

FACILITIES NEEDS STUDY

for the

Department of Public Works
Fire Department
Oakland County Sheriff's Office

September 3, 2002

Straub Pettitt Yaste

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PLANNING

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Straub Pettitt Yaste

INTERIOR DESIGN

September 3, 2002

Mr. Gerald A. Dywasuk, Supervisor Charter Township of Orion 2525 Joslyn Road Lake Orion, MI 48360-1951

RE:



Dear Mr. Dywasuk:

Straub Pettitt Yaste is please to have this opportunity to work with you and your staff in developing the Orion Township Facilities Needs Study, which follows. We would like to take this opportunity to thank you and your staff for the tremendous amount of input. Reenae Tulip, Building and Grounds Director, Bill Ireland, Director of Public Works, Fire Chief Jeff Key, and Lt. Bruce Naile, Oakland County Sheriff's Office, provided invaluable assistance. Throughout the process we have experienced the utmost in cooperation and assistance from all levels of the Township Government.

Facilities problems keep growing in quantity and severity at the Township. Many of these problems include:

- 1. A lack of space for the Building Department.
- 2. Inefficient management of DPW Field Staff created by the remoteness of the department head and office staff from the rest of the department.
- 3. No central Township fire station, training, staffing, and vehicular storage.
- 4. General Township storage space in incredible demand and yet it nonexistent. Inefficient methods are now being used in violation of state law.
- 5. Storage of Township vehicles on site has generated vandalism and parking congestion.
- 6. Overcrowding of the parking area for the Township site, especially for summer evening programs, forces vehicles and traffic into dangerous situations.
- 7. Building & Grounds and Parks & Recreation Department without workspace and vehicle storage areas.
- 8. Increasing growth of the Sheriff Office responding to Township population growth is difficult if not impossible within the present space.



Sometime ago it was suggested that the facilities problems of the Sheriff's Office new space, DPW, and the Central Fire Station could be constructed off the present Township site. The eleven-acre site just south of the school on the east side of Joslyn Road south of Clarkston Road was considered. This study explores the potential feasibility and quantifies the needs and requirements of these departments with the expectation of resolving their problems and subsequently other Township facility problems.

The following materials are organized in a logical progressive manner, developing the needs and justification for each individual space. The individual requirements of those spaces determine the area requirements. Subsequently, the site has been evaluated and analyzed. A preliminary budget and schedule are developed from all of the proceeding work. And finally, the conclusions identify the resolution of nearly all the Township's facilities problems.

The *Facilities Needs Study* develops scope of work and scope of needs quite well. However, it should not be construed as a "design". Typically, a space requirement, which has been justified with a space sketch, is only determining a general area requirement. Surely the configuration could change if desired. Similarly, the building footprints, vehicular circulation, parking, outside storage shown in the Study present the **feasibility** of the improvements and should not be interrupted as a "design".

Straub Pettitt Yaste is proud of the materials presented herein. We look forward to working with you further to bring the entire project to reality. Thank you for considering us in the Township's future plans.

Sincerely,

STRAUB PETTITT YASTE

R. Thomas Yaste, AIA

Principal

CONCLUSION & SUMMARY SPACE SUMMARY
SPACE SUMMARY
ROOM SPACE REQUIREMENTS
SPACE AREA SUMMARY
PRELIMINARY PLAN
THE SITE
COST MODEL
SCHEDULE



ORION TOWNSHIP STUDY

Project No. 0228

FACILITIES PROBLEMS

There are several facilities problems presently facing the Township.

This Study has addressed them.

They include:

- 1. The Building Department has an intense need for additional space.
- 2. Inefficient management of DPW Field Staff created by the remoteness of the department head and office staff from the rest of the department.
 - 3. A lack of central Fire Station, training, staffing, and vehicular storage.
 - 4. The Silverbell Station is functioning more like an office than a fire station.
 - 5. General Township storage space is nearly non-existent, inefficient and in some cases in ordinance violation.
 - 6. Storage of Township vehicles on site makes them vulnerable to vandalism and the weather.
 - 7. Over crowding of parking areas at the Township site for summer evening programs forces vehicles into grass areas.
 - 8. Building & Grounds and Park & Recreation Department workspace and vehicle storage is non-existent.
- 9. Increasing growth of the Sheriff Substation staffing leaves nowhere for expansion.

The proposed solution, that of constructing a new DPW, Central Fire Station and Sheriff's Office on the 11-acre site, south of Clarkston Road on the east side of Joslyn, appears to satisfy all these facility needs very well.

However, there are fallout benefits that also improve conditions to enhance service to the residents.

In general, adequate space and facilities promotes performance efficiency of each employee, which results in fewer employees and thus saves tax payers dollars.



ORION TOWNSHIP STUDY

Project No. 0228

FACILITIES SOLUTION

Construction of the proposed Department of Public Works Building, the Central Fire Station and the Oakland County Sheriff's Office have an incredible impact on the facilities needs now facing the Township.

 Construction of the DPW allows for unification of the entire staff immensely improving supervision and work efficiency. A single recognition point for the residents is established for water and sewer issues. Adequate space for the next 10 years is available which improves service to the Township. Should the DPW scope of services be expanded, provisions for facility expansion are incorporated in the floor and Site Plans.

Secondarily, the space vacated by the administrative staff of the DPW is available for the expansion of the Township Building Department, which is experiencing a stifling space shortage.

Additionally, the vacation of the present DPW building and the enclosed security yard on the Township Hall Site will provide:

- On-site storage of Township records by law must be stored at the same site as the Township Offices.
- Security for Township vehicles now parking openly in the lots at the Township Hall, consuming high demand spaces for recreational parking in the evenings and weekends.
 Minimized vandalism for Township vehicles moved to the old DPW.
 - Workshop space and secure vehicle storage for the Parks & Recreation and Buildings & Grounds, again freeing more parking spaces for use by residents using the recreational facilities at the site.
- 2. Construction of the Central Fire Station finally allows for uniform fire protection for the entire Township. It locates occasionally used equipment like the ladder truck and special emergency equipment and vehicles to the center of the Township minimizing response time thus better serving the public. It exploits one of the last available centrally located sites in the Township. It also places Fire administrative staff and leadership at a key location for emergency response. Training and staffing would have adequate space and facilities to properly train and improve skills.



ORION TOWNSHIP STUDY

Project No. 0228

There is secondary fallout to this construction also which allows the Silverbell station to function properly and not as the Township Fire Administration Offices. Local residents will also identify the Central Fire Station and the proposed Sheriff's Offices as the emergency services centrally located and serving all quadrants of the Township.

Construction of the proposed Oakland County Sheriff's Offices provides for central
Township dispatch of emergency police services. It provides adequate space for
the present staff, safe and secure detainee entry, vehicular service space and
potential expansion to accommodate this function when the
Township reaches its ultimate capacity.

The most significant benefit to this relocation is the removal of the facilities from the Township Hall and site. Multiple benefits include:

- Freeing Township Hall space for the Recreation Department and other congested departments.
- Eliminating the hazards associated with emergency vehicles leaving and entering the present site in emergency situations.
- Appropriate facilities to handle detainees safely and securely without potential Township Hall or recreational user conflicts.
 - Availability of an entire additional parking area for Township Hall and recreational use.

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CONCLUSIONS

There are several facilities problems presently facing the Township. This Study has addressed them. They include:

- 1. The Building Department has an intense need for additional space.
- 2. Inefficient management of the DPW created by the remoteness of the department head and office staff from the rest of the department.
- 3. A lack of central Fire Station, training, staffing, and vehicular storage.
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Facilities Considerations

Construction of the proposed Department of Public works Building, the Central Fire Station and the Oakland County Sheriff's Office have an incredible impact on the facilities needs now facing the Township.

 Construction of the DPW allows for unification of the entire staff immensely improving supervision and work efficiency. A single recognition point for the residents is established for water and sewer issues. Adequate space for the next 15 years is available which improves service to the Township. Should the DPW scope of services be expanded, adequate facility expansion space is available.

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Additionally, the vacation of the present DPW building and the enclosed security yard on the Township Hall Site will provide:

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- Availability of an entire additional parking area for Township Hall and recreational use.

Monetary Considerations

A summary of anticipated space requirements for each department was developed with the specific Director and Staff.

Spaces in many cases duplicate functions found in the present buildings located throughout the Township on multiple sites.

Other spaces are identified for functions that are not found in the present facility but which are recognized as necessary.



ORION TOWNSHIP STUDY Department of Public Works
Project No. 0228

Office Space
Director
Assistant Director
Secretary / Billing Room
Lunch Room
Conference Room
Supply Room
Plan Room
Toilet Room (Staff and Public)
Plan Review Room
Reception / Lobby

Repair / Maintenance Bay

Maintenance Tool / Parts Room

Break Room

Garage Office

Locker Room - Men

Locker Room - Women

Meter Room

Shop Room

Storage Room

Equipment Bay Area



ORION TOWNSHIP STUDY Fire Department Project No. 0228

Lobby / Vestibule Fire Chief Office

Officer

Conference Room

General Office

Work Room

Training Room

Public Education Equipment Storage

Fire Training Equipment Storage

Fire Fighters

Men's Restroom

Women's Restroom (Staff and Public)

Day Room

Kitchen / Pantry

Physical Training

Storage

Bunk Room

Men's Locker Room

Women's Locker Room

Apparatus / Garage

Self Contained Breathing Apparatus

Seasonal Storage

Decontamination

Medical Supplies

Laundry

Hose Storage

General Storage

Tools Crib

Turnout Gear Storage

Equipment



ORION TOWNSHIP STUDY
Oakland County Sheriff's Office
Project No. 0228

Lobby Reception Storage Report Men's Locker Room Women's Locker Room Break Room Lt. Office Conference Room **Holding Room** Interview Sergeant's Office Detective's Office Garage Receiving Garage **Public Toilet School Liaison Office Parking**



ORION TOWNSHIP STUDY Oakland County Sheriff's Office

Project No. 0228

Room / Space Name	Area
Lobby	560 NSF
Reception	440 NSF
Storage	300 NSF
Report	240 NSF
Men's Locker Room	1,380 NSF
Women's Locker Room	350 NSF
Break Room	210 NSF
Lt. Office	140 NSF
Conference Room	192 NSF
Holding Room	128 NSF
Interview	64 NSF
Sergeant's Office	384 NSF
Detective's Office	432 NSF
Garage	1,080 NSF
Receiving Garage	480 NSF
Public Toilet	56 NSF
School Liaison Office	144 NSF
Parking	20 Isolated Patrol Cars 20 Personal Cars

For each space and/or function the staff was interviewed regarding equipment, furniture, and function of that space.

It is these elements which dictate a subsequent area requirement.

Each room/space requirement is drawn in a very schematic way to establish a more objective area requirement.

Sketches follow the room space summary.

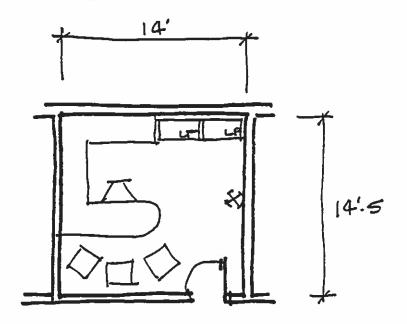
DEPARTMENT OF PUBLIC WORKS



ORION TOWNSHIP STUDY Department of Public Works

Project No. 0228

ROOM/SPACE NAME:	Director
DIMENSIONS:	14' x 14'-5"
AREA:	200 Square Feet
NUMBER REQUIRED:	1
TOTAL AREA:	
OCCUPANCY:	1
VISITORS:	3
Hours of use per week:	
LEVEL OF CONTROL NECESSARY:	
ACCESS:	
SHARED USE POSSIBLE:	Same size as present.
	AL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY - Direct all DPW functions.
SECONDARY:	
FURNITURE:	FURNITURE / EQUIPMENT (NEW & EXISTING) - Desk - Work Surface (Drawing Size) - Side Chairs (3) - Lateral Files
EQUIPMENT:	



DIZECTOR 100 SF



ORION TOWNSHIP STUDY Department of Public Works Project No. 0228

ROOM/SPACE NAME:
DIMENSIONS:
AREA:
AREA:
AREA:
168 Square Feet

NUMBER REQUIRED:
TOTAL AREA:
OCCUPANCY:
VISITORS:
VISITORS:
LEVEL OF CONTROL NECESSARY:
ACCESS:
SHARED USE POSSIBLE:

GENERAL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY

PRIMARY: - Assist Director

SECONDARY:

FURNITURE / EQUIPMENT (NEW & EXISTING)

FURNITURE:

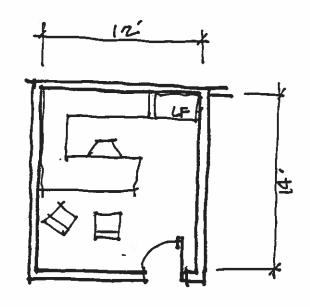
- Table / Desk

- Work Surface for Drawings

- Side Chairs (2)

- File

EQUIPMENT:



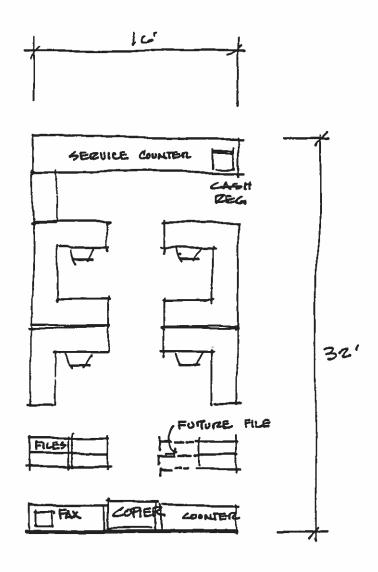
ASSISTANT DIRECTOR
168 NSF



ORION TOWNSHIP STUDY Department of Public Works

Project No. 0228

D /O M	
ROOM/SPACE NAME:	Secretary / Billing Room
DIMENSIONS:	16' x 32'
AREA:	512 Square Feet
NUMBER REQUIRED:	_1
TOTAL AREA:	
OCCUPANCY:	_4
VISITORS:	1
HOURS OF USE PER WEEK:	
LEVEL OF CONTROL NECESSARY:	
ACCESS:	
SHARED USE POSSIBLE:	
PRIMARY:	- Office Space
SECONDARY:	
	FURNITURE / EQUIPMENT (NEW & EXISTING)
Furniture:	 4 Work Stations 12' Counter Service Cash Register Area Files (6 now / 2 future)
EQUIPMENT:	Copier Fax



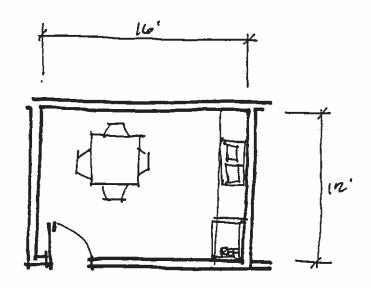
SECRETARY/BILLING



ORION TOWNSHIP STUDY Department of Public Works Project No. 0228

Lunch Room	ROOM/SPACE NAME:
16' x 12'	DIMENSIONS:
192 Square Feet	AREA:
	NUMBER REQUIRED:
	TOTAL AREA:
4/5	OCCUPANCY:
	VISITORS:
Regular Hours	Hours of use per week:
	LEVEL OF CONTROL NECESSARY:
	Access:
	SHARED USE POSSIBLE:
RAL DESCRIPTION OF SPACE USAGE/PURPOSE/ACT	GENER
- Eating / Food Preparation	PRIMARY:
- Overflow Work Space	SECONDARY:
FURNITURE / EQUIPMENT (NEW & EXIS	
	FURNITURE:
- 1 adie with Chairs	FURNITURE.
SinkRefrigeratorMicrowave	EQUIPMENT:

- Storage

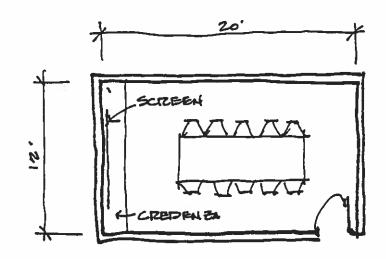


LUNCH ROOM 192 NSF



ORION TOWNSHIP STUDY Department of Public Works Project No. 0228

ROOM/SPACE NAME:	Conference Room
DIMENSIONS:	20' x 12'
AREA:	240 Square Feet
NUMBER REQUIRED:	_1
TOTAL AREA:	
OCCUPANCY:	
VISITORS:	
Hours of use per week:	
LEVEL OF CONTROL NECESSARY:	High
ACCESS:	
SHARED USE POSSIBLE:	
PRIMARY:	- Meetings / Presentations / Training
SECONDARY:	FURNITURE / EQUIPMENT (NEW & EXISTING)
FURNITURE: EQUIPMENT:	 Conference Table (10) Storage Presentation / Display Counter
24372(11)	Projection ScreenProjectorVCR / DVD



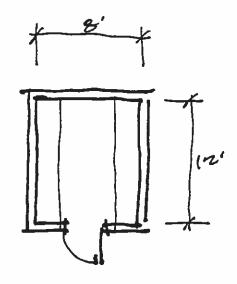
CONFERENCE 240 NSF



ORION TOWNSHIP STUDY Department of Public Works

Project No. 0228

ROOM/SPACE NAME:	Supply Room
DIMENSIONS:	8' x 12'
AREA:	96 Square Feet
NUMBER REQUIRED:	_1
TOTAL AREA:	
OCCUPANCY:	
VISITORS:	
Hours of use per week:	
LEVEL OF CONTROL NECESSARY:	
Access:	
SHARED USE POSSIBLE:	
	DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY - Store Office Supplies
SECONDARY:	
Furniture:	FURNITURE / EQUIPMENT (NEW & EXISTING) - Shelving
EQUIPMENT:	- Extra Equipment

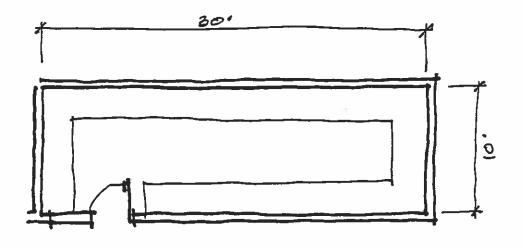


SUPPLY ROOM 96 NSF



ORION TOWNSHIP STUDY Department of Public Works Project No. 0228

ROOM/SPACE NAME:	Plan Room
DIMENSIONS:	30' x 10'
AREA:	300 Square Feet
Number Required:	
TOTAL AREA:	
OCCUPANCY:	
VISITORS:	
Hours of use per week:	
LEVEL OF CONTROL NECESSARY:	
ACCESS:	
SHARED USE POSSIBLE:	
	AL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY - Store Drawing
SECONDARY:	
Furniture:	FURNITURE / EQUIPMENT (NEW & EXISTING) - Shelving - Files
EQUIPMENT:	



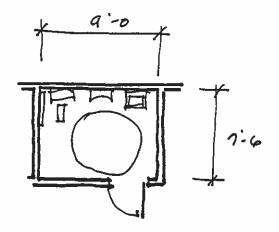
PLAN ROOM

300 SF



ORION TOWNSHIP STUDY Department of Public Works Project No. 0228

ROOM/SPACE NAME:	Toilet Room (Staff and Public)
DIMENSIONS:	9' x 7'-6"
AREA:	68 Square Feet
NUMBER REQUIRED:	2
TOTAL AREA:	
OCCUPANCY:	_1
VISITORS:	
Hours of use per week:	
LEVEL OF CONTROL NECESSARY:	
ACCESS:	
SHARED USE POSSIBLE:	
<u>GENER</u> PRIMARY:	AL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY - Separate Facilities for Staff and Public
SECONDARY:	
FURNITURE:	FURNITURE / EQUIPMENT (NEW & EXISTING)
EQUIPMENT:	



STAFF TOILET

68 SF

PUBLIC TOILET
685F

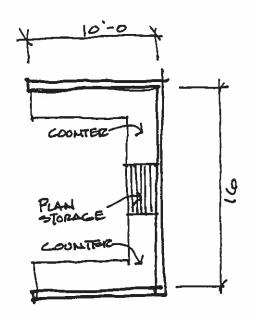


ORION TOWNSHIP STUDY Department of Public Works

Project No. 0228

ROOM/SPACE NAME:	Plan Review Room
DIMENSIONS:	10' x 16'
AREA:	160 Square Feet
Number Required:	1
TOTAL AREA:	
OCCUPANCY:	<u> </u>
VISITORS:	2/3
Hours of use per week:	
LEVEL OF CONTROL NECESSARY:	
ACCESS:	
SHARED USE POSSIBLE:	Off Lobby / Service Area
GENEH PRIMARY:	 AL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY Hold Plans for viewing by public and bidders. Document preparation for Contractor submissions.
SECONDARY:	FURNITURE / EQUIPMENT (NEW & EXISTING)
FURNITURE:	CounterPlan HolderFiles

EQUIPMENT:



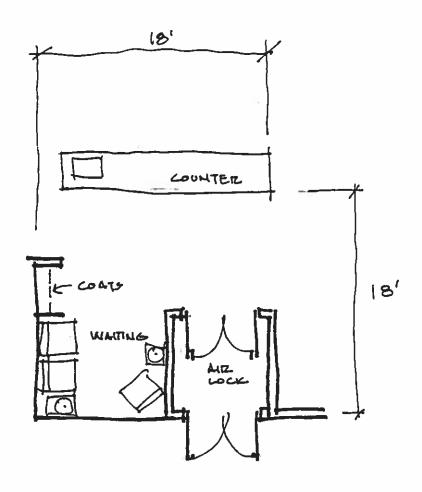
PLAN BEVIEW 160NSF



ORION TOWNSHIP STUDY Department of Public Works

Project No. 0228

ROOM/SPACE NAME:	Reception / Lobby Area
DIMENSIONS:	
AREA:	
Number Required:	
TOTAL AREA:	
OCCUPANCY:	
VISITORS:	
Hours of use per week:	
LEVEL OF CONTROL NECESSARY:	
Access:	
SHARED USE POSSIBLE:	
GENER	AL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY
PRIMARY:	
SECONDARY:	
	FURNITURE / EQUIPMENT (NEW & EXISTING)
Furniture:	
I UNITIONE.	
EQUIPMENT:	



LOBBY 324 SF



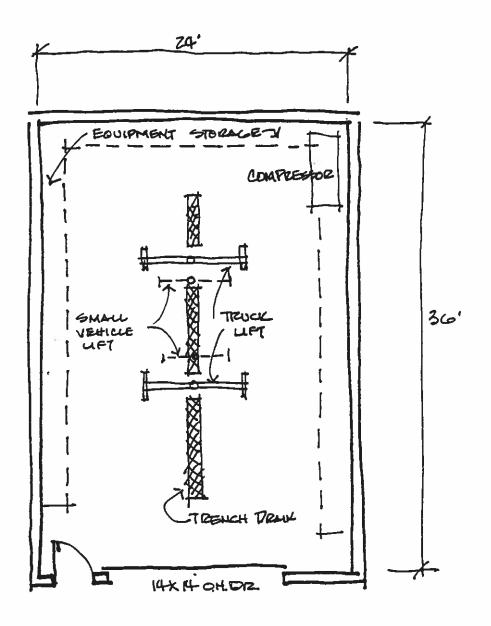
ORION TOWNSHIP STUDY Department of Public Works

Project No. 0228

ROOM/SPACE NAME:	Repair / Maintenance Bay
DIMENSIONS:	24' x 36'
AREA:	
NUMBER REQUIRED:	_1
TOTAL AREA:	
OCCUPANCY:	1/2
VISITORS:	
HOURS OF USE PER WEEK:	
LEVEL OF CONTROL NECESSARY:	
ACCESS:	
SHARED USE POSSIBLE:	
PRIMARY:	L DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY - Equipment (Vehicle Repair) - Repair
SECONDARY:	
FURNITURE:	FURNITURE / EQUIPMENT (NEW & EXISTING)
EQUIPMENT:	- Air Compressor - Work Bench

- Heavy Hoist (Truck)

- Light Hoist (Car and Pickups)

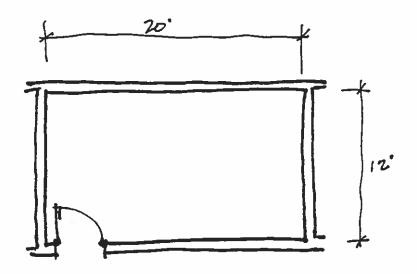


BEPAIR MAINTENANCE BAY 864 NSF



ORION TOWNSHIP STUDY Department of Public Works Project No. 0228

ROOM/SPACE NAME:	Maintenance Tools / Parts Room
DIMENSIONS:	20' x 12'
AREA:	240 Square Feet
Number Required:	1
TOTAL AREA:	
OCCUPANCY:	
VISITORS:	
Hours of use per week:	
LEVEL OF CONTROL NECESSARY:	
Access:	
SHARED USE POSSIBLE:	
<u>Gener</u> / Primary:	- Service Parts, Tools, and Supplies for Vehicle Service
SECONDARY:	
Furniture:	FURNITURE / EQUIPMENT (NEW & EXISTING)
FOUIPMENT:	



MAINTENANCE TOOLS/PARTS
240 NSF

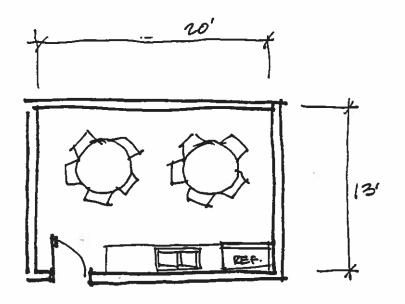


ORION TOWNSHIP STUDY Department of Public Works

Project No. 0228

Dogu/Cours Naus	David David
ROOM/SPACE NAME:	Break Room
DIMENSIONS: Area:	20' x 13'
	260 Square Feet
NUMBER REQUIRED:	_1
TOTAL AREA:	10/12
OCCUPANCY: VISITORS:	10/12
HOURS OF USE PER WEEK:	-
LEVEL OF CONTROL NECESSARY:	
ACCESS: SHARED USE POSSIBLE:	
SHARED USE PUSSIBLE.	
<u>Gener</u> Primary:	AL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY - Eat - Food Preparation
SECONDARY:	
Furniture:	FURNITURE / EQUIPMENT (NEW & EXISTING) -Tables with Chairs
EQUIPMENT:	- Refrigerator - Microwave

- Sink

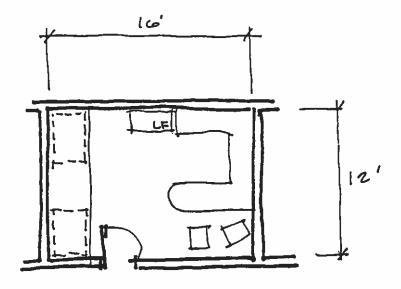


BREAK ROOM 260 NSF



ORION TOWNSHIP STUDY Department of Public Works

ROOM/SPACE NAME:	Garage Office
DIMENSIONS:	
AREA:	
NUMBER REQUIRED:	
TOTAL AREA:	
OCCUPANCY:	
VISITORS:	
Hours of use per week:	
LEVEL OF CONTROL NECESSARY:	
ACCESS:	
SHARED USE POSSIBLE:	
PRIMARY:	 Office for Supervisor Plan and Map Storage
SECONDARY:	
Europe de la constante de la c	FURNITURE / EQUIPMENT (NEW & EXISTING)
Furniture:	 Desk File Flat or Hanging Plan File Plan Review Space Side Chairs (2)
EQUIPMENT:	



GARAGE OFFICE

192 SF

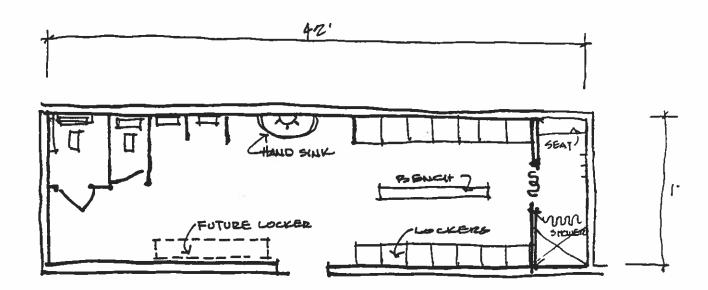


ORION TOWNSHIP STUDY Department of Public Works Project No. 0228

ROOM/SPACE NAME:	Locker Room - Men
DIMENSIONS:	42' x 12'
AREA:	504 Square Feet
Number Required:	_1
TOTAL AREA:	
OCCUPANCY:	10/12
VISITORS:	
Hours of use per week:	
LEVEL OF CONTROL NECESSARY:	
Access:	
SHARED USE POSSIBLE:	
<u>Gener</u> Primary:	AL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY
SECONDARY:	
Furniture:	FURNITURE / EQUIPMENT (NEW & EXISTING) - 12 Lockers (24" x 24") - Bench

- Shower

EQUIPMENT:

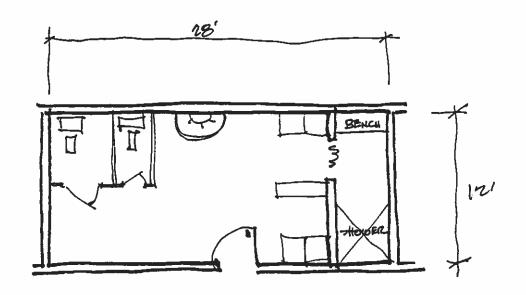


LOCKER FROM MEN

504 SF

ORION TOWNSHIP STUDY Department of Public Works

ROOM/SPACE NAME:	Locker Room - Women
DIMENSIONS:	28' x 12'
AREA:	336 Square Feet
NUMBER REQUIRED:	1
TOTAL AREA:	
OCCUPANCY:	
VISITORS:	
HOURS OF USE PER WEEK:	
LEVEL OF CONTROL NECESSARY:	
Access:	
SHARED USE POSSIBLE:	
<u>GENER</u> PRIMARY:	AL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY
SECONDARY:	
Furniture:	FURNITURE / EQUIPMENT (NEW & EXISTING) - 4 Lockers (24" x 24") - Bench
EQUIPMENT:	- Shower



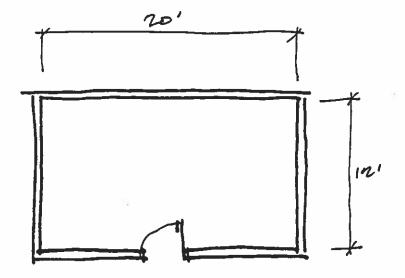
LOCKER BOOM WOMEN

336 SF



ORION TOWNSHIP STUDY Department of Public Works

ROOM/SPACE NAME:	Meter Room
DIMENSIONS:	20' x 12'
AREA:	240 Square Feet
NUMBER REQUIRED:	_1
TOTAL AREA:	
OCCUPANCY:	
VISITORS:	
Hours of use per week:	
LEVEL OF CONTROL NECESSARY:	
Access:	
SHARED USE POSSIBLE:	
PRIMARY:	- Storage and Repair of Water Meters
SECONDARY:	
FURNITURE:	FURNITURE / EQUIPMENT (NEW & EXISTING) - Racks - Work Surface
FOURPMENT:	

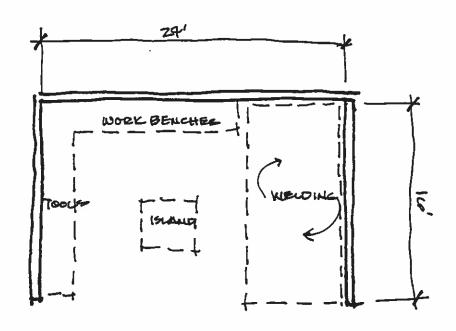


METER ROOM 240 NSF



ORION TOWNSHIP STUDY Department of Public Works

ROOM/SPACE NAME:	Shop Room
DIMENSIONS:	24' x 16'
AREA:	384 Square Feet
Number Required:	1
TOTAL AREA:	
Occupancy:	
VISITORS:	
Hours of use per week:	
LEVEL OF CONTROL NECESSARY:	
Access:	
SHARED USE POSSIBLE:	
<u>Gener</u> Primary:	- Welding - Work on Small Portable Items
SECONDARY:	
Furniture:	FURNITURE / EQUIPMENT (NEW & EXISTING) - Work Bench
EQUIPMENT:	- Welding

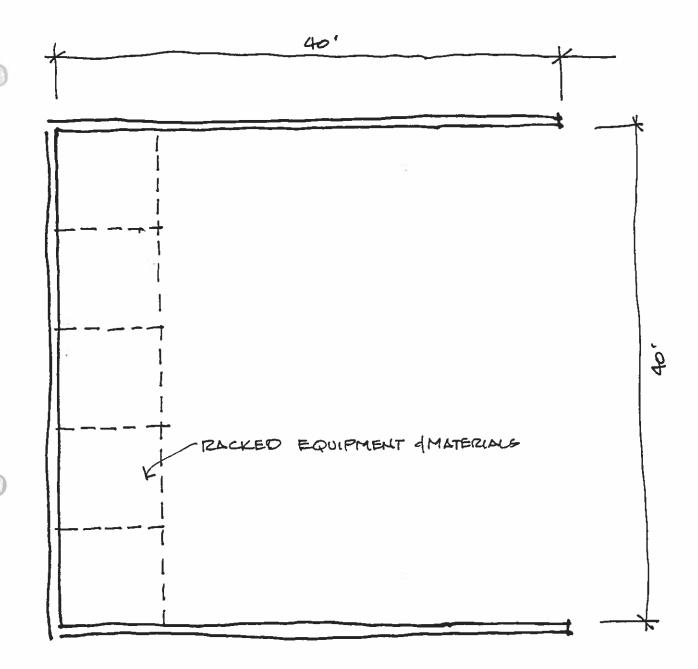


SHOP AREA 384 NSF



ORION TOWNSHIP STUDY Department of Public Works

ROOM/SPACE NAME:	Storage Room
DIMENSIONS:	40' x 40'
ÂREA:	1,600 Square Feet
NUMBER REQUIRED:	_1
TOTAL AREA:	1,600 Square Feet
OCCUPANCY:	
VISITORS:	
Hours of use per week:	
LEVEL OF CONTROL NECESSARY:	
ACCESS:	
SHARED USE POSSIBLE:	Needs Vehicle Access and Crane Access
<u>Gener</u> Primary:	- Storage of Seasonal and Emergency Equipment - Storage of Bulk Supplies and Materials
SECONDARY:	
Furniture:	FURNITURE / EQUIPMENT (NEW & EXISTING)
EQUIPMENT:	

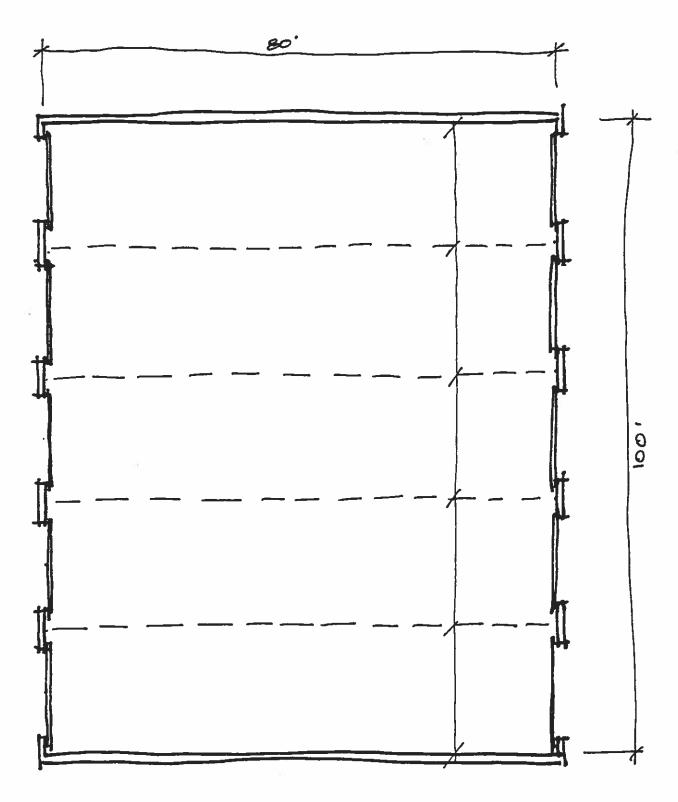


STORAGE 1,600 NSF



ORION TOWNSHIP STUDY Department of Public Works

ROOM/SPACE NAME:	Equipment Bay
DIMENSIONS:	80' x 100'
AREA:	8,000 Square Feet
NUMBER REQUIRED:	1
TOTAL AREA:	
OCCUPANCY:	
VISITORS:	
Hours of use per week:	
LEVEL OF CONTROL NECESSARY:	
Access:	
SHARED USE POSSIBLE:	
GENER PRIMARY: SECONDARY:	- Vehicle / Equipment Storage Maintenance - Storage of Bulk Supplies and Materials - Cold Storage Mezzanine Above Part One Bay Desirable
Furniture:	FURNITURE / EQUIPMENT (NEW & EXISTING)
EQUIPMENT:	- One Ton Crane Access Everywhere Acoustically Separate from Office Space

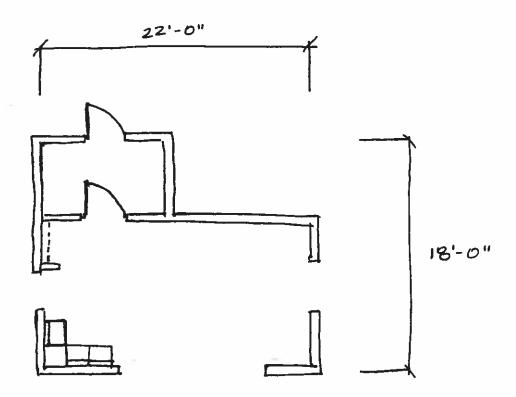


EQUIPMENT BAY AREA 8,000 NSF





ROOM/SPACE NAME:	Lobby / Vestibule
DIMENSIONS:	22'-0" x 18'-0"
AREA:	324 Square Feet
NUMBER REQUIRED:	_1
TOTAL AREA:	
OCCUPANCY:	
VISITORS:	
Hours of use per week:	
LEVEL OF CONTROL NECESSARY:	
Access:	General Office, Restrooms, Exterior
SHARED USE POSSIBLE:	
GENER PRIMARY: SECONDARY:	AL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY - Entrance Space
	FURNITURE / EQUIPMENT (NEW & EXISTING) - Chairs (3) - End Table
EQUIPMENT:	



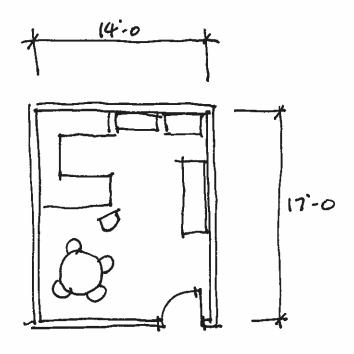
VESTIBULE / LOBBY

324 NSF





ROOM/SPACE NAME:	Fire Chief Office
DIMENSIONS:	14'-0" x 17'-0"
AREA:	238 Square Feet
NUMBER REQUIRED:	_1
TOTAL AREA:	
OCCUPANCY:	_1
VISITORS:	_3
Hours of use per week:	
LEVEL OF CONTROL NECESSARY:	High
ACCESS:	General Office
SHARED USE POSSIBLE:	
	AL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY - Directs Department
SECONDARY:	
	FURNITURE / EQUIPMENT (NEW & EXISTING)
FURNITURE:	 Desk with Chair Side Chairs (5) Lateral File Cabinets (3) Conference Table Work Table
EQUIPMENT:	- Computer



FIRE CHIEF OFFICE

138 NSF



ROOM/SPACE NAME:	Officer
DIMENSIONS:	10'-0" x 11'-4"
AREA:	110 Square Feet
NUMBER REQUIRED:	_ 2
TOTAL AREA:	220 Square Feet
OCCUPANCY:	1
VISITORS:	_2
Hours of use per week:	
LEVEL OF CONTROL NECESSARY:	High
Access:	General Office
SHARED USE POSSIBLE:	

GENERAL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY

PRIMARY: - Assists Fire Chief

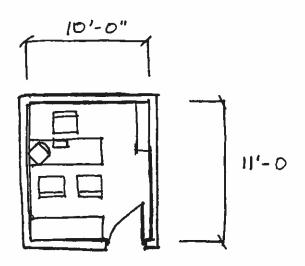
SECONDARY:

FURNITURE / EQUIPMENT (NEW & EXISTING)

FURNITURE: - Desk with Chair

Side Chairs (2)File Cabinets

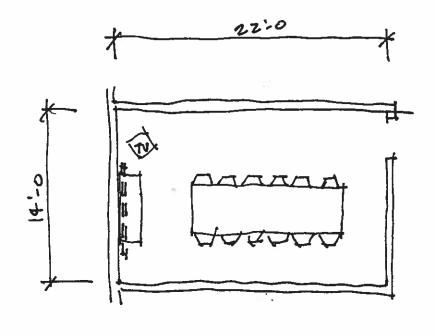
EQUIPMENT: - Computer



OFFICER 113 NSF



ROOM/SPACE NAME:	Conference Room
DIMENSIONS:	20'-0" x 13'-0"
AREA:	380 Square Feet
NUMBER REQUIRED:	_1
TOTAL AREA:	
OCCUPANCY:	
VISITORS:	
Hours of use per week:	
LEVEL OF CONTROL NECESSARY:	High
Access:	General Office
SHARED USE POSSIBLE:	
<u>Gener</u> Primary:	AL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY - Meetings/Presentations/Training
SECONDARY:	
	FURNITURE / EQUIPMENT (NEW & EXISTING)
FURNITURE:	- Table/Chairs (12) - Credenza
EQUIPMENT:	 Television/VCR/DVD Player Projector/Projector Screen White Board Computer



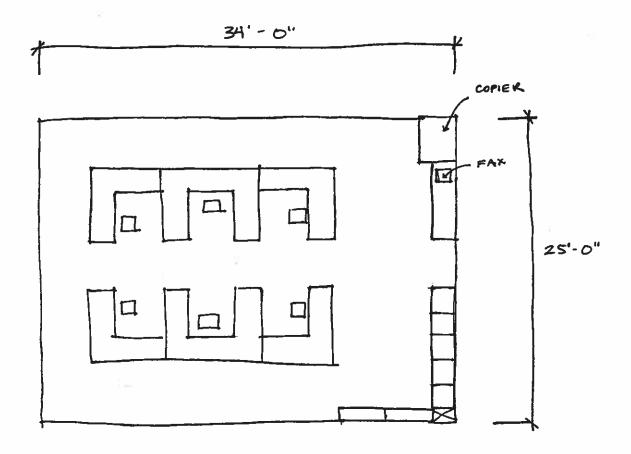
CONFERENCE POOM

308 NSF



ORION TOWNSHIP STUDY Fire Department

ROOM/SPACE NAME:	General Office
DIMENSIONS:	34'-0" x 25'-0"
AREA:	850 Square Feet
NUMBER REQUIRED:	_1
TOTAL AREA:	
OCCUPANCY:	
VISITORS:	
Hours of use per week:	
LEVEL OF CONTROL NECESSARY:	
Access:	Conference, Lobby, Offices
SHARED USE POSSIBLE:	Work Room
PRIMARY: SECONDARY:	- Office Space and File Storage
FURNITURE:	FURNITURE / EQUIPMENT (NEW & EXISTING) - Work Stations (6) - File Cabinets - Chairs
EQUIPMENT:	- Copier/Fax - Computers/Printers

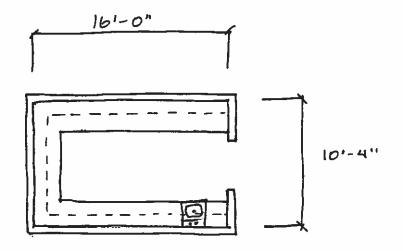


GENERAL OFFICE

850 NSF



ROOM/SPACE NAME:	Work Room
DIMENSIONS:	16'-0" x 10'-4"
AREA:	164 Square Feet
Number Required:	1
TOTAL AREA:	
OCCUPANCY:	
VISITORS:	
Hours of use per week:	
LEVEL OF CONTROL NECESSARY:	
Access:	General Office
SHARED USE POSSIBLE:	General Office
GENER PRIMARY: SECONDARY:	- Store Office Supplies/Work Space
FURNITURE:	FURNITURE / EQUIPMENT (NEW & EXISTING) - Cabinets - Shelves
EQUIPMENT:	- Sink



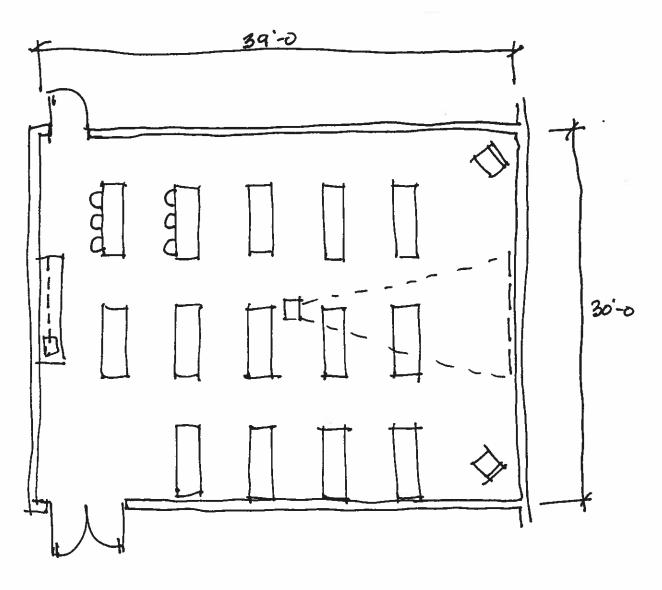
WORK ROOM 164 NSF



ROOM/SPACE NAME:	Training Room
DIMENSIONS:	39'-0" x 30'-0"
AREA:	1170 Square Feet
NUMBER REQUIRED:	_1
TOTAL AREA:	
OCCUPANCY:	
VISITORS:	
Hours of use per week:	
LEVEL OF CONTROL NECESSARY:	
ACCESS:	Equipment Storage, Lobby
SHARED USE POSSIBLE:	
GENER	AL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY
GENER	AL DESCRIPTION OF SPACE USAGE/FUNPOSE/ACTIVITY
PRIMARY:	- Training Space for Volunteer Fire
	- Fighters
SECONDARY:	
OLOOMDAIN.	
	FURNITURE / EQUIPMENT (NEW & EXISTING)
5	T. 1. 4 40/24 1 1 1
Furniture:	Tables for 40 (Modular)80 Stacking Chairs
	- ov Stacking Chairs
EQUIPMENT:	- Projection Screen/Projector
	- Television / VCR (2)

- DVD Player

- Refreshment Counter with Sink

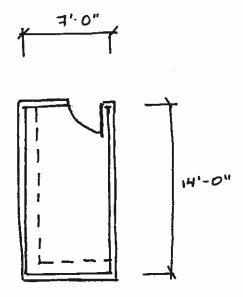


TRAINING ROOM

1170 MSF



ROOM/SPACE NAME:	Public Education Equipment Storage
DIMENSIONS:	7'-0" x 14'-0"
AREA:	98 Square Feet
Number Required:	_1
TOTAL AREA:	
OCCUPANCY:	
VISITORS:	
Hours of use per week:	
LEVEL OF CONTROL NECESSARY:	
ACCESS:	Training Room
SHARED USE POSSIBLE:	Fire Training Equipment Storage
PRIMARY:	- Store Public Education Equipment
SECONDARY: FURNITURE:	FURNITURE / EQUIPMENT (NEW & EXISTING) - Shelving - Storage Units
EQUIPMENT:	

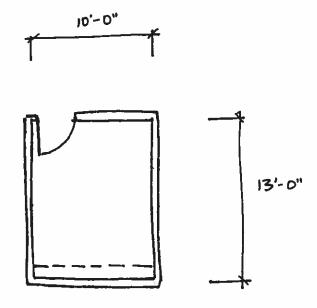


PUBLIC EDUCATION EQUIPMENT STORAGE

98 NSF



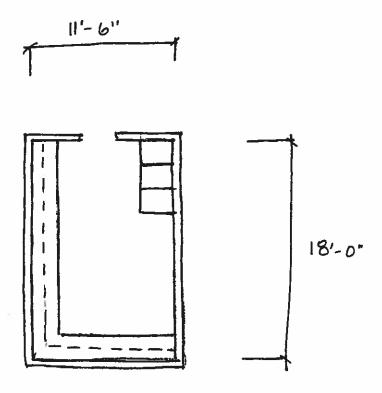
ROOM/SPACE NAME:	Fire Training Equipment Storage
DIMENSIONS:	10'-0" x 13'-0"
AREA:	130 Square Feet
NUMBER REQUIRED:	_1
TOTAL AREA:	
OCCUPANCY:	
VISITORS:	
Hours of use per week:	
LEVEL OF CONTROL NECESSARY:	
ACCESS:	Training Room
SHARED USE POSSIBLE:	Public Education Equipment Storage
PRIMARY:	AL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY - Store Volunteer Training Equipment
SECONDARY:	
FURNITURE:	FURNITURE / EQUIPMENT (NEW & EXISTING) - Shelving - Storage Units
EQUIPMENT:	



FIRE TRAINING EQUIPMENT STORAGE



ROOM/SPACE NAME:	Fire Fighters
DIMENSIONS:	11'-6" x 18'-0"
AREA:	207 Square Feet
NUMBER REQUIRED:	_1
TOTAL AREA:	
OCCUPANCY:	
VISITORS:	
Hours of use per week:	
LEVEL OF CONTROL NECESSARY:	
Access:	General Office
SHARED USE POSSIBLE:	
PRIMARY: SECONDARY:	
Furniture:	FURNITURE / EQUIPMENT (NEW & EXISTING) - Storage Units - Cabinets
EQUIPMENT:	

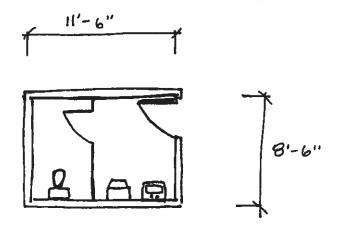


FIRE FIGHTERS

207 NSF



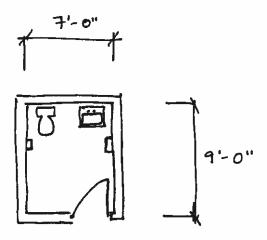
ROOM/SPACE NAME:	Men's Restroom
DIMENSIONS:	11'-6" x 8'-6"
AREA:	95 Square Feet
Number Required:	_1
TOTAL AREA:	
OCCUPANCY:	1
VISITORS:	
Hours of use per week:	
LEVEL OF CONTROL NECESSARY:	
ACCESS:	Lobby
SHARED USE POSSIBLE:	
•	- Same Facilities for Staff and Public
SECONDARY:	
Furniture:	FURNITURE / EQUIPMENT (NEW & EXISTING)
EQUIPMENT:	- Toilet - Urinal - Sink



MEN'S RESTROOM
95 NSF



ROOM/SPACE NAME:	Women's Restroom (Staff and Public)
DIMENSIONS:	7'-0" x 9'-0"
AREA:	63 Square Feet
NUMBER REQUIRED:	_1
TOTAL AREA:	
OCCUPANCY:	_1
VISITORS:	
Hours of use per week:	
LEVEL OF CONTROL NECESSARY:	
Access:	Lobby
SHARED USE POSSIBLE:	
PRIMARY:	AL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY - Same Facilities for Staff and Public
SECONDARY: FURNITURE:	FURNITURE / EQUIPMENT (NEW & EXISTING)
EQUIPMENT:	- Toilet - Sink



WOMEN'S RESTROOM

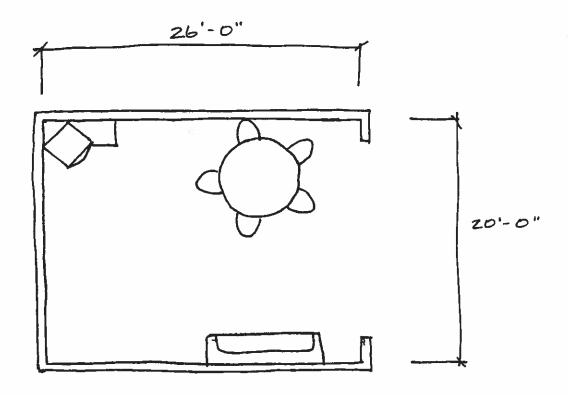
63 NSF



ROOM/SPACE NAME:	Day Room
DIMENSIONS:	26'-0" x 20'-0"
AREA:	520 Square Feet
NUMBER REQUIRED:	_1
TOTAL AREA:	
OCCUPANCY:	
VISITORS:	
Hours of use per week:	
LEVEL OF CONTROL NECESSARY:	
Access:	Kitchen/Pantry
SHARED USE POSSIBLE:	Kitchen/Pantry
	NAL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY - Lounge/Eating Area
SECONDARY:	
Furniture:	FURNITURE / EQUIPMENT (NEW & EXISTING) - Table and Chairs - Sofa

EQUIPMENT: - Television/VCR

- DVD Player



DAY ROOM 520 NSF



ROOM/SPACE NAME: Kitchen/Pantry **DIMENSIONS:** 20'-0" x 22'-6" 450 Square Feet AREA: NUMBER REQUIRED: TOTAL AREA: OCCUPANCY: VISITORS: Hours of use PER WEEK: 24/7 LEVEL OF CONTROL NECESSARY: ACCESS: Day Room SHARED USE POSSIBLE: Day Room

GENERAL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY

PRIMARY: - Food Preparation/Storage

SECONDARY:

FURNITURE / EQUIPMENT (NEW & EXISTING)

FURNITURE:

- Cabinets

- Bar Stools

- Central Island

- Shelves

EQUIPMENT:

- Stove

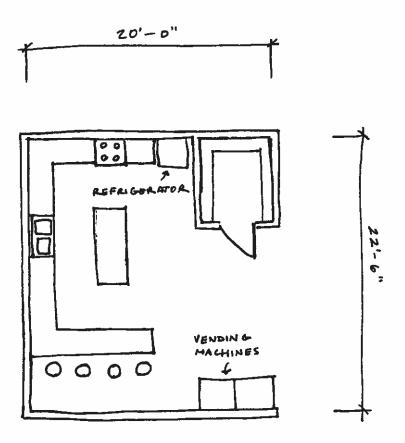
- Refrigerator

- Sink

- Microwave Oven

- Dishwasher

- Vending Machines

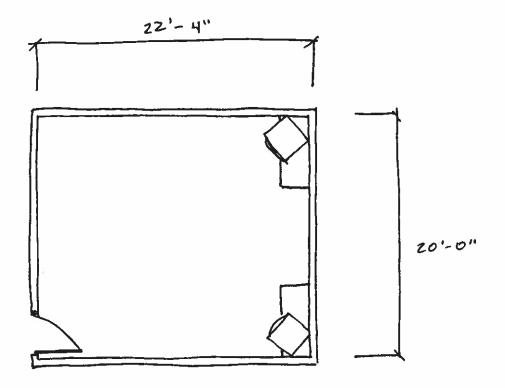


KITCHEN / PANTRY

450 NSF



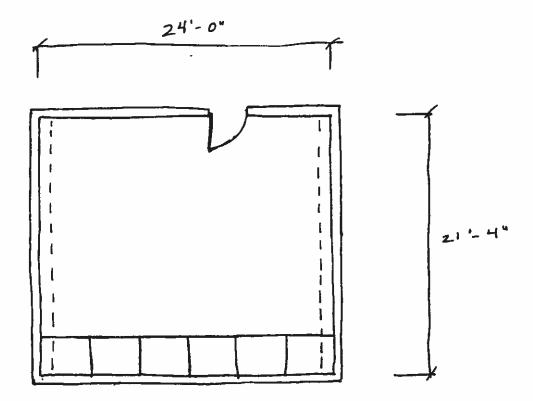
ROOM/SPACE NAME:	Physical Training
DIMENSIONS:	22'-4" x 20'-0"
AREA:	446 Square Feet
NUMBER REQUIRED:	_1
TOTAL AREA:	
OCCUPANCY:	
VISITORS:	
Hours of use per week:	
LEVEL OF CONTROL NECESSARY:	
Access:	
SHARED USE POSSIBLE:	
PRIMARY: SECONDARY:	- Physical Strength Training
Furniture:	FURNITURE / EQUIPMENT (NEW & EXISTING) - Credenzas (2)
EQUIPMENT:	Television / VCRDVD Player



PHYSICAL TRAINING



ROOM/SPACE NAME:	Storage
DIMENSIONS:	24'-0" x 21'-4"
AREA:	512 Square Feet
NUMBER REQUIRED:	_1
TOTAL AREA:	
OCCUPANCY:	
VISITORS:	
Hours of use per week:	
LEVEL OF CONTROL NECESSARY:	
ACCESS:	Bunk Room
SHARED USE POSSIBLE:	Bunk Room
GENERA PRIMARY: SECONDARY:	- Store Fire Fighters' Belongings
FURNITURE:	FURNITURE / EQUIPMENT (NEW & EXISTING) - Storage Units - Shelves
EQUIPMENT:	

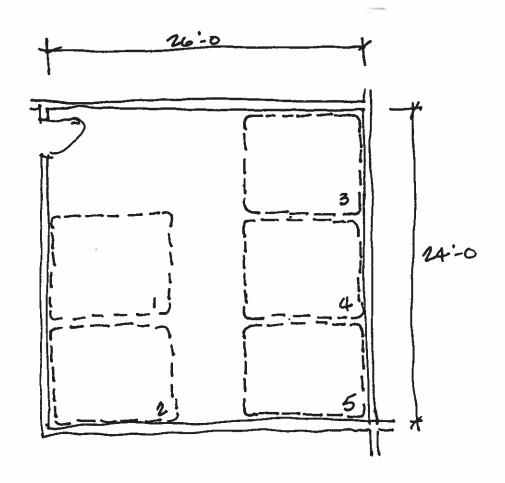


STORAGE

512 NSF



ROOM/SPACE NAME:	Bunk Room
DIMENSIONS:	26'-0" x 22'-0"
AREA:	572 Square Feet
Number Required:	_1
TOTAL AREA:	-
OCCUPANCY:	
VISITORS:	
HOURS OF USE PER WEEK:	24/7
LEVEL OF CONTROL NECESSARY:	
Access:	Storage
SHARED USE POSSIBLE:	Storage
<u>General</u>	AL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY
PRIMARY:	- Sleeping Quarters for Live-in Fire Fighters
SECONDARY:	
Furniture:	FURNITURE / EQUIPMENT (NEW & EXISTING) - Sleeping Spaces (5)
EQUIPMENT:	



BUNK ROOM

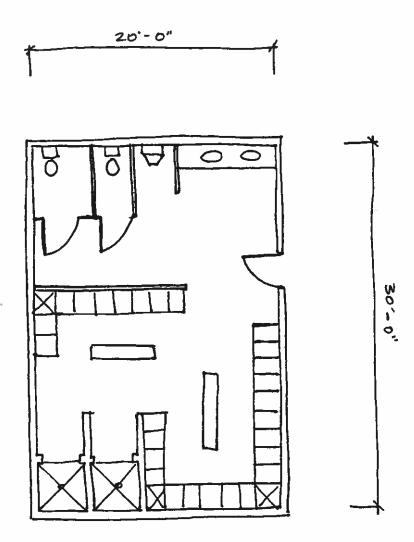
572NSF



ORION TOWNSHIP STUDY Fire Department

Project No. 0228

ROOM/SPACE NAME:	Men's Locker Room
DIMENSIONS:	20'-0" x 30'-0"
AREA:	600 Square Feet
Number Required:	_1
TOTAL AREA:	
OCCUPANCY:	34
VISITORS:	
Hours of use per week:	24/7
LEVEL OF CONTROL NECESSARY:	
Access:	
SHARED USE POSSIBLE:	
<u>Gener</u> Primary:	- Restroom/Locker Storage/Showers
SECONDARY:	
EUDANTUDE	FURNITURE / EQUIPMENT (NEW & EXISTING)
FURNITURE:	- Benches (2) - 18" x 21" Lockers (27)
EQUIPMENT:	Toilets (2)Sinks (2)UrinalShowers (2)

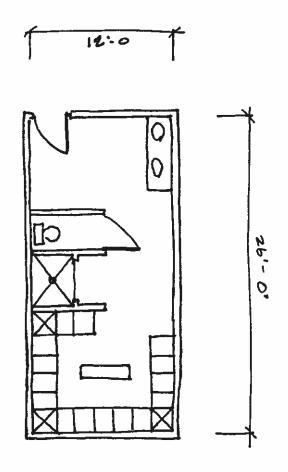


MEN'S LOCKER ROOM

600 NSF



ROOM/SPACE NAME:	Women's Locker Room
DIMENSIONS:	12'-0" x 26'-0"
AREA:	312 Square Feet
Number Required:	_1
TOTAL AREA:	
OCCUPANCY:	19
VISITORS:	
Hours of use per week:	24/7
LEVEL OF CONTROL NECESSARY:	
ACCESS:	
SHARED USE POSSIBLE:	
PRIMARY:	- Restroom/Showers/Locker Room
SECONDARY:	
FURNITURE:	FURNITURE / EQUIPMENT (NEW & EXISTING) - Bench
EQUIPMENT:	 18" x 21" Lockers (15) Toilet Sinks (2) Shower



WOMEN'S LOCKER POOM

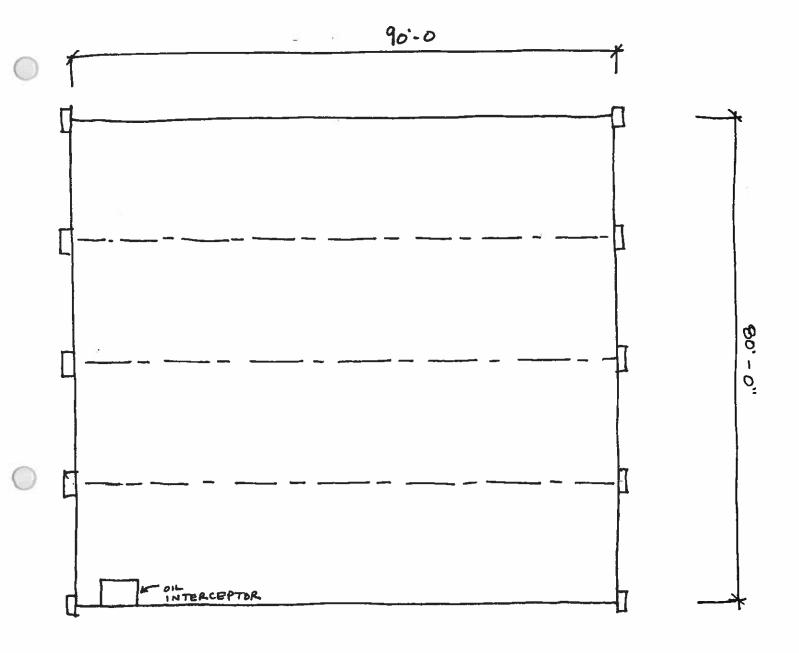
312 NSF



ROOM/SPACE NAME:	Apparatus / Garage
DIMENSIONS:	90'-0" x 80'-0"
AREA:	7,200 Square Feet
NUMBER REQUIRED:	_1
TOTAL AREA:	
OCCUPANCY:	
VISITORS:	
Hours of use per week:	24/7
LEVEL OF CONTROL NECESSARY:	
Access:	Exterior, Turnout Gear, SCBA, Tools,
SHARED USE POSSIBLE:	Decon, Med. Supplies, Hose Storage
<u>Genera</u> Primary:	AL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY - Store and Maintain Vehicles
SECONDARY:	- Centrally Located Between Office and Fire Fighter Living Space
Furniture:	FURNITURE / EQUIPMENT (NEW & EXISTING) - None

- Oil Interceptor / Floor Drains

EQUIPMENT:



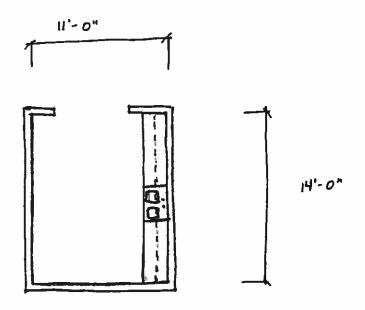
APPARATUS/ GARAGE

1,200 NSF



ROOM/SPACE NAME: Self Contained Breathing Apparatus **DIMENSIONS:** 11'-0" x 14'-0" AREA: 154 Square Feet NUMBER REQUIRED: TOTAL AREA: OCCUPANCY: VISITORS: 24/7 HOURS OF USE PER WEEK: LEVEL OF CONTROL NECESSARY: ACCESS: Apparatus/Garage SHARED USE POSSIBLE: GENERAL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY PRIMARY: SECONDARY: FURNITURE / EQUIPMENT (NEW & EXISTING) FURNITURE: - Storage Units - Equipment EQUIPMENT:

- Sink

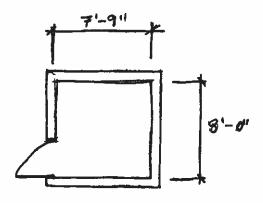


SELF CONTAINED BREATHING APPARATUS

154 NSF



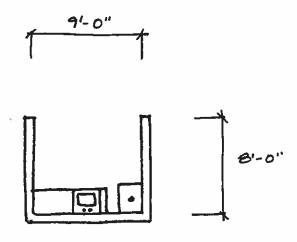
ROOM/SPACE NAME:	Seasonal Storage
DIMENSIONS:	7'-9" x 8'-0"
AREA:	62 Square Feet
Number Required:	_1
TOTAL AREA:	
OCCUPANCY:	
VISITORS:	
Hours of use per week:	
LEVEL OF CONTROL NECESSARY:	
Access:	Exterior
SHARED USE POSSIBLE:	
GENERA PRIMARY: SECONDARY:	- Store Seasonal Equipment
Furniture:	FURNITURE / EQUIPMENT (NEW & EXISTING) - Shelving
EQUIPMENT:	



SEASONAL STORAGE
62 NSF



ROOM/SPACE NAME:	Decontamination
DIMENSIONS:	9'-0" x 8'-0"
AREA:	72 Square Feet
NUMBER REQUIRED:	_1
TOTAL AREA:	
OCCUPANCY:	
VISITORS:	
Hours of use per week:	
LEVEL OF CONTROL NECESSARY:	
ACCESS:	Apparatus/Garage
SHARED USE POSSIBLE:	
<u>Gener</u> Primary:	AL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY
SECONDARY:	
FURNITURE:	FURNITURE / EQUIPMENT (NEW & EXISTING) - Storage Units
EQUIPMENT:	- Sinks



DECONTAMNATION

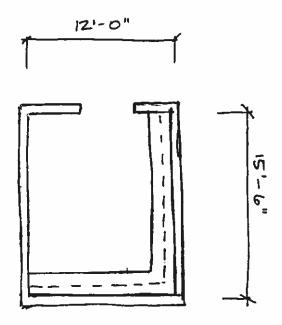
72 NSF



ORION TOWNSHIP STUDY Fire Department

Project No. 0228

ROOM/SPACE NAME:	Medical Supplies
DIMENSIONS:	12'-0" x 15'-6"
AREA:	186 Square Feet
Number Required:	_1
TOTAL AREA:	
OCCUPANCY:	
VISITORS:	
Hours of use per week:	
LEVEL OF CONTROL NECESSARY:	
Access:	Apparatus/Garage
SHARED USE POSSIBLE:	
<u>Gener</u> Primary:	AL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY - Storage of Medical Supplies
SECONDARY:	
Furniture:	FURNITURE / EQUIPMENT (NEW & EXISTING) - Shelves - Storage Units
EQUIPMENT:	

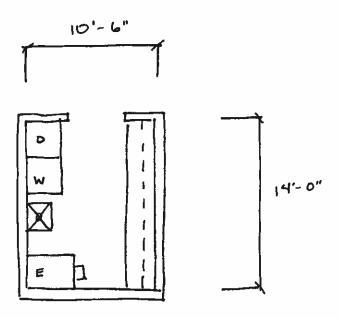


MEDICAL SUPPLIES

186 NSF



ROOM/SPACE NAME:	Laundry
DIMENSIONS:	10'-6" x 14'-0"
AREA:	147 Square Feet
Number Required:	_1
TOTAL AREA:	
OCCUPANCY:	2/3
VISITORS:	
Hours of use per week:	
LEVEL OF CONTROL NECESSARY:	
Access:	Apparatus/Garage
SHARED USE POSSIBLE:	
<u>Gener</u>	AL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY
PRIMARY:	- Laundry/Storage
SECONDARY:	
OLOGIDATI.	
	FURNITURE / EQUIPMENT (NEW & EXISTING)
FURNITURE:	- Cabinets
EQUIPMENT:	
	- Dryer - Extractor
	- Extractor



LAUNDRY

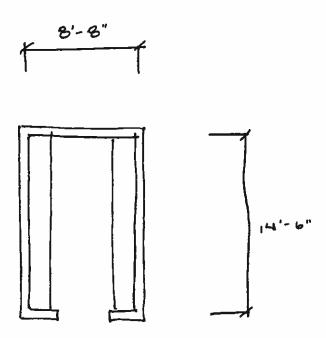
147 NSF



ORION TOWNSHIP STUDY Fire Department

Project No. 0228

ROOM/SPACE NAME:	Hose Storage
DIMENSIONS:	8'-8" x 14'-6"
AREA:	125 Square Feet
NUMBER REQUIRED:	_1
TOTAL AREA:	
OCCUPANCY:	
VISITORS:	
Hours of use per week:	
LEVEL OF CONTROL NECESSARY:	
ACCESS:	Apparatus/Garage
SHARED USE POSSIBLE:	Equipment, General Storage
-	AL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY - Store Fire Hoses
FURNITURE:	FURNITURE / EQUIPMENT (NEW & EXISTING) - Racks
EQUIPMENT:	



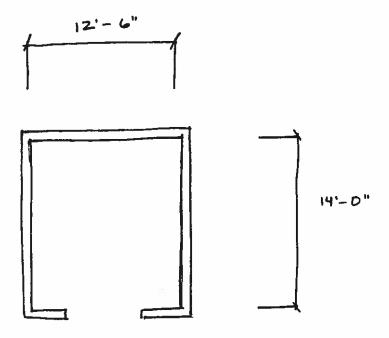
HOSE STORAGE

125 NSF



ORION TOWNSHIP STUDY Fire Department Project No. 0228

ROOM/SPACE NAME:	General Storage
DIMENSIONS:	12'-6" x 14'-0"
ÅREA:	175 Square Feet
Number Required:	1
TOTAL AREA:	
OCCUPANCY:	
VISITORS:	
Hours of use per week:	
LEVEL OF CONTROL NECESSARY:	
ACCESS:	Apparatus/Garage
SHARED USE POSSIBLE:	
PRIMARY:	AL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY - Store General Equipment
SECONDARY:	FURNITURE / EQUIPMENT (NEW & EXISTING)
Furniture:	ShelvingStorage Units
EQUIPMENT:	



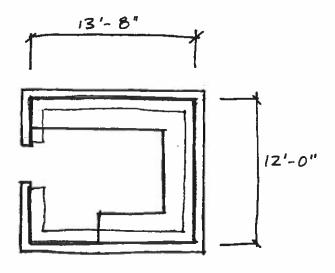
GENERAL STORAGE



ORION TOWNSHIP STUDY Fire Department Project No. 0228

ROOM/SPACE NAME:	Tool Crib
DIMENSIONS:	13'-8" x 12'-0"
AREA:	164 Square Feet
NUMBER REQUIRED:	1
TOTAL AREA:	
OCCUPANCY:	
VISITORS:	
Hours of use per week:	
LEVEL OF CONTROL NECESSARY:	
Access:	Apparatus/Garage
SHARED USE POSSIBLE:	
GENER PRIMARY: SECONDARY:	- Storage and Work Space
FURNITURE:	FURNITURE / EQUIPMENT (NEW & EXISTING) - Tool Bench - Shelves



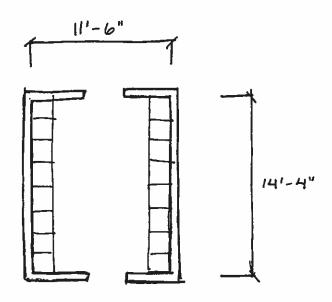


TOOL CRIB



ORION TOWNSHIP STUDY Fire Department Project No. 0228

ROOM/SPACE NAME:	Turnout Gear Storage
DIMENSIONS:	11'-6" x 14'-4"
AREA:	163 Square Feet
NUMBER REQUIRED:	2
TOTAL AREA:	326 Square Feet
OCCUPANCY:	
VISITORS:	
HOURS OF USE PER WEEK:	
LEVEL OF CONTROL NECESSARY:	
Access:	Apparatus/Garage
SHARED USE POSSIBLE:	
	- Store Turnout Gear - Each on Opposite Sides of - Apparatus/Garage
FURNITURE:	FURNITURE / EQUIPMENT (NEW & EXISTING) - Lockers (32)
EQUIPMENT:	

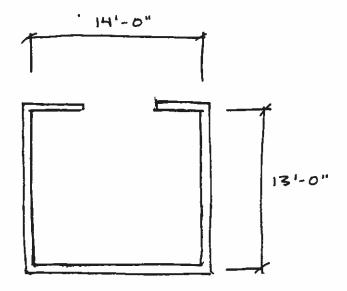


TURNOUT GEAR STORAGE



ORION TOWNSHIP STUDY Fire Department Project No. 0228

ROOM/SPACE NAME:	<u>Equipment</u>
DIMENSIONS:	14'-0" x 13'-0"
AREA:	182 Square Feet
NUMBER REQUIRED:	_1
TOTAL AREA:	
OCCUPANCY:	
VISITORS:	
Hours of use per week:	
LEVEL OF CONTROL NECESSARY:	
ACCESS:	Apparatus/Garage
SHARED USE POSSIBLE:	Hose Storage
<u>Gener</u> Primary:	AL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY - Storage of Department Equipment
SECONDARY:	
FURNITURE:	FURNITURE / EQUIPMENT (NEW & EXISTING)
EQUIPMENT:	



EQUIPMENT

182 NSF

OAKLAND COUNTY SHERIFF'S OFFICE





ORION TOWNSHIP STUDY Oakland County Sheriff's Office

Project No. 0228

ROOM/SPACE NAME:	Lobby
DIMENSIONS:	
AREA:	560 NSF
NUMBER REQUIRED:	One
TOTAL AREA:	
OCCUPANCY:	
VISITORS:	Several
HOURS OF USE PER WEEK:	8 to 5
LEVEL OF CONTROL NECESSARY:	Visual Control from Receptionist
Access:	From outside
SHARED USE POSSIBLE:	

GENERAL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY

PRIMARY:

- Receive visitor requesting information.

- Public entry point for offices.

- Waiting Space SECONDARY:

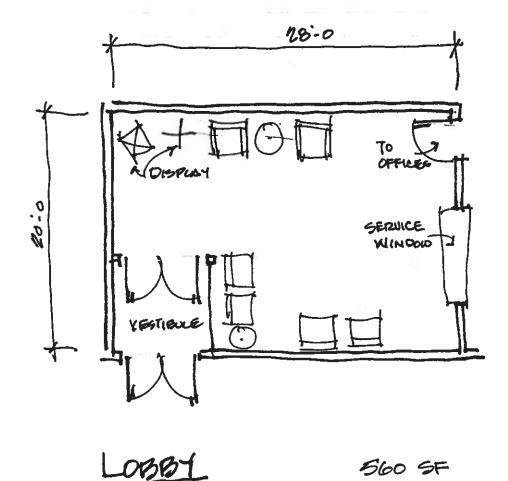
FURNITURE / EQUIPMENT (NEW & EXISTING)

FURNITURE: - Bench or chair for six (6).

> - Display Racks - Writing Surfaces

EQUIPMENT: - None

> - (Possible direct phone line to Dispatch. Should also be on exterior of building.)

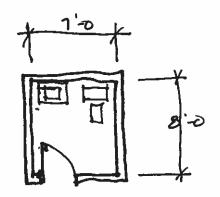




ORION TOWNSHIP STUDY Oakland County Sheriff's Office

Project No. 0228

ROOM/SPACE NAME:	Public Toilet
DIMENSIONS:	
AREA:	56 NSF
Number Required:	One
TOTAL AREA:	
OCCUPANCY:	1
VISITORS:	
HOURS OF USE PER WEEK:	
LEVEL OF CONTROL NECESSARY:	
ACCESS:	Off Lobby
SHARED USE POSSIBLE:	
GENEF	RAL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY
PRIMARY:	- Toilet for Visitors
SECONDARY:	
	FURNITURE / EQUIPMENT (NEW & EXISTING)
Furniture:	
FURNITURE.	
Fa.::	
EQUIPMENT:	



PUBLIC TOILET

ROOM / SPACE REQUIREMENTS



ORION TOWNSHIP STUDY Oakland County Sheriff's Office

Project No. 0228

ROOM/SPACE NAME:	Reception
DIMENSIONS:	
AREA:	440 NSF
Number Required:	One
TOTAL AREA:	
OCCUPANCY:	1 Receptionist/Secretary & 1 Clerk
VISITORS:	
Hours of use per week:	9 to 5
LEVEL OF CONTROL NECESSARY:	Open to Remaining Office Functions
ACCESS:	
SHARED USE POSSIBLE:	No

GENERAL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY

PRIMARY: - Clerk

Receive VisitorsControl Lobby

SECONDARY: - Monitor CCTV

FURNITURE / EQUIPMENT (NEW & EXISTING)

FURNITURE: - Secretary Station

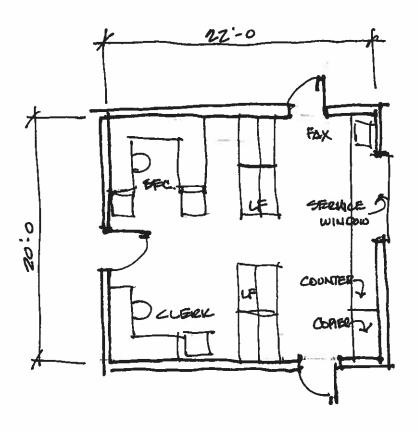
Clerical Station4 Lateral Files2 Side Chairs

EQUIPMENT: - Computers

- Fax

- CCTV Monitor

* Emergency Power Generation for for Entire Department

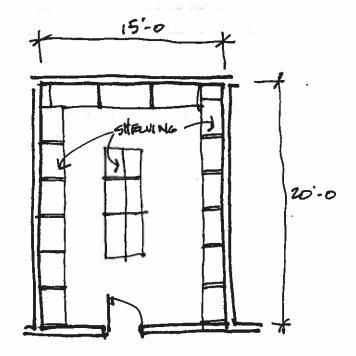


RECEPTION



ORION TOWNSHIP STUDY Oakland County Sheriff's Office Project No. 0228

ROOM/SPACE NAME:	Storage
DIMENSIONS:	
AREA:	300 SF
NUMBER REQUIRED:	One
TOTAL AREA:	
OCCUPANCY:	
VISITORS:	
Hours of use per week:	
LEVEL OF CONTROL NECESSARY:	
ACCESS:	Controlled with Lock
SHARED USE POSSIBLE:	
GENER PRIMARY: SECONDARY:	- Office Supplies - Water - Fiber Optics - Phone Lines
Furniture:	FURNITURE / EQUIPMENT (NEW & EXISTING) - Shelving
EQUIPMENT:	



STORAGE



ORION TOWNSHIP STUDY Oakland County Sheriff's Office Project No. 0228

ROOM/SPACE NAME:	Report
DIMENSIONS:	
AREA:	240 NSF
NUMBER REQUIRED:	One
TOTAL AREA:	
OCCUPANCY:	5 Computer Stations
VISITORS:	
HOURS OF USE PER WEEK:	_24/7
LEVEL OF CONTROL NECESSARY:	
ACCESS:	To All Deputies
SHARED USE POSSIBLE:	

GENERAL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY

PRIMARY: - Work Surfaces

- Computers for Report Writing

SECONDARY:

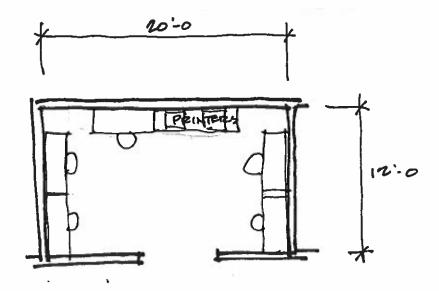
FURNITURE / EQUIPMENT (NEW & EXISTING)

FURNITURE: - Swivel / Tilt Chairs (5)

- 5 If Counter / Station

EQUIPMENT: - Computers (5)

- Controlled Lighting



REPORT



ORION TOWNSHIP STUDY Oakland County Sheriff's Office Project No. 0228

ROOM/SPACE NAME: Men's Locker Room **DIMENSIONS:** AREA: 1,380 NSF NUMBER REQUIRED: One TOTAL AREA: OCCUPANCY: 40 VISITORS: HOURS OF USE PER WEEK: 24/7 LEVEL OF CONTROL NECESSARY: ACCESS: Close to Sheriff's Entry SHARED USE POSSIBLE:

GENERAL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY

PRIMARY: - Locker & Toilet/Shower Space

SECONDARY:

FURNITURE / EQUIPMENT (NEW & EXISTING)

FURNITURE: - (40) 34" x 24" x 84" Ventilated Lockers

- Bench

- Polishing & Gun Cleaning Spaces

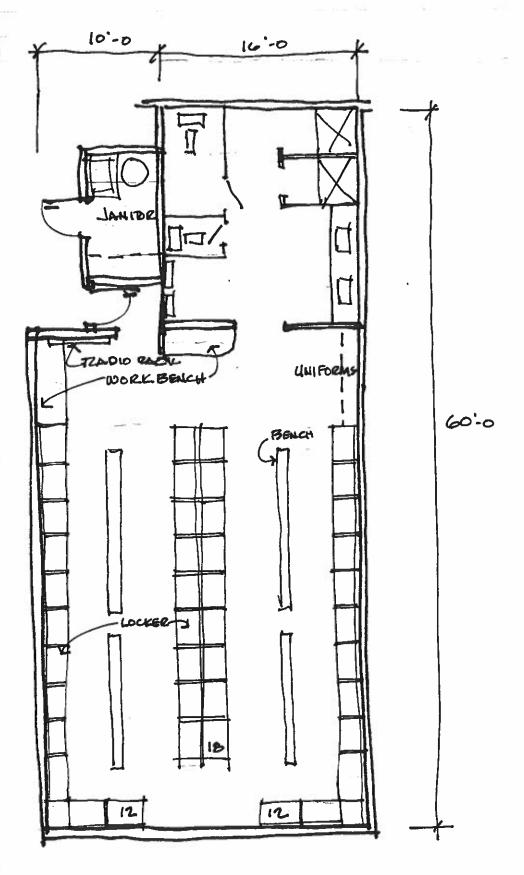
- Closet or Uniform Storage

EQUIPMENT: - 2 Toilets

- 2 Urinals

- 2 Showers

- 2 Lavatory



MENS LOCKER ROOM



ORION TOWNSHIP STUDY Oakland County Sheriff's Office

Project No. 0228

ROOM/SPACE NAME:	Women's Locker Room
DIMENSIONS:	
AREA:	350 NSF
Number Required:	One
TOTAL AREA:	
OCCUPANCY:	6
VISITORS:	
Hours of use per week:	24 / 7
LEVEL OF CONTROL NECESSARY:	
ACCESS:	Close to Sheriff's Entry
SHARED USE POSSIBLE:	
^	
GENERA	IL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY
PRIMARY:	Locker & Toilet/Shower Space

SECONDARY:

FURNITURE / EQUIPMENT (NEW & EXISTING)

FURNITURE: - (6) 36" x 24" x 84" Ventilated Lockers

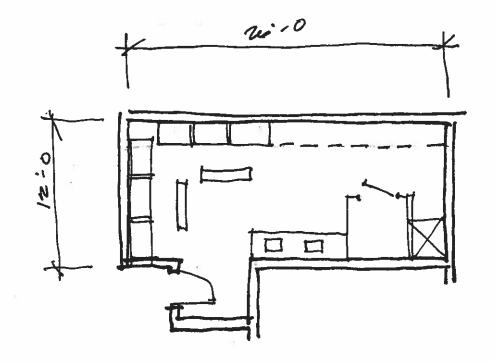
- Bench

Polish & Gun Clean AreasCloset or Uniform Storage

EQUIPMENT: - 1 Toilet

- 2 Lavatory

- 1 Shower



WOMEN'S LOCKER ROOM

350sF



ORION TOWNSHIP STUDY Oakland County Sheriff's Office

Project No. 0228

ROOM/SPACE NAME:	Break Room	
DIMENSIONS:		
AREA:	210 NSF	
NUMBER REQUIRED:	One	
TOTAL AREA:		
OCCUPANCY:	6 to 8	
VISITORS:		
Hours of use per week:	24 / 7	
LEVEL OF CONTROL NECESSARY:	Open	
ACCESS:	Near Locker Rooms	
SHARED USE POSSIBLE:		

GENERAL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY

PRIMARY: - Minimal Food Preparation

- Coffee Space

SECONDARY:

FURNITURE / EQUIPMENT (NEW & EXISTING)

FURNITURE: - Counter

- Table for 6

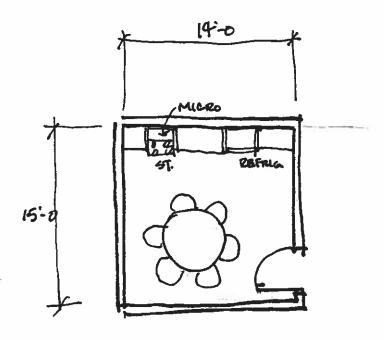
- 6 Chairs

EQUIPMENT: - Refrigeration

- Microwave

- Stove / Oven

- Dishwasher



BREAK ROOM

MONSF



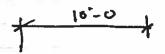
ORION TOWNSHIP STUDY Oakland County Sheriff's Office

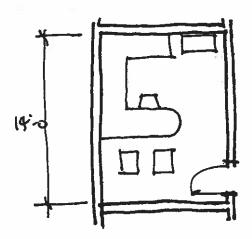
Project No. 0228

ROOM/SPACE NAME:	Lt. Office
DIMENSIONS:	
AREA:	140 NSF
Number Required:	One
TOTAL AREA:	
OCCUPANCY:	_Lt.
VISITORS:	
Hours of use per week:	
LEVEL OF CONTROL NECESSARY:	
ACCESS:	Near Detective Bureau & Reception
SHARED USE POSSIBLE:	
<u>Gener</u> Primary:	- Office for Deputy-in-Charge
SECONDARY:	FURNITURE / EQUIPMENT (NEW & EXISTING)
FURNITURE:	 "U" Shape Work Station 2 Side Chairs 1 S.T. Chair Lateral File 36" x 24" x 84" Locker

- Computer

EQUIPMENT:





4. OFFICE



ORION TOWNSHIP STUDY Oakland County Sheriff's Office Project No. 0228

ROOM/SPACE NAME:	Conference Room
DIMENSIONS:	
AREA:	192 NSF
NUMBER REQUIRED:	One
TOTAL AREA:	
OCCUPANCY:	6/8
VISITORS:	
Hours of use per week:	24 / 7
LEVEL OF CONTROL NECESSARY:	
Access:	Near Other Interview Room
SHARED USE POSSIBLE:	

GENERAL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY

PRIMARY:

- Miscellaneous Staff Conference

- Interview Groups

SECONDARY:

FURNITURE / EQUIPMENT (NEW & EXISTING)

FURNITURE: - Conference Table

- 8 Chairs

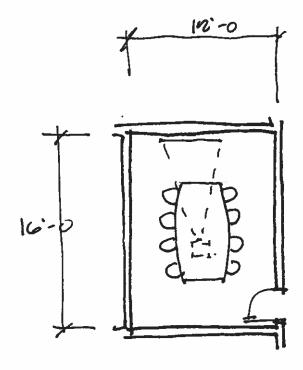
- Marker Board

- Video Monitor EQUIPMENT:

- DVD / VCR

- Screen

- Digital Projector



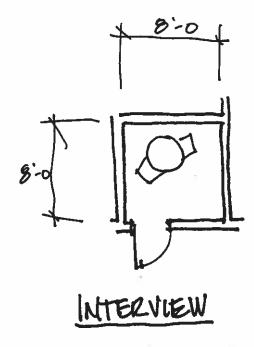
CONFERENCE ROOM



ORION TOWNSHIP STUDY Oakland County Sheriff's Office

Project No. 0228

ROOM/SPACE NAME:	Interview
DIMENSIONS:	
AREA:	64 SF
NUMBER REQUIRED:	
TOTAL AREA:	
OCCUPANCY:	<u> </u>
VISITORS:	
Hours of use per week:	
LEVEL OF CONTROL NECESSARY:	
ACCESS:	
SHARED USE POSSIBLE:	
	AL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY - Interview Detainees
SECONDARY:	
Furniture:	FURNITURE / EQUIPMENT (NEW & EXISTING) - 2 Chairs - 1 Table



64NSF

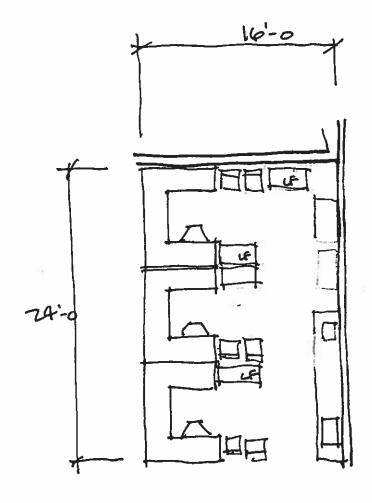


ORION TOWNSHIP STUDY Oakland County Sheriff's Office

Project No. 0228

ROOM/SPACE NAME:	Sergeant's Office
DIMENSIONS:	
AREA:	384 NSF
NUMBER REQUIRED:	One
TOTAL AREA:	
OCCUPANCY:	
VISITORS:	
Hours of use per week:	24 / 7
LEVEL OF CONTROL NECESSARY:	
Access:	
SHARED USE POSSIBLE:	
	AL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY - House Sergeants
SECONDARY:	
	FURNITURE / EQUIPMENT (NEW & EXISTING)
Furniture:	"U" Shaped Work Station3 S.T. Chairs6 Side Chairs5 Lateral Files
EQUIPMENT:	- 3 Computers - Printer - Fax

- Storage

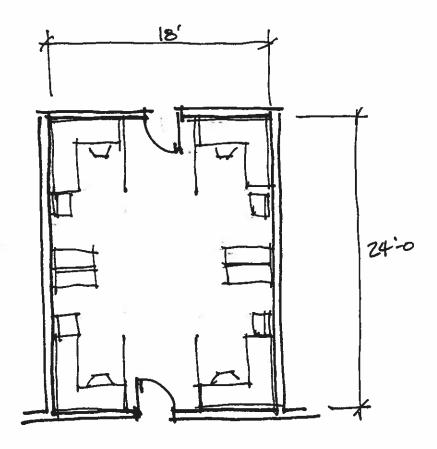


SURGENTS OFFICE



ORION TOWNSHIP STUDY Oakland County Sheriff's Office Project No. 0228

ROOM/SPACE NAME:	Detective's Office
DIMENSIONS:	
AREA:	432 NSF
Number Required:	One
TOTAL AREA:	
OCCUPANCY:	Four
VISITORS:	Yes
Hours of use per week:	
LEVEL OF CONTROL NECESSARY:	
ACCESS:	
SHARED USE POSSIBLE:	
GENER	AL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY
PRIMARY:	- Detectives Work Space
SECONDARY:	- Interviews
	FURNITURE / EQUIPMENT (NEW & EXISTING)
FURNITURE:	
	- 4 S.T. Chairs - 4 Side Chairs
	- 5 Lateral Files
EQUIPMENT:	- 4 Computers
Egga (MEII)	- Sheriff's Computer ?



DETECTIVES OFFICE

432 NSF

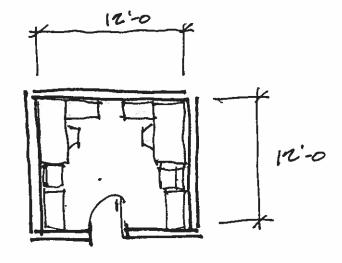


ORION TOWNSHIP STUDY Oakland County Sheriff's Office Project No. 0228

School Liaison Office	ROOM/SPACE NAME:
	DIMENSIONS:
144 NSF	AREA:
One	NUMBER REQUIRED:
	TOTAL AREA:
2	OCCUPANCY:
	VISITORS:
8/5	Hours of use per week:
	LEVEL OF CONTROL NECESSARY:
	Access:
	SHARED USE POSSIBLE:
AL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY - Work Station for School Liaison Officers	GENEF PRIMARY:
FURNITURE / EQUIPMENT (NEW & EXISTING	SECONDARY:
FURNITURE / EQUIPMENT THEW & EXISTING	
 2 Desks 2 S.T. Chairs 2 Lateral Files	FURNITURE:

- 2 Side Chairs

EQUIPMENT:



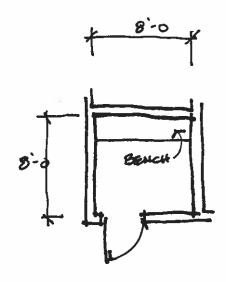
SCHOOL LIABON OFFICE

144 NSF



ORION TOWNSHIP STUDY Oakland County Sheriff's Office

ROOM/SPACE NAME:	Holding Room
DIMENSIONS:	
AREA:	128 NSF
NUMBER REQUIRED:	_2
TOTAL AREA:	-
OCCUPANCY:	
VISITORS:	
HOURS OF USE PER WEEK:	24 / 7
LEVEL OF CONTROL NECESSARY:	Controlled
ACCESS:	
SHARED USE POSSIBLE:	
<u>Gener</u> Primary:	AL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY - Hold / Interview Detainees
SECONDARY:	
Furniture:	FURNITURE / EQUIPMENT (NEW & EXISTING) - Chair / Bench - Cuff Loop
EQUIPMENT:	- Camera



HOUDING CEUS

64 NSF (2) = 128 NSF



ORION TOWNSHIP STUDY Oakland County Sheriff's Office

Project No. 0228

ROOM/SPACE NAME:	Garage
DIMENSIONS:	
AREA:	1,080 NSF
Number Required:	One
TOTAL AREA:	
OCCUPANCY:	
VISITORS:	
Hours of use per week:	24 / 7
LEVEL OF CONTROL NECESSARY:	
Access:	Controlled to Salley Port
SHARED USE POSSIBLE:	

GENERAL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY

PRIMARY: - Cleaning & Minimal Service on Patrol

Cars & Motorcycles

SECONDARY: - Storage of Motorcycles

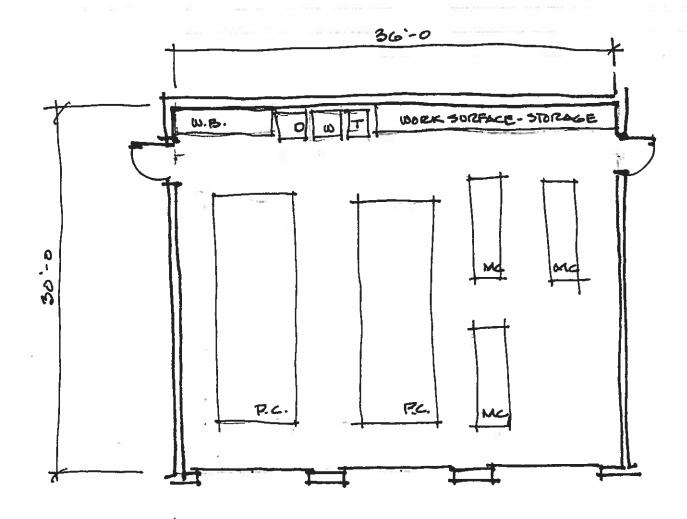
FURNITURE / EQUIPMENT (NEW & EXISTING)

FURNITURE: - Work Bench

- 2 Storage Cabinets

EQUIPMENT: - Power Washer

- Washer / Dryer



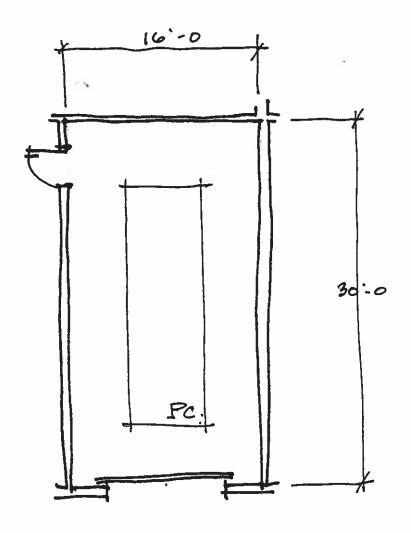
GARAGIE

1,080 NSF



ORION TOWNSHIP STUDY Oakland County Sheriff's Office

Receiving Garage	ROOM/SPACE NAME:
	DIMENSIONS:
480 NSF	AREA:
	NUMBER REQUIRED:
	TOTAL AREA:
One Vehicle	OCCUPANCY:
	VISITORS:
24 / 7	HOURS OF USE PER WEEK:
High	LEVEL OF CONTROL NECESSARY:
Directly to Holding & Sheriff's Entry	Access:
None	SHARED USE POSSIBLE:
- Provide Secure Access of Detainees Into and Out of Facility	<u>Genef</u> Primary:
	SECONDARY:
FURNITURE / EQUIPMENT (NEW & EXISTING	FURNITURE:
Wall Lit Secured No Slip surface	EOI IIDMENT



RECEIVING GARAGE

480NSF



ORION TOWNSHIP STUDY Oakland County Sheriff's Office

ROOM/SPACE NAME:	Parking
DIMENSIONS:	
Area:	
NUMBER REQUIRED:	
TOTAL AREA:	
OCCUPANCY:	20 Isolated Patrol / 20 Personal Cars
VISITORS:	
Hours of use per week:	_24/7
LEVEL OF CONTROL NECESSARY:	
Access:	
SHARED USE POSSIBLE:	
GENEF PRIMARY:	- Parking for Patrol Cars separate from all others near entry.
SECONDARY:	
FURNITURE:	FURNITURE / EQUIPMENT (NEW & EXISTING)
EQUIPMENT:	

The following is a tabulation of the net area requirements for each space as determined from the Room / Space Requirement Sheet and the supporting Floor Plan Sketch.

"Anticipated" shows the new net area requirements.

Net to Gross area is a ratio of the net area (space within the walls) to the gross area, total area enclosed by the outside exterior walls.

By applying this number to the anticipated required net square footage total, a gross area or building footprint can be determined.



ORION TOWNSHIP STUDY

Project No. 0228

Condensed Space Area Summary

Department of Public Works	17,182 gsf
Fire Department	19,348 gsf
Oakland County Sheriff's Office	10,123 gsf



ORION TOWNSHIP STUDY Department of Public Works

Project No. 0228

Room / Space Name Anticipa		
Office Space		
Directors	200	nsf
Assistant Directtor	168	nsf
Secretary/Billing	512	nsf
Lunch Room	192	nsf
Conference Room	240	nsf
Supply Area	96	nsf
Plan Room.	300	nsf
Toilet (Staff)	68	nsf
Toilet (Public)	68	nsf
Plan Review	160	nsf
Reception/Lobby	324	nsf
Repair/Maintenance Bay	864	nsf
Maintenance tool/Parts	240	nsf
Break Room	260	nsf
Garage Office	192	nsf
Locker Room Men	504	nsf
Locker Room Women	336	nsf
Equipment Bay Area	8,000	nsf
Meter Room	240	nsf
Shop	384	nsf
Storage	1,600	nsf
Sub Total	14,948	nsf
Net to Gross Area Ratio	87%	<u>(</u> a)
Total Gross Area	17,182	gsf

(a) Ratio in Present DPW



ORION TOWNSHIP STUDY Fire Department

	New Area
Room / Space Name	Anticipated
Fire Administration and Training (Township)	
Lobby / Vestibule	324 nsf
Fire Chief Office	238 nsf
Fire Marshal $21 @ 110sf =$	220 nsf
Conference Room	308 nsf
General Office	850 nsf
Work Room	164 nsf
Training Room	1,170 nsf
Public Education Equipment Storage	98 nsf
Fire Training Equipment Storage	130 nsf
Fire Fighters (Volunteer)	207 nsf
Men's Restroom	95 nsf
Women's Restroom	63 nsf
Sub Total	3,867 nsf
Net to Gross Area Ratio	76%
Total Gross Area	5,088_gsf
Manned Fire Station	
Day Room	520 nsf
Kitchen / Pantry	450 nsf
Physical Training	446 nsf
Storage	512 nsf
Bunk Room	572 nsf
Men's Locker	600 nsf
Women's Locker	312_nsf
Sub Total	3,412 nsf
Net to Gross Area Ratio	76%
Total Gross Area	4,489_gsf



ORION TOWNSHIP STUDY Fire Department

Room / Space Name	New Area Anticipated	
Apparatus Related Spaces		
Apparatus Bays 4 @ 1,800 sf =	7,200 nsf	
Seasonal Equipment Storage	62 nsf	
Self Contained Breathing Equipment	154 nsf	
Decontamination	72 nsf	
Medical Supplies	186 nsf	
Laundry	147 nsf	
Hose Storage	125 nsf	
General Storage	175 nsf	
Tool Crib	164 nsf	
Turnout Gear Storage	326 nsf	
Equipment	182_nsf	
Sub Total	8,793 nsf	
Net to Gross Area Ratio	90%	
Total Gross Area	<u>9,770</u> gsf	
TOTAL FIRE DEPARTMENT	19,348 GSF	



ORION TOWNSHIP STUDY Oakland County Sheriff's Office

Project No. 0228

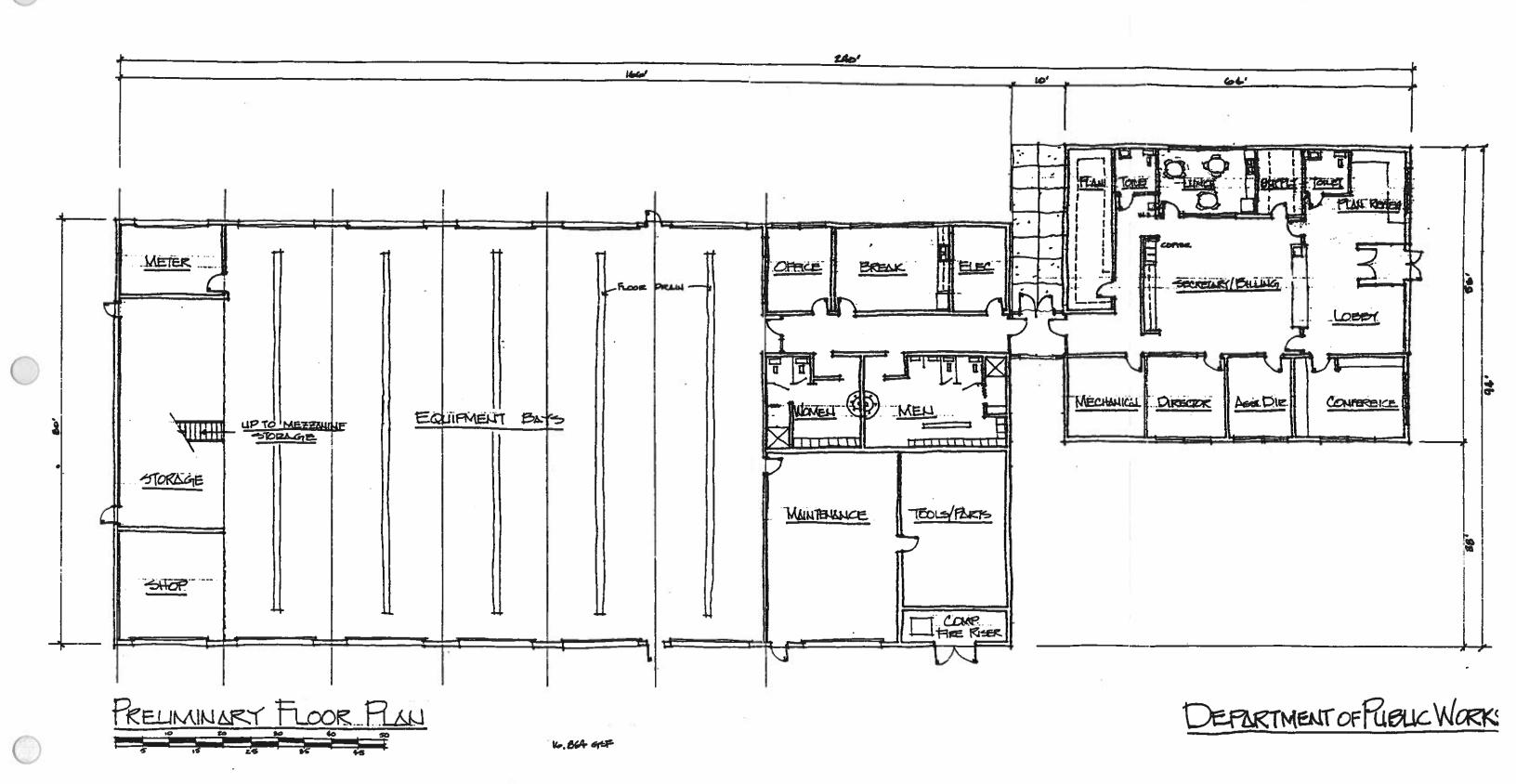
	New Area	
Room / Space Name	Anticipated	
Lobby	560 nsf	
Public Toilet	56 nsf	
Reception/Lobby	440 nsf	
Storage	300 nsf	
Report	240 nsf	
Men's Locker Room	1,380 nsf	
Women's Locker Room	350 nsf	
Break Room	210 nsf	
Lt. Office	140 nsf	
Conference Room	192 nsf	
Holding Room	128 nsf	
Interview	64 nsf	
Sergeant's Office	384 nsf	
Detective's Office	432 nsf	
School Liaison Office	144 nsf	
Garage	1,080 nsf	
Receiving Garage	480_nsf	
Sub Total	6,580 nsf	
Net to Gross Area Ratio	65% (a)	
Total Gross Area	10,123gsf	

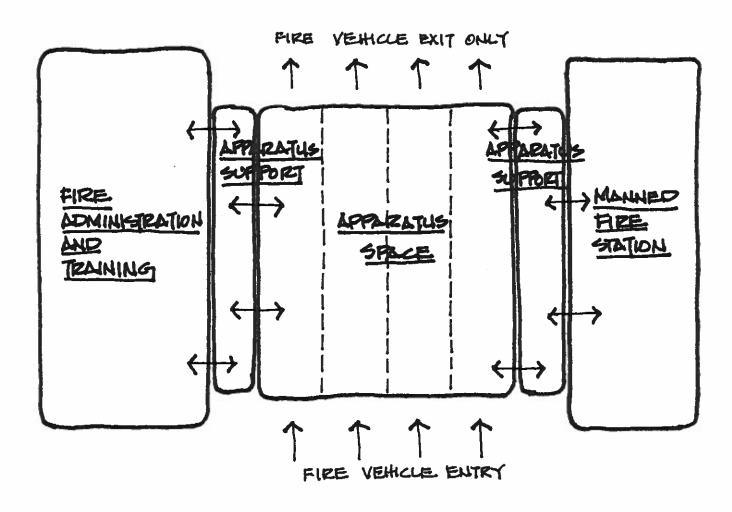
(a) Net to gross ratio of existing facilities.

PRELIMINARY PLAN

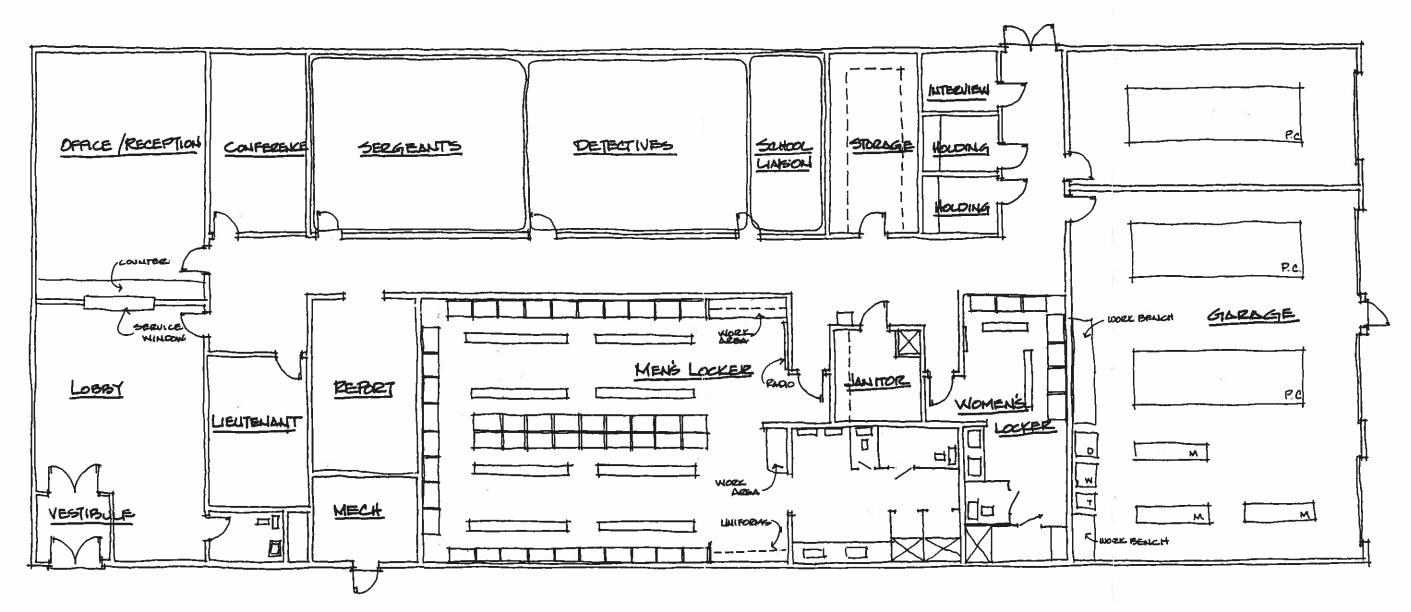
Using the areas established in the preceeding section and the basic relationships derived from the user interviews,, a preliminary plan was generated to carry the process one additional level.

This is not necessarily the final design.





FIRE DEPARTMENT CONCEPTUAL PLAN
SCALE: 100 100 100



PRELIMINARY FLOOR PLAN
SCALE: 5 10 15 20 25 30

OAKLAND COUNTY SHERIFFS OFFICE

The present site is located north of the Township Hall on Joslyn Road, south of Clarkston Road and just south of the middle school on the east side of the road.

Just over 11 acres are available for development.

Approximately 1/3 is heavily wooded.

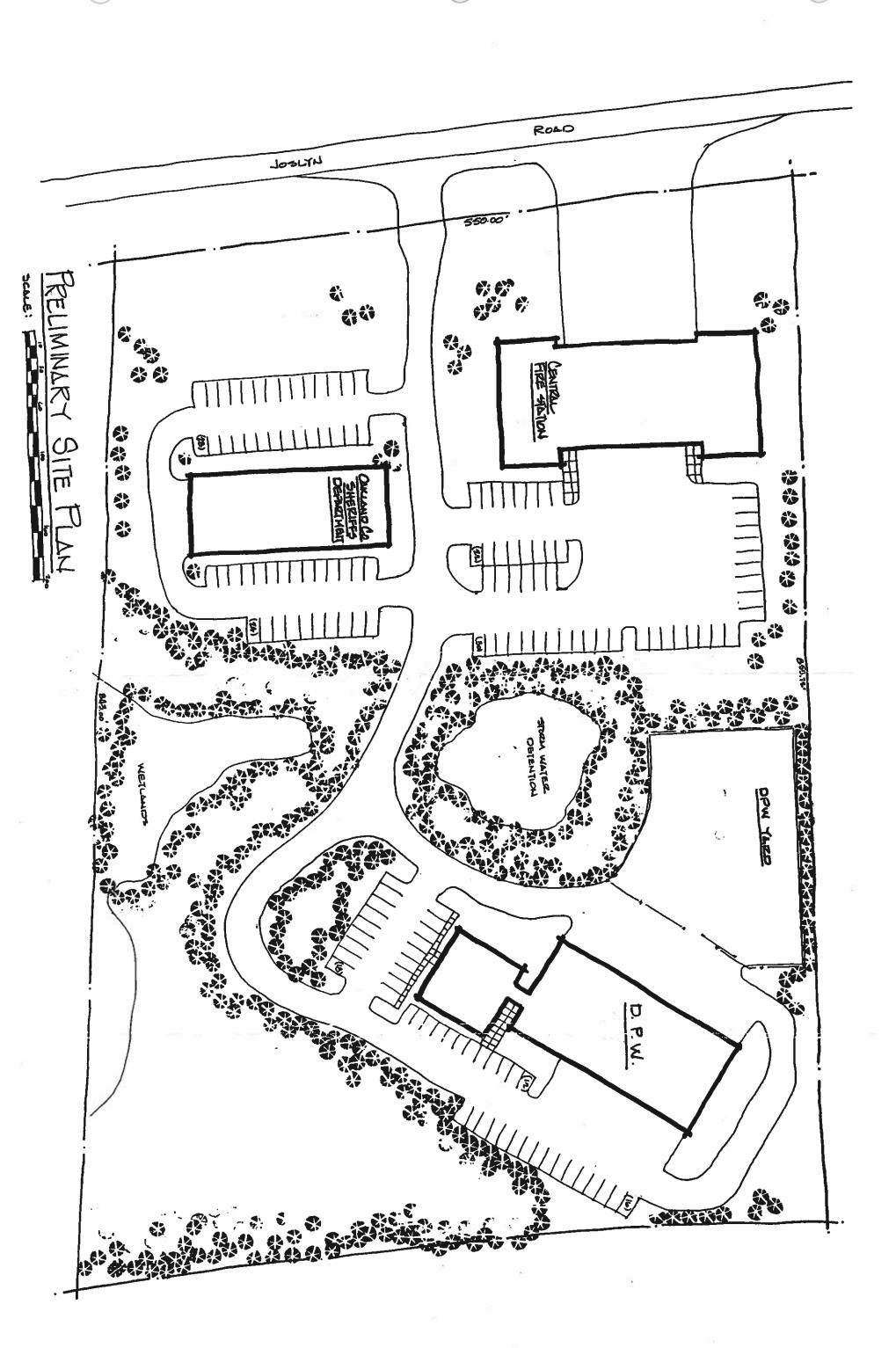
The entire site slopes gently to the south toward Round Lake.

Site requirements were derived, as were the building requirements, from interviews with the Directors and staff.

The schematic site diagram depicts the three structures and a potential concept for parking, service yard, and vehicular circulation.

> This plan is not intended to be the final design, but rather to explore the feasibility of siting the facilities and establishing quantities for the Cost Model.

> > THE SITE





Charter Township of Orion Supervisor's Office

Memo

To:

Township Board Members

From:

Elizabeth J. Balch, Assistant to the Supervisor

Date:

August 29, 2002

Subject:

Financing Alternatives for the Public Safety Complex

Alternatives for financing the proposed Public Services Complex were explored with Robert Bendzinski, of Bendzinski and Company, municipal advisors and also with Beth Bialy, of Plante and Moran. Their letters are attached to this memo.

Several suggestions, as encapsulated below, were made for the Board's consideration:

- The Township could pay cash for the construction and site improvements. No debt would be incurred.
- The Township could issue General Obligation Bonds. These would require a vote of the electors to levy a miliage to cover the principle and interest obligations.
- The Township could issue Capital Improvement Bonds, which can be issued without a
 vote of the electors, and the Township would pay the debt obligations from its own
 operating funds.
- The Water and Sewer Fund could pay for the initial construction, with the Fire Fund and Police Fund repaying the Water and Sewer Fund over a period of time with interest.
- The Water and Sewer Fund could construct all of the buildings, own the buildings and rent the buildings to the Sheriff and Fire Departments.

Both Robert Bendzinski and Beth Bialy are willing to address the Board on the ramifications of each funding alternative, over and above what is explained in their letters.

A projection of the cash flow required to complete this project is also attached. Per Tom Yaste's estimates, the first year of construction will require considerably less money than further into the project.

When the Board decides whether to pursue the building of the Public Services Complex, it will need to decide on the method of financing this project.



August 28, 2002

Via e-mail: ebalch@oriontownship.org

Ms. Elizabeth J. Balch Assistant to the Supervisor Charter Township of Orion 2525 Joslyn Road Lake Orion, Michigan 48360

RE: Financing Alternatives for the Public Safety Department of Public Works Complex

Dear Elizabeth:

It was a pleasure to meet with you and discuss the financing alternatives available to the Township for the above referenced project. Based on our discussion, it is our understanding that the Township is considering constructing three separate buildings; one to house the Oakland County Sheriff's Department Patrol Unit that patrols the Township of Orion; the Orion Township Fire Department; and the Orion Township Department of Public Works. These three separate buildings would be built on one site.

Based on the information you provided us, the architect has estimated the total cost of constructing the building and site improvements to be approximately \$6,737,000. To this, you would have to add the cost of bonding which we have estimated to be approximately \$213,000, for a total bond issue of \$6,950,000. In order to finance this, the Township has three financing alternatives available.

The first would be the Township would pay cash for the construction and site improvements. This would not require debt to be issued for this project. The Township could charge each of the respective departments for their share of the building.

The second alternative would be issuance of General Obligation Bonds. The Township would be required to submit before the electors a ballot proposal indicating the maximum amount of the bonds, the first year's tax levy and the average tax levy over the life of the Bonds. Assuming approval of the ballot proposal by the electors, the Township would then have the authority to levy millage to meet the debt service obligations on the Bonds. The Bonds would be unlimited tax full faith and credit of the Township. This would be similar to the Library bond issue that the Township will be voting on in November.

Bendzinski & Co. Ms. Elizabeth Balch August 28, 2002 Page 2

The third alternative would be the issuance of Capital Improvement Bonds. This type of bond issue is new to the State of Michigan, due to the recent amendments to the Municipal Finance Commission Act. These bonds can be issued without a vote; however, there is a 45 day right-of-referendum required. This requires the Township Clerk to publish a notice in the local paper indicating the maximum amount of the bonds and the purpose for the bond issue. The electors then have 45 days to gather signatures from at least 10% of the registered voters. If a petition is brought to the Clerk's office within the 45 days, the Township would then be required to hold an election or abandon the project. Once the 45 days expire, the Township can then issue the bonds. The bonds would carry the limited tax full faith and credit of the Township for repayment. The Township would not have the authority to levy over and above the charter millage rate for the repayment of the bonds.

We also indicated that a 20 year bond issue would sell for an average interest rate of 5.00% in today's market. Based on this, we estimate that the average annual debt service for a \$6,950,000 bond issue payable over 20 years at an interest rate of 5.00% would cost the Township approximately \$560,000, per year, for debt service.

We believe this summarizes our meeting and should you have any questions, or require any additional information, please do not hesitate to call.

Sincerely,

BENDZINSKI & CO.

Robert J. Bendzina

Municipal Finance Advisors

RJB/ill

cc: Michael McGee

S:\hwpdocs\Charter Twp\Orion\Safety and DPW Bldgs\alternatives.lwp

plante moran

Plante & Moran, LLP

27400 Northwestein highway PC Box 307 Soumiliato, Mi 48037-0307 Tei: 248 352 2500 Fax: 248:352 0016

August 28, 2002

Mr. Jerry Dywasuk, Supervisor Charter Township of Orion 2525 Joslyn Road Lake Orion, MI 48360

Dear Jerry:

At your request, Elizabeth Balch contacted me to discuss funding for three new facilities. We understand that the Township is considering building three different facilities — a Police facility, Fire facility and DPW building. One funding proposal involves having the Water and Sewer Fund pay for the initial construction, with the Fire Protection Fund and Police Protection Fund repaying the Water and Sewer Fund for their portion over time with interest. If this financing arrangement is approved, the loan should be repaid over a period of time not to exceed the useful life of the building. Obviously, buildings have long useful lives and you may not want the repayment period to extend 50 or so years. Typical financing arrangements for long-lived assets are usually about 20-30 years. In addition, the Interest charged should be based upon the prime rate or some variable thereof (i.e. 1% more or less than prime, for example). In this way, the Water and Sewer Fund would not be negatively impacted if rates fluctuate significantly over the life of the loan. This could happen if you locked the interest rate at today's lower rates.

One alternative financing mechanism would be to have the Water and Sewer Fund construct and own all the buildings with both Police and Fire paying rent. The rental amount should be based upon the cost to build, operate and maintain each building. This option is simpler from an accounting standpoint, but accomplishes the same objective as would setting up the initial loans.

We hope this information is useful to you. Should you need any additional assistance or clarification, please do not hesitate to call me at 248-223-3377.

Yours truly,

PLANTE & MORAN, LLP

Bets A. Bish

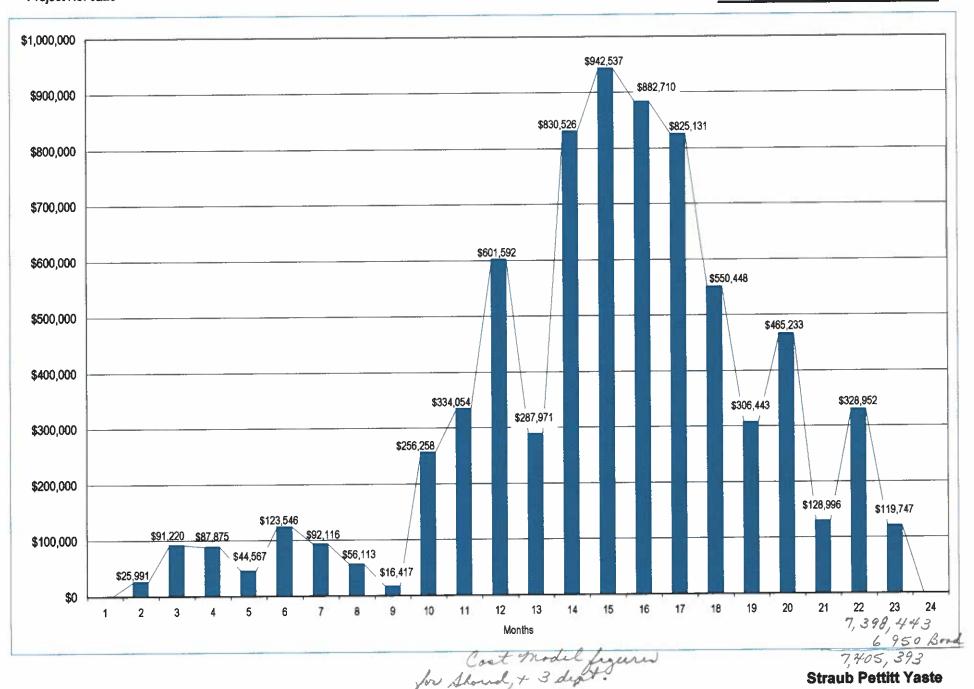
Beth A. Bialy

MT1

ORION TOWNSHIP STUDY

Project No. 0228

CASH FLOW PROJECTION



for Shoud, + 3 dept. 7,966, 530

August 8, 2002

Reenae Tulip

From:

"R. Thomas Yaste" <tyaste@straubpettittyaste.com>

To:

"Elizabeth Balch" <ebalch@oriontownship.org>

Cc:

"Reenae Tulip" <rtulip@oriontownship.org>

Sent:

Thursday, August 08, 2002 11:33 AM

Attach:

Cash Flow Projection 08-08-02.xls

Subject: Projected Cash Fow Good morning Elizabeth,

Although I anticipated a skewed sin curve, the amplitude and duration were unknown. This should help you a little. The good news is the lack of \$\$\$\$\$ needed in the first 12 months to get moving.

Good luck. Let me know, if you need any answers.

Reenae, should you need me for something next week I'll be on vacation in the woods. But, I leave my cell phone on just in case the cell sways a little and I have reception. Occasionally, someone calls, I hear and what-do you-know, a conversation erupts.

Tom

The Cost Model uses requirements established earlier, both for the building and the site, to identify project costs.

Costs are applied from a mixture of experience, local resources, national costing resources and numerous inquiries.

To help further the accuracy and dependability of the Cost Model, The Dailey Company, a large and well respected local contractor, has reviewed and confirmed the projections.

Perhaps the most significant category in the Cost Model is the contingency at 10%.

COST MODEL

ORION TOWNSHIP STUDY

*		ORION TOWN	
REVISED December 21, 2005		Pro	ject No. 0228
Shared Costs		-	January 2007
Building Construction			-
Sub Total Shared Build	ling Construction		-
Shared Site Costs			
Drives and Parking	125,000 sf@ \$2.82 / sf =	\$	352,187
Landscaping			82,500
Grading	9 ac @ \$.39 / sf =		154,460
Exterior Signage			55,000
Utilities:			
Water			
8" Main	2,150 lf @ \$42.83 / sf =		92,076
Fire Hydrant	7 @ \$2,254 ea =		15,778
Jack and Bore - Joslyn Re	oad		33,000
Sanitary Sewer			
Sewer Line	1,050 lf @ \$39.44 / lf =		41,417
Manholes	5 @ \$1,960 ea =		8,452
Storm Sewer			
Sewer Lines	1,700 lf @ \$39.44 / lf =		67,048
Manholes / Catchbasin	30 @ \$1,690 ea =		50,715
Detention Pond	_		16,500
Dention Pond Outlet Stru	icture		11,000
Electrical Service			27,500
Site Lighting	36 units @, \$2,141 ea =		77,087
Gas Service		25	5,500
Sub Total Shared	Site Costs	\$	1,090,220
hared Other Costs			
Soil Borings		\$	13,200
Survey	W 2		11,000
Building Permit / Fees			22,000
Tap Fee (H2O and Sewer)			22,000
Site Plan Approval Fees			5,500
Architectural / Engineering Fees			87,218
Sub Total Shared	Other Costs	\$	160,918
otal of All Shared Costs		\$	1,251,138
Contingency 10%			125,114
TOTAL PROJECTI	ED SHARED PROJECT COSTS	(\$	1,376,251

	<u>Area</u>	% of All	<u>Costs</u>
DPW	17,182 gsf	36.8%	\$ 450,366
FD	19,348 gsf	41.5%	507,885
OCSO	10,123_gsf	21.7%	205,253
TOTAL	46,653 gsf	100%	\$ 1,163,504



ORION TOWNSHIP STUDY

			•		
				Spring 2003	
Shared Costs					
Building Construction			_\$_		
Sub Total Shared Building Construction				_	
	•		\$		
Shared Site Costs Drives and Parking	125	,000sf @ \$2.50/sf =	\$	312,500	
Landscaping	123	,000sj (w \$2.30/sj =	Ф	75,000	
Grading		9ac@\$.35/sf =		137,214	
Exterior Signage		9ac(@\$.35/s) =		50,000	
Utilities:				50,000	
Water					
8" Main	2	150lf@\$38.00/sf=		81,700	
Fire Hydrant	2,	7 @ \$2,000ea =		14,000	
Jack and Base - Joslyn Road		7 (d) \$2,000ea =		30,000	
Sanitary Sewer				50,000	
Sewer Line	1	050lf@\$35.00/lf=		36,750	
Manholes	1,	5 @ \$1,500ea =		7,500	
Storm Sewer		5 (d) \$1,500ca =		7,500	
Sewer Lines	1	700lf@\$35.00/lf=		59,500	
Manholes / Catchbasin	1,	30 @ \$1,500ea =		45,000	
Detention Pond		30 (g) \$1,300cu =		15,000	
Dention Pond Outlet Structu	ıre			10,000	
Electrical Service				25,000	
Site Lighting	36	units @ \$1,900ea =		68,400	
Gas Service	3.0			5,000	
	Cito Conto		\$		
Sub Total Shared Site Costs				972,564	
Shared Other Costs					
Soil Borings			\$	12,000	
Survey				10,000	
Building Permit / Fees				20,000	
Tap Fee (H2O and Sewer)				20,000	
Site Plan Approval Fees				5,000	
Architectural / Engineering Fees				78,000	
Sub Total Shared Other Costs				145,000	
Total of All Shared Costs			2	1,117,564	
Contingency 10%			Ψ	111,756	
TOTAL PROJECTED SHARE	PROJECT COSTS		\$	1,229,320	
Shared Costs by Department Allocate	ed Based on Build	ing Area			
	20	10.06 NW		0	
	Area	% of All		Costs	
DPW	17,182 gsf	36.8%	\$	452,390	
FD	19,348 gsf	41.5%		510,168	
OCSO	10,123_gsf	21.7%		266,763	
TOTAL	46,653 gsf	<u>100%</u>	\$	1,229,320	



ORION TOWNSHIP STUDY

		<u>Sp</u>	ring 2003
Shared Costs Building Construction		\$	
Sub Total Shared Building Construction			<u> </u>
	· ·		
Shared Site Costs Drives and Parking	125,000sf@\$2.50/sf =	\$	312,500
Landscaping			75,000
Grading	9ac@\$.35/sf =		137,214
Exterior Signage			50,000
Utilities:			
Water	2 15040 \$28 00/05-		81,700
8" Main	2,150lf @ \$38.00/sf = 7 @ \$2,000ea =		14,000
Fire Hydrant	7 (w. \$2,000ea -		30,000
Jack and Base - Joslyn Road			50,000
Sanitary Sewer	1,050lf@\$35.00/lf=		36,750
Sewer Line Manholes	5 @ \$1,500ea =		7,500
	5 @ \$1,5000		
Storm Sewer Sewer Lines	1,700lf@\$35.00/lf=		59,500
Manholes / Catchbasin	30 @ \$1,500ea =		45,000
Detention Pond			15,000
Dention Pond Outlet Structure			10,000
Electrical Service			25,000
Site Lighting	36units @ \$1,900ea =		68,400
Gas Service			5,000
Sub Total Shared S	ite Costs	\$	972,564
Shared Other Costs			
Soil Borings		\$	12,000
Survey			10,000
Building Permit / Fees			20,000
Tap Fee (H2O and Sewer)			20,000
Site Plan Approval Fees			5,000
Architectural / Engineering Fees		_	77,805
Sub Total Shared C	Other Costs	_\$_	144,805
Total of All Shared Costs		\$	1,117,369
Contingency 10%			111,737
TOTAL PROJECTED SHARED F	PROJECT COSTS		1,229,106
Shared Costs by Department Allocated	Based on Building Area		
	Area % of All		<u>Costs</u>
DPW	17,182 gsf 36.8%	\$	452,672
FD	19,348 gsf 41.5%		509,737
OCSO	10,123 gsf 21.7%		266,698
		_	1,229,106
TOTAL	46,653 gsf 100%	3	1,227,100

ORION TOWNSHIP STUDY Department of Public Works

			January 2007
DPW Building Construction New Building			
Bay Area	13,280 gsf @, \$155.43 / sf =	\$	2,064,110
Office Area	3,584 gsf @ \$117.07 /sf =		419,579
Sub Total DF	W Building Construction	\$	2,483,689
DPW Site Costs	₩		
Emergency Generator (100 KW	v)	\$	45,000
Yard Area	25,000 sf @ \$2.82 / sf =		70,500
Yard Curb	250 lf @ \$17.25 / lf =		4,313
Fueling Area G/D			40,250
Material Bin Storage (5)			28,750
Fence and Gates			41,400
Jet Dump Area			23,000
Sub Tot	al DPW Site Costs	_\$_	253,213
DPW Other Costs			
Furniture		\$	48,300
Equipment			4,830
Phones	•		4,830
Architecture and Engineering F	rees		218,952
Security			3,680
Moving			17,250
Sub Tota	I DPW Other Costs	\$_	297,842
Total of All DPW Costs		\$	3,034,744
Contingency 10%			303,474
Departmental Shared Costs			450,366
TOTAL PROJECT	ED DPW PROJECT COSTS	\$	3,788,584

ORION TOWNSHIP STUDY

Department of Public Works

* Cost Projection to construct DPW on site w to follow in future.							•	ct No. 022
DPW Building Construction							La	te Spring 2003
New Building								
Bay Area	13,280	gsf	@	\$	100.57	/sf =	\$	1,335,570
Office Area	3,584	gsf	`@	\$	107.90	/sf =		386,714
Sub Total DPW Bu	ilding Const	ructi	on				\$	1,722,283
DPW Site Costs								
Emergency Generator (100 KW)							\$	30,000
Yard Area	25,000	sf	(a)	\$	2.00	/sf =		50,000
Yard Curb	250	Ĭf	<u>@</u>	\$	15.00	/lf =		3,750
Fueling Area G/D		•				-		35,000
Material Bin Storage (5)								25,000
Fence and Gates								36,000
Jet Dump Area								20,000
Drives and Parking	62,000	sf	(a)	\$	2.50	/sf =		155,000
Landscaping	·	•	_			,		36,000
Grading	9	ac	@		\$0.35	/sf =		137,214
Exterior Signage			_					16,000
Water								,
8" Main	2,150	lf	@	\$	38.00	/lf =		81,700
Fire Hydrants / Valves		ea	_	S		ea=		14,000
Jack & Bore-Joslyn Road					•			30,000
Sanitary Sewer								7
Sewer Lines	1,050	lf	@	\$	35.00	/lf =		36,750
Manholes/Catch Basins		ea		\$				7,500
Detention Pond					•			25,000
Detention Pond Outlet Structure								15,000
Electrical Service								25,000
Site Lighting	20	un	its @	\$	1,900	ea=		38,000
Gas Service				-	,			5,000
Sub Total DPW Si	te Costs						\$	821,914
DPW Other Costs								
Furniture							\$	42,000
Equipment								4,200
Soil Borings								12,000
Survey								10,000
Building Permit/Fees								10,000
Tap Fees								20,000
Site Plan Approval Fees								3,000
Phones								4,200
Architectural/Engineering Fees								246,088
Security								3,200
Moving							_	15,000
Sub Total DPW O	ther Costs						_\$	369,68
Total of All DPW Costs							\$	2,913,885
Contingency 10%							•	291,388
10 10 10 10 10 10 10 10 10 10 10 10 10 1	0 IFOT 000	\T^					_	
TOTAL PROJECTED DPW PR	ONFCT COS	Sis					S	3,205,27



ORION TOWNSHIP STUDY Department of Public Works

Project No. 0228

		Spring 2003
DPW Building Construction	1	
New Building		المساور ومواد
Bay Area	13,280gsf @ \$94.88./sf =	\$ 1,260,006
Office Area	3.584 gsf @ \$101.80/sf =	364,851
Sub To	otal DPW Building Construction	\$ 1,624,857
DPW Site Costs	****	\$ 30,000
Emergency Generator (100 K	.W) 25,000sf@,\$2/sf =	50,000
Yard Area	25,000sf (@, \$2/sf = 250lf (@, \$15/lf =	3,750
Yard Curb	2501) (1) \$1511) -	35,000
Fueling Area G/D Material Bin Storage (5)		25,000
Fence and Gates		36,000
Jet Dump Area	NO.	20,000
Sub Total DPW Site Costs		\$ 199,750
DPW Other Costs		\$ 42,000
Furniture		4,200
Equipment Phones		4,200
Architectural/Engineering Fe	es	149,665
Security Security	•	3,200
Moving		15,000
· ·	Total DPW Other Costs	\$ 218,265
Total of All DPW Costs		\$ 2,042,872
Contingency 10%		204,287
Departmental Shared Costs		452,672
•	ED DPW PROJECT COSTS	\$ 2,699,831

perior 21.02



ORION TOWNSHIP STUDY Department of Public Works

		<u>Spi</u>	ring 2003
DPW Building Construction			
New Building			
Bay Area	13,280gsf @ \$86.25/sf =	\$ 1,	,145,400
Office Area	3,584 gsf @ \$92.55/sf =		331,699
Sub Total DI	W Building Construction	\$ 1.	477,099
DPW Site Costs			20.000
Emergency Generator (100 KW)		\$	30,000
Yard Area	25.000sf @ \$2/sf =		50,000
Yard Curb	250lf@\$15/lf=		3,750
Fueling Area G/D			35,000
Material Bin Storage (5)			25,000
Fence and Gates			36,000
let Dump Area			20,000
Sub Total Di	\$	199,750	
DPW Other Costs		_	1
Furniture		\$	42,000
Equipment			4,200
Phones			4,200
Architectural/Engineering Fees			137,844
Security			3,200
Moving			15,000
Sub Total D	PW Other Costs	_\$	206,444
Total of All DPW Costs		\$ 1	,883,293
Contingency 10%			188,329
Departmental Shared Costs			452,672
TOTAL PROJECTED DPW PROJECT COSTS			,524.294



ORION TOWNSHIP STUDY Department of Public Works

			Spring 2003
DPW Building Construction			
New Building			
Bay Area	13,280gsf@\$84/sf=	\$	1,115,520
Office Area	3,584 gsf @ \$89.25/sf =		319,872
Sub To	tal DPW Building Construction	\$	1,435,392
DPW Site Costs			
Emergency Generator (100 KV	W)	\$	30,000
Yard Area	25,000sf@\$2/sf=		50,000
Yard Curb	250lf @ \$15/lf =		3,750
Fueling Area G/D			35,000
Material Bin Storage (5)			25,000
Fence and Gates			36,000
Jet Dump Area			20,000
Sub To	tal DPW Site Costs	\$	199,750
DPW Other Costs		_	
Furniture		\$	42,000
Equipment			4,200
Phones			4,200
Security			3,200
Moving			15,000
Sub To	tal DPW Other Costs	\$	68,600
Total of All DPW Costs		\$	1,703,742
Contingency 10%			170,374
Departmental Shared Costs			450,366
TOTAL PROJECTED	D DPW PROJECT COSTS	\$	2,324,482

ORION TOWNSHIP STUDY

Fire Department

Project No. 0228

REVISED December 21, 2005

		January 2007
F.D. Building Construction		
Apparatus Area	9,770 sf@ \$153.50 / sf =	\$ 1,499,695
Office Area	9,577 sf@ \$117.07 / sf =	 1,121,179
Sub Total F.D. Bu	uilding Construction	\$ 2,620,874
F.D. Site Costs		
Emergency Generator (100 KW))	\$ 43,000
Practice Fire Hydrant		3,450
Curb Cut and Exit Drive		44,000
Relocated Tower		 44,000
Sub Total F.	D. Site Costs	\$ 134,450
F.D. Other Costs		
Furniture		\$ 142,000
Equipment		15,000
Phones		8,000
Architecture and Engineering Fe	ees	220,426
Security		8,000
Moving		 22,500
Sub Total F.L	D. Other Costs	 415,926
Total of All F.D. Costs		\$ 3,171,250
Contingency 10%		317,125
Departmental Shared Costs		 507,885
TOTAL PROJECTED	F.D. PROJECT COSTS	 3,996,260



ORION TOWNSHIP STUDY Fire Department

Project No. 0228

		S	pring 2003
F.D. Building Construction Apparatus Area Office Area	9,770sf @ \$94.88/sf = 9,577sf @ \$101.80/sf =	\$	926,978 974,939
Sub Total F.D. Building Co	enstruction	_\$_	1,901,917
F.D. Site Costs Emergency Generator (100 KW) Practice Fire Hydrant Curb Cut and Exit Drive Relocated Tower		\$	30,000 3,000 40,000 40,000
Sub Total F.D. Site Costs		_\$_	113,000
F.D. Other Costs Furniture Equipment Phones Architectural/Engineering Fees Security Moving		\$	115,000 10,000 8,000 171,193 8,000 20,000
Sub Total F.D. Other Cos	ts	_\$_	332,193
Total of All F.D. Costs Contingency 10% Departmental Shared Costs	coete		2,347,110 234,711 509,737 3,091,558
TOTAL PROJECTED F.D. PROJECT	00313		0,000,000

Newburk 11-21-02



ORION TOWNSHIP STUDY Fire Department

		5	Spring 2003
F.D. Building Construction			
Apparatus Area	9,770sf @ \$86.25/sf =	\$	842,663
Office Area	9.577sf@\$92.55/sf =		886,351
Sub Total F.D. Buil	ding Construction	_\$_	1,729,014
F.D. Site Costs			
Emergency Generator (100 KW)		\$	30,000
Practice Fire Hydrant			3,000
Curb Cut and Exit Drive			40,000
Relocated Tower		_	40,000
Sub Total F.D. Site	Costs	_\$_	113,000
F.D. Other Costs		•	115.000
Furniture		\$	115,000
Equipment			10,000
Phones			8,000
Architectural/Engineering Fees			157,361
Security			8,000
Moving		_	20,000
Sub Total F.D. Oth	ner Costs		318,361
Total of All F.D. Costs		\$	2,160,375
Contingency 10%			216,038
Departmental Shared Costs			509,737
TOTAL PROJECTED F.D. PRO	JECT COSTS	\$	2,886,149



ORION TOWNSHIP STUDY Fire Department

		1	Spring 2003
F.D. Building Construction			
Apparatus Area	9,770sf @ \$84.00/sf =	\$	820,680
Office Area	9,577sf@\$89325/sf=	_	854,747
Sub Total F.D. Building Cons	struction	_\$_	1,675,427
F.D. Site Costs			
Emergency Generator (100 KW)		\$	30,000
Practice Fire Hydrant			3,000
Curb Cut and Exit Drive			40,000
Relocated Tower		_	40,000
Sub Total F.D. Site Costs		_\$_	113,000
F.D. Other Costs			
Furniture		\$	115,000
Equipment			10,000
Phones			8,000
Security			8,000
Moving			20,000
Sub Total F.D. Other Costs		\$	161,000
Total of All F.D. Costs		\$	1,949,427
Contingency 10%			194,943
Departmental Shared Costs			507,885
TOTAL PROJECTED F.D. PROJECT CO	ests	<u>\$</u>	2,652,255

ORION TOWNSHIP STUDY Oakland County Sheriff's Office

Project No. 0228

REVISED December 21, 2005

				January 2007
OCSO Building Con	struction			
New Construction	n	10,123 gsf @ \$117.07 / sf =	\$	1,185,100
Basement		8,443 sf @ \$59.46 / sf =		502,020
	Sub Total OCSO Building Const	ruction	\$	1,687,120
OCSO Site Costs				
Emergency Gene	erator (100 KW)		\$	43,000
	Sub Total OCSO Site Cost	S	\$	43,000
OCSO Other Costs				
Furniture			\$	46,000
Equipment				11,500
Phones				11,500
Architectural/Eng	gineering Fees			138,410
Security				92,000
Moving				23,000
	Sub Total OCSO Other Cos	ts	\$	322,410
Total of All OCSO C	osts		\$	2,052,529
Contingency 10%			•	205,253
Departmental Shared	Costs			265,569
тотл	AL PROJECTED OCSO PROJE	CT COSTS	\$	2,523,351

REVISED - November 21, 2002

ORION TOWNSHIP STUDY Oakland County Sheriff's Office

* Cost Projection to construct OCSO Building on Service Center site with other structures/departments to follow in future.

	Late Spring 200	13
OCSO Building Construction	Secretary and the second secretary and the second s	
New Construction	10,123 gsf @ \$ 107.91 /sf= \$ 1,092,37	3
Basement	8,443 sf @ \$ 54.80 /sf= 462,67	
Sub Total OCSO Building	Construction \$ 1,555,04	9
OCSO Site Costs		
Emergency Generator (100 KW)	\$ 30,00	0
Storm Sewer	360 lf @ \$ 35.00 /lf= 12,60	
Storm Manholes/Catch	4 ea @ \$ 1,500 ea= 6,00	
Site Lighting	360 lf @ \$ 35.00 /lf= 12,60 4 ea @ \$ 1,500 ea= 6,00 6 ea @ \$ 1,900 ea= 11,40	0_
Sub Total OCSO Site Co	sts <u>\$ 60,00</u>	0_
OCSO Other Costs		
Furniture	\$ 40,00	0
Equipment	10,00	0
Phones	10,00	0
Building Permit/Fees	8,00	0
Site Plan Approval Fees	3,00	0
Architectural/Engineering Fees	149,85	4
Security	8,00	0
Moving	20,00	0
Sub Total OCSO Other of	costs \$ 248,85	4
Total of All OCSO Costs	\$ 1,863,90	4
Contingency 10%	186,39	
÷ •		
TOTAL PROJECTED OCSO PROJECT	T COSTS \$ 2,050,29	4



ORION TOWNSHIP STUDY Oakland County Sheriff's Office

			5	Spring 2003	
OCSO Building Cons New Construction Basement	struction 10	0,123gsf@\$101.80/sf = 8,443sf@\$51.70/sf =	\$	936,884 436,503	μP
	Sub Total OCSO Building Con-	struction	_\$	1,373,387	İ
OCSO Site Costs Emergency Generator	(100 KW) Sub Total OCSO Site Costs		<u>\$</u>	30,000 30,000	
OCSO Other Costs Furniture Equipment Phones Architectural/Enginee Security Moving	ering Fees		\$	40,000 10,000 10,000 116,271 8,000 20,000	113,096
	Sub Total OCSO Other Costs			204,271_	
Total of All OCSO C Contingency 10% Departmental Shared			\$	1,607,658 160,766 266,698	
TOTAL PR	OJECTED OCSO PROJECT CO	OSTS	\$	2,035,121	



ORION TOWNSHIP STUDY Oakland County Sheriff's Office

		3	Spring 2003
OCSO Building Construction New Construction Basement	10.123gsf@\$92.55/sf = 8,443sf@\$47.00/sf =	\$	936,884 396,821
Sub Total OCSO	Building Construction	_\$_	1,333,705
OCSO Site Costs Emergency Generator (100 KW)		\$	30,000
Sub Total OCSO	Site Costs	<u>\$</u>	30,000
OCSO Other Costs Furniture Equipment Phones Architectural/Engineering Fees Security Moving		\$	40,000 10,000 10,000 113,096 8,000 20,000
Sub Total OCSO	Other Costs	_\$	201,096
Total of All OCSO Costs Contingency 10% Departmental Shared Costs		\$	1,564,801 156,480 266,698
TOTAL PROJECTED OCSO P	PROJECT COSTS	\$	1,987,979



ORION TOWNSHIP STUDY Oakland County Sheriff's Office

			Spring 2003
OCSO Building Construct	tion		
New Construction	10,123gsf@ \$89.25/sf =	\$	903,478
Basement	8,443sf @ \$40.00/sf =	_	337,720
Sub	Total OCSO Building Construction	_\$	1,241,198
OCSO Site Costs			
Emergency Generator (100	KW)		30,000
Sub	Total OCSO Site Costs	_\$	30,000
OCSO Other Costs			
Furniture		\$	40,000
Equipment			10,000
Phones			10,000
Security			8,000
Moving		_	20,000
Sub	Total OCSO Other Costs	_\$	88,000
Total of All OCSO Costs		\$	1,359,198
Contingency 10%			135,920
Departmental Shared Costs		_	265,569
TOTAL PROJECT	TED OCSO PROJECT COSTS	\$	1,760,687

No date nor season has been established for this project to start.

There is still considerable data that makes it possible to project the project length and duration of various activities. Those activities are identified on the following schedule.

Please keep in mind that seasonal conditions could affect items such as the property survey, construction start and end.

SCHEDULE



ORION TOWNSHIP STUDY

Project No. 0228

August 1, 2002

											Moi	nths							•	•	•	
Tasks	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
Survey																						
Preliminary Design																						
Final Design/Specifications				1111																		
Site Plan Approval			ANER																			
Bidding						. 11																
Negotiation & Award											ï											
Construction																				111		
Equipment																						
Furnishings					1000															J. III		
Owner Review/Approval			8		Ц			ı														
Punch List																						
Full Occupancy																						
Construction Meetings									Q B				1		-		f	* · *				

Straub Pettitt Yaste

PRELIMINARY Meeting

Using the areas established in the preceeding section and the basic relationships derived from the user interviews,, a preliminary plan was generated to carry the process one additional level.

This is not necessarily the final design.

VIII Straub

ARCHITECTURE

850 NORTH CROOKS CLAWSON, MICHIGAN 48017-1311

248-658-7777 PHONE 248-658-7781 FAX

PLANNING

Straub Pettitt Yaste

In account with

INTERIOR DESIGN

File No: 2002.28

Invoice No. 3

October 1, 2002

Reenae Tulip Building and Grounds Charter Township of Orion 2525 Joslyn Road Lake Orion, Michigan 48360-1951

RE: ARCHITECTURAL AND PLANNING SERVICES TO DEVELOP A FACILITIES NEED STUDY FOR THE DEPARTMENT OF PUBLIC WORKS, SHERIFF SUBSTATION AND CENTRAL FIRE STATION.

Professional services performed during the month of September 2002 with regards to the above referenced project in accordance with our letter dated June 21, 2002. A fixed fee of \$3,950.00.

REIMBURSABLE EXPENSES:

J & M Reproductions 12 Additional Binders Index Dividers

\$144.34 35.48

92.86 272.68

X 1.1%

TOTAL AMOUNT DUE

\$299.95

10.9-02 D



J&M Reproduction Corporation

1200 Rochester Rd. Troy, Michigan 48083-2833

248/588-8100 Fax 248/588-4248 INVOICE NO. 352725

8.17

144.34

SALES TAX

FREIGHT

TOTAL

sold to

STRAUB PETTITT YASTE 850 NORTH CROOKS CLAWSON MI 480171311

hereby certify that these goods were produced in compliance with all applicable

uirements of Section 6, 7, and 12 of the Fair Labor Standards Act, as amended, t of regulations and orders of the United States Department of Labor issued under

ction 14 thereof.

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COUNT NO.	SLS		PURCHASE ORDER	DATE SHIP	TERMS	INV. DATE	PAGE
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ne Business Products & Furniture Professionals

John R Madison Heights, MI 48071 248-585-6210 fax 248-585-4050

INVOICE

248015

STRAUB PETTITT YASTE 850 N CROOKS RD

CLAWSON, MI 48017

248-658-7777

STRAUB PETTITT YASTE 850 N CROOKS RD

48017 CLAWSON, MI

08/28/02 NET 30

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BINDER, VIEW, 1", WE INDEX, MAKER, LSR, UNPCH, 8TAB BX NET

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NUMBER: 686872

: YOU SO VERY MUCH FOR YOUR ORDER!!!

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MICHIGAN CORPORATE OFFICE PLUS has SAVED you

\$139.69



susiness Products & Furniture Professionals

00 John R Madison Heights, MI 48071 8-585-6210 fax 248-585-4050 INVOICE

247815

TRAUB PETTITT YASTE *
50 N CROOKS RD

LAWSON, MI 48017

48-658-7777

STRAUB PETTITT YASTE 850 N CROOKS RD SUITE 200 CLAWSON, MI 48017

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* MICHIGAN CORPORATE OFFICE PLUS

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* $231.12

* on this order!
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ER_NUMBER: 686663

DELIVERY 8-23-02 IN THE AM? THANK

327.51

19.65

347.16



248-658-7777 PHONE 248-658-7781 FAX

PLANNING.

Straub Pettitt Yaste

In account with

INTERIOR DESIGN

File No: 2002.28

Invoice No. 2

September 1, 2002

Reenae Tulip Building and Grounds Charter Township of Orion 2525 Joslyn Road Lake Orion, Michigan 48360-1951

RE: ARCHITECTURAL AND PLANNING SERVICES TO DEVELOP A FACILITIES NEED STUDY FOR THE DEPARTMENT OF PUBLIC WORKS, SHERIFF SUBSTATION AND CENTRAL FIRE STATION.

Professional services performed during the month of August 2001 with regards to the above referenced project in accordance with our letter dated June 21, 2002. A fixed fee of \$3,950.00.

 $3,950.00 \times 100\%$ complete =

\$3,950.00

AMOUNT PREVIOUSLY INVOICED

2,962.50

TOTAL AMOUNT DUE

\$ 987.50

divided 3 ways



850 North Crooks Clawson, Michigan 48017-1311

248-658-7777 PHONE 248-658-7781 FAX

PLANNING

Straub Pettitt Yaste

In account with

INTERIOR DESIGN

File No: 2002.28

Invoice No. 1

August 1, 2002

Reenae Tulip Building and Grounds Charter Township of Orion 2525 Joslyn Road Lake Orion, Michigan 48360-1951

RE: ARCHITECTURAL AND PLANNING SERVICES TO DEVELOP A FACILITIES NEED STUDY FOR THE DEPARTMENT OF PUBLIC WORKS, SHERIFF SUBSTATION AND CENTRAL FIRE STATION.

Professional services performed during the month of July 2001 with regards to the above referenced project in accordance with our letter dated June 21, 2002. A fixed fee of \$3,950.00.

\$3,950.00 x 75% complete =

\$2,962.50

Bldgs. & Grounds Dept.

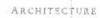
Acct. # _ : by W/S 7 re : Police

Sig. #1 _ C.T. Z# '6|S

Sig. #2 _ _ _ L# '6|S

'100Y

Tdag spunos & Grounds Dept.



850 North Crooks Clawson, Michigan 48017-1311

248-658-7777 РНОНЕ 248-658-7781 ГАХ

PLANNING

INTERIOR DESIGN

June 21, 2002

Straub Pettitt Yaste

Reenae Tulip Building and Grounds Charter Township of Orion 2525 Joslyn Road Lake Orion, MI 48360-1951



Architectural / Planning Services Proposal for
ORION TOWNSHIP FACILITIES NEEDS STUDY

Dear Ms. Tulip:

Straub Pettitt Yaste is pleased to have this opportunity to submit our proposal to provide architectural and planning services to develop a Facilities Need Study for the Department of Public Works, the Sheriff Substation, and the Central Fire Station needs. As you know, Straub Pettitt Yaste has had numerous projects with the Charter Township of Orion and has in fact completed the facilities within which these departments are now housed. We appreciate those opportunities and also this opportunity to extend our relationship with the Township.

SITUATION

There are several facilities problems presently facing the Township. These problems include:

- 1. The Building Department has an intense need for additional space.
- Inefficient management of the DPW created by the remoteness of the department head and office staff from the rest of the department.
- 3. A lack of central Fire Station, training, staffing, and vehicular storage.

South Dry



- 4. The Silverbell Station is functioning more like an office than a fire station.
- 5. General Township storage space is nearly non-existent, inefficient and in some cases in ordinance violation.
- 6. Storage of Township vehicles on site makes them vulnerable to vandalism and the weather.
- 7. Over crowding of parking areas at the Township site for evening summer programs forces vehicles into grass areas.
- 8. Park and Recreation Department work space and vehicle storage is non-existent.
- 9. Increasing growth of the Sheriff Substation staffing leaves nowhere for expansion.

Should it be feasible to relocate the Sheriff, the Water and Sewer Offices, and Central Fire Station to the eleven-acre site that these problems could all be handled appropriately. Additionally, it is thought that the expense to the Township General Fund would be impacted only minimally while other financial losses especially for the Water and Sewer Department funds could be reduced.

This study anticipates the exploration of the feasibility and the quantifying of needs and requirements. It is expected that numerous facilities problems will be resolved by such a move as well as providing better service to the community.

It is the Townships intention at this time to retain qualified professional assistants to explore this feasibility in a timely manner as an initial step to resolving basic facility needs.

THE PROPOSAL

Straub Pettitt Yaste would propose to provide the appropriate facilities needs study and site feasibility for this project. Our work would be documented similarly to the study complete in April 2001. In fact, much of that information would be piggybacked into the study. Our work would be documented in the following ways:



The Building

- Meet with you and the effected staff to identify space requirements and inadequacies of the present facilities in all three departments.
- Program each space identifying equipment, staffing and furniture, utilities and specific needs of the space in each of the three departments.
- Prepare individual space drawings showing the equipment and furniture to justify space requirements to you, the Board, and the public for all.
- Tabulate data against the existing space allocations.
- Note the various area increases over present conditions.
- Interpolate from historic building types data net to gross ratios.
- Develop a corresponding construction cost model.

The Site

- Study the Site for existing characteristics including topography, soil, vegetation, structures, neighbor zoning, set back, etc.
- · Analyze the site relative to the needs of the Departments.
- Develop site plan responding to the building area, yard area, circulation/parking, and other zoning ordinance requirements.

The Project Budget & Schedule

- Develop a project budget establishing costs for building construction, site development, utilities, soft costs and fees, equipment, and contingency.
- Develop a corresponding schedule with your staff identifying important thresholds for the design, approval, and construction process.

THE SCHEDULE

Straub Pettitt Yaste would anticipate a time period of approximately one to two months to provide these services. However, scheduling with Board Meetings and



other individuals as of yet unidentified could carry that time line somewhat farther. We can start interviews in early July.

THE FEE

Because of our familiarity with *Orion Township* staff and the existing buildings, we feel that we can provide an extremely detailed solution at a rather conservative fee. We would propose to provide the above referenced services for a fixed fee of \$3,950.

THE PRODUCT

Our Firm would provide eight copies of our findings bound in an 8.5" x 11" format documenting the process and findings. Additional copies would be provided at a small additional charge.

Straub Pettitt Yaste is excited about the potential of this project and again working with a respected client. Should you have any questions, please feel free to contact me at your convenience.

AUTHORIZATION

Should you have any questions regarding this proposal, feel free to contact me. Should the proposal be acceptable, please sign and return a copy to me. Thank you.

Signature

Date

Sincerely,

Straub Pettitt Yaste

R. Thomas Yaste, AIA

Principal

Reenae Tulip

From:

"R. Thomas Yaste" <tyaste@straubpettittyaste.com>

To:

"Reenae Tulip" <rtulip@oriontownship.org>

Sent:

Friday, July 26, 2002 12:44 PM

Subject:

Feassibility Study Meeting

Welcome back patio person,

I will distribute rough draft of study to you, Jeff, Bill and Bruce on Monday or Tuesday morning July 30. Would you set up a meeting with the Board Committee and Jeff, Bill, Bruce, yourself and me to review the study? It's big so I'd rather not make a draft copy for the Board Committee, but I'd like your input on that or what to do about it.

You'll notice the conclusion section is missing from the study. I'm working on that. There was also suppose to be some financial stuff about how to fund this thing that Elizabeth was working on. Do you know anything about that?

August 20th staff meiting & August 7th @ 9AM W/ Elizabeth

Please call so we can discuss. I'll bet you ain't got nothin else to do.

Tom

8/1/02



Charter Township of Orion

2525 Joslyn Road • Lake Orion, Michigan 48360 • (248) 391-0304 • Fax (248) 391-9984

TO:

Reenae Tulip, Buildings & Grounds Director

FROM:

Jill D. Bastian, Clerk

RE:

DPS Facilities Needs Study on Public Survice Complexe

DATE:

June 18, 2002

The Board of Trustees, at the regular meeting of Monday, June 17, 2002, authorized on one site, at a cost not to exceed \$3,950, with a report to the Board within 90 days.

Please provide a copy of the executed

Pettit Yaste, with Certificate of Insurance, to the Clerk's office for Township files. Brad be 91

JDB/jas

cc: Gerald A. Dywasuk, Supervisor

SUPERVISOR - Gerald A. Dywasuk TRUSTEES Michael Fetzer

CLERK - Jill D. Bastian Richard L. Tomczak

TREASURER - James Marleau Michael J. Gingell

Eric S. Wilson

CHARTER TOWNSHIP OF ORION BOARD OF TRUSTEES MEETING AGENDA ITEMS

for use by

BOARD MEMBERS, DEPARTMENT HEADS, MEMBERS OF THE PUBLIC

12:00 p.m. - Tuesday before Township Board Meeting

Submit one copy of this form for each agenda item, to the Clerk's office, with one copy of any backup materials. (Items from Department Heads must be approved by the Supervisor).

Supervisor's	Approval	

Meeting Date:

JUNE 17, 2002

Department (if applicable):

Buildings and Grounds

Agenda Item Title: FEASIBILITY STUDY

Contact Name, Address, and Phone number (if applicable):

Reenae Tulip, Buildings & Grounds Director

Brief Description of Item:

128 amound

See attached memo regarding the needs and feasibility study for the department of Public Works, the Fire department and the Sheriffs department to relocate onto the D.P.W. property off Joslyn Road, just South of the Orign Oaks School.

May he have been a family of the second in t

Desired Board Action: approve hiring Tom Yaste @ a cost not to exceed #3, 950 - 60 for the study noted above.

4:00 p.m. - Wednesday before Township Board Meeting

Agenda Memo

To:

Gerald A. Dywasuk, Township Supervisor

From:

Reenae Tulip, Buildings and Grounds Director

Date:

June 11, 2002

Re:

Facilities Needs Study

Attached you will find the proposal from Tom Yaste, per our request for a facility needs study in combining the department of Public Works with the Fire and Sheriff departments on the eleven acre site owned by Water & Sewer.

If we were to find the above idea feasible and moved forward, bringing this idea to reality, a remedy for several problems confronting us today may be realized. The lack of sufficient file, equipment storage and working space could be resolved with our ownership of the existing Public Works building. Over crowding of the Building Department could be relieved if they had use of the whole office. There are several uses you could consider for the area where the Sheriffs department is now, if they moved elsewhere. These are only situations that I, as well as other department heads have had to deal with directly. You will find other situations affecting departments, departments this plan would influence the most, within the proposal.

I request we accept the attached proposal from Strab Pettitt Yaste for \$3,950.00.

BOARD ACTION DESIRED: Hire Straub Pettitt Yaste to provide a Facilities Need Study for the Department of Public Works, the Sheriffs Substation and the Central Fire Station needs with the feasibility of all three departments being located on one site.



Straub Pettitt Yaste

850 North Crooks Suite 200 Clawson, Michigan 48017-1311 248-658-7777 248-658-7781 fax

June 5, 2002

Reenae Tulip Building and Grounds Charter Township of Orion 2525 Joslyn Road Lake Orion, MI 48360-1951



Architectural / Plannning Services Proposal for
ORION TOWNSHIP FACILITIES NEEDS STUDY

Dear Ms. Tulip:

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- 4. The Silverbell Station is functioning more like an office than a fire station.
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THE PROPOSAL

Straub Pettitt Yaste would propose to provide the appropriate facilities needs study and site feasibility for this project. Our work would be documented similarly to the study complete in April 2001. In fact, much of that information would be piggybacked into the study. Our work would be documented in the following ways:

The Building

- Meet with you and the effected staff to identify space requirements and inadequacies of the present facilities in all three departments.
- Program each space identifying equipment, staffing and furniture, utilities and specific needs of the space in each of the three departments.
- Prepare individual space drawings showing the equipment and furniture to justify space requirements to you, the Board, and the public for all.
- Tabulate data against the existing space allocations.
- Note the various area increases over present conditions.
- Interpolate from historic building types data net to gross ratios.
- Develop a corresponding construction cost model.

The Site

- Study the Site for existing characteristics including topography, soil, vegetation, structures, neighbor zoning, set back, etc.
- Analyze the site relative to the needs of the Departments.
- Develop site plan responding to the building area, yard area, circulation/parking, and other zoning ordinance requirements.

The Project Budget & Schedule

- Develop a project budget establishing costs for building construction, site development, utilities, soft costs and fees, equipment, and contingency.
- Develop a corresponding schedule with your staff identifying important thresholds for the design, approval, and construction process.

THE SCHEDULE

Straub Pettitt Yaste would anticipate a time period of approximately one to two months to provide these services. However, scheduling with Board Meetings and other individuals as of yet unidentified could carry that time line somewhat farther.

THE FEE

Because of our familiarity with *Orion Township* staff and the existing buildings, we feel that we can provide an extremely detailed solution at a rather conservative fee. We would propose to provide the above referenced services for a fixed fee of \$3,950.

THE PRODUCT

Our Firm would provide eight copies of our findings bound in an 8.5" x 11" format documenting the process and findings. Additional copies would be provided at a small additional charge.

Straub Pettitt Yaste is excited about the potential of this project and again working with a respected client. Should you have any questions, please feel free to contact me at your convenience.

Sincerely,

Straub Pettitt Yaste

R. Thomas Yaste, AIA Principal



Charter Township of Orion

2525 Joslyn Road • Lake Orion, Michigan 48360 • (248) 391-0304 • Fax (248) 391-9984

TO:

Reenae Tulip, Buildings & Grounds Director

FROM:

Jill D. Bastian, Clerk

RE:

DPS Facilities Needs Study

DATE:

June 18, 2002

The Board of Trustees, at the regular meeting of Monday, June 17, 2002, authorized contracting with Straub Pettit Yaste, to do a Facilities Needs Study to look at the feasibility of DPW, Sheriff's Substation, and Central Fire Station facilities being located on one site, at a cost not to exceed \$3,950, with a report to the Board within 90 days.

Please provide a copy of the executed contract or Letter of Agreement signed by Straub Pettit Yaste, with Certificate of Insurance, to the Clerk's office for Township files.

JDB/jas

cc: Gerald A. Dywasuk, Supervisor

To: Bill Ireland

Jeff Key Bruce Naile

From: Reenae Tulip

Date: July 2, 2002

Re: Meetings with Tom Yaste

As of this writing Tom Yaste is on vacation. He expects to be back on July 8, 2002. I will be leaving the Site Survey done by OHM and a conceived layout of the site done by Jeff Key, in the Supervisor's department for Tom to pick up on his return. He will be calling you to set up a date and time to meet with each of you. After he has spoken to you individually you will meet as a group to go over how each departments needs fits within the site and each other, to tweak what has been gone over so to speak.

I have attached the proposal that was submitted by Tom Yaste, to do the Facilities Needs Study and approved during the June 17^{th.} Board meeting. The Boards motion required that this study be completed and reported back to the Board within 90 days. That date will be the September 16, 2002 board meeting.

Study

To: Township Board Members

From: Gerald A. Dywasuk, Supervisor

May 29, 2001 Date:

Subject: Preliminary Needs Study for Future DPW Building



Attached for your review is the Preliminary Need Study for the future DPW Building.

Please review this material and send your comments/questions to me by Friday, June 15, 2001.

GAD:ims attachment jms[data\agenda\2001\0604 DPW building need study report]



Charter Township of Orion

2525 Joslyn Road • Lake Orion, Michigan 48360 • (248) 391-0304 • Fax (248) 391-9984

To: Gerald A. Dywasuk, Supervisor

From: C. William Ireland, DPW Director

Date: May 24, 2001

Re: D.P.W. Building

Dear Mr. Dywasuk,

I have completed the preliminary Need Study for the future D.P.W. Building. I am forwarding seven (7) copies for review by both you and the Board of Trustees. After the review is complete, please let me know if you would like me to proceed with advertising for a bid for the architectural.

If any additional information is required, please feel free to contact me.

Sincerely,

C. William Bill Ireland Director of Public Works From:

Julianne Savard

To:

Tulip, Reenae

Date: Subject: 5/13/02 3:24PM Re: Jerry's schedule

Let's start with:

Weds., May 15, after Computer meeting Fri., May 17, after 2 p.m. ⊾ Tues., May 21, 11-11:30 a.m.

After these, we'd have to go to the week of June 3rd, as he will be on vacation.

>>> Reenae Tulip 05/13/02 11:54AM >>>

Jerry would like to meet with tom Yaste. Please give me some dates and times he would be available so I can call tom with them.





Charter Township of Orion

2525 Joslyn Road • Lake Orion, Michigan 48360 • (248) 391-0304 • Fax (248) 391-9984

TO:

Township Board members

FROM:

Jill D. Bastian, Clerk

RE:

Facility Needs Review

DATE:

April 22, 2002

As a result of comments by other Board members at recent meetings and a visit to the new Springfield Township Civic Center complex (population -13,000), I would like to suggest that we schedule a time in the very near future to talk about Orion Township facility needs. Several Department Heads, including myself, have indicated that there is a serious lack of storage space for Township records. The situation in Township Hall is fast reaching crisis proportions.

Other communities build future storage space into new buildings or expansions. Orion Township chose to not do that in 1996. In fact, some space was eliminated because of budget constraints. I have noticed an interest in discussing the needs (and location) of the following Departments: DPW, Fire, Police, Building, and Parks. At the same time, I would request that future storage needs be taken into consideration when reviewing space allotments.

The management, organization, purging, updating, and researching of Township records could be done much more efficiently and cost-effectively if we had adequate space to house the files.

Staff have begun, on a limited basis, to review and purge files, per the adopted Records Retention Policy. However, funding for additional staff time will need to be budgeted for the next few years to accomplish the task of organizing and updating Township files, from how they exist today to how they should be for maximum productivity.

A second aspect of a Facility Needs Review might be to host a visioning session with other community entities such as the Lake Orion Community Schools, Village of Lake Orion, and Orion Township Public Library to determine how to best proceed cooperatively to plan for future facilities such as a Community Center with designated areas for meeting rooms, seniors, teens, a public access studio, additional park and recreational facilities, etc.

Thank you for taking the time to consider these requests.

cc: Reenae Tulip, Building & Grounds Director