

**Travis County Commissioners Court Agenda Request**

Voting Session **August 31, 2010**

I. A. Request made by:

Rodney Rhoades  Phone # 854-8679  
Signature of Elected Official/Appointed Official/Executive Manager/County Attorney

B. Requested Text:

Receive presentation from the Broaddus and Associates Team regarding the Courts Program for the Central Campus Needs Assessment and Master Plan and take appropriate action.

C. Approved by:

\_\_\_\_\_  
Signature of Commissioner(s) or County Judge

II. A. Backup memorandum and exhibits should be attached and submitted with this Agenda Request (Original and eight copies of agenda request and backup).

B. Please list all of the agencies or officials names and telephone numbers that might be affected or be involved with the request. Send a copy of this Agenda Request and backup to them:

- Honorable John K, Dietz, 250th District Court 854-9312
- Honorable Bob Perkins, 331<sup>st</sup> District Court 854-9443
- Honorable Lora Livingston, 261<sup>st</sup> District Court 854-9309
- Honorable Brenda Kennedy, 403<sup>rd</sup> District Court 854-9808
- Honorable Eric Shepperd, County Court-at-Law #2 854-9248
- Honorable David Crain, County Court-at-Law #3 854-9243
- Honorable Michael Denton 854-9896
- Honorable Guy Herman, Probate Court 854-9258
- Honorable Herb Evans, Justice of the Peace, Pct.5 854-9050
- Bruce Elfant, Constable Pct., 5 854-9100
- Debra Hale, Criminal Court Administration 854-9244
- Peg Liedtke, Civil Court Administration 854-9364
- Sheriff Greg Hamilton 854-9770
- Amalia Rodriguez-Mendoza, District Clerk 854-9737
- Dana DeBeauvior , County Clerk 854-9188
- Rosemary Lehmborg, District Attorney 854-9400
- David Escamilla, County Attorney 854-9415
- Dolores Ortega-Carter, Travis County Treasurer 854- 9365
- Susan Spataro, Travis County Auditor 854-9125
- Cyd Grimes, Travis County Purchasing Agent 854-9700
- Danny Hobby, Executive Manager Emergency Services 854-9367
- Roger Jefferies, Executive Manager Justice & Public Safety 854-4415
- Sherri Fleming, Executive Manager Health & Human

& Veterans' Services	854-4100
Joe Gieselman, Executive Manager Transportation	
& Natural Resources	854-9383
Roger El Khoury, Director Facilities Management Department	854-4579
Joe Harlow, Chief Technology Officer	854-9175
Deece Eckstein , Intergovernmental Relations Coordinator	854-9754
Steven Broberg, Director of Records Management	854-9575
Diane Blankenship , Director, Human Resources Management	854-9165
Rodney Rhoades, Executive Manager Planning & Budget	854-8679
Belinda Powell, Strategic Planning Manager	854-9106
Leslie Stricklan, AIA, Sr. Project Manager	854-4778

III. Required Authorizations: Please check if applicable:

Planning and Budget Office (854-9106)  
\_\_\_ Additional funding for any department or for any purpose  
\_\_\_ Transfer of existing funds within or between any line item budget  
\_\_\_ Grant  
Human Resources Department(854-9165)  
\_\_\_ A change in your department's personnel (reclassifications, etc.)  
Purchasing Office (854-9700)  
\_\_\_ Bid, Purchase Contract, Request for Proposal, Procurement  
County Attorney's Office (854-9415)  
\_\_\_ Contract, Agreement, Policy & Procedure

AGENDA REQUEST DEADLINE: This Agenda Request complete with backup memorandum and exhibits should be submitted to the County Judge's Office no later than 5:00 PM on Tuesday for the following week's meeting. Late or incomplete request may be deferred to the next subsequent meeting.



**PLANNING AND BUDGET OFFICE**  
TRAVIS COUNTY, TEXAS

314 W. 11th Street  
P.O. Box 1748  
Austin, Texas 78767

**MEMORANDUM**

**August 31, 2010**

**TO:** Members of the Commissioners Court

**FROM:** Belinda Powell, Strategic Planning Manager *Belinda Powell*  
Leslie Stricklan, AIA, Sr. Project Manager, Facilities Management Department *Leslie Stricklan*

**SUBJECT:** **Receive presentation from the Broaddus and Associates team regarding the Courts Program for the Central Campus Needs Assessment and Master Plan and take appropriate action.**

**Summary and Recommendations:**

The Broaddus and Associates team has completed an update of the overall courts program. In February the Commissioners Court were asked to approve the overall Needs Assessment work for Phase I of the Central Campus Master Plan. The Commissioners Court approved the Needs Assessment including growth projections, space standards and overall programming information for the planning horizons for 2015, 2025 and 2035. Additionally the Commissioners indicated an understanding that the numbers would be used for planning purposes with some expectation for changes over the course of the Phase II work as well as future updates extending over time after the Phase II Master Plan is approved.

During the presentation in February, the Commissioners Court were asked and agreed to allow for additional investigation into the operational changes around which the courts program had been developed. Additionally, the Commissioners Court indicated that if changes were needed to ensure consensus that the final program would closely match the Courts need in the future, such changes should be provided in an update to the Commissioners Court. The attached presentation and detailed program include these updates to the February 2, 2010 documents.

**Staff recommends approval of the program update for the Court and Court Support Functions for planning purposes and use in finalize scenarios for the Master Plan.**

The overall changes to the programs increased the programmed space need by 12.1% over the program numbers reviewed in February. The overall program need for the Travis County Courts and Court Support functions by the year 2035 are estimated to be between 1.4 and 1.5 million square feet. As discussed in February the square footage estimates presented do not address how much of the need will be met through new construction and how much will be accommodated through reuse of existing buildings.

**Additionally, staff recommends approval of the components identified for the Civil and Family Justice Center (Courthouse) for use in finalizing scenarios for the Master Plan.**

1. Civil and family court courtrooms
2. Civil and family court judicial chambers
3. Civil court administration
4. District Clerk (Administration and Civil Division)
5. County Clerk (Administration and Civil Division)
6. Domestic Relations
7. Office of Child Representation
8. Office of Parental Representation
9. Law Library (Central Library and Self Help Center)
10. Dispute Resolution Center
11. Attorney General's IV District Child Support Court office space
12. Court and Building support space including building amenities (children's waiting area, café/meal services, conference and break space, multi-function space, etc.)

If approved as included in the program update, the components listed above will need approximately 460,000 to 500,000 square feet of space in 2035. A more specific estimate of square footage can be developed as the needs are addressed on a specific site and as scenarios are refined in the coming months.

**Background:**

Program changes reflected in the updated figures correct for consistency across like functions, update the space standard for the special proceedings courtroom for both Civil and Criminal Courts, bring the AG IVD Master Family courts into the program as well as the Dispute Resolution Center, and expand the self help services in the Law Library. Additional functional areas included are captured in the Building Amenities category include jury panel waiting areas, attorney/client work areas a children's waiting area.

**Fiscal Impact:**

The fiscal impact of any construction, demolition, or renovation costs to meet these needs will be developed as Rough Order of Magnitude Costs (ROMs) for the Master Plan Scenarios that are under development to meet the articulated needs. These Scenarios will be coming to the Commissioners Court in late September in anticipation of a Community Work shop for feedback on the Scenarios on October 2, 2010. Costs will be further refined for the preferred scenario selected as a part of the public in-put process. Those costs will be presented during the 1<sup>st</sup> quarter of calendar year 2011.

**Attachments:**

Presentation from Broaddus and Associates  
Full program document for the Courts functions

**COPY TO:**

Honorable John K, Dietz, 250th District Court  
Honorable Bob Perkins, 331<sup>st</sup> District Court  
Honorable Lora Livingston, 261<sup>st</sup> District Court  
Honorable Brenda Kennedy, 403<sup>rd</sup> District Court  
Honorable Eric Shepperd, County Court-at-Law #2

Honorable David Crain, County Court-at-Law #3  
Honorable Michael Denton  
Honorable Guy Herman, Probate Court  
Honorable Herb Evans, Justice of the Peace, Pct.5  
Bruce Elfant, Constable Pct., 5  
Debra Hale, Criminal Court Administration  
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Danny Hobby, Executive Manager Emergency Services  
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Sherri Fleming, Executive Manager Health & Human & Veterans' Services  
Joe Gieselman, Executive Manager Transportation & Natural Resources  
Roger El Khoury, Director, Facilities Management Department  
Joe Harlow, Chief Technology Officer, Information & Telecommunications Systems Department  
Deece Eckstein, Intergovernmental Relations Coordinator  
Steven Broberg, Director, Records Management & Communication Resources  
Diane Blankenship, Director, Human Resources Management Department

# TRAVIS COUNTY CENTRAL CAMPUS STUDY

## FOR STRATEGIC NEEDS ANALYSIS & FACILITIES MASTER PLAN

*Review of Program Updates – 31 August 2010*



**BROADDUS  
& ASSOCIATES**  
*INNOVATIVE PROJECT MANAGEMENT AND PLANNING*

**RICCI GREENE ASSOCIATES**  
**WIGINTON HOOKER JEFFRY**  
**ARCHITECTS**

# AGENDA

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- Key Program Updates
- Full Court Space Program Summary

# PROGRAM SUMMARY Jan 29<sup>th</sup> - Aug 31<sup>th</sup>

## KEY PROGRAM UPDATES



# KEY PROGRAM UPDATES

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- Family Court functions incorporated into Civil Court program
  - 4 IV-D Courtrooms with judicial and support space
  - Children's' Waiting Area
  - Additional in-custody holding
- Space standards updated in response to Judges' courthouse tours
- Refinement of court functional requirements
  - Civil Jury Panel Waiting
  - Visiting Judge's Courtroom and Chambers
  - Flexible courtrooms - uniform size
  - Traditional chambers (non-collegial)
  - New Law Library programs (uncontested Family, Housing)
  - Dispute Resolution Center

# CIVIL / FAMILY COURTHOUSE COMPONENTS

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- Components in the Civil and Family Justice Center include:
  - Civil/Family Court Courtrooms
  - Civil/Family Court Judicial Chambers
  - Civil Court Administration
  - District Clerk (Administration, Civil Division)
  - County Clerk (Administration, Civil Division)
  - Domestic Relations
  - Office of Child Representation
  - Office of Parental Representation
  - Law Library
  - Dispute Resolution Center
  - Sheriff (Transport and Staging)
  - AG IV-D Court Support
  - Court and Building Support

# FULL COURTS SPACE PROGRAM SUMMARY

Component	Previous 2035 Need		Updated 2035 Need		NOSF Change
	NOSF	Staff	NOSF	Staff	
1. Criminal Courts - Courtrooms	126,563	0	131,375	0	3.8%
2. Criminal Courts – Judiciary	33,199	120	41,083	120	23.7%
3. Criminal Courts - Administration	16,249	63	16,249	63	-
4. Civil Courts - Courtrooms	110,800	0	126,350	0	14.0%
5. Civil Courts - Judiciary	33,284	99	52,804	155	58.6%
6. Civil Courts – Administration	8,162	42	9,653	45	18.3%
7. Probate Courts	14,980	24	15,034	24	-
8. Justice of the Peace, Precinct 5	13,401	35	13,401	35	-
9. District Clerk	31,068	196	32,169	196	3.5%
10. County Clerk	27,423	137	28,173	137	2.7%
11. District Attorney	81,250	331	81,250	331	-
12. County Attorney	70,174	319	70,174	319	-
13. Adult Probation	36,396	167	36,396	167	-
14. Counseling and Education Services	6,165	24	6,165	24	-
15. Pretrial Services	24,295	120	24,295	120	-
16. Domestic Relations	18,139	78	18,139	78	-
17A. Office of Child Representation	6,062	24	6,062	26	-
17B. Office of Parental Representation	5,504	25	5,504	24	-
17C. Mental Health Public Defender	4,988	25	4,988	25	-
18. Tax Assessor-Collector's Office	2,016	10	2,016	10	-
19A. Law Library	5,477	11	17,967	60	228.0%
19B. Dispute Resolution Center	-	-	4,847	3	new
20. Constable, Precinct 5	9,310	66	9,310	66	-
21. Sheriff - Transport and Staging	25,412	138	29,654	221	16.7%
22. Sheriff - Central Booking	76,707	140	76,707	140	-
41A. Building Amenities – Courts	19,450	0	41,857	0	115.2%
42. AG IV-D Court Support	-	-	2,174	0	new
<b>Total NOSF</b>	<b>806,474</b>	<b>2,194</b>	<b>903,796</b>	<b>2,389</b>	<b>12.1%</b>
Grossing Factor (Range 1.55-1.65)	1.55		1.55		
	1.65		1.65		
Total Gross Square Feet (GSF) @ 1.55	<b>1,250,035</b>		<b>1,400,884</b>		
Total Gross Square Feet (GSF) @ 1.65	<b>1,330,682</b>		<b>1,491,263</b>		

# QUESTIONS & DISCUSSION

