatcher													
	Leticia Sanchez	x		0	0	0			x		0	0	0	
	Dispatcher													
	Jessica Zimmermann	x		0	0	0			x		0	0	0	
	Dispatcher													
	Chelsy McCrackin	x		0	0	0			x		0	0	0	

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY SHERIFF'S PATROL STATION**
 STREET ADDRESS: **14116 WASHINGTON AVENUE, STURTEVANT, WI 53177**
 FLOOR / SUITE:
 DEPARTMENT: **Racine County 911 Communications Center**
 SPACE/DIVISION:
 INTERVIEWEE: **Jacqueline Bratz**

March 1st, 2018
FINAL

Adjacencies
 Department Assigned IT personnel

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017					PRIVACY		RECOMMENDED 2027				
				Qty.	Size	Total	Room No.	REMARKS			Qty.	Size	Total	REMARKS	
	Dispatcher														
	Jiro Kaiserlian	x		0	0	0			x		0	0	0		
	Dispatcher														
	Kathleen Miller	x		0	0	0			x		0	0	0		
	Dispatcher														
	Sara McCabe	x		0	0	0			x		0	0	0		
	Dispatcher														
	Matthew Werra	x		0	0	0			x		0	0	0		
	Dispatcher														
	David Kettinger	x		0	0	0			x		0	0	0		
	Dispatcher														
	Megan Mullikin	x		0	0	0			x		0	0	0		
	Dispatcher														
	Tiffany Truckey	x		0	0	0			x		0	0	0		
	Dispatcher														
	Thomas Nehring	x		0	0	0			x		0	0	0		
	Dispatcher														
	Alexis Murray	x		0	0	0			x		0	0	0		
	Dispatcher														
	Rachel Koessl	x		0	0	0			x		0	0	0		
	Dispatcher														
	Samantha Hosta	x		0	0	0			x		0	0	0		

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY SHERIFF'S PATROL STATION**
 STREET ADDRESS: **14116 WASHINGTON AVENUE, STURTEVANT, WI 53177**
 FLOOR / SUITE:
 DEPARTMENT: **Racine County 911 Communications Center**
 SPACE/DIVISION:
 INTERVIEWEE: **Jacqueline Bratz**

March 1st, 2018
FINAL

Adjacencies
 Department Assigned IT personnel

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017				PRIVACY		RECOMMENDED 2027				
				Qty.	Size	Total	Room No.	REMARKS			Qty.	Size	Total	REMARKS
	Dispatcher													
	Jamie Roeder	x		0	0	0			x		0	0	0	
	Dispatcher													
	Arianna Toutant	x		0	0	0			x		0	0	0	
	Dispatcher													
	Elisha Hileman	x		0	0	0			x		0	0	0	
	Dispatcher													
	Brent Serak	x		0	0	0			x		0	0	0	
	Dispatcher													
	Stephanie Langenfeld	x		0	0	0			x		0	0	0	
	Dispatcher													
	Angela Rudig	x		0	0	0			x		0	0	0	
	Dispatcher													
	Danielle Scott	x		0	0	0			x		0	0	0	
	Dispatcher													
	Ammie Roberson	x		0	0	0			x		0	0	0	
	Dispatcher													
	Zachary Hovan	x		0	0	0			x		0	0	0	
	Dispatcher													
	Kenah Oliver	x		0	0	0			x		0	0	0	
	Dispatcher													
	FUTURE			0	0	0			x		6	150	900	FUTURE Stations; 6 positions

Adjacencies
Department Assigned IT personnel

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY SHERIFF'S PATROL STATION**
STREET ADDRESS: **14116 WASHINGTON AVENUE, STURTEVANT, WI 53177**
FLOOR / SUITE:
DEPARTMENT: **Racine County 911 Communications Center**
SPACE/DIVISION:
INTERVIEWEE: **Jacqueline Bratz**

March 1st, 2018
FINAL

		EXISTING 2017				RECOMMENDED 2027							
FD No.	SPACE DESCRIPTION	PRIVACY	Qty.	Size	Total	Room No.	REMARKS	PRIVACY	Qty.	Size	Total	REMARKS	
	IT Staff	x	1	122	122	116	SHARED; 3 Staff in room	x	1	150	150		
Staff Sub Total DNSF			2,471				Staff Sub Total DNSF			3,518			

SUPPORT SPACES		Cube	Office	Qty.	Size	Total	Room No.	REMARKS	Cube	Office	Qty.	Size	Total	REMARKS
	Server Room			1	271	271	115				1	270	270	
	Break Room			0	277	0	105	Shared with Operations Division			1	200	200	
	Supplies			1	92	92	104				1	92	92	
	Conference Room			0	0	0					1	200	200	Occupancy 10
	Toilet/Locker Room - Male			0	218	0	119	Shared with Operations Division			1	218	218	
	Toilet/Locker Room - Female			0	210	0	122	Shared with Operations Division			1	210	210	
	Shower - Male			0	60	0	125	Shared with Operations Division			1	60	60	
	Shower - Female			0	58	0	126	Shared with Operations Division			1	58	58	
	IT Kitchen			1	0	0	116	Used By I.T. Staff			1	120	120	Fully Dedicated Kitchen
	Lockers			1	390	390	110				1	500	500	Includes Future
								TRAINING/CONFERENCE NEEDS						
								• Training Room (40-50 Occupants)						
								• Conference/Meeting Rooms						
								CURRENT MEETING DESCRIPTION						
								20-25 attendees, lasting 1-1.5						

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY SHERIFF'S PATROL STATION**
 STREET ADDRESS: **14116 WASHINGTON AVENUE, STURTEVANT, WI 53177**
 FLOOR / SUITE:
 DEPARTMENT: **Racine County 911 Communications Center**
 SPACE/DIVISION:
 INTERVIEWEE: **Jacqueline Bratz**

March 1st, 2018
FINAL

Adjacencies
 Department Assigned IT personnel

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017				REMARKS	PRIVACY		RECOMMENDED 2027								
				Qty.	Size	Total	Room No.				Qty.	Size	Total	REMARKS					
								OUTSIDE CONSULTANT SPACE NEEDS											
								1 Small Office – IT Personnel: 90 sf											
								ACTIVE RECORDS PAPER FILING											
								Lateral Files:											
								~ 5-Drawers = 7; FUTURE + = 0											
								~ 4-Drawers = 0; FUTURE + = 0											
								~ 3-Drawers = 0; FUTURE + = 0											
								~ 2-Drawers = 0; FUTURE + = 0											
								Vertical Files:											
								~ 5-Drawers = 0; FUTURE + = 0											
								~ 4-Drawers = 1; FUTURE + = 0											
								~ 3-Drawers = 0; FUTURE + = 0											
								~ 2-Drawers = 0; FUTURE + = 0											
								Storage Cabinets = 0; FUTURE + = 0											
								ELECTRONIC FILING - SCAN											
								We have a computer drive dedicated to our department needs, the U Drive. Please refer to IT department for specifics on the space used for this. (There is currently 894 GB free of 1.91 TB of											
								ELECTRONIC FILING - NEW											
								We strive to continue to eliminate paper forms used, and use											
								WORKFLOW CHANGES											
								- 5 yr growth projection staff (by adding Burlington.											

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY SHERIFF'S PATROL STATION**
 STREET ADDRESS: **14116 WASHINGTON AVENUE, STURTEVANT, WI 53177**
 FLOOR / SUITE:
 DEPARTMENT: **Racine County 911 Communications Center**
 SPACE/DIVISION:
 INTERVIEWEE: **Jacqueline Bratz**

March 1st, 2018
FINAL

Adjacencies
 Department Assigned IT personnel

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.	SPACE DESCRIPTION	PRIVACY	Qty.	Size	Total	Room No.	REMARKS	PRIVACY	Qty.	Size	Total	REMARKS
							EXISTING/SPECIAL OFFICE EQUIP.					
							<ul style="list-style-type: none"> • 2 large printer/scanner/ copiers • 2 TV Monitors (security camera monitoring) • 1 TV Monitor (I-94 Traffic Monitoring) 					
							SECURITY REQUIRMENTS					
							<ul style="list-style-type: none"> • Card Reader Access into building. • Card Reader access into Communications Center. • Cameras directed at entrance/exit points of 					
							PARKING NEEDS					
							Current: 2017 Staff Parking - 15 spcs.					
							Future:					
							PUBLIC SPACES USED BY WEEK DAY & AM/PM					
							MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
							am	pm	am	pm	am	pm
							15	15	15	15	15	15

Support Sub Total DNSF	753
Staff + Support DNSF	3,224
Department Grossing Factor	1.35
TOTAL GSF	4,352

Support Sub Total DNSF	1,928
Staff + Support DNSF	5,446
Department Grossing Factor	1.35
TOTAL GSF	7,352

RACINE COUNTY

Facility and Space Use Survey & Strategic Master Plan

Racine, Wisconsin

Adjacencies

Medical Examiner

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY LAW ENFORCEMENT CENTER**

STREET ADDRESS: **717 WISCONSIN AVENUE, RACINE, WI 53403**

FLOOR / SUITE:

DEPARTMENT: **Emergency Management**

SPACE/DIVISION:

INTERVIEWEE: **David L. Maack**

March 1st, 2018

FINAL

		EXISTING 2017				RECOMMENDED 2027									
FD No.	SPACE DESCRIPTION	PRIVACY		Qty.	Size	Total	Room No.	REMARKS	PRIVACY		Qty.	Size	Total	REMARKS	
		Cube	Office						Cube	Office					
	STAFF														
	Emergency Management Coordinator														
	David L. Maack		x	1	126	126	LC104	Work space size TBD		x	1	150	150		
	Emergency Management Support Staff														
	FUTURE			0	0	0				x	1	150	150	FUTURE	
	Emergency Management Administrative Assistant														
	FUTURE			1	86	86	LC103			X	1	120	120	FUTURE	
	Public Information Officer														
	FUTURE			0	0	0				x	1	120	120	FUTURE	
Staff Sub Total DNSF				212				Staff Sub Total DNSF				540			

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY LAW ENFORCEMENT CENTER**
 STREET ADDRESS: **717 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE:
 DEPARTMENT: **Emergency Management**
 SPACE/DIVISION:
 INTERVIEWEE: **David L. Maack**

March 1st, 2018
FINAL

Adjacencies
 Medical Examiner

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.	SPACE DESCRIPTION	PRIVACY		Qty.	Size	Total	Room No.	REMARKS	PRIVACY		Qty.	Size	Total	REMARKS
		Cube	Office						Cube	Office				
	SUPPORT SPACES													
	Operations Room			1	1,080	1,080	LC103	Various Spaces In Open Room			1	1,500	1,500	50 Occupancy; 30 SF/person; 2 representatives from each agency
	Media Room			0	0	0					1	400	400	
	Communications Equipment Room			1	153	153	LC107				1	200	200	
	Conference Room / Lead Agency			0	0	0					1	400	400	
	Equipment Room			0	0	0					1	200	200	Portable equipment
	Copy / Work Room			0	0	0					1	120	120	
	Files			1	105	105	LC105				1	120	120	
	Kitchen / Break Room			1	92	92	LC106				1	150	150	
	Toilets / Shower (Male)			0	0	0					1	200	200	
	Toilets / Shower (Female)			0	0	0					1	200	200	
	EM Storage			1	171	171	LC101				1	200	200	30 Day Supplies
	Sleeping Rooms			0	0	0					4	80	320	
	Service Area			0	0	0					1	100	100	Receiving Area
	Waiting			1	83	83	N/A				1	120	120	
								TRAINING/CONFERENCE NEEDS						
								<ul style="list-style-type: none"> We offer training 5-6 times a year for 30-50+ people and it would be advantageous to be able to offer that training in-house. We would also need a conference room attached to the EOC. We need a fully equipped Emergency Operations Center which could be also used as a training room. (50+ occupants) 						

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY LAW ENFORCEMENT CENTER**
 STREET ADDRESS: **717 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE:
 DEPARTMENT: **Emergency Management**
 SPACE/DIVISION:
 INTERVIEWEE: **David L. Maack**

March 1st, 2018
FINAL

Adjacencies
 Medical Examiner

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.	SPACE DESCRIPTION	PRIVACY	Qty.	Size	Total	Room No.	REMARKS	PRIVACY	Qty.	Size	Total	REMARKS
							CURRENT MEETING DESCRIPTION					
							2 to 20 attendees, lasting 1-4 hours, frequency 12-15					
							OUTSIDE CONSULTANT SPACE NEEDS					
							<ul style="list-style-type: none"> Reception area Emergency Operations Center (30-50 occupancy) Desk space for intern (could be 					
							ACTIVE RECORDS PAPER FILING					
							Lateral Files:					
							~ 5-Drawers = 0; FUTURE += 0					
							~ 4-Drawers = 2; FUTURE += 0					
							~ 3-Drawers = 0; FUTURE += 0					
							~ 2-Drawers = 0; FUTURE += 0					
							Vertical Files:					
							~ 5-Drawers = 0; FUTURE += 0					
							~ 4-Drawers = 2; FUTURE += 0					
							~ 3-Drawers = 0; FUTURE += 0					
							~ 2-Drawers = 0; FUTURE += 0					
							Storage Cabinets = 7; FUTURE += 0					

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY LAW ENFORCEMENT CENTER**
 STREET ADDRESS: **717 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE:
 DEPARTMENT: **Emergency Management**
 SPACE/DIVISION:
 INTERVIEWEE: **David L. Maack**

March 1st, 2018
FINAL

Adjacencies
 Medical Examiner

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017				REMARKS	PRIVACY		RECOMMENDED 2027			
				Qty.	Size	Total	Room No.				Qty.	Size	Total	REMARKS
								ELECTRONIC FILING						
								Tier II reports are now being submitted electronically to Wisconsin Emergency Management. Files are being discarded following the retention policy. A few companies still send a hard copy and those are being retained for 7 years. Hard copy of						
								EXISTING/SPECIAL OFFICE EQUIP.						
								<ul style="list-style-type: none"> • Video Conferencing System • Printer/Copier • 3 TVs • 1-SMART Board • 2 Projectors • Scanner • (2) Dispatch Radios • 1 Amateur Radio 						
								SECURITY REQUIREMENTS						
								We are in a secure hallway due to proximity of a felony court. We would need to have secure access in the eoc.						

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY LAW ENFORCEMENT CENTER**
 STREET ADDRESS: **717 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE:
 DEPARTMENT: **Emergency Management**
 SPACE/DIVISION:
 INTERVIEWEE: **David L. Maack**

March 1st, 2018
FINAL

Adjacencies
 Medical Examiner

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017				RECOMMENDED 2027						
				Qty.	Size	Total	Room No.	REMARKS	PRIVACY	Qty.	Size	Total	REMARKS	
PARKING NEEDS														
						1,684							4,230	

Support Sub Total DNSF	1,684
Staff + Support DNSF	1,896
Department Grossing Factor	1.35
TOTAL GSF	2,560

Support Sub Total DNSF	4,230
Staff + Support DNSF	4,770
Department Grossing Factor	1.35
TOTAL GSF	6,440

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY COURTHOUSE**
 STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE: **10th Floor**
 DEPARTMENT: **Corporation Counsel**
 SPACE/DIVISION:
 INTERVIEWEE: **Michael Lanzdorf**

Adjacencies
 County Executive
 Finance Department
 Human Resources
 County Board
 County Clerk

March 1st, 2018
FINAL

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017					PRIVACY		RECOMMENDED 2027				
		Cube	Office	Qty.	Size	Total	Room No.	REMARKS	Cube	Office	Qty.	Size	Total	REMARKS	
	STAFF														
	OFFICE OF THE CORPORATION COUNSEL														
	Corporation Counsel														
	Michael Lanzdorf		x	1	260	260	1003			x	1	200	200	Includes conference space	
	Assistant Corporation Counsel/Child Support														
	Sarah McNutt		x	1	132	132	1011			x	1	160	160	Includes files	
	Assistant Corporation Counsel/Director Child Support														
	Jeff Leggett			0	0	0					0	0	0	at Taylor Avenue; CHECK AT TAYLOR	
	Assistant Corporation Counsel														
	John P. Serketich		x	1	235	235	1085			x	1	160	160	Includes files	
	Assistant Corporation Counsel														
	Heather Krause		x	1	108	108	1009			x	1	160	160	Includes files	
	Legal Coordinator														
	Nicole Jurgens		x	1	140	140	1075			x	1	160	160	Includes files	
	Administrative Assistant														
	Dawn Hendrickson	x		1	48	48	1001A		x		1	80	80	Includes files	
	Legal Clerk II														
	Joan Durkin	x		1	48	48	1001B		x		1	80	80	Includes files	
	Communications Manager														
	Mark Schaaf		x	1	122	122	1033			x	1	160	160	Includes files; NEW POSITION	
	Vacant														
	N/A		x	1	138	138	1007			x	1	160	160		

Adjacencies
 County Executive
 Finance Department
 Human Resources
 County Board
 County Clerk

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY COURTHOUSE**
 STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE: **10th Floor**
 DEPARTMENT: **Corporation Counsel**
 SPACE/DIVISION:
 INTERVIEWEE: **Michael Lanzdorf**

March 1st, 2018
FINAL

		EXISTING 2017				RECOMMENDED 2027									
FD No.	SPACE DESCRIPTION	PRIVACY		Qty.	Size	Total	Room No.	REMARKS	PRIVACY		Qty.	Size	Total	REMARKS	
	Operational Supervisor														
	Dana Dobrowolski			0	0	0					0	0	0	at Taylor Avenue	
	Team Supervisor - Enforcement														
	VACANT			0	0	0					0	0	0	at Taylor Avenue	
	Team Supervisor														
	Julie Busch			0	0	0					0	0	0	at Taylor Avenue	
	Team Supervisor														
	Lori Miller			0	0	0					0	0	0	at Taylor Avenue	
Staff Sub Total DNSF				1,231				Staff Sub Total DNSF				1,320			

SUPPORT SPACES		Cube	Office	Qty.	Size	Total	Room No.	REMARKS	Cube	Office	Qty.	Size	Total	REMARKS	
	Law Library - Corporation Counsel			1	99	99	1005				1	160	160		
	File / Storage			1	160	160	1081				1	160	160		
	File / Copy Room			1	113	113	1013				1	120	120		
	Shared Copy Space			1	50	50	1003				0	0	0	SHARED with County Executive	
	Storage Closet			1	30	30	ST1005				1	100	100	Storage	
	Storage Closet			1	14	14	1007				0	0	0	SHARED with County Executive	
	Conference Room			0	0	0					0	0	0		
	Interview			1	27	27	1015				1	100	100		
	Waiting			1	200	200	1001				1	200	200		
								TRAINING/CONFERENCE NEEDS							
										The Office of Corporation Counsel requires access to an executive conference room.					

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY COURTHOUSE**
 STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE: **10th Floor**
 DEPARTMENT: **Corporation Counsel**
 SPACE/DIVISION:
 INTERVIEWEE: **Michael Lanzdorf**

March 1st, 2018
FINAL

Adjacencies
 County Executive
 Finance Department
 Human Resources
 County Board
 County Clerk

**EXISTING
 2017**

**RECOMMENDED
 2027**

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017				REMARKS	PRIVACY		RECOMMENDED 2027			
				Qty.	Size	Total	Room No.				Qty.	Size	Total	REMARKS
								CURRENT MEETING DESCRIPTION						
								3-10 attendees, lasting 1 hour, frequency weekly						
								OUTSIDE CONSULTANT SPACE NEEDS						
								ACTIVE RECORDS PAPER FILING						
								Lateral Files:						
								~ 6-Drawers = 10; FUTURE = 0						
								~ 5-Drawers = 2; FUTURE = 0						
								~ 4-Drawers = 0; FUTURE = 0						
								~ 3-Drawers = 0; FUTURE = 0						
								~ 2-Drawers = 0; FUTURE = 0						
								Vertical Files:						
								~ 5-Drawers = 0; FUTURE = 0						
								~ 4-Drawers = 3; FUTURE = 0						
								~ 3-Drawers = 0; FUTURE = 0						
								~ 2-Drawers = 0; FUTURE = 0						
								Storage Cabinets = 0; FUTURE = 0						

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY COURTHOUSE**
 STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE: **10th Floor**
 DEPARTMENT: **Corporation Counsel**
 SPACE/DIVISION:
 INTERVIEWEE: **Michael Lanzdorf**

March 1st, 2018
FINAL

Adjacencies
 County Executive
 Finance Department
 Human Resources
 County Board
 County Clerk

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.	SPACE DESCRIPTION	PRIVACY	EXISTING 2017				REMARKS	PRIVACY	RECOMMENDED 2027												
			Qty.	Size	Total	Room No.			Qty.	Size	Total	REMARKS									
																					ELECTRONIC FILING - SCANS
																					<ul style="list-style-type: none"> The Office of Corporation Counsel plans to convert existing paper files and future files to electronic files beginning in 2018. This process will take approximately 1-2 years and will continue for all future files going forward. Upon completion, the office will revisit whether it is necessary to maintain paper storage for old files. In addition, note that the Office of Corporation Counsel uses approximately 200 banker boxes of old storage which is presently located in Central Storage (courthouse basement).
																					ELECTRONIC FILING - NEW
																					E-filing with court. PDF files saved to shared drives. Future conversion to electronic files will
																					EXISTING/SPECIAL OFFICE EQUIP.
																					One freestanding digital printing/copying/scanning/faxing

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY COURTHOUSE**
 STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE: **10th Floor**
 DEPARTMENT: **Corporation Counsel**
 SPACE/DIVISION:
 INTERVIEWEE: **Michael Lanzdorf**

March 1st, 2018
FINAL

Adjacencies
 County Executive
 Finance Department
 Human Resources
 County Board
 County Clerk

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.	SPACE DESCRIPTION	PRIVACY	Qty.	Size	Total	Room No.	REMARKS	PRIVACY	Qty.	Size	Total	REMARKS
							SECURITY REQUIREMENTS					
							<ul style="list-style-type: none"> A deputy conducts security checks approximately 3 times per day. There are approximately 10 emergency/panic buttons strategically placed throughout the 10th floor. There is one security checkpoint at the entrance to the courthouse. Locked entrance during non-working hours. 					
							PARKING NEEDS					
							Current: 2017 Staff Parking - 7 spcs.					
							Future: 2027 Staff Parking - 5 to 8 spcs					
							PUBLIC SPACES USED BY WEEK DAY & AM/PM					
							MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
							am	pm	am	pm	am	pm
							2	2	2	2	2	2

Support Sub Total DNSF	693
Staff + Support DNSF	1,924
Department Grossing Factor	1.35
TOTAL GSF	2,597

Support Sub Total DNSF	840
Staff + Support DNSF	2,160
Department Grossing Factor	1.35
TOTAL GSF	2,916

Adjacencies
 County Clerk
 Corporation Counsel

March 1st, 2018
FINAL

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY COURTHOUSE**
 STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE: **1st Floor**
 DEPARTMENT: **County Board of Supervisors**
 SPACE/DIVISION:
 INTERVIEWEE: **Russell A. Clark**

**EXISTING
 2017**

**RECOMMENDED
 2027**

FD No.		SPACE DESCRIPTION		PRIVACY		Qty.	Size	Total	Room No.	REMARKS	PRIVACY		Qty.	Size	Total	REMARKS
		STAFF		Cube	Office						Cube	Office				
			Chairman - County Board of Supervisors - District 7													
			Russell A. Clark		x	1	153	153	145	COURTHOUSE		x	1	160	160	
			Vice Chairman - County Board of Supervisors - District 9													
			Pamela Zenner-Richards		x	1	211	211	143A	COURTHOUSE		x	1	160	160	
Staff Sub Total DNSF							364				Staff Sub Total DNSF			320		

		SUPPORT SPACES		Cube	Office	Qty.	Size	Total	Room No.	REMARKS	Cube	Office	Qty.	Size	Total	REMARKS
			Reception / Waiting Room			1	124	124	143	COURTHOUSE			1	120	120	
			Conference			1	180	180	147	COURTHOUSE			1	200	200	Occupancy 4-10
			County Board Room			1	2,196	2,196	L36	IVES GROVE			1	2,000	2,000	
			ANTECHAMBER			1	589	589	L44	IVES GROVE			1	400	400	Occupancy 16-18
			Kitchenette			1	311	311	L43	IVES GROVE			1	200	200	
										TRAINING/CONFERENCE NEEDS						
										<ul style="list-style-type: none"> Conference Room with staff, constituents, organizations (4-10 occupants) Conference Room (16-18) 						
										CURRENT MEETING DESCRIPTION						
										10 attendees, lasting 1.5 hours, frequency as needed						

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY COURTHOUSE**
 STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE: **1st Floor**
 DEPARTMENT: **County Board of Supervisors**
 SPACE/DIVISION:
 INTERVIEWEE: **Russell A. Clark**

March 1st, 2018
FINAL

Adjacencies
 County Clerk
 Corporation Counsel

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017				RECOMMENDED 2027						
				Qty.	Size	Total	Room No.	REMARKS	PRIVACY		Qty.	Size	Total	REMARKS
								ACTIVE RECORDS PAPER FILING						
								Lateral Files:						
								~ 5-Drawers = 0; FUTURE = 0						
								~ 4-Drawers = 4; FUTURE = 0						
								~ 3-Drawers = 0; FUTURE = 0						
								~ 2-Drawers = 0; FUTURE = 0						
								Vertical Files:						
								~ 5-Drawers = 0; FUTURE = 0						
								~ 4-Drawers = 0; FUTURE = 0						
								~ 3-Drawers = 0; FUTURE = 0						
								~ 2-Drawers = 0; FUTURE = 0						
								Storage Cabinets = 0; FUTURE = 0						
								ELECTRONIC FILING						
								Currently, this function is performed by County Clerks Office						
								EXISTING/SPECIAL OFFICE EQUIP.						
								• Conference table with (9) chairs						
								• Waiting room furniture for 3 people						
								PARKING NEEDS						
								Current:						
								2017 Staff Parking - 21 spcs.						
								Future:						

Support Sub Total DNSF	3,400
Staff + Support DNSF	3,764
Department Grossing Factor	1.35
TOTAL GSF	5,081

Support Sub Total DNSF	2,920
Staff + Support DNSF	3,240
Department Grossing Factor	1.35
TOTAL GSF	4,374

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY COURTHOUSE**
 STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE: **1st Floor North**
 DEPARTMENT: **County Clerk**
 SPACE/DIVISION:
 INTERVIEWEE: **Wendy M. Christensen**

Adjacencies
 County Board

March 1st, 2018
FINAL

		EXISTING 2017				RECOMMENDED 2027								
FD No.	SPACE DESCRIPTION	PRIVACY		Qty.	Size	Total	Room No.	REMARKS	PRIVACY		Qty.	Size	Total	REMARKS
								ACTIVE RECORDS PAPER FILING						
								Lateral Files:						
								~ 5-Drawers = 15; FUTURE = 0						
								~ 4-Drawers = 0; FUTURE = 0						
								~ 3-Drawers = 4; FUTURE = 0						
								~ 2-Drawers = 7; FUTURE = 0						
								Vertical Files:						
								~ 5-Drawers = 0; FUTURE = 0						
								~ 4-Drawers = 0; FUTURE = 0						
								~ 3-Drawers = 0; FUTURE = 0						
								~ 2-Drawers = 17; FUTURE = 0						
								Storage Cabinets = 1; FUTURE = 1						
								5-Shelf Bookcase = 1; FUTURE = 0						
								Above Desk Storage = 7 Cabinets & 2 Shelves						
								ELECTRONIC FILING						
								Scanning of new contracts but are the retention office for the County therefore, paper will not						
								GROWTH/REDUCTION						
								None						

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY COURTHOUSE**
 STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE: **1st Floor North**
 DEPARTMENT: **County Clerk**
 SPACE/DIVISION:
 INTERVIEWEE: **Wendy M. Christensen**

March 1st, 2018
FINAL

Adjacencies
 County Board

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017				REMARKS	PRIVACY		RECOMMENDED 2027								
				Qty.	Size	Total	Room No.				Qty.	Size	Total	REMARKS					
								EXISTING/SPECIAL OFFICE EQUIP.											
								• High speed / capacity copier/scanner											
								• Election programming & voting equipment											
								• _____ for staff coats											
								• Sets of metal racks for supplies											
								• Various shelves for records											
								SECURITY REQUIREMENTS											
								Vault for storage of election materials - must be a secured area.											
								Would be nice to have building security.											
								NO volatile customers or problems at counter.											
								(not same as treasurer)											

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY COURTHOUSE**
 STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE: **1st Floor North**
 DEPARTMENT: **County Clerk**
 SPACE/DIVISION:
 INTERVIEWEE: **Wendy M. Christensen**

March 1st, 2018
FINAL

Adjacencies
 County Board

		EXISTING 2017					RECOMMENDED 2027							
FD No.	SPACE DESCRIPTION	PRIVACY		Qty.	Size	Total	Room No.	REMARKS	PRIVACY		Qty.	Size	Total	REMARKS
								PARKING NEEDS						
								Current: 2017 Staff Parking - 1 for county clerk						
								Future: 2027 Staff Parking - _____ spaces						
		PUBLIC SPACES USED BY WEEK DAY & AM/PM												
		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY				
		am	pm	am	pm	am	pm	am	pm	am	pm			
		4	4	4	4	4	4	4	4	4	4	<i>used on average</i>		
		Support Sub Total DNSF		1,474				Support Sub Total DNSF		1,940				
		Staff + Support DNSF		2,145				Staff + Support DNSF		2,600				
		Department Grossing Factor		1.35				Department Grossing Factor		1.35				
		TOTAL GSF		2,896				TOTAL GSF		3,510				

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY COURTHOUSE**
 STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE: **10th Floor**
 DEPARTMENT: **County Executive**
 SPACE/DIVISION:
 INTERVIEWEE: **Jonathan Delagrave**

March 1st, 2018
FINAL

Adjacencies
 Add adjecencies

				EXISTING 2017							RECOMMENDED 2027				
FD No.	SPACE DESCRIPTION	PRIVACY		Qty.	Size	Total	Room No.	REMARKS	PRIVACY		Qty.	Size	Total	REMARKS	
		Cube	Office						Cube	Office					
STAFF															
	County Executive														
	Jonathan Delagrave		x	1	318	318	1025			x	1	320	320	Includes conference space	
	Chief of Staff														
	M.T. Boyle		x	1	278	278	1037			x	1	300	300	Includes conference space	
Staff Sub Total DNSF					596							620			
SUPPORT SPACES															
	Conference Room			1	330	330	1029				1	400	400	SHARED with Corporation Counsel	
	Conference Room - Human Resouces			1	177	177	1036				1	200	200		
	Storage			1	37	37	1019				1	40	40		
	Toilet			1	34	34	1018				1	50	50		
	Work Room / Copy Room			0	0	0					1	120	120	SHARED with Corporation Counsel	
	Coffee Counter			1	71	71					1	80	80		
Support Sub Total DNSF					649							890			
Staff + Support DNSF					1,245							1,510			
Department Grossing Factor					1.35							1.35			
TOTAL GSF					1,681							2,039			

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY COURTHOUSE**
 STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE: **4th Floor & Lower Level**
 DEPARTMENT: **Finance / Budget / Purchasing / Payroll**
 SPACE/DIVISION:
 INTERVIEWEE: **Gwen Zimmer**

March 1st, 2018
FINAL

Adjacencies
 Human Resources
 Corporation Counsel
 Information Technologies
 Print Shop

Payroll Room B79
 Budget Room 425
 Finance Room 425
 Accounting Room 407

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.	SPACE DESCRIPTION	PRIVACY		Qty.	Size	Total	Room No.	REMARKS	PRIVACY		Qty.	Size	Total	REMARKS
		Cube	Office						Cube	Office				
	STAFF													
	FINANCE													
	Finance Director													NOTE: No plans for future staff
	Alexandra Tillman		x	1	208	208	409			x	1	200	200	
	Finance and Budget Manager													
	Kris Tapp		x	1	126	126	407B			x	1	120	120	PENDING RETIREMENT
	Audit and Accounting Manager													
	Tricia Randelzofer		x	1	123	123	407A			x	1	120	120	PENDING RETIREMENT
	Financial Analyst													
	Gwen Zimmer	x		1	60	60	401C			x	1	64	64	
	Staff Accountant													
	Spencer Robertson	x		1	60	60	401A			x	1	64	64	
	Staff Accountant													
	Karen Guzman	x		1	60	60	401B			x	1	64	64	
	Jr. Staff Accountant													
	Rebekah Spain	x		1	60	60	407A			x	1	64	64	
	Administrative Assistant													
	June VanPinsker	x		1	62	62	425	RECEPTION		x	1	64	64	
	Accounting Technician													
	Kim Keleske	x		1	60	60	407B			x	1	64	64	

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY COURTHOUSE**
 STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE: **4th Floor & Lower Level**
 DEPARTMENT: **Finance / Budget / Purchasing / Payroll**
 SPACE/DIVISION:
 INTERVIEWEE: **Gwen Zimmer**

March 1st, 2018
FINAL

Adjacencies
 Human Resources
 Corporation Counsel
 Information Technologies
 Print Shop

Payroll Room B79
 Budget Room 425
 Finance Room 425
 Accounting Room 407

FD No.		SPACE DESCRIPTION	PRIVACY		EXISTING 2017					RECOMMENDED 2027				
					Qty.	Size	Total	Room No.	REMARKS				REMARKS	
		Purchasing												
IN SEPARATE SUITE IN BASEMENT WANT TO BE TOGETHER WITH REST OF DEPARTMENT		Purchasing Coordinator Duane McKinney	x		1	60	60	407C		x		1	64	64
		Payroll - Basement Room B79												
		Payroll Manager Mary Garcia		x	1	190	190	B75			x	1	120	120
		Payroll Specialist Jodi Leonard	x		1	97	97	B79			x	1	64	64
		Payroll Technician Kate Davidson	x		1	71	71	B79			x	1	64	64
		Account Clerk II Brian Wilkison	x		1	52	52	B79			x	1	64	64
							1,289					1,200		
					Staff Sub Total DNSF					Staff Sub Total DNSF				

SUPPORT SPACES	Cube	Office	EXISTING 2017					RECOMMENDED 2027					
			Qty.	Size	Total	Room No.	REMARKS				REMARKS		
Auditor/Visiting Employees	X		1	26	26	B79	For 5 Occupants	X		1	64	64	For 5 Occupants
Copy Room			1	76	76	407				1	120	120	
Files - Active Records			1	100	100	425				1	200	200	
Waiting (Courthouse, 4th Floor)			1	75	75	N/A				1	100	100	
Supplies (Courthouse, 4th Floor)			1	64	64	403				1	100	100	
Supplies (Courthouse, 4th Floor)			1	40	40	403				0	0	0	
Kitchen (Courthouse, 4th Floor)			1	54	54	403				1	60	60	
Confidential Conference Room			0	0	0					1	200	200	
Break Room - No Sink			0	0	0					1	60	60	

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY COURTHOUSE**
 STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE: **4th Floor & Lower Level**
 DEPARTMENT: **Finance / Budget / Purchasing / Payroll**
 SPACE/DIVISION:
 INTERVIEWEE: **Gwen Zimmer**

March 1st, 2018
FINAL

Adjacencies
 Human Resources
 Corporation Counsel
 Information Technologies
 Print Shop

**EXISTING
2017**

**RECOMMENDED
2027**

Payroll Room B79
 Budget Room 425
 Finance Room 425
 Accounting Room 407

FD No.	SPACE DESCRIPTION	PRIVACY	Qty.	Size	Total	Room No.	REMARKS	PRIVACY	Qty.	Size	Total	REMARKS
IN SEPARATE SUITE IN BASEMENT	Inactive Records (in basement)		0	0	0				1	200	200	
	Training Room		0	0	0				1	800	800	
	Vault		1	80	80	405			1	80	80	
	Copy Room		1	100	100	B79			0	0	0	Could Be SHARED with other Depart.
	Files		1	120	120	B79			1	120	120	
	Lunch Room		1	60	60	B79			1	60	60	
							TRAINING/CONFERENCE NEEDS					
							Training room with computers/network access (12 occupants)					
							CURRENT MEETING DESCRIPTION					
							14 attendees, lasting 2 hours, frequency monthly					

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY COURTHOUSE**
 STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE: **4th Floor & Lower Level**
 DEPARTMENT: **Finance / Budget / Purchasing / Payroll**
 SPACE/DIVISION:
 INTERVIEWEE: **Gwen Zimmer**

March 1st, 2018
FINAL

Adjacencies
 Human Resources
 Corporation Counsel
 Information Technologies
 Print Shop

Payroll Room B79
 Budget Room 425
 Finance Room 425
 Accounting Room 407

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017				REMARKS	PRIVACY		RECOMMENDED 2027			
				Qty.	Size	Total	Room No.				Qty.	Size	Total	REMARKS
								OUTSIDE CONSULTANT SPACE NEEDS						
								• Desk with network computer, phone for single consultant/visiting employee						
								• Small meeting room for up to 5 auditors/consultants with network access, phone.						
								ACTIVE RECORDS PAPER FILING						
								Lateral Files:						
								~ 5-Drawers = 5; FUTURE = 0						
								~ 4-Drawers = 0; FUTURE = 0						
								~ 3-Drawers = 0; FUTURE = 0						
								~ 2-Drawers = 0; FUTURE = 0						
								Vertical Files:						
								~ 5-Drawers = 0; FUTURE = 0						
								~ 4-Drawers = 6; FUTURE = 0						
								~ 3-Drawers = 0; FUTURE = 0						
								~ 2-Drawers = 2; FUTURE = 0						
								Storage Cabinets = 0; FUTURE = 0						

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY COURTHOUSE**
 STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE: **4th Floor & Lower Level**
 DEPARTMENT: **Finance / Budget / Purchasing / Payroll**
 SPACE/DIVISION:
 INTERVIEWEE: **Gwen Zimmer**

March 1st, 2018
FINAL

Adjacencies
 Human Resources
 Corporation Counsel
 Information Technologies
 Print Shop

**EXISTING
 2017**

Payroll Room B79
 Budget Room 425
 Finance Room 425
 Accounting Room 407

**RECOMMENDED
 2027**

FD No.	SPACE DESCRIPTION	PRIVACY	EXISTING 2017				REMARKS	PRIVACY	RECOMMENDED 2027					
			Qty.	Size	Total	Room No.			Qty.	Size	Total	REMARKS		
	NOTES													
	Currently an office in the basement with one desk. If multiple auditors, use a conference room. 4 times a year.						ELECTRONIC FILING - SCANS							
	Use conference room on the eleventh floor in IT Department. Use it frequently. ADA problem.						Nearly all of our financial paperwork is scanned at the point of origin. We keep these in filing cabinets/boxes until the financial audit for that fiscal year is complete then they are destroyed. We are contemplating scanning in all payroll documents into our new payroll software which would eliminate the need for at least five 4 drawer vertical filing cabinets.							
	Only two conference rooms in the building that can accommodate Fiance meetings - 2/month with 14 attendees.													
	Can do laptop access.													
	One elevator is often out of service. One staff elevator is an issue for employees.													
	Postions would be absorbed when someone retires - not refilled.													
	Department has three dedicated parking spaces (managers) - one on ramp and two at the City lot. Ideally need one more.						ELECTRONIC FILING - NEW							
	Staff parks on the street. No visitor parking - not ideal.						All accounts payable invoices and journal entries are scanned in at the data entry clerk's desk and filed in a 5 drawer cabinet until the fiscal year is complete and audited. We are using Tyler Munis as our financial software which has a built in digital document storage system. Small scanners are on the clerk's desks or we can use the main copiers to scan in as PDF and attach within the program.							
	Gwen Zimmer would like a conference room for confidential meetings.													
	Finance Department is very tight.													
	All files have been scanned since 2010 and have been saved. Payroll is paper - 7 year leagal requirement.													
	Vault contains check printer, check stock, and storage.													
	Customers are internal. Consultants are external.													
	Metal detector entrance is staffed between 7:30 AM - 5:30 PM.													
	West facing entrance was closed for security. Would be good if it were re-opened.													

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY COURTHOUSE**
 STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE: **4th Floor & Lower Level**
 DEPARTMENT: **Finance / Budget / Purchasing / Payroll**
 SPACE/DIVISION:
 INTERVIEWEE: **Gwen Zimmer**

March 1st, 2018
FINAL

Adjacencies
 Human Resources
 Corporation Counsel
 Information Technologies
 Print Shop

Payroll Room B79
 Budget Room 425
 Finance Room 425
 Accounting Room 407

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.	SPACE DESCRIPTION	PRIVACY		Qty.	Size	Total	Room No.	REMARKS	PRIVACY		Qty.	Size	Total	REMARKS
								WORKFLOW CHANGES						
								<ul style="list-style-type: none"> 10 yr reduction projection: Goal is to centralize all Finance/accounting areas in county into one place (including HSD Fiscal and Public Works Accounting). This would eliminate 3-5 positions after retirements that wouldn't be filled as other employees are cross trained. 5 yr reduction projection: Our new financial software allows for some decentralized such as AP data entry, PO processing, and digital contract approvals. If we move to decentralizing some functions to the originating department, we would probably be able to eliminate 1-2 positions. 						
								EXISTING/SPECIAL OFFICE EQUIP.						
								Two check printers that are kept in a secure closet/vault.						
								SECURITY REQUIREMENTS						
								Emergency alarm at front counters						

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY COURTHOUSE**
 STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE: **4th Floor & Lower Level**
 DEPARTMENT: **Finance / Budget / Purchasing / Payroll**
 SPACE/DIVISION:
 INTERVIEWEE: **Gwen Zimmer**

March 1st, 2018
FINAL

Adjacencies
 Human Resources
 Corporation Counsel
 Information Technologies
 Print Shop

Payroll Room B79
 Budget Room 425
 Finance Room 425
 Accounting Room 407

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.	SPACE DESCRIPTION	PRIVACY		Qty.	Size	Total	Room No.	REMARKS	PRIVACY		Qty.	Size	Total	REMARKS	
								PARKING NEEDS							
								Current: 2017 Staff Parking - 14 spcs.							
								Future: 2027 Staff Parking - 14 spcs							
								One space for handicap							
PUBLIC SPACES USED BY WEEK DAY & AM/PM															
				MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY			
				am	pm	am	pm	am	pm	am	pm	am	pm		
				8	6	8	6	8	6	8	6	8	6		
Support Sub Total DNSF				795						Support Sub Total DNSF		2,164			
Staff + Support DNSF				2,084						Staff + Support DNSF		3,364			
Department Grossing Factor				1.35						Department Grossing Factor		1.35			
TOTAL GSF				2,813						TOTAL GSF		4,541			

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY COURTHOUSE**
 STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE: **ELEVENTH FLOOR**
 DEPARTMENT: **Information Technology**
 SPACE/DIVISION:
 INTERVIEWEE: **John Barrett**

March 1st, 2018
FINAL

Adjacencies

- The IT team needs to be physically at each major site location – CH, Ives, Taylor. The team would ideally be located in the same room.
- The IT team also needs server rooms in the major locations – Ives, Taylor and CH.
- The IT team needs a wiring closet on every floor of operation for every building.
- The IT team needs storage/staging room at each main location. The storage rooms are also used to set-up and stage computers and servers.
- The IT team needs meeting room(s) at the major locations.

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.	SPACE DESCRIPTION	PRIVACY		Qty.	Size	Total	Room No.	REMARKS	PRIVACY		Qty.	Size	Total	REMARKS
		Cube	Office						Cube	Office				
	STAFF													
	Information Technology Director													
	John Barrett		x	1	433	433	1177	Including Director's Meeting Table		x	1	160	160	COURTHOUSE
	Assistant Information Technology Director													
	FUTURE		x	1	242	242	1175	Shared Room		x	1	120	120	IVES GROVE
	IT Infrastructure Manager													
	Dave Huber	x		1	30	30	1153	Shared Room	x		1	64	64	COURTHOUSE
	IT Infrastructure Analyst													
	Steve Shepler	x		1	30	30	1153	Shared Room	x		1	64	64	COURTHOUSE
	IT Infrastructure Analyst													
	Kirt Pye	x		1	30	30	1153	Shared Room	x		1	64	64	COURTHOUSE & IVES GROVE
	IT Infrastructure Analyst													
	Chris Donaldson	x		1	30	30	1153	Shared Room	x		1	64	64	COURTHOUSE
	IT Infrastructure Analyst													
	FUTURE			0	0	0		Future IT Infrastructure Analyst for Taylor Ave.	x		0	0	0	TAYLOR AVENUE
	IT Help Desk Project Manager													
	Mike Wendling	x		1	64	64	1103	Shared Room	x		1	64	64	COURTHOUSE
	IT Help Desk Team Lead													
	Kevin Bucholz	x		1		0			x		0	0	0	TAYLOR AVENUE
	IT Help Desk Analyst													
	Ted Kilbridge	x		1	48	48	1103	Shared Room	x		1	64	64	COURTHOUSE

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY COURTHOUSE**
 STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE: **ELEVENTH FLOOR**
 DEPARTMENT: **Information Technology**
 SPACE/DIVISION:
 INTERVIEWEE: **John Barrett**

March 1st, 2018
FINAL

Adjacencies

- The IT team needs to be physically at each major site location – CH, Ives, Taylor. The team would ideally be located in the same room.
- The IT team also needs server rooms in the major locations – Ives, Taylor and CH.
- The IT team needs a wiring closet on every floor of operation for every building.
- The IT team needs storage/staging room at each main location. The storage rooms are also used to set-up and stage computers and servers.
- The IT team needs meeting room(s) at the major locations.

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017					PRIVACY		RECOMMENDED 2027				
				Qty.	Size	Total	Room No.	REMARKS			Qty.	Size	Total	REMARKS	
	IT Help Desk Analyst														
	Vada Evans	x		1	48	48	1103	Shared Room	X		1	64	64	COURTHOUSE	
	IT Help Desk Analyst														
	Jon Alspach	x		1	48	48	1103	Shared Room	X		1	64	64	COURTHOUSE	
	IT Help Desk Analyst														
	Collin Wolf	x		1	64	64	1103	Shared Room	X		1	64	64	COURTHOUSE	
	IT Help Desk Analyst														
	Future	x		1	64	64	1103	Shared Room	X		1	64	64	COURTHOUSE	
	IT Help Desk Analyst														
	Future	x		1	64	64	1103	Shared Room	X		1	64	64	COURTHOUSE	
	IT Help Desk Analyst														
	Future	x		1	64	64	1103	Shared Room	X		1	64	64	COURTHOUSE	
	IT Help Desk Analyst														
	Future	x		1	64	64	1103	Shared Room	X		1	64	64	COURTHOUSE	
	Intern														
	N/A	x		1	25	25	1103	Shared Room	X		1	64	64	COURTHOUSE	
	Intern														
	N/A	x		1	25	25	1103	Shared Room	X		1	64	64	COURTHOUSE	
	Intern														
	N/A	x		1	25	25	1103	Shared Room	X		1	64	64	COURTHOUSE	
	IT Help Desk Analyst														
	Mike Tellez	x		1		0			X		1	64	64	TAYLOR AVENUE	

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY COURTHOUSE**
 STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE: **ELEVENTH FLOOR**
 DEPARTMENT: **Information Technology**
 SPACE/DIVISION:
 INTERVIEWEE: **John Barrett**

March 1st, 2018
FINAL

Adjacencies

- The IT team needs to be physically at each major site location – CH, Ives, Taylor. The team would ideally be located in the same room.
- The IT team also needs server rooms in the major locations – Ives, Taylor and CH.
- The IT team needs a wiring closet on every floor of operation for every building.
- The IT team needs storage/staging room at each main location. The storage rooms are also used to set-up and stage computers and servers.
- The IT team needs meeting room(s) at the major locations.

		EXISTING 2017				RECOMMENDED 2027									
FD No.	SPACE DESCRIPTION	PRIVACY		Qty.	Size	Total	Room No.	REMARKS	PRIVACY		Qty.	Size	Total	REMARKS	
	IT Help Desk Analyst														
	Holly Starks	x		1		0			X		1	64	64	TAYLOR AVENUE	
	IT Help Desk Analyst							Future Help Desk Analyst for Ives Grove							
	FUTURE			0	0	0			X		1	64	64	IVES GROVE	
	IT Programmer Analyst														
	James Luther	x		1		0			X		1	64	64	TAYLOR AVENUE	
	IT Programmer Analyst														
	Leland Buss	x		1	48	48	1175	Shared Room	X		1	64	64	COURTHOUSE	
	IT Programmer Analyst														
	James Rupp	x		1		0			X		1	64	64	TAYLOR AVENUE	
	IT Business Analyst														
	Raquel Villarreal	x		1	48	48	1175	Shared Room	X		1	64	64	COURTHOUSE	
	IT Programmer Analyst														
	Brian Erickson	x		1	48	48	1175	Shared Room	X		1	64	64	COURTHOUSE	
Staff Sub Total DNSF				1,542				Staff Sub Total DNSF				1,816			

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY COURTHOUSE**
 STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE: **ELEVENTH FLOOR**
 DEPARTMENT: **Information Technology**
 SPACE/DIVISION:
 INTERVIEWEE: **John Barrett**

March 1st, 2018
FINAL

Adjacencies

- The IT team needs to be physically at each major site location – CH, Ives, Taylor. The team would ideally be located in the same room.
- The IT team also needs server rooms in the major locations – Ives, Taylor and CH.
- The IT team needs a wiring closet on every floor of operation for every building.
- The IT team needs storage/staging room at each main location. The storage rooms are also used to set-up and stage computers and servers.
- The IT team needs meeting room(s) at the major locations.

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.	SPACE DESCRIPTION	PRIVACY		Qty.	Size	Total	Room No.	REMARKS	PRIVACY		Qty.	Size	Total	REMARKS
		Cube	Office						Cube	Office				
	SUPPORT SPACES													
	IT conference room 11th Floor			1	365	365	1101	Shared With Other Departments			1	500	500	Occupancy 25
	Setup And Testing 11th floor			1	361	361	1105				1	400	400	
	Wiring Closet / Servers 11th floor			1	278	278	1185	Camera Racks, Storage			1	200	200	
	Main Server			1	745	745	1151				1	745	745	
	Storage			1	267	267	1151A				1	300	300	
	Open Office Area			1	250	250	1175							
	Fire Suppression			1	69	69	ST-1108				1	69	69	ST-1108
	Vendor/Conference Room			1	266	266	1175				1	300	300	
	Kitchen			1	70	70	1175	Limited Be Only Being In RM 1175			1	100	100	
	IT Server room – Ives Grove Dispatch										1	300	300	Storage
	IT Office – Ives Grove Dispatch										1	120	120	
	IT Help Desk Room – Ives Grove Dispatch								x		1	64	64	
	IT Server Area – Ives Grove Public Works										1	200	200	
	IT Server Room – Taylor										1	200	200	
	IT Wiring Closets:										0	40	0	13 located outside the department
	11 at CH, Ives Dispatch, 1 Ives PW, Taylor and Domanik Drive													
	IT Conference Room - Taylor										1	200	200	Occupancy 10
	IT Conference Room - Ives Grove										1	200	200	Occupancy 10
	Storage / Staging - Taylor										1	250	250	I.T.'s long term goal: main hub at Ives Grove, including main server room with staging area/set up and testing room.
	Storage / Staging - Ives Grove										1	400	400	
	Common Use County Area - Courthouse								x		2	64	128	
	Common Use County Area - Ives Grove								x		2	64	128	Also have 2-4 I.T. personnel at Courthouse and Taylor Ave. Both locations to be fitted with samller versions of server room, staging/set
	Common Use County Area - Taylor								x		2	64	128	

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY COURTHOUSE**
 STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE: **ELEVENTH FLOOR**
 DEPARTMENT: **Information Technology**
 SPACE/DIVISION:
 INTERVIEWEE: **John Barrett**

March 1st, 2018
FINAL

Adjacencies

- The IT team needs to be physically at each major site location – CH, Ives, Taylor. The team would ideally be located in the same room.
- The IT team also needs server rooms in the major locations – Ives, Taylor and CH.
- The IT team needs a wiring closet on every floor of operation for every building.
- The IT team needs storage/staging room at each main location. The storage rooms are also used to set-up and stage computers and servers.
- The IT team needs meeting room(s) at the major locations.

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017				REMARKS	PRIVACY		RECOMMENDED 2027			
				Qty.	Size	Total	Room No.				Qty.	Size	Total	REMARKS
								TRAINING/CONFERENCE NEEDS						
								<ul style="list-style-type: none"> • The IT team needs a conference room at each major location. (10 occupants) • The IT team needs one conference room that can fit the entire team (20-25 occupants) 						
								CURRENT MEETING DESCRIPTION						
								<ul style="list-style-type: none"> • 10-12 attendees, lasting 1 hour, frequency: several weekly. • 20 attendees, lasting 2 hour, frequency: monthly. • 5-15 Vendor/Municipaliity attendees, lasting 1-4 hours, frequency: as needed. 						
								OUTSIDE CONSULTANT SPACE NEEDS						
								<ul style="list-style-type: none"> • Common use County area – (2) cubes / each location • Common use vendor area – mixed use. 						

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY COURTHOUSE**
 STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE: **ELEVENTH FLOOR**
 DEPARTMENT: **Information Technology**
 SPACE/DIVISION:
 INTERVIEWEE: **John Barrett**

March 1st, 2018
FINAL

Adjacencies

- The IT team needs to be physically at each major site location – CH, Ives, Taylor. The team would ideally be located in the same room.
- The IT team also needs server rooms in the major locations – Ives, Taylor and CH.
- The IT team needs a wiring closet on every floor of operation for every building.
- The IT team needs storage/staging room at each main location. The storage rooms are also used to set-up and stage computers and servers.
- The IT team needs meeting room(s) at the major locations.

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017				REMARKS	PRIVACY		RECOMMENDED 2027			
				Qty.	Size	Total	Room No.				Qty.	Size	Total	REMARKS
								ACTIVE RECORDS PAPER FILING						
								Lateral Files:						
								~ 5-Drawers = 0; FUTURE += 0						
								~ 4-Drawers = 20; FUTURE += 0						
								~ 3-Drawers = 0; FUTURE += 0						
								~ 2-Drawers = 0; FUTURE += 0						
								Vertical Files:						
								~ 5-Drawers = 0; FUTURE += 0						
								~ 4-Drawers = 5; FUTURE += 0						
								~ 3-Drawers = 0; FUTURE += 0						
								~ 2-Drawers = 1; FUTURE += 0						
								Storage Cabinets = 14; FUTURE += 0						
								WORKFLOW CHANGES						
								• 5 yr growth projection for Help Desk, additional cubicle stations.						
								• 5 yr growth projection for Infrastructure, additional cubicle stations.						
								• 5 yr growth projection for Assistant Director, additional						
								EXISTING/SPECIAL OFFICE EQUIP.						
								• Sever rooms as described above						
								• Storage and staging rooms as described above						

RACINE COUNTY
Facility and Space Use Survey & Strategic Master Plan
 Racine, Wisconsin

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY COURTHOUSE**
 STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE: **ELEVENTH FLOOR**
 DEPARTMENT: **Information Technology**
 SPACE/DIVISION:
 INTERVIEWEE: **John Barrett**

March 1st, 2018
FINAL

- Adjacencies
- The IT team needs to be physically at each major site location – CH, Ives, Taylor. The team would ideally be located in the same room.
 - The IT team also needs server rooms in the major locations – Ives, Taylor and CH.
 - The IT team needs a wiring closet on every floor of operation for every building.
 - The IT team needs storage/staging room at each main location. The storage rooms are also used to set-up and stage computers and servers.
 - The IT team needs meeting room(s) at the major locations.

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.	SPACE DESCRIPTION	PRIVACY	Qty.	Size	Total	Room No.	REMARKS	PRIVACY	Qty.	Size	Total	REMARKS
							SECURITY REQUIREMENTS					
							• Badge security for general IT rooms – all					
							• IT access only to server and wiring rooms					
							PARKING NEEDS					
							We do not have enough parking for the IT team at the Courthouse					

Support Sub Total DNSF	2,671	Support Sub Total DNSF	4,932
Staff + Support DNSF	4,213	Staff + Support DNSF	6,748
Department Grossing Factor	1.35	Department Grossing Factor	1.35
TOTAL GSF	5,688	TOTAL GSF	9,110

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY COURTHOUSE**
 STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE: **10th Floor**
 DEPARTMENT: **Medical Examiner**
 SPACE/DIVISION:
 INTERVIEWEE: **Michael Payne**

March 1st, 2018
FINAL

Adjacencies
 None

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017					PRIVACY		RECOMMENDED 2027				
		Cube	Office	Qty.	Size	Total	Room No.	REMARKS	Cube	Office	Qty.	Size	Total	REMARKS	
	STAFF														
	Medical Examiner														
	Michael Payne	x		1	233	233	1051			x		1	200	200	
	Chief Deputy Medical Examiner														
	Tom Czerniak	x		1	0	0	1051	SHARED Desk	x		1	400	400	6 Deputy Workstations in one area	
	Deputy Medical Examiner														
	Randall Scheef	x		1	0	0	1051	SHARED Desk	x		0	0	0		
	Deputy Medical Examiner														
	Rebecca Petersen	x		1	0	0	1051	SHARED Desk	x		0	0	0		
	Deputy Medical Examiner														
	Rebecca St. Amand	x		1	0	0	1051	SHARED Desk	x		0	0	0		
	Deputy Medical Examiner														
	Keith Stannis	x		1	0	0	1051	SHARED Desk	x		0	0	0		
	Deputy Medical Examiner														
	Kim Winther	x		1	0	0	1051	SHARED Desk	x		0	0	0		
	Administrative Assistant														
	Diane Rosenfeldt	x		1	100	100	1001C		x		1	100	100		
	Staff Sub Total DNSF				333							700			

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY COURTHOUSE**
 STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE: **10th Floor**
 DEPARTMENT: **Medical Examiner**
 SPACE/DIVISION:
 INTERVIEWEE: **Michael Payne**

March 1st, 2018
FINAL

Adjacencies
 None

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.	SPACE DESCRIPTION	PRIVACY		Qty.	Size	Total	Room No.	REMARKS	PRIVACY		Qty.	Size	Total	REMARKS
		Cube	Office						Cube	Office				
	SUPPORT SPACES													
	Medical Exam Storage			1	74	74	ST1007				1	120	120	
	File storage room			0	0	0					1	120	120	
	Garage With Sally Port			0	0	0					1	900	900	
	Body Storage / Examination			0	0	0					1	900	900	Viewing Area
	Reception / Waiting			0	0	0					1	200	200	
	File / Evidence Storage			0	0	0					1	200	200	
	Conference / Training Room			0	0	0					1	300	300	Occupancy 15
	Garage			0	0	0					1	500	500	
	Receiving / Discharge			0	0	0					1	450	450	
	Cooler			0	0	0					1	450	450	
	Autopsy			0	0	0					1	350	350	
	Evidence			0	0	0					1	100	100	
	Viewing			0	0	0					1	100	100	
	Lab			0	0	0					1	200	200	
	Staff Toilet			0	0	0					1	60	60	
	Client Toilet			0	0	0					1	60	60	
	Lockers (Unisex)			0	0	0					1	100	100	
	Shower			0	0	0					1	60	60	
	Storage			0	0	0					1	150	150	
	Break Room			0	0	0					1	150	150	
	Conference / Training Room			0	0	0					1	250	250	
	Record			0	0	0					1	100	100	
								TRAINING/CONFERENCE NEEDS						
								Conference Room/Training room (15 occupants)						
								CURRENT MEETING DESCRIPTION						
								8 attendees, lasting 1 hours, frequency 1/4						

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY COURTHOUSE**
 STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE: **10th Floor**
 DEPARTMENT: **Medical Examiner**
 SPACE/DIVISION:
 INTERVIEWEE: **Michael Payne**

March 1st, 2018
FINAL

Adjacencies
 None

**EXISTING
 2017**

**RECOMMENDED
 2027**

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017				REMARKS	PRIVACY		RECOMMENDED 2027			
				Qty.	Size	Total	Room No.				Qty.	Size	Total	REMARKS
								OUTSIDE CONSULTANT SPACE NEEDS						
								<ul style="list-style-type: none"> Private Office(200 sf) Deputy work stations (400 sf) Need room for body storage and examination (900 sf) Garage with sally port for body delivery (900 sf) Reception/waiting (200 sf) File/evidence storage (200 sf) 						
								ACTIVE RECORDS PAPER FILING						
								Lateral Files:						
								~ 5-Drawers = 2; FUTURE = 10						
								~ 4-Drawers = 0; FUTURE = 0						
								~ 3-Drawers = 0; FUTURE = 0						
								~ 2-Drawers = 0; FUTURE = 0						
								Vertical Files:						
								~ 5-Drawers = 2; FUTURE = 4						
								~ 4-Drawers = 0; FUTURE = 0						
								~ 3-Drawers = 1; FUTURE = 0						
								~ 2-Drawers = 0; FUTURE = 0						
								Storage Cabinets = 3; FUTURE = 6						

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY COURTHOUSE**
 STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE: **10th Floor**
 DEPARTMENT: **Medical Examiner**
 SPACE/DIVISION:
 INTERVIEWEE: **Michael Payne**

March 1st, 2018
FINAL

Adjacencies
 None

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017				REMARKS	PRIVACY		RECOMMENDED 2027							
				Qty.	Size	Total	Room No.				Qty.	Size	Total	REMARKS				
								ELECTRONIC FILING										
								Scanning documents										
								ELECTRONIC FILING - NEW										
								Data entry with scanning supporting documents										
								WORKFLOW CHANGES										
								5/10 yr growth projection the number of death investigations continue; will require expansion of body exam facility.										
								EXISTING/SPECIAL OFFICE EQUIP.										
								Need space for body cooler and examination area										
								SECURITY REQUIREMENTS										
								Currently:										
								• There is no security or privacy.										
								• 24/7 access is needed for deputies.										
								• Public access, as allowed, to administrative area only during designated hours.										
								• No security to safeguard property or valuables of the deceased.										

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY COURTHOUSE**
 STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE: **FOURTH FLOOR**
 DEPARTMENT: **Public Works/Development Services & Zoning**
 SPACE/DIVISION: **Buildings and Facilities Management**
 INTERVIEWEE: **Karl Jeske**

Adjacencies

 None. We are a building service organization and respond to needs in all locations

March 1st, 2018

DRAFT

		EXISTING 2017				RECOMMENDED 2027									
FD No.	SPACE DESCRIPTION	PRIVACY		Qty.	Size	Total	Room No.	REMARKS	PRIVACY		Qty.	Size	Total	REMARKS	
		Cube	Office						Cube	Office					
	STAFF														
	Superintendent		x											NOTES Often times, group meetings are held in Karl Jeske's office. Christina Dresen parks on street. Jim Winsjansen sits in the room with floor plans. Recommended 2027 as if they were to move to a new location. Could move to a more central location in the County. FUTURE Maintenance Supervisor for Ives Grove Complex	
	Karl Jeske			1	260	260	441			x	1	200	200		
	Assistant Superintendent														
	Mark Hoefs		x	1	150	150	443			x	1	120	120		
	Administrative Assistant														
	Christina Dresen		x	1	140	140	439			x	1	100	100		
	Maintenance Supervisor														
	Jim Winsjansen		x	1	115	115	445			x	1	120	120		
	Future Position														
	FUTURE POSITION			0	0	0		FUTURE Maintenance Supervisor for Ives Grove Complex			x	1	120	120	
Staff Sub Total DNSF				665								660			

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY COURTHOUSE**
 STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE: **FOURTH FLOOR**
 DEPARTMENT: **Public Works/Development Services & Zoning**
 SPACE/DIVISION: **Buildings and Facilities Management**
 INTERVIEWEE: **Karl Jeske**

March 1st, 2018
DRAFT

Adjacencies

 None. We are a building service organization and respond to needs in all locations

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017					PRIVACY		RECOMMENDED 2027				
		Cube	Office	Qty.	Size	Total	Room No.	REMARKS	Cube	Office	Qty.	Size	Total	REMARKS	
	SUPPORT SPACES														
	Mechanical			1	0	0					1	0	0		
	Electrical			1	0	0					1	0	0		
	Janitorial			1	0	0					1	0	0		
	Plan Storage			1	150	150	439	Part of Corridor			1	300	300	Drawings & Files	
	Maintenance at Taylor Ave			1	160	160					0	0	0	see Taylor Avenue	
	Conference Room			0	0	0					1	160	160		
	Work Room / Copy Room			0	0	0					1	120	120		
	Reception Area			1	80	80	439				1	120	120		
	Files			1	80	80	439				0	0	0		
	Superintendent's Closet			1	17	17	418				0	0	0		
	Closet			1	8	8	423				0	0	0		
	Closet			1	6	6	422				0	0	0		
								Janitorial office is used as an assignment room / foreman office							
								Plan storage room is used as office of Maintenance Supervisor.							
								TRAINING/CONFERENCE NEEDS							
								• None specific. B&F can use common building conference rooms when needed.							
								CURRENT MEETING DESCRIPTION							
								3-10 attendees, lasting 1 hour, frequency monthly							

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY COURTHOUSE**
 STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE: **FOURTH FLOOR**
 DEPARTMENT: **Public Works/Development Services & Zoning**
 SPACE/DIVISION: **Buildings and Facilities Management**
 INTERVIEWEE: **Karl Jeske**

March 1st, 2018
DRAFT

Adjacencies

 None. We are a building service organization and respond to needs in all locations

		EXISTING 2017				RECOMMENDED 2027								
FD No.	SPACE DESCRIPTION	PRIVACY		Qty.	Size	Total	Room No.	REMARKS	PRIVACY		Qty.	Size	Total	REMARKS
								ACTIVE RECORDS PAPER FILING						
								Yes we keep our own records and many are located in "cold storage" mechanical rooms, etc.						
								Lateral Files:						
								~ 5-Drawers = 2; FUTURE = 10						
								~ 4-Drawers = 0; FUTURE = 0						
								~ 3-Drawers = 0; FUTURE = 0						
								~ 2-Drawers = 2; FUTURE = 0						
								Vertical Files:						
								~ 5-Drawers = 5-6; FUTURE = 0						
								~ 4-Drawers = 10; FUTURE = 0						
								~ 3-Drawers = 0; FUTURE = 0						
								~ 2-Drawers = 0; FUTURE = 0						
								Storage Cabinets = 0; FUTURE = 0						
								ELECTRONIC FILING						
								• Payment vouchers, invoices, etc. for the finance department are scanned in by Admin Asst for Finance Dept use.						
								• No formal scanning of B&F documents takes place.						
								• Some minor scanning of building blueprints has taken place.						
								• The documents we have scanned and are stored on the County server are usually those that were needed to be sent electronically to someone else.						

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY COURTHOUSE**
 STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE: **FOURTH FLOOR**
 DEPARTMENT: **Public Works/Development Services & Zoning**
 SPACE/DIVISION: **Buildings and Facilities Management**
 INTERVIEWEE: **Karl Jeske**

March 1st, 2018
DRAFT

Adjacencies
 None. We are a building service organization and respond to needs in all locations

		EXISTING 2017				RECOMMENDED 2027								
FD No.	SPACE DESCRIPTION	PRIVACY		Qty.	Size	Total	Room No.	REMARKS	PRIVACY		Qty.	Size	Total	REMARKS
								ELECTRONIC FILING - NEW						
								<ul style="list-style-type: none"> See 'ACTIVE RECORDS PAPER FILING' above for documents put onto County server. No new document storage 						
								WORKFLOW CHANGES						
								<ul style="list-style-type: none"> If there is growth, it will be in quantities of maintenance staff that work in various buildings. 						
								LARGE EQUIPMENT						
								<ul style="list-style-type: none"> Printer / scanner / copier shared in our office Multiple Building Automation System head ends with screens, key boards, etc. Each administrative person has 						
								SECURITY REQUIREMENTS						
								<ul style="list-style-type: none"> Administrative Asst is separated from walk ins. Push for help button at Administrative Asst desk. Locked door preventing access to back B&F office area in place 						

Adjacencies

None. We are a building service organization and respond to needs in all locations

March 1st, 2018
DRAFT

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY COURTHOUSE**
STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
FLOOR / SUITE: **FOURTH FLOOR**
DEPARTMENT: **Public Works/Development Services & Zoning**
SPACE/DIVISION: **Buildings and Facilities Management**
INTERVIEWEE: **Karl Jeske**

		EXISTING 2017					RECOMMENDED 2027								
FD No.	SPACE DESCRIPTION	PRIVACY		Qty.	Size	Total	Room No.	REMARKS	PRIVACY		Qty.	Size	Total	REMARKS	
								PARKING NEEDS							
								Current: 2017 Staff Parking - 2 spcs. All other staff park on street or large lot at Taylor Avenue.							
								Future: 2027 Staff Parking - same							
								Space for 1 pickup truck, 1 jeep, and 1 cube van. Currently use Courthouse garage and/or LEC							
Support Sub Total DNSF				501						Support Sub Total DNSF		700			
Staff + Support DNSF				1,166						Staff + Support DNSF		1,360			
Department Grossing Factor				1.35						Department Grossing Factor		1.35			
TOTAL GSF				1,574						TOTAL GSF		1,836			

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY COURTHOUSE**
 STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE: **1st Floor**
 DEPARTMENT: **Register of Deeds/Land Description**
 SPACE/DIVISION:
 INTERVIEWEE: **Tyson Fettes**

Adjacencies
 Development Services and Zoning
 County Clerk
 County Treasurer

March 1st, 2018
FINAL

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017					PRIVACY		RECOMMENDED 2027				
		Cube	Office	Qty.	Size	Total	Room No.	REMARKS	Cube	Office	Qty.	Size	Total	REMARKS	
	STAFF														
	Register of Deeds							Future GIS / Mapping positions							
	Tyson Fettes		x	1	188	188	177			x	1	120	120		
	Deputy Register of Deeds														
	Tracey L. Nagy-Feichtner		x	1	100	100	156		x	1	120	120			
	GIS/Property Lister														
	Kimberly Christman	x		1	75	75	162		x	1	120	120			
	Real Estate Analyst														
	Lauren Anderson	x		1	64	64	159		x	1	64	64			
	Clerk														
	Yashpal Chana	x		1	64	64	151		x	1	64	64			
	Clerk														
	Jeri David	x		1	64	64	156	Sits in NW corner of room 156	x	1	64	64			
	Clerk														
	Jill Niesen	x		1	64	64	150	Sits at Reception Counter 150	x	1	64	64			
	Clerk														
	Kathy Czarnecki	x		1	64	64	151		x	1	64	64			
	GIS / Mapping														
	FUTURE			0	0	0			x	1	64	64	Future		
	Staff Sub Total DNSF				683					Staff Sub Total DNSF		744			

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY COURTHOUSE**
 STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE: **1st Floor**
 DEPARTMENT: **Register of Deeds/Land Description**
 SPACE/DIVISION:
 INTERVIEWEE: **Tyson Fettes**

Adjacencies
 Development Services and Zoning
 County Clerk
 County Treasurer

March 1st, 2018
FINAL

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017					PRIVACY		RECOMMENDED 2027				
		Cube	Office	Qty.	Size	Total	Room No.	REMARKS	Cube	Office	Qty.	Size	Total	REMARKS	
	SUPPORT SPACES														
	Real Estate Records "Library"			1	2,263	2,263	155	Records from 1836-Present			1	2,000	2,000	Can Be More Space Efficient	
	Conference Room/Training room			1	104	104	157	6-8 occupants; used for GIS training			1	225	225		
	Survey Table Kiosk			1	108	108	175				1	120	120		
	Breakroom			1	155	155	163	NO SINK			1	200	200		
	Vital Records			1	202	202	175	Need to be secured.			1	200	200		
	Storage			1	108	108	175				1	150	150		
	Public Access Workstations in "Library"			1	567	567	155	6 Workstations			6	40	240		
	Conference Room			0	0	0					1	140	140		
	Waiting			1	129	129	153				1	130	130	SHARED with Treasurer	
	Storage			1	43	43	161				1	100	100		
	Register of Deeds Area			1	1,353	1,353	175								
	Storage Area			1	128	128	175				1	150	150		
	Loose Storage			7	141	141	175	Collection Of Open Storage Areas			7	200	200		
	Copier			1	7	7	175				1	15	15		
	Safe			1	7	7	175				1	15	15		
	Desk			1	12	12	175				1	36	36		
								TRAINING/CONFERENCE NEEDS							
								• Conference Room/Training room – GIS Training and workspace (6-12 occupants)							
								• Land Information Meeting (12 occupants)							
								CURRENT MEETING DESCRIPTION							
								12 attendees, lasting 2 hours, frequency 1/4							

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY COURTHOUSE**
 STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE: **1st Floor**
 DEPARTMENT: **Register of Deeds/Land Description**
 SPACE/DIVISION:
 INTERVIEWEE: **Tyson Fettes**

Adjacencies
 Development Services and Zoning
 County Clerk
 County Treasurer

March 1st, 2018
FINAL

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.	SPACE DESCRIPTION	PRIVACY		Qty.	Size	Total	Room No.	REMARKS	PRIVACY		Qty.	Size	Total	REMARKS	
								OUTSIDE CONSULTANT SPACE NEEDS							
	<p>2017-07-27 NOTES</p> <p>Floor plan configuration incorrect.</p> <p>Remodeled reconfiguration occurred in 2005.</p> <p>Within the Vault Room, the County Real Estate Records, "Library", there are SIX public access workstations / cubicles.</p> <p>Register of Deeds does not have much space in basement. Most is on the first floor.</p> <p>Vital Records (birth/death/marriage) MUST BE SECURED. Currently stored within Office Space 151 where Yash and Kathy sit.</p> <p>Could use another smaller conference room.</p> <p>Current conference room used for GIS Training.</p> <p>Plats of survey in three HLFs with countertop in common space between Kimberly and Lauren.</p>							<ul style="list-style-type: none"> 6 cubicles for public access in Library (250 sf) Conference room – Training and meetings with public (225) 							
									ACTIVE RECORDS PAPER FILING						
									Lateral Files:						
									~ 5-Drawers = 5; FUTURE = 0						
									~ 4-Drawers = 2; FUTURE = 0						
									~ 3-Drawers = 12; FUTURE = 0						
									~ 2-Drawers = 0; FUTURE = 0						
									Vertical Files:						
									~ 5-Drawers = 0; FUTURE = 0						
									~ 4-Drawers = 9; FUTURE = 2						
									~ 3-Drawers = 1; FUTURE = 0						
									~ 2-Drawers = 1; FUTURE = 0						
									Storage Cabinets = 2; FUTURE = 0						

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY COURTHOUSE**
 STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE: **1st Floor**
 DEPARTMENT: **Register of Deeds/Land Description**
 SPACE/DIVISION:
 INTERVIEWEE: **Tyson Fettes**

March 1st, 2018
FINAL

Adjacencies
 Development Services and Zoning
 County Clerk
 County Treasurer

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.	SPACE DESCRIPTION	PRIVACY	Qty.	Size	Total	Room No.	REMARKS	PRIVACY	Qty.	Size	Total	REMARKS
							ELECTRONIC FILING - SCANNING					
							Old documents are scanned and indexed into our real estate system (LandLink). Once they are scanned and indexed they are verified allowing the title industry to know we have verified the information they are insuring against. Our documents in our Library are dated back to 1836 and are preserved and protected for the publics use. These documents are the counties land record history.					
							ELECTRONIC FILING - NEW					
												<ul style="list-style-type: none"> When a paper document is recorded in our office we index scan and use (OCR – optical character recognition software) to fully index the document. We then verify the document and the documents are then searchable in our Register of Deeds database LandLink. 60% of new documents are electronically recorded into our LandLink system for approval. They are also returned electronically. The steps for this process are similar to the above minus the scanning.
							WORKFLOW CHANGES					
							5 yr growth projection for GIS and Mapping, 1 additional staff person.					

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY COURTHOUSE**
 STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE: **1st Floor**
 DEPARTMENT: **Register of Deeds/Land Description**
 SPACE/DIVISION:
 INTERVIEWEE: **Tyson Fettes**

Adjacencies
 Development Services and Zoning
 County Clerk
 County Treasurer

March 1st, 2018
FINAL

		EXISTING 2017				RECOMMENDED 2027							
FD No.	SPACE DESCRIPTION	PRIVACY		Qty.	Size	Total	Room No.	REMARKS	PRIVACY	Qty.	Size	Total	REMARKS
								EXISTING/SPECIAL OFFICE EQUIP.					
								Our Library has various large book shelves that hold our records. These shelves are uniform and matching and were replaced in 2005. They hold the counties real estate records back to 1836. The structure of the library is the way it is, due to the floors inability to hold more records stacked on top of each other. They had to be spread out to disperse the weight out evenly per our building consultant in 2005.					
								SECURITY REQUIREMENTS					
													<ul style="list-style-type: none"> Vital records per state requirement (State Vital Records Office) must be locked during non-business hours. Our records are locked in our office; however, are not looked with in our office. We are currently working with Building and Facilities to determine how to comply with this requirement. We would also like to keep a panic button in our office that allows us to easily contact the Sheriff's office. We currently have this under our front

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY COURTHOUSE**
 STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE: **1st Floor**
 DEPARTMENT: **Treasurer**
 SPACE/DIVISION:
 INTERVIEWEE: **Jane F. Nikolai**

March 1st, 2018
FINAL

Adjacencies
 Payroll
 Finance
 Real Property Lister/Register of Deeds

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017					PRIVACY		RECOMMENDED 2027				
		Cube	Office	Qty.	Size	Total	Room No.	REMARKS	Cube	Office	Qty.	Size	Total	REMARKS	
	STAFF														
	County Treasurer													NOTES Anne Mollerskov wants to meet with people privately over tax payment / bankruptcy. Collect taxes - \$30M in the summer. Want to remodel counter for workstations at counter. April & Kim want a desk at the counter. Racine County has the highest unemployment rate in past years. Tax intercept for Racine, Portage, and Milwaukee Counties.	
	Jane F. Nikolai		x	1	161	161	139	parking space next to building		x	1	160	160		
	Deputy Treasurer														
	Marilou Hipper	x		1	60	60	125D	parks in City lot		x	1	120	120		
	Paralegal														
	Anne Mollerskov	x		1	40	40	125C		x		1	64	64		
	Account Clerk II														
	April Johnson	x		1	40	40	125B	also works at front counter	x		1	64	64		
	Account Clerk II														
	Kim George	x		1	40	40	125A	also works at front counter	x		1	64	64		
	Temporary Help (during tax time)														
	Jan Jennings	x		1	64	64	133		x		1	64	64		
	Account Clerk II														
	FUTURE			0		0		2 Future Account Clerk Positions	x		1	64	64		
	Account Clerk II														
	FUTURE			0		0			x		1	64	64		
	Staff Sub Total DNSF				405							664			

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY COURTHOUSE**
 STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE: **1st Floor**
 DEPARTMENT: **Treasurer**
 SPACE/DIVISION:
 INTERVIEWEE: **Jane F. Nikolai**

March 1st, 2018
FINAL

Adjacencies
 Payroll
 Finance
 Real Property Lister/Register of Deeds

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017				PRIVACY		RECOMMENDED 2027					
		Cube	Office	Qty.	Size	Total	Room No.	REMARKS	Cube	Office	Qty.	Size	Total	REMARKS	
	SUPPORT SPACES														
	Vault			1	25	25	125					1	25	25	
	Locking Storage Room - Secure Storage			0	39	39	117					1	40	40	
	Open Storage/Workroom			1	289	289	133					1	300	300	COMBINED STORAGE
	Closet in Treasurer's Office			1	7	7	139					1	10	10	
	Bank Counter Desk (Front Counter)			1	120	120	125					3	48	144	3 Teller Windows; SECURE; includes seasonal help
	Conference Room			0	0	0						1	120	120	Locate at front counter; Seating for 6
	Conference Table			1	120	120	125					1	400	400	Occupancy 20; SHARED other departments
	Bank Courier			1	100	100	125					1	50	50	
	Files			1	200	200	125					1	200	200	
	Copy/Work Area			0	0	0		SHARED with County Clerk				0	0	0	SHARED with County Clerk
	Lockers			1	100	100	125					1	100	100	
	Waiting Area			0	200	0	125	SHARED with County Clerk				0	200	0	SHARED with County Clerk
	Kitchen Area			0	0	0						0	0	0	SHARED with County Clerk
								TRAINING/CONFERENCE NEEDS							
								• Conference room to meet with municipal treasurers (20 occupants)							
								• Conference room to meet with property owners (20 occupants)							
								• Secure/private area to count cash (2 occupants)							
								• Room for Bid Openings (20)							
								CURRENT MEETING DESCRIPTION							
								2 to 20 attendees, lasting 15min to 1 hour, frequency 3-6 times weekly.							

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY COURTHOUSE**
 STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE: **1st Floor**
 DEPARTMENT: **Treasurer**
 SPACE/DIVISION:
 INTERVIEWEE: **Jane F. Nikolai**

March 1st, 2018
FINAL

Adjacencies
 Payroll
 Finance
 Real Property Lister/Register of Deeds

		EXISTING 2017				RECOMMENDED 2027								
FD No.	SPACE DESCRIPTION	PRIVACY		Qty.	Size	Total	Room No.	REMARKS	PRIVACY		Qty.	Size	Total	REMARKS
								OUTSIDE CONSULTANT SPACE NEEDS						
								• Terminal in the Conference Room (80 sf)						
								• Projector Screen / Interactive White Board (100 sf)						
								• Work Area for Bank Courier / Must be near Vault (30 sf)						
								ACTIVE RECORDS PAPER FILING						
								Lateral Files:						
								~ 5-Drawers = 0; FUTURE += 0						
								~ 4-Drawers = 1; FUTURE + = 0						
								~ 3-Drawers = 0; FUTURE + = 0						
								~ 2-Drawers = 2; FUTURE + = 0						
								Vertical Files:						
								~ 5-Drawers = 0; FUTURE + = 0						
								~ 4-Drawers = 10; FUTURE + = 5						
								~ 3-Drawers = 1; FUTURE + = 0						
								~ 2-Drawers = 4; FUTURE + = 3						
								Storage Cabinets = 2; FUTURE + = 1						
								ELECTRONIC FILING						
								Our office scans documents using the office copy machine, which goes into a shared document folder in the computer system. The majority of our documents are found in Transcendent, in the public access and internal system. The Finance dept. scans many of the documents we reference.						

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY COURTHOUSE**
 STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE: **1st Floor**
 DEPARTMENT: **Treasurer**
 SPACE/DIVISION:
 INTERVIEWEE: **Jane F. Nikolai**

Adjacencies
 Payroll
 Finance
 Real Property Lister/Register of Deeds

March 1st, 2018
FINAL

		EXISTING 2017				RECOMMENDED 2027								
FD No.	SPACE DESCRIPTION	PRIVACY		Qty.	Size	Total	Room No.	REMARKS	PRIVACY		Qty.	Size	Total	REMARKS
								WORKFLOW CHANGES						
								<ul style="list-style-type: none"> 5 yr growth projection for In-Rem Sales/Actions and Payment Plan meetings which will require additional offices and conference rooms 5 yr growth projection for Paralegal Staff / additional legal secretary help which will require private office for legally sensitive calls and meetings that can accommodate up to 6 people. 5 yr growth projection for Seasonal help which will require front counter work 						
								EXISTING/SPECIAL OFFICE EQUIP.						
								<ul style="list-style-type: none"> ATM Payment Machine for property taxes Secured and weatherproof Dropbox for payments Cash Counting Machine Coin Counter Paper Shredder 1 Large Floor Copy Machine 3 Table Top Printers 						

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY COURTHOUSE**
 STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE: **1st Floor**
 DEPARTMENT: **Treasurer**
 SPACE/DIVISION:
 INTERVIEWEE: **Jane F. Nikolai**

March 1st, 2018
FINAL

Adjacencies
 Payroll
 Finance
 Real Property Lister/Register of Deeds

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.	SPACE DESCRIPTION	PRIVACY	Qty.	Size	Total	Room No.	REMARKS	PRIVACY	Qty.	Size	Total	REMARKS
							SECURITY REQUIREMENTS					
							<ul style="list-style-type: none"> Front counter security with locking gate Panic buttons at each workspace Security on vault 					
							PARKING NEEDS					
							Current: 2017 Staff Parking - 6 spcs.					
							Future: 2027 Staff Parking - 8 spcs					
							<ul style="list-style-type: none"> Extensive parking needs for tax collection session for public. Parking for Municipality representatives and other County Treasurers for meetings. 					
							PUBLIC SPACES USED BY WEEK DAY & AM/PM					
							MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
							am	pm	am	pm	am	pm
							8	5	8	5	8	5

Support Sub Total DNSF	1,000
Staff + Support DNSF	1,405
Department Grossing Factor	1.35
TOTAL GSF	1,897

Support Sub Total DNSF	1,389
Staff + Support DNSF	2,053
Department Grossing Factor	1.35
TOTAL GSF	2,772

PART ONE SPACE PROGRAM

June 5th, 2018 **RACINE COUNTY COURTHOUSE**
 STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE:
 DEPARTMENT:
 SPACE/DIVISION: **Courthouse Support Spaces**
 INTERVIEWEE:

Adjacencies

 None. We are a building service organization and respond to needs in all locations

March 1st, 2018
FINAL

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017				PRIVACY		RECOMMENDED 2027					
		Cube	Office	Qty.	Size	Total	Room No.	REMARKS	Cube	Office	Qty.	Size	Total	REMARKS	
	SUPPORT SPACES														
	Lower Level Lobby			1	588	588	N/A					1	588	588	
	1st Floor Vestibule			1	211	211	144					1	211	211	
	1st Floor Security Screening			1	75	75	N/A					1	75	75	
	1st Floor Hearing			1	764	764	151					1	764	764	
	1st Floor Lobby			1	1,031	1,031	101					1	1,031	1,031	
	1st Floor Fire Command			1	68	68	191					1	68	68	
	2nd Floor Lobby			1	588	588	201					1	588	588	
	3rd Floor Lobby			1	588	588	301					1	588	588	
	4th Floor Lobby			1	588	588	401					1	588	588	
	5th Floor Lobby			1	586	586	501					1	586	586	
	6th Floor Lobby			1	587	587	601					1	587	587	
	7th Floor Lobby			1	573	573	701					1	573	573	
	8th Floor Lobby			1	531	531	801					1	531	531	
	9th Floor Lobby			1	460	460	901					1	460	460	
	10th Floor Lobby			1	410	410	1001					1	410	410	
	11th Floor Lobby/Conference			0	0	0	1101	Part of I.T.'s Space Program				0	0	0	
	1st Floor Conference Room			1	764	764	191					1	764	764	Future security screening space

Support Sub Total DNSF **0**

Support Sub Total DNSF **0**

Staff + Support DNSF **8,412**

Staff + Support DNSF **8,412**

Department Grossing Factor **1.35**

Department Grossing Factor **1.35**

TOTAL GSF **11,356**

TOTAL GSF **11,356**

Adjacencies
 County Executive
 Corporation Council
 Finance

PART ONE SPACE PROGRAM

June 5th, 2018 **DENNIS KORNWOLF SERVICE CENTER**
 STREET ADDRESS: **1717 TAYLOR AVENUE, RACINE, WI 53403-2405**
 FLOOR / SUITE:
 DEPARTMENT: **Administration / Fiscal / Operations**
 SPACE/DIVISION: **HUMAN SERVICES**
 INTERVIEWEE: **Hope Otto**

March 1st, 2018
FINAL

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017					PRIVACY		RECOMMENDED 2027				
		Cube	Office	Qty.	Size	Total	Room No.	REMARKS	Cube	Office	Qty.	Size	Total	REMARKS	
	STAFF														
	ADMINISTRATION DIVISION														
	Director														
	Hope Otto		X	1	307	307	3234			X	1	300	300	Conference Table	
	Acting Deputy Director														
	Brenda Danculovich			1	94	94	3246			X	1	120	120		
	Admin to Director														
	Kim Bartel	X		1	323	323	3230A	Includes large open space	X		1	200	200	Includes Files	
	Operations & Facilities Manager														
	Liam Doherty		X	1	143	143	3205			X	1	120	120		
	Executive Coordinator of Higher Expectations														
	Jeffery Neubauer		X	1	156	156	3238			X	1	120	120		
	Contracts & Compliance Supervisor														
	Krista Kennedy		X	1	107	107	3217			X	1	120	120		
	Manager of Marketing and Fund Development														
	Kimberly Payne		X	1	94	94	3362			X	1	120	120		
	Marketing Consultant														
	Pamela Zenner Richards		X	1	92	92	3265			X	1	120	120		
	Marketing Coordinator														
	Val Danculovich	X		1	92	92	3385		X		1	64	64		
	Data Manager														
	Travis Richardson		X	1	147	147	3221			X	1	120	120		

PART ONE SPACE PROGRAM

June 5th, 2018 **DENNIS KORNWOLF SERVICE CENTER**
 STREET ADDRESS: **1717 TAYLOR AVENUE, RACINE, WI 53403-2405**
 FLOOR / SUITE:
 DEPARTMENT: **Administration / Fiscal / Operations**
 SPACE/DIVISION: **HUMAN SERVICES**
 INTERVIEWEE: **Hope Otto**

Adjacencies
 County Executive
 Corporation Council
 Finance

March 1st, 2018
FINAL

				EXISTING 2017						RECOMMENDED 2027				
FD No.	SPACE DESCRIPTION	PRIVACY		Qty.	Size	Total	Room No.	REMARKS	PRIVACY		Qty.	Size	Total	REMARKS
	IT Programmer													
	Jim Luther		x	1	95	95	3306			x	1	120	120	
	Lead Help Desk													
	Kevin Bucholz		x	1	90	90	3310			x	1	120	120	
	FISCAL / ADMINISTRATION DIVISION													
	Fiscal Manager													
	Brian Nelson		x	1	195	195	3254			x	1	200	200	Conference Table
	Operations Manager, Fiscal													
	Mary Perman		x	1	96	96	3250			x	1	200	200	Conference Table
	Accounting Supervisor													
	Jenny Druktenis		x	1	90	90	3347			x	1	120	120	
	Accounting Supervisor													
	Jen Bradley		x	1	95	95	3346			x	1	120	120	
	Accounting Supervisor													
	Lisa Meyer	x		1	90	90	3249			x	1	120	120	
	Accounting Clerk													
	Allison Mrvicha	x		1	90	90	3245			x	1	64	64	
	Junior Accountant													
	Susan Leger	x		1	67	67	3446			x	1	64	64	

PART ONE SPACE PROGRAM

June 5th, 2018 **DENNIS KORNWOLF SERVICE CENTER**
 STREET ADDRESS: **1717 TAYLOR AVENUE, RACINE, WI 53403-2405**
 FLOOR / SUITE:
 DEPARTMENT: **Administration / Fiscal / Operations**
 SPACE/DIVISION: **HUMAN SERVICES**
 INTERVIEWEE: **Hope Otto**

Adjacencies
 County Executive
 Corporation Council
 Finance

March 1st, 2018
FINAL

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017					PRIVACY		RECOMMENDED 2027				
				Qty.	Size	Total	Room No.	REMARKS			Qty.	Size	Total	REMARKS	
	Accounting Clerk														
	Pam Timler	x		1	67	67	3357		x		1	64	64		
	Vacant														
	N/A	x		1	67	67	3450		x		1	64	64		
	HIGHER EXPECTATIONS														
	Executive Coordinator of Higher Expectations														
	Jeffery Neubauer		x	1	0	0	N/A	Works Partime In office		x	1	120	120	HIGHER EXPECTATIONS Working to bring different groups together. Salary paid by business organization, Racine Area Manufacturers and Commerce (RAMAC), 300 5th Street, 53403, 262.634.1931, ramac@racinechamber.com	
	Community Impact Manger		x	1	156	156	3238			x	1	120	120		
	Kristin Latus														
	Data Director														
	Matt Snyder		x	1	103	103	3213			x	1	120	120		
	Stakeholder Engagement & Comm. Manager														
	Chelsea Powell	x		1	80	80	3224		x		1	90	90		
	Program Manager														
	Caryolynn Friesch	x		1	90	90	3123		x		1	90	90		
	Manager of Birth														
	Lynn Debilzen	x		1	80	80	3222		x		1	90	90		
	Post-Secondary Newtork Facilitator														
	Chelsea Powell	x		1	60	60	N/A	Works Partime In office	x		1	90	90		

PART ONE SPACE PROGRAM

June 5th, 2018 **DENNIS KORNWOLF SERVICE CENTER**
 STREET ADDRESS: **1717 TAYLOR AVENUE, RACINE, WI 53403-2405**
 FLOOR / SUITE:
 DEPARTMENT: **Administration / Fiscal / Operations**
 SPACE/DIVISION: **HUMAN SERVICES**
 INTERVIEWEE: **Hope Otto**

Adjacencies
 County Executive
 Corporation Council
 Finance

March 1st, 2018
FINAL

		EXISTING 2017				RECOMMENDED 2027							
FD No.	SPACE DESCRIPTION	PRIVACY	Qty.	Size	Total	Room No.	REMARKS	PRIVACY	Qty.	Size	Total	REMARKS	
	OPERATIONS												
	IS Programmer												
	Jim Rupp	x	1	68	68	3442		x	1	64	64		
Staff Sub Total DNSF			3,234				Staff Sub Total DNSF			3,444			

		Cube	Office					Cube	Office					
	SUPPORT SPACES													
	Meeting Room			1	357	357	3000			1	400	400		
	Kitchen			1	78	78	N/A			1	80	80		
	Waiting Area			1	103	103	3230			1	120	120		
	Conference Room			1	296	296	3258			1	400	400		
	IT / Server Room			1	287	287	3330			1	300	300		
	Storage			1	351	351	3338	ONLY general storage for ENTIRE building			1	400	400	Need More Storage (Discuss)
	Café (1st Floor)			1	142	142	1302	(SHARED) By Other Departments/Public			1	150	150	
	Records			1	1,059	1,059	1406			1	1,500	1,500		
	Break Room			1	240	240	1414			1	240	240		
	Mail Cube			1	89	89	3381			1	64	64		
	Copy/Workroom			0	0	0				1	200	200		
	Break Room (SHARED)			1	428	428	3334/3241	(SHARED) But Listed In Admin/Fiscal			1	400	400	
Support Sub Total DNSF				3,430				Support Sub Total DNSF		4,254				

Staff + Support DNSF **6,664**

Department Grossing Factor **1.35**

TOTAL GSF **8,996**

Staff + Support DNSF **7,698**

Department Grossing Factor **1.35**

TOTAL GSF **10,392**

PART ONE SPACE PROGRAM

June 5th, 2018 **DENNIS KORNWOLF SERVICE CENTER**
 STREET ADDRESS: **1717 TAYLOR AVENUE, RACINE, WI 53403-2405**
 FLOOR / SUITE:
 DEPARTMENT: **Behavioral Health**
 SPACE/DIVISION: **BEHAVIORAL HEALTH DIVISIONS**
 INTERVIEWEE: **Michelle Goggins**

March 1st, 2018
FINAL

ADJACENCIES
 ALL BHS IN CLOSE PROXIMITY TO EACH OTHER, GROUP EACH ARA TOGETHER (ie CLINIC, CSP, CCS)

- SAIL Workstations / Office in SAIL "House"
- SAIL adjacent to Mobile Response
- Mobile Respons adjacent to Crisis
- CCS adjacent to CSP
- Crisis Services adjacent to Lobby
- Doctors adjacent to Lobby
- RN's adjacent to Doctors
- Reception in Lobby
- Billing adjacent to Reception

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.	SPACE DESCRIPTION	PRIVACY		Qty.	Size	Total	Room No.	REMARKS	PRIVACY		Qty.	Size	Total	REMARKS
		Cube	Office						Cube	Office				
	STAFF													
	BEHAVIORIAL HEALTH													
	Administrator of Aging and Disability Services													
	Michelle Goggins		x	1	260	260	426	Domanik Dr.		x	1	200	200	Conference Table
	COMPREHENSIVE COMMUNITY SERVICES (CCS)													
	CCS Regional Postion													
	Marie Lepine		x	1	220	220	403	Domanik Dr.		x	1	120	120	
	CCS Supervisor													
	Courtney Conner		x	1	166	166	416	Domanik Dr.		x	1	120	120	
	CCS Supervisor													
	Judy Toppel		x	1	166	166	414	Domanik Dr.		x	1	120	120	
	CCS SF													
	Christina Garcia	x		1	1,112	1,112	401	Domanik Dr. (Shared Space/RM #401)	x		1	64	64	
	CCS SF													
	Amanda Greidanous	x		1	0	0	401	Domanik Dr. (Shared Space/RM #401)	x		1	64	64	
	CCS SF													
	Melissa C Guajardo	x		1	0	0	401	Domanik Dr. (Shared Space/RM #401)	x		1	64	64	
	CCS SF													
	Donna Hicks	x		1	0	0	401	Domanik Dr. (Shared Space/RM #401)	x		1	64	64	
	CCS SF													
	Jennifer J Marx	x		1	0	0	401	Domanik Dr. (Shared Space/RM #401)	x		1	64	64	

PART ONE SPACE PROGRAM

June 5th, 2018 **DENNIS KORNWOLF SERVICE CENTER**
 STREET ADDRESS: **1717 TAYLOR AVENUE, RACINE, WI 53403-2405**
 FLOOR / SUITE:
 DEPARTMENT: **Behavioral Health**
 SPACE/DIVISION: **BEHAVIORAL HEALTH DIVISIONS**
 INTERVIEWEE: **Michelle Goggins**

March 1st, 2018
FINAL

ADJACENCIES
 ALL BHS IN CLOSE PROXIMITY TO EACH OTHER, GROUP EACH ARA TOGETHER (ie CLINIC, CSP, CCS)

- SAIL Workstations / Office in SAIL "House"
- SAIL adjacent to Mobile Response
- Mobile Respons adjacent to Crisis
- CCS adjacent to CSP
- Crisis Services adjacent to Lobby
- Doctors adjacent to Lobby
- RN's adjacent to Doctors
- Reception in Lobby
- Billing adjacent to Reception

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017				RECOMMENDED 2027						
				Qty.	Size	Total	Room No.	REMARKS	PRIVACY		Qty.	Size	Total	REMARKS
	CCS SF Taryn Peltó	x		1	0	0	401	Domanik Dr. (Shared Space/RM #401)	x		1	64	64	
	CCS SF Christopher Rosin	x		1	0	0	401	Domanik Dr. (Shared Space/RM #401)	x		1	64	64	
	CCS SF Sasia Wagner	x		1	0	0	401	Domanik Dr. (Shared Space/RM #401)	x		1	64	64	
	CCS SF Emily Santiago	x		1	0	0	401	Domanik Dr. (Shared Space/RM #401)	x		1	64	64	
	CCS SF Lynelle Saunders	x		1	0	0	401	Domanik Dr. (Shared Space/RM #401)	x		1	64	64	
	CCS SF Christopher Mihelich	x		1	0	0	401	Domanik Dr. (Shared Space/RM #401)	x		1	64	64	
	CCS SF Kimberly Winkler	x		1	0	0	401	Domanik Dr. (Shared Space/RM #401)	x		1	64	64	
	CCS SF Dulce Macias	x		1	0	0	401	Domanik Dr. (Shared Space/RM #401)	x		1	64	64	
	CCS SF Megan Wojtak	x		1	0	0	401	Domanik Dr. (Shared Space/RM #401)	x		1	64	64	
	CCS SF Jovita Helton	x		1	0	0	401	Domanik Dr. (Shared Space/RM #401)	x		1	64	64	
	CCS SF Jordan Sweeti	x		1	0	0	401	Domanik Dr. (Shared Space/RM #401)	x		1	64	64	

PART ONE SPACE PROGRAM

June 5th, 2018 **DENNIS KORNWOLF SERVICE CENTER**
 STREET ADDRESS: **1717 TAYLOR AVENUE, RACINE, WI 53403-2405**
 FLOOR / SUITE:
 DEPARTMENT: **Behavioral Health**
 SPACE/DIVISION: **BEHAVIORAL HEALTH DIVISIONS**
 INTERVIEWEE: **Michelle Goggins**

March 1st, 2018
FINAL

ADJACENCIES
 ALL BHS IN CLOSE PROXIMITY TO EACH OTHER, GROUP EACH ARA TOGETHER (ie CLINIC, CSP, CCS)

- SAIL Workstations / Office in SAIL "House"
- SAIL adjacent to Mobile Response
- Mobile Respons adjacent to Crisis
- CCS adjacent to CSP
- Crisis Services adjacent to Lobby
- Doctors adjacent to Lobby
- RN's adjacent to Doctors
- Reception in Lobby
- Billing adjacent to Reception

EXISTING 2017

RECOMMENDED 2027

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017				RECOMMENDED 2027						
				Qty.	Size	Total	Room No.	REMARKS			Qty.	Size	Total	REMARKS
	QA Supervisor													
	Jean Fenelon		x	1	237	237	422	Domanik Dr.			x	1	120	120
	QA Supervisor													
	Natalie Meinert		x	1	146	146	420	Domanik Dr.			x	1	120	120
	FUTURE STAFF													
	N/A	x		0	0	0		Domanik Dr.			x	1	64	64
	COMMUNITY SUPPORT PROGRAMS (CSP)													
	CSP Supervisor													
	David W Smith		x	1	130	130	405	Domanik Dr.			x	1	120	120
	CSP Supervisor													
	Jessica M Shipman		x	1	148	148	418	Domanik Dr.			x	1	120	120
	CSP CM													
	Dechelle L Coleman	x		1	36	36	407	Domanik Dr. (Shared Space/RM #407)			x	1	64	64
	CSP CM													
	Lindsay J Druschke	x		1	36	36	407	Domanik Dr. (Shared Space/RM #407)			x	1	64	64
	CSP CM													
	Barbara A Knuckles	x		1	36	36	407	Domanik Dr. (Shared Space/RM #407)			x	1	64	64
	CSP RN													
	Jami LuRau	x		1	36	36	407	Domanik Dr. (Shared Space/RM #407)			x	1	64	64
	CSP CM													
	Megan Mundigler	x		1	36	36	407	Domanik Dr. (Shared Space/RM #407)			x	1	64	64

PART ONE SPACE PROGRAM

June 5th, 2018 **DENNIS KORNWOLF SERVICE CENTER**
 STREET ADDRESS: **1717 TAYLOR AVENUE, RACINE, WI 53403-2405**
 FLOOR / SUITE:
 DEPARTMENT: **Behavioral Health**
 SPACE/DIVISION: **BEHAVIORAL HEALTH DIVISIONS**
 INTERVIEWEE: **Michelle Goggins**

March 1st, 2018
FINAL

ADJACENCIES
 ALL BHS IN CLOSE PROXIMITY TO EACH OTHER, GROUP EACH ARA TOGETHER (ie CLINIC, CSP, CCS)

- SAIL Workstations / Office in SAIL "House"
- SAIL adjacent to Mobile Response
- Mobile Respons adjacent to Crisis
- CCS adjacent to CSP
- Crisis Services adjacent to Lobby
- Doctors adjacent to Lobby
- RN's adjacent to Doctors
- Reception in Lobby
- Billing adjacent to Reception

EXISTING 2017

RECOMMENDED 2027

FD No.	SPACE DESCRIPTION	PRIVACY		Qty.	Size	Total	Room No.	REMARKS	PRIVACY		Qty.	Size	Total	REMARKS
	CSP CM													
	Jacquelyn R Lyngdal		x	1	150	150	N/A	Domanik Dr.		x	1	120	120	
	CSP CM													
	Gloria A Salinas	x		1	36	36	407	Domanik Dr. (Shared Space/RM #407)	x		1	64	64	
	CSP CM													
	Debbie A Wells	x		1	36	36	407	Domanik Dr. (Shared Space/RM #407)	x		1	64	64	
	FUTURE STAFF													
	N/A	x		0	0	0			x		1	64	64	
Taylor Ave.	CLINIC													
	Clinic Director													
	Kevin Lunog		x	1	164	164	1216-D	Needs LARGER office with side table		x	1	200	200	Conference Table
	Clinic Doctor													
	Mary Nunchuck		x	1	93	93	1205	Office near clinic reception (Shared Space)		x	1	120	120	
	Clinic Doctor													
	Steven Ortell		x	1	0	0	1205	Office near clinic reception (Shared Space)		x	1	120	120	
	Clinic Doctor													
	VACANT - In process of Hire		x	1	90	90	1216B	Office near clinic reception		x	1	120	120	
	Clinic Doctor													
	Kristi Moriarity		x	1	97	97	1201	Office near clinic reception		x	1	120	120	
	Clinic RN													
	Lisa A Aney		x	1	93	93	1209			x	1	120	120	
	Clinic AODA Supervisor													
	Michelle Goggins		x	1	83	83	1216C	Michelle's Taylor Ave. Office		x	1	0	0	Are Two Offices Required?

PART ONE SPACE PROGRAM

June 5th, 2018 **DENNIS KORNWOLF SERVICE CENTER**
 STREET ADDRESS: **1717 TAYLOR AVENUE, RACINE, WI 53403-2405**
 FLOOR / SUITE:
 DEPARTMENT: **Behavioral Health**
 SPACE/DIVISION: **BEHAVIORAL HEALTH DIVISIONS**
 INTERVIEWEE: **Michelle Goggins**

March 1st, 2018
FINAL

ADJACENCIES
 ALL BHS IN CLOSE PROXIMITY TO EACH OTHER, GROUP EACH ARA TOGETHER (ie CLINIC, CSP, CCS)

- SAIL Workstations / Office in SAIL "House"
- SAIL adjacent to Mobile Response
- Mobile Respons adjacent to Crisis
- CCS adjacent to CSP
- Crisis Services adjacent to Lobby
- Doctors adjacent to Lobby
- RN's adjacent to Doctors
- Reception in Lobby
- Billing adjacent to Reception

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017				RECOMMENDED 2027						
				Qty.	Size	Total	Room No.	REMARKS			Qty.	Size	Total	REMARKS
	Intern													
	N/A		x	1	97	97	1900B				x	1	120	120
	Therapy Room													
	Jessica Larson		x	1	90	90	3378				x	1	120	120
	Clinic AODA													
	Justin Coles		x	1	87	87	1010				x	1	120	120
	Clinic AODA													
	Rocio Gonzalez		x	1	90	90	3281				x	1	120	120
	Clinic AODA													
	Ellen Green		x	1	90	90	3277				x	1	120	120
	Clinic AODA													
	Jennifer Hofmeister		x	1	95	95	3285				x	1	120	120
	Clinic AODA													
	Thea Hunter		x	1	102	102	1014				x	1	120	120
	Clinic AODA													
	N/A		x	1	92	92	1216A				x	1	120	120
	Clinic AODA													
	Lorice Pearson		x	1	87	87	3382				x	1	120	120
	Clinic AODA													
	Jami LaRue	x		1	98	98	1402	Shared Space (X2)		x	1	120	120	
	Clinic AODA													
	March Camacho	x		1	0	0	1402	Shared Space (X2)		x	1	120	120	

PART ONE SPACE PROGRAM

June 5th, 2018 **DENNIS KORNWOLF SERVICE CENTER**
 STREET ADDRESS: **1717 TAYLOR AVENUE, RACINE, WI 53403-2405**
 FLOOR / SUITE:
 DEPARTMENT: **Behavioral Health**
 SPACE/DIVISION: **BEHAVIORAL HEALTH DIVISIONS**
 INTERVIEWEE: **Michelle Goggins**

March 1st, 2018
FINAL

ADJACENCIES
 ALL BHS IN CLOSE PROXIMITY TO EACH OTHER, GROUP EACH ARA TOGETHER (ie CLINIC, CSP, CCS)

- SAIL Workstations / Office in SAIL "House"
- SAIL adjacent to Mobile Response
- Mobile Respons adjacent to Crisis
- CCS adjacent to CSP
- Crisis Services adjacent to Lobby
- Doctors adjacent to Lobby
- RN's adjacent to Doctors
- Reception in Lobby
- Billing adjacent to Reception

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017					PRIVACY		RECOMMENDED 2027				
				Qty.	Size	Total	Room No.	REMARKS			Qty.	Size	Total	REMARKS	
	Clinic AODA														
	Carol Smith		x	1	85	85	1011			x	1	120	120		
	Clinic AODA														
	James Wagner		x	1	114	114	1013			x	1	120	120		
	Clinic Therapist														
	Karla Bidstrup		x	1	94	94	1390			x	1	120	120		
	Clinic Therapist														
	N/A		x	1	90	90	1360			x	1	120	120		
	Clinic Therapist														
	Nancy A Guadagno		x	1	106	106	1900A			x	1	120	120		
	Clinic Therapist														
	Greg Lautz		x	1	81	81	1380			x	1	120	120		
	Clinic Therapist														
	Susan F Mickel		x	1	163	163	1900C			x	1	120	120		
	Clinic Therapist														
	Stephanie Raszkievicz		x	1	105	105	1900D			x	1	120	120		
	Clinic Therapist														
	Leslie Spencer		x	1	142	142	1218			x	1	120	120		
	Clinic Therapist														
	VACANT - in process of hire		x	1	106	106	1370			x	1	120	120		
	Clinic Therapist														
	Christine Votsis		x	1	138	138	1214			x	1	120	120		

PART ONE SPACE PROGRAM

June 5th, 2018 **DENNIS KORNWOLF SERVICE CENTER**
 STREET ADDRESS: **1717 TAYLOR AVENUE, RACINE, WI 53403-2405**
 FLOOR / SUITE:
 DEPARTMENT: **Behavioral Health**
 SPACE/DIVISION: **BEHAVIORAL HEALTH DIVISIONS**
 INTERVIEWEE: **Michelle Giggins**

March 1st, 2018
FINAL

ADJACENCIES
 ALL BHS IN CLOSE PROXIMITY TO EACH OTHER, GROUP EACH ARA TOGETHER (ie CLINIC, CSP, CCS)

- SAIL Workstations / Office in SAIL "House"
- SAIL adjacent to Mobile Response
- Mobile Respons adjacent to Crisis
- CCS adjacent to CSP
- Crisis Services adjacent to Lobby
- Doctors adjacent to Lobby
- RN's adjacent to Doctors
- Reception in Lobby
- Billing adjacent to Reception

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017				REMARKS	PRIVACY		RECOMMENDED 2027			
				Qty.	Size	Total	Room No.				Qty.	Size	Total	REMARKS
	Multidimensional Family Therapist													
	N/A		x	1	92	92	3354			x	1	120	120	
	Multidimensional Family Therapist													
	N/A		x	1	92	92	3366			x	1	120	120	
	Clinic Therapist													
	Katie L Hagen		x	1	138	138	3350			x	1	120	120	
	Therapy Room													
	Sasia Lile		x	1	92	92	3374			x	1	120	120	
	FUTURE STAFF													
	N/A	x		0	0	0			x	1	64	64		
	CRISIS SERVICES UNIT (CSU)													
	Crisis Services Supervisor													
	N/A	x		1	611	611	1222	(1222 X 6 Shared Cube Space)	x	1	48	48	All In One Room	
	Crisis Services													
	Joleen Jensen	x		1	0	0	1222	(1222 X 6 Shared Cube Space)	x	1	48	48	All In One Room	
	Crisis Services													
	Paula	x		1	0	0	1222	(1222 X 6 Shared Cube Space)	x	1	48	48	All In One Room	
	Crisis Services													
	Louise Bailey		x	1	78	78	1213			x	1	120	120	
	Crisis Services													
	Rachana Sanghavi	x		1	0	0	1222	(1222 X 6 Shared Cube Space)	x	1	48	48	All In One Room	
	Crisis Services (IDP)													
	Debra Akanji	x		1	0	0	1222	(1222 X 6 Shared Cube Space)	x	1	48	48	All In One Room	

PART ONE SPACE PROGRAM

June 5th, 2018 **DENNIS KORNWOLF SERVICE CENTER**
 STREET ADDRESS: **1717 TAYLOR AVENUE, RACINE, WI 53403-2405**
 FLOOR / SUITE:
 DEPARTMENT: **Behavioral Health**
 SPACE/DIVISION: **BEHAVIORAL HEALTH DIVISIONS**
 INTERVIEWEE: **Michelle Goggins**

March 1st, 2018
FINAL

ADJACENCIES
 ALL BHS IN CLOSE PROXIMITY TO EACH OTHER, GROUP EACH ARA TOGETHER (ie CLINIC, CSP, CCS)

- SAIL Workstations / Office in SAIL "House"
- SAIL adjacent to Mobile Response
- Mobile Respons adjacent to Crisis
- CCS adjacent to CSP
- Crisis Services adjacent to Lobby
- Doctors adjacent to Lobby
- RN's adjacent to Doctors
- Reception in Lobby
- Billing adjacent to Reception

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017				RECOMMENDED 2027						
				Qty.	Size	Total	Room No.	REMARKS			Qty.	Size	Total	REMARKS
	Crisis Services													
	VACANT - in process of hire	x		1	0	0	1222	(1222 X 6 Shared Cube Space)	x		1	48	48	All In One Room
	Office 1210													
	VACANT			1	122	122	1210		x		1	120	120	
	FUTURE STAFF													
	N/A	x		0	0	0			x		1	64	64	
	MENTAL HEALTH MOBILE RESPONSE (MHMR)													
	Operations Manager													
	Amy Hart		x	1	241	241	424	Domanik Dr.		x	1	200	200	Conference Table
	Mobile Response													
	Kimberly Andy	x		11	45	495	215 & 217	Domanik Dr. (Shared Space/RM #215/217)	x		1	48	48	All In One Room
	Mobile Response													
	Zachary Barbee	x		1	0	0	215 & 217	Domanik Dr. (Shared Space/RM #215/217)	x		1	48	48	All In One Room
	Mobile Response													
	Reggie Brown	x		1	0	0	215 & 217	Domanik Dr. (Shared Space/RM #215/217)	x		1	48	48	All In One Room
	Mobile Response													
	Brian Bynsdorp	x		1	0	0	215 & 217	Domanik Dr. (Shared Space/RM #215/217)	x		1	48	48	All In One Room
	Mobile Response													
	Belinda Clayton	x		1	0	0	215 & 217	Domanik Dr. (Shared Space/RM #215/217)	x		1	48	48	All In One Room
	Mobile Response													
	Kayle Venderberg	x		1	0	0	215 & 217	Domanik Dr. (Shared Space/RM #215/217)	x		1	48	48	All In One Room

PART ONE SPACE PROGRAM

June 5th, 2018 **DENNIS KORNWOLF SERVICE CENTER**
 STREET ADDRESS: **1717 TAYLOR AVENUE, RACINE, WI 53403-2405**
 FLOOR / SUITE:
 DEPARTMENT: **Behavioral Health**
 SPACE/DIVISION: **BEHAVIORAL HEALTH DIVISIONS**
 INTERVIEWEE: **Michelle Goggins**

March 1st, 2018
FINAL

ADJACENCIES
 ALL BHS IN CLOSE PROXIMITY TO EACH OTHER, GROUP EACH ARA TOGETHER (ie CLINIC, CSP, CCS)

- SAIL Workstations / Office in SAIL "House"
- SAIL adjacent to Mobile Response
- Mobile Respons adjacent to Crisis
- CCS adjacent to CSP
- Crisis Services adjacent to Lobby
- Doctors adjacent to Lobby
- RN's adjacent to Doctors
- Reception in Lobby
- Billing adjacent to Reception

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017				RECOMMENDED 2027						
				Qty.	Size	Total	Room No.	REMARKS			Qty.	Size	Total	REMARKS
	Mobile Response													
	Winter Turner	x		1	0	0	215 & 217	Domanik Dr. (Shared Space/RM #215/217)	x		1	48	48	All In One Room
	Mobile Response													
	Ingrid M Jackson	x		1	0	0	215 & 217	Domanik Dr. (Shared Space/RM #215/217)	x		1	48	48	All In One Room
	Mobile Response													
	Tonya M King	x		1	0	0	215 & 217	Domanik Dr. (Shared Space/RM #215/217)	x		1	48	48	All In One Room
	Mobile Response													
	Elizabeth Berthel	x		1	0	0	215 & 217	Domanik Dr. (Shared Space/RM #215/217)	x		1	48	48	All In One Room
	FUTURE STAFF													
	N/A	x		0	0	0			x		1	64	64	
	CRISIS													
	Crisis Lead													
	Jelena Jones	x		1	0	0	215 & 217	Domanik Dr. (Shared Space/RM #215/217)	x		1	48	48	All In One Room
	Crisis													
	Melissa Balfanz	x		1	45	45	413	Domanik Dr. (Shared Space/RM #413)	x		1	48	48	All In One Room
	Crisis													
	Julie Hackman	x		1	45	45	413	Domanik Dr. (Shared Space/RM #413)	x		1	48	48	All In One Room
	Crisis													
	Katie Rannow	x		1	45	45	413	Domanik Dr. (Shared Space/RM #413)	x		1	48	48	All In One Room
	Crisis													
	Robert Sandberg	x		1	45	45	413	Domanik Dr. (Shared Space/RM #413)	x		1	48	48	All In One Room
	Crisis													
	Cornetta Stacy	x		1	45	45	413	Domanik Dr. (Shared Space/RM #413)	x		1	48	48	All In One Room

PART ONE SPACE PROGRAM

June 5th, 2018 **DENNIS KORNWOLF SERVICE CENTER**
 STREET ADDRESS: **1717 TAYLOR AVENUE, RACINE, WI 53403-2405**
 FLOOR / SUITE:
 DEPARTMENT: **Behavioral Health**
 SPACE/DIVISION: **BEHAVIORAL HEALTH DIVISIONS**
 INTERVIEWEE: **Michelle Giggins**

March 1st, 2018
FINAL

ADJACENCIES
 ALL BHS IN CLOSE PROXIMITY TO EACH OTHER, GROUP EACH ARA TOGETHER (ie CLINIC, CSP, CCS)

- SAIL Workstations / Office in SAIL "House"
- SAIL adjacent to Mobile Response
- Mobile Respons adjacent to Crisis
- CCS adjacent to CSP
- Crisis Services adjacent to Lobby
- Doctors adjacent to Lobby
- RN's adjacent to Doctors
- Reception in Lobby
- Billing adjacent to Reception

EXISTING 2017

RECOMMENDED 2027

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017				RECOMMENDED 2027						
				Qty.	Size	Total	Room No.	REMARKS			Qty.	Size	Total	REMARKS
	Crisis													
	Angela Townsend	x		1	45	45	413	Domanik Dr. (Shared Space/RM #413)	x		1	48	48	All In One Room
	Crisis													
	Paula Vance	x		1	45	45	413	Domanik Dr. (Shared Space/RM #413)	x		1	48	48	All In One Room
	Crisis													
	Student Intern	x		1	45	45	413	Domanik Dr. (Shared Space/RM #413)	x		1	48	48	All In One Room
	FUTURE STAFF													
	N/A	x		0	0	0			x		1	64	64	
	ADMINISTRATIVE													
	Reception													
	Leticia Hernandez		x	1	119	119	3904	Medical Office Privacy Check In		x	1	120	120	
	Reception													
	Jane Smith		x	1	89	89	3393	Medical Office Privacy Check In		x	1	120	120	
	Reception													
	Tracy Witherspoon		x	1	0	0	3904	Medical Office Privacy Check In		x	1	120	120	
	Billing Supervisor													
	Obed Medina			1	321	321	3370	Near Reception		x	1	120	120	Files
	Billing													
	Kim Woods			1	0	0	3370	Near Reception		x	1	120	120	Files
	FUTURE STAFF													
	N/A	x		0	0	0			x		1	64	64	

PART ONE SPACE PROGRAM

June 5th, 2018 **DENNIS KORNWOLF SERVICE CENTER**
 STREET ADDRESS: **1717 TAYLOR AVENUE, RACINE, WI 53403-2405**
 FLOOR / SUITE:
 DEPARTMENT: **Behavioral Health**
 SPACE/DIVISION: **BEHAVIORAL HEALTH DIVISIONS**
 INTERVIEWEE: **Michelle Goggins**

March 1st, 2018
FINAL

ADJACENCIES
 ALL BHS IN CLOSE PROXIMITY TO EACH OTHER, GROUP EACH ARA TOGETHER (ie CLINIC, CSP, CCS)

- SAIL Workstations / Office in SAIL "House"
- SAIL adjacent to Mobile Response
- Mobile Respons adjacent to Crisis
- CCS adjacent to CSP
- Crisis Services adjacent to Lobby
- Doctors adjacent to Lobby
- RN's adjacent to Doctors
- Reception in Lobby
- Billing adjacent to Reception

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017					PRIVACY		RECOMMENDED 2027						
				Qty.	Size	Total	Room No.	REMARKS			Qty.	Size	Total	REMARKS			
	RCAP																
	RCAP Supervisor Boyd Schwartz			1	540	540	MC340	LEC Location (1st Floor)	x		1	64	64	All In One Room			
	RCAP Tonya King			1	0	0	MC340	LEC Location (1st Floor)	x		1	64	64	All In One Room			
	RCAP Terra Roberts			1	0	0	MC340	LEC Location (1st Floor)	x		1	64	64	All In One Room			
	RCAP Nelly Rodriguez			1	0	0	MC340	LEC Location (1st Floor)	x		1	64	64	All In One Room			
	RCAP Leland Pitt			1	0	0	MC340	LEC Location (1st Floor)	x		1	64	64	All In One Room			
	RCAP Mary Tenort			1	0	0	MC340	LEC Location (1st Floor)	x		1	64	64	All In One Room			
	RCAP Jason McClelland			1	0	0	MC340	LEC Location (1st Floor)	x		1	64	64	All In One Room			
	RCP Student Intern			1	0	0	MC340	LEC Location (1st Floor)	x		1	64	64	All In One Room			
	FUTURE STAFF N/A	x		0	0	0			x		1	64	64				
Staff Sub Total DNSF				9,149					Staff Sub Total DNSF				9,816				

PART ONE SPACE PROGRAM

June 5th, 2018 **DENNIS KORNWOLF SERVICE CENTER**
 STREET ADDRESS: **1717 TAYLOR AVENUE, RACINE, WI 53403-2405**
 FLOOR / SUITE:
 DEPARTMENT: **Behavioral Health**
 SPACE/DIVISION: **BEHAVIORAL HEALTH DIVISIONS**
 INTERVIEWEE: **Michelle Giggins**

March 1st, 2018
FINAL

ADJACENCIES
 ALL BHS IN CLOSE PROXIMITY TO EACH OTHER, GROUP EACH ARA TOGETHER (ie CLINIC, CSP, CCS)

- SAIL Workstations / Office in SAIL "House"
- SAIL adjacent to Mobile Response
- Mobile Respons adjacent to Crisis
- CCS adjacent to CSP
- Crisis Services adjacent to Lobby
- Doctors adjacent to Lobby
- RN's adjacent to Doctors
- Reception in Lobby
- Billing adjacent to Reception

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.	SPACE DESCRIPTION	PRIVACY		Qty.	Size	Total	Room No.	REMARKS	PRIVACY	Qty.	Size	Total	REMARKS			
		Cube	Office											Cube	Office	
	SUPPORT SPACES															
	Mail Room			1	223	223	409	Domanik Dr.					1	240	240	Copy/Workroom
	Conference Room (1)			1	800	800	324	Domanik Dr. (Shared Space)					1	800	800	
	Conference Room (1's) Attached Kitchen			1	550	550	324	Domanik Dr. (Shared Space)					1	800	800	
	Server Room			1	308	308	330	Domanik Dr. (Large & Underused Space)					1	200	200	
	Conference Room (2)			1	140	140	326	Domanik Dr.					1	140	140	
	Conference Room (3)			1	150	150	328	Domanik Dr.					1	140	140	
	Meeting			1	611	611	1009	Taylor Ave. (1st Floor)					1	800	800	
	Server Room			1	151	151	1350	Taylor Ave. (1st Floor)					1	150	150	
	Server Room			1	101	101	1015	Taylor Ave. (1st Floor)								
	Pharmacy			1	290	290	1410	Taylor Ave. (1st Floor)					1	300	300	
	Meeting			1	385	385	1900E	Taylor Ave. (1st Floor)					1	400	400	
	Storage Room			1	76	76	N/A	Taylor Ave. (1st Floor)					1	200	200	Discuss
	Meeting Room			1	53	53	1222A	Taylor Ave. (1st Floor)					4	120	480	
	Therapy Session Room			1	101	101	1015	Taylor Ave. (1st Floor)					4	120	480	
	Lactation Room			1	88	88	N/A	Taylor Ave. (3rd Floor)					1	100	100	
	Lactation Room			1	102	102	N/A	Taylor Ave. (3rd Floor)					1	100	100	
	Information			1	188	188	1904	Taylor Ave. (1st Floor)					1	200	200	Discuss
	Toilets (Patients)			0	0	0							2	200	400	
	ALC			1	33	33	1410B						1	50	50	
	Toilet			1	51	51	1410B						1	50	50	
	HSD Lobby			1	486	486	N/A	West Vestibule 2 (South Entrance)					1	1,000	1,000	Discuss
	Break Room (SHARED)			1	0	0	3334/3241	(SHARED) In Admin/Fiscal					0	0	0	

Support Sub Total DNSF 4,887

Support Sub Total DNSF 7,030

Staff + Support DNSF 14,036

Staff + Support DNSF 16,846

Department Grossing Factor 1.35

Department Grossing Factor 1.35

TOTAL GSF 18,949

TOTAL GSF 22,742

PART ONE SPACE PROGRAM

June 5th, 2018 **DENNIS KORNWOLF SERVICE CENTER**
 STREET ADDRESS: **1717 TAYLOR AVENUE, RACINE, WI 53403-2405**
 FLOOR / SUITE:
 DEPARTMENT: **S.A.I.L. Program (Stabilization, Assessment, Information, and Linkage)**
 SPACE/DIVISION: **HUMAN SERVICES - BEHAVIORAL HEALTH DIVISIONS**
 INTERVIEWEE: **Michelle Goggins**

March 1st, 2018
FINAL

ADJACENCIES
 ALL BHS IN CLOSE PROXIMITY TO EACH OTHER, GROUP EACH ARA TOGETHER (ie CLINIC, CSP, CCS)

- SAIL Workstations / Office in SAIL "House"
- SAIL adjacent to Mobile Response
- Mobile Respons adjacent to Crisis
- CCS adjacent to CSP
- Crisis Services adjacent to Lobby
- Doctors adjacent to Lobby
- RN's adjacent to Doctors
- Reception in Lobby
- Billing adjacent to Reception

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.	SPACE DESCRIPTION	PRIVACY		Qty.	Size	Total	Room No.	REMARKS	PRIVACY		Qty.	Size	Total	REMARKS
		Cube	Office						Cube	Office				
	STAFF													
	SAIL PROGRAM													
	SAIL=Majority Of Domanik Dr.'s 2nd Floor													
	SAIL Supervisor													
	Dora Ann Caldwell		x	1	133	133	N/A	Domanik Dr.		x	1	200	200	Conference Table
	SAIL House Manager													
	Javier Luna		x	1	160	160	N/A	Domanik Dr.		x	1	120	120	
	SAIL Technician													
	Akeela Hilliard	x		1	185	185		Domanik Dr. (Shared - 4 Workstations) 24hrs Facility (1st, 2nd, 3rd Shifts)	x		1	48	48	
	SAIL Technician													
	Martha Hoard	x		1	0	0		Domanik Dr. (Shared - 4 Workstations) 24hrs Facility (1st, 2nd, 3rd Shifts)	x		1	48	48	
	SAIL Technician													
	Cameron Lins	x		1	0	0		Domanik Dr. (Shared - 4 Workstations) 24hrs Facility (1st, 2nd, 3rd Shifts)	x		1	48	48	
	SAIL Technician													
	Student Intern	x		1	0	0		Domanik Dr. (Shared - 4 Workstations) 24hrs Facility (1st, 2nd, 3rd Shifts)	x		1	48	48	
	SAIL Technician													
	Debra McDaniel	x		1	0	0		Domanik Dr. (Shared - 4 Workstations) 24hrs Facility (1st, 2nd, 3rd Shifts)	x		1	48	48	
	SAIL Technician													
	Chelsea Milock	x		1	0	0		Domanik Dr. (Shared - 4 Workstations) 24hrs Facility (1st, 2nd, 3rd Shifts)	x		1	48	48	

PART ONE SPACE PROGRAM

June 5th, 2018 **DENNIS KORNWOLF SERVICE CENTER**
 STREET ADDRESS: **1717 TAYLOR AVENUE, RACINE, WI 53403-2405**
 FLOOR / SUITE:
 DEPARTMENT: **S.A.I.L. Program (Stabilization, Assessment, Information, and Linkage)**
 SPACE/DIVISION: **HUMAN SERVICES - BEHAVIORAL HEALTH DIVISIONS**
 INTERVIEWEE: **Michelle Goggins**

March 1st, 2018
FINAL

ADJACENCIES
 ALL BHS IN CLOSE PROXIMITY TO EACH OTHER, GROUP EACH ARA TOGETHER (ie CLINIC, CSP, CCS)

- SAIL Workstations / Office in SAIL "House"
- SAIL adjacent to Mobile Response
- Mobile Respons adjacent to Crisis
- CCS adjacent to CSP
- Crisis Services adjacent to Lobby
- Doctors adjacent to Lobby
- RN's adjacent to Doctors
- Reception in Lobby
- Billing adjacent to Reception

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.	SPACE DESCRIPTION	PRIVACY	Qty.	Size	Total	Room No.	REMARKS	PRIVACY	Qty.	Size	Total	REMARKS
	SAIL Technician											
	Nykela Nichols	x	1	0	0		Domanik Dr. (Shared - 4 Workstations) 24hrs Facility (1st, 2nd, 3rd Shifts)	x	1	48	48	
	SAIL Technician											
	Deborah A Rodgers	x	1	0	0		Domanik Dr. (Shared - 4 Workstations) 24hrs Facility (1st, 2nd, 3rd Shifts)	x	1	48	48	
	SAIL Technician											
	Kristina Schmidt	x	1	0	0		Domanik Dr. (Shared - 4 Workstations) 24hrs Facility (1st, 2nd, 3rd Shifts)	x	1	48	48	
	SAIL Technician											
	Michael W Schulz	x	1	0	0		Domanik Dr. (Shared - 4 Workstations) 24hrs Facility (1st, 2nd, 3rd Shifts)	x	1	48	48	
	SAIL Technician											
	Carlotta Wilson	x	1	0	0		Domanik Dr. (Shared - 4 Workstations) 24hrs Facility (1st, 2nd, 3rd Shifts)	x	1	48	48	
Staff Sub Total DNSF				478					Staff Sub Total DNSF			848

EXISTING	SUPPORT SPACES	Cube	Office	Qty.	Size	Total	Room No.	REMARKS	Cube	Office	Qty.	Size	Total	REMARKS
	Administration/Reception Room			1	185	185	N/A	Domanik Dr. (SAIL)			0	0	0	
	SAIL Community Room			1	2,600	2,600	N/A	Domanik Dr. (SAIL)			0	0	0	
	ADA Bathrooms			2	100	200	N/A	Domanik Dr. (SAIL) Adjacent to Community Room			0	0	0	
	Shower Room			1	80	80	N/A	Domanik Dr. (SAIL)			0	0	0	
	Medical Supply Room			1	80	80	N/A	Domanik Dr. (SAIL)			0	0	0	
	Storage Room			1	100	100	N/A	Domanik Dr. (SAIL)			0	0	0	
	Kitchen			1	130	130	N/A	Domanik Dr. (SAIL)			0	0	0	
	Gathering Room			1	76	76	N/A	Domanik Dr. (SAIL)			0	0	0	
	Clinic Intage Room			1	170	170	214	Domanik Dr. (SAIL)			0	0	0	
	SAIL Patient Rooms			7	170	1,190	N/A	Domanik Dr. (SAIL)			0	0	0	
	Intake Room			1	170	170	212	Domanik Dr. (SAIL)			0	0	0	
	Kitchen			1	280	280	238	Domanik Dr. (SAIL)			0	0	0	

PART ONE SPACE PROGRAM

June 5th, 2018 **DENNIS KORNWOLF SERVICE CENTER**
 STREET ADDRESS: **1717 TAYLOR AVENUE, RACINE, WI 53403-2405**
 FLOOR / SUITE:
 DEPARTMENT: **S.A.I.L. Program (Stabilization, Assessment, Information, and Linkage)**
 SPACE/DIVISION: **HUMAN SERVICES - BEHAVIORAL HEALTH DIVISIONS**
 INTERVIEWEE: **Michelle Goggins**

March 1st, 2018
FINAL

ADJACENCIES
 ALL BHS IN CLOSE PROXIMITY TO EACH OTHER, GROUP EACH ARA TOGETHER (ie CLINIC, CSP, CCS)

- SAIL Workstations / Office in SAIL "House"
- SAIL adjacent to Mobile Response
- Mobile Respons adjacent to Crisis
- CCS adjacent to CSP
- Crisis Services adjacent to Lobby
- Doctors adjacent to Lobby
- RN's adjacent to Doctors
- Reception in Lobby
- Billing adjacent to Reception

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017				RECOMMENDED 2027						
				Qty.	Size	Total	Room No.	REMARKS	PRIVACY	Qty.	Size	Total	REMARKS	
FUTURE														
	Intake			0	0	0					1	150	150	
	Changing Area			0	0	0					1	60	60	
	Shower			0	0	0					1	50	50	
	Toilet			0	0	0				0	1	849	80	
	Clothing Storage			0	0	0					1	150	150	
	Laundry			0	0	0					1	50	50	
	Assessment Room			0	0	0					1	100	100	
	Visitation			0	0	0					1	150	150	
	Visitor Toilet Male			0	0	0					1	50	50	
	Visitor Toilet Female			0	0	0					1	50	50	
	Sleeping Area			0	0	0					9	120	1,080	
	Toilet Male Single			0	0	0					2	50	100	
	Toilet Female Single			0	0	0					2	50	100	
	Shower Male Single			0	0	0					2	80	160	
	Shower Female Single			0	0	0					2	80	160	
	Janitor Closet			0	0	0					1	30	30	
	Storage			0	0	0					1	100	100	
	Activity Area			0	0	0					1	400	400	
	Living Area			0	0	0					1	400	400	
	Programming Area			0	0	0					1	400	400	
	Dining Area			0	0	0					1	400	400	
	Storage			0	0	0					1	100	100	
	Toilet Unisex Single			0	0	0					1	50	50	

PART ONE SPACE PROGRAM

June 5th, 2018 **DENNIS KORNWOLF SERVICE CENTER**
 STREET ADDRESS: **1717 TAYLOR AVENUE, RACINE, WI 53403-2405**
 FLOOR / SUITE:
 DEPARTMENT: **S.A.I.L. Program (Stabilization, Assessment, Information, and Linkage)**
 SPACE/DIVISION: **HUMAN SERVICES - BEHAVIORAL HEALTH DIVISIONS**
 INTERVIEWEE: **Michelle Goggins**

March 1st, 2018
FINAL

ADJACENCIES
 ALL BHS IN CLOSE PROXIMITY TO EACH OTHER, GROUP EACH ARA TOGETHER (ie CLINIC, CSP, CCS)

- SAIL Workstations / Office in SAIL "House"
- SAIL adjacent to Mobile Response
- Mobile Respons adjacent to Crisis
- CCS adjacent to CSP
- Crisis Services adjacent to Lobby
- Doctors adjacent to Lobby
- RN's adjacent to Doctors
- Reception in Lobby
- Billing adjacent to Reception

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.	SPACE DESCRIPTION	PRIVACY		Qty.	Size	Total	Room No.	REMARKS	PRIVACY		Qty.	Size	Total	REMARKS	
	Staff Area			0	0	0					1	200	200		
	Copy/Work Room			0	0	0					1	100	100		
	Med Room			0	0	0					1	80	80		
	Files			0	0	0					1	50	50		
	Kitchen/Laundry			0	0	0					1	200	200		
	Kitchen			0	0	0					1	100	100		
	Laundry			0	0	0					1	100	100		
	Storage			0	0	0					1	30	30		
	Janitor			0	0	0					1	100	100		
	Receiving			0	0	0					0	0	0		
	Break Room (SHARED)			1	0	0	3334/3241	(SHARED) In Admin/Fiscal							
Support Sub Total DNSF						5,261			Support Sub Total DNSF				4,930		

Staff + Support DNSF	5,739
Department Grossing Factor	1.35
TOTAL GSF	7,748

Staff + Support DNSF	5,778
Department Grossing Factor	1.35
TOTAL GSF	7,800

PART ONE SPACE PROGRAM

June 5th, 2018 **DENNIS KORNWOLF SERVICE CENTER**
 STREET ADDRESS: **1717 TAYLOR AVENUE, RACINE, WI 53403**
 FLOOR / SUITE:
 DEPARTMENT: **Office of Child Support Enforcement**
 SPACE/DIVISION:
 INTERVIEWEE: **Jeff Leggett**

Adjacencies
 HSD - Workforce Development
 Corporation Counsel

March 1st, 2018
FINAL

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017					PRIVACY		RECOMMENDED 2027				
		Cube	Office	Qty.	Size	Total	Room No.	REMARKS	Cube	Office	Qty.	Size	Total	REMARKS	
	STAFF														
	Director														
	Jeff Leggett		x	1	205	205	2358			x	1	200	200	Conference Table	
	Operations Supervisor														
	Dana Dobrowolski		x	1	77	77	2330			x	1	120	120		
	Team Supervisor														
	Julie Busch	x		1	76	76	2338			x	1	120	120		
	Team Supervisor														
	Lori Miller		x	1	78	78	2342			x	1	120	120		
	Attorney														
	Heather Krause		x	1	87	87	2257			x	1	120	120		
	Attorney														
	Aaron Lamberty	x		1	100	100	2322			x	1	120	120		
	Attorney														
	Kelly Heckel	x		1	90	90	2326			x	1	120	120		
	Paralegal														
	Kristine Legler	x		1	92	92	2321		x	1	90	90	Files		
	Specialist														
	Heather Hernandez	x		1	90	90	2333		x	1	90	90	Files		
	Specialist														
	Brad Schlitz	x		1	91	91	2424		x	1	90	90	Files		

PART ONE SPACE PROGRAM

June 5th, 2018 **DENNIS KORNWOLF SERVICE CENTER**
 STREET ADDRESS: **1717 TAYLOR AVENUE, RACINE, WI 53403**
 FLOOR / SUITE:
 DEPARTMENT: **Office of Child Support Enforcement**
 SPACE/DIVISION:
 INTERVIEWEE: **Jeff Leggett**

Adjacencies
 HSD - Workforce Development
 Corporation Counsel

March 1st, 2018
FINAL

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017					PRIVACY		RECOMMENDED 2027									
				Qty.	Size	Total	Room No.	REMARKS			Qty.	Size	Total	REMARKS						
	Specialist																			
	Teal Rivera	x		1	89	89	2420		x		1	90	90	Files						
	Specialist																			
	Shannon Yarburogh	x		1	90	90	2428		x		1	90	90	Files						
	Specialist																			
	Chandise Atkins	x		1	94	94	2325		x		1	90	90	Files						
	Specialist																			
	Olivia Garcia	x		1	90	90	2329		x		1	90	90	Files						
	Specialist																			
	Cristopher Dycus	x		1	79	79	2334		x		1	90	90	Files						
	Legal Tech																			
	Nancy Mueller	x		1	71	71	2337		x		1	90	90	Files						
	Specialist																			
	Jean Nelson	x		1	90	90	2440		x		1	90	90	Files						
	Specialist																			
	Esther Chairez	x		1	90	90	2310		x		1	90	90	Files						
	Specialist																			
	Val Michna	x		1	90	90	2314		x		1	90	90	Files						
	Specialist																			
	Veronika Gummow	x		1	90	90	2306		x		1	90	90	Files						
	Specialist																			
	Nicole Bishop	x		1	99	99	2318		x		1	90	90	Files						

Adjacencies
HSD - Workforce Development
Corporation Counsel

PART ONE SPACE PROGRAM

June 5th, 2018 **DENNIS KORNWOLF SERVICE CENTER**
STREET ADDRESS: **1717 TAYLOR AVENUE, RACINE, WI 53403**
FLOOR / SUITE:
DEPARTMENT: **Office of Child Support Enforcement**
SPACE/DIVISION:
INTERVIEWEE: **Jeff Leggett**

March 1st, 2018
FINAL

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017					PRIVACY		RECOMMENDED 2027						
				Qty.	Size	Total	Room No.	REMARKS			Qty.	Size	Total	REMARKS			
	Specialist																
	Lisa Acker	x		1	90	90	2317		x		1	90	90	Files			
	Specialist																
	Karen Day	x		1	68	68	2416		x		1	90	90	Files			
	Specialist																
	Carole King	x		1	90	90	2412		x		1	90	90	Files			
	Financial Specialist																
	Karen Lalonde	x		1	90	90	2436		x		1	90	90	Files			
	Financial Specialist																
	Mindy Welsh	x		1	90	90	2432		x		1	90	90	Files			
	Clerical Staff																
	Meghan Kurdas		x	1	283	283	2344	SHARED OFFICE (Call Center)		x	1	64	64	Files			
	Clerical Staff																
	Jeanifer Pour		x	1	0	0	2344	SHARED OFFICE (Call Center)		x	1	64	64				
	Clerical Staff																
	Kim Hudson	x		1	75	75	2341		x		1	64	64				
	Vacant																
	N/A	x		1	89	89	2313		x		1	64	64				
	Reception																
	N/A	x		1	64	64	N/A	2nd Floor Reception Area	x		1	64	64				
Staff Sub Total DNSF				2,897					Staff Sub Total DNSF				2,950				

PART ONE SPACE PROGRAM

June 5th, 2018 **DENNIS KORNWOLF SERVICE CENTER**
 STREET ADDRESS: **1717 TAYLOR AVENUE, RACINE, WI 53403**
 FLOOR / SUITE:
 DEPARTMENT: **Office of Child Support Enforcement**
 SPACE/DIVISION:
 INTERVIEWEE: **Jeff Leggett**

Adjacencies
 HSD - Workforce Development
 Corporation Counsel

March 1st, 2018
FINAL

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017					PRIVACY		RECOMMENDED 2027				
		Cube	Office	Qty.	Size	Total	Room No.	REMARKS	Cube	Office	Qty.	Size	Total	REMARKS	
	SUPPORT SPACES														
	Waiting			1	288	288	200	Includes Screening			1	400	400		
	Courtroom			1	334	334	2006				1	800	800		
	Copy / Work			1	122	122	2007				1	200	200		
	Customer waiting area (shared with HSD)			1	794	794	N/A	Lobby			1	900	900		
	Attorney / Client Room			1	80	80	2008	Interview			2	120	240		
	Interview Room			1	69	69	2305A				1	120	120		
	Interview Room			1	66	66	2305B				1	120	120		
	Interview Room			1	69	69	2305C				1	120	120		
	Interview Room			0	0	0					2	120	240		
	Sheriff (Office Deputy)	x		1	89	89	2105				1	100	100		
	Break Room (SHARED)			1	0	0	3334/3241	(SHARED) In Admin/Fiscal			0	0	0		
								ELECTRONIC FILING							
								Paper files scanned into E-filing or FileDirector systems. Some paper files exist for pending cases. All are stored within existing work							
								SECURITY REQUIREMENTS							
								- Work area has secured access: electronic keypad.							
								- Hearing room area: metal detector patrolled by sheriff deputy							

RACINE COUNTY

Facility and Space Use Survey & Strategic Master Plan

Racine, Wisconsin

PART ONE SPACE PROGRAM

June 5th, 2018 **DENNIS KORNWOLF SERVICE CENTER**
STREET ADDRESS: **1717 TAYLOR AVENUE, RACINE, WI 53403**
FLOOR / SUITE:
DEPARTMENT: **Office of Child Support Enforcement**
SPACE/DIVISION:
INTERVIEWEE: **Jeff Leggett**

March 1st, 2018

FINAL

Adjacencies
HSD - Workforce Development
Corporation Counsel

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.	SPACE DESCRIPTION	PRIVACY	Qty.	Size	Total	Room No.	REMARKS	PRIVACY	Qty.	Size	Total	REMARKS
							PARKING NEEDS					
							Current: 2017 Staff Parking - 30 spcs.					
							Future: 2027 Staff Parking - 30 spcs					
PUBLIC SPACES USED BY WEEK DAY & AM/PM												
MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY				
am	pm	am	pm	am	pm	am	pm	am	pm			
10	10	15	10	10	10	15	10	5	5			
Support Sub Total DNSF			1,911		Support Sub Total DNSF			3,240				

Staff + Support DNSF	4,808
Department Grossing Factor	1.35
TOTAL GSF	6,491

Staff + Support DNSF	6,190
Department Grossing Factor	1.35
TOTAL GSF	8,357

PART ONE SPACE PROGRAM

June 5th, 2018 **DENNIS KORNWOLF SERVICE CENTER**
 STREET ADDRESS: **1717 TAYLOR AVENUE, RACINE, WI 53403-2405**
 FLOOR / SUITE:
 DEPARTMENT: **Economic Support Services**
 SPACE/DIVISION: **HUMAN SERVICES**
 INTERVIEWEE: **Claribel Camacho**

Adjacencies
 County Executive
 Corporation Council
 Finance

March 1st, 2018
FINAL

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017					PRIVACY		RECOMMENDED 2027				
		Cube	Office	Qty.	Size	Total	Room No.	REMARKS	Cube	Office	Qty.	Size	Total	REMARKS	
	STAFF														
	Manager														
	Claribel Camacho		x	1	168	168	3900			x	1	200	200		
	Supervisor														
	Virginia Chabrier		x	1	91	91	3314			x	1	120	120		
	Supervisor														
	Amberlyn Yohn		x	1	134	134	3269			x	1	120	120		
	Supervisor														
	Nicole Brooks		x	1	135	135	3266			x	1	120	120		
	Supervisor														
	Anna Huizar	x		1	88	88	3313			x	1	120	120		
	Coordinator														
	Sue Kaufman	x		1	68	68	3345		x		1	64	64		
	Resource Specialist														
	Curt Pruitt	x		1	67	67	3341		x		1	64	64		
	Lead														
	Tarra Neises	x		1	30	30	3502		x		1	64	64		
	Lead														
	Dione Sanders	x		1	37	37	3538		x		1	64	64		
	Lead														
	Madeline Rice	x		1	37	37	3525		x		1	64	64		

PART ONE SPACE PROGRAM

June 5th, 2018 **DENNIS KORNWOLF SERVICE CENTER**
 STREET ADDRESS: **1717 TAYLOR AVENUE, RACINE, WI 53403-2405**
 FLOOR / SUITE:
 DEPARTMENT: **Economic Support Services**
 SPACE/DIVISION: **HUMAN SERVICES**
 INTERVIEWEE: **Claribel Camacho**

Adjacencies
 County Executive
 Corporation Council
 Finance

March 1st, 2018
FINAL

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017					PRIVACY		RECOMMENDED 2027				
				Qty.	Size	Total	Room No.	REMARKS			Qty.	Size	Total	REMARKS	
	Lead														
	Kelly Kosloske	x		1	88	88	3321		x		1	64	64		
	Lead														
	Rhonda Kramer	x		1	37	37	3548		x		1	64	64		
	Lead														
	Dean Landvatter		x	1	85	85	3326		x		1	64	64		
	Fraud Specialist														
	Nancy Harman		x	1	197	197	3226	SHARED	x		1	64	64		
	Fraud Specialist														
	Holly Garcia		x	1	0	0	3226	SHARED	x		1	64	64		
	Investigator														
	Steve Holten		x	1	310	310	3125	SHARED (5 Positions)	x		1	64	64		
	Investigator														
	Tom Sweet		x	1	0	0	3125	SHARED	x		1	64	64		
	Investigator														
	Herbert Nikolai		x	1	0	0	3125	SHARED	x		1	64	64		
	Housing Investigator														
	Brent Hutchison		x	1	0	0	3125	SHARED	x		1	64	64		
	Housing Investigator														
	James Prioletta		x	1	0	0	3125	SHARED	x		1	64	64		
	Economic Support Specialist														
	James Verbeten	x		1	37	37	3526		x		1	64	64		

PART ONE SPACE PROGRAM

June 5th, 2018 **DENNIS KORNWOLF SERVICE CENTER**
 STREET ADDRESS: **1717 TAYLOR AVENUE, RACINE, WI 53403-2405**
 FLOOR / SUITE:
 DEPARTMENT: **Economic Support Services**
 SPACE/DIVISION: **HUMAN SERVICES**
 INTERVIEWEE: **Claribel Camacho**

Adjacencies
 County Executive
 Corporation Council
 Finance

March 1st, 2018
FINAL

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017					PRIVACY		RECOMMENDED 2027				
				Qty.	Size	Total	Room No.	REMARKS			Qty.	Size	Total	REMARKS	
	Economic Support Specialist														
	Tasha King	x		1	37	37	3555		x		1	64	64		
	Economic Support Specialist														
	Olivia Diaz	x		1	70	70	3434		x		1	64	64		
	Economic Support Specialist														
	Lauren Ciulini	x		1	37	37	3507		x		1	64	64		
	Economic Support Specialist														
	Na'Tasha Farr	x		1	37	37	3515		x		1	64	64		
	Economic Support Specialist														
	Gene Cruz	x		1	37	37	3534		x		1	64	64		
	Economic Support Specialist														
	Dan Garcia	x		1	37	37	3551		x		1	64	64		
	Economic Support Specialist														
	James Pillizzi		x	1	255	255	3358	SHARED (3 Positions)	x		1	64	64		
	Economic Support Specialist														
	Yesenia Munoz		x	1	0	0	3358	SHARED	x		1	64	64		
	Economic Support Specialist														
	Lida Munoz		x	1	0	0	3358	SHARED	x		1	64	64		
	Economic Support Specialist														
	Rhonda Israel		x	1	0	0	3358	SHARED; Office at Taylor & Burlington	x		1	64	64		

PART ONE SPACE PROGRAM

June 5th, 2018 **DENNIS KORNWOLF SERVICE CENTER**
 STREET ADDRESS: **1717 TAYLOR AVENUE, RACINE, WI 53403-2405**
 FLOOR / SUITE:
 DEPARTMENT: **Economic Support Services**
 SPACE/DIVISION: **HUMAN SERVICES**
 INTERVIEWEE: **Claribel Camacho**

Adjacencies
 County Executive
 Corporation Council
 Finance

March 1st, 2018
FINAL

				EXISTING 2017						RECOMMENDED 2027				
FD No.	SPACE DESCRIPTION	PRIVACY		Qty.	Size	Total	Room No.	REMARKS	PRIVACY		Qty.	Size	Total	REMARKS
	Economic Support Specialist													
	Adela Knuepperl	x		1	37	37	3511	Office at Taylor & Burlington	x		1	64	64	
	Economic Support Specialist													
	Tracy Schemmel	x		1	37	37	3530		x		1	64	64	
	Economic Support Specialist													
	Rob McGee	x		1	37	37	3505		x		1	64	64	
	Economic Support Specialist													
	Shainan Carbajal	x		1	37	37	3509		x		1	64	64	
	Economic Support Specialist													
	Grace Rivera	x		1	66	66	3438		x		1	64	64	
	Economic Support Specialist													
	Pat Davis	x		1	37	37	3536		x		1	64	64	
	Economic Support Specialist													
	Brooke Wolf	x		1	37	37	3523		x		1	64	64	
	Economic Support Specialist													
	Miriam Meredith	x		1	37	37	3519		x		1	64	64	
	Economic Support Specialist													
	Krystal Ellis	x		1	37	37	3549		x		1	64	64	
	Economic Support Specialist													
	Lashunda Poole	x		1	37	37	3532		x		1	64	64	
	Economic Support Specialist													
	Yadira Luis	x		1	37	37	3542		x		1	64	64	

PART ONE SPACE PROGRAM

June 5th, 2018 **DENNIS KORNWOLF SERVICE CENTER**
 STREET ADDRESS: **1717 TAYLOR AVENUE, RACINE, WI 53403-2405**
 FLOOR / SUITE:
 DEPARTMENT: **Economic Support Services**
 SPACE/DIVISION: **HUMAN SERVICES**
 INTERVIEWEE: **Claribel Camacho**

Adjacencies
 County Executive
 Corporation Council
 Finance

March 1st, 2018
FINAL

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017					PRIVACY		RECOMMENDED 2027				
				Qty.	Size	Total	Room No.	REMARKS			Qty.	Size	Total	REMARKS	
	Economic Support Specialist														
	Emily Brands	x		1	37	37	3544		x		1	64	64		
	Economic Support Specialist														
	Natalie Gradinjan	x		1	68	68	3337		x		1	64	64		
	Economic Support Specialist														
	Cristina Ayeche	x		1	88	88	3416		x		1	64	64		
	Economic Support Specialist														
	Kelly Coey	x		1	88	88	3430		x		1	64	64		
	Economic Support Specialist														
	Aimee Dennis	x		1	88	88	3426		x		1	64	64		
	Economic Support Specialist														
	Brittany Dupuis	x		1	88	88	3420		x		1	64	64		
	Economic Support Specialist														
	Melissa Mortensen	x		1	88	88	3424		x		1	64	64		
	Economic Support Specialist														
	Tiffany McWhorter	x		1	88	88	3333		x		1	64	64		
	Economic Support Specialist														
	Nicole Jacobsen	x		1	67	67	3353		x		1	64	64		
	Economic Support Specialist														
	Nichelle Slawson	x		1	37	37	3546	New hire - will fill a vacant cubicle	x		1	64	64		
	Economic Support Specialist														
	Christian Jensen	x		1	88	88	3329	New hire - will fill a vacant cubicle	x		1	64	64		

PART ONE SPACE PROGRAM

June 5th, 2018 **DENNIS KORNWOLF SERVICE CENTER**
 STREET ADDRESS: **1717 TAYLOR AVENUE, RACINE, WI 53403-2405**
 FLOOR / SUITE:
 DEPARTMENT: **Economic Support Services**
 SPACE/DIVISION: **HUMAN SERVICES**
 INTERVIEWEE: **Claribel Camacho**

Adjacencies
 County Executive
 Corporation Council
 Finance

March 1st, 2018
FINAL

				EXISTING 2017						RECOMMENDED 2027				
FD No.	SPACE DESCRIPTION	PRIVACY		Qty.	Size	Total	Room No.	REMARKS	PRIVACY		Qty.	Size	Total	REMARKS
	Economic Support Specialist													
	James Andrews	x		1	37	37	3540	New hire - will fill a vacant cubicle	x		1	64	64	
	Economic Support Specialist													
	VACANT	x		1	37	37	3521		x		1	64	64	
	Economic Support Specialist													
	VACANT	x		1	37	37	3503		x		1	64	64	
	Economic Support Specialist													
	Vince Gloria	x		1	90	90	3317		x		1	64	64	
	Economic Support Specialist													
	Patrice Willis	x		1	37	37	3517		x		1	64	64	
	Economic Support Specialist													
	Vacant	x		1	62	62	3325		x		1	64	64	
	Clerical Assistant													
	Sonja Sutton	x		1	68	68	3349		x		1	64	64	
	Clerical Assistant													
	Marco Camacho		x	1	73	73	3253	SHARED	x		1	64	64	
	Clerical Assistant													
	Derrell Love		x	1	0	0	3253	SHARED	x		1	64	64	

Adjacencies
 County Executive
 Corporation Council
 Finance

PART ONE SPACE PROGRAM

June 5th, 2018 **DENNIS KORNWOLF SERVICE CENTER**
 STREET ADDRESS: **1717 TAYLOR AVENUE, RACINE, WI 53403-2405**
 FLOOR / SUITE:
 DEPARTMENT: **Economic Support Services**
 SPACE/DIVISION: **HUMAN SERVICES**
 INTERVIEWEE: **Claribel Camacho**

March 1st, 2018
FINAL

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017					PRIVACY		RECOMMENDED 2027				
				Qty.	Size	Total	Room No.	REMARKS			Qty.	Size	Total	REMARKS	
	Application Verification Center (AVC)														
	Staff														
	On Rotation	x		1	43	43	1007					1	64	64	
	Staff														
	On Rotation	x		1	24	24	1007					1	64	64	
	Staff														
	On Rotation	x		1	23	23	1007					1	64	64	
	AVC Visitor/employee Meeting Room														
	On Rotation		x	1	88	88	1007					1	120	120	
	Energy Support														
	Cube														
	N/A	x		1	88	88	2210		x			1	64	64	
	Cube														
	N/A	x		1	88	88	2214		x			1	64	64	
	Cube														
	N/A	x		1	88	88	2218		x			1	64	64	
	Cube														
	N/A	x		1	46	46	2222		x			1	64	64	
	Cube														
	N/A	x		1	46	46	2226		x			1	64	64	
	Cube														
	N/A	x		1	88	88	2234		x			1	64	64	

Adjacencies
 County Executive
 Corporation Council
 Finance

PART ONE SPACE PROGRAM

June 5th, 2018 **DENNIS KORNWOLF SERVICE CENTER**
 STREET ADDRESS: **1717 TAYLOR AVENUE, RACINE, WI 53403-2405**
 FLOOR / SUITE:
 DEPARTMENT: **Economic Support Services**
 SPACE/DIVISION: **HUMAN SERVICES**
 INTERVIEWEE: **Claribel Camacho**

March 1st, 2018
FINAL

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017					PRIVACY		RECOMMENDED 2027				
				Qty.	Size	Total	Room No.	REMARKS			Qty.	Size	Total	REMARKS	
	Cube														
	N/A	x		1	88	88	2230		x		1	64	64		
	Cube														
	N/A	x		1	46	46	2238		x		1	64	64		
	Cube														
	N/A	x		1	46	46	2242		x		1	64	64		
	Cube														
	N/A	x		1	87	87	2246		x		1	64	64		
	Cube														
	N/A	x		1	75	75	2250		x		1	64	64		
	Cube														
	N/A	x		1	81	81	2109		x		1	64	64		
	Cube														
	N/A	x		1	81	81	2113		x		1	64	64		
	Cube														
	N/A	x		1	83	83	2117		x		1	64	64		
	Cube														
	N/A	x		1	85	85	2121		x		1	64	64		
	Cube														
	N/A	x		1	92	92	2125		x		1	64	64		
	Cube														
	N/A	x		1	81	81	2129		x		1	64	64		

Adjacencies
 County Executive
 Corporation Council
 Finance

PART ONE SPACE PROGRAM

June 5th, 2018 **DENNIS KORNWOLF SERVICE CENTER**
 STREET ADDRESS: **1717 TAYLOR AVENUE, RACINE, WI 53403-2405**
 FLOOR / SUITE:
 DEPARTMENT: **Economic Support Services**
 SPACE/DIVISION: **HUMAN SERVICES**
 INTERVIEWEE: **Claribel Camacho**

March 1st, 2018
FINAL

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017					PRIVACY		RECOMMENDED 2027				
				Qty.	Size	Total	Room No.	REMARKS			Qty.	Size	Total	REMARKS	
	Cube														
	N/A	x		1	80	80	2133		x		1	64	64		
	Cube														
	N/A	x		1	80	80	2137		x		1	64	64		
	Cube														
	N/A	x		1	81	81	2141		x		1	64	64		
	Cube														
	N/A	x		1	81	81	2145		x		1	64	64		
	Cube														
	N/A	x		1	75	75	2149		x		1	64	64		
	Cube														
	N/A	x		1	90	90	2221		x		1	64	64		
	Cube														
	N/A	x		1	88	88	2229		x		1	64	64		
	Cube														
	N/A	x		1	88	88	2223		x		1	64	64		
	Cube														
	N/A	x		1	98	98	2237		x		1	64	64		
	Cube														
	N/A	x		1	98	98	2241		x		1	64	64		
	Office														
	N/A	x		1	85	85	2213			x	1	120	120		

PART ONE SPACE PROGRAM

June 5th, 2018 **DENNIS KORNWOLF SERVICE CENTER**
 STREET ADDRESS: **1717 TAYLOR AVENUE, RACINE, WI 53403-2405**
 FLOOR / SUITE:
 DEPARTMENT: **Economic Support Services**
 SPACE/DIVISION: **HUMAN SERVICES**
 INTERVIEWEE: **Claribel Camacho**

Adjacencies
 County Executive
 Corporation Council
 Finance

March 1st, 2018
FINAL

				EXISTING 2017							RECOMMENDED 2027				
FD No.	SPACE DESCRIPTION	PRIVACY		Qty.	Size	Total	Room No.	REMARKS	PRIVACY		Qty.	Size	Total	REMARKS	
	Office														
	N/A	x		1	89	89	2225			x	1	120	120		
Staff Sub Total DNSF				6,321					Staff Sub Total DNSF				6,608		

SUPPORT SPACES		Cube	Office	Qty.	Size	Total	Room No.	REMARKS	Cube	Office	Qty.	Size	Total	REMARKS
	Computer Room			1	285	285	3237				1	300	300	
	Printer (x3)			3	37	111	N/A				3	40	120	
	Meeting Room			1	182	182	3322				2	200	400	
	Storage			1	49	49	3501				1	100	100	
	Copier			1	25	25	N/A				2	40	80	
	AVC Workspace (Application Verification Center)			1	475	475	1007	Includes Open Floor, Storage, Copiers			1	665	665	
	AVC Toilet			1	60	60	1007				1	50	50	
	Waiting			1	162	162	1007				1	200	200	
	Formal Desk Spaces			1	249	249	1007	(6) Formal Desks			6	36	36	
	Informal Desks			1	53	53	1007	(3) Informal Desks			3	36	36	
	Energy Support Room			1	287	287	2304	4 Desks & Storage			1	300	300	
	Energy Support Copier			1	90	90	N/A				1	120	120	
	Break Room (SHARED)			1	0	0	3334/3241	(SHARED) In Admin/Fiscal			0	0	0	

PART ONE SPACE PROGRAM

June 5th, 2018 **DENNIS KORNWOLF SERVICE CENTER**
 STREET ADDRESS: **1717 TAYLOR AVENUE, RACINE, WI 53403-2405**
 FLOOR / SUITE:
 DEPARTMENT: **Economic Support Services**
 SPACE/DIVISION: **HUMAN SERVICES**
 INTERVIEWEE: **Claribel Camacho**

March 1st, 2018
FINAL

Adjacencies
 County Executive
 Corporation Council
 Finance

		EXISTING 2017				RECOMMENDED 2027									
FD No.	SPACE DESCRIPTION	PRIVACY		Qty.	Size	Total	Room No.	REMARKS	PRIVACY		Qty.	Size	Total	REMARKS	
								NOTES Division of Economic Support services Racine and Kenosha Counties. <u>State & Federal Services include:</u> <ul style="list-style-type: none"> ▪ Supplemental Nutrition Assistance Program ▪ Energy / Utility Assistance ▪ BadgerCare + Medicaid ▪ Additional Health Care Programs ▪ Child Care ▪ Community Resources: ✓ HUD (US Department of Housing and Urban Development) ✓ HALO (Homeless Assistance) 							
Support Sub Total DNSF				10,318										2,407	
Staff + Support DNSF				16,639									9,015		
Department Grossing Factor				1.35									1.35		
TOTAL GSF				22,463									12,170		

PART ONE SPACE PROGRAM

June 5th, 2018 **DENNIS KORNWOLF SERVICE CENTER**
 STREET ADDRESS: **1717 TAYLOR AVENUE, RACINE, WI 53403-2405**
 FLOOR / SUITE:
 DEPARTMENT: **Veteran Services**
 SPACE/DIVISION: **HUMAN SERVICES**
 INTERVIEWEE: **Bradley Behling**

Adjacencies
 DVOP
 ADRC
 WFD

March 1st, 2018
FINAL

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017					PRIVACY		RECOMMENDED 2027				
		Cube	Office	Qty.	Size	Total	Room No.	REMARKS	Cube	Office	Qty.	Size	Total	REMARKS	
	STAFF														
	County Veterans Service Officer														
	Bradley Behling		x	1	117	117	3305			x	1	120	120		
	Administrative Assistant														
	Shawn Rivers	x		1	69	69	3301		x		1	64	64		
	SER Program Representative														
	Karen Harrison	x		1	118	118	3309	Shared Space	x		1	64	64		
	VISTA Program Representative														
	Charmaine Anderson	x		1	0	0	3309	Shared Space	x		1	64	64		
	Title														
	Zachary Dkroik	x		1	90	90	3302		x		1	64	64		
	Deputy of Labor														
	Anthony Rist			1	88	88	3311	State Worker	x		1	64	64		
	Title														
	Future					0			x		1	64	64	Future	
	Title														
	Future					0			x		1	64	64	Future	
	Staff Sub Total DNSF				482							568			

PART ONE SPACE PROGRAM

June 5th, 2018 **DENNIS KORNWOLF SERVICE CENTER**
 STREET ADDRESS: **1717 TAYLOR AVENUE, RACINE, WI 53403-2405**
 FLOOR / SUITE:
 DEPARTMENT: **Veteran Services**
 SPACE/DIVISION: **HUMAN SERVICES**
 INTERVIEWEE: **Bradley Behling**

Adjacencies
 DVOP
 ADRC
 WFD

March 1st, 2018
FINAL

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017					PRIVACY		RECOMMENDED 2027				
		Cube	Office	Qty.	Size	Total	Room No.	REMARKS	Cube	Office	Qty.	Size	Total	REMARKS	
	SUPPORT SPACES														
	Copy/Workroom					0									
	Conference Room														
	Waiting					0									
	Break Room (SHARED)			1	0	0	3334/3241	(SHARED) In Admin/Fiscal			0	0	0	Open Area	
								ACTIVE RECORDS PAPER FILING							
								Lateral Files:							
								~ 5-Drawers = 0; FUTURE = 0							
								~ 4-Drawers = 1; FUTURE = 0							
								~ 3-Drawers = 0; FUTURE = 0							
								~ 2-Drawers = 1; FUTURE = 0							
								Vertical Files:							
								~ 5-Drawers = 0; FUTURE = 0							
								~ 4-Drawers = 0; FUTURE = 0							
								~ 3-Drawers = 0; FUTURE = 0							
								~ 2-Drawers = 0; FUTURE = 0							
								Storage Cabinets = 0; FUTURE = 0							
								ELECTRONIC FILING							
								All Veteran records are scanned and maintained via Vetraspec.							
								All new veteran records are scanned and maintained by Vetraspec.							

PART ONE SPACE PROGRAM

June 5th, 2018 **DENNIS KORNWOLF SERVICE CENTER**
 STREET ADDRESS: **1717 TAYLOR AVENUE, RACINE, WI 53403-2405**
 FLOOR / SUITE:
 DEPARTMENT: **Workforce Solutions / Development Center**
 SPACE/DIVISION:
 INTERVIEWEE: **Mark Mundl**

Adjacencies
 Youth and Family Services
 Child Support

March 1st, 2018
FINAL

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017					PRIVACY		RECOMMENDED 2027				
		Cube	Office	Qty.	Size	Total	Room No.	REMARKS	Cube	Office	Qty.	Size	Total	REMARKS	
	STAFF														
	Workforce Solutions Manager														
	Mark Mundl		x	1	155	155	3225			x	1	200	200	Conference Table	
	Career Services Supervisor														
	Carole Johnson		x	1	115	115	1111			x	1	120	120		
	Administrative Assistant														
	Teresa Love	x		1	60	60	3229	(Two Cubes Share #3229)	x		1	64	64		
	Vacant														
	N/A	x		1	60	60	3229	(Two Cubes Share #3229)	x		1	64	64		
	Case Manager														
	Antwain McIntosh	x		1	94	94	2205		x		1	80	80		
	Case Manager														
	Denise Price	x		1	93	93	2204		x		1	80	80		
	Energy Assistance (VACANT)														
	N/A	x		1	83	83	2209		x		1	80	80		
	Energy Assistance														
	Diane Davis	x		1	79	79	2206		x		1	80	80		
	Case Manager														
	Marian Tharpe	x		1	82	82	2201		x		1	80	80		
	Career Counsellor Assistant														
	Letecia Guajardo	x		1	71	71	1009	Cubicle WITHIN 1009			1	80	80		

PART ONE SPACE PROGRAM

June 5th, 2018 **DENNIS KORNWOLF SERVICE CENTER**
 STREET ADDRESS: **1717 TAYLOR AVENUE, RACINE, WI 53403-2405**
 FLOOR / SUITE:
 DEPARTMENT: **Workforce Solutions / Development Center**
 SPACE/DIVISION:
 INTERVIEWEE: **Mark Mundl**

Adjacencies
 Youth and Family Services
 Child Support

March 1st, 2018
FINAL

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017					PRIVACY		RECOMMENDED 2027							
				Qty.	Size	Total	Room No.	REMARKS			Qty.	Size	Total	REMARKS				
	Employment Resource Specialist																	
	Timothy Lehrer	x		0	0	0	1008	Counted in Support			0	0	0					
	Employment Resource Specialist																	
	Alisha Dolley	x		0	0	0	1008	Counted in Support			0	0	0					
	Employment Resource Specialist																	
	Nicole Morgan	x		0	0	0	1008	Counted in Support			0	0	0					
	Employment Resource Specialist																	
	Danielle Jones	x		0	0	0	1008	Counted in Support			0	0	0					
	Workshop Instructor																	
	Thresa Doherty	x		1	88	88	3412		x		1	80	80					
	Windows to Work Coach																	
	Karen Goodwin	x		1	90	90	3121		x		1	80	80					
	Employment Consultant																	
	Alonzo Payne	x		1	90	90	3113		x		1	80	80					
	Employment Consultant																	
	Tamekia Patterson	x		1	80	80	3214		x		1	80	80					
	Youth Program Specialist																	
	Kellee Artis-Jackson	x		1	90	90	3101		x		1	80	80					
	Youth Program Specialist																	
	Jauntair Campbell	x		1	90	90	3105		x		1	80	80					
	Youth Program Specialist																	
	Christopher Brown	x		1	80	80	3206		x		1	80	80					

PART ONE SPACE PROGRAM

June 5th, 2018 **DENNIS KORNWOLF SERVICE CENTER**
 STREET ADDRESS: **1717 TAYLOR AVENUE, RACINE, WI 53403-2405**
 FLOOR / SUITE:
 DEPARTMENT: **Workforce Solutions / Development Center**
 SPACE/DIVISION:
 INTERVIEWEE: **Mark Mundl**

Adjacencies
 Youth and Family Services
 Child Support

March 1st, 2018
FINAL

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017					PRIVACY		RECOMMENDED 2027				
				Qty.	Size	Total	Room No.	REMARKS			Qty.	Size	Total	REMARKS	
	Business Solutions Supervisor														
	Travis Richardson		x	1	105	105	3201			x	1	120	120		
	Business Consultant														
	Christine Henning	x		1	90	90	3109		x	1	80	80			
	Business Consultant														
	VACANT	x		1	80	80	3218		x	1	80	80			
	Marketing Coordinator														
	Tim Prust	x		1	80	80	3210		x	1	80	80			
	GED Outreach Coordinator														
	Katie Kasparzak	x		1	90	90	3117	MOVING TO FIRST FLOOR	x	1	80	80			
	Career Services Consultant														
	Pamela Zenner-Richards		x	1	80	80	3202		x	1	80	80			
	Workforce Solutions Supervisor														
	Mark Leemkuil		x	1	152	152	3209			x	1	200	200	Conference Table	
	County Veterans Service Officer														
	Bradley Behling		x	0	0	0		Accounted for under Veteran's Services			0	0	0		
	Veteran's Service Technician														
	Suzanne Hanrahan	x		0	0	0		Accounted for under Veteran's Services			0	0	0		
	Career Counselor														
	Krista Adams	x		1	101	101	1009	Cubicle WITHIN 1009			1	80	80		
	Career Counselor														
	Clare Mcbryde	x		1	100	100	1009	Cubicle WITHIN 1009			0	0	0		

PART ONE SPACE PROGRAM

June 5th, 2018 **DENNIS KORNWOLF SERVICE CENTER**
 STREET ADDRESS: **1717 TAYLOR AVENUE, RACINE, WI 53403-2405**
 FLOOR / SUITE:
 DEPARTMENT: **Workforce Solutions / Development Center**
 SPACE/DIVISION:
 INTERVIEWEE: **Mark Mundl**

Adjacencies
 Youth and Family Services
 Child Support

March 1st, 2018
FINAL

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017					PRIVACY		RECOMMENDED 2027				
				Qty.	Size	Total	Room No.	REMARKS			Qty.	Size	Total	REMARKS	
	Career Counselor														
	Maria Nabors	x		1	94	94	1009	Cubicle WITHIN 1009			0	0	0		
	Employment Specialist														
	Shaun Lucas	x		1	87	87	3408		x		1	80	80		
	Disabled Veterans Employment Rep DWD														
	John Gaidosh	x		0	0	0		Accounted for under Veteran's Services			0	0	0		
	CAREER SERVICES SUPERVISOR														
	Stacy Kopecky	x		1	0	0	1111	Shared (Already Counted Above)			0	0	0		
	Receptionist														
	Yolanda Liggins	x		1	88	88	1004	Within FIRST FLOOR LOBBY	x		1	64	64		
	Receptionist														
	Apolonia Cruz	x		1	74	74	3004	Within THIRD FLOOR LOBBY	x		1	64	64		
	Veteran's Service Assistant / Service Program														
	Phyllis Long			0	0	0		Accounted for under Veteran's Services			0	0	0		
	Adult Education Instructor														
	Guadalupe Badillo			0	0	0		Within in Academic Improvement Center			0	0	0		
	Adult Education Instructor														
	Fawn Funderburg			0	0	0		Within in Academic Improvement Center			0	0	0		
	Adult Education Instructor														
	Margaret Smeadregard			0	0	0		Within in Academic Improvement Center			0	0	0		
	Vacant														
	N/A	x		1	88	88	3404		x		1	80	80		

PART ONE SPACE PROGRAM

June 5th, 2018 **DENNIS KORNWOLF SERVICE CENTER**
 STREET ADDRESS: **1717 TAYLOR AVENUE, RACINE, WI 53403-2405**
 FLOOR / SUITE:
 DEPARTMENT: **Workforce Solutions / Development Center**
 SPACE/DIVISION:
 INTERVIEWEE: **Mark Mundl**

Adjacencies
 Youth and Family Services
 Child Support

March 1st, 2018
FINAL

				EXISTING 2017							RECOMMENDED 2027						
FD No.	SPACE DESCRIPTION	PRIVACY		Qty.	Size	Total	Room No.	REMARKS	PRIVACY		Qty.	Size	Total	REMARKS			
	Energy Services																
	N/A	x		1	64	64	N/A	2nd Floor Reception Area	x		1	64	64				
	Wisconsin Works (W-2)																
	N/A	x		1	64	64	N/A	2nd Floor Reception Area	x		1	64	64				
Staff Sub Total DNSF				2,937					Staff Sub Total DNSF				2,704				

SUPPORT SPACES		Cube	Office						Cube	Office					
	Interview Room A			1	94	94	RC-A				1	120	120		
	Interview Room B			1	93	93	RC-B				1	120	120		
	Testing Room			1	96	96	1113				2	120	240		
	Resource Room			1	2,180	2,180	1008				1	2,500	2,500		
	Career Development Center			1	579	579	1009				1	1,000	1,000		
	Classroom B			1	226	226	B 1302				1	400	400		
	Academic Improvement Center			1	832	832	1323/1327				4	450	1,800		
	Storage Closets (6)			6	23	140	N/A	Hallway			1	200	200		
	Classroom C			1	432	432	1331				1	430	430		
	Classroom D			1	438	438	1335				1	430	430		
	Classroom E			1	440	440	1339				1	430	430		
	Classroom F+G			1	1,047	1,047	1334				1	1,000	1,000		
	Office (Vacant)			1	72	72	1330				1	120	120		
	Office (Vacant)			1	109	109	1342				1	120	120		
	Office (Vacant)			1	87	87	1338				1	120	120		
	Break Room (SHARED)			1	0	0	3334/3241	(SHARED) In Admin/Fiscal			0	0	0		

PART ONE SPACE PROGRAM

June 5th, 2018 **DENNIS KORNWOLF SERVICE CENTER**
 STREET ADDRESS: **1717 TAYLOR AVENUE, RACINE, WI 53403-2405**
 FLOOR / SUITE:
 DEPARTMENT: **Workforce Solutions / Development Center**
 SPACE/DIVISION:
 INTERVIEWEE: **Mark Mundl**

Adjacencies
 Youth and Family Services
 Child Support

March 1st, 2018
FINAL

		EXISTING 2017				RECOMMENDED 2027								
FD No.	SPACE DESCRIPTION	PRIVACY		Qty.	Size	Total	Room No.	REMARKS	PRIVACY		Qty.	Size	Total	REMARKS
								TRAINING/CONFERENCE NEEDS						
								Existing conference room space is very tight.						
								CURRENT MEETING DESCRIPTION						
								4-18 attendees, lasting 1-2 hours, frequency varies but is often.						
								OUTSIDE CONSULTANT SPACE NEEDS						
								Quality control worker needs desk space, wifi, access to copier: 80 sf						
								ACTIVE RECORDS PAPER FILING						
								Lateral Files:						
								~ 5-Drawers = 20; FUTURE = 0						
								~ 4-Drawers = 6; FUTURE = 0						
								~ 3-Drawers = 7; FUTURE = 0						
								~ 2-Drawers = 6; FUTURE = 0						
								Vertical Files:						
								~ 5-Drawers = 0; FUTURE = 0						
								~ 4-Drawers = 4; FUTURE = 0						
								~ 3-Drawers = 0; FUTURE = 0						
								~ 2-Drawers = 2; FUTURE = 0						
								Storage Cabinets = 4; FUTURE = 0						
								ELECTRONIC FILING						
								None, we don't own the systems we use what the State provides.						
								EXISTING/SPECIAL OFFICE EQUIP.						
								Multiple MFPrinters						

PART ONE SPACE PROGRAM

June 5th, 2018 **DENNIS KORNWOLF SERVICE CENTER**
 STREET ADDRESS: **1717 TAYLOR AVENUE, RACINE, WI 53403-2405**
 FLOOR / SUITE:
 DEPARTMENT: **Workforce Solutions / Development Center**
 SPACE/DIVISION:
 INTERVIEWEE: **Mark Mundl**

March 1st, 2018
FINAL

Adjacencies
 Youth and Family Services
 Child Support

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.	SPACE DESCRIPTION	PRIVACY		Qty.	Size	Total	Room No.	REMARKS	PRIVACY		Qty.	Size	Total	REMARKS																													
								SECURITY REQUIREMENTS																																			
								<ul style="list-style-type: none"> • Security Guard on site full time • 2 Sheriff's Deputies are located within the building 																																			
								PARKING NEEDS																																			
								Current: 2017 Staff Parking - 40 spcs.																																			
								Future: 2027 Staff Parking - unknown																																			
								PUBLIC SPACES USED BY WEEK DAY & AM/PM																																			
								<table border="1"> <thead> <tr> <th colspan="2">MONDAY</th> <th colspan="2">TUESDAY</th> <th colspan="2">WEDNESDAY</th> <th colspan="2">THURSDAY</th> <th colspan="2">FRIDAY</th> </tr> <tr> <th>am</th> <th>pm</th> <th>am</th> <th>pm</th> <th>am</th> <th>pm</th> <th>am</th> <th>pm</th> <th>am</th> <th>pm</th> </tr> </thead> <tbody> <tr> <td>7:30</td> <td>8</td> <td>8</td> <td>8</td> <td>8</td> <td>8</td> <td>8</td> <td>8</td> <td>8</td> <td>5</td> </tr> </tbody> </table>	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		am	pm	am	pm	am	pm	am	pm	am	pm	7:30	8	8	8	8	8	8	8	8	5					
MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY																																			
am	pm	am	pm	am	pm	am	pm	am	pm																																		
7:30	8	8	8	8	8	8	8	8	5																																		

Support Sub Total DNSF	6,865	Support Sub Total DNSF	9,030
Staff + Support DNSF	9,802	Staff + Support DNSF	11,734
Department Grossing Factor	1.35	Department Grossing Factor	1.35
TOTAL GSF	13,233	TOTAL GSF	15,841

PART ONE SPACE PROGRAM

June 5th, 2018 **DENNIS KORNWOLF SERVICE CENTER**
 STREET ADDRESS: **1717 TAYLOR AVENUE, RACINE, WI 53403-2405**
 FLOOR / SUITE:
 DEPARTMENT: **Youth and Family**
 SPACE/DIVISION: **HUMAN SERVICES**
 INTERVIEWEE: **Kerry Milkie**

Adjacencies
 Secure Detention
 Behavioral Health Services
 Fiscal Division
 Adult Services
 Economic Support

March 1st, 2018
FINAL

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017					PRIVACY		RECOMMENDED 2027				
		Cube	Office	Qty.	Size	Total	Room No.	REMARKS	Cube	Office	Qty.	Size	Total	REMARKS	
	STAFF														
	Manager														
	Kerry Milkie		x	1	119	119	2273			x	1	200	200	Conference Table	
	Supervisor														
	Megan Rico		x	1	91	91	2281			x	1	120	120		
	Supervisor														
	Stephen Bedwell		x	1	89	89	2554			x	1	120	120		
	Supervisor														
	Jessica		x	1	93	93	2366			x	1	120	120		
	Supervisor														
	Kim Serpe		x	1	89	89	2265			x	1	120	120		
	Supervisor														
	Samantha Comaris		x	1	92	92	2277			x	1	120	120		
	Supervisor														
	Dan Chiappetta		x	1	100	100	2261			x	1	120	120		
	FC Coordinator														
	Debra McGrain		x	1	89	89	2362			x	1	120	120		
	FC Coordinator														
	Rebecca Watkins		x	1	89	89	2354			x	1	120	120		
	Child Protective Services Supervisor														
	Kristen Kaskin		x	1	88	88	2253			x	1	120	120		

PART ONE SPACE PROGRAM

June 5th, 2018 **DENNIS KORNWOLF SERVICE CENTER**
 STREET ADDRESS: **1717 TAYLOR AVENUE, RACINE, WI 53403-2405**
 FLOOR / SUITE:
 DEPARTMENT: **Youth and Family**
 SPACE/DIVISION: **HUMAN SERVICES**
 INTERVIEWEE: **Kerry Milkie**

Adjacencies
 Secure Detention
 Behavioral Health Services
 Fiscal Division
 Adult Services
 Economic Support

March 1st, 2018
FINAL

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017					PRIVACY		RECOMMENDED 2027				
				Qty.	Size	Total	Room No.	REMARKS			Qty.	Size	Total	REMARKS	
	CPS Supervisor														
	Marie Froh		x	1	87	87	2269			x	1	120	120		
	IA														
	Alethea Gray-Bates	x		1	48	48	2189			x	1	48	48		
	IA														
	Anna Wesley	x		1	48	48	2283			x	1	48	48		
	IA														
	Vacant	x		1	48	48	2287			x	1	48	48		
	IA														
	Samantha Meyer	x		1	48	48	2197			x	1	48	48		
	IA														
	Brock Roberts	x		1	49	49	2291			x	1	48	48		
	IA														
	Darcy Knutson	x		1	48	48	2193			x	1	48	48		
	IA														
	Andrew Nogar	x		1	47	47	2293			x	1	48	48		
	IA														
	Dylan Dwyer	x		1	48	48	2279			x	1	48	48		
	IA														
	Michelle Pederson	x		1	48	48	2195			x	1	48	48		
	IA														
	Mike Wagner	x		1	48	48	2157	Shared Space		x	1	48	48		

PART ONE SPACE PROGRAM

June 5th, 2018 **DENNIS KORNWOLF SERVICE CENTER**
 STREET ADDRESS: **1717 TAYLOR AVENUE, RACINE, WI 53403-2405**
 FLOOR / SUITE:
 DEPARTMENT: **Youth and Family**
 SPACE/DIVISION: **HUMAN SERVICES**
 INTERVIEWEE: **Kerry Milkie**

Adjacencies
 Secure Detention
 Behavioral Health Services
 Fiscal Division
 Adult Services
 Economic Support

March 1st, 2018
FINAL

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017					PRIVACY		RECOMMENDED 2027				
				Qty.	Size	Total	Room No.	REMARKS			Qty.	Size	Total	REMARKS	
	IA														
	Carolina Navarro	x		1	0	0	2157	Shared Space	x		1	48	48		
	IA														
	Nicole Waddle	x		1	48	48	2295		x		1	48	48		
	IA														
	Immanuel Rich	x		1	48	48	2289		x		1	48	48		
	Clerk														
	Grahovac	x		1	70	70	2373		x		1	64	64		
	Child Protective Services CM														
	Courtney Brueggeman	x		1	48	48	2249F		x		1	48	48		
	Child Protective Services CM														
	Jennifer Stinson	x		1	48	48	2181		x		1	48	48		
	Child Protective Services CM														
	Brode Roseman	x		1	48	48	2171		x		1	48	48		
	Child Protective Services CM														
	Kate Renzoni	x		1	48	48	2185		x		1	48	48		
	Child Protective Services CM														
	Jaclyn LaJeunesse	x		1	48	48	2173		x		1	48	48		
	Child Protective Services CM														
	Dutch Leydel	x		1	48	48	2159		x		1	48	48		
	Child Protective Services CM														
	Randall Bruce	x		1	48	48	2275		x		1	48	48		

PART ONE SPACE PROGRAM

June 5th, 2018 **DENNIS KORNWOLF SERVICE CENTER**
 STREET ADDRESS: **1717 TAYLOR AVENUE, RACINE, WI 53403-2405**
 FLOOR / SUITE:
 DEPARTMENT: **Youth and Family**
 SPACE/DIVISION: **HUMAN SERVICES**
 INTERVIEWEE: **Kerry Milkie**

Adjacencies
 Secure Detention
 Behavioral Health Services
 Fiscal Division
 Adult Services
 Economic Support

March 1st, 2018
FINAL

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017					PRIVACY		RECOMMENDED 2027				
				Qty.	Size	Total	Room No.	REMARKS			Qty.	Size	Total	REMARKS	
	Child Protective Services CM														
	Stephanie Parrish	x		1	48	48	2161		x		1	48	48		
	Child Protective Services CM														
	Asti Martin	x		1	48	48	2271		x		1	48	48		
	Child Protective Services CM														
	Kristen Steimle	x		1	48	48	2169		x		1	48	48		
	Child Protective Services CM														
	Travic McGregor	x		1	48	48	2263		x		1	48	48		
	Child Protective Services CM														
	Rochelle VanGemert	x		1	48	48	2163		x		1	48	48		
	Child Protective Services CM														
	Pedro Fulgencio	x		1	48	48	2267		x		1	48	48		
	Child Protective Services CM														
	Laura Galarza	x		1	48	48	2165		x		1	48	48		
	Child Protective Services CM (DSP)														
	VACANT	x		1	48	48	2249D		x		1	48	48		
	Clerk														
	Lee Bacon	x		1	90	90	2476		x		1	48	48		
	Data Clerk														
	Italy Nunez	x		1	70	70	2468		x		1	48	48		
	Juvenile Justice CM														
	Candy Bowman	x		1	0	0		BURLINGTON					0		

PART ONE SPACE PROGRAM

June 5th, 2018 **DENNIS KORNWOLF SERVICE CENTER**
 STREET ADDRESS: **1717 TAYLOR AVENUE, RACINE, WI 53403-2405**
 FLOOR / SUITE:
 DEPARTMENT: **Youth and Family**
 SPACE/DIVISION: **HUMAN SERVICES**
 INTERVIEWEE: **Kerry Milkie**

Adjacencies
 Secure Detention
 Behavioral Health Services
 Fiscal Division
 Adult Services
 Economic Support

March 1st, 2018
FINAL

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017					PRIVACY		RECOMMENDED 2027				
				Qty.	Size	Total	Room No.	REMARKS			Qty.	Size	Total	REMARKS	
	Juvenile Justice CM														
	Erin Grove	x		1	66	66	2385		x		1	64	64		
	Juvenile Justice CM														
	Ed Kirchner	x		1	70	70	2488		x		1	64	64		
	Juvenile Justice CM														
	Jessica Richardson	x		1	70	70	2381		x		1	64	64		
	Juvenile Justice CM														
	Michelle Rainey	x		1	70	70	2393		x		1	64	64		
	Juvenile Justice CM														
	Julie Reschke	x		1	70	70	2389		x		1	64	64		
	Juvenile Justice CM														
	Anita Vandenberg	x		1	70	70	2480		x		1	64	64		
	Juvenile Justice CM														
	Laura Wade	x		1	70	70	2492		x		1	64	64		
	Juvenile Justice CM														
	Jessica Mallett	x		1	70	70	2484		x		1	64	64		
	Juvenile Justice CM														
	Samantha Maquera	x		1	70	70	2460		x		1	64	64		
	Access														
	Kelly Johnson	x		1	118	118	2153	SHARED (4 Positions)	x		1	48	48		
	Access														
	Jennifer Knuckles	x		0	0	0	2153	SHARED	x		1	48	48		

PART ONE SPACE PROGRAM

June 5th, 2018 **DENNIS KORNWOLF SERVICE CENTER**
 STREET ADDRESS: **1717 TAYLOR AVENUE, RACINE, WI 53403-2405**
 FLOOR / SUITE:
 DEPARTMENT: **Youth and Family**
 SPACE/DIVISION: **HUMAN SERVICES**
 INTERVIEWEE: **Kerry Milkie**

Adjacencies
 Secure Detention
 Behavioral Health Services
 Fiscal Division
 Adult Services
 Economic Support

March 1st, 2018
FINAL

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017					PRIVACY		RECOMMENDED 2027				
				Qty.	Size	Total	Room No.	REMARKS			Qty.	Size	Total	REMARKS	
	Access														
	Tracy Proksa-Atkins	x		0	0	0	2153	SHARED	x		1	48	48		
	Access														
	Lori Willis	x		0	0	0	2153	SHARED	x		1	48	48		
	FC														
	Marie Hargrove	x		1	70	70	2464		x		1	48	48		
	Child Care														
	Cassandra Malone	x		1	66	66	2371		x		1	64	64		
	Child Care														
	Debra VanSwol	x		1	70	70	2369		x		1	64	64		
	Kinship														
	Sarah Metz	x		1	70	70	2472		x		1	64	64		
	Foster Care														
	Kimberlea Warren	x		1	70	70	2470		x		1	64	64		
	Foster Care														
	Theresa Doherty	x		1	70	70	2365		x		1	64	64		
	TX Foster Care														
	Casey Christiansen	x		2	79	79	2452	Shared Space	x		1	64	64		
	TX Foster Care														
	Katie Moeller	x		1	76	76	2450		x		1	64	64		
	TX Foster Care														
	Kayla Williamson	x		1	70	70	2456		x		1	64	64		

PART ONE SPACE PROGRAM

June 5th, 2018 **DENNIS KORNWOLF SERVICE CENTER**
 STREET ADDRESS: **1717 TAYLOR AVENUE, RACINE, WI 53403-2405**
 FLOOR / SUITE:
 DEPARTMENT: **Youth and Family**
 SPACE/DIVISION: **HUMAN SERVICES**
 INTERVIEWEE: **Kerry Milkie**

Adjacencies
 Secure Detention
 Behavioral Health Services
 Fiscal Division
 Adult Services
 Economic Support

March 1st, 2018
FINAL

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017					PRIVACY		RECOMMENDED 2027				
				Qty.	Size	Total	Room No.	REMARKS			Qty.	Size	Total	REMARKS	
	C2MH														
	Jackie Hartley	x		1	76	76	2353		x		1	64	64		
	C2MH														
	Lena Ali	x		1	76	76	2351		x		1	64	64		
	Alt Response														
	VACANT	x		1	48	48	2249E	Shared Space	x		1	48	48		
	Alt Response														
	VACANT	x		1	48	48	2249C	Shared Space	x		1	48	48		
	Alt Response														
	Susana Wolf	x		1	48	48	2249G	Shared Space	x		1	48	48		
	OOH CM														
	Toni Behling	x		1	48	48	2249A	Shared Space	x		1	48	48		
	CCS CM														
	Samantha Lins	x		1	48	48	2249B	Shared Space	x		1	48	48		
	RCHVN (Racine County Home Visitation)														
	Katie Meader	x		1	0	0	N/A	Professional Services Group 800. Goold St. Racine, WI 53402	x		1	48	48		
	Intern														
	VACANT	x		1	67	67	2370		x		1	48	48		
	Foster Care														
	Bethany Tangershom	x		1	76	76	2361		x		1	64	64		
	VACANT														
	N/A	x		1	75	75	2345		x		1	64	64		

PART ONE SPACE PROGRAM

June 5th, 2018 **DENNIS KORNWOLF SERVICE CENTER**
 STREET ADDRESS: **1717 TAYLOR AVENUE, RACINE, WI 53403-2405**
 FLOOR / SUITE:
 DEPARTMENT: **Youth and Family**
 SPACE/DIVISION: **HUMAN SERVICES**
 INTERVIEWEE: **Kerry Milkie**

Adjacencies
 Secure Detention
 Behavioral Health Services
 Fiscal Division
 Adult Services
 Economic Support

March 1st, 2018
FINAL

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017					PRIVACY		RECOMMENDED 2027						
				Qty.	Size	Total	Room No.	REMARKS			Qty.	Size	Total	REMARKS			
	VACANT																
	N/A	x		1	67	67	2349		x		1	64	64				
	Typist																
	Colleen Jones	x		1	87	87	2444		x		1	64	64				
	Typist																
	Dawn Swang	x		1	67	67	2448		x		1	64	64				
	Vacant																
	Melanie Heindle	x		1	76	76	2355		x		1	64	64				
	Reception																
	Grace Villarreal	x		1	53	53	2904	(Second Floor), Part of Secure Lobby	x		1	64	64				
Staff Sub Total DNSF				4,897					Staff Sub Total DNSF				5,144				

	SUPPORT SPACES	Cube		Office										
	Copy			1	96	96	2377				1	120	120	Copy/Workroom
	Conference Room			1	323	323	2900				1	400	400	
	Visitation			1	170	170	2378				2	150	300	
	Observation			1	68	68	2285				1	100	100	
	Shower Area			1	39	39	2285B				1	60	60	
	Meeting Room			1	92	92	2374				1	120	120	
	Fridge			1	48	48	N/A	Break Room			1	150	150	
	Printer			1	48	48	N/A				1	50	50	
	Toilet			1	66	66	2285A				1	60	60	
	Interview Rooms			0	0	0					4	120	480	
	Child Holding Area			0	0	0					1	150	150	
	Storage			0	0	0					1	150	150	
	Break Room (SHARED)			1	0	0	3334/3241	(SHARED) In Admin/Fiscal			0	0	0	

PART ONE SPACE PROGRAM

June 5th, 2018 **DENNIS KORNWOLF SERVICE CENTER**
 STREET ADDRESS: **1717 TAYLOR AVENUE, RACINE, WI 53403-2405**
 FLOOR / SUITE:
 DEPARTMENT: **Youth and Family**
 SPACE/DIVISION: **HUMAN SERVICES**
 INTERVIEWEE: **Kerry Milkie**

Adjacencies
 Secure Detention
 Behavioral Health Services
 Fiscal Division
 Adult Services
 Economic Support

March 1st, 2018
FINAL

		EXISTING 2017				RECOMMENDED 2027								
FD No.	SPACE DESCRIPTION	PRIVACY		Qty.	Size	Total	Room No.	REMARKS	PRIVACY		Qty.	Size	Total	REMARKS
								TRAINING/CONFERENCE NEEDS						
								- Need access to a larger conference room area for training and joint meetings (30-50 Occupants)						
								- Additional Interview rooms (3-5 Occupants)						
								- Child holding area/playroom (5-6 Occupants)						
								CURRENT MEETING DESCRIPTION						
								20 to 30 attendees, lasting 1-4 hours on a weekly basis						
								OUTSIDE CONSULTANT SPACE NEEDS						
								- (3) 10x10 Intern cubicles						
								- JJ common use computer (Yasi)						

PART ONE SPACE PROGRAM

June 5th, 2018 **DENNIS KORNWOLF SERVICE CENTER**
 STREET ADDRESS: **1717 TAYLOR AVENUE, RACINE, WI 53403-2405**
 FLOOR / SUITE:
 DEPARTMENT: **Youth and Family**
 SPACE/DIVISION: **HUMAN SERVICES**
 INTERVIEWEE: **Kerry Milkie**

Adjacencies
 Secure Detention
 Behavioral Health Services
 Fiscal Division
 Adult Services
 Economic Support

March 1st, 2018
FINAL

		EXISTING 2017				RECOMMENDED 2027								
FD No.	SPACE DESCRIPTION	PRIVACY		Qty.	Size	Total	Room No.	REMARKS	PRIVACY		Qty.	Size	Total	REMARKS
								ACTIVE RECORDS PAPER FILING						
								Please note that this Division utilizes a room to store files. Room size is 42 X 26. Storage area has electronic, movable shelving						
								Lateral Files:						
								~ 5-Drawers = 12; FUTURE = 0						
								~ 4-Drawers = 6; FUTURE = 0						
								~ 3-Drawers = 0; FUTURE = 0						
								~ 2-Drawers = 0; FUTURE = 0						
								Vertical Files:						
								~ 5-Drawers = 0; FUTURE = 0						
								~ 4-Drawers = 0; FUTURE = 0						
								~ 3-Drawers = 0; FUTURE = 0						
								~ 2-Drawers = 0; FUTURE = 0						
								Storage Cabinets = 4; FUTURE = 0						
								ELECTRONIC FILING						
								This Division utilizes several copier/scanners for scanning and uploading documents into various systems.						
								WORKFLOW CHANGES						
								- 5 yr growth projection for Child Protection Services with need for additional cubicles, offices and interview rooms.						

PART ONE SPACE PROGRAM

June 5th, 2018 **DENNIS KORNWOLF SERVICE CENTER**
 STREET ADDRESS: **1717 TAYLOR AVENUE, RACINE, WI 53403-2405**
 FLOOR / SUITE:
 DEPARTMENT: **Youth and Family**
 SPACE/DIVISION: **HUMAN SERVICES**
 INTERVIEWEE: **Kerry Milkie**

March 1st, 2018
FINAL

Adjacencies
 Secure Detention
 Behavioral Health Services
 Fiscal Division
 Adult Services
 Economic Support

		EXISTING 2017				RECOMMENDED 2027						
FD No.	SPACE DESCRIPTION	PRIVACY	Qty.	Size	Total	Room No.	REMARKS	PRIVACY	Qty.	Size	Total	REMARKS
							SECURITY REQUIREMENTS					
							Currently have a small reception area and full time reception, however, both entrances into office areas are unsecured and will need either keypad or badge-swipe entrance locks.					
							PARKING NEEDS					
							Current: 2017 Staff Parking - 78 spcs.					
							Future: 2027 Staff Parking - 85 spcs					
							Special Parking Needs: Continue Handicap parking for both staff and visitors. Reserved parking for supervisors and on-call, after hours staff, assigned court parking.					
PUBLIC SPACES USED BY WEEK DAY & AM/PM												
		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		
		am	pm	am	pm	am	pm	am	pm	am	pm	
		8	5	8	5	8	5	8	5	8	5	
Support Sub Total DNSF			950			Support Sub Total DNSF			2,140			

Staff + Support DNSF	5,847
Department Grossing Factor	1.35
TOTAL GSF	7,893

Staff + Support DNSF	7,284
Department Grossing Factor	1.35
TOTAL GSF	9,833

PART ONE SPACE PROGRAM

BUILDING NAME: **IVES GROVE OFFICE COMPLEX**
 STREET ADDRESS: **14200 WASHINGTON AVENUE, STURTEVANT, WI 53177**
 FLOOR / SUITE:
 DEPARTMENT: **Aging and Disability Resource Center**
 SPACE/DIVISION: **HUMAN SERVICES**
 INTERVIEWEE: **Michelle Goggins**

March 1st, 2018
FINAL

AdjacenciES
 IAS TOGETHER ADJ TO ADRC DIR
 ADJ TO AST DIRPHONES- IAS TOGETHER
 NUTRITION NEAR MOW MEALS PICK UP
 RECEPTION ADJ TO PHONES IAS
 EBS& DBS ADJ TO RECPETION AND INTERVIEW ROOMS
 INTERVIEW ROOM ADJ TO RECEPTION
 APS TOGETHER ADJ TO AGING DIR
 AGING ADJ TO AGING DIR

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.	SPACE DESCRIPTION	PRIVACY		Qty.	Size	Total	Room No.	REMARKS	PRIVACY		Qty.	Size	Total	REMARKS
		Cube	Office						Cube	Office				
	STAFF ADRC													
	ADRC DIRECTOR													
	OBRIEN, AMY		x	1	119	119	A130	Office with table and 4 chairs		x	1	120	120	
	APS WORKER													
	EHRMANN, MATTHEW	x		1	48	48	A24	standard cubes	x		1	48	48	
	APS WORKER													
	MAKOWKA, HENRYK R	x		1	48	48	A24	standard cubes	x		1	48	48	
	APS WORKER													
	VANBESIEN, JACQUELINE	x		1	48	48	A24	standard cubes	x		1	48	48	
	AGING DIRECTOR													
	HANSEN, KATY		x	1	90	90	A107	Office with table and 4 chairs		x	1	120	120	
	RECEPTIONIST													
	JACKSON, RYANNE	x		1	115	115	101	reception station with waiting room	x		1	120	120	
	IAS													
	ALVARDO, JESUS	x		1	30	30	A24		x		1	48	48	
	PHONE IAS													
	ANTINUCCI, MARIA	x		1	48	48	A109		x		1	48	48	
	IAS													
	CORNELIEUS, PAUL	x		1	30	30	A24		x		1	48	48	
	IAS													
	DAVIS, JAKIA	x		1	30	30	A24		x		1	48	48	

PART ONE SPACE PROGRAM

BUILDING NAME: **IVES GROVE OFFICE COMPLEX**
 STREET ADDRESS: **14200 WASHINGTON AVENUE, STURTEVANT, WI 53177**
 FLOOR / SUITE:
 DEPARTMENT: **Aging and Disability Resource Center**
 SPACE/DIVISION: **HUMAN SERVICES**
 INTERVIEWEE: **Michelle Goggins**

AdjacenciES
 IAS TOGETHER ADJ TO ADRC DIR
 ADJ TO AST DIRPHONES- IAS TOGETHER
 NUTRITION NEAR MOW MEALS PICK UP
 RECEPTION ADJ TO PHONES IAS
 EBS& DBS ADJ TO RECPETION AND INTERVIEW ROOMS
 INTERVIEW ROOM ADJ TO RECEPTION
 APS TOGETHER ADJ TO AGING DIR
 AGING ADJ TO AGING DIR

March 1st, 2018
FINAL

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017				RECOMMENDED 2027						
				Qty.	Size	Total	Room No.	REMARKS			Qty.	Size	Total	REMARKS
	AGING													
	ELIAS, FELICIA	x		1	48	48	A105		x	1	48	48		
	IAS													
	ESPINOSA- SILVIA	x		1	30	30	A24		x	1	48	48		
	IAS													
	FARMER, RUTHIE	x		1	30	30	A24		x	1	48	48		
	IAS													
	LOJANIVICH, LONEHA	x		1	30	30	A24		x	1	48	48		
	AST DIRECTOR													
	FRANK, NINNA		x	1	90	90	A108			1	120	120		
	PHONES IAS													
	JORDAN, JANICE	x		1	48	48	A109		x	1	48	48		
	QA SPECIALIST													
	LARSEN, RUTA	x		1	48	48	A24		x	1	48	48		
	AGING													
	JOYCE, MARILYNN	x		1	48	48	A24		x	1	48	48		
	PHONES IAS													
	MANDLI, PENNY	x		1	48	48	A109		x	1	48	48		
	DBS													
	MCCLELLAN, OLIVIA		x	1	90	90	105			1	120	120		
	IAS													
	MEINTNER, KIMBERLY	x		1	30	30	A24		x	1	48	48		

PART ONE SPACE PROGRAM

BUILDING NAME: **IVES GROVE OFFICE COMPLEX**
 STREET ADDRESS: **14200 WASHINGTON AVENUE, STURTEVANT, WI 53177**
 FLOOR / SUITE:
 DEPARTMENT: **Aging and Disability Resource Center**
 SPACE/DIVISION: **HUMAN SERVICES**
 INTERVIEWEE: **Michelle Goggins**

March 1st, 2018
FINAL

AdjacenciES
 IAS TOGETHER ADJ TO ADRC DIR
 ADJ TO AST DIRPHONES- IAS TOGETHER
 NUTRITION NEAR MOW MEALS PICK UP
 RECEPTION ADJ TO PHONES IAS
 EBS& DBS ADJ TO RECPETION AND INTERVIEW ROOMS
 INTERVIEW ROOM ADJ TO RECEPTION
 APS TOGETHER ADJ TO AGING DIR
 AGING ADJ TO AGING DIR

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017					PRIVACY		RECOMMENDED 2027				
				Qty.	Size	Total	Room No.	REMARKS			Qty.	Size	Total	REMARKS	
	IAS														
	MURPHY, JANELLE	x		1	30	30	A24		x		1	48	48		
	RESOURCE SPECIALIST														
	MICKELSON, DEB	x		1	64	64	A109		x		1	64	64		
	PHONE IAS														
	NIENAS, LYNN	x		1	48	48	A109		x		1	48	48		
	IAS														
	PALMER, LUCY	x		1	30	30	A24		x		1	48	48		
	IAS														
	PRICES, RHONDA	x		1	30	30	A24		x		1	48	48		
	OUTREACH														
	ROGSTAD, DIANE	x		1	64	64	A109		x		1	64	64		
	PHONE-IAS														
	SCHERER, TAYLOR	x		1	48	48	A109		x		1	48	48		
	QA SPECIALIST														
	SWAN, COLLEEN	x		1	48	48	A24		x		1	48	48		
	EBS														
	VACANT		x	1	90	90	A106			x	1	120	120		
	AGING														
	TRUDEAU, ELIZABETH	x		1	48	48	A105		x		1	48	48		
	PHONEIAS														
	WILLKOM, LAURA	x		1	48	48	A109		x		1	48	48		

PART ONE SPACE PROGRAM

BUILDING NAME: **IVES GROVE OFFICE COMPLEX**
 STREET ADDRESS: **14200 WASHINGTON AVENUE, STURTEVANT, WI 53177**
 FLOOR / SUITE:
 DEPARTMENT: **Aging and Disability Resource Center**
 SPACE/DIVISION: **HUMAN SERVICES**
 INTERVIEWEE: **Michelle Goggins**

March 1st, 2018
FINAL

AdjacenciES
 IAS TOGETHER ADJ TO ADRC DIR
 ADJ TO AST DIRPHONES- IAS TOGETHER
 NUTRITION NEAR MOW MEALS PICK UP
 RECEPTION ADJ TO PHONES IAS
 EBS& DBS ADJ TO RECPETION AND INTERVIEW ROOMS
 INTERVIEW ROOM ADJ TO RECEPTION
 APS TOGETHER ADJ TO AGING DIR
 AGING ADJ TO AGING DIR

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.	SPACE DESCRIPTION	PRIVACY	Qty.	Size	Total	Room No.	REMARKS	PRIVACY	Qty.	Size	Total	REMARKS
	IAS											
	YOUNG, ZANETTA	x	1	30	30	A24		x	1	48	48	
	IAS											
	VACANT	x	5	30	150	A24		x	5	48	240	
Staff Sub Total DNSF			1,874			Staff Sub Total DNSF			2,288			

	SUPPORT SPACES - ADRC	Cube	Office	Qty.	Size	Total	Room No.	REMARKS	Cube	Office	Qty.	Size	Total	REMARKS
	Waiting Area			1	155	155	100				1	150	150	
	Interview Room			2	110	220	A103, 102	Occupancy 4			2	120	240	
	Conference Room "A"			1	611	611	A149	SHARED,			1	200	200	
	Copy / Work Room			1	138	138	A128				1	140	140	
	Files (General Office A109)			1	126	126	A109				1	200	200	
	Files (Open Office A24)			1	160	160	A24				1	200	200	
	Storage			1	54	54	A205				1	100	100	Office Supplies
	Hallway Furniture			1	97	97	A21	Corridor			1	120	120	
	Vault			1	76	76	A26				1	80	80	
Support Sub Total DNSF			1,637			Support Sub Total DNSF			1,430					

Staff + Support DNSF 3,511

Staff + Support DNSF 3,718

Department Grossing Factor 1.35

Department Grossing Factor 1.35

TOTAL GSF 4,740

TOTAL GSF 5,019

PART ONE SPACE PROGRAM

BUILDING NAME: **IVES GROVE OFFICE COMPLEX**
 STREET ADDRESS: **14200 WASHINGTON AVENUE, STURTEVANT, WI 53177**
 FLOOR / SUITE:
 DEPARTMENT: **Aging and Disability Resource Center**
 SPACE/DIVISION: **HUMAN SERVICES**
 INTERVIEWEE: **Michelle Goggins**

March 1st, 2018
FINAL

AdjacenciES
 IAS TOGETHER ADJ TO ADRC DIR
 ADJ TO AST DIRPHONES- IAS TOGETHER
 NUTRITION NEAR MOW MEALS PICK UP
 RECEPTION ADJ TO PHONES IAS
 EBS& DBS ADJ TO RECPETION AND INTERVIEW ROOMS
 INTERVIEW ROOM ADJ TO RECEPTION
 APS TOGETHER ADJ TO AGING DIR
 AGING ADJ TO AGING DIR

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.	SPACE DESCRIPTION	PRIVACY	
		Cube	Office
	STAFF NUTRITION - KRANZ BUILDING		
	NUTRITION DIRECTOR		
	KIRK, TINA - (40hrs a week)	x	
	NUTRITION		
	HEWITT, BETTY - (30hrs a week)	x	
	NUTRITION		
	STAUERSBOL, RUTH - (40 hrs a week)	x	
Staff Sub Total DNSF			

Qty.	Size	Total	Room No.	REMARKS
1	81	81	#10	KRANZ BUILDING, (West Side)
1	64	64	#10	KRANZ BUILDING, (West Side)
1	64	64	#10	KRANZ BUILDING, (West Side)
209				

Qty.	Size	Total	REMARKS	PRIVACY	
				Cube	Office
1	120	120			x
1	81	81		x	
1	81	81		x	
282					

FD No.	SPACE DESCRIPTION	PRIVACY	
		Cube	Office
	SUPPORT SPACES NUTRITION- KRANZ BUILDING		
	Nutrition Drop Off/ Pickup		
	Nutrition Prep Area		
	Nutrition Storage		
	Bathroom		
	Kitchen		
	Files/Storage (Office Room Storage)		
	Copy Machine		
	Conference Room		
Support Sub Total DNSF			

Qty.	Size	Total	Room No.	REMARKS
1	250	250		
1	375	375		
1	504	504		Shared space with other Kranz tentants
0	0	0		Shared space with other Kranz tentants
0	0	0		Shared space with other Kranz tentants
1	100	100		
1	24	24		
0	0	0		
1,253				

Qty.	Size	Total	REMARKS
1	400	400	
1	500	500	
1	800	800	
1	120	120	
1	160	160	
1	100	100	
1	48	48	
1	150	150	
2,278			

Staff + Support DNSF 1,462
Department Grossing Factor 1.35
TOTAL GSF 1,974

Staff + Support DNSF 2,560
Department Grossing Factor 1.35
TOTAL GSF 3,456

PART ONE SPACE PROGRAM

BUILDING NAME: **IVES GROVE OFFICE COMPLEX**
 STREET ADDRESS: **14200 WASHINGTON AVENUE, STURTEVANT, WI 53177**
 FLOOR / SUITE:
 DEPARTMENT: **PUBLIC WORKS / DEVELOPMENT SERVICES & ZONING**
 SPACE/DIVISION: **Highway Engineering & Parks Division**
 INTERVIEWEE: **Julie A. Anderson**

Adjacencies
 Buildings and Facilities (currently in Courthouse
 NINE MILES TO THE EAST)

March 1st, 2018
FINAL

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017					PRIVACY		RECOMMENDED 2027				
		Cube	Office	Qty.	Size	Total	Room No.	REMARKS	Cube	Office	Qty.	Size	Total	REMARKS	
	STAFF														
	Parks & Highways Superintendent														
	Dave Prott		x	1	224	224	B160			x	1	224	224		
	Engineering Manager														
	Nathan Plunkett		x	1	226	226	B159			x	1	226	226		
	Planning Technician														
	Krystal Freimark	x		1	120	120	B166			x	1	120	120		
	Administrative Assistant														
	Nancy Iglinski	x		1	118	118	B170			x	1	120	120		
	Assistant Highway Superintendent														
	Michael Kirschling		x	1	330	330	B06			x	1	330	330		
	Highway Engineer														
	Andy Oakes	x		1	130	130	B162			x	1	130	130		
	Highway Engineer														
	Roley Behm	x		1	130	130	B161			x	1	130	130		

PART ONE SPACE PROGRAM

BUILDING NAME: **IVES GROVE OFFICE COMPLEX**
 STREET ADDRESS: **14200 WASHINGTON AVENUE, STURTEVANT, WI 53177**
 FLOOR / SUITE:
 DEPARTMENT: **PUBLIC WORKS / DEVELOPMENT SERVICES & ZONING**
 SPACE/DIVISION: **Highway Engineering & Parks Division**
 INTERVIEWEE: **Julie A. Anderson**

March 1st, 2018
FINAL

Adjacencies
 Buildings and Facilities (currently in Courthouse
 NINE MILES TO THE EAST)

				EXISTING 2017							RECOMMENDED 2027				
FD No.	SPACE DESCRIPTION	PRIVACY		Qty.	Size	Total	Room No.	REMARKS	PRIVACY		Qty.	Size	Total	REMARKS	
	Highway Engineer														
	FUTURE	x		1	190	190	163		x		2	130	260	FUTURE	
	Seasonal Temporary														
	Part Time	x		1	64	64	B164		x		1	64	64		
	Receptionist														
	Lisa	x		1	124	124	A145		x		1	120	120		
	Accounting Supervisor														
	Trish		x	1	127	127	A146			x	1	120	120		
	Account Clerk II														
	Amy Haman		x	1	128	128	A147			x	1	120	120		
	Accounting Technician														
	Kelsey Englund		x	1	117	117	A144			x	1	120	120		
	Accounting Technician														
	Ann Decamp		x	1	114	114	A143			x	1	120	120		
	Accounting Technician														
	Unoccupied	x		1	190	190	163			x	1	120	120		
	Intern														
	Unoccupied	x		1	90	90	165		x		1	90	90		
		Staff Sub Total DNSF		2,422					Staff Sub Total DNSF		2,414				

PART ONE SPACE PROGRAM

BUILDING NAME: **IVES GROVE OFFICE COMPLEX**
 STREET ADDRESS: **14200 WASHINGTON AVENUE, STURTEVANT, WI 53177**
 FLOOR / SUITE:
 DEPARTMENT: **PUBLIC WORKS / DEVELOPMENT SERVICES & ZONING**
 SPACE/DIVISION: **Highway Engineering & Parks Division**
 INTERVIEWEE: **Julie A. Anderson**

Adjacencies
 Buildings and Facilities (currently in Courthouse
 NINE MILES TO THE EAST)

March 1st, 2018
FINAL

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017					PRIVACY		RECOMMENDED 2027				
		Cube	Office	Qty.	Size	Total	Room No.	REMARKS	Cube	Office	Qty.	Size	Total	REMARKS	
	SUPPORT SPACES														
	Conference Room "A"			0	611	0	A149	SHARED with ADRC			1	512	512		
	Conference Room "C"			1	279	279	B150				1	192	192		
	Break Room			1	213	213	A142				1	213	213		
	Basement Storage Area			1	2,152	2,152	L42				1	2,912	2,912		
	Meeting Area / Staging Area Behind Co. Board Rm			1	0	0	L43	(County Board of Supervisors)			0	0	0	Accounted in County Board Supervisors	
	Vacant			1	90	90	A138				1	120	120	Future?	
	Vacant			1	95	95	A139				1	120	120	Future?	
	Closet			1	16	16	A135				1	200	200	Storage	
	Copier / Files			1	68	68	A140				1	120	120		
	Files/Open Office			1	1,436	1,436	B164	MEETINGS			1	400	400	Confirm	
								Varies from 6-100 attendees from 30 minues to four hours every week, Mondays through Thursdays, alternating weeks.							

PART ONE SPACE PROGRAM

BUILDING NAME: **IVES GROVE OFFICE COMPLEX**
 STREET ADDRESS: **14200 WASHINGTON AVENUE, STURTEVANT, WI 53177**
 FLOOR / SUITE:
 DEPARTMENT: **PUBLIC WORKS / DEVELOPMENT SERVICES & ZONING**
 SPACE/DIVISION: **Highway Engineering & Parks Division**
 INTERVIEWEE: **Julie A. Anderson**

March 1st, 2018
FINAL

Adjacencies
 Buildings and Facilities (currently in Courthouse
 NINE MILES TO THE EAST)

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017				REMARKS	PRIVACY		RECOMMENDED 2027							
				Qty.	Size	Total	Room No.				Qty.	Size	Total	REMARKS				
								OUTSIDE CONSULTANT SPACE										
								Interns; 64 SF										
								FUTURE GROWTH - NEXT 5 YEARS										
								Development Services, Office Cubicles										
								Engineering Services, Office Cubicles										
								LARGE EQUIPMENT										
								Large plotter/printer/scanner										
								SECURITY REQUIREMENTS										
								No security in this building, which is a MAJOR CONCERN.										
								We need to modify building to avoid break-ins from broken glass entry (building is NOT alarmed at all but there is a lot of breakable glass - at all entrances). I suggest solid doors and modifications to glass panes.										
								There is NO quick way to contact 911 unless a phone is at hand. NO emergency buttons anywhere.										
								We should not take any cash payments in this building.										
								More locked doors or secured areas										
								PARKING										
								2017--CURRENT#										
								Lot is about 50% full each day#										
								2027--FUTURE#										
								More parking will be needed#										

PART ONE SPACE PROGRAM

BUILDING NAME: IVES GROVE OFFICE COMPLEX
STREET ADDRESS: 14200 WASHINGTON AVENUE, STURTEVANT, WI 53177
FLOOR / SUITE:
DEPARTMENT: PUBLIC WORKS / DEVELOPMENT SERVICES & ZONING
SPACE/DIVISION: Highway Engineering & Parks Division
INTERVIEWEE: Julie A. Anderson

March 1st, 2018

FINAL

Adjacencies
 Buildings and Facilities (currently in Courthouse
 NINE MILES TO THE EAST)

**EXISTING
 2017**

**RECOMMENDED
 2027**

FD No.	SPACE DESCRIPTION	PRIVACY	Qty.	Size	Total	Room No.	REMARKS	PRIVACY	Qty.	Size	Total	REMARKS				
PUBLIC SPACES USED BY WEEK DAY & AM/PM																
				MONDAY			TUESDAY			WEDNESDAY			THURSDAY			FRIDAY
				am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	
				25-50	Varies	25-50	Varies	25-50	VARIES	25-50	VARIES	25-50	VARIES	25-50	25-50	
							Parking for larger vehicles such as media vans, etc. is needed.									

Support Sub Total DNSF 4,349

Staff + Support DNSF 6,771
Department Grossing Factor 1.35
TOTAL GSF 9,141

Support Sub Total DNSF 4,789

Staff + Support DNSF 7,203
Department Grossing Factor 1.35
TOTAL GSF 9,724

PART ONE SPACE PROGRAM

BUILDING NAME: **IVES GROVE OFFICE COMPLEX**
 STREET ADDRESS: **14200 WASHINGTON AVENUE, STURTEVANT, WI 53177**
 FLOOR / SUITE:
 DEPARTMENT: **PUBLIC WORKS / DEVELOPMENT SERVICES & ZONING**
 SPACE/DIVISION: **Development Services & Zoning**
 INTERVIEWEE: **Brian Jensen**

March 1st, 2018
FINAL

Adjacencies
 None

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017					PRIVACY		RECOMMENDED 2027				
		Cube	Office	Qty.	Size	Total	Room No.	REMARKS	Cube	Office	Qty.	Size	Total	REMARKS	
	STAFF														
	Dir. of Public Works and Development Services														
	Julie Anderson		x	1	302	302	B157			x	1	302	302		
	Development Services Superintendent														
	Brian Jensen	x		1	227	227	B158		x		1	227	227		
	Zoning Administrator														
	Jarmen Czuta	x		1	343	343	B04		x		1	200	200		
	Development Services Specialist														
	Jean Schneider	x		1	78	78	B03		x		1	90	90		
	GIS/Permit Technician														
	Sarah Reed	x		1	79	79	B03		x		1	90	90		
	Permit & Field Technician														
	Shaun Maiter	x		1	90	90	B03		x		1	90	90		
	County Conservation														
	Chad Sampson	x		1	99	99	B05		x		1	130	130		
	County Specialist														
	Jonathan Grove	x		1	106	106	B05		x		1	130	130		
	Conservation Planner														
	Mitch Bueter	x		1	99	99	B05		x		1	130	130		
	Administrative Assistant / Receptionist														
	Rhonda McCormick	x		1	90	90	B02		x		1	90	90		

PART ONE SPACE PROGRAM

BUILDING NAME: **IVES GROVE OFFICE COMPLEX**
 STREET ADDRESS: **14200 WASHINGTON AVENUE, STURTEVANT, WI 53177**
 FLOOR / SUITE:
 DEPARTMENT: **PUBLIC WORKS / DEVELOPMENT SERVICES & ZONING**
 SPACE/DIVISION: **Development Services & Zoning**
 INTERVIEWEE: **Brian Jensen**

March 1st, 2018
FINAL

Adjacencies
 None

		EXISTING 2017				RECOMMENDED 2027									
FD No.	SPACE DESCRIPTION	PRIVACY		Qty.	Size	Total	Room No.	REMARKS	PRIVACY		Qty.	Size	Total	REMARKS	
	Development Services Staff														
	FUTURE	x		0	0	0	B02		x		5	90	450	FUTURE	
Staff Sub Total DNSF				1,513				Staff Sub Total DNSF				1,929			

SUPPORT SPACES		Cube	Office	Qty.	Size	Total	Room No.	REMARKS	Cube	Office	Qty.	Size	Total	REMARKS
	Auditorium			1	1,338	1,338	A30				1	1,338	1,338	
	Conference Room "B"			1	441	441	B11				1	441	441	
	Plan Storage / Conference Room			1	193	193	B08				1	193	193	
	Work Room / Copy / Supplies			1	245	245	B07				1	245	245	
	Break Room			1	0	0	B150	Highway Engineering & Parks Division			1	279	279	
	Storage			1	278	278	B152				1	278	278	
	Waiting			1	57	57	N/A	Near Administration			1	57	57	
	Waiting			1	100	100	B01				1	100	100	
	Files			1	100	100	B05	Located In Open Hallway			1	100	100	
								TRAINING/CONFERENCE NEEDS						
								- Public Hearing large room for EDLUP and BOA (# Occupants varies)						
								- Periodic meetings with customers (# Occupants varies)						
								Varies up to 150 attendees, lasting 0.5-4 hours 1-2 times per month						

PART ONE SPACE PROGRAM

BUILDING NAME: IVES GROVE OFFICE COMPLEX
STREET ADDRESS: 14200 WASHINGTON AVENUE, STURTEVANT, WI 53177
FLOOR / SUITE:
DEPARTMENT: PUBLIC WORKS / DEVELOPMENT SERVICES & ZONING
SPACE/DIVISION: Development Services & Zoning
INTERVIEWEE: Brian Jensen

March 1st, 2018
FINAL

Adjacencies
 None

**EXISTING
 2017**

**RECOMMENDED
 2027**

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017				REMARKS	PRIVACY		RECOMMENDED 2027				
				Qty.	Size	Total	Room No.				Qty.	Size	Total	REMARKS	
								Lateral Files:							
								~ 5-Drawers = 4; FUTURE + = 2							
								~ 4-Drawers = 0; FUTURE + = 0							
								~ 3-Drawers = 0; FUTURE + = 0							
								~ 2-Drawers = 0; FUTURE + = 0							
								Vertical Files:							
								~ 5-Drawers = 13; FUTURE + = 17							
								~ 4-Drawers = 1; FUTURE + = 0							
								~ 3-Drawers = 5; FUTURE + = 2							
								~ 2-Drawers = 1; FUTURE + = 1							
								Storage Cabinets = 1; FUTURE + = 0							
								ELECTRONIC FILING - SCAN							
								<ul style="list-style-type: none"> Scanning permits and documents received for public hearing items since 2012. Scan all permits and public hearing documents from 2011-1943 that are currently in storage in basement. Scan all sanitary permits and documents from 1980-present 							
								ELECTRONIC FILING - NEW							
								IMS21; Transcendent							
								WORKFLOW CHANGES							
								- 10 yr growth projection for Development Services with need for additional office space.							

PART ONE SPACE PROGRAM

BUILDING NAME: **IVES GROVE OFFICE COMPLEX**
 STREET ADDRESS: **14200 WASHINGTON AVENUE, STURTEVANT, WI 53177**
 FLOOR / SUITE:
 DEPARTMENT: **PUBLIC WORKS / DEVELOPMENT SERVICES & ZONING**
 SPACE/DIVISION: **Development Services & Zoning**
 INTERVIEWEE: **Brian Jensen**

March 1st, 2018
FINAL

Adjacencies
None

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.	SPACE DESCRIPTION	PRIVACY		Qty.	Size	Total	Room No.	REMARKS	PRIVACY		Qty.	Size	Total	REMARKS	
								EXISTING/SPECIAL OFFICE EQUIP.							
								Copiers, large map copier							
								SECURITY REQUIRMENTS							
								There is a significant need for front counter, office and building security during office hours and evenings. Nothing in place currently at the Ives Grove							
								Current:							
								2017 Staff Parking - 8 spcs.							
								Future:							
								2027 Staff Parking - 11 spcs							
								Special Parking Needs:							
								PUBLIC SPACES USED BY WEEK DAY & AM/PM							
								MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY			
								am	pm	am	pm	am	pm	am	pm
								8	8	8	5	8	5	8	5

Support Sub Total DNSF 2,752

Support Sub Total DNSF 3,031

Staff + Support DNSF 4,265

Staff + Support DNSF 4,960

Department Grossing Factor 1.35

Department Grossing Factor 1.35

TOTAL GSF 5,758

TOTAL GSF 6,696

PART ONE SPACE PROGRAM

BUILDING NAME: **RACINE COUNTY HERITAGE MUSEIUM**
 STREET ADDRESS: **701 NORTH MAIN STREET, RACINE, WI 53403**
 FLOOR / SUITE:
 DEPARTMENT: **Heritage Museum**
 SPACE/DIVISION:
 INTERVIEWEE: **Christopher R. Paulson**

March 1st, 2018
FINAL

Adjacencies
 None

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017					PRIVACY		RECOMMENDED 2027					
		Cube	Office	Qty.	Size	Total	Room No.	REMARKS	Cube	Office	Qty.	Size	Total	REMARKS		
	STAFF															
	Executive Director															
	Christopher Paulson		x	1	150	150				x	1	150	150			
	Assistant Director / Curator															
	Karen Braun		x	1	100	100				x	1	100	100			
	Office Manager															
	Crystiana Schlitz		x	1	100	100				x	1	100	100			
	Curator of Education															
	Kari DeBerg		x	1	100	100				x	1	100	100			
	Archivist															
	Mary Kay Nelson		x	1	100	100				x	1	100	100			
	Custodian															
	Craig Aude		x	1	50	50				x	1	50	50			
	Reception															
	Volunteers (2)			1	50	50		Other workspace type			1	50	50			
	Archives Support															
	Volunteers (4)			1	150	150		Other workspace type			1	150	150			
	Staff Sub Total DNSF				800							800				

PART ONE SPACE PROGRAM

BUILDING NAME: **RACINE COUNTY HERITAGE MUSEIUM**
 STREET ADDRESS: **701 NORTH MAIN STREET, RACINE, WI 53403**
 FLOOR / SUITE:
 DEPARTMENT: **Heritage Museum**
 SPACE/DIVISION:
 INTERVIEWEE: **Christopher R. Paulson**

March 1st, 2018
FINAL

Adjacencies
 None

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.	SPACE DESCRIPTION	PRIVACY		Qty.	Size	Total	Room No.	REMARKS	PRIVACY		Qty.	Size	Total	REMARKS
		Cube	Office						Cube	Office				
	SUPPORT SPACES													
	Exhibits (Program)			1	5,034	5,034					1	5,034	5,034	
	Collections Storage and Care			1	3,150	3,150					1	3,150	3,150	
	Education			1	240	240					1	240	240	
	Administration and Offices			1	800	800					1	800	800	
	Services			1	120	120					1	120	120	
	Facilities/Non-Assignable/Other			1	3,198	3,198					1	3,198	3,198	
	Collections Storage (Offsite-Ives Grove)			1	2,400	2,400					1	2,400	2,400	
	Collections Storage (Offsite-Other)			1	3,000	3,000					1	3,000	3,000	
								TRAINING/CONFERENCE NEEDS						
								• Board and Committee Meetings (10-13 Occupants)						
								• Staff Meetings (5 Occupants)						
								CURRENT MEETING DESCRIPTION						
								10-13 attendees, lasting 1 hour						

PART ONE SPACE PROGRAM

BUILDING NAME: **RACINE COUNTY HERITAGE MUSEIUM**
 STREET ADDRESS: **701 NORTH MAIN STREET, RACINE, WI 53403**
 FLOOR / SUITE:
 DEPARTMENT: **Heritage Museum**
 SPACE/DIVISION:
 INTERVIEWEE: **Christopher R. Paulson**

Adjacencies
 None

March 1st, 2018
FINAL

		EXISTING 2017				RECOMMENDED 2027								
FD No.	SPACE DESCRIPTION	PRIVACY		Qty.	Size	Total	Room No.	REMARKS	PRIVACY		Qty.	Size	Total	REMARKS
								ACTIVE RECORDS PAPER FILING						
								Lateral Files:						
								~ 5-Drawers = 0; FUTURE + = 0						
								~ 4-Drawers = 2; FUTURE + = 0						
								~ 3-Drawers = 0; FUTURE + = 0						
								~ 2-Drawers = 2; FUTURE + = 0						
								Vertical Files:						
								~ 5-Drawers = 0; FUTURE + = 0						
								~ 4-Drawers = 0; FUTURE + = 0						
								~ 3-Drawers = 7; FUTURE + = 0						
								~ 2-Drawers = 0; FUTURE + = 0						
								Storage Cabinets = 3; FUTURE + = 0						
								EXISTING/SPECIAL OFFICE EQUIP.						
								• Two Copiers						
								SECURITY REQUIRMENTS						
								High need for security						
								Currently have:						
								• Alarm System						
								• Motion Detectors						
								• Crash Bar Alarms						
								• Internal Key Management						



RACINE COUNTY
Facility and Space Use Survey & Strategic Master Plan
Racine, Wisconsin

PART ONE SPACE PROGRAM

BUILDING NAME: RACINE COUNTY HERITAGE MUSEIUM
STREET ADDRESS: 701 NORTH MAIN STREET, RACINE, WI 53403
FLOOR / SUITE:
DEPARTMENT: Heritage Museum
SPACE/DIVISION:
INTERVIEWEE: Christopher R. Paulson

March 1st, 2018
FINAL

Adjacencies
 None

FD No.		SPACE DESCRIPTION		PRIVACY		EXISTING 2017				RECOMMENDED 2027					
						Qty.	Size	Total	Room No.	REMARKS	Qty.	Size	Total	REMARKS	
						PARKING NEEDS									
						Current:									
						2017 Staff Parking - 6 spcs.									
						Future:									
						2027 Staff Parking - 6 spcs									
						Need:									
						• Handicap Visitor Parking									
						• Visitor and Bus Parking									
Support Sub Total DNSF						17,942				Support Sub Total DNSF		17,942			
Staff + Support DNSF						18,742				Staff + Support DNSF		18,742			
Department Grossing Factor						1.35				Department Grossing Factor		1.35			
TOTAL GSF						25,302				TOTAL GSF		25,302			

PART ONE SPACE PROGRAM

BUILDING NAME: **RACINE COUNTY COURTHOUSE**
 STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE: **LOWER LEVEL**
 DEPARTMENT: **Print and Mail Shop**
 SPACE/DIVISION:
 INTERVIEWEE: **Kris Tapp**

March 1st, 2018
FINAL

Adjacencies
 Finance - Accounting

		EXISTING 2017				RECOMMENDED 2027							
FD No.	SPACE DESCRIPTION	PRIVACY		Qty.	Size	Total	Room No.	REMARKS	PRIVACY	Qty.	Size	Total	REMARKS
								WORKFLOW CHANGES					
								<ul style="list-style-type: none"> 5 yr growth projection: Printshop will provide printing services to municipalities/nonprofits No additional work areas best 					EXISTING / SPECIAL OFFICE EQUIPMENT <ul style="list-style-type: none"> 1 high speed (90ppm) color copier 1 high speed (90 ppm) black and white copier Large folder stuffer Mail machine Large paper cutter Table top folder Table top 19-hole punch machine 1 med speed (60 ppm) color copier (will be gone by end of 2017) Several paper jogger and large staplers
								EXISTING/SPECIAL OFFICE EQUIP.					
								SECURITY REQUIREMENTS					
								Currently - panic button in the area					The print and mail division of finance stores large quantities of paper and envelopes. About 1/2 are stored in the printshop which is climate controlled, except on weekends during the summer, and the rest is stored between the garage and the Finance/Payroll offices which is not heated or air-conditioned which causes havoc with the paper/envelopes. It would be beneficial to the supplies, if they could all be stored in a 24/7 climate controlled area.

RACINE COUNTY

Facility and Space Use Survey & Strategic Master Plan

Racine, Wisconsin

Adjacencies
 Finance - Accounting

March 1st, 2018

FINAL

PART ONE SPACE PROGRAM

BUILDING NAME: **RACINE COUNTY COURTHOUSE**
 STREET ADDRESS: **730 WISCONSIN AVENUE, RACINE, WI 53403**
 FLOOR / SUITE: **LOWER LEVEL**
 DEPARTMENT: **Print and Mail Shop**
 SPACE/DIVISION:
 INTERVIEWEE: **Kris Tapp**

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017				REMARKS	PRIVACY		RECOMMENDED 2027				
		Qty.	Size	Qty.	Size	Total	Room No.		Qty.	Size	Total	REMARKS			
								PARKING NEEDS							
								Current: 2017 Staff Parking - 2 spcs.							
								Future: 2027 Staff Parking - 2 spcs							
								Currently, couriers and others park by the south employee entrance and run in to drop off and/or pick							

Support Sub Total DNSF	1,095
Staff + Support DNSF	1,191
Department Grossing Factor	1.35
TOTAL GSF	1,608

Support Sub Total DNSF	1,200
Staff + Support DNSF	1,328
Department Grossing Factor	1.35
TOTAL GSF	1,793

PART ONE SPACE PROGRAM

BUILDING NAME: MOUNDS BUILDING (LEASED)
STREET ADDRESS: 1220 MOUND AVENUE, RACINE, WI 53404
FLOOR / SUITE:
DEPARTMENT: UW-Extension, Cooperative Extension (FoodWise)
SPACE/DIVISION:
INTERVIEWEE: Teresa Ward

March 1st, 2018
FINAL

ADJACENCIES
 NOT APPLICABLE.
 Nutrition Educators spend 50% or more of their time working at various community partner sites in two counties, therefore its important to consider how such a mobile gorup, which often work irregular hours (evenings and weekends) , might affect the perspective of other work groups and thus the culture and dynamics of the workplace.

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017					PRIVACY		RECOMMENDED 2027				
		Cube	Office	Qty.	Size	Total	Room No.	REMARKS	Cube	Office	Qty.	Size	Total	REMARKS	
	STAFF														
	Administrator														
	Terri Ward		x	1	140	140				x	1	200	200		
	Teaching Coordinator														
	Cynthia Armstrong		x	1	140	140				x	1	120	120		
	Bilingual Office Operations Associate														
	Rebecca Ordaz		x	1	80	80				x	1	120	120		
	Bilingual Nutrition Educator														
	Fabiola Diaz	x		1	80	80			x		1	80	80		
	Bilingual Nutrition Educator														
	VACANT	x		1	80	80			x		1	80	80		
	Nutrition Educator														
	Alana Perez-Valliere	x		1	80	80			x		1	80	80		
	Bilingual Nutrition Educator														
	Rebeca Alonso	x		1	80	80			x		1	80	80		
	Nutrition Educator														
	Amy Macemon	x		1	80	80			x		1	80	80		
	Nutritian Educator														
	Nicole Sicuro-Leipski	x		1	80	80			x		1	80	80		
	Bilingual Nutrition Educator														
	Jillian Frideres	x		1	80	80			x		1	80	80		

PART ONE SPACE PROGRAM

BUILDING NAME: **MOUNDS BUILDING (LEASED)**
 STREET ADDRESS: **1220 MOUND AVENUE, RACINE, WI 53404**
 FLOOR / SUITE:
 DEPARTMENT: **UW-Extension, Cooperative Extension (FoodWise)**
 SPACE/DIVISION:
 INTERVIEWEE: **Teresa Ward**

March 1st, 2018
FINAL

ADJACENCIES
 NOT APPLICABLE.

Nutrition Educators spend 50% or more of their time working at various community partner sites in two counties, therefore its important to consider how such a mobile group, which often work irregular hours (evenings and weekends) , might affect the perspective of other work groups and thus the culture and dynamics of the workplace.

**EXISTING
 2017**

**RECOMMENDED
 2027**

FD No.	SPACE DESCRIPTION
	Nutrition Educator
	Tephanie Letikirich

PRIVACY	
x	

Qty.	Size	Total	Room No.	REMARKS
1	80	80		

PRIVACY	
x	

Qty.	Size	Total	REMARKS
1	80	80	

Staff Sub Total DNSF

1,000

Staff Sub Total DNSF

1,080

SUPPORT SPACES		Cube	Office
	Conference Room		
	Copy / Work Room		
	Resource Center		
	Storage		
	Kitchenette		
	Conference Room		
	Reception Area		

Cube	Office

Qty.	Size	Total	Room No.	REMARKS
1	300	300		2017-07-24
1	145	145		
1	145	145		Storage can be combined with resource center if locked.
1	300	300		
1	200	200		Kitchenette cannot be a common kitchen due to food storage and prep guidance. We own a refrigerator and shelving storage.
0	0	0		
0	0	0		
				Would want cupboards for equipment, dishes, and utensils used in education.
				A dishwasher or three compartment sink is ideal but not absolutely necessary.

Cube	Office

Qty.	Size	Total	REMARKS
1	300	300	Bi-weekly staff meetings; 10-15 Staff
1	145	145	
1	450	450	
0	0	0	
1	300	300	Counter; Prep Table
1	120	120	
1	120	120	

PART ONE SPACE PROGRAM

BUILDING NAME: MOUNDS BUILDING (LEASED)
STREET ADDRESS: 1220 MOUND AVENUE, RACINE, WI 53404
FLOOR / SUITE:
DEPARTMENT: UW-Extension, Cooperative Extension (FoodWise)
SPACE/DIVISION:
INTERVIEWEE: Teresa Ward

March 1st, 2018
FINAL

ADJACENCIES
 NOT APPLICABLE.
 Nutrition Educators spend 50% or more of their time working at various community partner sites in two counties, therefore its important to consider how such a mobile gorup, which often work irregular hours (evenings and weekends) , might affect the perspective of other work groups and thus the culture and dynamics of the workplace.

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017				REMARKS	PRIVACY		RECOMMENDED 2027			
				Qty.	Size	Total	Room No.				Qty.	Size	Total	REMARKS
								TRAINING / CONFERCING NEEDS						
								Occasional access (a few times per year) to shared conference space - 40 attendees.						
								Private room to conduct occasional education on site - 12 attendees.						
								Meetings vary weekly or monthly, last 1-2 hours and 10-20 attendees.						
								OUTSIDE CONSULTANT SPACE						
								Cubicle workspace for educators who work at another location but need space for the day or during a project / training. Need access to office with door for audio/video conferencing.						
								ACTIVE RECORDS PAPER FILING						
								Lateral Files:						
								~ 5-Drawers = 0; FUTURE = 0						
								~ 4-Drawers = 0; FUTURE = 0						
								~ 3-Drawers = 0; FUTURE = 0						
								~ 2-Drawers = 0; FUTURE = 0						
								Vertical Files:						
								~ 5-Drawers = 0; FUTURE = 0						
								~ 4-Drawers = 0; FUTURE = 2						
								~ 3-Drawers = 0; FUTURE = 0						
								~ 2-Drawers = 0; FUTURE = 0						
								Storage Cabinets = 0; FUTURE = 1						

PART ONE SPACE PROGRAM

BUILDING NAME: MOUNDS BUILDING (LEASED)
STREET ADDRESS: 1220 MOUND AVENUE, RACINE, WI 53404
FLOOR / SUITE:
DEPARTMENT: UW-Extension, Cooperative Extension (FoodWise)
SPACE/DIVISION:
INTERVIEWEE: Teresa Ward

March 1st, 2018
FINAL

ADJACENCIES
 NOT APPLICABLE.
 Nutrition Educators spend 50% or more of their time working at various community partner sites in two counties, therefore its important to consider how such a mobile group, which often work irregular hours (evenings and weekends) , might affect the perspective of other work groups and thus the culture and dynamics of the workplace.

**EXISTING
2017**

**RECOMMENDED
2027**

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2017				REMARKS	PRIVACY		RECOMMENDED 2027				
				Qty.	Size	Total	Room No.				Qty.	Size	Total	REMARKS	
								ELECTRONIC FILING							
								As we operate under theauspices of a federal grant, all our critical files are sent to Madion regularly thus we don't have a need to store many paper. files.							
								We use several databases managed by the State Coordinator Team for the Wisconsin FoodWise Program to track participant and evaluation data. HR records are kept by the administrator and office operations associate. Curricula and resources will be stored in our existing filing cabinets (owned by the FoodWise Program) in our resource area.							
								EXISTING/SPECIAL OFFICE EQUIP.							
								All equipment is currently owned or leased through the Wisconsin FoodWise program.							
								SECURITY REQUIREMENTS							
								Locked offices and resource room.							
								Ability to track individuals who have access to any space that is shared.							

PART ONE SPACE PROGRAM

BUILDING NAME: MOUNDS BUILDING (LEASED)
STREET ADDRESS: 1220 MOUND AVENUE, RACINE, WI 53404
FLOOR / SUITE:
DEPARTMENT: UW-Extension, Cooperative Extension (FoodWise)
SPACE/DIVISION:
INTERVIEWEE: Teresa Ward

March 1st, 2018
FINAL

ADJACENCIES
 NOT APPLICABLE.
 Nutrition Educators spend 50% or more of their time working at various community partner sites in two counties, therefore its important to consider how such a mobile gorup, which often work irregular hours (evenings and weekends) , might affect the perspective of other work groups and thus the culture and dynamics of the workplace.

EXISTING
2017

RECOMMENDED
2027

FD No.	SPACE DESCRIPTION	PRIVACY		Qty.	Size	Total	Room No.	REMARKS	PRIVACY		Qty.	Size	Total	REMARKS
								PARKING NEEDS						
								Current:						
								2017 Staff Parking - 12 spcs.						
								Future:						
								2027 Staff Parking - ? spcs						
								Need:						
								• Parking for staff, occasional colleague meetings, and occasional on site education.						
								• Parking varies based on educators' schedules.						

Support Sub Total DNSF	1,090
Staff + Support DNSF	2,090
Department Grossing Factor	1.35
TOTAL GSF	2,822

Support Sub Total DNSF	1,435
Staff + Support DNSF	2,515
Department Grossing Factor	1.35
TOTAL GSF	3,395