



Eugene City Council

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EUGENE CITY COUNCIL AGENDA

July 14, 2016

5:30 p.m. JOINT WORK SESSION with LANE COUNTY BOARD OF COMMISSIONERS
Harris Hall
125 East 8th Avenue
Eugene, Oregon 97401

Meeting of July 14, 2016;
Her Honor Mayor Kitty Piercy Presiding

Councilors

Greg Evans, President
George Brown
George Poling
Claire Syrett

Alan Zelenka, Vice President
Mike Clark
Chris Pryor
Betty Taylor

5:30 p.m. JOINT WORK SESSION with LANE COUNTY BOARD OF COMMISSIONERS
Harris Hall, 125 East 8th Avenue

A. City of Eugene and Lane County Joint Work Session

Adjourn.

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AGENDA ITEM SUMMARY

City of Eugene and Lane County Joint Work Session

Meeting Date: July 14, 2016

ISSUE STATEMENT

The purpose of this work session is to present information and status updates on downtown planning and projects to the Lane County Board of Commissioners and the Eugene City Council in order for the joint elected bodies to collectively understand and discuss potential options for County and City priority projects such as Eugene City Hall, the Lane County Courthouse and the Lane County Farmer's Market.

BACKGROUND

In 2014, as the City of Eugene was moving forward with early planning for a future Eugene City Hall, the City of Eugene and Lane County began discussing opportunities to more fully accommodate the future needs of our community. Those initial conversations focused most specifically on the current and future needs of the City of Eugene and City Hall, Lane County and the Lane County Circuit Court, and the Lane County Farmers' Market. The concept discussed at that time included setting aside a portion of the City Hall block, which could be established as the future home of a new courthouse, so that the Butterfly Lot could be made available and reclaimed as part of the Park Blocks and serve as a home for the future development of a year-round Farmers' Market. Both the Eugene City Council and the Lane County Board of Commissions agreed to further exploration of this potential partnership, including a joint public hearing which was held on June 3, 2014, to engage and hear from stakeholders and the community (Attachment A).

Given the opportunities that existed with regard to potential coordinated development of downtown properties, the City of Eugene shifted and limited the design and site layout of City Hall to the west half of the block to allow for the east half of the block to be made available for consideration by the County for a new Courthouse or by the City for other uses. Since that time, Lane County has been conducting an evaluation of the needs of a future courthouse and now has significantly more information to share regarding the requirements of a future courthouse facility. The possibilities and challenges of a future, permanent and year-round Farmer's Market is also being collectively studied.

Since the last joint meeting of the County and City elected officials, both organizations have continued moving forward with planning and implementation of these priority projects in a coordinated manner. These collaborative efforts are based on the City and County's shared history and vision for Eugene's downtown. Together, the City and County brought about the first public market in the Park Blocks, more than 100 years ago. Today, both entities support the

mutual goals of optimizing the use of public properties and facilities in support of efficient and accessible government services, providing a permanent location for a year-round public farmers' market, supporting a great civic street along 8th Avenue, strengthening downtown's connection to the river, and continuing the momentum of downtown revitalization.

The City of Eugene has continued moving forward with plans for Phase one of City Hall and will hold an additional work session on July 11 (Attachment B). In addition, the City Council recently approved an ordinance amending the Downtown Urban Renewal Plan to support four specific downtown projects: a high-speed fiber network, a permanent improved space for the Farmers' Market, the redevelopment of the former Lane Community College Downtown Center on 11th and Willamette, and Park Blocks and open space improvements. The amendment makes the four specific projects eligible for up to \$19.4 million in urban renewal funds and expands the district boundary by five acres to incorporate the eastern Park Block area and a portion of the City Hall block. Additionally the plan ensures community engagement will be completed before the Agency Board approves the amount to be spent on individual projects by outlining a required public input and hearing process before the Agency Board can take action to fund the projects (except high-speed fiber).

Lane County successfully secured up to \$1.4 million in funding assistance for Courthouse planning and design from the State legislature during the 2016 session. On May 24, 2016, Lane County staff presented the Board of County Commissioners with the initial findings of a comprehensive Courthouse facilities needs assessment conducted by the National Center for State Courts (NCSC), which includes an in-depth analysis of current and future space needs, functional requirements, and applicable design standards. This study is intended to provide the quantification of Courthouse needs necessary to support the ongoing discussions around potential development concepts. Initial findings indicate a new Courthouse will be comprised of up to 250,000 square feet, should all the tenants evaluated by the study be included in a new facility.

In a May 31, 2016 work session, Lane County staff presented the Board of County Commissioners with an update on the projects referenced here and explored a number of potential development scenarios. At that work session, the Board of County Commissioners requested a meeting with the Eugene City Council in order to learn more about the status of various downtown projects, as well as discuss options for the coordinated development of downtown properties. Once viable alternatives that both elected bodies wish to learn more about are identified, it is the intent of County staff to work with the NCSC to include a full analysis of these as part of the Courthouse facilities needs assessment work so that the manner and extent to which the Courthouse's projected needs are met under each scenario can be understood and considered.

Lane County has also led a collaborative process to complete the second phase of analysis on a permanent, year-round market with a feasibility study initiated in 2015 by a large group of stakeholders. The purpose of the Feasibility Analysis is to conduct initial financial analysis along with some conceptual work on what a permanent facility might look like in terms of a space program and operational models. The study has a technical resource group that continues to inform the discussion. The effort is ongoing and is expected to conclude in late summer of 2016.

Preliminary recommendations, based on a series of assumptions and modeling, show that most variations of market concepts are financially feasible. It has also been determined that, based on assumptions and modeling, a facility size of 15,000 square feet with the potential to expand is an optimal facility size. This assumes a total site size of 80,000 to 90,000 square feet and the ability for any facility to include flexible indoor-outdoor convertible space to respond to seasonal and daily weather changes. Furthermore, based on survey data from vendors, it is clear that operations for a public market would be similar to the current operation of one to two days per week. The financial models suggest that two days of operation per week would be financially sustainable for the public market. These recommendations are based on preliminary analysis and work continues on this project through the summer. The CPW will meet with stakeholder groups, such as the Farmers Market Board and the Saturday Market Board, to present findings and further discuss the recommendations this fall. It is critical for the Saturday Market and Farmers Market Boards to clearly define how they would prefer to proceed.

RECOMMENDATION

Projects and facility needs to be discussed at this meeting include the Lane County Courthouse, the Lane County Farmer's Market and Eugene's City Hall (Phase 1 and 2). Background materials for each of these is included in the attachments referenced below and additional information will be included in City and County staff presentations at the meeting. It is recommended that the Board of County Commissioners and the Eugene City Council jointly provide direction regarding which development concept(s), if any, City and County staff are to collaborate on further so that additional detail can be provided for review and consideration at future public meetings by each elected body, either jointly or separately.

ATTACHMENTS

- A. June 3, 2014, Agenda Item Summary and materials for land exchange
- B. July 11, 2015, Agenda Item Summary and materials for City Hall
- C. Lane County Board Memo of May 24, 2016
- D. Memo from Lane County Administrator to Eugene City Manager of June 3, 2016
- E. Lane County Board Memo of May 31, 2016
- F. Downtown Urban Renewal Summary and Plan
- G. Willamette to Willamette Overview
- H. Downtown Placemaking and Public Engagement Overview

FOR MORE INFORMATION

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EUGENE CITY COUNCIL

AGENDA ITEM SUMMARY



Joint Public Hearing: City/County Partnership Opportunity

Meeting Date: June 3, 2014
Department: Central Services
www.eugene-or.gov

Agenda Item Number: 1
Staff Contact: Sarah Medary
Contact Telephone Number: 541-682-8817

ISSUE STATEMENT

This joint public hearing is an opportunity for the public to provide feedback to the Eugene City Council and the Lane County Board of Commissioners on a possible partnership and property exchange between the City and County. This exchange would include a portion of the City Hall block which could be established as the future home of a new courthouse and the Butterfly Lot which could be reclaimed as part of the Park Blocks and serve as a home for the future development of a year-round Farmers' Market.

BACKGROUND

In 1915, with land provided by the County and support from the City, the Lane Pomona Grange partnered with Eugene Commercial Club (forerunner of the Chamber of Commerce) to establish a public farmers' market on the west block of Eugene's "public square." The "market in the park" grew to include two covered structures and over 80 vendors. Eventually the market was able to build a permanent facility at Broadway and Charnelton which served the community until 1959. The Lane County Farmers' Market returned to Eugene's Park Blocks in the 1970s and has become a vital source of quality local produce and a cornerstone of downtown activity.

While the Farmers' Market has maximized use of the existing space, the configuration and limitations of the site make it difficult for the market to grow and reach its full potential. For many years, the Farmers' Market has expressed a need and desire to establish a larger and more prominent, year-round market in downtown.

At the same time, Phase One of the City Hall rebuild project continues to move forward. The current design concept includes approximately 25,000 square feet of building area on the existing block set on a public plaza within the context of a larger development framework for the entire site over time. The current development framework was designed to provide the flexibility and adaptability to respond to other potential development opportunities as they arise – including potential partnerships with other public entities that would maintain the civic nature of the block.

The Lane County Courthouse was designed and constructed in 1957-58. The Courthouse has served as the County's primary justice center since that time, housing the State Circuit Court, the District Attorney's Office and the Sheriff's Department. Several independent studies have

identified significant deficiencies associated with the Courthouse when measured against current security and building code standards, as well as its limited ability to support modern judicial proceedings. Additionally, annual utility and maintenance costs for the Courthouse have risen steeply as it has aged. The County has previously identified a full renovation or relocation of the Courthouse as an urgent capital improvement priority.

The Butterfly Lot was constructed in 1959 on the County-owned half-block across from the Lane County Courthouse. While the lot has been considered the future site of a new courthouse and has been held for that purpose for decades, it was also identified by the Farmers' Market as a preferred site for establishing a larger, year-round market in downtown.

The City and County have an opportunity to work together to realize their shared vision for this area. By partnering in a property exchange, a portion of the City Hall block could be established as the future home of a new courthouse and the Butterfly Lot could be reclaimed as part of the Park Blocks and serve as a home for the future development of a year-round Farmers' Market. This concept builds on the City and County's shared history that brought about the first public market and supports mutual goals of providing a permanent location for a year-round public farmers' market, supporting a great civic street along 8th Avenue, strengthening downtown's connection to the river, and continuing the momentum of downtown revitalization.

On April 28 and 29, respectively, the Eugene City Council and Lane County Board of Commissioners held work sessions on this partnership opportunity. The meetings provided each body with an overview of the initial concept and allowed staff to collect feedback and questions. Both the Eugene City Council and the Lane County Board of Commissions agreed to further exploration of this potential partnership, including a joint public hearing to engage and hear from stakeholders and the community.

COUNCIL OPTIONS

This is a public hearing only and no action is required at this time.

CITY MANAGER'S RECOMMENDATION

This is a public hearing only and there is no recommendation at this time.

SUGGESTED MOTION

None

ATTACHMENTS


A. Maps of current and proposed property

FOR MORE INFORMATION

Staff Contact: Sarah Medary, Assistant City Manager, Planning and Development Director
Telephone: 541-682-8817

Taxlots



 Taxi



EUGENE CITY COUNCIL AGENDA ITEM SUMMARY



City Hall Update

Meeting Date: July 11, 2016
Department: Central Services
www.eugene-or.gov

Agenda Item Number: A
Staff Contact: Kristie Hammitt
Contact Telephone Number: 541-682-5524

ISSUE STATEMENT

The purpose of this work session is for City Council to discuss and make decisions related to the new Eugene City Hall.

BACKGROUND

In April 2016, Council was presented with design and cost updates for City Hall. On April 27, Council provided direction to the City Manager on four specific aspects of the City Hall design to proceed with as the project team moved forward with completion of the construction documents and the bid process. Bids were received by McKenzie Commercial Contractors, the project Construction Manager/General Contractor, on June 28. During this work session Council will be presented with the bid results and possible options for next steps.

COUNCIL OPTIONS

The Council is asked to provide direction on next steps.

ATTACHMENTS

A. History of Council discussion and action related to City Hall

FOR MORE INFORMATION

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Staff E-Mail: Kristie.a.hammitt@ci.eugene.or.us

Summary of Council Action History Related to City Hall: 2001 – Present

Updated - April 2016

This summary represents most, though perhaps not all, significant Council actions and discussions regarding City Hall beginning in 2001. It also includes some selected significant public involvement opportunities and Council committees. Other Council discussion preceding 2001 is not included.

In Current City Hall Process section, Council actions and directions are highlighted in **bold**.

 Downtown Office Space Plan	 Civic Facilities Visioning	 City Hall Master Plan	 Police Building Planning	 City Hall Subcomm, CHAC & Transition	 Current City Hall Process
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Date	Who	Topic	Action/summary
April 11, 2001	Council	Development of long-range plan for replacing downtown office space, including potential short-term and long-term actions	Directed staff to research ways to procure City buildings and report back to council before the planning begins for next new City building.
April 25, 2001	Council	Several potential short-term actions to create a safer, more efficient environment for staff located in City Hall	Directed City Manager to: (i) develop needs, requirements for relocating some police functions; (ii) develop a long-term plan for future of property in Roosevelt Yards including possible redevelopment; (iii) dedicate proceeds from sale of four surplus properties to the Facility Replacement Reserve; and (iv) recommend appropriate downtown site for Fire Station #1, report back prior to purchase.
May 16, 2001	Council	Financial strategy and implementation plan for replacing City Hall and other downtown City office space with new buildings	Direction included: consideration of possible joint development with other agencies; consolidation; locations along 8 th Avenue from Oak Street to the river; and, potential for use of some warehouse and historic structures east of Mill.
2001-2002	Council	Council Goals included an action priority to “Develop a strategy and implementation plan for City downtown office and public safety facilities”	A work item for the action priority was to adopt a policy framework for long range plans to guide decisions on reinvestment in existing City buildings downtown.
July 5, 2001	Council	A policy for the maintenance and preservation of City Hall and the Public Works Building	The policy reduced the level of reinvestment to provide for an expected 8 to 10 years of continued use.

Date	Who	Topic	Action/summary
September 19, 2001	Council	Near-term and long-term facility projects in Downtown Space Plan	Directed that: (i) relocation of Special Ops and EPD personnel in basement of City Hall, and relocation of Fire Station #1 were first priority projects; (ii) Construction of new Police building and City Hall were next projects; design for Police building to begin in FY05, and design of replacement of City Hall to begin in FY08.
September 19, 2001	Council	Downtown Space Plan including internal and external funding sources to implement the eventual replacement of City Hall with new buildings	Council approved that projected funding gap addressed with a combination of the dedication of additional General Fund resources and General Obligation Bonds.
November 26, 2001	Council	Internal funding mechanisms for downtown facilities	One proposed internal mechanism was the payment of market-based “rent” by services that would be located in new downtown buildings. The “market rent” concept was incorporated as an on-going City practice beginning in the FY03 Budget.
February 25, 2002	Council	Fire Station #1 (Downtown Fire Station)	Resolution approved to fund construction of new Downtown Fire Station through General Obligation Bonds, with City resources funding non-bond eligible capital costs.
May 22, 2002	Council	Roosevelt Police Facility	Approved: (i) location of the Roosevelt Police Facility; (ii) financing plan over two fiscal years using City resources from Facility Reserve; (iii) use of Construction Manager/ General Contractor (CM/GC) construction management. Council adopted funding for Roosevelt facility in FY02 SB #3 and FY03 SB #1.
October 29, 2003	Council	Downtown Space Plan, specifically the need for new Police services building	Council directed staff to bring recommendations on preliminary planning, cost and financing of a new Police Services building. Several councilors asked for more information on how a new Police building would fit with future plans to replace City Hall, and for development of a general “civic center” concept.
November 17, 2003	Budget Committee	Multi-Year Financial Plan	This plan identified capital and operating needs for entire organization over six-year period. The police building listed as a high priority need in the MYFP, and replacement of City Hall was included as future project.

Date	Who	Topic	Action/summary
November 19, 2003	Council	Sequencing of financial measures to be presented to the voters	Staff materials indicated that a bond measure for a police building would be the next potential item to be presented to voters in November 2004. Council discussed the materials, but did not provide any direction.
February 25, 2004	Public	Civic Center Design Charrette	Sponsored by AIA with participation of Mayor's Civic Facilities Visioning Committee and public.
April 28, 2004	Public	Work session on Mayor's Civic Facilities Visioning Committee	Reviewed financing plan options, borrowing methods and construction methods that could be applied to a new police facility.
June 16, 2004	Council	Work session on Mayor's Civic Facilities Visioning Committee	Directed a public hearing is held on proposed policy principles to guide future Civic Center development.
July 8, 2004	Public	Public information session	
July 12, 2004	Public	Public hearing	
July 14, 2004	Council	Civic Facilities Visioning Committee Report	Adopted a revised set of Civic Center policy principles. Determined that a City Hall and Police Building would be located on City-owned property on 8 th Avenue.
July 21, 2004	Council	Potential bond measure for November 2004 ballot	The council directed the City Manager to develop a resolution to place a measure on the ballot based on an option that would combine near-term space needs with modest Civic Center amenities.
July 26, 2004	Council	Bond measure for November 2004 ballot	Council placed \$6.79 million bond measure 20-88 on the November 2004 ballot to fund social service agency space, police expansion space, improvements to Park Blocks, and improvements to 8th Ave. "Civic Street."
November 2, 2004	Public	Election	Voters rejected ballot measure 20-88, 60% to 40%.

Date	Who	Topic	Action/summary
November 22, 2004	Council	Next steps on downtown space planning	<p>Approved transfer of \$15.4 million into Facility Replacement Reserve and agreed, in concept, to move forward with a master planning and public participation process to inform future decisions related to City Hall and/or Public Safety Building.</p> <p>Council approved actions to accomplish transfers in SB#1 on December 8, 2004.</p>
May 25, 2005	Council	City Hall/Police Building Action Plan (subsequently renamed the City Hall Complex Action Plan)	Approved the plan which identified major policy issues to be addressed, overall description of project phasing, nature of work to be accomplished, resource needs and proposed project outcomes associated with the City Hall Complex Master Plan.
September 12, 2005	Public	Public hearing on master planning process related to City Hall and associated City facilities	
October 19, 2005	Council	City Hall Complex policy issues	Consultant team led by Thomas Hacker Architects facilitated council workshop to identify and provide direction on policy issues. Based on pre-workshop interviews with the mayor and council, and discussion during workshop, nine project values, eight key issues and five sub- issues emerged.
November 23, 2005	Council	City Hall Values and Issues	<p>Adopted project values as a basis for decision making:</p> <ol style="list-style-type: none"> 1. Exercise fiscal responsibility 2. Produce government efficiency 3. Be user-friendly 4. Embody environmental stewardship 5. Enhance downtown 6. Inspire civic pride 7. Maximize use of City Hall public spaces by the public and access to government and its representatives 8. Strive for simplicity 9. Plan for the future <p>(cont.)</p>

Date	Who	Topic	Action/summary
November 23, 2005 (cont.)	Council	City Hall Values and Issues	<p>Position statements on four issues also adopted:</p> <ol style="list-style-type: none"> 1. Incorporate meaningful sustainable design goals. 2. Utilize a long-term planning horizon of 25 years. 3. Consolidate City services to the greatest practical extent. 4. Develop the project in consideration of the Downtown Plan while not limiting location choices to 8th Avenue.
December 14, 2005	Council	City Hall Complex Action Plan	Directed City Manager to proceed with phase 2—the Development Plan Phase—of City Hall Complex Action Plan for \$1,135,000. This phase included technical work and public input required to generate an overall development plan for City Hall Complex. Phase also to resolve remaining policy issues from phase 1 and result in a concept plan for City Hall Complex.
March 8, 2006	Council	Development Plan Phase of City Hall Complex Action Plan	Consultant team began City Hall Complex Action Plan with facilitated council workshop to discuss preliminary space needs assumptions, facility implications of police service delivery options, proposed site evaluation criteria, and emerging issues from citizen interviews, and to provide input and direction for first Community Forum.
March 23, 2006	Public	First Community Forum	
April 26, 2006	Council	Police consolidation options	Adopted three different Police consolidation options for use in ongoing planning efforts related to the City Hall Complex: Option B that consolidates all Police functions with the rest of City Hall on a single site; Option C that consolidates all Police functions except patrol with the rest of City Hall and provides for a separate patrol facility nearby; and Option D that consolidates all Police functions except patrol with the rest of City Hall and provides for a separate patrol facility in a more remote location outside the downtown area.

Date	Who	Topic	Action/summary
May 10, 2006	Council	City Hall Master Plan Council Workshop	Consultant team introduced City Hall Space Requirements Program, presented Renovate, Hybrid, and New options for City Hall, and previewed second Community Forum.
May 25, 2006	Public	Second Community Forum	
July 19, 2006	Council	City Hall Master Plan Council Workshop	Adopted new construction as preferred option for future planning and design of the City Hall Complex rather than renovating existing city hall building or a hybrid of renovation and new construction. This action reflected majority support at Community Forum for construction of a new City Hall.
August 9, 2006	Council	City Hall Master Plan Council Workshop	Consultant team facilitated workshop to refine evaluation criteria for potential sites for new City Hall Complex and apply the criteria to specific sites, and to receive direction from council on the third Community Forum.
August 24, 2006	Public	Third Community Forum	
September 20, 2006	Council	City Hall Master Plan Council Workshop	Number of site options was narrowed down to two to be carried forward in developing concept designs for a new City Hall. The two sites selected were the existing City Hall site and the Butterfly Lot/Rock N Rodeo sites. This action reflected a majority of support for these two sites at the Community Forum, while also acknowledging that a third preferred site—the former Sears site—might be viable if development plans there do not move forward.
October 18, 2006	Council	City Hall Master Plan Council Workshop	Consultant team introduced principles of architectural design and urban planning that will guide the concept design options for City Hall, discuss factors that will influence decisions about police consolidation and site, and obtain input on fourth and final community forum.
November 20, 2006	Council	City Hall Master Plan Council work session	Council voted to proceed with planning for a new city hall with police patrol in a separate facility.

Date	Who	Topic	Action/summary
December 11, 2006	Council	City Hall Master Plan Council work session	<p>Council selected Butterfly Lot/Rock N Rodeo site for use in schematic design and other planning for a new City Hall. This marked completion of Phase 2, Development Plan Phase, of City Hall Complex Master Plan.</p> <p>Both of these council actions reflected the majority opinion from the Community Forum.</p>
February 14, 2007	Council	City Hall Master Plan Council work session	Council requested consultant team to perform statistical public opinion research to inform future work. The research was to understand what elements of a new city hall mattered most to voters and test initial level of voter support.
June 20, 2007	Council	City Hall Master Plan Council work session	<p>Project team introduced public opinion research, consolidation options, and a conceptual scope of work for remainder of Implementation Plan Phase.</p> <p>Council requested additional information on costs of police patrol facility, escalated relocation and leasing costs, comparison costs for leasing and purchasing space in the Federal Building, potential City Hall sites other than existing City Hall and Rock N' Rodeo/ Butterfly sites, deed restrictions related to Butterfly Lot site, and costs for remaining Implementation Plan Phase scope of work.</p>
July 20, 2007	Council	City Hall Master Planning	Decided to continue master planning efforts for a new City Hall.
September 26, 2007	Council	City Hall Master Planning Workshop – Police Facility	Project team introduced Police Patrol Facility site selection analysis, City Hall design progress showing concept options with and without patrol functions, and cost models for police patrol facilities on generic sites downtown, out of downtown, and at a new City Hall. Council requested additional information on site ownership, availability, and owners' willingness to sell.
October 17, 2007	Council	City Hall Master Plan Council work session – Police Patrol Facility	Council voted to proceed with development of a Police Patrol Facility concept design for site near Garfield Street and W. 2nd Ave. The council also voted to continue to explore acquisition of two other sites.

Date	Who	Topic	Action/summary
November 28, 2007	Council	City Hall Master Plan Council work session	Council voted to proceed with planning for a City Hall/Police Patrol Facility based tentatively on a 2010 ballot measure.
December 12, 2007	Council	City Hall Master Planning Workshop	Council reviewed multiple options on City Hall concept designs and provided feedback that shaped development of a single concept design. The council also reviewed Police Patrol Facility plans and costs and requested more refined cost analysis.
February 11, 2009	Council	Developing plan for seismic upgrades and municipal court Analysis of downtown sites and cost estimates for Police facility EWEB building inquiry	Council passed a motion to: (i) develop a conceptual plan and cost estimate for making seismic upgrades to city hall to meet life/safety standard and for expanding municipal court's space to meet court's needs; (ii) use appropriated but unspent city hall complex master plan funds to complete analysis of potential downtown sites owned by the city and recommend to council the most suitable site for a Police Facility; (iii) develop a cost estimate for a phased Police Facility with the first phase consisting of space for the patrol function designed for future expansion to include the entire police department; and (iv) investigate willingness of EWEB to eventually sell its admin building to City for use as city hall, and if there is willingness, bring back to council a preliminary analysis of pros and cons of using that building for city hall.
April 22, 2009	Council	Police Facility at Country Club Road	Directed City Manager to report back by May 11 on what would be required to secure purchase option for the property at 300 Country Club Road concurrent with ongoing council discussions regarding property's potential use as an EPD headquarters facility.
May 11, 2009	Council	Community input on City Hall and Country Club Road	Council voted to seek community input on options for City Hall and police facilities and bring results to council prior to August 13. Council also directed City Manager to proceed with appraisal and other due diligence for acquisition of 300 Country Club Road property.
June 23, 2009	Public	Police Siting and City Hall Planning	Open house at Atrium building.

Date	Who	Topic	Action/summary
June 25, 2009	Public	Police Siting and City Hall Planning	Open house at Sheldon Community Center.
July 29, 2009	Council	Police Facility on Country Club Road, City Hall moves, and City Hall options and process	Authorized City Manager to negotiate and sign purchase and sale agreement for acquisition 300 Country Club Road for use as a Police Facility and request on a Supplemental Budget an appropriation of up to \$16 million from the Facility Reserve for costs related to acquisition, design, construction, furnishing, and move-in. Council also directed City Manager to return with: (i) implementation plan options—including detailed financing plan—for moving the remaining non-police services out of City Hall and creating a new downtown Eugene Police Department substation; and (ii) options and a public input process for the future use of the existing City Hall site.
September 8, 2010	Council	Three options for City Hall	Directed City Manager to return with concept plans and proposed financial strategies for City Hall that include options for both current City Hall site and EWEB site.
March 16, 2011	Council	City Hall transition plan and phasing	Directed City Manager to: (i) develop and implement a transition plan for moving all remaining City services out of City Hall by June 30, 2012; (ii) develop a phased approach to building a new city hall at the current site using existing resources; and (iii) return with a funding plan for the project.
June 22, 2011	Council	City Hall transition plan and work plan	Staff provided an update on planning including progress on transition plan for moving remaining City services out of City Hall and a proposed work plan for reaching final decisions on a plan to develop a new or rebuilt City Hall on the current site with existing resources. Council discussed and provided feedback to staff on creation of a City Hall Advisory Committee of professionals and citizens to advise staff on options. Potential funding sources for City Hall were discussed. Mayor and council offered general feedback. Following this discussion, the City Manager created a City Hall Advisory Committee (CHAC).

Date	Who	Topic	Action/summary
Fall 2011, four meetings	City Hall Advisory Committee	Explore rebuild and build new options	The City Hall Advisory Committee (CHAC), composed of community members, design and development professionals, met four times to explore build new and rebuild options. The AIA Urban Context Study was used as a base resource.
December 12, 2011	Council	City Hall project funding, FY12 Supplemental Budget 1	General Fund interfund transfer to General Capital Projects Fund for City Hall \$500,000.
July 9, 2012	Council	Updates on moves out of City Hall Presentations on two architect panels exploring new construction and rebuild strategies	Staff provided an update plans for the mayor, council, and City Manager's Office to move from City Hall to Lane County Public Services Building. The update also included presentations by the two architects hired through CHAC process to explore new construction and rebuild strategies for City Hall. The mayor and council offered general feedback but did not provide specific direction.
September 19, 2012	Council Sub- committee on City Hall	Discussion of current project status and subcommittee timeline	No action.
October 17, 2012	Council Sub- committee on City Hall	Review subcommittee charge and site/approach options spreadsheet; begin values-based discussion	No action.
October 22, 2012	Council	City Council Work Session with update on Council Subcommittee work on City Hall	Update from staff and Subcommittee members on progress to date. Council provided feedback to staff and the Subcommittee on what information would be most helpful to the full council in assisting their decision-making process around City Hall options.
October 25, 2012	Council Sub- committee on City Hall	Discuss site/approach options spreadsheet; continue values-based discussion	No action.
November 8, 2012	Council Sub- committee on City Hall	Discuss project funding, office space consolidation issues and site choice exercise	Determined general conclusions of work to be reported to City Council on November 14, 2012

Date	Who	Topic	Action/summary
November 14, 2012	Council	Update on Council Subcommittee on City Hall	The Subcommittee's conclusions included: (i) a funding target of \$15 million for the project; (ii) consolidation priorities that include mayor, council, and CMO first followed by Central Services Admin. and Finance if funding allows; (iii) both City Hall options and the EWEB option can accommodate full consolidation over time as funding allows; and (iv) consideration of the EWEB option should rely on the information supplied in their offer to the City. The mayor and council accepted the Subcommittee's conclusions and offered general feedback but did not provide specific direction.
November 19, 2012	Council Subcommittee on City Hall	Review of work to date; discuss Council process going forward	Conclusion of Subcommittee work.
November 21, 2012	Council	Three City Hall options	Council received a graphic presentation summarizing the three City Hall options to be considered at the next council work session: (i) demolish the existing City Hall and build new on the current site; (ii) rebuild the existing City Hall; and (iii) lease up to 58,000 sq. ft. in the EWEB Headquarters. The mayor and council asked clarifying questions and offered general feedback but did not provide specific direction.
December 4, 2012	Council	City Council Workshop on options and values	
December 7 & 10, 2012	Public	Two Public Open Houses on options	Approx. 40 people attended the two open houses. Majority expressed preference for current City Hall site.
December 10, 2012	Public	City Council Public Forum on options	
December 10, 2012	Council	City Hall project funding FY13 Supplemental Budget 1	\$1,000,000 interfund transfer to the Facility Replacement Fund.

Date	Who	Topic	Action/summary
December 12, 2012	Council	Narrowing City Hall options, City Hall budget	Directed City Manager to complete analysis for rebuild and build new options for City Hall on the current City Hall site. This action effectively removed EWEB option from further consideration. Council was reminded during staff presentation that the working budget for City Hall options has been and continues to be \$15 million of which approximately \$10 million has been identified and set aside for this purpose.
January 23, 2013	Council	City Hall direction on current site	Unanimously directed City Manager to develop a City Hall design on the current site with the goal of retaining the council chamber, existing parking (to the extent possible) and public art as well as any other components that make sense from an operational or design standpoint. Council acknowledged that staff would be requesting an appropriation of \$750,000 on a subsequent Supplemental Budget to complete the analysis and initial design work necessary to understand how best to utilize some of the existing building elements and structure while facilitating new construction on the site. The remainder of the estimated \$15 million project cost would be requested on a Supplemental Budget after council approval of a complete funding plan.
May 28, 2013	Budget Committee	Facility Funding – City Hall and Facility Reserve	
June 24, 2013	Council	City Hall initial design funding	Authorized \$750,000 of funding for the initial design work from the Facility Reserve.
October 9, 2013	Council	City Hall Project Team Introduction and Process Overview	Representatives of Eugene-based Rowell Brokaw Architects, selected as design team lead, The Miller Hull Partnership in Seattle, design team assistance, and Eugene-based McKenzie Commercial Contractors (CM/GC) were present. Project team members provided an overview of the research, analysis, and concept design process for the City Hall Rebuild project and a summary of critical issues to be addressed.

Date	Who	Topic	Action/summary
December 9, 2013	Council	City Hall project funding	Authorized \$1.8 million to be deposited into Facility Reserve from three sources: \$500,000 was reallocated from the General Capital Transfer, \$1 million came from marginal beginning working capital, and \$300,000 was from the receipt of the remaining sale proceeds from 858 Pearl Street. Total funding set aside for the project through December 2013 is \$10.55 million.
February 10, 2014	Council	City Hall Rebuild – Build new recommendation, Council Chamber, and funding plan	Design team presented the results of their research, analysis, and design exploration work for the City Hall Rebuild project culminating in a project team recommendation to proceed with a build new design concept that could maintain the option of reusing existing council chamber. Design team explained challenges and limitations inherent in reusing the existing council chamber and suggested it would likely be less expensive to build a new council chamber than trying to rebuild the existing council chamber to meet current functional and code requirements. Funding plan for project was also presented.
February 15 & 16, 2014	Public	Asian Celebration booth displays on City Hall concept design	Staff talked with members of the public about proposed concept. Generally favorable feedback.
February 24 & 25, 2014	Public	Two public open houses on basic City Hall concepts with RBA	Team presented concepts for first phase of project – on the existing City Hall site – to feature a smaller, community-focused building with Council Chamber, meeting rooms, support spaces, office space for Mayor, Council, and City Manager’s Office; a plaza, open space and parking areas. Also, the framework for the rest of site in the future, including future phases of City Hall and/or additional redevelopment with other uses.

Date	Who	Topic	Action/summary
June 9, 2014	Council	City Hall project funding, FY14 Supplemental Budget 2	\$14.25 million is from: \$2 million in Telecom Registration and Licensing Fund, \$9.81 million in Facility Reserve in the Facilities Services Fund, and \$2.44 million in future revenue allocations. Future revenue allocations are anticipated to come from a portion of the capital budget and unanticipated carry-over balances in the General Fund in future years. Together with \$750,000 already appropriated on SB#2 in June 2013, the total project budget is \$15 million.
July 14, 2014	Council	Final Concept Design presentation	Design team presented final concept design and site framework for the City Hall Rebuild project that consisted of an all new multi-story Phase One City Hall building set on a half-block site with a public plaza. Provided context of a larger development framework for the entire site over time. Development framework was designed to provide flexibility and adaptability, adequate expansion space for a consolidated City Hall on the west half of the block in a future phase. The framework also allows response to other potential development opportunities as they arise on the east half of the block—including additional expansion space for other City functions and/or potential partnerships with other public entities that would maintain the civic nature of the block. Mayor and council offered general feedback. Mayor asked if council agreed to move forward with concept design as presented and there were head nods, no verbal objections.
September 22, 2014	Council	Technical and cost issues associated with build new vs. remodel options	Design Team and staff presented technical and cost information on various options studied for City Hall site and building options, and why all new construction was the recommended option. Council asked for additional cost information comparing the build new and remodel options.

Date	Who	Topic	Action/summary
September 24, 2014	Council	Construction cost comparison between build new and remodel options	City Manager and Design Team presented information comparing Turner cost estimate for remodeling existing City Hall and Design Team cost estimate for all new construction. Council directed City Manager to proceed with new construction on the existing City Hall site.
October 27, 2014	Council	Fourth floor shelled space, on-site parking, and re-use potential for existing council chamber	Council directed City Manager to add fourth floor shelled space with identified funding for \$2.85 million and to demolish the existing council chamber. The council voted to not add below-grade parking to project for \$1.4 million.
December 2014	Budget Committee?	Supplemental Budget	
July 13, 2015	Council	Final Schematic Design presentation	<p>Design team presented the final schematic design for City Hall consisting of a four-story, 30,000 SF Phase One building facing a public plaza along 8th Ave. A surface parking lot to the north serves as a land-banking strategy for a Phase Two building while providing on-site parking in the meantime. Site framework maintains options for potential development opportunities on the east half of the block, including the possibility of building a County Courthouse on this half of the site as part of a possible partnership and property exchange with Lane County.</p> <p>(cont.)</p>

Date	Who	Topic	Action/summary
July 13, 2015 (cont.)	Council	Final Schematic Design presentation	<p>Design team presented images of an inviting and accessible City Hall featuring glass, lighting, and refurbished red cedar salvaged from the old city hall. The design is intended to maximize space and light, and be a model of energy efficiency. The open design and clear organization of the first floor highlights the activity within and showcases the purpose of the building as Eugene's "civic heart" connecting City government to the community it serves. Overall, the project is designed to maximize the character and civic quality of City Hall while being flexible and adaptable to respond to the City's changing needs over time.</p> <p>Mayor and council offered general feedback; there were no objections expressed to moving forward with schematic design as presented.</p>
April 11 and 27, 2016	Council	Final Design Development Presentation – Including energy efficiency, seismic, civic quality, Council offices and cost estimates	<p>Project team, including design team and staff, presented the current proposed design including energy measures to achieve EUI 30, upgrade of seismic resilience factor, and enhanced civic character in order to meet project values and goals. Also presented options related to Council work space or offices. Staff also presented revised cost estimates which have risen by a total of \$6-7 million due to cost escalation and efforts to best address all the values and goals.</p> <p>Mayor and council directed the City Manager to proceed with bid documents; approved by motion the building be LEED Gold certified and have the level of civic quality presented in the design; decided by motion that the building should not include individual offices for Councilors and should not be built to a seismic standard of 1.5.</p>



Memorandum Date: May 24, 2016

TO: Board of County Commissioners

DEPARTMENT: County Administration, Facilities Planning & Construction

PRESENTED BY: Brian Craner, Capital Projects Manager

AGENDA ITEM TITLE: Update Regarding the National Center for State Courts Report on the Lane County Courthouse Facility Needs Assessment

I. AGENDA ITEM SUMMARY

This item is a review and discussion of the draft court facility needs assessment prepared by the National Center for State Courts (NCSC) for Lane County. This discussion is intended to provide the Board with an understanding of NCSC's methodology and findings, and provide an opportunity for the Board to comment on the study while still in draft form.

II. BACKGROUND

A. Board Action and Other History

The County has been working to identify feasible options to address growing issues with its aging Courthouse for several years. The Lane County Courthouse was designed and constructed in 1957-58, along with the Butterfly Lot as a supporting parking facility. The Courthouse has served as the County's primary justice center since that time, housing the State Circuit Court, the District Attorney's Office and the Sheriff's Department. Several independent studies have identified significant deficiencies associated with the Courthouse when measured against current security and building code standards, as well as its limited ability to support modern judicial proceedings. Additionally, annual utility and maintenance costs for the Courthouse have risen steeply as it has aged. The County has previously identified replacement of the Courthouse as an urgent capital improvement priority.

Discussion regarding issues with the current courthouse and planning for a new courthouse has been a regular agenda item at Facilities Standing Committee meetings. Further, the Board of County Commissioners held a work session on April 29, 2014 and a follow-up public hearing on June 3, 2014 to discuss potential collaboration with the City of Eugene that would coordinate planning for City Hall, a new Courthouse, and potentially a permanent home for the Lane County Farmers Market. Additionally, the Board heard a report on July 25, 2014 regarding staff's

efforts in collaborating with the City, pursuing state matching funds for construction, and developing a project plan for a new courthouse. At that meeting, staff's intent to engage the National Center for State Courts (NCSC) and the services they would provide for the County was discussed.

On December 2, 2014, the Board authorized the County Administrator to execute a contract with the NCSC for courthouse planning and space programming services. Since the execution of this agreement, representatives from the County and Courts, as well as other stakeholders, have worked closely with NCSC in developing the attached draft document. It is the intent of County Facilities Planning and Construction staff that this document, once finalized, will detail the specific needs of the Lane County Circuit Court based on NCSC's research and also incorporate best practices from around the nation by leveraging NCSC's expertise and experience. This information will serve as a clear set of needs and requirements around which the County can develop a detailed Request for Proposals (RFP) for professional design services, ensuring the successful respondent is prepared to incorporate these essential elements and best practices into the final design.

B. Policy Issues

See Board Goals.

C. Board Goals

This effort is part of the County's continued commitment to protect the public's assets by maintaining, replacing, or upgrading the County's investments in capital infrastructure, and identifying ways to improve space and facilities conditions to better serve citizens, minimize utility and maintenance costs, and provide an environment conducive to high employee productivity. This focus is critical in fulfilling the County's mission to provide excellent and sustainable local government services to our residents and affirms the County's commitment to stewardship. Additionally, Lane County's 2014-2017 Strategic Plan specifically cites the development of space program concepts and completion of a site suitability study for a new courthouse facility as a key tactic in supporting the County's strategic priorities around infrastructure (3.1(b)).

D. Financial and/or Resource Considerations

In considering potential options to address the condition of the current courthouse, County staff has been working to evaluate funding options with respect to ultimately constructing a new courthouse. The well-known deficiencies at the Multnomah County Courthouse in downtown Portland have resulted in a series of statutory adjustments over the course of the last several legislative sessions to ensure that state resources can assist in replacement activities. The most significant change was to extend state bonding authority to allow new courthouse construction, with certain restrictions.

Article XI-Q bonds are the primary source for financing state-owned facilities,

and are issued by the State Treasurer. Senate Bill 5506 (2013) for the first time directed the Treasurer to issue \$15M in bonding authority for the 13-15 biennium and deposit those funds into the newly established Oregon Courthouse Capital Construction and Improvement Fund (OCCCIF). The bill further stipulated:

- The funding could only be used for courthouse replacement (not remodeling) and only if significant structural defects present actual or potential threats to human health and safety.
- The funding could only be provided for courthouses or portions of courthouses owned or operated by the State of Oregon (at least for the term during which the bonds remain outstanding).
- Funding would be matched by the county at a rate of 50% if there were a co-location of state offices in the courthouse and at 75% if there were no co-location of state offices in the courthouse (note the state matching funds will only be granted to the actual courthouse portions of the project).

In 2014, SB 5703 further amended these statutes to allow that the county match could include an appraised value or actual purchase price (whichever is higher) of land “purchased by the county” for the courthouse (provided that the state approves the land as the site for the courthouse). In addition, the total bonding authority was increased from \$15M to \$19M, to assist with work underway at Multnomah County and Jefferson County.

In anticipation of budget development for the 15-17 biennium, the Chief Justice of the Oregon Supreme Court signaled his intent to seek \$35M of bonding authority for new courthouse construction. This led to questions about how that funding would be allocated amongst counties. The Association of Oregon Counties created a Court Funding Task Force (Commissioners Stewart and Bozievich were members), and solicited proposals from Oregon Counties such that it could forward its recommendations to the Chief Justice. The Task Force completed its work on July 21, 2014, ultimately sending a recommendation of \$36.5M worth of state assistance for specific replacement projects along to the Chief Justice. Lane County was included within that list, with a \$1.4M proposal for programming, design and construction budgeting that it would match with \$1.4M from the County’s capital fund. Unfortunately, the legislature ultimately did not include Lane County’s request in the final state budget during the 2015 session.

Subsequent to the 2015 session, County staff facilitated a number of discussions with state legislators and other stakeholders in an attempt to better demonstrate the importance and urgency of the proposed courthouse planning work. These efforts finally led to the inclusion of Lane County’s request in a budget rebalance bill during the 2016 session, adding the approved expenditure to the OCCCIF during the 2015-17 biennium. Staff is currently working with the State to draft a formal funding agreement specifying the terms under which this assistance will be administered. It is the understanding of County staff that the cost of NCSC’s services is considered an eligible expense under the OCCCIF program.

E. Health Implications

The space program included in the NCSC study incorporates many elements recognized as best practices for encouraging health and wellness among the building occupants and visitors. These elements will be more fully discussed and detailed through the design development phase of the project.

F. Analysis

The National Center for State Courts (NCSC) is a national non-profit corporation (501(c)(3)) with the mission of helping state courts improve their organizations. The NCSC was founded in 1971 by the state chief justices at the urging of the United States Chief Justice Warren E. Burger. The NCSC provides unique and specialized court analysis, process improvement, and planning services under one umbrella. For court facility planning projects, the NCSC's multi-discipline team brings together expertise on various subjects, including court administration, operational trend analysis, management processes, quantitative analysis and forecasting, court security and technology analysis, and space programming, to develop a comprehensive project solution. In addition to numerous nationally recognized publications and studies completed for clients around the world, the NCSC has worked with several Oregon counties, including ongoing work with Multnomah County, in planning new courthouses. Moreover, the courthouse construction prioritization criteria put forth by the Association of Oregon Counties in support of the Chief Justice's administration of courthouse capital funding includes a requirement that proposed projects demonstrate incorporation of best practices, and specifically references those published by the NCSC.

The County contracted with the NCSC to study the long-term facility needs of the Lane County Circuit Court (the Court), District Attorney's Office, Sheriff's Office and several other potentially co-located justice partners, in order to develop a space program for a new Courthouse facility. Project tasks included (1) analysis and projection of future circuit court system growth by year 2055, (2) development of court facility master plan strategies, (3) development of space requirements for the proposed Lane County Courthouse, and (4) conceptual diagramming of proposed site alternatives. This work required a coordinated and comprehensive effort by Lane County, the Court, the Lane County Sheriff's Office, the District Attorney's Office, and other court-related agencies. Input from potential courthouse tenants and other justice partners was gathered through interviews, survey questionnaires, on-site observation, and facility tours. Statistical models of future county demographic and court workload evolvments were developed to quantify their impacts to future demands for court services. A qualitative analysis of feasible and innovative changes and improvements to services that took into account applicable national best practices of court administration and local operation initiatives was conducted. Information from this analysis was applied to the quantitative model conclusions in order to optimize the resulting facility needs and space solutions. The draft document submitted for discussion here details the NCSC's analysis and findings on historic

and future population demographics and Court case filing trends, future system staffing requirements for the Court, District Attorney's Office and Sheriff's Office, future facility planning considerations, key master planning strategies, and facility space requirements for potential tenants and recommended functions of a new courthouse.

The intent of this item is to review and discuss the content of NCSC's draft study in order to provide the Board with a general understanding of the facility needs of the Courts and court-related agencies. This understanding will form a basis that will support future discussions before the Board regarding courthouse tenants and services, courthouse scale and configuration, courthouse siting, courthouse design, and courthouse construction budgeting.

III. FOLLOW-UP

A work session is scheduled for May 31, 2016 to build upon today's presentation and expand the discussion to an initial consideration of potential sites for a new courthouse.

IV. ATTACHMENTS

1. Draft Court Facility Needs Assessment, dated 5/11/16



Lane County, Oregon Court Facility Needs Assessment

Draft Report

May 11, 2016

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EXECUTIVE SUMMARY

Lane County, Oregon contracted with the National Center for State Courts (NCSC) to study the long-term facility needs of the Lane County Circuit Court (the Court), District Attorney's Office, Sheriff's Office and several other potentially co-located justice partners, in order to develop a space program for a new Courthouse facility. Project tasks included (1) analysis and projection of future circuit court system growth by year 2055, (2) development of court facility master plan strategies, (3) development of space requirements for the proposed Lane County Courthouse, and (4) conceptual diagramming of proposed site alternatives. This work required a coordinated and comprehensive effort by Lane County, the Court, the Lane County Sheriff's Office, the District Attorney's Office, and other court-related agencies. Input from potential courthouse tenants and other justice partners was gathered through interviews, survey questionnaires, on-site observation, and facility tours. Statistical models of future county demographic and court workload evolvments were developed to quantify their impacts to future demands for court services. A qualitative analysis of feasible and innovative changes and improvements to services that took into account applicable national best practices of court administration and local operation initiatives was conducted. Information from this analysis was applied to the quantitative model conclusions in order to optimize the resulting facility needs and space solutions. The following summarizes NCSC's findings on historic and future population demographics and Court case filing trends, future system staffing requirements for the Court, District Attorney's Office and Sheriff's Office, future facility planning considerations, key master planning strategies, and facility space requirements for potential tenants and recommended functions of a new courthouse.

Population Demographics and Circuit Court Case Filing Projection Analysis

To develop a basis for future growth of the Court, it is necessary to first analyze the demographic makeup of the population served by the Court. The project team obtained and reviewed historic population estimates from year 2000 to 2014 as compiled by the U.S. Census Bureau and projected County population data to year 2055 as prepared by the State of Oregon, Office of Economic Analysis.

TABLE ES -1: LANE COUNTY POPULATION ESTIAMTES			
Year	Historic Lane County Population	State Projection (c. 2013)	Percent Growth From Year 2013
2013	356,212		
2014		358,843	0.7%
2055		481,008	35.0%

Population in the Lane County area by year 2055 is expected to be at just over 481,000, which is equivalent to a 35% increase from the 2013 population estimate. This represents an average annual

growth rate of 0.8%. The projected years' annual average growth rate is parallel to the historic rate of population increase the County has experienced over the recent past.

Future Court System Staffing

The proposed occupancy of the new Courthouse is examined based on the caseload growth projection as well as the respective department operations, proposed realignments and new service initiatives. Offices and court departments included in the staffing projection analysis include circuit court judges and judicial support staff (with the exception of those staff currently housed in the Juvenile Justice Center), court administration and operations including the pre-trial services division currently housed at the jail, the District Attorney's Office, and the Sheriff's Office. The current occupancy level at the existing Courthouse accounts for 271.75 full-time-equivalent positions (FTEs). Future growth projection estimates that the occupancy levels in the Central Courthouse could be within the range of 352.6 FTEs by year 2055. If the Pre-trial Services Section of the Court Administration is moved into the courthouse, total staffing by year 2055 could increase to 365.6 FTEs.

The Court is currently staffed with 14 circuit court judges, excluding the juvenile court judge housed in the Juvenile Justice Center. The future judicial officer need for the Court is estimated to be within the range of 16 and 18 FTEs by year 2055. A planning target of 17 judicial officers is used for the subsequent space planning requirements.

TABLE ES-2: CURRENT AND ESTIMATED FUTURE STAFFING

	Current FTE	Low Boundary	Projected Year 2055	
			Planning Target	High Boundary
Circuit Court Judges	14	16	17	18
Judicial Support Staff	28	32	32	32
Court Administration Staff	57	62	65	68
Sheriff's Administration Offices	103	-	154	-
District Attorney's Office	69.75	76	84.6	90.8
<i>Currently Off-site</i>				
<i>Court Administration – JJC</i>	3	3	4	5
<i>Court Administration - Jail</i>	11.5	12	13	14

Future Operational Considerations Impacting Space

Many adjudication procedures directly impact courthouse/courtroom utilization and public access to justice. For the purposes of this master plan, the NCSC project team identified the following operational issues that may impact space in the new courthouse.

1. Court Technology And Customer Service Delivery
 - High-Tech, High-Touch Digital Operations
 - Technology, Staffing and Changing Court Work Processes
 - Technology and the Changing Work Environment
 - Diminished Paper Records Storage
 - Internet and Wireless Environment
 - Customer-Centric, Customer-Friendly Work Processes
 - Pro Se/Self Represented Services and Access at the Court
2. Judicial Officers and Support Staff
 - Collegial Chambers
 - Clustered Judicial Staff
3. Adjudication Space
 - Flexibly Assigned Courtrooms
 - Courtroom Sizes and Configurations
 - Conference and Negotiation Area
4. Jury Management and Deliberation Space
 - Juror Assembly Room
 - Shared, Multi-Purpose Jury Deliberation Rooms
5. Courthouse Safety and Security
 - Entrance Screening
 - Prisoner Movement
 - Safeguarding People in the Courthouse
 - Safe Haven for Domestic Violence Victims
6. Calendaring as It Affects Space
 - Master Calendar Assignment System
 - High Volume Calendars
7. Selected Optional Functions at the New Courthouse
 - District Attorney's Office
 - Sheriff's Administration Office
 - Pre-Trial Services
8. Outside Stakeholder Interaction
 - Probation Intake and Pre-Plea Possibilities
 - Public Defense Programs

New Courthouse Space Requirements

As the Court and court-related agencies, District Attorney and Sheriff's Administration Office grow in the future, the new Courthouse may need up to approximately 249,752 building gross square feet (BGSF), by year 2055, based on current practices and planning assumptions. If the District Attorney's Office and Sheriff's Office are located outside of the new courthouse, the new court facility will need approximately 180,988 BGSF by year 2055.

Table ES-3: Departmental Space Summary		2015 Estimated Needs	2055 Estimated Needs
1.0 PUBLIC FACILITIES & BUILDING SUPPORT SPACES	DGSF	26,454	28,470
2.0 COURTROOMS AND CHAMBERS	DGSF	57,006	67,581
3.0 COURT ADMINISTRATION	DGSF	16,299	18,118
4.0 DISTRICT ATTORNEY OFFICE	DGSF	20,558	23,405
4B.1 DISTRICT ATTORNEY SATELLITE OFFICE	DGSF	1,750	1,847
4B.2 GRAND JURY	DGSF	1,277	1,277
5.0 SHERIFF TRANSPORT OPERATIONS AND CENTRAL HOLDING	DGSF	5,140	5,891
6.0 SHERIFF MAIN OFFICE	DGSF	30,514	34,731
7.0 PAROLE AND PROBATION COURTHOUSE SERVICES	DGSF	4,384	4,384
8.0 STATE OFFICES	DGSF	18,500	18,500
Total Departmental Gross Square Feet (DGSF)		177,578	199,802
Total Building Gross Square Feet (BGSF) (25% Grossing Factor)		221,973	249,752
Total Departmental Gross Square Feet (DGSF) Without Sheriff Main Office		147,064	165,071
Total Building Gross Square Feet (BGSF) Without Sheriff Main Office (25% Grossing Factor)		183,831	206,339
Total Departmental Gross Square Feet (DGSF) Without Sheriff Main Office & District Attorney Office		129,533	144,790
Total Building Gross Square Feet (BGSF) Without Sheriff Main Office & District Attorney Office (25% Grossing Factor)		161,916	180,988

Note: The space requirement in Table ES-3 uses a staffing assumption based upon the average value of the projection model high/low range. These staffing projections are to be used solely for long-range planning purposes, as they are estimates of the likely needs that might be expected over the planning time span, based largely upon historical trends and qualitative assessments of the future. These estimates should not be construed as being justification for funding additional staff positions. This planning report should be used by Lane County in collaboration with the Oregon Judicial Department and other stakeholders, to determine how these requirements will be implemented to meet the needs of Lane County through year 2055.

Site Planning Alternatives

The planning options in this strategic plan represent different conceptual approaches for addressing Lane County's future court facility needs. Each option presents unique opportunities and given the complexity of the planning of a judicial facility, the final decision on the implementation strategy should be made jointly by court and county officials when the facility strategic plan is finalized. Detailed architectural and engineering analysis will be required in order to prepare an accurate project budget and implementation schedule.

Cost Opinion

NCSC has developed a cost opinion for each courthouse concept included in the study. These cost opinions apply to current market conditions and do not include escalation of construction cost indexes. In identifying total project costs at the planning stage it is also important to recognize additional cost premiums that are typically involved. These costs are often described as soft costs and typically include items such as furnishings/fixtures/equipment (FF&E) architecture and engineering costs, construction/project management costs, bidding costs, permit negotiations, legal fees, materials testing, and project contingencies. Project soft costs can vary considerably but often range between 25% and 30% of the estimated construction costs.

I. INTRODUCTION

Lane County, Oregon contracted with the National Center for State Courts (NCSC) to study the long-term facility needs of the Lane County Circuit Court (the Court), District Attorney's Office, Sheriff's Office and several other potentially co-located justice partners, in order to develop a space program for a new Courthouse facility. Project tasks included (1) analysis and projection of future circuit court system growth by year 2055, (2) development of court facility master plan strategies, (3) development of space requirements for the proposed Lane County Courthouse, and (4) conceptual diagramming of proposed site alternatives. This work required a coordinated and comprehensive effort by Lane County, the Court, the Lane County Sheriff's Office, the District Attorney's Office, and other court-related agencies. Input from potential courthouse tenants and other justice partners was gathered through interviews, survey questionnaires, on-site observation, and facility tours. Statistical models of future county demographic and court workload evolvments were developed to quantify their impacts to future demands for court services. A qualitative analysis of feasible and innovative changes and improvements to services that took into account applicable national best practices of court administration and local operation initiatives was conducted. Information from this analysis was applied to the quantitative model conclusions in order to optimize the resulting facility needs and space solutions. The following summarizes NCSC's findings on historic and future population demographics and Court case filing trends, future system staffing requirements for the Court, District Attorney's Office and Sheriff's Office, future facility planning considerations, key master planning strategies, and facility space requirements for potential tenants and recommended functions of a new courthouse.

I.1 Scope of Work

To complete the master plan it was necessary for the NCSC project team to undertake a series of activities in order to reach conclusions concerning long-term facilities implementation strategies for the Lane County Circuit Court, District Attorney's Office and Sheriff's Administration Office. The following list of task items summarizes the work efforts involved in this project:

1. Analyzed current court components and offices to identify current practices and the operational environment of the Court, District Attorney's Office, and Sheriff's Office.
2. Assessed functional use of the existing facilities, based on the present levels of court services or court-related office or department operations to identify deficiencies and future facility needs.
3. Projected future growth of the Court and court-related offices based on demographic data and historic case filing analysis.
4. Identified Court and court-related office functional requirements based on the Court's unique operating environment resulting in the development of appropriate design concepts and goals as well as functional space standards for the needs identified.
5. Developed future long-range court facility space needs requirements based on court system growth models in terms of total square footage, incorporating space standards and building

grossing factors. The future court facility space needs projections will accommodate the growth and expansion of the Court into year 2055.

6. Performed an analysis of operational issues impacting space and developed visionary concepts of possible future facilities options available to enhance the function and service delivery of the Court, District Attorney's Office, and Sheriff's Administration Office.
7. Developed stacking and blocking schemes to illustrate possible site planning alternatives for a new Lane County Courthouse.

I.2 Methodology

To identify the current operating environment and current facility deficiencies and needs, the NCSC project team collected data and information by distributing a questionnaire to all Court, District Attorney and Sheriff's Office work units to be included in this master plan, conducted on-site interviews and meetings, and toured the existing facilities. The NCSC project team then analyzed the data and information collected to identify the current operational practices of the Court, District Attorney's Office and Sheriff's Office and the various issues that have physical implications. The court facility planning and needs assessment questionnaires requested information about organization and functions, staffing levels, and workload and sought input as to current facility problems and issues. In conjunction with the distribution of the questionnaires, the NCSC project team met with representatives of the various work units that are included in this study:

- Presiding Judge and Circuit Court Judges
- Court Administrator
- Court Services
- Sheriff's Office
- District Attorney's Office
- County Facilities and Property Management

Following the initial site tours, interviews, and survey analysis, the NCSC project team analyzed historical demographic and caseload data to develop projections of future population and court caseload growth. The NCSC project team then used the analysis and projections of court caseload and population evolvment models to infer the likely range of future personnel and staffing needs of the court system. The projection models simulate the likely trends of future court evolvment, in terms of staffing levels of respective court functions, which later be used to estimate their space implication. The Long-term facility requirements were developed for the court system to year 2055 based on the future growth projections of the court system and the applicable space standards for the court functional areas. A similar forty-year planning horizon was also used in the development of the Multnomah County Circuit Court in Portland. This planning horizon allows for ample time for the Court and County to plan, implement, design and develop payment strategies for the construction of a new courthouse, without the risk of moving into a new facility and having no capacity for future growth. The functional space standards adopted for the development of the long-term facility requirements comply with the Courthouse Design Guideline published by the NCSC.

II. OVERVIEW OF COURT AND COURT-RELATED AGENCIES

The Circuit Court of Oregon for Lane County is a single-county district functioning as Oregon's Second Judicial District. The Court has general jurisdiction over cases including offenses ranging from traffic violations to capital murder, civil matters from small claims cases to multi-million dollar civil lawsuits, and all aspects of family law and juvenile case processing. Lane County is geographically large (4,722 square miles) and diverse, with a population of just over 350,000.

II.1 Judiciary

The Court currently has 15 circuit court judges. There are 14 judges' offices with courtrooms in the County Courthouse and one Judge housed at the Juvenile Justice Center. The Court operates under the direction of the Presiding Judge. The Presiding Judge directly manages a hybrid master calendar system which relies on annual judicial assignments for pretrial matters and other specific case work while allowing judges to remain available for daily trial assignment on any case type. Pursuant to Oregon Statute, the presiding judge exercises assignment authority over the Court's judges directly. Most of the Court's cases are managed generally through the master calendar system. Complex cases including murder and complex civil litigation matters are specifically assigned prior to trial to provide individual judicial attention and continuity of oversight.

The Court has 15 judges and 30 direct judicial support staff. 14 judges and 28 direct judicial support staff are housed at the current courthouse. One judge and two support staff are housed at the Juvenile Justice Center.

TABLE 1: JUDGES AND JUDICIAL SUPPORT STAFF	
Position / Title	<u>2015</u>
<u>Main Courthouse</u>	
Circuit Court Judge (Excluding Juvenile)	14
Judicial Service Specialist (Judicial Assistant)	14
Judicial Clerk (Law Clerk)	14
<i>Sub-Total Circuit Court Judges and Support Staff</i>	<i>42</i>
<u>Juvenile Justice Center</u>	
Circuit Court Judge – Juvenile Court	1
Judicial Service Specialist (Judicial Assistant)	1
Judicial Clerk (Law Clerk)	1
<i>Sub-Total Circuit Court Judges and Support Staff</i>	<i>3</i>
Total Lane County Circuit Court Judges and Support Staff	45

II.2 Court Administration

Court administration manages all non-judicial business of the court. Functions include court clerical operations, personnel management, fiscal and budget services, information technology, facilities, community and intergovernmental relations, program development, and policy implementation. The purpose of administrative activities is to ensure the efficient operation of the court and to free judicial resources for judicial functions. Court Administration serves 15 trial court judges, 14 of whom are housed in the main courthouse and one located at the Juvenile Justice Center.

The Court Administrator has 57 FTEs housed in the main courthouse facility with 3 FTEs located at the Juvenile Justice Center and 11.5 FTEs located at the jail for pre-trial release operations. The staff who are currently housed in the Juvenile Justice Center are not included in this study. With a few exceptions, most court administrative operations are co-located on the 2nd floor of the Lane County Courthouse. Co-location provides opportunities for clerical staff cross-training and back up, allowing the court to achieve efficiency and economy of scale. Not on the second floor are: Pretrial release (jail), Juvenile (Juvenile Justice Center), Archives, Technical Support and Jury Assembly (Public Service Building basement). Court Administration is organized into six operational units as described below.

Court Administration is in charge of general administration services and support, court accounting (A/P and general ledger), the Drug Court Program coordination, technology services, and staff orientation and training services.

Administration	FTE
Trial Court Administrator	1
Court Operations Manager 3 - Deputy Court Administrator	1
Administrative Analyst - Judicial Support and Training	2
Technical Support Specialist	3
Drug Court Program Coordinator	1
Accounting Clerks	1
Subtotal Administration	9

The Criminal Department handles cashiering and intake for all case types entered into the Court, criminal and traffic data and judgement entry into the electronic case management systems, indigent defense verification, and located offsite at the Juvenile Justice Center the juvenile court clerical operations.

Criminal Department	FTE
Court Operations Manager 1- Criminal and Pretrial	1
General Office Clerks	11
Cashier / Intake Clerks	7
Subtotal Criminal Department	19

The Civil Department maintains all civil, family, and probate case data and case judgement entries as well as family court facilitation services.

Civil Department	FTE
Supervisor 3 - Operations Supervision	1
General Office Clerks	10
Judicial Services Specialist - Probate Commissioner	1
Probate Clerk	1
Family Court Program Coordinator	1
Family Court Specialist	1
Subtotal Civil Department	15

The Court Services Department provides the public information on site at the information window and by telephone. This department also includes the calendaring team which works with the presiding judge on the master calendar system to set trials for all case types and handle a variety of other dockets. The department also maintains records, including archives, and jury assembly

Court Services Department	FTE
Supervisor 3 - Operations Supervision	1
General Office Clerks	6
Archives Clerks	6
Jury Assembly Clerks	1
Subtotal Court Services Department	14

Pretrial Services Department is currently located off-site at the jail. Staff in this department are responsible for the interviewing and release of pretrial inmates as well as supervision of released inmates.

Pre-Trial Services Department	FTE
Supervisor 3	1
Release Assistance Officer	5
Clerical Staff	3.5
Grant Funded Release Assistance Officer	2
Subtotal Pre-Trial Services Administration Staff	11.5
Subtotal Pre-Trial Services Grant Funded Staff	2

The Judicial Services Department is responsible for supporting all judicial staff (juvenile judicial staff located offsite at the Juvenile Justice Center), 30 direct judicial support staff co-locate with their judge at their chambers, coordination of judicial staff scheduling and backup, and judicial staff orientation and training.

Judicial Services Department	FTE
Judicial Support Coordinator	1
Judicial Support Staff*	
Subtotal Judicial Services Department	1

*Note: For purposes of this study, judicial support staff are included in the judiciary staff counts in table 1

TABLE 2: COURT ADMINISTRATION NON-JUDICIAL STAFF*	
Position / Title	<u>2015</u>
Trial Court Administrator	1
Court Operations Manager 3 - Deputy Court Administrator	1
Court Operations Manager 1- Criminal and Pretrial	1
Supervisor 3 - Operations Supervision	2
Judicial Support Coordinator	1
Administrative Analyst - Judicial Support and Training	2
Technical Support Specialist	3
Family Court Program Coordinator	1
Drug Court Program Coordinator	1
Family Court Program Specialist	1
Judicial Services Specialist - Probate Commissioner	1
Judicial Services Specialist (Clerk and Clerk Leads)	
Cashier / Intake Clerks	7
General Office Clerks	28
Archives Clerks	6
Jury Assembly Clerks	1
Sub-Total Court Administration Staff	57
Off-site Staff	
Juvenile Justice Center	
Clerical Lead and Clerk Staff	3
Pre-Trial Services	
Supervisor 3	1
Release Assistance Office	5
Clerical Staff	3.5
Grant Funded Release Assistance Officer	2
Subtotal Pre-Trial Services Administration Staff	11.5
Total Court Administration Staff System-wide (Including Juvenile Justice Center and Jail Pre-trial Release)	71.5

*Note: Circuit Court Judicial Support Staff are included in Table 1

Court Administration is responsible for the keeping of all court records. During the time of this project, the Circuit Court in Lane County implemented electronic document management with the Oregon eCourt system. Oregon eCourt, a statewide web-based system, will transform how Oregon's court system serves the people of this state. It is the Oregon Judicial Department's primary statewide undertaking for the next several years, and it is a program that has received both support and funding from the Oregon Legislative Assembly. Oregon will become the first state to provide a statewide virtual courthouse, using technology to increase access to the courts, improve court efficiency, and ensure that judges have complete and timely information with which to make the most effective dispositions.

Oregon eCourt, when fully implemented, will be able to provide many court services from any computer with an Internet connection, at any time. Consumers, public safety partners, and the legal community will have 24 hour a day - 7 day a week, access (based on that individual's authorization) to:

- Documents and case records
- Court information and court calendars

- Case-related filing and payment services
- Multilingual guides, online fill-in-the-blank court forms, and online self-help "centers" to assist the public with court

Oregon eCourt will not replace in-person services at the physical courthouses. Those traditional services will remain available. Court hearings and trials will continue to convene in courthouses across the state and will be open to the public. Through the implementation of Oregon eCourt, the quality and timeliness of dispute resolution will improve, access to justice will expand for citizens, and collaboration between justice system partners will be more efficient and effective. The OJD will continue to work closely with the Legislative Assembly and other partners to create the tools necessary to meet the changing needs of Oregon's citizens and businesses, and to accomplish that vision transparently and cost effectively.

II.3 District Attorney

The Lane County District Attorney's Office is organized into three main divisions: Criminal, Victim Services, and Family Law. The Criminal Division is responsible for prosecuting about 5,000 adult and juvenile offenders who commit criminal law offenses in Lane County, including investigation, grand jury and trial preparation. The division also handles civil commitments and forfeitures of property. Clerical staff functions include Attorney support by way of file creation and maintenance, document generation, processing and scanning, discovery, docket preparation and intake documentation. Administrative staff support functions include budgeting, accounting, and payroll and office management. The Medical Examiner staff handles all functions related to determination of cause and manner of all suspicious or unattended deaths including investigation and documentation in coordination with the State Medical Examiner, and communication with families, law enforcement, and funeral homes.

The Victim Services Division provides mandated services to crime victims in all cases that are prosecuted by the District Attorney's Office. Paid staff and volunteers provide the following services: Notify victims of scheduled court hearings, document any financial loss the victim suffered as a result of the crime for restitution, assist petitioner's filing for protective order, provide accurate information and education about the criminal justice process, attend court hearings with victims when requested, refer victims to community resources, and assist with the application, when appropriate, for Crime Victims' Compensation benefits. The division also conducts the Protective Order Clinic for victims of domestic violence. This clinic assists approximately 2,200 petitioners per year and requires a large space in an office setting that is secure and private. Budget restraints over the recent years have prevented the division from increasing the number of paid staff. This office relies heavily on volunteers to assist with mandated services that are required to under Oregon Law.

The Family Law Division is responsible for administering child support enforcement functions and other judicial and administrative legal functions associated with establishment and modification of child support orders. The division is regulated by Federal Law Title IV-D of the

Social Security Act (42 U.S.C. Section 651 et seq. and Title 45 of the Code of Federal Regulations, Parts 300-399); and State law 25.080 of the Oregon Revised Statutes. The Federal and State laws both mandate strict confidentiality and safeguarding of regulated information within the Division, including but not limited to requirements for the physical space, safeguarding of physical files, transmission and/or destruction of the information, and access to the physical space. The division is currently renting office space in a separate facility downtown, outside of the court complex.

The District Attorney's Office is staffed 69.75 FTEs in the following organization:

TABLE 3: DISTRICT ATTORNEY OFFICE STAFFING	
Position / Title	2015
<i>Criminal Division</i>	
District Attorney	1
Chief Deputy District Attorney	1
Senior Prosecutors	7
Deputy District Attorney (Incl. 2 part time DAs)	14.5
Management Analyst	1
Accountant / Accounting Analyst	1
Program Supervisor	1
Paralegal	1.25
Legal Secretary	4.5
Office Assistant	9.3
Chief Investigator	1
Instigator	1
Part-Time Grand Jury Bailiffs	3
Chief Deputy Medical Examiner	1
Deputy Medical Examiners	1
<i>Criminal Division Sub-Total</i>	<i>48.55</i>
<i>Victim Services Division</i>	
Program Director	1
Protective Clinic Supervisor	1
Restitution Advocate	1
Volunteer Coordinator	1
Domestic Violence and Sexual Assault Advocate	1
Bilingual Victim Advocate	1
Office Assistant (Part-Time)	0.6
<i>Volunteers</i>	<i>28</i>
<i>Juvenile Justice Center Victim Advocate</i>	<i>1.25</i>
<i>Victim Services Division Sub-Total</i> <i>(Excluding Juvenile Justice Center and Volunteers)</i>	<i>6.6</i>
<i>Family Law Division</i>	
Senior Prosecutor	1
Assistant District Attorneys	3
Program Supervisor	1
Legal Secretary	4
Senior Office Assistant	2
Office Assistant (one shared, one part-time)	0.35
Receptionist	1
Paralegal	1
Investigator (including part-time)	1.25
<i>Total Family Law Division Sub-Total</i>	<i>14.6</i>
District Attorney Total Staff <i>(Excluding Juvenile Justice Center and Volunteers)</i>	69.75

II.4 Sheriff's Office

II.4.1 Administration

The Lane County Sheriff's Office Administration Division function is to support all other divisions within the Sheriff's Office. This division is responsible for the coordination of programs within the agency, ensuring that policies and procedures relating to budget, accounting, training, personnel, labor contract administration, liability, and other administrative functions are consistently applied and followed. The Administrative Division provides training for all certified and non-certified staff, human resource services, and resource development – including volunteer coordination, public relations, professional standards, labor relations, and planning and emergency management coordination.

The Administrative Division consists of the Sheriff's Office, Chief Deputy's Offices, the Administrative Assistant Office, the Executive Assistant Office, the Training Section, the Office of Professional Standards, the Public Information/Volunteer Coordinator Office, the Emergency Management Office, the Search and Rescue Section, the Sheriff's Office Human Resource and Personnel Office, the Forensic Analysts Office, Amateur Radio Operations Center and the Administrative Lieutenant. Also included within the Section are the Sheriff's Office Fiscal Section, the Support Services Section, the Communications Section, the Property and Evidence Section, Police Records, and the Chaplain Services. The reduction in available funding in recent years has reduced the number of personnel, even though the service level has remained constant. There are less staffing in Human Resources, Training, Fiscal and Support Services. In addition, the Chief Deputy's Administrative Assistant was eliminated.

TABLE 4: ADMINISTRATIVE DIVISION STAFF

Position / Title	<u>2015</u>
Sheriff	1
Sheriff Administrative Assistant	1
Chief Deputy Office	1
Executive Assistant	1
Training Sergeant	1
Administrative Division Lieutenant	1
Public Information Officer	1
Search and Rescue Office	2
Human Resources Analyst	1
Emergency Services Manager	1
S.O. Communication Network Coordinator	2
Professional Standards Sergeant	1
Total Administrative Division Staff	14

II.4.2 Fiscal Section

The Fiscal section of the Sheriff's Office provides all the financial support for the Department including accounts payable, accounts receivable, payroll, general ledger, grant management and contract administration. These functions require office work space as well as file storage. The Stores Clerk for the Sheriff's Office is also located with the Fiscal Section with an office that houses the storage for department uniforms, equipment, pre-printed forms and office supplies. This function requires the largest amount of storage space.

The Fiscal Office has been reduced by 2 FTE over the last 10 years and, over the past year, the office has undergone a reorganization of the structure of job classifications to accommodate the ever changing needs of the department. This new structure allows for specific job duties for each position as well as offering excellent back-up coverage. Approximately 2 years ago, the Fiscal office took the lead on all contracts processed for the Sheriff's Office. This office is also responsible for all grant applications and reporting. These two functions are now centralized within the department making the process more efficient. Currently, the department is staffed by 6 FTEs.

TABLE 5: FISCAL DIVISION STAFF

Position / Title	<u>2015</u>
Fiscal Manager	1
Management Analyst	1
Account Analyst	1
Senior Account Clerk	2
Senior Stores Clerk	1
Total Fiscal Division Staff	6

II.4.3 Police Records Section

Police Records is a multi-faceted work unit that occupies several work areas, as outlined below. All areas fall under mandatory CJIS compliance. All three work areas are on a shared county computer and phone system and only field calls during business hours. During all other hours, the calls are routed to the Dispatch center. At present, due to staffing levels, Police Records is staffed 15 hours per day.

TABLE 7: POLICE RECORDS STAFF

Position / Title	<u>2015</u>
Support Services Manager	1
Records Section Central Reception	3
Records Section Civil Intake	2
Police Records Section	7
Warrants / Police Records File Clerk	1
Total Police Records Staff	14

II.4.4 Dispatch

Dispatch is staffed 24 hours a day 7 days a week where incoming emergency and non-emergency telephone calls from the public are received and processed and various law enforcement/fire agencies are dispatched and tracked via radio and Computer Aided Dispatch (CAD). All phone lines and radio channels are recorded. This section is on a stand-alone phone system but in the event of failure, phones can be routed to the County phone system or cell phones when in the Mobile Command Trailer. Dispatch is also the backup center for Central Lane Communications (9-1-1). Dispatch monitors the duress alarms throughout the Public Service Building/Courthouse and has the ability to monitor all security cameras. Dispatch is currently authorized to be staffed by 15 Communications Officers, with 14 of those positions being filled. The unit also has one Extra Help dispatcher (work upon mutual agreement) and one unpaid reserve dispatcher.

Between 2008 and 2010 this unit lost 6 staff positions. However, since year 2012, this section has been able to rebuild staffing to 17 FTEs.

TABLE 6: DISPATCH SECTION STAFF	
Position / Title	<u>2015</u>
Communications Office Supervisor	2
Communications Center Dispatch unit	15
Total Dispatch Section Staff	17

II.4.5 Property / Evidence Section

The Property/Evidence Section is a highly restricted work area. Activities are varied and are highly specialized. They include intake of evidence, storage of evidence, immediate retrieval of evidence, purging of evidence, processing of evidence to include fingerprinting, return of held property to the public, mailing of items to outside agencies, receipt of items from outside agencies, coordination with and transport of items to the OSP Crime Lab, etc. From the time a deputy submits a piece of evidence to the time it can be released/purged/destroyed, this unit is responsible for the item. There is currently one authorized Public Safety Support Specialist (working title is Property/Evidence Technician) assigned to this unit. In 2005, there were two staff assigned to this unit, however funding declines forced a reduction in staffing. Consequently, the ability to perform certain duties, such as the purge of evidence to adequately balance the intake of new items, has been severely curtailed.

TABLE 8: PROPERTY EVIDENCE STAFF	
Position / Title	<u>2015</u>
Property Evidence Technician	1
Total Property Evidence Staff	1

II.4.6 Police Services

Police Services is largely the division of street patrol deputies and violent crimes detectives. While many of the patrol deputies are not permanently housed in the facility, office space is used for patrol briefings and report writing. Detectives investigate mainly major violent felonies and conduct interviews with witnesses, victims and accused in-custody persons. This division also

conducts trainings for several different work groups within the Sheriff's Office, to include K9 and Search and Rescue (SAR). The division also conducts homicide investigations which occupies any available space when ongoing. In 2012 the Sheriff's Office lost the use of the Traffic Team Office in Springfield and the Forest Team, SAR, and Marine Offices at Public Works. The personnel assigned to those programs were relocated to the main Sheriff's Office located at the Courthouse. Separate offices had to be found inside the already cramped Courthouse for Weighmaster, SAR, and Marine. The Traffic Team and Forest Teams were dissolved and those personnel were reassigned. Almost 10 years ago this division was staffed with 80 personnel, double the number of current staff.

TABLE 9: POLICE SERVICES DIVISION STAFF

Position / Title	<u>2015</u>
Police Services Captain	1
Police Services Administrative Assistant	1
Police Services Lieutenant	1
Police Services Detective Sergeant	1
Police Services Detective	4
Police Services Sergeant	7
Police Services (Patrol)	22
Marine Patrol	3
Total Police Services Division Staff	40

II.4.7 Transport Unit

The Transport Unit is responsible for the transportation of pretrial and sentenced offenders between the Court and the County corrections facilities and state correction institutions. There are regularly scheduled transfer times throughout the day; a minimum of seven Police Services staff are assigned to facilitate the moving of in-custody prisoners. Throughout the remaining time, deputies are assigned to the court holding areas or escorting defendants to court for scheduled appearances. When deputies are not transporting in-custody prisoners, deputies stage themselves in the main Transport Office area at the Sheriff's Office. The Transportation Unit is currently staffed by 11 FTEs.

TABLE 10: TRANSPORT DIVISION STAFF

Position / Title	<u>2015</u>
Civil / Transport Section Sergeant	1
Civil Deputy Sheriff	2
Transport Deputy Sheriffs	7
Transport Records Support	1
Total Transport Division Staff	11

III. HISTORIC AND PROJECTED POPULATION ESTIMATES

The planning process for court facilities involves the projection of future growth and the determination of its architectural implications, in terms of operational work environment of the Court and the building square footage. Planning Considerations include the number of individuals expected to use the Court, the various types of services to be provided, and the estimated caseload volume and growth trend. To provide a realistic and reasonable basis for estimating future requirements for adjudication facilities, the project team analyzed the Lane County Circuit Court case filing data along with local population demographics to develop the future growth models to infer future facility requirements of the Court.

III.1 Lane County Population

To develop a basis for future growth of the Court, it is necessary to first analyze the demographic makeup of the population served by the Court. The project team obtained and reviewed historic population estimates from year 2000 to 2014 as compiled by the U.S. Census Bureau and projected County population data to year 2055 as prepared by the State of Oregon, Office of Economic Analysis.

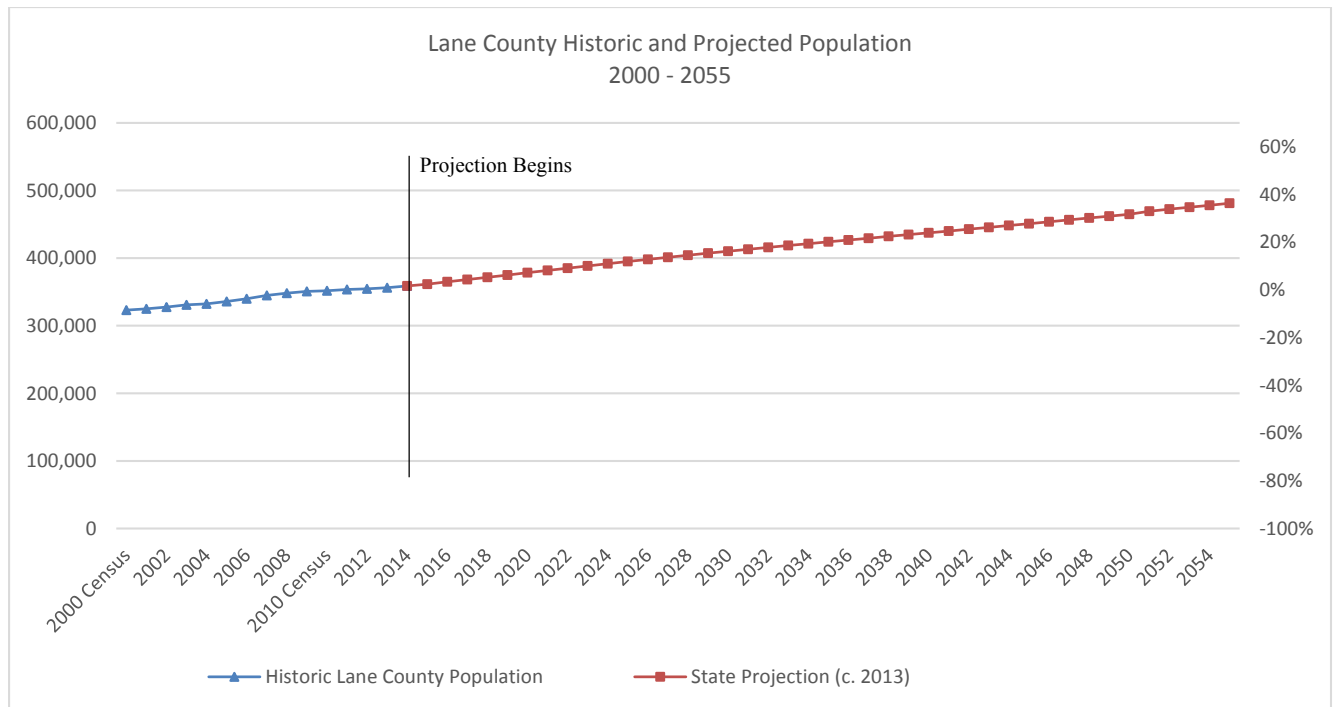
TABLE 11: HISTORIC AND PROJECTED LANE COUNTY POPULATION, 2000 - 2055			
Year	Historic Lane County Population	State Projection (c. 2013)	Percent Growth from 2013
2000 Census	323,011		
2005	335,831		
2010 Census	351,715		
2013	356,212		
2014	358,843	358,843	0.7%
2015		361,474	1.5%
2020		378,335	6.2%
2030		410,247	15.2%
2040		437,345	22.8%
2050		464,839	30.5%
2055		481,008	35.0%
Growth from Year 2013		35.03%	

Source: 2000-2013: US Census

State Projection: Forecasts of Oregon's County Populations and Components of Change, 2010 - 2050

Prepared by Office of Economic Analysis, Department of Administrative Services, State of Oregon

Release date: March 28, 2013



- Between years 2000 and 2010, Lane County Population increased just under 9%. This represents an average annual growth rate of 0.9% annually.
- Population in the Lane County area by year 2055 is expected to be at just over 481,000, which is equivalent to a 35% increase from the 2013 population estimate. This represents an average annual growth rate of 0.8%.
- The projected years' annual average growth rate is parallel to the historic rate of population increase the county has experienced over the recent past.

IV. FUTURE COURT CASE FILING PROJECTION

The primary purpose of the forecasting process is to provide a realistic and reasonable basis for estimating future facility needs for the Court. The caseload projections represent the trends of what may be expected in the future, assuming that current trends and practices continue unchanged. The projections become more tenuous the further into the future they extend, regardless of the estimating technique used.

IV.1 Historic Case Filings Trends

The first step necessary to produce case filing projections for planning horizon of 2055 is to analyze recent historical case filing data and growth trends for the Court. A wide variety of methodologies and criteria are available to assess future court workload levels. For courthouse planning purposes, an analysis of the number of cases filed, by case type, over the past 15 years, provides sufficient guidance for estimating growth of the court system and inferring the resulting long-term judgeship and space needs. Admittedly, raw case filing data do not indicate how much time and resources are required to process all cases. Cases vary in complexity, and different types of cases require different amounts of time and attention from judges and court support staff. For example, felony cases having jury trials have a much greater impact on the workload of the court than some of the more administrative types, such as violation cases. Furthermore, divorce, custody, and juvenile dependency cases may require continuous post judgment judicial attention over a long period of time – work that may go on for a decade or more which is not reflected in the mere counting of cases filed. The following table examines the year to year changes in the composition of new case filings entered into the Court. *(Year 2014 case filing statistics were not compiled and publicly published at the time of this study)*

Year	<u>Civil</u>			<u>Domestic Relations</u>			<u>Criminal</u>			<u>Juvenile</u>	<u>Mental Health</u>	<u>Probate</u>	<u>Total New Filings</u>
	<u>Civil</u>	<u>FED</u>	<u>Small Claims</u>	<u>Dissolution</u>	<u>FAPA</u>	<u>Other</u>	<u>Felony</u>	<u>Misd.</u>	<u>Violation</u>				
1998	3,775	1,673	6,095	1,890	1,564	1,762	3,773	3,075	10,868	1,208	137	1,003	36,823
1999	3,744	1,787	5,641	1,949	1,485	1,935	4,158	3,153	9,688	1,120	121	861	35,642
2000	4,123	2,090	6,013	1,884	1,490	1,692	4,049	3,425	8,457	1,222	119	831	35,395
2001	3,966	2,128	5,949	1,875	1,502	1,731	3,842	3,256	9,897	1,196	109	841	36,292
2002	4,592	2,237	6,493	1,787	1,455	1,758	4,351	3,257	10,691	1,237	113	753	38,724
2003	4,821	2,048	4,983	1,672	1,259	1,787	3,720	3,292	8,570	1,231	106	796	34,285
2004	4,545	2,194	6,112	1,577	1,333	1,466	3,740	2,370	8,706	1,361	92	827	34,323
2005	4,756	2,243	7,550	1,645	1,266	1,462	3,984	1,865	9,474	1,310	105	791	36,451
2006	4,519	2,169	8,307	1,718	1,199	1,531	3,458	1,697	8,112	1,317	107	760	34,894
2007	5,809	2,244	8,418	1,636	1,209	1,872	3,494	2,073	9,279	1,241	108	779	38,162
2008	6,885	2,138	9,178	1,584	1,022	1,854	3,192	2,130	9,634	1,098	103	830	39,648
2009	6,243	1,908	8,541	1,605	1,160	2,166	3,399	2,245	13,711	1,215	129	786	43,108
2010	7,028	1,752	8,235	1,598	1,101	2,140	2,971	2,533	11,103	1,306	139	748	40,654
2011	5,677	1,938	7,726	1,561	1,044	2,333	2,934	2,577	9,233	1,104	148	759	37,034
2012	6,439	1,830	8,735	1,589	1,022	2,045	2,418	1,677	11,445	1,042	164	824	39,230
2013	6,402	1,624	8,386	1,524	906	1,795	1,848	1,102	9,836	933	147	864	35,367

IV.1.1 Lane County Circuit Court New Case Filing Composition

TABLE 13: LANE COUNTY CIRCUIT COURT CASE FILING COMPOSITONS COMPARISON

Year	Civil			Domestic Relations			Criminal			Mental Health		
	Civil	FED	Small Claims	Dissolution	FAPA	Other	Felony	Misd.	Violation	Juvenile	Health	Probate
1998	10.3%	4.5%	16.6%	5.1%	4.2%	4.8%	10.2%	8.4%	29.5%	3.3%	0.4%	2.7%
2013	18.1%	4.6%	23.7%	4.3%	2.6%	5.1%	5.2%	3.1%	27.8%	2.6%	0.4%	2.4%

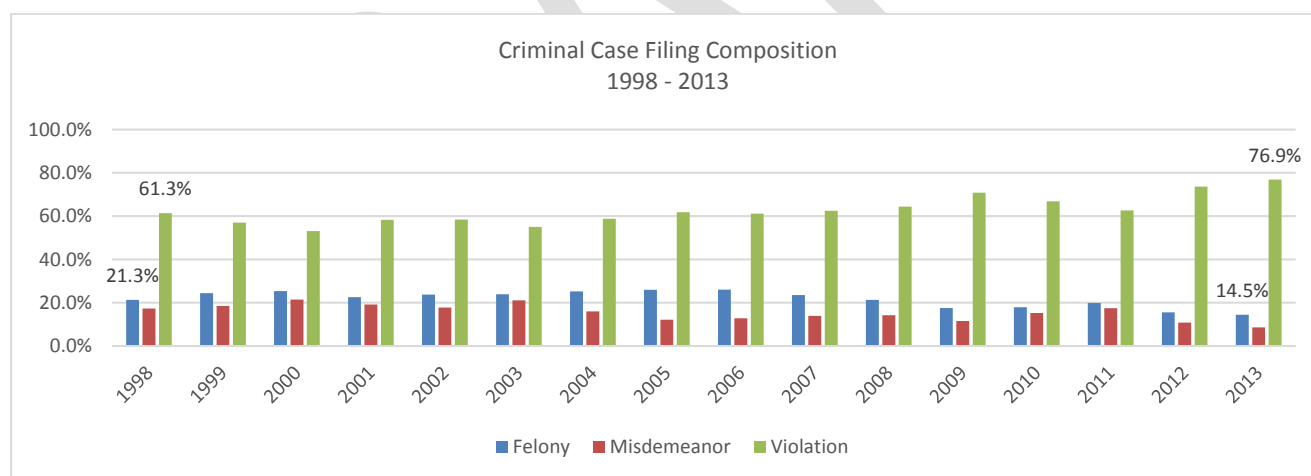
Analysis

- While examining the historic trends in new cases that are entered into the Court, it is important to recognize that, while there may be significant increases or decreases in new filings, the impact on the Court's total workload is not equal across all case types. Looking at the changes in new case filings entered into the Court, it is also important to observe the overall court case filing compositional changes year to year
- Total new case filings have stayed consistent between 35,000 and 40,000 annually.
- Significant changes in the composition of the new case filings have occurred:
 - General Civil **increasing** from 10% to 18% of total cases
 - Small Claims **increasing** from 16.6% to 23.7% of total cases
 - Criminal Felony **decreasing** from 10% to 5% of total cases
 - Criminal Misdemeanor **decreasing** from 8.4% to 3% of total cases

IV.1.2 Historic Criminal Case Filings

TABLE 14: LANE COUNTY CIRCUIT COURT HISTORIC CRIMINAL CASE FILINGS, 1998 - 2013

Year	Historic Case Filings				Criminal Case Filing Composition		
	Felony	Misdemeanor	Violation	Total Criminal	Felony	Misdemeanor	Violation
1998	3,773	3,075	10,868	17,716	21.3%	17.4%	61.3%
1999	4,158	3,153	9,688	16,999	24.5%	18.5%	57.0%
2000	4,049	3,425	8,457	15,931	25.4%	21.5%	53.1%
2001	3,842	3,256	9,897	16,995	22.6%	19.2%	58.2%
2002	4,351	3,257	10,691	18,299	23.8%	17.8%	58.4%
2003	3,720	3,292	8,570	15,582	23.9%	21.1%	55.0%
2004	3,740	2,370	8,706	14,816	25.2%	16.0%	58.8%
2005	3,984	1,865	9,474	15,323	26.0%	12.2%	61.8%
2006	3,458	1,697	8,112	13,267	26.1%	12.8%	61.1%
2007	3,494	2,073	9,279	14,846	23.5%	14.0%	62.5%
2008	3,192	2,130	9,634	14,956	21.3%	14.2%	64.4%
2009	3,399	2,245	13,711	19,355	17.6%	11.6%	70.8%
2010	2,971	2,533	11,103	16,607	17.9%	15.3%	66.9%
2011	2,934	2,577	9,233	14,744	19.9%	17.5%	62.6%
2012	2,418	1,677	11,445	15,540	15.6%	10.8%	73.6%
2013	1,848	1,102	9,836	12,786	14.5%	8.6%	76.9%

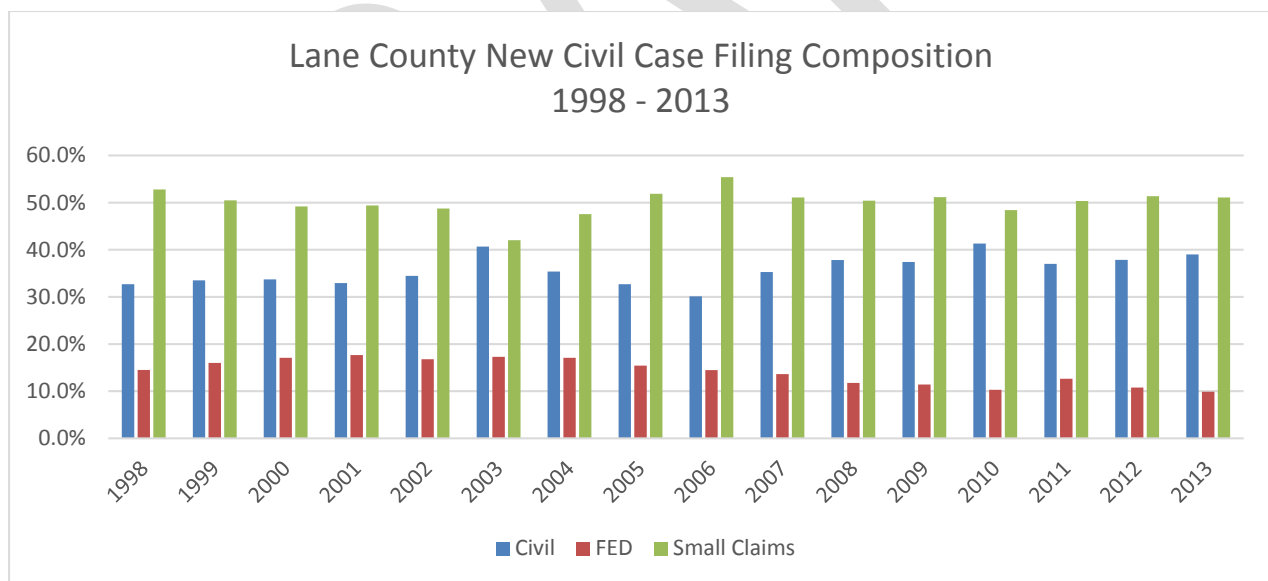
**Analysis**

- Total new criminal case filings entered into the Court have decreased 27.8% between 1998 and 2013.
- New Felony cases entered into the Court have decreased by 51% between years 1998 and 2013; this represents a change from 21% of total criminal new filings to 14.5% of new filings entered into the Court.
- Misdemeanor Cases have also dropped by 64% during this same time frame, from 17.4% to only 8.6% of total new criminal filings.

IV.1.3 Historic Civil Case Filings

TABLE 15: LANE COUNTY CIRCUIT COURT HISTORIC CIVIL CASE FILINGS, 1998 - 2013

Year	Civil Case Filings			Total New Civil Case Filings	Case Filing Composition		
	Civil	FED	Small Claims		Civil	FED	Small Claims
1998	3,775	1,673	6,095	11,543	32.7%	14.5%	52.8%
1999	3,744	1,787	5,641	11,172	33.5%	16.0%	50.5%
2000	4,123	2,090	6,013	12,226	33.7%	17.1%	49.2%
2001	3,966	2,128	5,949	12,043	32.9%	17.7%	49.4%
2002	4,592	2,237	6,493	13,322	34.5%	16.8%	48.7%
2003	4,821	2,048	4,983	11,852	40.7%	17.3%	42.0%
2004	4,545	2,194	6,112	12,851	35.4%	17.1%	47.6%
2005	4,756	2,243	7,550	14,549	32.7%	15.4%	51.9%
2006	4,519	2,169	8,307	14,995	30.1%	14.5%	55.4%
2007	5,809	2,244	8,418	16,471	35.3%	13.6%	51.1%
2008	6,885	2,138	9,178	18,201	37.8%	11.7%	50.4%
2009	6,243	1,908	8,541	16,692	37.4%	11.4%	51.2%
2010	7,028	1,752	8,235	17,015	41.3%	10.3%	48.4%
2011	5,677	1,938	7,726	15,341	37.0%	12.6%	50.4%
2012	6,439	1,830	8,735	17,004	37.9%	10.8%	51.4%
2013	6,402	1,624	8,386	16,412	39.0%	9.9%	51.1%

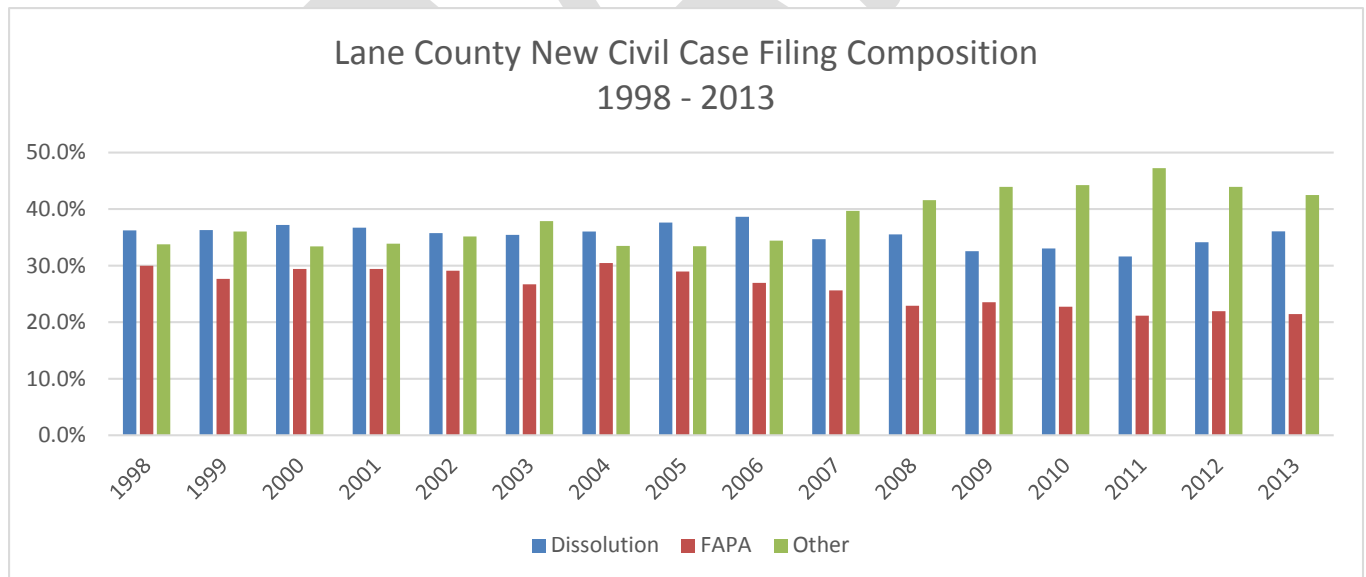
**Analysis**

- Total new civil case filings entered into the Court have increased 42.2% between years 1998 and 2013.
- The composition of the cases have fluctuated only slightly from year to year, with a slight downward trend of FED and increase in regular civil.

IV.1.4 Historic Domestic Case Filings

TABLE 16: LANE COUNTY CIRCUIT COURT HISTORIC DOMESTIC CASE FILINGS, 1998 - 2013

Year	<u>Domestic Relations</u>			Total New Domestic Case Filings	Case Filing Composition		
	<u>Dissolution</u>	<u>FAPA</u>	<u>Other</u>		<u>Dissolution</u>	<u>FAPA</u>	<u>Other</u>
1998	1,890	1,564	1,762	5,216	36.2%	30.0%	33.8%
1999	1,949	1,485	1,935	5,369	36.3%	27.7%	36.0%
2000	1,884	1,490	1,692	5,066	37.2%	29.4%	33.4%
2001	1,875	1,502	1,731	5,108	36.7%	29.4%	33.9%
2002	1,787	1,455	1,758	5,000	35.7%	29.1%	35.2%
2003	1,672	1,259	1,787	4,718	35.4%	26.7%	37.9%
2004	1,577	1,333	1,466	4,376	36.0%	30.5%	33.5%
2005	1,645	1,266	1,462	4,373	37.6%	29.0%	33.4%
2006	1,718	1,199	1,531	4,448	38.6%	27.0%	34.4%
2007	1,636	1,209	1,872	4,717	34.7%	25.6%	39.7%
2008	1,584	1,022	1,854	4,460	35.5%	22.9%	41.6%
2009	1,605	1,160	2,166	4,931	32.5%	23.5%	43.9%
2010	1,598	1,101	2,140	4,839	33.0%	22.8%	44.2%
2011	1,561	1,044	2,333	4,938	31.6%	21.1%	47.2%
2012	1,589	1,022	2,045	4,656	34.1%	22.0%	43.9%
2013	1,524	906	1,795	4,225	36.1%	21.4%	42.5%

**Analysis**

- Total new domestic case filings entered into the Court have decreased 18.9% between years 1998 and 2013, most notably in FAPA Cases (Family Abuse Prevention Act)
- Cases classified under “Other” have seen also decreased in the number of new filings, however, proportionally have increased.

IV.2 Future Case Filing Trend Modeling

The history of case filings is examined to identify a trend that can be used as the basis for making inferences about probable future activity. Projections based on past filing trends implicitly assume that caseloads change fairly consistently over time, or at least that the factors that influenced caseload growth in the past will continue to affect case filings in the future. Any dramatic changes to court jurisdiction, laws, or demographics may affect the level of case filings. While it is reasonable to assume that court caseloads will increase over time, caseloads can be subject to significant fluctuations from year to year. Multiple forecasting models have been tested to simulate the case filing trends evolvments. The resulting models were chosen for use in the case filing analysis.

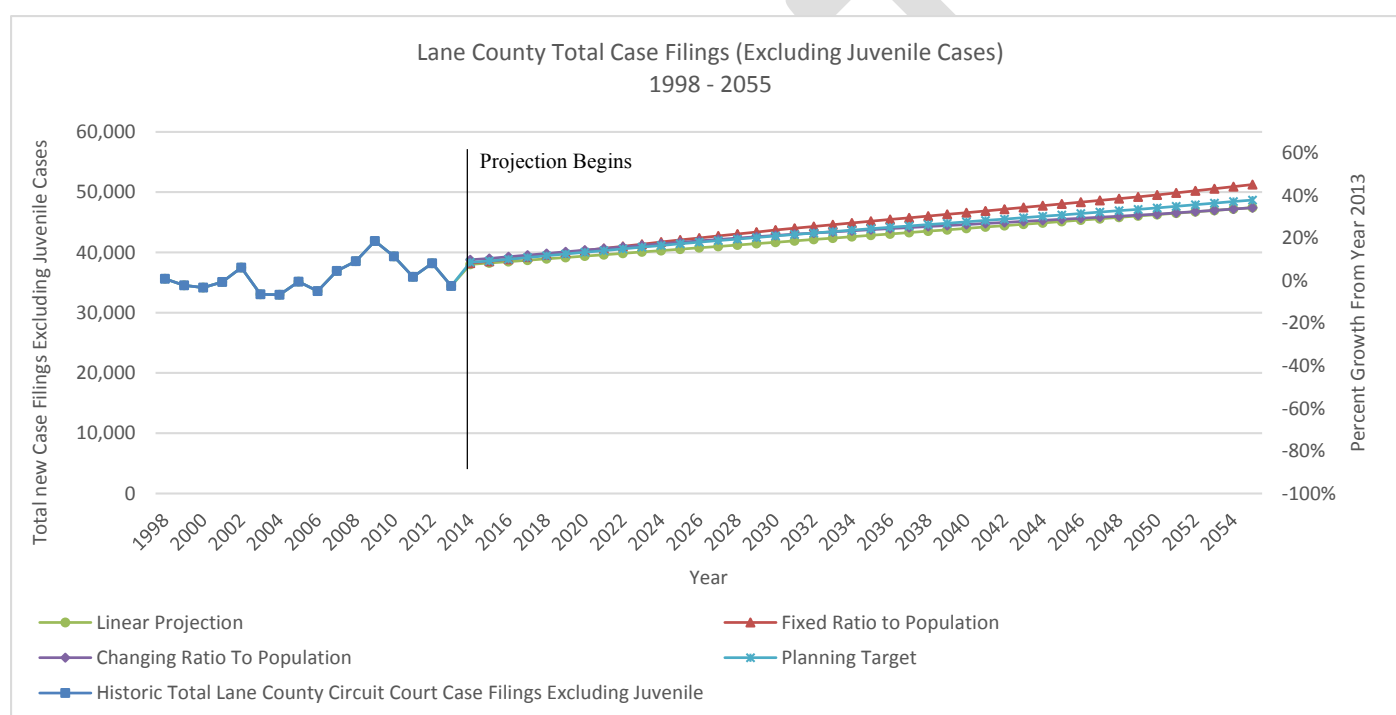
1. **Linear Regression** – This model uses an equation that measures, for a series of data, how much one data variable changes in relation to a second (regression only works for two or more variables). As a forecasting technique, linear regression equations find the relationship that best expresses the trend between two variables (number of case filings and a duration of time), and then extends the trend by that amount into the future.
2. **Fixed Ratio to Population** – This model analyzes how case filings trend in relation to population, with the assumption that case filing levels will change in proportion to changes in the populations with the number of filings per population remaining constant over the time frame examined. The range of ratios for historical filings is calculated to create a mean average of case filings per unit of population; this ratio is then applied against the population forecast. Forecasts based on this ratio can be useful, especially when historical trends are not suited for regression or exponential smoothing techniques.
3. **Exponential Smoothing/Changing Ratio to Population** – This model, based on past filing trends, implicitly assumes that caseloads change fairly consistently over time, and that the factors that influenced caseload growth in the past will continue to affect case filings in the future. Exponential smoothing is a two-variable forecasting method and is used to project case filings based on historical trends between both population and case filings; however, rather than a fixed ratio between the two variables, this model calculates the annual changing ratios of number of cases in relation to yearly population and projects that changing average forward.
4. **Planning Target** – This multi-model trend calculates the mathematical average between chosen applicable forecast models. Understandably, each model has its own inherit strengths and weaknesses, the averaging in this fourth model attempts to counter the weakness of one model with the strength of the others.

Historic case filing statistics from 1998 to 2013 were provided by the Supreme Court Annual Reports and the Court Administration's Office. Case filing projections using multiple forecasting models for the Court follow.

IV.2.1 Total Circuit Court Case Filings

TABLE 17: LANE COUNTY CIRCUIT COURT TOTAL CASE FILINGS EXCLUDING JUVENILE CASES

	Actual				Projected				Growth 2013-2055
	2000	2005	2010	2013	2025	2035	2045	2055	
Lane County Population	323,011	335,831	351,715	356,212	394,921	424,117	450,866	481,008	
Total Case Filings									
Linear Projection	34,173	35,141	39,348	34,434	40,534	42,831	45,128	47,424	37.7%
Fixed Ratio to Population	34,173	35,141	39,348	34,434	42,074	45,184	48,034	51,246	48.8%
Changing Ratio to Population	34,173	35,141	39,348	34,434	41,681	43,775	45,487	47,408	37.7%
Planning Target	34,173	35,141	39,348	34,434	41,430	43,930	46,216	48,693	41.4%



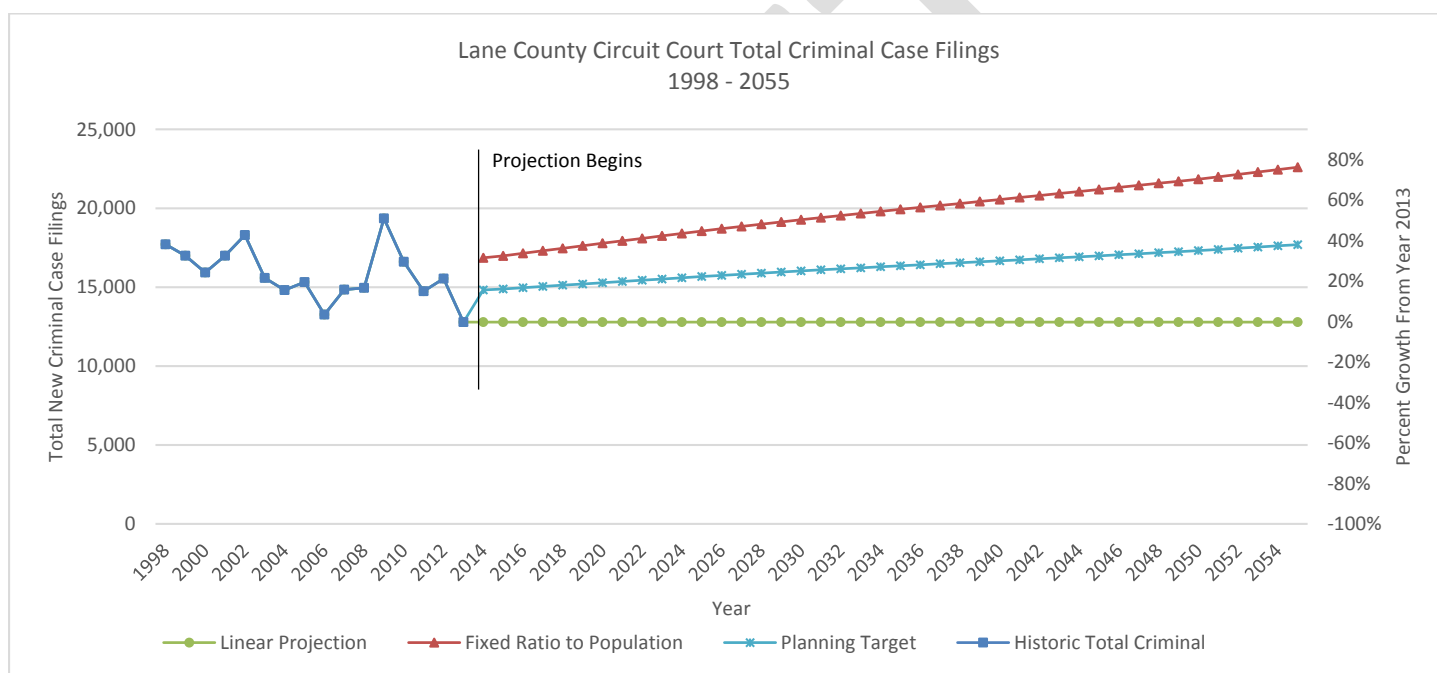
Analysis

- In Lane County, the Circuit Court judges will carry a caseload composed of all case types, excluding juvenile cases; one judge is specifically assigned to juvenile court.
- Total new case filings, excluding juvenile cases, have seen slight upward fluctuation year to year between years 1998 and 2013.
- Future case filing modeling estimates possible total new filings, excluding juvenile cases, to grow within the range of 37.7% and 48.8% by year 2055. This is the planning value that will be used to estimate future court staff requirements.
- The flowing pages examine the individual case type projections which may be used to understand the changes in case filing composition of the Circuit Court in the future.

IV.2.2 Total Criminal Case Filings

TABLE 18: LANE COUNTY CIRCUIT COURT CRIMINAL CASE FILINGS

	Actual				Projected					Growth 2013-2055
	2000	2005	2010	2013	2020	2030	2040	2050	2055	
Lane County Population	323,011	335,831	351,715	356,212	378,335	410,247	437,345	464,839	481,008	35.0%
Total Criminal Case Filings										
Linear Projection	15,931	15,323	16,607	12,786	12,786	12,786	12,786	12,786	12,786	0.0%
Fixed Ratio to Population	15,931	15,323	16,607	12,786	17,780	19,280	20,553	21,845	22,605	76.8%
Planning Target	15,931	15,323	16,607	12,786	15,283	16,033	16,670	17,316	17,696	38.4%

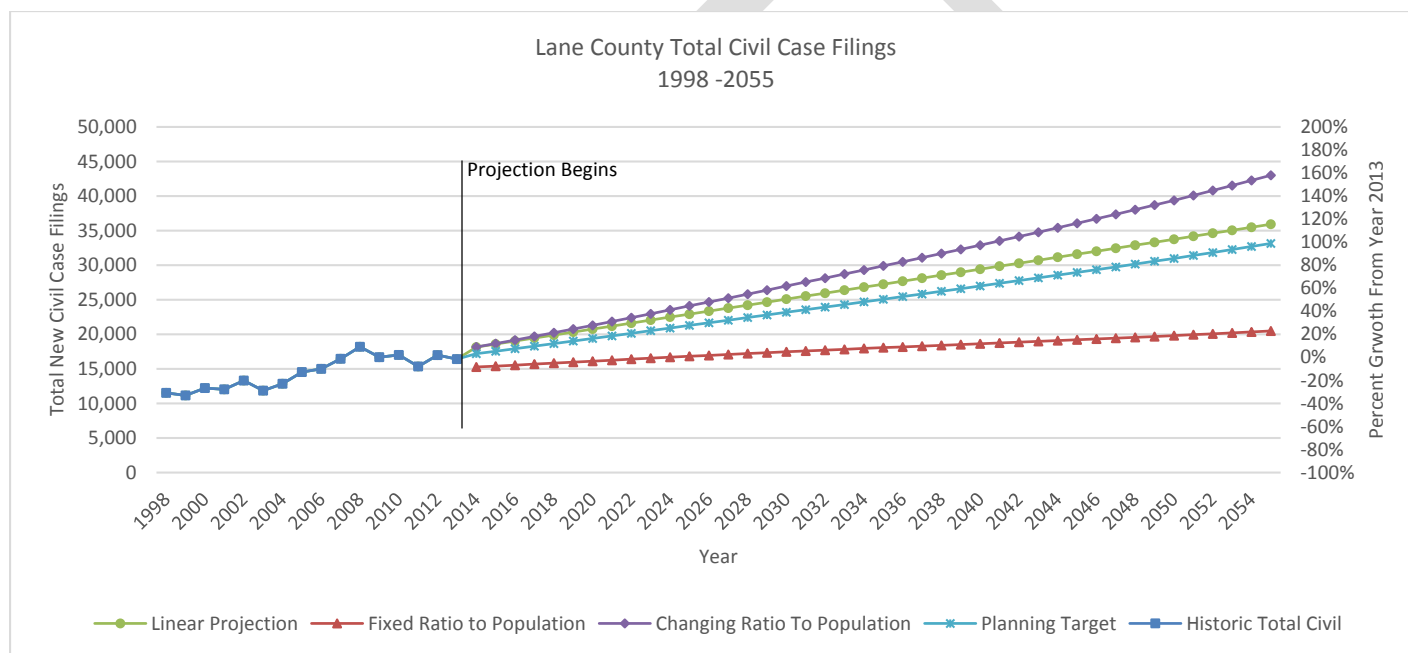


- Upon discussions with the Court, District Attorney's Office, and Sheriff's Office, the historic declining trends in new criminal case filings is largely attributed to limited or reduced funding for both the Sheriff's Office and District Attorney Office operations which significantly reduced the number of staff in each office. All three departments anticipate that, should funding begin to be restored allowing for staffing increases, an increase in criminal case filings would result.
- The historic average (years 1998 – 2013) number of new criminal filings entered into the Circuit Court is 15,860 cases; this is 24% higher than the year 2013 criminal case filing level. Future estimate modeling provide a range as high as 80% growth over the recent year 2013 filings. A planning target of just under 40% growth is a moderate estimate of future growth given the uncertainty over future funding levels for the Sheriff's and the District Attorney's Offices.

IV.2.3 Total Civil Case Filings

TABLE 19: LANE COUNTY CIRCUIT COURT CIVIL CASE FILINGS

	Actual				Projected					Growth 2013-2055
	2000	2005	2010	2013	2020	2030	2040	2050	2055	
Lane County Population	323,011	335,831	351,715	356,212	378,335	410,247	437,345	464,839	481,008	35.0%
Total Civil Case Filings										
Linear Projection	12,226	14,549	17,015	16,412	20,760	25,091	29,422	33,753	35,919	118.9%
Fixed Ratio to Population	12,226	14,549	17,015	16,412	16,122	17,481	18,636	19,808	20,497	24.9%
Changing Ratio to Population	12,226	14,549	17,015	16,412	21,309	26,986	32,904	39,368	43,012	162.1%
Planning Target	12,226	14,549	17,015	16,412	19,397	23,186	26,987	30,976	33,142	101.9%



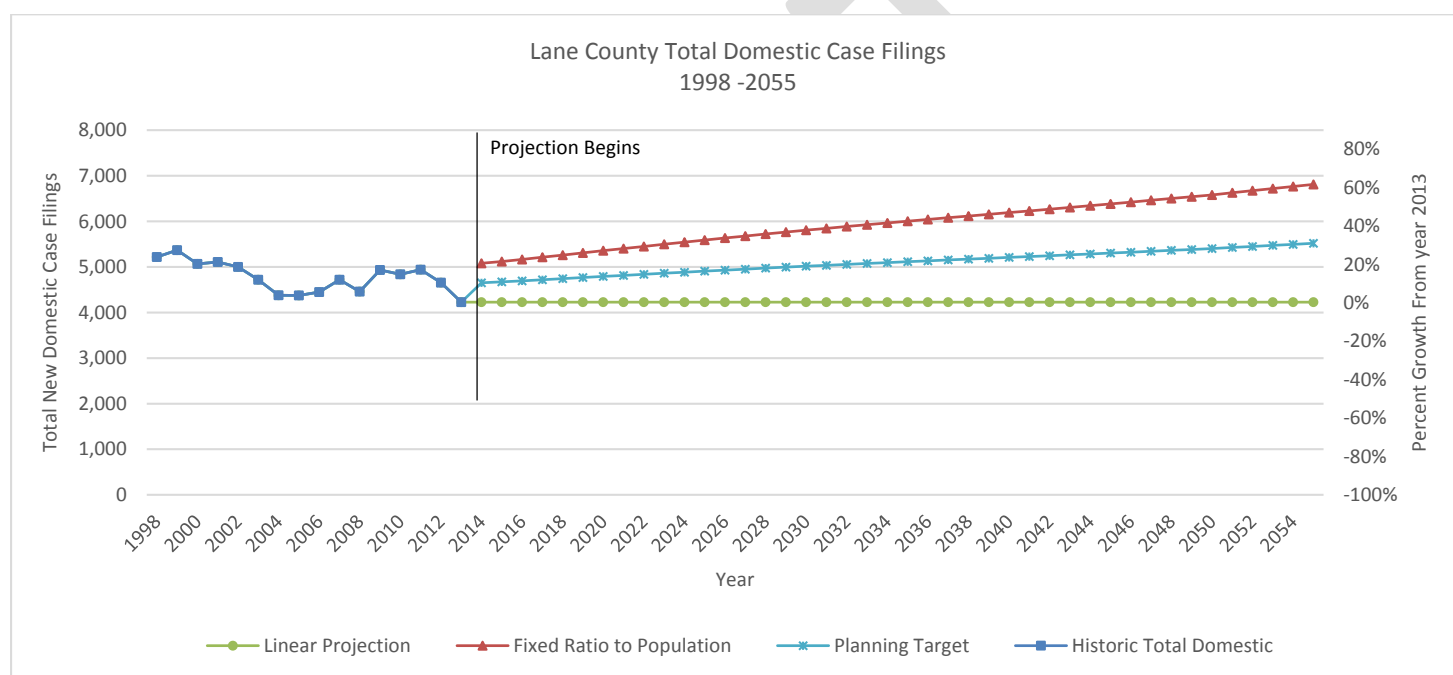
Analysis

- Historically, new civil filings entered into the Court have experienced steady increases between years 1998 and 2013, growing by 42% over 15 years. This historic growth represents an average growth of 2.8% annually.
- Future growth modeling produces estimates that indicate continued future growth in new civil filings entered into the Court. The planning target estimates 101.9% growth in new filings entered into the Court by year 2055.

IV.2.4 Total Domestic Case Filings

TABLE 20: LANE COUNTY CIRCUIT COURT DOMESTIC CASE FILINGS

	Actual				Projected					Growth 2013-2055
	2000	2005	2010	2013	2020	2030	2040	2050	2055	
Lane County Population	323,011	335,831	351,715	356,212	378,335	410,247	437,345	464,839	481,008	35.0%
Total Domestic Case Filings										
Linear Projection	5,066	4,373	4,839	4,225	4,225	4,225	4,225	4,225	4,225	0.0%
Fixed Ratio to Population	5,066	4,373	4,839	4,225	5,355	5,807	6,191	6,580	6,809	61.2%
Planning Target	5,066	4,373	4,839	4,225	4,790	5,016	5,208	5,402	5,517	30.6%



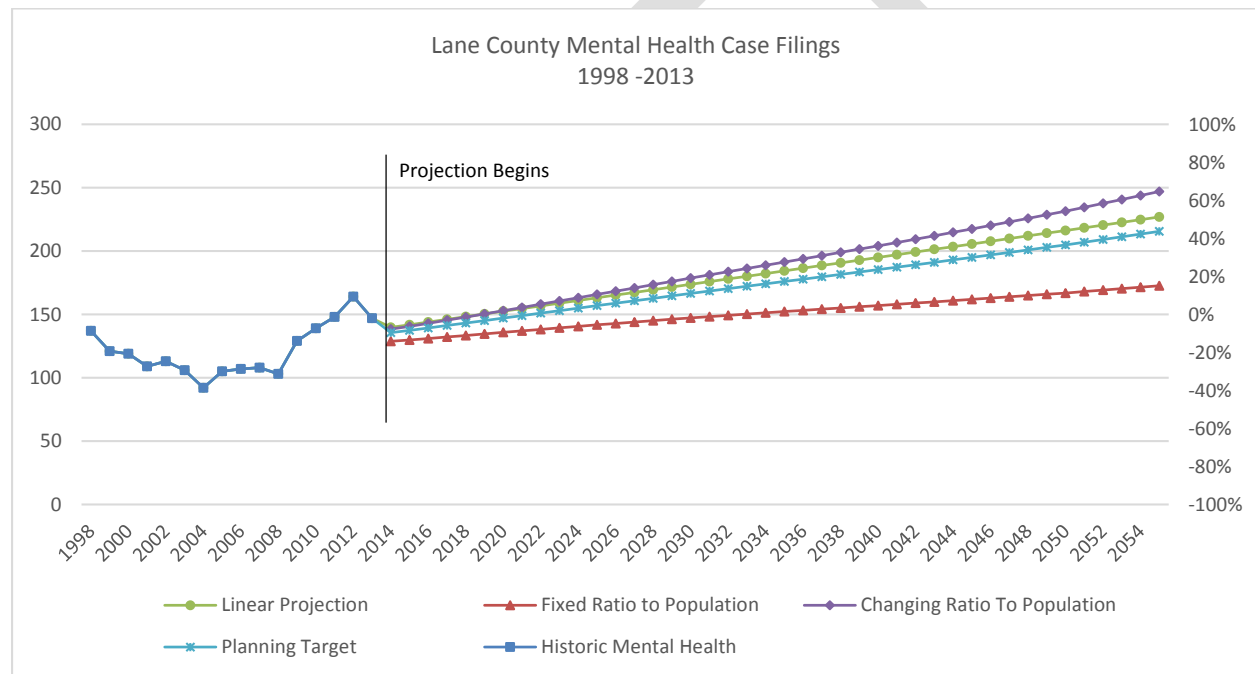
Analysis

- Historically, new domestic filings entered into the Court have experienced steady fluctuation between years 1998 and 2013 between 4,000 and 5,000 new case filings annually.
- The current year 2013 case filing level is 20% lower than the case filing level in year 1998.
- Future growth modeling produces estimates that indicate continued annual fluctuation in new filings entered into the Court. The planning target estimates 30.6% growth in new filings entered into the Court by year 2055; representing an average annual growth rate of 0.7%.
- The Planning Target estimate for year 2055 is approximately 10% higher than the historic high level of new filings entered into the Court as experienced in year 1999.

IV.2.5 Total Mental Health Case Filings

TABLE 21: LANE COUNTY CIRCUIT COURT MENTAL HEALTH CASE FILINGS

	Actual				Projected					Growth 2013-2055
	2000	2005	2010	2013	2020	2030	2040	2050	2055	
Lane County Population	323,011	335,831	351,715	356,212	378,335	410,247	437,345	464,839	481,008	35.0%
Total Mental Health Case Filings										
Linear Projection	119	105	139	147	153	174	195	216	227	54.3%
Fixed Ratio to Population	119	105	139	147	136	147	157	167	173	17.5%
Changing Ratio to Population	119	105	139	147	153	179	204	231	247	68.1%
Planning Target	119	105	139	147	147	167	185	205	216	46.6%



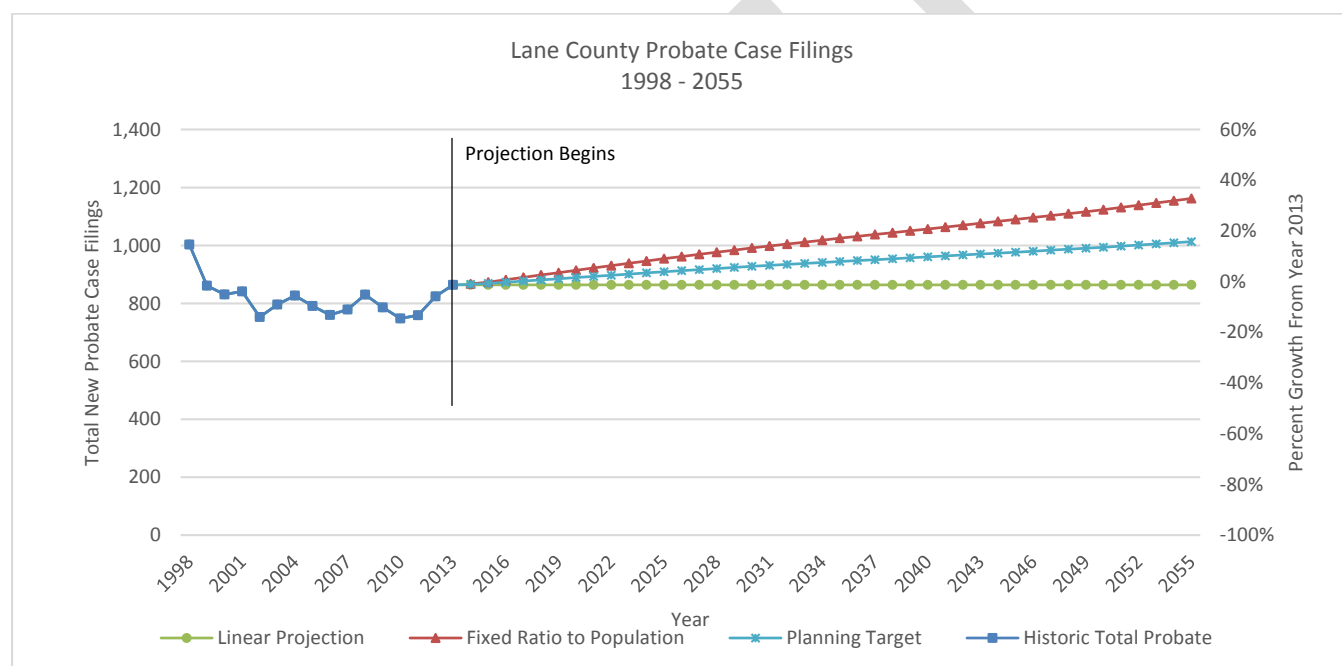
Analysis

- Historically, new mental health filings entered into the Court have experienced periods of growth between years 1998 and 2013 increasing to 147 annual new cases in year 2013.
- Future growth modeling produces estimates that indicate continued growth in new filings entered into the Court. The planning target estimates 46.6% growth in new filings entered into the Court by year 2055; representing an average annual growth rate of 1.1%.

IV.2.6 Probate Case Filings

TABLE 22: LANE COUNTY CIRCUIT COURT PROBATE CASE FILINGS

	Actual				Projected					Growth 2013-2055
	2000	2005	2010	2013	2020	2030	2040	2050	2055	
Lane County Population	323,011	335,831	351,715	356,212	378,335	410,247	437,345	464,839	481,008	35.0%
Total Probate Case Filings										
Linear Projection	831	791	748	864	864	864	864	864	864	0.0%
Fixed Ratio to Population	831	791	748	864	914	991	1,057	1,123	1,162	34.5%
Planning Target	831	791	748	864	889	928	960	994	1,013	17.3%



Analysis

- Since year 2000, new probate filings entered into the Court have remained fairly constant with annual fluctuation averaging between 750 and 850 new filings.
- Future growth modeling produces estimates that indicate continued growth in new filings entered into the Court. The planning target estimates 17.3% growth in new filings entered into the Court by year 2055; representing an average annual growth rate of 0.4%.

V. ESTIMATED STAFFING FOR THE LANE COUNTY CIRCUIT COURT AND COURTHOUSE OCCUPANTS

This section of the report contains staffing projections through year 2055 for the Court and the other occupants of the current courthouse. These staffing projections are to be used solely for long-range planning purposes, as they are estimates of the likely needs that might be expected over the planning time span, based largely upon historical trends and qualitative assessments of the future. These estimates should not be construed as being justification for funding additional staff positions. Before any personnel or staff is added to any court and county related office, a thorough staffing analysis should be done and that staff should be added only if the additional positions can be justified.

Synthesizing quantitative case filing projections and qualitative planning elements assists in projecting future staffing requirements for the Court and related agencies. The staffing projections consider future caseload increases within a range of expected growth. The projected staffing growth will increase in proportion to the estimated ranges of increase. Quantitative needs were then adjusted to reflect qualitative considerations and input from each user group through on-site interviews and NCSC's experiences. After the historic and projected population can case filing models are developed, the NCSC project team is then able to estimate future staffing needs, in terms of the number of positions in Full-time Equivalents (FTEs).

V.1 Judicial Officers

Applying the projected range of case filing growth estimates and qualitative considerations to the existing number of judicial officers provides the estimated future range of judicial officer FTE requirement.

V.1.1 Weighted Caseload Study Assessment

The State of Oregon has a weighted caseload model that is applied to annual filings to help quantify the number of judges that a particular jurisdiction may require. This model indicates that based upon the Calendar Year 2013 case filing levels, the judicial officer need for the entire Court, juvenile cases included, is approximately 13.5 FTEs. This represents a 10% growth capacity of the existing judgeship caseload before considerations would need to be made to seat an additional judge.

	Year 2014 Judicial Officer FTE	15	FTE (Including Juvenile Court)
x	Judicial Year Value	73,112	Minutes per Judicial Officer per Year
=	Year 2013 Total Judicial Year Value	1,096,680	Total Minutes for All Judicial Officers per Year
	Year 2014 Total Judicial Year Value	1,096,680	Total Minutes for All Judicial Officers per Year
-	Year 2014 Total Workload Minutes	986,472	Minutes
=	Remaining Available Time	110,208	Minutes

= **Total Approximate Growth Capacity** **10%**

***Note: The state is currently undergoing an update to the judicial workload study. Results of the study may impact the future judicial needs presented in this report.**

V.1.2 Comparably Sized Counties Trend Analysis

New case filing entered into the Court fluctuate year to year. Despite this annual fluctuation, a threshold at which future staffing should be added can be estimated. The project team reviewed case filing levels of comparably-sized counties in Oregon and identified the historic case filing level when a new judgeship was added. This information is used to better identify the possible case filing thresholds at which future judgeships would be added in Lane County. Comparable Counties included Washington County, Marion County, and Clackamas County. In the following two tables, the addition of new judges in comparably sized counties occurred at the highlighted case filing level per judge. The comparison counties do not identify if there is a specific juvenile court judge as in Lane County, therefore, total case filings and judgeship FTEs are analyzed.

TABLE 23A: COMPARABLE COUNTY HISTORIC CASE FILING DATA AND JUDGESHIP ALLOCATION

Year	Total New Case Filings (with Juvenile case type included)				Number of Judges			
	Lane County	Marion County	Clackamas County	Washington County	Lane County	Marion County	Clackamas County	Washington County
1998	36,823	33,716	45,380	38,110	15	12	10	13
1999	35,642	34,859	48,341	37,860	15	13	10	13
2000	35,395	33,270	48,263	37,898	15	13	10	13
2001	36,292	33,004	48,617	38,948	15	13	10	13
2002	38,724	33,863	46,948	37,350	15	13	10	13
2003	34,285	32,956	49,642	36,764	15	14	10	14
2004	34,323	33,364	47,528	36,820	15	14	10	14
2005	36,451	33,957	50,172	36,551	15	14	10	14
2006	34,894	34,293	45,867	36,121	15	14	10	14
2007	38,162	34,767	43,851	37,009	15	14	11	14
2008	39,648	35,124	47,101	39,135	15	14	11	14
2009	43,108	33,138	46,779	39,092	15	14	11	14
2010	40,654	32,627	31,071	38,884	15	14	11	14
2011	37,034	33,563	28,104	37,355	15	14	11	14
2012	39,230	34,452	28,185	N/A	15	14	11	14
2013	35,367	31,983	27,248	N/A	15	14	11	14

TABLE 23B: CASELOAD PER JUDGE (WITH VIOLATION CASE TYPE INCLUDED)

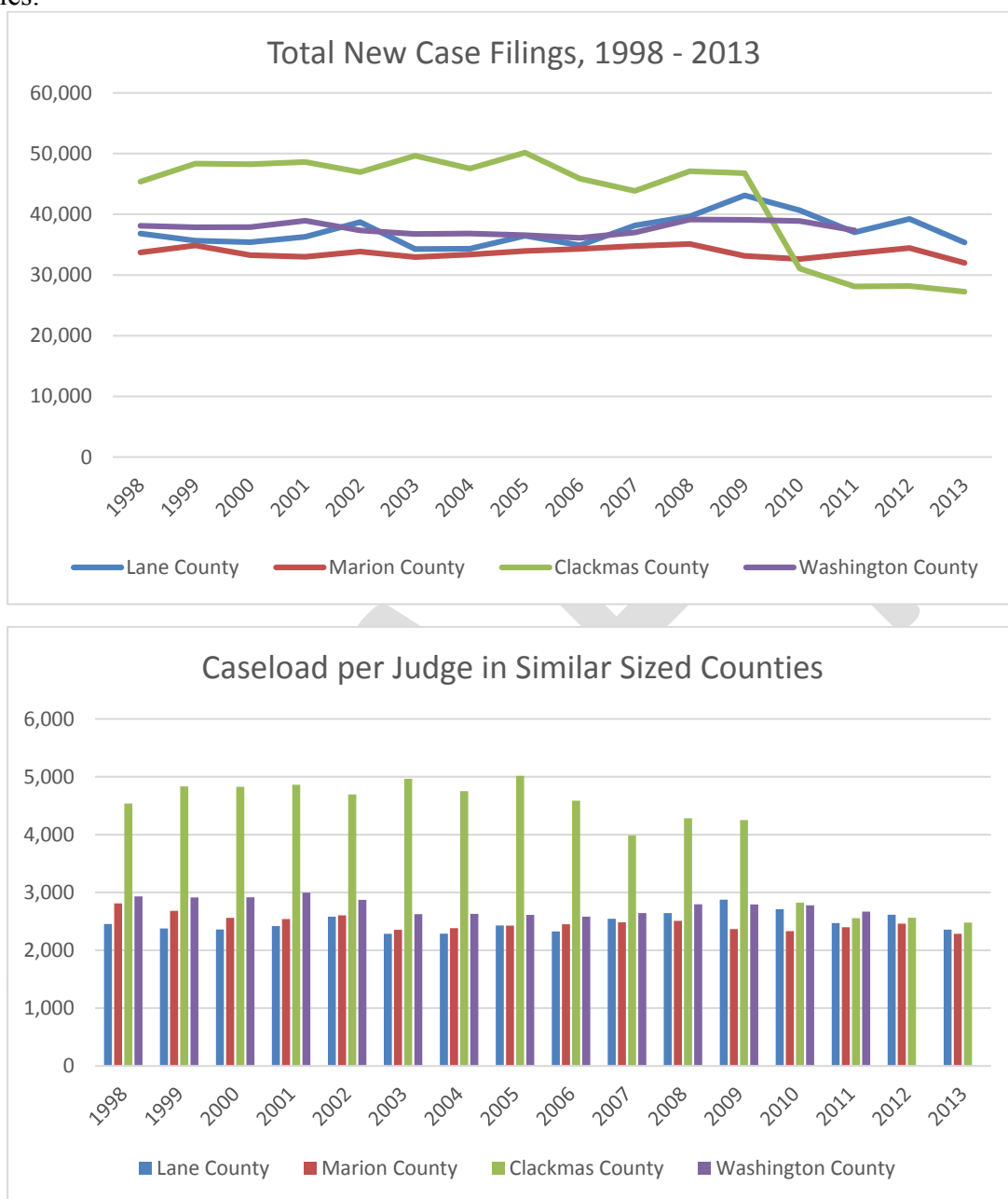
Year	Lane County	Marion County	Clackamas County*	Washington County
1998	2,455	2,810	4,538	2,932
1999	2,376	2,681	4,834	2,912
2000	2,360	2,559	4,826	2,915
2001	2,419	2,539	4,862	2,996
2002	2,582	2,605	4,695	2,873
2003	2,286	2,354	4,964	2,626
2004	2,288	2,383	4,753	2,630
2005	2,430	2,426	5,017	2,611
2006	2,326	2,450	4,587	2,580
2007	2,544	2,483	3,986	2,644
2008	2,643	2,509	4,282	2,795
2009	2,874	2,367	4,253	2,792
2010	2,710	2,331	2,825	2,777
2011	2,469	2,397	2,555	2,668
2012	2,615	2,461	2,562	N/A**
2013	2,358	2,285	2,477	N/A**

*Clackamas County included traffic violations in statistical counts until year 2010

** From 2012-2016, the circuit courts transitioned from OJIN its Oregon eCourt system. Annual individual court reports will not be fully reported again until 2017, making some data unavailable for comparison.

Historically, counties that had similar case filing levels were allocated a new judgeship when new case filings per judge position reached between 2,605 and 4,587 cases. As of year 2013 case filing

levels, Lane County was right-sized in the number of judgeships as related to the comparison counties.



** From 2012-2016, the circuit courts transitioned from OJIN to Oregon eCourt system. Annual individual court reports will not be fully reported again until 2017, making some data unavailable for comparison.

- Since year 1998, Lane County (*in blue*) has been comparable to Marion, Clackamas and Washington Counties in terms of judgeships and caseload per judgeships.
- Historically, there have been no set rules or threshold for the number of cases that an individual judge may handle. However, the Supreme Court workload standard applies the number of minutes per case type entered into the Court. This has been used generally to identify if a new judgeship is needed at the request of the county.

V.1.3 Lane County Historic New Case Filings per Judge Trend Analysis

Understanding that the State has a workload standard for cases, but no set threshold for when a judgeship should be allocated, the historic trends in comparable counties help to identify possible ranges for the level of case filings that a judge may handle annually. Historically in Lane County, Circuit Court judges have carried a caseload per judge (excluding juvenile cases and the assigned judge) between 2,992 and 2,354 annually.

TABLE 24: HISTORIC CASELOAD PER JUDGE POSITIONS, 1998 - 2013

<u>Total Circuit Judges</u>	<u>Total Juvenile Judges</u>	<u>Year</u>	<u>Total New Circuit Court Case Filings</u>	<u>Total New Case Filings Excluding Juvenile</u>	<u>New Case Filings Per Judge</u>	
					<u>Total Cases (15 Judges)</u>	<u>Total Cases Excluding Juvenile (14 Judges)</u>
15	1	1998	36,823	35,615	2,455	2,544
15	1	1999	35,642	34,522	2,376	2,466
15	1	2000	35,395	34,173	2,360	2,441
15	1	2001	36,292	35,096	2,419	2,507
15	1	2002	38,724	37,487	2,582	2,678
15	1	2003	34,285	33,054	2,286	2,361
15	1	2004	34,323	32,962	2,288	2,354
15	1	2005	36,451	35,141	2,430	2,510
15	1	2006	34,894	33,577	2,326	2,398
15	1	2007	38,162	36,921	2,544	2,637
15	1	2008	39,648	38,550	2,643	2,754
15	1	2009	43,108	41,893	2,874	2,992
15	1	2010	40,654	39,348	2,710	2,811
15	1	2011	37,034	35,930	2,469	2,566
15	1	2012	39,230	38,188	2,615	2,728
15	1	2013	35,367	34,434	2,358	2,460

16 year Average	37,252	36,056	2,483.5	2,575.4
Recent 5-year Average	39,079	37,959	2,605	2,711
Max	43,108 (year 2009)	41,893 (year 2009)	2,873.9	2,992.4 (year 2009)
Min	34,285 (year 2003)	32,962 (year 2004)	2,285.7	2,354.4 (year 2004)

Analysis

- The historic high case filings per judge of 2,992 new cases will be utilized as one of the high/low boundaries upon which future judgeship need may be calculated.
- At year 2013 case filing levels, Circuit Court judges (excluding the juvenile judge) handled an average of 2,575 cases per judge; 14% lower than the historic peak in year 2009.
- The most recent five year average of case filings per judge (excluding juvenile case filings and judgeship) is 2,711 cases per judge.

Case filings fluctuate year to year and comparable counties have had varied levels of new case filings at the time that a new judge was seated, because of this, the project team analyzed multiple historic five-year average case filing levels per judge in Lane County to determine a consistent threshold for new case filing levels per judgeship.

TABLE 25: FIVE YEAR INTERVAL AVERAGES OF NEW CASE FILINGS PER JUDGE

5-year Average Interval	Average Case Filings per Judge (Excluding Juvenile)
2005-2009 Average	2658.3
2006-2010 Average	2718.4
2007-2011 Average	2752.0
2008-2012 Average	2770.1
2009-2013 Average	2711.3
Total Average	2722.0

- Using the average of multiple five year increments and the average case filing level per judge, excluding the judge assigned to juvenile cases, provides a very consistent range of possible thresholds for the number of cases a judge will typically handle annually.
- By averaging the 5-year interval averages, a judge in a typical year may handle up to 2,722 new cases.
- This threshold will be utilized as one of the high/low boundaries upon which future judgeship need may be calculated.
- Applying the high and low thresholds of new cases filings per judgeship to the projected total case filing levels, establishes the planning values used for the space program.

TABLE 26: HIGH AND LOW PLANNING BOUNDARY FOR JUDGESHIP POSITIONS

Year	<u>Low Boundary: Highest Year</u> <u>Average Case Filing per Judge</u> (2,992.4 Cases Per Judge)	<u>High Boundary: 5-year</u> <u>Average Case Filing per Judge</u> (2,722 Cases Per Judge)	<u>Planning</u> <u>Value</u>
2015	12.9	14.2	13.5
2020	13.4	14.7	14.0
2025	13.8	15.2	14.5
2030	14.3	15.7	15.0
2035	14.7	16.1	15.4
2040	15.1	16.6	15.8
2045	15.4	17.0	16.2
2050	15.8	17.4	16.6
2055	16.3	17.9	17.1

- Averaging the ‘Low Boundary Threshold’ of 2,992.4 cases per judge and the ‘High Boundary Threshold’ of 2,722 cases per judge, provides the planning target number of judicial officers that may be required by year 2055.
- A total of 17 judicial officers, excluding those who process juvenile cases, should be planned to be housed in the new Lane County court facility.
- Judicial support staff will maintain the current ratios of two support staff to one judicial officer.

TABLE 27: CIRCUIT COURT JUDGES AND JUDICIAL SUPPORT FUTURE STAFFING ESTIMATE

Position / Title	2015	2025			2035			2045			2055		
		Low	Planning	High	Low	Planning	High	Low	Planning	High	Low	Planning	High
Circuit Court judge (Excluding Juvenile)	14	14.0	14.5	15.0	15.0	15.0	16.0	15.0	16.0	17.0	16.0	17.0	18.0
Judicial Service Specialist (Judicial Assistant)	14	14.0	14.5	15.0	15.0	15.0	16.0	15.0	16.0	17.0	16.0	17.0	18.0
Judicial Clerk (Law Clerk)	14	14.0	14.5	15.0	15.0	15.0	16.0	15.0	16.0	17.0	16.0	17.0	18.0
Total Circuit Court Judges and Support Staff*	42	42.0	43.5	45.0	45.0	45.0	48.0	45.0	48.0	51.0	48.0	51.0	54.0

*Excluding Juvenile court judge and support staff that are housed in the Juvenile Justice Center

Analysis

- Each Circuit Court Judge is supported by one Judicial Assistant and one Judicial Law Clerk.
- Total Judges and judicial support staff is estimated to increase from 42 FTE in year 2015 to 54 FTE by year 2055. This count excludes the Juvenile judge and support staff.

V.2 Court Administration

The Trial Court Administration and Operations will continue to perform administrative tasks for document filing, data entry, and calendar management. Direct case processing staff includes those positions whose workloads are directly linked to that of case processing from new cases being entered into the Court. Most of the direct case processing staff is cross trained or provide services for both civil and criminal cases and therefore, the NCSC project team applied the case filing growth projection models to estimate the range for the possible future staffing needs. The indirect service support staff (positions which are not directly linked to the processing of cases) is appropriated based on funding availability and other applicable standards. Because these positions are not directly linked to the processing of cases, future estimates for these positions are proportional to the overall court system growth.

TABLE 28: COURT ADMINISTRATION FUTURE STAFFING ESTIMATE

Position / Title	2015	2025			2035			2045			2055		
		Low	Planning	High	Low	Planning	High	Low	Planning	High	Low	Median	High
Trial Court Administrator	1	1	1	1	1	1	1	1	1	1	1	1	1
Court Operations Manager 3 - Deputy Court Admin	1	1	1	1	1	1	1	1	1	1	1	1	1
Court Operations Manager 1- Criminal and Pretrial	1	1	1	1	1	1	1	1	1	1	1	1	1
Supervisor 3 - Operations	2	2.0	2.1	2.1	2.1	2.1	2.2	2.1	2.2	2.3	2.2	2.3	2.4
Judicial Support Coordinator	1	1	1	1	1	1	1	1	1	1	1	1	1
Administrative Analyst - Judicial Support and Training	2	2	2	2	2	2	2	2	2	2	2	2	2
Technical Support Specialist	3	3	3.1	3.2	3.1	3.2	3.4	3.1	3.3	3.5	3.2	3.5	3.7
Family Court Program Coordinator	1	1	1	1	1	1	1	1	1	1	1	1	1
Drug Court Program Coordinator	1	1	1.2	1.3	1	1.2	1.4	1	1.3	1.5	1	1.3	1.6
Family Court Program Specialist	1	1	1.2	1.3	1	1.2	1.4	1	1.3	1.5	1	1.3	1.6
Judicial Services Specialist - Probate Commissioner	1	1	1	1	1	1	1	1	1	1	1	1	1
Judicial Services Specialist													
Cashier / Intake Clerks	7	7	7.3	7.5	7.5	7.5	8	7.5	8	8.5	8	8.5	9
General Office Clerks	28	28	28.8	29.6	29.6	29.6	31.3	29.6	31.3	32.9	31.3	32.9	34.6
Archives Clerks (Quality Assurance in Future)	6	6	6	6	6	6	6	6	6	6	6	6	6
Jury Assembly Clerks	1	1	1	1	1	1	1	1	1	1	1	1	1
Subtotal Court Administration Staff	57	57	58.7	60.0	59.3	59.8	62.7	59.3	62.4	65.2	61.7	64.8	67.9
Off-site Staff													
Juvenile Justice Center													
Clerical Lead	1	1	1	1	1	1	1	1	1	1	1	1	1
Clerk Staff	2	2	2.5	3	2	2.6	3.3	2	2.8	3.5	2	2.9	3.8
Subtotal Juvenile Justice Center	3	3	3.5	4	3	3.6	4.3	3	3.8	4.5	3	3.9	4.8
Pre-Trial Services													
Supervisor 3	1	1	1	1	1	1	1	1	1	1	1	1	1
Release Assistance Office	5	5	5	5	5	5	6	5	6	6	5	6	6
Clerical Staff	3.5	3.5	3.5	3.5	3.5	4	3.5	3.5	3.5	4	4	4	5
Grant Funded Release Assistance Officer	2	2	2	2	2	2	2	2	2	2	2	2	2
Subtotal Pre-Trial Services Administration Staff	11.5	11.5	11.5	11.5	11.5	12	12.5	11.5	12.5	13	12	13	14
Total Court Administration Staff System-wide	71.5	71.5	73.7	75.5	73.8	75.4	79.5	73.8	78.7	82.7	76.7	81.7	86.7

Analysis

- Total Court Administration Staff is estimated to increase from 71.5 FTEs to 86.7 FTEs by year 2055.
- Currently, the Pre-Trial Services Division of Court Administration is housed at the jail, away from the courthouse. As an option in the future facility, the Courts may consider moving this function and staff to the courthouse. For future planning alternatives, this division is also included in the total staffing estimates and space program.

V.3 District Attorney's Office

TABLE 29: DISTRICT ATTORNEY OFFICE FUTURE STAFFING ESTIMATE

		2025			2035			2045			2055		
Position / Title	2015	Low	Planning	High	Low	Planning	High	Low	Planning	High	Low	Planning	High
Criminal Division													
District Attorney	1	1	1	1	1	1	1	1	1	1	1	1	1
Chief Deputy District Attorney	1	1	1	1	1	1	1	1	1	1	1	1	1
Senior Prosecutors	7	7.0	7.3	7.5	7.5	7.5	8.0	7.5	8.0	8.5	8.0	8.5	9.0
Deputy District Attorney (Includes 2 Part-time DAs)	14.5	14.5	15.0	15.5	15.5	15.5	16.5	15.5	16.6	17.6	16.6	17.6	18.7
Management Analyst	1	1	1	1	1	1	1	1	1	1	1	1	1
Accountant / Accounting Analyst	1	1	1	1	1	1	1	1	1	1	1	1	1
Program Supervisor	1	1	1	1	1	1	1	1	1	1	1	1	1
Paralegal (including 1 part-time)	1.25	1.25	1.3	1.3	1.3	1.3	1.4	1.3	1.4	1.5	1.4	1.5	1.6
Legal Secretary	4.5	4.7	4.9	5.0	5.0	5.0	5.4	5.0	5.4	5.7	5.4	5.7	6.0
Office Assistant	9.3	9.6	10.0	10.4	10.4	10.4	11.0	10.4	11.0	11.7	11.0	11.7	12.4
Chief Investigator	1	1	1	1	1	1	1	1	1	1	1	1	1
Investigator	1	1.0	1.0	1.1	1.1	1.1	1.1	1.1	1.1	1.2	1.1	1.2	1.3
Part-Time Grand Jury Bailiffs	3	3	3	3	3	3	3	3	3	3	3	3	3
Chief Deputy Medical Examiner	1	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Deputy Medical Examiner	1	1.0	1.1	1.1	1.1	1.1	1.3	1.1	1.3	1.4	1.3	1.4	1.6
Total Criminal Division Staff	49.55	49.05	50.6	51.9	51.9	51.9	54.7	51.9	54.8	57.6	54.8	57.6	59
District Attorney Office - Victim Services Division													
Program Director	1	1	1	1	1	1	1	1	1	1	1	1	1
Protective Clinic Supervisor	1	1	1	1	1	1	1	1	1	1	1	1	1
Restitution Advocate	1	1	1	1	1	1	1	1	1	1	1	1	1
Volunteer Coordinator	1	1	1	1.5	1	1	1.5	1	1.5	2	1	1.5	2
Domestic Violence and Sexual Assault Advocate	1	1	1	1.5	1	1	1.5	1	1.5	2	1	1.5	2
Office Assistant (Part-Time)	0.6	0.6	0.6	0.6	0.6	0.6	0.7	0.6	0.7	0.8	0.6	0.8	0.9
Bilingual Victim Advocate	1	1	1	1	1	1.25	1.5	1	1.5	1.75	1	1.75	2
Volunteers	28												
Juvenile Justice Center Victim Advocate	0.25	0.25	0.3	0.5	0.25	0.4	0.6	0.25	0.4	0.7	0.25	0.5	0.8
Total Victim Services Division (Excluding Juvenile Justice Center Staff and Volunteers)	6.6	6.6	6.6	7.6	6.6	6.85	8.2	6.6	8.2	9.55	6.6	8.55	9.9
District Attorney Office - Family Law Division													
Senior Prosecutor	1	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Assistant District Attorneys	3	3.0	3.6	4.3	3.0	3.8	4.7	3.0	4.0	5.0	3.0	4.5	5.4
Program Supervisor	1	1	1	1	1	1	1	1	1	1	1	1	1
Legal Secretary	4	4.0	4.5	5.0	4.0	4.6	5.3	4.0	4.8	5.5	4.0	5.5	5.8
Senior Office Assistant	2	2.0	2.3	2.6	2.0	2.4	2.8	2.0	2.5	3.0	2.0	2.6	3.2
Office Assistant (Part-Time)	0.35	0.35	0.4	0.5	0.35	0.5	0.7	0.35	0.6	0.85	0.35	0.7	1
Receptionist	1	1	1	1	1	1	1	1	1	1	1	1	1
Paralegal	1	1	1	1.5	1	1	1.5	1	1.5	1.5	1	1.5	1.5
Investigator (including part-time)	1.25	1.25	1.5	1.6	1.25	1.5	1.7	1.25	1.6	1.9	1.25	1.6	2.0
Total Family Law Division Staff	14.6	14.6	16.3	18.5	14.6	16.8	19.7	14.6	18	20.8	14.6	18.4	21.9
Total District Attorney Office	69.75	70.25	73.5	78	73.1	75.6	82.6	73.1	81.0	87.9	76.0	84.6	90.8

Analysis

- The District Attorney's Office is subdivided into three divisions: Criminal Division, Victim Services Division and Family Law Division. The Criminal Division serves all functions related to the review and/or prosecution of crimes. Over recent years, despite budgetary restrictions in both the District Attorney's Office and Sheriff's Office, this division has seen minimal growth in staffing and an increase in new charges being filed.
- Future Staffing estimates for the District Attorney's Office consider both the Court case filing trends as well as the County's overall population growth as the factors which will influence future staffing needs.
- The Family Law Division is currently located in leased office space outside of the current courthouse. As part of the planning analysis, this division is considered for relocation into the new facility. Estimates for future growth of this department's staffing considered both the overall Court system growth in Lane County, and specifically the growth in domestic and family case-types.
- Total District Attorney's Office Staffing is estimated to increase from 69.75 FTEs currently to 90.8 FTEs by year 2055. This also accounts for many of the lost positions in the recent years due to budgetary restrictions.

V.4 Sheriff's Office

TABLE 30: SHERIFF'S OFFICE FUTURE STAFFING ESTIMATE		
Staff Title / Section	<u>2015</u> Total FTE	<u>2055</u> Total FTE
<u>Fiscal Section</u>		
Fiscal Manager	1	1
Management Analyst	1	1
Account Analyst	1	2
Senior Account Clerk	2	3
Senior Stores Clerk	1	1
Total Fiscal Section	6	8
<u>Support Services Section</u>		
<i>Property Evidence</i>		
Property Evidence Technician	1	2
<i>Police Records</i>		
Support Services Manager	1	1
Records Section Central Reception	3	4
Records Section Civil Intake	2	3
Police Records Section	7	9
Warrants / Police Records File Clerk	1	3
<i>Dispatch</i>		
Communications Office Supervisor	2	4
Communications Center Dispatch unit	15	23
Total Support Services Section	32	49
<u>Police Services Section</u>		
Marine Patrol	3	4
Police Services Captain	1	1
Police Services Administrative Assistant	1	1
Police Services Lieutenant	1	2
Police Services Detective Sergeant	1	1
Police Services Detective	4	10
Police Services Sergeant	7	7
Police Services (Patrol)	22	30
Total Police Services Section	40	56
<u>Civil and Court Transport Section</u>		
Civil / Transport Section Sergeant	1	2
Civil Deputy Sheriff	2	5
Transport Deputy Sheriffs	7	10
Transport Records Support	1	1
Total Civil and Court Transport Section	11	18
<u>Administrative Section</u>		
Sheriff	1	1
Sheriff Administrative Assistant	1	1
Chief Deputy Office	1	2
Executive Assistant	1	1
Training Sergeant	1	2
Administrative Division Lieutenant	1	2
Public Information Officer	1	1
Search and Rescue Office	2	3
Human Resources Analyst	1	3
Emergency Services Manager	1	1
S.O. Communications Network Coordinator	2	2
Emergency Services Office Assistant	0	1
Emergency Services Planner	0	1
Emergency Services Outreach Coordinator	0	1
Professional Standards Sergeant	1	1
Total Administrative Section	14	23
Total Sheriff's Office	103	154

Analysis

- The Sheriff's Office is subdivided into five sections: Administrative, Civil and Court Transport, Police Services, Support Services, and Fiscal. Over recent years, due to budgetary restrictions and reduced funding, the Sheriff's Office has seen significant staffing reductions which have resultantly reduced the number of new charges being filed into the Court. These staffing reductions have occurred while the population of Lane County has increased. Because of this, the predictability of when the staffing reductions will be corrected is subject to many socio-political factors beyond the control of the Sheriff's Office.
- The project team received surveys from the various user groups and participated in several discussions with Sheriff's Office staff during the on-site tours and subsequent conference calls to determine the critical areas where staffing growth will need to occur should funding becomes available. These areas of priority and the resulting staffing counts are presented above.
- The estimated future total staffing for the Sheriff's Office work units located at the current Courthouse could increase to 154 FTE by year 2055. This accounts for many of the lost positions in the recent years due to budgetary restrictions as well as considerations made for future growth of the Courts system that the Sheriff operations will need to support.

VI. FUTURE OPERATIONAL CONSIDERATIONS IMPACTING SPACE

A number of past studies detailing the countless deficiencies of the current courthouse have been completed by independent consultants over the years. This study was not commissioned to further analyze those shortcomings but to develop a concept for a new facility that will fully incorporate best practices. To that end, it is important to recognize that evolving trends in the operations of state courts will have an impact on how courthouses and courtrooms of the future ought to be designed and built. Taking these trends into account in court plans and construction will help ensure that courthouses are flexible and adaptable in serving the future needs of judges, staff, customers, the public, and the court's judicial partners.

VI.1 Court Technology and Customer Service Delivery

VI.1.1 High-Tech, High-Touch Digital Operations

Trial courts are knowledge-based, process-oriented organizations. Much of the recent innovation taking place in them has come from adapting digitized technical and business solutions used by other knowledge-based industries and high-tech companies such as banks, insurance companies, and finance institutions. Two circumstances largely caused this change. New configurable software approaches used by electronic systems developers (i.e., Tyler Justice Solutions' *Odyssey*® currently being installed statewide by the Oregon Judicial Branch) have lowered costs and increased installation speed for case management systems (CMS) central to everyday trial court operations such as filing documents, sending notices, scheduling hearings, tracking cases, and coordinating appearances. Secondly, the Great Recession, reducing staffing levels in some courts by as much as 25-30 percent beginning around 2010, with some limited recovery of those position losses in recent times, gave court leaders reasons to reengineer and computerize in more strategic ways in order to readjust to a more austere future rather than respond with piecemeal approaches.¹

Recordkeeping and business process changes taking place in the Oregon Judicial Branch will occasion widespread electronic direct to customer connections, too, whether those customers are county or state justice system agencies, or the general public. Newer graphical (and web-based) interfaces with court users will be the norm as the Oregon circuit courts incorporate Tyler's *Odyssey*® software throughout the state. In doing so, both caseflow and associated workflows will move toward a "paper on demand" environment, implying that although paper will still be a medium of exchange, it will be up to the individual to print a document as necessary. Paper will neither be part of the work/business process nor will the court be obligated to retain it in its physical form as an official government record.

¹ Nationwide, while the private sector has added jobs, state and local government workforces have continued to shrink in the past 3-5 years. Hiring freezes, furloughs and other personnel cuts have only recently started to taper off according to the U.S. Census Bureau. Clerically oriented, paper-intensive jobs such as those found in courts are especially vulnerable to increased automation and technological efficiencies.

Internally within the court, electronic workflows will expand among judges and court staff, streamlining the exchange of information and reducing the need for paper. The use of digitized voice and video technologies in recording, translating (i.e., language interpreters) and facilitating court proceedings will grow. Externally, between the court and its customers, information will increasingly be exchanged electronically.

Over time, and based on NCSC experience within the national community of courts, it is likely that standalone electronic systems operated by other state and county justice stakeholders who work closely with the court (e.g., District Attorney, Community Corrections Services, Public Defense, and the Sheriff) will increasingly integrate in more systematic and strategic ways with the court's new CMS. In Lane County, much work has been done to share digitized information between organizations in the past, although it often has been accomplished through the dedicated efforts of individuals, rather than through institutional design. With a new, state-of-the-art court management system at the hub of the adjudication process, NCSC envisions it will generate an enhanced incentive among elected officials, state and county governments, and funding sources toward greater enterprise-wide data integration.

VI.1.2 Technology, Staffing and Changing Court Work Processes

There is little doubt in the minds of labor economists, researchers, and justice system experts that the court workplace will undergo a significant transformation as the future unfolds along with the jobs and skill sets of those employees. Automation and technological efficiencies, including enterprise software and the internet, have already reduced or restructured numerous clerically-oriented, paper-intensive jobs found in courts where the economics of software versus hiring frequently favors software. The use and advance of digitized case management systems, audio/video transcripts, remote interpreter systems, e-filing, and automated DIY forms and instructions for the self-represented are only the beginning of a broader impact to come for court staff.

Courts are neither alone in the need to look for ways technology and work can be more effectively integrated, nor unique in the problems and opportunities that will be confronted. The Pew Research Center recently (August 2014) surveyed nearly 2000 experts to explore the impact of computerization on both current and future employment. What they initially found seems obvious to many serious court watchers, "... [many] workers performing routine, precise, well-defined tasks – such as bookkeeping, clerical work, and repetitive production and monitoring activities..." have been and will continue to be widely impacted by computerization.² Many of those jobs have been eliminated, reduced or substantially altered already. Dubbed "middle-skilled, middle-wage jobs," they will continue to be hollowed-out while employment at both the high and low ends of the skill spectrum - tasks involving abstract, creative and social reasoning on one end of the continuum and manual labor on the other - will rise in numbers and fare better in the near term according to Pew. The distant future, however, is projected to take another turn and begin to impact low-wage, low-skilled workers as computerized robotics moves into the "human zone"

² Kristen Purcell, Lee Rainie, Pew Research Center, December 2014. "Technology's Impact on Workers."

with such things as self-driving cars (i.e. Google, Tesla), drone package delivery and robotic cleaning systems.

To a large extent, court managers appear to agree with Pew researchers. In a recent futures survey, the vast majority concluded the number of “knowledge workers,” essentially the broad range of non-judge professionals working in the courts, are “highly likely” to rise over the next decade and with it greater demands for job autonomy, flexible work hours, telecommuting options, and innovative web-based training approaches all helped by high-tech advances.³

One of the biggest digital revolution impacts has been on judicial work. Increasing numbers of judges now access electronic case files, review and sign electronic orders, and enter data in realtime from the bench as cases are adjudicated in what is becoming a paper-less world. Procedures are changing due to remote testimony, video hearings and high-tech language translation systems. Trials are becoming more visual through PowerPoints, litigation software, recorded images and animated re-enactments. Electronic discovery and the absolute magnitude of voicemails, email, images, and video that may be introduced in contemporary litigation can be a game changer when it comes to the oversight and management of cases by judges. Technology is affecting case law as the types and complexity of disputes grow. Simple identity theft has morphed into phishing and hacking cases. Peeping Tom cases can easily become peeping drone cases. Interaction between evidence and technology will become more complex. Applying rules of evidence to Facebook posts and Twitter tweets is new ground for lawyers and judges.⁴

These predictions and reflections should lead perceptive court leaders to think more deeply about policies, practices and programs that stimulate and acclimate a diverse workforce to adapt to the digital revolution rather than resist it, ignore it, or disparage those advancing it. Digitization is inevitable and certainly more job focused in process-oriented organizations like courts where inputs principally involve managing data and outputs - decisions, orders, directives, rulings, findings, evaluations and judgments - involve disseminating it.

Technical advancements have always tended to make certain jobs obsolete. Human history is replete with job-displacements in the wake of new processes, inventions or machines that either perform tasks more efficiently or eliminate them entirely. Many argue that increased computerization will be no different. As in the past, labor markets and workers will readjust and new occupations and opportunities will develop. In looking at changes in this way, people should be relatively optimistic about the future. There will be a world of new benefits as humanity continues to develop digital technology. But in the short term there will be considerable disruption, and a need for court leaders to understand and responsibly manage these inescapable changes. In

³ Source: Knox, Phil; Kiefer, Peter, “Future of the Courts: Courts 2025,” a collection of national and international surveys and reports conducted by the Superior Court of Arizona in Maricopa County (December 2013-present). Phoenix, AZ

⁴ Lederer, Fredric. “*Judging in the Age of Technology*,” The Judges’ Journal. Vol. 53, No. 4, Judicial Division, American Bar Association. Chicago, IL (2014).

new courthouse design and programming, it is wise to plan flexible, adaptable office and clerical space that can be reconfigured as computerization impacts space and jobs.

VI.1.3 Technology and the Changing Work Environment

The digital revolution is changing the nature of work conducted by courts. For most court workers life on the job means life online. And for a growing number of judges, managers and professionals; working faster, better and on your own time is quickly becoming the rule not the exception.

“Always on” wireless smartphone, tablet and laptop environments facilitate collaboration, employee mobility, and off-site work. The added flexibility and team building is astounding on the one hand, and troubling on the other, as work-life balances become complicated. With fewer boundaries between one’s work and private life, integration issues increasingly fuel the debate between remote and on-site work.

Since mobile technology makes it possible to work from anywhere, many businesses are beginning to reconfigure on-site work space in new, more flexible ways that challenge the allocation of private offices and “cubicle farms.” Some are moving to what has been called “living office” spaces, combining the best of private and social space with desks set in friendly clusters and separated by low clear partitions. Glass-encased meeting rooms and a few solo office spaces are scattered throughout this open-plan. “Work pods” are often created to allow more self-directed functional teams to share interrelated tasks as opposed to operating through a hierarchy where discrete duties are person-based.⁵

Some courts have begun to reorganize staff in work pods. Modular design allows work units to be more independent, adaptive, accountable and linkable. Many private companies (i.e. Xerox, Procter Gamble, ATT&T, etc.) have credited self-directed teams arranged in work pods with a marked impact on their operations, including improvements in client services and business processes. It is an approach consistent with the digital revolution.

Another dimension of the “work from anywhere” world enables entire courts to outsource functions within a judicial branch or remotely to outside business partners causing value-added work to be done, and then, depending on the workflow, transmitted back to the originating court. State courts with single statewide electronic case management systems (Minnesota is a prime example) are currently routing clerical tasks between courts many miles apart. As middleware becomes more sophisticated in connecting different applications across computer platforms, standalone court case management systems, too, will increasingly link to local and state justice agencies to reduce redundant data entry, share essential information, and improve overall efficiencies.

VI.1.4 Diminished Paper Records Storage

The growth in electronic records and the attendant decline in the need to process and store paper records will have a substantial impact on space utilization. This includes public service counter

⁵ *The Economist*, January 3, 2015

space and areas traditionally used to prepare and process paper files and documents. Office space will adjust to the overall use of electronic records. Separate and shared work stations will need to be properly designed and equipped to accommodate the use of a variety of technical tools dealing with remote access. Off-site access to electronic records management hardware and software systems will become the norm.

PricewaterhouseCoopers (PwC), an international accounting and consulting firm, estimates each four-drawer file cabinet holds an average of 10-20K documents, takes up nine square feet of floor space and equates to \$1,500 per year in staff costs associated with filing, retrieval and updating paper records contained in it.⁶ Lowering paper usage in court offices results in higher efficiency and increased production levels for employees as well as cost savings. Increasing numbers of courts, including the Oregon Judicial Branch, are moving to paper-less environments. It is doubtful that paper will totally disappear in the near future (10-25 years), but its presence and production will be significantly reduced.

Most courts in Oregon will need to determine how to access and incorporate archived paper records into digitized files as old case records are re-opened and the need arises to amalgamate them with the electronic file. In doing so, most courts have opted to scan archived records as needed rather than digitize all older paper files. Resultantly, paper scanning equipment and electronic document management systems/protocols will be necessary at archival sites.

VI.1.5 Internet and Wireless Environment

The speed, quantity, and quality of digitized data, voice and images, and their related business processes, will continue to revolutionize the way trial courts operate and interface with the public and justice system communities in the future. In anticipation of these changes, the infrastructure, as well as the communications equipment in the new courthouse must allow for widespread, high-tech, secure messaging to speed the movement of cases, judicial procedures, and electronic exchanges with court users both inside and outside the facility. As the speed of data exchange increases, hardware devices will continue to be further miniaturized and wirelessly enabled. Satellite and internet access will be commonplace.⁷

Courthouse building design decisions must be made regarding wireless and fiber-optic cabling throughout the courthouse to enable both encrypted and open public electronic access systems. Bench and staff computer use will be widespread in courtrooms, hearing/conference rooms, and offices. Electronic filing and paper-on-demand will permit increasing amounts of electronic information to be transmitted and utilized without conversion to hard copy. Electronic signage and digitized case display information have proven helpful regarding way-finding in many courthouses. Video and audio recording in courtrooms, hearing rooms, and chambers is becoming

⁶ www.thepaperlessproject.com

⁷ 87% of American adults now use the internet, with near-saturation usage among those living in households earning \$75,000 or more (99%), young adults ages 18-29 (97%), and those with college degrees (97%). A full 68% of adults connect to the internet with mobile devices like smartphones or tablet computers. Source: Pew Research Center Report, February 2014.

more widespread among trial courts nationwide and will continue to expand. Some courts are using touch-activated kiosk check-in systems outside courtrooms to identify parties and lawyers present and ready for a proceeding; daily calendars are automatically re-sorted avoiding wasted time calling the calendar in the courtroom.⁸ And, it is possible, if not likely, in the future that the kiosk approach may be abandoned completely as litigants and lawyers electronically check in with courtroom staff and the docket is automatically updated at the clerk's work station and on the judge's bench computer. Some court futurists are predicting that data from court files will eventually be projected on a transparent heads-up display for the judge on the bench so he/she will be able to look at lawyers and litigants while simultaneously viewing relevant data in the case file.⁹

Effectively programming technology use within the building will require judges, staff, and architects to strategize how the court envisions the increased employment of high-speed electronic data, voice, and images. The building should be cabled for both Lane County and Oregon Judicial Branch computer networks, and network outlets in all shared spaces need to permit connection to either the state or county networks; this architecture reflects the likelihood that the courthouse will have both state and county tenants.

The Oregon Judicial Branch and court officials in Lane County are also planning widespread electronic "*customer2court*" connections between the public and court offices. Many courts (i.e., Iowa, Utah) are moving in this direction, essentially paralleling the changes taking place in banking, air travel, retailing, and other businesses to reduce handling, storage, and personnel costs while serving customers faster. Today, in both Iowa and Oregon, small claims cases – most of which are filed by self-represented litigants in any jurisdiction in America – are submitted in electronic form.

VI.1.6 Customer-Centric, Customer-Friendly Work Processes

A subtle, calculated business principle enabled by today's electronic technology and increasingly used by businesses and government is to move work to customers. Electronic banking, airline ticket purchases, and internet shopping (i.e., Amazon, E-Bay, Hotel.com, etc.) are prime examples, as is e-filing. By doing so, the number of business transactions that require staff to engage in one-to-one (i.e., face-to-face, phone-to-phone, email-to-email, etc.) contact with a court user is reduced, saving time, money, and space, while enhancing productivity and efficiency. High-tech/high-touch courts are beginning to push electronic access to court services through e-information, e-forms and e-filing approaches for the public, too. It will define the interactions between both public and private lawyers and the court in the future.

John A. Clark and Bryan D. Borys at the Superior Court in Los Angeles County point out in their recent article, "Usability is Free: Improving Efficiency by Making the Court More User Friendly,"

⁸ Second Judicial District of Minnesota, Ramsey County (St. Paul).

⁹ A heads-up display (HUD) is any transparent display that presents data without requiring the users to look away from their usual viewpoints. Although they were originally developed for military aviation, HUDs are now used in commercial aircraft, automobiles, high-level political speech-making, and other, mostly professional applications.

that it is not only valuable for courts to provide remote internet access for customers to transact business, but equally important to offer service to fit specific information and decision-making needs of particular customers. An example is the use of electronic juror summoning, qualification, orientation, and assignment systems permitting online juror orientation, postponements of service dates, direct reporting to a courtroom, and juror payment through kiosks at the end of their service.¹⁰

The Circuit Court in Lane County, as well as other trial courts in Oregon, are moving in this direction. As an example, litigants coming to the courthouse with paper files will be required to scan documents in public service areas near the court's filing counters using court-provided public scanning machines. No paper records will be accepted. Fines, fees, and costs will continue to be payable at a court's cashiering station. The long range plan, however, among courts nationwide as well as in Oregon will be to optimize remote e-payment processes.

VI.1.7 Pro Se /Self-Represented Services and Access at the Court

It is recommended that the Court provide self-help kiosks and work areas (as included in the space plan) at the new courthouse. In doing so, it should be a high-tech, hi-touch space for litigants to access self-help electronic forms and instructions. The Judicial Branch's Oregon eCourt Project includes contracting with Intersys, a private vendor marketing DIY legal services to non-lawyers, through its *TurboCourt*® software.

Beyond self-help services provided at the courthouse, an emerging, innovative partnership between trial courts and public libraries has been growing nationwide to supplement the delivery of self-help legal services. Public libraries are progressively becoming multi-faceted electronic government portals, ideal partners for trial courts. Scholarly articles and monographs encouraging court and library collaboration in delivering do-it-yourself legal services have begun to appear; a sign that the concept is moving beyond a vision to a bona fide solution. To that end, the National Center suggests the court and county policymakers urge changes in self-help litigant services to permit public libraries as experimental sites for un-represented information while simultaneously maintaining a smaller, electronic law library and self-help center at a new courthouse.¹¹ The National Center views the size and configuration of the law library in the current courthouse, including its collection of law books, as unnecessary given electronic legal research capabilities available today. Instead, 500 square feet have been included in the space program to provide for a more modest electronic law library and self-help center.

¹⁰ Clarke, John A., Borys, Bryan D., "Usability is Free: Improving Efficiency by Making the Court More User Friendly," *Future Trends in State Courts 2011*, Williamsburg, VA: National Center for State Courts, 2011.

¹¹ ORS 9.815(1) states that each county shall: (a) Operate a free law library at a location that is convenient and available at reasonable hours; or (b) Provide free law library services at one or more locations that are convenient and available at reasonable hours. ORS 9.815(2) allows for a

VI.2 Judicial Officers and Judges' Support Staff

VI.2.1 Collegial Chambers

The Lane County Circuit Court has and values collegial chambers. However, the judges feel strongly that they would prefer not to be housed in mass on a single floor and would prefer collegial chambers limited to 2-4 judges at most. Housing trial court judicial offices in a more collegial environment rather than dispersed throughout a building and attached to individual courtrooms provides a number of economic and operational advantages. Collegial chambers can either be located on an upper floor (or floors) of the court building or on particular floors in a limited number of strategic areas depending on the facility's blocking configuration. The Circuit Court in Lane County utilizes this approach now by locating judges and court staff together in pairs nearby but not directly connected to the courtrooms.

Similar to a law office environment, collegial judicial suites provide a great deal of cost-effectiveness in the use of space. Typically, the spatial layout takes the form of a cluster of private offices for judges sharing a host of ancillary support spaces such as conference rooms, break rooms, work rooms, and restrooms. Such a design also enhances security for judges and employees, simplifies the pooling of support staff, promotes cross training and job sharing among staff, economizes space (i.e., break rooms, supply/copying center, etc.), and encourages greater interaction and camaraderie among judges in what tends to be a rather isolated profession.

In such arrangements, it is expected in Oregon that the court administrator would exercise management oversight and day-to-day supervision of judicial support staff to the extent court policy and rules permit. Controlled access to the judicial suite of offices and support staff areas is important, including a private elevator and stairwells as necessary. Modern law office space designs provide models for adoption including efficient traffic flow patterns such as a secure reception area with adjacent conference rooms where judges can meet visitors without bringing them into the chambers/office area.

The application of the collegial chambers concept is not a recent development and has a long-standing tradition in the appellate courts. Collegial chambers have appeared more frequently in limited jurisdiction courts, too, because of the significant benefits in pooling staff resources and the relative ease in substituting judges on various dockets. In large measure, the existing judicial chambers in the Lane County Courthouse are built on each floor using this model. This collegial chambers design in general jurisdiction and unified trial courts has become more common recently in new courthouse design and is progressively being viewed as a means for implementing dynamic courtroom assignment patterns. As a design concept, it builds in flexibility for the calendaring and allocation of judicial officers and provides an opportunity for increased utilization of staff and facility resources.

Traditional arrangements of courtrooms and chambers fundamentally depend on new facility resources becoming available along with increases in judicial officer positions. Collegial chambers arrangements, on the other hand, remove the direct physical linkage between courtrooms and judicial chambers, providing an opportunity to more flexibly adjust courtroom assignments.

Over time, this can allow courts to better accommodate additional judicial positions and service demands given a fixed number of courtrooms.

VI.2.2 Clustered Judicial Support Staff

In a collegial chambers design plan, judicial support staff (i.e., judicial assistants and courtroom clerks) generally office in a common area with modular office cubicles in close proximity to their assigned, supervising judicial officer. In the Circuit Court in Lane County, staff who work directly with judges are currently pooled in pods at a ratio of one pooled staff area for every two chambers. Team-building, cross-training, and ease in covering staff absences is enhanced as a result. Sharing resources is more achievable as well.

In most unified state trial courts, including the Circuit Court in Lane County, judicial officers are either assigned or select their immediate support staff. The number, job classifications, tenure, and supervision of these employees, however, may vary widely among states depending on how courts are organized. Where trial courts are state-funded, such as they are in Oregon, the diversity among positions and their relationships to their supervising judges within the state is generally not as varied as in locally funded systems. Resultantly, teaming, cross-training, and mentoring is often easier to accomplish which, in turn, leads to greater work group efficiency. Where judicial support staff (i.e., judicial assistants, law clerks, etc.) are grouped together in common office areas, it further enhances this benefit.

As the Oregon Judicial Branch moves to a more digitized, electronic work environment with a new case management system, pressure for more standardized business practices related to data input, clerical processes, and judicial procedures will likely develop. Unquestionably, judges will remain independent in managing and making decisions in individual cases, but the way those decisions, rulings, and orders will be recorded and transmitted will undoubtedly become more uniform and standardized. Given this prospect, housing judges' support staff together will certainly help to enhance their collective skills, knowledge, and abilities to streamline and harmonize work necessitated by more widespread computerization of court records and judicial decisions.

A third advantage in grouping judicial staff together are the economies of scale generated through providing workplace equipment (i.e., copiers, scanners, training tools, etc.) and special purpose space (i.e. break facilities, rest rooms, etc.) in fewer and more centralized locations. In doing so, greater efficiencies in the use of that equipment and layout of space are possible than when office equipment and specialized space is dispersed in multiple locations.

VI.3 Adjudication and Attorney/Client Conference Space

VI.3.1 Flexibly Assigned Courtrooms

A new, collaborative approach in using courtrooms more flexibly and cooperatively is becoming a practice in many modern urban court design projects, such as courthouses in Maricopa County, Arizona; Mecklenburg County, North Carolina; Osceola County, Florida; and the Seattle Municipal Court in Washington. The concept is generally embraced as a current practice by the Circuit Court in Lane County in permitting courtrooms to be used by more than one judicial officer

based on the nature of the matters litigated and the calendaring system operated by the court. Master calendaring, as operated by the court, is uniquely suited to a shared courtroom approach where criminal and civil cases are channeled to courtrooms.

Considerations in the flexible use of courtrooms include the need for adjacent, secure, dignified space (e.g., available conference rooms, non-used jury deliberation rooms, etc.) for meet-and-confer sessions between lawyers and their clients, discussions between the judge and attorneys, and witness waiting, as necessary.

Determining the assignment of courtrooms requires both an understanding of the judicial resource management issues within the court as well as an awareness of the operational benefits afforded by this configuration of adjudication space. In a traditional courtroom and chambers arrangement, the courtrooms are assigned to specific judicial officers. To determine the assignment of courtrooms in a shared environment, however, requires a more sophisticated understanding of the judicial work circumstances, caseflow practices, settlement points and rates, and local legal culture regarding case dispositions.

Although there is no simple, universal formula for determining courtroom sharing patterns, the court is positioned well to accommodate the flexible assignment of courtrooms by virtue of two important factors:

- *Jurisdiction Size.* Larger, multi-judge courts have a greater ability to segregate and delineate case types among a bigger resource pool. This in turn can result in more efficient utilization of judicial and facility resources, especially where the majority of proceedings for civil, criminal, and family matters occur in one building as they do in the Lane County Circuit Court.
- *Court Calendaring.* The master calendar system presently used by the Lane County Circuit Court for civil and criminal case assignments facilitates the flexible allocation of judicial resources among courtrooms. It can be quite effective when judges do not have permanently assigned courtrooms and cases can be assigned based solely on how case types and scheduled proceedings match available courtroom space.

Given the current and likely future master calendaring patterns of the court, maximum flexibility in courtroom use can be accommodated on each floor of a new courthouse by allowing each floor to have a mix of courtrooms that can handle a range of case types (i.e. jury trials, non-jury trials, in-custody parties, etc.). A model that would work well given the space projections by the National Center is two floors of 6 courtrooms and 6 chambers per floor with one floor of 5 courtrooms and 5 chambers. The standard array of courtrooms would be 1 large jury courtroom (2,000 sf) for high profile and multi-party trials, 3 standard criminal trial capable jury courtrooms (1,600 sf) with access to a secure holding area and prisoner elevator, and 2 small non-jury, non-criminal courtrooms (1,250 sf). This permits a total of 17 courtrooms and on 3 floors.

VI.3.2 Courtroom Sizes and Configurations

For the most part, courtroom sizes should be standardized. To do so permits maximum flexibility in configuring space and adjusting to any potential future calendaring and case volume variations.

Generally, different proceeding types can be accommodated by systematizing the bench area and reducing or enlarging the spectator seating. Family law and juvenile cases do not involve juries but commonly need substantial space in the well of the court for a variety of advocates in domestic relations and dependency matters representing parents, the state, the children and other interested parties.

Criminal and civil cases allow juries but generally don't need large well space. Criminal cases often involve in-custody defendants so clustering those courtrooms together on various floors near secure defense attorney/in-custody defendant interview rooms is wise. Given a larger, centralized prisoner holding area in the new courthouse, there need be only a few secure holding areas on the floors near the courtrooms. Higher volume, first appearance courtrooms with greater volumes of in-custody dockets should be located lower in the court building to minimize elevator traffic, promote more efficient prisoner transport and provide greater public access. In addition to secured holding spaces, civil/criminal courtrooms should be afforded a set of attorney/in-custody defendant interview rooms located off of the secured prisoner circulation area.

Standard courtroom sizes recommended by NCSC in unified state courts are approximately 1,600 sf. A vestibule antechamber having two sets of doors between the public hallway and courtroom entrance is advisable to reduce noise and distractions during court proceedings. With such a layout, space adjacent to the vestibule on each side of the doors can accommodate small conference rooms for attorneys, litigants, dispute resolution neutrals, or witnesses as the case may require.

Non-jury courtroom sizes (1,250 sf) can be smaller where matters routinely only involve a few people and the case is heard by a judicial officer without a jury. In special instances such as mental commitment proceedings involving parties who may be confused, distraught, or unstable, additional accommodations for litigants and/or their families in adjacent waiting rooms should also be provided. Nearby staff offices, meeting areas, and interview spaces are appropriate features in these special purpose areas as well.

VI.3.3 Conference and Negotiation Areas

The present courthouse lacks conference space for lawyer-to-client, lawyer-to-lawyer, alternative dispute (neutral evaluation, mediation, mediation/arbitration), counseling, and private discussions as well as witness and public waiting areas in criminal, civil, and family case activities. Given the fact that these amenities provide essential accommodations for litigants, lawyers, and visitors engaged in court events, it is vital to provide an adequate number and appropriate configurations of these spaces. Case types often dictate the proper conference and waiting space necessary.

In higher-level civil and serious criminal matters, conference and waiting rooms near the courtroom are essential. Witnesses in criminal cases need a secure and private area to await their time for testimony. When cases cannot be resolved through negotiations or settlement conferences, and a jury trial is determined by the parties to be the only resolution of the matter at issue, then the trial may run days or weeks in duration. Most often, however, cases are resolved prior to trial through direct negotiations between attorneys in the form of plea bargains in criminal

cases or settlement conferences in civil cases. Space within the courthouse must be made available for this process.

Another type of adjudication process occurs in family, juvenile, mental health, and problem-solving cases, often akin to a diagnostic or therapeutic application of the law. Here, numerous conference and waiting room space is also required near courtrooms or hearing rooms since settlements are also common. Cases involving diagnostic adjudication largely focus on the cause of a problem, and devise a remedy (legal or otherwise) to treat it, eliminate it, or mitigate its most damaging effects.

Another distinctive case type that conditions a different use of space are lower-level civil and lesser misdemeanor cases, even stretching to traffic infractions which are decriminalized matters. Judges and referees presiding over these matters are charged with delivering justice to large numbers of people in relatively routine matters. Facts are clear and rapidly established. Proceedings are informal. Stakes are low and the primary objective is to apply the law expeditiously and move on to the next case. Speed in the disposition of a case is a highly valued virtue. A common sense approach to case disposition reigns. In these case types, quick decisions by lawyers and clients are normal. Resultantly, strategically placed “discussion alcoves” with waist-high shelves to plug in a laptop or view documents while standing and discussing or negotiating out of public hallways may be all that’s needed.

VI.4 Jury Management and Deliberation Space

VI.4.1 Juror Assembly Room

An overarching value suggested by the Center for Jury Studies at NCSC in managing trial court juror systems is to conduct operations in a manner that respects and protects citizen dignity, time, and safety while demonstrating the importance and significance of their unique role in determining the facts of a case. This obligation begins with the pre-service processing and screening of prospective jurors and continues through their arrival at the courthouse for jury service; the court’s orientation to their duties as a petit juror; the safe and orderly transit of jurors from the assembly room to individual courtrooms; the juror selection process (*voir dire*); the presentation of evidence, argument, and legal instructions to the impaneled jury; the jurors’ deliberations at the close of the case; and the release of the jury panel when the tasks are completed. Given the existing space in the lower level of the Lane County Public Service Building, the court does the best job it can in meeting the recommended overall jury values. The location of the assembly room in a non-secure hallway outside the courthouse itself may be convenient for reporting jurors, but it is not especially comfortable, efficient, or secure space. At the very least, the jury assembly room should be located within the court’s security perimeter and on the lower floors of a courthouse, close to the secure judicial and staff elevator for transit of empaneled jurors to and from their assigned trials. These notable shortcomings, along with others, should be addressed in any new courthouse plan.

The current jury assembly room appears small for the number of jurors summoned and certainly not separated from public, litigant, victim, lawyer, and witness contact as universally advised by the NCSC. Assembly room space should serve a number of functions including easy check-in,

orientation, comfortable waiting, and provide a sense of civic purpose. The current jury assembly room does none of these things well. A trend nationally has been to recognize that jurors spend a great deal of their time waiting in the jury assembly room and thus to make the area as comfortable as possible (i.e., break rooms, business center, quiet rooms, etc.). Jury experience, while waiting in the jury assembly facility, should be pleasant and comfortable. With the use of strategically placed video monitors for orientation, announcements, and entertainment, jurors could be accommodated in the jury assembly facility with a mix of varieties of seating configurations, such as the high density theater seating, leisure couch seats, and reading lounge with tables. It is suggested that the environment should be a setting which allows for conversations, reading, studying, watching television, or conducting business via the internet. Quiet zones should be provided as possible. Many courts have also developed informative, attractive murals and dioramas about the local justice system and legal history of the community to help educate and inform those on jury duty.

A prime objective in modern juror management systems is to reduce waiting and peak congestion times with staggered starts. It is a well-documented fact that the most objectionable aspect of jury service is the amount of time prospective jurors spend waiting, even if the waiting takes place in a “gilded cage.” Any reasonable effort to reduce the amount of standby time will always be viewed positively by jurors and ultimately will result in more efficient operations overall.

The court should continually strive to operate the jury assembly room with the expectation and intent that, for the vast majority of prospective jurors, a minimal amount of time will elapse between the time they report for service and the time they are sent to a courtroom for voir dire. This can be accomplished by wisely regulating both the “supply” of jurors reporting for service and the “demand” for jurors from individual judges.

On the supply side, the Court needs to continue to explore more sophisticated staggered reporting times for jurors, utilizing e-communications, and projections in routine practice. Technology (IVR, Internet) certainly can assist in canceling jurors assigned to later start times through “call out” options that can text, email, and telephone summoned jurors to inform them they need not report. On the demand side, judges and judicial staff must continue to strive for accuracy in specifying the time they expect to begin voir dire. Last minute settlements are sometimes unavoidable, but where they proliferate, it will confound improved jury management. For the most part, NCSC has found in dealing with the national community of urban courts that a majority of judges have highly predictable calendar patterns on trial days. To the extent feasible, judges on a jury trial calendar should pre-select regular, staggered start times.

Digitized respond-by-web and respond-by-phone jury technology to reduce paper and clerical work (i.e., limiting need for additional staff), improve overall response rates (i.e., summoning fewer jurors),¹² and reduce time spent by jurors in the courthouse (i.e., relieving congestion) is advancing in Oregon and many other states. By offering more efficient avenues for jurors to respond and manage their jury duty - including providing personal data, educating themselves about the role and responsibilities of a juror, managing their time in reporting and serving, and providing feedback – technology has proven it can promote staff and space savings. To that end, the Center for Jury Studies has discovered that a substantial factor in the success of online juror websites is the extent to which their courts publicize them and formally encourage jurors to use them (i.e., prominent notice on the jury summons about website services).¹³ Although implementation of such an initiative must be initiated and funded by state court administration, Lane County, as one of the larger court systems in the state, is in an opportune position to continue to advocate for the newest jury technology.

Appropriate juror comforts such as restrooms and food services are important to promote in a new courthouse as well. Many urban courts provide separate, segmented restrooms for jurors near the assembly room. Cafeteria or food service capacity is important as well. It is fitting to either provide for a separately stocked area in or near the jury assembly room or provide access to a public courthouse café after jurors have been properly oriented and instructed in their role and in appropriate interactions with non-jurors and the public while serving on jury duty.

Lastly, many jury assembly rooms are also used from time-to-time as court training facilities at times when jury trials are not scheduled. Provided the room can be reconfigured without undue difficult to seminar-like space (this is quite possible in assembly rooms that have a properly designed living-room motif), it provides multi-dimensional, large meeting and training space for the court or county.

VI.4.2 Shared, Multi-Purpose Jury Deliberation Rooms

The time-honored pattern of one juror deliberation room attached to every jury configured courtroom is both inefficient and a costly waste of space. A much better practice, given the multi-year trend toward a dwindling number of jury trials nationwide and in Lane County, is to rethink the use of space for empaneled jurors. A best practice is to establish a ratio of not more than one deliberation room for every two jury courtrooms. Also, it is quite acceptable to conserve space by clustering juror rooms together in strategic locations provided they allow security and privacy for

12 Juror management software vendors have reported to NCSC that the more tasks prospective jurors can conduct online, the more likely they will conduct all their juror communication online which in turn will affect overall response rates. Thus, courts that restrict online communication only to documenting juror qualification questionnaires typically have lower overall response rates than courts which provide jurors with a broad array of options.

13 There is great room for improvement. An informal survey of 35 courts conducted by NCSC's Center for Jury Studies that offer online qualification access to prospective jurors found great variation in online response rates ranging from less than 2 percent to as high as 60 percent. Most courts reported average online response rates between 25-35 percent of those summoned. That rate will likely increase in the future as e-services expand.

empaneled jurors. Grouping jury deliberation rooms reduces construction costs by sharing common amenities needed by sitting jurors (e.g., restrooms, coat closets, and small kitchen areas). In a new Lane County courthouse, a minimum of at least two jury deliberation rooms per court floor would be appropriate.

Juror deliberation rooms should serve three functions: they should provide a protected location for deliberation; they should provide a gathering place and waiting area for empaneled jurors and alternates when trial is not in session; and they should provide a space for staff meetings and training when not used by a jury panel. Also, in modern courthouse design, deliberation rooms allow jurors to conduct routine personal business during non-trial times as necessary (i.e., checking email, making personal cell phone calls, etc.). Some judges may be concerned that jurors might use Internet access to obtain ex parte information about the trial. There may be similar concerns about jurors mingling with jurors from other cases in shared deliberation suite areas. These risks are no more likely for jurors waiting in deliberation areas than they would be for jurors who leave the courthouse during recesses for lunch. Moreover, empirical research suggests that if jurors are appropriately admonished to avoid conducting independent research or discussing the case with others, and given the underlying rationale for the prohibition, they are remarkably good about policing themselves.¹⁴

In running a sample of general jurisdiction courts in 16 states (Oregon was not one of the states studied, but a review of the court's data indicates no dramatic difference than depicted by the NCSC dataset) over the last three decades, jury trial rates have consistently dropped. For civil jury cases, the reduction went from a high of 3.5 percent to 0.5 percent of the cases filed in 2009.¹⁵ For criminal jury cases, the change was not as significant; dropping from 3.1 percent to 1.1 percent during the same time period. Oregon recently reviewed its civil jury trial patterns subsequent to a report by the American Bar Association that jury trials were disappearing at an alarming rate. The Office of the Oregon State Court Administrator reported in 2008 that circuit courts in Oregon generally terminated one percent or less of its civil cases by jury trial (exclusive of forcible entry and detainer cases). For felonies, the jury trial rate commonly was around 1.0 percent as well.

Both national and Lane County trends suggest there is little likelihood there will be a resurgence of jury trials anytime soon. NCSC case-flow experts expect jury trial rates for general jurisdiction civil and criminal cases will remain around 1.0 percent for the foreseeable future.

¹⁴ Data available at the Center for Jury Studies, National Center for State Courts, Williamsburg, VA.

¹⁵ See: National Center for State Courts *Statistical Project*. Sixteen states are part of the criminal trend analyses, including Alaska, Arizona, California, Delaware, Florida, Hawaii, Indiana, Kansas, Maryland, Michigan, Missouri, North Carolina, Ohio, Pennsylvania, Texas, and Vermont.

VI.5 Courthouse Safety and Security

VI.5.1 Entrance Screening

A facility screening unit oversees public, attorney, and staff screening at the entrance way to the courthouse inside the Court/County Complex of buildings. Facility screening at a new courthouse should be designed with a sheltered, indoor public entry point where people can queue up for screening out of any inclement weather. To a certain extent this is true today with the present complex of buildings, but permits a person waiting to be screened to access many other areas of the county complex, including the jury assembly room, without passing through security.

A raised command and control center should be established in the lobby area. The courthouse lobby should be segmented from the lobby area for county offices. A weapon-certified LCSO deputy should be in charge. A separate room near the lobby should be provided for closed-circuit monitoring of public hallways and areas in the courthouse. Adequate public lobby space should permit unobstructed views by security staff, gun/weapon lockers at the entry screening point, adequate public exit space to avoid interfering with screening operations and restrictions structured to prevent unscreened re-entrance, understandable public signage regarding screening policies and building way-finding, and barriers to prevent parking close to any courthouse entrance doors.

VI.5.2 Prisoner Movement

A transport unit of sworn deputies moves in-custody defendants from the jail to and from the courthouse. The Lane County Sheriff's Office (LCSO) is responsible for transporting all in-custody persons to and from the Court. Currently, approximately 25 in-custody defendants appear in court on a daily basis. The female to male ratio is around 1:9. All prisoner transport and holding areas should be video monitored, soundproof, provide opaque viewing by prisoners into courtrooms as appropriate and determined by the court, and allow for positive airflow in the event LCSO deputies may use pepper spray on aggressive prisoners. A common design pattern for court floor holding areas is to centrally locate such areas to enable direct, secure access into more than one criminal courtroom. Prisoner entrances to criminal courtrooms must allow visual observation by judicial officers and LCSO officers prior to entering. Interaction by in-custody defendants with public spectators, litigating parties, and jurors should be greatly limited through courtroom design patterns. CCTV surveillance should be present in all court and hearing rooms.

Prisoners are transported directly from the jail by vehicle to a secure holding and staging area in the lower floors of the courthouse. Separate male/female and adult/juvenile facilities should be provided, including cells, prisoner dock, and restrooms. The prisoner staging area should have access to a secure prisoner elevator with service to court floor areas.

VI.5.3 Safeguarding People in the Courthouse

Given the highly-charged and emotional proceedings that take place on a daily basis in courthouses across America, it is prudent for designers/architects to structure courthouse space to enhance safety and well-being for all occupants. A basic construct recommended by NCSC is for all new court buildings to be designed with three separate zones of security: a public zone, a judges/staff and empaneled jurors zone, and a prisoner zone. Separate circulation routes for each zone are

required. None of the zones should intersect unless the intersection is monitored and controlled. Elevators in a multi-story building should conform to the three zone pattern with discrete public elevators, a judges/staff/jurors elevator(s), and one or more prisoner elevators.

Separate areas for victims near criminal courtrooms to view proceedings securely and privately should be provided. Access to those rooms should be controlled by court staff. Protocols for separating prosecution and defense witnesses should be established. Separate spaces for juveniles and adults must be provided if proceedings occur simultaneously. A public address system for emergencies should be arranged with controls in place for such occurrences as building evacuations, bomb threats, medical emergencies, prisoner escapes, unruly litigants or visitors, and the like. CCTV camera surveillance in hallways, reception areas, waiting areas, and conference rooms should be provided as necessary. Simple, clear, and consistent public way-finding signage system throughout the courthouse should be provided.

VI.5.4 Waiting Areas for Violence Victims

Trial courts across America become more proactive in addressing domestic violence matters brought before them. Improved practices and procedures for restraining orders, evidentiary hearings, batterer-intervention programs; greater use of technology; interaction among juvenile, family and dependency courts; partnerships with law enforcement and social service agencies; and improved strategies in working with child and family welfare organizations have occurred. Courthouse safety for petitioners, victims, and witnesses seeking redress and appearing at hearings is important.

Court facilities should be designed to effectively serve victims of domestic abuse while maintaining neutrality. The initial responsibility of the Court is to provide information about the judicial process and useful access to the necessary court forms, instructions, and procedures in welcoming, secure, dignified space. Intake unit in Victim Services of the District Attorney's Office in the courthouse is the first point of contact for domestic violence victims. Here, petitioners are informed about judicial processes, assisted in initiating e-paperwork, and escorted to court and through the courtroom process as necessary.

Where space is makeshift, unwelcoming, intimidating, unsafe, or difficult to get to, it inhibits petitioners from seeking redress and can directly affect their subsequent safety by causing them to be less likely to reappear or get the help they need when they do participate in court proceedings. Intake unit must be physically, culturally, and linguistically accessible and safe so people from a variety of communities will be able to utilize the services. The physical characteristics and location of the intake unit has an immense potential to shape litigants' experiences, perceptions, and follow-through with court and after-court services.

Many courts have found such services are best structured and least disruptive if placed on or near the first floor of the courthouse in a protected area.

Ancillary private space for prosecutors handling criminal domestic violence cases close to the intake unit is a nice feature if it can be accommodated. If not, secure transit by petitioners to the District Attorney is advisable. Lastly, secured victim waiting rooms near courtrooms or hearing

rooms handling domestic violence cases should be developed. Often, courtroom victim waiting areas can be multi-purpose space and used as attorney conference and dispute resolution rooms provided they are systematically controlled for different purposes.

VI.5.5 Child Respite Care

Various trial courts provide special, free childcare space in their courthouses for families with children coming to court often through a multi-agency effort coordinated and funded through grants or local agencies. Here, children can experience a safe, relaxing, educational experience while their parents or guardians attend to court matters. The Lane County Circuit Court currently provides these services through grant funding and anticipates that this service will continue to be offered in the future. Provisions for child respite care space have been included in the space program,

VI.6 Calendaring as It Affects Space

VI.6.1 Master Calendar Assignment System

The Circuit Court uses a hybrid master calendar system. Each judge is given an annual assignment to handle cases at various stages of the adjudication process. The assignments include a criminal team, traffic and small claims, ex parte team, probate judge, juvenile judges, drug court judge, and other assignments that allow the majority of judges to remain available for any type of trial. Should a case remain unresolved after pretrial and motion stages and become ready for trial, the presiding judge assigns it for trial to an available judge. The system has worked well for the court and is not likely to be altered in the near future. Resultantly, the flexible use of courtrooms and collegial chambers configuration will work well with this judicial calendaring and rotation arrangement.

VI.6.2 High Volume Calendars

High volume matters handled by the court – traffic, landlord-tenant, small claims, traffic, and presiding judge master calendar proceedings should be calendared in larger courtrooms near the street level in the building. Court Administration and Court Clerk functions should be located near these court facilities as a benefit to the public and to expedite the disposition of these matters.

Often in these types of matters, the well of the courtroom can be smaller while the spectator portion of the courtroom is normally larger. Sometimes, these courtrooms can be suitable for ceremonial functions that occur from time to time, including judicial investiture ceremonies, law day programs, or educational events presented by dignitaries visiting the court.

VI.7 Optional Functions in a New Courthouse

As part of the master planning effort for the Lane County courthouse, the project team developed alternative planning solutions to address the future occupancy of the courthouse. Services provided to the public that are deemed critical to the day-to-day function of the Court are to be located within new courthouse. These include courtrooms, judges' chambers, juror accommodations, court administration and public service areas, Sheriff holding and transport functions. Other

interrelated justice provider functions, such as the Lane County Sheriff's Office, District Attorney's offices, certain Parole and Probation services, the Pretrial Services Division of the Administration Office, and possible state agencies offices may be located within the new courthouse or in alternative solutions, located in a nearby adjacent building.

VI.7.1 District Attorney's Office

The Office of the District Attorney (DA), the chief prosecutor in Lane County, has historically been located within the courthouse similar to other district attorneys throughout Oregon. The Office handles misdemeanors and felonies related to state, county, and city offenses occurring within the county. Approximately 5000 felony and misdemeanor cases are filed annually in Court by the DA.

The Office handles child support enforcement and modifications. Separate space for this function needs to be provided, although a common, shared reception area could be utilized in concert with the rest of the DA's office. Also, a victim/witness area needs to be adjacent to the DA's main office. There should be a waiting area for victims and witnesses when they are present for a trial. Criminal protective and restraining order intake functions rest with the DA, too. Space for as many as 20 petitioners should be provided since that number can be present on a busy Monday morning.

Serious felonies are presented to a grand jury, which is overseen by the DA's office. A seven-person grand jury is convened 4-5 times per week and sits for up to 8 hours at each session. Space for a bailiff, reception area, and witness/victim waiting is necessary in addition to a grand jury room and private male and female restrooms for the jurors. A separate grand jury meets in an off-site location when reviewing child abuse indictments.

A common pattern regarding prosecution operations found in other states that often provides more flexible, cost-efficient, controllable space is a separate office facility, either leased or owned by the county, in close proximity (generally adjacent) to the courthouse. Furthermore, it allows the District Attorney more autonomy concerning space planning and future growth without the constraints occasioned as a tenant in a court-dominated structure. The NCSC project team feels it is a prospect worth considering by the District Attorney and the County. If a separate non-court location for the DA is planned, it is important to provide a safe, secure way for deputy district attorneys to access the courthouse and courtroom floors. Additionally, space for a limited DA 'satellite' office within a new courthouse may be considered if the main DA office is not located within the new courthouse.

VI.7.2 Sheriff's Office

The Lane County Sheriff's Office has several work units located in the current courthouse. It is common in many communities throughout the nation for the main office of the sheriff to be housed in the courthouse, especially in smaller populated counties. A modern trend among urban counties, however, is for county law enforcement functions to locate in separate facilities managed and controlled by them.

Should the County and Sheriff feel there are advantages to locating in space outside the court complex, it would diminish the space necessary in a new courthouse, but would potentially incur

costs associated with renovating or constructing suitable space that meets future needs elsewhere. The County and Sheriff should carefully evaluate all feasible alternatives prior to siting the Sheriff's Office in a new courthouse facility. In regard to the sheriff's prisoner transport group, it most definitely should be closely associated with and have space as necessary for its operations in the courthouse.

VI.7.3 Pre-Sentencing Assessments, Probation Intake Unit and Treatment Court Officers

The Lane County Parole and Probation Department, assesses, supervises, and refers probationers to treatment services for criminal cases. In a growing number of courts, probation intake, referral and violation units are housed in courthouses because of their close interactions with the court. In Lane County, as part of a grant funded SB 416 initiative, Lane County Parole and Probation provides a battery of risk, need and responsivity assessments on identified downward departure cases. These assessments assist the District Attorney's Office in determining case direction and program eligibility. This model has proven to be effective in both sentencing and fast tracking services in the community. Probation works with the District Attorney's Office and other key partners to expand the use of presentence assessments while providing transparency in supervision case plans and expectations. The use of validated assessment as an example, an initial assessment (risk, need and responsivity) could be made to a referral unit located within court building as an initial intake site for those being sentenced to probation. Lane County Parole and Probation is in the infancy stage of pre-adjudication assessment.

Opportunities for closer collaboration between court and probation departments exist at the pre-plea stage. As an example, the Superior Court in Maricopa County Arizona (Greater Phoenix) has been employing a pre-plea sentencing approach to expedite felony pleas for a number of years with great success. The Maricopa County Probation Department routinely receives and completes probation recommendations within five to ten workdays. This eliminates a common roadblock to quicker felony case resolution: apprehension by the parties to resolve the case without more information. The results are provided in a written report to the court, prosecution, and defense prior to the plea. The pre-plea assessment program prompts early pleas, saves judge and probation time and work, avoids additional case processing delay, and can result in the same outcome that would have taken place had the case progressed further before disposition.

Once the individual is sentenced to probation, there is a significant benefit in housing Probation's Intake Unit within the Courthouse. Directly from court, probation staff could be available and waiting to conduct a preliminary meeting in which intake paperwork could be collected. The individual could then be scheduled for orientation and fast tracked to their assigned officer for case planning and management. This direct link could significantly reduce failure rates in reporting. This would reduce risk and lower recidivism. There are a number of Lane County Probation Officers who have duties tied directly to the courts, including two officers assigned directly to treatment court. They oversee clients in the Drug Court and Veteran's Court. In addition, an officer is assigned to the 416 initiative who works directly with the District Attorney's Office on downward departure cases. Currently these officers are housed at Lane County's main Parole and Probation office, which is located several city blocks away from the courthouse. This presents

several problems including proximity to court, availability, response time, limits swift and certain responses, and removes many tools (cognitive behavioral interventions, drug testing etc.) at their disposal in the main office.

This study includes a space program that accommodates the pre-sentencing assessments, probation intake unit and treatment court officers discussed here.

VI.7.4 Pre-trial Services Relocated from the Jail to the Main Courthouse

Currently, the court's pretrial services unit is housed in the jail complex. It is commonplace for the screening and assessment units in urban counties like Lane County to be located in the jail for easy access in interviewing prisoners and regarding pretrial risk assessment advice to judicial officers regarding release-and-detention decisions, but it is not necessary for pretrial monitoring or office functions to be housed in the jail. Consequently, NCSC recommends that space for court pretrial functions that are not directly related to initial interviewing or arrestees be located in a new courthouse. Space has been included in the space program for these functions. Additionally, the court may take advantage of video technology to perform interviews from the courthouse in the future.

VI.7.5 State Offices

To receive the maximum funding assistance possible through the Oregon Courthouse Capital Construction Improvement Fund (OCCCF), there is a requirement that "Replacing the courthouse must create an opportunity for co-location of the court with other state offices." As Lane County works to identify potential tenants for a new courthouse facility, several state agencies with offices in the Eugene area have been contacted to discuss the potential benefits of co-location and their level of interest in having offices of some scale in the new courthouse. To date, Lane County has received statements of interest from the Oregon Department of Justice and the Office of Public Defense Services with regard to establishing offices at a new Lane County Courthouse. Lane County will continue to work with these state agencies to more specifically define their space needs and incorporate this information into the courthouse concept and design. This study provides a space allocation based on initial discussions with these agencies.

VI.8 Interaction with Justice Partners

The scoping of this study was limited to a detailed analysis of the space needs of the current Courthouse tenants, with a primary emphasis on the Courts. However, any discussion regarding potential functions that could be co-located with the Courts would not be completed without reference to other justice partners. A limited number of these partners are discussed below, with the understanding that there are many more entities and services that could potentially be considered for co-location as the design for a new courthouse evolves.

VI.8.1 Public Defense Programs

Oregon operates a statewide public defense program through a series of contracts with law firms that provide legal representation for financially eligible persons charged with misdemeanors, felonies, and juvenile delinquency or dependency cases. Private contractors provide trial-level services. Appellate representation for indigent clients is primarily handled by the statewide Office of Public Defense Services' Appellate Division, but may be contracted through private counsel as well.

Permanent office space for public defenders is rarely located in courthouses for various reasons, including but not limited to the preservation of client/witness confidentiality (people are more likely to seek legal advice and heed their legal obligations when they know their communications are private), the independence necessary to advocate for an accused (government-paid defense lawyers are often perceived to be in league with government-paid prosecutors), and the obligation to zealously protect and pursue a client's best interests within the bounds of the law. In acknowledging these reasons for locating outside the courthouse, it does not necessarily follow that the public defense bar should be denied hoteling/transient work space in the courthouse. A strong argument can be made that providing public defense transitory space in the building for court-related work and interaction with clients is in the best interests of justice as well as case delay reduction. Many urban courts provide such space. In Lane County, this may be an opportunity to address the requirement set by the Oregon Courthouse Capital Construction Improvement Fund (OCCCIF) stating that "replacing the courthouse must create an opportunity for co-location of the court with other state offices."

The Oregon Public Defense Services Commission (PDSC) has submitted a letter to Lane County stating their interest in reserving space in a new courthouse for the purpose of establishing a Public Defense Resource Center. Currently, the PDSC has contracts with three separate entities (47 attorneys) who provide representation to financially qualified individuals who are charged with crimes or named in civil commitment or termination of parental rights actions in Lane County Circuit Court. These lawyers handle well over 4,500 cases per year. Because most cases involve multiple hearings and some include multiple days of trial, these lawyers and their clients spend significant amounts of time in the courthouse. While each lawyer must have office space separate from the courthouse, the volume of business demands that lawyers and their clients spend significant time at the courthouse. During days with heavy dockets, multiple hearings, or trials, lawyers have limited time and are often unable to commute back to their offices. Lawyers and clients have only hallways or vacant and unlocked rooms for what should be confidential

communications. Additionally, lawyers and clients lack a dedicated space where they can meet before proceedings. This lack of dedicated meeting space creates situations where defendants and victims are mingling in the courthouse hallways prior to, during, and after court proceedings.

The Multnomah County Courthouse project will include approximately 5,000 square feet for a Public Defense Resource Center. The space will include telework offices for trial-level and appellate-level lawyers, a large conference room, and a reception area for clients. The PDSC has indicated that it could need a similar configuration within the Lane County Courthouse as well. To address this need, the space program included in this study accounts for 3,500 square feet, as identified by the county, for this use.

VI.8.2 Oregon Department of Justice

Currently, the Oregon Department of Justice (DOJ) leases approximately 13,000 square feet in Eugene from a private property owner. The DOJ's lease expires on January 31, 2018, with the possibility for short term extensions. Given DOJ staff's regular interaction with the Courts, the Department's Director of Facilities Management and Procurement has submitted a letter of interest stating her interest in potentially acquiring leased office space at a new Lane County Courthouse. The space program included in this study includes 15,000 square feet for State Offices to potentially address this need.

VI.8.3 Eugene Municipal Court

As the project team worked to identify local justice system partners that regularly interact with the Courts, there was limited discussion regarding co-location of the Lane County Circuit Court with the Eugene Municipal Court, in an effort to create a more complete justice center in downtown Eugene. When the City of Eugene completed a study of its municipal court space needs in 2006, the estimated square footage needed by 2025 was nearly 18,500 square feet. The Municipal Court also has a need for up to six secure parking spaces. The space required for this potential co-location is not included in the space program, it is simply referenced here for discussion purposes.

VII. NEW LANE COUNTY COURTHOUSE PROGRAM DESCRIPTIONS

The existing Lane County Courthouse does not meet present court facility standards. Particular concerns are the lack of adequate functional space; the difficulty in providing separate circulation and court space zoning for court employees, prisoners, and the public; poor accessibility in courtroom for individuals with disabilities; and, the inability to provide reliable/effective security throughout the Court.

As a means of guiding development of future facilities for the Court, building planning requirements were developed based upon future court system growth expectations, operational considerations, functional space needs, as well as accepted planning standards and precedents seen around the country in similar jurisdiction trial court operations and courthouse designs. The NCSC project team also assessed the existing physical building infrastructure, the surrounding site, and overall Eugene urban planning context as a basis for understanding development opportunities and challenges for a future Lane County courthouse facility. The following planning requirements are a product of both the functional/operational assessments and physical assessments conducted for this project. These requirements detail the overall programming concepts and goals, future functional space requirements, and urban planning considerations produced as a result of the master planning effort.

VII.1 Future Courthouse Planning Concepts and Goals

The proposed courthouse should serve the citizens of Lane County for many years. In consideration of the present and future needs of the Court and the citizens of Lane County, the court facility should be designed to address the following goals:

1. To convey an image of dignity and solemnity and a sense that the courthouse is one in which justice is done.¹⁶
2. To represent careful thought and consideration of the Court's operational and spatial needs.
3. To maintain flexibility to accommodate both short- and long-term space needs and contribute to the effective administration of justice.
4. To offer an environment that is easily accessible to the public and user-friendly.
5. To offer a safe and secure environment for all citizens who utilize the courthouse as well as for the judges and court employees who work within the courthouse.
6. To equip all courtrooms, offices, and other functional space with advanced technologies to facilitate the efficient administration of justice and improve the quality of service to the public.
7. To embody the ideals of sustainable design practice and incorporate green building strategies.

In the preparation of the facility plan, these goals are presented as follows:

¹⁶ See American Bar Association, Judicial Administration Division, *Standards Relating to Trial Courts* § 2.46 (1990).
National Center for State Courts

Goal 1: The court facility should be designed to convey an image of dignity and solemnity and a sense that the facility is one in which justice is done.

- The architecture throughout the interior and exterior of the courthouse should convey the image of the judicial system: dignity, strength, respect, and a sense of importance of the judicial system in the community.
- The appearance and ambiance of the courtrooms should be dignified and business-like. Consideration should be given to proper sight lines, acoustics, lighting, properly functioning heating, ventilation, and air-conditioning systems.
- The selection of finishes should be made with a view to the future. The materials selected should be functional and durable for use over time and should contribute to the overall image of dignity and institutional permanence.
- The architecture should represent an expression that is responsive to positioning within the downtown fabric of Eugene. The courthouse should improve and enrich the site and civic context in which it is located.

Goal 2: The architecture should represent careful thought and consideration of the Court's operational and spatial needs.

- The spaces should promote efficient operation of the Court with consideration to workflow, adjacencies, and proper zoning of functions.
- The architecture should promote streamlined communication and interaction between justice partners involved with the Court and result in more efficient processing of cases.
- The Court's jury assembly function should be located in a dedicated area easily accessible to both the public and court employees. The jury area may serve as a flexible space for a large staff meeting or training room when not in use by jurors.

Goal 3: The court facility should maintain flexibility to accommodate both short- and long-term space needs and contribute to the effective administration of justice.

- Judges' chambers should not be immediately attached to the courtrooms to allow adjudication space to be utilized by multiple judges if necessary. However, in order to promote easy movement between offices and courtrooms, chambers and courtrooms should be located in close proximity.
- Maximum flexibility of courtroom space is valued. Courtroom floors should be designed so that multiple types of courtroom and adjudication spaces available to all judges housed on that floor.
- The design should provide for flexibility to anticipate future changes and enhance building longevity.

- Courtrooms and ancillary spaces should be constructed to accommodate a broad range of growth or policy changes by the Court in order to enhance the facility's flexibility and long-term usefulness.

Goal 4: The court facility should offer an environment that is user-friendly and easily accessible to the public.

- The Court should be provided with adequate parking provisions or a plan for parking for judges, court employees, jurors, and court visitors.
- The courthouse should be a barrier-free, accessible facility in compliance with the American with Disabilities Act Title II requirements for governmental facilities.
- A simple and clearly displayed public directory and signage system should be provided so visitors are able to find their way around the courthouse easily. The layout of spaces should be designed for simplicity so that way-finding throughout the facility is readily apparent. The use of architectural features to serve as landmarks and the provision of exterior views are also important features to be considered to improve user orientation within the building.
- High public traffic areas should be located on the lower floors of the building so that the public visiting these offices can be served quickly.
- An easily accessible public self-service area equipped with public access computer terminals or kiosks should be provided. Clear and easy access to staff should be provided for the public to seek assistance in answering questions or preparing forms or other documents.

Goal 5: The court facility should offer a safe and secure environment for all citizens who utilize the facility as well as for the judges and court employees who work within the facility.

- Provide an integrated solution for security. The facility security planning should incorporate structural elements, architectural barriers, traffic patterns and access controls, weapons detection and screening, security surveillance devices, and properly trained security personnel and effective security operations planning in a balanced way. Security provisions should be cost-effective and developed with an understanding of the impact on operational costs and security staffing needs.
- Separate circulation systems should be provided for court employees and the public in the building to maintain proper security and work privacy. The facility should be organized into zones that are similar in function, operational needs, physical characteristics, or access requirements. Proper circulation and access control should be designed and provided at individual space zones to maintain an efficient and safe court environment.

The various circulations zones include:

- **Public Zone:** The public circulation system provides access from the public point of entry to the controlled access points for the restricted and secure areas of the courthouse. All areas that require access by the general public should be accessible from the public

circulation system including courtrooms, public counter areas and court service functions, court administration, public restrooms, public elevators, and chambers reception areas. The public circulation system also includes the public waiting areas immediately adjacent to courtrooms and attorney conference rooms. Efforts should be made to maximize natural light and views in the public lobby, waiting areas, and circulation spaces to improve the quality of the environment and to promote an image of judicial transparency. Oftentimes due to volume and/or protracted proceedings, lawyers and parties may be required to wait in hallways and alcoves. Consequently, these public spaces should provide comfortable seating, considerate of levels of conversation, safety of the parties, and respect for the adjudication process.

- **Restricted Zone:** The restricted circulation corridors provide access to court staff, judges, escorted jurors, and security personnel to courtrooms, chambers, court support space, and jury deliberation rooms. Judges and court employees should be able to move into work areas or courtrooms through private corridors and a private elevator without going through the public area.
- **Secure Zone:** A dedicated secure prisoner circulation system will be needed in the new Courthouse. Within the secure zone, sight and sound separation of different in-custody populations (adult male and female) should be provided and the design of these areas should prohibit unauthorized access by the public and escape by persons in custody. Additionally, appropriate accommodations need to be provided for juvenile detainees appearing in court as well as those who are transported to court for civil commitment hearings.
- **Interface Zone (Courtrooms):** The interface zone is the focus of all court facilities and is the destination for judges, court support staff, jurors, attorneys, witnesses, and public spectators to conduct their business in a formal courtroom setting. Access to the courtrooms should be carefully considered and planned as separate entrance approaches need to be provided for all the participants listed above.
- Security in the facility should be visible but not obtrusive. The image of the Court should convey an open and transparent judicial process while simultaneously promoting a sense of safety for all building occupants. Visitors should be aware of security controls and the presence of uniformed security personnel. Security equipment and systems are important parts of appropriate design; however, their presence in the facility should not unduly conflict with the efficient operation of the Court or compromise the citizen's perception of a fair and open judicial process.
- A shared staff and public entrance point could be provided to reduce operational screening requirements. An additional entry point may be provided for inconspicuous access for judges. Protected pathways from the judges' secure parking area to judges' chambers should be provided as possible.
- Adequate space should be provided at the main entrance for queuing of Court visitors with special attention to problems caused by extreme weather. The design should allow fast and efficient processing of those entering the court facility through a main entrance where security staff, using a magnetometer and an x-ray scanner, screen for weapons and

contraband. After clearing the checkpoint, visitors should enter into a larger area (lobby) of the building to allow people to become oriented for way-finding purposes.

- Building systems should be designed and maintained to protect public health and life safety, as well as provide direct egress routes for rapid and safe evacuation of building occupants to the outside in cases of an emergency.
- Accommodations should be made for the installation of security surveillance and monitoring systems throughout all facilities. These systems should be controlled through a central security command station and should be connected at all times to a law enforcement remote dispatch function.

Goal 6: The court facility, including all courtrooms, offices, and other functional space, should be equipped with advanced technologies to facilitate the efficient administration of justice and improve the quality of service to the public.

- The courthouse should be designed with provisions for the extensive use of computerized, advanced technologies at all functional areas for efficient operations and a secure work environment.
- Public access services should be enhanced through the use of digital information displays and self-help areas equipped with public access computer terminals or kiosks.
- Provisions for voice-activated digital recording technologies should be planned and pre-wired in all courtrooms and hearing rooms to provide a convenient, accurate record of court proceedings, requiring a minimum of human intervention.
- The courthouse should be planned for video communications technology to provide for remote defendant appearances.
- Computerized evidence display capabilities should be provided and integrated in the courtroom audio/video system.
- Security surveillance cameras, intrusion detections systems, access control systems and duress notification systems should be planned for the courthouse in a comprehensive manner. Court security systems should be monitored and managed onsite in a dedicated control and command center.
- Document imaging technology should be available throughout the facility to reduce paper circulation and storage requirements, improve record dissemination, and facilitate effective information sharing.
- The general public should be able to access Court services through the use of telecommunications and self-service information display technology. Public information and public access terminals should be provided in the public lobby or at the public self-service center for the public to access Court information. The facility should be designed with provision to allow public access to Court information and services remotely through web portals.

Goal 7: The facility shall embody the ideals of sustainable design practices and incorporate green building strategies.

It is desired that the future Lane County Courthouse incorporate sustainable concepts in an effort to reduce impacts to the environment while maximizing operational and energy efficiency. Sustainable building strategies as published by the US Green Building Council include the following.¹⁷

- **Sustainable site development:** Special attention should be paid to the building's impact on its surroundings. Strategies include reducing heat island impacts, reduced use of water resources, alternative transportation planning, and responsible landscape and site development strategies.
- **Water efficiency:** Special attention should be paid to the water use (e.g., selection of water efficient fixtures) and the design of wastewater conveyance systems.
- **Energy and atmosphere:** Various mechanical and electrical systems should be thoroughly reviewed and compared so that the most efficient and cost effective strategy is selected. Alternative energy solutions should also be considered with initial investment and long-term cost implications considered.
- **Materials and resources:** Selection of products that are produced regionally and/or made of recycled or sustainable materials.
- **Indoor environmental quality:** The quality of the indoor environment in terms of air quality, temperature, and ventilation should be carefully considered. Natural day lighting should be utilized as much as possible to lower the amount of artificial lighting needed and to provide a more pleasant work environment. Sun shading and glare reducing elements should be introduced where possible.

¹⁷ These items include the core sustainable building strategies espoused by the U.S. Green Building Council's LEED Building Design and Construction rating system. Website: <http://www.usgbc.org>.

VII.2 Lane County Courthouse Facility Functional Space Requirements

As a means of defining and guiding development of a new Lane County Courthouse, program design requirements were developed based upon functional needs, national planning standards, and precedents in major metropolitan court operations and design. As part of this process, extensive interviews were conducted with courthouse user groups and justice system stakeholders to gain a better understanding of court operations and document interactions with various justice partners, and exchange ideas about the future work environment.

It is the hope of NCSC that the following program requirements promote future court facilities that are user-friendly, safe, and efficient, convey a proper decorum and respect for the law, and will accommodate projected growth and anticipated operational changes. In consideration of the elements needed for providing modern court facilities, the previous concepts are embodied in the program requirements and should serve as guiding principles throughout the project. As a basis for building design, the following functional requirements are intended to identify the critical operating functional space and adjacency criteria for the Court, while incorporating contemporary court facility planning standards and the programming goals previously described.

VII.2.1 Courtrooms

Courtroom Types – It is planned that each court floor of the new courthouse will have a mix of courtrooms that can handle a range of case types (i.e. jury trials, non-jury trials, in-custody parties, etc.). For example, given a floorplate with six courtrooms, the array of courtrooms could include 1 large jury courtroom (2,000 sf) for high profile and multi-party trials, 3 standard criminal trial capable jury courtrooms (1,600 sf) with access to a secure holding area and prisoner elevator, and 2 small non-jury, non-criminal courtrooms (1,250 sf). A summary of the courtroom types is below:

Courtroom Types		
<i>Description</i>	<i>Size</i>	<i>Comments</i>
Arraignment Courtroom	1,900 SF	Vestibule, Attorney/Client Conference Rooms, In-Custody Access
Large Trial Courtrooms	2,000 SF	Vestibule, Attorney/Client Conference Rooms, Jury Box, In-Custody Access
Standard Trial Courtrooms	1,600 SF	Vestibule, Attorney/Client Conference Rooms, Jury Box, In-Custody Access
Small Non-jury Courtrooms	1,250 SF	Vestibule, Attorney/Client Conference Rooms

Courtroom Design Considerations - All courtrooms should be dignified, comfortable, and businesslike. Consideration must be given to proper sightlines, acoustics, lighting, heating, ventilation, and air conditioning systems. Courtroom elements must allow participants to hear and see other participants during the proceedings. Distances between speakers should be short, and sight lines should allow primary participants to observe the proceedings within a sixty degree cone of vision.

All courtroom participants and spectators should be able to hear the proceedings clearly. Acoustics should be carefully considered throughout the space with special attention paid to the litigation areas. Features such as hard and soft wall treatments, acoustic wall paneling, ceiling design, ceiling surface treatment and acoustic ceiling treatments, and carpeting are potential ways to balance and optimize the sound profile within the courtroom space. White noise machines may be used to reduce extraneous noise distractions. Sound isolation should also be carefully considered in the design through features such as soundproofing between adjacent spaces (especially holding cells, conference rooms, and the public lobby) and sound-lock entrance vestibules.

Lighting design in all courtrooms and hearing rooms should be functional, appropriate for all courtroom participants, energy efficient, easy to maintain, and should maximize use of appropriate technology. Typical illumination levels in the litigation area are between 45-55 foot-candles while illumination levels in the spectator area are typically between 15-25 foot-candles. Natural lighting in the courtrooms is desirable for psychological and aesthetic reasons; however, this may be difficult to achieve in all courtrooms because of the access and circulation requirements of the courtrooms and complementing court support spaces. If natural light is provided, diffused light is preferred and direct and reflected glare should be avoided. Where daylight is not available, general illumination can be supplemented with other wall lighting such as wall-washers or sconces.

Courtrooms design should consider three distinct points of entry including:

- **Public** - for spectators, attorneys, parties, witnesses, and press through a vestibule from the public corridor.
- **Restricted** - for judicial officers, jurors, and court personnel from a restricted court staff corridor.
- **Secure** - for escorted in-custody defendants accompanied by sheriff deputies through a controlled, secure entry near the defense attorney table from the adjacent courtroom holding area and secure circulation system.

Standard Courtroom Component Descriptions

The following items identify the primary participant components required in courtrooms. Note that all information itemized is for illustrative purposes and is intended solely to convey functional intent.

Judges' Benches

- The design of the bench should be proportionate to the courtroom and should ensure that the judge has an unobstructed view of the entire courtroom. Typically, the bench platform is raised 12 - 18 inches above the main courtroom floor level so that the judge's eye level, when seated, is level to or higher than that of any standing participant or spectator.
- A work surface should be provided to keep paperwork and reference materials within reach and accommodate multiple computer monitors.
- Adjustable height work surfaces may be considered to allow the workstation to be used by individuals with diverse physical configuration needs.
- A turnaround space should be provided behind the bench with a minimum clear space of 60 inches. The number and specific provision of ramp access to judges' benches per ADA requirements must be confirmed prior to design development.
- The judge's circulation path must never be in front of the bench.
- Provision for installation of multiple monitors and touch screen computers should be made.
- Access to data and power connectivity should be provided.

Courtroom Clerk Workstations

- The workstation should be adjacent to the judge's bench to facilitate private communication and transfer of paper material and evidence. The height difference between the workstation station floor and the judge's bench floor should not exceed 12 inches.
- The clerk's station should be located near a doorway to the restricted corridor.
- Space permitting, the courtroom clerk circulation path should not traverse the area behind the bench.
- All courtrooms should be planned flexibly so that the clerk workstation may provide accommodation for two persons, if needed.
- A turnaround space should be provided behind the clerk workstation with a minimum clear space of 60 inches. The number and specific provision of ramp access to clerk workstations per ADA requirements must be confirmed prior to design development.
- Adjustable height work surfaces may be considered to allow the workstation to be used by individuals with diverse physical configuration needs.
- Access to data and power connectivity should be provided.
- The workstation should be designed with space for a printer and a fax/copier. Under-counter file drawers for files and forms should be provided.

Jury Box (if applicable)

- Provide clear sightlines from each juror to the witness, attorneys, judge, and evidence display areas. The jury box should not extend past either the witness box or the attorneys' tables.
- Access from the jury box to the restricted corridor should be provided. If possible, access to the restricted corridor will be direct so that the jury does not have to pass in front of the bench or litigant tables.
- The jury box should accommodate people with disabilities. Provide separation between the spectator gallery and the jury box to prevent communication between jurors and the spectators, and to guard against juror harassment. This area may be used to accommodate prospective jury members sitting on movable, stackable chairs during the voir dire process.
- A front modesty panel separating the jury box from the litigation area should be provided. Side modesty panels on the spectator gallery side of the jury box may also be provided.
- All seating in the jury box should have a clear, unobstructed view of the judge, witness, attorney tables, and all displays (video or other) used to present evidence.

Witness Stands

- Witness stands should be located so that the witness has a clear facial view of the judge, jury box, counsel tables, and evidence display.
- Typically, the witness stand is raised 6 inches above the main floor level.
- All witness stands should be universally accessible with provisions made for ramp access and clear turnaround space.
- All witness stands should include modesty panels and narrow work surfaces.

Presentation Stands

- Space for a presentation stand or podium should be given consideration in all courtrooms.
- The front of the stand should be in clear view of the judge, jury (if applicable), and witness.
- The stand should be movable, height adjustable, and universally accessible.
- The stand should be floor supported (not tabletop mounted). Provide shelf and space for a microphone and for an attorney's laptop.
- The stand should be fully integrated with all courtroom technology and presentation systems.
- Floor receptacles should be planned to provide access to data and power connectivity.

Counsel Tables

- All courtrooms should be furnished with two litigation tables. Larger courtrooms have space provision for two additional counsel tables.
- Counsel tables should be located in the courtroom so that participants can be seen and heard by other participants, the judge, the jury (as applicable), and the witness.
- Tables should include a modesty panel to hide the lower body.
- Floor receptacles should be planned to provide access to data and power connectivity.

Spectator Areas

- All spectator areas should be separated with a modesty rail from the litigation area to control movement and reinforce the hierarchy of the participants.
- Seating may be either bench/church pew style seating or individual performance hall style seating. Bench seating is sometimes preferred in situations where low maintenance and maximum seating capacity are desired. On the other hand, individual performance hall seating provides larger, more comfortable seating for spectators.
- Provide wheelchair spaces, companion seating, and semi-ambulatory seating in all courtrooms. Temporary seating may be placed in wheelchair spaces when not occupied.
- Wireless hearing assistance devices should be provided for use by all court spectators and participants.
- Seating capacity requirements:
 - Assignment courtrooms: 80-100 persons
 - Large trial courtrooms: 80 persons
 - Standard trial courtrooms: 50 persons
 - Small non-jury courtrooms: 30-35 persons

VII.2.2 Courtroom Ancillary Space

Juror Deliberation Rooms - During breaks in jury trial proceedings and upon the completion of a jury trial, jurors are escorted from the courtroom to a jury deliberation room. Jury deliberation rooms should be provided in the new courthouse at a ratio of two deliberation rooms for every four jury trial courtrooms. Each deliberation room should be accompanied by a vestibule providing access to two restrooms, a coffee bar, and a small closet. The deliberation room should be equipped with a conference table with seating for twelve persons, a white board, exhibits, and video presentation system.

Deliberation rooms should be comfortable, well ventilated, and designed to minimize the stress on jurors. If possible, deliberation rooms should be located on exterior walls to allow access to natural light and views.

Jury deliberation areas should ensure confidentiality through soundproofing, controlled circulation, and supervision by court staff. Jurors will move through the facility using the restricted horizontal and vertical circulation system. Jury deliberation rooms should be located in close proximity to the courtrooms served; they should not be located adjacent to attorney conference rooms or witness waiting rooms.

Attorney / Client Conference Rooms - Conferencing rooms should be provided for attorneys and clients to meet in between courtroom proceedings. Two conference rooms should be provided for every one courtroom. Rooms should be furnished with a small conference table. One or more conference rooms may be outfitted with one-way mirrors for the video recording of proceedings to suit the needs of the local media. Interview rooms may be accessible from the public corridor or may be reached through the courtroom entry vestibule if access can be provided but controlled when the courtroom is not occupied.

Court Floor In-Custody Facilities - Courtrooms should be clustered in groups of two courtrooms served by a single prisoner distribution core. Courtroom in-custody areas should be accessible via the secure prisoner elevators which serve to transport in-custody defendants from the central holding area on the lower level. Individual holding cells, which are accessory to the jury trial courtrooms, should access the courtroom via a secure corridor or vestibule; they should not open directly into the courtroom.

All courtrooms should be separated from prisoner holding and distribution areas in such a fashion to ensure disruptive sounds are not heard in the courtroom. The door from the court floor in-custody areas should open directly into the litigation area of the courtroom; ideally in a location proximate to the defense counsel tables. Access into the courtroom must be sufficiently removed from public seating so as to restrict passing a weapon or other contraband to a prisoner.

Each jury trial courtroom shall have access to a non-contact interview booth directly adjacent to the courtroom. There is a possibility that the in-custody interview booths may also serve as temporary holding cells. Non-contact interview booths shall be divided by security glazing, with openings allowed for sound transmission. Care should be taken to provide sound isolation between the interview areas and adjoining spaces as conversations held in these rooms are confidential.

Victims/Witness Waiting – Victim/witness waiting rooms should be provided for victims and/or witnesses to wait before court appearances and during court recesses. These areas may also be used for remote and secure viewing of court proceedings. The design should convey a safe and calming environment for victims/witnesses. The waiting rooms may be equipped with lounge seating, television monitors for remote courtroom viewing, and a

unisex restroom. Access should be controlled to limit/restrict opportunities for victims and witnesses to mix with the general public.

Public Waiting Areas - Public waiting areas should include fixed seating and provide a comfortable space for the public to wait for their cases to be adjudicated. Often, these areas are provided in the form of a widened hallway outside of courtroom areas. Noise transmission from the waiting areas and lobbies into courtrooms should be mitigated through sound rated wall design and the placement of sound lock vestibules between the public lobby/waiting areas and the courtroom interior spaces. Waiting areas should be located as close as possible to areas of high public use with easy access to restrooms and water fountains.

VII.2.3 Judicial Chambers

Judges Chambers – It is planned that the judicial chambers in the new courthouse will be provided on all courtroom floors. In a variation of the collegial chambers concept, chambers will be clustered in pairs with a shared support space; however, the actual design configuration of the chambers may vary depending on site and building configuration opportunities. Regardless of the specific design solution, judges should be able to enter and exit the courthouse inconspicuously via a dedicated restricted entrance. Restricted horizontal and vertical circulation should be provided from the judges parking area to the judges' chambers. No chambers should be directly attached to any courtroom; instead, judges should have easy access to multiple courtrooms via the Restricted Circulation Zone.

Work activities typically conducted in chambers for judicial officers with trial court jurisdiction include general business correspondence, legal study and review of the law, preparation of opinions with judgment, preparation for upcoming hearings, review and study of case filings and records, and meetings and conferences with court staff and attorneys. In civil, family, and juvenile jurisdiction chambers, active cases are sometimes discussed and decided in chambers, and therefore, adequate space should be provided to comfortably accommodate several visitors. Individual chambers furnishings may include a desk, work surface, bookcases, side chairs, and small conference table. Accommodation may also be made for installation of video conferencing equipment.

Chambers Support Spaces – For each judge chambers, support space should be provided for one judicial assistant and one clerk. The support spaces for two judges may be combined in an open area to support two adjacent chambers.

In addition to the judicial assistant and court clerk workstations required for every pair of chambers, every court floor should provide a secure reception area (for attorneys or other public visitors to access the collegial chambers suite), a judicial conference room (these may be used by judges to attend to short matters in an area close to chambers), a work area/copy room, supply storage, an AV equipment closet, and shared judicial staff restrooms accessible via the restricted circulation corridor. A single large

lunchroom/breakroom is also planned and should be located so that it is easily accessed by all judicial staff.

VII.2.4 Court Administration

Court Administration manages all the non-judicial business of the court. Functions include all court clerical and customer service operations, personnel management, fiscal and budget services, jury management, information technology, community and intergovernmental relations, program development, and policy implementation.

In planning for the new courthouse, programmed space for Court Administration has been allocated among the following functional areas: Court Administration Management Offices, Public Service and General Office Areas, Shared Support Spaces, Family Court Administration, Probate Court Administration, Pre-Trial Services, and Jury Assembly. Space is not programmed for Juvenile Court Administration, as it is located at a separate facility.

It is desired that Court Administration functions are co-located in order to provide opportunities for staff collaboration, work function cross-training and back up; thus allowing the court to achieve efficiency and economy of scale.

Court Administration Management Offices - Administration oversees all court operation functions and departments. The office should be located close to the main court operations units on a lower floor of the new courthouse. Efficient means of circulation to all court departments should be provided. The office should occupy its own independent space with a reception area for controlled/supervised access. The program components located within this area include work spaces for the Court Administrator, senior court managers, and professional staff. The office should be supported by a complement of office support spaces such as a conference room, work area, supplies, and administrative and financial record storage.

Public Service and General Office Areas - It is anticipated that the Court will maintain a centralized public service center on one of the lower floors of the Courthouse. Locating the customer service center in a prominent location on the lower floor will promote easy access for the public and reduce traffic congestion in other areas of the building. The main public service center will provide all intake and cashiering services as well as a prominent public information desk and self-help area. Given the Court's transitions to an electronic environment, it is not anticipated that the new courthouse will house archived paper records. Design of public service amenities should encourage public access to the judicial system, while providing separation and security for court personnel. A large waiting area should be provided adjacent to the public counters with reasonable separation from the main courthouse entrance.

The main general clerk office is planned to be immediately adjacent to the public service interface area. The office should be primarily composed of flexible open office workspace allowing for direct supervision and collaboration of staff. A single contiguous space may

provide for more organizational flexibility in the future. Staff should have access to shared support spaces (see below) including conference rooms, restrooms, coffee areas, and copy and print work areas. Additional stand-alone scanning workstations should be provided to promote the Court's transition to a paperless environment. The staff areas should be located within the restricted zone of circulation.

Shared Support Spaces – Planned shared support space for Court Administration includes work and print rooms, conference rooms, coffee areas, shared lunch/break room and staff rest rooms. Provision for a large staff break room/lunch room could also be made in the event that a large central food service and cafeteria is not included. Other shared building amenities include a large training/conference facility (part of jury assembly), staff bicycle storage area and showers, lactation room, and a public lounge/café in the main courthouse lobby.

Family Administration – Family court facilitation services may be located separately from the main clerk office functions (although it is desired that they remain on the same floor as the other administration functions as stated previously). Family court facilitation requires reception and public/private space where facilitators can meet with self-represented litigants to review paperwork and provide necessary service referrals. It is anticipated that staff in these areas will share rest room and coffee service facilities with the main clerk's office.

Pretrial Services – The Pretrial Services department, currently located at the county jail, is included in the program although further consideration is needed to determine if the new courthouse or existing location is better suited to the Department's operation. The department interviews pretrial inmates and provides supervision of released inmates. The office should include a public waiting and counter area, open office workstations, a supervisor office, work room/print room, and a coffee area.

Juror Assembly - The juror assembly area should be located on a lower floor of the new courthouse, separated from the main public lobby with access controlled through a juror check-in area. Locating the juror assembly on a lower floor will ease public way-finding and greatly reduce wear and tear on the facility, especially on the courthouse elevators by minimizing the number of persons using them on a regular basis. In designing the assembly area, it is important to isolate the jurors from the general public to discourage the potential for a juror to overhear potentially prejudicial information from trial participants or observers in the hallways or other areas of the Court. For this same reason, dedicated juror restrooms should be provided within the assembly area.

The juror assembly area should be composed of both high occupancy assembly areas and low occupancy lounge seating. Theatre seating can accommodate large numbers of individuals in limited space, but softer, lounge-style seating is often more comfortable for jurors over longer periods of time. In addition, the lounge area may include café tables and work carrels where jurors may be able to plug in a laptop and access a wireless network.

Audio/video feeds and multiple viewing stations throughout the assembly area can facilitate effective juror orientation without having to keep all jurors in the same room.

An entrance/waiting area, check-in counter area, self check-in system area, and juror management office support work areas should all be provided. Juror assembly amenities may include a break room and a large flexible training/ conference space. This flexible space could be arranged to suit multiple settings and would be used to accommodate the large group meeting needs of the various building user groups, or alternatively, the space could accommodate situations where an especially high volume of jurors is anticipated.

VII.2.5 Grand Jury

Prior to a criminal case being filed, the case may be reviewed by a Grand Jury to determine if there is sufficient probable cause to go forward with prosecution. The Grand jury process is operated by the District Attorney's Office from the pooled jurors summoned by the Court. It is estimated that provision of one grand jury suite will be sufficient for the volume anticipated at the new courthouse. During grand jury proceedings, a Deputy District Attorney presents witnesses to the panel, one at a time. The grand jurors (7 per panel) are situated in a row of elevated chairs separated from the witnesses, with a ramp for ADA compliance. The witnesses sit at a table with the prosecutor allowing room for an interpreter or security if ordered by the court in a particular case. Space for a computer and television is required. The grand jury area is served by a complement of support spaces including a reception and waiting area, victims/witness waiting room, staff workstation, rest rooms, coffee bar, and grand jury room sound-lock vestibule. Lane County has a second grand jury operated off-site at the child advocacy center. The space requirements presented in this document include only the grand jury operated at the main courthouse.

VII.2.6 District Attorney Office

The District Attorney's primary office should be accommodated in the new Courthouse or may alternatively be located in a separate building depending on site considerations. One possibility is for the District Attorney to occupy space in the current courthouse if the Court were to vacate and make space available for expansion of current DA offices. Regardless of the site configuration, it is critical that the District Attorney maintains close adjacency to the Court. If the Butterfly Site option is pursued and does not include the District Attorney office, consideration may be given to a physical connection between the new and existing courthouse building. This adjacency and connectivity is more difficult to achieve at the City Hall Site than at the Butterfly Site, should the DA office not be included in a new courthouse facility.

Criminal Division Main Reception - The main reception area should have ample space to accommodate up to 20 visitors at any one time. Two counter workstations may be provided for use by staff to assist the public, supplying packets of information, and/or connecting the requestors to the Deputy District Attorneys directly. Two small interview rooms should

be provided adjacent to this area to allow a place for District Attorney staff to conduct meetings without bringing individuals into the main office space.

District Attorney Criminal Division Offices - The main criminal office should be located adjacent to the main reception. Efficient means of circulation to all District Attorney functions should be provided. The program components located within this area include offices and work spaces for the District Attorney (DA), Deputy District Attorneys (DDAs), and professional staff. In general, private offices should be provided for attorneys and an open office workstation environment should be provided for support staff, however, legal secretaries should be co-located with the DDAs they support. Consideration may be given to developing a large shared open office area to allow for staff pooling and flexible work allocation. Support areas such as conference rooms, scanning stations, work/copy areas, and coffee bar/galleys should be dispersed throughout the office.

The office should be supported by a complement of office support spaces such as a conference room, work areas, break/lunch room, forms and supplies storage, administrative/financial file storage, evidence storage, equipment storage scanning station, rest rooms.

Shared District Attorney Staff Spaces - District Attorney staff will have access to centralized building amenities such as the bicycle storage and wellness facilities and a large training/conferencing area.

Records Storage – At this time there are no plans for conversion of District Attorney paper records to an electronic environment and consideration may be given for storage of District Attorney files. File types include active and inactive records (misdemeanor and felony) and sensitive records. Space provisions have been made for active file storage although space for archived file storage is not included in the current program. Because of the nature of the files, the chain of custody of evidence, and the investigations performed in this room, security and access to the sensitive records space should be tightly controlled.

Victims Services Division – The Victim Services Program provides comprehensive services to adult crime victims involved in the criminal justice system, whether or not they are involved with the prosecution of the offender. The building program includes space for the Victims Services division to be included in the overall District Attorney space. The space program should include consideration for the following: A reception/check-in area; public counter workstations; an interview room adjacent to the reception area; a central victims lounge with rest room, a victims and witness break/vending area, a large conference room with seating for 24 persons, open office space for flexible arrangement of staff workstations, a work/copy area, and supply/file storage. In addition, space is provided in the program for a victims/witness waiting area to be located on each courtroom floor of the new courthouse.

Family Law Division (Child Support Enforcement) – The Family Law Division is responsible for representing the State in establishing, modifying, and enforcing child and support orders. The space program includes the following: A reception/check-in area, public counter workstation, conference room, office space for Assistant District Attorneys, open office workstations for support staff, work/copy area, secure records storage, scanning station, and a coffee bar/galley.

Due to strict federal regulations, this section must be separate and secured from the rest of the District Attorney's office¹⁸. Confidential information can be accessed / disclosed only as required by state or federal statute or rule. Compliance with the regulations is a condition of federal grant funding, which constitutes 66% of this program's operating budget. In addition to risking loss of grant funding, violation of these regulation carry possible criminal, as well as civil, sanctions.

Any design that contemplates Family Law sharing a reception area/duties with other District Attorney staff must consider that anyone (not already a Family Law employee) accessing the Family Law computer system to assist the public would have to be trained and given access by the state and comply with all rules and regulations above, including regular testing for confidentiality and IRS regulated data restrictions.

District Attorney Satellite Office – In the event that the main District Attorney office is not included in the new courthouse, provisions should be made for a satellite office which may provide support to the deputy DAs as they work in the courthouse, away from their main office. The satellite office may include a small public reception and waiting area and public access should be controlled, for security purposes, by the reception desk at the front of the office. The victims/witness lounge and several private conference rooms to meet with clients may also be included as part of the satellite office. Plea bargaining rooms should also be included in the satellite office for use by the deputy DAs to negotiate their cases prior to being in court. The satellite office should include non-permanent/ hoteling work stations and work carrels to be used by the deputy DAs between court appearances to conduct administrative work. A limited amount of records storage and secured evidence/exhibit storage should also be included for storage of case files, exhibits, etc. while deputy DAs are in court, or utilizing the office for multi-day trials. The satellite office should also include common support areas such as a work/ copy area for printing and copying, a small galley, lockers for storage of personal belongings and private staff restrooms. A space program for a District Attorney satellite office is included in this study and in the proposed courthouse concepts that do not house the full District Attorney's office.

¹⁸ USC Title 26 – IRS Publication 1075, and 2014 Federal Office of Child Support Enforcement (OCSE) Security Agreement between US Department of HHS/Administration of Children and Families/OCSE and the Oregon Child Support Program (CSP)

VII.2.7 Lane County Sheriff Prisoner Transport Operations

The Lane County Sheriff is charged with both the security of the courthouse and for the supervision and transport of in-custody defendants. The new courthouse must have secure facilities to receive, hold, and transport in-custody defendants to and from courtrooms as well as central command facilities to coordinate courthouse security and manage the in-custody population. Facilities shall include a central security command, central intake and holding, and court floor holding.

Sally Port - A vehicular sally port shall be provided for secure loading and unloading of in-custody defendants in and out of Sheriff transportation vehicles. The sally port may alternatively be occupied by a 53-foot long MCI passenger bus. The sally port area may include a wall-mounted gun locker. From the vehicular sally port, in-custody defendants will travel through a smaller pedestrian sally port into an initial staging area before being escorted to the central holding area.

Central Holding - The new courthouse should be planned to securely and efficiently handle large volumes of in-custody defendants on a daily basis; no overnight in-custody facilities shall be provided. Currently, the Sheriff averages 25-30 prisoner transports to the courthouse during high traffic times. The planning target occupancy for the new courthouse is 40 prisoners. A central holding and prisoner distribution area shall be provided to receive in-custody defendants. Holding cells should be arranged in a manner to facilitate separation of various in-custody populations that require separation (e.g., males, females, juveniles, mentally ill, and high-risk populations).

In-custody defendants awaiting a court hearing or trial will typically be held in the central holding area before being escorted by deputies to the courtroom floors. The central holding area will contain both single and multiple occupancy cells; separation will be provided between different in-custody populations including males, females, and juveniles. All holding cells shall be designed to provide sound separation from adjacent cells; juvenile cells shall have sight and sound separation from the adult section. All holding cells should be equipped with security grade fixtures including sinks, water closets, and fixed bench seating. The sink and water closet unit may be combined and have modesty panels (note: care should be taken in the design of modesty panels as to not allow for wrapping or hanging of clothing to prevent potential suicide attempts; therefore, solid floor mounted panels should be considered).

Interview areas for attorney and defendant conferences shall not be provided in the central holding area as there is not sufficient deputy staffing to accommodate this function. Instead; non-contact interview booths will be provided adjacent to courtrooms on the upper floors of the new courthouse. Non-contact interview booths shall be divided by security glazing, with openings allowed for sound transmission. Care should be taken to provide sound isolation between the interview areas and adjoining spaces as conversations held in these rooms are confidential.

Central Security Control Center - The security control center serves as the central core of transport operations. From this area, sheriff personnel will monitor the flow of in-custody defendants through the sally port, detentions cells, secure corridors, secure elevators, and the courtroom holding areas.

The central control area will also allow for security monitoring throughout the courthouse including the building exterior, all public areas, courtrooms, and courtroom support areas. The control room should be equipped with workstation surveillance and safety monitoring equipment including electronic door control panels, video monitors, duress alarm systems, and related equipment necessary to maintain supervision of the court facility. Security-glass windows should be provided to enable staff to directly observe the central holding area.

The central security command shall be located in central holding area with visual control over holding area corridors. Access to the command center will be controlled and gained via the secure circulation system. A smaller security station will be maintained adjacent to the main entrance and security screening area.

Court Floor In-Custody Facilities – See description under “Courtroom Ancillary Space”

Building Security Monitoring Room - A building security monitoring room which will serve as the central core of court security operations at the courthouse (including the building exterior, all public areas, courtrooms, and courtroom support areas). The building security control center may be located near the main entrance of the court facility so as to provide close support for security screening operations or may be located adjacent to the Sheriff Transport offices and central holding area to promote staff access and backup capability. Regardless of location, access to the control center should be tightly controlled. The control room(s) should be equipped with surveillance and safety monitoring equipment including electronic door control panels, video monitors, duress alarm systems, intrusion systems, and related equipment necessary to maintain supervision of the court facility. Wall space should be provided for sufficient room to maintain multiple large screen displays. Multiple camera views may be monitored on each screen using duplexing technology. An equipment closet used for storage of monitoring equipment on racks is typically provided.

Transport Operations Support – To support the transport operations as well as to provide security in the building the Sheriff requires a number of support facilities to be housed in the new courthouse. The required spaces needed include a transport deputy muster room with space for up to ten deputies; one transport sergeant office, one civil section sergeant office, an open office work area with ample space for five workstations; storage area; and shower/locker room facilities. Also included is an open office work area for Civil Deputy Sheriffs who are tasked with supporting transport operations as available.

VII.2.8 Lane County Sheriff Main Office

The Sheriff's Office conducts criminal investigations, maintains evidence and property storage, has an extensive criminal justice records section, and operates a 24/7 dispatch center. Other functions include process services (criminal and civil), emergency management, and search and rescue functions. Administrative functions include budget administration, accounting, training, personnel, labor contract administration, liability and other administrative functions.

Administrative Division – The Lane County Sheriff's Office Administrative Division's function is to support all other divisions within the Sheriff's Office. It is responsible for the coordination of programs within the agency, ensuring that policies and procedures relating to budget, accounting, training, personnel, labor contract administration, liability, and other administrative functions are consistently applied and followed. The Administrative Division provides training for all certified and non-certified staff, human resource services, and resource development – including volunteer coordination, public relations, professional standards, labor relations, and planning and emergency management coordination.

Co-location of the Administrative Division inside the new courthouse is identified as desired by the Sheriff's Office given the close functional relationships and staff sharing that occurs across Sheriff's Office divisional lines. Physically separating work units may impose operational challenges, present inefficiencies, and incur significant additional operating costs.

The program components located within this area include offices and work spaces for the Sheriff, Chief Deputy, and professional staff. The office should be supported by a complement of office support spaces including a central reception and waiting area, work areas, break room, Sheriff Storage room, an armory, amateur radio operations center, personnel file room, and emergency operations center/ training room, restrooms, lockers and showers.

Emergency Operations Center (EOC) - The primary Lane County Emergency Operations Center (EOC), located within the Sheriff's Office, is planned as a 1200 sf central command and control facility which is used during emergency situations to ensuring the continuity of County operations. It is designed to facilitate operational decision-making and configured in accordance with the concept of emergency operations. When not in use as an EOC, the space may be utilized as a training room for use by the Sheriff's Office. The EOC should be located in close proximity to bathrooms and a break room area. A separate office for the Emergency Services Manager should be provided in close proximity.

Fiscal Section – The Fiscal section of the Sheriff's Office provides all the financial support for the Department including accounts payable, accounts receivable, payroll, general ledger, grant management and contract administration. The program components include

offices and workstations, general storage, fiscal stores/sewing room coffee area, and a conference room.

Co-location of the Fiscal Section inside the new courthouse is identified as strongly desired, given the close functional relationships and staff sharing that occurs across Sheriff's Office divisional lines. Physically separating work units will impose operational challenges, present inefficiencies, and incur significant additional operating costs.

Police Services Section – The primary function of Police Services is street patrol and violent crime investigation. While many of the patrol deputies are not permanently housed in the facility, office space is used for patrol briefings and report writing and homicide investigations. Detectives investigate mainly major violent felonies and conduct interviews with witnesses, victims and accused in-custody persons. This division also conducts trainings for several different work groups within the Sheriff's Office including K9 and Search and Rescue (SAR). Program components include a waiting room, offices and workstations, storage, coffee area, a conference room, shared patrol offices, mail area, C.I.S. / Cold Case Room, C.I.S. / detective interview rooms, C.I.S. / Detective waiting room, briefing room, C.I.S. volunteer/special projects room, report writing room and training supply storage.

Co-location of the Police Services Section inside the new courthouse is identified as strongly desired, given the close functional relationships and staff sharing that occurs across Sheriff's Office divisional lines. Physically separating work units will impose operational challenges, present inefficiencies, and incur significant additional operating costs.

Police Records/Civil Services and Dispatch – Police Records is a multi-faceted work unit that occupies several work areas including civil service, warrants, and dispatch/communications. Program components include a central reception and public counters, a separate civil intake waiting and counter area, offices and workstations, archival records storage, staff lockers and mail boxes, radio room, a communication center and dispatch room, conference room, rest rooms, and coffee/break galley.

Co-location of Police Records/Civil Services & Dispatch inside the new courthouse is identified as strongly desired, given the close functional relationships and staff sharing that occurs across Sheriff's Office divisional lines. Physically separating work units will impose operational challenges, present inefficiencies, and incur significant additional operating costs.

Property/Evidence Section – The Property/Evidence Unit is a highly restricted work area. Functions include intake of evidence, storage of evidence, immediate retrieval of evidence, purging of evidence, processing of evidence to include fingerprinting, return of held property to the public, mailing of items to outside agencies, receipt of items from outside agencies, coordination with and transport of items to the OSP Crime Lab, etc. Program components include: a property/evidence intake area; active evidence storage; old evidence

storage; large case storage; supply area; firearm storage; blood dryer and refrigerator area; active case drug storage; work area; and technician work area.

Co-location of the Property/Evidence Section inside the new courthouse would be convenient but is identified as not critical. The significant expense associated with constructing new space in a multi-story urban building with necessary environmental controls to house property and evidence is difficult to justify if suitable existing county owned space may be utilized.

VII.2.9 State Offices

Significant space has been reserved in the program for the inclusion of a yet to be determined state office entity. This entity will most likely occupy office space which include a reception area(s), private offices, open cubicle work areas, and office support spaces such as conference rooms, work room and printing areas, break room(s) and staff restrooms.

VII.2.10 Public Space and Building Amenities

Entry and Main Lobby – The main entry and lobby will serve both functional and symbolic purposes. Functionally, the entry and lobby must accommodate large numbers of visitors, particularly on busy Court days during early business hours (it is estimated that the volume of visitors to the Court can exceed more than 600 persons in one day). The entry and lobby are also important symbolically as the first impression visitors have when visiting the Court. The design should evoke a sense of order and respect for the judicial process while providing a businesslike environment that is easily monitored and controlled by security officers.

All court functions should be accessed from the exterior through a single main entrance. The District Attorney's Office and Main Sheriff's office, if included, will also be accessed through this single main entry as well. The main entrance screening will accommodate both staff and public visitors (judicial officers and elected officials will be provided with a separate and secure private entrance). The entrance should include both public and employee screening areas, each equipped with metal detectors and x-ray equipment. A lobby security station should be provided to allow direct visual surveillance of the entire lobby area by security officers. A public information desk should also be provided in the main lobby.

The areas inside entry doors leading to the screening stations should be large enough to allow for queuing of visitors during inclement weather. Additionally, the building design should consider provision of a covered exterior area outside of the main entry. A double door weather vestibule may be considered at the main entrance, or alternatively, the entry design may consider the installation of revolving entry doors to avoid the necessity and space required for a climate regulating entry vestibule.

From the lobby, visitors should have clear and easily understood access to all public service areas, courtrooms and all publicly accessed court support areas. Controlled access to and from the main lobby and restricted circulation zone should be provided.

Public Lounge Area - A public lounge area furnished with seating and café tables could be located in an easily accessible and publicly visible area on one of the lower floors of the courthouse. The lounge could accommodate public visitors as well as staff to be used for informal meetings, eating, and waiting. Food service, if any, may include a coffee or sandwich stand.

Bicycle Storage Facilities –Future planning should provide facilities that encourage continued use of alternative means of transportation. In addition to bike storage facilities, provision should be made for personal storage lockers, changing areas, and showers. Consideration should be given to the needs of various populations that use the building including males, females, gender-neutral, and disabled persons.

Lactation Rooms – A dedicated lactation room may be considered to allow private space for mothers. Provision for ‘mothers areas’ within female restrooms may also be considered.

VII.2.11 Building Support

Central Mechanical Room – Provision for a large central mechanical room has been made in the program. Preliminary sizing is based on overall building size and a split building occupancy of assembly and office space. It is desired that critical building systems components not be located below grade to avoid flooding risk.

Mail Rooms – Provide a mail room for delivery, screenings, and sorting of all mail to courthouse occupants.

MDF/IDF Rooms – Currently, the main server is located at the county data center away from the existing courthouse. The new courthouse should be equipped with a network entry point, Main Distribution Frame (MDF) room and Intermediate Distribution Frame (IDF) rooms on each floor of the courthouse stacked to form a vertical backbone throughout the building.

Electrical Distribution Rooms – Provide stacked electrical distribution rooms on each floor of the courthouse to form a vertical backbone throughout the building.

Loading Dock – Provide a loading dock area and receiving/holding area(s). May consider provision for subdivision of Lane County and State agency spaces.

Media Access – A switching room may be provided on the first floor to allow transmission of courtroom camera feeds to media outlets. Site provisions for media vans may also be considered.

Secured Parking Areas – Provision for an underground secure judicial parking area has been made in the space program. The underground parking should have direct access to the secure judicial elevators so that judges and senior officials can access their respective offices without coming into contact with members of the public or with in-custody prisoners. It is anticipated that the total number of parking spaces that are ultimately provided will vary depending on a number of yet to be determined factors. These factors include but are not limited to the following: the size of the building lot and footprint; the proportional dimensions of the footprint (e.g., is the length and width appropriate for the efficient arrangement of parking stalls?); site access and ramping requirements; and the extent to which other building program elements are placed in the basement level of the courthouse (e.g., building mechanical, janitorial and maintenance functions as well as Sheriff transport operations). Ultimately, the County has an interest in maximizing the amount of parking provided given the potential constraints previously listed. It is anticipated that the number of parking spaces ultimately provided will be determined during building design; therefore, the following is a listing of the minimum underground parking required that may be used for planning purposes:

Minimum Number of Secured Parking Spaces Required	
No. Spaces Required if DA and Sheriff Main Offices are Not Located in the Courthouse	No. Spaces Required if DA and Sheriff Main Offices are Not Located in the Courthouse
Judges (17) Court Administrator (1) DA official (2) Sherriff official (2) Sheriff transport squad cars (2) Sheriff transport vans (2) Sheriff oversized transport vans (2) <u>Maintenance trucks (2)</u> Total: 30 parking spaces	Judges (17) Court Admin (1) DA Official (5) Sheriff Executive Team (3) Sheriff Detective Parking (5) Sheriff transport squad cars (2) Sheriff transport vans (2) Sheriff oversized transport vans (2) Maintenance trucks (2) <u>Property and Evidence (1)</u> Total: 40 parking spaces

VIII. FUTURE SPACE REQUIREMENTS PROJECTIONS

Court system growth projections, staffing projections, operational consideration, functional needs, accepted court facility planning standards, and experience in developing criteria for similar circuit court facilities form a comprehensive basis for development of future space requirements, expressed in terms of square footage needs. This section of the report contains a summary of the projected departmental space requirements for each department to be included in planning for the future Central Courthouse facilities. The space requirement sheet for each department contains the following information:

- The types of functional space
- The number of functional units required
- The net square footage of the functional unit/space
- The time schedule of when the space is needed in the future
- The net assignable floor space for each division and office
- Departmental circulation factor
- The total assignable floor space for each department and office
- The overall gross building area required

VIII.1 Definitions of Square Footage Terms Used in the Space Estimates

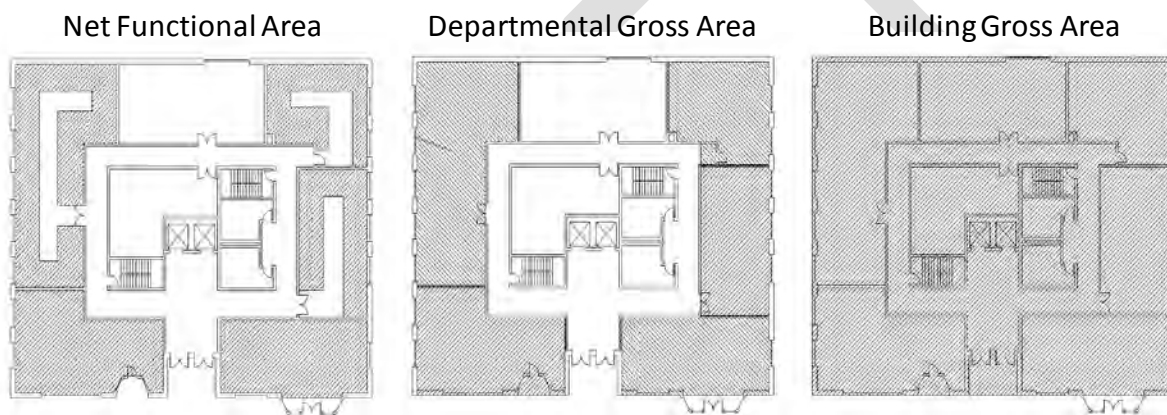
The space projections contained in this report were developed based on the programmed, assignable, functional space anticipated for conducting the planned activities within the court environment, and the necessary un-assignable floor space for the building elements, circulation space, building service mechanical rooms, and other public areas. Three types of space data, namely Net Square Feet (NSF), Departmental Gross Square Feet (DGSF), and Building Gross Square Feet (BGSF), were used for the development of the space requirements.

Net Square Feet (NSF). Net area – also called “programmable area” – is measured in net square feet (NSF). Net area describes the actual working area of an office, workstation, or support space. Net area represents the actual area assigned for a specific space for function, excluding permanent structural or architectural elements and internal circulation.

Departmental Gross Square Feet (DGSF). Departmental area – also called “usable area” – is measured in departmental gross square feet, including all net areas (as described above) and a factor to account for interior wall thicknesses, corridors and pathways within a department, columns and other structural elements, and inefficiencies created by shaft spaces that penetrate through the floors within departmental areas, and the like. This value represents the total area that is typically used when calculating the area on a floor that a specific unit or department would require. To arrive at the departmental gross square footage, each total departmental net area is multiplied by a specific grossing factor appropriate to the function for which the space is intended. For example, an open office work environment occupied primarily by cubicle workstations requires a higher departmental grossing factor than a closed private office environment due to the fact that cubicles typically require circulation on more than one side

while closed offices typically do not. Programmed areas such as prisoner holding spaces are assigned a relatively high departmental grossing factor to account for larger corridor widths needed for safe transport of prisoners. Programmed areas such as the main lobby, storage rooms and mechanical rooms are assigned a relatively small departmental grossing factor because of the minimal internal circulation required in these spaces.

Building Gross Square Feet (BGSF). Building gross area, includes the total of all departmental areas (as described above), with an additional factor to account for major public circulation among departments, elevators, stairwells, mechanical and electrical spaces not specifically included in the project space listing, exterior walls, and any other common spaces not clearly identified as net areas. Building gross area is measured to the exterior surface of permanent outer building walls, and includes all enclosed areas. Building gross area is accounted for in the space program by adding an overall building grossing factor to each major departmental area after individual departmental grossing factors have been applied.



VIII.2 Courthouse Functional Space Summary

The following table summarizes the proposed space requirements using modern courthouse space standards for a single building structure housing all departments considered for occupancy in the new Lane County Courthouse. As the Court and court-related agencies, District Attorney and Sheriff's Administration Office grow in the future, the new Courthouse may need up to approximately 249,752 BGSF, by year 2055, based on current practices and planning assumptions. If the District Attorney's Main Office and Sheriff's Administration Office are located outside of the new Courthouse, the new court facility will need approximately 180,988 BGSF by year 2055.

Departmental Space Summary	2015 Estimated Needs	2055 Estimated Needs
1.0 PUBLIC FACILITIES & BUILDING SUPPORT SPACES		
1.1 MAIN ENTRANCE AND LOBBY	3,371	3,465
1.2 PUBLIC AMENITIES	3,174	3,588
1.3 GENERAL BUILDING SUPPORT SPACES	3,536	3,697
1.4 SECURE JUDICIAL PARKING	9,850	10,900
1.5 BUILDING SYSTEMS SUPPORT SPACES	6,523	6,820
DGSF	26,454	28,470
2.0 COURTROOMS AND CHAMBERS		
2.1 COURTROOMS AND ANCILLARY SPACE	43,259	52,393
2.2 JUDICIAL CHAMBERS	12,471	13,911
DGSF	55,730	66,304
3.0 COURT ADMINISTRATION		
3.1 MANAGEMENT OFFICES	3,549	3,861
3.2 PUBLIC SERVICES AND GENERAL OFFICE CLERKS	4,389	5,132
3.3 SHARED SUPPORT SPACES	2,603	2,686
3.4 FAMILY COURT ADMINISTRATION	526	594
3.5 PRE-TRIAL SERVICES	1,347	1,414
3.6 JURY ASSEMBLY / LARGE GROUP TRAINING / CONFERENCE AREA	3,886	4,432
DGSF	16,299	18,118
4.0 DISTRICT ATTORNEY OFFICE		
4.1 DA CRIMINAL DIVISION	11,613	13,279
4.2 VICTIM SERVICES DIVISION	3,314	3,717
4.3 FAMILY LAW DIVISION	3,305	4,082
4.4 GRAND JURY	1,277	1,277
4.5 ADDITIONAL PARKING IF DA IS LOCATED IN COURTHOUSE	1,050	1,050
DGSF	20,558	23,405
4b.0 DISTRICT ATTORNEY SATELLITE OFFICE AND GRAND JURY		
(NOTE: DA SATELLITE FACILITY IS REQUIRED IF DA OFFICES ARE NOT LOCATED INSIDE THE NEW COURTHOUSE)		
4b.1 DA SATELLITE OFFICE	1,750	1,847
4b.2 GRAND JURY	1,277	1,277
DGSF	3,026	3,123

Departmental Space Summary	2015 Estimated Needs	2055 Estimated Needs
5.0 SHERIFF TRANSPORT OPERATIONS AND CENTRAL HOLDING		
5.1 SALLY PORT	2,520	2,520
5.2 CENTRAL HOLDING AREA	1,050	1,440
5.3 TRANSPORT OPERATIONS SUPPORT	1,570	1,931
DGSF	5,140	5,891
6.0 SHERIFF MAIN OFFICE		
6.1 LCSO ADMINISTRATION	7,534	9,172
6.2 LCSO FISCAL SECTION	2,903	3,065
6.3 LCSO POLICE SERVICES DIVISION	7,189	8,841
6.4 LCSO POLICE RECORDS SECTION	6,149	6,809
6.5 LCSO PROPERTY / EVIDENCE SECTION	4,290	4,394
6.6 PARKING IF SHERIFF MAIN OFFICE IS LOCATED IN COURTHOUSE	2,450	2,450
DGSF	30,514	34,731
7.0 PAROLE AND PROBATION COURTHOUSE SERVICES		
7.1 PAROLE AND PROBATION COURTHOUSE SERVICES	4,384	4,384
DGSF	4,384	4,384
8.0 STATE OFFICES		
8.1 OREGON DEPARTMENT OF JUSTICE	15,000	15,000
8.2 OREGON PUBLIC DEFENSE SERVICES COMMISSION (PDSC)	3,500	3,500
DGSF	18,500	18,500

Courthouse Overall Space Summary	2015 Estimated Needs	2055 Estimated Needs
Total Departmental Gross Square Feet (DGSF)	177,578	199,802
Total Building Gross Square Feet (BGSF) (25% Grossing Factor)	221,973	249,752
Total Departmental Gross Square Feet (DGSF) Without Sheriff Main Office	147,064	165,071
Total Building Gross Square Feet (BGSF) Without Sheriff Main Office (25% Grossing Factor)	183,831	206,339
Total Departmental Gross Square Feet (DGSF) Without Sheriff Main Office & District Attorney Office	129,533	144,790
Total Building Gross Square Feet (BGSF) Without Sheriff Main Office & District Attorney Office (25% Grossing Factor)	161,916	180,988

IX. FUTURE COURT FACILITY SITE PLANNING ALTERNATIVES

IX.1 Site Development Criteria

The site development options and the subsequent analysis of the courthouse concepts presented in this report are based on the following criteria:

IX.1.1 Functional Criteria

- Provide locations for all functions that facilitate the efficient administration of judicial/administrative and staff resources.
- Facilitate coordination of individual office and court operations.
- Provide for convenient movement of staff and material between functional areas.
- Provide for proper security, including separate building circulation for judicial staff, public, and in-custody defendants.
- Maximize convenience to those involved in the judicial process including the public, local law enforcement, bench, and bar.

IX.1.2 Physical Criteria

- Maximize functionally appropriate, long-term use of the existing court and county administration facilities.
- Provide proper functional space to meet projected court and agencies departmental requirements through the year 2017.
- Provide expansion potential to accommodate future requirements beyond the planning horizon.
- Accommodate interdepartmental proximity requirements in a manner facilitating public service.

IX.1.3 Strategic Criteria

- Provide a building strategy that permits modifications and adjustments to accommodate future requirements.
- Provide an implementation option that minimizes unnecessary relocation of functions, disruption to the regular court service delivery, and redundant renovation.
- Provide a building strategy that enhances the overall civic presence of the Circuit Court.

IX.1.4 Economic Criteria

- Minimize capital costs.
- Minimize operational costs.

IX.2 Planning Conclusion

The courthouse concepts presented in this study represent varying approaches to addressing Lane County's future court facility needs. Each option presents unique opportunities and given the complexity of the planning of a judicial facility, the final decision on the implementation strategy should be made jointly by court and county officials when the facility strategic plan is finalized. Detailed architectural and engineering analysis will be required in order to prepare an accurate project budget and implementation schedule.

Regardless of the site option ultimately chosen for implementation, it is important to consider the use and occupancy of the existing courthouse as this will have a significant impact on the ultimate size and cost of new construction required. For reference, Appendix Six illustrates possible square footage allocations in the existing courthouse for use by the District Attorney and Sheriff.

X. NEW LANE COUNTY COURTHOUSE COST OPINION

X.1 Hard Construction Costs

Each courthouse concept included in the study has been assigned an estimate of hard construction costs, for the purposes of discussion. The construction cost estimates included in this report best serve as comparators of relative costs between the different courthouse concepts and may not be the final construction costs at the time of implementation. Ultimately, court facility construction costs and related project costs are based on a variety of considerations and elements. The final design and construction delivery method selected by Lane County will significantly affect the overall project cost. In developing the hard construction cost estimates included in this study, benchmark costs of similar courthouse projects around the country and local cost indexes were taken into account. These cost estimates are details in the appendices.

X.2 Construction Cost Escalation

The cost opinion assigned to each of the courthouse concepts is based on current market conditions and does not include escalation of construction cost indexes.

X.3 Project Soft Costs

In identifying total project costs at the planning stage it is also important to recognize additional cost premiums that are typically involved. These costs are often described as soft costs and typically include items such as furnishings/fixtures/equipment (FF&E) architecture and engineering costs, construction/project management costs, bidding costs, permit negotiations, legal fees, materials testing, and project contingencies. Project soft costs can vary considerably but often range between 25% and 30% of the estimated construction costs.

XI APPENDICES

XI.1 Appendix 1 - Detailed Space Listings

XI.2 Appendix 2 – Hold for Site Options Massing Study

XI.3 Appendix 3 - Hold for Site Options Analysis

XI.4 Appendix 4 - Hold for Site Option 1 Blocking and Stacking Concept

XI.5 Appendix 5 - Hold for Site Option 2 Blocking and Stacking Concept

XI.6 Appendix 6 - Hold for Existing Courthouse Future Utilization Blocking Study

XI.7 Appendix 7 - Existing Courthouse Floor Plans and Space Utilization

Departmental Space Summary		2015 Estimated Needs	2055 Estimated Needs
1.0 PUBLIC FACILITIES & BUILDING SUPPORT SPACES	DGSF	26,454	28,470
2.0 COURTROOMS AND CHAMBERS	DGSF	55,730	66,304
3.0 COURT ADMINISTRATION	DGSF	16,299	18,118
4.0 DISTRICT ATTORNEY OFFICE	DGSF	20,558	23,405
4b.1 DISTRICT ATTORNEY SATELLITE OFFICE	DGSF	1,750	1,847
4b.2 GRAND JURY	DGSF	1,277	1,277
5.0 SHERIFF TRANSPORT OPERATIONS AND CENTRAL HOLDING	DGSF	5,140	5,891
6.0 SHERIFF MAIN OFFICE	DGSF	30,514	34,731
7.0 PAROLE AND PROBATION COURTHOUSE SERVICES	DGSF	4,384	4,384
8.0 STATE OFFICES	DGSF	18,500	18,500
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4.4 GRAND JURY		1,277	1,277
4.5 ADDITIONAL PARKING IF DA IS LOCATED IN COURTHOUSE		1,050	1,050
	DGSF	20,558	23,405
4b.0 DISTRICT ATTORNEY SATELLITE OFFICE & GRAND JURY			
(NOTE: DA SATELLITE FACILITY IS REQUIRED IF DA OFFICES ARE NOT LOCATED INSIDE THE NEW COURTHOUSE)			
4b.1 DA SATELLITE OFFICE (If DA office not in Courthouse)		1,750	1,847
4b.2 GRAND JURY (If DA office not in Courthouse)		1,277	1,277
	DGSF	3,026	3,123
5.0 SHERIFF TRANSPORT OPERATIONS AND CENTRAL HOLDING			
5.1 SALLY PORT		2,520	2,520
5.2 CENTRAL HOLDING AREA		1,050	1,440
5.3 TRANSPORT OPERATIONS SUPPORT		1,570	1,931
		5,140	5,891

Lane County New Courthouse Space Listings

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6.0 SHERIFF MAIN OFFICE			
6.1 LCSO ADMINISTRATION		7,534	9,172
6.2 LCSO FISCAL SECTION		2,903	3,065
6.3 LCSO POLICE SERVICES DIVISION		7,189	8,841
6.4 LCSO POLICE RECORDS SECTION		6,149	6,809
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6.6 ADDITIONAL PARKING IF SHERIFF MAIN OFFICE IS LOCATED IN COURTHOUSE		2,450	2,450
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7.0 PAROLE AND PROBATION COURTHOUSE SERVICES			
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	DGSF	4,384	4,384
8.0 STATE OFFICES			
8.1 OREGON DEPARTMENT OF JUSTICE		15,000	15,000
8.2 OREGON PUBLIC DEFENSE SERVICES COMMISSION (PDSC)		3,500	3,500
	DGSF	18,500	18,500

1.0 PUBLIC FACILITIES & BUILDING SUPPORT SPACES	Extg Unit Area	FTE (2015)	Quantity (2015)	Proposed Unit Area	Quantity (Future)	Total Net Area (Current)	Total Net Area (Future)	User Priority: 1 - Critical 2 - Important 3 - Desirable	Notes
1.1 MAIN ENTRANCE AND LOBBY									
Entry and Security Screening Areas									
Exterior Public Queuing									Not included in interior floor space
Building Entrance Vestibule			1	250	1	250	250	1	
Interior Public Queuing			1	360	1	360	360	1	Space for approx. 40 persons @ 9sf/person
Screening Stations			2	180	2	360	360	1	Each station includes one x-ray and two magnetometers
Security Officer Station			1	150	1	150	150	1	Raise two steps; Space for two staff (one permanent plus additional backup staff member), provide alarm and video monitoring capability
Main Lobby									
Main Lobby			1	2,000	1	2,000	2,000	1	Great Room Concept
Information Desk				Included in Court Administration listings					
Information Kiosks			3	30	6	90	180	2	Distributed on high volume floors
Public Restrooms				See Building Support space					
Elevators				See Building Support space					
MAIN ENTRANCE AND LOBBY SUBTOTAL						Current	Future		
Net Square Footage Total:						3,210	3,300		
Circulation Factor:					5%	161	165		Smaller grossing factor for open lobby vs. office or court environmen
Departmental Gross Square Footage Total:						3,371	3,465		

1.0 PUBLIC FACILITIES & BUILDING SUPPORT SPACES	Extg Unit Area	FTE (2015)	Quantity (2015)	Proposed Unit Area	Quantity (Future)	Total Net Area (Current)	Total Net Area (Future)	User Priority: 1 - Critical 2 - Important 3 - Desirable	Notes
1.2 PUBLIC AMENITIES									
Restrooms									
Public Restroom (high volume floors)			4	220	4	880	880	1	2 per floor - # floors TBD; Greater fixture count & SF for females
Public Restroom (lower volume floors)			6	180	8	1,080	1,440	1	2 per floor; - # of Floors TBD; Greater fixture count & SF for females
Lactation Room			1	100	1	100	100	1	
Public Lounge Area			1	600	1	600	600	2	Includes Café Tables, Food Cart/Coffee Stand
Vending Alcove			1	100	1	100	100	3	
PUBLIC AMENITIES SUBTOTAL						Current	Future		
Net Square Footage Total:						2,760	3,120		
Circulation Factor:					15%	414	468		
Departmental Gross Square Footage Total:						3,174	3,588		
1.3 BUILDING GENERAL SUPPORT									
Staff Restrooms				Included in Departmental listings					
Bicycle Storage and Changing Facility									658 Total 2050 Staff Estimate (463 FTE Current)
Bicycle Hangers			25	9	30	225	270	1	
Bicycle Lockers				15		0	0	3	
Personal Lockers (Male)			15	5	15	75	75	3	
Showers/Changing (Male)			1	100	1	100	100	3	Includes (1) shower
Personal Lockers (Female)			15	5	20	75	100	3	
Showers/Changing (Female)			1	100	1	100	100	3	Includes (1) shower
Child Respite Care									Locate on lower floor
Registration			1	100	1	80	100	3	
Play Room			1	250	1	300	250	3	
Rest room			1	50	1	50	50	3	
Mail Room	475		1	400	1	400	400	2	Provision for subdivision of county and state agency spaces
Loading Dock									
Dock Area			1	250	1	250	250	1	
Receiving / Holding Area / Supplies Storage			1	400	1	400	400	1	Provision for subdivision of county and state agency spaces
Central Janitorial Storage			1	120	1	120	120	1	To be located in the Central Courthouse Basement
Central Maintenance Shop / Storage			1	400	1	400	400	1	Tools, hand trucks, Assortment of tools and a workbench - table saw; drill;
Janitor Floor Closets (every 20KSF)			10	50	12	500	600	1	
BUILDING AMENITIES AND GENERAL SUPPORT SUBTOTAL						Current	Future		
Net Square Footage Total:						3,075	3,215		
Circulation Factor:					15%	461	482		
Departmental Gross Square Footage Total:						3,536	3,697		

1.0 PUBLIC FACILITIES & BUILDING SUPPORT SPACES	Extg Unit Area	FTE (2015)	Quantity (2015)	Proposed Unit Area	Quantity (Future)	Total Net Area (Current)	Total Net Area (Future)	User Priority: 1 - Critical 2 - Important 3 - Desirable	Notes
1.4 SECURE PARKING									
Secure Judicial Parking - Minimum Space Required									350 SF typical per stall
Judges Parking			14	350	17	4,900	5,950		
Court Administration			1	350	1	350	350		
District Attorney Official			2	350	2	700	700		3 additional parking spaces included in Section 4.0; required if DA Main Office is located in new courthouse
Sheriff Official			2	350	2	700	700		1 additional parking spaces included in Section 6.0; required if Sheriff Main Office is located in new courthouse
Sheriff Detective				350		0	0		5 additional parking spaces included in Section 6.0; required if Sheriff Main Office is located in new courthouse
Sheriff Transport Vans			2	400	2	800	800		
Sheriff Oversized Transport Vans			2	450	2	900	900		
Sheriff Transport Squad Cars			2	350	2	700	700		
Sheriff Property and Evidence				350		0	0		1 additional parking spaces included in Section 6.0; required if Sheriff Main Office is located in new courthouse
Maintenance trucks			2	400	2	800	800		
TOTAL MINIMUM PARKING SPACES REQUIRED			27		30				40 Total spaces required if DA and Sheriff are located in the Courthouse
SECURE PARKING SUBTOTAL						Current	Future		
Net Square Footage Total:						9,850	10,900		
Circulation Factor:					0%	0	0		350 SF unit size includes parking stall and driving aisle
Departmental Gross Square Footage Total:						9,850	10,900		

1.0 PUBLIC FACILITIES & BUILDING SUPPORT SPACES	Extg Unit Area	FTE (2015)	Quantity (2015)	Proposed Unit Area	Quantity (Future)	Total Net Area (Current)	Total Net Area (Future)	User Priority: 1 - Critical 2 - Important 3 - Desirable	Notes
1.5 BUILDING SYSTEMS SUPPORT SPACES									
Elevators & Vertical Transportation									
Public Elevators			3	100	3	300	300	1	Confirm no. of elevators
Staff Elevators			2	100	2	200	200	1	
Service Elevators				120		0	0	1	One staff elevator may accommodate service needs
In Custody Elevators			2	100	2	200	200	1	
Prisoner Loading Elevator				180					Large capacity
Data/Network Support Areas									
Main Server Room				Located off-site					
Main Distribution Frame (MDF)			1	180	1	180	180	1	
Tech Distribution Rooms (IDF)			5	90	6	450	540	1	One per floor, stacked; Horiz Distance <300'
Primary Mechanical / Electrical Areas									
Central Mechanical Areas			1	3,000	1	3,000	3,000	1	Assumes 3,000sf for 150,000 sf building
Central Electrical Room			1	400	1	400	400	1	Switchgear, other equipment
Floor Electrical Distribution Room/Shaft			5	180	6	900	1,080	1	Per floor
Generator / UPS			1	300	1	300	300	1	
Fire Control Center				Included in Sheriff control center				1	
Media Areas									
Exterior Access Equipment Control								1	In parking
BUILDING SYSTEMS SUPPORT SUBTOTAL						<u>Current</u>	<u>Future</u>		
Net Square Footage Total:						5,930	6,200		
Circulation Factor:					10%	593	620		
Departmental Gross Square Footage Total:						6,523	6,820		
TOTAL PUBLIC FACILITIES & BUILDING SUPPORT AREAS						<u>Current</u>	<u>Future</u>		
NET SQUARE FOOTAGE (NSF):						24,825	26,735		
DEPARTMENTAL GROSS SQUARE FOOTAGE (DGSF):						26,454	28,470		

2.0 COURTROOMS AND CHAMBERS	Extg Unit Area	FTE (2015)	Quantity (2015)	Proposed Unit Area	Quantity (Future)	Total Net Area (Current)	Total Net Area (Future)	User Priority: 1 - Critical 2 - Important 3 - Desirable	Notes
2.1 COURTROOMS AND ANCILLARY SUPPORT SPACES									
Courtrooms									
Large Arraignment/Administrative Courtrooms	1,330		1	1,900	1	1,900	1,900	1	Non jury arraignment and calendar cal
Large Civil/Criminal Courtrooms	1,330		1	2,000	2	2,000	4,000	1	Large criminal and civil trials; 80-person gallery, 12-person jury box, 4 counsel tables
Standard Civil/Criminal Courtrooms	1,000 to 1,250		8	1,600	9	12,800	14,400	1	Standard criminal and civil trials; 50-person gallery, 12-person jury box, 2 counsel tables
Non-Jury Courtrooms	700		4	1,250	5	5,000	6,250	1	
Courtroom Ancillary Spaces									
Attorney/Client Conference Rooms	0		28	120	34	3,360	4,080	1	
Victims/Witness Waiting	0		2	200	2	400	400	1	Locate Proximate to Courtrooms
Sound-Lock Vestibules	0		14	64	17	896	1,088	1	
Courtroom Waiting	0		14	100	17	1,400	1,700	1	
Staff ADA Access Ramp	0		4	100	4	400	400	1	At least one of each courtroom type must be ADA accessible for Court Staff
Judicial Conference Rm				Included in Judges Chambers Listings					
Staff Restrooms (courtroom floors)			6	55	6	330	330	1	One per three courtrooms
A/V Equipment			5	50	6	250	300	1	One per three courtrooms
Closet			5	50	6	250	300	1	One per three courtrooms
Jury Deliberation						0	0		
Jury Deliberation Room			5	300	6	1,500	1,800	1	Ratio: 1 Jury Deliberation. Suites for 2 Jury Trial Courtrooms
Juror Restroom			10	55	12	550	660	1	
Sound-lock Vestibule			5	64	6	320	384	1	
A/V Equipment			5	15	6	75	90	1	
Closet			5	15	6	75	90	1	
Courtroom Holding									
Prisoner Elevators				Included in Building Support Listings					
Elevator Vestibule/Staging			5	100	6	450	550	1	Ratio: 1 shared for every 2 criminal case courtrooms
Attorney/Client Interview Booths									Access directly from courtrooms
Prisoner Interview Booth / Temp. Holding			9	80	11	720	880	1	May consider provision of detention grade toilet for short term holding capability
Attorney vestibule area between courtrooms			5	100	6	450	550	1	Access from inside courtrooms
Group Holding Dock for Arraignment Court			1	150	1	150	150	1	Ratio 1:1 w/ arraignment courtroom; 8-prisoner capacity
CIVIL/CRIMINAL COURTROOMS AND SUPPORT SPACE SUBTOTAL						Current	Future		
Net Square Footage Total:						33,276	40,302		
Circulation Factor:					30%	9,983	12,091		
Departmental Gross Square Footage Total:						43,259	52,393		

2.0 COURTROOMS AND CHAMBERS	Extg Unit Area	FTE (2015)	Quantity (2015)	Proposed Unit Area	Quantity (Future)	Total Net Area (Current)	Total Net Area (Future)	User Priority: 1 - Critical 2 - Important 3 - Desirable	Notes
2.2 JUDICIAL CHAMBERS									
Public Waiting/Reception			3	150	3	450	450	1	Provide Public Access; Quantity depends on /courtroom to chambers relationship - To Be Confirmed
Reception Desk			3	48	3	144	144	1	Quantity depends on /courtroom to chambers relationship - To Be Confirmed
Presiding Judge Chambers									
Presiding Judge Office		1	1	350	1	350	350	1	
Rest Room			1	55	1	55	55	1	
Meeting Room			1	180	1	180	180	1	
Judicial Clerk Workstations		1	1	48	1	48	48	1	
Judicial Assistant Workstations		1	1	48	1	48	48	1	
Judge Chambers									
Judge Offices	195 - 250	13	13	300	16	3,900	4,800	1	
Court Clerk Workstations		13	13	48	16	624	768	1	One clerk per judge; pool support staff between pairs of chambers
Judicial Assistant Workstations		13	13	48	16	624	768	1	One JA per judge; pool support staff between pairs of chambers
Shared Collegial Spaces					16				
Judicial Conference Rooms			3	300	3	900	900		12-person capacity; Provide one per chambers floor
Break Room/Judges Lounge			1	360	1	360	360	1	
Large Conference/Training Room				Included in Jury Assembly listings					Large judicial conference located in jury assembly section; have continual need for large conference rooms that fit 30+ persons
Work Room/Copy			3	200	3	600	600	1	
Supply Storage			3	150	3	450	450	1	
AV Equipment Control			3	100	3	300	300	1	
Executive Wash Rooms			7	80	6	560	480	1	Provide two executive wash rooms per chambers floor
JUDICIAL CHAMBERS SUBTOTAL						Current	Future		
Net Square Footage Total:						9,593	10,701		
Circulation Factor:					30%	2,878	3,210		
Departmental Gross Square Footage Total:						12,471	13,911		
TOTAL COURTROOMS AND CHAMBERS AREA						Current	Future		
NET SQUARE FOOTAGE (NSF):						42,869	51,003		
DEPARTMENTAL GROSS SQUARE FOOTAGE (DGSF):						55,730	66,304		

3.0 COURT ADMINISTRATION	Extg Unit Area	FTE (2015)	Quantity (2015)	Proposed Unit Area	Quantity (Future)	Total Net Area (Current)	Total Net Area (Future)	User Priority: 1 - Critical 2 - Important 3 - Desirable	Notes
3.1 CIRCUIT COURT ADMINISTRATION MANAGEMENT OFFICES									Locate with Court Operational Service Divisions
Reception and Waiting Area			1	120	1	120	120	1	
Court Administrator		1	1	300	1	300	300	1	
Medium Conference Room			1	300	1	300	300	1	12-Person Capacity; Locate adjacent to TCA office
Coffee Bar / Galley			1	80	1	80	80	2	Dispersed
Court Operations Manager 3 - Deputy Ct Admin		1	1	180	1	180	180	1	
Court Operations Manager 1- Criminal and Pretrial		1	1	180	1	180	180	1	
Supervisor 3 - Operations Supervisor		2	2	120	3	240	360	1	
Judicial Support Coordinator		1	1	120	1	120	120	1	
Administrative Analyst - Management Support and Training		2	2	120	2	240	240	1	
Drug Court Program Coordinator		1	1	120	2	120	240	1	
Judicial Services Specialist - Probate Commissioner		1	1	120	1	120	120	1	
Financial Storage/Records	225		1	225	1	225	225	2	
Safe			1	25	1	25	25	1	3'x3' tall safe
Finance Secure Counter			1	80	1	80	80	3	Secure area for cash pick-up
Administrative Files			1	150	1	150	150	1	
Supplies Storage	100		1	150	1	150	150	1	
Shared Copy/Work Room			1	100	1	100	100	1	
MANAGEMENT OFFICES SUBTOTAL						Current	Future		
Net Square Footage Total:						2,730	2,970		
Circulation Factor:					30%	819	891		
Departmental Gross Square Footage Total:						3,549	3,861		

3.0 COURT ADMINISTRATION	Extg Unit Area	FTE (2015)	Quantity (2015)	Proposed Unit Area	Quantity (Future)	Total Net Area (Current)	Total Net Area (Future)	User Priority: 1 - Critical 2 - Important 3 - Desirable	Notes
3.2 PUBLIC SERVICES AND GENERAL OFFICE CLERKS									Locate with Court Operational Service Divisions
Cashiering/Intake									
Cashier / Intake Clerk Counter Workstations		7	7	48	9	336	432	1	
Public Waiting/Queueing at Counter			7	60	9	420	540	1	
Information Desk									
Information Desk Clerk Counter Workstations			2	48	2	96	96	2	
Public Waiting/Queueing at Counter			2	60	2	120	120	2	
Secondary Information Desk Clerk Counter Workstations			1	48	1	48	48	3	
Public Waiting/Queueing at Counter			1	60	1	60	60	3	
Self Help Kiosks			9	25	12	225	300	1	Currently have 9 self help kiosks
Self Help Work Tables								2	
Public Information Forms Area			1	50	1	50	50	1	
General Office Clerks									
General Office Clerks		28	28	48	33	1,344	1,584	1	
Shared Copy/Work Room			1	100	1	100	100	1	
Scanning Station			2	48	2	96	96	1	
Coffee Bar / Galley			1	80	1	80	80	2	Dispersed
Staff Restrooms			2	80	2	160	160	1	
Archives									
Archives Clerks (Quality Assurance in Future)		6	2	Located Off-Site				1	
Large Archive Transaction Counter			1	Located Off-Site				x	
Public Waiting/Queueing at Counter			1	Located Off-Site				x	
Active Records				Located Off-Site				x	
Archived Records				Located Off-Site				x	
PUBLIC SERVICES AND GENERAL OFFICE CLERKS SUBTOTAL						Current	Future		
Net Square Footage Total:						3,135	3,666		
Circulation Factor:					40%	1,254	1,466		
Departmental Gross Square Footage Total:						4,389	5,132		

3.0 COURT ADMINISTRATION	Extg Unit Area	FTE (2015)	Quantity (2015)	Proposed Unit Area	Quantity (Future)	Total Net Area (Current)	Total Net Area (Future)	User Priority: 1 - Critical 2 - Important 3 - Desirable	Notes
3.3 SHARED SUPPORT SPACES									
General Staff Support Space									
Staff Restrooms			2	80	2	160	160	1	Two additional rest rooms included in general office clerk listings
Medium Conference Room			1	300	1	300	300	1	12-Person Capacity; Locate adjacent to TCA office
Central Copy/Work Room			1	200	1	200	200	2	
Lunch/break area			1	300	1	300	300	1	
Staff Lounge / Quiet Room				200		0	0	3	Soft Seating (e.g. sofa and chairs)
Training Room/Large Conference				Included in Jury Assembly Listings				1	
Law Library	1,900		1	500	1	500	500	2	Focus on self-help terminals, limited paper book collector
Mail Sorting				Included in Building Support Listings				1	
Technical Support (I.T.)									
Technical Support Specialist (I.T.)		3	3	64	4	192	256	1	Desirable to have staff co-located with IT storage or nearby
Technology/Equipment Storage	225		1	350	1	350	350	1	Locate proximate to Tech Support
Server Room			Included in bldg support listings					1	
SHARED SUPPORT SPACE SUBTOTAL						Current	Future		
Net Square Footage Total:						2,002	2,066		
Circulation Factor:					30%	601	620		
Departmental Gross Square Footage Total:						2,603	2,686		

3.0 COURT ADMINISTRATION	Extg Unit Area	FTE (2015)	Quantity (2015)	Proposed Unit Area	Quantity (Future)	Total Net Area (Current)	Total Net Area (Future)	User Priority: 1 - Critical 2 - Important 3 - Desirable	Notes
3.4 FAMILY COURT ADMINISTRATION									Locate with Court Operational Service Divisions
Family Court									
Reception and Waiting Area			1	80	1	80	80	1	
Family Court Program Coordinator		1	1	120	1	120	120	1	
Family Court Program Specialist		1	1	48	2	48	96	1	
Work area (Fax/copy/print)			1	48	1	48	48	1	
Coffee Bar / Galley			1	80	1	80	80	2	Dispersed
<u>FAMILY COURT ADMINISTRATION SUBTOTAL</u>						<u>Current</u>	<u>Future</u>		
Net Square Footage Total:						376	424		
Circulation Factor:					40%	150	170		
Departmental Gross Square Footage Total:						526	594		
3.5 PRE-TRIAL SERVICES									Locate with Court Operational Service Divisions
Supervisor		1	1	120	1	120	120		
Release Assistance Officers		7	7	48	8	336	384	3	Two grant funded positions included
Support Clerks		4	4	48	4	192	192		
Work area (Fax/copy/print)			1	48	1	48	48	1	
Coffee Bar / Galley			1	80	1	80	80	2	Dispersed
Transaction Counter			1	36	1	36	36	3	
Public Waiting/Queueing at Counter			1	150	1	150	150	3	
High Density File Storage	150								Not part of e-filing solution
<u>PRE-TRIAL SERVICES SUBTOTAL</u>						<u>Current</u>	<u>Future</u>		
Net Square Footage Total:						962	1,010		
Circulation Factor:	35%				40%	385	404		
Departmental Gross Square Footage Total:						1,347	1,414		

3.0 COURT ADMINISTRATION	Extg Unit Area	FTE (2015)	Quantity (2015)	Proposed Unit Area	Quantity (Future)	Total Net Area (Current)	Total Net Area (Future)	User Priority: 1 - Critical 2 - Important 3 - Desirable	Notes
3.6 JURY ASSEMBLY / LARGE GROUP TRAINING / CONFERENCE AREA									
Jury Assembly Check-In									
Juror Assembly Entrance			1	150	1	150	150	1	
Juror Check-in Counter/Staff Workstation		1	1	60	1	60	60	1	
Work area (Fax/copy/print)			1	48	1	48	48	1	
Check In Kiosk			0	25	2	0	50	3	Requires 25 SF per kiosk
Main Jury Assembly									
Jury Room Main Assembly Area (Unit area per person)			130	9	160	1,170	1,440	1	Assembly style seating
Jury Room Lounge Area (Unit area per person)			20	25	25	500	625	1	E.g., soft seating, café tables & business carrels; may be combined with assembly area
Break Area / Galley			1	150	1	150	150	1	
Juror Support Areas									
Juror Restrooms			2	180	2	360	360	1	Greater fixture count / SF for females
Locker Area / Alcove (Unit area per locker)			25	2	30	50	60	3	Clear front on locker; 2 SF per locker
Large Conference / Flexible Training Room			1	750	1	750	750	1	30-person capacity
Grand Jury				Included in Courtroom and Ancillary Space Listings					
JURY ASSEMBLY SUBTOTAL						Current	Future		
Net Square Footage Total:						3,238	3,693		
Circulation Factor:					20%	648	739		
Departmental Gross Square Footage Total:	2,570					3,886	4,432		
TOTAL COURT ADMINISTRATION AREA									
NET SQUARE FOOTAGE (NSF):						12,443	13,829		
DEPARTMENTAL GROSS SQUARE FOOTAGE (DGSF):						16,299	18,118		

4.0 DISTRICT ATTORNEY	Extg Unit Area	FTE (2015)	Quantity (2015)	Proposed Unit Area	Quantity (2050)	Total Net Area (Current)	Total Net Area (Future)	User Priority: 1 - Critical 2 - Important 3 - Desirable	Notes
4.1 DA CRIMINAL DIVISION									
Main Reception									
Reception / Waiting	250		1	250	1	250	250	1	Include space for victims, witnesses, and guests to wait. 20 - 30 visitors/day; Current max visitor occupancy is 15; future: 20 person max
Reception Counter Workstations			2	48	2	96	96	1	Include entrance-facing work stations with ample space for staff to sort mail, scan documents, etc.; provide security features and confirm with user during design
Interview Rooms			2	100	3	200	300	1	
Victims/Witness Waiting				Included in Vicims Services Listings					
Staff Offices / Workstations									
District Attorney		1	1	300	1	300	300	1	
Chief Deputy District Attorney		1	1	180	1	180	180	1	
Senior Prosecutors		7	7	120	9	840	1,080	1	
Deputy District Attorney		14.5	15	120	18	1,800	2,160	1	
Management Analyst		1	1	120	1	120	120	1	
Accountant / Accounting Analyst		1	1	120	1	120	120	1	
Program Supervisor		1	1	120	1	120	120	1	
Paralegal		1.25	2	48	2	96	96	1	
Legal Secretary		4.5	5	48	6	240	288	1	
Office Assistant		9.3	10	48	12	480	576	1	
Chief Investigator		1	1	120	1	120	120	1	
Investigator		1	1	120	2	120	240	1	
Part-Time Grand Jury Bailiffs		3		Included in Grand Jury Listings					
Chief Medical Examiner		1	1	120	1	120	120	1	
Deputy Medical Examiners		1	1	120	2	120	240	1	
Law Student Workstations		6	6	48	6	288	288		
EPD Shared Computer Workstation			1	48	1	48	48	1	
Scanning Station			1	48	1	48	48	1	
Scanning Document Staging Area			1	48	1	48	48	1	
DVD Burning Station			1	48	1	48	48	1	Space for two DVD burners
Staff Support Spaces									
Large Conference/Law Library	350		1	350	1	350	350	1	Seating for 12 and bookshelves @ perimeter
Small Conference Rooms			1	150	2	150	300	1	
Work Room/Copy/Fax			2	200	2	400	400	1	
Break Room			1	200	1	200	200	1	
Staff Rest Rooms			2	80	2	160	160	1	
Supplies Storage			1	200	1	200	200	1	
Evidence Storage			1	120	1	120	120	1	
Equipment Storage			1	120	1	120	120	1	Storage of A/V equipment carts

	4.0 DISTRICT ATTORNEY	Extg Unit Area	FTE (2015)	Quantity (2015)	Proposed Unit Area	Quantity (2050)	Total Net Area (Current)	Total Net Area (Future)	User Priority: 1 - Critical 2 - Important 3 - Desirable	Notes
	Records Storage									
	Budget/Payroll/Personnel Files			1	100	1			1	
	Active Case Files	1,100		1	1,100	1	1,100	1,100	1	
	Archives				0				1	
	CRIMINAL DIVISION SUBTOTAL						Current	Future		
	Net Square Footage Total:						8,602	9,836		
	Circulation Factor:					35%	3,011	3,443		
	Departmental Gross Square Footage Total:						11,613	13,279		
	4.2 VICTIM SERVICES DIVISION									
	Reception/Check-In	150		1	150	1	150	150	1	15-20 person max capacity at one time
	Reception Counter Workstation	40		1	48	1	48	48	1	provide security features and confirm with user during design
	Interview Rooms			1	100	1	100	100	1	
	Work Area/Copy			1	100	1	100	100	1	
	Break / Vending / Coffee			1	150	1	150	150	3	Provides snacks to victims of crime
	Conference Room			1	600	1	600	600	1	24-person capacity; adjacent to Victim Lounge with movable partition
	Central Victims Lounge			1	300	1	300	300	1	Provide adjacency to conference room; consider movable partition between the two rooms
	Victims Lounge Restroom			1	55	1	55	55	2	
	Courtroom Victims/Witness Waiting Areas				Included in Courtroom and Ancillary Space listings					
	File Storage/Supplies			1	120	1	120	120	1	
	Staff Workstations									
	Program Director		1	1	120	1	120	120	1	
	Protective Clinic Supervisor		1	1	48	1	48	48	1	
	Restitution Advocate		1	1	48	1	48	48	1	
	Volunteer Coordinator		1	1	48	2	48	96	1	
	Domestic Violence and Sexual Assault Advocate		1	1	48	2	48	96	1	
	Office Assistant (Part-Time)		0.6	1	48	1	48	48	1	
	Bilingual Victim Advocate		1	1	48	2	48	96	1	
	Volunteers		28	6	48	8	288	384	1	
	Juvenile Justice Center Victim Advocate		1	1	48	2	48	96	1	
	VICTIM SERVICES SUBTOTAL						Current	Future		
	Net Square Footage Total:						2,367	2,655		
	Circulation Factor:					40%	947	1,062		
	Departmental Gross Square Footage Total:						3,314	3,717		

4.0 DISTRICT ATTORNEY	Extg Unit Area	FTE (2015)	Quantity (2015)	Proposed Unit Area	Quantity (2050)	Total Net Area (Current)	Total Net Area (Future)	User Priority: 1 - Critical 2 - Important 3 - Desirable	Notes
4.3 FAMILY LAW DIVISION									
Reception/Check-In			1	80	1	80	80	1	3-4 person max occupancy at one time
Counter Workstation			1	48	1	48	48	1	provide security features and confirm with user during design
Work Area/Copy			1	100	1	100	100	1	
Break Area			1	60	1	60	60	1	
Conference Room			1	300	1	300	300	1	12-person capacity; Larger mtg trainings to use large training room in jury assembly listings
Active Files			1	120	1	120	120	1	
Scanning Station			1	80	1	80	80	1	
Forms/Supplies			1	100	1	100	100	1	
Staff Offices/Workstations									
Senior Prosecutor		1	1	120	1	120	120	1	
Assistant District Attorneys		3	3	120	5	360	600	1	
Program Supervisor		1	1	120	1	120	120	1	
Legal Secretary		4	4	120	6	480	720	1	
Senior Office Assistant		2	2	48	3	96	144	1	
Office Assistant (Part-Time)		0.35	1	48	1	48	48	1	
Receptionist		1	1	48	1	48	48	1	
Paralegal		1	1	48	2	48	96	1	
Investigator		1.25	2	120	2	240	240	1	
FAMILY LAW SUBTOTAL						Current	Future		
Net Square Footage Total:						2,448	3,024		
Circulation Factor:					35%	857	1,058		
Departmental Gross Square Footage Total:						3,305	4,082		
4.4 GRAND JURY									
Reception/Waiting			1	150	1	150	150	1	Locate in discreet location away from courtrooms and chambers
Public Counter/Bailiff Workstation			1	48	1	48	48	1	
Galley			1	60	1	60	60	1	Refridge., Counter, Sink, Microwave
Rest Room			2	55	2	110	110	1	
Victims/Witness Waiting			1	150	1	150	150	1	Provide waiting space outside of each room for victims and witnesses
Sound-lock Vestibule			1	64	1	64	64	1	
Grand Jury Rooms			1	400	1	400	400	1	(7) grand jurors on each panel. Provide recording capabilities
GRAND JURY SUBTOTAL						Current	Future		
Net Square Footage Total:						982	982		
Circulation Factor:					30%	295	295		
Departmental Gross Square Footage Total:						1,277	1,277		

4.0 DISTRICT ATTORNEY	Extg Unit Area	FTE (2015)	Quantity (2015)	Proposed Unit Area	Quantity (2050)	Total Net Area (Current)	Total Net Area (Future)	User Priority: 1 - Critical 2 - Important 3 - Desirable	Notes
4.5 SECURE DA PARKING									
Secure Parking - Minimum Space Required									350 SF typical per stall
District Attorney Official									Note: 2 Spaces included in Building Support Listings
District Attorney Official			3	350	3	1,050	1,050		3 additional parking spaces required if DA Main Office is located in new courthouse
TOTAL MINIMUM PARKING SPACES REQUIRED			3		3				5 Total spaces required if DA and Sheriff are located in the Courthouse
SECURE DA PARKING SUBTOTAL						<u>Current</u>	<u>Future</u>		
Net Square Footage Total:						1,050	1,050		
Circulation Factor:					0%	0	0		350 SF unit size includes parking stall and driving aisle
Departmental Gross Square Footage Total:						1,050	1,050		
TOTAL DISTRICT ATTORNEY AREA						<u>Current</u>	<u>Future</u>		
NET SQUARE FOOTAGE (NSF):						15,449	17,547		
DEPARTMENTAL GROSS SQUARE FOOTAGE (DGSF):						20,558	23,405		

4B DISTRICT ATTORNEY SATELLITE OFFICE & GRAND JURY	FTE (2015)	Quantity (2015)	Proposed Unit Area	Quantity (2050)	Total Net Area (Current)	Total Net Area (Future)	Notes
NOTE: DA SATELLITE FACILITY IS REQUIRED IF DA OFFICES ARE NOT LOCATED INSIDE THE NEW COURTHOUSE							
4b.1 DA Satellite Office (If DA office not in Courthouse)							
DA Satellite Office	n/a						
Public Reception/Vestibule		1	120	1	120	120	
Attorney 'Hoteling' Work Carrels		6	36	8	216	288	
Secure Evidence/Exhibit Storage		1	100	1	100	100	
Records Storage		1	80	1	80	80	
Work/Copy Area		1	120	1	120	120	
Galley		1	80	1	80	80	
Persnal Belonging Lockers		1	50	1	50	50	
Unisex Restroom		2	50	2	100	100	
Conference Room (Lg)		1	250	1	250	250	
Conference Room (Sm)		1	180	1	180	180	
DA SATELLITE FACILITY SUBTOTAL					Current	Future	
Net Square Footage Total:					1,296	1,368	
Circulation Factor:				35%	454	479	
Departmental Gross Square Footage Total:					1,750	1,847	
4b.2 GRAND JURY (If DA office not in Courthouse)					Current	Future	
Net Square Footage Total:					982	982	
Circulation Factor:				30%	295	295	
Departmental Gross Square Footage Total:					1,277	1,277	
TOTAL DISTRICT ATTORNEY SATELLITE OFFICE AREA					Current	Future	
NET SQUARE FOOTAGE (NSF):					2,278	2,350	
DEPARTMENTAL GROSS SQUARE FOOTAGE (DGSF):					3,026	3,123	

5.0 SHERIFF TRANSPORT OPERATIONS SPACE	Extg Unit Area	FTE (2015)	Quantity (2015)	Proposed Unit Area	Quantity (2055)	Total Net Area (Current)	Total Net Area (Future)	User Priority: 1 - Critical 2 - Important 3 - Desirable	Notes
5.1 SALLY PORT									
Transport Sally Port			1	2,000	1	2,000	2,000	1	
Sally Port Vestibule/In Custody Staging	90		1	400	1	400	400	1	Room for twelve prisoners and four deputies
SALLY PORT SUBTOTAL						Current	Future		
Net Square Footage Total:						2,400	2,400		
Circulation Factor:					5%	120	120		
Departmental Gross Square Footage Total:						2,520	2,520		
5.2 CENTRAL HOLDING AREA									
Holding Cells									Current peak is 25-30 prisoners at a time. Planning target occupancy: 35-40 prisoners. Provide mix of holding cell types with sight and sound separation for various prisoner groups (e.g. Male, Female, Juvenile)
Large Group Holding			1	240	1	240	240	1	15 person capacity
Small Group Holding			1	160	2	160	320	1	10 person capacity
Individual Holding	45		3	100	4	300	400	1	4 person capacity; May be used for keep-separate populations
Attorney Interview				80		0	0		
CENTRAL HOLDING SUBTOTAL						Current	Future		
Net Square Footage Total:						700	960		
Circulation Factor:					50%	350	480		
Departmental Gross Square Footage Total:						1,050	1,440		

5.0 SHERIFF TRANSPORT OPERATIONS SPACE	Extg Unit Area	FTE (2015)	Quantity (2015)	Proposed Unit Area	Quantity (2055)	Total Net Area (Current)	Total Net Area (Future)	User Priority: 1 - Critical 2 - Important 3 - Desirable	Notes
5.3 TRANSPORT OPERATIONS SUPPORT									
Prisoner Elevators				Included in Building Support listings					
Prisoner Control Room/Transport Officer Room	115	1	1	220	1	220	220	1	Includes visual control of holding area; door/elevator access control systems and monitoring equip.
Building Monitoring Room			1	220	1	220	220	1	Includes building security monitoring equipment (e.g., flat screen displays, duress alarm panel, intrusion control systems)
Transport Deputy Muster Room	145	7	7	25	10	175	250	1	10 person capacity @ 25 sf/person
Transport Section Storage	55		1	100	1	100	100	1	
Transport Section Sergeant Office	80	1	1	120	1	120	120	1	
Information Services Utility Closet	30		1	50	1	50	50	1	
Civil Deputy Sheriff's	145	2	1	48	5	48	240	1	
Civil Section Sergeant Office	80		1	120	1	120	120	1	
Locker Rooms/Shower									
Women's Locker Room	90		1	150	1			1	Lockers and Showers for transport officers are included in Sheriff Main Office Space (Section 6.1)
Women's Restroom/ Shower	90		1	90	1			1	
Men's Locker Room	540		1	540	1			1	
Men's Restroom/ Shower	20		1	90	2			1	
Women's Restroom	35		1	55	1	55	55	1	
Men's Restroom	35		1	55	1	55	55	1	
TRANSPORT OPERATIONS SUPPORT SUBTOTAL						Current	Future		
Net Square Footage Total:						1,163	1,430		
Circulation Factor:					35%	407	501		
Departmental Gross Square Footage Total:						1,570	1,931		
TOTAL SHERIFF TRANSPORT AREA									
NET SQUARE FOOTAGE (NSF):						4,263	4,790		
DEPARTMENTAL GROSS SQUARE FOOTAGE (DGSF):						5,140	5,891		

6.0 SHERIFF MAIN OFFICE SPACE	Extg Unit Area	FTE (2015)	Quantity (2015)	Proposed Unit Area	Quantity (2055)	Total Net Area (Current)	Total Net Area (Future)	User Priority: 1 - Critical 2 - Important 3 - Desirable	Courts Co-Location: A - Required B - Desired C - If Possible	Notes
6.1 LCSO ADMINISTRATION										
Administrative Division Waiting Room	175		1	175	1	175	175	1	C	
Copier/Printer/Shredding	95		1	200	1	200	200	1	C	
Admin Division Administrative Asst.	110	1	1	120	1	120	120	1	C	
Sheriff's Executive Assistant	135	1	1	120	1	120	120	1	C	
Sheriff Office	200	1	1	300	1	300	300	1	C	
Chief Deputy	190	1	1	180	2	180	360	1	C	
Chief Deputy Storage	120		1	90	1	90	90	1	C	
Training Sergeant	150	1	1	120	2	120	240	1	C	
Administrative Division Lieutenant	90	1	1	120	2	120	240	1	C	
Public Information Officer/Volunteer Sergeant	100	1	1	160	1	160	160	1	C	
Sheriff Storage Room	90		1	200	1	200	200	1	C	
Armory	95		1	260	1	260	260	1	C	
Amateur Radio Operations Center	90	2	1	140	1	140	140	1	C	
Search and Rescue Office	150	2	1	120	3	120	360	1	C	
Professional Standards Sergeant	130	1	1	160	1	160	160	1	C	
Human Resource Analyst	150	1	1	120	3	120	360	1	C	
Personnel File Room	90		1	120	1	120	120	1	C	
Emergency Operations										
Emergency Services Manager	160	1	1	160	1	160	160	1	C	
S.O. Communication Network Coordinator		2	2	120	2	240	240	1	C	
Emergency Services Office Assistant		0	0	120	1	0	120	1	C	
Emergency Services Planner		0	0	120	1	0	120	1	C	
Emergency Services Outreach Coordinator		0	0	120	1	0	120	1	C	
Emergency Operations Center / Training Rm	360		1	1,200	1	1,200	1,200	1	C	
Forensic Analyst Office	100		1	120	1	120	120	1	C	
Admin Break Room	185		1	300	1	300	300	1	C	
Women's Restroom	35		1	55	1	55	55	1	C	
Men's Restroom	35		1	55	1	55	55	1	C	
Locker Rooms/Showers										
Women's Locker Room	90		1	150	1	150	150	1	C	Lockers rooms and showers intended for use by Sheriff Transport unit as well. May consider including in Transport unit listings if the Sheriff Main office is not located near Courthouse
Women's Restroom/ Shower	90		1	90	1	90	90	1	C	
Men's Locker Room	540		1	540	1	540	540	1	C	
Men's Restroom/ Shower	20		2	90	2	180	180	1	C	
LCSO ADMINISTRATION SUBTOTAL						Current	Future			
Net Square Footage Total:						5,795	7,055			
Circulation Factor:					30%	1,739	2,117			
Departmental Gross Square Footage Total:	3,500					7,534	9,172			

6.0 SHERIFF MAIN OFFICE SPACE	Extg Unit Area	FTE (2015)	Quantity (2015)	Proposed Unit Area	Quantity (2055)	Total Net Area (Current)	Total Net Area (Future)	User Priority: 1 - Critical 2 - Important 3 - Desirable	Courts Co-Location: A - Required B - Desired C - If Possible	Notes
6.2 LCSO FISCAL SECTION										
Fiscal Manager Office	155	1	1	180	1	180	180	1	C	
Fiscal Management Analyst Office	140	1	1	120	1	120	120	1	C	
Fiscal Section Storage Room	390		1	500	1	500	500	1	C	
Fiscal Section Storage Closet	60		1	100	1	100	100	1	C	
Fiscal Stores Clerk Office	145	1	1	120	1	120	120	1	C	
Management Account Analyst	100	1	1	120	2	120	240	1	C	
Fiscal Accounting Analyst Open Work Area	560	2	1	330	1	330	330	1	C	
Fiscal Break Room	100			Included in Sheriff Administration listings						
Coffee/Galley			1	80	1	80	80	1	C	
Fiscal Stores Storage/Sewing Room	220		1	400	1	400	400	1	C	
Fiscal Section Conference Room	120		1	200	1	200	200	1	C	8 person
LCSO FISCAL SUBTOTAL						Current	Future			
Net Square Footage Total:						2,150	2,270			
Circulation Factor:					35%	753	795			
Departmental Gross Square Footage Total:	2,600					2,903	3,065			

6.0 SHERIFF MAIN OFFICE SPACE	Extg Unit Area	FTE (2015)	Quantity (2015)	Proposed Unit Area	Quantity (2055)	Total Net Area (Current)	Total Net Area (Future)	User Priority: 1 - Critical 2 - Important 3 - Desirable	Courts Co-Location: A - Required B - Desired C - If Possible	Notes
6.3 LCSO POLICE SERVICES DIVISION										
Police Services Captain Office	175	1	1	180	1	180	180	1	B	
Admin Asst	80	1	1	100	1	100	100	1	B	
Lieutenant Office	85	1	1	120	2	120	240	1	B	
Police Services Conference Room	485		1	500	1	500	500	1	B	20 person capacity
Storage Closet	60		1	80	1	80	80	1	B	
Police Services Administration Storage Room	70		1	80	1	80	80	1	B	
Marine Patrol Office	160	3	3	48	4	144	192	1	B	
Police Services Waiting	Hallway		1	400	1	400	400	1	B	18 People Max Capacity
Mail Area	265		1	265	1	265	265	1	B	
C.I.S. / Cold Case Room	75		1	120	1	120	120	1	B	
Forensic Office	85		1	100	1	100	100	1	B	
C.I.S. / Detective Interview	100		1	100	1	100	100	1	B	
C.I.S. / Detective Waiting Room	Hallway		1	100	1	100	100	1	B	
Detective Sergeant Office	85	1	1	120	1	120	120	1	B	
Detective Office	85	4	4	120	10	480	1,200	1	B	
Sergeants' Office (Open Office)	325	7	7	48	14	336	672	1	B	
Police Services Briefing Room	410	22	1	1,200	1	1,200	1,200	1	B	
Detective Interview / Recording Room	70		1	100	1	100	100	1	B	
Detective Interview	70		1	100	1	100	100	1	B	
C.I.S. Volunteer / Special Projects Room	130		1	130	1	130	130	1	B	
Report Writing Room	260		1	450	1	450	450	1	B	Small hoteling workstations and copy/work area
Training Supply Storage	120		1	120	1	120	120	1	B	
LCSO POLICE SERVICES SUBTOTAL						Current	Future			
Net Square Footage Total:						5,325	6,549			
Circulation Factor:					35%	1,864	2,292			
Departmental Gross Square Footage Total:	4,400					7,189	8,841			

6.0 SHERIFF MAIN OFFICE SPACE	Extg Unit Area	FTE (2015)	Quantity (2015)	Proposed Unit Area	Quantity (2055)	Total Net Area (Current)	Total Net Area (Future)	User Priority: 1 - Critical 2 - Important 3 - Desirable	Courts Co-Location: A - Required B - Desired C - If Possible	Notes
6.4 LCSO POLICE RECORDS and CIVIL SECTION										
Central Reception	400		1	400	1	400	400	1	C	
Public Counters (Permanent)		3	3	48	4	144	192	1	C	
Public Counters (Standing)			1	36	1	36	36	1	C	
Public Waiting at Counter			4	60	5	240	300	1	C	
Concealed Handgun Licensing File Room	85		1	85	1	85	85	1	C	
Civil Deputy Sheriff's				Included in LCSO Transport Listings						
Civil Section Sergeant Office				Included in LCSO Transport Listings						
Civil Intake Area	260					0	0			
Public Counters (Permanent)		2	2	48	3	96	144	1	C	
Public Waiting at Counter			2	60	3	120	180	1	C	
Warrants / Police Records File Room	300		1	300	1	300	300	1	C	
File Clerk		1	1	48	3	48	144	1	C	
Police Records Section Open Work Area	450	7	7	48	9	336	432	1	C	
Volunteers work area	55		1	100	1	100	100	1	C	
Police Records Staff Lockers	90		1	100	1	100	100	1	C	
Sheriff's Office Mail Box Room	70		1	100	1	100	100	1	C	
Support Services Manager Office	190	1	1	180	1	180	180	1	C	
Men's Restroom	40		1	80	1	80	80	1	C	
Women's Restroom	40		1	80	1	80	80	1	C	
Radio Room	155		1	155	1	155	155	1	C	
Communications / Records Supervisors	90	2	3	100	4	300	400	1	C	
Communications Center / Dispatch Unit	1,040	15	1	1,600	1	1,600	1,600	2	C	23 Staff anticipated
Conference Room			1	150	1	150	150	3	C	
Galley			1	80	1	80	80	4	C	
LCSO POLICE RECORDS SUBTOTAL						Current	Future			
Net Square Footage Total:						4,730	5,238			
Circulation Factor:					30%	1,419	1,571			
Departmental Gross Square Footage Total:	4,300					6,149	6,809			

6.0 SHERIFF MAIN OFFICE SPACE	Extg Unit Area	FTE (2015)	Quantity (2015)	Proposed Unit Area	Quantity (2055)	Total Net Area (Current)	Total Net Area (Future)	User Priority: 1 - Critical 2 - Important 3 - Desirable	Courts Co-Location: A - Required B - Desired C - If Possible	Notes
6.5 LCSO PROPERTY / EVIDENCE SECTION										
Property / Evidence Intake Area	120		1	200	1	200	200	1	C	
Front Active Storage	400		1	500	1	500	500	1	C	
Property / Evidence Secondary Storage	225		1	300	1	300	300	1	C	
Police Records Archives	200		1	500	1	500	500	1	C	
Old Case Storage	90		1	250	1	250	250	1	C	
Large Case Storage	225		1	300	1	300	300	1	C	
Property / Evidence Supply Area	110		1	120	1	120	120	1	C	
Firearm Storage	120		1	250	1	250	250	1	C	
Property / Evidence Active Case Storage	230		1	250	1	250	250	1	C	
Blood Dryer and Refrigerator	100		1	200	1	200	200	1	C	
Drug Room (Active)	130		1	150	1	150	150	1	C	
Supply Storage/Work Area			1	200	1	200	200	1	C	
Technician Workstation	80	1	1	80	2	80	160	1	C	
LCSO PROPERTY / EVIDENCE SUBTOTAL						<u>Current</u>	<u>Future</u>			
Net Square Footage Total:						3,300	3,380			
Circulation Factor:					30%	990	1,014			
Departmental Gross Square Footage Total:	2,940					4,290	4,394			

6.0 SHERIFF MAIN OFFICE SPACE	Extg Unit Area	FTE (2015)	Quantity (2015)	Proposed Unit Area	Quantity (2055)	Total Net Area (Current)	Total Net Area (Future)	User Priority: 1 - Critical 2 - Important 3 - Desirable	Courts Co-Location: A - Required B - Desired C - If Possible	Notes
6.6 SECURE SHERIFF PARKING										
Secure Parking - Minimum Space Required										350 SF typical per stall
Sheriff Official										Note: 2 Spaces included in Building Support Listings
Sheriff Official			1	350	1	350	350			1 additional parking space required if Sheriff Main Office is located in new courthouse
Sheriff Detective			5	350	5	1,750	1,750			5 parking spaces required if Sheriff Main Office is located in new courthouse
Sheriff Oversized Transport Vans				450						Note: 2 Spaces included in Building Support Listings
Sheriff Transpport Squad Cars				350						Note: 2 Spaces included in Building Support Listings
Property and Evidence			1	350	1	350	350			1 additional parking space required if Sheriff Main Office is located in new courthouse
TOTAL MINIMUM PARKING SPACES REQUIRED			7		7					
SECURE SHERIFF PARKING SUBTOTAL						Current	Future			
Net Square Footage Total:						2,450	2,450			
Circulation Factor:					0%	0	0			350 SF unit size includes parking stall and driving aisle
Departmental Gross Square Footage Total:						2,450	2,450			
TOTAL SHERIFF MAIN OFFICE AREA										
NET SQUARE FOOTAGE (NSF):						23,750	26,942			
DEPARTMENTAL GROSS SQUARE FOOTAGE (DGSF):						30,514	34,731			

7.0 PAROLE AND PROBATION COURTHOUSE SERVICES	FTE (2015)	Quantity (2015)	Proposed Unit Area	Quantity (2055)	Total Net Area (Current)	Total Net Area (Future)	User Priority: 1 - Critical 2 - Important 3 - Desirable	Courts Co-Location: A - Required B - Desired C - If Possible	Notes
7.1 PAROLE AND PROBATION COURTHOUSE SERVICES									
Pre-Sentencing Assessment, Probation Intake, and Treatment Court Support									
Reception / Waiting		1	150	1	150	150	1	B	Space for 15 clients to report and sit.
Reception Counter Workstations		1	48	1	48	48	1	B	Include entrance-facing work stations with ample space for staff to sort mail, scan documents, etc.; provide security features and confirm with user during design
Staff Offices / Workstations		12	120	12	1,440	1,440	1	B	Conduct in-office interviews and assessments.
Office Assistant		3	48	3	144	144	1	B	Two Clerical Staff.
Large Conference		1	350	1	350	350	1	B	Seating for 15. Meetings and Treatment Groups.
Small Conference Rooms		1	250	1	250	250	1	B	Small meeting space. Seating for 10.
Work Room/Copy/Fax		1	150	1	150	150	1	B	
Break Room		1	150	1	150	150	1	B	
Staff Rest Rooms		2	55	2	110	110	1	B	Men, Women, and UA Bathroom.
UA Testing		2	80	2	160	160	1	B	
Supplies Storage		1	80	1	80	80	1	B	
Evidence Storage		1	80	1	80	80	1	B	Property storage
Equipment Storage		1	80	1	80	80	1	B	Storage of A/V equipment carts
Records Storage		1	80	1	80	80	1	B	
Budget/Payroll/Personnel Files		1	100	1	100	100	1	B	
Net Square Footage Total:					3,372	3,372			
Circulation Factor:				30%	1,012	1,012			
Departmental Gross Square Footage Total:					4,384	4,384			
TOTAL PAROLE AND PROBATION COURTHOUSE SERVICES									
NET SQUARE FOOTAGE (NSF):					3,372	3,372			
DEPARTMENTAL GROSS SQUARE FOOTAGE (DGSF):					4,384	4,384			



LANE COUNTY ADMINISTRATION

PUBLIC SERVICE BUILDING / 125 EAST 8TH AVENUE / EUGENE, OR 97401 / (541) 682-4203 / FAX (541) 682-4616

June 3, 2016

Mr. Jon Ruiz
City Manager
City of Eugene
125 E. 8th Ave
Eugene, OR 97401

Mr. Ruiz,

Thank you for taking the time to meet with me in person and via phone this week regarding the discussion and direction by the Board of County Commissioners at a work session on May 31, 2016. The Board discussed efforts by Lane County, the City of Eugene and the Farmers Market to determine future facility needs and identify opportunities for the highest and best use of publicly owned properties in Downtown Eugene. The presentation and discussion was intended to both inform our Board of the status of these ongoing efforts and to explore potential development scenarios. The discussion also allowed the Board to provide feedback and direction to help guide County efforts to identify and collaborate with project partners. Given the discussion that took place, I feel it is appropriate to share with you the material that was covered, communicate the guidance our Board provided and to request your input so that our efforts moving forward will be focused on feasible outcomes and supported by the necessary dedication and coordination of both of our organizations. We have an opportunity to bring together many partners, add value for the public and shape our community for generations.

The presentation to our Board began with a review of the values and principles associated with our work toward a new Courthouse. These high-level values and principles, which are based on the Board's strategic plan, are intended to ensure the County's efforts are focused on the appropriate processes and outcomes from the outset, even before project specifics and key objectives are fully defined. These values and their supporting principles are:

Accountability: The project team is committed to accountability through clearly defined project performance measures, including scope, schedule and cost.

Collaboration: The project team is committed to coordinating with key stakeholders and establishing strong relationships with project partners to leverage shared interests and the common good for the community.

Transparency: The project team is committed to an open and public process with an emphasis on public outreach and engagement.

Stewardship: The project team is committed to a shared vision that provides significant value to the community for generations to come, through efficient use of public spaces, enhanced access to quality services and responsible management of taxpayer resources.

Additionally, we discussed that the State of Oregon mandates counties to provide an adequate facility in which to house the state-run circuit courts. It is one of the few services that counties are mandated to provide. Our current Courthouse is no longer considered adequate to meet the current and future needs of our public safety system. The most serious issues with the current facility include security and space availability. Lane County's population was much lower when the Courthouse was constructed. The building now serves 40,000 cases per year – a number likely to continue growing with our population. In addition, the Courthouse faces security issues that lead defendants, judges, victims and witnesses sharing the same hallways and spaces outside the courtroom, among other security-related challenges.

The good news is that we have an unprecedented opportunity to leverage state funding to help cover a significant portion of the cost to design and construct an adequate facility. We have already leveraged up to \$1.4 million to cover half of the anticipated cost of planning and design. We are working to ensure we are eligible to receive up to 50 percent of the cost to construct the direct court function areas of a new Courthouse.

Following the discussion of principles and the need for a new Courthouse, we provided background on the efforts of the County, City and Farmers Market to define and meet their respective facility needs. The presentation attempted to highlight the fact that these parallel efforts, if fully coordinated, have the potential to realize a transformational shared vision for some of the most prominent and well-visited public spaces and facilities in Eugene. Staff also emphasized the dynamics that have created this unprecedented opportunity to reshape the center of Eugene's downtown through the comprehensive redevelopment of public space, and worked to convey the importance of fully exploring and accounting for these factors if the optimal outcome is to be reached. To present the Board with the clearest view of these factors, staff provided a basic summary of the facility needs and physical resources that can potentially be leveraged in a coordinated, multi-entity development for the benefit of each entity as well as the broader community.

Facility Needs:

Lane County – Create an optimally configured and sited County Courthouse. Initial facility needs assessment finds that the facility will require up to 250,000 square feet.

City of Eugene – Create an optimally configured and sited City Hall. The City is nearing completion of a design for City Hall - Phase I on the west half of the property where the previous City Hall was located. The current design for Phase I is four stories with 32,000 total square feet. The ground floor contains the public meeting rooms, council support spaces, public restrooms, and mechanical and electrical rooms. The public meeting rooms are double-height spaces leaving a partial second floor that contains offices and meeting rooms along with additional mechanical room space. The third floor contains the bulk of the office space for the City Manager's Office and the fourth floor is shelled space for future completion and occupancy.

Farmers Market – Lane County and the City of Eugene continue to support identifying a permanent year-round home for an expanded Lane County Farmers Market. A study that is funded and actively supported by Lane County, the City of Eugene and other important stakeholders is expected to be completed in late summer of 2016. The study will conceptually outline what a permanent Farmers Market facility might look like in terms

of a space program and operational models. The Board of County Commissioners will likely hear an update on the effort this summer.

Physical Resources:

City Hall Property – The site of the former City Hall was cleared of all improvements in the first half of 2015. The property is currently compacted gravel, roughly at grade with the adjacent streets. The entire property is currently owned by the City.

Butterfly Lot – The Butterfly Lot was constructed in 1959 as supporting facility to the Lane County Courthouse. While the facility plays a critical role in supporting the County and the Court's operations, its inflexible and inefficient configuration limits this prominent property's ability to realize its highest and best use. The property is owned by the County and the Farmers Market leases areas around the structure to conduct market activities on specific days.

Given the needs of our respective facilities and the identifiable physical resources available to meet them, there are a number of scenarios that may meet each entity's needs to varying degrees. For the purposes of discussion, County staff presented three options to the Board:

Courthouse at Butterfly Lot:

For some time, the perceived solution to the need for a new Courthouse has been to build a new facility on the property where the Butterfly Lot is currently located. The Butterfly Lot presents perhaps the clearest path forward for a new Courthouse in that it is County-owned, would require little change in practice for those entities and individuals that currently support and interact with the Courts in their current location. It also provides opportunity for co-location with other justice partners and County functions given the site's close proximity to the County's Public Service Building (PSB) and current Courthouse building. While meeting the County's needs, this scenario would likely require the majority of the site to be developed and dedicated to the Court facility, leaving a relatively modest amount of public space and further limiting available space for the Farmers Market. Alternatively, under this scenario the Farmers Market's desire for a more suitable and permanent setting could be met on the east half of the City Hall property. City Hall's current design leaves the east half of the property as an unprogrammed land bank, presumably to support a use compatible with the planned improvements on the property's west side. With the potential for additional urban renewal funds dedicated to the Farmers Market, and the inclusion of the City Hall property in the Downtown Urban Renewal District, we understand possibilities exist for establishing a Farmers Market space on the east half of the City Hall property that leverages the improvements and public spaces planned for the west half of the block.

City Hall and Farmers Market at Butterfly Lot:

Several years ago, early planning work for a City Hall complex focused on the Butterfly Lot, which was the preferred site at the time. A number of legitimate factors and constraints led the City to refocus its efforts on the existing City Hall site. County staff indicated that perhaps a number of circumstances have changed that would address the primary challenges associated with the City's originally preferred site and that a scenario

in which City hall is sited at the Butterfly Lot may be worth discussing. Should the Butterfly Lot prove to be a suitable fit for the current City Hall plan, the County could focus its efforts toward a new Courthouse on the site of the former City Hall. Trading the planned locations of these facilities would appear to address several needs and provide a number of benefits. Also, this scenario provides perhaps the most expeditious path forward for all three entities as transferring ownership of each of the properties through sale would immediately free the Butterfly Lot for redevelopment. This resolves a number of timing challenges attributable to the staggered timelines associated with the advanced design of City Hall, the early planning of a new Courthouse and the initial visioning for a Farmers Market.

From a design perspective, the relatively modest scale of City Hall – Phase I would presumably fit on the Butterfly Lot site. City Hall's limited footprint and planned public plaza allow for generous public space on the southern portion of the Butterfly Lot, potentially allowing for rededication of at least a portion of the northwest park block and potential for a permanent and suitable home for the Farmers Market. For the County, dedicating the entire site of the former City Hall to the Courthouse would allow for a larger footprint and greater setbacks, potentially reducing construction costs and addressing security/circulation challenges posed by a half block site and the vertical construction it necessitates. Additionally, under this scenario, the current Courthouse building would be situated between the new City Hall and the County's Public Service Building. Once vacated by the Courts, the current Courthouse would be well-positioned for consolidation and co-location of City and County services, which could improve efficiency, reduce costs and enhance access to services for the public.

While this scenario represents a bold and transformative plan for a new civic center, the County acknowledges the challenges this scenario may create for the City. During the discussion with the Board, we emphasized that the City Hall project has advanced to the final stages of design and we recognize that timing and cost considerations may preclude this scenario from consideration by the City. We discussed that the design for City Hall on the west half of the site of the former City Hall was recently approved by the City Council and the final construction budget is expected to be heard by the Council in the near future. We also discussed that the City Hall project team currently anticipates that construction will commence in the fall of 2016. We understand that pursuing this scenario could have a significant impact on the City's efforts and that it is unclear whether the benefits of this scenario are compelling enough for the City to undertake a redesign of City Hall for an alternate site. In summary, while the County recognizes that this scenario may present challenges for the City from timing and cost perspectives, the Board of County Commissioners is respectfully requesting that this scenario at least be discussed and considered thoughtfully due to the potential benefits that could result for the community and our respective facility needs.

City Hall and Courthouse Together, Farmers Market at Butterfly Lot:

Finally, we discussed that the current design of City Hall includes development of the west half of the full-block property where the former City Hall was located and that the east half of the block has yet to be programmed. We conveyed the City's willingness to explore the potential of a new County Courthouse sited on the east half of the City Hall property, which creates the opportunity for the Butterfly Lot to be reprogrammed for a

permanent, year-round Farmers Market, as well as additional open space and redevelopment opportunities that complement planned investments in the surrounding areas.

While this scenario maximizes the potential for expanded public space near the existing park blocks, it presents a number of functional and architectural challenges to the Courthouse planning and design effort. Siting a new Courthouse facility at either the Butterfly Lot or on the entire property previously occupied by the former City Hall offers the ability for Court functions to closely connect with County departments at the existing Courthouse/Public Service Building complex. Under this scenario, however, a significant separation would be created between the new Courthouse and the existing Courthouse/Public Service Building complex by City Hall. This separation would inhibit connectivity among the County's various functions and would likely result in inefficiencies, depending on the tenants that are housed in the new Courthouse and the tenants that may remain in the existing building. Additionally, the compatibility of the new City Hall design with that of a new Courthouse in both form and function, when sited so closely together, will present architectural challenges that may be costly. Finally, co-tenancy on the site of the former City Hall by both a new City Hall and a new County Courthouse will demand regular, ongoing coordination and cooperation to ensure the entire site operates efficiently and in the best interest of the public. With potentially differing operational standards, organizational objectives and statutory obligations, this shared responsibility could present a number of challenges that do not appear to exist if the new County Courthouse was sited independently, as in the other scenarios explored here. While these challenges are important for our respective policy makers to consider, they are not insurmountable and this scenario has the potential to add significant value for our community and meet our respective facility needs.

The Board discussion that occurred during and after the presentation of these development scenarios was informative and productive. In addition to the staff presentation and the Commissioner's questions and comments, Presiding Judge Rasmussen participated and provided information regarding the Courts' perspective. The Board acknowledged the challenges presented by each of these scenarios, expressed its desire to work together to identify solutions that meet the needs of our respective organizations and are in the best interests of the people we serve and our community as a whole. The Board concluded by providing specific direction on four items:

1. Continue our work with the values and principles as stated at the meeting. Additionally, ensure we continue to inform the public as to why this effort is important.
2. Pursue and continue to refine each of the development scenarios presented at the meeting. Refinement should include adjustments to the scenario under which City Hall and the County Courthouse occupy the site of the former City Hall so that concerns over co-location and connectivity between the Courts and County offices are addressed. Additionally, each scenario should be detailed with an emphasis on transportation and access.
3. Under any scenario, opportunities to co-locate City and County offices are to be explored in an effort to create efficiencies by optimizing the use of public facilities and adding value by providing improved service to the public.
4. The Board requested an evening Joint Elected Officials meeting to discuss these

potential scenarios and further requested an opportunity for public comment.

I hope you find the above summary of the Board meeting helpful in understanding where our work stands, as well as our view of the opportunities to collaborate in order to best meet the needs of our community. We certainly recognize and appreciate the time constraints the City Hall project imposes on some of these potential development scenarios. This discussion is a high priority for Lane County. Given timing constraints, we request that the Joint Elected Officials meeting be scheduled prior to the City Council's planned recess in August to allow for discussion, collaboration and direction from our elected officials to elevate or eliminate potential development scenarios and focus our staff resources accordingly. I have asked County staff to begin coordinating with your staff to identify a date, possibly in mid- to late-July. We will work diligently with City officials to identify a date and time for this meeting, as well as to plan accordingly for a thoughtful and productive discussion.

Thank you again for your continued partnership and collaboration on issues important to our community. Despite the inevitable challenges ahead, we have common interests and a unique opportunity to focus on solutions that transform our community for generations to come.

Sincerely,



Steve Mokrohisky
County Administrator
Lane County
125 E. 8th Ave
Eugene, OR 97401



Memorandum Date: May 31, 2016

TO: Board of County Commissioners

DEPARTMENT: County Administration

PRESENTED BY: Steve Mokrohisky, County Administrator
 Greg Rikhoff, Director of Operations
 Brian Craner, Capital Projects Manager
 Sarah Means, Economic Development Manager

AGENDA ITEM TITLE: WORK SESSION/ Courthouse, Public Market and Civic Center
 Long-Range Planning

I. AGENDA ITEM SUMMARY

This item is a discussion regarding multiple efforts focused on potential redevelopment of publicly owned properties in downtown Eugene. Primary among these efforts is Lane County's work in planning for a new Courthouse, the City of Eugene's design and construction of City Hall, and the Lane County Farmers Market's assessment of the market demand for an expanded and more permanent farmers market. Staff is seeking direction from the Board that will help focus the County's evaluation of potential courthouse sites and define the County's role in identifying and collaborating with appropriate stakeholders and partners.

II. VALUES AND PRINCIPLES

To help guide the work associated with this item, staff has developed a set of values and supporting principles. These high-level values and principles, which are based on the Board's strategic plan, are intended to ensure staff's efforts are focused on the appropriate processes and outcomes from the outset, even before project specifics and key objectives are fully defined. These values and their supporting principles are:

Accountability: The project team is committed to accountability through clearly defined project performance measures, including scope, schedule and cost.

Transparency: The project team is committed to an open and public process with an emphasis on public outreach and engagement.

Collaboration: The project team is committed to coordinating with key stakeholders and establishing strong relationships with project partners to leverage shared interests

and the common good for the community.

Stewardship: The project team is committed to a shared vision that provides significant value to the community for generations to come, through efficient use of public spaces, enhanced access to quality services and responsible management of taxpayer resources.

Funding assistance for Courthouse planning was recently approved by the State legislature and work on a courthouse facility needs assessment has neared completion. County staff has begun work on a Courthouse Planning Project Charter that will reflect these values and principles. County staff plans to bring a draft of the project charter to the Board at a future meeting for review and comment to ensure it meets the Board's expectations before it is ratified.

III. BACKGROUND

Lane County Courthouse

The Board of County Commissioners held a work session on April 29, 2014 and a follow-up public hearing on June 3, 2014 to discuss potential collaboration with the City of Eugene to coordinate planning for a new Courthouse, City Hall and potentially a more suitable and permanent home for the Lane County Farmers Market. Additionally, the Board heard a report on July 25, 2014 regarding the County's efforts to collaborate with the City and to pursue state matching funds for courthouse planning. At that meeting, the County's intent to engage the National Center for State Courts (NCSC) to conduct a courthouse facility needs assessment was discussed. On December 2, 2014, the Board authorized the County Administrator to execute a contract with the NCSC for courthouse planning and space programming services. On May 24, 2016, the Board heard a presentation on the NCSC's draft court facility needs assessment, including methodology and findings. The draft study includes a quantification of the space required to house the Courts and court-related agencies. This quantification of need is intended to support an analysis of potential courthouse sites, which is integral to the broader urban planning work discussed here.

Eugene City Hall

For some time now, the City of Eugene has been working toward construction of a new City Hall. On November 22, 2004, the City Council approved the establishment of a Facility Replacement Reserve and agreed to move forward with a master planning and public participation process to inform future decisions related to City Hall and/or a Public Safety Building. On May 25, 2005, the City Council directed staff to proceed with the Policy Advisement Phase (Phase 1) of a proposed "City Hall/Police Building Action Plan" (later renamed "City Hall Complex Action Plan"). What followed was a number of public forums and Council work sessions that supported the City consultant's work in defining project values and position statements.

On December 14, 2005, the City Council directed the City Manager to proceed with the Development Plan Phase (Phase 2) of the City Hall Complex Action Plan. This phase included technical work and public input required to generate an overall development plan for a City Hall Complex. This was again followed by a number of public forums and Council workshops, resulting in the presentation of two preferred site options to the Council on September 20, 2006. The two preferred sites were the existing City Hall site and a site that included the county-owned Butterfly Lot with adjacent privately-owned properties. Following additional Council workshops, the City Council voted on December 11, 2006 to proceed with schematic design and other planning for a new City Hall, without a police patrol function, at the Butterfly Lot site. Several Council work sessions focused on options for City offices and a new City Hall followed. However, the feasibility of the City Hall plan at the Butterfly Lot site stalled for various reasons, including presumed challenges in obtaining the needed properties from multiple owners, perceived obstacles associated with the property's original platting and land donation ("deed restrictions"), and physical limitations and cost implications associated with the property's size when compared against a City Hall concept that consolidated the bulk of City services at one location. Given these considerations, on July 11, 2007 the City Council directed the City Manager to use the site of the existing City Hall in developing concept designs in the Implementation Plan Phase (Phase 3) of the City Hall Complex Action Plan.

On July 29, 2009, the City Council authorized the City Manager to execute purchase and sale agreement for a property on Country Club Road for use as police facility, to implement a plan for moving the remaining functions out of City Hall, and to return with options and a public input process for the future use of the existing City Hall site. On September 8, 2010, the City Council received an update from City staff and directed the City Manager to return with concept plans and proposed financial strategies for City Hall including options for both the current City Hall site and the EWEB Administrative Building. After several more Council work sessions, public forums and meetings of the Council Sub-Committee on City Hall, the City Council directed the City Manager to complete an analysis for rebuild and new construction options for City Hall on the current City Hall site on December 12, 2012. This action effectively eliminated the EWEB Administrative Building from further consideration. On February 10, 2014, the City's design team presented the results of their research, analysis, and design exploration work for the City Hall Rebuild project culminating in a project team recommendation to proceed with a new construction design concept that could maintain the option of reusing existing council chambers. The design team explained challenges and limitations inherent in reusing the existing council chamber and suggested it would likely be less expensive to build a new council chamber than trying to rebuild the existing council chamber to meet current functional and code requirements. Following public outreach and Council work sessions on the technical and budgetary aspects of the options, the City Council directed the City Manager to proceed with new construction on the existing City Hall site on September 24, 2014. The existing City Hall was deconstructed in the first half of 2015, leaving a cleared site of compacted gravel roughly at grade with the adjacent streets. On April 27, 2016, the City Council finalized the desired design elements of City Hall and approved the design as presented. It is anticipated that City staff will return to the City Council in the near term to present

the guaranteed maximum price for City Hall and, once approved, commence construction.

Lane County Farmers Market

Parallel to the effort to plan for a new Courthouse, Lane County has been actively engaged in leading conversations with a variety of stakeholders regarding the topic of a Public Market in downtown Eugene. For a number of years, County officials have had conversations with the Farmers Market related to our community's shared interest in a more permanent location in downtown Eugene. All stakeholders share the end goal of finding a permanent home for the Farmers/Public Market, and there are a variety of questions that require resolution in order to make a fully informed decision. Lane County has been in a lead role in the process to answer critical questions and fill the gaps in knowledge necessary to have a better understanding of what a downtown Public Market might look like.

Specifically related to the Farmers Market, Lane County has partnered with the City of Eugene, the Farmers Market, the University of Oregon and others on detailed analysis to ensure we have the necessary information to make informed decisions related to a Public Market. In 2014, the Lane County Public Market and Food Hub Market Analysis was completed. This study provided a great deal of information regarding what the community would support in terms of a Food Hub and/or Public Market. The study included a random sample household survey about current grocery spending and potential use of a public market. It also included a technical resource group that met regularly along with targeted interviews with local food experts that informed the conversation on specific topics, such as supply and distribution.

As a follow-up to the Public Market and Food Hub Market Analysis, in June of 2015, Lane County convened a group of stakeholders to discuss next steps and targeted interests. These stakeholders included Lane County, City of Eugene, Farmers Market representatives, private industry/developers, restaurateurs, the University of Oregon, and local non-profit organizations. Over the course of several meetings, these stakeholders determined that a strategic focus on a Public Market (as opposed to a Food Hub or some combination of the two) was of most interest and the next step was to conduct a financial feasibility assessment along with some general space planning.

In the Fall of 2015 the Eugene Downtown Public Market Feasibility Analysis was initiated. This process was initiated by Lane County, the City of Eugene, Lane County Farmers Market, Saturday Market, EWEB and the University of Oregon. The purpose of the Feasibility Analysis is to conduct initial financial analysis along with some conceptual work on what a permanent facility might look like in terms of a space program and operational models. The study has a technical resource group, largely made up of the same stakeholders that met in June 2015, that continue to inform the discussion. This effort is ongoing and is expected to conclude in late summer of 2016.

IV. NEEDS AND RESOURCES

The parallel efforts of the County, the City and the Farmers Market, if fully coordinated, have the potential to realize a transformational shared vision for some of the most prominent and well-visited public spaces and facilities in Eugene. There are several dynamics that have created this unprecedented opportunity to reshape the center of Eugene's downtown through the comprehensive redevelopment of public space. These dynamics must be fully explored and accounted for if the optimal outcome is to be reached. First, it is helpful to understand the facility needs each entity is trying to address and the physical resources that are available to address them.

Facility Needs:

Lane County - Create an optimally configured and sited County Courthouse. Initial facility needs assessment finds that the facility will require up to 250,000 square feet.

City of Eugene - Create an optimally configured and sited City Hall. The City is nearing completion of a design for City Hall - Phase I on the west half of the property where the previous City Hall was located. The current design for Phase I is four stories with 32,000 total square feet. The ground floor contains the public meeting rooms, council support spaces, public restrooms, and mechanical and electrical rooms. The public meeting rooms are double-height spaces leaving a partial second floor that contains offices and meeting rooms along with additional mechanical room space. The third floor contains the bulk of the office space for the City Manager's Office and the fourth floor is shelled space for future completion and occupancy.

Farmers Market - The Lane County Farmers Market has expressed a desire to expand their current footprint and to operate year-round. A study that will conceptually outline what a permanent Farmers Market facility might look like in terms of a space program and operational models is expected to be completed in late summer of 2016.

Physical Resources:

City Hall Property – The site of the former City Hall was cleared of all improvements in the first half of 2015. The property is currently compacted gravel, roughly at grade with the adjacent streets. The entire property is currently owned by the City.

Butterfly Lot – The Butterfly Lot was constructed in 1959 as supporting facility to the Lane County Courthouse. While the facility plays a critical role in supporting the County and the Court's operations, its inflexible and inefficient configuration limits this prominent property's ability to realize its highest and best use. The property is owned by the County, and the Farmers Market leases areas around the structure to conduct market activities on specific days.

V. POTENTIAL DEVELOPMENT SCENARIOS

Given the facilities needs of the three entities identified here, and the identifiable physical resources available to meet them, a number of scenarios can be developed by which each

entity's needs are met, to varying extents. For the purposes of discussion, three are presented here:

Courthouse at Butterfly Lot:

For some time, the perceived solution to the need for a new courthouse has been to build a new facility on the property where the Butterfly Lot is currently located. The Butterfly Lot presents perhaps the clearest path forward for a new courthouse in that it is County-owned, would require little change in practice for those entities and individuals that currently support and interact with the Courts in their current location, and provides opportunity for co-location with other justice partners and County functions given the site's close proximity to the County's Public Service Building (PSB) and current Courthouse building. While meeting the County's needs, this scenario would likely require the majority of the site to be developed and dedicated to the Court facility, leaving a relatively modest amount of public space and further limiting any available footprint for the Farmers Market. Alternatively, under this scenario the Farmers Market's desire for a more suitable and permanent setting could be met on the east half of the City Hall property. City Hall's current design leaves the east half of the property as an unprogrammed land bank, prepared to be developed to support a use compatible with the planned improvements on the property's west side. With the potential for additional urban renewal funds dedicated to the Farmers Market and the inclusion of the City Hall property in the Downtown Urban Renewal District, the possibilities for establishing a Farmers Market space on the east half of the City Hall property that leverages the improvements and public spaces planned for the west half is intriguing.

City Hall and Farmers Market at Butterfly Lot:

The City Hall project has advanced to the final stage of design so it may be challenging for this scenario to be considered by the City however, given the compelling opportunity to meet the needs of stakeholders, an evaluation of the scenario should be considered. The design for City Hall on the west half of the site of the former City Hall was recently approved by the City Council, and the final construction budget is expected to be heard by the Council in the near term.

In 2006, an architectural consultant hired by the City to develop a City Hall Complex Master Plan evaluated 25 potential sites. The consultant concluded there was a clear preference for the Butterfly Lot and adjacent property along 7th Ave as the site for a new City Hall. What followed was a number of discussions regarding the feasibility of locating a City Hall Complex on the preferred site. There were several factors that ultimately limited the feasibility of this plan. First, the properties were not owned by the City and the private owner of the needed property adjacent to the Butterfly Lot was reluctant to sell. Second, there was concern over the original donation of land on which the Butterfly Lot sits and potential limitations on its development. Third, the relatively modest size and the configuration of the preferred site posed physical limitations on the significant space demands of a consolidated City Hall Complex.

Ultimately, the City abandoned pursuit of the Butterfly Lot site and chose to focus on redevelopment of the current City Hall property. However, there are a number of circumstances that have changed that would perhaps address the primary challenges associated with the City's originally preferred site for City Hall.

- **Ownership:** The space program for a City Hall Complex at the time the Butterfly Lot was initially evaluated was much larger than the Phase I and Phase II City Hall concepts currently planned. With City Fire, Police, and Municipal Court functions now located elsewhere, the space demanded by Phase I and Phase II could be accommodated on the Butterfly Lot property, without need for adjacent properties. This limits discussion of the potential to acquire the property to just one property owner, the County. Assuming an appropriate alternative site for a new Courthouse can be identified, the County may be willing to sell the property.
- **Deed Restrictions:** There have been many misconceptions and misrepresentations of “deed restrictions” associated with the Butterfly Lot, the park blocks, and even the entire Skinner and Mulligan land donations. County Legal Counsel was recently tasked with providing a comprehensive review of these issues and has determined that there appears to be no significant limitations on the County's ability to transfer the Butterfly Lot property to another public agency, nor upon its use as a site for a Farmers Market, public building, or other use compatible with a public square.
- **Size:** The consolidated City Hall Complex contemplated at the time the Butterfly Lot was identified as the preferred site for City Hall was large enough to demand the site be expanded to include adjacent properties. The City Hall Phase I and Phase II concepts the City is currently pursuing have been designed to fit on a half block at the site of the former City Hall. This concept could presumably be applied to the half-block Butterfly Lot as well.

Should the Butterfly Lot prove to be a suitable fit for the current City Hall plan, the County could focus its efforts toward a new Courthouse on the site of the former City Hall. Trading the planned locations of these facilities addresses several needs and provides a number of benefits. Also, this scenario provides perhaps the most expeditious path forward for each entity in that transferring ownership of each of the properties through sale would immediately free the Butterfly Lot for redevelopment dedicated to City Hall and the Farmers Market. This resolves a number of timing challenges associated with staggered timelines associated with the advanced design of City Hall, the early planning of a new Courthouse, and the initial visioning for a Farmers Market.

From a design perspective, the relatively modest scale of City Hall – Phase I would fit on the Butterfly Lot site. City Hall's limited footprint and planned public plaza allow for generous public space on the southern portion of the Butterfly Lot, allowing for rededication of at least a portion of the northwest park block and potential for a permanent and suitable home for the Farmers Market. For the County, dedicating the entire site of the former City Hall to the Courthouse would allow for a larger footprint

and greater setbacks, potentially reducing construction costs and addressing security/circulation challenges posed by a “tight” half block site and the vertical construction it necessitates. Additionally, under this scenario, the current courthouse building would be situated between the new City Hall and the County’s Public Service Building. Once vacated by the Courts, the current courthouse would be well-positioned for co-location of City and County services.

Finally, from a civic planning standpoint, this scenario presents a number of potential synergies between a City Hall/Farmers Market on the Butterfly Lot and expanded convention space associated with the Hilton, across 7th Avenue.

While the scenario described above represents a bold and transformative plan for the civic center, the City Hall project’s advancement to the final stages of design may preclude this scenario from consideration by the City. The design for City Hall on the west half of the site of the former City Hall was recently approved by the City Council, and the final construction budget is expected to be heard by the Council in the near term. The City Hall project team currently anticipates that construction will commence in the fall of 2016. Pursuing this scenario would have a dramatic impact on these efforts and it is unclear whether its benefits are compelling enough for the City to undertake a redesign of City Hall for an alternate site.

City Hall and Courthouse Together, Farmers Market at Butterfly Lot:

The current design of City Hall contemplates development of the west half of the full-block property where the former City Hall was located. This half block contains a public plaza, the City Hall – Phase I building, and a parking area where Phase II is planned. The east half of the block is yet to be programmed, and has been characterized in some City Council discussions as a “land bank”. The City has expressed a willingness to explore the potential of a new County Courthouse being sited on this land bank, so that the Butterfly Lot may be made available for redevelopment. Under this scenario, redevelopment of the Butterfly Lot would likely include re-establishment of the northwest park block (south half of the Butterfly Lot site) as a public park and some more intensive development of the northern half of the property, potentially in support of a more permanent Farmers Market.

While this scenario maximizes the potential for expanded public space near the existing park blocks, it presents a number of functional and architectural challenges to the Courthouse planning and design effort. Siting a new Courthouse facility at either the Butterfly Lot or on the entire property previously occupied by the former City Hall offers the ability to closely connect with County departments at the existing Courthouse/Public Service Building complex. Under this scenario, the new Courthouse would be separated from the Courthouse/Public Service Building complex by City Hall, inhibiting connectivity among the County’s various functions and potentially resulting in inefficiencies, depending upon which tenants are housed in the new Courthouse and which may remain at the existing Courthouse. Additionally, the compatibility of the new City Hall’s design with that of a new Courthouse in both form and function, when sited so closely together, will present

architectural challenges that may be costly. Finally, co-tenancy on the site of the former City Hall by both a new City Hall and a new County Courthouse will demand regular, ongoing coordination and cooperation to ensure the entire site is operated efficiently and in the best interest of the public each facility serves. With potentially differing operational standards, organizational objectives, and statutory obligations, this shared responsibility could present a number of challenges that do not appear to exist if the new County Courthouse was sited independently, as in the other scenarios explored here.

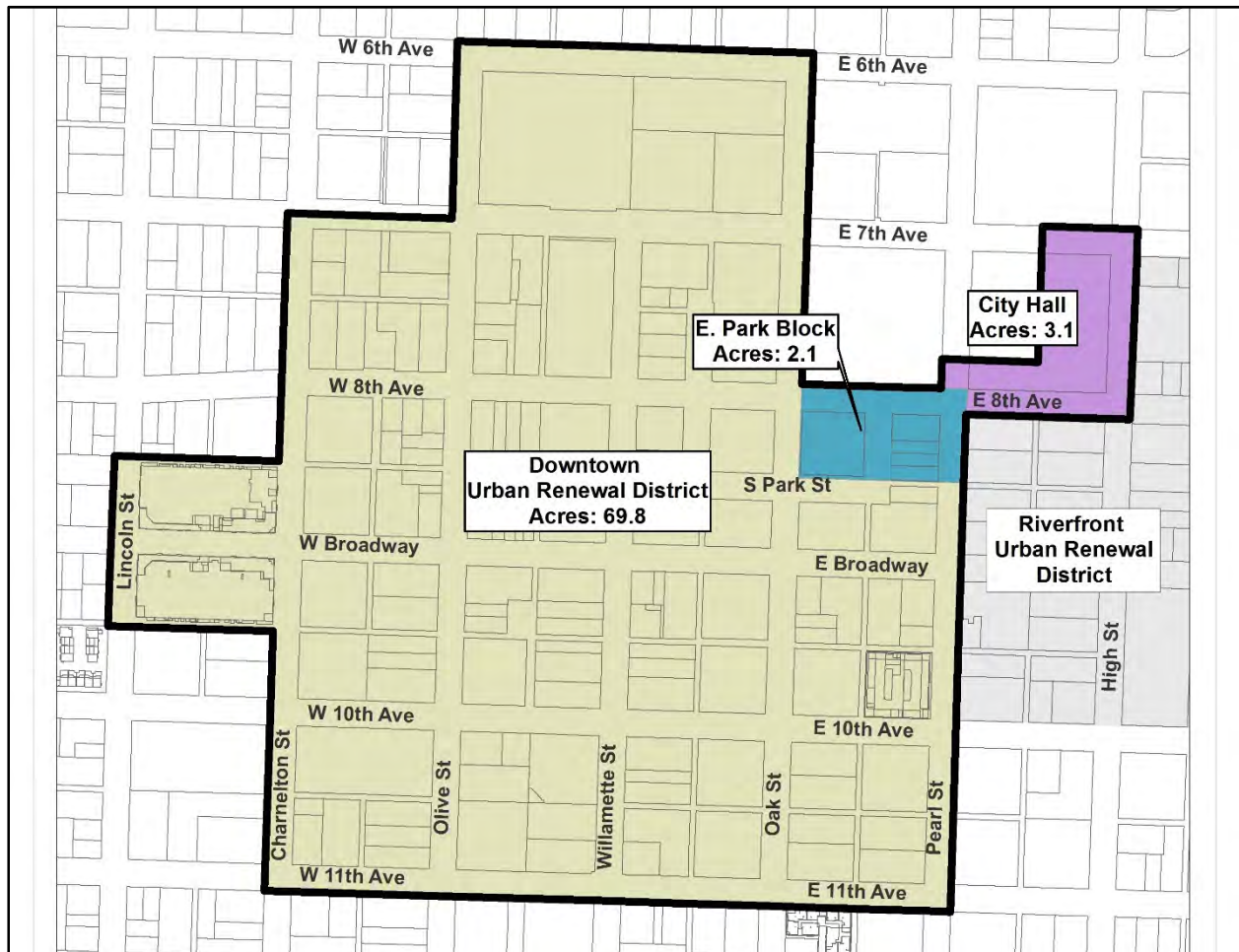
VI. ACTION/RECOMMENDATION

Provide direction to the County Administrator to communicate the County's desires and requirements for siting a future Courthouse and for other uses of public space to the City of Eugene and other potential partners. This may include endorsement of one or more of the scenarios presented here or alternate scenarios the Board defines. Further, direct staff to refine deal points for the preferred scenario(s), in coordination with the appropriate project partners, for consideration by the Board at a future public meeting.

Downtown Urban Renewal District

The Eugene City Council approved an ordinance amending the Downtown Urban Renewal Plan on June 13, 2016. The amendment:

- Increases the spending limit by \$19.4 million;
- Expands the district boundary by five acres to incorporate the eastern Park Block area and a portion of the City Hall block (see map below).
- Outlines a community engagement and public hearing process the City Council (acting as the Agency Board) must take action before funding the four projects.



The amendment makes four projects eligible for urban renewal funds:

High-speed fiber provides super-fast internet connection speeds. Its name comes from the use of thin glass cables, which allow for faster data transfer compared to the standard copper wires used in traditional connections. Providing publicly owned, open-access fiber connections in the downtown creates a competitive landscape for telecommunications, which has been shown to expand service options and lower

prices for consumers. This project will provide telecommunications infrastructure to support the needs of our growing technology sector and other businesses in the downtown. In addition, the fiber project expands our region's connections to larger internet exchanges, which will reduce costs and increase telecommunications speeds for Lane ESD, Lane Community College, Lane County Government, the Lane Council of Governments, and the K-12 school districts.

The Lane County Farmers' Market returned to Eugene's Park Blocks in the 1970s and has become a vital source of quality local produce and a cornerstone of downtown activity. While the Farmers' Market has maximized use of the existing space, the configuration and limitations of the site make it difficult for the market to grow and reach its full potential. For many years, the Farmers' Market has expressed a need and desire to establish a larger and more prominent, year-round market in downtown. This project focuses on possible improvements to the Park Blocks, or another downtown location, in order to create a more attractive and functional venue for a permanent, year-round Farmers' Market. Options range from a simple pavilion to a full service building and from no land acquisition or site improvements to land acquisition and improvement for the project.

The Park Blocks are located in the heart of downtown, and are a critical component of Eugene's identity and economic health. The area is also home to two beloved organizations, the Saturday Market and the Lane County Farmers' Market, and a key part of the Willamette to Willamette initiative. Improving these spaces and increasing the opportunities for desired activities downtown requires a focused, strategic investment in the amenities, character, and public identity of the Park Blocks, as well as the other key public open spaces downtown. The first step of this project will be asking the community about their hopes and vision for our town square, and conducting a needs assessment in our growing downtown neighborhood. The results of that work will help inform plans to implement the community vision. The improvement area could be limited to the Park Blocks or have a broader approach, and include other key downtown open spaces: Hult Plaza, Broadway Plaza, the plaza at the new City Hall, the new riverfront park, and the pedestrian path system in between these places.

The former Lane Community College (LCC) downtown center at 1059 Willamette Street was vacated in 2013 when LCC opened its new Downtown Campus at 10th Avenue and Olive Street. The 66,000-square foot facility has three floors with a full basement. LCC is currently working to identify potential redevelopment opportunities that would contribute to and support the entrepreneurial ecosystem anchored by RAIN Eugene, the regional accelerator and innovation network. The structure is large enough to house an 'innovation center' with maker space, wet labs, and other equipment that could support an art and technology incubator. LCC is collaborating with the City, RAIN, Lane County, and others to develop a concept that will benefit the community in the long term. A key goal is to transform this large, vacant building into an active use, contributing to downtown vitality and economic prosperity.

COUNCIL ORDINANCE NO. 20564

COUNCIL BILL 5155

**AN ORDINANCE ADOPTING AN AMENDED URBAN RENEWAL PLAN
FOR THE DOWNTOWN URBAN RENEWAL DISTRICT.**

ADOPTED: June 13, 2016

SIGNED: June 14, 2016

PASSED: 5:3

REJECTED:

OPPOSED: Brown, Taylor, Zelenka

ABSENT:

EFFECTIVE: July 14, 2016



ORDINANCE NO. 20564

AN ORDINANCE ADOPTING AN AMENDED URBAN RENEWAL PLAN FOR THE DOWNTOWN URBAN RENEWAL DISTRICT.

The City Council of the City of Eugene finds that:

A. The Downtown Urban Renewal Plan (the “Plan”) was initially adopted on July 3, 1968, by Resolution No. 257 of the Urban Renewal Agency of the City of Eugene (the “Agency”), and on December 19, 1968, by Resolution No. 1609 of the Eugene City Council. The Plan has subsequently been amended, most recently on May 24, 2010, by Ordinance No. 20459 of the Eugene City Council.

B. Starting in December 2015, the City Council considered downtown improvements with the desire to foster a vibrant downtown, provide near-term economic stimulus, and prepare for the 2021 World Track and Field Championships in a way that results in long-term benefit to the community. The City Council considered different funding mechanisms, including urban renewal, for funding those improvements.

C. In March 2016, the City Council, acting as the Urban Renewal Agency Board of Directors (the “Agency Board”), decided that, as an option for funding the desired downtown improvements, the public should be provided an opportunity to comment on whether the Plan should be amended and, if so, what projects should be included. To meet the timelines for a possible adoption, the Plan would include four possible projects, with the extent of funding for the possible projects to be determined after the public has commented. In accordance with the provisions of ORS 457, in March 2016, the Agency Director prepared an amended Plan (the “proposed Plan”) which included a range of options with the maximum being:

(1) Increasing the maximum indebtedness by \$48 million, to a total of \$96.6 million, to cover the specific projects itemized in Finding D;

(2) Continued annual review of tax increment projects by a community member panel (the Expenditure Review Panel); and

(3) Expanding the boundary by 10% (7 acres) to incorporate the East Park Block area and the City Hall block.

D. The four possible downtown projects are consistent with the outcomes set forth in Finding B above, and the proposed Plan included these projects:

(1) High-Speed Fiber. Creation of high-speed fiber network downtown will reduce costs and increase telecommunications speed to support existing businesses and new businesses. High-speed fiber supports employment growth and attracts new

investments downtown. The service would also support City, Lane Community College, Lane County, Lane Council of Governments, and 4J and Bethel school districts.

(2) Improved Space for Farmers' Market. Improvements to the Park Blocks along 8th Avenue, or another downtown location, will make the location more attractive, functional, and permanent for a possible year-round Farmers' Market. The Lane County Farmers' Market is a cornerstone of downtown activity and one of the most significant public events in the city.

(3) Lane Community College (LCC) Old Building. LCC wants to redevelop its former education facility at 1059 Willamette Street. Recent discussions included creating a multi-tenant facility that could house maker space, co-working space, wet labs, and affordable business startup and art incubation space. Redevelopment of the vacant 66,000 square foot building would require extensive repairs.

(4) Park Blocks & Open Space Improvements. A broad public engagement effort would collect input from the community on their hopes and vision for the Park Blocks and other downtown open spaces (i.e. Hult Center Plaza, Broadway Plaza, and the new City Hall Plaza). Specific improvements could include more restrooms, lighting, seating, signage, security, paving, or landscaping.

E. On March 14, 2016, the Agency Board considered a draft of the proposed Plan and accompanying Report on the Urban Renewal Plan for the Downtown Urban Renewal District (the "Report") and then forwarded it to the City Council for a public hearing and possible adoption.

F. On April 15, 2016, a draft of the proposed Plan and the Report were forwarded to the governing body of each taxing district affected by the Plan with an offer to consult and confer with each district. On May 11, 2016, the LCC Board of Directors voted in support of the proposed projects, for inclusion in the Plan amendment and the use of tax increment financing as the funding mechanism. The Lane County Board of County Commissioners (BCC) reviewed the proposed plan amendment on May 17, 2016, expressed support for the amendment, and approved a letter of support on May 24, 2016. (See Finding J for School District 4J action.)

G. On April 18, 2016, notice of the proposed Plan was sent to owners of property within the City as required by ORS 457.120(1). The notice included, but was not limited to, the date, time and place of the public hearing, in addition to the website where the proposed Plan and the Report could be viewed.

H. On May 9, 2016, the Planning Commission met to review the proposed Plan and Report, and recommended approval based on the City's planning policies.

I. After the notice was mailed pursuant to ORS 457.120, the City Council conducted a public hearing on May 23, 2016, on the proposed Plan.

J. State law, ORS 457.220(4), limits how much a municipality can increase maximum indebtedness. The proposed Plan would increase the original maximum indebtedness by more

than 20%, which would exceed the limitation. ORS 457.470(7), however, also provides that the limitations “*do not apply to the extent the municipality approving a plan obtains the written concurrence of taxing districts imposing at least 75 percent of the amount of taxes imposed under permanent rate limits in the urban renewal area.*” Together, School District 4J and the City impose at least 75% of the amount of taxes imposed under permanent rate limits in the urban renewal area. On May 18, 2016, the Board of Eugene School District 4J voted “to concur with the Eugene City Council’s proposed plan amendment to increase maximum indebtedness for the Downtown Urban Renewal District by up to \$48 million in accordance with ORS 457.220 and 457.470(7)”. The City concurs with that increase in maximum indebtedness by enacting this ordinance.

K. Based on the recommendations of the Agency Board and the Planning Commission, and the written and oral testimony before the Planning Commission and the City Council, the City Council hereby amends the proposed Plan (the “revised, proposed Plan”) and specifically finds and determines that:

(1) The revised, proposed Plan includes the following:

(a) Increasing the maximum indebtedness by \$19.4 million, to a total of \$66 million, to cover the specific projects itemized in Finding D above, with a specific prohibition on using funds for either the City Hall building or for a parking lot on the City Hall block;

(b) Continued annual review of tax increment projects by the Expenditure Review Panel;

(c) Additional public process, including community engagement and a public hearing, before the Agency Board can approve spending tax increment funds to construct any of the projects described in paragraphs (2), (3), and (4) in finding D above; and

(d) Expanding the boundary by 7% (5 acres) to incorporate the East Park Block area and a portion of the City Hall block.

(2) The area defined in the revised, proposed Plan is blighted for the reasons explained in Exhibit C to this Ordinance;

(3) The rehabilitation and redevelopment described in the revised, proposed Plan is necessary to protect the public health, safety or welfare of the City;

(4) The revised, proposed Plan conforms to the Metropolitan Area General Plan, State Land Use Planning Goals, the Downtown Plan, the adopted Growth Management Policies, the Vision for Greater Downtown Eugene, Envision Eugene, and other adopted City plans and policies, and provides an outline for accomplishing the urban renewal projects proposed in the revised, proposed Plan;

(5) No one will be displaced as a result of any of the projects included in the revised, proposed Plan;

(6) No real property is expected to be acquired as a result of the projects included in the revised, proposed Plan, unless improvements to the Farmers' Market necessitates property acquisition;

(7) Adoption and carrying out of the revised, proposed Plan is economically sound and feasible as described in the Report included in Exhibit B to this Ordinance; and

(8) The City shall assume and complete any activities prescribed it by the revised, proposed Plan.

THE CITY OF EUGENE DOES ORDAIN AS FOLLOWS:

Section 1. Based upon the above findings, the Report attached as Exhibit B, and the blight findings attached as Exhibit C to this Ordinance, all of which are hereby adopted, the revisions to the Urban Renewal Plan for the Downtown Urban Renewal District, as reflected in Exhibit A attached hereto, are approved and adopted as the urban renewal plan for the area set forth therein.

Section 2. The City Manager is requested to:

(a) Publish a notice of the adoption of the amended Plan in the Register-Guard, a newspaper published within the City of Eugene and having the greatest circulation within the City, no later than four days following the date that this Ordinance is adopted. In accordance with ORS 457.135, the notice shall contain a statement that the amended Plan shall be conclusively presumed valid for all purposes 90 days after its adoption by this Ordinance and that no direct or collateral attack on the action adopting the amended Plan may be commenced thereafter;

(b) Forward a copy of this Ordinance and the amended Plan to the Urban Renewal Agency of the City of Eugene, which Agency will cause the amended Plan to be recorded in the official records of Lane County, Oregon; and

(c) Forward a copy of this Ordinance and the amended Plan to the Lane County Assessor and request that the Assessor perform the duties directed by ORS 457.430 through ORS 457.450.

Passed by the City Council this

13th day of June, 2016



City Recorder

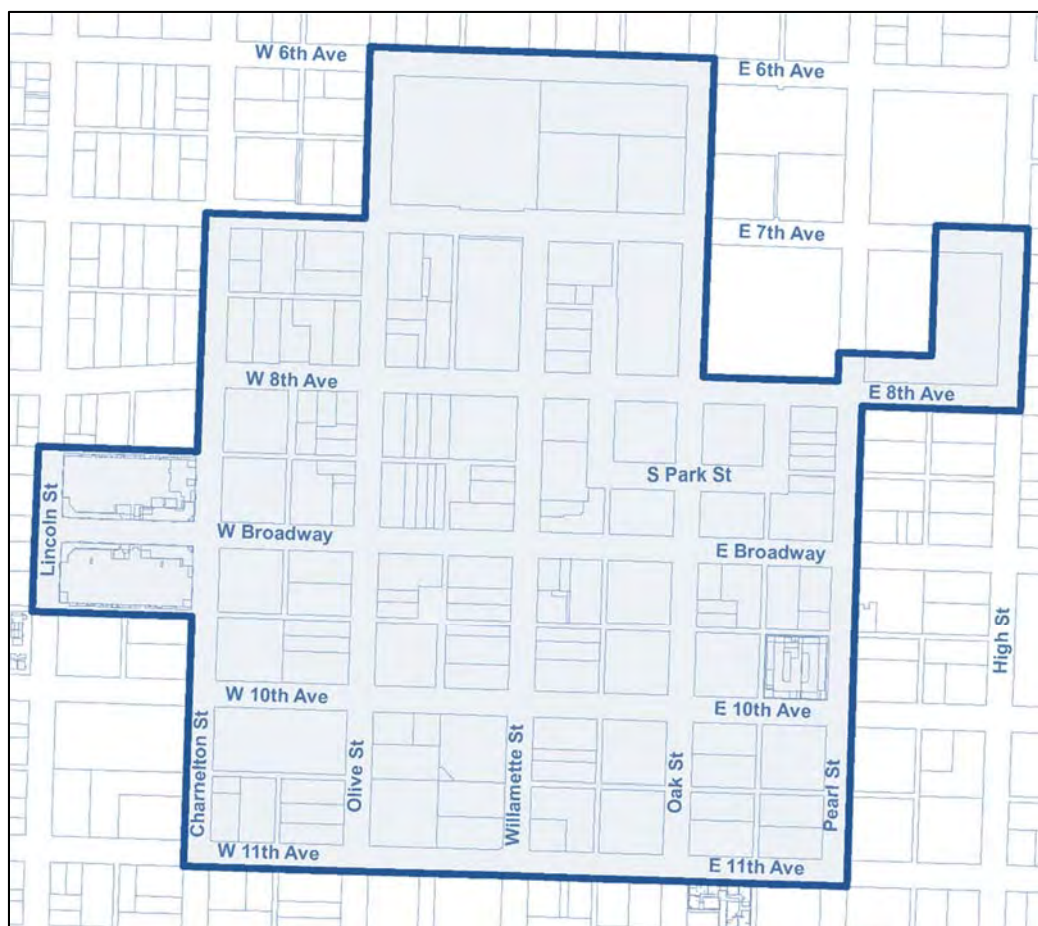
Approved by the Mayor this

14 day of June, 2016



Mayor

Urban Renewal Plan for the Downtown Urban Renewal District



Adopted July 1968

- Modified -

December 1968

December 1989

June 1998

September 13, 2004

May 24, 2010

June 13, 2016

Urban Renewal Agency of the City of Eugene, Oregon



URBAN RENEWAL PLAN FOR THE DOWNTOWN URBAN RENEWAL DISTRICT

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I. ADOPTION

Resolution Number	Date	Purpose
Resolution No. 257	7/3/1968	Adoption of the Urban Renewal Plan for the Central Eugene Project (the Plan).

II. AMENDMENTS

Amendment Number	Date	Purpose
Resolution No. 1609	12/19/1968	<ul style="list-style-type: none"> Modified the Plan to allow for additional projects as required by HUD to receive additional federal funds.
Ordinance No. 19648	11/8/1989	<ul style="list-style-type: none"> Aligned the Plan with Metro Plan policies: strengthen the area's position as a regional service center, maintain the Eugene central business district as a vital center, incorporate principles of compact urban growth, encourage retail and commercial development in the downtown area, and promote the development of parking structures in the downtown core. Expiration set for FY10.
Ordinance No. 20120	6/1/1998	<ul style="list-style-type: none"> Responded to Measure 50 to a) include a maximum amount of indebtedness and b) select Option 1 for the city-wide special levy as the method for collecting ad valorem property taxes for payment of debts related to urban renewal projects. Limited expenditure of new funds to completing existing projects and construction of a new main library. Removed the business assistance loan program. Approved a plan to reduce district administration costs over the following three years.
Ordinance No. 20328	9/13/2004	<ul style="list-style-type: none"> Expanded the projects for which tax increment funds could be used Created a public advisory committee Added the requirement for specific Agency approval of projects greater than \$250,000 (other than loans), and adding a limit of \$100,000 on the mandate for a public hearing in the event of a plan change (applies to minor amendments that can be approved by the URA without ORS 457.095 approval – Section 1200, C of the 2004 Plan). Added the Downtown Revitalization Loan Program (DRLP). Expiration set for 2024.
Ordinance No. 20459	5/24/2010	<ul style="list-style-type: none"> Limited scope of two previously approved projects, removed the ability to initiate all other previously approved projects, and authorized one new project expenditure of new funds to completing existing projects and construction of a new main library. Except for the three projects and existing projects previously approved no initiation of additional projects. Expiration upon the repayment or defeasance of debt related to the urban renewal projects specifically identified in the Plan.

URBAN RENEWAL PLAN FOR THE DOWNTOWN URBAN RENEWAL DISTRICT

Section 100 – Introduction

The Downtown Urban Renewal Plan was revised in 2016 to expand a previously approved project and to authorize several new projects. The previously approved project is “Public Parks, Public Plazas, Public Rest Rooms, Public Open Spaces, and Streets: Park Blocks Improvements for the Farmers’ Market”, which will be expanded to fund improved parks and plazas throughout the Plan Area, including improvements to the Park Blocks for overall community use, to support the continued use for the Saturday Market, and to assist in the development of an improved permanent Farmers’ Market in the Plan Area. The new projects are “Public Utilities: High-Speed Fiber” for the implementation costs that benefit the Plan Area, and “Other Public Facilities: Old Lane Community College Building” for the redevelopment of the now vacant school building. Except for these projects, the Agency will not initiate additional projects to be funded with tax increment dollars after the date of this 2016 Amendment.

The Downtown Urban Renewal District will cease collecting tax increment dollars and return any unused tax increment funds to Lane County for redistribution to overlapping taxing districts as provided in Section 1300 A of this plan.

Section 200 – Definitions

The following definitions will govern this Plan.

2016 Amendment means the update to the Plan that was completed in 2016.

Agency means the Urban Renewal Agency of the City of Eugene.

Butterfly Parking Lot means the property on the northwest corner of 8th Avenue and Oak Street that is owned by Lane County and in use as a two-level parking structure.

Downtown Plan means the Eugene Downtown Plan as adopted by the Eugene City Council in 2004 as a refinement of the Eugene Springfield Metropolitan Area General Plan.

Eugene Fiber Implementation Plan means the plan to extend the municipal high-speed fiber network to downtown buildings and establish the high-speed connection between local and regional internet exchanges.

High-Speed Fiber means the portion of the Eugene Fiber Implementation Plan that is located within the Plan Area and that benefits the Plan Area.

Old LCC Building means the 66,000 square foot building at 1059 Willamette Street owned by Lane Community College and vacated in January 2013 when the new Lane Community College Downtown Campus opened at 10th Avenue and Olive Street.

Plan means this Urban Renewal Plan for the Downtown District.

Plan Area means the property included in the Downtown Urban Renewal District as more fully described in Section 300.

Projects means only the urban renewal projects that are listed in Section 600 of the Plan, as amended by the 2016 Amendment.

Tax Increment Financing means a method of financing urban renewal projects as authorized by ORS Chapter 457.

Willamette to Willamette Initiative means the collection of projects focusing on infrastructure and activity along 8th Avenue between the Willamette River and Willamette Street.

Section 300 – Legal Description

The Downtown Urban Renewal District includes an area of approximately 75 acres. The Plan Area includes all of the land within the boundaries designated on the map attached as Plan Exhibit A and described as containing all lots or parcels of property situated in the City of Eugene, County of Lane, State of Oregon, bounded generally as described in Plan Exhibit B.

Section 400 – Goals and Objectives

A. GOALS

The goals of the Plan are to:

1. Improve the function, condition, and appearance of the Plan Area through:
 - a. Infrastructure improvements to parks, plazas, and open space to provide an inviting civic space aligned with the Willamette to Willamette Initiative, and inviting and accessible connections between the parks, plazas and open space;
 - b. Assisting in the creation of an improved permanent Farmers' Market that will reinforce cultural, commercial and redevelopment activities downtown and bring thousands of people into the Plan Area to purchase farm fresh produce and other products, including people who otherwise would not travel into the Plan Area;
 - c. Construction of critical utility high-speed fiber;
 - d. Redevelopment of the Old LCC Building into an active use, bringing more people into the Plan Area, thereby making the entire Plan Area more

attractive for other businesses and removing the blighting influence of a vacant building in a significant location along Willamette Street.

2. Eliminate blight and blighting influences;
3. Strengthen the economic conditions of the Plan Area; and
4. Enhance downtown's role as the regional economic, governmental, and cultural center and a central location for public and private development and investment.

B. OBJECTIVES

Development in the Plan Area has been intended to implement the adopted policies contained in the Downtown Plan and to develop downtown as the heart of a livable, economically strong, and sustainable city. The objectives for the Plan are to ensure that:

1. The parks, plazas, Farmers' Market, and open space provide inviting civic spaces:
 - a. Benefit the Plan Area and community overall to bring even more community members into the Plan Area and allow for accessibility and connectivity between the public spaces,
 - b. Benefit the community overall and the Farmers' Market with an improved permanent space in the Plan Area so the market can continue to bring hundreds of community members into the Plan Area and remain viable as an organization, and
 - c. Benefit downtown, as athletes, visitors, media and local residents are in the center of our city for the World Track and Field Championships in 2021;
2. High-speed fiber can:
 - a. Increase internet speed for lower monthly costs;
 - b. Increase the competitiveness of the existing technology sector, which will increase the number and size of technology businesses and related jobs, in accordance with the Regional Prosperity Economic Prosperity Plan;
 - c. Reduce costs and increased telecommunications speed for the City, Lane Community College, Lane County, Lane Council of Governments (LCOG), 4J and Bethel school districts; and
 - d. Lower the cost of telecommunications service for residential buildings inside the Plan Area and at least two existing affordable housing projects within one block of the Plan Area;
3. Redevelopment of the Old LCC Building will transform a large, vacant building adjacent to Lane Transit District into an active use contributing to downtown vitality.

Section 500 – Land Use Plan

The use and development of all land within the Plan Area shall comply with the regulations prescribed in the City's comprehensive plan, zoning ordinance, subdivision ordinance, City

charter, or any other applicable local, State or Federal laws regulating the use of property within an urban renewal area.

Section 600 – Urban Renewal Projects

To achieve the objectives of this Plan, the Agency may incur indebtedness to finance the following urban renewal projects, and no others, and may pay that indebtedness with tax increment funds:

A. PUBLIC PARKS, PUBLIC PLAZAS, FARMERS' MARKET, PUBLIC RESTROOMS, PUBLIC OPEN SPACES, AND STREETS

Former Section 600 A of the Plan authorized the Agency to participate in funding infrastructure improvements to the Park Blocks in order to make that location more attractive and functional for the Farmers' Market. Beginning with the effective date of the 2016 Amendment, the Agency will also be able to use tax increment funds in the Plan Area to help create an improved permanent Farmers' Market (not to exceed an additional \$4 million of such funds), as well as to improve any public parks, public plazas, restrooms, open spaces, streets, and sidewalks within the Plan Area (not to exceed \$5.2 million of such funds). The Agency may spend tax increment funds on infrastructure improvements to these elements that may include the design, acquisition, construction or rehabilitation of public spaces, or parks or public facilities within the Plan Area, including but not limited to shelters, buildings, landscaping, walkways, plazas, accessibility improvements, lighting, furniture, and art. A portion of that total may also be spent on changes to the surrounding streets (e.g. 8th Avenue, Oak Street, and Park Street), reincorporating the site of the Butterfly Parking Lot as part of the historic four corners of the Park Blocks, and connecting the public spaces as part of the Willamette to Willamette Initiative. However, tax revenue funds shall not be used to pay for construction of a new City Hall building, nor to pay for a parking lot on the block bounded by Pearl Street, 8th Avenue, High Street, and 7th Avenue.

Community Engagement & Approval Process: Prior to the approval of construction for any of the improvements authorized by this subsection A, the Agency shall complete the following activities:

1. The community will be invited to share their aspirations and vision for the public parks, plazas, open spaces and streets in the Plan Area. In addition, the community will be invited to share ideas about an improved permanent Farmers' Market before funding can be approved for construction.
2. Agency staff shall present to the City's elected officials the information from the community engagement activities identified in paragraph 1. In addition, staff will estimate costs for the specific project or projects, as well as possible funding mechanisms that could be authorized by either the Agency Board or the City Council, including such mechanisms as tax increment financing, grants, General Obligation bonds, General Fund dollars, and private contributions.

3. Following or concurrently with the presentation of the information in paragraph 2, a public hearing shall be held to allow the public to comment directly to the elected officials on whether a specific project should move forward, and if so, how it should be funded.
4. Following the public hearing, the Agency Board may authorize the use of tax increment financing for the specific project or projects that were the subject of the public hearing, or alternatively, decide that a different funding mechanism should be used for all or part of the cost of constructing the project.

B. PUBLIC UTILITIES: *High-Speed Fiber*

The Agency may assist with the Eugene Fiber Implementation Plan to extend the municipal high-speed fiber network to downtown buildings and to establish the high-speed connection between local and regional internet exchanges for costs attributable to the Plan Area using tax increment funds not to exceed \$3 million.

Installing Downtown Fiber: The 2013 City of Eugene Broadband Strategic Plan identified the development of a downtown fiber network as a strategic goal. After completion of the Strategic Plan, City staff worked with Lane Council of Governments (LCOG) and the Eugene Water and Electric Board (EWEB) on a successful pilot project, to test the feasibility of implementing a downtown network. The City, EWEB, and LCOG identified a workable method to connect several commercial buildings by running fiber optics cables through existing electrical conduit. With LCOG, EWEB, and the Technology Association of Oregon, the Fiber Implementation Plan a) calls to construct fiber connections to additional downtown buildings and b) includes the costs and benefits of leasing a publicly operated connection from a local internet connection point to large, regional internet exchanges.

High-speed fiber will serve and benefit the Plan Area because: (1) existing businesses and new businesses benefiting from the high speed and competitive market will grow employment and attract new investments to the Plan Area; (2) residents of housing in the Plan Area will have an added benefit for living within in the Plan Area; and (3), and public agencies will have reduced costs and increased telecommunication speed.

C. OTHER PUBLIC FACILITIES: *Old LCC Building*

The Agency may provide up to \$6 million in tax increment funds as part of redevelopment of the Old LCC Building, which may include housing or activities that advance the Regional Prosperity Economic Development Plan (e.g., an innovation center with maker space, wet lab, or art/tech incubator). The building will benefit the Plan Area by increasing public usage of the area and stimulating additional public and private investment. This work would include Lane Community College and could include collaboration with others.

Prior to the approval of tax increment funds for construction of these improvements the Agency shall follow the public input and approval process identified in subsection A of this section 600.

D. PROJECT DELIVERY AND ADMINISTRATIVE ACTIVITIES

Many of the Agency's project delivery and administrative activities are provided through a contract between the City of Eugene and the Agency dated June 15, 2004.

1. The Agency may retain the services of independent professional people or organizations to provide project delivery administrative or technical services such as:
 - a. Project management;
 - b. Preparation of market, feasibility, or other economic studies;
 - c. Public engagement;
 - d. Preparation of design, architectural, engineering, landscaping architectural, planning, development, or other developmental studies;
 - e. Preparation of property acquisition appraisals;
 - f. Provision of special rehabilitation, restoration, or renovation feasibility and cost analysis studies;
 - g. Provision of legal, debt issuance, accounting or audit services;
 - h. Assistance with preparation of the annual financial report required under Section 800 of this Plan and the financial review required under Section 900 of this Plan; and
 - i. Support ongoing investments within the Plan Area (e.g. potential new businesses, existing businesses with expansion, dealing with safety issues).
2. The Agency may acquire, rent, or lease office space and office furniture, equipment, and facilities necessary for it to conduct its affairs in the management and implementation of this Plan.
3. The Agency may invest its reserve funds in interest-bearing accounts or securities authorized under ORS 294.
4. The Agency may borrow money, accept advances, loans, or grants from any legal source, issue urban renewal bonds and receive tax increment proceeds as provided for in Section 700 of this Plan.

E. EXISTING ACTIVITIES

The Agency may complete urban renewal projects authorized prior to the 2016 Amendment (for example, the Broadway Commerce Center and Woolworth Building projects at Willamette and Broadway, repay debt issued for LCC's Downtown Campus and the Broadway Place Garages, and improvements to downtown lighting). The Farmers' Market improvements that were authorized in the 2010 Amendment are part of the expanded Farmers' Market project identified in Section 600 A. The Agency also may

continue to operate the Downtown Revitalization Loan Program. All dollars loaned must come from program revenue and not from tax increment funds.

Section 700 – Methods for Financing the Projects

The Agency may borrow money and accept advances, loans, grants, and other legal forms of financial assistance from the Federal government, State, City, County, or other public body, or from any source, public or private, for the purposes of undertaking and carrying out the Projects authorized by this Plan.

Ad valorem taxes, if any, levied by a taxing body upon the taxable real and personal property situated in the Plan Area, shall be divided in accord with and pursuant to Section 1c, Article IX of the Oregon Constitution and ORS 457, and used by the Agency for the Projects authorized by this Plan.

The Agency shall adopt and use a fiscal year ending June 30 accounting period. Each year, the Agency shall develop a budget in conformance with the provisions of ORS Chapter 294 and ORS 457, which shall describe sources of revenue, proposed expenditures, and activities.

Section 800 – Annual Financial Statement Required

A financial statement shall be prepared and provide information in accordance with ORS 457. The statement shall be filed with the City Council and notice shall be published in accordance with ORS 457.

Section 900 – Community Member Participation

The activities and projects defined in this Plan, and the adoption of amendments to this Plan shall be undertaken with the participation of community members, owners, tenants as individuals, and organizations who reside within or who have financial interest within the Plan Area together with the participation of general residents of the City. The Agency shall convene not less than once each year a committee of such persons to: a) prepare a report on the activities of the Agency for the previous fiscal year, and b) determine whether the Agency's expenditure of tax increment dollars was limited to the projects authorized by this Plan and the associated administrative costs authorized by the Plan.

Prior to the approval of tax increment funds for construction of Section 600 A and C improvements the Agency shall follow the "community engagement and approval process" identified in subsection A of Section 600.

Section 1000 – Non-Discrimination

In the preparation, adoption, and implementation of this Plan no public official or private party shall take any action to cause any person, group, or organization to be discriminated against in a manner that violates Section 4.613 of the Eugene Code, 1971.

Section 1100 – Recording of this Plan

A copy of this Plan shall be recorded with the recording officer of Lane County.

Section 1200 – Procedures for Changes or Amendments

The Plan will be reviewed and analyzed periodically and may need to be modified based on public engagement results, design engineering for the fiber project, project negotiations for the Farmers' Market, and project scoping for the Old LCC Building. Types of Plan Amendments are:

A. TYPE ONE AMENDMENT – SUBSTANTIAL CHANGE REQUIRING SPECIAL NOTICE

Type One amendments shall require approval per ORS 457.095, and notice as provided in ORS 457.120. Type One plan changes will consist of:

1. Increases in the Plan Area boundary in excess of one percent (1%) of the existing area of the Plan.
2. Increases in the maximum indebtedness that can be issued or incurred under this Plan.

B. TYPE TWO AMENDMENT – SUBSTANTIAL CHANGE NOT REQUIRING SPECIAL NOTICE

Type Two amendments shall require approval per ORS 457.095, but will not require notice as provided in ORS 457.120. Type Two amendments will consist of any change or additions to the projects listed in Section 600.

C. TYPE THREE AMENDMENT – MINOR AMENDMENT

Minor amendments are any change that does not require a Type One or Type Two amendment and may be approved by the Agency Board in resolution form.

D. AMENDMENT TO THE CITY'S COMPREHENSIVE PLAN OR ANY OF ITS IMPLEMENTING ORDINANCES

Should the City Council amend the City's comprehensive plan or any of its implementing ordinances and should such amendment cause a substantial change to this Plan, the City Council amending action shall cause this Plan to be amended provided that the Planning Commission and City Council approve the amendment. In the event of such amendment,

the text and/or exhibits of this Plan, if applicable to this Plan, shall be changed accordingly by duly recorded ordinance.

Section 1300 – Duration and Validity of Approved Plan

A. DURATION OF THE PLAN

Taxes may be divided under this Plan only until the maximum indebtedness for the Plan Area has been issued and paid or defeased, or the Agency has determined that it will not issue the full amount of that maximum indebtedness, and all indebtedness that will be issued has been issued and paid or defeased. When that indebtedness has been paid or defeased the Agency will notify the assessor pursuant to ORS 457.450(2) to cease dividing taxes for the Plan Area, and shall return any unused tax increment funds to Lane County for redistribution to overlapping taxing districts. However, the Downtown District and this Plan may remain in effect as long as legally required to exist and until the Agency transfers any remaining assets and liabilities of the Plan Area to the City of Eugene. As of the date of the 2016 Amendment, it is estimated that the last fiscal year for which taxes will be divided is FY27.

B. VALIDITY

Should a court of competent jurisdiction find any word, clause, sentence, section, or part of this Plan to be invalid, the remaining words, clauses, sentences, section, or parts shall be unaffected by any such finding and shall remain in full force and effect for the duration of the Plan.

Section 1400 – Maximum Indebtedness

The sum of \$33 million was established in 1998 as the spending limit (maximum amount of new indebtedness which could be issued or incurred from tax increment funds) under this Plan after June 1, 1998. That figure was developed using the estimated project costs, plus a 5% annual inflation factor. The 2010 Amendment increased the maximum indebtedness amount by \$13.6 million, to a total of \$46.6 million.

The 2016 Amendment increased the maximum indebtedness amount by \$19.4 million, to a total of \$66 million. The maximum indebtedness limit established by this Section 1400 does not apply to or limit:

1. The obligation of the Agency to pay interest on indebtedness issued or incurred under this Plan;
2. Any indebtedness issued to refund indebtedness issued or incurred under this Plan, to the extent that the refunding indebtedness does not exceed the principal amount of the refunded indebtedness, plus the amount of the refunding indebtedness that is used to pay costs of the refunding;
3. Funds to repay indebtedness existing on the date of the 1998 Amendment; and
4. Expenditures made from funds other than tax increment funds, such as loans made from the Downtown Revitalization Loan Program.

Legislation passed in 2009 (ORS 457.220) placed additional limits on how much a municipality can increase maximum indebtedness. That same legislation, however, also provides that those limitations *“do not apply to the extent the municipality approving a plan obtains the written concurrence of taxing districts imposing at least 75 percent of the amount of taxes imposed under permanent rate limits in the urban renewal area.”* The City concurred with that increase in maximum indebtedness when it approved this Plan. After consultation with the other overlapping taxing districts, the School District 4J Board voted 7:0 on May 18, 2016 “to concur with the Eugene City Council’s proposed plan amendment to increase maximum indebtedness for the Downtown Urban Renewal District by up to \$48 million in accordance with ORS 457.220 and 457.470(7).” The City and School District 4J imposed at least 75% of the amount of taxes imposed under permanent rate limits in the Downtown Urban Renewal District in FY 2015. Therefore, the legislative limitations are not applicable to the proposed maximum indebtedness increase resulting from the 2016 Amendment.

Additionally, the LCC Board and the Lane County Board of County Commissioners provided support for the amendment. On May 11, 2016, the LCC Board of Directors voted 6:0 to support the proposed projects, specifically the LCC Downtown Center project, for inclusion in the Downtown Urban Renewal Plan amendment and the use of tax increment financing as the funding mechanism. On May 24, 2016, the Lane County Board of County Commissioners voted 4:1 to approve a letter of support.

Section 1500 – Formal Matters

At this time, no property is anticipated to be purchased that would result in relocation. If property is identified for purchase that would involve relocation, the Agency would develop provisions for relocation.

PLAN EXHIBIT A: Plan Area Map



PLAN EXHIBIT B: Plan Area Description

Beginning at the southwest corner of the intersection of 11th Avenue and Charnelton Street in the City of Eugene, Lane County, Oregon, commencing northerly along the west right-of-way line of Charnelton Street to the point of intersection of the south right-of-way line of the alley between 10th Avenue and Broadway;

- (1) thence, westerly along the south right-of-way line of said alley to the west line of Lincoln Street;
- (2) thence, northerly along the west right-of-way line of Lincoln Street to the point of intersection of the north right-of-way line of the alley between Broadway and 8th Avenue if extended;
- (3) thence, easterly along the north right-of-way line of said alley to the west right-of-way line Charnelton Street;
- (4) thence, northerly along the west right-of-way line of Charnelton Street to the northwest corner of the intersection of 7th Avenue and Charnelton Street;
- (5) thence, easterly along the north right-of-way line of 7th Avenue to the northwest corner of the intersection of 7th Avenue and Olive Street;
- (6) thence, northerly along the west right-of-way line of Olive Street to the northwest corner of the intersection of 6th Avenue and Olive Street;
- (7) thence, easterly along the north right-of-way line of 6th Avenue to the northeast corner of the intersection of 6th Avenue and Oak Street;
- (8) thence, southerly along the east right-of-way line of Oak Street to the northeast corner of Oak Street and South Park Avenue;
- (9) thence, easterly along the north right-of-way line of South Park Avenue extended to the east right-of-way line of Pearl Street;
- (10) thence, southerly along the east line of Pearl Street to the southeast corner of the intersection of Pearl Street and West 11th Avenue; and
- (11) thence westerly along the south right-of-way line of West 11th Avenue to the point of beginning.

Portion of the City Hall Block description

A tract of land located in the Northeast one-quarter of Section 31 in Township 17 South, Range 3 West of the Willamette Meridian being more particularly described as follows; Beginning at the Southwest corner of Block 18 as platted and recorded in Skinner's Donation to Eugene per Judgement Docket "A" page 2, Lane County Oregon Plat Records in Lane County, Oregon; thence Southerly along the westerly line of Block 24 of said Skinner's Donation to Eugene to the Northwest corner of Block A of Mulligan Addition to Eugene as platted and recorded in Volume A, Page 122, Lane County Oregon Plat Records in Lane County, Oregon; thence Westerly along the Northerly line of Block 1 of said Mulligan Addition to Eugene to the Northwest corner of said Block 1 of said Mulligan Addition to Eugene; thence northerly to the Southwest corner of Block said Block 24; thence West to the Southeast corner of Block 7 Mulligan Addition to Eugene as platted and recorded in

Volume A, Page 122, Lane County Oregon Plat Records in Lane County, Oregon; thence northerly along the East line of said Block 7, 50.00 feet; thence running 50.00 feet distant and parallel to the south line of said Block 24 to the centerline of the now vacated alley within said Block 24; thence Northerly along said alley centerline to the South line of Block 17 in said Skinner's Donation to Eugene; thence along the South line of said Block 17 to the Southwest corner of Said Block 18 and there ending, all in Eugene, Lane County, Oregon.

East Park Block Area description

A tract of land located in the Northeast one-quarter of Section 31 in Township 17 South, Range 3 West of the Willamette Meridian being more particularly described as follows; Beginning at the Southwest corner of Block 24 as platted and recorded in Skinner's Donation to Eugene per Judgement Docket "A" page 2, Lane County Oregon Plat Records in Lane County; thence Southerly along the west line of Block 1 of Mulligan Addition to Eugene as platted and recorded in Volume A, Page 122, Lane County Oregon Plat Records in Lane County, Oregon to the Southwest corner of Lot 3, Block 24 of said Mulligan Addition; thence Westerly along the projected south line of said Lot 6 and along the north right-of-way line of South Park Street to the intersection with the east right-of-way line of Oak Street; thence northerly along said east right-of-way line of said Oak Street to the northerly right-of-way line of East 8th Avenue; thence Easterly along said northerly right-of-way line of said East 8th Avenue to the point of beginning being the Southwest corner of said Block 24 of Skinner's Donation to Eugene and there ending, all in Eugene, Lane County, Oregon.

Willamette to Willamette



“Willamette to Willamette” aims to make a tangible connection between a city on the edge of a great river, and a river on the edge of a great city. This project is an implementation of the Eugene Downtown Plan, specifically the desire on the part of so many community members to connect downtown to the river. Willamette to Willamette (W2W) also helps realize the River Districts concept, to strengthen Eugene’s connections to the riverfront as well as to the University of Oregon and Springfield.

The goal of the project is to reinforce 8th Avenue as a Great Street downtown, a street people will choose to walk along and return to. The first priority focuses on making 8th Avenue a two-way street for vehicles and bicycles. While increasing access, it will also promote a more inviting, safe and convenient path for pedestrians to the river and the river path system. Design work is currently underway, and has been integrated into the Whole Foods development as well as other redevelopment sites along this stretch. In addition, the city has a pavement preservation project funded by local gas taxes for 8th Avenue from Willamette to Mill planned for 2019, which allows needed improvements to occur in time for the 2021 World Track and Field Championship.

In addition to the street changes, W2W will integrate a number of key projects and initiatives underway, including City Hall, the Farmers’ Market, the Park Blocks and access to the EWEB Riverfront through the courthouse/historic foundry area. W2W provides an overarching vision for the area that will connect all of these projects as they move forward. Upcoming public engagement work led by Project for Public Spaces will engage stakeholders, property owners along 8th and the broader community in defining how these spaces and connections will look, feel, and function, providing a deeper understanding what elements community members want to see in place.

Downtown Public Engagement & Placemaking



Downtown Public Engagement & Placemaking is an initiative to re-envision our downtown public spaces for the current and future needs of our community. There are four existing spaces, the Park Blocks, Hult Center Plaza, Broadway Plaza (Kesey Square), and Library Plaza, as well as two future spaces, the City Hall Plaza and Riverfront Park at the EWEB redevelopment site. We've heard a strong response from the community that public space is important in our downtown, and that there are concerns with the current design and some of the behaviors. We've heard from City Council that broad public engagement is a critical part of any process, and that the spaces should be treated as a connected network, and not individual projects.

At the end of June, as part of a Request for Proposals, Project for Public Spaces (PPS) was selected as our engagement and placemaking consultant. PPS is a non-profit organization and well-known leader in engaging communities to create and transform their public spaces. For over 40 years, PPS has worked with cities around the globe, empowering citizens to "create and sustain public spaces that build stronger communities."

More information will be available as we launch the project and schedule workshops and other opportunities for public engagement.