

January 21, 2014

DEPARTMENT	COMPARABLE PROGRAM			EXISTING NSF			RECOMMENDED 2034		
	Total Department NSF	x Grossing Factor =	Total Department GSF	Total Department NSF	x Grossing Factor =	Total Department GSF	Total Department NSF	x Grossing Factor =	Total Department GSF
Clerk of Courts	8,670	1.35	<b>11,705</b>	0	0.00	<b>2,600</b>	3,475	1.35	<b>4,691</b>
Courts	13,420	1.35	<b>18,117</b>	0	1.35	<b>0</b>	14,870	1.35	<b>20,075</b>
Dispatch Center (911)	1,385	1.35	<b>1,870</b>	0	0.00	<b>1,310</b>	2,625	1.35	<b>3,544</b>
District Attorney	5,450	1.35	<b>7,358</b>	0	0.00	<b>1,390</b>	2,200	1.35	<b>2,970</b>
Emergency Management	360	1.35	<b>486</b>	0	0.00	<b>1,260</b>	1,290	1.35	<b>1,742</b>
Family Court Commissioner	3,520	1.35	<b>4,752</b>	0	1.35	<b>0</b>	2,030	1.35	<b>2,741</b>
Health Department	0	1.35	<b>0</b>	8,335	1.00	<b>8,335</b>	6,904	1.35	<b>9,320</b>
Human Services - 12th Street	0	1.35	<b>0</b>	0	1.35	<b>0</b>	7,450	1.35	<b>10,058</b>
Human Services - Centralia	0	1.35	<b>0</b>	0	1.35	<b>0</b>	2,580	1.35	<b>3,483</b>
Human Services - Courthouse	0	1.35	<b>0</b>	0	1.35	<b>0</b>	9,180	1.35	<b>12,393</b>
Human Services - Marshfield	0	1.35	<b>0</b>	6,870	1.00	<b>6,870</b>	5,040	1.35	<b>6,804</b>
Human Services - Norwood	0	1.35	<b>0</b>	1,188	1.00	<b>1,188</b>	880	1.35	<b>1,188</b>
Human Services - Public Areas	0	1.35	<b>0</b>	0	1.35	<b>0</b>	2,200	1.35	<b>2,970</b>
Planning & Zoning	1,480	1.35	<b>1,998</b>	0	0.00	<b>1,315</b>	1,880	1.35	<b>2,538</b>
Register In Probate	0	1.35	<b>0</b>	925	1.00	<b>925</b>	1,305	1.35	<b>1,762</b>
Sheriff - Administration	2,680	1.35	<b>3,618</b>	0	1.35	<b>0</b>	0	1.35	<b>0</b>
Sheriff - Detectives	1,690	1.35	<b>2,282</b>	0	1.35	<b>0</b>	0	1.35	<b>0</b>
Sheriff - Evidence	2,010	1.35	<b>2,714</b>	0	1.35	<b>0</b>	0	1.35	<b>0</b>
Sheriff - MARSHFIELD	0	1.35	<b>0</b>	1,020	1.00	<b>1,020</b>	840	1.35	<b>1,134</b>
Sheriff - Patrol	830	1.35	<b>1,121</b>	0	1.35	<b>0</b>	0	1.35	<b>0</b>
Sheriff - Records	1,500	1.35	<b>2,025</b>	0	1.35	<b>0</b>	0	1.35	<b>0</b>
Sheriff - Training	6,550	1.35	<b>8,843</b>	0	1.35	<b>0</b>	0	1.35	<b>0</b>
Systems Department	6,800	1.35	<b>9,180</b>	0	0.00	<b>2,450</b>	3,850	1.35	<b>5,198</b>
Veterans Services - MARSHFIELD	0	1.35	<b>0</b>	640	1.00	<b>640</b>	380	1.35	<b>513</b>
Victim / Witness	300	1.35	<b>405</b>	333	1.35	<b>450</b>	505	1.35	<b>682</b>
<b>TOTALS</b>	<b>47,975</b>		<b>64,766</b>	<b>19,311</b>		<b>27,153</b>	<b>66,009</b>		<b>89,112</b>

PROGRAM

**draft**

January 21, 2014

DEPARTMENT: Courts

DEPART HEAD:

FD No.	SPACE DESCRIPTION	COMPARABLE PROGRAM			EXISTING NSF			RECOMMENDED 2034			REMARKS
		Qty.	Size	Total	Qty.	Size	Total	Qty.	Size	Total	
	<b>STAFF</b>										
	Judge	4	400	1600			0	4	500	2000	WSC 500
	Judicial Assistant	4	125	500			0	4	125	500	
	Court Reporter	4	100	400			0	4	100	400	Workstation
	<b>SUPPORT</b>										
	Courtroom	4	1,700	6800			0	4	1,700	6800	WSC 2000
	Jury Room	4	300	1200			0	3	400	1200	WSC 400
	Jury Room						0	1	750	750	Jury Assembly - Sized for 35
	Jury Assembly Storage						0	1	50	50	Equipment
	Jury Toilet	4	60	240			0	4	60	240	
	Baliff's Desk	4	25	100			0	4	25	100	
	Attorney Conference	8	125	1000			0	10	125	1250	2 per Courtroom; plus 2 additional
	Judge's Toilet	4	60	240			0	4	60	240	
	Judge's Storage	4	20	80			0	4	20	80	
	Storage	4	50	200			0	4	50	200	Evidence, Etc.
	Prisoner Holding Cell (single)	2	50	100			0	2	50	100	

PROGRAM

**draft**

January 21, 2014

DEPARTMENT: Courts  
DEPART HEAD:

		COMPARABLE PROGRAM			EXISTING NSF			RECOMMENDED 2034			
FD No.	SPACE DESCRIPTION	Qty.	Size	Total	Qty.	Size	Total	Qty.	Size	Total	REMARKS
	Prisoner Holding Cell (group)	2	80	160			0	2	80	160	
	Public Waiting	4	200	800			0	4	200	800	
<b>Total Department NSF</b>		13,420			0			14,870			
<b>Grossing Factor</b>		1.35			1.35			1.35			
<b>TOTAL DEPARTMENT GSF</b>		18,117			0			20,075			

**draft**

January 21, 2014

DEPARTMENT: Clerk of Courts  
DEPART HEAD: Cindy J. Joosten

FD No.	SPACE DESCRIPTION	COMPARABLE PROGRAM			EXISTING NSF			RECOMMENDED 2034			REMARKS
		Qty.	Size	Total	Qty.	Size	Total	Qty.	Size	Total	
	<b>STAFF</b>										
	Clerk of Circuit Court	1	250	250	1	120	120	1	180	180	Cindy Joosten
	Assistant	1	250	250	1	120	120	1	120	120	Sue
	Clerk	5	80	400	10	80	800	10	80	800	Workstation
	Receptionist	2	80	160	3	80	240	3	80	240	Workstation at Counter
	Scanner	1	80	80	2	80	160	2	80	160	Full Time
	<b>SUPPORT</b>										
	Jury Assembly / Multi Purpose	1	2,000	2,000			0			0	Use Jury Room - See Courts
	Jury Assembly Storage	1	200	200			0			0	See Courts
	Active Records	1	2,000	2,000	1	150	150	1	500	500	
	Inactive Records	1	2,000	2,000	1	120	120	1	500	500	
	Evidence Room	1	200	200			0	1	100	100	
	Waiting Area	1	500	500	1	150	150	1	150	150	At Counter
	Waiting / Multi Purpose			0			0	1	150	150	Public Assistance Room
	Reception Counter	1	200	200	1	100	100	1	100	100	3 Windows
	File Review Room	1	80	80			0	1	100	100	
	Work Room / Copy / Storage	1	200	200			0	1	200	200	
	Alcove	1	50	50	1	30	30	1	50	50	Coffee

**draft**

January 21, 2014

DEPARTMENT: Clerk of Courts  
DEPART HEAD: Cindy J. Joosten

		COMPARABLE PROGRAM			EXISTING NSF			RECOMMENDED 2034			
FD No.	SPACE DESCRIPTION	Qty.	Size	Total	Qty.	Size	Total	Qty.	Size	Total	REMARKS
	CCAP Equipment	1	100	100			0	1	100	100	
	Coats			0			0	1	25	25	
				0			0			0	
	<b>Total Department NSF</b>		<b>8,670</b>						<b>3,475</b>		
	<b>Grossing Factor</b>		<b>1.35</b>						<b>1.35</b>		
	<b>TOTAL DEPARTMENT GSF</b>		<b>11,705</b>			<b>2,600</b>			<b>4,691</b>		

PROGRAM

**draft**

January 21, 2014

DEPARTMENT: Dispatch Center (911)  
DEPART HEAD: Lori Heideman

FD No.	SPACE DESCRIPTION	COMPARABLE PROGRAM			EXISTING NSF			RECOMMENDED 2034			REMARKS
		Qty.	Size	Total	Qty.	Size	Total	Qty.	Size	Total	
	Dispatch Center	1	750	750	1	800	800	1	1,350	1350	7 Workstations + 1 Training
	Dispatch Supervisor	1	150	150	1	120	120	1	200	200	Lori Heideman
	Dispatch Equipment Elec.	1	300	300	1	120	120	1	450	450	
	Alcove	1	100	100	1	100	100	1	100	100	Coffee
	Dispatch Toilet	1	60	60	1	40	40	1	60	60	
	Dispatch Vestibule	1	25	25			0	1	25	25	Card Access
	Janitor / Storage			0			0	1	100	100	
	Warrant Storage			0			0	1	100	100	
	Staff Lockers				1	40	40	1	240	240	24 Staff; 15x15 Full Height
<b>Total Department NSF</b>				<b>1,385</b>					<b>2,625</b>		
<b>Grossing Factor</b>				<b>1.35</b>					<b>1.35</b>		
<b>TOTAL DEPARTMENT GSF</b>				<b>1,870</b>			<b>1,310</b>		<b>3,544</b>		

PROGRAM

**draft**

January 21, 2014

DEPARTMENT: District Attorney  
DEPART HEAD: Craig Lambert

FD No.	SPACE DESCRIPTION	COMPARABLE PROGRAM			EXISTING NSF			RECOMMENDED 2034			REMARKS
		Qty.	Size	Total	Qty.	Size	Total	Qty.	Size	Total	
	<b>STAFF</b>										
	District Attorney	1	250	250	1	185	185	1	250	250	Craig Lambert
	Assistant District Attorney	9	150	1350	1	140	140	4	150	600	
	Assistant District Attorney			0	1	185	185			0	
	Assistant District Attorney			0	1	105	105			0	
	Office Manager (Legal Secretary)	1	200	200			0	1	120	120	Tina Groshek
	Legal Secretary	10	80	800			0	4	80	320	Workstation
	Intern	2	100	200			0	1	80	80	Workstation
	<b>SUPPORT</b>										
	Reception/Waiting	1	300	300			0	1	100	100	4 Seats
	Conference Room	1	400	400			0	1	250	250	Sized for 8
	Computer	1	200	200			0	1	50	50	
	Work / Copy Room	1	150	150			0	1	80	80	
	Active Records	1	600	600			0	1	150	150	7' x 20'
	Inactive Records	1	1,000	1000			0	1	200	200	
	<b>Total Department NSF</b>		<b>5,450</b>						<b>2,200</b>		
	<b>Grossing Factor</b>		<b>1.35</b>						<b>1.35</b>		
	<b>TOTAL DEPARTMENT GSF</b>		<b>7,358</b>			<b>1,390</b>			<b>2,970</b>		

PROGRAM

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January 21, 2014

DEPARTMENT: Emergency Management  
DEPART HEAD: Steven R. Kreuser

FD No.	SPACE DESCRIPTION	COMPARABLE PROGRAM			EXISTING NSF			RECOMMENDED 2034			REMARKS
		Qty.	Size	Total	Qty.	Size	Total	Qty.	Size	Total	
	<b>STAFF</b>										
	Director / EM	1	120	120	1	120	120	1	120	120	Steve Kreuser
	Deputy Director			0	1	130	130	1	120	120	
	Program Assistant	1	120	120			0	2	100	200	Work Station
	Communications Coordinator	1	120	120			0			0	Across Street
	<b>SUPPORT</b>										
	EM Storage			0			0	1	100	100	
	Emergency Operations Center (EOC)			0			0	1	300	300	Kitchenette
	EOC Equipment			0			0	1	150	150	Adjacent to EOC
	Waiting			0	1	30	30	1	200	200	
	Counter			0	1	60	60	1	100	100	
<b>Total Department NSF</b>				<b>360</b>						<b>1,290</b>	
<b>Grossing Factor</b>				<b>1.35</b>						<b>1.35</b>	
<b>TOTAL DEPARTMENT GSF</b>				<b>486</b>			<b>1,260</b>			<b>1,742</b>	



**PROGRAM**

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January 21, 2014

DEPARTMENT: Family Court Commissioner  
DEPART HEAD:

		COMPARABLE PROGRAM			EXISTING NSF			RECOMMENDED 2034			
FD No.	SPACE DESCRIPTION	Qty.	Size	Total	Qty.	Size	Total	Qty.	Size	Total	REMARKS
	<b>STAFF</b>										
	Family Court Commissioner	2	300	600			0	1	200	200	
	Court Reporter	2	80	160			0	1	100	100	Workstation
	<b>SUPPORT</b>										
	Courtroom	2	1,000	2000			0	1	1,400	1400	
	Attorney Conference	4	125	500			0	2	125	250	2 per Courtroom
	Commissioner's Toilet	2	60	120			0	1	60	60	
	Commissioner's Storage	2	20	40			0	1	20	20	
	Active Records	1	100	100			0			0	For all Courtrooms
	<b>Total Department NSF</b>		<b>3,520</b>			<b>0</b>			<b>2,030</b>		
	<b>Grossing Factor</b>		<b>1.35</b>			<b>1.35</b>			<b>1.35</b>		
	<b>TOTAL DEPARTMENT GSF</b>		<b>4,752</b>			<b>0</b>			<b>2,741</b>		

PROGRAM

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January 21, 2014

DEPARTMENT: Health Department  
DEPART HEAD: Sue Kunferman

FD No.	SPACE DESCRIPTION	COMPARABLE PROGRAM			EXISTING NSF			RECOMMENDED 2034			REMARKS
		Qty.	Size	Total	Qty.	Size	Total	Qty.	Size	Total	
	<b>STAFF</b>										
	Director			0			0	1	144	144	Sue
	Accounting Supervisor			0			0	1	120	120	Kathy
	Public Health Manager			0			0	2	120	240	Nancy, Ty
	Public Health Program Coordinator			0			0	2	100	200	Val, Kara
	Consultant Room			0			0	1	100	100	
	Public Health Educator / Nutritionist			0			0	2	100	200	Amanda, Angela
	Nurses			0			0	8	100	800	
	Health Screener			0			0	2	100	200	
	WIC Clerk			0			0	1	100	100	Kathy R.
	WIC DTRS			0			0	2	100	200	Amy, Vacant, WIC Program Supplies
	Breast Feeding/ Lactation			0			0	0		0	(See Amanda Above)
	Nutrition / Lactation Program Sup.			0			0	1	120	120	Amber
	Environmental Health Sanitarian			0			0	2	100	200	Greg, Kate
	Supply Room			0			0	1	120	120	Office Supplies, Envelopes, Paper, etc.
	Accounting Clerk			0			0	1	100	100	Janette
	Waiting			0			0	1	600	600	Includes Child Play
	Receptionist / Health Department			0			0	2	100	200	Sharon, Mai

PROGRAM

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January 21, 2014

DEPARTMENT: Health Department  
DEPART HEAD: Sue Kunferman

FD No.	SPACE DESCRIPTION	COMPARABLE PROGRAM			EXISTING NSF			RECOMMENDED 2034			REMARKS
		Qty.	Size	Total	Qty.	Size	Total	Qty.	Size	Total	
	Active Files			0			0	1	100	100	Space Saver
	Lab / Immunization / Storage			0			0	1	200	200	Clinic Supplies, Vaccine, Fridge/Freezer
	Exam Rooms			0			0	3	100	300	
	Storage			0			0	1	600	600	FHIP, HPWC, CD, Environmental Health
	Inactive Files			0			0	1	200	200	
	Conference / EOC			0			0	1	600	600	
	Copy / Work Room			0			0	2	100	200	
	Conference Room			0			0	1	200	200	
	Interns			0			0	1	200	200	4 Workstations
	Intern Office			0			0	1	70	70	
	Break Room			0			0	1	300	300	
	BF Friendly Room			0			0	1	40	40	
	<b>Healthy Smiles (Dental Clinic)</b>										
	Oral Health Supervisor			0			0	1	100	100	Wendy
	Public Health Aide			0			0	1	150	150	Betsy, HS Program Supplies
	File / Storage			0			0			0	
<b>Total Department NSF</b>				<b>0</b>						<b>6,904</b>	
<b>Grossing Factor</b>				<b>1.35</b>						<b>1.35</b>	
<b>TOTAL DEPARTMENT GSF</b>				<b>0</b>			<b>8,335</b>			<b>9,320</b>	

**January 21, 2014**

**RECOMMENDED 2034**

<b>DEPARTMENT</b>	<b>Total Department NSF</b>	<b>x Grossing Factor =</b>	<b>Total Department GSF</b>
Human Services - 12th Street	7,450	1.35	<b>10,058</b>
Human Services - Centralia	2,580	1.35	<b>3,483</b>
Human Services - Courthouse	9,180	1.35	<b>12,393</b>
Human Services - Public Areas	2,200	1.35	<b>2,970</b>
<b>Subtotal</b>	<b>21,410</b>		<b>28,904</b>

PROGRAM

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January 21, 2014

DEPARTMENT: Human Services - 12th St.  
DEPART HEAD:

FD No.	SPACE DESCRIPTION	COMPARABLE PROGRAM			EXISTING NSF			RECOMMENDED 2034			REMARKS
		Qty.	Size	Total	Qty.	Size	Total	Qty.	Size	Total	
	Accounts Receivable Supervisor			0			0	1	150	150	Angela Wiese
	RN			0			0	1		0	Alexa Webb (confirm size)
	Outpatient Clinician Therapist			0			0	1	150	150	Beth Ruehl
	Outpatient Clinician Therapist			0			0	1	150	150	Beth Sullivan
	Secretary			0			0	1	100	100	Beverly Spencer
	Dictation / Transcription			0			0	1	100	100	Brenda Orth
	Dictation / Transcription			0			0	1	100	100	Carrie Meyer
	CCS / CSP Service Facilitator			0			0	1	100	100	Casey Shover
	Clinic Receptionist			0			0	2	80	160	Cheryl Gazeley Lisa Zvolena
	Records			0			0	1	100	100	
	Physician			0			0	1	200	200	Dr. Andrews
	Storage Closet			0			0	1	50	50	Drug Storage
	Physician			0			0	1	200	200	Dr. Saul
	Children's Service Coordinator			0			0	1	100	100	Jack Farris
	Assist Support Staff Division Manager			0			0	1	120	120	Jan Pelot
	Secretary			0			0	1	100	100	Jean Babcock
	Secretary			0			0	1	100	100	Jean Breen

PROGRAM

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January 21, 2014

DEPARTMENT: Human Services - 12th St.

DEPART HEAD:

<b>COMPARABLE PROGRAM</b>			<b>EXISTING NSF</b>			<b>RECOMMENDED 2034</b>		
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FD No.	SPACE DESCRIPTION	Qty.	Size	Total	Qty.	Size	Total	Qty.	Size	Total	REMARKS
	Outpatient Clinician			0			0	1	150	150	Jen Derosseau

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January 21, 2014

DEPARTMENT: Human Services - 12th St.  
DEPART HEAD:

FD No.	SPACE DESCRIPTION	COMPARABLE PROGRAM			EXISTING NSF			RECOMMENDED 2034			REMARKS
		Qty.	Size	Total	Qty.	Size	Total	Qty.	Size	Total	
	CCS / CSP Facilitator			0			0	1	100	100	Jill Scheidegger
	Intake Coordinator			0			0	1	150	150	Jody Etheridge
	Children's Services Facilitator			0			0	1	100	100	Julie Power
	Nurse Manager			0			0	1	150	150	Karen Brewer
	RN			0			0	1	100	100	Kathy Lisiecki
	Shared Office With CCS / CSP			0			0			0	Stephanie Gudmundsen
	Payroll Coordinator			0			0	1	150	150	Katie Erickson
	Crisis / Legal Services Coordinator			0			0	1	100	100	Katie Miloch
	Children's Services Facilitator			0			0	1	100	100	Kay Marceau
	Outpatient Clinician			0			0	1	150	150	Laura Goergen
	Outpatient Clinician			0			0	1	150	150	LouAnne Pufall
	PCS Service Facilitator			0			0	1	100	100	Mary Nennig
	Outpatient Clinician			0			0	1	150	150	Mary Readel
	Outpatient Treatment Manager			0			0	1	200	200	Randall Ambrosius
	Outpatient Clinician			0			0	1	150	150	Richard Hadfield
	___ CCS Coordinator			0			0	1	100	100	Ryan Schultz
	Drug Court Coordinator			0			0	1	200	200	NAME
	Drug Testing Toilet			0			0	1	60	60	

PROGRAM

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January 21, 2014

DEPARTMENT: Human Services - 12th St.  
DEPART HEAD:

FD No.	SPACE DESCRIPTION	COMPARABLE PROGRAM			EXISTING NSF			RECOMMENDED 2034			REMARKS
		Qty.	Size	Total	Qty.	Size	Total	Qty.	Size	Total	
	Outpatient Clinician			0			0	1	150	150	Sue Schuler-Sheveland
	Contract / Fiscal			0			0	1	150	150	Tami Koran
	Child Long Term Support Manager			0			0	1	150	150	Tonya Callahan
	Crisis / Legal Services Coordinator			0			0	1	100	100	Wes Froeba
	Therapy Play Room			0			0	1	150	150	
	Conference Room			0			0	3	250	750	Divided Room Between 2
	Office			0			0	1	150	150	Future
	Office			0			0	3	120	360	Future
	Storage - Equipment			0			0	1	500	500	
	Storage - Inactive Files			0			0	1	500	500	
	Medication Room			0			0	1	150	150	Sink
	Waiting			0			0			0	Confirm
	Toilets - Visitors			0			0			0	Confirm
	Toilets - Staff			0			0			0	Confirm
	Break Room			0			0			0	Confirm
<b>Total Department NSF</b>				<b>0</b>			<b>0</b>			<b>7,450</b>	
<b>Grossing Factor</b>				<b>1.35</b>			<b>1.35</b>			<b>1.35</b>	



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January 21, 2014

DEPARTMENT: Human Services - 12th St.

DEPART HEAD:

		COMPARABLE PROGRAM			EXISTING NSF			RECOMMENDED 2034			
FD No.	SPACE DESCRIPTION	Qty.	Size	Total	Qty.	Size	Total	Qty.	Size	Total	REMARKS
	TOTAL DEPARTMENT GSF	0			0			10,058			

PROGRAM

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January 21, 2014

DEPARTMENT: Human Services - Centralia  
DEPART HEAD:

FD No.	SPACE DESCRIPTION	COMPARABLE PROGRAM			EXISTING NSF			RECOMMENDED 2034			REMARKS
		Qty.	Size	Total	Qty.	Size	Total	Qty.	Size	Total	
	Economic Support Staff Office			0			0	10	100	1000	Name
	Energy Staff Office			0			0	2	120	240	Name
	Transportation Coordinator			0			0	1	100	100	Constance Jacobson
	Transportation Support Staff Office			0			0	1	100	100	Victoria Wilson
	Driver			0			0	1	100	100	
	FSET Staff Office			0			0	1	120	120	Larry Piekarski
	FSET Waiting Area			0			0	1	120	120	Seating, Computers
	Economic Support/Employment Services Division Manager			0			0	1	200	200	Brandon Vruwink
	Economic Support Supervisor			0			0	1	150	150	Denise Jeffers
	Office			0			0	2	100	200	Future
	Conference Room			0			0	1	250	250	12 People
	Waiting			0			0			0	Confirm
	Toilets - Visitors			0			0			0	Confirm
	Toilets - Staff			0			0			0	Confirm
	Break Room			0			0			0	Confirm
	Storage			0			0			0	Confirm
<b>Total Department NSF</b>				<b>0</b>			<b>0</b>			<b>2,580</b>	
<b>Grossing Factor</b>				<b>1.35</b>			<b>1.35</b>			<b>1.35</b>	

PROGRAM

**draft**

January 21, 2014

DEPARTMENT: Human Services - Centralia  
 DEPART HEAD:

		COMPARABLE PROGRAM			EXISTING NSF			RECOMMENDED 2034			
FD No.	SPACE DESCRIPTION	Qty.	Size	Total	Qty.	Size	Total	Qty.	Size	Total	REMARKS
	TOTAL DEPARTMENT GSF	0			0			3,483			

# Wood County

## Space Needs Analysis Study



### PROGRAM

**draft**

January 21, 2014

DEPARTMENT: Human Services - Courthouse

DEPART HEAD:

FD No.	SPACE DESCRIPTION	COMPARABLE PROGRAM			EXISTING NSF			RECOMMENDED 2034			REMARKS
		Qty.	Size	Total	Qty.	Size	Total	Qty.	Size	Total	
	Family Services Manager			0			0	1	150	150	Anne Lachappelle
	Transcriptionist			0			0	1	100	100	Brenda Dewitt
	Family Services Division Administrator			0			0	1	200	200	Chris Hanten
	Receptionist			0			0	1	80	80	Cindy Drechsler
	Social Worker			0			0	1	120	120	Cindy Lowe
	Family Services Manager			0			0	1	150	150	Craig Rasmussen
	Social Worker			0			0	1	120	120	Craig Sankey
	Social Worker			0			0	1	100	100	Dave Bray
	Transcriptionist			0			0	1	100	100	Dawn Rusch
	Family Resources Coordinator			0			0	1	100	100	Deb Marti
	JJ Social Worker			0			0	1	120	120	Greg Jehn
	Ongoing Social Worker			0			0	1	120	120	Heather Utecht
	Fiscal Coordinator			0			0	1	100	100	Holly Maus
	Foster Care Coordinator			0			0	1	120	120	Jean Rader
	Family Services Manager			0			0	1	150	150	Jen Pavloski
	Initial Response Worker			0			0	1	120	120	Jill Vruwink
	Initial Intake Social Worker			0			0	1	120	120	Joann Wormet
	Volunteer Coordinator			0			0	1	100	100	Jodi Knuteson

PROGRAM

**draft**

January 21, 2014

DEPARTMENT: Human Services - Courthouse  
DEPART HEAD:

FD No.	SPACE DESCRIPTION	COMPARABLE PROGRAM			EXISTING NSF			RECOMMENDED 2034			REMARKS
		Qty.	Size	Total	Qty.	Size	Total	Qty.	Size	Total	
	Human Services Director			0			0	1	250	250	Kathy Roetter
	JJ Social Worker			0			0	1	120	120	Kelly Bragg
	Ongoing Social Worker			0			0	1	120	120	Kirsten Wentzel
	Ongoing Social Worker			0			0	1	120	120	Krisit Duerr
	Family Resources Coordinator			0			0	1	100	100	Lisa Gutsch
	JJ Social Worker			0			0	1	120	120	Lois Dover
	Support Services Division Manager			0			0	1	150	150	Lois Hewuse
	Receptionist			0			0	1	80	80	Mary Kay Braun
	Initial Response Worker			0			0	1	120	120	Rebecca Desorcy
	Initial Response Worker			0			0	1	120	120	Sarah Arndt
	Reservation Coordinator (confirm)			0			0	1	100	100	Shelli Peters
	JJ Social Worker			0			0	1	120	120	Tim McNaughton
	Office			0			0	2	120	240	Vacant
	Office			0			0	1	100	100	Intern
	Office			0			0	3	120	360	Future
	Conference Room			0			0	1	400	400	20 People
	Conference Room Storage			0			0	1	100	100	Video Conference Equipment

PROGRAM

**draft**

January 21, 2014

DEPARTMENT: Human Services - Courthouse  
DEPART HEAD:

FD No.	SPACE DESCRIPTION	COMPARABLE PROGRAM			EXISTING NSF			RECOMMENDED 2034			REMARKS
		Qty.	Size	Total	Qty.	Size	Total	Qty.	Size	Total	
	Family Visitation Room			0			0	1	250	250	
	HSRS Clerk			0			0	1	100	100	Diane Babcock
	Assistant Fiscal Manager (confirm)			0			0	1	150	150	Doreen Alfred
	Financial Services Manager			0			0	1	200	200	Jo Timmerman
	Accountant			0			0	1	120	120	Joanne Borski
	Systems Operations Technician (confirm)			0			0	1	120	120	Jody Radlinger
	Billing Clerk			0			0	1	100	100	Lisa Boyarski
	Accountant			0			0	1	120	120	Mary Schlagenhaft
	Systems / Programming			0			0	1	120	120	Peggy Sullivan
	Coding			0			0	1	100	100	New Position
	Copy / Work Room			0			0	1	200	200	
	Active File Storage			0			0	1	200	200	
	Office			0			0	1	120	120	Future
	Am I Missing Some Rooms????			0			0			0	
				0			0			0	
				0			0			0	
	Break Room			0			0	3	300	900	Sink; 10-12 People; Confirm Size
	Waiting			0			0	1	500	500	
	Drop In Center			0			0	1	500	500	Confirm With Existing

PROGRAM

**draft**

January 21, 2014

DEPARTMENT: Human Services - Courthouse  
DEPART HEAD:

FD No.	SPACE DESCRIPTION	COMPARABLE PROGRAM			EXISTING NSF			RECOMMENDED 2034			REMARKS
		Qty.	Size	Total	Qty.	Size	Total	Qty.	Size	Total	
	Toilets - Visitors			0			0	2	60	120	
	Toilets - Staff			0			0	2	60	120	
	Storage			0			0	1	250	250	
				0			0			0	
				0			0			0	
				0			0			0	
				0			0			0	
				0			0			0	
				0			0			0	
				0			0			0	
				0			0			0	
				0			0			0	
				0			0			0	
				0			0			0	
				0			0			0	
				0			0			0	
				0			0			0	
				0			0			0	
				0			0			0	
				0			0			0	
				0			0			0	
				0			0			0	
				0			0			0	
				0			0			0	
				0			0			0	
				0			0			0	
				0			0			0	
				0			0			0	
<b>Total Department NSF</b>				<b>0</b>			<b>0</b>			<b>9,180</b>	
<b>Grossing Factor</b>				<b>1.35</b>			<b>1.35</b>			<b>1.35</b>	

PROGRAM

**draft**

January 21, 2014

DEPARTMENT: Human Services - Courthouse

DEPART HEAD:

		COMPARABLE PROGRAM			EXISTING NSF			RECOMMENDED 2034			
FD No.	SPACE DESCRIPTION	Qty.	Size	Total	Qty.	Size	Total	Qty.	Size	Total	REMARKS
	TOTAL DEPARTMENT GSF	0			0			12,393			



PROGRAM

**draft**

January 21, 2014

DEPARTMENT: Human Services - MARSHFIELD

DEPART HEAD:

FD No.	SPACE DESCRIPTION	COMPARABLE PROGRAM			EXISTING NSF			RECOMMENDED 2034			REMARKS
		Qty.	Size	Total	Qty.	Size	Total	Qty.	Size	Total	
	JJ Social Worker			0			0	1	120	120	Barb Rahm
	Transcriptionist			0			0	1	100	100	Beth Hiller
	Bus Driver			0			0	1	100	100	
	Economic Support Supervisor			0			0	1	150	150	Doreen Lang
	Foster Care Coordinator			0			0	1	120	120	Grace Bauer
	Economic Support Worker			0			0	1	100	100	Jane Schell
	Receptionist			0			0	1	80	80	Jean O'Shasky
	Social Worker			0			0	1	120	120	Jennifer Kleine
	Clerical			0			0	1	100	100	Jodi Berdan
	Social Worker			0			0	1	120	120	Jodi Liegl
	Clerical			0			0	1	100	100	Joni Jung
	Social Worker			0			0	1	120	120	Julie Skerhutt
	Economic Support Worker			0			0	1	100	100	Kathy Willems
	Economic Support Worker			0			0	1	100	100	Kit Peterson
	FSET Worker			0			0	1	100	100	Lacey Piekarski
	Social Worker			0			0	1	120	120	Lindsey Heart
	Social Worker			0			0	1	120	120	Mary Christensen
	Economic Support Worker			0			0	1	100	100	Michele Kaplan

PROGRAM

**draft**

January 21, 2014

DEPARTMENT: Human Services - MARSHFIELD  
DEPART HEAD:

FD No.	SPACE DESCRIPTION	COMPARABLE PROGRAM			EXISTING NSF			RECOMMENDED 2034			REMARKS
		Qty.	Size	Total	Qty.	Size	Total	Qty.	Size	Total	
	Social Worker			0			0	1	120	120	Tammy Koenig
	Economic Support Worker			0			0	1	100	100	Tanya Kilty
	Social Worker			0			0	1	120	120	Teri Heinzen
	Resource Coordinator			0			0	1	100	100	Tracy Brumley
	Economic Support Worker			0			0	1	100	100	Wendy Baker
	Northern _____			0			0	1	150	150	Vacant
	Child Care Coordinator			0			0	1	100	100	Vacant
	Visitation			0			0	1	250	250	
	Conference Room			0			0	1	400	400	12-15 People
	Conference Room Storage			0			0	1	100	100	Video Conference Equipment
	Storage			0			0	1	500	500	
	Supervisor			0			0	1	150	150	NAME
	Office			0			0	2	120	240	Future
	Toilets - Visitor's			0			0	2	60	120	

Wood County

Space Needs Analysis Study

PROGRAM

draft

January 21, 2014

DEPARTMENT: Human Services - MARSHFIELD

DEPART HEAD:

		COMPARABLE PROGRAM			EXISTING NSF			RECOMMENDED 2034			
FD No.	SPACE DESCRIPTION	Qty.	Size	Total	Qty.	Size	Total	Qty.	Size	Total	REMARKS
	Toilet's - Staff			0			0	2	60	120	
	Waiting			0			0	1	200	200	
	Break Room			0			0	1	200	200	
<b>Total Department NSF</b>				<b>0</b>						<b>5,040</b>	
<b>Grossing Factor</b>				<b>1.35</b>						<b>1.35</b>	
<b>TOTAL DEPARTMENT GSF</b>				<b>0</b>			<b>6,870</b>			<b>6,804</b>	

PROGRAM

**draft**

January 21, 2014

DEPARTMENT: Human Services - Norwood  
DEPART HEAD:

FD No.	SPACE DESCRIPTION	COMPARABLE PROGRAM			EXISTING NSF			RECOMMENDED 2034			REMARKS
		Qty.	Size	Total	Qty.	Size	Total	Qty.	Size	Total	
	Child Support Office			0			0	1	200	200	2 People
	Outpatient Clinician			0			0	1	150	150	
	Doctor Office			0			0	1	200	200	
	Drug Courtroom			0			0	1	150	150	
	Drug Court Office			0			0	1	120	120	
	Drug Court Toilet			0			0	1	60	60	Drug Testing
<b>Total Department NSF</b>				<b>0</b>					<b>880</b>		
<b>Grossing Factor</b>				<b>1.35</b>					<b>1.35</b>		
<b>TOTAL DEPARTMENT GSF</b>				<b>0</b>			<b>1,188</b>		<b>1,188</b>		

PROGRAM

draft

January 21, 2014

DEPARTMENT: Human Services - Public Areas

DEPART HEAD:

FD No.	SPACE DESCRIPTION	COMPARABLE PROGRAM			EXISTING NSF			RECOMMENDED 2034			REMARKS
		Qty.	Size	Total	Qty.	Size	Total	Qty.	Size	Total	
	Vestibule - Public			0			0	1	100	100	
	Public Toilets			0			0	4	200	800	5 Fixtures Per Room
	Staff Toilets			0			0	4	200	800	
	Janitor Closet			0			0	2	100	200	
	Vestibule - Staff			0			0	1	100	100	
	IT Server			0			0			0	
	Building Storage			0			0	1	200	200	
				0			0			0	
				0			0			0	
				0			0			0	
				0			0			0	
				0			0			0	
				0			0			0	
				0			0			0	
				0			0			0	
				0			0			0	
				0			0			0	
				0			0			0	
				0			0			0	
				0			0			0	
				0			0			0	
				0			0			0	
<b>Total Department NSF</b>		<b>0</b>			<b>0</b>			<b>2,200</b>			
<b>Grossing Factor</b>		<b>1.35</b>			<b>1.35</b>			<b>1.35</b>			
<b>TOTAL DEPARTMENT GSF</b>		<b>0</b>			<b>0</b>			<b>2,970</b>			

# Wood County

## Space Needs Analysis Study



### PROGRAM

**draft**

January 21, 2014

DEPARTMENT: Planning & Zoning  
 DEPART HEAD: Gary Popelka

FD No.	SPACE DESCRIPTION	COMPARABLE PROGRAM			EXISTING NSF			RECOMMENDED 2034			REMARKS
		Qty.	Size	Total	Qty.	Size	Total	Qty.	Size	Total	
	<b>STAFF</b>										
	Director, Planning & Zoning	1	180	180			0	1	200	200	Gary Popelka
	Storage			0			0	1	50	50	
	Planner	5	150	750			0	1	180	180	Jason Grueneberg
	Storage			0			0	1	50	50	
	Code Administrator			0			0	1	180	180	Jeff Brubaker
	Storage			0			0	1	50	50	
	Code Technician			0			0	1	180	180	(WHO?)
	GIS Specialist			0			0	1	120	120	(WHO?)
	Filing			0			0	1	50	50	
	Administrative Support			0			0	1	120	120	Julie Akey
	<b>SUPPORT</b>			0			0			0	
	Waiting	1	150	150			0	1	100	100	4 Seats
	Counter/Permits			0			0	1	100	100	Kim Keech
	Conference/Files/Work	1	300	300			0	1	300	300	
	Storage	1	100	100			0	1	150	150	Files, Shelving
	Alcove			0			0	1	50	50	Coffee
	<b>Total Department NSF</b>			<b>1,480</b>					<b>1,880</b>		
	<b>Grossing Factor</b>			<b>1.35</b>					<b>1.35</b>		
	<b>TOTAL DEPARTMENT GSF</b>			<b>1,998</b>			<b>1,315</b>		<b>2,538</b>		

Cain To Provide

PROGRAM

**draft**

January 21, 2014

DEPARTMENT: Register In Probate  
DEPART HEAD:

		COMPARABLE PROGRAM			EXISTING NSF			RECOMMENDED 2034			
FD No.	SPACE DESCRIPTION	Qty.	Size	Total	Qty.	Size	Total	Qty.	Size	Total	REMARKS
	<b>STAFF</b>										
	Register In Probate							1	180	180	Sherry Masephol
	Deputy Register / Juvenile Clerk							1	180	180	
	Clerk / Typist							2	100	200	Work Station
	Scanning /Microfish Reading							1	80	80	Work Station
	Public Access							1	40	40	
	Files (ACTIVE)							1	200	200	Space Saver
	Files (INACTIVE)							1	200	200	Space Saver
	Work/Copy/Storage							1	150	150	
	Alcove							1	50	50	Coffee
	Coats							1	25	25	
	<b>Total Department NSF</b>		<b>0</b>			<b>925</b>			<b>1,305</b>		
	<b>Grossing Factor</b>		<b>1.35</b>			<b>1</b>			<b>1.35</b>		
	<b>TOTAL DEPARTMENT GSF</b>		<b>0</b>			<b>925</b>			<b>1,762</b>		

PROGRAM

**draft**

January 21, 2014

DEPARTMENT: Sheriff - Administration  
DEPART HEAD: Thomas Reichert

FD No.	SPACE DESCRIPTION	COMPARABLE PROGRAM			EXISTING NSF			RECOMMENDED 2034			REMARKS
		Qty.	Size	Total	Qty.	Size	Total	Qty.	Size	Total	
	<b>STAFF</b>										
	Public Lobby	1	200	200			0			0	
	Reception / Secretary	1	80	80			0			0	Workstation
	Multi Purpose Conference	1	120	120			0			0	Sized for 6
	Administrative Secretary	2	100	200			0			0	Workstation
	Active Records	1	100	100			0			0	
	Sheriff's Office	1	400	400			0			0	
	Sheriff's Storage	1	30	30			0			0	
	Chief Deputy Office	1	300	300			0			0	
	Chief Deputy Storage	1	30	30			0			0	
	Conference	1	300	300			0			0	Sized for 12
	Coffee Alcove	1	30	30			0			0	
	<b>SUPPORT</b>										
	Sergeant Office	1	120	120			0			0	
	Sergeant Storage	1	30	30			0			0	
	General Storage	1	100	100			0			0	
	Process Servers	6	80	480			0			0	Workstation
	Secretary	2	80	160			0			0	Workstation



PROGRAM

**draft**

January 21, 2014

DEPARTMENT: Sheriff - Administration  
DEPART HEAD: Thomas Reichert

		COMPARABLE PROGRAM			EXISTING NSF			RECOMMENDED 2034			
FD No.	SPACE DESCRIPTION	Qty.	Size	Total	Qty.	Size	Total	Qty.	Size	Total	REMARKS
	Total Department NSF		2,680			0			0		
	Grossing Factor		1.35			1.35			1.35		
	TOTAL DEPARTMENT GSF		3,618			0			0		

PROGRAM

**draft**

January 21, 2014

DEPARTMENT: Sheriff - Detectives  
DEPART HEAD: Thomas Reichert

FD No.	SPACE DESCRIPTION	COMPARABLE PROGRAM			EXISTING NSF			RECOMMENDED 2034			REMARKS
		Qty.	Size	Total	Qty.	Size	Total	Qty.	Size	Total	
	Detective Office	8	100	800			0			0	
	Waiting	1	100	100			0			0	
	Interview Rooms	4	60	240			0			0	
	Interview Equipment	1	400	400			0			0	
	Detective Conference	1	120	120			0			0	Sized for 6
	Sensitivity Room	1	120	120			0			0	
	Public Toilet	1	60	60			0			0	
	Detective Storage	1	150	150			0			0	
	DARE Office	1	200	200			0			0	Includes Storage
	Administrative Captain	1	200	200			0			0	
	Detective Sergeant	1	120	120			0			0	
	Detective Secretary	1	80	80			0			0	Workstation
<b>Total Department NSF</b>			<b>1,690</b>				<b>0</b>			<b>0</b>	
<b>Grossing Factor</b>			<b>1.35</b>				<b>1.35</b>			<b>1.35</b>	
<b>TOTAL DEPARTMENT GSF</b>			<b>2,282</b>				<b>0</b>			<b>0</b>	





PROGRAM

**draft**

January 21, 2014

DEPARTMENT: Sheriff - Patrol  
DEPART HEAD: Thomas Reichert

FD No.	SPACE DESCRIPTION	COMPARABLE PROGRAM			EXISTING NSF			RECOMMENDED 2034			REMARKS
		Qty.	Size	Total	Qty.	Size	Total	Qty.	Size	Total	
	Patrol Briefing	1	300	300			0			0	8 Positions
	Sergeant's Office	3	150	450			0			0	
	Reports	1	100	100			0			0	
	Mail & Notices	1	20	20			0			0	Alcove
	Patrol Storage	1	100	100			0			0	
	Storage	1	150	150			0			0	Future Office
	Patrol Captain	1	200	200			0			0	
	Patrol Captain Storage	1	30	30			0			0	
	Patrol Secretary	1	80	80			0			0	Workstation
	Shift Commander	1	150	150			0			0	
<b>Total Department NSF</b>			<b>830</b>				<b>0</b>			<b>0</b>	
<b>Grossing Factor</b>			<b>1.35</b>				<b>1.35</b>			<b>1.35</b>	
<b>TOTAL DEPARTMENT GSF</b>			<b>1,121</b>				<b>0</b>			<b>0</b>	



PROGRAM

**draft**

January 21, 2014

DEPARTMENT: Sheriff - Training  
DEPART HEAD: Thomas Reichert

FD No.	SPACE DESCRIPTION	COMPARABLE PROGRAM			EXISTING NSF			RECOMMENDED 2034			REMARKS
		Qty.	Size	Total	Qty.	Size	Total	Qty.	Size	Total	
	Training Classroom / EOC	1	750	750			0			0	
	Training Storage	1	200	200			0			0	
	Training Classrom / Physical	1	750	750			0			0	
	EOC Equipment Storage	1	200	200			0			0	
	EOC Office	1	120	120			0			0	
	Training Sergeant Office	1	120	120			0			0	
	Staff Break	1	400	400			0			0	
	Male Staff Showers	1	200	200			0			0	
	Male Staff Toilets	1	150	150			0			0	
	Male Staff Lockers	1	2,160	2160			0			0	180 Lockers (24x24)
	Female Staff Showers	1	150	150			0			0	
	Female Staff Toilets	1	150	150			0			0	
	Female Staff Lockers	1	1,200	1200			0			0	100 Lockers (24x24)
<b>Total Department NSF</b>			<b>6,550</b>				<b>0</b>			<b>0</b>	
<b>Grossing Factor</b>			<b>1.35</b>				<b>1.35</b>			<b>1.35</b>	
<b>TOTAL DEPARTMENT GSF</b>			<b>8,843</b>				<b>0</b>			<b>0</b>	

# Wood County

Space Needs Analysis  
Study



PROGRAM

**draft**

January 21, 2014

DEPARTMENT: Systems Department  
DEPART HEAD: Amy Kaup

FD No.	SPACE DESCRIPTION	COMPARABLE PROGRAM			EXISTING NSF			RECOMMENDED 2034			REMARKS
		Qty.	Size	Total	Qty.	Size	Total	Qty.	Size	Total	
	<b>STAFF</b>										
	Systems Director	1	200	200	1	145	145	1	180	180	Amy Kaup
	Network Administrator	1	200	200	1	180	180	1	180	180	Jason
	Network Analyst	4	80	320	1	80	80	2	180	360	Kathy
	Programmer	2	80	160	4	100	400	4	120	480	
	Help Desk	6	120	720	2	100	200	5	100	500	4 Workstations + 1 Vendor
	Software Specialist				1	70	70	1	100	100	Workstation
	<b>SUPPORT</b>										
	Reception / Waiting	1	100	100			0	1	100	100	Waiting
	Data Center	1	400	400	1	350	350	1	500	500	
	Work / Copy Room	1	200	200			0	1	100	100	
	IS Training Room	1	1,500	1500	1	580	580	1	750	750	Sized for 30
	Conference Room	1	300	300			0	1	300	300	Sized for 15
	Equipment Storage	1	2,500	2500	1	100	100	1	200	200	
	Breakdown Room	1	200	200			0	1	100	100	Access to Loading Dock
	Dock			0			0	0	0	0	Adjacent to Dock
	<b>Total Department NSF</b>		<b>6,800</b>						<b>3,850</b>		
	<b>Grossing Factor</b>		<b>1.35</b>						<b>1.35</b>		
	<b>TOTAL DEPARTMENT GSF</b>		<b>9,180</b>			<b>2,450</b>			<b>5,198</b>		





