

Superior Court of California
County of Sacramento
New Sacramento Criminal
Courthouse

PROJECT FEASIBILITY REPORT

APRIL 7, 2010



ADMINISTRATIVE OFFICE
OF THE COURTS

OFFICE OF COURT CONSTRUCTION
AND MANAGEMENT

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1. EXECUTIVE SUMMARY

1.1. Introduction

This Project Feasibility Report for the proposed New Sacramento Criminal Courthouse for the Superior Court of California, County of Sacramento has been prepared as a supplement to the *Judicial Branch AB 1473 Five-Year Infrastructure Plan Fiscal Year 2010-2011*. This report documents the need for the proposed new facility, describes alternative ways to meet the underlying need, and outlines the recommended project.

1.2. Statement of Project Need

The proposed new courthouse will accomplish the following immediately needed improvements to the Superior Court and enhance its ability to serve the public:

- 1.2.1. Relocate to the new courthouse 35 out of 44 existing courtrooms in the existing Gordon D. Schaber Courthouse that are currently unsafe, substandard, and overcrowded.
- 1.2.2. Expand court services in downtown Sacramento by increasing the capacity for criminal court proceedings from 40 to 49 by providing space for six new judgeships from Assembly Bill (AB) 159 (Ch. 722, Statutes of 2007) and three from proposed next 50 new judgeships.
- 1.2.3. Consolidate five existing facilities into either the proposed new courthouse or the existing Gordon D. Schaber Courthouse thereby reducing the number of facilities in downtown Sacramento serving the public from seven to three.
- 1.2.4. Improve court operational efficiency, access to justice, and overall public service by subsequent consolidation of all civil court functions in the existing Gordon D. Schaber Courthouse.

In addition to consolidating most of the criminal operations for the entire county, this project will consolidate downtown functions (except for the Hall of Justice courtrooms)—including various court administrative functions, court reporters, legal research staff, and the settlement conference and law and motion functions from leased facilities—into either the proposed new courthouse or the existing Gordon D. Schaber Courthouse. Moving most of the criminal calendars out of the Schaber facility and into the new courthouse will allow the court to maintain criminal calendars in the Schaber Courthouse in space designed to safely support criminal proceedings, as well as free space in the Schaber facility for consolidation of civil calendars. The superior court will then be reduced from seven to three court locations within downtown Sacramento, allowing termination of four existing leases and the relocation of the technology support unit from a county office building. This project will greatly improve access to justice through the consolidation of court calendars and administrative functions, creating operational efficiencies through the elimination of annual lease costs.

This project—ranked in the Immediate Need priority group in the Trial Court Five-Year Infrastructure Plan adopted by the Judicial Council in April 2008—is one of the highest priority trial court capital-outlay projects for the judicial branch.

1.3. Options Analysis

The Administrative Office of the Court (AOC) and court examined two facility development options to provide adequate space for court functions in Sacramento County:

- Project Option 1: Construct a new courthouse with 44 courtrooms, backfill the existing Gordon D. Schaber Courthouse
- Project Option 2 (Previously Approved Project): Construct a new courthouse with 35 courtrooms

Project Option 1, construct a new courthouse with 44 courtrooms, is the recommended alternative.

1.4. Recommended Option

The recommended solution to meet the court's facilities needs in Sacramento County is to construct a new 44 courtroom courthouse on a new site. Once most of the criminal courts have moved out, 17 of the 44 courtrooms in the Schaber building will remain in use as courtrooms. The balance of the space will be used for court support functions. Of the 17 courtrooms to remain at Schaber, 5 will be used for criminal calendars and 12 will be used for civil functions.

A space program for the proposed project, which has been created in collaboration with the court, outlines a need for approximately 405,468 Building Gross Square Feet (BGSF). Based on a site program developed to accommodate the new facility, a site of approximately 2.5 acres is needed for the courthouse and its associated parking.

The estimated project cost to construct the project is \$439.118 million, without financing costs. These costs are based on constructing a twelve-story building with a basement. The project costs also include funds to complete minor renovation of the spaces vacated at the Schaber courthouse. The facility would be supported by a 250 space parking structure and 52 secure parking spaces at the basement level. The specific building design and plan will be dependent on the final site selected and may vary in the number of floors, provision of a basement, and use of a mechanical penthouse. The building design will be determined in the preliminary plan phase of the project.

A preliminary project schedule has been developed based upon approval process by the Department of Finance and the Joint Legislative Budget Committee implemented as a result of Senate Bill 1407 (Ch. 311, Statutes of 2008), and Senate Bill No. 12, Special Session (SBX 12, Ch. 10, Statutes of 2009). In the current schedule, the acquisition phase began July 2009 and design will begin June 2011 pending completion of site selection and acquisition. Construction is then scheduled to begin March 2013 with construction of the new courthouse completed March 2015 and minor renovation of the Schaber courthouse completed June 2016.

2. STATEMENT OF PROJECT NEED

2.1. Introduction

The criminal court facilities serving Sacramento County are centralized in downtown Sacramento and have significant deficiencies which adversely impact access to justice. Facilities are unsafe, substandard in size, overcrowded, and have many physical conditions which create impediments to the administration of justice. This Project Feasibility Report will provide justification for construction of 44 new criminal courtrooms in a single, secure, and physically appropriate building.

2.2. Transfer Status

Under the Trial Court Facilities Act, negotiations for transfer of responsibility of all trial court facilities from the counties to the state began July 1, 2004. Assembly Bill (AB) 1491 (Ch.9, Statutes of 2008)(Jones) was enacted and extended the deadline for completing transfers to December 31, 2009. Transfer status for the existing facilities affected by the proposed project is provided in Table 1.

TABLE 2.2.a
Facilities Affected by Construction of New Courthouse Transfer Type

Facility/Location	Owned or Leased	Type of Transfer	Transfer Status
Gordon D. Schaber Courthouse 720 9th Street	Owned	Transfer of Responsibility (TOR)/Deferred Transfer of Title (DTOT)	Complete (TOT March 2010)
Law and Motion Civil Court 800 9th Street	Leased	TOR with Assignment of Lease	Complete
Erickson Civil Court Building 520 9th Street	Leased	TOR with Assignment of Lease	Complete
Court Reporters 800 H Street	Leased	TOR with Assignment of Lease	Complete
Budget, Finance, Analytical Services and Reengineering 901 H Street	Leased	TOR with Assignment of Lease	Complete
OCIT (Information Technology) 799 G Street	JOA	Memorandum of Understanding (MOU)/ Joint Occupancy Agreement (JOA)	Complete

Note: Only facilities directly affected by the proposed project are listed.

2.3. Project Ranking

Since 1998, the AOC has been engaged in a process of planning for capital improvements to California’s court facilities. The planning initiatives have gradually moved from a statewide overview to county-level master planning to project-specific planning efforts.

On August 24, 2008, the Judicial Council adopted an update to the Prioritization Methodology for Trial Court Capital-Outlay Projects (the methodology) based on the

enactment of SB 1407. SB 1407 provides enhance revenues to finance up to \$5 billion in lease-revenue bonds for trial court facility construction for both Immediate and Critical Need projects. In accordance with SB 1407, trial court capital-outlay project with viable economic opportunities are given priority when submitting detailed funding requests to the executive and legislative branches.

In October 2008, the Council also adopted an updated trial court capital-outlay plan (the plan) based on the application of the methodology. The plan identifies five project priority groups to which 153 projects are assigned based on their project score (determined by existing security, overcrowding, physical conditions, and access to court services).

This project—ranked in the Immediate Need priority group in the Trial Court Capital Outlay Plan adopted by the Judicial Council in October 2008—is one of the highest priority trial court capital-outlay projects for the judicial branch, and was selected as one of 41 projects to be funded by SB 1407 revenues by the Judicial Council. The projects economic opportunities are presented in Section 2.4 of this report.

2.4. Summary of Economic Opportunities

In accordance with Chapter 311, Statutes of 2008, Government Code section 70371.5(e), in recommending a project for funding, the Judicial Council shall consider economic opportunities for the project. “Economic opportunity” includes, but is not limited to, free or reduced costs of land for new construction, viable financing partnerships with, or fund contributions by, other government entities or private parties that result in lower project delivery costs, cost savings resulting from adaptive reuse of existing facilities, operational efficiencies from consolidation of court calendars and operations, operational savings from sharing of facilities by more than one court, and building operational cost savings from consolidation of facilities.

Potential economic opportunities for this project are as follows:

2.4.1. Free or Reduced Cost of Land.

The project will not benefit from a potential donation or reduced cost acquisition.

2.4.2. Viable Financing Partnerships.

No viable financing partnerships that would reduce project delivery costs have been identified for this project.

2.4.3. Adaptive Reuse of Existing Facilities.

The project will not include adaptive reuse of an existing facility.

2.4.4. Consolidation of Court Calendars and Operations.

This project will provide consolidation of five existing downtown functions, including various court administrative functions, court reporters, legal research staff, and the settlement conference and law and motion functions from leased

facilities, into either this project or the existing Gordon D. Schaber Courthouse. Through consolidation, this project will free space in the Schaber facility for consolidation of civil calendars. Upon completion of the New Sacramento Criminal Courthouse, the superior court will then be reduced from seven to three court facilities within downtown Sacramento, allowing termination of four existing leases and the relocation of the technology support unit from a county office building. This project will greatly improve access to justice through the consolidation of court calendars and administrative functions, creating operational efficiencies and on-going savings through the elimination of annual lease costs.

2.4.5. Sharing of Facilities.

This project will not be shared by more than one court.

2.5. Current Court Operations

Countywide, the Superior Court of California, County of Sacramento currently operates seven courthouse facilities and three administrative facilities housing administrative functions, court reporters, and technology staff. The following section describes current court operations in downtown Sacramento and elsewhere in the county.

The Gordon D. Schaber Courthouse was constructed in 1965 and is located in downtown Sacramento occupying a city block bounded by 8th, 9th, G, and H Streets. It is a 44-courtroom, six-story building with a basement and contains approximately 291,000 square feet. The building serves as the main courthouse for the superior court and the court occupies the entire building. As described in more detail below, this building was originally constructed with only 22 courtrooms and has exceeded its capacity for many years as space has been converted into 22 additional courtrooms since 1965.

It is estimated that the Gordon D. Schaber building serves more than 1,180,000 people annually, over 80 percent of the total estimated population of Sacramento County in 2007. In FY 2007–2008, the Superior Court had total criminal filings of 278,369 and total civil filings of 115,290; the Sacramento court ranks 12th statewide for the number of filings per judicial position. In FY 2007-2008, the court heard 327 jury trials, 282 of which were for felony proceedings.

2.5.1. Other Downtown Facilities.

- Civil Settlement/Law and Motion Courthouse, 800 9th Street. This is a leased facility containing one civil courtroom and settlement conference rooms which are shared by three judicial officers. Other functions at this location include law & motion and legal research. These functions would consolidate to both the Schaber building and the new project following completion of the proposed new criminal courthouse.
- Erickson Courthouse, 520 9th Street. This is a leased facility containing two civil courtrooms. These functions would consolidate to the Schaber building following completion of the proposed new criminal courthouse.

- Court Reporters, 800 H Street. This is a leased facility serving administrative office space for court reporters who work in either the Gordon D. Schaber Courthouse or the Hall of Justice. These functions would consolidate to both the Schaber building and the proposed new criminal courthouse.
- Administrative Offices, 901 H Street. This is a leased facility serving administrative office space for budgets, finance, and analytical services and reengineering departments. These functions would consolidate to either the Schaber building or the proposed new criminal courthouse.
- Office of Communications and Information Technology (OCIT), 8th and G Streets. The court's MIS functions are located in this County owned building that will not transfer. The County has agreed to continue providing this space to the court for a period of 10 years as part of the transfer agreement for the Carol Miller Justice Center. Court MIS functions are anticipated to relocate to the proposed new criminal courthouse.
- Lorenzo Patino Hall of Justice, 7th & I Streets. There are four criminal courtrooms located within the County main jail facility and are primarily used for prisoner felony arraignments. These courtrooms are unaffected by the proposed project.

In all, there are 51 total courtrooms within the downtown area to support 55 JPEs, as presented below in Table 5. Currently, eight courtrooms are designated as criminal only and four courtrooms are designated as civil only. Depending upon demand, the remaining 39 courtrooms may be assigned for either criminal or civil matters.

2.5.2. Court Services in Other Areas of Sacramento County.

- Carol Miller Justice Center, Bicentennial Circle. This facility has seven courtrooms. Calendars conducted here include traffic, small claims, and unlawful detainers.
- William R. Ridgeway Family Relations Courthouse, Power Inn Road. This facility has 15 courtrooms. Calendars conducted here include family law, family support, probate, and juvenile dependency.
- Juvenile Courthouse, Keifer Boulevard. Occupied in 2005, this facility has six courtrooms. It is co-located with the county Juvenile Hall and handles all juvenile delinquency cases.

2.5.3. Multiple Defendant and Jury Trials.

The Superior Court is experiencing an increase in the number of multiple defendant and jury trials conducted in the county. In cases where multiple defendants are charged with the same crime, one trial is conducted with multiple defendants, juries, and respective counsel present in the courtroom at one time. Courtrooms are temporarily retrofitted to accommodate the seating needs.

In 2007, Sacramento Superior Court heard 11 double jury case trials and 3 triple jury case trials. In 2008, 19 double jury case trials and 2 triple jury case trials were heard. In 2009, 15 double jury case trials and 1 triple jury case trials were heard. The current courtrooms lack space to accommodate more than one set of jurors and the Superior Court has had to find creative ways to accommodate seating and improve sightlines for the additional jurors. For double jury panels, the fixed audience seating is removed on one side and raised platforms with temporary seating are used to elevate the second set of jurors. For triple jury trials, the fixed audience seating on both sides of the courtroom is removed. The space program for the new courthouse includes two large courtrooms to better accommodate multiple defendant and jury trials.

2.6. Demographic Analysis

Sacramento County encompasses approximately 994 square miles in the middle of the 400-mile long Central Valley. The county is bordered by Contra Costa and San Joaquin Counties on the south, Amador and El Dorado Counties on the east, Placer and Sutter Counties on the north, and Yolo and Solano Counties on the west. Sacramento County extends from the low delta lands between the Sacramento and San Joaquin rivers north to about ten miles beyond the State Capitol and east to the foothills of the Sierra Nevada Mountains.

Sacramento County was incorporated in 1850 as one of the original 27 counties of the State of California. The County's largest city, the City of Sacramento, is the seat of government for the State of California and also serves as the county seat. Other incorporated cities within the county include Folsom, Rancho Cordova, Citrus Heights, Elk Grove, Isleton, and Galt.

Per the Department of Finance, Sacramento County is the eighth most populous county in the State. Currently, 60 percent of the population lives in the county's seven incorporated cities.

TABLE 2.6.a
 City/County Population Estimates with Annual Percent Change
 (January 1, 2008 and 2009)

State/County/City	Total Population		Percent Change
	1/1/2008	1/1/2009	
Citrus Heights	87,119	87,565	0.5
Elk Grove	139,119	141,430	1.7
Folsom	70,537	71,018	0.7
Galt.....	23,860	24,133	1.1
Isleton.....	815	818	0.4
Rancho Cordova.....	60,736	61,817	1.8
Sacramento City	474,470	481,097	1.4
Unincorporated Area.....	562,107	565,309	0.6
Sacramento County Total .	1,418,763	1,433,187	1.0

The population of Sacramento County is projected to grow substantially over the next forty two years, from 1,233,549 in 2000 to 2,176,508 in 2050, representing an increase of 76 percent. Table 2.6.b summarizes the population projections through the year 2050.

TABLE 2.6.b
 Population Projections in Ten-Year Increments for Sacramento County
 (2000 to 2050)

	2000	2010	2020	2030	2040	2050
Total County Population	1,233,575	1,451,866	1,622,306	1,803,872	1,989,221	2,176,508

Source: State of California, Department of Finance, Population Projections for California and Its Counties 2000-2050, Sacramento, California, July 2007.

2.7. Judicial Projections

Current and projected JPEs are the basis for establishing both the number of courtrooms and the size of a proposed capital-outlay project. Projected JPEs are determined by the Update of the Judicial Workload Assessment (the 2008 assessment) as adopted by the Judicial Council in October 2008.

The 2008 assessment provides an estimate of current judicial need through the application of a workload methodology adopted by the Judicial Council in August 2001. In 2004, the council approved a proposal to seek the creation of 150 new judgeships based on the statewide assessed current need of approximately 350 new judgeships. Projects to be funded by SB 1407 will include space for these 150 new judgeships: 50 authorized by SB 56 (Ch. 390, Statutes of 2006) in FY 2006-2007, 50 authorized by AB 159 (Ch. 722, Statutes of 2007) in FY 2007-2008, and the last 50 that have yet to receive legislative authorization.

On October 24, 2008, the Judicial Council approved an updated assessment identifying 327 currently needed new judgeships. These 327 currently-needed new judgeships do include the last 50 new judgeships that have yet to receive legislative authorization.¹

The 2008 assessment also prioritizes the next 100 new judgeships beyond the 150 new judgeships described above. Projects funded by SB 1407 will not include programmed space for these additional 100 new judgeships; however, they will be accounted for under the column labeled Future Growth in Table 3 below and to determine the appropriate site size of a project.

Table 2.7.a below provides information used to determine the near-term need for this project.

TABLE 2.7.a
 Current and Projected JPEs (Including Proposed New Judgeships)
 Basis for Proposed New Criminal Courthouse and Backfill of Gordon D. Schaber

Proposed Location	Existing JPEs	AB 159	Proposed 50	Future Growth	Total JPEs	Basis for Proposed Project
New Sacramento Criminal Courthouse	35	6	3	0	44	44
Gordon D. Schaber Courthouse	16	0	1	0	17	17
Countywide	81.9	6	5	12	104.9	N/A

2.8. Existing Facilities

This project will provide consolidation of five existing downtown locations, including various court administrative functions, court reporters, legal research staff, and the settlement conference and law and motion functions. Consolidation will occur from leased facilities, into either the proposed new courthouse or the existing Gordon D. Schaber Courthouse. Additionally, this project will free space in the Schaber building for consolidation of noncriminal calendars and expansion of existing court support functions that are now severely overcrowded. A summary of all the facilities affected by construction of the proposed new criminal courthouse is shown below in Table 2.8.a.

¹ The last 50 (of the 150) new judgeships were proposed for funding in FY 2008–2009 through the authorization of SB 1150 (Corbett); however, the state legislature failed to pass this bill.

TABLE 2.8.a
 Criminal and Civil Court Facilities in Downtown Sacramento
Affected by Construction of Proposed Criminal Courthouse

Facility/Location	Number of Existing Courtrooms Affected by this Project	Existing Departmental Square Footage Consolidating to the New Project	Existing Departmental Square Footage Consolidating or Remaining at Gordon D. Schaber	Court Space as a Percentage of Total Building Square Footage
Gordon D. Schaber Courthouse 720 9th Street.....	44	75,000	168,225	100%
Civil Settlement/Law & Motion 800 9th Street.....	1	0	21,185	100%
Erickson Courthouse 520 9th Street.....	2	0	8,284	100%
Budget, Finance, HR, Payroll 901 H Street.....	0	0	7,220	100%
Court Reporters 800 Hth Street.....	0	5,720	3,768	100%
OCIT (Information Technology) 799 G Street.....	0	2,335	2,992	3%
Total Existing Courtrooms and DGSF.....	47	83,055	221,674	

Of the 44 existing courtrooms in the Gordon D. Schaber building, 35 will be relocated to the proposed new courthouse. Once these criminal courts have moved, 17 of the most appropriately sized and supported existing courtrooms in the Schaber building will remain in use as courtrooms. These 17 courtrooms will be used for the following:

- Nine existing JPEs/calendars at the Schaber courthouse remain;
- Three JPEs/calendars are relocated from leased space into Schaber;
- Four courtrooms are allocated to four existing JPEs now located in either the Schaber Courthouse or Civil Settlement/Law & Motion leased facility that currently have no permanently assigned courtroom; and
- One courtroom is allocated to a proposed new judgeship from the proposed next 50 for civil calendars.

In summary, the Schaber Courthouse will be used for 12 civil calendars and 5 criminal calendars. Based on an analysis of the criminal court functions to be moved out of from the Schaber courthouse into the new courthouse, approximately 75,000 Departmental Gross Square Feet (DGSF) will become available in the Schaber courthouse for expansion of currently overcrowded administrative functions and criminal court functions that will support the five criminal calendars to remain, and consolidation of all civil court operations.

The court and the AOC have studied the reuse of the Schaber courthouse for near term planning purposes and developed a space program for the 75,000 DGSF that will be vacated after the new courthouse is occupied. Many of the functions remaining in the Schaber courthouse do not have adequate space to function properly and the existing

leased facilities are undersized for their current functions. The space program for the area to be vacated in Schaber includes the 27,900 square feet of overcrowded space consolidating from leased facilities. The renovated area at Schaber will be appropriately reallocated to be more consistent with current standards for both the criminal and civil functions that will remain in Schaber and the civil functions that will move into Schaber.

Functions to be consolidated and augmented by moving into the Schaber courthouse include the following: court reporters, alternate court clerks and court attendants, court administration, MIS development and training, general services facilities and purchasing, accounts payable, analytical services and reengineering, finance, human resources, payroll, training, legal research, interpreters, jury commissioner, appeals division, civil support unit, civil settlement conference, civil self-help center, and accounting.

Table 2.8.b presents the current and proposed JPEs as related to the current and proposed number of courtrooms in downtown Sacramento.

**TABLE 2.8.b
JPEs and Courtrooms by Downtown Location (Civil & Criminal)**

Facility	Current JPEs	Current Courtrooms	JPEs Including AB 159 and Proposed Next 50	Proposed Courtrooms
Gordon D. Schaber Courthouse	46	44	17	17
Civil Settlement/Law & Motion	3	1	0	0
Erickson Courthouse.....	2	2	0	0
Hall of Justice	4	4	4	4
Proposed New Criminal Courthouse...	0	0	44	44
Total.....	55	51	65	65

Currently, the 55 criminal and civil JPEs operate in downtown Sacramento in only 51 courtrooms. The Civil Settlement/Law & Motion calendars include one assigned JPEs who conducts settlement conferences and two JPEs that share one courtroom. These two judges split the caseload into morning and afternoon sessions.

The new project will increase the capacity of the civil settlement/law and motion proceedings and therefore improve the civil divisions overall case processing by increasing courtroom capacity in the Gordon D. Schaber Courthouse. The number of new judgeships in the proposed new criminal courthouse includes a total of 9 JPEs from AB 159 and the proposed next 50. One new judgeship from proposed next 50 will be assigned to a civil calendar in the Gordon D. Schaber Courthouse.

The departmental square footage occupied by the court listed in Table 4 is the amount of square footage planned to consolidate to either the new courthouse or back into the Gordon D. Schaber Courthouse. The existing square footage of space that correlates to the occupancies and functions relocating to the new project is 83,055. The square footage required for the new 44 courtroom project is 271,716 Departmental Gross Square Feet (DGSF) or 405,468 Building Gross Square Feet (BGSF) as determined by the detailed space program, which is presented in Appendix A of the Project Feasibility Report. The existing facilities in downtown Sacramento provide a total of 304,729 DGSF while actual

need is 514,941 DGSF representing a shortfall of 210,212 DGSF to meet the current and near-term needs of the court.

The Schaber courthouse was not originally intended to house 44 courtrooms, but like many courthouses in California, courtrooms have been added within the building to meet service demand. The Schaber building was originally constructed in 1965 to house 22 courtrooms handling a full range of calendars including criminal, civil, family law, probate, small claims, traffic and unlawful detainer. Courtrooms were located on the 2nd, 3rd, and 4th floors, and the north half of the 5th floor. As Sacramento County grew, so did the demand on court services. Certain functions—family law, traffic, juvenile delinquency, juvenile dependency, and unlawful detainees—were relocated to other newly constructed and leased facilities to make room in the Schaber building for the growing demand for more criminal and civil calendars. Over the years, courtrooms have also been added to the remaining portion of the 5th floor as well on the 6th floor. The 6th floor was not originally designed to accommodate courtrooms, but was later built out with four courtrooms to accommodate growth. Prisoner movement to these floors occurs via stairs as the incustody elevator does not extend past the fourth floor. Twenty-two courtrooms have been added to the building since 1965. Now, the 44 courtroom facility houses only criminal and civil calendars in addition to court administrative functions. As indicated above, the Schaber building is 291,000 BGSF and after the new courthouse is completed, it will house 17 courtrooms.

The existing facilities to be affected by the proposed new courthouse contain numerous deficiencies relative to safety, access and efficiency, security, and Americans with Disabilities Act (ADA) accessibility which creates impediments to the administration of justice. Specific issues with the existing facilities are summarized below:

2.8.1. Gordon D. Schaber Courthouse.

2.8.1.1. Security Deficiencies

- The building does not have separate and secure judicial/staff elevators. Judges and staff must use the public elevators thereby compromising security.
- The facility does not have separate and secure corridors for prisoner movement. The third, fourth and fifth floors have a non-public corridor that extends around the exterior wall of the building. This corridor is used by judges, staff, and prisoners being escorted into court.
- Due to the location of the prisoner elevator on the west side of the building, and the lack of secured corridors to the east side of the building, prisoners must be escorted across public corridors.
- The prisoner elevator does not extend past the fourth floor. To access courtrooms located on the fifth floor, prisoners are escorted up one flight of stairs in a non-secured area. To access courtrooms located on the sixth floor, public elevators and public corridors must be utilized.

- There are substantial security risks by not having dedicated, secured corridors and elevators. Since December 2007, two prisoners have escaped utilizing the public corridors to access the emergency exit stairwells.
- Only five existing courtrooms provide appropriate safe and secure separation of prisoner movement from judicial officers, staff, and the general public.

2.8.1.2. Inadequate Court Holding Facilities

- On average, this facility receives 126 prisoners on a typical standard weekday. After a court holiday, the number increases to approximately 165. Central holding is located on the second floor. Separation cells are limited and small, making segregating gang members, combative inmates, men/women, juveniles/adults, and inmates that are in protective custody extremely challenging. In addition, because of the close proximity of Folsom State Prison, State prisoners must be kept separate from county jail inmates, and this puts further strain on the limited number of holding cells in the facility. All holding cells experience overcrowded conditions which result in unsafe conditions for the prisoners and court security personnel.
- The facility provides only two secured attorney/client interview rooms for up to 126-165 prisoners, each of whom may require a confidential discussion with their attorney. These interview rooms are frequently used as separation cells requiring attorneys to meet and confer with their clients in the courtroom.
- There is one holding cell located on the fourth floor near the criminal courtrooms with a capacity of 4 prisoners. However, this cell is too small to support the 22 criminal courtrooms on floors 4, 5, and 6 competing for its use. During recesses, most prisoners must be escorted back to the second floor courthouse holding area resulting in delays to court proceedings.

FIGURE 2.8.1.a
Male Group Holding Cell in North Tank



FIGURE 2.8.1.b
Separation Cell in North Tank for Females



2.8.1.3. Substandard Courtrooms

- The average size of the trial courtrooms is 1,100 square feet and most are less than 30 feet wide. Current standards call for 1,600 square feet to 2,400 square feet per courtroom. Existing courtrooms are severely undersized for multiple defendant and multiple jury

trials. Courtrooms are temporarily retrofitted to accommodate all juries, attorneys, litigants, and interpreters.

FIGURE 2.8.1.c
Undersized Courtrooms
Cannot Adequately Accommodate Large Trials



FIGURE 2.8.1.d
Audience Seating Removed and
Replaced with Make-Shift Jury Box



2.8.1.4. *Overcrowded Jury Assembly Areas*

- The current jury assembly room has a maximum occupancy level of 147 people and is inadequate to handle the daily average of 307 new jurors reporting for service. The Court has had as many as 504 new jurors report for jury service on a single day. Cases involving multi-jury trials exacerbate the situation.

FIGURE 2.8.1.e
Jury Assembly Room



- The court installed 140 additional chairs and a public address system in an open mezzanine to accommodate the overflow of jurors. The mezzanine is adjacent to the court's high-volume criminal courtrooms and the space is very noisy making it difficult for jurors to hear important announcements.

FIGURE 2.8.1.f
Overflow Jury Seating in Open Mezzanine



- Even with the additional mezzanine seating, the total number of combined seating amounts to 286. When seating within the mezzanine fills up, jurors must share the hallway seating with out-of-custody criminal defendants waiting for their court appearances. Even this seating is inadequate at times causing jurors to stand for long periods of time.
- On many occasions fire prevention inspectors have reprimanded the court for the overcrowded conditions in the jury assembly areas. Jurors reporting for service are forced to endure an uncomfortable environment that is cramped, stuffy, and noisy.

2.8.1.5. Overcrowded Public Areas

- Approximately 4,500 people a day, or 90,000 per month, enter the Gordon D. Schaber Sacramento County Courthouse.
- The entrance lobbies on both the east and west sides of the building are small with minimal queuing areas. Most people entering the building queue outdoors. Each entrance lobby only accommodates one screening station which causes long lines at each entrance. On a typical morning it takes 10 minutes to get through the entrance screening stations.

- The courtrooms on floors three through six are similarly configured. The public corridors are narrow and do not provide adequate waiting areas for the number of jurors, family members of the accused and/or victim(s), and witnesses appearing for these trials.
- Witnesses and family members share the same waiting areas as jurors. Because space is so limited, they frequently sit or stand right next to each other. Comingling of jurors and other trial participants in undersized hallways has caused mistrials when jurors have inadvertently overheard comments made by family members of the accused

FIGURE 2.8.1.g
Typical Overcrowded Public Corridor and Courtroom Waiting Areas



- The long lines to enter the building cause delays in commencing jury trials and other court hearings.

FIGURE 2.8.1.h
Public Entrance on 8th Street



2.8.1.6. Overcrowded Clerical Work Areas

- Due to lack of space, supply items that would normally be kept in a storage room, are stockpiled in staff areas and infringe upon work spaces.

FIGURE 2.8.1.i
Staff Work Area – 1st Floor Business Services Center



- Due to lack of space, departmental circulation paths are typically occupied by carts and other items creating inefficiencies and unsafe conditions.

FIGURE 2.8.1.j
Staff Circulation Path – 1st Floor Civil Records



2.8.1.7. Accessibility

- The civil and criminal public counters on the north and south sides of the building are too high and are not ADA compliant.
- The walkway between the public counter on the south side of the building is too narrow to accommodate a wheelchair thereby preventing access to staff areas and services behind the counter.

2.8.1.8. Inadequate Number of Public Elevators

- The court has only five elevators with one dedicated to prisoner movement.
- The remaining four elevators are used to move freight, staff, judges, files, exhibits, and the public. On average, 4,500 visitors a day compete for elevator usage. The county's elevator service expert and public work's elevator consultant have stated that at least six elevators are needed just to support the volume of visitors (public only) the court receives on a daily basis.
- In addition to creating overcrowded conditions in the public elevator lobbies, during peak usage times, it can take on average 6-10 minutes to catch an elevator causing significant inefficiencies, inconvenience, and a great deal of frustration for all court users and staff.

2.8.1.9. *Other Building Deficiencies*

- The building has a poor seismic rating.
- The building has no automatic fire detection system with the exception of a smoke detector in the elevator lobby and a duct detector in the HVAC return air system.
- Only the basement and first floor are equipped with an automatic fire sprinkler system.

3. OPTIONS ANALYSIS

3.1. Introduction

The purpose of this section is to compare potential options to meet the facility needs of the Sacramento Superior Court in downtown Sacramento.

3.2. Project Options

The AOC and the court examined two facility development options to provide adequate space for court functions in Sacramento County:

- Project Option 1: Construct a new courthouse on a new site with 44 courtrooms, backfill the existing Gordon D. Schaber Courthouse
- Project Option 2: Current Authorized Project: Construct a new courthouse on a new site with 35 courtrooms, backfill at the existing Gordon D. Schaber Courthouse is unfunded.

These options are evaluated based on their ability to provide the space required at good economic value to the state.

3.2.1. Project Option 1: Construction of a New Courthouse with 44 Courtrooms, Backfill Vacated Space at the Existing Gordon D. Schaber Courthouse.

In this option, a building of approximately 405,468 gross square feet would be constructed on a new site with 44 courtrooms and associated support space. The existing courthouse and downtown leased facilities will remain in use until completion of the new courthouse. Once the new courthouse is completed, space vacated in the existing Gordon D. Schaber courthouse, approximately 75,000 DGsf, will be renovated for civil calendar and support functions that will be relocated to that facility.

3.2.1.1. *Pros*

- a. This option relocates 35 criminal courtrooms from an unsafe, substandard, overcrowded, and physically deficient facility into a new, modern, and secure criminal courthouse; 9 more than Option 2, which relocates 26 existing courtrooms from Schaber to the new courthouse.

- b. This option allows for consolidation of non-criminal functions in the Gordon D. Schaber Courthouse.
- c. This option utilizes the new facility for the most critical functions of the criminal calendar; courtrooms, secure holding, jury assembly, and the criminal clerk's office while utilizing the existing Schaber courthouse for more administrative functions and the civil calendar. The five criminal courtrooms remaining at Schaber can be mainly used for out of custody proceedings.
- d. This option offloads significant public and juror volume from the Schaber building which will reduce crowding at the entries and elevators.
- e. This option includes funding needed for minimal backfill renovation at the Schaber courthouse of spaces vacated when functions relocate from Schaber to the new courthouse.
- f. This option reuses more of existing space at the Schaber courthouse, which will cost less and be less disruptive to existing operations than Option 2. Backfill renovation is approximately 14,500 square feet less than Option 2.

3.2.1.2. *Cons*

- a. This option requires authorization of SB 1407 funds for site acquisition, design, and construction.
- b. This option splits the criminal calendar between two facilities, requiring in-custody transport and holding at both sites.

3.2.2. Project Option 2: Construction of a New Courthouse with 35 Courtrooms, Backfill Vacated Space at the Existing Gordon D. Schaber Courthouse (Current Authorized Project).

In this option, a building of approximately 396,609 gross square feet would be constructed on a new site with 35 courtrooms and associated support space. The existing courthouse and downtown leased facilities will remain in use until completion of the new courthouse. Once the new courthouse is completed, space vacated in the existing Gordon D. Schaber courthouse, approximately 89,500 DGSE, will be renovated for civil calendar and support functions that will be relocated to that facility, however funding was not included for this renovation.

3.2.2.1. *Pros*

- a. This option relocates 35 criminal courtrooms from an unsafe, substandard, overcrowded, and physically deficient facility into a new, modern, and secure criminal courthouse.
- b. This option allows for consolidation of non-criminal functions in the Gordon D. Schaber Courthouse.

- c. This option offloads significant public and juror volume from the Schaber building which will reduce crowding at the entries and elevators.

3.2.2.2. *Cons*

- a. This option provides only 35 courtrooms in the new courthouse, 9 fewer than Option 1.
- b. This option requires authorization of SB 1407 funds for site acquisition, design, and construction.
- c. This option does not provide for the additional 8,000 square feet of holding space requested by the court and sheriff to adequately support the projected volume of in-custodies.
- d. This option reuses less of existing space at the Schaber courthouse, which will result in higher renovation costs and be more disruptive to existing operations than Option 1. Approximately 14,500 additional square feet will need to be renovated for backfill functions.
- e. This option splits the criminal calendar between two facilities, requiring in-custody transport and holding at both sites.
- f. This option does not include funding needed for minimal backfill renovation at the Schaber courthouse of spaces vacated when functions relocate from Schaber to the new courthouse.

3.3. Recommended Project Option

The recommended option is Option 1. This option provides the best solution for the current court operations at the county's population center in and near the City of Sacramento.

For Option 1, the proposed new courthouse will accomplish the following immediately needed improvements to the Superior Court and enhance its ability to serve the public:

- Relocate to the new courthouse 35 existing criminal courtrooms in the existing Gordon D. Schaber Courthouse that are currently unsafe, substandard, and overcrowded.
- Expand court services by increasing the capacity for criminal court proceedings from 26 to 44 by providing space for 9 new judgeships from AB 159 and the from proposed next 50 new judgeships.
- Consolidate five existing facilities into either the new project or the existing Gordon D. Schaber Courthouse thereby reducing the number of facilities in downtown Sacramento serving the public from seven to three.
- Improve court operational efficiency, access to justice, and overall public service by future consolidation of all civil court functions in the existing Gordon D. Schaber Courthouse. Space for one new judgeship from the next 50 new judgeships would be accommodated at the Schaber courthouse.

4. RECOMMENDED PROJECT

4.1. Introduction

The recommended solution to meet the court's facilities needs in Sacramento County is to construct a new 44 courtroom courthouse on a new site. The existing Gordon D. Schaber Courthouse would then undergo minor renovation to efficiently accommodate 17 courtrooms and centralized court support space.

The following section outlines the components of the recommended project, including project description, project space program, courthouse organization, parking requirements, site requirements, design issues, estimated project cost and schedule, and estimated impact on the court's support budget.

4.2. Project Description

The proposed project includes the design and construction of a New Sacramento Criminal Courthouse building for the Superior Court of California, County of Sacramento. The project replaces and consolidates five existing facilities and portions of the existing Gordon D. Schaber Courthouse, and will include 44 courtrooms and associated support space. The project includes courtrooms for 9 new judgeships from AB 159 and from proposed next 50 new judgeships. One additional new judgeship will be located at the Schaber courthouse. Additional space for criminal court clerk, court security operations and holding, and building support space will be provided. Secure parking, sally port, and prisoner holding will be located at the basement level.

The proposed new building will be approximately 405,468 BGSF. Minor renovation needed at the Schaber courthouse to provide appropriate space for relocated functions will be approximately 75,000 DGSF.

4.3. Space Program

Space needs are based on the program provided in the master plan and recently confirmed by the court. The revised space program is based on the California Trial Court Facilities Standards (the standards). The overall space program summaries for the new courthouse and the Schaber courthouse are provided in Tables 4.3.a and 4.3.b.

TABLE 4.3.a
Space Program Summary for the Project

Division	Projected Staff	Projected Square Feet
Court Administration	18	7,882
Courtsets/Judiciary.....	194	205,370
Criminal Division	69	13,316
Jury Services	4	13,252
Other Court Units.....	6	3,410
Court and Building Operations	0	28,486
Total Staff and Departmental Gross Square Feet....	291	271,716
Interdepartmental Circulation/Restrooms/Bldg. Support.....	25%	67,929
Basement Sallyport/Secure Parking		35,138
Building Envelope/Mechanical/Electrical	10%	30,685
Total Building Gross Square Feet		405,468
BGSF per Courtroom		9,215

TABLE 4.3.b
Space Program Summary for Gordon D. Schaber Courthouse

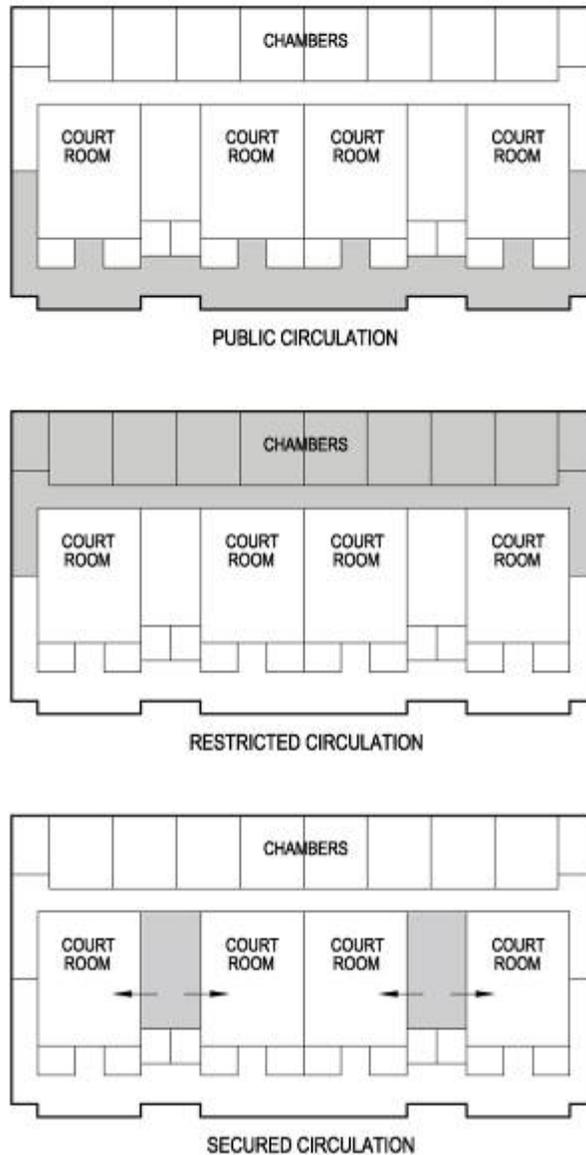
Division	Projected Staff	Projected Square Feet
Courtsets/Judiciary	34	43,281
Courtroom Support	0	13,103
Court Reporters.....	18	3,278
Courtroom Support/Attendants.....	18	1,771
Administration	6	3,899
MIS	34	8,709
General Services – Facilities.....	8	2,720
General Services – Purchasing	5	1,396
Accounts Payable	9	1,249
Analytical Services & Reengineering.....	16	4,344
Finance	14	3,206
HR/Payroll/Training	22	4,788
Legal Research (Civil and Criminal)	30	7,314
Interpreters.....	1	486
Jury Services.....	9	7,854
Appeals	6	1,382
Civil Support Unit/Exhibits	64	14,746
Civil Settlement Conference.....	1	8,378
Civil Self-Help Center	0	1,875
System Development & Training	0	5,801
Accounting	4	1,220
Court Security Operations	0	4,115
Court/Building Support	2	9,318
Total Staff and Departmental Gross Square Feet...	301	154,234
Interdepartmental Circulation/Restrooms/Bldg. Support.....	35%	53,982
Building Envelope/Mechanical/Electrical	15%	23,135
Total Utilized Space		231,351
Contingency Space		11,874
Actual Gross Square Feet (Without basement items below)		243,225
Basement Secure Parking/Sallyport.....		40,000
Basement Mechanical/Structure		7,858
Actual Building Gross Square Feet		291,083

Detailed program data is provided in Appendix A.

4.4. Courthouse Organization

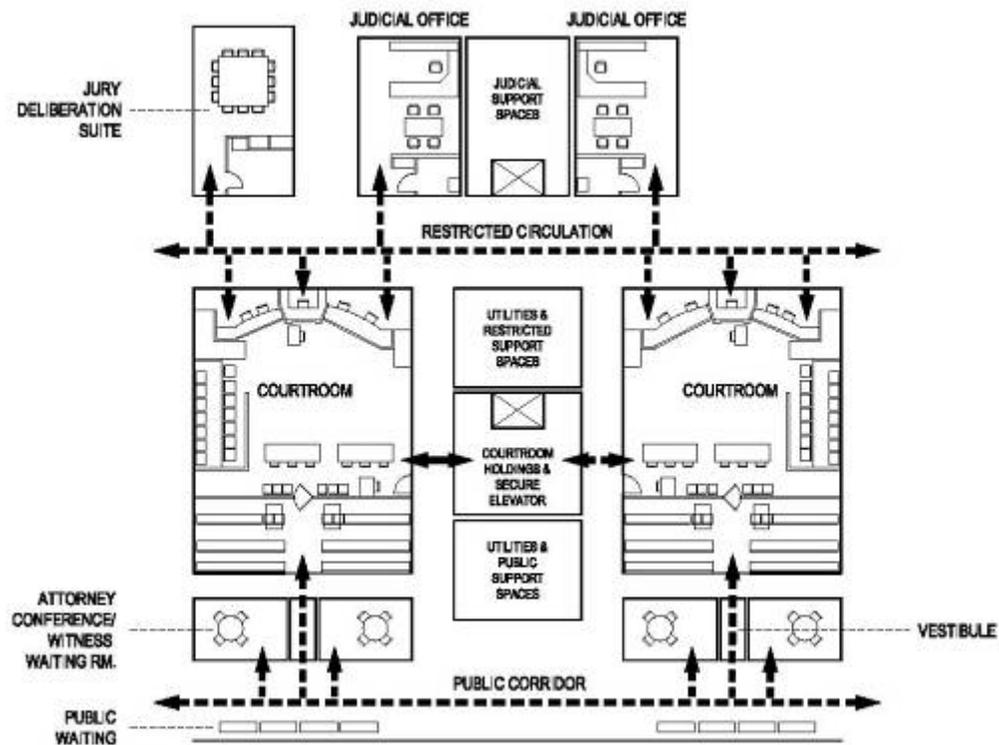
Per the *California Trial Court Facilities Standards*, courthouses that hear criminal cases require three separate and distinct zones of public, restricted, and secured circulation. The three zones of circulation shall only intersect in controlled areas, including courtrooms, sally ports, and central detention. Figure 4.4.a illustrates the three circulation zones.

FIGURE 4.4.a
Three Circulation Zones



The court set includes courtrooms, judicial chambers, chamber support space, jury deliberation room, witness waiting, attorney conference rooms, evidence storage, and equipment storage. A restricted corridor connects the chamber suites with staff offices and the secure parking area. Adjacent to the courtrooms is the secure courtroom holding area, accessed via secured circulation. Figure 4.4.b illustrates how a typical court floor should be organized.

FIGURE 4.4.b
Court Floor Organization



4.5. Site Selection and Requirements

The selection of an appropriate site for the new courthouse is a critical. Several factors, including parking requirements, the site program, site selection criteria, site availability, and real estate market analysis will be considered in making a final site selection.

4.5.1. Site Selection.

Once initial funding for the project is secure, the AOC will develop a list of sites to be considered by the projects local Project Advisory Group and to which approved site selection criteria will be applied (per Rule 10.184(d) of the California Rules of Court and subject to final approval by the Administrative Director of the Courts). The site selection and site acquisition process—for all trial court capital projects—is outlined in the *Judicial Council approved Site Selection and Acquisition Policy for Court Facilities*.

4.5.2. Parking Requirements.

The county currently provides jury parking on the surface parking lot located adjacent to the Gordon D. Schaber Courthouse and bounded by 8th, 9th, G, and F Streets. Total parking provided is 351 spaces. The county must provide this amount plus some overflow parking to the court per agreements made as a part of the transfer process. Staff and public parking is currently accommodated in an adjacent county parking structure and other public and private owned parking facilities downtown, including on-street parking. Due to the urban location of the new project, a limited amount of parking is proposed. A total of 250 structured parking spaces are proposed for staff, jury, and the general public. The parking allocation is based on the number of new judgeships in downtown assigned from AB 159 and from proposed next 50 new judgeships. Additionally, secured judicial parking will be provided at the basement level of the new courthouse and the existing Schaber courthouse.

4.5.3. Site Program.

A site program was developed for the recommended project. The site program is based on an assumed building footprint and site elements such as loading areas, refuse collection, and basic support areas. .

The building footprint is based on preliminary space allocation per floor. The site calculations include the building footprint, site elements, landscaping, and site setbacks. The calculation of site acreage needed has been done on a formula basis, which assumes a flat site. The approach does not take into account any environmental factors, topographic features, or other unique characteristics of a site, and thus should be viewed as a guide to site acreage requirements.

The following table delineates that a minimum site area of approximately 2.53 acres has been identified to accommodate the needs of the courthouse, including a structured parking facility. The AOC recommends acquisition of a full city block, which is approximately 2.50 acres.

TABLE 4.5a
Site Program

Site Component	Project Need	Comments
Structures		
Court Footprint	49,110	12-story building with a basement and penthouse
Total Structure	49,110	
Site Elements		
Loading Bay	960	Assume 2 @ 12' x 40' (Depressed to exterior basement level)
Refuse/Recycling Collection	288	Assume 12' x 24' (Depressed to exterior basement level)
Emergency Generator	200	
Bicycle Parking Area	60	
Total Site Elements	1,508	
Parking		
Secure Judicial Parking	-	Locate at basement level
Visitor/Staff/Juror Parking	-	Structured parking
Total Parking Structure Square Footage	-	Separate Program
Total Parking Footprint	-	
Total Site Requirements		
Structures	49,110	
Site Elements	1,508	
Parking	-	
Subtotal Site Requirements	50,618	
Vehicle/Pedestrian Circulation	10,124	20% of site
Landscaping/Setbacks	10,124	20% of site
Total Site Requirements	70,866	
Total Acreage Requirements	1.63	Total site required excluding structured parking
	2.53	Total site required including structured parking

Site Component	Project Need	Comments
Parking		
Secure Judicial Parking	-	Locate at courthouse basement level
Staff/Visitor/Juror Parking	250	25 spaces per courtroom/10 courtrooms (6 AB 159, 4 from proposed SB 1150 New Judgeships. 9 new judgeships are assigned to the new project and one is assigned to the Gordon D. Schaber Courthouse.)
Short-Term Parking	-	Use parking provided at local streets
Subtotal Parking Square Footage	105,000	Assume structured parking at 420 SF per space
Total Footprint Parking Area	26,250	4 stories parking w/retail at street level
Subtotal Site Requirements	26,250	
Vehicle/Pedestrian Circulation	3,938	15% of site
Landscaping/Setbacks	9,188	35% of site (outdoor space for retail at street level)
Total Site Requirements	39,375	
Total Acreage Requirements	0.90	Approx 1/3 of a city block

4.6. Design Criteria

Per the *California Trial Court Facilities Standards*, California court facilities shall be designed to provide long-term value by balancing initial construction costs with projected life cycle operational costs. To maximize value and limit ownership costs, the standards require architects, engineers, and designers to develop building components and assemblies that function effectively for the target lifetime. These criteria provide the basis for planning and design solutions. For exact criteria, refer to the standards approved by the Judicial Council on April 21, 2006.

4.7. Sustainable Design Criteria

According to the *California Trial Court Facilities Standards*, architects and engineers shall focus on proven design approaches and building elements that improve court facilities for building occupants and result in cost-effective, sustainable buildings. At the outset of the project, the AOC will determine whether the project will participate in the formal LEED™ certification process of the United States Green Building Council.

For additional criteria, performance goals, and information on energy savings programs please refer to the standards.

4.8. Estimated Project Cost

The estimated project cost to construct the recommended new courthouse project is \$439.118 million, without financing and including land costs. This is based on a project of approximately 405,468 gross square feet with 52 basement level secure parking spaces, minor renovation of vacated areas at the Schaber courthouse, and a parking structure with 250 parking spaces.

Construction costs for the project include site grading, site drainage, lighting, landscaping, drives, loading areas, vehicle sally port, and parking spaces. Construction costs include allowances for furniture, fixtures, and equipment (FF&E) and data, communications, and security. Construction costs are escalated to the start and midpoints of construction based on 5 percent annual.

Project costs are added to the construction costs and include fees for architectural and engineering design services, inspection, special consultants, geotechnical and land survey consultants, materials testing, project management, CEQA due diligence, property appraisals, legal services, utility connections, and plan check fees for the state fire marshal and access compliance.

Cost criteria include the following:

- The total project cost²—without financing costs—is \$439.118 million.
- The actual costs could change, depending on the economic environment and when the actual solution is implemented. The estimates were created by applying current cost rates and using a best estimate of projected cost increases.
- The cost estimate is based on the assumption that the courthouse project shall be designed for sustainability and, at a minimum, to the standards of a LEED™ certified “Gold” rating.
- The estimate is based on a hypothetical building; it does not represent a specific construction type, the use of specific building materials, or a predetermined design. The analysis is based on a series of set performance criteria required for buildings of similar type and specifications.

² The total project cost, is based on construction cost estimates provided by the Cumming Corporation, which have been escalated to the mid-point of construction and are based on the construction schedule provided in Section 4.9 of this report.

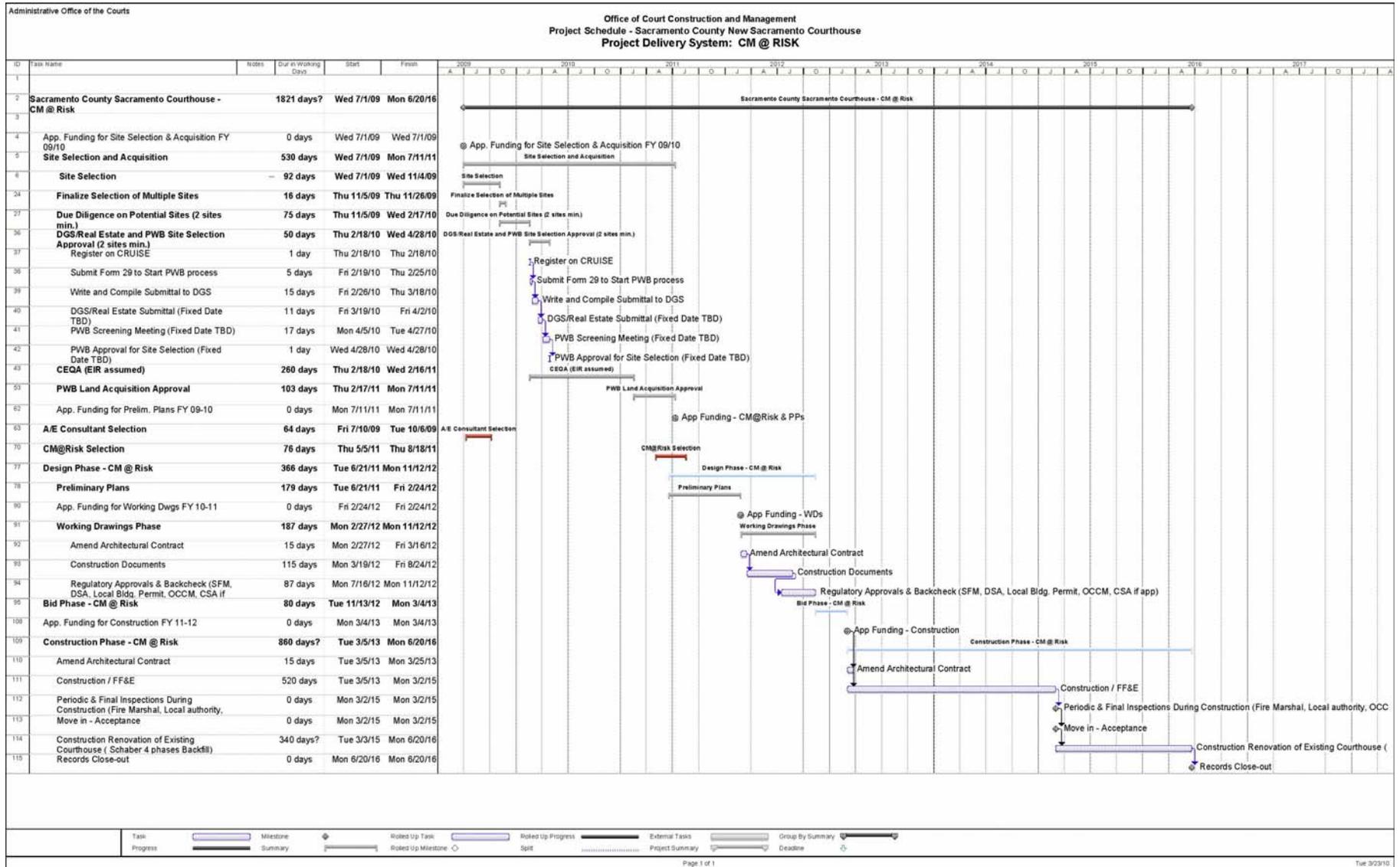
- The estimates do not include support costs such as utilities and facilities maintenance.

4.9. Project Schedule

A preliminary project schedule has been developed based upon approval process by the Department of Finance and the Joint Legislative Budget Committee implemented as a result of Senate Bill 1407 (Ch. 311, Statutes of 2008), and Senate Bill No. 12, Special Session (SBX 12, Ch. 10, Statutes of 2009). In the current schedule, the acquisition phase began July 2009 and design will begin June 2011 pending completion of site selection and acquisition. Construction is then scheduled to begin March 2013 with construction of the new courthouse completed March 2015 and minor renovation of the Schaber courthouse completed June 2016.

The project schedule is provided in the following figure.

FIGURE 4.9.a
 Project Schedule



APPENDIX A: DETAILED SPACE PROGRAM

Introduction

A detailed space program was developed for the recommended project; the new courthouse and reuse of the existing Schaber courthouse.

Superior Court of California, County of Sacramento			
Projected Staff and Space Requirements Summary for the Downtown Criminal Courthouse			
Division or Functional Area	Projected Need		
	Courtrooms	Staff	BGSF
New Sacramento Courthouse			
Court Administration		18.00	7,882
Court Sets / Judiciary	44	193.50	205,370
Criminal Division		69.00	13,316
Jury Services		4.00	13,252
Other Court Units		6.00	3,410
Court and Building Operations		0.00	28,486
Subtotal Staff & Departmental Gross Square Feet	44	290.50	271,716
Interdepartmental Circulation/Restrooms/Bldg. Support ¹		25%	67,929
Basement Component ²			35,138
Building Envelope/Mechanical/Electrical ³		10%	30,685
Total Building Gross Area			405,468
BGSF Per Courtroom			9,215
Notes:			
1. Includes staff restrooms, public restrooms, public telephones, drinking fountains, janitor's closets, etc.			
2. Includes vehicle sallyport, sheriffs parking (6 spaces), and secured judicial parking (52 spaces).			
3. Includes telecommunication and electrical closets, mechanical shafts, elevator machine room, etc.			

Functional Area	Unit Area	Projected Need				Grossing Factor
		Staff	Support	NSF	BGSF	
Court Administration						
Executive Office						
Executive Officer	300	1.00		300		
Chief Deputy Executive Officer	240	1.00		240		
Deputy of Downtown Courts	225	1.00		225		
Deputy of Branch Operations	225	1.00		225		
Judicial Services Officer	160	1.00		160		
Judicial Assignment Manager	160	1.00		160		
Public Relations Officer	160	1.00		160		
Executive Secretary	100	1.00		100		
Legal Secretary	84	4.00		336		
<i>Coffee Bar</i>	60		1	60		
<i>Supply and Records Storage</i>	120		1	120		
<i>Copy / Workroom</i>	120		1	120		
<i>Reception / Waiting</i>	150		1	150		
<i>Shared Office for Off-site Directors/Managers</i>	160		1	160		
<i>Large Conference Room (40-60 people)</i>	1,100		1	1,100		
<i>Medium Conference Room (8-12 people)</i>	240		1	240		
Subtotal Executive Office		12.00		3,856	5,013	1.30
MIS						
Info Tech Cust Supp Spec 2	64	4.00		256		
<i>Testing Lab</i>	140		1	140		
<i>New Equipment Storage Room</i>	400		1	400		
<i>Server Room</i>	1,000		1	1,000		
Subtotal MIS		4.00		1,796	2,335	1.30
General Services - Facilities						
ASO 1	84	1.00		84		
Deputy Clerk III	64	1.00		64		
<i>Reception / Waiting</i>	75		1	75		
<i>Ccure Badging Station</i>	48		1	48		
<i>Work / Equipment Room</i>	140		1	140		
Subtotal General Services - Facilities		2.00		411	534	1.30
Total Court Administration		18.00		6,063		
Department Gross Square Feet					7,882	

Functional Area	Unit Area	Projected Need				Grossing Factor
		Staff	Support	NSF	BGSF	
Court Sets / Judiciary						
Court Sets						
<i>Courtroom Large (high-volume)</i>	2,400		8	19,200		
<i>Courtroom Large (multi-jury)</i>	2,400		2	4,800		
<i>Courtroom Multi-purpose (jury)</i>	1,750		34	59,500		
Subtotal Courtrooms			44	83,500	100,200	1.20
<i>Attorney/Client/Witness Rooms</i>	100		88	8,800		
<i>PD Attorney / Client plea negotiation rooms</i>	240		3	720		
<i>Shared Ctrm Holding (high-volume)</i>	2,120		4	8,480		
<i>Shared Ctrm Holding (multi-jury)</i>	360		1	360		
<i>Shared Ctrm Holding (multi-purpose)</i>	200		17	3,400		
<i>Entry Vestibule</i>	64		44	2,816		
<i>Courtroom Waiting</i>	220		44	9,680		
<i>Courtroom Technology/Equipment Room</i>	40		44	1,760		
<i>Exhibit Storage Closet</i>	40		44	1,760		
<i>Jury Deliberation Room (2 toilets, kitchenette, closet) ¹</i>	470		20	9,400		
Total Court Sets				47,176	56,611	1.20
Judiciary / Courtroom Support						
Judicial Chambers (includes toilet and closet)	400	44.00		17,600		
Courtroom Clerks Workstation (incl. reception/waiting)	140	52.00		7,280		
Court Reporter's Office (1 shared work space per court)	100	44.00		4,400		
Manager	160	1.00		160		
Supervising Courtroom Clerk	120	3.00		360		
<i>Alternate Ct. Clerk / Ct. Rptr. Work & Storage Room</i>	360	17.50	1	360		
<i>Alternate Court Attendant Work & Storage Room</i>	150	4.00	1	150		
<i>Conference Room</i>	240		1	240		
<i>Legal Collection Room (1 per trial court floor)</i>	260		9	2,340		
<i>Judicial Conference Room</i>	360		1	360		
<i>Courtroom Clerks File/Supply Storage</i>	40		44	1,760		
<i>Shared Copy / Workroom / Supply Alcove (1 per ct. fl.)</i>	100		11	1,100		
Interpreter's Office						
Operations Manager	160	1.00		160		
Deputy Clerks	64	2.00		128		
Interpreters (work carrels & informal seating)	25	25.00		625		
<i>Reception / Waiting</i>	150		1	150		
<i>Coffee Bar</i>	60		1	60		
<i>Supply / Records / Equipment Storage</i>	120		1	120		
Total Judiciary / Courtroom Support		193.5		37,353	48,559	1.30
Total Court Sets / Judiciary		193.5		168,029		
Department Gross Square Feet					205,370	
¹ Two jury deliberation rooms provided for each multi-jury courtroom. Other jury deliberation rooms provided at a ratio of 1 per 2 courtrooms.						

Functional Area	Unit Area	Projected Need				Grossing Factor
		Staff	Support	NSF	BGSF	
Criminal Division						
Director of Criminal Division	225	1.00		225		
Manager	160	1.00		160		
Supervisor	120	3.00		360		
Deputy Clerk 2/3	64	42.00		2,688		
Deputy Clerk 2/3 (per 07-08 & 08-09 new JPE)	64	9.00		576		
Deputy Clerk 4	84	5.00		420		
<i>Network Printers / Fax Machine</i>	15		6	90		
<i>File Carts</i>	6		6	36		
<i>File Storage for Calendar Prep</i>	12		10	120		
<i>Coffee Bar</i>	60		1	60		
Public Service Counter Area						
Counter Workstations (assigned)	48	8.00	8	384		
<i>Counter Workstations (unassigned)</i>	48		4	192		
<i>Work Counter and forms storage</i>	100		1	100		
<i>Network Printer / Fax Machine / Copier</i>	15		3	45		
<i>Public Queuing Area</i>	14		60	840		
<i>Public Kiosk / microfilm viewer / photocopiers</i>	200		1	200		
<i>Public Records Viewing Area</i>	200		1	200		
Active Records						
<i>Active Criminal Files, 36" x 7 shelf unit</i>	12		150	1,800		
<i>File / Document Storage</i>	12		10	120		
<i>File Scanning Station</i>	40		4	160		
<i>Records Staging Area</i>	100		1	100		
<i>Sorting Workstation</i>	64		2	128		
<i>Network Printers / Fax Machine</i>	15		3	45		
<i>Microfilm Viewer</i>	15		1	15		
<i>File Carts</i>	6		10	60		
<i>Supply / Forms / Box Storage Room</i>	200		1	200		
<i>Copy / Work Room incl. paper storage</i>	300		1	300		
<i>Conference Room - Medium</i>	240		1	240		
Total Criminal Division		69.00		9,864		1.35
Department Gross Square Feet					13,316	

Functional Area	Unit Area	Projected Need				Grossing Factor
		Staff	Support	NSF	BGSF	
Jury Services						
Jury Assembly Room (assume call of 500)						
Check-in Counter Station	64	4.00		256		
Queuing Area (25% of jury call)	14		125	1,750		
Forms Counter (10% of jury call)	5		50	250		
General Seating	12		450	5,400		
Reading Room	160		1	160		
Computer Carrels	20		20	400		
Table Seating (15 tables w/seating for 4)	20		15	300		
Vending Machines	160		1	160		
AV Equipment Room	120		1	120		
Women's Restroom (8 toilets/lactation room)	540		1	540		
Men's Restroom (3 toilets/5 urinals)	480		1	480		
Total Jury Services		4.00		9,816		1.35
Department Gross Square Feet					13,252	

Functional Area	Unit Area	Projected Need				Grossing Factor
		Staff	Support	NSF	BGSF	
Other Court Units						
Accounting						
Account Clerk	84	4.00		336		
Reception Counter	75		1	75		
Employee Queuing Area	14		6	84		
Network Printer / Fax Machine	15		2	30		
Active Records Storage Area	12		6	72		
Secured safe room	80		1	80		
Secured storage room for records	200		1	200		
Subtotal Accounting		4.00		877	1,140	1.30
Exhibits						
Deputy Clerk 2/3 (Exhibits)	84	2.00		168		
Reception Counter	75		1	75		
Employee Queuing Area	14		4	56		
Network Printer	15		1	15		
Active Records / File Storage Area	12		6	72		
Work Counter	40		1	40		
Secured Exhibit Storage Room	1,200		1	1,200		
Records Storage for Exhibits	120		1	120		
Subtotal Exhibits		2.00		1,746	2,270	1.30
Total Other Court Units		6.00		2,623		
Department Gross Square Feet					3,410	

Functional Area	Unit Area	Projected Need				Grossing Factor
		Staff	Support	NSF	BGSF	
Court and Building Operations						
Public Area						
<i>Entry Vestibule</i>	300		1	300		
<i>Security Screening Queuing</i>	14		100	1,400		
<i>Weapons Screening Station</i>	250		4	1,000		
<i>Secure Public Lobby</i>	2,000		1	2,000		
<i>Information Counter (accommodates 2 individuals)</i>	64		2	128		
<i>Public Vending Services incl. Seating for 80</i>	2,000		1	2,000		
Subtotal Public Area				6,828	8,194	1.20
Court Security Operations						
<i>Reception Waiting</i>	150		1	150		
<i>Administrative Staff</i>	64		2	128		
<i>Captain</i>	160		1	160		
<i>Lieutenant</i>	160		1	160		
<i>Sergeant</i>	120		3	360		
<i>Records / Document Storage</i>	12		6	72		
<i>Work Counter</i>	60		1	60		
<i>Conference Room - Small</i>	160		1	160		
<i>Copier / Printer / Supplies</i>	150		1	150		
<i>Weapons Storage</i>	140		1	140		
<i>Ready Room (incl. counter w/sink)</i>	360		1	360		
<i>Men's Locker / Shower / Toilet Room</i>	540		1	540		
<i>Women's Locker / Shower / Toilet Room</i>	540		1	540		
Subtotal Court Security Operations				2,980	3,576	1.20
Court Support						
<i>Mail Distribution Center</i>	400		1	400		
<i>Training Room</i>	800		1	800		
<i>Staff Break Room</i>	200		5	1,000		
<i>Staff Lactation Room</i>	50		1	50		
<i>Staff Shower / Restroom (3M / 3F)</i>	80		6	480		
Subtotal Court Support				2,730	3,003	1.10
Children's Waiting Room						
<i>Reception Check-in Station</i>	100		1	100		
<i>Contract Employee Work area</i>	48		1	48		
<i>Open Play Area</i>	200		1	200		
<i>Television Viewing Area</i>	100		1	100		
<i>Supply / Toy Storage</i>	80		1	80		
<i>Coffee Bar</i>	60		1	60		
<i>Restroom</i>	80		1	80		
Subtotal Children's Waiting Room				668	868	1.30
Ancillary Agency Space						
<i>Attorney Convenience Center</i>	240		1	240		
<i>Media Room</i>	160		1	160		
Subtotal Ancillary Agency Space				400	440	1.10

Functional Area	Unit Area	Projected Need				Grossing Factor
		Staff	Support	NSF	BGSF	
Court and Building Operations						
Central Holding						
<i>Vehicle Sallyport</i>	2,000		-	-		
<i>Pedestrian Sallyport</i>	250		1	250		
<i>Pat down Area</i>	300		1	300		
<i>Control Room</i>	260		1	260		
<i>Security Equipment Room</i>	120		1	120		
<i>Group Holding - Male</i>	160		3	480		
<i>Group Holding - Female</i>	160		1	160		
<i>Individual Holding - Male</i>	40		12	480		
<i>Individual Holding - Female</i>	40		6	240		
<i>Juvenile Group Holding - Male</i>	80		2	160		
<i>Juvenile Group Holding - Female</i>	80		1	80		
<i>Individual Juvenile Holding - Male</i>	40		6	240		
<i>Individual Juvenile Holding - Female</i>	40		3	120		
<i>Court Dressing Room</i>	60		4	240		
<i>Clothing Storage Area</i>	100		1	100		
<i>Janitorial Closet / Storage</i>	80		1	80		
<i>Attorney Vestibule/Reception</i>	80		1	80		
<i>Attorney / Detainee Interview Rooms</i>	60		10	600		
<i>Staff Station (cell door control inside holding)</i>	100		1	100		
<i>Weapons Storage</i>	140		1	140		
<i>Booking Station</i>	150		1	150		
<i>Staff Restroom</i>	60		1	60		
<i>Staff Break Area</i>	150		1	150		
Subtotal Central Holding				4,590	6,885	1.50
CDC Tank (for prison inmates)						
<i>Individual (1 inmate per cell)</i>	40		10	400		
<i>Attorney Vestibule/Reception</i>	80		1	80		
<i>Attorney / Detainee Interview Rooms</i>	60		2	120		
<i>Deputy Work Area</i>	100		1	100		
<i>Weapons Storage</i>	60		1	60		
<i>Staff Restroom</i>	60		1	60		
Subtotal CDC Tank				820	1,230	1.50
Building Support Services						
<i>Loading/Receiving Area</i>	200		1	200		
<i>Central Storage (paper, office supplies, etc.)</i>	600		1	600		
<i>Main Telecommunications Equipment Room¹</i>	300		1	300		
<i>Main Electrical Room¹</i>	300		1	300		
<i>Janitorial Office / Break Area</i>	160		1	160		
<i>Janitorial Storage Room</i>	80		4	320		
<i>Maintenance Storage Room</i>	800		1	800		
<i>Maintenance Workshop</i>	300		1	300		
<i>Maintenance Office</i>	120		1	120		
<i>Facilities Storage Room</i>	800		1	800		
Subtotal Building Support Services				3,900	4,290	1.10
Total Court and Building Operations				22,916		
Department Gross Square Feet					28,486	
Footnotes:						
1. Satellite telecommunications and electrical closets are included in building gross square foot calculation.						

Basement Component	Project Need	Comments
Structures		
Basement Program Components	68,237	
Sallyport and Sheriff's Parking	6,270	Bus staging plus 6 secure parking spaces
Total Structure	74,507	
Parking		
Secure Staff Parking	52	Judicial officers and key administrative staff
Total Parking Area	21,840	Assume underground parking at 420 SF per space
Total Basement Requirements		
Subtotal Basement Requirements	96,347	
Vehicle Circulation	7,028	25% of parking area and sallyport
Total Basement GSF	103,375	

Superior Court of California, County of Sacramento			
Projected Staff and Space Requirements Summary for the Gordon D. Schaber Courthouse			
Functional Area	Projected Need		
	Courtrooms	Staff	DGSF
Court Sets / Judiciary	17	34	43,281
Courtroom Support		-	13,103
Court Reporter's Office		18	3,278
Courtroom Support (Alt. Court Clerk's and Court Attendants)		18	1,771
Administration		6	3,899
MIS		34	8,709
General Services - Facilities		8	2,720
General Services - Purchasing		5	1,396
Accounts Payable		9	1,249
Analytical Services & Reengineering		16	4,344
Finance		14	3,206
HR / Payroll / Training		22	4,788
Legal Research (Both Criminal and Civil)		30.0	7,314
Interpreter's Waiting / Work Room		1.0	486
Jury Services		9.0	7,854
Appeals		6.0	1,382
Civil Support Unit (includes Exhibits)		64.0	14,746
Civil Settlement Conference		1.0	8,378
Civil Self Help Center		-	1,875
System Development & Training		-	5,801
Accounting		4.0	1,220
Court Security Operations		-	4,115
Court / Building Support		2.0	9,318
Subtotal Department Gross Square Feet		301	154,234
Interdepartmental Circulation/Restrooms/Support		35%	53,982
Building Mechanical/Electrical/Envelope		15%	23,135
Total Utilized Space			231,351
Contingency Space			11,874
Actual Gross Square Feet (Without Basement items below)			243,225
Basement Parking Garage			40,000
Basement Mechanical/Structure			7,858
Actual Building Gross Square Feet			291,083

Functional Area	Unit Area	Space Needs-17 Courtrooms		
		Staff	Support	NSF
Court Sets / Judiciary				
Courtsets/Judiciary-Criminal (Depts. 3, 4, 8 & 9)	2,327		4	9,308
Courtsets/Judiciary-Criminal (Depts. 10)	1,845		1	1,845
Courtsets/Judiciary-Civil (Depts. 21, 22, 23, 29, 30, 31)	1,845		6	11,070
Courtsets/Judiciary-Civil (Depts. 32, 33, 34, 40, 41, 42)	1,845		6	11,070
Subtotal Courtsets/Judiciary		34.00	17	33,293
Internal Circulation (30%)				9,988
Total Courtsets/Judiciary				43,281
Courtroom Support				
Shared Ctm Holding - use existing North/South tanks	1,552		2	3,104
Secured in-custody interview rooms - use existing on 2nd floor	775		1	775
Jury Deliberation Rooms (use existing Rooms 311, 314, 413, 416, 514, 517)	450		6	2,700
Jury Deliberation Rooms (use existing Rooms 411, 515)	350		2	700
New Jury Deliberation Rooms on 2nd Floor	450		2	900
Witness / Law Enforcement Waiting Room (use existing Room 306)	100		1	100
Conference / Legal Collection Library (use existing Room 301, 402a, 511)	450		4	1,800
Subtotal Courtroom Support				10,079
Internal Circulation (30%)				3,024
Total Courtroom Support				13,103
Court Reporter's Office				
Supervisor's Office	120		1	120
Deputy Clerk 2/3	64	1.00		64
Court Reporter Workstation (assigned)	64	17.00		1,088
Court Reporter Workstation (unassigned)	64		4	256
Reception / Waiting	150		1	150
Conference Room - Medium	260		1	260
Coffee Bar Area	60		1	60
Work Room	150		1	150
Copy / Printer Room	120		1	120
Supply / Records Storage Room	160		1	160
Subtotal Court Reporter's Office		18.00		2,428
Internal Circulation (35%)				850
Total Court Reporter's Office				3,278
Courtroom Support (Court Clerks and Court Attendants)				
Manager	160	1.00		160
Supervising Courtroom Clerk	120	2.00		240
Alternate Courtroom Clerk Work Area	64	3.00	4	256
Alternate Court Attendant Work Area	64	12.00	4	256
Conference Room - Small	160		1	160
Storage Room	120		1	120
Copy / Printer Room	120		1	120
Subtotal Courtroom Support Office		18.00		1,312
Internal Circulation (35%)				459
Total Courtroom Support Office				1,771

Administration				
Director of Civil Division	225	1.00		225
Director of Communications	225	1.00		225
Admin Svcs Officer 3	160	1.00		160
Admin Svcs Officer 2	160	1.00		160
Legal Secretary	84	2.00		168
Coffee Bar	60		1	60
Supply and Records Storage	120		1	120
Copy / Workroom	120		1	120
Reception / Waiting	150		1	150
Shared Office for Off-site Directors/Managers	160		1	160
Large Conference Room (40-60 people)	1,100		1	1,100
Medium Conference Room (8-12 people)	240		1	240
Subtotal Administration		6.00		2,888
Internal Circulation (35%)				1,011
Total Administration				3,899
MIS				
Director	225	1.00		225
Manager	160	4.00		640
Admin Svcs Officer 2	120	1.00		120
Info Tech Trainer	120	1.00		120
Sr. Network Engineer	120	1.00		120
Info Tech Analyst	64	9.00		576
Sr. Info Tech Analyst	84	11.00		924
Info Tech Asset Analyst	64	1.00		64
Info Tech Cust Supp Spec 2	64	5.00		320
Temp. Contract Employees / Interns	64		8	512
Testing Lab	240		1	240
Training Room - Medium	800		1	800
Coffee Bar	60		1	60
Conference Room - Medium	240		1	240
Reception / Waiting	150		1	150
Supply and Records Storage	120		1	120
Copy / Workroom	120		1	120
New Equipment Storage Room	600		1	600
Server Room	500		1	500
Subtotal MIS		34.00		6,451
Internal Circulation (35%)				2,258
Total MIS				8,709
General Services - Facilities				
Use Existing Space (Room 30)	2,720	8.00	1	2,720

General Services - Purchasing				
Manager	160	1.00		160
Contract Services Officer 2	120	3.00		360
Deputy Clerk III	64	1.00		64
<i>Reception / Waiting</i>	150		1	150
<i>Coffee Bar</i>	60		1	60
<i>Records Storage Room</i>	120		1	120
<i>Copy / Equipment Room</i>	120		1	120
Subtotal General Services - Purchasing		5.00		1,034
Internal Circulation (35%)				362
Total Purchasing				1,396
Accounts Payable				
Use Existing Space (Room 20)	1,249	9.00	1	1,249
Analytical Services & Reengineering				
Director	225	1.00		225
Manager	160	1.00		160
Admin Svcs Officer 2	120	8.00		960
Business Analyst 2	120	4.00		480
Business Analyst 2 (per FY 07-08 & 08-09 JPE)	120	2.00		240
<i>Temp. Contract Employees / Interns</i>	64		4	256
<i>Coffee Bar</i>	60		1	60
<i>Reception / Waiting</i>	150		1	150
<i>Conference Room - Medium</i>	240		1	240
<i>Supply and Records Storage</i>	120		2	240
<i>Records Storage</i>	12		6	72
<i>Plotter</i>	15		1	15
<i>Copy / Workroom</i>	120		1	120
Subtotal Analytical Services & Reengineering		16.00		3,218
Internal Circulation (35%)				1,126
Total Analytical Services & Reengineering				4,344
Finance				
Director	225	1.00		225
Manager	160	2.00		320
Budget Analyst 1	84	3.00		252
Budget Analyst 2	120	1.00		120
Sr. Accountant	84	3.00		252
Account Clerk (per FY 07-08 & 08-09 JPE)	64	1.00		64
Internal Auditor	84	3.00		252
<i>Temp. Interns</i>	64		2	128
<i>Coffee Bar</i>	60		1	60
<i>Reception / Waiting</i>	150		1	150
<i>Conference Room - Medium</i>	240		1	240
<i>Supply and Records Storage</i>	120		1	120
<i>Records Storage</i>	12		6	72
<i>Copy / Workroom</i>	120		1	120
Subtotal Finance		14.00		2,375
Internal Circulation (35%)				831
Total Finance				3,206

HR / Payroll / Training				
Director	225	1.00		225
Manager	160	2.00		320
Human Resources Analyst	120	2.00		240
Sr. Human Resources Analyst	120	5.00		600
Human Resources Assistant	84	2.00		168
Human Resources Assistant (per 07-08/08-09 new JPE)	84	1.00		84
Sr. Office Specialist	84	5.00		420
Sr. Office Specialist (per 07-08 & 08-09 new JPE)	84	2.00		168
Staff Development Officer	120	1.00		120
Training Coordinator	120	1.00		120
Temp. Interns	84		2	168
Reception Counter Workstations	64		2	128
Reception / Waiting	150		1	150
Coffee Bar	60		1	60
Conference Room - Medium	240		1	240
Supply and Records Storage	120		1	120
Copy / Workroom	120		1	120
Records Storage	12		8	96
Subtotal HR / Payroll / Training		22.00		3,547
Internal Circulation (35%)				1,241
Total HR / Payroll / Training				4,788
Legal Research - Both Criminal and Civil				
Director	225	1.00		225
Supr Research Attorney	160	2.00		320
Judicial Secretaries	84	2.00		168
Judicial Secretaries (per 07-08 & 08-09 new JPE)	84	2.00		168
Research Attorney	120	21.00		2,520
Research Attorney (per 07-08 & 08-09 new JPE)	120	2.00		240
Intern Workstations	84		8	672
Reception / Waiting	150		1	150
Coffee Bar Area	60		1	60
Supply / Records Storage Room	160		1	160
Copy / Printer Room	120		1	120
Conference Room - Medium	240		1	240
Library	600		1	600
Subtotal Legal Research		30.00		5,418
Internal Circulation (35%)				1,896
Total Legal Research				7,314

Interpreter's Waiting / Work Room	360	1.00	1	360
Subtotal Interpreter's Waiting / Work Room		1.00		360
Internal Circulation (35%)				126
Total Interpreter's Waiting / Work Room				486
Jury Services				
Jury Commissioner's Office				
Manager	160	1.00		160
Supervisor	120	1.00		120
Deputy Clerk 3	64	5.00		320
Reception Counter	150		1	150
Records / Form Storage	12		6	72
Coffee Bar	60		1	60
Copier / Printer / Supplies	160		1	160
Jury Assembly				
Jury Assembly Room - use existing (Occupancy of 145)	2,916	2.00	1	2,916
Sub-Jury Assembly - use existing (Occupancy of 155) (includes check-in counter, existing rest rooms, snack area, and general seating)	1,860		1	1,860
Subtotal Jury Services		9.00		5,818
Internal Circulation (35%)				2,036
Total Jury Services				7,854
Appeals				
Deputy Clerk 4	84	1.00		84
Deputy Clerk 2/3	64	5.00		320
Public Counter Workstation (unassigned)	48		1	48
Public Queuing Area	14		6	84
Inactive Records Storage Room	160		1	160
Active Records Storage Area	12		14	168
Work Counter	40		1	40
Network Printer / Copier / Fax Machine Room	120		1	120
Subtotal Appeals		6.00		1,024
Internal Circulation (35%)				358
Total Appeals				1,382

Civil Division				
Civil Support Unit/Master Calendar				
Director	160	1.00		160
Manager	160	1.00		160
Supervisor	160	3.00		480
Deputy Clerk (Temp Positions)	64		6	384
Deputy Clerk 2/3	64	46.00		2,944
Deputy Clerk 3 (Exhibits)	64	2.00		128
Deputy Clerk 4	84	3.00		252
Network Printers / Fax Machine	15		6	90
File Carts	6		6	36
File Storage for Calendar Prep	12		10	120
Public Service Counter Area				
Counter Workstations (assigned)	48	8.00		384
Counter Workstations (unassigned)	48		4	192
Work Counter and forms storage	100		2	200
Network Printers / Fax Machine	15		3	45
Public Queuing Area	14		60	840
Public Kiosk / microfilm viewer / photocopiers	120		1	120
Public Records Viewing Area	24		10	240
Active Records				
Active Criminal Files, 36" x 7 shelf unit	12		150	1,800
File / Document Storage	12		10	120
File Scanning Station	40		4	160
Records Staging Area	100		1	100
Sorting Workstation	64		2	128
Network Printers / Fax Machines	15		3	45
Microfilm Viewer	15		1	15
File Carts	6		10	60
Secured Exhibit Storage Room	500		1	500
Work Counter for Exhibits	40		1	40
Records Storage for Exhibits	120		1	120
Supply / Copy Paper / Box Storage Area	160		1	160
Forms Storage Room	160		1	160
Copy / Work Room	200		1	200
Staff Break Room	300		1	300
Conference Room - Medium	240		1	240
Subtotal Civil Support Unit		64.00		10,923
Internal Circulation (35%)				3,823
Total Civil Support Unit				14,746

Civil Settlement Conference				
Reception Check-in Counter				
Counter Workstations (assigned)	48	1.00	1	48
Counter Workstations (unassigned)	48		1	48
Work Counter and forms/file storage	100		2	200
Network Printer	15		1	15
Copier	15		1	15
Public Queuing Area	14		20	280
Settlement Room - Large	360		5	1,800
Settlement Room - Medium	240		5	1,200
Food Services (also accessible from front lobby)	2,600		1	2,600
Subtotal Civil Settlement		1.00		6,206
Internal Circulation (35%)				2,172
Total Civil Settlement				8,378
Civil Self Help Center				
Attorney (per Contract)	160		1	160
Paralegal (per Contract)	64		3	192
Clerical Staff (per Contract)	64		1	64
Reception / Waiting (Cap. 10)	140		1	140
Open Area for Workshops	360		1	360
Individual Meeting Stations	60		3	180
Work Counter and forms/file storage Room	100		2	200
Form / Document Storage	12		4	48
Printer	15		1	15
Copier	15		1	15
Fax Machine	15		1	15
Subtotal Civil Self Help Center		-		1,389
Internal Circulation (35%)				486
Total Civil Self Help Center				1,875
System Development & Training				
Manager	160		1	160
Supervisor	160		1	160
Clerical Staff Workstations (Temps)	64		28	1,792
Waiting / Reception Area	150		1	150
Open Conferencing / Work Area	360		1	360
Photocopy Room	160		1	160
Form / Document Storage	12		10	120
Network Printers	15		4	60
Fax Machine	15		1	15
Storage Room	240		1	240
Conference Room - Medium	240		1	240
Training Room	600		1	600
Break Room	240		1	240
Subtotal System Development & Training		-		4,297
Internal Circulation (35%)				1,504
Total System Development & Training				5,801

