



# **Thirteenth Judicial Court System Expansion Study**

**Boone County, Missouri**

**January 15, 2004**

Prepared by Butler, Rosenbury & Partners, Inc.



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# Summary

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## Key Findings and Recommendation

Boone County's justice system services are limited due to the floor area constraints of the existing facilities. The Courthouse and Johnson building are not large enough to accommodate the projected requirements of each department. The Courthouse addition was designed to support two additional floor levels. Those floors should be constructed for current and future needs. Since its projections cannot fit in the ground level, Juvenile Court Services should be relocated from the Courthouse. Efficiency of the Johnson Building is minimized by irregularities in floor heights and wall locations. Its current configuration cannot accommodate the space projections of Juvenile Court Services and the Public Defender and therefore, should be razed. A new Court Annex building should be constructed west of the Courthouse with a secure corridor that connects to the Courthouse. The offices of Juvenile Court Services and the Public Defender should be located in that building. The project cost estimate for this recommendation is \$10,167,382.05.

An assessment of the Courthouse's ADA compliance was performed in October and December 2000. It concluded that the facility was 48% accessible. Therefore, modifications should be made to the existing facilities for ADA compliance.

Parking lots owned by the county do not have enough parking spaces for courts patrons' use. The county currently leases parking spaces from the City of Columbia for jurors. Provisions should be made for a future parking deck that has enough parking spaces for court's patron's use.

## Project Schedule

2004

- May: The county should interview and hire an architect.
- April: The county should interview and hire a construction manager
- June: The architect should begin Schematic Design services.

2005

- January: The architect should begin Design Development services.
- June: The architect should begin the Construction Documents.

2006

- January: The Construction documents should be sent out for contractors to bid.
- March: The bid is awarded to a contractor and construction begins.

2008

- Construction is Complete

## Report Content

This report is organized into four sections. The **Summary** is an overview of the preferred recommendation. **Existing Conditions** document the court facilities, and **Objectives** document the needs of the Courts system. Finally, there is a **Recommendation**, which is a combination of the information gathered while documenting the Existing Conditions and the Objectives. This section provides recommendation information that is more detailed than the Summary.



## Summary: Process

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*The preferred recommendation is based upon meetings with office holders, department heads and key stakeholders. Through the process, two options were developed. Option 1 includes razing the Johnson Building and constructing a new Courts Annex Building that would be connected to the Courthouse through a secure corridor. Option 2 utilizes the existing Johnson Building. Our preferred recommendation is Option 1. The following paragraphs outline the process by which the recommendation was made.*

### **Initial Meeting, March 2003**

Commissioner Skip Elkin, Bob Perry and David Mink met with Butler, Rosenbury & Partners (BR&P) to determine the parameters for a study of the judicial courts system's programming needs through 2010. It was stated that the existing facilities should be reviewed and the following objectives should be considered while developing alternative proposals:

1. Accommodate Growth
2. Manage Public Access
3. Accommodate Functional Relationships
4. Maintain Security
5. Accommodate Future Justice Trends
6. Improve ADA Accessibility
7. Consider Construction Logistics
8. Accommodate Parking Requirements

### **Interviews, April 2003**

Mr. Perry and BR&P met with the following people to discuss future growth and functional relationships:

1. Judge Gene Hamilton, Presiding Judge
2. Kathy Lloyd, Assistant to the Court Administrator
3. Catherine Benson, Public Defender
4. Kevin Crane, Prosecuting Attorney
5. Connie Hendron, Public Administrator
6. Cheryl Whitmarsh, Circuit Clerk
7. Jack Wonneman, Court Marshal
8. Darrel Martin, Adult Court Services Supervisor
9. Rick Gaines, Juvenile Officer
10. Ken Roberts, Building Maintenance Supervisor

Prior to these interviews, each office holder and department head was asked to project their actual needs through 2010. Those needs were forwarded to BR&P.

Mr. Perry and BR&P met with Mr. Wonneman to discuss current and future security requirements.

Mr. Perry and BR&P met with Commissioner Elkin, Mr. Mink and Mr. Roberts to discuss existing facility conditions.

### **Existing Facility Review**

BR&P reviewed the Courthouse, Johnson Building and campus parking to assess the following:

1. Building maintenance needs.
2. Ability of Courthouse and Johnson Building to accommodate current and future floor area and security needs.
3. Opportunities for ADA accessibility improvements.



## Summary: Process

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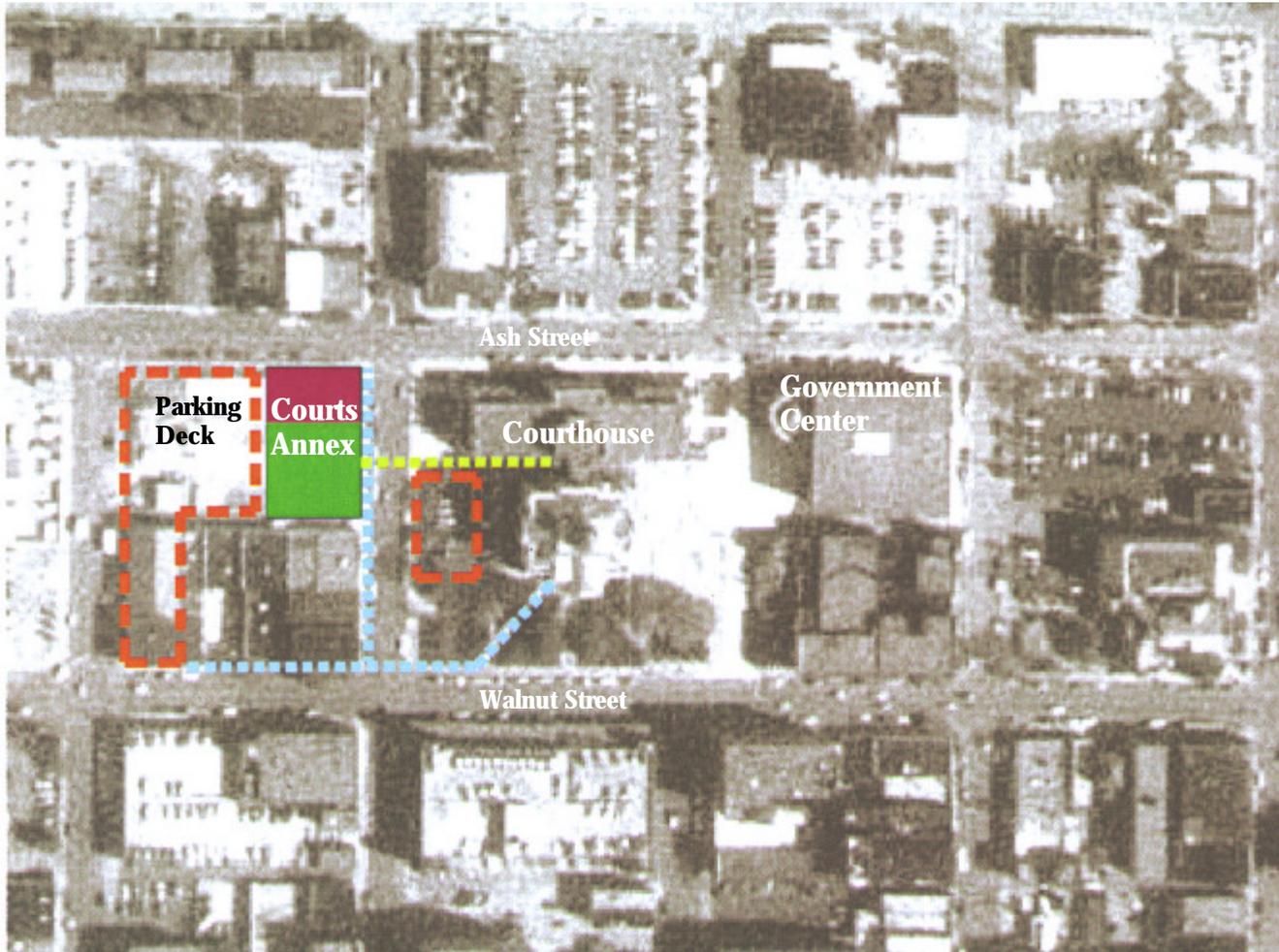
4. Logistics of future construction.
5. Additional parking requirements.

### **Proposals, August 2003**

The key findings in this analysis were incorporated into a series of site and plan diagrams and spreadsheets. BR&P presented these diagrams and spreadsheets to Commissioner Elkin, Mr. Perry and Mr. Mink. Then, these diagrams were forwarded to key stakeholders for review and comment. Those comments were forwarded to BR&P and incorporated into future layouts.



# Summary: Recommendation



## Option 1, Preferred

### Notes:

1. The offices of Juvenile Court Services and the Public Defender should be located in the Courts Annex Building.
2. The yellow dashed line indicates an optional secured connection from the Courts Annex to the Courthouse.
3. The blue dashed line indicates pedestrian circulation between the courts facilities.
4. The Johnson Building should be razed. Provisions for a future Parking Deck shall be made.



# Summary: Recommendation

## Courthouse, Ground Level



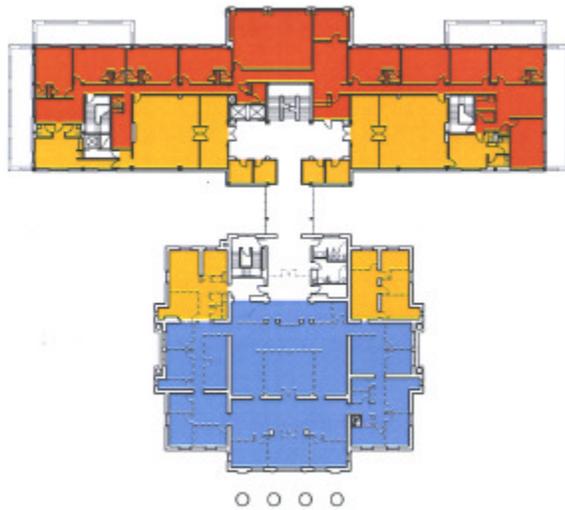
## Courthouse, First Level





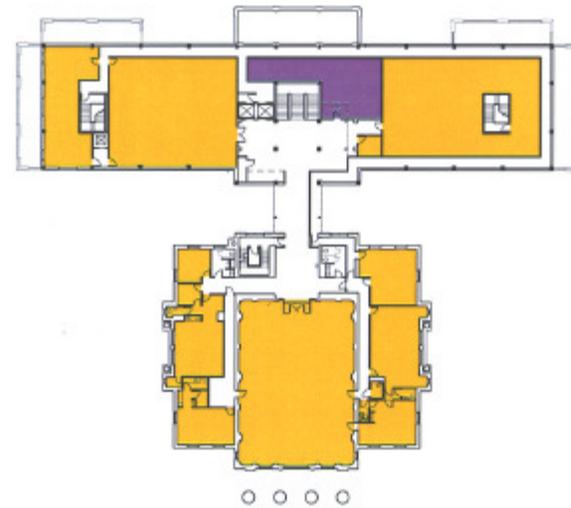
# Summary: Recommendation

**Courthouse, Second Level**



-  Courts
  -  Judges' Chambers
  -  Circuit Clerk
-   
NORTH

**Courthouse, Third Level**



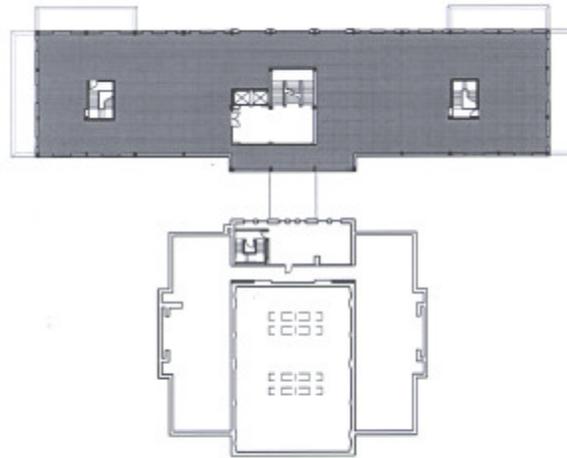
-  Courts
  -  Court Marshal
-   
NORTH



# Summary: Recommendation

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## Courthouse, Fourth Level



■ Prosecuting Attorney





# Existing Conditions

## Courthouse

The Courthouse has been maintained well and can be remodeled to accommodate a portion of the courts' current and future needs. The following assessment was made of the facility's condition:

1. The limestone veneer should be repaired, cleaned and sealed.
2. The roof was replaced in 2002.<sup>2</sup>
3. Tile flooring is being patched at this time.<sup>2</sup>
4. The information booth in the main lobby should be relocated. It currently conflicts with the security screening area.
5. Housekeeping closets with mop sinks should be provided at each level.<sup>2</sup>
6. The electrical system serves the Courthouse's current needs.<sup>2</sup>
7. The HVAC system should be modified to provide more CFM to the second level.<sup>2</sup>
8. The plumbing system serves the Courthouse's current needs.<sup>2</sup>
9. The Courthouse should be remodeled for improved ADA accessibility.<sup>1</sup>
10. The building is protected by an automatic fire sprinkler system.



Cracked stone veneer at the north side of the building.



Stained stone veneer at the north side of the building

1. Boone County Access to the Courts Assessment, Evaluation of Barriers Limiting Public Access.  
2. April 17, 2003 meeting with Commissioner Elkin, Bob Perry, David Mink and Ken Roberts.

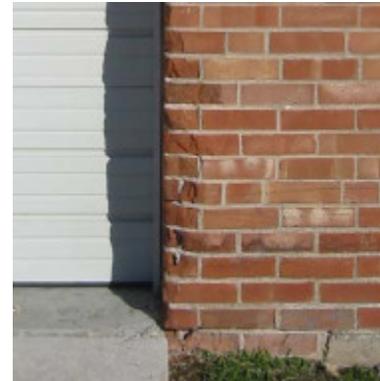


# Existing Conditions

## Johnson Building

The Johnson Building has been maintained well and can be remodeled to accommodate a portion of the courts' current and future needs. The following assessment was made of the facility's condition:

1. The building is constructed of three different structures. The interior bearing walls and varying floor heights segment the building which decreases the efficiency of floor area. In order to utilize all of the area for offices, ramps should be constructed to provide ADA access to each of the floor levels.
2. The brick veneer should be repaired, patched and sealed.
3. The roof is scheduled to be replaced within the next five years.<sup>4</sup>
4. The electrical system serves the Johnson Building's current needs.<sup>4</sup>
5. The HVAC zoning does not allow consistent temperatures throughout the second level.<sup>4</sup>
6. The water pressure is low.<sup>4</sup>



Damaged brick at the west side of the building.

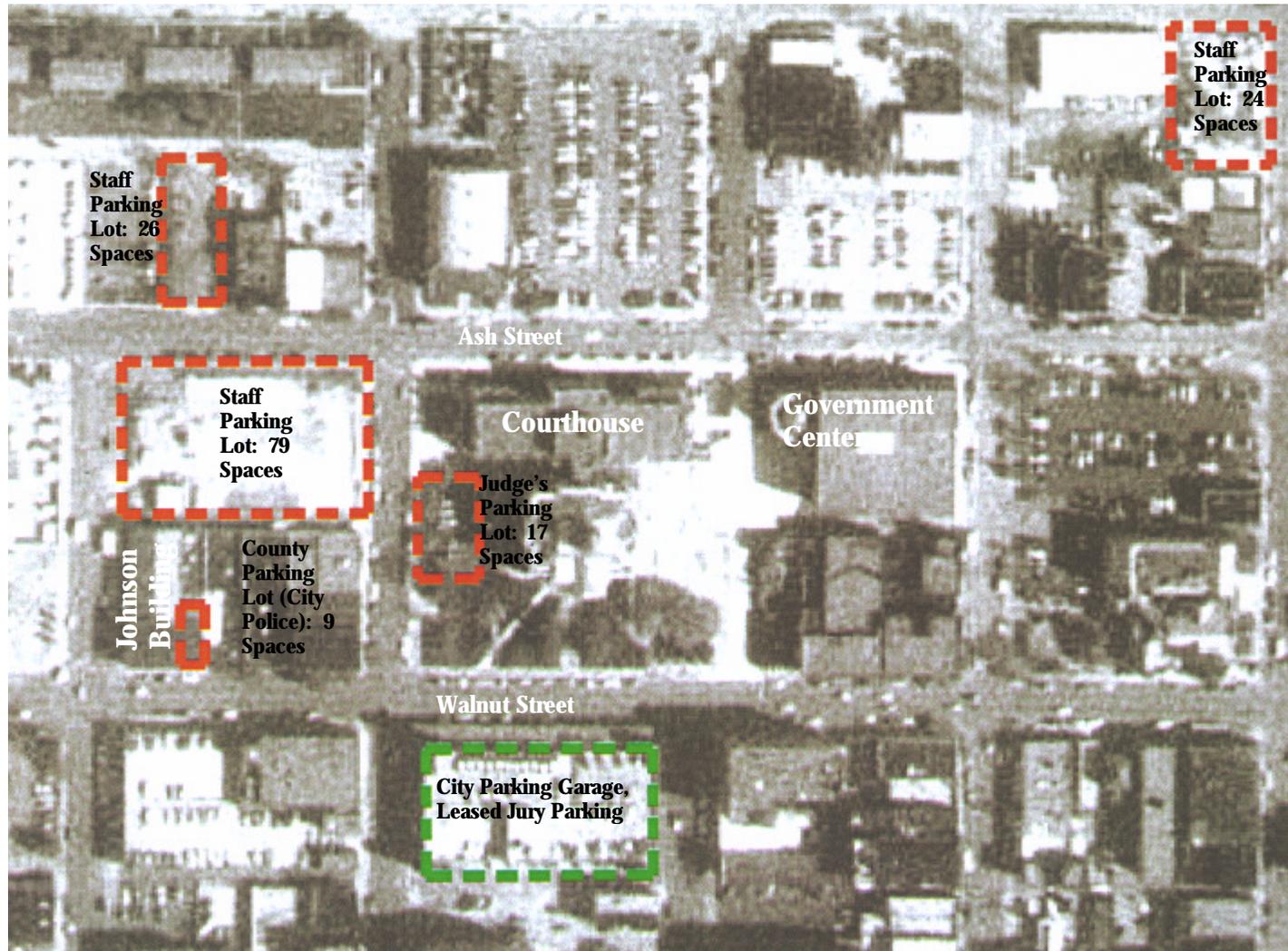


Stains on the south side of the building

4. October 24, 2003 phone conversation with Ken Roberts.



# Existing Conditions





# Existing Conditions

## Courthouse, Ground Level





# Existing Conditions

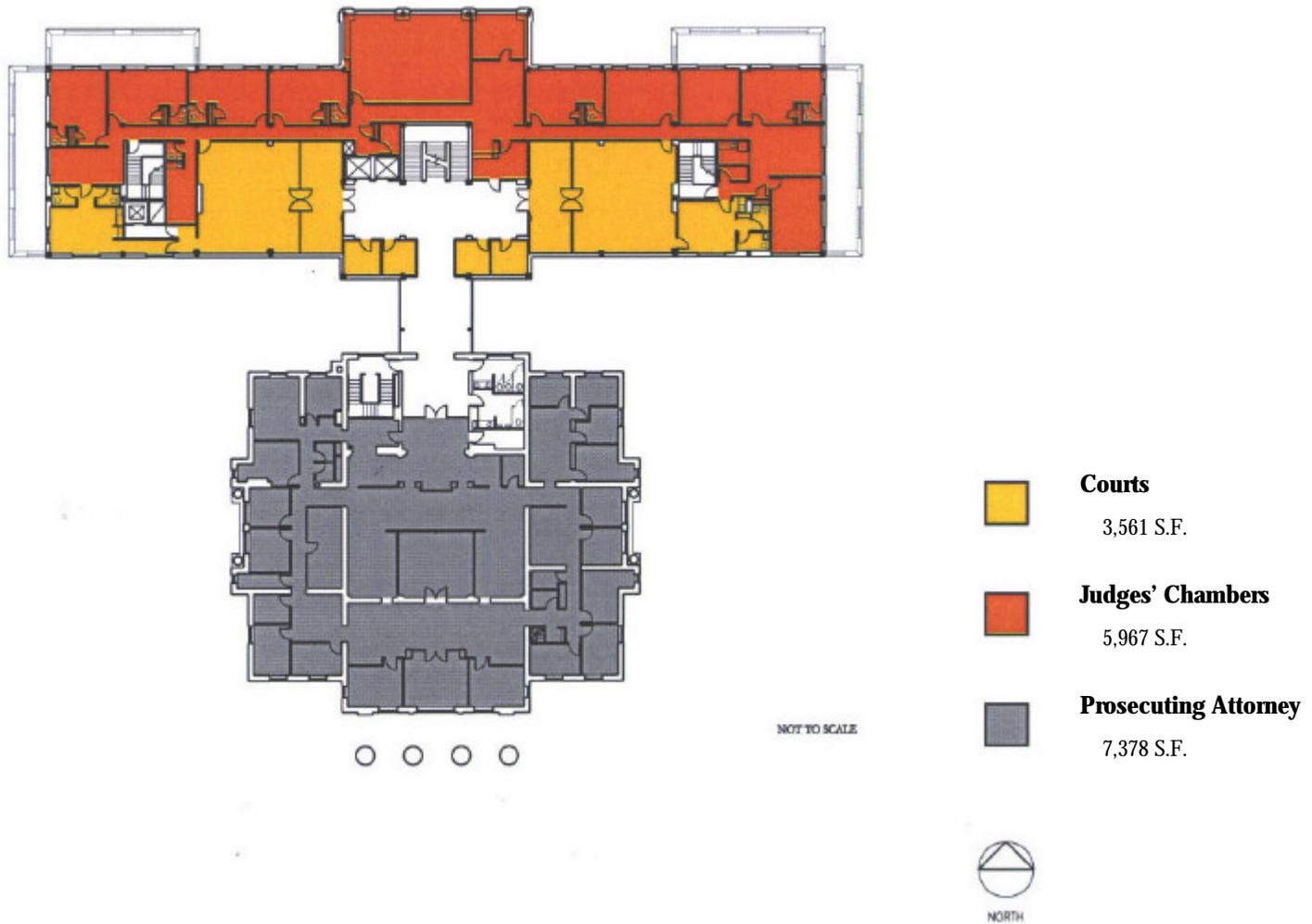
## Courthouse, First Level





# Existing Conditions

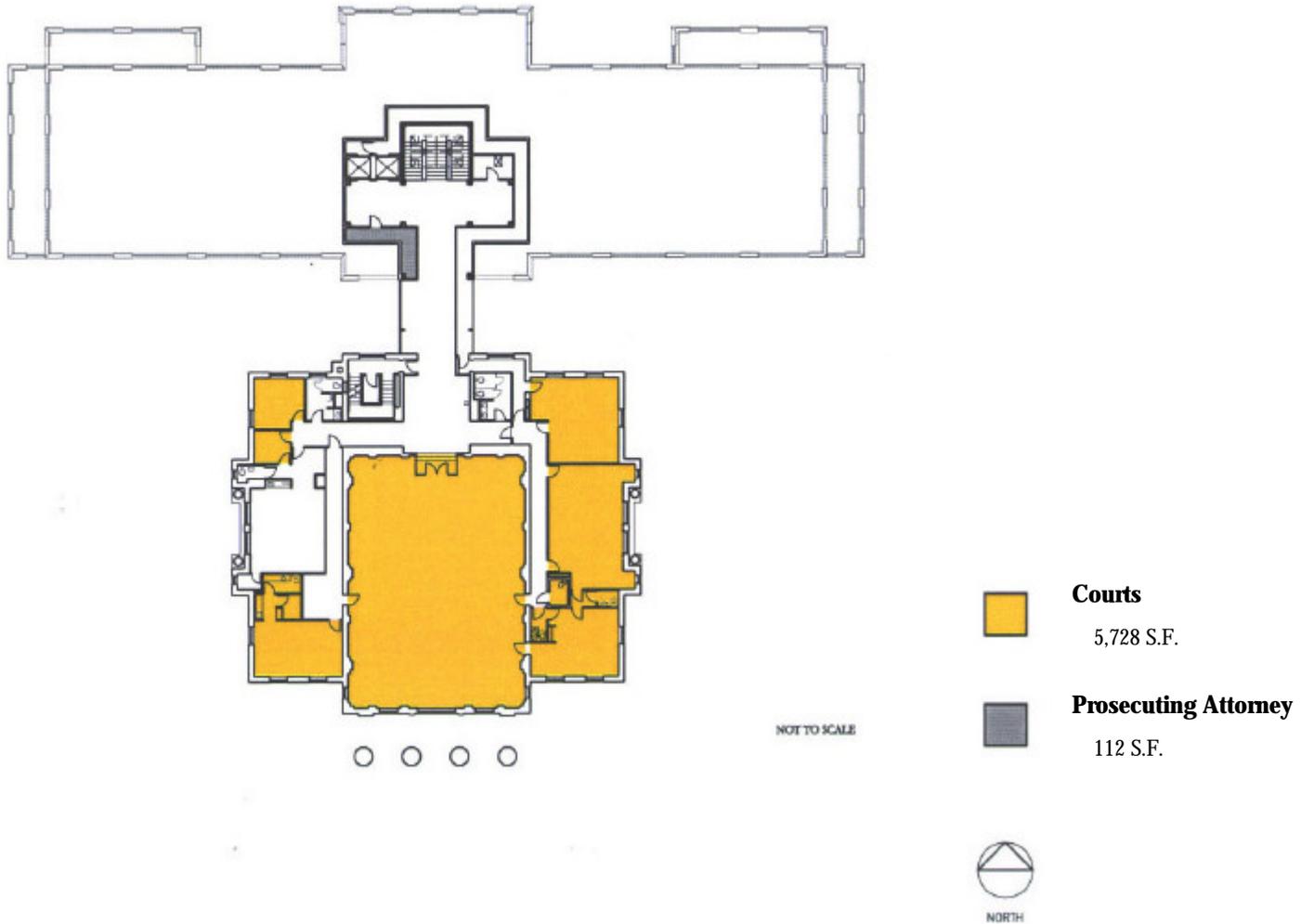
## Courthouse, Second Level





# Existing Conditions

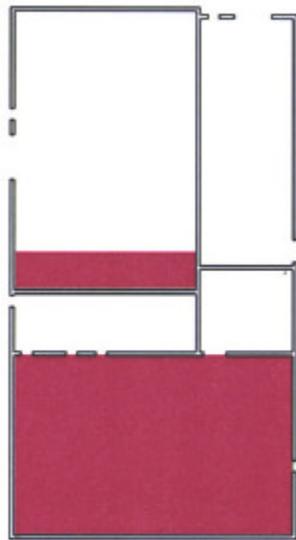
## Courthouse, Third Level



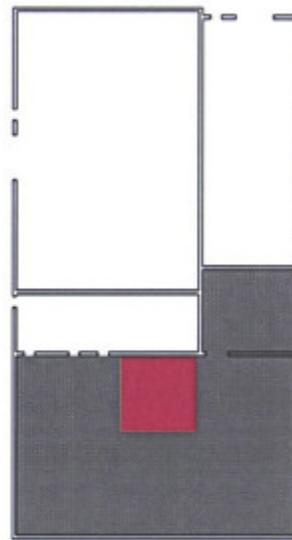


# Existing Conditions

## Johnson Building



**First Level**



**Second Level**

NOT TO SCALE



**Government Offices**

3,756 S.F.



**Public Defender**

4,090 S.F. Lower Level

400 S.F. Upper Level



NORTH



# Existing Conditions

## Floor Area

Department		Courthouse				Johnson Building		Total
		Ground Level	First Level	Second Level	Third Level	First Level	Second Level	
	Courts	3,774	3,531	3,561	5,728	0	0	<b>16,594 S.F.</b>
	Judges' Chambers	0	0	5,967	0	0	0	<b>5,967 S.F.</b>
	Prosecuting Attorney	0	0	7,378	112	0	0	<b>7,490 S.F.</b>
	Circuit Clerk	0	7,593	0	0	0	0	<b>7,593 S.F.</b>
	Public Administrator	0	446	0	0	0	0	<b>446 S.F.</b>
	Court Marshal	0	566	0	0	0	0	<b>566 S.F.</b>
	Adult Court Services	0	1,135	0	0	0	0	<b>1,135 S.F.</b>
	Mental Health and Drug	319	0	0	0	0	0	<b>319 S.F.</b>
	Information Technology	0	784	0	0	0	0	<b>784 S.F.</b>
	Juvenile Court Services	5,131	0	0	0	0	0	<b>5,131 S.F.</b>
	Building Maintenance	615	0	0	0	0	0	<b>615 S.F.</b>
	Public Defender	0	0	0	0	4,090	400	<b>4,490 S.F.</b>
	Shared Services	0	0	0	657	0	0	<b>657 S.F.</b>
	Mechanical Area	4,125	150	150	33	0	0	<b>4,458 S.F.</b>
	Public Lobbies	490	3,956	1,549	1,739	0	0	<b>7,734 S.F.</b>
<b>Total Area</b>		<b>14,454 S.F.</b>	<b>18,161 S.F.</b>	<b>18,605 S.F.</b>	<b>8,269 S.F.</b>	<b>4,090 S.F.</b>	<b>400 S.F.</b>	<b>63,979 S.F.</b>



## Objectives: Accommodate Growth

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### **Summary**

*In 1995, 17,015 cases were filed in Boone County. In comparison, 19,197 cases were filed in 2003.<sup>5</sup> It is projected that the caseload will continue to increase. In addition to the courts and their accessory functions, the Courthouse accommodates mediation, arbitration and mock trials. The justice system services are currently limited due to the floor area constraints of the Courthouse and Johnson Buildings. An additional 30,000 square feet of buildings should be constructed to meet future needs.*

5. Review of the Circuit Court Caseload, Presentation to the Boone County Bar Association.



# Objectives: Accommodate Growth

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## Courts<sup>13, 14</sup>

To facilitate two large trials simultaneously, an additional criminal jury courtroom should be provided. This courtroom should be the median size between the third and first level criminal jury courtrooms, and should be ADA accessible.<sup>1</sup> Additionally, the following support spaces should be provided:

1. Witness Waiting Room
2. Jury Deliberation Room
3. Jury Deliberation Toilets
4. Jury Deliberation Kitchenettes
5. Attorney Client Conference Room
6. Attorney Workroom

These requirements are consistent with the original 1990 Boone County Courthouse planning standards.

To allow jury selection for multiple trials simultaneously, the Jury Assembly area should be expanded to accommodate seventy five people. Additionally, the following support spaces should be provided:

1. Jury Commission Clerk's Office
2. Jury Assembly Toilets
3. Jury Assembly Kitchenette

When not utilized for assembling juries, this area should be a large multipurpose meeting area.

An Additional Settlement Mediation Conference Room should be provided to respond to the needs of outside groups/organizations.<sup>6</sup> An area for expansion of Alternative Dispute Resolution should be adjacent to the Settlement Mediation Conference Room. Additionally, the following support spaces should be provided:

1. Hearing Waiting Room
2. Administrative Judges' Workroom

See **Justice Trends** for additional information regarding Alternative Dispute Resolution.

1. Boone County Access to the Courts Assessment, Evaluation of Barriers Limiting Public Access.  
6. 2002 Courthouse Utilization Report.  
13. April 17, 2003 meeting with Commissioner Elkin, Bob Perry and Kathy Lloyd.  
14. April 17, 2003 meeting with Judge Hamilton, Bob Perry and Kathy Lloyd.



# Objectives: Accommodate Growth

## Courts<sup>13,14</sup>



Staff/Room	Existing	Projected				Comments See Page 23
	Total	Total	Area per Staff/Room	Floor Area		
Ceremonial Courtroom	1	1	3,230 S.F.	3,230 S.F.	1	
Ground Floor Courtroom	1	1	1,275 S.F.	1,275 S.F.	1	
1-West Courtroom	1	1	1,740 S.F.	1,740 S.F.	1	
1-East Courtroom	1	1	1,075 S.F.	1,075 S.F.	1	
2-West Courtroom	1	1	1,180 S.F.	1,180 S.F.	1	
2-East Courtroom	1	1	1,200 S.F.	1,200 S.F.	1	
Jury Courtroom	0	1	2,485 S.F.	2,485 S.F.		
Hearing Room	2	2	600 S.F.	1,200 S.F.	1	
Hearing Waiting Room	0	1	200 S.F.	200 S.F.		
Settlement/Mediation Room	0	1	600 S.F.	600 S.F.		
Grand Jury Room	0	1	250 S.F.	250 S.F.		
Jury Assembly Room	1	1	2,750 S.F.	2,750 S.F.	3	
Jury Commission Clerk	0	1	140 S.F.	140 S.F.		
Witness Waiting Rooms	4	5	75 S.F.	375 S.F.	1	
Jury Deliberation Rooms	4	5	225 S.F.	1,125 S.F.	1	
Jury Deliberation Toilets (set)	4	5	100 S.F.	500 S.F.		

Continued Next Page

13. April 17, 2003 meeting with Commissioner Elkin, Bob Perry and Kathy Lloyd.  
 14. April 17, 2003 meeting with Judge Hamilton, Bob Perry and Kathy Lloyd.



# Objectives: Accommodate Growth

## Courts<sup>13,14</sup>



Staff/Room	Existing	Total	Projected		Comments See Page 23
	Total		Area per Staff/Room	Floor Area	
Jury Deliberation Kitchenettes	4	5	20 S.F.	100 S.F.	
Administrative Judge's Workroom.	0	1	200 S.F.	200 S.F.	
Domestic Violence Interview	0	2	100 S.F.	200 S.F.	
Attorney Workroom	1	2	675 S.F.	1,350 S.F.	3
Attorney/Client Conference	6	7	75 S.F.	525 S.F.	1
Future Mediation and Arbitration	0	1	4,275 S.F.	4,275 S.F.	
Sally Port	1	1	400 S.F.	400 S.F.	1
Holding Room	3	3	100 S.F.	300 S.F.	1
Isolation Room (set)	1	1	80 S.F.	80 S.F.	1
Atty./Prisoner Conference (set)	1	1	180 S.F.	180 S.F.	1
Security Control Room	1	1	85 S.F.	85 S.F.	1
Total Floor Area				27,020 S.F.	
Circulation 5%				1,351 S.F.	
<b>Total Area Required</b>				<b>28,371 S.F.</b>	
Current Area Provided				16,594 S.F.	
<b>Difference</b>				<b>11,777 S.F.</b>	

13. April 17, 2003 meeting with Commissioner Elkin, Bob Perry and Kathy Lloyd.  
 14. April 17, 2003 meeting with Judge Hamilton, Bob Perry and Kathy Lloyd.



# Objectives: Accommodate Growth

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## Comments

- 1 Existing Size.
- 2 *The Courthouse: A Planning and Design Guide for Court Facilities*, National Center for State Courts, Second Edition 1998.
- 3 Increase in Floor Area.
- 4 Decrease in Floor Area.



# Objectives: Accommodate Growth

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## **Judges' Chambers<sup>13, 14</sup>**

Currently, all of the Judge's offices are in use. Per pending legislation, the number of circuit judges should increase from three to four effective January 1, 2007.<sup>7</sup> An office should be provided for this judge. An additional office should be provided to respond to the possibility of future legislation requirements.

Per pending legislation<sup>1</sup>, the number of Court Reporters should increase from three to four. Therefore, an office for that position should be provided.<sup>7,8</sup>

The Judges' Chambers are not large enough not for expansion. Therefore, the Court Administrator should move to another level of the Courthouse. Currently, the Judges and the Court Administrator share support areas. Therefore, support areas should be provided for two offices in lieu of one.

The Judges should continue to use the Jury Deliberation Room adjacent to the second level east courtroom as a conference room when it is not being utilized for court services.

A workroom for Law Clerks should be provided. Currently, the judges are unable to utilize the services of the students of the University of Missouri Law School due to space restrictions.

To accommodate current needs, the floor area of the Law Library was reduced. This floor area should be restored.

The Toilet Rooms should be remodeled for improved ADA accessibility compliance.<sup>1</sup>

The Judges' Chambers should be ADA accessible.<sup>1</sup>

1. Boone County Access to the Courts Assessment, Evaluation of Barriers Limiting Public Access.

7. Missouri Senate Bill 0469, Section 478.610.

8. Missouri Statute 485.055.

13. April 17, 2003 meeting with Commissioner Elkin, Bob Perry and Kathy Lloyd.

14. April 17, 2003 meeting with Judge Hamilton, Bob Perry and Kathy Lloyd.



# Objectives: Accommodate Growth

## Judges' Chambers<sup>13,14</sup>



Staff/Room	Existing	Projected				Comments See Page26
	Total	Total	Area per Staff/Room	Floor Area		
Presiding Judge	1	1	330 S.F.	330	S.F.	1, 2
Circuit Judge	2	3	320 S.F.	960	S.F.	1, 2
Associate Circuit Judge	4	5	320 S.F.	1,600	S.F.	1, 2
Visiting Associate Circuit Judge (2)	1	1	320 S.F.	320	S.F.	1, 2
Family Court Commissioner	1	1	210 S.F.	210	S.F.	1
Judge's Conference Room	0	0	250 S.F.	0	S.F.	
Court Administrator	1	1	290 S.F.	290	S.F.	1
Assistant. to the Court Administrator	1	1	185 S.F.	185	S.F.	1
Court Administrator's Conference Room	0	1	250 S.F.	250	S.F.	
Office Manager - Presiding Judge	1	1	80 S.F.	80	S.F.	
Secretary - Court Administrator	1	1	80 S.F.	80	S.F.	
Court Reporter	3	4	120 S.F.	480	S.F.	2
Storage - Court Reporter	1	1	100 S.F.	100	S.F.	
Law Library	1	1	825 S.F.	825	S.F.	3
Law Clerk Workroom	0	1	100 S.F.	100	S.F.	
Secretary	3	3	80 S.F.	240	S.F.	

*Continued Next Page*

13. April 17, 2003 meeting with Commissioner Elkin, Bob Perry and Kathy Lloyd.  
 14. April 17, 2003 meeting with Judge Hamilton, Bob Perry and Kathy Lloyd.



# Objectives: Accommodate Growth

## Judges' Chambers<sup>13,14</sup>



Staff/Room	Existing Total	Projected				Comments This Page
		Total	Area per Staff/Room	Floor Area		
Waiting Room	1	2	120 S.F.	240	S.F.	1
Filing Area	1	1	130 S.F.	130	S.F.	
Supply/Storage	1	1	50 S.F.	50	S.F.	
Staff Toilet (set)	1	1	100 S.F.	100	S.F.	
Kitchenette	1	1	20 S.F.	20	S.F.	
Total Floor Area				6,590	S.F.	
Circulation 25%				1,648	S.F.	
<b>Total Area Required</b>				<b>8,238</b>	<b>S.F.</b>	
Current Area Provided				5,967	S.F.	
<b>Difference</b>				<b>2,271</b>	<b>S.F.</b>	

### Comments

- 1 Existing Size.
- 2 *The Courthouse: A Planning and Design Guide for Court Facilities*, National Center for State Courts, Second Edition, 1998.
- 3 Increase in Floor Area.
- 4 Decrease in Floor Area.

13. April 17, 2003 meeting with Commissioner Elkin, Bob Perry and Kathy Lloyd.  
 14. April 17, 2003 meeting with Judge Hamilton, Bob Perry and Kathy Lloyd.



## Objectives: Accommodate Growth

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### **Prosecuting Attorney<sup>15</sup>**

Currently, all of the Assistant Prosecuting Attorney's offices are in use. One attorney is located in systems furniture, instead of an enclosed office. To respond to the projected increase in caseload and to accommodate current needs, three additional offices should be provided for Assistant Prosecuting Attorneys.

Currently, all of the Investigator's offices and interview rooms are in use. To respond to the projected increase in caseload, one additional office and two interview rooms should be provided for the Investigators.

To provide support for additional attorneys, an additional area for one Legal Secretary should be provided.

The following additional support spaces should be provided:

1. Conference Room for 8-10 people
2. Break Room

In 1995, 1,938 Domestic Violence cases were filed. In comparison, 2,596 cases were filed in 2003.<sup>5</sup> The following additional areas should be provided to facilitate the increasing Domestic Violence caseload:

1. Area for a Secretary
2. Conference Room
3. Kitchenette
4. Toilet Rooms (Set)
5. Volunteer Workroom

The following areas should be expanded to accommodate current and future needs:

1. Central File Area

2. War Room
3. Evidence Room

The following offices are too small and should be enlarged:

1. Investigative Assistant Legal Secretary
2. Witness Coordinator
3. Crime Victim Specialist
4. Victim Assistant

The Witness Waiting room is too small for all of the patrons during large trials. Therefore, this room should be enlarged.

The Library is underutilized, and therefore should be decreased.

The Toilet Rooms should be remodeled for improved ADA accessibility.<sup>1</sup>

The offices of the Prosecuting Attorney should be ADA accessible.<sup>1</sup>

The offices of Family Support offices should continue to be located in an off-campus facility. Therefore, the area for these offices is not included in the proposed floor area for the Boone County Courthouse.

1. Boone County Access to the Courts Assessment, Evaluation of Barriers Limiting Public Access.

5. Review of Circuit Court Caseload, Presentation to the Boone County Bar Association.

15. April 17, 2003 meeting with Commissioner Elkin, Bob Perry, Kevin Crane and Bonnie Adkins.



# Objectives: Accommodate Growth

## Prosecuting Attorney<sup>15</sup>



Staff/Room	Existing	Projected				Comments See Page 32
	Total	Total	Area per Staff/Room	Floor Area		
<b>Courthouse Location</b>						
Prosecuting Attorney	1	1	300 S.F.	300 S.F.		3
First Assistant P.A.	1	1	175 S.F.	175 S.F.		1
Assistant Prosecuting Attorney	6	8	130 S.F.	1,040 S.F.		2, 3
Office Administrator	1	1	175 S.F.	175 S.F.		1
War Room	1	1	500 S.F.	500 S.F.		3
Conference Room	0	1	250 S.F.	250 S.F.		3
Library	1	1	400 S.F.	400 S.F.		4
Chief Investigator	1	1	120 S.F.	120 S.F.		1
Investigator	2	3	120 S.F.	360 S.F.		1
Investigative Assistant Legal Secretary	1	1	120 S.F.	120 S.F.		3
Witness Location Investigator	1	1	120 S.F.	120 S.F.		1
Interview Room	0	2	120 S.F.	240 S.F.		
Evidence Room	1	1	200 S.F.	200 S.F.		3
Witness Coordinator	1	1	120 S.F.	120 S.F.		3
Witness - Waiting Room	1	1	300 S.F.	300 S.F.		3

*Continued Next Page*

15. April 17, 2003 meeting with Commissioner Elkin, Bob Perry, Kevin Crane and Bonnie Adkins.



# Objectives: Accommodate Growth

## Prosecuting Attorney<sup>15</sup>



Staff/Room	Existing	Projected				Comments See Page 32
	Total	Total	Area per Staff/Room	Floor Area		
<b>Courthouse Location</b>						
Witness - Toilet Rooms (set)	1	1	100 S.F.	100 S.F.		
Domestic Violence Assist. P.A.	2	2	130 S.F.	260 S.F.		3
Crime Victim Specialist	1	1	120 S.F.	120 S.F.		3
Victim Assistant	1	1	120 S.F.	120 S.F.		3
Secretary - D.V.	0	1	80 S.F.	80 S.F.		
Volunteer/Student Area	0	1	300 S.F.	300 S.F.		
D.V. - Conference Room	0	1	250 S.F.	250 S.F.		
D.V. - Kitchenette	0	1	10 S.F.	10 S.F.		
D.V. - Toilet Rooms (set)	0	1	100 S.F.	100 S.F.		
Legal Secretary	6	7	80 S.F.	560 S.F.		
Receptionist	1	1	80 S.F.	80 S.F.		
Reception Area	1	1	200 S.F.	0 S.F.		1
File Clerk	1	1	80 S.F.	80 S.F.		
Central File Area	1	1	500 S.F.	500 S.F.		3
Check Coordinator	1	1	80 S.F.	80 S.F.		

*Continued Next Page*

15. April 17, 2003 meeting with Commissioner Elkin, Bob Perry, Kevin Crane and Bonnie Adkins.



# Objectives: Accommodate Growth

Prosecuting Attorney<sup>15</sup>



Staff/Room	Existing Total	Projected		Comments See Page 32
		Total	Area per Staff/Room Floor Area	
<b>Courthouse Location</b>				
Check Collector	1	1	120 S.F. 120 S.F.	
Tax Assistant	1	1	80 S.F. 80 S.F.	
Supply Storage	1	1	40 S.F. 40 S.F.	
Break Area	0	1	200 S.F. 200 S.F.	
Toilet Rooms (set)	1	1	100 S.F. 100 S.F.	
Total Floor Area			7,600 S.F.	
Circulation 25%			1,900 S.F.	
<b>Total Area Required in Courthouse</b>			<b>9,500 S.F.</b>	
<b>Existing Area Provided</b>			<b>7,490 S.F.</b>	
<b>Difference</b>			<b>2,010 S.F.</b>	

15. April 17, 2003 meeting with Commissioner Elkin, Bob Perry, Kevin Crane and Bonnie Adkins.



# Objectives: Accommodate Growth

## Prosecuting Attorney<sup>15</sup>



Staff/Room	Existing Total	Projected		Comments See Page 32
		Total	Area per Staff/Room Floor Area	
<b>Family Support - Off-Campus</b>				
Assistant Prosecuting Attorney	1	1	140 S.F. 140 S.F.	
Administrator	1	1	150 S.F. 150 S.F.	
Technician	4	5	80 S.F. 400 S.F.	
Interview Room	2	2	120 S.F. 240 S.F.	
Secretary/Receptionist	1	1	80 S.F. 80 S.F.	
Waiting Area	1	1	120 S.F. 120 S.F.	
File Area	1	1	200 S.F. 200 S.F.	
Toilet Rooms (set)	1	1	60 S.F. 60 S.F.	
Total Programmed Floor Area			1,390 S.F.	
Circulation 25%			348 S.F.	
<b>Total Off-Campus</b>			<b>1,738 S.F.</b>	
Existing Area Provided			3,600 S.F.	
<b>Difference</b>			<b>-1,863 S.F.</b>	

15. April 17, 2003 meeting with Commissioner Elkin, Bob Perry, Kevin Crane and Bonnie Adkins.



# Objectives: Accommodate Growth

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## **Comments**

- 1 Existing size.
- 2 *The Courthouse: A Planning and Design Guide for Court Facilities*, National Center for State Courts, Second Edition, 1998.
- 3 Increase in Floor Area.
- 4 Decrease in Floor Area.



# Objectives: Accommodate Growth

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## **Circuit Clerk<sup>16</sup>**

Currently, all of the offices are in use. To respond to the projected increase in caseload, offices should be provided for one additional Unit Manager and one Staff Attorney.

To respond to the projected increase in caseload, area should be provided for one additional Criminal Division clerk, one additional Accounting Division clerk and one additional Family Court Division clerk.

Currently, the workload could support an additional 7.5 staff. Therefore, additional floor area should be provided.

The following additional support spaces should be provided:

1. Conference Room for 12 people.
2. Break Room
3. Storage Room

The following areas should be expanded to accommodate current and future needs:

1. Floor area for Clerk's desks
2. Central File Area
3. Waiting and Public Area

In order to accommodate the expanded needs of the Circuit Clerk's offices, Administration, Accounting and Criminal services should be relocated to another level. Civil, Probate and Family services should remain in the current location. Therefore, the following additional support spaces should be provided for two offices in lieu of one:

1. Interview Room

2. Receptionist
3. Waiting Area
4. Public Area

The Toilet Rooms should be remodeled for improved ADA accessibility.<sup>1</sup>

The offices of the Circuit Clerk should be ADA accessible.<sup>1</sup>

1. Boone County Access to the Courts Assessment, Evaluation of Barriers Limiting Public Access.  
16. April 16, 2003 meeting with Bob Perry and Cheryl Whitmarsh.



# Objectives: Accommodate Growth

## Circuit Clerk<sup>16</sup>



Staff/Room	Existing	Total	Projected		Comments See Page 36
	Total		Area per Staff/Room	Floor Area	
Circuit Clerk	1	1	210 S.F.	210 S.F.	1
Unit Manager	1	2	150 S.F.	300 S.F.	1
Secretary	1	1	120 S.F.	120 S.F.	1
Staff Attorney	0	1	140 S.F.	140 S.F.	
Conference Room	0	1	300 S.F.	300 S.F.	
Interview Room	1	2	120 S.F.	240 S.F.	
Receptionist	1	2	80 S.F.	160 S.F.	
Waiting Area	1	2	225 S.F.	450 S.F.	3
Public Area	1	2	180 S.F.	360 S.F.	3
Microfilm work area	1	1	125 S.F.	125 S.F.	1
<b>Criminal Division</b>					
Supervisor	1	1	120 S.F.	120 S.F.	
Clerk	10	11	80 S.F.	880 S.F.	
Copy / Printer Area	1	1	120 S.F.	120 S.F.	
<b>Civil Division</b>					
Supervisor	1	1	120 S.F.	120 S.F.	

Continued Next Page



# Objectives: Accommodate Growth

## Circuit Clerk<sup>16</sup>



Staff/Room	Existing	Projected				Comments See Page 36
	Total	Total	Area per Staff/Room	Floor Area		
Clerk	8	8	80 S.F.	640 S.F.		
Copy / Printer Area	1	1	120 S.F.	120 S.F.		
<b>Accounting Division</b>						
Supervisor	1	1	120 S.F.	120 S.F.		
Clerk	10	11	80 S.F.	880 S.F.		
Copy / Printer Area	1	1	120 S.F.	120 S.F.		
<b>Family Court Division</b>						
Supervisor	1	1	120 S.F.	120 S.F.		
Clerk	8	9	80 S.F.	720 S.F.		
Copy / Printer Area	1	1	120 S.F.	120 S.F.		
<b>Probate Court Division</b>						
Supervisor	1	1	120 S.F.	120 S.F.		
Clerk	3	3	80 S.F.	240 S.F.		
Copy Area	1	1	120 S.F.	120 S.F.		
Storage Room	0	1	100 S.F.	100 S.F.		
Central File Storage	1	1	600 S.F.	600 S.F.		3

*Continued Next Page*



# Objectives: Accommodate Growth

## Circuit Clerk<sup>16</sup>



Staff/Room	Existing Total	Projected		Comments This Page
		Total	Area per Staff/Room Floor Area	
Kitchenette	2	2	10 S.F. 20 S.F.	
Toilet Rooms (set)	3	3	100 S.F. 300 S.F.	
Total Floor Area			8,135 S.F.	
Circulation 25%			2,034 S.F.	
<b>Total Area Required</b>			<b>10,169 S.F.</b>	
Current Area Provided			7,593 S.F.	
<b>Additional Area</b>			<b>2,576 S.F.</b>	

### Comments

- 1 Existing size.
- 2 *The Courthouse: A Planning and Design Guide for Court Facilities*, National Center for State Courts, Second Edition, 1998.
- 3 Increase in Floor Area.
- 4 Decrease in Floor Area.



## Objectives: Accommodate Growth

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### **Public Administrator<sup>22</sup>**

Currently, the enclosed office is in use. To respond to the projected increase in caseload, an office should be provided for one additional Deputy Public Administrator.

To provide support for the additional Deputy Public Administrator, area for one additional Support Staff should be provided.

The following modifications should be made to accommodate the Health Insurance Portability and Accountability Act of 1996:<sup>9</sup>

1. A locked file room should be provided.
2. The Deputy Public Administrators should be located in enclosed offices to ensure that other patrons do not listen to private health information.
3. The Reception Area should be separated from the office area by a wall with a sliding glass window. Paperwork for individual cases should not be visible from the Reception Area.

The utilization of the current area for the Public Administrator's office has been maximized. The following additional areas should be provided to accommodate current and future needs:

1. Break Room
2. Toilet Rooms (set)

The File Room should be expanded to accommodate current and future needs.

The offices of the Public Administrator should be ADA accessible.<sup>1</sup>

Storage of clients' possessions should be located in an off-campus facility. Therefore, the floor area for this storage is not included in the proposed floor area for the Boone County Courthouse.

1. Boone County Access to the Courts Assessment, Evaluation of Barriers Limiting Public Access.

9. Health Insurance Portability and Accountability Act of 1996.

22. April 15, 2003 meeting with Bob Perry and Connie Hendron.



# Objectives: Accommodate Growth

## Public Administrator<sup>22</sup>



Staff/Room	Existing Total	Projected				Comments This Page
		Total	Area per Staff/Room	Floor Area		
Public Administrator	1	1	190 S.F.	190 S.F.	1	
Deputy Public Administrator	1	2	120 S.F.	240 S.F.		
Support Staff	1	3	80 S.F.	240 S.F.		
Reception Area	1	1	100 S.F.	100 S.F.		
File Room	0	1	100 S.F.	100 S.F.	3	
Break Room	0	1	150 S.F.	100 S.F.		
Toilet Room	0	1	50 S.F.	50 S.F.		
Total Office & Work Station				1,020 S.F.		
Circulation 25%				255 S.F.		
<b>Total Floor Area</b>				<b>1,275 S.F.</b>		
Current Area Provided				446 S.F.		
<b>Difference</b>				<b>829 S.F.</b>		

### Comments

- 1 Existing Size.
- 2 *The Courthouse: A Planning and Design Guide for Court Facilities*, National Center for State Courts, Second Edition, 1998.
- 3 Increase in Floor Area.
- 4 Decrease in Floor Area.



## Objectives: Accommodate Growth

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### **Court Marshal<sup>17</sup>**

To respond to the projected increase in caseload, additional floor area should be provided for the following:

1. Clerk
2. Three additional Deputy Marshals

To accommodate growth of adjacent offices, the Court Marshal's offices should relocate to another level within the courthouse. Therefore, a security room should be provided on the first level adjacent to the security screening area.

The following areas should be expanded to accommodate current and future needs:

1. Court Marshal's Office
2. File Area
3. Storage Room

Once the Jury Court Commissioner position is staffed, paperwork distributed by the Court Marshals should be reduced. Therefore, the number of Marshals per work station should be increased and the floor area required reduced.

The offices of the Court Marshal should be ADA accessible.<sup>1</sup>

1. Boone County Access to the Courts Assessment, Evaluation of Barriers Limiting Public Access. 17. April 15, 2003 meeting with Bob Perry, Kathy Lloyd and Jack Wonneman.



# Objectives: Accommodate Growth

## Court Marshal<sup>17</sup>



Staff/Room	Existing Total	Total	Projected		Comments This Page
			Area per Staff/Room	Floor Area	
Court Marshal	1	1	120 S.F.	120 S.F.	3
Deputy Marshal	9	12	20 S.F.	240 S.F.	4
Clerk	0	1	80 S.F.	80 S.F.	
File Area	1	1	35 S.F.	35 S.F.	3
Storage Room	3	1	300 S.F.	300 S.F.	3
Building Information/Reception	1	1	0 S.F.	0 S.F.	
Security Room	0	1	150 S.F.	150 S.F.	
Total Floor Area				925 S.F.	
Circulation 25%				231 S.F.	
<b>Total Area Required</b>				<b>1,156 S.F.</b>	
Current Area Provided				566 S.F.	
<b>Difference</b>				<b>590 S.F.</b>	

### Comments

- 1 Existing size.
- 2 *The Courthouse: A Planning and Design guide for Court Facilities*, National Center for State Courts, Second Edition, 1998.
- 3 Increase in Floor Area.
- 4 Decrease in Floor Area.

17. April 15, 2003 meeting with Bob Perry, Kathy Lloyd and Jack Wonneman.



# Objectives: Accommodate Growth

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## **Adult Court Services<sup>18</sup>**

To respond to the projected increase in caseload,<sup>10</sup> an office should be provided for the following: One additional Court Services Officer.

To respond to the projected increase in caseload,<sup>10</sup> additional areas should be provided for the following:

1. One additional Secretary
2. Three additional staff
3. Two Intern Work Areas

The following additional support spaces should be provided:

1. Video Interview Room
2. Break Room

Currently, the open office area inhibits privacy. Therefore, the addition of three interview rooms would allow patrons to discuss their cases with the Court Services Officer without being overheard.

The Toilet Rooms should be remodeled for improved ADA accessibility.<sup>1</sup>

The offices of Adult Court Services should be ADA accessible.<sup>1</sup>

1. Boone County Access to the Courts Assessment, Evaluation of Barriers Limiting Public Access.

10. 13<sup>th</sup> Judicial Circuit Court Services 2002 Annual Report.

18. April 15, 2003 meeting with Bob Perry, Kathy Lloyd and Darrell Martin.



# Objectives: Accommodate Growth

## Adult Court Services<sup>18</sup>



Staff/Room	Existing Total	Room Total	Projected		Comments See Page 43
			Area per Staff/Room	Floor Area	
Court Services Supervisor	1	1	120 S.F.	120 S.F.	1
Court Services Officer	4	5	80 S.F.	400 S.F.	1
Secretary	2	3	80 S.F.	240 S.F.	
Additional Staff	0	3	80 S.F.	240 S.F.	
Video Interview Room	0	1	120 S.F.	120 S.F.	
Client Interview Room	0	3	120 S.F.	360 S.F.	
File/Storage	1	1	200 S.F.	200 S.F.	
Work Room	1	1	100 S.F.	100 S.F.	
Intern Work Area	0	2	80 S.F.	160 S.F.	
Break Room	0	1	150 S.F.	150 S.F.	
Waiting Area	1	1	80 S.F.	80 S.F.	1
Toilet Room (set)	1	1	100 S.F.	100 S.F.	
Total Floor Area				2,270 S.F.	
Circulation 25%				568 S.F.	
<b>Total Area Required</b>				<b>2,838 S.F.</b>	

Continued Next Page

18. April 15, 2003 meeting with Bob Perry, Kathy Lloyd and Darrell Martin.



# Objectives: Accommodate Growth

## Adult Court Services<sup>18</sup>



Staff/Room	Existing Total	Room Total	Projected		Comments This Page
			Area per Staff/Room	Floor Area	
Current Area Provided				1,135 S.F.	
<b>Difference</b>				<b>1,703 S.F.</b>	

### Comments

- 1 Existing size.
- 2 *The Courthouse: A Planning and Design Guide for Court Facilities*, National Center for State Courts, Second Edition, 1998.
- 3 Increase in Floor Area.
- 4 Decrease in Floor Area.

18. April 15, 2003 meeting with Bob Perry, Kathy Lloyd and Darrell Martin.



# Objectives: Accommodate Growth

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## **Mental Health and Drug Court<sup>13,14</sup>**

The utilization of the current area for the Mental Health and Drug Court office has been maximized. An Interview Room should be provided to accommodate current and future needs.

The offices of Mental Health and Drug Court should be ADA accessible.<sup>1</sup>

1. Boone County Access to the Courts Assessment, Evaluation of Barriers Limiting Public Access.  
13. April 17, 2003 meeting with Commissioner Elkin, Bob Perry and Kathy Lloyd.  
14. April 17, 2003 meeting with Judge Hamilton, Bob Perry and Kathy Lloyd.



# Objectives: Accommodate Growth

## Mental Health and Drug Court<sup>13,14</sup>



Staff/Room	Existing Total	Total	Projected		Comments This Page
			Area per Staff/Room	Floor Area	
Mental Health Coordinator	1	1	120 S.F.	120 S.F.	
Drug Court Administrator	1	1	120 S.F.	120 S.F.	
Administrative Staff	1	1	80 S.F.	80 S.F.	
Interview Room	0	1	120 S.F.	120 S.F.	
Total Floor Area				440 S.F.	
Circulation 25%				110 S.F.	
<b>Total Area Required in the Courthouse</b>				<b>550 S.F.</b>	
Current Area Provided				319 S.F.	
<b>Difference</b>				<b>231 S.F.</b>	

### Comments

- 1 Existing Size.
- 2 *The Courthouse: A Planning and Design Guide for Court Facilities*, National Center for State Courts, Second Edition, 1998.
- 3 Increase in Floor Area.
- 4 Decrease in Floor Area.

13. April 17, 2003 meeting with Commissioner Elkin, Bob Perry and Kathy Lloyd.

14. April 17, 2003 meeting with Judge Hamilton, Bob Perry and Kathy Lloyd.



# Objectives: Accommodate Growth

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## **Information Technology Services<sup>19</sup>**

The department of Information Technology Services increases as the number of staff and courthouse functions increase. To accommodate that projected increase, floor area should be provided for one additional staff.

The following additional support spaces should be provided to accommodate future needs:

1. PC Repair Station
2. Supply Storage

The Training Room should be expanded to accommodate current and future needs. It should be utilized by other departments when not needed for training.

The Computer Room is too big and therefore, the floor area should be decreased.

The offices of Information Technology Services should be ADA accessible.<sup>1</sup>

Surplus storage should be located in an off-campus facility. Therefore, the floor area for this storage is not included in the proposed floor area for the Boone County Courthouse

1. Boone County Access to the Courts Assessment, Evaluation of Barriers Limiting Public Access.  
19. April 15, 2003 meeting with Bob Perry and Kathy Lloyd.



# Objectives: Accommodate Growth

## Information Technology Services<sup>19</sup>



Staff/Room	Existing Total	Projected				Comments This Page
		Staff Total	Area per Staff/Room	Floor Area		
<b>Courthouse Location</b>						
Supervisor	1	1	120 S.F.	120 S.F.		1
Computer Systems Specialist	1	1	80 S.F.	80 S.F.		
Additional Staff	0	1	80 S.F.	80 S.F.		
Computer Room	1	1	125 S.F.	125 S.F.		4
PC Repair Station	0	1	80 S.F.	80 S.F.		
Supply Storage	0	1	75 S.F.	75 S.F.		
Training Room	1	1	350 S.F.	350 S.F.		3
Total Floor Area				910 S.F.		
Circulation 25%				137 S.F.		
<b>Total Area Required</b>				<b>1,047 S.F.</b>		
Current Area Provided				784 S.F.		
<b>Difference</b>				<b>263 S.F.</b>		

### Comments

- 1 Existing size.
- 2 *The Courthouse: A Planning and Design Guide for Court Facilities*, National Center for State Courts, Second Edition, 1998.

19. April 15, 2003 meeting with Bob Perry and Kathy Lloyd.



## Objectives: Accommodate Growth

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- 3 Increase in Floor Area.
- 4 Decrease in Floor Area.



## Objectives: Accommodate Growth

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### Juvenile Court Services<sup>20</sup>

To respond to the projected increase in caseload, offices should be provided for the following:<sup>11</sup>

1. One additional Supervisor – Deputy Juvenile Officer
2. One additional Legal Staff

To respond to the projected increase in caseload, additional floor area should be provided for the following:

1. One additional Intake Officer
2. Three additional Deputy Juvenile Officers
3. Two additional Abuse/Neglect Deputy Juvenile Officers
4. Two Clerical Staff
5. Three additional Program Assistants
6. Sally Port for juvenile detainees

The following support spaces should be provided:

1. Two additional Interview Rooms
2. Two Interview Rooms for outside agencies
3. Three Holding Rooms
4. One Break Room

The following areas are too small and should be expanded to accommodate current and future needs:

1. Large Conference Room

2. Waiting Area. This would allow the installation of a security screening area at the entrance.

3. Deputy Juvenile Officer work areas

ADA accessible toilets should be provided.<sup>1</sup>

The offices of Juvenile Court Services should be ADA accessible.<sup>1</sup>

1. Boone County Access to the Courts Assessment, Evaluation of Barriers Limiting Public Access.

11. Thirteenth Judicial Circuit Family Court Services Juvenile Division Annual Report 2002;

20. April 16, 2003 meeting with Bob Perry, Rick Gaines and Cindy Garrett.



# Objectives: Accommodate Growth

## Juvenile Court Services<sup>20</sup>



Staff/Room	Existing	Projected				Comments See Page 51
	Total	Total	Area per Staff/Room	Floor Area		
Juvenile Officer	1	1	180 S.F.	180 S.F.		
Supervisor-Deputy Juvenile Officer	1	2	150 S.F.	300 S.F.		
Intake Officer	2	3	100 S.F.	300 S.F.		
Deputy Juvenile Officer	8	11	100 S.F.	1,100 S.F.		
Abuse/Neglect DJO	1	3	100 S.F.	300 S.F.		
Legal Staff	2	3	150 S.F.	450 S.F.		
Legal Assistant	1	2	80 S.F.	160 S.F.		
Clerical Staff	4.5	6	80 S.F.	480 S.F.		
Victim Advocate	1	1	120 S.F.	120 S.F.		
Program Assistant Work Area	3	6	80 S.F.	480 S.F.		
Large Conference Room	1	1	1,000 S.F.	1,000 S.F.	3	
Conference Room	2	2	250 S.F.	500 S.F.		
Filing Area	1	1	320 S.F.	320 S.F.		
Interview Room	6	8	110 S.F.	880 S.F.	1	
Large Interview Room	1	1	190 S.F.	190 S.F.	1	
Interview Room (Outside Ag.)	0	2	110 S.F.	220 S.F.	1	

*Continued Next Page*

20. April 16, 2003 meeting with Bob Perry, Rick Gaines and Cindy Garrett.



# Objectives: Accommodate Growth

## Juvenile Court Services<sup>20</sup>



Staff/Room	Existing	Projected				Comments This Page
	Total	Total	Area per Staff/Room	Floor Area		
Holding Rooms	0	3	25 S.F.	75	S.F.	
Break Room	0	1	150 S.F.	150	S.F.	
Storage Room	2	2	100 S.F.	200	S.F.	
Staff Toilets (set)	1	1	100 S.F.	100	S.F.	
Public Toilets (set)	1	1	200 S.F.	200	S.F.	
Waiting Area	1	1	320 S.F.	320	S.F.	3
Total Floor Area				8,025	S.F.	
Circulation 25%				2,006	S.F.	
<b>Total Area Required</b>				<b>10,031</b>	S.F.	
Current Area Provided				5,131	S.F.	
<b>Difference</b>				<b>4,900</b>	<b>S.F.</b>	

### Comments

- 1 Existing size.
- 2 *The Courthouse: A Planning and Design Guide for Court Facilities*, National Center for State Courts, Second Edition, 1998.
- 3 Increase in Floor Area.
- 4 Decrease in Floor Area..

20. April 16, 2003 meeting with Bob Perry, Rick Gaines and Cindy Garrett.



# Objectives: Accommodate Growth

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## **Building Maintenance<sup>2</sup>**

The utilization of the current area for Building Maintenance offices has been maximized. Currently, supplies are stored in the dock area. In order to accommodate current and future needs, the following should be provided:

1. Central Storage Area.
2. Equipment/Janitor Storage Area.

The offices of Building Maintenance should be ADA accessible.<sup>1</sup>

1. Boone County Access to the Courts Assessment, Evaluation of Barriers Limiting Public Access.  
2. April 17, 2003 meeting with Commissioner Elkin, Bob Perry, David Mink and Ken Roberts.



# Objectives: Accommodate Growth

## Building Maintenance<sup>2</sup>



Staff/Room	Existing Total	Projected				Comments This Page
		Total	Area per Staff/Room	Floor Area		
Maintenance Locker Rm. (set)	1	1	125 S.F.	125 S.F.	1	
Maintenance Office	1	1	100 S.F.	100 S.F.	1	
Central Storage Area.	0	1	500 S.F.	500 S.F.		
Shipping/Receiving	1	1	400 S.F.	400 S.F.	1	
Equipment/Janitor Storage	0	1	50 S.F.	50 S.F.		
Total Floor Area				1,175 S.F.		
Circulation 0%				0 S.F.		
<b>Total Area Required</b>				<b>1,175 S.F.</b>		
Current Area Provided				615 S.F.		
<b>Difference</b>				<b>560 S.F.</b>		

### Comments

- 1 Existing size.
- 2 *The Courthouse: A Planning and Design Guide for Court Facilities*, National Center for State Courts, Second Edition, 1998.
- 3 Increase in Floor Area.
- 4 Decrease in Floor Area.

2. April 17, 2003 meeting with Commissioner Elkin, Bob Perry, David Mink and Ken Roberts.



# Objectives: Accommodate Growth

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## **Public Defender<sup>21</sup>**

Personnel, caseload and floor area requirements were forwarded by the Public Defenders office.

Currently, all of the offices are in use. To respond to the projected increase in caseload and to accommodate current needs, offices should be provided for the following:

1. Five additional Assistant Public Defenders
2. One additional Legal Assistant
3. One additional Investigator

To respond to the projected increase in caseload, floor area for one additional Secretary should be provided.

The following support spaces should be provided:

1. Conference Room/ Library
2. Deposition Room
3. Copy Room
4. File Room
5. Two Data Tables

The offices of the Public Defender should be ADA accessible.<sup>1</sup>

1. Boone County Access to the Courts Assessment, Evaluation of Barriers Limiting Public Access.  
21. April 15, 2003 meeting with Bob Perry, Kathy Lear and Kathryn Benson.



# Objectives: Accommodate Growth

## Public Defender<sup>21</sup>



Staff/Room	Existing	Projected				Comments See Page 56
	Total	Total	Area per Staff/Room	Net Area		
District Defender	1	1	162.5 S.F.	163 S.F.		
Assist. Public Defender	9	16	136 S.F.	2,176 S.F.		
Legal Assistant's Office	1	2	136 S.F.	272 S.F.		
Clerk/Typist	3	3	80 S.F.	240 S.F.		
Investigator	2	3	96 S.F.	288 S.F.		
Secretary	2	3	88 S.F.	264 S.F.		
Conference Room / Library	0	1	450 S.F.	450 S.F.		
Deposition Room	0	1	200 S.F.	200 S.F.		
Copy Room	0	1	120 S.F.	120 S.F.		
File Room	0	1	120 S.F.	120 S.F.		
Reception Area	1	1	100 S.F.	100 S.F.		
Storage	1	1	120 S.F.	120 S.F.		
Data Tables	0	2	27.5 S.F.	55 S.F.		
Toilet Rooms (set)	1	1	100 S.F.	100 S.F.		
Total Floor Area				4,668 S.F.		

Continued Next Page

21. April 15, 2003 meeting with Bob Perry, Kathy Lear and Kathryn Benson.



# Objectives: Accommodate Growth

## Public Defender<sup>21</sup>



Staff/Room	Existing Total	Projected		Comments
		Total	Area per Staff/Room Net Area	
Circulation 25%			1,167 S.F.	
<b>Total Area Required</b>			<b>5,834 S.F</b>	
Current Area Provided			3,900 S.F.	
<b>Difference</b>			<b>1,934 S.F</b>	

### Comments

- 1 Existing size.
- 2 *The Courthouse: A Planning and Design Guide for Court Facilities*, National Center for State Courts, Second Edition, 1998.
- 3 Increase in Floor Area.
- 4 Decrease in Floor Area.

21. April 15, 2003 meeting with Bob Perry, Kathy Lear and Kathryn Benson.



## Objectives: Manage Public Access

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### **Summary**

*Due to the large number of people that utilize the courts, the buildings should be planned so people can access them expeditiously without hindering others from doing the same. In the Courthouse, the court functions frequented by the majority of the patrons at each visit should be located on the first and ground levels. The other floors should accommodate the court functions that are less frequently accessed. Each floor should be organized into two areas: public and private. Private areas should be located along the north side of the building.*



# Objectives: Manage Public Access

## Courthouse

### First Level, Public Access

The only public entrance into the Boone County Courthouse is located on the First Level. All Courthouse patrons pass through this level. In order to minimize traffic in the balance of the Courthouse, the offices located adjacent to the main lobby should accommodate those patrons that will not access other court functions:

#### Public Administrator

These offices are frequently accessed by clients to receive money or consultation without attending court.<sup>22</sup>

#### Circuit Clerk, Traffic

These offices are accessed by patrons to pay traffic tickets without attending court.<sup>16</sup>

#### Adult Court Services

These offices are accessed by defendants under bond supervision who are required to visit weekly.<sup>18</sup>

This area should also be accessed by patrons that will utilize other court functions within the same visit to the Courthouse:

#### Circuit Clerk, Accounting

These offices are accessed by patrons to pay court fees and fines.<sup>16</sup>

#### Circuit Clerk: Civil, Family and Probate

These offices are accessed by courthouse staff, the legal community and the public. It is anticipated that as the paperless court system is implemented, traffic to this area should be reduced.<sup>16</sup>

#### Adult Court Services

These offices are accessed by patrons applying for alternative detention programs in lieu of incarceration.<sup>18</sup>

#### Courtrooms

The Criminal and Civil Courtrooms should remain.

### First Level, Private

The entrances to these areas should not be adjacent to public lobbies due to the fact that public access should be minimized.

#### Court Administrator

These offices are accessed by vendors and courthouse staff.<sup>13,1</sup>

### Ground Level, Public Access

Court functions on this level are accessed by patrons that will infrequently utilize the court services on the second or third levels within the same visit.

#### Hearing Rooms

Bankruptcy, Worker's Compensation and hearings presided by outside groups/organizations should utilize the hearing rooms. A large number of patrons access these areas. In order to accommodate these patrons on this level, the ground level public lobby should be expanded. Therefore, patrons waiting for their hearing will not inhibit other patrons from accessing court functions.<sup>13, 14</sup>

1. Boone County Access to the Courts Assessment, Evaluation of Barriers Limiting Public Access.
2. April 17, 2003 meeting with Commissioner Elkin, Bob Perry, David Mink and Ken Roberts.
13. April 17, 2003 meeting with Commissioner Elkin, Bob Perry and Kathy Lloyd.
14. April 17, 2003 meeting with Judge Hamilton, Bob Perry and Kathy Lloyd.
16. April 16, 2003 meeting with Bob Perry and Cheryl Whitmarsh.
18. April 15, 2003 meeting with Bob Perry, Kathy Lloyd and Darrell Martin.
20. April 16, 2003 meeting with Bob Perry, Rick Gaines and Cindy Garrett.
21. April 15, 2003 meeting with Bob Perry, Kathy Lear and Kathryn Benson.
22. April 15, 2003 meeting with Bob Perry and Connie Hendron.
23. Boone County Judicial and Law Enforcement Task Force 2002 Report..



# Objectives: Manage Public Access

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## **Arraignment Courtroom**

A large number of patrons access these areas. In order to accommodate these patrons on this level, the ground level public lobby should be expanded. Accordingly, patrons waiting for their arraignment will not inhibit other patrons from accessing court functions.<sup>13,14</sup>

## **Mental Health and Drug Court**

These offices are accessed by patrons that could also utilize the hearing rooms within the same visit.<sup>13, 14</sup>

## **Ground Level, Private**

The entrances to these areas should not be adjacent to public lobbies due to the fact that public access should be minimized or inhibited.

## **Maintenance**

These areas are not accessed by the public.<sup>2</sup>

## **Information Technology Services**

These offices are accessed by the Courthouse employees and vendors.<sup>19</sup>

## **Second Level, Public Access**

Except the courtrooms, the court functions on the second level are infrequently accessed by the public. These offices support the courtrooms.

## **Circuit Clerk, Criminal**

These offices are accessed by patrons inquiring about criminal cases.<sup>16</sup>

## **Courtrooms**

The Criminal and Civil Courtrooms should remain.<sup>13, 14</sup>

## **Second Level, Private Areas**

### **Judges' Chambers**

These offices are secured and are not accessed by the public. Limited access is provided through an electronic lock.<sup>13, 14</sup>

### **Circuit Clerk, Administration and Accounting**

These offices are not accessed by the public.<sup>16</sup>

## **Third Level**

This level should accommodate both of the large Criminal Jury Courtrooms and the associated functions. The patrons of this floor may have utilized court services on the first or second level also. Patrons that are not associated with a criminal jury trial should not access this level.<sup>13, 14</sup>

## **Fourth Level**

This level should accommodate the offices of the Prosecuting Attorney. The patrons of this level may have utilized court services on the ground, first or second level also. Patrons that are not associated with the Prosecuting Attorney should not access this floor.

1. Boone County Access to the Courts Assessment, Evaluation of Barriers Limiting Public Access.

2. April 17, 2003 meeting with Commissioner Elkin, Bob Perry, David Mink and Ken Roberts.

13. April 17, 2003 meeting with Commissioner Elkin, Bob Perry and Kathy Lloyd.

14. April 17, 2003 meeting with Judge Hamilton, Bob Perry and Kathy Lloyd.

16. April 16, 2003 meeting with Bob Perry and Cheryl Whitmarsh.

18. April 15, 2003 meeting with Bob Perry, Kathy Lloyd and Darrell Martin.

20. April 16, 2003 meeting with Bob Perry, Rick Gaines and Cindy Garrett.

21. April 15, 2003 meeting with Bob Perry, Kathy Lear and Kathryn Benson.

22. April 15, 2003 meeting with Bob Perry and Connie Hendron.

23. Boone County Judicial and Law Enforcement Task Force 2002 Report..



# Objectives: Manage Public Access

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**Johnson Building, Option 2** (*Court Annex, Preferred Option 1 similar*)

## **First Level**

This level should accommodate the offices of the Juvenile Court Services. The patrons of this area may also access the services provided in the Courthouse.<sup>20, 23</sup>

## **Second Level**

This level should accommodate the offices of the Public Defender. The patrons of this area may also access the services provided in the Courthouse.<sup>21</sup>

1. Boone County Access to the Courts Assessment, Evaluation of Barriers Limiting Public Access.
2. April 17, 2003 meeting with Commissioner Elkin, Bob Perry, David Mink and Ken Roberts.
13. April 17, 2003 meeting with Commissioner Elkin, Bob Perry and Kathy Lloyd.
14. April 17, 2003 meeting with Judge Hamilton, Bob Perry and Kathy Lloyd.
16. April 16, 2003 meeting with Bob Perry and Cheryl Whitmarsh.
18. April 15, 2003 meeting with Bob Perry, Kathy Lloyd and Darrell Martin.
20. April 16, 2003 meeting with Bob Perry, Rick Gaines and Cindy Garrett.
21. April 15, 2003 meeting with Bob Perry, Kathy Lear and Kathryn Benson.
22. April 15, 2003 meeting with Bob Perry and Connie Hendron.
23. Boone County Judicial and Law Enforcement Task Force 2002 Report.



## Objectives: Accommodate Functional Relationships

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### **Summary**

*To accommodate growth and public access needs, some court functions should be relocated. During the interviews, required adjacencies between and within departments were established. Maintaining these relationships will allow the justice system's services to function more efficiently.*



# Objectives: Accommodate Functional Relationships

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## **Courts**

1. The new Criminal Jury Courtroom should be located on the third level to be in close proximity of the Ceremonial Courtroom.<sup>13, 14</sup>
2. The expanded Jury Assembly area should be located on the third level to be in close proximity of both large Criminal Jury Courtrooms.<sup>13, 14</sup>
3. The Jury Commission Clerk should be adjacent to the Jury Assembly area.<sup>13, 14, 24</sup>
4. Hearing Rooms associated with the criminal court proceedings should remain at the third level.<sup>13, 14, 24</sup>
5. An Attorney's Workroom should be provided on the third level to be in close proximity to the large Criminal Jury Courtrooms.<sup>13, 14, 24</sup>
6. The hearing waiting room should be adjacent to the future Alternative Dispute Resolution area.<sup>13, 14</sup>
7. The Administrative Judge's Workroom should be adjacent to the future Alternative Dispute Resolution area.<sup>13, 14</sup>

## **Judges' Chambers**

8. All of the Judges' offices should be located in the same area.<sup>13, 14</sup>
9. The offices of the Court Administrator should be located on a level adjacent to the Judges' Chambers. Those offices should be accessible to the Judges by vertical circulation.<sup>13, 14</sup>
10. The offices of the Court Reporters should be adjacent to the offices of the Court Administrator.<sup>13</sup>

## **Prosecuting Attorney**

11. The Family Support Division of the Prosecuting Attorney's office should remain outside of the Courthouse.<sup>15</sup>
12. In order to be in close proximity to the two large Criminal Jury Courtrooms, the Prosecuting Attorney's office should be located on an adjacent level.<sup>24</sup>

## **Circuit Clerk**

13. The Administrative, Accounting, and Criminal portions of the Circuit Clerk's office should be located in the same area.<sup>16</sup>
14. The Civil, Family and Probate portions of the Circuit Clerk's office should be located in the same area.<sup>16</sup>
15. The Traffic and Accounting clerks that accept cash payments should be adjacent to the Marshal's Security room.<sup>16</sup>

## **Public Administrator**

16. Due to frequent security needs, this office should be adjacent to the Marshal's Security room.<sup>22</sup>

## **Court Marshal**

17. The offices of the Marshal should be visible from the public lobby at the third level.

## **Information Technology Services**

18. Information Technology services should be adjacent to the loading area.<sup>19</sup>
19. The Training Room of Information Technology services should be accessible to the overall courthouse.

13. April 17, 2003 meeting with Commissioner Elkin, Bob Perry and Kathy Lloyd.

14. April 17, 2003 meeting with Judge Hamilton, Bob Perry and Kathy Lloyd.

15. April 17, 2003 meeting with Commissioner Elkin, Bob Perry, Kevin Crane and Bonnie Adkins.

16. April 17, 2003 meeting with Bob Perry and Cheryl Whitmarsh.

19. April 15, 2003 meeting with Bob Perry and Kathy Lloyd.

21. April 15, 2003 meeting with Bob Perry, Kathy Lear and Kathryn Benson.

22. April 15, 2003 meeting with Bob Perry and Connie Hendron.

24. The Courthouse; A Planning and Design Guide for Court Facilities, National Center for State Courts.



# Objectives: Accommodate Functional Relationships

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## **Juvenile Court Services**

20. The projected increase in floor area can not be accommodated on the ground level of the Courthouse. In order to locate all of the offices in the same area, it is recommended that Juvenile Court Services be relocated to an adjacent building in close proximity to the Courthouse.<sup>20</sup>

## **Building Maintenance**

21. Maintenance should remain in the lower level adjacent to the loading area.

## **Public Defender**

22. Since the Courthouse is unable to accommodate these offices, they should be located within walking distance.<sup>21</sup>

13. April 17, 2003 meeting with Commissioner Elkin, Bob Perry and Kathy Lloyd.  
14. April 17, 2003 meeting with Judge Hamilton, Bob Perry and Kathy Lloyd.  
15. April 17, 2003 meeting with Commissioner Elkin, Bob Perry, Kevin Crane and Bonnie Adkins.  
16. April 17, 2003 meeting with Bob Perry and Cheryl Whitmarsh..  
19. April 15, 2003 meeting with Bob Perry and Kathy Lloyd.  
21. April 15, 2003 meeting with Bob Perry, Kathy Lear and Kathryn Benson.  
22. April 15, 2003 meeting with Bob Perry and Connie Hendron.  
24. The Courthouse; A Planning and Design Guide for Court Facilities, National Center for State Courts.



## Objectives: Maintain Security

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### **Summary**

*The existing courthouse was planned to accommodate varied security needs of each of its patrons. Future construction should reinforce those original planning concepts.*



# Objectives: Maintain Security

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## **Courthouse**

### **Judges**

1. A Secured parking area adjacent to the Courthouse is provided.
2. Secure corridors should connect the entrance to the secure parking lot, the Judges' Chambers and the Courtrooms.
3. Marshals should coordinate the use of the secure corridors.
4. Judges should access the courtrooms through an entrance that is separated from the public, jurors and the detainees.
5. A Judge's office should be provided at each of the Jury Criminal Courtrooms for judges to convene to during trials.
6. Marshals should be staffed at each of the Courtrooms during trials and hearings.
7. Public access to the Judges' chambers should remain on the second level with an electronic lock system.

### **Detainees**

1. Detainees should be escorted by Marshals into the Courthouse through the existing Sally Port.
2. Holding areas adjacent to the Sally Port should remain.
3. Secure corridors should connect the holding areas to the Courtrooms.
4. Marshals should coordinate the use of the secure corridors.
5. Detainees should access the courtrooms through an entrance that is separated from the public, jurors and the judges.

6. Marshals should be staffed at each of the Courtrooms during trials and hearings.

### **Jurors**

1. The county should provide parking.
2. Jurors enter the courthouse through the main lobby.
3. Access to the Jury Assembly area is through the public corridors.
4. The Jury Assembly area is adjacent to the two Criminal Jury Courtrooms.
5. The jurors should access the Criminal Jury Courtrooms and Jury Deliberation Rooms through secure corridors.
6. Marshals should coordinate the use of the secure corridors.
7. Jurors should access the courtrooms through an entrance that is separated from the public and the judges.
8. Marshals should be staffed at each of the Courtrooms during trials and hearings.
9. Jury Deliberation Rooms should be provided at each of the Criminal Jury Courtrooms.

### **Witnesses**

1. Witnesses are responsible for their own parking.
2. Witnesses enter the courthouse through the main lobby.
3. Access to the Witness Waiting areas is through the public corridors.
4. Witness Waiting areas are adjacent to the Criminal Jury Courtrooms or in the Prosecuting Attorney's office.



# Objectives: Maintain Security

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5. Witnesses should access the courtrooms through the public entrance.
6. Marshals should be staffed at each of the Courtrooms during trials and hearings.

## **Attorneys**

1. Attorneys are responsible for their parking.
2. Attorneys enter the courthouse through the main lobby.
3. Access to the Attorney Workrooms is through the public corridors.
4. Attorneys should access the courtrooms through the public entrance.
5. Marshals should be staffed at each of the Courtrooms during trials and hearings.
6. Attorney/Client conference areas should be provided at each courtroom.

## **The Public, Civil Defendants & Staff**

1. The public is responsible for parking.
2. The public enters the courthouse through the main lobby.
3. Access to court functions is through the public corridors.
4. The public should access the courtrooms through the public entrance.
5. Marshals should be staffed at each of the Courtrooms during trials and hearings.

**Courts Annex Building, Preferred Option 1** (*Johnson Building, Option 2 is similar*)

## **Juvenile Court Services**

### **Staff**

1. Staff is responsible for parking.
2. Staff enters through the staff entrance.

### **Detainees**

1. The detainees should enter the offices through a Sally Port.
2. Holding rooms should be adjacent to the Sally Port.
3. Meetings with staff should occur in the meeting rooms.
4. The detainees should be separated from other patrons.
5. Access to the Courthouse should be through a secure corridor.

### **Patrons**

1. Patrons are responsible for parking.
2. Patrons should enter through a security screening area at the public entrance. This entrance should be separated from the entrance to the offices of the Public Defender.
3. Meetings with staff should occur in the meeting rooms.
4. Patrons should be separated from detainees.

## **Public Defender**

### **Staff**

1. Staff is responsible for parking.
2. Staff enters through the staff entrance.



# Objectives: Maintain Security

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## **Patrons**

1. Patrons are responsible for parking.
2. Patrons should enter through the public entrance. This entrance should be separated from the offices of Juvenile Court Services.



## Objectives: Accommodate Future Justice Trends

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### **Summary**

*Evidence exists to support the claim that the use of ADR, specifically Arbitration and Mediation as methods of resolving disputes will continue to increase and that this trend should be considered in courthouse design.*

-- Kathy Lloyd, Assistant to the Court Administrator



## Objectives: Accommodate Future Justice Trends

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The National Center for State Courts has published a number of articles concerning the issue. In her article, "Making Room for Mediation: ADR Facilities in Courthouses," Anne Endress Skove identifies the need for designated space for ADR activities. She states, "Meeting in hallways, various empty rooms, or other courthouse areas has not been a sufficient response to address the burgeoning needs of ADR programs. Needs of court-annexed ADR programs include space that allows for the necessary confidentiality, access, and comfort that such programs require." She also identifies a number of court-connected ADR programs with dedicated space within the courts. For example, she indicates that most courtrooms in Florida, particularly those built within the past five years to ten years have mediation rooms.

Bradley A. Keltcher, in an article titled, "Alternative Dispute Resolution ("ADR") Trends: The Growth and Prevalence of ADR in Litigation" explains that ADR is a response to the "explosion in the number of cases filed in state and federal courts across the country." He postulates that "As the number of cases has grown, courts have looked for a method by which they can reduce the number of cases on their docket short of a full trial and decision on the merits. The method to accomplish this is ADR." He indicates that other factors have also led to the increased use of ADR stating, "In addition to the Court's desire to clear their docket of cases is the interest of individuals and businesses in reducing the cost of litigation and obtaining a certainty of result."

A survey conducted by the Section of Dispute Resolution of the American Bar Association in 2001, "State and Local Bar Alternative Dispute Resolution Survey-2001 Edition" found that "state and local bar dispute resolution activities are flourishing." The survey indicates that "the number of cases being referred to these programs is steadily increasing. Many of the state and local bars also reported significant dispute resolution activity in their states, including court and community programs."

An article identifying ADR trends in the State of Delaware offers strong support for the use of Alternative Dispute Resolution stating that its use has "directly impacted on how virtually every state and federal court in the nation perceives its function in the disposition of pending caseloads." Regarding the

outcomes of ADR use in Delaware the article states, "As we have seen through the Delaware Superior Court's compulsory arbitration program, court-annexed ADR processes increase efficiency in resolving disputes by achieving an early disposition of cases with resultant savings in time and costs to the litigants and to the court, but without sacrificing the quality of justice rendered." This article can be located at:

[http://courts.state.de.us/superior/adr\\_history\\_trends.htm](http://courts.state.de.us/superior/adr_history_trends.htm)

Acts and rules adopted at the Federal and State level have also greatly influenced the trend toward increased use of ADR across the country and at the local level. The Alternative Dispute Resolution Act of 1998 authorizes the use of ADR in federal courts and also imposes a number of requirements on the court. In 1990, Congress passed the Civil Justice Reform Act of 1990, which expanded the use of ADR in these courts. According to an article on the subject titled, "The Alternative Dispute Resolution Act of 1998: Seeds of Change in the Federal District Courts," authored by Donna Stienstra, "In response to explicit instructions to consider using ADR to reduce litigation cost and delay, at least two-thirds of the district courts adopted local rules or order on ADR and nearly half established mediation programs."

The Missouri Supreme Court adopted Rule 88.02 authorizing mediation December 27, 1990. Subsequently, a number of Missouri's Circuit Courts have adopted local court rules mandating mediation for custody disputes. In July 2003, the 13<sup>th</sup> Circuit Court revised Local Court Rule 68.12 regarding Mediation of Child Custody and Visitation Disputes, with the purpose of strengthening the mandate for participation in such cases.

The impact of such changes is beginning to be evidenced in a variety of ways in the judicial system. An article titled, "As Trials Decrease, Lawyers Fears for Craft Rise," in *The Business Journal* of Kansas City, written by staff writer, David Twiddy, provides relevant national and state statistics on the issue. He indicates that, "During the past 25 years, the annual number of civil cases filed nationwide has increased 74 percent, from 117,061 to 203,931. During that time, the number of cases going to trial has dropped 44 percent, from 11,656



## Objectives: Accommodate Future Justice Trends

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to 6,513. In Jackson County, record-keeping has changed through the years, but the number of completed jury trials has decreased from 168 in 1997 to 100 last year.” The author indicated that one contributing factor according to legal groups is “a surge in arbitration/mediation...” The article also purports that, “Arbitration and mediation sometimes are much cheaper than a trial, and can be quicker and free up the court system’s overburdened and underfinanced dockets.” Given the increasing trend toward the use of ADR in the court setting and the identified need for dedicated space for ADR use, it is important that the future expansion of the courthouse incorporate space engineered for this purpose. Such space should address issues of privacy, access and environment and should allow for growth as the use of ADR continues to evolve in the future.

*-Kathy Lloyd, Assistant to the Court Administrator*



## Objectives: Improve ADA Accessibility

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### **Summary**

*The Americans with Disabilities act of 1990 took effect on July 26, 1992. Construction of the Courthouse began in 1990. In order to improve access to all patrons, as the Courthouse is renovated, improved ADA accessibility should be provided. All new construction should be ADA accessible.*



# Objectives: Improve ADA Accessibility

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## **Courthouse**

1. Office remodels should include ADA improvements.
2. The Courtrooms on the ground, first and second levels should be remodeled for improved ADA accessibility.
3. The Court Marshals should assist patrons with disabilities in the Ceremonial Courtroom.
4. New construction should be ADA accessible.
5. The public toilet rooms should be remodeled for improved ADA accessibility.

## **Courts Annex Building, Preferred Option 1**

6. New construction should be ADA accessible.

## **Johnson Building, Option 2**

7. Office remodels should include ADA improvements.
8. New construction should be ADA accessible

## **Government Campus**

9. Provide an accessible route between buildings.
10. Provide ADA accessible parking spaces.
11. Provide an accessible route between ADA accessible parking and the buildings.



## Objectives: Consider Logistics of Construction

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### **Summary**

*The 1990 north addition of the Courthouse was designed to support two additional levels. In order to accommodate those levels, the Heating, Ventilation, Air Conditioning, Electrical, Plumbing and Structural systems should be expanded. The expansion should be designed to minimize the impact of construction on daily courts functions during construction. The Johnson Building is comprised of three separate structures with varying floor heights. Due to those inefficiencies, the Preferred Recommendation is to raze the Johnson Building and construct a new Court Annex Building.*



# Objectives: Consider Logistics of Construction

---

## Courthouse

### HVAC Systems

The current air handling, hot water and chiller system does not have expansion capabilities. Therefore, the following equipment should be provided to accommodate the additional levels:

1. **Roof top air handling units:** The Courthouse dome is a landmark in Columbia. Therefore, the air handling units should be located on a lower roof level so they do not overshadow the dome. Parapets around lower roof levels should be provided to conceal these units. Isolation systems should be provided to reduce noise and vibration transfer.
2. **Boiler:** A penthouse or mechanical room at the upper level should be provided.
3. **Chiller:** The mechanical room that houses the current chiller can not accommodate an additional chiller. Therefore, the mechanical room should be expanded to the south to provide additional floor area. The Judge's parking lot should be modified to accommodate the mechanical room expansion.

IBC 2000 requires smoke evacuation of atrium spaces greater than three levels. To meet this code requirement, either a mechanical smoke evacuation system should be provided at the lobbies, or the ornamental stair should be separated from the public lobbies with temporary partitions during fires.

### Electrical Systems

The switchgear was designed for the additional floors. However, the breaker panel may need to be modified.

### Plumbing Systems

The current waste, cold water, hot water and hot water return riser are capped for future expansion. The current water heater was designed to accommodate future expansion.

IBC 2000 requires a fire pump at the stand pipes to accommodate the fourth level.

### Structural Systems

The North addition to the Courthouse was originally designed to support two additional floors. The columns, footings and lateral bracing systems were designed and detailed to accommodate the addition of the two floors based on the 1990 BOCA Building Code which was in effect at the time the building was designed. The 1996 BOCA Code is currently in effect but the County is scheduled to adopt the 2000 International Building Code (IBC) at the end of 2003.

We have reviewed the current design of the building using the 2000 IBC code to see how the new code will affect the structural design. We have found that under the 2000 IBC the existing building will not accommodate the code incurred seismic forces if two more floors are added. The reason for this is the changes in the seismic design requirements in the new code.

The differences in the building codes are as follows:

1. Seismic factors, used to calculate the forces which the building will have to withstand, have changed in the new 2000 IBC.
2. Safety factors and load combinations have changed in the new Code.
3. The new code is much less lenient on what type of soil classifications you can use in the seismic design.
4. All the above issues combine to increase the code applied seismic forces more than two times what the 1990 BOCA Code dictated.



## Objectives: Consider Logistics of Construction

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What this will mean to the building is that the lateral bracing system must be more than two times as strong as originally designed. Typical columns, footings, beams and slabs should not be affected except at lateral bracing elements, which for this building are steel X-braced bays and masonry shear walls. The following modifications may be required to strengthen the existing lateral bracing elements to accommodate the increased seismic loading:

1. Modifications to steel braced frames will most probably be required. Modifications may include addition of angles, plates, tubes or other structural members to existing frame column, beam and web members. If required, this will involve demolition of existing finishes to get access to the frames, welding and bolting strengthening elements to the existing frames, and replacing the existing finish materials.
2. Concrete Masonry shear walls may have to be partially demolished, reinforcing added and pressure grouted to accommodate increased code loading.
3. At all lateral bracing elements, foundations will most probably have to be modified to accommodate the additional overturning loads. This could involve demolition of existing floor slabs and flooring, excavation of existing footings and addition of extended footings attached to the existing footings. Floors and floor finishes will then have to be restored.

If we have a special sub surface investigation done, it is possible that we could modify the soil classification and we may be able to decrease the impact of the 2000 IBC code. This could decrease the forces 30 to 40 percent, but the existing building will still not accommodate the increased seismic forces, and modifications as outlined above will still need to be done.



# Objectives: Consider Logistics of Construction

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## **Johnson Building, Option 2**

### **HVAC Systems**

The HVAC system should be revised to evenly distribute heated and cooled air throughout the facility.

### **Electrical Systems**

None.

### **Plumbing Systems**

The plumbing system should be revised to improve water pressure.

### **Structural Systems**

Due to varying floor heights and the need for additional floor area, the northeast corner of the building should be razed. A new two story structure would be constructed in its place.

The current building structure is unable to accommodate additional floors. After the new structure is erected, the building will still be segmented by three separate structures. Therefore, this facility will continue to be inefficient. Due to the following criteria, it is our recommendation that the Johnson Building should be razed and a new structure should be constructed:

1. Future expansion limitations.
2. Inefficiencies of the existing structure.
3. The cost of revisions to the HVAC and Plumbing Systems.
4. The cost of upcoming roof repairs.
5. If necessary, the cost of updating interior finishes.



## Objectives: Accommodate Parking Requirements

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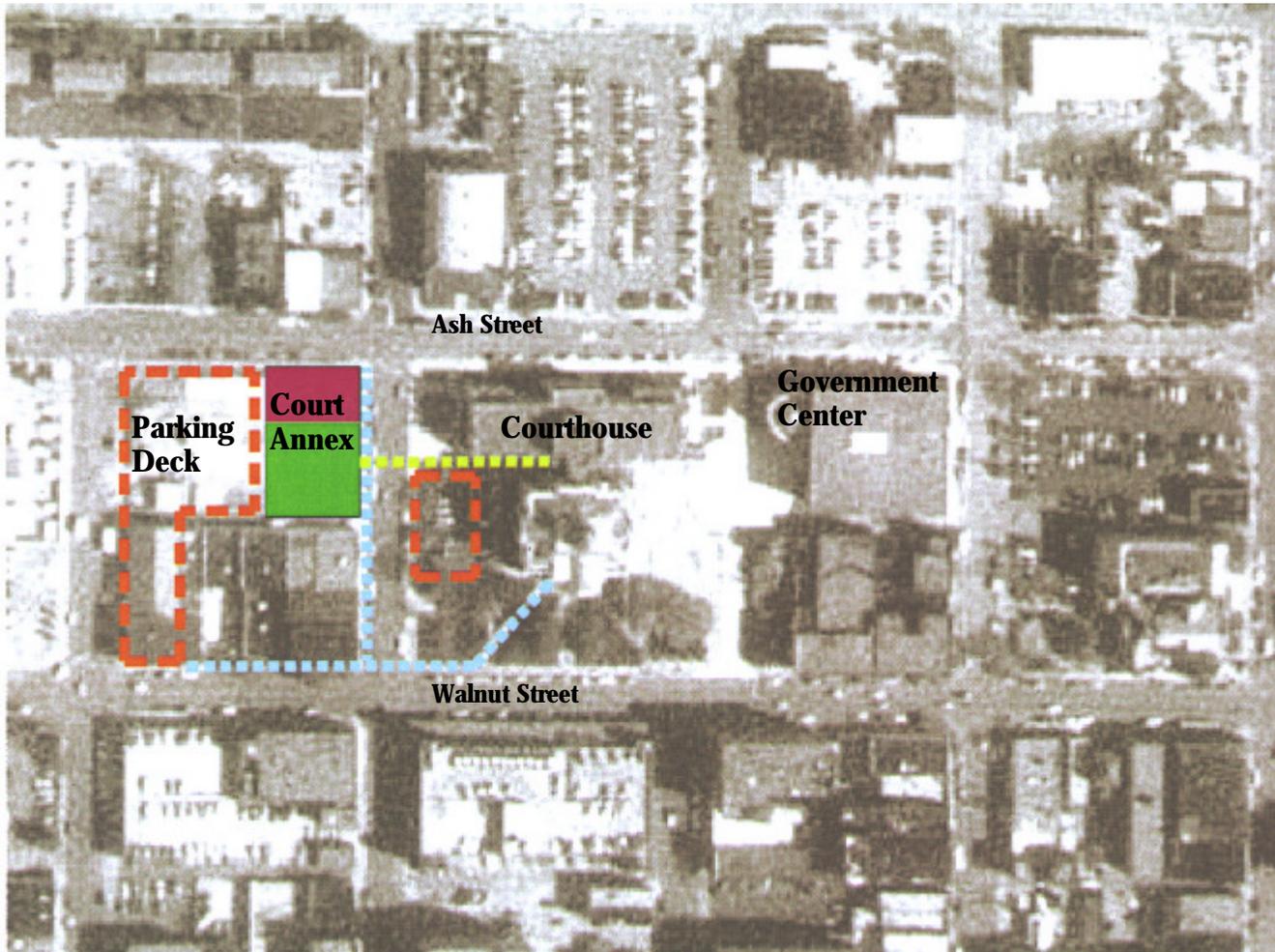
### Summary

*The Boone County Government Campus is located in the City of Columbia C-2 zoning district. Therefore, off-street parking is not required. Currently, the City of Columbia leases parking to the county for jurors in the parking garage south of the Courthouse.<sup>24</sup> By applying the City of Columbia parking requirements to the uses of the Boone County Courthouse and the Johnson Building, it is calculated that 230 parking spaces would be required if the Boone County Campus was not in the C-2 zoning district. When the Courts System's services have expanded and the additional floor area has been constructed, then approximately 350 parking spaces would be required. The existing county parking lots provide 155 parking spaces. In order to increase public access to justice system's court services, provisions should be made for a parking garage to accommodate those parking needs.*

24. March 3, 2003 meeting with Commissioner Elkin, Bob Perry and David Mink.



# Recommendation: Site Diagram



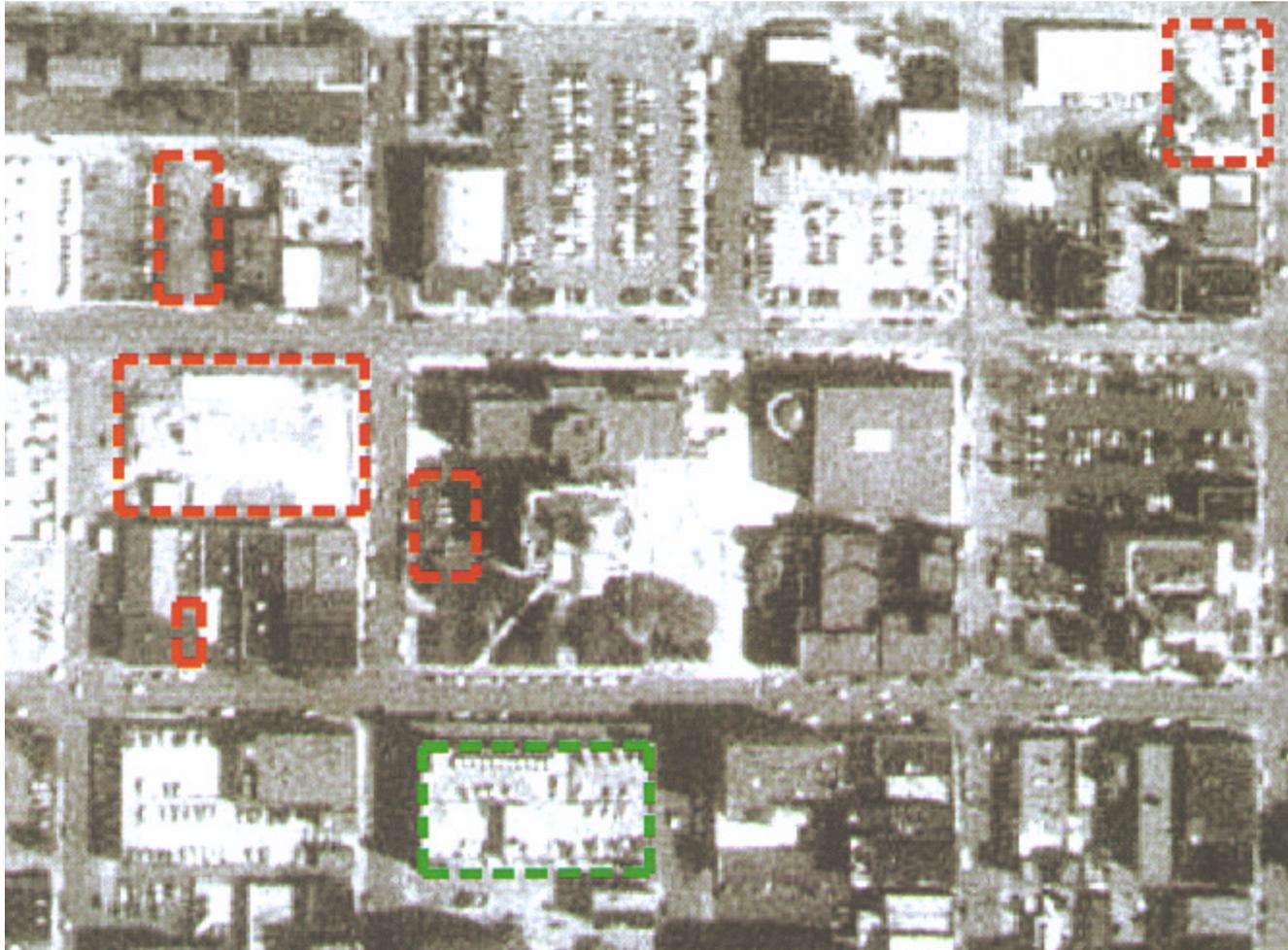
## Option 1, Preferred

### Notes:

1. The offices of Juvenile Court Services and the Public Defender should be located in the Courts Annex Building.
2. The yellow dashed line indicates an optional secured connection from the Courts Annex to the Courthouse.
3. The blue dashed line indicates pedestrian circulation between the courts facilities.
4. The Johnson Building should be razed. Provisions for a new Parking Deck should be made.



## Recommendation: Site Diagram



### Option 2

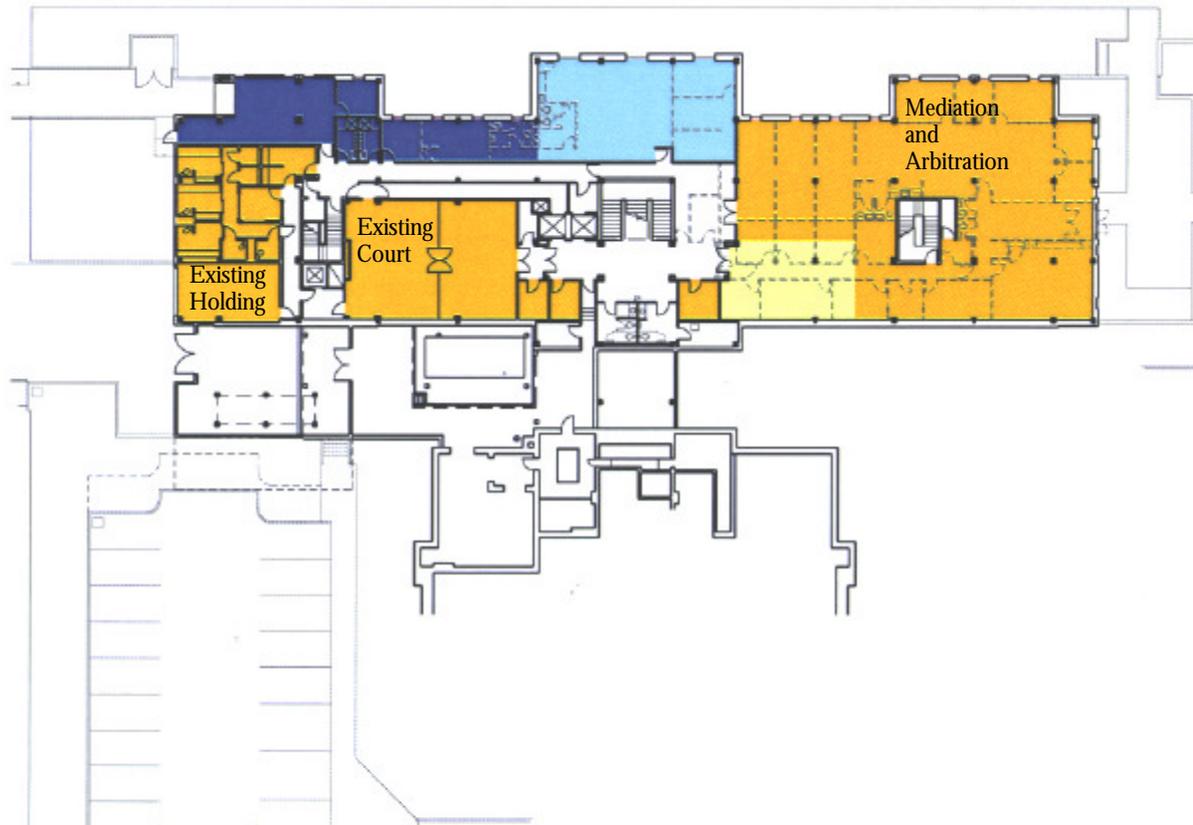
#### Notes:

1. The offices of Juvenile Court Services and the Public Defender should be located in the Johnson Building.
2. Parking lots and current Pedestrian Circulation paths should remain. See red dashed lines for existing Parking Lots.
3. The county should continue to lease parking for jurors from the city.



# Recommendation: Floor Area Diagram

## Courthouse, Ground Level



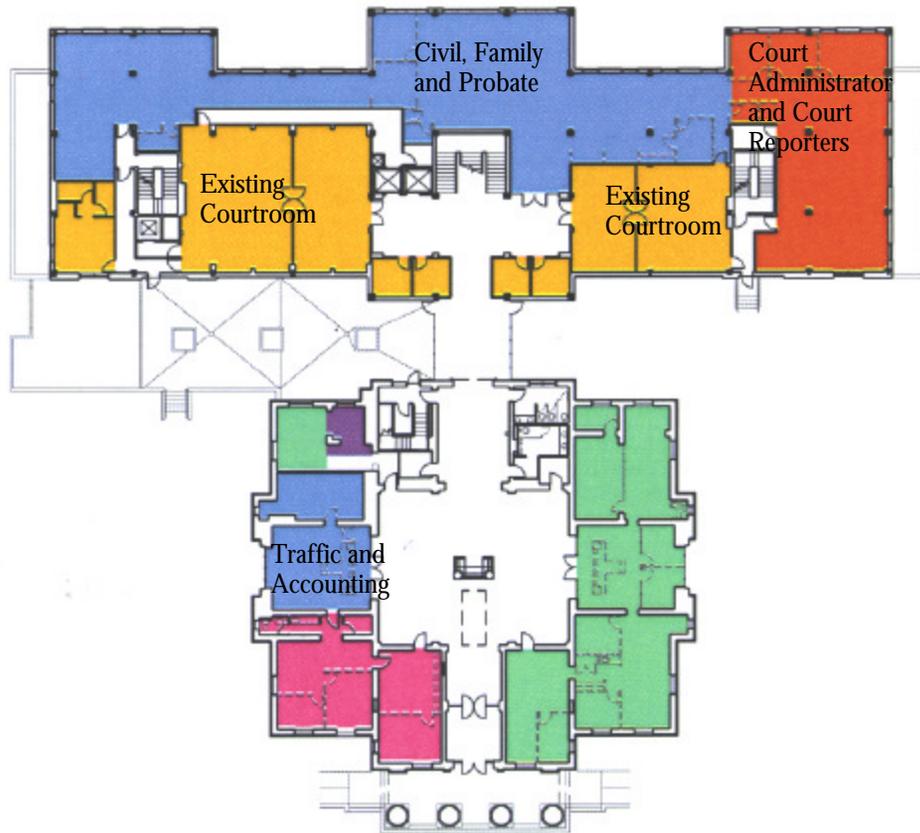
- Courts**
  -  Future Mediation and Arbitration = 4,275 S.F.
  -  Existing Court and Support Areas = 1,450 S.F.
  -  Existing Holding Areas and Sally Port = 1,215 S.F.
  - Total Proposed – 6,940 S.F.
- Information Technology**
  -  Total Proposed = 1,240 S.F.
- Building Maintenance**
  -  Total Proposed = 1,140 S.F.
- Mental Health and Drug Court**
  -  Total Proposed = 645 S.F.





# Recommendation: Floor Area Diagram

## Courthouse, First Level



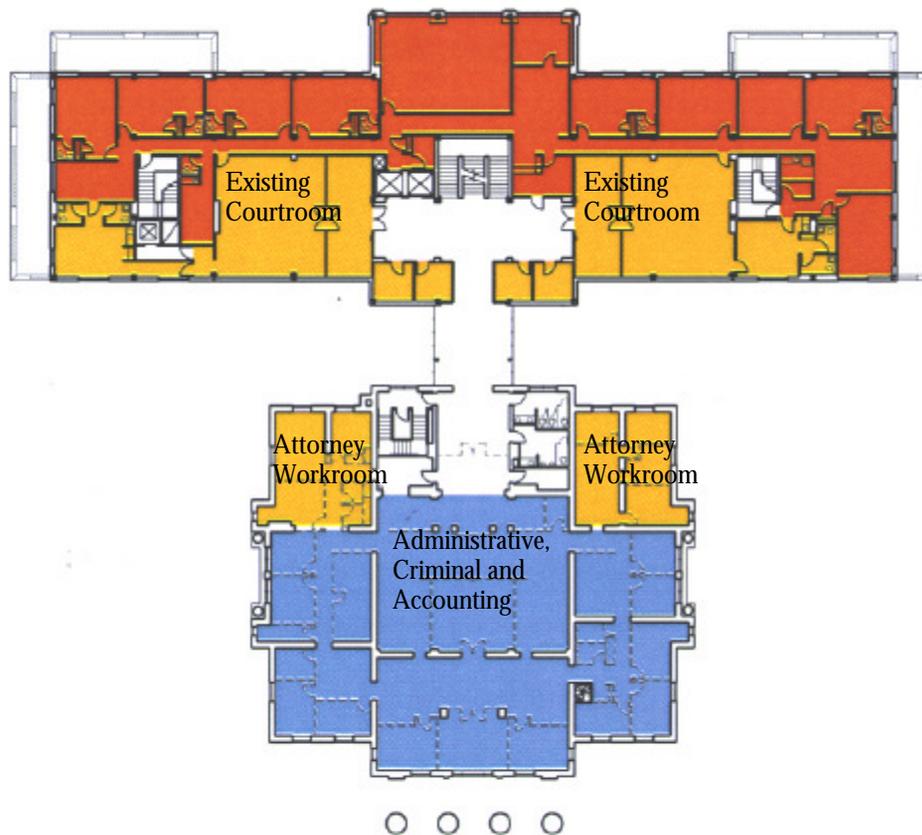
- Courts**  
 Existing Court and Support Areas  
 Total Proposed = 2,900 S.F.
- Circuit Clerk**  
 Civil, Family and Probate = 4,075 S.F.  
 Traffic and Accounting = 815 S.F.  
 Total Proposed = 4,890 S.F.
- Adult Court Services**  
 Total Proposed = 2,575 S.F.
- Court Marshal, Security Room**  
 Total Proposed = 120 S.F.
- Judges' Chambers**  
 Court Administrator and Court Reporters  
 Total Proposed = 1,990 S.F.
- Public Administrator**  
 Total Proposed = 1,125 S.F.





# Recommendation: Floor Area Diagram

## Courthouse, Second Level



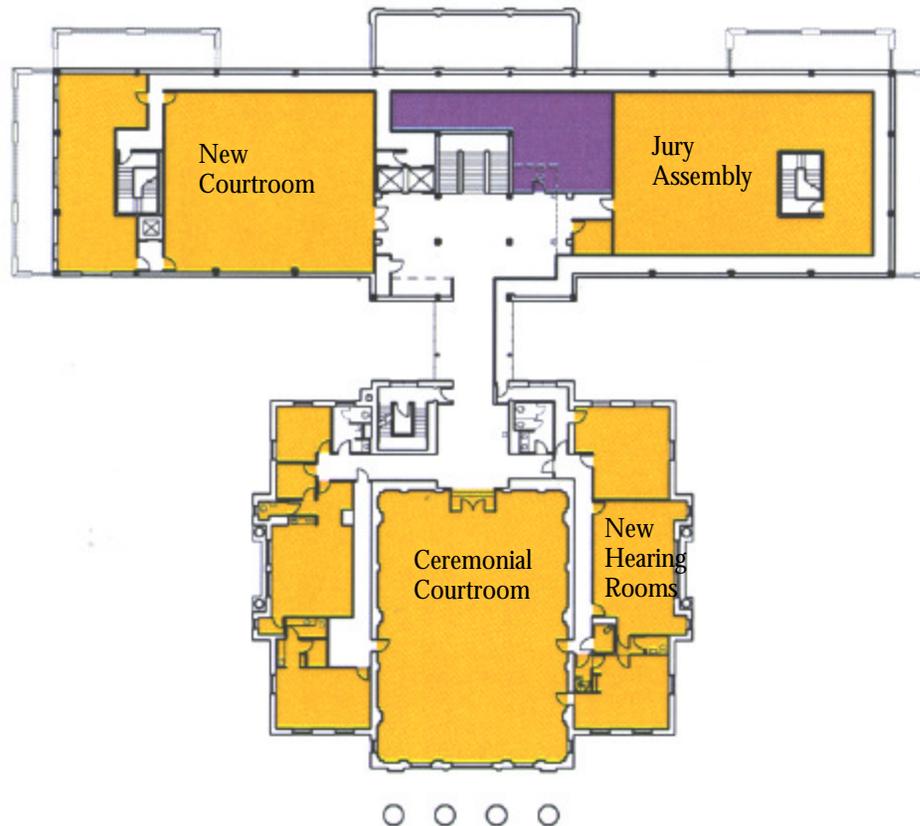
- Courts**
- Attorney's Workroom = 1,360 S.F.
  - Existing Court and Support Areas = 3,560 S.F.
  - Total Proposed = 4,920 S.F.
- Judges' Chambers**
- Total Proposed = 5,967 S.F.
- Circuit Clerk**
- Administration, Criminal and Accounting
  - Total Proposed = 5,720 S.F.





# Recommendation: Floor Area Diagram

## Courthouse, Third Level



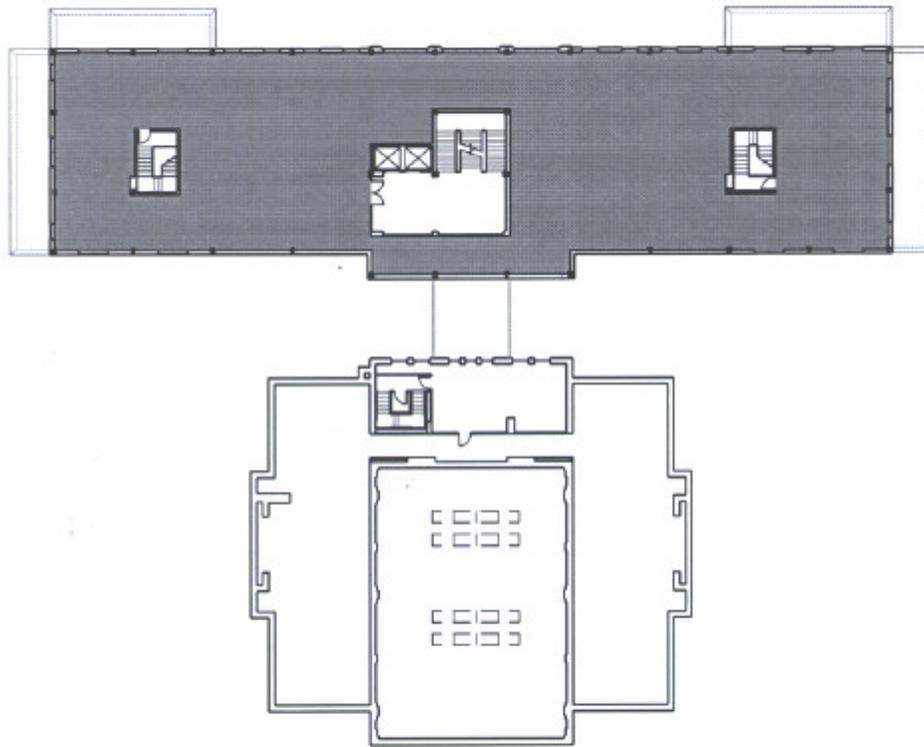
- Courts**
- Existing Courtrooms and Support = 6,415 S.F.
  - New Courtroom and Jury Assembly = 5,960 S.F.
  - Total Proposed = 12,375 S.F.
- Court Marshal**
- Total Proposed = 930 S.F.





# Recommendation: Floor Area Diagram

## Courthouse, Fourth Level



**Prosecuting Attorney**

Total Proposed = 9,375 S.F.

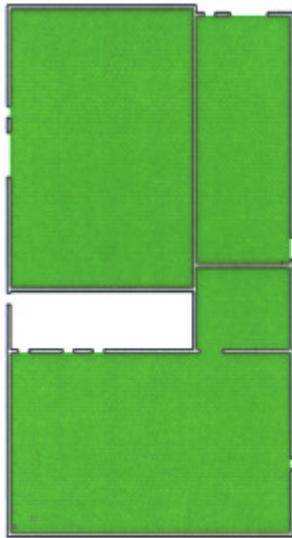


NORTH

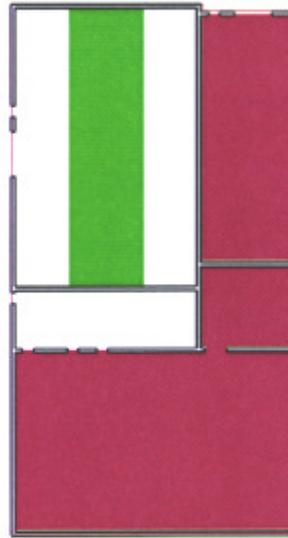


# Recommendation: Floor Area Diagram

## (Option 2) Johnson Building, First & Second Level



Lower Level



Upper Level

-  **Public Defender**  
Total Proposed = 5,835 S.F.
-  **Juvenile Court Services**  
Total Proposed = 10,950 S.F.





## Recommendation: Floor Area Spreadsheet

Department		Programmed	Courthouse					Johnson Building		Total	
			Ground Level	First Level	Second Level	Third Level	Fourth Level	First Level	Second Level		
	Courts	28,371	6,940	2,900	4,920	12,375	0	0	0	<b>27,135 S.F.</b>	
	Judges' Chambers	8,238	0	1,990	5,967	0	0	0	0	<b>7,957 S.F.</b>	
	Prosecuting Attorney	9,500	0	0	0	0	9,375	0	0	<b>9,375 S.F.</b>	
	Circuit Clerk	10,169	0	4,890	5,720	0	0	0	0	<b>10,610 S.F.</b>	
	Public Administrator	1,275	0	1,125	0	0	0	0	0	<b>1,125 S.F.</b>	
	Court Marshal	1,156	0	120	0	930	0	0	0	<b>1,050 S.F.</b>	
	Adult Court Services	2,838	0	2,575	0	0	0	0	0	<b>2,575 S.F.</b>	
	Mental Health and Drug	550	645	0	0	0	0	0	0	<b>645 S.F.</b>	
	Information Technology	1,047	1,240	0	0	0	0	0	0	<b>1,240 S.F.</b>	
	Juvenile Court Services	10,031	0	0	0	0	0	9,460	1,490	<b>10,950 S.F.</b>	
	Building Maintenance	1,175	1,140	0	0	0	0	0	0	<b>1,140 S.F.</b>	
	Public Defender	5,834	0	0	0	0	0	0	5,835	<b>5,835 S.F.</b>	
	Shared Services	0	0	0	0	0	0	0	0	<b>0 S.F.</b>	
	Mechanical Area	5,178	4,695	150	150	33	150	0	0	<b>5,178 S.F.</b>	
	Public Lobbies	8,612	808	3,956	1,549	1,739	560	0	0	<b>8,612 S.F.</b>	
<b>Total Area</b>		<b>93,973</b>	<b>15,468</b>	<b>17,706</b>	<b>18,306</b>	<b>15,077</b>	<b>10,085</b>	<b>9,460</b>	<b>7,325</b>	<b>93,427 S.F.</b>	



# Recommendation: Floor Area Spreadsheet

Department		Floor Area		
		Existing	Proposed	Additional
	Courts	16,594	27,135	<b>10,541</b>
	Judges' Chambers	5,967	7,957	<b>1,990</b>
	Prosecuting Attorney	7,490	9,375	<b>1,885</b>
	Circuit Clerk	7,593	10,610	<b>3,017</b>
	Public Administrator	446	1,125	<b>679</b>
	Court Marshal	566	1,050	<b>484</b>
	Adult Court Services	1,135	2,575	<b>1,440</b>
	Mental Health and Drug	319	645	<b>326</b>
	Information Technology	784	1,240	<b>456</b>
	Juvenile Court Services	5,131	10,950	<b>5,819</b>
	Building Maintenance	615	1,140	<b>525</b>
	Public Defender	4,490	5,835	<b>1,345</b>
	Shared Services	657	0	<b>-657</b>
	Mechanical Area	4,458	5,178	<b>720</b>
	Public Lobbies	7,734	8,612	<b>878</b>
	<b>Total Programmed Area</b>	<b>63,979 S.F.</b>	<b>93,427 S.F.</b>	<b>29,448 S.F.</b>



# Recommendation: Cost Estimate

## Option 1, Preferred

Item	#of Units	Unit Type	Cost/Unit	Cost/Item
<b>Site Improvements - Courthouse</b>				
Expansion at Mechanical Room Site Revisions	1	ls	\$50,000.00	\$50,000.00
<b>Johnson Building Demolition</b>				
	13,600	sf	\$0.75	\$10,200.00
<b>Building Construction</b>				
Courthouse	21,475	sf	\$160.00	\$3,436,000.00
New Government Office Building	17,000	sf	\$120.00	\$2,040,000.00
<b>Structural Revisions - Courthouse</b>				
	1	ls	\$100,000.00	\$100,000.00
<b>Building Renovation - Type 1 (ADA Restrooms)</b>				
Courthouse - Ground Level	350	sf	\$90.00	\$31,500.00
Courthouse - First Level	350	sf	\$90.00	\$31,500.00
Courthouse - Second Level	350	sf	\$90.00	\$31,500.00
Courthouse - Third Level	350	sf	\$90.00	\$31,500.00
<b>Building Renovation - Type 2 (Major Renovations)</b>				
Courthouse - Ground Level				
Mediation and Arbitration Expansion	4,275	sf	\$65.00	\$277,875.00
Mental Health and Drug Court	645	sf	\$65.00	\$41,925.00
Information Technology	1,240	sf	\$65.00	\$80,600.00
Maintenance Expansion	525	sf	\$65.00	\$34,125.00
Lobby Expansion	318	sf	\$65.00	\$20,670.00
Courthouse - First Level				
Adult Court Services	2,575	sf	\$65.00	\$167,375.00



## Recommendation: Cost Estimate

Public Administrator	1,125	sf	\$65.00	\$73,125.00
Courthouse - Second Level				
Circuit Clerk: Administration, Criminal and Accounting	6,400	sf	\$65.00	\$416,000.00
Attorney's/Interpreter's Work Room	680	sf	\$65.00	\$44,200.00
Courthouse - Third Level				
Lobby Renovation	1,000	sf	\$65.00	\$65,000.00
<b>Building Renovation - Type 3 (Minor Renovations)</b>				
Courthouse - First Level				
Court Administrator and Court Reporters	1,990	sf	\$40.00	\$79,600.00
Circuit Clerk: Civil, Family, Probate and Accounting	4,890	sf	\$40.00	\$195,600.00
Court Marshal	120	sf	\$40.00	\$4,800.00
Judge's Offices	5,967	sf	\$40.00	\$238,680.00
Subtotal				\$7,501,775.00
Estimate Contingency			10%	\$750,177.50
<b>Construction Probable Cost</b>				<b>\$8,251,952.50</b>
Furniture, Fixtures and Equipment			6%	\$495,117.15
Telephone, IT Network, Security			2%	\$165,039.05
Architect Fees			8%	\$660,156.20
Project Management Fees			6%	\$495,117.15
Legal & Advertising				\$50,000
Miscellaneous Owner's Costs				\$50,000
<b>Total Project Cost</b>				<b>\$10,167,382.05</b>



# Recommendation: Cost Estimate

## Option 2

Item	#of Units	Unit Type	Cost/Unit	Cost/Item
<b>Site Improvements - Courthouse</b>				
Expansion at Mechanical Room Site Revisions	1	ls	\$50,000.00	\$50,000.00
<b>Building Addition</b>				
Courthouse	21,475	sf	\$160.00	\$3,436,000.00
Johnson Building - Northeast corner	3,280	sf	\$120.00	\$393,600.00
Johnson Building - Interior mezzanine	1,490	sf	\$65.00	\$96,850.00
<b>Structural Revisions - Courthouse</b>				
	1	ls	\$100,000.00	\$100,000.00
<b>Building Renovation - Type 1 (ADA Restrooms)</b>				
Courthouse - Ground Level	350	sf	\$90.00	\$31,500.00
Courthouse - First Level	350	sf	\$90.00	\$31,500.00
Courthouse - Second Level	350	sf	\$90.00	\$31,500.00
Courthouse - Third Level	350	sf	\$90.00	\$31,500.00
<b>Building Renovation - Type 2 (Major Renovations)</b>				
Courthouse - Ground Level				
Mediation and Arbitration Expansion	4,275	sf	\$65.00	\$277,875.00
Mental Health and Drug Court	645	sf	\$65.00	\$41,925.00
Information Technology	1,240	sf	\$65.00	\$80,600.00
Maintenance Expansion	525	sf	\$65.00	\$34,125.00
Lobby Expansion	318	sf	\$65.00	\$20,670.00
Courthouse - First Level				
Adult Court Services	2,575	sf	\$65.00	\$167,375.00
Public Administrator	1,125	sf	\$65.00	\$73,125.00



## Recommendation: Cost Estimate

Courthouse - Second Level				
Circuit Clerk: Administration, Criminal and Accounting	6,400	sf	\$65.00	\$416,000.00
Attorney's/Interpreter's Work Room	680	sf	\$65.00	\$44,200.00
Courthouse - Third Level				
Lobby Renovation	1,000	sf	\$65.00	\$65,000.00
Johnson Building - First Level				
Juvenile Court Services	7,820	sf	\$65.00	\$508,300.00
Johnson Building - Second Level				
Public Defender	4,160	sf	\$65.00	\$270,400.00
<b>Building Renovation - Type 3 (Minor Renovations)</b>				
Courthouse - First Level				
Court Administrator and Court Reporters	1,990	sf	\$40.00	\$79,600.00
Circuit Clerk: Civil, Family, Probate and Accounting	4,890	sf	\$40.00	\$195,600.00
Court Marshal	120	sf	\$40.00	\$4,800.00
Judge's Offices	5,967	sf	\$40.00	\$238,680.00
Subtotal				\$6,720,725.00
Estimated Contingency			10%	\$672,072.50
<b>Construction Probable Cost</b>				<b>\$7,392,797.50</b>
Furniture, Fixtures and Equipment			6%	\$443,567.85
Telephone, IT Network, Security			2%	\$147,855.95
Architect Fees			8%	\$591,423.80
Project Management Fees			6%	\$443,567.85
Legal & Advertising				\$50,000.00
Miscellaneous Owner's Costs				\$50,000.00



## Recommendation: Cost Estimate

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<b>Total Project Cost</b>			<b>\$9,119,212.95</b>
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# Recommendation: Implementation of the Plan

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## **Option 1, Preferred**

The Courthouse should remain occupied and functional during construction. Therefore, the project should be sequenced to minimize disruption and the amount of time the contractors are on site. The following is a proposed construction sequence:

1. The additional floor levels of the Courthouse and the Courts Annex Building should be constructed simultaneously.
2. Upon completion, the offices of the Public Defender and Juvenile Court Services should be relocated to the Court's Office Building. The offices of the Prosecuting Attorney should be relocated to the fourth level of Courthouse.
3. The Johnson Building should be razed.
4. Construction should begin on the Parking Structure. (Optional)
5. The second and ground levels of the Courthouse should be remodeled. If necessary, the area vacated by the offices of Juvenile Court Services could be utilized as temporary office space.
6. Upon completion, the offices of the Circuit Clerk's administration, criminal and accounting division should be relocated to the second level. The offices of Information Technology Systems should be relocated to the ground level.
7. The first level of the Courthouse should be remodeled. If necessary, the future Alternative Dispute Resolution area could be utilized as temporary office space.
8. Upon completion, the first floor offices should be occupied.

9. Upon completion, the parking structure should be utilized.

## **Option 2**

The Courthouse should remain occupied and functional during construction. Therefore, the project should be sequenced to minimize disruption and the amount of time the contractors are on site. The following is a proposed construction sequence:

1. Boone County Government offices and storage should be relocated from the Johnson Building.
2. Construction of the additional floor levels of the Courthouse and the Johnson Building remodel should occur simultaneously.
3. Upon completion, the offices of Juvenile Court Services should be relocated to the Johnson Building. The offices of the Prosecuting Attorney should be relocated to the fourth level of Courthouse.
4. The second and ground levels of the Courthouse should be remodeled. If necessary, the area vacated by the offices of Juvenile Court Services could be utilized as temporary office space.
5. Upon completion, the offices of the Circuit Clerk's administration, criminal and accounting division should be relocated to the second level. The offices of Information Technology Systems should be relocated to the ground level.
6. The first level of the Courthouse should be remodeled. If necessary, the future Alternative Dispute Resolution area could be utilized as temporary office space.
7. Upon completion, the first floor offices should be occupied.