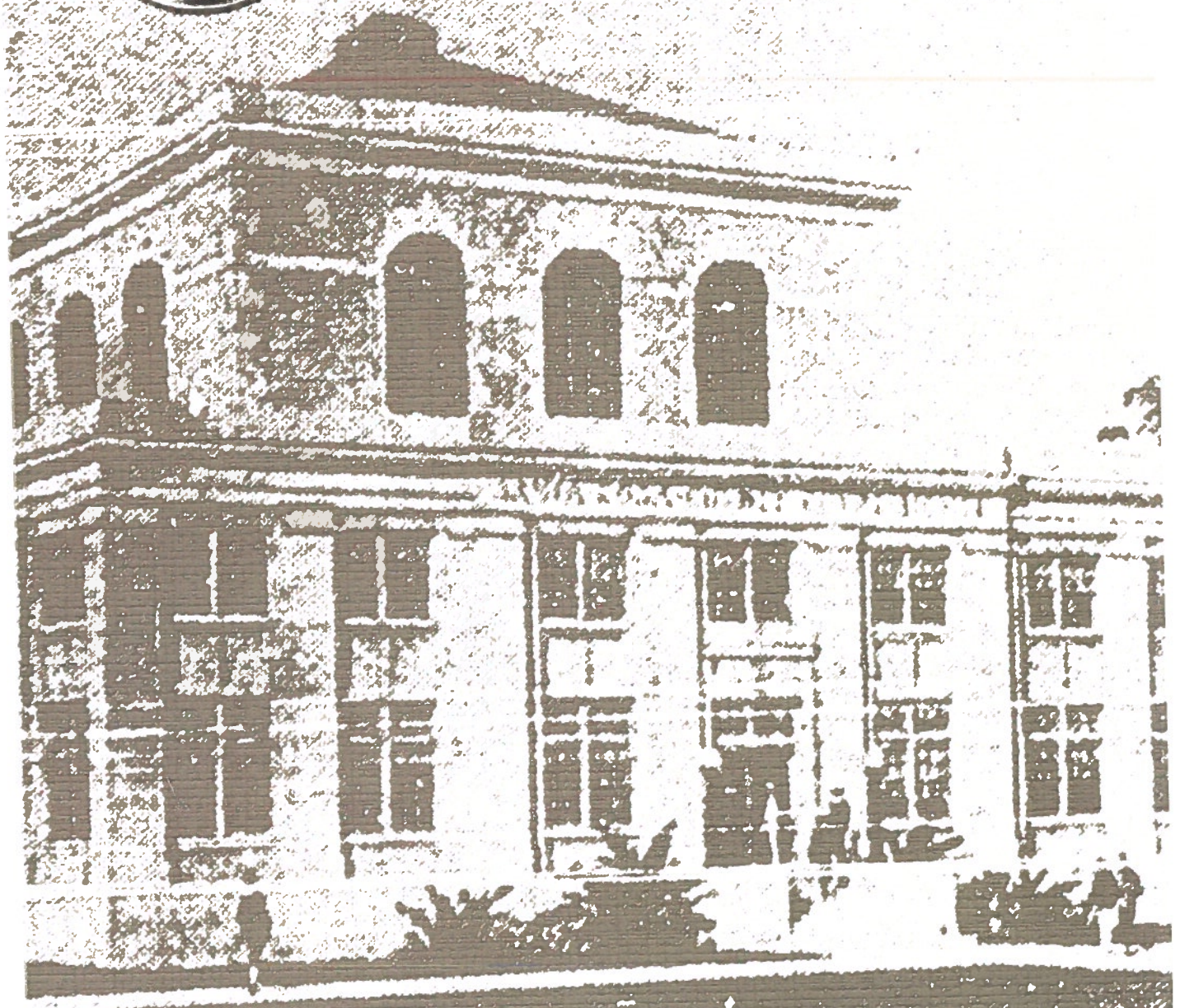
SANTA ROSA COUNTY COURTHOUSE



Step One – Program Requirements

May 2, 2000

hok

SANTA ROSA COUNTY COURTHOUSE PROGRAM

Prepared for:

SANTA ROSA COUNTY BOARD OF COUNTY COMMISSIONERS

by

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INTRODUCTION

The need for an expanded or new Santa Rosa County Courthouse has been discussed for a number of months. A task force was put together and first met on June 9, 1999 to start the process of defining the current state of affairs and how to proceed in solving the problem. All of the research and information produced by that Task Force has been reviewed and incorporated wherever possible into the reports that follow this.

The need for a new Courthouse is driven by a number of factors. Santa Rosa County is one of the fastest growing populations (by percentage) in the State. Unfortunately, that growth also increases the demands on the Courthouse. It should be noted that the Courthouse does not only serve "Judges and Criminals"- in fact the majority of the people using the building on a daily basis are not directly involved in litigation. Family and friends are there for support, the publics access to many records is through the Clerks office, housed in the same building, access to legal research is available and serving on a jury draws many citizens to the Courthouse.
Increases in the caseload over the last 5 years have stressed the existing judges, staff and facilities to a point where the lack of physical space has caused significant overcrowding and hence reduced efficiency in all who work there. This coupled with the fact that the buildings that house the Courts function are now totally inadequate from a safety, security and functional standpoint produces an environment where the judicial process cannot proceed as it should. The existing Building Evaluation that follows the Program will address specific building issues in more detail.

In March HOK was contracted by the County to carry out the Design for a new Courthouse. This contract requires us to go through a number of stages in order to study and evaluate options for the new building prior to a decision being made to present this project to the voting public for a Sales Tax Referendum in the November, 2000 election (Phase I-Pre Sales Tax). The reason for going through these stages and options is to make sure that the varied questions that people have regarding the "how, where and why" of a new Sata Rosa County Courthouse are studied in sufficient detail to allow informed decisions to be made. It is our belief that by doing this the selected design will have consensus support from the stakeholders as it is presented to the public. Should the project be funded, HOK s contract continues through the remainder of the design and construction phases (Phase II-Post Sales Tax).

Phase I-Outline of tasks:

- Program
- Site Survey &Evaluation
- Existing Building Evaluation
- Building and Site Options Analysis
- Schematic Design and Cost Estimate

The intent of this first phase is provide sufficient information to the Board of County Commissioners to fully evaluate the options that are available to them and the citizens of Santa Rosa County. To make informed decisions regarding the path to follow to provide a new, efficient, functional and fiscally responsible Courthouse to serve the public well into the future.

EXECUTIVE SUMMARY

PROJECT DESCRIPTION

The result of the programming effort carried out by HOK from March 27, to May 2, 2000 has produced a proposed building of approximately 110,000 square feet. This building size incorporates sufficient space to house the Courts function for at least the next 15-20 years based on projected population and caseload growth and discussions with all the agencies involved.

The building would house the following:
Six Courtrooms and the support space required.
Circuit and County Judges & their Assistants
Court Support
Guardian Ad Litem
Jury Assembly/Multipurpose space
Central Prisoner Holding & Building Security
Clerk of Courts
State Attorney
Public Defender
Public Law Library & Food Service
Support spaces to allow a fully functional building

There is a summary of areas for each component at the end of this section.

How this space is configured, when it is located and how much of the existing building is renovated and used is the subject of the next work effort starting on May 09, 2000.

THE PROGRAM – HOW IT WORKS

This program is made up of a number of components based on a series of work efforts.

First, we reviewed and evaluated the preliminary program produced by David Alsop at the direction of the Task Force.

We interviewed all the departments to be housed in the new building. These interviews included meetings with department heads and supervisors as well as the judges and elected officials. The interviews were carried out "on-site" to observe existing working conditions – good and bad. The data collected was tabulated, reviewed, compared with benchmarks and standards and then reviewed again with each group to build the knowledge base.

The document produced makes up the second section of this volume. Each grouping starts with an overview of the role of the department divided followed by some discussion of the functions and relationships required in that department.

The space program tabulates the functions required, - "courtroom, office, work area etc.,", the size, quantity, total area , staff provided for, in each category. This is followed by a comments column to add pertinent information to the area calculations.

Each page is subdivided into two sections. "Base building" – the area required for a projected move in date in 4-5 years. "Expansion" – the area anticipated to accommodate growth for a future 10-15 years.

These "net areas" (the actual size of the rooms) are totaled and 20% is added. This 20% provides the hallways and circulation to connect the offices. This area is known as the Departmental Gross area and is measured in square feet (DGSF).

The program summary collects Base Building, Expansion, and Departmental Gross Square Footage, totals them and applies a Building Grossing factor (30%). This factor provided for stairs, elevators, mechanical and electrical rooms, public bathrooms, janitor closets, and the space taken up by all the walls and shafts in and around the building.

Following the area tabulations we have included Adjacency diagrams. These are not floor plans but diagrams to express relationships between components of the departments. They will form the starting point for space planning which initiates the design effort.

This entire document provides the "recipe" for the project, combined with existing building evaluation and site analysis, form the quantitative side of the equation. The Goal setting meeting will provide the qualitative insight of the stake holders. The design team will then be able to bring back design options to be reviewed and evaluated by the Board of County Commissioners.

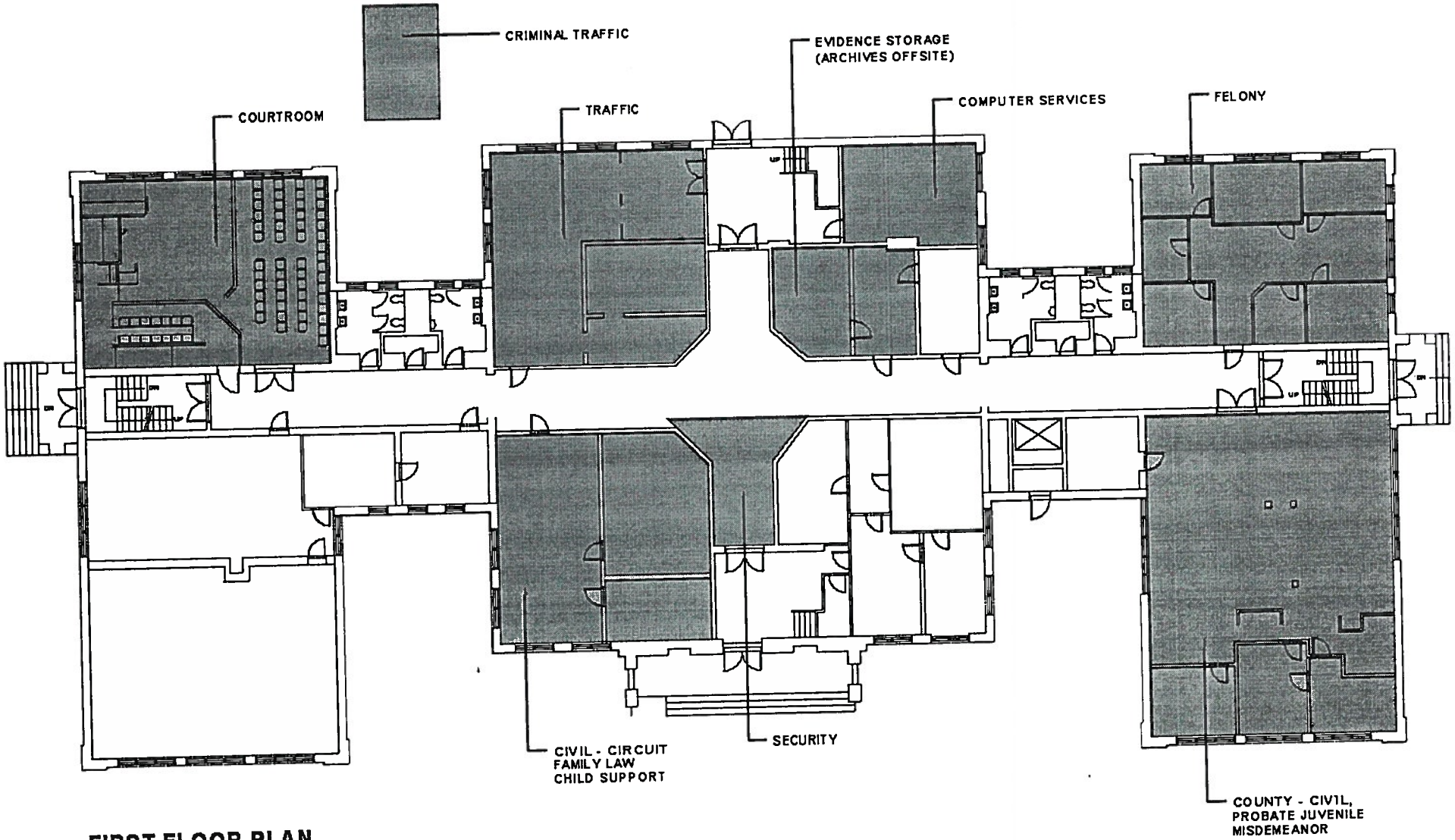
EXISTING CONDITIONS

The programming and existing building evaluation effort have given the design team an in-depth view of the day to day operations of the Santa Rosa County Courts system. What is readily apparent is that the courts system is working at well below optimum efficiency and doesn't show signs of getting better without radical changes – a new building.

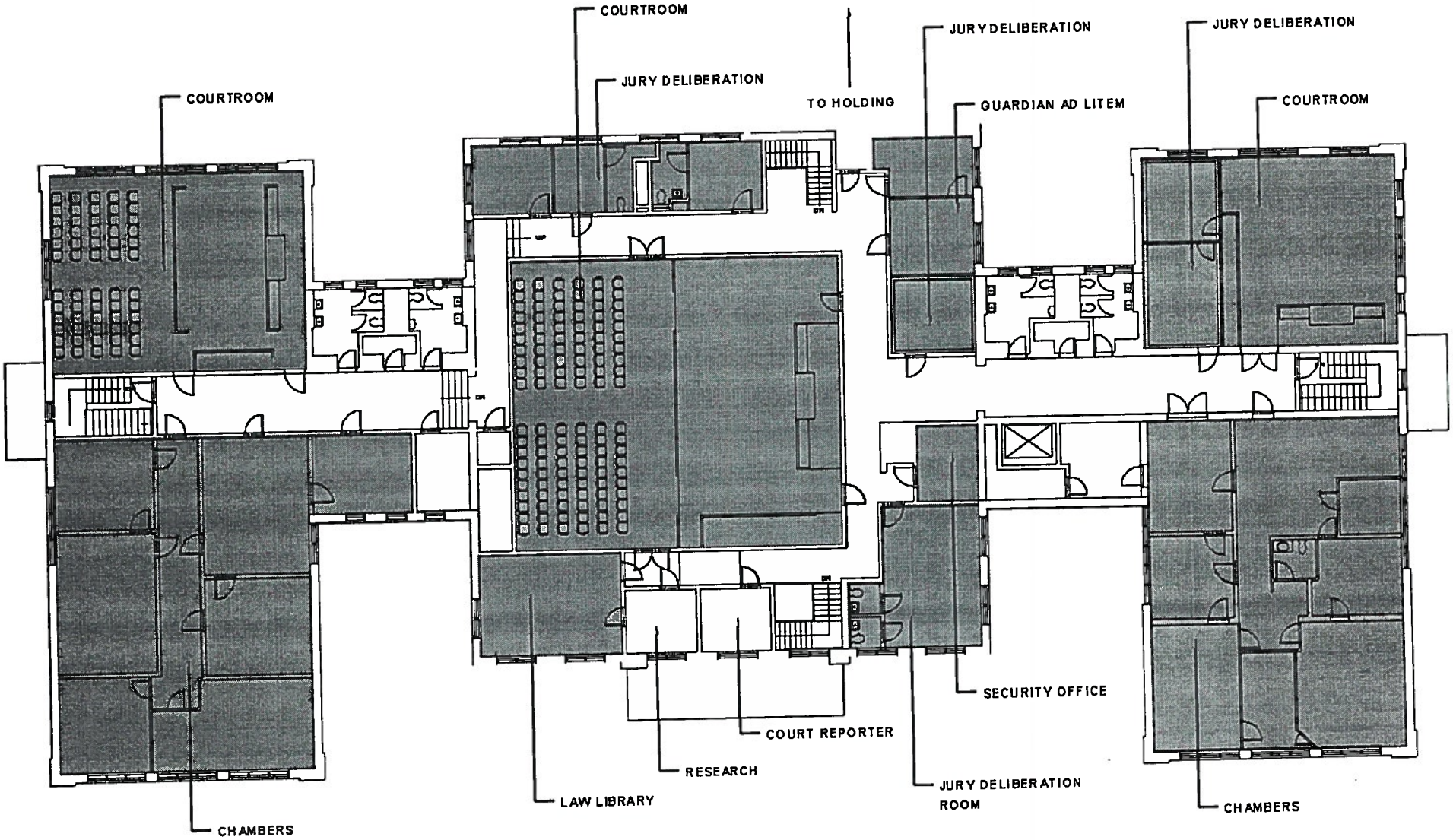
Existing conditions:

- Only one courtroom of adequate size to hold jury trials.
- Three courtrooms undersize, one which has no defined well area.
- No separate access into courtrooms for judge, jury, public and prisoners.
- No separation of circulation systems within the building (private, secure, & public).
- Jury deliberation rooms which open directly into public corridors.
- No bathrooms for staff.
- Inadequate sized chambers & hearing rooms.
- No jury assembly room, no hearing rooms outside of chambers.
- Very small law library in the most inaccessible part of the building.
- Offices and departments split and located in different corners of the building – the clerks office is extraordinarily divided in dysfunctional spaces with no area to carry out their mandate.
- Minimal ability to ensure security and safety of people and the process of law.
- Non accessible spaces (ADA), rooms and functions throughout the building.
- Uncontrollable HVAC – either "full on" or "full off".
- Leaking windows and walls.
- No fire protection system.
- No security control systems except locks and sheriffs personnel.
- Outdated or inadequate furniture.

These issues have a big influence on the ability to "do work" in the existing building. The existing Building Evaluation (Step Two) will provide much more detail of the physical environment and the options that may be available



FIRST FLOOR PLAN



SECOND FLOOR PLAN

PARKING REQUIREMENTS

Parking will be provided based on our ability to use the available land and potential utilization of other parking lots around the project site. Code requirements will drive quantities of spaces needed. We will also look at usage as the number of cars (people) will vary from day to day. There will also be some provision for secure parking and access for the Judges and for Sheriffs vehicles delivering prisoners to the building.

Section V-4 of the City of Milton's Land Development Regulations (LDR) outlines parking requirements for all land use districts with the exception of District RC-1 whose parking requirements are outlined in Section III-4.7 (E) of the LDR.

Off-street parking requirements for commercial structures within the RC-1 land use district is one parking space for each 300 square feet of *net* occupant space. Based upon this requirement and the most current program for the facility (approx. 85,312 gross square footage departmental space with a 20% circulation factor), the required parking spaces would be 284 spaces. With the 20% circulation factor removed, the net occupant square footage is approximately 71,093 square feet which would require approximately 237 parking spaces.

The City of Milton's LDR allows exemptions from the required off-street parking of the renovation of an existing structure without available appurtenant off-street parking or for the renovation of the same for any usage not inconsistent with other requirements of the LDR and the Downtown Redevelopment plan as determined by the Downtown Redevelopment Advisory Board. This may allow a reduction in the required off-street parking for any of the existing courthouse structure left in place and renovated but would required approval from the Downtown Redevelopment Advisory Board.

In addition, reductions in parking space requirements may be allowed consistent with provisions contained in Article V-5, Tree Protection and Landscaping Requirements which would allow for a 10% reduction of required parking spaces for preservation of a protected tree(s) with a trunk diameter of 12" or greater. Protected trees exist on the site which would possibly allow for this reduction.

The City of Milton also has public parking available adjacent to the courthouse site at the boardwalk area along the Blackwater River. An agreement could be reached with the City of Milton to utilize these spaces toward the off-street parking requirements of the proposed new courthouse. The City of Milton has also indicated that they would expand the boardwalk and the available parking area adjacent to the boardwalk should the proposed courthouse facility remain located in downtown Milton.

The above requirements will be used as the basis of site design. The design team will then look at site utilization, stormwater, traffic and access and provide different parking scenario's to meet the needs of the project.

Program Space Summary

	DEPARTMENT	DEPARTMENTAL GROSS SF			STAFF PROVIDED	
		Base	Expansion	Dept.Total	Base	Expansion
		2005		2020	2005	2020
1	**Courts**	17,026	7,517	24,542	0	0
2	**Chambers, Court Support & Guardian Ad Litem**	10,289	2,717	13,006	27	9
2.1	Chambers	6,144	1,920	8,064	12	4
2.2	Court Support	2,988	624	3,612	13	4
2.3	Guardian Ad Litem	1,157	173	1,330	2	1
3	**Jury, Holding/Security & Public Law Library**	9,788	0	9,788	18	0
3.1	Jury Assembly/Multipurpose	4,342	0	4,342	0	0
3.2	Central Holding/Building Security	4,351	0	4,351	17	0
3.3	Public Law Library	1,096	0	1,096	1	0
4	**Clerk of Court**	14,341	1,369	15,710	60	17
4.1	Civil-Circuit, Family Law, Child Support	1,886	470	2,357	10	4
4.2	County-Civil, Probate, Juvenile	1,417	173	1,590	8	3
4.3	Misdemeanor	1,301	173	1,474	9	3
4.4	Felony	1,024	115	1,139	7	2
4.5	Traffic Infractions & Criminal Traffic	2,298	350	2,648	18	4
4.6	Archives/Evidence Storage	2,591	88	2,678	3	1
4.7	Computer Services/Clerk Support	3,824	0	3,824	5	0
5	**State Attorney**	7,812	1,598	9,410	29	10
6	**Public Defender**	5,378	1,836	7,214	19	11
7	**Building Support**	5,640	0	5,640	0	0

A	Total Departmental Gross SF Required	70,274	Base		for	153
B	Total Departmental Gross SF Required		15,037	Expansion	for	47
C	Total Departmental Gross SF Required			85,312	Build-out	
	Building Grossing Factor (30%)			25,593		
	TOTAL BUILDING AREA			110,905	for	200

REFERENCE MATERIAL

SANTA ROSA COUNTY COURTHOUSE TASK FORCE; MEETING MINUTES

- June 9, 1999
- June 30, 1999
- August 25, 1999
- October 4, 1999
- October 13, 1999

SANTA ROSA COUNTY COURTHOUSE TASK FORCE: COMMITTEE REPORT

- October 6, 1999

LETTER: JUDGE PAUL A. RASMUSSEN TO HUNTER WALKER, COUNTY ADMINISTRATOR

- September 24, 1999

ACKNOWLEDGEMENTS

HOK/CK would like to express their gratitude for the time spent helping us produce this document. Without that help we would not have such a complete picture of the Courthouse needs of Santa Rosa County.

The Santa Rosa Board of County Commissioners
The County Administrator – Hunter Walker
Judges Rasmussen, Bell, Allen & Colie
The Court Administrator – Wayne Peacock
The County Clerk – Mary Johnson & her department supervisors
The State Attorneys Office – John Molchan, Steve Griffith
The Public Defenders Office – Jack Behr, Cindy Jimmerson
The Sheriffs Office – Jerry Brown, Sgt. Freddy Almeida
The Mayor of Milton – Guy Thompson
Santa Rosa Bar Association – T. Sol. Johnson
Milton Historical Society – Laurie Green
Building Maintenance – Carol McCoy

SECURITY

Security is a major concern in the development of any new Courthouse and will have an impact on the organization of space within the new building. The safety of the building, its occupants, records and equipment and above all its users, is vital to the judicial process and to the public confidence in the rule of law. The need for adequate security is emphasized by the incidence of violent behavior in Court settings across the country.

The importance of security should be recognized at every stage of the planning process and should be a vital ingredient of the many decisions required to compelte design. As the design process becomes more detailed, so should security awareness and planning. Team members and key officials should define basic security goals and objectives, identify important security operational issues and document specific security requirements. The sections that follow are intended to initiate that process.

DEFINITION/GOALS

Security for the Santa Rosa County Courthouse can be defined as:

The combination of design features, policy, procedures, equipment and personnel needed to insure:

- the safety of the people and property within the Courthouse complex, and;
- the integrity of the judicial system.

This definition expresses several important concepts. First, security is not simple. The issue of security for the Courthouse incorporates a broad spectrum of specific operational concerns. Such matters as life safety in the event of fire or other emergency, the ability to maintain control of the large number of persons using the many functions of the facility, the ability to contain and control a prisoner who becomes rebellious in the court spaces, the safeguarding of court records and funds and the protection of facility components and surfaces from vandalism are each important considerations in the design process.

These cannot be accomplished by any one design feature, piece of equipment, policy, procedure or person. Rather, they are dependent upon a combination of these ingredients. These aspects must be blended if good security is to result. This implies a substantial and continuing level of cooperation, interdependence and mutal support.

Second, the definition asserts that the most basic goal of the security system is the safety of people and property. Safety concerns are an unfortunate fact of life in courthouses. This heightened concern is based upon the many reports of violence in courthouses and public buildings across the Country. These include both spontaneous emotional outbursts and some attacks characterized by more deliberate planning and the use of firearms.

It seems incongruous in a society which touts its freedom – freedom of access to public forums and pbulic facilities for all and peaceful dispute resolution – that this access should be obstructed by restrictions, searches, armed guards and various surveillance and inspection devices.

Nevertheless, the fact remains that public safety is at stake. Public buildings in general and the Courthouse in particular, with its often emotionally charged atmosphere and adversarial process has become the field upon which contests of anger, resentment, frustration and even mental illness are played out. Modern weaponry and emotional instablility are a lethal combination and the courthouse has become focus for the anger of an element that is often unstable and unpredictable. The adoption of security measures, which appeared at one time unacceptable, has become essential to the safety of the public and court personnel and the integrity of the judicial process.

Third, the definition recognizes that security is a fundamental premise of the integrity of the justice system. If the rule of law cannot be maintained in the very facility that is its chief symbol and where it is daily practiced, then its value and force are severely compromised. Furthermore, as Judge Fred A. Geiger of Illinois noted in his 1989 Judge's Guide to Court Security:

> "Verbal and written threats and violence not only impact upon the safety of the judiciary and persons using the courts, but also interfere with the operation of court function by detracting from the unemotional and rational resolution of cases. Court security is, therefore, not only necessary for safety within the court environment but it is an essential ingredient in providing a fair trial."

KEY CONCEPTS

The proceeding definition and goals of security suggest three key operational objectives.

1. **Prevention** – It should be the purpose of the security system to preclude acts of violence to the greatest extent possible consistent with the maintenance of appropriate public access to the courts. This is simply the application of the old adage that "an ounce of prevention is worth a pound of cure". It is far easier and less hazardous to prevent violence that to try to contain or control it after it happens.

   This concept should lead to the incorporation in the design of several critical elements:

   Single Point of Entry – In order to provide the most comprehensive and cost effective screening of those persons entering the Courthouse, a single point of public entry should be defined. This is intended to serve as the main barrier to the introduction of dangerous weapons into the facility and to serve as the first and most important in a series of access control points. While separate secure entries do exist for judges and prisoners and while building deliveries and service are handled at another point, all other entry to the building takes place through this single easily monitored, highly controlled space at the front door.

   Zoning – Perhaps no other principle has such an extensive impact on facility configuration. Zoning not only defines areas of general and limited access but separates circulation systems serving each. The three main circulation systems to be incorporated into the Courthouse design are:

   - **Public** – including the lobbies, elevators, and corridors through which the general public & visitors, litigants, attorneys, witnesses, spectators, etc. move to the various public service spaces of agencies and litigation spaces.

- **Private** – including the elevators, stairs and corridors, separate from those used by the public, through which judges and selected staff move among the various offices and litigation areas.

- **Secure** – including those elevators and stairs used exclusively for the movement of prisoners from central holding to the litigation areas and back to central holding.

These three circulation systems should be completely separate and distinct from one another. Their purpose is to enhance security by limiting or entirely preventing the contact of conflicting groups except in the controlled atmosphere of the courtroom.

Limited Access – In order to insure the integrity of the circulation zones, a series of control points should be incorporated into the design.

- A single public entry (as noted) is the first and most comprehensive screening and monitoring point.

- Card control points can preclude unauthorized entrance into agency space.

- Access to Judge's suites can be controlled by remote release or card only access doors.

While all of these opportunities may not, as an operational matter, be completely utilized at all times, they do provide an extensive, overlapping system that should prevent all but the most organized, determined and professional assault. These design features, supported by appropriate technology, policy, procedure and personnel elements, should serve to preclude or at least minimize most threats to the safety of court personnel and property.

2. **Detection/Alert/Assessment** – If prevention fails, it should be the purpose of the security system to detect dangerous acts quickly, raise appropriate alert promptly and determine the nature and status of the situation accurately and expeditiously.

To accomplish this purpose it is anticipated that substantial use will be made of a number of important technologies:

Weapons Detection Equipment

Equipment to detect weapons will be employed and will include x-ray equipment and a body scanner located at building entrances. Parcel scanners will be collocated with the body scanners and may also be used to screen incoming mail.

Controlled Doors

Locked or monitored doorways will be used to insure the integrity of the internal circulation systems. Doors isolating public from private and secure circulation will be electronically controlled through either card access or remote release systems.

Closed Circuit Television

It may be assumed that strategically placed cameras will monitor secure circulation, public passages, court spaces, cashier stations, lobbies and other areas from a central control point depending on the level of security desired. The advantage of straight, unobstructed corridors for this type of surveillance is clear. Well planned buildings with some use of CCTV can reduce staffing costs without compromising safety – a long term cost saving for the County.

Duress Alarms

A system of duress alarms is intended. Anticipated locations would include courtrooms (judge's benches and clerk's stands), judicial offices, cashier stations, holding areas and main agency reception points.

Communications Equipment

In order for security officers to respond to emergencies in a coordinated way, it is expected that a specialized communications system would allow a central control station to notify appropriate officers of the nature and location of any situation that arises. This might be either by direct voice radio contact or more sophisticated alarm response devices.

Card Access

One of the most widely used technologies in the field of security is card access. Programming access and limiting access to various areas in varying combinations reduces the need for security personnel in the areas and provides for convenient access on an "as needed" basis.

Motion Detectors

A system of motion detectors that could be activated in off-hours would limit the time involved in security searches of the facility after it has been unoccupied.

3. **Response** – Another important objective of the security system should be, in the event of an emergency, to mount a measured response that will maximize the safety of all concerned and minimize the extent of danger and damage.

   Responsibility for this aspect of security belongs to the County Sheriff's Office. It will be the task of that office to provide for overall building security including entry screening (weapons detection), courtroom order, prisoner holding and movement and response to any emergencies or incidents arising anywhere in the facility.

Security planning for the Courthouse should focus on the three key concepts just presented, which together will provide a strategic framework for understanding the operational issues that must be addressed.

EXPANSION

Dealing with a growth in demand and the future needs of the Courts system is a major component of the design challenge for any Courthouse.

We have collected data regarding caseloads, discussed growth with all the departments and tried to apply a certain level of common sense.

The caseload statistics (see diagrams following) show enormous growth over the last 5 years – but note that there are two factors which cause that.

- Traffic cases were included in the statistics before 1995 and comprise two thirds of the entire caseload. (30,000 of 45,000).
- The "Smartcop" program introduced by the County Sheriff has increased the number of arrests/citations in a number of areas.

The rapid rise in caseload generated by the Smartcop program is typical and has been seen in many jurisdictions. The results, however, don't typically keep increasing at the same alarming rate. The program normally has the desired effect and it is usual to see arrests level out as people understand the "risk" involved.

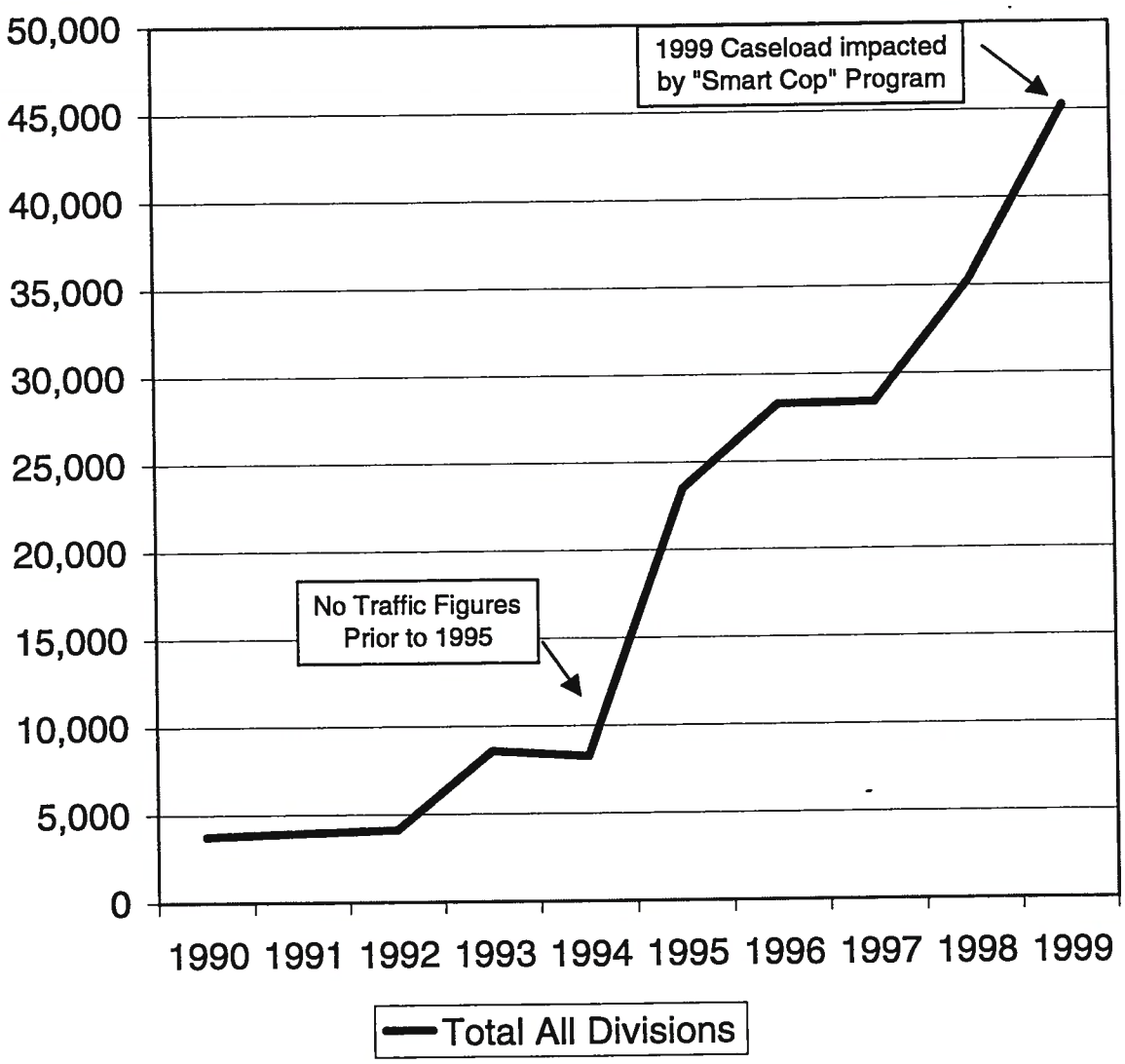
Discussions with the Court have lead to the assumption that the building should be designed for 5 judges (plus space for visiting judges) at move in and then a maximum of 8 judges in 15 more years. This count, along with caseload and population estimates, helps to calculate the increase in size required by the agencies supporting the Courts. The State Attorney and Public Defender have confirmed that their staff is directly related to the number of judges.

There are four ways that growth can be accommodated in a project like this.

- Shell Space – Constructing the structure and enclosure of areas of the building but not putting in the walls, ceilings, finishes, etc., - This will be proposed for 2 courtrooms and some chamber space.
- Build out the space, but don't equip or staff it. – Where the future expansion is relatively small amounts of space (2-4 workstations) we would propose that the space be constructed but no furniture or equipment be installed until needed.
- When expansion of a department occurs that was not anticipated the most appropriate solution is to move into space previously used for file storage – provided that those areas are designed with that flexibility in mind. We would also anticipate that over the next 15-20 years that the requirement for paper files to be kept on hand will gradually decrease as electronic filing increases.
- The building design and site planning will be such that future physical expansion will be possible without major disruptions allowing growth to be accommodated beyond the next 20 years.

The key to the success of an expansion/growth plan is flexibility. Flexibility in the way space is designed and equipped, flexibility in the way space is used and flexibility in the mind set of the design team and users as to creating a building that can change and adapt as conditions change.

Court Cases Filed - 1990 Thru 1999 FY



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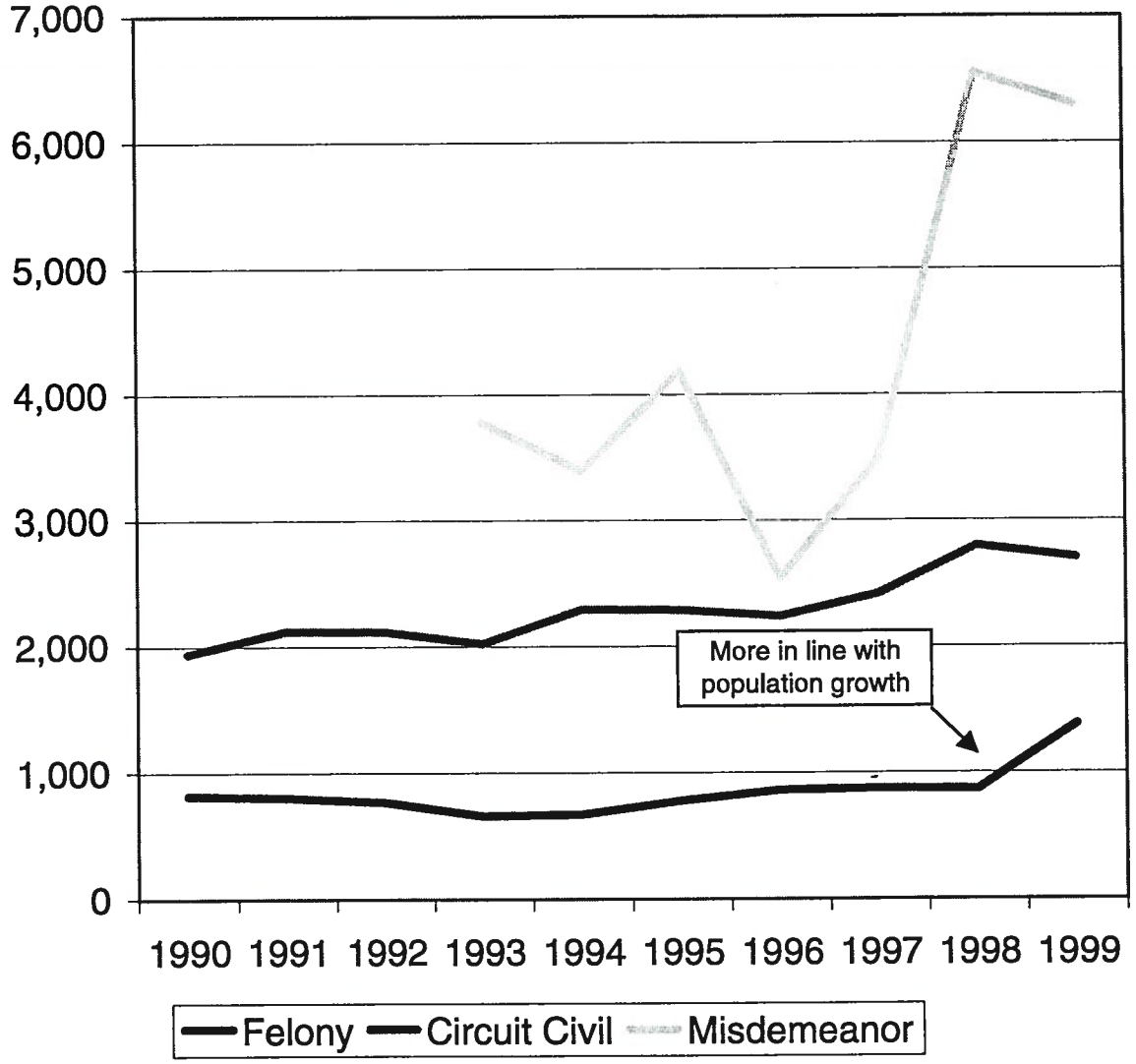

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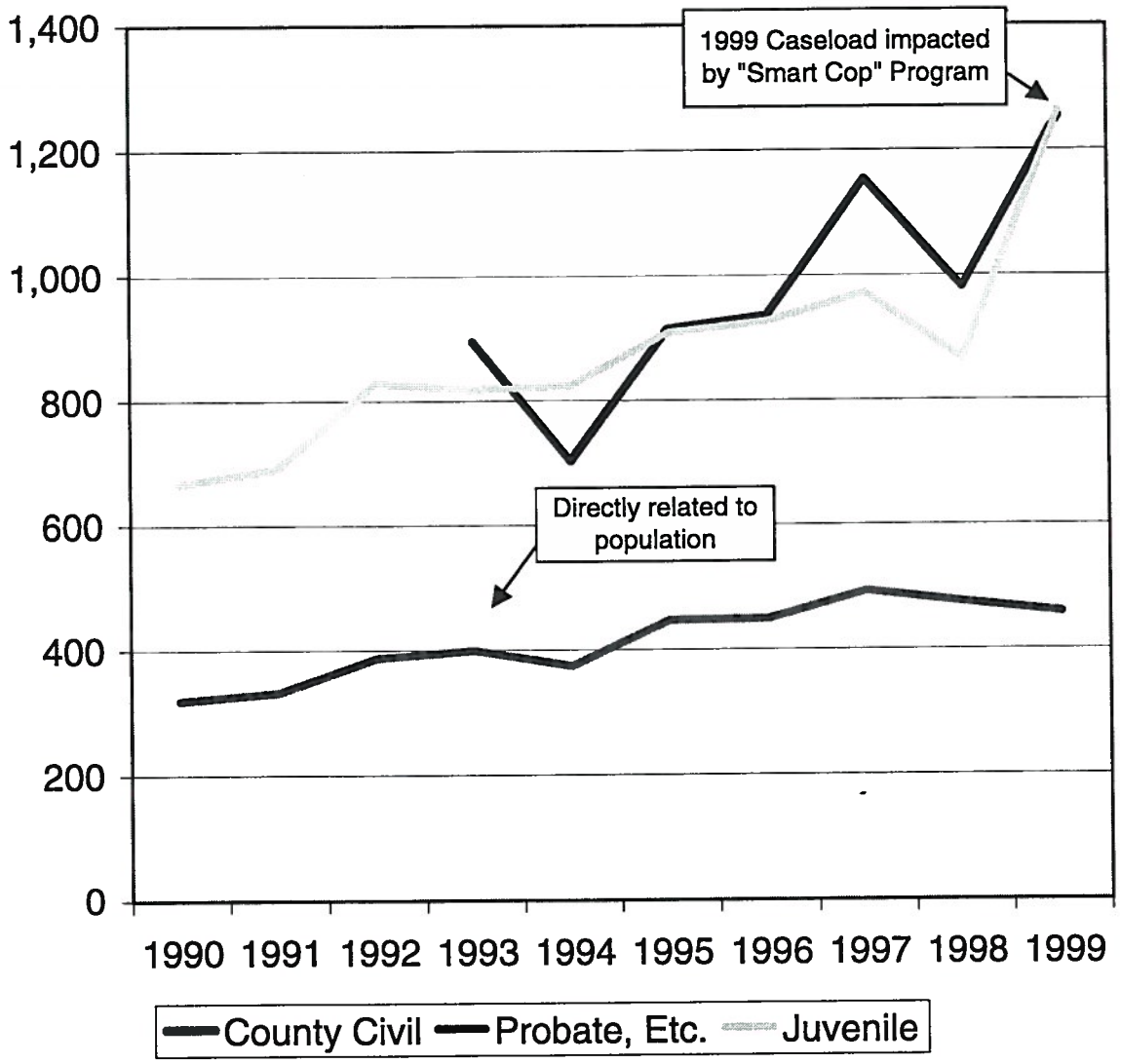

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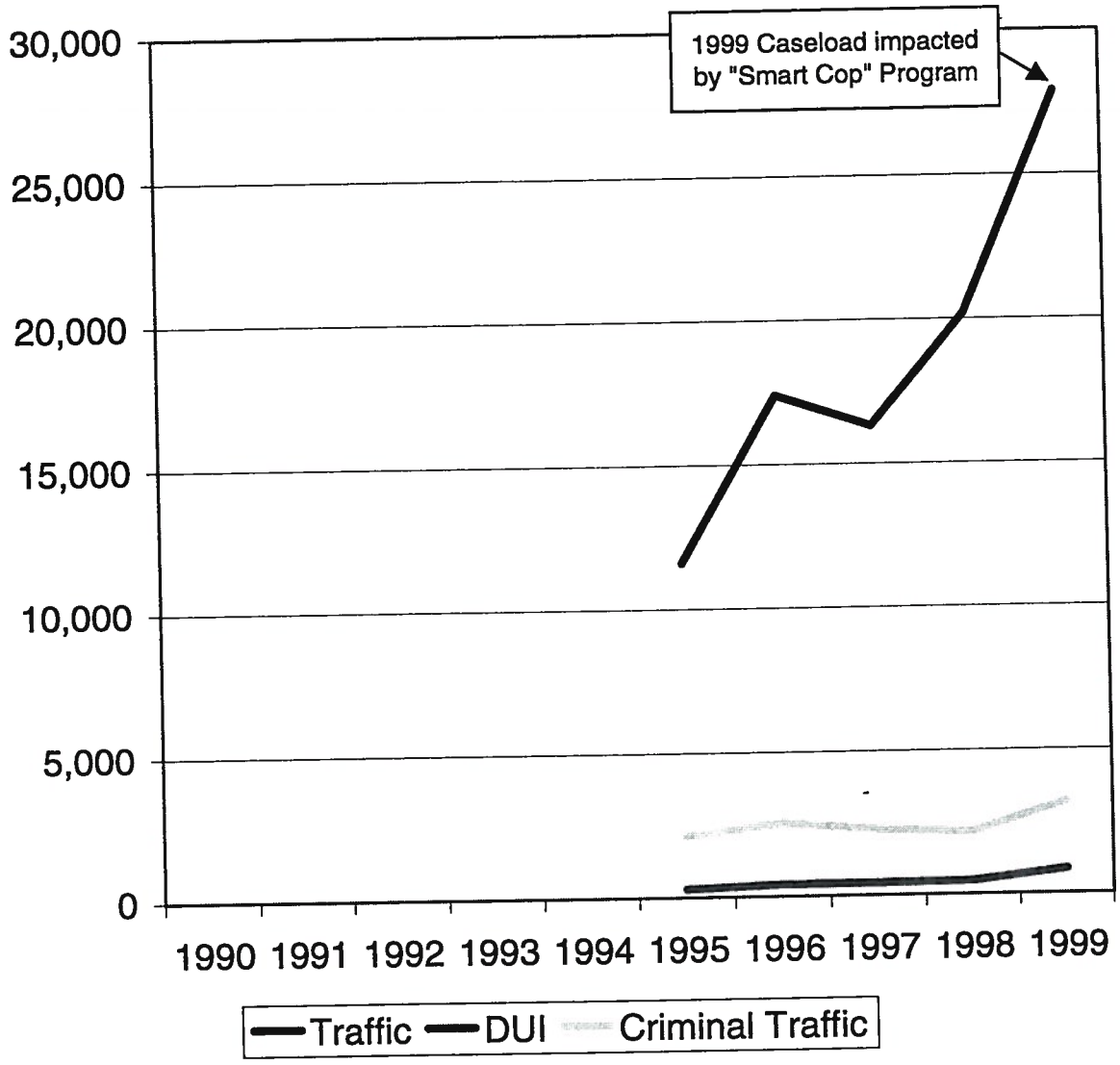
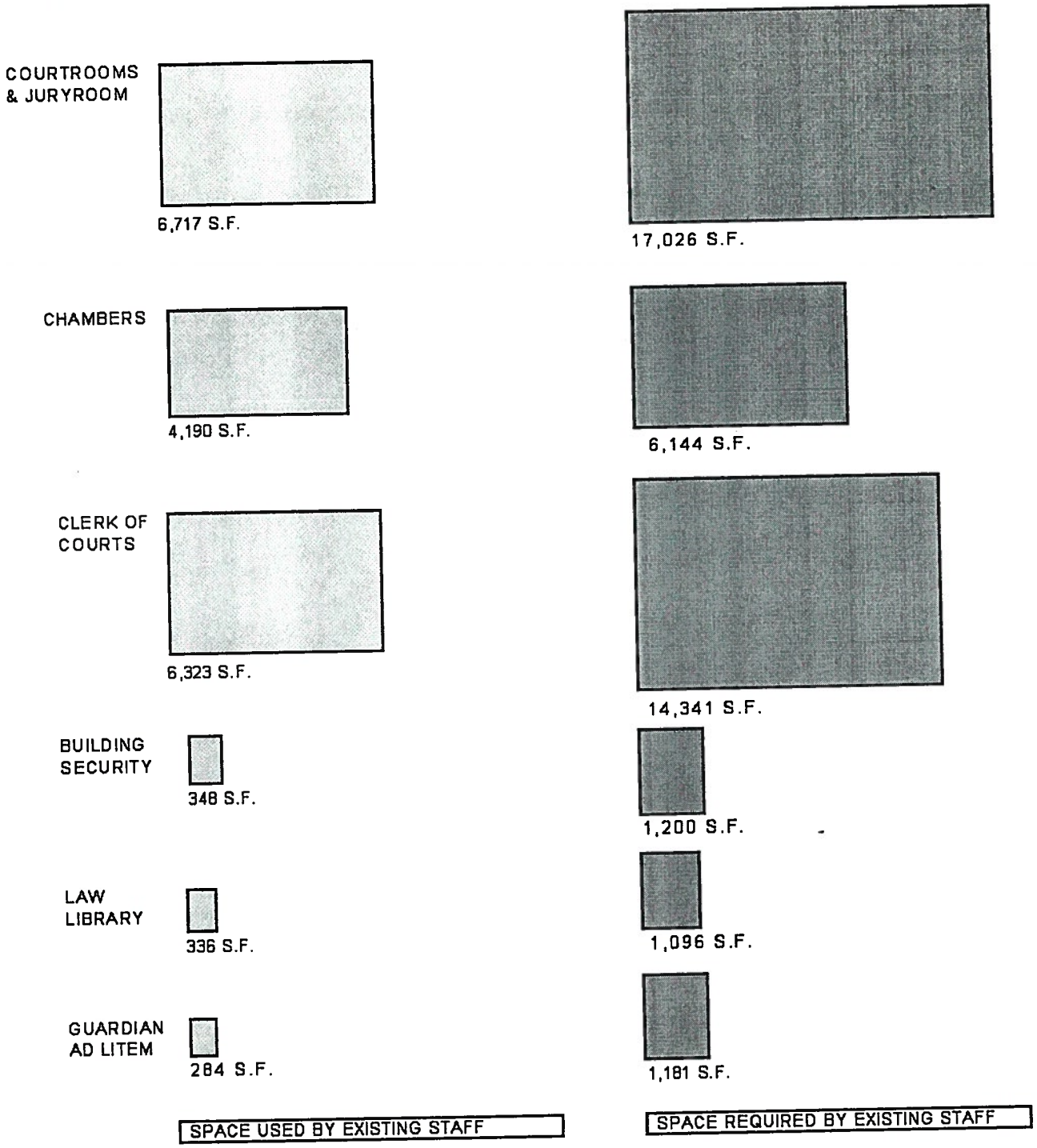


COMPARISON OF SPACE CURRENTLY PROVIDED VERSUS SPACE REQUIRED FOR EXISTING STAFF



SANTA ROSA COUNTY COURTHOUSE

DETAIL SPACE PROGRAM

Prepared by

HELLMUTH, OBATA & KASSABAUM, INC.

May 02, 2000

SANTA ROSA COUNTY COURTHOUSE

FINAL SPACE PROGRAM

Program Space Summary

	DEPARTMENT	DEPARTMENTAL GROSS SF			STAFF PROVIDED		COMMENTS
		Base	Expansion	Dept.Total	Base	Expansion	
1	Courts	17,026	7,517	24,542	0	0	Shell Expansion space
2	Chambers, Court Support & Guardian Ad Litem	10,289	2,717	13,006	27	9	
2.1	Chambers	6,144	1,920	8,064	12	4	Shell Expansion space
2.2	Court Support	2,988	624	3,612	13	4	
2.3	Guardian Ad Litem	1,157	173	1,330	2	1	
3	Jury, Holding/Security & Public Law Library	9,788	0	9,788	18	0	Build Expansion space in base
3.1	Jury Assembly/Multipurpose	4,342	0	4,342	0	0	Jury, Mediation, Hearings, Bar Assoc. Cont.Ed.
3.2	Central Holding/Building Security	4,351	0	4,351	17	0	Staffed for max. prisoner load
3.3	Public Law Library	1,096	0	1,096	1	0	Library, Attorney waiting/research
4	Clerk of Court	14,341	1,369	15,710	60	17	
4.1	Civil-Circuit, Family Law, Child Support	1,886	470	2,357	10	4	Build Expansion, but no FF&E
4.2	County-Civil, Probate, Juvenile	1,417	173	1,590	8	3	Build Expansion, but no FF&E
4.3	Misdemeanor	1,301	173	1,474	9	3	Build Expansion, but no FF&E
4.4	Felony	1,024	115	1,139	7	2	Build Expansion, but no FF&E
4.5	Traffic Infractions & Criminal Traffic	2,298	350	2,648	18	4	Build Expansion, but no FF&E
4.6	Archives/Evidence Storage	2,591	88	2,678	3	1	Future consolidation of files gives more Clerk space
4.7	Computer Services/Clerk Support	3,824	0	3,824	5	0	Build out in Base
5	State Attorney	7,812	1,598	9,410	29	10	
6	Public Defender	5,378	1,836	7,214	19	11	
7	Building Support	5,640	0	5,640	0	0	Build out in Base

A	Total Departmental Gross SF Required	70,274	Base	for	153	Staff
B	Total Departmental Gross SF Required		15,037	Expansion	for	47 Staff
C	Total Departmental Gross SF Required			85,312	Build-out	
	Building Grossing Factor (30%)			25,593		
	TOTAL BUILDING AREA			110,905	for	200 Staff

1. CIRCUIT AND COUNTY COURT

Overview:
This building will house both Circuit & County Judges and courtrooms. Judges of the Court have broad responsibility to conduct a wide range of judicial proceedings including hearings, bench trials, and jury trials. Proceedings occur in both Civil and Criminal matters. Much of the Civil work can be carried out in hearing rooms to relieve the demands on Courtrooms.
The new Courthouse is expected to provide space for all of the active Circuit and County Court Judges and allow for future additional full time or visiting Judges. This section catalogs needed courtrooms and the immediate support spaces for those courtrooms.

Function and Relationships:
Multi-person proceedings are a special concern in this building. For this reason, two large Courtrooms and two standard courtrooms are to be provided. Courtrooms will be designed to collectively meet the needs of the judiciary – it is the intent to assign courtrooms by case and type of trial. Four courtrooms will be initially shared by 5 judges. Ultimately 8 judges will share 6 courtrooms.

The four initial courtrooms will be configured as follows allowing the most flexibility of use:

Courtroom 1.	2400 SF (large), 14 person jury, 100 spectators, large well. – Predominantly Criminal Proceedings.
Courtroom 2.	2400 SF (large), 14 person jury, 160 spectators, medium well, 3 clerks @ bench. – Predominantly County Proceedings.
Courtroom 3.	1800 SF (medium), 14 person jury, 60 spectators, medium well, 3 clerks @ bench. – Circuit & County
Courtroom 4.	1800 SF (medium), 7 person jury, 60 spectators, large well. – Circuit & County.

All courtrooms will provide the following types of access:
1. Public – to provide accessibility for spectators, attorneys, litigants, news media representatives and witnesses.
2. Restricted (Private) – to provide accessibility for judges, law clerks, courtroom clerks, court reporters, jurors and other approved staff; and,
3. Secure (Prisoner) – to provide accessibility for Sheriff's personnel and prisoners in their custody.

These access points should be as close as possible to their respective stations in the Courtroom.

Public access to courtrooms will be through a vestibule/soundlock.

Attorney/client conference rooms will open into the vestibule/soundlock rather than into the public corridor.

Courtroom waiting will be provided in immediate proximity of and direct visual contact with the door of the courtroom being served.
All courtrooms will conform to the most recent rules and standards regarding barrier free access and the provision of assistive devices to facilitate use by persons with disabilities.

All courtrooms should be designed so as to support the installation and use of the latest courtroom presentation technology, including real time court reporting, video conferencing, electronic exhibits, movies, slide shows, etc. – The extent of furnishing and installation of this equipment can be determined later based on funding and desired use. Video arrangement is an increasingly used technology and provision should be made to accommodate this. Technology infrastructure should be designed so as to provide the greatest possible flexibility of placement in the well of the courtroom. A sufficient number of power and data outlets are of special importance. Courtroom lighting should be designed so as to prevent glare on computer screens and to clearly illuminate the entire room including the spectator area. Light level control capability is required. All courtroom systems (presentation, sound enhancement, white noise, lights, temperature, etc.) should be capable of control from both the Clerk's and Judge's benches.

Courtrooms should be acoustically isolated from surrounding spaces with particular attention to jury rooms, attorney client conference rooms, prisoner holding, public waiting and working mechanical rooms and elevator machine rooms.

Special attention should be given to courtroom security design features including:

1. Bullet resistant materials in the Judge's bench.
2. Direct entry/exit from restricted/private circulation to the bench (no exposure route in courtroom).
3. Duress alarms at both Clerk's and Judge's benches.

Short-term exhibit and equipment storage should be accessible from the courtroom and should be lockable.

Jury deliberation suites should be accessible through a controlled entry from public circulation as well as directly from the courtroom. Jury deliberation rooms should be designed so as to accommodate the review of all types of evidence and exhibits including those presented in electronic format. Jury deliberation rooms should be acoustically isolated from surrounding spaces, especially the courtroom, public waiting, prisoner holding and building mechanical spaces.

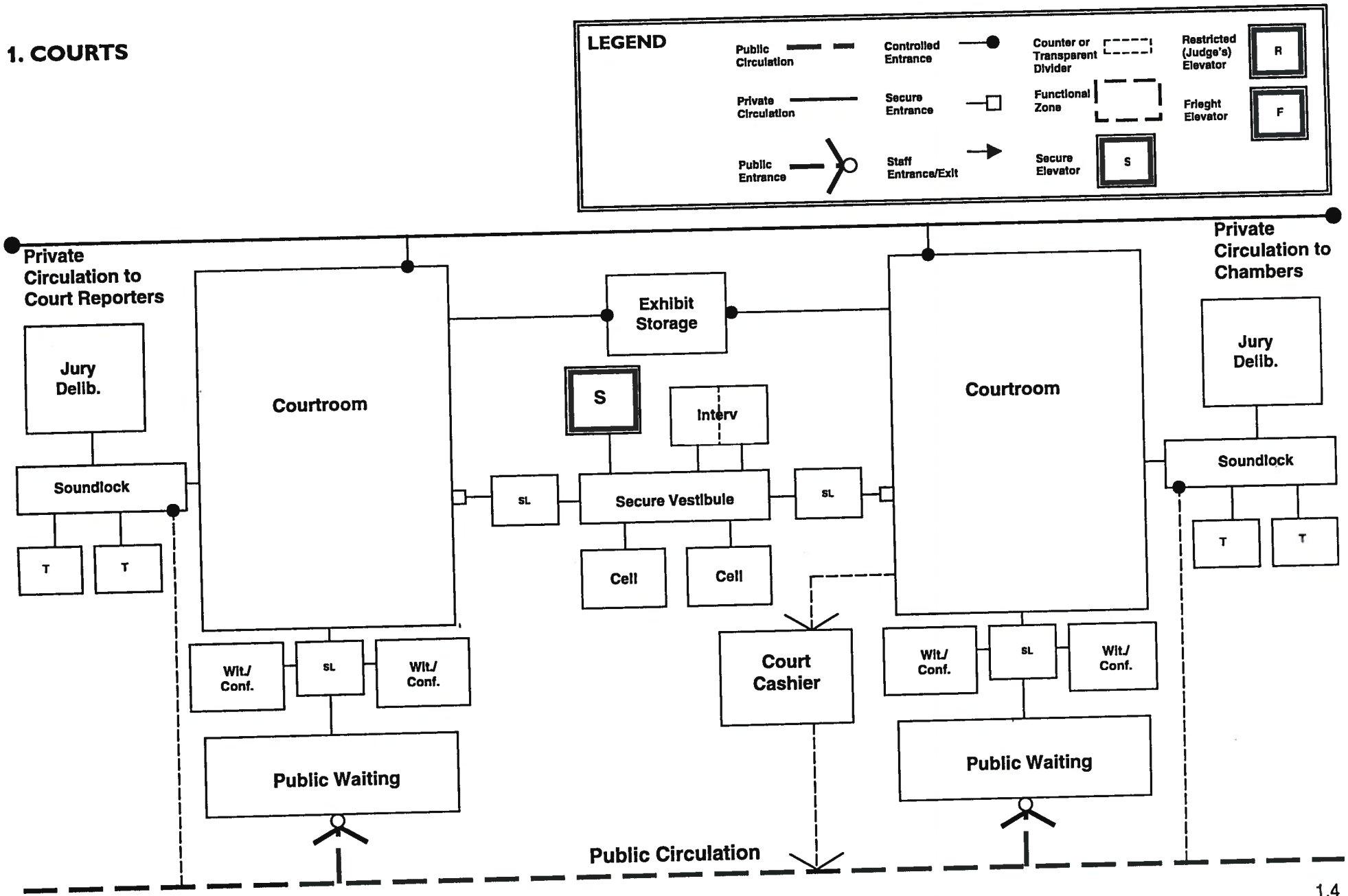
All courtroom bench and workstations designs are required to accommodate the integration of computer equipment.

Holding cells, between courtrooms, will be acoustically isolated from the courtroom, and prisoners will access the courtroom through a soundlock. Attorney interview rooms will be located off the soundlock to allow brief meetings with in-custody clients.

1	SPACE NAME	UNIT	QTY	TOTAL AREA	STAFF		COMMENTS
1.0 Courts							
	Large Courtroom	2,400	2	4,800			12 person jury (14 seats)
	Medium Courtroom	1,800	2	3,600			6 person jury (7 seats) for one, 12 (14 seats) in one.
	Courtroom Public Waiting	400	4	1,600			
	Witness Conference Room	120	8	960			
	Courtroom Cashier	120	1				Staffed by Clerk, for Traffic fines etc.
	Soundlock	70	4	280			View into courtroom
	Exhibit Storage	50	2	100			Shared by 2 courtrooms
	Jury Deliberation Room (12)	320	3	960			3 deliberation rooms for 4 courtrooms
	Soundlock	70	4	280			
	Bathroom	50	8	400			All accessible vs. 50% accessible?
	Service Unit	10	4	40			
	Courtroom Holding Cell	100	8	800			
	Secure Vestibule	42	4	168			
	Attorney Interview	50	2	100			
	Prisoner Interview	50	2	100			
Expansion							Areas to be "shelled" in base construction
	Medium Courtroom	1,800	2	3,600			
	Courtroom Public Waiting	400	2	800			May be required in base for means of egress
	Witness Conference Room	120	4	480			
	Soundlock	70	1	70			
	Exhibit Storage	50	1	50			
	Jury Deliberation Room (12)	320	1	320			
	Soundlock	70	2	140			
	Bathroom	50	4	200			
	Service Unit	10	2	20			
	Courtroom Holding Cell	100	4	400			
	Secure Vestibule	42	2	84			
	Attorney Interview	50	1	50			
	Prisoner Interview	50	1	50			

Base Net Area	14,188	0	Base Staff
Expansion Net Area	6,264	0	Future Staff
Total Net Area(NSF)	20,452		
Internal Circulation @ 20%	4,090		
Departmental Gross Area (DGSF)	24,542	0	Total Staff

1. COURTS


LEGEND
Public Circulation
Private Circulation
Public Entrance
Controlled Entrance
Secure Entrance
Staff Entrance/Exit
Counter or Transparent Divider
Functional Zone
Secure Elevator
S
Restricted (Judge's) Elevator
R
Frieght Elevator
F
Private Circulation to Court Reporters
Jury Delib.
Soundlock
T
T
Courtroom
Wit./ Conf.
SL
Wit./ Conf.
Public Waiting
Exhibit Storage
S
Interv
SL
Secure Vestibule
SL
Cell
Cell
Court Cashier
Courtroom
Wit./ Conf.
SL
Wit./ Conf.
Public Waiting
Private Circulation to Chambers
Jury Delib.
Soundlock
T
T
Public Circulation

2.1 JUDGES CHAMBERS

Overview:
This section provides for the office accommodations of the Circuit & County Court judges and their supporting staff. There is a critical and close relationship between Judge's Chambers and Courtrooms. Office spaces provide accommodation for judicial assistants, hearing rooms and workspaces associated with legal research, meetings, case file storage and office communications and copy equipment.

Function and Relationships:
Judicial preference is for the collocation of chambers for all the judges.

Restricted (private) corridors should permit equal judicial access to all courtrooms without use of public circulation and without passing through another Judge's chambers. This will allow easy calendaring and use of the Courtrooms provided.

Judges should have separate access/egress from their offices to restricted/private circulation without passing through suite reception. The location of the Judicial Assistant should allow continuous monitoring of the Suite entrance.

Judge's offices should provide for acoustical and visual privacy. All Chambers suites should maximize access to natural light.

Chamber's suites should contain a hearing room which can be accessed without going through the Chamber.

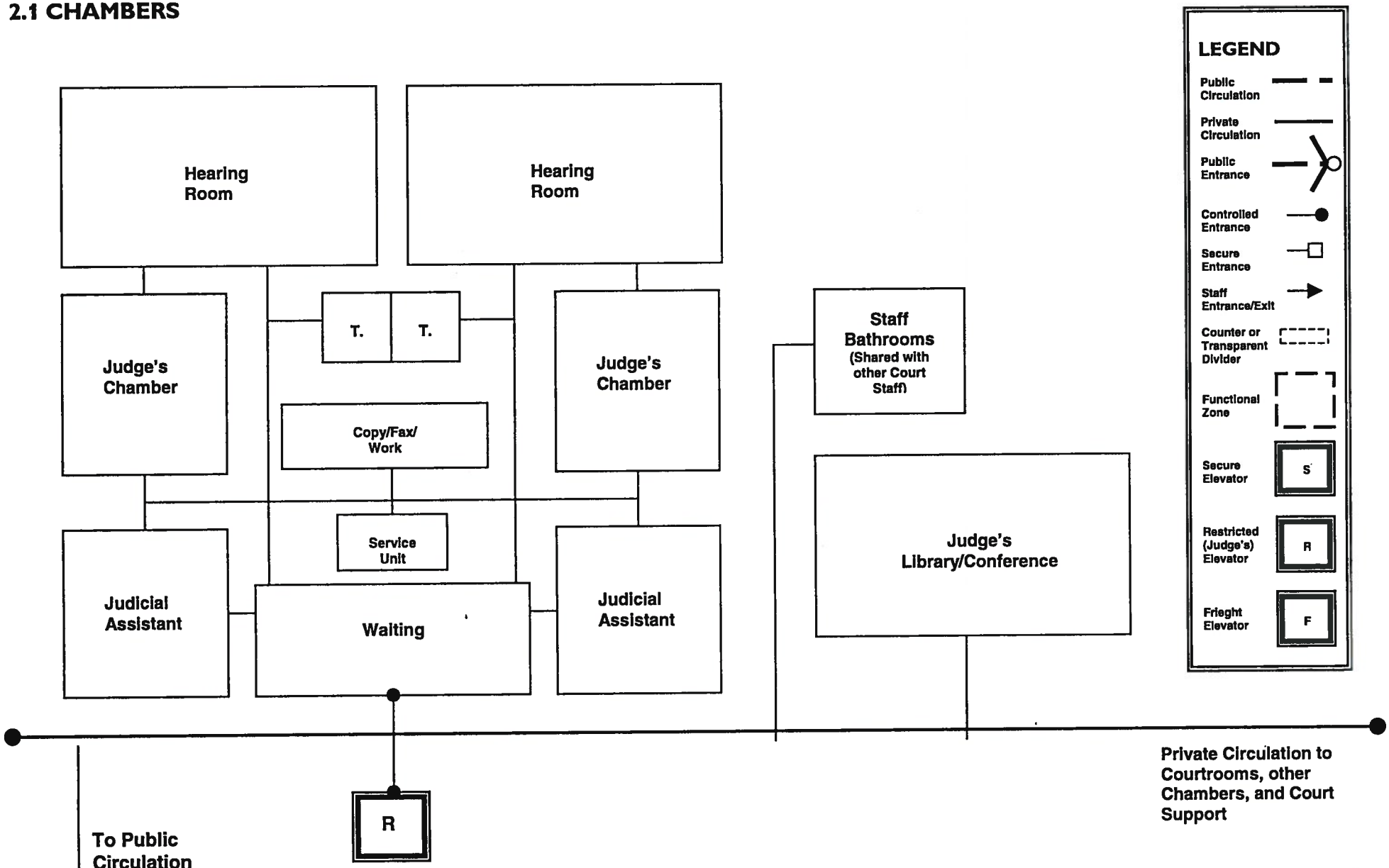
Consideration will be given to a design plan which clusters Judicial Suites (collegial arrangement). A collegial plan could simplify Judicial security and improve Judicial communication. The judges law library/conference room can then be centrally located amongst the Chambers.

Hearing rooms should be configured to accept a more square (or circular) table than existing rooms to allow greater separation for the opposing parties.

2	SPACE NAME	UNIT	QTY	TOTAL AREA	STAFF		COMMENTS
	Chambers, Court Support & Guardian Ad Litem						
2.1	Chambers						
	Chamber	180	6	1,080	6		
	Hearing Room	320	6	1,920			More square than rectangular
	Judicial Assistant	120	6	720	6		
	Copy/Fax/Storage	100	3	300			Shared between 2 chambers
	Service Unit	10	3	30			Shared between 2 chambers
	Waiting	150	3	450			Shared between 2 chambers (6-8 people)
	Bathroom	50	6	300			
	Library/Conference	320	1	320			
	Expansion						Areas to be "shelled" in base construction
	Chamber	180	2	360	2		More square than rectangular
	Hearing Room	320	2	640			
	Judicial Assistant	120	2	240	2		Shared between 2 chambers
	Copy/Fax/Storage	100	1	100			Shared between 2 chambers
	Service Unit	10	1	10			
	Waiting	150	1	150			Shared between 2 chambers (6-8 people)
	Bathroom	50	2	100			

Base Net Area	5,120	12	Base Staff
Expansion Net Area	1,600	4	Future Staff
Total Net Area(NSF)	6,720		
Internal Circulation @ 20%	1,344		
Departmental Gross Area (DGSF)	8,064	16	**Total Staff**

2.1 CHAMBERS


Hearing Room
Hearing Room
Judge's Chamber
T.
T.
Judge's Chamber
Copy/Fax/ Work
Service Unit
Judicial Assistant
Waiting
Judicial Assistant
Staff Bathrooms (Shared with other Court Staff)
Judge's Library/Conference
LEGEND
Public Circulation
Private Circulation
Public Entrance
Controlled Entrance
Secure Entrance
Staff Entrance/Exit
Counter or Transparent Divider
Functional Zone
Secure Elevator
S
Restricted (Judge's) Elevator
R
Frieght Elevator
F
R
To Public Circulation
Private Circulation to Courtrooms, other Chambers, and Court Support

2.2 COURT SUPPORT

Overview:
This group is made up of three sub sets which support it's day to day operations of the Court in differing ways.

The complexity of caseloads and calendaring drives the need for a Deputy Court Administrator who will be responsible for coordinating the workload of all the judges. Trial Court Attorneys or the Research Librarian provide research support to the judges.

Court reporters work to record and transcribe the proceedings. Working as a pool of court reporters allows some flexibility in meeting varying workloads and schedules.

Function and Relationships:
Court support, the Deputy Administrator & trial Court Attorneys can be collocated and share work / storage areas. There is some public/attorney access required for visitors for this group, a reception area to serve these offices should be located so as to not disturb ongoing work.

Family Law/Domestic Violence staff have a higher number of visitors than Court support but still have some interaction with court support. These offices should be located closer to the "front door" and visitors should not require to traffic through other office spaces.

Court reporters should be located close to courtrooms in a consolidated area. They should have their own work area.

All Court support office spaces should be planned for maximum flexibility in use to accommodate growth and changes in legislation.

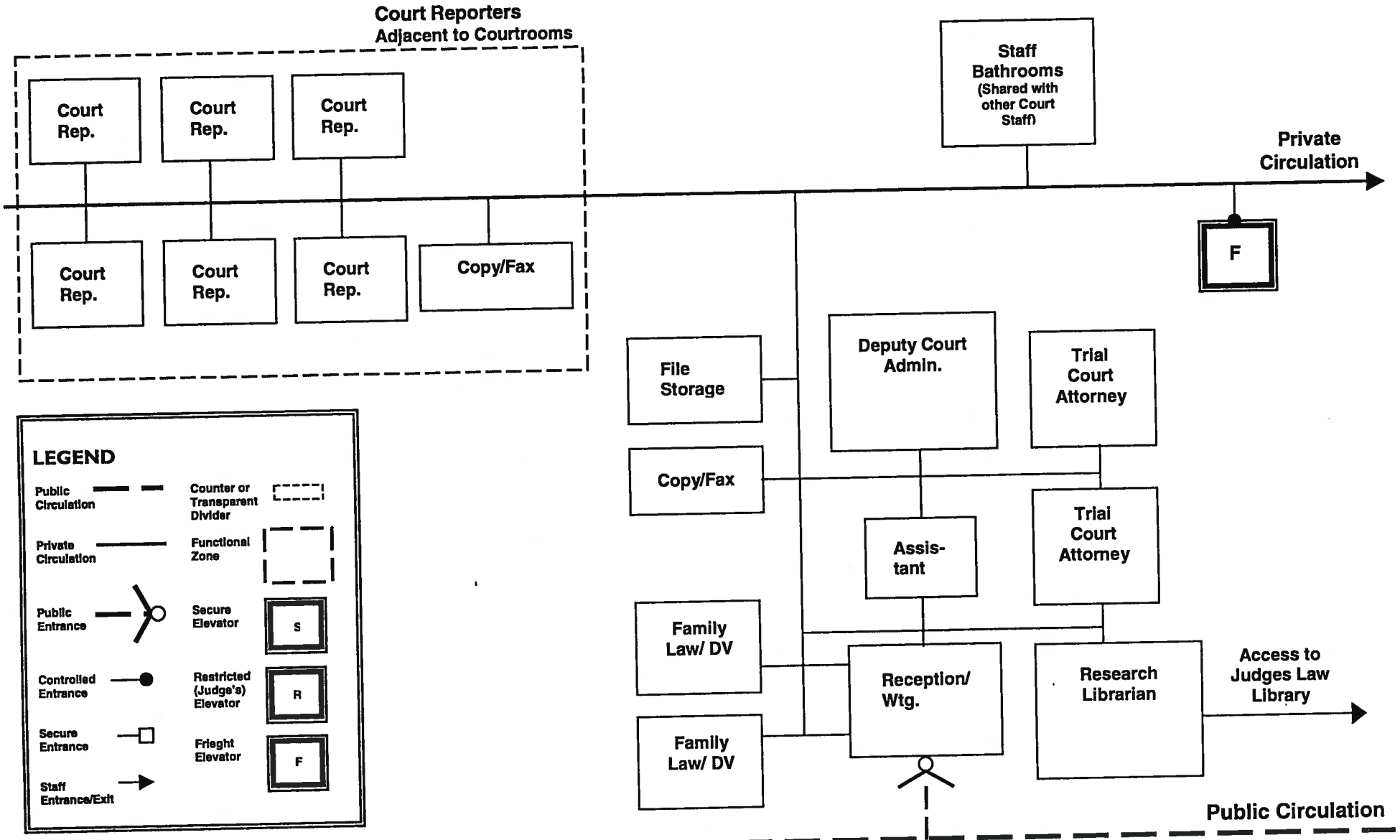
All the above staff can share breakroom/restroom facilities.

The judicial library should be arranged to allow access by all the above staff as well as judges. It will also serve as a large meeting/conference room for the judges and their staff.

2	SPACE NAME	UNIT	QTY	TOTAL AREA	STAFF		COMMENTS
2.2	Court Support						
	Deputy Court Administrator	180	1	180	1		
	Assistant	70	1	70	1		
	Reception/Waiting	120	1	120			
	Trial Court Attorney	140	2	280	2		
	Family Law/DV staff	140	2	280	2		Higher public traffic than other Court support
	File storage	140	1	140			
	Court Reporters	120	6	720	6		Group adjacent to Courtrooms
	Research Librarian	180	1	180	1		
	Copy/Fax/Storage	100	2	200			One for Court Admin, one for court reporters
	Breakroom	120	1	120			Shared by JA's, Court support, & Guardian Ad Litem
	Staff Bathrooms	100	2	200			Shared by JA's, Court support, & Guardian Ad Litem
	Expansion						
	Family Law/DV staff	140	2	280	2		
	Court Reporters	120	2	240	2		

Base Net Area	2,490	13	Base Staff
Expansion Net Area	520	4	Future Staff
Total Net Area(NSF)	3,010		
Internal Circulation @ 20%	602		
Departmental Gross Area (DGSF)	**3,612**	**17**	**Total Staff**

2.2 COURT SUPPORT



2.3 GUARDIAN AD LITEM

Overview:
This group provides support to juveniles and the Court. It is staffed by a volunteer coordinator and an assistant. 30 – 40 volunteers use the facility for meetings with juveniles, their families and attorneys. Reports to the Court are prepared by the volunteers in all juvenile cases.

Child testimony can taken outside the courtroom in the Child Interview room – a viewing room allows other parties to observe the interviews either by CCTV or through a two way mirror.

Function and Relationships:
The office space should be planned to allow volunteers to come and go in a non disruptive way.

Conference rooms should be planned to allow different parties to meet without having to share waiting space.

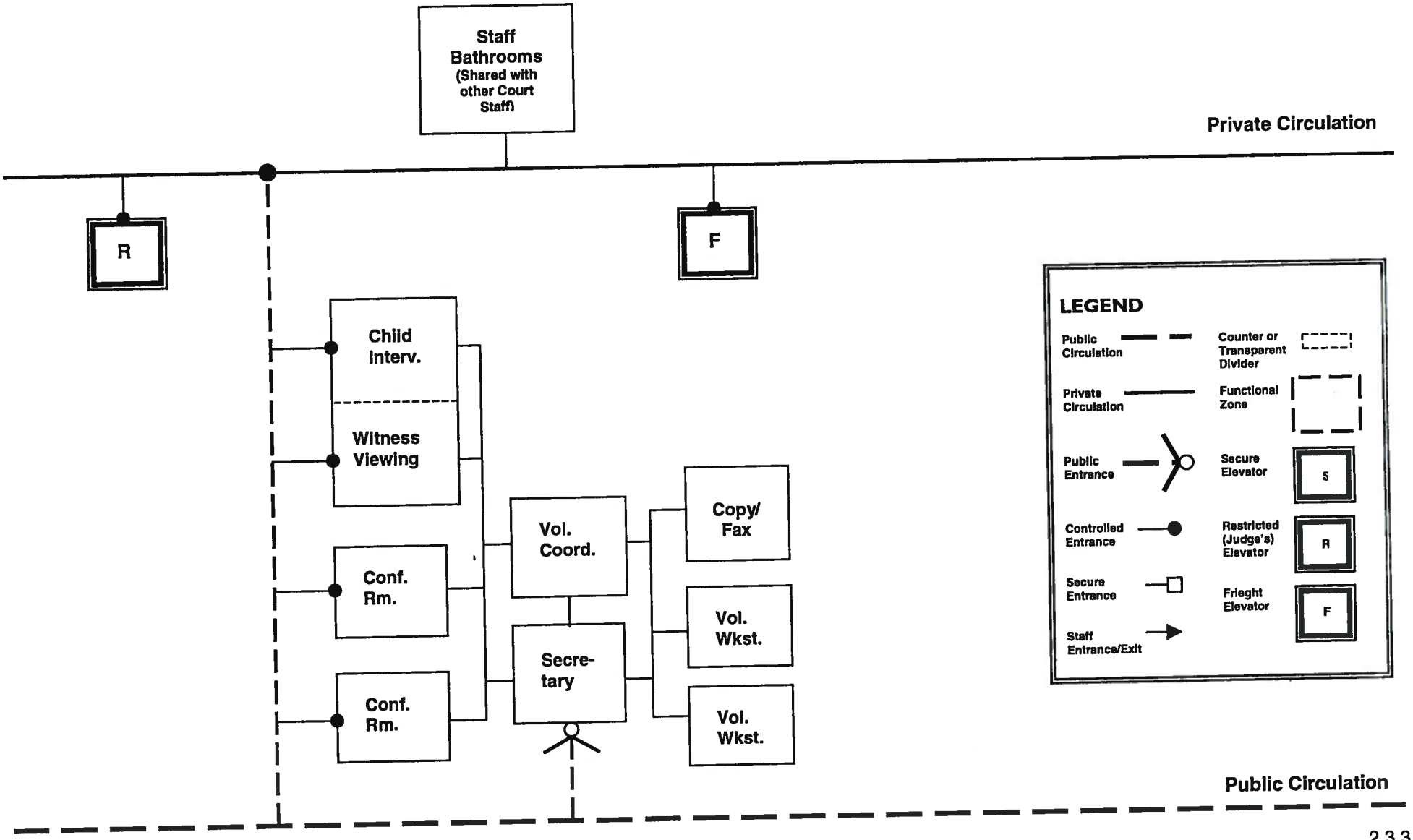
The Child interview room will be furnished to make juveniles comfortable. A two way mirror will provide a visual link to the interview room.

Access to and storage of files should be arranged to allow easy retrieval by high number of volunteer staff.

2	SPACE NAME	UNIT	QTY	TOTAL AREA	STAFF		COMMENTS
2.3	Guardian Ad Litem						
	Volunteer Coordinator	120	1	120	1		
	Secretary	48	1	48	1		
	Child Interview Room	150	1	150			
	Witness Viewing Room	150	1	150			View to Child Int. Rm. via 2 way mirror
	Conference Room	150	2	300			Share use with Court support.
	Copy/Fax/Storage	100	1	100			Includes file storage
	Volunteer Workstations	48	2	96			Not counted as staff (30-40 volunteers)
	Expansion						
	Secretary	48	1	48	1		
	Volunteer Workstations	48	2	96			

Base Net Area	964	2	Base Staff
Expansion Net Area	144	1	Future Staff
Total Net Area(NSF)	1,108		
Internal Circulation @ 20%	222		
Departmental Gross Area (DGSF)	1,330	3	Total Staff

2.3 GAURDIAN AD LITEM



3.1 JURY ASSEMBLY/MULTIPURPOSE

Overview:
Jury Assembly is only one of the functions of this multipurpose space. Hearings scheduled by a hearing officer, mediation and continuing education will happen in this collection of rooms. Flexibility of use is key to the design of this space. Placement should be in a prominent public position, located low in the courthouse, have a clear cut and simple public access route, and have direct access to private circulation for juror movement to and from Court.

Jurors will be summoned by Juror Administration staff and will be on a call in procedure to report as needed.

Jurors will typically be called in-groups up to the Counter Area for attendance check-in. After check-in jurors will return to the Jury Assembly Seating Area where staff will conduct a juror qualification process including orientation training on Juror responsibilities.

Upon being sworn in for duty, Jurors will be divided and staged into panels prior to being sent to courtrooms. This area should be directly adjacent to private circulation and courtrooms. Jurors not selected will return from the courtrooms to the Jury Assembly Room by the same private circulation path for assignment to other panels.

Jury Assembly Areas will provide for the convenience and comfort of persons called to jury duty prior to or after enpanelment. Work Areas and Restrooms should be located adjacent to the Assembly Areas.

Function and Relationships:
The Jury Assembly Area must reflect the importance of jury service to the administration of justice and must be easily accessible from public entrances and to all jury courtrooms. This will also be used for traffic hearings, County Staff training, the local Bar Association and for other pre-approved functions.

Counter Check-In Areas:

The Juror Administration Clerk Counter Workstation should have a duress alarm on the staff side and meet handicapped access requirements of the ADA. A File Cart Area and a Juror Board & Counter Area Should be co-located directly behind the counter workstations.

Juror Assembly Areas:

The Juror Seating Area should accommodate 250 Jurors. A bench/podium should be designed to allow the different functions to be carried out with a minimum of set up time required.

Furniture and Fixtures should be movable; floor space and vertical clearances should promote maneuverability and flexibility of the area. Large television screens should be mounted for juror viewing during qualification orientations. Lighting control for audio-visual presentations will be required.

Special attention to acoustics will be important for potential jurors to hear instructions regarding their juror responsibilities. A sound system where loudspeakers distribute the majority of energy into the direct sound field, with minimum distribution into the reverberant field must be designed.

Provisions will be required for sight and hearing impaired jurors to receive orientation, paneling, or general juror instructions. A permanent assistive listening system for hearing impaired jurors should be installed and integrated with the sound system. The minimum number of receivers to be provided should be equal to four percent of the total number of juror seats, but not less than two receivers.

Telephones Carrels will be provided within the Work Areas and be wheelchair accessible, hearing aid compatible and equipped with a volume controls device. A text telephone should be accessible to Jurors. Telephones must accommodate the handicapped to meet ADA requirements.

A built-in Service Unit will provide a counter, sink, cabinets above and below, and accommodation for a microwave oven and refrigerator. The Service Unit should be combined with a section of the Lounge Areas.

Vending Machines will allow Jurors to acquire drinks and snacks from vending machines within the confines of Jury Assembly Areas.

Juror Restrooms should be located off the Jury room, which will be route out to Court. Juror Restrooms are to be handicapped accessible and usable to meet ADA requirements.

All areas for Jury Assembly use including restrooms will need speakers to be connected to the Jury Assembly central sound system.

3.2 Central Holding/Building Security

Overview:

Central Holding allows prisoners to be held while waiting for court hearings.

The vehicle sallyport will be the first point of entry to the security or prisoner movement system. It will be directly accessible off a controlled entry location from the street, and will be directly connected to a sallyport accessing detention holding cells. A secure corridor will provide access from sallyport past the control desk to holding cells. Corridors parallel to the secure corridor should be provided as holding cell sallyports. This corridor should also provide access to the prisoner side of the non-contact prisoner/attorney interview rooms and to the secure prisoner elevator.

A manned control desk controls doors and prisoner movement form the first point of entry, the vehicle sallyport, to the courtroom holding cell. All controls are duplicated at the building central control and operational procedures can dictate where final control of certain doors resides.

Building security has a number of components.

The Central Control Room is the central monitoring location for Courthouse surveillance monitors and other security communication and detection devices. This area will provide the monitoring and control of alarm & security system for the Judiciary. It should be provided adjacent to the muster room and central holding, with the potential ability to visually monitor the cellblock area.

Security of public entry lobby areas and Courtroom floors will be done by the Court Security Officers, who may be provided by the County or Sheriff but are administered and supervised by the Sheriffs Department. The public entry lobby will be provided with guard desk, x-ray machine, and magnetometer equipment as required. The Muster room should be located adjacent to the Courthouse public entry and should be provided with work, support, and separate locker/toilet areas. Provisions should be made for equipment storage and gun lockers at the public entry lobby location, to monitor the access of weapons and other suspect devices into the Courthouse.

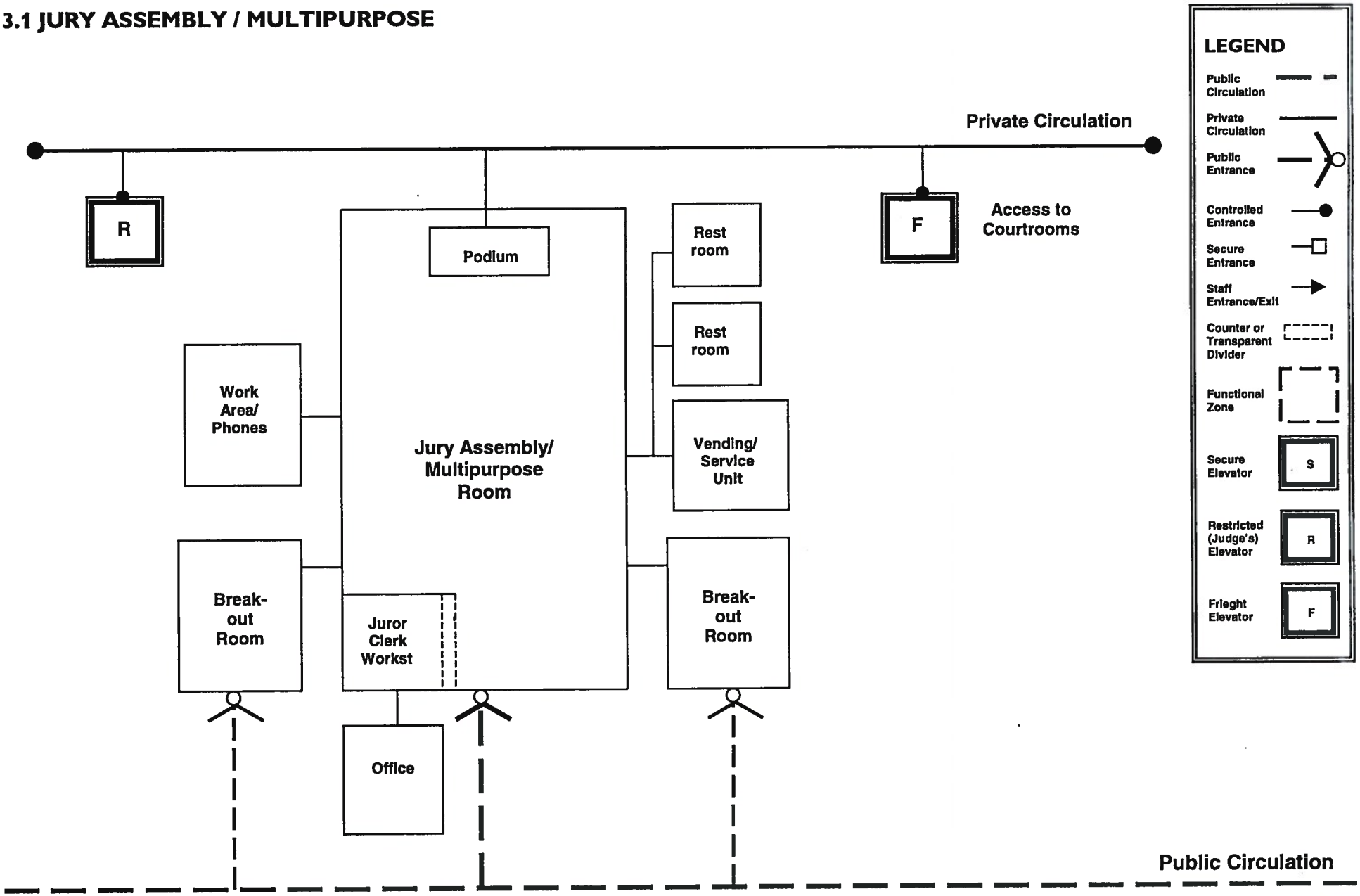
3	SPACE NAME	UNIT	QTY	TOTAL AREA	STAFF		COMMENTS
3.1	Jury Assembly/Multipurpose						
	Multi purpose room	10	250	2,500			Seat 250, podium to present from, dividable
	Office	120	1	120			Staff comes from Clerk's office
	Juror Clerk Workstation	48	1	48			Set as reception desk
	Work area/Phones	150	1	150			Study carrels on one wall
	Vending/kitchenette	100	1	100			
	Break out rooms	200	2	400			Used for mediation, conferences etc
	Bathrooms	150	2	300			

Total Net Area(NSF)	3,618		
Internal Circulation @ 20%	724		
Departmental Gross Area (DGSF)	**4,342**	**0**	**Total Staff**

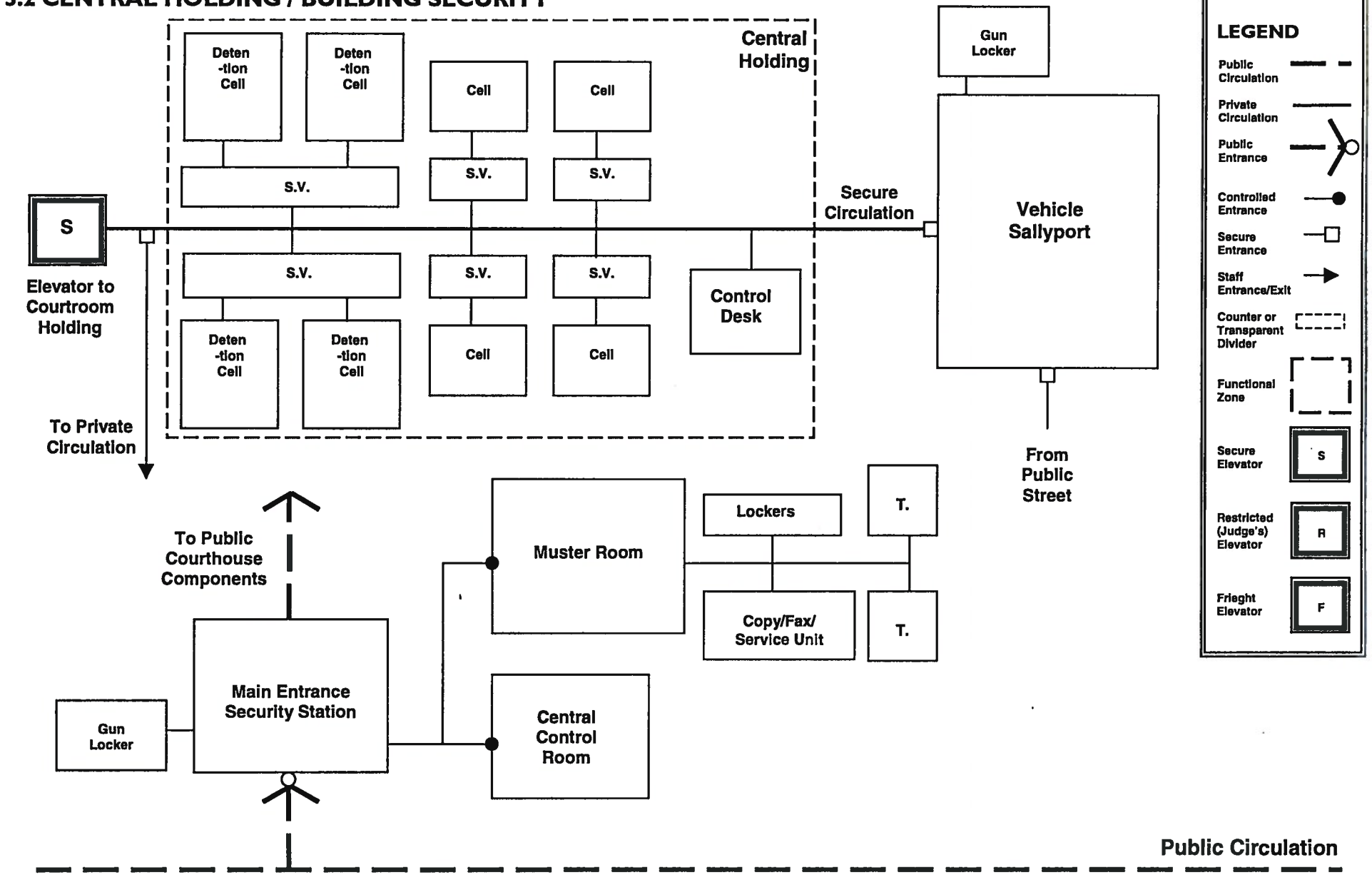
3.2	Central Holding/Building Security						
	Vehicle Sallyport	1,000	1	1,000			Bluebird bus is largest vehicle
	Detention Cell	200	4	800			20 person each
	Isolation Cell	70	4	280			7 person each
	Secure Vestibule	42	8	336			Can be shared at Detention cells
	Attorney/Prisoner Interview	60	2	120			
	Control Desk	70	1	70	2		Controls central & courtroom holding
	Gunlockers	10	1	10			At sallyport
	Central Control Room	150	1	150	1		For all building security monitoring
	Muster Room	200	1	200	14		Sheriff's staff for entire building
	Copy/Fax/Storage	100	1	100			Include service unit
	Staff Bathroom	70	2	140			
	Lockers	10	2	20			
	Main Entrance Security station	400	1	400			Front Desk, X-Ray, Magnetometer & Gun lockers

Total Net Area(NSF)	3,626		
Internal Circulation @ 20%	725		
Departmental Gross Area (DGSF)	**4,351**	**17**	**Total Staff**

3.1 JURY ASSEMBLY / MULTIPURPOSE



3.2 CENTRAL HOLDING / BUILDING SECURITY



3.3 Public Law Library

Overview:

The law library will allow the public access to legal reference material. It will also provide some area for working, research or waiting out of the circulation systems in the building. Though more information is contained on CD Rom now, there is still the need for hard copy of some legal documentation. This space can be utilized by attorneys waiting for trials or hearings and obviate the need for an Attorney lounge.

Function and Relationships:

The public law library should be located close to the main entry and be conspicuous. It should, however, be located so that noise from public waiting areas does not impinge on the occupants.

A counter workstation could be manned as deemed appropriate and would control the borrowing of reference material. (Staff of the building would be allowed to borrow – all others can only use the material for reference).

Work tables should be easily connected to telephone/data ports for access to the internet (for research or contact with outside offices).

The Seating area would be arranged so that quiet conversation does not disturb the rest of the library.

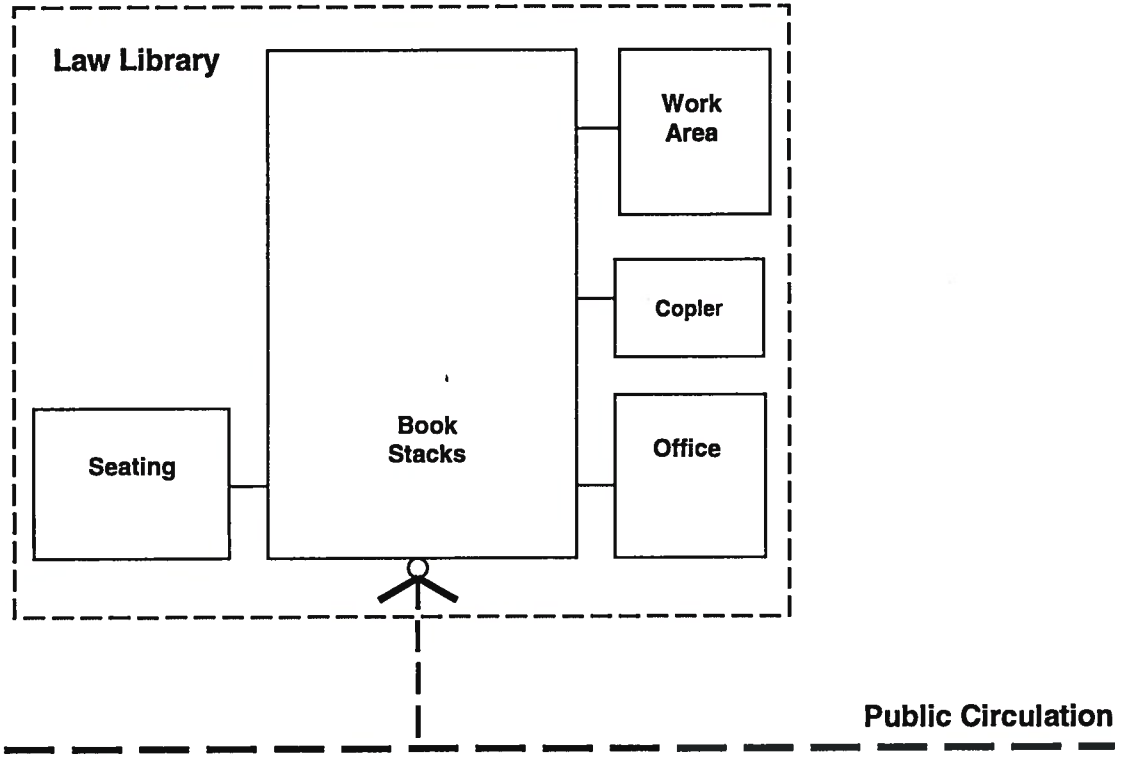
Book shelves will be 7' high, 36" wide arranged to give easy access to users.

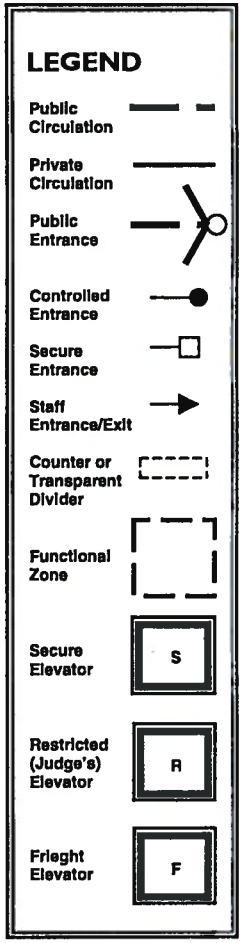
Lighting should be designed to allow both reading and the use of laptop computers.

3	SPACE NAME	UNIT	QTY	TOTAL AREA	STAFF		COMMENTS
3.3	Public Law Library						
	Book Stack	400	1	400			100 LF of shelves (80LF existing)
	Work Tables	25	6	150			Access to Data ports
	Seating	120	1	120			For 6 people
	Office	120	1	120	1		View of Work Tables/Seating
	Storage	25	1	25			Lockable
	Counter workstation	48	1	48			
	Public Copier	50	1	50			
Expansion							
							Common Areas must be built out in Base

Base Net Area	913	1	Base Staff
Expansion Net Area	0	0	Future Staff
Total Net Area(NSF)	913		
Internal Circulation @ 20%	183		
Departmental Gross Area (DGSF)	**1,096**	**1**	**Total Staff**

3.3 PUBLIC LAW LIBRARY





4. Clerk of Court

Overview:

The proposed Courthouse will provide those functions which relate and support the day to day operations of the judicial system. The Clerks office operates to service 6 main areas and then includes the support space to increase the operating efficiency of that group.

Civil Circuit, Family Law, Child Support, County Civil, Probate, Juvenile, Misdemeanor, Felony and Traffic are all represented in the Courthouse.

The Clerks operation has two major goals – public service, providing access to County records, and assistance of the public (no legal advice) in the activities with the Courts and support of the Judiciary.

Public support means ease of access to files – in a controlled manner and face to face working environment. In the future there is anticipated to be an increase in virtual access to files as the County expands it's use of technology.

Support of the Judiciary is what keeps the legal system running – providing case files and recording the results of proceedings in a timely and efficient manner is the main goal.

- Archives & Evidence Storage:
  Provides storage, cataloging and public access to the County records dating from the 19th century to the present day. There is an ongoing process of microfilming files as they come "off line" and as files are shipped from the Clerks.

Function and Relationships:
The Clerks office efficiency will be greatly enhanced if the office space and support for all divisions can occupy a single, contiguous flexible space.

The Clerks space is the most heavily trafficked part of the building on a consistent basis and should be easily located within the building.

Some comprehensive requirements that will be consistent throughout the Clerk of Court areas are as follows:

- Public Areas should have acoustical consideration to absorb the noise of simultaneous conversations. Task lighting above forms completion, file viewing and terminal research areas should be provided.

- Counter Areas should each have a duress alarm, one dedicated outlet, multiple electrical outlets, data drops for a computer and printer, task lighting and acoustical consideration to absorb the noise of simultaneous conversations. Individual counter workstations or countertop areas should be contiguous where possible. One counter within each separate unit should be ADA accommodating for persons (public or staff) with disabilities and compliant with visual and/or hearing impairments, ambulatory mobility impairments, and other temporary or permanent impairments, which may effect their ability to independently utilize the counter areas. Cashier workstations should be secure. Secure Counter Workstations should be secure and individually partitioned on the public side, but open on the staff side.

- Each workstation should be provided with a telephone, one dedicated outlet, multiple electrical outlets, data drops for a computer and printer, and task lighting above.

- Each office should be provided with a telephone, one dedicated outlet, multiple electrical outlets, and data drops for a computer and printer.

Records File Areas:
Civil and Criminal case files will be stored on open shelf filing equipment. Special attention to lighting and floor load will be required. Open shelf filing equipment areas must accommodate at least 150 pounds per square foot live load. Movable compact shelving equipment was programmed but final decisions on type and loading will not be made until schematic design.

File areas should be in a restricted area on open shelf filing equipment. Special attention to lighting will also be required. Unless noted as a file room, the area should be an open space to sustain the long-term flexibility of the area. Direct access to private circulation and the Counter Areas will be necessary for the timely delivery of requested files. A records environment is necessary.

4	SPACE NAME	UNIT	QTY	TOTAL AREA	STAFF		COMMENTS
	Clerk of Court						
4.1	Civil-Circuit, Family Law, Child Support						
	Shared Public Areas:						
	Visitor Waiting/Queing Area	350	1	350			10'-0" depth per length of public counter
	Public Workstation	25	2	50			
	Counter Workstation	48	5	240	5		2 are Child Support
	Interview Room	120	1	120			
	General Office Areas:						
	Staff Workstation	48	2	96	2		
	Student/Part-time Workstation	48	1	48	1		
	Pro Se Coordinator Workstation	48	1	48	1		
	Office Areas:						
	Supervisor	120	1	120	1		
	Office Support Areas:						
	Copy/Fax/Storage	100	1	100			
	File Room	400	1	400			Medium Density
	Expansion						Construct in base, but no FF&E
	Staff Workstation	48	3	144	3		
	Student/Part-time Workstation	48	1	48	1		
	Copy/Fax/Storage	100	1	100			
	File Room	100	1	100			

Base Net Area	1,572	10	Base Staff
Expansion Net Area	392	4	Future Staff
Total Net Area(NSF)	1,964		
Internal Circulation @ 20%	393		
Departmental Gross Area (DGSF)	**2,357**	**14**	**Total Staff**

4	SPACE NAME	UNIT	QTY	TOTAL AREA	STAFF		COMMENTS
4.2	County-Civil, Probate, Juvenile						
	Shared Public Areas:						
	Visitor Waiting/Queing Area	350	1	350			10'-0" depth per length of public counter
	Public Workstation	25	2	50			
	Public PC Workstation	25	1	25			
	Public Copier	50	1	50			
	General Office Areas:						
	County-Civil Counter Workstation	48	3	144	3		
	Probate Counter Workstation	48	1	48	1		
	Juvenile Counter Workstation	48	1	48	1		Separate from other counters
	Student/Part-time Workstation	48	1	48	1		
	Probate Workstation	48	1	48	1		
	Office Areas:						
	Supervisor	120	1	120	1		
	Office Support Areas:						
	Copy/Fax/Storage	100	1	100			
	File Room	150	1	150			Medium Density
	Expansion						Construct in base, but no FF&E
	Staff Counter Workstation	48	1	48	1		
	Student/Part-time Workstation	48	1	48	1		
	Staff Workstation	48	1	48	1		

Base Net Area	1,181	8	Base Staff
Expansion Net Area	144	3	Future Staff
Total Net Area(NSF)	1,325		
Internal Circulation @ 20%	265		
Departmental Gross Area (DGSF)	**1,590**	**11**	**Total Staff**

4	SPACE NAME	UNIT	QTY	TOTAL AREA	STAFF		COMMENTS
4.3	Misdemeanor						
	Public Areas:						
	Visitor Waiting/Queing Area	280	1	280			10'-0" depth per length of public counter
	Counter Workstation	48	4	192	4		
	Public Workstation	25	1	25			
	Public PC Workstation	25	1	25			
	General Office Areas:						
	Student/Part-time Workstation	48	2	96	2		
	Staff Workstation	48	2	96	2		
	Office Areas:						
	Supervisor	120	1	120	1		
	Office Support Areas:						
	Copy/Fax/Storage	100	1	100			
	File Room	150	1	150			Medium Density
	Expansion						**Construct in base, but no FF&E**
	Counter Workstation	48	1	48	1		
	Student/Part-time Workstation	48	1	48	1		
	Staff Workstation	48	1	48	1		

Base Net Area	1,084	9	Base Staff
Expansion Net Area	144	3	Future Staff
Total Net Area(NSF)	1,228		
Internal Circulation @ 20%	246		
Departmental Gross Area (DGSF)	1,474	12	**Total Staff**

4	SPACE NAME	UNIT	QTY	TOTAL AREA	STAFF		COMMENTS
4.4 Felony							
	Public Areas:						
	Visitor Waiting/Queing Area	70	1	70			10'-0" depth per length of public counter
	Counter Workstation	48	1	48	1		
	Public Workstation	25	1	25			
	Public PC Workstation	25	1	25			
	General Office Areas:						
	Staff Workstation	48	4	192	4		
	Jury Workstation	48	1	48	1		
	Work Area	25	1	25			
	Office Areas:						
	Supervisor	120	1	120	1		
	Office Support Areas:						
	Copy/Fax/Storage	100	1	100			
	File Room	200	1	200			Medium Density
Expansion							**Construct in base, but no FF&E**
	Staff Workstation	48	2	96	2		

Base Net Area	853	7	Base Staff
Expansion Net Area	96	2	Future Staff
Total Net Area(NSF)	949		
Internal Circulation @ 20%	190		
Departmental Gross Area (DGSF)	1,139	9	**Total Staff**

4	SPACE NAME	UNIT	QTY	TOTAL AREA	STAFF		COMMENTS
4.5	Traffic Infractions and Criminal Traffic						
	Public Areas:						
	Visitor Waiting/Queing Area	280	1	280			10'-0" depth per length of public counter
	Counter Workstation	48	4	192	4		
	Public Workstation	25	2	50			
	Public PC Workstation	25	1	25			
	General Office Areas:						
	Staff Workstation	48	7	336	7		
	Part-time Workstation	48	1	48	2		
	Student Workstation	48	3	144	3		Total of 6 students part-time making 3 positions
	Office Areas:						
	Supervisor	120	2	240	2		
	Office Support Areas:						
	Copy/Fax/Storage	100	2	200			
	File Room	400	1	400			Medium Density
	Expansion						**Construct in base, but no FF&E**
	Staff Workstation	48	2	96	2		
	Student Workstation	48	2	96	2		
	Copy/Fax/Storage	100	1	100			

Base Net Area	1,915	18	Base Staff
Expansion Net Area	292	4	Future Staff
Total Net Area(NSF)	2,207		
Internal Circulation @ 20%	441		
Departmental Gross Area (DGSF)	**2,648**	**22**	**Total Staff**

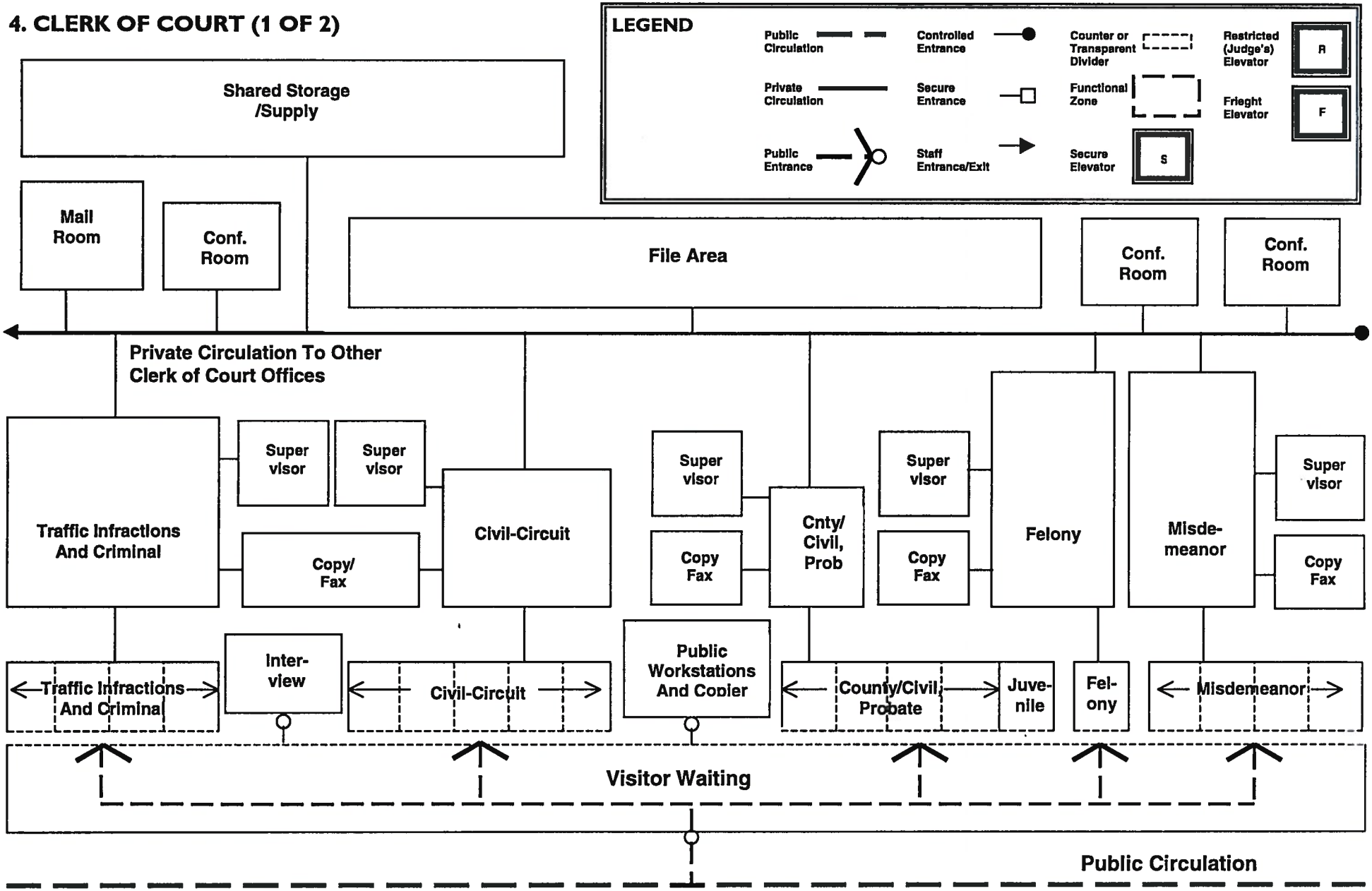
4	SPACE NAME	UNIT	QTY	TOTAL AREA	STAFF		COMMENTS
4.6	Archives/Evidence Storage						
	Public Areas:						
	Viewing Area	400	1	400			1 copier, 3 microfilm readers, 2 PC's
	Counter Workstation	48	2	96	1		1 staffed
	General Office Areas:						
	File Prep Area	48	1	48	1		
	Work Area	25	1	25			
	File Room	1,000	1	1,000			
	Microimager - Film Workstation	70	1	70			
	Office Areas:						
	Supervisor	120	1	120	1		
	Office Support Areas:						
	Copy/Fax/Storage	100	1	100			
	Evidence Storage Vault	300	1	300			Class V vault, contains workstation and shelving
	Expansion						Construct in base, but no FF&E
	File Prep Area	48	1	48	1		
	Work Area	25	1	25			

Base Net Area	2,159	3	Base Staff
Expansion Net Area	73	1	Future Staff
Total Net Area(NSF)	2,232		
Internal Circulation @ 20%	446		
Departmental Gross Area (DGSF)	2,678	4	**Total Staff**

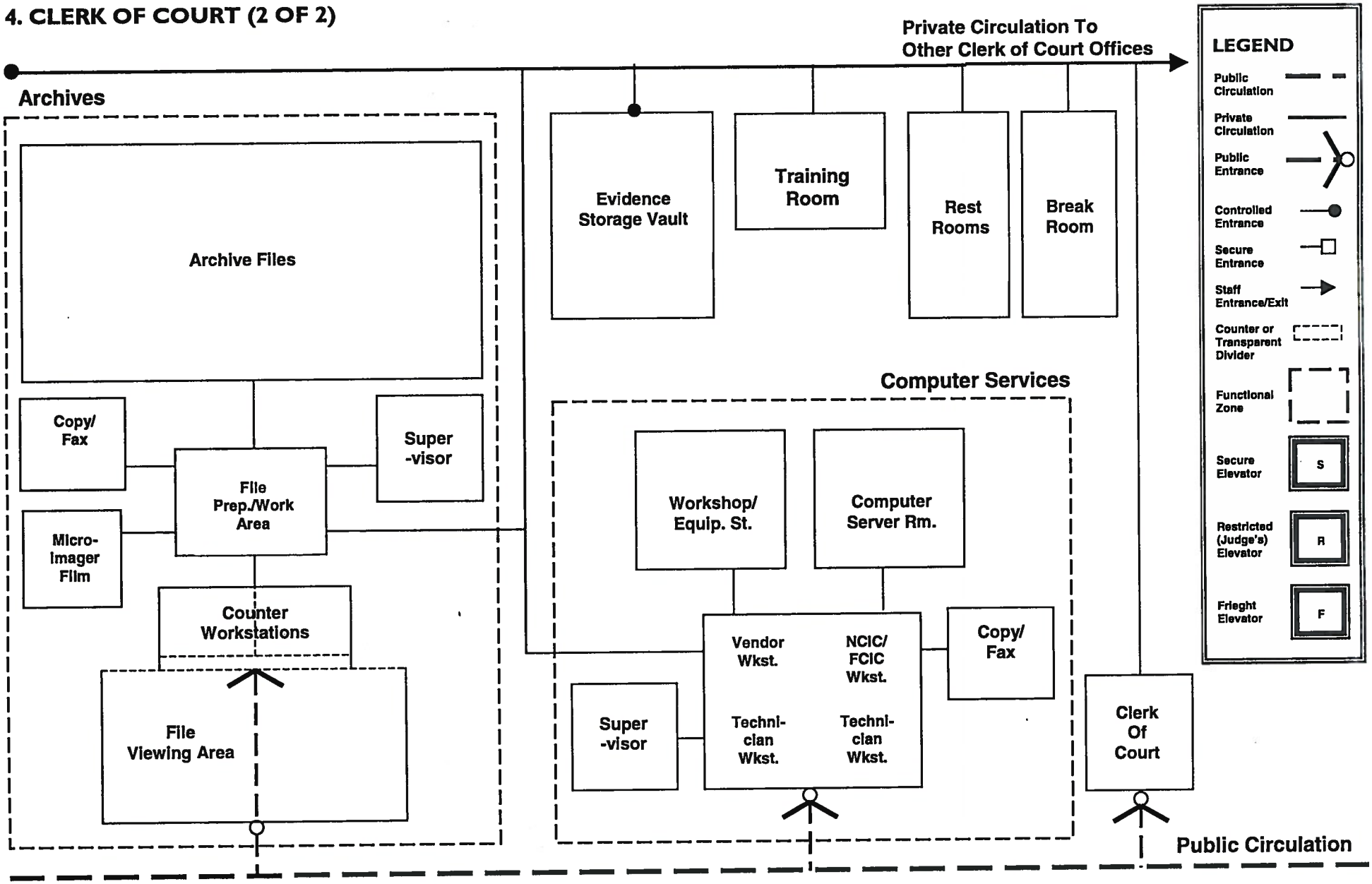
4	SPACE NAME	UNIT	QTY	TOTAL AREA	STAFF		COMMENTS
4.7	Computer Services						
	General Office Areas:						
	Technician Workstation	48	2	96	2		
	Vendor Workstation	48	1	48			
	NCIC/FCIC Workstation	48	1	48			Secure location
	Computer Server Room	200	1	200			Raised floor
	Office Areas:						
	Supervisor	120	1	120	1		
	Office Support Areas:						
	Workshop/Equipment Storage	200	1	200			
	Copy/Fax/Work	100	1	100			
	Shared Clerk of Court Spaces						
	Clerk's Office	150	1	150	1		
	Supply Storage	700	1	700			
	Mailroom	200	1	200	1		Centralised for internal and external mail
	Conference Room	120	3	360			
	Training Room	250	1	250			
	Staff Bathroom	150	2	300			
	Breakroom	415	1	415			15sf/person + 40sf service unit, 25 people (half of staff)
	Expansion						**Common Areas must be built out in Base**

Base Net Area	3,187	5	Base Staff
Expansion Net Area	0	0	Future Staff
Total Net Area(NSF)	3,187		
Internal Circulation @ 20%	637		
Departmental Gross Area (DGSF)	**3,824**	**5**	**Total Staff**

4. CLERK OF COURT (1 OF 2)



4. CLERK OF COURT (2 OF 2)



5. STATE ATTORNEY

Overview:

The State Attorney deals with all law enforcement cases and prosecutes them through the legal system. Their cases range from worthless checks too first degree murder.

The State Attorney seeks to identify, prosecute, and convict persons and legal entities who have committed criminal offenses against the laws of the United States.

The State Attorney is also responsible for presenting evidence to the Grand Jury to determine whether there is sufficient evidence to accuse anyone of a major crime. If the case goes to trial a different jury (6 to 12 person) will decide if the defendant is guilty or innocent.

Function and Relationships:

Attorneys work in offices with support staff close by adjacent.

Legal assistants keep current files at their workstations.

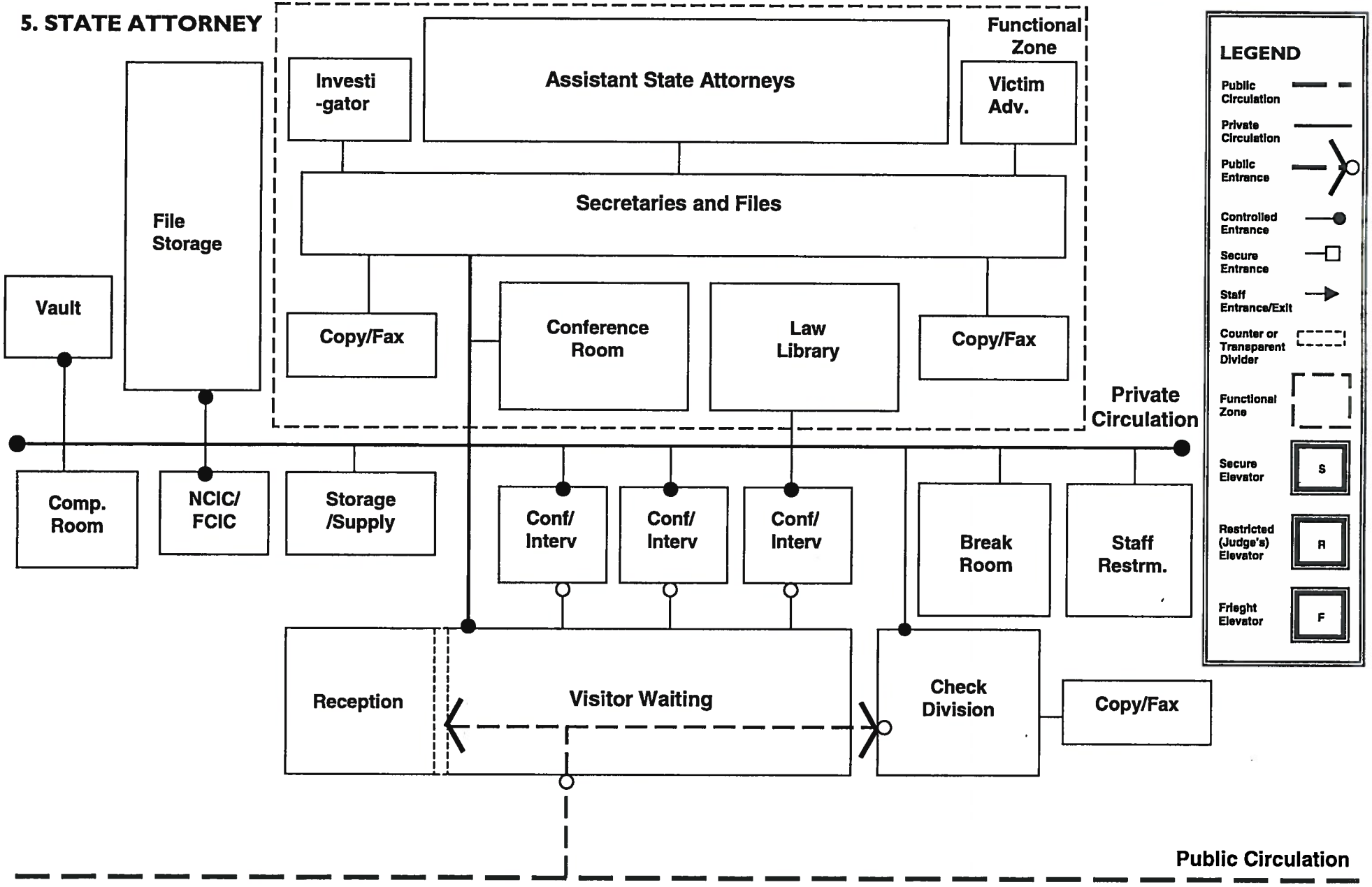
Reception Area has fairly consistent volume of public traffic.

Bad Check division has high volume of public and arraignment days – also can be somewhat separated from the rest of the office.

5	SPACE NAME	UNIT	QTY	TOTAL AREA	STAFF		COMMENTS
5.0	State Attorney						
	Public Areas:						
	Visitor Waiting Area	15	20	300			Seating/Waiting for 20 people
	Reception Counter Workstation	70	1	70	1		
	Interview rm/ Conference	120	3	360			
	General Office Areas:						
	Reception Workstation	48	1	48	1		Adjacent to counter workstation
	Conference Room	450	1	450			Video conference capability
	Law Library	300	1	300			
	Secure NCIC/FCIC Room	48	1	48			
	Secretary	70	10	700	10		
	Office Areas:						
	Assistant State Attorney	140	12	1,680	12		
	Investigator	140	2	280	2		
	Victim Advocate	140	1	140	1		
	Check Division Workstation	70	2	140	2		
	Office Support Areas:						
	Copy/Fax/Work	100	3	300			locate 1 adjacent to Check Division
	Computer/ File Server	120	1	120			
	Vault	120	1	120			
	Storage/Supplies	150	1	150			Shelving on all walls
	File Cabinets (Active)	14	6	84			Lateral files, adjacent to secretaries
	File Room	700	1	700			
	Breakroom	220	1	220			15sf/persoon + 40sf service unit, 12 people
	Staff Restrooms	150	2	300			
	Expansion						
	Assistant State Attorney	140	6	840	6		
	Investigator	140	1	140	1		
	Secretary	70	3	210	3		
	File Cabinets (Active)	14	3	42			Lateral files, adjacent to secretaries
	Copy/Fax/Work	100	1	100			

Base Net Area	6,510	29	Base Staff
Expansion Net Area	1,332	10	Future Staff
Total Net Area(NSF)	7,842		
Internal Circulation @ 20%	1,568		
Departmental Gross Area (DGSF)	9,410	39	**Total Staff**

5. STATE ATTORNEY



6. Public Defender

Overview:

The mission of the Public Defenders office is derived from State Statutes. They represent indigent (those who are financially unable to obtain adequate private counsel/representatives and other necessary defense services), criminal defendants in Felony and Misdemeanor cases, indigent juvenile criminal defendants and those people committed under The Baker Act.

By fulfilling this mission, the Public Defender helps to maintain public confidence in the commitment to equal justice under law.

Function and Relationships:
The Public Defenders office is proposed to be located in the new Courthouse. This arrangement will reduce travel time to and from Court and increase efficiency of the work being carried due to the proximity of other court agencies.

Public access to the Public Defenders office should be on a different path than that to the State Attorney office to reduce the risk of confrontation.

Attorney offices are supported by secretary/assistants located outside of offices – these assistants maintain current files at their desks.

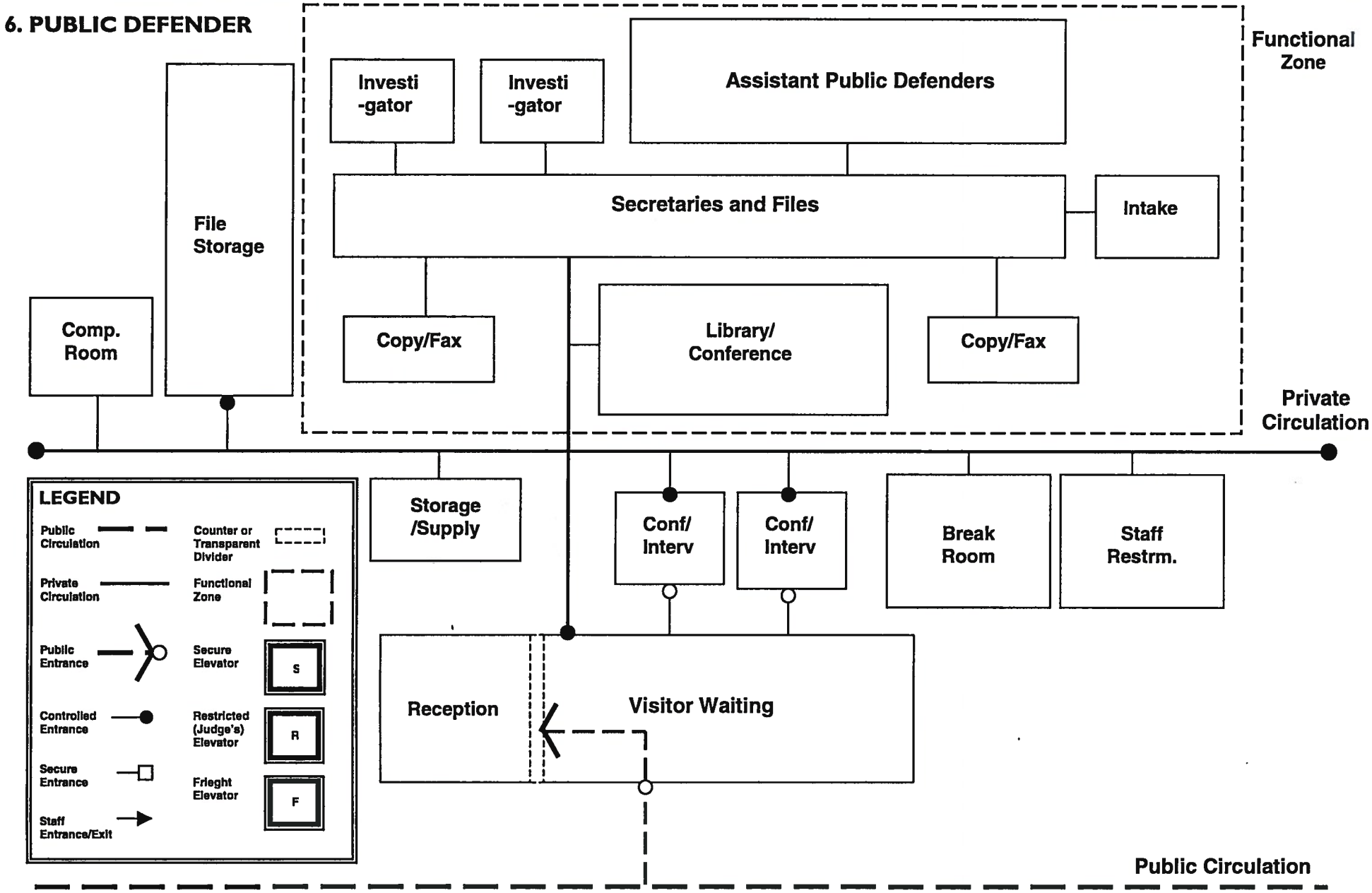
Law library will be used for research and also as large conference room/staff meeting room.

All staff need access to centralized work/fax/printer areas.

6	SPACE NAME	UNIT	QTY	TOTAL AREA	STAFF			COMMENTS
6.0	Public Defender							
	Public Areas:							
	Visitor Waiting Area	15	20	300				Seating/Waiting for 20 people
	Reception Counter Workstation	70	1	70	1			
	Interview rm/ Conference	120	2	240				
	General Office Areas:							
	Library/Conference Room	450	1	450				Video conference capability
	Secretary	70	5	350	5			
	Office Areas:							
	Chief Assistant Public Defender	160	1	160	1			
	Assistant Public Defender	140	9	1,260	9			
	Intake	140	1	140	1			
	Investigator	140	2	280	2			
	Office Support Areas:							
	Copy/Fax/Work	100	2	200				
	Computer/ File Server	120	1	120				
	Storage/Supplies	150	1	150				Shelving on all walls
	File Cabinets (Active)	14	8	112				Lateral files, adjacent to secretaries
	File Room	300	1	300				High density
	Breakroom	150	1	150				15sf/persoon + 30sf service unit, 8 people
	Staff Restrooms	100	2	200				
	Expansion							
	Assistant Public Defender	140	6	840	6			
	Investigator	140	2	280	2			
	Secretary	70	3	210	3			
	Copy/Fax/Work	100	2	200				

Base Net Area	4,482	19	Base Staff
Expansion Net Area	1,530	11	Future Staff
Total Net Area(NSF)	6,012		
Internal Circulation @ 20%	1,202		
Departmental Gross Area (DGSF)	**7,214**	**30**	**Total Staff**

6. PUBLIC DEFENDER



7. BUILDING SUPPORT

Overview:
Building support spaces include the loading dock, mail room, loading dock storage, custodial spaces and janitorial closets, electrical closets, telecommunications entrance room and closets, food service and/or vending areas. Note that the electrical and telecommunications spaces, mechanical rooms, the service elevator, are not included in the building's occupiable square footage.

Function and Relationships:
The following are the requirements for the building support spaces, which have specific size requirements.

Loading Dock: The loading dock should accommodate one van and space to temporarily store incoming/outgoing deliveries. Space for the building trash dumpster can be located in this area.

The freight elevator should be within easy access of the loading dock.

The Loading Dock Security Screening area should be located immediately adjacent to the loading dock bays where all packages and deliveries to the building can be screened or x-rayed. It must be wired for large x-ray machine and metal detector.

The loading dock requires CCTV cameras inside and outside the loading dock. The Command and Control Center should have local and remote control of overhead and access doors. A duress alarm is required in the general loading area and there should be an intercom between the loading dock security station and the outside loading area.

Security Office and Fire Control Center:

The security office and fire control center is where the building security personnel are located. Also located here is the protective equipment such as security and duress alarms, fire alarm, emergency elevator control, public address system, fire alarm enunciator panel, etc. This function could be collocated with the Central Control room depending on the operational procedures to be employed.

All power and lighting for this room shall be from the building's emergency electrical service with remote battery backup.

Custodial Services:

Each floor should have at least one distributed janitorial closets @ a minimum of 70 usable square feet. Closets should include provisions for a janitor's sink with hot and cold water, and contain square mop basin, and wall mounted mop rack. They must be secured by locks.

Service Elevator:

A separate passenger rated elevator is necessary for freight. The cab should have additional height and depth to accommodate furniture and other large equipment. This elevator will be multipurpose and be used by staff, jury and as a backup to the judges elevator.

It should meet all applicable Codes and the A-E is to determine size and load capacity of the passenger rated Service Elevator.

Trash And Recycle Removal:

To be determined based on County procedures.

Telecommunications:

The building backbone riser system is formed by stacking telecommunications closets and providing sleeves/slots through floors. The facility should extend from the cable entrance room to the court's telecommunications systems center, and from there provide a pathway to intra-building cable and for the telecommunication system ground.

An entrance facility will be required for voice/data/video communications system. Its location should be coordinated with the location of the power entrance to improve the overall performance of the telecommunications system. It should be planned to terminate wiring for the public switched network and to house building-level electronics and cross-connected inter-and intra-building cabling system, using wiring distribution frames/backboards, protective blocks and other equipment required by the telephone and cable utilities.

The room should be located at ground level on a perimeter wall adjacent to the local telephone company manhole access. It should be positively pressured to prevent dust infiltration. Its location should be away from any x-ray sources, such as emitted from x-ray machines at security screening stations.

All telephone equipment room walls should be either cast-in-place concrete or concrete block. Installed three-quarter inch thick plywood backboards should be provided to a height of eight (8) feet from the floor.

The floor should be vinyl composition tile.

Provide duplex 120V AC / 20 amp emergency generator backed-up wall outlets located on the plywood face at 36" horizontal intervals and 15" off the floor level. An ambient air temperature of 72 degrees F and 45% Relative Humidity should be maintained. A back up system to control room temperature and relative humidity is required and must be on the emergency power panel.

The room should be safe, secure, and dust free and protected by full-height firewalls of at least two-hour rating with no windows and no false ceilings. Lighting should be 50 FC at the floor level. Access door should be a minimum of 36 inches wide and 80 inches high.

Telecommunications closets designed to house intermediate distribution frames for data/voice/video should be provided per floor; stacked vertically and located close to the building service area, preferably in the core area. Closets should be positioned so that it is possible to gain access without disrupting normal office work and sized to allow an engineer to work within the closet an provide front and back access to the cabinets with space for additional wall mounted data patching frames.

Floor telecommunications closets should be a minimum of 50 square feet. The closets should be lit to 50 FC at floor level by lights mounted at 9' 0" or higher above the finished floor. Floor areas should be designed with a minimum floor loading of 50 lbs./ft^2. Floors, walls and ceilings shall be treated to eliminate dust. Finishes should be light in color to enhance room lighting. False ceiling should not be provided. Security access system should be provided at the door.

Smoke detectors should be provided with an override to avoid unnecessary alarms caused by technicians working in the room.

An uninterruptible power supply may be required.

HVAC should maintain temperatures at levels equal to adjacent office areas.

Telecommunications pathways, or conduit, should not be located in elevator shafts.

Each communication closet shall be connected to the telecommunications equipment room with four, four-inch (4") conduits. All required conduit bends shall be sweeps and shall be privded with pull-boxes.

Provide 120V AC outlets at 36" on center on walls at 15" above the floor.

Closets should have waterproof ceilings and no windows. Clear unobstructed height of the rooms should be no less than 9'-0" for overhead cabling ladders.

HVAC ducting and pipe work should be kept out of the telecommunications risers.

Fire treated plywood boards painted with two coats of white fire retardant paint should be anchored to at least one wall for placement of telephone equipment.

Electrical Closets:

A minimum of one electrical closet per floor should be provided.

Mechanical System:

HVAC systems shall be designed to allow sufficient flexibility in daily use understanding that not all parts of the building have consistent occupant loads. Courtrooms, Jury Assembly and other large spaces should be able to be controlled to deal with fluctuating demand. Office areas will require less flucuation of temperature and humidity.

Detailed Design should incorporate cost analysis to address life cycle costing, maintenance & operations of HVAC systems to meet the financial as well as functional goals of the County.

Mechanical rooms for air handling equipment should be located to minimize their acoustic impact on noise sensitive spaces.

Duct layouts should be designed to reduce the risk of duct borne noise transfer especially at Courtrooms & Jury Deliberation suites.

Public Toilets:

Public Toilets should be placed on every floor and sized according to relevant codes.

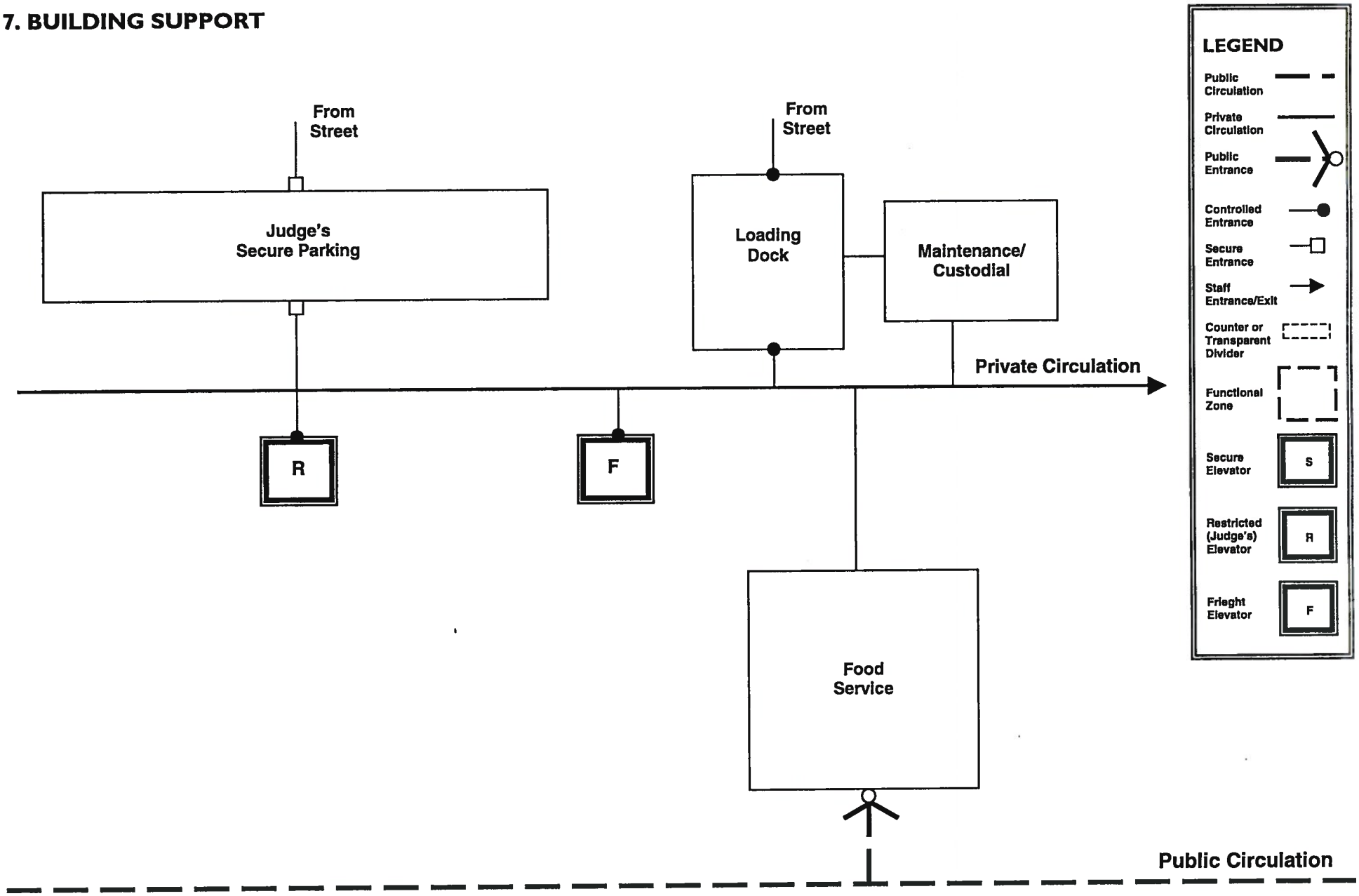
Staff Toilets:

Staff toilets are provided in the Program. Staff toilets will be sized and located to correspond with organizational deployments.

7	SPACE NAME	UNIT	QTY	TOTAL AREA	STAFF		COMMENTS
7.0	Building Support						
	Loading Dock/Service Area	300	1	300			
	Maintenance/Custodial staff	200	1	200			
	Food service	1,000	1	1,000			Area allowance, type to be determined
	Judges Secure Parking	400	8	3,200			

Base Net Area	4,700	0	Base Staff
Expansion Net Area	0	0	Future Staff
Total Net Area(NSF)	4,700		
Internal Circulation @ 20%	940		
Departmental Gross Area (DGSF)	**5,640**	**0**	**Total Staff**

7. BUILDING SUPPORT



APPENDIX

(Pre Contract Reference Material)

SANTA ROSA COUNTY COURTHOUSE TASK FORCE
Milton, Florida
June 9, 1999

The Courthouse Task Force met on the above date with the following members present: Commissioner Byrd Mapoles, Circuit Judge Paul Rasmussen, County Judge Colie Nichols, Mayor Guy Thompson, Clerk Mary Johnson, Laurie Green, and T. Sol Johnson. Also in attendance were: County Administrator Hunter Walker and Architect David Alsop.

Commissioner Mapoles stated that the BCC had recognized that it must begin to look at the courthouse problems, not only from a space standpoint but a maintenance standpoint as well. Mapoles said the BCC had appointed him to be the liaison to work on the courthouse project., and he wanted to bring together a group to take a good look at the courthouse and determine if it should be torn down, remodeled, or expanded. Mapoles introduced Architect David Alsop, and said he had been working on the space problems in the courthouse and has a lot of knowledge as to what to look for, and could advise the Committee on what can or cannot be done. Mapoles invited input from each of the members present.

Judge Rasmussen said he sees it as two problems, a short term need and a long term need. Rasmussen said the way the County is growing, and the case load, there is an immediate need for more courtrooms. Rasmussen stated that the judiciary feels that they are inefficient as far as scheduling, because they have to schedule around so many people with so few adequate courtrooms. Rasmussen said there is an immediate need to get at least one, possibly two, courtrooms. Rasmussen said, long term, the question is whether the existing facility is useful or can be useful ten years from now. Rasmussen listed some of the problems: lack of space, security, noise, heating and air conditioning. Rasmussen said when the building was built, there was one county judge and one circuit judge; now there are two fulltime circuit judges, two fulltime county judges, and likely another circuit judge coming; and occasionally, retired judges are asked to help out. Rasmussen added that there is a hearing officer who comes for child support enforcement cases, also county court mediators and domestic violence cases. Rasmussen added that there is a lot of collateral support for the courts that require space.

Mapoles stated that the BCC has approved conversion of the board room for a courtroom and the old clerk's office will house the jury facilities across the hall. Hunter Walker said the bid would be awarded at the BCC meeting on June 10th. Alsop said they are hoping to start the contractor July 1st, he will have 65 days to complete the conversion, so it should be available by September 3rd. Alsop said it is a bandaid fix. Mapoles said it is an attempt to try to get by until the decision is made on a long-range plan. Mapoles said besides problems with heating and air, there are all kinds of maintenance problems--the maintenance bills have skyrocketed. Mapoles said some people want to tear the existing building down to the ground; others do not. Mapoles said he had some thoughts about doing it like the capitol building in Tallahassee, try to put the old portion back close to what it used to be, and walk through it into a big office building out back that will house all of the courtrooms and office space.

Hunter Walker said they were working with the Clerk's Office on getting more of her administrative functions relocated to the new county complex, which should free up some space. Alsop advised that there is a plan to convert recording and indexing into a second new courtroom. Alsop said the other problems remain to be solved. Alsop said in walking through the building, you change levels several times, you turn corners, the passageways are tight; the restrooms are a problem. Alsop said there are a lot of issues to be resolved. Mapoles said he thought the short-term was under control, it will just take a little time to get the Clerk moved and make these conversions. Mapoles said the board room conversion will have a jury box that will hold 14 jurors, and will have everything needed for a full-blown courtroom although it will not be quite as big as some would like it to be.

Mapoles asked for comments from the members on a long-term resolution. Rasmussen stated that his feeling on long-term was that a new courthouse is needed. Rasmussen said he had heard the term "functionally obsolete" over and over again, and he would not know how to turn something functionally obsolete into something functional. Rasmussen said the concept of leaving the courthouse and making it like Tallahassee could be open to discussion on how to go about doing that. Mapoles said the County knows it has to have a large amount of new space; it is just a matter of whether to abolish this building or leave it and convert it into some sort of museum or attachment to the new building.

Mary Johnson said she had worked in the courthouse since she was 17 years old and hated to think about it being destroyed, but it is not functional for the court facility. Johnson said she favored the idea Mapoles put forth to save it and put the new building to the rear. Johnson said it could be used as a public law library or something related to court activity. Mapoles said whatever is done, it should be done right. Mary Johnson stated that she had heard discussion about removing the two L ends that were built on in 1959-60 and leave the center like it used to be in the 30's. Mapoles said that discussion included putting the top back on. Green stated that the reason the top was taken off was because the foundation could not support it. Mapoles said that would have to be worked out, pilasters could be erected in the halls. Green said she had heard discussion about building the facility in East Milton near the new jail. Mapoles said the Commission did not really want to do that because the legal community have their offices downtown and there would be a devastating effect on downtown Milton. Mapoles said he thought the new courthouse could be built right out back, and then do whatever with the existing building. Mayor Thompson said he agreed with the judges and court people, they work here and they know best what the needs are for the future. Thompson said he agreed if a new structure is built, it should be done right. Thompson stressed the importance of getting public support for the project. Thompson said many people would not think a new courthouse is needed, because they do not know what the judges, the clerk, and the legal community know on a daily basis. Thompson suggested that a study might be conducted and make the results public. Thompson said he favored building more than what is needed today, because it saves money in the longrun. Thompson said it needs to stay downtown.

Rasmussen said cost has to be a factor. Rasmussen said the judges are assessing fines against defendants that go into a court facilities fund, and Mary Johnson could provide figures from that fund. Mary Johnson added that the Clerk also collects a $20 fee for filing new cases.

T. Sol Johnson indicated that he would like for it to continue to be downtown. Johnson said he would like to see a study that would look at all the options, including the cost, courthouse design. Johnson said he did not have a preference on whether to tear the courthouse down, that he had no sentimental attachment to it. Johnson said he was not saying that leaving the front part is a waste of time or money, but he could not get a real good feel for whether he would be for or against it; the major thing would be the functioning of the courthouse for the convenience of everybody. Johnson stated that he did not have enough information to express views, but he thought everybody would agree that a better, more convenient facility is needed.

Mapoles said Alsop had conducted studies and come up with what the size of the building should be to do what would be needed for the next 15 years. Alsop noted that the need is crystal clear from the comments of the people who know it best. Alsop said his firm conducted a study in December of 1995, they developed questionnaires and provided them to each person in each department and got their feedback. Alsop said growth projections were made based on how big you were five or ten years ago, how many people have been added, and what affected that--for instance, a law change, a change in demographics, county growth--and projections were made. Alsop said he felt pretty good about the five year projections, in ten years there is less clarity, in fifteen years it is a guess, and in 20, you are grasping. Alsop said it has been almost five years, so they have a test of how they did on the projections, and they were pretty good. Alsop said what they found has come true. Alsop said the study revealed the need for about 26,000 square feet for courtrooms, jury assembly, jury deliberation, witness rooms, judges' suites, etc.. Then they had the clerk's office and those functions, which has seen a lot of growth because the population has increased and new laws have been enacted; the sheriff's program has stepped up. Alsop said the State Attorney's office and the Public Defender's office were studied, and projections were made there. Alsop said all of that needs to be updated, but the projection was made of about 60,000 square feet to accommodate the courts and the clerk's functions attached to the courts. Alsop said the projection for growth needs to be updated. In the purest sense of good planning, a governmental building needs to be planned for 40 to 50 years. Alsop said it should be done right and planned for the future. Alsop said the existing building is not ADA compliant, it would require extensive renovations to bring it to that level. Alsop said a study was done to put a two-story building directly behind the existing courthouse, and the size would be approximately 130 or 140 by 150 or 160. Mapoles said he wanted an idea of the size of the building and how many stories it would be. Mapoles said he knew the building could not go five stories, that was tried, and they learned that pilings would have to go down over 100 feet before they could get anything that a piling would stand on. Mapoles asked if we could get by with three stories. Alsop responded that he thought they could get by with a two to three story building. Alsop added that they had some knowledge of the muck below the surface and the fact that there is a lot of subsurface water moving through. Alsop said there are 8 or 9 little wells around the courthouse, the basement is practically unusable, and it is in a flood plain. Alsop said he could present a site plan with graphic depictions of it at the next meeting. Mapoles said it would have to be built big enough now or built with room for expansion. T. Sol suggested it be built, both, bigger and with room for expansion.

Judge Nichols agreed with the comments made by Judge Rasmussen. Nichols said County Court

has limited courtroom space as a result of the SMARTCOP program initiated by the Sheriff's Department. Nichols said he has scheduled more court days to accommodate the increase; Judge Allen has not been able to reschedule. Nichols said people in wheelchairs cannot even get to County Court unless the wheel chair is picked up and carried down a set of steps. The hallways are narrow. Nichols said it is foolish not to take measures to have adequate security. Nichols said some security measures have been established, but there is much more that could be done in a new building than in this building. Nichols agreed with Thompson about public acceptance, and stated that the conclusions of this committee will be significant. Nichols said he conducted a test on how many people go through the metal detectors each day on the second floor, 505 people on a light day, a Friday, 1,948 on the heaviest day. They vary but average about 700 or 800 people. .

Mapoles said he thought when people are told that the old building is going to be torn down, some people think it could be used for something. Mapoles said if they are told we are going to start building a new facility in the back, they don't feel like everything is being thrown away. Mapoles said recently there was a catered dinner in the old Capitol building in Tallahassee, it was used like the Imogene is. Mapoles said he is trying to find a way to appease the general public so they will not think the County is going to throw money away to build a big fancy palace for the judges. Mapoles said some people think if you work for the county or are an elected official, you ought not to have anything. Mapoles said he thought a good rapport with the people was established in the way they handled the jail issue and other building projects, and it could be the same for court facilities.

T. Sol said his first thought about leaving something for show was not favorable, but if it could be functional and meaningful to the community, he would favor that idea. Mapoles said he did not want the public to get the idea that they are throwing money away. Mapoles said it will not be as expensive as the jail, but it will be expensive to do it right.

Laurie Green stated that she was not in favor of tearing the building down. Green said the Canal Street School and the Imogene are examples of how things can be saved and used. Green said the idea of the building in the back is good and she would hope that it would look better than the jail. Green said the public does not understand the lack of space, especially since many departments have moved to the old Delchamps building. Mapoles said they thought there would be enough space for a couple more years, but that is not the case. Mapoles said according to the MPO's projected growth, the County cannot build what it has to have, it will still be behind 20 years from now. Mapoles said he wanted to know how far back and how high the building would go, and still allow for parking. Mapoles stressed the importance for adequate parking.

Nichols asked Mapoles if the Commission is receptive to the idea of a new courthouse. Mapoles responded that three commissioners are wholeheartedly in favor. Mapoles said they will probably have to come up with something to appease the South End. Mapoles said he would have a problem moving away from the county seat, which is centrally located. Walker said he thought the Commissioners were going to be guided by this Committee's findings. Walker said they are aware that the building is dysfunctional. Mapoles said he did not think anyone would fight the project,

although they might grumble about it. Mapoles said he wants to pull the press in a little later and start meeting with the civic clubs to tell them about the plans and why it is necessary, and try to get as many people involved as possible. Mapoles said the County has gained the public's respect because of the manner in which they handled the other projects and that they had been upfront with the public. T. Sol said he agreed with the suggestion to seek the voice of the community, it is something to stay tuned to.

T. Sol asked if the projections show how many litigation cases come up from the South End. Johnson noted that Okaloosa County has a pretty substantial complex at Shalimar. Johnson said there may be enough to move some down, but then there would still be the problem of the obsolete building. Johnson said if there is a pretty good number, that may be a consideration when and if we get to the point of being pushed or crowded. Mapoles said most people do not realize that when the judges go to the South End for court, court personnel have to go with him. Mapoles said it would have to be done daily, full time. T. Sol said the judges in Shalimar are there everyday. T. Sol said it would be wasteful to build a facility that is not used 100% of the time. Mapoles said the citizens in the South End take good advantage of the services offered at the Service Center. Mary Johnson said she has four full time employees at the South End, and they could easily use another. Johnson said there is not enough space to provide all the services that could be provided, and the Center could not accommodate anything like a murder trial. Mapoles said 41% of the people live down there and the day is coming when that will have to be addressed.. Nichols said a good argument could be made for having a facility in the Avalon area, with the new bridge. Nichols said the people in the South End need to feel that they have had some consideration. Mapoles said if that is done, the people in the north end of the County will complain about having to drive further. Mapoles said he thought the central location is best, and then if other satellite areas have to be done later, that can be taken up then. Rasmussen said another reason for leaving it where it is would be transportation of prisoners; requiring the Sheriff to transport prisoners to the South End would become a real problem. Rasmussen said a lot of litigation does come up from the South End and doing some of the civil litigation there might be a consideration. Mapoles said the projection for the metropolitan area for the year 2020 is 750,000 people, which is three times what we have now.

Rasmussen asked Alsop what year the projection of 60,000 square feet was made. Alsop said it was put together five years ago, and he thought those were the ten year projections, and some of them might have been good for fifteen. Alsop said each department needs to be revisited to see what the growth was. Alsop said he had gone through that with Mary, but he needs to do it with the Judges, the State Attorney, and the Public Defender. Green said Alsop had mentioned a two-story building, but a three-story building would increase the capacity 50%. Alsop said the footprint is 170x170 which is actually 28,900. Alsop said he would present a site plan at the next meeting.

The Committee discussed meeting dates. The next meeting was scheduled for June 30th at 5:00 p.m.

Rasmussen stated that he was not strong either way about the concept of leaving the existing building, the cost would have to be a consideration. Mapoles said the Committee has to look at all of it and put a pencil to it. Mapoles said if the existing building is used for the face of the other

building, there will be a reduction in the expense of the new building. T. Sol said it may be expensive, but if it is made into something useful for the community, it may be all right to leave it. Mapoles said if it will cost three times as much to leave the building, it will probably not be left.

Rasmussen said he had not been aware of the plan to turn the records department into another courtroom. Mapoles said the Commission had been aware of the need for a long time but had to take care of some other things. Mapoles added that it will not be an easy project and will take everyone pitching in.

Meeting adjourned.

SANTA ROSA COUNTY COURTHOUSE TASK FORCE
Milton, Florida
June 30, 1999

The Courthouse Task Force met on the above date with the following members present: Commissioner Byrd Mapoles, Circuit Judge Paul Rasmussen, Clerk Mary Johnson, and Laurie Green. County Administrator Hunter Walker and Architect David Alsop were also in attendance.

Commissioner Mapoles opened the meeting and called on Alsop to make a presentation regarding the footprint and square footage projections on the proposed court facility. Alsop presented the site plan for the Committee's review. On the plan was the original courthouse footprint. Alsop explained that the wings were added later; he also pointed out the sheriff's administrative offices and the jail. Walker asked about the original courthouse. Green and Mapoles explained that it was a square building with entry from all four sides. Mapoles added that it sat in the middle of the town square. Alsop said there is a bid package out to take down the jail, but the work was delayed due to identification of asbestos and complications with utilities that provide service to the main courthouse. Alsop referred to the proposal and pointed out on the drawing a square of 180 square feet on a side, or 32,400 square feet per floor. Alsop said a study was done five years ago indicating a need of about 60,000 square feet, but that did not include the state attorney or the public defender. Alsop said the study should be updated in detail.

Green asked what the square footage is of the existing courthouse. Alsop noted that the basement contains 8,734 gross square feet that is basically not usable; excluding that, there would 32,000 gross square feet. Green asked if when they added the wings there were all the rabbit warrens of offices and halls or had partitions and walls been added. Alsop said there has been some partitioning, but not a lot. Most of what has been done inside was built-in cabinetry and partition walls. Green asked if some of the walls could be knocked out. Alsop said that could not be done, some are load-bearing. Mapoles added that some of the walls were two feet thick. Mary Johnson said most everything on the first floor is the same as it was in 1960. Mapoles said if the original square is saved, it should be as close to what it used to be as possible. Green asked if three floors would be feasible. Alsop said he thought the thing to do would be to capture the square footage needed for future growth in a new three-story building.

Alsop pointed out the lots that the County owns behind the courthouse, and the three lots that it does not own. Mapoles stressed the importance of planning for parking for the future. Johnson asked about parking behind the proposed building. Alsop said there would be about 83 spaces there and some area under the building because the flood plain would require that the building be raised. Mapoles stated that there is not a lot of available parking under a building. Alsop said the lots owned by the County are low and stay wet must of the time. Green said those lots might best be used for a parking lot. Mapoles said the price on the lots that the County does not own are beyond reason, especially to be used for parking. Green asked if the County would have to buy the McCall building or condemn it. Alsop said it would be a good idea to consolidate everything if possible. Green asked about impacting McCall's setbacks. Alsop said the County could build up to its own

lot line. Green asked if Alsop had done a preliminary floor plan to come up with the size. Alsop said the size is based on the square footage, and it could be shaped any way necessary. Mapoles pointed out areas that could be considered for parking. A multi-story parking garage was discussed, and some possible locations. Mapoles indicated that the lot south of the clubhouse might be a likely place for a multi-story parking facility. Rasmussen asked how many stories would be proposed. Alsop said it would depend on the footprint. Mapoles said it would be two or three, the historic district may limit the height of a building. Alsop added that there is a city code requirement for parking, it is different for a governmental building; one space per every 300 square feet. Discussion moved to the existing parking lot on the northwest side of Caroline Street. Rasmussen said that the City has a vested interest in keeping the courthouse in this location and would perhaps consider donating that parking lot for a parking garage. Mapoles said because it is a historical district, he would suggest the parking garage be within a block but out of sight of downtown Milton. Mapoles added that this would have to be figured into the cost of the courthouse, it should be done altogether.

Mapoles said he thought more study should be authorized to determine the needs. Walker said the County Administrator could approve under $2500, but it may cost more than that. Mapoles said before committing to building the facility downtown, the infrastructure will have to be in place to support it. Walker agreed. Alsop said they could go back to the agreement in place which was a space needs study for everything in the area. Alsop said they could, probably at an hourly rate, work up an idea of the scope of what has been discussed and provide an estimate. Mapoles said if that is appropriate, it is all right, but he wants to be sure to stay within the guideline of what the committee is supposed to do. Mapoles reiterated that more information is needed. Walker said they would have to go back to the Board for that. Mapoles said he would urge the committee members to give their thoughts as to whatever is needed to support the building. Mapoles said he would like to know a little more on the size projection and whether 64,000 square feet would be adequate for growth in the distant future. Mapoles stressed the importance of doing the job right.

Alsop said he would pull out areas the Committee has discussed from the study, update it, and provide it to Judge Rasmussen. Mapoles suggested that Alsop meet with the Judge and explain where the figures came from, and get his input as to what he sees the Court to be in ten, twenty, or thirty years. Mapoles said he thought as many of the old buildings downtown should be utilized as possible. Rasmussen asked if the committee should look at this proposed building to cover long-term growth, or look at this building to cover growth and look toward doing something in the south end. Mapoles said the existing building in the South End could accommodate a court facility, but not all the support services. Mapoles stated that at this time, the court facility is 20 minutes from any point in the County. Mapoles said the growth area is anticipated to swing toward the Pace and Milton areas as they begin to move to the north. Mapoles said he thought the County should start to look at expansion of the County Service Center, and it should be part of this project. Johnson described the space problems in the Center. Walker asked Judge Rasmussen if there were certain court functions that could be done at the South End. Rasmussen responded that Judge Allen goes down twice a month to do traffic. Johnson said the Center would not accommodate anything that would require a jury. Johnson described the increase in services provided at the Center to accommodate the growth. Mapoles agreed that the Center is running out of space, and that is why

he wanted to tie it into this project. Mapoles added that he wanted every area of the County to feel like it would be getting something out of the 1 cent sales tax. Johnson said increased parking at the Center should also be considered. Rasmussen said he would meet with Alsop and try to provide hard facts and fairly accurate projections for the future, with the idea of centralizing it here.

Mapoles asked Walker to work with Dannheisser to obtain authorization for Alsop to do a feasibility study of the court facility remaining in the downtown location, with its support facilities, and also an evaluation of what needs to be expanded, and to what degree, at the south complex. Mapoles asked how long it would take Alsop to perform the study. Alsop recommended that the Committee skip a month before meeting again, and afford him an opportunity to meet with the judges and with Clerk Johnson. Alsop said he could get some downtown maps and meet with the City to get a better understanding of what is in and around downtown Milton. Mapoles said Alsop could get an understanding of how the City would be willing to participate. Mapoles said if Milton cannot support the courthouse, there is no way to build it in the downtown location. Alsop said his firm had conducted a parking survey in downtown Pensacola for expansion of the M. C. Blanchard Judicial Building, and the best places for a parking structure turned out to be privately owned properties. Alsop said it was determined that it would cost, at that time, $7,500 per space to build a parking structure. Alsop said Pensacola just built a parking garage at the airport so he could find out what the cost per space would be.

Mapoles expressed appreciation to the Committee members for their efforts. The Committee agreed to hold its next meeting on August 25th at 5:00 p.m.

Alsop initiated discussion of the proposal to convert the Commissioners' Board Room into a courtroom. Alsop provided the plan for the Committee's review. Alsop recalled that they discussed plans to convert another area across from the Board room into a courtroom if the Clerk moves to the new County complex. Mapoles asked how long it would take to get the two new courtrooms ready. Alsop said the contractor has 65 days to convert the board room. Alsop added that nothing could be done in the area across the hall unless the Clerk moves out. Rasmussen said unless it is absolutely necessary, he did not want to spend a lot of the County's money on the other extra courtroom when a new building is going to be constructed. Rasmussen said the new courtroom will help quite a bit. Mapoles agreed, and stated that he just wanted to make sure the judges have what they need, and suggested that Rasmussen may want time to look into that further. Rasmussen advised that SR County will be getting another circuit judge effective the first of the year. Walker noted that January would be the deadline on some kind of office suite for the new judge. Rasmussen said that would depend somewhat on whether the Clerk moves, but there will be a need for some space to put that judge. Walker said he would anticipate advertising the project for the Clerk's move to the new complex after the second BOCC meeting in July.

Alsop said he would get the specific information together and go through it with the individual departments.

Meeting adjourned.

SANTA ROSA COUNTY COURTHOUSE TASK FORCE
Milton, Florida
August 25, 1999

The Courthouse Task Force met on the above date with the following members present: Commissioner Byrd Mapoles, Circuit Judge Paul Rasmussen, County Judge Colie Nichols, and Clerk Mary Johnson. County Administrator Hunter Walker and Architect David Alsop were also in attendance.

Commissioner Mapoles opened the meeting and called on Alsop to report the progress on proposed plans for a new court facility. Alsop reported that he had met with the judges and they defined what they thought it would take to accommodate future growth. Alsop said the projection is based on three large courtrooms and three medium courtrooms, seven judges, space for court administration, and a jury assembly. Alsop said he updated the 1995 study. Alsop said the proposal was changed from one large and two small courtrooms to three large and three medium courtrooms. Alsop said he refigured the square footage, and added a conference room for each courtroom. Alsop said the plan would include a jury room and witness room for each courtroom. Alsop said they had made projections in 1995 for six judges, he would propose seven to accommodate growth in the future. The size of the library was increased, the court reporters went from two to five, and space was added for courts administration, which is a trial court attorney, courts admin staff, and family law/domestic violence. Alsop said the biggest addition was jury assembly, which the 1995 study did not have. Alsop said the total need is 43,000 square feet rather than the 26,000 reported in the 1995 study. Mapoles suggested that seven judges may be too conservative. Mapoles said he would rather be over-zealous to begin with to eliminate any need to add to or modify the court facility. Nichols said the judges talked about leaving unfinished space until growth calls for it. Alsop said he would revise the 1995 study and get it back in front of the judges, so they can reconsider the entire plan to be sure it is what the Committee wants to recommend. Walker asked Mapoles if he wanted to plan for eight rather than seven judges Mapoles said if the building is designed for seven judges, including the support facilities, and there is no location for the eighth judge, the County would have to come back and add the judge. Mapoles pointed out that all the court support goes with it. Mapoles said adding that later will be expensive, and it would be easier to allocate it while financing sources are being identified. Mapoles said a one cent or half cent sales tax may be the source. Mapoles said he would like to have a facility that would not have to be modified for some time. Mapoles said the County will have to bite a big bullet, and the difference between the cost is better addressed now. Mapoles said if the money is spent and then they have to come back for more money, that is a big item from the Commissioners standpoint. Mapoles said he understands about leaving some of the space unfinished, but he would be a little more inclined toward that if he were building his own house without having to answer to the people.

Alsop said he met with Johnson regarding the clerk's needs. Alsop said, in 1995, there was a total need for the clerk of 21,500 square feet. At that time, she didn't have computer services, which is a growing part of everything she does, so a computer department was created and spaces identified for the number of people, and square footage was assigned for that. Alsop said some

future growth had been built into the original study and that was updated. Alsop said finance was updated, as were staff evidence, indexing, BOCC support, misdemeanor, felony, probate, archives, traffic, civil circuit, and recording. Alsop said a growth was shown from 21,500 of 29,000 square feet. Alsop said he and Johnson talked about the twenty to thirty year projection, so these numbers need to be increased. Alsop said some of the departments will move to the facility behind McDonald's, so the new building will not have to accommodate all of the clerk's square footage. The departments that can move are computer services, finance, indexing, board support, and recording, which is roughly the 16,000 square feet at the new complex. On the BOCC's agenda for tomorrow (8/26) is whether to put a second floor on Delchamps as part of that renovation. Staff evidence, misdemeanor, felony, probate, archives, traffic, and civil circuit will be left, and that is about 16,000 square feet. Johnson said that is not much more than it is now and would not accommodate a twenty year growth span. Alsop agreed, and said that needs to be addressed. Mapoles said a second floor at Delchamps would provide a tremendous growth space. Alsop agreed that the space should be all right out there, but the space for the court support departments should be analyzed to be sure what is needed. Alsop said taking away what can be moved out and taking into account the growth necessary in the courts, it comes back to that 60,000 square feet. Alsop said he is seeing a need for about 76,000 square feet, making some accommodation for growth and recognizing that nothing is being done for the state attorney's office and the public defender's office. Alsop said holding cells are also a big part of this, but he did not have a handle of the square footage needed for that. Alsop said security is included at 2,200 square feet, . Alsop said he thought that three floors totaling 97,000 square feet is what should be planned for, that would give roughly 20,000 square feet to accommodate unanticipated future growth that would pick up another judge and growth from the clerk's office. Mapoles asked about adding in the state attorneys and public defenders. Alsop said in the 76,000 square feet, he had added holding cells at 3,500, state attorney at 10,000, and the public defender at 5,000. Mapoles said that is not even in the ballpark. Alsop said those were the figures from the 1995 study. Mapoles said they have already blown that out of the ballpark. Alsop said he did not think the public defender had but the state attorney had. Mapoles said the public defender has the same situation. Nichols asked if there is a definite plan to include the state attorney and public defender in the new building. Alsop said that would be for the Committee and the BOCC to decide. Alsop said that was the architects' recommendation, but he could not say it is definite. Mapoles said he did not know where they would go with the State on Article V. Walker suggested that the State should not be depended upon in this instance. Walker said the space would have to be determined for the public defender, and the state attorney as well. Walker noted that the state attorney's office is overrunning the Exchange Hotel. Mapoles asked about probation. Nichols said he did not see a necessity for having probation in the courthouse., and he saw no real problem with the public defender and state attorney offices being outside the court facility. Walker said he thought it would be good to make it a true judicial center and get everybody in it.

Mapoles asked the Committee to keep in mind that something in the south end should be done. Mapoles said that would not be like just building a courtroom and sending a judge, but support staff as well. Mapoles said he was hoping the new bridge would make the courthouse more accessible to the south end. Mapoles said he thought courthouses should be in the county seat.

Rasmussen said he would question whether it would be feasible to have two building projects going on at the same time. Rasmussen said it would be difficult to get a handle on it, and trying to sell the public on two capital expenditures at the same time would be difficult. Rasmussen said security officers would have to be part of the support staff. Nichols said it would depend on the kind of cases the judge would handle; Judge Allen handles some infractions and civil pretrials there now. There are no cases involving court reporters handled there. Mapoles noted that the residents of the south end would be called on to vote to pay for the project, so maybe something should be done to make them feel like they're voting for something for that end of the County. Nichols said there is no question that the facility in the south end should be expanded. Walker said the committee may want to discuss the expansion of the service center rather than doing a courthouse annex in the south end, especially given the bridge and the cost. Walker said he thought trying to do two major projects may not be acceptable to the public. Mapoles asked if the judges would be happy retaining all the court facilities here. Rasmussen and Nichols both indicated that they would be. Mapoles said he would be content, then, to do the judicial center, and either in conjunction with or at a later date expand the service center. Alsop said it could be identified as a future plan. Mapoles said he had been thinking that the judges may want a court facility in the south end. Rasmussen noted the growth occurring to the north and in the Pace areas, as well as east of town, and said it seems to him that this would be a very centralized location. Mapoles said the County could upgrade the road between Milton and the new bridge on Garcon Point. Rasmussen said he had not talked to the other judges, but he would be in favor of looking at this as a centralized judicial complex. Mapoles said he needs the judges' backing to have a solid front and help sell the project to the public.

Mapoles said the parking has not been resolved. Mapoles said he was contacted about the land immediately north of the railroad tracks. Mapoles said maybe the parking should run from the building all the way to the railroad track. Mapoles said it is pretty wet and mushy but should serve well for parking.

Mapoles said he had been discussing with different people and groups what to do with the old courthouse, and there seems to be a consensus that the old courthouse should be left, and maybe take the wings off. Mapoles said he thought they should determine what was done to put the wings on and what it would take to take them off and put the old courthouse back like it was. Mapoles said it could be used as a front for the new building. Mapoles said the old building could also be used as a chamber of commerce, historical area, or community building. Mapoles said it would save the expense of building an expensive front on the new judicial building. Nichols said it would be unattractive. Mapoles said it is tremendously expensive to tear buildings down, it will cost $250,000 to tear the old jail down, which could do a lot of renovation. Johnson said she had talked to people who would like for the building to be put back historically like it was. Mapoles said he got the idea from the old capital building in Tallahassee. Nichols commented on the yellow brick. Nichols said he likes the old colonial courthouse with columns on the town square, but SR County does not have that. Nichols said the building is attractive on the inside, but he could not see how the old courthouse front would add anything to the appearance of a new judicial building. Mapoles said the front of the courthouse was torn off. Mapoles suggested the Committee find a picture of the old courthouse. Alsop stated that some old photographs would be helpful. Nichols said he had an old

one in his office, and agreed to make it available at the next meeting. Walker said there may be something that could capture the history and look stately, because the courthouse should be attractive; it is the most important building in the County and should look stately and dignified; it conveys authority. Mapoles said it is not a colonial courthouse. Alsop said it is a federalist building, a totally different style. Alsop noted that the capitol building is white, which would be an option here. Alsop said there would be as many opinions about the aesthetics as people involved in it. Mapoles said it would be impossible to keep the courts functioning during construction if the courthouse is torn down. If you build another one it would have to be built on the courthouse site. Mapoles said he was hoping to build the new facility, put the workers in the new facility, then do the other. Mapoles said there used to be a bandstand; Johnson added that there was also a gazebo. Alsop said in the judges' meeting, they discussed keeping the old courtroom as a large functional courtroom--a ceremonial courtroom, or jury assembly, or a community meeting room, which would take some of the square footage from the new building for future growth. Alsop said it would make more sense to have that as a jury assembly area. Mapoles said some research will have to be done on it before a final decision is reached.

Mapoles asked if the judges were comfortable with the amount of space and the needs laid out so the Committee can begin to look at cost figures and where to go from here. Rasmussen said one issue to be resolved is whether to bring the public defender and the state attorney in. Nichols said that will account for a lot of square feet. Mapoles said he would not object to redoing some of the old buildings downtown, but he would be adamantly against renting space. Nichols asked if the State would have any responsibility for providing space for the public defender and the state attorney. Walker said the County will still have to provide facilities for both of those functions. Rasmussen said it made more sense to him to bring the entire court function under one roof. Rasmussen said the state attorney and public defender could be at different ends of the building to avoid having defendants crossing paths with witnesses or victims. Nichols said it would make sense to him to do so if the County will continue to be responsible for providing that space.

Mapoles asked Alsop to determine what the square footage is for those other departments and to look at how much that will have to increase the footprint because going more than three stories would not be feasible. Alsop agreed. Mapoles asked Alsop to include an assessment of what the County owns and what could be used if necessary.

The Committee scheduled the next meeting for Monday, September 13th at 5:00 p.m.

Meeting adjourned.

F.4

SANTA ROSA COUNTY COURTHOUSE TASK FORCE
Milton, Florida
October 4, 1999

The Courthouse Task Force met on the above date with the following members present: Commissioner Byrd Mapoles, Circuit Judge Paul Rasmussen, County Judge Colie Nichols, Clerk Mary Johnson, T. Sol Johnson, and Laurie Green. County Administrator Hunter Walker and Architect David Alsop were also in attendance.

Commissioner Mapoles called the meeting to order at 5:00 p.m. Mapoles advised that Mayor Thompson would not attend due to a conflict with a City meeting. Mapoles said the Mayor had indicated that he felt the City would do whatever was needed to work with the County on the location of a new court facility.

Mapoles noted that this meeting was scheduled to allow the members to bring their comments and suggestions before submitting the Committee's recommendation to the BCC. Walker said they had received written recommendations from Judge Rasmussen. Walker said he and Alsop had worked up a preliminary draft. Copies of the draft were furnished to the Committee members. Mapoles said the goal was to get the recommendations in a form that would allow the BCC to go out for RFPs for an architect. Alsop invited input from the Committee for any improvements or additions to the draft. Alsop suggested that the site should be addressed first, then existing conditions, and then space requirements and a recommendation. Alsop pointed out that a site plan and floor plan were included in the draft, and suggested that a City map and a County map also be included to point out why the site is considered to be centrally located. Alsop pointed out that the updated space needs for the courts, clerk of court, state attorney, and public defender results in a need for 111,500 square feet. Alsop said a key part that is missing from the recommendation is an estimate of the budget because he thought the goal would be to go to the BCC to ask them to engage someone who will provide a preliminary design and establish a pretty firm budget. Alsop said he stopped short of establishing a budget because he thought it was something that someone would be asked to do with more clarity. Mapoles said his thought was to go out for RFPs for an architect to do a design and provide a cost figure.

Judge Nichols asked how specific the Task Force should be in deciding what to do with the existing courthouse, or should they leave it up to the BCC. Nichols said he thought it was a big issue and would have a lot of bearing on the perception of the community. Nichols added that he thought there were differing feelings. Nichols said he appreciates the historical significance of the building. Mapoles said the old building has to remain during construction, and suggested the architect could come up with designs of what could be done and an estimated cost to do it. Mapoles added that the architect could also determine whether it would be cost-prohibitive. Mapoles said he would question whether the building, being a historical building in a historical district, could be torn down. Green said that may be a problem with the State. Green said there would be no local restriction on modifications except for the color of paint. Mapoles said he had thought an architect may come up with a plan to redesign the building and maybe the two wings could be preserved for the state

attorney and public defender. Mapoles said the Task Force could make recommendations with regard to the old building, but input is needed from each member. Rasmussen said he personally liked the idea of keeping the old courthouse if it would not be an undue financial burden. Rasmussen added that he did not know what historical significance of the courthouse has. Green stated that the old courthouse on the corner was the hub of the town. Green said it is not the most beautiful building, but she did not see why it could not be renovated like the Canal Street School and The Imogene were. Green said the estimate to tear down the Imogene was $100,000. Green said she felt public support would be lost when people saw what looks like a perfectly good building being torn down, and it could be used in some way. Green said she felt there would be no problems in putting in modern improvement such as windows, etc. Green added that she thought the right architect could integrate the two buildings. Mapoles said it might be best to reserve a final decision on the old building and let the architect determine what could be done and if it would be feasible. Walker said he did not think it would be out of line for the Task Force to indicate a preference and give some guidance. Alsop said it could be listed as one of the strong factors to be considered, and indicate that it is something the committee is wrestling with and wants the architect to point out the pros and cons. Mapoles said the BCC will look at whether it is economically feasible and practical. Green said public perception is important. Mapoles said there would have to be good reason to tear it down. Nichols said there was talk about putting the state attorney and public defender in the wings, but they cannot be put into an inferior building. Mapoles said a decision will have to be made on whether to bring the public defender and state attorney into the new facility or house them outside. Attorney Johnson said he would like the BCC to ask the architect to provide options that would be available for the old building and the cost of renovating all or part of it. Johnson said the minutes reflected that it should be done if it can be done economically and in such a way as to preserve history without destroying the aesthetics of the total plan. Rasmussen said he had understood that a determination had been made that renovating the existing building versus a new building was not feasible. Alsop stated that it would be cost-prohibitive to do so. Rasmussen said his understanding was that the Committee had decided to determine the feasibility of just keeping a portion of the building as an entrance to the new facility. Mapoles agreed. Alsop added that the there was discussion about keeping a piece to serve as an entrance and also house some of the support service and maybe even a museum. Mapoles said that was before the discussion about the space for the state attorney and public defender. Alsop advised that the state attorney and public defender offices had been figured into the square footage that he described. Attorney Johnson said the choice could be made to wait until the architect looks at it and reports what could be done with the middle part. Rasmussen said maybe a preliminary report of the Task Force should be making a finding that there is a need for the facility, and the first part of the recommendation would be to hire the architect to look at all the options with the understanding that the Task Force needs to reconvene when there is a better idea of the cost factor. Attorney Johnson said he understood it would be preliminary in a sense but a lot more preliminary concerning what to do with the courthouse than with the rest of the problem. Johnson emphasized that there must be a new facility. Johnson suggested getting the architects busy on indicating specifically what it would cost for the new facility and at the same time indicate what could be done with the old courthouse. Walker said if it is determined that the old courthouse could not be used for the state attorney and public defender, it might be necessary to house them elsewhere. Walker said the square footage would have

to be looked at again. Walker said Alsop was more comfortable than he that the new facility could accommodate the public defender and state attorney and still allow for growth. Walker agreed that a new facility is needed.

Mapoles said the issue should go to the voters at next year's election, which does not allow very much time. Mapoles said he would like to take the draft to the BCC at its next meeting and ask them to go out for RFPs. **Nichols moved to authorize Mapoles to present the report to the BCC at its next meeting, Attorney Johnson seconded, and the motion carried unanimously.** Mapoles asked the members to contribute any additional input they might have.

Rasmussen asked about the parking. Walker said they had talked to Donna Adams with the City. Alsop said she indicated that it was a governmental building and because because it is in the downtown RC-1 district it requires one off-street parking space for every 300 square feet net. Alsop explained that net is the usable space. Alsop estimate that 268 parking spaces would be needed. Alsop said that would still mean a parking facility would be required. Alsop said they asked Adams about the existing parking lot catercorner to the courthouse, and her response was that she thought the City probably would consider it as a sight for a multi-level parking garage. Walker said one of the things that Byrd had mentioned was going south of the courthouse for parking. Walker said he realizes that the condition of the soil and potential flooding would be something to consider. Walker said it would not be suitable for a structure, only for surface parking. Alsop said he looked at the three lots that the County owns and laid out parking in there, and there would only be about 80 spaces. Walker said Mapoles was thinking about going all the way to the railroad. Alsop said it needs to be part of what should be studied. Rasmussen said he would question whether they would want to put a multi-story parking facility on the parking lot at the corner since it is right downtown. Walker agreed, and added that crossing Highway 90 traffic would be a problem.

The Task Force recommended that they not disband and that they reconvene as needed after an architect is on board.

Meeting adjourned.

SANTA ROSA COUNTY COURTHOUSE TASK FORCE
Milton, Florida
October 13, 1999

The Courthouse Task Force met on the above date with the following members present: Commissioner Byrd Mapoles, Circuit Judge Paul Rasmussen, Clerk Mary Johnson, and T. Sol Johnson. County Administrator Hunter Walker and Architect David Alsop were also in attendance. Charlie Somerby and Doris Somerby represented the Historical Preservation Board.

Commissioner Mapoles opened the meeting and called on Alsop to report on the duties he was assigned at the last meeting. Alsop reported that he had met again with the judges and further defined and updated square footage projections for the courts based on the need for three large courtrooms and three medium courtrooms. Alsop said another judge was added, with a judge's assistant and hearing room; the library size was updated, and functions were added as set out by the court administrator's office. Alsop reported that the total square footage is 33,275, and adding 30% would be right at 45,000 square feet. Alsop reported that he also met with the State Attorney, and the 1995 study was updated based on his growth projections. Alsop said right now, he could use about 11,200 square feet--the projection for the 20 to 30 year is going to be 20,000 square feet. Alsop said the study was updated for the Public Defender's office based on what his growth has been, and it went from about 5,000 to 7,500 square feet. Alsop said he met with Freddie Almeida regarding security for the courthouse, they toured the holding cells, and discussed how much space he was using, how he was using it, and how it ought to be arranged. Alsop said that was included in the square footage projections.

Alsop said he met with Clerk Johnson and looked at the functions of the clerk's office that will remain with the courts and made growth projections for those. Alsop said the people that remain will need about 15,000 square feet at this time, so he would recommend that that be doubled. Alsop said in summary, it would be 43,000 for the courts, 30,000 for the Clerk, 20,000 for the State Attorney's Office, 3,500 for the holding cells and security, and 15,000 for the Public Defender--a total of 110,000 square feet. Alsop said the Task Force had been looking at a footprint behind the current courthouse of 180 feet square and three stories which would be 97,000 square feet. Alsop said they discussed taking advantage of the central core of the existing building which would provide space to total roughly 100,000 to 110,000 square feet.

Mapoles recalled that some of the discussion included shelling in what would be needed for the future instead of completing it. Mapoles asked if the building could be designed to build 75% of the 110,000 and leave 25% shelled in, ready to be completed at a future date. Mapoles said if that was done, it would have to be designed in a way that everything would work together. Mapoles said he was not sure whether to complete the whole building at one time. Mapoles said a problem would be that things would change over the next 20 or 30 years, there may be an entirely different way of holding court. Mapoles asked Alsop if he had an estimate on the cost of building the whole facility at one time. Alsop responded that at $135 a square foot for 100,000 square feet, it would be $13,500,000. Mapoles said, realistically, it would $20,000,000 to $25,000,000. Mapoles said the

cost should always be doubled and then hope there is enough money to do it. Mapoles said that is about the way it worked out with the jail.

Clerk Johnson said it would be very difficult to project 30 years out. Johnson said a lot of space for the Clerk's Office has to be a sensible way to store the files and things relative to the courts. Johnson said no one knows what the technology will be thirty years down the road--there may not be hard copy case files, traffic tickets may be electronically processed, etc.. Mapoles said even with new computers, the clerk's office has doubled or tripled in size.

Mapoles emphasized the need for expanding the court facilities expeditiously. Mapoles said he was not sure that could be done in phases. Mapoles said he would be concerned that once the space is built, agencies and other county's judges would encroach on the space. Rasmussen said he could not imagine that being problem, judges will not be shifted based upon space; that is done by caseload. Rasmussen added that criminal cases have to be heard in their own counties. Mapoles asked what the Judge would think about completing 75%. Rasmussen said it should be designed right, so it would be logistically sound. Rasmussen said his impression of shelling it in is to totally complete the building including wiring, etc., but not finishing it with paint and fixtures until there is a need. Rasmussen said it would probably be cheaper in the long run to go ahead and build it for the space needs and just shell in the area that would not be needed right away. Mapoles said they have to go to the people for the money, and it is easier to go for the full amount than it is to go for part of it and then have to come back later for more money. Mapoles added that every project that he has been involved in proved to be cheaper to do it now than ten or twenty years from now. Mapoles said he would like to avoid having the extra space filled up just because it is there. Mapoles said the new complex was built larger than the immediate need and has already filled up.

Mapoles said parking must be addressed and asked Alsop how many spaces would be required. Alsop responded that the code sets out 1 per 300 square feet unless it is different for downtown locations. Alsop said someone from the City is needed to help determine that. Alsop pointed out that it is also in an historical district. Alsop added that a governmental entity might be different or that a waiver might be possible. Rasmussen pointed out that there should be enough parking to accommodate the juries. Attorney Johnson calculated the projected square footage at 1 per 300 and concluded that 367 spaces would be needed. Mapoles said the City will have to make a decision about four-laning Highway 90, but he thought they did not want to run it through the middle of town. Attorney Johnson asked how long it would take to pay off the bonds for $25 million. Mapoles responded it would take four years if it is done by a 1 cent sales tax. Mapoles said the jail is already paid for. Walker said 1 cent is earning about $5 million a year. Mapoles said he would like to put the issue to the public on a ballot by next November.

Attorney Johnson asked if there are guidelines in governmental planning that indicate how far ahead growth should be planned for. Attorney Johnson added that if this is to be built for 20 or 30 years and is paid for in five years, it may be better to look for a shorter term accommodation. Walker said maybe 20 or 30 years does not anticipate the same kind of bond. Alsop said he did not think it realistic to plan for 30 years in the future because there is no way to project what the growth

would be.

Attorney Johnson pointed that the options are to build unnecessarily big and have to explain it, or to build and have it full before it's finished and have to explain that. Attorney Johnson said he thought the County would be expected to be prudent enough to build something that will last for awhile but not start with it 30% empty. Mapoles said a courthouse would be expected to be functional for fifty, sixty, seventy years. Mapoles said the County could not afford to pay $25 million for a facility and rebuild in ten years. Mapoles said the existing courthouse has lost its functionality, and maintenance costs are almost more than the cost of tearing it down and rebuilding.

Walker asked Alsop if the facility could be built in a manner conducive to additions. Attorney Johnson added that the County would not want to abandon it in 10 years if additions could be made without making it look like the current one. Attorney Johnson said Escambia County is usually a good example of what not to do, but their court facility expansion looks pretty good. Mapoles said Escambia almost spent more on the expansion than the cost of rebuilding it. Mapoles said it would be better to build the court facility large enough initially than to have to build another one later. Alsop said he thought it would be better to build a little more than is needed now, this would not be like a school or jail where you could add a wing. Attorney Johnson said he was sure the Task Force members would agree it should be built larger than what is needed now; the question is how much larger. Alsop said having the 1995 study was helpful in comparing the growth with the projections, and based on that, he was comfortable with the numbers for 15 or 20 years. Mapoles asked if the County should look at 15 to 20 years rather than 30. Alsop said the minutes of the last meeting indicated 30 years, but no one he talked to could forecast for 30 years. Walker asked what the square footage numbers were for 15 or 20 years. Alsop said the courts about 40,000, the clerk about 20,000, and then add the State Attorney and Public Defender. Attorney Johnson said he noted in the minutes that there was a discussion about having the State Attorney and Public Defender in the courthouse, and wondered if it was needed. Attorney Johnson said in many regards, they serve the same function as private attorneys. Rasmussen said the county has the obligation to pay for their facilities, so the question would be whether to bring them in under one roof or put them in different buildings around town. Attorney Johnson noted that it would be based on economics rather than convenience. Walker added that it is the County's responsibility, and that will not change. Mapoles said renting space has been very expensive, and if they are put outside the courthouse, buildings should be bought rather than rented. Walker said he would not have a huge problem with that, but this would seem like a convenient time to get all the court functions under one roof. Alsop said there are some functional issues, i.e., the space for the Public Defender has physical space constraints and does not function as it should. Alsop said the State Attorney's Office is in the Exchange Hotel, a two-story structure with no elevator, and has completely filled up including the little building out back. Alsop said there would be functional problems solved by putting them in the new facility, as well as the practical application of not having to rent space. Alsop added that it is customary to have the State Attorney's Office and the Public Defender's Office in same building as the court system, because they really are a part of it. Mapoles expressed concern about what would happen to the functional buildings downtown. Attorney Johnson said it would be nice to have them in the court facility, if it can be done without using up all the space and it's affordable. Johnson added that if

there is a limitation to three stories and not enough land for parking, then in his thinking, the first two that go are the State Attorney and the Public Defender. Clerk Johnson recalled that the State Attorney was in the courthouse initially, but it was the first to go when space was needed for something else.

Mapoles said there should be some commitment from the City regarding the four-laning of Highway 90. Mapoles said he thought there was a consensus not to run it through the middle of town, but the other corridors that they were talking about should be disclosed so the County can look at parking and traffic flow. Mapoles said the building should not be built without trying to get the parking and the traffic problems worked out. Attorney Johnson said parking areas would not have to be in the same block, but could be a block or two away. Clerk Johnson said the County owns the Whittle building. Mapoles said there would not be enough land for parking. Mapoles said he thought they could go as far as the railroad behind the existing courthouse with one level parking. Walker said the area is wet, and rain could cause problems. Mapoles said little ponds could be put in for wetland parking areas to satisfy DEP.

Mapoles said he would like to take back to the Commission a request that they go out for RFP's from architects and begin some sort of design. Mapoles said the Attorney had indicated that the County is legally required to go out for bids. Mapoles said Alsop has done an excellent job pulling together the needed information.

Clerk Johnson provided books containing photos of the original courthouse before the wings were put on. Charlie Somerby said the original courthouse was built in 1927, the wings were added in the 60s.

Mapoles said he would like to move it along in order to get it before the voters next November. Mapoles emphasized the importance of educating the public. Mapoles said he would not know what to do if the voters vote down the 1 cent sales tax. Walker asked if the plan would be to retain the existing courthouse and build in back of it. Mapoles said yes, because the courts would have to continue its functions during the building period and there is nowhere else to put them. Walker asked if the plan would be to build a 75,000 square foot building if the State Attorney and Public Defender are not included, but just as is, clerks, judges, and related functions. Walker asked if part of it should be to tear off the wings and restore the existing courthouse to its original state. Mapoles said some thought should go into what could be done with the courthouse and the cost involved in bringing it up to modern standards. Mapoles said he personally would like to see the wings go off and have it as it was initially, and use it as the facade for the new building. Mapoles said the old building could be used for chamber of commerce, museum, etc. Mapoles said he was not too sure that the wings should not be studied after the courts are relocated. Attorney Johnson said he would reserve judgment to see what it would look like. Johnson said old, for being old, is not his idea of best; if old is ugly and not aesthetically pleasing, something different might be best. Johnson added that he would prefer to have a modern institutional look. Charlie Somerby said the Imogene is fourteen years older than the courthouse, and it was a mess before they started fixing it up; it is now a beautiful building that is pleasing to the public. Somerby added that he thought

buildings were built stronger at that time, and those walls were something like 14 inches thick. Attorney Johnson said this building is blond brick and not pretty like red brick. Rasmussen related that Fort Worth's courthouse has a wing that was painted and it matches the original building. Attorney Johnson said that may be appropriate for this courthouse. Mapoles said he thought epoxy paints could be used.

Rasmussen asked if the BOCC would be looking for more detail in order to go out for RFPs for an architect. Mapoles responded that the BOCC advertises for an architect to design a court facility. Alsop added that they are given the scope of work. Mapoles said five to twenty proposals from architects will be submitted. Mapoles said the firms are narrowed to three or four, interviews are held, and they are ranked 1,2, 3; staff then begins to negotiate with number one, if they cannot come to terms with number 1, they move to 2, which takes time. Mapoles said they visited jails in order to see which architect built the facility that they liked and would fit the needs of SR County. Walker said he understood Judge Rasmussen was asking what the recommendation from this committee would be. Rasmussen agreed, and asked if the recommendation should set out a certain size courthouse facility or certain type. Mapoles said it would be a certain size, multi-story. Walker suggested that the Task Force should do a report with findings and a recommendation. Attorney Johnson said if someone did not study it, he would not know what to tell the architect. Attorney Johnson suggested that they would need to know the maximum number of square feet that can be anticipated, and divide that up into the needs of the courts versus the others. The division of the available space might be considered as part of the scope. Attorney Johnson asked if parking should be addressed. Mapoles said parking will have to be addressed, whether it is with the City or otherwise. Mapoles said more than one study has been done on parking. Mapoles said the mayor had been approached, and responded that they would take care of it. Mapoles said he wants a specific answer, if the County is to be responsible for parking, it needs to do what it needs to do, which will involve building parking lots and buying land. Mapoles said most everyone felt that the court facility should stay downtown, but the City will have to help with some of it.

Walker suggested that he and Alsop draft a report to present to the BOCC. Mapoles asked that the committee members submit their thoughts in writing to Walker. Mapoles agreed that a final report is needed. Walker said the question to be decided, perhaps at some later point, is whether the old building stays in tact and gets renovated, or gets pushed over for being unattractive, or the middle portion is saved for use as some kind of entrance to the new facility.

Charlie Somerby said the Milton Preservation Board would like to keep the appearance of the old building pretty much as it is today. Somerby said there is a fear that the downtown will fall by the wayside eventually, and they would like to see it preserved. Somerby said those present know the situation better than he does, and the building may be going to pot. Mapoles described the water problems with the downstairs area, and said it is not a good atmosphere for workers. Mapoles said the air conditioning can never be adjusted properly; it is either extremely hot or extremely cold and it cannot be corrected. Mapoles said there are constant maintenance costs. Clerk Johnson said every window in the courthouse needs to be replaced. Mapoles stated that an assessment is needed. The walls are strong and it might be worthwhile to renovate it. Mapoles said he got the idea from the old

capitol building in Tallahassee, but it may not work in this instance and he would be willing to accept that.. Mapoles stated that it should remain until the new facility is constructed, to avoid interruption of the court activities. Mapoles said it may be that after the new facility is constructed, a good look at the old building could be taken to see what could be done. Attorney Johnson said if that decision is not made before construction of the new building, there will be no money left. Doris Somerby noted the water problems with the existing courthouse and asked if the new construction would be wet as well. Mapoles said yes, but pilings will be used to build off-ground.

Mapoles asked that members provide their written comments to Walker by September 28th. The next meeting was scheduled for October 4th at 5:00 p.m.

Meeting adjourned.

SANTA ROSA COUNTY COURTHOUSE TASK FORCE
Milton, Florida
COMMITTEE REPORT

I SITE

II EXISTING CONDITIONS

III SPACE REQUIREMENTS

IV RECOMMENDATIONS

October 6, 1999

I SITE

The site is central to Santa Rosa County and to the City of Milton. Parking requirements of the city are for one off street space per every 300 square feet of net floor area, or roughly 270 spaces, depending on the final layout and the definition of the net floor area.

The property slopes to the south and east, and the eastern portion from the jail towards the railroad tracks is in a flood plain. Storm drainage is available adjacent to the site, and the property is currently covered approximately 80% by buildings or pavement. Careful study of the soils conditions, and their load capacity must be undertaken prior to a final solution to determine the optimum size and height of the facility.

The downtown area has been upgraded in the last few years with pedestrian cross walks and signage, and with brick pavers and landscaping. The Riverwalk is nearby and is part of the downtown development district, and the site is in the historical district, making the placement and design of new construction a sensitive issue for any site within the area.

II EXISTING CONDITIONS

The age of the buildings must be taken into account in examining the conditions present. The quality of the materials and the construction methods used for each of the different structures should be considered in determining whether or not to renovate, refurbish, or remove any given portion.

In the original courthouse and in the two "wing" additions the structural system is sound, the finishes are quite good in some cases, and the overall building has been well maintained. However the internal systems have either reached their life expectancy, or exceeded it. The cost of maintaining the building has become prohibitive. All systems within the building: mechanical, plumbing, electrical and communications should be replaced in whole. The building does not offer a continuous or sound thermal barrier, making for greater utility costs in even the basic systems, and in no way meeting energy codes.

The functional layout of the spaces in the facility is poor to bad. Hallways are too narrow, there are changes in floor levels, no restrooms are accessible, the elevator is poorly placed and undersized, and there is no separation of corridors between the public, the inmates, and the judicial staff. Security is an on-going concern. The building is functionally obsolescent.

III SPACE REQUIREMENTS

The needs for space have grown with the population, with legislation, with trends in society, and with changes in law enforcement methods. A space needs study conducted in 1995 was the basis for projections made by the courthouse task force. That space needs study is attached to this report. Projections made have been expanded in an attempt to cover a thirty year period. The projected need is 111,500 square feet, we recommend 115,000 be planned. Additional footage is needed to accommodate the parking, and several solutions should be considered, for example surface lots or a parking structure.

IV RECOMMENDATIONS

It is recommended that the county investigate the funding of a new courts facility, possibly with a sales tax referendum. In order to give the issue due consideration it is recommended that the County engage architectural / engineering services to refine the space needs, to establish a comprehensive construction program, and to provide a preliminary building design so that budgets for the project can be determined.

This professional service should result in an information package that will help to educate the public as to the need for the building and an idea of what the building's impact will be, from a cost standpoint, from a functional standpoint, and as a vital part of the downtown fabric.

received
9/27/99

CIRCUIT COURT
FIRST JUDICIAL CIRCUIT OF FLORIDA
MILTON, FLORIDA 32570

PAUL A. RASMUSSEN
CIRCUIT JUDGE

SANTA ROSA COUNTY COURTHOUSE
6865 CAROLINE STREET, BOX K
(850) 623-0135, EXT. 6003

September 24, 1999

Mr. Hunter Walker
County Administrator
6495 Caroline Street
Milton, FL 32570

Re: Santa Rosa County Task Force Committee

Dear Mr. Walker:

At the request of Commissioner, Byrd Mapoles, the following remarks are being submitted for consideration to be included in the Santa Rosa County Task Force Committee Report for submission to the Santa Rosa County Commission.

NEED

The existing Santa Rosa County Courthouse in years past has well served the needs of the citizens of Santa Rosa County, the Judiciary, and the legal community. As we all are aware the County Courthouse was originally a multi-service facility being used by the County Commissioners, the Clerk of Court, the Supervisor of Elections, the Tax Collector and legal community. For many years, with regard to the judiciary, the facility housed one county judge and one circuit judge. Within the last eight years alone, the county has experienced tremendous growth, and the demands placed on judicial services have increased enormously. Effective January 1, 2000, that same facility will now house two full time county judges, two full time circuit judges, a three quarter time circuit judge, a child support enforcement hearing officer, county court mediators, three full time court reporters, a law librarian, full time law clerk, pro se domestic violence coordinator and guardian ad litem. The courthouse now has only one large courtroom, two medium size courtrooms and one small courtroom. Due to the limited space facilities, it has been extremely difficult for our judicial assistants to schedule courtroom space to accommodate not only the regular needs of the judicial system, but, in particular, the special needs, such as capital murder cases. In the recent past, it has been necessary to schedule judicial functions at the Imogene Theatre and actually conduct civil jury trials at the Santa Rosa County Auditorium. The judiciary was not the only branch of government which has experienced tremendous growth over the past several years. It was necessary for the Supervisor of Elections

and Tax Collector to vacate the courthouse due to expansive space needs for their respective offices. The Clerk of Court, similarly, has experienced those same growth pains. It was necessary for the Clerk of Court for many of their divisions to vacate the courthouse and rent space in the community all at the expense of Santa Rosa County. That problem was alleviated to some degree when the Supervisor of Elections and Tax Collector vacated the building. The Clerk of Court moved some of their service providers back into the courthouse and every available inch of the existing courthouse is being utilized to its maximum capacity. In fact, one of the court reporters and a domestic violence coordinator are utilizing space available in the administrative portion of the old Santa Rosa County Jail. In addition, to the space needs, the existing courthouse offers very limited security as pointed out in a U.S. Marshal report conducted for the court several years ago. Due to the construction of the building and existing window system, noise problems from passing truck traffic makes it difficult at times to hear proceedings. The heating and air conditioning system is totally inadequate in that the system is either operating at full capacity or not operating at all. The temperatures in some areas of the courthouse in the summer are as low as 58 degrees in the morning and creates uncomfortable working conditions. Many of the employees throughout the courthouse utilize space heaters and open windows in an attempt to alleviate the problem. To the other extreme, if the system is down or attempts to regulate the temperatures are made by HVAC personnel the temperatures reach uncomfortably warm conditions. Although I do not have personal knowledge of the following facts, it has been discussed at committee meeting that the recent maintenance bills for the existing courthouse have greatly increased. In short, the existing Santa Rosa County courthouse facility is, in my opinion, obsolete and there is an immediate need for planning of a new Santa Rosa Courthouse. Even if a decision was made today to build that facility, it would take approximately four to five years for the planning and construction process. Assuming that you would want to have a facility to serve the needs of the community for at least 15 years thereafter, it is my opinion that it would be prudent to plan today for a facility to serve the needs of the county for at least 20 years in the future.

LOCATION

The committee discussed an appropriate location for a new courthouse, if one is to be built. Toward that end, growth in the south end of the county and needs there were taken into consideration. Additionally, it was pointed out that there is also significant growth to the west and northern portion of the county. Other factors considered were transportation to and from a courthouse facility and, in particular, transportation of prisoners to and from the courthouse from the Santa Rosa County Jail. The Garcon Point Bridge has made it considerably easier for residents from the south end of the county to reach Milton and it would appear that the existing location of the courthouse would be as centrally located within the county, as possible. To leave the courthouse within the city limits of Milton also meets the requirements of the law that the courthouse be located in the County Seat. It was suggested that due to the present conditions at the old jail and the extreme cost factor in trying to renovate that jail for any other purpose, if that is possible, that the jail be demolished and the new courthouse be constructed on that site. In an attempt to preserve the historic value of the existing courthouse, it was also discussed that the existing facility could be used in part as an entrance way to a new courthouse, if the cost of construction does not outweigh the benefit of preserving some portion of the existing courthouse for historical purposes. However, before a final decision can be made as to location, it is

essential that engineering studies be conducted to insure that the geography will be able to physically support a multi-story building and be consistent with the local environment. Just as important, before a site is agreed upon it will be necessary to ascertain that existing parking would be available to accommodate those persons needing access to the courthouse.

OCCUPANTS

There was much discussion within the committee as to the proposed size of a new courthouse facility and initial space needs were developed by the architect after consultation with those occupying the facility. I would defer to Mr. Alsop for his recommendation as to the space needs based upon the figures which he gathered and which were discussed at the committee meetings. One issue that arose during the committee meeting was whether or not space should be provided for the Public Defender's office and State Attorney's office within a new proposed county courthouse. The obligation to provide capital improvement facilities for those agencies remains with the county. At the present time, the State Attorney's office leases the old Exchange Hotel and, it is my understanding, that they will be adding additional personnel to meet the demands of the increased case loads and that their space needs continue to grow. The Public Defender for the same reason has recently moved from Oak Street to the county buildings on Willing Street and their space needs likewise will be increasing to meet the increasing case load demands. Since the county is responsible for providing space to both the Public Defender and State Attorney's offices, I am of the opinion that it would be economically feasible to include them and provide space for them within a new courthouse facility. Additionally, the security needs for both of those offices could better be met within the courthouse. It would therefore be my suggestion that space be provided within the courthouse structure for both the State Attorney's and Public Defender's offices.

I would like to take this opportunity to thank the County Commissioners for allowing me the opportunity to serve on the Santa Rosa County Courthouse Task Force Committee and will continue to make myself available to serve in such a capacity and continue to be available to discuss these issues with any member of the County Commission or the County staff.

Respectfully submitted,

Paul A. Rasmussen

Paul A. Rasmussen

PAR/kj