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ATTACHMENT A.

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King County District Court 2007-279

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Facility Master Plan

March 2007



**King County**

**Department of Executive Services**

**Facilities Management Division**

**Capital Planning and Development Section**

500 4<sup>th</sup> Avenue, Room 320  
Seattle, WA 98104

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# King County District Court

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# King County District Court

## Facility Master Plan

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## **Executive Summary**

### ***A. Introduction***

This Facilities Master Plan (FMP) identifies facility related issues within the King County District Court system that will need improvement over the next six to ten years. For the past year, representatives from King County District Court, the King County Executive Office, County Council, Contract Cities and other stakeholders have worked together to evaluate District Court facilities using the policy directives and recommendations provided in the King County District Court Operational Master Plan (OMP) which was approved by Council Ordinance in May 2005. Because the County's District Court is also a partner in a much larger criminal justice system, the FMP was developed within the context of other ongoing Operational and Facility Master Planning efforts in King County including the Superior Court Targeted Facility Master Plan, the Sheriff's Office Operational Master Plan, the Department of Adult and Juvenile Detention Regional Integrated Jail Plan, and the Regional Justice Center Site Master Plan. These planning efforts are expected to be complete within the next 24 to 36 months.

While these studies will generate initial recommendations, final space-related decisions will depend on how these efforts, including the District Court FMP, are integrated into an overall approach. Previously considered scenarios may change as decisions become finalized during the integration process. The work plan to accomplish this integration will be submitted to Metropolitan King County Council in early April 2007.

King County Code (KCC) 4.04.020 states that capital improvements required to implement an approved operational master plan should include the following elements where applicable: general space and construction standards; prototype floor plans and prototype facility designs for standard improvements; space requirements based on the adopted county space plan; initial and life-cycle cost of alternative facilities and locations including lease and lease/purchase approaches; approximate location of planned capital improvements; and general scope and estimated cost of infrastructure. The FMP addresses these requirements and evaluates long and short-term options that respond to the changing needs of the District Court, consistent with the Operational Master Plan and the new city contracts. Options considered as part of this evaluation included changes in operational practices, capital improvements in combination with operational practices, renovation/expansion of existing facilities, and construction of new facilities.

In developing the various options to meet the needs of District Court, some assumptions were made regarding the effect that other operational and facility master plans might have on the amount and location of available space. Before any option within this report can be implemented, additional steps will be required including detailed design development, refinement of costs, negotiations with contracting cities, cost-sharing discussions, and the securing of funds. Implementation of this FMP will take place in the context of King County's six-year capital improvement program which is updated annually.

An overarching goal of the FMP is to facilitate access to justice by appropriately locating and designing quality spaces for the District Court. Serving as the “people’s court”, District Courts provide an institutional representation of democracy in our local communities. The FMP considered how District Court facilities support the dispensation of justice as outlined by their mission and vision statements.

### ***B. Standards and Guidelines***

In determining which facility improvements might become capital projects over the next six to ten years, it was necessary to complete an evaluation of existing facilities and how they relate to the long range goals of the OMP. Numerous methods were used to gain a comprehensive picture of the facilities’ place in the system and their overall condition. Where one approach may not have covered all the issues, the combination of approaches did. Resources used for evaluating existing facilities, and any contemplated new work, included the County’s Space Standards which were adopted by Council in 2005, the Trial Court Facilities Guidelines developed by the Task Force on Court Facilities in 2002, and the National Center for State Courts, “The Courthouse: A Planning and Design Guide for Court Facilities, 1998”.

How these guidelines were used depended on the anticipated status of the facility as noted in the latest District Court electoral re-organization and as outlined in the OMP. Chapter One explores that concept in more detail. Obviously, existing facilities may not meet the more recent standards as established by the resources noted above. However, if expansion and/or renovation work were found to be appropriate and cost effective, the industry guidelines would be used to the extent possible. Any plan for new facilities would use the guidelines/standards more literally as they apply to the operational policies developed by the District Court. Chapter Two defines these standards in greater detail where documentation of the comparison data begins. Not all sites will require every type of space, particularly if it is not financially feasible. Choices are also inter-dependent as the selection of one option at one site may impact how other sites will be used in the future.

### ***C. Other Work***

In addition to the goals outlined in the FMP, there is other work being accomplished at the various Court facilities. The Facilities Management Division has developed a separate Major Maintenance Reserve plan that outlines work to be accomplished over time to keep the buildings in good operating order. That work will occur on a systematic basis even if no capital work is recommended. There is an ADA accessibility study underway which is identifying work to be done at all County facilities. Recommendations coming out of that report will be submitted as part of the yearly capital budget process and work will be done in a phased approach as funding allows. There are also several projects with funding from previous budget cycles that are currently underway. One will retrofit the judges’ benches so they are in conformance with ergonomic guidelines. Another will assess the potential for upgrading workstations in certain administrative areas to meet ergonomic standards and allow for the implementation of operational changes that would increase efficiency.

## ***D. Process***

The process for developing the FMP included an evaluation and documentation of the current District Court organizational structure as defined in the OMP; the development of standard facility program guidelines to evaluate existing buildings or to design new facilities; an assessment of existing sites and buildings based on the program guidelines; and an analysis of the various alternatives which would address the areas needing improvement as identified in the assessment process.

### **1. Organizational Structure**

Chapter One spells out in greater detail, the District Court OMP directives, the Court's Mission and Vision, background on the Court's organizational structure, interlocal agreements with contracting cities, functions of the court at various locations, judicial assignments, and a summary of what would be required at each site to best serve the anticipated needs of the organization.

The District Court Facility Master Plan is based on the directives spelled out in the OMP. The directives that most impact the facilities planning aspect of this process include a) the unification and centralization of workload to improve efficiency where appropriate; b) flexibility in providing services and facilities for customers; c) supporting the Court's function to serve cities through contracts, and d) the consolidation of facilities that exist in the same city. The OMP recommended, and County Council agreed, that the two facilities in Kent should be consolidated at the RJC site.

### **2. Facility Program Guidelines**

Chapter Two details the methodology used to evaluate the various sites, and the planning issues, security requirements, and space standards associated with each function. It also lists the square footage required for each space category at every site. Standards are defined for typical courtroom areas, including the Judge's Bench, Clerk's Station, Witness Stand, Jury Box, Attorney's Area, and Spectator's Area. Also included in Chapter Two is the description of the method used to determine the number of parking stalls required for each courtroom.

### **3. Site and Building Analysis**

The FMP process included a detailed assessment of the existing District Court facilities which are located at the following sites: Seattle Courthouse, Yesler Building, and King County Correctional Facility in downtown Seattle, Regional Justice Center (RJC) in Kent, Kent Courthouse in Kent, Bellevue, Redmond, Shoreline, Issaquah, and Burien. Space issues were evaluated as they related to Court functions, the staff required to perform them, the type of cases heard, caseload volume, and the number of people the various case types and calendars would bring to the Courts during any given time frame. Also considered were issues of accessibility, safety and security, and parking as they related to caseload and the types of cases heard.

Chapter Three contains the results of the site and building analysis using the standards defined in Chapter Two. It shows a space summary for each site, floor plans, lists basic characteristics of the existing building, outlines operations at each Court, and discusses where improvements can be made. It also summarizes the results of a survey that was done where employees and users of each site

commented on issues not defined in the facility program guidelines. A chart showing the Major Maintenance Replacement tasks outlines what is planned to be completed over the next twenty years, and there is a code analysis of the major systems of each building. At the end of each facility analysis, areas needing improvement are described.

#### **4. Facility Alternatives**

Chapter Four includes a summary chart of the areas needing improvement for each site, and outlines the facility alternatives most likely to address these issues. After substantial review and analysis, four options are presented. Many approaches were considered as well as combinations with operational changes before arriving at the four presented. Each option provides a solution from a slightly different viewpoint. All assume additional space needs at the RJC site. As stated in Ordinance 15328, passed by County Council in February 2006,

It is the intent of the council that the space plan shall provide additional space needs for the district court at the Regional Justice Center in Kent through the conversion of vacated criminal investigation division space into courtrooms, jury rooms, and associated support space.

While the options presented for consolidating facilities in Kent meet the long-term space requirements of District Court, there is an immediate need for two additional Courtrooms in this electoral district. Two possible solutions for providing this interim courtroom space include 1) not renewing the lease with the City of Kent for use of the existing Aukeen Court so that all four courtrooms at this location can be used by District Court, or, 2) finding an alternate space to lease which can accommodate four courtrooms and their ancillary support space. District Court should not be moved from the Aukeen Court facility until an alternate space is completed that meets this interim need.

The Bellevue site is not included in the estimate ranges shown herein nor is it included in the Chapter Four estimates. The Interlocal Agreement between the county and the City of Bellevue outlines a separate process and time frame for the parties to reach agreement on meeting the facility needs in this community. With the adoption of the Interlocal Agreement at the end of 2006, the county is working with the City of Bellevue on the process to identify a solution to their court facility needs.

What direction is taken at remaining Court sites could yet be influenced by other County operational and facility master plans still in progress. In addition, any changes undertaken at the County's court facilities will need to be reviewed by the Court Facility Management Review Committees as provided for in the Interlocal Agreement for Provision of District Court Services between King County and the suburban cities. This mechanism provides a vehicle for contracting cities to negotiate with the County the type and cost impact of court improvements outside of projects included in the County's major maintenance plan.

The estimates for the various alternatives are shown as a range of cost because the improvements outlined are still conceptual in design. The estimates include a life cycle cost analysis and should be considered preliminary until greater detail can be developed during the implementation of the

selected alternative. Although the estimates presented are preliminary, as tools for comparative analysis, they represent a valid methodology for considering the options described within the FMP.

The following summary outlines the four alternatives being considered as possible solutions for addressing those areas identified as needing improvement at the various District Court locations. Individual elements included under one option may ultimately be combined with other options should that prove to best meet the needs of the District Court operation. Interim solutions may come into being as projects are finalized and other OMP/FMP policy decisions are made. Options will be considered in the context of King County's six-year capital improvement program which is updated annually. However, some improvements recommended within the options may be considered for more immediate implementation as part of the regular capital budget process. Greater detail on the pros and cons of each option is contained in Chapter Four, as is additional information on cost.

**Option 1** – Complete minor capital improvements, implement operational changes where deemed reasonable and cost effective, and make building code and security improvements. This option includes security improvements such as holding cells, access control, surveillance cameras, and expanded weapons screening areas, as well as ADA accessibility improvements at Shoreline, Redmond, Burien, and Seattle Courts with minor revisions at Issaquah.

\$15,171,162 - \$27,233,373

**Option 2** – No changes to current operational model. To meet space needs, expand Redmond, Burien, Shoreline and RJC; replace Bellevue; remodel Seattle to meet program needs; and consider using Issaquah for other County functions. Expansions would include holding cells, access control, surveillance cameras, expanded weapons screening areas, and ADA accessibility improvements as noted in Option 1.

\$19,340,000 - \$36,095,000

**Option 3** – No changes to current operational model. To meet space needs, replace existing facilities at Redmond, Burien, and Bellevue; remodel Shoreline and Seattle; and consider using Issaquah for other County functions. Replacement and remodel work would also include the holding cells, access control, surveillance cameras, expanded weapons screening areas, and ADA accessibility improvements as noted in Option 1.

\$18,818,000 - \$35,285,000

**Option 4** – Alter operations to hear State criminal caseload at the Seattle, RJC, and Issaquah facilities. To meet space needs, remodel Seattle to meet program needs; and make minor revisions to Shoreline, Burien, and Redmond facilities. Minor revisions include holding cells, access control, surveillance cameras, expanded weapons screening areas, and ADA accessibility improvements as noted in Option 1.

\$7,054,000 - \$13,183,000



In addition to the above options for Burien, Redmond, Shoreline, Issaquah and Seattle locations, the following alternatives are for the consolidation of facilities in the Kent area:

RJC Expansion with Parking Structure at the existing site

\$20,720,000 - \$38,850,000

RJC New Building on Adjacent Site with Surface Parking

\$14,000,000 - \$26,250,000

### 5. Preferred Option

District Court and the King County Executive realize that a number of factors exist that could impact how the facility needs of District Court are met in the coming years. Issues including those noted below could change how District Court is affected by circumstances currently considered problematic.

- Integration of other County criminal justice operation and facility planning efforts
- Fluctuations in District Court staffing levels or caseload including case type
- Legislative changes to state laws that may impact the Court's organization and jurisdiction
- Judicial rulings related to limited jurisdiction courts
- Cost-sharing agreements with contract cities
- Availability of funding through the King County budget process

Until these issues are resolved, the preferred option of District Court and the King County Executive is Option 4. It is the least expensive but it is also the option which has enough flexibility to accommodate changes that may occur in the County and with District Court. It combines operational changes and capital improvements. With the integration of the County's criminal justice planning efforts taking shape, this flexibility allows a process to be established to address District Court facility needs including an interim solution to provide additional courtrooms in the Southeast Electoral District which includes the City of Kent.

Acknowledgments and Participants

The FMP process included the work and cooperation of many individuals and organizations. The following is a partial list of those who contributed.

Co Conveners:

Kathy Brown, Director, King County Facilities Management Division  
Tricia Crozier, Chief Administrative Officer, King County District Court

Work Group Members:

Chief Presiding Judge Barbara Linde  
Assistant Presiding Judge Linda Thompson  
Former Chief Presiding Judge Corinna Harn  
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Darlene Allen, King County District Court  
Toni Rezab, King County Office of Management and Budget  
Bobbie Faucette, King County Office of Management and Budget  
Jeremy Jepson, King County Office of Management and Budget

Stakeholders:

District Court Management Review Committee (DCMRC) Members  
King County Superior Court

## **Chapter 1 Organizational Structure**

### ***A. District Court Mission and Vision***

The King County District Court mission and vision, approved by King County ordinance, provides direction for determining how the OMP will be used in the facility assessment process and the ultimate development of recommendations contained in the FMP.

#### ***King County District Court Mission***

A. The King County District Court will serve the public by:

- Providing an accessible forum for the fair, efficient, and understandable resolution of civil and criminal cases; and
- Maintaining an atmosphere of respect for the dignity of individuals.

#### ***King County District Court Vision***

A. The King County District Court will be the preferred forum in King County for the resolution of all cases of limited jurisdiction.

B. To provide the highest quality of justice, the King County District Court will:

- (1) Protect the public safety by providing resources to hold convicted offenders accountable for their actions;
- (2) Work as an independent branch of government with other units of government to achieve common goals;
- (3) Make effective use of taxpayers' resources;
- (4) Continuously ascertain and respond to the needs and expectations of all court users;
- (5) Provide a uniform and predictable level of service;
- (6) Provide efficient, convenient, and safe facilities;
- (7) Seek out and use modern technology and equipment;
- (8) Serve as the coordinator for all the services necessary for an effective judicial system;
- (9) Maintain a diverse and professional workforce;
- (10) Maintain sentencing options and sentence offenders appropriately;
- (11) Educate the justice system community, legislative, and executive agencies, and public about the courts; and
- (12) Respect the diversity of the community.

## ***B. Operational Master Plan Recommendations***

Based on the District Court's Mission and Vision, the 2005 Operational Master Plan made the following strategic recommendations intended to guide the District Court for the next five to ten years. These recommendations directed how the facilities' assessment was used and how priorities were determined for the Facility Master Plan.

### **1. Court of Choice**

Retain for the long term, the aspiration to be the court of choice for limited jurisdiction in the County, focusing energy and resources on improving operations and services, balancing the needs of citizens, the Court, the County and the cities.

### **2. Quality Service Standards**

Develop and apply quality service standards and measures for District Court operations, including but not limited to (a) access to justice; (b) case flow management; (c) customer service; (d) jury management; (e) court productivity and (f) collections.

### **3. Problem Solving Courts**

Continue to support Problem Solving Courts, improving access to Problem Solving Courts, and incorporating Problem Solving Courts in the Court's planning process.

### **4. Unification and Centralization**

Continue and make explicit the strategy of improving efficiency through unification of governance, administration and planning, centralizing workload where appropriate.

### **5. Technological Improvements**

Continue to develop and implement technological improvements, such as "paperless" case processing and E-filings that support District Court operations and increase access to court services and information.

### **6. City Contracts**

Continue to support the Court's function to serve cities through contracts.

### **7. Service and Facility Flexibility**

Support flexibility in providing services and facilities for District Court customers.

### **8. Facilities**

Continue to support a unified, Countywide District Court, utilizing existing facilities, to provide for a more equitable and cost effective system of justice for the citizens of King County.

- A. Ensure Court facilities promote system efficiencies, quality services and access to justice.
- B. Consolidate District Court facilities that exist in the same city.

- C. Reconsider facilities if there are changes with contracting cities or changes in leases.
- D. Work with cities to develop a facility master plan as it relates to the District Court.

#### **9. Study Court Integration**

Study the integration of District Court, Superior Court and the Department of Judicial Administration assuring that the needs of District Court are met; and best practices are considered.

#### **10. Work with Stakeholders**

Work together with stakeholders to gain state and local cooperation and assistance to meet the needs of the judicial system.

#### **11. Additional Resources**

Recognize that implementation of these strategic and operational recommendations may require reallocation or commitment of additional resources.

### ***C. Background***

The District Court of King County is a part of the judicial branch of King County government and is the largest court of limited jurisdiction in the State, providing District Court services to more than 1.8 million King County residents. Citizens are most likely to experience the judicial system through the District Courts. Matters before the court include small claims, civil matters involving matters up to \$50,000, traffic infractions, protection orders, misdemeanor criminal cases, state offenses (violations of state statute in the County or when the citing agency is the Washington State Patrol or other state law enforcement agency), and death inquests. The court processes more than a quarter million new filings per year in addition to an untold number of pending open cases from previous years. The District Court is funded by the County's general fund. They collect revenue for the general fund in the form of fees, costs, and assessments. Cities contract with King County for Court services through a full cost recovery interlocal agreement. In addition, King County receives funding from the State of Washington for a Trial Court Improvement Account which may be allocated for District Court improvements to the Court.

The District Court currently provides for public access at ten facilities located throughout King County:

- Bellevue
- Burien
- Issaquah
- Kent (Aukeen)
- King County Courthouse (Seattle)
- King County Correctional Facility (Seattle – jail calendars only)
- Redmond
- Regional Justice Center (Kent)
- Shoreline
- Vashon Island (1 day per month)
- Yesler Building (Seattle)

All of the facilities listed are county-owned except Bellevue (at Surrey Downs) and Vashon, which are leased, and Issaquah, which is a builder-owned, lease back situation. The Vashon lease has a 5-year term with two automatic extensions for 5 years each. The Vashon lease is a no cost agreement. The lease for the Surrey Downs facility was just renewed with an end date of December 31, 2008. Any extensions will likely be in short, one-year terms until the location, funding, program, and schedule for a different facility are determined.

Since the last FMP in 1995, two facilities have been closed, Renton and Federal Way, and a facility was built in Issaquah. The contract with the city of Mercer Island was not renewed so the lease for that location's facility was terminated. In addition, the District Court space occupied in Bellevue was reduced, and space was added at the Yesler Building in downtown Seattle to consolidate IT administration and other support staff. The Yesler Building space is not open to the public.

#### ***D. City Contracts***

Contracts for municipal court services between the County and cities help reduce the overall costs to County taxpayers through economies of scale, eliminating the need for duplication of facilities, management staff, and overhead. Contracts also maximize access for all citizens in King County, provide consistency, and reduce the confusion and delay caused by a fragmented court system. District Court provides all case type services to its contract cities including Criminal Non Traffic, Criminal Traffic, DUI, Infraction Traffic, Infraction Non-Traffic, Parking, Orders for Protection and Ordinances plus access to any other District Court services designated for their particular site as shown on Table 1-1 herein. This also means that space for Probation services, Prosecuting Attorney, and Office of the Public Defender may need to be available at the various sites as District Court does make those services available to the Contract Cities.

In 2006, King County and the contracting cities reviewed and approved a new, long-term contract which began on January 1, 2007 and runs for five years with two five-year extensions. The contract provides direction that comports with the OMP regarding utilization of existing facilities; establishes a process and schedule for the parties to reach agreement on meeting facility needs in Bellevue; and outlines the approach to be followed for negotiating future cost sharing for capital improvement projects. The contract requires regular meetings between the cities and the District Court to insure service level expectations are being met. It also provides the opportunity for contracting cities to participate in the District Court's OMP/FMP process.

The contract language related to capital improvement projects states that improvement to space dedicated to the sole use and benefit of one party shall be funded by the benefiting party. Projects benefiting all parties served in the facility are to be presented to the affected Court Facility Management Review Committee and the contribution of costs determined by mutual agreement of the County and the cities served in the affected facility. Absent an approved capital cost sharing agreement between the County and the cities served in the affected facility, the Cities are not responsible for capital project costs.

Table 1-1 Functions of the Court at Each Facility

Location	Contract Cities	City Case Type	State & County	Civil Case Types	In Custodi	Passports	Probation Space at	Specialty Courts & Programs
				City Infractions				Juvenile Diversion
Bellevue	Bellevue	All	No	Courtesy File Small Claims and Civil Suits, Name Changes	Yes	Yes	Bellevue City Probation	2 nights/wk
	Beaux Arts	All		All Orders for Protection	Yes			**SC ExParte
Redmond	Redmond	All	Criminal	City Infractions	Yes	Yes	No	Juvenile Diversion
	Woodinville	All		Courtesy File Small Claims and Civil Suits, Name Changes	Yes			1 night/wk
	Skykomish	All		All Orders for Protection	Yes			Mentor Program
	Duwall	All		State Accident Infractions	Yes			
	Carnation	All			Yes			
Issaquah	Sammamish	All	Infractions	State and City Infractions	Yes	Yes	Yes	Student Traffic
		All	Civil	All Civil and Small Claims Hearings, Name Changes				Court-2 nights a month
		All		All Orders for Protection				
Shoreline	Shoreline	All	Infractions	State and City Infractions	Yes	Yes	Yes	Juvenile Diversion
	Kenmore	All		Small Claims Hearings for Shoreline	Yes			1 night/wk
				Courtesy File Civil Suits and Small Claims, Names Changes	Yes			
				All Orders for Protection				
Kent (Aukeen) <i>Facility is shared with City of Kent Municipal Court</i>	Covington	All	Infractions	State and City Infractions	Yes	Yes	Yes	Juvenile Diversion
		All	Civil	All Civil & Small Claims Hearings				1 night/wk
		All	Relicensing	Name Changes				Relicensing Program
				All Orders for Protection				
Kent (RJC)	Provides in-custody first appearance hearings for cities at RJC	In-custody Video hearings for Federal Way Tukwila and Sea-Tac Courts	In Custody Jury Trials Domestic Violence Court	Courtesy File Small Claims and Civil Suits	Yes	No	Yes (for DV court only)	Domestic Violence Court
				Civil Jury Trials				
Burien	Burien	All	Criminal	City Infractions	Yes	Yes	No	Juvenile Diversion
				Courtesy File Small Claims and Civil Suits, Name Changes				
				All Orders for Protection				
				State Accident Infractions				
Vashon			All	Small Claim Hearings	No	No	No	
Seattle (KCCH)			Criminal					
			Mental Health Court	All Civil and Small Claims Hearings	Yes	Yes	Yes	
			Domestic Violence Court	Names Changes				Domestic Violence
			Relicensing	Order for Protections				Relicensing Program
				State Accident Infractions				Mental Health Court
				Inquests				
KCCF	Provides in-custody first appearance hearings for cities at KCCF		In Custody		Yes	No	No	Felony and Misdemeanors
			Felony first appearance hearings at KCCF	Criminal Felony				
Central Administration								Central Admin.
Office of Presiding Judge					No	No	No	serves all contract cities.
Payment Center		All	All	All	No	No	No	
Call Center, IT, and ECR		All	All	All	No	No	No	
**SC = Superior Court								

The following cities have signed the 2007 Court service contract.

- Bellevue
- Beaux Arts
- Redmond
- Woodinville
- Skykomish
- Duvall
- Carnation
- Sammamish
- Shoreline
- Kenmore
- Covington
- Burien

The City of Lake Forest Park has signed a contract for District Court to provide Saturday in-custody hearings at the King County Correctional Facility (KCCF).

### ***E. Organizational Structure***

The requirements and structure for the district court are contained in state statute, County code and by the local court rules.

The District Court has undergone numerous organizational changes since the 1995 OMP. While the District Court has officially been a “unified, countywide district court” since 1988, the unification from nine (9) separate District Courts to one integrated District Court has been gradual with the most significant operational changes having taken place since 2002.

The size and structure of the court’s Executive Committee and Leadership Team reflect a more centralized structure of the court. In addition, certain functions performed by the court have been consolidated including the creation of a Payment Center and Call Center. As mandated by the court’s 2005 OMP, the court will “continue to improve efficiencies through the unification of governance, administration and planning, centralize workload when appropriate”. Where areas of improvement are noted for any given facility, both operational and capital approaches will be considered and evaluated.

Independent of the courts administrative structure and the number of judges, the electoral districts of the court have also undergone certain changes since the last OMP. At the time of the last OMP, the court had nine (9) electoral districts and twenty-six (26) judges. In 2003, the County Council reduced the number of electoral districts to three (3) and the State legislature reduced the number of judges to 21, allowing the court to attrit down to 21 between 2003 and the next judicial election in 2006. In 2006, the County Council made another change to the number of electoral districts, expanding to five (5) and assigning five (5) individual positions to each district with the exception of Shoreline, where there is one (1) position. See Table 1-2 for a historical review of these changes.



Table 1-2 Summary of Recent Organizational Changes

2002 Electoral Districts	2002 Judges	2002 Contract Cities
Ankenen	3	Covington
Bellevue	3	Bellevue, Beaux Arts and Mercer Island
Issaquah	1	Issaquah, North Bend, Snoqualmie and Sammamish
Federal Way	3	
Northeast	4	Redmond, Carnation, Duvall, Woodinville and Skykomish
Renton	2	Newcastle
Seattle	5	
Shoreline	2	Kenmore, Shoreline
Southwest	3	Burien, Normandy Park
<b>Total:</b>	<b>26</b>	
2003 Electoral Districts	2003 Judges	2003 Contract Cities
East	10	Bellevue, Beaux Arts, Mercer Island, North Bend, Snoqualmie, Sammamish Redmond, Carnation, Duvall, Woodinville, Skykomish, Newcastle
South	11	Burien, Covington, Normandy Park
West	5	Kenmore, Shoreline
<b>Total:</b>	<b>26</b>	
2006 Electoral Districts	*2006 Judges	2006 Contract Cities
East	7	Bellevue, Beaux Arts, Sammamish, Redmond, North Bend, Snoqualmie Carnation, Duvall, Woodinville, Skykomish
South	10	Covington, Burien
West	6	Shoreline, Kenmore
Court Commissioner	1	
<b>Total:</b>	<b>24</b>	
2007 Electoral Districts	*2007 Judges	2007 Contract Cities
Southeast	5	Covington
Southwest	5	Burien
Northeast	5	Bellevue, Redmond, Beaux Arts, Sammamish, Carnation, Duvall, Woodinville, Skykomish
Shoreline	1	Shoreline, Kenmore
West	5	Lake Forest Park Saturday In-Custody, and In-Custody First Appearance Hearings for Cities at KCCH
Court Commissioner	1	
<b>Total:</b>	<b>22</b>	

\*Includes One Court Commissioner Position that hears mitigation hearings for most Districts.

Table 1-3 outlines how the judicial officers were assigned in 2006 to meet the caseload requirements of the various court locations.

Table 1-3 2006 Judicial Assignments

Facility Location	*Judicial Resources	Current Clerks	Required Courts
Redmond	2.7	18	3
Bellevue	2.5	15	3
Issaquah	1.5	11.5	2
Kent/RJC	** 6.0	23	*** 7
Burien	2.8	19.5	3
Seattle	** 4.9	19	*** 6
Shoreline	1.5	12	2
Presiding Judge	1.0	16	0
Asst. Presiding Judge	0.1	0	0
Totals	23.0	134	26
*Includes Court Commissioner			
**Includes portability for Superior Court.			
***Includes current in-cusotdy GB at RJC & in-cusotdy CR at KCCF			

The judicial assignments changed in 2007 as the number of judges declined from twenty-three (23) which included one (1) Court Commissioner to twenty-two (22) which includes one (1) Court Commissioner. Table 1-4 sets forth the current judicial assignments at the various facilities.

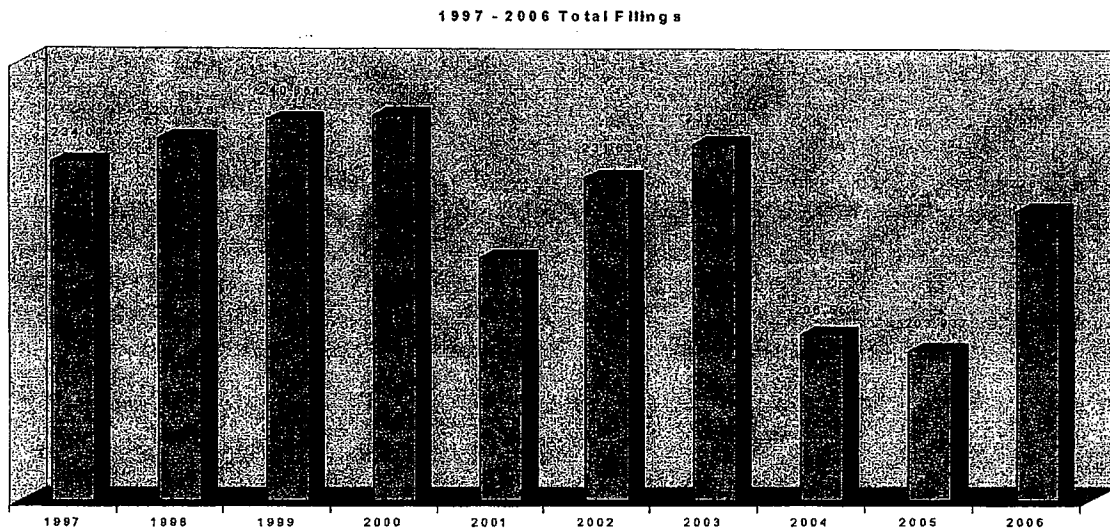
Table 1-4 Judicial Assignments 2007\*

Bellevue	2.1 Judicial Officers
Burien	3.0 Judicial Officers
Issaquah	1.5 Judicial Officers
Kent (Aukeen)/RJC	3.5 Judicial Officers
Office of Presiding Judge	1.0 Judicial Officer
Assistant Presiding Judge	0.1 Judicial Officer
Redmond	2.9 Judicial Officers
Seattle	5.6 Judicial Officers (includes KCCF)
Shoreline	1.4 Judicial Officers
<u>Court Commissioner</u>	<u>1.0 Judicial Officer</u>
Total	22.1 Judicial Officers

\*The .1 Judicial Officer for Assistant Presiding Judge and .50 Judicial Officer for Superior Court portability will need to be absorbed in one or more locations.

### F. Organization Impact

The District Court caseload has fluctuated over time. See Table below. In 2006, the District Court experienced a 10% increase in caseload. There have been changes in the District Court jurisdiction in recent years including an increase in filing limits for small claims and civil cases, extension in sentencing limits from two to five years on DUI cases, and expansion of protection order and anti-harassment jurisdiction. The cases heard before the District Court have become more time consuming and complex for judges, management, clerical and probation staff, with regard to both the city contract obligations as well as the other District Court responsibilities.



All the basic functions necessary to run the court's business need to be considered in evaluating space requirements at the various locations even if the primary responsibilities of the work are located at another site. It may be that prosecutors, public defenders, probation officers, attorneys, interpreters, police, public defense screeners, and domestic violence advocates do not need their own offices at all locations where cases are heard that require their presence. However, some type of space that meets the functional requirements of their job must be provided so that the work of these stakeholders can occur at as many court locations as possible.

Another way to increase space flexibility is to have what will be referred to as a multi-purpose room. This area could be used for a number of purposes including jury assembly, some types of hearings and Specialty Court proceedings, meeting space for larger groups and a courtroom if caseload volume required it. Specialty Court proceedings such as Mental Health Court, Re-Licensing, and even some of the small claims and civil work do not require a jury box or a large gallery area. In fact, there are times when their clientele are better served in a less formal space. The space normally used for these functions in a formal courtroom could be organized in such a way that more flexible uses are easily accomplished. For the classic courtroom proceedings, protocol, security, and confidentiality issues all require standards as defined in the courthouse planning reference materials.

In some situations, there may be a trade-off of space needs. For example, electronic court records will ultimately decrease the amount of space needed to store files. But, electronic storage will require space for more HVAC equipment, servers, electronics panels, and printers.

E-management and use of the ViPr Video Conferencing System reduces travel time associated with some administrative work and allows Directors to oversee activities at several court locations, but their work also requires a space that ensures confidentiality and is large enough to hold group meetings. Each Division Director still requires workspace at each location under their direction.

As previously noted, the types of cases and numbers of judicial officers assigned to a particular court facility will be subject to change. Public policy changes such as amendments to the DUI laws, revisions to a court's jurisdiction or number of judicial officers, and the amount of tax revenues allocated to criminal justice funding can have a significant impact on court caseload. The likely effects of these changes will be increases in case filings, caseload complexity, and changes to caseload processing time.

District Court is completing a Staffing Study that is analyzing how the necessary functions of the court are performed given existing staffing levels, and how the situation may need to be changed. The results of this study could impact how the various facilities use their space and how Court activities are located throughout the County. Jail studies being conducted by the County and several outlying cities could also affect caseload numbers at the various District Court locations.

The organizational plan outlined in Tables 1.3 and 1.4 was used as a baseline for evaluating the potential performance of various District Court facilities throughout King County. The baseline addresses the basic OMP recommendations of continued unification and centralization of court functions, retaining the "court of choice" position for surrounding cities, flexibility in providing services and facilities for District Court customers, utilization of existing facilities, and consolidation of District Court facilities that exist in the same city. To meet this baseline, the following basic space elements would need to be in place at each of the sites:

- **Bellevue Facility:** Three courtrooms with associated jury rooms and space for support staff necessary to carry out the functions of the court. Two courtrooms will be for the City caseload and one courtroom will be for District Court work such as City Infractions, some Superior Court work including ex parte, and use as a multipurpose room for jury assembly, community meetings, Specialty Court cases, and special court programs such as Juvenile Diversion and for large meetings.
- **Issaquah Facility:** Two courtrooms with associated jury rooms and space for support staff necessary to carry out the functions of the court. Courtrooms will provide City, Civil and State Infraction services. A multipurpose room is currently provided at this location.
- **Redmond Facility:** Three courtrooms with associated jury rooms and space for support staff necessary to carry out the functions of the court. Three courtrooms will provide City and State Criminal, and Infractions services with the existing fourth courtroom being utilized as a multipurpose room.

- Burien Facility: Three courtrooms with associated jury rooms and space for support staff necessary to carry out the functions of the court. Three courtrooms will provide for City and State Infractions and Courtesy File Small Claims and Civil Suits. A multipurpose room is required but is not currently provided at this location.
- Kent Consolidated Facility: Six courtrooms with associated jury rooms and space for support staff required to carry out the functions of the court. In addition, the existing secure GB courtroom at the RJC will need to remain as a secure jail courtroom for in-custody matters. The other six courtrooms will provide service for City, DV Court, State Criminal, and State Infractions. Four of the courtrooms will require secure access to the RJC jail. One multi-purpose room is needed over and above the courtrooms noted which could be used for the Relicensing program. This assumes that the Aukeen (Kent) site would no longer be utilized for District Court functions.
- Seattle (King County Courthouse): Five courtrooms with associated jury rooms and space for support staff necessary to carry out the functions of the court. Courtrooms would provide space for State Criminal, Civil, DV Court, Mental Health Court, Re-Licensing, State Infractions and Death Inquests. A multi-purpose courtroom is also required. In addition, space is required for the Office of the Presiding Judge, the Payment Center, Call Center, and IT group. Many of these latter functions are currently located in the Yesler Building in downtown Seattle.
- King County Correctional Facility: One secure Jail Courtroom for in-custody matters and space for support staff, judge, and attorneys serving the in-custody clientele.
- Shoreline Facility: Two courtrooms with associated jury rooms and space for support staff necessary to carry out the functions of the court. Two courtrooms providing City and State Infractions with the existing third courtroom being utilized as a multipurpose room.
- Vashon Facility: One multi-purpose courtroom for State and County cases. (This court convenes one day a month.)

## **Chapter 2 District Court Facility Program Guidelines**

### ***A. Methodology***

The District Court facility program guidelines were developed by completing the following steps:

- Step 1 Identification of space planning issues that will affect the overall layout and organization of District Court facilities.
- Step 2 Identifying existing space guidelines to be used in the evaluation of District Court facilities including industry standards such as Trial Court Facilities Guidelines developed by the Task Force on Court Facilities, 2002; the National Center for State Courts, "The Courthouse: A Planning and Design Guide for Court Facilities; and the Council adopted County Space Plan, 2005.
- Step 3 Developing a list of spaces and space relationship diagrams to document the District Court space requirements.
- Step 4 Developing programmatic requirements for specialty spaces such as courtrooms, multi-purpose rooms, specialty courts, and secure entrance points (single point of entry).

Completing these steps led to the creation of the District Court facility program guidelines which were used to evaluate the programmatic component of District Court facilities analysis. The facilities analysis also included evaluations of life safety systems, accessibility (ADA), and the major maintenance program currently in place for all the County buildings.

### ***B. Planning Issues***

#### **1. Organizational Structure**

In 2001, the District Court judges created the position of the Chief Administrative Officer which provides authority over all non-judicial personnel to achieve uniform court, administrative, and personnel procedures, and, when appropriate, to achieve savings through further centralization. This effort led to centralized services in the Call Center and Payment Center, for IT functions and in Probation. These centralized services are administered by the Chief Administrative Officer and the Office of the Presiding Judge.

In addition to these centralized administrative services, the District Court judicial functions are organized into three administrative areas which are:

1. Shoreline, Seattle and one Court in the downtown jail (KCCF)
2. Redmond, Bellevue and Issaquah
3. Burien, Kent (Aukeen, and the Regional Justice Center), and Vashon Island

The District Court's administrative organizational structure meets the strategic recommendations outlined in the 2005 Operational Master Plan relating to facility needs. The strategic recommendations include:

*Quality Service...access to justice, customer service, and court productivity*

*Unification and Centralization.....centralizing workload and administration*

*City Contracts.....support the Court's function to serve cities*

*Service and Facility Flexibility.....*

*Facilities.....promote access to justice, consolidate facilities in the same city*

To accommodate the current organizational structure of the Court, the strategic recommendations noted above, and the requirements of the court service contracts with the cities, the District Court requires the following facilities:

Redmond

Bellevue

Issaquah

Kent (RJC and Aukeen sites consolidated)

Burien

Seattle (including KCCF)

Shoreline

Vashon

Yesler Building (Seattle)

## **2. Courtroom Flexibility/Multipurpose Room**

One of the goals of District Court is to provide flexible and functional court facilities. This allows for the assignment of judges to a court facility as the demand requires. Court facilities are best served when they have courtrooms that can be used for a variety of case types. This can be achieved by having at least one multi-purpose room, and one fully equipped jury courtroom at each court facility. The multi-purpose room would be used for jury assembly, meetings (court, county or public) and a courtroom. Jury courtrooms must be fully equipped and have dedicated, confidential jury deliberation rooms with easy access to private, secure restrooms. A private, secure restroom is defined as having easy access to a restroom without the possibility of meeting court staff, prosecuting attorneys, defense attorneys, police, judges or the public.

The following descriptions can be found in the Trial Court Facilities Guidelines developed by the Task Force on Court Facilities, 2002, and in the "The Courthouse: A Planning and Design Guide for Court Facilities" compiled by the National Center for State Courts in 1998. Additional input was

compiled through interviews with Court Staff, King County Security Personnel who reviewed the guidelines, and Council adopted policies and procedures.

### 3. Security

#### *Single Point of Entry*

- i. To provide for thorough and efficient monitoring and screening of the public and staff entering the court facility, a single point of entry is recommended. Judicial officers should have a separate, controlled access entry point (with the exception of the County Courthouse and the Regional Justice Center). In-custody persons should have a separate, controlled access from both the public and the court staff. Current practice at the outlying locations of District Court is to have the public enter through the main entrance with staff having the option of entering through a separate, non-security screened, key or card access door in the rear or side of the building. Having a single entry point where both the public and employees enter would provide a more secure court facility.

#### *Circulation Zones (within the Court facility)*

- i. It is highly desirable to have three separate zones of circulation within courtroom facilities: a public zone, a private zone, and a secured zone. The public zone provides access into the building and to all public service components such as the courtrooms, public counters, jury assembly, DV advocate, public defenders office, prosecuting attorneys office, probation offices, and non-court functions if provided. The private zone provides limited access corridors for court staff, judicial officers and escorted jurors. This zone connects courtrooms, judges' chambers, jury deliberation rooms, and support staff areas. A secured zone for in-custody defendants, separate from the public and private zones, provides access between the secured in-custody building entrance, holding cells (if present), and courtrooms.
- ii. Controlled access from the public zone should be provided to the private and secure (if present) zones. Key card access is the preferred option over the use of keys for security purposes. Key distribution is always difficult to contain. There is no way to track who is accessing the area or building. Key cards are an efficient way to track comings and goings and to more efficiently eliminate the ability for an unauthorized person to use a lost card.
- iii. While incorporating three circulation zones into court facility designs is the preferred option, this has not been put into practice in the past when planning King County's District Court facilities. All of the current District Court facilities have at least two zones: public and private. None of the current facilities have a secured zone that separates the in-custody defendants from staff and the general public, with the exception of the RJC. Long term planning for District Court needs to incorporate this philosophy into the Facility Master Plan for each Court location.



*Weapons Screening (for the public)*

- ii. Weapon screening of the public should occur at the single point of entry to the Court facility. This is the current practice in each facility at the present time and should remain so for the long term.

*Security System*

- i. Key Card Controlled Doors: To insure the integrity of internal secure circulation, doors separating the public spaces from private spaces, and secure circulation throughout the buildings, should be electronically controlled through a key card access system. Door access control systems should be connected to the countywide access control system and operated by the Building Services Section Security ID/Access Control group.
- ii. Duress Alarms: District Court facilities currently have duress alarms installed in all court locations in the clerical areas, front counters, courtrooms, probation offices, and most judicial chambers. All new duress alarm installations will be monitored by one of the two Building Services Section Security Dispatch Centers.
- iii. Surveillance Cameras: Surveillance cameras should be provided to monitor all building entrances and exits, lobbies, pay stations and courtrooms. Surveillance cameras should meet the King County standard as provided by Building Services Section Security and should be monitored off site at one of the two Building Services Section Dispatch Centers.

**4. Prisoner Security**

In order to preserve the integrity of the internal circulation zones, court facilities that process in-custody defendant cases should consider having dedicated prisoner-holding cells. If possible, a separate, secured circulation zone should be provided from the holding cells to courtrooms and the separate, dedicated in-custody building entrance.

### C. Space Guidelines

The chart noted below shows square foot ranges for offices, which in turn are related to a person's position, and the functions they perform within the County's organizational structure. These ranges, established by the King County Space Plan, adopted by Council in 2005, were one of the tools used in developing the space requirements for the District Court facilities. The full index of these standards is included in Appendix A. Guidelines may be utilized differently when planning a new facility versus how they are used in evaluating an existing building.

#### 1. Statutory Standards (King County Space Plan 2005)

Category	Space Type	Low SF Range	High SF Range	Add 25% for Workstation Circulation ##	Total SF
<b>Elected Officials</b>					
District Court Judge*	PO1	200	225		
<b>Appointed Officials</b>					
Department Director (Chief Administrative Officer)*	PO2	200	225		
Division Manager (Director)*	PO3	150	175		
<b>Staff</b>					
Manager*	SF1	85	100		
Assistant Manager*	SF1	85	100		
Supervisor	SF1	85	100	Yes	106-125
Accountant/Fiscal	SF2	70	85	Yes	87-106
Planner	SF2	70	85	Yes	87-106
Technician	SF3	65	80	Yes	81-100
Confidential Secretary	SF3	65	80	Yes	81-100
Supervising Attorney*	SF4	120	150		
Attorney*	SF5	120	130		
Clerical	SF6	55	64	Yes	69-81
Lunchroom (Break room)	BR1	180			
Copy/Supply	CS1	120			
Storage Room	ST1	180			
Mail Room	MR1	120			
Data Room	DR1	54			
Training Room (40 people)	TR1	1350			
Conference Room (med)	CF4	300			
Conference Room (small)	CF5	180			
Main Data Room	DR2	180			
*Private Office					
## to calculate entire work area					

**2. Court Planning Guidelines (National Center for State Courts, 1998)**

The guidelines noted below were used as comparative models for District Court and are based on data outlined in the National Center for State Courts, "The Courthouse: A Planning & Design Guide for Court Facilities", 1998. Guidelines may be applied differently when planning a new facility than when they are used in evaluating an existing building.

Category	Space Type	Low SF Range	High SF Range	Average SF	Total
<b>Courtroom</b>					
Litigant Area (1 tier jury box)					865*
Spectators (75 x 9sf/person)					675
<b>Total Area/Courtroom</b>	<b>CRT1</b>				<b>1540</b>
Sound Lock	SL1	64	100	82	
Attorney/Client Conference	CF1				100
Jury Room (25sf/person x 7 plus 1 restroom @ 65 sf)	CF2				240
Holding Cells (incl atty booth)	HC1	100/cell	120/cell	110/cell	110
Jury Assembly (70) /Multipurpose Room**	CF3			15/person	1050
Pay Waiting Area (20)	PW1	12/person	15/person	13.5/person	270
Evidence Storage		60	80	70	70
Courtroom & Bldg Lobby/court	LB1	250	500	375/court	

\* Litigant Area based on jury courtroom (1 tier jury box) total area of 1,024 SF minus 2<sup>nd</sup> row of seating behind the attorney tables 159 SF (34 ft x 4.7 ft) for a total area of 865 SF.

\*\* Jury Assembly: Assumes at least 2 courtrooms are being used for jury trials and 35 jurors called for each court

### 3. Weapons Screening Station Guidelines (Judicial Council of California, 2002)

The following guidelines are based on criteria outlined in the report by the Judicial Council of California, "Trial Court Facilities Guidelines", 2002, and were used as a comparative model for the District Court analysis.

One security screening station (or portal) should be provided for each court facility at the single point of entry although it may have several stations depending on the number of courtrooms and size of calendars.

Weapons screening stations should include space for:

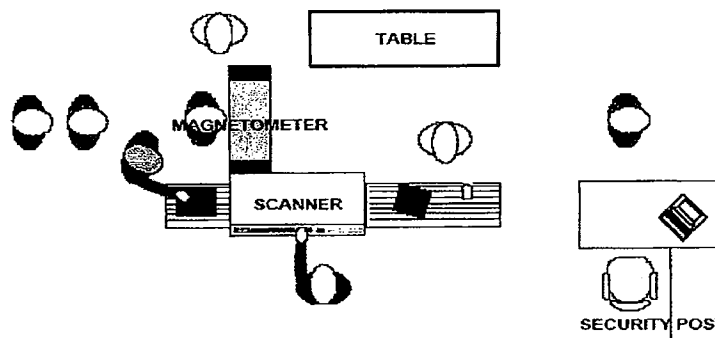
- An interior area for queuing of persons entering the building between the security screening station and the building entrance.
- A magnetometer (metal detector) device through which visitors pass for detection of metal objects.
- A table or counter for secondary inspection of scanned items.
- A magnetic-wand inspection area.
- Security staff posts to assist individuals through the magnetometer screening and X-ray scanning.
- A weapons storage locker.

Adequate space for queuing of persons awaiting screening is essential. The interior queuing area(s) should provide adequate space for the projected peak volume of individuals entering the courthouse. Each screening station should be designed to accommodate a queue of at least eight persons.

Each screening station should be a minimum of 130 square feet to accommodate:

- A queue of eight persons (100 square feet at 12.5 square feet per person and have minimum depth of 12 feet between the building entry and magnetometer),
- A magnetometer and security position (30 square feet).

Each security screening area should be designed to allow visual observation by security staff of all the public exits to ensure that individuals entering the building do not circumvent the screening process.



**D. Space Program Standards**

Space guidelines (Space GL) shown below for District Court areas are based on the County's adopted space standards plan, or in cases where the type of space is not identified in that document, the Trial Court Facilities Guidelines developed by the Task Force on Court Facilities, 2002. Guidelines may be used differently when planning a new facility versus how they are used in evaluating an existing building. However, these are the standards we will strive to achieve in any new or remodel work completed for the District Court.

**1. Administrative**

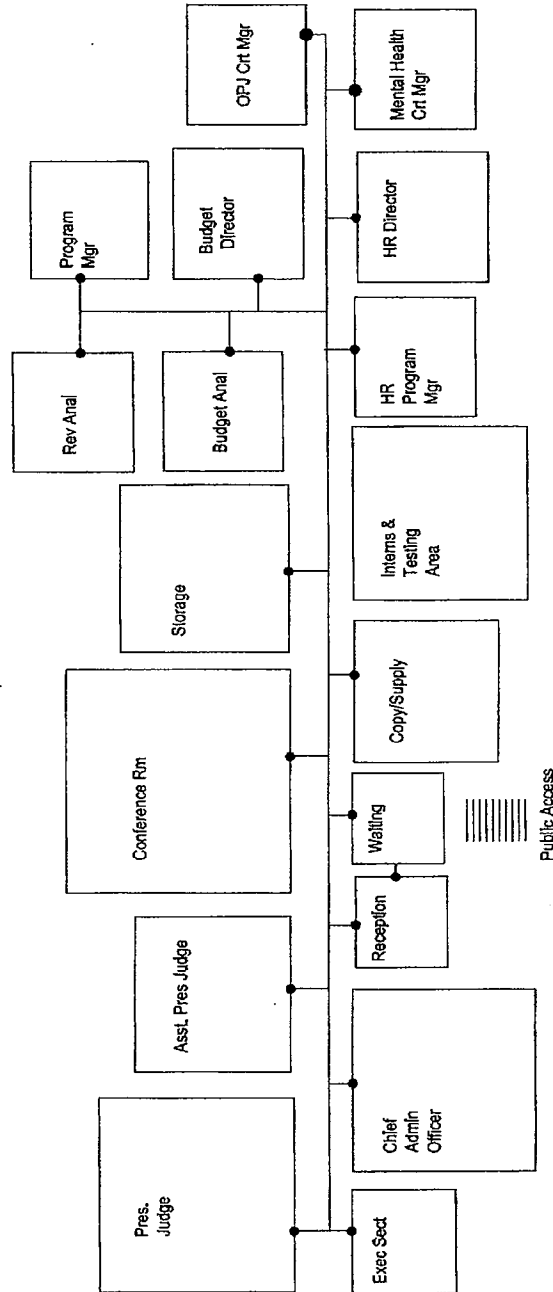
*a. Office of the Presiding Judge*

Space Identification

Space	Space Type	Space GL	REQ. # of Spaces	Recommended NSF	Current Location	Comments
Presiding Judge	PO1	225	1	225	CH 10	
Chief Administrative Officer	PO2	200	1	200	CH 10	
*Asst. Presiding Judge	PO3	150	1	150	CH 10	
Waiting Room			1	125	CH 10	5 persons x 25/sf
Conference Room (med)	CF4	300	1	300		8-12 people
Copy/Supply Room	CS1	120	1	120		
Storage Room	ST1	180	1	180		
Interns	SF6	69	2	138		
				0		
<b>Human Resource</b>				0		
Director	SF1	150	1	150	CH 10	
Program Manager	SF2	85	1	85	CH 10	
Executive Secretary	SF3	80	1	80	CH 10	
Receptionist	SF6	80	1	80	CH 10	
Applicant Testing Area	SF6	65	1	65		
				0		
<b>Budget and New Development</b>				0		
Director	SF1	150	1	150	CH 10	
Revenue Analyst	SF2	85	1	85	CH 10	
Budget Analyst	SF2	85	1	85	CH 10	
Jury Coordinator	SF3	85	1	85	RJC	Located at the RJC
Office Technician	SF5	80	1	80	RJC	Located at the RJC
Spanish Interpreter	SF3	55	1	55	RJC	Located at the RJC
Mental Health Court Manager	SF1	85	1	85	CH 10	
OPJ Court Manager	SF1	85	1	85	CH 10	
Program Manager	SF2	85	2	170	CH 10	
<b>Total NSF</b>				<b>2778</b>		
*Secondary work space - primary office will be at the judge's regular court location						

Space Relationship Diagram

This diagram illustrates the optimum adjacencies for District Court operations as defined in the Trial Court Facilities Guidelines developed by the Task Force on Court Facilities, 2002.



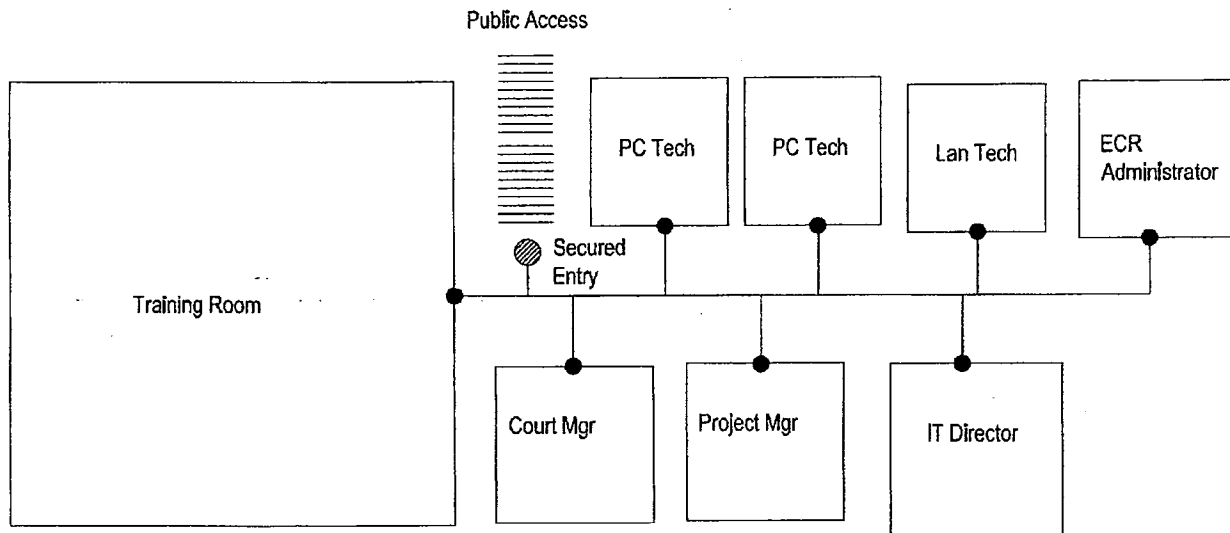
Office of the Presiding Judge

*b. IT Center (Office of the Presiding Judge)*

Space Identification

Space	Space Type	Space GL	REQ # of Spaces	Recommended NSF	Current Location	Comments
Technology Director	SF1	150	1	150	Yesler 5th	
PC Tech	SF3	85	2	170	Yesler 5th	
Court Manager	SF1	85	1	85	Yesler 5th	
LAN Tech	SF3	85	1	85	Yesler 5th	
Project Manager	SF2	85	1	85	Yesler 5th	
ECR Database Administrator	SF2	85	1	85	Yesler 5th	
Training Room (20 people)	TR1	675	1	675	Yesler 5th	one half of King County space std
Copy/Supply Room	CS1	120	1	120	Yesler 5th	
Data Room	DR2	180	1	180	Yesler 5th	
Scanning Station		180	1	180	Yesler 5th	
Total NSF				1815		

Space Relationship Diagram



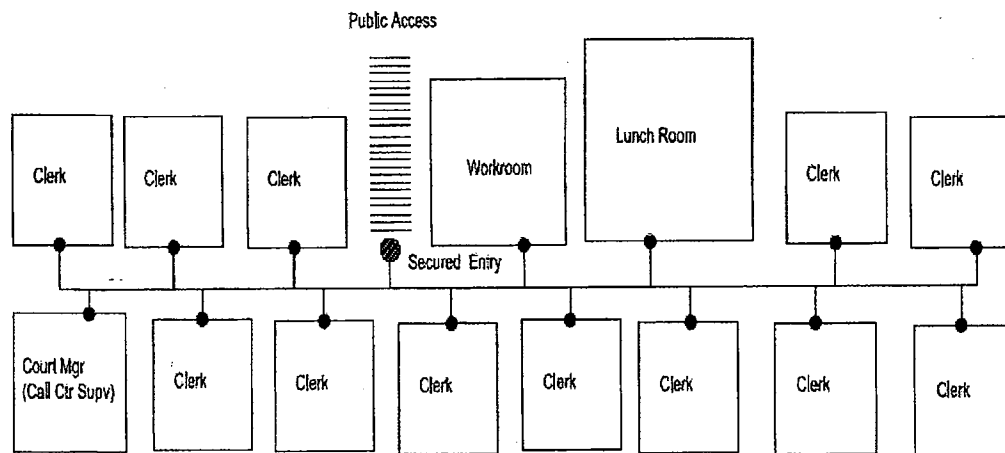
**IT Center**

*c. Call Center (Office of the Presiding Judge)*

Space Identification

Space	Space Type	Space GL	REQ # of Spaces	Recommended NSF	Current Location	Comments
Court Mgr	SF1	85	1	85	Yesler 5th	
Court Clerk	SF6	80	12	960	Yesler 5th	
Workroom/Copy	CS1	120	1	120	Yesler 5th	
Lunchroom	BR1	180	1	180	Yesler 5th	
<b>Total NSF</b>				<b>1,345</b>		

Space Relationship Diagram



**Call Center**

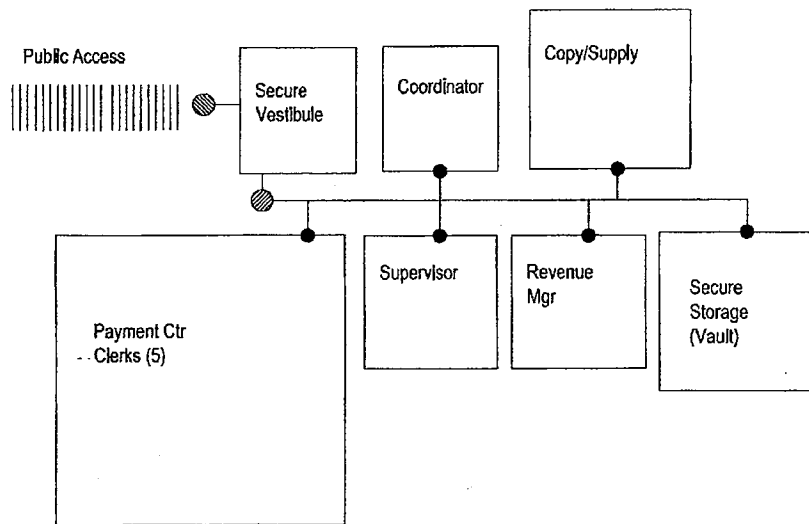


*d. Payment Center (Office of the Presiding Judge)*

Space Identification

Space	Space Type	Space Std	Req. # of Spaces	Recommended NSF	Current Location	Comments
Coordinator	SF2	85	1	85	CH - 3rd Floor	
Revenue Mgr	SF2	85	1	85	CH - 3rd Floor	Shared with Budget Analyst
Clerks	SF6	80	6	480	CH - 3rd Floor	
Payment Center Supervisor	SF1	85	1	85	CH - 3rd Floor	
Copy/Supply	CS1	120	1	120	CH - 3rd Floor	
Secure Storage		280	1	280	CH - 3rd Floor	
Conference Room	CF5	180	1	180	CH - 3rd Floor	
Secure Vestibule	SL1	64	1	64	CH - 3rd Floor	Key Card access only
Total NSF				1379		

Space Relationship Diagram



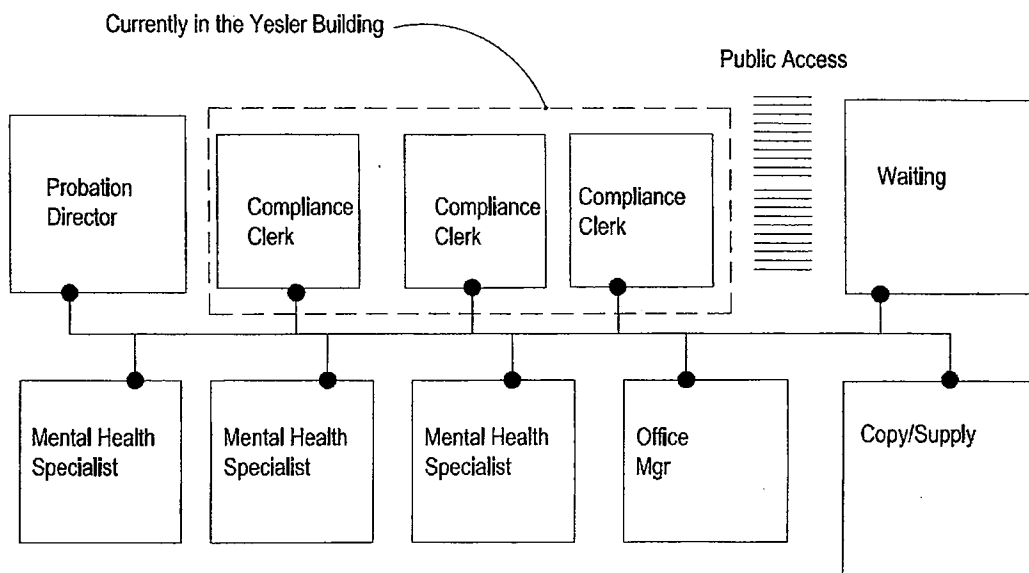
Payment Center

e. Probation

Space Identification

Space	Space Type	Space GL	REQ # of Spaces	Recommended NSF	Current Location	Comments
<b>Seattle</b>						
Probation Director	PO3	150	1	150	CH 3	Seattle staff services State Caseload, Mental Health and DV caseload, & KCCF
Office Manager	SF2	85	1	85	CH 3	
Mental Health Specialist	SF2	85	3	255	CH 3	
Probation Officer 1	SF2	85	3	255	CH 3	
Waiting Room			1	125		5 people x 25/sf person
Copy/Supply Room	CS1	120	1	120		
Storage	SF1	180	1	180		
<b>Issaquah</b>						
Probation Officer 1	SF2	85	4	340	Issaquah DC	Issaquah staff services Redmond, Woodinville, Carnation, Duvall & Skykomish & State Caseload from Redmond
Office Manager	SF2	85	1	85	Issaquah DC	
<b>Kent</b>						
Probation Officer 1	SF2	85	5	425	Kent	Kent staff services Burien, Covington & State Caseload at Burien & RJC
Office Manager	SF2	85	1	85	Kent	
<b>RJC</b>						
Probation Officer 1	SF2	85	3	255	RJC	Staff services State Domestic Violence Cases @ RJC and
Probation Officer 2	SF2	85	1	85	RJC	in-custody for RJC & Renton Jail
Office Manager	SF2	85	1	85	RJC	
<b>Shoreline</b>						
Probation Officer 1	SF2	85	2	170	Shoreline	Shoreline staff also services State Cases out of Seattle & caseload for Shoreline & Kenmore
Office Manager	SF2	85	1	85		
<b>Yesler Bldg</b>						
Compliance Clerk	SF6	80	4	320	Yesler	Staff services all compliance cases, court-wide.
<b>Total NSF</b>				<b>3105</b>		

Space Relationship Diagram (Seattle Office only, not including Field Staff)



# Probation

## 2. Court Facilities

The charts on the following pages show the various facilities used by District Court. Using only the functions currently assigned to these facilities, the Space Guidelines were applied to show the minimum square footage that is needed at any given site without changing any of the current operational functions. The charts do not show a comparison of the recommended space and functional guidelines that would be considered were the building being programmed for new construction or for new and different functions. Those comparisons are outlined in Chapter 3.

a. Burien Courthouse

Space	Space Type	Space GL	REQ # of Spaces	Recommended NSF	Comments
<b>Administration</b>					
Directors Office	PO3	150	1	150	
Court Manager	SF1	85	2	170	
Clerks	SF6	80	20	1600	
Aide	SF6	55	1	55	
Pay Stations	SF6	64	3	192	
File Storage		280	1	280	
Workroom		192	1	192	
Lunch Room	BR1	180	1	180	
Staff Restroom					
Conference Room	CF5	180	1	180	
<b>Judicial</b>					
<i>Courtrooms</i>					
Litigant Area	CR1	865	3	2595	
Spectator Area	SL1	675	3	2025	
Sound Lock/Vestibule	SL1	82	3	246	
Judge's Chamber	PO1	210	3	630	
Jury Room (incl restroom)	CF2	240	3	720	
Multipurpose Room	CF3	1050	1	1050	
Library		150	1	150	
Holding Cells	HC1	110	2	220	
Attorney/Client Meeting	CF1	100	3	300	
<b>Entry</b>					
Lobby	LB1	375	3	1125	375 sf times # of Courtrooms
Pay Waiting Area	PW1	270	1	270	13.5 SF times 20 people
Security/Weapons Screening		130	1	130	
Public Restroom					
<b>Prosecuting Attorneys</b>					
Attorney Office	SF5	120	3	360	
Paralegal/Legal Assi	SF6	80	3	240	
Supervising Attorney	SF4	150	1	150	
Witness Waiting		100	1	100	
Police Waiting		85	1	85	
Work Area		64	1	64	
DV Advocate				0	
<b>Public Defender</b>					
Attorney Office	SF2	85	1	85	
Waiting Area		80	1	80	
OPD Screener	SF2	85	1	85	
<b>Probation</b>					
<b>Other</b>					
Data Closet	DR1	54	1	54	
<b>Total NSF Space</b>					13,443

*b. Kent Courthouses*

(Combined needs of both Aukeen and RJC sites)

Space	Space Type	Space GL	REQ # of Spaces	Recommended NSF	Comments
<b>Administration</b>					
Directors Office	PO3	150	1	150	
Court Manager	SF1	85	3	255	
Clerks	SF6	80	24	1920	
Pay Stations	SF6	80	3	240	
File Storage		280	1	280	
Workroom		192	1	192	
Lunch Room	BR1	180	1	180	
Staff Restroom					
Conference Room	CF5	180	1	180	
<b>Judicial Courtrooms</b>					
Litigant Area	CR1	865	6	5190	
Spectator Area	SL1	675	6	4050	
Sound Lock/Vestibule	SL1	82	6	492	
Judge's Chamber	PO1	210	6	1260	
Jury Room (incl restroom)	CF2	240	6	1440	
Multipurpose Room	CF3	1050	1	1050	
Library		150	1	150	
Holding Cells	HC1	110	2	220	
Attorney/Client Meeting	CF1	100	6	600	
<b>Entry</b>					
Lobby	LB1	375	6	2250	375 sf times # of Courtrooms
Pay Waiting Area	PW1	270	1	270	13.5 SF times 20 people
Security/Weapons Screening		130	1	130	
Public Restroom					Provided
<b>Prosecuting Attorneys</b>					
Attorney Office	SF5	120	2	240	
Supervising Attorney	SF4	150	1	150	
Witness Waiting		100	1	100	
Police Waiting		85	1	85	
Work Area		64	1	64	
DV Advocate	SF2	81	2	162	
<b>Public Defender</b>					
Attorney Office	SF2	106	1	106	
Waiting Area		80	1	80	
OPD Screener	SF2	106	2	212	
<b>Probation</b>					
Probation Officer	SF2	85	7	595	
Office Mgr	SF2	80	1	80	
Work Area/Waiting		164	1	164	
			1	0	
<b>Other</b>					
Data Closet	DR1	54	1	54	
<b>Total NSF</b>				22,186	

c. King County Courthouse (KCCH), Seattle

Space	Space Type	Space GL	REQ # of Spaces	Recommended NSF	Comments
<b>Administration</b>					
Directors Office	PO3	150	1	150	
Court Manager	SF1	85	2	170	
Clerks	SF6	80	19	1,520	
Aide	SF6	55	1	55	
Pay Stations	SF6	64	3	192	
File Storage		280	1	280	
Workroom		192	1	192	
Lunch Room	BR1	180	1	180	
Staff Restroom					
Mental Health Clinician	SF1	85	1	85	City of Seattle staff that serves KC Mental Health Court
Conference Room	CF5	180	1	180	
<b>Judicial</b>					
<b>Courtrooms</b>					
Litigant Area	CR1	865	5	4,325	
Spectator Area	SL1	675	5	3,375	
Sound Lock/Vestibule	SL1	82	5	410	
Judge's Chamber	PO1	210	5	1,050	
Jury Room (incl restroom)	CF2	240	5	1,200	
Multipurpose Room	CF3	1050		0	
Library		150	1	150	
Holding Cells	HC1	110		0	In KCCF
Attorney/Client Meeting	CF1	100	5	500	
<b>Entry</b>					
Lobby	LB1	375	5	1,875	375 sf times # of Courtrooms
Pay Waiting Area	PW1	270	1	270	13.5 SF times 20 people
Security/Weapons Screening		130			At main entrance to Courthouse
Public Restroom					
Prosecuting Attorneys					In PAO office
Public Defender					Space provided off site
Probation					Space provided on 3rd floor.
<b>Other:</b>					
Data Closet	DR1			0	In Courthouse main facility
<b>Total NSF</b>				<b>16,159</b>	

d. Shoreline Courthouse

Space	Space Type	Space GL	REQ # of Spaces	Recommended NSF	Comments
<b>Administration</b>					
Directors Office	PO3	150	1	150	
Court Manager	SF1	85	1	85	
Clerks	SF6	80	12	960	
Aide	SF6	55	1	55	
Pay Stations	SF6	64	3	192	
File Storage		280	1	280	
Workroom		192	1	192	
Lunch Room	BR1	180	1	180	
Staff Restroom			1		
Conference Room	CF5	180	1	180	
<b>Judicial</b>					
<i>Courtrooms</i>					
Litigant Area	CR1	865	2	1,730	
Spectator Area	SL1	675	2	1,350	
Sound Lock/Vestibule	SL1	82	2	164	
Judge's Chamber	PO1	210	2	420	
Jury Room (incl restroom)	CF2	240	2	480	
Commissioner Office	PO1	210	1	210	
Multipurpose Room	CF3	1050	1	1,050	
Library		150	1	150	
Holding Cells	HC1	110	2	220	
Attorney/Client Meeting	CF1	100	2	200	
Evidence Storage					
<b>Entry</b>					
Lobby	LBI	375	2	750	375 SF times # of Courtrooms
Pay Waiting Area	PW1	270	1	270	13.5 SF times 20 people
Security/Weapons Screening		130	1	130	
Public Restroom					Provided
<b>Prosecuting Attorneys</b>					
Attorney Office	SF5	120	3	360	Provided for City of Shoreline Prosecutors.
Supervising Attorney	SF4	150		0	
Witness Waiting		100	1	100	
Police Waiting		85	1	85	
- Work Area		64	1	64	
DV Advocate	SF2	85	1	85	
<b>Public Defender</b>					
Attorney Office	SF2	85		0	
Waiting Area				0	
OPD Screener	SF2	85	1	85	
<b>Probation</b>					
Probation Officer	SF2	85	2	170	
Office Mgr	SF2	80	1	80	
Work Area/Waiting		164	1	164	
				0	
<b>Other</b>					
Data Closet	DR1	54	1	54	
<b>Total NSF</b>				10,410	



e. Bellevue Courthouse (County SF requirements only)

Space	Space Type	Space GL	REQ # of Spaces	Recommended NSF	Comments
<b>Administration</b>					
Directors Office	PO3	150	1	150	
Court Manager	SF1	85	2	170	
Clerks	SF6	80	15	1,200	
Pay Stations	SF6	64	3	192	
File Storage		280	1	280	
Workroom		192	1	192	
Lunch Room	BR1	180	1	180	
Staff Restroom					Provided
Conference Room	CF5	180	1	180	
<b>Judicial</b>					
<i>Courtrooms</i>					
Litigant Area	CR1	865	2	1,730	
Spectator Area	SL1	675	2	1,350	
Sound Lock/Vestibule	SL1	82	2	164	
Judge's Chamber	PO1	210	2	420	
Jury Room (incl restroom)	CF2	240	2	480	
Multipurpose Room	CF3	1050	1	1,050	
Library		150	1	150	
Holding Cells	HCI	110	2	220	
Attorney/Client Meeting	CF1	100	2	200	
Evidence Storage					Provided
<b>Entry</b>					
Lobby	LB1	375	3	1,125	375 SF times # of Courtrooms
Pay Waiting Area	PW1	270	1	270	13.5 SF times 20 people
Security/Weapons Screening		130	1	130	
Public Restroom					
<b>Prosecuting Attorneys</b>					
DV Advocate	SF1	85	1	85	No space currently provided.
<b>Public Defender</b>					
Attorney Office	SF2	85		0	
Waiting Area				0	
OPD Screener	SF2	85	1	85	
<b>Probation</b>					
<b>Other</b>					
Data Closet	DR1	54	1	54	
<b>Total NSF</b>				<b>10,057</b>	

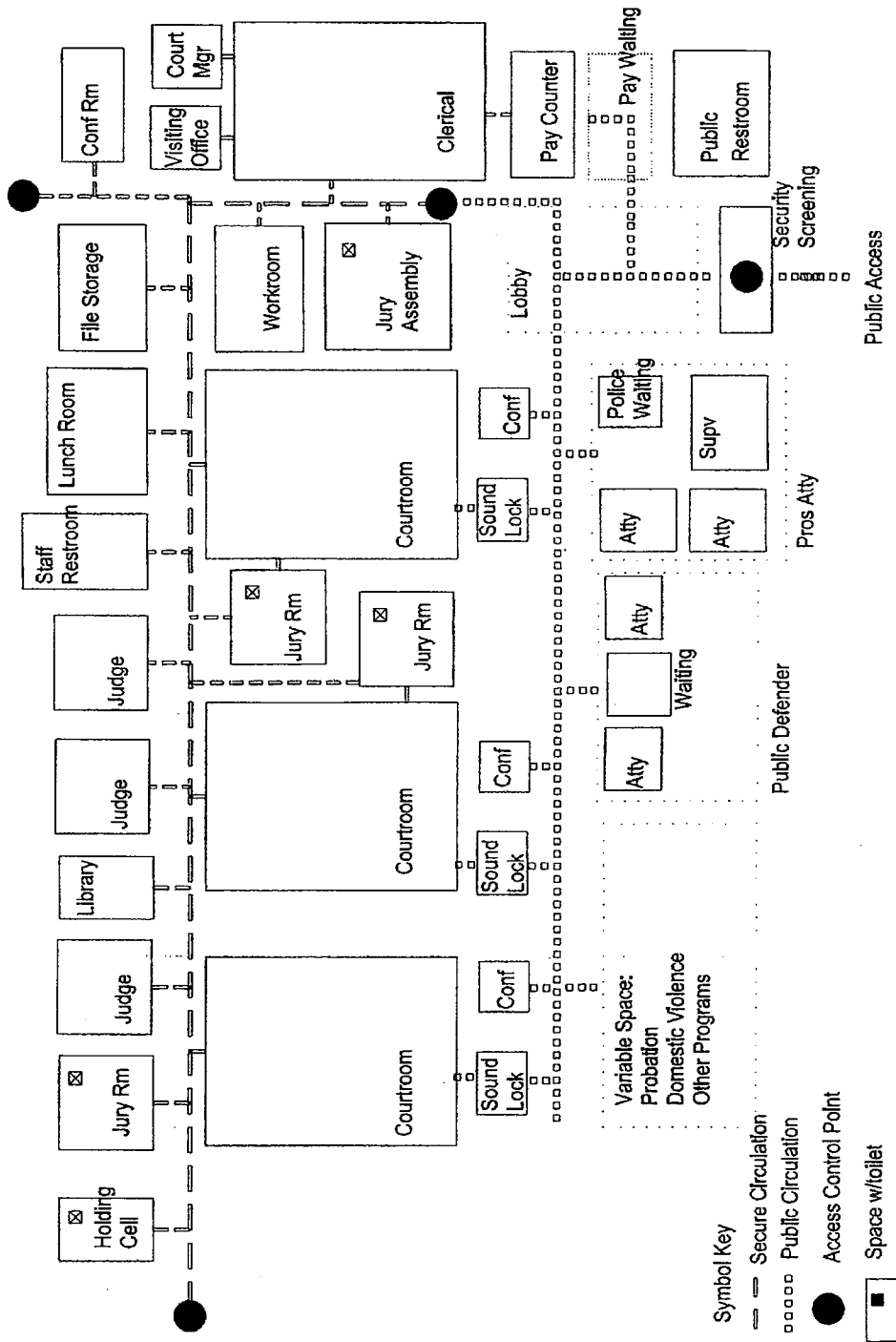
f. Issaquah Courthouse

Space	Space Type	Space GL	REQ # of Spaces	Recommended NSF	Comments
<b>Administration</b>					
Directors Office	PO3	150	1	150	
Court Manager	SF1	85	1	85	
Clerks	SF6	80	12	960	
Aide	SF6	55	0	0	
Pay Stations	SF6	64	3	192	
File Storage		280	1	280	
Workroom		192	1	192	
Lunch Room	BR1	180	1	180	
Staff Restroom					Provided
Conference Room	CF5	180	1	180	
<b>Judicial</b>					
<b>Courtrooms</b>					
Litigant Area	CR1	865	2	1,730	
Spectator Area	SL1	675	2	1,350	
Sound Lock/Vestibule	SL1	82	2	164	
Judge's Chamber	PO1	210	2	420	
Jury Room (incl restroom)	CF2	240	2	480	
Multipurpose Room	CF3	1050	1	1,050	
Library		150	1	150	
Holding Cells	HC1	110	2	220	
Attorney/Client Meeting	CF1	100	2	200	
<b>Entry</b>					
Lobby	LB1	375	2	750	375 SF times # of Courtrooms
Pay Waiting Area	PW1	270	1	270	13.5 SF times 20 people
Security/Weapons Screening		130	1	130	
Public Restroom					Provided
<b>Prosecuting Attorneys</b>					
Supervising Attorney	SF4	150			
Attorney Office	SF2	120			
Witness Waiting Area		100			
Police Waiting		85			
Work Area		64			
DV Advocate				0	
<b>Public Defender</b>					
Attorney Office	SF2	85		0	
Waiting Area		80			
OPD Screener	SF2	85	1	85	
<b>Probation</b>					
Probation Officer	SF2	85	4	340	
Office Mgr	SF2	80	1	80	
Work Area/Waiting		164	1	164	
<b>Other</b>					
Data Closet	DR1	54	1	54	
<b>Total NSF</b>				<b>9,856</b>	

g. Redmond Courthouse

Space	Space Type	Space GL	REQ # of Spaces	Recommended NSF	Comments
<b>Administration</b>					
Directors Office	PO3	150	1	150	
Court Manager	SF1	85	2	170	
Clerks	SF6	80	18	1,440	
Aide	SF6	55	0	0	
Pay Stations	SF6	64	3	192	
File Storage		280	1	280	
Workroom		192	1	192	
Lunch Room	BR1	180	1	180	
Staff Restroom					Provided for Women only.
Conference Room	CF5	180	1	180	
<b>Judicial</b>					
<i>Courtroom 1</i>					
Litigant Area	CR1	865	3	2,595	
Spectator Area	SL1	675	3	2,025	
Sound Lock/Vestibule	SL1	82	3	246	
Judge's Chamber	PO1	210	3	630	
Jury Room (incl restroom)	CF2	240	3	720	
Multipurpose Room	CF3	1050	1	1,050	
Library		150	1	150	
Holding Cells	HC1	110	2	220	
Attorney/Client Meeting	CF1	100	3	300	
<b>Entry</b>					
Lobby	LB1	1125	1	1,125	375 SF times # of Courtrooms
Pay Waiting Area	PW1	270	1	270	13.5 SF times 20 people
Security/Weapons Screening		130	1	130	
Public Restroom					Provided
<b>Prosecuting Attorneys</b>					
Attorney Office	SF5	120	2	240	
Paralegal	SF6	80	3	240	
Supervising Attorney	SF4	150	1	150	
Witness Waiting		100	1	100	
Police Waiting		85	1	85	
Work Area		64	1	64	
DV Advocate	SF2	85	1	85	
<b>Public Defender</b>					
Attorney Office	SF2	85	2	170	
Waiting Area		80	1	80	
OPD Screener	SF2	85	1	85	
<b>Probation</b>					
No probation space at Redmond					
<b>Other: Mentor Program</b>					
Data Closet	DR1	54	1	54	
<b>Total NSF</b>				<b>13,598</b>	

*h. Space Relationships Typical Court Facility*



*i. Typical Courtroom Features*

The following design guidelines are taken from the study by the National Center for State Courts, "The Courthouse: A Planning & Design Guide for Court Facilities", 1998. They have been modified as necessary where specialized programs or services offered by King County District Court require, it as is the case with the multi-purpose room space.

1. Bench:

Configuration – Sight Lines

- The height, area and design of the bench should reinforce the role of the judicial officer as the administrator of justice and as the principal controller of order in the courtroom.
- The bench should be the courtroom focal point, and its placement should not imply the favoring of any party.
- The bench should be proportionate (50% or less) to the size and height of the courtroom, assuring an unobstructed view of the entire courtroom.
- The judicial officer's eye level when he or she is seated should be higher than any standing participant or spectator. To achieve this eye level, the floor of the bench should be raised approximately 12-14 inches above the courtroom floor.
- The sides of the bench shall not encumber the transfer of documents and verbal communication between the judicial officer, the courtroom clerk, or interrupt a sight line to the witness.
- Conferences at the sidebar should be a minimum of 18 feet from the jury.
- Provide a low partition to function as a security barrier between the public gallery and the court participants.

Work Surfaces

- The judicial officer's work surface shall include a min 3" high valence on the room side of the work surface to provide a level of security for documents on the desk.
- The bench work surface should be 66 to 78 inches long by 30 inches deep to keep case materials within reach and to accommodate computer monitor.
- Provide 6 LF of bookshelves.
- Provide 2 CF of lockable storage for office supplies.
- The actual space occupied by the bench area should be 64 to 80 square feet.

Integrated Technology

- Provide minimum 50-foot candles of light at work surfaces for examining documents.
- Accommodate one computer monitor and CPU without encumbering sightlines or work surface.
- Provide one telephone jack and two data jacks below the work surface for each workstation.
- Incorporate accessible concealed cableways to accommodate changing technology.
- Provide a microphone with a mute button at judge's workstation.

- Provide a concealed, silent duress alarm that directly alerts courthouse security and that is operable during a power outage.
- Provide bullet-resistant material along the front of the bench, which will absorb multiple firings of a large-caliber handgun.
- Provide 4 general-purpose power outlets.

#### *Accessibility and Ergonomics*

- Provide an adjustable height work surface and keyboard tray for all workstations.
- Provide 5 feet between the edge of the judicial officer's desk and the back wall, to accommodate a wheelchair and allow the judicial officer sufficient work area.
- Provide a 1 to 12 sloped ramp to the Judges platform.
- Provide sufficient space to accommodate an ergonomically sound armchair.

#### 2. Clerks Station (in the Courtroom):

##### *Configuration*

- The courtroom clerk's station should be adjacent to the bench and accessible to counsel for marking and introducing documents.
- The courtroom clerk should be within 30" reach to the judicial officer for exchange of exhibits, files and to communicate privately.
- The clerks' station should be located near a doorway to the judicial corridor.

##### *Work Surfaces*

- The work surface shall have a minimum 3" high valence on the room side of the work surface to provide a level of security for documents on the desk.
- The clerk's workstation shall have an 80-inch-long by 30-inch deep work surface to accommodate the taking of court minutes, maintaining files and receiving and labeling exhibits.
- Provide 18"W x 12"D writing surface above the valence for litigant transactions.
- The workstation should have 16 lateral file inches (LFI) for placement of in-process files, forms, supplies and other essential material.
- Provide 2 CF of lockable storage for office supplies.
- For high-volume calendars, provide an additional 36" work area with monitor, keyboard and chair, in the clerk's station for 'real time' records updating.

##### *Integrated Technology*

- Provide minimum 50-foot candles of light at work surfaces for examining documents for 2 workstations.
- Accommodate 2 computer monitors and CPUs without encumbering work surface.
- Incorporate accessible concealed cableways to accommodate changing technology.
- Provide 2 telephone jacks and 6 data jacks.
- Provide 8 general-purpose power outlets, exclusive of audio and printer power requirements.
- Provide desktop audio controls, including 9" audio recording display for FTR Gold.

- Provide unobtrusive installation of printer/copy/fax machine, without encumbrance to work surface.
- Provide public address system desktop control panel.
- Provide a concealed, silent duress alarm that directly alerts courthouse security and that remains operable during a power outage.
- Provide bullet-resistant material along the front of the clerk's workspace, which will absorb multiple firings of a large-caliber handgun.

#### *Accessibility and Ergonomics*

- Provide an adjustable height work surface and 2 keyboard trays.
- Provide 5 feet between the edge of the clerk's desk and the back wall, to accommodate a wheelchair and allow sufficient circulation area.

### 3. Witness Stand:

#### *Configuration*

- The witness stand must be located so that the witness is in clear facial view of the judicial officer, jury, participating parties, and counsel.
- The witness stand must be 6 to 7 inches (one step) below the floor of the judicial officer's bench and 6 to 14 inches (one to two steps) higher than the well floor to facilitate viewing the witness. A modesty panel should be incorporated into the design.

#### *Work Surfaces*

- A writing surface approximately 18 by 24 inches should be provided for the witness, as well as a 12" shelf extension from the front of the security partition.
- Provide 2 general-purpose power outlets.

#### *Integrated Technology*

- An unobtrusive, secured but adjustable microphone should be provided.

#### *Accessibility and Ergonomics*

- The witness chair should be height adjustable and be easily removable to facilitate wheelchair access.
- The witness stand must be at least 60 inches wide by 60 inches deep to accommodate a wheelchair and to comfortably seat at least two persons. Provide ramp to witness stand.
- The witness stand should also be designed to accommodate child witnesses.

### 4. Jury Box:

#### *Configuration*

- Provide jury box placement in the courtroom that facilitates 7 jurors' observation of court proceedings.

- Position the jury box with clear sightlines from each juror to the witness, counsel, judicial officer and evidence display areas.
- Jury box shall not extend behind either the witness box or the attorneys' tables.
- Path to and from the courtroom should be as direct as possible and should not pass in front of the bench or litigant tables.
- A space of 6 feet between jurors and the spectator area railing is recommended to separate jurors from spectator area. Where space is insufficient to allow for 6 feet between jurors and the railing, some form of physical separation (such as a transparent panel) is recommended.
- Jurors should also be separated from attorneys and litigants by a minimum of 6 feet to prevent overhearing private conversations.

#### *Accessibility and Ergonomics*

- Provide one wheelchair space within jury box.
- Provide comfortable ergonomically adjustable chairs that swivel and tilt. Chairs should be movable.
- Chairs should be spaced to ensure that arms do not collide and that chairs do not strike the surrounding walls.
- Provide chair rail in jury box.
- Provide sufficient aisle space in front of each row of seats for juror comfort.
- If possible, writing surfaces should be provided.
- The jury box should have a modesty panel approximately 30 inches high.
- Hand rails and foot rails in the jury box may also be provided.

#### 5. Attorneys' Area:

##### *Configuration*

- Attorney's tables should be positioned so that the attorneys can be seen and heard by other attorneys, the judicial officer, the witness and the jury. Positioning should allow private conversations between attorneys and clients.
- The distance between the back of the attorney chairs and the public railing should be approximately 6 feet to accommodate a row of chairs along the railing for staff, paralegals or other involved parties.
- Prosecution and defense tables should be no closer than 6 feet from the front row of jurors. There should also be at least 3 feet between counsel tables to allow for privacy.
- Attorney's tables should be positioned equally in relation to the bench.

##### *Work Surfaces*

- Space for at least two tables should be provided for parties such as counsel and prosecutor. The tables should be a minimum of 3 feet by 7 feet and shall be movable.
- The configuration of tables shall be two tables that allow seating of three people each.



*Integrated Technology*

- Provide recessed floor outlets for sound recording microphones at each attorney's table and a lectern position.
- Provide 2 power and 4 data outlets under each table in the attorneys' area.
- Hanging microphones best to avoid trip hazards.

*Accessibility and Ergonomics*

- Provide removable chairs and 5' clearance behind counsel tables for wheelchair access.
- Provide 4 comfortable, ergonomically adjustable and movable counsel table chairs.

6. Spectator Area:

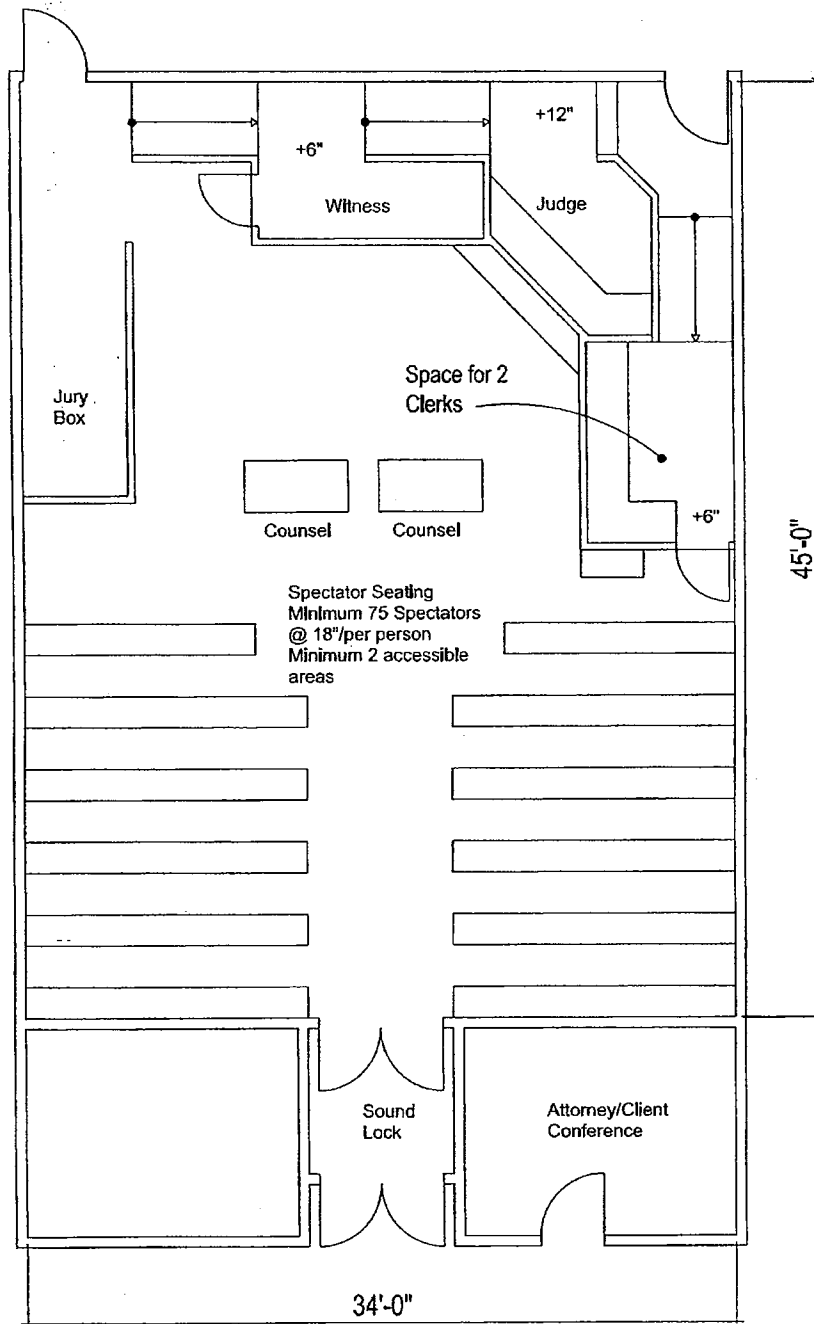
*Configuration*

- Entrance to the spectator area shall be through a double door sound vestibule.
- Spectator area shall be a minimum 6' distance from jury and counsel tables.
- Provide fixed bench seating (except if designing for multi-purpose room) for 75 spectators
- Where space allows, provide 30" high fixed railing between spectators and litigation area.

*Accessibility and Ergonomics*

- Sound vestibule door hardware and swings shall allow unassisted wheelchair access.
- Provide two 5' x 5' wheelchair parking spaces within the spectator area.
- Spectator access aisle shall be a minimum 5' wide for wheelchair turnaround.

7. Court Layout Guidelines – New Construction



### *J. Parking Requirements*

District Court handles high-volume type cases that require careful scheduling so that the proceedings can move along efficiently but without having everyone arrive at the same time. However, this also requires more parking as people tend to arrive for their appointments before all the people from the previous calendars have completed their business with the Court. This creates an overlap of people from the cases just heard added to the people arriving for the next calendar. The U.S. Trial Court Facilities Guidelines developed by the Task Force on Court Facilities in 2002 recommend calculating parking requirements by considering the following factors:

1. The number and type of courtrooms.
2. The number of users, visitors, and jurors expected each day.
3. The number of staff employed at the facility.
4. The number of official vehicles found at the courthouse each day.

The charts on the following page quantify this recommended calculation method in two ways to arrive at a number that can be compared to the parking available at each of the District Court sites in King County. One method uses the monthly caseload calendars for each Court. The other method uses the actual amount of square footage in the Court assuming that you cannot fit more people into the building than the square footage allows.

In Chart 1, Parking Need by Peak Court Demand, the total number of parking stalls needed was calculated using the following method:

- Using the court calendars for the various outlying facilities, and the number of courtrooms and case types including high volume calendars and regular calendars, a figure was extrapolated which represented the average daily parking need.
- In evaluating the court calendars, consideration was given to the various requirements of the case type and a determination made on the most efficient way to organize and process the work.
- The number of scheduled cases is shown under 'cases'. 'Attendance' for each case type is an average based on the Court's experience. Deductive factors were applied to arrive at an estimated 'Total Parking Litigants-Staff'.
- Parking consultant Rick Williams of Rick Williams Consulting evaluated the data and confirmed that the methodology used was valid for determining average and peak parking requirements, and for evaluating the impact of the deductive factors.
- The deductive factors were applied to 'Total Parking Litigants-Staff' to adjust for the actual number of vehicles most likely to appear on a typical day. There will be peak days when this parking design guideline will not accommodate all court users arriving by car.

District Court has done its best to assign caseload to the locations with sufficient space to accommodate the number of people needing to come to Court. However, there are constraints to how much District Court can do in directing caseload to other locations because they are obligated to hear contract city cases in the courthouse closest to their location, if at all possible. Contract city workload accounts for about 30% of all cases heard by District Court. The calendars for the cities

are organized to reflect the best use of the courtrooms available at the various locations within King County while still meeting contract obligations with suburban cities.

Chart 2 shows the seating capacity for a standard two-courtroom and three-courtroom facility based on the design guidelines. This, plus the number of staff at a site, was used to determine the maximum number of building occupants there could be at any given time. The same deductive factors applied in Chart 1 were also applied here, and were used to arrive at an adjusted number of vehicles likely to appear on a typical day.

From the charts on the following page, the average number of parking stalls required for each courtroom based on maximum occupancy load is approximately 54 stalls and using peak court demand, 52 stalls. An average of these two analytical approaches puts the number of stalls required per courtroom at 53. These figures were used to evaluate whether the parking at the outlying District Courts meets the needs of the court caseload and the capacity of the building to accommodate the occupant load.



Chart 2 – Parking Need by Maximum Courtroom Occupant Load

No. of Courtrooms	Seating Capacity	Max. Occupant Capacity	No show factor (20%)	Transit factor (5%)	Assume 25% carpool	Litigant parking need	Avg Staff	Total Parking Litigant+Staff	Avg Stalls / Courtroom
3	75	225	0.8	0.95	0.75	128	27	155	52
2	75	150	0.8	0.95	0.75	86	27	113	56
<b>Maximum Occupancy Demand</b>									
<b>Average Parking Stalls Needed Per Courtroom</b>									<b>54</b>

Chart 3 – Average Number of Attendees by Court Calendar Type

CALENDAR TYPE	BEST PRACTICES Time Slot = AM or PM	Cases	Avg. # of Attendees	Total Impact Each CR	Current Best Practice
ALL HEARINGS	25 per time slot	25	3	75	For City Calendars
ARRAIGNMENT	75 per time slot	75	2	150	BP
CITY CONFLICT	25 per time slot	25	4	100	
CIVIL	50 per time slot	50		0	
CIVIL COLLECTION	50 per time slot	50	2	100	
CIVIL COLLECTION	50 per time slot	50	2	100	
CIVIL COLLECTION	50 per time slot	50	2	100	
CIVIL DEFAULTS	50 per time slot	50	0	0	
CIVIL DEFAULTS/EXPARTE	50 per time slot	50	0	0	
CIVIL EXPARTE	50 per time slot	25	1	25	
CIVIL JURY TRIAL	1 per calendar AM & PM			0	
CIVIL MOTION	15 per time slot	15	3	45	
CIVIL NON JURY TRIAL	15 per time slot	15	5	75	
CIVIL PRE TRIAL	40 per time slot	40	4	160	
CIVIL SETTLEMENT	50 per time slot	50	5	250	
	15			0	
CONTESTED ACCIDENT	15 per time slot	15	3	45	BP
CONTESTED FALSE ALARM	15 per time slot	15	3	45	
CONTESTED	25 per time slot	25	1.5	37.5	BP 8:45, 10:15, 1:30, 2:30 - 25 PER TIME SLOT
CONTESTED PRELIMINARY	75 per half day	75	0	0	Set all at same time Inquire about program
CONTESTED RADAR	25 per time slot	25	3	75	BP
				0	
DV ALL HEARINGS	50 per time slot	50	5	250	
DV ARRAIGNMENT	50 per time slot	50	5	250	BP
DV JURY CALL	50 per time slot	50	5	250	
DV JURY TRIAL	1 per calendar AM & PM		6	6	
DV MOTION	15 per time slot	15	6	90	BP
DV NON JURY TRIAL	15 per time slot	15	6	90	BP
DV PRE TRIAL	40 per time slot	40	4	160	BP
DV REVIEW	30 per time slot	30	5	150	32 Best Practice-Recommend 30
DV SENTENCING	10 per time slot	10	5	50	8 Best Practice-Recommend 10
	29			0	
FUGITIVE	25 per time slot	25	0	0	In custody and not in custody
				0	
IMPOUND	15 per time slot	15	3	45	
				0	
IN CUSTODY	75 per time slot	75	3	225	
IN CUSTODY - DV	75 per time slot	75	3	225	
IN CUSTODY - MISDEMEANOR	75 per time slot	75	3	225	
IN CUSTODY - FELONY	75 per time slot	75	3	225	
IN CUSTODY - FELONY PRELIM	75 per time slot	75	3	225	
				0	
INQUEST	1 per calendar AM & PM		0	0	
				0	
JURY ASSEMBLY	0 - defines courtroom usage			0	
JURY CALL		100	1	100	Usually only in a.m.
JURY DISPOSITION				0	Same group as jury call
JURY TRIAL	1 per calendar AM & PM	1	5	5	
JURORS	1 week per month	3	15	45	
	41			0	
MENTAL HEALTH	40 per time slot	40	2	80	
MITIGATION	25 per time slot	25	1	25	BP 100 reduced to 75: MIT + MIT MAIL
				0	
MOTION - LONG	3 per time slot	3	5	15	Use for all Motion calendars unless identified as long
MOTION - SHORT	15 per time slot	15	4	60	Use for all Motion calendars unless identified as long
MOTION - BENCH WARRANT	15 per time slot	15	2	30	
MOTION - B/W - EXPIRED	50 per time slot	50	2	100	
				0	
NON JURY TRIAL	15 per time slot	15	6	90	BP
				0	
ORDERS - ALL	15 per time slot	15	3	45	
ORDERS - A H TEMP	15 per time slot	15	1	15	
ORDERS - A H FULL	15 per time slot	15	3	45	
ORDERS - D V TEMP	15 per time slot	15	1	15	
ORDERS - D V FULL	15 per time slot	15	3	45	
ORDERS NAME CHANGE	15 per time slot	15	1	15	
				0	
PRE TRIAL	20 per time slot	20	3	60	BP 8:45, 10:15, 1:30, 2:30 - 20 PER TIME SLOT
RELICENSING	75 per time slot	75	2	150	
RELICENSING CLERK	0 - defines courtroom usage		2	0	
				0	
REVIEW	30 per time slot	30	3	90	32 Best Practice-Recommend 30
SENTENCING	10 per time slot	10	3	30	8 Best Practice-Recommend 10
SMALL CLAIMS	12 per time slot	12	5	60	BP
	62				
				4969	Defendants, counsel, PA attendance
				62	case types
				80	average attendance per time slot

## **Chapter 3 Site and Building Analysis**

### ***A. Introduction***

This chapter documents the detailed comparison of the existing District Court facilities with the guidelines defined in Chapters 1 and 2 providing the basis for the alternatives and their cost/benefit analysis contained in Chapter 4. In addition, Chapter 3 shows how the additional tools contained in the Major Maintenance Reserve Program, a facilities survey review, an updated ADA survey, and a user's survey contributed to a comprehensive evaluation. Even if renovation or expansion of a facility does not appear to be feasible, a list of recommended improvements will have been established for future CIP consideration.

Chapter 1 provided a general overview of the FMP process and the events that preceded it including the adopted OMP. It also outlined why guidelines and standards are necessary in the FMP process and which standards are being used as a basis of comparison. Chapter 1 shows how District Court currently uses its resources showing that staff and caseload are assigned in such a way to provide the best service possible to contracting cities and the citizens of King County. This is a monumental task when one views the number of facilities, case types, contracting cities, and staff needed to conduct the business of the District Court. Staff (including judges) must be flexible as resources are apt to be moved with very little notice to ensure the most efficient use of available space. The limits of the Court's physical space become very apparent under these circumstances.

Chapter 2 describes in greater detail the methodology used to create the basis for the facilities analysis. It defines space types, space relationships including graphic displays, circulation flow diagrams, and square foot space guidelines. Most of the square foot guidelines show a range, and modification is recommended only if the discrepancy is more than 15% greater and or less than the standard. There is a chart for each of the existing court facilities showing their existing space and the spaces needed to meet the needs of the activities being conducted there. The basis for evaluating parking needs is described and includes the use of the Court's calendar and courtroom occupant load to arrive at the number of spaces required for any given site. Chapter 2 lays the framework for the comparison and analysis that is documented in Chapter 3.

Chapter 3 lists the Major Maintenance Reserve (MMR) projects planned for each facility and uses the list as part of the cost benefit analysis process. Included as an evaluation tool and as part of the cost benefit analysis, is a basic facility survey related to code issues such as life safety (egress, egress signage, lighting and fire protection), seismic rating, and issues surrounding accessibility (ADA – site route of travel, parking, signage, door clearances, counters, etc.). Many of the existing buildings do not meet current codes but they are considered adequate until a major renovation is done. Generally, although jurisdictions may vary slightly, if a renovation exceeds 50% of the value of the facility, the systems must all be brought up to current code. Because of this, when viewing the charts for existing buildings, code issues may show an adequate rating even if the system does not meet current code. However, it should be noted that life safety issues are considered a top priority for capital project funding in the County's annual budget process. Situations posing imminent danger to life safety are addressed immediately. ADA accessibility issues are being revisited so there is a plan for upgrading County facilities in a phased approach as funding permits.



### 1. Overall Survey Results

A survey was administered to occupants and non-occupant users of the facilities to ascertain what issues, not identified using the facility program guidelines established in Chapter 2, should be considered in the overall evaluation process. Respondents answered questions related to most aspects of each facility, but were particularly useful in assessing the acoustics, confidentiality, lighting, and ventilation of existing work spaces. The summary of these conditions for all of the District Court facilities is shown below:

Environmental Assessment Chart

Environment Type	Adequate	Inadequate
Acoustics/Soundproofing	93	46
Confidentiality	74	61
Lighting	153	27
Ventilation	85	83
Grand Total	405	217

## ***B. Burien Courthouse***

### **1. Court Overview - Burien**

#### *a. Operations*

The Burien Courthouse has 3 courtrooms, 1 jury room, a storage room and a small law library that are used as jury rooms, and 3 judge's chambers. The judge's chambers have private restrooms. Space is also provided for the County PAO and Public Defender Screener. This location has 20 clerical cubicles plus a scanning station and 3 public counter workstations. There are no holding cells, no separate jury assembly space and no meeting rooms. Jury rooms, jury boxes, and courtrooms are used to fill these needs. There is no probation function at this court but probation officers come to the facility for in-court hearings because the State Criminal cases from which a person's probation arises are heard at Burien. The court desires to move old cases to the DCOR system but is currently scanning and indexing all new cases into the system. Video conferencing is used at the facility via a ViPr System. There is PA system available through the current phone system. Parking space is very limited during peak times and there is no separation of staff and public parking. Staff is not screened when entering the facility. Security cameras are located at the back door and counter. Superior Court uses the location to administer the Juvenile Diversion Program that meets one night per week.

#### *b. Existing Staff*

Existing staff includes the equivalent of 3.0 full time judicial officers, a Director who also manages operations at Kent (Aukeen), the RJC, and Vashon, 2 Court Managers, 19.5 full time Clerks plus 1 Office Aide, 2 security staff, 7 PAO staff, 1 OPD Screener (3 days/week).

#### *c. Existing Case Type*

Jurisdiction: State, King County and City of Burien

##### *Case Type*

Criminal: Criminal Non Traffic, Criminal Traffic and DUI

Infractions: Non-Traffic, Infractions Traffic and Parking

Civil: Orders for Protection, Orders for Anti-Harassment, Orders for Name Changes, and Small Claims Filings

##### *Hearing Type*

Criminal: Arraignment, Pre Trial, Non Jury and Jury Trials, Motions, Sentencing and Reviews

Infractions: Mitigation and Contested

Civil: Hearings held for Temporary and Full Orders

Passport applications processed at this facility (Passport Acceptance).  
Superior Court Juvenile Diversion Program 1 night per week

#### *d. City Contracts*

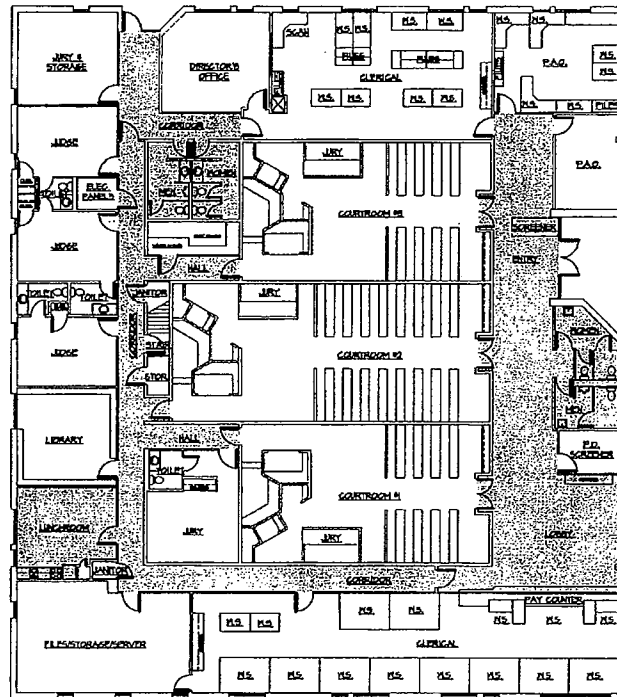
The District Court provides contract services to the City of Burien at this location. All criminal and Infraction case types noted above are administered for the City of Burien at this location.

## 2. Existing Conditions - Burien

### a. Building Characteristics

Address	601 SW 149 <sup>th</sup> St. Burien WA. 98166
Lot Size:	South (Parking) 47,186 sf North 48,559 sf
Number of stories:	2 (Police Precinct 1st Level)
Building Size:	12,203 s.f. (District Court only 2 <sup>nd</sup> floor)
Number of Courtrooms:	3
Heating system:	Rooftop AC w/ heating coil, partially updated in 2001
Year Built:	1979
Fire Alarm:	Yes
Sprinklers:	None
Parking Stalls:	84 existing court use Required parking based on City approved use study
Construction:	V-N - Masonry
Occupancy:	I-3, B, A-3
ADA compliance:	Minimal
Current Zoning:	DC - Downtown Commercial
Zoning Restrictions:	Max. Ht. 3-6 stories. Setbacks – front 0', side 0', rear 0'
Allow. Lot Coverage:	85% building coverage, 95% impervious surfaces
Current Lot Coverage:	25.4 % South lot
Sensitive Areas:	None

### b. Existing Floor Plan



3. Space Comparison – Burien

a. Space Comparison Chart

Space Comparison Chart								
Existing vs Guideline Recommendation								
Burien Court								
Space	Space Type	Space GL	No. Req'd	Req'd NSF	Exist. Blg NSF	Diff.	Meets Req'd GL	Comments - NSF allowed for minor deviation status
<b>Administration</b>								
Directors Office	PO3	150	1	150	294	144	■	Office shared with other staff
Court Manager	SF1	85	2	170		(170)	□	in clerk area
Clerks	SF6	80	19	1520	1732	212	■	incl work area and space for court mgr
Aide	SF6	55	1	55		(55)	□	in clerk area
Pay Stations	SF6	64	3	192	166	(26)	□	
File Storage		280	1	280	520	240	■	
Workroom		192	1	192		(192)	□	in clerk area
Lunch Room	BR1	180	1	180	246	66	■	
Staff Restroom						0	■	2 stalls provided for each gender
Conference Room	CF5	180	1	180		(180)	□	
<b>Judicial</b>								
<i>Courtroom 1</i>								
Litigant Area	CR1	865	1	865	569	(297)	□	
Spectator Area	SL1	675	1	675	396	(279)	□	
Sound Lock/Vestibule	SL1	82	1	82	0	(82)	□	
Judge's Chamber	PO1	210	1	210	204	(6)	□	
Jury Room (incl restroom)	CF2	240	1	240	292	52	■	
<i>Courtroom 2</i>								
Litigant Area	CR1	865	1	865	562	(303)	□	
Spectator Area	SL1	675	1	675	677	2	■	
Sound Lock/Vestibule	SL1	82	1	82	0	(82)	□	
Judge's Chamber	PO1	210	1	210	207	(3)	□	
Jury Rooms (incl restroom)	CF2	240	1	240	0	(240)	□	
<i>Courtroom 3</i>								
Litigant Area	CR1	865	1	865	568	(297)	□	
Spectator Area	SL1	675	1	675	396	(279)	□	
Sound Lock/Vestibule	SL1	82	1	82	0	(82)	□	
Judge's Chamber	PO1	210	1	210	207	(3)	□	
Jury Rooms (incl restroom)	CF2	240	1	240	263	23	■	
Multipurpose Room	CF3	1050	1	1050	0	(1050)	□	None provided
Library		150	1	150	278	128	■	also used as jury room for court #2 (no restroom)
Attorney/Client Meeting	CF1	100	3	300		(300)	□	None provided
<b>Entry</b>								
Lobby	LB1	375	3	1125	1043	(82)	■	375 people times # of courtrooms
Pay Waiting Area	PW1	270	1	270		(270)	□	13.5 SF times 20 people
Security/Weapons Screening		130	1	130	26	(104)	□	
Public Restroom							■	2 stalls provided for each gender
<b>Prosecuting Attorneys</b>								
Attorney Office	SF5	120	3	360	362	2	■	
Paralegal/Legal Asst	SF6	80	3	240		(240)	□	share space with attorneys
Supervising Attorney	SF4	150	1	150	178	28	■	Shared with storage and work area
Witness Waiting		100	1	100	0	(100)	□	
Police Waiting		85	1	85	0	(85)	□	
Work Area		64	1	64	0	(64)	□	incl in supervisors area
DV Advocate				0		0	■	
<b>Public Defender</b>								
Attorney Office	SF2	85	1	85		(85)	□	
Waiting Area		80	1	80		(80)	□	
OPD Screener	SF2	85	1	85	78	(7)	□	
<b>Probation</b>								
Other								
Data Closet	DR1	54	1	54	32	(22)	□	in file room
Holding Cells	HC1	110	2	220		(220)	□	None provided
<b>Total NSF Space</b>				<b>13,883</b>	<b>9,295</b>	<b>(4,588)</b>	<b>■</b>	
Meets Guidelines (GL) ■								
Minor Deviation From GL □								
Does Not Meet Guidelines ○								

*b. Space Survey Results:*

1. Environmental Conditions:

By far, the biggest complaint at the Burien Courthouse is the poor ventilation in almost all of the spaces and the poor acoustics and lack of privacy in the clerk's areas.

**Environmental Assessment Chart**

EnvironmentType	Adequate	Inadequate
Acoustics/Soundproofing	12	3
Confidentiality	7	7
Lighting	17	3
Ventilation	3	16
Grand Total	39	29

**4. Building Code Issues - Burien**

Priority	Code Issues	Status	Priority	Comments, Results, Answers
<b>LIFE SAFETY SYSTEMS</b>				
	Means of Egress			
	Egress signage & Lighting	Adequate		
	Locking devices @ exits	Adequate		Approved panic hardware typical & appropriate
	Fire Protection			
	Detection & Alarm	Adequate		More strobes and annunciators would be an improvement.
	Suppression	Work Needed		Only if large remodel done
	Vertical openings			
<b>ACCESSIBILITY</b>				
	Site			
	Route of Travel	Work Needed	1	Over sloped walks
	Accessible Parking Stalls	Work Needed	1	Add curb cuts, add to minimum ADA stall count, van space required
	Signage	Work Needed	2	
	Building			
	Door clearances	Work Needed	1	Jury rooms, Ctrms 1,2,3, Entry
	Door opening force	Work Needed	2	
	Interior accessible routes	Work Needed	1	
	Alarms	Work Needed	2	Add strobes, test annunciators regularly
	Restrooms	Work Needed	3	Jury, Public
	Water fountains	Work Needed	4	
	Signage	Work Needed	2	
	Services			
	Counters	Work Needed	1	Lower a counter window to 36"
	Courtroom bench	Adequate	2	Alt accomodation required
	Ctrm Jury	Adequate	1	Alt accomodation required
	Ctrm gallery	Work Needed	1	Remove arm rests
	Security Screening	Work Needed	1	Clearances
<b>SEISMIC RISK</b>				
	Structural	Adequate		1994 study scored 6.2.

**5. Major Maintenance Replacement Schedule for Burien**

SiteName	System ID	Facility System	Adjusted Normal Life	Estimated Repl Cost	1st replace yr	2nd replace yr	3rd replace yr
DC SW Burien	D5090	Other Electrical Systems	20	2,105	2002	2022	0
DC SW Burien	D3080	Boxes (VAV, Mixing)	15	13,895	2003	2018	0
DC SW Burien	B2040	Exterior Wall Finishes	9	4,534	2004	2013	2022
DC SW Burien	D3040	Distribution Systems	30	3,401	2004	0	0
DC SW Burien	D5020	Lighting and Branch Wiring	20	29,792	2007	2027	0
DC SW Burien	E2010	Fixed Furnishings	27	54,414	2007	0	0
DC SW Burien	G2020	Parking Lots	18	25,851	2007	2025	0
DC SW Burien	C1020	Interior Doors	27	18,656	2009	0	0
DC SW Burien	D2010	Plumbing Fixtures	30	12,421	2010	0	0
DC SW Burien	D5010	Electrical Service and Dist	30	6,288	2010	0	0
DC SW Burien	D2030	Sanitary Waste	35	14,251	2011	0	0
DC SW Burien	D3070	Testing and Balancing	10	4,534	2011	2021	0
DC SW Burien	D2040	Rain Water Drainage	40	8,810	2012	0	0
DC SW Burien	C3010	Wall Finishes	7.2	51,000	2013.2	2020.4	0
DC SW Burien	B3020	Roof Openings	18	1,296	2015	0	0
DC SW Burien	C1030	Fittings	22.5	3,714	2015	0	0
DC SW Burien	C3020	Floor Finishes	9	112,000	2015	2024	0
DC SW Burien	D3050	Terminal and Package Units	15	183,793	2016	0	0
DC SW Burien	D3060	Controls and Instrumentation	15	8,939	2016	0	0
DC SW Burien	D2020	Domestic Water Distribution	40	4,323	2017	0	0
DC SW Burien	C2020	Stair Finishes	40.5	18,365	2018	0	0
DC SW Burien	D2050	Hot Water Heaters	15	15,500	2018	0	0
DC SW Burien	D5030	Communications and Security	15	22,000	2018	0	0
DC SW Burien	D5040	Fire Alarm Systems	15	25,000	2018	0	0
DC SW Burien	B2010	Exterior Walls	45	101,270	2022	0	0
DC SW Burien	B3010	Roof Coverings	25.2	93,281	2022	0	0
DC SW Burien	D4030	Fire Protection Specialties	25	2,159	2026	0	0
DC SW Burien	B2020	Exterior Windows	45	8,240	2027	0	0
DC SW Burien	B2030	Exterior Doors	45	4,534	2027	0	0
DC SW Burien	G2030	Pedestrian Paving	45	17,062	2027	0	0

**6. Security-Burien**

*a. Single point of Entry:*

The Burien location has a single point of entry for the public. Court and Prosecuting Attorney staff enter through a side door located on the West side of the building.

*b. Circulation Zones:*

The Burien location has a public zone and a private zone for judges and court staff. There is no separate secure zone. Prisoners are brought into the courthouse through the main public entrance and wait for their cases to be called while sitting in the jury box in the courtroom. There are no holding cells. When originally constructed, the court facility relied on the holding cells in the police precinct located in the lower floors of the building; prisoners were then transferred to the courts via an internal stairwell. This stairwell has since been closed and the room currently used as a secondary storage and jury room.

*c. Weapons Screening:*

Weapons screening occurs at the main public entry. Staff are currently not required to use this entrance. The security screening area is cramped and does not provide adequate allowances for queuing while the public is waiting to be screened.

*d. Security Systems:*

Key Card Controlled Doors: There is no key card controlled access system at this facility that separates the public from the private security zones or at the building entrances. Key and door release buttons are used to grant access from the public area to the private staff area.

Duress Alarms: Duress alarms are provided in the courtrooms, public counter and prosecutor office.

Surveillance Cameras: The camera system provides surveillance of the back door.

**7. Site Issues-Burien**



Existing Site Plan

*a. Survey Results:*

Survey results regarding the site show the need for additional exterior lighting. Parking was also a significant factor in the survey, although the final tally does not necessarily indicate this since over 90% of the respondents were the building occupants.

Site Assessment Chart

Site Element	Adequate	Inadequate
Building Signage	19	4
Exterior Lighting	14	8
From Parking Lot	22	1
From Street/Sidewalk	22	1
Lobby	17	6
Parking	20	4
Security Screening Area	16	6
Grand Total	130	30

*b. Parking:*

There are currently 84 existing parking stalls available for employees and the public. This is above the current zoning code requirement of 29 stalls, but is substantially below what is needed to meet the parking demands of high volume court calendars. As the parking analysis in Chapter 2 details, the average number of stalls required per courtroom to meet the peak court demand is 53. With three courtrooms, Burien requires a minimum of 159 stalls during peak periods.



## 8. Areas Needing Improvement-Burien

### a. Space:

1. Administrative: Clerical area is located in two areas and is separated on opposite sides of the building, no separate conference room for video conferencing.
2. Judicial: Courtrooms are too small, facility is short one jury room, one jury room does not have a restroom, no jury assembly space/multipurpose room, no holding cells, no vestibule/sound lock between lobby and courtrooms, no attorney/client conference rooms, benches do not meet current court standards.
3. Entry/Lobby: Area in front of the pay waiting is too small, the lobby area is too small, weapons screening area is extremely small and poorly designed, inadequate queuing space.
4. Attorney/Probation: Prosecuting Attorney space is too small and does not have private offices, no area for witness or police waiting.
5. Other: No separate room for data closet.

### b. Building Codes:

1. Life Safety Systems: Any new addition would require fire sprinklers throughout the facility.
2. Accessibility: The entire facility does not comply with the current ADA requirements including access to the facility, parking stalls, interior corridors, restrooms, door clearances, water fountains, alarms, signage, public counters, bench, and jury boxes.
3. Seismic: Rated adequate in 1994 study.

### c. Major Maintenance:

The current major maintenance plan looks ahead 20 years and determines what systems need replacement based on the baseline study completed in 2002. The project list is re-evaluated each year for a 6-year span of time to verify that the priorities have not changed. For the purposes of this study, the following list identifies only those major building systems that will need work in the next 6 years.

1. Site: Pave the parking lot.
2. Exterior: Re-seal the brick, replace downspouts.
3. Interior: Upgrade the casework, replace interior doors.
4. HVAC: Mixing boxes, testing and balancing of the system.
5. Plumbing: Replace fixtures, improve sanitary waste pipes.
6. Electrical: Replace emergency exit pathway lighting, upgrade light fixtures and distribution system.

### d. Security

1. Staff and the public enter the facility through separate doors.
2. There is no separation between prisoners and the public.
3. There is no key card access system on exterior doors, or on doors between the public and private zones.
4. There are duress alarms at the front counter, in the courtrooms and judges' chambers, and surveillance cameras located at the front counter and employee entrance.

### e. Site

1. There is insufficient parking to meet the peak demands.
2. Exterior lighting is insufficient.

## ***C. Redmond Courthouse***

### **1. Court Overview - Redmond**

#### ***a. Operations***

The Redmond Courthouse has 4 courtrooms, 3 jury rooms, and 3 judge's chambers. Space is also provided for the County PAO, contract public defender office and OPD screeners, mentor program, and DV advocate. This location has 23 clerical cubicles and 3 public counter workstations. There are no holding cells, no separate jury assembly space and no meeting rooms. Jury rooms, jury boxes, and courtrooms are used to fill these needs. There are no probation offices at this location, but probation officers come to the facility for in-court hearings because the State Criminal cases from which a person's probation arises are heard at Redmond. The court desires to move old cases to the DCOR system but is currently scanning and indexing all new cases into the system. Video conferencing is used at the facility via a ViPr System. The video arraignment function is not presently operational although there is equipment on site. There is no PA system. Parking space is limited during peak times and there is no separation of staff and public parking. Staff is not screened when entering the facility. There are no security cameras in the courtrooms or corridors. The weapons screening area at the entry is inadequate requiring the public to queue outside the building during peak caseload and/or jury day calendars. Superior Court uses the location to administer the Juvenile Diversion Program that meets one night per week.

#### ***b. Existing Staff***

Existing staff includes the equivalent of 2.9 full time judicial officers, a Director who also manages operations at Bellevue and Issaquah, 2 Court Managers, 18 full time Clerks that include 4 part-time positions for a total of 20 Clerks, 2 security, 5 PAO staff, 2 OPD, 2 OPD screeners, 1 DV advocate, 2 Mentor Program staff. The OPD and OPD screeners are not full time. Superior Court uses this location to administer the Juvenile Diversion Program that meets one night per week.

#### ***c. Existing Case Type***

***Jurisdiction:*** State, County, Cities of Redmond, Woodinville, Carnation, Duvall, and Skykomish

#### ***Case Type***

**Criminal:** Criminal Non Traffic, Criminal Traffic and DUI  
**Infractions:** Non-Traffic, Infractions Traffic and Parking  
**Civil:** Orders for Protection, Orders for Anti-Harassment, Orders for Name Changes, and Small Claims Filings

#### ***Hearing Type***

**Criminal:** Arraignment, Pre Trial, Non Jury and Jury Trials, Motions, Sentencing and Reviews  
**Infractions:** Mitigation and Contested  
**Civil:** Hearings held for Temporary and Full Orders, and Name Changes

Passport applications are processed at this facility (Passport Acceptance)  
Superior Court Juvenile Diversion Program – 1 night per week

*d. City Contracts*

The District Court provides contract services to the Cities of Redmond, Woodinville, Skykomish, Duvall and Carnation at this location. All Criminal and Infraction case types, and civil case types noted above are administered for these cities at this location.

**2. Existing Conditions - Redmond**

*a. Building Characteristics*

Address 15920 NE 85th  
Redmond, WA 98052

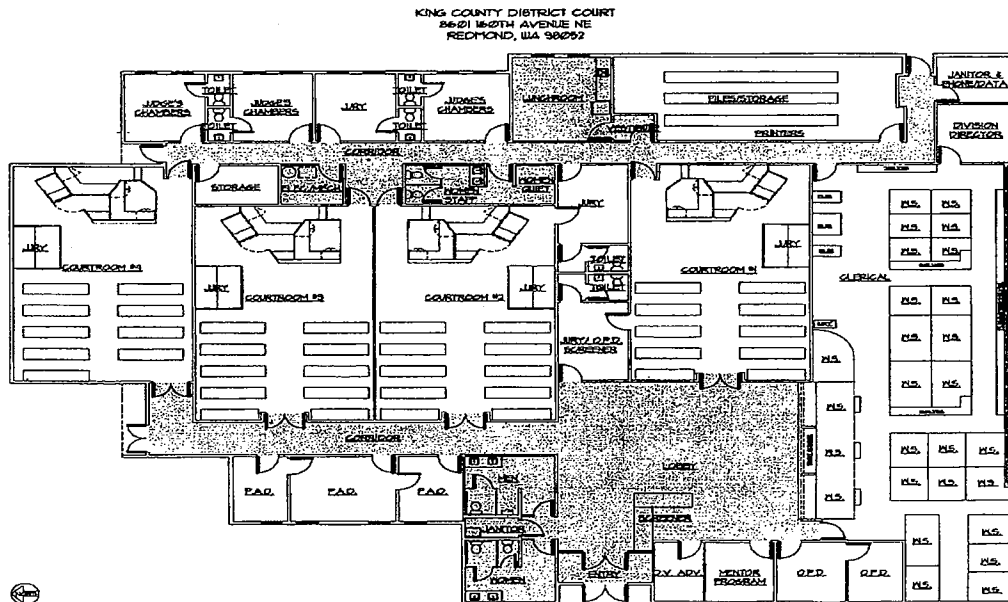
*Building Information*

Lot Size:	89,116 s.f.	Number of stories:	1
Building Size:	12,016 s.f.	ADA:	ADA assess
Number of Courtrooms:	4	Heating system:	Forced Air
Year Built:	1983	Sprinklers:	Yes
Addition Built:	None	Fire Alarm:	Yes
Parking Stalls:	80	Occupancy	A-3, B-2
Construction:	V 1hr and Masonry		

*Zoning Information*

Current Zoning: CC-4 City Center  
Zoning Restrictions: 5 stories, 75' max. ht.,  
Setbacks; Front 14', rear yard 0', side yard 0', 5' landscape  
buffer next to parking lot  
Max. Lot Coverage: 100% building, 00% impervious  
Current Lot Coverage: 7.4%  
Sensitive Areas: Located on 100-year Flood Plain

*b. Existing Floor Plan*



3. Space Comparison - Redmond

a. Space Comparison Chart

Space Comparison Chart								
Existing versus Guideline Recommendation								
Redmond								
Space	Space Type	Space GL	No. Resid	Req'd NSF	Exist. Bldg NSF	Diff.	Meets Guideline	Comments: 16% allowed for minor deviations total
<b>Administration</b>								
Directors Office	PO3	150	1	150	112	(38)	o	
Court Manager	SF1	85	2	170		(170)	o	in clerk area
Clerks	SF6	80	18	1440	1798	358	•	incl work area and space for court mgrs
Aide	SF6	55	0	0		0	o	
Pay Stations	SF6	64	3	192	307	115	•	
File Storage		280	1	280	578	298	•	combined from 2 rooms
Workroom		192	1	192	0	(192)	o	parts incl in file storage and clerks area
Lunch Room	BR1	180	1	180	209	29	•	
Staff Restroom						0	o	2 stalls provided for women
Conference Room	CF5	180	1	180	0	(180)	o	for VPr conferencing
<b>Judicial</b>								
<i>Courtroom 1</i>								
Litigant Area	CR1	865	1	865	490	(375)	o	
Spectator Area	SL1	675	1	675	469	(206)	o	
Sound Lock/Vestibule	SL1	82	1	82	0	(82)	o	
Judge's Chamber	PO1	210	1	210	165	(45)	o	includes private restroom
Jury Room (incl restroom)	CF2	240	1	240	190	(50)	o	currently used by Redmond OPD screener
<i>Courtroom 2</i>								
Litigant Area	CR1	865	1	865	500	(365)	o	
Spectator Area	SL1	675	1	675	462	(213)	o	
Sound Lock/Vestibule	SL1	82	1	82	0	(82)	o	
Judge's Chamber	PO1	210	1	210	158	(52)	o	includes private restroom
Jury Rooms (incl restroom)	CF2	240	1	240	190	(50)	o	
<i>Courtroom 3</i>								
Litigant Area	CR1	865	1	865	500	(365)	o	
Spectator Area	SL1	675	1	675	462	(213)	o	
Sound Lock/Vestibule	SL1	82	1	82	0	(82)	o	
Judge's Chamber	PO1	210	1	210	156	(54)	o	includes private restroom
Jury Rooms (incl restroom)	CF2	240	1	240	160	(80)	o	
Multipurpose Room	CF3	1050	1	1050	964	(86)	■	Currently Courtroom #4 is used
Library		150	1	150	83	(67)	o	Currently used for storage
Holding Cells	HC1	110	2	220	0	(220)	o	None provided
Attorney/Client Meeting	CF1	100	3	300	0	(300)	o	None provided
<b>Entry</b>								
Lobby (375 x # Courtrooms)	LB1	1125	1	1125	1280	155	•	
Pay Waiting Area	PW1	270	1	270		(270)	o	existing pay waiting incl in building lobby
Security/Weapons Screening		130	1	130	60	(70)	o	
Public Restroom							o	2 stalls provided for each gender
<b>Prosecuting Attorneys</b>								
Attorney Office	SF5	120	2	240	93	(147)	o	
Paralegal	SF6	80	3	240			o	support staff 2.5 FTE; incl in work area
Supervising Attorney	SF4	150	1	150	107	(43)	o	
Witness Waiting		100	1	100		(100)	o	incl in work area
Police Waiting		85	1	85		(85)	o	incl in work area
Work Area		64	1	64	177	113	•	Attorney's desk area, not work space
DV Advocate	SF2	85	1	85	73	(12)	o	
<b>Public Defender</b>								
Attorney Office	SF2	85	2	170	187	17	•	
Waiting Area		80	1	80		(80)	o	
OPD Screener	SF2	85	1	85		(85)	o	in courtroom 1 jury room
Probation				1299	637	(662)	o	No probation service at this site
<b>Other:</b>								
Mentor Program				0	103	103	•	
Data Closet	DR1	54	2	108	89	(19)	o	incl in janitor and elect closet
<b>Total NSF Space</b>				14,951	10,759	(3,952)	o	
Meets Guidelines (GL)	•							
Minor Deviation From GL	■							
Does Not Meet Guidelines	o							

*b. Space Survey Results:*

1. Environmental Conditions:

As shown in the adjacent chart, the main complaint in this facility was the poor ventilation in most parts of the building and the poor acoustics in the clerks and attorney areas.

**Environmental Assessment Chart- Redmond**

EnvironmentType	Adequate	Inadequate
Acoustics/Soundproofing	12	7
Confidentiality	8	10
Lighting	21	7
Ventilation	12	13
Grand Total	53	37

**4. Building Code Issues - Redmond**

	Priority	Code Issues	Status	Priority	Comments, Results, Answers
<b>LIFE SAFETY SYSTEMS</b>					
		Means of Egress			
		Egress signage & Lighting	Adequate		
		Locking devices @ exits	Adequate		Approved panic hardware typical & appropriate
		Fire Protection			
		Detection & Alarm	Work Needed	2	More strobes and annunciators would be an improvement.
		Suppression	Work Needed		Only if large remodel done.
		Vertical openings	N/A		None
		Counter roll down doors	Work Needed	2	Test Operation Regularly
<b>ACCESSIBILITY</b>					
		Site			
		Route of Travel	Work Needed	1	Out of plane
		Accessible Parking Stalls	Work Needed	1	Not clearly marked
		Signage	Work Needed	2	Needed
		Building			
		Door clearances	Work Needed	1	Jury rooms, Ctrms 2,3, Entry
		Door opening force	Work Needed	2	
		Interior accessible routes	Work Needed	1	
		Alarms	Work Needed	2	Add strobes, test annunciators regularly
		Restrooms	Work Needed	3	Jury, Public
		Water fountains		4	
		Signage		2	
		Services			
		Counters		1	Lower a counter window to 36"
		Courtroom bench	Adequate	2	Alt accomodation required
		Ctrm Jury	Adequate	1	Alt accomodation required
		Ctrm gallery		1	Remove arm rests
		Security Screening		1	Clearances
<b>SEISMIC RISK</b>					
		Structural	Adequate		1994 study scored 5.9. - Some liquifaction risk

**5. Major Maintenance Replacement Schedule for Redmond**

SiteName	System ID	Facility System	Adjusted Normal Life	Estimated Repl Cost	1st replace yr	2nd replace yr	3rd replace yr
Redmond	D3070	Testing and Balancing	10	4,534	2002	2012	2022
Redmond	E2010	Fixed Furnishings	20	54,414	2002	2022	0
Redmond	G2020	Parking Lots	20	80,204	2003	2023	0
Redmond	C3010	Wall Finishes	8	21,620	2007	2015	2023
Redmond	C1030	Fittings	25	3,714	2008	0	0
Redmond	D2050	Hot Water Heaters	15	7,126	2010	2025	0
Redmond	D5010	Electrical Service and Dist	30	6,288	2010	0	0
Redmond	G4020	Site Lighting	30	16,041	2010	0	0
Redmond	B3010	Roof Coverings	20	93,281	2012	0	0
Redmond	C3020	Floor Finishes	15	51,013	2012	2027	0
Redmond	C3030	Ceiling Finishes	20	34,009	2013	0	0
Redmond	D4090	Other Fire Protection Systems	20	5,398	2013	0	0
Redmond	D3060	Controls and Instrumentation	15	8,939	2014	0	0
Redmond	D5030	Communications and Security	15	11,379	2014	0	0
Redmond	D5040	Fire Alarm Systems	15	15,784	2014	0	0
Redmond	D4030	Fire Protection Specialties	25	2,159	2016	0	0
Redmond	B2040	Exterior Wall Finishes	10	18,894	2018	0	0
Redmond	D3040	Distribution Systems	30	4,042	2019	0	0
Redmond	D5020	Lighting and Branch Wiring	30	29,792	2019	0	0
Redmond	D5090	Other Electrical Systems	20	2,105	2021	0	0
Redmond	B3020	Roof Openings	20	1,296	2024	0	0
Redmond	C1020	Interior Doors	40	18,656	2025	0	0
Redmond	D2010	Plumbing Fixtures	40	12,421	2025	0	0
Redmond	D2020	Domestic Water Distribution	40	4,323	2025	0	0
Redmond	D2030	Sanitary Waste	40	14,251	2025	0	0
Redmond	D2040	Rain Water Drainage	40	8,810	2025	0	0
Redmond	D2090	Other Plumbing Fixtures	40	2,807	2025	0	0

**6. Security-Redmond**

*a. Single point of Entry:*

The Redmond Court has four entry points; one is designated as the main entry for the public which is where the prisoners are also brought in; staff typically enters through a back or side door closest to the parking lot; and the fourth door is used as a fire exit only.

*b. Circulation Zones*

There are two circulation zones in this building: a public zone and a private zone for staff and

judges. There is no secure zone. Prisoners are brought in through the main public area and wait for their cases to be called while sitting in the jury box in the courtroom. There are no holding cells.

*c. Weapons Screening:*

Weapons screening occurs at the main public entrance. Staff are not currently required to use this entrance. According to the survey results, many respondents feel that there is not adequate security screening space provided.

*d. Security Systems*

Key Card Controlled Doors: There is no key card controlled access system at this facility that separates the public from the private security zones or at the building entrances. Keys and door release buttons are used to grant access from the public area to the private staff area.

Duress Alarms: Duress alarms are provided in courtrooms, front counters, prosecutors and judge's chambers.

Surveillance Cameras: Currently, there is no camera system in the facility.

**7. Site Issues-Redmond**

Site Assessment Chart

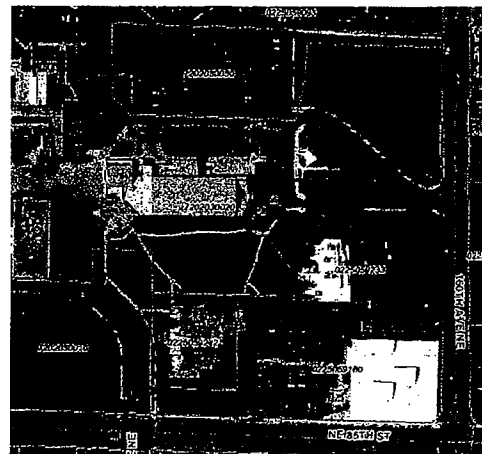
*a. Survey Results*

As shown in the chart to the right, the survey respondents indicated that lack of parking is the single most important issue at the Redmond facility. Also, survey respondents felt that a larger building sign was needed.

Site Element	Adequate	Inadequate
Building Signage	9	12
Exterior Lighting	18	2
From Parking Lot	25	4
From Street/Sidewalk	24	2
Lobby	19	6
Parking	6	22
Security Screening Area	15	8
(blank)	0	0
Grand Total	116	56

*b. Parking*

There are currently 80 existing parking stalls available for employees and the public. This is above the current zoning code minimum of 42 stalls, but is not enough to meet the parking demands of high volume court calendars. As the parking analysis in Chapter 2 details, the average number of stalls required per courtroom to meet the peak court demand is 53 stalls. With three courtrooms used for regular calendar caseload (the 4th being used for a multi purpose room), Redmond requires a minimum of 159 stalls during peak periods.





## 8. Areas Needing Improvement-Redmond

### *a. Space:*

1. **Administrative:** No separate conference room for video conferencing or confidential meetings.
2. **Judicial:** Courtrooms are too small, jury rooms are too small, no jury assembly space (currently use Courtroom #4), no holding cells, no vestibule/sound lock between lobby and courtrooms, no attorney/client conference rooms, benches do not meet current court standards.
3. **Entry/Lobby:** The lobby area is slightly undersized (but not considered an issue), weapon screening area is extremely small and poorly designed with inadequate queuing area..
4. **Attorney/Probation:** Prosecuting Attorney area is too small, no area for witnesses or police waiting.
5. **Other:** No separate room for data closet. Additional HVAC needed for areas where fire alarm, phone and data panels are located.
6. **Clerical space** needs to be upgraded and better organized to provide more efficient circulation and staff visibility.
7. **Area for Probation Staff.**

### *b. Building Codes:*

1. **Life Safety Systems:** Any new addition would require fire sprinklers throughout the facility, more strobes and annunciators required on the fire alarm to meet ADA requirements.
2. **Accessibility:** The entire facility does not comply with the current ADA requirements including access to the facility, parking stalls, interior corridors, restrooms, door clearances, water fountains, alarms, signage, public counters, bench, and jury boxes.
3. **Seismic:** Rated adequate in 1994 study, slight liquefaction risk due to proximity to the Sammamish River.

### *c. Major Maintenance:*

The current major maintenance plan looks ahead 20 years and determines what systems need replacement based on the baseline study completed in 2002. The project list is re-evaluated each year for a 6-year span of time to verify that the priorities have not changed. For the purposes of this study, the following list identifies only those major building systems that will need work in the next 6 years.

1. **Site:** Pave the parking lot, replace the exterior lights.
2. **Exterior:** Replace the roof.
3. **Interior:** Upgrade the casework, paint the walls, replace floor coverings, install new toilet partitions.
4. **HVAC:** Testing and balancing of the system.
5. **Plumbing:** Replace hot water heaters.
6. **Electrical:** Test and service the electrical distribution system.

### *d. Security*

1. Staff and the public enter the facility through separate doors. Staff does not go through security screening.

2. There is no separation between prisoners and the public.
3. There is no key card access system on exterior doors, or on the doors between the public and private zones.
4. There are no surveillance cameras in the courtrooms, pay stations, and public entrance.

*e. Site*

1. There is insufficient parking to meet the peak demands.
2. Building signage is inadequate.
3. No direct access from the parking lot to the building entrance.

## ***D. Shoreline Courthouse***

### **1. Court Overview -Shoreline**

#### ***a. Operations***

The Shoreline Courthouse has 3 courtrooms, 3 jury rooms, 3 judge's chambers, and 3 offices used by Probation. Space is also provided for Prosecutors from the City of Shoreline, OPD screener for the cities, a DV advocate from the City of Shoreline, and a clerk from Alliance One collections. Shoreline has 12 clerical cubicles and 4 public counter work stations. There are 2 holding cells but they do not have toilets, attorney client conference space, or a separate entrance. One holding cell is presently being used for janitor supplies. There is no separate jury assembly space and no meeting rooms except for a small library near the staff lunchroom. Jury rooms, jury boxes, and courtrooms are used to fill the needs of jury assembly, meeting space, and holding areas. The court desires to move old cases to the DCOR system but is currently scanning and indexing all new cases into the system. Video conferencing is used at the facility via a ViPr System. There is no video arraignment capability at this site. There is no PA system. Parking space is limited during peak times and there is no physical separation of staff and public parking. Staff is not screened when entering the facility. There are no security cameras in the Courtrooms or corridors. There are duress alarms in the courtrooms, judges' chambers, clerks office, probation office, and at the front counter. Superior Court uses this location to administer the Juvenile Diversion Program one evening per week.

#### ***b. Existing Staff***

Existing staff includes 1.4 equivalent full time judicial officers – 1 full time judge, 1 floating judge from Seattle for 2 days a week and 1 Court Commissioner for 2 ½ days a week. The Court Director also manages operations at the Seattle Courts including the KCCF in downtown Seattle. Other staff includes 1 Court Manager, 12 full time Clerks plus 1 Office Aide, 2 security, 4 PAO staff from the City of Shoreline, 1 OPD screener 2 mornings a week, and 1 DV advocate from the City of Shoreline's POA office. Probation staff includes 2 full time Probation Officers.

#### ***c. Existing Case Type***

Jurisdiction: State, County and Cities of Shoreline and Kenmore

##### ***Case Type***

Criminal: Non-Traffic, Criminal Traffic and DUI  
Infractions: Non-Traffic, Infractions Traffic and Parking  
Civil: Orders for Protection, Orders for Anti-Harassment, Orders for Name Changes, and Small Claims Filings

##### ***Hearing Type***

Criminal: Arraignment, Pre Trial, Non Jury and Jury Trials, Motions, Sentencing and Reviews  
Infractions: Mitigation and Contested  
Civil: Hearings held for Temporary and Full Orders

Passport applications are processed at this facility (Passport Acceptance)  
Superior Court Juvenile Diversion Program one night per week.

*d. City Contracts*

The District Court provides contract services to the Cities of Shoreline and Kenmore at this location. All Criminal and Infraction case types noted herein are administered for these cities at the Shoreline location including city in-custody hearings that are transported from a correctional facility.

*e. Special Programs*

The City of Shoreline Concerts in the Park series, held each Wednesday in the month of July, use the Court's electrical power and restrooms.

**2. Existing Conditions -Shoreline**

*a. Building Characteristics*

Facility Address: 18050 Meridian Ave. N.  
Shoreline WA 98133

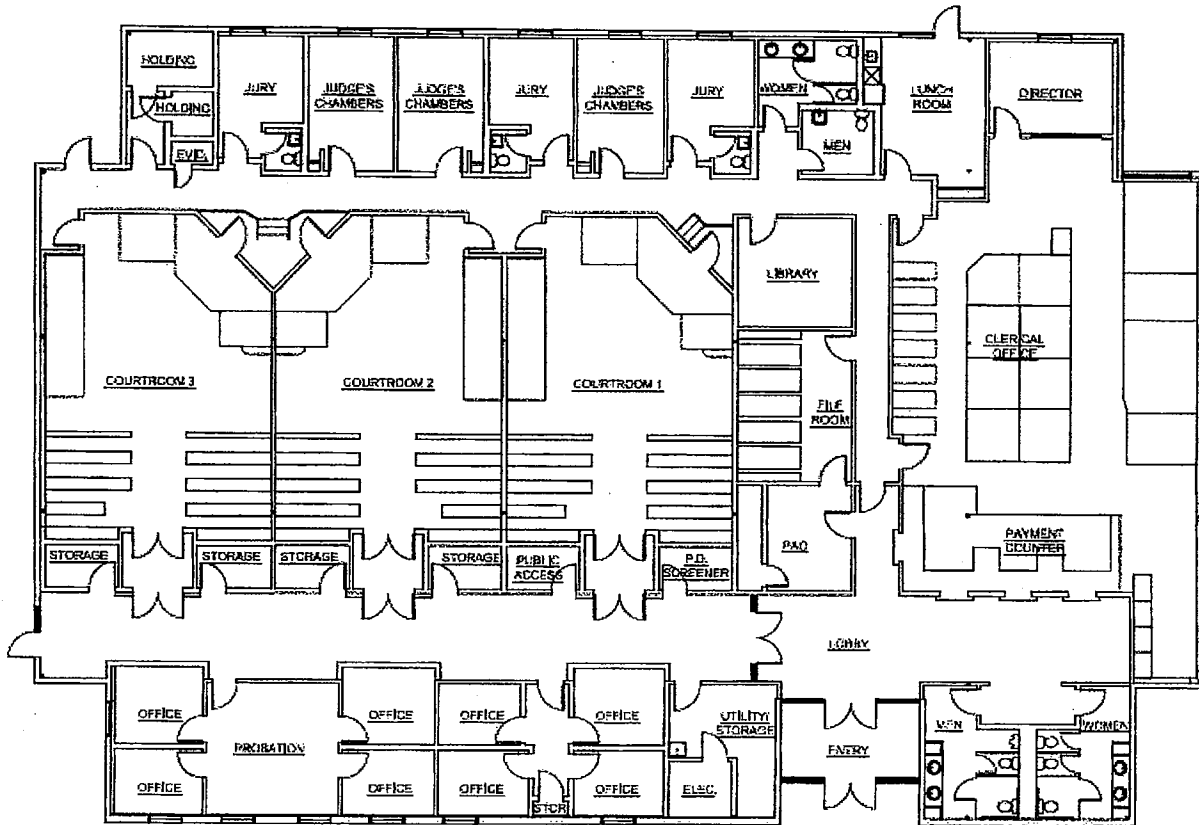
*Building Information:*

Lot Size:	122,408 s.f.		
Number of stories:	1		
Building Size:	11,996 gross s.f.	ADA:	ADA access
Number of Courtrooms:	3	Heating system:	Heat Pump
Year Built:	1992	Sprinklers:	Yes
Addition Built:	None	Fire Alarm:	Yes
Parking Stalls:	93, incl.5 HC	Occupancy	A-3, B-2
Construction:	VN-separation 4 sides Slab on grade. CMU walls, R-8 batt insulation, 5/8" GWB or CMU+ wainscot with 2x6 stud wall above w/ metal siding		

*Zoning Information:*

Current Zoning:	R-6
Zoning Restrictions:	1 story, 35' max. ht. from reference datum, Setbacks; 20' front yard, 15' rear yard, 15' combined side yards.
Max. Lot Coverage:	35% building coverage, 50% max. impervious surface,
Current Lot Coverage:	10.3%
Sensitive Areas:	None known

*b Existing Floor Plan - Shoreline*



KING COUNTY DISTRICT COURT  
18050 MERIDIAN AVENUE NORTH  
SHORELINE, WA 98133



3. Space Comparison - Shoreline

a. Space Comparison Chart

Space Comparison Chart									
Existing versus Guideline Recommendation									
Shoreline									
Space	Space Type	Space GL	No. Req'd	Req'd NSF	Exist. Bldg NSF	Diff.	Meets Req'd GL	Comments: 15% allowed for minor deviation status	
<b>Administration</b>									
Directors Office	PO3	150	1	150	151	1	●		
Court Manager	SF1	85	1	85	0	(85)	○		in clerk area
Clerks	SF6	80	12	960	1522	562	●		
Aide	SF6	55	1	55	0	(55)	○		in clerk area
Pay Stations	SF6	64	3	192	357	165	●		4 stations provided; 1 used by collection agency
File Storage		280	1	280	231	(49)	○		
Workroom		192	1	192	0	(192)	○		in clerk area
Lunch Room	BR1	180	1	180	223	43	●		
Staff Restroom									2 stalls provided for women; 1 for men
Conference Room	CF5	180	1	180	0	(180)	○		
<b>Judicial</b>									
<i>Courtroom 1</i>									
Litigant Area	CR1	865	1	865	608	(257)	○		
Spectator Area	SL1	675	1	675	316	(359)	○		
Sound Lock/Vestibule	SL1	82	1	82	53	(29)	○		
Judge's Chamber	PO1	210	1	210	155	(55)	○		
Jury Room (incl restroom)	CF2	240	1	240	146	(94)	○		
<i>Courtroom 2</i>									
Litigant Area	CR1	865	1	865	608	(257)	○		
Spectator Area	SL1	675	1	675	316	(359)	○		
Sound Lock/Vestibule	SL1	82	1	82	53	(29)	○		
Judge's Chamber	PO1	210	1	210	155	(55)	○		
Jury Rooms (incl restroom)	CF2	240	1	240	146	(94)	○		
Commissioner Office	PO1	210	1	210	155	(55)	○		
Multipurpose Room	CF3	1050	1	1050	924	(126)	■		Currently use Courtroom #3
Library		150	1	150	166	16	●		
Holding Cells	HC1	110	2	220	91	(129)	○		
Attorney/Client Meeting	CF1	100	2	200	215	15	●		1 room used; 4 other small rooms used for storage
Evidence Storage			0		13				
<b>Entry</b>									
Lobby (375 x # Courtrooms)	LB1	375	2	750	1218	468	●		
Pay Waiting Area	PW1	270	1	270	0	(270)	○		existing pay waiting in building lobby
Security/Weapons Screening		130	1	130	32	(98)	○		
Public Restroom									3 stalls provided for each gender
<b>Prosecuting Attorneys</b>									
Attorney Office	SF5	120	3	360	182	(178)	○		City of Shoreline only
Supervising Attorney	SF4	150		0	0	0			
Witness Waiting		100	1	100	100	0	○		included in work area
Police Waiting		85	1	85	85	0	○		included in work area
Work Area		64	1	64	233	169	●		incl in supervisors area
DV Advocate	SF2	85	1	85	93	8	●		City of Shoreline
<b>Public Defender</b>									
Attorney Office	SF2	85		0	0	0			no space provided to Shoreline & Kenmore public defenders
Waiting Area				0	0	0			
OPD Screener	SF2	85	1	85	43	(42)	○		Provided 2 mornings/wk
<b>Probation</b>									
Probation Officer	SF2	85	2	170	229	59	●		exist area includes space for 3 offices
Office Mgr	SF2	80	1	80	96	16	●		
Work Area/Waiting		164	1	164	61	(103)	○		
UA Restroom				0	0	0			
<b>Other</b>									
Data Closet	DR1	54	1	54	139	85	●		incl in utility room
<b>Total NSF Space</b>				10,645	8,930	(1,728)	○		
Meets Guidelines (GL) ●									
Minor Deviation From GL ■									
Does Not Meet Guidelines ○									

*b. Space Survey Results:*

1. Environmental Conditions:

The most significant area of concern cited by the survey respondents was the poor ventilation. Acoustics in the clerk area was stated as being inadequate.

**Environmental Assessment Chart**

EnvironmentType	Adequate	Inadequate
Acoustics/Soundproofing	9	5
Confidentiality	10	3
Lighting	14	2
Ventilation	3	11
Grand Total	36	21

**4. Building Code Issues - Shoreline**

	Priority	Code Issues	Status	Priority	Comments, Results, Answers
<b>LIFE SAFETY SYSTEMS</b>					
		Means of Egress			
		Egress signage & Lighting	Adequate		Exit signs needed clerks area.
		Locking devices @ exits	Adequate		Panic hardware typical & appropriate
		Fire Protection			
		Detection & Alarm	Work Needed		More strobes and annunciators would be an improvement.
		Suppression	Adequate		Fully sprinklered
		Vertical openings	N/A		
<b>ACCESSIBILITY</b>					
		Site			
		Route of Travel	Work Needed	1	Detectable warning @ ramp
		Parking Stalls	Work Needed	1	Curb cut required over sloped route.
		Signage	Adequate	2	
		Building			
		Door clearances	Adequate		
		Door opening force	Work Needed	2	Adjust Door Closures.
		Interior accessible routes	Adequate		
		Alarms	Work Needed	2	Add strobes, test annunciators regularly.
		Restrooms	Work Needed	2	Lower urinal, grab bars too short
		Water fountains	Work Needed	4	
		Signage	Adequate	2	
		Services			
		Counters	Work Needed	2	Lower a counter at pay window and at writing counter.
		Courtroom bench	Adequate		Alt. accommodation required.
		Ctrm Jury	Adequate		Alt. accommodation required.
		Ctrm gallery	Work Needed	2	Add permanent listening devices.
		Security Screening	Work Needed	2	Inadequate clearances
<b>SEISMIC RISK</b>					
		Structural	Adequate		4.7 rating in 1994 Report



**5. Major Maintenance Replacement Schedule for Shoreline**

SiteName	System ID	Facility System	Adjusted Normal Life	Estimated Repl Cost	1st replace yr	2nd replace yr	3rd replace yr
DC Shoreline	D2050	Hot Water Heaters	15	7,066	2006	2021	0
DC Shoreline	D5040	Fire Alarm Systems	15	15,651	2006	2021	0
DC Shoreline	B2040	Exterior Wall Finishes	10	14,988	2008	2018	0
DC Shoreline	C3010	Wall Finishes	8	21,438	2008	2016	2024
DC Shoreline	D3050	Terminal and Package Units	15	182,245	2010	2025	0
DC Shoreline	D3060	Controls and Instrumentation	15	8,864	2010	2025	0
DC Shoreline	D5030	Communications and Security	15	11,284	2010	2025	0
DC Shoreline	B3020	Roof Openings	20	1,285	2013	0	0
DC Shoreline	G2020	Parking Lots	20	110,167	2013	0	0
DC Shoreline	G4020	Site Lighting	20	15,423	2013	0	0
DC Shoreline	C3020	Floor Finishes	8	120,000	2014	2022	0
DC Shoreline	D3070	Testing and Balancing	10	15,000	2015	2025	0
DC Shoreline	C1030	Fittings	25	3,683	2016	0	0
DC Shoreline	D4030	Fire Protection Specialties	25	2,141	2016	0	0
DC Shoreline	E2010	Fixed Furnishings	25	53,956	2016	0	0
DC Shoreline	C1020	Interior Doors	30	18,499	2019	0	0
DC Shoreline	D3040	Distribution Systems	30	4,008	2019	0	0
DC Shoreline	D5010	Electrical Service and Dist	30	6,235	2019	0	0
DC Shoreline	D5020	Lighting and Branch Wiring	30	29,541	2019	0	0
DC Shoreline	B3010	Roof Coverings	30	92,496	2021	0	0

**6. Security-Shoreline**

*a. Single Point of Entry:*

The Shoreline location has a single point of entry for the public; court staff enter through a side door located on the northeast side of the building. One emergency exit is provided on the north side of the lobby. There is also a door from the staff lunchroom to the outside.

*b. Circulation Zones:*

There are two circulation zones in this building: a public zone and a private zone for staff and judges. There is no secure zone. Prisoners are brought in through the staff entry to a holding cell and brought to the courtrooms via the private zone. The holding cells are undersized.

*c. Weapons Screening:*

Weapons screening occurs at the main public entry. Staff are not currently required to use this entrance. The security screening area is too small and immediately adjacent to the payment windows and there is not an adequate queuing area.

*d. Security Systems*

Key Card Controlled Doors: There is no key card controlled access system at this facility that separates the public from the private security zones or at the building entrances. Keys and door release buttons are used to grant access from the public area to the private staff area.

Duress Alarms: Duress alarms are provided in the courtrooms, judge’s chamber, probation office, clerks’ office and public counter area.

Surveillance Cameras: Currently there is no camera system in the facility.

**7. Site Issues-Shoreline**

*a. Survey Results*

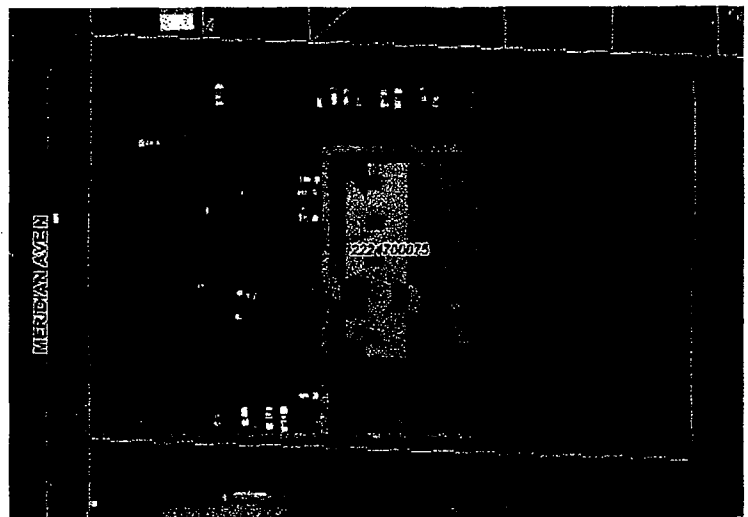
As shown in the chart to the right, exterior lighting was a concern at the Shoreline facility. Also, survey respondents indicated that the dead trees in the parking lot needed to be removed.

**Site Assessment Chart**

Site Element	Adequate	Inadequate
Building Signage	13	2
Exterior Lighting	9	8
From Parking Lot	19	0
From Street/Sidewalk	18	0
Lobby	14	3
Parking	11	7
Security Screening Area	14	3
Grand Total	98	23

*b. Parking*

There are currently 93 existing parking stalls available for employees and the public. This is above the current zoning code requirements of 32 stalls, but is not enough to meet the parking demands of high volume court calendars. As the parking analysis in Chapter 2 details, the average number of stalls required per courtroom to meet the peak demand is 53 stalls. With two courtrooms being used for the regular caseload calendar (the 3<sup>rd</sup> being used for a multi-purpose room), Shoreline requires a minimum of 106 stalls during peak periods. Some street parking is available when the parking lot cannot meet the peak demand although being a residential area, this could prove to be problematic.



## 8. Areas Needing Improvement-Shoreline

### a. Space:

1. Administrative: No separate conference room for video conferencing.
2. Judicial: Courtrooms are too small, jury rooms are too small, no jury assembly space (currently use Courtroom #3), attorney/client conference rooms are too small, benches are not designed to meet current court standards.
3. Entry/Lobby: Weapons screening area is extremely small and poorly designed. Located too close to front counter.
4. Attorney/Probation: City of Shoreline Prosecutor's Office is small but is located on site.
5. Other: No separate room for data and phone panels; panel areas not adequately ventilated.

### b. Building Codes:

1. Life Safety Systems: More strobes and annunciators required on the fire alarm to meet ADA requirements.
2. Accessibility: The facility does not comply with the current ADA requirements including access to the facility, parking stalls, restrooms, door clearances, water fountains, alarms, signage, public counters, bench, jury boxes, and security screening.
3. Seismic: Rated adequate in 1994 study.

### c. Major Maintenance:

The current major maintenance plan looks ahead 20 years and determines what systems need replacement based on the baseline study completed in 2002. The project list is re-evaluated each year for a 6-year span of time to verify that the priorities have not changed. For the purposes of this study, the following list identifies only those major building systems that will need work in the next 6 years.

1. Site: Pave the parking lot, replace the exterior lights.
2. Exterior: Reseal the masonry.
3. Interior: Paint the walls, (carpet replaced in 2006).
4. HVAC: Replace the HVAC system.
5. Plumbing: Replace hot water heaters.
6. Electrical: Install new fire alarm and security system.
7. Public art over exterior entry is in need of repair.

### d. Security

1. Staff and the public enter the facility through separate doors.
2. There is no separation between prisoners and the private, staff zone.
3. There is no key card access system on exterior doors, or on the doors between the public and private zones.
4. There are no surveillance cameras in the courtrooms, pay stations, and public entrance.

### e. Site

1. There is insufficient parking to meet peak demands.
2. Dead trees in the parking lot need to be removed
3. Exterior lighting is insufficient.

## ***E. Issaquah Courthouse***

### **1. Court Overview – Issaquah**

#### ***a. Operations***

The Issaquah Courthouse has 2 courtrooms, 2 jury rooms, 2 judge's chambers, several small conference rooms for client attorney use, and a public law library that can be used for meetings and/or conferences. Space is also provided for the police waiting function, Probation services, and for the Public Defender screener one afternoon a week. There are several offices that are vacant at the present time. There are 16 clerical work stations including the 3 public counter work stations. There are 2 holding cells with toilets, a separate entry, and attorney conference space; there is jury assembly space (multi-purpose room), and attorney-client conference rooms off of each courtroom. The Court desires to move old cases to the DCOR system but is currently scanning and indexing all new cases into the system. Video conferencing is used at the facility via a ViPr System. There is no video arraignment capability at this site. There is no PA system but there is an intercom between the courtroom and the attorney client conference rooms so courtroom proceedings can be heard. Parking space is usually adequate and there is separation of staff and public parking. Staff is not screened when entering the facility. There are security cameras in the holding cells that allow the front entry security staff to view activities in the cell area. There are some cameras in the corridors although coverage is not comprehensive. There is a duress alarm system in the courtrooms, Judges' offices, Probation office, and front counter area. Student court for Issaquah School District is held two times per month in the evening at this location.

#### ***b. Existing Staff***

Existing staff includes the equivalent of 1.5 full time judicial officers, a Director who also manages operations at Bellevue and Redmond, 1 Court Manager, 11.5 full time Clerks, 2 security, 5 Probation staff, and 1 OPD screener (1/2 day/week).

#### ***c. Existing Case Type***

Jurisdiction: State, County and Cities of Sammamish.

#### ***Case Type***

Criminal:	Criminal Non Traffic, Criminal Traffic and DUI
Infractions	Non Traffic, Infractions Traffic and Parking
Civil:	Orders for Protection, Orders for Anti-Harassment, Orders for Name Changes, and Small Claims Filings

#### ***Hearing Type***

Criminal:	Arraignment, Pre Trial, Non Jury and Jury Trials, Motions, Sentencing and Reviews
Infractions:	Mitigation and Contested
Civil:	Hearings held for Temporary, Full Orders, and Name Changes

Passport applications are processed at this facility (Passport Acceptance).  
Student traffic court two evenings per month.

*d. City Contracts*

The District Court provides contract services to the City of Sammamish. All Criminal and Infraction case types noted above are administered for Sammamish at this location.

**2. Existing Conditions - Issaquah**

*a. Building Characteristics*

Facility Address: 5415 220<sup>th</sup> Ave. SE, Issaquah, WA 98029

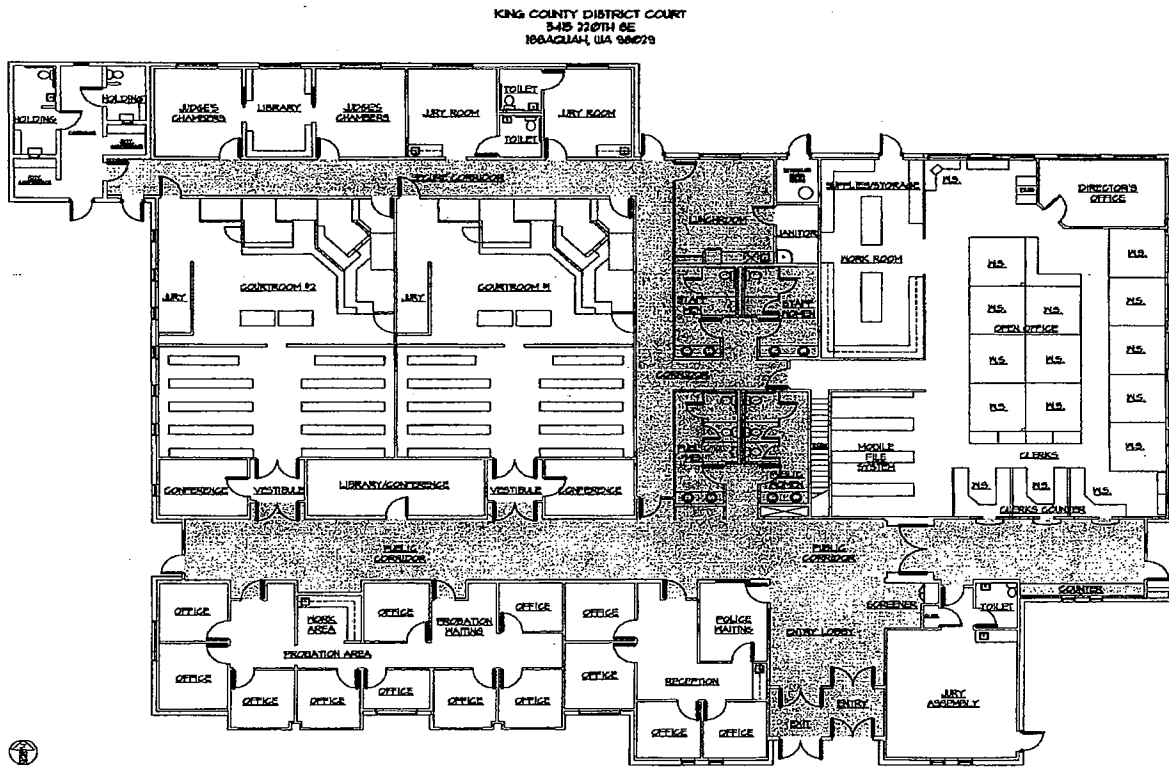
*Building Information*

Lot Size:	152,045 s.f.	Number of stories:	1 + Mezzanine
Building Size:	16,520 gross s.f.	ADA Access:	Yes
Number of Courtrooms:	2		
Year Built:	1999		
Heating system:	Package Unit HVAC		
Sprinklers:	Yes @ I-3 Occ. , only	Fire Alarm :	Yes
Parking Stalls:	108	Occupancy	I-3, B-2, A-3
Construction:	V-N, Wood frame, CMU, Holding Cell CMU		

*Zoning Information*

Current Zoning:	Professional Office (PO)
Zoning Restrictions:	Office/Research Park Development SDO (Special District Overlay) SO-060, Surface Water Retention/Detention Requirements SR-15-2 Seasonal Clearing & Grading Restrictions KCC-16.82.150D
Max. Lot Coverage:	100% of Lot A
Current Lot Coverage:	41%
Sensitive Areas:	Yes, wetland mitigation process is ongoing to meet 5-year schedule monitored by DDES

b. Existing Floor Plan



### 3. Space Comparison - Issaquah

#### a. Space Comparison Chart

Space Comparison Chart									
Existing versus Guideline Recommendation									
Issaquah									
Space	Space Type	Space GL	No. Req'd	Req'd NSF	Exis. Bldg NSF	Diff.	Meets Req'd GL	Comments: 15% +/- allowed for minor deviation status	
<b>Administration</b>									
Directors Office	SF1	150	1	150	188	38	●		
Court Manager	SF1	85	1	85		(85)	○		incl in clerk area
Clerks	SF6	80	12	960	1625	665	●		incl space for court mgr
Aide	SF6	55	0	0		0	●		
Pay Stations	SF6	64	3	192	255	63	●		
File Storage		280	1	280	281	1	●		
Workroom		192	1	192	484	292	●		includes general storage area
Lunch Room	BR1	180	1	180	243	63	●		
Staff Restroom						0	●		2 stalls provided for each gender
Conference Room	CF5	180	1	180	237	57	●		Part of larger admin area outside Director's Office-now used as scan station and desk work area
<b>Judicial</b>									
<i>Courtroom 1</i>									
Litigant Area	CR1	865	1	865	812	(53)	■		
Spectator Area	SL1	675	1	675	635	(40)	■		
Sound Lock/Vestibule	SL1	82	1	82	53	(29)	○		
Judge's Chamber	PO1	210	1	210	186	(24)	■		
Jury Room (incl restroom)	CF2	240	1	240	224	(16)	■		
<i>Courtroom 2</i>									
Litigant Area	CR1	865	1	865	812	(53)	■		
Spectator Area	SL1	675	1	675	635	(40)	■		
Sound Lock/Vestibule	SL1	82	1	82	53	(29)	○		
Judge's Chamber	PO1	210	1	210	186	(24)	■		
Jury Rooms (incl restroom)	CF2	240	1	240	228	(12)	■		
Multipurpose Room	CF3	1050	1	1050	484	(566)	○		Currently in the Jury Assembly room
Library		150	1	150	137	(13)	■		
Holding Cells	HC1	110	2	220	364	144	●		2 holding cells w /attorney/client area
Attorney/Client Meeting	CF1	100	2	200	234	34	●		
<b>Entry</b>									
Lobby	LB1	375	2	750	1200	450	●		375 SF times # of courtrooms
Pay Waiting Area	PW1	270	1	270	305	35	●		
Security/Weapons Screening		130	1	130	179	49	●		
Public Restroom						0	●		2 stalls provided for each gender
<b>Prosecuting Attorneys</b>									
Attorney Office	SF5	120		0	263	263	●		Space provided but not used
Supervising Attorney	SF4	150		0	110	110	●		
Witness Waiting		100		0	0	0	●		
Police Waiting		85		0	126	126	●		
Work Area		64		0	212	212	●		
DV Advocate				0		0	●		
<b>Public Defender</b>									
Attorney Office	SF2	85		0	287	287	●		Space provided but not used
Waiting Area		80		0	116	116	●		
OPD Screener	SF2	85	1	85	0	(85)	○		Shared with police waiting area
<b>Probation</b>									
Probation Officer	SF2	85	4	340	485	145	●		
Office Mgr	SF2	80	1	80	86	6	●		
Work Area/Waiting		164	1	164	241	77	●		
UA Restroom		40	1	40	0	(40)	○		
<b>Other</b>									
Data Closet	DR1	54	1	54	262	208	●		in mezzanine area; shared with electrical equipment
<b>Total NSF Space</b>					9,896	12,228	2,332	●	
<b>Meets Guidelines (GL)</b> ●									
<b>Minor Deviation From GL</b> ■									
<b>Does Not Meet Guidelines</b> ○									

*b. Space Survey Results:*

1. Environmental Conditions

No significant environmental quality issues came out of the survey. There were some minor issues regarding the acoustics in the clerk area.

**Environmental Assessment Chart -**

Environment type	Adequate	Inadequate
Acoustics/Soundproofing	6	0
Confidentiality	4	3
Lighting	13	1
Ventilation	11	3
Grand Total	34	7



**4. Building Code Issues - Issaquah**

	Priority	Code Issues	Status	Priority	Comments, Results, Answers
<b>LIFE SAFETY SYSTEMS</b>					
		Means of Egress			
		Egress signage & Lighting	Adequate		
		Locking devices @ exits	Work Needed		Panic hardware typical & appropriate. Remove key card restriction at staff corridor.
		Fire Protection			
		Detection & Alarm	Adequate		
		Suppression	Adequate		Fully sprinklered
		Vertical openings	N/A		
<b>ACCESSIBILITY</b>					
		Site			
		Route of Travel	Adequate		
		Accessible Parking Stalls	Adequate		
		Signage	Adequate		
		Building			
		Door clearances	Adequate		
		Door opening force	Adequate		
		Interior accessible routes	Adequate		
		Alarms	Adequate		
		Restrooms	Adequate		
		Water fountains	Adequate		
		Signage	Adequate		
		Services			
		Counters	Work Needed	1	Lower public work counter to 36"
		Courtroom bench	Adequate		
		Ctrm Jury	Adequate		
		Ctrm gallery	Adequate		
		Security Screening	Adequate		
<b>SEISMIC RISK</b>					
		Structural	Adequate		Constructed under 1994 UBC

**5. Major Maintenance Replacement Schedule for Issaquah**

SiteName	System ID	Facility System	Adjusted Normal Life	Estimated Repl Cost	1st Replace Yr	2nd Replace Yr	3rd Replace Yr
DC Issaquah	D2050	Hot Water Heaters	15	9,070	2003	2018	0
DC Issaquah	C3010	Wall Finishes	8	27,520	2006	2014	2022
DC Issaquah	B2040	Exterior Wall Finishes	10	19,240	2008	2018	0
DC Issaquah	D3070	Testing and Balancing	10	5,772	2008	2018	0
DC Issaquah	C3020	Floor Finishes	15	64,936	2013	0	0
DC Issaquah	D3060	Controls and Instrumentation	15	11,379	2013	0	0
DC Issaquah	D5030	Communications and Security	15	14,485	2013	0	0
DC Issaquah	D5040	Fire Alarm Systems	15	20,092	2013	0	0
DC Issaquah	G2010	Roadways	15	54,736	2013	0	0
DC Issaquah	B3010	Roof Coverings	20	118,740	2018	0	0
DC Issaquah	B3020	Roof Openings	20	1,649	2018	0	0
DC Issaquah	C3030	Ceiling Finishes	20	43,290	2018	0	0
DC Issaquah	D5090	Other Electrical Systems	20	2,680	2018	0	0
DC Issaquah	G2020	Parking Lots	20	109,472	2018	0	0
DC Issaquah	G4020	Site Lighting	20	19,158	2018	0	0
DC Issaquah	C1020	Interior Doors	25	23,748	2023	0	0
DC Issaquah	C1030	Fittings	25	4,728	2023	0	0
DC Issaquah	C2020	Stair Finishes	25	11,688	2023	0	0
DC Issaquah	D4030	Fire Protection Specialties	25	2,749	2023	0	0
DC Issaquah	E2010	Fixed Furnishings	25	69,265	2023	0	0

## 6. Security-Issaquah

### a. Single Point of Entry:

The Issaquah Court has a main public entry, two staff entries, a delivery entrance, a separate, secure entry for prisoner transfers to the holding cells, and two emergency exits.

### b. Circulation Zones:

There are two circulation zones in this building: a public zone and a private zone for staff and judges. There is no separate secure zone. Prisoners are brought in through a separate prisoner entry into a holding cell area and brought to the courtrooms via the private zone.

### c. Weapons Screening:

Weapons screening occurs at the main public entrance. Staff are currently not required to use this entrance. The security screening area is adequate as this building was designed and built after security screening was included in District Court operations although it often interferes with the public counter queue lines because of its close proximity.

### d. Security Systems

Key Card Controlled Doors: There is a key card controlled access system at this facility that separates the public from the private security zones and at the building entrances.

Duress Alarms: Duress alarms are provided in the courtroom, judge's chambers, probation office, and public counter area

Surveillance Cameras: The camera at the front security station shows activity in the holding cell area.

## 7. Site Issues-Issaquah

### a. Survey Results

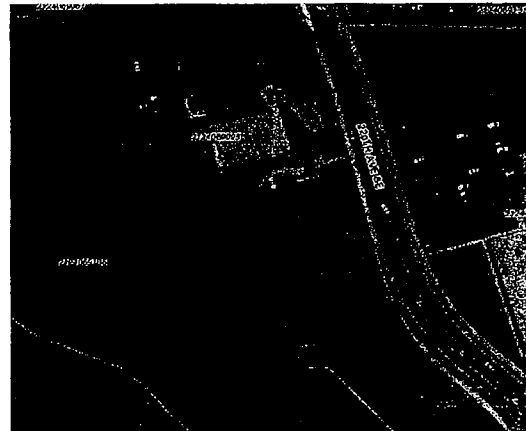
As shown in the chart to the right, there were no significant site issues at the Issaquah facility. Some comments indicated that additional signage along the street would be beneficial. Minor complaints about the long lines at the weapon screening area were also cited.

Site Assessment Chart

Site Element	Adequate	Inadequate
Building Signage	11	4
Exterior Lighting	14	1
From Parking Lot	17	0
From Street/Sidewalk	16	0
Lobby	13	0
Parking	19	0
Security Screening Area	13	3
Grand Total	103	8

### b. Parking

There are currently 108 existing parking stalls available for employees and the public. This is above the current zoning code requirements of 91 stalls. As the parking analysis in Chapter 2 details, the average number of stalls required per courtroom to meet the peak demand is 53 stalls. With two courtrooms, Issaquah requires a minimum of 106 stalls during peak periods. The existing parking lot at Issaquah appears to be adequate. Staff parking is a separate and secure area.



## **8. Areas Needing Improvement-Issaquah**

### *a. Space:*

1. Administrative: No separate conference room for ViPr conferencing.
2. Judicial: No issues.
3. Entry/Lobby: Weapon screening area conflicts with queue lines at public counter.
4. Attorney/Probation: No issues.
5. Other: No issues.

### *b. Building Codes:*

1. Life Safety Systems: There are locking devices at the exit doors.
2. Accessibility: No major issues.
3. Seismic: No issues.

### *c. Major Maintenance:*

The current major maintenance plan looks ahead 20 years and determines what systems need replacement based on the baseline study completed in 2002. The project list is re-evaluated each year for a 6-year span of time to verify that the priorities have not changed. For the purposes of this study, the following list identifies only those major building systems that will need work in the next 6 years.

1. Site: No issues.
2. Exterior: Reseal the masonry.
3. Interior: Paint the walls
4. HVAC: Test and balance the HVAC system.
5. Plumbing: Replace hot water heaters.
6. Electrical: No issues.

### *d. Security*

1. Staff and the public enter the facility through separate doors.
2. There is no separation between prisoners and the private, staff zone.
3. There are no surveillance cameras in the courtrooms, pay stations, and public entrance.

### *e. Site*

1. No issues, except for the possible addition of building signage along the street.

## ***F. Bellevue Courthouse***

### **1. Court Overview-Bellevue**

#### ***a. Operations***

The Bellevue Courthouse is located in the old Surrey Downs School which is owned by the City of Bellevue although they contract with King County for District Court services. The building is old, constructed in 1953, and in a state of disrepair. As outlined in the Interlocal Agreement for Court Services, the county is working with the City of Bellevue on a process to identify their court facility needs. The City of Bellevue and the county worked together on a program plan in 2005 to look at alternatives for a new facility. A cost model associated with that program was developed by the County in 2006. This model can be used by Bellevue to assess the financial implications of building a new courthouse. The model contained cost variables for several parking options (garage and surface) and locations (core city and outlying). The format used to outline the cost model options is included in this section.

The existing court has 2 full size courtrooms, 2 jury rooms with restrooms, a small jury assembly room which can also be used as a 3<sup>rd</sup> small courtroom, 2 judge's chambers, and 20 clerical stations. There are private offices for the public defender screener, and the Director who also supervises operations at the Redmond and Issaquah locations. The 2 court managers share an office. The two judges share a private restroom. There are no separate restrooms for the staff so the staff uses the jury room restrooms when there are no jury trials. The lobby is adequate and there are 6 payment counters. There are no conference rooms so jury rooms, a small law library, and courtrooms serve that function. The City of Bellevue provides Probation Services for their city contract cases and their offices are located in an adjacent building. The court desires to move old cases to the DCOR system but is currently scanning and indexing all new cases into the system. Video conferencing is used at the facility via a ViPr System but there is no conference room where confidential matters using the ViPr can occur. There is a PA system. Parking is adequate but staff and public parking is not separated. Staff is not screened when entering the facility. There are no security cameras in the courtrooms or corridors. There are duress alarms in the courtrooms, judges' chambers, and at the front counter. Superior Court uses the location to provide Ex-parte Court services 2 days per month, and the Juvenile Diversion Program 2 nights a week.

#### ***b. Existing Staff***

Existing staff includes the equivalent of 2.1 full time judicial officers, a Director who also manages operations at Issaquah and Redmond, 2 Court Managers, 15 Court Clerks and 2 security staff. Others who use the facility but do not have offices located there are 5 City Prosecutors, 14 City of Bellevue Probation Staff plus numerous volunteers, 2 Public Defenders, 1 OPD screener, and 1 Superior Court Judge and 1 DJA Clerk who does the Superior Court exparte calendar which takes place twice a month.

#### ***c. Existing Case Type***

***Jurisdiction:*** County, City of Bellevue and Town of Beaux Arts

*Case Type*

Criminal:	Criminal Non Traffic, Criminal Traffic and DUI
Infractions:	Non-Traffic, Infractions Traffic and Parking
Civil:	Orders for Protection, Orders for Anti-Harassment, Orders for Name Changes, and Small Claims Filings

*Hearing Type*

Criminal:	Arraignment, Pre Trial, Non Jury and Jury Trials, Motions, Sentencing and Reviews
Infractions:	Mitigation and Contested
Civil:	Hearings held for Temporary and Full Orders, and Name Changes.

Passport applications are processed at this facility (Passport Acceptance)  
Superior Court Ex-parte Court 2 times a month and Juvenile Diversion Program 2 nights a week.

*d. City Contracts*

The District Court provides contract services to the cities of Bellevue and Beaux Arts at this location. All Criminal and Infractions case types noted above are administered for the cities of Bellevue and Beaux Arts at this site.

*e. Special Programs*

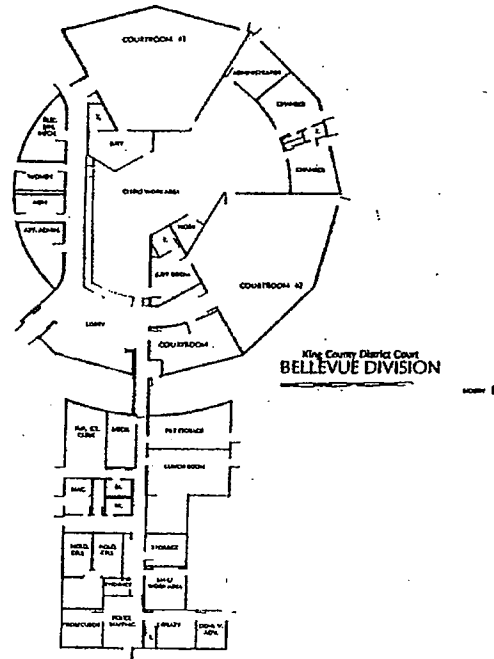
Non District Court programs occurring at this site include the Juvenile Diversion program two times per week after hours with no security; and the Superior Court exparte calendar which is done 2 times per month. An adjacent wing of the building is used by the City of Bellevue Probation Department.

**2. Existing Conditions -Bellevue**

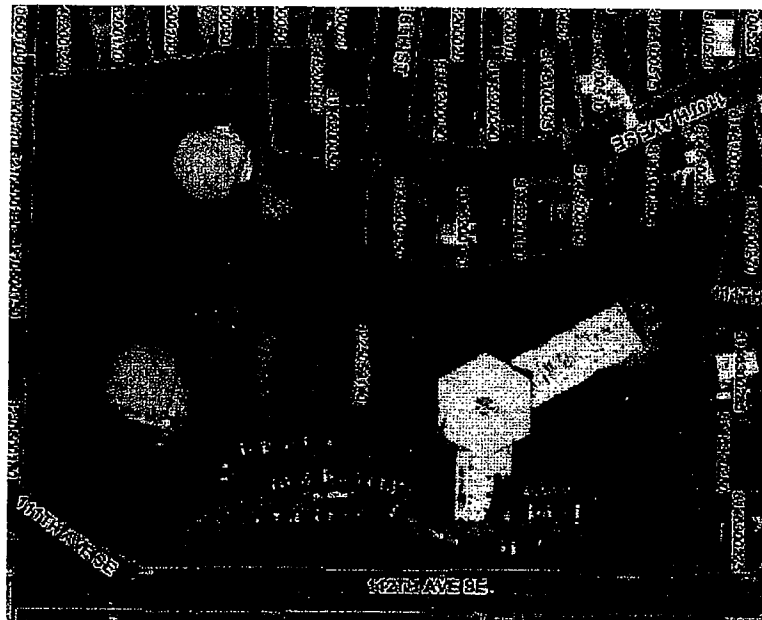
*a. Building Characteristics*

Building characteristics at the existing Bellevue court site were not evaluated due to the ongoing negotiations between the City of Bellevue and King County, but it is safe to say that the building is in a state of disrepair.

*b. Existing Floor Plan*



*c. Existing Site Plan*



*d. Bellevue Court – Cost Model Options & Format*

Prior to the start of this FMP, a separate building program was developed in 2005 for the Bellevue Court that explored the idea of a new facility. At the request of the City of Bellevue, three basic scenarios were investigated for this facility: 1) a single-story building with staff parking underneath and public parking in a separate structure; 2) a two-story building with staff parking underneath and public parking in a separate structure; and 3) a single-story building with surface parking for staff and the public. King County developed an estimating tool for the City of Bellevue to assist them in exploring the development possibilities for these three scenarios. This tool was developed in response to what the City of Bellevue noted as their preference, and to provide direction in investigating the best location and facility type to serve their needs. The County continues to work with the City of Bellevue to meet this goal per the terms of the Interlocal Agreement. The summary page shown below is the model format given to the City of Bellevue for comparison of each scenario.

	<i>single story court staff park beneath</i>	<i>2 story court staff park beneath</i>	<i>single story court all surface parking</i>
	<i>public park separate structure</i>	<i>public park separate structure</i>	<i>public &amp; staff park same</i>
	<b>Cost Model #1 PROJECT COST</b>	<b>Cost Model #2 PROJECT COST</b>	<b>Cost Model #3 PROJECT COST</b>
<b>Total Building SF</b>	24,112	24,112	22,612
<b>Consultant Design</b>			
<b>Construction Cost</b>			
<b>Equipment and Furnishings</b>			
<b>Project Contingency</b>			
<b>Project Administration</b>			
<b>Art</b>			
<b>Administrative Overhead</b>			
<b>TOTAL PROJECT COST before land</b>			
Total site area (square feet)	70,346	35,173	138,596
Total Parking Spaces in Project	210	210	210
cost/SF land	\$0.00	\$0.00	\$0.00
estimated land cost	\$0	\$0	\$0
<b>Annual</b>			
Total 20 year fixed			
Cost/SF building per year			
Cost of Parking w/o land			
Cost of parking w/land			
Cost/space parking w/o land			
Cost space w/land			
<b>less Probation fraction</b>			
<b>Courts allocated Costs</b>			
<b>Annual 20 year fixed</b>			
share of cost			
share of cost			



## ***G. Seattle Courthouse***

### **1. Court Overview-Seattle**

#### ***a. Operations***

The Seattle operations for the District Court occupy space on the third floor of the downtown Seattle Courthouse (KCCH). In the KCCH, there are 5 courtrooms which all have anterooms, 5 jury rooms, and 5 judges' chambers with associated work/library space, Probation offices and administrative space. The KCCF (Jail) courtroom is also managed as part of the Seattle site and has 1 secured courtroom and its own judge's chambers but generally the judge sitting for the jail cases uses their office in the Courthouse because the space for their office in the KCCF is marginal both in size and improvements. There is no associated Clerk's office in the KCCF. Each judge's chamber (including the jail) has its own restroom. There are no holding cells except adjacent to the jail courtroom in the KCCF. Jury assembly space is shared with Superior Court on first floor. There are no meeting rooms but jury rooms are used for this purpose when juries are not in session. There are fairly large anterooms outside each courtroom which can be used for attorney client conferences. The Prosecutors, DV Advocates, and Public Defenders have offices elsewhere in the Courthouse or in other buildings. The Public Defender Screeners have an office on the 3<sup>rd</sup> floor as does the Probation Staff. The jury rooms do not have their own restrooms. One jury room has a somewhat less public restroom access off the courtroom vestibule. Jurors must be escorted to the public restroom if they are in deliberation. The vestibules are also used as space for the Relicensing community service providers, and Alliance One contract staff. There are 26 cubicles for clerical staff and 1 office for the Director. Clerks working the Courtrooms also have a work area in the administrative space. Space in the administrative area is generally not designed efficiently. The court desires to move old cases to the DCOR system but is currently scanning and indexing all new cases into the system. Video conferencing is used at the facility via a ViPr System which is located Room E340 area on third floor. There is no video arraignment at this time in the courtrooms and no PA system. Prisoners must be escorted from the KCCF for certain hearings. All staff is screened when entering the building. There is 1 private restroom for 20 staff (not including judges) so many employees use the public restrooms. The lunch room/break area is small and dingy. There are duress alarms in the courtrooms, judge's chambers, probation office, and front payment window. There are only two spaces at the payment window and the public queuing area is small and over crowded. Across the corridor from the Clerk's Office, Probation has 7 private offices, a reception cubicle, small waiting room space and a small storage area. The Probation staff does not have a private restroom. The Payment Center for District Court is also located on the 3<sup>rd</sup> floor of the Courthouse.

#### ***b. Existing Staff***

Existing staff includes the equivalent of 5.6 full time judicial officers, which includes 1 who is assigned to the jail calendar at the KCCF. For 4 ½ days a week, a judicial officer comes from the South Division to Seattle to cover court calendars. The other ½ day is spent attending to Assistant Presiding Judge duties. In addition, a judicial officer is shared between Shoreline and Seattle 2 days per week. The Director also manages operations at Shoreline and the KCCF (jail) locations, and there are 2 Court Managers, 19 Court Clerks, and 1 Office Aide. There are 4 Relicensing service providers who appear at hearings at least twice a month including Alliance One staff who

support the Relicensing function. Probation has 1 Director who is also responsible for all of the District Court Probation Services in King County, 1 Manager, 3 Mental Health Specialists, and 3 Probation Officers. Probation Compliance Staff has been consolidated from outlying locations to the District Court operations located on the 5<sup>th</sup> floor of the Yesler Building and those employees report to the Call Center Manager.

*c. Existing Case Type*

*Jurisdiction:* State, King County and in-custody hearings for all contracting cities at the KCCF.

*Case Type*

*Criminal:* Criminal Non Traffic, Criminal Traffic and DUI and DV  
*Infractions:* Non-Traffic, Infractions Traffic and Parking  
*Civil:* Order for Protection, Orders for Anti Harassment, Orders for Name Changes, Small Claims Filings, and Impound Hearings

*Hearing Type*

*Criminal:* Arraignment, Pre Trial, Non Jury and Jury Trials, Motions, Sentencing and Review  
*Infractions:* Mitigation and Contested  
*Civil:* Hearings held for Temporary and Full Orders.

Inquests for the entire court are conducted at the Seattle Courthouse as additional security is provided for these hearing types. The court is also able to use the Superior Court jury pool for the inquest function.

KCCF (Jail) hears in-custody cases for all jurisdictions.

One of two Relicensing Programs is held at this location; the other is at Kent/Aukeen.

Passports are processed at this site (Passport Acceptance).

One of two Domestic Violence Courts is held at this location; the other is at the RJC.

The Mental Health Court for State Cases is held at this location.

*d. City Contracts*

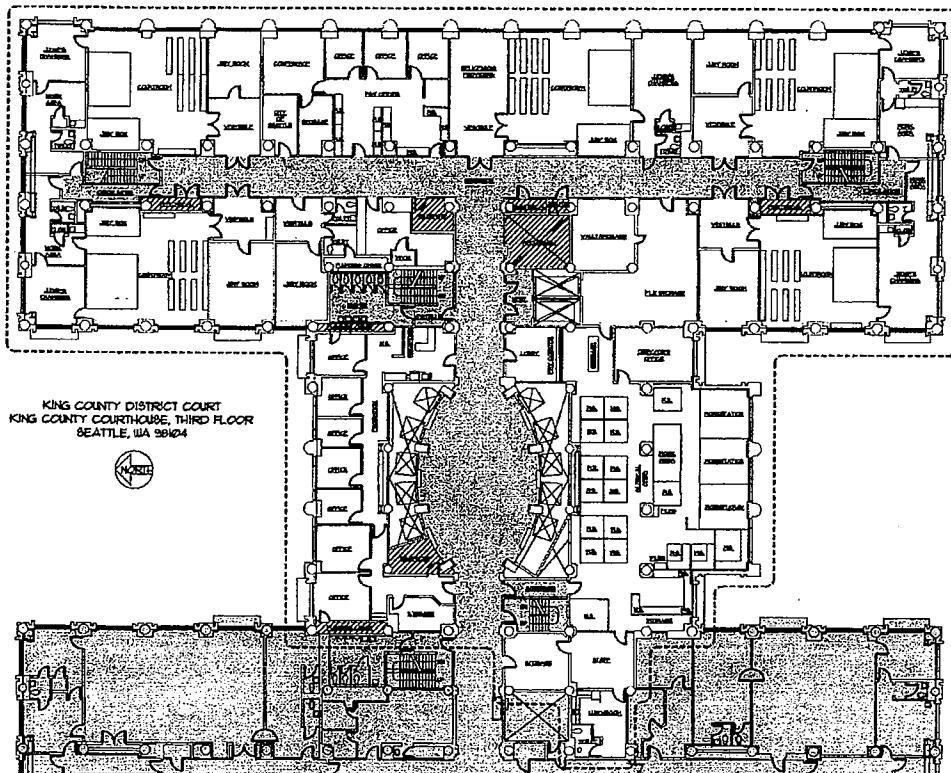
None. At the KCCF, Seattle processes probable cause hearings as a courtesy to various cities.

## 2. Existing Conditions-Seattle

### a. Building Characteristics

Address	516 Third Avenue Seattle WA 98104
Lot Size:	61,500 sf
Number of stories:	12 plus basement
Building Size:	District Court 30,005 rsf 436,784 rsf total building
Number of Courtrooms:	5 plus 1 in the KCCF
Heating system:	Terminal boxes and central plant
Year Built & Modified:	1916, 1929, 1963, 2004
Fire Alarm:	Yes
Sprinklers:	Yes
Parking Stalls:	None - Joint Parking use in County garage
Construction:	I - FR
Occupancy:	B
Current Zoning:	
Zoning Restrictions:	Setbacks front 0', side 0', rear 0'
Allow. Lot Coverage:	100%
Current Lot Coverage:	100%
Sensitive Areas:	None

### b. Existing Floor Plan



3. Space Comparison - Seattle

a. Space Comparison Chart

Space Comparison Chart Existing versus Guideline Recommendation Seattle								
Space	Space Type	Sp. GL	No. Req'd	Req'd NSF	Exist. Bldg NSF	Diff.	Meets Req'd GL	Comments - 15% allowed for minor deviation status
<b>Administration</b>								
Directors Office	PO3	150	1	150	270	120	•	
Court Manager	SF1	85	2	170		(170)	•	in clerk area
Clerks	SF6	80	19	1520	2566	1046	•	incl work area, aide and court mgrs
Aide	SF6	55	1	55	0	(55)	•	in clerk area
Pay Stations	SF6	64	3	192	88	(104)	•	
File Storage	280	1	280	798	518		•	combined from 2 rooms
Workroom		192	1	192		(192)	•	in clerk area
Mental Health Clinician	SF1	85	1	85	85	0	•	City of Seattle position
Lunch Room	BR1	180	1	180	373	193	•	
Staff Restroom							•	1 unisex stall provided; others use public restroom in corridors
Conference Room	CF5	180	1	180		(180)	•	use conf room in the Payment Center
<b>Judicial</b>								
<i>Courtroom 1 - Room E312</i>								
Litigant Area	CR1	865	1	865	515	(350)	•	
Spectator Area	SL1	675	1	600	347	(253)	•	
Sound Lock/Vestibule	SL1	82	1	82	163	81	•	
Judge's Chamber	PO1	210	1	210	419	209	•	
Jury Room (incl restroom)	CF2	240	1	240	312	72	•	no restroom
<i>Courtroom 2 - Room E349</i>								
Litigant Area	CR1	865	1	865	507	(358)	•	
Spectator Area	SL1	675	1	600	424	(176)	•	
Sound Lock/Vestibule	SL1	82	1	82	219	137	•	
Judge's Chamber	PO1	210	1	210	453	243	•	
Jury Rooms (incl restroom)	CF2	240	1	240	235	(5)	•	no restroom
<i>Courtroom 3 - Room E341</i>								
Litigant Area	CR1	865	1	865	522	(343)	•	
Spectator Area	SL1	675	1	600	398	(202)	•	
Sound Lock/Vestibule	SL1	82	1	82	459	377	•	also used for Relicensing providers 2/month
Judge's Chamber	PO1	210	1	210	400	190	•	
Jury Rooms (incl restroom)	CF2	240	1	240	269	29	•	jury rm not attached to court, shared restroom
<i>Courtroom 4 - Room E338</i>								
Litigant Area	CR1	865	1	865	488	(377)	•	
Spectator Area	SL1	675	1	600	441	(159)	•	
Sound Lock/Vestibule	SL1	82	1	82	187	105	•	
Judge's Chamber	PO1	210	1	210	414	204	•	
Jury Rooms (incl restroom)	CF2	240	1	240	232	(8)	•	no restroom
<i>Courtroom 5 - Room E326</i>								
Litigant Area	CR1	865	1	865	518	(349)	•	
Spectator Area	SL1	675	1	600	400	(200)	•	
Sound Lock/Vestibule	SL1	82	1	82	162	80	•	
Judge's Chamber	PO1	210	1	210	437	227	•	
Jury Rooms (incl restroom)	CF2	240	1	240	348	108	•	shared restroom with other jury room
Multipurpose Room	CF3	1050		0			•	Not required in Courthouse
Library		150	1	150		(150)	•	None provided
Holding Cells	HC1	110		0	0	0	•	Holding cells provided in county jail
Attorney/Client Meeting	CF1	100	5	500	0	(500)	•	None provided
<b>Entry</b>								
Lobby	LB1	375	5	1875	2272	397	•	375 sf times the # of courtrooms
Pay Waiting Area	PW1	270	1	270	159	(111)	•	
Security/Weapons Screening		130		0		0	•	incl in building security
Public Restroom							•	incl in Courthouse
<b>Prosecuting Attorneys</b>								
Public Defender Screener	SF1	85	1	85	85	0	•	incl in Courthouse PAO office
<b>Probation</b>								
Other:							•	Probation incl under OPJ space program
Data Closet	DR1						•	included in overall Courthouse system
<b>Total NSF Space</b>				15,869	16,340	471	•	
<b>Meets Guidelines (GL)</b> •								
<b>Minor Deviation From GL</b> ◻								
<b>Does Not Meet Guidelines</b> ○								

*b. Space Survey Results*

1. Environmental Conditions

Many of the survey respondents indicated that the Probation and Clerk's area had poor acoustics and that confidentiality was a concern in their work areas. Also, ventilation in the clerk's area was an issue for about a half of the people working this space.

**Environmental Assessment Chart - Seattle**

Environment type	Adequate	Inadequate
Acoustics/Soundproofing	18	4
Confidentiality	13	7
Lighting	22	1
Ventilation	17	4
Grand Total	70	16

**4. Building Code Issues – Seattle**

Priority	Code Issues	Status	Priority	Comments, Results, Answers
<b>LIFE SAFETY SYSTEMS*</b>				
	Means of Egress	Adequate		Completed during CASP
	Egress signage & Lighting			
	Locking devices @ exits			
	Fire Protection	Adequate		Completed during CASP
	Detection & Alarm			
	Suppression			
	Vertical openings			
<b>ACCESSIBILITY</b>				
	Site	Work Needed		
	Route of Travel			
	Parking Stalls			
	Signage			
	Building	Work Needed		
	Door clearances			
	Door opening force			
	Interior accessible routes			
	Alarms			
	Restrooms			
	Water fountains			
	Signage			
	Services	Work Needed		
	Counters			
	Courtroom bench			
	Ctrm Jury			
	Ctrm gallery			
	Security Screening			
<b>SEISMIC RISK</b>				
	Structural	Adequate		Completed per code during CASP upgrade.

**5. Major Maintenance Replacement Schedule for Seattle Courthouse**  
(The list below represents the entire Courthouse.)

Site Name	System ID	Facility System	Adjusted Normal Life	Estimated Repl Cost	1st Replace Yr	2nd Replace Yr	3rd Replace Yr
Courthouse	C1030	Fittings	23.75	317,205	2002	2026	0
Courthouse	C2020	Stair Finishes	23.75	102,324	2002	2026	0
Courthouse	C3010	Wall Finishes	9.5	184,184	2002	2012	2021
Courthouse	D1090	Other Conveying Systems	67.5	102,324	2002	0	0
Courthouse	D2010	Plumbing Fixtures	36	236,113	2002	0	0
Courthouse	D2040	Rain Water Drainage	36	122,789	2002	0	0
Courthouse	D2050	Hot Water Heaters	27	157,579	2002	0	0
Courthouse	D3090	Other Hvac Sys and Equipment	27	6,651	2002	0	0
Courthouse	D5020	Lighting and Branch Wiring	27	1,699,708	2002	0	0
Courthouse	D5090	Other Electrical Systems	22.5	518,784	2002	2025	0
Courthouse	E1020	Institutional Equipment	28.5	511,621	2002	0	0
Courthouse	G1040	Hazardous Waste Remediation	9.5	102,324	2002	2012	2021
Courthouse	G2040	Site Development	14.25	6,165	2002	2016	0
Courthouse	G2050	Landscaping	28.5	4,316	2002	0	0
Courthouse	B2040	Exterior Wall Finishes	9	451,250	2003	2012	2021
Courthouse	E2010	Fixed Furnishings	23.75	7,162,697	2003	2027	0
Courthouse	D2030	Sanitary Waste	36	429,762	2004	0	0
Courthouse	D2090	Other Plumbing Fixtures	36	26,604	2004	0	0
Courthouse	G3040	Heating Distribution	38	18,495	2004	0	0
Courthouse	C3020	Floor Finishes	7.6	1,488,562	2005	2013	2020
Courthouse	D3010	Energy Supply	40	61,395	2005	0	0
Courthouse	B2020	Exterior Windows	47.5	1,360,912	2006	0	0
Courthouse	G3010	Water Supply	57	5,549	2006	0	0
Courthouse	G3020	Sanitary Sewer	57	9,248	2006	0	0
Courthouse	G3030	Storm Sewer	71.25	18,495	2006	0	0
Courthouse	G9010	Service and Pedestrian Tunnels	71.25	24,660	2006	0	0
Courthouse	B2010	Exterior Walls	95	2,716,709	2008	0	0
Courthouse	D5030	Communications and Security	13.5	834,966	2010	2024	0
Courthouse	D1030	Elevator Cab Interiors	9	266,043	2013	2022	0
Courthouse	B2030	Exterior Doors	47.5	122,789	2014	0	0
Courthouse	B3010	Roof Coverings	19	601,667	2014	0	0
Courthouse	C1020	Interior Doors	47.5	342,786	2014	0	0
Courthouse	D3070	Testing and Balancing	9	268,601	2014	2023	0
Courthouse	G2010	Roadways	47.5	12,330	2014	0	0
Courthouse	G2020	Parking Lots	47.5	6,165	2014	0	0
Courthouse	B3020	Roof Openings	19	18,418	2015	0	0
Courthouse	D4030	Fire Protection Specialties	22.5	102,324	2015	0	0
Courthouse	D5040	Fire Alarm Systems	13.5	587,955	2015	0	0
Courthouse	D3080	Boxes (VAV, Mixing)	13.5	1,765,861	2016	0	0
Courthouse	D3060	Controls and Instrumentation	13.5	577,109	2017	0	0
Courthouse	C3030	Ceiling Finishes	47.5	759,246	2018	0	0
Courthouse	G3060	Fuel Distribution	19	46,238	2019	0	0
Courthouse	C2010	Stair Construction	95	552,551	2022	0	0
Courthouse	D3050	Terminal and Package Units	22.5	3,292,282	2022	0	0
Courthouse	D4020	Standpipes	90	173,951	2025	0	0
Courthouse	D3030	Cooling Generating Systems	22.5	3,188,551	2027	0	0
Courthouse	D3020	Heat Generating Systems	22.5	610,997	2028	0	0

**6. Security-Seattle**

*a. Single Point of Entry:*

The Seattle location has several points of entry at the KCCH, however, both staff and the judges are restricted to entering the facility through one of three secure entries; one at 3<sup>rd</sup> Avenue, one at 4<sup>th</sup> Avenue, and one in the tunnel connecting the Administration Building with the Courthouse.

*b. Circulation Zones:*

There is one circulation zone: A public zone that all staff, judges and prisoners must use. There is no secure zone. Prisoners are brought in from the 12<sup>th</sup> floor of the Courthouse down a secure elevator and then to the courtrooms via the public corridors.

*c. Weapons Screening:*

Weapons screening occurs at the three public entrances as noted above. All staff are required to use one of the screening entrances. Many comments in the survey stated that the screening area was too small.

*d. Security Systems*

**Key Card Controlled Doors:** As there is only one zone in the Courthouse, there is no key card controlled access system at this facility that separates the public from the private security zones, nor at any of the staff or judge’s chambers.

**Duress Alarms:** Duress alarms are provided in the courtroom, judge’s chambers, probation offices, clerks’ area, and public counter area.

**Surveillance Cameras:** Security cameras are located in the corridors and courtrooms of the Courthouse.

**7. Site Issues-Seattle**

*a. Survey Results*

As shown in the chart to the right, the only major complaint was crossing 5<sup>th</sup> Avenue to access the new parking garage. This has recently been addressed with the installation of a signal. The next item of concern was the lack of directional signage to the Courthouse and directional signage in the Courthouse.

**Site Assessment Chart**

Site Element	Adequate	Inadequate
Building Signage	30	8
Exterior Lighting	36	2
From Parking Lot	16	13
From Street/Sidewalk	37	4
Lobby	41	1
Parking	22	9
Security Screening Area	38	4
Grand Total	220	41

*b. Parking*

Parking is generally not an issue as public transportation to the downtown area is relatively good.



## 8. Areas Needing Improvement-Seattle Courthouse

### *a. Space:*

1. Administrative: Pay station and waiting area is too small, no separate conference room for video conferencing (currently located in the Payment Center), inefficient space layout for clerks.
2. Judicial: Courtrooms are too small, jury rooms are too small, no attorney/client conference rooms, benches are not designed to meet current court standards, four of the five jury rooms do not have private restrooms.
3. Entry/Lobby:
4. Attorney/Probation: Waiting area in probation is too small.
5. Other:

### *b. Building Codes:*

1. Life Safety Systems: Upgraded during CASP.
2. Accessibility: Work is needed in most areas.
3. Seismic: Adequate, recently upgraded in 2004

### *c. Major Maintenance:*

The current major maintenance plan looks ahead 20 years and determines what systems need replacement based on the baseline study completed in 2002. The project list is re-evaluated each year for a 6-year span of time to verify that the priorities have not changed. For the purposes of this study, the following list identifies only those major building systems that will need work in the next 6 years.

1. Site:
2. Exterior: Reseal and repoint the masonry, replace the windows, clean the exterior (especially the sills where birds accumulate).
3. Interior: Paint the walls, replace the carpet, replace the toilet partitions, upgrade the casework and judicial benches.
4. HVAC:
5. Plumbing: Replace hot water heaters, upgrade the sanitary waste system, replace plumbing fixtures.
6. Electrical: Install new lights.

### *d. Security*

1. There is no separation between prisoners and the private, staff zone.
2. There is no key card access system to the private zone for the staff and judges.
3. There are surveillance cameras in corridor and courtroom spaces occupied by District Court.

### *e. Site*

1. Upgrade exterior and interior directional signage.
2. Improve access to the new parking garage across 5<sup>th</sup> Avenue.

## ***H. Kent (Aukeen and RJC) Courthouses***

### **1. Court Overview - Kent**

#### ***a. Operations***

There are two District Court locations in Kent. One is referred to as Kent (or Aukeen), and the other is located at the RJC. The Kent/Aukeen Court has 4 courtrooms, 3 jury rooms, and 5 judge's chambers. However, a substantial portion of this building is leased to the City of Kent. District Court has the use of 2 courtrooms and 2 judge's chambers; the Kent Municipal Court has the use of 2 Judge's chambers, and Pro Tem judges use the 5<sup>th</sup> office. Space is also provided for an OPD Screener, Dispute Resolution Services, and 5 District Court Probation staff. The County uses 16 clerical cubicles and 2 public counter work stations. The Relicensing Court is conducted for the state cases at the Kent/Aukeen location.

At the RJC, District Court has one dedicated courtroom, one dedicated judge's chamber (with restroom), one jury room with a restroom, clerical work space and public counter space all located on the Ground Floor. The jury room also serves as the staff lunchroom when not in use for juries. Jury assembly is a joint effort with Superior Court so a separate jury assembly space is not required at the RJC. One additional courtroom on the 4<sup>th</sup> floor is on loan to District Court by Superior Court. There is a jury room with this space. District Court has use of this space 4 1/2 days a week. Jury trials must be assigned to other courtrooms that are not being used by Superior Court so computers, supplies, phones, etc. are moved about the building by District Court staff on a cart during jury week which is 1 week per month. Space for the Prosecutors and Public Defenders including screeners and DV advocates is located in other parts of the building. Loaned space, previously a law library for Superior Court on the 4<sup>th</sup> floor, has been converted to provide office space for a South Division Judge. There are no meeting rooms for District Court use. Video conferencing is used at the facility via a ViPr System but there is no dedicated space for these conferences. Currently, the ViPr equipment is located in the same converted law library on 4<sup>th</sup> Floor which also serves as a South Division Judge's office. The Director utilizes a judge's office when at the RJC as there is no separate office space for this function. Parking is limited especially during peak times and there is insufficient space to guarantee a separation of staff and public parking. Staff is screened when entering the facility but judges utilize a separate entrance with secured key card access. There are security cameras in the courtrooms, judge's chambers, and public corridors. There are duress alarms in the Courtrooms, the judge's chambers, the public counter, and in the DV Probation Staff offices on the Ground Floor.

#### ***b. Existing Staff***

Existing staff for both Kent (Aukeen) and the RJC includes 3.5 full time judicial officers and 1 Court Director who manages operations at the Kent(Aukeen), RJC, Burien and Vashon locations. There are also 3 Court Managers, 23.5 Clerks plus 1 Office Aide, 2 security staff, and 8 Probation staff combined at the two locations. The OPD Screener is an employee of the City of Covington and is on site at Kent (Aukeen) 1 day every other week. Dispute resolution services have staff at the court 2 days a week. There is assigned space on the RJC Ground Floor for the OPJ Jury Coordinator and Interpreter Coordinator.

*c. Existing Case Type*

*Jurisdiction:* State, King County, and City of Covington

*Case Type (Aukeen)*

*Criminal:* Non-Traffic, Criminal Traffic and DUI  
*Infractions:* Non-Traffic, Infractions Traffic and Parking  
*Civil:* Orders for Protection, Orders for Anti-Harassment, Orders for Name Changes, Small Claims Filings, and civil actions less than \$50,000.

*Hearing Type (Aukeen)*

*Criminal:* Arraignment, Pre Trial, Non Jury and Jury Trials, Motions, Sentencing and Reviews  
*Infractions:* Mitigation and Contested  
*Civil:* Hearings held for Temporary and Full Orders, Jury & Non-Jury Trials, Pre-Trial & Motions

*Case Type (RJC)*

*Criminal:* Criminal Non Traffic, Criminal Traffic and DUI  
*Infractions:* Non-Traffic, Infractions Traffic and Parking  
Domestic Violence Jury Trials, Contested Accidents  
*Civil:* Orders for protection, Orders for Anti-Harassment, Orders for Name Changes, and Small Claims Filings.

*Hearing Type (RJC)* In-custody video hearings for Federal Way, Tukwila and Sea Tac Municipal Courts

Passport applications are processed at the Kent/Aukeen location (Passport Acceptance). RJC (Jail) hears in-custody cases for all jurisdictions and holds video hearings for several municipal courts.

One of the Domestic Violence Courts is located at the RJC; the other is at the KCCH.

One of the Relicensing Courts is held at Kent/Aukeen; the other is at the KCCH.

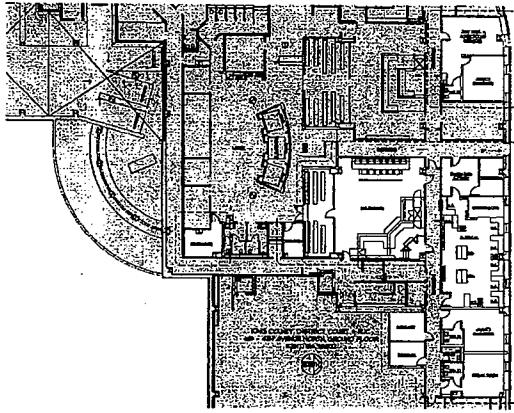
*d. City Contracts*

The District Court provides contract services to the City of Covington at the Kent (Aukeen) location. All Criminal and Infraction case types are administered for the City of Covington at the Kent (Aukeen) location.

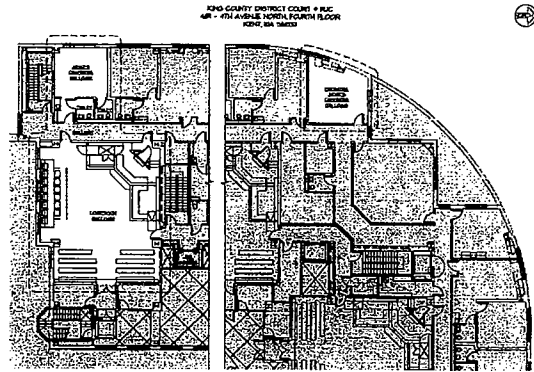




## 2. Regional Justice Center – District Court Space



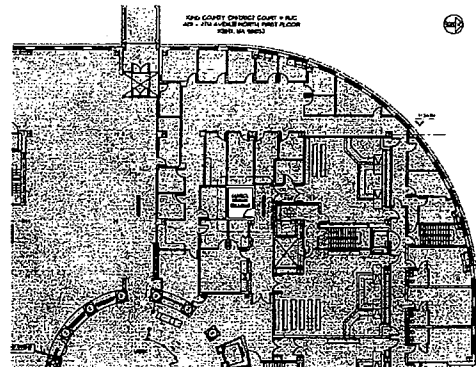
RJC Ground Floor



RJC Fourth Floor (on loan)

## 3. Space Comparison - Kent

Currently, the District Court operations in Kent are split between the Kent (Aukeen) site and the RJC. The District Court Operational Master Plan directive is to consolidate these two operations into a single location. In Chapter 2 of this report, the program guidelines were developed for this consolidated facility. At the present time, there is insufficient space to move the Court into the RJC without moving out another tenant or expanding the facility. Therefore, this report did not compare the recommended space requirements to the current space used by the Court at the RJC.



RJC First Floor

A significant amount of the Kent (Aukeen) facility is presently leased to the City of Kent until July 2008, and District Court occupies the remaining portion. The space currently occupied by District Court is not sufficient to meet the recommend space requirements for a consolidated facility, therefore, the comparison chart below analyzed the entire facility. For the purpose of this report only, a determination was done to evaluate whether or not the building would be sufficient to satisfy the recommended space requirements, if the space currently leased to the City of Kent became available to the District Court in the future.

a. Space Comparison Chart – Kent (Aukeen)

Space Comparison Chart								
Existing versus Guideline Recommendation								
Kent-Aukeen								
Space	Space Type	Space GL	No. Req'd	Rec'd NSF	Exist. Bldg. NSF	Diff.	Meets Rec'd GL	Comments -15% ± allowed for minor deviation status
<b>Administration</b>								
Directors Office	PO3	150	1	150	119	(31)	o	
Court Manager	SF1	85	3	255		(255)	o	incl in clerks area
Clerks	SF6	80	24	1920	2117	197	•	
Pay Stations	SF6	80	3	240	223	(17)	■	2-King County; 1 for City of Kent
File Storage		280	1	280	700	420	•	
Workroom		192	1	192		(192)	o	incl in file storage
Lunch Room	BR1	180	1	180	468	288	•	
Staff Restroom						0		
Conference Room	CF5	180	1	180	161	(19)	■	aka Library, VIFr Conf. Room
<b>Judicial</b>								
<b>Courtrooms</b>								
Litigant Area	CR1	865	5	4325	3794	(531)	■	4 existing courtrooms
Spectator Area	SL1	675	5	3375		(3375)	o	incl in litigant area
Sound Lock/Vestibule	SL1	82	5	410	153	(257)	o	2 vestibules for 4 courts
Judge's Chamber	PO1	210	5	1050	882	(168)	o	5 existing offices
Jury Room (incl restroom)	CF2	240	5	1200	574	(626)	o	3 existing jury rooms
Multipurpose Room	CF3	1050	1	1050	0	(1050)		
Library		150	1	150	90	(60)	o	
Holding Cells	HC1	110	2	220	36	(184)	o	small cell off of entry; enter court thru lobby
Attorney/Client Meeting	CF1	100	5	500	0	(500)	o	
						0		
<b>Entry</b>								
Lobby	LB1	375	5	1875	1166	(709)	o	375 sf times the # of courtrooms
Pay Waiting Area	PW1	270	1	270	0	(270)	o	incl in lobby area
Security/Weapons Screening		130	1	130	33	(97)	o	
Public Restroom								
<b>Prosecuting Attorneys</b>								
Attorney Office	SF5	120	2	240	453	213	•	5 existing offices currently used for storage
Supervising Attorney	SF4	150	1	150		(150)	o	incl above
Witness Waiting		100	1	100	0	(100)	o	
Police Waiting		85	1	85	0	(85)	o	
Work Area		64	1	64	0	(64)	o	
DV Advocate	SF2	81	2	162	0	(162)	o	
<b>Public Defender</b>								
Attorney Office	SF2	106	1	106	0	(106)	o	
Waiting Area		80	1	80	0	(80)	o	
OPD Screener	SF2	106	2	212	0	(212)	o	
<b>Probation</b>								
Probation Officer	SF2	85	7	595	756	161	•	
Office Mgr	SF2	80	1	80		(80)	o	incl in above
Work Area/Waiting		164	1	164	386	222	•	
UA Restroom		40		0		0		
<b>Other</b>								
Data Closet	DR1	54	1	54	28	(26)	o	share space in file storage
<b>Total NSF Space</b>								
				20,044	12,139	(7,905)	o	
<b>Meets Guidelines (GL)</b>								
•								
<b>Minor Deviation From GL</b>								
■								
<b>Does Not Meet Guidelines</b>								
o								

b. Space Comparison Chart – RJC

Space Comparison Chart								
Existing versus Guideline Recommendation								
Kent-RJC								
Space	Space Type	Space GL	No. Rec'd	Rec'd NSF	Exist Bldg NSF	Diff	Meets Rec'd GL	Comments (if not allowed for minor deviation status)
<b>Administration</b>								
Directors Office	PO3	125	1	125		(125)		
Clerks	SF6	81	24	1944		(1944)		
Pay Stations	SF6	81	3	243		(243)		
Court Manager	SF1	106	3	318		(318)		
File Storage		280	1	280		(280)		
Workroom		192	1	192		(192)		
Lunch Room	BR1	180	1	180		(180)		
Staff Restroom						0		
Conference Room	CF5	180	1	180		(180)		
<b>Judicial Courtrooms</b>								
Litigant Area	CR1	865	6	5190		(5190)		
Spectator Area	SL1	675	6	4050		(4050)		
Sound Lock/Vestibule	SL1	82	6	492		(492)		
Judge's Chamber	PO1	210	6	1260		(1260)		
Jury Room (incl restroom)	CF2	240	6	1440		(1440)		
Multipurpose Room	CF3	1050	1	1050		(1050)		
Library		150	1	150		(150)		
Holding Cells	HC1	110	2	220		(220)		
Attorney/Client Meeting	CF1	100	6	600		(600)		
						0		
<b>Entry</b>								
Lobby	LB1	375	6	2250		(2250)		375 sf times the # of courtrooms
Pay Waiting Area	PW1	270	1	270		(270)		
Security/Weapons Screening		130	1	130		(130)		
Public Restroom						0		
<b>Prosecuting Attorneys</b>								
Attorney Office	SF5	120	2	240		(240)		
Supervising Attorney	SF4	150	1	150		(150)		
Witness Waiting		100	1	100		(100)		
Police Waiting		85	1	85		(85)		
Work Area		64	1	64		(64)		
DV Advocate	SF2	81	2	162		(162)		
<b>Public Defender</b>								
Attorney Office	SF2	106	1	106		(106)		
Waiting Area		80	1	80		(80)		
OPD Screener	SF2	106	2	212		(212)		
<b>Probation</b>								
Probation Officer	SF2	106	7	742		(742)		
Office Mgr	SF2	81	1	81		(81)		
Work Area/Waiting		164	1	164		(164)		
UA Restroom		40	1	40		(40)		
<b>Other</b>								
Data Closet	DR1	54	1	54		(54)		
<b>Total NSF Space</b>				<b>22,844</b>	<b>0</b>	<b>(22,844)</b>		
Meets Guidelines (GL)		●						
Minor Deviation From GL		■						
Does Not Meet Guidelines		○						



*c. Space Survey Results:*

1. Kent (Aukeen)

**Environmental Conditions:** A major issue as reported by respondents at Kent (Aukeen) is the air quality in the facility. Also noted in the clerk and probation area was the lack of confidentiality and poor acoustics.

**Environmental Assessment Chart – Aukeen**

Environment type	Adequate	Inadequate
Acoustics/Soundproofing	8	5
Confidentiality	5	6
Lighting	18	3
Ventilation	5	12
Grand Total	36	26

2. RJC

**Environmental Conditions:** Many of the comments received and noted in the inadequate category concerned the clerk’s area. Items noted were the poor air quality, bad lighting, and poor acoustics.

**Environmental Assessment Chart – RJC**

Environment type	Adequate	Inadequate
Acoustics/Soundproofing	4	6
Confidentiality	3	8
Lighting	5	5
Ventilation	4	6
Grand Total	16	25

**4. Building Code Issues –Kent**

*a. Aukeen*

	Priority Code Issues	Status	Priority	Comments, Results, Answers
<b>LIFE SAFETY SYSTEMS</b>				
	Means of Egress			
	Egress signage & Lighting	Adequate		
	Locking devices @ exits	Adequate		Panic hardware typical & appropriate
	Fire Protection			
	Detection & Alarm	Work Needed		Additional strobes and annunciators would be an improvement.
	Suppression	Adequate		Fully sprinklered
	Vertical openings	NONE		
<b>ACCESSIBILITY</b>				
	Site			
	Route of Travel	Work Needed	1	Over- sloped walks
	Accessible Parking Stalls	Work Needed	1	5 van stalls
	Signage	Work Needed	2	
	Building			
	Door clearances	Work Needed	1	Jury rooms, Ctrms 2,3, Entry
	Door opening force	Work Needed	2	
	Interior accessible Routes	Work Needed	1	
	Alarms	Work Needed	2	Add strobes, test annunciators regularly.
	Restrooms	Work Needed	3	Jury, Public
	Water fountains	Work Needed	4	
	Signage	Work Needed	2	
	Services			
	Counters	Work Needed	1	Lower one pay window counter to 36"
	Courtroom bench	Adequate	2	Alt accomodation required.
	Ctrm Jury	Adequate	1	Alt accomodation required.
	Ctrm gallery	Work Needed	1	Remove arm rests
	Security Screening	Work Needed	1	Clearances
<b>SEISMIC RISK</b>				
	Structural	Adequate		1994 study scored 5.9. Some liquifaction risk

*b. RJC*

No building code issues at the RJC site.



b. RJC

SiteName	System ID	Facility System	Adjusted Normal Life	Estimated Repl Cost	1st Replace Yr	2nd Replace Yr	3rd Replace Yr
RJC-Courts	B2040	Exterior Wall Finishes	10	296,989	2005	2015	2025
RJC-Courts	G2040	Site Development	10	219,517	2005	2015	2025
RJC-Courts	C3010	Wall Finishes	10	144,404	2008	2018	0
RJC-Courts	C3020	Floor Finishes	10	414,127	2008	2018	0
RJC-Courts	D2050	Hot Water Heaters	15	103,820	2010	2025	0
RJC-Courts	D3060	Controls and Instrumentation	15	236,584	2010	2025	0
RJC-Courts	D3080	Boxes (VAV, Mixing)	15	723,910	2010	2025	0
RJC-Courts	D5030	Communications and Security	15	178,277	2010	2025	0
RJC-Courts	D5040	Fire Alarm Systems	15	120,515	2010	2025	0
RJC-Courts	G2010	Roadways	15	109,759	2010	2025	0
RJC-Courts	G4030	Communications and Security	15	1,053,683	2010	2025	0
RJC-Courts	B3020	Roof Openings	20	5,034	2015	0	0
RJC-Courts	D3070	Testing and Balancing	10	110,112	2015	2025	0
RJC-Courts	D5090	Other Electrical Systems	20	40,899	2015	0	0
RJC-Courts	G2020	Parking Lots	20	219,517	2015	0	0
RJC-Courts	G4020	Site Lighting	20	384,155	2015	0	0
RJC-Courts	B3010	Roof Coverings	25	669,483	2020	0	0
RJC-Courts	C1030	Fittings	25	119,131	2020	0	0
RJC-Courts	C2020	Stair Finishes	25	4,195	2020	0	0
RJC-Courts	D1010	Elevators and Lifts	25	1,295,131	2020	0	0
RJC-Courts	D3010	Energy Supply	25	25,169	2020	0	0
RJC-Courts	D3020	Heat Generating Systems	25	92,809	2020	0	0
RJC-Courts	D3030	Cooling Generating Systems	25	185,618	2020	0	0
RJC-Courts	D3050	Terminal and Package Units	25	1,349,663	2020	0	0
RJC-Courts	E2010	Fixed Furnishings	25	1,057,079	2020	0	0
RJC-Courts	D5010	Electrical Service and Dist	30	213,765	2025	0	0
RJC-Courts	D5020	Lighting and Branch Wiring	30	651,865	2025	0	0

**6. Security-Kent (Aukeen)**

*a. Weapons Screening:*

**i. Kent (Aukeen):**

Weapons screening occurs at the main entry. Staff for both District Court and Kent Municipal Court enter the facility through a side door and are currently not required to go through weapon screening.

**ii. RJC**

Staff and the public are required to go through the weapon screening at the main entry. Judges access the RJC through a key card accessible separate entrance.

*b. Security Systems*

**i. Kent (Aukeen):**

**Key Card Controlled Doors:** There is no key card controlled access system at this facility that separates the public from the private security zones of the staff or judge’s chamber. Key Card control access is not provided at any of the building entrances.

**Duress Alarms:** Duress alarms at front counter, judge’s chambers, probation offices, and in Courtrooms.

**Surveillance Cameras:** There is no camera system at this facility.

**ii. RJC:**

**Key Card Controlled Doors:** Key Card controlled access is provided between the public and private zones in this facility.

**Duress Alarms:** Duress alarms are provided in the courtrooms, judge’s chambers, probation offices, and front counter.

**Surveillance Cameras:** The RJC has a surveillance camera system in place.

**7. Site Issues-Kent (Aukeen)**

*a. Survey Results*

**i. Kent (Aukeen)**

Comments from respondents stated the lack of parking and the crowded lobby.

**Site Assessment Chart - Aukeen**

Site Element	Adequate	Inadequate
Building Signage	8	0
Exterior Lighting	9	1
From Parking Lot	11	0
From Street/Sidewalk	10	2
Lobby	7	2
Parking	4	7
Security Screening Area	6	0
Grand Total	55	12

ii. RJC

Most comments received cited the lack of parking. Survey results also show the lack of signage to District Court services and the crowded lobby conditions on the ground floor.

Site Assessment Chart - RJC

Site Element	Adequate	Inadequate
Building Signage	14	7
Exterior Lighting	19	3
From Parking Lot	22	1
From Street/Sidewalk	23	0
Lobby	15	7
Parking	18	4
Security Screening Area	18	3
Grand Total	129	25

b. Parking

i. Kent (Aukeen)

There are currently 132 existing parking stalls available for all employees and the public, but this parking area is also shared with the City of Kent Jail and Municipal Court. This is above the current zoning code minimum of 86 stalls, but is not enough to meet the parking demands of high volume court calendars. As the parking analysis in Chapter 2 details, the average number of stalls required per court to meet the peak demand is 53 stalls. With 6 courtrooms, a consolidated operation for Kent/RJC District Court would require a minimum of 318 stalls during the peak periods.

ii. RJC

There are currently 551 parking stalls available at the RJC but these stalls must serve all the agencies and the public who use the RJC. There are 89 stalls in the detention area for DAJD staff, 45 secured stalls for Superior and District Court Judges, and 26 secured stalls beneath the building for the Sheriff's office. An analysis of the RJC parking availability completed in May 2006, indicated that there was a deficit of 83 stalls that is sustained for more than 4 hours during peak periods.

**8. Areas Needing Improvement – Kent (Aukeen)**

a. Space:

i. Kent (Aukeen)

1. Administration: Clerical work area is undersized and shared with Kent Municipal Court Staff.
2. Judicial: Insufficient space for courts, jury room, chambers, holding cells, and jury assembly.
3. Entry/Lobby: Lobby and screening area are too small.
4. Attorney/Probation : Insufficient space for attorneys, police and witness waiting.
5. Other : Data closet is shared with file storage; no ViPr conference room.

ii. RJC:

Insufficient space without other tenants moving out or an expansion to the facility.

b. *Building Codes*:

i. Kent (Aukeen)

1. Life Safety Systems: Minor fire alarm.
2. Accessibility: Entire facility is not accessible.
3. Seismic: Adequate, recently upgraded in 2004.

ii. RJC:

No building code issues at this location.

c. *Major Maintenance*:

The current major maintenance plan looks ahead 20 years and determines what systems need replacement based on the baseline study completed in 2002. The project list is re-evaluated each year for a 6-year span of time to verify that the priorities have not changed. For the purposes of this study, the following list identifies only those major building systems that will need work in the next 6 years.

i. Kent (Aukeen)

1. Site: Exterior lighting, re-pave parking lot.
2. Exterior: Painting.
3. Interior: Replace flooring, paint.
4. HVAC:
5. Plumbing:
6. Electrical: Replace fire alarm and security systems.

ii. RJC:

1. Site: Site infrastructure, pave road.
2. Exterior: Seal exterior brick, paint non-masonry items.
3. Interior: Replace carpet, paint walls.
4. HVAC: Replace mixing boxes, upgrade controls.
5. Plumbing: Replace hot water heaters.
6. Electrical: Upgrade/replace fire alarm and security systems.

d. *Security*

i. Kent (Aukeen)

1. Single Entry: Staff and public enter through separate doors. Staff entry does not have a security check.
2. Zone Separation: There is a public and private zone, no secure zone; prisoners enter court through the lobby.
3. Weapon Screening: Small, congested, screening area.

4. Card Access: No card access system.
5. Duress Alarms: Clerk's office, courtrooms, front counter, probation offices, and judicial chambers.
6. Surveillance Cameras: No cameras in facility.

ii. RJC

1. Single Entry: Yes
2. Zone Separation: Yes
3. Weapons Screening: No issues
4. Card Access: Yes
5. Duress Alarms: Yes
6. Surveillance Cameras: Yes

e. Site

1. There is insufficient parking at both Kent (Aukeen) and RJC.
2. Limited expansion ability at Kent (Aukeen).
3. Expansion at the RJC requires tenant relocation or facility addition.
4. Frequent vandalism at Kent (Aukeen) location a growing and expensive problem.



## ***I. Vashon***

### **1. Court Overview**

#### ***A. Operations***

The Vashon facility is a leased facility with an agreement that requires no rent. The community expressed interest in having District Court services on the island and were able to find space where this could occur without the county incurring facilities costs. Calendars are heard once a month every third Friday. There are no jury trials heard at this facility. The Court is co-located in a building with the Sheriff's office that serves the island. The area used by the Court is considered flexible space and is utilized by a number of community services. There is a courtroom which is large, a lobby where security screening is done and attorney client conferences can occur, public restrooms, and administrative space that is dedicated to the Court for use as secure storage for files and equipment. A clerk works with the judge and uses office space that is shared with other users of the building. The judge uses the bench in the courtroom as office space. The ViPr video conferencing system used by the Court is not available at this facility. There are no duress alarms or security cameras at this location. When the Court work is completed, all their equipment is moved back into the secured administrative space that is dedicated to the Court. There is a private restroom for the Court staff to use. The Court believes that this is a good example of flexible-use space that provides service to an outlying community in the County.

#### ***B. Existing Staff***

One judge and one clerk who are normally assigned to the Burien Court make the trip to Vashon once a month plus 2 security.

#### ***C. Existing Case Type***

Jurisdiction: State and King County

#### **Case Type**

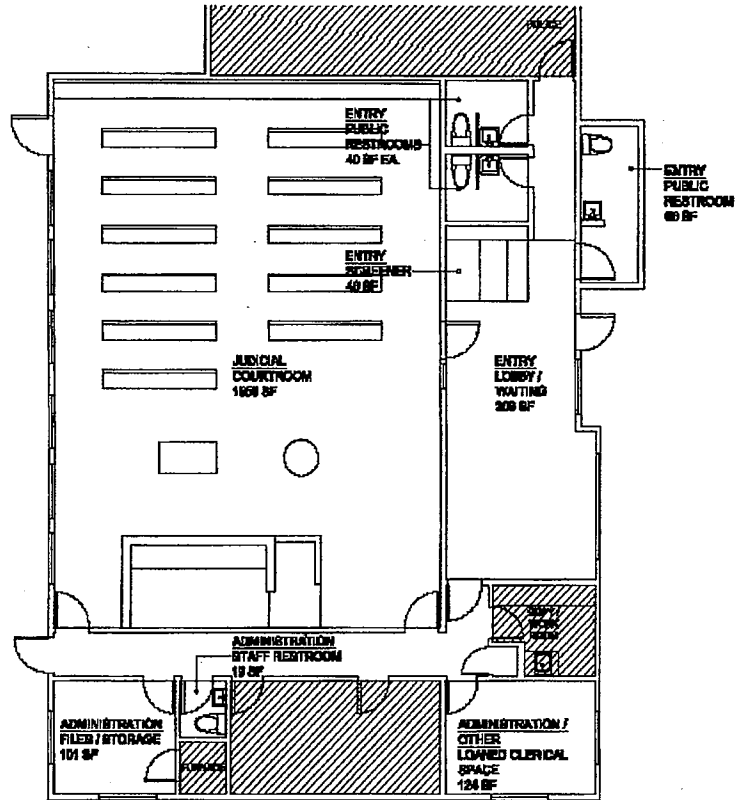
Criminal:	Criminal Non Traffic, Criminal Traffic and DUI
Infractions:	Non Traffic, Infractions Traffic and Parking
Civil:	Order for Protection, Orders for Anti Harassment, Orders for Name Changes, and Small Claims Filings

#### ***D. City Contracts***

None

2. Existing Conditions

*Existing Floor Plan - Vashon*



**VASHON (SOUTH DIVISION)**  
19021 VASHON HIGHWAY SOUTH-WEST  
VASHON, WA 98070



## ***J. Office of the Presiding Judge***

### **1. Overview-Office of the Presiding Judge**

#### ***a. Operations***

##### **Central Administration**

The Office of the Presiding Judge (OPJ) covers most of the administrative duties governing the Court's various locations and is primarily located on the 10<sup>th</sup> Floor of the Courthouse in downtown Seattle. There is a reception counter and small lobby area, 10 workstations, 3 private offices including the Office of the Chief Presiding Judge. There is a small area for layout work and minimal space for storage. There is one small conference room that is also used for staff lunch and breaks. There are 3 single fixture restrooms for the staff. The public does not generally have occasion to come to these offices although security is an issue as anyone who has passed through security in the Courthouse can come into the offices. The County's work release program is located in the vicinity, and occasionally, Work Release inmates come to the OPJ for assistance. There are some cameras and duress alarms in this area. The ViPr System is used for conferences and is located in the conference room used for the staff breaks and lunchroom which is not an appropriate space for this function. There is a separate larger ViPr station located in the office of the Chief Presiding Judge.

##### **Call Center**

The IT, Call Center and Payment Centers are all functions of the District Court and are part of the OPJ's office. The IT and Call Center are located in the Yesler Building on a portion of the 5<sup>th</sup> Floor. The Call Center was created to answer incoming District Court calls numbering more than a half million a year thus reducing the number of calls received at the individual court facilities. There is a private office for the Call Center Court Manager, and 11 workstations used by the Call Center Court Clerks.

##### **IT**

The IT function provides all of the central data administration functions for the District Court. This includes creation of user accounts, District Court technical help desk for employees, application support, forms creation, Electronic Court Records (ECR) support, data base administration and liaison with other County and State agencies as needed. There are 3 private offices which are used by the IT Director, the Electronic Court Records (ECR) Administrator, a Project Manager, and the LAN Tech. There are 2 workstations used by the PC Techs, 1 workstation used by the ECR Court Manager/Trainer, and 4 workstations for the Compliance Clerks.

##### **Payment Center**

The Payment Center is also part of the OPJ function and is located on the 3<sup>rd</sup> floor of the Courthouse providing a centralized service for payment of most accounts. The public does not access to this area although it is located off of a public corridor. There are 8 small workstations, 2 private offices, a storage area, a lunchroom, and a ViPr conference room that is used by all of the District Court staff as needed. However, the conference room is not acoustically treated so confidential matters should not be addressed in this space. In addition, the conference room area

does not have direct access from the corridor causing interruptions to the Payment Center staff. There are no private restrooms for the staff. The entry is locked but there is no security sally from the public corridor. This is especially problematic as the Payment Center processes large sums of Court payments.

### Probation

The District Court Seattle Probation Offices are also located on the 3<sup>rd</sup> Floor of the King County Courthouse. The Director of Probation is located in this space as well as the three Mental Health Court Probation Officers, and three Probation Officer Ones, and one clerical support staff.

### *b. Existing Staff*

For the Office of the Presiding Judge central administration, there is 1 Chief Presiding Judge, 1 Chief Administrative Officer, 3 Directors (HR, Technology and Budget/New Development), 4 Court Managers, 1 Mental Health Court Manager, 3 Program Managers, 1 Executive Secretary, 1 Receptionist, 1 Interpreter who works at all court locations as needed, and 1 Court Commissioner who is assigned to several locations. The Technology Director works in space located on the 5<sup>th</sup> Floor of the Yesler Building in the District Court IT space.

IT Staff: 1 Director, 1 Court Manager, 1 ECR Administrator, 1 Project Manager, 1 LAN Tech and 2 PC Techs.

Call Center: 1 Court Manager, 11 Court Clerks, and 3.75 Compliance Clerks.  
Non-Court Related: Healthy Incentives utilizes District Court space for 2 staff.

Payment Center: 1 Court Coordinator, 5 Court Clerks, and 1 shared space for the Revenue Manager and Budget Analyst. The Director of Budget and New Development, who is located on the 10<sup>th</sup> floor in the OPJ's office, supervises this group.

Probation: 1 Director, 1 support staff, 3 Mental Health Specialists, and 3 Probation Officers. Three (3) Compliance Clerks are located in the Yesler Building, 5<sup>th</sup> Floor and report to the Call Center Supervisor.

## **2. Existing Conditions –Office of the Presiding Judge**

### *a. Building Characteristics*

1. See the Seattle Court section for building characteristics of the King County Courthouse.

#### 2. Yesler Building:

Address	400 Yesler Avenue	Seattle WA	98104
Lot Size:	16,266 sf		
Number of stories:	7 plus basement		
Building Size:	District Court 5,659 useable sf	114,395 sf total building	



### 3. Space Comparison-Office of the Presiding Judge

#### a. Central Administration

Space Comparison Chart - Existing versus Guideline Recommendation							
Office of the Presiding Judge:							
Central Administration							
Space	Space Type	Space GL	No. Req'd	Rec'd NSF	Exist Bldg NSF	Diff	Meets Rec'd GL
Comments: 15% allowed for minor deviation status							
Chief Presiding Judge	PO1	225	1	225	410	185	●
Chief Administrative Officer	PO2	200	1	200	259	59	●
Asst Presiding Judge	PO3	150	1	150	94	(56)	○ not in private office
Waiting Room			1	125	227	102	●
Conference Room (med)	CF4	300	1	300	175	(125)	○
Copy/Supply Room	CS1	120	1	120	0	(120)	○
Storage Room	ST1	180	1	180	0	(180)	○
Interns	SF6	69	2	138	0	(138)	○
<b>Human Resource</b>							
Director	SF1	150	1	150	152	2	●
Program Manager	SF2	85	1	85	100	15	●
Executive Secretary	SF3	80	1	80	91	11	●
Receptionist	SF6	80	1	80	0	(80)	○ Incl in waiting room area
Applicant Testing Area	SF6	65	1	65	0	(65)	○ in private area
<b>Budget and New Development</b>							
Director	PO3	150	1	150	146	(4)	□
Revenue Analyst	SF2	85	1	85	172	87	●
Budget Analyst	SF2	85	1	85	75	(10)	□
Jury Coordinator	SF3	85	1	85		(85)	○ currently at RJC
Office Technician	SF5	80	1	80		(80)	○ currently at RJC
Spanish Interpreter	SF3	55	1	55		(55)	○ currently at RJC
Mental Health Court Manager	SF1	85	1	85	77	(8)	□
OPJ Court Manager	SF1	85	1	85	102	17	●
Program Manager	SF2	85	2	170	153	(17)	□
Total NSF Space				2,778	2,233	(545)	○
Meets Guidelines (GL)		●					
Minor Deviation From GL		□					
Does Not Meet Guidelines		○					

b. Call Center

Space Comparison Chart								
Office of the Presiding Judge:								
Call Center								
Space	Space Type	Space Std	No. Req'd	Req'd NSF	Exist Bldg NSF	Diff	Meets Std	Comments
Court Manager	SF1	106	1	106	110	4	•	
Court Clerks	SF6	81	11	891	1400	509	•	
Copy/Supply Room	CS1	120	1	120	249	129	•	
Lunchroom	BR1	180	1	180	0	(180)	○	Lunchroom incl in copy/supply room
				1,297	1,759	462	•	

c. IT Center

Space Comparison Chart - Existing versus Guideline Recommendation								
Office of the Presiding Judge:								
IT								
Space	Space Type	Space Std	No. Req'd	Req'd NSF	Exist Bldg NSF	Diff	Meets Std	Comments (if not allowed for minor deviation status)
Director	PO3	150	1	150	144	(6)	□	
PC Tech	SF3	85	2	170	190	20	•	
Court Manager	SF1	85	1	85	111	26	•	not in private office
LAN Tech	SF3	85	1	85	118	33	•	
Project Manager	SF2	85	1	85	125	40	•	
ECR Database Administrator	SF2	85	1	85	88	3	•	
Training Room (20 people)	TR1	675	1	675	697	22	•	Shared with other County entities.
Copy/Supply Room	CS1	120	1	120	124	4	•	
Data Room	DR2	180	1	180	124	(56)	□	
Scanning Station		180	1	180	119	(61)	□	
Compliance Clerks	SF6	80	4	320	320	0	□	
Total NSF Space				2,135	2,160	25	•	
Meets Guidelines (GL)		•						
Minor Deviation From GL		□						
Does Not Meet Guidelines		○						

d. Payment Center

Space Comparison Chart - Existing versus Guideline Recommendation									
Office of the Presiding Judge:									
Payment Center									
Space	Space Type	Space GL	No. Req'd	Req'd NSF	Exist Bldg NSF	Diff	Meets Req'd GL	Comments	15% allowed for minor deviation status
Supervisor/Coordinator	SF2	85	1	85	126	41	•		
Budget Analyst & Revenue Mgr	SF2	85	1	85	108		▪	shared w ith budget analyst	
Clerks	SF6	80	5	400	512	112	•	Existing space laid out for 8 w orkstations	
Copy/Supply	CS1	120	1	120	125	5	•		
Secure Storage		280	1	280	0	(280)	○		
Conference Room	CF5	180	1	180	250	70	•		
Secure Vestibule	SL1	64	1	64		(64)	○		
Total NSF Space				1214	1,121	-116	▪		
Meets Guidelines (GL) •									
Minor Deviation From GL ▪									
Does Not Meet Guidelines ○									

e. Probation

Space Comparison Chart - Existing versus Guideline Recommendation									
Office of the Presiding Judge:									
Seattle Probation - Courthouse 3rd Floor									
Space	Space Type	Space GL	No. Req'd	Req'd NSF	Exist Bldg NSF	Diff	Meets Req'd GL	Comments	15% allowed for minor deviation status
Director	PO3	150	1	150	176	26	•		
Support Staff	SF2	85	1	85		(85)	○	incl in waiting room	
Mental Health Specialist	SF2	85	3	255	336	81	•	in 3 private offices	
Probation Officer 1	SF2	85	3	255	372	117	•	in 3 private offices	
Waiting Room			1	125	284	159	•		
Copy/Supply Room	CS1	120	1	120		(120)	○	incl in waiting room	
Storage	SF1	180	1	180	117	(63)	○		
Total NSF Space				1,170	1,285	115	•		
Meets Guidelines (GL) •									
Minor Deviation From GL ▪									
Does Not Meet Guidelines ○									



f. Space Survey Results

Environmental Conditions-Courthouse: Major issues reported in the survey were the acoustics in the Probation and Payment Center areas, confidentiality issues on the 10<sup>th</sup> floor, and poor ventilation in the Payment Center.

**Environmental Assessment Chart- CH OPJ**

Environment Type	Adequate	Inadequate
Acoustics/Soundproofing	9	12
Confidentiality	8	12
Lighting	21	2
Ventilation	16	8
Grand Total	54	34

Environmental Conditions-Yesler: The respondents in survey noted that the ventilation system was inconsistent; some areas were too hot, others too cold, and some indicated that the area was too stuffy. The second issue noted the lack of privacy in the workstations.

**Environmental Assessment Chart- Yesler OPJ**

Environment Type	Adequate	Inadequate
Acoustics/Soundproofing	15	4
Confidentiality	16	5
Lighting	22	3
Ventilation	14	10
Grand Total	67	22

**4. Building Code Issues -OPJ**

See the Seattle Court section for issues relating to the building code.

**5. Major Maintenance Replacement Schedule for Office of the Presiding Judge**

a. See the Seattle Court section for issues relating to the building code.

b. The table below lists the major maintenance needs for the **Yesler Building**

SiteName	System ID	Facility System	Adjusted Normal Life	Estimated Repl Cost	1st Replace Yr	2nd Replace Yr	3rd Replace Yr
Yesler Building	B3010	Roof Coverings	20	118,259	2002	2022	0
Yesler Building	B3020	Roof Openings	20	12,067	2002	2022	0
Yesler Building	C2020	Stair Finishes	25	20,112	2002	2027	0
Yesler Building	D3040	Distribution Systems	30	53,398	2002	0	0
Yesler Building	G2010	Roadways	15	585	2002	2017	0
Yesler Building	G2020	Parking Lots	20	5,850	2002	2022	0
Yesler Building	D5020	Lighting and Branch Wiring	30	334,082	2004	0	0
Yesler Building	C3020	Floor Finishes	8	292,581	2006	2014	2022
Yesler Building	B1010	Floor Construction	100	1,179,576	2008	0	0
Yesler Building	B1020	Roof Construction	100	49,275	2008	0	0
Yesler Building	B2010	Exterior Walls	100	533,977	2008	0	0
Yesler Building	C2010	Stair Construction	100	108,605	2008	0	0
Yesler Building	C3010	Wall Finishes	10	36,202	2008	2018	0
Yesler Building	C1020	Interior Doors	30	67,376	2010	0	0
Yesler Building	D2050	Hot Water Heaters	15	36,604	2010	2025	0
Yesler Building	D3030	Cooling Generating Systems	25	88,996	2010	0	0
Yesler Building	D3060	Controls and Instrumentation	15	113,432	2010	2025	0
Yesler Building	D5030	Communications and Security	15	133,343	2010	2025	0
Yesler Building	B2040	Exterior Wall Finishes	10	177,389	2012	2022	0
Yesler Building	D2010	Plumbing Fixtures	40	46,409	2012	0	0
Yesler Building	D2020	Domestic Water Distribution	40	25,623	2012	0	0
Yesler Building	D2030	Sanitary Waste	40	84,471	2012	0	0
Yesler Building	D2040	Rain Water Drainage	40	24,135	2012	0	0
Yesler Building	D3070	Testing and Balancing	10	52,794	2012	2022	0
Yesler Building	B2020	Exterior Windows	50	80,247	2015	0	0
Yesler Building	D4010	Sprinklers	50	78,437	2015	0	0
Yesler Building	D1030	Elevator Cab Interiors	10	90,505	2016	2026	0
Yesler Building	D4030	Fire Protection Specialties	25	20,112	2016	0	0
Yesler Building	C3030	Ceiling Finishes	50	149,232	2020	0	0
Yesler Building	D3050	Terminal and Package Units	25	647,107	2020	0	0
Yesler Building	D5040	Fire Alarm Systems	15	210,000	2020	0	0
Yesler Building	D3080	Boxes (VAV, Mixing)	15	2,000,000	2022	0	0
Yesler Building	C1030	Fittings	25	62,348	2023	0	0
Yesler Building	E2010	Fixed Furnishings	25	1,407,848	2023	0	0
Yesler Building	D3090	Other Hvac Sys and Equipment	30	26,146	2025	0	0
Yesler Building	D3020	Heat Generating Systems	25	44,498	2027	0	0

**6. Security-OPJ**

*a. Weapons Screening:*

Weapons screening occurs at the three public entrances to the KCCH as noted above. Staff are required to use one of these entrances. Many comments in the survey stated that the screening area was too small.

*b. Security Systems*

**Key Card Controlled Doors:** There is only a public zone in the Courthouse, there is no key card controlled access system at this facility that separates the public from the private security zones of the staff or presiding judge’s chambers. District Court has been recommending a gate be placed between the public and private areas in the 10<sup>th</sup> Floor OPJ office space. Card control access is provided at the Call Center and IT office area.

**Duress Alarms:** Duress alarms are provided in the Payment Center. The Probation Offices have 4 duress alarms in the individual office areas and 1 at the front counter. There are 2 duress alarms in the OPJ’s office area on 10<sup>th</sup> floor.

**Surveillance Cameras:** Currently there are security cameras in the corridor spaces adjacent to offices occupied by District Court.

**7. Site Issues-OPJ**

*a. Survey Results*

See the Seattle Court for survey results on the Courthouse site.

The main issue with the tenants at the Yesler Building is the congested lobby and no secure access to the elevator. The lack of free or affordable parking was also an issue to some respondents.

Site Assessment Chart - Yesler

Site Element	Adequate	Inadequate
Building Signage	17	3
Exterior Lighting	17	1
From Parking Lot	13	1
From Street/Sidewalk	22	0
Lobby	13	8
Parking	16	7
Security Screening Area	13	4
(blank)	0	0
Grand Total	111	24

*b. Parking*

See the Seattle Court for a discussion on parking and transportation.

## 8. Areas Needing Improvement-OPJ

### *a. Space:*

1. **Central Administration:** The general area on the 10<sup>th</sup> floor is approximately 400 n.s.f. short of the required space. The layout of the area is very inefficient. There is a need for a separate conference room, storage and copy areas. There is no space for staff who currently work at the RJC because of space limitations, and there is no space for interns or a testing area for applicants.
2. **Call Center:** No major space issues with the Call Center.
3. **IT:** No major space issues with the IT area.
4. **Payment Center:** The Payment Center lacks a secure entry vestibule. A Secure vault is not located in the space.
5. **Probation:** Probation needs a larger lobby for clients waiting to see their Probation Officer.

### *b. Building Codes:*

1. **Life Safety Systems:** Completed as part of CASP.
2. **Accessibility:** Work needed.
3. **Seismic:** Adequate, recently upgraded in 2004.

### *c. Major Maintenance:*

The current major maintenance plan looks ahead 20 years and determines what systems need replacement based on the baseline study completed in 2002. The project list is re-evaluated each year for a 6-year span of time to verify that the priorities have not changed. For the purposes of this study, the following list identifies only those major building systems that will need work in the next 6 years.

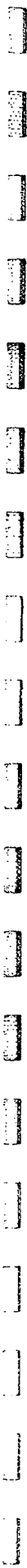
- i. See the Seattle Court for maintenance issues regarding the King County Courthouse.
- ii. **Yesler Building (entire building):**
  1. **Site:** Replace rusted steel under sidewalks.
  2. **Exterior:** Replace the roof, re-point and re-seal the exterior brick.
  3. **Interior:** Replace the flooring, repaint the walls.
  4. **HVAC:** Upgrade the HVAC controls software, test and balance the system.
  5. **Plumbing:** Replace the plumbing fixtures.
  6. **Electrical:** Replace the electrical panels.

### *d. Security*

1. There is no key card access system separating the Office of the Presiding Judge, IT/Call Center, and Payment Center from the public.

### *e. Site*

1. Upgrade exterior and interior directional signage.
2. Improve access to the new parking garage across 5<sup>th</sup> Avenue.



## Chapter 4 Facility Alternatives

### A. Areas Needing Improvement – Facility Summary

The chart shown below summarizes the finding identified in Chapter 3.

Evaluation Criteria	Burien	Redmond	Shoreline	Issaquah	Bellevue	Seattle	Kent-Aukeyn	Kent-RJC	OP-J-Central Admin-CH	OP-J-Call Center-Yesler	OP-J-Payment Center-CH	OP-J-IT-Yesler	OP-J-Probation-CH & Yesler	
Space Adequacy					Not Evaluated									
Administrative	■	●	●	●		●	■	○	○	○	●	○	●	●
Judicial	○	○	○	■		○	○	○	n/a	n/a	n/a	n/a	n/a	n/a
Entry/Lobby	○	■	■	●		○	○	●	n/a	n/a	n/a	n/a	n/a	n/a
Attorney/Probation	○	○	■	●		n/a	○	○	n/a	n/a	n/a	n/a	n/a	n/a
Other	○	■	■	●		n/a	○	○	n/a	n/a	n/a	n/a	n/a	n/a
Building Code														
Life Safety Systems	■	■	■	■		●	■	●	●	●	●	●	●	●
Accessibility	○	○	○	●		○	○	●	■	■	■	■	■	■
Seismic	●	●	●	●		●	●	●	●	●	●	●	●	●
Security														
Single Point of Entry	■	■	■	■		■	■	●	■	n/a	n/a	n/a	n/a	n/a
Zone Separation	○	○	■	■		○	■	●	n/a	n/a	n/a	n/a	n/a	n/a
Weapons Screening	○	○	○	●		●	■	●	●	○	●	○	●	●
Card Controlled Access	○	○	○	●		○	○	●	○	●	○	●	○	○
Duress Alarms	●	●	●	●	●	●	●	○	n/a	○	n/a	n/a	n/a	
Surveillance Cameras	○	○	○	○	○	○	●	n/a	n/a	○	n/a	n/a	n/a	
Parking	○	○	○	■	n/a	○	○	n/a	n/a	n/a	n/a	n/a	n/a	
Meets Guidelines (GL)		●												
Minor Deviations From GL		■												
Does Not Meet Guidelines		○												

## ***B. Alternatives to Facility Deficiencies***

### **1. General Requirements**

The options described below are mindful of the District Court OMP directives while attempting to address the facility and space issues faced by the Court. Each option was subjected to a life cycle cost analysis which included an evaluation of potential operational changes suggested by District Court staff. Should the jurisdiction of District Court change substantially over the next five to ten years, or the number of cities contracting with the County dramatically change, the options presented may not meet the District Court space requirements. However, the intent of this report was to provide realistic solutions to meet the space needs of District Court with sufficient flexibility to address minor changes in caseload and operational procedures. Limited County resources were always a consideration in the evaluation of any alternative suggested.

Because the District Court Operational Master Plan recommended it, and the County Council agreed, all options assume that there will be a consolidation of the two facilities in Kent. In addition, the County will continue to work with the City of Bellevue to identify a solution to meet these Court facility needs.

There were two approaches considered for combining the Kent sites. One possibility is to expand the RJC facility which would also require a parking structure of some sort. The other alternative is to build something on the property adjacent to the RJC (presently not County-owned). The property being considered has sufficient land to provide surface parking for the Court but would not address the parking problem that currently exists at the RJC. During peak operating days, the garage is running a deficit of at least 83 parking stalls that is sustained for over four hours. On a typical day, parking maintains a one-hour deficit of about 51 stalls.

While the options presented for consolidating the facilities in Kent meet the long-term space requirements of District Court, there is an immediate need for two additional courtrooms in this Electoral District. Two possible solutions for providing this interim courtroom space include 1) not renewing the lease with the City of Kent for use of the existing Aukeen Court so that all four courtrooms at this location can be used by District Court, or, 2) finding an alternate space to lease which can accommodate four courtrooms and their ancillary support space. District Court should not be moved from the Aukeen Court facility until an alternate space is completed that meets this interim need.

The City of Bellevue and the County will continue working together on a plan for addressing the needs of the Bellevue Court caseload. A preliminary program plan has been developed and various site options reviewed but no decisions made as of the date this report was published. Although Bellevue would like to have a facility in their downtown core, close to the new City Hall, land is scarce in that area and parking would most likely need to be addressed through the construction of a parking structure. Existing buildings, available for purchase or lease, have been investigated but all would require substantial renovation to meet the needs of the Court. In some cases, the location was not acceptable. Should a site not in the downtown core be considered, there might be a possibility for surface parking which would substantially reduce the cost of providing a new space for Bellevue.

## 2. Option 1

### *Operational Changes, Minor Capital Improvements, and Building Code & Security Improvements*

#### *a. Summary of Improvements*

##### 1) Improvements to address Space Requirements

The greatest need for space within the District Court is for courtroom space which is driven by the high volume court calendars. These calendars typically require space for large numbers of spectators in addition to the litigants and litigant area. This option attempts to lower the number of high volume court calendars by spreading these cases into off-peak periods thus lowering demand for increased space in the facility and parking spaces. Some of the operational changes considered would also free up limited courthouse space that could be reprogrammed for other uses.

Operational Changes considered under this option were:

- Clear file storage rooms by scanning all existing pre-2005 paper files. (This will require a temporary, short-term increase to the number of staff.)
- Night Court
- Swing Shifts
- Centralized Processing Unit
- Saturday Court – at RJC and Seattle
- Conduct virtual presence hearings at city jails
- Hold hearings at alternate locations

Each of the above items were reviewed by District Court to determine the impact on the court calendar and if the space needs of the facility, as recommended in the Design Guidelines, could be reduced. Based on their initial review, the Court determined that establishing a central processing unit would not likely have significant impact on the future space needs of any facility. However, the court felt that it would increase efficiencies and their ability to maintain the schedule for court hearings as established by law, without continuing cases over. This would ultimately lead to some reduction in caseload because the same people would not be returning to Court multiple times. At this time, the District Court cannot quantify this impact, and therefore felt that this operational change would not have a significant effect on space as it relates to courtroom needs.

The District Court also determined that the virtual presence hearings at city jails and alternate hearing locations would not have an impact on space at the court facilities. Space is still required for the participants to be taped, and the cost of possibly having additional prosecutors and public defenders at multiple locations (courtrooms, jails, and offices) could be



considerable. Security also becomes an issue for locations other than jails. There is some concern in the defense community about whether video hearings provide an equal access to justice.

The District Court did feel that implementing night court, Saturday court, and clearing the file storage rooms could have an effect on the facility space requirements. Clearing the file storage rooms would require a one-time operational cost to complete the move of pre-2005 cases to the Electronic Court Records (ECR) system. Once that is accomplished, the scanning of present time case materials could be consolidated to one location. This would reduce the requirement for file storage and provide more space for other critical functions. Night and Saturday Court would only have an impact on Court calendars that utilize a Commissioner. The types of cases Commissioners typically hear are mitigations which may number up to 25 per hour. This often means up to 40 people or more being present as friends, family and witnesses often accompany the litigant. While the mitigation calendar is considered “high volume”, the District Court has some ability to even out the number of people arriving at the Court simultaneously by scheduling defendants to specific time slots. This is in contrast to arraignments and pre-trial hearings where cases may or may not move through the process quickly. In order to keep the calendar moving, you want to have the next case ready to go as quickly as possible.

## 2) Building Code Improvements

This category includes improvements to the existing life safety systems, building accessibility, and seismic structural upgrades. As indicated in the summary chart at the beginning of this chapter, no existing District Court facility requires improvements to their life safety or structural systems. This would only be required if a substantial remodel is done which exceeds more than 50% of the value of the building. However, the following facilities will require accessibility improvements in order to comply with the Federal ADA requirements:

- Burien
- Redmond
- Shoreline
- Seattle
- Office of the Presiding Judge

Each of the facilities identified above would have work accomplished to improve accessibility in the parking lot, exterior travel routes to the facility, interior travel routes, doorways, restrooms, signage, and the jury/witness box areas. The detailed requirements of this work are identified in Appendix B.

## 3) Security Improvements

This category addresses security improvements related to movement of inmates, staff and public within the facility; weapons screening; and installation of security alarms and cameras.

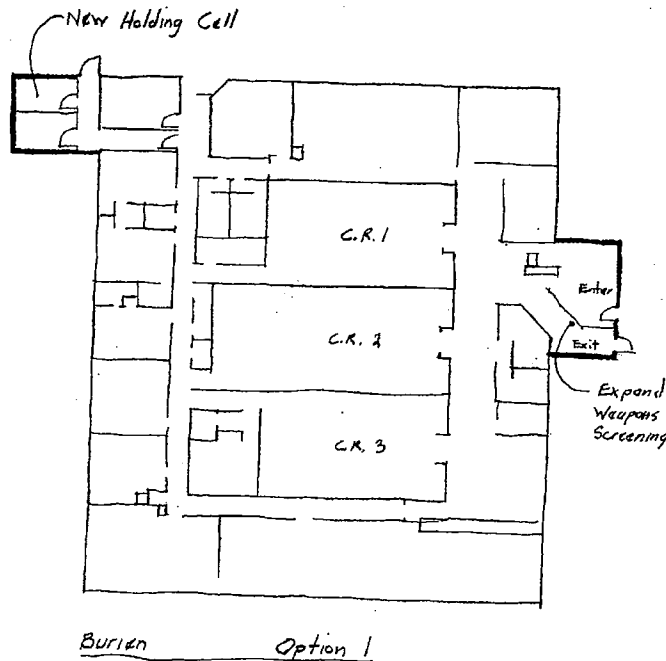
Under this option, the following security elements will need to be improved at the identified facilities:

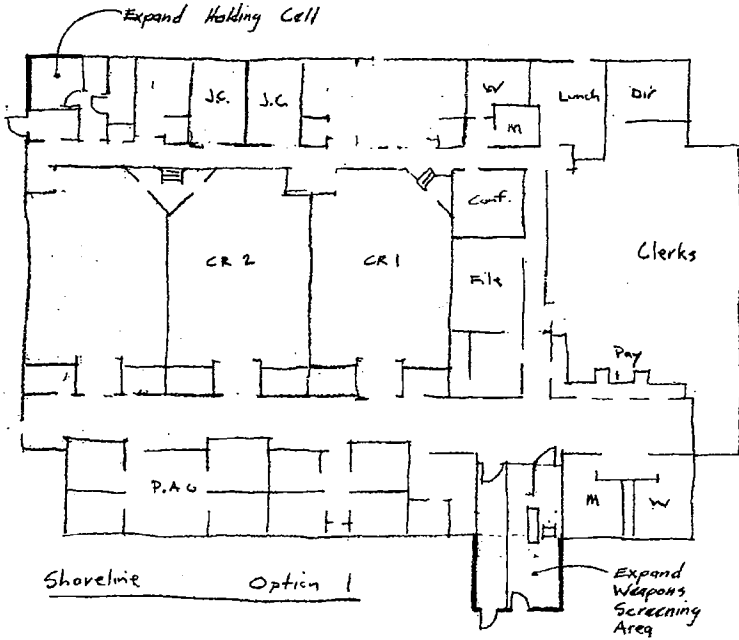
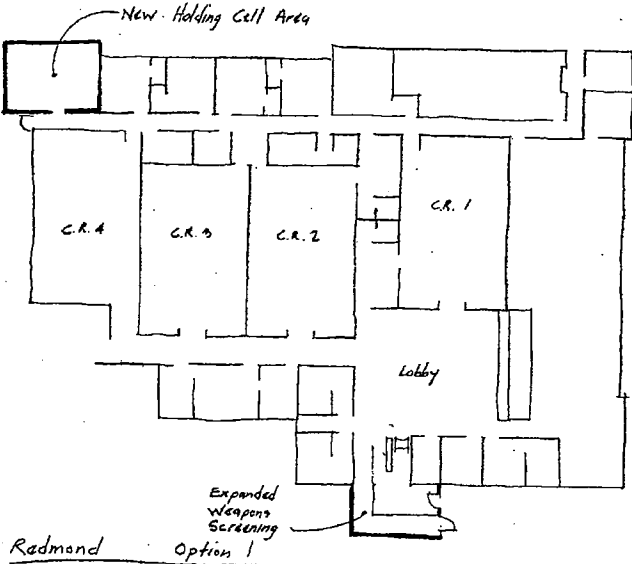
- Zone Separation (Holding Cells)
  - Burien (new), Redmond (new), & Shoreline (expanded)
- Access Control (alarms, key cards, motion detectors)
  - Burien, Redmond, Shoreline, Issaquah, Office of the Presiding Judge & Seattle
- Surveillance Cameras
  - Burien, Redmond, Shoreline, Issaquah, & Seattle
- Weapons Screening
  - Burien (expansion), Redmond (expansion), Shoreline (expansion)

4) Site/Parking Improvements

Based on the “Parking Needs by Peak Court Demand” in Chapter 2, the operational changes considered under this option would reduce slightly the demand for parking at Shoreline, and Kent/Aukeen. There would be no impact on the peak parking requirements at Burien and Redmond. A new parking structure, or an off-site joint use parking agreement, would still be required at these two facilities.

*b. Option 1 Conceptual Space Diagrams*





*c. Options 1 Cost Summary*

1) Operational Changes

The proposed operational changes were estimated by District Court using current staffing costs as a basis. The Central Processing Unit costs were not included because this change would not significantly affect District Court space requirements. Costs for holding hearings at alternate locations were also not included because, depending on the locations, costs could vary greatly and the overall impact would only move mitigation hearings from the facilities. Therefore, the costs shown below do not reflect the total increase in operational costs for this option.

Operational Change Type	Low Cost Range	High Cost Range
Night Court	127,000/yr	190,000/yr
Saturday Court (Kent & RJC)	25,000/yr	38,000/yr
In-Custody Video (initial cost)	129,000	194,000
Clear Storage Areas (one time cost)	230,000	460,000
Totals	n/a	n/a

2) Construction Cost

Accessibility (ADA) Construction Cost	Low Cost Range	High Cost Range
Burien	220,000	413,000
Redmond	233,000	437,000
Shoreline	99,000	186,000
Seattle including OPJ	146,000	275,000
Totals	698,000	1,311,000

2) Construction Cost (cont.)

Security Construction Cost		Low Cost Range	High Cost Range
<b>Burien</b>			
	Zone Separation	477,000	894,000
	Access Control	63,000	118,000
	Surveillance Cameras	107,000	201,000
	Weapon Screening Expansion	134,000	250,000
	Totals	781,000	1,463,000
<b>Redmond</b>			
	Zone Separation	470,000	882,000
	Access Control	65,000	122,000
	Surveillance Cameras	117,000	220,000
	Weapon Screening Expansion	120,000	223,000
	Totals	772,000	1,447,000
<b>Shoreline</b>			
	Zone Separation	471,000	883,000
	Access Control	66,000	122,000
	Surveillance Cameras	116,000	218,000
	Weapon Screening Expansion	155,000	216,000
	Totals	808,000	1,439,000
<b>Issaquah</b>			
	Access Control	42,000	80,000
	Surveillance Cameras	89,000	167,000
	Totals	131,000	247,000
<b>Seattle (court)</b>			
	Access Control	20,000	38,000
	Surveillance Cameras	37,000	69,000
	Totals	57,000	107,000
<b>Office of the Presiding Judge</b>			
	Access Control	20,000	38,000
	Surveillance Cameras	20,000	38,000
	Totals	40,000	76,000

Parking Improvements		Low Cost Range	High Cost Range
Burien		4,560,000	8,550,000
Redmond		4,400,000	8,100,000
	Totals	8,960,000	16,650,000

*Option 1, Pros/Cons*

- Pros: Gain space from clearing of file storage rooms; provide improved customer service with expanded hours, locations, and video court.
- Cons: Operational changes do not significantly reduce volume impact on Courts and are costly over time. Still required to build two new parking structures at great expense.

### 3. Option 2, Expand Existing Facilities

*Expand Burien, Redmond and Shoreline; Renovate Seattle Courts and Office of the Presiding Judge Space*

#### a. Option 2, Summary of Improvements

##### 1) Improvements to Address Space Requirements

As stated in Option 1, the greatest need for space within the District Court is for courtroom space which is driven by the high volume court calendar. These calendars typically require space for large numbers of spectators in addition to the litigants and litigant area. This option assumes that there would be no changes to the way District Court currently operates or assigns cases to a facility. This option would address the space needs by expanding or renovating facilities to fully comply with the Design Guidelines established in Chapter 2. Specifically, this option would propose the following facility improvements:

- Burien  
Construct a 6,400 SF addition and fully remodel the existing 12,000 SF to accommodate the space needs of the Burien Court.
- Redmond  
Construct a 3,500 SF addition and fully remodel the existing 12,000 SF to accommodate the space needs of the Redmond Court.
- Shoreline  
Construct a 3,000 SF addition and fully remodel the existing 12,000 SF to accommodate the space needs of the Shoreline Court.
- Seattle  
Remodel the 18,700 SF of existing space occupied by District Court on the 3<sup>rd</sup> floor of the King County Courthouse to accommodate the space needs of the Seattle Court and the Payment Center. An additional 1800 square feet of space will be required in the Courthouse or other facility to meet the space needs of the Payment Center.

##### 2) Building Code Improvements

All building code improvements for Burien, Redmond, Shoreline, and Seattle would be completed as part of the addition and renovation required to meet the space needs of each facility.

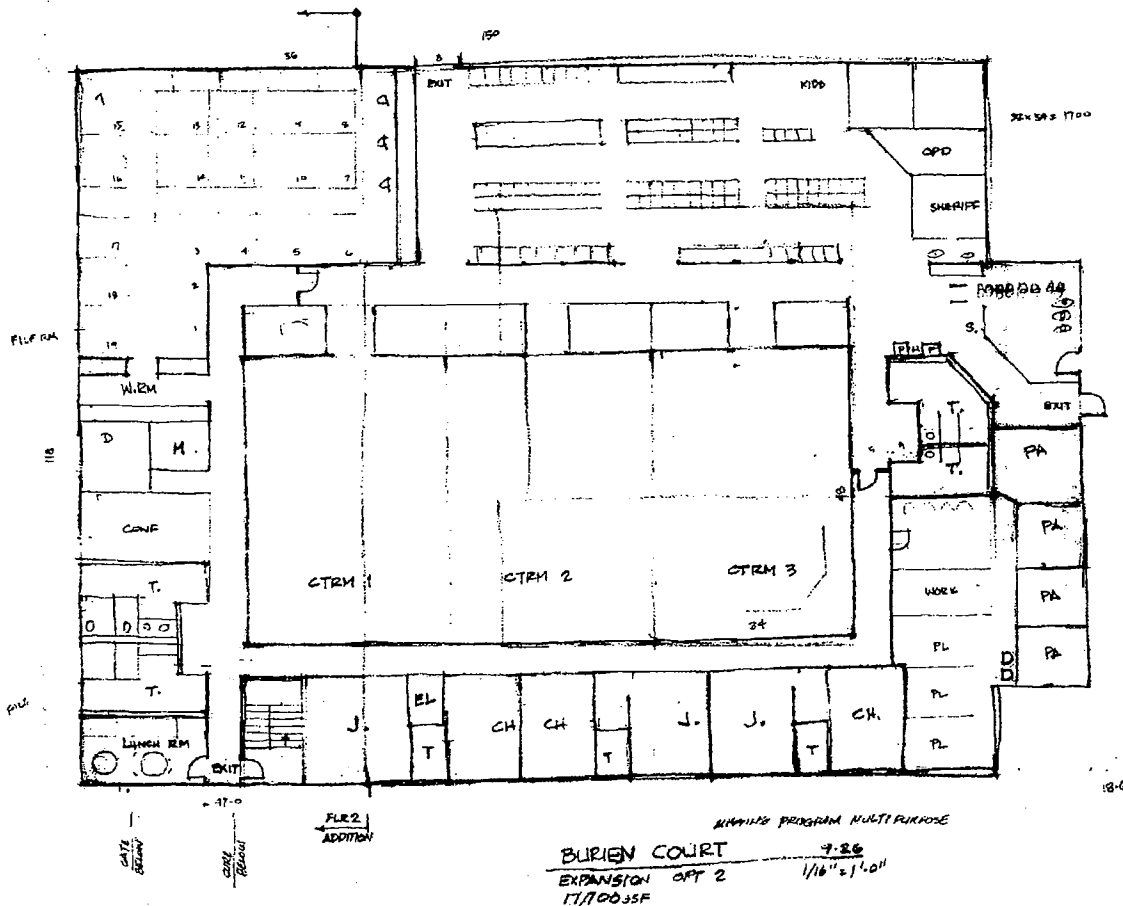
##### 3) Security Improvements

All security improvements for Burien, Redmond, Shoreline, and Seattle would be completed as part of the addition and renovation required to meet the space needs of each facility.

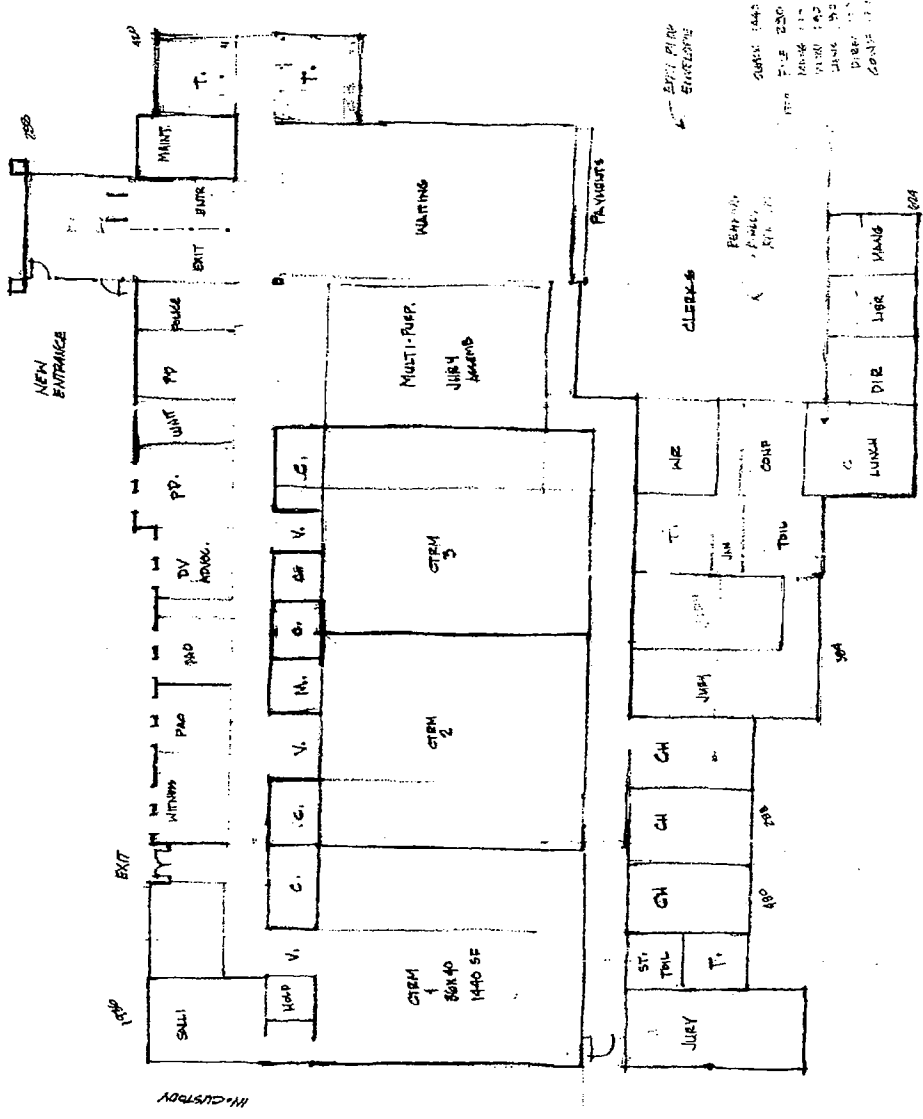
4) Site/Parking Improvements

Based on the “Parking Needs by Peak Court Demand” in Chapter 2, the facility upgrades considered under this option would not decrease the parking demands at any facility. A new parking structure or some type of off-site joint use parking agreement would be required at the Burien and Redmond sites.

b. Option 2, Conceptual Space Diagrams

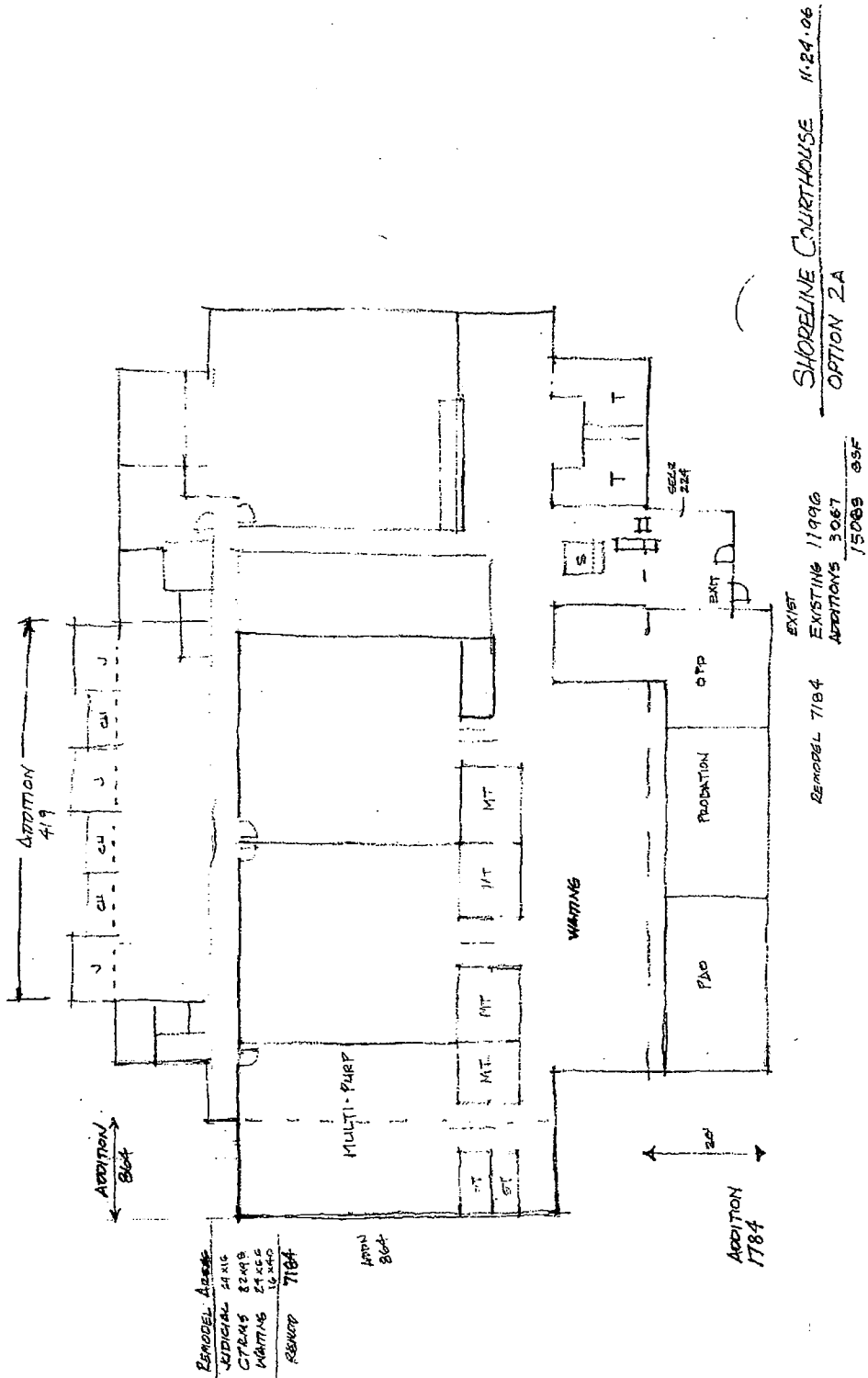






EXISTING 12016  
 ADDITIONS 3508  
 15524

REDMOND COURTHOUSE 9,222.00  
 EXPAND - CPT 2A.1 1162.10





*c. Options 2 Cost Summary*

Option 2, Construction Cost		Low Cost Range	High Cost Range
Burien		2,060,000	3,850,000
Redmond		2,580,000	4,840,000
Shoreline		2,020,000	3,780,000
Seattle		3,720,000	6,975,000
	Totals	10,380,000	19,445,000

Parking Improvements*		Low Cost Range	High Cost Range
Burien		4,560,000	8,550,000
Redmond		4,400,000	8,100,000
	Totals	8,960,000	16,650,00

\*Because of space limitations at the Redmond and Burien sites, a 2-story parking structure is required.

*d. Option 2 Pros and Cons*

- Pros: Provides District Court facilities at all locations the capability of handling all case types and high volume calendars. Flexibility is maximized.
- Cons: Operational efficiencies gained are minimal. Option is expensive. Still need to build parking structures. The County's caseload alone does not require this expansion.

#### 4. Option 3, Replace Existing Facilities

*Replace Redmond, Shoreline and Burien; Renovate Seattle*

##### a. Summary of Improvements

##### 1) Improvements to Address Space Requirements

This option assumes that there would be no changes to the way the District Court currently operates or assigns cases to a facility. This option would address the space needs of District Court by constructing new facilities at some locations, and expanding or renovating other facilities to fully comply with the Design Guidelines established in Chapter 2. Specifically, this option would propose the following facility improvements:

- Burien  
Construct a 20,150 SF new court building in the City of Burien.
- Redmond  
Construct a 20,000 SF new court building in the City of Redmond.
- Shoreline  
Construct a 16,000 SF new court building in the City of Shoreline.
- Seattle  
Remodel the 18,700 SF of the existing space occupied by District Court on the 3<sup>rd</sup> floor of the King County Courthouse to accommodate the space needs of the Seattle Court.

##### 2) Building Code Improvements

All building code improvements for Burien, Redmond, Shoreline, and Seattle would be completed as part of the additions and renovation required to meet the space needs of each facility.

##### 3) Security Improvements

All security improvements for Burien, Redmond, Shoreline, and Seattle would be completed as part of the additions and renovations required to meet the space needs of each facility.

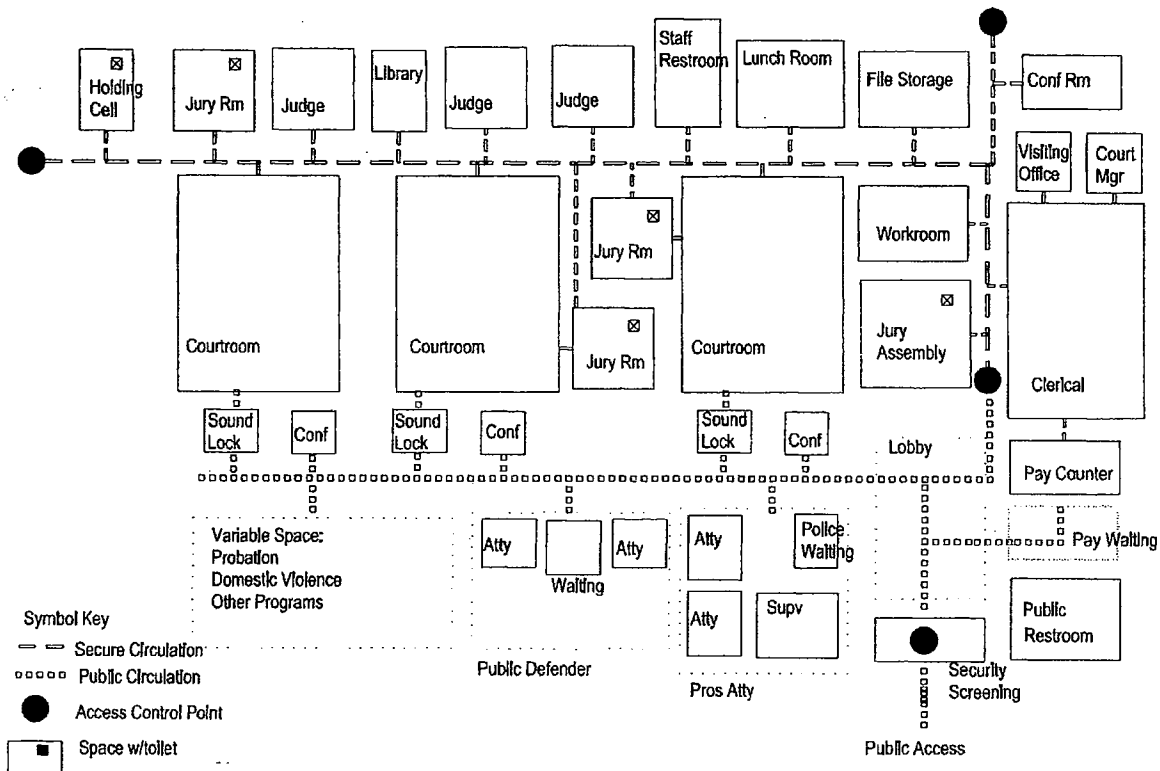
##### 4) Site/Parking Improvements

Based on the “Parking Needs by Peak Court Demand” in Chapter 2, the facility upgrades considered under this option would not reduce the parking demands at any facility. A new parking structure would be required at the Burien and Redmond sites. Depending on the property purchased, surface parking could be utilized instead a parking structure.

*b. Option 3, Conceptual Space Diagrams*

1) Burien, Redmond and Shoreline

New facilities for Redmond, Shoreline and Burien would be modeled per the adjacency diagram documented in Chapter 2, Facility Design Guidelines, and shown below.



2) Seattle

Seattle would be expanded and/or renovated according the conceptual space diagram shown under Option 2.

*c. Option 3, Cost Summary*

Option 3, Construction Cost		Low Cost Range	High Cost Range
Burien		4,850,000	9,100,000
Redmond		4,560,000	8,550,000
Shoreline		3,800,000	7,125,000
Seattle		3,720,000	6,975,000
	Totals	16,930,000	31,750,000

Parking Improvements*		Low Cost Range	High Cost Range
Burien		694,000	1,300,000
Redmond		694,000	1,300,000
Shoreline		500,000	935,000
	Totals	1,888,000	3,535,000

\*The assumptions under Option 3 is that the new site selected for these locations would be where surface parking could be constructed.

\*Land costs are not included in the costs shown.

*d. Option 3, Pros and Cons*

- Pros: Provides District Court facilities at all locations the capability of handling all case types and high volume calendars. Maximizes flexibility.
- Cons: Operational efficiencies gained are minimal. Option is expensive. Still need to build parking structures. The County's caseload alone does not require this expansion.

## 5. Option 4, Hear State Criminal Cases at Specific Facilities

*Hear State Criminal Cases at Kent, Seattle, and Issaquah Courts Only.*

### a. Option 3, Summary of Improvements

#### 1) Improvements to address Space Requirements

The greatest need for space within the District Court is for courtroom space which is driven by the high volume court calendar. The starting point for this option assumes that the majority of these high volume calendars are associated with state criminal cases. Under this option, the District Court would modify how they assign calendars to each court and hear state criminal cases only at specific facilities. By limiting the assignment of state criminal cases to specific facilities, the District Court could then reduce the number of high volume courts needed throughout their system. This would also decrease the parking demand at the facilities where state criminal cases were not assigned. This option would target certain facilities to be designed to the Design Guidelines established in Chapter 2. Specifically, this option would propose the following facility improvements:

- Hear state criminal cases at Kent, Seattle, and Issaquah.

District Court would assign state criminal cases to one location in the South, East and West Divisions. State criminal cases would no longer be heard at Burien and Redmond.

- Burien

No space would be required for prosecutors, probation, or in-custody holding cells, other than that required by the City of Burien. No high volume state criminal calendars would be heard at this location. High volume calendars required by the City of Burien could be spread out over a longer period or on separate days.

- Redmond

No space would be required for prosecutors, probation, or in-custody holding cells, other than that required by the City of Redmond and other contracting cities handled at this site. No high volume state criminal calendars would be heard at this location. High volume calendars required by the City of Redmond and other contracting cities could be spread out over a longer period or on separate days.

- Shoreline

No space would be required for prosecutors, probation, or in-custody holding cells, other than that required by the Cities of Shoreline and Kenmore. No high volume state criminal calendars would be heard at this location. High volume calendars required by the Cities of Shoreline and Kenmore could be spread out over a longer period or on separate days.



- Seattle  
Remodel the 18,700 SF of the existing space occupied by District Court on the 3<sup>rd</sup> floor of the King County Courthouse to accommodate space needs.
- RJC  
Construct courtrooms that meet the Design Guidelines established in Chapter 2.
- Issaquah  
No significant facility changes would be required at this location to handle the state criminal cases for the East Division.

This option does not provide “flexible” courtrooms throughout the District Court system as outlined in the Facility Design Guidelines. However, when fully implemented, this option would create a courtroom system where 50% of the courts would be “flexible” and capable of handling the high volume calendars tied to the state criminal cases.

A possible addendum to this option would be to have District Court in Seattle consolidate their IT, Call Center, Payment Center, Office of the Presiding Judge, Probation and Probation Compliance functions together with the Courtrooms in one location. This would improve access to services, facilitate better communication, and increase efficiency. The spaces presently occupied by these services could be freed up for other County functions.

## 2) Building Code Improvements

This category includes improvements to the existing life safety systems, building accessibility, and seismic structural upgrades. No existing District Court facility requires improvements to their life safety or structural systems unless a substantial remodel is done which exceeds more than 50% of the value of the building. However, the following facilities will require accessibility improvements in order to comply with the Federal ADA requirements:

- Burien
- Redmond
- Shoreline
- Office of the Presiding Judge

Each of the facilities identified above would have work accomplished to improve accessibility in the parking lot, exterior travel routes to the facility, interior travel routes, doorways, restrooms, signage, and the jury/witness box areas. The detailed requirements of this work are identified in Appendix B.

3) Security Improvements

This category addresses security improvements related to movement of inmates, staff and public within the facility; weapons screening; and installation of security alarms and cameras. Under this option, the following security elements will need to be improved at the identified facilities:

- Zone Separation (Holding Cells)
  - Burien (new), Redmond (new), & Shoreline (expanded), if required by the respective cities
- Access Control (alarms, key cards, motion detectors)
  - Burien, Redmond, Shoreline, Issaquah, & Office of the Presiding Judge
- Surveillance Cameras
  - Burien, Redmond, Shoreline, & Issaquah
- Weapons Screening
  - Burien (expansion), Redmond (expansion), Shoreline (expansion)

4) Site/Parking Improvements

Based on the “Parking Needs by Peak Court Demand” in Chapter 2, both Burien and Redmond would continue to experience peak parking demand over the number of available spaces in the existing parking lots. However, when facility upgrades are completed in Kent and Seattle, and state criminal cases are heard only at Kent, Seattle, and Issaquah, parking demand at Burien and Redmond will decrease to the point where the demand meets the available supply. In the interim, the District Court could seek off-site parking through joint use agreements with adjacent property owners.

*b. Option 4, Conceptual Space Diagrams*

Burien, Redmond, and Shoreline expansions for the weapons screening area and holding cells would be similar to the space diagrams in Option 1.

The Seattle renovations would be similar to the conceptual diagram shown in Option 2A.

*c. Option 4, Cost Summary*

Option 4, Construction Cost		Low Cost Range	High Cost Range
Seattle		3,720,000	6,975,000
	Totals	3,720,000	6,975,000

Option 4 Accessibility (ADA) Construction Cost		Low Cost Range	High Cost Range
Burien		220,000	413,000
Redmond		233,000	437,000
Shoreline		99,000	186,000
Office of the Presiding Judge		20,000	40,000
	Totals	698,000	1,311,000

Option 4. Security Construction Cost		Low Cost Range	High Cost Range
<b>Burien</b>			
	Zone Separation	477,000	894,000
	Access Control	63,000	118,000
	Surveillance Cameras	107,000	201,000
	Weapon Screening Expansion	134,000	250,000
	Totals	781,000	1,463,000
<b>Redmond</b>			
	Zone Separation	470,000	882,000
	Access Control	65,000	122,000
	Surveillance Cameras	117,000	220,000
	Weapon Screening Expansion	120,000	223,000
	Totals	772,000	1,447,000
<b>Shoreline</b>			
	Zone Separation	471,000	883,000
	Access Control	66,000	122,000
	Surveillance Cameras	116,000	218,000
	Weapon Screening Expansion	155,000	216,000
	Totals	808,000	1,439,000

Option 4, Security Construction Cost		Low Cost Range	High Cost Range
<b>Issaquah</b>			
Access Control		42,000	80,000
Surveillance Cameras		89,000	167,000
<b>Totals</b>		<b>131,000</b>	<b>247,000</b>
<b>Office of the Presiding Judge</b>			
Access Control		20,000	38,000
Surveillance Cameras		20,000	38,000
<b>Totals</b>		<b>40,000</b>	<b>76,000</b>

*d. Option 4, Pros and Cons*

- **Pros:** Provides flexibility that withstands shifts in city contract numbers. Least expensive of the options. Provides for a phased approach to improvements allowing time for assessing impact of case relocation. Eliminates the need to build additional parking structures (except at the RJC where that is anticipated as part of all the options). Retains sense of local Courthouse for contract cities providing more space for their activities. Provides opportunities to verify if relocation of case type does free up space as anticipated for other uses at various court sites.
- **Cons:** Does not provide space to meet established Guidelines at Burien, Redmond, and Shoreline. Extends the time frame users must wait before seeing major improvements in their spaces.

## **6. Options to Consolidate Kent (Aukeen) Facilities**

### *a. Consolidate at the present Kent (Aukeen) Site*

This option would consolidate the District Court functions in the Kent area. The basic requirements for this consolidation are outlined in Chapter 2 and would require a building of 31,900 gross square feet (gsf) (22,000 net square feet (nsf) x grossing factor) and 318 parking stalls (6 courtrooms x 53 stalls/court). This would require a minimum lot size of at 200,000 square feet with surface parking or 118,000 square feet with an elevated parking structure

As stated in Chapter 2, the lot size of the Kent (Aukeen) site is only 69,553 square feet. Therefore, the space is insufficient to expand the facility and increase adequately, the number of parking stalls. The site would also have development limits because of its proximity to the Green River. Because the site is located some distance from the RJC detention facility, there would still be the need to transport prisoners to and from this site, increasing operating costs and security risks.

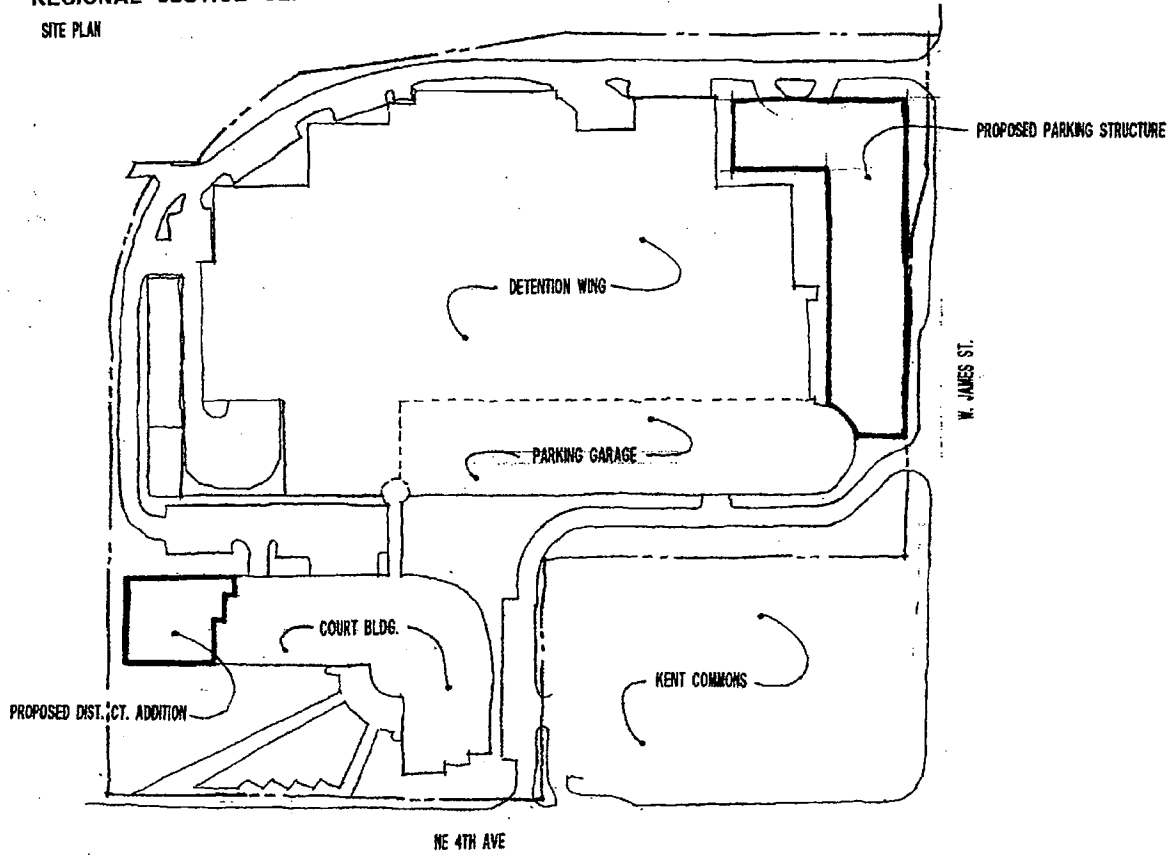
Therefore, it is not recommended that the Kent (Aukeen) site be considered as the location for a consolidated Kent District Court facility.

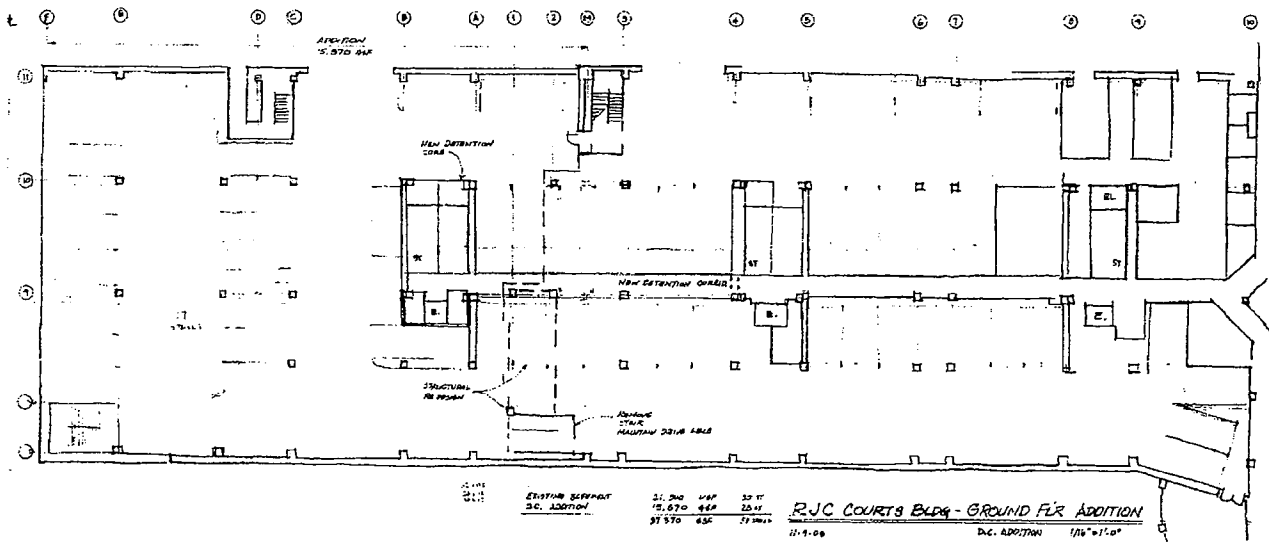
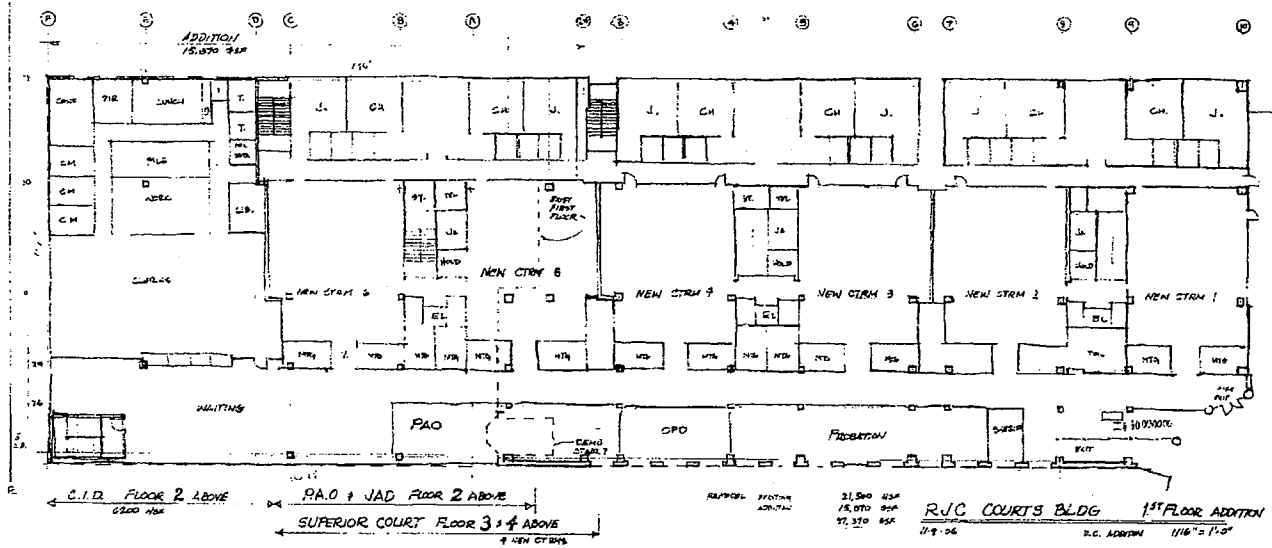
### *b. Consolidate at the present Regional Justice Center Site*

As directed by Ordinance 15328, which was approved by County Council in February 2006, this option would reserve space at the Regional Justice Center vacated by the Sheriff's CID unit when it is relocated into a downtown Seattle facility. The current space occupied by CID is approximately 20,000 square feet and is not sufficient to house all of the District Courts functions currently heard at the two court locations in Kent. Additional square footage would be required. The current parking demand for the two court locations in Kent exceeds the supply as defined in Chapter 2. District Court would require an additional 318 parking stalls on the site which could only be provided by expanding the existing parking structure and/or building a new one.

This option is depicted in the following conceptual space diagrams:

**REGIONAL JUSTICE CENTER  
SITE PLAN**





*c. Consolidate on New Site*

This option would construct a new facility and surface parking on nearby property (if available) and could meet the District Court requirements of a 31,000sf facility and 318 parking stalls.

*d. Interim Issues at Kent*

The options presented for consolidating facilities in Kent will meet the long term needs of District Court in this area but the time frame for implementation of these options would be a minimum of six years. In addition, these long-term solutions do not address the immediate need for two additional courtrooms in Kent. In this electoral district, there are currently five judges but only three courtrooms. Therefore, until the long-term solutions are completed, the District Court requires that an interim solution be put in place to solve the current shortage of courtrooms.

There are two possible solutions to provide the necessary additional courtrooms in the Kent area on an interim basis. They include 1) do not renew the lease with the City of Kent for use of the existing Aukeen Court and assign all four courtrooms to District Court, or, 2) find an existing building to lease that is suitable for four courtrooms and all ancillary court spaces. If using all four courtrooms in the existing Aukeen Court is determined to be the most feasible interim solution, then King County should allow for sufficient notice to the City of Kent of its intent not to renew the lease. In order to fully occupy all four courtrooms at the Aukeen facility, King County must follow the terms and conditions of the current lease which expires June 30, 2008. If the lease option is determined to be more feasible, District Court shall remain at the Aukeen Court in their current space until the leased facility is ready to occupy.

*e. Summary of Kent facility options*

Kent Consolidation at the RJC		Low Cost Range	High Cost Range
Expand at the RJC		10,160,000	19,050,000
Parking Structure at the RJC		10,560,000	19,800,000
	Totals	20,660,000	38,850,000



Kent Consolidation at New Site		Low Cost Range	High Cost Range
New Single story Facility		9,520,000	17,850,000
Surface Parking		1,280,000	2,400,000
Land Cost (assumption)		3,200,000	6,000,000
	Totals	14,000,000	26,250,000

*f. Pros and Cons*

- RJC Consolidation
  - Pros: Meets the directives outlined in the OMP and the District Court space requirements. Allows for sharing of space and resources with other RJC users. Provides flexibility for other uses which may become part of the District Court jurisdiction. Provides full palate of services at one location for the public.
  - Cons: Requires the construction of a parking structure which is expensive. Size of property at RJC may not be sufficient for the buildout necessary to meet all future needs of multiple users. May not be allowed by the City of Kent permitting agency.
  
- Consolidation at New Site near RJC Campus
  - Pros: Allows for surface parking which is less expensive than a parking structure. Provides the space needed for District Court functions. Close proximity to RJC provides ease of access for some sharing of resources. Provide campus of services for public. Allows for possible future expansion.
  - Cons: Separate structure reduces ability to fully share resources, i.e., security. Inmate transport may still poses some security problems unless a physical connection to the existing RJC detention facility is part of the plan. Adjacent property may not be available for County use.

**C. Life Cycle Cost Analysis of Alternatives**

**1. Options 1, 2, 3 & 4**

*Burien, Redmond, Shoreline, Issaquah, and Seattle Courts*

<b>LIFE CYCLE COST</b>				Shoreline, Redmond, Burien, Issaquah, & Seattle Courts									
(PRESENT WORTH METHOD)													
<b>Project</b>						<b>Option 1</b>				<b>Option 2</b>			
<b>Location</b>						Operational, Security & ADA				Expand Existing Facilities			
<b>PROJECT LIFE CYCLE (YEARS)</b>						Improvements							
<b>DISCOUNT RATE (% in decimals)</b>													
<b>Construction Costs</b>													
A)	Accessibility Improvements	0		698,000	698,000	1,311,000	1,311,000			0			0
B)	Holding Cells	0		1,418,000	1,418,000	2,659,000	2,659,000			0			0
C)	Access Control	0		276,000	276,000	518,000	518,000			0			0
D)	Surveillance Cameras	0		486,000	486,000	913,000	913,000			0			0
E)	New Parking Garage	0		8,960,000	8,960,000	16,650,000	16,650,000	8,960,000	8,960,000	16,650,000	16,650,000		
F)	Weapons Screening Area Expansion	0		409,000	409,000	689,000	689,000			0			0
G)	Expansion/Renovation							10,380,000	10,380,000	19,445,000	19,445,000		
H)	New Facility												
<b>Operational Costs</b>													
A)	Clear Storage Areas	0		230,000	230,000	460,000	460,000			0			0
B)	Equipment Central Processing	0			0		0			0			0
C)	Property Acquisition (estimate)												
<b>Total Initial Cost Impact (IC)</b>					12,477,000		23,200,000			19,340,000			36,095,000
<b>Initial Cost PW Savings</b>										(6,863,000)			(12,895,000)
<b>Replacement/Salvage Costs</b>													
A)	Expand ViPr Service	1	0.9346	129,000	120,560	190,000	177,570			0			0
B)		7	0.6227	129,000	80,334	190,000	118,322			0			0
C)		13	0.4150	129,000	53,530	190,000	78,843			0			0
D)		19	0.2765	129,000	35,669	190,000	52,536			0			0
E)			0.0000		0		0			0			0
F)			0.0000		0		0			0			0
G)			0.0000		0		0			0			0
H)			0.0000		0		0			0			0
<b>Total Replacement/Salvage PW Costs</b>					290,093		427,271			0			0
<b>Annual Operating Costs</b>													
A)	Night Court	3.0%	15,816	127,000	2,008,663	190,000	3,005,087			0			0
B)	Central Processing Unit	3.0%	15,816		0		0			0			0
C)	Expand Saturday Court	3.0%	15,816	25,000	395,406	38,000	601,017			0			0
D)			0.000		0		0			0			0
E)			0.000		0		0			0			0
F)			0.000		0		0			0			0
G)			0.000		0		0			0			0
<b>Total Operation/Maintenance (PW) Costs</b>					2,404,069		3,606,104			0			0
<b>Total Present Worth Life Cycle Costs</b>					15,171,162		27,233,375			19,340,000			36,095,000
<b>Life Cycle (PW) Savings</b>										(4,168,838)			(8,861,625)
PW - Present Worth PWA - Present Worth of Annuity													
<b>Annual Savings/Cost to County</b>					\$0		\$0			(357,730)			(760,421)

**LIFE CYCLE COST**

(PRESENT WORTH METHOD)

Project Location		Option 3 Build New/Surface Parking (includes estimated cost of land)				Option 4 Hear State Criminal Cases at 3 Locations			
PROJECT LIFE CYCLE (YEARS)									
DISCOUNT RATE (% in decimals)									
<b>Construction Costs</b>									
A)	Accessibility Improvements	0	0	0	0	572,000	572,000	1,076,000	1,076,000
B)	Holding Cells	0	0	0	0	1,418,000	1,418,000	2,659,000	2,659,000
C)	Access Control	0	0	0	0	256,000	256,000	480,000	480,000
D)	Surveillance Cameras	0	0	0	0	449,000	449,000	844,000	844,000
E)	New Parking Garage	0	1,888,000	1,888,000	3,535,000	3,535,000	0	0	0
F)	Weapons Screening Area Expansion	0	0	0	0	409,000	409,000	689,000	689,000
G)	Expansion/Renovation	0	3,720,000	3,720,000	6,975,000	6,975,000	3,720,000	3,720,000	6,975,000
H)	New Facility	0	13,210,000	13,210,000	24,775,000	24,775,000	0	0	0
<b>Other Initial Costs</b>									
A)	Clear Storage Areas	0	0	0	0	230,000	230,000	460,000	460,000
B)	Equipment Central Processing	0	0	0	0	0	0	0	0
C)	Property Acquisition (estimate)	0	2,000,000	2,000,000	2,000,000	0	0	0	0
<b>Total Initial Cost Impact (IC)</b>			18,818,000	18,818,000	35,285,000	7,054,000	7,054,000	13,183,000	13,183,000
<b>Initial Cost PW Savings</b>			(6,341,000)	(6,341,000)	(12,085,000)	5,423,000	5,423,000	10,017,000	10,017,000
<b>Replacement/Salvage Costs</b>									
A)	Expand ViPr Service	1	0.9346	0	0	0	0	0	0
B)		7	0.6227	0	0	0	0	0	0
C)		13	0.4150	0	0	0	0	0	0
D)		19	0.2765	0	0	0	0	0	0
E)			0.0000	0	0	0	0	0	0
F)			0.0000	0	0	0	0	0	0
G)			0.0000	0	0	0	0	0	0
H)			0.0000	0	0	0	0	0	0
<b>Total Replacement/Salvage PW Costs</b>			0	0	0	0	0	0	0
<b>Annual O&amp;M Costs</b>									
A)	Night Court	3.0%	15.816	0	0	0	0	0	0
B)	Central Processing Unit	3.0%	15.816	0	0	0	0	0	0
C)	Expand Saturday Court	3.0%	15.816	0	0	0	0	0	0
D)			0.000	0	0	0	0	0	0
E)			0.000	0	0	0	0	0	0
F)			0.000	0	0	0	0	0	0
G)			0.000	0	0	0	0	0	0
<b>Total Operation/Maintenance (PW) Costs</b>			0	0	0	0	0	0	0
<b>Total Present Worth Life Cycle Costs</b>			18,818,000	18,818,000	35,285,000	7,054,000	7,054,000	13,183,000	13,183,000
<b>Life Cycle (PW) Savings</b>			(3,646,838)	(3,646,838)	(8,051,625)	8,117,162	8,117,162	14,050,375	14,050,375
PW - Present Worth PWA - Present Worth of Annuity									
<b>Annual Savings/Cost to County</b>			(312,937)	(312,937)	(690,914)	\$696,538	\$696,538	\$1,205,670	\$1,205,670

2. Consolidation of Facilities at Kent

LIFE CYCLE COST		Consolidation of Kent Facilities							
(PRESENT WORTH METHOD)									
Project		RJC Expansion				New Facility			
Location									
PROJECT LIFE CYCLE (YEARS)									
DISCOUNT RATE (% in decimals)									
<b>Construction Costs</b>		Low Est.	PW	High Est.	PW	Low Est.	PW	High Est.	PW
A) Court Facility	0	10,160,000	10,160,000	19,050,000	19,050,000	9,520,000	9,520,000	17,850,000	17,850,000
B)	0		0		0		0		0
C) Multi-story parking structure	0	10,560,000	10,560,000	19,800,000	19,800,000				
D)	0		0		0		0		0
E) Surface Parking	0		0		0	1,280,000	1,280,000	2,400,000	2,400,000
F)	0		0		0		0		0
<b>Other Initial Costs</b>									
A) Land Cost Assumption	0		0		0	3,200,000	3,200,000	6,000,000	6,000,000
B)	0		0		0		0		0
C)									
<b>Total Initial Cost Impact (IC)</b>			20,720,000		38,850,000		14,000,000		26,250,000
<b>Initial Cost PW Savings</b>							6,720,000		12,600,000
<b>Replacement/Salvage Costs</b>	Year Factor								
A)	1.0000		0		0		0		0
B)	1.0000		0		0		0		0
C)	1.0000		0		0		0		0
D)	1.0000		0		0		0		0
E)	0.0000		0		0		0		0
F)	0.0000		0		0		0		0
G)	0.0000		0		0		0		0
H)	0.0000		0		0		0		0
<b>Total Replacement/Salvage PW Costs</b>			0		0		0		0
<b>Annual Operating Costs</b>	Est./00 PW/A								
A)	11.654		0		0		0		0
B)	11.654		0		0		0		0
C)	11.654		0		0		0		0
D)	0.000		0		0		0		0
E)	0.000		0		0		0		0
F)	0.000		0		0		0		0
G)	0.000		0		0		0		0
<b>Total Operation/Maintenance (PW) Costs</b>			0		0		0		0
<b>Total Present Worth Life Cycle Costs</b>			20,720,000		38,850,000		14,000,000		26,250,000
<b>Life Cycle (PW) Savings</b>							6,720,000		12,600,000
PW - Present Worth PWA - Present Worth of Annuity									
<b>Annual Savings/Cost to County</b>			\$0		\$0		576,647		1,081,213

### *D. Preferred Option*

District Court and the King County Executive acknowledge that a number of factors exist that could affect how District Court facility needs are met in the coming years. As decisions are made during the integration process of the County's criminal justice system planning efforts, situations that may have impacted District Court operations previously may no longer be an issue. That may cause individual elements from the various options proposed to be combined differently if that proves to be the best model for District Court. Cost analysis to determine feasibility will continue as plans evolve throughout the decision-making process.

Factors that could impact the course of events for District Court facilities include but are not limited to the following:

- Integration of other County criminal justice operation and facility planning efforts;
- Fluctuations in District Court staffing levels or caseload including case type;
- Legislative changes to state laws that may impact the Court's organization and jurisdiction;
- Judicial rulings related to limited jurisdiction courts;
- Cost-sharing agreements with contract cities; and
- Availability of funding through the King County budget process.

Pending the resolution of these issues, the preferred option of District Court and the King County Executive is Option 4 which combines operational changes and capital improvements. It suggests moving the State criminal caseload to the Seattle, RJC, and Issaquah facilities, making minor revisions to Shoreline, Burien and Redmond facilities, and remodeling the Seattle facility to meet program needs. It also assumes some type of consolidation of the Kent facilities and the continuation of efforts with the City of Bellevue to identify a solution to address their court facility needs. Because this option is a combination of operational and capital elements, adjustments may need to be made should case load/case type volumes change. An interim solution to provide two additional courtrooms in the Southeast Electoral District, which includes Kent, may also impact where case types are heard.

However, it is because Option 4 provides this level of flexibility that it is the preferred approach, particularly now, as the integration process for the County's criminal justice planning effort is taking shape. Option 4 defines long-term goals but by adding operational changes and interim facility solutions, it establishes a process to address District Court facility needs even if circumstances change within the County.

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**Appendix A**

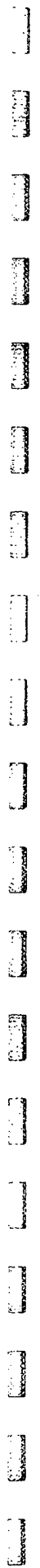
**County Space Standards**

**Section One – Executive Summary**

**Section Two – Introduction**

**Section Three – Space Policies**

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**King County  
Department of Executive Services**

**King County Space Plan 2004**

**Prepared by:**

**Facilities Management Division  
Kathy Brown, Division Director**

**JULY 2004**





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## Section One

### Executive Summary

The King County Space Plan 2004 reaffirms the conclusions drawn in the 2003 Space Plan with regard to the need to continue efforts to reduce the County's reliance on outside leased space. Since the geographic size and population of unincorporated King County is shrinking due to annexations and incorporations, one might expect corresponding reductions in staff. This is not the case with the core County services located in downtown Seattle. Many County services are provided regionally to incorporated areas as well as unincorporated King County. Examples of County agencies that provide this type of regional service include Public Health, the Department of Transportation, Records, Elections and Licensing Services Division, Superior Court, Prosecuting Attorney, and the Department of Adult and Juvenile Detention. Other County offices such as the King County Sheriff provide a mix of regional and unincorporated services. Additionally, some County agencies that provide direct service to unincorporated King County also provide services to incorporated cities on a contract basis. The Road Services Division and the King County Sheriff are good examples of this. Since a multitude of County services and corresponding staffing levels are not directly related to annexations/incorporations or current expense funding, it does not appear there will be significant overall reductions in King County staffing levels in the near future, particularly for those functions occupying downtown office space. Rather, there will be slight reductions in staffing to individual agencies created by annexations or other reductions to revenue sources that will be more than offset by increases to other agencies that provide regional services or who expand contracted services. Overall, County agencies expect staffing to increase from three to fourteen percent over the next 10 years.

Even though we conclude that the County's overall staffing requirements will most likely not decline over the long term, particularly in the downtown area, there will be specific consequences to certain agencies directly attributable to upcoming annexations. These agencies provide municipal type services to unincorporated King County or have shifted from providing services to unincorporated King County to providing contracted services to areas that have converted to cities. This change has the most significant impact on the many smaller suburban buildings that historically have housed agencies rendering services to unincorporated area residents and may result in a small amount of vacated space in the King Street Center Building and the Black River 900 building located in Renton. This condition applies to the Department of Transportation Roads Services Division, the Water and Land Resources Division of the Department of Natural Resources and Parks, and the Department of Development and Environmental Services. Section Four, Summary of Existing Conditions, highlights those suburban buildings that

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have been placed on a watch list as potentially not being needed for future County operations.

The 2003 Space Plan was transmitted for County Council consideration in late February 2003. The County Council Budget and Fiscal Management Committee (BFM) were briefed three times on the 2003 Space Plan; in October 2003, early February 2004 and finally in March 2004. At the March 2004 briefing the BFM concluded that it would be best not to take action on the 2003 Space Plan. Rather, the Committee decided that the upcoming 2004 Space Plan would have more up-to-date information about the County's workforce projections and would better tie to the space programming of the new County office building (NCOB). Accordingly, the 2004 Space Plan updates the last adopted Space Plan, the 2002 Space Plan.

The agency assignments to the NCOB have been reconciled to the staffing projections of this Plan resulting in a building large enough to house 1280 employees, consistent with the high end of the 10-year staff projections for these agencies. This is a revised estimate to that presented last fall (in the report titled An Approach to Reducing King County Office Space Costs) with the revisions described in more detail in the body of this Plan. Just under two floors of the new building will satisfy growth needs for the County tenants assigned to the new building up through 2014, the planning horizon for the 2004 Space Plan. Furthermore, the preliminary space programming in the NCOB is being used to develop a final draft of County-wide space standards that will be finalized and adopted with the next Space Plan. Proposed changes and expansion of the currently adopted space standards are presented at Section Three, Space Policies.

A probable range of staffing outcomes for County Departments over the next 10 years does not result in a significant reduction of downtown Seattle office space needs. Rather, the staffing forecast shows a slight growth in space needs as the probable outcome. In short, staffing reductions caused by the current plight of the County's Current Expense fund will affect primarily suburban specialty locations with required staff reductions for staff located downtown apt to be offset by staffing increases projected by those agencies not reliant on the Current Expense Fund.

The King County 2004 Space Plan also clearly establishes the Courthouse as a specialty facility for agencies that require security screening and a higher level of security throughout their building. Currently the County's detention facilities and courthouses have this level of screening. Duplicating this level of screening for general office settings is cost prohibitive. Projected growth as well as suburban specialty building consolidations may add to the demand for secured space in the Courthouse. It is likely that over the next 10 years some functions not in need of the heightened level of security may be moved to other locations to make room for those functions that do have a heightened security requirement or functions needing the heightened level of security may be moved from the Courthouse to other secured buildings. Such moves are less likely if staffing levels at the lower end of the forecasts prevail. Nevertheless, there will in all

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likelihood be moves out of the Courthouse over the long term to accommodate growth in functions requiring heightened security.

With that in mind the Facilities Management Division recently evaluated the feasibility of moving the Work Release Program from the Courthouse. That study concluded that while it is currently not cost effective to move Work Release from the Courthouse to create general office/courts backfill, there will be a time when this type of move may need to be considered again.

Major Maintenance will continue to be funded consistent with County Code expectations. The plan to reduce deferred maintenance has been developed with intent to maximize useful life of facilities and thereby avoid excessive repair and replacement costs. The Facilities Management Division is working to address conditions found from a Countywide building assessment survey and to strengthen management of the County's Facilities Major Maintenance Program.

The 2004 Space Plan addresses annexation/incorporation impacts by placing on a watch list those suburban facilities that may be affected by changing County service delivery. Suburban buildings placed on the watch list will be subject to reduced levels of refurbishment and rehabilitation until it is confirmed that individual buildings will be needed over the long-term for County operations. Upcoming surplus actions on the Renton and Federal Way District Court buildings are examples of this condition and the FMD expects that other small suburban buildings will more than likely no longer be needed for County programs. Capital investments in watch list buildings will be limited to near term and direct risks to health and safety or the physical integrity of those buildings. The 2004 Space Plan proposes a policy to address this condition.

The King County 2004 Space Plan also includes a draft set of revised space programming standards that are being tested and verified with the construction of a new office building. An implementation step accompanying the 2002 Space Plan called for a pilot test of modular furniture efficiencies. The Assessor's Office remodel was selected as the test project. Although affected employees of the Assessor's Office are primarily field employees, the Assessor reduced their 8<sup>th</sup> floor Administration Building space by over 20 percent freeing up space for other County functions and further reducing the reliance on leased space. Thus, under many circumstances, investment in upgraded modular furnishings may prove cost effective. Modular furniture will be a feature of the NCOB.

The Assessor's Office has taken this concept even further. Each work station is personalized ergonomically for individual employees by adjusting desk heights, providing ergonomically advanced chairs, and adjusting the heights of files and other work station features. If employees are moved or new employees arrive, individual work stations are again adjusted to meet those individuals' unique ergonomic circumstances. Assessor Office representatives report that employees are very happy with their new work environment. Thus, modern work station configurations not only provide opportunities to

save space, but also provide an opportunity to dramatically improve the working conditions for employees. The 2004 Space Plan proposes a policy that embraces this concept by calling for a feasibility study of systematic office furniture replacement and on-call ergonomic assistance to size and configure new work stations. The implementation plan for this policy will include a request for 2005 funding to perform the feasibility study and begin office upgrades as appropriate. These space improvements should also be closely coordinated with the County's technology plans and upgrades to computer equipment and other hardware.

The average occupancy for office workers in both owned and leased core facilities is 273 square feet per employee exclusive of courtrooms and court affiliated spaces. (See Table 2 for a list of buildings and staff included in this calculation.) This compares favorably to national occupancy benchmarks for similar type spaces. According to exchange data for 2002 presented by the Building Owners and Managers Association International (BOMA), average occupancies by relevant categories compared to the County average are as follows:

Category	Average Square Feet per Office Worker
<b>*King County General Office Occupancies – Budgeted</b>	<b>273</b>
<b>*King County General Office Occupancies – Actual</b>	<b>287</b>
Private Sector - All Buildings	333
Private Sector - All Downtown Owner Occupied Buildings	332
Private Sector – 100,000 to 300,000 Sq Ft Owner Occupied Buildings	322
Public Sector – All Buildings	386

\*Does not include true temporary employees. Includes TLT's.

The FMD goal with regard to space occupancies is to reduce the average square foot occupancies for County agencies even further, particularly for those agencies that have square foot occupancies materially higher than the County average.

With the completion of the Courthouse Seismic Project and the programming of a new building or buildings, expectations are that future tenant improvements in both the Yesler Building and Courthouse will be designed using these space standards. Proposed space standards will then be tested against the results of this programming effort but in the context of accommodating probable staff growth over the next 5 to 10 years. A combination of space efficiency initiatives and long-term office building strategies will result in an optimum sized building or buildings for County agencies and more efficient use of the larger downtown core office buildings.

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**Following is the King County Space Plan 2004 in its entirety. The detailed data that served as the foundation for the analysis included herein is presented in the Appendices to this plan.**

**A summary of the key recommendations follows.**

*We recommend that:*

- *The lease conversion efforts continue through construction of an office building at the King County Automotive Center site adjacent to the Administration and Yester Buildings.*
- *Program and facility master planning be completed for the Department of Adult and Juvenile Detention, District Courts, Superior Court, and the Sheriff and the results of that planning be incorporated into future space plans.*
- *Program and facility master planning be initiated for the Records and Elections Division of the Department of Executive Services.*
- *Suburban buildings placed on the surplus watch list be subject to a reduced level of capital investment for rehabilitation or upgrade. Capital investments should be limited to only those items that are a near term and direct threat to health and safety or, if left unattended, would result in failure of a building component. Watch list buildings are identified in Section Four.*
- *The County undertake a broad planning process related to services currently delivered at suburban locations and develop a strategy to reconfigure the location and services delivered in the suburbs as additional annexations to cities occurs. Contracts with cities for delivery of services should also be considered in this effort. This process should consider the results of the current program and facility planning being conducted for the Department of Adult and Juvenile Detention, District Courts, Superior Court, and the Sheriff.*
- *County space standards be further tested and affirmed through the process of programming the new county office building.*
- *Modern workstation furnishings and filing systems continue to be considered in remodels of existing County owned space and planned into the new County office building. The FMD should undertake a feasibility evaluation and, if feasible, develop a strategy for systematically upgrading all office work stations. Decisions on installing such furnishings should be considered when proven cost effective and/or would result in substantial ergonomic improvements to work space.*
- *The County implement a change to future budgeting and financing opportunities for space by utilizing a full costing model to recover space costs.*
- *The Executive propose a revised process to transmit the Space Plan biannually on March 1<sup>st</sup> as a component of the annual Comprehensive Plan amendment rather than in August.*

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## Section Two

### Introduction

The King County Space Plan 2004 (2004 Space Plan) is an Executive initiative that documents existing space conditions in the County, and guides efforts to remedy current space deficiencies.

Space planning is an ongoing function of the Executive who, on an annual basis, is to produce documentation of the process, provide a snapshot of the current space conditions, and recommend a road map of how to address County space requirements in the future. The Space Plan then creates the foundation for decision-making about the advisability of making significant capital investments in buildings.

On July 10, 2002 the County Council Budget & Fiscal Management Committee approved the 2002 Space Plan and moved it forward for approval by the full County Council. The full County Council passed the King County Space Plan 2002 as an amendment to the County's Comprehensive Plan on November 25, 2002. This was the first Plan to incorporate recommendations by the Space and Facilities Peer Review Panel (Peer Panel).

In February 2003 the County Executive transmitted for County Council consideration the 2003 Space Plan that was a continuation and enhancement of the County's planning efforts and was proposed as part of the King County Comprehensive Plan Update. The County Council's Budget & Fiscal Management Committee was briefed three times on the Plan but elected to defer approving a County space plan until the Council received the 2004 Space Plan and was ready to consider and approve the New County Office Building (NCOB).

The 2004 Space Plan now being transmitted for County Council consideration serves as a foundation for the sizing and programming of the NCOB and is proposed as part of the King County Comprehensive Plan Update. This plan, by King County Code, is due to the County Council by August 1<sup>st</sup> of each year. The transmittal of the Space Plan has been accelerated to better tie to the preliminary phases of the NCOB project. The 2004 Space Plan contains the following sections:

#### **Space Policies**

Section Three summarizes the County's proposed space policies and describes any significant proposed changes to the space policies approved by the County Council as part of the 2002 Space Plan. Appendix I presents a policy matrix listing major space policies as approved since the 1993 Space Plan and those policies accompanying the 2004 Space Plan.



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### **Summary of Current Conditions**

Section Four contains narrative and summary tables describing current conditions by department and facility with reference to:

- Current authorized FTE levels including budgeted term limited employees.
- Current actual FTE levels not including true temporary employees.
- An identification of the deviation between actual space occupancy and the application of average space occupancy and a discussion of variables affecting space occupancy.
- Summary of leased and owned office space, primarily in the Downtown area.
- Summary of building conditions.
- Summary of building locations.
- Current major maintenance needs (with reference to the Major Maintenance Plan).

A new feature added in the 2004 Space Plan is a discussion of the smaller suburban buildings and the maintenance strategy associated with those buildings that may be found surplus to County needs with a reconfiguration of those County programs that have historically delivered services to unincorporated King County.

Of note here is that the methodology for identifying square footage occupancies and numbers of employees working in general office settings have been improved. The square footage occupancies identified for most County buildings have been plotted on software that calculates the square foot occupancies based on updated Building Owners and Managers Association (BOMA) definitions of rentable square feet. Recent changes to the BOMA definitions of rentable square feet have actually increased the types of spaces included in those calculations. Furthermore, the identification of staff occupancies now excludes those employees who do not require dedicated office space. These changes have resulted in an increase to the rentable square feet per employee previously reported. However, the County occupancy per employee is still substantially under the average occupancies for comparably sized buildings.

### **Long-Term Projections**

Section Five presents narrative describing projections for FTE growth and space needs by department. It also references department operational and facility plans as appropriate. Appendix III presents projections by department for one, three, six, and 10 years into the future as well as current space occupancy. Section Five also presents information on sizing the new County office building.

### **Implementation Plan**

Section Six provides a 3 to 5 year implementation plan tied to the proposed space policies. The implementation plan documents how the 2004 Space Plan's policy goals will be realized in the mid-term. A description of how the County finances both leased and owned space is included along with specific issues about leasing, buying or

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building space, moving or consolidating facilities, and a timeline for decision making. For specific proposals, the 2004 Space Plan presents:

- The reason it is being proposed and how it relates to space plan policies;
- A timeline identifying major decision and implementation points; and
- The specific alternatives being considered in addition to the proposal.

### **Assessment of Space Plan Policies**

Section Seven explains the continuity or discontinuity between the 2004 and 2002 Space Plan policies and how well the space plan policies are being achieved.

The general methodology of data collection and analysis used to generate the 2004 Space Plan was as follows:

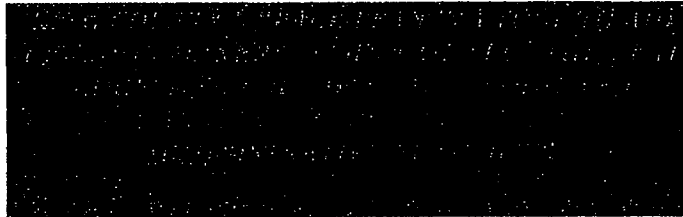
- Each department was asked to fill out space planning templates in early January and submit those templates by February 28<sup>th</sup>.
- Each department was asked to submit a business plan as part of that department's 2004 budget request.
- Each department was asked to attend an interview to respond to specific questions regarding 10 year space projections as well as follow up on issues generated from the space planning templates.
- Each department was asked to respond in writing to a series of questions about staffing and staffing projections.
- The Office of Management and Budget (OMB) provided information about expected future annexations and Council actions in the adoption of the 2004 Budget that would affect staffing levels.
- A review of the annexation forecasts was undertaken to determine whether there were substantial forecast risks associated with future annexations.
- A review of Council actions was undertaken to determine whether or not those actions resulted in material staff shifts not contemplated when forecasts were developed.

The result is a 2004 Space Plan that accurately portrays current conditions and predicts a probable range of growth or contraction in County department office space needs over a 10 year period.



## Section Three

### Space Policies



#### PURPOSE

The 2004 Space Plan provides information regarding agency location, area occupied, potential for growth or shrinkage, and other data that indicates the office space conditions of the County. It indicates whether agencies are overcrowded or have underutilized space, if the space is owned or leased, and if leased, the rate and expiration date of the lease. The 2004 Space Plan addresses administrative office space, court space and other support spaces where the executive, legislative and judicial business of the County occurs, while excluding specialized space such as jails, health centers, district courts, police precincts or other program defined facilities. The 2004 Space Plan also presents information about the staff projections related to those agencies that are planned to occupy the New County Office Building (NCOB).

Following are the 2004 proposed Space Policies and an explanation of changes to the space plan policies approved with the 2002 Space Plan. A matrix presenting a comparison of past, current (2002 Space Plan), and 2004 proposed policies is presented at Appendix I.

#### 2004 SPACE PLAN

Proposed Space Policies	Explanation of Changes to 2002 Adopted Policies
Co-locate services where functional relationships and/or user accessibility warrant.	<i>No change.</i>
Retain, upgrade, and restore the King County Courthouse for those functions requiring weapons screening or heightened levels of security though-out one building.	<i>The language specifically acknowledges the Courthouse as a specialty building serving those agencies that require enhanced off hour security and weapons screening. As such, expansions of space needs for these functions will be accommodated, when possible, by space from within the Courthouse. This is particularly true for court functions. Under these circumstances, functions currently located in the Courthouse and not requiring weapons screening and enhanced security will be candidates for moves out of the Courthouse. Alternatively, these circumstances could also lead to</i>

Proposed Space Policies	Explanation of Changes to 2002 Adopted Policies
	<i>consideration of moving functions such as Work Release, that do require the enhanced security, from the Courthouse to another County owned highly secured facility.</i>
<p>Locate services outside of the regional centers when warranted by the need to serve particular localities, the need for a particular specialized location or environment, the ability to reduce cost or improve functioning in cases where public accessibility and visibility are not significant issues or a use which is not appropriate in an urban center.</p>	<i>No Change</i>
<p>Develop and maintain safe, attractive public buildings that create a good image for government and that are sound financial investments.</p> <p>Start moving from high dependence on short-term leased space in the downtown area to owned space or long-term leased space with the option to own when lease space exceeds 10 percent of downtown general office space and when it is shown that building ownership will pay off in the long run.</p> <p>Consider and select ownership options in the suburban areas when it can be clearly demonstrated that ownership will pay off in the long run.</p>	<i>No Change</i>
<p>The cost and disruption of short-term moves will be avoided unless:</p> <ul style="list-style-type: none"> <li>• Warranted by the inadequacy or inappropriateness of current space.</li> <li>• Necessary to achieve flexible lease terms in contemplation of an ultimate move to a County owned facility.</li> <li>• Necessary to economically reclaim pockets of vacant space created through budgetary reductions.</li> <li>• Necessary as an interim measure during capital improvement projects.</li> </ul>	<i>Recognizes the need to keep to a minimum the disruption associated with moves unless securing appropriate holdover leases in contemplation of a new County office building or recapturing blocks of vacated space for use by expanding agencies or agencies vacating leased or owned space.</i>
<p>Established Programming Space Standards will be prescribed as per square foot ranges for various categories of County Employees and specialty programmed space. These Standards are to be used during planning and design. Adjustments to the actual square footage standard may occur during design as a result of the physical constraints of a given building or</p>	<p><i>Use of Space Standards during planning and design is clarified. Deviations from Space Standards during implementation are also clarified along with an identification of the Facilities Management Division as the certifying agency.</i></p> <p><i>Establishes goal of achieving highly efficient environmental friendly and sustainable buildings,</i></p>

Proposed Space Policies	Explanation of Changes to 2002 Adopted Policies
<p>specialty programmatic requirements of the tenant agency. The Director of the Facilities Management Division will certify that designs fully comply with the space standards except for specific conditions noted.</p> <p>County employees will be provided with office space that:</p> <ul style="list-style-type: none"> <li>• Is highly functional and handicapped accessible;</li> <li>• Is kept clean, reasonably secured, and well maintained;</li> <li>• For County-owned buildings, complies with King County Administrative Policies and Procedures (FES 9-3) or future County Council policy direction, Green Building Initiative. The FES 9-3 directs Offices and Departments to support the use of LEED methods and techniques. The LEED criteria cover sustainable sites, water efficiency, energy efficiency and quality of the atmosphere, materials and resources, indoor environmental quality, and innovations. Thus, this includes practices that conserve resources, use recycled content materials, maximize energy efficiency, and otherwise consider environmental, economic and social benefits in the design and construction of a building project. The County Council may adopt legislation related to achieving LEED certifications.</li> <li>• Is in a building designed to protect health and safety in the event of a major earthquake; and</li> <li>• Uses, to the maximum extent possible, modern modular furnishings and configurations to enhance the functionality and efficiency of office space, and to substantially improve the ergonomics of the work environment.</li> </ul>	<p><i>particularly when planning new buildings. Introduces the concept of using modern modular furnishings to increase efficiency and create a work environment that has less ergonomic risk.</i></p> <p><i>Clarifies that the Green Building Initiative applies primarily to County-owned buildings. However, "Green" features should be considered when tenant improvements are installed, on behalf of the County, in leased space.</i></p>

**Proposed Program Space Standards**

The space standards currently used by the County were initially adopted as part of the 1993 King County Space Plan. The data for these standards was compiled from a survey of several similar government agencies' space plans, from 1984 to 1990. This information is now largely out of date and does not account for today's modern

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workstation configurations. The space standards are guidelines that establish the technical foundation for space programming in new or refurbished space.

Appendix II compares the existing space standards to standards prescribed by the "Goat Hill" H3 study, standards applied to an Assessor's Office pilot upgrade of space and furnishings, standards recently applied by the City of Seattle, and draft standards proposed with the 2004 Space Plan. The draft standards with the 2004 space plan are based on preliminary NCOB work performed by the firm of Gensler and Company and preliminary NCOB programming being performed by the development team of Wright Runstad and Company and architect firm of Zimmer, Gunsul, Frasca Partnership.

There exists a need for new, modernized space standards that better adhere to modern work practices and environments and takes advantage of new materials and ergonomic friendly office furnishings. A recent pilot test of these concepts for the Assessor's Office on the 8<sup>th</sup> Floor of the Administration Building has resulted in 20 percent more efficient use of space and a 5-year payback on investments in modern office furnishings. This level of efficiency was achieved in an environment where a majority of employees are field staff spending many hours away from the office. Further application of these concepts may result in similar levels of efficiency in settings where the employees spend the majority of their time in the office.

Following are the proposed programming space standards for general office space for King County.

<b>Category Personnel Space</b>	<b>Low Sq Ft</b>	<b>High Sq Ft</b>
<b>Elected Officials</b>		
Executive*	250	400
Councilmember*	250	400
Assessor*	250	400
Prosecuting Attorney*	250	400
Sheriff*	250	400
Presiding Judge*	250	400
Superior Court Judge*	200	225
District Court Judge*	200	225
<b>Appointed Officials</b>		
<b>Executive Appointees</b>		
Department Director*	200	225
Division Manager*	150	175
Section Manager*	120	130
<b>Council Appointees</b>		
Ombudsman*	200	225
Board of Appeals Chair*	200	225
Hearing & Zoning Chair*	200	225
Other Appointees**	120	130
<b>County Staff</b>		
<b>Administrative</b>		
Executive Designated**	120	130
Manager	85	100
Administrative Assistant	85	100
Assistant Manager	85	100
Supervisor	85	100
Supervising Attorney	120	150
<b>Professional</b>		
Executive Designated**	120	130
Planner	70	85
Architect	70	85
Engineer	70	85
Specialist	65	80
Accountant/Fiscal	70	85
Technician	65	80
Attorney	120	130
Field Staff	55	64
<b>Clerical</b>		
Office Technician	55	64
<b>Secretarial</b>		
Confidential Secretary	65	80
Secretary	55	64
<b>Temporary</b>		
Extra Help	55	64
Intern	45	64
Work Study	45	64



The space standards adopted in 1993 did not address the issue of hard wall offices. King County Administrative Policies and Procedures, RPM 9-1 (A-EP) dated September 14, 1987 is the only authoritative County directive on private offices. According to those policy/procedures, offices should be provided for elected officials, department directors, division managers, section heads, and administrative assistants to department directors. Special space requirements were to be handled on a case-by-case basis. The space standards cited above also identify the categories of employees who will be provided hard wall offices. Those categories are identified with an asterisk. Note the categories identified with a double asterisk are those categories that the Executive or designee (or chief elected official) can authorize hard wall offices. The planning and design of space will include formal approval of any hard wall offices for categories identified with a double asterisk.

Specialty space, internal circulation, floor, and building common areas can account for a significant portion of space assigned to individual agencies. This is much higher for specialty functions such as the District or Superior Courts. Standards related to these types of spaces, exclusive of the Courts, will be developed as the program plan is established for the County's new office building or buildings but were drafted in the early phases of NCOB development as:

Category	Size	Sq Ft	Assumptions
Conference Room	Extra Large 20+ people	875	1 for every 201 staff rounded down
Conference Room	Large 14 - 18 people	525	1 for every 101 staff rounded up
Conference Room	Medium 8 - 12 people	300	1 for every 51 staff rounded up
Conference Room	Small 4 - 6 people	180	1 for every 21 staff rounded up
Training Room	40 people	1350	1 for every 201 staff rounded down
Copy/Supply Room		120	1 for every 151 staff rounded up
Mail Room		120	1 for every 301 staff rounded down
Coffee Station		120	1 for every 151 staff rounded up
Break Room		180	1 for every 301 staff rounded up
Shipping/Receiving		180	1 for every 301 staff rounding varies
Storage Room		180	1 for every 101 staff rounded up
Main Data Frame		180	
Intermediate Data Room		54	

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The above space standards will be tested and refined as part of the programming of the County's new office building.

Application of these space standards does not account for specialty programmatic needs of building tenants or specific space requirements created by the various lines of business undertaken by individual agencies. These guidelines require that specialty needs and unique business driven space requirements be considered when programming space.



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**Appendix B**

**ADA Accessibility Summary Report**

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King County District Court  
PRELIMINARY ACCESSIBILITY SURVEY

A	King County Courthouse	Accessible path	Probation	E310	Remove furniture in front of reception desk						
B	King County Courthouse	Coat rack + shelf	Courtroom	E302	Lower existing to 48" maximum or add new at lower height						
B	King County Courthouse	Coat rack + shelf	Courtroom	E308	Lower existing to 48" maximum or add new at lower height						
B	King County Courthouse	Coat rack + shelf	Jury Room	E310	Lower existing to 48" maximum or add new at lower height						
B	King County Courthouse	Coat rack + shelf	Jury Rm Vestibule	E323	Lower existing to 48" maximum or add new at lower height						
B	King County Courthouse	Coat rack + shelf	Jury Room	E325	Lower existing to 48" maximum or add new at lower height						
B	King County Courthouse	Coat rack + shelf	Courtroom	E326	Lower existing to 48" maximum or add new at lower height						
B	King County Courthouse	Coat rack + shelf	Courtroom	E339	Lower existing to 48" maximum or add new at lower height						
B	King County Courthouse	Coat rack + shelf	Courtroom	E341	Lower existing to 48" maximum or add new at lower height						
C	King County Courthouse	Counter (Reception)	Probation	E310	Modify portion of existing counter to 36" max. AFF						
C	King County Courthouse	Counter	Payment Center	E327	Modify portion of existing counter to 34" AFF						
C	King County Courthouse	Counter (Reception)	Courtroom Vestibule	E338	Modify portion of existing counter to 34" AFF						
D	King County Courthouse	Counter (furnishings)	Jury Room	E322	Add lower countertop/table for coffee + telephone use						
D	King County Courthouse	Counter (furnishings)	Jury Room	E325	Add lower countertop/table for coffee + telephone use						
D	King County Courthouse	Counter (furnishings)	Jury Room	E337	Add lower countertop/table for coffee + telephone use						
E	King County Courthouse	Document racks	Probation	E310	Lower to 48" AFF maximum reach height, 15" minimum						
E	King County Courthouse	Document racks	Payment Center	E327	Lower to 48" AFF maximum reach height, 15" minimum						
E	King County Courthouse	Document racks	Courtroom Vestibule	E337	Lower to 48" AFF maximum reach height, 15" minimum						
E	King County Courthouse	Document racks	Courtroom Vestibule	E338	Lower to 48" AFF maximum reach height, 15" minimum						
E	King County Courthouse	Document racks	OPJ Reception	W1034	Lower to 48" AFF maximum reach height, 15" minimum						
F	King County Courthouse	Doors	Courtroom Vestibule	E301	Decrease opening force on door closer to 5#						
F	King County Courthouse	Doors	Courtroom	E302	Decrease opening force on door closer to 5#						
F	King County Courthouse	Doors	Courtroom	E308	Decrease opening force on door closer to 5#						
F	King County Courthouse	Doors	Probation	E310	Decrease opening force on door closer to 5#						
F	King County Courthouse	Doors	Courtroom Vestibule	E312	Decrease opening force on door closer to 5#						
F	King County Courthouse	Doors	Jury Rm Vestibule	E323	Decrease opening force on door closer to 5#						
F	King County Courthouse	Doors	Jury Restroom	E323A	Decrease opening force on door closer to 5#						
F	King County Courthouse	Doors	Jury Restroom	E323B	Decrease opening force on door closer to 5#						
F	King County Courthouse	Doors	Jury Room	E325	Decrease opening force on door closer to 5#						
F	King County Courthouse	Doors	Courtroom	E326	Decrease opening force on door closer to 5#						
F	King County Courthouse	Doors	Payment Center	E327	Decrease opening force on door closer to 5#						
F	King County Courthouse	Doors	Courtroom Vestibule	E337	Decrease opening force on door closer to 5#						
F	King County Courthouse	Doors	Courtroom Vestibule	E338	Decrease opening force on door closer to 5#						
F	King County Courthouse	Doors	Courtroom	E339	Decrease opening force on door closer to 5#						
F	King County Courthouse	Doors	Courtroom	E341	Decrease opening force on door closer to 5#						
F	King County Courthouse	Doors	Men's Restroom	W1061	Replace existing knobs w/ compliant door levers						
F	King County Courthouse	Doors	Women's Restrm	W1063	Replace existing knobs w/ compliant door levers						

King County District Court  
PRELIMINARY ACCESSIBILITY SURVEY

G	King County Courthouse	Jury Box	Courtroom	E302	Provide accessible space
G	King County Courthouse	Jury Box	Courtroom	E308	Provide accessible space
G	King County Courthouse	Jury Box	Courtroom	E326	Provide accessible space
G	King County Courthouse	Jury Box	Courtroom	E339	Lower portion for wheelchair access with 5' clear turning space
G	King County Courthouse	Jury Box	Courtroom	E341	Provide accessible space
H	King County Courthouse	Kitchenette	Jury Room	E322	Replace existing sink and faucet to be accessible, relocate soap and towel dispensers
I	King County Courthouse	Notice Board	Payment Center	E327	Increase font size
J	King County Courthouse	Notice Board (sched.)	Courtroom Vestibule	E301	Install case schedule board for accessible viewing
J	King County Courthouse	Notice Board (sched.)	Courtroom Vestibule	E338	Install case schedule board for accessible viewing
J	King County Courthouse	Notice Board (sched.)	Courtroom Vestibule	E312	Install case schedule board for accessible viewing
J	King County Courthouse	Notice Board (sched.)	Courtroom Vestibule	E324	Install case schedule board for accessible viewing
J	King County Courthouse	Notice Board (sched.)	Courtroom Vestibule	E337	Install case schedule board for accessible viewing
K	King County Courthouse	Plumbing	Women's Restrm	E321	Relocate seat cover dispenser to 40" AFF at opening in accessible stall
L	King County Courthouse	Plumbing	Jury Restroom	E323A/B	Modify entire layout of one of existing restrooms for compliance including threshold
M	King County Courthouse	Plumbing	Women's Restrm	E321	Wrap exposed pipes under all lavatories
M	King County Courthouse	Plumbing	Men's Restroom	W1061	Wrap exposed pipes under lavatory
M	King County Courthouse	Plumbing	Women's Restrm	W1063	Wrap exposed pipes under lavatory
N	King County Courthouse	Public seating	Courtroom	E302	Remove end cap from one bench for lateral access, provide space for wheelchair
N	King County Courthouse	Public seating	Courtroom	E308	Remove end cap from one bench for lateral access, provide space for wheelchair
N	King County Courthouse	Public seating	Courtroom	E341	Remove end cap from one bench for lateral access, provide space for wheelchair
O	King County Courthouse	Public seating	Courtroom	E326	Provide space(s) for wheelchair among seating
O	King County Courthouse	Public seating	Courtroom	E339	Provide space(s) for wheelchair among seating
P	King County Courthouse	Signage	Probation	E305	Install accessible room name/number sign with braille
P	King County Courthouse	Signage	File Storage	E310	Install accessible room name/number sign with braille
P	King County Courthouse	Signage	OPD	E313	Install accessible room name/number sign with braille
P	King County Courthouse	Signage	Telephone Closet	E319	Install accessible room name/number sign with braille
P	King County Courthouse	Signage	Jury Room	E320	Install accessible room name/number sign with braille
P	King County Courthouse	Signage	Jury Rm Vestibule	E322	Install accessible room name/number sign with braille
P	King County Courthouse	Signage	Payment Center	E323	Install accessible room name/number sign with braille
P	King County Courthouse	Signage	Payment Center	E327	Install accessible room name/number sign with braille
P	King County Courthouse	Signage	Janitor Closet	E329	Install accessible room name/number sign with braille
P	King County Courthouse	Signage	Electrical Closet	E343	Install accessible room name/number sign with braille
P	King County Courthouse	Signage	Electrical Closet	E345	Install accessible room name/number sign with braille

King County District Court  
PRELIMINARY ACCESSIBILITY SURVEY

P	King County Courthouse	Signage	Judge	E345	Install accessible room name/number sign with braille				
P	King County Courthouse	Signage	OPJ Reception	W1034	Install accessible room name/number sign with braille				
P	King County Courthouse	Signage	Men's Restroom	W1061	Install accessible room name/number sign with braille				
P	King County Courthouse	Signage	Women's Restrm	W1063	Install accessible room name/number sign with braille				
Q	King County Courthouse	Signage	Pay Center	E340	Modify existing - braille must be below corresponding text				
R	King County Courthouse	Tables (Attorney)	Courtroom	E302	Modify or replace existing tables for 27" min. clear kneespace				
R	King County Courthouse	Tables (Attorney)	Courtroom	E308	Modify or replace existing tables for 27" min. clear kneespace				
R	King County Courthouse	Tables (Attorney)	Courtroom	E326	Modify or replace existing tables for 27" min. clear kneespace				
R	King County Courthouse	Table	Jury Room	E337	Modify or replace existing tables for 27" min. clear kneespace				
R	King County Courthouse	Tables (Attorney)	Courtroom	E339	Modify or replace existing tables for 27" min. clear kneespace				
R	King County Courthouse	Tables (Attorney)	Courtroom	E341	Modify or replace existing tables for 27" min. clear kneespace				
S	King County Courthouse	Witness Box	Courtroom	E302	Provide accessible space				
S	King County Courthouse	Witness Box	Courtroom	E308	Provide accessible space				
S	King County Courthouse	Witness Box	Courtroom	E326	Provide accessible space				
S	King County Courthouse	Witness Box	Courtroom	E341	Provide accessible space				
S	King County Courthouse	Witness Box	Courtroom	E339	Add accessible ramp and lower platform 7" (one step)				





Improvements for Accessibility

Building	Element	Barrier	Solution
Aukeen District Court	Accessible Parking	The number of standard accessible stalls and van-accessible stalls is below the required minimum, and/or they are non-compliant in configuration.	There are 101 total parking stalls, requiring 5 accessible stalls, including 1 van accessible stall. There are currently (6) designated accessible parking stalls; however, (1) accessible stall is non-compliant in configuration. There are no designated v
Aukeen District Court	Accessible Parking	The accessible parking stalls are (or will be) across a vehicular way from the accessible building entry.	Add striping for a marked crosswalk (leading from access aisle to building entry). Add detectable warnings (raised truncated dome with contrasting surface) at crosswalk area where area approaches vehicular way.
Aukeen District Court	Alarms	The audible alarms were not tested. They may not be loud enough to meet accessibility requirements for the hearing impaired.	Test the alarms. Add horns or replace strobes, where needed, to comply with accessibility requirements. Owners item.
Aukeen District Court	Alarms	These areas have an audible alarm system, but no visual alarms.	Test the alarms. Add horns or replace strobes, where needed, to comply with accessibility requirements. Owners item.
Aukeen District Court	Alarms	The clearance is less than 32" between the open door and the jamb.	Lower pull stations to 54" AFF at the indicated number of locations.
Aukeen District Court	Assembly Areas - Indoor & C	The clearance is less than 32" between the open door and the jamb.	Provide a portable assistive listening system, outlets and wiring. Provide signage which complies with 4.30 to notify of the availability of this system.
Aukeen District Court	Doors	The clearance is less than 32" between the open door and the jamb.	Adjust door closer.
Aukeen District Court	Doors	The clearance is less than 32" between the open door and the jamb.	Install power assisted door operator with push button.
Aukeen District Court	Doors	The clearance is less than 32" between the open door and the jamb.	Recommend no change if Barrier 156.00 (under Restroom) is implemented.
Aukeen District Court	Doors	The clearance is less than 32" between the open door and the jamb.	Install power assisted door operator with push button.
Aukeen District Court	Doors	There is insufficient maneuvering clearance at the door approach, and/or the approach is sloped.	Install power assisted door operator with push button.
Aukeen District Court	Doors	There is insufficient maneuvering clearance at the door approach, and/or the approach is sloped.	Adjust door closer.
Aukeen District Court	Doors	There is insufficient maneuvering clearance at the door approach, and/or the approach is sloped.	Adjust door closer.
Aukeen District Court	Doors	There is insufficient maneuvering clearance at the door approach, and/or the approach is sloped.	Adjust door closer.
Aukeen District Court	Exterior Accessible Routes	There is insufficient maneuvering clearance at the door approach, and/or the approach is sloped.	Add bevel edge (if change is less than 1/2"). Add detectable warnings (raised truncated domes with contrasting surface) at existing curb ramp.
Aukeen District Court	Interior Accessible Routes	The door hardware requires pinching, gripping, or twisting.	Remove and/or relocate the stanchions (tie ropes). Owners item.
Aukeen District Court	Interior Accessible Routes	The door moves too quickly and/or requires excessive force to operate.	Lower a 36" long section of the existing counter to a height of 36" AFF.
Aukeen District Court	Interior Accessible Routes	The indicated reception counter is too high to be reached by someone in a wheelchair.	Lower the existing document rack to within accessible reach range.
Aukeen District Court	Interior Accessible Routes	The indicated reception counter is too high to be reached by someone in a wheelchair.	Remove and/or lower the bulletin board.
Aukeen District Court	Interior Accessible Routes	The indicated object is too high to be reached by someone in a wheelchair.	Remove and/or relocate the file cabinet. Owners item.

Improvements for Accessibility

Building	Element	Barrier	Solution
Aukeen District Court	Judicial, Legislative & Regulatory	The indicated object is too high to be reached by someone in a wheelchair.	Remove the arm rests (end panel) from the indicated number of seats at public bench seating.
Aukeen District Court	Judicial, Legislative & Regulatory	The indicated object is too high to be reached by someone in a wheelchair.	Recommend no change at this time. It may not be readily achievable to provide a ramp at Jury/Witness Box areas. Assure that area adjacent to Witness Box and Jury Box is provided for a wheelchair user (area should provide visual relationship between jur
Aukeen District Court	Judicial, Legislative & Regulatory	The indicated object is too high to be reached by someone in a wheelchair.	Relocate and/or reconfigure the equipment to make the route accessible. Owners item.
Aukeen District Court	Restrooms	There are objects which protrude into the accessible route.	Relocate partition/ remove coffee bar (at Jury Room) to expand size of the Jury Restroom. Relocate lavatory to provide required side clearance at toilet fixture. Further design study required.
Aukeen District Court	Restrooms	There are objects which protrude into the accessible route.	Remove (1) existing toilet stall partition and replace with (1) narrower metal toilet stall partition that provides accessible stall size configuration.
Aukeen District Court	Restrooms	There are objects which protrude into the accessible route.	Remove (1) existing toilet stall partition and replace with (1) narrower metal toilet partition that provides the accessible stall configuration.
Aukeen District Court	Restrooms	There are objects which protrude into the accessible route.	Install a lift seat.
Aukeen District Court	Restrooms	There are objects which protrude into the accessible route.	Replace with new grab bars.
Aukeen District Court	Restrooms	The room lacks the required wheelchair turning space of 60" diameter or a "T-shaped" space for 180 degree turning.	Replace with new grab bars.
Aukeen District Court	Restrooms	The existing grab bars do not comply with the requirements for accessibility.	Replace with new grab bars.
Aukeen District Court	Restrooms	The flush controls are not on the wide side of the toilet, or are higher than 44", or require gripping, twisting, pinching, or more than 5 lbf. force.	Relocate the dispenser.
Aukeen District Court	Restrooms	Hot water and drain pipes are not insulated.	Relocate the dispenser.
Aukeen District Court	Restrooms	The lavatory faucets require twisting, pinching or gripping, or require force exceeding 5 lbf.	Install a remote sensor control.
Aukeen District Court	Restrooms	The bottom of the reflecting surface of the mirror is higher than 40" AFF.	Insulate pipes.
Aukeen District Court	Restrooms	The indicated number of soap, towel, seat cover, and/ or sanitary napkin dispenser(s) are too high to be accessible and/ or are out of reach range.	Insulate pipes.
Aukeen District Court	Restrooms	The indicated number of soap, towel, seat cover, and/ or sanitary napkin dispenser(s) are too high to be accessible and/ or are out of reach range.	Add a "tall" mirror mounted from 40" to 72" at other location within restroom.
Aukeen District Court	Restrooms	There is a restroom which is substantially inaccessible due to insufficient dimensions for stall sizes, non-compliant fixture approach and maneuvering space, inaccessible fixtures and accessories.	Lower the mirror.
Aukeen District Court	Restrooms	There is a restroom which is substantially inaccessible due to insufficient dimensions for stall sizes, non-compliant fixture approach and maneuvering space, inaccessible fixtures and accessories.	Lower the mirror.

Improvements for Accessibility

Building	Element	Barrier	Solution
Aukeen District Court	Restrooms	The room numbers or other permanent building signs are either missing, located improperly on the door, frame, or side wall, or lack raised letters and Braille.	Relocate the seat cover dispenser from behind the toilet, to a location within reach range.
Aukeen District Court	Restrooms	The phone is not equipped with volume control.	Relocate the seat cover dispenser from behind the toilet, to a location within reach range.
Aukeen District Court	Restrooms	The water spout water flow is not 4" high, and/or the spout is not nearly parallel to the front of the fountain.	Replace the sanitary napkin dispenser with an accessible model.
Aukeen District Court	Signage	The accessible parking is not on the shortest route to the accessible building or facility entry.	Relocate the dispenser in accessible reach range.
Aukeen District Court	Signage	The parking space and access aisle are sloped more than 1:50.	Add a raised and Braille room number plate at 60" AFF on the wall (at the latch side of the door).
Aukeen District Court	Signage	There is a curb at the accessible parking access aisle without an accessible curb ramp to the accessible route.	Add a raised and Braille room number plate at 60" AFF on the wall (at the latch side of the door).
Aukeen District Court	Signage	These areas have an audible alarm system, but no visual alarms.	Add a raised and Braille room number plate at 60" AFF on the wall (at the latch side of the door).
Aukeen District Court	Signage	Fire alarm pull stations at the indicated number of locations are too high to be accessible to someone who uses a wheel chair.	Add a raised and Braille room number plate at 60" AFF on the wall (at the latch side of the door).
Aukeen District Court	Signage	An assistive listening system is not provided in an assembly area where audible communications are integral to the use of the space.	Add a raised and Braille room number plate at 60" AFF on the wall (at the latch side of the door).
Aukeen District Court	Telephones	The number of fixed aisle seats provided without arm rests (or with removable arm rests) is below the minimum required.	Request the vendor to replace the telephone with one that has volume control. Budget cost includes to relocate the phone within accessible reach range.
Aukeen District Court	Water Fountains	The jury box or witness stand is on a raised platform and/or there is not a 30" x 48" defined clear floor space for a wheelchair user within the defined area.	Replace the fountain- See Barrier #223 for budget cost.
Aukeen District Court	Water Fountains	The storage shelving is too high to be accessible.	Replace with fountain- See Barrier #223 for budget cost.
Aukeen District Court	Water Fountains	There are fixed security barriers at required accessible entrances, such as metal detectors, fluoroscopes, and similar devices, which do not enable an accessible route due to width or other restriction.	Replace the drinking fountain with an accessible model.
Aukeen District Court	Water Fountains	The clearance is less than 32" between the open door and the jamb.	Replace the drinking fountain with an accessible model.
Northeast District Court	Accessible Parking	The stall dimensions for wall mounted toilets are less than 60" wide x 56" long for the standard accessible stall, or not equal to the acceptable alternate stall sizes (36" x 66" or 48" x 66").	There is a total of (78) existing parking stalls, requiring (4) accessible stalls, including (1) van accessible stall(s). Currently, there are (2) designated accessible stalls. Provide (1) accessible stall/access aisle and (1) van accessible stall/access
Northeast District Court	Accessible Parking	The stall dimensions for wall mounted toilets are less than 60" wide x 56" long for the standard accessible stall, or not equal to the acceptable alternate stall sizes (36" x 66" or 48" x 66").	Add (2) signs (with the International Symbol of Accessibility) at the two existing designated accessible stalls.
Northeast District Court	Accessible Parking	The toilet seat is not between 17" and 19" high (AFF).	Add an asphalt lift to level the area at the existing accessible stalls. Restripe as required.

Improvements for Accessibility

Building	Element	Barrier	Solution
Northeast District Court	Alarms	The existing grab bars do not comply with the requirements for accessibility.	Test the alarms. Add horns or replace strobes, where needed, to comply with accessibility requirements. Owners item.
Northeast District Court	Assembly Areas - Indoor & Outdoor	The existing grab bars do not comply with the requirements for accessibility.	Provide a portable assistive listening system complying with 4.33. Budget cost includes (1) system plus (2) receivers per room.
Northeast District Court	Assembly Areas - Indoor & Outdoor	The existing grab bars do not comply with the requirements for accessibility.	Provide a portable assistive listening system, outlets and wiring. Provide signage which complies with 4.30 to notify of the availability of this system.
Northeast District Court	Doors	The toilet paper dispenser is more than 36" from the back wall and/ or less than 19" high (AFF) or conflicts with the grab bar clearance.	Add power assisted door closers to both leaves of the door pair, with push buttons on each side, so that both doors open at once.
Northeast District Court	Doors	The toilet paper dispenser is more than 36" from the back wall and/ or less than 19" high (AFF) or conflicts with the grab bar clearance.	Recommend no change at this time. Reportedly, public must be escorted by staff when using this door. Note that if operational policy changes, then change may be required.
Northeast District Court	Doors	The controls of the urinal in the indicated Men's restroom are higher than 44" AFF, or require gripping, twisting, pinching or more than 5 lbf. force.	Remove the bookshelves to provide maneuvering space at door. Owners item.
Northeast District Court	Doors	Hot water and drain pipes are not insulated.	Remove and/or relocate the furniture to provide maneuvering space at door. Owners item.
Northeast District Court	Doors	Hot water and drain pipes are not insulated.	Recommend no change if solution to Barrier #40 (add power operator) is implemented.
Northeast District Court	Doors	The bottom of the reflecting surface of the mirror is higher than 40" AFF.	Door and frame requires maintenance to allow door to swing freely on hinges. Owners item.
Northeast District Court	Doors	The bottom of the reflecting surface of the mirror is higher than 40" AFF.	Adjust the door closer. See Barrier #158 for budget costs.
Northeast District Court	Doors	The bottom of the reflecting surface of the mirror is higher than 40" AFF.	Adjust door closer.
Northeast District Court	Doors	The indicated number of soap, towel, seat cover, and/ or sanitary napkin dispenser(s) are too high to be accessible and/ or are out of reach range.	Adjust door closer.
Northeast District Court	Doors	The indicated number of soap, towel, seat cover, and/ or sanitary napkin dispenser(s) are too high to be accessible and/ or are out of reach range.	The door is alarmed and was not be tested. Owner to verify compliance.



Improvements for Accessibility

Building	Element	Barrier	Solution
Northeast District Court	Judicial, Legislative & Regular	The parking space and access aisle are sloped more than 1:50.	Recommend no change at this time. It may not be readily achievable to provide a ramp to Jury/Witness Box areas. Assure that area adjacent to Witness Box and Jury Box is provided for a wheelchair user (area should maintain visual relationship between Jur
Northeast District Court	Judicial, Legislative & Regular	Neither the audio nor the visual alarms were tested. They may not be loud enough or may not comply with requirements for strobe frequency or intensity.	Relocate and/or reconfigure the equipment to make the route accessible. Owners item.
Northeast District Court	Restrooms	An assistive listening system is not provided in an assembly area where audible communications are integral to the use of the space.	Remove the partition between Vestibule and Restroom to provide 60" diameter turnaround space within room. Provide sound seal on the door between Jury Room and Restroom. Adjust door closer. Relocate the sink. Further design study is required.
Northeast District Court	Restrooms	An assistive listening system is not provided in an assembly area where audible communications are integral to the use of the space.	Provide a lower coat hook.
Northeast District Court	Restrooms	The number of fixed aisle seats provided without arm rests (or with removable arm rests) is below the minimum required.	Add a lift seat at toilet.
Northeast District Court	Restrooms	The jury box or witness stand is on a raised platform and/or there is not a 30" x 48" defined clear floor space for a wheelchair user within the defined area.	Install new grab bars.
Northeast District Court	Restrooms	There are fixed security barriers at required accessible entrances, such as metal detectors, fluoroscopes, and similar devices, which do not enable an accessible route due to width or other restriction.	Replace with new grab bars.
Northeast District Court	Restrooms	The clearance is less than 32" between the open door and the jamb.	Install a retrofit/remote sensor control.
Northeast District Court	Restrooms	There is insufficient maneuvering clearance at the door approach, and/or the approach is sloped.	Relocate the dispenser on the side wall of the stall.
Northeast District Court	Restrooms	There is insufficient maneuvering clearance at the door approach, and/or the approach is sloped.	Install a remote sensor control.
Northeast District Court	Restrooms	There is insufficient maneuvering clearance at the door approach, and/or the approach is sloped.	Insulate pipes.
Northeast District Court	Restrooms	The door moves too quickly and/or requires excessive force to operate.	Insulate pipes.
Northeast District Court	Restrooms	The door moves too quickly and/or requires excessive force to operate.	Insulate pipes.
Northeast District Court	Restrooms	The door moves too quickly and/or requires excessive force to operate.	Replace faucet hardware with wing-type handles.
Northeast District Court	Restrooms	The door moves too quickly and/or requires excessive force to operate.	Assure new sanitary napkin dispenser is mounted within reach range. See Barrier #282 (new dispenser) for budget cost.
Northeast District Court	Restrooms	The door moves too quickly and/or requires excessive force to operate.	Lower the paper towel dispenser.
Northeast District Court	Restrooms	The door moves too quickly and/or requires excessive force to operate.	Lower the paper towel dispenser.

Improvements for Accessibility

Building	Element	Barrier	Solution
Northeast District Court	Restrooms	The door moves too quickly and/or requires excessive force to operate.	Replace the sanitary napkin dispenser with an accessible model.
Northeast District Court	Signage	The vestibule between two doors in series is too small.	Add a raised and Braille room number plate at 60" AFF on the wall at the latch side of the door.
Northeast District Court	Signage	There are untreated changes in level greater than 1/4" (or 1/2" without a beveled edge) at the indicated location(s).	Add a raised and Braille room number plate at 60" AFF on the wall at the latch side of the door.
Northeast District Court	Signage	There are untreated changes in level greater than 1/4" (or 1/2" without a beveled edge) at the indicated location(s).	Add a raised and Braille room number plate at 60" AFF on the wall at the latch side of the door. Typical at interior permanent rooms; Quantity not verified (allotment indicated in budget).
Northeast District Court	Signage	There are untreated changes in level greater than 1/4" (or 1/2" without a beveled edge) at the indicated location(s).	Relocate the signage so that centerline of sign measures at 60" AFF and sign is mounted on wall at the latch side of the door.
Northeast District Court	Telephones	There are untreated changes in level greater than 1/4" (or 1/2" without a beveled edge) at the indicated location(s).	Request the vendor to replace the telephone with one that has volume controls. Owners item.
Northeast District Court	Telephones	There is an accessible route with a cross slope exceeding 2% (1:50).	Lower the telephone.
Northeast District Court	Telephones	There is an accessible route with a cross slope exceeding 2% (1:50).	Lower the telephone.
Northeast District Court	Telephones	There is a walkway adjoining a vehicular way without a curb, that lacks detectable warnings.	Relocate and/or remove furnishings to provide clear floor space at phone. Owners item.
Northeast District Court	Water Fountains	The indicated reception counter is too high to be reached by someone in a wheelchair.	Replace the drinking fountain with an accessible model (wall mounted) that provides required knee clearances.
Shoreline District Court	Accessible Parking	The coat hook in the accessible stall is mounted too high to be accessible to someone in a wheelchair.	There are (92) total available parking stalls, requiring (4) accessible stalls, including (1) van accessible stall. Restripe parking area to provide (3) accessible stalls/access aisle and (1) van accessible stall/access aisle. Relocate existing wheelstop
Shoreline District Court	Accessible Parking	The center line of the toilet is less or more than 18" from the side wall.	Add an asphalt lift to level the area (access aisle at south parking area) and restripe.
Shoreline District Court	Accessible Parking	The center line of the toilet is less or more than 18" from the side wall.	Provide a curb ramp (at the loading zone) with detectable warnings (raised truncated dome with contrasting surface).
Shoreline District Court	Alarms	The center line of the toilet is less or more than 18" from the side wall.	Test the alarms. Add horns or replace strobes, where needed, to comply with accessibility requirements. Owners item.
Shoreline District Court	Assembly Areas - Indoor & C	The toilet seat is not between 17" and 19" high (AFF).	Provide a portable assistive listening system, outlets and wiring. Provide signage which complies with 4.30 to notify of the availability of this system. Budget cost includes (1) system plus (2) receivers per room.
Shoreline District Court	Doors	The toilet seat is not between 17" and 19" high (AFF).	Adjust door closer.
Shoreline District Court	Doors	The toilet seat is not between 17" and 19" high (AFF).	Adjust door closer.
Shoreline District Court	Doors	There are no grab bars at the designated accessible toilet.	Adjust door closer.
Shoreline District Court	Doors	The existing grab bars do not comply with the requirements for accessibility.	Adjust door closer.
Shoreline District Court	Doors	The existing grab bars do not comply with the requirements for accessibility.	Adjust door closer.
Shoreline District Court	Doors	The door hardware on the accessible stall requires twisting or grasping, or is missing.	Adjust door closer.



Improvements for Accessibility

Building	Element	Barrier	Solution
Shoreline District Court	Doors	The lavatory is higher than 34" AFF.	Adjust door closer.
Shoreline District Court	Doors	Hot water and drain pipes are not insulated.	Adjust door closer.
Shoreline District Court	Doors	Hot water and drain pipes are not insulated.	Adjust door closer.
Shoreline District Court	Doors	Hot water and drain pipes are not insulated.	Adjust door closer.
Shoreline District Court	Doors	The indicated number of soap, towel, seat cover, and/or sanitary napkin dispenser(s) are too high to be accessible and/ or are out of reach range.	Recommend no change if Barrier #162 (accessible Unisex Restroom) is implemented.
Shoreline District Court	Exterior Accessible Routes	The indicated number of soap, towel, seat cover, and/ or sanitary napkin dispenser(s) are too high to be accessible and/ or are out of reach range.	Install detectable warnings (raised truncated domes with contrasting surface) on the face of the indicated number of curb ramps.
Shoreline District Court	Interior Accessible Routes	The room numbers or other permanent building signs are either missing, located improperly on the door, frame, or side wall, or lack raised letters and Braille.	Remove and/or relocate the object (stanchion encroaches on maneuvering space at door). Owners item.
Shoreline District Court	Interior Accessible Routes	The phone is mounted too high to be accessible.	Remove and/or relocate the object (stanchion encroaches on accessible route in front of security desk). Owners item.
Shoreline District Court	Interior Accessible Routes	The water spout water flow is not 4" high, and/ or the spout is not nearly parallel to the front of the fountain.	Lower existing service countertop height to no higher than 36" AFF. Extend leading edge to no lower than 27" AFF. Budget cost includes cutting concrete openings and modifying glass openings.
Shoreline District Court	Interior Accessible Routes	The accessible stall striping is compliant, but there are not the required number of compliant accessible parking signs.	Lower a 36" long section of the existing counter to a height of 36".
Shoreline District Court	Interior Accessible Routes	The indicated curb ramp at the accessible parking access aisle has a slope and/or side slope that is too steep.	Lower the curb hook to an accessible level.
Shoreline District Court	Interior Accessible Routes	Neither the audio nor the visual alarms were tested. They may not be loud enough or may not comply with requirements for strobe frequency or intensity.	Extend the leading edge of the object (countertop at clerk's station) down to 27" AFF (or below), matching interior finishes.
Shoreline District Court	Interior Accessible Routes	An assistive listening system is not provided in an assembly area where audible communications are integral to the use of the space.	Remove and/or relocate art piece (bear mask) to mounting height at minimum 80" AFF. Owners item.
Shoreline District Court	Interior Accessible Routes	The clearance is less than 32" between the open door and the jamb.	Extend the leading edge to no higher than 27" AFF. See Barrier #31 for budget cost.
Shoreline District Court	Judicial, Legislative & Regulatory	There is insufficient maneuvering clearance at the door approach, and/or the approach is sloped.	Recommend no change at this time. It may not be readily achievable to provide a ramp to the Jury Box and Witness Box. Assure that operational policy (provide assistance to persons with disabilities to allow them to sit adjacent to defined areas) is impl
Shoreline District Court	Judicial, Legislative & Regulatory	There is insufficient maneuvering clearance at the door approach, and/or the approach is sloped.	Recommend no change at this time. Assure that space is provided (adjacent to security area) for a wheelchair user to pass through security clearances.
Shoreline District Court	Judicial, Legislative & Regulatory	There is insufficient maneuvering clearance at the door approach, and/or the approach is sloped.	Lower the intercom or phone(s) at the indicated number of locations.
Shoreline District Court	Restrooms	There is insufficient maneuvering clearance at the door approach, and/or the approach is sloped.	Relocate existing partition to add 2" to the interior depth of stall. Provide wider stall door and replace stall hardware with accessible hardware.
Shoreline District Court	Restrooms	There is insufficient maneuvering clearance at the door approach, and/or the approach is sloped.	Relocate existing partition to add 4" to the interior depth of stall. Provide wider stall door and replace stall hardware.
Shoreline District Court	Restrooms	The door moves too quickly and/or requires excessive force to operate.	Proposed accessible Unisex Restroom- See Barrier #162 (new toilet fixture model) for budget costs.

Improvements for Accessibility

Building	Element	Barrier	Solution
Shoreline District Court	Restrooms	The door moves too quickly and/or requires excessive force to operate.	Proposed accessible Unisex Restroom- Replace the existing toilet with an accessible model and relocate to be 18" from the centerline to the wall. Replace with new grab bars.
Shoreline District Court	Restrooms	The door moves too quickly and/or requires excessive force to operate.	Proposed accessible Unisex Restroom- Replace with new grab bars.
Shoreline District Court	Restrooms	The indicated curb ramp(s) are too steep to be compliant. There is a ramp with a drop off, which does not have a curb, wall or railing to prevent people from slipping off the ramp.	Proposed accessible Unisex Restroom- Relocate the dispenser. Replace with new grab bars.
Shoreline District Court	Restrooms	There is an accessible route with a cross slope exceeding 2% (1:50).	Add a loop handle- See Barrier #156 (new stall door and hardware) for budget cost.
Shoreline District Court	Restrooms	There is an accessible route with a cross slope exceeding 2% (1:50).	Add a loop handle- See Barrier #156 (new stall door and hardware) for budget cost.
Shoreline District Court	Restrooms	The width of the accessible route is less than the 36" minimum.	Lower the existing uninal.
Shoreline District Court	Restrooms	The indicated reception counter is too high to be reached by someone in a wheelchair.	Insulate pipes.
Shoreline District Court	Restrooms	The indicated reception counter is too high to be reached by someone in a wheelchair.	Proposed accessible Unisex Restroom- Insulate pipes.
Shoreline District Court	Restrooms	The indicated object is too high to be reached by someone in a wheelchair.	Insulate pipes.
Shoreline District Court	Restrooms	The indicated object is too high to be reached by someone in a wheelchair.	Recommend no change if Barrier #162 (accessible Unisex Restroom) is implemented.
Shoreline District Court	Restrooms	There are objects which protrude into the accessible route.	Replace the sanitary napkin dispenser with an accessible model.
Shoreline District Court	Signage	The stall dimensions for wall mounted toilets are less than 60" wide x 56" long for the standard accessible stall, or not equal to the acceptable alternate stall sizes (36" x 66" or 48" x 66").	Add a raised and Braille room number plate at 60" AFF located on the wall at the latch side of the door. Includes courtrooms, jury rooms, library, and restrooms.
Shoreline District Court	Water Fountains	The clear floor space in the indicated restroom is inadequate (less than 60" diameter) to provide required fixture clearances and turn around.	Provide a cup dispenser.
Southwest District Court	Accessible Parking	The coat hook in the accessible stall is mounted too high to be accessible to someone in a wheelchair.	Relocate and restripe (3) accessible stalls/access aisles/signs to new location (at west side of building). Provide new curb ramp with detectable warnings (raised truncated domes with contrasting surface).
Southwest District Court	Accessible Parking	The coat hook in the accessible stall is mounted too high to be accessible to someone in a wheelchair.	Recommend no change if solution to Barrier #67 (relocated accessible stalls) is implemented.
Southwest District Court	Accessible Parking	The center line of the toilet is less or more than 18" from the side wall.	Relocate/Provide new curb ramp- See Barrier #67 for budget costs.
Southwest District Court	Alarms	The center line of the toilet is less or more than 18" from the side wall.	Add visual strobes at the indicated number of locations at corridors, courtrooms, jury rooms, library, waiting areas, and restrooms.
Southwest District Court	Alarms	The toilet seat is not between 17" and 19" high (AFF).	Lower pull stations to 54" AFF at the indicated number of locations.
Southwest District Court	Assembly Areas - Indoor & Outdoor	The toilet seat is not between 17" and 19" high (AFF).	Provide a portable assistive listening system, outlets and wiring. Provide signage which complies with 4.30 to notify of the availability of this system. Budget cost includes (1) system plus (2) receivers per room.

Improvements for Accessibility

Building	Element	Barrier	Solution
Southwest District Court	Doors	The toilet seat is not between 17" and 19" high (AFF).	Adjust door closer.
Southwest District Court	Doors	The flush controls are not on the wide side of the toilet, or are higher than 44", or require gripping, twisting, pinching, or more than 5 lbf. force.	Replace the threshold.
Southwest District Court	Doors	The door hardware on the accessible stall requires twisting or grasping, or is missing.	Install a wider door leaf (minimum 32" clear opening width) and side panel. Assure new door meets door opening force requirements.
Southwest District Court	Doors	The door hardware on the accessible stall requires twisting or grasping, or is missing.	Widen the opening and install a wider door.
Southwest District Court	Doors	Hot water and drain pipes are not insulated.	Recommend no change at this time if Barrier #158 (accessible Jury Restroom) is implemented.
Southwest District Court	Doors	Hot water and drain pipes are not insulated.	Replace the door hinges with swing (offset) hinges.
Southwest District Court	Doors	Hot water and drain pipes are not insulated.	Modify and/or Relocate fixed bookcases to provide 18" maneuvering space at pull-side of door.
Southwest District Court	Doors	Hot water and drain pipes are not insulated.	Install a power assisted door operator with push button.
Southwest District Court	Doors	The bottom of the reflecting surface of the mirror is higher than 40" AFF.	Install power assisted door operator with push button.
Southwest District Court	Doors	The bottom of the reflecting surface of the mirror is higher than 40" AFF.	Recommend no change at this time. This door is to a Staff-Only area.
Southwest District Court	Doors	The indicated number of soap, towel, seat cover, and/ or sanitary napkin dispenser(s) are too high to be accessible and/ or are out of reach range.	Recommend no change- this door is to a Staff-Only area.
Southwest District Court	Doors	The indicated number of soap, towel, seat cover, and/ or sanitary napkin dispenser(s) are too high to be accessible and/ or are out of reach range.	See Barrier #40 (new door pair) for budget costs.
Southwest District Court	Doors	The indicated number of soap, towel, seat cover, and/ or sanitary napkin dispenser(s) are too high to be accessible and/ or are out of reach range.	Adjust door closer.
Southwest District Court	Doors	The indicated number of soap, towel, seat cover, and/ or sanitary napkin dispenser(s) are too high to be accessible and/ or are out of reach range.	Adjust door closer.
Southwest District Court	Doors	The controls on the sanitary napkin dispenser or other dispenser require gripping or twisting.	Adjust door closer.
Southwest District Court	Exterior Accessible Routes	The room numbers or other permanent building signs are either missing, located improperly on the door, frame, or side wall, or lack raised letters and Braille.	Provide two conforming freestanding handrails.
Southwest District Court	Exterior Accessible Routes	The sink is located in a counter top which is higher than the maximum of 34" AFF and/or lacks at least 27" of high knee space	Level transition edge at top of landing.
Southwest District Court	Exterior Accessible Routes	The closet and/or drawer hardware is not accessible.	Recommend no change if Barrier #67 (relocated accessible stalls) is implemented.
Southwest District Court	Exterior Accessible Routes	There is not adequate clear floor space at the phone.	Recommend no change if Barrier #67 (relocated accessible stalls) is implemented.
Southwest District Court	Interior Accessible Routes	The water spout water flow is not 4" high, and/ or the spout is not nearly parallel to the front of the fountain.	Replace wire covers with model that is less than 1/2" high and has beveled edges.

Improvements for Accessibility

Building	Element	Barrier	Solution
Southwest District Court	Interior Accessible Routes	The water fountain controls require gripping, twisting, or pinching to operate, or a force exceeding 5 lbf.	Lower a 36" long section of the counter to a height of 36". Assure all different services are provided at lowered service counter. Budget cost includes modifying security window glass.
Southwest District Court	Interior Accessible Routes	The number of standard accessible stalls and van-accessible stalls is below the required minimum, and/ or they are non-compliant in configuration.	Relocate bulletin board (case) to within reach range.
Southwest District Court	Interior Accessible Routes	The number of standard accessible stalls and van-accessible stalls is below the required minimum, and/ or they are non-compliant in configuration.	Securely attach perimeter of loose mat to surface using adhesive. Owners item.
Southwest District Court	Interior Accessible Routes	Neither the audio nor the visual alarms were tested. They may not be loud enough or may not comply with requirements for strobe frequency or intensity.	Remove and/or relocate the object (stanchion tie ropes). Owners item.
Southwest District Court	Interior Accessible Routes	These areas have an audible alarm system, but no visual alarms.	Extend the leading edge of the countertop down to 27" AFF (or below), matching interior finishes.
Southwest District Court	Judicial, Legislative & Regulatory	The clearance is less than 32" between the open door and the jamb.	Recommend no change at this time. Assure that operational policy (area adjacent to metal detector may accommodate wheelchair users) is implemented.
Southwest District Court	Judicial, Legislative & Regulatory	The clearance is less than 32" between the open door and the jamb.	Remove the arm rests (panels at bench seating) from the indicated number of aisle seats needed.
Southwest District Court	Judicial, Legislative & Regulatory	The clearance is less than 32" between the open door and the jamb.	Lower the shelves (paper racks) to reach range.
Southwest District Court	Judicial, Legislative & Regulatory	The clearance is less than 32" between the open door and the jamb.	Move partition between toilet stall and urinal to create larger accessible stall.
Southwest District Court	Restrooms	The clearance is less than 32" between the open door and the jamb.	Reconfigure toilet partitions by removing partition with accessible stall door and relocating partition and door to be perpendicular to angled wall. Swing door into stall if stall interior clearance can be maintained.
Southwest District Court	Restrooms	The clearance is less than 32" between the open door and the jamb.	Expand (1) existing Jury Restroom to provide minimum 60" turnaround space. Reconfigure entry vestibule to relocate restroom door on corridor side (provides entry for staff, jury and courtroom users). Further design study is required.
Southwest District Court	Restrooms	There is insufficient maneuvering clearance at the door approach, and/or the approach is sloped.	Remove urinal screen to provide required maneuvering space in restroom.
Southwest District Court	Restrooms	There is insufficient maneuvering clearance at the door approach, and/or the approach is sloped.	Recommend no change if Barrier #158 (accessible Jury Restroom) is implemented.
Southwest District Court	Restrooms	There is insufficient maneuvering clearance at the door approach, and/or the approach is sloped.	Recommend no change if Barrier #158 (accessible Jury Restroom) is implemented.
Southwest District Court	Restrooms	There is insufficient maneuvering clearance at the door approach, and/or the approach is sloped.	Install a lift seat.
Southwest District Court	Restrooms	There is insufficient maneuvering clearance at the door approach, and/or the approach is sloped.	Install new grab bars.
Southwest District Court	Restrooms	There is insufficient maneuvering clearance at the door approach, and/or the approach is sloped.	Relocate the existing grab bars.
Southwest District Court	Restrooms	There is insufficient maneuvering clearance at the door approach, and/or the approach is sloped.	Replace with new grab bars.

Improvements for Accessibility

Building	Element	Barrier	Solution
Southwest District Court	Restrooms	There is insufficient maneuvering clearance at the door approach, and/or the approach is sloped.	Reverse controls or provide a retrofit sensor control.
Southwest District Court	Restrooms	There is insufficient maneuvering clearance at the door approach, and/or the approach is sloped.	Reverse controls or provide a retrofit sensor control.
Southwest District Court	Restrooms	There is insufficient maneuvering clearance at the door approach, and/or the approach is sloped.	Relocate the dispenser.
Southwest District Court	Restrooms	There is insufficient maneuvering clearance at the door approach, and/or the approach is sloped.	Relocate the dispenser.
Southwest District Court	Restrooms	The door hardware requires pinching, gripping, or twisting.	Replace hardware with accessible slide type or lever type hardware.
Southwest District Court	Restrooms	The door hardware requires pinching, gripping, or twisting.	Replace hardware with accessible slide type or lever type hardware.
Southwest District Court	Restrooms	The door moves too quickly and/or requires excessive force to operate.	Replace the urinal with an accessible model.
Southwest District Court	Restrooms	The door moves too quickly and/or requires excessive force to operate.	Insulate pipes.
Southwest District Court	Restrooms	The door threshold is too high, or has a non-complying slope to the beveled edge.	Recommend no change if Barrier #158 (accessible Jury Restroom) is implemented.
Southwest District Court	Restrooms	The door threshold is too high, or has a non-complying slope to the beveled edge.	Lower the mirror.
Southwest District Court	Restrooms	The door threshold is too high, or has a non-complying slope to the beveled edge.	Provide a "tail" mirror mounted from 40" to 72".
Southwest District Court	Restrooms	The door threshold is too high, or has a non-complying slope to the beveled edge.	Recommend no change if Barrier #158 (accessible Jury Restroom) is implemented.
Southwest District Court	Restrooms	The door threshold is too high, or has a non-complying slope to the beveled edge.	Recommend no change if Barrier #158 (accessible Jury Restroom) is implemented.
Southwest District Court	Restrooms	There are stairs, but no accessible ramp, to the entry doors at the indicated number of locations.	Provide a "tail" mirror mounted from 40" to 72".
Southwest District Court	Restrooms	There are untreated changes in level greater than 1/4" (or 1/2" without a beveled edge) at the indicated location(s).	Relocate hand dryer to allow maneuvering space in restroom.
Southwest District Court	Restrooms	There is a curb without an accessible curb ramp on the accessible route.	Relocate the seat cover dispenser from behind the toilet, to a location within reach range.
Southwest District Court	Restrooms	There is a curb without an accessible curb ramp on the accessible route.	Recommend no change if Barrier #158 (accessible Jury Restroom) is implemented.
Southwest District Court	Restrooms	There is an accessible route with a cross slope exceeding 2% (1-50).	Recommend no change if Barrier #158 (accessible Jury Restroom) is implemented.
Southwest District Court	Restrooms	There is an accessible route with a cross slope exceeding 2% (1-50).	Relocate the seat cover dispenser from behind the toilet, to a location within reach range.
Southwest District Court	Restrooms	There is an accessible route with a cross slope exceeding 2% (1-50).	Recommend no change if Barrier #158 (accessible Jury Restroom) is implemented.
Southwest District Court	Restrooms	The indicated reception counter is too high to be reached by someone in a wheelchair.	Replace the sanitary napkin dispenser with an accessible model.
Southwest District Court	Signage	The indicated reception counter is too high to be reached by someone in a wheelchair.	Relocate dispenser to avoid location conflict with new toilet partition location.
Southwest District Court	Stairs	The indicated reception counter is too high to be reached by someone in a wheelchair.	Add a raised and Braille room number plate at 60" AFF on the wall at the latch side of the door. Includes restrooms.
Southwest District Court	Stairs	The indicated reception counter is too high to be reached by someone in a wheelchair.	Remove the existing handrail and provide two new 1-1/2" diameter wall mounted rails at 34" above the stair nosing.

Improvements for Accessibility

Building	Element	Barrier	Solution
Southwest District Court	Stairs	The indicated reception counter is too high to be reached by someone in a wheelchair.	Provide required extensions at handrail- See Barrier #232 (new handrails) for budget costs.
Southwest District Court	Stairs	The indicated reception counter is too high to be reached by someone in a wheelchair.	Replace the handrail(s) with one that are compliant in diameter, mounting height, and extensions.
Southwest District Court	Stairs	The indicated object is too high to be reached by someone in a wheelchair.	Replace the nosing with one that complies with requirements of 4.9.3.
Southwest District Court	Storage	The indicated object is too high to be reached by someone in a wheelchair.	Provide a lower clothes rod(s).
Southwest District Court	Telephones	The indicated object is too high to be reached by someone in a wheelchair.	Lower the telephone.
Southwest District Court	Water Fountains	The indicated object is too high to be reached by someone in a wheelchair.	Replace the fountain with an accessible model that provides required knee clearances.
Southwest District Court	Water Fountains	The indicated object is too high to be reached by someone in a wheelchair.	Replace drinking fountain with accessible model- See Barrier #206 for budget costs.