

**CHARTER TOWNSHIP OF VAN BUREN BOARD OF TRUSTEES
TUESDAY JULY 24, 2018 SPECIAL WORK STUDY MEETING 4:00 P.M.
TENTATIVE AGENDA**

ROLL CALL:

Supervisor McNamara	_____	Trustee Miller	_____
Clerk Wright	_____	Trustee White	_____
Treasurer Budd	_____	Engineer Potter	_____
Trustee Frazier	_____	Attorney McCauley	_____
Trustee Martin	_____	Secretary Montgomery	_____

NEW BUSINESS:

1. Discussion on the final draft for the Space and Needs Assessment
2. Board discussion and input on the Space and Needs Assessment.
3. Board discussion and input on the CIP+ program.
4. Board discussion and input on the future use/holdings of VBT owned properties.

PUBLIC COMMENT:

ADJOURNMENT:

NOTICE OF SPECIAL WORK STUDY SESSION

OF THE

**CHARTER TOWNSHIP OF VAN BUREN
BOARD OF TRUSTEES**

For the purpose of:

1. Discussion on the final draft for the Space and Needs Assessment
2. Board discussion and input on the Space and Needs Assessment.
3. Board discussion and input on the CIP+ program.
4. Board discussion and input on the future use/holdings of VBT owned properties

**TO BE HELD AT 4:00 p.m.
ON TUESDAY JULY 24, 2018**

AT

**TOWNSHIP HALL
46425 TYLER ROAD
Van Buren Twp., MI 48111**

In

Otisville/Sheldon Room

*In accordance with the Americans with Disabilities Act, reasonable accommodations can be made with advance notice by calling the Clerk's Office 734.699.8909

**Leon Wright, Clerk
Charter Township of Van Buren**

POSTED: 7-17-2018



Township Hall/Community Center Space & Needs Assessment

July 2018

Treasurer office suite:

Rooms:

- Offices (1)
- Conference Rooms (1 six seat capacity)
- Open office (2 workstations)
- Vault
- Storage
- Treasury assistant work area (1)

Usage:

- Hours of operation: 9 am – 5pm
- (4) full time employees
- No other departments utilize the rooms within this Department.

Occupant observations:

- No anticipated growth projection in quantity of staff.
- Improve quality of existing lighting.
- Provide additional exterior door for emergency egress.
- Provide security glass at counter.
- Conference room is occasionally used by department.

Space Recommendations:

- Current square feet allocation satisfies the current and projected occupant load.
- Open office area is oversized for current occupant load and could be reduced in size to facilitate future space needs within this department or other adjacent departments.

Water and Sewer Department:

Rooms:

- Offices (2)
- Multi-purpose room (1)
- Garage
- Mezzanine

Usage:

- Hours of operation: 7 am – 3:30 pm + on call time
- (14) full time employees
- The Building and Grounds shares space in the garage area
- The mezzanine is shared by multiple Departments.
- Fire Stations #2 and #3 are used for storage.

Occupant observations:

- No anticipated growth projection in quantity of staff.
- Not enough garage area for storage of tools, equipment, supplies and work areas.
- Current process is highly inefficient to frequently travel between main garage and fire stations.
- Insufficient parking for department vehicles.
- Whole lot needs to be secured for department vehicles, gas and equipment.
- Cannot safely utilize mezzanine for storage of larger items (pumps, hydrants, valves, piping).
- Parked vehicles in the garage area must frequently be moved to access storage items.
- Department needs additional space for cleaning equipment & vactor truck (1 standard garage bay size).
- Staff currently go to the main building for formal staff meetings.
- Attic stock piping and rings are stored outside the garage due to lack of storage inside the building.
- Multi-purpose room is utilized as a kitchenette, break room, small conference space for (9) field staff, and workstations. This space should be reconfigured to provided (3) dedicated workstations which are isolated from the kitchenette function.

Space Recommendations:

- Although 50% of current items in mezzanine can be consolidated, it is recommended mezzanine to be utilized for record storage by other departments and relocate bulky items elsewhere.
- Given the frequency of trips to offsite buildings, an undersized garage space that is shared by the Building and Grounds Department, insufficient parking, as well as a mezzanine space that is not practical for frequent retrieval of bulky items, it is recommended that this department be relocated and consolidated with the stored items in Fire Stations #2 & #3 into a new offsite facility.

Building and Grounds Department:

Rooms:

- Janitor rooms (4)
- Mechanical rooms (3)
- Electrical room (1)
- Office (1)

Usage:

- Hours of operation: 7 a.m. to 4 p.m. and on call.
 - (8) full time. Growth (1) full time person.

Occupant observations:

- Shed in back needs to be double in size.
- Office size needs to be 3 times bigger, not large enough for current staff.
- No team room.
- DDA storage.
- Existing dog kennel was turned into storage.
- Trailer is full off election equipment.
- Tools are keep in closet, needs more storage space and work space.
- Vehicles, plows, equipment and tools are stored in fire stations which are access every day.
- No shipping and receiving area.
- Current process is highly inefficient to frequently travel between main garage/building and fire stations multiple times a day.

Space Recommendations:

- Office 268 turn into Janitor 267 and use for grounds storage.
- It is recommended that this department be relocated and consolidated with the stored items in Fire Stations #2 & #3 into a new offsite facility.

Fire Station 2 & 3:

Usage:

- Visited multiple times a day.

Occupant observations:

- Vehicles, plows, equipment and tools are stored in fire stations which are access every day. Maintenance of vehicles and equipment are done at fire station #3.

Space Recommendations:

- It is recommended that the fire stations be relocated and consolidated into a new offsite facility with Water/ Sewer & Building & Grounds.

Developmental Services Department:

Rooms:

- Offices (6)
- Conference Rooms (1)
- Open office (4 workstations)
- Reception area (1)
- Storage/File/Break room (2)

Usage:

- Hours of operation: 9 am – 4pm
- (9) full time occupants (3 – Dev. Services, 6- Planning)
- (2) Contract employees
- (2) Administrative assistants
- (1) Engineer
- (1) Part time intern

Occupant observations:

- No anticipated growth projection in quantity of staff.
- Provide security glass at transaction counter.
- Improve visual privacy from the street view into the office area.
- Access to counter is optimal
- Visibility to customers is optimal
- Current file storage is sufficient.
- Staff expressed goal to reduce amount of high density storage
- Spaces lacks an effective second means of egress in the event of an active shooter.

Space Recommendations:

- Current square feet allocation satisfies the current and projected occupant load.
- Encourage additional digital scanning efforts to further reduce amount of high density storage.

Assessing Department:

Rooms:

- Open office (2 rooms with 4 workstations)
- Reception area (1)
- Storage room (1 room shared with Supervisor's Department)

Usage:

- Hours of operation: 9 am – 4pm
- (2) full time occupants
- (1) Part time employee
- (1) Contract employee

Occupant observations:

- The department would prefer to increase the staff size but feel that the current staff size is likely a capped amount for the foreseeable future.
- The work area “feels chopped up” because the staff are not together in one room.
- There is no dedicated room which allows this group to make private phone calls.
- There is currently an overflow need for storage; however, the group acknowledged the opportunity to have items digitally scanned and stored. The group indicated that there is some opportunity for storage in the Records room 252.
- Since this group shares space with the Supervisor's Department, their ability to perform their work is hindered by the following conditions:
 - This group frequently receives and addresses visitors for the Supervisor's team.
 - Visitors:
 - Peak: 10 external customers/day
 - Average: 3 external customers/day + 2 to 10 internal customers/day
 - Transactions occur at counter but there are times when a conference room would be more appropriate for transactions.
 - This group serves as the backup phone receptionist for calls intended for the Supervisor's team.

Space Recommendations:

- Reconfigure the reception area 233, open office spaces 234 and 243, records room 238 and vacant office 234 to provide:
 - Consolidated office space for the Assessing Department
 - Separate transaction counters and reception areas for the Assessing Department and Supervisors Department.
 - Provide potential conference room that could be shared by each department.
 - Provide higher efficiency storage spaces for each department.
 - Reception area 233 make smaller, department only needs waiting space for 2 people.
 - Fix acoustics between toilet room and office.
- Alternate recommendation: Relocate Assessing Department to Departmental Services area.

Supervisor Department:

Rooms:

- Office (2)
- Conference (1)
- Storage room (1 room shared with Supervisor's Department)

Usage:

- Hours of operation: 9 am – 4pm
- (3) full time occupants

Space Recommendations:

- Reconfigure Work area 237, Conference 241 & Office 237 to provide:
 - Work area 243 add door to hallway so they have their own reception/work area.
 - Conference 241 turns into a new office (replacement for office 237).
 - Office 237 becomes part of Assessing. (Turn into Secured Storage or keep as an Office).
 - Add a new wall in hallway between Office 237 & Records 238 to separate Assessing & Supervisor.
 - Provide higher efficiency storage spaces.

Senior Center Department:

Rooms:

- Director's Office (1)
- Open office (1 workstation)
- Lounge Space
- Craft Room
- Recreation Room (shared with Parks and Recreation Department)
- Fitness/Game Room
- Dining Room
- Computer Room
- Otisville room is used once/week for Yoga and Tai Chi. Otisville room is used once/month for quilting.

Usage:

- Hours of operation: 7:30 am – 4pm M-F. Saturday and Sunday one class per day in Dining Room
- (1) Director
- (2) Full time employees
- (1) Part time employee
- (16) Volunteers

Occupant observations:

- No anticipated growth projection in quantity of staff.
- Lounge space: there is usually 1-2 people in this space throughout the day.
- Craft room: 12 classes/week. Heavily utilized between 9 am – 4 pm. Occasionally space is utilized at 7 pm. Activities do not require full extent of room to be utilized.
- Dining Room:
 - (15) Balance and Exercise classes per week. Three times per week the two classes are held at the same time.
 - Meals on Wheels program occurs in this space. Food is brought in from offsite location for packaging.
 - Space currently accommodates (26) six chair roundtop tables.
 - For flea market – the group uses (10) 18"x 96" tables + (14) 30"x60" tables in the space.
 - Since space is used predominantly between 9 am – 12pm. It is underutilized in the afternoon hours.
 - Sunday Music 2-5pm.
- Recreation Room: Not frequently used. The Christmas party is held in this space.
- Game/ Fitness Room: After 1 pm the usage drops off significantly. Awkward adjacency of people working out vs. people playing pool.
- Office space: they receive the most customers in this space.
- Computer room is not frequently utilized and typical usage is 1-4 computers concurrently.

Space Recommendations:

- Relocate gaming function to current location of computer room increasing size of room. Provide (2) pool tables and (1) ping pong table.
- Relocate craft room, kiln and storage.
- Reduce size of gift shop.
- Create (1) centralized storage room for the Senior Center Department located in the current location of the gaming function (in the Fitness room)
- Relocate computer room function into the Lounge Space and reduce number of computers. Alternatively, a reduced number of computers could be located adjacent to a centrally located 'Grab and Go' food service in this location.
- Resize and reconfigure open office area to improve ability to receive customers with improved reception area.
- Storage 331 moves to Coat 336 (office).
- Create a new office by Lounge 346 for Coat 336 (office).

Public Safety Department:

Rooms:

- Lobby/Waiting Room
- Main Desk
- Director's office
- Offices (5) (1 office is shared by two personnel)
- I.T. office (1)
- Admin support workstation (1)
- Open office (1 – records open office; 1 – detectives open office)
- Interview room (1)
- Lab (1)
- Armory (1)
- Roll call room (1)
- Women's Locker Room
- Men's Locker Room
- Dispatch Room
- Evidence Room
- Electrical closet
- Booking Room
- Holding cells (4)
- Juvenile detention cell (1)
- Kitchenette (1)
- I.T. Room/Elect closet/remote command center

Usage:

- Hours of operation: 24/7
- (2) Senior officers
- (40) Police
- (10) Dispatchers

Occupant observations:

- Projected growth: 1-2 full time employees
- Distance between juvenile holding cell and remaining (4) cells is problematic with noise issues. There must be greater separation between the juvenile cell and the remain cells.
- The demand for holding cells frequently exceeds the current number of cells.
- One small office is currently shared by (2) sergeants and is too small.

- Exterior path of prisoners out of the facility crosses with outdoor employee lounge space.
- Released persons must egress through the Main Desk area which creates security issues.
- Interview room has poor acoustics and must be improved.
- The investigators open office area does not provide proper sound isolation between workstations. Phone calls are frequently interrupted by volume of sound from adjacent stations.
- The space demand for the armory has exceeded the current size of the armory. Current storage demand requires room double the size of the current space.
- Remote command center is located in the server room. There is not enough space in this room for it to be utilized for purposes other than an I.T. closet. Maneuvering in this space is hazardous and also risks damage to I.T. equipment.
- Evidence Room is at near capacity to store items. Current storage demand requires 30% to 50% increase to this space.
- The roll call room is not large enough to accommodate the required occupant load for the space. Staff frequently lack workstation/table area to perform their work. The condition of the furniture and workstations is poor.
- Vehicle maintenance is located off site and does not have optimal adjacencies.
- Add an attorney client room.

Space Recommendations:

- Expand and reconfigure current footprint of the Public Safety wing to increase capacity to hold inmates, improve pathway of inmates through the facility and improve storage capacity.

I.T. Department:

Rooms:

- Offices (3)
- Main server room + workspace (1)
- Secondary I.T. closets (2)

Usage:

- Hours of operation: 8 a.m. to 4 p.m.
- (3) Fulltime staff (2 Offices near Departmental Services and Supervisor + 1 Office within the Public Safety Department)

Occupant observations:

- No anticipated growth projection in quantity of staff.
- Public Safety I.T. closet should be double in size.
- The location of the (3) offices is favorable for their work.
- I.T. closet within the Senior Center Department currently shares space with janitorial equipment and other supplies. It is difficult to access the server due to the sharing of this space.
- Mezzanine storage about Game Room: Not a good location to store equipment because the ceiling height is too low and only accessible via stairs. The department would prefer this storage to be on the ground floor.
- Size of Main server room is sufficient; however, necessary work on computer equipment is mainly being performed in the offices rather than the workstation in the main server room. This is due to the constant supply of cold air that is required for the servers.

Space Recommendations:

- Remove 50% of workstation and provide full height storage rack for equipment in room 207.
- Provide ground floor storage and relocate supplies from the current mezzanine.
- A future option would be to create a small storage room/ work room in office 271.

Clerk's Department:

Rooms:

- Offices (2)
- Open office area (1)
- Conference room (1)
- Transaction desk
- Records room
- Voting machine storage room

Usage:

- Hours of operation: 8 a.m. to 4 p.m.
- (5) Full time staff
- (1) full or part time staff during elections

Occupant observations:

- No anticipated growth projection in quantity of staff.
- Location within building is good.
- Bad sightline at ADA counter. Employee at main counter cannot see transactions on conference room counter.
- Depth of counters in conference room are too shallow.
- Safety glass may be considered.
- Within the lobby area there is insufficient seating during elections.
- Since the office storage room is shared between departments. Employees from other departments enter into this department to access the storage room which can be disruptive.
- The staff indicate that the current lights in the space are inadequate.
- Office chairs are old and need to be replaced.
- Current storage capacity of Records room is sufficient.
- Otisville conference room:
 - When there are activities in this space. The kitchen isn't accessible to other departments without disrupting the activity in the space.
 - Almost all functions in this space utilize only 50% of the area of the conference room.
 - During elections, the staff must have exclusive access to the kitchen and toilet rooms without needing to leave the space.
 - Presentation technology within this space is insufficient

Space Recommendations:

- Provide additional seating in lobby space.
- Relocate storage room door to be inside copy room so that other departments will not have to enter the Clerk's Department to access the storage room.
- Replace/upgrade lighting within this department.
- Replace countertops within the conference room with deeper countertops.
- Permanently subdivide Otisville conference room space and provide door in between the two new smaller conference rooms to access the existing toilet rooms and Kitchen.
- Improve site lines from main counter to conference room counter:
 - Either provide an interior window between the conference room and the open office area or provide a mirror in lobby area.

Human Resources Department:

Rooms:

- Offices (1)

Usage:

- Hours of operation: 8 a.m. to 4 p.m.
- (1) Full time staff

Occupant observations:

- No anticipated growth projection in quantity of staff.
- Interior employee lounge space is not sufficiently utilized. Department proposes installation of vending machines, built-in booth seating and new casework and furniture.
- Exterior employee courtyard space should be improved to encourage utilization of space. Department proposes a four seasons room in this area.

Space Recommendations:

- Further study opportunity to provide a Grab and Go food service station located in Office area 271 behind Board Room 270.
- Further study opportunity to improve quality of interior and exterior employee break areas.

Parks and Recreation Department:

Rooms:

- Offices (2)
- Open office
- Copy room
- Office storage room
- Reception desk
- Lobby
- Locker rooms (storage)
- Multi-purpose room
- Equipment storage room
- Recreation room (Gym)
- Toilet rooms

Usage:

- Hours of operation: M-F 7:30 a.m. to 4 p.m. Sat. 9a.m. to 3 p.m. Sun 9 a.m. to 6 p.m.
- (4) Full time staff
- (5) Part time staff

Occupant observations:

- No anticipated growth projection in quantity of staff.
- Director's office area is too large. Portion of room is currently utilized for storage and extra work space.
- At reception counter there is a blind spot to the entrance of the building. The reception counter is too small.
- Lobby is too small. Concurrent groups (tap dancers and gymnasts) frequently occupy lobby space and have insufficient seating available. Visitor are often seen sitting on the floor. Acoustics within lobby space are very noisy. Noise level translates into office area.
- Recreation room:
 - This space is utilized daily. Every day, 10-15 people use this space three times a day.
 - Types of activities: Jazzercise, Basketball, Pickleball, Tae Kwon Do, Gymnastics.
 - Equipment storage within the recreation room is too small for convenient access. Overflow equipment is stored in shed located outside of building.
- Multi-purpose room:
 - Room is used for cheerleading, dance and (3) special events.
 - Dancers use this space from 4 p.m. to 9 p.m. daily. There are two groups on dancers (10-15 kids per group).
 - During the summer, up to (60) students will utilize space.

- Dining room:
 - Room is used for Kid Kwando, Zumba, Jazzercise.
 - On Tuesdays the room is used as a ball room.
 - In May and December, there is (1) special event in the space that requires the use of the entire room.

Space Recommendations:

- Renovate multi-purpose room to be better suited as a dance studio.
- Reduce size of open office area, eliminate First Aid 405 & Play room 406 and reconfigure Senior Center office area to provide larger lobby area.
- Convert locker rooms to be additional storage room with new oversized doors off Recreation room (Gym).
- Reduce size of offices and open office to capture space for potential new space that could expand the functionality of this department or as a shared resource for other departments.
- Combine and reduce size of Conference room 328 & Reception 402. Add glass in wall at counter so you have visibility into the lobby/entry & add a larger countertop.
- While this study focused on the organization and utilization of space for current programs, the Parks and Recreation department also acknowledged that there is still significant need to have additional space to provide for programs that are not currently offered but much needed. The following is commentary from the Parks and Recreation department pertaining to the need for more space:
 - The addition of a second gymnasium would benefit the department in a few key ways. The department would be able to dedicate space for gymnastics equipment to be set-up permanently. In its current utilization, this space is used by basketball, Jazzercise, pickle ball, gymnastics and many other classes. On a weekly basis, the gymnastics equipment is set up and taken down. This results in a great deal of wear and tear on expensive equipment. If a second gymnasium were provided, the department would not only be able to leave the equipment set up, but would also be able to add new equipment and expand their gymnastics program to include more classes and older age categories.
 - Another great benefit of an additional gymnasium is that the department would have space to add a second story walking track. This is a feature that would: encourage participants of all ages to exercise year-round regardless of the weather or season, give parents an activity to participate in while their youngsters are in class, and allow them to offer walking programs and increase the daily usage of the facility. In addition, creating additional space allows the department to increase the programming and would allow programs such as interpretive, environmental, teen related, and provide indoor space for current summer camp which operates in an out-of-doors atmosphere. The department would be able to offer gymnasium related activities simultaneously rather than just consecutively which would allow them to serve more residents and interests. If given additional space, the department could also offer more programming for the teens and tweens in the community. Having programmable space for teens to gather has long been a desire for this community. The department would like to have a safe and supervised place for teens to come together to socialize, tutor, and provide a WiFi and gaming area. Additional space would also allow for a work out area and room for before/after care for children of working parents.

Cable Department:

Rooms:

- Offices (2)
- Studio (1)
- Cable room (1)

Usage:

- Hours of operation: 7 a.m. to 9 p.m. & weekends
- (1) Full time staff, (2) Part time. Growth 1 part person time will become full time.

Occupant observations:

- Studio needs to have proper acoustics added.
- Additional storage shelves.
- Offices closer together.

Space Recommendations:

- Cable 259 make office larger by using hallway.
- Storage (studio) 263 add acoustics and make space larger by removing wall between office 266 and 263.
- Janitor 267 turn into space for cable.
- Office 268 turn into Janitor 267 and storage for grounds.
- Storage 317 relocate doors to corridor 265 (new storage room for cable)



Van Buren Township Hall/Community Center					
<i>Michigan</i>					
<i>July, 2018</i>					
Department Space Program					
	Total Current Number of Occupants	Total Projected Number of Occupants	Total Current Sq. Ft.*	Total Projected Sq. Ft.	Adjacencies & Comments
<i>Square Footage does not include restrooms or circulation</i>					
Treasurer					
					<i>Developmental Services & Assessors Department This Department is under utilized & could be reduced.</i>
<i>Office 216</i>	<i>1</i>	<i>1</i>	<i>310</i>	<i>310</i>	
<i>Conference 217</i>	<i>--</i>	<i>--</i>	<i>160</i>	<i>160</i>	
<i>Treasurer 218 & 221</i>	<i>3</i>	<i>3</i>	<i>1369</i>	<i>1369</i>	
<i>Vault 219</i>	<i>--</i>	<i>--</i>	<i>308</i>	<i>308</i>	
<i>Storage 222</i>	<i>--</i>	<i>--</i>	<i>110</i>	<i>110</i>	
Total	4	4	2257	2257	
Water/Sewer					
<i>Entire department</i>	<i>14</i>	<i>14</i>	<i>8100</i>	<i>9600+</i>	<i>Building and Grounds</i>
<i>2 offices</i>					
<i>Kitchen/ Conference room/ Workstations</i>					
<i>Garage (shared)</i>					
<i>Mezzanine (shared)</i>					
Total	14	14	8100	9600	
Building and Grounds					
	<i>8</i>	<i>9</i>	<i>--</i>	<i>--</i>	<i>Water/ Sewer</i>
<i>1 office & 1 Bay in garage space (shared with water/sewer)</i>			<i>1500</i>	<i>1500 +</i>	
<i>Janitor rooms 223, 267, 335 & 410</i>	<i>--</i>	<i>--</i>	<i>240</i>	<i>240</i>	
<i>Mechanical rooms 232, 340 & 409</i>	<i>--</i>	<i>--</i>	<i>400</i>	<i>400</i>	
<i>Electrical room 318 (Storage room)</i>	<i>--</i>	<i>--</i>	<i>116</i>	<i>232</i>	
Total	8	9	2256	2372	

	<i>Total</i>	<i>Total</i>	<i>Total</i>	<i>Total</i>	<i>Adjacencies & Comments</i>
	<i>Current Number of Occupants</i>	<i>Projected Number of Occupants</i>	<i>Current Sq. Ft.*</i>	<i>Projected Sq. Ft.</i>	<i>Square Footage does not include restrooms or circulation</i>
Firestation #2					
<i>Entire building</i>	--	--	0	0	<i>Building/ Grounds & Water/ Sewer</i>
			0	0	
Total	--	--	0	0	
Firestation #3					
<i>Entire building</i>	--	--	0	0	<i>Building/ Grounds & Water/ Sewer</i>
			0	0	
Total	--	--	0	0	
Assessing					
<i>Reception 233</i>	--	--	360	360	<i>Developmental Services and Treasure</i>
<i>Assessor 234 (shared w/ Supervisor)</i>	1	2	220	255	
<i>Work Area 235</i>	1	1	412	412	
<i>Office 237</i>	--	1	0	195	
<i>Records 238</i>	--	--	74	148	
<i>Conference 241 (storage)</i>	--	--	0	0	
<i>Work Area 243</i>	2	--	360	0	
Total	4	4	1426	1370	
Supervisor					
<i>Assessor 234 (shared w/ Assessing)</i>	1	--	35	0	
<i>Office 237</i>	1	--	195	0	
<i>Records 238</i>	--	--	74	0	
<i>Office 240</i>	1	1	417	417	
<i>Conference 241 (storage)</i>	--	1	224	224	
<i>Work Area 243</i>	--	1	0	360	
<i>Hallway</i>	--	--	140	140	
Total	3	3	1085	1141	

	<i>Total</i>	<i>Total</i>	<i>Total</i>	<i>Total</i>	<i>Adjacencies & Comments</i>
	<i>Current Number of Occupants</i>	<i>Projected Number of Occupants</i>	<i>Current Sq. Ft.*</i>	<i>Projected Sq. Ft.</i>	<i>Square Footage does not include restrooms or circulation</i>
Seniors					
	19	19	--	--	Parks
Dinning 337, Kitchen 343, 339 & 341	--	--	4334	4334	
Office 323, 324, 325 & Directors office	--	--	702	605	
Computer lab 269	--	--	676	40	
Shop 303 & Storage 304	--	--	702	385	
Craft room 309 & Kiln 305	--	--	1417	1417	
Workout room 315	--	--	882	1000	
Game Room 315	--	--	479	602	
Corridor 316	--	--	65	65	
Storage 317	--	--	94	420	
Storage 331	--	--	73	120	
Coat 336	--	--	120	112	
Lounge 346	--	--	634	594	
Recreation Room (gym) 412 (shared with Parks)	--	--	--	--	Is mostly utilized by park
Total	19	19	10178	9694	
Parks					
	9	9	--	--	Seniors
Comm. Serv. 327 open office	--	--	626	456	Remove existing vending & add sq. ft. to 327
Conference 328 (storage)	--	--	129	0	
Office 329	--	--	218	109	
Office 330	--	--	156	109	
Office 332 (new program room)	--	--	150	0	
Toilet 333 (new program room)	--	--	73	0	
New program room	--	--	0	660	
Lobby 401	--	--	477	763	
Reception 402	--	--	135	264	
Multi-Purpose room 407	--	--	1527	1527	
Recreation Room (gym) 412	--	--	7500	7500	
Storage 411	--	--	172	172	
Locker room 414 (storage)	--	--	172	0	
New storage room 414 for Gym (414 old locker room)	--	--	0	172	
Total	9	9	11335	11732	

	<i>Total</i>	<i>Total</i>	<i>Total</i>	<i>Total</i>	<i>Adjacencies & Comments</i>
	<i>Current Number of Occupants</i>	<i>Projected Number of Occupants</i>	<i>Current Sq. Ft.*</i>	<i>Projected Sq. Ft.</i>	<i>Square Footage does not include restrooms or circulation</i>
Public Safety					
<i>Entire department</i>	55	57	11227	13727	
<i>Lobby 101</i>	--	--	--	--	
<i>Records 103</i>	--	--	--	--	
<i>Lab 104</i>	--	--	--	--	
<i>Office 105 (detectives)</i>	--	--	--	--	<i>Increase room size by 100%</i>
<i>Office 106</i>	--	--	--	--	
<i>Office 108 (interrogation)</i>	--	--	--	--	
<i>Office 109</i>	--	--	--	--	
<i>Office 112</i>	--	--	--	--	
<i>Office 113</i>	--	--	--	--	
<i>Office 116</i>	--	--	--	--	
<i>Office 117</i>	--	--	--	--	
<i>Office 119</i>	--	--	--	--	
<i>Armory 121</i>	--	--	--	--	<i>Increase room size by 100%</i>
<i>Roll Call 124</i>	--	--	--	--	<i>Increase room size by 50%</i>
<i>128</i>	--	--	--	--	
<i>Men's Locker Room 129</i>	--	--	--	--	
<i>Women's Locker Room 130</i>	--	--	--	--	<i>Increase room size by 50%</i>
<i>Dispatch 131</i>	--	--	--	--	<i>Increase room size by 50%</i>
<i>Office 135</i>	--	--	--	--	
<i>Toilet 137</i>	--	--	--	--	
<i>Office 139</i>	--	--	--	--	
<i>Juv. Det. 140</i>	--	--	--	--	
<i>Kitchen 141</i>	--	--	--	--	
<i>Cell 143-146</i>	--	--	--	--	<i>Increase room size by 100%</i>
<i>Booking 148</i>	--	--	--	--	
<i>Evidence 149</i>	--	--	--	--	<i>Increase room size by 100%</i>
<i>Electrical / Rad 150</i>	--	--	--	--	<i>Increase room size by 100%</i>
<i>Sally Port 151</i>	--	--	--	--	
	--	--	--	--	
Total	55	57	11227	13727	

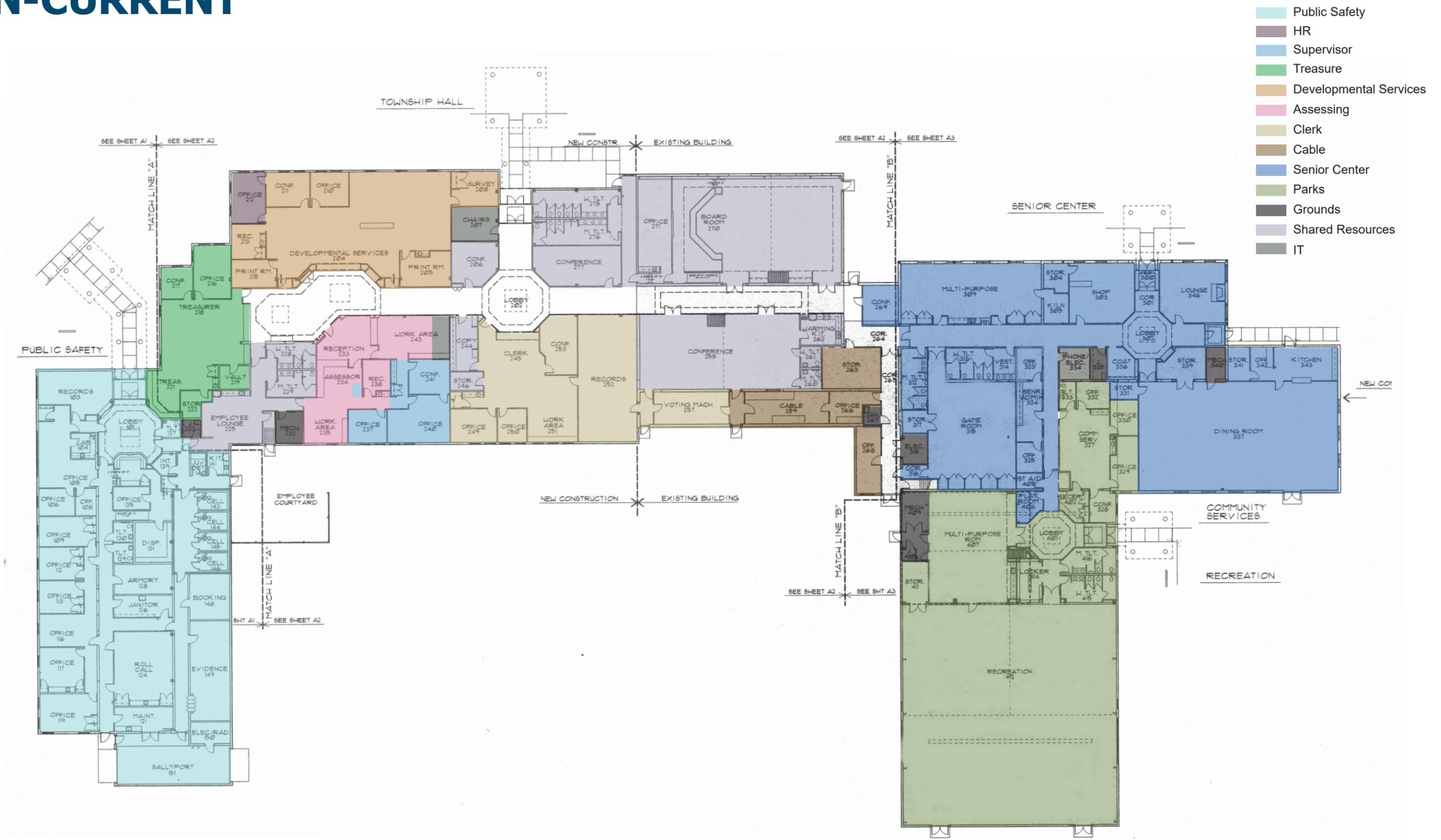
	<i>Total</i>	<i>Total</i>	<i>Total</i>	<i>Total</i>	<i>Adjacencies & Comments</i>
	<i>Current Number of Occupants</i>	<i>Projected Number of Occupants</i>	<i>Current Sq. Ft.*</i>	<i>Projected Sq. Ft.</i>	<i>Square Footage does not include restrooms or circulation</i>
Developmental Services & HR					
					<i>Assessors, Parks, Clerk, Public safety & Treasure</i>
<i>Open Office 100</i>	3	3	1334	1334	
<i>Inspections 100a</i>	4	4	637	637	
<i>Supplies 100b</i>	--	--	100	100	
<i>Conference 101</i>	--	--	405	405	
<i>Office 102-107</i>	6	6	871	871	
<i>HR Office 108</i>	1	1	173	173	
<i>File Storage/Break 109</i>	--	--	186	186	
<i>Secure Files 110</i>	--	--	186	186	
	Total	14	3892	3892	
IT					
	3	3	--	--	--
<i>office (by assessing)</i>	--	--	130	130	
<i>office (in public safety)</i>	--	--	230	230	
<i>it closets</i>	--	--	400	400	
	Total	3	760	760	
Board Room 270					
<i>No work</i>	--	--	2966	2966	<i>Office 271</i>
	Total	0	2966	2966	
Office 271					
<i>Turn into a schedulable conference room to be used by all departments, when not being used by the board.</i>	--	--	572	420	<i>Board Room</i>
<i>Grab & Go Room</i>	--	--	--	152	
	Total	0	572	572	

	<i>Total</i>	<i>Total</i>	<i>Total</i>	<i>Total</i>	<i>Adjacencies & Comments</i>
	<i>Current Number of Occupants</i>	<i>Projected Number of Occupants</i>	<i>Current Sq. Ft.*</i>	<i>Projected Sq. Ft.</i>	<i>Square Footage does not include restrooms or circulation</i>
Otisville Room 255					
Turn into 2 conference rooms with door access	--	--	1925	1925	Clerk
Warming Kitchen 262	--	--	211	211	
Total	0	0	2136	2136	
Clerk					
					Otisville Room
Clerk 245	2	2	1041	1041	
Office 249	1	1	250	250	
Office 250	1	1	150	150	
Work Area 251	1	1	270	270	
Records 252	--	--	1143	1143	
Conference 253 (elections)	1	1	313	313	
Voting Machines 257	--	--	460	460	
Total	6	6	3627	3627	
Cable					
					Board Room
Studio 263	--	--	384	384	
Cable 259	2	2	427	534	
Office 266	--	1	206	271	
Office 268	1	--	260	0	
Storage 317	--	--	0	95	
Total	3	3	1277	900	
Conference 206					
	--	--	302	302	--
Total	0	0	302	302	

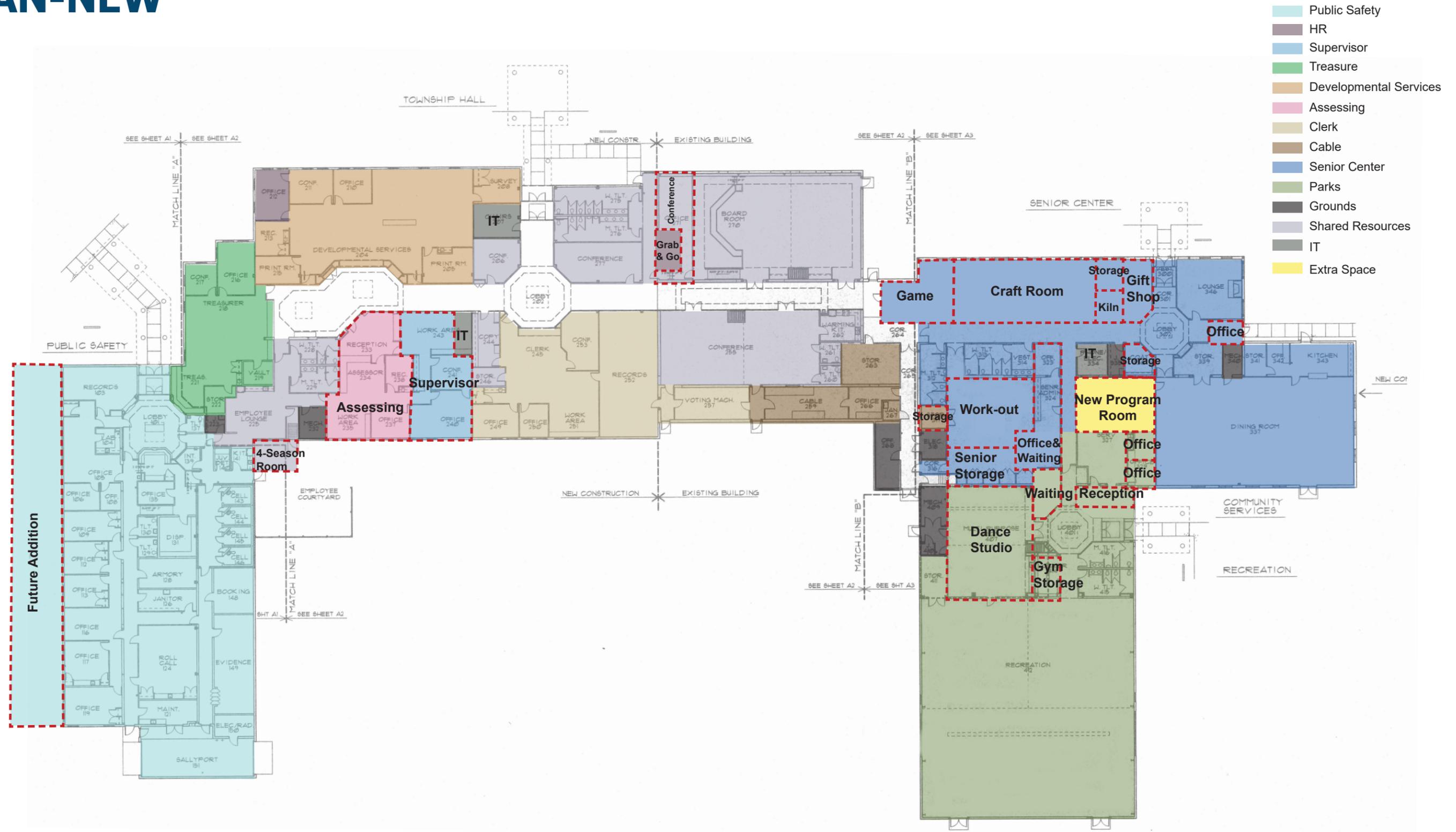


	<i>Total</i>	<i>Total</i>	<i>Total</i>	<i>Total</i>	<i>Adjacencies & Comments</i>
	<i>Current Number of Occupants</i>	<i>Projected Number of Occupants</i>	<i>Current Sq. Ft.*</i>	<i>Projected Sq. Ft.</i>	<i>Square Footage does not include restrooms or circulation</i>
Employee Lounge 225					
	--	--	740	740	--
	--	--	0	115	
Total	0	0	740	855	
Conference 277					
	--	--	532	429	--
Total	0	0	532	429	
Copy 244					
	--	--	240	240	--
Total	0	0	240	240	
Storage 246 (shared supply room)					
	--	--	100	100	--
Total	0	0	100	100	
Department Summary					
	<i>Current Number of Occupants</i>	<i>Projected Number of Occupants</i>	<i>Current Sq. Ft.*</i>	<i>Projected Sq. Ft.</i>	<i>Square Footage does not include restrooms or circulation</i>
Total	142	145	65008	68672	
<i>* Square footage is based on the PDF provided by Van Buren on 1/4/2018</i>					

PLAN-CURRENT



PLAN-NEW



THANK YOU



Township Hall/Community Center
Space & Needs Assessment
July 2018

