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2015

Needs Assessment and Planning Concepts
Tom Green County Courts

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00 Acknowledgments

COUNTY OF TOM GREEN

Commissioners' Court	Tom Green County Judge Steve Floyd Precinct 1 County Commissioner Ralph Hoelscher Precinct 2 County Commissioner Aubrey de Cordova Precinct 3 County Commissioner Rick Bacon Precinct 4 County Commissioner Bill Ford
County Judge's Office	Sandy Kinney
Purchasing	Johnny Grimaldo
County Auditor's Office	Nathan Cradduck
Archives	Roger Nichols Sayer Killam
TGC Historical Commission	Golda Foster

MASTER PLAN TEAM

HDR Architecture, Inc.	Halden Tally, AIA,LEED AP John Niesen, RA, LEED AP ID+C Holly Lange, RID, IIDA, LEED AP BD+C David Bostwick, AIA, NCARB, LEED AP Vince Ellwood, RLA Bryan Sumruld, RA Annette Miller
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Construction Cost Management Inc.	Keith Kothmann, CPE, CCC, CCI

STAKEHOLDER REPRESENTATIVES

County Project Representative	Judge Penny Roberts
51st Judicial District Court	Judge Barbara Walther
119th Judicial District Court	Judge Ben Woodward
340th Judicial District Court	Judge Jay Weatherby
391st Judicial District Court	Judge Tom Gossett
Attorney General Court	Judge Pamela Talley
TGC County Court at Law #1	Judge Ben Nolen
TGC County Court at Law #2	Judge Penny Roberts
Justice of the Peace Precinct 1	Judge Kay Longest
Sheriff's Office	Sheriff David Jones Dale Pearce Todd Allen Heather McDougal Alvin Hale John Leach
County Attorney 's Office	Chris Taylor Teena Pierce
District Attorney's Office	Allison Palmer Christine George Molly Thurman
County Clerk's Office	Elizabeth McGill
District Clerk's Office	Sheri Woodfin
Information Technology Department	Justin Thornton
Facilities Maintenance Department	Don Killama Brian McGuire
Adult Probation Department	John Wilmoth

01

Executive Summary

Executive Summary

01 Executive Summary

The year is 1928, and Tom Green County, Texas, proudly inaugurates its new court house. Officials design it large enough to encompass all departments related to the court's functions under one roof for maximum functional efficiency: the courts, the county judge, the clerks, the grand jury. Fast forward 86 years. The county is the same but the population has increased 328% from about 35,000 in 1928 to about 115,000 in 2014. The building footprint and shell are the same, but the interior has undergone a couple renovations to try to keep up with changing demands. The building is even being used for the same basic function; however, ever-changing laws and security demands have dictated that a court building be laid out differently now than when the original building was designed. Couple those demands with departments that have grown with the local population, and current officials have rightly identified the need to re-examine the court campus with an eye toward the future.

HDR, an architectural firm with a specialization in court planning and design, was retained in December 2014 to engage the users of the court system, conduct a needs assessment, and develop a 15-year and 50-year master plan. Utilization of the existing courthouse through renovation and restoration was a requirement for the master plan. Further, the existing Annex, which currently houses the County Clerk, District Attorney and Information Technology departments, was to remain for the foreseeable future.

The needs assessment identified the following goals and objectives:

- Conservative approach in cost considerations – best value added
- working efficiency that can be achieved through close proximity of departments
- historical preservation of the front of the existing court house and certain key elements inside
- barrier free accessible design to all spaces
- separation of user circulation paths (public, staff, defendants-in-custody)
- redesigned entry lobby to accommodate more security lanes and queuing indoors
- limiting public building entry to one location
- right-sizing work areas
- secure parking for elected officials
- improve sight lines in court rooms
- accommodate current and potential future technology in court rooms
- provide court rooms that can be flexible to accommodate a variable number of litigants in the well
- provide court rooms of similar size and layout to establish a standard.

Additionally, coordination meetings were conducted between the architectural teams developing the court master plan and the jail master plan. Since the court planning is progressing ahead of the jail planning, the court team will incorporate worst-case-scenario space allocations in the facility program, which means a vehicular sallyport that serves a central holding facility on the first floor in addition to smaller temporary holding cells between each pair of new courtrooms. This arrangement will allow for the transport of defendants-in-custody from the detention facility to the courthouse. If the detention facility remains across the street from the court campus, then the concept of a bridge or tunnel to walk defendants-in-custody to court can be explored further. Providing a direct connection would lessen the central holding requirements in the courthouse expansion.

Positioning the new court building on the north lawn of the existing courthouse was the preferred scheme of the consensus of users and the historical commission representative for several reasons:

1. the proximity to the existing building will ensure the existing courthouse can be retained as a working asset
2. this arrangement would be least disruptive to existing underground utilities
3. the addition, while architecturally a twenty-first century building that nods to the existing historical context, would be least visible from the front of the historic court house.

This master plan presents the list of spaces (architectural program) needed that was informed by the historical court case load analysis. Following the program, then, is the selected scheme with a first phase proposal that aligns the work within the ballpark the county was initially aiming. Finally, an Appendix section captures the remainder of the work produced during this portion of the project for reference.

02

Program of Requirements

Program of Requirements

02 Program of Requirements

Each county department that interacts with the court system in Tom Green County was asked for input as to their spatial needs so that the entire court system could be accounted for in aggregate. They were asked to supply their current conditions by staff position and functional area then project out 15 years for a 2030 calculation.

Parallel to the spatial needs assessment, HDR conducted a study of County demographics and court caseloads. The study indicated that there will be low to moderate population and court caseload growth over the next fifteen years. A comparison to other similar-sized counties revealed that the Tom Green County courts and judiciary have available capacity to handle the anticipated growth. Beyond fifteen years, the master plan prudently anticipates two future courts within fifty years. This, then, will have a ripple effect on departments serving the courts and is reflected in the respective staffing counts and space needs.

TOM GREEN COUNTY COURT SPACE NEEDS

SPACE NEEDS ASSESSMENT

SUMMARY

					CURRENT NEEDS			2030 NEEDS			2055 NEEDS			
	Spaces	***APPLIED DESIGN STANDARD***	***NET UNIT SQ FT***	***DEPT. GROSSING FACTOR***	NO	TOTAL NET SQ FT	TOTAL DEPT GROSS SQ FT	NO	TOTAL NET SQ FT	TOTAL DEPT GROSS SQ FT	NO	TOTAL NET SQ FT	TOTAL DEPT GROSS SQ FT	**Remarks**
1														
2	District Court						24,501			24,501			24,501	
3	County Court at Law						11,774			11,774			11,774	
4	Attorney General Court						5,777			5,777			5,777	
5	Justice of the Peace Precinct 1						5,533			5,533			5,533	
6	District Court Clerk						5,563			5,761			7,056	
7	County Clerk						7,162			7,101			8,248	
8	District Attorney						10,838			12,223			16,470	
9	Adult Probation						2,378			2,450			2,882	
10	Sheriff						7,945			7,945			8,208	
11	County Attorney						5,356			5,356			6,322	
12														
13	Court Support						5,464			5,464			6,114	
14	Building Support						8,068			8,523			11,314	
15														
16	Future Courts												10,757	
17														
18														
19														
20														
21														
22														
23														
24														
25														
26														
27														
28														
29														
30														
31														
32														
33	**S U B T O T A L**						100,358			102,407			124,956	
34														
35	**Building Efficiency Factor @ 75%**						33,453			34,136			41,652	
36														
37														
38														
39														
40														
	TOTAL REQUIRED						**133,810**			**136,543**			**166,608**	

TOM GREEN COUNTY COURT SPACE NEEDS

SPACE NEEDS ASSESSMENT

DISTRICT COURT

	Spaces	APPLIED DESIGN STANDARD	NET UNIT SQ FT	DEPT. GROSSING FACTOR	CURRENT NEEDS NO	CURRENT NEEDS TOTAL NET SQ FT	CURRENT NEEDS TOTAL DEPT GROSS SQ FT	2030 NEEDS NO	2030 NEEDS TOTAL NET SQ FT	2030 NEEDS TOTAL DEPT GROSS SQ FT	2055 NEEDS NO	2055 NEEDS TOTAL NET SQ FT	2055 NEEDS TOTAL DEPT GROSS SQ FT	Remarks
	Visitor Parking													
1	**Litigation Spaces**													
2	Standard Courtroom		1840	1.35	3	5,520	7,452	3	5,520	7,452	3	5,520	7,452	80 person gallery
3	Large Courtroom		2200	1.35	1	2,200	2,970	1	2,200	2,970	1	2,200	2,970	100 person gallery
4														
5														
6														
7	Courtroom Vestibules		64	1.35	4	256	346	4	256	346	4	256	346	
8	Atty. Conf./Witness Waiting		120	1.3	8	960	1,248	8	960	1,248	8	960	1,248	2 per courtroom
9	Public Waiting		200	1.25	4	800	1,000	4	800	1,000	4	800	1,000	extra space in corridor
10	Court Electronics		18	1.4	4	72	101	4	72	101	4	72	101	
11	Evidence/General Storage		18	1.4	4	72	101	4	72	101	4	72	101	Card reader access
12	Victim/Witness Waiting		150	1.3	2	300	390	2	300	390	2	300	390	
13	Victim/Witness Toilets		55	1.3	2	110	143	2	110	143	2	110	143	
14	Victim/Witness Kitchenette		50	1.4	1	50	70	1	50	70	1	50	70	
15	Child Witness		120	1.35	1	120	162	1	120	162	1	120	162	
16	Jury Deliberation Suite		650	1.25	4	2,600	3,250	4	2,600	3,250	4	2,600	3,250	
17	Jury Alternates/Small Conf. Rm.		192	1.35	2	384	518	2	384	518	2	384	518	
18														
19	**Court Holding**													
20	Cells		80	1.4	4	320	448	4	320	448	4	320	448	1 or 2 capacity, group holding occurs elsewhere
21	Elevator Vestibule/Staging		100	1.4	2	200	280	2	200	280	2	200	280	
22	Non-Contact Interview Booth		60	1.4	2	120	168	2	120	168	2	120	168	
23	Sound-Lock Vestibule		64	1.4	2	128	179	2	128	179	2	128	179	
24														
25														
26	**Judicial Offices**													
27	Judges' Chambers		300	1.25	4	1,200	1,500	4	1,200	1,500	4	1,200	1,500	
28	Judges' Toilet Room		55	1.4	4	220	308	4	220	308	4	220	308	
29	Court Reporter		120	1.3	4	480	624	4	480	624	4	480	624	
30	Court Reporter Closet		18	1	4	72	72	4	72	72	4	72	72	In Reporter's Office, lockable for evidence storage
31	Deputy District Clerk		36	1.4	4	144	202	4	144	202	4	144	202	Touchdown space in judicial suite
32	Court Administrator		80	1.4	4	320	448	4	320	448	4	320	448	
33	Bailiff		36	1.4	4	144	202	4	144	202	4	144	202	
34	Waiting		15	1.45	8	120	174	8	120	174	8	120	174	
35	Storage/Copy/Fax		60	1.4	4	240	336	4	240	336	4	240	336	
36	Court Coordinator		120	1.3	1	120	156	1	120	156	1	120	156	
37	Shared work room		252	1.3	1	252	328	1	252	328	1	252	328	for all courts, for larger projects
38	Judicial Conference		680	1.55	1	680	1,054	1	680	1,054	1	680	1,054	20 at 5' deep table, TV, credenza, library
39	Kitchenette		50	1.4	1	50	70	1	50	70	1	50	70	
40	Storage		150	1.35	1	150	203	1	150	203	1	150	203	General to be shared among the courts
	TOTAL REQUIRED					**18,404**	**24,501**		**18,404**	**24,501**		**18,404**	**24,501**	

TOM GREEN COUNTY COURT SPACE NEEDS

SPACE NEEDS ASSESSMENT

COUNTY COURT @ LAW

	Spaces	APPLIED DESIGN STANDARD	NET UNIT SQ FT	DEPT. GROSSING FACTOR	CURRENT NEEDS NO	CURRENT NEEDS TOTAL NET SQ FT	CURRENT NEEDS TOTAL DEPT GROSS SQ FT	2030 NEEDS NO	2030 NEEDS TOTAL NET SQ FT	2030 NEEDS TOTAL DEPT GROSS SQ FT	2055 NEEDS NO	2055 NEEDS TOTAL NET SQ FT	2055 NEEDS TOTAL DEPT GROSS SQ FT	Remarks
	Visitor Parking													
1	**Litigation Spaces**													
2	Standard Courtroom		1840	1.35	2	3,680	4,968	2	3,680	4,968	2	3,680	4,968	80 person gallery
3														
4														
5	Courtroom Vestibules		64	1.35	2	128	173	2	128	173	2	128	173	
6	Atty. Conf./Witness Waiting		120	1.35	4	480	648	4	480	648	4	480	648	2 per courtroom
7	Public Waiting		200	1.25	2	400	500	2	400	500	2	400	500	extra space in corridor
8	Court Electronics		18	1.4	2	36	50	2	36	50	2	36	50	
9	Evidence/Courtroom Storage		18	1.4	2	36	50	2	36	50	2	36	50	Card reader access
10	Victim/Witness Waiting		150	1.3	1	150	195	1	150	195	1	150	195	
11	Victim/Witness Toilets		55	1.3	1	55	72	1	55	72	1	55	72	
12	Victim/Witness Kitchenette		50	1.4	1	50	70	1	50	70	1	50	70	
13	Child Witness		120	1.35	1	120	162	1	120	162	1	120	162	
14	Jury Deliberation Suite		650	1.25	2	1,300	1,625	2	1,300	1,625	2	1,300	1,625	
15	Jury Alternates/Small Conf. Rm.		192	1.35	1	192	259	1	192	259	1	192	259	
16														
17	**Court Holding**													
18	Cells		80	1.4	2	160	224	2	160	224	2	160	224	1 or 2 capacity, group holding occurs elsewhere
19	Elevator Vestibule/Staging		100	1.4	1	100	140	1	100	140	1	100	140	
20	Non-Contact Interview Booth		60	1.4	1	60	84	1	60	84	1	60	84	
21	Sound-Lock Vestibule		64	1.4	1	64	90	1	64	90	1	64	90	
22														
23														
24	**Judicial Offices**													
25	Judges' Chambers		300	1.25	2	600	750	2	600	750	2	600	750	
26	Judges' Toilet Room		55	1.4	2	110	154	2	110	154	2	110	154	
27	Court Reporter		120	1.3	2	240	312	2	240	312	2	240	312	
28	Court Reporter Closet		18	0	2	36		2	36		2	36		In Reporter's Office, lockable for evidence storage
29	Inv. Attorney		150	1.3	1	150	195	1	150	195	1	150	195	Works with CC@L2
30	Court Administrator		64	1.4	3	192	269	3	192	269	3	192	269	CC@L2 has 2 Admins, Verify Asst. w/ all Judges
31	Bailiff		36	1.4	2	72	101	2	72	101	2	72	101	Adjacent to Admin, waiting
32	Waiting		15	1.45	4	60	87	4	60	87	4	60	87	
33	Storage/Copy/Fax		60	1.4	2	120	168	2	120	168	2	120	168	
34														
35														
36	Court Coordinator		120	1.3	1	120	156	1	120	156	1	120	156	
37	Shared work room		252	1.3	0			0			0			for all courts, for larger projects
38	Judicial Conference		680	1.35	0			0			0			
39	Kitchenette		50	1.4	1	50	70	1	50	70	1	50	70	
40	Storage		150	1.35	1	150	203	1	150	203	1	150	203	General to be shared among the courts
	TOTAL REQUIRED					**8,911**	**11,774**		**8,911**	**11,774**		**8,911**	**11,774**	

TOM GREEN COUNTY COURT SPACE NEEDS

SPACE NEEDS ASSESSMENT

ATTORNEY GENERAL COURT

	Spaces	APPLIED DESIGN STANDARD	NET UNIT SQ FT	DEPT. GROSSING FACTOR	CURRENT NEEDS NO	CURRENT NEEDS TOTAL NET SQ FT	CURRENT NEEDS TOTAL DEPT GROSS SQ FT	2030 NEEDS NO	2030 NEEDS TOTAL NET SQ FT	2030 NEEDS TOTAL DEPT GROSS SQ FT	2055 NEEDS NO	2055 NEEDS TOTAL NET SQ FT	2055 NEEDS TOTAL DEPT GROSS SQ FT	Remarks
	Visitor Parking													Supports District Courts
1	**Litigation Spaces**													
2	Standard Courtroom		1840	1.35	1	1,840	2,484	1	1,840	2,484	1	1,840	2,484	80 person gallery, no jury
3														
4														
5	Courtroom Vestibules		64	1.35	1	64	86	1	64	86	1	64	86	
6	Atty. Conf./Witness Waiting		120	1.35	2	240	324	2	240	324	2	240	324	2 per courtroom
7	Public Waiting		200	1.25	1	200	250	1	200	250	1	200	250	extra space in corridor
8	Court Electronics		18	1.4	1	18	25	1	18	25	1	18	25	
9	Evidence/Courtroom Storage		18	1.4	1	18	25	1	18	25	1	18	25	Card reader access
10	Victim/Witness Waiting		150	1.3	1	150	195	1	150	195	1	150	195	**VERIFY AREA, QTY.**
11	Victim/Witness Toilets		55	1.3	1	55	72	1	55	72	1	55	72	
12	Victim/Witness Kitchenette		50	1.4	1	50	70	1	50	70	1	50	70	
13	Child Witness		120	1.35	1	120	162	1	120	162	1	120	162	
14	Jury Deliberation Suite		650	1.25	1	650	813	1	650	813	1	650	813	
15	Jury Alternates/Small Conf. Rm.		192	1.35	1	192	259	1	192	259	1	192	259	
16														
17	**Court Holding**													
18	Cells		80	1.4	0			0			0			1 or 2 capacity, group holding occurs elsewhere
19	Elevator Vestibule/Staging		100	1.4	0			0			0			
20	Non-Contact Interview Booth		60	1.4	0			0			0			
21	Sound-Lock Vestibule		64	1.4	0			0			0			
22														
23														
24	**Judicial Offices**													
25	Judges' Chambers		300	1.25	1	300	375	1	300	375	1	300	375	
26	Judges' Toilet Room		55	1.4	1	55	77	1	55	77	1	55	77	
27	Court Reporter		120	1.35	1	120	162	1	120	162	1	120	162	
28	Court Reporter Closet		18	1	1	18	18	1	18	18	1	18	18	In Reporter's Office, lockable for evidence storage
29	Court Administrator		80	1.4	1	80	112	1	80	112	1	80	112	
30	Asst. Court Administrator		64	1.4	1	64	90	1	64	90	1	64	90	
31	Bailiff		36	1.4	1	36	50	1	36	50	1	36	50	Adjacent to Admin, waiting
32	Waiting		15	1.45	2	30	44	2	30	44	2	30	44	
33	Storage/Copy/Fax		60	1.4	1	60	84	1	60	84	1	60	84	
34														
35														
36														
37	Shared work room		252	1.3	0			0			0			for all courts, for larger projects
38	Judicial Conference		680	1.35	0			0			0			
39	Kitchenette		50	1.4	0			0			0			
40	Storage		150	1.35	0			0			0			General to be shared among the courts
	TOTAL REQUIRED					**4,360**	**5,777**		**4,360**	**5,777**		**4,360**	**5,777**	

TOM GREEN COUNTY COURT SPACE NEEDS

SPACE NEEDS ASSESSMENT

JUSTICE OF THE PEACE COURT

	Spaces	APPLIED DESIGN STANDARD	NET UNIT SQ FT	DEPT. GROSSING FACTOR	CURRENT NEEDS NO	CURRENT NEEDS TOTAL NET SQ FT	CURRENT NEEDS TOTAL DEPT GROSS SQ FT	2030 NEEDS NO	2030 NEEDS TOTAL NET SQ FT	2030 NEEDS TOTAL DEPT GROSS SQ FT	2055 NEEDS NO	2055 NEEDS TOTAL NET SQ FT	2055 NEEDS TOTAL DEPT GROSS SQ FT	Remarks
	Visitor Parking													
1	**Litigation Spaces**													
2	Standard Courtroom		1840	1.35	1	1,840	2,484	1	1,840	2,484	1	1,840	2,484	80 person gallery
3														
4														
5	Courtroom Vestibules		64	1.35	1	64	86	1	64	86	1	64	86	
6	Atty. Conf./Witness Waiting		120	1.35	2	240	324	2	240	324	2	240	324	2 per courtroom
7	Public Waiting		200	1.25	1	200	250	1	200	250	1	200	250	extra space in corridor
8	Court Electronics		18	1.4	1	18	25	1	18	25	1	18	25	
9	Evidence/Courtroom Storage		18	1.4	1	18	25	1	18	25	1	18	25	Card reader access
10	Victim/Witness Waiting		150	1.3	0			0			0			**VERIFY QTY.**
11	Victim/Witness Toilets		55	1.3	0			0			0			
12	Victim/Witness Kitchenette		50	1.4	0			0			0			
13	Child Witness		120	1.35	0			0			0			
14	Jury Deliberation Suite		650	1.25	1	650	813	1	650	813	1	650	813	
15	Jury Alternates/Small Conf. Rm.		192	1.35	1	192	259	1	192	259	1	192	259	
16														
17	**Court Holding**													
18	Cells		80	1.4	0			0			0			1 or 2 capacity, group holding occurs elsewhere
19	Elevator Vestibule/Staging		100	1.4	0			0			0			
20	Non-Contact Interview Booth		60	1.4	0			0			0			
21	Sound-Lock Vestibule		64	1.4	0			0			0			
22														
23														
24	**Judicial Offices**													
25	Judges' Chambers		300	1.25	1	300	375	1	300	375	1	300	375	
26	Judges' Toilet Room		55	1.4	1	55	77	1	55	77	1	55	77	
27	Court Reporter		120	1.35	1	120	162	1	120	162	1	120	162	
28	Court Reporter Closet		18	0	1	18		1	18		1	18		In Reporter's Office, lockable for evidence storage
29	Court Administrator		80	1.4	1	80	112	1	80	112	1	80	112	
30	Asst. Court Administrator		64	1.4	1	64	90	1	64	90	1	64	90	
31	Bailiff		36	1.4	1	36	50	1	36	50	1	36	50	Adjacent to Admin, waiting
32	Waiting		15	1.45	2	30	44	2	30	44	2	30	44	
33	Storage/Copy/Fax		60	1.4	1	60	84	1	60	84	1	60	84	
34														
35														
36	Court Coordinator		120	1.35	0			0			0			
37	Shared work room		252	1.3	0			0			0			for all courts, for larger projects
38	Judicial Conference		680	1.35	0			0			0			
39	Kitchenette		50	1.4	1	50	70	1	50	70	1	50	70	
40	Storage		150	1.35	1	150	203	1	150	203	1	150	203	
	TOTAL REQUIRED					**4,185**	**5,533**		**4,185**	**5,533**		**4,185**	**5,533**	

TOM GREEN COUNTY COURT SPACE NEEDS

SPACE NEEDS ASSESSMENT

FUTURE COURTS

	Spaces	APPLIED DESIGN STANDARD	NET UNIT SQ FT	DEPT. GROSSING FACTOR	CURRENT NEEDS NO	CURRENT NEEDS TOTAL NET SQ FT	CURRENT NEEDS TOTAL DEPT GROSS SQ FT	2030 NEEDS NO	2030 NEEDS TOTAL NET SQ FT	2030 NEEDS TOTAL DEPT GROSS SQ FT	2055 NEEDS NO	2055 NEEDS TOTAL NET SQ FT	2055 NEEDS TOTAL DEPT GROSS SQ FT	Remarks
	Visitor Parking													
1	**Litigation Spaces**													
2	Standard Courtroom		1840	1.35	0			0			2	3,680	4,968	80 person gallery
3														
4														
5	Courtroom Vestibules		64	1.35	0			0			2	128	173	
6	Atty. Conf./Witness Waiting		120	1.35	0			0			4	480	648	2 per courtroom
7	Public Waiting		200	1.25	0			0			2	400	500	extra space in corridor
8	Court Electronics		18	1.4	0			0			2	36	50	
9	Evidence/Courtroom Storage		18	1.4	0			0			2	36	50	Card reader access
10	Victim/Witness Waiting		150	1.3	0			0			1	150	195	
11	Victim/Witness Toilets		55	1.3	0			0			1	55	72	
12	Victim/Witness Kitchenette		50	1.4	0			0			1	50	70	
13	Child Witness		120	1.35	0			0			1	120	162	
14	Jury Deliberation Suite		650	1.25	0			0			1	650	813	
15	Jury Alternates/Small Conf. Rm.		192	1.35	0			0			1	192	259	
16														
17	**Court Holding**													
18	Cells		80	1.4	0			0			2	160	224	1 or 2 capacity, group holding occurs elsewhere
19	Elevator Vestibule/Staging		100	1.4	0			0			1	100	140	
20	Non-Contact Interview Booth		60	1.4	0			0			1	60	84	
21	Sound-Lock Vestibule		64	1.4	0			0			1	64	90	
22														
23														
24	**Judicial Offices**													
25	Judges' Chambers		300	1.25	0			0			2	600	750	
26	Judges' Toilet Room		55	1.4	0			0			2	110	154	
27	Court Reporter		120	1.35	0			0			2	240	324	
28	Court Reporter Closet		18	0	0			0			2	36		In Reporter's Office, lockable for evidence storage
29	Court Administrator		80	1.4	0			0			2	160	224	
30	Asst. Court Administrator		64	1.4	0			0			2	128	179	
31	Bailiff		36	1.4	0			0			2	72	101	Adjacent to Admin, waiting
32	Waiting		15	1.45	0			0			4	60	87	
33	Storage/Copy/Fax		60	1.4	0			0			2	120	168	
34														
35														
36	Court Coordinator		120	1.35	0			0			0			
37	Shared work room		252	1.3	0			0			0			for all courts, for larger projects
38	Judicial Conference		680	1.35	0			0			0			
39	Kitchenette		50	1.4	0			0			1	50	70	
40	Storage		150	1.35	0			0			1	150	203	
	TOTAL REQUIRED											**8,087**	**10,757**	

TOM GREEN COUNTY COURT SPACE NEEDS

SPACE NEEDS ASSESSMENT

DISTRICT COURT CLERK

	Spaces	APPLIED DESIGN STANDARD	NET UNIT SQ FT	DEPT. GROSSING FACTOR	CURRENT NEEDS NO	CURRENT NEEDS TOTAL NET SQ FT	CURRENT NEEDS TOTAL DEPT GROSS SQ FT	2030 NEEDS NO	2030 NEEDS TOTAL NET SQ FT	2030 NEEDS TOTAL DEPT GROSS SQ FT	2055 NEEDS NO	2055 NEEDS TOTAL NET SQ FT	2055 NEEDS TOTAL DEPT GROSS SQ FT	Remarks
	Visitor Parking				7			10			13			
1	**Staff Spaces**													
2	District Clerk		225	1.25	1	225	281	1	225	281	1	225	281	
3	Chief Deputy		80	1.4	1	80	112	1	80	112	2	160	224	
4	Courts Services Clerk		64	1.4	3	192	269	3	192	269	4	256	358	**CONFIRM SIZE OF CLERK SPACES**
5	Criminal Case Management Clerk		64	1.4	3	192	269	3	192	269	4	256	358	
6	Criminal Clerk		64	1.4	2	128	179	2	128	179	3	192	269	
7	CPS Clerk		64	1.4	1	64	90	1	64	90	2	128	179	
8	Deputy Clerk		64	1.4	4	256	358	4	256	358	5	320	448	
9	Jury Administrator		64	1.4	1	64	90	1	64	90	2	128	179	large printing and mailing duties
10	Operational Manager		64	1.4	1	64	90	1	64	90	1	64	90	
11	Bookkeeper		64	1.4	1	64	90	1	64	90	1	64	90	
12														
13	Counter Staff Position		48	1.4	1	48	67	1	48	67	1	48	67	
14														
15														
16														
17														
18	**Support Spaces**													
19	Public Waiting/Queuing		25	1.3	8	200	260	8	200	260	10	250	325	
20	File Viewing/Carrels		25	1.45	4	100	145	5	125	181	6	150	218	
21	Attorney E-file Kiosk		25	1.45	1	25	36	1	25	36	2	50	73	
22	Bookkeeper waiting area		25	1.3	3	75	98	3	75	98	3	75	98	for Constable and deputies waiting for warrants
23	Current Criminal Case Records		480	1.2	1	480	576	1	480	576	1.5	720	864	High density file units **VERIFY**
24	Evidence Storage		240	1.25	1	240	300	1	240	300	1.5	360	450	Secure construction but not a vault, card reader
25	File Work Area		120	1.35	1	120	162	1	120	162	1	120	162	
26														
27	Copy/Fax/Printer Stations		48	1.45	3	144	209	3	144	209	4	192	278	
28	Workroom		200	1.35	1	200	270	1	200	270	1	200	270	Microfiche, microfilm, copiers, near Jury Admin.
29														
30	General Storage		120	1.35	3	360	486	4	480	648	4	480	648	Need a safe in one closet near Civil Family area
31														
32	Large Conference Room		532	1.5	1	532	798	1	532	798	1	532	798	20 at 48 in. wide rectangular table
33	Small Conference Room		192	1.35	1	192	259	1	192	259	1	192	259	Seats 4, by public Counter
34														
35	Kitchenette		50	1.4	1	50	70	1	50	70	1	50	70	
36														
37														
38														
39														
40														
	TOTAL REQUIRED					**4,095**	**5,563**		**4,240**	**5,761**		**5,212**	**7,056**	

TOM GREEN COUNTY COURT SPACE NEEDS

SPACE NEEDS ASSESSMENT

COUNTY CLERK

	Spaces	APPLIED DESIGN STANDARD	NET UNIT SQ FT	DEPT. GROSSING FACTOR	CURRENT NEEDS NO	CURRENT NEEDS TOTAL NET SQ FT	CURRENT NEEDS TOTAL DEPT GROSS SQ FT	2030 NEEDS NO	2030 NEEDS TOTAL NET SQ FT	2030 NEEDS TOTAL DEPT GROSS SQ FT	2055 NEEDS NO	2055 NEEDS TOTAL NET SQ FT	2055 NEEDS TOTAL DEPT GROSS SQ FT	Remarks
	Visitor Parking				10			15			20			
1	**Staff Spaces**													
2	County Clerk		225	1.25	1	225	281	1	225	281	1	225	281	
3	Chief Deputy		80	1.4	1	80	112	1	80	112	2	160	224	
4	Clerical Workstations		64	1.4	18	1,152	1,613	18	1,152	1,613	23	1,472	2,061	at counters currently
5														**CONFIRM SIZE OF CLERK SPACES**
6														
7														
8														
9	**Support Spaces**													
10	Public Waiting/Queuing		25	1.3	40	1,000	1,300	42	1,050	1,365	50	1,250	1,625	
11	File Viewing/Work Carrels		25	1.45	8	200	290	9	225	326	10	250	363	
12														
13														
14	File Units		15	1.25	8	120	150	8	120	150	6	90	113	On-site filing need is decreasing due to scanning
15	File Storage		500	1.2	1	500	600	1	500	600	.5	250	300	On-site filing need is decreasing due to scanning
16	File Work Area		120	1.35	3	360	486	2	240	324	1	120	162	
17	Evidence Storage		240	1.25	2	480	600	2	480	600	3	720	900	Secure storage w/ safe, card key access
18														
19	Copy/Fax/Printer Stations		48	1.45	4	192	278	4	192	278	5	240	348	
20	General Storage		120	1.35	2	240	324	2	240	324	3	360	486	
21														
22	Kitchenette		50	1.4	1	50	70	1	50	70	1	50	70	
23														
24	Large Conference Room		532	1.5	1	532	798	1	532	798	1	532	798	
25	Small Conference Room		192	1.35	1	192	259	1	192	259	2	384	518	
26														
27														
28														
29														
30														
31														
32														
33														
34														
35														
36														
37														
38														
39														
40														
	TOTAL REQUIRED					**5,323**	**7,162**		**5,278**	**7,101**		**6,103**	**8,248**	

TOM GREEN COUNTY COURT SPACE NEEDS

SPACE NEEDS ASSESSMENT

DISTRICT ATTORNEY

	Spaces	APPLIED DESIGN STANDARD	NET UNIT SQ FT	DEPT. GROSSING FACTOR	CURRENT NEEDS NO	CURRENT NEEDS TOTAL NET SQ FT	CURRENT NEEDS TOTAL DEPT GROSS SQ FT	2030 NEEDS NO	2030 NEEDS TOTAL NET SQ FT	2030 NEEDS TOTAL DEPT GROSS SQ FT	2055 NEEDS NO	2055 NEEDS TOTAL NET SQ FT	2055 NEEDS TOTAL DEPT GROSS SQ FT	Remarks
	Visitor Parking				8			12			16			
1	**Staff Spaces**													
2	51st District Attorney		225	1.25	1	225	281	1	225	281	1	225	281	
3	119th District Attorney		225	1.25	1	225	281	1	225	281	1	225	281	
4	Assistant Attorneys		150	1.3	7	1,050	1,365	9	1,350	1,755	14	2,100	2,730	
5	Chief Legal Assistant		64	1.4	1	64	90	1	64	90	1	64	90	semi-private, close to attorneys
6	Legal Assistant		64	1.4	6	384	538	8	512	717	12	768	1,075	
7	Investigators		150	1.3	2	300	390	2	300	390	4	600	780	includes space for evidence storage cab., refrig.
8	Office Assistant		48	1.4	2	96	134	4	192	269	6	288	403	
9	Victim Witness Assistant		120	1.3	2	240	312	2	240	312	3	360	468	
10	Receptionist		80	1.35	1	80	108	1	80	108	1	80	108	needs audible privacy for phone conversations
11	Office Manager		120	1.35	1	120	162	1	120	162	1	120	162	
12	IT staff		80	1.4	0			2	160	224	3	240	336	
13														
14	**Support Spaces**													
15	Reception/Waiting		25	1.45	8	200	290	12	300	435	16	400	580	
16	Victim/Child Waiting		120	1.35	1	120	162	1	120	162	1	120	162	
17	Victim/Witness Meeting Rooms		225	1.35	2	450	608	2	450	608	2	450	608	6 - 8 person, doors from staff and public sides
18														
19														
20														
21														
22	Trial Preparation Room		680	1.5	1	680	1,020	1	680	1,020	1	680	1,020	20, include library
23	Conference/Mediation		884	1.55	1	884	1,370	1	884	1,370	1	884	1,370	30 at 60 in. rect. Table, library, credenza, TV
24	Small Conference		280	1.35							1	280	378	8 at 48 in. wide rectangular table
25	Clerical File Prep./Work Area		396	1.25	1	396	495	1	396	495	1	396	495	
26														
27	Evidence Storage		180	1.3	0			0			1	180	234	In Investigators' offices now
28	Active Files		240	1.3	3	720	936	4	960	1,248	5	1,200	1,560	
29	Inactive Files		1500	1.1	0			0			0			Stored in Keyes building
30	Copy/Fax/Printer stations		48	1.4	2	96	134	2	96	134	3	144	202	Large copying in Work Area
31	IT Storage		160	1.25	1	160	200	1	160	200	2	320	400	
32	General Storage		160	1.25	2	320	400	2	320	400	3	480	600	
33	Break Room		780	1.5	1	780	1,170	1	780	1,170	1.5	1,170	1,755	Table Seating for 24
34	Staff Restrooms		140	1.4	2	280	392	2	280	392	2	280	392	
35														
36														
37														
38														
39														
40														
	TOTAL REQUIRED					**7,870**	**10,838**		**8,894**	**12,223**		**12,054**	**16,470**	

TOM GREEN COUNTY COURT SPACE NEEDS

SPACE NEEDS ASSESSMENT

ADULT PROBATION

	Spaces	APPLIED DESIGN STANDARD	NET UNIT SQ FT	DEPT. GROSSING FACTOR	CURRENT NEEDS NO	CURRENT NEEDS TOTAL NET SQ FT	CURRENT NEEDS TOTAL DEPT GROSS SQ FT	2030 NEEDS NO	2030 NEEDS TOTAL NET SQ FT	2030 NEEDS TOTAL DEPT GROSS SQ FT	2055 NEEDS NO	2055 NEEDS TOTAL NET SQ FT	2055 NEEDS TOTAL DEPT GROSS SQ FT	Remarks
	Visitor Parking				5			6			8			
1	**Staff Spaces**													
2	Supervisor		150	1.3	1	150	195	1	150	195	1	150	195	desk, filing cabinet, 2 guests
3	Probation Officers		150	1.3	6	900	1,170	6	900	1,170	7	1,050	1,365	desk, filing cabinet, 2 guests
4	Admin/Receptionist		80	1.4	1	80	112	1	80	112	1	80	112	TLETS, counter w/ glass
5	Support Staff		48	1.4	0			0			1	48	67	
6														
7														
8														
9	**Support Spaces**													
10	Reception Waiting		25	1.45	8	200	290	10	250	363	12	300	435	
11	Urinalysis Station		64	1.4	0			0			0			conducted at N. Bryant location
12	Programs/Conference		240	1.25	0			0			0			conducted off site
13														
14	Central Files		160	1.35	1	160	216	1	160	216	1	160	216	
15	General Storage		150	1.3	1	150	195	1	150	195	1.5	225	293	
16	Copy/Fax/Work		96	1.35	1	96	130	1	96	130	1	96	130	
17														
18														
19	Kitchenette		50	1.4	1	50	70	1	50	70	1	50	70	
20														
21														
22														
23														
24														
25														
26														
27														
28														
29														
30														
31														
32														
33														
34														
35														
36														
37														
38														
39														
40														
	TOTAL REQUIRED					**1,786**	**2,378**		**1,836**	**2,450**		**2,159**	**2,882**	

TOM GREEN COUNTY COURT SPACE NEEDS

SPACE NEEDS ASSESSMENT

SHERIFF

	Spaces	APPLIED DESIGN STANDARD	NET UNIT SQ FT	DEPT. GROSSING FACTOR	CURRENT NEEDS NO	CURRENT NEEDS TOTAL NET SQ FT	CURRENT NEEDS TOTAL DEPT GROSS SQ FT	2030 NEEDS NO	2030 NEEDS TOTAL NET SQ FT	2030 NEEDS TOTAL DEPT GROSS SQ FT	2055 NEEDS NO	2055 NEEDS TOTAL NET SQ FT	2055 NEEDS TOTAL DEPT GROSS SQ FT	Remarks
	Visitor Parking													
1	**Court Security**													
2	Secondary Screening/Vestibule		64	1.35	1	64	86	1	64	86	1	64	86	chair, small table, before Security Ofc.
3	Security Office		300	1.35	1	300	405	1	300	405	1.25	375	506	2 guests, ID badge photo area, reports area
4	Control Room		240	1.35	1	240	324	1	240	324	1	240	324	
5	Control Room Sallyport		55	1.4	1	55	77	1	55	77	1	55	77	
6	Control Room Toilet Room		55	1.4	1	55	77	1	55	77	1	55	77	
7	Security Equipment		120	1.35	1	120	162	1	120	162	1	120	162	Card Reader access, gun storage
8	Lieutenant's Office		120	1.35	1	120	162	1	120	162	2	240	324	produces training programs
9	Computer Room		120	1.3	1	120	156	1	120	156	1	120	156	provide adequate ventillation
10	Training Media Storage		80	1.4	1	80	112	1	80	112	1	80	112	near Lieutenant's Office
11	Screening Stations													See Building Support
12														
13	**Inmate Holding**													
14	Single Cells		80	1.6	4	320	512	4	320	512	4	320	512	
15	Group Cells		240	1.6	2	480	768	2	480	768	2	480	768	8 person cell, 1 toilet
16	Attorney Interview		35	1.6	2	70	112	2	70	112	2	70	112	video visitation
17	Pedestrian Sallyport		80	1.15	1	80	92	1	80	92	1	80	92	
18	Officer Station		48	1.45	1	48	70	1	48	70	1	48	70	
19	Secure Link to Jail?		2000											
20														
21	Food Prep Area		120	1.3	1	120	156	1	120	156	1	120	156	
22	Storage		80	1.4	1	80	112	1	80	112	1	80	112	restraints
23	Staff Toilet		55	1.4	2	110	154	2	110	154	2	110	154	
24	Vehicular Sallyport		3600	1.15	1	3,600	4,140	1	3,600	4,140	1	3,600	4,140	
25	Security Equipment Room		120	1.3	1	120	156	1	120	156	1	120	156	
26	Security Contol Station		80	1.4	1	80	112	1	80	112	1	80	112	
27														
28														
29														
30														
31														
32														
33														
34														
35														
36														
37														
38														
39														
40														
	TOTAL REQUIRED					6,262	7,945		6,262	7,945		6,457	8,208	

TOM GREEN COUNTY COURT SPACE NEEDS

SPACE NEEDS ASSESSMENT

COUNTY ATTORNEY

	Spaces	APPLIED DESIGN STANDARD	NET UNIT SQ FT	DEPT. GROSSING FACTOR	CURRENT NEEDS NO	CURRENT NEEDS TOTAL NET SQ FT	CURRENT NEEDS TOTAL DEPT GROSS SQ FT	2030 NEEDS NO	2030 NEEDS TOTAL NET SQ FT	2030 NEEDS TOTAL DEPT GROSS SQ FT	2055 NEEDS NO	2055 NEEDS TOTAL NET SQ FT	2055 NEEDS TOTAL DEPT GROSS SQ FT	Remarks
	Visitor Parking				7			9			11			
1	**Staff Spaces**													
2	County Attorney		225	1.25	1	225	281	1	225	281	1	225	281	
3	Assistant Attorney		150	1.3	5	750	975	5	750	975	6	900	1,170	
4	Investigator		150	1.3	2	300	390	2	300	390	3	450	585	
5	Office Manager		120	1.4	1	120	168	1	120	168	1	120	168	
6	Hot Check Clerk		64	1.4	1	64	90	1	64	90				
7	Criminal Clerk		64	1.3	1	64	83	1	64	83	2	128	166	
8	Clerk		64	1.4	1	64	90	1	64	90	2	128	179	
9	Receptionist		80	1.3	1	80	104	1	80	104	1	80	104	
10	DOMESTIC VIOLENCE UNIT													
11	Victim Coordinator		120	1.35	1	120	162	1	120	162	2	240	324	
12	Investigator		150	1.3	1	150	195	1	150	195	2	300	390	
13	Receptionist		80	1.3	1	80	104	1	80	104	0			If split depts. Merge, only need 1 receptionist.
14														
15														
16	**Support Spaces**													
17	Reception/Waiting		25	1.45	8	200	290	8	200	290	10	250	363	
18	Victim/Child Waiting		120	1.35	1	120	162	1	120	162	1	120	162	Close to Victim Coordinator office
19	Victim/Witness Meeting Room		225	1.35	1	225	304	1	225	304	1	225	304	Immediately adj. to waiting; evidence viewing
20	Conference Room		576	1.45	1	576	835	1	576	835	1	576	835	18 at 48 in. wide rectangular table, library
21														
22														
23	Secure Storage Room		80	1.3	1	80	104	1	80	104	1	80	104	Card reader
24	Active Files		150	1.3	1	150	195	1	150	195	1	150	195	
25	TLETS Computer		100	1.3	1	100	130	1	100	130	1	100	130	Close to ciminal clerk area, locked room
26	Copy/Fax/Printer stations		48	1.4	1	48	67	1	48	67	2	96	134	
27	Temporary Storage		160	1.25	1	160	200	1	160	200	1	160	200	
28	General Storage		160	1.25	1	160	200	1	160	200	1.5	240	300	
29	Work Room		182	1.25	1	182	228	1	182	228	1	182	228	
30														
31														
32														
33														
34														
35														
36														
37														
38														
39														
40														
	TOTAL REQUIRED					**4,018**	**5,356**		**4,018**	**5,356**		**4,750**	**6,322**	

TOM GREEN COUNTY COURT SPACE NEEDS

SPACE NEEDS ASSESSMENT

COURT SUPPORT SPACES

					CURRENT NEEDS			2030 NEEDS			2055 NEEDS			
	Spaces	***APPLIED DESIGN STANDARD***	***NET UNIT SQ FT***	***DEPT. GROSSING FACTOR***	**NO**	**TOTAL NET SQ FT**	**TOTAL DEPT GROSS SQ FT**	**NO**	**TOTAL NET SQ FT**	**TOTAL DEPT GROSS SQ FT**	**NO**	**TOTAL NET SQ FT**	**TOTAL DEPT GROSS SQ FT**	**Remarks**
	Visitor Parking				18			18			18			
1	**Grand Jury**													
2	Grand Jury Room		750	1.45	1	750	1,088	1	750	1,088	1	750	1,088	
3	Witness Waiting		160	1.3	2	320	416	2	320	416	2	320	416	
4	Bailiff Station/Entry Vestibule		150	1.3	1	150	195	1	150	195	1	150	195	
5	Closet		18	1.45	1	18	26	1	18	26	1	18	26	
6	Grand Jury Toilet Rooms		55	1.4	2	110	154	2	110	154	2	110	154	
7	Kitchenette		50	1.4	1	50	70	1	50	70	1	50	70	
8	Sound Lock Vestibule		48	1.3	1	48	62	1	48	62	1	48	62	
9	Legal Asst. touch-down space		36	1.4	1	36	50	1	36	50	1	36	50	
10	Victim Witness Waiting		160	1.3	1	160	208	1	160	208	1	160	208	
11	Secure Witness Holding		80	1.4	1	80	112	1	80	112	1	80	112	detention grade **VERIFY NEED**
12														
13	**Jury Registration**													Off of Main Lobby
14	Sign-in/Queuing		160	1.3	1	160	208	1	160	208	1	160	208	
15	Check pick-up		160	1.3	1	160	208	1	160	208	1	160	208	
16														
17														
18	**Retired Judges**													
19	Judge's Office		120	1.3	4	480	624	4	480	624	4	480	624	
20	Conference Room		330	1.35	1	330	446	1	330	446	1	330	446	8 - mediation room, 60 in. wide table, credena
21	Copy/Work Area		60	1.4	1	60	84	1	60	84	1	60	84	
22	Kitchenette		50	1.4	1	50	70	1	50	70	1	50	70	
23	Toilet Rooms		55	1.3	2	110	143	2	110	143	2	110	143	
24														
25														
26	Attorney Work Room		1000	1.3	1	1,000	1,300	1	1,000	1,300	1.5	1,500	1,950	Furnishings to be provided by local bar association
27														
28														
29														
30														
31														
32														
33														
34														
35														
36														
37														
38														
39														
40														
	TOTAL REQUIRED					**4,072**	**5,464**		**4,072**	**5,464**		**4,572**	**6,114**	

TOM GREEN COUNTY COURT SPACE NEEDS

SPACE NEEDS ASSESSMENT

BUILDING SUPPORT

	Spaces	APPLIED DESIGN STANDARD	NET UNIT SQ FT	DEPT. GROSSING FACTOR	CURRENT NEEDS NO	CURRENT NEEDS TOTAL NET SQ FT	CURRENT NEEDS TOTAL DEPT GROSS SQ FT	2030 NEEDS NO	2030 NEEDS TOTAL NET SQ FT	2030 NEEDS TOTAL DEPT GROSS SQ FT	2055 NEEDS NO	2055 NEEDS TOTAL NET SQ FT	2055 NEEDS TOTAL DEPT GROSS SQ FT	Remarks
	Visitor Parking													
1	**Lobby Functions**													
2	Entry Queuing		7	1.3	200	1,400	1,820	250	1,750	2,275	300	2,100	2,730	
3	Security Screening Stations		192	1.25	2	384	480	2	384	480	3	576	720	
4														
5	Lobby		1000	1.15	1	1,000	1,150	1	1,000	1,150	1	1,000	1,150	
6	Security Desk		200	1.4	1	200	280	1	200	280	1	200	280	pistol lockers
7														
8														
9	**Building Support**													
10	Receiving @ Loading Area		160	1.25	1	160	200	1	160	200	1	160	200	
11	Screening Station		192	1.25	0			0			1	192	240	
12	Superintendant Office		120	1.35	1	120	162	1	120	162	1	120	162	
13	Housekeeping Storage		120	1.35	1	120	162	1	120	162	1	120	162	
14	Maintenance Storage/Work Area		240	1.25	1	240	300	1	240	300	1	240	300	
15	Mail Processing		160	1.3	1	160	208	1	160	208	1	160	208	
16	Recycling Room		160	1.4	1	160	224	1	160	224	1	160	224	
17	General Building Storage		400	1.15	1	400	460	1	400	460	1.5	600	690	
18	Janitor Closets		40	1.4	6	240	336	6	240	336	8	320	448	
19														
20	Public Vending Area		160	1.3	1	160	208	1	160	208	1	160	208	
21														
22														
23	Staff Break Room		940	1.2	1	940	1,128	1	940	1,128	1.5	1,410	1,692	
24	Break Room Storage		75	1.4	1	75	105	1	75	105	2	150	210	
25	Staff Men's Toilet		325	1.3	1	325	423	1	325	423	2	650	845	
26	Staff Women's Toilet		325	1.3	1	325	423	1	325	423	2	650	845	
27														
28														
29														
30														
31														
32														
33														
34														
35														
36														
37														
38														
39														
40														
	TOTAL REQUIRED					**6,409**	**8,068**		**6,759**	**8,523**		**8,968**	**11,314**	

TOM GREEN COUNTY COURT SPACE NEEDS

SPACE NEEDS ASSESSMENT

SPACE STANDARDS

					CURRENT NEEDS			2015 NEEDS			2020 NEEDS			
	Spaces	***APPLIED DESIGN STANDARD***	***NET UNIT SQ FT***	***DEPT. GROSSING FACTOR***	NO	TOTAL NET SQ FT	TOTAL DEPT GROSS SQ FT	NO	TOTAL NET SQ FT	TOTAL DEPT GROSS SQ FT	NO	TOTAL NET SQ FT	TOTAL DEPT GROSS SQ FT	**Remarks**
1	**Private Offices**													
2	Judicial Chambers		300	1.25										15 x 20 -- 2-zone office
3	Director / Dept. Head		225	1.25										15 x 15 -- allows for small conf. In ofc.
4	Probation Ofcrs, Attorneys		150	1.3										10 x 15
5	Asst Dir / Deputy, Managers		120	1.3										10 x 12
6														
7														
8														
9	**Workstations**													
10	Meets with two guests		96	1.4										8 x 12
11	A lot of paperwork and 1 guest		80	1.4										8 x 10
12	A lot of paperwork or 1 guest		64	1.4										8 x 8
13	Standard		48	1.4										6 x 8
14	Touch-down space		36	1.4										6 x 6
15	Carrel, Public Access Terminal		25	1.4										5 x 5
16														
17	**Support**													
18	Files		9											One file plus 1/2 of aisle
19	Kitchenette within department		50											3' wide refrig, 7' cabinets, 3' deep aisle
20	Work area / copy station		60											5' copier, 7' cabinets, 3' deep aisle
21														
22	**Conference**													add more space for credenza, libr., other furniture
23	40 at training tables		1200	1.55										
24	30 at training tables		1020	1.55										
25	30 - (20)@ 60 in. rect. table, 10 gallery		646	1.55										
26	25 - 24 training, 1 instructor		855	1.55										
27	20 at 60 in. wide rectangular table		570	1.5										
28	20 at 48 in. wide rectangular table		532	1.5										
29	18 at 60 in. wide rectangular table		510	1.45										
30	18 at 48 in. wide rectangular table		476	1.45										
31	16 at 48 in. wide rectangular table		448	1.45										
32	14 at 48 in. wide rectangular table		392	1.4										
33	12 at 48 in. wide rectangular table		364	1.4										
34	10 at 48 in. wide rectangular table		308	1.4										
35	8 at 48 in. wide rectangular table		280	1.35										
36	8 - mediation room, 60 in. wide table		300	1.35										
37	6 at 42 in. wide rectangular table		200	1.35										
38	4 at 36 in. wide rectangular table		192	1.35										
39	4 at 48" round table		156	1.35										
40														
	TOTAL REQUIRED													

TOM GREEN COUNTY COURT SPACE NEEDS

SPACE NEEDS ASSESSMENT

PARKING REQUIREMENT PROJECTIONS

	Departments	APPLIED DESIGN STANDARD	NET UNIT SQ FT	GROSSING FACTOR	CURRENT NEEDS			2030 NEEDS			2055 NEEDS			Remarks
					SECURE	STAFF	VISITOR	SECURE	STAFF	VISITOR	SECURE	STAFF	VISITOR	
1														
2	District Court				4	17	4	4	17	4	4	17	4	
3	County Court at Law				2	9	2	2	9	2	2	9	2	
4	Attorney General Court				1	4	1	1	4	1	1	4	1	
5	Justice of the Peace Precinct 1				1	4	1	1	4	1	1	4	1	
6	District Court Clerk				1	18	7	1	18	10	1	25	13	
7	County Clerk				1	19	10	1	19	15	1	25	20	
8	District Attorney				2	22	8	2	30	12	2	45	16	
9	Adult Probation				0	8	5	0	8	6	0	10	8	
10	Sheriff				0	6	0	0	6	0	0	6	0	**VERIFY COUNTY VEHICLE COUNT**
11	County Attorney				1	15	7	1	15	9	1	19	11	
12														
13	Court Support				0	4	318	0	4	318	0	5	418	Grand Jury, Jury, Retired Judges
14	Building Support				0	2	0	0	2	0	1	3	0	Maintenance staff, cty. maintenance dept. vehicles
15														
16	Future Courts				0	0	0	0	0	0	2	8	2	
17														
18														
19														
20														
21														
22														
23														
24														
25														
26														
27														
28														
29														
30														
31														
32														
33														
34														
35														
36														
37														
38														
39														
40														
	TOTAL REQUIRED				**13**	**128**	**363**	**13**	**136**	**378**	**16**	**180**	**496**	

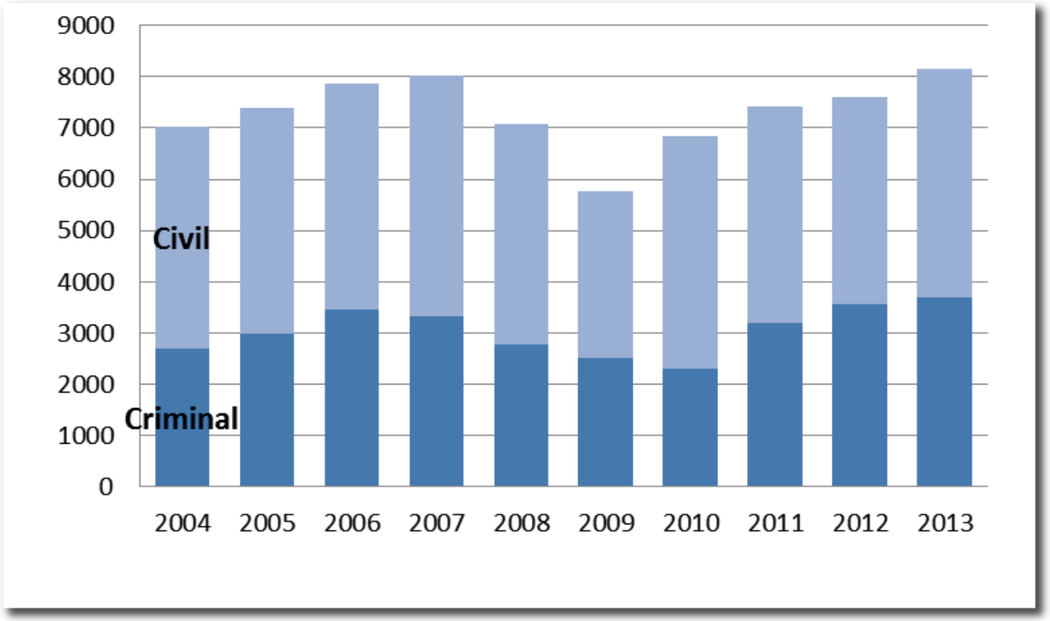
District Court Caseload

+26

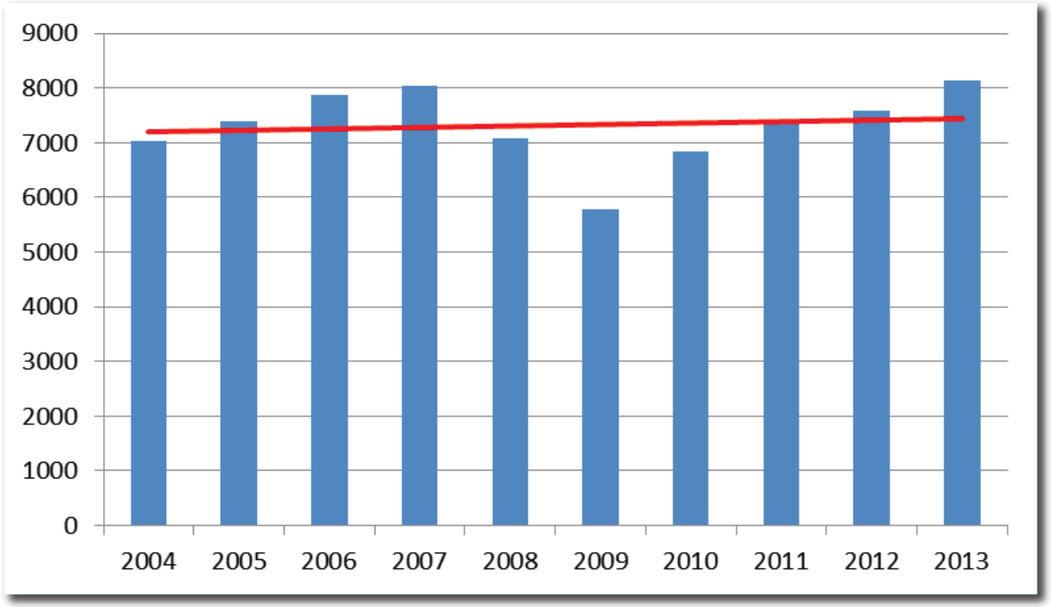
Cases Annually

+6%

By 2030



District Court Caseload Trend



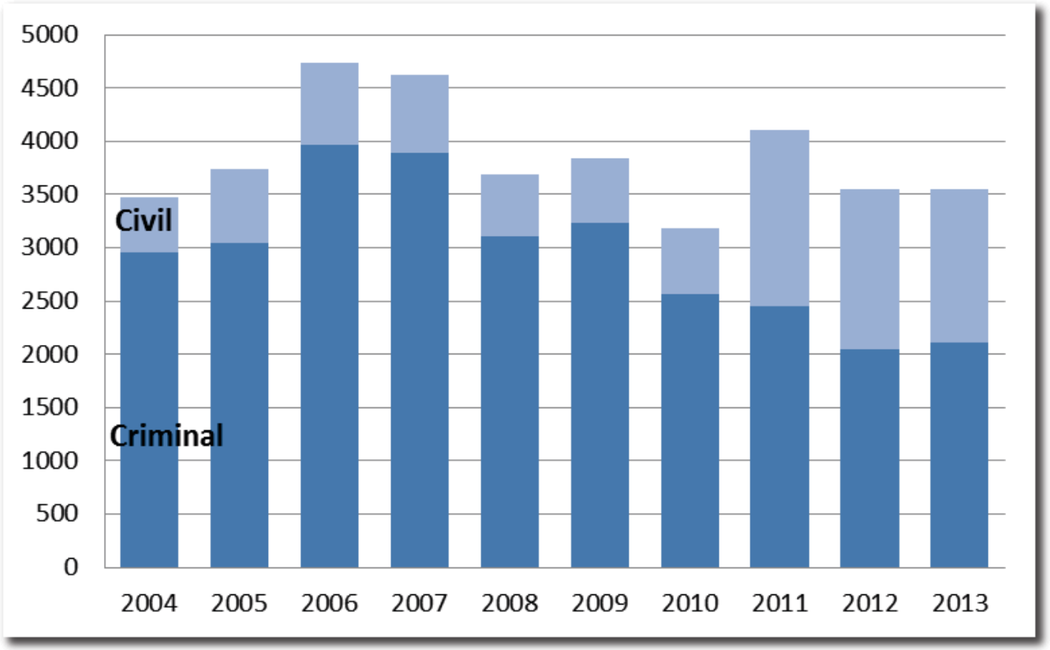
County Court Caseload

-49

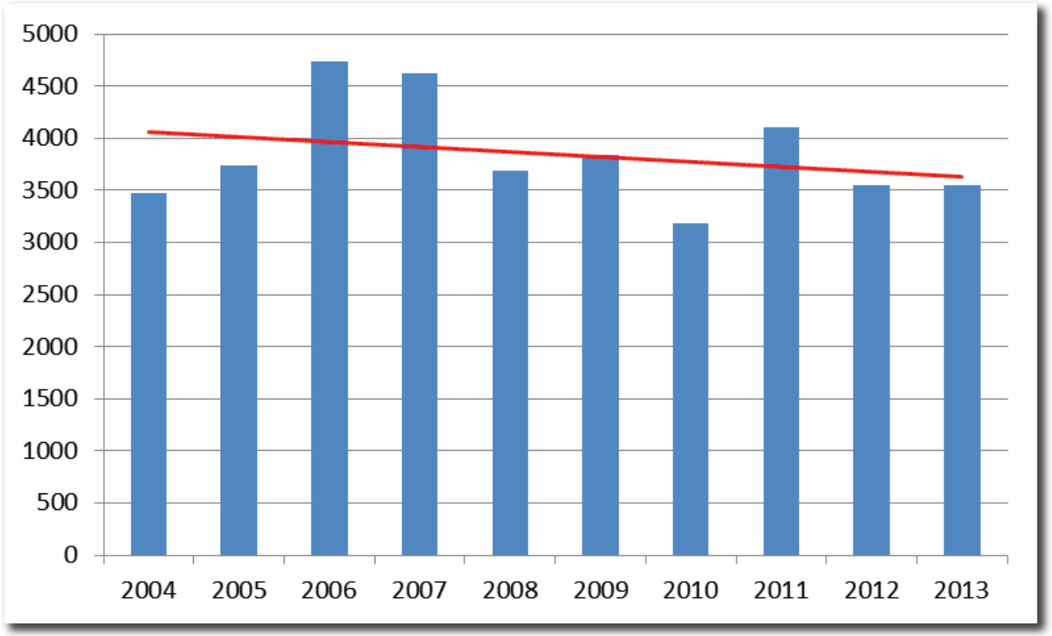
Cases Annually

-23%

By 2030

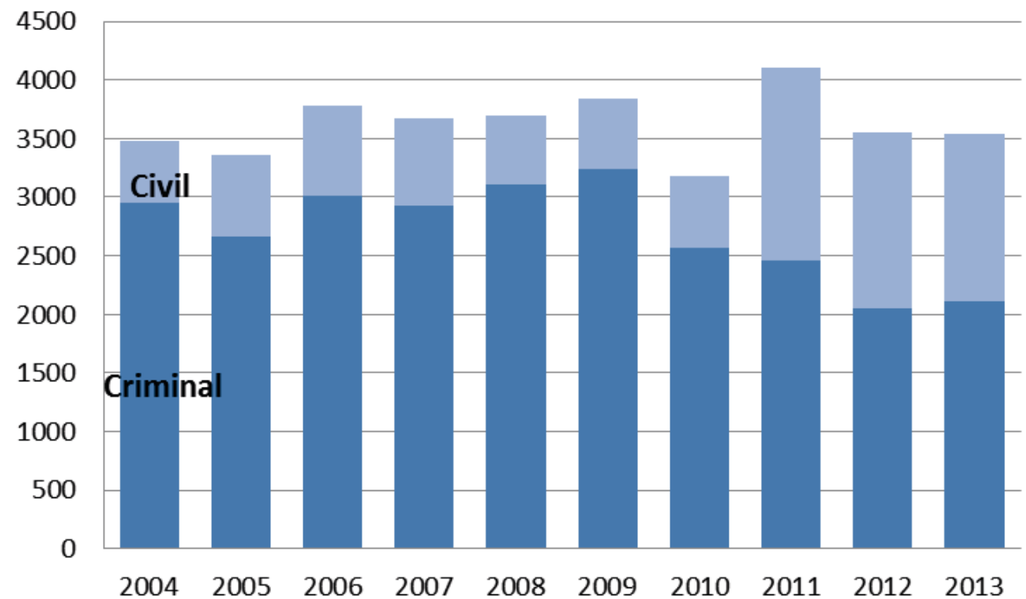


County Court Caseload Trend

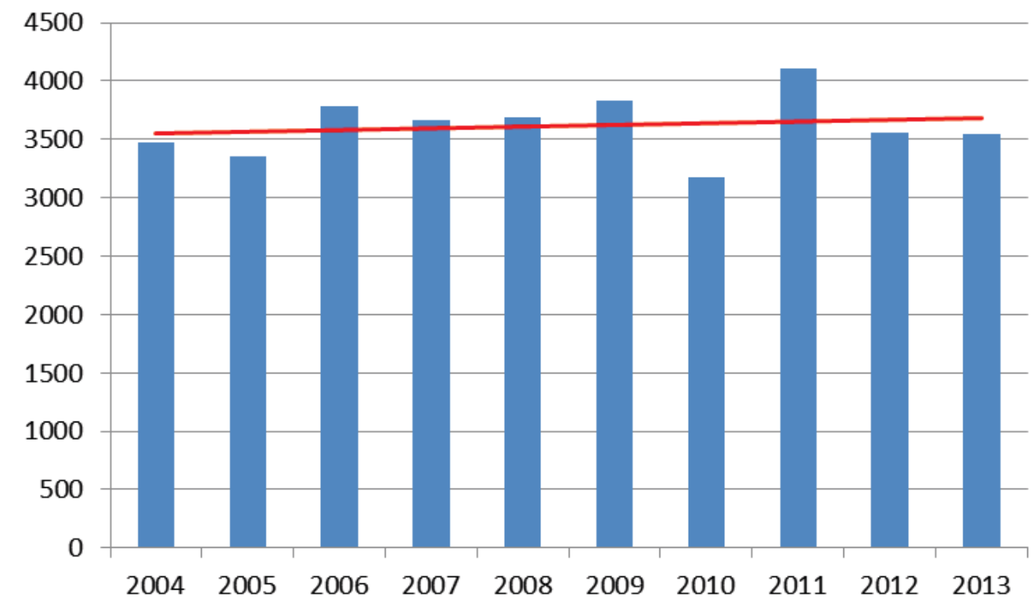


County Caseload Data includes a surge in traffic cases related to reclassification of offenses and a surcharge program (see 2006 and 2007 data) and then a rescinding of the program. On the next page are revised caseload trends that adjusts this surge.

County Court Caseload -ADJUSTED



County Court Caseload Trend-ADJUSTED



+14

Cases Annually

+6%

By 2030

Conclusions

1. Moderate Population Growth.

2. Moderate Caseload Growth.

3. Based on comparisons, Tom Green Courts have available capacity.

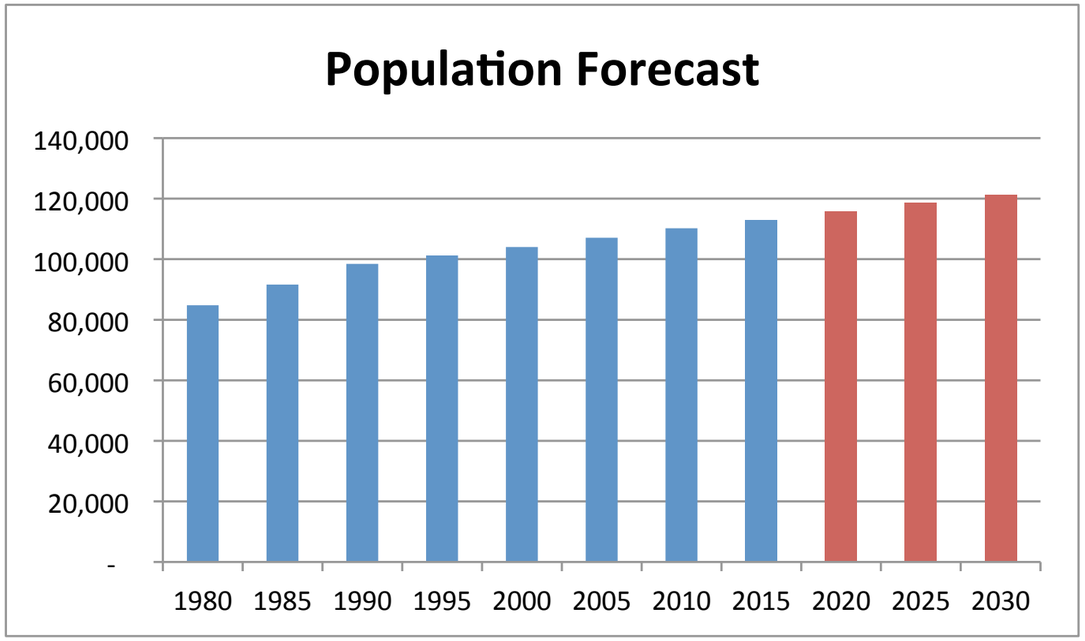
Observation for Consideration

Kaufman, Ector, and Smith County Courts hear family and juvenile cases. If the Tom Green District Courts become overloaded maybe these cases can shift to the County Court.

The adjusted County Caseload projections attempts to more accurately reflect caseload data by moderating the effects of the reclassification of traffic offenses and the short-lived surcharge program from 2006 to 2007.

Tom Green County Population Projections

Year	Population	Percent Change	Cumulative Percent Change
1980	84,784		From 1980
1990	98,458	+16%	
2000	104,010	+6%	
2010	110,224	+6%	+30%
Projections			From 2010
2015	112,986	+3%	
2020	115,817	+3%	
2025	118,597	+2%	
2030	121,150	+2%	+10%



Notes: Historic population data source: US Census

Projections source: Texas State Data Center

US Census Estimate for 2012 is 113,281

County Population Forecast

+10%

2015 to 2030

DISTRICT COURT CASELOAD - COMPARATIVE ANALYSIS

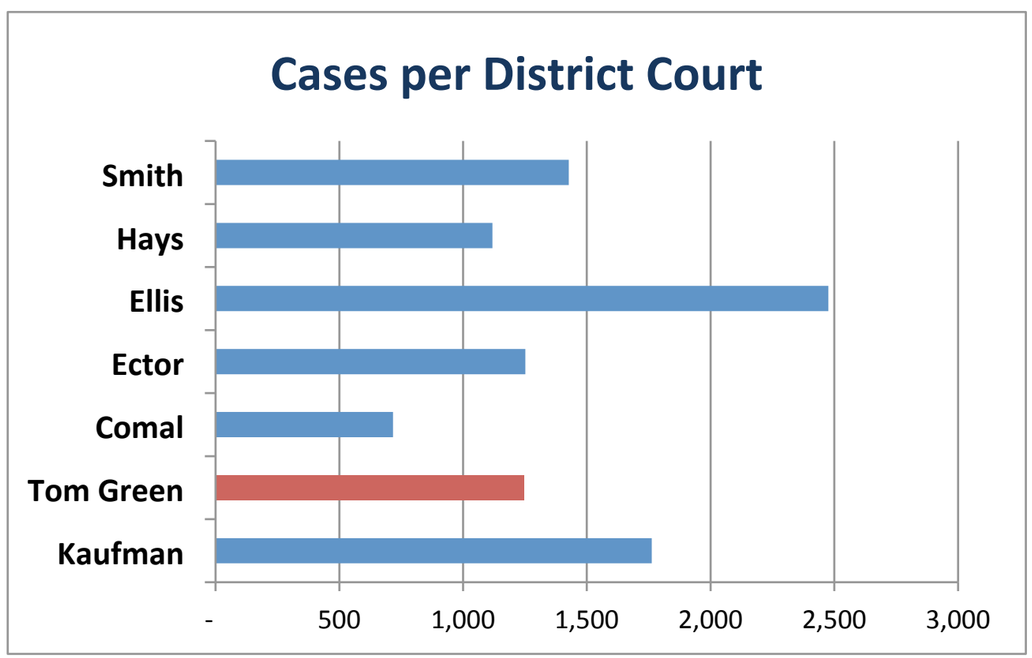
Cases added - 2013

County	2013 Population	Civil	Family	Juvenile	Criminal	Total	District Courts	Cases per Court
Kaufman	108,570	688	1657	0	1180	3,525	2	1,763
Tom Green*	**114,950**	**833**	**2326**	**45**	**1785**	**4,989**	**4**	**1,247**
Comal	118,480	877	1412	71	508	2,868	4	717
Ector	149,380	968	1861	0	2177	5,006	4	1,252
Ellis†	155,980	889	2709	0	1353	4,951	2	2,476
Hays	176,020	1300	1932	0	1243	4,475	4	1,119
Smith	216,080	1390	1965	0	2353	5,708	4	1,427

*Includes cases heard in the surrounding Counties of Sterling, Irion, Schleicher, Coke, Concho, and Runnels

†Ellis added a District Court in 2014

Avg	1,429
Min	717
Max	2,476



Cases per District Court

23%

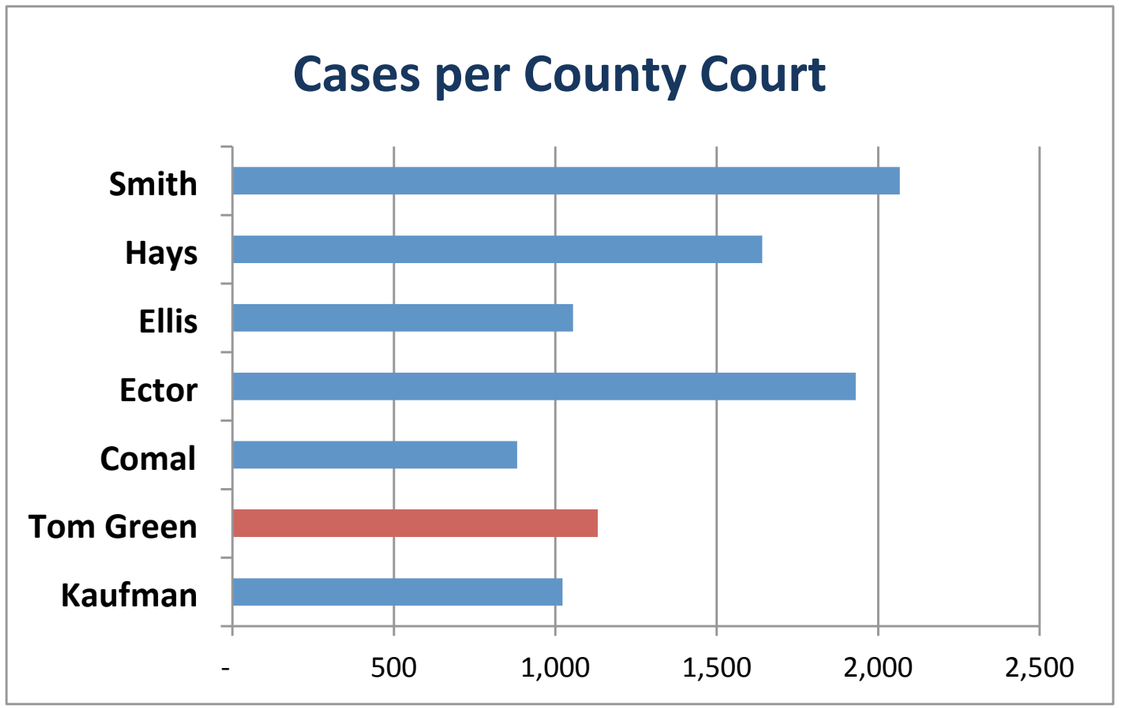
Below Average

COUNTY COURT CASELOAD - COMPARATIVE ANALYSIS

Cases added - 2013

County	2013 Population	Civil	Family	Juvenile	Criminal	Total	County Courts	Cases per Court
Kaufman	108,570	865	59	44	2099	3,067	3	1,022
Tom Green	**114,950**	**540**	**0**	**0**	**2852**	**3,392**	**3**	**1,131**
Comal	118,480	716	0	0	1930	2,646	3	882
Ector	149,380	638	913	130	4110	5,791	3	1,930
Ellis	155,980	701	0	80	2384	3,165	3	1,055
Hays	176,020	1029	0	109	3785	4,923	3	1,641
Smith	216,080	1104	1751	345	5068	8,268	4	2,067

Avg	1,390
Min	882
Max	2,067



Cases per County Court

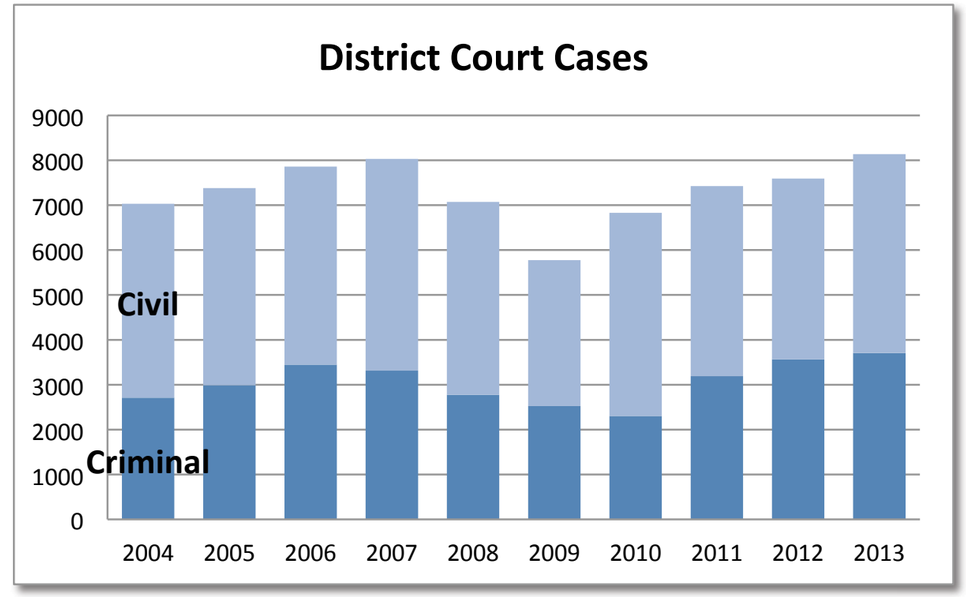
15%

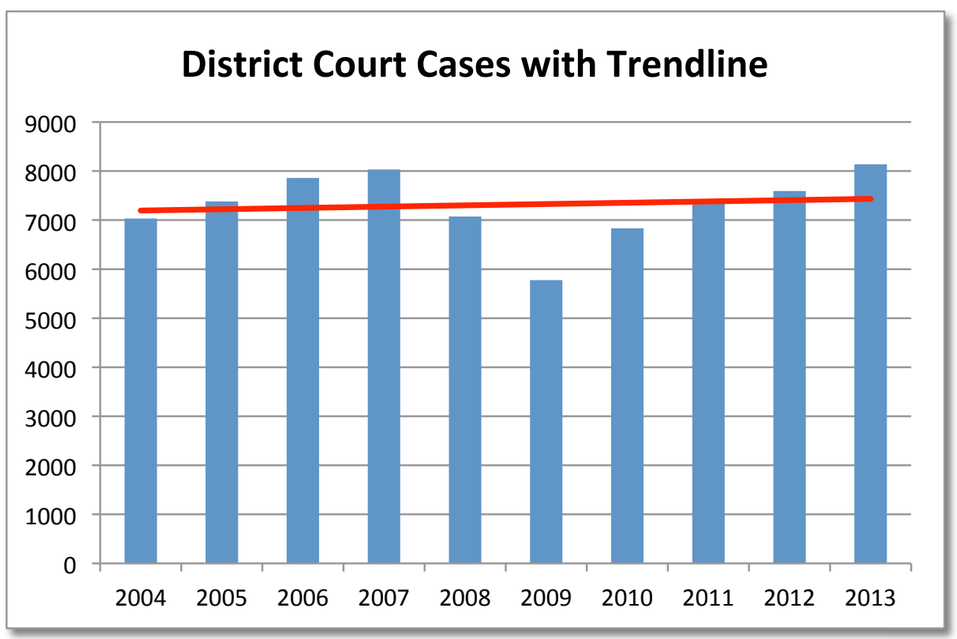
Below Average

District Court Caseload Analysis - Summary

Tom Green County, Texas

District Court				
	Criminal	**Civil**	**Total**	**Trend**
2004	2710	4322	7032	7195
2005	2989	4392	7381	7222
2006	3449	4412	7861	7248
2007	3314	4718	8032	7274
2008	2776	4296	7072	7301
2009	2524	3251	5775	7327
2010	2303	4528	6831	7354
2011	3191	4236	7427	7380
2012	3566	4027	7593	7407
2013	3707	4431	8138	7433
Annual Rate of Change				
	+ 49	**-25**	**+ 24**	





Caseload Projections	
2015	7,481
2020	7,601
2025	7,721
2030	7,841

Projected Growth
2013 to 2030
+ 5.5%

Note: Caseloads include cases heard in surrounding counties and includes Title IV-D cases

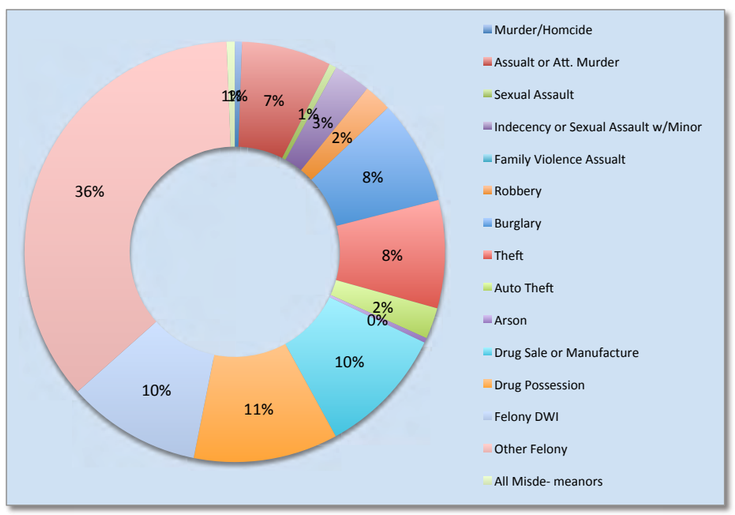
3.B.

District Court Caseload Analysis - Criminal

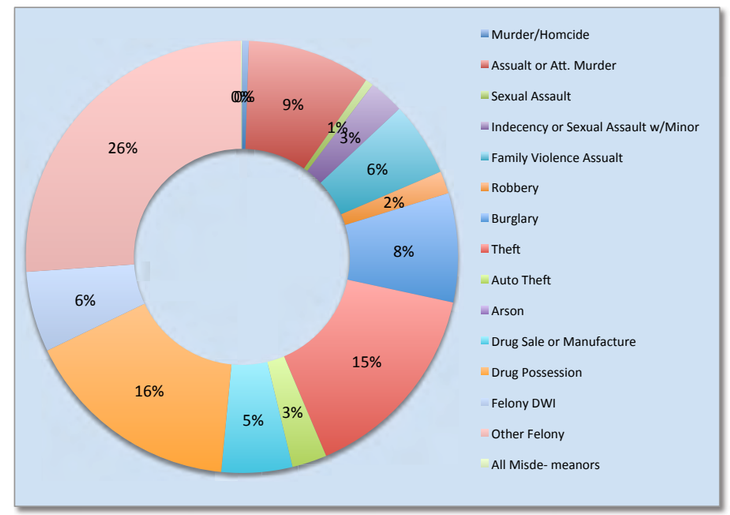
Tom Green County, Texas

	Murder/Homcide	Assualt or Att. Murder	Sexual Assault	Indecency or Sexual Assault w/Minor	Family Violence Assualt	Robbery	Burglary	Theft	Auto Theft	Arson	Drug Sale or Manufacture	Drug Possession	Felony DWI	Other Felony	All Misde-meanors	Total
2004	15	187	15	77		58	218	225	65	10	269	301	279	974	17	2710
2005	14	251	26	68		61	206	246	74	9	265	486	270	999	14	2989
2006	11	385	25	116		43	200	333	70	9	210	707	272	1058	10	3449
2007	5	370	26	126		43	179	307	79	12	212	690	256	986	23	3314
2008	13	327	18	112		57	186	273	69	13	132	454	218	892	12	2776
2009	20	325	17	99		47	179	255	80	6	121	328	276	758	13	2524
2010	18	309	25	105	6	47	182	247	45	1	94	308	213	694	15	2309
2011	5	319	22	116	104	71	288	455	37		152	418	234	943	17	3181
2012	12	355	22	101	160	57	302	568	72		198	512	262	921	18	3560
2013	19	340	22	97	205	62	300	561	96		195	601	222	958	3	3681
Annual Rate of Change - Cases																
	+ 0.2	+ 9.6	+ 0.1	+ 2.0		+ 0.9	+ 11.2	+ 34.5			-10.8	+ 1.0	-5.0	-13.8	-0.5	+ 49.3

Criminal Caseload Distribution - 2004



Criminal Caseload Distribution - 2013



Criminal Caseload Projections

2015	3,780
2020	4,026
2025	4,273
2030	4,519

Projected Growth 2013 to 2030

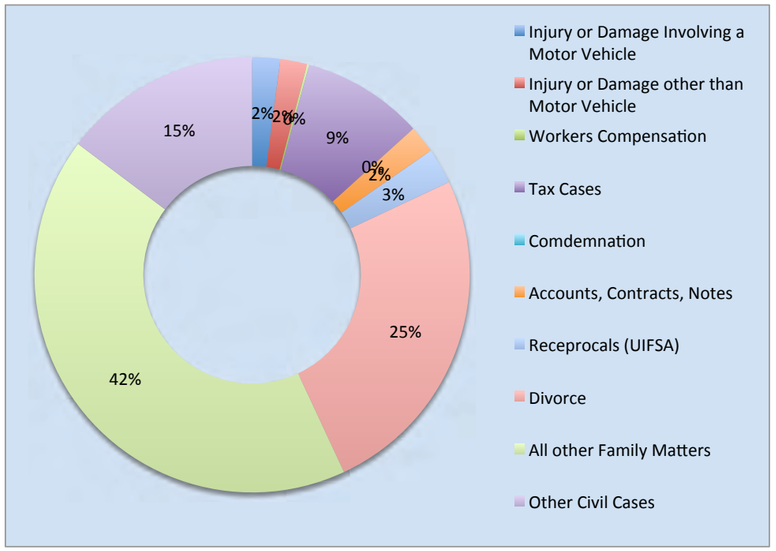
+ 22.8%

District Court Caseload Analysis - Civil

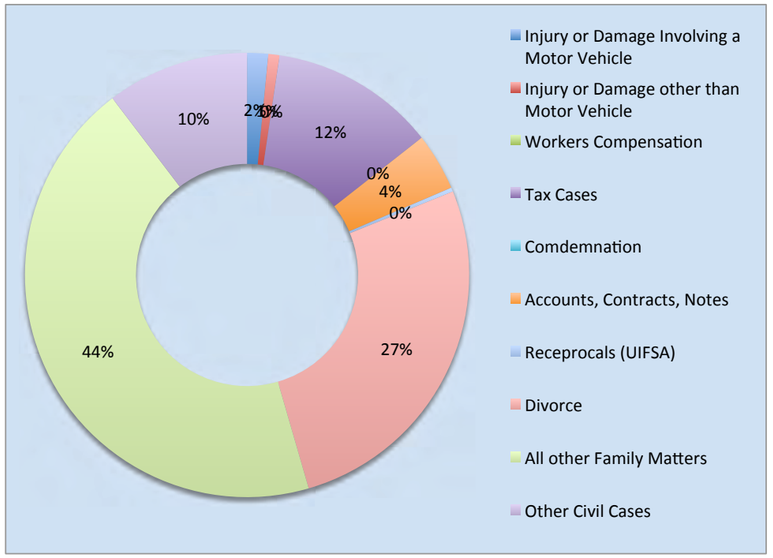
Tom Green County, Texas

	Injury or Damage Involving a Motor Vehicle	Injury or Damage other than Motor Vehicle	Workers Compensation	Tax Cases	Comdemnation	Accounts, Contracts, Notes	Receprocals (UIFSA)	Divorce	All other Family Matters	Other Civil Cases	Total
2004	90	86	7	391	0	89	115	1083	1824	637	4322
2005	82	49	11	518	0	89	117	1046	1701	779	4392
2006	64	40	11	615	0	93	117	978	1658	836	4412
2007	58	43	9	638	0	92	123	1032	1850	873	4718
2008	41	53	9	436	0	101	126	936	1754	840	4296
2009	26	59	1	449	0	83	21	894	1259	459	3251
2010	62	55	18	417	0	182	64	1038	2504	188	4528
2011	70	66	0	476	0	207	32	1194	1862	329	4236
2012	66	43	0	557	0	196	8	1145	1579	433	4027
2013	68	36	0	534	0	185	13	1181	1955	459	4431
Annual Rate of Change - Cases											
	-1.7	-1.9	-1.1	+ 1.3		+ 14.8	-14.5	+ 15.9	+ 17.0	-54.5	-24.7

Civil Caseload Distribution - 2004



Civil Caseload Distribution - 2013



Criminal Caseload Projections

2015	4,382
2020	4,258
2025	4,135
2030	4,011

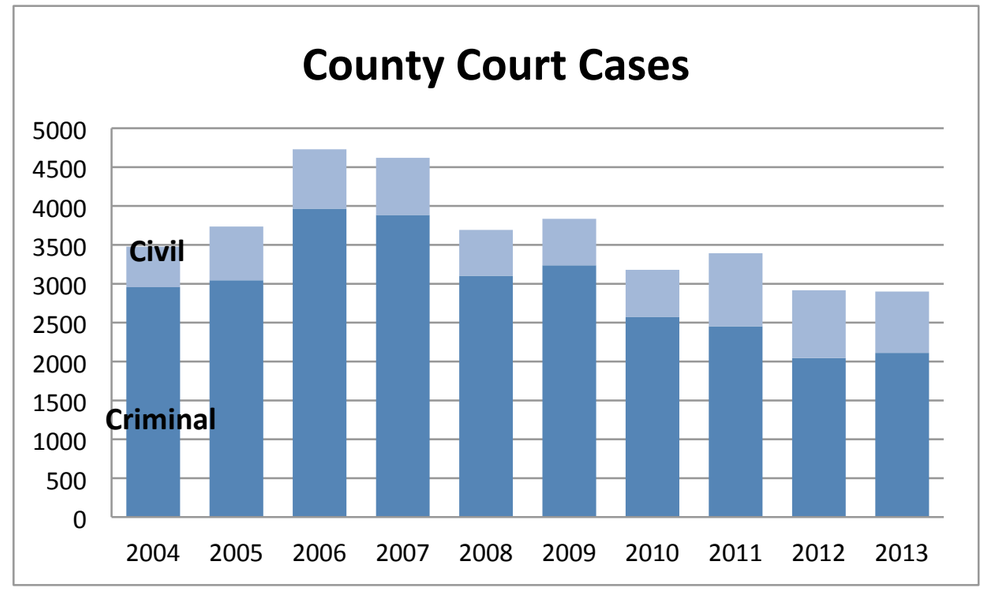
Projected Growth 2013 to 2030

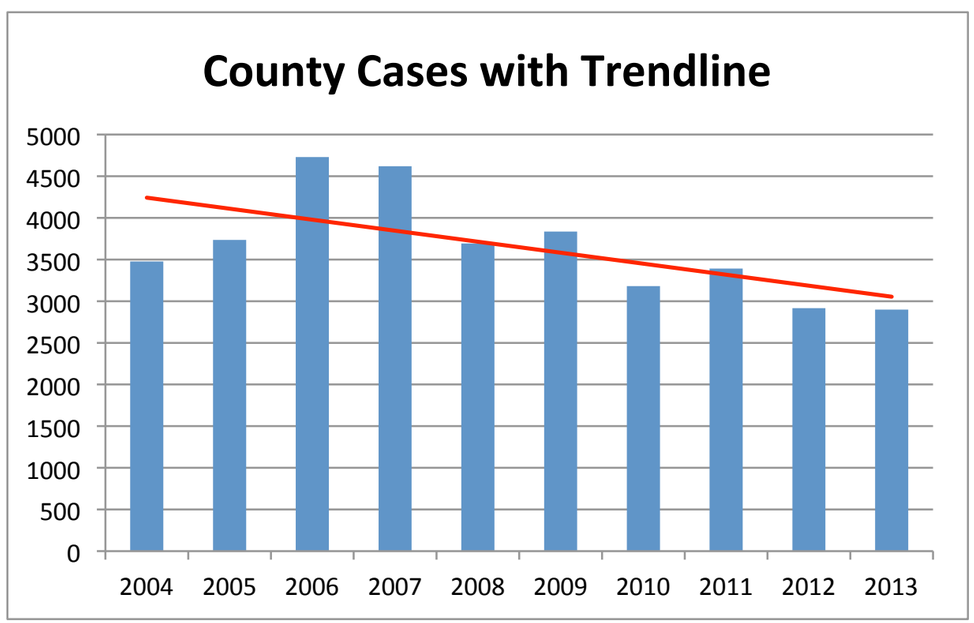
-9.5%

County Court Caseload Analysis - Summary

Tom Green County, Texas

	County Court			
	Criminal	**Civil**	**Total**	**Trend**
2004	2955	522	3477	4242
2005	3044	691	3735	4110
2006	3965	764	4729	3978
2007	3884	736	4620	3846
2008	3102	591	3693	3714
2009	3237	599	3836	3582
2010	2570	610	3180	3450
2011	2454	938	3392	3318
2012	2046	871	2917	3186
2013	2112	787	2899	3054
	Annual Rate of Change			
	-157	**+ 25**	**-132.1**	





Caseload Projections	
2015	2,790
2020	2,129
2025	1,469
2030	808

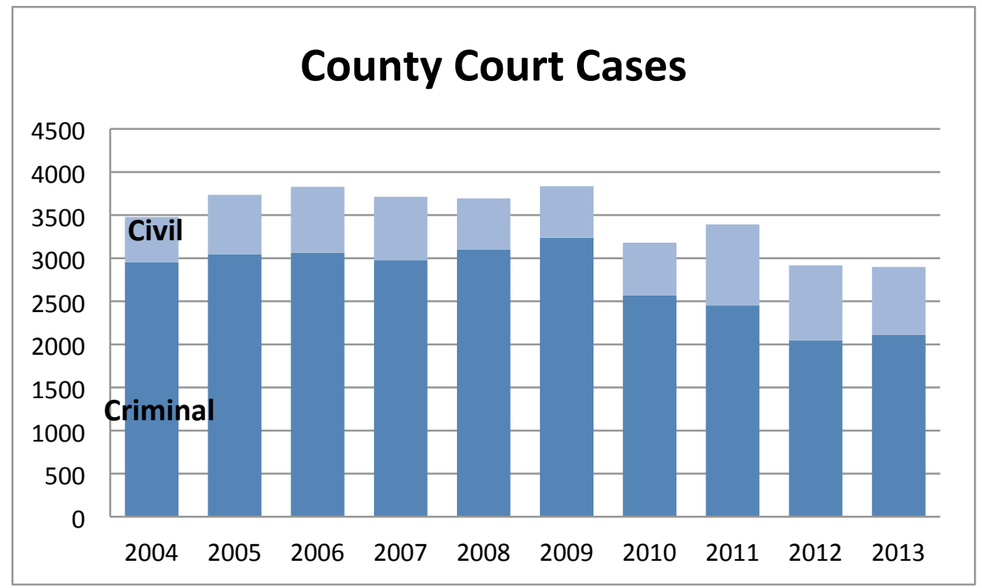
Projected Decline 2013 to 2030

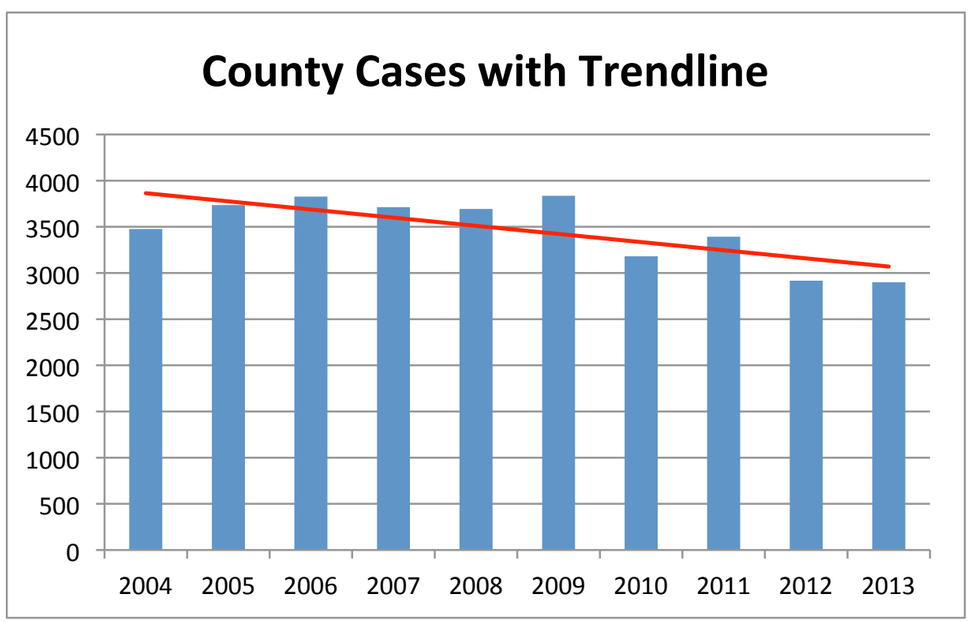
-73.5%

County Court Caseload Analysis - Summary (Adjusted for surge in traffic cases 2006-2007)

Tom Green County, Texas

	County Court			
	Criminal	**Civil**	**Total**	**Trend**
2004	2955	522	3477	3864
2005	3044	691	3735	3776
2006	3064	764	3828	3688
2007	2977	736	3713	3599
2008	3102	591	3693	3511
2009	3237	599	3836	3423
2010	2570	610	3180	3335
2011	2454	938	3392	3246
2012	2046	871	2917	3158
2013	2112	787	2899	3070
	Annual Rate of Change			
	-113	**+ 25**	**-88.3**	





Caseload Projections	
2015	2,877
2020	2,436
2025	1,994
2030	1,553

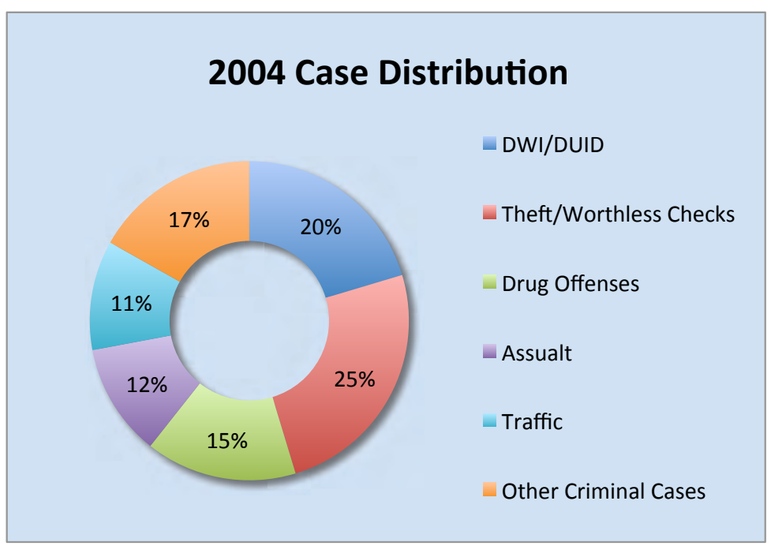
Projected Decline
2013 to 2030
-49.2%

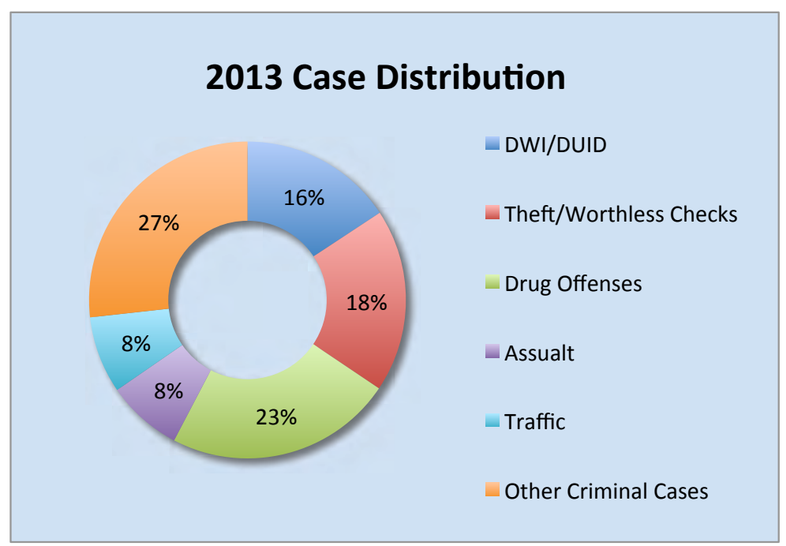
County Court Caseload Analysis - Criminal

Tom Green County, Texas

	DWI/DUID	Theft/Worthless Checks	Drug Offenses	Assualt	Traffic	Other Criminal Cases	Total County Civil Cases
2004	602	737	453	337	328	498	2955
2005	559	639	522	184	634	506	3044
2006	622	656	570	279	302	635	3064
2007	598	484	635	323	302	635	2977
2008	643	564	501	233	389	772	3102
2009	681	561	536	242	362	855	3237
2010	485	513	481	152	193	746	2570
2011	452	460	504	222	198	618	2454
2012	397	448	383	155	149	514	2046
2013	332	395	491	163	166	565	2112
	Annual Rate of Change - Cases						
	-29	-32	-8	-16	-35	+ 6	-113

Note: 2006-2007 traffic numbers reduced down to remove surcharge program cases





Criminal Caseload Projections

2015	1,886
2020	1,321
2025	756
2030	191

Projected Decrease 2013 to 2030

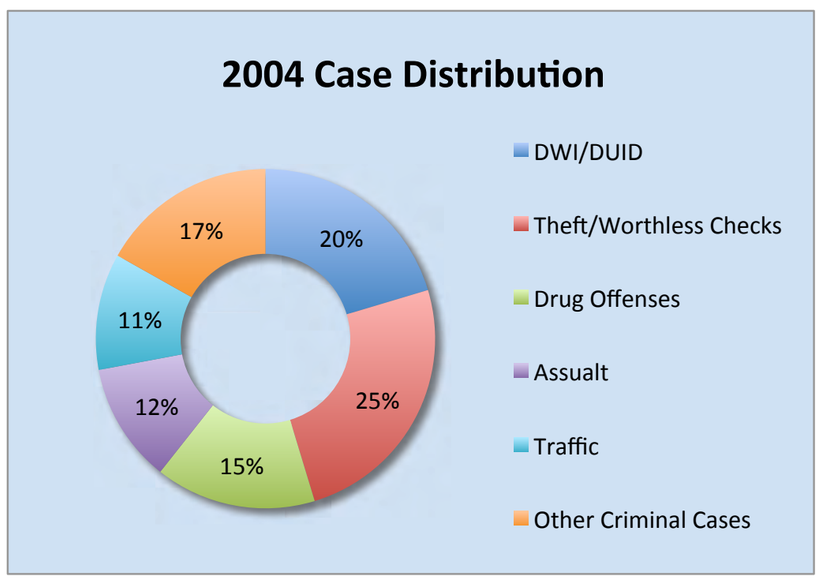
-91.0%

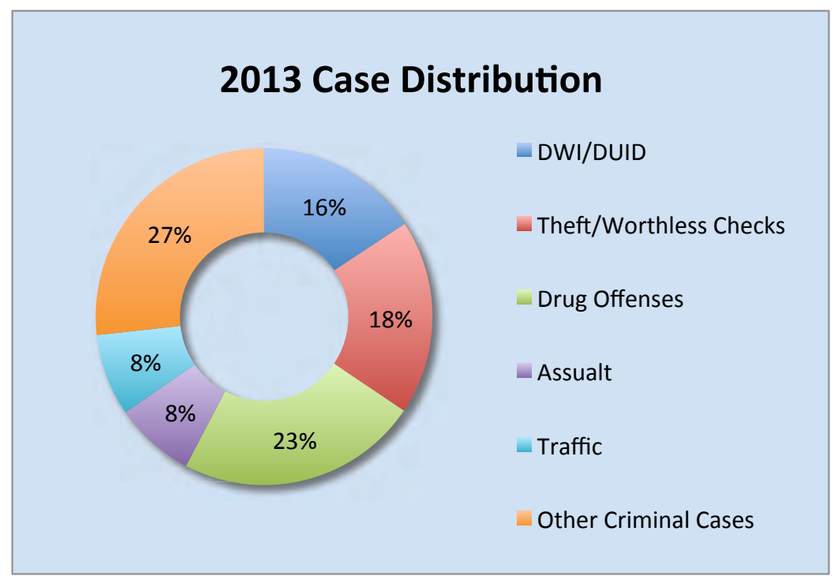
County Court Caseload Analysis - Criminal

4.B.

Tom Green County, Texas

	DWI/DUID	Theft/Worthless Checks	Drug Offenses	Assualt	Traffic	Other Criminal Cases	Total County Civil Cases
2004	**602**	**737**	**453**	**337**	**328**	**498**	**2955**
2005	**559**	**639**	**522**	**184**	**634**	**506**	**3044**
2006	**622**	**656**	**570**	**279**	**1203**	**635**	**3965**
2007	**598**	**484**	**635**	**323**	**1209**	**635**	**3884**
2008	**643**	**564**	**501**	**233**	**389**	**772**	**3102**
2009	**681**	**561**	**536**	**242**	**362**	**855**	**3237**
2010	**485**	**513**	**481**	**152**	**193**	**746**	**2570**
2011	**452**	**460**	**504**	**222**	**198**	**618**	**2454**
2012	**397**	**448**	**383**	**155**	**149**	**514**	**2046**
2013	**332**	**395**	**491**	**163**	**166**	**565**	**2112**
	Annual Rate of Change - Cases						
	-29	**-32**	**-8**	**-16**	**-79**	**+ 6**	**-157**





Criminal Caseload Projections

2015	1,798
2020	1,013
2025	228
2030	-

Projected Decrease 2013 to 2030

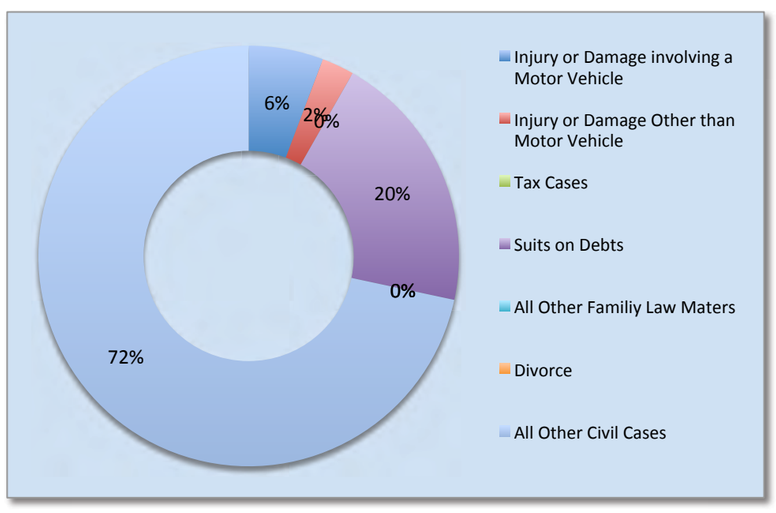
-100.0%

County Court Caseload Analysis - Civil

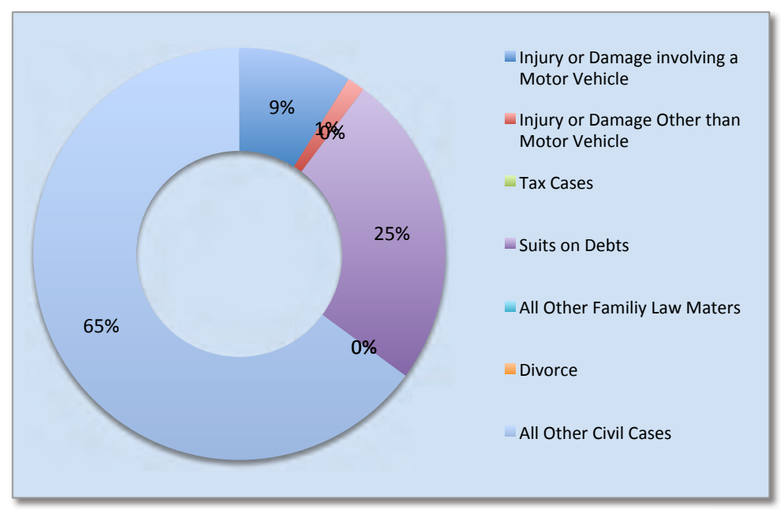
Tom Green County, Texas

	Injury or Damage involving a Motor Vehicle	Injury or Damage Other than Motor Vehicle	Tax Cases	Suits on Debts	All Other Familiy Law Maters	Divorce	All Other Civil Cases	Total County Civil Cases
2004	30	13	0	105	0	0	374	522
2005	38	9	0	205	0	0	439	691
2006	44	4	0	248	0	0	468	764
2007	46	14	0	239	0	0	437	736
2008	26	12	0	182	0	0	371	591
2009	44	23	14	231	0	36	251	599
2010	37	4	0	154	0	0	415	610
2011	57	10	0	341	0	0	530	938
2012	57	0	0	278	0	0	536	871
2013	70	11	0	195	0	0	511	787
	Annual Rate of Change - Cases							
	+ 3.3	-0.4	0.0	+ 9.6	0.0	+ 0.2	+ 12.3	+ 25.1

Civil Caseload Distribution - 2004



Civil Caseload Distribution - 2013



Civil Caseload Projections

2015	837
2020	963
2025	1,088
2030	1,214

Projected Growth 2013 to 2030

+ 54.2%

DISTRICT COURT CASES HEARD BY TOM GREEN JUDGES

Cases added - 2013

County	2013 Population	Civil	Family	Juvenile	Criminal	Total
Sterling	1,219	18	17	0	26	61
Irion	1,612	23	12	0	8	43
Schleicher	3,206	23	34	0	42	99
Coke	3,210	2	39	0	11	52
Concho	4,043	36	18	1	43	98
Runnels	10,309	86	138	1	124	349
	23,599	**188**	**258**	**2**	**254**	**702**

03

Selected Master Plan

Selected Master Plan

03 Selected Master Plan

Several options were considered before coming back to the initial concept that many in the county considered to be the best way to add on to the existing court house – an addition to the north. There are distinct advantages to this scheme:

- Maintain the main entrance of the existing court house, which generations of county residents are accustomed to using
- Preserves the entry feel of going to court – going through the existing historic courthouse façade and lobby
- Utilizes what many believe to be valuable underutilized land
- Creates a close link to the existing courthouse to that it can continue to be used in day-to-day operations serving the court system
- Linking the two buildings will establish the potential for the courts, departments that serve them and the public that uses them to be more efficient with their time, communications and business practices

Key to understanding this concept is the vertical relationship of the floor levels relative to the ground. The existing courthouse has a lower level and its first floor is six feet above grade. In order to make the entrance accessible to all, a new ramping structure is proposed for the front of the historic courthouse to offer an alternative to the existing lift, which is proposed to remain. The connection to the court annex is at the same first floor elevation (ground plus six feet). Other first floor program space in the annex is situated closer to grade. The upper levels do not connect between the buildings, so they are what they are. The two court floors of the annex assume 18'-0" floor-to-floor heights. The top floor, while programmed to be used as office space in the near team, is included as 18'-0" floor-to-floor height in the cost estimate to provide the future flexibility to be able to accommodate courts, if and when needed. This height could be reduced to 15'-4" for a slight initial cost savings if necessary to scale back on first costs.

In terms of site development, the new ramp mentioned above would have walls of stone/masonry construction to match the look and feel of the existing courthouse. A similarly-designed wall – but without the ramp -- is proposed for the east side in order to maintain the symmetry of the southern elevation. Adding the ramp will necessitate rework of existing storm drain inlets directly to the south of the courthouse, but the ramp has been master planned to enable all existing trees in the vicinity to remain. Steps up from Court Street to the south entrance of the court house would be replaced with a sloped sidewalk in order to provide accessibility from the west side.

Modifications to Court Street are proposed in order to accommodate incoming bus access and sallyport traffic from South Randolph Street to the west. The existing covered drive through teller lanes would be removed. By doing this, the parking can be reworked and provide about 36 spaces on reworked surface pavement in this northwest corner of the block.

A key benefit to the proposed scheme is the addition of secure, covered parking for elected officials. A one-way entrance on the north side from W. Harris Avenue accessible by card reader will accommodate approximately 25 spaces. The exit, then, will be to the east onto S. Irving Street.

Finally, the master plan scheme depicts a Phase 1 strategy at a project cost of $32,079,078 if construction begins in 2016. The cost estimate is included in Appendix C.

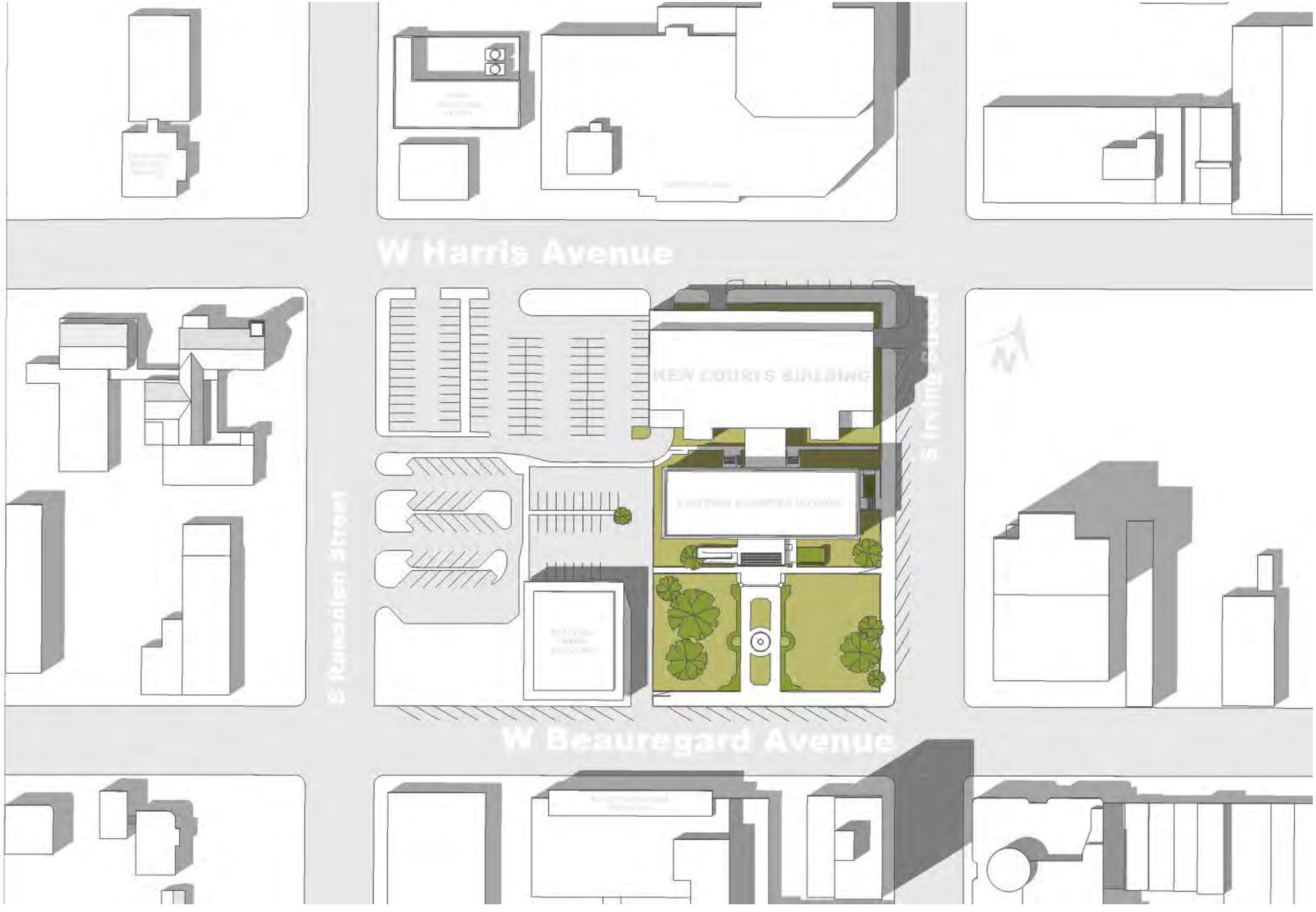
Phase 1 would include constructing the entire shell of the court annex, finishing out the first 2 levels of it, renovating the basement and first level of the existing building, site improvements, and project soft costs which include contingencies, professional fees, plus furniture, fixtures and equipment.

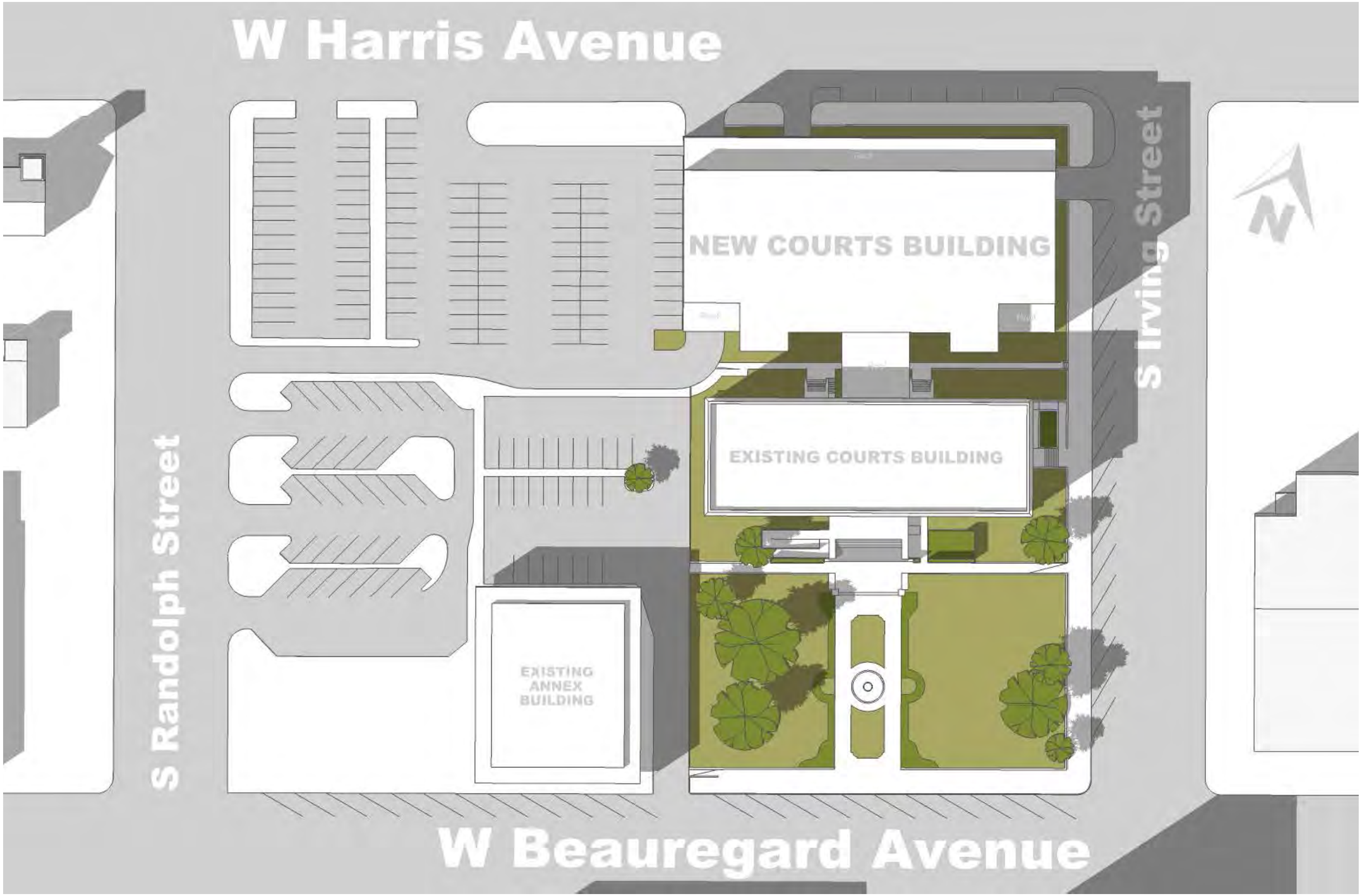
Table **1. Phase 1**

Construction Cost	$28,056,428
Soft Cost	$4,022,650
TOTAL PROJECT COST	**$32,079,078**

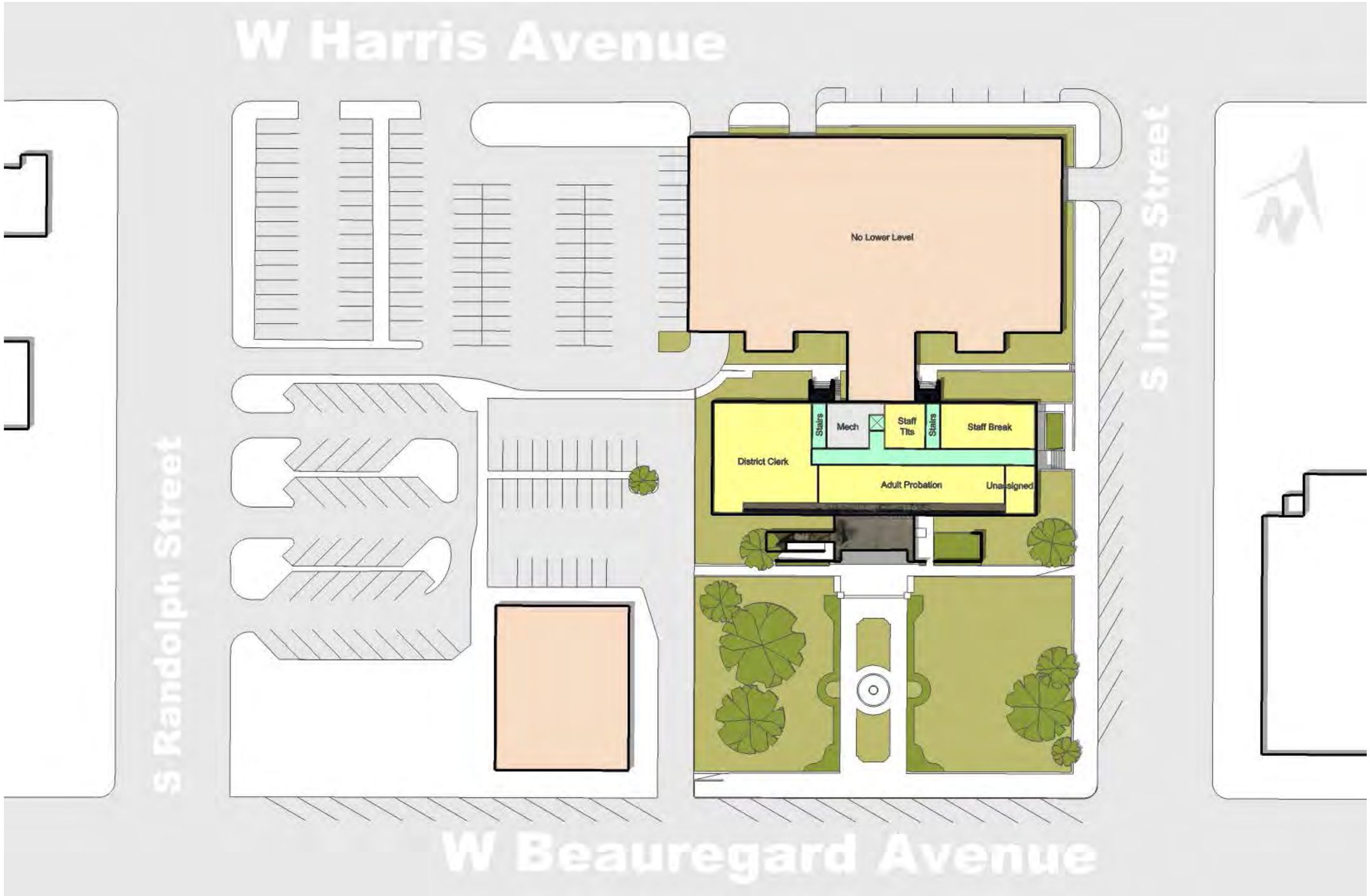
After the draft presentation, Judge Barbara Walther moderated a discussion with the local bar association. Key feedback from that session suggested positioning the main entrance between the historic courthouse and the new building at grade level in order to provide a barrier free entrance. HDR was instructed to develop a few alternatives of this idea. The preferred scheme is included herein as Connector Option. It would allow entry from the east and west – requiring 2 screening stations – and a new elevator to bridge the vertical distance between the entry level and the first floor of the existing courthouse. This Connector Option also incorporates a link on the second level between the existing courthouse and the new building. The preliminary cost estimate to change to this Connector Option is an additional $1,362,720.

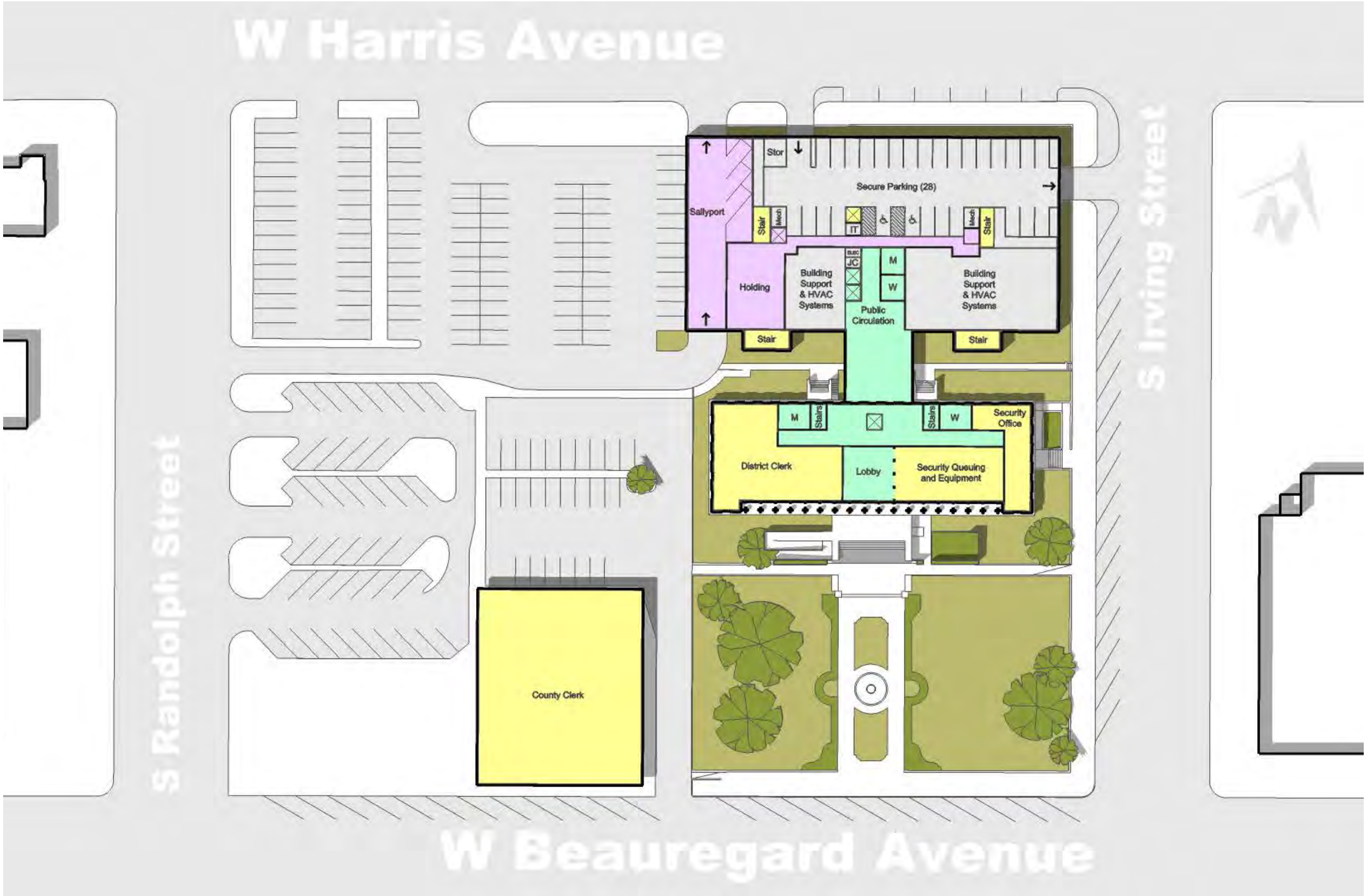
Campus Overall Site Plan



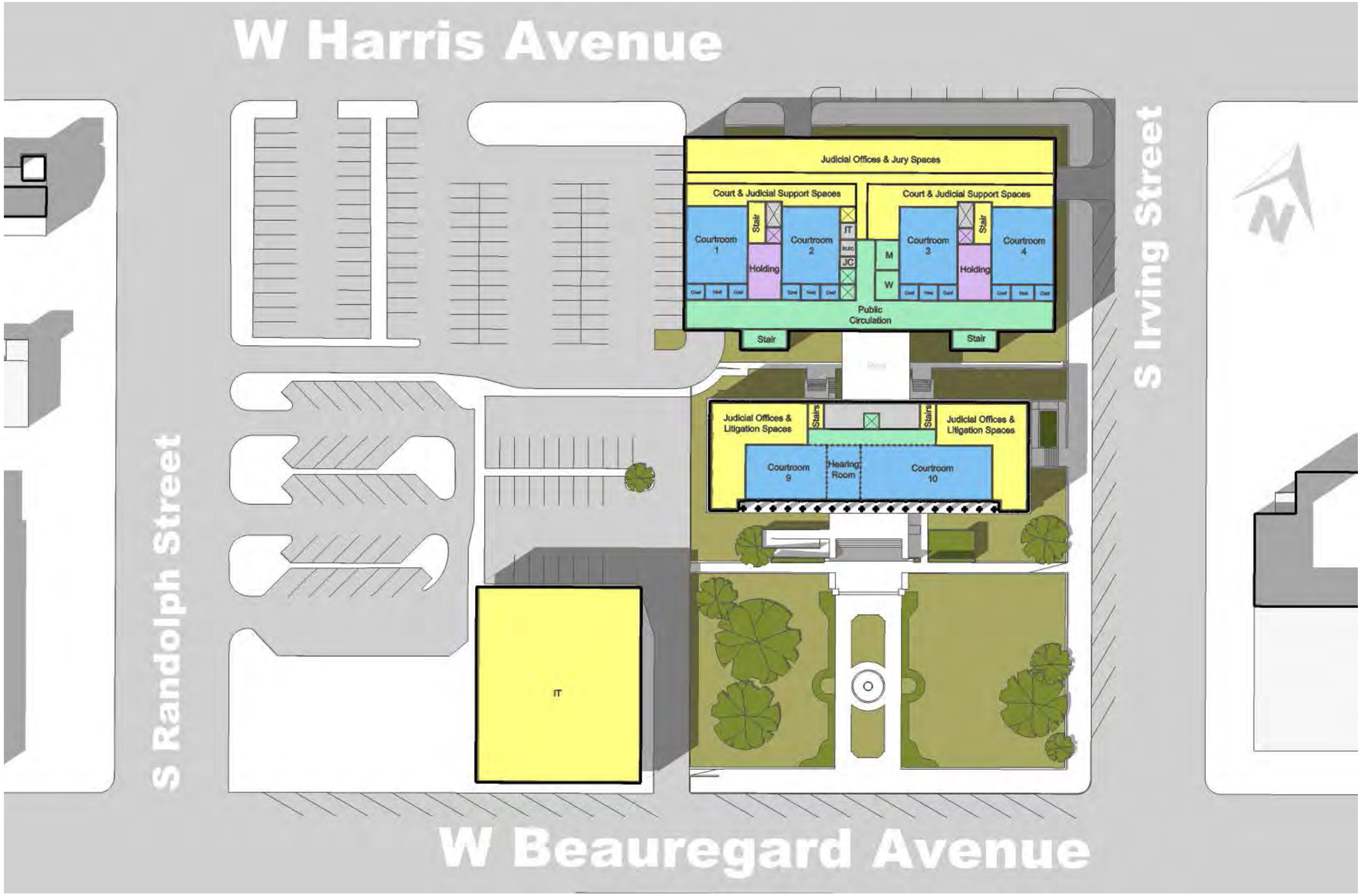

W Harris Avenue
NEW COURTS BUILDING
S Irving Street
EXISTING COURTS BUILDING
S Randolph Street
EXISTING ANNEX BUILDING
W Beauregard Avenue

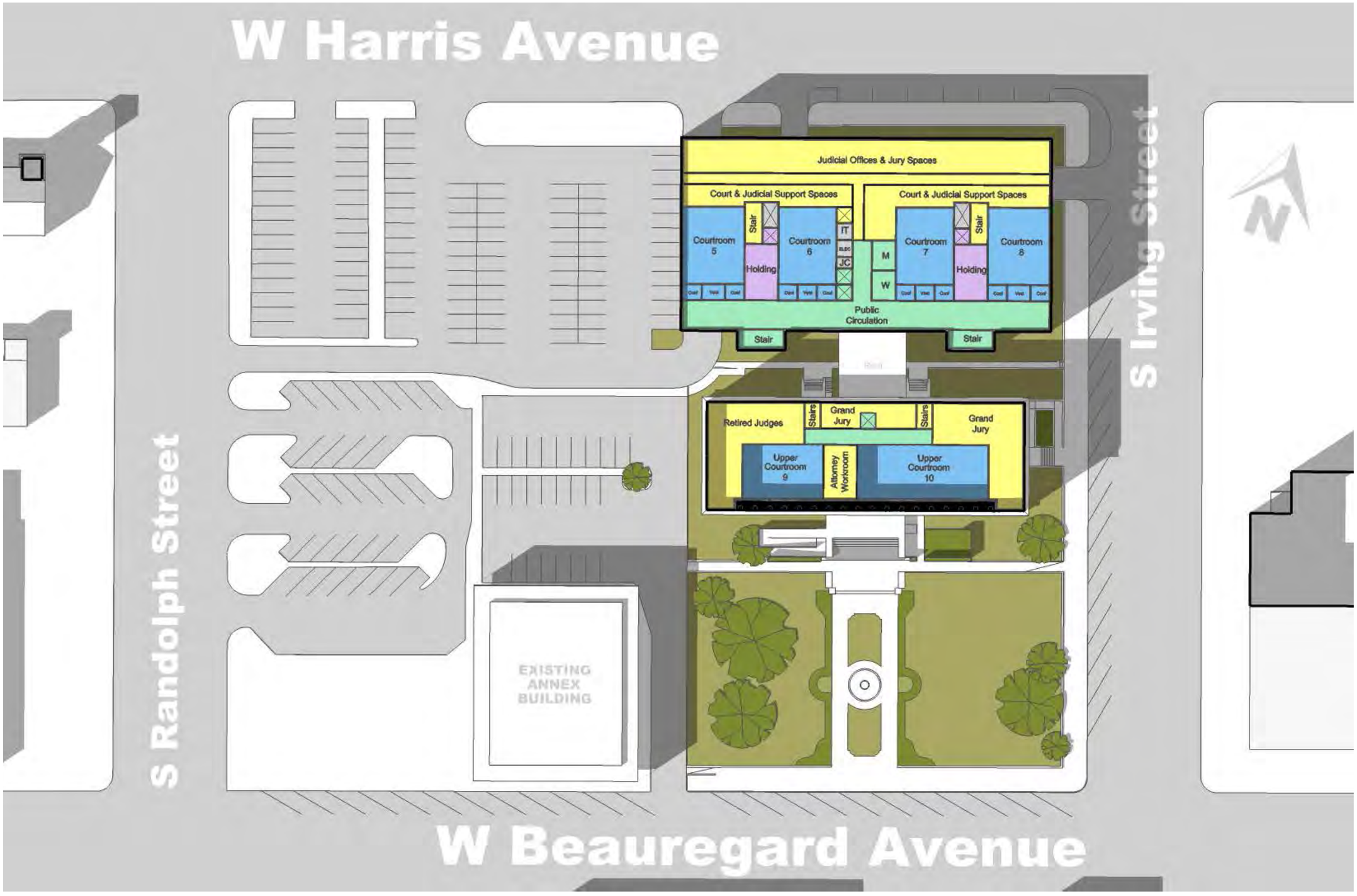
Lower Level Plan




W Harris Avenue
S Irving Street
S Randolph Street
W Beauregard Avenue
Stor
Secure Parking (28)
Sallyport
Stair
Mech
IT
Holding
Building Support & HVAC Systems
JC
M
W
Public Circulation
Building Support & HVAC Systems
Stair
Stair
M
Stairs
Stairs
W
Security Office
District Clerk
Lobby
Security Queuing and Equipment
County Clerk

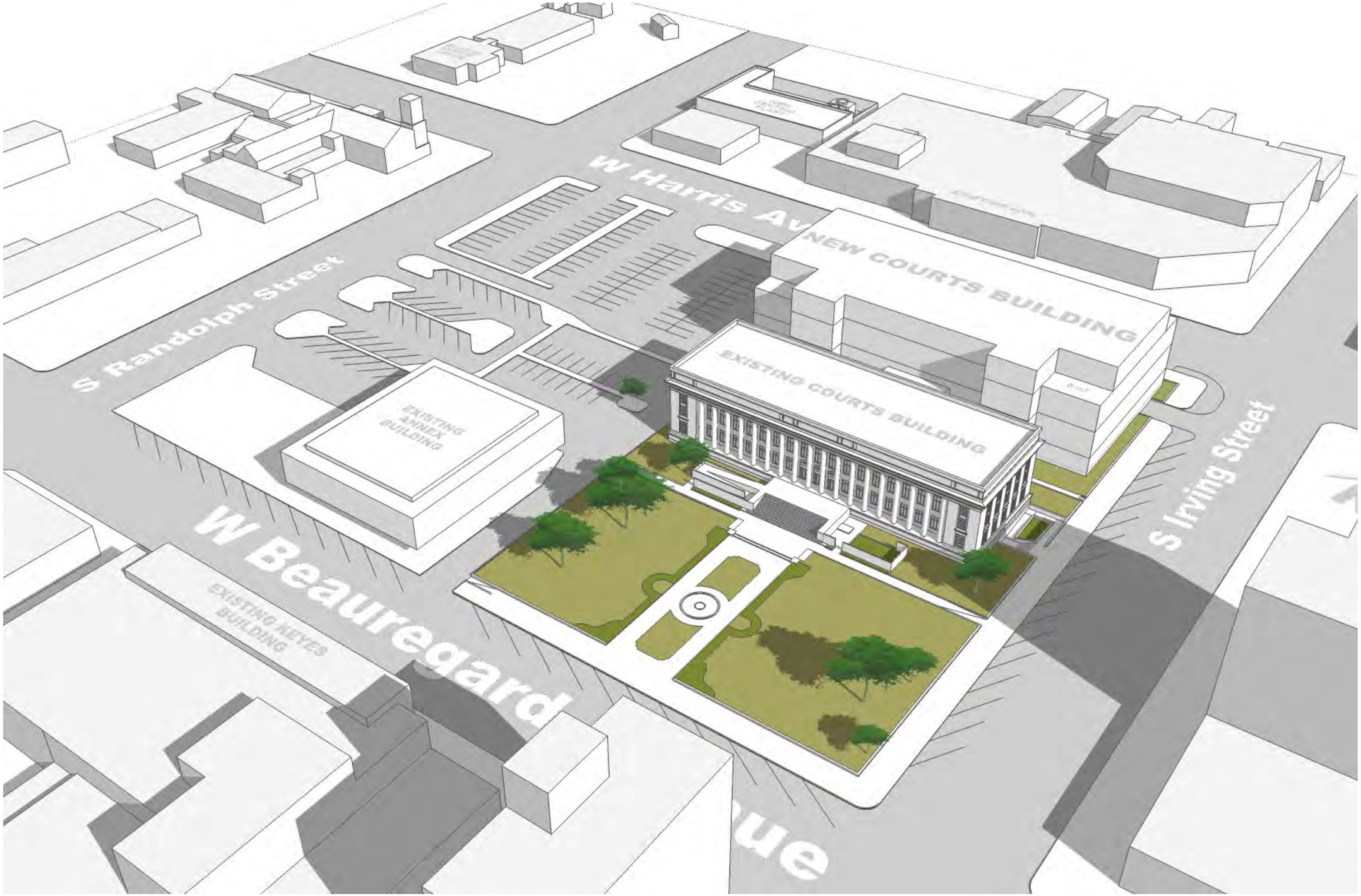
Second Floor Plan




W Harris Avenue
S Randolph Street
S Irving Street
W Beauregard Avenue
Judicial Offices & Jury Spaces
Court & Judicial Support Spaces
Court & Judicial Support Spaces
Courtroom 5
Stair
Holding
Courtroom 6
IT
ELEC
JC
M
W
Courtroom 7
Stair
Holding
Courtroom 8
Public Circulation
Stair
Stair
Retired Judges
Stairs
Grand Jury
Stairs
Grand Jury
Upper Courtroom 9
Attorney Workroom
Upper Courtroom 10
EXISTING ANNEX BUILDING
N

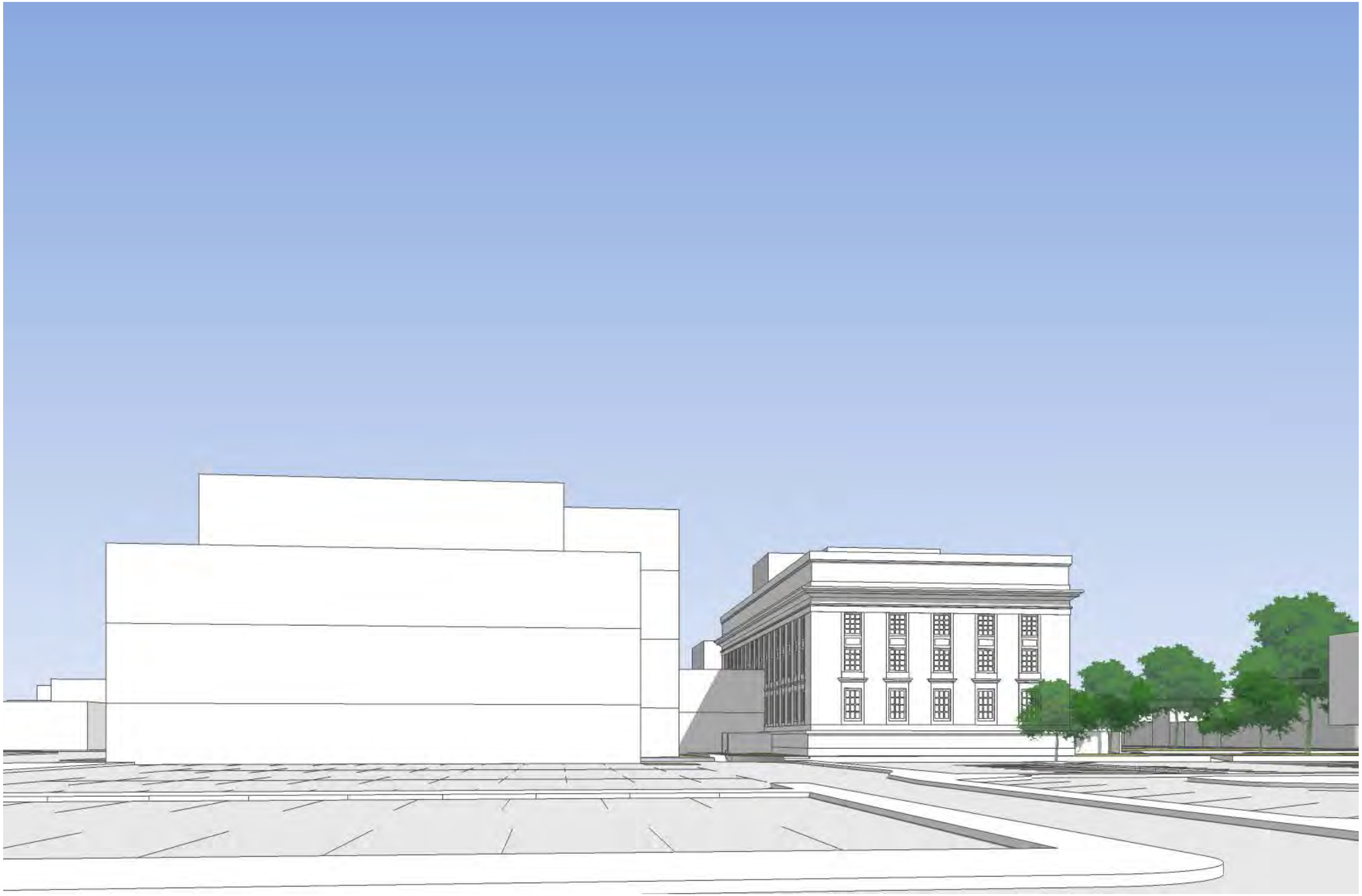
Fourth Floor Plan

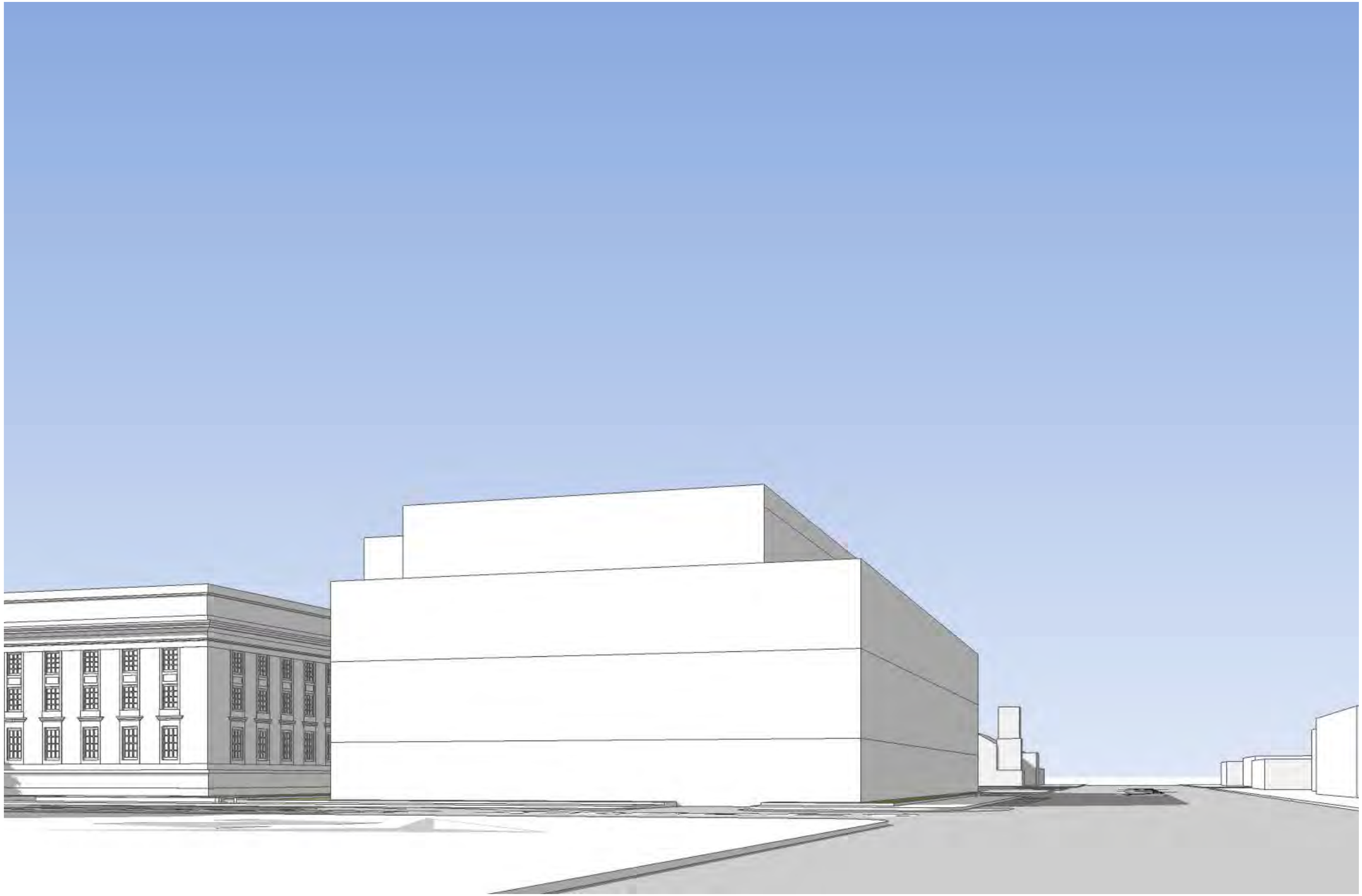
Aerial View from Southeast



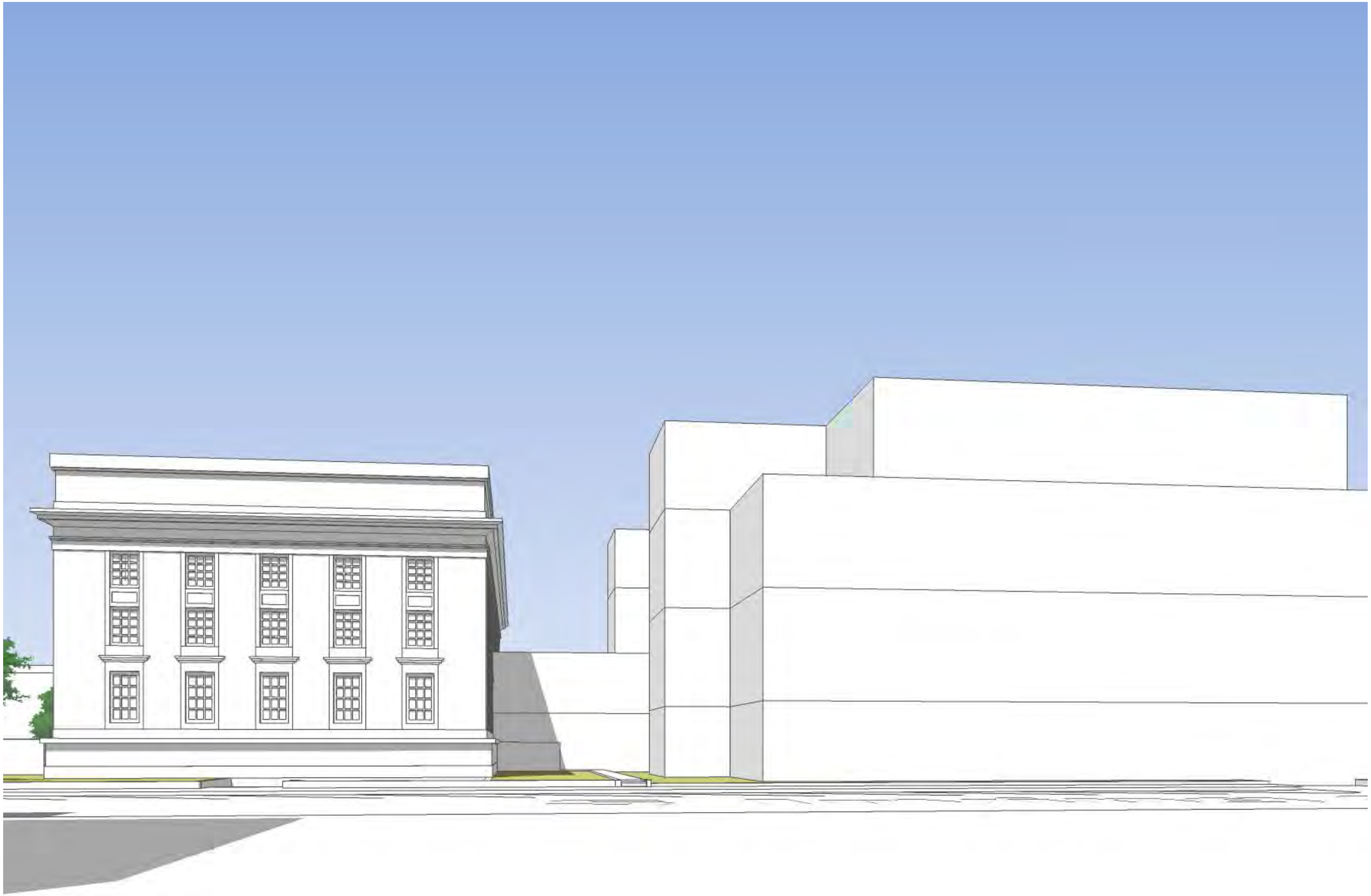
Aerial View from Southwest

Southwest Massing Study Perspective

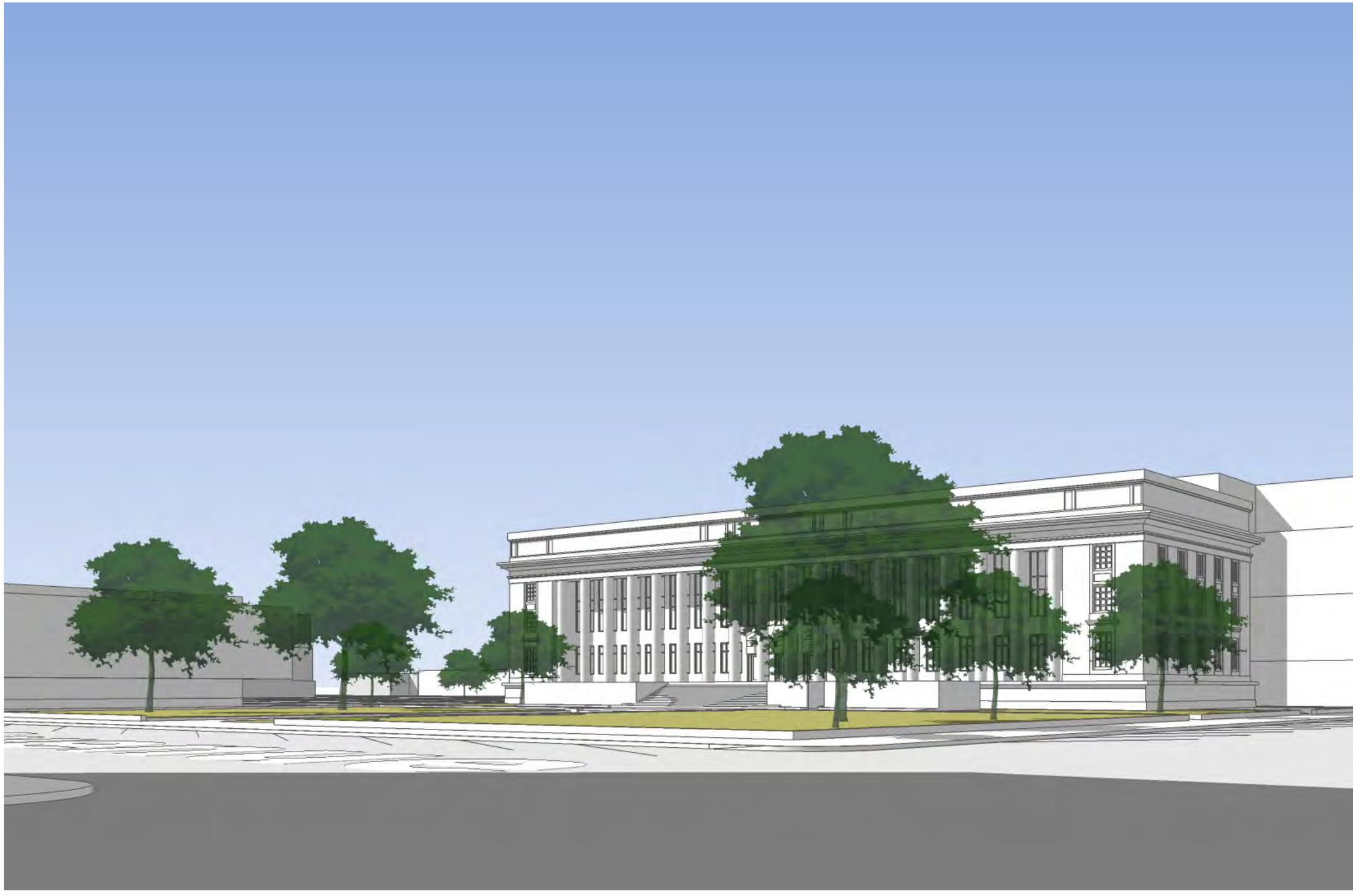


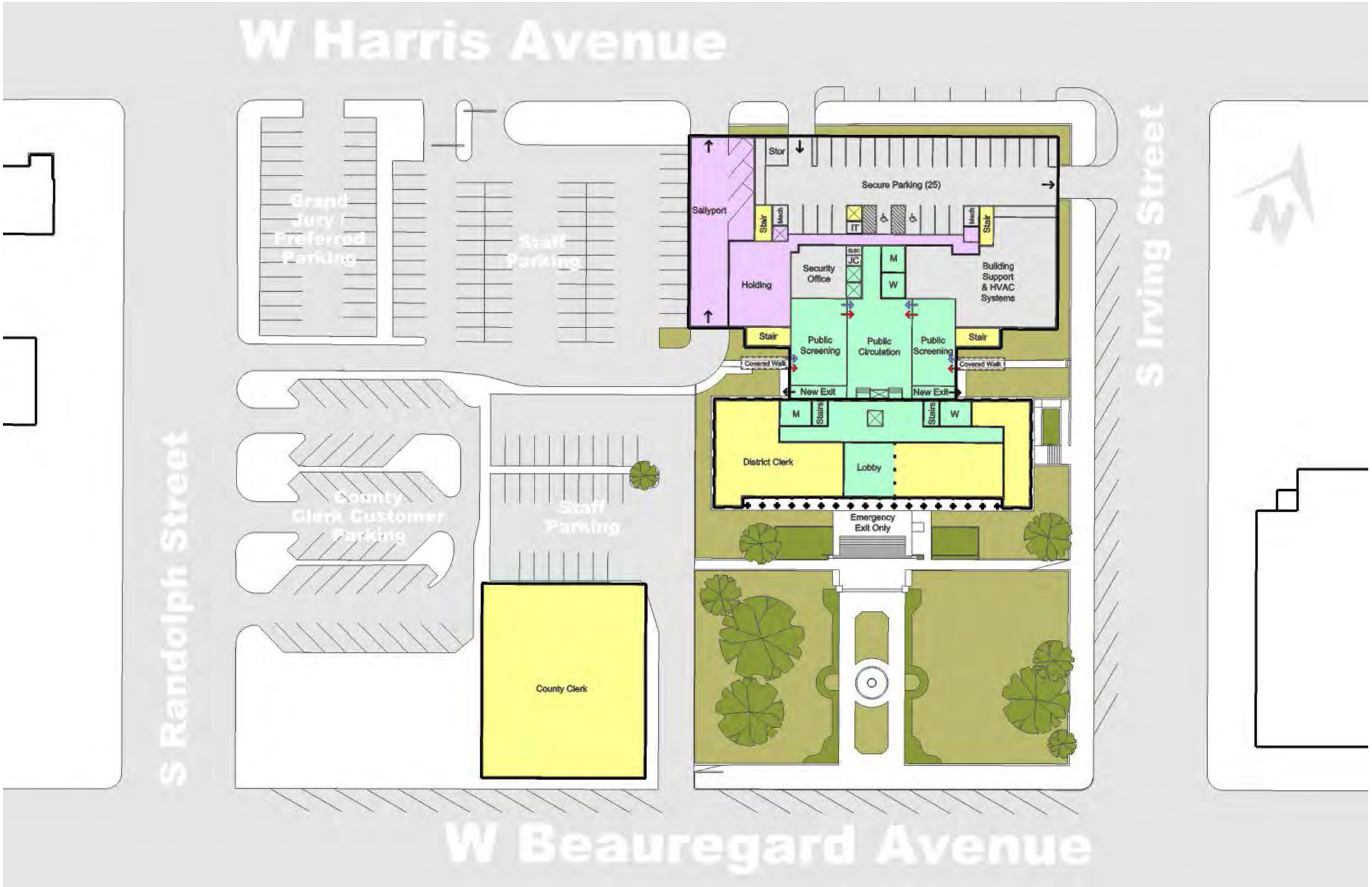


East Massing Study Perspective



Southeast Massing Study Perspective




W Harris Avenue
S Irving Street
S Randolph Street
W Beauregard Avenue
Grand Jury / Preferred Parking
Staff Parking
County Clerk Customer Parking
Staff Parking
County Clerk
Sallyport
Stor
Secure Parking (25)
Stair
Mech
IT
Holding
Security Office
JC
M
W
Building Support & HVAC Systems
Stair
Public Screening
Public Circulation
Public Screening
Stair
Covered Walk
New Exit
New Exit
M
Stairs
Stairs
W
District Clerk
Lobby
Emergency Exit Only

04

Appendix

Appendix

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Programming Minutes A-58

02 Appendix B **76**
Planning Workshop 1 A-76

03 Appendix C **96**
Planning Workshop 2 A-96

04 Appendix D **100**
Draft Presentation A-100

05 Appendix E **104**
Cost Estimate A-104

Meeting Minutes

Date:	Tuesday 09, 2014 2:30pm
Project:	Tom Green County – Courts Needs Assessment, Programming, and Planning Concept Development
To:	Penny Roberts (TG) John Niesen (HDR) Halden Tally (HDR)
From:	Holly Lange (HDR)
Subject:	Kick-Off Meeting with Judges

Attendees: Refer to attached sign-in sheet

Existing Buildings

- Existing Courthouse (District Courts Building)- 5 courtrooms total
  - (1) Associate Court- AG cases, TGC and surrounding areas, offices here as well, Attorney General Court
  - (4) District Courts- CPS, handles District Court cases, appointed, not elected, covers Coleman County and outside area of county
  - Treasurer and Auditor moving to Keyes building
  - Probation – may move to new courts building
  - County Attorney (domestic violence unit) – remainder of department in jail building
  - District Clerk
- Existing Annex building (used to be a bank)
  - 1st floor: County Clerk
    - Non-secured building, visitation by lawyers, public access for basic things like birth certificate and marriage license. Customer service is very important to public perception, security presents inconvenience. Primarily uncontested issues addressed here.
  - Basement: JP, Judge Howard, moving to another location
  - 2nd floor: DA office, personal, Purchasing, IT, HR (moving to Keyes bldg.)
  - Drive through: 1 is operational for tax assessor on 2nd floor of Keyes bldg., the rest are used for judicial parking.
- Keyes Building
  - 2nd floor: Tax Assessor office
  - 2nd floor: Drug court across the hall from the renovation area of the new court
  - Keyes building will accommodate Commissioner's Court; Judge Floyd's courtroom may not move here immediately but will reserve space here for a later possibility
- Jail building
  - 2 County Courts at Law and associated Judicial Chambers
  - JP court and associated Judicial Chambers
  - County Judge's courtroom and office/reception with Public access from entrance lobby.

HT explained that HDR's Assessment is forecasting providing space needs for a 15 year planning period and planning for a expansion and building footprint for a 50 year planning window. HDR will interview departments that serve and interact with the District and County courts, including the County Clerk. It is our understanding that the County Clerk will remain in the current Annex Building and will not be relocated to new construction. The planning options will address alternatives to move the clerk space to have an optimal functional proximity to accommodate the flow of records and staff to and from the Courts in a secure path.

It was pointed out that the public may find going through court security an inconvenience if visiting the County Clerk's office for non-court needs when/if this department ultimately gets located within the courthouse.

District Courts and County Courts

- JN explained that there are 3 circulation systems (public, staff, defendant-in-custody); in a modern courthouse, they only meet in the courtroom
- Each courtroom will have 2 rooms adjacent to the entrance that can be used as conference or witness/victim waiting rooms
- The Jury can access the judicial and staff area through the public circulation, down a hall between sets of courtrooms to be admitted to the private, staff corridor through a security controlled and monitored entrance.
- Jury deliberation space is on secure side in private, staff corridor.
- Jury assembly room- Discussion around this topic concluded that *voir dire* will occur in each court room rather than utilizing a central jury room for a mass jury call.
  - Courthouse entry way needs to be sized to accommodate 200 people in peak periods so they are not standing in the elements.
  - Plan for 2 security lanes initially with the option to expand to 3 in the future.
- Arbitration/Mediation – not held at courthouse, in private attorneys' offices.

JP Court

- Utilizes Constable as bailiff
- Constable has own office
- Existing courtroom has a jury box

Courtroom Provisions

- Plan for Standard size of courtrooms for ultimate scheduling flexibility, standard width, consistent size of the well with the back wall being adjusted to accommodate size of gallery
- Gallery seating:
  - District: 3 courtrooms at 80 and 1 at 100 (same width, just the back wall moves)
  - County court at law: 60 person room will be fine; might want to plan for 80 to standardize size with smaller District courtrooms. On larger days, break it up into groups. Inmates: don't want them seated on the first row, or people behind them. If you seat them incorrectly, you lose space to separate defendants in custody.
- Attorney tables accommodate 3 people; two tables are provided initially in a courtroom with a jury box, the well is sized so it can flex to accommodate 4 tables total; one judge noted the tables should be large enough to accommodate attorneys with several files.
- Jury boxes to be uniform – accommodate 14-person juries.
- JP Court also needs jury box.

- CPS Courtroom (and Cluster Court for future) – larger room, no jury box, 80+ incarcerated
- Assoc. Judge (AG cases) Court – small room, no jury box needed, gallery seating area estimated to require up to 80 persons at peak times.
- Clerk, witness/probation officer + interpreter spaces on bench
- Evidence- Table in courtroom is needed, a storage area in close proximity to courtroom is also needed when trial proceedings are not in session.
- Space for audio visual equipment
- Small copier in courtroom is needed
- Bailiff would need a small area somewhere for file and forms storage, not a desk
- JP court will need a constable as well as a bailiff
- Center Bench preferred over corner bench
- Multi Entrance into courtroom for judges, for public, for staff, for lawyers. Judges want a way to get in and out securely. Right now one courtroom has 1 entrance for staff past the judge.
- HDR typically does a full scale mock-up of a typical courtroom in the design development phase of a courts project prior to construction. All stakeholders who will use the courtroom are invited to the mock up to ensure sight lines and functional areas are adequate before construction.
- ADA seating requirements will be factored into the design.
- Natural light is desired in courtrooms.

Judges' Chambers

- [JN]- Do they need to be behind the courtrooms and adjacent or collegial (all together) removed from courtrooms? This is a design option for consideration,
- [JN]- May think about central judges suites and then assigning a court room depending on the case requirements. Ripples down to your staff: if one person is on vacation, makes it easier to cover.
- With collegial layout, judges liked the idea of having a dedicated conference room immediately next to courtrooms that would be able to be used for bench conferences.
- Some prefer having their office next to courtroom. They do not want the collegial area too far from courtroom, needs to be in close proximity.
- Judges all expressed a need for some level of privacy. Sounds like one of the tougher design problems: how to resolve proximity to courtoom and proximity of colleagues. Also would be curious to see how a collegial chambers set up works.
- Would like some sort of enclosed connection back to existing courthouse, this is also necessary to maintain secure environment without duplicating security screening in multiple locations.
- Judge security will be a priority, especially when leaving after normal business hours
- Summary- Don't have a decision on collegial or proximity to courtroom, but want some kind of suite/ chamber for Judge's and their staff.

Chambers Suites/Private Corridor Behind Courtrooms

- Room for Court administrator, Court coordinator (coordinates clerks and judges), work/copy area and waiting area for 2 lawyers
- County Court at Law No. 2 has 2 court administrators plus Inv. Attorney (currently with County Judge, being handed off to this court)

- Bailiff sits with administrator, having these positions co-located together is efficient and preferred. Bailiff has desk, computer, phone, open office.
- Court reporters need a work area when they are doing a large project. (Maybe do it in the shared work room? Lots of things could be done in the workroom.)
- Bailiff can have a 6x6 workstation rather then the typical 6x8.
- The Court Reporter will have a private office with a need for locked for evidence storage. Could provide closet within office that is secure.
- Provide a Deputy district clerk office in the judicial suite area [BW request].
- Central work/copy room for processing larger cases and projects – shared between all courts, could double as break room.
- Judicial Conference Room; seats 16 – 20, accommodates books/library also.
- Locked evidence storage closets off courtrooms – where court reporters can store evidence when court is in recess during the day. Provide card reader access on room for access and monitoring.
- The budgetary cost estimate needs to allow for security elements, evidence safety, judge safety, file storage security, level of controls.
- Number of jury rooms: one per District and CC@L courtroom is ideal, other courts do not need jury rooms at all or as often.
- Provide a place for jury alternates to go during deliberation in the private corridor. They cannot be in the jury room and should not be accommodated in the judges' offices.

Staff Break rooms

- Evaluate options for shared break room space for efficiency and best utilization of space, potentially one per floor.

Staff Toilet rooms

- Private toilet room for judges and elected officials off of each chambers are typically provided.
- Common facilities for other staff in appropriate proportion to staff and size of building
- Jury toilet rooms will be provided adjacent to deliberation rooms to maintain confidentiality of jury proceedings.

Jury Deliberation Room

- Small vestibule, off vestibule is toilet rooms, another set of doors, and go into deliberation room that seats 14, 2 counters, 1 for sink and coffee, 1 for personal belongings
- Provide TV with DVD player and USB port for evidence viewing

Judicial Files storage

- Judges typically have multiple years of files related to cases. Storage is needed out side of the office-investiage provision of space with Records Management.

Retired Judges Suite

- Needs a suite with toilet rooms and coffee counter/kitchenette
- 4 private offices about 120 sf each
- Small conference room, some do mediation here
- Common work area
- No support staff

Mailboxes

- Currently notices to the bar are put in mailboxes in the front lobby of the courthouse.
- Verify actual space provisions needed, with electronic upgrades, everything trends to paperless.
- At least provide a centralized bulletin board.

Attorney Workroom

- Law library, and some area for the bar to work and collaborate
- Main Law Library is in public library across the street
- County can provide the space, the bar can furnish it

Plea Courtroom

- Jury trials are the rarest in that setting. Will need to be larger when there is a large family. Regular size courtroom without a jury box. (2)

Randy Clark discussion regarding coordinating with Jail

- Provide a private office for a Jail case coordinator (usually works for sheriff)
    - Expedite jail cases, deal with DA office, and someone from court side as well, also work with attorneys and law enforcement agencies. Expedite certain cases through the system; focuses on entire case load rather than individually per court.
- Provide a private office for a Court case coordinator (works for judges, almost always attorneys)
    - This district clerks, county clerks, how they support them, and how you support them
- A tour of other counties to see how it works in application was suggested.
- The proposed space and function has been utilized in other counties to increase efficiency and reduce costs to make entire criminal justice system more organized.
- One judge mentioned that when he went to Harris County, they would run twice as many cases through because they had more staff support (clerks, probation officers, prosecutors, etc). The cost of having more employees vs. more jail cells needs to be verified. People out in front of the courts could help speed up the process.
- Randy Clark will put together information and present it for evaluation

Stairs

- Would like to see centrally located to encourage use of stairs rather than elevators.

Natural Light

- Would like to see more windows, higher up for security. Currently County Courts do not have any windows.

Meeting Attendance

Project: Tom Green County Court Needs Assessment, Programming, and Planning Concept Development

Subject: Space Needs Assessment – Kick-off Meeting with Judges

Date: Tuesday, December 09, 2014

Location: Type location here

Attendee – Department/Court	Phone	Email (lower case)
Penny Roberts – CC@L 2	325 656-1111 cell 325-658-2495 ofc	penny.roberts@co.tom-green.tx.us
Steve Floyd – Commissioner's Court Judge		steve.floyd@co.tom-green.tx.us
Halden Tally - HDR	972-960-4049	Halden.tally@hdrinc.com
John Niesen - HDR	972-960-4183	John.niesen@hdrinc.com
Holly Lange - HDR	972-960-4138	Holly.lange@hdrinc.com
Randy Clark – RKC Consultans, LLC	469-834-2354	Clarkrandy77@aol.com
Kay Longest - Justice of the Peace, Pct. 1	325-659-6444	kay.longest@co.tom-green.tx.us
Ben Woodward, 119th Dist	325-659-6569	ben.woodward@tom-green.tx.us
Ben Nolen County Controller	(325) 659-6559	ben.nolen@co.tom-green.tx.us
Jay Weatherby, 340th District Court	325-659-6569	jay.weatherby@co.tom-green.tx.us
Tom Gossett	325 659 6571	tom.gossett@co.tom-green.tx
Bill Ford	325-656-4300	Bill.Ford@co.Tom Green.tx
Steve Floyd	325-653-3818	steve.floyd@co.Tom Green
Barbara Watts	325 659 6569	barbara.watts@co.tom-green.tx.us

Meeting Minutes

Date:	Wednesday, December 10, 2014
Project:	Tom Green County – Courts Needs Assessment, Programming, and Planning Concept Development
To:	Penny Roberts (TG) John Niesen (HDR) Halden Tally (HDR)
From:	Holly Lange (HDR)
Subject:	Sherif and Security, 8:30am

Attendees: See attached sign-in sheet.

Entrance

- 1 entrance to facility, for staff and public
  - Screened with magnetometer and package scanner
  - Baggage check
  - 300 on a busy day, 3 juries, good 1.5 hrs out the door, 200 at peak times
  - would be good to have a additional lane(s) for peak days
  - provide space for public to wait protected from elements
  - concerned about security of current courthouse due to multiple access points in building
- Concern about maintaining security at duplicate locations was pointed out. Currently security at district courts and county courts, 2 lanes of security in practice now (1 each).
- [5] CPS can create a backlog, sometimes that is constant
- 2 lanes is enough if we are adding courts? What about overflow?
  - master plan for a third lane
- HDR presented concept of a separate entrance for judges and elected officials, gated parking lot with card-key access, card-key access door to building that leads to elevator that goes directly to secure staff corridors
- Security Office- look at building security or inmates, with pistol locker, surveillance, store long guns closer at hand. Provide secondary screening area- DVR, 2 desks, monitor for ID cards for county employees. Needs more space than what they have now. Have a staff member needing office who does external training, creates training programs. Need area for writing reports.
- Need computer room that is ventilated, adjacent to offices
- Intercom system between the entrance security area and holding cell area, manned entire time

Security Control Room

- Options – Touchscreen/camera area remote location vs co-location with front entrance screening area was discussed
- Could have "front door" controls remote in security office or at podium in proximity to security check point

Holding Cell Supervision and staffing

- Verify staffing and supervision requirements for the inmate holding cells
- Currently up to 40 persons are brought from the jail for court
- Modern courthouse would not require bringing 40-50 people over at one time. Many Court proceedings could be done via video. Currently having 40 inmates go to 1 courtroom at a time because of docket call, happens twice a month for pre-trials. Currently Attorney visits inmates in the court room, sometimes for the first time although this is unusual. 2nd and 3rd Tuesdays. Only reason is that the law requires they be with their attorney. Would be harder to break out of this method of doing it. Need to plan for a better solution. (County Court of law does not do that, only District Court. Most they have is jail docket every Tuesday; that is the big time CC@L has inmates.)
- Sheriff's staff expressed concern about utilizing elevator to transport inmates. Right now this layout is designed around smaller transportation numbers.
- Courtroom, then, has 40 inmates + family members + attorneys in it all at once for pre-trial.
- There must be a better way to do this so it still meet the intent of the law. Perhaps have all 4 district judges in room at same time to discuss.

Video to reduce the transport of people coming across from the jail

- Discussion about video arraignment: is ideal. They attempted before, didn't work because everyone was huddled around 1 camera.
- Will work if judge is on one end and everyone else is at the other end in the jail. This allows for consultations and signatures between defendant and attorney.
- Consensus on Video arraignment would greatly simplify the process.
- Judge Roberts affirmed the utilization of video arraignments subject to planning and budgeting for it. Plan on doing it that in the future.
- They call it an arraignment, although it's not really an arraignment, it's more of a docket call, pleas, it's just a hearing. The arraignment is not typically the transport issue.
- Plan for it with space requirements, equipment, and infrastructure.

Pre-Staging area or Not?

- Pre-staging holding is provided if there is a remote jail facility; otherwise, inmates can be transported from the jail to the holding cells between courtrooms as needed right before their court time.
- According to the Sheriff's office, the jail planning of a remote facitlity vs. expansion of the existing facility has not been decided – currently being evaluated as part of the Needs Assessment.
- HDR will include options for a pre-staging area for consideration and planning.

Need to find ways to utilize the existing building. A lot of departments are moving over to the Keys building. IT is staying in the annex. There is a lot of concern about securing an empty building, multiple buildings.

HDR

Meeting Attendance

Project: Tom Green County Court Needs Assessment, Programming, and Planning Concept Development

Subject: Space Needs Assessment – Sheriff, District Clerk, District Attorney, County Clerk

Date: Wednesday, December 10, 2014

Location: Type location here

	Attendee – Department/Court	Phone	Email
	Penny Roberts – CC@L 2		Penny.roberts@co.tom-green.tx.us
	Halden Tally - HDR	972-960-4049	Halden.tally@hdrinc.com
	John Niesen - HDR	972-960-4183	John.niesen@hdrinc.com
	Holly Lange - HDR	972-960-4138	Holly.lange@hdrinc.com
	Randy Clark – RKC Consultans, LLC	469-834-2354	Clarkrandy77@aol.com
	Alvin D. Hale	325-659-6569	txtpr@suddenlink.net
	JOHN LEACH	325-226-3311	john.leach@co.tomgreen.tx.us
	Heather McDougal	325-659-6492	heather.keesee@co.tom-green.tx.us
SHERIFF	Todd Allen	325-315-7510	todd.allen@co.tom-green.tx.us
	David Jones	325-374-3604	david.jones@co.tom-green.TX.US
	Dale Pearce	325-205-2126	dale.pearce@co.Tom-green.TX.US
	Sheri Woodfin	325 659-6579	sheri.woodfin@co.tom-green.tx.us
DISTR CLK.			

HDR

	Attendee – Department/Court	Phone	Email
D.A.	Allison Palmer	(325) 659-6583	allison.palmer@co.tom-green.tx.us
	Molly Thurman	(325) 659-6584	molly.thurman@co.tom-green.tx.us
	Christine George	325-659-6583	Christine.george@co.tom-green.tx.us
COUNTY ATTNY.	Chris Taylor		chris.taylor " "
	Teena Pierce	(659-6562)	teena.pierce " "

Meeting Minutes

Date:	Wednesday, December 10, 2014
Project:	Tom Green County – Courts Needs Assessment, Programming, and Planning Concept Development
To:	Penny Roberts (TG) John Niesen (HDR) Halden Tally (HDR)
From:	Holly Lange (HDR)
Subject:	District Clerk, 10am

Attendees: See attached sign-in sheet.

The whole trend of the shift from a paper document world and practice to, moving to electronic digital process was discussed, this trend is in early stages transforming the way this department and court processes work.

Historical Documents

- Most were donated to university
- County has some (docket books) that have been kept permanently, so will need some storage for historical records. Sometimes historian wants to look at them. Could be offsite, onsite. Probably would be a room about the size of current Grand Jury conference room (500 sq. ft.)
- Would you like a display for your historical things?
    - Would be a good unique opportunity. Will not be laminating; don't get as much money at district level. Maybe if you have a donor, it would help with laminating.
    - Most law books are very heavy, strong support shelving.
    - Storage vs. rarely accessible, readily accessible, climate control

Staff Space Requirements (17 total+Clerk)

- 3 courts services: prepare criminal judgments, pre-trial arrangements, work for different courts, cross trained
- 3 criminal case management system- indictments, juvenile, process scanning
- 2 criminal doing scanning, old records and current file documents. With e-filing these positions will change.
- 1 Chief Deputy
- 1 CPS
- 4 deputy, 1 for each district court
- 1 jury administrator
- 1 operational manager, senior intact clerk, processes new cases
- 1 book keeper, does all finances
- 1 District Clerk

Increase in personnel in future?

- Only if a general jurisdiction court would be added or cluster court. Would add court Services if going to add criminal cases with new District Court + a Deputy Clerk. Possibly add a CPS clerk if adding a CPS court.

Private Offices

- District Clerk only; existing office has toilet room + built-ins, used to be county judge's office

Office

- Employees work from pool of workstations
- Works better if they have a counter they come up to from their workstations
- 1 place to have 1 person sit up at the counter. This position is rotated daily from among all staff.
- Would like to have staff grouped together for help with cross training, big office where everyone is together
- Deputies don't sit in court – court services does that

Workroom

- Microfiche and microfilm

Pubic Access Terminal

- Electronic looking up of information, records
- Currently 1, will need minimum of 2-4
- Index can be done at home, but documents need to be only available at the public access terminal

E-File Kiosk

- Mandate beginning January for court attorneys to E-file their documents.
- Off the lobby / public area, accessible to general public, attorneys, people that work within the courthouse.

Evidence

- Evidence Room, lock information in
- Some you have to keep long term
- Chain of custody: law enforcement, DA, to court reporter, have most of the time, does not go to District Clerk until case is closed.

- Not everything ends up with district clerk; narcotics, guns and evidence with DNA goes to sheriff's office
- Court reporter decides where the evidence goes
- Only if it is relevant to the case does it get stored.
- Do not need specialized ventilation system

General Storage

- Minimal
- Paper
- Closet is Full
- Existing storage vault is about 200 sf, does not need a vault – using it since it's there
- Safe, off main civil family area, funds
- Multifunctional counter with storage underneath provides plenty of storage

Storage for Criminal Records

- Will grow, always have to keep evidence, fingerprints, until is deemed legal to keep scanned copy of them
- Current criminal case records
- Currently in records management in Keyes building
- Some in Annex (civil family documents)

Conference Rooms

- Large for staff meetings
- Small for helping public fill out paper work and place for staff to take private phone calls

Juror support

- Juror break/vending area/lounge
- Check in currently: check-in clerk stationed at front door, another in lobby handing out pay checks
- Could handle after security check-in if it's very clear where the jurors are supposed to go
- Dedicated parking for jurors (50 reporting per court) and grand jurors (15-20 once per month)
- District Clerk responsible for Grand Jury room – wants it to be more electronic friendly, current

Miscellaneous

- Does not issue passports
- Bookkeeper doubles as clerk that takes care of constable's service papers. That area should accommodate Constable + 2-3 more waiting.
- Agreed with idea of kitchenette in department and central employee break room, toilets

HDR

Meeting Attendance

Project: Tom Green County Court Needs Assessment, Programming, and Planning Concept Development

Subject: Space Needs Assessment – Sheriff, District Clerk, District Attorney, County Clerk

Date: Wednesday, December 10, 2014

Location: Type location here

	Attendee – Department/Court	Phone	Email
	Penny Roberts – CC@L 2		Penny.roberts@co.tom-green.tx.us
	Halden Tally - HDR	972-960-4049	Halden.tally@hdrinc.com
	John Niesen - HDR	972-960-4183	John.niesen@hdrinc.com
	Holly Lange - HDR	972-960-4138	Holly.lange@hdrinc.com
	Randy Clark – RKC Consultans, LLC	469-834-2354	Clarkrandy77@aol.com
	Alvin D. Hayes	325-659-6569	txtpr@swbellnet.net
	JOHN LEACH	325-226-3311	John.Leach@co.Tomgreen.Tx.us
	Heather McDougal	325-659-6492	heather.keesee@co.tom-green.tx.us
	Todd Allen	325-315-7510	todd.allen@co.tom-green.tx.us
SHERIFF	David Jones	325-374-3604	david.jones@co.tom-green.TX.US
	Dale Pearce	325-205-2126	dale.pearce@co.Tom-green.TX.US
DISTR. CLK.	Sheri Woodfin	325-659-6579	sheri.woodfin@co.tom-green.tx.us

HDR

	Attendee – Department/Court	Phone	Email
D.A.	Allison Palmer	(325) 659-6583	allison.palmer@co.tom-green.tx.us
	Molly Thurman	(325) 659-6584	molly.thurman@co.tom-green.tx.us
	Christine George	325-659-6583	Christine.george@co.tomgreen.tx.us
COUNTY ATTNY.	Chris Taylor	(659-6562)	chris.taylor " "
	Teena Pierce		teena.pierce " "

Meeting Minutes

Date:	Wednesday, December 10, 2014
Project:	Tom Green County – Courts Needs Assessment, Programming, and Planning Concept Development
To:	Penny Roberts (TG) John Niesen (HDR) Halden Tally (HDR)
From:	Holly Lange (HDR)
Subject:	District Attorney and Grand Jury, 1pm

Attendees

- Alison Palmer – DA
- Molly Thurman - Office Manager
- Christine George- Chief Manager of Personnel, Chief Legal Assistant
- 20 years or more, not hard to expect how much we are going to grow in the next 15 years

Look at narrative DA provided for more detailed information on functional requirements

Existing Staff (24 total)

- 2 DAs (private office)
- 7 assistant DA (private office)
- 2 investigators (private office)
- 6 legal assistants (open offices)
- 2 office assistants (open offices)
- 1 chief legal assistant (separate space/semi-private, close to attorneys, confidentiality)
- 1 office manager (separate space/private office)
- 1 receptionist, needs some privacy, but not in a cage (possibly an office depending how it is designed for privacy)
- 2 victim witness assistants (private office)

Hot check division: will not expand

Victim Waiting area

- Currently used in office or waiting area
- Receptionist oversees kids in waiting area, but they need waiting areas for victims in a courts building. If courts are all in 1 building, that's fine, but they would need to think about grand jury area, out of the path of offender's family. Handy to put witnesses out of the beaten path.
- Provide a separate toilet room, kitchen area, lounge area. Often waiting there all day.

- [JN] In a modern courthouse, the vestibule to each courtroom has a conference / multipurpose room off either side. Could be used for victim/witness waiting temporarily. Good for adults, but not great for the kids. Will schedule a separate waiting room/suite.

Work Area

- Copy/Work Room needed
- Spread out area, 2 large tables

Smaller Victim Witness Meeting Rooms (2 needed)

- Have straight off lobby, not set up to come through work space
- Door from public side, secured door from staff side
- Investigator office near these rooms
- 6-8 seating
- Need video (DVD) monitor and computer

Conference Rooms (2 needed)

- (1) For trial prep, library – seat 20
- (1) Training, etc. – seat 30, plus 10% maybe

Storage

- Phasing out file storage, everything is going to server storage
- Archived folders are maintained by the county, 1600 sq. ft. of all the boxes were on the ground, reduced by 20% - 1670 sq. ft., offset, part of records management, stays in Keys building.
- Vault- 500 sq. ft., would need to double if move all files from private offices and corridors = 1000 sq. ft.
- Seasonal Decorations
- Office supplies, easels, projector screen, files and boxes, bar code scanner, multiple laptops
- Investigators – refrigeration storage, they need the most storage in their office. Prefer a locked cabinet over closet for evidence.

Library

- Would need to be in 1 place. Right now lines the walls of a conference room, wants to keep them in a conference room. Have it in the sub conference room that seats 20
- Some use Casemaker, Lexis Nexus

Evidence

- Some handled by staff, maintained in lockers by investigators. Investigators' offices need to be very secure, and they need a little more space.

IT

- Would like to Add a couple of IT people – plan for (2) IT people and office space for them, with a little work area in case they need to work on machines.
- Share a workspace/Office space, plus a workbench

Criminal history computer

- Kept in locked cabinets near the desk of those authorized to use the system, rather than in a separate room. Might be nice to have it at another location so you are not anchored to the cabinet.

General staff break room and staff restrooms

- Separate from general hallway
- Spend a lot of time talking about cases during break time, department needs their own break room, and private toilet rooms, this is huge deal for them to have a break room and private toilet rooms in their dept.
- Requested break room to seat 40

Staff growth

- Add 2 more attorneys over the next 15 years
- Add 4 support staff over the next 15 years
- 2 IT (discussed above)

Parking

- 1 per staff person
- 8-10 visitor parking

Grand Jury Room

- Vestibule
- Bailiff
- Waiting areas
- Toilets
- Kitchenette
- Legal Assistant touch-down space, printer, phone

- Audio capabilities
- Victim witness areas – enter Grand Jury room not through lobby
- Staff enter not through lobby

Security

- Security, privacy, and confidentiality are very important
- Investigator and staff entering without being exposed to the public; a separate entrance for the investigators. Like having an escape hatch - don't have to go thru lobby
- Security at perimeter between you and public. Card readers possibly, currently have a key pass.
- No glass they can shoot receptionist through. Polycarbonate at reception.
- Biggest security concern is the parking lot. DA scared of parking garage. Open, lights, busy streets, feels more secure. Dangerous for personnel. DA has had threats, biggest concern getting to cars safely. Predominately female employees in the county. Very much in danger. Maybe do an open parking lot, fenced, with awnings to cover it so they can't see you.
- Issues with where electrical outlets are located. Information on monitors is confidential, so need to position them to restrict visibility from passersby.

Next meeting Thursday 15th, at 1:30

Meeting Attendance

Project: Tom Green County Court Needs Assessment, Programming, and Planning Concept Development

Subject: Space Needs Assessment – Sheriff, District Clerk, District Attorney, County Clerk

Date: Wednesday, December 10, 2014

Location: Type location here

	Attendee – Department/Court	Phone	Email
	Penny Roberts – CC@L 2		Penny.roberts@co.tom-green.tx.us
	Halden Tally - HDR	972-960-4049	Halden.tally@hdrinc.com
	John Niesen - HDR	972-960-4183	John.niesen@hdrinc.com
	Holly Lange - HDR	972-960-4138	Holly.lange@hdrinc.com
	Randy Clark – RKC Consultans, LLC	469-834-2354	Clarkrandy77@aol.com
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SHERIFF	Todd Allen	325-315-7510	todd.allen@co.tom-green.tx.us
	David Jones	325-374-3604	david.jones@co.tom-green.TX.us
	Dale Pearce	325-205-2126	dale.pearce@co.Tom-green.TX.US
DISTR. CLK. ~~ATTY.~~	Sheri Woodfin	325 659-6579	sheri.woodfin@co.tom-green.tx.us

	Attendee – Department/Court	Phone	Email
D.A.	Allison Palmer	(325) 659-6583	Allison.palmer@co.tom-green.tx.us
	Molly Thurman	(325) 659-6584	molly.thurman@co.tom-green.tx.us
	Christine George	325-659-6583	Christine.george@co.tom-green.tx.us
COUNTY ATTNY.	Chris Taylor	(659-6562)	chris.taylor " "
	Teena Pierce		teena.pierce " "

51st and 119th District Attorneys' Offices
Response to Request by Tom Green County Commissioner Bill Ford
Fifteen-year Projection of Office Space needs/wishes
10/1/2014

Currently, our offices are housed on a portion of the second floor of the Court Street Annex at 124 W. Beauregard Avenue. Don Killam tells me that the entire second floor of the Annex is 100 ft x 125 ft, or 12,000 square feet of area. I estimate that our offices occupy roughly 2/3 of that space. We house twenty-four employees. Of these, fifteen need their own offices. We have a separate reception office, and we would need to continue to maintain a separate reception office. We have a pool of six support staff whose desks are in the same large room to allow for open communications between them, and we would need that to continue. We have two office assistants that have their own individual offices currently. The office assistants would be better suited to have desks in the same room as the support staff pool.

Over the next fifteen years, I anticipate that we would need room for an additional eight employees. Of these, two would need their own independent offices and we would want room for four additional desks in our support staff room. We would like another office to house two IT employees designated for our office, so their office space could be shared and their office would have additional space needs for handling office machines.

We currently have one conference room-library combination. We do not have any designated offices or rooms where we may meet with witnesses or members of the public. As things stand now, when we meet with witnesses, we prefer to meet with them in the library/conference room, but we cannot all do this at once. That puts us in the position of bringing witnesses into our individual offices. This compromises the security of the private information we have in our offices. It is a better practice to meet with witnesses in an area in our office that is neutral and does not contain private information. I would like to have two rooms designated as witness meeting rooms. These rooms could be for smaller group meetings and would be sufficient if they would seat eight. We still need a large conference room for meetings and conferences. A conference room would be of sufficient size if it could seat thirty. We would like a separate library that could double as an additional conference room and would be sufficient in size if it could house our books and seat twenty. Witness meeting rooms and conference rooms need good electrical connections, Wi-Fi, television monitors (viewable by everyone in the room) with computers, and phone service.

We currently have a break room that includes a kitchen and dining tables and we need to continue to have those facilities. Our break room should be large enough to seat forty.

Our break room currently houses our copy machine and scanner; instead, we would like those items and our fax machine to be housed in the area adjacent to our support staff pool in an additional, larger sized-office/workroom for physical work; large enough to fit 2 large separate tables to spread out and work on.

We have implemented an electronic file storage system that has and should limit much of our physical storage needs, but we still house quite a bit of physical file folders and equipment. Within our offices we house folders that take up an estimated 500 square feet. We also have "archived" file folders maintained by the County Records Department. Sayer Killam tells me we would need approximately 1670 square feet if all the boxes of files were on the ground. If stacked, we may need as little as 20% of that space for archived files. It depends on shelving as I understand it.

While this addresses only space, please be aware that security is a primary concern for our office facilities. There are configurations that we would like to change to improve our offices' security. I realize you are not asking for configuration requests here, so I will not delve into them, but please be aware we would have requests related to security in any new or remodeled facilities.

Meeting Minutes

Date:	Wednesday, December 10, 2014
Project:	Tom Green County – Courts Needs Assessment, Programming, and Planning Concept Development
To:	Penny Roberts (TG) John Niesen (HDR) Halden Talley (HDR)
From:	Holly Lange (HDR)
Subject:	County Clerk, 3pm

Attendees: see attached sign-in sheet

Existing Staff (15 total)

- County Attorney (office)
- 5 Assistant attorneys (office)
- 1 office manager (Teena)
- 1 criminal clerk
- 1 hot check clerk
- 1 clerk
- 1 receptionist
  Domestic Violence Unit
- 1 victim coordinator
- 1 receptionist
- 2 investigators

Staff Growth (if we added a court or when they merge)

- 1 Assistant attorney
- 1 criminal clerk
- 1 general clerk
- Not another investigator or victim coordinator or hot check clerk
- Maybe a receptionist transitions into another role when they merge

Secure storage room

- Most are videos, used to be vhs, now are dvds, wont need bigger than what they have now 120 sq. ft. now, could be 80 sq. ft.
- Usually keep things 3-4 years
- Security- metal door, lock, really more of a storage room, not a chain of custody

Break Room and Toilet rooms

- Central staff break room and staff toilets (proposed), no public access, each department would have a kitchenette.

Central mailroom

- for building - each department would pick up their mail

Children's waiting room

- needed for when victim coordinator has client in their office.

Lobby/Waiting area

- Off the main lobby.
- Right now the victim coordinator takes victims into their office.
- Hot checks window is bullet-proof glass with a speak window and pass tray
- Other reception window isn't bullet proof but has similar features

Conference Room

- (1) Small Off the waiting area to accommodate victims, files, evidence viewing
- Do not want interaction between the victim and the defendant.
- Separate doors into room from public side and staff side
- (1) Larger for staff meetings (15), include library area

TLETS computer system

- In a separate room (criminal clerk's office). Door is locked. Is not in a cabinet.

Security

- Right now Cty. Attny. has a lot of keys, it's an issue. Would prefer card access over keys

Storage

- Supply closet (50 sq. ft.) and storage room (150 sq. ft.)
- Seasonal, filing cabinets (80 sq. ft.), boxes, paper, bank records
- Current seems like enough storage Police Reports, storage of trash bag of papers that are going to county shredder. (200 sq. ft.) Accommodate space for spreading bags. (may be temporary)

Parking

- 1 per staff
- 7-10 visitors

HDR

Meeting Attendance

Project: Tom Green County Court Needs Assessment, Programming, and Planning Concept Development

Subject: Space Needs Assessment – Sheriff, District Clerk, District Attorney, County Clerk

Date: Wednesday, December 10, 2014

Location: Type location here

Attendee – Department/Court	Phone	Email
Penny Roberts – CC@L 2		Penny.roberts@co.tom-green.tx.us
Halden Tally - HDR	972-960-4049	Halden.tally@hdrinc.com
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Holly Lange - HDR	972-960-4138	Holly.lange@hdrinc.com
Randy Clark – RKC Consultans, LLC	469-834-2354	Clarkrandy77@aol.com
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DISTR. CLK. ~~ATTY.~~ Sheri Woodfin	325-659-6579	sheri.woodfin@co.tom-green.tx.us

HDR

Attendee – Department/Court	Phone	Email
D.A. Allison Palmer	(325) 659-6583	Allison.palmer@co.tom-green.tx.us
Molly Thurman	(325) 659-6584	molly.thurman@co.tom-green.tx.us
Christine George	325-659-6583	Christine.george@co.tom-green.tx.us
COUNTY ATTNY. Chris Taylor	(659-6562)	Chris.taylor " "
Teena Pierce		teena.pierce " "

Meeting Minutes

Date:	Wednesday, December 10, 2014
Project:	Tom Green County – Courts Needs Assessment, Programming, and Planning Concept Development
To:	Penny Roberts (TG) John Niesen (HDR) Halden Tally (HDR)
From:	Holly Lange (HDR)
Subject:	County Clerk, 2pm

<u>Attendees</u>

County Clerk
Penny Roberts
Halden Tally
John Niesen
Holly Lange
David Bostwick

- 1st floor of annex building
- 20 employees
- Everyone is on the same floor
- Really likes their location
- Plan to go digital with all their hard copies, but a million dollar project, so can't do it all now
- Tracks commissioners court's minutes since 1990s. Now attach all online, everything is online. She does not print hard copies anymore, they are online
- Visitor parking: 10-15 spaces
- Would like to have a more secure link to the courts building, secure from weather. Would be wonderful if there was some kind of link – wish list

Meeting Minutes

Date:	Wednesday, December 10, 2014
Project:	Tom Green County – Courts Needs Assessment, Programming, and Planning Concept Development
To:	Penny Roberts (TG) John Niesen (HDR) Halden Tally (HDR)
From:	Holly Lange (HDR)
Subject:	Justice of the Peace Precinct 1, 4pm

Attendees

Kay Longest
Penny Roberts
John Niesen
Holly Lange

- Walked through space
- 2 clerks
- Chief Clerk needs some privacy without public interference
- Adding another clerk soon
- About 45 sq. ft. of files now
- About 200 sq. ft. of combined miscellaneous office storage space now, tight but adequate
- Immediately adjacent to and accessible to courtroom
- Courtroom has very small gallery (estimated at 30) which is inadequate

Meeting Minutes

Date:	Thursday, December 11, 2014
Project:	Tom Green County – Courts Needs Assessment, Programming, and Planning Concept Development
To:	Penny Roberts (TG) John Niesen (HDR) Halden Tally (HDR)
From:	Holly Lange (HDR)
Subject:	Adult Probation (CSCD)

Attendees: see attached sign-in sheet

Adult Probation Office Locations

- Basement office of historic courthouse – serves just the court
- 50,000 sq. ft. in old Walmart, Bryant location
- Ballinger
- El Dorado
- 7 counties served total

Staff

- 6 probation officers, private office area, 12x12 desired, 150 sq. ft. would be typical suggested by HDR, 2 guest chairs max., usually meeting with probationer alone. Safe exit is critical.
- 1 supervisor- private office 14x14 desired, desk and filing cabinet, 2 guest chairs
- 1 admin – reception area, glassed off. Dedicated TLETS computer that needs to be secured.
- Would love a waiting area, currently don't have it- no more than 10 at one time. No children.

Future Staff

If they added a court and went up to 7 courts, he would need 7 probation officers.

Work Area, Printing

Storage

- Not huge area, most is out at North Bryant, typical, small area, locked, closet

Kitchenette

Parking

- 1 per staff
- 5 guests

Location: ok to be in existing building, need to be near court, does not have to be in same building

Urine samples

- Samples are handled at Bryant location
- If they get another court, might start getting tests done here, but right now easier to do it at Bryant. 80% chance to keep doing it out there and let this continue to be just the court unit. Inconvenient for staff and public to be taking UAs in this existing location.

Conference Room

- No

Filing

- Kept in office, not file room
- Most files, dead files, etc. go to Bryant location, after 3 years, purged, maintained, scanned digitally

No need for more massive computer stuff, programing going to be cloud based this year, not going to have massive server.

HDR

Meeting Attendance

Project: Tom Green County Court Needs Assessment, Programming, and Planning Concept Development

Subject: Space Needs Assessment – CSCD, Facilities

Date: Wednesday, December 10, 2014

Location: Type location here

	Attendee – Department/Court	Phone	Email
	Penny Roberts – CC@L 2		Penny.roberts@co.tom-green.tx.us
	Halden Tally - HDR	972-960-4049	Halden.tally@hdrinc.com
	John Niesen - HDR	972-960-4183	John.niesen@hdrinc.com
	Holly Lange - HDR	972-960-4138	Holly.lange@hdrinc.com
CSCD	John A. Wilmoth	325-659-6544	john.wilmoth@conchovalleycscd.org
	Don Killam	325-659-6505	don.Killam@co.tom-green.tx.us
FACILITIES + I.T.	Justin Thornton	325-659-6516	Justin.Thornton@co.Tom-Green.Tx.U
	Brian McGuire	325-656-6909	brian.mcguire@co.tom-green.tx.us
	Kyle Newton	325-947-1555	knewton@ksaeng.com
	Roger Nichols	325-655-1023	Roger.Nichols@co.tom-green.tx.us
	Sayer Killam	325-659-6553	Sayer.Killam@co.tom-green.tx.us

Meeting Minutes

Date:	Thursday, December 11, 2014
Project:	Tom Green County – Courts Needs Assessment, Programming, and Planning Concept Development
To:	Penny Roberts (TG) John Niesen (HDR) Halden Tally (HDR)
From:	Holly Lange (HDR)
Subject:	Facilities and IT, 9:30AM

Attendees

- Kyle Newton - KSA, civil engineer, site work, civil work
- Don Killiam – Facilities & Maintenance Director (20 years)
- Justin Thornton - Director of IT (1 month)
- Brian – Facilities Supervisor (4 years)

No new offices are planed for the Courts Facility for these Departments

Housekeeping

- Make sure space is provided for housekeeping, and housekeeping storage. A minimum of one custodial space with floor sink per floor must be provided for maintenance.

Mechanical

- No fan coils, too noisy
- VAV systems ok
- Too much fresh air presently for air intake, covered louvers, wasn't fixed right, not being used
- Prefer chilled/hot water 4-pipe rather than package units
- Multi story – chases need to align – no offsets
- No water above office areas (holding cells that can overflow)

How old is the existing equipment?

- Chiller - 1995, air-cooled, on the roof
- 1985 – remodeled
- 4 air handler units- since 1981
  - 2 mech rooms, 1 has 2 air handlers with the air filters on the doors – in basement
  - 1 AHU on 1st floor
  - 1 AHU on 3rd floor
- Mechanical room in basement – pumps and boilers
- The Building was1927 original construction. 1984 and 2004 were the major renovations.
- Upper façade and basement waterproofing were latest maintenance restorations. Drainage in yard was done couple of years ago, parapet, 2012.

- Electrical pretty good shape. Prefer Square D equipment.
- Transformer pad is sinking on west side of building, Utility needs to fix it
- Sprinkler riser (dry pipe for attic), electrical panels, communication panels in top floor space
- For sprinkler system up in the attic, not wet. Attic is dry system. Rest of building is wet pipe.
- Isolation springs for air handler units are provided

IT infrastructure

- Mechanical and IT cabling share same rooms
- 1st floor is the IT closet, switching and cabling there
- FBI recommendations and requirements, have control of IT area. Issue depending who comes and audits us. Need to make sure we are not out of the 299 range for 4ft of space around the racks which are about the size of a loveseat, need dedicated IT space.
- If we are doing a new structure, would be good if IT was stacked, single channels, otherwise will have to put a set on both ends, and come to center.
- Issue – moving forward so fast, utilizing more and more of cat 6 and cat 5
- Service to the building have a ds3 coming out of that building, all fiber does not come out of that building. Annex building holds in effect all their communications. A lot of telecom junction happens between annex and parking area.
- Planning to go away from telephone, going digital VOIP next fiscal year. Going to connect 5 outlying buildings with fiber. There will still be one line left active, main control for VOIP will reside out of annex.
- 5pt gigahertz radio off the tower on the building. Power lines run under ground. No utility poles or power lines on site.
- Chase connection is only 4" pvc pipe running from Keyes building to historic court house. Does not have capacity for additional fiber.
- Want digital, telecomm system running analog copper system, hopefully copper will no longer be used, but needs to increase fiber pulled. Basically need to replace the fiber for the entire building. Can't re-pull fiber thru an existing conduit that fiber has already been pulled through. Need new ductbank.
- We need to coordinate with IT on where they are going to place their new fiber conduit, very important so that location of the master planned buildings coordinate with new utility locations.

Recycling

- Once they change to automated trash pick up system, there will be a recycling bin. They do have recycle station off site. Recycle room would be good in future. Not soon, but down the road.

Things not well accommodated

- Visual access, tv screens, connectivity, video, audio recording, was not designed or wired in existing courtrooms
- Lawyers need to be on network
- Because of the structure, can't do wireless easy, hard to wire

For new courthouse

- Would like conduit run through the floor for easy access (floor boxes)
- Interactive table, powered
- Keep visually pleasing atmosphere
- 80” tv, recessed into wall in future courthouse
- Hide and lockup equipment so don’t have to pull things back out between cases.
- issues with wall jacks in rooms, need wall jacks on all 4 walls, 4 sets in each room
- if it’s a conference room, also do a floor box
- New building, would like to do cat six

Security Cameras

- Intertel does the video cameras, cctv in courthouse and jail
- Inmate and security

Card access

- Really regret not putting in card access in jail courts when they did that project. Try not to go cheap If you don’t have to.
- Have asked to Please not put any keypads on the doors.
- Currently use Intertel fobs in historic court house.

Standard finishes and Interior Items

- No existing standards really
- Get away from vinyl wall covering anywhere
- Flooring- like terrazzo, more costly initially. Across the street used tile, may have settling issues with cracking with terrazzo
- Personal control of heat and cold would be nice
- Important that it is not dated, be more conservative
- People adapt
- See yourself going to LED in the future, but not anytime soon

HDR

Meeting Attendance

Project: Tom Green County Court Needs Assessment, Programming, and Planning Concept Development

Subject: Space Needs Assessment – CSCD, Facilities

Date: Wednesday, December 10, 2014

Location: Type location here

	Attendee – Department/Court	Phone	Email
	Penny Roberts – CC@L 2		Penny.roberts@co.tom-green.tx.us
	Halden Tally - HDR	972-960-4049	Halden.tally@hdrinc.com
	John Niesen - HDR	972-960-4183	John.niesen@hdrinc.com
	Holly Lange - HDR	972-960-4138	Holly.lange@hdrinc.com
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	Roger Nichols	325-655-1023	Roger.Nichols@co.tom-green.tx.us
	Sayer Killam	325-659-6553	Sayer.Killam@co.tom-green.tx.us

Meeting Minutes

Date:	Thursday, December 11, 2014
Project:	Tom Green County – Courts Needs Assessment, Programming, and Planning Concept Development
To:	Penny Roberts (TG) John Niesen (HDR) Halden Tally (HDR)
From:	Holly Lange (HDR)
Subject:	Records, 11am

Attendees: See attached sign-in sheet.

Paperless society since 1990, and yet, here we are.

Biggest issue

- Many departments are scanning, but still keeping source document.
- Judges want paper, even though we have statue to destroy source document we don't. Judges copy/print then keep the copy in addition to the original.
- 1/3 could be shredded by statue, so records managers have decide what they are going to keep and what they are going to scan. Store fingerprints since scanning only gives partial finger prints. Finger prints are in color, will probably be kept for ever

Retaining schedule is based on the state

Grandfathered in, don't see have to move out of the basement. Rule about storing in basements came about after this storage facility was put here.

New construction is suggested not to be in a basement

Older stuff is hard find. Old stuff is organized alphabetical, new stuff is all by case numbers

Certain departments are better with following the rules of boxing things for storage than others.

Certain departments catalog items better for finding them later than others.

Meeting Attendance

Project: Tom Green County Court Needs Assessment, Programming, and Planning Concept Development

Subject: Space Needs Assessment – CSCD, Facilities

Date: Wednesday, December 10, 2014

Location: Type location here

	Attendee – Department/Court	Phone	Email
	Penny Roberts – CC@L 2		Penny.roberts@co.tom-green.tx.us
	Halden Tally - HDR	972-960-4049	Halden.tally@hdrinc.com
	John Niesen - HDR	972-960-4183	John.niesen@hdrinc.com
	Holly Lange - HDR	972-960-4138	Holly.lange@hdrinc.com
CSCD	John A. Wilmoth	325-659-6544	john.wilmoth@conchovalleycscd.org
	DON Killam	325-659-6505	don.Killam@co.tom-green.tx.us
FACILITIES + I.T.	Justin Thornton	325-659-6516	Justin.Thornton@co.Tom-Green.Tx.U
	Brian McGuire	325-656-6909	brian.mcguire@co.tom-green.tx.us
	Kyle Newton	325-947-1555	knewton@ksaeng.com
Records	Roger Nichols	325-655-1023	Roger.Nichols@co.tom-green.tx.us
	Sayer Killam	325-659-6553	Sayer.Killam@co.tom-green.tx.us

Meeting Minutes

Date:	Thursday, January 15, 2015
Project:	Tom Green County – Courts Needs Assessment, Programming, and Planning Concept Development
To:	Penny Roberts (TG) John Niesen (HDR) Halden Tally (HDR)
From:	Holly Lange (HDR)
Subject:	Workshop 1

Attendees

- See sign in sheet

Notes

9am Sheriff's Office Workshop – Tom Green County Courts Needs Assessment Planning Discussion

- Yesterday they wrapped up tours of Lubbock, Collin and Brazos Counties
- They are very interested in a direct supervision environment
- Transportation of defendants-in-custody to the courthouse could be reduced significantly if arraignments and plea hearings were conducted via video conferencing. This concept is very supported by the judges. Discussion between Sheriff's department and judges should happen to come to agreement on this process as it will have an affect on the sizing of holding in the courthouse and spaces to provide for in the jail.
- Sheriff team is too early in process to say whether existing jail will remain or a new site is being pursued.
- Vehicular sally port at courthouse: plan for a bus, pass thru lane, 4 or 5 spaces for vehicles
- Booking area in existing jail would change if jail remains
- Dealing with conglomerate soil in relation to underground connection; not impossible, just more difficult initially to dig through. HDR contributed that long-term operational savings of a buried connection generally outweigh the initial investment in an overhead connection.
- Court's holding facilities- Sheriff's staff would like to tour. HDR suggested Hayes and Ellis Counties.
- Sheriff's staff suggested considering high risk/large trials being held at a courtroom inside the jail
- Attorney/client meeting room, secured, need it somewhere, where it's held is not as important, maybe on first floor near holding cells.
- Look at using existing historical courts as attorney general courts? Concern of security.
- If county approves having all 8-10 courtrooms
    - Maybe put county clerk in existing historic court rooms, there were 2, now 3, tear down wall. Wouldn't be security issue.
    - Ideal to have all courts in new facility

    - Per HDR, District court on first floor ideally, right now stay where they are
- Public perception of historic building
    - Showpiece for San Angelo
    - Public relations campaign to educate people on why they need a new courthouse and why the existing is compromised / doesn't function.
- Concern there is not enough square footage at the jail location to meet a 50-80 year plan.
    - Could the existing jail be used as the courtrooms? Probably will not facilitate any new construction / renovation.
    - Problematic from the other architects' opinion. Could also abandon 50 year plan, and go to another 15 year temporary fix situation. Would probably have to tear down everything but the front facade.
- Liked Collin County jail (done by HDR)
- Sheriff preferred planning for dual location officer controls: at front door and in holding area to control the holding area. This would require (in the holding area) an officer station with sally port, toilet, storage.

10:30 Courts meeting – review of caseload analysis

- Halden Tally: Judge Floyd asked HDR to look at the numbers based on our experience.
- 2006 started downward trend in case load. Explanation: the state changed DWLS (driving with license suspended) traffic cases from a Class B to C offence, which moved them to a different court.
- Theft by Check cases have trended down; debit cards and electronic check clearance have reduced these dramatically.
- Don't need to add a court for the next 15 years, but would be prudent to plan to add at least 2 more courts for the next 50 years given the population growth trend.
- Judge Roberts requested HDR add probate to the numbers, divide out Ellis County's new district court and resend the calculations
- Cluster court seems to be the only court supported by the State rep (Cluster is OCA budget.)
- Commissioner sees it as being prudent to build the shell as a minimum. Could also convert office space into future court space.

11:15 Courts Needs Assessment Workshop

- Court St is actually an alley owned by the county. A conduit to control traffic. If we closed it, we would need to relook at where that function would go.
- Cmmr. Ford really wants a thought-out layout, emphasis on the connectivity that makes you do your job better.
- Security is a major driving factor with the separation of public, inmates and staff/jury
- Courts: 4 District, 2 county, 1jp, 1AP works out nicely to 2 floors of 4 per floor.
- Commissioner heard that you can build on the back lawn in an unofficial conversation when he talked to historical commission 6 months ago
- Commissioner likes the idea of parking garage on the west side
- Keyes building will add 140 parking count need. Not in the current numbers.
- Parking behind county office has been underutilized.
- Judges leaning towards option B court floor layout. Like all the judges being together.

- Consider big west Texas trucks for parking clearances
- Judge Roberts and Commissioner Ford like idea of secured parking under building
- Judges really like the idea of using the old courtrooms as the county clerk but also like using existing courtrooms for court functions since they get requests to use the existing courtrooms for classes and have to deny them
- Would like to add an ADA ramp to existing building main entrance

1:30 Courts Needs Assessment Workshop

- Constraints
  - Historic designation for existing courthouse limits construction options?
  - Access into courthouse only from 1 single/secure entrance
  - Raised floor of existing courthouse (+/-6') above grade (accessibility issues)
  - Existing Annex Building remains (for immediate future); somewhat limits options in that area
  - Designated/dedicated parking for courts limited; most parking is on street
- Opportunities
  - North of existing courthouse vacant; possibly suitable for building expansion
  - Location in Central Business District and Cultural District
  - Proximity of existing county jail; potential synergies between jail and court expansions
- Concern about where the jury will be going on breaks, sometimes are large groups out at the same time. Where they go to get vending, etc. Is there enough in the program?
- Would like a new ADA entrance, non-mechanical
- DA would not like being on 3 floors. Would be a temporary fix until new courthouse is built? Was decided to not move the DA; keep them in the exiting Annex until they move to the 4th floor shell space of the courthouse
- County Attorney, if the entire department would move, they would need more space than what was shown. What was shown only represented what is currently in the historic courthouse. Was determined that County Attorney and District Attorney should go in the same proximate location, perhaps both on a future top floor of the courthouse.
- District and County Clerks need to be very accessible to the public. Right now they don't go thru security but not opposed to having security.
- County Clerk would like to all be together. #1 priority for them. Could take up all of Level 2?
- Who is a good tenant for this existing building long term? Maybe in phases?
  - County Clerk and District Clerk on the level 1 & 2
    - Consider how to renovate the District Clerk in place
  - Grand jury and retired judges on level 3
  - Basement and level 1 in phase 1, Level 2 & 3 in other phase
  - Basement- Adult Probation, Staff Lounge, Mech and District Clerk overflow
- Annex
  - DA stay there until they move to new building. When DA moves, IT could take over the space.

Next meeting: February 5. HDR will present 3 complete schemes with the goal of narrowing it to one.

Meeting Attendance

Project: Tom Green County Court Needs Assessment, Programming, and Planning Concept Development
Subject: Workshop 1
Date: Thursday, January 15, 2015
Location: Grand Jury Room, 3rd Floor, Historic Courthouse

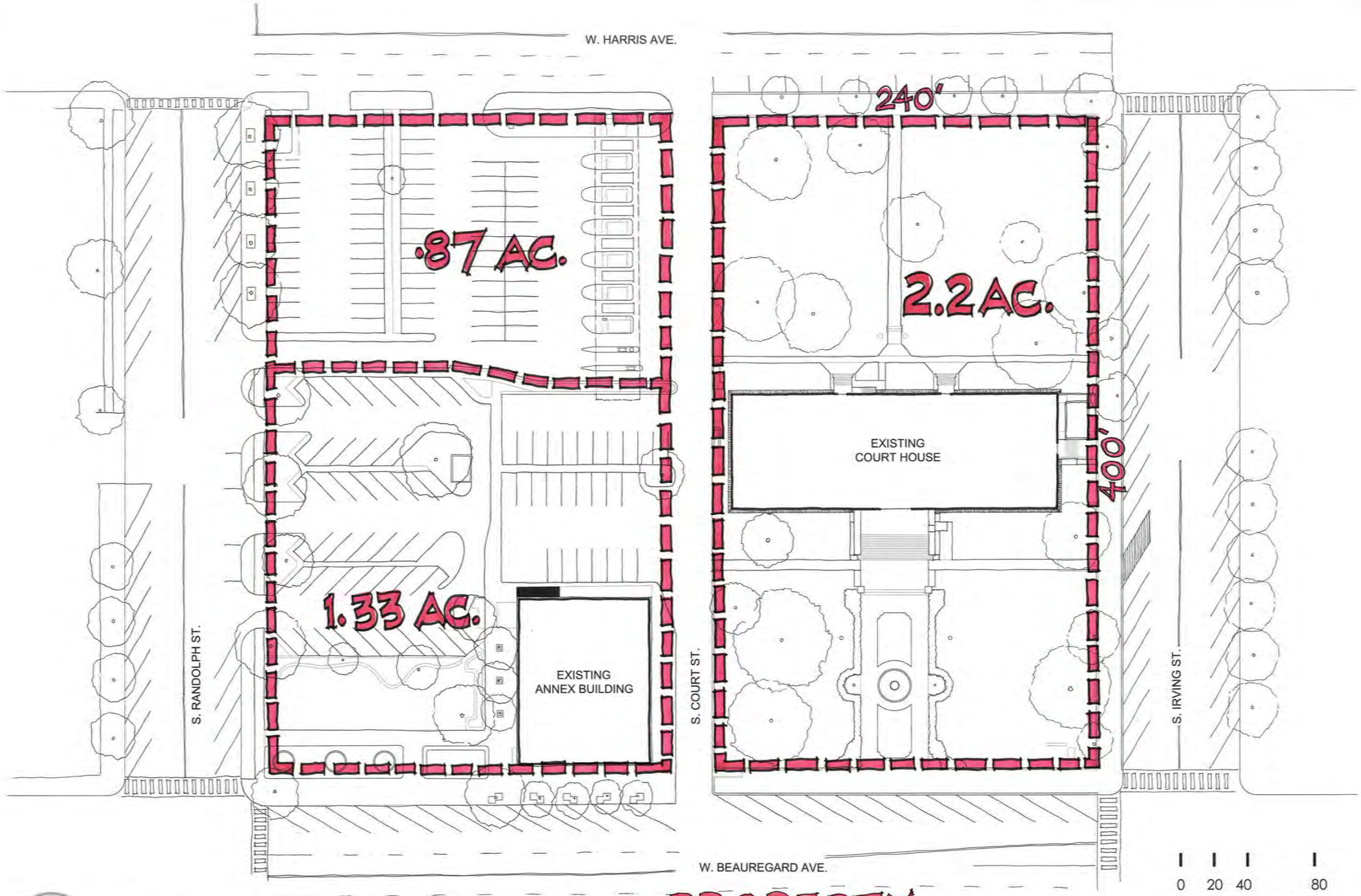
Attendee – Department/Court	Phone	Email
Penny Roberts – CC@L 2	325-658-2495	penny.roberts@co.tom-green.tx.us
Halden Tally - HDR	972-960-4049	halden.tally@hdrinc.com
John Niesen - HDR	972-960-4183	john.niesen@hdrinc.com
Holly Lange - HDR	972-960-4138	holly.lange@hdrinc.com
Vince Ellwood - HDR	972-960-4091	vince.ellwood@hdrinc.com
Nathan Cradduck	325-659-6521	nathan.cradduck@co.tom-green.tx.us
David Alexander - KSA	325 947 1555	dalexander@ksaeng.com
Ben Woodward		
David Jones	374-3604	david.jones@co.tom-green.tx.us
Dale Pearce		dale.pearce@co.tom-green.tx.us
John Leach	659-6404	john.leach@co.tom-green.tx.us
Todd Allen	659-6599	todd.allen@co.tom-green.tx.us
Jay Weatherby		
Craig Kinney	653-2900	craig@kinneyfranke.com
Kye B. Franke	653-2900	Kye@KinneyFranke.com

10:30 —

Attendee – Department/Court	Phone	Email
Penny Roberts		
BEN NOLAN		
BILLFORD.		
JAY WEATHERBY		
DAVID BOSTWICK VIA PHONE		
TOM GOSSETT		

1:30

Attendee – Department/Court	Phone	Email
David Alexander - KSA		
Penny Roberts		
Co. Atty - Chris Taylor		
Teena Pierce		
Allison Palmer - DA		
Don Killamp - Facil. Maint.		
Brian McGuire - Fac Mnt.		
Sheri Woodfin - Dist Clerk		



Planning Workshop
Tom Green County Courts

PROPERTY OWNERSHIP

January 15, 2014

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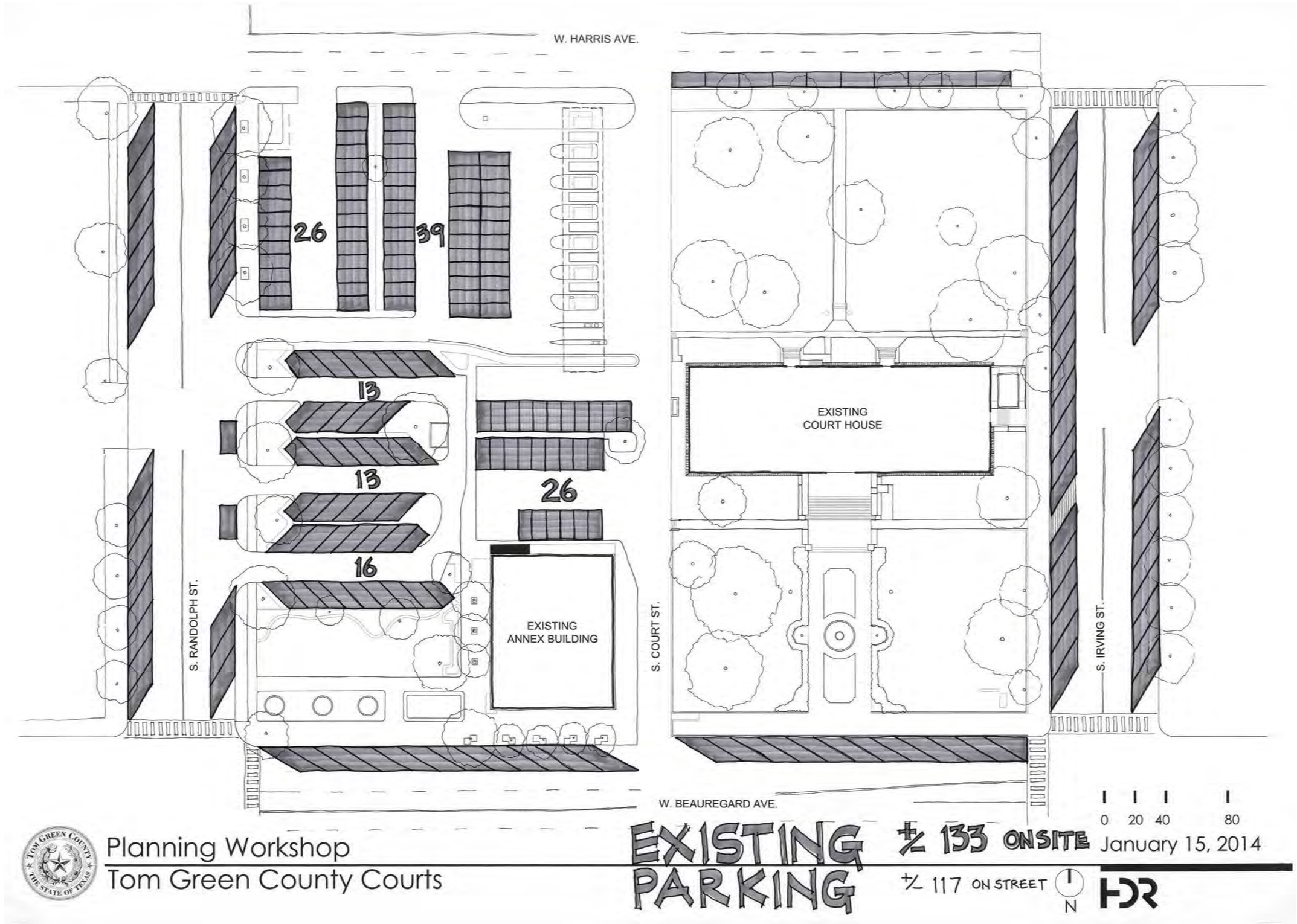
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ANNEX BUILDING
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S. IRVING ST.
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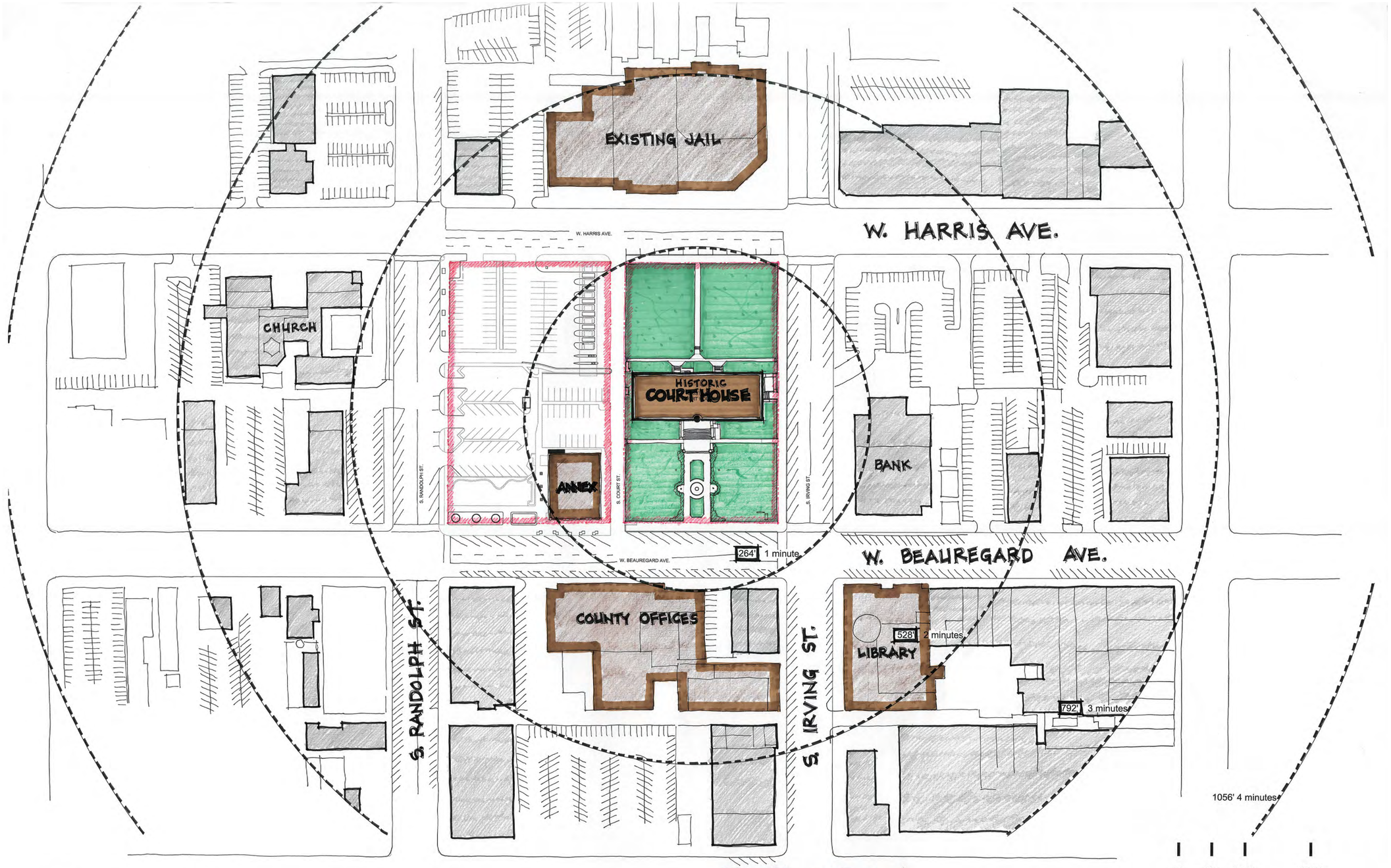
January 15, 2014
Planning Workshop
Tom Green County Courts



Planning Workshop
Tom Green County Courts

STUDY AREA

January 15, 2014

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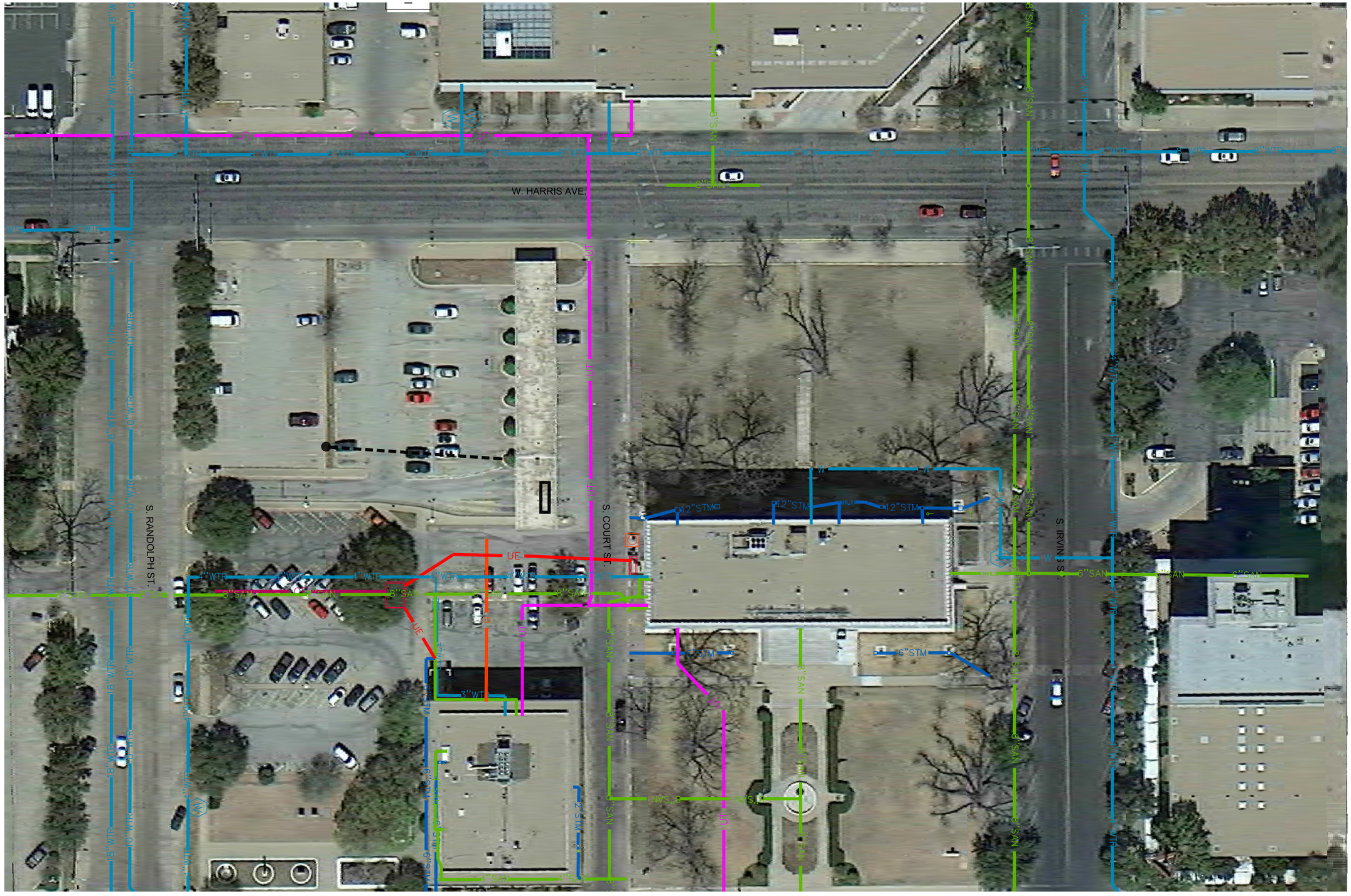
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3"WTR
4"WTR
8"WTR
10"WTR
UE
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SITE ANALYSIS
OPPORTUNITIES

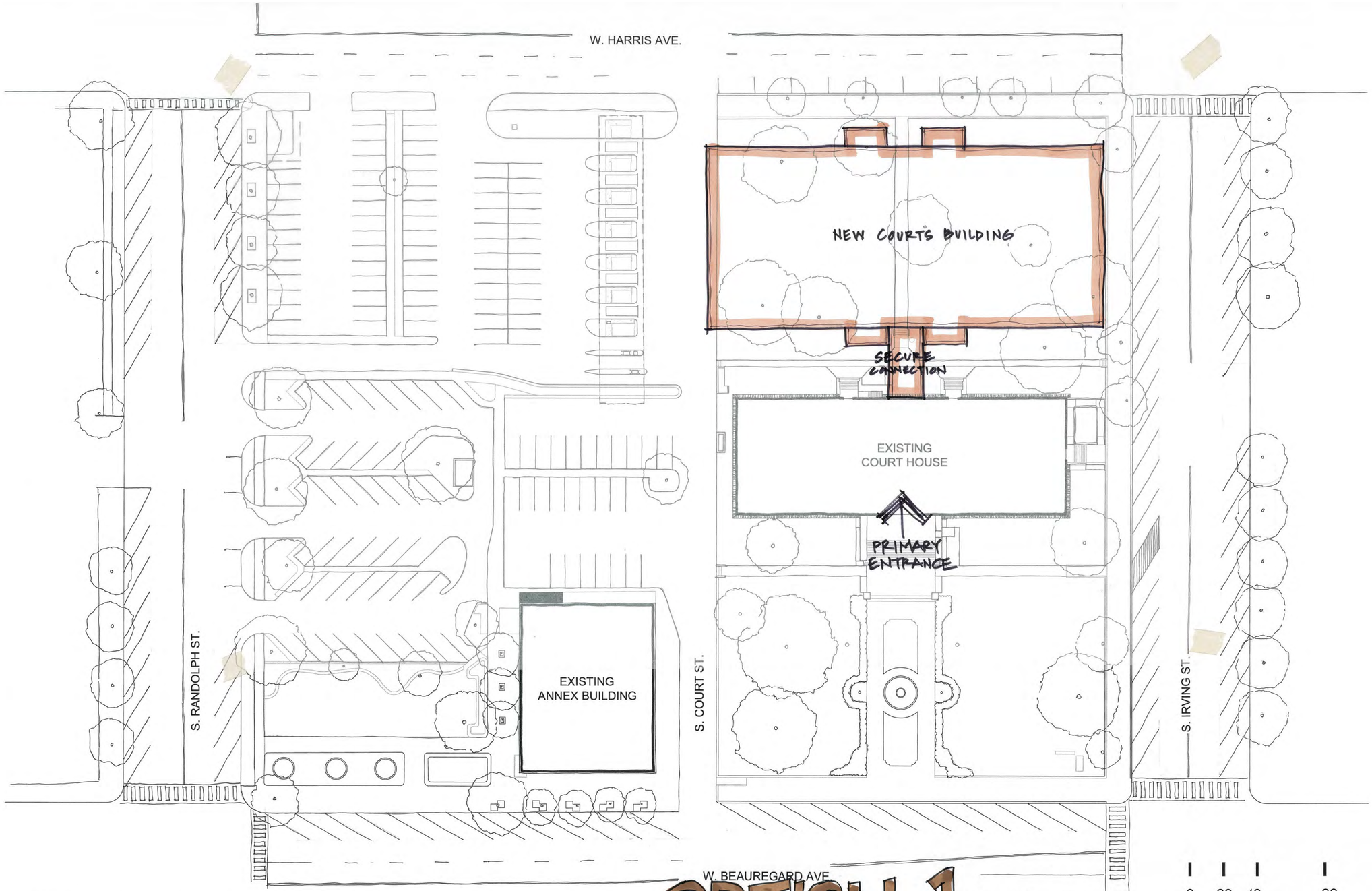
- North of existing courthouse vacant; possibly suitable for building expansion
- Location in Central Business District (CBD) and cultural district; S. Irving St. is pedestrian link N-S through CBD
- Proximity of existing county jail; potential synergies between jail and courts expansion

CONSTRAINTS

- Historic designation for existing courthouse (limits construction options?)
- Court St. dividing site and traffic only one-way (North)
- Access into courthouse only from one single/secure entrance
- Raised floor of existing courthouse (+/- 6') above grade (accessibility issues)
- Existing Annex Building remains (for immediate future); somewhat limits options in that area
- Designated/dedicated parking for courts limited; most parking is on-street

SAFETY AND SECURITY ISSUES
NEEDS FOR COURT REPLACEMENT

- Secure zone for judges, court staff and jurors
- Separate defendant-in-custody movement/detention from public and staff
- Meeting spaces for attorney/client and witness waiting
- Flexibility for multiple litigants
- Optimize sight lines
- Provide for court technology
- Secure chain of custody path for evidence, court records and staff
- Maximize efficiency and adjacencies between departments.



Planning Workshop
Tom Green County Courts

January 15, 2014

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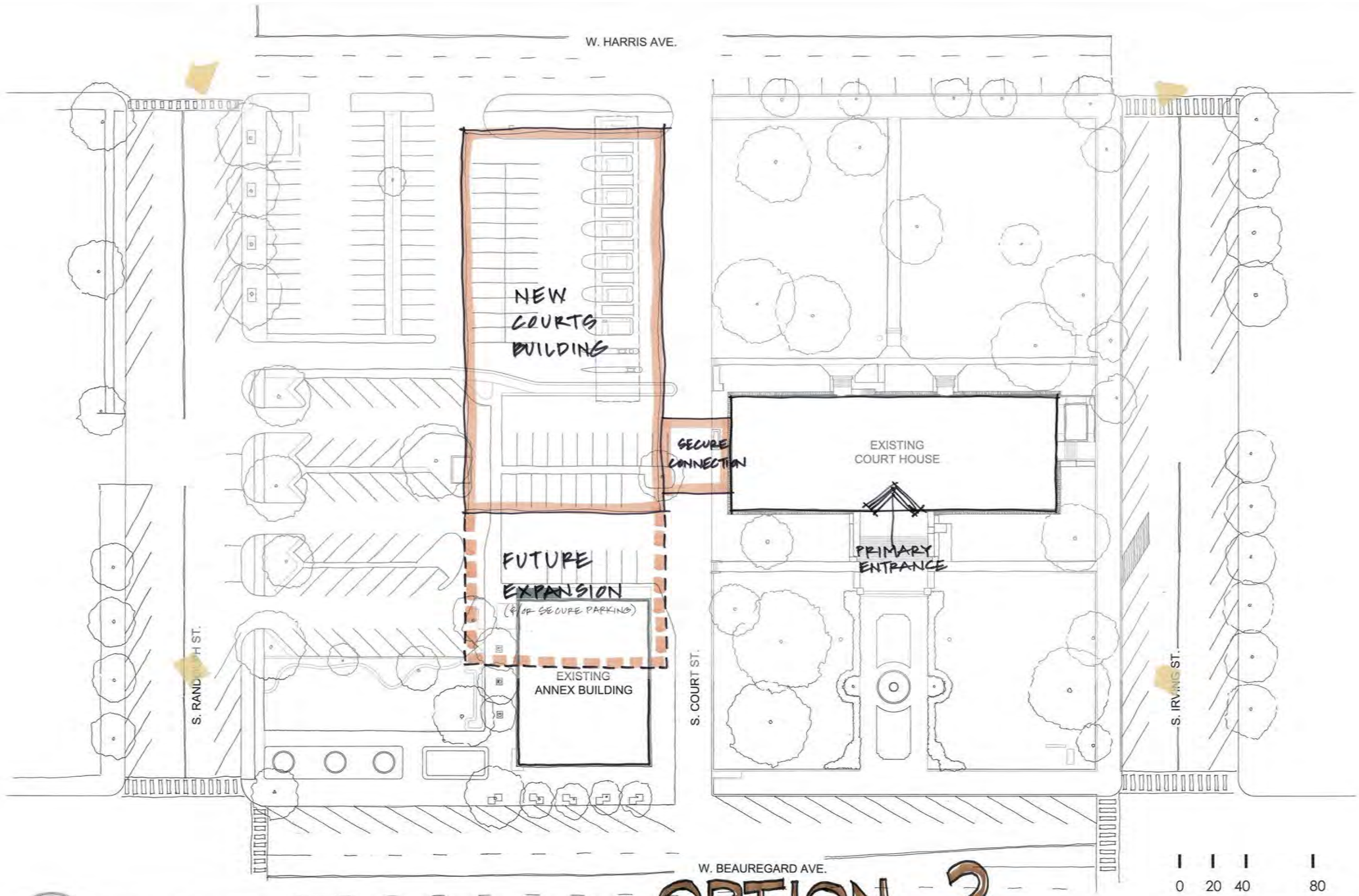

OPTION 2

January 15, 2014

Planning Workshop
Tom Green County Courts

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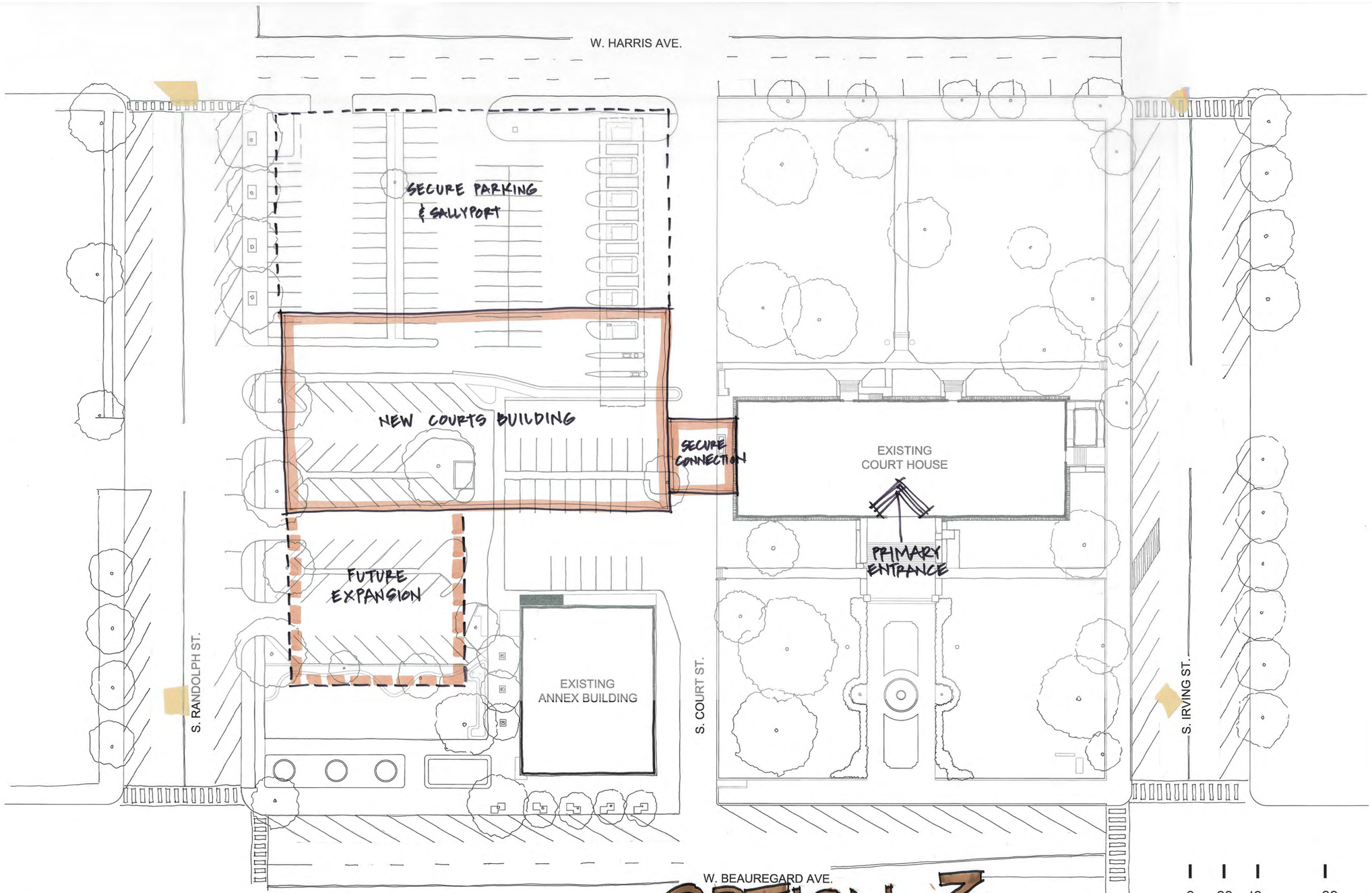

Planning Workshop
Tom Green County Courts

January 15, 2014

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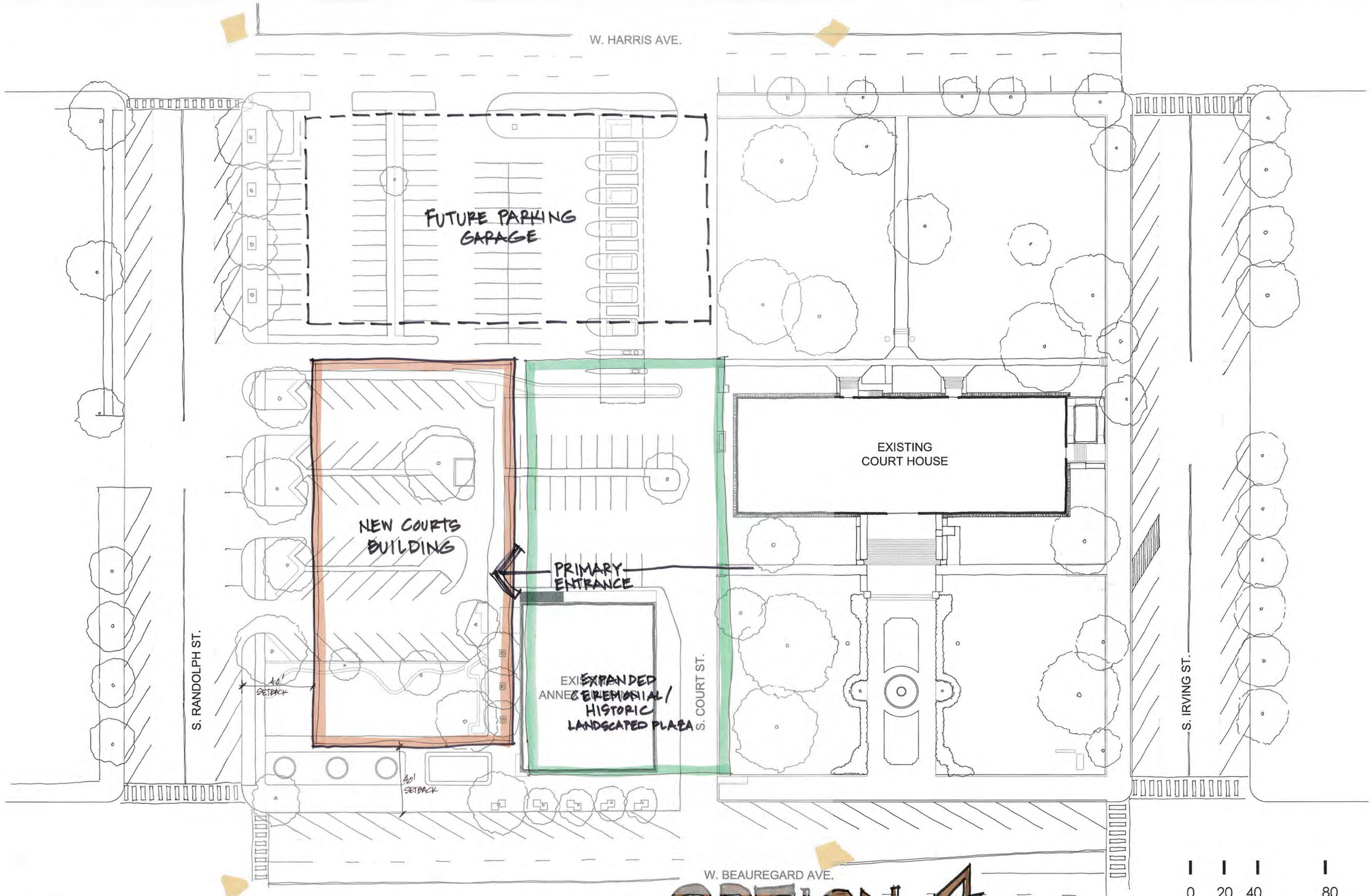

OPTION 4

January 15, 2014

Planning Workshop
Tom Green County Courts

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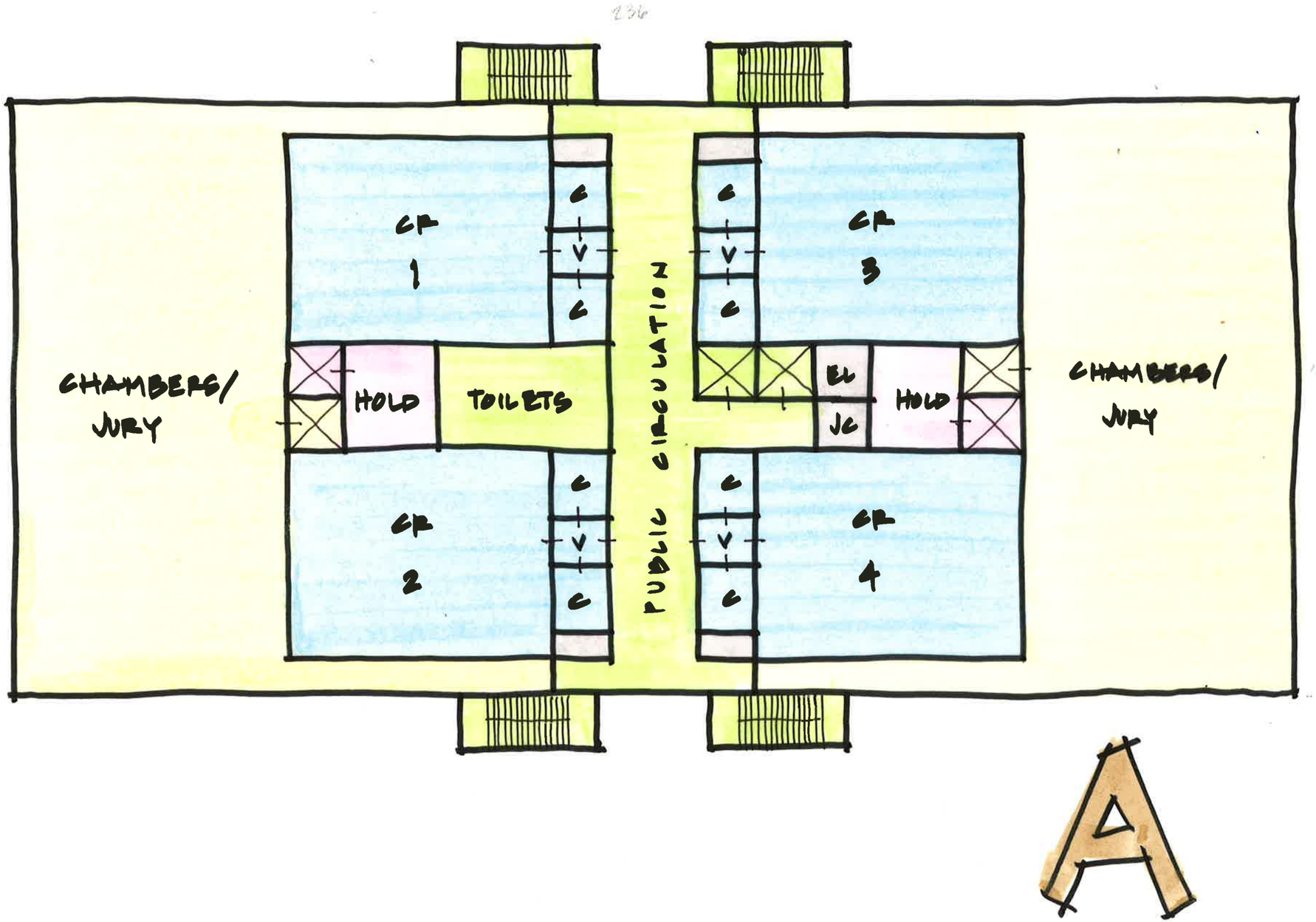
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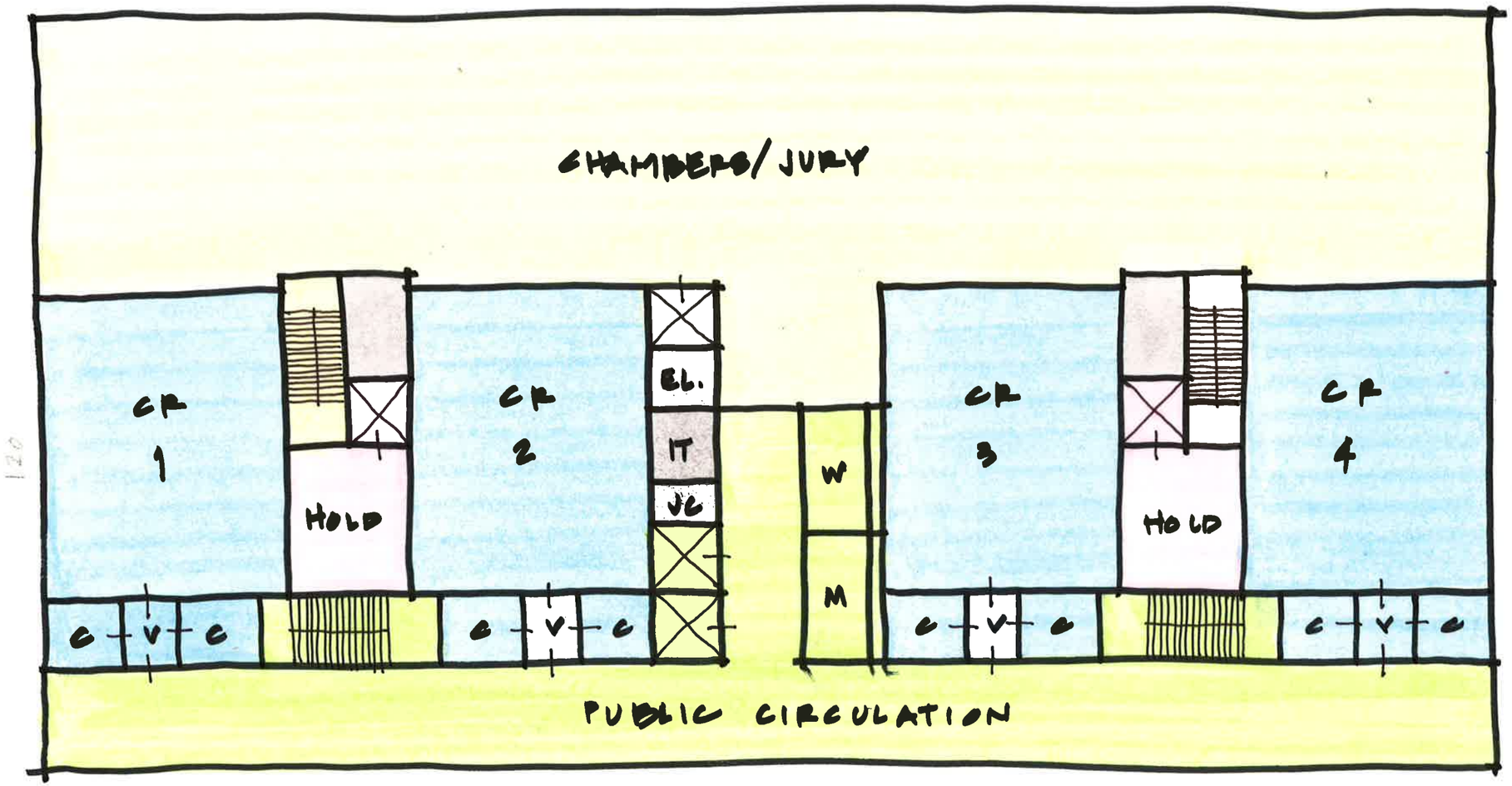
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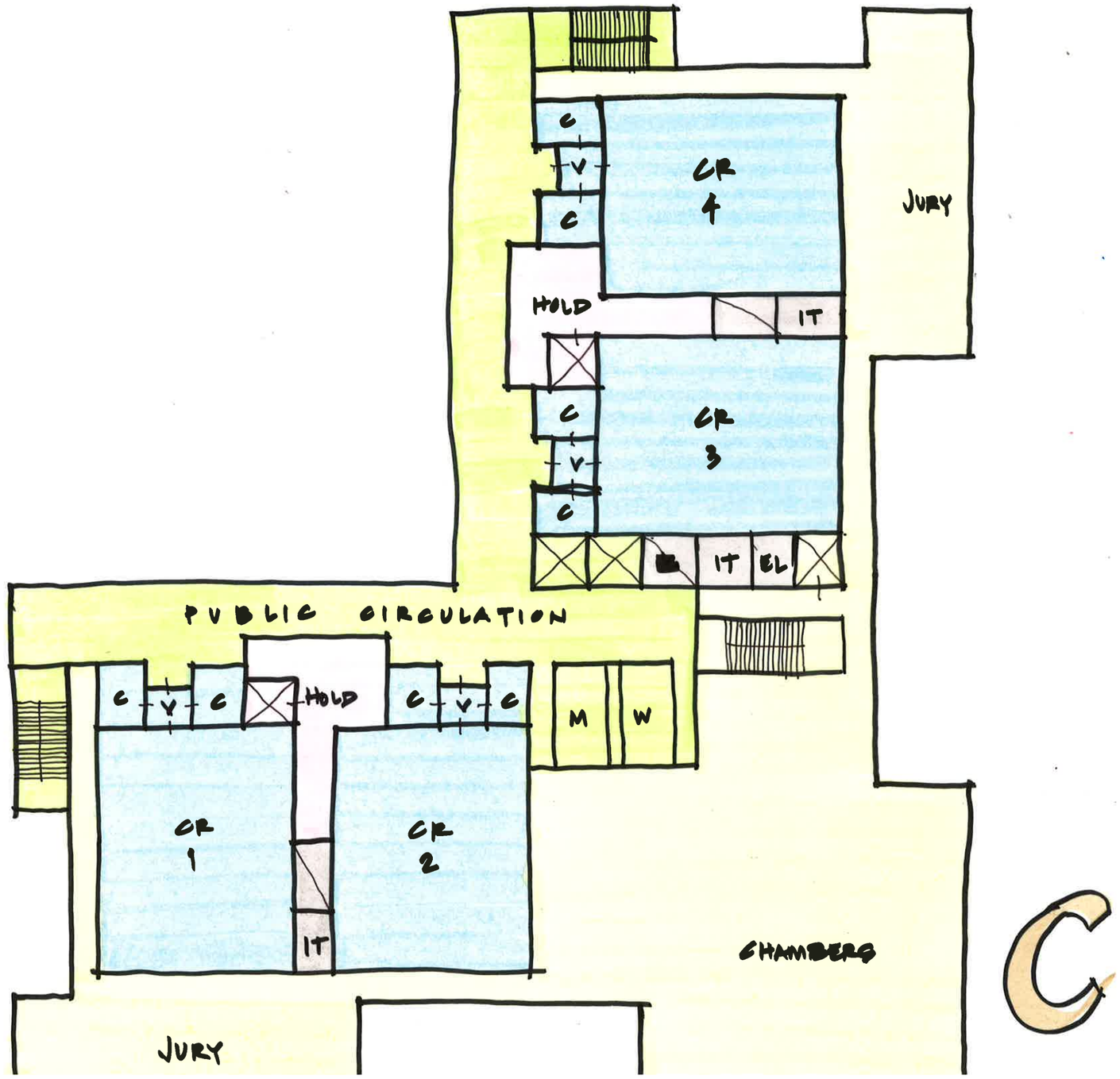
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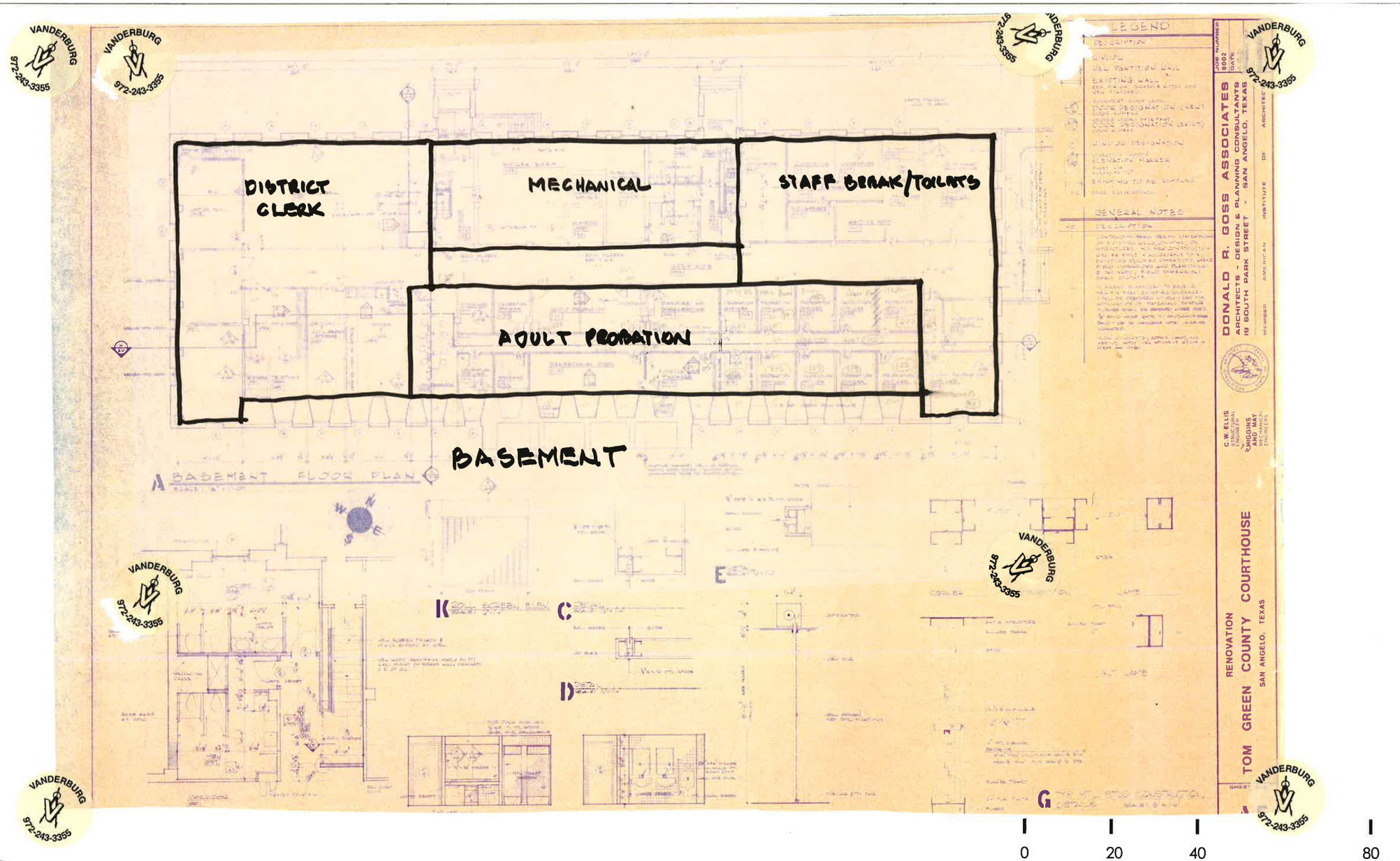

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Planning Workshop
Tom Green County Courts

January 15, 2014

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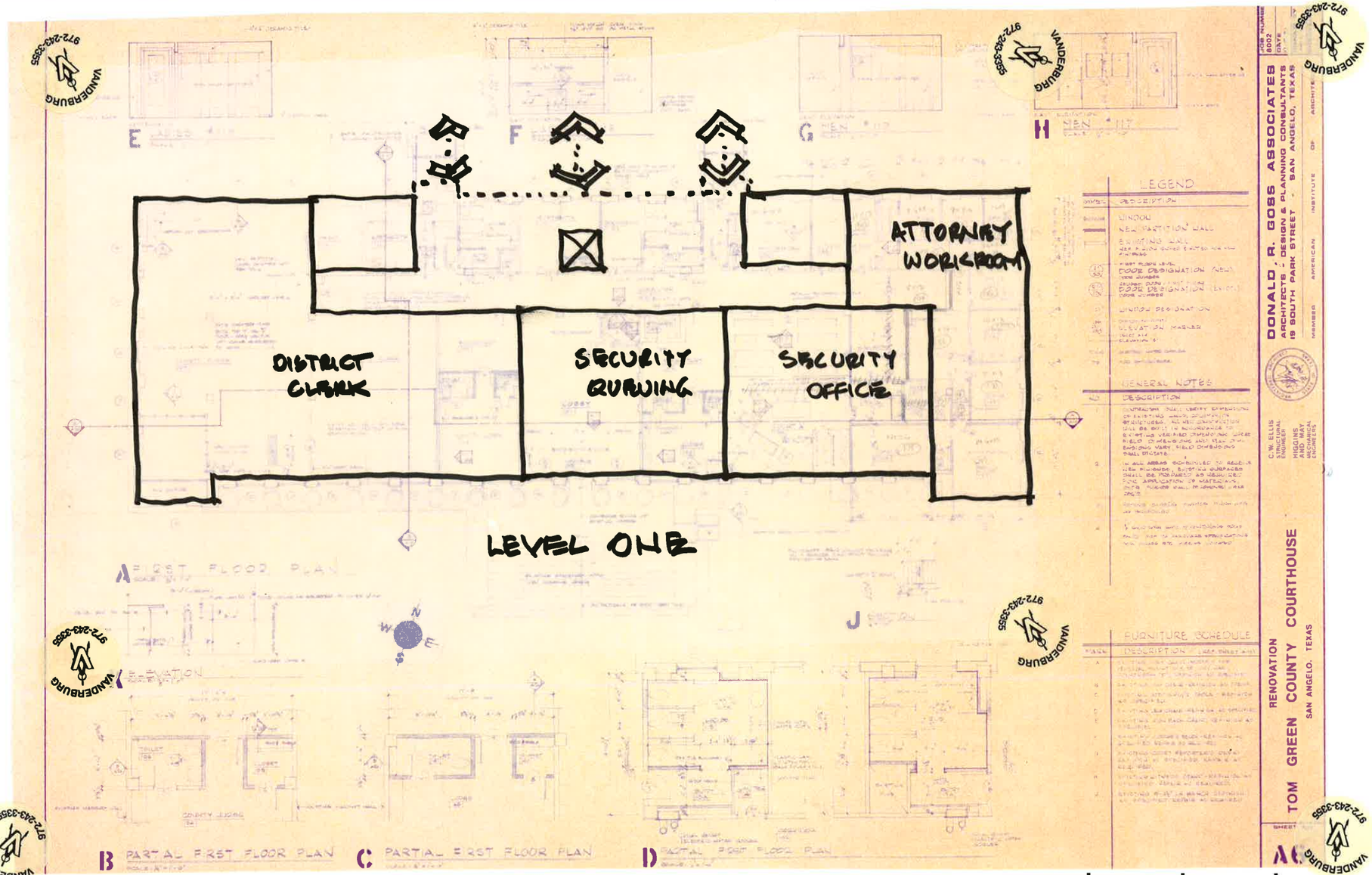

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January 15, 2014

Planning Workshop
Tom Green County Courts

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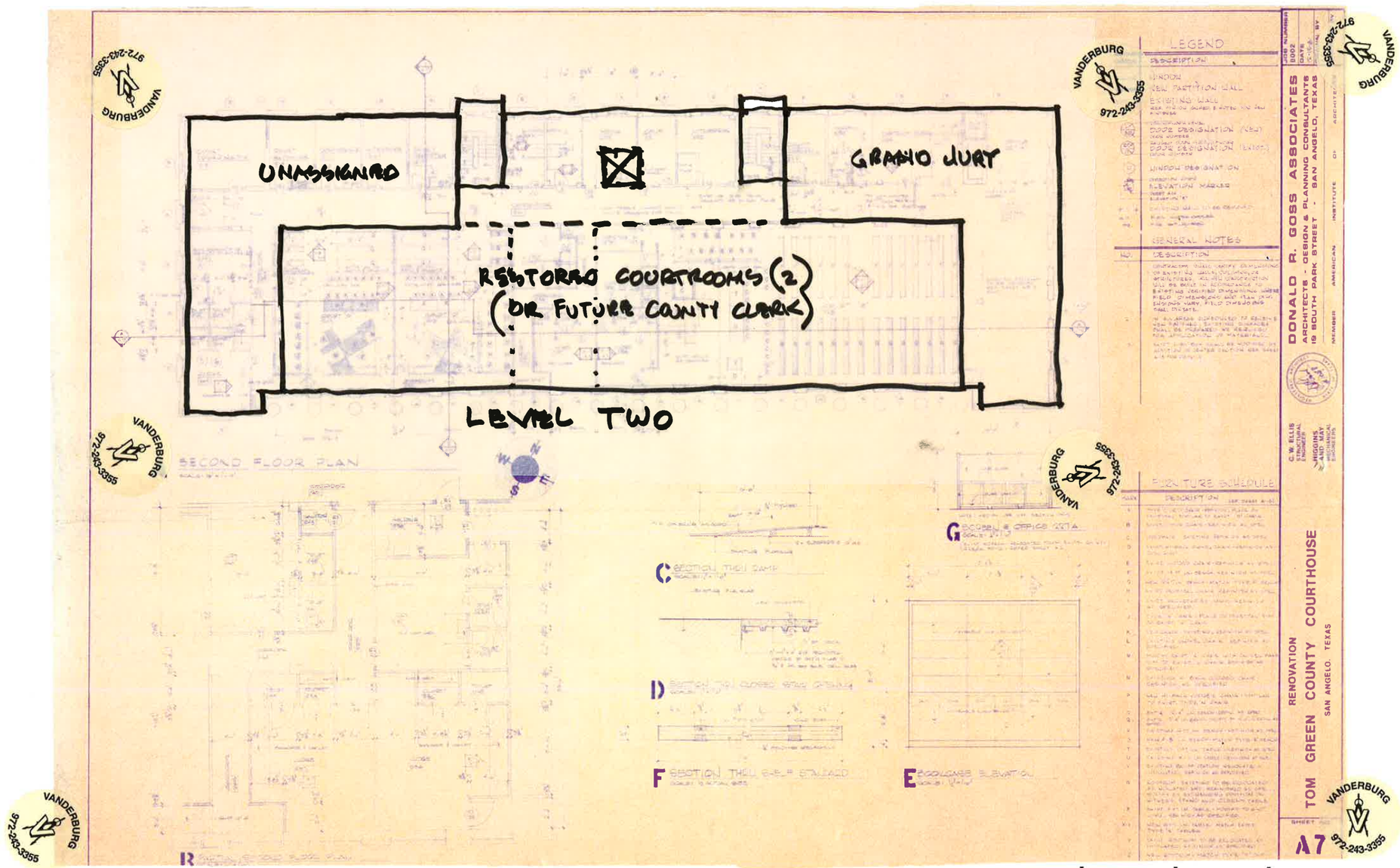

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January 15, 2014

Planning Workshop
Tom Green County Courts

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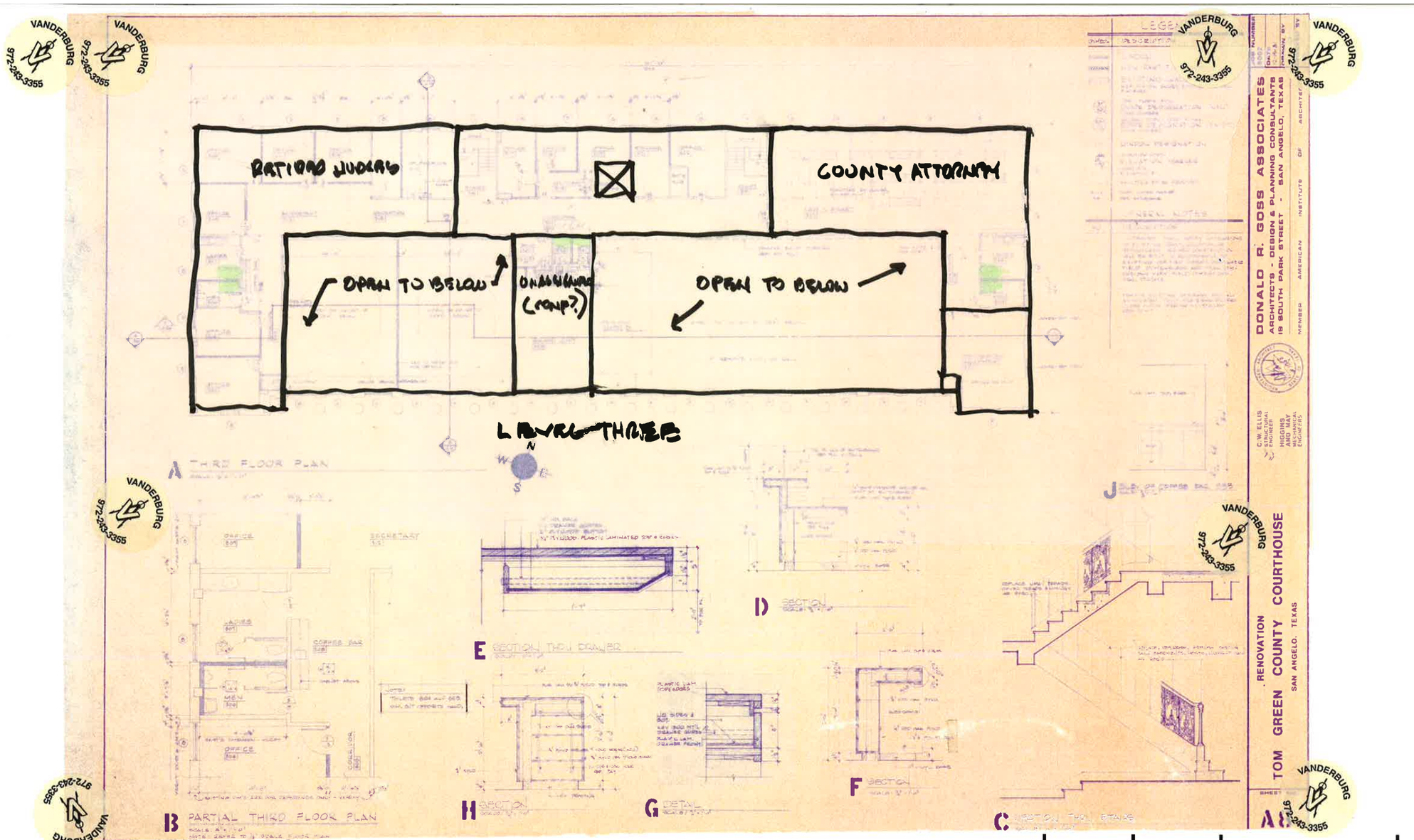

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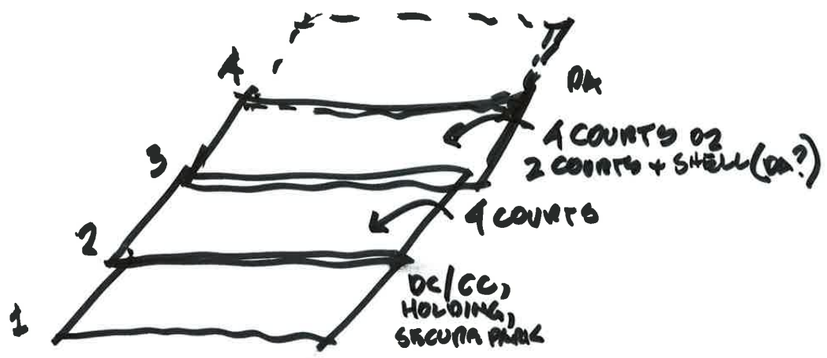
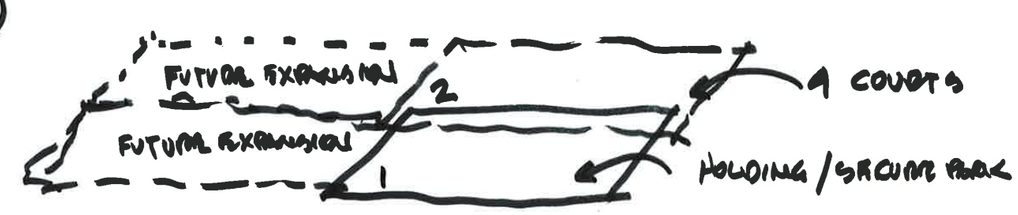
January 15, 2014

Planning Workshop
Tom Green County Courts





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Planning Workshop – STACKING / EXPANSION STUDIES

Tom Green County Courts

January 15, 2014

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Meeting Minutes

Date:	Thursday, February 05, 2015
Project:	Tom Green County – Courts Needs Assessment, Programming, and Planning Concept Development
To:	Penny Roberts (TG) John Niesen (HDR) Halden Tally (HDR)
From:	Holly Lange (HDR)
Subject:	Workshop 2

Attendees

- See sign in sheet

Notes

8:30am Meeting with Jail Design Team, Steve Floyd, and Bill Ford

- Jail design team showed a schematic plan option for locating a new jail on the existing site. They discussed the constraints of the site.
    - Very costly
    - An eye sore / mammoth in the down town, adjacent to revitalized art district
    - No opportunity for growth
    - Adds additional parking issues
    - Would have to take over a street
    - Would have to reroute several major water and waste lines.
- Constraints make moving the jail out of the city limits seem more realistic and cost effective.
- Land available outside of city limits is 100 acres (county owned), plus 200+/- acres on backside (city owned) to grow in to, right off of 67. The property already has the utilities set up and easy access.
- Halden Tally noted to take into consideration the long-term capital cost of a jail, 10% of which is typical only the initial construction and 90% is staffing and maintenance
- What would be the transport cost over 50 years by moving the jail?
    - TGC average number of transports per day is 10-15.
    - 98% of criminal cases are pleaded out. Having hearing switch to video streams would eliminate some of the transportation concerns. Everyone needs to be on board with this change in procedure in order for this to be successful.
- If we can develop what we believe is a solid 50 year plan, then the functionality is going to be a benefit to our tax payers
    - Develop the reasons why the Life cycle cost would be in the taxpayers' favor.
    - Would resolve liability issue
    - TGC has a different population to deal with than they did 20-30 years ago.

- If the county was to relocate the Jail in phases, could start with a 15-20 year occupancy plan with the infrastructure set up to allow for growth into a 50-80 year plan.
    - By doing this, Jail design team says there will be 10-15 million dollars in just soft costs, not even brick and motor
- Floyd thinks everyone will support the idea of the jail being off the property if we gain efficiencies in the courts. While creating the efficiencies in the courts, we can tee up the jail to get ready to move. The use of the exiting jail lot will manifest itself. The existing facade could remain. Some initial ideas for the existing property include:
    - Sheriff offices
    - Parking garage
    - City police station
    - City park
    - On-grade parking lot
- Steve Floyd: Having the Critical Path of Jail & Courthouse established is key.
- Right now for the Jail, the annual Operating costs are over $4 million.
    - Assisted living center is expensive to operate.
    - Capital cost / operating costs fairly significant factor.
- Jail designer sees separating jail facilities as a SHORT TERM solution as very doable
- "Phasing" key word. Allows time for options to develop on how the future use of the existing jail can be utilized.
- This courthouse build out becomes part of the culture of the downtown. City, cultural district, downtown all need to buy-in. Roll out a presentation campaign to get the word out to build consensus.
- Jail designer is going to develop 3 options for the jail:
    - Staying downtown
    - Building off site
    - Phasing off site

10:00 Meeting with Judge Floyd and Jail Staff

- Steve Floyd started the meeting with stressing a few key points
    - Telecommunication and video arraignment is key to getting this to work
    - The exiting jail is not a new jail but a 15 year old compromise within a 1976 model. We would not be abandoning the old jail by building a new jail and courthouse; but get back to even financially over 8-10 years by having the opportunity to be more efficient.
    - The main hole in the plan is determining what happens to the existing building as we phase it out. Maybe that evolves and becomes less of an issues if we demonstrate with the capital money we spend prove that will benefit the tax payers.
    - Need to aim for operating at a 500 bed prison vs a 650 bed prison.
- There are several bills out there right now to decriminalize certain offences, which would reduce the prison population.
- There will have to be an effort made to demonstrate that the operational efficiencies will be in favor of the tax payers. Education of the public is of the utmost importance.
    - Attorney general office and bond will be the biggest hurdles.
- Jail Staff: A new jail is necessary; the old jail is falling apart and is a 1976 design. It looks new on the outside facade, but we are warehousing people rather than incarcerating them.

- Concern brought up about relocating the plaster pillars when expanding the security entrance. John emphasized that we would plan to keep the pilasters to preserve the historical integrity.

1:00pm Meeting with Judges and Historical Preservationist

- Historical Preservation discussion
  - There are golden rules to consider when renovating buildings of historical significance in the city. For the courthouse, some of the key things to preserve are the lobby and the ceiling medallion in the court rooms.
  - Historical Preservationist referenced a court house renovation in Waxahachie, Texas that she liked that did an addition. (HDR Ellis County project)
  - She said that the new building needs to be a 21st century icon that speaks to this generation.
  - She supports a courthouse addition and does not think we will have any major push back, no matter which option we go with. McLennan County (Waco) added on to the back of their historic courthouse, so there is president for this approach.
  - She referenced a Texas historical commission document “Protection of County Courthouses”. It states what steps you need to go through to modify a courthouse in Texas.
- The two courtrooms that remain in the existing courthouse need to have judges’ chambers. Can be in a similar location to where they were in the courthouse’s original layout. Also need to look in to a private stairway so these judges have limited, if any, interaction with the public.
- Photos of the judges being sworn in have been taken since 1874. This is unusual for Texas counties, and they want to preserve the photos and incorporate them into the new building in some way.
- In the existing courthouse, there is a lot of historical photography and artwork that needs to be preserved, duplicated, and stored in a vault.
  - Maybe have a changing gallery to showcase the pieces.
- If you go with Option A, the backside of the new building needs to compliment the “Justice Center” (jail) to create the Harris street “fine arts corridor”.
- The annex building is unlikely to move because of the cost of moving IT.
- Look into adding a covered walkway that would connect several of the buildings on the courthouse square.
- Building a new courthouse where everyone is together will help tear down any communication walls between the courts.
- Consider making the top floor a little taller so that it has the option to build out more court rooms in the future, if needed.

2:30 Meeting with remaining Department Heads

- Be careful putting equipment on the roof; it’s agreed that we want to prevent any eyesores from being visible from the street.
  - Consider placing some of the mechanical and elevator equipment below grade.
- Facilities prefer hydraulic elevators. They have had several issues with hybrid rope elevators in the past.

Next meeting: TBD - Final Presentation. HDR will present a developed cost estimate and a further developed Option A.

TOM GREEN COUNTY

5 FEB 2015

SIGN-IN SHEET

8:30AM

NAME

JOHN NIESEN
Kyle Newton
Steve Floyd
Holder Daly
Kye B. Franke KFA
Craig Kinney KFA
Holly Lange
~~HE~~
~~Nathan Craddock~~

10:00AM

NAME

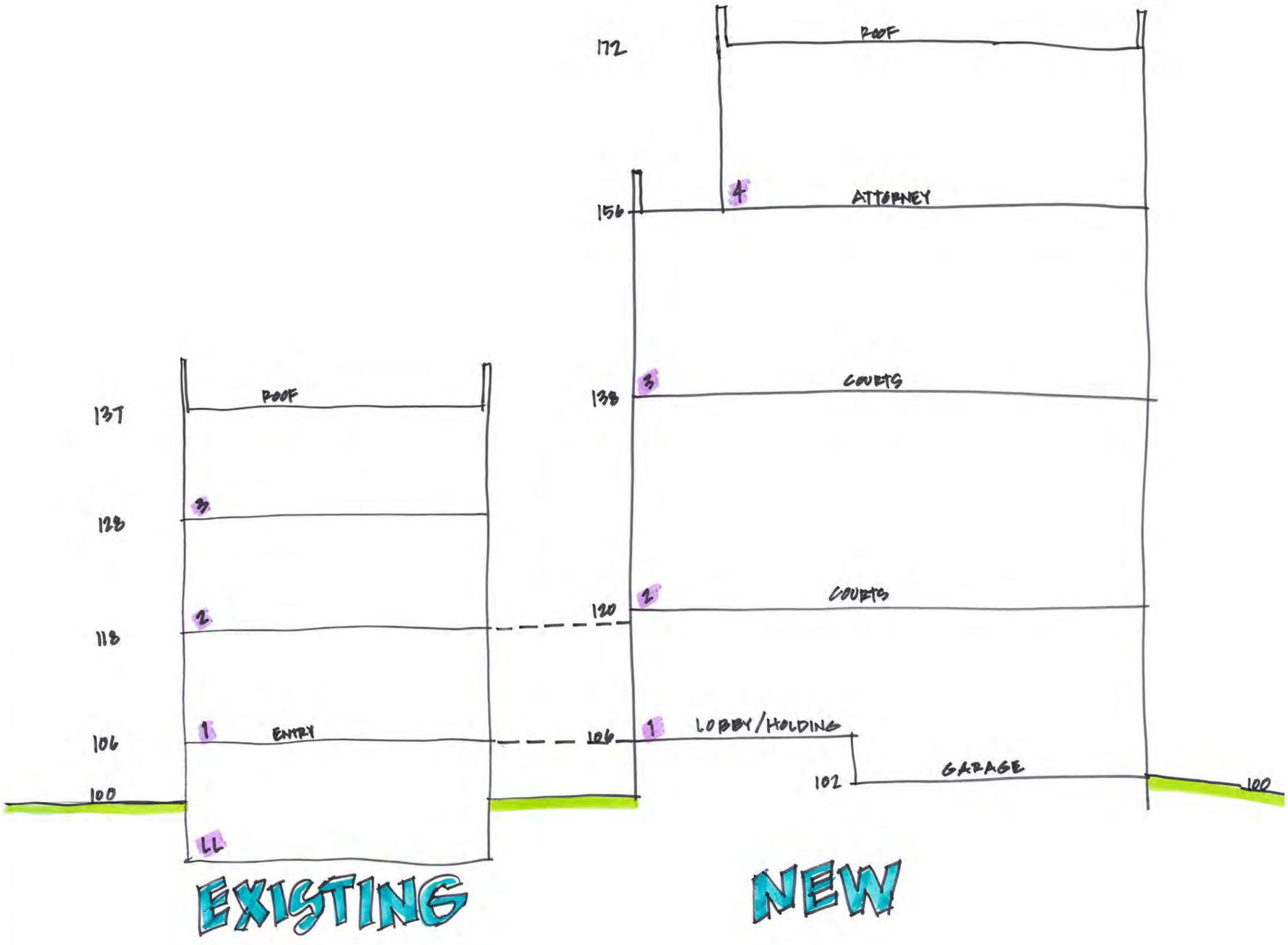
Todd Allen
David Jones
Beth Mull
Dale Pearce
JOHN LEACH
STEVE FLOYD.
KYLE NEWTON
HT
JN
HL.

1:00 PM.

Kay Sprague
[illegible]
Pamala W. Talley
Nathan Craddock
Steve Floyd
Ben Nolen
Jay Weatherby
GOLDA.
[illegible]

2:30 PM

[illegible]
Chris Tate
Christine George
[illegible]
[illegible]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ROOF
128
3
118
2
106
1
ENTRY
100
LL
EXISTING
172
ROOF
156
4
ATTORNEY
138
3
COURTS
120
2
COURTS
106
1
LOBBY/HOLDING
102
GARAGE
100
NEW

- Sheriff stated that integration with the jail's construction and development is crucial.
- Users said the jail greatly needs to be fixed. When that happens, a lot of county offices will need to be relocated.
- Users stated that there might be push back from the state on modifying the courthouse. John stated that we are working with the local Historical Commission to hopefully alleviate these issues.

10:00am Meeting with Judge Floyd, Judge Roberts, Commissioner Ford

- Judge Roberts asked if escalators would be a good fit for this project to get people up stairs more efficiently, especially when elevators are broken. John said we typically only use escalators in high rise courthouses. The expense and maintenance typically outweighs any foreseen advantages. That said, we could revisit the issue in the design phase to see if it is appropriate for this project or not.
- Judge Floyd emphasized the importance of the project to the community, calling its location downtown and purpose the "central heartbeat" of the community.
- This is a building that would serve the steadily growing community for the next 100 years or more. The public will need to be educated on how this project will benefit them.
- San Angelo is revitalizing downtown with the new Library, the "Texas Main Street Program", the Art Center, and the Shannon Medical Center Expansion. The courthouse would be a part of that revitalization effort. A new court house could also potentially help fill the empty office buildings downtown with law firms.
- Halden Tally joined the conversation via phone and went over the budgetary estimate of probable construction cost with the group.

11:00am Meeting with Judges

- There are new discussions that the state wants to add a cluster court in the fall. If so, the Judges think they will need another courtroom September 1st.
- A new cluster court is not currently a part of the proposed mater plan.
- Users stated that going from the secured parking to the existing building is not ideal. HDR proposed that a secure corridor could be added to the connection between the new and existing building.
- There is a lot of walk-in traffic for the JP Court. JP Judge stated that it needs to be easily accessible to the public. There is also a need for easy access to the window that people walk up to for paying tickets.
- Users suggested a connector to the hearing room for the Judges that are in the existing court rooms.
- The security and threat level will only increase over time. Security is the main issue for the judges concerning the existing courthouse's function and layout.

1:00pm Meeting with remaining Judges, Departments and Golda Foster of the Tom Green County Historical Commission

- With the new building, Golda stated to take into consideration the wind tunnel that happens at this site. The parapets are so high on the existing courthouse that they had to retrofit the roof vents to resolve odor issues they were having.
- With the exiting building, Golda asked to consider reusing the existing wood benches. John stated that a furniture procurement project would start with surveying existing

inventory and any new, supplemental furniture in the existing courthouse would compliment existing furniture that was deemed to remain.
- A concern was brought up about cutting off Court Street. Currently it is used for dumpster trucks and trash removal. The new plan would need to look at where the dumpster would be relocated so that the trucks have easy access to it.
- Judge Woodward asked if the "Courtroom 10" in the existing courthouse could be used as the District Courtroom and place JP Court in "Courtroom 9". Since "10" is larger, it could be used as the ceremonial courtroom. The Court of Appeal bench would need to be accommodated. John noted that if we did that, we would need to determine how to transport the defendants in custody from the Sally Port in the new courthouse to the existing courtrooms to maintain security.
- Modify the inmate elevator to go up to the top floor to accommodate the potential for future courtrooms.
- Look at potentially having a patio on the fourth floor for lunch and breaks.
- Contact the state historical commission in DD phase.
- Consider where the construction crew will be set up during the build out.
- It was stated that the security of human life is more important than an applique. Preserving history is important, but they never want to see the tragedy that happened in Tarrant County happen here in Tom Green.
- Note that the words "Historical Society" on the last slide needs to change to "Historical Commission."
- Golda warned us that we may run into issues with keeping the stairs open in the existing courthouse during the renovation. They had run into this issue during the last renovation, but were able to fight to keep them open.
- Golda would like to see the existing courthouse and grounds professionally photographed before construction. She would also like to document the new construction and have it professionally photographed as well. John referenced Hays County Courthouse and said that they had cameras set up on a timer to take a picture every day during construction. At the end of construction, the still photos were compiled into a video of the building being built. Golda and the group loved this idea.
- There was a concern from Chris with the County Attorney office that the numbers provided for the caseload analysis are inaccurate. He believes that the caseloads have increased significantly and wants to review the numbers against his own records.
- Copies of the draft booklets were given to Judge Roberts so that she could check them out to the various departments for their review.

Next Steps

- The various departments can review the draft booklet and provide any feedback of information that appears inaccurate for their departments. In particular, Chris with the County Attorney wanted to review the caseload numbers.
- Judge Floyd wants to present both the Courthouse study and the Jail study to the Commissioner's Court in a couple of months at the same time.

HDR

Meeting Attendance

Project: Tom Green County Court Needs Assessment, Programming, and Planning Concept Development

Subject: Final Master Plan Presentation

Date: Wednesday, March 04, 2015

Location: Grand Jury Room, 3rd Floor, Historic Courthouse

PLEASE PRINT YOUR NAME AND DEPARTMENT. RECORD YOUR PHONE/EMAIL IF THIS IS YOUR FIRST TIME AT A MASTER PLAN MEETING.

Attendee – Department/Court	Phone	Email
Penny Roberts – CC@L 2	325-658-2495	penny.roberts@co.tom-green.tx.us
John Niesen - HDR	972-960-4183	john.niesen@hdrinc.com
Holly Lange - HDR	972-960-4138	holly.lange@hdrinc.com
Vince Ellwood - HDR	972-960-4091	vince.ellwood@hdrinc.com
SHERIFF 8:30 — David Jones		
Dale Pearce		
KEITH MUNLOY		
Tommy Matthews		
9:30 Steve Floyd		
Pete Ford		
David Alexander		
Judges: [illegible]		
Ben Woodward, Judge		
~~[illegible]~~ Jay Weatherby		

1:00

Attendee – Department/Court	Phone	Email
DAVID MCMAHON	325 374 3870	DMCTX2@gmail.com
Penny Roberts		
Golda Foster	325-234-6133	golda.foster@gmail.com
Leena [illegible]	325-659-6562	
Chris Taylor		
Christine George	325-659-6583	christine.george@co.tom-green.tx.us

TOM GREEN COUNTY COURTS
BUDGETARY ESTIMATE OF PROBABLE CONSTRUCTION COST
May 19, 2015

Background
This estimate is based on historical data for Courthouse projects completed by the collaborative design and construction efforts of HDR Architecture, Inc. for the Hays County, Texas, Courthouse in 2011 and Ellis County, Texas, Courthouse in 2010. Using this as a baseline and factoring in cost escalation to a midpoint of construction in San Angelo in late 2016, we have arrived at the budgetary estimate of construction cost presented.

Not a Typical Office Building
While Courthouses are often generally categorized as "office" by Construction Occupancy and Classification and occupancy, they have major components that are not found in a business use that have a major impact on cost.

- *Assembly Use: Courtrooms are an Assmbly Occupancy that have a concentration of occupants in fixed seating on muliple floors. This concentration results in a high influx of people at peak times requiring, at a minimum, multiple elevators.*

- *Institutional/Detention Requirements: A modern Courthouse is designed to maintain separate areas for defendants-in-custody under the supervision of the Tom Green County Sheriff. These areas are required to meet standards for physical security established by the Texas Commission on Jail Standards. The cost of steel reinforced walls, detention grade doors, frames, and hardware along with electronic security and other appurtenances found in a jail environment make the cost of these areas much higher than what you would find in an office building.*

- *Multiple Occupancies and Security: Separation of the public, court staff and juries, and defendants-in-custody is necessary for bodily safety, upholding the impartiality of the judicial process, and prevention of the passage of potential weapons and contraband. This necessitates triplication of elevators and circulation corridors; the need for access controls, visual surveillance, and audio/visual communication technologies; and greater attention to sound isolation and control (acoustics) which impact the cost beyond what would be found in general commercial construction.*

Estimate of Probable Construction Cost (CCL) and Total Project Cost (TPC)
The Estimate of Probable Construction Cost is our best assessment of a fair market value in a competitive bidding situation where there are three or more bids for each trade. The estimate of construction cost is not necessarily the low bidder but takes into consideration the requirements specified and anticipated for the completion of the work.

The updated cost for a midpoint of construction in late 2016 and a 2017 occupancy is as follows:

PHASE 1	***COST/SF***	***TOTALS***
Court Building Expansion and Site	$194.18	$ 21,210,872
Central Plant	$450.23	$ 2,701,359
Basement & 1st Fl. Renovations, Hist. Courthouse	$104.35	$ 2,808,177
Construction Contract Amount		$ 26,720,408
Owner's Contingency (5%)		$ 1,336,020
Project Construction Cost Limitation – PHASE 1		**$ 28,056,428**

A-E Fees and Reimbursables(7%)	*$*	*1,963,950*
Civil Engineering (8% of site work)	*$*	*60,000*
Security Consultant(.5%)	*$*	*140,000*
Technology/Acoust Cons.(.5%)	*$*	*140,000*
Specialty Consultants	*$*	*85,000*
Furniture/Env Graphics		
Movable Furnishings(3%)	*$*	*841,700*
Courtroom Technology	*$*	*400,000*
Miscellaneous Expenses	*$*	*392,000*
Test and Balance- $ 140,000		
Material Testing - $ 120,000		
Asbestos Testing - $ 20,000		
Survey - $ 18,000		
Geotechnical - $ 14,000		
Contingency - $ 80,000		
Subtotal – Project Soft Costs		**$ 4,022,650**

Total Project Cost (TPC) – PHASE 1		**$ 32,079,078**
Connector Option – PHASE 1		***$ 1,362,720***
	TOTAL	***$33,441,798***

PHASE 2 – Optional Bid		
Court Building Finish Out – 3rd & 4th Floors	$168.47	$ 8,548,937
Owner's Contingency (5%)		$ 427,447
Project Construction Cost Limitation – PHASE 2		**$ 8,976,384**

PHASE 3 - Optional Bid		
Historic Courthouse Renovation 2nd & 3rd Floors	$190.81	$ 4,238,709
Owner's Contingency (5%)		$ 211,935
Project Construction Cost Limitation – PHASE 3		**$ 4,450,644**

hdrinc.com

17111 Preston Rd., Suite 300, Dallas, TX 75248

Tom Green County

Needs Assessment and Planning Concepts

SCHEME A Areas 5/19/2015

NEW BUILDING		**SQUARE FEET**
1	Secure Parking	10,190
	Vehicular Sally Port	3,856
	Link	1,848
	Exterior Stairwells	720
	Holding (incl. elevators)	4,809
	Remainder	8,745
	TOTAL First Floor	30,168
2	Main Building	27,600
	Exterior Stairwells	720
	TOTAL Second Floor	28,320
3	Main Building	27,600
	Exterior Stairwells	720
	TOTAL Third Floor	28,320
4	Main Building	21,704
	Exterior Stairwells	720
	TOTAL Fourth Floor	22,424
	TOTAL NEW BUILDING	**109,232**
	Connector Option	3,696

EXISTING BUILDING		**SQUARE FEET**
LL	Gross Building Area	13,455
	All to be renovated in Ph. 1	
1	Gross Building Area	13,455
	All to be renovated in Ph. 1	
2	Gross Building Area	13,455
	None to be renovated in Ph. 1	
3	Gross Building Area	8,759
	None to be renovated in Ph. 1	
	TOTAL EXISTING BUILDING	**49,124**
	FUTURE TOTAL AREA	158,356
	TOTAL Ph. 1 Renovations	**85,398**

TOM GREEN COUNTY COUTHOUSE
EXPANSION AND RENOVATION
SAN ANGELO, TEXAS

ESTIMATE OF PROBABLE CONSTRUCTION COST

Concept Design

Report Date: **February 26, 2015**

Prepared By:
Keith Kothmann, CPE
Construction Cost Management Inc.
2413 N. Main Street
Fort Worth, Texas 76164

BASIS FOR COST ESTIMATE

ESTIMATE OF PROBABLE CONSTRUCTION COST

PROJECT **TOM GREEN COUNTY COUTHOUSE EXPANSION AND RENOVATION SAN ANGELO, TEXAS**

Designer: **HDR - Dallas**
Estimator: **Keith Kothmann, CPE**

Status of Design: **Concept Design**
Date of Report **February 26, 2015**
Cost Basis: **All costs are US Dollars, First Quarter 2015**

SCOPE	PHASE 1		COST / SF	TOTALS
1.1	COURT BUILDING EXPANSION and SITE		$194.18	$21,210,872
1.2	CENTRAL PLANT		$450.23	$2,701,359
1.3	BASEMENT & FIRST FLOOR RENOVATIONS, HISTORIC COURTHOUSE		$104.35	$2,808,177
	Construction Contract Amount			$26,720,408
	Owner's Contingency	5.0%		$1,336,020
	Total Construction Phase 1 Base Bid			$28,056,428
	PHASE 2			
2.1	COURT BUILDING FINISH-OUT - 3RD & 4TH FLOORS			8,548,937
	Owner's Contingency	5.0%	$168.47	$427,447
	Total Construction Phase 2 Optional Bid			$8,976,384
	PHASE 3			
3.1	HISTORIC COURTHOUSE RENOVATION FLOORS 2 & 3; 22,214 SF		$190.81	$4,238,709
	Owner's Contingency	5.0%		$211,935
	Total Construction Phase 3 Optional Bid			$4,450,644

EXCLUSIONS **Design Fees, Owners Administrative Costs, FF&E, Relocation Costs, Telephone / Data Devices.**

This Estimate has been prepared under the guidelines published by
THE AMERICAN SOCIETY OF PROFESSIONAL ESTIMATORS, "Standard Estimating Practice"

Keith Kothmann CPE

CONSTRUCTION COST MODEL
Estimate of Probable Cost

TOM GREEN COUNTY COUTHOUSE
EXPANSION AND RENOVATION
SAN ANGELO, TEXAS

REPORT DATE: 26-Feb-15
HDR PROJECT:
BUILDING SQ.FT. 109,232

	SYSTEM DESCRIPTION	SYS MEAS	SYS UNIT	COST/ SYS U	COST/ BLDSF		TOTAL COST
1.1	**COURT BUILDING EXPANSION and SITE**						
	01 - FOUNDATION SUBSTRUCTURE	30,168	FNDSF	$8.29	$2.29		$250,184
	Drilled Piers at 20'x30' Average Bay Size	700	LF	$45.33			$31,731
	Perimeter Grade Beam / Stem Wall	3152	SF	$20.99			$66,160
	Ground Supported Slab w/Reinforcing	30168	SF	$4.12			$124,292
	Misc. Forming, Curbs, & Pits	1	SUM	$28,000.00			$28,000
							$0
	02 - SUPERSTRUCTURE SYSTEM	109,232	BLDSF	$29.49	$29.49		$3,220,984
	Cast In Place Concrete Frame & Beams	3,824	CY	$456.60			$1,746,038
	Cast In Place Concrete Columns	363	CY	$418.80			$152,024
	Elevated Slabs	107,384	SF	$10.50			$1,127,532
	Structural Pan Stairs w/Rails	405	TREAD	$418.00			$169,290
	Grand Stair Railing	388	LF	$2.55			$989
	Public Circulation Special Fabrication	2,025	SF	$12.40			$25,110
							$0
	03 - EXTERIOR CLOSURE	57,160	WSF	$35.21	$18.43		$2,012,838
	Cast Stone, Brick Accent, Structural Drywall Back up	57,160	WSF	$28.54			$1,631,346
	Punched Openings / Fixed Windows	5,800	SF	$38.00			$220,400
	Window Wall	1,800	SF	$42.00			$75,600
	Exterior Fire Exits	4	EA	$1,780.00			$7,120
	12x20 Fast Acting Sallyport Doors	2	EA	$13,000.00			$26,000
	12x10 Fast Acting Secure Parking Doors	2	EA	$9,800.00			$19,600
	Overhead Rollup Doors	168	SF	$16.50			$2,772
	Allowance for Architectural Enhancment Main Spaces	1	Sum	$30,000.00			$30,000
							$0
	04 - ROOF SYSTEM	30,168	SF	$10.79	$2.98		$325,554
	Flashings	30,168	SF	$9.25			$279,054
	Add Skylight 1.0%	300	SF	$155.00	$0.43		$46,500
							$0
	05 - INTERIOR CONSTRUCTION	109,232	SF	$16.85	$16.85		$1,840,150
	2 Hour Stair Shaft Walls	14,280	WSF	$6.07			$86,680
	CMU Shaft & Secure Perimeter Walls	16,400	WSF	$15.66			$256,824
	2 Hour Drywall Elevator Shaft Walls	8,640	WSF	$5.31			$45,878
	Interior 1 Hour Partitions	2,700	WSF	$4.11			$11,097
	Interior Side of Exterior Wall with Insulation	12,608	WSF	$3.33			$41,985
	Secure Construction Holding Walls & Ceiling	5,634	BSF	$52.50			$295,785
	Secure Construction Courts Holding	1,920	BSF	$61.00			$117,120
	Interior Walls Judicial Offices	12,364	BSF	$8.15			$100,767
	Interior Construction Courts	10,564	BSF	$9.32			$98,456
	Interior Courts Casework / Millwork	4	Courts	$85,000.00			$340,000
	Courtroom Door and Frame w/ Hdwr Sngl	20	EA	$3,800.00			$76,000
	Courtroom Door and Frame w/ Hdwr Dbl	8	PR	$7,200.00			$57,600
	Interior Personnel Doors W/Hardware	3270	DRSF	$79.20			$258,994
							$0

CONSTRUCTION COST MODEL
Estimate of Probable Cost

TOM GREEN COUNTY COUTHOUSE
EXPANSION AND RENOVATION
SAN ANGELO, TEXAS

REPORT DATE: 26-Feb-15
HDR PROJECT:
BUILDING SQ.FT. 109,232

	SYSTEM DESCRIPTION	SYS MEAS	SYS UNIT	COST/ SYS U	COST/ BLDSF		TOTAL COST
1.1	**COURT BUILDING EXPANSION and SITE**						
	Building Graphics Interior	1	Sum	$6,400.00			$6,400
	Building I.D. Exterior	1	Sum	$5,500.00			$5,500
	Fire Extinguisher and Cab	18	EA	$305.00			$5,490
							$0
	Toilet Accessories Set Private	6	Set	$190.00			$1,140
	Toilet Accessories Set Public	4	Set	$1,662.00			$6,648
	Misc Building Specialties	58476	BSF	$0.14			$8,187
	Ornamental Lobby Rail at Stair	56	LF	$350.00			$19,600
							$0
	06 - INTERIOR FINISHES	58,476	BSF		$6.41		$699,868
	Unfinished Spaces & Support Areas	15,885	BSF	$2.50			$39,713
	Interior Finishes Level 1 Holding	5,634	BSF	$3.00			$16,902
	Interior Finishes Courts Holding	1,920	BSF	$3.00			$5,760
	Interior Finishes Judicial Offices	12,112	BSF	$11.50			$139,288
	Interior Finishes Courts	10,564	BSF	$19.00			$200,716
	Interior Finishes Restrooms	2,142	BSF	$22.00			$47,124
	Interior Finishes Public Circulation	10,219	BSF	$24.50			$250,366
							$0
	07 - CONVEYING SYSTEM	109,232	BLDSF	$0.00	$7.36		$804,400
	Judges Elevator, 4 Stop, Hydraulic	1	EA	$146,000.00			$146,000
	Inmate Elevator, 3 Stop, Hydraulic	2	EA	$139,000.00			$278,000
	Passenger Elevator - 4 Stop	2	EA	$190,200.00			$380,400
							$0
	08 - PLUMBING	109,232	BSF		$3.56		$389,298
	Temp Fire Protection Stand Pipe Riser	4	FLOOR	$2,062.50			$8,250
				$0.00			$0
	Water Closet FV	22	EA	$1,583.75			$34,843
	Lavatory Wall Mount	12	EA	$1,427.50			$17,130
	Lavatory Vanity Mount	16	EA	$1,377.50			$22,040
	Janitor Floor Basin	1	EA	$1,733.75			$1,734
	Janitor Service Sink	2	EA	$1,733.75			$3,468
	Sink SS Single Comp Beverage	4	EA	$1,471.25			$5,885
	H-Cap Dual Water Cooler	2	EA	$2,921.25			$5,843
				$0.00			$0
	Solenoid Control Valve	4	EA	$1,327.50			$5,310
	SS Det Water Fountain	2	EA	$1,468.75			$2,938
	SS Detention Comb Unit	9	EA	$2,671.25			$24,041
	SS Detention Comb H-Cap Unit	3	EA	$3,108.75			$9,326
	Detention Floor Drain	5	EA	$818.75			$4,094
				$0.00			$0
	Fixture Rough-In	82	EA	$568.75			$46,638
	Appliance Connection	8	EA	$468.75			$3,750

CONSTRUCTION COST MODEL
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TOM GREEN COUNTY COUTHOUSE
EXPANSION AND RENOVATION
SAN ANGELO, TEXAS

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BUILDING SQ.FT. 109,232

	SYSTEM DESCRIPTION	SYS MEAS	SYS UNIT	COST/ SYS U	COST/ BLDSF		TOTAL COST
1.1	**COURT BUILDING EXPANSION and SITE**						
	Wall Hydrant NF	3	EA	$277.50			$833
	Hose Bibb	6	EA	$118.75			$713
	Water Heating System & Re-Circulate	1	EA	$12,320.00			$12,320
	Inmate 140 Deg Heater & Recirculate System	6	EA	$3,217.50			$19,305
	Domestic Water Main Distribution Pipe	2	SUM	$33,375.00			$66,750
							$0
	Floor Drain	7	EA	$490.00			$3,430
	Cleanout	12	EA	$150.00			$1,800
				$0.00			$0
	Roof Drain	16	EA	$593.75			$9,500
	Roof Drain Leader Piping	1120	LF	$21.44			$24,010
				$0.00			$0
	SS Cast Iron Pipe w/Ftgs TR & BF	750	LF	$42.50			$31,875
	Vent Thru Roof Flashing	12	EA	$77.50			$930
	Cast Iron Pipe w/Ftgs & Hangers	520	LF	$30.38			$15,795
				$0.00			$0
	Gas piping	150	LF	$45.00			$6,750
							$0
	09 - HVAC	109,232	BSF		$15.75		$1,720,692
	CW Hydronic Distribution	1	Sum	$82,680.00			$82,680
	HW Hydronic Distribution	1	Sum	$37,360.00			$37,360
	HW Heating Loop	1	Sum	$13,700.00			$13,700
	AHU Central Station VAV	85,664	CFM	$5.22			$447,165
	AHU'S at Central Station Future Space	91,339	CFM	$5.22			$476,791
	Terminal Units	85,664	CFM	$2.25			$192,744
	Energy Recovery	1	Sum	$52,000.00			$52,000
	Air Handling Duct & Devices	47,591	BSF	$3.98			$189,412
	Space Heating Only	15,885	BSF	$0.72			$11,437
	Ductless Split System	8	EA	$4,200.00			$33,600
							$0
	Exhaust System General	8,566	CFM	$0.37			$3,170
	Toilet Exhaust System	2,200	CFM	$0.98			$2,156
	Detention Exhaust	1,200	CFM	$1.52			$1,824
							$0
	Mech Room Piping & Vessels	1	Sum	$27,585.00			$27,585
							$0
	Building Controls	42,591	BSF	$3.50			$149,069
							$0
	10 - FIRE PROTECTION	109,232	BSF		$2.75		$300,388
	Wet Pipe Sprinkler System	109,232	BSF	$2.75			$300,388
Note	*Fire Pump Not Included*						
	11 - ELECTRICAL	109,232	BSF		$16.17		$1,766,557
	Distribution Apparatus and Feeders	109232	SF	$1.87			$204,264
	Service Entry Apparatus	1	Sum	$31,500.00			$31,500
	Equipment Feeders & Connections	109232	BSF	$1.90			$207,541
	Rough-In Electrical Future Space	50756	BSF	$3.75			$190,335

CONSTRUCTION COST MODEL
Estimate of Probable Cost

TOM GREEN COUNTY COUTHOUSE
EXPANSION AND RENOVATION
SAN ANGELO, TEXAS

REPORT DATE: 26-Feb-15
HDR PROJECT:
BUILDING SQ.FT. 109,232

	SYSTEM DESCRIPTION	SYS MEAS	SYS UNIT	COST/ SYS U	COST/ BLDSF		TOTAL COST
1.1	**COURT BUILDING EXPANSION and SITE**						
	Power Devices	58476	BSF	$1.66			$97,070
	Power Branch Circuits Wire and Conduit	58476	BSF	$4.96			$290,041
							$0
	Lighting and Lighting Controls	58476	BSF	$4.44			$259,633
	Courtroom Lighting	10,564	BSF	$6.50			$68,666
	Lighting Branch Circuits Wire and Conduit	58476	BSF	$3.54			$207,005
	Add for Architectural Lighting primary space	1	Sum	$50,000.00			$50,000
	Telephone / Data Raceway	58476	BSF	$2.23			$130,401
	Detention Control Power Circuits	1	Sum	$16,300.00			$16,300
	Rough-In Electrical Detention Future Space	1	Sum	$13,800.00			$13,800
							$0
	12 - COMMUNICATIONS, SECURITY, ALARMS	109,232	BSF	$11,740.00	$5.19		$567,051
	Fire Alarm complete w/ speaker notification	58476	BSF	$1.50			$87,714
	TV Outlet w/ Cable	12	EA	$390.00			$4,680
	Courtroom Sound Reinforcement & Video	4	EA	$32,000.00			$128,000
	Telephone / Data Cable & Devices	58476	SF	$2.15			$125,723
	Security CCTV System Complete	58,476	BSF	$1.33			$77,773
	Detention Intercom System	1	Sum	$15,000.00			$15,000
	Duress / Panic Alarm System	1	Sum	$43,000.00			$43,000
	Secure Door Remote Access Electric Lock	4	EA	$675.00			$2,700
							$0
	UPS System	1	Sum	$18,000.00			$18,000
	Rough-In Special Electrical Future Space	50756	BSF	$1.27			$64,460
							$0
	13 - DETENTION EQUIPMENT	109,232	BSF		$2.66		$290,917
	Door Control System	1	EA	$15,000.00			$15,000
	Door Status	32	EA	$462.50			$14,800
	Add for Interlock Group Door	1	EA	$1,250.00			$1,250
	Exit Call Light & Switch	6	EA	$437.50			$2,625
	Push to Exit Button Circuit	4	EA	$375.00			$1,500
	Door Control Circuit	39	EA	$487.50			$19,013
	Card Reader & Lock	42	EA	$937.50			$39,375
	Equipment Control Circuit	3640	LF	$3.76			$13,696
	Equipment Console Cabinet	1	EA	$1,250.00			$1,250
	Master Control Console	1	EA	$15,000.00			$15,000
	File Server	1	Sum	$18,750.00			$18,750
	Network Hub & Manager	1	EA	$5,000.00			$5,000
	SS Det Mirror	6	EA	$312.50			$1,875
	Cell Door Swing	8	EA	$5,250.00			$42,000
	Sallyport Swing w/Sidelight	4	EA	$4,825.00			$19,300
	Det Door Swing w/Electric Lock	3	EA	$4,551.25			$13,654
	Det Door w/View Panel Electric Lock	4	EA	$4,363.75			$17,455
	Det Access Door Manual Lock	2	EA	$3,030.00			$6,060
	Secure Access Door	4	EA	$740.00			$2,960
	Detention Metal Ceiling	1400	SF	$15.00			$21,000
	Detention Glazing & Frame 1-1/2"	158	SF	$122.50			$19,355
							$0

CONSTRUCTION COST MODEL
Estimate of Probable Cost

TOM GREEN COUNTY COUTHOUSE
EXPANSION AND RENOVATION
SAN ANGELO, TEXAS

REPORT DATE: 26-Feb-15
HDR PROJECT:
BUILDING SQ.FT. 109,232

	SYSTEM DESCRIPTION	SYS MEAS	SYS UNIT	COST/ SYS U	COST/ BLDSF		TOTAL COST
1.1	**COURT BUILDING EXPANSION and SITE**						
	13.1 - BUILDING EQUIPMENT	109,232	BSF		$0.28		$31,000
	Parking Controls	1	Sum	$22,000.00			$22,000
	Appliances	1	Allow	$9,000.00			$9,000
							$0
	14 - FURNISHINGS				$0.30		$32,924
	Modular Office furniture		NIC				$0
	Building Directory	1	Sum	$5,000.00			$5,000
	Walk Off Mat	120	SF	$15.20			$1,824
	Window Shades / Screen	5800	SF	$4.50			$26,100
							$0
							$0
	16 - SELECTIVE BUILDING DEMOLITION				$0.06		$6,075
	Misc. Demolition at Building Connection	1	LS	$6,075.00			$6,075
							$0
	17 - SITE PREPARATION				$1.05		$114,800
	Earthwork & Pad Preparation	40000	SF	$2.06			$82,400
	Pavement & Surface Demolition	1	Sum	$17,400.00			$17,400
	Remove Banking Structure	1	Sum	$15,000.00			$15,000
							$0
	18 - SITE IMPROVEMENTS				$3.64		$398,061
	Provide New Stairs to Basement	1	Sum	$5,850.00			$5,850
	Sidewalk	3254	SF	$3.65			$11,877
	Form and Place H'Cap Ramp Curb Cut	5	EA	$245.00			$1,225
	Standard H-Cap Ramp Complete	100	SF	$37.69			$3,769
	Primary H-Cap Ramp	450	SF	$103.13			$46,406
	Handicap Ramp / Site Barrier Wall	35	LF	$306.25			$10,719
	Dumpster Pad & Enclosure	200	SF	$61.39			$12,278
	Drive Approach Reinforced Concrete Paving	1440	SF	$6.99			$10,062
Note	Assume historic street sidewalks will be preserved						
	Mill Asphalt and Overlay Parking	4188	SY	$17.50			$73,290
	New Asphalt Roads & Parking	180	SY	$35.00			$6,300
	Repair / Replace Street Pavement for Utilities	3350	SY	$45.00			$150,750
	Pavement Marking	1	Sum	$2,400.00			$2,400
	Site Graphics	1	Sum	$10,000.00			$10,000
	Pipe Bollard 8"	16	EA	$196.00			$3,136
	Landscaping Allowance	1	Sum	$50,000.00			$50,000
	19 - SITE CIVIL & MECHANICAL				$0.53		$57,738
	Water and Sanitary Service Tap	1	EA	$3,312.50			$3,313
	4" Valve and Box	1	EA	$1,205.00			$1,205
	6" Valve and Box	1	EA	$1,706.25			$1,706
	Fire Hydrant	2	EA	$1,172.50			$2,345
	Extend water distribution line-Domestic 4"	100	LF	$43.75			$4,375
	Extend water distribution line-Fire 6"	100	LF	$75.00			$7,500
	8" Sanitary Main	50	LF	$51.25			$2,563
	Sanitary Manhole Complete	1	EA	$4,731.25			$4,731
	Storm Drainage system	1	Allow	$30,000.00			$30,000
	20 - SITE ELECTRICAL UTILITIES				$1.59		$173,630

CONSTRUCTION COST MODEL
Estimate of Probable Cost

TOM GREEN COUNTY COUTHOUSE
EXPANSION AND RENOVATION
SAN ANGELO, TEXAS

REPORT DATE: 26-
HDR PROJECT:
BUILDING SQ.FT. 109,2

	SYSTEM DESCRIPTION	SYS MEAS	SYS UNIT	COST/ SYS U	COST/ BLDSF	TOT COS
1.1	**COURT BUILDING EXPANSION and SITE**					
	Allowance for Architectural Lighting	1	Sum	$14,000.00		$
	Recessed Lighting at New H'Cap Ramp	1	SUM	$6,000.00		
	Site Lighting, Pole Mount w/Circuits	12	EA	$4,200.00		$
	Underground Secondary Duct Bank & Conductor	310	LF	$289.00		$
	Site comm / data Distribution	310	LF	$44.00		$
	SUBTOTAL DIRECT COST				**$137.35**	**$15,0**
				Escalation	2.50%	$3
				General Conditions	13.50%	$2,0
				Design Contingency	10.00%	$1,7
				Prime Contractor Home Office Overhead	3.00%	$5
				Prime Contractor Profit	5.00%	$9
				Bond and Insurance	2.15%	$4
	TOTAL CONTRACT				**$ 194.18**	**$21,2**

CONSTRUCTION COST MODEL
Estimate of Probable Cost

TOM GREEN COUNTY COUTHOUSE
EXPANSION AND RENOVATION
SAN ANGELO, TEXAS

REPORT DATE: 26-Feb-15
HDR PROJECT:
BUILDING SQ.FT. 6,000

	SYSTEM DESCRIPTION	SYS MEAS	SYS UNIT	COST/ SYS U	COST/ BLDSF	TOTAL COST
1.2	**CENTRAL PLANT**					
	01 - FOUNDATION SUBSTRUCTURE	6,000	FNDSF	$ 9.59	$ 9.59	$ 57,543.70
	Perimeter Grade Beam / Stem Wall	630	SF	$ 20.99		$ 13,223.70
	Ground Supported Slab w/Reinforcing	6000	SF	$ 4.12		$ 24,720.00
	Cooling Tower Foundation & Basin	1	Sum	$ 14,000.00		$ 14,000.00
	Misc. Equipment Pads	1	Sum	$ 5,600.00		$ 5,600.00
						$ -
	02 - SUPERSTRUCTURE SYSTEM	6,000			$ 17.50	$ 105,000.00
	Structural Steel Joists & Deck	6,000	SF	$ 17.50		$ 105,000.00
						$ -
	03 - EXTERIOR CLOSURE	6,000	WSF	$ 27.81	$ 27.81	$ 166,888.80
	Brick Veneer, 8" CMU Backup	6,000	WSF	$ 21.98		$ 131,880.00
	Roll Up Door. 10x12	120	SF	$ 26.04		$ 3,124.80
	Exterior Personnel Doors w/Hardware	63	SF	$ 68.00		$ 4,284.00
	Exterior Windows	1,104	SF	$ 25.00		$ 27,600.00
						$ -
	04 - ROOF SYSTEM				$ 8.23	$ 49,380.00
	Built Up Roofing System	6,000	sf	$ 8.23		$ 49,380.00
						$ -
	05 - INTERIOR CONSTRUCTION				$ 1.93	$ 11,550.00
	Office & Storage & Toilet Construction	330	SF	$ 35.00		$ 11,550.00
						$ -
	06 - INTERIOR FINISHES				$ 2.15	$ 12,900.00
	Block Fill & Paint Interior Face of CMU	6,000	SF	$ 0.65		$ 3,900.00
	Other Building Finishes	6,000	SF	$ 1.50		$ 9,000.00
						$ -
	08 - PLUMBING				$ -	$ -
	Domestic Plumbing	1	Sum	$ 8,000.00		$ 8,000.00
	Plant Plumbing	1	Sum	$ 11,000.00		$ 11,000.00
						$ -
	09 - HVAC				$ 112.39	$674,330.00
	CHILLER	750	TON	$422.00		$316,500.00
	COOLING TOWER	750	TON	$158.00		$118,500.00
	MECH ROOM CW DISTRIBUTION	1	SUM	$13,300.00		$13,300.00
	CW PUMPS	3	EA	$8,500.00		$25,500.00
	HW PUMPS	3	EA	$6,250.00		$18,750.00
	CONDENSER WATER PUMPS	2	EA	$5,260.00		$10,520.00
						$0.00
	EXHAUST SYSTEM GENERAL	6000	CFM	$0.57		$3,420.00
	STAND ALONE SPLIT SYSTEM	3	TON	$3,475.00		$10,425.00
						$0.00
	GAS FIRED BOILER & Breaching	1	SUM	$37,650.00		$37,650.00
	BOILER ROOM PIPING AND VESSELS	1	SUM	$17,585.00		$17,585.00
	HW HEATING LOOP	1	SUM	$36,000.00		$36,000.00
	WATER TREATMENT SYSTEM	1	SUM	$3,300.00		$3,300.00
	DI WATER GENERATOR BOILER MAKEUP WATER	1	SUM	$4,980.00		$4,980.00
	DDC CONTROLS	750	TON	$77.20		$57,900.00
						$ -

SYSTEM DESCRIPTION	SYS MEAS	SYS UNIT	COST/ SYS U	COST/ BLDSF	TOTAL COST
10 - FIRE PROTECTION SYSTEMS (NA)	6,000	BSF		$ 2.75	$16,500
Wet Pipe Sprinkler System	6,000	BSF	$2.75		$16,500
11 - ELECTRICAL	6,000			$ 88.61	$531,677
Distribution Apparatus and Feeders	1	Sum	$35,000.00		$35,000
Service Entry Apparatus	1	Sum	$31,500.00		$31,500
Equipment Feeders & Connections	1	Sum	$21,000.00		$21,000
Power Devices	6000	BSF	$1.66		$9,960
Power Branch Circuits Wire and Conduit	6000	BSF	$2.33		$13,980
					$0
Lighting and Lighting Controls	6000	BSF	$4.44		$26,640
Telephone / Data Raceway	6000	BSF	$2.23		$13,380
					$0
Emergency Generator	1	Sum	$147,000.00		$147,000
					$0
12 - COMMUNICATIONS, SECURITY, ALARMS	6,000	BSF		$1.77	$10,620
Fire Alarm complete w/ speaker notification	6000	BSF	$1.50		$9,000
Telephone / Data Raceway and cable	6000	SF	$0.27		$1,620
					$0
17 - SITE PREPARATION				$0.45	$48,880
Earthwork & Pad Preparation	8000	SF	$2.06		$16,480
Pavement & Surface Demolition	1	Sum	$17,400.00		$17,400
Remove Banking Structure	1	Sum	$15,000.00		$15,000
					$0
18 - SITE IMPROVEMENTS				$0.52	$57,109
Sidewalk	100	SF	$3.65		$365
Form and Place H'Cap Ramp Curb Cut	1	EA	$245.00		$245
Standard H-Cap Ramp Complete	25	SF	$37.69		$942
Drive Approach Reinforced Concrete Paving	480	SF	$6.99		$3,354
New Asphalt Roads & Parking	667	SY	$35.00		$23,333
Repair / Replace Street Pavement for Utilities	133	SY	$45.00		$5,985
Pavement Marking	1	Sum	$600.00		$600
Pipe Bollard 8"	4	EA	$196.00		$784
Fencing	500	LF	$25.00		$12,500
Entry Gates, Auto-Electric	1	Sum	$9,000.00		$9,000
19 - SITE CIVIL & MECHANICAL				$0.96	$104,434
4" Valve and Box	1	EA	$1,205.00		$1,205
Fire Hydrant	1	EA	$1,172.50		$1,173
Extend water distribution line-Domestic 4"	100	LF	$43.75		$4,375
CW Pre insulated Underground Distribution	190	LF	$286.00		$54,340
HW Pre insulated Underground Distribution	190	LF	$194.00		$36,860
4" Sanitary Main	50	LF	$35.00		$1,750
Sanitary Manhole Complete	1	EA	$4,731.25		$4,731
20 - SITE ELECTRICAL UTILITIES				$0.32	$35,280
Utility Company Surcharge	1	Allow	$22,000.00		$22,000
Underground Secondary Duct Bank & Conductor	60	LF	$148.00		$8,880
Site comm / data Distribution	100	LF	$44.00		$4,400
TOTAL DIRECT COST				$ 295.83	**$ 1,774,983.29**
			Escalation	2.50%	$44,375
			General Conditions	12.00%	$218,323
			Design Contingency	20.00%	$407,536
			Prime Contractor Home Office Overhead	3.00%	$73,357
			Prime Contractor Profit	5.00%	$125,929

SYSTEM DESCRIPTION	SYS MEAS	SYS UNIT	COST/ SYS U	COST/ BLDSF	TOTAL COST
		Bond and Insurance		2.15%	$56,857
TOTAL CONTRACT				**$ 450.23**	**$2,701,359**

CONSTRUCTION COST MODEL
Estimate of Probable Cost

TOM GREEN COUNTY COUTHOUSE
EXPANSION AND RENOVATION
SAN ANGELO, TEXAS

REPORT DATE: 26-Feb-15
HDR PROJECT:
BUILDING SQ.FT. 26,910

	SYSTEM DESCRIPTION	SYS MEAS	SYS UNIT	COST/ SYS U	COST/ BLDSF	TOTAL COST
1.3	**BASEMENT & FIRST FLOOR RENOVATIONS, HISTORIC COURTHOUSE**					
NOTE:	COST FOR HANDICAP RAMP IS INCLUDED IN THE NEW BUILDING COSTS.					
	LOWER LEVEL IMPROVEMENTS	13,455	BSF		$ 12.50	$ 336,375.00
	Rehabilitation & Minor Rearrangements	13,455	BSF	$ 25.00		$ 336,375.00
						$ -
	SECURE LOBBY EXPANSION and LEVEL 1 PUBLIC CIRCULATION	4,758	BSF		$ 21.67	$ 583,129.84
	Select Demolition / Expand Lobby	1	Sum	$ 6,500.00		$ 6,500.00
	Expand Lobby to South Including Finishes, MEP, Complete, Finishes Do Not Replicate Historic Fabric	600	SF	$ 125.00		$ 75,000.00
	Restore / Rehab Existing Lobby Finishes	1,230	SF	$ 80.00		$ 98,400.00
	Restore Original Bronze Entry Doors	1	Sum	$ 54,000.00		$ 54,000.00
	Demolition / Gut at Existing Security Office	1,170	BSF	$ 9.00		$ 10,530.00
	Renovate Level 1 Public Circulation, Finishes	4,758	BSF	$ 30.00		$ 142,740.00
	Update and Enhance Lighting and Power	4,758	SF	$ 10.50		$ 49,959.00
	Revise Air Distribution System	4,758	SF	$ 11.98		$ 57,000.84
	New and Updated Security Check Point Equipment	1	SUM	$ 89,000.00		$ 89,000.00
						$ -
	RENOVATE SECURITY QUEUEING	2,300	BSF		$ 1.88	$ 50,600.00
	Major Renovation, Open Area Complete	2,300	BSF	$ 22.00		$ 50,600.00
						$ -
	RENOVATE SECURITY OFFICE	1,738	BSF		$ 2.75	$ 74,038.80
	Major Rearrangement & Renovation Complete	1,738	BSF	$ 42.60		$ 74,038.80
						$ -
	RENOVATE DISTRICT CLERK LEVEL 1	4,889	BSF		$ 2.33	$ 62,579.20
	Cosmetic Update / Minor Rearrangement	4,889	BSF	$ 12.80		$ 62,579.20
						$ -
	RENOVATE LEVEL 1 RESTROOMS	2	EA		$ 4.09	$ 110,000.00
	Renovate Level 1 Restrooms, Turnkey, Complete	2	EA	$ 55,000.00		$ 110,000.00
	Includes Plumbing					$ -
	CONVEYING SYSTEM	26,910	BLDSF	$ -	$ 0.30	$ 8,200.00
	Renovate Cab	1	SUM	$ 8,200.00		$ 8,200.00
						$ -
	FIRE PROTECTION				$ 0.73	$ 19,540.80
	Rearrange Existing Fire Suppression due to Rehab and Recertify	27,140	SF	$ 0.72		$ 19,540.80
						$ -
	HVAC SYSTEM	26,910	BLDSF	$ 18.50	$ 20.64	$555,381
	Demo & Remove Rooftop Chiller	1	Sum	$11,000.00		$11,000
	Extend Hydronics to Existing Courthouse	1	Sum	$48,250.00		$48,250
	Connect Hydronics to HVAC Eqpt	1	Sum	$34,200.00		$34,200
	Demolition & Improvements for Chases & Pipe Pathway	1	Sum	$16,570.00		$16,570
	Replace Existing AHU's Low Pressure	48,438	CFM	$7.25		$351,176
	DDC Controls	26,910	SF	$3.50		$94,185
						$ -
	ELECTRICAL	26,910			$ 0.37	$ 9,956.70
	Revise Tele Comm Due to Renovation	26,910	SF	$ 0.37		$ 9,956.70
					$ -	$ -
						$ -
	ALARM / SECURITY SYSTEMS	49,124			$ 1.31	$ 35,369.28
	Update Existing FA System for Total Building	49,124	SF	$ 0.72		$ 35,369.28
						$ -

SYSTEM DESCRIPTION	SYS MEAS	SYS UNIT	COST/ SYS U	COST/ BLDSF	TOTAL COST
SUBTOTAL DIRECT COST				**$68.57**	**$1,845,170**
			Escalation	2.50%	$46,129
			General Conditions	12.00%	$226,956
			Design Contingency	20.00%	$423,651
			Prime Contractor Home Office Overhead	3.00%	$76,257
			Prime Contractor Profit	5.00%	$130,908
			Bond and Insurance	2.15%	$59,105
TOTAL CONTRACT				**$ 104.35**	**$2,808,177**

CONSTRUCTION COST MODEL
Estimate of Probable Cost

TOM GREEN COUNTY COUTHOUSE
EXPANSION AND RENOVATION
SAN ANGELO, TEXAS

REPORT DATE: 26-Feb-15
HDR PROJECT:
BUILDING SQ.FT. 50,744

PHASE 2 COURT BUILDING FINISH-OUT - 3RD & 4TH FLOORS

	SYSTEM DESCRIPTION	SYS MEAS	SYS UNIT	COST/ SYS U	COST/ BLDSF		TOTAL COST
2.1	**COURT BUILDING FINISH-OUT - 3RD & 4TH FLOORS**						
	05 - INTERIOR CONSTRUCTION	50,744	BSF		$29.09		$1,476,194
	Interior 1 Hour Partitions	5,400	WSF	$4.11			$22,194
	Interior Side of Exterior Wall with Insulation	23,640	WSF	$3.33			$78,721
	Secure Construction Courts Holding	1,920	BSF	$61.00			$117,120
	Interior Walls Judicial Offices	12,364	BSF	$8.15			$100,767
	Interior Construction Courts	10,564	BSF	$9.32			$98,456
	Interior Construction Office	21,704	BSF	$7.95			$172,547
	Interior Courts Casework / Millwork	4	Courts	$85,000.00			$340,000
	Courtroom Door and Frame w/ Hdwr Sngl	20	EA	$3,800.00			$76,000
	Courtroom Door and Frame w/ Hdwr Dbl	8	PR	$7,200.00			$57,600
	Interior Personnel Doors W/Hardware	4557	DRSF	$79.20			$360,907
							$0
	Building Graphics Interior	1	Sum	$6,400.00			$6,400
	Building I.D. Exterior	1	Sum	$5,500.00			$5,500
	Fire Extinguisher and Cab	18	EA	$305.00			$5,490
							$0
	Toilet Accessories Set Private	6	Set	$190.00			$1,140
	Toilet Accessories Set Public	4	Set	$1,662.00			$6,648
	Misc Building Specialties	50744	BSF	$0.14			$7,104
	Decorative Glass and Metal Atrium Rail	56	LF	$350.00			$19,600
							$0
	06 - INTERIOR FINISHES	50,744	BSF		$15.10		$766,050
	Interior Finishes Courts Holding	1,920	BSF	$3.00			$5,760
	Interior Finishes Judicial Offices	12,112	BSF	$11.50			$139,288
	Interior Finishes Office	15,414	BSF	$10.90			$168,013
	Interior Finishes Courts	10,564	BSF	$19.00			$200,716
	Interior Finishes Restrooms	4,284	BSF	$22.00			$94,248
	Interior Finishes Public Circulation	6,450	BSF	$24.50			$158,025
							$0
	07 - CONVEYING SYSTEM	50,744	BLDSF	$0.00	$0.00		$0
	Included in Phase 1						$0
							$0
	08 - PLUMBING	50,744	BSF		$5.08		$257,721
	Water Closet FV	31	EA	$1,583.75			$49,096
	Lavatory Wall Mount	12	EA	$1,427.50			$17,130
	Lavatory Vanity Mount	20	EA	$1,377.50			$27,550
	Janitor Service Sink	2	EA	$1,733.75			$3,468
	Sink SS Single Comp Beverage	6	EA	$1,471.25			$8,828
	H-Cap Dual Water Cooler	2	EA	$2,921.25			$5,843
	Appliance Connection	8	EA	$468.75			$3,750
	Domestic Water Main Distribution Pipe	2	SUM	$33,375.00			$66,750
				$0.00			$0

	SYSTEM DESCRIPTION	SYS MEAS	SYS UNIT	COST/ SYS U	COST/ BLDSF		TOTAL COST
	Floor Drain	7	EA	$490.00			$3,430
	Cleanout	12	EA	$150.00			$1,800
	SS Cast Iron Pipe w/Ftgs TR & BF	750	LF	$42.50			$31,875
	Vent Thru Roof Flashing	12	EA	$77.50			$930
	Cast Iron Pipe w/Ftgs & Hangers	520	LF	$30.38			$15,795
				$0.00			$0
	SS Det Water Fountain	2	EA	$1,468.75			$2,938
	SS Detention Comb Unit	4	EA	$2,671.25			$10,685
	SS Detention Comb H-Cap Unit	2	EA	$3,108.75			$6,218
	Detention Floor Drain	2	EA	$818.75			$1,638
				$0.00			$0
							$0
	09 - HVAC	50,744	BSF		$30.63		$1,554,143
	HW Heating Loop	1	Sum	$13,700.00			$13,700
	AHU Central Station VAV	91,339	CFM	$5.22			$476,791
	AHU'S at Central Station Future Space	91,339	CFM	$5.22			$476,791
	Terminal Units	91,339	CFM	$2.25			$205,513
	Energy Recovery	1	Sum	$23,000.00			$23,000
	Air Handling Duct & Devices	47,591	BSF	$3.98			$189,412
	Ductless Split System	4	EA	$4,200.00			$16,800
	Toilet Exhaust System	2,200	CFM	$0.98			$2,156
	Detention Exhaust	600	CFM	$1.52			$912
	Building Controls	42,591	BSF	$3.50			$149,069
							$0
	10 - FIRE PROTECTION	50,744	BSF		$2.75		$139,546
	Wet Pipe Sprinkler System	50,744	BSF	$2.75			$139,546
Note	*Fire Pump Not Included*						
	11 - ELECTRICAL	50,744	BSF		$1.00		$1,180,292
	Distribution Apparatus and Feeders	50744	SF	$1.87			$94,891
	Equipment Feeders & Connections	50744	BSF	$1.90			$96,414
	Power Devices	50744	BSF	$1.66			$84,235
	Power Branch Circuits Wire and Conduit	50744	BSF	$4.96			$251,690
							$0
	Lighting and Lighting Controls	50744	BSF	$4.44			$225,303
	Courtroom Lighting	10,564	BSF	$6.50			$68,666
	Lighting Branch Circuits Wire and Conduit	50744	BSF	$3.54			$179,634
	Add for Architectural Lighting primary space	1	Sum	$50,000.00			$50,000
	Telephone / Data Raceway	50744	BSF	$2.23			$113,159
	Detention Control Power Circuits	1	Sum	$16,300.00			$16,300
							$0
	12 - COMMUNICATIONS, SECURITY, ALARMS	50,744	BSF	$11,740.00	$8.79		$446,085
	Fire Alarm complete w/ speaker notification	50744	BSF	$1.50			$76,116
	TV Outlet w/ Cable	12	EA	$390.00			$4,680
	Courtroom Sound Reinforcement & Video	4	EA	$32,000.00			$128,000
	Telephone / Data Cable & Devices	50744	SF	$2.15			$109,100
	Security CCTV System Complete	50,744	BSF	$1.33			$67,490
	Detention Intercom System	1	Sum	$15,000.00			$15,000
	Duress / Panic Alarm System	1	Sum	$43,000.00			$43,000
	Secure Door Remote Access Electric Lock	4	EA	$675.00			$2,700
							$0
	13 - DETENTION EQUIPMENT	50,744	BSF		$3.33		$168,797
	Door Status	12	EA	$462.50			$5,550

SYSTEM DESCRIPTION	SYS MEAS	SYS UNIT	COST/ SYS U	COST/ BLDSF	TOTAL COST
Add for Interlock Group Door	1	EA	$1,250.00		$1,250
Exit Call Light & Switch	6	EA	$437.50		$2,625
Push to Exit Button Circuit	4	EA	$375.00		$1,500
Door Control Circuit	19	EA	$487.50		$9,263
Card Reader & Lock	42	EA	$937.50		$39,375
Equipment Control Circuit	2840	LF	$3.76		$10,686
Equipment Console Cabinet	1	EA	$1,250.00		$1,250
					$0
SS Det Mirror	6	EA	$312.50		$1,875
Cell Door Swing	4	EA	$5,250.00		$21,000
Det Door Swing w/Electric Lock	3	EA	$4,551.25		$13,654
Det Door w/View Panel Electric Lock	4	EA	$4,363.75		$17,455
Secure Access Door	4	EA	$740.00		$2,960
Detention Metal Ceiling	1400	SF	$15.00		$21,000
Detention Glazing & Frame 1-1/2"	158	SF	$122.50		$19,355
					$0
13.1 - BUILDING EQUIPMENT	50,744	BSF		$0.63	$32,000
Pneumatic Tube System w/Intercom	1	Allow	$23,000.00		$23,000
Appliances	1	Allow	$9,000.00		$9,000
					$0
14 - FURNISHINGS	50,744	BSF		$0.51	$26,100
Modular Office furniture		NIC			$0
Window Shades / Screen	5800	SF	$4.50		$26,100
					$0
SUBTOTAL DIRECT COST				**$119.17**	**$6,046,928.50**
			Escalation	2.50%	$151,173
			General Conditions	13.50%	$836,744
			Design Contingency	10.00%	$703,485
			Prime Contractor Home Office Overhead	3.00%	$232,150
			Prime Contractor Profit	5.00%	$398,524
			Bond and Insurance	2.15%	$179,934
TOTAL CONTRACT				**$ 168.47**	**$8,548,937**

TOM GREEN COUNTY
THE STATE OF TEXAS