



REVISED JULY 2015

COUNTY OF PASSAIC

# FACILITIES PLAN

## PHASE I: INVENTORY & NEEDS ASSESSMENT



# ACKNOWLEDGEMENTS

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# INTRODUCTION

In September 2009, the Energy & Sustainability Committee of the Passaic County Board of Chosen Freeholders directed the Planning Department to begin formulating a comprehensive plan for all facilities occupied by Passaic County government operations. This study represents Phase I, an Inventory and Needs Assessment of existing space conditions. Six months of data collection and analysis, communication with County officials and staff, and site visits to each County facility resulted in this first component of the Passaic County Facilities Plan. Phase II, forthcoming, will use the Phase I Needs Assessment and further analysis of demographic trends, funding sources, and anticipated changes in County operations to generate strategic recommendations for future uses of County-owned facilities and locations for County services.

## Summary

The County of Passaic owns **219 parcels of land** in 14 municipalities, **totaling over 4,481 acres** of County-owned property. Included in these figures are 24 parcels of undeveloped open space or park land (~2,897 acres), 44 parcels of developed park land (~1,253 acres), 1 parcel of preserved farmland (~15 acres), 39 parcels of developed land with County-owned buildings, three (3) parcels utilized for parking,

and 105 parcels that are in County ownership but not used for County operations, such as land purchased for rights-of-way along County Roads or otherwise vacant land.

The government of Passaic County, its Gubernatorial Appointees and Constitutional Officers, Autonomous Bodies, and non-departmental Agencies occupy space in **65 buildings** within 12 municipalities. Forty-six (46) of these buildings are owned by Passaic County, while eleven (11) are leased and eight (8) are occupied through shared-services or cooperative agreements with municipalities or non-profit organizations. One (1) building owned by Passaic County is leased to a non-profit organization, the Vanderhoof-Westervelt House in Weasel Brook Park.

While 12 of these buildings are deserving of historic status given both age and significance within notable eras of American History, only three (3) are on the National Register of Historic Places: Lambert Castle, the Rea House in Goffle Brook Park and the Dey Mansion in Preakness Valley Park.

Passaic County is governed by seven (7) elected officials who form the Board of Chosen Freeholders. The Board of Chosen Freeholders operates via seven (7) standing committees: Administration & Finance; Human Services; Health, Education &

## Objectives

### ♦ Phase I: Inventory & Needs Assessment

“To generate a comprehensive inventory of all property occupied by Passaic County government operations and provide an analysis of existing space needs for the Departments, autonomous boards, and constitutional offices therein which will serve as a resource for the Board of Chosen Freeholders.”

### ♦ Phase II: Strategic Long-Range Facilities Plan

“To develop a long-range strategy for increasing the space efficiency of Passaic County Government Operations with the benefits of improving access to government facilities, reducing costs to taxpayers, and conserving energy.”

Community Affairs; Law & Public Safety; Public Works; Planning & Economic Development; and Energy & Sustainability. Through these Standing Committees, the Freeholder Board oversees **2,090 Passaic County employees** within **14 Departments**. Passaic County also has six (6) offices of Gubernatorial Appointees and Constitutional Officers, four (4) Autonomous Bodies, and four (4) Non-Departmental Agencies, each of which occupy space in County Facilities and report, at varying levels, to the Board of Chosen Freeholders.

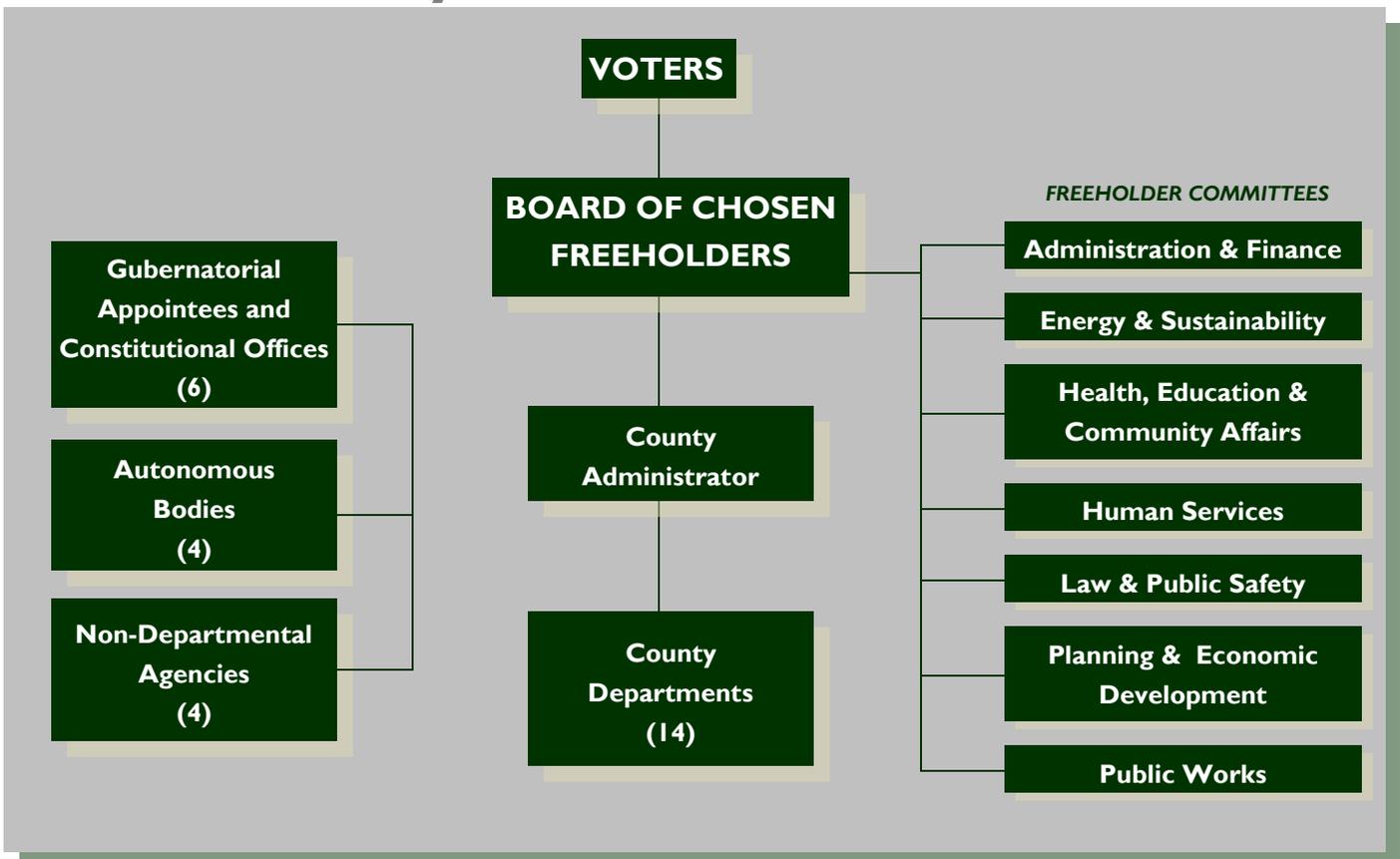
## Methodology

The Facilities Planning process began with a comprehensive survey of each department, through an online survey tool administered to all Department directors. The survey provided Departments an opportunity to explain how they function, acknowledge inefficiencies, and assess their own needs. Simultaneously, Planning staff visited each space occupied by Passaic County operations to complete measurements, verify floor plans, and experience first-hand the needs of each department.

Data analysis consisted of analyzing tax records, site plans and floor plans, lease agreements, GIS mapping, departmental surveys, reports and correspondence written by the County Historian, and various reports previously compiled including: the *Passaic County Courthouse Space Needs Assessment Report* (Farewell Mills Gatsch Architects, LLC, June 2007), *Operations Management Report* (Salmon Ventures, Ltd., 2007), *Passaic County Open Space and Recreation Master Plan* (Passaic River Coalition, ETM Associates, April 2001), *Passaic County Park Commission Recovery Action Plan* (LAN Associates, 1981), and the *Government Space Requirements Survey for the County of Passaic, New Jersey* (Gruzen & Partners, November 1978).

All feedback from Department heads, observations from site visits, and data collected were summarized into this Inventory & Needs Assessment, and subsequently categorized by Land, Buildings, and Departments. While the Land and Buildings sections are for purely inventory purposes, the Departments section provides both an inventory and specific space needs for each Department, which will form the basis for the future Phase II strategic long-range facilities plan for the County of Passaic.

## Passaic County Government



\* For a detailed organizational chart of the Passaic County Governmental structure, please see page 87



# DEFINITIONS

**ADA Compliance:** A public entity must ensure that individuals with disabilities are not excluded from services, programs, and activities because existing buildings are inaccessible. A State or local government's programs, when viewed in their entirety, must be readily accessible to and usable by individuals with disabilities. This standard, known as "program accessibility" applies to facilities of a public entity that existed on January 26, 1992. Public entities do not necessarily have to make each of their existing facilities accessible. They may provide program accessibility by a number of methods including alteration of existing facilities, acquisition or construction of additional facilities, relocation of a service or program to an accessible facility, or provision of services at alternate accessible sites. A building listed as "No" for ADA Compliance means that it may not currently comply with the *Americans with Disabilities Act* (1990).

**Age:** In the Buildings Inventory, age is defined as the approximate year a building was constructed; when available, age may include dates of improvements, renovations or demolition.

**Area by Floor:** In the Buildings Inventory, Area by Floor refers to the net area on each floor of a given building. When net area is not available, gross area may be listed by floor; these situations are noted where applicable.

**Autonomous Bodies and Non-Departmental Agencies:** Often referred to as semi-independent agencies, are operationally beyond the day-to-day control of the Board of Chosen Freeholders; they include the County Board of Taxation, County Superintendent of Schools, Passaic County Improvement Authority, and Passaic County Utilities Authority. These entities are significant in that they occupy space in Passaic County facilities, and the Passaic County government is legally mandated to provide adequate space for their operations. Some boards provide a nominal fee or have shared-services agreements permitting their occupancy of Passaic County facilities, while others are functions of the State of New Jersey or federal government and do not contribute financially to their space needs. Autonomous bodies may have budgets approved by the Freeholder Board, may seek policy recommendations or decisions from the Freeholder Board, and frequently interact with other Passaic County government operations.

**Board of Chosen Freeholders:** In New Jersey, the Boards of Chosen Freeholders are the county legislatures in each of the state's 21 counties. In some counties, such as Passaic, the Board also assumes executive branch functions. The Board of Chosen Freeholders is composed of seven elected officials, each elected to serve a three-year term; a Freeholder Director and Deputy Director are appointed at the annual reorganization of the Freeholder Board, each to serve a one-year term. The Board of Chosen Freeholders is responsible for managing the budget for all Passaic County operations, appropriates money for the maintenance of County parks, roads and bridges, and allocates funds to County-run entities such as Passaic County Technical Institute. The Board oversees all departments via the County Administrator and Deputy Administrator, and interacts with autonomous bodies, gubernatorial appointees and constitutional officers, as well as non-departmental agencies.

**Block:** Passaic County is divided into 16 municipalities, which respectively are divided into blocks and therein further divided into lots. A block is a geographical unit enclosed by streets and occupied by or intended for buildings, in accordance with the Passaic County Board of Taxation.

**Campus:** A group of more than one facility where Passaic County government operations occupy space within the same parcel of land or within one-quarter mile distance. A single facility may be considered a campus if it is occupied by a significant amount of Passaic County departments, autonomous boards / agencies, or constitutional offices.

# DEFINITIONS

**Clientele:** Those who engage the public services of any department, autonomous board / agency, or constitutional office within the Passaic County government, including all customers, visitors, guests, and patrons.

**Conference:** Any meeting, conference or otherwise gathering room that typically has at least one long conference table and seats between six (6) and 20 people. A board room is considered a large conference room that seats greater than 20 people, and usually has additional tables and a podium or dais.

**Constitutional Offices:** Please see “Gubernatorial Appointees and Constitutional Offices.”

**County Employees:** Refers to the total number of personnel employed by Passaic County in accordance with the annual budget approved by the Board of Chosen Freeholders, and all records held by the Department of Human Resources as of January 2011. In the Buildings Inventory, “number of County employees” may vary due to different shifts or employees that move locations throughout the work day. Further, some buildings may have no County employees listed because they are occupied by gubernatorial appointees, constitutional offices, autonomous bodies, or non-departmental agencies, whose personnel may not be County employees; i.e., employee counts for the Board of Social Services are not available. Such situations are noted where applicable.

**County Facilities Occupied:** Often referenced in map legends, refers to parcels of land owned or leased by Passaic County; includes all parcels where any departments, autonomous boards / agencies, or constitutional offices may occupy space and may also include vacant land, parks, and preserved open space or farmland owned by Passaic County.

**County Park System:** Refers to all County parks and preserved open space owned by Passaic County and managed by the Passaic County Parks Department, its divisions, and includes nonprofit partners such as New Jersey Conservation Foundation or the Palisades Interstate Parks Commission, Friends of Garret Mountain, and the New York-New Jersey Trail Conference.

**Developed Parkland:** Land and water areas which provide opportunities for outdoor active or passive recreational activities, including but not limited to: hiking, camping, biking, birding, boating, fishing, swimming, cross-country skiing, and hunting. “Development” means any improvement or physical alteration designed to expand or enhance the use of parkland for recreation and conservation purposes.

**Department:** A functional administrative unit of Passaic County government that has a defined purpose, responsibilities, and department head or director. The director of every department reports to the County Administrator.

**Department Vehicles:** Any vehicles from the Passaic County motor pool or vehicle fleet which are assigned to a specific department for use during official Passaic County operations or business. Department vehicles may be “specialized,” meaning tailored to the specific responsibilities of any department, i.e., a salt-spreading truck or Meals-on-Wheels van, or may be “standard,” meaning a sedan or sports utility vehicle without any modifications.

**Division:** A functional administrative unit of Passaic County government within a department. Frequently, divisions within a department are located in different facilities.

**Electricity Cost:** Represents the monthly sum paid to the utility provider for electricity; therefore, average electricity cost is the average monthly cost over a twelve-month period and the maximum is the highest sum paid to a utility provider in any given month.

**Electricity Demand:** Represents the monthly amount of electricity consumed, measured in kilowatt hours; therefore, average electricity demand is the average monthly amount of electricity consumed over a twelve-month



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period, and the peak electricity demand is the highest amount of electricity consumed in any given month.

**Existing Space:** Refers to the space currently occupied by a department, including offices, workstations, conference rooms, reception areas, file storage, general storage, garages, and parking areas.

**Fiber Optic Network:** Refers to a building's network capability; in 2008, Passaic County made a significant investment in a secure fiber optic communications network routed to most of its buildings. Those buildings listed as "yes" for "Fiber Optic Network" have been connected to the fiber optic network, while those buildings listed as "no" have not been connected to that network and are likely functioning on an independent or smaller network.

**File Storage:** Any space currently utilized by a department for storing records or files, including any cabinets or other storage units in main office areas, dedicated file rooms, or compact file-storage units. "Files archived at warehouse" denotes additional files stored at 495 River Street in Paterson.

**Garage:** Refers not to parking garages but equipment garages used to store specialized vehicles, maintenance equipment, and other equipment that cannot (or should not) be exposed to weather conditions, such as the Nike Base: Paratransit Garage or Paterson Roads Garage.

**General Storage:** Any space currently utilized by a department for storing all items other than files, including but not limited to copy machines or office equipment, supplies, and other miscellaneous equipment; can be dedicated rooms, closets, cabinets, or any other storage units.

**Green Acres:** The New Jersey Department of Environmental Protection's Green Acres Program was created in 1961 to meet New Jersey's growing recreation and conservation needs. Green Acres' primary focus is acquiring land that creates linkages between existing protected lands to form open space corridors. These corridors provide linear habitat for wildlife to move through, parkland for recreation, and areas of scenic beauty between towns and urban centers.

**Gubernatorial Appointees and Constitutional Offices:** These offices support a gubernatorial appointee or elected constitutional officer; they include the County Clerk and Register of Deeds, County Sheriff, Surrogate, County Prosecutor, Board of Elections, and Superintendent of Elections. Like autonomous bodies, such offices are operationally beyond the day-to-day control of the Board of Chosen Freeholders, yet are significant in that they occupy space in Passaic County facilities, and the Passaic County government is legally mandated to provide adequate space for their operations. Although they are not under the day-to-day management of County Administration, Constitutional Offices are required to follow all County policies and procedures. Some provide a nominal fee or have shared-services agreements permitting their occupancy of Passaic County facilities, while others are functions of the State of New Jersey or federal government and do not contribute financially to their space needs. Constitutional offices may have budgets approved by the Freeholder Board, may seek policy recommendations or decisions from the Freeholder Board, and frequently interact with other Passaic County government operations.

**Gross Area (sf):** Measured in square feet and defined as the sum of all floor areas included within the outside faces of the exterior walls multiplied by the number of stories or areas having floor surfaces. All square footage in this report is approximate as they are estimates calculated from floor plans or aerial data, and not the result of official engineering surveys.

**Hazardous Materials:** Considered anything that poses a substantive present or potential hazard to human health or the environment when improperly treated, stored, transported, disposed of, or otherwise managed.

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**Historic Status:** In the Buildings Inventory, refers to a given building's historic, cultural, or architectural significance within Passaic County or the State of New Jersey. Historic status is not limited to buildings on the National or State Registers of Historic Places, but can include buildings of lasting importance that have not yet been formally recognized.

**Historic Structures:** In the Land Inventory, refers to any buildings or improvements located on County-owned property that have historic, cultural, or architectural significance within Passaic County or the State of New Jersey. Historic structures include but are not limited to bridges, buildings, recreational features, and other landmarks.

**Individual Office:** In the Departments Inventory, any office designed to be occupied by one person. While many offices are in actuality occupied by multiple personnel, individual offices are of standard size to be occupied by one desk, ranging from approximately 80-200 square feet. Any individual offices occupied by more than one person are noted where applicable. "Main office area" denotes a large room with many workstations designed for several personnel and is not considered an individual office.

**Interdepartmental Functions:** Refers to interaction between more than one Passaic County department, autonomous agency / board, and constitutional office. In the Department Inventory, describes those departments with which the given department being analyzed most frequently interacts, according to that given department's survey.

**Journey to Work:** In the Department Inventory, refers to a County employee's commute to and from the workplace. In the journey to work maps, the darker green signifies a higher concentration of County employees traveling daily from a given municipality to work, while the lighter green symbolizes a lesser concentration of County employees travelling from that municipality, and no color symbolizes no employees residing in that municipality.

**Leased:** Refers to a legal agreement between the County of Passaic and another entity for the use or occupancy of a specific property, parcel or facility. The Lessor is the ownership entity granting agreed upon terms for the use of the property, while the Lessee is the entity utilizing the property and entering into the lease agreement with the Lessor. Passaic County is both the Lessor of specific properties and the Lessee of other specific properties.

**Location:** Refers to the geographical position or site occupied by any given Passaic County operations; distinguished by an address when available, as well as block and lot numbers.

**Lot:** Passaic County is divided into 16 municipalities, which respectively are divided into blocks and therein further divided into lots. According to the *New Jersey Municipal Land Use Law*, a lot means a designated parcel, tract or area of land established by a plat or otherwise, as permitted by law and to be used, developed or built upon as a unit.

**Municipality:** According to the *New Jersey Municipal Land Use Law*, a municipality means any city, borough, town, township or village.

**Natural Gas Cost:** Represents the monthly sum paid to the utility provider for natural gas; therefore, average natural gas cost is the average monthly cost over a twelve-month period and the maximum is the highest sum paid to a utility provider in any given month.

**Natural Gas Demand:** Represents the monthly amount of natural gas consumed, measured in either Therms or MMBTU; average natural gas demand is the average monthly amount of natural gas consumed over a twelve month period and the peak natural gas demand is the highest amount of natural gas consumed in any given month.

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**Net Area (sf):** Measured in square feet and defined as the sum of all areas on all floors of a building available for allocation to any function other than circulation, mechanical space, or structural elements such as columns, partitions, thickness of exterior wall, and so on. All square footage in this report is approximate as they are estimates calculated from floor plans or aerial data, and not the result of official engineering surveys. Net area is unavailable for some buildings.

**Non-Departmental Agencies:** Please see “Autonomous Bodies and Non-Departmental Agencies.”

**Notes:** In the Departments Inventory, describes any findings relating to space needs and possibilities for gaining efficiency. Needs relating to physical building condition are not included in this report, yet have been noted and referred to the appropriate County personnel.

**Ownership:** Entity that has or holds legal title to any given property or facility; therefore, in the Building Inventory, refers to the entity that is the owner of the building. While Passaic County is the owner of most buildings, other ownership entities are named when applicable, if available.

**Open Space Trust Fund:** In response to the public’s growing concern to improve and sustain a high quality of life within the County from both the health and environmental perspectives, the Passaic County Board of Chosen Freeholders adopted a resolution on September 3, 1997 establishing an Advisory Committee for an Open Space Preservation program. In order to generate revenues to fund the program, a resolution was adopted on February 3, 1999 authorizing the implementation of an “Open Space Tax.” The Open Space Trust Fund now annually preserves open space, and improves or develops park facilities within Passaic County .

**Parcel:** A single unit of land with an assigned block and lot number, in accordance with the Passaic County Board of Taxation. Not all parcels have mailing addresses, but addresses are listed if available.

**Parking:** In the Buildings Inventory, refers to available parking locations for all employees, clientele, and visitors of the facility; number of available parking spaces is listed if available. In the Department Inventory, “Parking Needs” refers to the number of parking spaces required for personnel, clientele, and department vehicles; this number may be greater, less than, or equal to the number of spaces actually available to the Department, as listed in the Existing Space Table.

**Personnel:** In the Departments Inventory, refers to all employees that require parking spaces, regardless of whether they are employed by the County, State of New Jersey, another Autonomous Board / Agency or Constitutional Office.

**Preserved Farmland:** Farms or development easements that are acquired through the Farmland Preservation portion of the Open Space Trust Fund will forever be restricted to agricultural use by deed restriction, prohibiting non-agricultural development for all future land owners.

**Preserved Open Space:** Land or water areas to be retained in a primarily natural or undeveloped state, for the purpose of, among other things, providing park land or green spaces, protecting ecologically sensitive areas, preserving flora and wildlife, or protecting or preserving areas of scenic, historic and/or cultural value, while at the same time affording, whenever practical, public outdoor recreational opportunities.

**Prohibitions:** In the Land Inventory, refers to all actions, items and objects that are forbidden in Passaic County parks. Alcohol, dumping and littering, and hunting are prohibited in all County parks; while some individual parks have additional specific prohibitions.

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**Public Services:** In the Department Inventory, refers to the segments of Passaic County residents to whom the given department provides assistance or benefits, or with whom the department interacts. This section describes the department's clientele, patrons and visitors.

**Reception:** In the Department Inventory, refers to the space dedicated to receiving clientele, visitors and the public. This area is often staffed by security and department personnel, and may be separated from the public waiting area.

**Responsibilities:** In the Department Inventory, describes the role of the department within the County government operations, including the department's functions, duties and day-to-day tasks.

**Right-of-Way:** A strip of land designated for transportation purposes, by deed or easement, which is maintained by a public entity, either the County, Municipality or the State Department of Transportation, for the purpose of a legal right to pass by either vehicles or pedestrians.

**Recreation and Open Space Inventory (ROSI):** The ROSI is the official listing of all parcels of land held by a Local Unit for recreation and conservation purposes at the time of receipt of Green Acres funds, including a description sufficient to identify each such parcel.

**Security:** In the Building Inventory, refers to the personnel providing protection services to the public and employees of a given building. This section solely lists security personnel; electronic and mechanical security systems are not disclosed. "Private security staff" does not denote a private company but rather refers to any security staff not employed by the Passaic County Sheriff.

**Services:** Within the Building Inventory, refers to retail establishments, restaurants, banks, and other destinations that employees would frequent along their journey to work or during their lunch hour. Services "within walking distance" are those within one-half mile that County employees can feasibly walk to and from within an hour.

**Shared Services:** Any public services provided through joint financial and labor agreements between one or more public entities. Within this report includes circumstances in which Passaic County and municipal governments or nonprofit groups combine resources to provide more efficient and effective provision of services and occupancy of space. Shared services can occur through formal agreements or informal collaborative arrangements.

**Shifts:** Scheduled hours or time periods of work for employees of Passaic County departments, autonomous boards or agencies, and constitutional offices.

**Specialized Equipment:** Any machines, vehicles, technology, or other equipment used for a specific purpose by a department, including but not limited to landscape equipment, salt-spreaders and roads equipment, mosquito control sprayers, heated Meals-on-Wheels trucks, and so on.

**Staff:** In the Department Inventory, refers to the total number of employees, County or otherwise, working for a specific department or division within that department.

**Stories:** In the Buildings Inventory, refers to the number of floors above ground level in a given building. Basement and Attic floors are not considered stories.

**Standing Committee:** Divisions of the Freeholder Board, appointed annually by the Freeholder Director. The Freeholder Director designates a single Freeholder to Chair each of the standing Freeholder Committees, with two additional Freeholders to serve on each Committee. The standing committees are: Administration & Finance;

# DEFINITIONS

Human Services; Health, Education & Community Affairs; Law & Public Safety; Public Works; and Planning & Economic Development. In 2006, the Freeholders added an additional Committee, the Energy Committee, which later became the Energy & Sustainability Committee, and now functions as a seventh Standing Committee of the Freeholder Board.

**State Agriculture Development Committee (SADC):** The New Jersey Department of Agriculture's State Agriculture Development Committee leads in the preservation of New Jersey's farmland by providing funding and promoting innovative approaches to maintaining the viability of agriculture.

**Structures:** In the Land Inventory, refers to any buildings or significant improvements located within County parks. Structures include but are not limited to restrooms, playgrounds, recreational features, buildings, shelters, and picnic areas. Please see "Historic Structures."

**Sublet:** Refers to a legal agreement between the County of Passaic and another entity for the use or occupancy of a specific property, parcel or facility that is currently under an existing lease agreement with a third entity. Please see "Leased."

**Subdivided:** Any lot, tract or parcel of land legally separated into two or more lots, tracts, parcels, or other divisions of land; in accordance with the Passaic County Board of Taxation.

**Transit:** In the Building Inventory, refers to any form of mass transportation including bus routes or rail lines (and stations) within one-half mile of a given building. Specific NJ Transit bus and rail lines are listed, where available.

**Type:** In the Land Inventory, refers to internal land classification by Planning Department staff. Type specifies the use for a specific parcel or lot based on the existing improvements on the site. Includes, but is not limited to, vacant land, buildings, nutrition sites, parks, preserved open space, and preserved farmland.

**Use:** In the Land Inventory, refers to the permitted activities at any given park, including passive or active recreation activities, improvements, and general practices at the park. Includes, but is not limited to, hiking, walking / running, camping, biking, ball fields, birding, fishing, heritage tourism, picnic tables, ice skating, golfing, and so on.

**Undeveloped Land:** Land and water areas held for recreation and conservation purposes that are in a primarily natural or undeveloped state, which may provide opportunities for outdoor passive recreational activities but likely have no recreational activity.

**Workstation:** In the Department Inventory, any desk, cubicle or other work area designed to be occupied by one person. A "main office area" generally contains multiple workstations, while an individual office generally does not but may contain two or more workstations. A reception area may contain workstations, as is noted where applicable.

# LAND INVENTORY

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# LAND INVENTORY

The County of Passaic owns **219 parcels** of land totaling over **4,481 acres** in **14 municipalities**, including Bloomingtondale, Clifton, Haledon, Hawthorne, Little Falls, Passaic, Paterson, Pompton Lakes, Ringwood, Totowa, Wanaque, Wayne, West Milford, and Woodland Park.

These properties range in use from undeveloped, preserved open space in rural or suburban communities to fully developed city blocks in Passaic County's most urban neighborhoods as well as rights-of-way acquired for realigning County Roads. Over 80 parcels of previously subdivided vacant land on Preakness Mountain are owned by the County.

At 1,300 acres, Tranquility Ridge is Passaic County's largest single parcel, followed closely by other parcels of preserved open space. Together, Tranquility Ridge, Friendship Park, the Apschawa Preserve, San Cap, and the Peckman Preserve Environmental Sanctuary total 2,897 acres of undeveloped open space. These 24 parcels were acquired through Passaic County's Open Space and Farmland Preservation Trust Fund, some with assistance from the State of New Jersey's Green Acres Program or supplemental federal funding. Passaic County has also preserved 15 acres of active farmland in Wayne Township with designated farmland preservation monies from the Open Space Trust Fund and assistance from the State Agriculture Development Committee (SADC).

The Passaic County Park System was designed by the world

renown Olmsted Brothers landscape firm of Brookline, Massachusetts. The original Olmsted park plan was done in 1927, the same year the Passaic County Park Commission was established. Following various additions, the County Park system in 2010 is composed of eight parks designed for a variety of passive and active recreation, from horseshoes in Weasel Brook to 18-hole golf courses in Preakness Valley, and horseback riding in Garret Mountain Reservation to an ADA compliant playground in Goffle Brook Park. The Park system also includes Pompton Aquatic Park, a pristine river walk along the Pompton, Pequannock, and Wanaque Rivers; Rifle Camp with its Nature Center & Astronomical Observatory, Par-Course, and Campgrounds; and four passive parks with hiking trails: The Apschawa Preserve (West Milford), Friendship Park (Bloomingtondale), San Cap (West Milford), and Tranquility Ridge (Ringwood / West Milford).

The following section provides maps of all County-owned and occupied property, preserved open space, and County parks, as well as a single page overview of each open space acquisition, County park, and significant structure within a County park. The overview pages detail the use of each property, prohibitions, structural and historic elements, as well as management and operations. The Land Inventory concludes with a summary of the 11 properties owned or leased by the County for parking purposes.

## Quick Facts

- ◆ **The County of Passaic owns 219 parcels of land\* in 15 municipalities, totaling over 4,481 acres of County-owned property.**
- ◆ **The County of Passaic has preserved 24 parcels of undeveloped land through six (6) acquisitions in four (4) municipalities, totaling 2,897 acres of preserved open space.**
- ◆ **The County Park system includes 44 parcels of park land for passive and active recreation which form eight (8) County Parks in eight (8) municipalities, totaling 1,253 acres of developed park land.**
- ◆ **The County Agriculture Development Board has preserved two (2) parcels of active farm land, known as the Passaic County Farm and Eden Farms, totaling 22 acres of preserved farmland.**

\* Totals do not include land owned by Passaic County Community College; includes one parcel in Pequannock Township



# COUNTY PROPERTY

	ADDRESS	MUNICIPALITY	ZIP	OWNERSHIP	AC	BLOCK	LOT	TYPE
1	Westervelt Avenue	Clifton City	07011	Owned		21.02	28	Building
2	40 Valley View Road	Haledon Boro	07508	Owned		29.01	1	Building
3	Valley View Road	Haledon Boro	07508	Owned		29.01	1	Building
4	Valley View Road	Haledon Boro	07508	Owned	7.30	29.01	1	Building
5	675 Goffle Road	Hawthorne Boro	07506	Owned	17.67	145	1	Building
6	14-16 Howe Avenue	Passaic City	07055	Leased		2157.A	11	Building
7	114 Prospect Street	Passaic City	07403	Leased		2147.A	1	Building
8	1 West Broadway	Paterson City	07501	Leased		4504	9	Building
9	100 Hamilton Plaza	Paterson City	07505	Leased		6204	1	Building
10	495-501 River Street	Paterson City	07524	Leased		2903	25	Building
11	3 Valley Road	Paterson City	07503	Owned		5301	1	Building
12	11 Sheriff's Plaza	Paterson City	07505	Owned	58.63	4709	6	Building
13	11 Sheriff's Plaza	Paterson City	07505	Owned		4709	7	Building
14	11 Sheriff's Plaza	Paterson City	07505	Owned		4709	8	Building
15	11 Sheriff's Plaza	Paterson City	07505	Owned		4709	9	Building
16	11 Sheriff's Plaza	Paterson City	07505	Owned		4709	21	Building
17	11 Sheriff's Plaza	Paterson City	07505	Owned		4709	22	Building
18	11 Sheriff's Plaza	Paterson City	07505	Owned		4709	23	Building
19	11 Sheriff's Plaza	Paterson City	07505	Owned		4709	24	Building
20	18-20 Clark Street	Paterson City	07505	Owned	1.97	6203	10	Building
21	42-60 Columbia Avenue	Paterson City	07503	Owned		7102	7	Building
22	61-75 Columbia Avenue	Paterson City	07503	Owned	0.10	7103	20	Building
23	61-75 Columbia Avenue	Paterson City	07503	Owned		7103	21	Building
24	61-75 Columbia Avenue	Paterson City	07503	Owned		7103	22	Building
25	61-75 Columbia Avenue	Paterson City	07503	Owned		7103	23	Building
26	61-75 Columbia Avenue	Paterson City	07503	Owned		7103	24	Building
27	63-65 Hamilton Street	Paterson City	07505	Owned		6216	1	Building
28	71 Hamilton Street	Paterson City	07505	Owned		6216	2	Building
29	77 Hamilton Street	Paterson City	07505	Owned		6216	3	Building
30	307 Pennsylvania Avenue	Paterson City	07503	Owned		7101	7	Building
31	317 Pennsylvania Avenue	Paterson City	07503	Owned	1.20	7102	8	Building
32	401 Grand Street	Paterson City	07505	Owned		6216	3	Building
34	147-153 New St.	Paterson City	07503	Owned	0.34	5103	18	Building
35	519 Ringwood Avenue	Pompton Lakes	07442	Owned	0.06	2600	2	Building
36	30 King Road, Bldg. 7	Totowa Boro	07512	Owned	2.63	179	2	Building
37	930 Riverview Drive	Totowa Boro	07512	Leased		169	6	Building
38	1237 Ringwood Avenue	Wanaque	07420	Sublet		209	1	Building
39	37-45 Reinhardt Rd.	Wayne Township	07470	Owned	34.37	1901	5	Building
40	37-45 Reinhardt Rd.	Wayne Township	07470	Owned		1901	6	Building
41	214 Oldham Road A	Wayne Township	07470	Owned		1901	26	Building
42	214 Oldham Road B	Wayne Township	07470	Owned		1901	5	Building
43	303-305 Oldham Road	Wayne Township	07470	Owned		2003	127	Building
44	435 Hamburg Turnpike	Wayne Township	07470	Owned	2.54	2800	11	Building
45	1300 Route 23 North	Wayne Township	07470	Owned	6.69	1400	26	Building
46	1310 Route 23 North	Wayne Township	07470	Owned	32.57	1400	26	Building
47	Church Lane	Wayne Township	07470	Owned	0.93	2704	23	Building
48	5 Church Lane	Wayne Township	07470	Owned	0.30	2706	39	Building
49	300 Oldham Road	Wayne Township	07470	PCCC	36.58	1901	26	Building
50	1792 Union Valley Road	West Milford	07480	Owned	62.00	6402	4	Building



	ADDRESS	MUNICIPALITY	ZIP	OWNERSHIP	AC	BLOCK	LOT	TYPE
51	42 Warwick Turnpike	West Milford	07421	Owned		6801	1	Building
52	48 Warwick Turnpike	West Milford	07421	Owned		6802	1	Building
53	30 Lycosky Drive	West Milford	07480	Shared Services	0.20	6002	28	Building
54	Pompton Plains Crossroad	Wayne Township	07470	Owned	14.94	3404	48	Farm
55	103 Hamburg Turnpike	Bloomingtondale Boro	07403	Leased		28	12	Nutrition Sites
56	900 Clifton Avenue	Clifton City	07011	Shared Services		35.01	2	Nutrition Sites
57	271 Lafayette Avenue	Hawthorne Boro	07506	Leased		105	9	Nutrition Sites
58	330 Passaic Street	Passaic City	07055	Shared Services		1131	4	Nutrition Sites
59	90 Martin Street	Paterson City	07501	Shared Services		6311	6	Nutrition Sites
60	185 Carroll Street	Paterson City	07501	Shared Services		4306	12	Nutrition Sites
61	510 E. 27th Street	Paterson City	07503	Shared Services		3408	9	Nutrition Sites
62	930 Main Street	Paterson City	07503	Shared Services		6802	1	Nutrition Sites
63	1810 Macopin Road	West Milford	07480	Shared Services		5307	5	Nutrition Sites
64	Glenwild Avenue	Bloomingtondale Boro	07403	Owned	3.35	32	8	Open Space
65	Glenwild Avenue	Bloomingtondale Boro	07403	Owned	0.98	32	9	Open Space
66	Glenwild Avenue	Bloomingtondale Boro	07403	Owned		32	10.01	Open Space
67	Glenwild Avenue	Bloomingtondale Boro	07403	Owned	32.60	92	38.01	Open Space
68	Cedar Grove Road	Little Falls	07424	Owned	0.02	122	37	Open Space
69	Wilmore Road	Little Falls	07424	Owned	0.02	122	46.01	Open Space
70	67 Cedar Grove Road	Little Falls	07424	Owned	1.01	122	48	Open Space
71	Seugling Drive	Little Falls	07424	Owned	1.39	122	57	Open Space
72	Seugling Drive	Little Falls	07424	Owned	1.57	122	58	Open Space
73	Seugling Drive	Little Falls	07424	Owned	1.58	122	59	Open Space
74	Seugling Drive	Little Falls	07424	Owned	1.12	122	60	Open Space
75	Seugling Drive	Little Falls	07424	Owned	1.03	122	61	Open Space
76	Seugling Drive	Little Falls	07424	Owned	0.97	122	62	Open Space
77	Seugling Drive	Little Falls	07424	Owned	1.05	122	63	Open Space
78	Seugling Drive	Little Falls	07424	Owned	1.20	122	64	Open Space
79	Seugling Drive	Little Falls	07424	Owned	1.31	122	65	Open Space
80	Seugling Drive	Little Falls	07424	Owned	1.31	122	65.01	Open Space
81	Seugling Drive	Little Falls	07424	Owned	1.31	122	65.02	Open Space
82	Beech Road	Ringwood	07456	Owned	1300.00	400	7	Open Space
83	Margaret King Avenue	Ringwood	07456	Owned	51.73	400	5.03	Open Space
84	22 Warwick Turnpike	West Milford	07421	Owned	218.50	2902	3	Open Space
85	Beech Road	West Milford	07480	Owned	774.66	4502	4	Open Space
86	Macopin Road	West Milford	07480	Owned	0.07	13402	4	Open Space
87	Macopin Road	West Milford	07480	Owned	33.60	13501	4	Open Space
88	124 Germantown Road	West Milford	07480	Owned	466.95	13501	5	Open Space
89	169 Ward Street	Paterson City	07505	Leased		6204	2	Parking
90	65 Ellison Street	Paterson City	07505	Leased		4604	1	Parking
91	68-70 Lehigh Ave	Paterson City	07503	Owned		7103	14	Parking
92	10-14 Spring Street	Paterson City	07505	Owned	0.80	6102	1	Parking
93	E. Railway Avenue	Paterson City	07503	Leased		7117	4	Parking
94	Glenwild Avenue	Bloomingtondale Boro	07403	Owned	8.02	32	22	Parks
95	Glenwild Avenue	Bloomingtondale Boro	07403	Owned	0.38	92	182	Parks
96	760 Paulison Avenue	Clifton City	07011	Owned	13.42	21	1	Parks
97	105 3rd Street	Clifton City	07011	Owned	6.15	21	28	Parks
98		Hawthorne Boro	07506	Owned	41.75	81	1	Parks
99	Goffle Brook Park	Hawthorne Boro	07506	Owned	9.80	91	1	Parks
100	792-798 Lafayette Avenue	Hawthorne Boro	07506	Owned	4.58	264	1	Parks



	ADDRESS	MUNICIPALITY	ZIP	OWNERSHIP	AC	BLOCK	LOT	TYPE
101		Hawthorne Boro	07506	Owned	16.89	265	1	Parks
102	89-95 Turner Street	Paterson City	07503	Owned	0.40	4908	1	Parks
103	186-200 Murray Ave	Paterson City	07503	Owned	0.23	4908	2	Parks
104	187-199 Murray Ave	Paterson City	07503	Owned	0.17	4908	3	Parks
105	124-138 Summit Street	Paterson City	07503	Owned	0.34	4908	4	Parks
106	144-150 Summit Street	Paterson City	07503	Owned	0.46	4908	5	Parks
107	Garret Mountain	Paterson City	07503	Owned	375.80	5301	1	Parks
108	Pequannock River Bank	Pompton Lakes Boro	07442	Owned	14.10	9509	6	Parks
109	Elmwood Road	Pompton Lakes Boro	07442	Owned	0.15	11301	1	Parks
110	Rivercrest Drive	Pompton Lakes Boro	07442	Owned	0.08	11308	1	Parks
111	Rivercrest Drive	Pompton Lakes Boro	07442	Owned	0.13	11308	11	Parks
112	900 Totowa Road	Totowa Boro	07512	Owned	60.00	9	37	Parks
113		Totowa Boro	07512	Owned	13.36	9	40	Parks
114	French Hill Road	Wayne Township	07470	Owned	5.03	603	1	Parks
115	Parish Drive	Wayne Township	07470	Owned	52.70	604	11	Parks
116	199-209 Totowa Road	Wayne Township	07470	Owned	243.00	1001	1	Parks
117	Island	Wayne Township	07470	Owned	2.05	3400	1	Parks
118	Island	Wayne Township	07470	Owned	1.04	3401	1	Parks
119	Ramapo River	Wayne Township	07470	Owned	3.05	3402	1	Parks
120	Pompton Plains Crossroads	Wayne Township	07470	Owned	5.76	3404	51	Parks
121		Wayne Township	07470	Owned	0.70	3404	53	Parks
122	Ramapo River	Wayne Township	07470	Owned	1.63	3507	14	Parks
123	Ramapo River	Wayne Township	07470	Owned	0.15	3510	152.01	Parks
124	Mountain Avenue	Woodland Park Boro	07424	Owned	28.38	48	12	Parks
125	Rifle Camp Road	Woodland Park Boro	07424	Owned	90.00	48	13	Parks
126	Mountain Avenue	Woodland Park Boro	07424	Owned	36.21	48	15	Parks
127	Mountain Avenue	Woodland Park Boro	07424	Owned	14.82	48	1	Parks
128	Mountain Avenue	Woodland Park Boro	07424	Owned	11.00	48	2	Parks
129	Mountain Avenue	Woodland Park Boro	07424	Owned	10.74	48	3	Parks
130	Rifle Camp Road	Woodland Park Boro	07424	Owned	16.70	85	1	Parks
131	Rifle Camp Road	Woodland Park Boro	07424	Owned	19.77	85	2	Parks
132	Rifle Camp Road	Woodland Park Boro	07424	Owned	23.00	85	3	Parks
133	Rifle Camp Road	Woodland Park Boro	07424	Owned	2.27	85	3.01	Parks
134	Rifle Camp Road	Woodland Park Boro	07424	Owned	1.10	85	3.02	Parks
135	Rifle Camp Road	Woodland Park Boro	07424	Owned	1.13	85	3.03	Parks
136	Rifle Camp Road	Woodland Park Boro	07424	Owned	2.30	85	3.04	Parks
137	Weasel Drift Road	Woodland Park Boro	07424	Owned	5.58	85	16	Parks
138	Rifle Camp Road	Woodland Park Boro	07424	Owned	108.80	113	3.01	Parks
139	2 Paulison Avenue	Passaic City	07055	PCCC		2208	1	PCCC
140	120-130 Broadway	Paterson City	07505	PCCC	0.30	4403	1	PCCC
141	153-181 Van Houten Street	Paterson City	07505	PCCC	1.80	4403	2	PCCC
142	149-151 Van Houten Street	Paterson City	07505	PCCC	0.09	4403	3	PCCC
143	15 Church Street	Paterson City	07505	PCCC	0.08	4403	4	PCCC
144	13 Church Street	Paterson City	07505	PCCC	0.06	4403	5	PCCC
145	9-11 Church Street	Paterson City	07505	PCCC	0.11	4403	6	PCCC
146	160-180 Van Houten Street	Paterson City	07505	PCCC	2.10	4404	3	PCCC
147	186-190 Ellison Street	Paterson City	07505	PCCC	0.19	4405	5	PCCC
148	192 Ellison Street	Paterson City	07505	PCCC	0.07	4405	6	PCCC
149	194-196 Ellison Street	Paterson City	07505	PCCC	0.14	4405	7	PCCC
150	198 Ellison Street	Paterson City	07505	PCCC	0.07	4405	8	PCCC



	ADDRESS	MUNICIPALITY	ZIP	OWNERSHIP	AC	BLOCK	LOT	TYPE
151	200 Ellison Street	Paterson City	07505	PCCC	0.05	4405	9	PCCC
152	202 Ellison Street	Paterson City	07505	PCCC	0.06	4405	10	PCCC
153	204 Ellison Street	Paterson City	07505	PCCC	0.06	4405	11	PCCC
154	206 Ellison Street	Paterson City	07505	PCCC	0.05	4405	12	PCCC
155	157-159 Ellison Street	Paterson City	07505	PCCC	0.12	4407	13	PCCC
156	160 Ellison Street	Paterson City	07505	PCCC	0.08	4406	4	PCCC
157	218-220 Memorial Drive	Paterson City	07505	Shared Services	0.12	4405	19	PCCC
158	193-215 Memorial Drive	Paterson City	07505	Shared Services	0.69	4311	1	PCCC
159	500 Union Avenue	Wanaque	07420	PCCC	20.00	400	10	PCCC
160	300 Oldham Road	Wayne Township	07470	PCCC	36.58	1901	26	PCCC
161	45 Reinhardt Road	Wayne Township	07470	PCCC		1901	5	PCTI
162	Downtown Paterson	Paterson City	07505	Leased		4705	32	ROW
163	Right of Way	Pompton Lakes	07442	Owned				ROW
164		Haledon Boro		Owned	39.50	12	2	Unavailable
165		Haledon Boro		Owned	19.22	12	3	Unavailable
166		Haledon Boro		Owned	5.90	13	1	Unavailable
167		Haledon Boro		Owned		19	1	Unavailable
168		Haledon Boro		Owned		19	2	Unavailable
169		Haledon Boro		Owned		19	3	Unavailable
170		Haledon Boro		Owned		19	4	Unavailable
171		Haledon Boro		Owned		19	5	Unavailable
172		Haledon Boro		Owned		19	6	Unavailable
173		Haledon Boro		Owned		19	7	Unavailable
174		Haledon Boro		Owned		19	8	Unavailable
175		Haledon Boro		Owned	5.00	20	1	Unavailable
176		Haledon Boro		Owned		20	10	Unavailable
177		Haledon Boro		Owned		20	11	Unavailable
178		Haledon Boro		Owned		20	12	Unavailable
179		Haledon Boro		Owned		20	13	Unavailable
180		Haledon Boro		Owned		20	14	Unavailable
181		Haledon Boro		Owned		20	15	Unavailable
182		Haledon Boro		Owned		20	16	Unavailable
183		Haledon Boro		Owned		20	2	Unavailable
184		Haledon Boro		Owned		20	3	Unavailable
185		Haledon Boro		Owned		20	4	Unavailable
186		Haledon Boro		Owned		20	5	Unavailable
187		Haledon Boro		Owned		20	6	Unavailable
188		Haledon Boro		Owned		20	7	Unavailable
189		Haledon Boro		Owned		20	8	Unavailable
190		Haledon Boro		Owned		20	9	Unavailable
191		Haledon Boro		Owned		21	1	Unavailable
192		Haledon Boro		Owned		21	10	Unavailable
193		Haledon Boro		Owned		21	11	Unavailable
194		Haledon Boro		Owned		21	12	Unavailable
195		Haledon Boro		Owned		21	13	Unavailable
196		Haledon Boro		Owned		21	14	Unavailable
197		Haledon Boro		Owned		21	15	Unavailable
198		Haledon Boro		Owned		21	16	Unavailable
199		Haledon Boro		Owned		21	2	Unavailable
200		Haledon Boro		Owned		21	3	Unavailable



	ADDRESS	MUNICIPALITY	ZIP	OWNERSHIP	AC	BLOCK	LOT	TYPE
201		Haledon Boro		Owned		21	4	Unavailable
202		Haledon Boro		Owned		21	5	Unavailable
203		Haledon Boro		Owned		21	6	Unavailable
204		Haledon Boro		Owned		21	7	Unavailable
205		Haledon Boro		Owned		21	8	Unavailable
206		Haledon Boro		Owned		21	9	Unavailable
207		Haledon Boro		Owned		22	1	Unavailable
208		Haledon Boro		Owned		22	10	Unavailable
209		Haledon Boro		Owned		22	11	Unavailable
210		Haledon Boro		Owned		22	12	Unavailable
211		Haledon Boro		Owned		22	2	Unavailable
212		Haledon Boro		Owned		22	3	Unavailable
213		Haledon Boro		Owned		22	4	Unavailable
214		Haledon Boro		Owned		22	5	Unavailable
215		Haledon Boro		Owned		22	6	Unavailable
216		Haledon Boro		Owned		22	7	Unavailable
217		Haledon Boro		Owned		22	8	Unavailable
218		Haledon Boro		Owned		22	9	Unavailable
219		Haledon Boro		Owned		23	1	Unavailable
220		Haledon Boro		Owned		24	1	Unavailable
221		Haledon Boro		Owned		24	2	Unavailable
222		Haledon Boro		Owned		24	3	Unavailable
223		Haledon Boro		Owned		24	4	Unavailable
224		Haledon Boro		Owned		24	5	Unavailable
225		Haledon Boro		Owned		24	6	Unavailable
226		Haledon Boro		Owned		24	7	Unavailable
227		Haledon Boro		Owned		24	8	Unavailable
228		Haledon Boro		Owned		24	9	Unavailable
229		Haledon Boro		Owned		25	1	Unavailable
230		Haledon Boro		Owned		25	10	Unavailable
231		Haledon Boro		Owned		25	11	Unavailable
232		Haledon Boro		Owned		25	12	Unavailable
233		Haledon Boro		Owned		25	13	Unavailable
234		Haledon Boro		Owned		25	2	Unavailable
235		Haledon Boro		Owned		25	3	Unavailable
236		Haledon Boro		Owned		25	4	Unavailable
237		Haledon Boro		Owned		25	5	Unavailable
238		Haledon Boro		Owned		25	6	Unavailable
239		Haledon Boro		Owned		25	7	Unavailable
240		Haledon Boro		Owned		25	8	Unavailable
241		Haledon Boro		Owned		25	9	Unavailable
242		Haledon Boro		Owned		26	13	Unavailable
243		Haledon Boro		Owned		26	14	Unavailable
244		Haledon Boro		Owned		26	15	Unavailable
245		Haledon Boro		Owned		26	16	Unavailable
246		Haledon Boro		Owned		26	17	Unavailable
247	Central Avenue	Haledon Boro		Owned	0.08	60	15	Unavailable
248		Passaic City		Owned		3281	46	Unavailable
249		Paterson City		Owned		5001	4	Unavailable
250		Paterson City		Owned		5012	1	Unavailable
251		Paterson City		Owned		5103	17	Unavailable
252		Paterson City		Owned		5103	18	Unavailable
253		Wanaque		Owned		429	1.01	Unavailable
254		Wanaque		Owned	2.30	429	1	Unavailable
255		Wayne Township		Owned	0.34	703	36.02	Unavailable
256	Paterson Hamburg Turnpike	Wayne Township		Owned	0.02	2704	4.01	Unavailable
257	977 Paterson Hamburg Turnpike	Wayne Township		Owned	0.74	2704	4	Unavailable
258	Terhune Dr	Wayne Township		Owned	0.22	4507	31	Unavailable
259		West Milford		Owned	1.32	3401	20	Unavailable
260	1680 Greenwood Lake Turnpike	West Milford		Owned	0.65	3801	11	Unavailable



# COUNTY PARK SYSTEM



*Amphitheater at Rifle Camp Park, Woodland Park*



*Dock at Tranquility Ridge, Ringwood and West Milford*



*Barbour's Pond at Garret Mountain Reservation, Woodland Park*



*Preakness Valley Golf Course at Preakness Valley Park, Wayne*



*View of Pompton River from Pompton Aquatic Park, Wayne*



*Goffle Brook Park, Hawthorne*

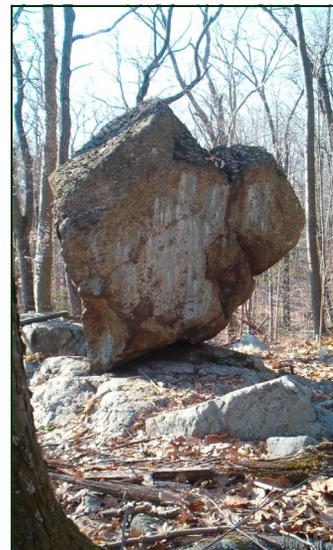
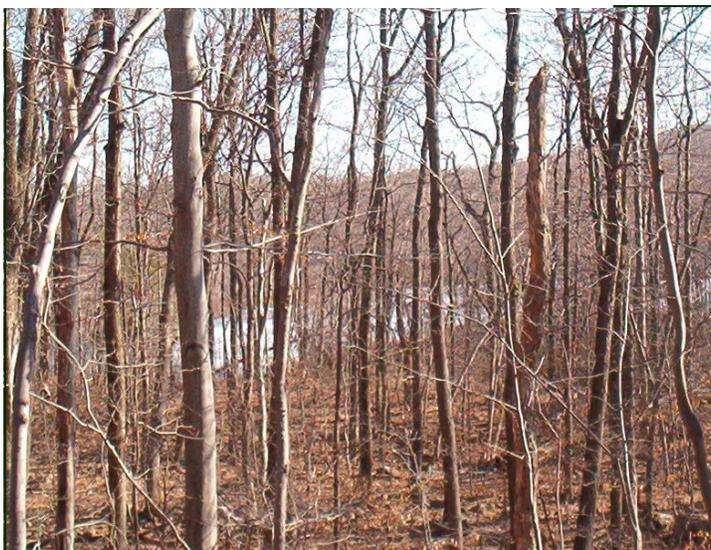
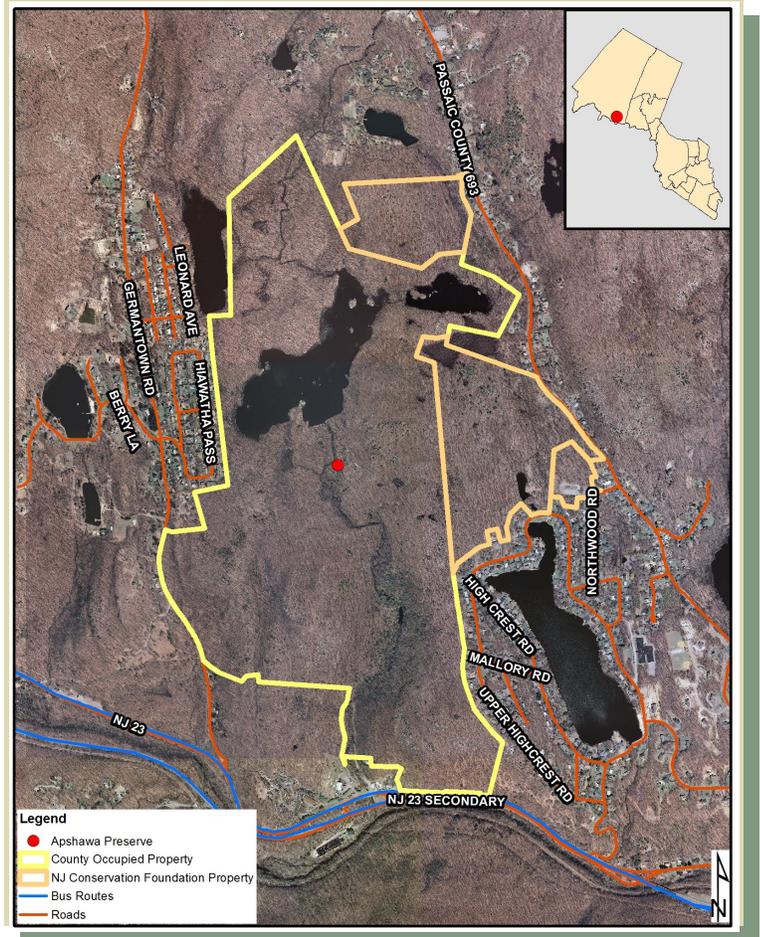
# APSHAWA PRESERVE

MACOPIN ROAD AND NORTHWOOD DRIVE, WEST MILFORD, NJ 07480

## Location

<b>Address</b>	Intersection of Macopin Road and Northwood Drive West Milford, NJ 07480				
<b>Block</b>	13402	13501	12902*	13402*	13201*
<b>Lot</b>	4	4, 5	9	14	25
<b>Acreage</b>	501 acres		74 acres		7.5 acres
<b>Parking</b>	Parking lot at end of Northwood Drive				
<b>Transit</b>	None				
<b>Management</b>	New Jersey Conservation Foundation				
<b>Use</b>	Apshawa Reservoir Passive recreation - Hiking (marked trails) - Trails - Birding - Geology - Nature photography				
<b>Hours</b>	Dawn to dusk				
<b>Prohibitions</b>	Motorized vehicles Camping / camp fires Hunting Alcoholic beverages Dumping / littering Swimming				

\* Owned by management partner NJCF (acquisition grants provided through County Open Space Trust Fund).

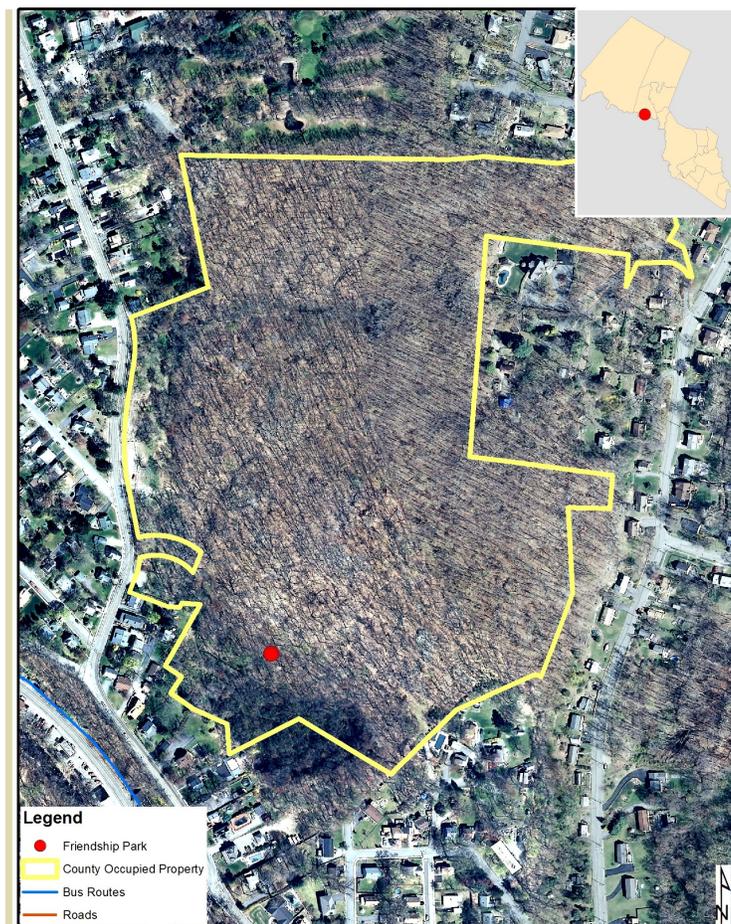


# FRIENDSHIP PARK

GLENWILD AVENUE, BLOOMINGDALE, NJ 07403

## Location

<b>Address</b>	Glenwild Avenue Bloomingdale, NJ 07403	
<b>Block</b>	5053	5053
<b>Lot</b>	27	27.01
<b>Acreage</b>	37 acres	
<b>Parking</b>	Parking lot on-site	
<b>Transit</b>	BUS: 194	
<b>Management</b>	Parks Department	
<b>Use</b>	Picnic tables Passive recreation - Hiking - Birding - Bicycling - Running / walking	
<b>Hours</b>	Dawn to dusk	
<b>Prohibitions</b>	Motorized vehicles Camping/camp fires Hunting Alcoholic beverages Dumping / littering	

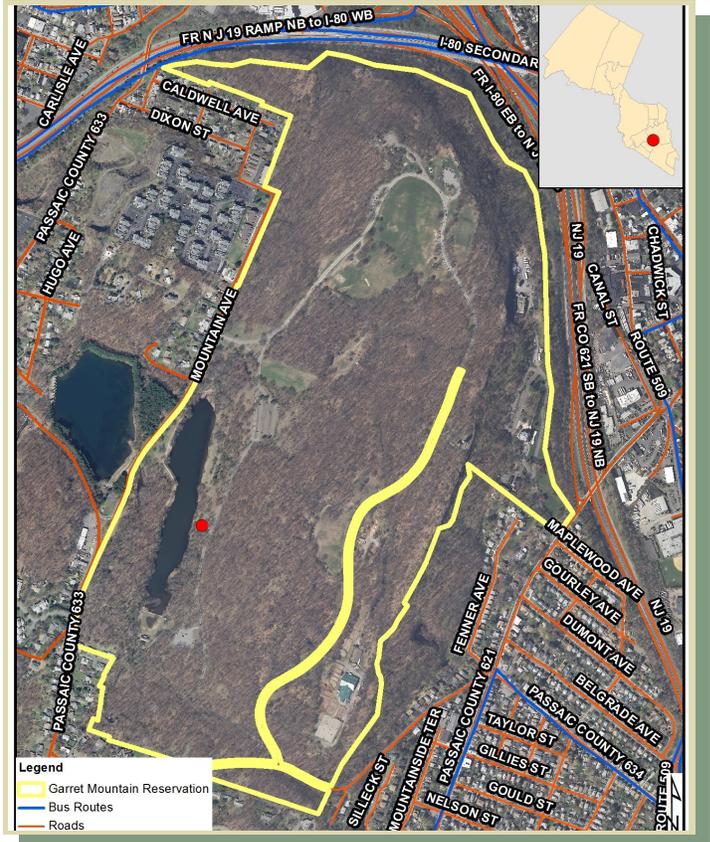


# GARRET MOUNTAIN RESERVATION

## WEASEL DRIFT ROAD, WOODLAND PARK, NJ 07424

### Location

<b>Address</b>	Weasel Drift Road Woodland Park, NJ 07424		
<b>Woodland Park</b>	Blocks	48	48.01
	Lots	12, 13, 15	1, 2, 3
<b>Paterson</b>	Blocks	887	1051   5301
	Lots	1, 2, 3, 4, 5	1   1
<b>Acreage</b>	568.5 acres		
<b>Parking</b>	Parking on-site Auto overlook		
<b>Transit</b>	BUS: 192, 702		
<b>Management</b>	Parks Department Friends of Garret Mountain New York-New Jersey Trails Conference		
<b>Use</b>	Scenic overlook Picnic tables, grilling Active recreation <ul style="list-style-type: none"> <li>- Hiking, birding</li> <li>- Ice skating</li> <li>- Basketball</li> <li>- Fishing</li> <li>- Running / walking</li> <li>- Horseback riding</li> </ul> Possible entertainment and concessions in Warming Hut / Boat House at Barbour's Pond		
<b>Hours</b>	Dawn to dusk		
<b>Prohibitions</b>	Feeding Wildlife Camping/camp fires Hunting Alcoholic beverages Dumping / littering Swimming		
<b>Structures</b>	Equestrian Center; Barbour's Pond Warming Shelter and gazebos; Sheriff's Dept. Motor Pool, Pistol Range, K-9 Unit, restrooms		
<b>Historic Structures</b>	Lambert Castle, Lambert Castle Observatory Tower		



**BARBOUR'S POND**

# GARRET MOUNTAIN RESERVATION

## WEASEL DRIFT ROAD, WOODLAND PARK, NJ 07424



EQUESTRIAN CENTER



EQUESTRIAN CENTER



SHERIFF'S STABLES



CANINE UNIT



WARMING HUT / BOAT HOUSE



MAINTENANCE OFFICE



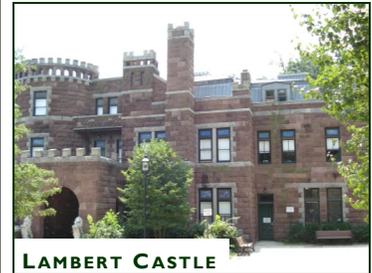
PISTOL RANGE



CANINE UNIT



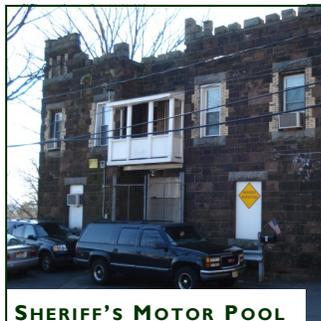
LAMBERT CASTLE



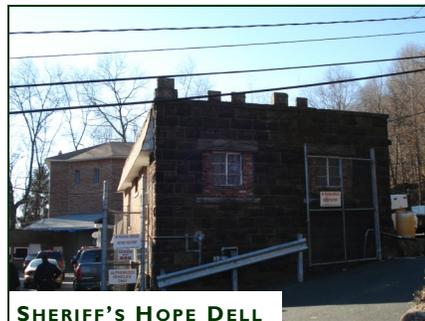
LAMBERT CASTLE



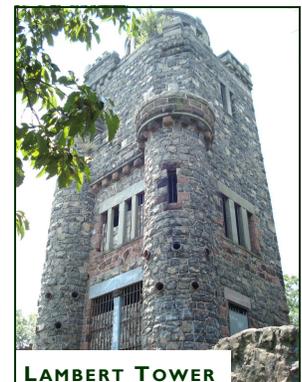
PISTOL RANGE



SHERIFF'S MOTOR POOL



SHERIFF'S HOPE DELL



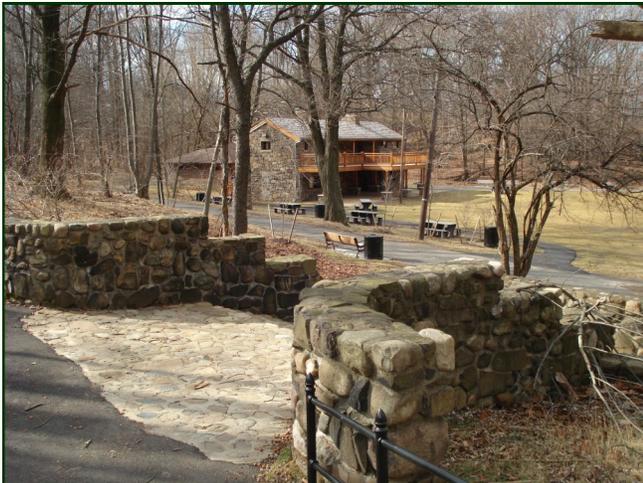
LAMBERT TOWER



# GARRET MOUNTAIN RESERVATION

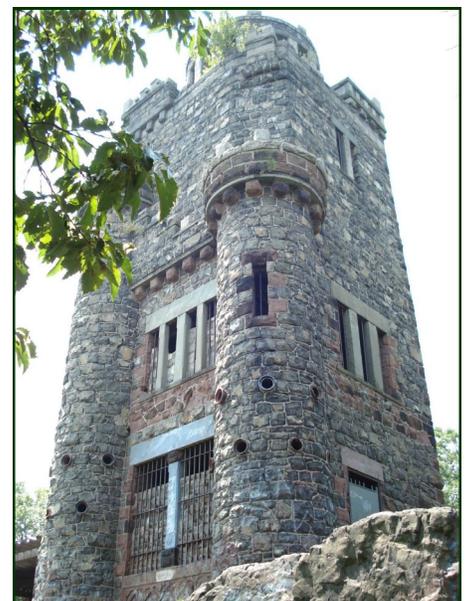
## WEASEL DRIFT ROAD, WOODLAND PARK, NJ 07424

### Structures



Beautiful original features of Garret Mountain Reservation include the stone steps leading to the boat basin, shelter house and Barbour's Pond. The steps, shelter house and open sitting pavilions were built in the early 1930s with the assistance of the federal Works Progress Administration. The County has recently restored the steps and buildings at this site, although the boat basin has been filled with soil and planted with grass.

Lambert Tower, the stone observatory located above Lambert Castle on the crest of Garret Mountain, was built by Catholina Lambert, owner of a prominent silk mill in Paterson, in 1896. The tower had been closed to the public for three decades and eventually reopened in July 2014 after being restored by the County, made possible with Open Space Trust funds and grant funding from the NJ Department of Environmental Protection's Green Acres Program. Exterior flood lighting at night was part of the tower restoration.



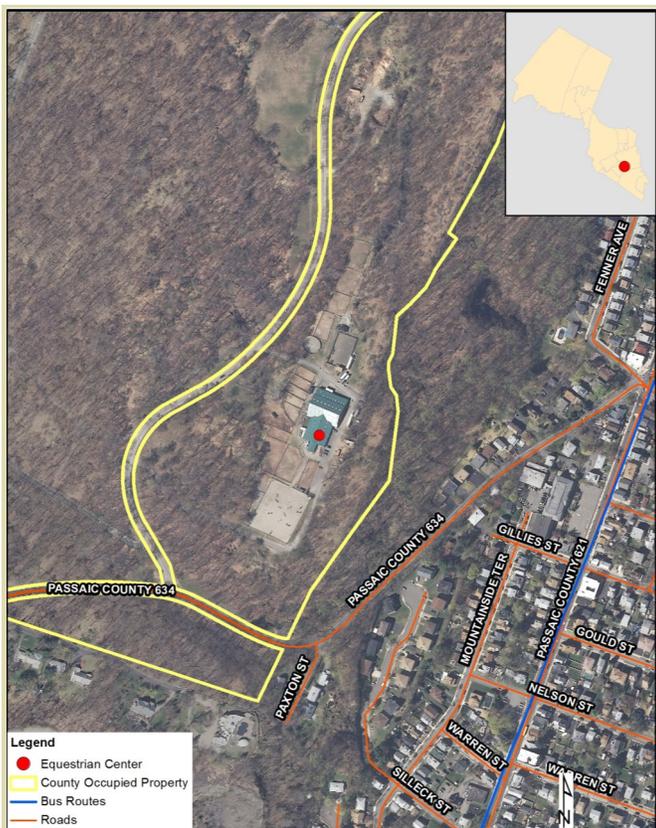
The Passaic County Park system has three maintenance crews, with a small maintenance office at Garret Mountain (left), and maintenance garages at Weasel Brook Park and Goffle Brook Park. Garret Mountain has one Senior Caretaker, Rifle Camp Park and Weasel Brook Park share one Park Supervisor, and Goffle Brook Park has one Park Supervisor.

# EQUESTRIAN CENTER

WEASEL DRIFT ROAD, WOODLAND PARK, NJ 07424

## Summary

<b>Gross Area</b>	22,788 sf
<b>Net Area</b>	N/A
<b>Area per Floor</b>	Sheriff's Department Stables: 1,013 sf Leased stables, ring and offices: 21,775 sf
<b>Age</b>	N/A
<b>Stories</b>	2
<b>Ownership</b>	Passaic County [Equestrian operations and stables leased to outside vendor]
<b>ADA Compliance</b>	No
<b>Fiber Optic Network</b>	No
<b>Security</b>	Secured by Passaic County Sheriff's Department Mounted Patrol



## Location

<b>Block</b>	48.01
<b>Lot</b>	2, 3
<b>Parking</b>	On-site parking lot
<b>Transit</b>	BUS: 193, 702
<b>Services</b>	Nearest on Valley Road

## Departments

Lessee: Garret Mountain Equestrian Center
Passaic County Sheriff's Department: Mounted Patrol
<b>County Employees Varies, included in Sheriff's Department headquarters total</b>

The Garret Mountain Equestrian Center is a county-owned and privately operated facility that offers a wealth of equestrian programs, instruction, and services including the "Therapeutic Riding Program."



# LAMBERT CASTLE

3 VALLEY ROAD, PATERSON, NJ 07501

## Summary

<b>Gross Area</b>	49,550 sf
<b>Net Area</b>	N/A
<b>Area per Floor</b>	Basement: 15,656 sf Floor 1: 15,656 sf Floor 2: 7,040 sf Floor 3: 7,040 sf
<b>Stories</b>	4
<b>Age</b>	Constructed 1893
<b>Historic Status</b>	National Register of Historic Places; historic home of Paterson silk baron Catholina Lambert.
<b>Ownership</b>	Passaic County [Operations Leased to County Historical Society]
<b>ADA Compliance</b>	Yes
<b>Fiber Optic Network</b>	Yes
<b>Security</b>	Premises secured by Passaic County Sheriff's Department



## Location

<b>Block</b>	5301
<b>Lot</b>	1
<b>Parking</b>	Parking lot: 82 spaces
<b>Transit</b>	BUS: 193, 702
<b>Services</b>	Within walking distance

## Departments

Lessee: Passaic County Historical Society	
County Historian (Edward A. Smyk)	
<b>No County Employees</b>	

<b>Hours</b>	1:00p - 4:00 p Wed. - Sun. [Closed Mon. & Tues., New Year's Eve/Day, Easter Sunday, Independence Day, Thanksgiving, Christmas Eve/Day]
<b>Admission Fee</b>	\$5 Adults age 18+ \$4 Senior Citizens age 65+ \$3 Children ages 5-17

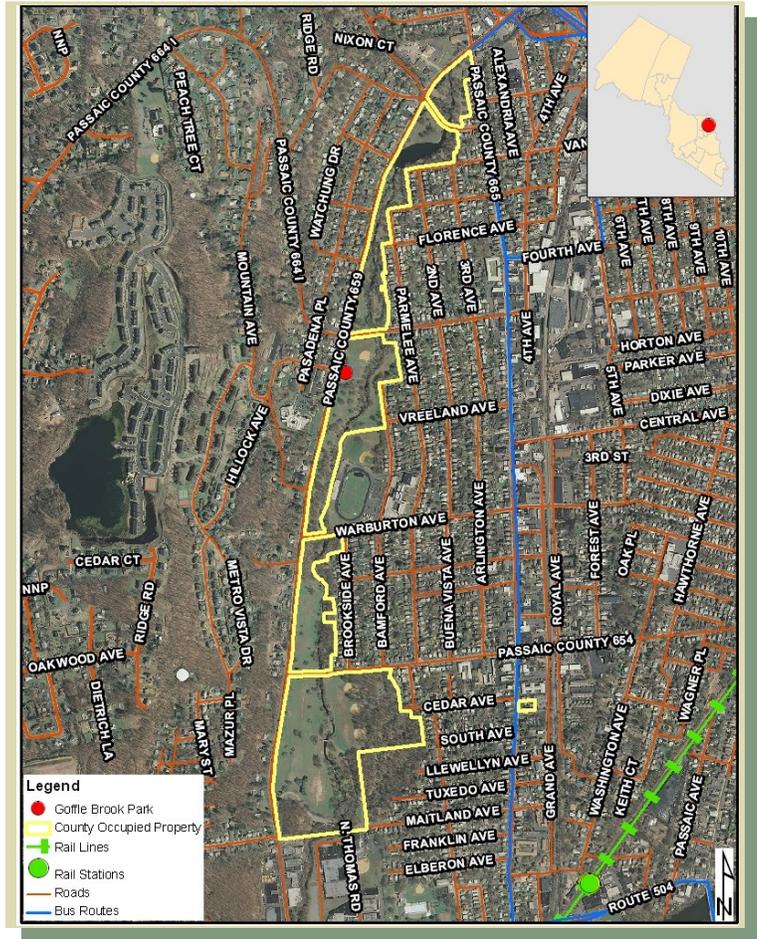


# GOFFLE BROOK PARK

GOFFLE ROAD, HAWTHORNE, NJ 07506

## Location

<b>Address</b>	Goffle Road Hawthorne, NJ 07506					
<b>Hawthorne</b>	<b>Block</b>	81	91	264	265	145
	<b>Lot</b>					
<b>Acreage</b>	91 acres					
<b>Parking</b>	Parking on-site					
<b>Transit</b>	BUS: 722, 148 RAIL: Hawthorne (Main/Bergen)					
<b>Management</b>	Parks Department					
<b>Use</b>	Picnic tables, grilling ADA playground Dog park Active recreation - Baseball - Ice skating - Fishing - Sledding - Running / walking - Playground					
<b>Hours</b>	Dawn to dusk					
<b>Prohibitions</b>	Feeding wildlife Camping/camp fires Hunting Alcoholic beverages Dumping / littering Scooters, skateboards & skates in Play Area Concessions by Passaic County contract only Swimming					
<b>Historic Status</b>	National Register of Historic Places (Goffle Brook Park and Rea House)					
<b>Structures</b>	1 baseball field, 1 football/ soccer field, ADA playground, maintenance building					
<b>Historic Structures</b>	Rea House (National Register of Historic Places), former Magee Avenue Bridge (relocated from Ringwood)					



# GOFFLE BROOK PARK

GOFFLE ROAD, HAWTHORNE, NJ 07506

**A stream bank restoration project, involving dredging and re-plantings, was recently completed.**

## Structures



Goffle Brook Park was the site of three houses, the Ryerson-Lafayette House, Rea House-Knapick's Inn, and a smaller bungalow for the groundskeeper. The Lafayette House was demolished in 1950, the Rea House still exists in the park, and the bungalow is now privately leased and abuts the Goffle Brook Maintenance Garage (left).

In 2007, the Magee Road Bridge, built in 1930, rehabilitated in 1954, determined by the State Historic Preservation Office to be eligible for the National Register of Historic Places, was carefully disassembled, transported from its original location spanning West Brook in Ringwood to a steel fabrication shop and restored. The refurbished trusses were relocated to Goffle Brook Park to provide pedestrian and bicycle crossing over Goffle Brook (right).



An ADA compliant playground was built at Goffle Brook Park with the help of a grant from NJDEP's Green Acres Program. The Playground contains adaptive play equipment as well as educational tools for the blind and deaf (left).



# REA HOUSE

675 GOFFLE ROAD, HAWTHORNE, NJ 07506

## Summary

<b>Gross Area</b>	6,697 sf
<b>Net Area</b>	6,596 sf
<b>Area per Floor</b>	Basement: 1,657 sf Floor 1: 1,653 sf Floor 2: 1,626 sf Attic: 1,660 sf
<b>Age</b>	Constructed 1810
<b>Historic Status</b>	National Register of Historic Places, Historic American Buildings Survey
<b>Stories</b>	3
<b>Ownership</b>	Passaic County
<b>ADA Compliance</b>	No
<b>Fiber Optic Network</b>	No
<b>Security</b>	None



## Location

<b>Block</b>	145
<b>Lot</b>	1
<b>Parking</b>	On-site parking lot
<b>Transit</b>	BUS: 722, 148 RAIL: Main Line (Hawthorne)
<b>Services</b>	Within walking distance

## Departments

None, Parks Department is vacating the Building.

**No County Employees**

The Rea House is currently undergoing extensive restoration, with plans for a new public restroom addition to the back of the building. When re-opened, it will be used by local civic groups who had expressed interest in doing so.

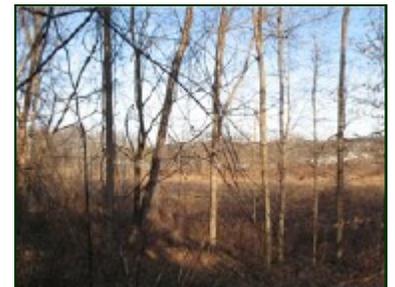
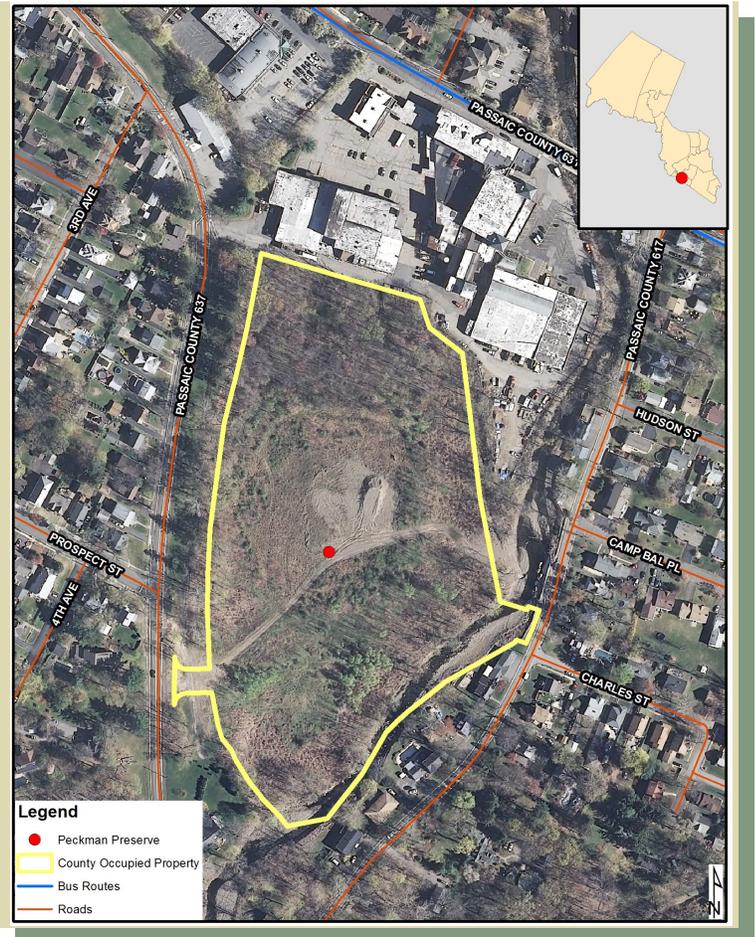


# PECKMAN PRESERVE ENVIRONMENTAL SANCTUARY

WILMORE ROAD, LITTLE FALLS, NJ 07424

## Location

<b>Address</b>	Wilmore Road near Long Hill and Cedar Grove Roads Little Falls, NJ 07424
<b>Block</b>	122
<b>Lot</b>	37, 46.01, 48, 57 - 65, 65.01, 65.02
<b>Acreage</b>	~12 acres
<b>Parking</b>	On-street parking
<b>Transit</b>	BUS: 28, 704, 191, 397, 705
<b>Management</b>	Planning Department
<b>Use</b>	Environmental education Passive recreation - Hiking - Birding - Walking - River access Linkage to future Morris Canal Greenway
<b>Hours</b>	Dawn to dusk
<b>Prohibitions</b>	Bicycling Motorized vehicles Camping/camp fires Hunting Alcoholic beverages Dumping / littering



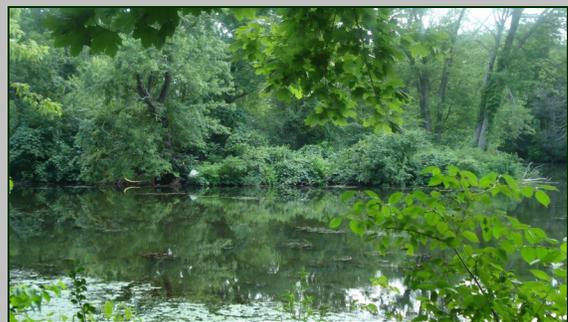
# POMPTON AQUATIC PARK

POMPTON RIVER, PEQUANNOCK, POMPTON LAKES, WAYNE

## Location

<b>Address</b>	Pompton River. south of Dawes Highway Pequanock, NJ 07440 (Morris Co.) Pompton Lakes, NJ 07442 Wayne, NJ 07470						
<b>Pompton Lakes</b>	Blocks	9509	11301	11308			
	Lots	6	1	1, 11			
<b>Pequanock</b>	Block	902					
	Lot	2					
<b>Wayne</b>	Blocks	3400	3401	3402	3404	3507	3510
	Lots	1	1	1	51, 53	14	152.01
<b>Acreage</b>	75 acres						
<b>Parking</b>	On-street parking						
<b>Transit</b>	BUS: 194						
<b>Management</b>	Passaic County Parks Department (29 acres) Pequanock, Pompton Lakes, Wayne (46 acres, leased)						
<b>Use</b>	Passive recreation - Fishing - Hiking - Boating						
<b>Hours</b>	Dawn to dusk						
<b>Prohibitions</b>	Feeding Wildlife Camping/camp fires Hunting Alcoholic beverages Dumping / littering Swimming						
<b>Structures</b>	None						
<b>Historic Structures</b>	None						

\* 75 acres total: 46 acres leased to Pequanock, Pompton Lakes, and Wayne; 29 acres managed by Passaic County

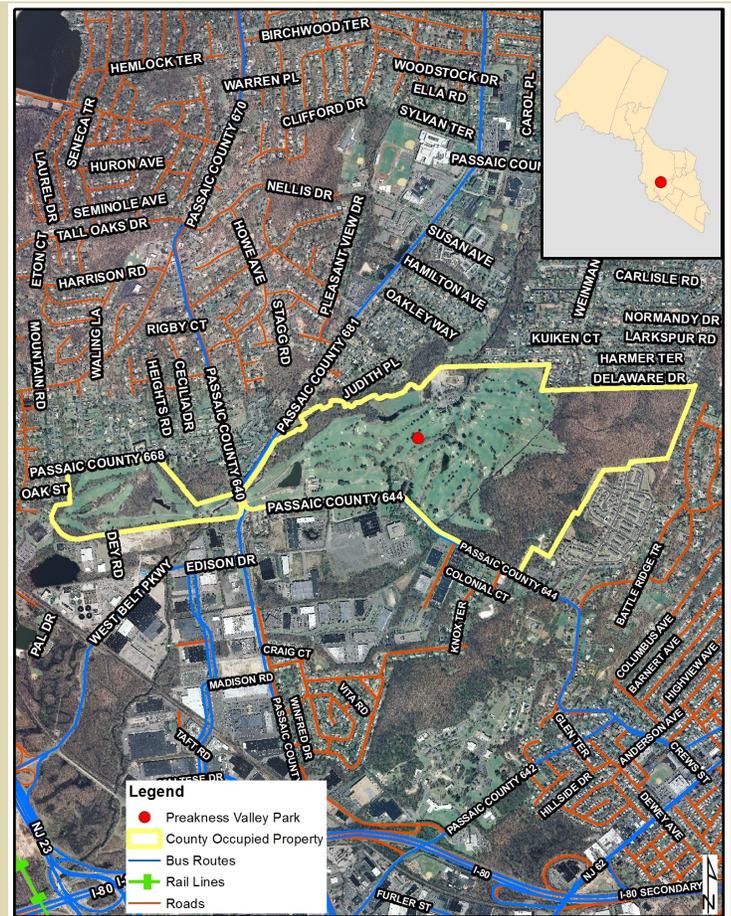


# PREAKNESS VALLEY PARK

199-209 TOTOWA ROAD, WAYNE, NJ 07474

## Location

<b>Address</b>	199-209 Totowa Road Wayne, NJ 07470		
<b>Totowa</b>	Blocks	9	
	Lots	37, 40	
<b>Wayne</b>	Blocks	603	604
	Lots	1	1
<b>Wayne</b>	Blocks	603	604
	Lots	1	1
<b>Acres</b>	374 acres		
<b>Parking</b>	On-site parking		
<b>Transit</b>	BUS: 704, 712		
<b>Management</b>	Passaic County Parks Dept.		
<b>Use</b>	Active recreation - Golfing - Running / walking - Ice skating Heritage tourism Revolutionary reenactments		
<b>Hours</b>	<b>Golf Course:</b> 8:00a - 5:00p Jan. - Mar. 7:00a - 7:30p Mar. - Jun. 6:30a - 7:00p Jun. - Sept. 7:00a - 5:00p Oct. - Dec. <b>Dey Mansion:</b> 1:00pm-4:00pm Wed. - Fri. 10:00am-12:00pm and 1:00pm-4:00pm Sat. - Sun.		
<b>Prohibitions</b>	Feeding wildlife Camping/camp fires Hunting Dumping / littering		
<b>Structures</b>	36-hole golf course, golf course maintenance office building, golf course maintenance garage, cart storage barn		
<b>Historic Structures</b>	Dey Mansion & Plantation House (National Register of Historic Places), ice skating shelter, caddy house, club house		



# PREAKNESS VALLEY PARK

199-209 TOTOWA ROAD, WAYNE, NJ 07474

## Amenities



Preakness Valley Park is the formal name for the 374-acre County park that encompasses the landmark Dey Mansion and grounds, Preakness Valley Golf Course, and adjoining open space and stream corridor public lands.



Noted architect Fred Wesley Wentworth designed many of the buildings still in use at the Preakness Valley Golf Course, including the Club House (page 34), the Caddy House (above) and the Ice House (right). This is an impressive collection of buildings in one location by Passaic County's most admired architect. The Club House is in good shape and has recently been renovated. The Caddy House is in need of repair and would benefit from the elimination of later additions. The Ice House is also in need of repair.



The golf course is maintained by 20 year-round and 45 seasonal employees. Employees gather in the former Senior Services building which has excessive space for their administrative operations, yet is in poor physical condition (left).

The maintenance storage consists of one garage and a gated yard, with many specialized vehicles resigned to outdoor storage and no protection from inclement weather. The storage garage is both inadequate in size and condition (right).

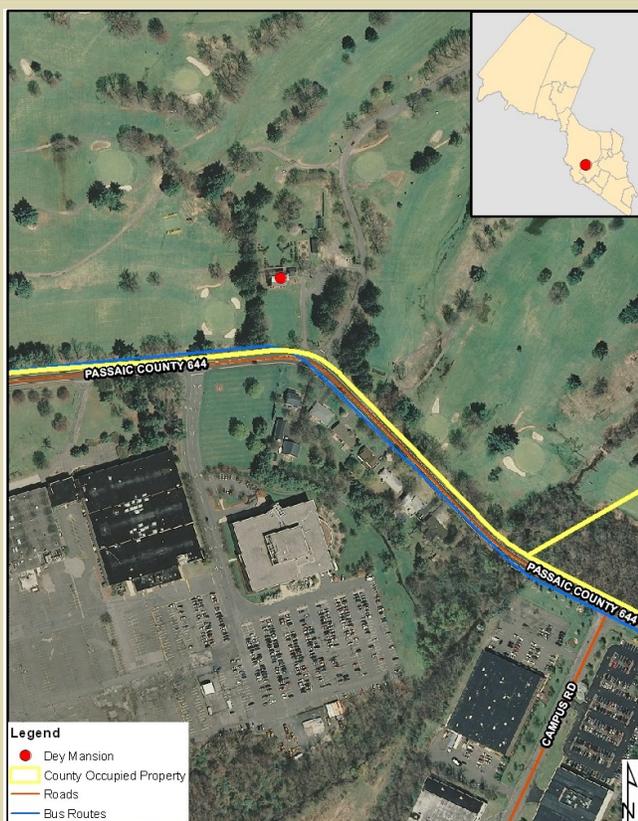


# DEY MANSION

199 TOTOWA ROAD, WAYNE, NJ 07474

## Summary

<b>Gross Area</b>	7523.87 square feet
<b>Net Area</b>	6925.46 square feet
<b>Area per Floor</b>	Floor 1: 1,854 sf Floor 2: 1,854 sf
<b>Age</b>	~1745-1775
<b>Historic Status</b>	National Register of Historic Places, Historic American Buildings Survey (HABS)
<b>Stories</b>	3
<b>Ownership</b>	Passaic County
<b>ADA Compliance</b>	No
<b>Fiber Optic Network</b>	No
<b>Security</b>	Secured by museum staff



## Location

<b>Block</b>	1001
<b>Lot</b>	1
<b>Parking</b>	15 parking spaces in on-site lot
<b>Transit</b>	BUS: 704, 712
<b>Services</b>	Within walking distance

## Departments

Passaic County Parks Department

2 County Employees

**Hours**

**As the Mansion is currently being refurbished and restored, it is closed to the public for the foreseeable future.**  
In general, it is closed Thanksgiving Day, Christmas Day, and New Year's Day

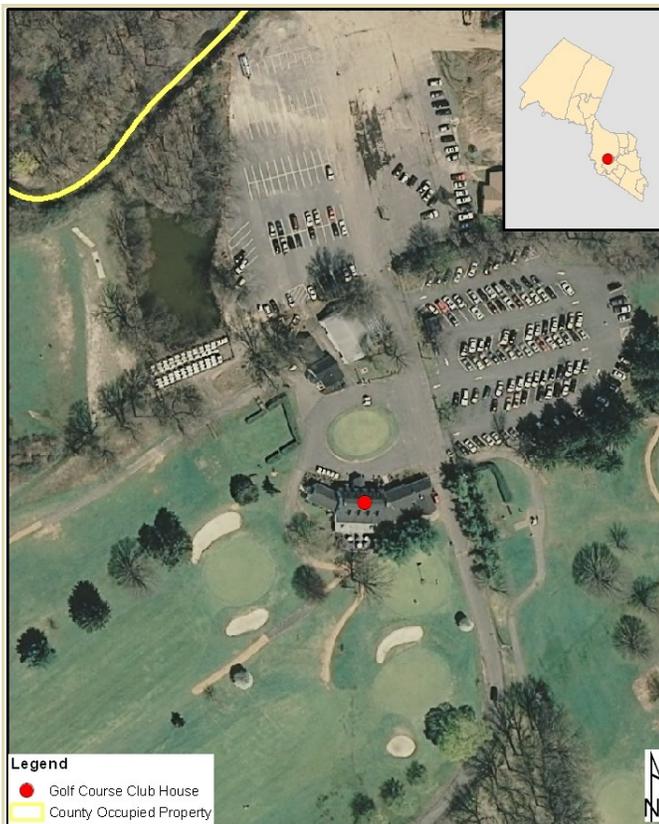
**Admission Fee** \$1.00

# GOLF COURSE CLUB HOUSE

209 TOTOWA ROAD, WAYNE, NJ 07474

## Summary

<b>Gross Area</b>	7,119 square feet
<b>Net Area</b>	5,590 square feet
<b>Area per Floor</b>	Floor 1: 5,645 square feet Floor 2: 1,474 square feet
<b>Age</b>	1930
<b>Historic Status</b>	Historic not registered; Elegant Dutch Colonial Revival Club House, designed by F.W. Wentworth
<b>Stories</b>	2
<b>Ownership</b>	Passaic County
<b>ADA Compliance</b>	No
<b>Fiber Optic Network</b>	No
<b>Security</b>	None



## Location

<b>Block</b>	1001
<b>Lot</b>	1
<b>Parking</b>	225 parking spaces
<b>Transit</b>	BUS: 704, 712
<b>Services</b>	Within walking distance

## Departments

Parks Department / Golf Course
<b>20 Year-Round Employees, 45 Seasonal Employees</b>

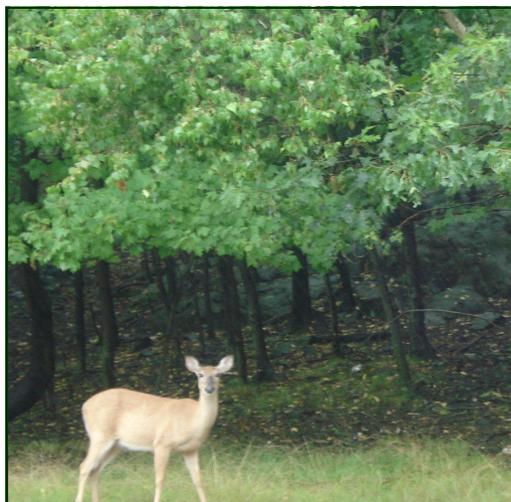
Founded in 1892, the Preakness Valley Golf Course is one of the first 100 golf clubs to be established in the United States. The golf course is comprised of two eighteen-hole courses, practice greens, and a driving range.

# RIFLE CAMP PARK

RIFLE CAMP ROAD, WOODLAND PARK, NJ 07424

## Location

<b>Address</b>	Rifle Camp Road Woodland Park, NJ 07424		
<b>Woodland Park Blocks</b>	85		113
<b>Lots</b>	1-3, 3.01-3.04, 16		3.01
<b>Acreage</b>	181 acres		
<b>Parking</b>	Parking on-site		
<b>Transit</b>	None		
<b>Management</b>	Parks Department County Naturalist		
<b>Use</b>	Scenic overlook Carnie Bragg Memorial picnic area, grilling Camping Musical entertainment Active recreation - Hiking - Stargazing - Running / walking - Horseback riding - Birding - Sleigh riding - Toboggan sliding - Bocce - Exercise (Par-Course)		
<b>Hours</b>	Dawn to dusk		
<b>Prohibitions</b>	Dogs Feeding wildlife Hunting Alcoholic beverages Dumping / littering		
<b>Structures</b>	Nature Center, Astronomical Observatory, Amphitheater, Toboggan Chute, Bocce Court, Par- Course, 3 overnight camping areas, restrooms		
<b>Historic Significance</b>	Name derives from use as a Revolutionary War monitoring encampment by the Continental Army		



# RIFLE CAMP PARK

RIFLE CAMP ROAD, WOODLAND PARK, NJ 07424

**A working group has recently formed to explore potential improvements to this Park.**

## Structures



The Toboggan Slide in Rifle Camp is a poured concrete course with metal raceway, equipped with a nearby faucet to generate ice in the chute under freezing temperatures. The Toboggan Slide, although in excellent condition, has been out of operation since the early 1980s, and requires minor maintenance to restore its safe use by park goers. It is nearby a large sleigh-riding hill, ideal for sledding in the winter months (left).

The ADA compliant picnic area in Rifle Camp, originally intended for Senior Citizens, has handicapped accessible picnic tables, grills, a shelter for inclement weather, and a Bocce Course. The Bocce Course is in need of repair and consequently may flood (right).



Rifle Camp Park has two overnight camping areas, complete with multiple lean-to shelters, restrooms and campfire rings. The camping areas are available to local Scouting groups or other non-profit organizations with a permit from the Parks Department (left).

The Par-Course at Rifle Camp Park is a favorite of senior citizens and Passaic County residents looking for exercise in the natural environment. The Course has over 15 fitness stations with instructions and safety guidelines; it is open to the public from dawn to dusk (right).



The Rifle Camp Amphitheater (left), hosts various outdoor entertainment events and concerts throughout the year. The grass seating area in front of the Amphitheater can comfortably seat over 100 park goers and is in near proximity to parking, outdoor grilling areas, and restrooms.

# NATURE CENTER & OBSERVATORY

## RIFLE CAMP ROAD, WOODLAND PARK, NJ 07424

### Summary

<b>Gross Area</b>	1,177 sf
<b>Net Area</b>	1,121 sf
<b>Area per Floor</b>	Floor 1: 1,121 sf
<b>Age</b>	1974
<b>Stories</b>	1, Observation Dome
<b>Ownership</b>	Passaic County
<b>ADA Compliance</b>	No
<b>Fiber Optic Network</b>	No
<b>Security</b>	None

The Nature Center at Rifle Camp Park offers many programs and activities for all ages and interests, including children's workshops and tours of the Nature Center and its exhibits, such as the bird blind and an operating seismograph that is continually measuring earthquake activity throughout the world.



### Location

<b>Block</b>	113
<b>Lot</b>	3.01
<b>Parking</b>	On-site parking lot
<b>Transit</b>	None
<b>Services</b>	Not within walking distance (2 miles)

### Departments

Parks Department
<b>1 part-time County Employee</b>

<b>Hours of Operation</b>	12 noon - 5 p Tuesday 9:00a - 5:00 p Friday & Saturday; Astronomical Observatory open for public viewing on selected dates.
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<b>Admission</b>	
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# SAN CAP PARK

WARWICK TURNPIKE, WEST MILFORD, NJ 07421

## Location

<b>Address</b>	Elm Street (off Warwick Turnpike) West Milford, NJ 07480
<b>West Milford</b>	Block 2902 Lot 3
<b>Acreage</b>	219 acres
<b>Parking</b>	Parking on-site
<b>Transit</b>	BUS: 197
<b>Management</b>	Parks Department Township of West Milford *
<b>Use</b>	Passive recreation - Hiking - Birding Active recreation - Baseball - Softball - Running / walking
<b>Hours</b>	Dawn to dusk
<b>Prohibitions</b>	Feeding wildlife Camping/camp fires Hunting Alcoholic beverages Dumping / littering
<b>Structures</b>	1 baseball field and 3 softball fields leased to, maintained, and utilized by the Township of West Milford
<b>Proximity to State Parkland</b>	Adjacent to Abram Hewitt State Forest

\* Township of West Milford maintains the ball fields at San Cap Park, the remainder of the site is managed by the County Parks Department



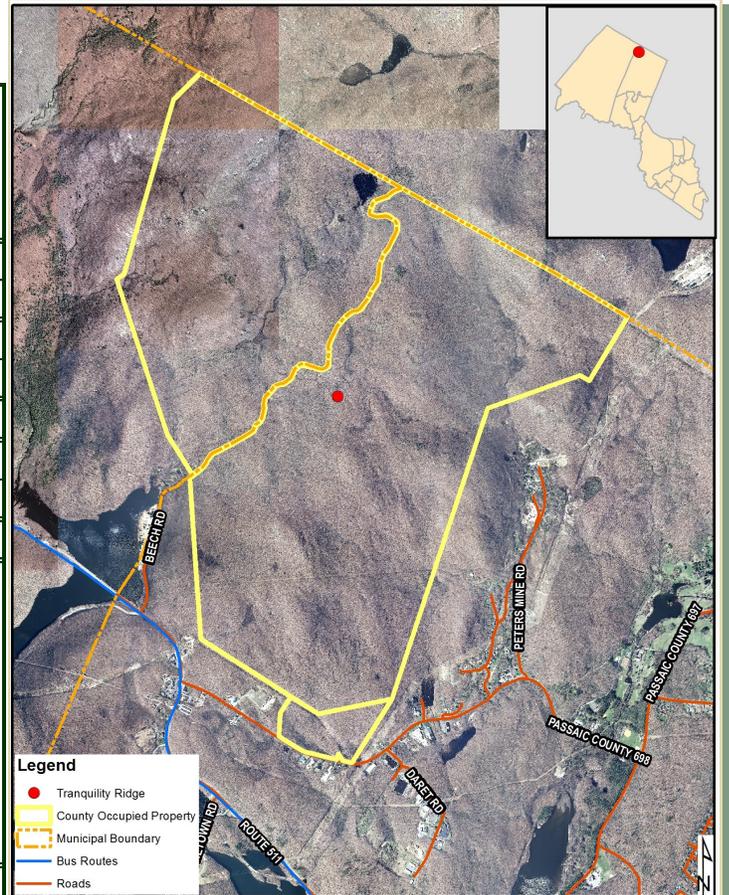
# TRANQUILITY RIDGE

GREENWOOD LAKE TURNPIKE AT BEECH ROAD, RINGWOOD & WEST MILFORD, NJ

## Location

<b>Address</b>	Intersection of Greenwood Lake Turnpike at Beech Road Ringwood, NJ 07456 West Milford, NJ 07421		
<b>Ringwood</b>	Blocks	400	400*
	Lots	5.03, 7	2.01, 8.02
<b>West Milford</b>	Blocks	4502	
	Lots	4	
<b>Acreage</b>		2,127 acres	32 acres
<b>Parking</b>	Parking lot on Beech Road		
<b>Transit</b>	BUS: 197		
<b>Management</b>	Palisades Interstate Parks Commission		
<b>Use</b>	Heritage Tourism: Long Pond Iron Works State Park Passive recreation <ul style="list-style-type: none"> <li>- Hiking</li> <li>- Birding</li> <li>- Nature photography</li> <li>- Fishing</li> <li>- Boating</li> </ul>		
<b>Hours</b>	Dawn to Dusk		
<b>Prohibitions</b>	<b>Motorized vehicles</b> Camping/camp fires Hunting Alcoholic beverages Dumping / littering Swimming		
<b>Environmental Significance</b>	<b>Preserved in 1988 to protect drinking water supplies</b> , these lands are NJ's adjoining property to New York's Sterling Forest.		

\* Owned by partner Borough of Ringwood for access (preserved with County Open Space Trust Funds in 2008)



**Restoration of Golden-winged Warbler habitat (upland wetlands) is currently being undertaken at this passive watershed park by NJ Conservation Foundation along with NJ Fish and Wildlife, in an effort to enhance and protect this Endangered Species population.**



# WEASEL BROOK PARK

768 PAULISON AVENUE, CLIFTON, NJ 07011

## Location

<b>Address</b>	Paulison Avenue & Gregory Street Clifton, NJ 07011		
<b>Clifton</b>	Blocks	21.01	21.02
	Lots	1	28
<b>Acreage</b>	20 acres		
<b>Parking</b>	On-street parking		
<b>Transit</b>	BUS: 707		
<b>Management</b>	Parks Department		
<b>Use</b>	Picnic tables		
	Playgrounds		
	Active recreation		
	- Baseball / basketball		
	- Fishing		
<b>Hours</b>	Dawn to dusk		
	Spray Pool 10:00 a - 3:00 p		
<b>Prohibitions</b>	Feeding wildlife		
	Camping / camp fires		
	Hunting		
	Alcoholic beverages		
	Dumping / littering		
	Scooters, skateboarding & skates in play area		
	Swimming		
<b>Structures</b>	1 baseball field, horseshoe pits, spray pool,		
	2 children's playgrounds,		
	1 basketball court,		
	maintenance building, restrooms		
<b>Historic Structures</b>	Vanderhoof-Westervelt House, constructed 1920		



Improvements will be undertaken soon, including converting the baseball field to a multi-purpose field, pond dredging, refurbishing the basketball courts, new playground equipment, and improvements to the public restroom facilities.

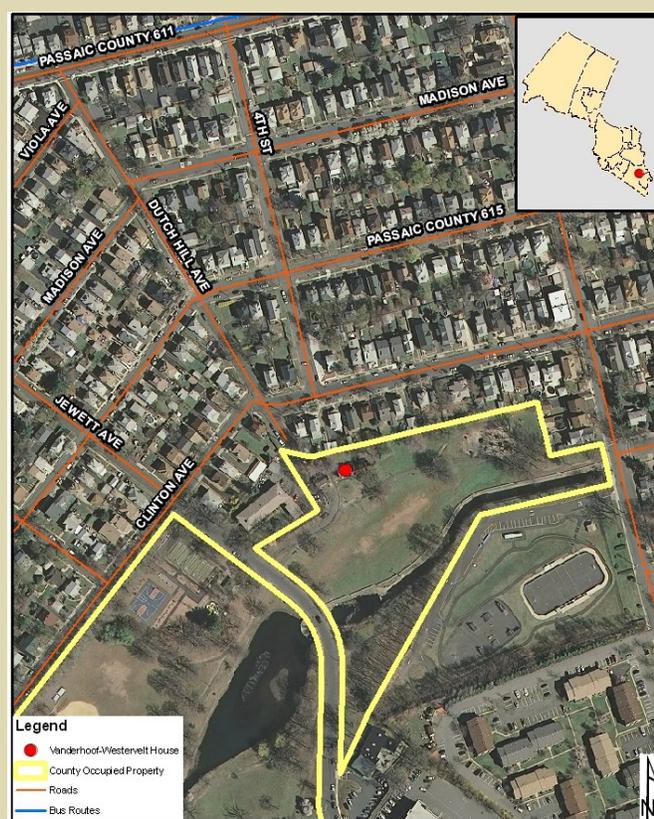


# VANDERHOOF - WESTERVELT HOUSE

1 WESTERVELT AVENUE, CLIFTON, NJ 07011

## Summary

<b>Gross Area</b>	4,684 sf
<b>Net Area</b>	4,547 sf
<b>Area per Floor</b>	Basement: 1,381 sf Floor 1: 1,626 sf Floor 2: 1,540 sf
<b>Age</b>	Constructed ~1720
<b>Historic Status</b>	Historic American Building Survey (HABS)
<b>Stories</b>	3
<b>Ownership</b>	Passaic County
<b>ADA Compliance</b>	No
<b>Fiber Optic Network</b>	No
<b>Security</b>	None



## Location

<b>Block</b>	21.02
<b>Lot</b>	28
<b>Parking</b>	On-street parking
<b>Transit</b>	RAIL: Clifton Station BUS: 707, 705, 74

## Departments

Lessee: Collaborative Support  
Programs of New Jersey

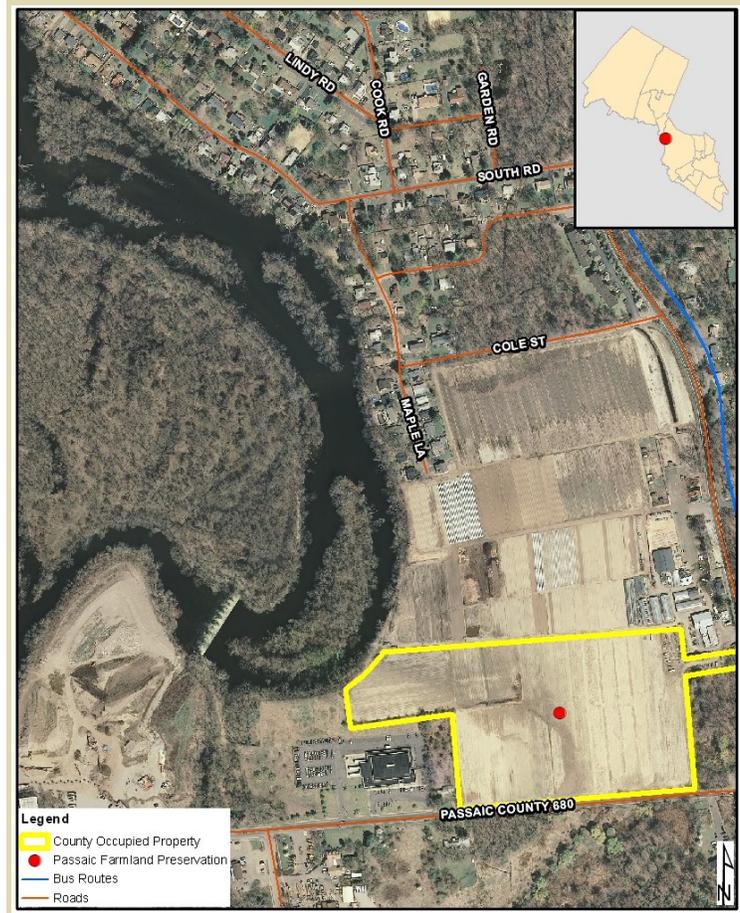
**No County Employees**

# PASSAIC COUNTY FARM

## PASSAIC COUNTY FARMLAND PRESERVATION

### Location

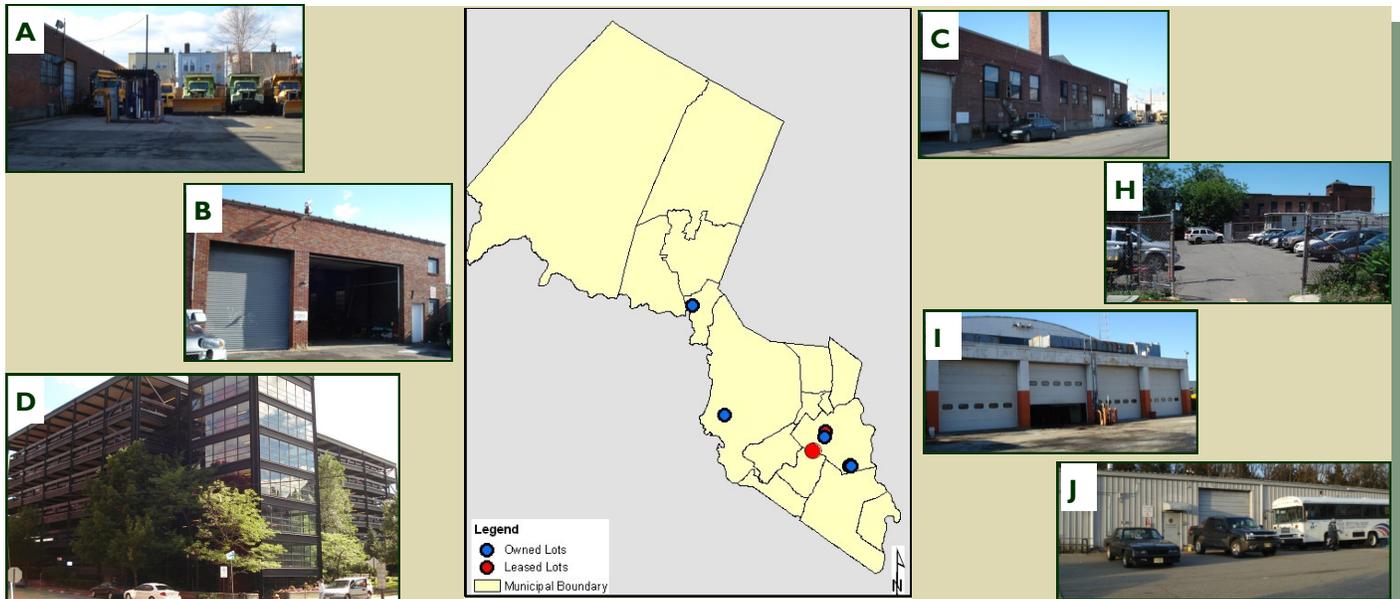
<b>Address</b>	Intersection of Black Oak Ridge Road & Pompton Plains Crossroad Wayne, NJ 07470
<b>Block</b>	34.04
<b>Lot</b>	48
<b>Acreage</b>	15 acres
<b>Parking</b>	None
<b>Transit</b>	BUS: 197
<b>Management</b>	Leased annually
<b>Use</b>	<p>Agricultural Use:</p> <ul style="list-style-type: none"> <li>- Crop production and harvesting that lessee utilizes for direct marketing of fresh fruits and vegetables to local residents</li> <li>- Techniques and methods of soil preparation and management, fertilization, weed, disease and pest control, disposal of farm waste, irrigation, mulching and composting are practiced</li> </ul>
<b>Acquisition</b>	Adjacent to Farms View, purchased in 2007 from the Estate of Paul & Clara Kuehm as part of the Farmland Preservation Program, a designated allocation of the Open Space Trust Fund



# PARKING SITES

## VARIOUS LOCATIONS, PASSAIC COUNTY, NJ

### Location



PARKING SITE	PURPOSE	ADDRESS	MUNICIPALITY	ZIP	OWNERSHIP	BLOCK	LOTS
A	Public Buildings garage	Roads Department 42-60 Columbia Avenue 68-70 Lehigh Avenue	Paterson	07503	Owned	7102 7103	7 14
B	Roads Department yard	Roads Department 61-75 Columbia Avenue	Paterson	07503	Owned	7103	20-24
C	Paterson Roads Department garage	Roads Department 307 Pennsylvania Avenue	Paterson	07503	Owned	7101	7
D	Administration Building Employee Garage	Administration Building, Vicinage 10-14 Spring Street	Paterson	07505	Owned	6102	1
E	Former Administration Building Lot	Former Administration Building 244 E. Railway Avenue	Paterson	07503	Leased	7117	4
F	PPA Ward Street Garage Site #11	Probation: Child Support, Public Housing Agency 169 Ward Street	Paterson	07505	Leased	6204	2
G	PPA Ellison Street Garage Site #10	Board of Social Services 65 Ellison Street	Paterson	07505	Leased	4604	1
H	Sheriff's Department	Sheriff's Department: Bureau of Corrections 33 Ward Street	Paterson	07505	Leased	4705	32
I	PPA Center City Garage Site #12	Jurors, Vicinage 301 Main Street	Paterson	07505	Leased	6220	1-29
J	Pompton Lakes Roads garage	Roads Department 519 Ringwood Avenue	Pompton Lakes	07442	Owned	2600	2
K	Nike Base: Paratransit garage	Senior Services: Paratransit 1310 Route 23 North	Wayne	07470	Owned	1400	26

# BUILDING INVENTORY

<b>SUMMARY .....</b>	<b>46</b>
<b>DOWNTOWN PATERSON</b>	
<b>Administration Building.....</b>	<b>49</b>
<b>Court House Annex .....</b>	<b>50</b>
<b>District Court House .....</b>	<b>51</b>
<b>Hamilton Plaza .....</b>	<b>52</b>
<b>New Court House.....</b>	<b>53</b>
<b>Martin Luther King Building.....</b>	<b>54</b>
<b>Passaic County Jail .....</b>	<b>55</b>
<b>Watson Building.....</b>	<b>56</b>
<b>NIKE BASE</b>	
<b>Barracks Office Building .....</b>	<b>57</b>
<b>Paratransit Garage .....</b>	<b>58</b>
<b>PENNSYLVANIA AVENUE</b>	
<b>Former Administration Building .....</b>	<b>59</b>
<b>Public Buildings Garage .....</b>	<b>60</b>
<b>Paterson Roads Garage .....</b>	<b>61</b>
<b>PREAKNESS</b>	
<b>Haledon Salt Shed .....</b>	<b>62</b>
<b>Juvenile Detention Center.....</b>	<b>63</b>
<b>Police Academy .....</b>	<b>64</b>

<b>Preakness Healthcare Center .....</b>	<b>65</b>
<b>Preakness Building I .....</b>	<b>66</b>
<b>Public Safety Academy .....</b>	<b>67</b>

#### **RIVER STREET**

<b>Procurement Center.....</b>	<b>68</b>
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#### **SHERIFF'S FACILITIES**

<b>Sheriff's Headquarters.....</b>	<b>69</b>
<b>Storage Building.....</b>	<b>70</b>
<b>Canine Unit .....</b>	<b>71</b>
<b>Motor Pool.....</b>	<b>72</b>
<b>Pistol Range.....</b>	<b>73</b>

#### **TOTOWA BUSINESS CENTER**

<b>Totowa Business Center.....</b>	<b>74</b>
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#### **UPCOUNTY**

<b>Camp Hope .....</b>	<b>75</b>
<b>Pompton Lakes Roads Garage.....</b>	<b>76</b>
<b>Wanaque Building .....</b>	<b>77</b>
<b>West Milford Salt Dome.....</b>	<b>78</b>

#### **MISCELLANEOUS**

<b>Board of Social Services Satellite Office .....</b>	<b>79</b>
<b>Probation Satellite Office .....</b>	<b>80</b>
<b>Nutrition Centers.....</b>	<b>81</b>
<b>Passaic County Community College (PCCC).....</b>	<b>82</b>
<b>Passaic County Technical Institute (PCTI) .....</b>	<b>83</b>

# BUILDING INVENTORY

The government of Passaic County, its Constitutional Officers, and Autonomous Boards or Agencies occupy space in **65 buildings\*** in **12 municipalities** including Bloomingdale, Clifton, Haledon, Hawthorne, Passaic, Paterson, Pompton Lakes, Totowa, Wanaque, Wayne, West Milford, and Woodland Park.

The use of Passaic County buildings range from administrative offices to specialized functions such as courts, garages for roads operations, historic and cultural attractions, salt storage domes, nutrition centers, the Passaic County Jail, and Preakness Healthcare Center.

The newest building occupied by Passaic County is 1276 Ringwood Avenue in Wanaque, which is leased by the Board of Social Services and sublet by the County. The County is also currently constructing a new administrative office building at Camp Hope, which maintains the original building footprint. Plans are underway to construct a new salt dome in West Milford to replace the deteriorating dome on Lycosky Drive, in which the County utilizes a small area from the Township of West Milford.

The oldest buildings occupied by Passaic County government offices are the District Court House and Court House

Annex, built in 1899 and 1898, respectively. Both are slated for historic preservation and improvements in the near future. Additional historic buildings include the Rea House and the Dey Mansion, both on the National Historic Register; the Vanderhoof-Westervelt House in Weasel Brook Park; Lambert Castle and Observation Tower at Garret Mountain; the Ice Skating Shelter, Club House, and Caddy House at the Golf Course in Preakness Valley Park; and the original buildings of Valley View Sanitarium, which include Preakness Building I, the Juvenile Detention Center, and the Sheriff's Storage Building.

For those buildings not part of the Parks system, the following section provides a single-page overview of each building, its ownership, approximate size, network capability, security, and energy data where available. As this plan is the prelude to a strategic long-range facilities plan, each page also includes location information, access to transit, goods and services, and departments within each building.

The buildings are organized by campus, to demonstrate linkages between County facilities, departments, and operations; therein laying the groundwork for future facilities changes that would promote increased efficiency and potential consolidation of County facilities.

## Quick Facts

- ◆ The government of Passaic County, its Constitutional Officers and Autonomous Boards / Agencies occupy space in **65 buildings\*** in **12 municipalities**.
  - Passaic County owns 46 buildings in eight (8) municipalities, varying in size from Preakness Hospital (454,129 gross square feet) to the Nature Center at Rifle Camp Park (1,177 gross sf).
  - Passaic County leases eleven (11) buildings in six (6) municipalities, varying in size from the Procurement Center (116,000 leased sf) to the Probation satellite office in the City of Passaic (5,174 leased sf).
  - Through shared-services agreements with municipal and nonprofit entities, Passaic County occupies space in eight (8) buildings in four (4) municipalities, several of which are nutrition centers.

\* Total does not include Passaic County Community College (PCCC) or Passaic County Technical Institute (PCCTI).

# BUILDING INVENTORY

	FACILITY	ADDRESS	MUNICIPALITY	ZIP	OWNERSHIP	BLOCK	LOTS
1	Administration Building	401 Grand Street	Paterson City	07505	Owned	6216	3
2	Board of Social Services Satellite Office	114 Prospect Street	Passaic City	07403	Leased	2147.A	1
3	Camp Hope	1792 Union Valley Road	West Milford	07480	Owned	6402	4
4	District Court House (1898)	71 Hamilton Street	Paterson City	07505	Owned	6216	2
5	Court House Annex	63-65 Hamilton Street	Paterson City	07505	Owned	6216	1
6	Former Administration Building	317 Pennsylvania Avenue	Paterson City	07503	Owned	7102	8
7	Garret Mountain: Equestrian Center, - Warming Hut / Boat House, Lambert 10 Tower, Maintenance Office	Weasel Drift Road	Woodland Park	07424	Owned	48 48.01 887	12, 13, 15 1-3 1-5
11	Goffle Brook Park: Maintenance - Garage, Rea House	Goffle Road	Hawthorne Boro	07506	Owned	1051 5301 81, 91, 264, 265, 145	1 1
13	Haledon Salt Shed	Valley View Road	Haledon Boro	07508	Owned	29.01	1
14	Hamilton Plaza	100 Hamilton Plaza	Paterson City	07505	Leased	6204	1
15	Juvenile Detention Center	Valley View Road	Haledon Boro	07508	Owned	29	1
16 - 20	Lambert Castle, Motor Pool, Hope Dell, Canine Unit, Pistol Range	3 Valley Road	Paterson City	07503	Owned	5301	1
21	Martin Luther King Building	80 Hamilton Street	Paterson City	07505	Owned	6218	2
22	New Court House (1968)	77 Hamilton Street	Paterson City	07505	Owned	6216	3
23	Nike Base: Barracks Office Building	1310 Route 23 North	Wayne Township	07470	Owned	1400	26
24	Nike Base: Paratransit Garage	1310 Route 23 North	Wayne Township	07470	Owned	1400	26
25	Nutrition Site: Annabelle Shimkowitz	330 Passaic Street	Passaic City	07055	Shared Services	1131	4
26	Nutrition Site: Bloomingdate	103 Hamburg Turnpike	Bloomingdale Boro	07403	Leased	28	12
27	Nutrition Site: Charles J. Smith	271 Lafayette Avenue	Hawthorne Boro	07506	Leased	105	9
28	Nutrition Site: Clifton	900 Clifton Avenue	Clifton City	07011	Shared Services	35.01	2
29	Nutrition Site: Federal Nutrition Site	510 E. 27th Street	Paterson City	07503	Shared Services	3408	9
30	Nutrition Site: South Paterson	930 Main Street	Paterson City	07503	Shared Services	6802	1
31	Nutrition Site: St. Stephen's	90 Martin Street	Paterson City	07501	Shared Services	6311	6
32	Nutrition Site: West Milford	1810 Macopin Road	West Milford	07480	Shared Services	5307	5
33	Nutrition Site: William Griffin	185 Carroll Street	Paterson City	07501	Shared Services	4306	12
34	Office of Emergency Management	300 Oldham Road	Wayne Township	07470	PCCC	1901	26, 5
35	Parking: Former Administration Building Employee Lot	E. Railway Avenue	Paterson City	07503	Leased	7117	4
36	Parking: Administration Building Employee Garage	10-14 Spring Street	Paterson City	07505	Owned	6102	1
37	Parking: PPA Ellison Street Garage	65 Ellison Street	Paterson City	07505	Leased	4604	1
38	Parking: PPA Ward Street Garage	169 Ward Street	Paterson City	07505	Leased	6204	2
39	Parking: Sheriff's Department	Downtown Paterson	Paterson City	07505	Leased	4705	32
40	Passaic County Jail	11 Sheriff's Plaza	Paterson City	07505	Owned	4709	6-9, 21-24
41	Paterson Roads Garage	307 Pennsylvania Avenue	Paterson City	07503	Owned	7101	7



	FACILITY	ADDRESS	MUNICIPALITY	ZIP	OWNERSHIP	BLOCK	LOTS
		120-130 Broadway	Paterson City	07505	PCCC Foundation	4403	1
		15 Church Street	Paterson City	07505	PCCC	4403	4
		13 Church Street	Paterson City	07505	PCCC	4403	5
		9-11 Church Street	Paterson City	07505	PCCC	4403	6
		192 Ellison Street	Paterson City	07505	PCCC	4405	6
		194-196 Ellison Street	Paterson City	07505	PCCC	4405	7
		198 Ellison Street	Paterson City	07505	PCCC	4405	8
		200 Ellison Street	Paterson City	07505	PCCC	4405	9
		202 Ellison Street	Paterson City	07505	PCCC	4405	10
n/a	PCCC: Main Campus	204 Ellison Street	Paterson City	07505	PCCC	4405	11
		206 Ellison Street	Paterson City	07505	PCCC	4405	12
		153-181 Van Houten Street	Paterson City	07505	PCCC	4403	2
		149-151 Van Houten Street	Paterson City	07505	PCCC	4403	3
		160-180 Van Houten Street	Paterson City	07505	PCCC Board of Trustees	4404	3
		157-159 Ellison Street	Paterson City	07505	PCCC	4407	13
		186-190 Ellison Street	Paterson City	07505	PCCC	4405	5
		193-215 Memorial Drive	Paterson City	07505	Shared Services	4311	1
		218-220 Memorial Drive	Paterson City	07505	Shared Services	4405	19
		160 Ellison Street	Paterson City	07505	PCCC	4406	4
n/a	PCCC: Passaic Academic Center	2 Paulison Avenue	Passaic City	07055	PCCC	2208	1
n/a	PCCC: Wanaque Academic Center	500 Union Avenue	Wanaque	07420	PCCC	400	10
n/a	PCTI	45 Reinhardt Road	Wayne Township	07470	Owned	1901	5, 6
42	Police Academy	214 Oldham Road	Wayne Township	07470	Owned	1901	26, 5
43	Pompton Lakes Roads Garage	519 Ringwood Avenue	Pompton Lakes	07442	Owned	2600	2
44	Preakness Building I	40 Valley View Road	Haledon Boro	07508	Owned	29	1
45	Preakness Healthcare Center	303-305 Oldham Road	Wayne Township	07470	Owned	2003	127
46	Preakness Valley Park: Dey Mansion, Club House, Caddy		Totowa Boro	07512	Owned	9	37, 40
-	House, Ice House, Maintenance	199-209 Totowa Road				603	1
51	Office, Maintenance Garage		Wayne Township	07470	Owned	604	11
						1001	1
52	Health Department	18-20 Clark Street	Paterson City	07505	Owned	6203	10
53	Paterson Roads Garage	61-75 Columbia Avenue	Paterson City	07503	Owned	7103	20-24
54	Probation Satellite Office	14-16 Howe Avenue	Passaic City	07055	Leased	2157.A	11
55	Procurement Center	495-501 River Street	Paterson City	07524	Leased	2903	25
56	Prosecutor's Office	30 King Road, Bldg. 7	Totowa Boro	07512	Owned	179	2
57	Public Buildings Garage	42-60 Columbia Avenue	Paterson City	07503	Owned	7102	7
		68-70 Lehigh Avenue	Paterson City	07503	Owned	7103	14
58	Public Safety Academy	300 Oldham Road	Wayne Township	07470	PCCC	1901	26
59	Rifle Camp Park: Nature Center	Rifle Camp Road	Woodland Park	07424	Owned	113	3.01
60	Sheriff's Department Headquarters	435 Hamburg Turnpike	Wayne Township	07470	Owned	2800	11
61	Sheriff's Storage Building	ValleyView Road	Haledon Boro	07508	Owned	29	1
62	Totowa Business Center	930 Riverview Drive	Totowa Boro	07512	Leased	169	6
63	Vacant Building - to be auctioned	147-153 New Street	Paterson City	07503	Owned	5103	18
64	Vacant Building - to be auctioned	5 Church Lane	Wayne Township	07470	Owned	2704	23
						2706	39
65	Wanaque Building	1237 Ringwood Avenue	Wanaque	07420	Sublet	209	1
66	Watson Building	Dale Avenue	Paterson City	07505	Lease Pending	1119	1
67	Weasel Brook Park: Vanderhoof-Westervelt House	1 Westervelt Avenue	Clifton City	07011	Owned	21.02	28
68	West Milford Salt Dome	30 Lycosky Drive	West Milford	07480	Shared Services	6002	28



# ADMINISTRATION BUILDING

## 401 GRAND STREET, PATERSON, NJ 07505

### Facilities

<b>Gross area</b>	209,000 sf
<b>Net area</b>	128,220 sf
<b>Area per floor</b>	Basement: 23,636 sf Floor 1: 23,636 sf Floor 2-9: 23,104 sf each
<b>Age</b>	Constructed 1994
<b>Stories</b>	9
<b>Ownership</b>	Passaic County
<b>Electricity demand 2008</b>	869 KW average 353,325 KW peak
<b>Electricity cost 2008</b>	\$39,354 average (0.158 \$/kWh) \$64,790 maximum
<b>Natural gas demand 2008</b>	5,135 Therms average 15,176 Therms peak
<b>Natural gas cost 2008</b>	\$9,300 average (\$1.81/Therm) \$31,268 maximum
<b>ADA compliance</b>	Yes
<b>Fiber Optic Network</b>	Yes
<b>Security</b>	Passaic County Sheriff: Bureau of Court Security



### Location

<b>Block</b>	6216
<b>Lot</b>	4
<b>Parking</b>	On-street parking, 510 spaces in employee garage, 78 spaces in basement garage
<b>Transit</b>	RAIL: Paterson Station (Main/Bergen) BUS: 707, 712, 161, 72
<b>Services</b>	Within walking distance

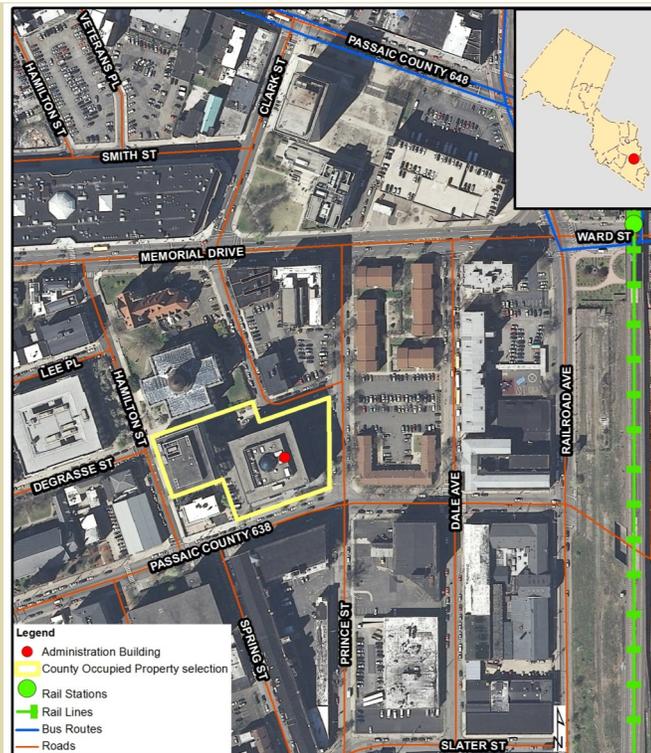
### Departments

Board of Elections`	Engineering
Clerk to the Freeholder Board	Finance
County Administrator	- Treasury
- Communication and IT	- Payroll
- Human Resources	- Risk Management
County Clerk`	Human Services
- Registry Division	- Addiction and Mental Health
- Election Division	- Community and Family
County Prosecutor`	- Workforce Investment Board
County Sheriff	Operations and Public Buildings
- Bureau of Court Security	- Buildings and Grounds
Department of Law	Passaic Vicinage`
- County Adjuster	

**252 County Employees (varies per shift)**

` State office, gubernatorial appointee, constitutional officer, autonomous body, or non-departmental agency  
- Division within a department

\* Totals as reported by Concord Engineering Group, Inc. (February 17, 2010)

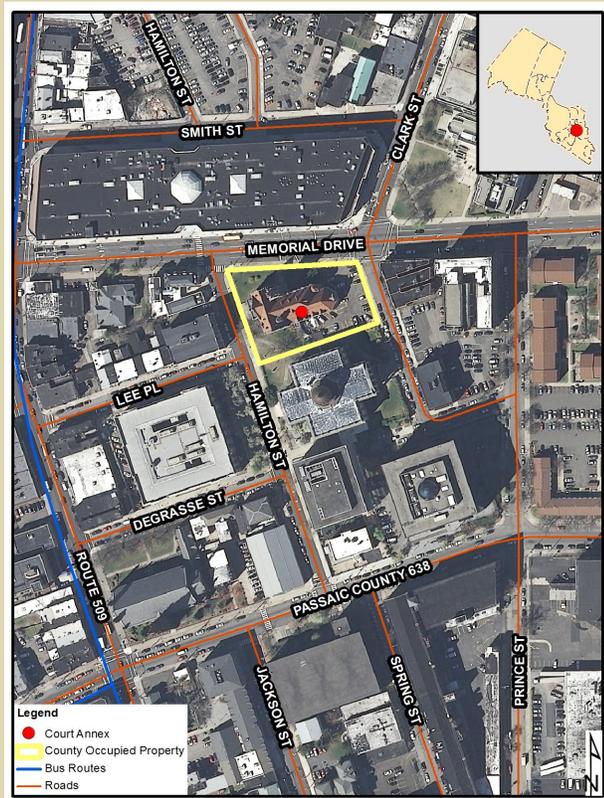


# COURT HOUSE ANNEX

63 HAMILTON STREET, PATERSON, NJ 07505

## Facilities

<b>Gross area</b>	45,649 sf
<b>Net area</b>	41,854 sf
<b>Area per Floor</b>	Ground: 9,151 sf Floor 1: 9,356 sf Floor 2: 10,063 sf Floor 3: 9,037 sf Attic: 4,247 sf
<b>Age</b>	Constructed 1899
<b>Historic status:</b> On National and State Registers of Historic Places, 2015	City "Court House Historic District"; Flemish Revival style constructed as a Post Office & Federal Building, County use since 1937.
<b>Stories</b>	3
<b>Ownership</b>	Passaic County
<b>ADA compliance</b>	Yes
<b>Fiber Optic Network</b>	Yes
<b>Security</b>	Entrances secured by Passaic County Sheriff



## Location

<b>Block</b>	6216
<b>Lot</b>	1
<b>Parking</b>	510 spaces in employee garage, on-street parking
<b>Transit</b>	RAIL: Paterson Station (Main/Bergen) BUS: 707, 712, 161, 72
<b>Services</b>	Within walking distance

## Departments

County Sheriff`
- Bureau of Court Security
Passaic Vicinage`
- Grand Jury
- Municipal Judge
<b>4 County Employees (varies per shift)</b>

` State office, gubernatorial appointee, constitutional officer, autonomous body, or non-departmental agency  
- Division within a department

**CURRENTLY UNDERGOING MAJOR RENOVATION**

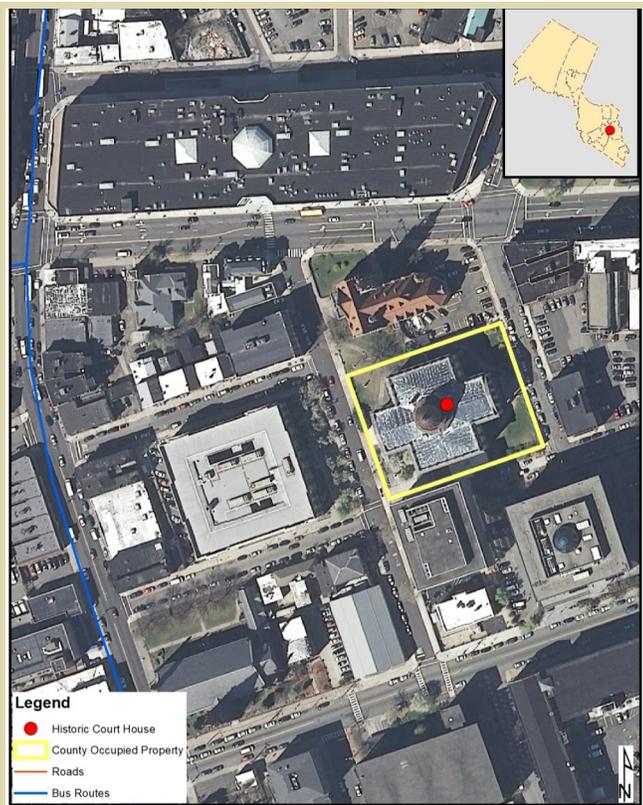


# HISTORIC COURT HOUSE

71 HAMILTON STREET, PATERSON, NJ 07505

## Facilities

<b>Gross area</b>	48,202 sf
<b>Net area</b>	44,487 sf
<b>Area per floor</b>	Basement: 17,969 sf Floor 1: 11,238 sf Floor 2: 10,614 sf Floor 3: 4,966 sf
<b>Age</b>	Constructed 1898
<b>Historic status:</b> On National and State Registers of Historic Places, 2015	City "Court House Historic District" designation. Classical Revival building with four wings surrounding a central rotunda, capped with a tall dome, largely unaltered.
<b>Stories</b>	3
<b>Ownership</b>	Passaic County
<b>ADA compliance</b>	Yes
<b>Fiber Optic Network</b>	Yes
<b>Security</b>	Entrances secured by Passaic County Sheriff: Bureau of Court Security



## Location

<b>Block</b>	6216
<b>Lot</b>	2
<b>Parking</b>	510 spaces in employee garage, on-street parking
<b>Transit</b>	RAIL: Paterson Station (Main/Bergen) BUS: 707, 712, 161, 72
<b>Services</b>	Within walking distance

## Departments

County Sheriff `	Passaic Vicinage`
- Bureau of Court Security	- Civil
County Clerk`	- Finance
- Map Room	- IT
- Searcher's Vault	- Municipal
Surrogate`	- Operations
<b>28 County Employees (varies per shift)</b>	

` State office, gubernatorial appointee, constitutional officer, autonomous body, or non-departmental agency  
- Division within a department

The District Court House is also referred to as the "Historic Court House"

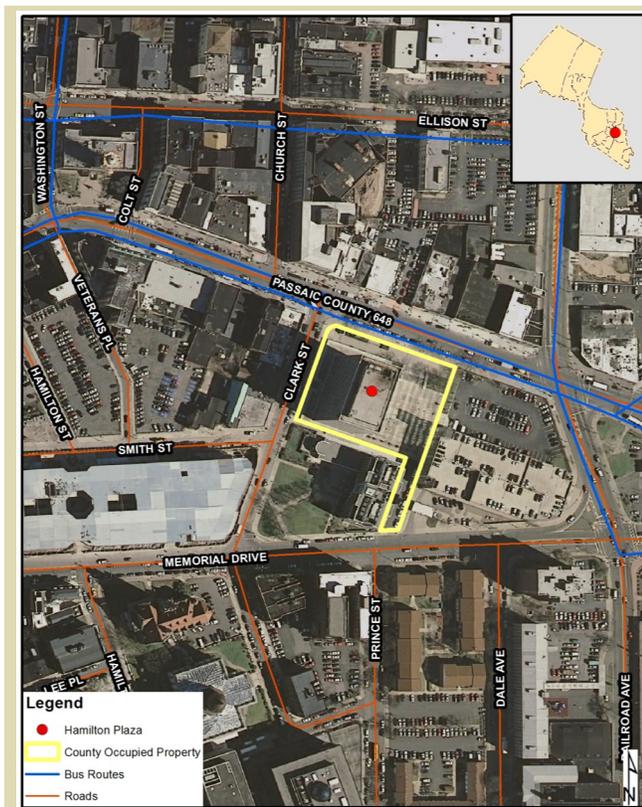


# HAMILTON PLAZA

100 HAMILTON PLAZA, PATERSON, NJ 07505

## Facilities

<b>Gross area (total leased area)</b>	13,525 sf
<b>Net area</b>	N/A
<b>Area per floor</b>	Floor 2: 10,450 sf Floor 5: 3,075 sf
<b>Age</b>	1994
<b>Stories</b>	12
<b>Ownership</b>	Leased Lessor: 100 Hamilton Plaza LLC Lessee: Passaic County
<b>ADA compliance</b>	Yes
<b>Fiber Optic Network</b>	No
<b>Security</b>	Passaic County Sheriff: Bureau of Court Security



## Location

<b>Block</b>	6204
<b>Lot</b>	1
<b>Parking</b>	Spaces leased from Paterson Parking Authority, on-street parking
<b>Transit</b>	RAIL: Paterson Station (Main/Bergen) BUS: 707, 712, 161, 72
<b>Services</b>	Within walking distance

## Departments

Passaic Vicinage`
- Probation / Child Support
Planning and Economic Development
- Housing
<b>10 County Employees</b>

` State office, gubernatorial appointee, constitutional officer, autonomous body, or non-departmental agency  
- Division within a department



# NEW COURT HOUSE

77 HAMILTON STREET, PATERSON, NJ 07505

## Facilities

<b>Gross area</b>	110,880 sf
<b>Net area</b>	88,530 sf
<b>Area per floor</b>	Ground: 9,290 sf Floor 1: 11,500 sf Floor 2: 13,640 sf Floor 3: 13,650 sf Floors 4-5: 13,290 sf each Floor 6: 13,870 sf
<b>Age</b>	Constructed 1968
<b>Stories</b>	6
<b>Ownership</b>	Passaic County
<b>Electricity demand 2008 *</b>	675 KW average 945 KW peak
<b>Electricity cost 2008*</b>	\$44,521 average (0.157 \$/kWh) \$76,300 maximum
<b>Natural gas demand 2008*</b>	11,273 Therms average 28,614 Therms peak
<b>Natural gas cost 2008*</b>	\$17,195 average (\$1.53/Therm) \$41,774 maximum
<b>ADA compliance</b>	Yes
<b>Fiber Optic Network</b>	Yes
<b>Security</b>	Passaic County Sheriff: Bureau of Court Security



## Location

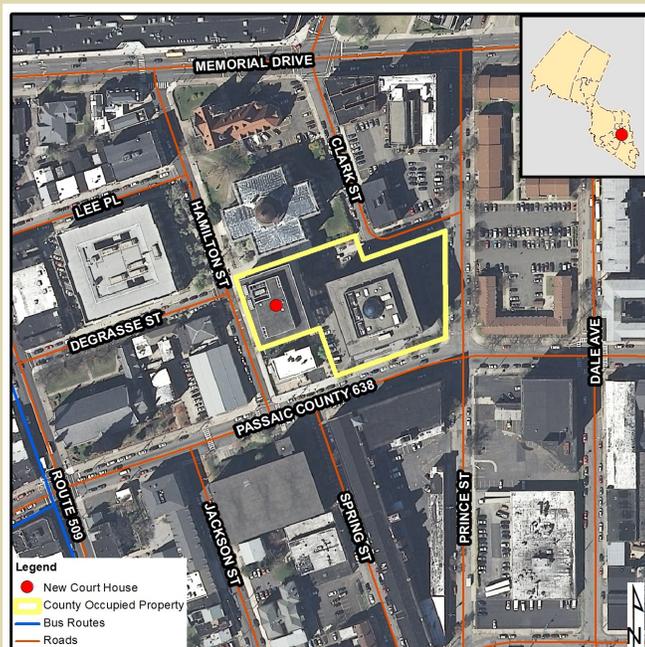
<b>Block</b>	6216
<b>Lot</b>	3
<b>Parking</b>	Remote juror parking areas at Willowbrook Mall and Center City, on-street parking
<b>Transit</b>	RAIL: Paterson Station (Main/Bergen) BUS: 707, 712, 161, 72
<b>Services</b>	Within walking distance

## Departments

County Sheriff`
- Bureau of Court Security
Passaic Vicinage`
- Criminal
- Civil
- Finance
- Operations
<b>105 County Employees (21 per shift)</b>

` State office, gubernatorial appointee, constitutional officer, autonomous body, or non-departmental agency  
- Division within a department

\* Totals include Court House Annex, Historic Courthouse and New Court house as one entity, as reported by Concord Engineering Group, Inc. (February 17, 2010)

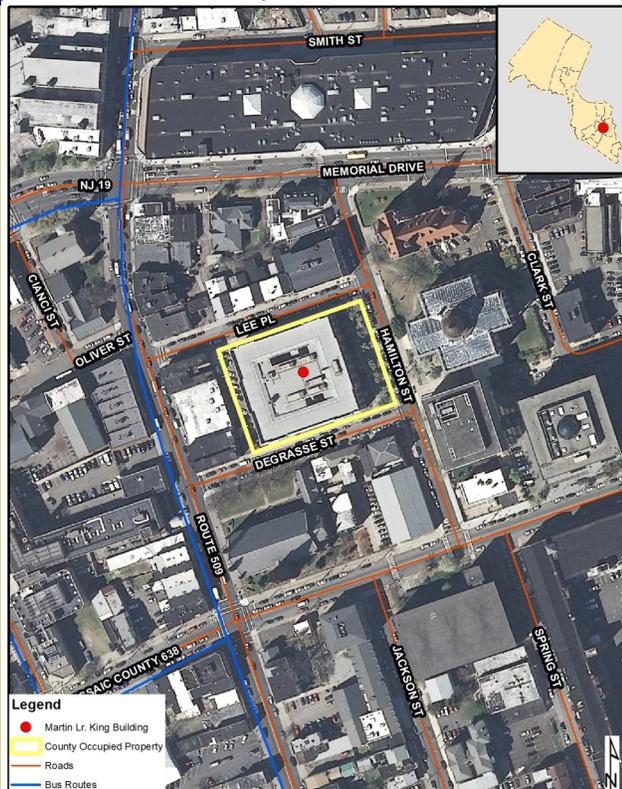


# MLK/SOCIAL SERVICES BUILDING

80 HAMILTON STREET, PATERSON, NJ 07505

## Facilities

Gross area	119,718 sf
Net area	82,899 sf
Area per floor	Basement: 29,929 Floors 1-3: 29,929 each
Age	Built 1934, renovated 1980
Historic status	Formerly Paterson Central High School
Stories	3
Ownership	Passaic County
Electricity demand 2008 *	386.0 KW average 184,200 KW peak
Electricity cost 2008*	\$17,545 average (0.179 \$/kWh) \$34,838 maximum
Natural gas demand 2008*	2,595 Therms average 7,733 Therms peak
Natural gas cost 2008*	\$4,439 average (\$1.71/Therm) \$12,290 maximum
ADA compliance	Yes
Fiber Optic Network	Yes
Security	Private security staff



## Location

Block	6218
Lot	2
Parking	Lease spaces from Paterson Parking Authority, on-street parking
Transit	RAIL: Paterson Station (Main/Bergen) BUS: 707, 712, 161, 72
Services	Within walking distance

## Departments

Board of Social Services`
Operations and Public Buildings
- Buildings and Grounds
<b>Number of County Employees varies per shift</b>

` State office, gubernatorial appointee, constitutional officer, autonomous body, or non-departmental agency

- Division within a department

\* Totals for Board of Social Services Building as reported by Concord Engineering Group, Inc. (February 17, 2010)

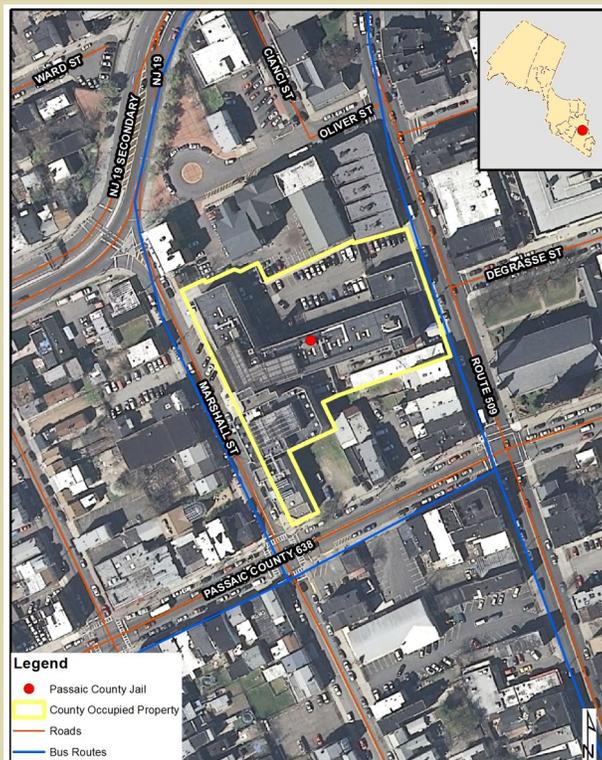


# PASSAIC COUNTY JAIL

11 SHERIFF'S PLAZA, PATERSON, NJ 07505

## Facilities

<b>Gross area</b>	89,216 sf
<b>Net area</b>	58,973 sf
<b>Area per floor</b>	Floor 1: 26,054 sf Floors 2-4: 21,054 sf
<b>Age</b>	Constructed in 1950s, later additions
<b>Stories</b>	4
<b>Ownership</b>	Passaic County
<b>Electricity cost 2008 (15 Marshall Street)</b>	\$4,060 average \$8,832 maximum
<b>Electricity cost 2008 (364 Main Street)</b>	\$35,488 average \$50,806.59 maximum
<b>Natural gas cost 2008 (364 Main Street)</b>	\$636 average \$912 maximum
<b>Natural gas cost 2008 (356 Main Street)</b>	\$146 average \$503 maximum
<b>ADA compliance</b>	Yes
<b>Fiber Optic Network</b>	Yes
<b>Security</b>	Passaic County Sheriff: Bureau of Corrections



## Location

<b>Block</b>	4709
<b>Lot</b>	6, 7, 8, 9, 21, 22, 23, 24
<b>Parking</b>	6 garages; on-street parking
<b>Transit</b>	RAIL: Paterson Station (Main/Bergen) BUS: 707, 712, 161, 72
<b>Services</b>	Within walking distance

## Departments

County Sheriff`
- Bureau of Corrections
- Bureau of Criminal Information
<b>443 County Employees</b>

` State office, gubernatorial appointee, constitutional officer, autonomous body, or non-departmental agency  
- Division within a department

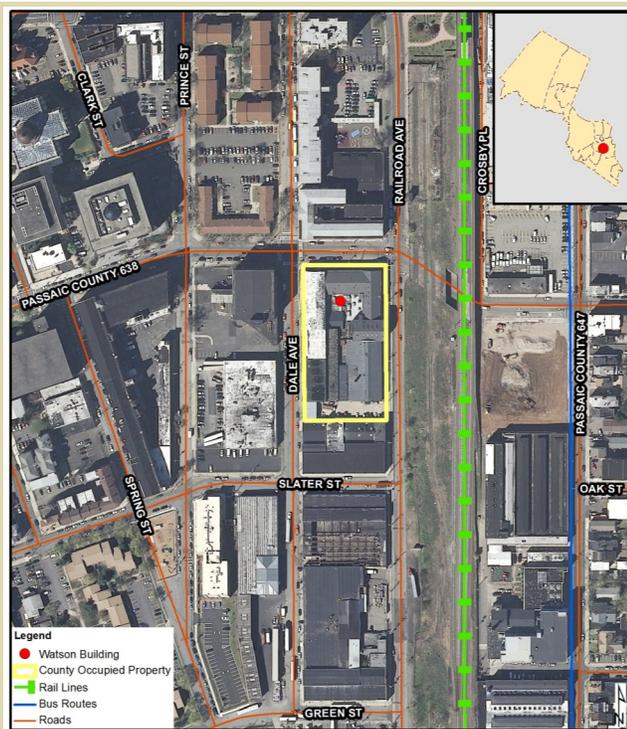


# WATSON BUILDING

DALE AVENUE, PATERSON, NJ 07505

## Facilities

<b>Gross area (total leased area)</b>	24,137 sf
<b>Net area</b>	N/A
<b>Area per floor</b>	Floor 1: 24,137 sf
<b>Age</b>	Constructed ~1870 Renovated 2011
<b>Stories</b>	2
<b>Ownership</b>	Lease agreement anticipated in 2011; Lessor: Green Street Realty Lessee: Passaic County
<b>ADA compliance</b>	ADA improvements will be made following lease agreement.
<b>Fiber Optic Network</b>	No
<b>Security</b>	Entrances secured by Passaic County Sheriff



## Location

<b>Block</b>	1119
<b>Lot</b>	1
<b>Parking</b>	On-street parking, parking leased at PPA Ward Street garage site #11
<b>Transit</b>	RAIL: Paterson Station (Main/Bergen) BUS: 707, 712, 161, 72
<b>Services</b>	Within walking distance

## Departments

Passaic Vicinage`
- Probation
<b>90 Vicinage Employees</b>

` State office, gubernatorial appointee, constitutional officer, autonomous body, or non-departmental agency

- Division within a department

\* Totals for Board of Social Services Building as reported by Concord Engineering Group, Inc. (February 17, 2010)



# NIKE BASE: BARRACKS OFFICE BUILDING

1310 ROUTE 23 NORTH, WAYNE, NJ 07470

## Facilities

<b>Gross area</b>	4,570 sf
<b>Net area</b>	3,634 sf
<b>Area per floor</b>	Office: 4,570 sf Mosquito Control Garage: 1,600 sf
<b>Age</b>	Constructed in the early 1950s by the U.S. Federal Government
<b>Stories</b>	1
<b>Historic status</b>	Utilized from 1955-1963 as a Nike missile base
<b>Ownership</b>	Passaic County
<b>Electric cost 2008 (1290 Route 23 R)</b>	\$700 average \$1,378 maximum
<b>Electric cost 2008 (1300 Route 23 RR)</b>	\$1,269 average \$1,827 maximum
<b>Electric cost 2008 (Route 23)</b>	\$731.50 average \$1,085 maximum
<b>Natural gas cost 2008</b>	N/A
<b>ADA compliance</b>	Yes
<b>Fiber Optic Network</b>	No
<b>Security</b>	None



## Location

<b>Block</b>	1400
<b>Lot</b>	26
<b>Parking</b>	On-site parking
<b>Transit</b>	None
<b>Services</b>	Not within walking distance (within 5 miles)

## Departments

Department of Law	
- Division of Consumer Affairs and Weights and Measures	
Health	
- Division of Recycling and Solid Waste	
- Division of Mosquito Control	
- Rutgers Extension Services	
<b>31 County Employees</b>	

- Division within a department

The Nike Base: Barracks Office Building hosts a T-Mobile cell phone tower



# NIKE BASE: PARATRANSIT GARAGE

1310 ROUTE 23 NORTH, WAYNE, NJ 07470

## Facilities

Gross area	7,000 sf
Net area	5,490 sf
Area per floor	Crib area: 450 sf Oil room: 240 sf Garage: 4,800 sf
Age	Constructed ~1950s
Stories	1
Ownership	Passaic County
ADA compliance	Yes
Fiber Optic Network	No
Additional service	Gas pumps
Security	None



## Location

Block	1400
Lot	26
Parking	On-site parking
Transit	None
Services	None within walking distance (within two miles)

## Departments

Senior, Disability Services & Veterans' Affairs

- Paratransit

**35 County Employees**

- Division within a department

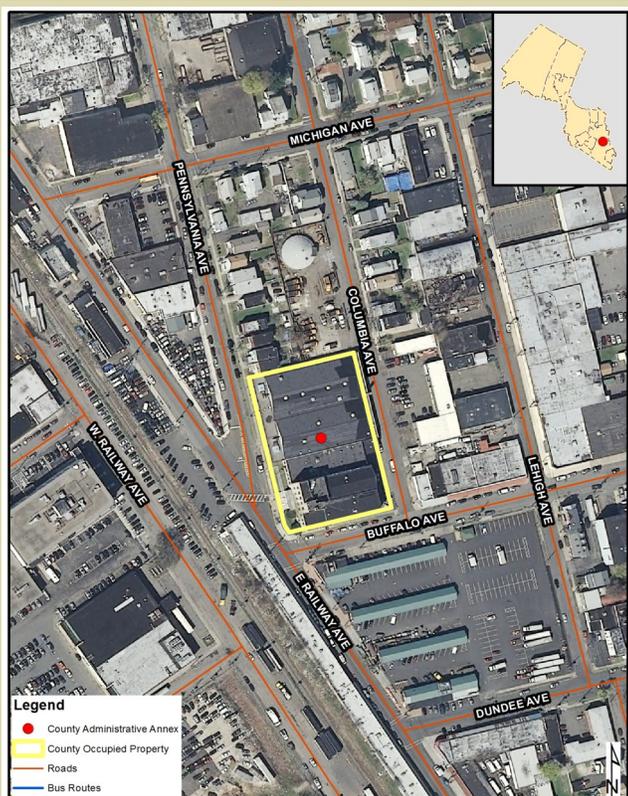


# FORMER ADMINISTRATION BUILDING

317 PENNSYLVANIA AVENUE, PATERSON, NJ 07503

## Facilities

<b>Gross area</b>	62,072 sf
<b>Net area</b>	52,461 sf
<b>Area per floor</b>	Basement: 15,059 sf Floor 1: 34,471 sf Floor 2: 10,494 sf Floor 3: 2,048 sf
<b>Age</b>	Constructed ~1940
<b>Construction</b>	Originally constructed as a bakery, acquired by Passaic County in 1957
<b>Stories</b>	3
<b>Ownership</b>	Passaic County
<b>Electric cost 2008</b>	N/A
<b>Natural gas cost 2008</b>	\$3,189 average \$8,676 maximum
<b>ADA compliance</b>	Yes
<b>Fiber Optic Network</b>	Yes
<b>Security</b>	None



## Location

<b>Block</b>	7102
<b>Lot</b>	8
<b>Parking</b>	34 spaces in Administration Annex parking lot, Administration Annex garage, on-street parking
<b>Transit</b>	BUS: 722, 703
<b>Services</b>	Within walking distance

## Departments

<b>0 County Employees</b>

- State office, gubernatorial appointee, constitutional officer, autonomous body, or non-departmental agency
- Division within a department

The Former Administration Building hosts a T-Mobile cell phone tower

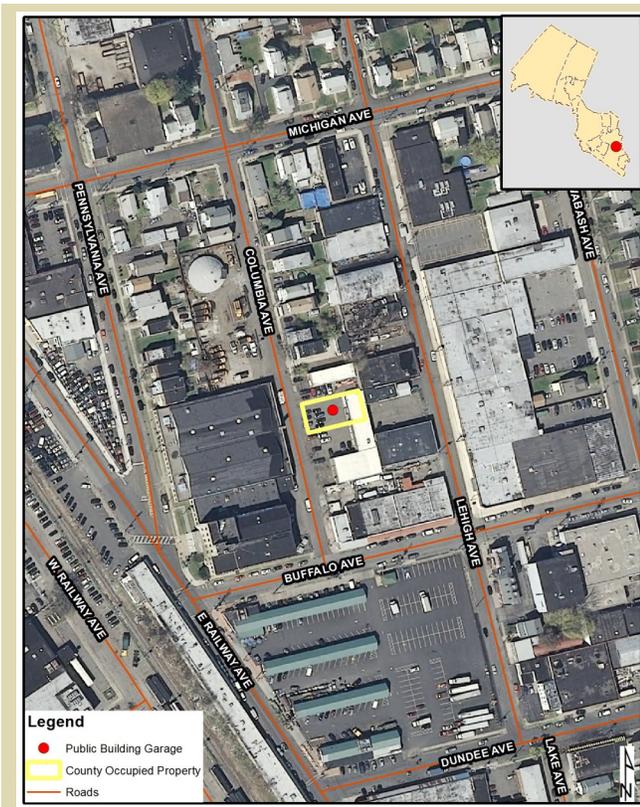


# PUBLIC BUILDINGS GARAGE

42-60 COLUMBIA AVENUE, PATERSON, NJ 07503

## Facilities

Gross area	N/A
Net area	N/A
Area per floor	N/A
Age	N/A
Stories	1
Ownership	Passaic County
ADA compliance	Yes
Fiber Optic Network	No
Security	None



## Location

Block	7103
Lot	23
Parking	Garage, on-street parking
Transit	BUS: 722, 703
Services	Within walking distance

## Departments

Operations and Public Buildings
Buildings and Grounds
<b>Number of County Employees varies</b>

# PATERSON ROADS GARAGE

307 PENNSYLVANIA AVENUE, PATERSON, NJ 07503

## Facilities

Gross area	37,169 sf
Net area	37,169 sf
Area per floor	Salt Dome: 2,827 sf Roads Garage: 34,342 sf
Age	~1940
Stories	1
Ownership	Passaic County
Electric cost 2008 (61 Columbia Ave)	\$31.54 average \$68.22 maximum
Electric cost 2008 (65 Columbia Ave)	\$348.65 average \$821.41 maximum
Natural gas cost 2008 (63-69 Columbia Ave)	\$204.29 average \$436.84 maximum
ADA compliance	Yes
Fiber Optic Network	Yes
Security	None



## Location

Block	6216
Lot	2
Parking	Administration Annex garage, on-street parking, Roads Department garage
Transit	RAIL: Paterson Station (Main/Bergen) BUS: 707, 712, 161, 72
Services	Within walking distance

## Departments

Operations and Public Buildings
Engineering
- Roads Division

- Division within a department



# HALEDON SALT SHED

VALLEY VIEW ROAD, HALEDON, NJ 07508

## Facilities

Gross area	N/A
Net area	N/A
Area per floor	N/A
Age	N/A
Stories	1
Ownership	Passaic County
ADA compliance	Yes
Fiber Optic Network	No
Security	None



## Location

Block	29.01
Lot	1
Parking	On-site lot for Roads Department Vehicles
Transit	None
Services	None

## Departments

Operations and Public Buildings
- Roads Division
<b>Number of County Employees varies</b>

- Division within a department



# JUVENILE DETENTION CENTER

VALLEY VIEW ROAD, HALEDON, NJ 07508

## Facilities

<b>Gross area</b>	60,859 sf
<b>Net area</b>	35,041 sf
<b>Area per floor</b>	Floor 1: 4,416 sf
	Floor 2: 13,066 sf
	Floor 3: 9,512 sf
	Floor 4: 7,447 sf
<b>Age</b>	Original construction 1927; Addition / renovation 1988
<b>Historic status</b>	Original structure is Historic, not designated; constructed in 1928 by F.W. Wentworth as the nurses residence for Valley View Sanitarium
<b>Stories</b>	4
<b>Ownership</b>	Passaic County
<b>Electricity demand 2007*</b>	847,416 kWh average 254 kWh peak
<b>Electricity cost 2007*</b>	0.1147 \$/kWh average
<b>Natural gas demand 2007*</b>	528 MMBTU average 990 MMBTU peak
<b>Natural gas cost 2007*</b>	14.14 \$/MMBTU average
<b>ADA compliance</b>	No
<b>Fiber Optic Network</b>	No
<b>Security</b>	N/A (Currently unoccupied)



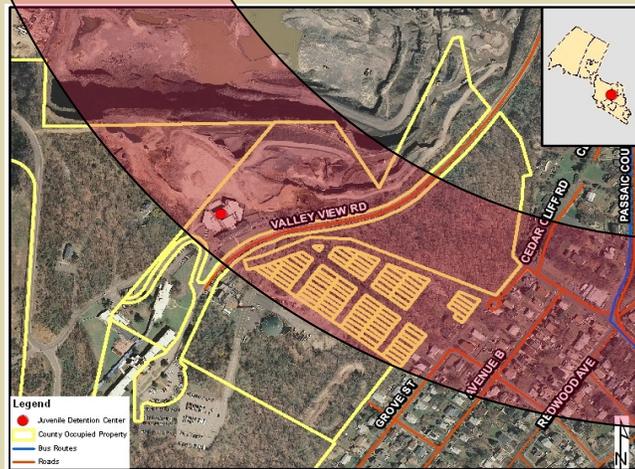
## Location

<b>Block</b>	29.01
<b>Lot</b>	1
<b>Parking</b>	On-site parking lots
<b>Transit</b>	None
<b>Services</b>	Not within walking distance (within 5 miles)

## Departments

Currently unoccupied
<b>None, currently unoccupied</b>

\* Totals as Reported by Princeton Energy Systems (June 9, 2008)



**SLATED FOR DEMOLITION**

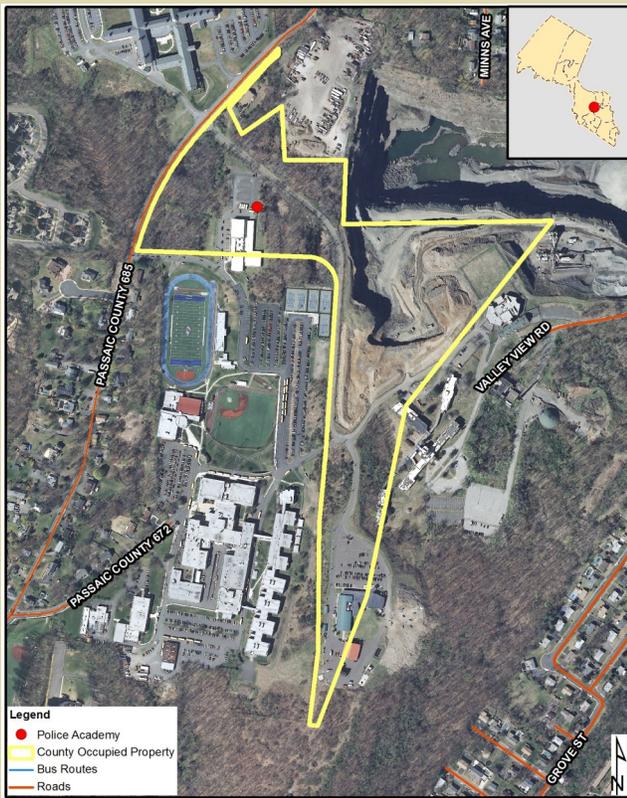


# POLICE ACADEMY

214 OLDHAM ROAD, WAYNE, NJ 07470

## Facilities

<b>Gross area</b>	28,435 sf
<b>Net area</b>	25,429 sf
<b>Area per floor</b>	25,429 sf
<b>Age</b>	1980
<b>Stories</b>	1
<b>Ownership</b>	Passaic County
<b>Electricity demand 2007*</b>	27,450 kWh average 46,960 kWh peak
<b>Electricity cost 2007*</b>	0.1434 \$/kWh average
<b>Natural gas demand 2007*</b>	131 MMBTU average 380 MMBTU peak
<b>Natural gas cost 2007*</b>	N/A
<b>ADA compliance</b>	Yes
<b>Fiber Optic Network</b>	Yes
<b>Security</b>	Secured by Police Academy staff



## Location

<b>Block</b>	1901
<b>Lots</b>	5, 26
<b>Parking</b>	161 Spaces in on-site lot
<b>Transit</b>	None
<b>Services</b>	Not within walking distance (2-5 miles)

## Departments

County Administrator
- Police Academy
<b>8 County Employees</b>

- Division within a department

\* Totals as Reported by Princeton Energy Systems (June 9, 2008)



# PREAKNESS HEALTHCARE CENTER

303-305 OLDDHAM ROAD, WAYNE, NJ 07470

## Facilities

Gross area	454,129 sf
Net area	299,076 sf
Area per floor	Basement: 14,346 sf Floor 1: 94,900 sf Floor 2: 94,900 sf Floor 3: 94,900 sf
Age	Constructed 2009
Stories	3
Ownership	Passaic County
Electricity demand 2009*	120.9 KW average 164.0 KW peak
Electricity cost 2009*	\$8,391 average (0.161 \$/kWh) \$13,626 maximum
Natural gas demand 2009*	19,448 Therms average 25,464 Therms peak
Natural gas cost 2009*	\$22,487 average (\$1.16/Therm) \$33,368 maximum
ADA compliance	Yes
Fiber Optic Network	Yes
Security	Private security staff



## Location

Block	2003
Lot	127
Parking	On-site parking lot
Transit	BUS: 748
Services	Not within walking distance (5 miles)

## Departments

Preakness Healthcare Center
<b>653 County Employees</b>

\* Totals as reported by Concord Engineering Group, Inc. (June 24, 2010)



# PREAKNESS BUILDING I (VALLEY VIEW SANITARIUM)

## 40 VALLEY VIEW ROAD, HALEDON, NJ 07508

### Facilities

<b>Gross area</b>	196,212 sf
<b>Net area</b>	115,801 sf
<b>Area per floor</b>	Basement: 47,350 sf Floor 1: 35,162 sf Floor 2: 35,162 sf Floor 3: 4,163 sf
<b>Age</b>	Constructed in 1927; additions in 1931
<b>Historic status</b>	Historic, not designated. Designed by F.W. Wentworth as Valley View Sanitarium
<b>Stories</b>	3
<b>Ownership</b>	Passaic County
<b>ADA compliance</b>	Yes
<b>Fiber Optic Network</b>	Yes
<b>Security</b>	Monitored by Passaic County Sheriff



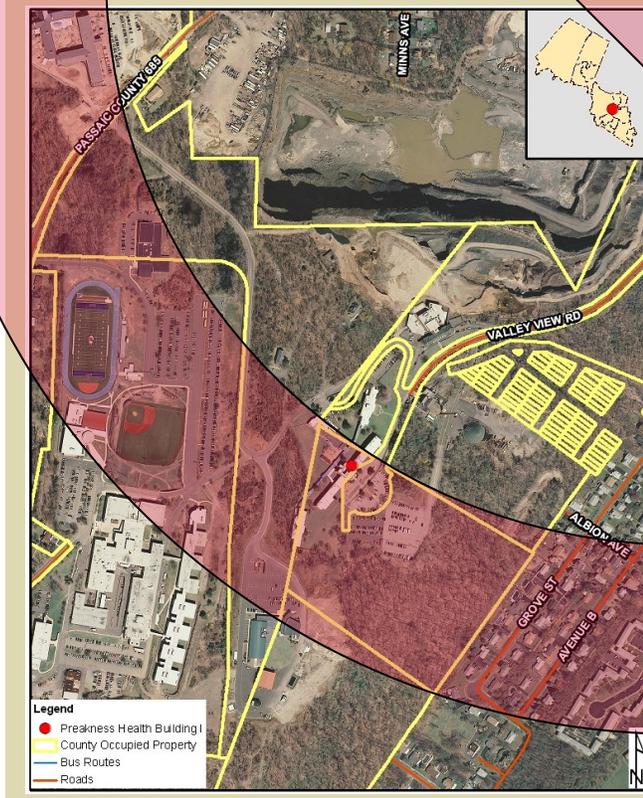
### Location

<b>Block</b>	6216
<b>Lot</b>	2
<b>Parking</b>	On-site parking lot
<b>Transit</b>	None
<b>Services</b>	Not within walking distance (5 miles)

### Departments

None, currently unoccupied

None, currently unoccupied



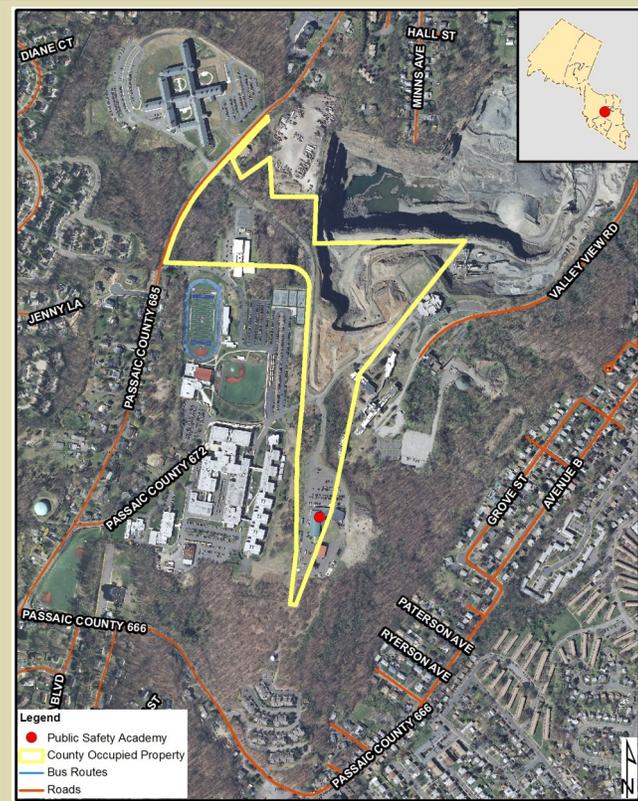
**SLATED FOR DEMOLITION**

# PUBLIC SAFETY ACADEMY

300 OLDHAM ROAD, WAYNE, NJ 07470

## Facilities

Gross area	36,392 sf
Net area	N/A
Area per floor	Garage: N/A OEM: N/A
Age	N/A
Stories	1
Ownership	PCCC
Electricity demand 2007*	49,453 kWh average 78,240 kWh peak
Electricity cost 2007*	0.1167 \$/kWh average
Natural gas demand 2007*	100 MMBTU average 309 MMBTU peak
Natural gas cost 2007*	17.04 \$/MMBTU average
ADA compliance	Yes
Fiber Optic Network	Yes
Security	None



## Location

Block	1901
Lot	26
Parking	On-site parking lot shared with PCCC Public Safety Academy Operations
Transit	None
Services	Not within walking distance (5 miles)

## Departments

Office of Emergency Management

3 County Employees

\* Totals as reported by Princeton Energy Systems (June 9, 2008)

**Site of County 9/11 Memorial**

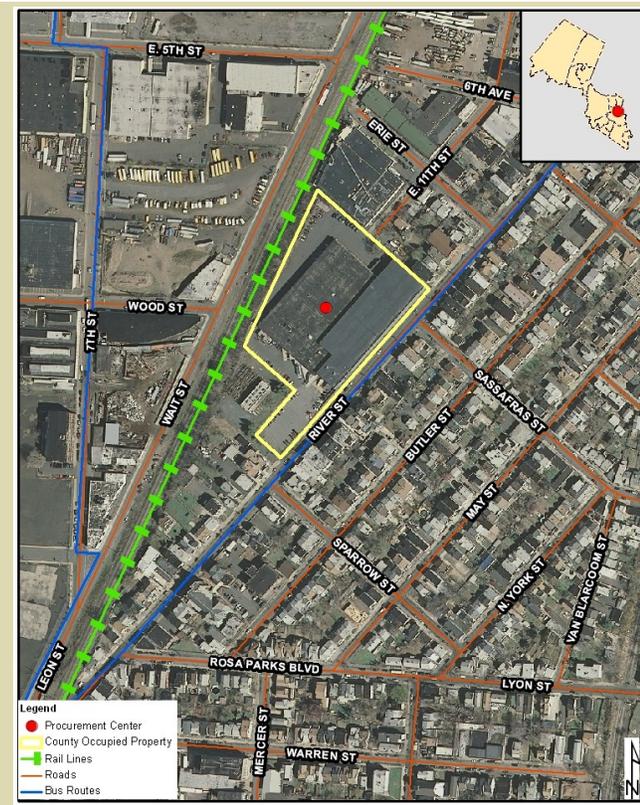


# PROCUREMENT CENTER

495-501 RIVER ROAD, PATERSON, NJ

## Facilities

<b>Gross area (total leased space)</b>	116,000 sf
<b>Net area</b>	N/A
<b>Area per floor (total leased space)</b>	Supt. Schools: 24,576 sf Purchasing Office: 4,970 sf Warehouse: 79,654 sf Supt. Elections: 6,800 sf
<b>Age</b>	N/A
<b>Stories</b>	2
<b>Ownership</b>	Lessor: BASCOM Corp. Lessee: Passaic County Term: 4/1/2008 - 3/31/2018 Annual Rent: \$986,000 plus 2% or Consumer Price Index (CPI) each year
<b>ADA compliance</b>	No
<b>Fiber Optic Network</b>	Yes
<b>Security</b>	Entrances secured by metal gates; surveillance camera system



## Location

<b>Block</b>	2903
<b>Lot</b>	25
<b>Parking</b>	60 spaces in on-site parking lot shared by all County Departments
<b>Transit</b>	BUS: 704
<b>Services</b>	Within walking distance

## Departments

County Administrator
- Purchasing
Superintendent of Elections`
County Superintendent of Schools`
<b>32 County Employees; 9 State Employees</b>

` State office, gubernatorial appointee, constitutional officer, autonomous body, or non-departmental agency  
- Division within a department

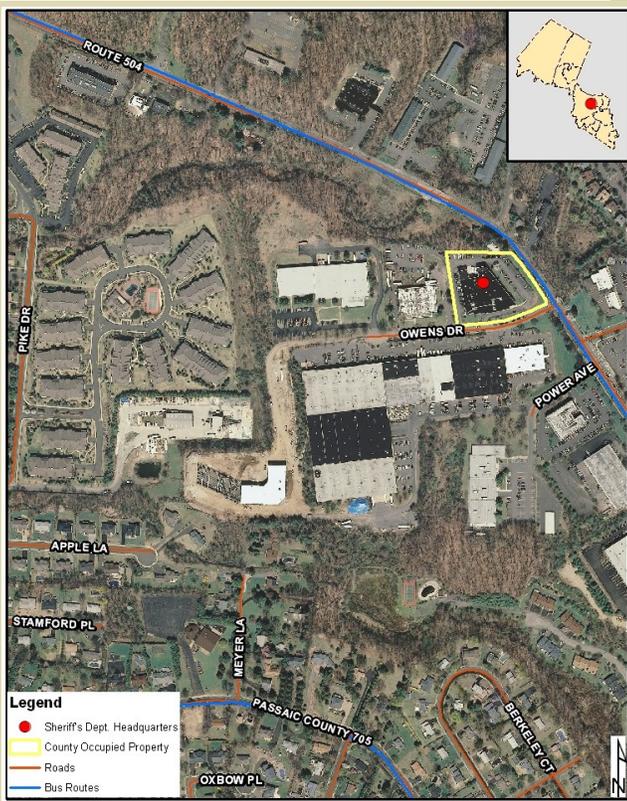


# SHERIFF'S DEPARTMENT HEADQUARTERS

435 HAMBURG TURNPIKE, WAYNE, NJ 07470

## Facilities

Gross area	73,472 sf
Net area	72,714 sf
Area per floor	Floor 1: 36,197 sf Floor 2: 36,517 sf
Electricity demand 2009*	142.8 KW average 170.0 KW peak
Electricity cost 2009*	\$11,051 average (0.157 \$/kWh) \$16,669 maximum
Natural gas demand 2009*	1,423 Therms average 4,203 Therms peak
Natural gas cost 2009*	\$1,652 average (\$1.16/Therm) \$4,495 maximum
Age	~1990
Stories	2
Ownership	Passaic County
ADA compliance	No
Fiber Optic Network	Yes
Security	Secured by Passaic County Sheriff's Bureau of Law Enforcement



## Location

Block	2800
Lot	11
Parking	On-site lot
Transit	BUS: 75
Services	Within walking distance

## Departments

County Board of Taxation`
County Sheriff `
- Bureau of Law Enforcement (BOLE)
<b>138 County Employees</b>

` State office, gubernatorial appointee, constitutional officer, autonomous body, or non-departmental agency

- Division within a department

\* Totals as reported by Concord Engineering Group, Inc. (June 24, 2010)

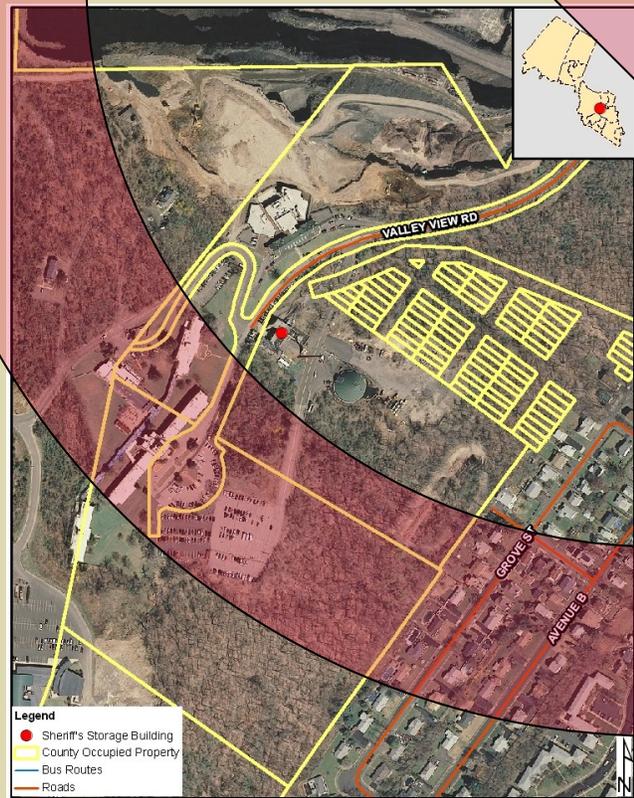
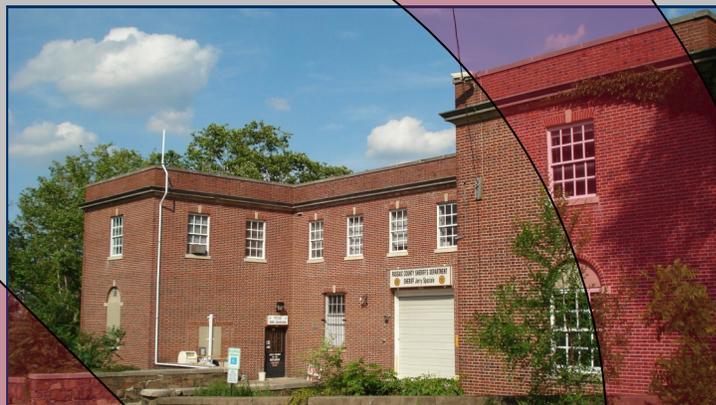


# STORAGE BUILDING

VALLEY VIEW ROAD, HALEDON, NJ 07508

## Facilities

Gross Area	N/A
Net Area	N/A
Area per floor	N/A
Age	~1920s
Stories	2
Historic significance	Designed by F.W. Wentworth, the Sheriff's Storage Building originally served as the Morgue for Valley View Sanitarium and supplies energy and some HVAC systems to Preakness Building I and the Juvenile Detention Center
Ownership	Passaic County
ADA compliance	No
Fiber Optic Network	No
Security	None



## Location

Block	29.01
Lot	1
Parking	None
Transit	None
Services	N/A

## Departments

County Sheriff
<b>0 County Employees</b>

\* State office, gubernatorial appointee, constitutional officer, autonomous body, or non-departmental agency

**SLATED FOR DEMOLITION**



# CANINE UNIT

3 VALLEY ROAD, PATERSON, NJ 07501

## Facilities

Gross area	640 sf
Net area	505 sf
Area per floor	Kennel: 280 sf Trailer: 225 sf
Age	~1990
Stories	1
Ownership	Passaic County Sheriff
Electric cost 2008	\$569 average \$1,217 maximum
Natural gas cost 2008	N/A
ADA compliance	No
Fiber Optic Network	No
Security	Secured by Passaic County Sheriff



## Location

Block	5301
Lot	1
Parking	10 spaces in on-site parking lot
Transit	None
Services	Not within walking distance (2 miles)

## Departments

County Sheriff `
- Bureau of Law Enforcement (BOLE)
<b>Number of County Employees varies</b>

` State office, gubernatorial appointee, constitutional officer, autonomous body, or non-departmental agency.  
- Division within a department

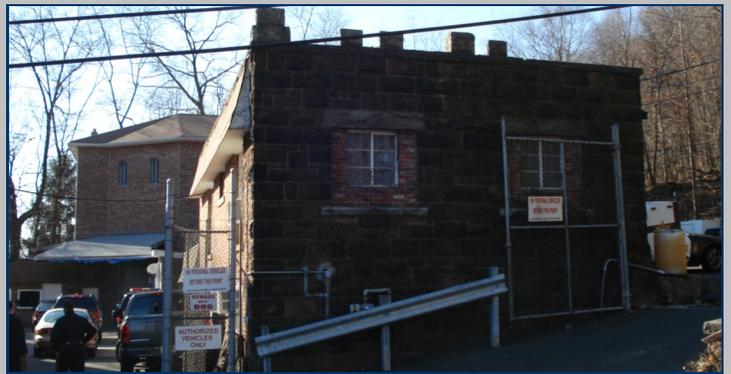


# MOTOR POOL

3 VALLEY ROAD, PATERSON, NJ 07501

## Facilities

<b>Gross area</b>	12,805 sf
<b>Net area</b>	10,896 sf
<b>Area per floor</b>	Floor 1: 8,042 sf Floor 2: 4,763 sf
<b>Age</b>	~1890s
<b>Stories</b>	2
<b>Ownership</b>	Passaic County
<b>Historic status</b>	Originally served as the Carriage House for Lambert Castle
<b>ADA compliance</b>	No
<b>Fiber Optic Network</b>	No
<b>Security</b>	Secured by Passaic County Sheriff



## Location

<b>Block</b>	5301
<b>Lot</b>	1
<b>Parking</b>	Maintenance garage, 3 bay garage, motorcycle garage, on-site parking lot
<b>Transit</b>	None
<b>Services</b>	Not within walking distance (within 2 miles)

## Departments

County Sheriff
- Bureau of Law Enforcement (BOLE)
<b>Number of County Employees varies</b>

` State office, gubernatorial appointee, constitutional officer, autonomous body, or non-departmental agency  
 - Division within a department



# PISTOL RANGE

3 VALLEY ROAD, PATERSON, NJ 07501

## Facilities

Gross area	N/A
Net area	N/A
Area per floor	Sheltered area: 1,008sf Open range: 11,702sf Trailer: 360sf Tower: N/A
Age	~1980s
Stories	1
Ownership	Passaic County Sheriff
ADA compliance	No
Fiber Optic Network	No
Security	Secured by Passaic County Sheriff



## Location

Block	5301
Lot	1
Parking	20 spaces in on-site parking lot
Transit	None
Services	Not within walking distance (within 2 miles)

## Departments

County Sheriff`
- Bureau of Law Enforcement (BOLE)
<b>Number of County Employees varies</b>

` State office, gubernatorial appointee, constitutional officer, autonomous body, or non-departmental agency  
- Division within a department

The County Sheriff is currently constructing "Simulation Shoot House" behind the Pistol Range and new firing range in a former quarry on Preakness Mountain.

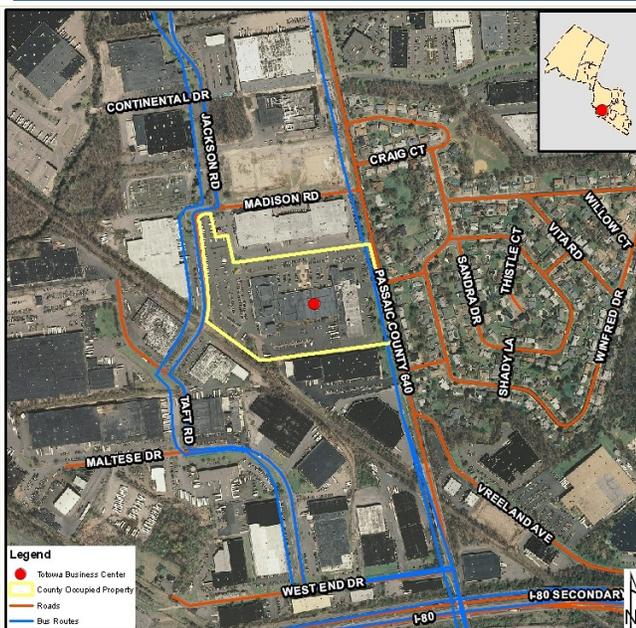


# TOTOWA BUSINESS CENTER

## 930 RIVERVIEW DRIVE, TOTOWA, NJ 07512

### Facilities

<b>Gross area</b>	27,968 sf
<b>Net area</b>	22,935 sf
<b>Area per floor</b>	22,935 sf
<b>Age</b>	Renovated 2006
<b>Stories</b>	1
<b>Ownership</b>	Lessor: 930 North Riverview Associates, L.L.C; Lessee: Passaic County Term: 6/22/2005 - 3/22/2021 Annual Rent: \$250,623 for years 1-5; \$278,470 for years 6-10; \$320,240.50 for years 11-termination
<b>Electricity cost (as of 2008)</b>	\$4,410 average \$7,040 maximum Future cost TBD pending on-site solar energy production
<b>Natural gas cost</b>	\$589 average (\$0.93/Therm) \$1,689 maximum
<b>ADA compliance</b>	Yes
<b>Fiber Optic Network</b>	Yes
<b>Security</b>	None



### Location

<b>Block</b>	169
<b>Lot</b>	6
<b>Parking</b>	139 spaces in on-site parking lot; 60 are reserved for "Passaic County"
<b>Transit</b>	BUS: 712, 197
<b>Services</b>	Not within walking distance

### Departments

Planning and Economic Development
- Planning
- Community and Economic Development
- PCIA
Senior, Disability Services & Veterans' Affairs
- Adult Day Care Services / Paratransit
- Aging Services
- Disability Services
- Nutrition Services
- Veterans' Affairs
- Weatherization/Home Energy
<b>50 County Employees</b>

- Division within a department



# CAMP HOPE

1792 UNION VALLEY ROAD, WEST MILFORD, NJ 07480

## Facilities

<b>Gross area</b>	Administration building: 1,646 sf
<b>Net area</b>	Administration building: 1,615 sf
<b>Acreage</b>	62 Acres
<b>Age</b>	Established in 1936; administration building reconstructed 2011
<b>Historic significance</b>	Originally constructed in the 1930s as a Civilian Conservation Corps (CCC) Camp.
<b>Facilities</b>	Administration building, maintenance trailer, Dining Hall, 8 campers cabins, 2 maintainance trailers, Rec Hall, Arts & Crafts building, campers lounge, garage, wading pool/spray park, shower building, 2 living areas
<b>Ownership</b>	Passaic County
<b>ADA compliance</b>	Yes
<b>Fiber Optic Network</b>	No
<b>Security</b>	None

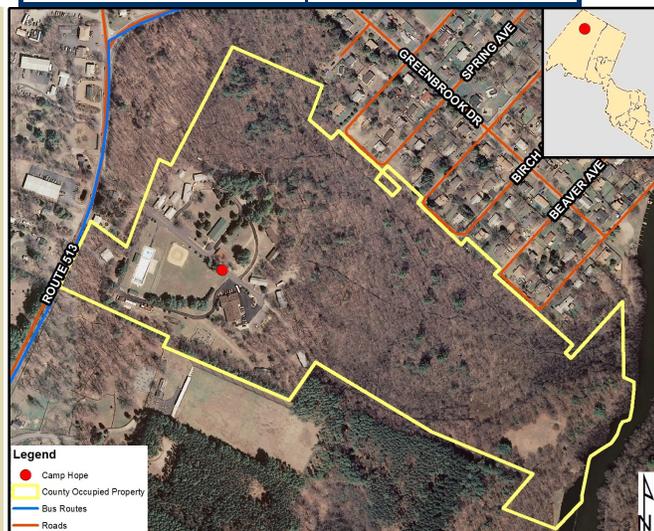


## Location

<b>Block</b>	6402
<b>Lot</b>	4
<b>Parking</b>	35 spaces in on-site parking lot
<b>Transit</b>	None
<b>Services</b>	Not within walking distance (within 5 miles)

## Departments

Camp Hope
<b>9 full-time, 24 seasonal County Employees</b>



# POMPTON LAKES ROADS GARAGE

519 RINGWOOD AVENUE, POMPTON LAKES, NJ 07442

## Facilities

Gross area	N/A
Net area	N/A
Area per floor	Salt dome: 7,854 sf Office: 2,191sf Garage: N/A
Age	N/A
Stories	2, only first floor is usable
Ownership	Passaic County
Electric cost 2008	\$1,659 average \$3,054 maximum
Natural gas cost 2008	\$1,336 average \$4,741 maximum
ADA compliance	No
Fiber Optic Network	No
Security	None

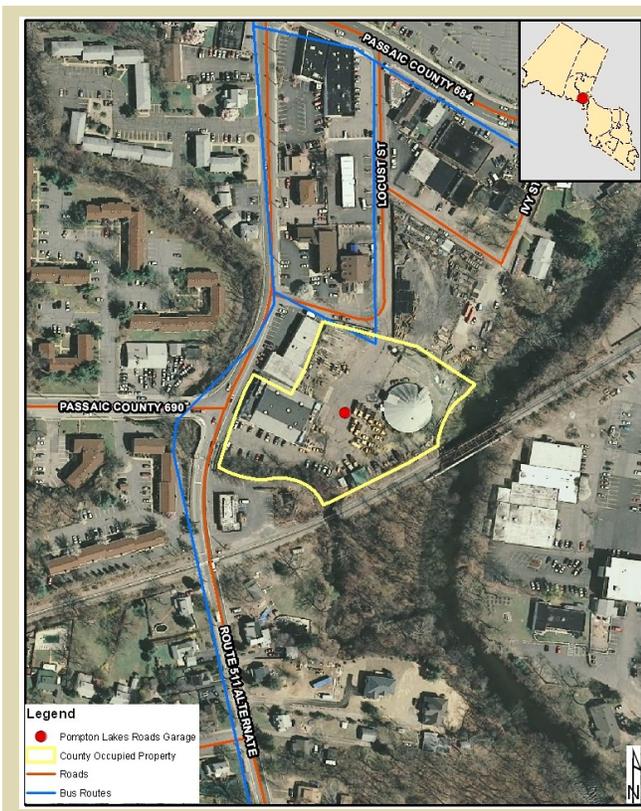


## Location

Block	2600
Lot	2
Parking	On-site parking lot
Transit	BUS: 194, 748
Services	Within walking distance

## Departments

Operations and Public Buildings
Roads Department
<b>25 County Employees</b>

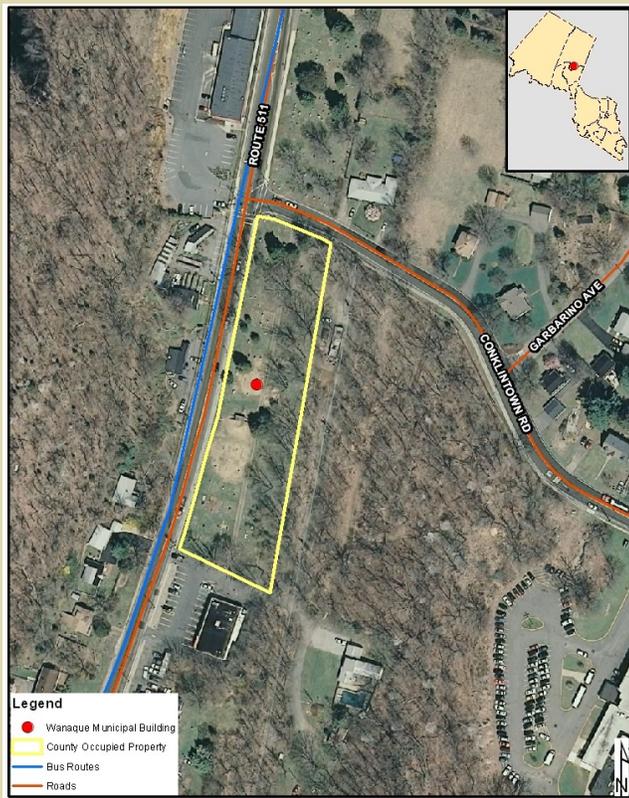


# WANAQUE BUILDING

1276 RINGWOOD AVENUE, WANAQUE, NJ 07465

## Facilities

<b>Gross area (total leased space)</b>	5,164 sf
<b>Net area</b>	N/A
<b>Area per floor</b>	Social Services: 3,407 sf Passaic County: 1,757 sf
<b>Age</b>	2010
<b>Stories</b>	2
<b>Ownership*</b>	Lessee: Passaic County Board of Social Services Lessor: Passaic County Term: 3/1/2010-12/31/2019 Annual rent: \$26,355 for the first five (5) years increasing based on the property tax rate increase of the Borough of Wanaque and compounded annually thereafter
<b>ADA compliance</b>	Yes
<b>Fiber Optic Network</b>	Yes
<b>Security</b>	None



## Location

<b>Block</b>	209
<b>Lot</b>	1
<b>Parking</b>	On-site parking lot; on-street parking
<b>Transit</b>	BUS: 197
<b>Services</b>	Within walking distance

## Departments

Board of Social Services`
Passaic County Clerk's Office, Satellite
Passaic County Workforce Development
<b>2 Full-time, 1 Part-time County Employees</b>

` State office, gubernatorial appointee, constitutional officer, autonomous body, or non-departmental agency

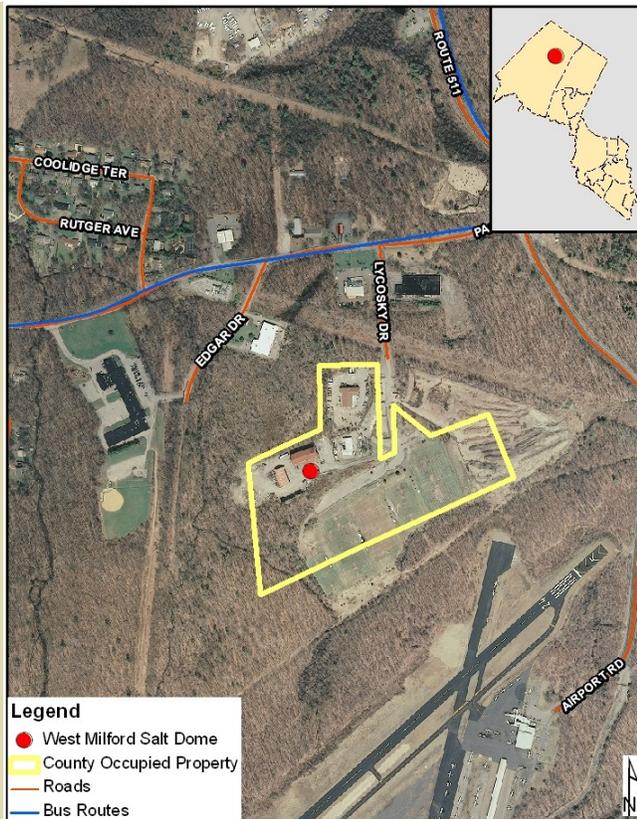
Building is owned by the Borough of Wanaque. Wanaque leases 3,405sf to the Board of Social Services, which sublets 1,757sf to Passaic County.

# WEST MILFORD SALT DOME

30 LYCOSKY DRIVE, WEST MILFORD, NJ 07480

## Facilities

Gross area	N/A
Net area	N/A
Area per floor	N/A
Age	Being reconstructed in 2010
Stories	1
Ownership	West Milford; Passaic County will provide for reconstruction as a shared service to the Township
ADA compliance	Yes
Fiber Optic Network	No
Security	None



## Location

Block	6002
Lot	28
Parking	On-site lot for Roads Department vehicles
Transit	None
Services	None

## Departments

Operations and Public Buildings
- Roads Division
<b>Number of County Employees varies</b>

- Division within a department

# BOARD OF SOCIAL SERVICES SATELLITE OFFICE

## 114 PROSPECT STREET, PASSAIC, NJ 07055

### Facilities

<b>Gross area (total leased area)</b>	21,700 sf
<b>Net area</b>	N/A
<b>Area per floor</b>	N/A
<b>Age</b>	N/A
<b>Stories</b>	3
<b>Ownership</b>	Lessor: N/A Lessee: Passaic County Board of Social Services Term: Leased through April 2020
<b>ADA compliance</b>	No
<b>Fiber Optic Network</b>	No
<b>Security</b>	N/A



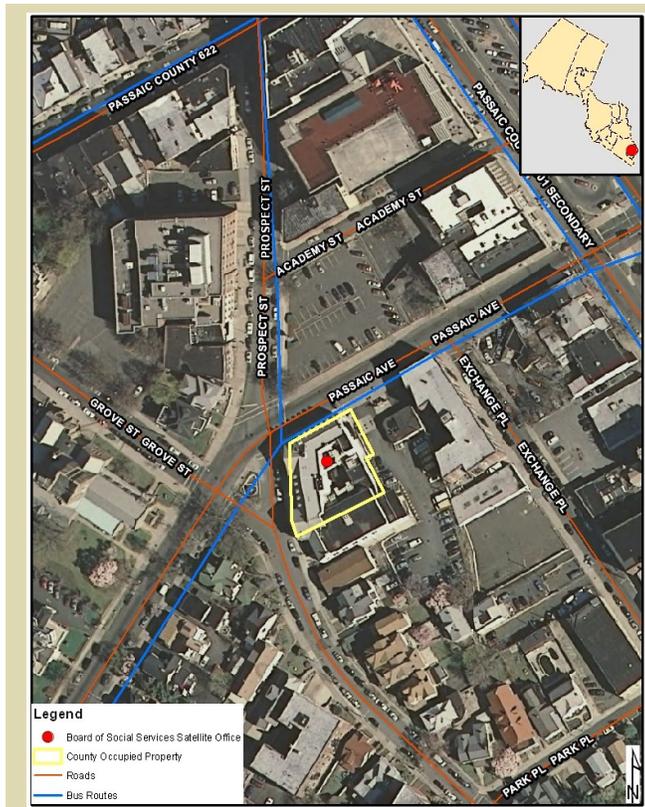
### Location

<b>Block</b>	2147.A
<b>Lot</b>	1
<b>Parking</b>	On-street parking
<b>Transit</b>	BUS: 161, 74
<b>Services</b>	Within walking distance

### Departments

Board of Social Services  
0 County Employees

^ State office, gubernatorial appointee, constitutional officer, autonomous body, or non-departmental agency



# PROBATION SATELLITE OFFICE

14-16 HOWE AVENUE, PASSAIC, NJ 07055

## Facilities

<b>Gross area (total leased space)</b>	5,174 sf
<b>Net area</b>	4,870 sf
<b>Area per floor</b>	Basement: 780 sf Floor 1: 3520 sf Floor 2: 1270 sf
<b>Age</b>	Renovated ~2005
<b>Stories</b>	2
<b>Ownership</b>	Lessor: RMP Properties Lessee: Passaic County Probation Department Term: 9/20/2005-9/20/2025 Annual rent: \$15.50/sf for years 1-10; \$15.50/sf + increase in CPI from the 9th year base (no >4%) for years 11-15; same rent as years 11-15 + increase in CPI 14th year base (no > 4%) for years 16-20
<b>ADA compliance</b>	Yes
<b>Fiber Optic Network</b>	No
<b>Security</b>	Passaic County Sheriff



## Location

<b>Block</b>	2157.A
<b>Lot</b>	11
<b>Parking</b>	15 spaces included in lease terms located at 629 Main Avenue, Passaic; on-street parking
<b>Transit</b>	BUS: 74, 161, 709, 780
<b>Services</b>	Within walking distance

## Departments

Passaic Vicinage`

- Probation

**0 County Employees**

- ` State office, gubernatorial appointee, constitutional officer, autonomous body, or non-departmental agency
- Division within a department



# NUTRITION CENTERS

## VARIOUS LOCATIONS, PASSAIC COUNTY, NJ

Passaic County's Division of Nutrition Services, a Division of the Department of Senior, Disability Services & Veterans' Affairs, provides congregate meals, nutrition education, nutrition counseling, and home-delivered meals through the Meals-on-Wheels program for the residents of the County. Nutrition Services operates 10 nutrition sites throughout the County, which operate from 8:30am - 1:30 pm. Nutrition sites personnel work from 7:00 am - 1:00 pm (food line), 7:00 am - 2:30 pm (site managers), and 8:00am - 4:00 pm (other staff). All nutrition sites are occupied through shared services with municipalities or federal agencies, with the exception of the Bloomingdale and Hawthorne sites, which are leased through grant funding at no expense to the County. The Totowa site is part of the County's long-term lease at with Totowa Business Center within the Senior Services offices, which also house the Office of Aging and Adult Day Care.



### Locations

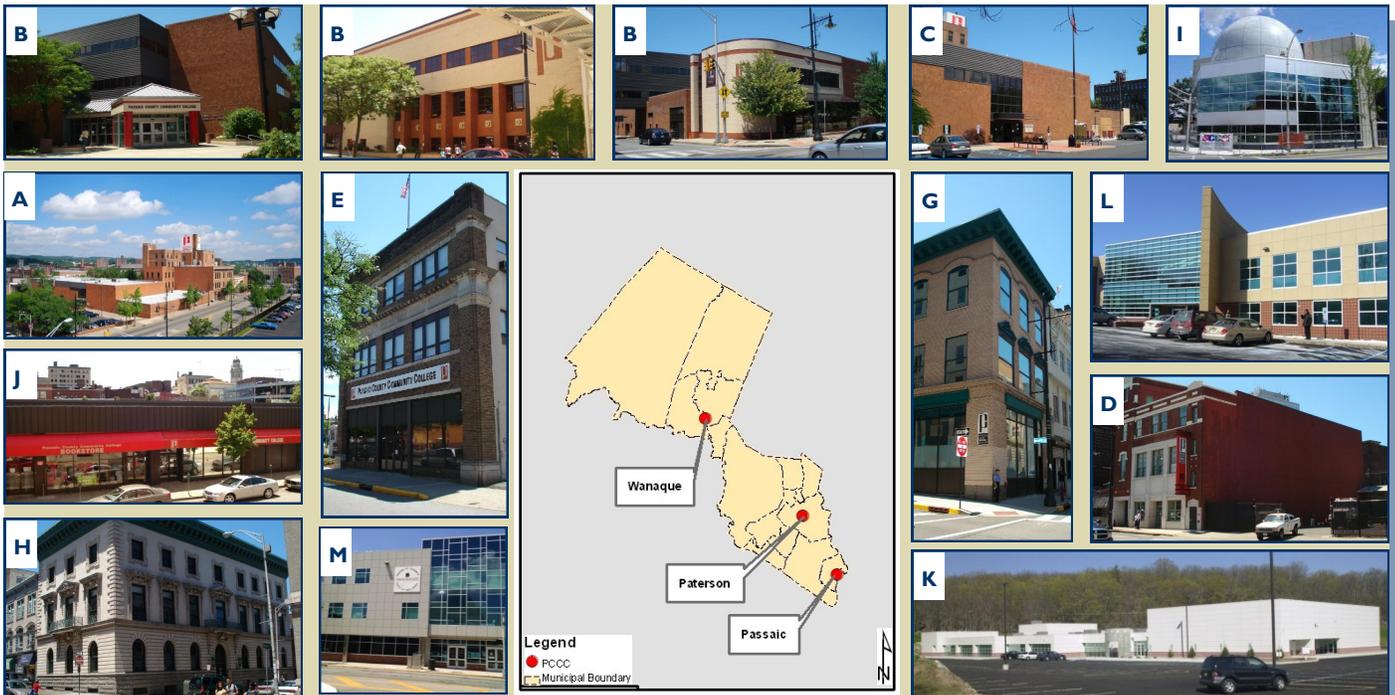
	NUTRITION SITE	ADDRESS	MUNICIPALITY	ZIP	OWNERSHIP	BLOCK	LOT
A	<i>Bloomingdale Senior Center</i>	101 Hamburg Turnpike	Bloomingdale	07403	Leased	3031	21
B	<i>Clifton Senior Center</i>	900 Clifton Avenue	Clifton	07011	Shared Services	35.01	2
C	<i>Hawthorne Vol. Ambulance Corps</i>	970 Goffle Road	Hawthorne	07506	Leased	278	1
D	<i>Annabelle Shimkowitz Senior Center</i>	330 Passaic Street	Passaic	07055	Shared Services	1131	4
E	<i>Riverside Senior Center</i>	165 5th Avenue	Paterson	07524	Shared Services	2007	1
I	<i>Totowa Senior Center</i>	930 Riverview Drive	Totowa	07512	Leased	169	6
J	<i>West Milford Senior Center</i>	1810 Macopin Road	West Milford	07480	Shared Services	5307	5



# PASSAIC COUNTY COMMUNITY COLLEGE

## 1 COLLEGE BOULEVARD, PATERSON, NJ 07505

*Mission:* “The Mission of Passaic County Community College (PCCC) is to provide academic, cultural, and technological resources and experiences to the residents of Passaic County. Through education, we seek to help bring about more satisfying and productive personal lives, stronger community leadership, and a strengthened economic base. High-quality college programs are at the heart of our mission. Additionally, we are committed to addressing community needs through English as a second language instruction, basic skills instruction, career training, cultural programming, and collaboration with other organizations and agencies.” The Administration of PCCC reports to the PCCC Board of Trustees. PCCC property is owned by the College and the Passaic County Community College Foundation. While PCCC functions as an independent agency, the PCCC budget is approved annually by the Board of Chosen Freeholders.



FACILITY	ADDRESS	MUNICIPALITY	ZIP	OWNERSHIP	BLOCK	LOTS
<b>A</b> PCCC: Main Campus	One College Boulevard	Paterson	07505	PCCC Foundation	4403	1
<b>B</b> PCCC: Academic Hall	One College Boulevard	Paterson	07505	PCCC	4403	2-6
<b>C</b> PCCC: Founders Hall	One College Boulevard	Paterson	07505	PCCC Board of Trustees	4404	3
<b>D</b> PCCC: Paterson Community Technology Center	One College Boulevard	Paterson	07505	PCCC	4405	19
<b>E</b> PCCC: Hamilton Hall	One College Boulevard	Paterson	07505	PCCC	4405	5
<b>F</b> PCCC: Main Campus	One College Boulevard	Paterson	07505	PCCC	4405	6-12
<b>G</b> PCCC: Pruden Building	One College Boulevard	Paterson	07505	PCCC	4406	4
<b>H</b> PCCC: Hamilton Club	One College Boulevard	Paterson	07505	PCCC	4407	13
<b>I</b> PCCC: Panther Academy	One College Boulevard	Paterson	07505	Shared Services	4311	1
<b>J</b> PCCC: Broadway Academic Center	One College Boulevard	Paterson	07055	Leased	604	2
<b>K</b> PCCC: Wanaque Academic Center	500 Union Avenue	Wanaque	07420	PCCC	400	10
<b>L</b> PCCC: Passaic Academic Center	2 Paulison Avenue	Passaic	07055	PCCC	2208	1
<b>M</b> PCCC: One Stop/Weatherization	200 Memorial Drive	Paterson	07505	PCCC	4405	9



# PASSAIC COUNTY TECHNICAL INSTITUTE

## 45 REINHARDT ROAD, WAYNE, NJ 07470

Passaic County Technical Institute (PCTI) is a 24-time national award-winning, comprehensive high school serving 3,200 students in grades 9-12. Located on a 55+ acre campus in Wayne, NJ, the school receives students from all municipalities in Passaic County. Over 350 faculty members deliver the curriculum of 200 courses and career areas. PCTI offers 52 athletic and co-curricular programs to its students, as well as on-site college counseling. Programs of study include: Academy of Finance, Academy of Medical Arts, Academy of Information Technology, School of Applied Technology, School of Automotive Technology, School of Business Careers, School of Communication Arts, School of Construction Technology, School of Cosmetology, School of Culinary Arts, School of Engineering Technology, School of Education/ Human Services, School of Performing Arts, and School of Service Careers. The Administration of PCTI reports to the PCTI Board of Education. While PCTI functions as an independent agency, the PCTI budget is approved annually by the Board of Chosen Freeholders, and PCTI property is owned by Passaic County.

**Schools and Academies**

- Academy of Medical Arts
- Academy of Finance
- Academy of Information Technology
- School of Communication Arts
- School of Service Careers
- School of Performing Arts
- School of Cosmetology
- School of Engineering

**Schools and Academies**

- School of Applied Technology
- School of Automotive Technology
- School of Culinary Arts
- School of Business Careers
- School of Ed & Human Services
- School of Construction Technology

**Legend**

- PCTI
- County Owned Property
- Highways
- State

**Legend**

- D Wing 1ST FL
- FX Wing 1ST FL
- A/D 1ST & 2ND FL
- B Wing 1ST FL
- FX 1ST FL/Q/T (building)
- H Wing/f (building)
- C Wing 1ST FL
- D/B Wing
- D/C/A Wing
- B Wing Ground
- B Wing 1ST FL
- FX Wing 1ST FL
- T (building)
- D Wing Ground

## Location

BUILDING	ADDRESS	MUNICIPALITY	ZIP	OWNERSHIP	BLOCK	LOT
A <b>Main Building: Wings A, B, C, D, H, F, FX, MC</b>	45 Reinhardt Road	Wayne	07470	Passaic County	1905	1
B <b>Building Q</b>	45 Reinhardt Road	Wayne	07470	Passaic County	1905	1
C <b>Building R</b>	45 Reinhardt Road	Wayne	07470	Passaic County	1905	1
D <b>Building T</b>	37 Reinhardt Road	Wayne	07470	Passaic County	1901	6
E <b>Athletic Center</b>	45 Reinhardt Road	Wayne	07470	Passaic County	1905	1
F <b>Visitor Center</b>	45 Reinhardt Road	Wayne	07470	Passaic County	1905	1
G <b>Business Office</b>	45 Reinhardt Road	Wayne	07470	Passaic County	1905	1



# DEPARTMENT INVENTORY

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# DEPARTMENT INVENTORY

The County of Passaic is governed by the Passaic County Board of Chosen Freeholders. The Board is composed of seven (7) elected officials who serve staggered, three-year terms. At each annual reorganization of the Freeholder Board, a Freeholder Director and Deputy Director are named to serve a one-year term. The Freeholder Director designates a single Freeholder to Chair each of the seven (7) standing Freeholder Committees, with two additional Freeholders to serve on each Committee.

The standing committees are: Administration and Finance; Human Services; Health, Education & Community Affairs; Law and Public Safety; Public Works and Buildings & Grounds; and Planning. In 2006, the Freeholders added an additional Committee, the Energy Committee, which later became the Energy and Sustainability Committee, and now functions as a seventh Committee of the Freeholder Board.

Passaic County has 14 Departments, six (6) Gubernatorial Appointees and Constitutional Officers, four (4) Autonomous Bodies, and four (4) non-departmental agencies. Each Department reports directly to the County Administrator and serves as staff support for a designated Standing Committee of the Freeholder Board. Additionally, some autonomous bodies, non-departmental agencies, gubernatorial appointees

and constitutional officers will report to Freeholder Committees for personnel matters, budgetary matters and other official business (i.e., the Sheriff's Department reports to the Law & Public Safety Committee). Some Boards or Constitutional Offices that do not regularly report to a Standing Committee may also address the Administration and Finance Committee for select matters or policy decisions.

The following section provides a single page overview of each department, autonomous body, non-department agency, and office of a gubernatorial appointee or constitutional officer, including its divisions, responsibilities or functions within County operations, and clientele or patrons. Each page also provides a map and tabular description of all locations where the Department occupies space, and a detailed breakdown of such occupancy.

Lastly, each page has a section for "Needs," which are confined to space needs and possibilities for gaining efficiency. Needs relating to physical building condition are not included in this report, yet have been noted and referred to the appropriate County personnel. No specific recommendations are made for relocating or expanding space, as those recommendations will be the focus of Phase II, the Strategic Long-Range Facilities Plan for Passaic County.

## Quick Facts

- ◆ The Board of Chosen Freeholders is composed of seven (7) elected officials who oversee the operations of Passaic County Government.
- ◆ As of January 1, 2011, Passaic County employs **2,090\*** personnel within **14 Departments**, six (6) Offices of Gubernatorial Appointees and Constitutional Officers, four (4) Autonomous Bodies, and four (4) non-departmental agencies.
- ◆ Seven (7) Passaic County Departments, and four (4) Gubernatorial Appointees and Constitutional Officers occupy space in more than one location or facility.
- ◆ Nine (9) Departments, and three (3) Gubernatorial Appointees and Constitutional Officers have multiple operational divisions; the remaining Departments, Gubernatorial Appointees and Constitutional Officers, Autonomous Bodies, and non-departmental agencies function as individual departments without divisions.

\* Total does not include County Prosecutor, PCIA, Passaic County Utilities Authority, Board of Social Services, Workforce Development Center, PCCC, or PCTI.



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# CAMP HOPE

## Responsibilities

Camp Hope offers a summer camp to eligible children between the ages of six (6) and 13 who meet the State's economic guidelines, a program for senior citizens "Camp Hope Seniors," and hosts the Special Association for Children and Families "Camp Hope Kids Corner," as well as provides campgrounds to outside agencies, such as high school sports teams and nonprofit organizations.

## Public Services

Camp Hope serves the residents of Passaic County who meet the income guidelines set by the State of New Jersey to participate in its summer programs, and organizations that rent its campgrounds for events and camps.

## Interdepartmental Functions

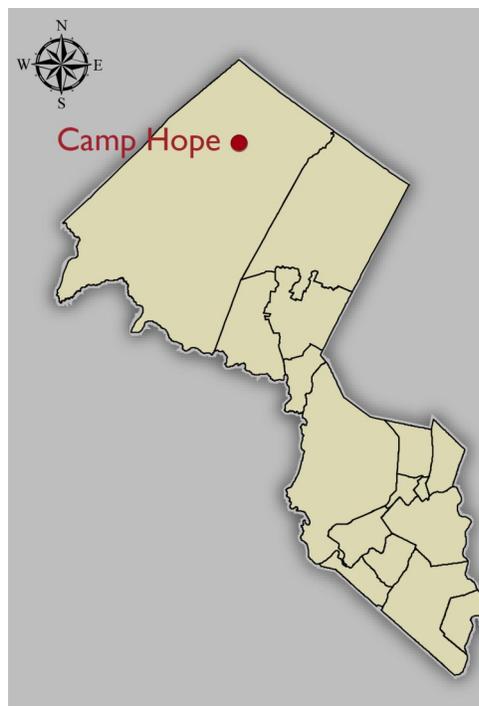
Camp Hope interacts daily with Senior Services, specifically the Para Transit office.

<b>EXISTING SPACE</b>
<b>Individual Offices:</b> 2
<b>Workstations:</b> 3
<b>Conference:</b> 1 conference room (seats 8)
<b>Reception:</b> 1 lobby, 1 reception area (seats 2)
<b>File Storage:</b> 7 filing cabinets, 1 set of shelves [accessed daily]
<b>General Storage:</b> 1 supply room in office; 1 storage area in maintenance trailer; 1 supply room in Dining Hall; 2 sets of lockers in dining hall for maintenance; cabinets in Recreation Hall; 1 supply closet and cabinets in Arts & Crafts building; 1 storage room in campers lounge; 1 closet in each residence
<b>Specialized Equipment:</b> Hand tools in maintenance trailer; commercial kitchen and appliances in Dining Hall; golf carts, landscaping equipment in garage
<b>Miscellaneous:</b> Maintenance trailer, Dining Hall, 10 campers cabins, Recreation Hall, Arts & Crafts building, campers lounge, infirmary, wading pool, spray park, maintenance storage building, two residences
<b>Hazardous Materials:</b> Chlorine
<b>Garage:</b> 1 garage
<b>Parking:</b> 35 spaces in on-site lot

## Notes

- ◆ Camp Hope benefits from a pristine location in the northern most Passaic County municipality, approximately 40 minutes from the City of Paterson, which is perfectly suited for its recreational needs.
- ◆ The main administration building of Camp Hope was reconstructed on its original footprint in 2012, and now accommodates all the needed office space.
- ◆ While the Camp's main needs concern budgetary and personnel matters, the Camp could benefit from increased maintenance of the boat docking area and backfilling areas of the campgrounds that have been eroded by rain.

## Location



LOCATION	STAFF	SHIFTS	PARKING NEEDS	
1792 Union Valley Road West Milford, NJ 07480	15	8:30a-4:30p 7:00a-3:30p	Personnel	15
			Clientele	50
			Dept. vehicles	1 standard 2 trucks 2 vans
<b>Total</b>	15			70

# CLERK TO THE FREEHOLDER BOARD

## Responsibilities

The Clerk to the Freeholder Board keeps minutes and records attendance at Freeholder meetings, makes preparations for meetings, records votes and actions, processes resolutions, coordinates required legal advertising, maintains official records of Passaic County, and performs management services for the Freeholders.

## Public Services

The Office of the Clerk to the Board serves the seven elected Freeholders, as well as all Passaic County Residents, County Departments, and various other parties interacting with the Board.

## Interdepartmental Functions

The Clerk to the Board interacts on a daily basis with the County Administrator, Finance, and Law Departments.

### EXISTING SPACE

**Individual Offices:** 8

**Workstations:** 4

**Conference:** 1 conference room (seats 25), 1 board room for Freeholder Meetings (seats 300)

**Reception:** Waiting area (seats 2) with high counter to separate from open office area with workstations, office/copy equipment and files

**File Storage:** 7 file cabinets in main office area [accessed daily]  
1 file storage closet in second floor hallway, 1 storage room constructed in Warehouse for official records [accessed monthly]

**General Storage:** 1 supply closet

**Specialized Equipment:** None

**Miscellaneous:** Kitchenette in Suite 220

**Hazardous Materials:** None

**Garage:** None

**Parking:** 8 reserved spaces, additional parking in employee garage, on-street parking

## Notes

- ◆ The Office of the Clerk benefits from a central location in the County seat, accessibility to many County Departments with which it frequently interacts, accessibility to transit, parking and services, and adequate office space.
- ◆ The Clerk to the Board requires excessive file storage space due to legal recordkeeping requirements. The Clerk must maintain all official documents that are passed by the Freeholders at their Board meetings, therefore storage space necessary in the Warehouse and shared second floor closet could be reduced by assessing records retention and digitizing files.

## Location



LOCATION	STAFF	SHIFTS	PARKING NEEDS	
401 Grand Street Paterson, NJ 07505 Suite 220 [Board Room] Suite 223 [Office]	7 Freeholders	8:30a-4:30p (evening meetings)	Personnel	9
	6 Staff		Clientele	300 (meetings)
			Dept. vehicles	1
<b>Total</b>	13			310

# COUNTY ADMINISTRATOR

## Responsibilities

The Office of the County Administrator is responsible for the daily operations of the Passaic County government, communications and information services, oversees the County departments and carries out the directives of the Freeholders.

## Public Services

The Administrator serves various parties conducting business with or working for the County of Passaic, as well as all Passaic County Departments.

## Interdepartmental Functions

The Office of the Administrator interacts on a daily basis with all County Departments, most frequently with the Clerk to the Board, and Departments of Law, Finance, Operations and Public Buildings, and Engineering.

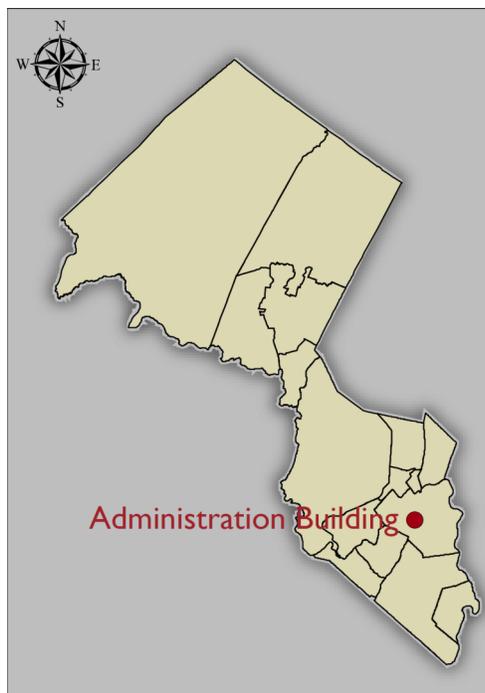
## Divisions

- ◆ Communication and Information Technology
- ◆ Human Resources
- ◆ Police Academy
- ◆ Purchasing

## Notes

- ◆ The Office of the Administrator benefits from a central location, accessibility to many County Departments with which it frequently interacts, and close proximity to the Freeholders' Offices and Board Room.
- ◆ The Administrator's office could reduce necessary file storage space by digitizing files, which would lessen the need for storage space in the shared second floor hallway closet.

## Location



<b>EXISTING SPACE</b>
<b>Individual Offices:</b> 3 Total 2 in Suite 205 1 in Suite 517
<b>Workstations:</b> 6 Total 3 in Suite 205 3 in Suite 517
<b>Conference:</b> 1 conference room, (seats 10) in Suite 205
<b>Reception:</b> Waiting area in Suite 205 (seats 4) Waiting area in Suite 517 (seats 2)
<b>File Storage:</b> 10 file cabinets and several book cases in Suite 205 File cabinets line walls in Suite 517 [accessed daily] Files archived at Warehouse
<b>General Storage:</b> 2 small modular closets in Suite 205
<b>Specialized Equipment:</b> None
<b>Miscellaneous:</b> Kitchenette in Suite 205
<b>Hazardous Materials:</b> None
<b>Garage:</b> None
<b>Parking:</b> 3 reserved spaces, additional parking in employee garage, on-street parking

LOCATION	STAFF	SHIFTS	PARKING NEEDS	
401 Grand Street, Paterson, NJ 07505 Suite 205 [County Administrator]	5	8:30a-4:30p (evening meetings)	Personnel	5
			Clientele	3
			Dept. vehicles	1 hybrid
401 Grand Street, Paterson Paterson, NJ 07505 Suite 517 [Self Insurance]	2	8:30a-4:30p	Personnel	2
			Clientele	1
			Dept. vehicles	0
<b>Total</b>	<b>7</b>			<b>12</b>



# COUNTY ADMINISTRATOR

## COMMUNICATION AND INFORMATION TECHNOLOGY

### Responsibilities

The Communications and IT division is responsible for maintaining all computer systems and servers, telephones and wireless phone contracts, as well as office equipment, and ensuring the security of Passaic County's fiber-optic network.

### Public Services

Communications and IT serves all County Departments and employees; however, the Board of Social Services and Passaic County Prosecutor's Office have additional Information Technology staff.

### Interdepartmental Functions

The Communications division interacts daily with all County Departments.

### Notes

- ◆ The Communications and IT division of the County Administrator's office benefits from a central location near the majority of County Departments and equipment and an on-site location at Preakness. The division uses its office and equipment storage space efficiently, and has no pressing space needs.
- ◆ There is now a full-time Public Information Officer.

### Location



### EXISTING SPACE

**Individual Offices:** 0

**Workstations:** 5

**Conference:** None

**Reception:** None

**File Storage:** None

**General Storage:** Equipment storage in main office area and 1 storage room in Suite 514, 1 server room on fourth floor, 1 server room in basement at Administration Building; 1 data center in warehouse at Procurement Center; 1 server room on third floor, 1 server room in basement at Preakness

**Specialized Equipment:** Spare computers, projector, printers and other computer-related items, 6 racks containing servers, UPS and backup drives, 7 frames containing Nortel VOIP equipment, Cisco Switches, and other network equipment

**Miscellaneous:** None

**Hazardous Materials:** None

**Garage:** None

**Parking:** Employee Garage, on-street parking at Administration Building; on-site parking lot at Preakness

LOCATION	STAFF	SHIFTS	PARKING NEEDS	
401 Grand Street Paterson, NJ 07505 Suite 514 [offices], 2 Server Room	3	8:30a-4:30p	Personnel	3
			Clientele	0
			Dept. vehicles	0
495 River Street Paterson, NJ 07542 Data Center	0	n/a	Personnel	0
			Clientele	0
			Dept. vehicles	0
305 Oldham Road Wayne, NJ 07470 B-6 [offices], 2 Server Rooms	0	n/a	Personnel	1
			Clientele	0
			Dept. vehicles	0
<b>Total</b>	<b>3</b>			<b>3</b>



# COUNTY ADMINISTRATOR

## HUMAN RESOURCES

### Responsibilities

Human Resources is responsible for processing County employment, from hiring to termination, and for compliance with the New Jersey Department of Personnel. The division administers benefits, wage and salary, training and organizational development, affirmative action, labor relations, and ADA compliance.

### Public Services

Human Resources serves all County Departments, employees, and the public seeking employment or with questions about civil service.

### Interdepartmental Functions

Human Resources interacts on a daily basis with the County Administrator and Finance Department, and on a monthly basis with all other County Departments.

#### EXISTING SPACE

**Individual Offices:** 2

**Workstations:** 5

**Conference:** 1 conference room (seats 10)

**Reception:** Waiting area (seats 2) with high counter and gate to separate from open office area with workstations, office/copy equipment and files

**File Storage:** 14 file cabinets (vary 3, 4, or 5 drawers), 3 open storage racks, file storage room [accessed daily]; personnel files are periodically purged and sent to the Warehouse for storage

**General Storage:** Supply closet in conference room

**Specialized Equipment:** None

**Miscellaneous:** None

**Hazardous Materials:** None

**Garage:** None

**Parking:** Employee garage, on-street parking

### Notes

- ◆ Centrally located in the County seat for accessibility to the public seeking jobs and other County Departments.
- ◆ Human Resources office has one (1) to two (2) unoccupied desks, which could be used for better file storage space or future personnel.
- ◆ Atlas Desk Company is currently evaluating the Personnel Department's space to determine how it could more efficiently use space.

### Location



LOCATION	STAFF	SHIFTS	PARKING NEEDS	
401 Grand Street Paterson, NJ 07505 Suite 404	6	8:30a-4:30p	Personnel	6
			Clientele	3
			Dept. vehicles	0
<b>Total</b>	<b>6</b>			<b>9</b>

# COUNTY ADMINISTRATOR

## POLICE ACADEMY

### Responsibilities

Conducts basic training of newly appointed Police Officers and Special Law Enforcement Officers, ensures compliance with the requirements of the State of New Jersey Police Training Commission, and conducts basic firearms and in-service training.

### Public Services

Police Academy serves new and veteran law enforcement for agencies and Police or Sheriff's Departments within Passaic County municipalities and throughout Northern New Jersey.

### Interdepartmental Functions

Police Academy interacts on a monthly basis with the PCCC Public Safety Academy, Passaic County Technical Institute, Office of Emergency Management, and Passaic Vicinage.

### Notes

- ◆ Approximately 20 employees and 100 trainees require locker space. Existing female locker space is insufficient for present and future classes of female recruits; therefore the Police Academy needs additional female lockers and restrooms.
- ◆ Police Academy should digitize files of recruits including: Individual Recruit records, Instructor records, in-service class records. If digitizing is not available, files should be archived at Procurement Warehouse.

### Location



### EXISTING SPACE

**Individual Offices:** 6

**Workstations:** 3 in reception area

**Conference:** 1 conference room, seats 8

**Reception:** Waiting area (seats 4) with high counter to separate from open office area with workstations, office/copy equipment and files

**File Storage:** 24 file cabinets, 4 storage cabinets, 13 bookshelves, 1 closet, 1 built-in cube unit [accessed daily]

**General Storage:** 3 office storage closets, 2 electrical/AV closets, 2 custodial closets, 2 equipment storage closets, 2 portable storage cabinets, 1 secure firearms storage room, 1 mock intake room

**Specialized Equipment:** Multi-set communication radios, video conferencing unit, server, Milo machine, driving simulator, 3 radio chargers, 18 radios, building security system and monitor, overhead projector with speaker system, 4 laptop computers, 4 portable projectors, 14 computers

**Miscellaneous:** 3 locker rooms, 3 training rooms, computer lab, gymnasium, auditorium, cafeteria

**Hazardous Materials:** None

**Garage:** 1 garage/ training room/ office

**Parking:** 161 spaces in on-site lot

LOCATION	STAFF	SHIFTS	PARKING NEEDS	
214 Oldham Road Wayne, NJ 07470	8	6:00a-2:00p	Personnel	8
		6:30a-2:30p	Clientele	150
		7:00a-3:00p	Dept. vehicles	8 standard
		8:00a-4:00p		2 trailers
<b>Total</b>	<b>8</b>			<b>168</b>



# COUNTY ADMINISTRATOR

## PURCHASING

### Responsibilities

The Purchasing Division is responsible for providing purchasing support services to all operating departments within Passaic County through monitoring all purchases of materials, supplies, and equipment for compliance with the New Jersey Local Public Contracts Law. Purchasing also oversees the Passaic County Cooperative Pricing System and bulk purchase warehouse.

### Public Services

Purchasing serves all County Departments and vendors of the County.

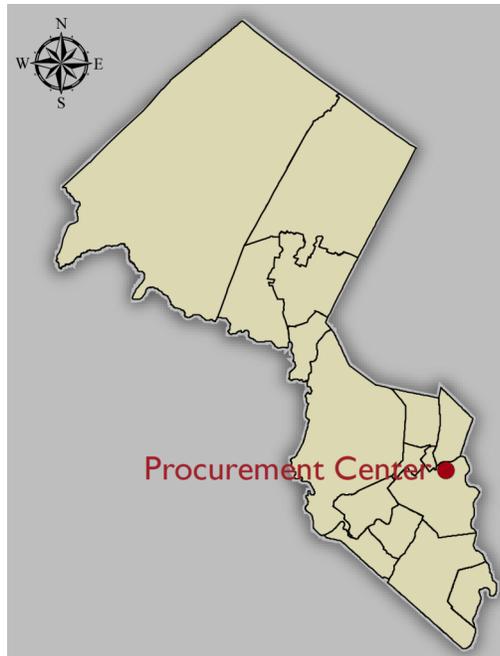
### Interdepartmental Functions

Purchasing interacts on a daily basis with County Counsel, Administration, and Finance, and on a monthly basis with all other County Departments.

### Notes

- The Purchasing Division utilizes its office space efficiently, and benefits from on-site storage of materials and files in the Warehouse. However, it suffers from a lack of handicapped access as it is on the second floor of a building with no elevator; therefore accommodations should be made to comply with the Americans for Disabilities Act (ADA).

### Location



<b>EXISTING SPACE</b>
<b>Individual Offices:</b> 7
<b>Workstations:</b> 5
<b>Conference:</b> 1 conference room (seats 8), 1 director's conference room (seats 6), and 1 board room (seats 25) on second floor
<b>Reception:</b> Waiting area (seats 3) with glass to separate from receptionist
<b>File Storage:</b> Filing cabinets along all walls in second floor purchasing office [accessed daily]
<b>General Storage:</b> 1 copy room, 1 server room, and 2 coat closets on second floor; 1 copy room and gated bulk purchase warehouse on first floor
<b>Specialized Equipment:</b> Daewoo 2500 Forklift, computer server
<b>Miscellaneous:</b> Kitchen on second floor, break room in first floor warehouse
<b>Hazardous Materials:</b> Propane storage in first floor warehouse
<b>Garage:</b> 3 bays in loading dock
<b>Parking:</b> 60 spaces on-site to share with Superintendent of Schools, per lease agreement with BASCOM Corp.

LOCATION	STAFF	SHIFTS	PARKING NEEDS	
495 River Street Paterson, NJ 07524 First Floor [Warehouse]	3	8:00a-4:00p	Personnel	3
			Clientele	Deliveries
		8:30a-4:30p	Dept. vehicles	1 box truck 1 van
495 River Street Paterson, NJ 07524 Second Floor [Offices]	9	8:30a-4:30p	Personnel	9
			Clientele	8
			Dept. vehicles	1 standard
<b>Total</b>	<b>12</b>			<b>23</b>



# DEPARTMENT OF LAW

## Responsibilities

As the chief legal Counsel and advisor to the Passaic County government, the Department of Law is responsible for providing legal representation, advice and assistance to the Board of Chosen Freeholders, departments, autonomous bodies, gubernatorial appointees and constitutional offices.

## Public Services

The Department of Law serves all County Departments and Constitutional Offices.

## Interdepartmental Functions

The Law Department interacts on a daily basis with Administration, the Clerk to the Board, Finance, Purchasing, and on an as-needed basis with all other County Departments.

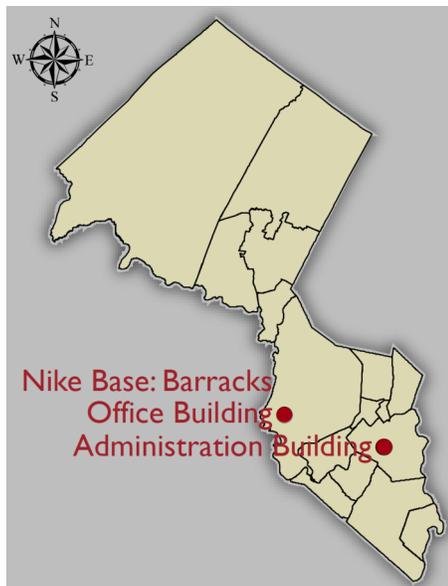
## Divisions

- ◆ County Adjuster
- ◆ Division of Consumer Affairs and Weights and Measures

## Notes

- ◆ The Law Department lacks enough storage and file space in Suite 214, and has a combined reference library/conference room. It would function more efficiently with additional office space, a separate reference library and conference room, and a single location, where the public could access to the County Adjuster, Weights and Measures, and County Counsel simultaneously.

## Location



## EXISTING SPACE

**Individual Offices:** 6 in Suite 214, 2 in Suite 517

**Workstations:** 5 in Suite 214, 3 in Suite 517

**Conference:** 1 conference room in Suite 214 (seats 12)

**Reception:** Waiting area in Suite 214 (seats 6) with high counter to separate from open office area

**File Storage:** Makeshift room created in the center of Suite 214 with 22 file cabinets; files archived at Warehouse; 34 file cabinets, 2 credenzas, 3 index card files, approximately 43 file storage boxes in Suite 517 [accessed daily]

**General Storage:** File area in Suite 214 doubles as a copy/work room with 2 supply cabinets and office equipment, share 1 small storage room on second floor hallway with Clerk to the Freeholder Board; 1 storage room, 2 storage cabinets in Suite 517

**Specialized Equipment:** None

**Miscellaneous:** Kitchenette in Suite 214

**Hazardous Materials:** None

**Garage:** None

**Parking:** Employee garage, on-street parking at 401 Grand Street; on-site parking at Nike Base

LOCATION	STAFF	SHIFTS	PARKING NEEDS	
401 Grand Street Paterson, NJ 07505 Suite 214 [County Counsel]	11	8:30a-4:30p (evening meetings)	Personnel	11
			Clientele	5
			Dept. vehicles	0
401 Grand Street Paterson, NJ 07505 Suite 517 [County Adjuster]	2	8:30a-4:30p	Personnel	2
			Clientele	2
			Dept. vehicles	0
1310 Route 23 North Wayne, NY 07474 (Nike Base) [Weights and Measures]	7	8:30a-4:30p	Personnel	7
			Clientele	2
			Dept. vehicles	0
<b>Total</b>	<b>20</b>			<b>29</b>



# ENGINEERING

## Responsibilities

The Engineering Department is responsible for the design, specifications, and implementation of all major capital improvement projects of County buildings, roadways, right-of-ways, and bridges, including site plan review, reconstruction, and drainage.

## Public Services

Engineering serves the residents and municipalities of Passaic County, public utilities, and all citizens that use Passaic County roads, bridges, and infrastructure.

## Interdepartmental Functions

Engineering interacts on a daily basis with the County Administrator as well as the Roads Division, Purchasing Division, and Planning Department.

## Notes

- ◆ The Engineering Department, while benefitting from its location near other County Departments, loses efficiency in travel time and equipment that could be shared with the Planning Department. Additional efficiency would result from locating these two Departments in close proximity.
- ◆ Engineering has an abundance of files that could be archived, digitized, or better organized to gain office space. Record retention should be analyzed with the newly hired record retention specialist. Efforts are necessary to organize and archive files at the Procurement Warehouse. Should such file storage needs be resolved, Engineering would likely require less total space.

## Location



### EXISTING SPACE

**Individual Offices:** 3

**Workstations:** 10

**Conference:** 1 conference room (seats 15)

**Reception:** None

**File Storage:** Files in main office area, 1 file room, and files in individual offices/workstations, 270 file drawers, 100 file boxes, 7 vertical plan files (hold 3,000 sheets each), 52 hanging plan files, 75 flat plan files [accessed daily]; 40 additional hanging files in basement of 401 Grand Street, files archived at Warehouse and in basement of 317 Pennsylvania Avenue

**General Storage:** 1 supply/copy room, 1 storage closet in fifth floor hallway shared with other departments

**Specialized Equipment:** 2 large scale plan copiers, plan files

**Miscellaneous:** 1 Kitchenette

**Hazardous Materials:** None

**Garage:** None

**Parking:** Employee garage, on-street parking

LOCATION	STAFF	SHIFTS	PARKING NEEDS	
401 Grand Street Paterson, NJ 07505 Suite 524-530	10	8:30a-4:30p 9:00a-5:00p 7:00a-3:00p	Personnel Clientele Dept. vehicles	10 5 7 standard
<b>Total</b>	10			22

# ENGINEERING

## Responsibilities

The Engineering Department is responsible for the design, specifications, and implementation of all major capital improvement projects of County buildings, roadways, right-of-ways, and bridges, including site plan review, reconstruction, and drainage.

## Public Services

Engineering serves the residents and municipalities of Passaic County, public utilities, and all citizens that use Passaic County roads, bridges, and infrastructure.

## Interdepartmental Functions

Engineering interacts on a daily basis with the County Administrator as well as the Roads Division, Purchasing Division, and Planning Department.

### EXISTING SPACE

**Individual Offices:** 3

**Workstations:** 10

**Conference:** 1 conference room (seats 15)

**Reception:** None

**File Storage:** Files in main office area, 1 file room, and files in individual offices/workstations, 270 file drawers, 100 file boxes, 7 vertical plan files (hold 3,000 sheets each), 52 hanging plan files, 75 flat plan files [accessed daily]; 40 additional hanging files in basement of 401 Grand Street, files archived at Warehouse and in basement of 317 Pennsylvania Avenue

**General Storage:** 1 supply/copy room, 1 storage closet in fifth floor hallway shared with other departments

**Specialized Equipment:** 2 large scale plan copiers, plan files

**Miscellaneous:** 1 Kitchenette

**Hazardous Materials:** None

**Garage:** None

**Parking:** Employee garage, on-street parking

## Notes

- ◆ The Engineering Department, while benefitting from its location near other County Departments, loses efficiency in travel time and equipment that could be shared with the Planning Department. Additional efficiency would result from locating these two Departments in close proximity.
- ◆ Engineering has an abundance of files that could be archived, digitized, or better organized to gain office space. Record retention should be analyzed with the newly hired record retention specialist. Efforts are necessary to organize and archive files at the Procurement Warehouse. Should such file storage needs be resolved, Engineering would likely require less total space.

## Location



LOCATION	STAFF	SHIFTS	PARKING NEEDS	
401 Grand Street Paterson, NJ 07505 Suite 524-530	10	8:30a-4:30p 9:00a-5:00p 7:00a-3:00p	Personnel	10
			Clientele	5
			Dept. vehicles	7 standard
<b>Total</b>	10			22

# ENGINEERING

## ROADS DIVISION

### Responsibilities

The Roads Division is responsible for repairs to County vehicles, snow plowing, road repairs, street sweeping, tree removal, gas pumps, and creation of signage for all County departments and functions.

### Public Services

The Roads Division serves all County departments, residents, and visitors who use County Roads, including residents seeking road opening permits.

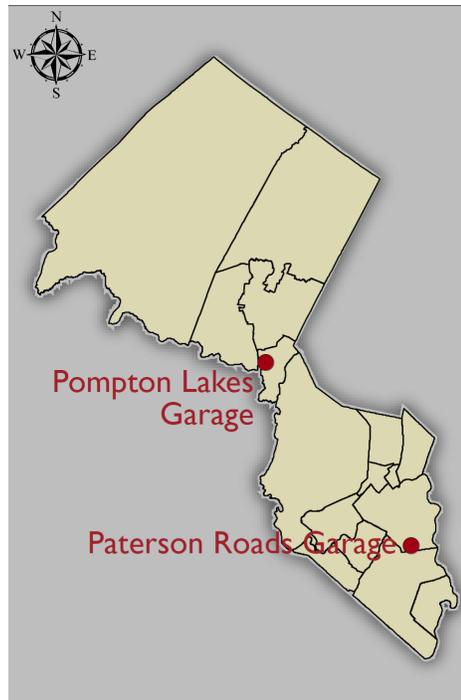
### Interdepartmental Functions

The Division interacts on a daily basis with the Buildings and Grounds Division of Operations and Public Buildings and Engineering Department, and on an as-needed basis with all other County departments.

### Notes

- ◆ The Roads Division benefits from a location in a commercial area near Route 80; however, its location is not central within the County which makes operations inefficient. A central location in the County that would be able to house both the Paterson garage and the Pompton Lakes garage would result in a more efficient use of manpower and equipment.
- ◆ Neither garage has enough storage space, resulting in expensive equipment (that should be inside) exposed to the elements due to storage outdoors.

### Location



### EXISTING SPACE

**Individual Offices:** 2 at Paterson garage; 2 at Pompton Lakes garage

**Workstations:** 7 at Paterson garage; 4 at Pompton Lakes garage

**Conference:** 1 shared conference room (seats 10) at Paterson garage; 1 conference room / break room at Pompton Lakes garage (seats 20)

**Reception:** Small entrance area for public at Paterson garage

**File Storage:** 1 shared attic for file storage at Paterson garage; file cabinets in each office at Pompton Lakes garage [accessed daily]

**General Storage:** 1 parts storage room, 1 supply closet and 1 cabinet in kitchen area, 1 signmaking storage room, 1 welding supplies storage room, 1 small storage room for Roads Equipment in Paterson garage

**Specialized Equipment:** Plow trucks, dump trucks, vactors, street sweepers, loaders, compressors, trailers, welding truck, service truck, pothole-filling truck, excavators, rollers, paving box

**Miscellaneous:** Kitchen area in Paterson garage, break room and salt dome at Pompton Lakes garage

**Hazardous Materials:** Used motor oil, fuel pumps

**Garage:** Both sites are garages

**Parking:** East Railway Avenue lot, Roads Dept. lot, and on-street parking in Paterson; on-site lot in Pompton Lakes

LOCATION	STAFF	SHIFTS	PARKING NEEDS	
307 Pennsylvania Avenue Paterson, NJ 07503 [Paterson garage]	35	7:00a-3:30p	Personnel	35
			Clientele	5
		8:00a-4:00p	Dept. vehicles	76 (various sizes)
519 Ringwood Avenue Pompton Lakes, NJ 07442 [Pompton Lakes garage]	25	3:00p-11:00p	Personnel	25
		11:00p-7:00a	Clientele	0
			Dept. vehicles	58 (various sizes)
<b>Total</b>	<b>60</b>			<b>199</b>

# FINANCE

## Responsibilities

The Finance Department is responsible for assisting the County Administrator in developing and disseminating the annual budget, monitoring the management of expenditures, receipt and deposits of County funds, managing investments, financial reporting, and maintaining the County's central accounting system and records.

## Public Services

Finance serves all County Departments, Employees, and Vendors.

## Interdepartmental Functions

Finance interacts on a daily basis with the County Administrator, and on a weekly basis with the Clerk to the Freeholder Board, Law and Engineering Departments, Human Resources, as well as all other County departments on an as-needed basis.

### EXISTING SPACE

**Individual Offices:** 10

**Workstations:** 6

**Conference:** 1 conference room (seats 10)

**Reception:** Waiting area in Suite 439 with window to separate from office area (seats 3), high counter in Suite 433 to separate from office area (no seating)

**File Storage:** Main office area with short file cabinets doubling as tables and tall filing cabinets along walls, storage room with metal storage shelves [accessed weekly]

**General Storage:** 1 storage room, 1 storage closet in fourth floor hallway, 1 coat closet

**Specialized Equipment:** Computer server for Edmunds Financial System

**Miscellaneous:** Kitchen

**Hazardous Materials:** None

**Garage:** None

**Parking:** Employee garage, on-street parking

## Divisions

- ◆ Treasury
- ◆ Payroll
- ◆ Risk Management

## Notes

- ◆ The Finance Department benefits from accessibility to Departments with which it frequently interacts and adequate file storage space for its current and future operations; however, it will benefit from planned shredding of unnecessary files and potential digitizing files.
- ◆ While the Finance Department is utilizing its file space efficiently, it has excess office space for its current and future personnel. The current space is composed of two suites merged into one; however, given the space necessary for the Department it could be consolidated into one suite.

## Location



LOCATION	STAFF	SHIFTS	PARKING NEEDS	
401 Grand Street Paterson, NJ 07505 Suite 439	14 Full-Time 1 Part-Time	8:30a-4:30p	Personnel	15
			Clientele	5
			Dept. vehicles	0
<b>Total</b>	15			20

# HEALTH

## Responsibilities

The Health Department is an agent of the New Jersey Department of Environmental Protection, which ensures compliance with New Jersey regulations governing air, water, noise, solid waste, and hazardous materials pollution; the Department also coordinates responses to regional health issues and runs an Industrial Hygiene Program.

## Public Services

The Health Department serves the citizens of Passaic County, municipal health departments and the three hospitals of Passaic County.

## Interdepartmental Functions

The Health Department interacts on a weekly basis with the Sheriff's Department, Administration, Human Services, Senior Services, and the Planning Department.

## Divisions

- ◆ Mosquito Control Division
- ◆ Division of Recycling and Solid Waste
- ◆ Rutgers Extension Services

## Notes

- ◆ The Health Department benefits from available parking and ease of access for the public, and is in close proximity to local health departments in the urban part of Passaic County. It is also convenient access to highways for all areas of Passaic County.
- ◆ The main Health Department offices are now located in downtown Paterson, behind Center City Mall.
- ◆ The building also lacks security.

## Location



### EXISTING SPACE

- Individual Offices:** 10  
(3 offices have multiple personnel)
- Workstations:** 3 in Inspector's office, 2 in clinical office, 2 in equipment / Industrial Hygienist office, 9 in main office area
- Conference:** 1 conference room (seats 6)
- Reception:** Waiting area outside office (seats 2), reception area with 1 workstation inside office (no seating)
- File Storage:** 45 filing cabinets line walls [accessed daily]
- General Storage:** 4 large equipment and supply rooms
- Specialized Equipment:** 3 servers, (1 primary, 1 back up, 1 for NJDHSS Health Alert Network System); 800 Mhz consol box; with 24 800 Mhz radios
- Miscellaneous:** Occasionally use vacant rooms in former administration building as classrooms or training rooms, and to administer flu vaccinations
- Hazardous Materials:** Chemical storage area
- Garage:** None
- Parking:** Administration Annex employee lot, Administration Annex garage, on-street parking

LOCATION	STAFF	SHIFTS	PARKING NEEDS	
18-20 Clark Street Paterson, NJ 07505	17	8:00a-4:00p 8:30a-4:30p	Personnel	17
			Clientele	n/a
			Dept. vehicles	12 standard 2 hazmat trucks
<b>Total</b>	<b>17</b>			<b>31</b>



# HEALTH

## DIVISION OF MOSQUITO CONTROL

### Responsibilities

Responsible for mosquito control throughout Passaic County, field staff conduct daily operations in the County using truck fleet, which is based at the Mosquito Control garage. Pesticide storage shed is accessed daily during summer season.

### Public Services

Mosquito Control serves all residents of Passaic County, commercial business owners and recreational visitors.

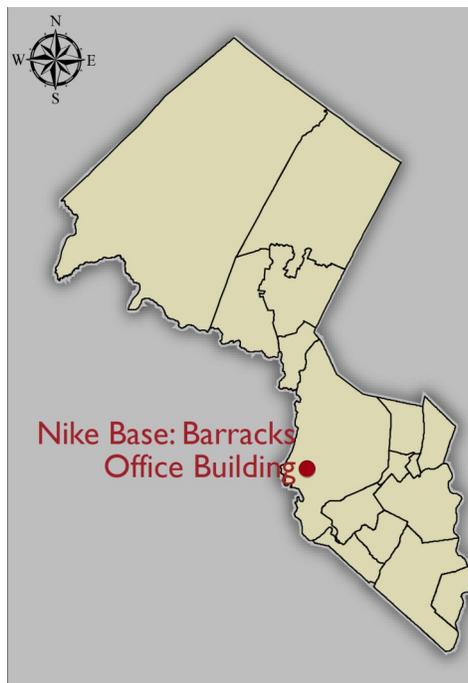
### Interdepartmental Functions

Mosquito Control interacts on a daily basis with the Health Department, and on a weekly basis with Buildings & Grounds.

### Notes

- ◆ Insufficient office space; laboratory and office should be separate, and there is not enough office space to fill the vacant position of Assistant Biologist.
- ◆ Mosquito Control could benefit from discarding old magazines and professional journals, archiving files at the Procurement Warehouse, and discarding files that no longer legally need to be held.
- ◆ The division needs a modern pesticide storage shed with a sump pump, fire rating, and climate control. The garage is of adequate size, but is in need of repairs, such as a new roof, additional insulation and a new heating system, as well as a proper eye wash station and decontamination shower. Additional equipment storage is necessary.

### Location



### EXISTING SPACE

<b>Offices:</b> 1 (shared by 2 employees)
<b>Workstations:</b> 3 in office, 1 in garage
<b>Conference:</b> 1 conference room (seats 10) shared with all departments at Nike Base
<b>Reception:</b> None
<b>File Storage:</b> Small closet with 5 shelf units, 4 storage cabinets, 8 file cabinets [rarely accessed]
<b>General Storage:</b> Mosquito Control garage
<b>Specialized Equipment:</b> 2 ATVs with trailer, 4 ultra low-volume spray machines (truck-mounted); laboratory equipment: microscopes, centrifuge, vortex mixer, rapid analytic measurement platform (RAMP), autoclave.
<b>Miscellaneous:</b> Clientele do not visit site, 11 of 15 employees are dedicated field staff who require: lockers, meeting space, break space, and parking
<b>Hazardous Materials:</b> Pesticide storage shed - 2 rooms
<b>Garage:</b> Mosquito Control garage contains a hydraulic lift, welding equipment, air compressor, and some tools/parts; 2 trailer storage sheds
<b>Parking:</b> 2 on-site parking lots

LOCATION	STAFF	SHIFTS	PARKING NEEDS	
1310 Route 23 N Wayne, NJ 07470 [Nike Base]	14	7:00a-3:30p	Personnel	14
			Clientele	0
			Dept. vehicles	2 ATVs 9 trucks 2 standard 1 trailer 1 loader
			<b>Total</b>	<b>29</b>

# HEALTH

## DIVISION OF RECYCLING AND SOLID WASTE

### Responsibilities

The Division of Recycling and Solid Waste oversees the Solid Waste Management, Recycling, Clean Communities, and Household Hazardous Waste Programs for the 16 municipalities of Passaic County. The Office also provides programming, both educational and technical, for the County.

### Public Services

Recycling and Solid Waste serves all residents, commercial businesses, and institutions within Passaic County.

### Interdepartmental Functions

The Division of Recycling interacts on a weekly basis with the Rutgers Cooperative Extension Division, specifically the Master Gardeners.

### EXISTING SPACE

**Individual Offices:** 3

**Workstations:** None

**Conference:** 1 conference room (seats 6) also used for file storage, 1 conference room (seats 10), shared with all departments at Nike Base; when additional space is needed, the Office conducts larger meetings at Passaic County Community College's Public Safety Academy conference facilities

**Reception:** None

**File Storage:** File cabinets in all offices and in small conference room [accessed monthly]

**General Storage:** 1 large locked supply closet; 1 large storage room shared by all departments, also used for janitorial supplies and to receive certain items from the public to be recycled

**Specialized Equipment:** Certain items from the public that need to be recycled (i.e., fluorescent light bulbs)

**Miscellaneous:** Teaching kitchen shared by all departments

**Hazardous Materials:** 1 storage room for chemicals

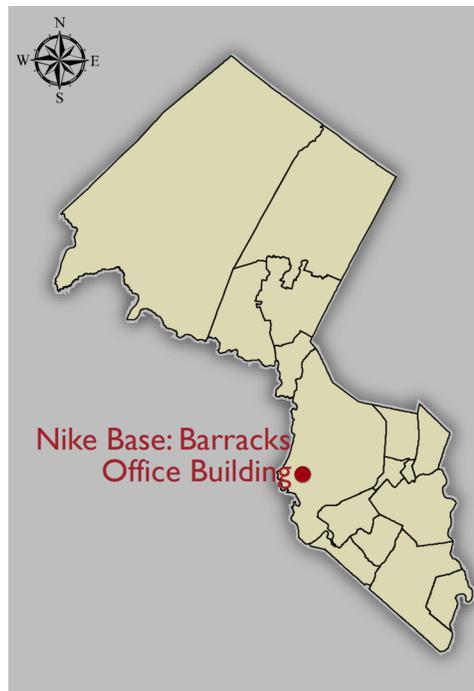
**Garage:** None

**Parking:** 1 small on-site lot, 1 large on-site lot

### Notes

- ◆ The Recycling division benefits from a central location between northern and southern Passaic County with adequate handicapped access and ample parking for larger programs and events that the division hosts. The location is ideal logistically for staging Recycling programs for the public.
- ◆ Conference space is limited at the Nike Base, and is shared among all offices; it is frequently too small or overbooked.
- ◆ The Nike Base office building lacks security.

### Location



LOCATION	STAFF	SHIFTS	PARKING NEEDS	
1310 Route 23 N Wayne, NJ 07470 Nike Base	3	8:30a-4:30p (weekend programs)	Personnel	3
			Clientele	50
			Dept. vehicles	0
<b>Total</b>	3			53

# HEALTH

## RUTGERS EXTENSION SERVICES

### Responsibilities

The Rutgers Cooperative Extension of Passaic County is an educational outreach program of Cook College of Rutgers State University, which provides the New Jersey Agricultural Experiment Station and Master Gardeners, 4-H Youth Development Program, as well as the Family and Community Health Sciences programs for nutrition, wellness, and food / environmental safety for Passaic County residents.

### Public Services

The Cooperative Extension serves the residents of Passaic County.

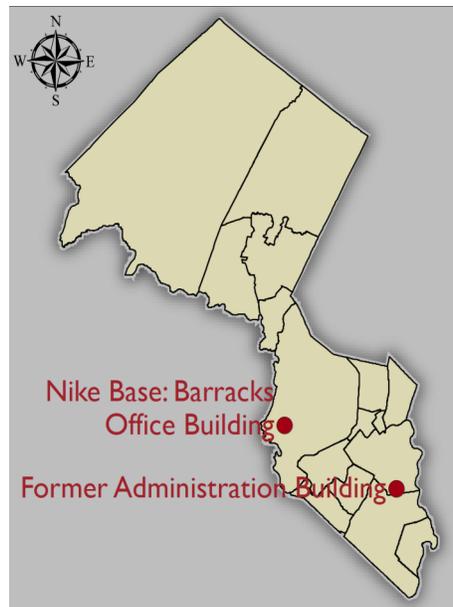
### Interdepartmental Functions

The Cooperative Extension interacts on a weekly basis with the Health Department, Planning Department, and Senior Services.

### Notes

- ◆ At 317 Pennsylvania Avenue, the Extension benefits from accessibility for limited resource residents and proximity to the Farmers' Market, which provides an excellent teaching resource; however, building lacks security.
- ◆ At the Nike Base, the Extension benefits from a central location and ample parking; however, there is not enough handicapped parking, conference space and the demonstration kitchen are both inadequate. The windows do not open, the building lacks security, and there is no lighting for evening programs.

### Location



### EXISTING SPACE

**Individual Offices:** 6

(4 offices have multiple personnel)

**Workstations:** 2 in 4-H office; 13 in Nutrition Education Program office; 2 in Health Services office; 2 in agriculture office (shared with Master Gardeners)

**Conference:** 1 conference room (seats 10) at Nike Base (shared with all County Departments); 1 conference room (seats 8) at 317 Pennsylvania Avenue

**Reception:** None

**File Storage:** 7 bookshelves, 18 file cabinets at 317 Pennsylvania Avenue; 14 bookshelves, 24 file cabinets, at Nike Base [accessed daily]

**General Storage:** 1 supply closet, 1 small hallway closet at Nike Base; 1 supply closet, 2 server rooms at 317 Pennsylvania Avenue

**Specialized Equipment:** Teaching kitchen appliances; agricultural and educational supplies

**Miscellaneous:** Kitchenette at 317 Pennsylvania Avenue; teaching kitchen at Nike Base

**Hazardous Materials:** None

**Garage:** None

**Parking:** East Railway Avenue lot, on-street parking at Pennsylvania Avenue; 1 large on-site lot at Nike Base

LOCATION	STAFF	SHIFTS	PARKING NEEDS	
18-20 Clark Street Paterson, NJ 07505 [Nutrition Education]	12	8:30a-4:30p (evening meetings & weekend programs)	Personnel	12
			Clientele	25
			Dept. vehicles	0
1310 Route 23 N Wayne, NJ 07470 (Nike Base) [4-H Program]	2		Personnel	2
			Clientele	25
			Dept. vehicles	0
1310 Route 23 N Wayne, NJ 07470 (Nike Base) [Health Services, Agriculture]	6		Personnel	6
			Clientele	25
			Dept. vehicles	1
<b>Total</b>	<b>20</b>			<b>96</b>

# HUMAN SERVICES

## Responsibilities

Human Services is an umbrella social service agency engaged in planning and funding services for the County's disadvantaged and homeless citizens with programs for mental health, addiction treatment, disability services, basic skills, community work experience, and employment services.

## Public Services

Human Services assists the disadvantaged citizens of Passaic County and helps with funding over 50 provider agencies to provide services to low-income residents.

## Interdepartmental Functions

Human Services interacts on a daily basis with Family Court in the Passaic County Vicinage, Finance, Personnel, County Counsel, and Administration.

## Divisions

- ◆ Addiction and Mental Health Services
- ◆ Workforce Investment Board
- ◆ Community Outreach and Family Services

## Notes

- ◆ Human Services benefits from a location easily accessible for the public and transit-dependent citizens.
- ◆ The Department has been subject to recent funding cuts from the State, and therefore requires less space than it currently occupies, with the potential to consolidate Suites 506 and 417 at 401 Grand Street; these suites were renovated and improved in 2007. Some of this space will be occupied with the relocation of the WIB from 930 River-view Drive to 401 Grand Street.

## Location



## EXISTING SPACE

**Individual Offices:** 19

**Workstations:** 17

**Conference:** 2 conference rooms in Suite 417 (each seats 8), 1 conference room in Suite 506 (seats 8)

**Reception:** None in Suite 417; waiting area in Suite 506 (seats 4)

**File Storage:** File cabinets line walls in Suites 417 and 506, file room with 12 cabinets in Suite 506 [accessed daily]. Must keep two (2) years of active files on site; additional files archived at Warehouse.

**General Storage:** Copier room, 2 coat closets, 1 supply closet and 1 locked office used as storage in Suite 417; 1 copy area, 2 coat closets, and 1 small supply closet in Suite 506.

**Specialized Equipment:** None.

**Miscellaneous:** Use 1 workstation as kitchenette in Suite 417, copy area doubles as kitchenette in Suite 506.

**Hazardous Materials:** None

**Garage:** None

**Parking:** Employee garage, on-street parking for Suites 407 and 516 at 401 Grand Street.

LOCATION	STAFF	SHIFTS	PARKING NEEDS	
401 Grand Street Paterson, NJ 07505 Suite 506 [Family, Addiction and Mental Health Services]	6	8:30a-4:30p	Personnel	23
401 Grand Street Paterson, NJ 07505 Suite 417 [Community Outreach]	17		Clientele	10
			Dept. vehicles	0
<b>Total</b>	<b>23</b>			<b>33</b>

# OFFICE OF EMERGENCY MANAGEMENT

## Responsibilities

The Office of Emergency Management acts as the coordinating agency among municipal, state and federal governments; it reviews local Emergency Operations Plans, helps coordinate responses to local disasters, and handles municipal applications for state or federal disaster aid.

## Public Services

OEM serves the 16 municipal offices of emergency management (OEMs) in Passaic County, emergency service personnel, state police and federal government.

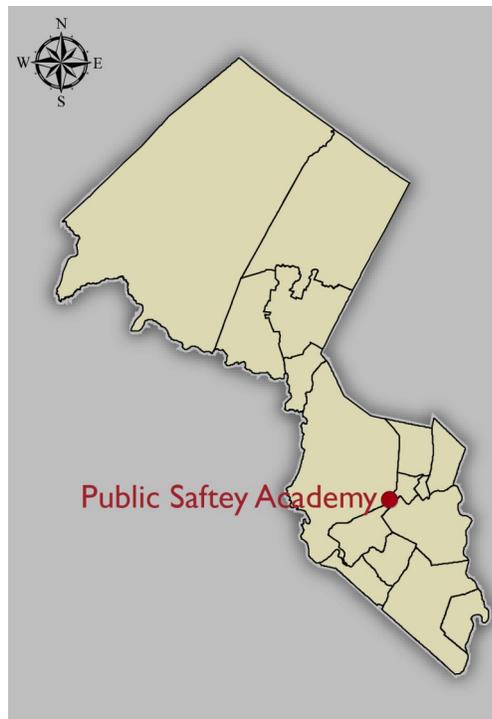
## Interdepartmental Functions

OEM interacts on a weekly basis with the Police Academy, Prosecutor's Office, Sheriff's Department, Health Department, and Roads Division.

## Notes

- ◆ The Office of Emergency Management benefits from its central location within the County, access to classrooms and auditoriums at the Public Safety Academy, and ample parking.
- ◆ The OEM Coordinator and Deputy Coordinator share a small office and need additional space for personnel.
- ◆ General storage and garage space are not sufficient for present or future needs; OEM needs a garage to store three (3) UASI (urban area security initiative) trailers with mass care response equipment.

## Location



## EXISTING SPACE

**Individual offices:** 2 (1 individual office is shared by 2 personnel)

**Workstations:** 9 in Emergency Operations Center

**Conference:** Share with PCCC

**Reception:** 1 reception area with 1 workstation and 1 waiting area (seats 3), accessible from outside the building and inside PCCC

**File Storage:** 12 file cabinets, 1 bookcase, 3 storage cabinet, 1 map file case, 4 metal shelves [accessed weekly]

**General Storage:** 1 storage room with 4 metal shelves, 2 storage cabinets in hallway area, 1 storage closet in the garage, 1 storage shed containing 4 storage cabinets, 1 storage closet in the Emergency Operations Center

**Specialized Equipment:** Video conferencing equipment, overhead projector, NJSP e-team computer, console with radio equipment, weather computer, generators

**Miscellaneous:** Cafeteria, Emergency Preparedness Center, radio room

**Hazardous Materials:** None

**Garage:** 1/2 bay at PSA garage, used to store OEM first responder pick-up truck, CERT trailer, 2 storage cabinets, and cots

**Parking:** Share large on-site lot with PCCC

LOCATION	STAFF	SHIFTS	PARKING NEEDS	
300 Oldham Road Wayne, NJ 07470 Public Safety Academy PSA 113 - 117	3	8:30a-4:30p	Personnel	3
			Clientele	40
			Dept. vehicles	2 trucks 4 trailers
<b>Total</b>	<b>3</b>			<b>49</b>

# OPERATIONS AND PUBLIC BUILDINGS

## BUILDINGS AND GROUNDS DIVISION

### Responsibilities

The Buildings and Grounds Division provides janitorial and general cleaning services, grounds maintenance and snow removal, facilities maintenance (i.e., plumbing, electrical, HVAC) and improvements on County-owned and leased facilities.

### Public Services

Buildings and Grounds serves all facilities owned and leased by Passaic County, and the departments, employees, and members of the public therein.

### Interdepartmental Functions

Buildings and Grounds interacts on a daily basis with all County Departments.

### EXISTING SPACE

**Individual Offices:** 2

**Workstations:** 5

**Conference:** 1 conference room (seats 8) shared with Roads Dept.

**Reception:** None, not necessary

**File Storage:** 2 file rooms, 10 file cabinets [accessed daily]; files archived in 317 Pennsylvania Avenue basement

**General Storage:** Employee lockers, 1 supply closet; attic used to store boxes and 3 offices used to store materials at 65 Columbia Avenue

**Specialized Equipment:** N/A

**Miscellaneous:** None

**Hazardous Materials:** N/A

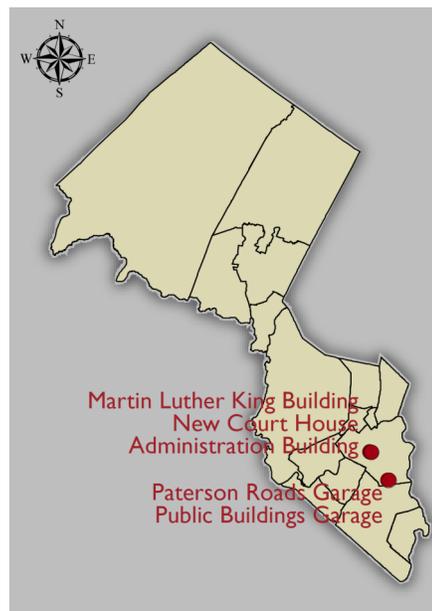
**Garage:** 3 bay garage at 65 Columbia Avenue

**Parking:** 65 Columbia Avenue lot, East Railway Avenue lot, on-street parking

### Notes

- ◆ Buildings and Grounds does not require additional space for its operations; however, it could increase existing efficiencies by sharing equipment and services with the Roads Division of the Operations and Public Buildings Department located in the same facility at 307 Pennsylvania Avenue.
- ◆ All files archived in the Administration Annex Basement should be relocated to the Procurement Warehouse.

### Location



LOCATION	STAFF	SHIFTS	PARKING NEEDS	
307 Pennsylvania Avenue Paterson, NJ 07503	varies		Personnel	89
401 Grand Street Paterson, NJ 07505	varies	7:00a-3:30p 3:30p-12:00a	Clientele	0
80 Hamilton Street Paterson, NJ 07505	varies	12:00p-7:00a		8 standard
77 Hamilton Street Paterson, NJ 07505	varies	7:30p-3:30p		1 dump truck
65 Columbia Avenue Paterson, NJ 07503	varies	8:45a-4:45p	Dept. vehicles	9 pickup trucks 1 van 1 trailer
<b>Total</b>	<b>89</b>			<b>109</b>

# PARKS AND RECREATION

## Responsibilities

The Parks Department is responsible for preserving, caring for, and improving park and recreational facilities; developing and administering programs to facilitate public use and enjoyment of County parks; and protecting historical and prehistoric sites to enhance, attract and educate park visitors.

## Public Services

The Parks Department serves the residents of Passaic County, visitors of the Passaic County Park system and patrons seeking permits for parks activities.

## Interdepartmental Functions

The Parks Department interacts on a daily basis with the Sheriff's Department, and on a weekly basis with Finance, Procurement, and Buildings & Grounds departments.

## Divisions

- ◆ Golf Course

## Notes

- ◆ A management team has been established under the direction of the County Administrator to determine the present and future needs of the County Park system, including all facilities.
- ◆ Parks Department offices are relocating to Preakness Valley Golf Course office building.

## Location



## EXISTING SPACE

**Individual Offices:** 3 in Golf Course office building, 2 in Club House, 1 in Nature Center, 2 in Dey Mansion, 1 in Garret Mountain maintenance building, 1 in Goffle Brook Park maintenance garage

**Workstations:** 3

**Conference:** 1 in Golf Course office building

**Reception:** None

**File Storage:** File cabinets in Golf Course office building

**General Storage:** 2 closets in Golf Course office building, 1 supply closet at Nature Center

### Specialized Equipment:

Landscaping and maintenance equipment in maintenance garages; benches, garbage receptacles, etc., in Parks; telescopes in Nature Center

**Miscellaneous:** Nature Center and Amphitheater at Rifle Camp Park; Equestrian Center, Ice Skating Warming Shelter at Garrett Mountain; *Historic Structures:* Dey Mansion, Lambert Castle/ Observatory Tower, Tichenor House

**Hazardous Materials:** Fuel for landscaping equipment

**Garage:** 1 maintenance garage at Goffle Brook Park (3 bays); 1 garage at Weasel Brook Park (2 bays)

**Parking:** Parking lots at Golf Course, Garret Mountain, Rifle Camp Park, Weasel Brook Park, and Goffle Brook Park

LOCATION	STAFF	SHIFTS	PARKING NEEDS	
<b>Preakness Valley Golf Course</b> 199 Totowa Road Wayne, NJ 07470	7	8:30a-4:30p	Personnel	7
			Clientele	5
			Dept. vehicles	1
<b>Garrett Mountain Reservation</b> Woodland Park, NJ 07424	10	7:00a-3:00p Maintenance 8:30a-4:30p Nature Center	Personnel	12
<b>Goffle Brook Park</b> Hawthorne, NJ 07506	maintenance for all Parks		Clientele	100
<b>Weasel Brook Park</b> Clifton, NJ 07011	2		Dept. vehicles	4 standard 4 dump trucks 6 pickup
<b>Rifle Camp Park</b> Woodland Park, NJ 07424	Center			
<b>Total</b>	19			134



# PARKS & RECREATION

## PREAKNESS VALLEY GOLF COURSE

### Responsibilities

The Golf Course operates two 18-hole golf courses, known as the “Red Course” and the “Blue Course,” a Club House with Pro Shop and Grille, and maintains all 374 acres of the Preakness Valley Park as a public golf course.

### Public Services

The Golf Course serves the residents of Passaic County and the State of New Jersey (pursuant to Green Acres) with reasonable fees.

### Interdepartmental Functions

The Golf Course interacts on a daily basis with Buildings & Grounds and the Parks Department.

### EXISTING SPACE

**Individual Offices:** 2 in Club House, 3 in maintenance building, 1 In maintenance garage

**Workstations:** 3 in one individual office in maintenance building

**Conference:** 1 conference room in Club House (seats 8)

**Reception:** 2 desks with high chairs separated from lobby by glass

**File Storage:** 3 file cabinets for daily receipts in Club House, drawers in offices in maintenance building [accessed daily]

**General Storage:** 6 custodial closets and 5 supply closets in club house; maintenance garage with 7 bays; gated area outside for additional equipment storage

**Specialized Equipment:** Point of sale, picture ID, potential credit card, golf ball dispenser, new computer system in Club House; fueling stations, wash stations, landscaping and maintenance equipment in maintenance garage

**Miscellaneous:** Full dining room, bar/restaurant, mens' and womens' locker rooms at Club House; kitchen/break room, employee lockers in maintenance building

**Hazardous Materials:** 1 self contained chemical storage area in maintenance garage

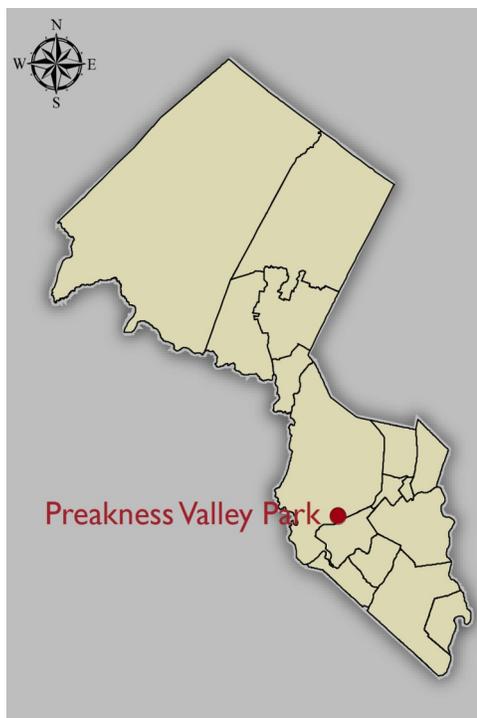
**Garage:** 1 garage with 7 bays

**Parking:** 161 spaces

### Notes

- ◆ The Golf Course is an historic recreational facility, easily accessible by local highways to Passaic County residents, with original buildings such as the Club House and Caddy House designed by the County's most prominent architect, F.W. Wentworth. However, the roof is caving in on the ice skating shelter, an original structure also designed by Wentworth.
- ◆ Maintenance operations suffer from inadequate equipment storage and garage space with new equipment being stored outside, without security. The office space in the maintenance building (old tennis / Senior Services building) is sufficient, however, the remainder of the building is inefficiently used and poorly maintained.

### Location



LOCATION	STAFF	SHIFTS	PARKING NEEDS	
199 Totowa Road Wayne, NJ 07470	41	5:00a-1:30p Apr-Oct	Personnel	41
		6:00a2:30p Nov-Mar	Clientele	167
Total	41	8:30a-1:30p Year Round	Dept. vehicles	3 dump trucks 3 pickup trucks 2 vans
				216



# PLANNING AND ECONOMIC DEVELOPMENT

## Responsibilities

The Department of Planning and Economic Development serves as staff for the Freeholder Planning and Economic Development Committee, County Planning Board, County Agriculture Development Board, and Open Space Trust Fund Advisory Committee. The Department works on projects involving environmental issues, transportation, and land use planning. The Economic Development Division is a resource for the Passaic County business community, assists businesses in relocating to Passaic County, and administers the Community Development Block Grant Program (CDBG).

## Public Services

The Department serves the residents, business community and visitors of Passaic County.

## Interdepartmental Functions

Planning interacts on a daily basis with Administration, County Counsel, the Clerk to the Freeholder Board, the Engineering, Parks, and Housing departments.

### EXISTING SPACE

**Individual Offices:** 10

**Workstations:** 3

**Conference:** 1 conference room (seats 20), 1 board room (seats 20)

**Reception:** Waiting area with one L-shaped reception desk

**File Storage:** one file room with flat files, hanging files, and vertical files, 11 bookshelves in Planning library, file cabinets line walls in main office area

**General Storage:** one janitorial closet, two copy/supply rooms, one large storage room.

**Specialized Equipment:** 1 large scale scanner, 1 large scale printer and other visual communications equipment. Extensive files and shelving in file room and library.

**Miscellaneous:** Kitchen

**Hazardous Materials:** None

**Garage:** None

**Parking:** Share 139 spaces with other Passaic County offices in on-site lot; 60 marked for Passaic County.

## Divisions

- ◆ Planning / GIS services
- ◆ Community and Economic Development
- ◆ Housing
- ◆ County Historian

## Notes

- ◆ The Planning Department benefits from a modern, handicapped accessible facility in a central location with adequate space and parking for the large meetings and programs it hosts. The building also provides affordable lease terms and is equipped with solar panels, reducing energy costs.
- ◆ The location is not within walking distance of services and is not near the County departments with which Planning often interacts, including Parks and Engineering.

## Location



LOCATION	STAFF	SHIFTS	PARKING NEEDS	
930 Riverview Drive Totowa, NJ 07512 Suite 250	20	8:30a-4:30p (evening meetings)	Personnel	20
			Clientele	30
			Dept. vehicles	2 standard
<b>Total</b>	20			52

# PLANNING AND ECONOMIC DEVELOPMENT

## HOUSING

### Responsibilities

The Public Housing Agency is a non-departmental division of the County that serves as an agency of the Department of Housing and Urban Development. Housing provides low-income families in Passaic County with affordable rental housing.

### Public Services

The division serves the residents of Passaic County, *excluding* those residents in Passaic, Paterson, and Clifton that have their own programs.

### Interdepartmental Functions

The Housing Agency interacts on a weekly basis with the Department of Planning and Administration.

### Notes

- While the Housing Agency benefits from its location near mass transit and the Administration building, its location is not convenient for its main clientele who primarily reside in Haledon, Prospect Park and Wayne. Furthermore, the location is not ideal for Passaic County residents who drive, because they must pay for parking.
- Interview rooms for clientele are shared with conference and file rooms, which are not in accordance with HUD file security regulations. It would be more suitable to have one conference room, and several small interview booths.

### Location



### EXISTING SPACE

**Individual Offices:** 5

**Workstations:** 3 in main office area; 2 in an individual office

**Conference:** 3 conference rooms (each seats 8) that double as interview rooms and file storage

**Reception:** Waiting area (seats 12) with glass window and wall to separate from receptionist

**File Storage:** 20 file cabinets located in 3 conference rooms and main office area [accessed daily], no secure file storage area, archive inactive tenant files at Warehouse

**General Storage:** 1 storage closet with server and small space for some shelving for supplies, 2 coat closets

**Specialized Equipment:** 1 computer server

**Miscellaneous:** Utilize 3 conference rooms as interview rooms

**Hazardous Materials:** None

**Garage:** None

**Parking:** 10 spaces leased from Paterson Parking Authority in garage, on-street parking

LOCATION	STAFF	SHIFTS	PARKING NEEDS	
100 Hamilton Plaza Paterson, NJ 07505 Suite 510	7	8:30a-4:30p	Personnel	7
			Clientele	10
			Dept. vehicles	2 standard
<b>Total</b>	7			19

# PREAKNESS HEALTHCARE CENTER

## Responsibilities

Preakness Healthcare Center is licensed as a skilled nursing facility that provides sub-acute and long-term care. Clinical services include but are not limited to rehabilitation, respiratory care for residents who are ventilator-dependent or with tracheostomy, neurological conditions such as multiple sclerosis, care of the frail or elderly, care for the young, disabled adult care, licensed behavioral management unit, mental health, hospice, and palliative care.

## Public Services

Preakness serves residents who meet the criteria for Skilled Nursing Facility, and residents of Passaic and Sussex Counties through the Meals-on-Wheels Program.

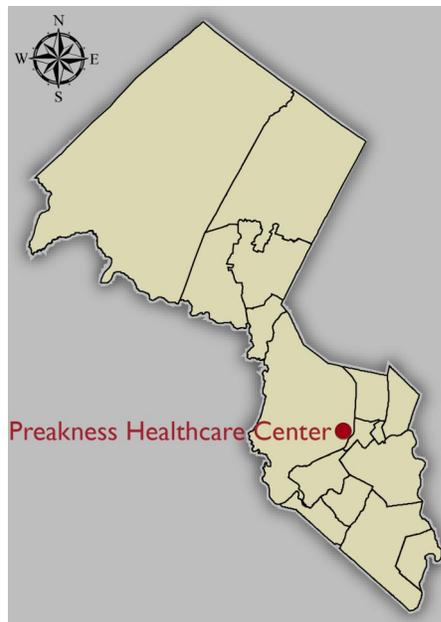
## Interdepartmental Functions

Preakness interacts on a daily basis with Senior Services and Buildings & Grounds.

## Notes

- ◆ Preakness Healthcare Center benefits from a new facility to consolidate services and improve quality of resident life.
- ◆ While the facility is state-of-the-art and efficiently used, Preakness could benefit from a garage for outdoor lawn equipment, access to mass transit, and sidewalks on Oldham Road

## Location



## EXISTING SPACE

**Offices:** 20

### Personnel per office:

Dietitians - 3; Nurse Practitioners - 2; Business Office - 6; Nursing Office - 4; Administration Office - 4

**Conference:** 1 boardroom (seats 30), 2 conference rooms (each seats 12)

**Reception:** 2 reception desks with 1 employee each, 1 guard at ambulance entrance, monitor room

**File Storage:** Central basement storage, inventory spaces, medical records central storage, medical records chart rooms [accessed daily], paper files and X-ray films archived at Warehouse

**General Storage:** 1 medical supply room, 3 engineering rooms, 15 housekeeping rooms, 1 dietary room, resident storage, 3 laundry rooms, 8 medication rooms, 1 volunteers storage room, 1 gift shop storage room, 14 environmental equipment rooms

**Specialized Equipment:** Medical, maintenance, and security equipment, emergency generator

**Miscellaneous:** 2 medical offices, 1 dining room, 1 kitchen, 8 locker/lounge rooms, courtyards with benches, 6 sitting rooms, 6 activity rooms, post office, bank, gift shop, library, history room, game room, chapel, computer training room

**Hazardous Materials:** Fire-proof cabinets, medical waste, oxygen storage, fuel storage

**Garage:** None

**Parking:** On-site parking in 2 lots

LOCATION	STAFF	SHIFTS	PARKING NEEDS	
305 Oldham Road Wayne, NJ 07470	614	7:00a-3:00p 3:00p-11:00p 11:00p-7:00a 9:00a-5:00p 8:00a-4:00p	Personnel	350
			Clientele	45
			Dept. vehicles	2 standard
				5 vans
				1 U-D truck
1 dump truck				
			1 snow plow	
			2 buses	
<b>Total</b>	614			395

# SENIOR, DISABILITY SERVICES & VETERANS AFFAIRS

## Responsibilities

Senior Services is responsible for providing a comprehensive range of services that enhance and preserve the independence of older adults including transportation, information and assistance, care management, Medicare counseling, seasonal cleaning, housekeeping, certified home health aids, telephone reassurance, adult day care, Meals-on-Wheels and nutritional senior sites, as well as legal services.

## Public Services

Senior services serves elderly residents (age 60+), veterans and residents with disabilities in Passaic County.

## Interdepartmental Functions

Senior Services interacts on a daily basis with Preakness Healthcare Center.

## Divisions

- ◆ Aging Services
- ◆ Adult Day Care
- ◆ Paratransit
- ◆ Weatherization
- ◆ Home Energy
- ◆ Nutrition Services
- ◆ Veterans' Affairs
- ◆ Disability Services

## Location



## Notes

- ◆ Nutrition Services should be located near Senior Services. The Senior Services space in Totowa lacks file and general storage space, has offices doubly occupied, and would benefit from a larger Arts & Crafts room for Adult Day Care.
- ◆ Weatherization and Home Energy is located in Suite 250 (behind Planning).
- ◆ The Para Transit garage needs larger meeting space and the 450 sf "crib" area is too small for storage of tires and parts.

## EXISTING SPACE

### Individual Offices: 17 in

Totowa, 4 at Preakness, 1 at Nike Base

### Workstations: 4 desks in 2

individual offices in Totowa; 2 desks in 1 individual office at Preakness; 3 in main office area at Nike Base

### Conference: 1 board room (seats 60) in Totowa; 1 break room used for staff meetings at Nike Base

**Reception:** Waiting area (seats 4) with 2 workstations in Totowa

**File Storage:** 1 makeshift file room; staff stores files in individual offices in Totowa; file cabinets in main office area at Preakness and Nike Base [accessed daily]

**General Storage:** 1 server/janitorial closet, 2 copy rooms, 4 coat closets in Totowa; "crib area" for tires and auto parts

**Specialized Equipment:** Onboard self-contained oven and refrigerator in 19 Meals-on-Wheels vehicles; industrial kitchens with at Nutrition Sites

**Miscellaneous:** 1 employee lunchroom, 2 multipurpose rooms, 1 Arts & Crafts room in Totowa; 2 fueling stations and 1 break room at Nike Base

**Hazardous Materials:** 55 gal. drums of oil and antifreeze storage

**Garage:** Fuel Pumps, 480 square foot garage at Nike Base

**Parking:** 139 spaces on-site shared by all County departments in Totowa, 1 large parking lot on-site at Nike Base, 2 large parking lots on-site at Preakness

LOCATION	STAFF	SHIFTS	PARKING NEEDS	
930 Riverview Drive Totowa, NJ 07512 Suite 200	Office of Aging: 20	8:30a-4:30p <i>Nutrition Centers:</i> 8:30a-11:30a 9:00a-2:00p (site managers) 8:00a-4:00p (other staff)	Personnel	24
	Adult Day Care: 3		Clientele	45
	Nutrition: 1		Dept. vehicles	2 standard
1310 Route 23 N Wayne, NJ 07470 Paratransit Garage	Paratransit: 33		Personnel	33
			Dept. vehicles	41 buses 16 trucks/vans 10 standard
305 Oldham Road Wayne, NJ 07470 Preakness Healthcare	Nutrition Services: 15 Meals-on-Wheels Drivers: 19		Personnel	39
			Dept. vehicles	3 trucks/vans 19 hot shot vans
<b>Total</b>	<b>91</b>			<b>232</b>



# COUNTY BOARD OF TAXATION

## Responsibilities

The Tax Board hears all property tax appeals brought by property owners, and establishes County and municipal tax rates for each municipality.

## Public Services

The Board of Taxation serves the taxpayers of Passaic County, title searchers and appraisers.

## Interdepartmental Functions

The Board of Taxation interacts on a daily basis with the County Clerk Registry Division and the Finance Department.

### EXISTING SPACE

**Individual Offices:** 4

**Workstations:** 4

**Conference:** 1 hearing room with dais for commissioner (seats 40)

**Reception:** Waiting area (seats 6) to accommodate public during tax appeal season

**File Storage:** File shelves line walls, 2 file storage rooms, floor-to-ceiling tax stacks in main office area [accessed daily]

**General Storage:** 1 makeshift supply storage area for cleaning products, 1 cement erected supply room

**Specialized Equipment:** Tax List racks

**Miscellaneous:** None

**Hazardous Materials:** None

**Garage:** None

**Parking:** Parking lot on-site shared with Sheriff's Department

## Notes

- ◆ The office is centrally located among the Passaic County municipalities and near public transportation; however, parking is inadequate during tax appeal season and the hearing room is too small for the appeals hearings.
- ◆ Public restrooms are located in the general office which should be segregated from the public due to confidential files.
- ◆ File space is lacking; the tax stacks are full yet as more taxpayers file appeals, more paperwork is generated, which must then be stored.

## Location



LOCATION	STAFF	SHIFTS	PARKING NEEDS	
435 Hamburg Turnpike Wayne, NJ 07470 [Sheriff's Headquarters] First Floor	5	8:30a-4:30p	Personnel	4
			Clientele	40
			Dept. vehicles	0
<b>Total</b>	<b>5</b>			<b>44</b>

# COUNTY SUPERINTENDENT OF SCHOOLS

## Responsibilities

The County Superintendent of Schools is responsible for working with school districts, teachers, parents, and students as a field office for the New Jersey Department of Education to assist districts in accomplishing or maintaining compliance with state and federal requirements. All forms of communications and methods of distributing materials/correspondence is utilized in order to provide services.

## Public Services

The County Superintendent of Schools serves the general public, which includes school district personnel, teachers, parents, and students.

## Interdepartmental Functions

The Superintendent of Schools interacts with the Superintendent of Elections and the County Clerk's office.

### EXISTING SPACE

**Individual Offices:** 20

**Workstations:** 2

**Conference:** 1 board room (seats 40), 1 conference room (seats 10)

**Reception:** Waiting area (seats 4) with 1 reception desk

**File Storage:** 1 office used for business file storage, 1 office used for teacher certification files, 1 archive room with metal shelving, file cabinets line the walls of main office area [accessed daily]

**General Storage:** 1 office used as supply room, 2 offices used as copy rooms, 1 utility closet, 1 janitorial closet

**Specialized Equipment:** Projector and screen in Board Room, audiovisual equipment in audiovisual library

**Miscellaneous:** 1 employee lunch room, audiovisual library

**Hazardous Materials:** None

**Garage:** None

**Parking:** 60 spaces on-site shared with Purchasing, Superintendent of Elections and BASCOM employees

## Notes

- ◆ The County Superintendent of Schools benefits from a present location that is easily accessible from highways, through public transportation, and parking at no cost to residents. Space within the Executive County Superintendent of Schools is used relatively efficiently; however many offices are used as storage rooms and there is space for future expansion of personnel.
- ◆ There is occasionally insufficient parking; the spaces are not shared or distributed properly to allow for additional parking when meetings are held. Some of the parking spaces are hazardous during the winter months and employees have difficulty parking.

## Location



LOCATION	STAFF	SHIFTS	PARKING NEEDS	
501 River Street Paterson, NJ 07524	9 County	8:00a-4:00p	Personnel	18
	9 State	8:30a-4:30p	Cientele	50
			Dept. vehicles	0
<b>Total</b>	18			68



# PASSAIC COUNTY IMPROVEMENT AUTHORITY

## Responsibilities

The mission of the Authority is to provide services and programs that improve the quality of life, and to develop and provide financing for new and innovative programs that benefit the residents of Passaic County. The PCIA acts as a partner in economic development and provides financial assistance to local governments, non-profit corporations and private entities.

## Public Services

PCIA serves the residents, municipalities, school districts, non-profits, and private businesses of Passaic County.

## Interdepartmental Functions

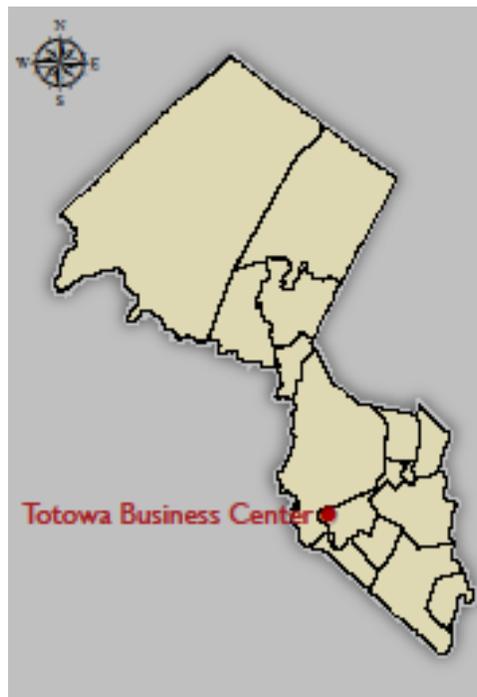
PCIA interacts on a weekly or monthly basis with Administration, the Clerk to the Board of Chosen Freeholders, County Counsel, and Economic Development.

<b>EXISTING SPACE</b>
<b>Individual Offices:</b> 1
<b>Workstations:</b> 1
<b>Conference:</b> utilizes Planning Conference or Board Room meetings
<b>Reception:</b> See Planning
<b>File Storage:</b> one file storage room, two file cabinets in Planning corridor area [accessed weekly]
<b>General Storage:</b> n/a
<b>Specialized Equipment:</b> None
<b>Miscellaneous:</b> None
<b>Hazardous Materials:</b> None
<b>Garage:</b> None
<b>Parking:</b> on-site parking (see Planning)

## Notes

- ◆ PCIA is now located in the Totowa Business Center.

## Location



LOCATION	STAFF	SHIFTS	PARKING NEEDS	
930 Riverview Drive Totowa, NJ 07512 Suite 250	1	Mon-Thurs 8:00a-6:00p	Personnel	1
			Clientele	5
			Dept. vehicles	0
<b>Total</b>	1			6

# BOARD OF ELECTIONS

## Responsibilities

The office of the Board of Elections is responsible for the recruitment, hiring, training, and placement of all poll workers throughout the County, canvasses and counts all absentee and provisional ballots, and certifies the list of polling sites.

## Public Services

The Board of Elections interacts with voters, potential voters, candidates, municipal officers (municipal clerks, elected officials, etc.), and school board officers.

## Interdepartmental Functions

The Board of Elections interacts on a daily basis with the County Clerk's office and Superintendent of Elections, and on a weekly basis with the County Courts.

## EXISTING SPACE

### Individual Offices: 3

(2 Democratic commissioners share one desk/office, 2 Republican commissioners share one desk/office)

### Workstations: 3

**Conference:** 1 conference room (seats 14); utilizes Freeholder Board room for larger meetings

**Reception:** Waiting area (seats 3-6) with high counter to separate from open office area

**File Storage:** 30 file cabinets in main office area [accessed daily]

**General Storage:** 1 locked ballot closet, 1 supply closet, 1 kitchen doubles as supply closet

**Specialized Equipment:** 2 Mail-In / Provisional Ballot counting machines

**Miscellaneous:** Utilize open area between Clerk's office and Board of Elections as training area / storage

**Hazardous Materials:** None

**Garage:** None

**Parking:** Employee garage, on-street Parking

## Notes

- ◆ The office of the Board of Elections benefits from its close proximity to a large number of voters, the County Clerk and the Courts.
- ◆ The Board of Elections office lacks training space for its operations; therefore, it frequently uses the Freeholder Meeting room and other locations throughout the County for training sessions. Its filing needs are growing annually.

## Location



LOCATION	STAFF	SHIFTS	PARKING NEEDS	
401 Grand Street Paterson, NJ 07505 Suite 123	8 full-time 40 part-time during elections	8:30a-4:30p 8:30a-9:00p (training) 5:00a-11:00p (elections)	Personnel	5
			Clientele	25
			Dept. vehicles	1 standard
<b>Total</b>	<b>48</b>			<b>31</b>



# COUNTY CLERK AND REGISTER OF DEEDS

## Responsibilities

The County Clerk's office serves the public with passports, notary, business trade names, student ID, and peddlers' licenses. The Registry Division provides services related to the real estate industry, while the Searcher's Vault and Map Room provide access to the public for property searches.

## Public Services

The County Clerk serves all Passaic County residents and property owners.

## Interdepartmental Functions

The Clerk's Office interacts on a daily basis with the Finance and Personnel Departments, County Counsel, and Administration.

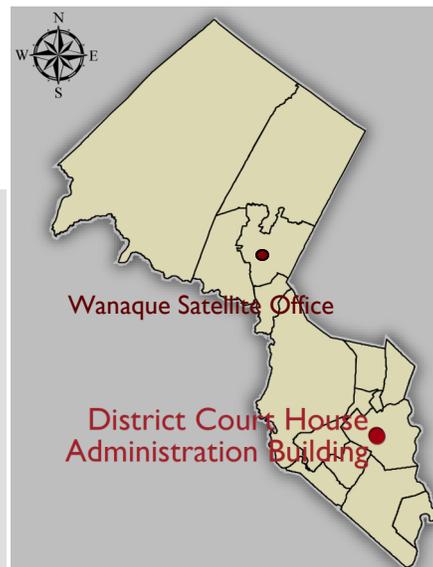
## Divisions

- ◆ Registry Division
- ◆ Map Room
- ◆ Elections Division
- ◆ Searcher's Vault

## Notes

- ◆ The County Clerk benefits from convenient locations easily accessible to the public; however, the Department's efficiency is not maximized because the County Clerk, Registry Division, and Searcher's Vault are in separate locations. Department operations would benefit from consolidation in one location.
- ◆ The Election division needs more storage space and election preparation workspace; file storage is inadequate for present and future needs.

## Location



## EXISTING SPACE

**Individual Offices:** 4 in Suite 113; 3 in Suite 130

**Workstations:** 2 in one individual office, 19 in main office area in Suite 113; 3 in one individual office, 13 in main office area in Suite 130; 4 for employees, 42 for public use in Suite G17; 1 for employees in Suite G18

**Conference:** 1 conference room in Suite 130 (seats 4)

**Reception:** Reception counter with 4 windows in Suite 113; reception counter with 1 window and waiting area (seats 3) in Suite 130; reception counter in Suite G18

**File Storage:** 6 file cabinets and file boxes line walls in Suite 113; 15 file cabinets in Suite 130; Map Room and Searcher's Vault are entirely utilized for file storage

**General Storage:** 1 copy area, 1 storage area shared with Board of Elections in Suite 113; 2 supply closets, 1 server closet, 1 coat closet in Suite 130

**Specialized Equipment:** 1 voting booth in Suite 113; floor-to-ceiling file cabinets and bookshelves in Suites G17 and G18

**Miscellaneous:** None

**Hazardous Materials:** None

**Garage:** None

**Parking:** Employee garage, on-street parking

LOCATION	STAFF	SHIFTS	PARKING NEEDS	
401 Grand Street Paterson, NJ 07505 Suite 113 [County Clerk, Election Division] Suite 130 [Registry Division]	14/17	8:30a-4:30p	Personnel	30
			Clientele	20
1237 Ringwood Avenue Wanaque, NJ 07420	2	8:30a-4:30p	Dept. vehicles	1 standard
71 Hamilton Street Paterson, NJ 07505 Suite G17 [Searcher's Vault]	3	8:30a-4:30p	Personnel	4
71 Hamilton Street Paterson, NJ 07505 Suite G18 [Map Room]	1	8:30a-4:30p	Clientele	40
			Dept. vehicles	0
<b>Total</b>	<b>37</b>			<b>95</b>



# COUNTY PROSECUTOR

## Responsibilities

The mission of the Passaic County Prosecutor's Office is to insure that the citizens of Passaic County have a professional investigative response to crime and quality legal representation designed to promote the security of our residents while respecting the rights of individual victims of crime.

## Public Services

The Prosecutor's Office serves the citizens of Passaic County.

## Interdepartmental Functions

Prosecutor's Office interacts on a daily basis with the Passaic County Vicinage, Sheriff's Department and most other Passaic County Departments.

## EXISTING SPACE

**Individual Offices:** 100

**Workstations:** 9 individual offices have 2 desks; 88 workstations

**Conference:** 3 conference rooms (each seats 10), 6 conference rooms (3 seat 10 each, 3 seat 14 each), 1 briefing room (seats 25)

**Reception:** 3 reception rooms (each with 1 workstation)

**File Storage:** ~5,000-6,000 case files per year; 5 file rooms, file cabinets in main office area [accessed daily]; files archived in Administration Annex basement

**General Storage:** Supply areas in each unit, 5 storage rooms, 2 armories, 1 communications storage room, 3 evidence vaults, 6 server rooms, warehouse, 1 supply room, 1 copy room

**Specialized Equipment:** Confidential

**Miscellaneous:** Law Library, 2 victim waiting areas, babysitting room, maintenance shop, gym, 2 locker rooms, hearing room, 2 holding cells, cafeteria, 2 kitchens, 2 waiting rooms, 10 interrogation rooms, 3 monitor rooms, medical exam room, fingerprinting room, wire room, forensic computer lab, tech room

**Hazardous Materials:** Confidential

**Garage:** None

**Parking:** Employee garage, on-street parking

## Divisions

- ◆ Trial
- ◆ Appellate
- ◆ Community Justice
- ◆ Major Crimes
- ◆ Forfeiture
- ◆ Victim Witness
- ◆ White Collar Crimes
- ◆ Juvenile Section
- ◆ Computer Services Unit
- ◆ Domestic Violence
- ◆ Insurance Fraud
- ◆ Grand Jury / PIC
- ◆ Narcotics
- ◆ Gang Suppression Unit
- ◆ Intelligence Unit
- ◆ Public Integrity

## Location



## Notes

- ◆ Not enough evidence and file storage space; this will be alleviated by installing a high density file system for active files, and additional file storage can be arranged by relocating ar-
- ◆ Needs a sally port inside building to process, stage, and temporarily house prisoners.
- ◆ Needs an enclosed parking area to shelter seized vehicles and secure department vehicles.

LOCATION	STAFF	SHIFTS	PARKING NEEDS	
401 Grand Street Paterson, NJ 07505 Floors 6 & 7 Also: 30 King Road Totowa, NJ 07512	184	8:30a-4:30p	Personnel	184
		8:45a-4:30p	Clientele	50
		9:00a-4:00p	Dept. vehicles	70 standard 6 vans 31 trucks
		9:15a-4:15p		
		9:30a-4:30p		
		10:00a-6:00p		
2:00p-10:00p				
<b>Total</b>	<b>184</b>			<b>341</b>



# COUNTY SHERIFF

## Responsibilities

The Sheriff's Department Bureau of Law Enforcement (BOLE) provides a full spectrum of support and proactive police, investigative and public safety services through uniformed police and specialized units, such as Hazmat and Criminal Investigations. The Bureau of Corrections maintains security of incarcerated persons and provides rehabilitative programs for their reintroduction into society. The Bureau of Court Security maintains the security of the Courts, its supporting judicial facilities, and the people who take part in court proceedings and activities throughout the courthouse complex.

## Public Services

The Sheriff's Department provides services to all residents and visitors of Passaic County.

## Interdepartmental Functions

The Sheriff's Department interacts on a daily basis with the following County departments: Parks, Buildings & Grounds, Preakness Healthcare Center, PCTI, Police Academy, and Public Safety Complex.

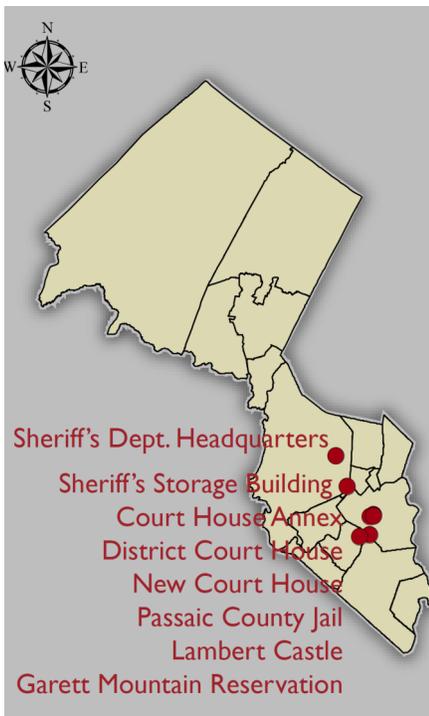
## Notes

- ◆ Both the Canine Unit and the Pistol Range trailers are in poor condition, and lack restrooms and running water, which presents a safety / hygiene concern.
- ◆ The Mounted Patrol has adequate space but the condition of the stables' roof is deteriorating. Improvements have been scheduled.
- ◆ The Bureau of Court Security would benefit from a larger security screening area / entrance.

## Divisions

- ◆ Bureau of Law Enforcement (BOLE)
- ◆ Bureau of Corrections
- ◆ Bureau of Court Security

## Location



LOCATION	STAFF	SHIFTS	PARKING NEEDS	
435 Hamburg Turnpike Wayne, NJ 07474 [BOLE: Sheriff's Headquarters]			Personnel	43
			Clientele	7
			Dept. vehicles	50
Garret Mountain Reservation Paterson, NJ 07501 [BOLE: Mounted Patrol]	102 (total)	7:00a-3:00p	Personnel	3
		3:00p-11:00p	Clientele	0
		11:00p-7:00a	Dept. vehicles	4
3 Valley Road Paterson, NJ 07501 [BOLE: Canine Unit, Pistol Range, Motor Pool; Corrections: Hope Dell]		7:00a-7:00p	Personnel	15
		7:00p-7:00a	Clientele	0
			Dept. vehicles	72
11 Marshall Street Paterson, NJ 07505 [Corrections: County Jail]			Personnel	175
			Clientele	30
			Dept. vehicles	25
63, 71, 77 Hamilton Street 401 Grand Street Paterson, NJ 07505 [Court Security: Courthouses]	600 (total)	6:30a-2:30p	Personnel	21
		7:00a-3:00p	Clientele	Remote juror pkg.
		7:30a-3:30p		7 standard
		8:15a-4:15p	Dept. vehicles	6 vans
		8:45a-4:45p		4 buses
<b>Total</b>	<b>702</b>			<b>462</b>

# COUNTY SHERIFF

## BUREAU OF COURT SECURITY

**Individual Offices:** 1 at 401 Grand Street; 8 at 77 Hamilton Street

**Workstations:** 3 in an individual office, 8 in main office area at 77 Hamilton Street

**Conference:** None

**Reception:** 1 gated reception area at 77 Hamilton St. (1 employee)

**File Storage:** 1 filing cabinet at 401 Grand St.; file cabinets in kitchen, 1 office used as file storage, files in main office area at 77 Hamilton St.

**General Storage:** 1 equipment and audiovisual storage room, 1 copy room at 77 Hamilton St.

**Specialized Equipment:** 3 x-ray machines, 3 walk-through magnetometers at 401 Grand St.; 3 x-ray machines, 3 walk-through magnetometers at 77 Hamilton St.; 1 x-ray machine, 1 walk-through magnetometer at 63 Hamilton St.

**Miscellaneous:** Kitchen at 77 Hamilton Street

**Hazardous Materials:** None

**Garage:** 401 Grand Street garage used to transfer inmates and transportation of jurors from Willowbrook Mall and Cianci Street

**Parking:** Employee garage, on-street parking

## BUREAU OF CORRECTIONS

**Individual Offices:** 12

**Workstations:** 3 desks in an individual office shared by 25 supervisors; 64 shared workstations; 27 cubicles

**Conference:** 1 conference room (seats 8), inmate-attorney conference area with 12 booths

**Reception:** 1 main lobby (seats 3) on Marshall Street, 1 inmate visitor lobby on Main Street

**File Storage:** 1 file office for active intake records [accessed daily]; all inactive intake records and most Bureau of Criminal Identification files stored at Warehouse

**General Storage:** 1 linen storage area, 1 dry goods storage area

**Specialized Equipment:** Servers, identification card machines, x-ray machines, fingerprint machines, CCTV, walk-through metal detectors, compactors, generators, medical and dental equipment

**Miscellaneous:** 1 dining room, 1 inmate cafeteria, locker rooms

**Hazardous Materials:** 1 ventilated arsenal

**Garage:** 3 intake garages, 3 truck garages for emergency equipment

**Parking:** On-street parking

## BUREAU OF LAW ENFORCEMENT

**Individual Offices:** 1 at Pistol Range; 2 at Motor Pool; 28 at Headquarters

**Workstations:** 2 at Pistol Range; 4 at Motor Pool; all shift supervisors share individual offices, 55 workstations at Headquarters

**Conference:** 1 classroom at Pistol Range; entire canine trailer is a classroom; 1 conference room (seats 10), 1 board room (seats 15) at Headquarters

**Reception:** 1 first floor lobby, 1 second floor reception window with 1 employee at Headquarters

**File Storage:** File areas in Motorpool office; 48 s.f. files on first floor, 16 file cabinets on second floor at Headquarters [accessed daily]

**General Storage:** 1 storage shed, 2 storage rooms at motorpool; storage sheds and lockers

**Specialized Equipment:** Firearms qualifications at Pistol Range; dog training equipment at canine unit; autobody/auto repair equipment at Motor Pool; LiveScan fingerprint machine, dispatch equipment at Headquarters; equine operations at Garret Mountain

**Miscellaneous:** Kennel at canine unit; firing area at Pistol Range; cell block at Hope Dell; cell block, break areas on each floor at 435 Hamburg Turnpike; stables at Garret Mountain

**Hazardous Materials:** Confidential

**Garage:** 1 garage for specialized vehicle storage (Hazmat, SWAT, ESU, etc.) at Headquarters

**Parking:** On-site parking lots at Pistol Range, Canine Unit, Motor Pool, Hope Dell, 435 Hamburg Tpk. (shared with Board of Taxation), and Garret Mountain

## Notes (cont.'d)

- ◆ The Sheriff's Department headquarters lacks sufficient outdoor parking during tax appeals season, requires additional indoor parking or garage space for specialized vehicles and evidence, and would benefit from communications' tower upgrades.

# SUPERINTENDENT OF ELECTIONS

## Responsibilities

The office of the Superintendent of Elections provides for voter registration, maintains voter records and history; prepares and certifies voting machines, mails sample ballots prior to elections; also responsible for security of provisional ballots.

## Public Services

The Superintendent of Elections serves all Passaic County residents who are U.S. citizens over the age of 18, as well as political candidates in 281 districts.

## Interdepartmental Functions

The Superintendent of Elections office interacts on a daily basis with the County Clerk Election Division and the Board of Elections.

## EXISTING SPACE

**Individual Offices:** 4

**Workstations:** 12 full-size workstations, 2 half-size workstations in main office area, 4 desks in an individual office

**Conference:** 1 conference table in Superintendent's office (seats 6), shares former Freeholder Board room with other departments in Annex

**Reception:** Small waiting area with high counter to separate from open office area, clientele often wait in hallway (seats none, stands 3)

**File Storage:** 8 Lektriers, 2 storage rooms (1 in basement) 1 closet [accessed daily]

**General Storage:** 1 mail room with file cabinets, 1 ballot storage vault, 1 supply closet, 1 server closet at Annex; entire warehouse

**Specialized Equipment:** Pitney Bowes mailing machine, tabber, folder, SVRS APP server, database server, document server, document scanners, bar code scanners, label printers at Administration Annex; 650 voting machines and associated device programmers at Warehouse

**Miscellaneous:** None

**Hazardous Materials:** Lubricants stored in voting machine repair room, sealed batteries for voting machines stored on pallets in Warehouse

**Garage:** None

**Parking:** East Railway Avenue lot, on-street Parking at Annex; on-site parking at Warehouse

\* All notes apply to 317 Pennsylvania Avenue, but will be revisited when Superintendent of Elections office operations move to 501 River Street in 2011.

## Notes

- ◆ The Superintendent of Elections benefits from a centralized location that is easily accessible for the public with transit access and ample parking, as well as good outdoor lighting for the late hours on election nights.
- ◆ The Department uses the former Freeholder Meeting room for staging elections, but requires a dedicated space for such operations so that they are not interrupted due to other meetings.
- ◆ File storage is an issue but new document server should enable digitizing some files and partly mitigate the file storage issue.

## Location



LOCATION	STAFF	SHIFTS	PARKING NEEDS	
501 River Street Paterson, NJ 07503	17 full-time +additional during elections	8:30a-4:30p	Personnel	17+
		8:00a-3:30p (summer)	Clientele	10
			Dept. vehicles	2 standard
501 River Street Paterson, NJ 07503 [Warehouse]	varies	6:00a-2:00p	Personnel	varies
		6:30a-2:30p	Clientele	deliveries
		7:00a-3:00p	Dept. vehicles	1 van
		8:00a-4:00p		
<b>Total</b>	17			32+ (varies)

# SURROGATE

## Responsibilities

The Surrogate is an elected official and is recognized as a Judge and Constitutional Officer. The Surrogate's Court probates wills, processes administrations, guardianships, incapacitations, and adoptions.

## Public Services

The Surrogate's Court serves the residents of Passaic County and their families.

## Interdepartmental Functions

The office of the Surrogate interacts frequently with the County Clerk and various Vicinage functions.

## Notes

- ◆ The County Surrogate benefits from a location near the office of the Superior Court Probate Judge in downtown Paterson. Due to recent layoffs, the office has approximately four open workstations and space that could be used for office or file storage in the future as needed.
- ◆ The office has no break room or lunch room area for employees; however, the building does have a cafeteria for the Courts.
- ◆ Surrogate offers night court on Tuesday evenings from 5:30pm-7:30pm, at locations rotating through four municipalities: West Milford, Clifton, Wayne, and Hawthorne.

## Location



## EXISTING SPACE

**Individual Offices:** 12

**Workstations:** 21

**Conference:** 1 conference table in Surrogate's office (seats 6); no conference room

**Reception:** Reception area (seats 9), with 1 work station for receptionist

**File Storage:** 4 microfilm storage cabinets, 2 vertical rotary storage units, 3 five-drawer vertical file cabinets, 1 three drawer file cabinet, [accessed frequently]; 2 old five drawer vertical files holding index cards to be scanned (will be removed once cards are scanned); closed adoption files since 1940 that must be kept in the Surrogate Court, microfilm since the 19th century (that must be kept in the Surrogate Court); all other records have been digitized. Files archived at Warehouse [accessed as needed]

**General Storage:** None

**Specialized Equipment:** 12 public computers with individual work stations in public records vault, 1 office server, 7 scanners, 2 servers

**Miscellaneous:** None

**Hazardous Materials:** None

**Garage:** None

**Parking:** Employee Garage, on-street parking

LOCATION	STAFF	SHIFTS	PARKING NEEDS	
77 Hamilton Street Paterson, NJ 07505 Suite 101	15	8:30a-4:30p	Personnel	18
			Clientele	Varies, 25+
			Dept. vehicles	0
<b>Total</b>	15			Varies

# BOARD OF SOCIAL SERVICES

## Responsibilities

The Board of Social Services is an autonomous agency responsible for ensuring the uniform and effective administration of public assistance programs, providing social services that enhance the quality of life for eligible County residents.

## Public Services

The Board of Social Services serves those residents of Passaic County who meet income thresholds and other requirements mandated by law.

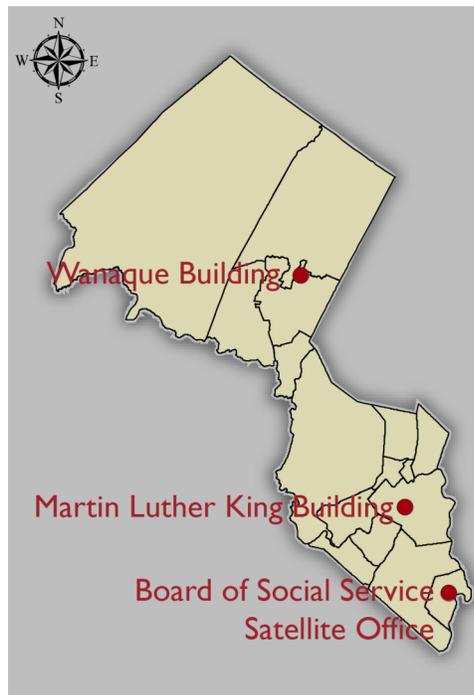
## Interdepartmental Functions

The Board of Social Services interacts on an as-needed basis with the County Adjuster, County Counsel, and Administration.

## Divisions

- ◆ Child Care & Support
- ◆ Work First NJ
- ◆ Emergency Assistance
- ◆ Food Stamps
- ◆ Medicaid
- ◆ Seniors (AARP)
- ◆ Support for Working Families
- ◆ Direct Service
- ◆ Adult Protective Services
- ◆ Early Screening Program
- ◆ Family Planning Program
- ◆ Medical Transportation

## Location



<b>EXISTING SPACE</b>
<b>Individual Offices:</b> 35 (1 unoccupied)
<b>Workstations:</b> 348 (19 unoccupied)
<b>Conference:</b> 5 conference rooms (each seats 8-12), 1 board room (seats 40), 7 classrooms / training rooms
<b>Reception:</b> Waiting area (seats 4) with high counter to separate from open office area with workstations, office/copy equipment and files
<b>File Storage:</b> 18 file rooms or file closets, files in every main office area and along all walls [accessed daily]
<b>General Storage:</b> 4 storage closets, 1 equipment storage room, 1 general storage room; most copy supplies and general storage are stored in empty workstations or offices, as well as in every main office area
<b>Specialized Equipment:</b> N/A
<b>Miscellaneous:</b> N/A
<b>Hazardous Materials:</b> None
<b>Garage:</b> None
<b>Parking:</b> Spaces in garages leased from Paterson Parking Authority for Martin Luther King Building, on-site parking lot for Wanaque Building, on-street parking for Passaic Building

## Notes

- ◆ No survey was completed and specific needs data is unavailable.
- ◆ It is recommended that the Board of Social Services begin digitizing files, as file storage is one of the largest space needs within the Agency.
- ◆ Parking for employees and clientele is insufficient and the rate paid to Paterson Parking Authority to rent parking spaces is costly.
- ◆ There is no official loading dock, which makes deliveries inefficient and precarious.

LOCATION	STAFF	SHIFTS	PARKING	
80 Hamilton Street Paterson, NJ 07505	N/A	8:30a-4:30p	Vehicles	N/A
144 Prospect Street Passaic, NJ 07055	N/A	8:30a-4:30p	Vehicles	N/A
1276 Ringwood Avenue Wanaque, NJ 07465	N/A	8:30a-4:30p	Vehicles	N/A
<b>Total</b>	N/A			N/A

# PASSAIC VICINAGE

## Divisions

- ◆ Assignment Judge
- ◆ Civil Judges & Management
- ◆ Chancery General Equity
- ◆ Criminal Judges & Management
- ◆ Family Judges & Management
- ◆ Trial Court Services
- General Operations
- Human Resources
- Finance
- Information Technology
- EEO/AA
- Ombudsman
- ◆ Municipal Judge & Management
- ◆ Probation
  - Adult Services
  - Special Services
  - Juvenile Services
  - Child Support Services
  - Community Service
- ◆ Public Defender

## Location



LOCATION**	STAFF**
63 Hamilton Street Paterson, NJ 07505	N/A
71 Hamilton Street Paterson, NJ 07505 [Operations, Civil Court, Municipal Court, Finance, IT]	TCA & General Ops: 29 IT: 5 Human Resources: 8 Municipal Judge & Mgmt.: 4
77 Hamilton Street Paterson, NJ 07505 New Court House [Finance, Mail, Information, Criminal PIC, Civil Court, Criminal Court, Law Library, Ombudsman, TCA, Assignment Judge, Arbitration]	Assignment Judge: 3 Criminal Judges: 24 Criminal Mgmt.: 79 Civil Judges: 28 Civil Mgmt.: 49 Finance: 24 EEOAA: 2 Ombudsmen: 8
401 Grand Street Paterson, NJ 07505 [Family Court, Jury Assembly]	Family Judges: 24 Family Mgmt.: 98
Dale Avenue Paterson, NJ 07505 [Grand Jury]	Probation: 90
100 Hamilton Plaza Paterson, NJ 07505 2nd Floor [Child Support]	Probation: 65 (total for 100 Hamilton Plaza and 14-16 Howe Avenue)
14-16 Howe Avenue Passaic, NJ 07055 [Probation]	Probation: 65 (total for 100 Hamilton Plaza and 14-16 Howe Avenue)
<b>Total</b>	<b>540</b>

## Notes

- ◆ Please refer to the *Passaic County Court House Space Needs Assessment Report* prepared by Farewell Mills Gatsch Architects, LLC (June 2007) for a detailed needs assessment of the Passaic County Vicinage

DIVISION	EXISTING SPACE **
Assignment Judge	3,170 sf
Criminal Court	39,930 sf
Civil Court	49,210 sf
Family Court	41,030 sf
Trial Court Services	21,880 sf
Municipal Court	1,260 sf
Probation	42,070 sf

\*\* As reported in the Passaic County Courthouse Space Needs Assessment Report (Farewell Mills Gatsch Architects, LLC, June 2007)



