

A SURVEY OF  
PRESENT AND FUTURE  
BUILDING SPACE REQUIREMENTS  
IN BERRIEN COUNTY

Prepared for the Special  
Building Committee of the  
Berrien County Board  
of Supervisors

Citizens Research Council of Michigan

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# CITIZENS RESEARCH COUNCIL

## OF MICHIGAN

Detroit-Lansing

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February 28, 1961

Mr. Frank Poorman, Chairman  
Special County Building Committee  
Board of Supervisors  
County of Berrien

Dear Mr. Poorman

Pursuant to your request, we are submitting this report on the space requirements for a new county building for Berrien Count. In accordance with our agreement with the Committee this report is confined to a factual analysis of the present and projected space requirements of the several county departments and agencies. We have not attempted to determine the space requirements for operation of the building—stairways, halls, building equipment, etc.—since requirements for these facilities can best be determined by the architect working with the Committee.

The personnel and space requirements presented in this report were developed by the Research Council staff working in cooperation with county officials. Every county official and employee contacted during the course of the study was most cooperative. Mr. Frank X. Duerr, Jr., County Clerk, served as our contact and his assistance was most valuable.

We believe that the facts presented in this report provide a sound basis for the Committee, with the assistance of the architect, to develop a building proposal which will provide adequate facilities for county agencies at the least possible cost. We have appreciated the opportunity of working with the Committee and county officials and will be pleased to provide such supplemental information as may be desired.

Respectfully submitted

/s/ Robert E. Pickup

Executive Director

*Formerly Bureau of Governmental Research*

*Organized in 1916 To Give Continuous Independent Attention to Governmental Affairs*



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## INTRODUCTION

On January 14, 1960, a Special County Building Committee of the Board of Supervisors of Berrien County adopted a resolution requesting the Citizens Research Council to undertake a survey of the existing and future space needs of the governmental officials and agencies of Berrien County.

The objective of this space survey (as agreed upon by the Research Council and the Building Committee) is to provide the basic and essential background information necessary to ensure an adequate and well formulated building program in the county.

With the assistance and full cooperation of the county clerk and special building committee, the Research Council was able to utilize both a written questionnaire and personal interviews to secure basic data. Personal interviews were conducted with department heads to verify and clarify information secured and to provide additional data. Space standards as developed by the state department of administration were also used, as was information available from other county building surveys. Particular attention was given to the records program of Berrien County. The central records division of Wayne County provided considerable assistance in this phase of the survey.

Specifically this survey is designed to provide county officials and residents and taxpayers of Berrien County with answers to the following types of questions.

1. What are the governmental officers and agencies operating at the county level and what are their principal activities and functions?
2. What new or additional functions is the county likely to assume by 1980?
3. Where should county agencies and offices be located to ensure the best possible service to the public? What county agencies should be located in close proximity to other agencies to secure maximum cooperation and efficiency?

4. What are the space needs of Berrien County governmental agencies at the present time? What will the space needs of these agencies be in 1980?
5. What revisions in county processes or procedures would help ensure that future space requirements are based upon the best possible tools and techniques for securing maximum use from available space?
6. How much new building space should be provided now and in the future? How much will a building program cost the county taxpayers and what are the alternative methods of financing such a program?

Finally, it should be made clear that specific county agencies were excluded from analysis in this space survey because of their unique function, part time operations, or because separate facilities have been provided by the county. These include the road commission, medical examiner, juvenile home, dog wardens, sheriffs department, circuit court commissioners, civil defense department, election canvassers, county hospital, and county surveyor.

On the other hand, certain county agencies presently renting space or located in county owned buildings outside of the court house building have been included in this survey because it is considered desirable that the board of supervisors make a decision regarding accommodations for these agencies in any expanded building program. These include the social welfare department, bureau of social aid, veterans trust fund commissioners, veterans service officer, probation department, soldiers and sailors relief commission, and the county agricultural extension service.

#### Space standards used in this survey

In order to evaluate the space requirements of each county agency for the present and future, it has been necessary to use space standards against which to measure departmental estimates. Space standards, however, have been modified or adjusted in accordance with the functions or activities performed by each agency. The space standards used in this report relate specifically to personnel needs.

Space standards for personnel were secured from the Buildings Division of the State Department of Administration. These standards are used by the



state to arrive at a meaningful method of relating office space to the number of employees in each department.

The norms as recommended are as follows:

Open area – 80 square feet per employee with a range of 70 to 90 square feet per employee where the number of employees in each group is under 25.

Semi-private area – 100 square feet per employee with a range of 85 to 120 square feet per employee.

Private area – 200 square feet per employee with a range of 125 to 350 square feet per employee.

File space is handled in accordance with the present allocation, adjusted by space reductions anticipated due to improvements in records retention, and a revised records management program.

Space allotted for public space, meeting rooms and equipment is treated in accordance with the present amount of space allotted to each agency, departmental questionnaire responses, interviews with departmental heads, the number of persons using facilities, and the unique characteristics of each agency's function.



## COUNTY BUILDINGS AND PRESENT AND FUTURE SPACE REQUIREMENTS

Berrien County was originally organized in 1831. The county was named for the Honorable John M. Berrien, Attorney General under Andrew Jackson. The present court house was built in 1895. At that time, the population of Berrien County was approximately 45,635. the population of the county has increased to 148,785 in 1960 according to the preliminary census estimates.

The functions of the county have grown and expanded over the years partly because of the requirements of an expanded population and partly because of a changing concept of the role of county government. The county has played an increasingly important role in the fields of health, welfare, roads, and public works activities.

At the present time, there are 23 state and county agencies operating at the county level in Berrien County which have been under consideration in this space survey. Exclusive of the road commission; sheriffs department; surveyor; circuit court commissioners; dog wardens; medical examiner; and county hospital personnel, suitable space is required for 196 county officers and employees in 1960.

The principal county building is the county court house located in the City of St. Joseph. Other county owned buildings include the agricultural extension service building, sheriffs department and jail, juvenile home, county hospital, and road commission building.

The county also rents or leases space for the prosecutor; bureau of social aid; social welfare department; veterans service officer; and probation department. The total annual cost of leased facilities is \$5,070, including a \$1,620 reimbursement from the state for space provided the bureau of social aid. In addition, the county is provided space for the civil defense office in the Berrien Springs police department. Three dog wardens provide their own facilities. The soldiers and sailors relief commission uses the offices of the veterans service officer and the veterans trust fund commissioners provide their own space.

In order to ensure that each governmental agency's space needs can be adequately reviewed, the pertinent information and space estimates for each agency will be reviewed in this section of the report. Agencies are reviewed alphabetically and a summary of pertinent facts is contained in the detail table following this section of the report.



## **Location of County and State Agencies**

The location of the county and state agencies under review in this report should be given careful consideration prior to the construction of any new building facilities. An analysis in the preliminary stages of a building program can ensure better service to the public and diminish costly and time consuming transport of personnel between departments. Also, meeting facilities and conference space can be shared where possible among several departments. Heavy equipment and storage space can be located on the ground level for example to lessen the stress on floors and prevent unnecessary building construction costs.

In order to assist the architect and the building committee in its deliberations on this matter each department head has indicated his preference for location in relation to other county agencies. Also, the employees of each department were asked by questionnaire to indicate the frequency of visits made to other county agencies. By utilizing movable walls where possible it should be possible to provide for maximum flexibility in the expansion and relocation of county agencies, but the initial placement of offices in relation to each other is important.

After consideration of the many factors which affect office location, the Research Council recommends that the following grouping of agencies would appear to be most appropriate in any new remodeled building facilities.

Group I (Ground or first floor level is preferable)

- A. County clerk  
Register of deeds  
Tax department  
Drain Commissioner
- B. County Treasurer  
Probate Court  
Probate Court – Juvenile division
- C. Microfilm department and central records  
Purchasing department  
Maintenance department

Group II

Board of Supervisors  
Education department  
Health – schools  
Agricultural cooperative extension service  
Health – sanitation department  
Health – TB division

Group III

Prosecuting attorney  
Probation department  
Circuit court officers and court rooms  
Friend of the court

Group IV

Department of social welfare  
Bureau of social aid  
Veterans service officer

## **Departmental Conference and Meeting Rooms, and Other**

### **Non-Departmental Space Requirements**

In discussions held with department heads regarding space requirements of County agencies, several requests were made for classrooms, meeting rooms, and conference facilities. It was also suggested that a room suitable for information and intake-work be established and that a play-room for children be located close to the friend of the courts office.

Conference rooms for staff meetings, in-service training, and other group discussions are important for many county agencies. Meeting rooms and classroom facilities would also be desirable for such agencies as the agricultural extension service, education department, the several divisions of the health department, and the drain commissioner. However, unless conference and meeting rooms are used continuously, they can result in unnecessary expenditures by the county.

Since meetings of the board of supervisors and the several committees are held infrequently during the year, departmental meetings and conferences could very well be scheduled for periods when the board of supervisors' room and its committee rooms are vacant. It would appear advisable, however, to provide a separate meeting room and library for the joint use of health department personnel and the education department of the county.

A small room with games and equipment for small children in the courthouse building might also be conducive to the orderly transaction of business in the courthouse. In court cases involving children and pending divorce matters it might also be in the best interest of the children to have such a room. This room might well be located adjacent to the secretarial personnel to avoid the necessity for hiring additional personnel for the nursery.

It was strongly recommended by the social welfare agencies and probate court that an information and intake-office be established to serve as both an information center and referral agency. It was suggested further that perhaps such a center could be staffed with personnel trained in legal aid and social welfare work.

The function of intake office personnel would be to provide general information and also interview persons in need of specific legal or social welfare services. At the present time, persons seek assistance or information at various county offices. Office personnel are interrupted now in the course of their normal duties and are not always sufficiently trained to direct persons to the proper county agencies. As a result, persons will often go from office to office in search of assistance. A situation of this type is not conducive to good public service and takes office personnel away from their normal duties.

Therefore, the suggestion on an intake office would appear to warrant consideration by the committee. At the very least, it would appear essential to provide for an information desk in new building facilities.

If the special building committee agrees than any or all of the above departmental requests are sound, additional space should be allocated beyond that recommended by the Research Council in this report.

### Potential Growth in County Services

The primary purpose of this survey is to provide the board of supervisors with information on the present and future space requirements of existing county and state agencies housed in county owned buildings or leased facilities.

A good example of the problems encountered in a study of this type is indicated by recent voter approval of a special education program in the county. The establishment of this program will require further study and board action. However, additional personnel and building space must be provided in the near future for this program over and above the space estimates made in our preliminary survey.

Also, the director of the social welfare department strongly recommends that the board of supervisors create a collection agency for the county. Other counties in Michigan have established a collection agency and secured excellent results from a centralized collection program.

Also, the county may want to establish a central telephone service in any new building unit. In addition, there are other functions and activities which the county may want to establish in the near future. For example, the board of supervisors may at some time in the future decide to establish a full-fledged health department, a planning commission, public works department, or other optional county agencies.

It is beyond the scope of this survey to recommend that space be allocated for agencies or services which might be provided by the county in the future. First, decisions of this type rest solely with the board of supervisors or the county electorate. Second, new building facilities can be constructed so that maximum flexibility is provided for changing needs. Careful review of building plans should be made to ensure that wing can be added to accommodate future growth.





## Departmental Space and Personnel Detail Table

Departments	<u>Present Space</u>		No. of personnel <u>1960a</u>
	<u>Court House</u>	<u>Other</u>	
	(In Square Feet)		
Agricultural Cooperative Extension Service		1,250	12
Bureau of Social Aid		2,290	23
Board of Supervisors	600		47
Circuit Court	4,061		7
County Clerk	1,283		10
Custodian & Maintenance Department	175		5
Drain Commissioner	373		2
Education Department <sup>h</sup>	717 <sup>h</sup>		8 <sup>c</sup>
Friend of the Court	310		3
Health Department			
Schools	376		5 <sup>c</sup>
Division of Sanitation		135	2.5
Tuberculosis Division		576	3.5
Juvenile Court Department		932 <sup>d</sup>	10 <sup>d</sup>
Microfilm Department	144	35	1
Probate Court	1,460		7.5
Probation Department		755	4.5
Prosecuting Attorney		1,560 <sup>e</sup>	8 <sup>e</sup>
Purchasing Department	400 <sup>f</sup>		1
Register of Deeds	1,200		7
Department of Social Welfare		2,749	19
Tax Department	605		3
Treasurer	1,286		6
Veterans Service	_____	_____450	_____1
 Totals	 12,990	 11,232	 196*
 Total Court House and Other	 24,222		

\*Does not include all county and state employees in Berrien County. See introductory text.

<sup>a</sup> Includes department heads.

<sup>b</sup> These are minimum space requirements only, with the exception of the County Clerk's office. See text for the particular county agency for alternative space allocations depending on specific decisions of the Board of Supervisors.

<sup>c</sup> Superintendent of School is department head for the School Health Division and Education Department.

Departmental Space and Personnel Detail Table (continued)

<u>Personnel Required by 1980</u>		<u>Space Required</u>			
<u>Departmental Estimates</u>	<u>Research Council Estimates</u>	<u>Departmental Estimates</u>		<u>Research Council Estimates</u>	
		<u>1960</u>	<u>1980</u>	<u>1960</u>	<u>1980</u>
18	18	2,950	3,750	1,900	2,570
35	38	3,435	—	2,870	4,490
65	—	—	2,000	2,000	
11	10 <sup>b</sup>	—	—	980	6,660 <sup>b</sup>
15	15 <sup>b</sup>	1,924	2,524	1,600	2,180 <sup>b</sup>
9	9	—	—	1,700	3,350
6	6	373	746	373	619
18 <sup>h</sup>	18 <sup>h</sup>	—	—	1,183 <sup>h</sup>	2,356 <sup>h</sup>
5-6	5 <sup>b</sup>	—	—	536	860 <sup>b</sup>
11	11	—	—	614	1,463
10	10	—	—	395	1,145
5	5	756	876	756	926
20 <sup>d</sup>	20 <sup>d</sup>	1,175 <sup>d</sup>	3,200 <sup>d</sup>	1,403 <sup>d</sup>	2,764 <sup>d</sup>
—	3			300	800
13	13 <sup>b</sup>	4,380	5,630	3,180	4,206 <sup>b</sup>
15	7 <sup>b</sup>	755	1,500	755	1,870 <sup>b</sup>
10 <sup>e</sup>	10 <sup>e</sup>	1,710 <sup>e</sup>	2,242 <sup>e</sup>	1,615 <sup>e</sup>	2,420 <sup>e</sup>
2	2	800 <sup>f</sup>	—	245 <sup>f</sup>	390 <sup>f</sup>
—	11	2,400	3,600	1,820	2,730
29-38	33	4,000	5,000	4,250	6,680
7	7	1,205	2,420	1,030	2,110
15	11	2,036	3,750	1,290	1,960
<u>3<sup>g</sup></u>	<u>3<sup>g</sup></u>	<u>450<sup>g</sup></u>	<u>—</u>	<u>570<sup>g</sup></u>	<u>730<sup>g</sup></u>
	330			31,365	55,576

<sup>d</sup> Does not include juvenile home space or personnel.

<sup>e</sup> Includes office space and personnel in the City of St. Joseph only.

<sup>f</sup> Office space only.

<sup>g</sup> Maximum amount, see text for minimum.

<sup>h</sup> These are minimum estimates only, further study will be required to determine personnel and space requirements for the Special Education Program approved by the voters on August 2, 1960.



## **A Records Management Program**

The County of Berrien has taken an important step towards the introduction of a sound records management program. Many of the important county records have been microfilmed and a security roll is stored in the county jail for safekeeping. This ensures that in case of fire or other disaster, duplicate copies of county records are kept in separate offices in the courthouse and a security roll is located in another building. This is an important safeguard to the taxpayers and residents of Berrien County at a minimal cost in space and manpower.

As a next step in this program, it is suggested that the county make a complete survey of the county records program. In the survey of space utilization made by the Research Council, attention was given to the storage of county records and the following observations were made.

1. The retention and storage of records in county buildings has contributed to the serious space problem which exists. File cabinets and records are stacked about the walls and work areas of many offices, as high as 20 feet in some cases.
2. As discussed in another section of this report, the register of deeds office presently uses 240 square feet of floor space for photostatic copies of records. If a more comprehensive system of microfilm were utilized, these same copies of records could be stored in file cabinets requiring about 10.5 square feet of floor space. The county clerk estimates that at least 50 percent of the space used in his office for records could be made available for other purposes.
3. The probate judge also noted that much of the space in his office might possibly be free for other purposes, if a comprehensive microfilm program were instituted. However, the probate judge finds it much easier now to use the original records in his work as opposed to microfilm. This is an important reason why a records expert should be called in by the county to indicate what the latest developments have been in this field. It might be possible that a process is available which the probate judge would find satisfactory for his needs. County officials make a good point in requesting that a tried and proven system be developed before projections are made on file space for the future.

## Benefits of a records management program

Before space requirements for the present and future can be accurately determined, the space currently provided for records, the records retention schedule, and duplicating processes should be carefully examined. For example, it is the policy in many counties when recommending storage space for the records of the county clerk and treasurer, to provide considerable vault space. This was a necessary precaution for safeguarding records in the past, prior to the advent of microfilm. Now at least two microfilm copies can be kept in different locations for current use and one stored for security purposes in another building. This reduces considerably the amount of space required for vault space.

Also, when projecting space needs into the future, it makes little sense to project space requirements on the basis of an antiquated records program. Space currently used for records that should have been destroyed or put on microfilm is costly. Projecting space for such a system results in compounding the waste in space and cost to the county.

In addition, the accumulation of unnecessary records makes it more difficult to locate records which are really needed. A reduction in the number of file cabinets necessary can also result in substantial savings. The number of personnel required for filing activities can often be reduced. Most important, service to the public can generally be improved. Finally, building space is costly, and any possible reduction in the amount of usable floor space will enable the county to go to the voters with a building proposal which reflects the most conservative estimate of county building needs.

In the course of this survey, a visit was made to the central records division of Wayne County board of auditors for a review of that program. It was quite apparent that differences among counties in the record-keeping function, particularly, are usually in degree and not in kind. That is to say, that Michigan law calls for uniformity in the nature and types of records which must be filed and stored. The major difference is primarily in the volume of records handled by each county. It is recommended, therefore, that the county seek advice from other counties which have developed a comprehensive records management program.

## **Agricultural Cooperative Extension Service**

### Major functions

The cooperative extension service conducts a general educational program toward the advancement of agricultural techniques and domestic arts. This agency serves many organizations throughout the county, particularly the 4-H Club program, home economics extension program, and the agri-business industry of Berrien County. The program is financed partly by federal grants administered through Michigan State University and partly by state funds. The county pays only for travel expenses, office expenses including clerical salaries, and provides building space and maintenance.

### Number of type of personnel in 1960

8 professional  
4 clerical  
12 employees

### Location and amount of usable floor space in 1960

The cooperative extension service is located in a one-story frame building at 901 Port Street which is north of the court house and west of the county jail. All personnel are located on the first floor. Basement space is used for storage and a soil testing laboratory. The following is a breakdown of present space utilization.

Total usable floor space	1,250 sq. ft.
File Space	225 sq. ft.
Equipment	220 sq. ft.
Storage and soil testing laboratory	320 sq. ft.
Public space	35 sq. ft.

### Department head's dissatisfaction with present space

Humid conditions of basement make basement storage unsatisfactory. Also, water backs up in the basement after spring rains. Space for the general public is inadequate. Three persons are presently housed in an old vault with inadequate ventilation. There are no meeting room facilities for meetings with community groups and leader training sessions. Duplicating equipment and office machinery is allotted only 40 square feet at the present time. Space for personnel is inadequate and it is impossible to carry on private consultations on individual problems.

### Department heads estimate of space requirements in 1960

Director	150 sq. ft.
Professional staff	700 sq. ft.
Clerical staff	300 sq. ft.
Office equipment	100 sq. ft.
File space	300 sq. ft.
Storage and soil testing laboratory	400 sq. ft.
Conference and meeting room	900 sq. ft.
Public reception	<u>100</u> sq. ft.
Total	2,950 sq. ft.

The department head's request for personnel space is based upon 150 square feet for the director and 100 square feet for each professional worker. He requests 75 square feet for each clerical worker. The meeting and conference room should handle a meeting of 75 to 100 persons, according to the department head

### Location to other county agencies

A location in close proximity to any specific county agency is not considered necessary by the department head

### Number of persons using facilities

Department records indicate that approximately 3,200 persons used the facilities of this office in 1959. This does not include some 2,000 visits to homes and farms by extension agents, or phone calls.

### Long range plans

The long range plans of this agency include more work in the area of land-use planning and community development. This is predicated on the fact that Michigan State University is doing considerable work in the area of planning and community development, and the extension service disseminates much of the information from the university and works with community organizations.

### Departmental estimates of personnel and space requirements in 1980

By 1980, it is estimated that professional personnel will increase from 8 to 12 persons and that the clerical staff will increase to a maximum of 6 persons. The following estimates were made by the department head for 1980.



Professional office space	1,300 sq. ft.
Office equipment	150 sq. ft.
File space	350 sq. ft.
Storage	500 sq. ft.
Conference and meeting room	900 sq. ft.
Public reception	100 sq. ft.
Clerical space	<u>450</u> sq. ft.
Total	3,750 sq. ft.

Evaluation of space requirements for 1960 and 1980

Based upon the space standards used in this survey, the existing space provided for this function is inadequate. Also, the use of the vault space for office personnel is not conducive to efficient operations. At the present time, the following amount of space should be provided.

Director	200 sq. ft.
Professional staff	560 sq. ft.
Clerical staff	240 sq. ft.
Office equipment	100 sq. ft.
File space	300 sq. ft.
Storage and soil testing laboratory	400 sq. ft.
Public reception	<u>100</u> sq. ft.
Total	1,900 sq. ft.

An additional 900 square feet of floor space should also be provided for a meeting facility, but it is recommended that this meeting room be provided for the joint use of the education department and health department personnel in any new building unit. A sizable amount of storage space must be provided for the books and periodicals used by this agency. Using the estimates of the department head for increased personnel requirements, space needs in 1980 would be as follows.

Director	200 sq. ft.
Professional staff	960 sq. ft.
Clerical staff	360 sq. ft.
Office equipment	100 sq. ft.
File space	350 sq. ft.
Storage and soil testing laboratory	500 sq. ft.
Public reception	<u>100</u> sq. ft.
Total	2,570 sq. ft.



## **Board of Supervisors**

### Major functions

In Berrien County—as in other Michigan counties—the board of supervisors is both the administrative and policy-making body of the county. By constitutional provision, the township supervisor of each township serves *ex officio* as a member of the board, regardless of the population of the township. Cities, however, receive representation on the basis of population as prescribed by state law. The board of supervisors in Berrien County is composed of 47 members. The full board of supervisors meets an average of 15 times a year. There are 21 committees of the board and special committees are created from time to time.

The finance committee is generally considered to be the most important committee. This committee is responsible for the preparation of the county budget and is concerned with all matters involving the appropriation, allocation or disposition of county funds, acquisition or sale of county properties, number of positions and salaries of county employees. This committee also has direct control over the purchasing department, and microfilm program.

Certain committees meet regularly and others meet when a matter is given to them for review and analysis.

### Location and amount of usable floor space in 1960

At the present time, the board of supervisors holds its meetings on the second floor of the court house. A rostrum and three tables are provided for meetings of the full board. Also, it has been necessary to locate two personnel from the county clerk's office in the board room. No space is available for the general public and the county clerk's files and equipment take up 111 square feet of space, leaving the board of supervisors approximately 600 square feet of usable floor space.

If the board room is not available, committee meetings are held in the office of the director of purchasing or in storage and office space used by the county clerk. One table and eight chairs are available for use of committee members in the purchasing department.

### Estimated space requirements for 1960 and 1980

The board of supervisors requires adequate space for 47 members now and an estimated 65 members by 1980. adequate committee rooms must also be provided for committees of the board. Space must also be provided for the general public.

However, since the full board of supervisors meets only 15 times a year on the average, careful consideration should be given to the size of the board room. Committee rooms should be made available for conference rooms when not being used by committees of the board of supervisors. Since several county agencies have indicated a desire to have meeting rooms and conference facilities available, careful planning of the board room and committee rooms can result in maximum use from available space.

It is suggested that the board room be designed in such a way as to seat 65 supervisors—the estimated number of supervisors in 1980. a small amount of space should be allocated for spectators.

The architect for the county can advise the building committee on the possibility of using movable partitions to allow the board room to be used for committee and other county agency conference rooms.

A tentative amount of 2,000 square feet of floor space is recommended for 1980, subject to revision in accordance with the architects recommendations.

## Bureau of Social Aid

### Major functions

The bureau of social aid is a state agency which operates at the county level to administer the state programs of aid to the blind, aid to dependent children, aid to the aged, and aid to the permanently and totally disabled. While this agency is supported by state funds and all of its employees are state employees, it works cooperatively with other county welfare agencies, particularly the social welfare department.

The County of Berrien presently pays \$3,240 a year for building space for this agency and one-half of this amount is reimbursed by the state.

### Number and type of personnel

There are 23 full-time employees and one part-time child welfare worker. The following is a breakdown of personnel.

- 1 county supervisor
- 1 clerical supervisor
- 6 clerical employees
- 2 casework supervisors
- 12 caseworkers
- 1 intake worker
- 23 employees

### Location and amount of usable floor space in 1960

The offices of the bureau of social aid are located in the Richardson Building at 146 Water Street, Benton Harbor. All operations, including storage, are on the first floor. A breakdown of present space utilization is as follows:

Total usable floor space	2,290 sq. ft.
File space	60 sq. ft.
Public space	310 sq. ft.
Equipment	375 sq. ft.

### Department head's dissatisfaction with present space

The department head indicates that present space is adequate for production. However, facilities and employees are crowded and there is no additional room for expansion. A total amount of 3,435 square feet is requested for present and foreseeable needs.

### Department head's estimate of space needs in 1960

The director of the bureau of social aid indicates that a total of 3,435 square feet of floor space would be adequate for the present and foreseeable future.

### Location to other county agencies

The following list of agencies was provided by the department head to indicate in rank order the best location of this agency in relation to other county agencies.

1. County department of social welfare
2. County clerk
3. Probate court
4. Register of deeds
5. Prosecutor

### Number of persons using facilities

Departmental estimates are that 6,344 persons used the services of this office in 1959.

### Long range plans

There are no long range plans for expanding the scope or activities of this office. Any changes would be dependent on state law.

### Departmental estimates of personnel and space requirements in 1980

By 1980, the department head estimates that personnel requirements might be as high as 35. however, depending on economic changes and unforeseen social legislation, personnel requirements and space needs could fluctuate considerably and no estimate of space requirements for 1980 is made.

Research Council's estimate of space requirements for 1960 and 1980

In order to house adequately the personnel files and equipment on hand, at least the following space should be provided.

1	director	200	sq. ft.
3	supervisory personnel	360	sq. ft.
12	caseworkers	1,200	sq. ft.
1	intake worker	120	sq. ft.
6	clerical personnel	<u>480</u>	sq. ft.
		2,360	sq. ft.
	personnel	2,360	sq. ft.
	file space	60	sq. ft.
	public space	310	sq. ft.
	equipment (other than desks)	40	sq. ft.
		<u>          </u>	
	space requirements in 1960		
		2,870	sq. ft.

Since the department presently has 2,290 square feet of usable floor space, an additional 580 square feet is required presently.

The nature of the welfare function is such that it does not lend itself to a very accurate estimate of space requirements in the future. Assuming, however, that the present staff and facilities are adequate for a 1960 population of close to 150,000 persons, then the population projections of the county for 1980 can be used as an indication of future space requirements.

1980 space requirements

In 1980, the estimated population of the county is 250,000. At the present time, the bureau of social aid has one employee for every 6,500 persons in the county.

Assuming that the relationship of employees to total population would remain fairly constant, the number of employees required would be approximately 38 by 1980. This is three more than was estimated by the department head for 1980.

In addition to personnel requirements, it can be assumed that space for other purposes would increase by approximately 65 percent.

In accordance with the present ratio of personnel, it is probable that of the 15 additional personnel, 2 would be supervisory, 7 would be caseworkers, 1 an intake worker, and 6 would be clerical. The following estimates are made on that basis.

1	director	200	sq. ft.
4	supervisory personnel	480	sq. ft.
19	caseworkers	1,900	sq. ft.
2	intake worker	240	sq. ft.
<u>12</u>	clerical personnel	<u>960</u>	sq. ft.
38	employees	3,780	sq. ft.
	personnel	3,780	sq. ft.
	file space	100	sq. ft.
	public space	510	sq. ft.
	equipment	100	sq. ft.
	(other than desks)	_____	
	space requirements in 1980		
		4,490	sq. ft.

It is estimated that 4,490 square feet of floor space will be required for the bureau of social aid in 1980.



## County Clerk

### Major functions

The county clerk is clerk of the board of supervisors and the circuit court. By law, he is also clerk of several other county boards. His principal functions are record-keeping in nature. In addition to circuit court records, he must retain transcripts of births and deaths, file petitions of incorporations, process and record naturalization papers, record and issue marriage licenses, and keep records of persons authorized to practice certain professions. His other duties as clerk of the board of election commissioners and board of county canvassers, involve considerable work at election time.

While many of the more urban counties in Michigan have a county controller or board of auditors to act as the administrative officer for the county, much of this work is assigned to the county clerk in Berrien County. He is assigned responsibility for payrolls, personnel work, and accounting. Also, through committees of the board of supervisors, he performs other general administrative activities. He is also responsible for the collection of alimony payments for the friend of the court's office.

### Number and type of personnel in 1960

There are a total of ten personnel in the department, including the county clerk. All personnel except the county clerk are involved in clerical activities. At least two personnel are involved in work requiring some degree of space for private interviews. This would include to some extent work involved on passports, naturalization proceedings, and alimony payments.

### Location and amount of usable floor space in 1960

The offices of the county clerk are located on the second floor of the court house, with some storage on the first floor level. Space for the alimony clerk is presently located in the corridor outside the clerk's offices, which has been partitioned off temporarily. The clerk also uses space in the board of supervisors' room for two clerical personnel. Many of his files are stored in the board room and he utilizes one of the supervisors' committee rooms for a private office and storage room. Space allocation is as follows:

Total usable floor space	1,283 sq. ft.
file space and records	477 sq. ft.
public space	90 sq. ft.
equipment	155 sq. ft.

### Department head's dissatisfaction with present space

The clerk indicates that employees are overcrowded; there is insufficient space for files which are in banks of 20 feet in some cases; and there are no

facilities for a private conference. The lack of space precludes the use of more efficient equipment and machinery for improving operations. It is necessary to use the board of supervisors' room for office personnel, and certain activities, such as election work, require a sizeable work area. Also, there is no space for any expansion of activities.

#### Department head's estimate of space requirements in 1960

The county clerk estimates that space requirements at the present time necessitate an additional 641 square feet of floor space for a total of 1,924 square feet.

#### Location to other county agencies

The county clerk's office should be located close to the circuit court, friend of the court, register of deeds, central records or microfilm department, and probate court.

#### Number of persons using facilities

Departmental estimates are that approximately 10,000 persons use facilities of the county clerk each year.

#### Long range plans

The county clerk would like to work towards a more efficient operation by utilizing bookkeeping equipment and microfilm equipment, including microfilm reading machines for the general public. He estimates that at least 50 percent of the space now taken by records could be used for other purposes.

#### Departmental estimates of personnel and space requirements in 1980

By 1980, the county clerk estimates that space must be provided for at least five additional personnel because of an expanded volume of work. Space requirements for 1980 should, therefore, be about 2,524 square feet. This would allow 100 square feet per additional employee and 100 square feet for records and equipment.

#### Evaluation of space requirements for 1960 and 1980

The Research Council concurs in the estimate of the department head that space for records could be reduced by at least 50 percent, with a more effective microfilm program and a more efficient records retention program.

Another matter to which the board of supervisors should give consideration, is the need (as the county expands) for the creation of the office of county controller or chief administrative officer. Such administrative officer would be responsible for the accounting, bookkeeping, personnel and other administrative tasks now performed by the county clerk. The establishment of such a department would, of course, result in a reduction in space necessary for the county clerk's office.

As long as this matter of a chief administrative officer will undoubtedly be under discussion by the board of supervisors in the future, a separate estimate of space for this function is added to the total amount of floor space required by the county clerk.

The following is the Research Council's estimate of space requirements for 1960.

1	county clerk	200	sq. ft.
1	naturalization clerk	100	sq. ft.
2	court clerks	120	sq. ft.
1	vital records clerk	80	sq. ft.
2	alimony clerks	200	sq. ft.
1	general clerk	80	sq. ft.
	total	780	sq. ft.

Administrative personnel

1	payroll clerk	100	sq. ft.
1	general clerk	<u>80</u>	sq. ft.
	total	180	sq. ft.

County clerk's function only for 1960

personnel	780	sq. ft.
file space	235	sq. ft.
public space	150	sq. ft.
equipment	<u>205</u>	sq. ft.
total	1,370	sq. ft.

Administrative functions only for 1960

2	clerical personnel	180	sq. ft.
	file space	20	sq. ft.
	equipment	<u>30</u>	sq. ft.
	total	230	sq. ft.

The total amount of floor space for the clerk's regular activities and the administrative activities assigned presently to the county clerk would require 1,600 square feet. This is only 317 more square feet that the county clerk has presently. However, it must be remembered that his present space includes 111 square feet of space in the board of supervisors' room and about 160 square feet of floor space in the lobby for alimony collections. Also, the Research Council space estimates include a 50 percent reduction in space for records, which amounts to 235 square feet. The Council recommends also that sufficient committee rooms be provided for the board of supervisors to allow the county clerk to have enough space for his election work.

Based on the department head's estimate that five additional personnel will be required by 1980, the following estimates are made for the clerk's function and administrative personnel and activities for 1980.

15	personnel	1,480	sq. ft.
	file space	300	sq. ft.
	public space	150	sq. ft.
	equipment	<u>250</u>	sq. ft.
	total	2,180	sq. ft.

The total space required for the clerk's activities and the administrative activities of the county would require approximately 1,180 square feet of floor space in 1980. this would allow 200 square feet for the controller and 320 square feet for four clerical personnel between now and 1980.

Space for administrative activities would amount to about 550 square feet and the remaining 1,600 square feet would be for the clerk's functions. This assumes that the controller would have three of the five additional clerical personnel which are estimated for 1980.

Also, if the alimony section of the clerk's department (as discussed in the friend of the court section of this report) is transferred to the friend of the court's office, then 200 square feet of floor space would be deducted from the total amount of space allocated to the county clerk.

## **Circuit Court**

### Major functions

The circuit court has original jurisdiction in all felony and chancery cases and over most civil cases. The circuit court also is a court of appeal from decisions of the justices of the peace, municipal and probate courts, and circuit court commissioners.

### Number and type of personnel in 1960

Exclusive of the friend of the court's office and probation department which are analyzed separately in this report, other circuit court personnel are as follows:

- 2 circuit court judges
- 1 secretary
- 1 assignment clerk
- 2 court reporters
- 1 court officer and librarian
- 7 employees

In addition, there are 3 circuit court commissioners who are not provided space by the county.

### Location and amount of usable floor space in 1960

The circuit courts and offices are located on the third floor of the court house. There are 4,061 square feet of floor space provided for the circuit court, exclusive of space for friend of the court and probation officers. The case files and records of the courts, with the exception of a minimal amount of current case records, are kept with the county clerk.

### Department head's dissatisfaction with present space

The circuit judges request an additional court room. Also, at the present time it is often necessary to use the library to confine prisoners awaiting trial. It is suggested that a confinement room be provided and a private elevator for bringing prisoners up to the court room for trial. It is also necessary that the court have a large jury assembly room and two jury deliberation rooms. A small court room should be available for hearings, non-jury cases, motions and chancery cases.

### Department head's estimate of space requirements in 1960

No estimate made.

Location to other county agencies

The circuit judges, friend of the court, probation officers, court reporters, secretaries, court officer, assignment clerk and library, should all be located close to the circuit court rooms.

Long range plans

It is estimated that a third circuit judge should be provided for by 1980.

Departmental estimates of personnel and space requirements in 1980

It is recommended that provisions be made for a third circuit judge, 1 additional court reporter, 1 more secretary, and 1 more assignment clerk for a total of 11 personnel. No estimate of space requirements is made.

Evaluation of space requirements for 1960 and 1980

The Research Council's survey of the circuit court room and facilities provided for court proceedings indicates that facilities are inadequate. Prisoners are brought over from the county jail in chains.

Prisoners are often transported on foot to the court through milling crowds of people and are often kept in the court library for lack of a confinement cell. The very cramped quarters for court personnel have been alleviated to some extent by moving the probation department to a remodeled frame dwelling, across the street from the court house on the corner of Port and Church streets. Presently, there is only one court room for both circuit judges and the jury assembly room is inadequate.

The Research Council recommends that at least two circuit court rooms be provided as soon as possible. It is recommended that court rooms have a seating capacity for a maximum of 65 spectators. Occasional trials which require more seating capacity should be conducted in the board of supervisors' room.

The following space is recommended for 1960.

2	circuit judges (chambers)	500	sq. ft.
2	circuit court reporters	200	sq. ft.
1	assignment clerk	100	sq. ft.
1	court officer and librarian	100	sq. ft.
1	secretary	<u>80</u>	sq. ft.
7	personnel	980	sq. ft.

7	personnel	980	sq. ft.
2	court rooms*	2,400	sq. ft.
1	law library	720	sq. ft.
2	jury rooms	600	sq. ft.
2	conference rooms	300	sq. ft.
1	jury assembly room	900	sq. ft.
1	confinement room	200	sq. ft.
	file space	<u>50</u>	sq. ft.

1960 space requirements            6,150 sq. ft.

\* Each court room should provide adequately for 65 spectators, or be arranged to provide less spectator room and more room for witnesses, the jury and attorneys.

The recommended space for 1960 totals 6,150 square feet.

#### Space requirements for 1980

In accordance with a generally accepted ratio, there should be one circuit judge for each 100,000 population. However, population projections for Berrien County are estimated at 250,000 by 1980. Therefore, it would appear that the county would not be ready for a third circuit judge by 1980.

However, the caseload in the circuit court for Berrien County could be considerably higher than is generally found in other counties throughout the state. Also, there are sufficient hearings and meetings of other county and state agencies to ensure use of a third court room.

The board of supervisors can take these factors into account when considering the advisability of providing facilities for a third circuit court in 1980.

The Research Council will recommend the amount of space which will be required for a two circuit court facility in 1980. Also, an estimate is made separately on the amount of space which would be required for a third circuit court in 1980.

#### Two circuit courts (personnel and facilities in 1980)

2	circuit judges (chambers)	500	sq. ft.
3	circuit court reporters	300	sq. ft.
2	secretaries	160	sq. ft.
2	assignment clerks	200	sq. ft.
1	court officer and librarian	<u>100</u>	sq. ft.
10	personnel	1,260	sq. ft.

10	personnel	1,260	sq. ft.
2	court rooms	2,400	sq. ft.
1	law library	900	sq. ft.
2	jury rooms	600	sq. ft.
2	conference rooms	300	sq. ft.
1	jury assembly room	900	sq. ft.
1	confinement room	200	sq. ft.
	file space	<u>100</u>	sq. ft.
	1980 space requirements	6,660	sq. ft.

Additional space required for a third circuit court

1	circuit judges (chambers)	250	sq. ft.
1	court reporters	100	sq. ft.
1	secretary	80	sq. ft.
1	circuit court room	1,200	sq. ft.
	files	<u>20</u>	sq. ft.
	Total	1,650	sq. ft.

It is recommended that 6,660 square feet of usable floor space be allocated for two courts and 8,310 square feet of floor space be allocated for three courts, depending on the decision of the board of supervisors as to the advisability of a third circuit judge for 1980.

Court records

Some Michigan counties have had considerable success with a records system located in close proximity to the court room area. This would require a court clerk and sufficient file space and work area for judges and attorneys. Sufficient space has been provided in the microfilm section and county clerk's office for circuit court records and appropriate transfers of space can be made, if such a plan is considered more desirable. This matter should be studied in more detail as a part of a records management survey.



## **Custodian and Maintenance Department**

### Major functions

The county maintenance department, working under the supervision of the county building committee is responsible for maintenance and repair of all county buildings and grounds. The chief custodian is also responsible for receiving and storing supplies purchased by the county.

### Number and type of personnel in 1960

According to the head maintenance man, there are 5 custodians who require space in any new court house facilities.

### Location and amount of usable floor space in 1960

Custodians presently have about 175 square feet of floor space on the first and third floors of the court house. Because of a lack of available space in the court house, it has been necessary to use about 500 square feet of floor space in the county jail for equipment and supplies. The total of 675 square feet of floor space is used almost exclusively for supplies and equipment.

### Department head's dissatisfaction with present space

1. No space is provided for lockers.
2. Supplies delivered to the court house must be carried down a flight of stairs.
3. There is no loading platform for truck deliveries.
4. Small utility rooms with a sink and a place for mops and buckets should be provided on each floor.
5. The court house has no facilities for a maintenance shop – must use the jail now with inadequate space and equipment.
6. Court house needs a large supply room.
7. Court house radiators should work off thermostats and have shut-off valves.

### Department head's estimate of space requirements in 1960

No estimate made.

### Location to other county agencies

A basement location is adequate as long as utility storage rooms are provided on each floor.

### Departmental estimates of personnel and space requirements in 1980

It is estimated that there will be 9 personnel by 1980. No estimate of space is made for 1980.

Evaluation of space requirements for 1960 and 1980

It is recommended that the following space be provided for 1960.

5	custodians	200	sq. ft.
	maintenance shop	300	sq. ft.
	equipment room	200	sq. ft.
	storage for county supplies	<u>1,000</u>	sq. ft.
	Total	1,700	sq. ft.

It is recommended that the following space be provided for 1980.

9	custodians	350	sq. ft.
	maintenance shop	600	sq. ft.
	equipment room	400	sq. ft.
	storage for county supplies	<u>2,000</u>	sq. ft.
	Total	3,350	sq. ft.

It is recommended, further, that the architect provide for utility closets on each floor, allocate boiler room and fuel room space, and a sidewalk lift and loading platform for deliveries. The supply room for paper, soap, towels, forms and other office supplies should be located close to the loading platform on the ground floor.

## **Drain Commissioner**

### Major functions

The county drain commissioner is an elective official. He is responsible for administering the county drain laws. His major duties include processing of petitions for the construction or repair of drains. He must appoint boards of determination for reviewing the need for new drains. After need is determined, he must lay out the drainage district and apportion the cost of the drains among property owners. He must receive bids and award contracts for drains and annually prepare the special county drain tax rolls.

### Number and type of personnel in 1960

There are only two persons working full time in this department; the drain commissioner, and the deputy drain commission who performs secretarial duties.

### Location and amount of usable floor space in 1960

The department is located on the first floor of the county building.

total usable floor space	373 sq. ft.
file space	58 sq. ft.
public space	none
equipment	152 sq. ft.

### Department head's dissatisfaction with present space

None.

### Department head's estimate of space requirements in 1960

Same as present – 373 square feet.

### Location to other county agencies

It is recommended that the drain commissioner's office be located near the following offices:

1. Tax description office
2. Treasurer's office
3. Register of deeds office
4. Health services

### Number of persons using facilities

It is estimated that 1,300 people come into the office annually and that by 1980, this will increase to 2,600 persons.

### Long range plans

The drain commissioner indicates that a public works department should eventually be established in the county in place of the drain commissioner. This, he believes, would be a much more effective operation since the drain laws are complex and unsuited to the needs of an urban county. Under Act 185 of the Public Acts of 1957, it would be possible to create such a department. However, the office of drain commissioner could not be abolished in Berrien County under the present laws of the state.

### Departmental estimates of personnel and space requirements in 1980

By 1980, the drain commissioner estimates he will need at least 4 additional employees in his office. At least one of these persons should be a registered engineer. It is estimated that 746 square feet of floor space would be adequate for 1980.

### Evaluation of space requirements for 1960 and 1980

The board of supervisors will have to made a decision as regards the establishment of a public works department in the county. There has been considerable interest in such a department in several Michigan counties and Wayne and Oakland Counties have established a public works department.

The recommendations of the Research Council in this space survey are limited to the present and future space requirements of the drain commissioner's office, only.

1960 space requirements

drain commissioner	150 sq. ft.
deputy drain commissioner	80 sq. ft.
equipment	35 sq. ft.
file space	58 sq. ft.
public space	<u>50</u> sq. ft.
total (1960)	373 sq. ft.

The present 373 square feet of floor space is adequate for 1960.

1980 space requirements

	present personnel	230 sq. ft.
4	additional employees	400 sq. ft.
	equipment	70 sq. ft.
	file space	116 sq. ft.
	public space	<u>100</u> sq. ft.
	total (1980)	916 sq. ft.

It is recommended that 916 square feet of usable floor space be provided for the drain commissioner's office for 1980.



## Education Department<sup>1</sup>

### Major functions

The county superintendent of schools, working under the direction of the county board of education, is responsible for the county school department. This agency is responsible for the administration of state school laws and policies governing operation of local school districts, particularly those relating to qualifications for state school monies, school district reorganization, certification of teachers, and administration of school lunch, transportation and other auxiliary school programs. This department is also responsible for an annual school census.

### Number and type of personnel in 1960

- 1 county superintendent of schools\*
- 1 administrative assistant
- 1 financial director
- 1 child accountant
- 1 consultant on curriculum
- 2 speech correctionists
- 1 secretary
- 8 personnel

\*The superintendent of schools is also the executive secretary of the health department.

### Location and amount of usable floor space in 1960

Net usable floor space	717 sq. ft.
File Space	84 sq. ft.
Equipment	143 sq. ft.
Public space	128 sq. ft.

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<sup>1</sup> On August 2, 1960, the voters of Berrien County approved extra voted millage for the establishment of a special education program in Berrien County. This report does not include an analysis of the personnel and space necessary for this program. Additional personnel and space requirements for the special education program must be added to the totals shown in this report.

### Department head's dissatisfaction with present space

The department head lists the following reasons for his dissatisfaction with present space allocations:

1. Lack of privacy for private interviews.
2. Constant interruptions due to lack of privacy.
3. Lack of sufficient work space.
4. No library facilities.
5. Small group conference facilities are inadequate.
6. Storage space limited.
7. No room for expansion.
8. Need separate office for personnel.

### Department head's estimate of space requirements in 1960

No estimate made.

### Location to other county agencies

It is requested that this office be located close to the health department, treasurer's office, county clerk and possibly the juvenile division of the probate court.

### Number of persons using facilities

During 1959, about 25 persons per day used this office for interviews and consultations. It is anticipated that the number of persons using facilities would increase to 50 by 1980.

### Long range plans

1. Establish a library for use as a professional and curriculum center under the control of the curriculum consultant.
2. Establish an organized testing, guidance and counseling program under an educational psychologist.
3. Establish a special education program for the gifted, and handicapped children.
4. Provide in-service education for teachers, administrators, and school officers, by holding workshops.
5. In-service training for non-teaching personnel.
6. Provide civil defense and fire safety instructions for all schools.

It is suggested by the department head that a large library and conference room could be used for the long range plans indicated in 4, 5, and 6 above.



### Departmental estimates of personnel and space requirements in 1980

The department head makes no estimate of space requirements, but estimates that 10 additional personnel will be required by 1980, for a total of 18 persons.

### Evaluation of space requirements for 1960 and 1980

The Research Council recommends that a large library and conference room for the school department, agricultural extension agency, T. B. department and sanitation department be provided as discussed at the conclusion of this section of the report. Recommendations shown below for the education department are exclusive of space for the library and conference facility.

1	county superintendent of schools	150	sq. ft.
1	administrative assistant	120	sq. ft.
1	financial auditor	100	sq. ft.
1	child accountant	100	sq. ft.
1	consultant on curriculum	120	sq. ft.
2	speech correctionists	240	sq. ft.
1	secretary	<u>80</u>	sq. ft.
8	personnel	910	sq. ft.
	personnel	910	sq. ft.
	file space and storage	120	sq. ft.
	equipment	25	sq. ft.
	(exclusive of desks)		
	public space	<u>128</u>	sq. ft.
	total	1,183	sq. ft.

A total of 1,183 square feet of floor space should provide sufficient space for this department in 1960, including space for private conferences.

The Research Council space recommendations for 1980 are based on the department head's estimate that 10 additional personnel will be added by 1980. An additional 100 square feet of floor space has been provided for each of these personnel and 100 percent increase in space for files, equipment and public space.

	existing personnel	910	sq. ft.
10	new personnel	900	sq. ft.
	file space and storage	240	sq. ft.
	equipment	50	sq. ft.
	public space	<u>256</u>	sq. ft.
	total	2,256	sq. ft.



## Friend of the Court

### Major functions

The friend of the court's office is an arm of the circuit court. It is the responsibility of this office to examine all records and files in divorce cases where orders or decrees have been rendered and there are dependent minor children listed as wards of the court. The friend of the court investigates all cases in pending divorces where there are minor children; makes recommendations to the court on custody and support; and cites by contempt action, defaulting payors who fail to comply with court orders for support of minor children. In Berrien County, the actual payment of support is made through the county clerk's office.

### Number and type of personnel in 1960

There are three full-time personnel in this office.

- 1 friend of the court
- 1 investigator
- 1 secretary
- 7 personnel

### Location and amount of usable floor space in 1960

The offices of the friend of the court are located on the second floor of the court house building, close to the circuit courts. The friend of the court's office space is allocated as follows:

Total usable floor space	310 sq. ft.
file space	41 sq. ft.
equipment	45 sq. ft.

### Department head's dissatisfaction with present space

The department head indicates that space for persons using this office is inadequate. Since most of the cases coming to this office involve minor children, the children accompany the parents and are usually forced to co-mingle with persons awaiting trial and others in the corridors outside the circuit court room. It is recommended that a small room be provided for children to wait while parents are being interviewed. It is suggested that this room be equipped with games and equipment for children.

Enough space should also be available to seat 25 persons and offices should be sufficiently large for the friend of the court and the investigator to provide for private conferences.

### Department head's estimate of space requirements in 1960

The director did not estimate space needs for 1960.

### Location to other county agencies

The department head indicates the following order of preference as regards location:

Circuit court  
Probate court  
Bureau of social aid  
Department of welfare

### Number of persons using facilities

It is estimated that approximately 25 persons per day is the peak load for this department. At other times, from 10 to 15 persons use these facilities daily.

### Long range plans

The friend of the court seeks closer liaison with clients making alimony payments. To further this objective, the friend of the court recommends that support payments be made to her office. At the present time, support payments are made at the county clerk's office. The department head seeks to expand the investigative staff in order to follow up on persons failing to make payments. The friend of the court also recommends that a central intake agency for all county offices is essential.

### Departmental estimates of personnel and space requirements in 1980

It is estimated that an additional investigator and a bookkeeper should be added to the staff by 1980.

### Evaluation of space requirements for 1960 and 1980

Based on the space standards utilized in this report, and a survey of the offices of the friend of the court, the following space is recommended for 1960:

1	friend of the court	150	sq. ft.
1	investigator	120	sq. ft.
1	secretary	<u>80</u>	sq. ft.
3	personnel	350	sq. ft.
	personnel	350	sq. ft.
	file space	41	sq. ft.
	public space	100	sq. ft.
	equipment	<u>45</u>	sq. ft.
	total	536	sq. ft.

It is recommended that 536 square feet of floor space be provided for the friend of the court in 1960. No additional space is recommended for file space, despite somewhat crowded conditions, because the bulk of these records could be kept on microfilm and made readily accessible with a more adequate records management program.

The addition of two more personnel by 1980 would appear to be a conservative estimate of the potential growth of this department. Space for these personnel is provided in the following recommendations for 1980:

1	friend of the court	150 sq. ft.
2	investigator	240 sq. ft.
1	bookkeeper	100
1	secretary	<u>80</u> sq. ft.
3	personnel	570 sq. ft.
	personnel	570 sq. ft.
	file space	60 sq. ft.
	public space	200 sq. ft.
	equipment	<u>30</u> sq. ft.
	total	860 sq. ft.

A total of 860 square feet is recommended for the friend of the court's office in 1980. the recommendation on the intake office and a room for children is discussed at the conclusion of this section of the report.

#### Support payments and collections

Payments of support are now handled by two clerks in the alimony section of the county clerk's office. Payments are mailed from the alimony section to the recipients of alimony or support payments. If payments are not made, it is the friend of the court's duty to investigate and take appropriate steps to ensure payment.

At the present time, it is necessary to post entries twice on support payments, which result in duplicate records being kept in the county clerk's office and the friend of the court's office. Also, it might be possible to operate the collections function with one employee less, if a transfer is made of this operation to the friend of the court's office. It would be advisable, therefore, for the committee to explore this matter in more detail in the near future. The Research Council has provided 200 square feet for the collections operation in the county clerk's office. This amount of space will have to be added to the amount of space recommended above, if collection work is transferred to the friend of the court.



## Health – Division of Sanitation

### Major functions

The division of sanitation (operating under the control of the health and welfare committee of the board of supervisors) is responsible for inspection and follow-up on water supply, restaurants, public schools, nursing homes, and other establishments in the county. The division conducts special programs in rodent control and food handling and is involved in other matters relating to sanitation and the public health.

### Number and type of personnel in 1960

- 1 director
- 1 sanitation inspector
- 1 part-time secretary

### Location and amount of usable floor space in 1960

The division of sanitation is located on the second floor of a two story building on 7 Church Street, in the City of St. Joseph. The offices are adjacent to the county T.B. department. Space allocation is as follows:

Total usable floor space	135 sq. ft.
file space	4 sq. ft.
equipment	41 sq. ft.
public space	none

### Department head's dissatisfaction with present space

The director is dissatisfied with present space because there is no waiting room, no conference room for meetings, no space for a drawing board, no place for private conferences, no storage space, and inadequate room for personnel.

### Department head's estimate of space requirements in 1960

No estimate made.

Location to other county agencies

The director would like his offices to be located close to the school nurses, drain commissioner, farm labor office, and social welfare agencies, in that order.

Number of persons using facilities

It is estimated that approximately 200 persons use this office annually and that 1,000 to 2,000 will use the office by 1980.

Long range plans

The long range plans of this department include:

- Accelerated stream pollution program
- Control of insect vector diseases
- Inspection of summer resorts and camps
- Industrial hygiene program and other
- Miscellaneous programs

Departmental estimates of personnel and space requirements in 1980

The director estimates that he will need 6 additional sanitarians by 1980 and 2 full-time clerical personnel. By 1980, this would mean 10 full-time personnel, including the director. No estimate is made by the department of space requirements for 1980.

Evaluation of space requirements for 1960 and 1980

It is estimated that the following space allocation would meet the needs of this agency for 1960:

1	director	150	sq. ft.
1	sanitarian	100	sq. ft.
1	secretary	80	sq. ft.
	office equipment	20	sq. ft. (exclusive of desks)
	file space and storage	25	sq. ft.
	public space	<u>20</u>	sq. ft.
	total	395	sq. ft.



An amount of 395 square feet would be adequate for present needs, including the space for drafting equipment requested by the department head. Provisions for meeting rooms should be made in cooperation with the T.B. department, school nurses and school superintendents' offices. This is covered in another section of this report.

Space requirements in 1980

It is most difficult to project the expansion in personnel and work program for any given county agency. It is particularly difficult in the area of health protection and preventative health programs. Also, the expansion of the sanitation department will be dependent in part on the reaction that the board of supervisors has to a study underway by the University of Michigan. This survey will deal with the question of the desirability of establishing a full-fledged health department in Berrien County.

Therefore, space projections made by the Research Council will be based in accordance with the department head's estimate of the number of personnel required by 1980.

1	director	150 sq. ft.
1	assistant director	120 sq. ft.
6	sanitarians	600 sq. ft.
2	clerical	160 sq. ft.
	file space and storage	75 sq. ft.
	public space	<u>40</u> sq. ft.
	total	1,145 sq. ft.

It is estimated by the Research Council that 1,145 square feet of floor space would be adequate to meet the requirements of the department through 1980, in accordance with the department head's estimate of personnel requirements.

It is also recommended that the sanitation division be located close to the county health nurses, T.B. department, and school personnel. This will made it possible for these agencies to jointly use library facilities and meeting rooms for in-service training and group meetings.



## Health – School Division

### Major functions

The health function in Berrien County is under the direction of a health committee of the Berrien County board of supervisors. The county superintendent of schools is the executive secretary of the health committee. The county does not have a full-fledged health department and a survey is under way by the University of Michigan to determine whether a more complete health program should be established.

The county has a sanitation department and a T.B. department which are discussed separately in this report. The county superintendent of schools personally directs the school health and social hygiene program.

### Number and type of personnel in 1960

- 1 County superintendent of schools (part-time)
- 3 school nurses
- 1 social hygiene counselor
- 1 secretary
  
- 5 full-time employees

### Location and amount of usable floor space in 1960

The county school health division is located on the first floor of the court house building. The school department operations are adjacent. Space is allocated as follows:

Total usable floor space	376 sq. ft.
file space	33 sq. ft. (exclusive of desks)
equipment	53 sq. ft.
public space	56 sq. ft.

### Department head's dissatisfaction with present space

The department head requests an additional private interview room and a rearrangement of present space.

### Department head's estimate of space requirements in 1960

No estimate made.

### Location to other county agencies

It is requested that the school nurse phase of the health program be kept in close proximity to the county school department.

Number of persons using facilities

It is estimated that 2,000 persons used these facilities during 1959. It is estimated that there will be an increase to 4,000 persons by 1980.

Long range plans

It is anticipated that the health program will be expanded to include a full-time health director, expanded activities in hearing and vision surveys and general health activities.

Departmental estimates of personnel and space requirements in 1980

No estimate is made of the space needs of this office by 1980. It is estimated that 6 additional personnel will be required by 1980.

Evaluation of space requirements for 1960 and 1980

The recommendations of the Research Council are made on the basis of present personnel and the number and type of personnel estimated for 1980 by the department head.

1960 space requirements

1	director*	(provided for under education department)	
3	school nurses		240 sq. ft.
1	social hygiene counselor		80 sq. ft.
1	secretary		<u>80</u> sq. ft.
5	full-time personnel		400 sq. ft.
	personnel		400 sq. ft.
	files		33 sq. ft.
	public space		56 sq. ft.
	equipment		25 sq. ft.
	conference room		<u>100</u> sq. ft.
	total (1960)		614 sq. ft.

\* The director of this department is also the county superintendent of schools. He is also secretary of the health committee of the board of supervisors.

It is recommended that this office be provided 614 square feet of usable floor space in 1960.

1980 space requirements

		(provided for under education department)	
1	health director	160	sq. ft.
6	school nurses	480	sq. ft.
2	social hygiene counselor	160	sq. ft.
1	threshold technician	100	sq. ft.
<u>2</u>	clerical employees	<u>160</u>	sq. ft.
11	full-time personnel	1,060	sq. ft.
	personnel	1,060	sq. ft.
	files	66	sq. ft.
	public space	112	sq. ft.
	equipment	25	sq. ft.
	conference room	<u>200</u>	sq. ft.
	total (1980)	614	sq. ft.

It is recommended that a total of 1,463 square feet of usable floor space be provided for this agency by 1980.



## Health – Tuberculosis Division

### Major functions

The major functions of the tuberculosis division as part of the total county health program, are to investigate all T. B. cases referred to the agency; transport cases to the sanatorium; attend T. B. clinics; render medication on an out-patient basis; administer mass x-ray programs, conduct annual school testing programs, and supervise post sanatorium cases.

### Number and type of personnel in 1960

- 1 director
- 1 assistant director
- 1.5 clerical employees
  
- 3.5 employees

One clerical employee is shared half-time with the sanitation division of the county.

### Location and amount of usable floor space in 1960

The tuberculosis division is located at 7 Church Street at the rear of the county jail and north of the court house in the City of St. Joseph. The offices are on the second floor of a converted private dwelling. Present space use is as follows:

Total usable floor space	576 sq. ft.
File space	30 sq. ft.
equipment	230 sq. ft.
public space	none
lavatory	54 sq. ft.
x-ray room	66 sq. ft.

### Department head's dissatisfaction with present space

The existing facilities are inadequate for several reasons, according to the department head. First, the location of the office on the second floor makes it difficult for older patients, especially, to use the facilities, and the loading of equipment is difficult. Second, the Michigan health department has advised this office that space is insufficient for private interviews and no space is available for the public. Patients must often stand about in the hallways. Also, the department head would like to be located closer to the offices of the school nurses and utilize cooperatively any meeting room, should one become available. Finally, a larger lavatory for the storage of medicine, containing a sink, is considered essential and it is requested that 108 square feet of floor space be allowed for the lavatory area.

Department head's estimate of space requirements in 1960

1	director	400	sq. ft.
1	assistant director	33	sq. ft.
1.5	clerical personnel	56	sq. ft.
	file space	30	sq. ft.
	public space	100	sq. ft.
	lavatory	108	sq. ft.
	x-ray room	<u>108</u>	sq. ft. (fireproof filing cabinets)
	total	756	sq. ft.

Location to other county agencies

The director would like to be located close to the county school nurses and the sanitation department.

Number of persons using facilities

The caseload of the division is now at 200 per year and visits and consultations number 2,000 annually. The division takes about 2,000 x-rays annually.

Long range plans

The long range plans of the department include a more complete investigation and follow-up campaign on T. B. cases. The division is also awaiting the outcome of a survey by the University of Michigan to determine the desirability of a full fledged health department in the county.

Departmental estimates of personnel and space requirements in 1980

It is estimated that, based on previous experience, it will be necessary to employ one additional nurse in the division to handle investigation and do follow-up work. With the exception of possibly a full-time clerical employee in place of the present part-time employee, no additional personnel should be necessary prior to 1980. of course, this estimate for personnel is tentative and subject to change depending on the success or failure of T. B. vaccines and other treatment methods in the future. With the addition of 120 square feet for an additional nurse, the estimated space requirements made by the department head would be 876 square feet of usable floor space in 1980.



Evaluation of space requirements for 1960 and 1980

The department head's request for 1960 follows the recommended space standards for personnel used in this report. The request for additional space for x-ray equipment and a larger lavatory would appear to be warranted, based on the equipment and storage necessary for medical supplies and x-ray files. It is recommended that fireproof files be utilized for x-ray storage.

The Research Council concurs in the estimate of the department head, that 756 square feet of floor space be provided for this department in 1960.

According to departmental estimates based on prior experience, it will be necessary to add one nurse to the staff for investigative and follow-up work by 1980. Also, one clerical worker on a full-time basis will probably be necessary by 1980. This is a conservative estimate based on the present program and does not envisage the establishment of a full-fledged health department. Using departmental estimates for personnel and making slight adjustments for other space requirements, the following estimates are made for 1980:

4	personnel	530 sq. ft.
	file space	60 sq. ft.
	public space	120 sq. ft.
	lavatory	108 sq. ft.
	x-ray room	<u>108 sq. ft.</u>
	total	926 sq. ft.

It is estimated that 926 square feet of floor space will meet the needs of this department through 1980.



## Juvenile Court Department

### Major functions

The juvenile court department of the probate court handles neglected, dependent, and delinquent children. It makes investigations of background and behavior of children and parents and supervises children and families following court hearings when so ordered by the probate judge. The juvenile court department is also responsible for the operation of the county juvenile home.

### Number and type of personnel in 1960

There are a total of 15 employees in the juvenile court department. Four of these employees are located at the juvenile home. Personnel at the juvenile home do not require office space and will not be considered in the space requirements of the department. One probation officer has offices in the City of Niles and he also is excluded from present and future space requirements. The following personnel are included.

- 1 juvenile officer
- 6 probation officers
- 3 secretarial personnel

### Location and amount of usable floor space in 1960

The department is presently located on the first floor of a two story building located at 7 Church Street in St. Joseph. Storage space is available in the basement. The probation officer, located in the City of Niles, is provided office space by the Niles municipal court. Space allocation at 7 Church Street is as follows:

Total usable floor space	932 sq. ft.
File space and records	61 sq. ft.
public space	142 sq. ft.
equipment	106 sq. ft.

### Department head's dissatisfaction with present space

The juvenile officer requests additional space for conference rooms. He indicates that probation officers find it most difficult to interview parents and children in private. He would like to have 3 additional conference rooms.

### Department head's estimate of space requirements in 1960

Utilizing school census figures, the juvenile officer estimates that the 1960 population of children in Berrien County under 19 years of age is 60,000. He indicates that in order to qualify for state aid, the law requires that at least eight probation officers be employed in the county for the estimated 60,000 children under age 19 in Berrien County. The department has the minimum number of probation officers to meet this requirement. The department head requests 243 square feet of additional floor space for conference rooms in 1960, or a total of 1,175 square feet of usable floor space.

### Location to other county agencies

It is considered most desirable to be located close to the probate court, bureau of social aid, and the social welfare department.

### Number of persons using facilities

It is estimated by the department head that 4,000 persons used the juvenile court facilities in 1959 and it is estimated that this will increase to 8,000 in 1980.

### Long range plans

The department plans to expend its activities by employing a recreational director for the juvenile home, a psychologist for the court and a teacher for the juvenile program.

### Departmental estimates of personnel and space requirements in 1980

By 1980, the department head estimates that exclusive of the juvenile home, office space would be required for the following personnel:

1	juvenile officer
1	coordinator of services
2	probation supervisors
10	probation officers
5	secretarial personnel
1	court psychologist
20	personnel

It is estimated by the department head that this would require 3,200 square feet of floor space by 1980. Using Michigan school census figures, the department head estimates that the number of children under 19 years of age will be 100,000 by 1980. In order to qualify for state aid under the law, it will be necessary to have at least 14 probation officers.

Evaluation of space requirements for 1960 and 1980

Utilizing the space standards adopted for this survey, the following amount of usable floor space is recommended for the juvenile department in 1960:

1	juvenile officer	200 sq. ft.
6	probation officers	720 sq. ft.
<u>3</u>	secretarial personnel	<u>240</u> sq. ft.
10	personnel	1,160 sq. ft.
	personnel	1,160 sq. ft.
	equipment	40 sq. ft.
	file space	61 sq. ft.
	lobby space	<u>142</u> sq. ft.
	total (1960)	1,403 sq. ft.

The Research Council estimates that 1,403 square feet of floor space would be adequate for this department in 1960. this would provide 120 square feet of floor space for each probation officer for private conferences in lieu of the three conference rooms requested by the director. However, if conference rooms are considered more desirable, the space would be available for such an arrangement.

Space requirements in 1980

Departmental estimates of personnel necessary in 1980, follow closely the requirements of law in respect to probation officers. Also, the additional increase in the number of clerical personnel from three to five persons would appear to be a conservative estimate.

Assuming that the board of supervisors would recommend the employment of a court psychologist and the type of personnel indicated by the department head, space requirements for personnel in 1980 would be as follows:

1	juvenile officer	200	sq. ft.
1	coordinator of services	120	sq. ft.
2	probation supervisors	240	sq. ft.
10	probation officers	1,200	sq. ft.
5	secretarial personnel	400	sq. ft.
<u>1</u>	<u>court psychologist</u>	<u>120</u>	<u>sq. ft.</u>
20	personnel	2,280	sq. ft.

An increase of 100 percent in the estimated number of employees and cases handled would appear to call for at least 50 percent increase in lobby space, equipment and file space. The following amount of usable floor space is therefore recommended for 1980:

personnel	2,280	sq. ft.
equipment	80	sq. ft.
file space	120	sq. ft.
lobby space	<u>284</u>	<u>sq. ft.</u>
total (1980)	2,764	sq. ft.

An amount of 2,764 square feet of usable floor space is recommended for 1980. This is 834 square feet less than was estimated by the department head for 1980.

## Microfilm Department

### Major functions

The immediate purpose of the microfilm program is to provide microfilm copies of important county records which are stored in the county jail for security purposes. The microfilm department is under the direct control of the finance committee of the board of supervisors.

### Number and type of personnel in 1960

One employee is presently employed full-time. The probate court also uses one employee part-time on microfilm work.

### Location and amount of usable floor space in 1960

The department is presently located on the ground floor of the county court house. A small amount of space is also provided in the jail for the storage of security rolls. The space provided in the court house is corridor space which has been partitioned off to provide a minimal amount of space for equipment and files. Space is allocated as follows:

Usable floor space	179 sq. ft.
file space	24 sq. ft.
equipment	42 sq. ft.
lobby space	none

### Department head's dissatisfaction with present space

The department head points out that there is insufficient work space for personnel desiring to use the microfilm reader. There is no room for additional files and no ventilation in the partitioned corridor space provided for this office.

### Department head's estimate of space requirements in 1960

No estimate is made.

### Location to other county agencies

It is recommended that this office be located close to the following agencies:

1. Register of deeds
2. County clerk
3. Probate court

### Number of persons using facilities

Long range plans for this department are still in the formative stages. The microfilm clerk has succeeded in microfilming most of the backlog of county records and is presently working on current records.

### Long range plans

No estimate is made.

### Evaluation of space requirements for 1960 and 1980

In the section of this report devoted to a discussion of a central records management program, the rationale for recommending space for the establishment of a comprehensive microfilm program is discussed in more detail. It is recommended that until the finance committee has a well formulated program that a minimal amount of space be allocated to this operation for 1960 and 1980, and that a more accurate amount be allocated when all factors have been considered.

As indicated in another section of this report, the director of the central records division of the Wayne County board of auditors has indicated an interest in securing time-off from his present position to assist Berrien County in the establishment of a central records management program. Expert advice on this matter will be essential to ensure that equipment, personnel and space are adequate to meet present and future requirements of records management in Berrien County. It is recommended that a minimum amount of 300 square feet of floor space be provided for the operations of this department in 1960. this is exclusive of space provided in the county jail for security rolls. An amount of 800 square feet should serve as a tentative estimate of total space requirements through 1980.



## Probate Court

### Major functions

The probate court has jurisdiction over the settlements of the estates of all deceased persons, minors and mentally incompetent persons. The probate judge appoints and supervises executors, administrators and guardians. Other work of the court involves changes of name, determination of inheritance tax, reimbursement for parental support and all adoptions of children. The probate judge also commits mentally ill persons to state institutions for care and custody. The probate judge is also responsible for the juvenile department of the probate court.

### Number and type of personnel in 1960

There are seven full-time and one part-time employees in this department. This is exclusive of personnel in the juvenile court department who were surveyed separately in this report. The following personnel are employed in the probate court:

- 1 probate judge
- 1 register
- 1 chief deputy clerk
- 1 court reporter
- 3.5 clerical employees

One employee works part-time for the probate court. Her other duties involve microfilm work and other duties for the finance committee of the board of supervisors.

### Location and amount of usable floor space in 1960

The probate court is located on the second floor of the court house. About 50 square feet of storage space is provided in the basement for semi-dead records. The following is a breakdown of present space utilization:

Usable floor space	1,460 sq. ft.*
file space and records	450 sq. ft.
equipment	60 sq. ft.
lobby space	227 sq. ft.

\* includes 60 square feet of corridor space for microfilming and a mail room

### Department head's dissatisfaction with present space

According to the probate judge, present space is inadequate for files, equipment, and personnel. The space available for the general public is also inad-

equate. A microfilm reading room and microfilm storage room should be provided. There should be two additional private conference rooms, in addition to the judge's office. The court room is too small both in seating capacity and space.

#### Department head's estimate of space requirements in 1960

The probate judge estimates that his department needs at least three times the present space allocation of 1,460 square feet. This would amount to a total of 4,380 square feet of usable floor space in 1960.

#### Location to other county agencies

The probate court juvenile division should be located nearby, but not necessarily in the same building. Other offices which should be in close proximity are the offices of the register of deeds and county clerk.

#### Number of persons using facilities

It is estimated that 20,000 persons used the facilities of this office in 1959. By 1980, it is estimated that 32,000 persons will require the services of the probate court.

#### Long range plans

The judge of probate indicates that arrangements for 1980 should include provisions for a two judge court. One judge would handle probate matters and the other juvenile matters. The juvenile court facilities should be large enough to be converted to a family court, if necessary. The judge also recommends that provision be made for a central intake and legal aid office in a new building, where specially trained personnel could interview persons and direct them to the appropriate county agency.

#### Departmental estimates of personnel and space requirements in 1980

It is estimated that one additional employee will be necessary for each 20,000 increase in population. This is about the existing population-employee ratio and would require 5 additional employees based on a population increase of 100,000 persons by 1980.

The departmental estimate of space requirements in 1980 is based on providing 250 square feet for each additional employee, or a total of 1,250 additional square feet of floor space over the 1960 estimated requirements. According to the estimates of the probate judge, this department would need a total of 5,630 square feet of floor space in 1980.

## Evaluation of space requirements for 1960 and 1980

Space requirements for this office by 1980 will require a decision as to whether the county will require the services of an additional probate judge in 1980. the recommended space allotment of the Research Council reflects the space savings possible by utilizing a record retention program and a more complete microfilm program.

At the present time, records are kept in banks 10 feet high, making them somewhat inaccessible. Files and records presently take up to 450 square feet of floor space. The probate judge indicates that many records are kept in their original form, long past the time required. The probate judge indicates that substantial reductions in file space might be possible in the future with a more complete microfilm program. While no reductions are made at this time in the amount allocated for file space, this matter should be analyzed in the near future. In fact, it has been necessary to provide more space for files under this present records system.

By utilizing the experience of other counties in the state, and through discussions with the probate judge, the following amount of floor space is recommended for 1960.

1	probate judge	200	sq. ft.	
1	probate register	120	sq. ft.	
1	chief deputy clerk	100	sq. ft.	
1	court reporter	80	sq. ft.	
<u>3.5</u>	<u>clerical employees</u>	<u>320</u>	<u>sq. ft.</u>	
7.5	employees	820	sq. ft.	
	personnel	820	sq. ft.	
	probate court			(present court
	room	900	sq. ft.	480 sq. ft.)
2	conference rooms	300	sq. ft.	
	microfilm and mail room	100	sq. ft.	
	public space	400	sq. ft.	
	equipment	60	sq. ft.	
	file space & records	<u>600</u>	<u>sq. ft.</u>	
	total (1960)	3,180	sq. ft.	

Space requirements for 1960 would be 3,180 square feet, which is 1,720 square feet more than the department presently has available.

## Space requirements for 1980

The probate judge estimates that the number of personnel necessary for 1980 should be made in accordance with the present employee-population ratio.

This would appear to reflect conservative estimate of space required for additional personnel. Lobby space and equipment space should be increased by at least 60 percent to ensure sufficient space for these items. If the board of supervisors should be disinclined to provide an additional court and facilities for another probate judge for 1980, then the amount shown separately for a second probate judge can be deducted from the total space required for this department. Also, the amount provided for file space might be reduced considerably with the advent of a comprehensive microfilm program.

One probate judge court only

1	probate judge	200	sq. ft.
1	probate register	120	sq. ft.
1	chief deputy clerk	100	sq. ft.
1	court reporter	80	sq. ft.
4	clerical	320	sq. ft.
<u>5</u>	additional employees	<u>450</u>	sq. ft.
13	employees	1,270	sq. ft.
	personnel	1,270	sq. ft.
	court room	900	sq. ft.
2	conference rooms	300	sq. ft.
	microfilm and mail room	200	sq. ft.
	file space & records	800	sq. ft.
	public space	640	sq. ft.
	equipment	<u>96</u>	sq. ft.
	total (1980)	4,206	sq. ft.

Additional probate judge (juvenile) and court

1	probate judge	200	sq. ft.
1	clerk	100	sq. ft.
	files	20	sq. ft.
1	juvenile court room	<u>900</u>	sq. ft.
	total (1980)	1,220	sq. ft.

If the board of supervisors decides that plans should not be made for two probate judges in 1980, then 4,206 square feet of floor space will meet the needs of the probate court until 1980.

If, however, plans for 1980 do include arrangements for two probate judges and a juvenile court room, then 5,426 square feet of floor space will be required by 1980.

## **Probation Department**

### Major functions

The probation department is an arm of the circuit court. The probation department is responsible for pre-trial investigations and the supervision of probationers. The probation department also collects fines, costs and restitution assessed probationers by the court. All monies collected are accounted for and turned over to the county treasurer.

### Number and type of personnel in 1960

There are four full-time employees in the department. A secretary to one of the circuit judges is also available for part-time secretarial duties. The full-time employees are a chief probation officer, 2 field probation officers and 1 secretary-receptionist.

### Location and amount of usable floor space in 1960

The probation department has just recently been moved from the court house to offices in a converted private dwelling on the corner of Ship and Church Streets in the City of St. Joseph. This same building houses the veterans service officer. The following is a breakdown of present space:

total usable floor space	755 sq. ft.
file space and records	20 sq. ft.
equipment	92 sq. ft.
public space	112 sq. ft.

### Department head's dissatisfaction with present space

The department head only indicates that his present space allocation is not properly arranged for maximum use of available space. Also, the offices are too far removed from the circuit court.

### Department head's estimate of space requirements in 1960

The present amount of space is adequate.

### Location to other county agencies

The chief probation officer indicates the following order of preference as regards location in relation to other offices.

1. Circuit court
2. County clerk
3. Friend of the court
4. Probate court
5. County jail
6. Welfare department
7. Treasurer's office

### Number of persons using facilities

The records of this department show that about 3,132 persons used this office during 1959. It is estimated that approximately 5,000 persons will use these facilities by 1980.

### Long range plans

At the present time, probation officers handle about 100 cases per man. The chief probation officer would like to see the case load reduced to about 50 cases per man. According to the department head, the state department of corrections has just completed a project in the City of Saginaw which indicates that the cost for additional personnel would be more than offset by a reduction in the cost to the state for probation violators. Also, the National Probation and Parole standards recommend 9 persons for the present case load.

### Departmental estimates of personnel and space requirements in 1980

The chief probation officer (using 50 cases per man and the population increase for 1980) estimates that space should be provided for 10 probation officers and 5 clerical personnel. The department head requests 108 square feet per man and 420 square feet for clerical personnel and a reception room. He estimates 1,500 square feet will be required for 1980.

### Evaluation of space requirements for 1960 and 1980

The space provided for this department is adequate for the present employees in 1960. By 1980, space requirements will, of course, be dependent in large measure on the number of employees authorized for this function. The department head estimates that there should be 15 employees based on a 50 unit work load in 1980. Of course, this is subject to the appropriation of funds by the Michigan Legislature.

The purpose of this report is not to determine the merits of a 50 unit work load, but to make space projections on the basis of available information. The Research Council will, therefore, project the space requirements on the basis of the present work force and call this the minimum amount of space required for 1980. The maximum amount of space will also be shown for a 50 unit work load. The board of supervisors will then have to make a decision on this matter.

### Minimum space requirements for 1980

On the basis of the present work force, projected population increases, and the space standards used in this survey, the following space is recommended as a minimum for 1980.

Minimum amount of floor space

1	chief probation officer	200 sq. ft.
4	probation officers	480 sq. ft.
<u>2</u>	secretarial personnel	<u>160</u> sq. ft.
7	employees	840 sq. ft.
	personnel	840 sq. ft.
	file space	35 sq. ft.
	equipment	50 sq. ft.
	public space	<u>160</u> sq. ft.
	total (1980)	1,085 sq. ft.

The minimum amount of usable floor space recommended for this department is 1,085 square feet for 1980.

Maximum amount of floor space

Based on 9 probation officers and 5 secretarial personnel, the maximum amount of space which should be provided for 1980 is as follows:

1	chief probation officer	200 sq. ft.
8	probation officers	960 sq. ft.
<u>5</u>	secretarial personnel	<u>400</u> sq. ft.
14	employees	1,560 sq. ft.
	personnel	1,560 sq. ft.
	file space	100 sq. ft.
	equipment	50 sq. ft.
	public space	<u>160</u> sq. ft.
	total (1980)	1,870 sq. ft.

The maximum amount of floor space which should be allocated to this department in 1980 is 1,870 square feet.





## Prosecuting Attorney

### Major functions

The prosecuting attorney, or his assistants, represent the state or county in all civil or criminal court proceedings in which the county or state may have an interest. The prosecutor also serves as legal advisor to all county departments, agencies, and boards.

### Number and type of personnel in 1960

There are 8 personnel in this department, including the prosecutor. These include the prosecutor, chief assistant prosecutor, two assistants and 4 secretarial personnel. All employees, with the exception of the prosecutor, are part-time employees.

### Location and amount of usable floor space in 1960

The prosecutor, chief assistant and two secretaries are located at 414 Main Street, in the city of St. Joseph. The county pays one-half the rent for these offices. An assistant prosecutor and one secretary are located at 143 Pipestone Street, in Benton Harbor. Another assistant prosecutor and a secretary are located at 114 North Third Street, in the City of Niles. The county does not provide funds for space at the offices in Niles or Benton Harbor. The prosecutor is satisfied with the location of his field offices in Niles and Benton Harbor. He does indicate a desire to have his central offices in any new court house facilities. Also, since the county does not pay for field operations, this summary is limited to a discussion of the central office facilities of the prosecuting attorney.

### Location and amount of usable floor space in 1960 (City of St. Joseph only)

total usable floor space	1,560 sq. ft.
file space and records	200 sq. ft.
library	540 sq. ft.
public space	200 sq. ft.
equipment	15 sq. ft.

### Department head's dissatisfaction with present space

The prosecutor is only dissatisfied with space remaining for files and the size of the assistant prosecutor's office in St. Joseph, which he considers too small at 140 square feet.

### Department head's estimate of space requirements in 1960

It is estimated that about 150 square feet of additional floor space would be adequate for the St. Joseph offices of the prosecutor. This would be a total of 1,710 square feet of usable floor space.

### Location to other county agencies

It is recommended by the prosecutor that his offices be located in close proximity to the following offices in the following order of preference: (1) circuit court, (2) county clerk, (3) probation office, (4) friend of the court, (5) probate court, (6) board of supervisors, (7) court reporters, (8) sheriff's office, and (9) welfare offices.

### Number of persons using facilities

Approximately 13,000 persons used the facilities of the prosecutor's office in 1959. It is estimated that this will increase to 20,000 by 1980.

### Long range plans

The department head only has plans to expand personnel to handle the anticipated increase in population.

### Departmental estimates of personnel and space requirements in 1980

By 1980, the prosecutor estimates that there will be a total of 20 personnel in his central offices and two field offices. However, this survey will consider only estimated personnel and space needs in St. Joseph. The prosecutor estimates that his staff in St. Joseph will increase to 10 persons by 1980. It is estimated that an additional 682 square feet of floor space will be required (or a total of 2,242 square feet of usable floor space) by 1980.

### Evaluation of space requirements for 1960 and 1980

In accordance with the space standards used in this survey, the following space is recommended for the prosecutor's office.

1	prosecutor	200	sq. ft.
1	chief assistant	150	sq. ft.
<u>2</u>	secretaries	<u>160</u>	sq. ft.
4	employees	510	sq. ft.
	personnel	510	sq. ft.
	public space	200	sq. ft.
	conference room	200	sq. ft.
	library	540	sq. ft.
	file space	150	sq. ft.
	equipment	<u>15</u>	sq. ft.
	total (1960)	1,615	sq. ft.

Since the prosecutor presently has 1,526 square feet of usable floor space, his present overall space allocation is only 55 square feet short of that recommended for 1960.

### Space requirements for 1980

1	prosecutor	200	sq. ft.
1	chief assistant	150	sq. ft.
2	assistants	120	sq. ft.
1	investigator	120	sq. ft.
<u>5</u>	secretaries	<u>160</u>	sq. ft.
10	personnel	990	sq. ft.
	personnel	990	sq. ft.
	public space	300	sq. ft.
	conference room	300	sq. ft.
	library	600	sq. ft.
	file space	200	sq. ft.
	equipment	<u>30</u>	sq. ft.
	total (1980)	2,420	sq. ft.

The recommendations of the Research Council exceed the 1980 estimates of the prosecuting attorney by 178 square feet. It is recommended that 2,420

square feet be provided for 1980. It should be noted that space allocated for filing anticipates a reduction in the amount of file space required for this office with the advent of a records management program and refined micro-filming techniques.

## Purchasing Department

### Major functions

In accordance with the unique organization of Berrien County, the finance committee of the board of supervisors is charged by law with the responsibility of purchasing supplies and equipment for most county agencies. Since the finance committee is only a part-time agency, it has established a purchasing department to carry out the day-to-day activities involved in purchasing supplies and equipment. The director of purchasing also has some accounting duties and prepares the budget document for the finance committee.

### Number and type of personnel in 1960

At the inception of this survey, there was one full-time purchasing director and a part-time employee. During the interim period, the county has authorized the purchase of bookkeeping equipment. Space will have to be provided for this new equipment which may replace the part-time employee.

### Location and amount of usable floor space in 1960

The purchasing department is located on the second floor of the court house building. The office has just recently been remodeled to provide additional space for meetings of committees of the board of supervisors. Supplies and forms are stored in the county jail now because of insufficient space. Since the chief custodian handles the storage and delivery of supplies, storage space is provided for under the custodian and maintenance section of this report. Space allocation for office space only is as follows:

total usable floor space	400 sq. ft.
file space and storage	26 sq. ft.
public space	none
equipment	50 sq. ft.

### Department head's dissatisfaction with present space

The installation of bookkeeping equipment will require additional space. There is no room for expansion. Present space limitations make it necessary to store supplies and equipment in the county jail. Also, sufficient quantities of supplies cannot always be delivered to the county because of inadequate storage space. Space for committee meetings is still insufficient, despite a readjustment in office space.

### Department head's estimate of space requirements in 1960

The director of purchasing estimates that 720 square feet of floor space, including storage, is necessary in 1960.

### Location to other county agencies

The purchasing office should be located in close proximity to the clerk's office at the present time, or near the county's central administrative offices in the future. Storage facilities should be on the ground floor of the court house close to a loading platform.

### Number of persons using facilities

It is estimated that 3,000 persons used this facility in 1959, and that 6,000 persons will utilize these facilities by 1980.

### Long range plans

This office will need to enlarge to meet expanding departmental requests for supplies and equipment. The department head plans to set up a perpetual inventory, and improved bookkeeping system, and a receiving department for merchandise ordered by the county.

### Departmental estimates of personnel and space requirements in 1980

The department head estimates that four personnel and 720 square feet of floor space will be adequate for 1980.

### Evaluation of space requirements for 1960 and 1980

The purchasing department need not be used for meetings of the finance committee if committee rooms (as recommended under the board of supervisors section of this report) are provided. Also, storage of supplies and equipment is discussed under the custodian and maintenance section of this report. The following recommendations apply only to the office space necessary for the purchasing department.

#### 1960 space requirements

1	director of purchasing	150	sq. ft.
	part-time employee	80	sq. ft.
	public space	25	sq. ft.
	files	20	sq. ft.
	equipment	<u>50</u>	sq. ft.
	total (1960)	325	sq. ft.

#### 1980 space requirements

1	director of purchasing	150	sq. ft.
1	assistant director	100	sq. ft.
2	clerical	160	sq. ft.
	public space	50	sq. ft.
	files	60	sq. ft.
	equipment	<u>50</u>	sq. ft.
	total (1980)	570	sq. ft.

## Register of Deeds

### Major functions

The register of deeds office records official documents affecting title to property such as deeds, mortgages, plats, liens and encumbrances, chattel mortgages, and bond contracts. The register of deeds is an elective officer and serves ex officio as a member of the county plat board.

### Number and type of personnel in 1960

There are seven persons including the register of deeds in this department. Three clerks are used primarily in the recording process. Another clerk works on the Photostat camera and one clerk works on chattels (contracts on personal rather than real property). The register and deputy register are responsible for overall operations of the department.

### Location and amount of usable floor space in 1960

The offices of the register of deeds are located on the first floor of the court house. A small amount of space is provided in the microfilm department and the county jail for microfilm copies of recorded instruments.

Space utilization is as follows:

total usable floor space	1,200 sq. ft.
file space and records	230 sq. ft.
public space	80 sq. ft.
equipment	215 sq. ft.

### Department head's dissatisfaction with present space

The register is dissatisfied with the lack of public space. Persons using the records of the register of deeds must use the work area provided for employees. Copies of recorded instruments are stacked as high as 20 feet, making them somewhat inaccessible. There is no room for expansion. No private offices are provided and employees are disrupted in the performance of their work.

### Department head's estimate of space requirements in 1960

It is estimated that at least double the present space would be provided now, or a total of 2,400 square feet of usable floor space in 1960.

### Location to other county agencies

It is recommended that the following offices be located in close proximity to the register's offices. These are the tax description office, county treasurer, county clerk, and probate court.

### Number of persons using facilities

The register estimates that 7,500 to 8,000 persons use the offices annually.

### Long range plans

The register indicates that eventually a microfilm process could replace the present system of utilizing photostatic copies of records.

### Departmental estimates of personnel and space requirements in 1980

The register of deeds estimates that at least 3,600 square feet of floor space will be required by 1980. No estimate is made of personnel requirements for 1980.

### Evaluation of space requirements for 1960 and 1980

The register of deeds operation affords one of the best examples of a process where the installation of a microfilm program can yield excellent results in improved service to the public and provide for maximum utilization of available space. The county has already microfilmed all the register's recorded instruments, but the microfilm copies are kept on rolls and are used primarily for security purposes.

In addition, the register of deeds uses a special photostatic process which reduces the space required for storage by 50 percent. However, the maximum potential savings in space is far from being realized. There are approximately 1,700 volumes of recorded instruments which requires about 230 square feet of floor space at present. If the present photostatic copies were on microfilm and put in acetate jackets to make them readily accessible to the public, it would be possible to store copies of all the recorded instruments in three standard 7 drawer file cabinets.

In other words, a total of 10.5 square feet of floor space would be sufficient to store all of the photostatic copies of instruments presently kept in large volumes. These volumes now require 230 square feet of floor space.

The recommendations on space which follow are based on the space standards for personnel used in this report and are predicated upon installation of a microfilm process to replace the photostatic process now in use.



The counties of Oakland and Wayne have well formulated microfilm systems which can be used as a guide by the register during the initial states of establishing a microfilm system.

Space requirements in 1960

1	register of deeds	220	sq. ft.
1	deputy register	120	sq. ft.
4	clerical employees	320	sq. ft.
1	microfilm operator	<u>80</u>	sq. ft.
7	employees	740	sq. ft.

Microfilm section

Microfilm development room	80	sq. ft.
Microfilm camera and splicing equipment	160	sq. ft.
microfilm file rooms and reading machines	<u>200</u>	sq. ft.
	440	sq. ft.

Other

Safe and other equipment	100	sq. ft.
Chattel mortgage files and non-recorded instruments	100	sq. ft.
Private abstract and title space	200	sq. ft.
Index files	40	sq. ft.
Public space	<u>200</u>	sq. ft.
	640	sq. ft.

A total amount of 1,820 square feet of usable floor space will be necessary to meet the register of deeds requirements in 1960, provided a microfilm program is established.

Space requirements for 1980

In 1949, the register of deeds office processed 32,661 instruments, chattels and miscellaneous papers including 1,188 photostatic copies of recorded instruments. By 1959, the number processed increased to 40,952 or 25 percent over the ten year period.

The number of new subdivisions and the market in both real and personal property is reflected in the volume of work in the register's office. Assuming that the increase in work load will follow a similar pattern in the future, as it has in the period from 1949 to 1959, the volume of work should increase by about 50 percent in 1980 over 1960.

By 1980, it should be necessary to provide for an increase of 50 percent in space for this office. In 1980, the register of deeds office would require 2,730 square feet of floor space.

Miscellaneous

Since the register of deeds office can be combined with the clerk's office by resolution of the board of supervisors, it would be very advisable to be certain that both of these offices are located in adjacent office facilities in a new building.

## Department of Social Welfare

### Major functions

The county department of social welfare is responsible for the administration of general relief; hospitalization; nursing and boarding home cases; collections for the county hospital; financial investigation for state and out of state welfare agencies; and distribution of surplus commodities.

### Number and type of personnel in 1960

At the present time, there are 16 full-time personnel and 3 part-time employees. The three part-time members of the board of social welfare require conference room facilities. Full-time employees include the director, supervisor of casework, assistant supervisor of casework, one secretary, 3 intake workers, one receptionist, 2 caseworkers, one supervisor of hospital casework, one hospital caseworker, one collection worker, 2 bookkeepers, and one surplus commodities clerk.

During the peak-load winter months, an additional caseworker and two intake workers are employed on a part-time basis. A surplus commodities clerk also works in the City of Niles, but does not require space presently in the social welfare department offices.

### Location and amount of usable floor space in 1960

The department of social welfare is located at 150 Water Street, Benton Harbor. The offices are on the second floor of the building. Space allocation is as follows.

total usable floor space	2,749 sq. ft.
file space	250 sq. ft.
equipment	328 sq. ft.
public space	216 sq. ft.

### Department head's dissatisfaction with present space

The department head indicates that there is insufficient work space and that the department should have sufficient space to handle the distribution and storage of surplus commodities.

### Department head's estimate of space requirements in 1960

The department head estimates that 4,000 square feet of floor space is necessary for 1960.

### Location to other county agencies

It is recommended that the department of social welfare be located close to the bureau of social aid and county hospital, and in or near the county court house.

### Number of persons using facilities

It is estimated that 26,000 persons use these office for direct relief, hospitalization and surplus commodities.

### Long range plans

The department head anticipates issuing more surplus commodities in place of direct relief food orders. Also, the department head plans to set up a collections bureau for hospital collections. It is strongly recommended, by the department head, that the county establish a collection bureau for welfare and other agencies in the county.

### Departmental estimates of personnel and space requirements in 1980

The department head indicates that if employment conditions become worse, then the department might have a 50 to 100 percent increase in personnel by 1980. It is estimated that 5,000 square feet of floor space would be sufficient through 1980. this would include 1,500 square feet of floor space for surplus commodities.

### Evaluation of space requirements for 1960 and 1980

The department of social welfare is an agency which is particularly susceptible to fluctuations in the economy. Also, the department is faced with seasonal increases in the welfare caseload. At the present time, the department is operating at a ratio of one full-time employee for every 7,500 persons in the county.

### Part-time employees

Space is necessary also for at least three additional employees during the winter months. This would include one typist and 2 intake workers.

	<u>320</u> sq. ft.
total (1960)	2,060 sq. ft.

Total space for personnel only in 1960 will require 2,060 square feet.

personnel	2,060 sq. ft.
public space	300 sq. ft.
conference room	200 sq. ft.
file space	250 sq. ft.
equipment and office supplies	100 sq. ft.
surplus commodities	<u>1,340</u> sq. ft.*
total (1960)	4,250 sq. ft.

\* exclusive of personnel provided for above.

It is estimated that 4,250 square feet of floor space will be adequate to meet the needs of the social welfare department, including the surplus commodities program, in 1960.

### 1980 space requirements

Estimates of space requirements for the social welfare department are made in accordance with an estimated increase in population of 65 percent by 1980. In order to retain the present employee-population ratio in 1980, the department would need approximately 33 employees. The following amount of space is recommended for 1980.

personnel	3,399 sq. ft.
public space	495 sq. ft.
conference room	200 sq. ft.
file space	375 sq. ft.
surplus commodities	<u>2,211</u> sq. ft.*
total (1960)	6,680 sq. ft.

It is recommended that this ratio be maintained in terms of projecting future space requirements and that additional building space be rented if necessary by the county to meet any unusual increases in the caseload of the department.

At the present time, the social welfare department the social welfare department distributes surplus food through two private agencies at a cost of \$500 per month. It is recommended that the county secure, if possible, sufficient space to store and distribute surplus commodities through welfare department facilities. Departmental estimates are that 1,500 square feet of floor space and an air conditioning unit would be necessary for surplus commodities. The following estimates for 1960 and 1980 are based on maintaining the present employee-population ratio and are in accordance with the space standards used in this survey.

1960 space requirements

1	director	200 sq. ft.
1	bookkeeper	100 sq. ft.
1	assistant bookkeeper	80 sq. ft.
1	secretary	80 sq. ft.*

Direct relief

1	casework supervisor	120 sq. ft.
1	assistant casework supervisor	80 sq. ft.
3	intake workers	360 sq. ft.
2	caseworkers	160 sq. ft.
1	receptionist	120 sq. ft.*

Hospital

1	supervisor of hospital casework	120 sq. ft.
1	hospital caseworker	80 sq. ft.
1	collection worker	80 sq. ft.*

Surplus foods

2	clerks	160 sq. ft.*
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It is recommended that 6,680 square feet of floor space be provided for the social welfare department in 1980. The records of this department should also be carefully reviewed for possible reductions in file space, if a central records management system is instituted.

## Tax Department

### Major functions

The tax department in Berrien County prepares the tax rolls and delinquent tax rolls for the county treasurer. The tax department also prepares local assessment rolls and keeps a complete set of plat maps for the county, making all necessary changes to keep the maps current. The department provides information to attorneys, real estate dealers, utility companies, state highway officials and others seeking information on property.

### Number and type of personnel in 1960

There are three persons in the tax department, the director and two assistants.

### Location and amount of usable floor space in 1960

The tax department is located on the first floor of the court house. The department has approximately 605 square feet of usable floor space at the present time, allocated in the following way:

total usable floor space	605 sq. ft.
file space and records	100 sq. ft.
public space	16 sq. ft.
equipment	159 sq. ft.

### Department head's dissatisfaction with present space

The director of the tax department indicates that his present space is inadequate for present machinery and personnel. It is particularly difficult to carry on a conversation above the noise made by the addressograph and graphotype machines. A new addressograph machine and file cabinet were on order at the time of this survey and will create additional space problems.

### Department head's estimate of space requirements in 1960

It is estimated that at least 600 additional square feet of floor space are required at present, making a total of 1,205 square feet of usable floor space for 1960.

Location to other county agencies

It is requested that provision be made to locate this agency close to the offices of the treasurer and register of deeds.

Number of persons using facilities

Departmental estimates are that 4,000 persons annually use this office, exclusive of phone calls.

Long range plans

The department will have to meet the rapid increase in subdivision development resulting from population growth and building development.

Departmental estimates of personnel and space requirements in 1980

By 1980, the director estimates that personnel requirements will be around seven and that space requirements will be about quadrupled. It is estimated that 2,420 square feet of floor space would be adequate for 1980.

Evaluation of space requirements for 1960 and 1980

Adequate space in this office must be provided for drafting tables and some major items of equipment, including two addressograph machines and two graphotype machines. It is also recommended that sound-proofing material be utilized, if possible, in the rooms housing this equipment because of the volume of noise created, particularly by the addressograph machines.

A minimum amount of space for 1960 should be provided as follows:

	director	150 sq. ft.
2	assistants	160 sq. ft.
	files	120 sq. ft.
	lobby space	100 sq. ft.
	machinery and equipment	<u>500</u> sq. ft.
	total	1,030 sq. ft.



The total amount of usable floor space estimated for 1960 would be 1,030 square feet of usable floor space.

Assuming that the seven persons estimated for 1980 would be satisfactory for operations in 1980 and that equipment and other needs would require about 100 percent more space, the following estimates are made:

	present personnel	310 sq. ft.
4	additional personnel	400 sq. ft.
	office equipment	1,000 sq. ft.
	files	200 sq. ft.
	lobby space	<u>200</u> sq. ft.
	total	2,110 sq. ft.

It is estimated by the Research Council that 2,110 square feet of floor space would meet the requirements of the tax department in 1980.



## Treasurer

### Major functions

The principal functions of the treasurer of Berrien County are to: (1) receive, maintain custody of, and disburse all county monies, including funds received for local units of government from the state of Michigan; (2) collect inheritance taxes; (3) collect delinquent property taxes; (4) prepare tax lists and statements and sell delinquent tax lands in accordance with state law; (5) open and inventory the contents of safety deposit boxes of deceased persons; (6) in accordance with state law, the treasurer is an ex officio member of the tax allocation board and the election board and he is charged with other specific duties in the enforcement of the property tax laws.

### Number and type of personnel in 1960

- 1 treasurer
- 1 bookkeeper
- 1 chief clerk
- 3 clerical
  
- 6 employees

### Location and amount of usable floor space in 1960

The county treasurer is located on the second floor of the court house building. In addition, file and storage space is provided on the first floor of the court house for the treasurer's records. The following is a breakdown of present space utilization.

total usable floor space	1,286 sq. ft.
file space and records	400 sq. ft.
equipment	100 sq. ft.
public space	150 sq. ft.

In addition, the treasurer has about 60 square feet of dead storage space on the third floor.

### Department head's dissatisfaction with present space

The department head indicates that his present space allocation is inadequate for his needs.

### Department head's estimate of space requirements in 1960

The treasurer indicates that he presently needs 750 square feet of additional space, or a total of 2,036 square feet of floor space for current operations.

### Location to other county agencies

The treasurer's office should be located close to the tax description office and register of deeds, and be readily accessible to the general public on the first floor of any proposed county building.

### Number of persons using facilities

The treasurer estimates that 3,000 persons use his offices annually.

### Long range plans

None indicated by the treasurer.

### Departmental estimates of personnel and space requirements in 1980

By 1980, it is estimated by the treasurer that he will need nine additional employees. This will provide 15 employees, including the treasurer, for operations in 1980. space requirements by 1980 will require a total of 3,750 square feet, according to the treasurer.

### Evaluation of space requirements for 1960 and 1980

Assuming that space for records and files is adequate with the advent of a records retention program and that lobby and equipment space is adequate for the present time, the following amount of space should be adequate for 1960.

### Space needs in 1960

1	treasurer	200	sq. ft.
1	chief clerk	100	sq. ft.
1	bookkeeper	100	sq. ft.
3	clerical employees	<u>240</u>	sq. ft.
6	total	640	sq. ft.
	personnel	640	sq. ft.
	office equipment	100	sq. ft.
	files and records	400	sq. ft.
	lobby space	<u>150</u>	sq. ft.
	total	1,290	sq. ft.

According to Research Council estimates of space requirements, the present amount of usable floor space at 1,290 square feet is adequate for present operations.

### Space needs in 1980

There are presently one employee in the treasurer's office for every 25,000 residents of Berrien County in 1960. Assuming a degree of stability in workload and a correlation between the number of employees and the population increase of the county (estimated increase of 100,000 persons by 1980), the treasurer would require approximately 4 or 5 additional employees to handle the workload. It can also be assumed that one of these additional employees might require private office space. Allowing a 50 percent increase in space for records and a 50 percent increase for machinery and equipment, the space requirements of the treasurer in 1980 would be as follows:

1	treasurer	200	sq. ft.
1	chief clerk	100	sq. ft.
1	bookkeeper	100	sq. ft.
1	clerical supervisor	100	sq. ft.
7	clerical employees	<u>560</u>	sq. ft.
11	total	1,060	sq. ft.
	personnel	1,060	sq. ft.
	office equipment	150	sq. ft.
	files and records	600	sq. ft.
	lobby space	<u>150</u>	sq. ft.
	total	1,960	sq. ft.

It is estimated that 1,960 square feet of usable floor space will be adequate to handle the treasurer's functions through 1980.



## Veterans Services

### Major functions

The veterans service officer in Berrien County is appointed by the veterans committee of the board of supervisors to assist veterans and their families to establish eligibility for various benefits, including pensions, compensations, out-patient treatment, educational training, G.I. loans, and hospitalization. The veterans service officer has recently been designated to work with the 3-member soldiers and sailors relief commission of the county which administers six-week emergency relief to veterans and their families, and provides for burials of indigent veterans.

Another state trust agency operating at the county level is the Michigan Veterans Trust Fund Commissioners. The county commission is composed of members from each of the major veterans organizations in Berrien County, and members are appointed by the state board of trustees. The Berrien County commissioners are authorized to provide temporary emergency relief to veterans and their dependents who have two years residence in the county.

### Number and type of personnel in 1960

The veterans service officer is the only person in the employ of the county at the present time.

### Location and amount of usable floor space in 1960

The offices of the veterans service officer are located in a converted home on the corner of Ship and Church Streets in the City of St. Joseph. Space is also provided by the American Legion in Three Oaks and Niles.

Only the space provided by the county in St. Joseph will be considered in this survey. Space is allocated as follows:

total usable floor space	450 sq. ft.
file space and records	20 sq. ft.
public space	54 sq. ft.
equipment	55 sq. ft.

### Department head's dissatisfaction with present space

None.

### Department head's estimate of space requirements in 1960

Adequate for present needs at 450 square feet.

### Location to other county agencies

It is requested that this agency be located close to the welfare department, county clerk, bureau of social aid, and probate court. It is also recommended that other veterans agencies operate out of one office, provided two more personnel are made available.

### Number of persons using facilities

Records of this office show that approximately 5,000 persons called upon the veterans service officer in 1959. It is estimated that there will be 10,000 persons seeking assistance by 1980.

### Long range plans

Consideration is being given to administering all veterans activities through one office. This would require a secretary and one field man to be effective.

### Departmental estimates of personnel and space requirements in 1980

By 1980, it is estimated that at least one additional persons should be added to the staff. If other veterans agencies work out of this office, then it would require a total of 3, including the veterans service officer. No estimate is made of space requirements for 1980.

### Evaluation of space requirements for 1960 and 1980

The Research Council recommends that the several veterans agencies be administered through the same office, if possible. Space required to provide for a combined unit would be as follows for 1960:



1	veterans service officer	150 sq. ft.
1	field man	80 sq. ft.
1	secretary-receptionist	80 sq. ft.
	files	40 sq. ft.
	equipment	20 sq. ft. (exclusive of desks)
	public space	100 sq. ft.
	committee room	<u>100</u> sq. ft.
	total (1960)	570 sq. ft.

It would require about 120 square feet of additional space to provide for a combined unit. The veterans trust fund commissioners rent office space now and employ part-time secretarial help. The commissioners should be required to contribute to the cost of additional space and personnel necessary for a combined unit.

If the several veterans offices are not combined, present space is adequate for 1960.

Space requirements of this office under a combined veterans operation would be as follows by 1980:

1	veterans service officer	150 sq. ft.
1	field man	80 sq. ft.
1	secretary-receptionist	80 sq. ft.
	files	80 sq. ft.
	equipment	40 sq. ft. (exclusive of desks)
	public space	200 sq. ft.
	committee room	<u>100</u> sq. ft.
	total (1980)	730 sq. ft.

It would require 730 square feet of floor space to provide for a combined veterans office through 1980.

To provide for one additional employee for the veterans service officer (if a combined operation cannot be instituted), would require a total of 550 square feet of floor space by 1980.

