

# BURGESS & NIPLE

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## Joint Justice Center Study

Seneca County and City of Tiffin, Ohio



March 5, 2014

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## JUSTICE CENTER STUDY

This Pre-Final Report document is presented for review, validation, and discussion by the Justice Center Partnership.

The document includes the following:

- Executive Summary
- 1.0 Existing Conditions
- 2.0 Interviews
- 3.0 Site Selection
- 4.0 Building Program
- 5.0 Construction Cost Estimates
- 6.0 Operational Savings
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## **JUSTICE CENTER STUDY SUMMARY**

### **INTRODUCTION**

A Local Government Innovation Fund (LGIF) grant was awarded to study a shared facility/shared space for the Seneca County Common Pleas Court, the City of Tiffin Municipal Court, and the other potential partners. The process involved a series of interviews, site investigation, research, and workshops to gather and develop information and recommendations in this study.

### **EXISTING CONDITIONS**

The existing court facilities are located in three different locations:

- Common Pleas Court is located on Market Street in the “Annex Building” which was originally designed to accommodate Juvenile/Probate Court.
- City of Tiffin Municipal Court is located in the Municipal Building on Market Street & Monroe Street.
- Juvenile/Probate Court is located in the old Carnegie Library building.

Each of the courts has issues that pose risk to the public, the City, and the County. The following are highlights of the issues existing in each court.

Common Pleas Court is in a facility that was designed for a different court function (Juvenile/Probate Court). The building lacks a sally port, secure circulation for accused, adequate conference space, and has other security and privacy issues. The size of the court is inadequate to support the parties properly.

Municipal Court is located in Municipal Building which has several entrances. All the offices are located off a tight public corridor. The area used by the court and associated functions is significantly undersized to effectively perform their required duties. These conditions create security issues for the court and a lack of separation between the different offices (victim advocates, court room, probation offices, jury room, etc.).

Juvenile/Probate court is in building that is not handicapped accessible. Court hearings involving handicapped people have to be scheduled in a court room in the Annex building. The area used by the juvenile and probate court and their associated functions is significantly undersized to effectively perform their required duties. The location of the security checkpoint for the building at the top of a flight of stairs presents hazards and it does not control the entire building.

### **SITE RECOMMENDATIONS**

The study looked at three different site locations:

- The site of the former County Courthouse,
- The site on the river at the corner of Monroe Street and Madison Street,
- The old East Junior High School property.

The site of the former County Courthouse is recommended for the following reasons:

- Co-locating the joint justice center connected to the Annex Building (which Juvenile/Probate will move into) provides even more operational efficiencies by having all three court functions in one facility.
- The building can take advantage of the existing heating and cooling plant in the Annex.
- The site is centrally located.

- The site is located off major east-west and north-south vehicular corridors, providing easy way-finding for the public.
- The site is already owned by the County.

## **BUILDING PROGRAM**

The building program for the joint justice center is a four story, 36,000 square foot facility. This building program is approximately 3,000 square feet less than building a separate Common Pleas Court building and a separate Municipal Court Building on separate sites. This reduction is achieved by shared spaces.

The two Common Pleas Courts will occupy the top two floors (one floor each), the City Municipal Court and associated offices will occupy the second floor, and the ground floor will accommodate Clerk of Court's Law and Title offices along with support functions for the facility.

Once the new Consolidated Joint Justice Center is constructed and occupied, the Juvenile/Probate Court will move from the old Carnegie Library into the vacated Annex building which was originally designed to house Juvenile/Probate Court.

## **CONSTRUCTION COSTS**

The study identified the costs to construct separate facilities on separate sites for Seneca County Courts and for City of Tiffin Municipal Court.

The cost to construct facilities for Seneca County Courts to house Common Pleas and Juvenile and Probate Courts is \$6,567,450.

The cost to construct facilities for City of Tiffin Municipal Court is \$2,685,430.

Since the construction of separate buildings is less efficient than the construction of a single building, there is a premium cost for the separate facilities, which is \$111,489.

**The total cost of construction of separate facilities is \$9,364,369.**

The study also identified the costs to construct a consolidated Joint Justice Facility for both the Seneca County Courts and for the City of Tiffin Municipal Court.

**The cost to construct a Joint Justice Facility is \$8,516,320.**

**This cost is \$848,049 less than building a separate Common Pleas Court building and a separate Municipal Court Building on separate sites.**

## **OPERATIONAL COSTS**

The study also looked at the operational costs benefits of providing a Consolidated Joint Justice Center. Based upon the information gathered, the estimated operational savings per year by co-locating all three courts is \$181,077.

## **CONCLUSIONS**

The study finds support for a Joint Justice Center located on the old Court House site connected to the existing Annex Building over construction of separate Common Pleas Court and Municipal Court facilities on separate sites. The benefits of a joint facility include reduced initial cost of construction as well as lower annual operational costs. This study found no disadvantages of a joint facility.



If new court facilities are not constructed, the issues identified in the existing conditions would still need to be addressed. Developing these alternatives to address the issues of each individual building is beyond the focus of this study. However, this study concluded that addressing the issues of each individual building may involve the following:

- A 2,000 square foot addition and renovation to the Carnegie Library for the Juvenile/Probate Court, costing approximately \$2,123,000.
- Security system and full time security staff at the Municipal Building.
- An addition and renovation to the existing Annex Building to address the Common Pleas Court issues.

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## 1.0 EXISTING FACILITIES

Existing court facilities for Seneca County and the City of Tiffin occupy three separate buildings. Previous studies and other documents have identified deficiencies in the court facilities. This study identifies key deficiencies in the existing facilities that are pressing concerns and which are the reasons why upgraded facilities are needed.

The existing court facilities are described below.

### 1.1 COMMON PLEAS COURT FACILITIES

Seneca County currently maintains two Common Pleas courts. These courts occupy two floors in the Annex building, which was originally constructed as an annex to the old courthouse and was designed to be occupied by the Juvenile and Probate courts. Each of the two Common Pleas courts occupies a full floor in the building, which also houses the offices of the County Clerk on the first floor. The Annex Building is an 18,000 square foot building, averaging 6,000 square feet per floor. The current facilities are not in compliance with portions of Standard 14 of the Jury Use and Management Standard and with Court Facility Standards B, C and F, all set forth in the Rules of Superintendence set forth by the Supreme Court of Ohio.

#### Issues and Deficiencies

##### Security

- **Single entrance:** The Annex has a single entrance with adequate security provided by a staffed security desk and metal detector. However, this entrance is used by everyone, including the public, judges, and court staff. The waiting area for secure check-in at the entrance is inadequately sized to accommodate traffic at the start of the day and when large trials are in progress. The entrance also has two sets of doors, one to the north and one to the south with the metal detector set up at the south entrance. Although the security checkpoint is in the lobby, the two sets of doors presents security challenges.
- **Single circulation path:** There is a single, common circulation path of travel through the building, where the public, crime victims, witnesses, judges, and court staff come into contact with defendants and the accused. The lack of separation of the various users does not meet current court design standards and it poses security concerns. The existing circulation is not in full compliance with Ohio Court Security Standards, Standard 13.
- **Courtroom size:** The two courtrooms in the building that are used by the Common Pleas courts were originally designed for the Juvenile and Probate courts. Thus the space provided for prosecuting attorneys, defense attorneys and for security personnel is not adequate during criminal jury trials and other court proceedings. The court rooms are not adequately sized to handle multiple parties. The tables for prosecution and defense are small and inadequate and the size of the court cannot accommodate larger tables. The counsel tables are too close to the jury box. This proximity prevents litigants and counsel from having private conversations without the jury overhearing.
- **Jury Facilities:** The jury deliberation room is too small and not adequately soundproofed requiring the surrounding spaces to be vacated to prevent jury deliberations from being overheard. The existing facility does not provide either Jury or Witness waiting room.
- **Exterior prisoner transport parking:** Vehicles transporting prisoners to court park in an exterior, publicly accessible parking lot. The Ohio Supreme Court court security standards state that prisoners should be transported into and within a court facility through areas that are not

accessible to the public. The lack of a sally port poses security concerns. Prisoners are brought into the building up a public staircase and through the public corridor and court entrance. This lack of separation of the accused with victims, families, witnesses, and public is against the Ohio Supreme Court standards and pose security risks. The existing condition is in violation of Ohio Court Security Standards, Standard 8.

### Other Deficiencies

- **Courtroom spectator section:** There is insufficient space for jury panel orientation, which takes place in the spectators section of the courtroom. For large jury panels, the jury has to be broken into three groups for orientation, which then requires the Common Pleas Judges to repeat the orientation and selection process for each group.
- **Conference Room Privacy:** There are too few conference and meeting rooms to provide space for privacy and for adequate separation of the various parties in both criminal and civil cases; this hinders attorneys ability to consult with their clients.

## 1.3 MUNICIPAL COURT FACILITIES

The Municipal Court occupies the second floor of the City of Tiffin Municipal Building.

### Issues and Deficiencies

#### Security

- **Multiple entrances:** The Municipal Building presents unique challenges in the number of uncontrolled entrances into the building. The building not only lacks a staffed security desk and metal detector, there is not location for a security screening point that could control the building effectively. The lack of a security check-in point poses security concerns.
- **Single circulation path:** There is a single, common circulation path of travel through the building, where the public, crime victims, judges, and court staff come into contact with defendants. Once in the building there is only one corridor upstairs where the public, judges, and court staff circulates together. The lack of separation of the various users does not meet current court design standards and it poses security concerns.
- **Judge's Chambers:** The judge's chambers has no separation from public circulation areas and is not secure.
- **Court Size:** The size of the Court Suite (including court room, jury room, chambers, conference room, clerk of courts, and other staff) is significantly undersized. The space allocated results in the circulation issues mentioned above, preventing separation from staff and public as well as preventing separation of parties (defendants, witnesses, jurors, accused, prosecutor, etc.).
- **Staff offices:** Staff offices are crowded and inadequately sized for the number of occupants.

### Other Deficiencies

- **Courtroom waiting area:** The number of cases heard in Municipal Court is between 6,000 and 9,000 cases a year, or approximately 25 – 35 cases a day. There is inadequate space for people waiting for a particular case to be heard. The narrow corridor, which is used as a waiting area, is crowded and lacks the space to separate victims, witnesses, attorneys, the public, and interested parties from each other.



- **Courtroom spectator section:** Given the volume of cases and the rapid pace of some procedural hearings, there is insufficient space for spectators, who are crowded into the courtroom. There is a lack of space for the separation of the various individuals.
- **Conference Room Privacy:** There are too few conference and meeting rooms to provide privacy and separation of the various parties to court proceedings and for attorneys to consult with their clients.

## 1.2 JUVENILE AND PROBATE COURT FACILITIES

The Juvenile and Probate Courts are located in renovated space in the old Carnegie Library building. The Old Carnegie Library building is a 6,000 square foot building on a 0.16 acre site.

### Issues and Deficiencies

#### Security

- **Single entrance:** The Library building has a single entrance with security provided by a staffed security desk and metal detector. However, this entrance is used by everyone, including the public, judges, and court staff and it is also used for transport of individuals in custody.
- **Location of security check-in:** The check-in point is located at the top of the entrance stairs, which is beyond the entrance to the lower level of the building. This leaves the lower level without a guarded barrier to access. The space for the security check-in location is not adequate and presents a precarious situation for visitors.
- **Single circulation path:** There is a single, common circulation path of travel through the building, where the public, crime victims, judges, and court staff come into contact with defendants. This sometimes results in adult criminals being physically close to children. The lack of separation of the various users does not meet current court design standards and it poses security concerns.
- **Holding room:** There is no separate holding room for detained juveniles that is separate from a holding room for adult criminals and defendants. A juvenile who is detained in a secure setting having contact with adult inmates is not compliant with the standards of the Juvenile Justice and Delinquency Prevention Act.

#### Handicapped Accessibility

- **Elevator:** The Library building lacks an elevator which is essential for handicapped accessibility. Although, when needed, accessibility is provided by moving hearings, trials, and other proceedings to the Annex Building, these accommodations are potentially vulnerable to legal challenge.
- **Staff Offices:** Much of the office space is overcrowded. The circulation paths and workstation sizes are less than industry standards. This presents a challenge in accommodating either temporary or permanently handicapped county employees.

#### Court Size:

- **Conference Room Privacy:** There are too few conference and meeting rooms to provide privacy and separation of the various parties in juvenile and probate proceedings and for attorneys to consult with their clients.

- **Courtroom size:** The court room is too small to accommodate all parties to a proceeding, which include Mom, Dad, child advocates, the state, and attorneys. The size of court rooms restricts parties from having a private conversation with their council without being overheard by other parties.
- **Space for Probation Department:** The Juvenile Courts have their own probation department, but there is insufficient space in the building for all of the probation officers, who are currently housed in various locations across the county.
- **Staff offices:** Staff offices are crowded and inadequately sized for the number of occupants.
- **Jury Facilities:** The current court room does not have accommodations to support a jury. Jury trials must be handled in the Common Pleas Court.

## 2.0 INFORMATION GATHERING

During the information gathering phase of the study, Burgess & Niple and NCORcog interviewed a wide range of stakeholders. B&N also gathered existing information about sites, city standards, and architectural guidelines. Representatives of the Justice Center Partnership researched financing options during the course of the study.

### 2.1 INTERVIEWS

As a part of the information gathering, B&N and NCORcog interviewed a wide range of stakeholders. These stakeholders included members of the judicial sector, county officials, city officials, local Universities, and private businessmen associated with the legal profession.

The following is a list of people interviewed and/or who provided information on questionnaires in the appendix:

#### **Court Staff**

Judge Steve C. Shuff	Seneca County Common Pleas Court
Judge Jay A. Meyer	Seneca County Juvenile/Probate Court
Sheriff William E. Eckelberry	Seneca County Sherriff
Judge Michael P. Kelbley	Seneca County Common Pleas Court
Common Pleas Court Staff	
Domestic Relations Bailiff	
Criminal Bailiff	
Common Pleas Magistrate	
Lisa Russell	Law Librarian
Victoria Comer	Clerk of Courts, City of Tiffin
Judge Mark Repp	Tiffin Municipal Court

#### **County/Municipal Partners**

Mr. Fred Zoeller	County Commissioner
Jim Roberts	Tiffin City Council
Mayor Aaron Montz	City of Tiffin
Rich Focht	SIEDC
Mary K. Ward	Clerk of Courts, Seneca County
Richard Palua	Prosecutor Office, City of Tiffin
Brent Howard	Director of Law, City of Tiffin

#### **Collaborative Partners**

Jim Supance	Seneca County Port Authority
James Fruth	Behm & Henry/Seneca County Law Association
Kathy Mohr	NCOESC
Dean Henry	Behm & Henry
Jamie Orr	University of Tiffin
Tom Newcomb	Heidelberg University
Kent Nord	Kent D. Nord, Attorney at Law, LLC
John Detwiler	Seneca Regional Chamber of Commerce
	M.L. Advertising & Design, LLC
	Assured Title Agency

## **2.2 SUMMARY OF INTERVIEWS**

The information gathered in the interviews was used to develop the building program and to set priorities for the facility. Copies of the notes from the interviews are in the Appendix.

## **2.3 INVESTIGATION**

The study also gathered the following information from City Staff, County Staff, Field Investigation and Research:

- Court Security Procedures
- Court Security Cost
- Court Functions
- Utility Costs
- Insurance Costs
- Janitorial Costs
- Annex Building Construction
- Site Utilities
- Flood Plain limits
- Parking assessments

The information gathered is described and used throughout this study.



### 3.0 SITE SELECTION

The selection of a site for the Justice Center is a key decision which impacts the initial cost of construction along with long term operational costs and other benefits for Seneca County and the City of Tiffin. This study includes an analysis of three sites in Tiffin's downtown core. This focus on downtown sites is based on the adjacent location of many governmental offices, legal service firms and other businesses that are connected to courthouse activities.

#### 3.1 OLD COURTHOUSE SQUARE

**Location:** In the center of downtown Tiffin, directly adjacent to the Courthouse Annex. One block from the Tiffin Municipal Building, the Seneca County Administration Building, and the County Prosecutor's office.

**Site Ownership:** Owned by Seneca County.

**Site Size:** 42,482 square feet (.98 acres)

**Site Utilities:** Various systems in the adjacent Annex Building were designed with sufficient capacity to provide service to a new facility. These include electrical power, and cooling and heating systems. Water, gas and sewer connections are available in the adjacent streets.

**Parking:** Within two blocks of approximately 1,000 City, County, public and reserved parking spaces.

**Site Features:** Site is currently clear of existing construction and is mainly open lawn. Site is used for community events and fairs.

**Operational Issues:** Directly adjacent to the Annex. A new Justice Center could provide a common main entrance, secure sallyport and other facilities for both buildings.

**Other Issues:** The Annex Building was designed with excess HVAC and Electrical capacity, with the intent of serving the renovated Old Courthouse.

**Comments:** A new Justice Center at this location would provide an appropriate use for the currently empty and underutilized site at the center of downtown Tiffin. The existing green space would be reduced in size and community events and fairs that are held in this central location would be impacted by the new building.

#### 3.2 FORMER JUNIOR HIGH SCHOOL

**Location:** In the center of downtown Tiffin, across the street from the Courthouse Annex. Two blocks from the Tiffin Municipal Building and the County Prosecutor's office. Across the street from the Seneca County Administration Building,

**Site Ownership:**

**Site Size:** 53,921 square feet (1.24 acres)

**Site Utilities:** Utilities are available in the adjacent streets.

**Parking:** Within two blocks of approximately 500 City, County, public and reserved parking spaces. Within three blocks of an additional 500 spaces.

**Site Features:** The former junior high school building is abandoned and remains standing. Balance of the site is currently clear of existing construction.

**Operational Issues:** Across the street from the Annex. A new Justice Center would not provide a common main entrance, secure sallyport and other shared facilities for both buildings.

**Other Issues:** The cost to demolish the existing junior high school building will need to be included in the project costs.

### 3.3 RIVERSIDE PARKING LOT (S. Monroe Street)

**Location:** At the western edge of downtown Tiffin. One block from the Tiffin Municipal Building. Two blocks from the Seneca County Administration Building. Three blocks from the Annex and the County Prosecutor's office.

**Site Ownership:** Owned by City of Tiffin.

**Site Size:** 64,422 square feet (1.48 acres)

**Site Utilities:** Utilities are available in the adjacent streets.

**Parking:** Within two blocks of approximately 400 City, County, public and reserved parking spaces. An additional 500 spaces are three or more blocks away.

**Site Features:** The site is currently a parking lot containing 94 spaces, which would be lost if a new building is constructed at this location. Balance of the site is currently clear of existing construction.

**Operational Issues:** Three blocks from the Annex. A new Justice Center would not provide a common main entrance, secure sallyport and other shared facilities for both buildings.

**Other Issues:** Site is adjacent to residential blocks, a church and an electrical contractor's building. It is two blocks from the center of downtown.

### 3.4 SITE ANALYSIS

All three sites were considered for the new judicial facilities for the County and the City. The following exhibits look at the following:

- Downtown Parking and Vehicular Circulation
- A Consolidated Justice Center at the old Courthouse Square Site
- A Consolidated Justice Center at the Former Jr. High School Site
- A Consolidated Justice Center at the Riverside Site
- Separate County and Municipal Facilities; County Court House at the old Courthouse site, Municipal Court facility at the Riverside Courthouse site.



- Green Space / Park
- Exsiting County Parking
- Exsiting City Parking
- Potential Parking



March, 2014





- Seneca County Judicial
- City of Tiffin Administrative
- County / City Park
- New County / City Parking

March, 2014







- Seneca County Judicial
- City of Tiffin Administrative
- County / City Park
- New County / City Parking



September 10, 2013





Seneca County Judicial



City of Tiffin Administrative



County / City Park



New County / City Parking



March, 2014





- Seneca County Judicial
- City of Tiffin Administrative
- County / City Park
- New County / City Parking



March, 2014

### 3.5 RECOMMENDATION

After evaluating the different sites the Justice Center Partnership selected the Old Courthouse Square. The site has the following benefits:

- Centrally located to court related offices (County Prosecutors office, City Police, etc.)
- Located in the center of town (to support and encourage local businesses)
- Located on major roads from outside of town (easy way finding for the public)
- Adjacent to parking (across the street)
- Co-located with the Courthouse Annex allowing for greater efficiencies in operations.
- The new building can take advantage of the heating and cooling systems in the Annex building which were sized to accommodate the court house.
- The East Junior High School site would require acquisition, abatement, and demolition adding several hundred thousand dollars to the project over the selection of the other sites.

	Old Courthouse Site	Riverfront Site	Old East Jr. H.S. Site
On major street	+++	-	++
Adjacent to other court functions	+++	+	++
Parking	+	+++	+

+++ Excellent  
 ++ Good  
 + Adequate  
 - Less than adequate  
 -- Not desirable  
 --- Poor

### 3.5 SITE CONSIDERATIONS AND CONCEPTS

The issue of handicap accessible routes needs to be considered very carefully during the design phase. The designer may wish to consider providing angled on street handicap parking along East Market Street. This will provide handicap parking close to the facility and one single public entrance.

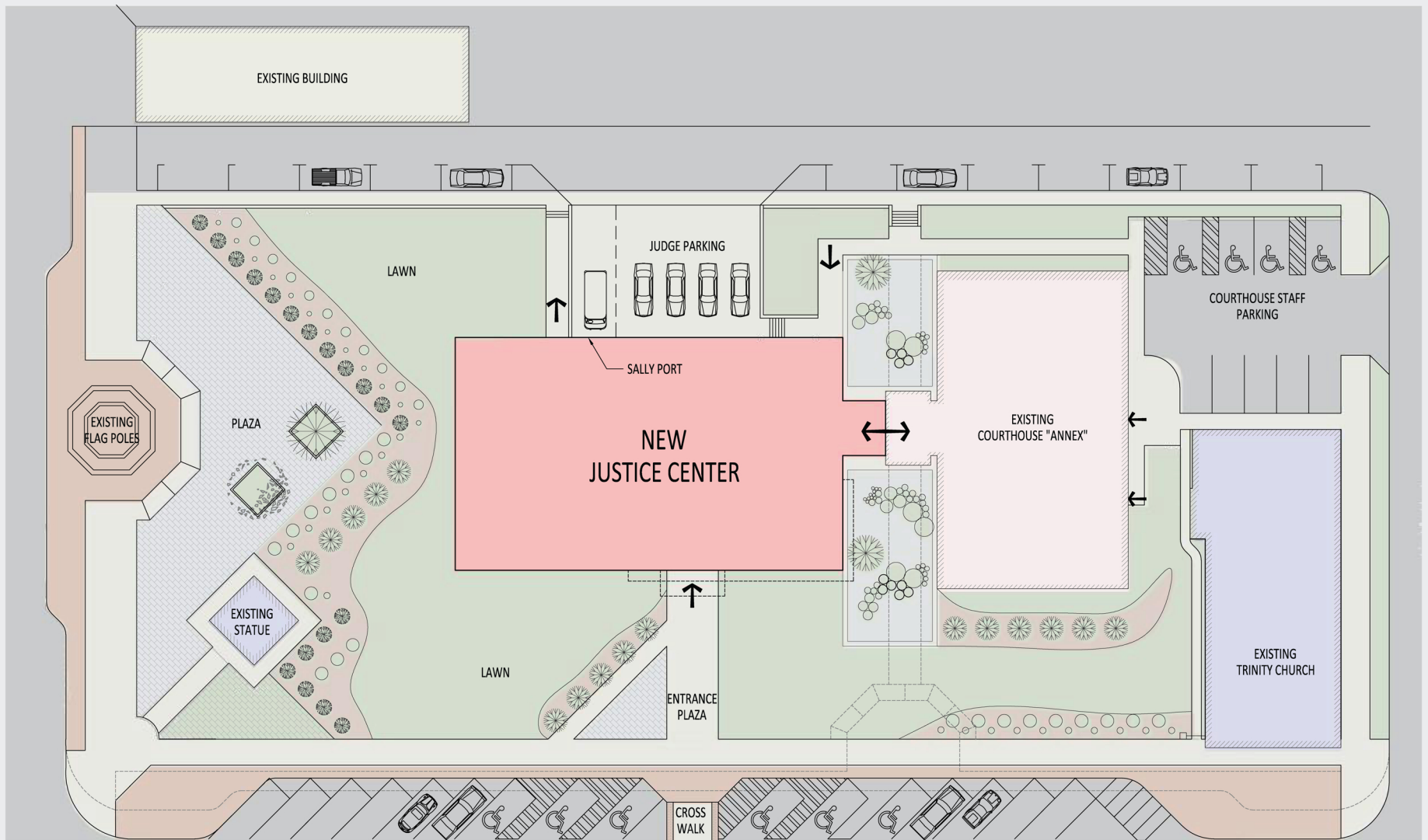
Secure parking for the Judges is also an item that will need to be carefully considered. The program currently does not accommodate indoor parking for the Judges. The location and monitoring of the parking spaces will need careful assessment.

Developing the site to accommodate a variety of functions is important. The Courthouse is literally and figuratively the center of town. During the interview process people expressed a variety of needs the site should support. The following types of functions should be considered: a plaza for public speech, demonstrations, and organized events. Area for booths for art fairs and other street events along Washington Street.

There is also a grade change between Market Street and Court Street. The proposed solution places the first floor of the facility at same level as Annex building. This will provide a relatively easy grade level access for the public from Market Street. The Court Street Sally Port entrance will be several feet lower. This is easily accommodated by the adjacent stair and the dedicated secure elevator.

The following site concept explores a layout with entry to the facility through a main entrance in the new building. This entry location will give the main courthouse more of presence on the site. The entrance will be more identifiable to visitors and the courtyards created between the buildings can be developed as an asset to the site by offering a quiet place to go during a break.

Other site concepts can be investigated. The site design can be formal or organic or a combination of the two. The development of the site concept will be addressed during the design phase of the facility.



## SENECA COUNTY JUSTICE CENTER STUDY - *Site Plan Study A\_rev1*

**BURGESS & NIPLE**

March, 2014



## 4.0 Building Program

This Joint Justice Center Study is charged with looking at the needs of each of the court functions and comparing those needs to a consolidated facility.

### 4.1 INITIAL FINDINGS

Through the interview process the following requirements for optimum court facilities as separate, standalone facilities were revealed:

<b>Seneca County Common Pleas Building Totals</b>				
	<b>Net Assignable Area</b>	<b>Department Gross Area (USF)</b>	<b>Gross Area @ 25%</b>	
Common Pleas Court, Seneca County - Judge Shuff	7,934	10,711	13,389	
Common Pleas Court, Seneca County - Judge Kelbley	7,924	10,697	13,372	
Clerk of Courts - Legal	2,643	3,568	4,460	
Clerk of Courts - Title	2,639	3,563	4,453	
Other Tenants	2,188	2,954	3,692	Law Library & Food Vendor
Support Spaces	2,020	2,727	3,409	**
	<b>25,348</b>	<b>34,220</b>	<b>42,775</b>	

\*\*Jury Assembly Room and Conference Rooms can also be used by Tiffin University and Heidelberg University.

<b>Municipal Court Building Totals</b>				
	<b>Net Assignable Area</b>	<b>Department Gross Area (USF)</b>	<b>Gross Area @ 25%</b>	
City of Tiffin - Municipal Court	3,840	5,184	6,480	
City of Tiffin - Clerk of Courts	1,266	1,772	2,216	
City of Tiffin - Probation/Victim Adv./Prosecuting Att.	1,695	2,288	2,860	
Support Spaces	1,740	2,349	2,936	
	<b>8,541</b>	<b>11,594</b>	<b>14,492</b>	

<b>Juvenile/Probate Court Building Totals</b>				
	<b>Net Assignable Area</b>	<b>Department Gross Area (USF)</b>	<b>Gross Area @ 25%</b>	
Juvenile Court	4,472	6,037	7,547	
Probate Court	2,554	3,448	4,310	
Other Offices	1,178	1,590	1,988	
Support Spaces	150	203	253	
	<b>8,354</b>	<b>11,278</b>	<b>14,097</b>	

(See TAB 1, Exhibit 1.4 *Juvenile Probate Building Program* for more detail)

(The Juvenile/Probate Court is currently operating out of a 6,000 square foot building which is over 8,000 square feet less than identified need. See *1.0 Existing Facilities* for the detrimental impacts of inadequate space).

The initial proposed facility option did the following:

- Juvenile / Probate Court functions would move into the Annex Building (16,000 GSF).
- Clerk of Courts (Legal and Title) move into the new facility with the Common Pleas Court.
- The Common Pleas Court and City Municipal Court functions move into a consolidated facility or into two separate court facilities.

The Net Assignable Areas, Net Square Footage, (NSF) represent the actual size of the rooms, cubicles, or space required. The Department Gross Area or USF (Usable Square Footage) represents the total department area which accounts for internal departmental walls and circulation plus the NSF. The Gross Area adds area for building mechanical space, vertical circulation, lobby, public restrooms, and life safety corridors (public corridors connecting the departments to the vertical circulation).

## 4.2 BUILDING CONSOLIDATION AND EFFICIENCIES

Upon reviewing the building programs listed above, the Justice Center Partnership set out to maximize the consolidation of the facilities both internally within the departments as well as between the different court facilities. The program spaces and functions were evaluated and reduced to bring the building program size down to gain efficiencies and to reduce the construction cost. The following items were evaluated in reducing the program size:

- Court room size.
- Reduce the size and quantity of conference room space.
- Reduce the size of private office spaces and open office cubicles.
- Reduce the size of coffee/break area to accommodate only a coffee station for staff.
- Evaluate the program for other redundant functions.
- Reduce the building program so that it focuses only on supporting the critical functions required by the court.

The following is a summary of the final building program reached in this study for separate Common Pleas Building and Municipal Court Building:

<b>Seneca County Common Pleas Building Totals</b>				
	<b>Net Assignable Area</b>	<b>Department Gross Area (USF)</b>	<b>Gross Area @ 25%</b>	
Common Pleas Court, Seneca County - Judge Shuff	5,354	7,228	9,035	
Common Pleas Court, Seneca County - Judge Kelbley	5,354	7,228	9,035	
Clerk of Courts - Legal	1,674	2,260	2,825	
Clerk of Courts - Title	905	1,222	1,527	
Other Tenants	1,440	1,944	2,430	Law Library & Food Vendor
Support Spaces	1,655	2,234	2,793	**
	<b>16,382</b>	<b>22,116</b>	<b>27,645</b>	



(See TAB 1, Exhibit 1.2 *Final Seneca County Common Pleas Building Program* for more detail)

\*\*Jury Assembly Room can also be used by Tiffin University and Heidelberg University.

The Common Pleas Court is currently operating out of a 18,000 square foot building which is almost 10,000 square feet less than identified need. See *1.0 Existing Facilities* for the detrimental impacts of inadequate space).

<b>Municipal Court Building Totals</b>				
	<b>Net Assignable Area</b>	<b>Department Gross Area (USF)</b>	<b>Gross Area @ 25%</b>	
City of Tiffin - Municipal Court	2,870	3,875	4,843	
City of Tiffin - Clerk of Courts	908	1,271	1,589	
City of Tiffin - Probation/Victim Adv./Prosecuting Att.	1,194	1,612	2,015	
Support Spaces	1,740	2,349	2,936	
	<b>6,712</b>	<b>9,107</b>	<b>11,383</b>	

(See TAB 1, Exhibit 1.3 *Final City of Tiffin Building Program* for more detail)

The Municipal Court is currently operating out of approximately 6,000 square foot of building area which is over 5,300 square feet less than identified need. See *1.0 Existing Facilities* for the detrimental impacts of inadequate space. The 11,383 square feet building program does not accommodate or relocate the existing file storage for the Municipal Court and Prosecutor's Office.

#### **4.3 TIFFIN UNIVERSITY, HEIDELBERG UNIVERSITY, BMV, and OTHER PARTNERS**

Representatives from the Tiffin University and Heidelberg University were interviewed for this study (see Section 2). When evaluating the size of the program and the estimated cost of the early consolidated program, the Justice Center Partnership decided the building program should primarily focus on supporting the Court functions.

This focus steered the project away from creating a dedicated public space for the primary use of the universities or other outside parties. Instead, the Jury Assembly Room will be available to be used as a classroom or assembly space.

Focusing the program on court functions also changed the size and focus of providing a food vendor. The food vendor size in the program is small station. This will be especially convenient for people during short court breaks who do not have time to leave the courthouse to get food. Because the food vendor size will not support a full service vendor, this will help support local businesses.

The study looked at locating the BMV within the new facility to be adjacent to the Title Department. Ultimately the BMV was not included in the building program for several reasons. The Justice Center Partnership wanted to reduce the size of the building program and the associated costs of construction and operation of the facility. The BMV cannot be placed under the direction of the County Clerk of Courts, because of the size of the county. BMV director is an appointed position and the operations, including choice of location are at the discretion of the director. This leaves long term uncertainty about the BMV remaining in the building.

#### 4.4 CONSOLIDATED BUILDING PROGRAM

The Consolidated Program below combines the Common Pleas Court functions with the Municipal Court and associated functions into one facility:

<b>Consolidated Program</b>	<b>Net Assignable Area</b>	<b>Department Gross Area (USF)</b>	<b>Gross Area @ 25%</b>	
Common Pleas Court, Seneca County - Judge Shuff	5,354	7,228	9,035	
Common Pleas Court, Seneca County - Judge Kelbley	5,354	7,228	9,035	
Clerk of Courts - Legal	1,674	2,260	2,825	
Clerk of Courts - Title	905	1,222	1,527	
Other Tenants	1,440	1,944	2,430	++
Support Spaces	1,655	2,234	2,793	**
City of Tiffin - Municipal Court	2,870	3,875	4,843	
City of Tiffin - Clerk of Courts	908	1,271	1,589	
City of Tiffin - Probation/Victim Adv./Prosecuting Att.	1,194	1,612	2,015	
Support Spaces	0	0	0	Shared/Saved space
	<b>21,354</b>	<b>28,873</b>	<b>36,092</b>	

(See TAB 1, Exhibit 1.1 *Building Program Summary* for more detail)

\*\*Jury Assembly Room can also be used by Tiffin University and Heidelberg University.

++Law Library and small food vendor.

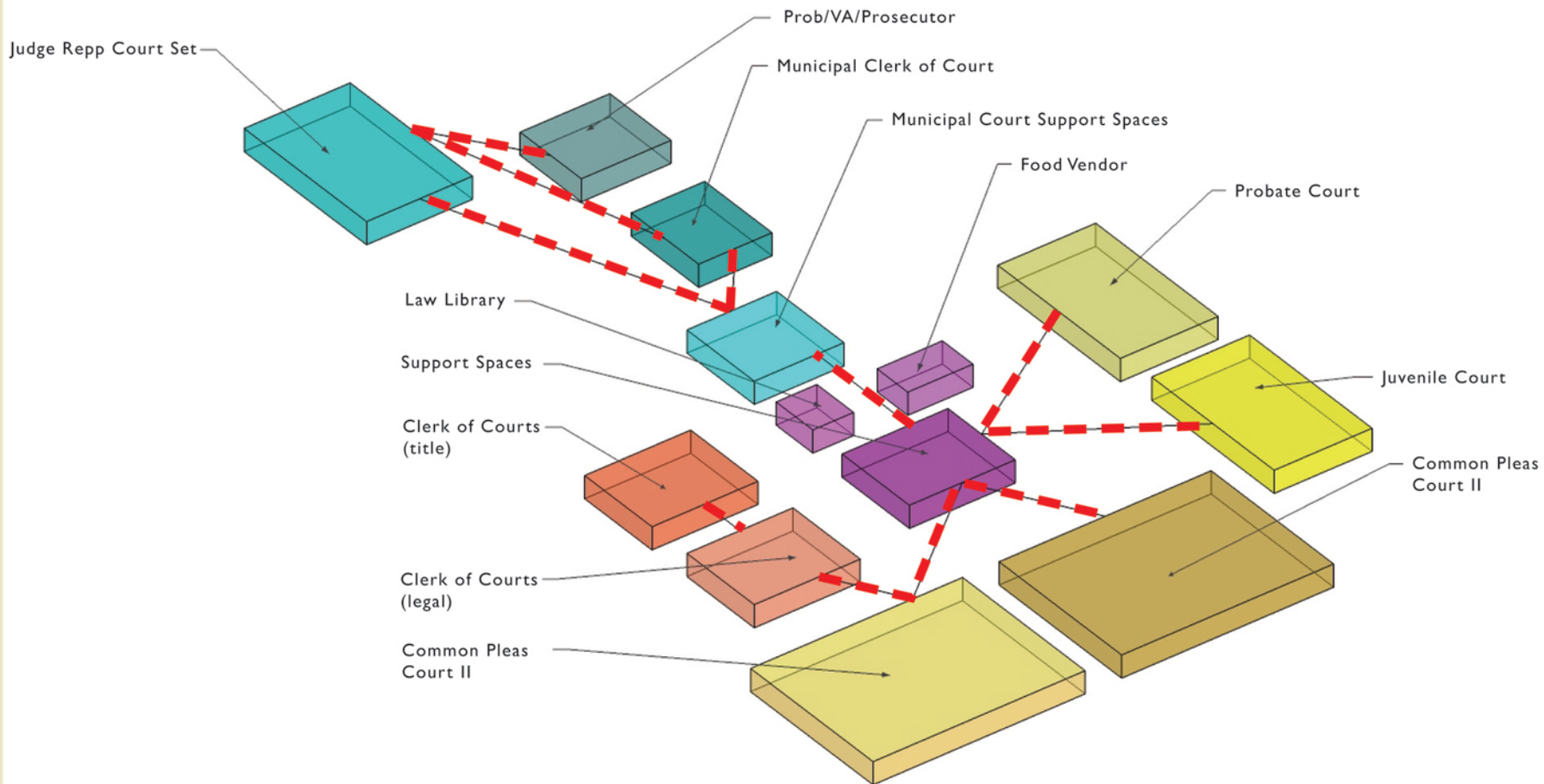
The 36,000 SF represents approximately 10% reduction in building area from building both building as separate buildings on the optimized program (27,600 SF + 11,400 SF = 39,000 SF for two separate facilities).

#### 4.5 PROGRAM RELATIONSHIPS

Through the interview process and workshops, a space relationship diagram was created to help guide the development of the building program and relationship diagram, massing diagram, and floor Plans. The program areas listed above in the 36,000 GSF consolidated program are the functions that will be placed in the new facility. Juvenile/Probate Court and the Juvenile probation offices will be moved into the Annex building. The old Carnegie Library will be used for File storage. Please see the following exhibits for more information.

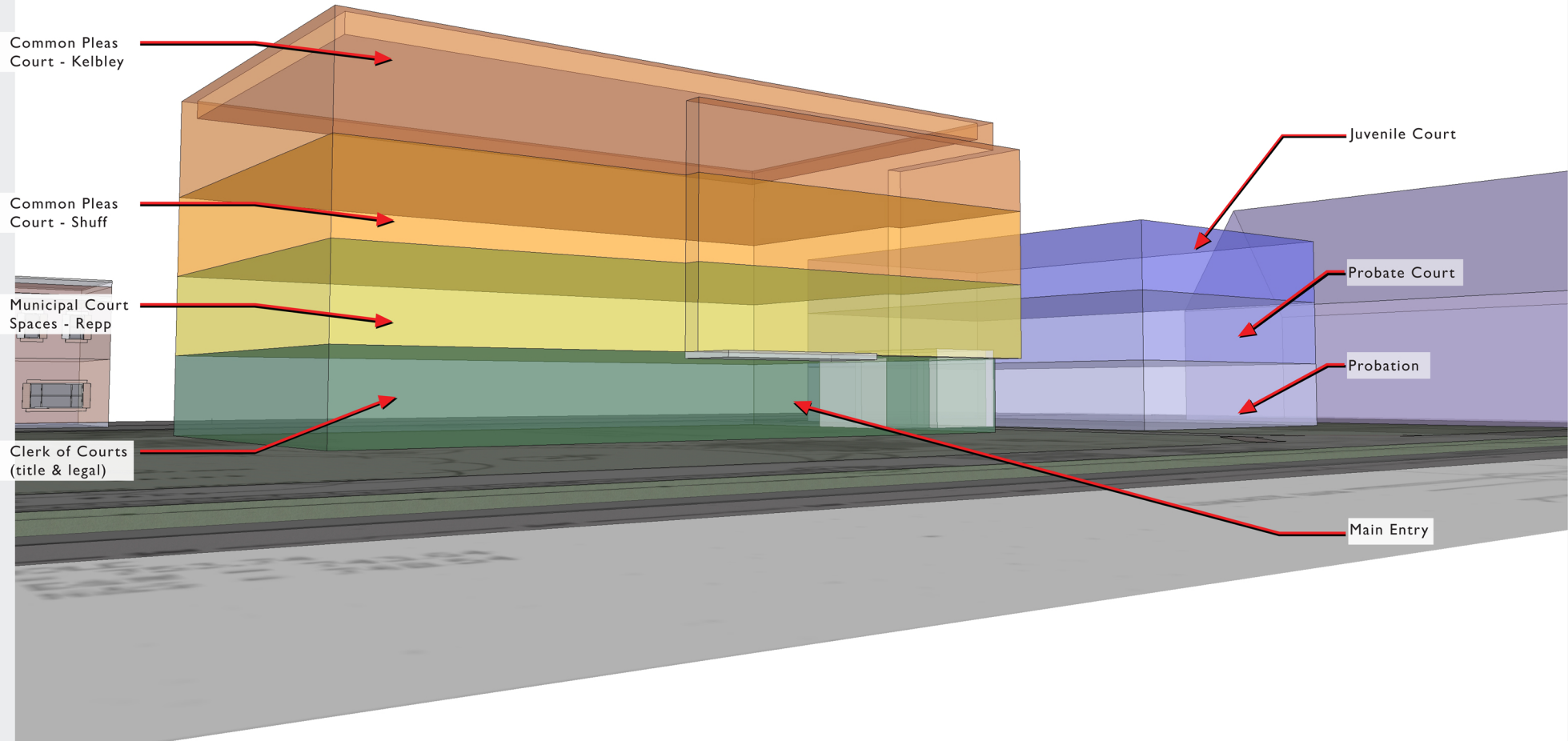
#### 4.6 BUILDING PROGRAM CONSIDERATIONS

The Consolidated Building Program is lean on building circulation. The issue of handicap access needs to be considered very carefully during the design phase. ADA access in the court room (witness stand and the bench) will most likely need to be accommodated by a lift due to the area allocated for the court rooms. Careful planning and product selection can make this a seamless part of the courtroom.



**BURGESS & NIPLE**

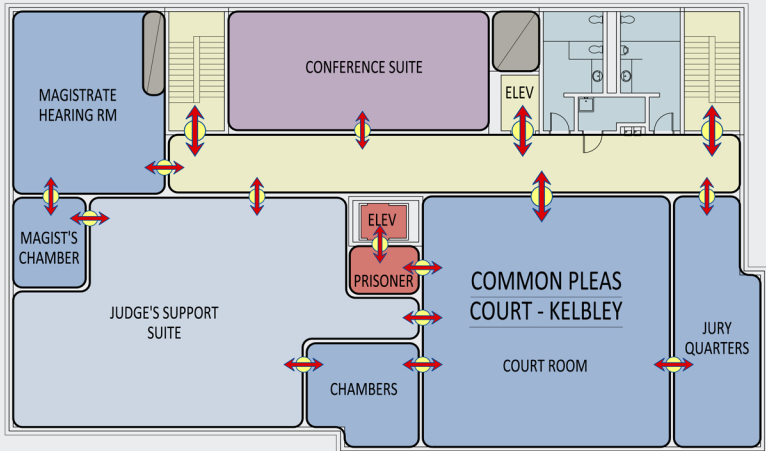
## SENECA COUNTY JUSTICE CENTER STUDY - PROGRAM DIAGRAM



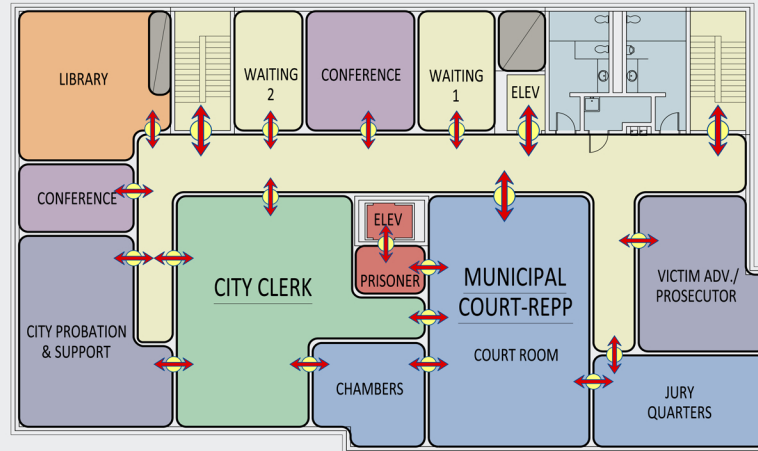
## SENECA COUNTY JUSTICE CENTER STUDY - *stacking diagram*

**BURGESS & NIPLE**

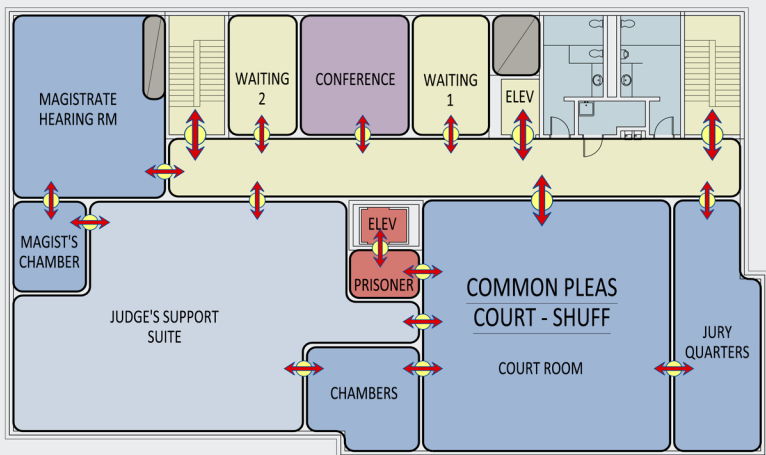
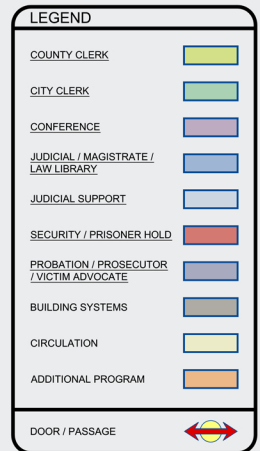
March, 2014



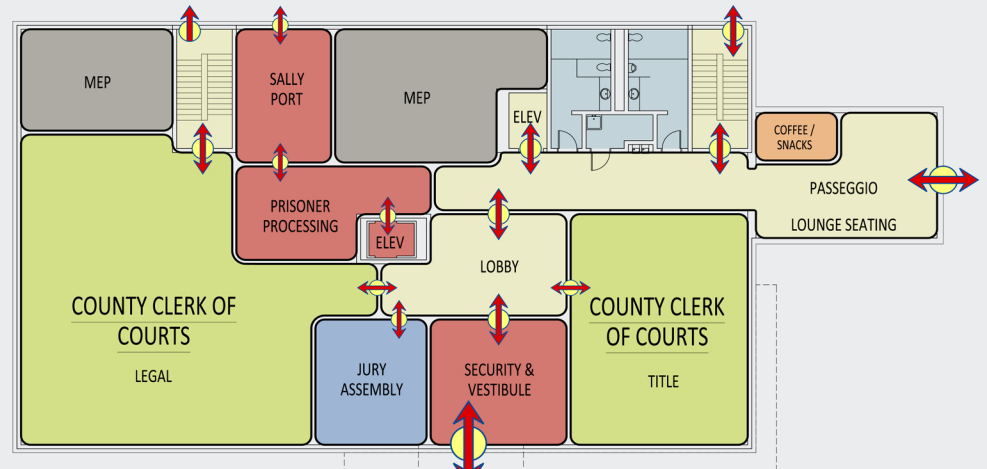
**Fourth Floor**



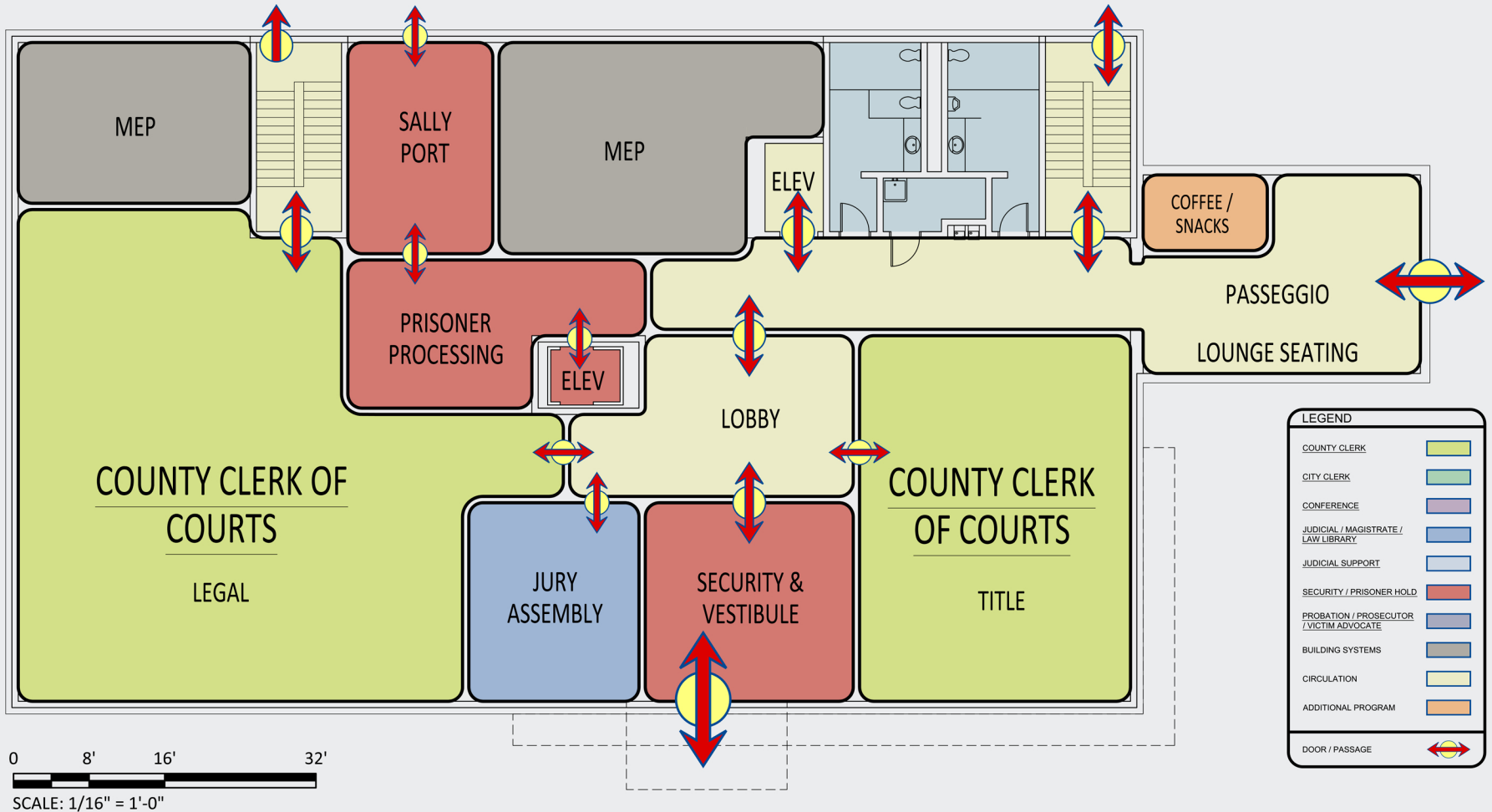
**Second Floor**



**Third Floor**



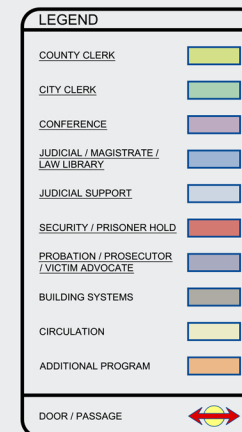
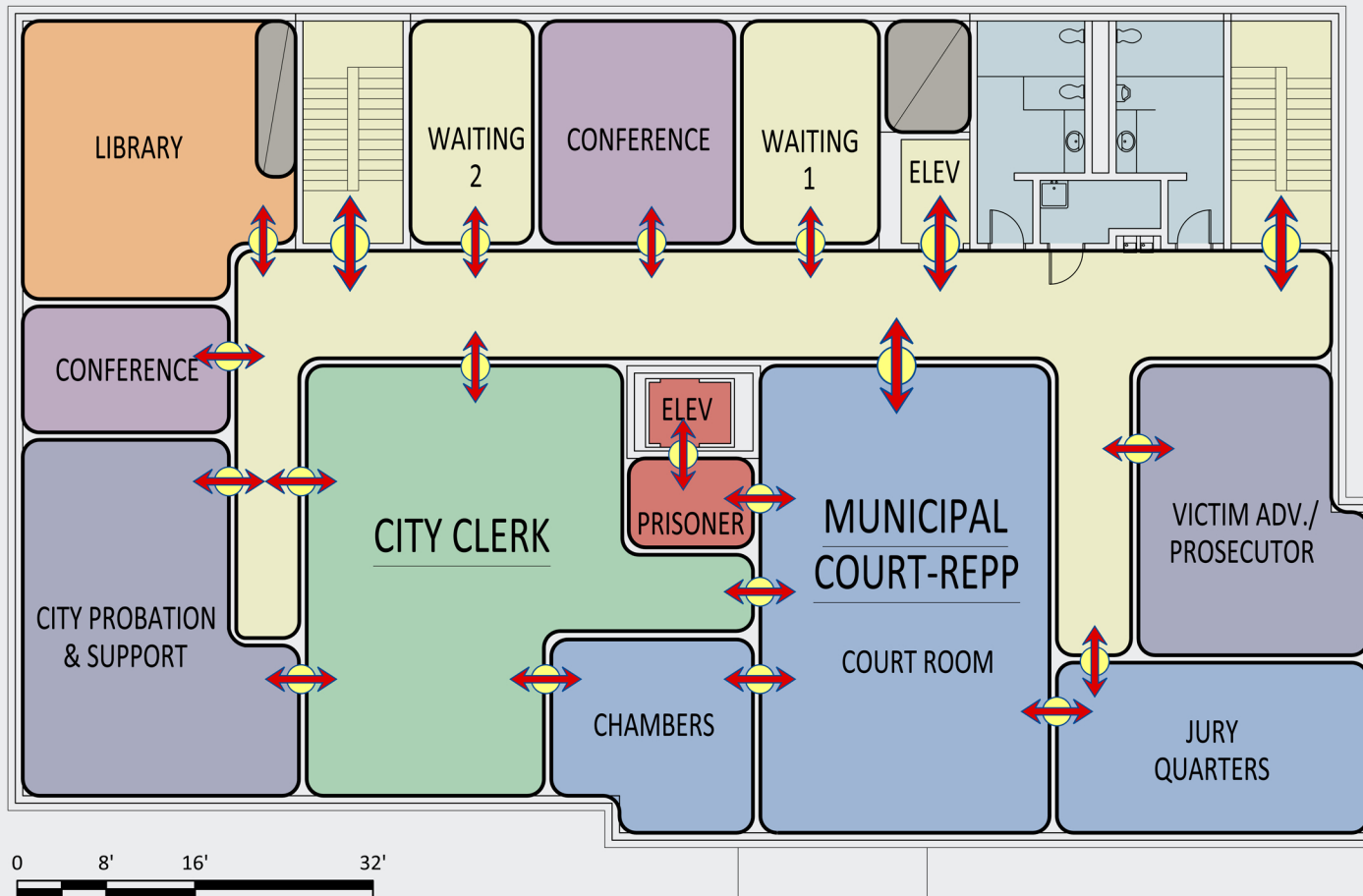
**First Floor**



## SENECA COUNTY JUSTICE CENTER STUDY - 1st floor diagram

**BURGESS & NIPLE**

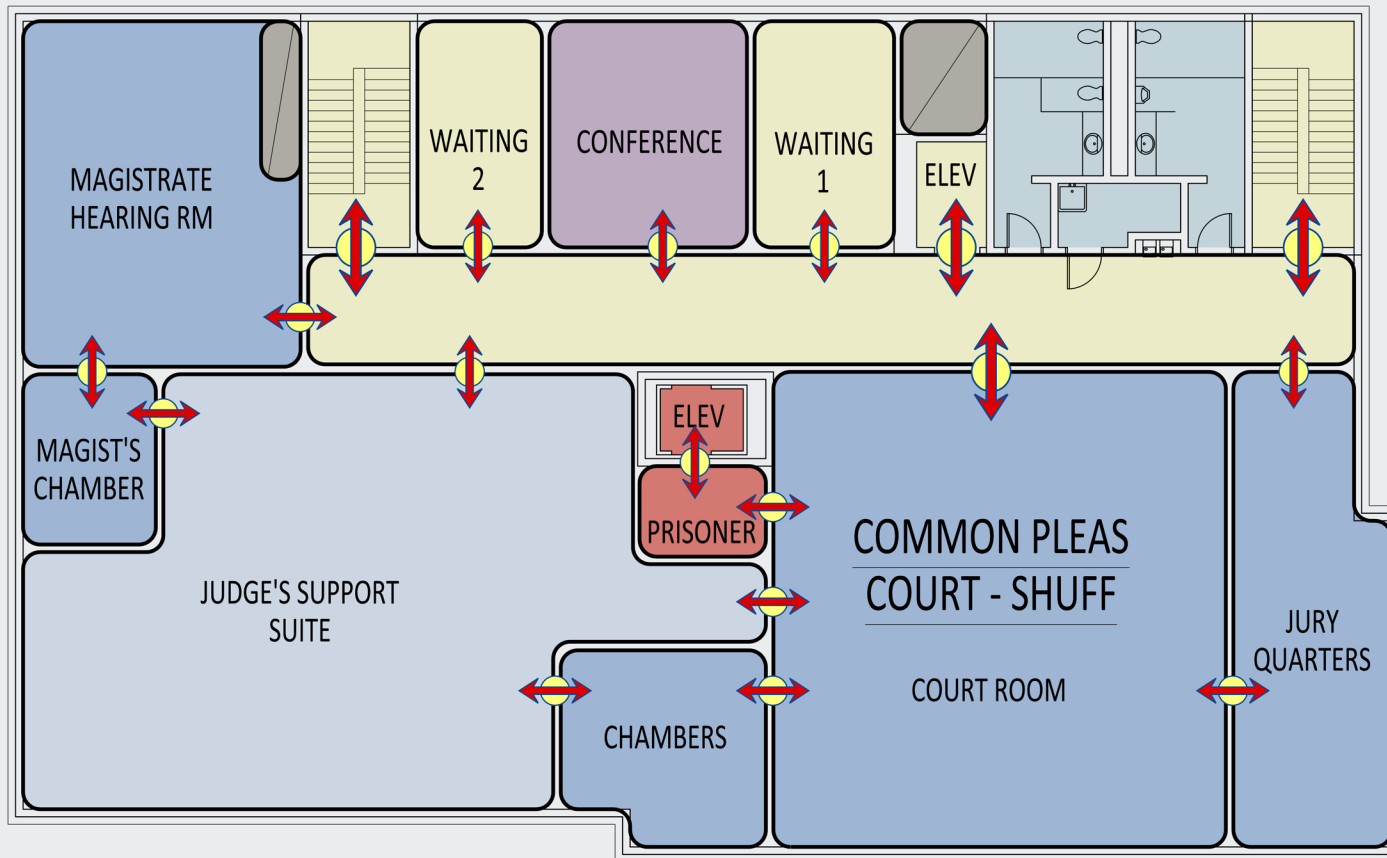
March, 2014



SENECA COUNTY JUSTICE CENTER STUDY - 2nd floor diagram

BURGESS & NIPLE

March, 2014



LEGEND	
COUNTY CLERK	
CITY CLERK	
CONFERENCE	
JUDICIAL / MAGISTRATE / LAW LIBRARY	
JUDICIAL SUPPORT	
SECURITY / PRISONER HOLD	
PROBATION / PROSECUTOR / VICTIM ADVOCATE	
BUILDING SYSTEMS	
CIRCULATION	
ADDITIONAL PROGRAM	
DOOR / PASSAGE	

0      8'      16'      32'

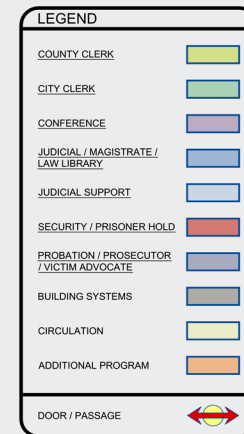
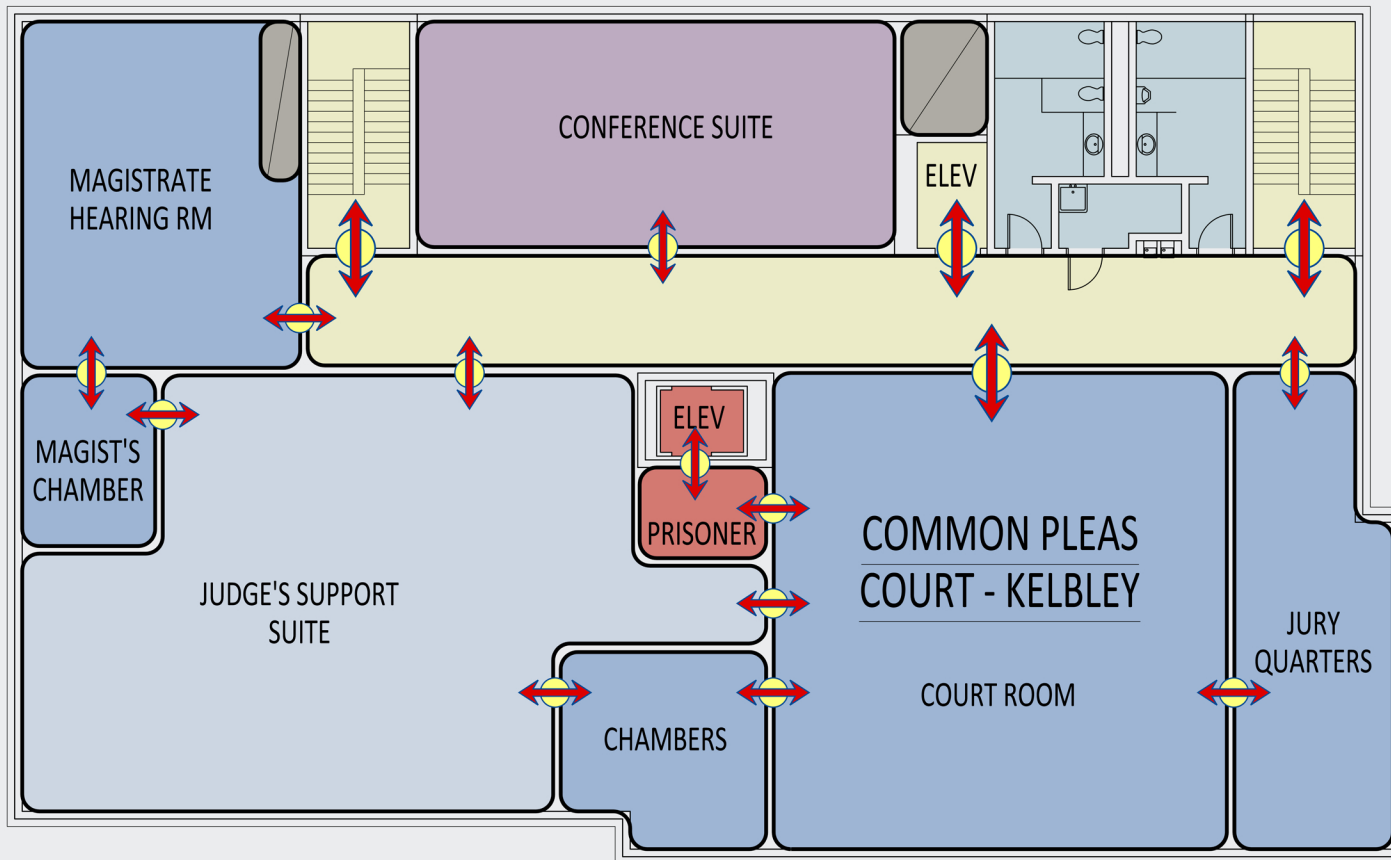
SCALE: 1/16" = 1'-0"

## SENECA COUNTY JUSTICE CENTER STUDY - 3rd floor diagram

**BURGESS & NIPLE**

March, 2014





SENECA COUNTY JUSTICE CENTER STUDY - 4th floor diagram

BURGESS & NIPLE

March, 2014



**SENECA COUNTY JUSTICE CENTER STUDY - *Concept Rendering***

**BURGESS & NIPLE**

March, 2014

## 5.0 Construction Costs

The following is a summary of the construction cost comparisons.

### 5.1 CONSOLIDATED JOINT JUSTICE CENTER

The cost of building separate facilities is the following:

County Building	+/- \$6,567,450 Construction Cost
City Building:	+/- \$2,685,430 Construction Cost
Construction Premium*:	+/- \$111,489 Construction Cost
<b>Total, Separate Buildings:</b>	<b>+/- \$9,364,369 Construction Cost</b>

\*The construction cost premium accounts for the additional foundation, roof and wall inefficiencies incurred by construction of two separate facilities that is not accounted for in the general SF number developed for the buildings.

The construction cost for the consolidated joint justice center is:

**Consolidated Joint Justice Center**      **+/- \$8,516,320 Construction Cost**  
See attached cost estimate for more detail.

Construction cost estimates are based on 2013/2014 construction costs. Soft costs and contingency are not included in the cost estimate.

**The consolidated building provides the following savings in construction as compared to separate facilities:**

**Cost Savings:**                                      **+/- \$848,049 Construction Cost**

For more information see  
TAB 2 – COST ESTIMATE

*Figure 2.1      Consolidated Facilities Cost Estimate*  
*Figure 2.2      Separate Facilities Cost Estimate*

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## 6.0 OPERATIONAL SAVINGS

Operational costs of three separate facilities have been evaluated and compared to the operational costs of a consolidated Justice Center.

The following is summary of the potential operational savings achieved by operating one facility:

Operational Function	Separate Facilities	Consolidated Justice Center	Net Operational Savings
Energy and Utility	\$86,970	\$76,532	\$10,438
Building Security Officer	\$198,250	\$131,760	\$66,490
Prisoner Transport and Security Officer	\$171,410	\$131,760	\$39,650
Prisoner Transport Vehicle	\$3,360	\$2,520	\$840
Court Administration	\$20,250	\$13,500	\$6,750
Insurance	\$7,139	\$6,561	\$578
Janitorial	\$19,500	\$16,245	\$3,255
Debt Service	\$592,752	\$539,076	\$53,076
<b>ANNUAL OPERATIONAL COST SAVINGS</b>	<b>\$1,099,631</b>	<b>\$917,954</b>	<b>\$181,077</b>

See attached CONSOLIDATED SAVINGS for more detail. Explanatory notes follow, below.

Note that indicated personnel savings are related to the operation of the Justice Center only. The cost savings do not necessarily represent potential reductions in personnel costs in the county budget, since the personnel could be reassigned to other duties and functions to meet other needs.

### 6.1 ENERGY AND UTILITY COSTS

Energy and utility costs are based on the 2012 actual costs of the Annex Building. The Annex Building was constructed in 2002 with relatively up-to-date energy efficiency. It includes various utilities that were designed with sufficient capacity to serve a new building to be constructed adjacent to the Annex and it will be incorporated into the consolidated Justice Center. In addition, the functions and usage patterns which affect utility costs match the Justice Center. Thus, the Annex provides relevant baseline utility cost information.

The total 2012 Annex Building utility costs are broken down to a cost per square foot, which is used as the basis for assigning utility costs to the Justice Center. The square foot costs for separate facilities are assumed to be 20% lower than the Annex costs, because buildings to be constructed now and in the future are required to meet more stringent envelope insulation and energy efficiency standards.

A single building provides additional energy savings as compared to separate buildings because the interior space is enclosed within a smaller exterior envelope. Most notably, there would be a single roof assembly over a four story building, as compared to two roofs over two buildings. This represents an additional 5% energy savings.

## **6.2 BUILDING SECURITY OFFICER COSTS**

The Ohio Court Security Standards specify security standards that are relevant to the county and municipal court facilities. This assessment of operational costs is based on following these standards, which include the following:

- All persons entering a court facility shall be subject to a security search. A security search should occur for each visit to the court facility, regardless of the purpose or the hour.
- At a minimum, each court facility should have at least one portable walk-through magnetometer and a hand-held magnetometer, with court security officers trained in the proper use of that equipment.
- A single point of entry for the public is strongly recommended.
- Uniformed court security officers should be assigned in sufficient numbers to ensure the security of each courtroom and the court facility.

The building security officer costs are based on providing a single, full-time, officer for each separate facility, in order to meet the Ohio Court Security Standards. Since it is a larger building with more activity and visitors and in order to provide back-up and redundancy, it is assumed that two full-time officers will be assigned to the consolidated Justice Center.

The operational costs are based on the average 2012 actual costs for a Deputy Sheriff. The security officer at a separate Municipal Court building would be a City of Tiffin police officer. Since the personnel cost is approximately the same as for a Deputy Sheriff, the same cost is used for both facilities. It is assumed that each guard is off duty on vacation or sick days for four weeks each year. The personnel costs to staff the facilities during that time is included.

## **6.3 PRISONER TRANSPORT AND SECURITY OFFICER COSTS**

Prisoner transport security officer costs are based on the assignment of two full time Deputy Sheriffs to the Common Pleas Courts, as is currently the case. Prisoner transport to Juvenile and Probate Courts are not regular occurrences. Prisoner transport to Municipal Court is handled by the City of Tiffin Police Department, but the personnel cost is similar. Since Tiffin Municipal Court is in session 3 days a week, the security officer is a part time duty (60%).

Prisoner transport to all courts at a joint Justice Center can be handled by two full time officers, since both County and City prisoners are housed at the County Jail.

## **6.4 PRISONER TRANSPORT VEHICLE COSTS**

Prisoners are transported from the County Jail to Common Pleas court facilities an average of 3 trips per day. Trips to Municipal Court are, on average, once a day. The round trip mileage is 6 miles. It is assumed that the number of daily trips to a joint Justice Center would be three times a day.

Prisoner transport vehicle costs are based on the 2013 Internal Revenue Service standard mileage reimbursement rate of \$0.56 per mile, which includes all costs associated with operation, maintenance and ownership of a vehicle.

## **6.5 COURT ADMINISTRATION COSTS**

Each of the three courts maintain separate lists of potential jurors and each court separately handles administration and other aspects of calling, scheduling, orienting and processing jury pools. It is assumed that approximately 15% of an administrator's time is spent on these administrative tasks. In a joint Justice Center, these administrative tasks could be consolidated, resulting in a one third reduction of the time spent on these tasks.

The average personnel cost of a Deputy Municipal Court Clerk is approximately \$45,000. The Common Pleas Court administrative cost is similar.

## **6.6 INSURANCE COSTS**

Insurance costs are based on the actual 2012 costs for insuring the building and contents of the Annex Building and the Juvenile and Probate Court facilities. Both buildings are insured for replacement value. The insurance rate is \$.072 per \$100 of insured value. The insurance cost for the separate facilities, as well as for the joint Justice Center is based on the estimated cost of construction, which is the replacement value of the building.

## **5.7 JANITORIAL COSTS**

Janitorial costs are based on the actual 2012 costs for the Annex Building. The costs are broken down to a cost per square foot, which is used as the basis for assigning janitorial costs to the Justice Center. Janitorial costs for square footage in a single building as compared to the same square footage spread over three buildings are expected to be 10% lower.

## **6.8 DEBT SERVICE**

Although a precise financing plan for the construction of the Justice Center has not yet been determined, at this point it is known that a portion of the cost to construct the Justice Center will be provided through the issuance of bonds and a portion will be paid up-front by the County, the City, and the Courts. A bond counsel has provided Seneca County with a preliminary debt service schedule which indicates the annual debt service costs for the project. For the purposes of calculating the annual debt service cost, the amount financed is the entire Construction Cost (see 5.0 Construction Cost).

The financing cost is based on an annual interest rate of 4.56%. The bonds will have a 28 year term.

For more information see

TAB 3 – OPERATIONAL SAVINGS

*Figure 3.1 Operational Savings*

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## **7.0 PROCESS**

The Justice Center Partnership Feasibility Study was developed under the guidance of the Justice Center Partnership, which consists of key stake holders in a new Justice Center, including Common Pleas Court, Juvenile and Probate Court, and Municipal Court judges, as well as City and County officials, representatives of the Seneca County Port Authority and Seneca Industrial and Economic Development Corporation and the North Central Ohio Regional Council of Governments. The success of the study is in large part due to the leadership and active participation of the Partnership.

The study utilized a three step process.

- Step 1 consisted of an initial goal setting meeting, site visits, data gathering & literature review.
- Step 2 developed detailed information through interviews and facility and site tours. Existing conditions were documented and a draft program of requirements for new, separate facilities was developed.
- Step 3 included a workshop with key stakeholders to identify opportunities to share facilities, functions and operations. A draft program and study for shared facilities, including estimated construction costs and operational costs was presented and reviewed by the participants. The documents and information were refined through the review meetings, resulting in the final study document.

## **7.1 IMPLEMENTATION TOOLS**

### **Construction Cost Estimates and Operational Costs**

Spreadsheets were developed to calculate construction costs as well as operational costs. The spreadsheets, which are included in the body of the study can be adapted for use in other studies.

### **Meeting Agendas and Questionnaires**

The Appendix includes sample meeting agendas and questionnaires. They are provided as tools for the implementation of a similar process by other public entities wishing to study shared use facilities. The Appendix includes the following:

- Kick-off Meeting Agenda
- Workshop Meeting Agenda
- County Judges Questionnaire
- Collaborative Partners Questionnaire
- Priorities Questionnaire

For more information see:  
Appendix A – Process Documents

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## TAB 1 – Building Program

**BURGESS & NIPLE**  
Engineers ■ Architects ■ Planners

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TAB 1 –BUILDING PROGRAM

<i>Exhibit 1.1</i>	<i>Building Program Summary</i>
<i>Exhibit 1.2</i>	<i>Final Seneca County Common Pleas Building Program</i>
<i>Exhibit 1.3</i>	<i>Final City of Tiffin Building Program</i>
<i>Exhibit 1.4</i>	<i>Juvenile Probate Building Program</i>

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BUILDING TOTALS						
	Room Name	No. Areas	Room NSF	Area NSF	Subtotal NSF	Comments
Program - County Stand Alone Building						
Seneca County Common Pleas Building						
		Net Assignable Area	Department Gross Area (USF)	Gross Area @ 25%		
	Common Pleas Court, Seneca County - Judge Shuff	5,354	7,228	9,035		
	Common Pleas Court, Seneca County - Judge Kelbley	5,354	7,228	9,035		
	Clerk of Courts - Legal	1,674	2,260	2,825		Remain in the Annex
	Clerk of Courts - Title	905	1,222	1,527		Remain in the Annex
	Other Tenants	1,440	1,944	2,430		Law Library & Food Vendor
	Support Spaces	1,655	2,234	2,793		
	<b>Totals</b>	<b>16,382</b>	<b>22,116</b>	<b>27,645</b>		
Program - City Stand Alone Building						
City of Tiffin - Municipal Court Building						
		Net Assignable Area	Department Gross Area (USF)	Gross Area @ 25%		
	City of Tiffin - Municipal Court	2,870	3,875	4,843		
	City of Tiffin - Clerk of Courts	908	1,271	1,589		
	City of Tiffin - Probation/Victim Adv./Prosecuting Att.	1,194	1,612	2,015		
	Support Spaces	1,740	2,349	2,936		
	<b>Totals</b>	<b>6,712</b>	<b>9,107</b>	<b>11,383</b>		
Program Consolidated Building						
Consolidated Justice Center						
		Net Assignable Area	Department Gross Area	Gross Area @ 25%		
	Common Pleas Court, Seneca County - Judge Shuff	5,354	7,228	9,035		
	Common Pleas Court, Seneca County - Judge Kelbley	5,354	7,228	9,035		
	Clerk of Courts - Legal	1,674	2,260	2,825		
	Clerk of Courts - Title	905	1,222	1,527		
	Other Tenants	1,440	1,944	2,430		Law Library & Food Vendor
	Support Spaces	1,655	2,234	2,793		
	City of Tiffin - Municipal Court	2,870	3,875	4,843		
	City of Tiffin - Clerk of Courts	908	1,271	1,589		
	City of Tiffin - Probation/Victim Adv./Prosecuting Att.	1,194	1,612	2,015		
	Support Spaces	0	0	0		Shared/Saved space
	<b>Totals</b>	<b>21,354</b>	<b>28,873</b>	<b>36,092</b>		
Note: This provides 3,000-SF of shared space for county and city functions.						
Juvenile/Probate and Clerk of Courts Annex Building						
		Net Assignable Area	Department Gross Area	Gross Area @ 25%		
	Clerk of Courts - Legal	0	0	0		Move to new Building
	Clerk of Courts - Title	0	0	0		Move to new Building
	Juvenile Court Functions	4,472	6,037	7,547		
	Probate Court Functions	2,554	3,448	4,310		
	Other Office Space	1,178	1,590	1,988		
	Support Spaces	150	203	253		Shared/Saved space
	<b>Totals</b>	<b>8,354</b>	<b>11,278</b>	<b>14,097</b>		

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SENECA COUNTY PROGRAM (Common Pleas)						
	Room Name	No. Areas	Room NSF	Area NSF	Subtotal NSF	Comments
<b>Common Pleas Court, Seneca County</b>						
<b>Judge Shuff</b>						
<b>1.00</b>	<b>Court Sets</b>				<b>3,590</b>	
1.01	Courtrooms	1	1,700	1,700		1,100 SF currently
1.02	Magistrate Hearing Rooms	1	700	700		610 SF currently
1.03	Conference Rooms	2	120	240		(1) @ 65 SF currently
1.04	Conference Rooms	1	140	140		(2) @ 96 SF currently, Reduced this to one conference room, leaving the Judges Conference Room to be used by both the Judges and Public (controlled by Judges staff).
1.05	Public Waiting	2	140	280		
1.06	Courtroom Holding	1	80	80		
1.07	Jury Deliberation	1	300	300		205 SF currently
1.08	Jury Break area	1	100	100		80 SF currently
1.09	Jury Toilets	1	50	50		
<b>2.00</b>	<b>Chamber Suites</b>				<b>1,012</b>	
2.01	Judge's Chamber	1	260	260		260 SF currently
2.02	Judges Conference Room	1	220	220		210 SF currently
2.03	Magistrate's Chamber	1	180	180		170 SF currently
2.04	Domestic Relations Bailiff	1	64	64		
2.05	Civil Bailiff	1	64	64		
2.06	Criminal Bailiff	1	64	64		
2.07	Intern	1	64	64		
2.08	Public Counter	3	32	96		
<b>3.00</b>	<b>Support Space</b>				<b>752</b>	
3.01	Storage & Equipment	1	100	100		
3.02	File Work Area	1	400	400		500 SF currently
3.03	Exhibit Room	1	120	120		
3.04	Conference Room	0	240	0		
3.05	Waiting	0	150	0		
3.06	Break (Coffee Station)	1	32	32		Coffee coutner, sink, refrigerator only
3.07	Staff Toilets	2	50	100		
	<b>Subtotal</b>				<b>5,354</b>	
	<b>Departmental Gross Area (USF conversion)</b>		1.35		<b>7,228</b>	

SENECA COUNTY PROGRAM (Common Pleas)						
	Room Name	No. Areas	Room NSF	Area NSF	Subtotal NSF	Comments
<b>Common Pleas Court, Seneca County</b>						
<b>Judge Kelbley</b>						
<b>1.00</b>	<b>Court Sets</b>				<b>3,590</b>	
1.01	Courtrooms	1	1,700	1,700		1,100 SF currently
1.02	Magistrate Hearing Rooms	1	700	700		510 SF currently
1.03	Conference Rooms	2	120	240		(1) @ 65 SF currently
1.04	Conference Rooms	1	140	140		(2) @ 96 SF currently, Reduced this to one conference room, leaving the Judges Conference Room to be used by both the Judges and Public (controlled by Judges staff).
1.05	Public Waiting	2	140	280		
1.06	Courtroom Holding	1	80	80		
1.07	Jury Deliberation	1	300	300		205 SF currently
1.08	Jury Break area	1	100	100		80 SF currently
1.09	Jury Toilets	1	50	50		
<b>2.00</b>	<b>Chamber Suites</b>				<b>1,012</b>	
2.01	Judge's Chamber	1	260	260		260 SF currently
2.02	Judges Conference Room	1	220	220		
2.03	Magistrate's Chamber	1	180	180		130 SF currently
2.04	Domestic Relations Bailiff	1	64	64		
2.05	Civil Bailiff	1	64	64		
2.06	Criminal Bailiff	1	64	64		
2.07	Intern	1	64	64		
2.08	Public Counter	3	32	96		
<b>3.00</b>	<b>Support Space</b>				<b>752</b>	
3.01	Storage & Equipment	1	100	100		
3.02	File Work Area	1	400	400		500 SF currently
3.03	Exhibit Room	1	120	120		
3.04	Conference Room	0	240	0		
3.05	Waiting	0	150	0		
3.06	Break Room	1	32	32		Coffee coutner, sink, refrigerator only
3.07	Staff Toilets	2	50	100		
	<b>Subtotal</b>				<b>5,354</b>	
	<b>Departmental Gross Area (USF conversion)</b>		1.35		<b>7,228</b>	

SENECA COUNTY PROGRAM (Common Pleas)						
	Room Name	No. Areas	Room NSF	Area NSF	Subtotal NSF	Comments
<b>Clerk of Courts</b>						
<b>Legal</b>						
<b>1.00</b>	<b>General</b>				<b>440</b>	
1.01	Clerk's Office	1	150	150		
1.02	Copy, Fax Work Area, Scanning	1	80	80		
1.03	Staff Break room	1	80	80		
1.04	Staff Toilets	1	50	50		
1.05	Office Supply Storage	1	80	80		
<b>2.00</b>	<b>Legal</b>				<b>1,234</b>	
2.01	Waiting	1	80	80		
2.02	Public Counter Area	3	35	105		
2.03	Public Records Viewing	1	35	35		
2.04	Public Records Storage	1	150	150		
2.05	Staff Workstations	6	64	384		
2.06	Staff Work Counter	0	35	0		
2.07	Active Records Storage	1	200	200		
2.08	Inactive Records Storage	1	200	200		
2.09	Book keeping	0	120	0		
2.10	Scanner/Microfilm	1	80	80		
	<b>Subtotal</b>				<b>1,674</b>	
	<b>Departmental Gross Area (USF conversion)</b>		1.35		<b>2,260</b>	
<b>Clerk of Courts</b>						
<b>Title</b>						
<b>1.00</b>	<b>General</b>				<b>0</b>	
1.01	Staff Toilets	0	50	0		
1.02	Break Area	0	120	0		
<b>2.00</b>	<b>Title</b>				<b>905</b>	
2.01	Waiting	1	100	100		
2.02	Public Counter Area	3	35	105		
2.03	Staff Workstations	5	64	320		
2.04	Active Records Storage	1	100	100		
2.05	Inactive Records Storage	1	200	200		
2.06	Storage	1	80	80		
	<b>Subtotal</b>				<b>905</b>	
	<b>Departmental Gross Area (USF conversion)</b>		1.35		<b>1,222</b>	

SENECA COUNTY PROGRAM (Common Pleas)						
	Room Name	No. Areas	Room NSF	Area NSF	Subtotal NSF	Comments
<b>Other Tenants</b>						
<b>Law Library/Food Service/BMV</b>						
<b>1.00</b>	<b>Law Library</b>				<b>540</b>	
1.01	Librarian workstation	1	64	64		
1.02	Vestibule	1	50	50		
1.03	Computer Workstations	4	24	96		
1.04	Reading Tables	2	40	80		
1.05	Stacks	1	150	150		
1.06	Conference Space	1	100	100		
<b>1.00</b>	<b>BMV</b>				<b>0</b>	BMV remains offsite
1.01	Waiting	0	80	0		
1.02	Public Counter	0	120	0		
1.03	Supervisor	0	120	0		
1.04	Computer Workstations	0	64	0		
1.05	Storage	0	120	0		
1.06	Toilet	0	50	0		
1.07	Break Area	0	100	0		
<b>2.00</b>	<b>Food Vendor</b>				<b>900</b>	
2.01	Food Vendor (no seating)	1	900	900		
	<b>Security Forces Subtotal</b>				<b>1,440</b>	
	<b>Departmental Gross Area (USF conversion)</b>		1.35		<b>1,944</b>	
<b>General Spaces</b>						
<b>Support Space</b>						
<b>1.00</b>	<b>Public Spaces</b>				<b>340</b>	
1.01	Security Vestibule	1	240	240		
1.02	Security Offices	1	100	100		
<b>2.00</b>	<b>Jury Spaces</b>				<b>685</b>	
2.01	Jury Assembly	1	525	525		75 people at 7 SF/person
2.02	Jury Work Area	1	160	160		
2.03	Jury Toilets	0	50	0		Use public toilets
2.04	Jury Break Area/Vending	0	100	0		Public vending in Gross Area
<b>3.00</b>	<b>Holding Facilities</b>				<b>630</b>	
3.01	Vehicle Sally port	1	260	260		
3.02	Group Holding	1	120	120		
3.03	Central Control/Security	1	120	120		
3.04	Inmate Processing	0	120	0		Is this done at the county jail?
3.05	Deputy/Locker/Break Area	1	80	80		
3.06	Inmate Toilet	1	50	50		
	<b>Security Forces Subtotal</b>				<b>1,655</b>	
	<b>Departmental Gross Area (USF conversion)</b>		1.35		<b>2,234</b>	

SENECA COUNTY PROGRAM (Common Pleas)						
	Room Name	No. Areas	Room NSF	Area NSF	Subtotal NSF	Comments
<b>Building Totals</b>						
<b>Functional Totals</b>						
		Net Assignable Area		Department Gross Area (USF)	Gross Area @ 25%	
	Common Pleas Court, Seneca County - Judge Shuff	5,354		7,228	9,035	
	Common Pleas Court, Seneca County - Judge Kelbley	5,354		7,228	9,035	
	Clerk of Courts - Legal	1,674		2,260	2,825	
	Clerk of Courts - Title	905		1,222	1,527	
	Other Tenants	1,440		1,944	2,430	
	Support Spaces	1,655		2,234	2,793	
		16,382		22,116	27,645	

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MUNICIPAL PROGRAM (City of Tiffin)						
	Room Name	No. Areas	Room NSF	Area NSF	Subtotal NSF	Comments
<b>City of Tiffin</b>						
<b>Municipal Court</b>						
<b>1.00</b>	<b>Judge Repp</b>				<b>2,390</b>	
1.01	Courtrooms	1	1,000	1,000		760 SF currently, accommodate more space for litigants, jury, and gallery.
1.02	Conference Rooms	4	120	480		Defendant, Prosecutor, Witness
1.03	Public Waiting	2	250	500		
1.04	Jury Deliberation	1	280	280		+/-275 SF currently
1.05	Jury Break area	1	80	80		
1.06	Jury Toilets	1	50	50		
<b>2.00</b>	<b>Chamber Suites</b>				<b>360</b>	
2.01	Judge's Chamber	1	260	260		280 SF currently
2.02	Judges Toilets	0	50	0		Use staff toilet area
2.03	Bailiff Office	1	100	100		
<b>3.00</b>	<b>Support Space</b>				<b>120</b>	
3.01	Storage & Equipment	1	120	120		No storage, is storage needed beyond what is already accounted for in Clerk of Courts and Prosecutors Office?
	<b>Subtotal</b>				<b>2,870</b>	
	<b>Departmental Gross Area (USF conversion)</b>		1.35		<b>3,875</b>	
<b>City of Tiffin</b>						
<b>Clerk of Courts</b>						
<b>1.00</b>	<b>Clerk of Courts</b>				<b>908</b>	
1.01	Public Waiting	0	150	0		Combined with courtroom waiting area in 13' x 25' area???
1.02	Public Counter Area	3	32	96		
1.03	Public Records Storage	1	120	120		
1.04	Clerk of Courts	1	64	64		No longer in private office.
1.05	Clerk (Small Claims)	1	64	64		workstation in open office.
1.06	Clerk (Traffic & Criminal)	2	64	128		workstation in open office.
1.07	Clerk (Civil)	1	64	64		workstation in open office.
1.08	Active Records Storage	1	120	120		
1.09	Inactive Records Storage	1	120	120		
1.10	Coffee Station	1	32	32		
1.11	Staff Toilets	2	50	100		
	<b>Subtotal</b>				<b>908</b>	
	<b>Departmental Gross Area (USF conversion)</b>		1.40		<b>1,271</b>	

MUNICIPAL PROGRAM (City of Tiffin)						
	Room Name	No. Areas	Room NSF	Area NSF	Subtotal NSF	Comments
<b>City of Tiffin</b>						
<b>Probation/Victim Advocate/Prosecuting Attorney</b>						
<b>1.00</b>	<b>Probation</b>				<b>280</b>	
1.01	Waiting	1	80	80		
1.02	Probation Officer	2	100	200		Share an office area
<b>2.00</b>	<b>Victim Advocate</b>				<b>120</b>	
2.01	Victim Advocate Office	1	120	120		
2.02	Waiting	0	80	0		No Waiting
<b>3.00</b>	<b>Prosecuting Attorney</b>				<b>794</b>	
3.01	Prosecuting Attorney	1	120	120		
3.02	Assistant Prosecuting Att.	1	120	120		
3.03	Office Administrator	2	64	128		
3.04	Waiting	1	80	80		
3.05	Defendant Waiting	1	64	64		
3.06	Public Counter	1	35	35		
3.07	Copy Work Area	1	35	35		
3.08	Office and File Storage	1	100	100		
3.09	Exhibit Storage	1	80	80		
3.10	Staff Toilets	0	50	0		Use common staff toilet area.
3.11	Coffee Station	1	32	32		
	<b>Subtotal</b>				<b>1,194</b>	
	<b>Departmental Gross Area (USF conversion)</b>		1.35		<b>1,612</b>	
<b>General Spaces</b>						
<b>Support Space</b>						
<b>1.00</b>	<b>Public Spaces</b>				<b>740</b>	
1.01	Lobby	1	400	400		
1.02	Security Vestibule	1	240	240		
1.03	Security Offices	1	100	100		
<b>2.00</b>	<b>Support</b>				<b>1,000</b>	
0.01	Jury Assembly	1	400	400		
3.02	Sally port	1	400	400		
3.03	Group Holding	1	120	120		
3.04	Deputy/Locker/Break Area	1	80	80		
	<b>Security Forces Subtotal</b>			<b>1,740</b>	<b>0</b>	Support Spaces are shared with Common Pleas Court
	<b>Departmental Gross Area (USF conversion)</b>		1.35	<b>2,349</b>	<b>0</b>	



MUNICIPAL PROGRAM (City of Tiffin)						
	Room Name	No. Areas	Room NSF	Area NSF	Subtotal NSF	Comments
<b>Building Totals</b>						
<b>Functional Totals</b>						
		Net Assignable Area		Department Gross Area (USF)	Gross Area @ 25%	
	City of Tiffin - Municipal Court	2,870		3,875	4,843	
	City of Tiffin - Clerk of Courts	908		1,271	1,589	
	City of Tiffin - Probation/Victim Adv./Prosecuting Att.	1,194		1,612	2,015	
	Support Spaces	0		0	0	
		4,972		6,758	8,447	

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JUVENILE/PROBATE COURT PROGRAM						
	Room Name	No. Areas	Room NSF	Area NSF	Subtotal NSF	Comments
<b>Juvenile Court, Seneca County</b>						
<b>Judge Meyer</b>						
<b>1.00</b>	<b>Juvenile Court Sets</b>				<b>2,740</b>	
1.01	Courtrooms	1	1,120	1,120		
1.02	Magistrate Hearing Rooms	1	520	520		Future
1.03	Conference Rooms	2	100	200		
1.04	Waiting or Conference Room	1	200	200		
1.05	Public Waiting	1	250	250		
1.06	Courtroom Holding	1	80	80		
1.07	Jury Deliberation	1	240	240		
1.08	Jury Break area	1	80	80		
1.09	Jury Toilets	1	50	50		
<b>2.00</b>	<b>Juvenile Office Suites</b>				<b>1,116</b>	
2.01	Judge's Chamber	1	260	260		Private Office
2.02	Magistrate's Chamber	1	170	170		Future
2.03	Court Administrator	1	120	120		Private Office
2.04	Court Administrator Closet	1	30	30		
2.05	Juvenile Chief Deputy Clerk/Bailiff	1	120	120		Private Office
2.06	Juvenile Clerks	5	64	320		Open Office
2.07	Public counter	3	32	96		
<b>3.00</b>	<b>Juvenile Support Space</b>				<b>616</b>	
3.01	Active File Storage	1	480	480		
3.02	Break Area (Coffee Station)	1	36	36		
3.03	Staff Toilets	2	50	100		
<b>4.00</b>	<b>Probate Court Sets</b>				<b>1,220</b>	
4.01	Magistrate Court Room	1	900	900		
4.02	Conference Rooms	2	100	200		
4.03	Waiting or Conference Room	1	120	120		
<b>5.00</b>	<b>Probate Chamber Suites</b>				<b>698</b>	
5.01	Magistrate's Chamber	1	170	170		Private Office
5.01	Probate Chief Deputy Clerk/Bailiff	1	120	120		Private Office
5.02	Probate Clerks	3	64	192		Open Office
5.03	Public Waiting	1	120	120		
5.04	Public Counter	3	32	96		
<b>6.00</b>	<b>Probate Support Space</b>				<b>636</b>	
7.02	File Storage	1.0	400	400		
7.03	Break Area (Coffee Station)	1	36	36		
7.04	Microfilm reading room	1	100	100		
7.05	Staff Toilets	2	50	100		
<b>7.00</b>	<b>Other Offices</b>				<b>1,178</b>	
7.01	Office Storage	1.0	120	120		office supplies, copy machine, shredder, mail boxes
7.02	Chief of Probation	2	100	200		Private Office
7.03	Probation Officers	4	64	256		Open Office
7.04	Probation Waiting	1	80	80		
7.05	Community Service/Restitution	1	64	64		
7.06	Probation Conference Room	1	100	100		
7.07	Public Guardian	2	64	128		
7.08	Mediation room	1	200	200		
7.09	Diversion Officer/Program Administer	1	120	120		Private Office
7.10	Diversion Officer/Program Administer Closet	1	30	30		
	<b>Subtotal</b>				<b>8,204</b>	
	<b>Departmental Gross Area (USF conversion)</b>		1.35		<b>11,075</b>	

JUVENILE/PROBATE COURT PROGRAM						
	Room Name	No. Areas	Room NSF	Area NSF	Subtotal NSF	Comments
<b>General Spaces</b>						
<b>Support Space</b>						
<b>1.00</b>	<b>Public Spaces</b>				<b>150</b>	
1.01	Lobby	1	150	150		
1.02	Security Vestibule	0	150	0		Security will be handled in the new building
1.03	Security Offices	0	64	0		
<b>2.00</b>	<b>Support</b>				<b>0</b>	
2.01	Sally port	0	400	0		There are not currently any plans to add a Sally Port to the Annex Building.
	<b>Security Forces Subtotal</b>				<b>150</b>	
	<b>Departmental Gross Area (USF conversion)</b>		1.35		<b>203</b>	
<b>Building Totals</b>						
<b>Functional Totals</b>						
		Net Assignable Area		Department Gross Area (USF)	Gross Area @ 25%	
	Juvenile Court Functions	4,472		6,037	7,547	
	Probate Court Functions	2,554		3,448	4,310	
	Other Offices	1,178		1,590	1,988	
	Support Services	150		203	253	
		<b>8,354</b>		<b>11,278</b>	<b>14,097</b>	

## TAB 2 – Cost Estimate

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TAB 2 – COST ESTIMATE

<i>Exhibit 2.1</i>	<i>Consolidated Facilities Cost Estimate</i>
<i>Exhibit 2.2</i>	<i>Separate Facilities Cost Estimate</i>

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**JUSTICE CENTER PARTNERSHIP  
FEASIBILITY STUDY**

<b>JOINT FACILITIES</b>				
<b>COUNTY AND MUNICIPAL COURTS</b>				
<b>CONSTRUCTION COST ESTIMATE</b>				
<b>March 5, 2014</b>				
	Qty	Unit	Unit Cost	Subtotal
<b>JUVENILE &amp; PROBATE COURTS</b>				
Probation Offices renovation	720	SF	\$100	\$72,000
Miscellaneous modifications	1	LS	\$150,000	\$150,000
<b>SUBTOTAL BUILDING COST</b>				<b>\$222,000</b>
<b>COMMON PLEAS COURTS</b>				
Common Pleas Court 1	9,035	SF		
Common Pleas Court 2	9,035	SF		
Clerk of Courts	4,352	SF		
Other Tenants	2,430	SF		
Support Spaces	2,793	SF		
<b>COMMON PLEAS AREA SUBTOTAL</b>	<b>27,645</b>	<b>SF</b>	<b>\$210</b>	<b>\$5,805,450</b>
<b>MUNICIPAL COURT</b>				
Municipal Court	4,843	SF		
Clerk of Courts	1,589	SF		
Probation/Victim Advocate/Prosecuting Attorney	2,015	SF		
Support Spaces	0	SF		
<b>MUNICIPAL COURT AREA SUBTOTAL</b>	<b>8,447</b>	<b>SF</b>	<b>\$210</b>	<b>\$1,773,870</b>
<b>TOTAL BUILDING AREA</b>	<b>36,092</b>	<b>SF</b>	<b>\$210</b>	<b>\$7,579,320</b>
Courtroom Furniture, Fixtures and Equipment	1	LS	\$475,000	\$475,000
Miscellaneous Furniture, Fixtures and Equipment	1	LS	\$140,000	\$140,000
<b>SUBTOTAL BUILDING COST</b>				<b>\$8,194,320</b>
<b>JOINT JUSTICE CENTER TOTAL BUILDING AREA</b>	<b>36,092</b>	<b>SF</b>		
<b>SUBTOTAL BUILDING COST</b>			<b>\$8,194,320</b>	
<b>SITE PREPARATION &amp; UTILITIES</b>				
General Site Preparation	1	LS	\$25,000	\$25,000
Water	1	LS	\$10,000	\$10,000
Gas existing at Annex	0	LS		\$0
Sanitary Sewer	1	LS	\$10,000	\$10,000
Storm Sewer	1	LS	\$5,000	\$5,000
Electric Power existing at Annex	0	LS		\$0
General Site Development	1	LS	\$50,000	\$50,000
<b>TOTAL SITE COSTS</b>				<b>\$100,000</b>
<b>TOTAL CONSTRUCTION COST 2013 DOLLARS</b>				<b>\$8,516,320</b>

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JUSTICE CENTER PARTNERSHIP  
FEASIBILITY STUDY

<b>SEPARATE FACILITIES</b>
<b>COUNTY AND MUNICIPAL COURTS</b>
<b>CONSTRUCTION COST ESTIMATE</b>

March 5, 2014

<b>SUMMARY</b>
----------------

<b>COUNTY COURTS</b>	
SEPARATE COUNTY COURTS TOTAL CONSTRUCTION COST 2013 DOLLARS	\$6,567,450
<b>MUNICIPAL COURT</b>	
SEPARATE MUNICIPAL COURT TOTAL CONSTRUCTION COST 2013 DOLLARS	\$2,685,430
<b>SEPARATE BUILDING CONSTRUCTION COST PREMIUM</b>	
SEPARATE BUILDING TOTAL CONSTRUCTION COST PREMIUM 2013 DOLLARS	\$111,489

BOTH PROJECTS TOTAL CONSTRUCTION COST 2013 DOLLARS	\$9,364,369
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<b>COUNTY COURTS</b>				
	Qty	Unit	Unit Cost	Subtotal
<b>JUVENILE &amp; PROBATE COURTS</b>				
Probation Offices renovation	720	SF	\$100	\$72,000
Miscellaneous modifications	1	LS	\$150,000	\$150,000
<b>SUBTOTAL BUILDING COST</b>				<b>\$222,000</b>
<b>COMMON PLEAS COURTS</b>				
Common Pleas Court 1	9,035	SF		
Common Pleas Court 2	9,035	SF		
Clerk of Courts	4,352	SF		
Other Tenants	2,430	SF		
Support Spaces	2,793	SF		
COMMON PLEAS AREA SUBTOTAL	27,645	SF	\$210	\$5,805,450
Courtroom Furniture, Fixtures and Equipment	1	LS	\$350,000	\$350,000
Miscellaneous Furniture, Fixtures and Equipment	1	LS	\$90,000	\$90,000
<b>SUBTOTAL BUILDING COST</b>				<b>\$6,245,450</b>
<b>SITE PREPARATION &amp; UTILITIES</b>				
General Site Preparation	1	LS	\$25,000	\$25,000
Water	1	LS	\$10,000	\$10,000
Gas existing at Annex	0	LS		\$0
Sanitary Sewer	1	LS	\$10,000	\$10,000
Storm Sewer	1	LS	\$5,000	\$5,000
Electric Power existing at Annex	0	LS		\$0
General Site Development	1	LS	\$50,000	\$50,000
<b>SUBTOTAL SITE COSTS</b>				<b>\$100,000</b>
<b>COUNTY COURTS TOTAL CONSTRUCTION COST 2013 DOLLARS</b>				<b>\$6,567,450</b>
<b>MUNICIPAL COURT</b>				

**JUSTICE CENTER PARTNERSHIP  
FEASIBILITY STUDY**

<b>SEPARATE FACILITIES</b>
<b>COUNTY AND MUNICIPAL COURTS</b>
<b>CONSTRUCTION COST ESTIMATE</b>

**March 5, 2014**

Municipal Court	4,843	SF		
Clerk of Courts	1,589	SF		
Probation/Victim Advocate/Prosecuting Attorney	2,015	SF		
Support Spaces	2,936	SF		
MUNICIPAL COURT AREA SUBTOTAL	11,383	SF	\$210	\$2,390,430
Courtroom Furniture, Fixtures and Equipment	1	LS	\$125,000	\$125,000
Miscellaneous Furniture, Fixtures and Equipment	1	LS	\$50,000	\$50,000
<b>SUBTOTAL BUILDING COST</b>				<b>\$2,565,430</b>
<b>SITE PREPARATION &amp; UTILITIES</b>				
General Site Preparation	1	LS	\$25,000	\$25,000
Water	1	LS	\$10,000	\$10,000
Gas	1	LS	\$10,000	\$10,000
Sanitary Sewer	1	LS	\$10,000	\$10,000
Storm Sewer	1	LS	\$5,000	\$5,000
Electric Power	1	LS	\$10,000	\$10,000
General Site Development	1	LS	\$50,000	\$50,000
<b>SUBTOTAL SITE COSTS</b>				<b>\$120,000</b>
<b>MUNICIPAL COURT TOTAL CONSTRUCTION COST 2013 DOLLARS</b>				<b>\$2,685,430</b>
<b>SEPARATE BUILDING CONSTRUCTION COST PREMIUM</b>				
Foundations	1	LS	\$8,247	\$8,247
Walls	1	LS	\$29,605	\$29,605
Roofing	1	LS	\$73,637	\$73,637
<b>SUBTOTAL SEPARATE BUILDING PREMIUM</b>				<b>\$111,489</b>
<b>SEPARATE BUILDING PREMIUM TOTAL CONSTRUCTION COST 2013 DOLLARS</b>				<b>\$111,489</b>

## TAB 3 – Operational Savings

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TAB 3 – OPERATIONAL SAVINGS

*Exhibit 3.1      Operational Savings*

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# OPERATIONAL COSTS

## JUSTICE CENTER PARTNERSHIP FEASIBILITY STUDY

<b>CONSOLIDATION SAVINGS</b>
<b>COUNTY AND MUNICIPAL COURTS</b>
<b>SEPARATE FACILITIES VS JOINT FACILITIES AT OLD COURTHOUSE SQUARE</b>
<b>OPERATIONAL COSTS</b>

March 5, 2014

<b>SUMMARY - ANNUAL OPERATIONAL COST SAVINGS</b>				
5.1 Energy & Utility				\$10,438
5.2 Building Security Officer				\$66,490
5.3 Prisoner Transport and Security Officer				\$39,650
5.4 Prisoner Transport Vehicle				\$840
5.5 Court Administration				\$6,750
5.6 Insurance				\$578
5.7 Janitorial				\$3,255
5.8 Debt Service				\$53,676
<b>ANNUAL OPERATIONAL COST SAVINGS</b>				<b>\$181,677</b>

<b>5.1 ENERGY &amp; UTILITY COSTS</b>				
Annex Building Utility Cost (2012): \$2.79/SF / year				
Separate Facilities Utility Cost*	39,000	SF	\$2.23	\$86,970
Joint Justice Center Utility Cost**	36,100	SF	\$2.12	\$76,532
*New Building is 20% more efficient than Annex				
**Joint Justice Center building exterior envelope is additionally 5% more efficient				
<b>ANNUAL ENERGY &amp; UTILITY COSTS SAVINGS</b>				<b>\$10,438</b>

<b>5.2 BUILDING SECURITY OFFICER COSTS</b>				
Deputy Sheriff Cost: \$61,000 per officer / year				
Separate Facilities Security Officer Cost*	3.25	EA	\$61,000	\$198,250
Joint Justice Center Security Officer Cost**	2.16	EA	\$61,000	\$131,760
*Three separate buildings, each with 1.08 officers				
**Joint building with 2.16 officers				
<b>ANNUAL BUILDING SECURITY OFFICER COST SAVINGS</b>				<b>\$66,490</b>

# OPERATIONAL COSTS

<b>5.3 PRISONER TRANSPORT &amp; SECURITY OFFICER COSTS</b>				
Corrections Officer Cost: \$61,000 per officer / year				
Separate Facilities Security Officer Cost*	2.81	EA	\$ 61,000	\$171,410
Joint Justice Center Security Officer Cost**	2.16	EA	\$ 61,000	\$131,760
*Three separate buildings, 2 officers for County, 1 officer (part time) for Municipal				
**Joint building eliminates separate trips to Juvenile and Municipal				
<b>ANNUAL PRISONER SECURITY OFFICER COST SAVINGS</b>				<b>\$39,650</b>
<b>5.4 PRISONER TRANSPORT VEHICLE COSTS</b>				
Prisoner Transport Vehicle Mileage Cost: \$.56 / mile				
Separate Facilities Vehicle Mileage Cost	6,000	MI	\$0.56	\$3,360
Joint Justice Center Vehicle Mileage Cost	4,500	MI	\$0.56	\$2,520
Three vehicles dedicated to prisoner transport				
<b>ANNUAL PRISONER TRANSPORT VEHICLE COST SAVINGS</b>				<b>\$840</b>
<b>5.5 COURT ADMINISTRATION COSTS</b>				
Administrative Staff Cost: \$45,000 per staff / year				
Separate Facilities Administrative Cost*	0.45	EA	\$45,000.00	\$20,250
Joint Justice Center Administrative Cost	0.30	EA	\$45,000.00	\$13,500
*Three separate buildings, each with .15 staff for jury selection, scheduling, etc.				
<b>ANNUAL COURT ADMINISTRATION COST SAVINGS</b>				<b>\$6,750</b>
<b>5.6 INSURANCE COSTS</b>				
Separate Facilities Insurance Cost*	1.00	LS	\$7,139	\$7,139
Joint Justice Center Insurance Cost*	1.00	LS	\$6,561	\$6,561
*Insurance cost based on actual Annex Building insurance cost				
<b>ANNUAL INSURANCE COST SAVINGS</b>				<b>\$578</b>
<b>5.7 JANITORIAL COSTS</b>				
Separate Facilities Janitorial Cost*	39,000	SF	\$0.50	\$19,500
Joint Justice Center Janitorial Cost*	36,100	SF	\$0.45	\$16,245
*SF cost based on actual Annex Building janitorial cost				
<b>ANNUAL JANITORIAL COST SAVINGS</b>				<b>\$3,255</b>

# OPERATIONAL COSTS

<b>5.8 DEBT SERVICE</b>				
Total Project Cost financed through issuance of bonds				
Separate Facilities Debt Service Cost*	1	LS	\$592,752	\$592,752
Joint Justice Center Debt Service Cost*	1	LS	\$539,076	\$539,076
*Approximate debt service cost based on preliminary information from Bond Counsel				
<b>ANNUAL DEBT SERVICE COST SAVINGS</b>				<b>\$53,676</b>

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## Appendix A – Process Documents

**BURGESS & NIPLE**  
Engineers ■ Architects ■ Planners

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## **APPENDIX A – PROCESS DOCUMENTS**



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**JUSTICE CENTER PARTNERSHIP FEASIBILITY STUDY     Date: July 8, 2013****Kickoff Meeting Agenda**

- 1. Introductions**
- 2. The LGIF Grant: Seneca County and City of Tiffin Courthouse Co-location / Shared Space Study**
- 3. Burgess & Niple Introduction**
- 4. Study Purpose and Goals**
- 5. Partners**
- 6. Study Work Plan and Schedule**
- 7. Questions and Answers**

**JUSTICE CENTER PARTNERSHIP FEASIBILITY STUDY      Date: September 10th, 2013****Workshop Agenda****1. Summary from Interviews****2. Site Analysis**

- Possible locations suggested from interviews
- Pro/Con of each location
- Parking

**3. Building Program**

- Verification of program areas from Interviews
- Identification of shared spaces
- Study program relationships and configurations

**4. Operations**

- Discuss shared operational functions

**5. Project Cost****6. Questions and Answers**

Name:	
Email:	
Organization:	
Department:	

**QUESTIONS FOR DISCUSSION**

The following are questions that will facilitate our discussions next week:

What are the general purposes and programs of your organization, as they relate to the Justice Center?

Describe these programs, including size and extent.

What purposes would be served by locating your program or organization in the Justice Center?

What type of facilities and spaces would you need at the Justice Center?

Generally describe how you would use these facilities, including activities, numbers of people, hours of occupancy, etc.

How do you anticipate your organizations financial participation?

- Contributing to construction
- Lease holder
- Both

Describe the data and audio/visual needs for these facilities.

Describe any particular security needs.

What is the best location for the shared facility?

Where do employees and the public currently park?

Are there any deficiencies with the current arrangement?

How can the facility be more inviting / accessible for the public?

How important for this facility to have a significant presence?

Is it important for the building and the site to be a focal point/backdrop for functions (art fairs, etc.)?

How important is cost in relation to the building/site presence.

**If you had any wish for the facility, what would it be?**

Name:	
Email:	
Organization:	
Department:	

### QUESTIONS FOR DISCUSSION

The following are questions that will facilitate our discussions next week:

What are the general functions & responsibilities of your department?

Describe your department's operations.

Describe a typical court session.

What is the experience like for a victim?

What is the experience like for a witness?

What is the experience like for the defendant?

Describe a typical day for a juror.

Describe a typical day for prosecuting attorneys.

Describe a typical day for defending attorneys.

Describe any unique Security issues (not identified by the Ohio Supreme Court Facility and Security Standards).

Describe the role of technology now and in the future in the courtroom; in your chambers and the law library.

What makes your job difficult in terms of the current physical facilities?

What changes in the physical facilities would make your job easier or improve operations and outcomes?

Describe the ideal court room and facilities for your court.

How many people does the court need to accommodate (defendant, prosecutor, public).

What is the best location for the shared facility?

Where do employees and the public currently park?

Are there any deficiencies with this parking arrangement?

How can the facilities be more inviting / accessible for the public?

How important for this facility to have a significant presence?

Is it important for the building and the site to be a focal point/backdrop for functions (art fairs, etc.)?

How important is cost in relation to the building/site presence.

**If you had any wish for the facility, what would it be?**

**DEPARTMENTAL STAFF**

NAME	DEPARTMENT	POSITION

**Additional Comments:**

The following table of spaces is taken from previous studies. Please review the table below to verify that all spaces are accounted for. We discuss the size of the spaces during our discussions.

Room Name	No. Areas	Room NSF	Area NSF
<b>Common Pleas Court, Seneca County</b>			
<b>Court Sets</b>			
Courtrooms	1	1,800	1,800
Magistrate Hearing Rooms	1	900	900
Conference Rooms	4	120	480
Public Waiting	2	250	500
Courtroom Holding	2	80	160
Jury Deliberation	1	280	280
Jury Break area	1	80	80
Jury Toilets	2	50	100
<b>Chamber Suites</b>			
Judge's Chamber	1	250	250
Magistrate's Chamber	1	200	200
Domestic Relations Bailiff	1	100	100
Civil Bailiff	1	90	90
Criminal Bailiff	1	90	90
Intern	1	90	90
Public Counter	3	90	270
<b>Support Space</b>			
Storage & Equipment	1	100	100
File Work Area	1	600	600
Exhibit Room	1	240	240
Conference Room	1	240	240
Waiting	1	150	150
Break Room	1	100	100
Staff Toilets	2	50	100

Name:	
Email:	
Organization:	
Department:	

Rank in order, the priorities for the building (1 being most important to 10 being the least important):

- \_\_\_ Building presence
- \_\_\_ Court security
- \_\_\_ Operational efficiency
- \_\_\_ Customer efficiency
- \_\_\_ Parking
- \_\_\_ Public spaces
- \_\_\_ Community functions in the building
- \_\_\_ Site amenities/public uses
- \_\_\_ Life Cycle Cost
- \_\_\_ Cost

**ADDITIONAL COMMENTS**



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## Appendix B – Interview Notes

**BURGESS & NIPLE**  
Engineers ■ Architects ■ Planners

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## **APPENDIX B – INTERVIEW NOTES**

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Name:	B&N Interview # 1
Email:	8/13/2013, 8:45 am
Organization:	
Department:	

### QUESTIONS FOR DISCUSSION

The following are questions that will facilitate our discussions next week:

What are the general purposes and programs of your organization, as they relate to the Justice Center?

The county has an obligation to provide court facilities and public access to the Law Library. The existing Law Library was in the old Carnegie library where Juvenile/Probate is currently located.

Describe these programs, including size and extent.

N/A

What purposes would be served by locating your program or organization in the Justice Center?

Juvenile justice center is not accessible. This is a condition that needs to be rectified.

There have been discussions in the past that the potential cost to upgrade the existing Juvenile/Probate Court to comply with ADA requirements is \$750,000 or greater.

What type of facilities and spaces would you need at the Justice Center?

The existing Law Library was in the old Carnegie library where Juvenile/Probate is currently located.

It would be good to consider the locating the BMV in the facility next to the Title Office. Can the operations of the two be combined? This would give a one stop location for the public.

Are the Heidelberg University and the Tiffin University interested in accessing space in the facility?

The condition of the storage of county records is bad. It is suggested that the old library where Juvenile/Probate is currently located be used for

Generally describe how you would use these facilities, including activities, numbers of people, hours of occupancy, etc.

N/A

How do you anticipate your organizations financial participation:

- Contributing to construction
- Lease holder
- Both

The Counties goal for this project is to have construction awarded by the end of 2017.

Financially a project between \$8M and \$10M is feasible.

The county can contribute approximately \$3.5M to \$3.75M. These funds come from Common Pleas Court Facility Fund (approximately \$1M by 2017) and the Seneca County. Seneca County has set aside

approximately \$400K in 2012, between \$300 - \$400K for 2013, \$300K for 2014, and will set aside funds each year up to award. Based upon the estimated project costs, the county would like reduce the amount set aside each year to make it easier on the tax payers. The goal is for the project to be funded through the funds set aside and bonds so that no additional taxes are required of the taxpayers.

The County would like to see the Port Authority own and operate the building . The county would like a buy-out option at the end of the lease agreement.

The County uses a cost allocation system, Maximus, to allocate costs for each department that is not funded by the County general funds. This could be used to after the buyout to determine contributing funds for each entity in the building not covered by county general funds.

Describe the data and audio/visual needs for these facilities.

N/A

Describe any particular security needs.

The project has the potential to cost savings for security systems and operations. There are security deficiencies in the Municipal Court and the Juvenile/Probate Court. The construction of the combined Justice Center would correct both deficiencies in one project rather than two. There are potential operational cost savings in providing security to one facility rather than three (Common Pleas, Juvenile/Probate, and Municipal Court).

What is the best location for the shared facility?

The location of the old court house next to the annex is the best location for the facility.

Where do employees and the public currently park?

Are there any deficiencies with the current arrangement?

What are the county parking areas – what is the current usage for the parking?

What are the city lots – what is the current usage for the parking?

Is there a master plan that impacts the existing parking lot?

Can portion of the existing parking be dedicated to the employee parking.

There are county parking lots, next to the RTA Building, the Prosecutors office has parking, they are in the old CBS building, there is parking next to the Country Commissioners Office.

There have been some parking complaints. -

How can the facility be more inviting / accessible for the public?

How important for this facility to have a significant presence?

Is it important for the building and the site to be a focal point/backdrop for functions (art fares, etc.)?

How important is cost in relation to the building/site presence.

It is recommended that the study consider an atrium between the buildings that would provide an indoor public space. The atrium could be a welcoming space as well as a space for people to take a break or have small events. This could be a connector between the two buildings. A study by Craig Genet was cited as an example. It would be nice to see the facility be used for more than court functions.

If you had any wish for the facility, what would it be?

**ADDITIONAL COMMENTS**

Name:	B&N Interview #2
Date:	August 13, 2013, 10:00am
Organization:	
Department:	

### QUESTIONS FOR DISCUSSION

The following are questions that will facilitate our discussions next week:

What are the general functions & responsibilities of your department?

Describe your department's operations.

Describe a typical court session.

What is the experience like for a victim?

What is the experience like for a witness?

What is the experience like for the defendant?

- The Common Pleas Court handles felony criminal cases, large civil disputes, and domestic relations cases.
- Cases are assigned randomly to the two judges.
- Misdemeanors and smaller civil cases are handled by the Municipal Court.

Describe a typical day for a juror.

Describe a typical day for prosecuting attorneys.

Describe a typical day for defending attorneys.

Describe any unique Security issues (not identified by the Ohio Supreme Court Facility and Security Standards).

- Security is a concern.
- The Annex was designed for Juvenile/Probate needs and not Common Pleas Court needs. The Common Pleas Court has different security needs.
- The Public needs an entrance.
- The Court Staff needs a different entrance.
- A Sally Port is needed and this could be used by all the courts in a combined facility. A three vehicle port is recommended.
- Separate circulation for criminal defendants is requested.
- There would be security concerns about using the court rooms for public functions after hours. If the same security protocol is not enforced, someone could sneak something in the courtroom to be used later.
- If one entrance was serving all court room (2 common pleas, 2 common pleas magistrates, 1 municipal, 1 juvenile, 1 probate magistrate) the sheriff's department would recommend 3 officers on duty. This would always ensure one officer was dedicated to the door and another officer to be a first responder to issues or potential issues.
- It would be good if in addition to the visual connection to each court room, that there was an audio connection as well to the front screening desk.



Describe the role of technology now and in the future in the courtroom; in your chambers and the law library.

- Bond hearings are performed remotely. The court is connected to the county jail with video and phone.
- Many of the Civil cases are handled by phone. These sessions are performed in the courtroom so that they are recorded by the electronic court recording system. It is not desired to have the court recording system in Chambers.
- The courtroom should have projectors which allow the jurors and the judge to observe, and screens for the attorneys and the public.
- Video teleconference is preferred. For those attorneys who have the capability, it would allow the judge to view the attorneys for the civil sessions that he holds by phone.
- Live streaming to the internet should be anticipated. County court sessions may be streamed live over the internet in the future.

What makes your job difficult in terms of the current physical facilities?

What changes in the physical facilities would make your job easier or improve operations and outcomes?

Describe the ideal court room and facilities for your court.

How many people does the court need to accommodate (defendant, prosecutor, public).

- Judge Shuff provided a preliminary space allocation for the Facility.
- Jury trials call 12 jurors and one to four alternates.
- The average jury call is 75 people. For large public trials, they call as many as 150.
- Four conference rooms are requested. It is difficult to manage the separation of witnesses, space for defendant/client counsel, prosecutor, and rooms for families seeing the Magistrate for domestic cases.
- More separation or room between the Magistrates hearing room and main court room would be preferred.
- For most trials there is not a lot of public attendance. Sometimes students come in and observe and the judge will speak to them after the court has concluded. Larger trials have greater public participation.
- Domestic cases can have a number of parties involved.
- One table each for the plaintiff and the defendant is ok, but the room has to be large enough to add a table.
- There are approximately 30 to 40 days that jury trials are conducted. There are several days where bond and civil hearings are conducted.
- Court staff needs their own restrooms not accessible to the public.
- There may be benefits to co-locating the city and county prosecutors.
- The deputies could use a locker room.
- A holding area next to each court room is preferred.

What is the best location for the shared facility?

- The site of the old courthouse is the best location and offers the most operational facilities.

Where do employees and the public currently park?

Are there any deficiencies with this parking arrangement?

- Judges currently park against the building. These parking spaces are monitored by a camera for safety. There are currently 5 parking spaces (one each judge and magistrate and one for the Sherriff). The existing parking is adequate for the court needs.

How can the facility be more inviting / accessible for the public?

How important for this facility to have a significant presence?

Is it important for the building and the site to be a focal point/backdrop for functions (art fares, etc.)?

How important is cost in relation to the building/site presence.

- The courthouse should be a place that commands respect for the rule of law. Right now people do not know it is the courthouse. There is poor signage and no street number, and it does not look like a courthouse. A public space on Washington Street would be great. It could be a place for the people to gather for public functions and for vigils.

If you had any wish for the facility, what would it be?

ADDITIONAL COMMENTS

Name:	John Davoli Interview #6 8/15/2013 9:45am
Email:	
Organization:	
Department:	

### QUESTIONS FOR DISCUSSION

The following are questions that will facilitate our discussions next week:

What are the general purposes and programs of your organization, as they relate to the Justice Center?

Our office represents the State of Ohio, Common Pleas and Juvenile Court. No contact with Municipal.

What are the general functions & responsibilities of your department?

Dual fold, criminal prosecution, and civil representation for the county, county departments and townships

Describe your department's operations.

See A and B

Describe a typical day in your office's operations.

Varies greatly from day to day, jury trials – very busy. Also people coming in for legal advice, some township and some county officials

What is the experience like for the people you provide services to?

Some come here, some we go to.

Describe any Unique Security concerns.

File requirements, storage of criminal files need to kept forever. All hard copies in process to scan and save. No security concerns for my office at this time, we are behind locked doors. Receptionist has to buzz in to office. Court annex – no concerns for our functions. MAJOR CONCERNS FOR THE PUBLIC!!

Victims and suspects come in the same entrance. Sally Port needed for the suspects. Congestion at entry point, too many people in small space. NO TRAGEDY YET!!!! Judge Meyers court – juvenile, security at top of stairs, can go downstairs around and not through security. ADA non compliant.

Describe the role of technology now and in the future in your office.

iPads used in courts, wi fi very important. Trying to get rid of paper. Scheduling done through wi fi/ iPad. Wi fi is working fine now in both courts.

What makes your job difficult in terms of the current physical facilities?

See security question above – also more bathrooms for jury trial. Restrooms get backed up when more people are there.

What changes in the physical facilities would make your job easier or improve operations and outcomes?

See above

Describe the ideal facilities for your department or office.

Need a lot more space and storage. Storage of files needs to be in office, because we pull them up when needed. Current location is okay, but Victim's Advocate is down the hall and around the corner with separate but needed receptionist and security.

What is the best location for the shared facility?

Old county courthouse site

Where do employees and the public currently park?

Spots behind current building, usually walk to court

Are there any deficiencies with this parking arrangement?

Day to day parking can be difficult. Jury trials very difficult, some have to park blocks away. Out of town people are at a major disadvantage. One way streets, where to park? Parking is available, more signage for the courts and where to park.

How can the facilities be more inviting / accessible for the public?

More bathrooms for jury trial, as see above. Outside doors for bathrooms for events, locked from inside no access to courts. Outside power outlet and panels for events, build into the plans for the building from the get-go.

How important for this facility to have a significant presence?

Functionality is more important than stature.

Is it important for the building and the site to be a focal point/backdrop for functions (art fairs, etc.)?

Important to be more accessible for events, functions, meetings. Have rooms available for major county meeting at county courthouse. Also balance the green with the building. Building should be taller to allow for more green space, around front and around the building.

How important is cost in relation to the building/site presence.

Functionality is more important than stature, build up not out.

If you had any wish for the facility, what would it be?

A restaurant/coffee shop in the building. Elderly and handicap may not have the time or ware with all to go out of building during breaks. Also general public would benefit if there is a heavy rain or cold snowy weather. Very short breaks does not allow people to go out of the building and come back.

**DEPARTMENTAL STAFF**

NAME	DEPARTMENT	POSITION

**Additional Comments:**

**DEPARTMENTAL SPACES**

SPACE NAME	DEPARTMENT	FUNCTION

**Additional Comments:**

Name:	B&N Interview #3
Date:	August 13, 2013, 12:00
Organization:	
Department:	

### QUESTIONS FOR DISCUSSION

The following are questions that will facilitate our discussions next week:

What are the general purposes and programs of your organization, as they relate to the Justice Center?

- The Common Pleas Court handles felony criminal cases, large civil disputes, and domestic relations cases. Cases are assigned randomly to the two judges. Misdemeanors and smaller civil cases are handled by the Municipal Court.

Describe a typical day for a juror.

Describe a typical day for prosecuting attorneys.

Describe a typical day for defending attorneys.

Describe any unique Security issues (not identified by the Ohio Supreme Court Facility and Security Standards).

- The Municipal Court sees a much higher volume of people. Access to the public and separation of this pedestrian traffic needs to be considered.
- One secure entrance is preferred.
- A Sally port and secure circulation for the prisoners (with holding facilities) is requested.
- Security cameras should be placed in the court and around the building.

Describe the role of technology now and in the future in the courtroom; in your chambers and the law library.

- Bond hearings are done electronically in the court so that they are recorded.
- Wireless access in the court is needed. One wireless network for the law library (public). One secure network for court.
- The court room should have dimmable lights.

What makes your job difficult in terms of the current physical facilities?

What changes in the physical facilities would make your job easier or improve operations and outcomes?

Describe the ideal court room and facilities for your court.

How many people does the court need to accommodate (defendant, prosecutor, public).

- Judge Kelbley would prefer his courtroom on the east side of the building.
- Jury selection is currently an issue. Jury holding is also an issue.
- So far there have been 16 jury trials this year.
- +/- 100 jurors call at the most. Usually 50 – 60.
- Attorneys need a little more space than they currently have.

- Need 4 conference rooms at a minimum.
- The location of the prosecutors is adequate where they are.
- The law library should be accessible to the public.

What is the best location for the shared facility?

- The best location is adjacent to the Annex.

Where do employees and the public currently park?

Are there any deficiencies with this parking arrangement?

- Parking works now in its current situation. Combining municipal court and Juvenile/probate with the Common Pleas will create parking issues.

How can the facility be more inviting / accessible for the public?

How important for this facility to have a significant presence?

Is it important for the building and the site to be a focal point/backdrop for functions (art fares, etc.)?

How important is cost in relation to the building/site presence.

- The building should more environmentally friendly.
- The building needs to be efficient and effective in how it serves the public.
- Underground parking is not practical.
- It would be nice to see the lady of justice on the tower.
- The building needs to have a presence, some gravitas. It would be good to put something in front of it.

If you had any wish for the facility, what would it be?

**ADDITIONAL COMMENTS**

Name:	John Davoli Interview #1 8/13/2013 2:30pm
Email:	
Organization:	
Department:	

### QUESTIONS FOR DISCUSSION

The following are questions that will facilitate our discussions next week:

What are the general purposes and programs of your organization, as they relate to the Justice Center?

Like to have the ease of both courts in one building.

Describe these programs, including size and extent.

What purposes would be served by locating your program or organization in the Justice Center?

Runners now have to go back and forth to juvenile court, municipal court and common pleas court, one stop would be better. Prosecutors – would be great to have in the same building

What type of facilities and spaces would you need at the Justice Center?

Generally describe how you would use these facilities, including activities, numbers of people, hours of occupancy, etc.

Usually in one of the courts once a day on many occasions six or seven times a day at different courts.

Would like to go to combined municipal and county courts and Fostoria and Tiffin municipal courts.

How do you anticipate your organizations financial participation? NONE

- Contributing to construction
- Lease holder
- Both

Describe the data and audio/visual needs for these facilities. New annex is sufficient now.

Describe any particular security needs.

Conference rooms! Not enough conference rooms, need table with 4 chairs, 10x12 room, quiet room, sound proof. Separate conference rooms to keep confidentiality. Check point (security) sufficient now at door, sometimes backs up. Security lacking at juvenile and municipal courts.

What is the best location for the shared facility?

Middle of downtown Tiffin. Existing site!!

Where do employees and the public currently park?

Employees park Market Street, first option, Jefferson Street second option. There is a problem parking now, especially when a trial is going on. Need more parking and or signage to existing lots, clarifying where to park.

Are there any deficiencies with the current arrangement?

See above



How can the facility be more inviting / accessible for the public?

It can be more inviting by having it look like a building should, like a courthouse. Current courthouse (annex) non-descript.

How important for this facility to have a significant presence?

Extremely important for it to have a significant presence!

Is it important for the building and the site to be a focal point/backdrop for functions (art fairs, etc.)?

Good to have fairs, other activities there. Courthouse should be focal point community.

How important is cost in relation to the building/site presence.

Cost for building, yes, spend money to make it right. Make it a beautiful building and it is very important to "right" size it. Make it a little bigger for future growth. Long term planning. Cheaper to go up – 5-6 stories.

**If you had any wish for the facility, what would it be?**

Build it to last 100 years. Build it right! Annex cheaply built, so cheaply built we know now that court is about to start because we hear the toilet flush. The bathroom is next to the courtroom. The walls are thinly built and even in existing conference rooms there is a major confidentiality problems.

Name:	John Davoli Interview #2 8/14/2013 9:00am
Email:	
Organization:	
Department:	

### QUESTIONS FOR DISCUSSION

The following are questions that will facilitate our discussions next week:

What are the general purposes and programs of your organization, as they relate to the Justice Center?

Interaction with the recorder, auditor, treasurer, clerk of courts and probate should be in one building, now has three stops. No dealings with municipal court.

Describe these programs, including size and extent.

Search public records

What purposes would be served by locating your program or organization in the Justice Center?

No purpose, already across the street.

What type of facilities and spaces would you need at the Justice Center?

None

Generally describe how you would use these facilities, including activities, numbers of people, hours of occupancy, etc.

Three people daily go to three different locations.

How do you anticipate your organizations financial participation? Pay my taxes/none

- Contributing to construction
- Lease holder
- Both

Describe the data and audio/visual needs for these facilities.

Right now we use hard copies of books and computerized data, believes courts are in the process of computerizing all data.

Describe any particular security needs.

Probate not handicapped accessible. Security – waiting in line to get into trials.

What is the best location for the shared facility?

Across the street/out courthouse site

Where do employees and the public currently park?

Lot number 7 and then walk

Are there any deficiencies with the current arrangement?

On trial days – no parking spots, old junior high might work

How can the facility be more inviting / accessible for the public?

Juvenile court handicap accessibility issues, having one location “one stop” would be great

How important for this facility to have a significant presence?

It needs to look like the annex, it needs lots of green space. (PLEASE NOTE ART FAIR/FARMER'S MARKET WAS THIS PAST WEEKEND HE REALLY LIKES THE GREEN SPACE)

Is it important for the building and the site to be a focal point/backdrop for functions (art fairs, etc.)?

One quarter of the space on west side needs to remain green space for art fairs, gathering space. Keep Gibson statue where he is at or place in courthouse green space.

How important is cost in relation to the building/site presence.

Rather spend money on green space gathering area and keep the building frugal, like the current annex.

Functionality versus aesthetics. Courtyard space is important.

**If you had any wish for the facility, what would it be?**

A small eatery/snack bar in building.

Name:	John Davoli Interview #3 8/14/2013 10:00am
Email:	
Organization:	
Department:	

### QUESTIONS FOR DISCUSSION

The following are questions that will facilitate our discussions next week:

What are the general purposes and programs of your organization, as they relate to the Justice Center?

None – indirect nature, represents business community. Combined center is cost effective and efficient

Describe these programs, including size and extent.

No direct contact

What purposes would be served by locating your program or organization in the Justice Center?

Businesses not necessarily in building, but maybe logical businesses that complement the Justice Center.

What type of facilities and spaces would you need at the Justice Center?

(See above)

Generally describe how you would use these facilities, including activities, numbers of people, hours of occupancy, etc.

None

How do you anticipate your organizations financial participation? None

- Contributing to construction
- Lease holder
- Both

Describe the data and audio/visual needs for these facilities.

N/A

Describe any particular security needs.

Efficient for a few, not for a large crowd, backs up.

What is the best location for the shared facility?

Old East Junior High Property, on E Market and Jefferson St. William Harvey Gibson statue, keep where it is at.

Where do employees and the public currently park?

When I go there I walk there, if need to park, most times park behind RTA building or commissioners lot. No street parking. Need more parking, need more parking for combined Justice Center for sure. Take wrecking ball to RTA building, "toilet bowl", make parking lot there.

Are there any deficiencies with the current arrangement?

(See above)

How can the facility be more inviting / accessible for the public?

To make it more inviting, the security check point needs to be enlarged. Aesthetic aspect needs to blend more with downtown architecture.

How important for this facility to have a significant presence?

Less important today, more important to be cost effective and efficient.

Is it important for the building and the site to be a focal point/backdrop for functions (art fairs, etc.)?

We have that now with the annex, keep that green space there! We want the green space to be the focal point not the new courthouse. Love having the art show, farmer's market and other events on green space. (PLEASE NOTE THAT ART SHOW/FARMER'S MARKET THIS PAST WEEKEND)

How important is cost in relation to the building/site presence.

Cost effectiveness are paramount, more important than how beautiful the building is.

**If you had any wish for the facility, what would it be?**

Pull the project off without debacle/fight – have it go forward without fighting. That is my wish.

Name:	John Davoli Interview #4 08/14/2013 1:00pm
Email:	
Organization:	
Department:	

See Attachment A

## QUESTIONS FOR DISCUSSION

The following are questions that will facilitate our discussions next week:

What are the general purposes and programs of your organization, as they relate to the Justice Center?

We have a couple of programs that match what the courts do, also probation and parole.

Describe these programs, including size and extent.

(See above)

What purposes would be served by locating your program or organization in the Justice Center?

Mock trial settings, observer court/live court proceedings, improve the quality of court learning ability.

What type of facilities and spaces would you need at the Justice Center?

Classes could be scheduled to go to the court. Possibly have class in one of the rooms, locate the classes in one or more rooms, multi-use rooms

Generally describe how you would use these facilities, including activities, numbers of people, hours of occupancy, etc.

(See above)

How do you anticipate your organizations financial participation? None

- Contributing to construction
- Lease holder
- Both

Describe the data and audio/visual needs for these facilities.

As an educator it would be nice to have a multi-purpose room, smart technology, smart classrooms.

Simple room with projector, internet, and sound capabilities. Both universities have students that intern there, it would be nice to have a shared office space, a 10x12 room with a computer, internet/wi-fi, printer and a couple of desks.

Describe any particular security needs.

Generally speaking it is adequate. Sometimes you have to wait on security checkpoint at annex.

Security check point room is not big enough, cramped space. Make sure the gate (security check point) itself is not a new target (could be a security risk.)

What is the best location for the shared facility?

From a purely practical standpoint, out on the edge of town by the jail would be ideal. Prisoners – jail to court – court to jail. But, politically correct would be the old spot.

Where do employees and the public currently park?

There are parking lots around court. Not great in front of court or on side, or the near vicinity.

Are there any deficiencies with the current arrangement?

Never heard of anybody that just can't find a spot, but may have to park further away.

How can the facility be more inviting / accessible for the public?

The new building should have architecture that reflects "public art" not just an industrial look. As much of a statement to "justice" not just efficient. Should reflect the majesty of the purpose.

How important for this facility to have a significant presence?

(See above)

Is it important for the building and the site to be a focal point/backdrop for functions (art fairs, etc.)?

Very important, should be focal point of county.

How important is cost in relation to the building/site presence.

As a taxpayer, spend some extra dollars to make it look like a majestic building.

**If you had any wish for the facility, what would it be?**

If the location is in the center of town, my wish for it would be for it to be as inspirational as possible. If located outside of town center (by jail) make it as plain and simple as possible, that would be okay.

Name:	John Davoli Interview #5 8/14/2013 2:30pm
Email:	
Organization:	
Department:	

### QUESTIONS FOR DISCUSSION

The following are questions that will facilitate our discussions next week:

What are the general purposes and programs of your organization, as they relate to the Justice Center?

Most of overall community business, several divisions that use my services, printing/website design.

Also I use it for average citizen stuff.

Describe these programs, including size and extent.

General citizens actions

What purposes would be served by locating your program or organization in the Justice Center?

If consolidating courts together, less travel time having everything together. Much more convenient.

What type of facilities and spaces would you need at the Justice Center?

N/A

Generally describe how you would use these facilities, including activities, numbers of people, hours of occupancy, etc.

A couple of my employees make deliveries there.

How do you anticipate your organizations financial participation? NONE

- Contributing to construction
- Lease holder
- Both

Describe the data and audio/visual needs for these facilities.

None

Describe any particular security needs.

Entrance to courts is hard, no direction on how to get into buildings. Needs a delivery portal/loading dock. When delivering materials, must go through security check point, it is time consuming. Especially with multi packages/boxes.

What is the best location for the shared facility?

Last week, I would have said definitely the old spot, but over the weekend we had the art fair/farmers' market there, leave the green space. The combined court should go across the street from the juvenile court at the location of the old East Junior High site. A good area or other areas that would be good would be between the court annex and the ugly area between that and Heidelberg University, bull doze that whole area.

Where do employees and the public currently park?

The new facility would need some new parking, the current parking is not even adequate. More parking could be the ugly area between the court annex and Heidelberg (Market Street)



Are there any deficiencies with the current arrangement?

(See above)

How can the facility be more inviting / accessible for the public?

New court should have a grand entrance!!

How important for this facility to have a significant presence?

More grander, the better

Is it important for the building and the site to be a focal point/backdrop for functions (art fairs, etc.)?

Extremely important

How important is cost in relation to the building/site presence.

Build something in between, functional and aesthetically pleasing, not like the RTA building, very bad, ugly.

**If you had any wish for the facility, what would it be?**

Build a grand building, put Seneca on the map, something we can all be proud of.

(MOST COUNTY MAPS HAVE THE COUNTY COURTHOUSE PICTURE ON IT.)

Name:	John Davoli Interview #7 08/16/2013 12:00pm
Email:	
Organization:	
Department:	

### QUESTIONS FOR DISCUSSION

The following are questions that will facilitate our discussions next week:

What are the general purposes and programs of your organization, as they relate to the Justice Center?

Criminal justice major, pre-law people visit courts. We are not a gun and badge program we are more about the legal system, majors usually go into FBI, US Marshalls, etc., not so much cops.

Describe these programs, including size and extent.

See above

What purposes would be served by locating your program or organization in the Justice Center?

Direct viewing of the criminal justice system. We provide legal studies minor.

What type of facilities and spaces would you need at the Justice Center?

Limited connections directly to the court, but Judge Shuff does bring the court to campus in the Great Hall, heavily attended. Tom (Newcomb) brings CIA in to talk to students as well.

Generally describe how you would use these facilities, including activities, numbers of people, hours of occupancy, etc.

See above, also it would be ideal to have seminars and workshops in the courthouse.

How do you anticipate your organizations financial participation? **NONE**

- Contributing to construction
- Lease holder
- Both

Describe the data and audio/visual needs for these facilities.

Wi fi mesh would be great for court and whole area. Video conference rooms in court would be beneficial, like for job interviews.

Describe any particular security needs.

Court annex security seems okay. My idea would be for card swipe locks, quick access, never have to wait, standardized record for comings and goings.

What is the best location for the shared facility?

Definitely downtown area, possibly old courthouse site. Green space is being utilized right now (remember Farmer's Market and Art Fair was this previous weekend)

Where do employees and the public currently park?

Street parking sometimes a problem. Also sometimes a problem or completely packed when a court case is on.

Are there any deficiencies with the current arrangement?

Also sometimes a problem or completely packed when a court case is on.

How can the facility be more inviting / accessible for the public?

LIGHTING!!!! Should be bright and cheery, pleasing colors, color theme could and can do wonders for the facility, would make big statement of a pleasing nature.

How important for this facility to have a significant presence?

Very important, it will help the downtown, not just a red brick block building like the current court annex. It should be eye catching, it should make a statement.

Is it important for the building and the site to be a focal point/backdrop for functions (art fairs, etc.)?

Needs to be a focal point, needs to be a multi-purpose facility. Courts during the week, art show center on the weekends. Use building for others uses in the evening and on the weekends. Art exhibits in entry and in hall areas.

How important is cost in relation to the building/site presence.

Both functionality and aesthetics. You can build a functional building with aesthetics, if the architects are any good there are ways to add beauty without too much extra costs.

**If you had any wish for the facility, what would it be?**

Austin, Texas – State House turned into museum-like structure. The same guy that designed the Austin Texas State House also designed the previous Seneca County Courthouse. New justice center should have history of political leaders, past judges and other officials. Paintings, plaques, busts on walls. Very important that these be on walls, doesn't take up space, just adds the history.

Name:	B&N Interview #3a
Email:	
Organization:	

### QUESTIONS FOR DISCUSSION

The following are questions that will facilitate our discussions next week:

What are the general purposes and programs of your organization, as they relate to the Justice Center?

Describe a typical day for a juror.

Describe a typical day for prosecuting attorneys.

Describe a typical day for defending attorneys.

- Jurors, victims, family members all need to feel safe and be away from the defendants and/or witnesses.
- .

Describe any unique Security issues (not identified by the Ohio Supreme Court Facility and Security Standards).

- Need more than one Security Officer.

Describe the role of technology now and in the future in the courtroom; in your chambers and the law library.

What makes your job difficult in terms of the current physical facilities?

What changes in the physical facilities would make your job easier or improve operations and outcomes?

Describe the ideal court room and facilities for your court.

How many people does the court need to accommodate (defendant, prosecutor, public).

- The ability to see defendants, witnesses, spectators (the line of site between all parties in the courtroom is not ideal).
- More space, bigger – we need to accommodate everyone.

Where do employees and the public currently park?

Are there any deficiencies with this parking arrangement?

- Shared parking across the street from the building.
- Need better parking, easier & efficient check-in for jurors.

What is the best location for the shared facility?

- The best location is adjacent to the Annex.

Where do employees and the public currently park?

How can the facility be more inviting / accessible for the public?

How important for this facility to have a significant presence?

Is it important for the building and the site to be a focal point/backdrop for functions (art fares, etc.)?

How important is cost in relation to the building/site presence.

- Public importance/Landmark.

If you had any wish for the facility, what would it be?

- Law Library
- Mini Cafeteria for employees
- Adequate media center and conference rooms.

**ADDITIONAL COMMENTS**

Name:	B&N Interview #3b
Email:	
Organization:	
Department:	

### QUESTIONS FOR DISCUSSION

The following are questions that will facilitate our discussions next week:

What are the general purposes and programs of your organization, as they relate to the Justice Center?

Describe a typical day for a juror.

Describe a typical day for prosecuting attorneys.

Describe a typical day for defending attorneys.

- Presently not enough space to adequately separate victims, witnesses, and defendants, which is stressful for everyone.
- Defendants must walk past witnesses to go into court.
- Juror have to walk past everyone.

Describe any unique Security issues (not identified by the Ohio Supreme Court Facility and Security Standards).

- Need more than one Security Officer.

Describe the role of technology now and in the future in the courtroom; in your chambers and the law library.

What makes your job difficult in terms of the current physical facilities?

What changes in the physical facilities would make your job easier or improve operations and outcomes?

Describe the ideal court room and facilities for your court.

How many people does the court need to accommodate (defendant, prosecutor, public).

- The ability to see defendants, witnesses, spectators (the line of site between all parties in the courtroom is not ideal).
- Need more space for jurors, exhibits, witness. Larger courtroom and juror room.
- The court needs to accommodate a trial with multiple plaintiffs and defendants and attorneys.

Where do employees and the public currently park?

- Wherever space is available.

Are there any deficiencies with this parking arrangement?

- YES.

What is the best location for the shared facility?

- The best location is adjacent to the Annex.

Where do employees and the public currently park?

How can the facility be more inviting / accessible for the public?

How important for this facility to have a significant presence?

Is it important for the building and the site to be a focal point/backdrop for functions (art fares, etc.)?

How important is cost in relation to the building/site presence.

- Better parking
- Is what the public expects.
- NO. The site does not need to be focal point.
- Cost is important to the tax payers.

If you had any wish for the facility, what would it be?

- Law Library
- Mini Cafeteria for employees
- Adequate media center and conference rooms.

**ADDITIONAL COMMENTS**

Name:	B&N Interview #3c
Email:	
Organization:	
Department:	

### QUESTIONS FOR DISCUSSION

The following are questions that will facilitate our discussions next week:

What are the general purposes and programs of your organization, as they relate to the Justice Center?

Describe a typical day for a juror.

Describe a typical day for prosecuting attorneys.

Describe a typical day for defending attorneys.

Describe any unique Security issues (not identified by the Ohio Supreme Court Facility and Security Standards).

Describe the role of technology now and in the future in the courtroom; in your chambers and the law library.

- Some attorneys use technology in the courtroom. The magistrates hearing room does not have equipment.
- Technology is critical to the law library.

What makes your job difficult in terms of the current physical facilities?

- The ability to leave the magistrate courtroom in an emergency.

What changes in the physical facilities would make your job easier or improve operations and outcomes?

- Have a microphone for GAL and ability to leave courtroom quickly.

Describe the ideal court room and facilities for your court.

How many people does the court need to accommodate (defendant, prosecutor, public).

- The magistrate courtroom needs to accommodate Plaintiffs, Defendants, Guardians, and other.

What is the best location for the shared facility?

- The best location is adjacent to the Annex.

Where do employees and the public currently park?

- In the public lot by Burns Electric.

Are there any deficiencies with this parking arrangement?

- When there is a jury trial there are not enough spaces to accommodate everyone.

Where do employees and the public currently park?



How can the facility be more inviting / accessible for the public?

How important for this facility to have a significant presence?

Is it important for the building and the site to be a focal point/backdrop for functions (art fares, etc.)?

How important is cost in relation to the building/site presence.

- Signs and identification for each floor
- If cost is too prohibitive to have significant site presence then functionality should be paramount.

If you had any wish for the facility, what would it be?

ADDITIONAL COMMENTS

Name:	B&N Interview 3d
Email:	
Organization:	
Department:	

### QUESTIONS FOR DISCUSSION

The following are questions that will facilitate our discussions next week:

What are the general purposes and programs of your organization, as they relate to the Justice Center?

Describe a typical day for a juror.

Describe a typical day for prosecuting attorneys.

Describe a typical day for defending attorneys.

Describe any unique Security issues (not identified by the Ohio Supreme Court Facility and Security Standards).

- Need more than one Security Officer.
- Transports – need holding cells, separate waiting areas for victims/defendants.
- More parking for sheriff's office transports or personnel. A Sally Port.

Describe the role of technology now and in the future in the courtroom; in your chambers and the law library.

What makes your job difficult in terms of the current physical facilities?

What changes in the physical facilities would make your job easier or improve operations and outcomes?

Describe the ideal court room and facilities for your court.

How many people does the court need to accommodate (defendant, prosecutor, public).

Where do employees and the public currently park?

Are there any deficiencies with this parking arrangement?

What is the best location for the shared facility?

Where do employees and the public currently park?

How can the facility be more inviting / accessible for the public?

How important for this facility to have a significant presence?

Is it important for the building and the site to be a focal point/backdrop for functions (art fares, etc.)?

How important is cost in relation to the building/site presence.

- Better cleaning & maintenance
- Clear signs, building markers, directions, etc.

If you had any wish for the facility, what would it be?

ADDITIONAL COMMENTS

Name:	B&N Interview #3e
Email:	
Organization:	
Department:	

### QUESTIONS FOR DISCUSSION

The following are questions that will facilitate our discussions next week:

What are the general purposes and programs of your organization, as they relate to the Justice Center?

Describe a typical day for a juror.

Describe a typical day for prosecuting attorneys.

Describe a typical day for defending attorneys.

Describe any unique Security issues (not identified by the Ohio Supreme Court Facility and Security Standards).

Describe the role of technology now and in the future in the courtroom; in your chambers and the law library.

What makes your job difficult in terms of the current physical facilities?

- The public is not sure if they are in the right location.

What changes in the physical facilities would make your job easier or improve operations and outcomes?

Describe the ideal court room and facilities for your court.

How many people does the court need to accommodate (defendant, prosecutor, public).

- Multiple attorneys (3-4)

Where do employees and the public currently park?

Are there any deficiencies with this parking arrangement?

- Employees park in the old commissioner lot or any space available.
- Yes, parking is deficient if there is a jury trial.

What is the best location for the shared facility?

- Center of town

How can the facility be more inviting / accessible for the public?

How important for this facility to have a significant presence?

Is it important for the building and the site to be a focal point/backdrop for functions (art fares, etc.)?

How important is cost in relation to the building/site presence.

- Should be easy to identify with signs.
- Not important to be a focal point.

- Cost is important to taxpayers.

**If you had any wish for the facility, what would it be?**

- Law Library in this location with all books here.
- A conference room for depositions and mediation.
- A large enough room for computers
- Access available for attorneys after hours.

**ADDITIONAL COMMENTS**

Name:	B&N Interview #4
Date:	August 13, 2013, 1:00 pm
Organization:	
Department:	

### QUESTIONS FOR DISCUSSION

The following are questions that will facilitate our discussions next week:

What are the general purposes and programs of your organization, as they relate to the Justice Center?

The law library needs to be more accessible to the public. Right now the library in Judge Kelby area is not accessible directly; you need to request the book and the staff retrieve the requested publication. There are some publications in Tiffin University.

Describe these programs, including size and extent.

What purposes would be served by locating your program or organization in the Justice Center?

Law Library:

It would be good to consolidate the material located in Judge Kelby's area and the material located at the Tiffin University into one location. Many of the publications are electronic. The law library needs a few computer terminals connected to the internet. The law library also needs to hold the public forms for filing. This would relieve the Clerk of Courts of the potential liability associated with dealing with questions regarding the forms.

It would be advantageous if the law library was accessible to the public outside normal working hours. This will allow the public to access form after work hours and allow attorneys to access information outside of the normal court house hours.

A small conference room in law library is recommended.

What type of facilities and spaces would you need at the Justice Center?

It would be ideal if the law library could be accessed from inside the court house. It would be preferred if the door hardware and security could be arranged so that the Library is accessed from inside the courthouse during the day and accessed from the outside after hours. (This does create the potential issue of someone leaving items in the Library after hours to be accessed during hours).

Generally describe how you would use these facilities, including activities, numbers of people, hours of occupancy, etc.

How do you anticipate your organizations financial participation:

- Contributing to construction
- Lease holder
- Both

A law librarian would be needed to staff the law library during working hours.

Describe the data and audio/visual needs for these facilities.

The law library needs a few computer terminals connected to the internet and a printer. Wireless access to the internet is recommended.

Describe any particular security needs.

There is very little privacy in most of the court facilities. The Juvenile/Probate (old Carnegie library) does not have any space where an attorney can have a confidential conversation with their client. The conference rooms and space in the Annex is inadequate. The conference rooms are small, have poor acoustical privacy, and poorly detailed. The number of conference rooms is inadequate to serve concurrent jury court needs and magistrate activities.

What is the best location for the shared facility?

The best place for the Justice Center is the location of the former courthouse. The best location for the law library would either be in the new courthouse or the old Carnegie library.

Where do employees and the public currently park?

Are there any deficiencies with the current arrangement?

What are the county parking areas – what is the current usage for the parking?

What are the city lots – what is the current usage for the parking?

Is there a master plan that impacts the existing parking lot?

Can portion of the existing parking be dedicated to the employee parking.

The current parking availability downtown is limited. The one-way streets present confusion to visitors to downtown.

How can the facility be more inviting / accessible for the public?

How important for this facility to have a significant presence?

Is it important for the building and the site to be a focal point/backdrop for functions (art fares, etc.)?

How important is cost in relation to the building/site presence.

It is important for the facility to have a presence, a presence denoting a respect for the law and the people.

The facility should be calming and inviting. Court is a stressful place for most people.

Site amenities are necessarily important.

If you had any wish for the facility, what would it be?

**ADDITIONAL COMMENTS**

Name:	B&N Interview #5
Date:	August 13, 2013, 1:00 pm
Organization:	
Department:	

### QUESTIONS FOR DISCUSSION

The following are questions that will facilitate our discussions next week:

What are the general purposes and programs of your organization, as they relate to the Justice Center?

The Clerk of Courts is the record keeper for the Common Pleas Court and the Third District Court of Appeals.

Describe these programs, including size and extent.

What purposes would be served by locating your program or organization in the Justice Center?

Attorneys and the Public come in and out every day to search for information from the Court files. The Title Search agencies are also here each day viewing Foreclosure files or an action that involves property.

What type of facilities and spaces would you need at the Justice Center?

Facilities for the following need to be provided:

- 6 employees and the Clerk of Courts (legal)
- 53 Lateral 5 drawer filing cabinets various rooms
- 6- 2-4 drawer filing cabinets various rooms
- 1 large fire proof safe
- 14 computers various rooms
- 1 shredder
- 2 - Copy/scan/fax machines two different rooms
- 1 page counter in the hall way
- 7 - 7 shelf rolling file for the pending cases
- Kardex rolling shelves for the current closed files (Public access room) 4 rolling shelves with 5 shelves tall
- Approximately 6ft. long and 3 open shelf files with 23 shelves.
- A Supply room.
- Reception area: (1) 6 ft. table and (1) 3ft. table for public view of the docket (includes 2 desktop computers. Bulletin Board for postings. This area is sufficient currently.
- Interoffice cupboard on wall near office door for Attorney's to pick up their copies of documents.
- A meeting room is needed for the yearly and term draws of Court for Jury trials.
- A room to have confidential meetings and staff meetings.
- A common restroom and lunch room is also needed.



81 Jefferson Street is the storage for old records. What is needed is an Archival Center that would be open the same hours as the Courts. My records date back to the early Eighteen hundreds. There was not retention schedule until the early 1960's so all those records have to be kept. Any records with property issues are permanent records.

**Title Department:**

The current title department is too hot; there is not enough cooling.

Only the counter separates the staff from the public.

There are 5 people who work in the title department. In addition to the work stations there needs to be room for the printers.

There needs to be storage space.

**BMV:**

The county is large enough that Ohio law does not allow the BMV to fall under the jurisdiction of the Clerk of Courts. The Title office and the BMV if located in the same facility would need to be separated. The BMV located off site currently has 3 employees.

Generally describe how you would use these facilities, including activities, numbers of people, hours of occupancy, etc.

How do you anticipate your organizations financial participation:

- Contributing to construction
- Lease holder
- Both

Describe the data and audio/visual needs for these facilities.

The Clerk of Courts and the Title office have their own server.

Describe any particular security needs.

The Clerk of Courts Legal Dept. and Title Dept. both need security cameras and counters to serve the public in an efficient and safe manor, and enough space to work comfortably.

Clerk of Courts: It would be beneficial if the staff were physically separated from the public counter with a glass wall. The area outside the glass wall would include public reception and a counter and space behind the counter for staff helping the public.

What is the best location for the shared facility?

The location of the old courthouse is the best location for the shared facility.

Where do employees and the public currently park?

Are there any deficiencies with the current arrangement?

What are the county parking areas – what is the current usage for the parking?

What are the city lots – what is the current usage for the parking?

Is there a master plan that impacts the existing parking lot?

Can portion of the existing parking be dedicated to the employee parking.

Parking is adequate at this time, although most people would prefer it if parking were right out front.

When more functions move to the same location, parking will be an issue.

How can the facility be more inviting / accessible for the public?

How important for this facility to have a significant presence?

Is it important for the building and the site to be a focal point/backdrop for functions (art fares, etc.)?

How important is cost in relation to the building/site presence.

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If you had any wish for the facility, what would it be?

**ADDITIONAL COMMENTS**

Name:	B&N Interview #6
Date:	August 13, 2013, 2:30
Organization:	
Department:	

### QUESTIONS FOR DISCUSSION

The following are questions that will facilitate our discussions next week:

What are the general purposes and programs of your organization, as they relate to the Justice Center?

What are the general functions & responsibilities of your department?

Describe your department's operations.

Describe a typical day in your office's operations.

What is the experience like for the people you provide services to?

- The Clerk of Courts for Tiffin and Fostoria municipal court serves both cities. A presence will be maintained in Fostoria. Judge Repp spends 2 days in Fostoria and three days in Tiffin. Geographically, this is the largest municipal jurisdiction in the state.

Describe any Unique Security concerns.

Describe the role of technology now and in the future in your office.

What makes your job difficult in terms of the current physical facilities?

What changes in the physical facilities would make your job easier or improve operations and outcomes?

Describe the ideal facilities for your department or office.

- For jury trials the facilities in Fostoria are better.
- 2 clerks for Traffic and Criminal and 1 Civil Clerk and Clerk of Courts (Ms. Comer).
- 1 small claims clerk (currently in a private office).
- All the clerks can be combined into one space with one large service counter.
- There are 2 Probation officers who should each have a private office. The probation office sees a high volume people and they should have a separate waiting area.
- They had 3 conference rooms, one of the existing conference rooms is now storage. 3 to 4 are desired.
- Jury with a restroom.
- Prisoners are currently are out with the public. The existing facility does not allow for separate circulation or holding. Up to 17 prisoners will see the judge in one day.
- Public counter is too small and the waiting is too small (hallway). The clerks will see over 35 people just in the morning.
- They currently do have room for their scanners (as they try to move their documentation to electronic files).
- The staff would prefer to use staff toilet rather than public toilets.

What is the best location for the shared facility?

- The facility should be close to the Police Department, it should not be on the outskirts of town. Downtown is preferred.

Where do employees and the public currently park?

Are there any deficiencies with this parking arrangement?

- The staff currently park at the salvation army, the old dry cleaners, and the market street. There really is no dedicated parking for the municipal court. Public complains about parking at times.

How can the facilities be more inviting / accessible for the public?

How important for this facility to have a significant presence?

Is it important for the building and the site to be a focal point/backdrop for functions (art fairs, etc.)?

How important is cost in relation to the building/site presence.

- The municipal court sees a lot of people. Having the clerk of courts and the court easily accessible is important. The first floor would be a good location. The facility should have a stately appearance. The facility should have nice landscaping.

.

**If you had any wish for the facility, what would it be?**

**Additional Comments:**

Name:	B&N Interview #7
Date:	August 13, 2012, 3:00 pm
Organization:	
Department:	

### QUESTIONS FOR DISCUSSION

The following are questions that will facilitate our discussions next week:

What are the general functions & responsibilities of your department?

Describe your department's operations.

Describe a typical court session.

What is the experience like for a victim?

What is the experience like for a witness?

What is the experience like for the defendant?

- The Municipal Court is responsible for the Probation office and the Municipal Clerk of Courts.
- The volume of the cases is significant. Cases include traffic, criminal, and civil under \$15,000. The court hears 6,000 to 9,000 cases a year. The fall and early winter are especially busy.
- The judge will hear arraignments every morning and motion hearings and bench trials in the afternoon.
- The prisoner circulation needs to be improved. The city has been cited in past regarding prisoner circulation. Everyone is just too close in the Tiffin municipal court room.
- There is one Bailiff assigned to the court.
- A smaller hearing room should be planned. It is possible that a part-time magistrate may be necessary in the future.
- Victim advocate office is one person in a private office.
- The probation officers need a waiting area.
- The staff does not have good access to the court room. This could be improved.

Describe a typical day for a juror.

Describe a typical day for prosecuting attorneys.

Describe a typical day for defending attorneys.

Describe any unique Security issues (not identified by the Ohio Supreme Court Facility and Security Standards).

- Currently there is no security for the judge's chambers. The judge does not have direct access to the staff.

Describe the role of technology now and in the future in the courtroom; in your chambers and the law library.

- Connections to large screen TVs.
- Dry erase boards
- Phone connections

- Emergency buzzers

What makes your job difficult in terms of the current physical facilities?

What changes in the physical facilities would make your job easier or improve operations and outcomes?

Describe the ideal court room and facilities for your court.

How many people does the court need to accommodate (defendant, prosecutor, public).

- It would be helpful to have the City Prosecutors office in the same building.
- The jury room works well.
- The municipal court serves 3 counties. This requires the municipal jury pool to have representation from all 3 counties. This will present some challenges to combining jury selection process for all the courts.
- The court room gallery should hold 30 to 40 people.
- The municipal court calls 8 jurors and one alternate.
- One table each for prosecutor and defendant is acceptable.

What is the best location for the shared facility?

- The facility should be downtown. The best location is the site of the former courthouse.

Where do employees and the public currently park?

Are there any deficiencies with this parking arrangement?

- The staff currently park at the old Salvation Army building and at the city lot on Market Street.

How can the facilities be more inviting / accessible for the public?

How important for this facility to have a significant presence?

Is it important for the building and the site to be a focal point/backdrop for functions (art fairs, etc.)?

How important is cost in relation to the building/site presence.

- It is important that the facility be inviting and accessible. The new courthouse should be a reflection of the pride the people have in this community. The facility should be somewhat awe inspiring.
- The facility should have a feeling of serving the public and be a comfortable place.

If you had any wish for the facility, what would it be?

- The facility should inspire pride in the community. The facility should be a source of pride and should be built to serve the public for the next 100 years.

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**Additional Comments:**

Name:	B&N Interview #8
Date:	August 13, 2013, 5:00pm
Organization:	
Department:	

### QUESTIONS FOR DISCUSSION

The following are questions that will facilitate our discussions next week:

What are the general purposes and programs of your organization, as they relate to the Justice Center?  
Describe these programs, including size and extent.

What purposes would be served by locating your program or organization in the Justice Center?

What type of facilities and spaces would you need at the Justice Center?

Generally describe how you would use these facilities, including activities, numbers of people, hours of occupancy, etc.

- Handicap accessibility is difficult in the City Building. There is an elevator and a ramp that accommodate the public.
- With a combined facility, transportation costs from the county jail could be combined.
- Would like to see City and County Prosecutors and Public Defenders in the joint justice center if it does not make the building too large.

How do you anticipate your organizations financial participation:

- Contributing to construction
- Lease holder
- Both
- Judge Repp has funds from the Municipal Court that the city can contribute to the construction of a joint facility.
- The City would be willing to lease space in a new building from a third party (like the port authority). The City is not interested in leasing space from the County.

Describe the data and audio/visual needs for these facilities.

Describe any particular security needs.

- There is no security in the building. Anyone can come right up into the court room or up to the judge's chambers.

What is the best location for the shared facility?

- The best location is where the old court house was.

Where do employees and the public currently park?

Are there any deficiencies with the current arrangement?

- The.

What are the county parking areas – what is the current usage for the parking?

What are the city lots – what is the current usage for the parking?  
Is there a master plan that impacts the existing parking lot?  
Can portion of the existing parking be dedicated to the employee parking.

- Parking downtown is adequate.
- The city is trying to .

How can the facility be more inviting / accessible for the public?  
How important for this facility to have a significant presence?  
Is it important for the building and the site to be a focal point/backdrop for functions (art fares, etc.)?  
How important is cost in relation to the building/site presence.

- The new building needs to be something the community will have pride in
- The site should have a public function, possibly a gazebo.
- The building should booster the spirit of the people.

**If you had any wish for the facility, what would it be?**

- The exterior is more important than what the inside looks like.
- Would like the new building to help booster downtown economic development.

**ADDITIONAL COMMENTS**



Name:	B&N Interview #9
Date of Interview:	August 14, 2013, 8:00 am
Organization:	

### QUESTIONS FOR DISCUSSION

The following are questions that will facilitate our discussions next week:

What are the general purposes and programs of your organization, as they relate to the Justice Center?

Describe these programs, including size and extent.

What purposes would be served by locating your program or organization in the Justice Center?

What type of facilities and spaces would you need at the Justice Center?

Generally describe how you would use these facilities, including activities, numbers of people, hours of occupancy, etc.

- The following items should be in the facility:
  - Municipal Court
  - Judges Chambers
  - Clerks
  - City Prosecutors
  - City Probation officers
  - Victim Advocates office
- The following functions should be considered:
  - Restaurant or snack bar
  - A space for Tiffin University and/or Heidelberg University if a common benefit can be identified.

How do you anticipate your organizations financial participation:

- Contributing to construction
- Lease holder
- Both
- The City of Tiffin can contribute \$1,500,000 (no higher than \$2,000,000) to the construction of a new court house that will house the municipal court. There have been studies in the past by DLZ that have shown that the city can build a new municipal court house for \$1.5M.
- The City is willing to lease space in a new building housing City and County courts, if the building is owned and operated by a third party (like the port authority).

Describe the data and audio/visual needs for these facilities.

Describe any particular security needs.

- There are security issues in the existing City Administration building. A combined facility could address security issues more economically.

What is the best location for the shared facility?

- The best location is the city parking lot at Madison Street and Monroe Street next to the river.

Where do employees and the public currently park?

Are there any deficiencies with the current arrangement?

- There is enough parking for those people who are willing to walk.
- The Madison Street and Monroe Street would have more room for parking than the old courthouse site.
- The way finding downtown is a part of the parking frustrations.
- The county parking lots are not public parking lots. This causes confusion and problems.

What are the county parking areas – what is the current usage for the parking?

What are the city lots – what is the current usage for the parking?

Is there a master plan that impacts the existing parking lot?

Can portion of the existing parking be dedicated to the employee parking.

- The

How can the facility be more inviting / accessible for the public?

How important for this facility to have a significant presence?

Is it important for the building and the site to be a focal point/backdrop for functions (art fares, etc.)?

How important is cost in relation to the building/site presence.

- People need to know how what it is when they see it, how to get to it, and where to park to make it more inviting.
- The building has to fit downtown. The architecture needs to be grander than the Annex.
- The Annex has additional HVAC capacity for the new facility.
- The City Architectural Review Board would have to review the new design.
- The building should have natural light (an atrium or some curtain wall to allow a lot of light.
- People like the green space in the center of town where the old courthouse was located. The

**If you had any wish for the facility, what would it be?**

- A building that heals the past demolition of the old building
- A building that fulfills the needs for the next 50 years.
- Offices currently need more space
- Is it possible for the Judges to share courtrooms.

**ADDITIONAL COMMENTS**

Name:	B&N Interview #10
Date:	August 14, 11:00 am
Organization:	
Department:	

**QUESTIONS FOR DISCUSSION**

The following are questions that will facilitate our discussions next week:

What are the general purposes and programs of your organization, as they relate to the Justice Center?

Describe these programs, including size and extent.

What purposes would be served by locating your program or organization in the Justice Center?

What type of facilities and spaces would you need at the Justice Center?

Generally describe how you would use these facilities, including activities, numbers of people, hours of occupancy, etc.

- The.

How do you anticipate your organizations financial participation:

- Contributing to construction
- Lease holder
- Both
- The port authority is willing to facilitate the construction of the building. The building could be built with City and County funds supplemented by bonds.

Describe the data and audio/visual needs for these facilities.

Describe any particular security needs.

What is the best location for the shared facility?

- The best location is the site of the old courthouse. This would have the biggest impact to economic development downtown. This location or the location of the old East Junior High School.

Where do employees and the public currently park?

Are there any deficiencies with the current arrangement?

- There is a perception that there is no parking downtown. The combined facilities would need parking.
- A parking garage would be nice if it is economically feasible.

How can the facility be more inviting / accessible for the public?

How important for this facility to have a significant presence?

Is it important for the building and the site to be a focal point/backdrop for functions (art fares, etc.)?

How important is cost in relation to the building/site presence.

- A courtyard would be a good feature.

- The building should be something people want to go see.

**If you had any wish for the facility, what would it be?**

- The port authority is willing to assist the County and the City in addressing the solutions for the court facilities.

**ADDITIONAL COMMENTS**

Name:	B&N Interview #9
Date:	August 14, 2013, 12:45
Organization:	
Department:	

## QUESTIONS FOR DISCUSSION

The following are questions that will facilitate our discussions next week:

What are the general functions & responsibilities of your department?

Describe your department's operations.

Describe a typical court session.

What is the experience like for a victim?

What is the experience like for a witness?

What is the experience like for the defendant?

- Both the Juvenile and Probate Courts have a separate Clerk's office than the County Common Pleas.
- The Juvenile Court has a Probation Department. Currently the Probation Officers are located in several facilities within the county. There are 2 at Fostoria High School, 2 at Tiffin Columbian High School and 2 here at the Court which you refer to as the Carnegie Library. All 6 should be housed within the Court's facility.
- Case records and administrative files are distributed across the county in several buildings in addition to being stored here in the Court.
- Probate Court handles: Estates, Guardianships, wrongful death, civil commitments, name changes, marriage licenses, civil and other matters.
- The current facility does not allow for adequate conference space for private attorney/client discussions. The waiting areas at times are overcrowded.
- The Juvenile/Probate court has its own probation department. Currently the probation department is scattered across the country. There are 2 at Fostoria High School, 2 at Tiffin Columbian High School, and 1 at the library. They really should be under one roof.
- Two court spaces are needed. One for Jury Trials and one for other trials.
- There is currently one judge and one magistrate.
- There may be a need for a second magistrate. Although the population for Seneca county is not projecting a significant change, there is a trend in increasing Juvenile/Probate cases.
- Adult criminals should not be near the children involved in Juvenile court.
- The Juvenile court handles ALL juvenile cases: Traffic, criminal, custody, child support, delinquency, and abuse/neglect.
- There is a need for the Courtrooms to have both audio and video capability. The Court must also have the capability to display/play CD's, DVD's and video presentations.
- The employees are working in less than adequate space. There is also a space problem for the public as mentioned above.
- Jury trials have 8 jurors and alternates. There is no cap on the number of alternates.

Describe a typical day for a juror.

Describe a typical day for prosecuting attorneys.

Describe a typical day for defending attorneys.

Describe any unique Security issues (not identified by the Ohio Supreme Court Facility and Security Standards).

- The Seneca County Sheriff's Department does provide a Deputy for the front door and also a magna scanner and wand. The Court should have video cameras, panic buttons, etc. There should also be a separate entrance and secure room for detainees. There is no separation between victims and alleged offenders.

Describe the role of technology now and in the future in the courtroom; in your chambers and the law library.

- There is a need for the Courtrooms to have both audio and video capability. The Court must also have the capability to display/play CD's, DVD's and video presentations.

What makes your job difficult in terms of the current physical facilities?

What changes in the physical facilities would make your job easier or improve operations and outcomes?

Describe the ideal court room and facilities for your court.

How many people does the court need to accommodate (defendant, prosecutor, public).

- Requested program spaces:
- Staff
  - 1 Judge – Private Chamber.
  - 1 Magistrate – Private Chamber
  - There may be a need for a second magistrate. Although the population for Seneca County is not projecting a significant change, there is a trend in increasing Juvenile/Probate cases.
  - 1 Court Administrator – Private Office.
  - Juvenile Clerks – 6 total – 5 clerks and 1 Chief Deputy Clerk/Bailiff – There should be a private office for the Chief Deputy Clerk.
  - Probate Clerks – 4 total – 3 Clerks and 1 Chief Deputy Clerk/Bailiff – There should be a private office for the Chief Deputy Clerk.
  - 1 Diversion Officer/Program Administrator – Plus material that she needs to store – this office should be larger as she has family meetings in her office.
  - 1 Mediator – this office should be larger as she works with individuals in a mediation setting. When this office is not in use, it can be used as a conference room.
  - 2 – Chief Probation Officers – a private office for each.
  - 4 – Probation Officers – Plus materials that they need to store – open office.
  - 2 – Public Guardians - plus space for materials that they need to store.
  - 1 – Community Service/Restitution Office – could be housed with Probation Staff.
  - When looking at the number of employees, it needs to be pointed out that the number of employees has been downsized. You did include space for a possible second Magistrate; however, court staff has been decreased in the last two years by 1 full-time Magistrate, 1 part-time Magistrate, 1 Juvenile Deputy Clerk and 1 Probate Deputy Clerk. The Court also has less Probation and Restitution Staff than a few years ago when

- delinquency cases were higher. The yearly number and type of Court Cases along with additional demands on the Court will impact future staffing needs.
- delinquency cases were higher. The yearly number and type of Court Cases along with additional demands on the Court will impact future staffing needs
- Support Space
    - o Sally Port and holding place that meet Ohio department of youth services.
    - o File storage (need proper environmental control):
      - There are 8 rooms in the old commissioners building.
      - 2 rooms in the basement of the old commissioners building.
- Existing Conditions:
    - o The Carnegie library does not have adequate conference rooms (hardly any!).
    - o The Carnegie library court room is too small to accommodate all the parties (Mom, Dad, Child advocate, state, attorneys).
    - o The Carnegie library is not HC accessible. They do place on their notices to call and they will make arrangements, but people do not always call. They use the Annex for trials and motions that deal with people with HC needs.
    - o The Current facility has air quality, air flow, heating and air conditioning issues.
    - o The Current facility does not have enough electrical outlets.
    - o It is desirable for many reasons (security, interruptions, and confidentiality) for the Judge and employees to have a separate entrance and be able to move in the work areas without having to pass through the public as they are meeting with attorneys, etc.
    - o We have had many incidents/injuries from individuals when reaching the last step inside the building going from the front door to the downstairs lobby. The bottom step has an irregular height. There are also problems for individuals coming up the front outdoor stairs of the building due to how the front doors open and no middle hand rail.
    - o The Current facility has ice/snow accumulate on the roof and at time of melting, the accumulation has slid off the roof and hit individuals underneath

What is the best location for the shared facility?

- The old court house site is the best.
- Possibly the old East Junior High School.

Where do employees and the public currently park?

Are there any deficiencies with this parking arrangement?

- There is a parking area right beside the Court for the Judge, Magistrate. Court Administrator and Chief Deputy Clerks (The Magistrate allows one the Chief Probation Officers to park in his space.) This lot is developing 2 sink holes. One larger than the other.
- Other Court employees park in the County lot across from the Courthouse Annex or on Jefferson Street in front of the Court. This leaves little close proximity or handicapped parking for the public near the building

How can the facilities be more inviting / accessible for the public?

How important for this facility to have a significant presence?

Is it important for the building and the site to be a focal point/backdrop for functions (art fairs, etc.)?

How important is cost in relation to the building/site presence.

- Good site amenities.
- Make the building a beacon.
- Keep the cost in control.
- Make the building appropriate for the needs.

**If you had any wish for the facility, what would it be?**



Name:	B&N Interview #9
Date:	August 14, 2:00 pm
Organization:	
Department:	

**QUESTIONS FOR DISCUSSION**

The following are questions that will facilitate our discussions next week:

What are the general purposes and programs of your organization, as they relate to the Justice Center?  
Describe these programs, including size and extent.

What purposes would be served by locating your program or organization in the Justice Center?

What type of facilities and spaces would you need at the Justice Center?

Generally describe how you would use these facilities, including activities, numbers of people, hours of occupancy, etc.

- The combined Justice Center could benefit from a combined fiber optic network.
- ESC has a data center.
- A \$500K loan available to install the dark fiber infrastructure. This loan expires in 2015 (with a one year grace period to 2016).
- The network would be secure and have proper off-site back-up for the City and the County.
- Different groups have expressed concern about the existing state of the data center.
- The use of fiber and network services could open video conferencing and recording abilities.

How do you anticipate your organizations financial participation?

- Contributing to construction
- Lease holder
- Both

Describe the data and audio/visual needs for these facilities.

Describe any particular security needs.

What is the best location for the shared facility?

Where do employees and the public currently park?

Are there any deficiencies with the current arrangement?

How can the facility be more inviting / accessible for the public?

How important for this facility to have a significant presence?

Is it important for the building and the site to be a focal point/backdrop for functions (art fairs, etc.)?

How important is cost in relation to the building/site presence.

**If you had any wish for the facility, what would it be?**



Name:	B&N Interview #13
Date:	August 14, 2013, 3:00 PM
Organization:	

### QUESTIONS FOR DISCUSSION

The following are questions that will facilitate our discussions next week:

What are the general purposes and programs of your organization, as they relate to the Justice Center?

What are the general functions & responsibilities of your department?

Describe your department's operations.

Describe a typical day in your office's operations.

What is the experience like for the people you provide services to?

- The prosecutor office works closely with the Police Department and the Judge. The Prosecutors office will make multiple trips a day to both the Police Department and the Judge. Face to face communication is important.

Describe any Unique Security concerns.

Describe the role of technology now and in the future in your office.

- TV and equipment for playing videos.

What makes your job difficult in terms of the current physical facilities?

What changes in the physical facilities would make your job easier or improve operations and outcomes?

Describe the ideal facilities for your department or office.

- Need a separate defendant waiting area.
- They have 2 file cabinets with active files.
- 5 file cabinets with dead files.
- Office supplies
- Exhibit storage
- A separate exit from the public entrance into the office is desired.
- Staff restrooms.
- Storage.
- They have a number of files in the attic.
- Full time prosecutor office.
- Part-time prosecutor office.
- One full time assistant.
- One part-time assistant.
- A counter and waiting area (with a separate defendant waiting area).

What is the best location for the shared facility?

- The best location is the downtown area by police and the other courts for economic development.
- Another opinion is that the existing facilities area adequate. Do not do the project. Move the Juvenile/Probate court into upper floor of the 5/3<sup>rd</sup> Bank.

Where do employees and the public currently park?

Are there any deficiencies with this parking arrangement?

- The

How can the facilities be more inviting / accessible for the public?

How important for this facility to have a significant presence?

Is it important for the building and the site to be a focal point/backdrop for functions (art fairs, etc.)?

How important is cost in relation to the building/site presence.

- No opinion.

If you had any wish for the facility, what would it be?

**DEPARTMENTAL STAFF**

NAME	DEPARTMENT	POSITION

**Additional Comments:**

**DEPARTMENTAL SPACES**

SPACE NAME	DEPARTMENT	FUNCTION

**Additional Comments:**

Name:	B&N Interview #14
Date:	August 14, 4:00PM
Organization:	

### QUESTIONS FOR DISCUSSION

The following are questions that will facilitate our discussions next week:

What are the general purposes and programs of your organization, as they relate to the Justice Center?

Describe these programs, including size and extent.

What purposes would be served by locating your program or organization in the Justice Center?

What type of facilities and spaces would you need at the Justice Center?

Generally describe how you would use these facilities, including activities, numbers of people, hours of occupancy, etc.

▪ **Law Library:**

- The law library is currently split in two locations, judge Kelbley's area and Tiffin University.
- Would like separate secure access for the law library so attorneys can use it after hours.
- A small conference room where 4-6 people can meet with wireless access would be a great benefit to the library.
- The entire fourth floor of the old courthouse was the law library.
- Most of the research is done on line. On-line access is necessary.

▪ **Court Facilities:**

- Current facilities have inadequate number of power outlets and inadequate internet access.
- The current facilities are too small.
- Security is not sufficient.
- Need to separate litigants. This is for security not convenience.
- Poor acoustical privacy in the Annex.
- Poor line of site for the witness stand in the Annex. Also the witness stand is small for police officers and their gear.
- Court rooms need good lighting for exhibits.
- Jury box needs 14 chairs (for alternates).
- 

How do you anticipate your organizations financial participation?

- Contributing to construction
- Lease holder
- Both

Describe the data and audio/visual needs for these facilities.

Describe any particular security needs.

- **Court Facilities:**
  - Screens need to be placed so jurors can see exhibits as well as judge, litigants, and public.

What is the best location for the shared facility?

- The location of the old courthouse. There is a concern the old courthouse site will be too small. Other possible locations are the old East Junior High School.

Where do employees and the public currently park?

Are there any deficiencies with the current arrangement?

- Parking is free and adequate. With the combining the facility, there may be traffic and parking issues.

How can the facility be more inviting / accessible for the public?

How important for this facility to have a significant presence?

Is it important for the building and the site to be a focal point/backdrop for functions (art fairs, etc.)?

How important is cost in relation to the building/site presence.

- Would like to see some green space. Celebrate the history of the location. Place park benches, maybe the cast bell.
- Consider a second floor portico.
- A structure the people will respect.
- A place to put a town Christmas tree.
- Each judge should have their own courtroom and magistrate courtroom.

If you had any wish for the facility, what would it be?

- Consider a grand courtroom, as a multipurpose room.

## Appendix C – Project Implications

**BURGESS & NIPLE**  
Engineers ■ Architects ■ Planners



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## **APPENDIX C – PROJECT IMPLICATIONS**

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## **Appendix C - PROJECT IMPLICATIONS**

As requested by the Justice Partnership, this section looks at the implications of not constructing a new Common Pleas and Municipal Court.

The field investigation conducted as part of this study identified issues that either must be addressed or should be addressed to protect the people of the county (including citizens, public officials and public safety officers from harm) and to minimize legal risks to Seneca County and the City of Tiffin. Section 1 of this study identifies the key issues requiring remediation to meet current standards and public safety requirements, along with other deficiencies that also impair public safety and the functioning of the courts. This section explores the impact of not constructing a new facility for the Common Pleas Court and the Municipal Court and alternatives ways to address these issues.

The analysis on the critical issues of each court finds:

Common Pleas Court: There is no simple solution to correct the issues in the Common Pleas Court.

Juvenile/Probate: The critical issues can be corrected with an addition, but this does not correct the existing operational and space issues.

Municipal Court: The critical issues can only be tempered by security systems and security staff; however, this would not fully correct all issues in the existing building.

### **C-1 JUVENILE AND PROBATE**

The Juvenile and Probate Courts are located in renovated space in the old Carnegie Library building. The issues and deficiencies present in this facility include the following:

Deficiencies that must be addressed:

- Single entrance and circulation path throughout the building commingles juvenile victims, witnesses, the public, judges, court staff, and prisoners.
- Security check point does not prevent access to the lower level.
- There is no separate holding room for adult criminals and defendants that is separate from a holding room for detained juveniles, as required by federal standards.
- The building lacks an elevator which is essential for handicapped accessibility.
- Overcrowded offices are not handicapped accessible and do not meet common office standards.

Other deficiencies:

- There are too few conference and meeting rooms to provide privacy and separation of the various parties in juvenile and probate proceedings and for attorneys to consult with their clients.
- The court room is too small to accommodate all parties to a proceeding, which include Mom, Dad, child advocates, the state, and attorneys.

### **Options**

Constructing the proposed joint Justice Center will allow the Juvenile and Probate Courts to move into the existing Annex Building. This is a solution to many of the issues described above. If a joint Justice Center is not constructed, there are two alternative options for addressing the Juvenile and Probate Court issues:

- A. Renovate and construct an addition to the existing Carnegie Library building
- B. Construct a new facility for Juvenile and Probate Court

## **A. Renovation & Addition**

The goals of a renovation and addition project are:

1. To provide handicapped accessibility by constructing an elevator.
2. To provide a single security check point that controls access to both floors of the building.
3. To provide separation between the various building users and occupants by adding circulation routes, holding rooms and conference rooms.

These goals can be accomplished through the construction of an addition to the building and renovating existing spaces in the building.

Since the Library is “land locked on three sides, the only location for constructing an addition is in the parking lot to the south of the building. This would eliminate all on-site parking for the Judge and court staff. The addition would house the main public entrance, elevator, and security functions. A new circulation path on both floors would extend from the elevator through to other existing floor areas. This path would take up space in the Library; the addition would provide replacement space.

Additional building spaces that can provide the needed separation between building users would also be provided in the addition.

The minimum size for an addition that achieves the goals mentioned above is approximately 2,000 SF on each floor, which, when added to the 7,200 SF in the existing Library produces a building that is a total of 11,200 SF. This size building does not meet the minimum space needs identified in the Final Juvenile/Probate building program which is +/- 12,000 SF.

The cost for this renovation and addition to the Carnegie Library is approximately \$2,123,000. (See attached cost estimate for more detail).

## **B. Build New Juvenile Probate Building**

A new building to house the Juvenile/Probate building program, which is approximately 14,000 S,F would have a new construction cost of approximately \$3,400,0000, if constructed adjacent to the Annex Building.

Building a new facility for the Juvenile and Probate Courts addresses the critical facility needs of only one of the courts and it duplicates the design and construction of the existing Annex Building.

## **C-2 COMMON PLEAS COURT**

The Common Pleas Courts are located in the Annex building. The issues and deficiencies present in this facility include the following:

Deficiencies that must be addressed:

- Single entrance and circulation path throughout the building commingles victims, witnesses, the public, judges, court staff, and prisoners.

- The security check point is located at the single lobby of the building which has two entrance doors. It is not logically laid out and does not provide a physical barrier at both doors to the lobby.

Other deficiencies:

- Lack of a sally port for secure transfer of prisoners from transport vehicles into the building.
- The court room is too small to accommodate all parties in criminal jury trials and other court proceedings.
- There is insufficient space for jury panel orientation, which takes place in the spectators section of the courtroom.
- There are too few conference and meeting rooms to provide space for privacy and for adequate separation of the various parties in both criminal and civil cases; this hinders attorney's ability to consult with their clients.

### **Options**

Due to various space constraints within the Annex and the floor plan of the Annex, solutions to the deficiencies of the building have not been developed and are outside the scope of this study. Potential solutions include a three story addition and reconfiguration of the interior of the existing building. The work would accommodate a sally port and new secure vertical circulation. Possible solutions could place a sally port on the west side of the building off of Court Street with a new elevator and stairwell which would necessitate the need for the relocation of the handicap parking. Placing the secure circulation to reach the courtrooms would require significant renovation of the three floors and some of the displaced program space would need to be accommodated in the new addition. The complexities of the issues could produce a variety of solutions having a range in costs.

### **C-3 MUNICIPAL COURT**

The Municipal Court is located in the City of Tiffin Municipal building. The issues and deficiencies present in this facility include the following:

Deficiencies that must be addressed:

- Multiple uncontrolled entrances into the building.
- Lack of a staffed security desk and metal detector.
- Common circulation path throughout the building commingles victims, witnesses, the public, judges, court staff, and prisoners.
- Lack of separation of the judge's chambers from public circulation areas.

Other deficiencies:

- The court room waiting area is too small to accommodate all parties to daily court proceedings.
- Insufficient space in the spectators section of the courtroom to separate the various parties and to accommodate spectators.
- There are too few conference and meeting rooms to provide space for privacy and for adequate separation of the various parties in both criminal and civil cases; this hinders attorney's ability to consult with their clients.

## **Options**

Due to various space constraints within the Municipal Building and the floor plan of the building, solutions to the deficiencies of the building have not been identified. Further study and analysis would be required to provide a proper solution. Adding a security system to control access at all building doors, security camera system, security check-point at the main entrance with metal detectors, and full time security staff would address many but not all of the issues in the building while creating access issues for the public.

**JUSTICE CENTER PARTNERSHIP  
FEASIBILITY STUDY**

<b>JUVENILE &amp; PROBATE COURTS</b>
<b>CARNEGIE LIBRARY BUILDING</b>
<b>CONSTRUCTION COST ESTIMATE</b>

March 5, 2014

	Qty	Unit	Unit Cost	Subtotal
<b>JUVENILE &amp; PROBATE COURTS</b>				
<b>Existing Building</b>				
Upper Level renovation	3,800	SF	\$175	\$665,000
Lower Level renovation	3,800	SF	\$110	\$418,000
<b>Building Addition with courtroom, hearing room &amp; elevator tower</b>				
Upper Level	2,000	SF	\$210	\$420,000
Lower Level	2,000	SF	\$230	\$460,000
Courtroom Furniture, Fixtures and Equipment	1	LS	\$100,000	\$100,000
<b>SUBTOTAL BUILDING COST</b>				<b>\$2,063,000</b>
<b>Site Costs</b>				
General Site Preparation	1	LS	\$10,000	\$10,000
Water	1	LS	\$5,000	\$5,000
Gas	1	LS	\$5,000	\$5,000
Sanitary Sewer	1	LS	\$5,000	\$5,000
Storm Sewer	1	LS	\$5,000	\$5,000
Electric Power	1	LS	\$5,000	\$5,000
General Site Development	1	LS	\$25,000	\$25,000
<b>TOTAL SITE COSTS</b>				<b>\$60,000</b>
<b>TOTAL CONSTRUCTION COST 2013 DOLLARS</b>				<b>\$2,123,000</b>



JUSTICE CENTER PARTNERSHIP  
FEASIBILITY STUDY

<b>Seneca County Juvenile Probate Court</b>
<b>Construct New Facility</b>
<b>CONSTRUCTION COST ESTIMATE</b>

March 5, 2014

	Qty	Unit	Unit Cost	Subtotal
<b>Juvenile Probate Court Building</b>				
Juvenile Court Functions	7,547	SF		
Probate Court Functions	4,310	SF		
Other Office	1,988	SF		
Support Spaces	253	SF		
	0	SF		
<b>BUILDING AREA SUBTOTAL</b>	<b>14,098</b>	<b>SF</b>	<b>\$210</b>	<b>\$2,960,580</b>
Courtroom Furniture, Fixtures and Equipment	1	LS	\$200,000	\$200,000
Miscellaneous Furniture, Fixtures and Equipment	1	LS	\$140,000	\$140,000
<b>SUBTOTAL BUILDING COST</b>				<b>\$3,300,580</b>
<b>JUVENILE PROBATE COURT TOTAL BUILDING AREA</b>	<b>14,098</b>	<b>SF</b>		
<b>SUBTOTAL BUILDING COST</b>			<b>\$3,300,580</b>	
<b>SITE PREPARATION &amp; UTILITIES</b>				
General Site Preparation	1	LS	\$25,000	\$25,000
Water	1	LS	\$10,000	\$10,000
Gas existing at Annex	0	LS		\$0
Sanitary Sewer	1	LS	\$10,000	\$10,000
Storm Sewer	1	LS	\$5,000	\$5,000
Electric Power existing at Annex	0	LS		\$0
General Site Development	1	LS	\$50,000	\$50,000
<b>TOTAL SITE COSTS</b>				<b>\$100,000</b>
<b>TOTAL CONSTRUCTION COST 2013 DOLLARS</b>				<b>\$3,400,580</b>

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