



Preliminary Spatial Requirement Analysis for: City of Oakland Park City Hall

Division:	Office	Cubical	Comments	Feet			Qty	Total Sq. Ft
				W	x	L		
1: City Manager's Office: Ground Floor								
City Manager		1		16	x	18	1	288
City manager Private Bath		1		6	x	7	1	42
Assistant City Manager		1		12	x	16	1	192
Administrative Assistant		1	Suit Space	12	x	14	1	168
Special Projects Manager		1		10	x	14	1	140
CRA Director		1		12	x	16	1	192
CRA Assistant		1	Suite Space	12	x	14	1	168
Conference Room			Table for 6	12	x	14	1	168
Conference Room			Table for 16	16	x	32	1	512
Sub Total								1,870
2: Utility Billing: Ground Floor								
Counter Space			3 2 spots	12	x	20	1	240
Billing Manager		1		10	x	14	1	140
Billing Clerks			3	6	x	8	3	144
Meter Readers			2	6	x	8	2	96
Conference Room			Table for 6	12	x	14	1	168
Sub Total								788
3: Parks and Leisure Services: Ground Floor								
Director		1		12	x	16	1	192
Administrative Assistant			2	6	x	8	2	96
Assistant Director		1		16	x	22	1	352
Office Staff			2	6	x	8	2	96
Volunteer Work Areas			3	6	x	8	3	144
Conference Room			Table for 10	14	x	20	1	280
Sub Total								1,160



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4. City Commission Chambers								
Staff Room			Staff seating for 12	14	x	24	1	336
Presentation Room			Dias for 8, public seating 60, Presentation table for 3	40	x	50	1	2,000
Equipment Storage				10	x	12	1	120
Sub Total								2,336
5: City Clerk								
Assistant City Clerk		1		12	x	16	1	192
PIO	Public information officer			6	x	8	1	48
Administrative Assistant				6	x	8	1	48
Conference Room			Seating for 8	14	x	18	1	252
File Area / Storage				10	x	15	1	150
Sub Total								540
6: Finance								
Finance Director		1		12	x	16	1	192
Budget Manager		1		12	x	14	1	168
Budget Analyst		1		10	x	14	1	140
Comptroller		1		10	x	14	1	140
Accountant		1		10	x	14	1	140
Accountant		1		10	x	14	1	140
Senior Accounting Specialist		1		10	x	14	1	140
Accounting Specialists		1	One office shared by two	16	x	14	1	224
Purchasing Manager		1		10	x	14	1	140
Administrative Assistant				6	x	8	1	48
Purchasing Specialist		1	Need space for two work	16	x	14	1	224
Conference Room			Seating for ten	14	x	20	1	280
Storage/File Room				14	x	14	1	196
Common Area			Space needed for check run	12	x	12	1	144
Sub Total								2,176
7: Information Technology								
IT Manager		1		12	x	14	1	168
IT Assistant				6	x	8	2	96
Computer/Server Space		1		14	x	14	1	196
File Area / Storage				10	x	10	1	100
Sub Total								460



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8: Human Resources								
Director	Office	1		12	x	16	1	192
Assistant Director	Office	1		12	x	14	1	168
Risk Manager	Office	1		10	x	14	1	140
Administrative Assistant	cubicle	1		6	x	8	1	48
Conference Room	Rooms		Seating for 6	12	x	14	1	168
Training Area	Rooms		200 sq. ft.	14	x	14	1	196
Sub Total								912
Municipal Offices								
9: Engineering								
ECD Conference Room	Rooms		Seating for 8	14	x	16	1	224
ECD Multipurpose Room	Rooms		City Commissions Room	0	x	0	1	0
QUIER, Donald (Jay)	Zoning & Code Admin.	Office	1	12	x	14	1	168
HAMID, Harris	Eng. & Comm. Dev. Director	Office	1	12	x	14	1	168
Kari Mueller	Project Manager	Office	1	10	x	14	1	140
DESBRUNES, Ronald	Project Manager	Office	1	10	x	14	1	140
RAMBARATH, Harvey	Eng. & Comm. Dev. Asst. Dir.	Office	1	10	x	14	1	140
OZAYDIN, Dincer	Civil Engineer II	Office	1	10	x	14	1	140
FEUERSTEIN, Edward	Engineering Inspector	Cubicle	1	6	x	8	1	48
JOHNSON, Glenford	Engineering Inspector	Cubicle	1	6	x	8	1	48
Sub Total								1,120
10: Planning and Zoning								
SINCLAIR, Janet	External Rel Comm Spec	Office	1	10	x	14	1	140
VACANT	Senior Planner	Office	1	10	x	14	1	140
BUCKEYE, Richard	Senior Planner	Office	1	10	x	14	1	140
NOWICKI, Kristen	Senior Planner	Office	1	10	x	14	1	140
INTERN/Planner's Library/storage		Cubicle	1	6	x	8	1	48
Sub Total								560



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11: Code Enforcement and Inspections								
OSTROFF, Brad	Community Enhancement	Office	1	12	x	14	1	168
WOODALL, Kevin	Code Enforcement Office II	Shared Cubicle		6	x	8	1	48
Gene Gorman Hamilton	Code Enforcement Officer II							
WALLACE, Dep. Deb	Part Time	Cubicle		6	x	8	1	48
JOHNSON, Christopher	Code Enforcement Officer I	Shared Cubicle		6	x	8	1	48
MOEBIUS, Patricia	Code Enforcement Officer II							
BISHOP HILL, Lisa	Code Enforcement Officer II	Shared Cubicle		6	x	8	1	48
SHEPPARD, Brian	Code Enforcement Officer I							
BROOKS, DJ	Code Enforcement Tech.	Cubicle		6	x	8	1	48
JAGGERNAUTH, Mala	Administrative Specialist	Cubicle		6	x	8	1	48
MARX, Fernanda	Administrative Specialist	Cubicle		6	x	8	1	48
Sub Total								1,064
12: Building Department: Ground Floor								
SCHUBERT, Thomas	Building Official	Office	1	14	x	16	1	224
Leana Suarez	Permitting Tech	Cubicle		6	x	8	1	48
THOMAS, Jannett	Permitting Tech	Cubicle		6	x	8	1	48
RODRIGUEZ, Louis	Permitting Tech (Inspections)	Cubicle		6	x	8	1	48
SCARDINA, Ted	Permitting Tech	Cubicle		6	x	8	1	48
Permitting/Cashier Counter		Open Area		40	x	75	1	3,000
Vacant	Permitting Tech	not assigned as yet		6	x	8	1	48
Vacant	Admin Asst	not assigned as yet		6	x	8	1	48
GARCY, Greg	Permitting Supervisor	Cubicle		6	x	8	1	48
Jeff Massie	Plans Reviewer	Cubicle		6	x	8	1	48
Dave Spence	Plans Inspector	Cubicle		6	x	8	1	48
CAP Inspections/Plans Review		Cubicle		6	x	8	1	48
Mechanical Inspector		Cubicle		6	x	8	1	48
Plumbing Inspector		Cubicle		6	x	8	1	48
Electrical Inspector		Cubicle		6	x	8	1	48
Sub Total								3,432



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13: Fire Prevention: Ground Floor									
SMITH, Denise	Administrative Specialist		Reception Area				12 x 16	1	192
PRESTON, John	Fire Marshall		Office	1			14 x 16	1	224
FRENCH, Christopher	Fire Inspector		Office	1			10 x 14	1	140
ARCHACKI, Pam	Fire Inspector		Office	1			10 x 14	1	140
Samuel Wilson	Fire Inspector		Office	1			10 x 14	1	140
NEUMANN, Rudolph	Pt. Fire Insp/Code Officer		Office	1			10 x 14	1	140
Sub Total									976
14: Common Areas									
Lunch/Kitchen Space							20 x 20	2	800
Restrooms							10 x 14	4	560
Janitor's Closet							6 x 8	2	96
Elevator							8 x 10	2	160
Sub Total									1,360
Summary (To be tabulated once all areas are confirmed)									
Offices/Cubical									0
Conference Rooms									0
Training Area									0
Commission Chambers									0
Restrooms									0
IT/Computer Room									0
Lunch/Kitchen Areas									0
Sub Total									0
Total square Feet									18,754
30%									5,626
Total square Feet Required									24,380

Note:	Spirer & Library space is not included at this location.
	ECD Conf Room would use the Commission Chambers Room.
	EOC Space is not included at this location.