

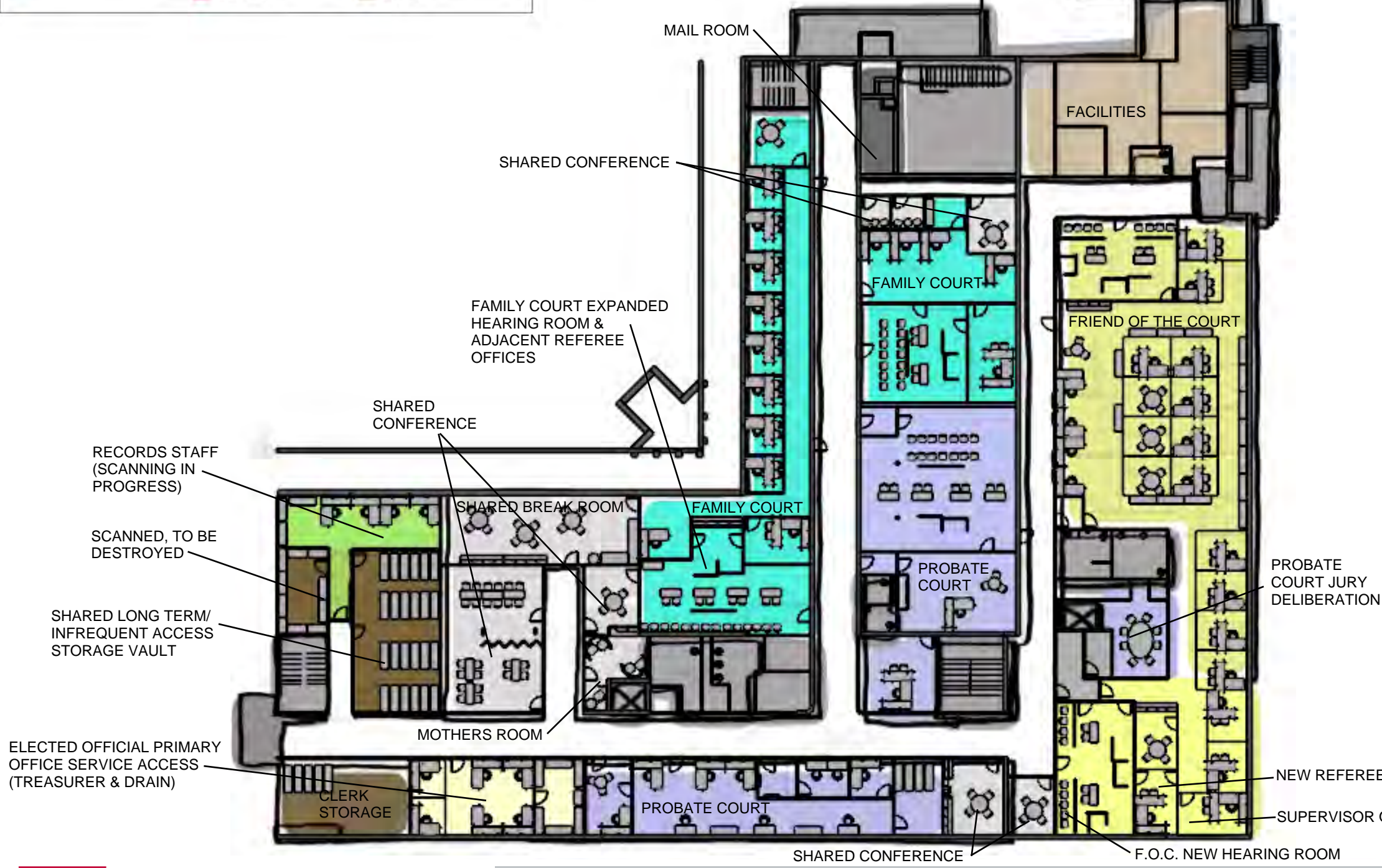
S T A T E O F M I C H I G A N

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

COURTHOUSE/COUNTY SERVICES BUILDING—AUTHORIZE REQUEST FOR PROPOSAL RELEASE

BE IT RESOLVED that the Board of Commissioners approves the detailed design drawings, as presented, and authorizes construction documents and request for proposal(s) to be developed and released for bidding.

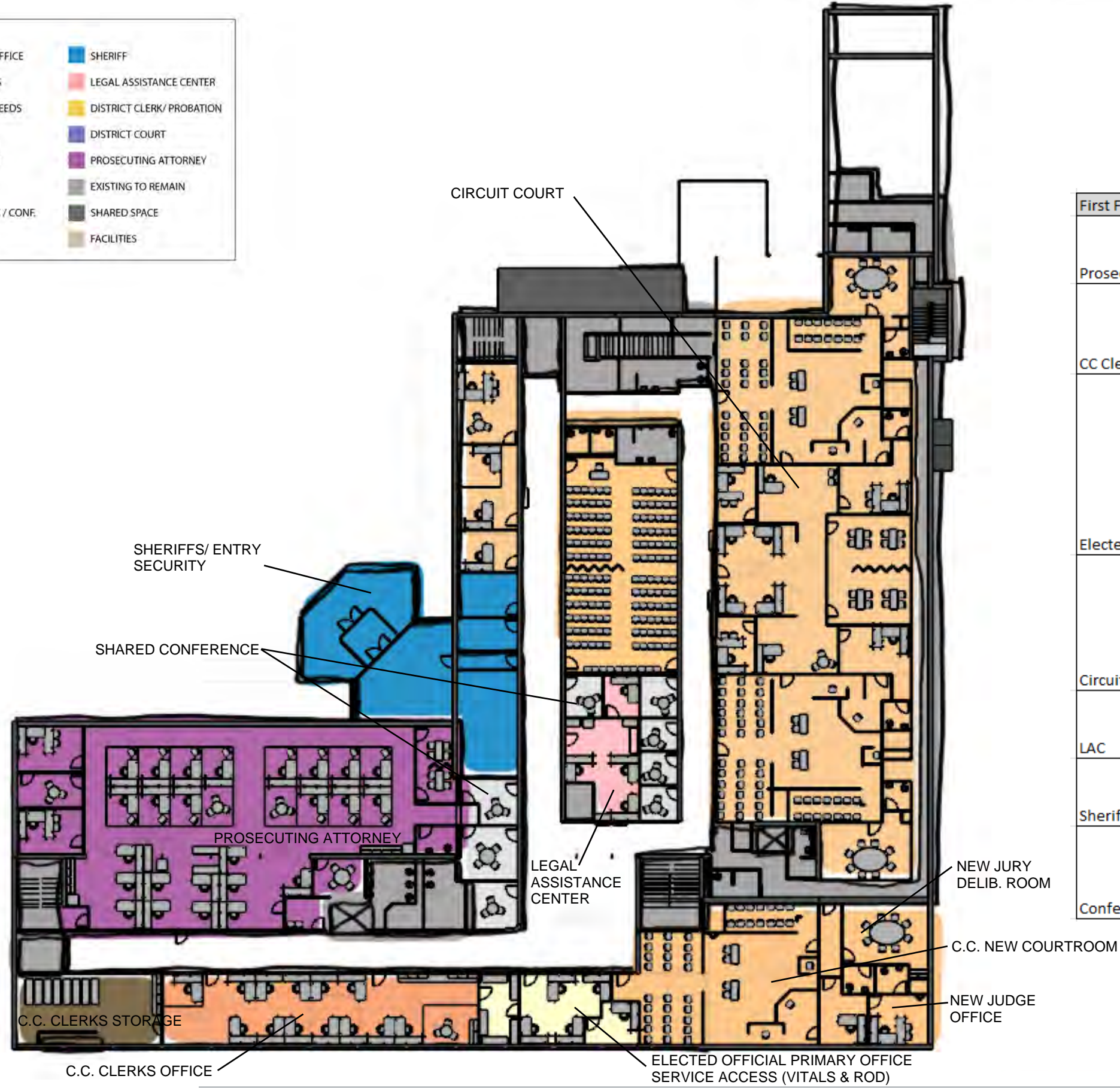
KEY:		
CIRCUIT COURT	TREASURERS OFFICE	SHERIFF
NEW COURTROOM	VITAL RECORDS	LEGAL ASSISTANCE CENTER
PROBATE COURT	REGISTER OF DEEDS	DISTRICT CLERK/ PROBATION
FAMILY COURT	DRAIN OFFICE	DISTRICT COURT
FRIEND OF THE COURT	RECORDS MGT	PROSECUTING ATTORNEY
CLERK	STORAGE	EXISTING TO REMAIN
CSB ELECTED OFFICE PRIMARY OFFICE SERVICE ACCESS	SHARED BREAK / CONF.	SHARED SPACE
	MEDIATION	FACILITIES



Ground Floor	
Family Court	10 offices, Break/coffee counter, conference room/ room for storage, enlarged hearing room with space for 4 parties
Probate Court	2 offices, 6 open office workstations, three drop in stations, reoriented customer service area and records viewing room provides more space for staff within the open office, space for break counter if requested however the large shared staff break room is just across the hall, existing storage room to remain, Judicial suite and Hearing room to remain, New jury deliberation room with immediate restroom access
Elected officials	2 offices, 4 open office workstations, Storage room (See also first floor)(See also County Services Building)
Friend of the Court	15 offices, 3 small closed conference spaces, 4 open office workstations, two wide hearing rooms, three nearby shared conference spaces, Offices were pulled off the wall to let daylight enter the space, Closable storage cabinets to be located in open office/ circulation spaces, space for built in break counter as well as mail counter if both are requested (currently one counter shown)
Records/ Storage	Shared storage areas directly adjacent to records for ease of work flow, to be destroyed room in back to ease confusion
Break/ Conference	Large breakroom with table to eat at as well as soft seating for staff, Multiple adjacent conference rooms with flexible tables and accordian wall, Mothers room to provide 2-3 pumping stations as well as small counter with sink and mini fridge



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			FACILITIES
			LEGAL ASSISTANCE CENTER
			REGISTER OF DEEDS
			DISTRICT COURT
			PROSECUTING ATTORNEY

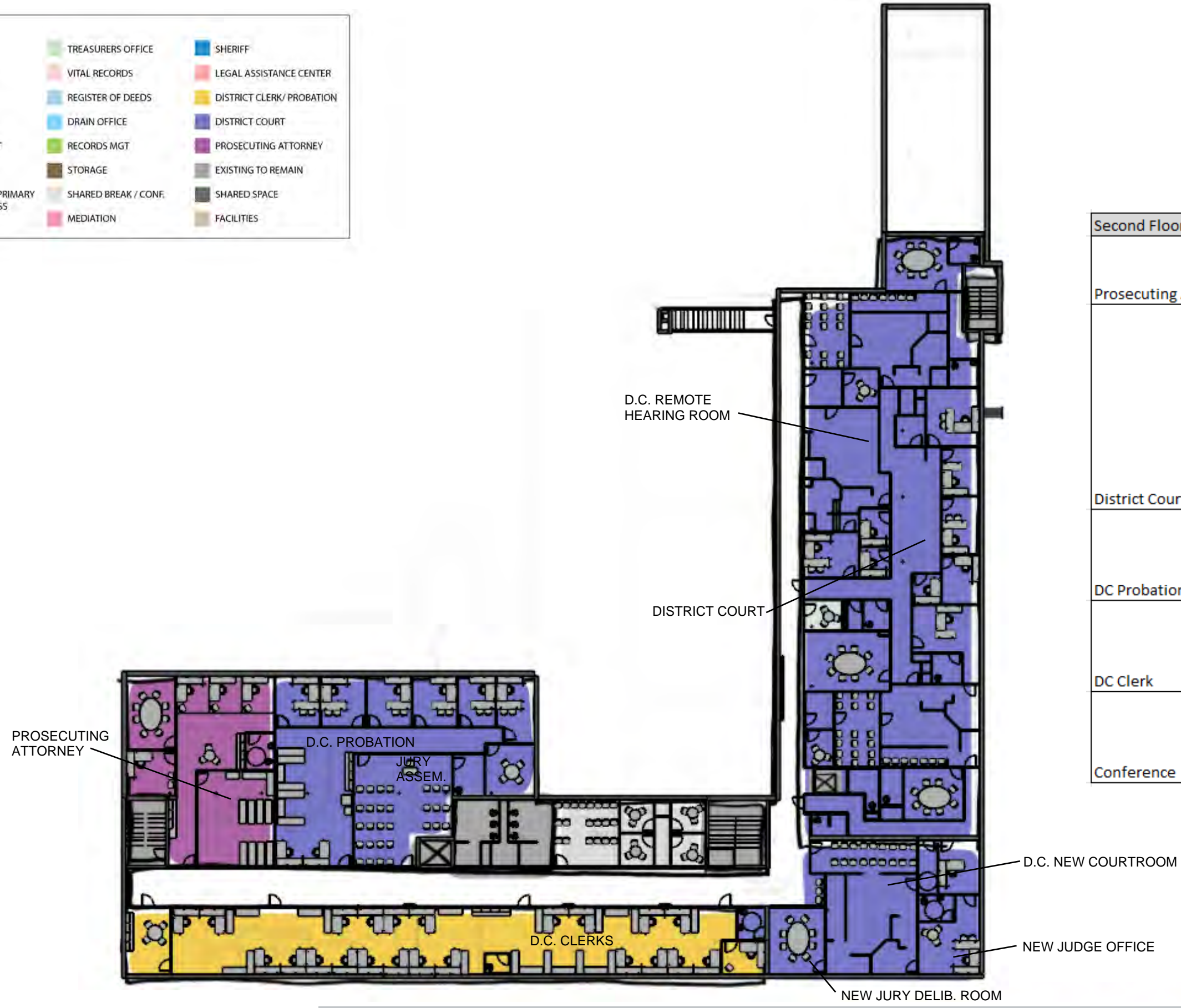


First Floor	
Prosecuting Attorney	16 offices, 6 conference rooms, and direct access to 2 shared conference rooms, 12 open office workstations (See 2nd floor for additional)
CC Clerk	1 office, 12 open office workstations, mail/reception counter, windows at desks along hallway wall for reception also, small meeting room with break/coffee counter
Elected Officials	(On the far right of the CC clerk space) Bob's office & vitals staff space adjacent to Clerks due to shared supervisory responsibilities, 1 office, 4 open office workstations, storage area, if additional department secure storage is deemed necessary a locked vault with key code vitals / clerk only access may be constructed in the shared storage area on the ground floor
Circuit Court	8 offices, 8 open office workstations, three courtrooms, one large jury deliberation room (Crowdedness of other jury deliberation rooms will be addressed with furniture), 3 conference rooms and one open office conference area, Dividable jury selection room
LAC	1 office, 4 open office workstations, storage counter & customer service window, space for printer and copier
Sheriffs	Most to stay the same, break/ locker area to combine with fingerprinting room, use shared staff breakroom for other break needs
Conference	Increase from 5 to 9 shared conference rooms of various sizes. The Circuit Court jury assembly room size has also increased and designed to seat a maximum of 155.



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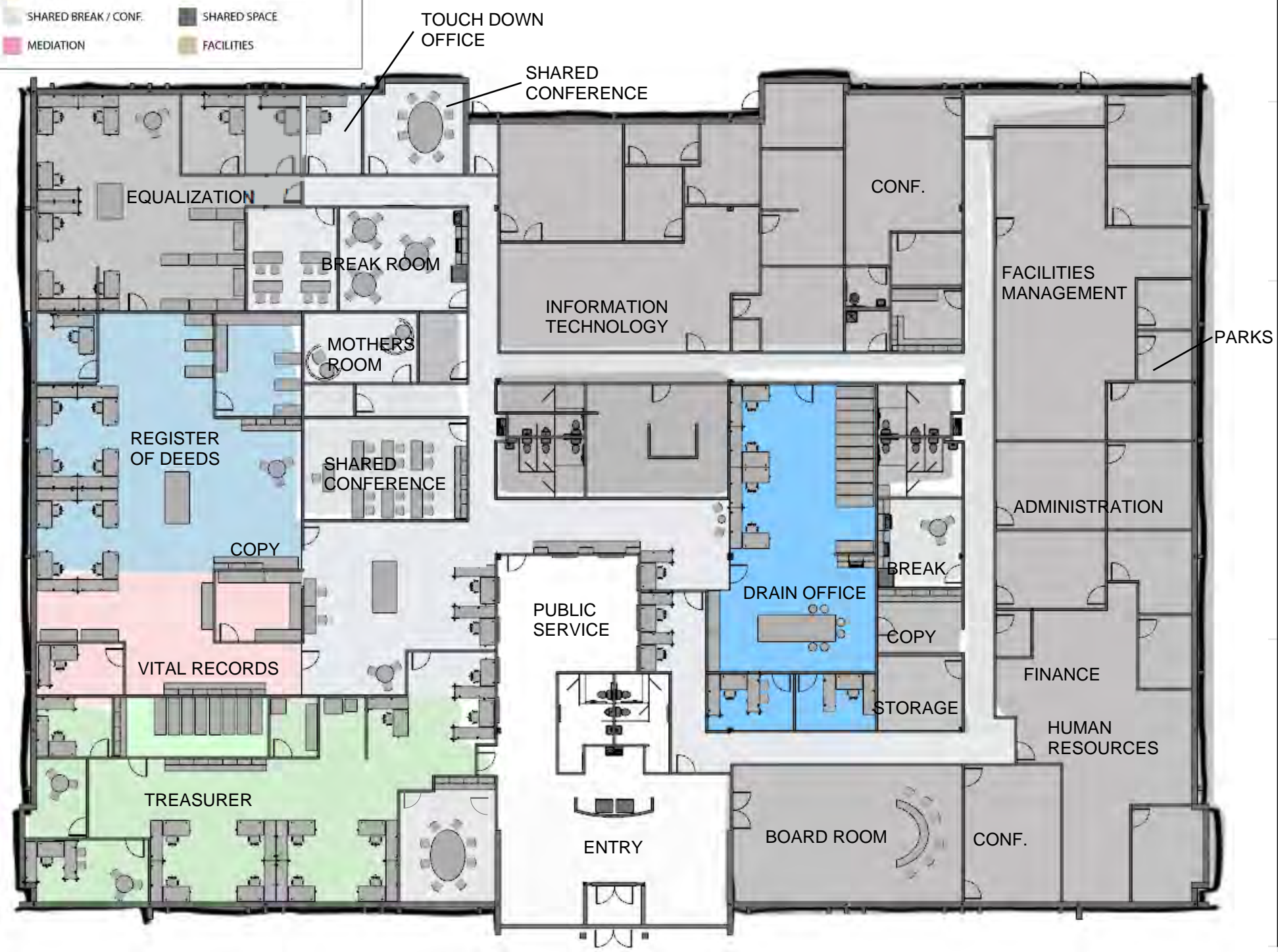


Second Floor	
Prosecuting Attorney	4 offices, enlarged storage space, possible restroom, kitchen, conference room to double as Childrens "Hoffman Room"
District Court	Three courtrooms with attached jury deliberation spaces, enlarged Jury selection space with restroom, 10 offices, 1 open office workstation, 1 remote hearing room with vestibule and attached conference area, Relocation of the court receipts person to the D.C. Clerks area with current office transitioning to a shared conference room (DC admin to move into DC Clerk space)
DC Probation	6 offices, 2 open office workstations with windows to hall enclave, Conference/drug testing room, break/ coffee counter, mail/ copier/ printer/ storage area
DC Clerk	3 offices (2 for DC Admin staff), 20 open office workstations, storage area, print/ copy area & mail counter, storage room, Non public break zone with break/coffee counter
Conference	4 small shared conference rooms and one larger (formerly the jury selection space), also the new jury selection room may be shared if not in use for jury selection



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County Services Building	
Treasurers	2 offices, 9 open office workstations, 2 customer service windows, 1 conference/ money sorting room, 1 cash room, 1 large storage room with rolling shelves, 1 open office conference areas, 1 mail counter,
Drain Office	2 offices, 7 open office workstations one with internal customer service counter & waiting area, storage room, map viewership zone centralized within open office area, open office conference area,
Vital Records	(Open to ROD) 1 vitals office, 8 vitals/rod open office workstations to be assigned as need requires, 3 storage rooms, 1 break counter & adjacent open office conference area, additional open office conference area near reception, mail counter in open office and counter in copy room next to reception, shared reception area with 2 additional workstations with public service windows, one public research zone with 2 seated stations and one standing 4 person kiosk. Space for floating storage shelves in open office area (space for elections in small storage room or we can carve out a different space for that)
Register of Deeds	(Open to vitals) 1 rod office, 8 vitals/rod open office workstations to be assigned as need requires, 3 storage rooms, 1 break counter & adjacent open office conference area, additional open office conference area near reception, mail counter in open office and counter in copy room next to reception, shared reception area with 2 additional workstations with public service windows, one public research zone with 2 seated stations and one standing 4 person kiosk. Space for floating storage shelves in open office area

