

~~FINAL DRAFT~~

SPACE PROGRAM

August 25, 2010

Program Summary - Courts Related Areas

Component	Existing Area	Current Need		2015 Need		2025 Need		2035 Need		
	NOSF	NOSF	Staff	NOSF	Staff	NOSF	Staff	NOSF	Staff	
Courts Offices and Departments										
1. Criminal Courts - Courtrooms	┴	69,170	0	87,000	0	108,455	0	131,375	0	
2. Criminal Courts - Judiciary	77,540 ⁽¹⁾	20,590	59	27,273	79	34,270	100	41,083	120	
3. Criminal Courts - Administration	┴	11,175	30	12,882	41	14,504	51	16,249	63	
4. Civil Courts - Courtrooms	┴	72,913	0	94,625	0	110,313	0	126,350	0	
5. Civil Courts - Judiciary	49,162	30,715	90	39,153	115	45,877	135	52,804	155	
6. Civil Courts - Administration	┴	6,008	21	7,745	32	8,960	40	9,653	45	
7. Probate Courts	3,574	9,428	11	10,009	13	14,818	23	15,034	24	
8. Justice of the Peace, Precinct 5	3,794	8,847	19	9,260	20	12,721	28	13,401	35	
9. District Clerk	23,572	25,325	109	25,950	133	28,748	162	32,169	196	
10. County Clerk	18,688	21,701	78	24,423	104	26,164	120	28,173	137	
11. District Attorney	51,375	58,042	213	64,627	238	73,030	286	81,250	331	
12. County Attorney	31,054	44,775	195	50,690	224	59,816	270	70,174	319	
13. Adult Probation	25,113	24,999	100	27,450	113	31,721	139	36,396	167	
14. Counseling and Education Services	3,215	4,320	15	4,502	8	5,441	20	6,125	24	
15. Pretrial Services	10,726	13,269	58	15,965	71	20,515	98	24,295	120	
16. Domestic Relations	15,733	12,359	53	14,504	56	16,089	68	18,139	78	
17A. Office of Child Representation	2,756	2,134	8	4,504	13	5,235	21	6,062	26	
17B. Office of Parental Representation	2,756	2,268	8	3,787	13	4,896	21	5,504	24	
17C. Mental Health Public Defender	2,580	1,877	8	3,235	13	4,375	21	4,988	25	
18. Tax Assessor-Collector's Office	1,140	1,222	5	1,543	2	1,720	8	2,016	10	
19A. Law Library	4,175	12,761	29	14,426	37	17,194	52	17,967	60	
19B. Dispute Resolution Center	-	4,847	3	4,847	3	4,847	3	4,847	3	
20. Constable, Precinct 5	6,964	8,053	54	8,289	56	8,911	62	9,310	66	
21A. Sheriff - Transport and Staging-Criminal Courts	16,087 ⁽²⁾	16,923	85	18,668	96	20,718	119	23,282	138	
21B. Sheriff - Transport and Staging - Civil Courts		5,438	50	5,726	57	5,871	71	5,994	83	
22. Sheriff - Central Booking	55,738	54,908	102	56,808	110	74,066	125	76,707	140	
41A. Building Amenities - Courts	-	37,807	0	39,157	0	39,832	0	41,857	0	
42. AG IV Child Support Court	2,450	2,174	0	2,174	0	4,030	0	2,174	0	
Total Net Occupiable Square Feet (NOSF)	405,742	581,873	1,403	677,047	1,647	799,106	2,043	901,203	2,389	
Grossing Factor (range, 1.55-1.65)		1.55		1.55		1.55		1.55		
		1.65		1.65		1.65		1.65		
Total Gross Square Feet (GSF) @ 1.55		901,903		1,049,423		1,238,614		1,396,865		
Total Gross Square Feet (GSF) @ 1.65		960,090		1,117,128		1,318,525		1,486,985		

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Program Summary - Courts Related Areas

Component	Existing Area	Current Need		2015 Need		2025 Need		2035 Need	
	NOSF	NOSF	Staff	NOSF	Staff	NOSF	Staff	NOSF	Staff

Notes:

⁽¹⁾ This area total excludes 4,600 sf. for Drug Court Administration.

⁽²⁾ Sheriff Transport and Staging area includes building security and screening.

* Grossing Factor includes interdepartmental wall thicknesses and circulation (hallways, stairs, elevators, etc.), lobbies, exterior wall thicknesses, interior shafts, janitor closets, electrical closets, networking/AV closets, mechanical spaces, public restrooms, staff restrooms, and public circulation.

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Judicial Summary

	Number of Judicial Officers			
	Current	2015	2025	2035
<u>Criminal Court</u>				
District Judge	7	9	12	14
County Court at Law Judge	6	8	10	12
Magistrate	1.5	2	2	3
<i>Sub-Total</i>	<i>14.5</i>	<i>19</i>	<i>24</i>	<i>29</i>
<u>Civil Court</u>				
District Judge	10	12	14	16
Visiting Judge	0	1	1	1
County Court at Law Judge	2	3	4	5
Associate Judge	6	7	8	9
<i>Sub-Total</i>	<i>18</i>	<i>23</i>	<i>27</i>	<i>31</i>
				Includes IV-D and Drug Courts
<u>Probate Court</u>				
Probate Judge	1	1	2	2
Associate Judge	1	1	2	2
<i>Sub-Total</i>	<i>2</i>	<i>2</i>	<i>4</i>	<i>4</i>
<u>Justice of the Peace</u>				
Judge	1	1	2	2
<i>Sub-Total</i>	<i>1</i>	<i>1</i>	<i>2</i>	<i>2</i>
Total Judicial Officers ⁽¹⁾	35.5	45	57	66

Note:

⁽¹⁾ Total Judicial Officers only includes the Central Campus. Other Judicial Officers, such as those located at the Juvenile Justice Center or other Justices of the Peace, are not included in this total.

~~FINAL DRAFT~~**Courtroom/Hearing Room Summary**

	Number of Courtrooms			
	Current	2015	2025	2035
<u>Criminal Court</u>				
Special Proceedings Courtroom	1	1	1	1
Criminal Jury Courtroom	14	18	23	28
<i>Sub-Total</i>	<i>15</i>	<i>19</i>	<i>24</i>	<i>29</i>
<u>Civil Court</u>				
Special Proceedings Courtroom	1	1	1	1
Civil Jury Courtroom	11	15	18	21
Civil Non-Jury Courtroom	3	3	3	4
Family Non-Jury Drug Court Courtroom	1	1	1	1
Civil AG IV-D Associate Judges Courtroom	2	3	4	4
Civil Non-Jury Hearing Room	0	2	2	2
<i>Sub-Total</i>	<i>18</i>	<i>25</i>	<i>29</i>	<i>33</i>
<u>Probate Court</u>				
Jury Courtroom	2	2	2	2
Non-Jury Courtroom	0	0	2	2
<i>Sub-Total</i>	<i>2</i>	<i>2</i>	<i>4</i>	<i>4</i>
<u>Justice of the Peace</u>				
JP Courtroom	1	1	2	2
<i>Sub-Total</i>	<i>1</i>	<i>1</i>	<i>2</i>	<i>2</i>
Total Courtrooms	36	47	59	68

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Space Standards

Space Type	Existing Travis County Standard	Proposed Travis County Standard	Comments
Court Sets			
Criminal Special Proceedings Courtroom	n/a	3,000 sf.	128 spectators, 14-person jury, holding; NCSC Standard size
Criminal Jury Courtroom	n/a	1,900 sf.	70 spectators, 14-person jury, holding
Civil Special Proceedings Courtroom	n/a	3,000 sf.	128 spectators, 14-person jury box, no holding; NCSC Standard size
Civil Jury Courtroom	n/a	1,800 sf.	56 spectators, 12-person jury box, holding possible
Civil Non-Jury Courtroom	n/a	1,400 sf.	52 spectators, holding possible
Probate Jury Courtroom	n/a	1,600 sf.	40 spectators, 12-person jury box
Probate Non-Jury Courtroom	n/a	600 sf.	20 spectators
Justice of the Peace Courtroom	n/a	1,400 sf.	30 spectators, 6-person jury box
Courtroom Vestibule	n/a	50 sf.	
Courtroom Waiting	n/a	15 sf. per person	Seated waiting
Courtroom Storage	n/a	30 sf.	
Courtroom A/V Closet	n/a	30 sf.	
Attorney / Client Interview Room	n/a	100 sf.	2 - 3 seats
Large Attorney / Client Conference Room	n/a	600 sf.	16 seats
Large Jury Deliberation Room	n/a	375 sf.	12-seat table + 2 alternates
Small Jury Deliberation Room	n/a	250 sf.	6-seat table + 2 alternates
Jury Restroom	n/a	50 sf.	
Jury Deliberation Vestibule	n/a	50 sf.	
Holding Cell (Single)	40 sf. minimum	80 sf.	County Standard per Texas Commission on Jail Standards
Holding Cell (Group)	40 sf. + 18 sf. per add. person min.	40 sf. + 18 sf. per add. person	County Standard per Texas Commission on Jail Standards
Holding Soundlock	n/a	50 sf.	
Judicial Robing Room Restroom	n/a	50 sf.	

Note:

Refer to the Space Layout Appendix for additional detail and diagrams.

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Space Standards

Space Type	Existing Travis County Standard	Proposed Travis County Standard	Comments
Staff Space			
Judge's Office	240 sf.	240 sf.	
Judge's Restroom	n/a	50 sf.	
Independently Elected Official / Executive Appointed Office	240 sf.	240 sf.	
Independently Elected Official's Restroom	n/a	50 sf.	
Appointed Official / Departmental Director / Division Director / Major Office	216 sf.	216 sf.	
Division Manager / Chief Professional / Captain Office	180 sf.	150-180 sf.	
Senior Manager / Senior Professional / Senior Paraprofessional / Office or Cubicle	n/a	140-160 sf.	
Manager / Professional / Paraprofessional / Lieutenant Office or Cubicle	120 sf.	150 sf.	
Professional Staff / Paraprofessional Office	100 sf.	100 sf.	
Senior Support Professional Staff / Supervisor / Sergeant Cubicle	102 sf. maximum	102 sf.	
Clerical / Administrative Cubicle	64 sf. maximum	64 sf.	
Tech. / Trade Staff ⁽¹⁾	n/a	48 sf.	Staff in office at least 50% of the time
Intern Workstation	n/a	36 sf.	
Carrel	26 sf.	26 sf.	

Note:

Refer to the Space Layout Appendix for additional detail and diagrams.

⁽¹⁾ For Tech./Trade Staff in the office less than 50% of the time, shared carrels and secured lockers are provided.

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Space Standards

Space Type	Existing Travis County Standard	Proposed Travis County Standard	Comments
Support Space			
Public Counter	n/a	40 sf. + 20 sf. per additional	Adjacent workstation area additional
Public Waiting - Standing	n/a	12 sf. per person	Includes Public Counter queuing
Public Waiting - Seated	n/a	15 sf. per person	
Break Room	60 sf. + 25 sf. per person	60 sf. + 25 sf. per person	Includes kitchenette
Office Break Room	60 sf. + 25 sf. per person	210 sf.	Includes counter, cabinets, sink, refrigerator, and table with 6 seats. 1 per office/department with minimum 20 staff
Shared Break Room (Building Amenities)	60 sf. + 25 sf. per person	500 sf.	Includes counter, cabinets, sink, refrigerator, and tables with seats for 18 people. Shared.
Coffee Bar	6 linear feet	40 sf.	
Interview Room	n/a	100 sf.	2 - 3 seats
Conference Room - 4 seats	50 sf. + 25 sf. per person	120 sf.	Includes space for overflow seating, A/V equipment and furniture as needed.
Conference Room - 8 seats	50 sf. + 25 sf. per person	350 sf.	Includes space for overflow seating, A/V equipment and furniture as needed.
Conference Room - 12 seats	50 sf. + 25 sf. per person	450 sf.	Includes space for overflow seating, A/V equipment and furniture as needed.
Conference Room - 16 seats	50 sf. + 25 sf. per person	600 sf.	Includes space for overflow seating, A/V equipment and furniture as needed.
Conference Room - 20 seats	50 sf. + 25 sf. per person	750 sf.	Includes space for overflow seating, A/V equipment and furniture as needed.
Conference Room - 24 seats	50 sf. + 25 sf. per person	900 sf.	Includes space for overflow seating, A/V equipment and furniture as needed.
Multi-Function Room - 72 seats	n/a	1,452 sf.	50 seats with tables
Multi-Function Room - 144 seats	n/a	3,600 sf.	
Copier / Printer Area	40 sf. + 20 sf. per machine	80 sf.	Broaddus/RGA/WHJA Standard per County direction
Copier / Printer Area - Multiple Copiers	40 sf. + 20 sf. per machine	80 sf. + 60 sf. per additional copier	Broaddus/RGA/WHJA Standard per County direction
Public Access Copier	n/a	40 sf.	
Network Printer	n/a	15 sf.	
File Room	40 sf. + 21 sf. per lateral file	40 sf. + 21 sf. per lateral file	
File Shelving Unit	n/a	9 sf. per shelving unit	21 linear feet per unit
Lateral File Cabinet	9 sf. per cabinet	9.sf per cabinet	
Vertical File Cabinet	n/a	7 sf. per cabinet	
High-Density Shelving Unit	n/a	5 sf. per shelving unit	21 linear feet per unit
Waiting Area	15 sf. per person + 30%	15 sf. per person	
Vending Area	8 sf per machine + 15 sf. circ	20 sf. per machine	
Mail Distribution Space	40 sf. circ. + shelves, etc.	varies	

Note:

Refer to the Space Layout Appendix for additional detail and diagrams.

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Space Standards

Space Type	Existing Travis County Standard	Proposed Travis County Standard	Comments
Support Space (continued)			
Holding Cell (Single Cell)	40 sf. min. clear floor space	80 sf.	County Standard per Texas Commission on Jail Standards
Holding Cell (Single Cell) - Violent Cell (padded)	40 sf. min. clear floor space	60 sf. (flushable floor drain, no toilet)	County Standard per Texas Commission on Jail Standards
Holding Cell (Single Cell) - Pre-Search Intake	40 sf. min. clear floor space	60 sf.	County Standard per Texas Commission on Jail Standards
Holding Cell (Group)	40 sf. + 18 sf. per add. person min.	60 sf. + 18 sf. per add. person	County Standard per Texas Commission on Jail Standards
Restroom - 1 Toilet	n/a	50 sf.	
Restroom - 2 Toilets	n/a	120 sf.	
Restroom - 3 Toilets	n/a	155 sf.	
Restroom - 4 Toilets	n/a	205 sf.	

Note:

Refer to the Space Layout Appendix for additional detail and diagrams.

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DETAILED SPACE PROGRAM

August 25, 2010

1. Criminal Courts - Courtrooms

Space No.	Component	Unit SF	Current Need			2015 Need			2025 Need			2035 Need			Comments
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<i>Courtrooms - District Court</i>															
1.01	Special Proceedings Courtroom	3,000	1	3,000	1	3,000	1	3,000	1	3,000	1	3,000			
1.02	Criminal Courtroom	1,900	8	15,200	10	19,000	13	24,700	16	30,400					
1.03	Courtroom Vestibule	50	9	450	11	550	14	700	17	850					
1.04	Courtroom Storage	30	9	270	11	330	14	420	17	510					
1.05	Courtroom A/V Closet	30	9	270	11	330	14	420	17	510					
1.06	Courtroom Waiting	225	9	2,025	11	2,475	14	3,150	17	3,825			15 seats per courtroom		
1.07	Attorney / Client Interview Room	100	9	900	11	1,100	14	1,400	17	1,700			1 per courtroom		
1.08	Large Attorney / Client Conference Room ⁽¹⁾	600	5	3,000	6	3,600	7	4,200	9	5,400			1 per 2 courtrooms		
1.09	Jury Vestibule	50	9	450	11	550	14	700	17	850					
1.10	Jury Deliberation Room	375	9	3,375	11	4,125	14	5,250	17	6,375			1 per courtroom		
1.11	Jury Restroom	50	18	900	22	1,100	28	1,400	34	1,700			2 per jury deliberation room		
1.12	Holding Soundlock	40	9	360	11	440	14	560	17	680					
1.13	Holding Staging Area	40	5	200	6	240	7	280	9	360					
1.14	Holding Cell - Single Occupancy	80	5	400	6	480	7	560	9	720					
1.15	Holding Cell - Group	202	5	1,010	6	1,212	7	1,414	9	1,818			9-person capacity		
1.16	Holding Ara Emergency Storage	30	5	150	6	180	7	210	9	270					
1.17	Non-Contact Interview Booth	60	15	900	18	1,080	21	1,260	27	1,620					
1.18	Holding Area Sheriff Post	40	5	200	6	240	7	280	9	360					
Sub-total				33,060	0	40,032	0	49,904	0	60,948	0				

Notes:

⁽¹⁾ Large conference rooms may be dividable, to be determined in design.

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DETAILED SPACE PROGRAM

August 25, 2010

1. Criminal Courts - Courtrooms

Space No.	Component	Unit SF	Current Need			2015 Need			2025 Need			2035 Need			Comments
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<i>Courtrooms - County Courts-at-Law</i>															
1.19	Criminal Courtroom	1,900	6	11,400	0	8	15,200	0	10	19,000	0	12	22,800	0	
1.20	Courtroom Vestibule	50	6	300	0	8	400	0	10	500	0	12	600	0	
1.21	Courtroom Storage	30	6	180	0	8	240	0	10	300	0	12	360	0	
1.22	Courtroom Waiting	225	6	1,350	0	8	1,800	0	10	2,250	0	12	2,700	15 seats per courtroom	
1.23	Attorney / Client Interview Room	100	6	600	0	8	800	0	10	1,000	0	12	1,200	1 per courtroom	
1.24	Large Attorney / Client Conference Room ⁽¹⁾	450	6	2,700	0	8	3,600	0	10	4,500	0	12	5,400	1 per courtroom	
1.25	Jury Vestibule	50	6	300	0	8	400	0	10	500	0	12	600	0	
1.26	Jury Deliberation Room	375	6	2,250	0	8	3,000	0	10	3,750	0	12	4,500	0	
1.27	Jury Restroom	50	12	600	0	16	800	0	20	1,000	0	24	1,200	0	
1.28	Holding Soundlock	50	6	300	0	8	400	0	10	500	0	12	600	0	
1.29	Holding Staging Area	40	3	120	0	4	160	0	5	200	0	6	240	0	
1.30	Holding Cell - Single Occupancy	80	3	240	0	4	320	0	5	400	0	6	480	0	
1.31	Holding Cell - Group	202	3	606	0	4	808	0	5	1,010	0	6	1,212	9-person capacity	
1.32	Holding Ara Emergency Storage	30	3	90	0	4	120	0	5	150	0	6	180	0	
1.33	Non-Contact Interview Booth	80	9	720	0	12	960	0	15	1,200	0	18	1,440	0	
1.34	Holding Area Sheriff Post	40	3	120	0	4	160	0	5	200	0	6	240	0	
Sub-total				21,876	0		29,168	0		36,460	0		43,752	0	
<i>Courtrooms - Shared Support</i>															
1.35	Victim / Witness Waiting Area - Adults ⁽²⁾	250	1	250	0	1	250	0	1	250	0	1	250	Accom 16 people	
1.36	Victim / Witness Waiting Area - Children ⁽¹⁾	150	1	150	0	1	150	0	1	150	0	1	150	Accom 5 children	
Sub-total				400	0		400	0		400	0		400	0	
Total Net Square Feet				55,336	0		69,600	0		86,764	0		105,100	0	
x Department Circulation Factor				1.25		1.25		1.25		1.25		1.25			
Total Net Occupiable Square Feet				69,170		87,000		108,455		131,375					

Notes:⁽¹⁾ Large conference rooms may be dividable, to be determined in design.⁽²⁾ Victim/Witness Waiting Areas could be physically located with the District Attorney or County Attorney areas. A preferable location would be near victim/witness counselors.

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DETAILED SPACE PROGRAM

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2. Criminal Courts - Judiciary

Space No. Component	Unit SF	Current Need			2015 Need			2025 Need			2035 Need			Comments
		Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<i>Staff Space - District Court</i>														
2.01 District Judge	240	7	1,680	7	9	2,160	9	12	2,880	12	14	3,360	14	
2.02 Magistrate	240	2	480	1.5	2	480	2	2	480	2	3	720	3	
2.03 Staff Attorney	150	2	300	2	3	450	3	4	600	4	4	600	4	
2.04 District Court Reporter	100	8	800	8	11	1,100	11	14	1,400	14	17	1,700	17	
2.05 Bailiff	64	8	512	8	11	704	11	14	896	14	17	1,088	17	
2.06 Judicial Aide Specialist	120	8	960	8	11	1,320	11	14	1,680	14	17	2,040	17	Locate in reception area
Sub-total			4,732	34.5		6,214	47		7,936	60		9,508	72	
<i>Support Space - District Court</i>														
2.07 Waiting / Reception	30	8	240		11	330		14	420		17	510		2 seats
2.08 Supply Storage Cabinet	20	8	160		11	220		14	280		17	340		
2.09 Copier / Printer Area	80	8	640		11	880		14	1,120		17	1,360		
2.10 File Cabinet	7	16	112		22	154		27	189		34	238		Vertical cabinets, 2 per chambers
2.11 Coffee Bar	40	8	320		11	440		14	560		17	680		
2.12 Judicial Restroom	50	8	400		11	550		14	700		17	850		
2.13 Staff Restroom	50	8	400		11	550		14	700		17	850		
2.14 Judicial Conference Room	200	8	1,600		11	2,200		14	2,800		17	3,400		
2.15 Shared Judicial Conference Room / Library	600	1	600		1	600		1	600		1	600		Accommodate 14 people, law books
Sub-total			4,472	0		5,924	0		7,369	0		8,828	0	

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2. Criminal Courts - Judiciary

Space No.	Component	Unit SF	Current Need			2015 Need			2025 Need			2035 Need			Comments
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<i>Staff Space - County Courts-at-Law</i>															
2.16	County Court-at-Law Judge	240	6	1,440	6	8	1,920	8	10	2,400	10	12	2,880	12	
2.17	County Court Reporter	100	6	600	6	8	800	8	10	1,000	10	12	1,200	12	
2.18	Office Specialist	64	6	384	6	8	512	8	10	640	10	12	768	12	
2.19	Judicial Aide Specialist	120	6	720	6	8	960	8	10	1,200	10	12	1,440	12	
	Sub-total			3,144	24		4,192	32		5,240	40		6,288	48	
<i>Support Space - County Courts-at-Law</i>															
2.20	Waiting / Reception	30	6	180		8	240		10	300		12	360		
2.21	Supply Storage Cabinet	20	6	120		8	160		10	200		12	240		
2.22	Copier / Printer Area	80	6	480		8	640		10	800		12	960		
2.23	File Cabinet	7	12	84		16	112		20	140		24	168		
2.24	Coffee Bar	40	6	240		8	320		10	400		12	480		
2.25	Judicial Restroom	50	6	300		8	400		10	500		12	600		
2.26	Staff Restroom	50	6	300		8	400		10	500		12	600		
2.27	Judicial Conference Room	200	6	1,200		8	1,600		10	2,000		12	2,400		
	Sub-total			2,904	0		3,872	0		4,840	0		5,808	0	
Total Net Square Feet				15,252	58.5		20,202	79		25,385	100		30,432	120	
x Department Circulation Factor				1.35			1.35			1.35			1.35		
Total Net Occupiable Square Feet				20,590			27,273			34,270			41,083		

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3. Criminal Courts - Administration

Space No.	Component	Unit SF	Current Need			2015 Need			2025 Need			2035 Need			Comments
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<i>Staff Space - Criminal Court Administration</i>															
3.01	Director of Court Management	216	1	216	1	1	216	1	1	216	1	1	216	1	
3.02	Criminal Court Program Manager	180	1	180	1	1	180	1	1	180	1	1	180	1	
3.03	Executive Assistant	120	1	120	1	1	120	1	1	120	1	1	120	1	
3.04	Senior Planner	120	1	120	1	1	120	1	1	120	1	2	240	2	
3.05	Senior Financial Analyst	120	1	120	1	1	120	1	1	120	1	1	120	1	
3.06	Judicial Aide - Financial	120	1	120	1	1	120	1	2	240	2	2	240	2	
3.07	Planner Research Specialist	120	1	120	1	2	240	2	2	240	2	3	360	3	
3.08	Judicial Aide	102	5	510	5	6	612	6	7	714	7	8	816	8	
3.09	Court Interpreter	102	0	0	0	2	204	2	3	306	3	4	408	4	
3.10	Accountant	120	0	0	0	1	120	1	1	120	1	2	240	2	
3.11	Senior Office Specialist	64	0	0	0	1	64	1	2	128	2	3	192	3	
3.12	Application Development Analyst	120	0	0	0	1	120	1	1	120	1	2	240	2	
3.13	Technical Program Manager	180	1	180	1	1	180	1	1	180	1	1	180	1	
3.14	Systems Engineer	120	1	120	1	1	120	1	1	120	1	1	120	1	
3.15	Business Analyst I	120	1	120	1	2	240	2	3	360	3	3	360	3	
3.16	Business Analyst III	120	0	0	0	1	120	1	2	240	2	2	240	2	
	Sub-total			1,926	15		2,896	24		3,524	30		4,272	37	
<i>Support Space - Criminal Court Administration</i>															
3.17	Reception Counter ⁽¹⁾	60	1	60		1	60		1	60		1	60		2 counter stations
3.18	Reception Counter Queuing ⁽¹⁾	12	4	48		4	48		4	48		4	48		4 people in queue
3.19	Public Waiting ⁽¹⁾	15	15	225		15	225		15	225		15	225		15 seats
3.20	Supply / Equipment Storage	400	1	400		1	400		1	400		1	400		
3.21	Conference Room	450	1	450		1	450		1	450		1	450		Accom. 12 people
3.22	Video Conference Room	150	1	150		1	150		2	300		2	300		Accom. 2 people, video conf. equip.
3.23	Attorney Workroom	200	1	200		1	200		1	200		1	200		
3.24	Copier / Printer Area	80	2	160		2	160		2	160		2	160		2 copier areas
3.25	Storage with Tech Closet	400	1	400		1	400		1	400		1	400		
3.26	Vertical File Cabinet	9	14	126		20	180		20	180		20	180		
3.27	File Staging Area	40	1	40		1	40		1	40		1	40		
3.28	Break Room	210	1	210		1	210		1	210		1	210		Accom 6 people
	Sub-total			2,469	0		2,523	0		2,673	0		2,673	0	

Notes:⁽¹⁾ Public counter area not expected to grow significantly per anticipated developments in court calendaring, online court payments, and electronic court files.

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DETAILED SPACE PROGRAM

August 25, 2010

3. Criminal Courts - Administration

Space No.	Component	Unit SF	Current Need			2015 Need			2025 Need			2035 Need			Comments
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<i>Staff Space - Drug Court Administration ⁽²⁾</i>															
3.29	Social Services Program Administrator	180	1	180	1	1	180	1	1	180	1	1	180	1	
3.30	Social Services Program Coordinator	120	1	120	1	2	240	2	2	240	2	3	360	3	
3.31	Chemical Dependency Counselor	120	6	720	6	7	840	7	8	960	8	9	1,080	9	
3.32	Caseworker / Outreach Staff	120	1	120	1	1	120	1	2	240	2	3	360	3	
3.33	Intake Officer	120	3	360	3	3	360	3	4	480	4	5	600	5	
3.34	Judicial Aide	102	1	102	1	1	102	1	1	102	1	1	102	1	
3.35	Office Specialist	64	2	128	2	2	128	2	3	192	3	4	256	4	
	Sub-total			1,730	15		1,970	17		2,394	21		2,938	26	
<i>Support Space - Drug Court Administration</i>															
3.36	Reception Counter	60	1	60		1	60		1	60		1	60		2 counter stations
3.37	Reception Counter Queuing	12	4	48		4	48		4	48		4	48		4 people in queue
3.38	Public Waiting	15	15	225		15	225		15	225		15	225		15 seats
3.39	Large Classroom	600	1	600		1	600		1	600		1	600		
3.40	Classroom ⁽³⁾	450	1	450		1	450		1	450		1	450		Accom. 16 people
3.41	Drug Lab / Testing ⁽⁴⁾	200	1	200		1	200		1	200		1	200		
3.42	Drug Lab Public Waiting	60	1	60		1	60		1	60		1	60		4 seats
3.43	Copier / Printer Area	80	2	160		2	160		2	160		2	160		2 copier areas
3.44	Supply Storage	40	1	40		1	40		1	40		1	40		
3.45	Break Room	210	1	210		1	210		1	210		1	210		Accom 6 people
3.46	IT Storage Area	100	1	100		1	100		1	100		1	100		
	Sub-total			2,153	0		2,153	0		2,153	0		2,153	0	
Total Net Square Feet				8,278	30		9,542	41		10,744	51		12,036	63	
x Department Circulation Factor				1.35		1.35		1.35		1.35		1.35		1.35	
Total Net Occupiable Square Feet				11,175		12,882		14,504		16,249		16,249			

Notes:⁽²⁾ Drug Program Magistrate (currently 0.5 FTE) included with Judiciary.⁽³⁾ Classroom needs to be located with the Drug Court and is not a programmed as a shared Building Amenity.⁽⁴⁾ Includes drug testing washroom and lab storage.

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DETAILED SPACE PROGRAM

August 25, 2010

4. Civil Courts - Courtrooms

Space No.	Component	Unit SF	Current Need			2015 Need			2025 Need			2035 Need			Comments
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<i>Courtrooms - District Court</i>															
4.01	Special Proceedings Courtroom	3,000	1	3,000		1	3,000		1	3,000		1	3,000		
4.02	Civil Jury Courtroom ^{(1) (2)}	1,800	9	16,200		12	21,600		14	25,200		16	28,800		Includes 1 Visiting Judge's Courtroom
4.03	Civil AG IV-D Associate Judges Courtroom ⁽¹⁾	1,800	2	3,600		3	5,400		4	7,200		4	7,200		
4.04	Civil Non-Jury Courtroom ^{(1) (2)}	1,800	3	5,400		3	5,400		3	5,400		4	7,200		
4.05	Family Non-Jury Drug Court	1,800	1	1,800		1	1,800		1	1,800		1	1,800		
4.06	Civil Non-Jury Hearing Room	900	0	0		2	1,800		2	1,800		2	1,800		
4.07	Courtroom/Hearing Room Vestibule	50	16	800		20	1,000		23	1,150		26	1,300		
4.08	Courtroom/Hearing Room Storage	30	16	480		20	600		23	690		26	780		
4.09	Courtroom/Hearing Room A/V Closet	30	16	480		20	600		23	690		26	780		
4.10	Courtroom Waiting - Civil Court	225	10	2,250		13	2,925		15	3,375		17	3,825		15 people
4.11	Courtroom Waiting - Family Court	300	6	1,800		6	1,800		8	2,400		9	2,700		20 people
4.12	Hearing Room Waiting	150	0	0		2	300		2	300		2	300		10 people
4.13	Attorney / Client Interview Room	100	32	3,200		38	3,800		46	4,600		52	5,200		2 per courtroom
4.14	Large Attorney Conference Room ⁽³⁾	600	6	3,600		7	4,200		8	4,800		9	5,400		1 per 2 non-Family District courtroom
4.15	Attorney/Client Secure Conference Room ⁽⁴⁾	300	6	1,800		7	2,100		8	2,400		9	2,700		1 per Family courtroom
4.16	Jury Vestibule	50	10	500		13	650		15	750		17	850		1 per jury courtroom
4.17	Jury Deliberation Room	375	10	3,750		13	4,875		15	5,625		17	6,375		1 per jury courtroom
4.18	Jury Restroom	50	20	1,000		26	1,300		30	1,500		34	1,700		2 per jury deliberation room

Notes:

- ⁽¹⁾ 1 Jury Courtroom and 2 Non-Jury Courtrooms designated as CPS Courtrooms, which are planned as the same size as other courtrooms but should have slightly modified courtroom layouts (such as a prisoner dock in the Jury Courtroom, or more spectator seating the Non-Jury Courtroom).
- ⁽²⁾ Courtroom holding planned for the CPS and Family Courtrooms and the AG IV-D Child Supervision Courtrooms (all Jury). These holding areas planned with a capacity of 5 prisoners (1 single occupancy cell, 1 group cell) per pair of courtrooms (shared), and includes Emergency Storage, Sheriff Post, and a Non-Contact Interview Booth.
- ⁽³⁾ At least one of the Large Attorney Courtrooms to be used as a County Attorney satellite/workroom. Large conference rooms may be dividable, to be determined in design.
- ⁽⁴⁾ 2 per Family Court, located in secure circulation.

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DETAILED SPACE PROGRAM

August 25, 2010

4. Civil Courts - Courtrooms

Space No.	Component	Unit SF	Current Need			2015 Need			2025 Need			2035 Need			Comments
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
4.19	Holding Soundlock ^{(2) (5)}	50	8	400		10	500		10	500		12	600		
4.20	Holding Staging Area ^{(2) (5)}	40	4	160		5	200		5	200		6	240		
4.21	Holding Cell - Single Occupancy ^{(2) (5)}	80	8	640		10	800		12	960		13	1,040		
4.22	Holding Cell - 4-person capacity ⁽²⁾	120	4	480		5	600		5	600		6	720		
4.23	Holding Area Emergency Storage	30	4	120		5	150		5	150		6	180		
4.24	Non-Contact Interview Booth ⁽²⁾	80	4	320		5	400		5	400		6	480		
4.25	Holding Area Sheriff Post ⁽²⁾	40	4	160		5	200		5	200		6	240		
4.26	Drug Lab / Testing	100	1	100		1	100		1	100		1	100	Use for Family Court	
4.27	Drug Lab Toilet	60	1	60		1	60		1	60		1	60	Use for Family Court	
4.28	Drug Lab Public Waiting	60	1	60		1	60		1	60		1	60	4 seats	
	Sub-total			52,160	0		66,220	0		75,910	0		85,430	0	
	<i>Courtrooms - County Courts-at-Law</i>														
4.29	Civil Jury Courtroom	1,800	2	3,600		3	5,400		4	7,200		5	9,000		
4.30	Civil Non-Jury Courtroom	1,400	-	-		-	-		-	-		-	-		
4.31	Courtroom Vestibule	50	2	100		3	150		4	200		5	250		
4.32	Courtroom Storage	30	2	60		3	90		4	120		5	150		
4.33	Courtroom A/V Closet	30	2	60		3	90		4	120		5	150		
4.34	Courtroom Waiting	225	2	450		3	675		4	900		5	1,125		
4.35	Attorney / Client Interview Room	100	4	400		6	600		8	800		10	1,000	2 per courtroom	
4.36	Large Attorney Conference Room ⁽³⁾	450	1	450		2	900		2	900		3	1,350	1 per 2 courtrooms	
4.37	Jury Vestibule	50	2	100		3	150		4	200		5	250	1 per jury courtrooms	
4.38	Jury Deliberation Room	375	2	750		3	1,125		4	1,500		5	1,875	1 per jury courtroom	
4.39	Jury Restroom	50	4	200		6	300		8	400		10	500	2 per jury deliberation room	
	Sub-total			6,170	0		9,480	0		12,340	0		15,650	0	
	Total Net Square Feet			58,330	0		75,700	0		88,250	0		101,080	0	
	x Department Circulation Factor			1.25			1.25			1.25			1.25		
	Total Net Occupiable Square Feet			72,913			94,625			110,313			126,350		

Notes:

⁽²⁾ Courtroom holding planned for the CPS and Family Courtrooms and the AG IV-D Child Supervision Courtrooms (all Jury). These holding areas planned with a capacity of 5 prisoners (1 single occupancy cell, 1 group cell) per pair of courtrooms (shared), and includes Emergency Storage, Sheriff Post, and a Non-Contact Interview Booth.

⁽³⁾ Large conference rooms may be dividable, to be determined in design.

⁽⁵⁾ All District courtrooms planned with at least one single-occupancy holding cell (wet cell) between each pair of courtrooms.

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DETAILED SPACE PROGRAM

August 25, 2010

5. Civil Courts - Judiciary

Space No.	Component	Unit SF	Current Need			2015 Need			2025 Need			2035 Need			Comments
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<i>Staff Space - District Court</i>															
5.01	District Judge	240	10	2,400	10	12	2,880	12	14	3,360	14	16	3,840	16	
5.02	Visiting Judge	240	0	0	0	1	240	1	1	240	1	1	240	1	
5.03	Associate Judge	240	6	1,440	6	7	1,680	7	8	1,920	8	9	2,160	9	Includes 4 IV-D Associate Judges
5.04	Attorney	150	16	2,400	16	20	3,000	20	23	3,450	23	26	3,900	26	
	Court Bailiff	100	-	-	-	-	-	-	-	-	-	-	-	-	
5.05	Court Operations Officer	120	16	1,920	16	20	2,400	20	23	2,760	23	26	3,120	26	
5.06	Court Reporter	120	16	1,920	16	20	2,400	20	23	2,760	23	26	3,120	26	Court Reporter storage included in office
5.07	Coordinator	120	16	1,920	16	20	2,400	20	23	2,760	23	26	3,120	26	
	Sub-total			12,000	80		15,000	100		17,250	115		19,500	130	
<i>Support Space - District Court</i>															
5.08	Waiting / Reception	75	16	1,200		20	1,500		23	1,725		26	1,950		5 seats each
5.09	Supply Storage Cabinet	60	16	960		20	1,200		23	1,380		26	1,560		1 per judicial officer
5.10	Copier / Printer Area	80	16	1,280		20	1,600		23	1,840		26	2,080		1 per judicial officer
5.11	File Cabinet	7	32	224		40	280		46	322		52	364		Vertical cabinets, 2 per chambers
5.12	Coffee Bar	40	16	640		20	800		23	920		26	1,040		1 per judicial officer
5.13	Judicial Restroom	50	16	800		20	1,000		23	1,150		26	1,300		
5.14	Staff Restroom	50	16	800		20	1,000		23	1,150		26	1,300		
5.15	Judicial Conference Room	150	16	2,400		20	3,000		23	3,450		26	3,900		1 per judicial officer
	Sub-total			8,304	0		10,380	0		11,937	0		13,494	0	

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DETAILED SPACE PROGRAM

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5. Civil Courts - Judiciary

Space No.	Component	Unit SF	Current Need			2015 Need			2025 Need			2035 Need			Comments
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<i>Judicial Staff Space - County Courts-at-Law</i>															
5.16	County Court-at-Law Judge	240	2	480	2	3	720	3	4	960	4	5	1,200	5	
5.17	Attorney	150	2	300	2	3	450	3	4	600	4	5	750	5	
5.18	Court Operations Officer	120	2	240	2	3	360	3	4	480	4	5	600	5	
5.19	Court Reporter	120	2	240	2	3	360	3	4	480	4	5	600	5	Court Reporter storage included in office
5.20	Judicial Aide	120	2	240	2	3	360	3	4	480	4	5	600	5	
	Sub-total			1,500	10		2,250	15		3,000	20		3,750	25	
<i>Support Space - County Courts-at-Law</i>															
5.21	Waiting / Reception	30	2	60		3	90		4	120		5	150		2 seats
5.22	Supply Storage Cabinet	60	2	120		3	180		4	240		5	300		1 per judicial officer
5.23	Copier / Printer Area	80	2	160		3	240		4	320		5	400		1 per judicial officer
5.24	File Cabinet	7	4	28		6	42		8	56		10	70		Vertical cabinets, 2 per chambers
5.25	Coffee Bar	40	2	80		3	120		4	160		5	200		1 per judicial officer
5.26	Judicial Restroom	50	2	100		3	150		4	200		5	250		
5.27	Staff Restroom	50	2	100		2	100		2	100		5	250		
5.28	Judicial Conference Room	150	2	300		3	450		4	600		5	750		1 per judicial officer
	Sub-total			948	0		1,372	0		1,796	0		2,370	0	
Total Net Square Feet				22,752	90		29,002	115		33,983	135		39,114	155	
x Department Circulation Factor				1.35			1.35			1.35			1.35		
Total Net Occupiable Square Feet				30,715			39,153			45,877			52,804		

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DETAILED SPACE PROGRAM

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6. Civil Courts - Administration

Space No.	Component	Unit SF	Current Need			2015 Need			2025 Need			2035 Need			Comments
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<u>Court Management</u>															
<i>Staff Space</i>															
6.01	Director of Court Management	216	1	216	1	1	216	1	1	216	1	1	216	1	
6.02	Accountant	120	0	0	0	1	120	1	1	120	1	1	120	1	
6.03	Court Services Management Coordinator	120	1	120	1	1	120	1	1	120	1	1	120	1	
6.04	Court Services Program Manager	120	1	120	1	2	240	2	2	240	2	2	240	2	
6.05	Senior Financial Analyst	120	1	120	1	2	240	2	3	360	3	4	480	4	
6.06	Judicial Aide	64	5	320	5	6	384	6	7	448	7	8	512	8	
6.07	Grant Coordinator	120	0	0	0	1	120	1	2	240	2	2	240	2	
6.08	Court Interpreter	100	0	0	0	1	100	1	1	100	1	2	200	2	
6.09	IT Manager	180	1	180	1	1	180	1	1	180	1	1	180	1	
6.10	Drug Court Coordinator	100	1	100	1	1	100	1	2	200	2	2	200	2	
6.11	Case Worker	120	0	0	0	1	120	1	2	240	2	2	240	2	
6.12	Business Analyst	120	2	240	2	2	240	2	3	360	3	3	360	3	
6.13	Systems Engineer	120	0	0	0	1	120	1	1	120	1	2	240	2	
6.14	Application Development Analyst	120	0	0	0	1	120	1	1	120	1	1	120	1	
	Sub-total			1,416	13		2,420	22		3,064	28		3,468	32	
<i>Support Space</i>															
6.15	Reception Counter	40	1	40		1	40		1	40		1	40		
6.16	Public Waiting	150	1	150		1	150		1	150		1	150	10 seats	
6.17	Supply / Equipment Storage	250	1	250		1	250		1	250		1	250		
6.18	Copier / Printer Area	80	1	80		1	80		1	80		1	80		
6.19	Server Room	225	1	225		1	225		1	225		1	225		
6.20	Break Room	210	1	210		1	210		1	210		1	210	Accom. 6 people	
	Sub-total			955	0		955	0		955	0		955	0	

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6. Civil Courts - Administration

Space No.	Component	Unit SF	Current Need			2015 Need			2025 Need			2035 Need			Comments
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<u>Court Administration</u>															
<i>Staff Space</i>															
6.21	Court Administrator	180	1	180	1	1	180	1	1	180	1	1	180	1	
6.22	Court Services Management Coordinator	120	1	120	1	1	120	1	1	120	1	1	120	1	
6.23	Statistician/DWOP Manager	120	0	0	0	1	120	1	1	120	1	1	120	1	
6.24	Family Docket Manager	120	1	120	1	1	120	1	2	240	2	2	240	2	
6.25	Judicial Aide	64	5	320	5	6	384	6	7	448	7	8	512	8	
	Sub-total			740	8		924	10		1,108	12		1,172	13	
<i>Support Space</i>															
6.26	Reception Counter ⁽¹⁾	40	1	40		1	40		1	40		1	40		
6.27	Reception Counter Queuing ⁽¹⁾	12	5	60		5	60		5	60		5	60		5 people in queue
6.28	Conference Room ⁽²⁾	600	1	600		1	600		1	600		1	600		Accom. 16 people
6.29	Supply Storage	80	1	80		1	80		1	80		1	80		
6.30	Copier / Printer Area	80	2	160		2	160		2	160		2	160		2 copier areas
6.31	Docket Files - Lateral Cabinet	9	21	189		32	288		40	360		45	405		1 per employe
6.32	Break Room	210	1	210		1	210		1	210		1	210		Accom. 6 people
	Sub-total			1,339	0		1,438	0		1,510	0		1,555	0	
Total Net Square Feet				4,450	21		5,737	32		6,637	40		7,150	45	
x Department Circulation Factor				1.35			1.35			1.35			1.35		
Total Net Occupiable Square Feet				6,008			7,745			8,960			9,653		

Notes:

⁽¹⁾ The public counter area is not expected to grow significantly due to anticipated technologic developments in areas such as court calendaring, online court payments, and electronic court files.

⁽²⁾ Includes space for overflow seating, A/V equipment and furniture as needed. Refer to the Space Layout Appendix for additional detail and diagrams.

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DETAILED SPACE PROGRAM

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7. Probate Courts

Space No.	Component	Unit SF	Current Need			2015 Need			2025 Need			2035 Need			Comments
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<i>Staff Space</i>															
7.01	Probate Judge	240	1	240	1	1	240	1	2	480	2	2	480	2	
7.02	Associate Judge	240	1	240	1	1	240	1	2	480	2	2	480	2	
7.03	Probate Court Administrator	216	1	216	1	1	216	1	1	216	1	1	216	1	
7.04	Probate Auditor / Storage	160	1	160	1	2	320	2	3	480	3	4	640	4	
7.05	Attorney Court Investigator	150	1	150	1	1	150	1	2	300	2	2	300	2	
7.06	Social Worker	120	1	120	1	1	120	1	2	240	2	2	240	2	
7.07	Staff Attorney	150	1	150	1	1	150	1	2	300	2	2	300	2	
7.08	Court Reporter	100	1	100	1	2	200	2	3	300	3	3	300	3	
7.09	Administrative Associate (Court Coordinator)	120	1	120	1	1	120	1	2	240	2	2	240	2	Adjacent to Public Counter
7.10	Attorney Mental Health Public Defender ⁽¹⁾	120	0	0	2	1	120	2	2	240	4	2	240	4	Shared office
Sub-total				1,496	11		1,876	13		3,276	23		3,436	24	

Notes:

⁽¹⁾ Attorney Mental Health Public Defender currently located at Austin State Hospital. Program assumes shared office needed for this staff position.

FINAL DRAFT

DETAILED SPACE PROGRAM

August 25, 2010

7. Probate Courts

Space No. Component	Unit SF	Current Need			2015 Need			2025 Need			2035 Need			Comments
		Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<i>Support Space - Service Counter Area</i>														
7.11 Jury Courtroom	1,600	2	3,200		2	3,200		2	3,200		2	3,200		40 spectators, 12-person jury box
7.12 Non-Jury Courtroom	600	0	0		0	0		2	1,200		2	1,200		20 spectators
7.13 Courtroom Storage	30	1	30		1	30		2	60		2	60		
7.14 Courtroom A/V Closet	30	1	30		1	30		2	60		2	60		
7.15 Public / Courtroom Waiting	150	2	300		2	300		4	600		4	600		10 seats per courtroom
7.16 Public Counter / Reception	40	1	40		1	40		1	40		1	40		Staffed by Administrative Associate
7.17 Attorney Video Conference Room	125	2	250		2	250		2	250		2	250		Accom. 3 people, shared per 2 courtroom
7.18 Jury Vestibule	50	2	100		2	100		2	100		2	100		20 spectators
7.19 Jury / Multi-Purpose Conference Room ⁽²⁾	450	2	900		2	900		2	900		2	900		Accom. 16 people
7.20 Jury Deliberation Restroom	50	2	100		2	100		2	100		2	100		
7.21 Break Room	210	0	0		0	0		1	210		1	210		Accom. 6 people
7.22 Coffee Bar	40	1	40		1	40		0	0		0	0		
7.23 Reference Shelving Unit	12	3	36		3	36		3	36		3	36		Accom. 63 linear feet
7.24 Storage Room	80	1	80		1	80		1	80		1	80		
7.25 Copier / Printer Area	80	1	80		1	80		2	160		2	160		
7.26 Intern Workstation ⁽³⁾	36	7	252		7	252		14	504		14	504		
7.27 Probate Judge Restroom	50	1	50		2	100		4	200		4	200		
Sub-total			5,488	0		5,538	0		7,700	0		7,700	0	
Total Net Square Feet			6,984	11		7,414	13		10,976	23		11,136	24	
x Department Circulation Factor			1.35			1.35			1.35			1.35		
Total Net Occupiable Square Feet			9,428			10,009			14,818			15,034		

Notes:

⁽²⁾ Jury Conference Room, may also be used for staff or attorney conference needs. Currently at least 25 juries scheduled per year, but only have about 2 jury trials per year (~2 weeks each).

⁽³⁾ Currently 2 full-time and 6 part-time interns, and 4 temporaries. Part-time interns assumed to share a workstations, 1 per 2 interns. Temporaries are assumed to share a workstation, 1 per 2 temporaries. Projections assume same number of ratio of Interns and temporaries per Judge.

~~FINAL DRAFT~~

DETAILED SPACE PROGRAM

August 25, 2010

8. Justice of the Peace, Precinct 5

Space No. Component	Unit SF	Current Need			2015 Need			2025 Need			2035 Need			Comments
		Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<i>Staff Space</i>														
8.01 Judge	240	1	240	1	1	240	1	2	480	2	2	480	2	
8.02 Office Manager	216	1	216	1	1	216	1	1	216	1	1	216	1	
8.03 Senior Court Clerk II	120	2	240	2	2	240	2	3	360	3	4	480	4	
8.04 Court Clerk II	64	4	256	4	4	256	4	6	384	6	8	512	8	
8.05 Court Clerk I	64	6	384	6	12	768	12	16	1,024	16	20	1,280	20	
8.06 Court Clerk Temp Staff	64	4.5	288	4.5	0	0	0	0	0	0	0	0	0	
8.07 Accountant ⁽¹⁾	120	1	120		1	120		1	120		1	120		
8.08 Accounting Clerk ⁽¹⁾	120	1	120		1	120		1	120		1	120		
8.09 Bailiff ⁽¹⁾	64	1	64		1	64		1	64		1	64		
Sub-total			1,928	18.5		2,024	20		2,768	28		3,272	35	

Notes:

⁽¹⁾ Accounting staff and Bailiff are not full-time in JP office and are counted with Constable's Staff. Therefore, though necessary work space is allocated for these positions, they are not counted with the JP staff.

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DETAILED SPACE PROGRAM

August 25, 2010

8. Justice of the Peace, Precinct 5

Space No.	Component	Unit SF	Current Need			2015 Need			2025 Need			2035 Need			Comments
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<i>Support Space</i>															
8.10	JP Courtroom	1,400	1	1,400		1	1,400	2	2,800		2	2,800		6-person jury box, 30 spectators	
8.11	Courtroom Storage	30	1	30		1	30	2	60		2	60			
8.12	Courtroom A/V Closet	30	1	30		1	30	2	60		2	60			
8.13	Jury Vestibule	50	1	50		1	50	2	100		2	100			
8.14	Jury Deliberation Room	250	1	250		1	250	1	250		1	250		6 jurors	
8.15	Jury Restroom	50	2	100		2	100	2	100		2	100			
8.16	Courtroom Waiting	300	1	300		1	300	2	600		2	600		20 seats per courtroom	
8.17	Counsel Room	350	2	700		2	700	2	700		2	700		Accom. 8 people	
8.18	Criminal Public Counter / Reception	80	1	80		1	80	1	80		1	80		3 counter stations	
8.19	Criminal Reception Counter Queuing	72	1	72		1	72	1	72		1	72		6 people in queue	
8.20	Criminal Public Service Counter	20	2	40		2	40	2	40		2	40		Used by public for filling out forms	
8.21	Criminal Waiting Area	150	1	150		1	150	1	150		1	150		10 seats	
8.22	Criminal Public Access Computer Terminal	20	1	20		1	20	1	20		1	20			
8.23	Criminal Lateral File Cabinet	9	7	63		7	63	7	63		7	63			
8.24	Civil Public Counter / Reception	60	1	60		1	60	1	60		1	60		2 counter stations	
8.25	Civil Reception Counter Queuing	48	1	48		1	48	1	48		1	48		4 people	
8.26	Civil Waiting Area	120	1	120		1	120	1	120		1	120		8 seats	
8.27	Civil Public Access Computer Terminal	20	1	20		1	20	1	20		1	20			
8.28	Civil File Shelving Unit	9	8	72		8	72	8	72		8	72		Accom. 150 linear feet	
8.29	Conference Room / Library	550	1	550		1	550	1	550		1	550		Accom 12 people, book shelves	
8.30	Copier / Printer Area	140	1	140		1	140	1	140		1	140		2 copiers	
8.31	Storage Room	200	1	200		1	200	1	200		1	200			
8.32	Mailboxes	40	1	40		1	40	1	40		1	40			
8.33	Break Room	210	0	0		1	210	1	210		1	210		Accom. 6 people	
8.34	Coffee Bar	40	1	40		1	40	0	0		0	0			
8.35	Judge's Restroom	50	1	50		1	50	2	100		2	100			
Sub-total				4,625	0		4,835	0	6,655	0		6,655	0		
Total Net Square Feet				6,553	18.5		6,859	20	9,423	28		9,927	35		
x Department Circulation Factor				1.35		1.35		1.35		1.35		1.35			
Total Net Occupiable Square Feet				8,847		9,260		12,721		13,401					

FINAL DRAFT

DETAILED SPACE PROGRAM

August 25, 2010

9. District Clerk

Space No.	Component	Unit SF	Current Need			2015 Need			2025 Need			2035 Need			Comments
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<u>Administration</u> ⁽¹⁾															
<i>Staff Space</i>															
9.01	District Clerk	240	1	240	1	1	240	1	1	240	1	1	240	1	
9.02	Chief Deputy	216	1	216	1	1	216	1	1	216	1	1	216	1	
9.03	Executive Assistant	180	1	180	1	1	180	1	1	180	1	2	360	2	
9.04	Training & Education Coordinator	102	1	102	1	1	102	1	2	204	2	2	204	2	
9.05	Expunctions Manager	225	1	225	1	1	225	1	2	450	2	2	450	2	Accom. 3 training stations in the office
9.06	Reporting / Planning Manager	120	1	120	1	2	240	2	2	240	2	2	240	2	
	Sub-total			1,083	6		1,203	7		1,530	9		1,710	10	
<i>Support Space</i>															
9.07	Public Waiting	45	1	45		1	45		1	45		1	45		3 seats
9.08	District Clerk Conference Room	450	1	450		1	450		1	450		1	450		Accom. 12 people
	Sub-total			495	0		495	0		495	0		495	0	
<u>Administration Satellite Office</u> ⁽¹⁾															
<i>Staff Space</i>															
9.09	District Clerk	240	1	240		1	240		1	240		1	240		
9.10	Chief Deputy	216	1	216		1	216		1	216		1	216		
9.11	Executive Assistant	180	1	180		1	180		1	180		2	360		
	Sub-total			636	0		636	0		636	0		816	0	
<u>Criminal Jury Office</u>															
<i>Staff Space</i>															
9.12	Jury Manager	120	1	120	1	1	120	1	1	120	1	1	120	1	
9.13	Court Clerk I	64	2	128	2	2	128	2	3	192	3	4	256	4	
	Sub-total			248	3		248	3		312	4		376	5	
<i>Support Space</i>															
9.14	Juror Intake Counter	40	1	40		1	40		1	40		1	40		
9.15	Public Service Counter	20	1	20		1	20		1	20		1	20		Used by public for filling out forms
9.16	Jury Assembly Room	15	150	2,250		50	750		20	300		0	0		
9.17	Supply Storage Cabinet	20	2	40		2	40		2	40		2	40		
9.18	Copier / Printer Area	80	1	80		1	80		1	80		1	80		
	Sub-total			2,430	0		930	0		480	0		180	0	

Notes:

⁽¹⁾ Program assumes that the District Clerk's Criminal and Civil function will be in separate buildings and an Administrative Satellite will be necessary in one of the buildings.

~~FINAL DRAFT~~

DETAILED SPACE PROGRAM

August 25, 2010

9. District Clerk

Space No.	Component	Unit SF	Current Need			2015 Need			2025 Need			2035 Need			Comments
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<u>Criminal Grand Jury Intake</u>															
<i>Staff Space</i>															
9.19	Grand Jury Intake Supervisor	120	1	120	1	1	120	1	1	120	1	1	120	1	
9.20	Court Clerk II	64	1	64	1	2	128	2	2	128	2	3	192	3	
9.21	Court Clerk I	64	1	64	1	2	128	2	3	192	3	3	192	3	
	Sub-total			248	3		376	5		440	6		504	7	
<i>Support Space</i>															
9.22	Press Review Table	40	1	40		1	40		1	40		1	40		
9.23	File Cabinet	9	1	9		1	9		1	9		1	9		Grand Jury minutes filing
9.24	Supply Storage Cabinet	20	1	20		1	20		1	20		1	20		
9.25	Copier / Printer Area	80	1	80		1	80		1	80		1	80		
	Sub-total			149	0		149	0		149	0		149	0	
<u>Criminal Case Management</u>															
<i>Staff Space</i>															
9.26	Criminal Division Manager	150	1	150	1	1	150	1	1	150	1	1	150	1	
9.27	Case Management / Court Services Supervisor	120	1	120	1	1	120	1	2	240	2	2	240	2	
9.28	Court Clerk II	64	17	1,088	17	19	1,216	19	22	1,408	22	27	1,728	27	
	Sub-total			1,358	19		1,486	21		1,798	25		2,118	30	
<i>Support Space</i>															
9.29	Supply Storage Cabinet	20	1	20		1	20		1	20		1	20		
9.30	Copier / Printer Area	140	1	140		1	140		1	140		1	140		2 copiers
9.31	Conference Room ⁽¹⁾	450	1	450		1	450		1	450		1	450		12 seats
9.32	Break Room ⁽²⁾	210	1	210		1	210		1	210		1	210		Accom. 6 people
9.33	Server Room	80	1	80		1	80		1	80		1	80		
	Sub-total			900	0		900	0		900	0		900	0	

Notes:

⁽¹⁾ Includes space for overflow seating, A/V equipment and furniture as needed. Refer to the Space Layout Appendix for additional detail and diagrams.

⁽²⁾ This Break Room is shared for all Criminal Court-related District Clerk offices. Additional break room and staff support space is included in "41A. Building Amenities - Courts".

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DETAILED SPACE PROGRAM

August 25, 2010

9. District Clerk

Space No.	Component	Unit SF	Current Need			2015 Need			2025 Need			2035 Need			Comments
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<u>Criminal Customer Service / Records</u>															
<i>Staff Space</i>															
9.34	Customer Service / Records Supervisor	120	1	120	1	1	120	1	1	120	1	1	120	1	
9.35	Court Clerk I	64	7	448	7	8	512	8	9	576	9	12	768	12	
	Sub-total			568	8		632	9		696	10		888	13	
<i>Support Space</i>															
9.36	Public Counter / Reception ⁽³⁾	80	1	80		1	80		1	80		1	80	3 counter stations	
9.37	Accounting Counter (Window) ^{(3) (4)}	40	1	40		1	40		1	40		1	40	Adjacent to Accountant workstation	
9.38	Public Access Computer Terminal	20	4	80		6	120		8	160		10	200		
9.39	Public Waiting ⁽³⁾	90	1	90		1	90		1	90		1	90	6 seats	
9.40	Supply Storage Cabinet	20	1	20		1	20		1	20		1	20		
9.41	Copier / Printer Area	80	1	80		1	80		1	80		1	80		
9.42	Exhibit Storage	500	1	500		1	600		1	700		1	800		
9.43	File Shelving Unit - High-Density Filing	5	72	360		72	360		72	360		72	360	Accom. 1,500 linear feet	
9.44	File Staging Area	40	1	40		1	40		1	40		1	40		
9.45	Press Research Room	200	1	200		1	200		1	200		1	200		
	Sub-total			1,490	0		1,630	0		1,770	0		1,910	0	
<u>Civil Tech Services and QA</u>															
<i>Staff Space</i>															
9.46	TC/QA Business Analyst III	120	1	120	1	1	120	1	1	120	1	1	120	1	
9.47	Tech Support Business Analyst II	102	1	102	1	1	102	1	2	204	2	2	204	2	
9.48	Tech Development Business Analyst III	102	1	102	2	2	204	2	3	306	3	4	408	4	
9.49	Senior Court Clerk II	64	2	128	2	3	192	3	3	192	3	4	256	4	
	Sub-total			452	6		618	7		822	9		988	11	
<i>Support Space</i>															
9.50	Storage Room	200	1	200		1	200		1	200		1	200		
9.51	Server Room	100	1	100		1	100		1	100		1	100		
	Sub-total			300	0		300	0		300	0		300	0	

Notes:

⁽³⁾ The public counter area is not expected to grow significantly due to anticipated technologic developments in electronic court filing and court payments.

⁽⁴⁾ 1 Senior Accountant and 1 Accounting Clerk, listed below in Civil and budgeted as Civil Clerks staff, but located with Criminal Clerks.

~~FINAL DRAFT~~

DETAILED SPACE PROGRAM

August 25, 2010

9. District Clerk

Space No.	Component	Unit SF	Current Need			2015 Need			2025 Need			2035 Need			Comments
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<u>Civil Intake</u>															
<i>Staff Space</i>															
9.52	Intake Supervisor	120	1	120	1	1	120	1	1	120	1	1	120	1	
9.53	Court Clerk II	64	1	64	1	1	64	1	2	128	2	2	128	2	
9.54	Court Clerk I	64	3	192	3	4	256	4	4	256	4	6	384	6	
	Sub-total			376	5		440	6		504	7		632	9	
<u>Civil Division</u>															
<i>Staff Space</i>															
9.55	Civil / Family Division Manager	150	1	150	1	1	150	1	1	150	1	1	150	1	
9.56	Civil Supervisor	120	1	120	1	1	120	1	2	240	2	2	240	2	
9.57	Senior Court Clerk II	64	1	64	1	2	128	2	3	192	3	4	256	4	
9.58	Court Clerk II	64	6	384	6	8	512	8	9	576	9	10	640	10	
9.59	Court Clerk I	64	5	320	5	6	384	6	7	448	7	8	512	8	
9.60	Assistant Court Clerk	64	1	64	1	1	64	1	2	128	2	3	192	3	
	Sub-total			1,102	15		1,358	19		1,734	24		1,990	28	
<i>Support Space</i>															
9.61	Public Counter / Reception	40	1	40		1	40		1	40		1	40		
9.62	Public Service Counter	20	2	40		2	40		2	40		2	40	Used by public for filling out forms	
9.63	Passports Counter Public Waiting	120	1	120		1	120		1	120		1	120	10 seats	
9.64	Supply Storage	60	1	60		1	60		1	60		1	60		
9.65	Copier / Printer Area	140	1	140		1	140		1	140		1	140	2 copiers	
9.66	Break Room ⁽⁴⁾	210	1	210		1	210		1	210		1	210	Accom. 6 people	
	Sub-total			610	0		610	0		610	0		610	0	

Notes:

⁽⁴⁾ This Break Room is shared for all Civil Court-related District Clerk offices. Additional break room and staff support space is included in "41A. Building Amenities - Courts".

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DETAILED SPACE PROGRAM

August 25, 2010

9. District Clerk

Space No.	Component	Unit SF	Current Need			2015 Need			2025 Need			2035 Need			Comments
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<i>Civil Records</i>															
<i>Staff Space</i>															
9.67	Records Manager	150	1	150	1	1	150	1	1	150	1	1	150	1	
9.68	Court Clerk II	64	1	64	1	1	64	1	1	64	1	1	64	1	
9.69	Court Clerk I	64	5	320	5	8	512	8	9	576	9	11	704	11	
9.70	Court Clerk Assistant	64	3	192	3	3	192	3	5	320	5	6	384	6	
9.71	Records Analyst	64	2	128	2	2	128	2	2	128	2	3	192	3	
Sub-total				854	12		1,046	15		1,238	18		1,494	22	
<i>Support Space</i>															
9.72	Reception Counter ⁽⁵⁾	40	1	40		1	40		1	40		1	40		
9.73	Public Service Counter	20	2	40		2	40		2	40		2	40		Used by public for filling out forms
9.74	Public Access Computer Terminal	20	10	200		10	200		12	240		14	280		
9.75	Supply Storage	60	1	60		1	60		1	60		1	60		
9.76	Copier / Printer Area	140	1	140		1	140		1	140		1	140		2 copiers
9.77	Exhibit Storage	600	1	600		1	600		1	600		1	600		
9.78	Evidence Storage (Vault)	300	1	300		1	300		1	300		1	300		
9.79	File Shelving Unit	9	60	540		60	540		60	540		60	540		
9.80	File Staging Area	40	1	40		1	40		1	40		1	40		
Sub-total				1,960	0		1,960	0		2,000	0		2,040	0	

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DETAILED SPACE PROGRAM

August 25, 2010

9. District Clerk

Space No. Component	Unit SF	Current Need			2015 Need			2025 Need			2035 Need			Comments
		Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
Civil Accounting														
<i>Staff Space</i>														
9.81 Accounting Manager	150	1	150	1	1	150	1	1	150	1	1	150	1	
9.82 Senior Financial Analyst	102	1	102	1	1	102	1	1	102	1	1	102	1	
9.83 Financial Analyst	102	2	204	2	2	204	2	2	204	2	3	306	3	
9.84 Accountant Associate	102	3	306	3	5	510	5	7	714	7	9	918	9	
9.85 Senior Accountant	102	1	102	1	2	204	2	2	204	2	2	204	2	
9.86 Accounting Clerk	64	3	192	3	3	192	3	4	256	4	5	320	5	
Sub-total			1,056	11		1,362	14		1,630	17		2,000	21	
<i>Support Space</i>														
9.87 Supply Cabinet	20	1	20		1	20		1	20		1	20		
9.88 Conference Room ⁽⁶⁾	450	1	450		1	450		1	450		1	450		Accom. 12 people
9.89 File Cabinet	9	4	36		4	36		5	45		5	45		Financial records
9.90 Copier / Printer Area	80	1	80		1	80		1	80		1	80		
Sub-total			586	0		586	0		595	0		595	0	

Notes:

⁽⁵⁾ The public counter area is not expected to grow significantly due to anticipated technologic developments in electronic court filing.

⁽⁶⁾ Includes space for overflow seating, A/V equipment and furniture as needed. Refer to the Space Layout Appendix for additional detail and diagrams.

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DETAILED SPACE PROGRAM

August 25, 2010

9. District Clerk

Space No.	Component	Unit SF	Current Need			2015 Need			2025 Need			2035 Need			Comments
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
Civil Family Law															
<i>Staff Space</i>															
9.91	Family Supervisor	120	1	120	1	1	120	1	1	120	1	1	120	1	
9.92	Senior Court Clerk II	64	2	128	2	2	128	2	3	192	3	4	256	4	
9.93	Court Clerk II	64	6	384	6	8	512	8	10	640	10	12	768	12	
9.94	Court Clerk I	64	11	704	11	14	896	14	17	1,088	17	20	1,280	20	
9.95	Assistant Court Clerk	64	1	64	1	2	128	2	2	128	2	3	192	3	
	Sub-total			1,400	21		1,784	27		2,168	33		2,616	40	
<i>Support Space</i>															
9.96	Reception Counter	40	1	40		1	40		1	40		1	40		
9.97	Reception Counter Queuing	48	1	48		1	48		1	48		1	48	4 people in queue	
9.98	Public Waiting	-	1	90		1	105		1	120		1	150	6-10 seats	
9.99	Supply Storage	80	1	80		1	80		1	80		1	80		
10.00	Copier / Printer Area	200	1	200		1	200		1	200		1	200	3 copiers	
	Sub-total			458	0		473	0		488	0		518	0	
Total Net Square Feet				18,759	109		19,222	133		21,295	162		23,829	196	
x Department Circulation Factor				1.35			1.35			1.35			1.35		
Total Net Occupiable Square Feet				25,325			25,950			28,748			32,169		

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DETAILED SPACE PROGRAM

August 25, 2010

10. County Clerk

Space No.	Component	Unit SF	Current Need			2015 Need			2025 Need			2035 Need			Comments
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<u>Administration</u> ⁽¹⁾															
<i>Staff Space</i>															
10.01	County Clerk	240	1	240	1	1	240	1	1	240	1	1	240	1	
10.02	Chief Deputy	216	1	216	1	1	216	1	1	216	1	1	216	1	
10.03	Executive Assistant	100	1	100	1	1	100	1	2	200	2	2	200	2	
10.04	Administrative Assistant	100	1	100	1	2	200	2	2	200	2	2	200	2	
	Sub-total			656	4		756	5		856	6		856	6	
<i>Support Space</i>															
10.05	Public Waiting	45	1	45		1	45		1	45		1	45	3 seats	
10.06	County Clerk Conference Room	450	1	450		1	450		1	450		1	450	Accom. 12 people	
	Sub-total			495	0		495	0		495	0		495	0	
<u>Administration Satellite Office</u> ⁽¹⁾															
<i>Staff Space</i>															
10.07	County Clerk	240	1	240		1	240		1	240		1	240		
10.08	Chief Deputy	216	1	216		1	216		1	216		1	216		
10.09	Executive Assistant	100	1	100		1	100		1	100		1	100		
	Sub-total			556	0		556	0		556	0		556	0	

Notes:

⁽¹⁾ Program assumes that the District Clerk's Criminal and Civil function will be in separate buildings and an Administrative Satellite will be necessary in one of the buildings.

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DETAILED SPACE PROGRAM

August 25, 2010

10. County Clerk

Space No.	Component	Unit SF	Current Need			2015 Need			2025 Need			2035 Need			Comments
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<u>Civil Division</u>															
<u>Staff Space</u>															
10.10	Division Manager	180	1	180	1	1	180	1	1	180	1	1	180	1	
10.11	Court Services Management Admin. Coord.	100	3	300	3	4	400	4	5	500	5	6	600	6	
10.12	Court Clerk II	64	8	512	8	12	768	12	14	896	14	16	1,024	16	
10.13	Court Clerk I	64	7	448	7	10	640	10	11	704	11	12	768	12	
	Sub-total			1,440	19		1,988	27		2,280	31		2,572	35	
<u>Support Space</u>															
10.14	Public Counter/Reception - Civil ⁽²⁾	60	1	60		1	60		1	60		1	60		2 counter stations
10.15	Reception Counter Queuing - Civil ⁽²⁾	120	1	120		1	120		1	120		1	120		10 people in queue
10.16	Public Counter/Reception - Probate/M.H. ⁽²⁾	60	1	60		1	60		1	60		1	60		2 counter stations
10.17	Reception Counter Queuing - Probate/M.H. ⁽²⁾	120	1	120		1	120		1	120		1	120		10 people
10.18	Files Inbox / Outbox Bin	20	1	20		1	20		1	20		1	20		
10.19	File Staging / Processing Area	100	1	100		1	100		1	100		1	100		
10.20	Restricted File Storage	9	2	18		2	18		2	18		2	18		2 lateral file cabinets
10.21	Temporary Employee Workstation	48	6	288		6	288		6	288		6	288		
10.22	Scanner Station	64	1	64		1	64		1	64		1	64		
10.23	Conference Room ⁽³⁾	600	1	600		1	600		1	600		1	600		Accom. 16 people
10.24	Supply Storage	100	1	100		1	100		1	100		1	100		
10.25	Copier / Printer Area	200	1	200		1	200		1	200		1	200		3 copiers
10.26	Break Room ⁽⁴⁾	210	1	210		1	210		1	210		1	210		Accom. 6 people
	Sub-total			1,960	0		1,960	0		1,960	0		1,960	0	

Notes:

⁽²⁾ The public counter area is not expected to grow significantly due to anticipated technologic developments in electronic court filing and court payments.

⁽³⁾ Conference Room may not be shared as it is necessary for County Clerk operations, particularly for regular audits, and is included in the County Clerk area rather than in "41A. Building Amenities - Courts". Includes space for overflow seating, A/V equipment and furniture as needed. Refer to the Space Layout Appendix for additional detail and diagrams.

⁽⁴⁾ This Break Room is shared for all Civil Court-related County Clerk offices. Additional break room and staff support space is included in "41A. Building Amenities - Courts".

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DETAILED SPACE PROGRAM

August 25, 2010

10. County Clerk

Space No.	Component	Unit SF	Current Need			2015 Need			2025 Need			2035 Need			Comments
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
Misdemeanor Records															
<i>Staff Space</i>															
10.27	Division Manager	180	1	180	1	1	180	1	1	180	1	1	180	1	
10.28	Court Services Management Admin. Coord.	100	4	400	4	5	500	5	6	600	6	7	700	7	
10.29	Commissioners Court Specialist	100	1	100	1	1	100	1	1	100	1	1	100	1	
10.30	Court Clerk II	64	9	576	9	11	704	11	13	832	13	16	1,024	16	
10.31	Court Clerk I	64	12	768	12	16	1,024	16	19	1,216	19	21	1,344	21	
10.32	Assistant Court Clerk	64	7	448	7	9	576	9	10	640	10	11	704	11	
10.33	Office Specialist	64	2	128	2	3	192	3	3	192	3	3	192	3	
	Sub-total			2,600	36		3,276	46		3,760	53		4,244	60	
<i>Support Space</i>															
10.34	Public Counter / Reception ⁽⁵⁾	60	1	60		1	60		1	60		1	60		2 counter stations
10.35	Reception Counter Queuing ⁽⁵⁾	120	1	120		1	120		1	120		1	120		10 people in queue
10.36	Public Service Counter	20	2	40		2	40		2	40		2	40		Used by public for filling out forms
10.37	Non-Clerk Outbox ⁽⁶⁾	20	1	20		1	20		1	20		1	20		
10.38	Files Inbox/Outbox Bin	20	1	20		1	20		1	20		1	20		
10.39	Staging Table - Files for Disposition	20	1	20		1	20		1	20		1	20		
10.40	Staging Table - Files for Constable	20	1	20		1	20		1	20		1	20		
10.41	File Staging / Processing Area	100	1	100		1	100		1	100		1	100		
10.42	Restricted File Storage	9	2	18		2	18		2	18		2	18		2 lateral file cabinets
10.43	Temporary Employee Workstation	48	6	288		6	288		6	288		6	288		
10.44	Supply Storage	100	2	200		2	200		2	200		2	200		
10.45	Copier / Printer Area	140	2	280		2	280		2	280		3	420		2 copiers in each area
10.46	Break Room ⁽⁷⁾	210	1	210		1	210		1	210		1	210		Accom. 6 people each
	Sub-total			1,396	0		1,396	0		1,396	0		1,536	0	

Notes:

⁽⁵⁾ The public counter area is not expected to grow significantly due to anticipated technologic developments in electronic court filing and court payments.

⁽⁶⁾ Slots for Sheriff, Pre-Trial, Constable, County Attorney

⁽⁷⁾ This Break Room is shared for all Criminal Court-related County Clerk offices. Additional break room and staff support space is included in "41A. Building Amenities - Courts".

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DETAILED SPACE PROGRAM

August 25, 2010

10. County Clerk

Space No.	Component	Unit SF	Current Need			2015 Need			2025 Need			2035 Need			Comments
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<u>Records Management</u>															
<i>Staff Space</i>															
10.47	Division Manager	180	1	180	1	1	180	1	1	180	1	1	180	1	
10.48	Records Analyst	120	5	600	5	7	840	7	7	840	7	8	960	8	
10.49	Records Analyst Associate	102	2	204	2	3	306	3	4	408	4	5	510	5	
10.50	Office Specialist	64	6	384	6	8	512	8	10	640	10	12	768	12	
	Sub-total			1,368	14		1,838	19		2,068	22		2,418	26	
<i>Support Space</i>															
10.51	Public Counter / Reception ⁽⁸⁾	120	1	120		1	120		1	120		1	120		5 counter stations
10.52	Reception Counter Queuing ⁽⁸⁾	120	2	240		2	240		2	240		2	240		20 people in queue
10.53	Public Research Carrel	26	14	364		14	364		14	364		14	364		
10.54	Public Access Copier	40	2	80		2	80		2	80		2	80		Copiers include card readers
10.55	Microfilm Viewer	40	3	120		3	120		3	120		3	120		
10.56	Microfilm Storage Rack / Cabinet	15	4	60		4	60		4	60		4	60		
10.57	Temporary Employee Workstation	64	7	448		7	448		8	512		8	512		
10.58	File Shelving Unit	9	298	2,682		298	2,682		298	2,682		298	2,682		Accom. 3,570 linear feet
10.59	File Cabinet - Restricted Access	9	14	126		14	126		14	126		14	126		
10.60	File Staging Area	200	1	200		1	200		1	200		1	200		
10.61	Supply Storage	100	1	100		1	100		1	100		1	100		
10.62	Copier / Printer Area	140	1	140		1	140		1	140		1	140		2 copiers
	Sub-total			4,680	0		4,680	0		4,744	0		4,744	0	

Notes:

⁽⁸⁾ Public counter includes 1 research counter station and 4 active file counter stations. The public counter area is not expected to grow significantly due to anticipated

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DETAILED SPACE PROGRAM

August 25, 2010

10. County Clerk

Space No.	Component	Unit SF	Current Need			2015 Need			2025 Need			2035 Need			Comments
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<u>Computer Resource Management</u>															
<i>Staff Space</i>															
10.63	Division Manager	180	1	180	1	1	180	1	1	180	1	1	180	1	
10.64	Business Consultant	120	1	120	1	1	120	1	1	120	1	2	240	2	
10.65	Business Analyst III	120	1	120	1	2	240	2	3	360	3	3	360	3	
10.66	Business Analyst II	102	2	204	2	3	306	3	3	306	3	4	408	4	
	Sub-total			624	5		846	7		966	8		1,188	10	
<i>Support Space</i>															
10.67	Server Room	100	1	100		1	100		1	100		1	100		
10.68	Computer / Equipment Storage Room	200	1	200		1	200		1	200		1	200		
	Sub-total			300	0		300	0		300	0		300	0	
technologic developments in electronic court filing.															
Total Net Square Feet				16,075	78		18,091	104		19,381	120		20,869	137	
x Department Circulation Factor				1.35			1.35			1.35			1.35		
Total Net Occupiable Square Feet				21,701			24,423			26,164			28,173		

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DETAILED SPACE PROGRAM

August 25, 2010

11. District Attorney

Space No. Component	Unit SF	Current Need			2015 Need			2025 Need			2035 Need			Comments
		Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<i>Staff Space - Legal / Prosecution</i>														
11.01 District Attorney	240	1	240	1	1	240	1	1	240	1	1	240	1	
11.02 First Assistant District Attorney	216	1	216	1	1	216	1	1	216	1	1	216	1	
11.03 Division Director	216	5	1,080	5	6	1,296	6	7	1,512	7	9	1,944	9	
11.04 Chief Attorney	180	13	2,340	13	15	2,700	15	17	3,060	17	19	3,420	19	
11.05 Staff Attorney	150	53	7,950	53	58	8,700	58	68	10,200	68	79	11,850	79	
11.06 Law Clerk	64	4	256	4	4	256	4	5	320	5	6	384	6	
11.07 Bailiff	64	1	64	1	1	64	1	1	64	1	1	64	1	
11.08 Court Reporter	64	1	64	1	1	64	1	1	64	1	1	64	1	
Sub-total			12,210	79		13,536	87		15,676	101		18,182	117	
<i>Staff Space - Staff Support Services</i>														
11.09 Division Director	216	2	432	2	2	432	2	2	432	2	3	648	3	
11.10 Lead Financial Analyst	140	7	980	7	8	1,120	8	9	1,260	9	10	1,400	10	
11.11 Executive Assistant	120	1	120	1	1	120	1	1	120	1	1	120	1	
11.12 Paralegal	120	9	1,080	9	11	1,320	11	13	1,560	13	15	1,800	15	
11.13 Accountant	120	3	360	3	3	360	3	4	480	4	4	480	4	
11.14 Planning Manager	120	1	120	1	1	120	1	2	240	2	2	240	2	
11.15 Human Resources Specialist	120	1	120	1	1	120	1	2	240	2	2	240	2	
11.16 Senior Victim Counselor	120	9	1,080	9	10	1,200	10	12	1,440	12	14	1,680	14	
11.17 Legal Secretary	102	28	2,856	28	32	3,264	32	37	3,774	37	42	4,284	42	
11.18 Court Clerk	102	3	306	3	3	306	3	4	408	4	4	408	4	
11.19 Office Specialist	64	7	448	7	7	448	7	9	576	9	11	704	11	
11.20 Business Consultant I	140	1	140	1	1	140	1	1	140	1	2	280	2	
11.21 Business Analyst III	120	1	120	1	2	240	2	2	240	2	2	240	2	
Sub-total			8,162	73		9,190	82		10,910	98		12,524	112	

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DETAILED SPACE PROGRAM

August 25, 2010

11. District Attorney

Space No.	Component	Unit SF	Current Need			2015 Need			2025 Need			2035 Need			Comments
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<i>Staff Space - Investigations</i>															
11.22	Division Director	216	1	216	1	1	216	1	1	216	1	1	216	1	
11.23	Lieutenant	140	1	140	1	1	140	1	1	140	1	1	140	1	
11.24	Investigator	120	12	1,440	12	13	1,560	13	16	1,920	16	20	2,400	20	
11.25	Law Enforcement Specialist	120	0	0	0	1	120	1	1	120	1	1	120	1	
	Sub-total			1,796	14		2,036	16		2,396	19		2,876	23	
<i>Staff Space - Special Prosecution</i>															
11.26	Division Director	216	1	216	1	1	216	1	1	216	1	1	216	1	
11.27	Chief Attorney	180	3	540	3	4	720	4	4	720	4	4	720	4	
11.28	Staff Attorney	150	8	1,200	8	9	1,350	9	13	1,950	13	13	1,950	13	
11.29	Analyst	120	7	840	7	8	960	8	11	1,320	11	14	1,680	14	
11.30	Investigator	120	6	720	6	7	840	7	10	1,200	10	13	1,560	13	
11.31	Investigator - Lieutenant	140	1	140	1	1	140	1	1	140	1	1	140	1	
11.32	Paralegal	120	2	240	2	3	360	3	3	360	3	4	480	4	
11.33	Accountant	120	1	120	1	1	120	1	1	120	1	1	120	1	
11.34	Legal Secretary	102	5	510	5	5	510	5	6	612	6	7	714	7	
11.35	Office Specialist	64	7	448	7	8	512	8	10	640	10	12	768	12	
11.36	Law Clerk	64	5	320	5	5	320	5	6	384	6	7	448	7	
11.37	Lead Financial Analyst	140	1	140	1	1	140	1	2	280	2	2	280	2	Located with Administration Division
	Sub-total			5,434	47		6,188	53		7,942	68		9,076	79	
<i>Support Space</i>															
11.38	Public Counter / Reception	60	1	60		1	60		1	60		3	180		2-3 counter stations
11.39	Public Waiting	-	1	180		1	195		1	210		1	225		12-15 seats
11.40	Victim/Witness Waiting - Adults	-	1	120		1	135		1	150		1	150		8-10 seats
11.41	Victim/Witness Waiting - Children	100	1	100		1	100		1	100		1	100		4-5 seats
11.42	Public Forms Table	40	1	40		1	40		1	40		1	40		
11.43	Conference Room ^{(1) (2)}	600	7	4,200		7	4,200		7	4,200		7	4,200		Accom. 16 people
11.44	Conference Room ⁽²⁾	450	1	450		1	450		1	450		1	450		Accom. 12 people

Notes:

⁽¹⁾ Conference Rooms assumed for Appellate Division, Family Justice Division, Investigations Division, Trial Division (2), Victim/Witness Division, and Special Prosecution Division.

These conference rooms may not be shared and are included in the District Attorney area, rather than in "41A. Building Amenities - Courts".

An additional Executive (Administrative) Conference Room for the District Attorney is included in "41A. Building Amenities - Courts".

⁽²⁾ Includes space for overflow seating, A/V equipment and furniture as needed. Refer to the Space Layout Appendix for additional detail and diagrams.

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DETAILED SPACE PROGRAM

August 25, 2010

11. District Attorney

Space No.	Component	Unit SF	Current Need			2015 Need			2025 Need			2035 Need			Comments
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<i>Support Space (continued)</i>															
11.45	War Room ⁽³⁾	200	6	1,200		6	1,200		6	1,200		6	1,200		
11.46	Evidence Storage	80	6	480		6	480		6	480		6	480		
11.47	Law Library	500	1	500		1	500		1	500		1	500	Accom. 8 people	
11.48	Large Mediation Room	350	1	350		1	350		1	350		1	350	Accom. 8 people	
11.49	Mediation Room	200	2	400		2	400		2	400		2	400	Accom. 6 people	
11.50	Mediation Restroom	50	3	150		3	150		3	150		3	150		
11.51	Copier / Printer Area	200	5	1,000		6	1,200		7	1,400		8	1,600	3 copiers in each area	
11.52	Server Room / Tech. Storage and Equipment	400	1	400		1	400		1	400		1	400		
11.53	File Shelving Unit - Executive Offices	9	6	54		6	54		6	54		6	54	Accom. 125 linear feet	
11.54	File Shelving Unit - Administrative Division	9	10	90		10	90		10	90		10	90	Accom. 200 linear feet	
11.55	File Shelving Unit - Central Crim. Records	9	86	774		86	774		86	774		86	774	Accom. 1,800 linear feet	
11.56	File Shelv. Unit - Gen. Fund White Collar Crime	9	29	261		29	261		29	261		29	261	Accom. 600 linear feet	
11.57	File Shelving Unit - Prosecution Division	9	67	603		67	603		67	603		67	603	Accom. 1,400 linear feet	
11.58	File Shelving Unit - Family Division CPS Cases	9	27	243		27	243		27	243		27	243	Accom. 560 linear feet	
11.59	File Shelving Unit - Family Div. Juvenile Cases	9	13	117		13	117		13	117		13	117	Accom. 280 linear feet	
11.60	File Staging Area	80	2	160		2	160		2	160		2	160		
11.61	Media Room	180	2	360		2	360		2	360		2	360		
11.62	Mailboxes	40	7	280		7	280		7	280		7	280		
11.63	Supply / Equipment Storage Room ⁽⁴⁾	150	4	600		4	600		4	600		4	600		
11.64	Storage Cabinet	20	5	100		6	120		7	140		8	160		
11.65	Break Room ⁽⁵⁾	210	4	840		4	840		4	840		4	840	Accom. 6 people	

Notes:

⁽³⁾ War Rooms include a computer station, work table, and shelving for file boxes. War Rooms provided for Trial Division (2), Family Justice Division, Special Prosecution Division (2), and Local White Collar Crimes. Each of these divisions is also allocated an Evidence Storage Room.

⁽⁴⁾ Supply/equipment storage rooms should be distributed throughout the DA space. The actual number and size of these rooms may vary depending on location and layout of the divisions/units.

⁽⁵⁾ Additional break room and staff support space is included in "41A. Building Amenities - Courts".

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DETAILED SPACE PROGRAM

August 25, 2010

11. District Attorney

Space No.	Component	Unit SF	Current Need			2015 Need			2025 Need			2035 Need			Comments
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<i>Support Space (continued)</i>															
11.66	Grand Jury Room	600	1	600		2	1,200		2	1,200		2	1,200		
11.67	Grand Jury Reception	190	1	190		2	380		2	380		2	380	Bailiff station, 10 seats	
11.68	Grand Jury Conference Room	350	1	350		2	700		2	700		2	700	Accom. 12 people	
11.69	Grand Jury Coffee Bar	40	1	40		2	80		2	80		2	80		
11.70	Grand Jury Restroom	50	2	100		4	200		4	200		4	200		
	Sub-total			15,392			16,922			17,172			17,527		
Total Net Square Feet				42,994	213		47,872	238		54,096	286		60,185	331	
x Department Circulation Factor				1.35			1.35			1.35			1.35		
Total Net Occupiable Square Feet				58,042			64,627			73,030			81,250		

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DETAILED SPACE PROGRAM

August 25, 2010

12. County Attorney

Space No.	Component	Unit SF	Current Need			2015 Need			2025 Need			2035 Need			Comments
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<u>Administration</u>															
<i>Staff Space - Administration</i>															
12.01	County Attorney	240	1	240	1	1	240	1	1	240	1	1	240	1	
12.02	Executive Assistant County Attorney	216	1	216	1	1	216		1	216	1	1	216	1	
12.03	First Assistant County Attorney	216	1	216	1	1	216	1	1	216	1	2	432	2	
12.04	Office Specialist	120	2	240	2	2	240	2	2	240	2	2	240	2	
12.05	Office Manager	120	2	240	2	2	240	2	2	240	2	2	240	2	
12.06	Business Consultant	120	2	240	2	2	240	2	2	240	2	2	240	2	
	Sub-total			1,392	9		1,392	8		1,392	9		1,608	10	
<u>Criminal Divisions</u>															
<i>Staff Space - Trial Division</i>															
12.07	Division Director	180	1	180	1	1	180	1	1	180	1	1	180	1	
12.08	Assistant Division Director	150	2	300	2	2	300	2	3	450	3	3	450	3	
12.09	Chief Attorney ⁽¹⁾	150	6	900	6	8	1,200	8	10	1,500	10	12	1,800	12	
12.10	Staff Attorney ⁽¹⁾	120	18	2,160	18	24	2,880	24	30	3,600	30	36	4,320	36	
12.11	Paralegal	120	3	360	3	4	480	4	4	480	4	4	480	4	
12.12	Legal Secretary	102	12	1,224	12	16	1,632	16	20	2,040	20	24	2,448	24	
12.13	Victim Counselor	120	5	600	5	6	720	6	7	840	7	8	960	8	
12.14	Investigator	120	4	480	4	6	720	6	7	840	7	8	960	8	
12.15	Jail Reduction Docket Chief	120	1	120	1	1	120	1	2	240	2	2	240	2	
12.16	Office Specialist	64	3	192	3	4	256	4	5	320	5	6	384	6	
	Sub-total			6,516	55		8,488	72		10,490	89		12,222	104	

Notes:

⁽¹⁾ For Trial Division, teams are planned with one Chief Attorney in a private office, and an adjacent shared team office with 3 staff attorneys in an open work environment and shared team work table listed in Shared Space below). It should be noted that the combined sizes of the Staff Attorney workstations in the shared team office with a work table and circulation totals approximately 150 sf. per attorney.

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DETAILED SPACE PROGRAM

August 25, 2010

12. County Attorney

Space No. Component	Unit SF	Current Need			2015 Need			2025 Need			2035 Need			Comments
		Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<i>Staff Space - Family Violence Division</i>														
12.17 Division Director	180	1	180	1	1	180	1	1	180	1	1	180	1	
12.18 Chief Attorney	150	2	300	2	2	300	2	2	300	2	2	300	2	
12.19 Staff Attorney ⁽²⁾	150	9	1,350	9	10	1,500	10	13	1,950	13	16	2,400	16	
12.20 Paralegal	120	3	360	3	3	360	3	4	480	4	5	600	5	
12.21 Legal Secretary	102	4	408	4	4	408	4	5	510	5	6	612	6	
12.22 Victim Counselor	120	7	840	7	8	960	8	9	1,080	9	10	1,200	10	
Sub-total			3,438	26		3,708	28		4,500	34		5,292	40	
<i>Staff Space - Appellate Division</i>														
12.23 Division Director	180	1	180	1	1	180	1	1	180	1	1	180	1	
12.24 Legal Secretary	102	1	102	1	1	102	1	1	102	1	1	102	1	
12.25 Law Clerk	64	2	128	2	3	192	3	4	256	4	5	320	5	
Sub-total			410	4		474	5		538	6		602	7	
<i>Staff Space - Hot Check Division</i>														
12.26 Division Manager	140	1	140	1	1	140	1	1	140	1	1	140	1	
12.27 Investigator	120	1	120	1	1	120	1	1	120	1	1	120	1	
12.28 Office Specialist	64	13	832	13	13	832	13	12	768	12	11	704	11	2 staff located in Merchant Room
Sub-total			1,092	15		1,092	15		1,028	14		964	13	
<i>Staff Space - Underage Drinking Prevention Program</i>														
12.29 Community Liaison	120	1	120	1	1	120	1	1	120	1	1	120	1	
12.30 Public Health Educator	120	1	120	1	1	120	1	1	120	1	1	120	1	
12.31 Data Analyst	64	1	64	1	1	64	1	1	64	1	1	64	1	
Sub-total			304	3		304	3		304	3		304	3	

Notes:

⁽²⁾ Staff Attorney office assumes these attorneys need private offices for interview privacy. This assumption may change to organize around the Trial Division configuration.

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DETAILED SPACE PROGRAM

August 25, 2010

12. County Attorney

Space No. Component	Unit SF	Current Need			2015 Need			2025 Need			2035 Need			Comments
		Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<i>Support Space - Criminal Divisions</i>														
12.32 Public Counter / Reception	60	1	60		1	60		1	60		1	60		2 counter stations
12.33 Public Waiting	-	1	480		1	525		1	555		1	600		30-40 seats
12.34 Conference Room ⁽³⁾	600	2	1,200		2	1,200		2	1,200		3	1,800		Accom. 16 people
12.35 Small Conference Room	350	3	1,050		4	1,400		5	1,750		6	2,100		Accom. 8 people
12.36 Victim Waiting Room	150	1	150		1	150		1	150		1	150		Accom. 10 people
12.37 Copier / Printer Area	200	3	600		4	800		5	1,000		6	1,200		3 copiers in each area
12.38 Server Room / Tech. Storage and Equipment	400	1	400		1	400		1	400		1	400		
12.39 Trial Division Team Work Table ⁽⁴⁾	60	6	360		8	480		10	600		12	720		
12.40 Intake File Shelving Unit	9	2	18		2	18		2	18		3	27		
12.41 File Shelving Unit - Trial Division	9	72	648		72	648		72	648		72	648		Accom. 1,500 linear feet
12.42 File Staging Area	60	1	60		1	60		1	60		1	60		
12.43 File Cabinet/Shelving Unit - Other Divisions	9	15	135		15	135		15	135		15	135		
12.44 Media Room	240	1	240		1	240		1	240		1	240		4 viewing stations
12.45 Mailboxes	40	4	160		4	160		4	160		4	160		
12.46 Supply / Equipment Storage Room	250	1	250		1	250		1	250		1	250		
12.47 Storage Cabinet	20	3	60		4	80		5	100		6	120		
12.48 Break Room ⁽⁵⁾	210	3	630		3	630		3	630		3	630		Accom. 6 people
Sub-total			6,501	0		7,236	0		7,956	0		9,300	0	

Notes:

⁽³⁾ These conference rooms may not be shared and are included in the County Attorney area, rather than in "41A. Building Amenities - Courts". Additional Executive (Administrative) Conference Rooms for the County Attorney are included in "41A. Building Amenities - Courts".

⁽⁴⁾ Trial Teams, organized by Criminal CCL Court, assume 4 attorneys per team. Each team includes private office for Chief Attorney, and 3 Staff Attorneys in a shared office with a work table.

⁽⁵⁾ Additional break room and staff support space is included in "41A. Building Amenities - Courts".

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DETAILED SPACE PROGRAM

August 25, 2010

12. County Attorney

Space No. Component	Unit SF	Current Need			2015 Need			2025 Need			2035 Need			Comments
		Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<i>Civil Divisions</i>														
<i>Staff Space - Enforcement</i>														
12.32 Enforcement Division Director	180	1	180	1	1	180	1	1	180	1	2	360	2	
12.33 Team Leader	150	3	450	3	3	450	3	4	600	4	5	750	5	
12.34 Staff Attorney ⁽⁶⁾	150	2	300	2	3	450	3	4	600	4	5	750	5	
12.35 Investigator	120	2	240	2	2	240	2	2	240	2	3	360	3	
12.36 Paralegal	120	2	240	2	3	360	3	4	480	4	5	600	5	
12.37 Legal Secretary ⁽⁷⁾	120	5	600	5	5	600	5	6	720	6	7	840	7	
12.38 Office Specialist	102	2	204	2	2	204	2	3	306	3	4	408	4	
12.39 Law Clerk	64	1	64	1	2	128	1.5	2	128	2	3	192	2.5	
Sub-total			2,278	18		2,612	20.5		3,254	26		4,260	33.5	
<i>Staff Space - Litigation</i>														
12.40 Litigation Division Director	180	1	180	1	1	180	1	2	360	2	2	360	2	
12.41 Team Leader	150	3	450	3	3	450	3	4	600	4	6	900	6	
12.42 Staff Attorney ⁽⁶⁾	150	3	450	3	4	600	4	5	750	5	6	900	6	
12.43 Paralegal	120	4	480	4	5	600	5	6	720	6	7	840	7	
12.44 Legal Secretary ⁽⁷⁾	102	4	408	4	5	510	5	6	612	6	7	714	7	
12.45 Law Clerk	64	4	256	4	4	256	4	4	256	4	5	320	5	
Sub-total			2,224	19		2,596	22		3,298	27		4,034	33	

Notes:⁽³⁾ Some attorney's offices may be grouped within a shared open office.⁽⁴⁾ Civil functions prefer open space concept for clerical support without cubicals.

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DETAILED SPACE PROGRAM

August 25, 2010

12. County Attorney

Space No.	Component	Unit SF	Current Need			2015 Need			2025 Need			2035 Need			Comments
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<i>Staff Space - Tax Collection</i>															
12.46	Tax Collection Division Director	180	1	180	1	1	180	1	1	180	1	1	180	1	
12.47	Team Leader	150	2	300	2	2	300	2	3	450	3	4	600	4	
12.48	Staff Attorney ⁽⁶⁾	150	2	300	2	3	450	3	3	450	3	4	600	4	
12.49	Investigator	120	1	120	1	1	120	1	1	120	1	1	120	1	
12.50	Paralegal	120	3	360	3	3	360	3	4	480	4	5	600	5	
12.51	Legal Secretary ⁽⁷⁾	102	5	510	5	5	510	5	6	612	6	7	714	7	
12.52	Office Specialist	64	5	320	5	5	320	5	6	384	6	7	448	7	
12.53	Law Clerk	64	2	128	2	2	128	2	3	192	3	3	192	3	
	Sub-total			2,218	21		2,368	22		2,868	27		3,454	32	
<i>Staff Space - Transactions</i>															
12.54	Transactions Division Director	180	1	180	1	1	180	1	2	360	2	2	360	2	
12.55	Team Leader	150	3	450	3	3	450	3	5	750	5	6	900	6	
12.56	Staff Attorney ⁽⁶⁾	150	4	600	4	5	750	5	6	900	6	7	1,050	7	
12.57	Paralegal	120	1	120	1	2	240	2	3	360	3	4	480	4	
12.58	Legal Secretary ⁽⁷⁾	102	7	714	7	8	816	8	8	816	8	9	918	9	
12.59	Law Clerk	64	4	256	4	4	256	4	5	320	5	7	448	7	
	Sub-total			2,320	20		2,692	23		3,506	29		4,156	35	
<i>Staff Space - Health Services</i>															
12.60	Health Services Division Director	180	1	180	1	1	180	1	1	180	1	1	180	1	
12.61	Staff Attorney ⁽⁶⁾	150	1	150	1	1	150	1	2	300	2	2	300	2	
12.62	Paralegal	120	1	120	1	1	120	1	1	120	1	1	120	1	
12.63	Legal Secretary ⁽⁷⁾	102	1	102	1	1	102	1	1	102	1	2	204	2	
12.64	Law Clerk	64	1	64	1	1	64	1	1	64	1	2	128	2	
	Sub-total			616	5		616	5		766	6		932	8	

Notes:⁽⁶⁾ Some attorney's offices may be grouped within a shared open office.⁽⁷⁾ Civil functions prefer open space concept for clerical support without cubicals.

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DETAILED SPACE PROGRAM

August 25, 2010

12. County Attorney

Space No.	Component	Unit SF	Current Need			2015 Need			2025 Need			2035 Need			Comments
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<i>Support Space - Civil Divisions</i>															
12.65	Reception/ Waiting Room	256	1	256		1	256		1	256		1	256		
12.66	Conference Room ⁽³⁾	600	1	600		1	600		1	600		1	600		
12.67	Conference Room ⁽³⁾	350	3	1,050		3	1,050		3	1,050		3	1,050		
12.68	Break Room ⁽⁵⁾	210	2	420		2	420		2	420		2	420		
12.69	Coffee Bar	36	2	72		2	72		2	72		2	72		
12.70	Copier / Printer Area	120	3	360		3	360		3	360		4	480		
12.71	General Office Storage	100	2	200		2	200		3	300		4	400		
12.72	Lateral Files Corridor Allowance	450	1	450		1.25	563		1.5	675		2	900		
12.73	Computer Server Room	250	1	250		1	250		1.5	375		1.5	375		
12.74	Server Room / Tech. Storage and Equipment	200	1	200		1	200		1.5	300		1.5	300		
Sub-total				3,858			3,971			4,408			4,853		

Notes:

⁽³⁾ These conference rooms may not be shared and are included in the County Attorney area, rather than in "41A. Building Amenities - Courts". Additional Executive (Administrative) Conference Rooms for the County Attorney are included in "41A. Building Amenities - Courts".

⁽⁵⁾ Additional break room and staff support space is included in "41A. Building Amenities - Courts".

Total Net Square Feet	33,167	195	37,549	224	44,308	270	51,981	319
x Department Circulation Factor	1.35		1.35		1.35		1.35	
Total Net Occupiable Square Feet	44,775		50,690		59,816		70,174	

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DETAILED SPACE PROGRAM

August 25, 2010

13. Adult Probation

Space No. Component	Unit SF	Current Need			2015 Need			2025 Need			2035 Need			Comments
		Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
Administration and Operations														
<i>Staff Space - Administration</i>														
13.01 Director	240	1	240	1	1	240	1	1	240	1	1	240	1	
13.02 Assistant Director	216	1	216	1	1	216		1	216	1	1	216	1	
13.03 Division Director	180	6	1,080	6	6	1,080	6	8	1,440	8	9	1,620	9	
13.04 Administrative Professional	120	2	240	2	2	240	2	3	360	3	4	480	4	
13.05 Administrative Clerical	120	1	120	1	2	240	2	2	240	2	4	480	4	
13.06 Receptionist (Counter)	100	1	100	1	1	100	1	2	200	2	2	200	2	
Sub-total			1,996	12		2,116	12		2,696	17		3,236	21	
<i>Staff Space - HR / Training</i>														
13.07 Mid-Manager	150	2	300	2	3	450	3	3	450	3	4	600	4	
13.08 Clerical Staff - Private Office	100	1	100	1	1	100	1	1	100	1	1	100	1	
Sub-total			400	3		550	4		550	4		700	5	
<i>Staff Space - Operations</i>														
13.09 Mid-Manager	150	2	300	2	4	600	4	4	600	4	5	750	5	
13.10 Unit Supervisor	120	3	360	3	3	360	3	4	480	4	4	480	4	
13.11 Clerical Staff - Private Office	100	6	600	6	8	800	8	9	900	9	11	1,100	11	
13.12 Clerical Staff	102	5	510	5	5	510	5	5	510	5	6	612	6	
Sub-total			1,770	16		2,270	20		2,490	22		2,942	26	
<i>Staff Space - Social Services</i>														
13.13 Mid-Manager	150	1	150	1	1	150	1	1	150	1	2	300	2	
Sub-total			150	1		150	1		150	1		300	2	

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DETAILED SPACE PROGRAM

August 25, 2010

13. Adult Probation

Space No.	Component	Unit SF	Current Need			2015 Need			2025 Need			2035 Need			Comments
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<i>Support Space</i>															
13.14	Public Counter / Reception	60	1	60	1	60	1	60	1	60	1	60	2	counter stations	
13.15	Public Waiting	-	1	60	1	75	1	75	1	75	1	90	4-6	seats	
13.16	Conference Room ⁽¹⁾	450	1	450	1	450	1	450	1	450	1	450	Accom.	12 people	
13.17	Supply / Equipment Storage	200	1	200	1	200	1	200	1	200	1	200			
13.18	Mail Boxes	40	2	80	2	80	2	80	2	80	2	80			
13.19	Copier / Printer Area	140	2	280	2	280	2	280	2	280	2	280	2	copiers in each area	
13.20	File Shelving Unit	9	15	135	15	135	15	135	15	135	15	135			
13.21	Break Room	210	1	210	1	210	1	210	1	210	1	210	Accom.	6 people	
	Sub-total			1,475	0		1,490	0		1,490	0		1,505	0	
<i>Intake, Orientation and Diagnostic</i>															
<i>Staff Space - Intake</i>															
13.22	Unit Supervisor	120	1	120	1	120	1	120	1	120	1	120	1		
13.23	Probation Officer Assistant	102	6	612	6	714	7	918	9	1,224	12	1,224	12		
13.24	Clerical Staff	64	1	64	1	64	1	128	2	128	2	128	2		
	Sub-total			796	8		898	9		1,166	12		1,472	15	
<i>Staff Space - Orientation</i>															
13.25	Probation Officer Assistant	102	2	204	2	204	2	306	3	510	5	510	5		
13.26	Clerical Staff	64	1	64	1	64	1	64	1	64	1	64	1		
	Sub-total			268	3		268	3		370	4		574	6	
<i>Staff Space - Bookkeeping</i>															
13.27	Mid-Manager	150	1	150	1	150	1	150	1	150	1	150	1		
13.28	Unit Supervisor	120	1	120	1	120	1	240	2	360	3	360	3		
13.29	Clerical Staff	100	6	600	6	700	7	900	9	1,100	11	1,100	11	Requires private office	
	Sub-total			870	8		970	9		1,290	12		1,610	15	

Notes:⁽¹⁾ An additional Executive Conference Room is included in "41A. Building Amenities - Courts".

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DETAILED SPACE PROGRAM

August 25, 2010

13. Adult Probation

Space No.	Component	Unit SF	Current Need			2015 Need			2025 Need			2035 Need			Comments
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<i>Staff Space - Court Services</i>															
13.30	Unit Supervisor	150	1	150	1	2	300	2	2	300	2	3	450	3	
13.31	Senior Probation Officer	120	2	240	2	2	240	2	2	240	2	3	360	3	
13.32	Probation Officer	102	15	1,530	15	17	1,734	17	20	2,040	20	23	2,346	23	
13.33	Clerical Staff	64	5	320	5	5	320	5	6	384	6	6	384	6	
	Sub-total			2,240	23		2,594	26		2,964	30		3,540	35	
<i>Staff Space - Diagnostic / TAIP</i>															
13.34	Unit Supervisor	150	1	150	1	2	300	2	3	450	3	3	450	3	
13.35	Senior Probation Officer	120	2	240	2	2	240	2	3	360	3	3	360	3	
13.36	Probation Officer	102	16	1,632	16	18	1,836	18	21	2,142	21	26	2,652	26	
13.37	Clerical Staff - Private Office	100	3	300	3	3	300	3	4	400	4	4	400	4	
13.38	Clerical Staff	64	3	192	3	3	192	3	4	256	4	4	256	4	
13.39	Receptionist	64	1	64	1	1	64	1	2	128	2	2	128	2	Located at counter station
	Sub-total			2,578	26		2,932	29		3,736	37		4,246	42	

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DETAILED SPACE PROGRAM

August 25, 2010

13. Adult Probation

Space No.	Component	Unit SF	Current Need			2015 Need			2025 Need			2035 Need			Comments
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<i>Support Space</i>															
13.40	Public Counter / Reception ⁽²⁾	80	1	80	0	1	80	0	1	80	0	1	80	0	
13.41	Public Waiting	675	1	675	0	1	675	0	1	675	0	1	675	0	45 seats
13.42	Intake Photo / Fingerprint Station	80	1	80	0	1	80	0	1	80	0	1	80	0	
13.43	Large Interview Room	350	1	350	0	1	350	0	1	350	0	1	350	0	Accom. 8 people
13.44	Interview Room	120	9	1,080	0	10	1,200	0	13	1,560	0	15	1,800	0	Accom. 3 people each
13.45	Diagnostic/TAIP Urinalysis Lab / Toilet	150	2	300	0	2	300	0	2	300	0	2	300	0	
13.46	Classroom	1,050	1	1,050	0	1	1,050	0	1	1,050	0	1	1,050	0	Accom. 40 people
13.47	Conference Room ⁽³⁾	450	2	900	0	2	900	0	2	900	0	2	900	0	Accom. 12 people
13.48	Supply / Equipment Storage	200	1	200	0	1	200	0	1	200	0	1	200	0	
13.49	Server Room / Tech. Storage and Equipment	200	1	200	0	1	200	0	1	200	0	1	200	0	
13.50	Mail Boxes	60	2	120	0	2	120	0	2	120	0	2	120	0	
13.51	Copier / Printer / Fax Station	140	3	420	0	3	420	0	4	560	0	4	560	0	2 copiers in each area
13.52	Shredder / Recycling	100	1	100	0	1	100	0	1	100	0	1	100	0	
13.53	Break Room ⁽⁴⁾	210	2	420	0	2	420	0	2	420	0	2	420	0	Accom. 6 people
	Sub-total			5,975	0		6,095	0		6,595	0		6,835	0	
Total Net Square Feet				18,518	100		20,333	113		23,497	139		26,960	167	
x Department Circulation Factor				1.35			1.35			1.35			1.35		
Total Net Occupiable Square Feet				24,999			27,450			31,721			36,396		

Notes:

⁽²⁾ 3 counter stations (Intake/Orientation, Bookkeeping, Diagnostic/TAIP)

⁽³⁾ Includes space for overflow seating, A/V equipment and furniture as needed. Refer to the Space Layout Appendix for additional detail and diagrams.

⁽⁴⁾ Additional break room and staff support space is included in "41A. Building Amenities - Courts".

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DETAILED SPACE PROGRAM

August 25, 2010

14. Counseling and Education Services

Space No.	Component	Unit SF	Current Need			2015 Need			2025 Need			2035 Need			Comments
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<i>Staff Space</i>															
14.01	CES Director	216	1	216	1	1	216	1	1	216	1	1	216	1	
14.02	Social Services Program Coordinator	150	1	150	1	1	150	1	1	150	1	2	300	2	
14.03	Chemical Dependency Counselor	120	7	840	7	8	960		10	1,200	10	12	1,440	12	
14.04	Administrative Assistant	120	1	120	1	1	120	1	2	240	2	2	240	2	
14.05	Office Specialist	102	5	510	5	5	510	5	6	612	6	7	714	7	
	Sub-total			1,836	15		1,956	8		2,418	20		2,910	24	
<i>Support Space</i>															
14.06	Public Counter / Reception	40	1	40		1	40		1	40		1	40		1 counter station
14.07	Public Waiting	-	1	180		1	195		1	210		1	225		12-15 seats
14.08	Manager Workroom	150	1	150		1	150		1	150		1	150		
14.09	Intern Workstation	48	1	48		1	48		2	96		2	96		
14.10	Conference Room ⁽¹⁾	450	1	450		1	450		1	450		1	450		12 seats
14.11	Copier / Printer Area	140	1	140		1	140		1	140		1	140		2 copiers
14.12	Supply Storage	200	1	200		1	200		1	200		1	200		
14.13	Computer Server Closet	80	1	80		1	80		1	80		1	80		
14.14	Lateral File Cabinet	9	4	36		4	36		4	36		4	36		
14.15	Break Room	210	0	0		0	0		1	210		1	210		Accom. 6 people
14.16	Coffee Bar	40	1	40		1	40		0	0		0	0		
	Sub-total			1,364	0		1,379	0		1,612	0		1,627	0	
Total Net Square Feet				3,200	15		3,335	8		4,030	20		4,537	24	
x Department Circulation Factor				1.35			1.35			1.35			1.35		
Total Net Occupiable Square Feet				4,320			4,502			5,441			6,125		

Notes:

⁽¹⁾ Includes space for overflow seating, A/V equipment and furniture as needed. Refer to the Space Layout Appendix for additional detail and diagrams.

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DETAILED SPACE PROGRAM

August 25, 2010

15. Pretrial Services

Space No. Component	Unit SF	Current Need			2015 Need			2025 Need			2035 Need			Comments
		Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<i>Staff Space - Administration</i>														
15.01 Pretrial Division Director	216	1	216	1	1	216	1	1	216	1	1	216	1	
15.02 Court Services Management Admin. Coord.	180	1	180	1	1	180	1	1	180	1	1	180	1	
15.03 Administrative Assistant II	120	1	120	1	1	120		2	240	2	3	360	3	
15.04 Senior Office Specialist	80	2	160	2	2	160	2	3	240	3	3	240	3	
15.05 Office Specialist / Assistant	80	8	640	8	10	800	10	13	1,040	13	16	1,280	16	
15.06 Senior Financial Analyst	180	1	180	1	1	180	1	2	360	2	2	360	2	
Sub-total			1,496	14		1,656	15		2,276	22		2,636	26	
<i>Staff Space - Case Management</i>														
15.07 Pretrial Manager	180	1	180	1	2	360	2	2	360	2	3	540	3	
15.08 Senior Pretrial Officer	120	2	240	2	3	360	3	4	480	4	4	480	4	
15.09 Pretrial Officer II	120	5	600	5	6	720	6	9	1,080	9	11	1,320	11	
15.10 Pretrial Officer III	120	3	360	3	4	480	4	6	720	6	8	960	8	
Sub-total			1,380	11		1,920	15		2,640	21		3,300	26	
<i>Staff Space - Central Booking</i>														
15.11 Senior Training and Education Coordinator	180	1	180	1	1	180	1	1	180	1	1	180	1	
15.12 Training and Education Coordinator	180	0	0	0	1	180	1	1	180	1	2	360	2	
15.13 Pretrial Manager A Shifts	180	1	180	1	2	360	2	3	540	3	3	540	3	
15.14 Pretrial Manager B Shifts	180	1	180	1	2	360	2	3	540	3	3	540	3	
15.15 Senior Pretrial Officer	120	5	600	5	6	720	6	7	840	7	8	960	8	
15.16 Pretrial Officer I	120	8	960	8	9	1,080	9	12	1,440	12	15	1,800	15	
15.17 Pretrial Officer II	120	7	840	7	8	960	8	11	1,320	11	14	1,680	14	
15.18 Pretrial Officer III	120	9	1,080	9	10	1,200	10	14	1,680	14	18	2,160	18	
15.19 Pretrial Officer Assessment	120	1	120	1	2	240	2	3	360	3	4	480	4	
Sub-total			4,140	33		5,280	41		7,080	55		8,700	68	

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DETAILED SPACE PROGRAM

August 25, 2010

15. Pretrial Services

Space No.	Component	Unit SF	Current Need			2015 Need			2025 Need			2035 Need			Comments
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<i>Support Space ⁽¹⁾</i>															
15.20	Public Counter / Reception	-	1	120		1	120		1	140		1	140		5-6 counter stations
15.21	Public Waiting	-	1	300		1	330		1	360		1	375		20-25 seats
15.22	Duty Officer Counter	-	1	120		1	120		1	140		1	140		5-6 counter stations
15.23	Duty Officer Waiting	-	1	140		1	140		1	155		1	155		4-5 seats plus 2 work tables/chairs
15.24	Interview Room	100	5	500		6	600		7	700		8	800		
15.25	Secure Personnel Files - Lateral File Cabinet	9	15	135		15	135		15	135		15	135		
15.26	Copier / Printer / Fax Area	80	2	160		2	160		2	160		2	160		2 copiers in each area
15.27	Mail Boxes	40	2	80		2	80		2	80		2	80		
15.27	Computer Server Closet	80	1	80		1	80		1	80		1	80		
15.28	Central Files - Lateral File Cabinet	9	22	198		25	225		30	270		35	315		
15.29	File Staging Area	60	1	60		1	60		1	60		1	60		
15.30	Supply Storage	150	2	300		2	300		2	300		2	300		
15.31	Break Room ⁽²⁾	210	1	210		1	210		1	210		1	210		Accom 6 people
15.32	Secure Staff Restroom	205	2	410		2	410		2	410		2	410		
Sub-total				2,813	0		2,970	0		3,200	0		3,360	0	
Total Net Square Feet				9,829	58		11,826	71		15,196	98		17,996	120	
x Department Circulation Factor				1.35			1.35			1.35			1.35		
Total Net Occupiable Square Feet				13,269			15,965			20,515			24,295		

Notes:

⁽¹⁾ Conference Room included in "41A. Building Amenities - Courts".

⁽²⁾ Additional break room and staff support space is included in "41A. Building Amenities - Courts".

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DETAILED SPACE PROGRAM

August 25, 2010

16. Domestic Relations

Space No.	Component	Unit SF	Current Need			2015 Need			2025 Need			2035 Need			Comments
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<i>Staff Space - Administration</i>															
16.01	Juvenile Probation Director	216	1	216	1	1	216	1	1	216	1	1	216	1	
16.02	Administrative Assistant II	100	1	100	1	1	100	1	2	200	2	2	200	2	
Sub-total				316	2		316			416	3		416	3	
<i>Staff Space - Customer Service Operations Division</i>															
16.03	Customer Service Operations Manager	180	1	180	1	1	180	1	1	180	1	1	180	1	
16.04	Office Specialist (Mail Manager)	100	1	100	1	1	100	1	1	100	1	1	100	1	
16.05	Senior Office Specialist	100	6	600	6	5	500	5	5	500	5	5	500	5	
16.06	Court Clerk I	64	3	192	3	0	0	0	0	0	0	0	0	0	
16.07	Accounting Clerk	64	5	320	5	4	256	4	3	192	3	3	192	3	
16.08	Senior Enforcement Officer	120	0	0	0	1	120	1	1	120	1	1	120	1	
16.09	Enforcement Officer I	120	0	0	0	5	600	5	6	720	6	7	840	7	
16.08	Office Assistant	64	1	64	1	1	64	1	2	128	2	2	128	2	
Sub-total				1,456	17		1,820	18		1,940	19		2,060	20	

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DETAILED SPACE PROGRAM

August 25, 2010

16. Domestic Relations

Space No. Component	Unit SF	Current Need			2015 Need			2025 Need			2035 Need			Comments
		Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<i>Staff Space - Legal / Enforcement Division</i>														
16.09 Attorney VI	150	1	150	1	1	150	1	1	150	1	1	150	1	
16.10 Attorney V	150	1	150	1	2	300	2	2	300	2	2	300	2	
16.11 Attorney III	150	2	300	2	2	300	2	2	300	2	3	450	3	
16.12 Paralegal	120	1	120	1	1	120	1	1	120	1	2	240	2	
16.13 Senior Legal Secretary	102	0	0	0	1	102	1	2	204	2	3	306	3	
16.14 Legal Secretary	102	3	306	3	2	204	2	3	306	3	4	408	4	
16.15 Juvenile Casework Manager	64	1	64	1	1	64	1	1	64	1	1	64	1	
16.16 Senior Enforcement Officer	120	1	120	1	2	240	2	4	480	4	5	600	5	
16.17 Enforcement Officer I	120	5	600	5	5	600	5	5	600	5	5	600	5	
16.18 Enforcement Officer II	120	2	240	2	3	360	3	4	480	4	5	600	5	
16.19 Office Assistant	64	2	128	2	2	128	2	2	128	2	3	192	3	
Sub-total			2,178	19		2,568	22		3,132	27		3,910	34	
<i>Staff Space - Family Court Services Division</i>														
16.20 Juvenile Probation Division Manager	180	1	180	1	1	180	1	1	180	1	1	180	1	
16.21 Legal Secretary	102	1	102	1	1	102	1	1	102	1	1	102	1	
16.22 Juvenile Casework Manager	120	1	120	1	1	120	1	1	120	1	1	120	1	
16.23 Guardian Ad Litem I	120	2	240	2	2	240	2	3	360	3	3	360	3	
16.24 Guardian Ad Litem II	120	5	600	5	5	600	5	6	720	6	7	840	7	
16.25 Guardian Ad Litem III	120	1	120	1	1	120	1	1	120	1	1	120	1	
16.26 Senior Guardian Ad Litem	120	4	480	4	5	600	5	6	720	6	7	840	7	
Sub-total			1,842	15		1,962	16		2,322	19		2,562	21	

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DETAILED SPACE PROGRAM

August 25, 2010

16. Domestic Relations

Space No.	Component	Unit SF	Current Need			2015 Need			2025 Need			2035 Need			Comments
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<i>Support Space</i>															
16.27	Reception Counter ⁽¹⁾	60	1	60	1	60	1	60	1	60	1	60	2	counter stations (reception, payments)	
16.28	Public Waiting	-	1	300	1	315	1	345	1	375	1	375	20-25	seats	
16.29	Children's Play Area	120	1	120	1	120	1	120	1	120	1	120	Located in the Waiting Area		
16.30	Public Entrance Security Station	40	1	40	1	40	1	40	1	40	1	40			
16.31	Family Court Services Waiting Area	90	1	90	1	90	1	90	1	90	1	90	6	seats	
16.32	Conference Room ⁽²⁾	350	1	350	3	1,050	3	1,050	4	1,400	4	1,400	Accom 8 people		
16.33	Interview Room ⁽³⁾	100	4	400	4	400	4	400	4	400	4	400			
16.34	Large Family Room	350	1	350	1	350	1	350	1	350	1	350			
16.35	Family Room	225	1	225	1	225	1	225	1	225	1	225			
16.36	Family Observation Room	40	1	40	1	40	1	40	1	40	1	40			
16.37	Intern / Volunteer Workstation	48	2	96	2	96	2	96	2	96	2	96			
16.38	Copier / Printer Area	140	2	280	2	280	2	280	2	280	2	280	2	copiers in each area	
16.39	Supply / Form Storage	180	1	180	1	180	1	180	1	180	1	180			
16.40	Supply Cabinet	20	2	40	2	40	2	40	2	40	2	40			
16.41	Server Room / Tech. Storage and Equipment	150	1	150	1	150	1	150	1	150	1	150			
16.42	File Shelving Unit	9	48	432	48	432	48	432	48	432	48	432	Accom. 1,000 linear feet		
16.43	Break Room ⁽⁴⁾	210	1	210	1	210	1	210	1	210	1	210	Accom. 6 people		
Sub-total				3,363	0		4,078	0		4,108	0		4,488	0	
Total Net Square Feet				9,155	53		10,744	56		11,918	68		13,436	78	
x Department Circulation Factor				1.35		1.35		1.35		1.35		1.35			
Total Net Occupiable Square Feet				12,359		14,504		16,089		18,139					

Notes:

⁽¹⁾ Volume of "window payments" is minimal and is not expected to increase. The number of counter stations is not expected to increase.

⁽²⁾ An additional Large Conference Room for Domestic Relations is included in "41A. Building Amenities - Courts". Includes space for overflow seating, A/V equipment and furniture as needed. Refer to the Space Layout Appendix for additional detail and diagrams.

⁽³⁾ 2 Interview Rooms for the Enforcement Division and 2 Interview Rooms for the Family Court Services Division

⁽⁴⁾ Additional break room and staff support space is included in "41A. Building Amenities - Courts".

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17A. Office of Child Representation

Space No.	Component	Unit SF	Current Need			2015 Need			2025 Need			2035 Need			Comments
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<i>Staff Space</i>															
17.01	Attorney	150	4	600	4	7	1,050	7	8	1,200	8	9	1,350	9	
17.02	Paralegal	120	1	120	1	3	360	3	3	360	3	5	600	5	
17.03	Social Worker	120	1	120	1	5	600		6	720	6	7	840	7	
17.04	Legal Secretary	102	2	204	2	2	204	2	3	306	3	4	408	4	
17.05	Investigator	120	0	0	0	1	120	1	1	120	1	1	120	1	
	Sub-total			1,044	8		2,334	13		2,706	21		3,318	26	
<i>Support Space ⁽¹⁾</i>															
17.06	Reception Counter	40	1	40		1	40		1	40		1	40		Adjacent to Office Specialist workstation
17.07	Public Waiting	-	1	60		1	75		1	75		1	75		4-5 seats
17.08	Children's Area	250	1	250		1	250		1	250		1	250		
17.09	Conference Room	450	0	0		1	450		1	450		1	450		Accom. 12 people
17.10	Break Room	210	0	0		0	0		1	210		1	210		Accom. 6 people
17.11	Coffee Bar	40	1	40		1	40		0	0		0	0		
17.12	Copier / Printer Area	80	1	80		1	80		1	80		1	80		
17.13	Lateral File Cabinet	9	3	27		3	27		3	27		3	27		
17.14	Supply Storage	40	1	40		1	40		1	40		1	40		
	Sub-total			537	0		1,002	0		1,172	0		1,172	0	
Total Net Square Feet				1,581	8		3,336	13		3,878	21		4,490	26	
x Department Circulation Factor				1.35			1.35			1.35			1.35		
Total Net Occupiable Square Feet				2,134			4,504			5,235			6,062		

Notes:

⁽¹⁾ A Conference Room for OCR is included in "41A. Building Amenities - Courts".

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DETAILED SPACE PROGRAM

August 25, 2010

17B. Office of Parental Representation

Space No.	Component	Unit SF	Current Need			2015 Need			2025 Need			2035 Need			Comments
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<i>Staff Space</i>															
17.15	Attorney	150	4	600	4	5	750	5	6	900	6	7	1,050	7	
17.16	Appellate Attorney	150	0	0	0	1	150	1	1	150	1	1	150	1	
17.17	Paralegal	120	1	120	1	3	360		4	480	4	4	480	4	
17.18	Social Worker	120	1	120	1	3	360	3	4	480	4	4	480	4	
17.19	Legal Secretary	102	1	102	1	2	204	2	3	306	3	4	408	4	
17.20	Administrative Associate	64	1	64	1	1	64	1	2	128	2	2	128	2	
17.21	Investigator	102	0	0	0	1	102	1	1	102	1	2	204	2	
	Sub-total			1,006	8		1,990	13		2,546	21		2,900	24	
<i>Support Space ⁽¹⁾</i>															
17.22	Reception Counter	40	1	40		1	40		1	40		1	40		Adjacent to Office Specialist workstation
17.23	Public Waiting	-	1	240		1	300		1	360		1	420		16-28 seats seats
17.24	Break Room	210	0	0		0	0		1	210		1	210		Accom 6 people
17.25	Coffee Bar	40	1	40		1	40		0	0		0	0		
17.26	Copier / Printer Area	80	1	80		1	80		1	80		1	80		
17.27	Lateral File Cabinet	9	2	18		3	27		3	27		3	27		
17.28	Intern Workstation ⁽²⁾	36	6	216		8	288		9	324		10	360		
17.29	Supply Storage	40	1	40		1	40		1	40		1	40		
	Sub-total			674	0		815	0		1,081	0		1,177	0	
Total Net Square Feet				1,680	8		2,805	13		3,627	21		4,077	24	
x Department Circulation Factor				1.35		1.35		1.35		1.35		1.35		1.35	
Total Net Occupiable Square Feet				2,268		3,787		4,896		5,504					

Notes:

⁽¹⁾ A Conference Room, for the Office of Parental Representation, which can also be used for continuing education, is included in "41A. Building Amenities - Courts".

⁽²⁾ Interns assumed part-time and use shared workstations, 2 per 3 interns. Currently 8 interns, projected to 15 interns.

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DETAILED SPACE PROGRAM

August 25, 2010

17C. Mental Health Public Defender

Space No.	Component	Unit SF	Current Need			2015 Need			2025 Need			2035 Need			Comments
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<i>Staff Space</i>															
17.30	Mental Health Public Defender	216	1	216	1	1	216	1	1	216	1	1	216	1	
17.31	Case Management Coordinator	150	1	150	1	2	300	2	3	450	3	4	600	4	
17.32	Social Worker	120	1	120	1	3	360		4	480	4	5	600	5	
17.33	Case Worker	120	2	240	2	4	480	4	6	720	6	7	840	7	
17.34	Attorney III	150	1	150	1	2	300	2	3	450	3	3	450	3	
17.35	Office Specialist	64	1	64	1	2	128	2	2	128	2	3	192	3	
17.36	Legal Secretary	120	1	120	1	2	240	2	2	240	2	2	240	2	
	Sub-total			1,060	8		2,024	13		2,684	21		3,138	25	
<i>Support Space ⁽¹⁾</i>															
17.37	Reception Counter	40	1	40		1	40		1	40		1	40		Adjacent to Office Specialist workstation
17.38	Public Waiting	-	1	45		1	60		1	75		1	75		3-5 seats
17.39	Break Room	210	0	0		0	0		1	210		1	210		Accom. 6 people
17.40	Coffee Bar	40	1	40		1	40		0	0		0	0		
17.41	Copier / Printer Area	80	1	80		1	80		1	80		1	80		
17.42	Supply Storage	40	1	40		1	40		1	40		1	40		
17.43	Indigent Clothing Storage	40	1	40		1	40		1	40		1	40		
17.44	Legal Files - Lateral File Cabinet	9	4	36		6	54		6	54		6	54		
17.45	Social Work Files - Lateral File Cabinet	9	1	9		2	18		2	18		2	18		
	Sub-total			330	0		372	0		557	0		557	0	
Total Net Square Feet				1,390	8		2,396	13		3,241	21		3,695	25	
x Department Circulation Factor				1.35			1.35			1.35			1.35		
Total Net Occupiable Square Feet				1,877			3,235			4,375			4,988		

Notes:⁽¹⁾ A Conference Room for MHPD is included in "41A. Building Amenities - Courts".

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DETAILED SPACE PROGRAM

August 25, 2010

18. Tax Assessor-Collector's Office

Space No.	Component	Unit SF	Current Need			2015 Need			2025 Need			2035 Need			Comments
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<i>Central Collections</i>															
<i>Staff Space</i>															
18.01	Tax Supervisor	120	1	120	1	1	120	1	1	120	1	1	120	1	
18.02	Compliance Officer	102	3	306	3	5	510		6	612	6	8	816	8	
18.03	Office Manager	64	1	64	1	1	64	1	1	64	1	1	64	1	Located at Public Counter
	Sub-total			490	5		694	2		796	8		1,000	10	
<i>Support Space</i>															
18.04	Public Counter / Reception	40	1	40		1	40		1	40		1	40		Includes monetary transactions
18.05	Public Waiting	150	1	150		1	175		1	195		1	210		10-14 seats
18.06	Supply Storage	60	1	60		1	60		1	60		1	60		Includes safe
18.07	Copier / Printer Area	80	1	80		1	80		1	80		1	80		
18.08	Lateral File Cabinet	9	5	45		6	54		7	63		7	63		
18.09	Coffee Bar	40	1	40		1	40		1	40		1	40		
	Sub-total			415	0		449	0		478	0		493	0	
Total Net Square Feet				905	5		1,143	2		1,274	8		1,493	10	
x Department Circulation Factor				1.35			1.35			1.35			1.35		
Total Net Occupiable Square Feet				1,222			1,543			1,720			2,016		

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DETAILED SPACE PROGRAM

August 25, 2010

19A. Law Library

Space No.	Component	Unit SF	Current Need			2015 Need			2025 Need			Revised 2025 Need			Comments
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<i>Staff Space</i>															
19.01	Law Library Director	216	1	216	1	1	216	1	1	216	1	1	216	1	
19.02	Law Library Manager	180	1	180	1	1	180	1	1	180	1	1	180	1	
19.03	Law Library Supervisor	102	2	204	2	2	204	2	3	306	3	3	306	3	
19.04	Law Librarian	102	6	612	6	6	612	6	7	714	7	8	816	8	
19.05	Technical Library Supervisor / Staff	120	2	240	2	2	240	2	3	360	3	4	480	4	
19.06	Law Library Specialist	102	1	102	1	0	0	0	0	0	0	0	0	0	
19.07	Attorney III ⁽¹⁾	150	3	450	3	8	1,200	8	15	2,250	15	17	2,550	17	
19.08	Bilingual Paralegal	102	0	0	0	4	408	4	6	612	6	9	918	9	
19.09	Records Analyst Associate	102	2	204	2	2	204	2	3	306	3	3	306	3	
19.10	Interpreter	102	5	510	5	5	510	5	7	714	7	8	816	8	
	Sub-total			2,718	23.0		3,774	31.0		5,658	46		6,588	54.0	
<i>Support Space</i>															
19.11	Reference Desk	200	1	200		1	200		1	200		1	200		
19.12	Public Computer Reference Terminal Carrel	26	4	104		4	104		4	104		4	104		
19.13	Public Computer Carrel	26	10	260		10	260		10	260		10	260		
19.14	Public Research / Laptop Carrel	26	6	156		6	156		6	156		6	156		
19.15	Public Research Table	60	2	120		2	120		2	120		2	120		4 seats each
19.16	Reference Public Printer / Scanner Station	20	1	20		2	40		2	40		2	40		
19.17	Pro Bono Attorney	150	3	450		4	600		5	750		6	900		
19.18	Attorney Conference Room	350	6	2,100		6	2,100		6	2,100		6	2,100		Accom. 12 people
19.19	Library Stacks - Half-Height Shelving Units	18	30	540		30	540		30	540		0	0		30 double-sided, half-height book shelves
19.20	Library Stacks - Full-Height Shelving Units	18	40	720		40	720		40	720		40	720		Full-height book shelves
19.21	Staff Coffee Bar	40	1	40		1	40		1	40		1	40		
19.22	Self-Help Reception / Public Counter	60	1	60		1	60		1	60		1	60		2 counter stations
19.23	Self-Help Reception Counter Queuing	48	1	48		1	48		1	48		1	48		4 people in queue
19.24	Self-Help Public Waiting	-	1	225		1	240		1	255		1	270		15-18 seats

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DETAILED SPACE PROGRAM

August 25, 2010

19A. Law Library

Space No.	Component	Unit SF	Current Need			2015 Need			2025 Need			Revised 2035 Need			Comments
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
19.25	Self-Help Book Shelving Unit	9	5	45		5	45		5	45		5	45		4 reference units, 1 forms shelving unit
19.26	Public / Attorney Computer Terminal	20	20	400		22	440		25	500		27	540		
19.27	Self-Help Public Printer / Scanner Station	20	3	60		3	60		4	80		4	80		
19.28	Public Copier	40	2	80		2	80		2	80		2	80		
19.29	Clinic Area	750	1	750		1	750		1	750		1	750		25 people
	Sub-total			6,378	0		6,603	0		6,848	0		6,513	0	
	<i>Support Space - Information Booth</i>														
19.30	Information Booth ⁽¹⁾	240	3	720	6	3	720	6	3	720	6	3	720	6	2 large staff counter stations
	Sub-total			720	6		720	6		720	6		720	6	
Total Net Square Feet				9,816	29		11,097	37		13,226	52		13,821	60	
x Department Circulation Factor				1.30		1.30		1.30		1.30		1.30		1.30	
Total Net Occupiable Square Feet				12,761		14,426		17,194		17,967		17,967			

Notes:

⁽¹⁾ An Information Booth should be located in each Courts building (Criminal, Civil, and HMS).

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DETAILED SPACE PROGRAM

August 25, 2010

19B. Dispute Resolution Center

Space No.	Component	Unit SF	Current Need			2015 Need			2025 Need			2035 Need			Comments
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<i>Staff Space</i>															
19.31	Executive Director	240	1	240	1	1	240	1	1	240	1	1	240	1	
19.32	Business Staff	120	1	120	1	1	120	1	1	120	1	1	120	1	
19.33	Training Services	180	1	180	1	1	180	1	1	180	1	1	180	1	
	Sub-total			540	3.0		540	3.0		540	3		540	3.0	
<i>Support Space - Central Library</i>															
19.34	Public Counter	40	1	40		1	40		1	40		1	40		
19.35	Lobby / Waiting	165	2	330		2	330		2	330		2	330		
19.36	Small Conference Room	200	1	200		1	200		1	200		1	200		
19.37	Intake /Case Management	500	1	500		1	500		1	500		1	500		
19.38	Volunteer Room	120	1	120		1	120		1	120		1	120		
19.39	Medation Room (Large)	450	2	900		2	900		2	900		2	900		
19.40	Medation Room (Medium)	300	2	600		2	600		2	600		2	600		
19.41	Medation Room (Small)	120	3	360		3	360		3	360		3	360		
	Sub-total			3,050	0		3,050	0		3,050	0		3,050	0	
Total Net Square Feet				3,590	3		3,590	3		3,590	3		3,590	3	
x Department Circulation Factor				1.35			1.35			1.35			1.35		
Total Net Occupiable Square Feet				4,847			4,847			4,847			4,847		

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DETAILED SPACE PROGRAM

August 25, 2010

20. Constable, Precinct 5

Space No. Component	Unit SF	Current Need			2015 Need			2025 Need			2035 Need			Comments
		Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<i>Staff Space - Senior Management</i>														
20.01 Constable	240	1	240	1	1	240	1	1	240	1	1	240	1	
20.02 Chief Deputy	216	1	216	1	1	216	1	1	216	1	1	216	1	
20.03 Office Manager	180	1	180	1	1	180	1	1	180	1	1	180	1	
Sub-total			636	3		636	2		636	3		636	3	
<i>Staff Space - Deputies</i>														
20.04 Lieutenant	150	0	0	0	0	0	0	1	150	1	1	150	1	
20.05 Constable Sergeant	120	4	480	4	4	480	4	5	600	5	5	600	5	
20.06 Deputy Constable	48	24	1,152	24	26	1,248	26	27	1,296	27	29	1,392	29	
Sub-total			1,632	28		1,728	30		2,046	33		2,142	35	
<i>Staff Space - Administrative / Dispatch</i>														
20.07 Senior Court Clerk II	64	1	64	1	1	64	1	1	64	1	1	64	1	
20.08 Court Clerk II	64	2	128	2	2	128	2	3	192	3	3	192	3	
20.09 Court Clerk I	64	12	768	12	13	832	13	14	896	14	15	960	15	
20.10 Court Clerk I - Dispatch	100	2	200	2	2	200	2	2	200	2	2	200	2	
20.11 Court Clerk I - Switchboard	100	1	100	1	1	100	1	1	100	1	1	100	1	
20.12 Accountant Associate	120	1	120	1	1	120	1	1	120	1	1	120	1	
Sub-total			1,380	19		1,444	20		1,572	22		1,636	23	
<i>Staff Space - IT / Planning / Accounting</i>														
20.13 Planner Research Specialist	120	1	120	1	1	120	1	1	120	1	1	120	1	
20.14 Network Analyst	120	1	120	1	1	120	1	1	120	1	2	240	2	
20.15 Network Administrator	120	1	120	1	1	120	1	1	120	1	1	120	1	
20.16 Administrative Assistant	100	1	100	1	1	100	1	1	100	1	1	100	1	
Sub-total			460	4		460	4		460	4		580	5	

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DETAILED SPACE PROGRAM

August 25, 2010

20. Constable, Precinct 5

Space No.	Component	Unit SF	Current Need			2015 Need			2025 Need			2035 Need			Comments
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<i>Support Space</i>															
20.17	Reception Counter	80	1	80	1	80	1	80	1	80	1	80	3	counter stations, incl. 1 payment windo	
20.18	Public Waiting	-	1	75	1	75	1	90	1	90	1	90	5-6	seats	
20.19	Conference Room ⁽¹⁾	350	1	350	1	350	1	350	1	350	1	350	8	seats	
20.20	Child Waiting Area	150	1	150	1	150	1	150	1	150	1	150			
20.21	Secured Seized Property Room	150	2	300	2	300	2	300	2	300	2	300			
20.22	Copier / Printer Area	140	1	140	1	140	1	140	1	140	1	140	2	copiers	
20.23	Network Printer	15	4	60	5	75	5	75	6	90	6	90			
20.24	Shredder	20	2	40	2	40	2	40	2	40	2	40			
20.25	Supply Storage	120	1	120	1	120	1	120	1	120	1	120			
20.26	Computer Server Closet	80	1	80	1	80	1	80	1	80	1	80			
20.27	Computer Equipment Storage	120	1	120	1	120	1	120	1	120	1	120			
20.28	Lateral File Cabinet	9	8	72	8	72	8	72	8	72	8	72		Warrant files, property files	
20.29	Mail Boxes	40	1	40	1	40	1	40	1	40	1	40			
20.30	Gun Locker	20	1	20	1	20	1	20	1	20	1	20			
20.31	Break Room ⁽²⁾	210	1	210	1	210	1	210	1	210	1	210		Accom. 6 people	
Sub-total				1,857	0		1,872	0		1,887	0		1,902	0	
Total Net Square Feet				5,965	54		6,140	56		6,601	62		6,896	66	
x Department Circulation Factor				1.35		1.35		1.35		1.35		1.35			
Total Net Occupiable Square Feet				8,053		8,289		8,911		9,310					

Notes:

⁽¹⁾ An additional Conference Room for the Constable is included in "41A. Building Amenities - Courts". Includes space for overflow seating, A/V equipment and furniture as needed. Refer to the Space Layout Appendix for additional detail and diagrams.

⁽²⁾ Additional break room and staff support space is included in "41A. Building Amenities - Courts".

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21A. Sheriff - Transport and Staging-Criminal Courts

Space No.	Component	Unit SF	Current Need			2015 Need			2025 Need			2035 Need			Comments
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<i>Staff Space - Court Holding / Transfer</i>															
21.01	Lieutenant	150	1	150	1	1	150	1	1	150	1	1	150	1	
21.02	Sergeant	64	2	128	2	3	192	3	3	192	3	3	192	3	
21.03	Office Specialist	64	2	128	2	2	128		3	192	3	3	192	3	
21.04	Extradition Officer	64	1	64	1	1	64	1	1	64	1	1	64	1	Shared workstation
21.05	Field Training Officer	64	1	64	3	1	64	3	1	64	4	2	128	5	Shared workstation
21.06	Officer	0	0	0	41	0	0	48	0	0	57	0	0	66	No dedicated workstation
	Sub-total			534	50		598	56		662	69		726	79	
<i>Support Space - Central Court Holding ⁽¹⁾</i>															
21.07	Vehicular Sallyport	900	3	2,700		3	2,700		3	2,700		3	2,700		Assumes 800 sf. per vehicle
21.08	Secure Pedestrian Sallyport	150	1	150		1	150		1	150		1	150		
21.09	Male Prisoner Open Seating	15	66	990		76	1,140		94	1,410		116	1,740		
21.10	Male Holding Cell - Single Occupancy	80	12	960		14	1,120		17	1,360		21	1,680		Wet cells
21.11	Male Holding Cell - Group Cell	186	8	1,488		10	1,860		12	2,232		14	2,604		8-person capacity
21.12	Female Prisoner Open Seating	15	18	270		19	285		24	360		29	435		
21.13	Female Holding Cell - Single Occupancy	80	3	240		3	240		4	320		5	400		
21.14	Female Holding Cell - Group Cell	186	2	372		3	558		3	558		4	744		8-person capacity
21.15	Non-Contact Interview Booth	80	5	400		5	400		6	480		7	560		
21.16	Prisoner Restroom	50	4	200		4	200		5	250		5	250		
21.17	Janitor's Closet	40	1	40		1	40		1	40		1	40		
	Sub-total			7,810	0		8,693	0		9,860	0		11,303	0	

Notes:

⁽¹⁾ Holding Capacity in the Central Court Holding Area:

	<u>Current Need</u>	<u>2015</u>	<u>2025</u>	<u>2035</u>
Male Capacity	142	170	207	249
Female Capacity	37	46	52	66
Total Capacity	179	216	259	315

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DETAILED SPACE PROGRAM

August 25, 2010

21A. Sheriff - Transport and Staging-Criminal Courts

Space No.	Component	Unit SF	Current Need			2015 Need			2025 Need			2035 Need			Comments
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<i>Staff Space - Courthouse Security</i>															
21.18	Lieutenant	150	1	150	1	1	150	1	1	150	1	1	150	1	Office adjacent to Central Control Room
21.19	Sergeant	64	0	0	2	0	0	2	0	0	3	0	0	3	Use workstations in Central Control Room
21.20	Certified Peace Officer	0	0	0	25	0	0	29	0	0	36	0	0	43	No dedicated workstation
21.21	Security Coordinator	64	2	128	5	2	128	5	3	192	7	3	192	8	Shared workstation
21.22	Field Training Officer	64	1	64	2	1	64	3	1	64	3	2	128	4	Shared workstation
Sub-total				342	35		342	40		406	50		470	59	
<i>Support Space - Courthouse Security - Public Screening and Control Room ⁽²⁾</i>															
21.23	Public Entrance Security Queuing	360	1	360		1	360		1	360		1	360		Accom. 30 people in queue
21.24	Gun Locker	40	1	40		1	40		1	40		1	40		For outside law enforcement
21.25	Magnetometer / Screening	60	2	120		3	180		3	180		4	240		
21.26	X-Ray Machine	120	1	120		2	240		2	240		2	240		
21.27	Search Area	40	1	40		1	40		1	40		1	40		
21.28	Central Control Room	200	1	200		1	200		1	200		1	200		2 workstations, monitors, radios/equip.
21.29	Security Electronics	200	1	200		1	200		1	200		1	200		Adjacent to Central Control Room
21.30	On-Site Arrest Area	100	1	100		1	100		1	100		1	100		
Single Building Sub-total				1,180			1,360			1,360			1,420		
<i>Courthouse Security Staff Support</i>															
21.31	Riot Gear Locker	150	1	150		1	150		1	150		1	150		
21.32	ID Officer Work Room	100	1	100		1	100		1	100		1	100		
21.33	Report Work Area	100	1	100		1	100		1	100		1	100		2 workstations for filling out reports
21.34	Muster Room / Staff Break Room	500	1	500		1	500		1	500		1	500		Accom. 40 for mustering, 18 for breaks
21.35	Locker Room	6	41	246		47	282		59	354		72	432		
21.36	Staff Restroom	120	2	240		2	240		2	240		2	240		
21.37	Staff Shower	40	2	80		2	80		2	80		2	80		
Sub-total				1,416			1,452			1,524			1,602		
Total Net Square Feet				11,282	85		12,445	96		13,812	119		15,521	138	
x Department Circulation Factor				1.50			1.50			1.50			1.50		
Total Net Occupiable Square Feet				16,923			18,668			20,718			23,282		

Notes:⁽²⁾ Courthouse security assumes security and public screening for two courts buildings, each with a single public entrance and Central Control room.

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August 25, 2010

21B. Sheriff - Transport and Staging - Civil Courts

Space No.	Component	Unit SF	Current Need			2015 Need			2025 Need			2035 Need			Comments
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<i>Staff Space - Court Holding / Transfer</i>															
21.01	Lieutenant	150	1	150	1	1	150	1	1	150	1	1	150	1	
21.02	Sergeant	64	1	64	1	1	64	1	1	64	1	1	64	1	
21.03	Office Specialist	64	1	64	1	1	64	1	1	64	1	1	64	1	
21.04	Extradition Officer	64	1	64	1	1	64	1	1	64	1	1	64	1	Shared workstation
21.05	Field Training Officer	64	1	64	1	1	64	1	1	64	2	1	64	2	Shared workstation
21.06	Officer	0	0	0	10	0	0	12	0	0	15	0	0	18	No dedicated workstation
	Sub-total			406	15		406	17		406	21		406	24	
<i>Support Space - Central Court Holding ⁽¹⁾</i>															
21.07	Vehicular Sallyport	400	1	400		1	400		1	400		1	400		Assumes 400 sf. per vehicle
21.08	Secure Pedestrian Sallyport	100	1	100		1	100		1	100		1	100		
21.09	Male Holding Cell - Group Cell	15	2	30		2	30		3	45		3	45		1-4 person capacity
21.10	Female Holding Cell - Group Cell	15	1	15		1	15		1	15		1	15		
21.11	Prisoner Restroom	50	2	100		2	100		2	100		2	100		
21.12	Janitor's Closet	40	1	40		1	40		1	40		1	40		
	Sub-total			685	0		685	0		700	0		700	0	

Notes:

⁽¹⁾ Holding Capacity in the Central Court Holding Area:

	<u>Current Need</u>	<u>2015</u>	<u>2025</u>	<u>2035</u>
Male Capacity	8	8	12	12
Female Capacity	4	4	4	4
<i>Total Capacity</i>	<i>12</i>	<i>12</i>	<i>16</i>	<i>16</i>

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DETAILED SPACE PROGRAM

August 25, 2010

21B. Sheriff - Transport and Staging - Civil Courts

Space No.	Component	Unit SF	Current Need			2015 Need			2025 Need			2035 Need			Comments
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<i>Staff Space - Courthouse Security</i>															
21.13	Lieutenant	150	1	150	1	1	150	1	1	150	1	1	150	1	Office adjacent to Central Control Room
21.14	Sergeant	64	0	0	2	0	0	2	0	0	3	0	0	3	Use workstations in Central Control Room
21.15	Certified Peace Officer	0	0	0	25	0	0	29	0	0	36	0	0	43	No dedicated workstation
21.16	Security Coordinator	64	2	128	5	2	128	5	3	192	7	3	192	8	Shared workstation
21.17	Field Training Officer	64	1	64	2	1	64	3	1	64	3	2	128	4	Shared workstation
Sub-total				342	35		342	40		406	50		470	59	
<i>Support Space - Courthouse Security - Public Screening and Control Room ⁽²⁾</i>															
21.18	Public Entrance Security Queuing	360	1	360		1	360		1	360		1	360		Accom. 30 people in queue
21.19	Gun Locker	40	1	40		1	40		1	40		1	40		For outside law enforcement
21.20	Magnetometer / Screening	60	2	120		3	180		3	180		3	180		
21.21	X-Ray Machine	120	1	120		2	240		2	240		2	240		
21.22	Search Area	40	1	40		1	40		1	40		1	40		
21.23	Central Control Room	200	1	200		1	200		1	200		1	200		2 workstations, monitors, radios/equipm
21.24	Security Electronics	200	1	200		1	200		1	200		1	200		Adjacent to Central Control Room
21.25	On-Site Arrest Area	100	1	100		1	100		1	100		1	100		
Single Building Sub-total				1,180	0		1,360	0		1,360	0		1,360	0	
<i>Courthouse Security Staff Support</i>															
21.26	ID Officer Work Room	100	1	100		1	100		1	100		1	100		
21.27	Report Work Area	100	1	100		1	100		1	100		1	100		2 workstations for filling out reports
21.28	Muster Room / Staff Break Room	300	1	300		1	300		1	300		1	300		Accom. 25 for mustering, 18 for breaks
21.29	Locker Room	6	32	192		34	204		37	222		40	240		
21.30	Staff Restroom	120	2	240		2	240		2	240		2	240		
21.31	Staff Shower	40	2	80		2	80		2	80		2	80		
Sub-total				1,012	0		1,024	0		1,042	0		1,060	0	
Total Net Square Feet				3,625	50		3,817	57		3,914	71		3,996	83	
x Department Circulation Factor				1.50		1.50		1.50		1.50		1.50			
Total Net Occupiable Square Feet				5,438		5,726		5,871		5,871		5,994			

Notes:⁽²⁾ Courthouse security assumes security and public screening for two courts buildings, each with a single public entrance and Central Control room.

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DETAILED SPACE PROGRAM

August 25, 2010

22. Sheriff - Central Booking

Space No.	Component	Unit SF	Current Need			2015 Need			2025 Need			2035 Need			Comments
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<i>Intake</i>															
22.01	Vehicle Sallyport	400	12	4,800	0	14	5,600	0	16	6,400	0	18	7,200	0	Assumes 400 sf. per vehicle
22.02	Secure Pedestrian Sallyport	80	1	80	0	1	80	0	1	80	0	1	80	0	
22.03	Prisoner Seating	12	4	48	0	5	60	0	6	72	0	7	84	0	12 sf. per prisoner
22.04	Intake Holding Cell - Single Occupancy	60	2	120	0	2	120	0	2	120	0	2	120	0	Pre-search cells, no toilet
22.05	Intake Holding Cell - Group Cell	114	2	228	0	2	228	0	2	228	0	2	228	0	Pre-search cells, 4-person capacity
22.06	Prisoner Search Area / Property Collection	80	1	80	0	1	80	0	1	80	0	1	80	0	
22.07	Intake Counter	40	4	160	0	4	160	0	5	200	0	5	200	0	Use for arresting officer paperwork
22.08	Intoxylizer Room	80	3	240	0	3	240	0	4	320	0	4	320	0	
22.09	Video Room / Holding	120	1	120	0	1	120	0	1	120	0	1	120	0	Use for aggressive inmates at intake
Sub-total				5,876	0		6,688	0		7,620	0		8,432	0	
<i>Processing</i>															
22.10	Fingerprinting / Photographing Station	80	1	80	0	1	80	0	1	80	0	1	80	0	
22.11	Search Room	80	2	160	0	2	160	0	2	160	0	2	160	0	Used for strip search
22.12	Medical Screening	48	2	96	0	2	96	0	2	96	0	2	96	0	
22.13	Warrants Station	120	1	120	0	1	120	0	1	120	0	1	120	0	2 workstations, storage cabinets, files, copier
Sub-total				456	0		456	0		456	0		456	0	
<i>Central Control Station</i>															
22.14	Control Station	250	1	250	0	1	250	0	1	250	0	1	250	0	3 officer stations
22.15	Sergeant's Office	100	1	100	0	1	100	0	1	100	0	1	100	0	Requires clear sightlines to all Central Booking
Sub-total				350	0		350	0		350	0		350	0	

Notes:

⁽¹⁾ Holding Capacity in Intake Area:

	<u>Current Need</u>	<u>2015</u>	<u>2025</u>	<u>2035</u>
<i>Total Capacity</i>	14	15	16	17

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DETAILED SPACE PROGRAM

August 25, 2010

22. Sheriff - Central Booking

Space No.	Component	Unit SF	Current Need			2015 Need			2025 Need			2035 Need			Comments
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<i>Medical Examination</i>															
22.16	Medical Counter	40	1	40		1	40		1	40		1	40		
22.17	Medical Waiting	15	15	225		18	270		22	330		26	390		15 sf. per seat
22.18	Medical Examination Room	180	2	360		2	360		2	360		3	540		Includes exam table, sink, refrigerator
22.19	Medical Office / Exam Room	120	1	120		1	120		1	120		1	120		Includes workstation, exam chair
22.20	Storage Room	100	1	100		1	100		1	100		1	100		Includes workstation, exam chair
	Sub-total			845	0		890	0		950	0		1,190	0	
<i>Prisoner Waiting / Holding</i>															
22.21	Male Prisoner Open Seating	15	55	825		61	915		77	1,155		85	1,275		
22.22	Male Holding Cell - Single Occupancy	80	3	240		3	240		3	240		3	240		
22.23	Male Violent Holding Cell (padded)	60	2	120		2	120		3	180		3	180		Padded cells, no toilet
22.24	Male Holding Cell - Group Cell	114	2	228		2	228		2	228		2	228		4-person capacity, no toilet
22.25	Male Waiting Area Telephone	15	5	75		5	75		6	90		6	90		
22.26	Female Prisoner Open Seating	15	14	210		15	225		19	285		23	345		
22.27	Female Holding Cell - Single Occupancy	80	1	80		1	80		1	80		1	80		Wet cell
22.28	Female Violent Holding Cell (padded)	60	1	60		1	60		1	60		1	60		Padded cell, no toilet
22.29	Female Holding Cell - Group Cell	114	0	0		1	114		1	114		1	114		4-person capacity
22.30	Female Waiting Area Telephone	15	3	45		3	45		4	60		4	60		
22.31	Non-Contact Visitation/Interview Booth	80	4	320		4	320		5	400		5	400		
22.32	Prisoner Toilet	50	3	150		3	150		4	200		4	200		
22.33	Restraint Chair Storage	15	9	135		9	135		10	150		10	150		15 sf. per chair
	Sub-total			2,488	0		2,707	0		3,242	0		3,422	0	
<i>Pre-Trial / Bonding</i>															
22.34	Pre-Trial Office	100	1	100		1	100		1	100		1	100		
22.35	Pre-Trial Interview Booth	60	2	120		2	120		3	180		3	180		
	Sub-total			220	0		220	0		280	0		280	0	

Notes:

⁽²⁾ Holding Capacity in the Prisoner Waiting/Holding Area:

	<u>Current Need</u>	<u>2015</u>	<u>2025</u>	<u>2035</u>
Male Capacity	68	74	91	99
Female Capacity	16	21	25	29
<i>Total Capacity</i>	<i>84</i>	<i>95</i>	<i>116</i>	<i>128</i>

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DETAILED SPACE PROGRAM

August 25, 2010

22. Sheriff - Central Booking

Space No.	Component	Unit SF	Current Need			2015 Need			2025 Need			2035 Need			Comments
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<i>Magistration</i>															
22.36	Magistration Courtroom	1,000	1	1,000		1	1,000		1	1,000		1	1,000		
22.37	Magistration Robing Room	150	1	150		1	150		1	150		1	150		
22.38	Magistration Robing Room Restroom	50	1	50		1	50		1	50		1	50		
	Sub-total			1,200	0		1,200	0		1,200	0		1,200	0	
<i>Property and Release</i>															
22.39	Property Counter	40	1	40		1	40		1	40		1	40		
22.40	Property Storage	5	36	180		39	195		49	245		60	300		5 sf. per 6 prisoners + 5% contingency
22.41	Release Counter	40	2	80		2	80		2	80		2	80		
22.42	Release Counter Work Area	120	1	120		1	120		1	120		1	120		Storage cabinets, files, copier, work copier
	Sub-total			420	0		435	0		485	0		540	0	
<i>Austin Police Dept. and District Attorney Space</i>															
22.43	APD Workstation ⁽¹⁾	64	20	1,280		22	1,408		28	1,792		34	2,176		Shared workstations
22.44	APD Sergeant Office	120	1	120		1	120		1	120		1	120		Case review and direct filing
22.45	APD Detective Workstation	64	3	192		3	192		4	256		4	256		Locate in shared private office
22.46	Narcotics Review / Processing Area	64	1	64		1	64		1	64		1	64		
22.47	Photo Review / Processing Area	64	1	64		1	64		1	64		1	64		
22.48	Evidence Bin	15	1	15		1	15		1	15		1	15		
22.49	Files "Outbox" to Magistrate	15	1	15		1	15		1	15		1	15		
22.50	Copier / Printer Area	80	1	80		1	80		1	80		1	80		
22.51	Break Room	210	1	210		1	210		1	210		1	210		Accom. 6 people
22.52	District Attorney Case Review Office ⁽²⁾	120	1	120		1	120		1	120		1	120		Case review and direct filing
	Sub-total			2,160	0		2,288	0		2,736	0		3,120	0	

Notes:

⁽¹⁾ Workstations used by APD officers for filling out reports. County Attorney may also use a shared workstation for Emergency Protective Order (EPO) reviews.

⁽²⁾ The DA Case Review and Direct Filing office should be adjacent to the APD Arrest Review Office, and include a desk/chair with space for files and basic office supplies, 2 guest chairs, scanner, and should be near a photocopier.

22. Sheriff - Central Booking

Space No.	Component	Unit SF	Current Need			2015 Need			2025 Need			2035 Need			Comments
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<i>Pre-Classification Male Housing Unit - 48 Beds ⁽³⁾</i>															
22.53	Single Occupancy Cell	80	48	3,840		48	3,840		48	3,840		48	3,840		
22.54	Dayroom	886	1	886		1	886		1	886		1	886	40 sf. for 1 prisoner + 18 sf. per additional inmate	
22.55	Inmate Shower / Drying Area	50	4	200		4	200		4	200		4	200	1 shower per 12 inmate	
22.56	Control Station	100	1	100		1	100		1	100		1	100	1 per housing unit	
22.57	Pre-Trial Area	102	2	204		2	204		2	204		2	204	2 workstations	
22.58	Medical Triage Room	120	1	120		1	120		1	120		1	120	May be shared between Housing Units	
22.59	Storage Closet	60	1	60		1	60		1	60		1	60	1 per housing unit	
	Unit Sub-total ⁽³⁾			5,410	0		5,410	0		5,410	0		5,410	0	
	Pre-Classification Housing Sub-Total			10,820	0		10,820	0		16,230	0		16,230	0	
<i>Pre-Classification Female Housing Unit - 30 Bed ⁽³⁾</i>															
22.60	Single Occupancy Cell	80	30	2,400		30	2,400		30	2,400		30	2,400		
22.61	Dayroom	886	1	886		1	886		1	886		1	886	40 sf. for 1 prisoner + 18 sf. per additional inmate	
22.62	Inmate Shower / Drying Area	50	3	150		3	150		3	150		3	150	1 shower per 12 inmate	
22.63	Control Station	100	1	100		1	100		1	100		1	100	1 per housing unit	
22.64	Pre-Trial Area	102	2	204		2	204		2	204		2	204	2 workstations	
22.65	Medical Triage Room	120	1	120		1	120		1	120		1	120	May be shared between Housing Units	
22.66	Storage Closet	60	1	60		1	60		1	60		1	60	1 per housing unit	
	Unit Sub-total ⁽³⁾			3,920	0		3,920	0		3,920	0		3,920	0	
	Pre-Classification Housing Sub-Total			3,920	0		3,920	0		7,840	0		7,840	0	
<i>Facility Support And Central Control</i>															
22.67	Central Control Room	300	1	300		1	300		1	300		1	300		
22.68	Security Electronics	200	1	200		1	200		1	200		1	200	Adjacent to Central Control Room	
22.69	Staff Restroom	50	1	50		1	50		1	50		1	50	Adjacent to Central Control Room	
22.70	Food Service	3,000	1	3,000		1	3,000		1	3,000		1	3,000	Includes food prep and storage	
22.71	Laundry Room and Storage	500	1	500		1	500		1	500		1	500		
22.72	Bulk Storage	600	1	600		1	600		1	600		1	600		
	Sub-total			4,650	0		4,650	0		4,650	0		4,650	0	

Notes:

⁽³⁾ Pre-Classification Units are planned at 48 beds each for males, and 30 beds each for females, and multiplied by the projected number of units needed:

	<u>Current Need</u>	<u>2015</u>	<u>2025</u>	<u>2035</u>
Male Units	2	2	3	3
Female Units	1	1	2	2
Total Units	3	3	5	5

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August 25, 2010

22. Sheriff - Central Booking

Space No.	Component	Unit SF	Current Need			2015 Need			2025 Need			2035 Need			Comments
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<i>Staff Support Space ⁽⁴⁾</i>															
22.73	Lieutenants Office	150	1	150		1	150		1	150		1	150		
22.74	Administrative Staff Office	250	1	250		1	250		1	250		1	250	Includes 3 workstations	
22.75	Conference Room	350	1	350		1	350		1	350		1	350	Accom. 8 people	
22.76	Supply / Office Storage	200	1	200		1	200		1	200		1	200		
22.77	Server Room / Tech. Storage and Equipment	80	1	80		1	80		1	80		1	80		
22.78	Lateral File Cabinet	9	5	45		5	45		5	45		5	45		
22.79	Mail Boxes	40	1	40		1	40		1	40		1	40		
22.80	Copier / Printer Area	80	1	80		1	80		1	80		1	80		
22.81	Muster Room / Staff Break Room	500	1	500		1	500		1	500		1	500	Accom. 40 for mustering, 18 for breaks	
22.82	Staff Vending	23	3	69		3	69		3	69		3	69	23 sf. per vending machine	
22.83	Locker Room ⁽⁵⁾	6	102	612	102	110	660	110	125	750	125	140	840	140	1 locker per staff
22.84	Staff Restroom	120	2	240		2	240		2	240		2	240		
22.85	Staff Shower	40	2	80		2	80		2	80		2	80		
Sub-total				2,696	102		2,744	110		2,834	125		2,924	140	

Notes:

⁽⁴⁾ Staff exercise room included in "41. Building Amenities - Courts".

⁽⁵⁾ 1 locker per staff for the following staff:

	<u>Current</u>	<u>2015</u>	<u>2025</u>	<u>2035</u>
Lieutenant	1	1	1	1
Sergeant	6	6	7	8
Corrections Officer	84	90	102	114
Security Coordinator	11	13	15	17
Total Staff	102	110	125	140

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August 25, 2010

22. Sheriff - Central Booking

Space No.	Component	Unit SF	Current Need			2015 Need			2025 Need			2035 Need			Comments
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<i>Public Entrance</i>															
22.86	Public Counter	40	1	40		1	40		1	40		1	40		2 counter stations
22.87	Public Counter Workstation	102	2	204		2	204		2	204		2	204		
22.88	Public Waiting	90	1	90		1	90		1	90		1	90		6 seats
22.89	Screening Station	60	1	60		1	60		1	60		1	60		Magnetometer
22.90	Visitors' Lockers	30	1	30		1	30		1	30		1	30		10 public lockers
22.91	Secure Entry Vestibule	80	1	80		1	80		1	80		1	80		
Sub-total				504	0		504	0		504	0		504	0	
Total Net Square Feet				36,605	102		37,872	110		49,377	125		51,138	140	
x Department Circulation Factor				1.50			1.50			1.50			1.50		
Total Net Occupiable Square Feet				54,908			56,808			74,066			76,707		

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DETAILED SPACE PROGRAM

August 25, 2010

41A. Building Amenities - Courts

Space No.	Component	Unit SF	Current Need			2015 Need			2025 Need			2035 Need			Comments
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<i>Shared Support Space</i>															
41.01	Large Conference / Multi-Purpose Room ⁽¹⁾	2,800	2	5,600		2	5,600		2	5,600		2	5,600		Accom. 100 people, dividable room, on for each building
41.02	Conference / Multi-Purpose Room ⁽¹⁾	1,800	1	1,800		1	1,800		1	1,800		1	1,800		Accom. 60 people, dividable room, criminal court only
41.03	Shared Staff Break Room ⁽²⁾	500	4	2,000		6	3,000		7	3,500		10	5,000		Accom 18 people
41.04	Shared Staff Exercise Room ⁽³⁾	300	2	600		2	600		2	600		2	600		
41.05	Shared Staff Shower and Locker Room ⁽³⁾	250	4	1,000		4	1,000		4	1,000		4	1,000		
41.06	Information Booth	80	3	240		3	240		3	240		3	240		one for each building
41.07	Media Room	300	3	900		3	900		3	900		3	900		one for each building
<i>Criminal Court Judiciary</i>															
41.08	Conference / Multi-Purpose Room ⁽¹⁾	1,800	1	1,800		1	1,800		1	1,800		1	1,800		Accom. 60 people, dividable room
41.09	Judicial Fitness Center	500	1	500		1	500		1	500		1	500		
<i>Civil Court Judiciary</i>															
41.10	Conference / Multi-Purpose Room ⁽¹⁾	1,800	1	1,800		1	1,800		1	1,800		1	1,800		Accom. 60 people, dividable room
41.11	Judicial Fitness Center	500	1	500		1	500		1	500		1	500		
<i>District Attorney</i>															
41.12	Executive Conference Room ⁽⁴⁾	900	1	900		1	900		1	900		1	900		Accom. 25 people
<i>County Attorney</i>															
41.13	Executive Conference Room ⁽⁴⁾	900	2	1,800		2	1,800		2	1,800		2	1,800		Accom. 25 people

Notes:

Large conference rooms with a minimum capacity seating 16 or more are included in this Building Amenities section, except where noted in the other sections of the space program.

- ⁽¹⁾ The conference/multi-purpose rooms are assumed to be shared building-wide, one each for the Criminal and Civil Court Buildings. The Large Conference/Multi-Purpose Room should be flexible to accommodate Jury Panel Waiting as a priority, and other functions such as conferencing as needed.
- ⁽²⁾ Shared Staff Break Rooms assumed to be provided throughout the facility a ratio of one 18-person break room per 100 staff. Many break rooms are already included in most program components with at least 20 staff, and those break rooms are subtracted from the total Shared Break Rooms listed above in this section.
- ⁽³⁾ Shared Staff Exercise and Shower/Locker Rooms shared by all courts, and assumes one per building and two total courts buildings, subject to findings to be determined in Phase II of this study.
- ⁽⁴⁾ Includes space for overflow seating, A/V equipment and furniture as needed. Refer to the Space Layout Appendix for additional detail and diagrams.

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DETAILED SPACE PROGRAM

August 25, 2010

41A. Building Amenities - Courts

Space No.	Component	Unit SF	Current Need			2015 Need			2025 Need			2035 Need			Comments
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<i>Adult Probation</i>															
41.14	Executive Conference Room ⁽⁴⁾	600	1	600	1	600	1	600	1	600	1	600	1	600	Accom. 16 people
<i>Pretrial Services</i>															
41.15	Large Conference Room ⁽⁴⁾	600	1	600	1	600	1	600	1	600	1	600	1	600	Accom. 16 people
<i>Domestic Relations</i>															
41.16	Large Conference Room ⁽⁴⁾	750	1	750	1	750	1	750	1	750	1	750	1	750	Accom 20 people
<i>Office of Child Representation</i>															
41.17	Large Conference Room ⁽⁴⁾	600	1	600	1	600	1	600	1	600	1	600	1	600	Accom. 16 people
<i>Office of Parental Representation</i>															
41.18	Large Conference Room ⁽⁴⁾	750	2	1,500	2	1,500	2	1,500	2	1,500	2	1,500	2	1,500	Accom. 20 people, also for continuing ed.
<i>Mental Health Public Defender</i>															
41.19	Large Conference Room ⁽⁴⁾	600	1	600	1	600	1	600	1	600	1	600	1	600	Accom. 16 people
<i>Constable, Precinct 5</i>															
41.20	Large Conference Room ⁽⁴⁾	600	1	600	1	600	1	600	1	600	1	600	1	600	Accom. 16 people
<i>Sheriff - Central Booking</i>															
41.21	Staff Exercise Room	300	1	300	1	300	1	300	1	300	1	300	1	300	Located in secure area

Notes:

Large conference rooms with a minimum capacity seating 16 or more are included in this Building Amenities section, except where noted in the other sections of the space program.

⁽⁴⁾ Includes space for overflow seating, A/V equipment and furniture as needed. Refer to the Space Layout Appendix for additional detail and diagrams.

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41A. Building Amenities - Courts

Space No.	Component	Unit SF	Current Need			2015 Need			2025 Need			2035 Need			Comments
			Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<i>Children's Waiting Center ⁽⁵⁾</i>															
41.22	Secure Reception Check-in	75	1	75	1	75	1	75	1	75	1	75			
41.23	Waiting Area	50	1	50	1	50	1	50	1	50	1	50			
41.24	Play Area - Infant & Toddler	75	10	750	10	750	10	750	10	750	10	750			
41.25	Play Area - Kindergarten +	75	24	1,800	24	1,800	24	1,800	24	1,800	24	1,800			
41.26	Director's Office	120	1	120	1	120	1	120	1	120	1	120			
41.27	Volunteer Coordinator	120	1	120	1	120	1	120	1	120	1	120			
41.28	Staff Restroom	50	2	100	2	100	2	100	2	100	2	100			
Total Net Square Feet			28,005	0	29,005	0	29,505	0	31,005	0					
x Department Circulation Factor			1.35		1.35		1.35		1.35						
Total Net Occupiable Square Feet			37,807		39,157		39,832		41,857						

Notes:

⁽⁵⁾ Children's Waiting to be located in Civil/Family Courthouse

~~FINAL DRAFT~~

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42. AG IV Child Support Court

Space No. Component	Unit SF	Current Need			2015 Need			2025 Need			2035 Need			Comments
		Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	Quan.	NSF	Staff	
<i>District Court and Attorney General's Offices</i>														
42.01 District Clerk Office	120	1	120		1	120		2	240		1	120		
42.02 DMS Program	110	1	110		1	110		2	220		1	110		
42.03 Storage Closet	80	1	80		1	80		2	160		1	80		
42.04 Testing Office / Lab	95	1	95		1	95		1	95		1	95		
42.05 AG Office	320	1	320		1	320		2	640		1	320		
42.06 AG Negotiation Area	745	1	745		1	745		2	1,490		1	745		
42.07 Break Room	140	1	140		1	140		1	140		1	140		
Subtotal DC and AG Area			1,610			1,610			2,985			1,610		
Total Net Square Feet			1,610	0		1,610	0		2,985	0		1,610	0	
x Department Circulation Factor			1.35			1.35			1.35			1.35		
Total Net Occupiable Square Feet			2,174			2,174			4,030			2,174		

Notes: