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FINAL DRAFT

PART **1**  
BENTON COUNTY, ARKANSAS



# BENTON COUNTY COURTHOUSE NEEDS ASSESSMENT



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# 01

## EXECUTIVE SUMMARY

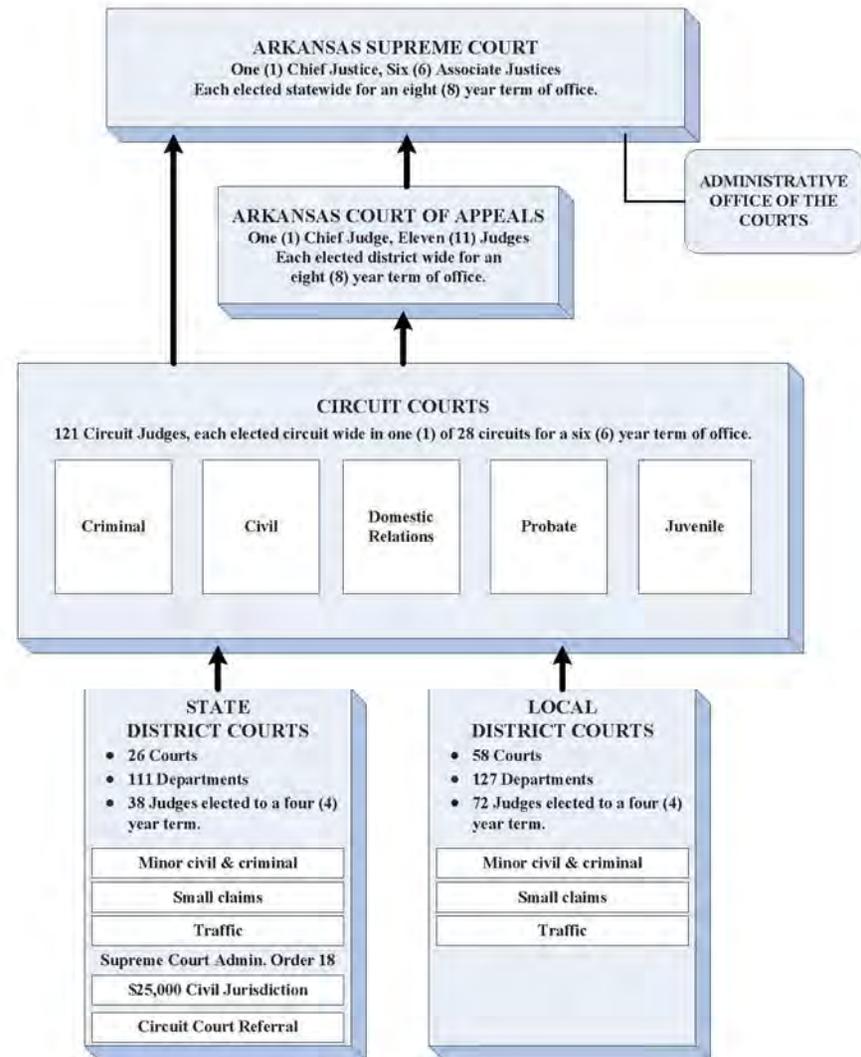


## CONTEXT AND SCOPE OF EFFORT

The Benton County Circuit Court is part of the State of Arkansas’s Judicial Branch of government, overseen by the Arkansas Administrative Office of the Courts and the Arkansas Supreme Court. Benton County currently has six judgeships funded by the Supreme Court to handle its Circuit Court caseload, which consists of five caseload types, or divisions: Criminal, Civil, Domestic Relations, Probate, and Juvenile. Judges are elected, and serve six-year terms. Benton County has the responsibility for providing court facilities within which these judges and their courts can operate.

In Benton County, the Circuit Court system includes six judges operating out of six courtrooms in four different buildings, and located in two geographical locations (see Photo 1 & 2). This arrangement results in logistical, security, and operational challenges. Court supporting agencies are similarly split between locations and buildings. None of the four buildings is capable of expansion to include anything more than the current occupants, and only one (Juvenile) of the four was designed to house modern court operations<sup>1</sup>. This is why the County and Courts have recognized that a consolidated courts building will be more efficient for the future of the courts system.

## ARKANSAS COURT STRUCTURE



<sup>1</sup> Although technically a courthouse, the main courthouse facing the square in downtown Bentonville was designed to earlier and less stringent courthouse standards. See ‘Section 04: National Court Standards’ for additional discussion of this topic.



## Goals for a Consolidated Courts System

The Benton County Courts Expansion represents an important point the continual development of Benton County, and the County's commitment to serve the citizens at the utmost reasonable level of service needed. The following is a list of goals that have transpired through the programming process that are supported as the need for Benton County. These embody the ideas of service to the public, safety, and efficiency.

- **All courts in a single building**
- **Efficiency of services for the public and court system**
- **Safe and Secure facility for the public, staff, jurors, and in-custody**
- **Spaces that function for the courts' needs, including space for future judgeships**
- **Build a courthouse that will support the needs to 2030, and be expandable 80 years into the future**
- **National courthouse expertise used for security and function**
- **Space standards for all departments**
- **Easier wayfinding for the public in Bentonville and in the building**
- **Provide ample staff, secure, and public parking on any site**

## Scope of 2016 Analysis

In an effort to bring a long-range view into the court facility planning process, in 2013 Benton County engaged with a national court planning firm and a local architectural firm to conduct a courts needs assessment study. The resulting report, Benton County Court Facility Feasibility Study, was published in January 2014. That study was charged with estimating space needs requirements through the year 2030 and testing those space needs against three building concepts. Concept A was located downtown near the existing court location. Concept B was also downtown, but in a different location Concept C was located on Highway 102, adjacent to the Benton County Sheriff's Office, Benton County Jail, and Benton County Juvenile Justice Center (also the location of the Juvenile division of the courts).

In 2016 Benton County engaged PR + Cromwell and Dewberry to advance the 2014 study further, in order to facilitate long-term decision-making and planning for the courts. The following describes the overall scope of the programming and concept phases, and our current point in the process.



The scope of services include the following tasks and services.

### Part 1 (Programming):

- *Examining and updating the 2013 forecast* (as necessary), and developing a long-range strategy (80+ years) for anticipating court space needs, for purposes of developing a solution that will endure for the anticipated lifespan of a typical courthouse.
- Meet with all user groups to verify and develop the 2030 space needs to support growth of the court system.
- Developing a detailed *architectural space program* for each courthouse element/agency, including office space standards, room data, and relationship diagrams to visualize the adjacencies.
- Programming Report (herein)

### Part 2 (Site Evaluation & Concepts):

- Crafting a well-defined set of two conceptual solutions for long-term housing of the court operations, including blocking and stacking of program, interior circulation diagrams, and massing studies, placed on updated site locations with parking.
- Conceptual Cost Model
- Final Concept Report

This report includes a summary of the Part 1 efforts.

## Data Gathered

The following report gathered data and information from many sources, including previous reports and new discussions with the County and User-groups in the court system. Including, but not limited to:

- Arkansas Supreme Court Data on New Case Filings
- 2014 Court Facilities Feasibility Study by Height-Jackson & NCSC
- National case type trends
- National Expertise
- Staffing Surveys conducted by Dewberry
- Court Calendar & Caseload Data provided by the Courts
- Programming Workshop with all User Groups led by Dewberry on April 5th, 2016
- Meetings & multiple follow-up calls with User Groups conducted by the team

The following people have invested time and support to provide a comprehensive evaluation of the existing concerns and needs for the future.



NAME	AGENCY	ROLE
Bob Clinard	Benton County	County Judge
John Sudduth	Benton County	Admin. Gen. Services
Rosemary Goines	Benton County	Administrative Assistant
Robin Green	Division 1, Circuit Court	Judge
Brad Karren	Division 2, Circuit Court	Judge
Tom Smith	Division 3, Circuit Court	Judge
John R. Scott`	Division 4, Circuit Court	Judge
Xollie Duncan	Division 5, Circuit Court	Judge
Doug Schrantz	Division 6, Circuit Court	Administrative Judge
Brenda DeShields	Clerk of Circuit Court	Criminal Division
	Clerk of Circuit Court	Civil/Domestic Division
	Clerk of Circuit Court	Records
	Clerk of Circuit Court	IT
	Clerk of Circuit Court	Finance
	Clerk of Juvenile Court	
Tena O'Brien	Clerk of Probate Court	County Clerk
Nathan Smith	Prosecuting Attorney	Prosecutor
Jay Saxton	Public Defender	Chief Public Defender
Sgt. Larry Hockenberry	Sheriff	Holding
		Courthouse Security Div.
Eddie Mahar	County IT	Benton County
John Sudduth	Facility Maintenance	Benton County



## Population Growth

Benton County is notable within Arkansas for its unprecedentedly high population growth, particularly over the past 15 years. County population is forecasted to continue to increase, although the rate is a point of some uncertainty, and saturation density is not yet able to be determined.

A statewide traffic study completed in 2009 by Jacobs/Stantec cited Woods & Poole, a well-known firm specializing in population forecasts, in estimating that Fayetteville will increase from 448,000 to 865,000 by the year 2040 with the fastest growth occurring between 2008 and 2020 at approximately 2.4%-2.8% per year, tapering off in subsequent years to a slower pace of growth. This rate is significant because Woods & Poole also estimated that Benton County population will peak and taper, but at much higher rates. According to Woods & Poole estimates, Benton County population growth will peak during the same time period (2008-2020) at 3.6%, then taper off to 2.5% by the year 2030 – a tapered rate equal to the highest growth rate for Fayetteville during its peak growth period. The population forecast by Woods & Poole estimates that Benton County will more than double from 211,000 (2008) to 488,000 (2040).<sup>2</sup>

Table 1 – Comparative Population Assumptions, 2014 Court Study vs 2009 Woods & Poole Forecast

	Actual			Projected						Avg. Annual Increase
	2000	2005	2010	2015	2020	2025	2030	2035	2040	
2014 Study	153,406	179,010	221,334	261,442	298,572	335,701	372,831	n/a	n/a	
		2000-2005	2005-2010	2010-2015	2015-2020	2020-2025	2025-2030	2030-2035	2035-2040	2000-2030
Avg. % increase, 2014 study		3.3%	4.7%	3.6%	2.8%	2.5%	2.2%	n/a	n/a	3.2%
<b>Woods &amp; Poole, 2009</b>	<b>153,406</b>		<b>228,000</b>		<b>312,000</b>		<b>399,000</b>		<b>488,000</b>	
		2000-2010		2010-2020		2020-2030		2030-2040		2010-2040
Avg. % increase, Woods & Poole		4.9%		3.7%		2.8%		2.2%		<b>2.9%</b>

Population increases place an increasing burden on all public services, including the Circuit Court. Caseload increases have resulted in Benton County rising to 13<sup>th</sup> in the state for Circuit Court filings per judge<sup>3</sup>, and fifth in the state for five year average volume of new cases filed<sup>4</sup> in 2014. With a forecasted increasing population to serve, there is no doubt that the Circuit Court will have increasing demands for service in the coming years.

<sup>2</sup> Source: Woods & Poole, cited in the Arkansas Highway Transportation Department’s Bella Vista Bypass Traffic and Revenue Report, August 27, 2009, prepared by Jacobs/Stantec, page 12

<sup>3</sup> Source: Arkansas Legislative Audit, January 1, 2014 to December 31, 2014, Rankings of Circuit Court by Filings per Judge - 2014

<sup>4</sup> Source: Arkansas Legislative Audit, January 1, 2014 to December 31, 2014, Cases Filed over the Past 5 Years (2010-2014).



### Existing Facilities

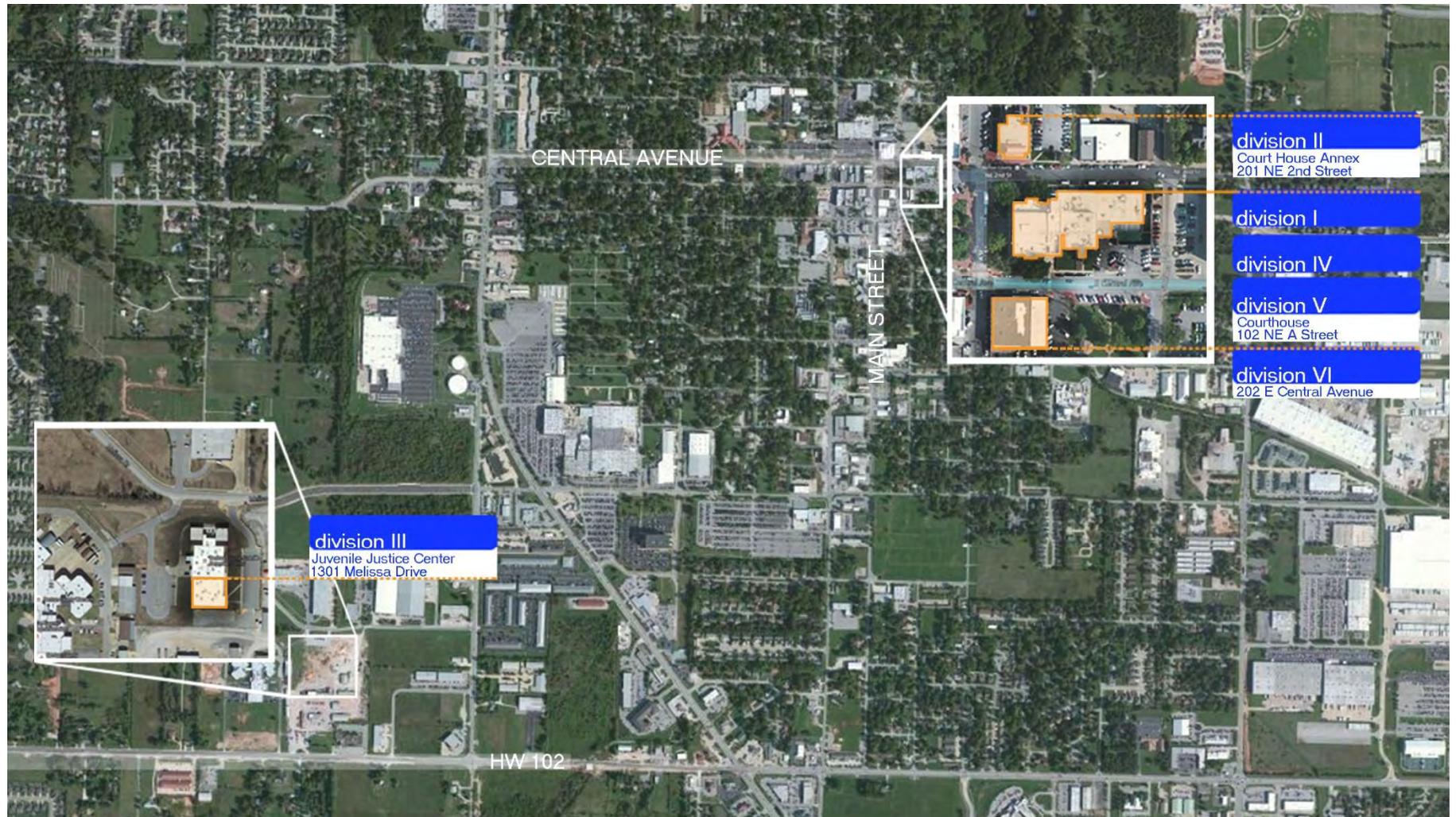


Photo 1 - Bentonville – Existing Court Facility Locations



Photo 2 - Downtown Bentonville – Existing Court Facility Locations in the core of Downtown



## Process Overview

Court needs assessment forecasting consists of 1) examining historical workload (caseload) to determine historical trends and potential future forecasts; 2) converting forecasted workload into the main drivers of space, namely courtrooms and court staff; and 3) translating the forecasted space drivers into an architectural program of space needs, including operational protocols and adjacency requirements. This section of the report describes an overview the methodology used to complete the first two steps and general findings. Details of the analysis are included in the Appendix of this report.

To ensure the forecasting was completed in a manner that facilitates long-range facility planning, some assumptions were made:

- 1) Well-built courthouses can endure 80-100 years (with modifications and/or expansions), as exemplified by the Benton County Courthouse.
- 2) Any building should be designed with adequate expansion to meet the needs for at least 10 years; if the design and construction stage takes 3 years, 15-year intervals provide realistic framework for facility planning purposes.
- 3) High population growth has characterized Benton County for 10+ years, and is projected to continue into the foreseeable future.
- 4) A plan for accelerated growth can always be stretched over a longer time period, if growth occurs more slowly, but a short-horizon plan will be outpaced by accelerated growth; therefore, an accelerated plan is more broadly applicable.

## Projected Future Workload, CFTEs, and Personnel

The Circuit caseload in Arkansas is divided into five caseload types, or divisions: Criminal, Civil, Domestic Relations, Probate, and Juvenile. The caseload types included in each division is determined by the State of Arkansas; the allocation of caseload among judges is determined locally/annually by Administrative Rules.

Historical Benton County caseload from 1998 to 2011<sup>5</sup> was thoroughly analyzed and forecasted in the 2014 study, with initial forecasted year set at 2015 and extending through 2030. This analysis was charged with updating the 2014 forecast (as necessary), which ran through 2030, and developing a methodology for carrying the timeline further into the future – at least 80 years forward. For three filing types – Criminal, Domestic Relations, and Juvenile – the 2014 forecast was still valid and current enough to be used. An updated forecast was developed for Civil and Probate divisions through the year 2030.

To convert caseload forecasts to courtrooms required, a docket analysis was conducted for each division to determine how many courtroom hours were required to process each caseload type. These ratios were applied to the caseload forecast to convert the filings to CFTEs with an endpoint focus on 2030 as the 15-year building window any immediate space plan must accommodate, and with an estimate of the 15-year incremental needs beyond 2030.

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<sup>5</sup> Data utilized in that study was taken from the official caseload filings recorded by the Supreme Court of Arkansas, Appendix A.



	2014 CFTEs	Est. Filings per CFTE	Projected Filings				Projected CFTEs				15-Yr Interval	
			2015	2020	2025	2030	2015	2020	2025	2030	CFTEs	Court Sets
Criminal	2.02	1,753	3,634	4,000	4,500	5,000	2.1	2.3	2.6	2.9	0.83	+1
Juvenile	0.80	1,795	1,549	2,000	2,500	3,000	0.9	1.1	1.4	1.7	0.87	+1
Civil	0.74	2,434	2,057	3,100	3,650	4,300	0.8	1.3	1.5	1.8	1.03	+1
Domestic Relations	1.90	1,352	2,694	3,200	3,900	4,500	2.0	2.4	2.9	3.3	1.62	+2
Probate	0.38	3,516	300	1,500	1,750	2,000	0.1	0.4	0.5	0.6		
<b>Total CFTEs</b>	<b>5.8</b>						<b>6</b>	<b>9</b>	<b>10</b>	<b>11</b>		<b>+5</b>

The conclusion of this analysis is that a program of space needs must accommodate a combination of 10.2 CFTEs, which translate into at least 11 court sets, as follows: 3 criminal court sets, 2 juvenile court sets, and 6 combined Civil/Domestic Relations/Probate court sets. This analysis also indicates a need for incremental increases, if growth continues in the future at the rate anticipated for the 15-year period from 2015-2030, for five court sets per 15-year interval.

The need for court-related personnel is directly related to the volume of workload, defined as new cases filed.

### Recommended Program

The resulting consolidated courts facility will bring together at least 3 of the 4 courthouse locations into one building. As the case projection data shows, the new building will need to support the current and impending growth of the county and court system from 5 to 9 courtrooms, excluding Juvenile (Table 3). The following recommendation is based on providing the most economy of future growth, while maintaining the investment in some of the existing facilities.

- 9 courtrooms and supporting office in new courts building for 2030 needs of 116,500 Gross Square Feet (See Table 5).
- New Secure entry and screening for public with separate circulation for staff, judges, and in-custody.
- Ample public, staff and secure parking depending on the site (See Table 4).
- 2 juvenile courtrooms and clerk remain in existing facility.
- Potential to maintain the Prosecuting Attorney and Conference/Training center in the existing courthouse.
- Potential to maintain the Public Defender at the county detention center location.



Table 3 – Existing and New Courtroom Counts

### Existing Courtrooms (6)

Courtroom	NET S.F.
division 1 Courthouse- 3 <sup>RD</sup> Floor (CJ1)	1810 ft <sup>2</sup>
DIVISION 2 Annex- 1 <sup>st</sup> floor	1200 ft <sup>2</sup>
DIVISION 3 Juvenile Detention	1950 ft <sup>2</sup>
DIVISION 4 Courthouse- 2 <sup>ND</sup> Floor	1080 ft <sup>2</sup>
DIVISION 5 Courthouse- 3 <sup>RD</sup> Floor (CJ5)	1220 ft <sup>2</sup>
DIVISION 6 202 East Central Ave.	1230 ft <sup>2</sup>

### New Courtrooms (9+2)

Courtroom	NO.	NET S.F.
Special Proceedings Court / Criminal	1	2400 ft <sup>2</sup>
Criminal Trial Court	2	1800 ft <sup>2</sup>
Criminal Trial Court		
Civil/ Domestic/ Probate Trial	6	1600 ft <sup>2</sup>
Civil/ Domestic/ Probate Trial		

Table 4 – Potential Parking

Spaces Required by Bentonville Zoning Code	
Location	No.
Downtown Core	140
General Business	310

Juvenile Courts		
Standard Juvenile Trial Court	2	1600 ft <sup>2</sup>
Standard Juvenile Trial Court		

Recommended Basic Needs for Parking	
Type	No.
Judges	10
Sheriff/Security	25
Secure Sallyport	3
Other Staff	80
Jurors & Public	180-230
<b>Total</b>	<b>300-350</b>



Table 5 – Base Building Recommendation

DEPARTMENT	2030 PROGRAM	BASE BUILDING	IN EXISTING OR REMOTE
1.000 – BUILDING ENTRANCE, QUEUING, SECURITY SCREENING, SERVICE	18,103	18,103	
2.000 – CLERK OF THE CIRCUIT COURT (CRIM, CIVIL, DR DIVISIONS) & RECORDER	13,590	13,590	
3.000 – PROBATE CLERK	3,175	3,175	
4.000 – COURT SETS	48,509	48,509	
5.000 – JUDICIAL CHAMBERS	20,465	20,465	
6.000 – SECURITY AND HOLDING	7,027	7,027	
7.000 - PROSECUTOR	22,066		22,066
8.000 – PUBLIC DEFENDER	11,464		11,464
9.000 – BUILDING SHARED	13,463	8,677	4,786 Training/Conf.
<b>TOTAL GROSS BUILDING AREA</b>	<b>157,861</b>	<b>116,545</b>	<b>41,316</b>

For further detail on all aspects of this summary, please see sections 2-5 for the in-depth explanation, charts, program, diagrams and narrative.

# 02

## DATA ANALYSIS FORECAST



## PROCESS OVERVIEW

Court needs assessment forecasting consists of 1) examining historical workload (caseload) to determine historical trends and potential future forecasts; 2) converting forecasted workload into the main drivers of space, namely courtrooms and court staff; and 3) translating the forecasted space drivers into an architectural program of space needs, including operational protocols and adjacency requirements. This section of the report describes an overview the methodology used to complete the first two steps and general findings. Details of the analysis are included in the Appendix of this report.

To ensure the forecasting was completed in a manner that facilitates long-range facility planning, some assumptions were made:

- 1) Well-built courthouses can endure 80-100 years (with modifications and/or expansions), as exemplified by the Benton County Courthouse.
- 2) Any building should be designed with adequate expansion to meet the needs for at least 10 years; if the design and construction stage takes 3 years, 15-year intervals provide realistic framework for facility planning purposes.
- 3) High population growth has characterized Benton County for 10+ years, and is projected to continue into the foreseeable future. (See Table xx)
- 4) A plan for accelerated growth can always be stretched over a longer time period, if growth occurs more slowly, but a short-horizon plan will be outpaced by accelerated growth; therefore, an accelerated plan is more broadly applicable.

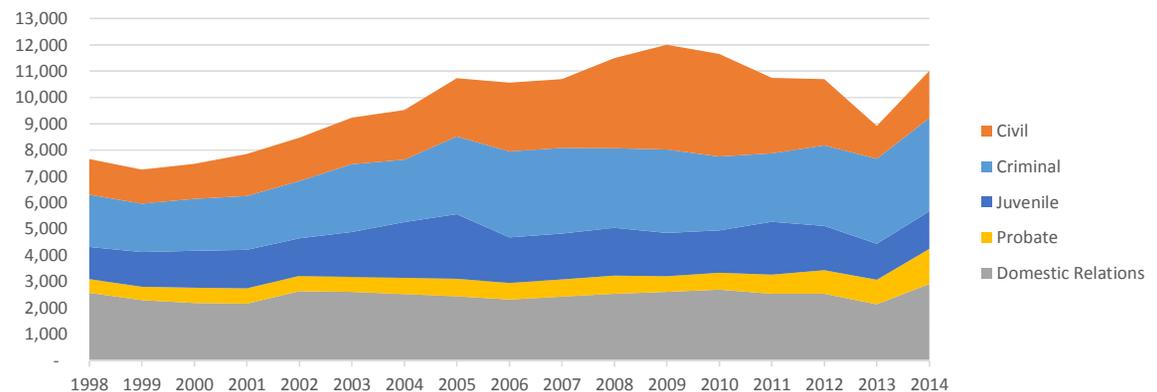
The forecasts used for this analysis assume continued accelerated growth for Benton County and the Circuit Court. If growth does not occur as quickly as anticipated in this analysis, the timeline for needs will be extended over a longer implementation period.

## HISTORICAL WORKLOAD AND PRIOR ANALYSIS

The Circuit caseload in Arkansas is divided into five caseload types, or divisions: Criminal, Civil, Domestic Relations, Probate, and Juvenile. The caseload types included in each division is determined by the State of Arkansas; the allocation of caseload among judges is determined locally/annually by Administrative Rules.

Historical Benton County caseload from 1998 to 2011<sup>1</sup> was thoroughly analyzed and forecasted in the 2014 study, with initial forecasted year set at 2015 and extending through 2030. Because only two years had elapsed since publication of that work, subsequent filings (2012-2014) were added and analyzed to determine if changes in trends had

Figure 1 – Historical Benton County Circuit Court Filings, 1998-2014, Area Graph



<sup>1</sup> Data utilized in that study was taken from the official caseload filings recorded by the Supreme Court of Arkansas, Appendix A.



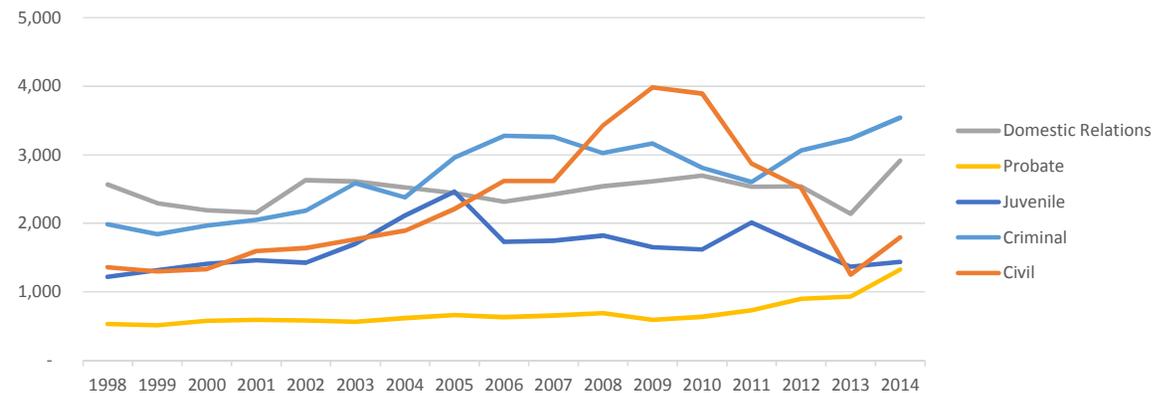
occurred since its publication which might require the forecasts to be updated<sup>2</sup>.

The resulting charts illustrate a clearly discernable shift in recent years for certain caseload, most pronounced for the civil division.

After adding 2012-2014 filings data, the following considerations were revealed, by division (details in Appendix A):

- Criminal Division – Caseload increase followed the 2014 Study forecast, which is still considered valid for use in this study.
- Civil Division – the increase in filings during the years 2009-2010 was generated by increased contracts cases. Court staff indicate this finding correlates to the recession and known socio-economic factors (the unemployment rate, for example)<sup>3</sup>. The resulting 2014 Study forecast was too high, and was re-calculated for this study. Updated forecasting methodology is included in Appendix A.
- Domestic Relations Division – Caseload increase followed the 2014 Study forecast, which is still considered valid for use in this study.
- Juvenile Division – Caseload increase followed the 2014 Study forecast, which is still considered valid for use in this study.
- Probate Division – New cases filed have exceeded the 2014 Study forecast, showing that the 2014 Study forecast was too low. It was re-calculated for this study. Updated forecasting methodology is included in Appendix A.

Figure 2 – Historical Benton County Circuit Court Filings, 1998-2014, Line Graph



## UPDATED CASELOAD FORECAST

This analysis was charged with updating the 2014 forecast (as necessary), which ran through 2030, and developing a methodology for carrying the timeline further into the future – at least 80 years forward. For three filing types – Criminal, Domestic Relations, and Juvenile – the 2014 forecast was still valid and current enough to be used. An updated forecast was developed for Civil and Probate divisions through the year 2030. Once the caseload forecast was determined, numbers were rounded and summarized in five year intervals to facilitate ease of use. Historical filings data together with the recommended future workload estimate for the 15-year interval between 2015 and 2030 is shown in Table 1.

<sup>2</sup> The Supreme Court implemented a new data management system in 2012. Benton County Circuit Court staff indicated that the results under-report true filings data for Benton County.

<sup>3</sup> For a graphical representation of the monthly unemployment rate during this time, see the Arkansas Highway Transportation Department's Bella Vista Bypass Traffic and Revenue Report, August 27, 2009, prepared by Jacobs/Stantec, page 14.

Table 1 – Circuit Court – New Cases Filed – Benton County, Arkansas<sup>4</sup>

	Actual				Projected			15-Year Increase
	2000	2005	2010	2014	2020	2025	2030	
Criminal	1,968	2,471	2,812	3,543	4,000	4,500	5,000	1,500
Juvenile	1,411	1,362	1,617	1,436	2,000	2,500	3,000	1,600
Civil	1,322	2,210	3,893	1,796	3,100	3,650	4,300	2,500
Domestic Relations	2,188	2,441	2,695	2,567	3,200	3,900	4,500	1,900
Probate*	575	661	636	1,325	1,500	1,750	2,000	700
	7,464	9,145	11,653	10,667	13,800	16,300	18,800	8,200

## CASELOAD TO COURTROOMS

To convert caseload forecasts to courtrooms required, a docket analysis was conducted for each division to determine how many courtroom hours were required to process each caseload type. Details related to the methodology used for conducting this docket analysis are included in the Appendix of this report.

This analysis determined that the total Courtroom Full-Time Equivalencies indicated in Table 2 were required to process new cases filed in 2014-2015, with the resulting filings per CFTE ratios indicated.

Table 2 – CFTEs by Caseload Type

	Criminal	Civil	DR	Probate	Juvenile
2014 Filings	3,543	1,796	2,567	1,325	1,436
CFTEs	2.02	0.74	1.90	0.38	0.80
Filings per CFTE	1,753	2,434	1,352	3,516	1,795

Source: Arkansas Supreme Court (caseload), Benton County (2015-2016 docket samples), Dewberry analysis

These ratios were applied to the caseload forecast to convert the filings to CFTEs with an endpoint focus on 2030 as the 15-year building window any immediate space plan must accommodate, and with an estimate of the 15-year incremental needs beyond 2030.

<sup>4</sup> Source: Arkansas Supreme Court for Actual Filings, \*Probate 2014 from Benton County Probate Clerk. Projections – 2014 study, Dewberry Civil/Probate.



Table 3 – Projected CFTEs 2015-2030, 15-year interval totals

	2014 CFTEs	Est.Filings per CFTE	Projected Filings				Projected CFTEs				15-Yr Interval			
			2015	2020	2025	2030	2015	2020	2025	2030	CFTEs	Court Sets		
Criminal	2.02	1,753	3,634	4,000	4,500	<b>5,000</b>	2.1	2.3	2.6	<b>3</b>	2.9	<b>3</b>	0.83	<b>+1</b>
Juvenile	0.80	1,795	1,549	2,000	2,500	<b>3,000</b>	0.9	1.1	1.4	<b>2</b>	1.7	<b>2</b>	0.87	<b>+1</b>
Civil	0.74	2,434	2,057	3,100	3,650	<b>4,300</b>	0.8	1.3	1.5	<b>1.8</b>			1.03	<b>+1</b>
Domestic Relations	1.90	1,352	2,694	3,200	3,900	<b>4,500</b>	2.0	2.4	2.9	<b>3.3</b>			1.62	<b>+2</b>
Probate	0.38	3,516	300	1,500	1,750	<b>2,000</b>	0.1	0.4	0.5	<b>0.6</b>				
<b>Total CFTEs</b>	<b>5.8</b>						<b>6</b>	<b>9</b>	<b>10</b>	<b>11</b>				<b>+5</b>

The conclusion of this analysis is that a program of space needs must accommodate a combination of 10.2 CFTEs, which translate into at least 11 court sets, as follows: 3 criminal court sets, 2 juvenile court sets, and 6 combined Civil/Domestic Relations/Probate court sets.

This analysis also indicates a need for incremental increases, if growth continues in the future at the rate anticipated for the 15-year period from 2015-2030, for five court sets per 15-year interval, divided as follows: slightly less than 1 criminal court set, slightly less than 1 juvenile court set, 1 civil court set, and approximately 1.5 domestic relations/probate court sets. Where less than a round number of court sets are required, the need must be re-evaluated at the time of implementation of the expansion to determine the precise number of court sets required.

A discussion of how this CFTE forecast translates into space will be discussed further in Section 3 of this report.

## CASELOAD TO PERSONNEL

The need for court-related personnel is directly related to the volume of workload, defined as new cases filed. The following court-related groups are driven by increased caseload in the divisions indicated:

- Circuit Court Clerk – Criminal, Civil, and Domestic Relations Divisions – Criminal, Civil, and Domestic Relations caseload
- Probate Clerk – Probate caseload
- Circuit Court Clerk – Juvenile Division – Juvenile caseload
- Prosecuting Attorney – Criminal caseload, Juvenile caseload
- Public Defender – Criminal caseload, Juvenile caseload



Within each office, certain positions are directly related to caseload, and other positions are fixed – in other words, they are not affected by caseload, but rather are defined by a certain structure or hierarchy of the role they fill. The caseload forecast was summarized by the anticipated increase in CFTEs over each 15-year increment to aid in projecting future court-related workspace needs as follows:

- Criminal Division – +<1 CFTE (+50% increase over 2016 workload)
- Juvenile Division - +<1 CFTE (+100% increase over 2016 workload)
- Civil/Domestic Divisions - +1.6 CFTEs (+60% increase over 2016 workload)
- Probate Division - +1 CFTE (+60% increase over 2016 workload)

These scaled increases were applied to staff-related areas as follows, to ensure sufficient growth in work areas was programmed for each court-related group.

### Clerk of the Circuit Court & Recorder – Criminal, Civil, and Domestic Relations Divisions

Within the Clerk's office serving Criminal, Civil, and Domestic Relations Divisions the following positions exist, regardless of workload, and are not expected to change:

- Clerk of the Circuit Court & Recorder (1)
- Chief Deputy Circuit Court Clerk (1)
- Jury Administrator (1)
- Criminal Division Supervisor (1)
- Civil/Domestic Division Supervisor (1)
- IT Staff (2)
- Financial Administrator (1)
- Bookkeeper Supervisor (1)

The remaining positions – Deputy Clerks and Bookkeeper Deputy Clerks – are workload driven. Four deputy clerks are dedicated to the Criminal Division, four to Civil/Domestic, and four are dedicated Bookkeeper Deputy Clerks, for a total of 12 Deputy Clerks in 2016.

Over each 15-year interval, if workload increases as indicated in the forecast, additional clerks will be required as follows:

- Deputy Clerk – Criminal (+2)
- Deputy Clerk – Civil/Domestic (+5)
- Deputy Clerk – Bookkeeper (+4)

The program of space needs accounts for work areas for these 11 new Deputy Clerks, plus one jury coordinator (required for increased jury trials) and one additional IT support staff space per 15-year interval.



## Clerk of Probate Court

The Probate division is headed by the Clerk of Probate Court and Registrar of Voters, who is located in the County Administration Building. In the courthouse, the Probate Clerk's office consists of one Probate Supervisor (static over time) and three Deputy Clerks. Probate workload is anticipated to increase by 60%, resulting in a need for three additional workspace/customer service windows for additional Deputy Clerks. Two to three additional clerks' workstations are planned for each 15-year interval.

## Circuit Court Clerk – Juvenile Division

The Juvenile Division of the Circuit Court Clerk has a static staff consisting of one Juvenile Court Supervisor and one Administrative Assistant, not affected by workload increases.

Two Deputy Clerks handle customer service at the customer service windows. Over time, the Deputy Clerks are anticipated to double, in line with the anticipated doubling of juvenile workload. Two additional Deputy Clerks are projected for each 15-year interval. As staff increases, additional Juvenile Court Supervisors will likely be required; space for these staff are estimated at one per 15-year interval.

## Prosecuting Attorney

The Prosecuting Attorney investigates and prepares the prosecutory side of adult felony caseload and some misdemeanor cases, plus juvenile cases. Staff is organized into teams, with one team per division (or courtroom/judge). The following staff are required based on function, and are not expected to change based on workload:

- Prosecuting Attorney (1)
- Chief Deputy (1)
- Division Chief/Deputy Prosecutor (1)
- Deputy Prosecutor Sex Crimes (1)
- Investigator (1)
- Office Manager (1)
- Commitments (1)
- Hot Checks (2)
- File Clerks (2)

The remainder of the Prosecuting Attorney's staff is driven by workload. A total of 11 Deputy Prosecutors are assigned to the Criminal Division (five per Criminal CFTE, plus one Deputy Prosecutor assigned to Misdemeanors). 2 Deputy Prosecutors are assigned to the Juvenile Division (two per CFTE). A total of 12 Assistant Prosecutors assigned on a ratio of four per CFTE. Case Coordinators are required at a ratio of one per CFTE, and Law Clerks are staffed to the teams at a ratio of approximately one per division.

The result is an estimate of the staff increases for each 15-year interval:

- Deputy Prosecutors - Criminal (+5)
- Deputy Prosecutors - Juvenile (+2)
- Case Coordinator (+2)



Assistant Prosecutors (+8)  
Law Clerk (+2)

These staff are incorporated into the 2030 space program and for the 15-year intervals based on forecasted workload increases.

## Public Defender

The Public Defender office relies on the following core staff, who do not vary with workload:

Chief Public Defender (1)  
Chief Deputy Public Defender (1)  
Investigator (1)  
Office Manager (1)

Deputy Public Defenders vary based on workload, and are provided based on the demand for indigent defense. There are nine Deputy Public Defenders and four Case Coordinators in 2016. Each 15-year interval is anticipated to generate the need for the following three staff:

Deputy Public Defender (+2)  
Case Coordinator (+1)

These staffing increases are reflected in the 2030 Program and in the 15-year estimates of additional space required.

03

**SPACE NEEDS SUMMARY**  
PROGRAM



## SPACE NEEDS SUMMARY

An architectural program is a listing of all the spaces required to design a building, with additional information related to desired operations, adjacency needs, and relationship to the rest of the building's occupants. Space programming can be helpful on any capital project, but is typically most useful when the building is mission-focused and has complex layers of user needs which must be carefully identified and preserved throughout the design process. Courthouses – buildings with security concerns; three distinct paths of circulation for public, staff/jurors, and in-custody parties; outward facing public function grounded in customer service; and a historical responsibility to inspire awe – are buildings which benefit greatly from the programming process.

Certain courthouse space drivers were forecasted in Section 2. These space drivers (CFTEs and staff) are combined in this section with space standards to create a tabulation of the space required for a Benton County Courthouse.

### FORMAT AND CONTENT

This program contains three columns for space needs in each program table. The first column is a summary of current (2016) space needs, based on existing staffing combined with ideal operations. The purpose of this column is to establish a baseline for the existing space shortfall, separate and apart from the estimate of future space needs based on anticipated growth. The second column is a total of space needs for the baseline construction year 2030, as determined by the project team. The third column is an “add this every 15 years” column to aid in long-range growth planning.

Note: the third column is NOT CUMULATIVE.

The space summary and detail include each of the functional areas in the building, by room or area.

- Functional areas are grouped by number (1.000, 2.000, etc.) with subordinate components numbered sequentially (1.100, 1.200, 1.300, etc.) within that area.
- Space is indicated in three increments of measurement – net square feet (NSF, interior area, from interior wall to interior wall), departmental gross (area including interior circulation and wall thicknesses), and building gross (full area contained inside the exterior building envelope).

Each section focuses on a specific functional area or building user. Each section includes the following elements and sub-elements related to that area:

- User Group Description – a review of the mission and purpose of the group, relative to the Circuit Court, Benton County, and this project;
  - Organization and Operations – any subordinate groups and/or functions, natural divisions within the group, and desired operational practices which may have been identified during the programming process;



- Space Occupancy – where the group and its functions are located or operate now, along with any issues, concerns, and problems to be addressed through this project;
- Anticipated Changes – operational or locational changes which may already be identified or in progress prior to the commencement of this project;
- Summary of space needs – the space tables summarizing the specific needs of this group; and
- Adjacency Diagrams – bubble-type graphics to illustrate the desired organization of this group internally and relative to nearby groups.

Finally, areas which have been discussed for inclusion in a potential new courthouse are included in a “Courthouse” summary, comprised of functional areas 1.000 through 9.000.

Areas which are located off-site due to unique function (such as the Juvenile Courtrooms, Juvenile Clerk, and Juvenile Chambers) are included in a separate summary of “Additional Elements.” These elements include functional areas 10.000 through 13.000.



SUMMARY OF SPACE NEEDS – COURTHOUSE

Number Space	2016 Space Needs				2030 Space Needs				Every 15 Yrs (Add)			
	No.	DGSF	Total (DGSF)	Total BGSF	No.	DGSF	Total (DGSF)	Total BGSF	No.	DGSF	Total (DGSF)	Total BGSF
<b>1.000 - BUILDING ENTRANCE / SECURITY SCREENING</b>			13,925	18,103			13,925	18,102.5			250	325.0
1.100 Entrance and Security Screening		3,200		4,160		3,200		4,160		250		325
1.200 Building Lobby and Circulation		5,075		6,598		5,075		6,598		-		-
1.300 Upper Floor Lobby/Vertical Circulation (one per floor)	4	5,650		7,345	4	5,650		7,345		-		-
<b>2.000 - CLERK OF THE CIRCUIT COURT &amp; RECORDER - CRIM, CIVIL, DR DIVISION</b>			9,323	12,120			10,454	13,590			2,145	2,789
2.100 Circuit Court & Recorder Public Areas		837		1,088		1,313		1,706		705		917
2.200 Circuit Court Clerk - Staff Areas		6,542		8,505		7,198		9,357		1,440		1,872
2.300 Shared Staff Areas		1,944		2,527		1,944		2,527.20		-		-
<b>3.000 - PROBATE CLERK</b>			2,147	2,790			2,442	3,175			683	888
3.100 Probate Clerk Public Areas		324		421		356		463.32		143		186
3.200 Probate Clerk - Customer Service/Work Areas		1,438		1,869		1,701		2,211		338		439
3.300 Shared Staff Areas		385		500		385		500		203		263
<b>4.000 - COURT SETS</b>			21,440	27,871			37,315	48,509			16,373	21,285
4.100 Special Proceedings Court Set (Jury)	1	4,994		6,492	1	4,994		6,492	0	-		-
4.200 Criminal Trial Court Set (Jury)	1	4,156		5,403	2	8,313		10,806	1	4,156		5,403
4.300 Civil/Domestic/Probate Trial Courtroom (Jury)	3	11,419		14,844	6	23,138		30,079	3	11,569		15,039
4.400 Hearing Room (No Jury)	0	-		-	0	-		-	0	-		-
4.500 Shared Court Floor Areas		871		1,132		871		1,132		648		842
<b>5.000 - JUDICIAL CHAMBERS</b>			9,883	12,848			15,742	20,465			6,035	7,845
5.100 Judicial Suite Entrance and Staff Shared		2,560		3,327		2,560				176		228
5.200 Judicial Chambers	5	7,324		9,521	9	13,183			4	5,859		7,617
<b>6.000 - SECURITY AND HOLDING</b>			5,030	6,539			5,405	7,027			1,932	2,512
6.100 Intake and Holding		3,339		4,341		3,535				1,204		1,565
6.200 Security Staff Areas		1,691		2,199		1,870				728		946
<b>7.000 - PROSECUTOR</b>			13,632	17,722			16,974	22,066			3,726	4,844
7.100 Suite Entrance		1,586		2,062		1,586				-		-
7.200 Staff Work Areas		8,327		10,825		11,432				3,105		4,037
7.300 Shared Staff Areas		2,288		2,975		2,288				324		421
7.400 Victim-Witness Suite (locate near criminal courts)		1,431		1,860		1,667				297		386
<b>8.000 - PUBLIC DEFENDER</b>			8,427	10,955			8,818	11,464			891	1,158.30
8.100 Suite Entrance		1,593		2,071		1,742		2,264		297		386
8.200 Staff Work Areas		5,362		6,971		5,605		7,287		594		772
8.300 Shared Staff Areas		1,472		1,913		1,472		1,913		-		-
<b>9.000 - BUILDING SHARED</b>			10,356	13,463			10,356	13,463			-	-
9.100 Training Center/Large Group Meeting Space		3,681		4,786		3,681		4,786		-		-
9.200 Building Service		5,175		6,728		5,175		6,728		-		-
9.300 Loading Dock		1,500		1,950		1,500		1,950		-		-
<b>TOTAL NEEDS COURTHOUSE ELEMENTS</b>		94,163	94,163	122,412		121,431	121,431	157,861		32,035	32,035	41,645



SUMMARY OF SPACE NEEDS – ADDITIONAL ELEMENTS

Number Space	2016 Space Needs				2030 Space Needs				Every 15 Yrs (Add)			
	No.	DGSF	Total (DGSF)	Total BGSF	No.	DGSF	Total (DGSF)	Total BGSF	No.	DGSF	Total (DGSF)	Total BGSF
<b>10.000 - CLERK OF THE CIRCUIT COURT - JUVENILE DIVISION</b>			<b>3,812</b>	<b>4,956</b>			<b>4,007</b>	<b>5,209</b>			<b>1,099</b>	<b>1,429</b>
10.100 Juvenile Court Public Areas		321		418		343		446		224		291
10.200 Juvenile Court Clerk - Staff Areas		2,562		3,331		2,735		3,556		875		1,137
10.300 Shared Staff Areas		929		1,207		929		1,207		-		-
<b>11.000 - JUVENILE COURT SETS</b>			<b>5,381</b>	<b>6,996</b>			<b>8,856</b>	<b>11,513</b>			<b>5,381</b>	<b>6,996</b>
11.100 Standard Juvenile Trial Court Set (No Jury)	1	3,475		4,518	2	6,950		9,035	1	3,475		4,518
11.200 Hearing Room (No Jury)	0	-		-	0	-		-	0	-		-
11.300 Mediation/ADR Suite	1	1,906		2,478	1	1,906		2,478	1	1,906		2,478
<b>12.000 - JUDICIAL CHAMBERS - JUVENILE DIVISION</b>			<b>1,465</b>	<b>1,904</b>			<b>5,098</b>	<b>6,627</b>			<b>1,465</b>	<b>1,904</b>
12.100 Judicial Suite Entrance and Staff Shared		-		-		2,168		2,819		-		-
12.200 Judicial Chambers	1	1,465		1,904	2	2,930		3,808	1	1,465		1,904
<b>13.000 - CLERK OF THE CIRCUIT COURT &amp; RECORDER - RECORDER'S OFFICE</b>			<b>12,897</b>	<b>16,766</b>			<b>12,323</b>	<b>16,019</b>			<b>400</b>	<b>520</b>
13.100 Recorder's Office		11,810		15,353		11,335		14,736		400		520
13.200 Shared Staff Areas		1,087		1,413		988		1,284		-		-
<b>TOTAL NEEDS ALL ELEMENTS</b>		<b>116,287</b>	<b>117,718</b>	<b>153,033</b>		<b>149,177</b>	<b>151,715</b>	<b>197,229</b>		<b>39,435</b>	<b>40,380</b>	<b>52,493</b>



## SPACE PROGRAM

### **1.000** BUILDING ENTRANCE, QUEUING, AND SECURITY

#### DESCRIPTION, ORGANIZATION, AND OPERATIONS

The building entrance serves as the first point of contact for building visitors, and must be welcoming while inspiring awe; it must be open and accessible while complying with modern security needs. The lobby is also a nexus of public wayfinding. It should allow easy visible cues to locate frequently accessed functional elements of the building – courtrooms, public service counter, and waiting areas. As such, a courthouse lobby typically includes a kiosk or directional signpost to aid in locating various building elements; it serves as the hub of vertical and horizontal circulation, and may extend up to higher floors to allow visitors to make immediate visual contact with their destination and maintain that contact as they move to that place.

The lobby of a courthouse also includes important logistical elements of the building. Security screening occurs immediately upon entry, and often requires public locker space, queuing, and pat-down spaces. These areas should be discreet but obvious. Public restrooms and other services are often located off of the public lobby. Finally, the lobby may serve as queuing/public access to the most frequently used area of the courthouse, the clerk's public service counter.

Most importantly, the building entrance and lobby should be sized with awareness of the ultimate buildout of the facility. The front entrance and lobby become the "face" of the courthouse, and do not always lend themselves to future expansion. Some elements of the lobby can be designed to be scalable, with horizontal expansion planned into the design; in other cases operational practices (such as calling a morning docket and an afternoon docket to spread the volume of visitors out throughout the day) can be implemented to stretch the capabilities of a space. Either way, future expansion must be taken into account when designing the lobby of a building if it is expected to endure beyond the timeframe for which it is constructed.

#### Space Occupancy

With court operations in four different buildings, the main entrance and security screening accommodations vary widely. Three of the four courthouses were not designed as secure facilities; two were not designed as courthouses. The result is an effective, yet cumbersome public flow.

#### Anticipated Changes in Operations

The greatest anticipated change in public ingress is the implied assumption that all court divisions but juvenile will be co-located in one shared facility, with one main entrance and security screening point. This change is reflected in the size and configuration of the lobby, which is scaled to the full anticipated size of this building with all courtrooms included.



SUMMARY OF SPACE NEEDS

The main entrance and security screening areas are included in section 1.100 of the program. The lobby itself and related circulation/services are included as section 1.200. This portion of the program also includes public circulation on higher floors and some building shared spaces which are often contiguous. These areas are included as 1.300 and 1.400 in the program.

Space #	Space Name	Space Standard (NSF)	2016			2030			Est. Addit. Needs / 15-yr Interval			Comments	
			Program Occupants	Program Quantity	Net Square Feet	Program Occupants	Program Quantity	Net Square Feet	Program Occupants	Program Quantity	Net Square Feet		
<b>1.000 - BUILDING ENTRANCE, QUEUING, AND SECURITY SCREENING</b>													
<b>1.100 Entrance and Security Screening</b>													
1.101	Entrance Vestibule, public lockers	300		1	300		1	300		0	0	Two sets of double doors, cube wall lockers	
1.102	Queuing	800		1	800		1	800		0	0	Outside security screening; size based on 9sf/person; 90 - 100 ppl	
1.103	Security Screening Station	200		2	400		2	400		1	200	2 stations; optional 3rd "express" lane for staff, jurors, attorneys	
1.104	Facility Security Officer Public Information Desk	100		1	100		1	100		0	0		
1.105	Secondary Screening (Pat Search)	30		1	30		1	30		0	0	Outside security, chair, table, accessible	
1.106	Building Storage	150		1	150		1	150		0	0	Floor mats, wet floor signs, etc. for main entrance	
1.107	Building Central Control/Armory	350		1	350		1	350		0	0	Camera feed, distress alarms, fire annunciator. Armory inside.	
1.108	Security Staff Restroom	60		1	60		1	60		0	0		
1.109	Gun Locker Area	120		1	120		1	120		0	0	Firing Barrel, individual gun lockers	
1.110	Exit Route	250		1	250		1	250		0	0	Can be optional 3rd express ingress in am	
					Total Area (NSF)	2,560						Total Area (NSF)	200
					Dept. Gross @ 25%	640						Dept. Gross @ 25%	50
					<b>TOTAL AREA (DGSF)</b>	<b>3,200</b>						<b>TOTAL AREA (DGSF)</b>	<b>250</b>

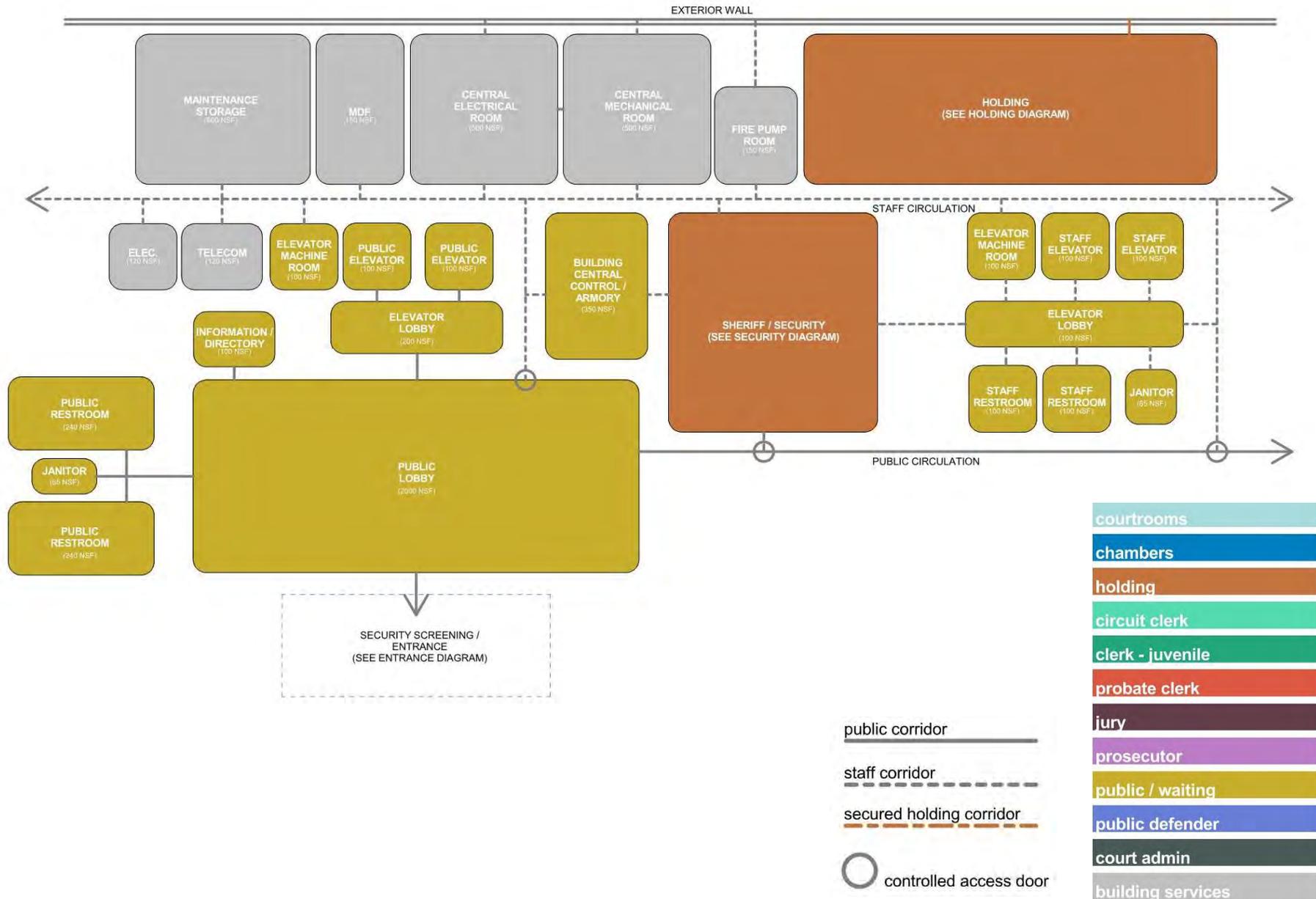
<b>1.200 Building Lobby and Circulation</b>													
1.201	Public Lobby	1000		2	2,000		2	2,000		0	0	Design for final buildout of building, upper and lower floors.	
1.202	Information/Directory Display	100		1	100		1	100		0	0	All elements located inside security, near main entrance	
1.203	Public Elevators	100		2	200		2	200		0	0		
1.204	Elevator Machine Room	100		1	100		1	100		0	0		
1.205	Staff Restrooms	100		2	200		2	200		0	0	Additional staff restrooms are included in individual program areas.	
1.206	Staff Elevator	100		2	200		2	200		0	0		
1.207	Elevator Lobby	100		4	400		4	400		0	0		
1.208	Public Restrooms (main public lobby)	300		2	600		2	600		0	0	Placeholder, size in design. One each MF on main floor	
1.209	Janitors' Closets	65		4	260		4	260		0	0	4 on main floor, place near plumbed areas	
					Total Area (NSF)	4,060						Total Area (NSF)	0
					Dept. Gross 25%	1,015						Dept. Gross 25%	0
					<b>TOTAL AREA (DGSF)</b>	<b>5,075</b>						<b>TOTAL AREA (DGSF)</b>	<b>0</b>



Space #	Space Name	Space Standard (NSF)	2016			2030			Est. Addit. Needs / 15-yr Interval			Comments					
			Program Occupants	Program Quantity	Net Square Feet	Program Occupants	Program Quantity	Net Square Feet	Program Occupants	Program Quantity	Net Square Feet						
<b>1.000 - BUILDING ENTRANCE, QUEUING, AND SECURITY SCREENING</b>																	
<b>1.300 Upper Floor Lobby/Vertical Circulation (one per floor)</b>																	
1.301	Elevator Lobby	100		2	200		2	200		0	0	Per floor, includes emergency stairs					
1.302	Information/Directory Display Hub	100		1	100		1	100		0	0	along main visibility corridor, with easy wayfinding/visual cues					
1.303	Public Elevators	100		2	200		2	200		0	0						
1.304	Staff Elevators	100		1	100		1	100		0	0						
1.305	Janitors' Closets	65		2	130		2	130		0	0						
1.306	Public Restrooms (upper floors)	200		2	400		2	400		0	0						
Total Area (NSF)					1,130	Total Area (NSF)					1,130	Total Area (NSF)		0			
Dept. Gross					25%	283	Dept. Gross					25%	283	Dept. Gross		25%	0
<b>TOTAL AREA (DGSF)</b>					<b>1,413</b>	<b>TOTAL AREA (DGSF)</b>					<b>1,413</b>	<b>TOTAL AREA (DGSF)</b>		<b>0</b>			
@					<b>4</b>	<b>5,650</b>	@					<b>4</b>	<b>5,650</b>	@		<b>4</b>	<b>0</b>
Total Area (NSF)					11,140	Total Area (NSF)					11,140	Total Area (NSF)		200			
<b>TOTAL AREA (DGSF)</b>					<b>13,925</b>	<b>TOTAL AREA (DGSF)</b>					<b>13,925</b>	<b>TOTAL AREA (DGSF)</b>		<b>250</b>			



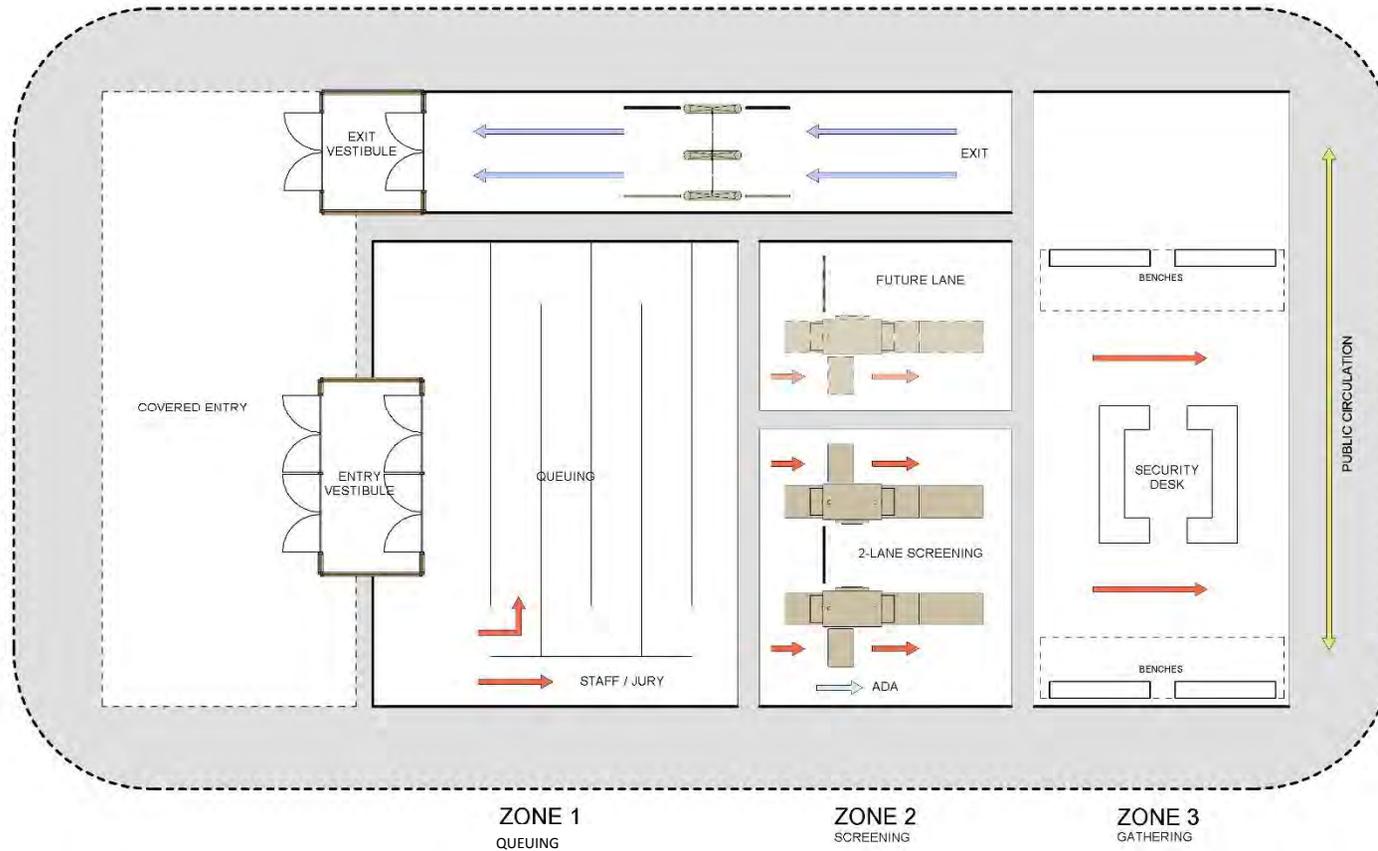
1.000 PUBLIC, SHERIFF & BUILDING SUPPORT - ADJACENCY DIAGRAM





### ENTRY SECURITY DIAGRAM

The existing buildings each have their own secure entry, which are undersized and duplicate security needs. The new combined entry will create one single secure point of entry for the public (and potentially staff) with ample room to queue, screen and find your way through the building.





## 2.000 CLERK OF THE CIRCUIT COURT & RECORDER

### DESCRIPTION, ORGANIZATION, AND OPERATIONS

The Clerk of the Circuit Court & Recorder serves a number of functions within Benton County. First, as their name states, this office serves as the Clerk of Court for the County. As such, this office is the repository for official court records, supports the judiciary and related staff in daily court operations, handle new filings and public requests at the public service counter, and assist attorneys and parties to court cases in managing the paperwork associated with the Circuit Court.

The Circuit Clerk in Benton County also serves as the Recorder of Deeds. This means in addition to maintaining all Circuit Court files, this office is also the repository for all land records. The Recorder's Office provides United States Passport services as a service to the community. The Recorder's Office will be discussed separately.

The Juvenile Clerk is a separate division under the Circuit Clerk, located off-site at the site of the Juvenile court, and will be discussed separately.

### Space Occupancy

The Circuit Clerk's operations currently occupy space in three separate County facilities. The Circuit Clerk, as well as all associated staff, operate out of the Courthouse at 102 N.E. "A" Street in Bentonville. The Recorder's land records and passport services functions are located in the Benton County Court House Annex, located at 201 NE 2<sup>nd</sup> Street. The Juvenile Clerk is located at the Juvenile Justice Center at 1301 Melissa Drive, Bentonville (near the adult jail).

The separated operation for Juvenile is by design. The separation of the Circuit Clerk and Recorder functions is due to inadequate space for co-location, but functions well due to the lower security requirements and necessity of public access to the land records area.

Space in the Courthouse is limited, and the Clerk's operation struggles to maintain established operating procedures due to space limitations. The bookkeeping and criminal departments have no room for future growth. One of the greatest operational concerns in the current space is that the bookkeeping area is not a secure, separate space, as it should ideally be. Because on-site space is limited, the amount of files stored at the courthouse is minimized. Older or closed files are stored in a leased, climate-controlled space with appropriate security, at the expense of the County. Clerk's office stock of regular supplies (which includes forms used for court business) are stored in the Court House Annex, in the Recorder's area.

### Anticipated Changes in Operations

Future plans anticipate the Juvenile Clerk remaining on site at the Juvenile Courthouse. Future planning efforts will need to consider whether the Recorder's Office can remain off-site, or should be brought into a new Courthouse. Because this group is currently separate, this program includes only the spaces that would be required to combine the Circuit Clerk court function with the Recorder's function to create one functional area. If the two were included in the same courthouse, but in separate locations (e.g.



the Recorder's function in a different part of the building than the Clerk), additional spaces (staff restrooms, public counter space, etc.) would be needed to make this a fully functional work area.

The increase in staff is approximately 11 Deputy Clerks per 15-year interval, plus the associated spaces.



SUMMARY OF SPACE NEEDS

Space #	Space Name	Space Standard (NSF)	2016			2030			Est. Addit. Needs / 15-yr Interval			Comments		
			Program Occupants	Program Quantity	Net Square Feet	Program Occupants	Program Quantity	Net Square Feet	Program Occupants	Program Quantity	Net Square Feet			
<b>2.000 - CLERK OF THE CIRCUIT COURT &amp; RECORDER - CRIM, CIVIL, DR DIVISIONS</b>														
<b>2.100 Circuit Court &amp; Recorder Public Areas</b>														
2.101	Public Waiting/queuing	250		1	250		2	500		1	250	Can utilize numbered tags or other method. Lobby for overflow		
2.102	Public Access Terminals	36		1	36		2	72		1	36	Can be in separate room		
2.103	Records viewing/copying	36		2	72		4	144		2	72	Can be in separate room		
2.104	Service Windows - Civil/Domestic	8		5	40		6	48		2	16	Public side of counter		
2.105	Service Windows - Criminal	8		5	40		9	72		4	32	Public side of counter		
2.106	Domestic Customer Service (secure area)	150		1	150		1	150		1	150	Separate room w/ camera, automatic lock, one party at a time (w/kids)		
2.107	Bookkeeping Counter	8		4	32		8	64		1	8	Public side of counter		
Total Area (NSF)					620	Total Area (NSF)					1,050	Total Area (NSF)		564
Dept. Gross @ 35%					217	Dept. Gross @ 35%					263	Dept. Gross @ 35%		141
<b>TOTAL AREA (DGSF)</b>					<b>837</b>	<b>TOTAL AREA (DGSF)</b>					<b>1,313</b>	<b>TOTAL AREA (DGSF)</b>		<b>705</b>

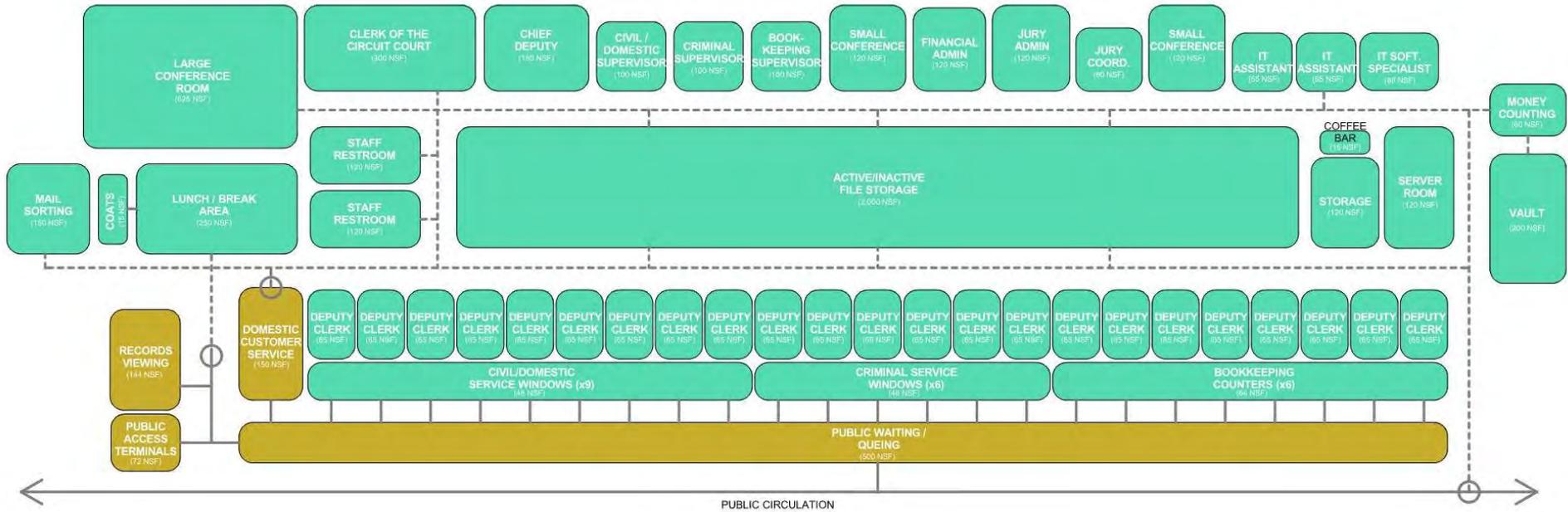
<b>2.200 Circuit Court Clerk - Staff Areas</b>														
2.201	Circuit Clerk of Court & Recorder	300	1	1	300	1	1	300	0	0	0			
2.202	Chief Deputy Circuit Court Clerk	180	1	1	180	1	1	180	0	0	0			
2.203	Jury Administrator	120	1	1	120	1	1	120	0	0	0			
2.204	Jury Coordinator	80	0	0	0	1	1	80	1	1	80			
2.205	Criminal Division Supervisor	80	1	1	80	1	1	80	0	0	0	Workstations at the counter		
2.206	Deputy Clerk - Criminal	64	4	4	256	6	6	384	2	2	128	Workstations at the counter, 37% increase over 15 years		
2.207	Civil/Domestic Division Supervisor	80	1	1	80	1	1	80	0	0	0	Workstations at the counter		
2.208	Deputy Clerk - Civil/Domestic	64	4	4	256	9	9	576	5	5	320	Workstations at the counter, 100%+ increase over 15 years		
2.209	IT - Software Specialist	80	1	1	80	1	1	80	0	0	0			
2.210	IT Assistant	64	0.5	1	64	2	2	128	1	1	64	part-time role in 2016		
2.211	Finance - Financial Administrator	120	1	1	120	1	1	120	0	0	0			
2.212	Finance - Bookkeeper Supervisor	100	1	1	100	1	1	100	0	0	0			
2.213	Finance - Bookkeeper Deputy Clerk	80	4	4	320	8	8	640	4	4	320	Workstation at the counter, 100% increase over 15 years		
2.214	File Storage (Active/Inactive)	2000		1	2,000		1	2,000		0	0			
2.215	Small Meeting Room	120		2	240		2	240		2	240	Small glass-walled small group meeting rooms, with privacy blinds		
2.216	Work/Copy Area	250		1	250		1	250		0	0			
2.217	Supply Storage	120		1	120		1	120		0	0			
2.218	Money Counting area	80		1	80		1	80		0	0			
2.219	Vault (money)	200		1	200		1	200		0	0			
Total Area (NSF)					4,846	Total Area (NSF)					5,758	Total Area (NSF)		1,152
Dept. Gross 35%					1,696	Dept. Gross 35%					1,440	Dept. Gross 35%		288
<b>TOTAL AREA (DGSF)</b>					<b>6,542</b>	<b>TOTAL AREA (DGSF)</b>					<b>7,198</b>	<b>TOTAL AREA (DGSF)</b>		<b>1,440</b>



Space #	Space Name	Space Standard (NSF)	2016			2030			Est. Addit. Needs / 15-yr Interval			Comments					
			Program Occupants	Program Quantity	Net Square Feet	Program Occupants	Program Quantity	Net Square Feet	Program Occupants	Program Quantity	Net Square Feet						
<b>2.000 - CLERK OF THE CIRCUIT COURT &amp; RECORDER - CRIM, CIVIL, DR DIVISIONS</b>																	
<b>2.300 Shared Staff Areas</b>																	
2.301	Coffee Bar / Galley	15		1	15		1	15		0	0	Along corridor or inside conference room					
2.302	Lunch/break area	250		1	250		1	250		0	0						
2.303	Staff Coat Closet/Cubbies	40		1	40		1	40		0	0	Can be along corridor or in breakroom, lockers or closet					
2.304	Staff Restrooms	120		2	240		2	240		0	0						
2.305	Large Conference Room	625		1	625		1	625		0	0	Meetings of 18-26 individuals, conference style setup					
2.306	Server Room	120		1	120		1	120		0	0						
2.307	Mail Sorting Area	150		1	150		1	150		0	0						
Total Area (NSF)					1,440	Total Area (NSF)					1,440	Total Area (NSF)		0			
Dept. Gross					35%	504	Dept. Gross					35%	504	Dept. Gross		35%	0
<b>TOTAL AREA (DGSF)</b>					<b>1,944</b>	<b>TOTAL AREA (DGSF)</b>					<b>1,944</b>	<b>TOTAL AREA (DGSF)</b>		<b>0</b>			
Total Area					6,906	Total Area					8,248	Total Area		1,716			
<b>TOTAL AREA (DGSF)</b>					<b>9,323</b>	<b>TOTAL AREA (DGSF)</b>					<b>10,454</b>	<b>TOTAL AREA (DGSF)</b>		<b>2,145</b>			



2.000 CLERK OF THE CIRCUIT COURT & RECORDER - ADJACENCY DIAGRAM



- courtrooms
- chambers
- holding
- circuit clerk
- clerk - juvenile
- probate clerk
- jury
- prosecutor
- public / waiting
- public defender
- court admin
- building services

- public corridor
- staff corridor
- secured holding corridor
- controlled access door



## 3.000 PROBATE CLERK

### DESCRIPTION, ORGANIZATION, AND OPERATIONS

The Benton County Clerk serves as the clerk of the Probate division of the Circuit Court, as well as serving as the Registrar of Voters and other functions related to the County Clerk role. The Probate Clerk function includes a public service counter and three Deputy Clerks, who manage the customer service functions and support the judiciary handling the Probate caseload.

### Space Occupancy

The County Clerk's administrative offices are located in the County Administration Building. The Probate Clerk portion of the office functions independently, and is located inside the Benton County Courthouse.

### Anticipated Changes in Operations

No changes are anticipated in the operation of this group. Co-location near the Clerk of Circuit Court would allow for a common counter presence facing the public and sharing of staff restrooms and break area. This sharing is amenable to both groups, providing it is located outside of any one dedicated work area.

Increases in staff over time were estimated at three Deputy Clerks per 15-year interval, with the associated spaces.

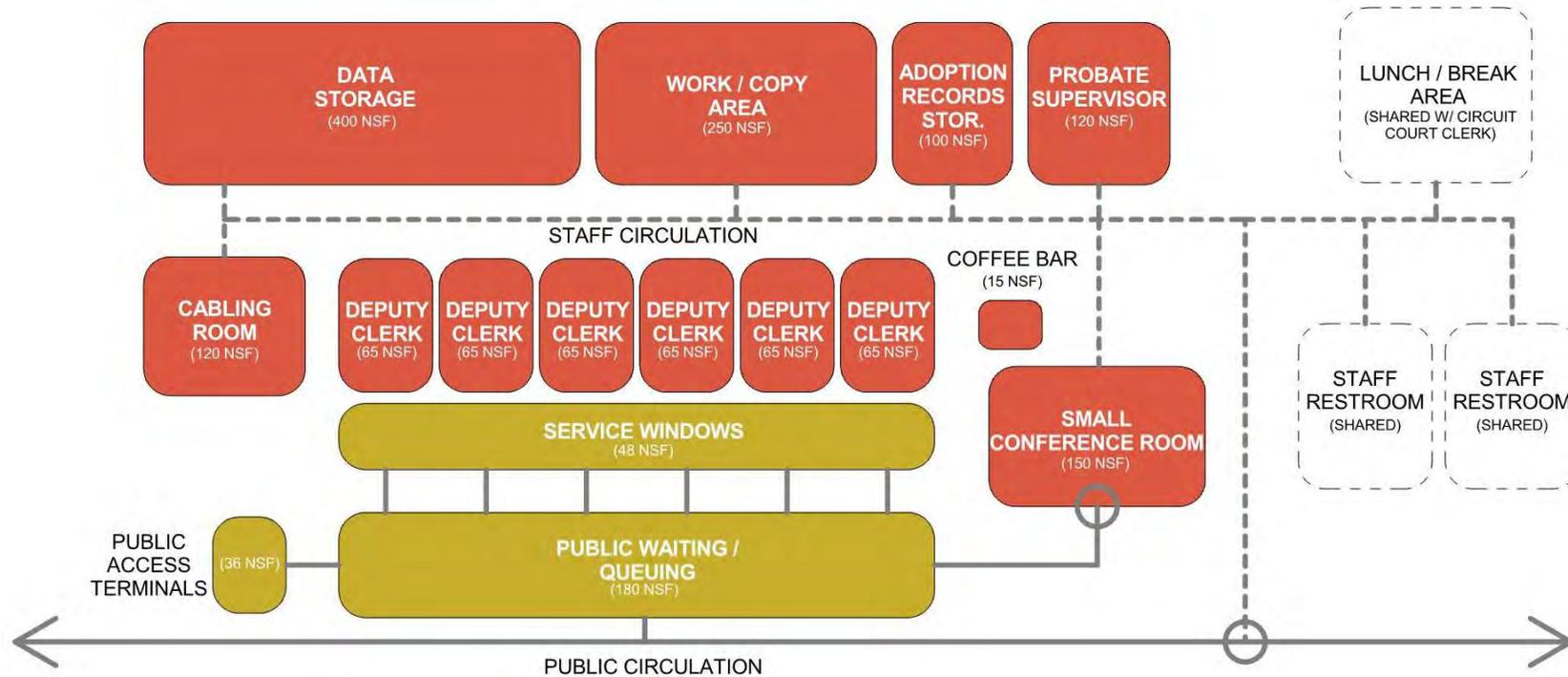


SUMMARY OF SPACE NEEDS

Space #	Space Name	Space Standard (NSF)	2016			2030			Est. Addit. Needs / 15-yr Interval			Comments
			Program Occupants	Program Quantity	Net Square Feet	Program Occupants	Program Quantity	Net Square Feet	Program Occupants	Program Quantity	Net Square Feet	
<b>3.000 - PROBATE CLERK</b>												
<b>3.100 Probate Clerk Public Areas</b>												
3.101	Public Waiting/queuing	180		1	180		1	180		0.5	90	attorneys + public For e-filing, record viewing - up to two machines
3.102	Public Access terminals	36		1	36		1	36		0	0	
3.103	Service Windows	8		3	24		6	48		2	16	
			Total Area (NSF) 240			Total Area (NSF) 264			Total Area (NSF) 106			
			Dept. Gross @ 35% 84			Dept. Gross @ 35% 92			Dept. Gross @ 35% 37			
			<b>TOTAL AREA (DGSF) 324</b>			<b>TOTAL AREA (DGSF) 356</b>			<b>TOTAL AREA (DGSF) 143</b>			
<b>3.200 Probate Clerk - Customer Service/Work Areas</b>												
3.201	Probate Supervisor	120	1	1	120	1	1	120	1	1	120	Workstations at the counter
3.202	Deputy Clerk - Probate	65	3	3	195	6	6	390	2	2	130	Workstations at the counter
3.203	Data Storage Carousel	400		1	400		1	400		0	0	For active/recently closed files, replaced stacks with electronic records
3.204	Work/Copy Area	250		1	250		1	250		0	0	
3.205	Adoption Records Storage	100		1	100		1	100		0	0	Locked room or cabinet.
			Total Area (NSF) 1,065			Total Area (NSF) 1,260			Total Area (NSF) 250			
			Dept. Gross 35% 373			Dept. Gross 35% 441			Dept. Gross 35% 88			
			<b>TOTAL AREA (DGSF) 1,438</b>			<b>TOTAL AREA (DGSF) 1,701</b>			<b>TOTAL AREA (DGSF) 338</b>			
<b>3.300 Shared Staff Areas</b>												
3.301	Coffee Bar / Galley	15		1	15		1	15		0	0	
3.302	Lunch/break area	180		0	0		0	0		0	0	Share with Circuit Court Clerk, outside of dedicated area
3.303	Staff Restrooms	120		0	0		0	0		0	0	Share with Circuit Court Clerk, outside of dedicated area
3.304	Small Conference Room	150		1	150		1	150		1	150	Near Probate staff, for small group meetings
3.305	Cabling Room	120		1	120		1	120		0	0	Data feed
			Total Area (NSF) 285			Total Area (NSF) 285			Total Area (NSF) 150			
			Dept. Gross 35% 100			Dept. Gross 35% 100			Dept. Gross 35% 53			
			<b>TOTAL AREA (DGSF) 385</b>			<b>TOTAL AREA (DGSF) 385</b>			<b>TOTAL AREA (DGSF) 203</b>			
			Total Area 1,590			Total Area 1,809			506			
			<b>TOTAL AREA (DGSF) 2,147</b>			<b>TOTAL AREA (DGSF) 2,442</b>			<b>To add each 15 years: 683</b>			



3.000 PROBATE CLERK - ADJACENCY DIAGRAM





## 4.000 COURT SETS

### DESCRIPTION, ORGANIZATION, AND OPERATIONS

In older days, the courtroom was the main space required for a fair delivery of justice, and entire buildings were designed around this one essential room. The increased complexity associated with today's legal environment results in a number of adjacent spaces in and around the courtroom, which are essential to the delivery of justice. These spaces include traditional spaces such as judge's chambers, jury deliberation, and staff work areas, but have expanded to also include areas such as attorney/client interview rooms, isolated victim/witness waiting, secure inmate circulation and holding (adjacent to the courtrooms, for staging in-custody inmates into the courtroom), storage closets for attorneys and courtroom equipment, and sometimes break-out rooms for parties to negotiate mid-hearing. The resulting block of space plus the circulation required to connect the rooms together is referred to as the "Court Set."

Court sets are often paired side by side to allow for sharing of elements which would otherwise require duplication – in-custody circulation and holding, jury deliberation, and certain circulation can be shared when two court sets are located side by side. As such, court sets (or pairs of court sets) are now the unit or module of space which governs the dimensions of a courthouse.

Another change which has occurred as courthouses have increased in size is the specialization of courtrooms for the types of matters litigated there. This courtroom specialization typically begins to be useful in courthouses with greater than ten court sets, where one whole courtroom full-time equivalency (CFTE) can be used for a given case type. Some of the court set types include the following:

#### *Special Proceedings Court Set*

This courtroom is extremely large, with an approximately 50/50 split between litigation space (the well) and spectator seating. The large well is used for multi-litigant or class action trials, and must be able to accommodate multiple defense tables without compromising lines of sight or safe spacing of parties. Because the trials heard in this room may be of public interest, it is typically located directly off of the public lobby of the courthouse, with simple wayfinding and easy access for high volumes of spectators. Press feed junctions are usually built into this room. Because these large cases occur relatively infrequently in any one jurisdiction, there is typically only one special proceedings courtroom in a courthouse, and it can double as a standard trial court at regular times. Because its size is associated with prestige, this courtroom is often assigned to the chief judge for regular use.

#### *Criminal Trial Court Set (Jury)*

The large trial courtroom is equipped with secure inmate holding, jury box and deliberation spaces, and a relatively large well. This configuration can be used for criminal caseload where a jury is involved, and where counsel will occupy a significant space in the well. Distances are governed by lines of sight, ADA requirements, and security protocols. The jury box is equipped for 14 jurors (12 plus two alternates), with jury deliberation spaces directly contiguous along secure circulation.

#### *Juvenile Court Set*

A variation on the criminal trial court set used for adult trials is used for juvenile delinquency trials. Juvenile proceedings are often limited access, resulting in a much lower spectator seating requirement. Some jurisdictions also prefer a less formal bench/well area, with lower bench and less intimidating features. Because they are located in a dedicated juvenile court facility, the juvenile court set space needs and discussion for Benton County are included in a separate portion of this program.



### *Civil/Domestic/Probate Trial Court Set (Jury)*

In Arkansas Civil cases can have a jury, so although these court sets are slightly smaller, they will also be equipped with a 14-person jury box and the associated jury deliberation areas. Civil, Domestic, and Probate cases do not typically compel the high spectator volume seen in some criminal cases; therefore the courtroom is smaller than the Criminal Trial Court Set. The well may be the same size and dimensions due to lines of sight, ADA, and security also governing spacing in these matters. Spectator seating is smaller than in a criminal court set.

### *Hearing Room*

Some cases can be heard in a hearing room. Arraignments and various types of hearings are caseload which can be processed relatively rapidly, in a much smaller venue. In some jurisdictions where caseload or distances warrant, hearing rooms can be located in the jail (for arraignments only) or in remote locations (for video hearings). In a location like Benton County, hearing rooms may pose an alternate venue for certain caseload on certain days, such as the OCHSE portion of the domestic docket. Moving high-volume caseload to a hearing room can allow significant building traffic to be concentrated in a desired portion of the building, thereby reducing public movement through the building and limiting wear and tear on finishes elsewhere.

### *Mediation Suite*

Families in distress frequently benefit from outside guidance. Sometimes that guidance is the judge, but many times it is the attorneys who negotiate terms. Courtroom time can be reduced if parties determine acceptable terms before going in front of a judge. In situations where emotions and mistrust lead parties to dissent, judges often find that ordering instant negotiation from the bench can achieve quick consensus. In Benton County, the domestic judges use their jury deliberation rooms daily for this purpose, sending parties out of the courtroom into that adjacent space to work out terms before returning to the courtroom for judgment. Including mediation rooms or mediation suites (a set of rooms where parties can separate and come together) along the courtroom corridor for Civil, Domestic, and Probate caseload in a new Benton County courthouse would be welcomed.

### Space Occupancy

The court family in Benton County, Arkansas use a total of six courtrooms, in a total of four separate buildings. Three buildings are one-courtroom facilities which have been retrofit to accommodate the workings of the court. Of the two designed as courthouses, one is dedicated to juvenile caseload and is located near the juvenile detention center. The other was designed nearly 90 years ago.

The courtrooms themselves are more court rooms than court sets, with wide variation in scale, size, finish types, and adjacent spaces, including paths of circulation. The juvenile court set represents a modern court operation; the other five courtrooms are suitable, but do not represent ideal court operations, as custom-designed court sets would. Retrofits have accommodated technology, accessibility, and operational protocols. Ceiling heights and lines of sight reflect the compromises made. Separation of the Criminal and Civil/Domestic/Probate courtrooms in different buildings creates wayfinding issues for the public, security issues for inmate movement, and impairs the collegiality of this amicable bench.

### Anticipated Changes in Operations

One of the main goals of this study is to consolidate the court operations into two facilities – the Juvenile Justice Center (for juvenile caseload) and one other location (for the remainder of the Circuit Court). This consolidation and the associated development of a



modern-scale court facility will allow for the creation of court sets, instead of just courtrooms, and will facilitate more streamlined and dedicated circulation for the public, court staff, the judiciary, and in-custody parties to cases.

With a customized design, two additional areas are desired on the Circuit Court floor:

- Victim Witness Waiting and Support (details included in the Prosecutor's program)
- Drug Testing /Urinalysis Restroom (for Probation, not otherwise in the building)

An additional Probation intake counter may also be found helpful. This work area typically consists of a small suite of reception area, intake/interview rooms (2-3), and a staff photocopy/work area with several workstations in it. Probation staff can operate out of this suite while attending court, and thereby facilitate the probation intake process.



SUMMARY OF SPACE NEEDS

Space #	Space Name	Space Standard (NSF)	2016			2030			Est. Needs per 15-yr Interval			Comments
			Program Occupants	Program Quantity	Net Square Feet	Program Occupants	Program Quantity	Net Square Feet	Program Occupants	Program Quantity	Net Square Feet	
<b>4.000 - COURT SETS</b>												
<b>4.100 Special Proceedings Court Set (Jury)</b>												
4.101	Public Waiting	200		1	200		1	200		1	200	Pro Rata Share, baffled separation managed in design
4.102	Victim/Witness Waiting	120		1	120		1	120		1	120	
4.103	Vestibule	80		1	80		1	80		1	80	
4.104	Courtroom	2400		1	2,400		1	2,400		1	2,400	
4.105	Attorney/Client Meeting Room	100		2	200		2	200		2	200	
4.106	Equipment Storage	60		1	60		1	60		1	60	
4.107	Evidence/Attorney File Storage	45		2	90		2	90		2	90	
4.108	Holding Cell - Small	100		1	100		1	100		1	100	
4.109	Holding Cell - Group	150		1	150		1	150		1	150	
4.110	Secure Interview Room	80		1	80		1	80		1	80	
4.111	Jury Deliberation Room (14 person jury)	300		1	300		1	300		1	300	
4.112	Jury Deliberation Vestibule	65		1	65		1	65		1	65	
4.113	Jury Toilets	65		2	130		2	130		2	130	
4.114	Jury Beverage Station	20		1	20		1	20		1	20	
					0			0			0	
					3,995			3,995			3,995	
					999			999			999	
					<b>4,994</b>			<b>4,994</b>			<b>4,994</b>	
					<b>@ 1 4,994</b>			<b>@ 1 4,994</b>			<b>@ 0 0</b>	

<b>4.200 Criminal Trial Court Set (Jury)</b>												
4.201	Public Waiting	200		1	200		1	200		1	200	Pro Rata Share, baffled separation managed in design Entrance can be combined with/adjacent to juror circulation
4.202	Victim/Witness Entrance	80		1	80		1	80		1	80	
4.203	Vestibule	80		1	80		1	80		1	80	
4.204	Courtroom	1800		1	1,800		1	1,800		1	1,800	
4.205	Attorney/Client Meeting Room	100		2	200		2	200		2	200	
4.206	Equipment Storage	60		1	60		1	60		1	60	
4.207	Evidence/Attorney File Storage	45		2	90		2	90		2	90	
4.208	Holding Cell - Small	100		1	100		1	100		1	100	
4.209	Holding Cell - Group	150		1	150		1	150		1	150	
4.210	Secure Interview Room	80		1	80		1	80		1	80	
4.211	Jury Deliberation Room (14 person jury)	300		1	300		1	300		1	300	
4.212	Jury Deliberation Vestibule	55		1	55		1	55		1	55	
4.213	Jury Toilets	55		2	110		2	110		2	110	
4.214	Jury Beverage Station	20		1	20		1	20		1	20	
					3,325			3,325			3,325	
					831			831			831	
					<b>4,156</b>			<b>4,156</b>			<b>4,156</b>	
					<b>@ 1 4,156</b>			<b>@ 2 8,313</b>			<b>@ 1 4,156</b>	



Space #	Space Name	Space Standard (NSF)	2016			2030			Est. Needs per 15-yr Interval			Comments		
			Program Occupants	Program Quantity	Net Square Feet	Program Occupants	Program Quantity	Net Square Feet	Program Occupants	Program Quantity	Net Square Feet			
<b>4.000 - COURT SETS</b>														
<b>4.300 Civil/Domestic/Probate Trial Courtroom (Jury)</b>														
4.301	Public Waiting	200		1	200		1	200		1	200	Pro Rata Share, baffled separation managed in design Entrance can be combined with/adjacent to juror circulation  Reduction in gallery space  One per courtroom, two shared between court sets is sufficient  Used for impromptu or bench-ordered mediation		
4.302	Victim/Witness Entrance	80		1	80		1	80		1	80			
4.303	Vestibule - Courtroom	80		1	80		1	80		1	80			
4.304	Courtroom	1,600		1	1,600		1	1,600		1	1,600			
4.305	Attorney/Client Meeting Room	100		2	200		2	200		2	200			
4.306	Equipment Storage	60		1	60		1	60		1	60			
4.307	Holding Cell - Small	100		1	100		1	100		1	100			
4.308	Secure Interview Room	80		0.5	40		1	80		1	80			
4.309	Jury Deliberation Room (14 person jury)	300		1	300		1	300		1	300			
4.310	Mediation Room	200		1	200		1	200		1	200			
4.311	Jury Deliberation Vestibule	55		1	55		1	55		1	55			
4.312	Jury Toilets	55		2	110		2	110		2	110			
4.313	Jury Beverage Station	20		1	20		1	20		1	20			
			Total Area (NSF)			3,045			Total Area (NSF)			3,085		
			Dept. Gross @ 25%			761			Dept. Gross @ 25%			771		
			<b>TOTAL AREA (DGSF)</b>			<b>3,806</b>			<b>TOTAL AREA (DGSF)</b>			<b>3,856</b>		
			@ 3			<b>11,419</b>			@ 6			<b>23,138</b>		
			@ 3			<b>11,569</b>			@ 3			<b>11,569</b>		

<b>4.400 Hearing Room (No Jury)</b>														
4.401	Public Waiting	200		1	200		1	200		1	200	Pro Rata Share  Alcove, pro-rata share per courtroom		
4.402	Victim/Witness Waiting	120		1	120		1	120		1	120			
4.403	Family Waiting	200		1	200		1	200		1	200			
4.404	Vestibule - Hearing Room	80		1	80		1	80		1	80			
4.405	Hearing Room	1,000		1	1,000		1	1,000		1	1,000			
4.406	Attorney/Client Conference Room	100		2	200		2	200		2	200			
4.407	Equipment Storage	60		1	60		1	60		1	60			
4.408	Evidence/Attorney File Storage	60		2	120		2	120		2	120			
4.409	Holding Cell - Small	100		2	200		2	200		2	200			
			Total Area (NSF)			2,180			Total Area (NSF)				2,180	
			Dept. Gross @ 25%			545			Dept. Gross @ 25%			545		
			<b>TOTAL AREA (DGSF)</b>			<b>2,725</b>			<b>TOTAL AREA (DGSF)</b>			<b>2,725</b>		
			@ 0			<b>0</b>			@ 0			<b>0</b>		
			@ 0			<b>0</b>			@ 0			<b>0</b>		



Space #	Space Name	Space Standard (NSF)	2016			2030			Est. Needs per 15-yr Interval			Comments
			Program Occupants	Program Quantity	Net Square Feet	Program Occupants	Program Quantity	Net Square Feet	Program Occupants	Program Quantity	Net Square Feet	

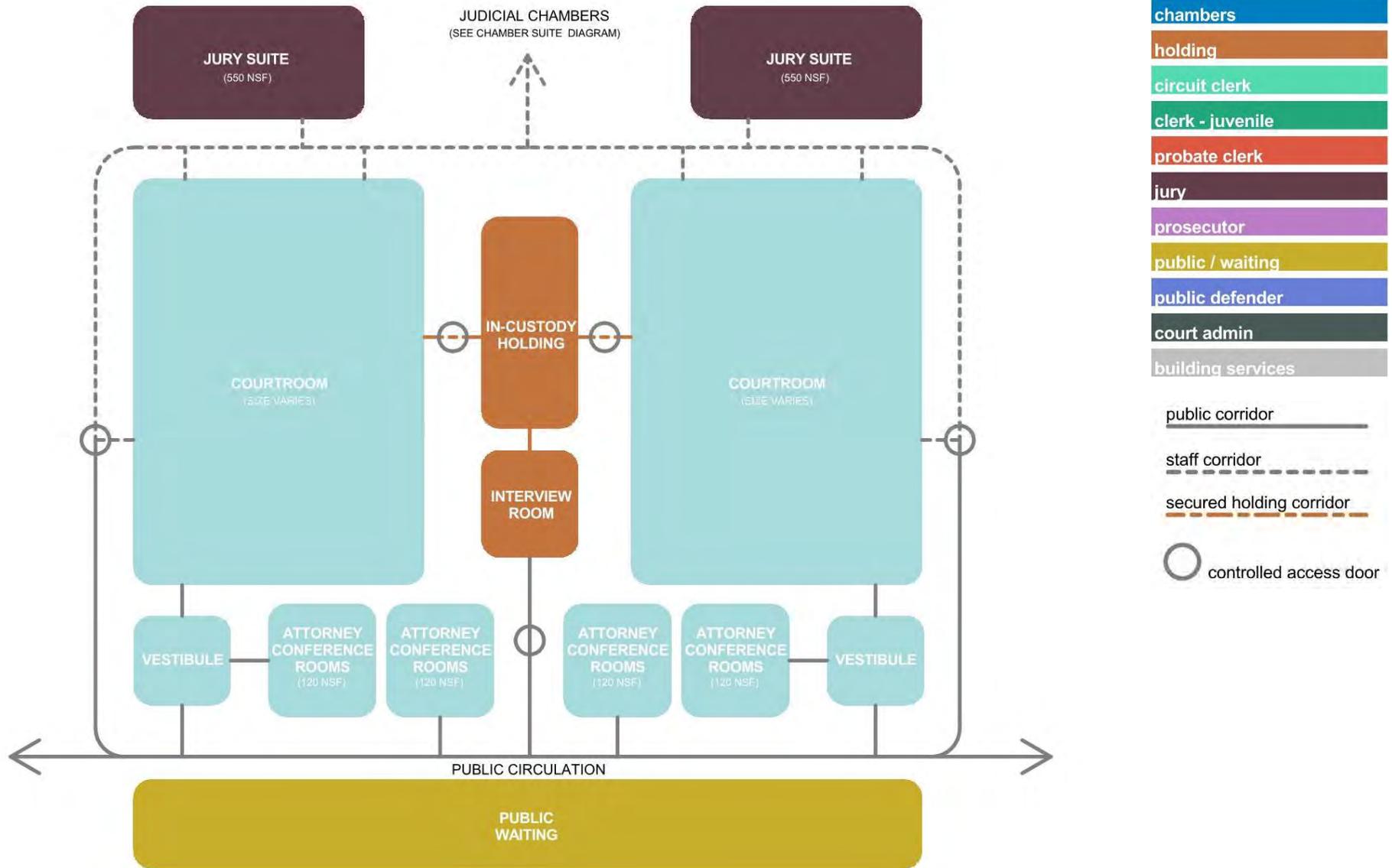
**4.000 - COURT SETS**

4.500 Shared Court Floor Areas																				
4.501	Drug Testing Holding/Waiting 3-4 at once	100		1	100		1	100		0	0									
4.502	Drug Testing Toilet	65		1	65		1	65		0	0									
4.503	Victim Witness Suite	n/a		-	-		-	-		-	-	Placeholder; see Prosecuting Attorney program for details.								
4.504	Attorney Waiting	240		1	240		1	240		1	240									
4.505	Probation Check-In Area	240		1	240		1	240		1	240									
Total Area (NSF)					645	Total Area (NSF)					645	Total Area (NSF)					480			
Dept. Gross					35%	226	Dept. Gross					35%	226	Dept. Gross					35%	168
<b>TOTAL AREA (DGSF)</b>					<b>871</b>	<b>TOTAL AREA (DGSF)</b>					<b>871</b>	<b>TOTAL AREA (DGSF)</b>					<b>648</b>			

Total Area					17,100	Total Area					29,800	Total Area					13,060
<b>TOTAL AREA (DGSF)</b>					<b>21,440</b>	<b>TOTAL AREA (DGSF)</b>					<b>37,315</b>	<b>TOTAL AREA (DGSF)</b>					<b>16,373</b>

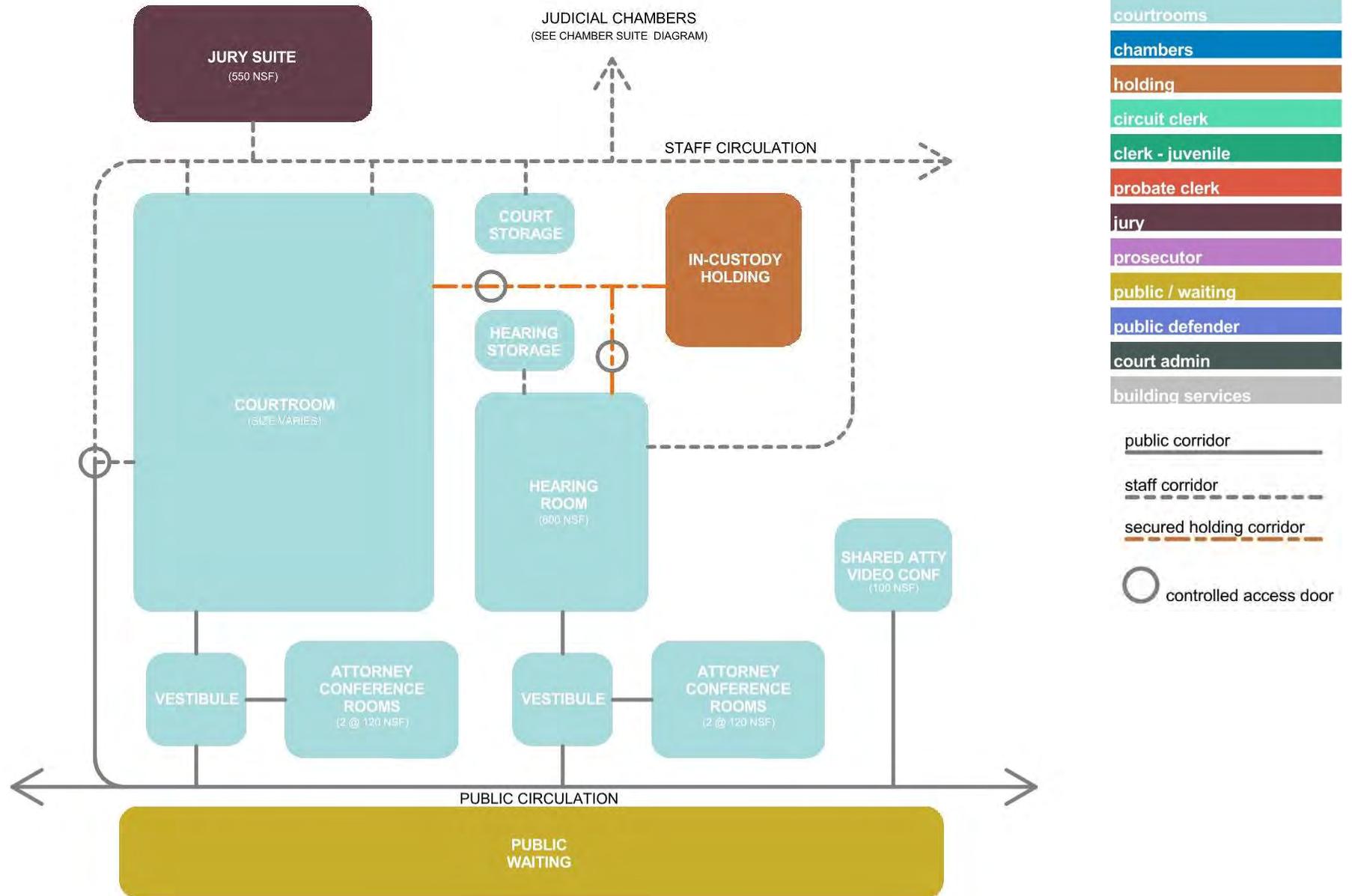


4.000 COURTS - ADJACENCY DIAGRAM



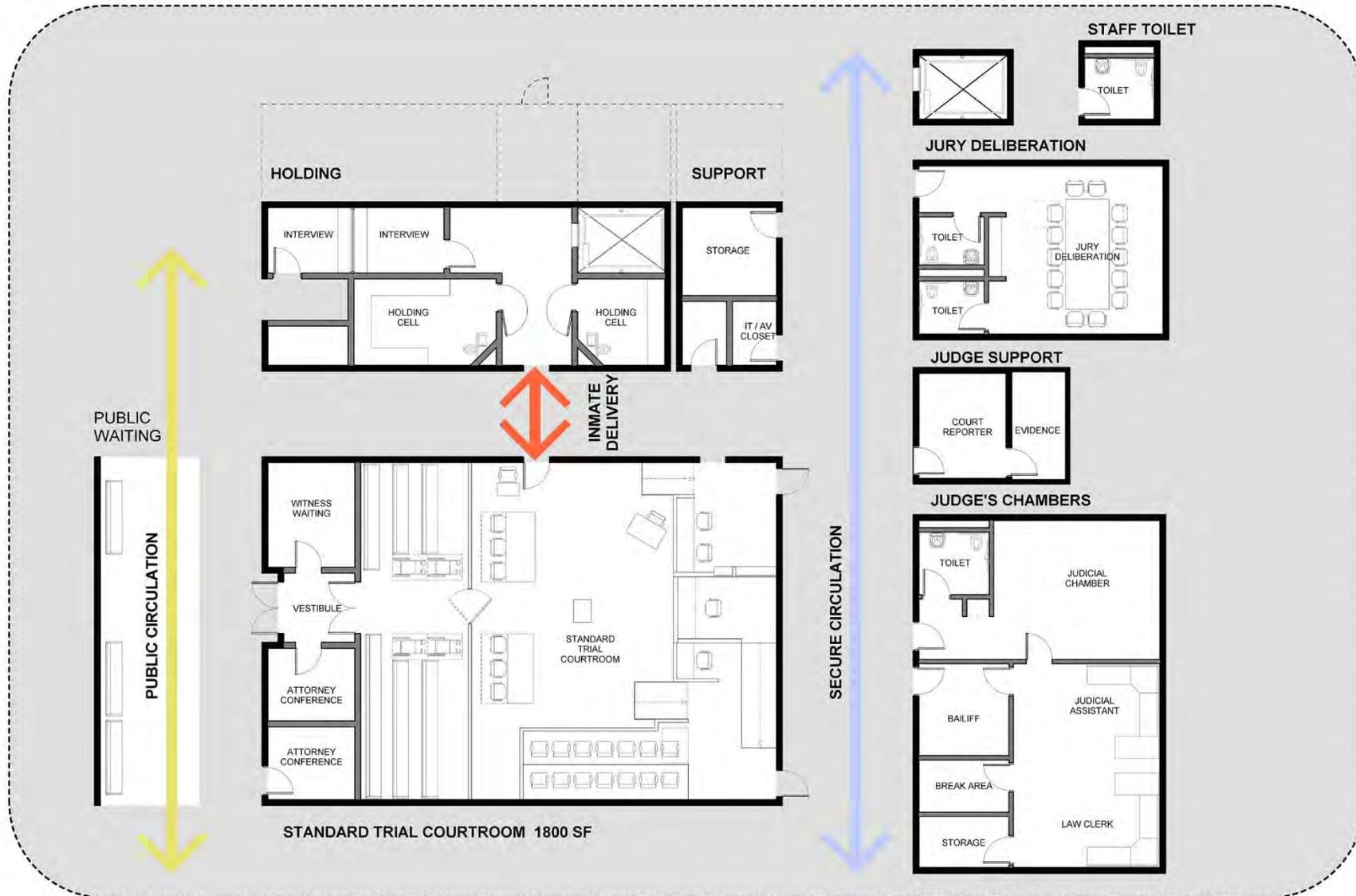


4.100 COURTS - ADJACENCY DIAGRAM



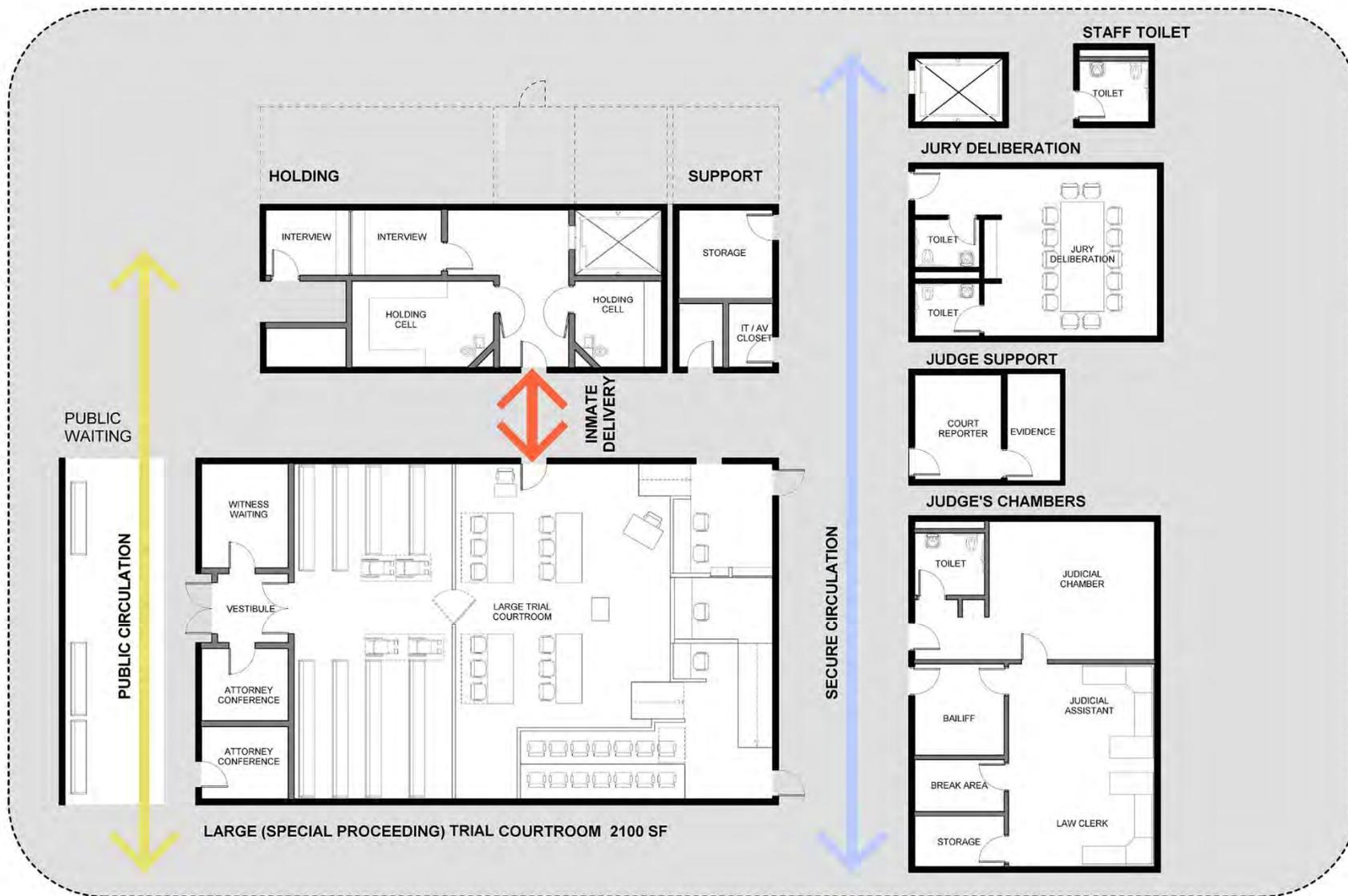


# STANDARD TRIAL COURTROOM (JURY) COURT SETS





# SPECIAL PROCEEDING TRIAL COURTROOM (JURY) COURT SETS



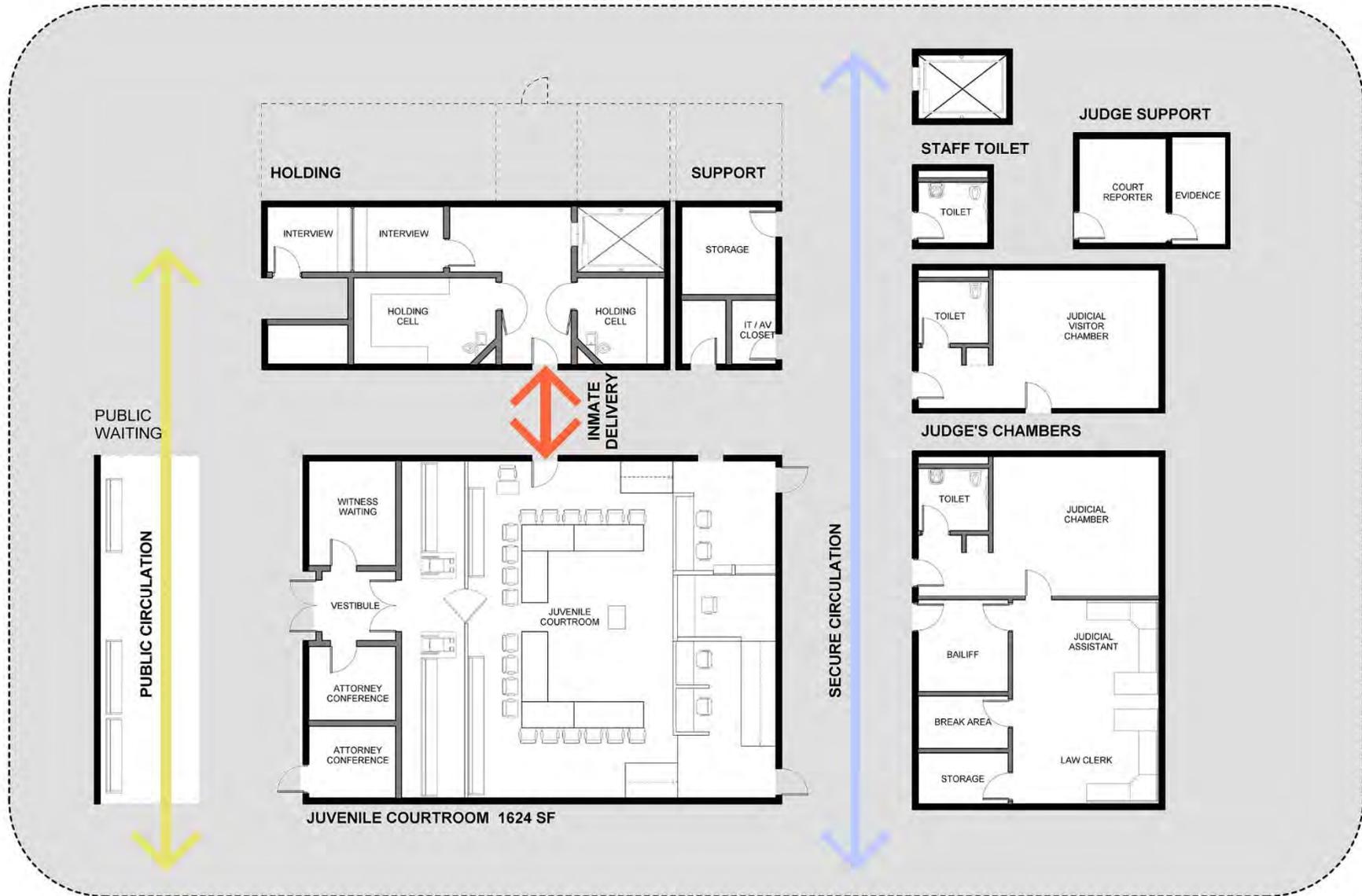


# DOMESTIC / PROBATE COURTROOM COURT SETS





# JUVENILE COURTROOM COURT SETS





## 5.000 JUDICIAL CHAMBERS

### DESCRIPTION, ORGANIZATION, AND OPERATIONS

Judicial chambers are an integral part of the court set, but offer a unique opportunity to frame the collegiality of the judges in a suite setting which reflects a typical attorney's office. As such, the organization of chambers should not be limited to a linear string of rooms across from courtrooms.

In Benton County, each judge hires and manages his or her own judicial staff, including a court orders clerk, a trial court assistant, a court reporter, and a bailiff. These four staff, together with the judge, operate as a team. The operations are separated by division into different buildings, so a culture of a team suite of space has developed.

### Space Occupancy

As previously mentioned, the various courtrooms and judges (and their staff) are located in four distinct buildings. The resulting effect is that each judge has a suite of space within which the judicial team works. This organization is effective, but the opportunity to co-locate in one building offers a welcome opportunity for co-locating the suites.

### Anticipated Changes in Operations

Although individual suites is a desirable organizational module in a new setting, the judges would like to achieve greater collegiality. The program of space needs was developed to acknowledge and facilitate this by providing a common entrance and waiting area at the front of the judicial space, together with a judicial law library/conference room (for meetings with parties or attorneys), a small meeting room, and visiting judge's chambers. Beyond this space, each judge has a dedicated suite for his or her staff.

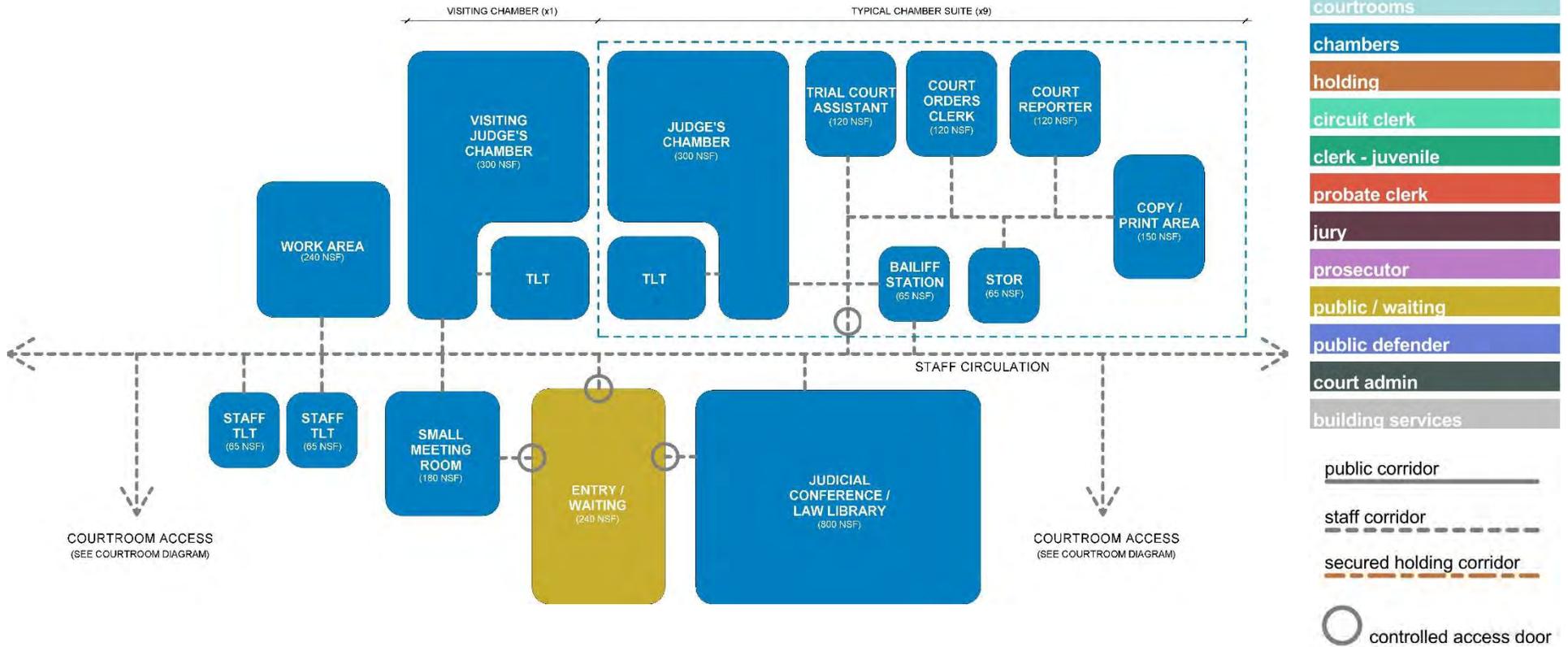


SUMMARY OF SPACE NEEDS

Space #	Space Name	Space Standard (NSF)	2016			2030			Est. Needs per 15-yr Interval			Comments					
			Program Occupants	Program Quantity	Net Square Feet	Program Occupants	Program Quantity	Net Square Feet	Program Occupants	Program Quantity	Net Square Feet						
<b>5.000 - JUDICIAL CHAMBERS</b>																	
<b>5.100 Judicial Suite Entrance and Staff Shared</b>																	
5.101	Entrance and Waiting	240		1	240		1	240		0	0	Appropriate finishes; attorneys and parties to cases					
5.102	Small Meeting Room	180		1	180		1	180		0	0	Adjacent to waiting, rear entrance from staff corridor					
5.103	Judicial Conference/Law Library	800		1	800		1	800		0	0	Adjacent to waiting, rear entrance from staff corridor					
5.104	Beverage Station	6		1	6		1	6		0	0	Adjacent to judicial conference, small meeting room					
5.105	Photocopy/Printer/Work Area	240		1	240		1	240		0	0	Shared by all judicial staff, high volume machine					
5.106	Staff Toilet	65		2	130		2	130		2	130	Scale as needed in design					
5.107	Visiting Judge's Chambers	300		1	300		1	300		0	0						
					Total Area (NSF)	1,896						Total Area (NSF)	1,896			Total Area (NSF)	130
					Dept. Gross @ 35%	664						Dept. Gross @ 35%	664			Dept. Gross @ 35%	46
					<b>TOTAL AREA (DGSF)</b>	<b>2,560</b>						<b>TOTAL AREA (DGSF)</b>	<b>2,560</b>			<b>TOTAL AREA (DGSF)</b>	<b>176</b>
<b>5.200 Judicial Chambers</b>																	
5.201	Entrance/Waiting	100	1	1	100	1	1	100	1	1	100	Can be combined and grouped					
5.202	Judge's Bailiff's Station	65	1	1	65	1	1	65	1	1	65	Serves as reception for judges; in waiting area					
5.203	Court Orders Clerk	120	1	1	120	1	1	120	1	1	120	Can be combined, if preferred					
5.204	Trial Court Assistant	120	1	1	120	1	1	120	1	1	120	Can be combined, if preferred					
5.205	Court Reporter	120	1	1	120	1	1	120	1	1	120	Can be combined, if preferred					
5.206	Copier/Printer Area	150		1	150		1	150		1	150	For judicial and staff use					
5.207	Judge's Chamber	300	1	1	300	1	1	300	1	1	300						
5.208	Private Toilet	50		1	50		1	50		1	50	Adjacent to chambers					
5.209	Supply/Equipment Storage	60		1	60		1	60		1	60	Along corridor or in shared work area					
					Total Area (NSF)	1,085						Total Area (NSF)	1,085			Total Area (NSF)	1,085
					Dept. Gross @ 35%	380						Dept. Gross @ 35%	380			Dept. Gross @ 35%	380
					<b>TOTAL AREA (DGSF)</b>	<b>1,465</b>						<b>TOTAL AREA (DGSF)</b>	<b>1,465</b>			<b>TOTAL AREA (DGSF)</b>	<b>1,465</b>
					5.00 @	<b>7,324</b>						9.00 @	<b>13,183</b>			4.00 @	<b>5,859</b>
					Total Area	7,321						Total Area	11,661			Total Area	4,470
					<b>TOTAL AREA (DGSF)</b>	<b>9,883</b>						<b>TOTAL AREA (DGSF)</b>	<b>15,742</b>			<b>TOTAL AREA (DGSF)</b>	<b>6,035</b>



5.000 JUDGES' CHAMBERS - ADJACENCY DIAGRAM





## 6.000 SECURITY & HOLDING

### DESCRIPTION, ORGANIZATION, AND OPERATIONS

The Sheriff's Department handles building security and the secure custody and movement of in-custody parties to any cases being heard within the Circuit Court. As such, the Department requires space at two or more distinct points in the courthouse – at the front, where security screening is done; in the holding area; and in the holding area, usually located at the rear of the courthouse. Additional staff administrative and locker areas are also required, but do not require adjacency to either the front entrance or the holding.

#### Space Occupancy

Existing inmate holding and delivery is disparate for each building. Inmates are regularly delivered from the street and escorted through the public and staff spaces of the buildings to small and only semi-secure holding cells. Many older court facilities have this security problem, but it is an unacceptable method of transport for modern court facilities. It is a security concern for all parties, as well as a potentially un-due image of guilt for the person in custody, as they are walked through the courthouse in handcuffs and jumpsuits. The level of control for crossing paths of public and inmate movement in the main courthouse is also a manpower burden that can be eliminated with a design with separate circulation paths.

Staff areas in the existing facilities are minimal, and do not include locker rooms or a shared staff muster area.

This area connects (usually via vertical inmate elevator) to the inmate holding which is included in the court set program areas.

#### Anticipated Changes in Operations

One District Attorney's Investigator has monitored the security cameras and various alarms in the courthouse for some time. Upon movement to a new facility, the Sheriff's Department anticipates assuming responsibility for the building cameras and alarm systems, as well as for the armory (also managed by the DA).

The modern concept in courthouse design is to isolate the in-custody movement through their own secure path, all the way from the delivery to the building and into the courtroom itself. In-custody will be delivered to the building through a vehicle sallyport in the lower level of the building, where they will be transferred into a central holding area. In-custody will then be escorted up to the court floors above by elevator, which are accompanied by a secondary holding area. This secondary holding area on the floor is shared by two courtrooms, and can be used for temporary holding, recesses in court, and multiple inmate trials/appearances.

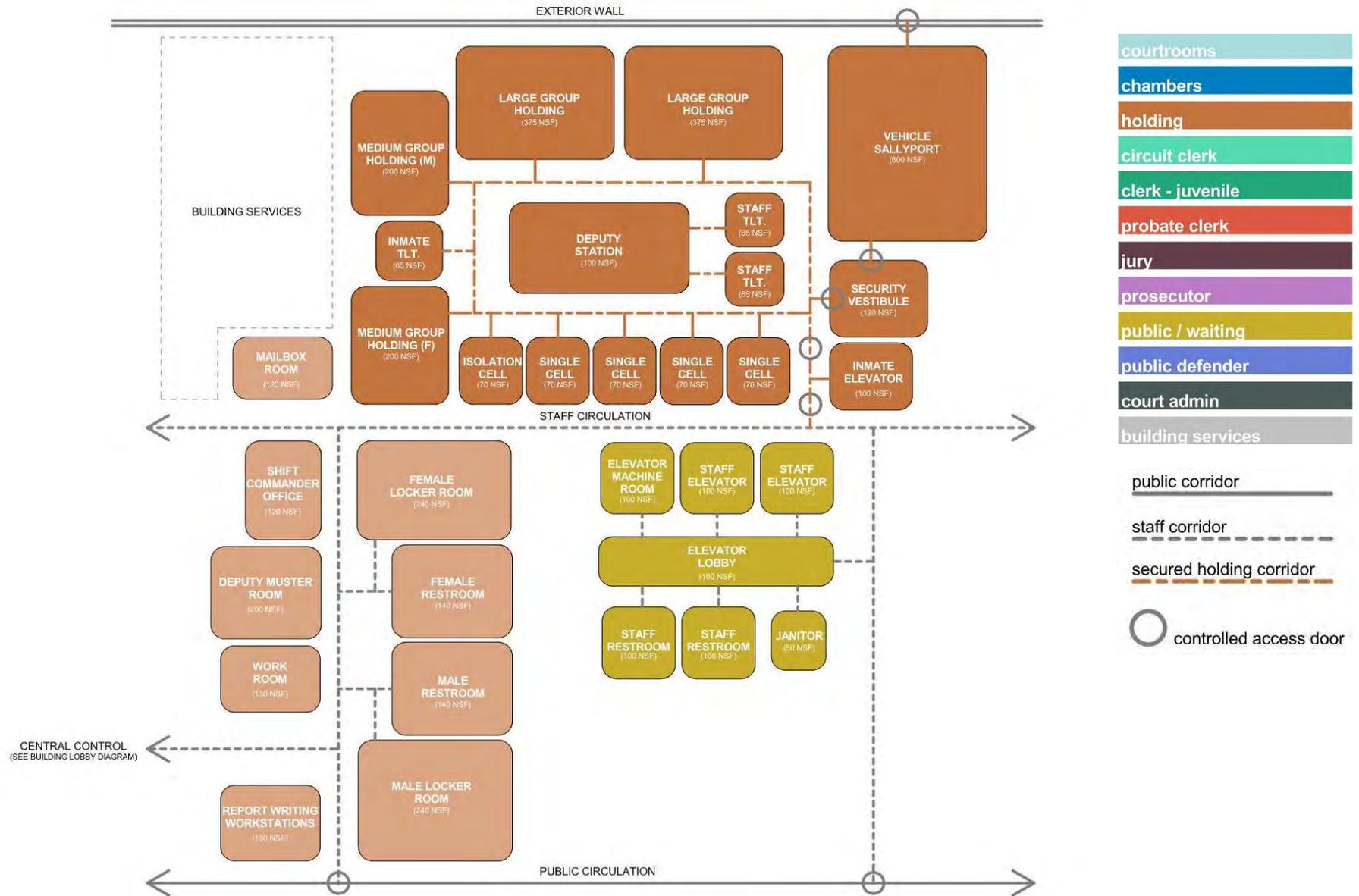


SUMMARY OF SPACE NEEDS

Space #	Space Name	Space Standard (NSF)	2016			2030			Est. Needs per 15-yr Interval			Comments			
			Program Occupants	Program Quantity	Net Square Feet	Program Occupants	Program Quantity	Net Square Feet	Program Occupants	Program Quantity	Net Square Feet				
<b>6.000 - SECURITY AND HOLDING</b>															
<b>6.100 Intake and Holding</b>															
6.101	Vehicle Sallyport	600		1	600		1	600		0	0	Van, pull in/reverse out			
6.102	Security Vestibule	120		1	120		1	120		0	0				
6.103	Deputy Station	100		1	100		1	100		0	0				
6.104	Staff Toilet	65		2	130		2	130		0	0				
6.105	Inmate Toilet	65		1	65		1	65		1	65				
6.106	Single Cells	70	1	2	140	1	4	280	1	2	140	Single wet cells, total capacity of 2			
6.107	Medium Group Holding	25	8	2	400	8	2	400	8	1	200	Holds 6 to 8 individuals per cell			
6.108	Large Group Holding	25	15	2	750	15	2	750	15	1	375	Holds 15-20 individuals			
6.109	Isolation Cell	80	1	1	80	1	1	80	1	1	80	dry cell, camera			
Total Area (NSF)					2,385	Total Area (NSF)					2,525	Total Area (NSF)			860
Dept. Gross @ 40%					954	Dept. Gross @ 40%					1,010	Dept. Gross @ 40%			344
<b>TOTAL AREA (DGSF)</b>					<b>3,339</b>	<b>TOTAL AREA (DGSF)</b>					<b>3,535</b>	<b>TOTAL AREA (DGSF)</b>			<b>1,204</b>
<b>6.200 Security Staff Areas</b>															
6.201	Deputy Muster Room	200		1	200		1	200		0	0	Pro Rata Share			
6.202	Mailbox/Mail Room	120		1	120		1	120		0	0				
6.203	Male Locker Room	240		1	240		1	240		0.5	120				
6.204	Female Locker Room	240		1	240		1	240		0.5	120				
6.205	Male Restroom	140		1	140		1	140		1	140				
6.206	Female Restroom	140		1	140		1	140		1	140				
6.207	Shift Commander Work Area	64		1	64		2	128		0	0				
6.208	Report Writing Workstation	64		1	64		2	128		0	0				
Total Area (NSF)					1,208	Total Area (NSF)					1,336	Total Area (NSF)			520
Dept. Gross 40%					483	Dept. Gross 40%					534	Dept. Gross 40%			208
<b>TOTAL AREA (DGSF)</b>					<b>1,691</b>	<b>TOTAL AREA (DGSF)</b>					<b>1,870</b>	<b>TOTAL AREA (DGSF)</b>			<b>728</b>
Total Area					3,593	Total Area					3,861	Total Area			1,380
<b>TOTAL AREA (DGSF)</b>					<b>5,030</b>	<b>TOTAL AREA (DGSF)</b>					<b>5,405</b>	<b>TOTAL AREA (DGSF)</b>			<b>1,932</b>



# 6.000 SECURITY & HOLDING - ADJACENCY DIAGRAM





## 7.000 PROSECUTING ATTORNEY

### DESCRIPTION, ORGANIZATION, AND OPERATIONS

The Prosecuting Attorney's office handles the investigation and prosecution of all felony and some misdemeanor caseload in Benton County, as well as some juvenile caseload. Increases in juvenile and criminal caseload are the primary drivers of workload for this office.

A process somewhat unique to Benton County is used to file "pending cases" where the Prosecutor has indicated that investigation is under way and an indictment may occur. All caseload (pending and new filings) is entered into the Benton County Circuit Court system, and events are calendared in the court system accordingly.

The office is organized into teams, with one team for each criminal or juvenile division. Each team includes a shared Division Chief, plus dedicated staff - several Deputy Prosecutors, some Assistant Prosecutors, and one case coordinator. Additional office staff include law clerks, an office manager, the Prosecutor, and a range of specialty staff who handle hot checks, collections, and other tasks. One Investigator serves as a secondary camera monitoring backup, and he also manages controls on door locks around the building, as well as housing the Prosecutor's armory.

### Space Occupancy

The Prosecuting Attorney is housed in the Benton County Courthouse at 100 NE A Street. Staff occupy a number of parts of the building, some of which were not designed for the use they now fill. A renovation is under way to relocate a portion of the Prosecuting Attorney's staff into approximately 7,000 SF of space on one contiguous floor. Even so, the entire staff will remain split throughout the building.

### Anticipated Changes in Operations

No operational changes are anticipated in the Prosecuting Attorney's office, but one goal of possible relocation is to consolidate operations into one cohesive space, located inside the courthouse.

If located in a custom-designed facility, the victim/witness waiting and other related spaces (including staff areas for that function) would best be located on the court floor, near the criminal courtrooms, even if this results in separation from the rest of the Prosecutor's office.

Incremental increases in staff are expected to occur on pace with the increase in criminal caseload.

### SUMMARY OF SPACE NEEDS

Because the clientele of this group is often in direct opposition to the clientele of the Public Defender, it is recommended that these two groups be separated in the building, located in different areas and if possible, on different floors.



Space #	Space Name	Space Standard (NSF)	2016			2030			Est. Needs per 15-yr Interval			Comments		
			Program Occupants	Program Quantity	Net Square Feet	Program Occupants	Program Quantity	Net Square Feet	Program Occupants	Program Quantity	Net Square Feet			
<b>7.000 - PROSECUTOR</b>														
7.100	Suite Entrance											staff not listed		
7.101	Waiting Area	120		1	120		1	120		0	0			
7.102	Reception Desk	120	1	1	120		1	120		0	0			
7.103	Beverage Station	10		1	10		1	10		0	0			
7.104	File Review/Small Conference	150		2	300		2	300		0	0			
7.105	Large Conference Room	625		1	625		1	625		0	0	12 individuals		
Total Area (NSF)					1,175	Total Area (NSF)					1,175	Total Area (NSF)		0
Dept. Gross @ 35%					411	Dept. Gross @ 35%					411	Dept. Gross @ 35%		0
<b>TOTAL AREA (DGSF)</b>					<b>1,586</b>	<b>TOTAL AREA (DGSF)</b>					<b>1,586</b>	<b>TOTAL AREA (DGSF)</b>		<b>0</b>

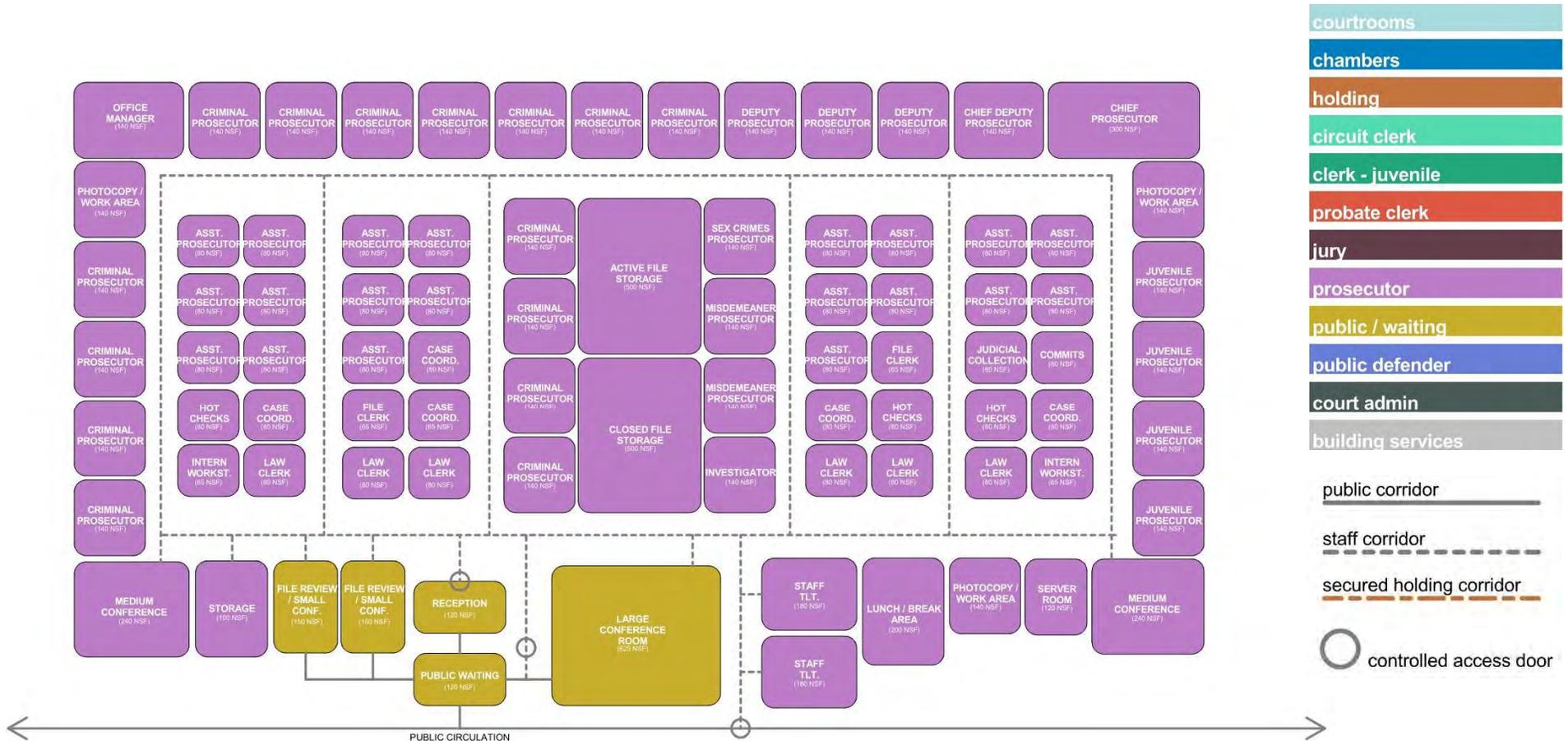
<b>7.200 Staff Work Areas</b>														
7.201	Prosecuting Attorney	300	1	1	300	1	1	300	0	0	0			
7.202	Chief Deputy	180	1	1	180	1	1	180	0	0	0			
7.203	Div Chief/Deputy Prosecutor	140	2	2	280	3	3	420	1	1	140	Increase leadership as staff increase		
7.204	Deputy Prosecutors (Criminal)	140	10	10	1,400	15	15	2,100	5	5	700	Arrange in suite format by functional group		
7.205	Deputy Prosecutors (Juvenile)	140	2	2	280	4	4	560	2	2	280	Arrange in suite format by functional group		
7.206	Deputy Prosecutors (Misdemeanor)	140	1	1	140	2	2	280	1	1	140	Arrange in suite format by functional group		
7.207	Deputy Prosecutors (Sex Crimes)	140	1	1	140	1	1	140	0	0	0	Arrange in suite format by functional group		
7.208	Assistant Prosecutors	80	12	12	960	20	20	1,600	8	8	640	Arrange in suite format by functional group		
7.209	Case Coordinators	80	3	3	240	5	5	400	2	2	160	One per division served		
7.210	Law Clerks	80	4	4	320	6	6	480	2	2	160			
7.211	Investigator	140	1	1	140	1	1	140	0	0	0	Additional backup camera monitoring station, secure office location		
7.212	Armory	45		1	45		1	45		0	0	Inside investigator's office		
7.213	Office Manager	140	1	1	140	1	1	140	0	0	0			
7.214	Judicial Collections	80	1	1	80	1	1	80	0	0	0			
7.215	Commits	80	1	1	80	1	1	80	0	0	0			
7.216	Hot Checks	80	2	2	160	3	3	240	1	1	80			
7.217	File Clerk	65	2	2	130	2	2	130	0	0	0			
7.218	Intern/Volunteer Workstation	64		2	128		2	128		0	0			
7.219	Galley	25		1	25		1	25		0	0			
7.220	Closed File Storage	500		1	500		1	500		0	0			
7.221	Active File Storage	500		1	500		1	500		0	0			
Total Area (NSF)					6,168	Total Area (NSF)					8,468	Total Area (NSF)		2,300
Dept. Gross 35%					2,159	Dept. Gross 35%					2,964	Dept. Gross 35%		805
<b>TOTAL AREA (DGSF)</b>					<b>8,327</b>	<b>TOTAL AREA (DGSF)</b>					<b>11,432</b>	<b>TOTAL AREA (DGSF)</b>		<b>3,105</b>



Space #	Space Name	Space Standard (NSF)	2016			2030			Est. Needs per 15-yr Interval			Comments			
			Program Occupants	Program Quantity	Net Square Feet	Program Occupants	Program Quantity	Net Square Feet	Program Occupants	Program Quantity	Net Square Feet				
<b>7.000 - PROSECUTOR</b>															
<b>7.300 Shared Staff Areas</b>															
7.301	Coffee Bar / Galley	15		1	15		1	15			0				
7.302	Lunch/break area	200		1	200		1	200			0				
7.303	Staff Restrooms	180		2	360		2	360			0				
7.304	Medium Conference Room	240		2	480		2	480		1	240				
7.305	Work/Photocopy Area	140		3	420		3	420			0				
7.306	Server Room	120		1	120		1	120			0				
7.307	Storage	100		1	100		1	100			0				
					Total Area (NSF)	1,695						Total Area (NSF)	1,695		
					Dept. Gross	35%	593						Dept. Gross	35%	593
					<b>TOTAL AREA (DGSF)</b>	<b>2,288</b>						<b>TOTAL AREA (DGSF)</b>	<b>2,288</b>		
											Total Area (NSF)	240			
											Dept. Gross	35%	84		
											<b>TOTAL AREA (DGSF)</b>	<b>324</b>			
<b>7.400 Victim-Witness Suite (locate near criminal courts)</b>															
7.401	Vestibule/Entry/Buffer Zone	80		1	80		1	80			0	Soundlock from corridor; keyed/camera controlled entrance			
7.402	Victim Witness Waiting/Play Area	200		1	200		1	200			0	Carpet, toys. Child's toilet, mini-fridge. Direct view from staff.			
7.403	Child toilet room	45		1	45			0			0				
7.404	Small Meeting Room	110		1	110		1	110		0	0	For private adult conversations; view to play area			
7.405	Staff Counter/Workstation (Victim Advocate)	80	1	1	80	1	1	80	0	0	0	combination reception/staff work counter, open to work area			
7.406	Photocopy/Print/Work Area	200		1	200		1	200		0	0	Open work area with rear staff access to suite			
7.407	Coffee Bar / Galley	15		1	15		1	15			0	Along corridor or in a nook, away from children			
7.408	Victim Advocates	110	3	3	330	5	5	550	2	2	220	Additional victim/witness advocates; private offices			
					Total Area (NSF)	1,060						Total Area (NSF)	1,235		
					Dept. Gross	35%	371						Dept. Gross	35%	432
					<b>TOTAL AREA (DGSF)</b>	<b>1,431</b>						<b>TOTAL AREA (DGSF)</b>	<b>1,667</b>		
											Total Area (NSF)	220			
											Dept. Gross	35%	77		
											<b>TOTAL AREA (DGSF)</b>	<b>297</b>			
					Total Area	10,098						Total Area	12,573		
					<b>TOTAL AREA (DGSF)</b>	<b>13,632</b>						<b>TOTAL AREA (DGSF)</b>	<b>16,974</b>		
										Total Area	2,760				
										<b>TOTAL AREA (DGSF)</b>	<b>3,726</b>				

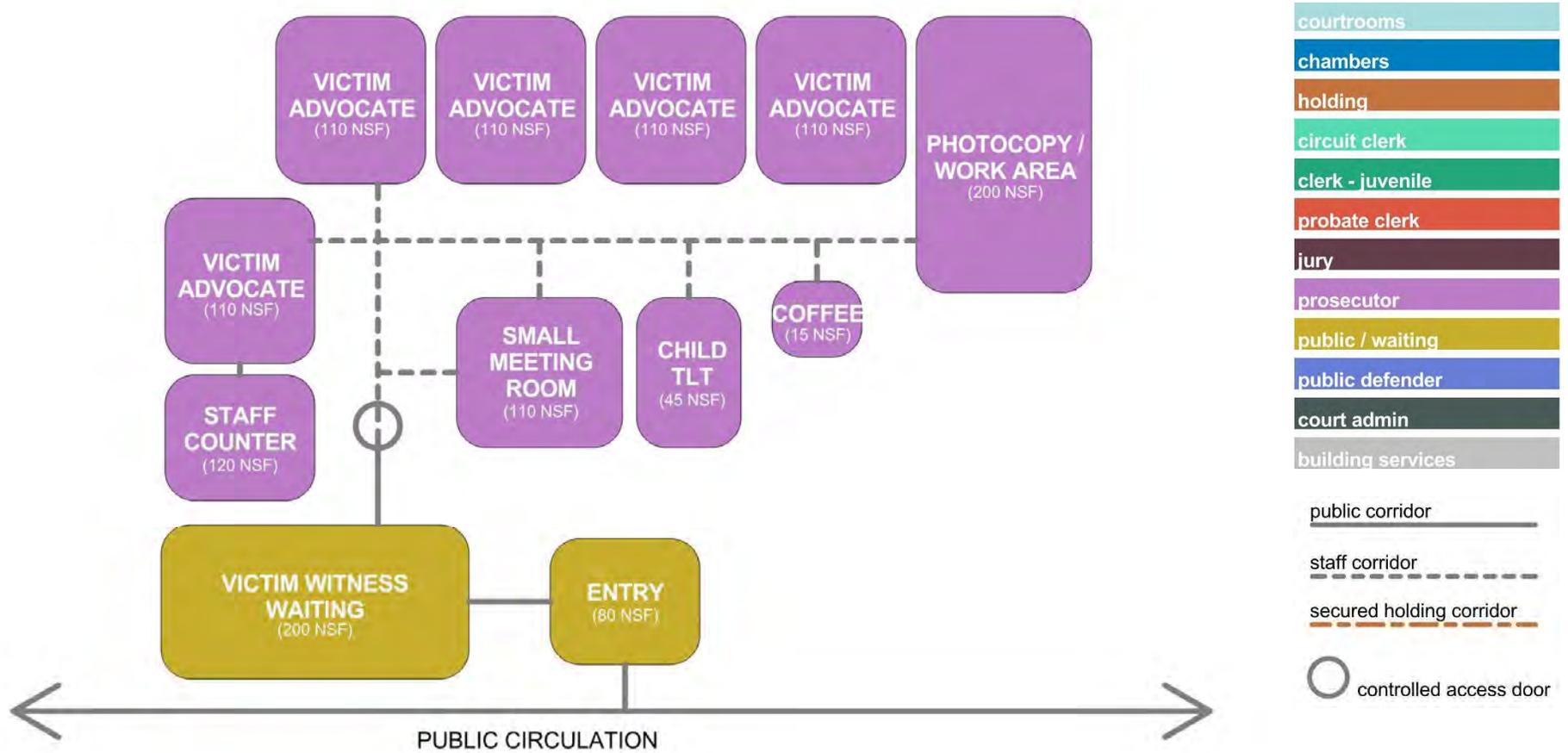


7.000 PROSECUTOR - ADJACENCY DIAGRAM





7.400 VICTIM WITNESS SUITE - ADJACENCY DIAGRAM





## 8.000 PUBLIC DEFENDER

### DESCRIPTION, ORGANIZATION, AND OPERATIONS

The Public Defender provides defense counsel for defendants deemed in need of such. The office consists of attorneys and investigators, as well as a number of other staff who help run the office. This group frequently trains attorney interns, so space is required for up to three temporary staff at any given time.

### Space Occupancy

The Public Defender is located in an office suite near the Jail and Juvenile Justice Center, some distance from the Benton County Courthouse. Attorneys must drive the distance between the office and the courthouse, together with the files and other materials required for a day in court. There is a convenience to proximity to the jail for meeting with in-custody defendants, but this convenience does not off-set the inconvenience of being far from the courthouse.

A primary goal of relocation is consolidation of this group inside the Courthouse near the criminal courtrooms they support.

### Anticipated Changes in Operations

If located inside the courthouse, the Public Defender requires a separate public entrance on a different side of the building, out of direct view or camera monitoring from the Sheriff's Department. Inside the building, staff will have a secure door leading into the courthouse (into the staff-secure area).

Incremental increases in staff are expected to occur on pace with the increase in criminal caseload.

### SUMMARY OF SPACE NEEDS

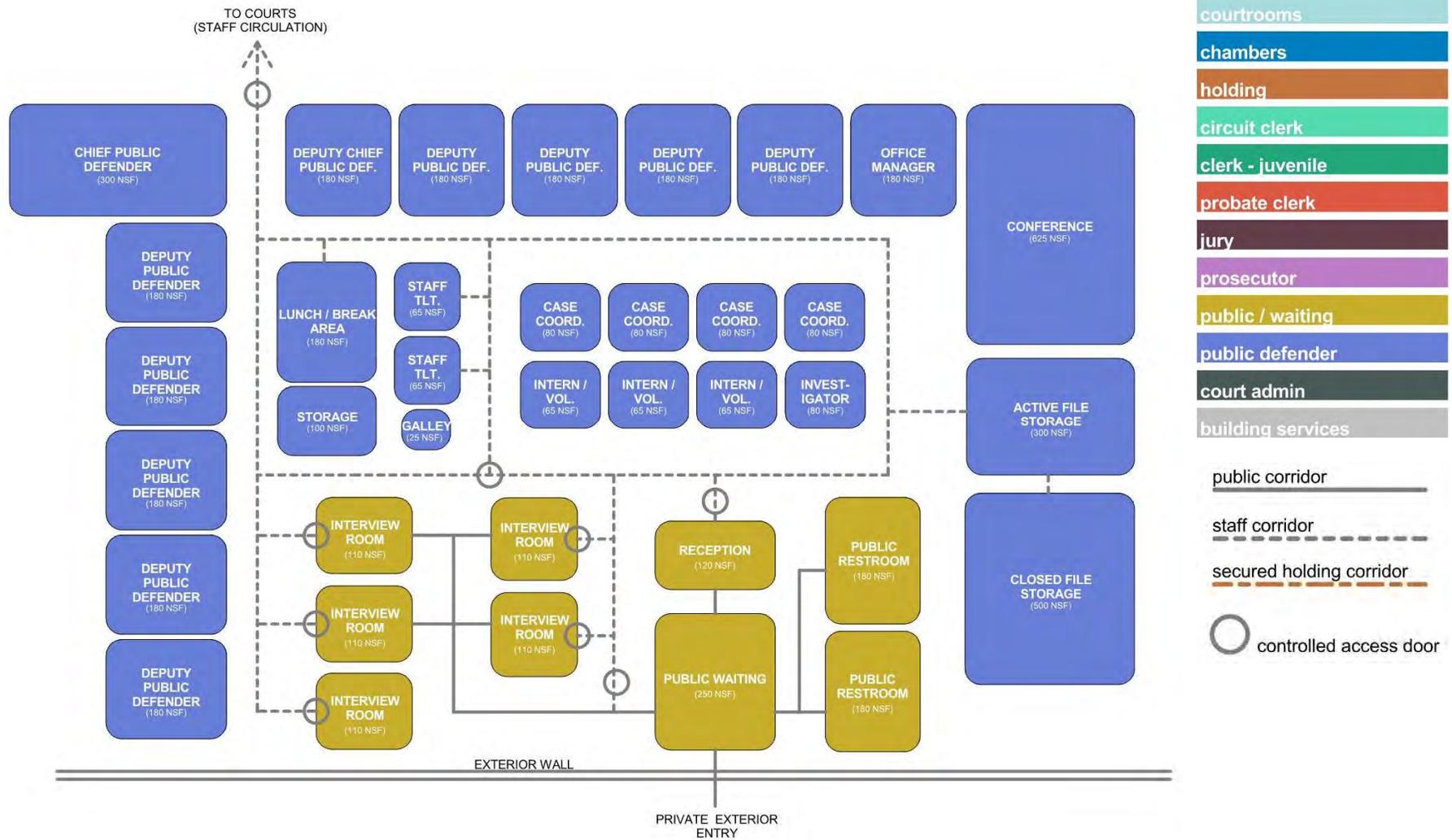
Because the clientele of this group is often in direct opposition to the clientele of the Prosecuting Attorney, it is recommended that these two groups be located in separate and distinct portions of the building. The Public Defender has requested a separate, unmonitored entrance to the building, with only staff access into the main courthouse facility.



Space #	Space Name	Space Standard (NSF)	2016			2030			Est. Needs per 15-yr Interval			Comments								
			Program Occupants	Program Quantity	Net Square Feet	Program Occupants	Program Quantity	Net Square Feet	Program Occupants	Program Quantity	Net Square Feet									
<b>8.000 - PUBLIC DEFENDER</b>																				
<b>8.100 Suite Entrance</b>																				
8.101	Public Entrance	80		1	80		1	80		0	0									
8.102	Waiting/Lobby Area	250		1	250		1	250		0	0									
8.103	Reception Desk	120	1	1	120	1	1	120	0	0	0									
8.104	Beverage Station	10		1	10		1	10		0	0									
8.105	Interview Rooms	110		4	440		5	550		2	220									
8.106	Public Restrooms	180		2	360		2	360		0	0									
					Total Area (NSF)	1,180						Total Area (NSF)	1,290			Total Area (NSF)	220			
					Dept. Gross @	35%	413						Dept. Gross @	35%	452			Dept. Gross @	35%	77
					<b>TOTAL AREA (DGSF)</b>	<b>1,593</b>						<b>TOTAL AREA (DGSF)</b>	<b>1,742</b>			<b>TOTAL AREA (DGSF)</b>	<b>297</b>			
<b>8.200 Staff Work Areas</b>																				
8.201	Chief Public Defender	300	1	1	300	1	1	300	0	0	0									
8.202	Chief Deputy Public Defender	180	1	1	180	1	1	180	0	0	0									
8.203	Deputy Public Defender	180	9	9	1,620	10	10	1,800	2	2	360									
8.204	Investigator	80	1	1	80	1	1	80	0	0	0									
8.205	Office Manager	180	1	1	180	1	1	180	0	0	0									
8.206	Case Coordinator	80	4	4	320	4	4	320	1	1	80									
8.207	Closed File Storage	500		1	500		1	500		0	0									
8.208	Active File Storage	300		2	600		2	600		0	0									
8.209	Intern/Volunteer Workstation	64		3	192		3	192		0	0									
					Total Area (NSF)	3,972						Total Area (NSF)	4,152			Total Area (NSF)	440			
					Dept. Gross	35%	1,390						Dept. Gross	35%	1,453			Dept. Gross	35%	154
					<b>TOTAL AREA (DGSF)</b>	<b>5,362</b>						<b>TOTAL AREA (DGSF)</b>	<b>5,605</b>			<b>TOTAL AREA (DGSF)</b>	<b>594</b>			
<b>8.300 Shared Staff Areas</b>																				
8.301	Coffee Bar / Galley	15		1	15		1	15		0	0									
8.302	Extra Large Conference Room	625		1	625		1	625		0	0	Adequate to accommodate 22' conference table								
8.303	Lunch/break area	180		1	180		1	180		0	0									
8.304	Staff Restrooms	65		2	130		2	130		0	0									
8.305	Storage	100		1	100		1	100		0	0									
8.306	Staff egress to courthouse	40		1	40		1	40		0	0									
					Total Area (NSF)	1,090						Total Area (NSF)	1,090			Total Area (NSF)	0			
					Dept. Gross	35%	382						Dept. Gross	35%	382			Dept. Gross	35%	0
					<b>TOTAL AREA (DGSF)</b>	<b>1,472</b>						<b>TOTAL AREA (DGSF)</b>	<b>1,472</b>			<b>TOTAL AREA (DGSF)</b>	<b>0</b>			
					Total Area	6,242						Total Area	6,532			Total Area	660			
					<b>TOTAL AREA (DGSF)</b>	<b>8,427</b>						<b>TOTAL AREA (DGSF)</b>	<b>8,818</b>			<b>TOTAL AREA (DGSF)</b>	<b>891</b>			



# 8.000 PUBLIC DEFENDER - ADJACENCY DIAGRAM





## 9.000 BUILDING SHARED

### DESCRIPTION, ORGANIZATION, AND OPERATIONS

Any building has a number of “behind the scenes” or less obvious elements required for the building to function. These elements may include main public avenues of circulation; mechanical, electrical, and telecommunication rooms; or shared IT spaces. Increasingly, this space can also include a common cafeteria or food service, exercise facilities, and training/conference space. The amount of shared space varies by building, but it must be included and should be as well-defined in the programming stage as the user-specific areas.

A building of this size which serves public functions will typically provide some broader County resources, in addition to serving its own occupants. In this case, the courthouse could be programmed to include a staff training center consisting of one large separable room capable of seating up to 80 individuals at tables, classroom style, or up to 100 in chairs for large public meetings. This room has dedicated public restrooms and a small galley/kitchenette (one for each half of the room), and can be located where it can be used in the evening by community groups without affecting the security of the rest of the building.

This building is also equipped with a loading dock and storage for building materials, furniture, and computers. This storage is temporary, sized for staging larger items off of a truck and up to the final location. There is no on-site shop or maintenance, as it is assumed large projects will be completed off-site.

The “back of house” areas also include a dumpster/recycling area, which will include both indoor space and outdoor space.

### Space Occupancy

Because the court operates from four distinct buildings, several of which pre-date today’s technological demands, a significant portion of the electrical and telecommunications equipment has been retrofitted into the space.

Mechanical, electrical, and plumbing systems will be combined with back of house access, preferably in a secure area. Mechanical strategies can vary with first-time cost, long-term efficiency, maintenance requirements, and space availability. This will be determined by the site and overall cost in design.

### Anticipated Changes in Operations

With one custom-designed facility, the building systems would be designed to serve the design, both in size, capacity, and delivery. Contemporary building systems deliver a higher level of comfort with greater energy efficiency, making them a win-win for building owners and occupants. Because altering these spaces and the associated building systems is a pervasive and complex process, all building shared spaces should be designed as much as possible to meet the final buildout of the facility. If, in the future, system-wide changes are required, the space needs for future systems should be accommodated at that time.



SUMMARY OF SPACE NEEDS

Space #	Space Name	Space Standard (NSF)	2016			2030			Est. Addit. Needs / 15-yr Interval			Comments
			Program Occupants	Program Quantity	Net Square Feet	Program Occupants	Program Quantity	Net Square Feet	Program Occupants	Program Quantity	Net Square Feet	
<b>9.000 - BUILDING SHARED</b>												
<b>9.100 Training Center/Large Group Meeting Space</b>												
9.101	Vestibule/Double Door Entrance	100		2	200		2	200		0	0	Soundlock
9.102	Training Center/Large Group Meeting Space	1600		1	1,600		1	1,600		0	0	divisible into two smaller rooms, durable finishes
9.103	Chair Storage/Table Storage Closet	200		2	400		2	400		0	0	Narrow, along walls, wide swing doors, sized to furniture needs
9.104	Beverage Service/Kitchenette Area	100		2	200		2	200		0	0	Roll-up service to either room, can be one full service kitchen
9.105	Janitor's Closet	65		1	65		1	65		0	0	
9.106	Public Restrooms	240		2	480		2	480		0	0	Separate from building; can be used after hours.
			Total Area (NSF) 2,945			Total Area (NSF) 2,945			Total Area (NSF) 0			
			Dept. Gross 25% 736			Dept. Gross 25% 736			Dept. Gross 25% 0			
			<b>TOTAL AREA (DGSF) 3,681</b>			<b>TOTAL AREA (DGSF) 3,681</b>			<b>TOTAL AREA (DGSF) 0</b>			
<b>9.200 Building Service</b>												
9.201	Maintenance Storage	800		1	800		1	800		0	0	Locate in the "back of house" designated mechanical area
9.202	Central Mechanical Room	600		1	600		1	600		0	0	
9.203	Mechanical Room/Chase (upper floors)	200		4	800		4	800		0	0	Locate in the "back of house" designated mechanical area
9.204	Electrical	200		4	800		4	800		0	0	Locate in the "back of house" designated mechanical area
9.205	Telecommunications	100		4	400		4	400		0	0	Locate in the "back of house" designated mechanical area
9.206	Janitorial Storage	180		1	180		1	180		0	0	On exterior wall. Floor drain/faucet, sink, shelf storage. Eye wash.
9.207	Fire Suppression System - Material Room	180		1	180		1	180		0	0	For server room
9.208	Fire Suppression Pump Room	180		1	180		1	180		0	0	For server room
9.209	Server Room (Building Systems)	200		1	200		1	200		0	0	Separate HVAC
			Total Area (NSF) 4,140			Total Area (NSF) 4,140			Total Area (NSF) 0			
			Dept. Gross 25% 1,035			Dept. Gross 25% 1,035			Dept. Gross 25% 0			
			<b>TOTAL AREA (DGSF) 5,175</b>			<b>TOTAL AREA (DGSF) 5,175</b>			<b>TOTAL AREA (DGSF) 0</b>			
<b>9.300 Loading Dock</b>												
9.301	Panel Truck Loading Dock	600		1	600		1	600		0	0	Locate in the "back of house" designated mechanical area
9.302	Apron/Staging	200		1	200		1	200		0	0	Locate in the "back of house" designated mechanical area
9.303	Temporary Storage	200		1	200		1	200		0	0	Locate in the "back of house" designated mechanical area
9.304	Recycling/Garbage Storage/Pickup	200		1	200		1	200		0	0	Locate in the "back of house" designated mechanical area
			Total Area (NSF) 1,200			Total Area (NSF) 1,200			Total Area (NSF) 0			
			Dept. Gross 25% 300			Dept. Gross 25% 300			Dept. Gross 25% 0			
			<b>TOTAL AREA (DGSF) 1,500</b>			<b>TOTAL AREA (DGSF) 1,500</b>			<b>TOTAL AREA (DGSF) 0</b>			
			Total Area (NSF) 8,285			Total Area (NSF) 8,285			Total Area (NSF) 0			
			<b>TOTAL AREA (DGSF) 10,356</b>			<b>TOTAL AREA (DGSF) 10,356</b>			<b>TOTAL AREA (DGSF) 0</b>			



## 10.000 JUVENILE CLERK

### DESCRIPTION, ORGANIZATION, AND OPERATIONS

The Juvenile Court Clerk is a division under the Clerk of Circuit Court & Recorder's Office. Because the Juvenile Court is located at the Juvenile Justice Center, which is geographically separate from the Benton County Courthouse, this division operates as an independent unit and is treated separately in this program.

### Space Occupancy

The Juvenile Clerk occupies space in the Juvenile Justice Center. There are no plans to relocate or alter the space in that facility; this program serves as a long-range planning tool for possible future expansion and the associated considerations.

### Anticipated Changes in Operations

There are no anticipated changes in the operation of the Juvenile Clerk. Some increase is likely to be required over time, and should be added at the existing location, contiguous to the existing space.



SUMMARY OF SPACE NEEDS

Space #	Space Name	Space Standard (NSF)	2016			2030			Est. Addit. Needs / 15-yr Interval			Comments
			Program Occupants	Program Quantity	Net Square Feet	Program Occupants	Program Quantity	Net Square Feet	Program Occupants	Program Quantity	Net Square Feet	
<b>10.000 - CLERK OF THE CIRCUIT COURT - JUVENILE DIVISION</b>												
<b>10.100 Juvenile Court Public Areas</b>												
10.101	Public Waiting/queuing	150		1	150		1	150		1	150	Can utilize numbered tags or other method. Lobby for overflow
10.102	Public Access Terminals	36		1	36		1	36		0	0	Can be in separate room
10.103	Records viewing/copying	36		1	36		1	36		0	0	Can be in separate room
10.104	Service Windows - Juvenile	8		2	16		4	32		2	16	Public side of counter
			Total Area (NSF)			Total Area (NSF)			Total Area (NSF)			
			238			254			166			
			Dept. Gross @ 35%			83			Dept. Gross @ 35%			58
			<b>TOTAL AREA (DGSF)</b>			<b>321</b>			<b>TOTAL AREA (DGSF)</b>			<b>343</b>
									<b>TOTAL AREA (DGSF)</b>			<b>224</b>
<b>10.200 Juvenile Court Clerk - Staff Areas</b>												
10.201	Child Support/Juvenile Court Supervisor	120	1	1	120	1	1	120	0.5	1.0	120	Add at a rate of approximately one per 8 staff, or as needed.
10.202	Deputy Clerk	64	2	2	128	4	4	256	2	2	128	Workstations at the counter
10.203	Administrative Assistant	100	1	1	100	1	1	100	0	0	0	
10.204	Work/Copy Area	150		1	150		1	150		0	0	
10.205	Active File Storage	800		1	800		1	800		0.5	400	Estimate; amount of on-site file storage to be determined moving forward.
10.206	Evidence Storage	600		1	600		1	600		0	0	
			Total Area (NSF)			Total Area (NSF)			Total Area (NSF)			
			1,898			2,026			648			
			Dept. Gross 35%			664			Dept. Gross 35%			227
			<b>TOTAL AREA (DGSF)</b>			<b>2,562</b>			<b>TOTAL AREA (DGSF)</b>			<b>2,735</b>
									<b>TOTAL AREA (DGSF)</b>			<b>875</b>
<b>10.300 Shared Staff Areas</b>												
10.301	Lunch/break area	150		1	150		1	150		0	0	Full-size refrigerator, sink, dishwasher, table and chairs
10.302	Staff Restrooms	65		2	130		2	130		0	0	Can be shared if adjacencies permit
10.303	Small Conference Room	200		1	200		1	200		0	0	Augment using building shared when staff exceeds 12
10.304	Coffee Bar / Galley	8		1	8		1	8		0	0	
10.305	Server Room	120		1	120		1	120		0	0	
10.306	Supply Storage	80		1	80		1	80		0	0	Augment using building shared when required by growth.
			Total Area (NSF)			Total Area (NSF)			Total Area (NSF)			
			688			688			0			
			Dept. Gross 35%			241			Dept. Gross 35%			0
			<b>TOTAL AREA (DGSF)</b>			<b>929</b>			<b>TOTAL AREA (DGSF)</b>			<b>0</b>
									<b>TOTAL AREA (DGSF)</b>			<b>0</b>
			Total Area			2,824			2,968			814
			<b>TOTAL AREA (DGSF)</b>			<b>3,812</b>			<b>TOTAL AREA (DGSF)</b>			<b>4,007</b>
									<b>TOTAL AREA (DGSF)</b>			<b>1,099</b>



## 11.000 JUVENILE COURT SETS

### DESCRIPTION, ORGANIZATION, AND OPERATIONS

The Juvenile Justice Center includes juvenile detention, juvenile court, and juvenile clerk functions in one consolidated facility. The convenience and efficiencies gained from a dedicated Juvenile Justice Center have been appreciated by the court staff. Juvenile Court is an important element of this facility, and is handled by one juvenile court judge. The caseload includes adoptions, Families in Need of Services (FINS), juvenile paternity cases, and various parental rights actions in addition to handling all juvenile delinquency caseload. Some adoptions and other domestic-related matters are heard by the Civil/Domestic Relations/Probate judges at the Benton County Courthouse.

The broad range of caseload handled in the one courtroom currently available in this division results in a need for a court set which has in-custody capacity and hardened finishes, but which can also handle more sensitive actions related to custody and support, paternity, and adoptions.

Besides handling the juvenile docket, the Juvenile division judge also heard the Adult Drug Court docket at this location.

### Space Occupancy

The juvenile court has one court set at the Juvenile Justice Center which is used for all juvenile matters. No change in the venue is anticipated. Growth on this site is expected to occur as the caseload demands.

### Anticipated Changes in Operations

This space is currently designed to meet the needs of one individual judge and one court set. As the Juvenile operation increases in size, additional spaces are recommended to take advantage of adjacencies between court sets, so that some spaces might be shared.



SUMMARY OF SPACE NEEDS

Space #	Space Name	Space Standard (NSF)	2016			2030			Est. Needs per 15-yr Interval			Comments		
			Program Occupants	Program Quantity	Net Square Feet	Program Occupants	Program Quantity	Net Square Feet	Program Occupants	Program Quantity	Net Square Feet			
<b>11.000 - JUVENILE COURT SETS</b>														
<b>11.100 Standard Juvenile Trial Court Set (No Jury)</b>														
11.101	Public Waiting	200		1	200		1	200		1	200	Pro Rata Share		
11.102	Victim/Witness Waiting	120		1	120		1	120		1	120			
11.103	Family Waiting	200		1	200		1	200		1	200	Alcove, pro-rata share per courtroom		
11.104	Vestibule - Courtroom	80		1	80		1	80		1	80			
11.105	Courtroom	1,600		1	1,600		1	1,600		1	1,600			
11.106	Attorney/Client Conference Room	100		2	200		2	200		2	200			
11.107	Equipment Storage	60		1	60		1	60		1	60			
11.108	Evidence/Attorney File Storage	60		2	120		2	120		2	120			
11.109	Holding Cell - Small	100		2	200		2	200		2	200			
Total Area (NSF)					2,780	Total Area (NSF)					2,780	Total Area (NSF)		2,780
Dept. Gross @ 25%					695	Dept. Gross @ 25%					695	Dept. Gross @ 25%		695
<b>TOTAL AREA (DGSF)</b>					<b>3,475</b>	<b>TOTAL AREA (DGSF)</b>					<b>3,475</b>	<b>TOTAL AREA (DGSF)</b>		<b>3,475</b>
@ 1					<b>3,475</b>	@ 2					<b>6,950</b>	@ 1		<b>3,475</b>
<b>11.200 Hearing Room (No Jury)</b>														
11.201	Public Waiting	200		1	200		1	200		1	200	Pro Rata Share		
11.202	Victim/Witness Waiting	120		1	120		1	120		1	120			
11.203	Family Waiting	200		1	200		1	200		1	200	Alcove, pro-rata share per courtroom		
11.204	Vestibule - Hearing Room	80		1	80		1	80		1	80			
11.205	Hearing Room	1,000		1	1,000		1	1,000		1	1,000			
11.206	Attorney/Client Conference Room	100		2	200		2	200		2	200			
11.207	Equipment Storage	60		1	60		1	60		1	60			
11.208	Evidence/Attorney File Storage	60		2	120		2	120		2	120			
11.209	Holding Cell - Small	100		2	200		2	200		2	200			
Total Area (NSF)					2,180	Total Area (NSF)					2,180	Total Area (NSF)		2,180
Dept. Gross @ 25%					545	Dept. Gross @ 25%					545	Dept. Gross @ 25%		545
<b>TOTAL AREA (DGSF)</b>					<b>2,725</b>	<b>TOTAL AREA (DGSF)</b>					<b>2,725</b>	<b>TOTAL AREA (DGSF)</b>		<b>2,725</b>
@ 0					<b>0</b>	@ 0					<b>0</b>	@ 0		<b>0</b>



Space #	Space Name	Space Standard (NSF)	2016			2030			Est. Needs per 15-yr Interval			Comments
			Program Occupants	Program Quantity	Net Square Feet	Program Occupants	Program Quantity	Net Square Feet	Program Occupants	Program Quantity	Net Square Feet	
<b>11.000 - JUVENILE COURT SETS</b>												
<b>11.300 Mediation/ADR Suite</b>												
11.301	Public Waiting	200		1	200		1	200		1	200	Pro Rata Share
11.302	Hearing Room	600		1	600		1	600		1	600	
11.303	Vestibule	80		1	80		1	80		1	80	
11.304	Mediation Room	200		1	200		1	200		1	200	
11.305	Secure Room	70		1	70		1	70		1	70	
11.306	Secure Room Vestibule	35		1	35		1	35		1	35	
11.307	Special Waiting	200		1	200		1	200		1	200	
11.308	Interview Room	80		1	80		1	80		1	80	
11.309	Equipment Storage	60		1	60		1	60		1	60	
			Total Area (NSF)		1,525	Total Area (NSF)		1,525	Total Area (NSF)		1,525	
			Dept. Gross 25%		381	Dept. Gross 25%		381	Dept. Gross 25%		381	
			<b>TOTAL AREA (DGSF)</b>		<b>1,906</b>	<b>TOTAL AREA (DGSF)</b>		<b>1,906</b>	<b>TOTAL AREA (DGSF)</b>		<b>1,906</b>	
			@ 1		<b>1,906</b>	@ 1		<b>1,906</b>	@ 1		<b>1,906</b>	
			Total Area		4,305	Total Area		7,085	Total Area		4,305	
			<b>TOTAL AREA (DGSF)</b>		<b>5,381</b>	<b>TOTAL AREA (DGSF)</b>		<b>8,856</b>	<b>TOTAL AREA (DGSF)</b>		<b>5,381</b>	



## 12.000 JUVENILE JUDICIAL CHAMBERS

### DESCRIPTION, ORGANIZATION, AND OPERATIONS

The juvenile judicial chambers is located in the Juvenile Justice Center, adjacent to the Juvenile Court Sets. With only one dedicated juvenile court set and one juvenile judge, there is one chambers on site. This chambers is adjacent to the courtroom, connected via secure circulation per contemporary court Best Practices.

### Space Occupancy

The juvenile chambers is located together with the juvenile court in the Juvenile Justice Center, located at 1301 Melissa Drive, Bentonville (near the adult jail).

### Anticipated Changes in Operations

This space is currently designed to meet the needs of one individual judge and one court set. As the Juvenile operation increases in size, additional spaces are recommended to create a collegial area for the judiciary on par with the recommended collegial area for the rest of the Circuit Court bench. These areas will include a small law library/judicial conference room and a shared entrance/waiting to what should eventually become a suite of space for all future juvenile judges at this location.



SUMMARY OF SPACE NEEDS

Space #	Space Name	Space Standard (NSF)	2016			2030			Est. Needs per 15-yr Interval			Comments		
			Program Occupants	Program Quantity	Net Square Feet	Program Occupants	Program Quantity	Net Square Feet	Program Occupants	Program Quantity	Net Square Feet			
<b>12.000 - JUDICIAL CHAMBERS - JUVENILE DIVISION</b>														
<b>12.100 Judicial Suite Entrance and Staff Shared</b>														
12.101	Entrance and Waiting	180		-	0		1	180		0	0	Appropriate finishes; attorneys and parties to cases		
12.102	Small Meeting Room	150		-	0		1	150		0	0	Adjacent to waiting, rear entrance from staff corridor		
12.103	Judicial Conference/Law Library	600		-	0		1	600		0	0	Adjacent to waiting, rear entrance from staff corridor		
12.104	Beverage Station	6		-	0		1	6		0	0	Adjacent to judicial conference, small meeting room		
12.105	Photocopy/Printer/Work Area	240		-	0		1	240		0	0	Shared by all judicial staff, high volume machine		
12.106	Staff Toilet	65		-	0		2	130		0	0	Scale as needed in design		
12.107	Visiting Judge's Chambers	300		-	0		1	300		0	0			
			Total Area (NSF)			0	Total Area (NSF)			1,606	Total Area (NSF)			0
			Dept. Gross @ 35%			0	Dept. Gross @ 35%			562	Dept. Gross @ 35%			0
			<b>TOTAL AREA (DGSF)</b>			<b>0</b>	<b>TOTAL AREA (DGSF)</b>			<b>2,168</b>	<b>TOTAL AREA (DGSF)</b>			<b>0</b>
<b>12.200 Judicial Chambers</b>														
12.201	Entrance/Waiting	100	1	1	100	1	1	100	1	1	100	Can be combined and grouped		
12.202	Judge's Bailiff's Station	65	1	1	65	1	1	65	1	1	65	Serves as reception for judges; in waiting area		
12.203	Court Orders Clerk	120	1	1	120	1	1	120	1	1	120	Can be combined, if preferred		
12.204	Trial Court Assistant	120	1	1	120	1	1	120	1	1	120	Can be combined, if preferred		
12.205	Court Reporter	120	1	1	120	1	1	120	1	1	120	Can be combined, if preferred		
12.206	Copier/Printer Area	150		1	150		1	150		1	150	For judicial and staff use		
12.207	Judge's Chamber	300	1	1	300	1	1	300	1	1	300			
12.208	Private Toilet	50		1	50		1	50		1	50	Adjacent to chambers		
12.209	Supply/Equipment Storage	60		1	60		1	60		1	60	Along corridor or in shared work area		
			Total Area (NSF)			1,085	Total Area (NSF)			1,085	Total Area (NSF)			1,085
			Dept. Gross @ 35%			380	Dept. Gross @ 35%			380	Dept. Gross @ 35%			380
			<b>TOTAL AREA (DGSF)</b>			<b>1,465</b>	<b>TOTAL AREA (DGSF)</b>			<b>1,465</b>	<b>TOTAL AREA (DGSF)</b>			<b>1,465</b>
			1.00 @			<b>1,465</b>	2.00 @			<b>2,930</b>	1.00 @			<b>1,465</b>
			Total Area			1,085	Total Area			3,776	Total Area			1,085
			<b>TOTAL AREA (DGSF)</b>			<b>1,465</b>	<b>TOTAL AREA (DGSF)</b>			<b>5,098</b>	<b>TOTAL AREA (DGSF)</b>			<b>1,465</b>



## **13.000** CIRCUIT COURT CLERK & RECORDER– RECORDER’S OFFICE

### DESCRIPTION, ORGANIZATION, AND OPERATIONS

The Benton County Recorder is the office responsible for land records, including deeds and titles. Real estate and other transactions rely on these documents. Members of the public may enter and do research in these records, or they may place requests for staff to look up certain items. This office functions separately from the Circuit Clerk, although the Clerk serves as the Recorder. Three staff manage the Recorder’s portion of the operation off-site from the courthouse, and are not anticipated to be merged with the courthouse at any time in the future.

### Space Occupancy

The Recorder’s portion of the Circuit Clerk & Recorder’s office is located inside the Benton County Court House Annex. This office includes staff areas for three staff plus a large repository of official records.

### Anticipated Changes in Operations

This group operates well as an independent function from the courthouse, and there are no plans to change that aspect of the operation. As computerized records enable space-savings, it is possible this function might shrink in size.



SUMMARY OF SPACE NEEDS

Space #	Space Name	Space Standard (NSF)	2016			2030			Est. Addit. Needs / 15-yr Interval			Comments			
			Program Occupants	Program Quantity	Net Square Feet	Program Occupants	Program Quantity	Net Square Feet	Program Occupants	Program Quantity	Net Square Feet				
<b>13.000 - CLERK OF THE CIRCUIT COURT &amp; RECORDER - RECORDER'S OFFICE</b>															
<b>13.100 Recorder's Office</b>															
13.101	Record's Office Entrance/Waiting/Counter	240	1	1	240	1	1	240	0	0	0	This area should include copier, viewing tables, and service counters			
13.102	Recorder's Office Administrator	180	1	1	180	1	1	180	0	0	0				
13.103	Recorder's Supervisor/Passport	120	1	1	120	1	1	120	0	0	0				
13.104	Recorders	64	7	7	448	12	12	768	5	5	320				
13.105	Land Records Storage	8000		1	8,000		1	8,000		0	0		Increase may be required, but assumed records will shift to electronic		
Total Area (NSF)					8,748	Total Area (NSF)					9,068	Total Area (NSF)			320
Dept. Gross @ 35%					3,062	Dept. Gross @ 35%					2,267	Dept. Gross @ 35%			80
<b>TOTAL AREA (DGSF)</b>					<b>11,810</b>	<b>TOTAL AREA (DGSF)</b>					<b>11,335</b>	<b>TOTAL AREA (DGSF)</b>			<b>400</b>
<b>13.200 Shared Staff Areas</b>															
13.201	Coffee Bar / Galley	15		1	15		1	15		0	0	Along corridor or inside conference room			
13.202	Lunch/break area	150		1	150		1	150		0	0				
13.203	Staff Restrooms	65		2	130		2	130		0	0				
13.204	Medium Conference Room	240		1	240		1	240		0	0	Meetings of 18-26 individuals, conference style setup			
13.205	Server Room	120		1	120		1	120		0	0				
13.206	Document Sorting Area	150		1	150		1	150							
Total Area (NSF)					805	Total Area (NSF)					790		Total Area (NSF)		
Dept. Gross 35%					282	Dept. Gross 35%					198	Dept. Gross 35%			0
<b>TOTAL AREA (DGSF)</b>					<b>1,087</b>	<b>TOTAL AREA (DGSF)</b>					<b>988</b>	<b>TOTAL AREA (DGSF)</b>			<b>0</b>
Total Area					9,553	Total Area					9,858	Total Area			320
<b>TOTAL AREA (DGSF)</b>					<b>12,897</b>	<b>TOTAL AREA (DGSF)</b>					<b>12,323</b>	<b>TOTAL AREA (DGSF)</b>			<b>400</b>



TOTAL SPACE NEEDS – ALL OCCUPANTS

The space needs for all occupants was summarized in two groups – the group of users who should be considered for inclusion in a new, consolidated Circuit Courthouse (minus Juvenile), and the groups which are located outside the main Circuit Courthouse now, due to functional/operational reasons, and which should remain off-site.

Total space required for the Circuit Courthouse, with all functionally related groups included, is indicated for the years 2016, 2030, and each 15-year interval thereafter.

Number Space	2016 Space Needs					2030 Space Needs					Every 15 Years (Module to Add)							
	No.	NSF	Dept Gross	DGSF	Total (DG/SF)	Total BGSF	No.	NSF	Dept Gross	DGSF	Total (DG/SF)	Total BGSF	No.	NSF	Dept Gross	DGSF	Total (DG/SF)	Total BGSF
<b>1.000 - BUILDING ENTRANCE / SECURITY SCREENING</b>					13,925	18,103					13,925	18,103					250	325.0
1.100 Entrance and Security Screening		2,560	640	3,200		4,160		2,560	640	3,200		4,160		200	50	250		325
1.200 Building Lobby and Circulation		4,060	1,015	5,075		6,598		4,060	1,015	5,075		6,598		-	-	-		-
1.300 Upper Floor Lobby/Vertical Circulation (one per floor)	4	4,520	1,130	5,650		7,345	4	4,520	1,130	5,650		7,345		-	-	-		-
<b>2.000 - CLERK OF THE CIRCUIT COURT &amp; RECORDER - CRIM, CIVIL, DR DIVISIONS</b>					9,323	12,120					10,454	13,590					2,145	2,789
2.100 Circuit Court & Recorder Public Areas		620	217	837		1,088		1,050	263	1,313		1,706		564	141	705		917
2.200 Circuit Court Clerk - Staff Areas		4,846	1,696	6,542		8,505		5,758	1,440	7,198		9,357		1,152	288	1,440		1,872
2.300 Shared Staff Areas		1,440	504	1,944		2,527		1,440	504	1,944		2,527.20		-	-	-		-
<b>3.000 - PROBATE CLERK</b>					2,147	2,790					2,442	3,175					683	888
3.100 Probate Clerk Public Areas		240	84	324		421		264	92	356		463.32		106	37	143		186
3.200 Probate Clerk - Customer Service/Work Areas		1,065	373	1,438		1,869		1,260	441	1,701		2,211		250	88	338		439
3.300 Shared Staff Areas		285	100	385		500		285	100	385		500		150	53	203		263
<b>4.000 - COURT SETS</b>					21,440	27,871					37,315	48,509					16,373	21,285
4.100 Special Proceedings Court Set (Jury)	1	3,995	999	4,994		6,492	1	3,995	999	4,994		6,492	0	-	-	-		-
4.200 Criminal Trial Court Set (Jury)	1	3,325	831	4,156		5,403	2	6,650	1,663	8,313		10,806	1	3,325	831	4,156		5,403
4.300 Civil/Domestic/Probate Trial Courtroom (Jury)	3	9,135	2,284	11,419		14,844	6	18,510	4,628	23,138		30,079	3	9,255	2,314	11,569		15,039
4.400 Hearing Room (No Jury)	0	-	-	-		-	0	-	-	-		-	0	-	-	-		-
4.500 Shared Court Floor Areas		645	226	871		1,132		645	226	871		1,132		480	168	648		842
<b>5.000 - JUDICIAL CHAMBERS</b>					9,883	12,848					15,742	20,465					6,035	7,845
5.100 Judicial Suite Entrance and Staff Shared		1,896	664	2,560		3,327		1,896	664	2,560		3,327		130	46	176		228
5.200 Judicial Chambers	5	5,425	1,899	7,324		9,521	9	9,765	3,418	13,183		17,606	4	4,340	1,519	5,859		7,617
<b>6.000 - SECURITY AND HOLDING</b>					5,030	6,539					5,405	7,027					1,932	2,512
6.100 Intake and Holding		2,385	954	3,339		4,341		2,525	1,010	3,535		4,545		860	344	1,204		1,565
6.200 Security Staff Areas		1,208	483	1,691		2,199		1,336	534	1,870		2,404		520	208	728		946
<b>7.000 - PROSECUTOR</b>					13,632	17,722					16,974	22,066					3,726	4,844
7.100 Suite Entrance		1,175	411	1,586		2,062		1,175	411	1,586		2,062		-	-	-		-
7.200 Staff Work Areas		6,168	2,159	8,327		10,825		8,468	2,964	11,432		15,396		2,300	805	3,105		4,037
7.300 Shared Staff Areas		1,695	593	2,288		2,975		1,695	593	2,288		2,975		240	84	324		421
7.400 Victim-Witness Suite (locate near criminal courts)		1,060	371	1,431		1,860		1,235	432	1,667		2,133		220	77	297		386
<b>8.000 - PUBLIC DEFENDER</b>					8,427	10,955					8,818	11,464					891	1,158.30
8.100 Suite Entrance		1,180	413	1,593		2,071		1,290	452	1,742		2,264		220	77	297		386
8.200 Staff Work Areas		3,972	1,390	5,362		6,971		4,152	1,453	5,605		7,287		440	154	594		772
8.300 Shared Staff Areas		1,090	382	1,472		1,913		1,090	382	1,472		1,913		-	-	-		-
<b>9.000 - BUILDING SHARED</b>					10,356	13,463					10,356	13,463					-	-
9.100 Training Center/Large Group Meeting Space		2,945	736	3,681		4,786		2,945	736	3,681		4,786		-	-	-		-
9.200 Building Service		4,140	1,035	5,175		6,728		4,140	1,035	5,175		6,728		-	-	-		-
9.300 Loading Dock		1,200	300	1,500		1,950		1,200	300	1,500		1,950		-	-	-		-
<b>TOTAL NEEDS COURTHOUSE ELEMENTS</b>		72,275	21,888	94,163	94,163	122,412		93,909	27,522	121,431	121,431	157,861		24,752	7,283	32,035	32,035	41,645



The space required for additional groups included in the study, but not part of a new courthouse, is also indicated.

Number Space	2016 Space Needs					2030 Space Needs					Every 15 Years (Module to Add)							
	No.	NSF	Dept Gross	DGSF	Total (DGSF)	Total BGSF	No.	NSF	Dept Gross	DGSF	Total (DGSF)	Total BGSF	No.	NSF	Dept Gross	DGSF	Total (DGSF)	Total BGSF
<b>ADDITIONAL ELEMENTS:</b>																		
10.000 - CLERK OF THE CIRCUIT COURT - JUVENILE DIVISION					3,812	4,956					4,007	5,209					1,099	1,429
10.100 Juvenile Court Public Areas		238	83	321		418		254	89	343		446		166	58	224		291
10.200 Juvenile Court Clerk - Staff Areas		1,898	664	2,562		3,331		2,026	709	2,735		3,556		648	227	875		1,137
10.300 Shared Staff Areas		688	241	929		1,207		688	241	929		1,207		-	-	-		-
11.000 - JUVENILE COURT SETS					5,381	6,996					8,856	11,513					5,381	6,996
11.100 Standard Juvenile Trial Court Set (No Jury)	1	2,780	695	3,475		4,518	2	5,560	1,390	6,950		9,035	1	2,780	695	3,475		4,518
11.200 Hearing Room (No Jury)	0	-	-	-		-	0	-	-	-		-	0	-	-	-		-
11.300 Mediation/ADR Suite	1	1,525	381	1,906		2,478	1	1,525	381	1,906		2,478	1	1,525	381	1,906		2,478
12.000 - JUDICIAL CHAMBERS - JUVENILE DIVISION					1,465	1,904					5,098	6,627					1,465	1,904
12.100 Judicial Suite Entrance and Staff Shared		-	-	-		-		1,606	562	2,168		2,819		-	-	-		-
12.200 Judicial Chambers	1	1,085	380	1,465		1,904	2	2,170	760	2,930		3,808	1	1,085	380	1,465		1,904
13.000 - CLERK OF THE CIRCUIT COURT & RECORDER - RECORDER'S OFFICE					12,897	16,766					12,323	16,019					400	520
13.100 Recorder's Office		8,748	3,062	11,810		15,353		9,068	2,267	11,335		14,736		320	80	400		520
13.200 Shared Staff Areas		805	282	1,087		1,413		790	198	988		1,284		-	-	-		-
<b>TOTAL NEEDS ALL ELEMENTS</b>		<b>88,982</b>	<b>27,305</b>	<b>116,287</b>	<b>117,718</b>	<b>153,033</b>		<b>115,716</b>	<b>33,461</b>	<b>149,177</b>	<b>151,715</b>	<b>197,229</b>		<b>30,576</b>	<b>8,859</b>	<b>39,435</b>	<b>40,380</b>	<b>52,493</b>

Solutions and strategies for meeting these anticipated needs will be explored in Part 2 of this planning effort.

# 04

## NATIONAL COURT STANDARDS



## NATIONAL COURT STANDARDS

### CIRCULATION ZONES

The need to design courthouses with a heavy emphasis on security measures is a response to the increasingly unlawful acts of society. Courthouses are the arenas within which societal conflicts are resolved and, as such, bring together parties under stress. There is a limit to the degree to which architecture can protect the court and all parties involved in the judicial process, but those limits will be strived for in this planning process. These protections will continue to be at the forefront as the design team of architects and engineers address increasingly more detailed issues with the ultimate users of the facility.

The architectural design team, working closely with the County and Courts, has arrived at a functional architectural programming solution, which specifically addresses the following criteria:

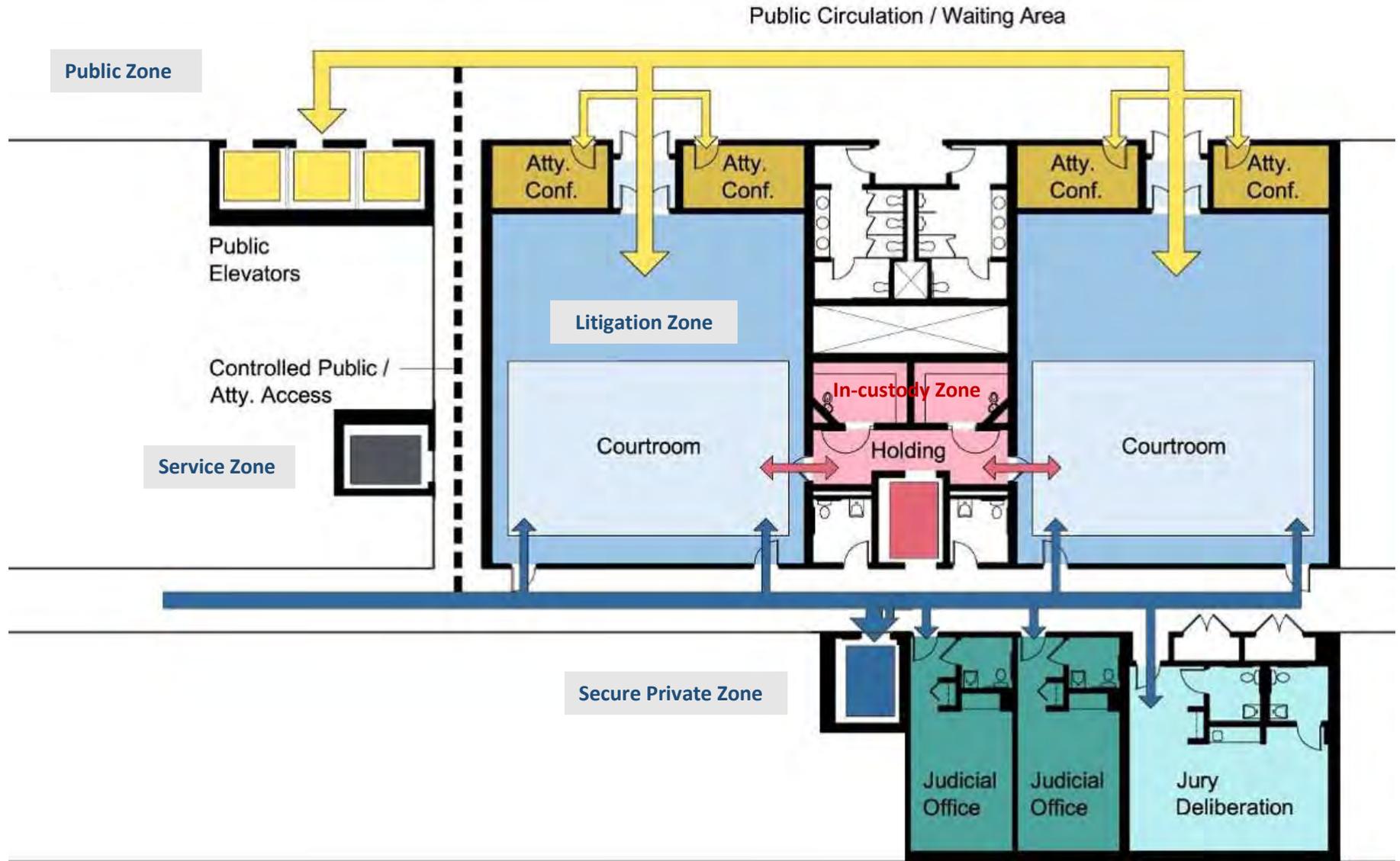
- Operational efficiency by consolidating buildings
- Satisfy the courts caseload increase by providing space for new courts
- Ease and clarity of access and circulation
- Security
- Expansion capability over an extended timeline
- Service and secure point of entry
- Parking

The essential strategies can be understood through a discussion of the five basic security circulation zones into which all areas of the courthouse fall. These 5 zones are separated with known points of control and access. *See figure 3 below. Also see Adjacency Diagrams in Section 3 of this report for more detail on each zone.*

1. Public Zone
2. Secure Private Zone
3. In-custody Zone
4. Litigation Zone
5. Service Zone



Figure 3 – Typical Circulation Zone Diagram of a Court Floor





### **Public Zone**

With the exception of those spaces which are in the other three zones, all areas of the courthouse fall into the public zone. Entry into the public zone will be at a single point from the street or public parking. People entering the courthouse will proceed through this point and be subject to processing through a metal detector, x-ray scan, and personal search. This process point will be similar to that experienced at an airport or the existing courthouse, but with ample room for the traffic. After being screened, the public will enter a lobby, the referential space in the building for wayfinding signage and court calendar information.

Portions of all levels of the courthouse fall into the public zone. By definition and necessity, these areas are the least restrictive of the five zones. In essence, this means that individuals entering the facility will be free to proceed to functions within this zone without meeting further security checkpoints. This is not to say that administrative controls on access within this zone are not optional. As an example, free access to records in the possession of the Clerk is strictly monitored. But, access to the public counters or records viewing area of the Clerk's departments is unobstructed.

The public zone is served by dedicated elevators, which proceed to upper floors. On the court floors, which may be above, these elevators open into public lobbies, which are served by attorney/witness conference rooms, restrooms, and waiting areas.

### **Secure Private Zone**

The secure zone is designed to protect judges, their immediate staff, and juries from undue contact with the public. This zone originates at the secure judicial parking area in the lower floor. A dedicated elevator moves the judiciary up through the various levels to their respective office or court floors.

On court floors, this zone is located at the back of courtrooms and is comprised of jury deliberation rooms, support rooms for the courtrooms, as well as the judge's chambers. The chambers are located in a position to minimize travel distances to and from the courtrooms. Access from the public zone is controlled and monitored. The judge's chambers can be accessed by the public through a check point door along the public floor.

### **In-custody Zone**

Especially dedicated elevators and corridors will also serve this third zone within the courthouse. This zone will originate in lower level at the central holding areas. A defendant in-custody will arrive in cruisers, vans or buses that will enter the vehicular sally port (in essence a secure garage). They will be unloaded and escorted into a central holding area at the basement level of the courthouse. Prior to court appearances, in-custody defendants will be transferred, via dedicated elevators, to one of the sub-holding areas adjacent to the courtrooms on upper floors. Finally, they will be delivered to the courtrooms within this zone – without once crossing paths with the judiciary, jurors, or the public.

### **Litigation Zone**

This is the zone in which all others converge – the courtrooms. Three separate and distinct paths – one for in-custody defendant, one for the judiciary, and one for the public – meet in the controlled setting of the courtroom. This approach to the courthouse design is at once symbolic, efficient, and secure.



The security of the courtroom is based on a combination of dedicated staff and technology, in that order. The county sheriff's security personnel are the first and best defense against disorder, harassment, or assault of any party in the courtroom. Their efforts are, however, supported by technological backup including remote CCTV monitors, communications, incident alarms, and, when necessary, additional security screening at the courtroom. It is anticipated that these various security systems will be monitored at a central security station.

### **Service Zone**

This is a zone for back of house services, such as Trash/Recycling, Storage, Cleaning Storage, Loading, Mail, Mechanical, Electrical, and Plumbing on the 1<sup>st</sup> floor. This area can be separately secured and monitored for incoming mail and/or staff, and would connect to the Secure Private Zone.

## COURTROOM

### **ADA Requirements**

The institution of the Americans with Disabilities Act (ADA) requirements on the courtroom has had an effect of the minimum dimension of a courtroom. Every type of space in the courtroom must be ADA accessible for each position, including the Clerk, Witness, Jury, Spectators, Well, and even the Judge. A courtroom requires different heights for each position. Access is accomplished by ramping at 1:12 slope. Five foot wheelchair turnarounds and door swings must also be taken into consideration at each position.

### **Courtroom Size & Properties**

The modern courtroom requires great versatility of cases, and ample room to perform an efficient and judicious operation. Combined with the ADA, a minimum typical courtroom size is approximately 1600sf without a jury box, and 1800sf with a jury box. In order to get proper lighting distribution in a courtroom, a minimum of 12' ceiling height is required. This has a very specific effect on the floor-to-floor height of the building.

## BUILDING FEATURES

### **Floor to floor heights**

Due to the ceiling height requirements of a courtroom, large span structure, and extensive MEP systems, a minimum recommended floor-to-floor height is 16'-8". This will not align with the floor to floor height of the existing building, so any connections will be ramped or sloped. This floor to floor will also have an impact on the overall height of the building on any site.

### **Overall Dimensions**

The depth and width of the new building will be determined by how many courts are on each floor, and the total number of floors. The depth of the public space, courtroom, and back of house private area has limited flexibility. This factor of width and depth of the building will need to be taken into close consideration on any new site.



## EXPANSION

The design of the new courthouse addition will accommodate growth in two ways. In the short term (15 to 20 years), the department areas of the Prosecutor or Public Defender could be re-configured in the future to accommodate additional courtrooms with in-custody delivery. The second long term expansion strategy (over 20 to 70 years) is to add a courtroom/building module as an addition. This addition would seamlessly tie into the existing public, secure, and in-custody circulation systems, ultimately extending the life and investment of the initial building.

# 05 A - B

## APPENDIX



## APPENDIX A – HISTORICAL CASELOAD AND FORECASTING ANALYSIS

For purposes of this analysis, historical caseload data was collected and analyzed from the 2014 report (which relied upon data from the Supreme Court of Arkansas, available through 2011). For subsequent years (available through 2014), subsequent caseload data was collected from the Supreme Court for all data series except Probate.

For the Probate division, Supreme Court data was used for 2003-2011; subsequent to that year, local data collected by the Benton County Clerk / Clerk of Probate Division was used. This substitution was made at the request of Benton County, as a shift to a new case reporting system at the State Level has resulted in some filings types being under-reported at the State level from 2012 forward.

The 2014 Study utilized multiple forecasting methods to generate a range of distinct forecasts for each division and included forecasting years 2015, 2020, 2025, and 2030. Methodologies included simple linear regression, fixed ratio to population, and changing ratio to population. Each forecast was analyzed against new data available for subsequent years to ascertain the validity of the previous forecast, and a recommended 2016 Planning Series was developed.

The following were the findings of that analysis. Supporting tables and graphs are included on the pages that follow.

- **Criminal Division** – Caseload increase followed the highest of the three forecasts included in the 2014 Study, which is still considered valid for use in this study. The 2016 Planning Series is a rounded variation on the high 2014 Study forecast.
- **Civil Division** – the increase in filings during the years 2009-2010 was generated by increased contracts cases. Court staff indicate this finding correlates to the recession and known socio-economic factors (the unemployment rate, for example)<sup>1</sup>. The resulting forecast in the 2014 Study was too high, and was re-calculated for this study using four methods: regression analysis incorporating data from 2003-2014, regression analysis incorporating data from 2003-2012 (eliminating reportedly faulty recent year data), average annual % filings increase from 2004-2014, and fixed ratio to population assuming a 2.9% population increase, as suggested by Woods & Poole. The 2016 Planning Series was a rounded version of the average of all four models.
- **Domestic Relations Division** – Average caseload increase appeared to follow the lowest of the 2014 Study forecast, at a straight line, with an average of 2,495 new cases filed per year. At the same time, interim year fluctuations had occurred, with peaking<sup>2</sup> as high as nearly 8% (2009) and troughs as low as -14% (2013). Domestic Relations filings are a complex and time consuming caseload type, where relatively small fluctuations in filings can result in large changes in courtroom time. (This assertion is borne out by the Filings per CFTE analysis in Appendix B, which reveals that 1,352 Domestic Relations filings result in a demand for one CFTE, as compared to Civil, where a much higher level of 2,434 case filings can be handled with on CFTE). As such, for planning purposes, the high forecast from the 2014 study was used to craft a proactive 2016 Planning Series which will accommodate both peaking and a moderate overall increase in filings over time at a rate of 3-4% per year. If this planning strategy is proven faulty moving forward, a less aggressive growth plan can be developed at a later time.

<sup>1</sup> For a graphical representation of the monthly unemployment rate during this time, see the Arkansas Highway Transportation Department's Bella Vista Bypass Traffic and Revenue Report, August 27, 2009, prepared by Jacobs/Stantec, page 14.

<sup>2</sup> Peaking is determined by the percentage fluctuation above or below the average.



- **Juvenile Division** – Caseload increase followed a declining trend, reinforced by the addition of recent year data, with average annual filings from 2003-2014 at 1,779 per year. During this time period, intermittent peaking of 13%-38% increased caseload by as much as 25% in some years (2003-2004, 2010-2011), with actual filings ranging from a low of 1,617 in 2010 to a high of 2,114 in 2004. The recommended planning forecast used as the 2016 planning series is a moderated/rounded version of the 2014 Study's high forecast, which was based on a fixed ratio to population methodology. This forecast will allow sufficient courtrooms to accommodate interim year peaks and valleys in caseload filings.
- **Probate Division** – New cases filed have exceeded the 2014 forecast, showing that the 2013 forecast was too low. In addition, Benton County staff report that the new Supreme Court of Arkansas case management system has not accurately report some of the local cases filed since 2011. The Probate forecast was re-calculated for this study using local Benton County data for the years 2012-2015 using three methods: regression analysis incorporating data from 2003-2015, average annual % filings increase from 2003-2015 (9%), and fixed ratio to population assuming a 2.9% population increase, as suggested by Woods & Poole. The 2016 Planning Series was the ratio to population model.

Additional nuances were discovered as follows, and addressed as indicated:

1. 2015 data is not yet available from the State of Arkansas Supreme Court.
2. A major system change occurred in October, 2013, when the caseload reporting system was transitioned from a local system (in Benton County) to a statewide System (at the AOC). A bulge in 2013 filings led to a deeper investigation into the transition, suspected to be the cause of the anomaly. Upon closer investigation with the Clerk of Circuit Court, the database changeover was found to have resulted in a double-counting of some caseload which appeared to have been entered into the local system prior to the change, but was apparently re-counted after the transition. Because of this one-time nuance associated with 2013, that year was de-emphasized in the forecasting process.
3. The transition between local and state recording raised questions about the consistency of recordkeeping and parity of data tallied before 2013 (tallied locally and reported up after year's end through formal process to the State, and subsequently published in the State's Annual Report) and the data recorded after 2013 (extracted directly from the CONTEXTE case management system at the State level from filings entered locally).
4. Locally maintained Criminal caseload was found to be irregular in the following ways:
  - a. "Pending" cases – the Benton County Prosecuting Attorney follows a procedure whereby they sometimes file a "pending" case with the Circuit Court Clerk prior to indictment. This filing indicates that the Prosecutor is investigating with an intent to file charges if sufficient evidence is found to prosecute the case; however, the evidence is not yet present for charges to actually be filed. These "pending" cases generate workload for the Clerk, as they trigger a series of related events to be scheduled and calendared in the court. At the same time, this "pending" caseload is not considered a new filing at the state level, so is not reflected in the State's summary of annual caseload. Pending cases totaled a low of 378 (2012) and a high of 423 (2014) with an annual average of 400 per year over the past six years.
  - b. Probation Revocations/Violations of Probation are considered to be new filings in the State's system, but are not tallied as such locally. These filings have ranged from 334 (2009) to 569 (2006) over the past decade, with an annual average of around 450 per year.

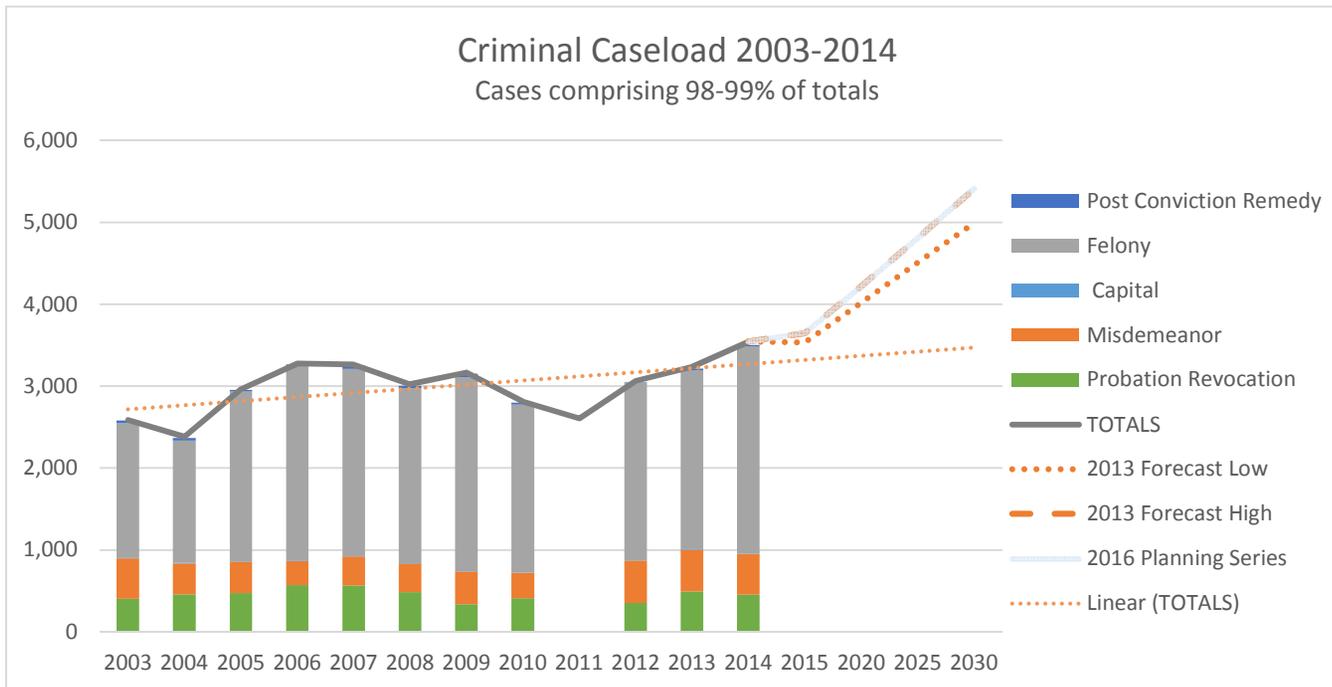


- Because it was impossible to use data from one consistent source over the desired historical timeframe, because the numbers of filings for both “pending” and revocations were fairly steady over the period in question (i.e. these caseload types were not driving any changing trend), and because the numbers of “pending” cases and Probation Revocations/Violations almost match, the two were determined to cancel each other out in the historical caseload analysis, and no mathematical remedy was deemed necessary.
5. Local Juvenile division caseload records totaled only Juvenile Delinquency filings. State annual data was far more complete in the caseload types recorded, so state data was used.
  6. Local Domestic Relations caseload included a sub-set of the data reported by the State, so State annual data was determined to be more complete, and was used.
  7. Local Civil caseload contained significantly greater detail and breakdown of filings types, but the aggregate totals were lower than the State totals for the same years. As such, with no direct comparison possible, it was determined the local caseload must represent a subset of caseload totaled at the State level, and State data was used.
  8. Probate caseload was collected from the Benton County & Probate Clerk for the years 2012, 2013, 2014, and 2015. For the years where comparable State data was available (2012, 2013, 2014) data was identical. Because the data was identical, the local 2015 data was added to the series and used with discretion for the forecasting.

In the graphs that are shown, the bar chart represents a 12-year time period from 2003 to 2015, with one data point per year (12 data points). The line portion represents a 15-year time period (2015-2030), with data points at five-year intervals (2015, 2020, 2025, 2030). The resulting summary using four data points exaggerates the appearance of the increase, compared to the historical increase, which is stretched over a longer horizontal axis.



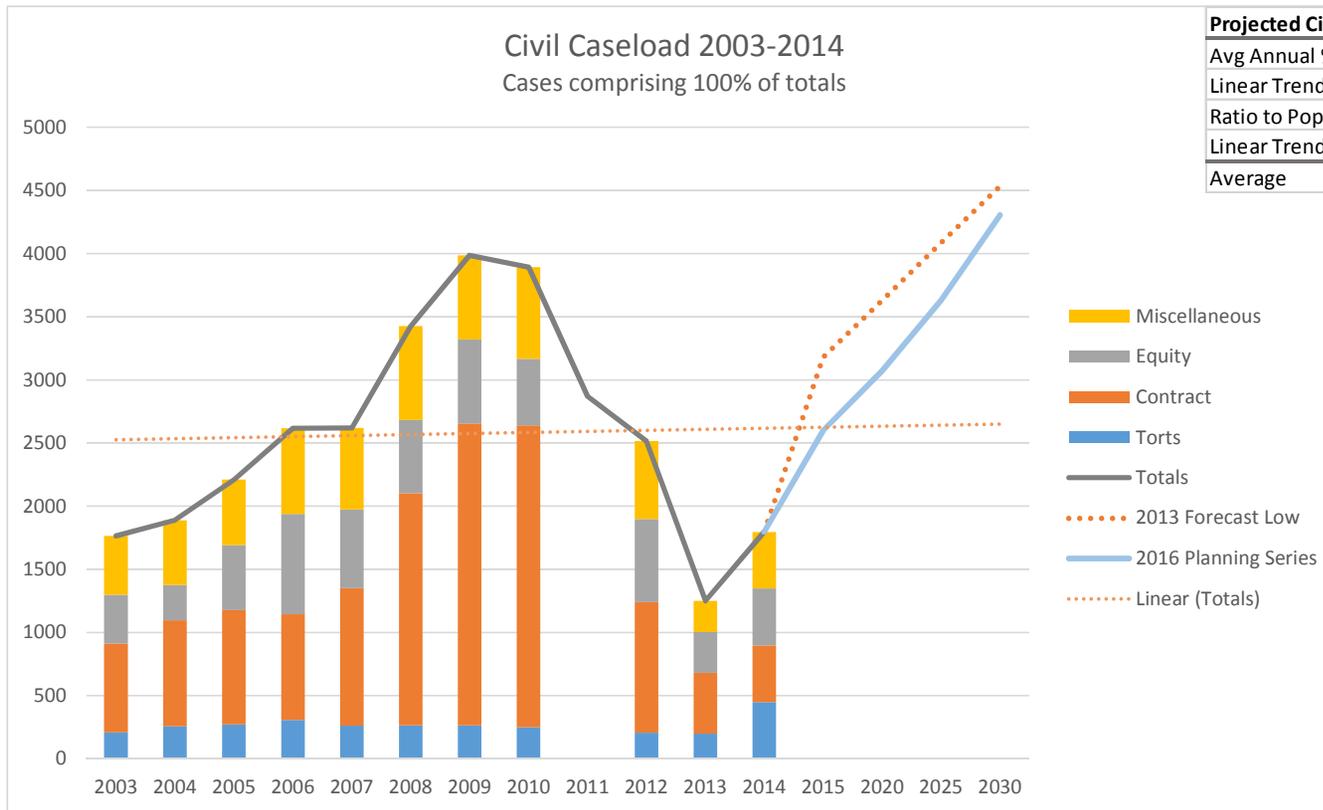
Benton County New Cases Filed - Criminal																
	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2020	2025	2030
Capital	2	6	1	8	4	1	1	5		2	7	4				
Felony	1,647	1491	2077	2371	2281	2146	2377	2053		2170	2,179	2,533				
Misdemeanor	497	380	384	296	359	340	396	307		520	513	496				
Other										0		-				
Post Conviction Remedy	33	32	19	17	40	31	40	22		2	24	14				
Probation Revocation	401	456	469	569	562	483	334	408		351	490	452				
Violation	6	14	9	14	16	22	16	17		18	18	44				
Writ											3	-				
<b>TOTALS</b>	<b>2,586</b>	<b>2,379</b>	<b>2,959</b>	<b>3275</b>	<b>3262</b>	<b>3023</b>	<b>3164</b>	<b>2812</b>	<b>2605</b>	<b>3,063</b>	<b>3,234</b>	<b>3,543</b>				
2013 Forecast Low												<b>3,543</b>	<b>3,531</b>	<b>4,018</b>	<b>4,505</b>	<b>4,992</b>
2013 Forecast High												<b>3,543</b>	<b>3,645</b>	<b>4,219</b>	<b>4,806</b>	<b>5,408</b>
<b>2016 Planning Series</b>												<b>3,543</b>		<b>4,000</b>	<b>4,500</b>	<b>5,000</b>





### Benton County New Cases Filed - Civil

	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2020	2025	2030
Torts	209	256	272	306	261	265	265	249		205	200					
Contract	703	840	906	840	1088	1838	2390	2391		1,036	480					
Equity	386	278	512	793	624	579	665	526		657	321					
Miscellaneous	466	515	520	678	646	745	666	727		617	249					
<b>Totals</b>	<b>1,764</b>	<b>1,889</b>	<b>2,210</b>	<b>2,617</b>	<b>2,619</b>	<b>3,427</b>	<b>3,986</b>	<b>3,893</b>	<b>2,870</b>	<b>2,515</b>	<b>1,250</b>	<b>1,796</b>				
2013 Forecast Low												1,796	3,179	3,631	4,082	4,534
2013 Forecast Mid												1,796	4,460	5,478	6,497	7,515
2016 Forecast												1,796	2,599	3,073	3,631	4,305
<b>2016 Planning Series</b>												<b>1,796</b>		<b>3,100</b>	<b>3,650</b>	<b>4,300</b>

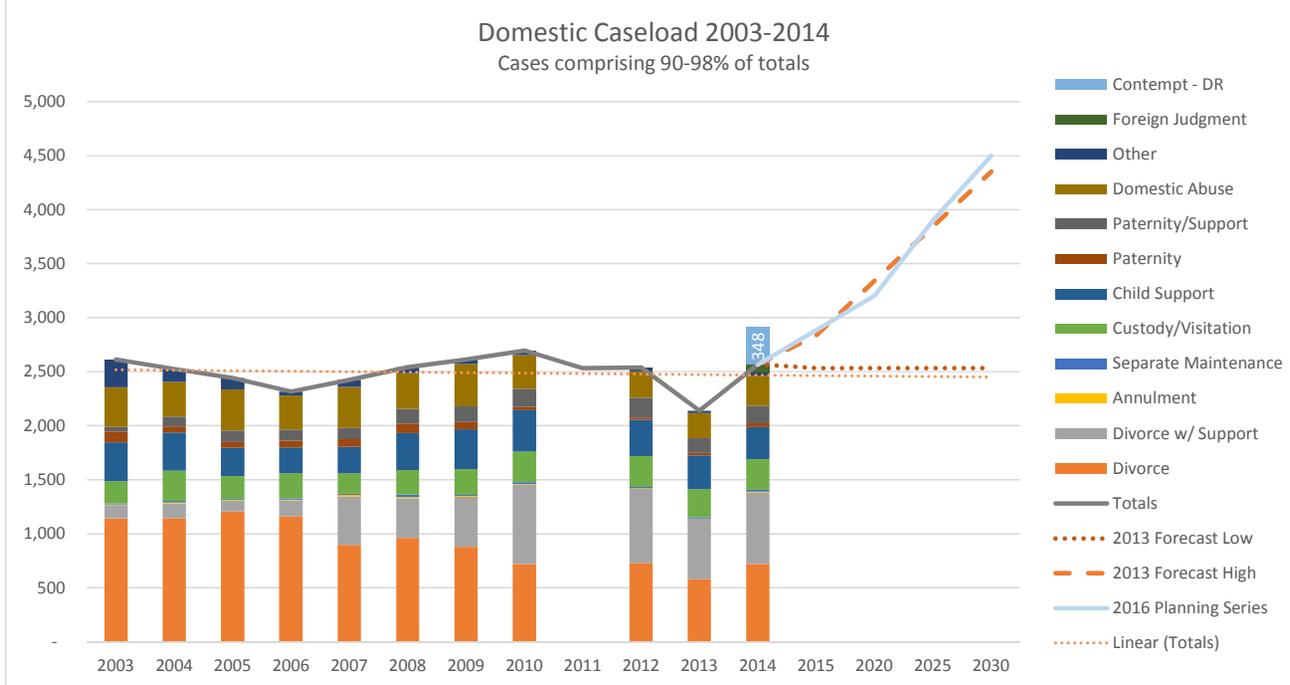


Projected Civil Filings	2015	2020	2025	2030
Avg Annual % Increase	1,919	2,672	3,720	5,179
Linear Trend ('03-'14)	2,624	2,665	2,707	2,749
Ratio to Pop. (2.9%)	1,848	2,132	2,460	2,838
Linear Trend ('03-'12)	4,004	4,821	5,638	6,455
Average	2,599	3,073	3,631	4,305



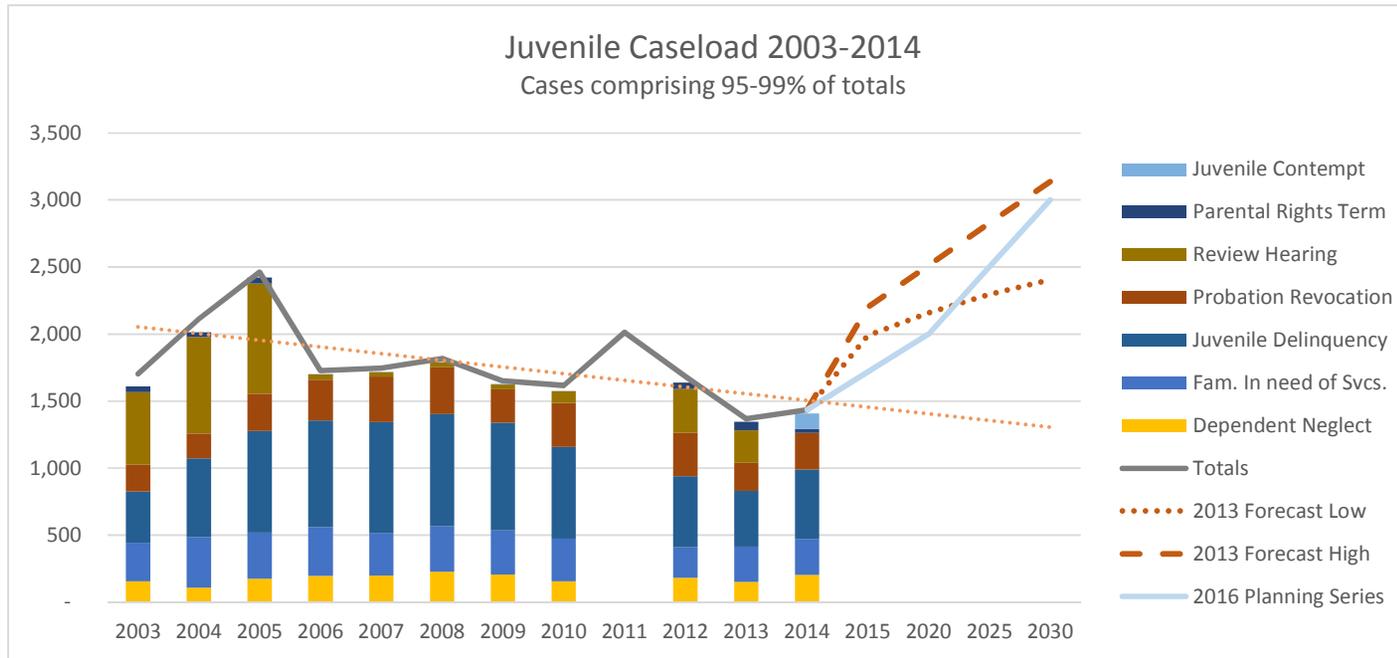
### Benton County New Cases Filed - Domestic

	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2020	2025	2030
Divorce	1,140	1,144	1,206	1,160	896	960	879	720		729	579	719				
Divorce w/ Support	124	136	100	148	448	367	464	735		686	560	662				
Annulment	9	10	7	8	15	12	8	6		6	4	8				
Separate Maintenance	9	14	10	10	12	23	10	16		12	11	18				
Custody/Visitation	204	280	210	235	189	225	236	285		288	258	281				
Child Support	360	355	261	238	244	344	370	381		335	312	300				
Paternity	102	54	55	63	70	89	66	30		19	23	35				
Paternity/Support	43	90	106	101	105	135	147	169		183	136	162				
Domestic Abuse	365	322	382	317	380	332	391	312		247	234	279				
Other	256	120	104	35	63	54	41	41		33	22	31				
Foreign Judgment	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	72				
Contempt - DR	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	348				
<b>Totals</b>	<b>2,612</b>	<b>2525</b>	<b>2441</b>	<b>2315</b>	<b>2422</b>	<b>2541</b>	<b>2612</b>	<b>2695</b>	<b>2,533</b>	<b>2,538</b>	<b>2,139</b>	<b>2,567</b>				
2013 Forecast Low												2,567	2,533	2,533	2,533	2,533
2013 Forecast High												2,567	2,836	3,340	3,845	4,350
<b>2016 Planning Series</b>												<b>2,567</b>		<b>3,200</b>	<b>3,900</b>	<b>4,500</b>
% Fluctuation (avg = 2,495)	5%	1%	-2%	-7%	-3%	2%	5%	8%	2%	2%	-14%	3%		<b>4.1%</b>	<b>4.4%</b>	<b>3.1%</b>





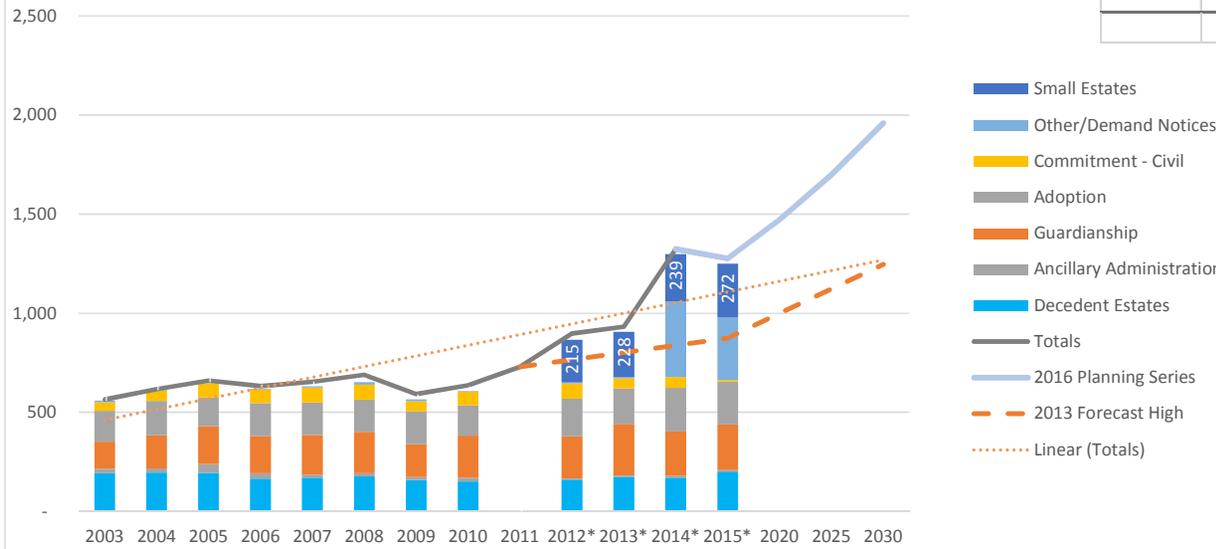
Benton County New Cases Filed - Juvenile																
	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2020	2025	2030
Adoption	17	30	24	25	19	28	20	39		39	16	19				
Custody/Support	7	9	6	-	3	-	-	-		-	-					
Civil Commitment	-	-	-	-	-	-	-	-		-	-					
Dependent Neglect	156	109	176	197	200	229	206	156		183	152	204				
Fam. In need of Svcs.	288	378	345	363	319	339	331	319		227	263	269				
Guardianship	1	8	8	1	5	-	2	1		2	2	-				
Juvenile Delinquency	383	586	757	797	823	837	802	685		529	415	516				
Probation Revocation	198	187	278	302	340	347	248	326		325	209	274				
Juvenile Paternity	-	3	-	-	-	-	-	-		-	-	-				
Review Hearing	542	718	822	41	35	37	36	89		326	242	-				
Parental Rights Term	44	36	43	-	-					48	65	28				
Other	67	50	3	-	-					3	4	9				
Juvenile Contempt	-	-	-	3	3	2	6	2		-	-	117				
<b>Totals</b>	<b>1,703</b>	<b>2,114</b>	<b>2,462</b>	<b>1,729</b>	<b>1,747</b>	<b>1,819</b>	<b>1,651</b>	<b>1,617</b>	<b>2,014</b>	<b>1,682</b>	<b>1,368</b>	<b>1,436</b>				
2013 Forecast Low												1,436	1,990	2,157	2,296	2,407
2013 Forecast High												1,436	2,201	2,514	2,827	3,139
<b>2016 Planning Series</b>												<b>1,436</b>	<b>2,000</b>	<b>2,500</b>	<b>2,500</b>	<b>3,000</b>



Benton County New Cases Filed -Probate																
	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012*	2013*	2014*	2015*	2020	2025	2030
Decedent Estates	193	197	195	165	170	177	159	151		162	176	170	202			
Ancillary Administration	23	20	44	27	15	15	16	20		5	5	10	7			
Small Estates	-	-	-	-	-	-	-	-	-	215	228	239	272			
Trust Administration	-	-	2	2	1	5	5	6		10	8	9	3			
Guardianship	137	167	191	190	201	210	165	212		213	261	224	229			
Adoption	155	173	145	165	163	163	164	152		189	179	219	218			
Conservatorship	-	-	1	-	1	1	-	-		1	-	1	2			
Commitment - Civil	44	54	73	69	76	75	52	69		77	52	56	7			
Commitment - Alcohol	-	-	1	6	5	12	4	5		10	11	8	10			
Commitment - Narcotics	3	-	1	-	4	6	10	2		-	-	7	3			
Adult Protective Custody	2	2	3	4	12	12	6	15		10	6	1	7			
Other/Demand Notices	8	4	5	4	6	13	11	4		5	6	381	316			
<b>Totals</b>	<b>565</b>	<b>617</b>	<b>661</b>	<b>632</b>	<b>654</b>	<b>689</b>	<b>592</b>	<b>636</b>	<b>730</b>	<b>897</b>	<b>932</b>	<b>1,325</b>	<b>1,276</b>			
2013 Forecast Low									730				730	730	730	730
2013 Forecast High									730				875	999	1,123	1,247
2016 Forecast												1,325	1,276	1,472	1,698	1,959
<b>2016 Planning Series</b>												<b>1,325</b>	<b>1,276</b>	<b>1,500</b>	<b>1,750</b>	<b>2,000</b>



Probate Caseload 2003-2014  
Cases comprising 95-99% of totals



Projected Probate Filings	2015	2020	2025	2030
Avg Annual % Increase	1,390	1,447	1,506	1,568
Linear Trend ('03-'15)	1,276	1,245	1,466	1,687
<b>Ratio to Pop. (2.9%)</b>	<b>1,363</b>	<b>1,472</b>	<b>1,698</b>	<b>1,959</b>
Average	1,343	1,388	1,557	1,738



## APPENDIX B – CFTE ANALYSIS

To convert workload to courtrooms, a docket analysis was conducted to determine the courtroom hours required to handle each caseload type.

Total hours per caseload type was divided by the estimated hours per courtroom full-time equivalency (or CFTE, determined from the docket analysis) to determine courtroom full-time equivalencies (CFTEs) per caseload type. This analysis revealed that the following estimated courtroom hours were spent processing each type of caseload.

*Table 1 – Courtroom Hours and CFTEs, by Caseload Type*

<b>Courtroom Hours and CFTEs, by Caseload Type</b>						
	<b>Criminal</b>	<b>Civil</b>	<b>DR</b>	<b>Probate</b>	<b>Juvenile</b>	<b>Totals</b>
Division 1	21.2	1.6	-	-	-	22.8
Division 2	22.5	0.5	-	-	-	23.0
Division 3	2.75	-	1.00	0.60	16.00	20.4
Division 4	-	6.1	8.6	2.3	-	17.0
Division 5	-	4.2	12.3	2.3	-	18.9
Division 6	-	2.3	16.0	2.4	-	20.7
<b>Avg. Wkly. Hrs. (2015-16)</b>	<b>46.5</b>	<b>14.8</b>	<b>38.0</b>	<b>7.5</b>	<b>16.0</b>	<b>122.8</b>
Hrs per CFTE <i>(from docket analysis)</i>	23.00	20.00	20.00	20.00	20.00	
<b>CFTEs</b>	<b>2.02</b>	<b>0.74</b>	<b>1.90</b>	<b>0.38</b>	<b>0.80</b>	<b>5.8</b>

Source: 2015-2016 docket samples, Dewberry analysis

The optimal number of hours in use per CFTE was determined using docket samples to be 23 hours per day for criminal courtrooms and 20 hours per week for all other courtroom types.

This analysis revealed that the following CFTEs are required to handle current caseload, estimated as new filings per year:

- Criminal – 2.02 CFTEs (includes adult drug court, handled in the Juvenile courtroom by the Juvenile judge)
- Civil – 0.74 CFTE
- Domestic Relations – 1.90 CFTEs
- Probate – 0.38 CFTEs (some is handled in the Juvenile courtroom by the Juvenile judge)
- Juvenile – 0.80 CFTE (the same courtroom also handles some of the Probate and Criminal dockets, as already noted)

Applying 2014 caseload (the last full year of available data) to these CFTEs produced an average caseload volume which was processed in 2014-2015 by each CFTE.



Table 2 – Filings per Caseload Ratio

	Criminal	Civil	DR	Probate	Juvenile
2014 Filings	3,543	1,796	2,567	734	1,436
CFTEs	2.02	0.74	1.90	0.38	0.80
Filings per CFTE	1,753	2,434	1,352	1,948	1,795

Source: Arkansas Supreme Court (caseload), Dewberry analysis

This caseload ratio was then applied to the forecasted filings, 2016 Planning Series numbers, to determine the number of CFTEs required through 2030, by caseload type. A 15-year summary was also calculated for the interval from 2015-2030.

Table 3 - Projected CFTEs 2015-2030, 15-year interval totals

	2014 CFTEs	Est. Filings per CFTE	Projected Filings				Projected CFTEs				15-Yr Interval			
			2015	2020	2025	2030	2015	2020	2025	2030	CFTEs	Court Sets		
Criminal	2.02	1,753	3,634	4,000	4,500	<b>5,000</b>	2.1	2.3	2.6	<b>3</b>	2.9	<b>3</b>	0.83	<b>+1</b>
Juvenile	0.80	1,795	1,549	2,000	2,500	<b>3,000</b>	0.9	1.1	1.4	<b>2</b>	1.7	<b>2</b>	0.87	<b>+1</b>
Civil	0.74	2,434	2,057	3,100	3,650	<b>4,300</b>	0.8	1.3	1.5	<b>1.8</b>			1.03	<b>+1</b>
Domestic Relations	1.90	1,352	2,694	3,200	3,900	<b>4,500</b>	2.0	2.4	2.9	<b>3.3</b>			1.62	<b>+2</b>
Probate	0.38	3,516	300	1,500	1,750	<b>2,000</b>	0.1	0.4	0.5	<b>0.6</b>				
<b>Total CFTEs</b>	<b>5.8</b>						<b>6</b>	<b>9</b>	<b>10</b>	<b>11</b>				<b>+5</b>

This interval-based increase was used to estimate space needs for each 15-year interval beyond the initial 2030 space plan.

# 05 c

## APPENDIX SPACE STANDARDS



## APPENDIX C – SPACE STANDARDS & TYPICAL ROOM DATA

Space standards are typical sizes and configurations of similar spaces which are used to guide the programming process, so that similar functions are programmed similarly across an agency or jurisdiction. Specialized facilities such as courthouses also adhere to national standards and Best Practice standards for unique spaces such as courtrooms, jury deliberation, and security areas.

This space program is consistent with national courthouse design standards, national correctional standards (for holding), and typical work area standards agreed upon with Benton County leadership. All areas not governed by overt standards were programmed according to operational requirements, as noted in the “comments.”

Note: The following diagrams only represent one furniture configuration for each space type. Other configurations and actual furniture will be developed in the project design.



## BASIC STANDARDS FOR COURTHOUSES

		NSF	Dimensions	Qualities of Space
Office A1	Judge, elected official, County Attorney	300	15 x 20	Fully enclosed with door for security, visual, and acoustical privacy. Meetings with 1-4 persons. Lockable file storage.
Office A2	Ass't County Administrator, Managing Ass't Co Atty, Bureau Director, Department Director	240	12 x 20	Fully enclosed with door for security, visual, and acoustical privacy. Meetings with 1-4 persons. Lockable file storage.
Office A3	Ass't Co Atty, Ass't Bureau Director, Ass't Dept Director, Division Manager, or other approved manager or professional (in need of upscale image or managers with substantial lockable files/special equipment.	180	12 x 15	Fully enclosed with door for security, visual, and acoustical privacy. Meetings with 1-3 persons. Lockable file storage.
Office A4	Assistant Division Director, Section Manager, Staff Professional	120	12 x 10	Fully enclosed with door for security, visual, and acoustical privacy. For supervisors, those using private files, or whose work requires private meetings on an ongoing basis.
Basic Workstation B1	Staff Professional, Senior Administrative Personnel, Administrative Supervisor	100	10 x 10	Open workstation with high panels for visual and acoustical privacy, for those with significant materials or small informal meetings.
Basic Workstation B2	Knowledge-based professionals, senior administrative personnel, and line supervisors	80	10 x 8	Open workstation with high panels for visual and acoustical privacy, for those with significant materials or small informal meetings.
Basic Workstation B3	Secretary, Office Administrative Support, front counter staff	80	10 x 8	Open workstation with low panels for visibility, for those who welcome visitors or perform standard independent duties.
Basic Workstation B4	Clerk, Technician	64	8 x 8	Open workstation with high and low panels. For staff who work on the phone or computer.
Basic Workstation B5	Workshare Workstation	35-42	7 x 6	Hoteling workstations for staff who are not in the office or at their workstations much of the day
Basic Workstation B6	Counter Walk-up Workstation	35	7x5	High, stand-up workstations at counter, not for all day use, with some paper/form storage. Can be cash-register equipped.
Basic Workstation B7	Clerk, Technician	48	8 x 6	Open workstation with high and low panels. For staff who work on the phone or computer.
Basic Workstation B8	Field Personnel	25	5 x 5	Open carrel-style workstations with high panels for visual and acoustic privacy, and to minimize distraction. For temporary occupancy



Conference Room C1	Small Conference Room	120	10 x 12	Meetings of 2-6 individuals
Conference Room C2	Medium Conference Room	240	20 x 12	Meetings of 6-10 individuals
Conference Room C3	Large Conference Room	450	18 x 25	Meetings of 10-18 individuals
Conference Room C4	Extra Large Conference Room	625	25 x 25	Meetings of 18-26 individuals, conference style
Conference Room C5	Large Training Room	1,250	25 x 50	Meetings of up to 50 individuals, classroom style

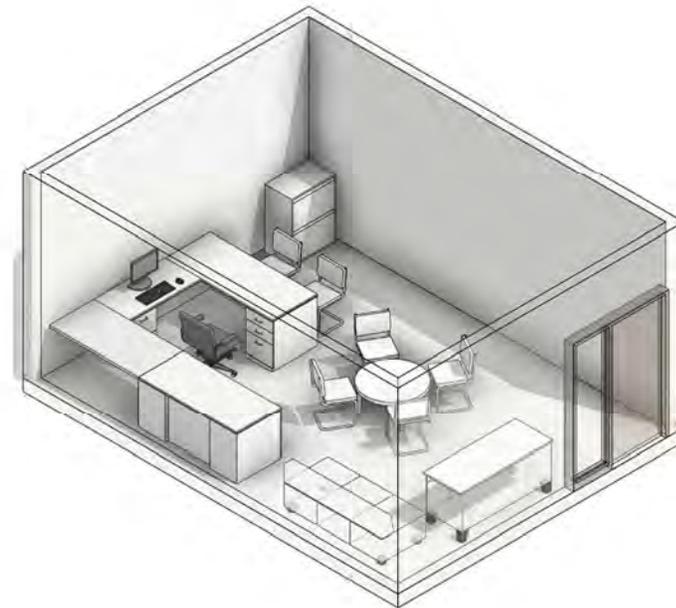
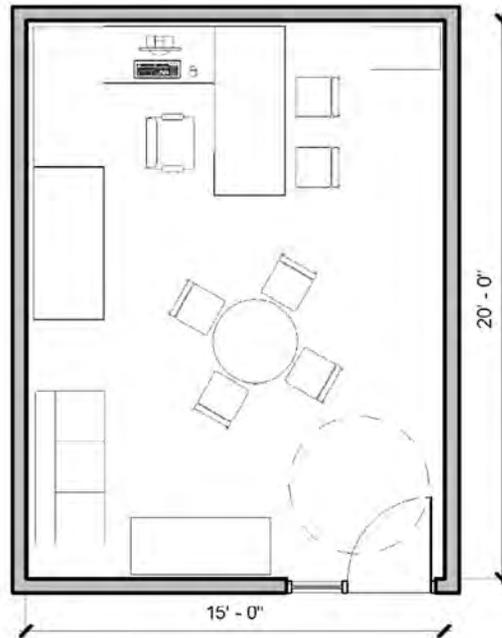


SPACE STANDARDS EXAMPLE

PRIVATE OFFICE **A - 1**

**300 Net Sq. Ft.**

Fully enclosed with door for security, visual, and acoustical privacy



**TYPICAL**

Drawings not to scale. All space programming standards illustrations are diagrammatic and are not intended to represent actual furniture systems and/or arrangements that may exist.

FLOOR	BASE	WALLS	CEILINGS	CEILING HEIGHT	STC (sound trasmission class)
Cut/loop carpet tile (20 oz.)	6" rubber base	High traffic-vinyl wall coverings; painted gypsum board	2' x 2' suspended acoustical tile w/ some gypsum soffits and dropheads/transitions.	9' - 0"	35

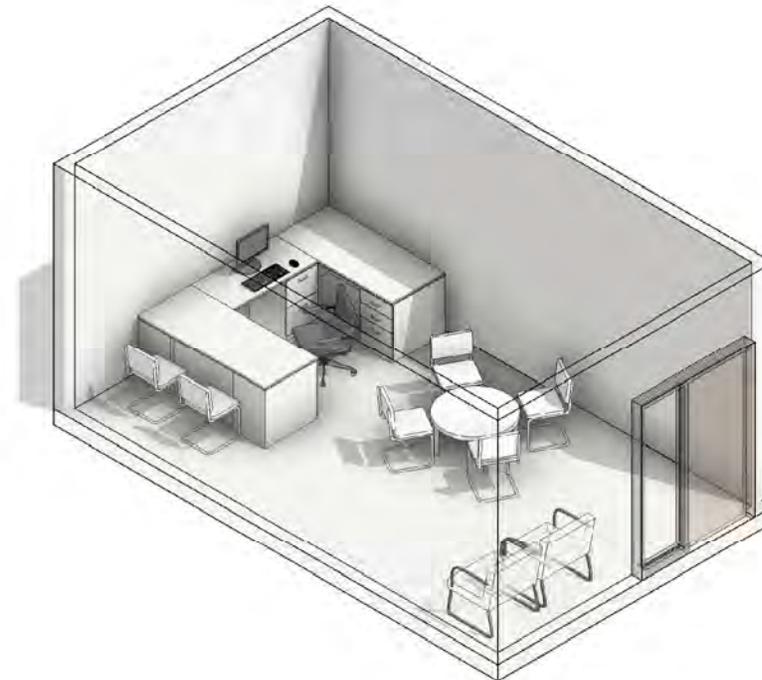
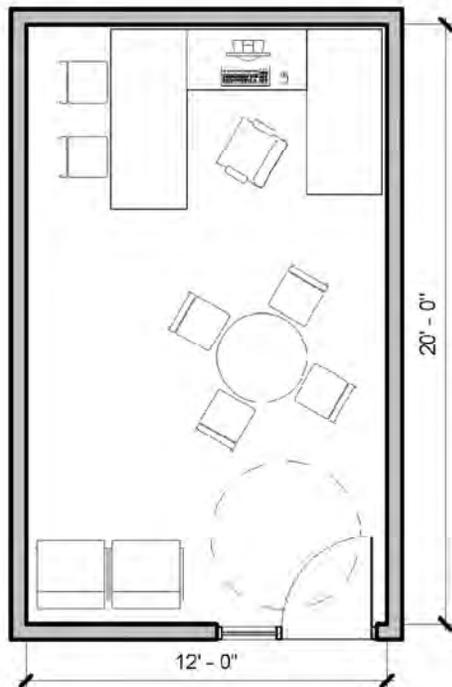


SPACE STANDARDS EXAMPLE

PRIVATE OFFICE **A - 2**

**240 Net Sq. Ft.**

Fully enclosed with door for security, visual, and acoustical privacy. Meetings with 1-4 people. Lockable file storage.



Drawings not to scale. All space programming standards illustrations are diagrammatic and are not intended to represent actual furniture systems and/or arrangements that may exist.

TYPICAL

FLOOR	BASE	WALLS	CEILINGS	CEILING HEIGHT	STC (sound trasmission class)
Cut/loop carpet tile (20 oz.)	6" rubber base	High traffic-vinyl wall coverings; painted gypsum board	2' x 2' suspended acoustical tile w/ some gypsum soffits and dropheads/transitions.	9' - 0"	35

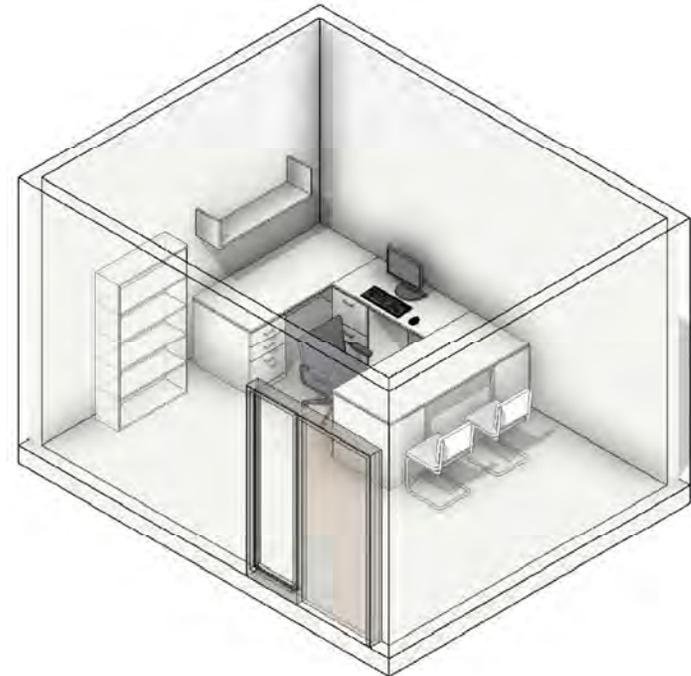
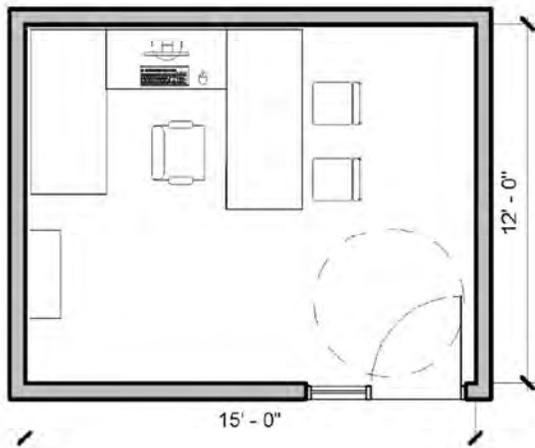


SPACE STANDARDS EXAMPLE

PRIVATE OFFICE **A - 3**

**180 Net Sq. Ft.**

Fully enclosed with door for security, visual, and acoustical privacy. Meetings with 1-4 people. Lockable file storage.



Drawings not to scale. All space programming standards illustrations are diagrammatic and are not intended to represent actual furniture systems and/or arrangements that may exist.

**TYPICAL**

FLOOR	BASE	WALLS	CEILINGS	CEILING HEIGHT	STC (sound trasmission class)
Cut/loop carpet tile (20 oz.)	6" rubber base	High traffic-vinyl wall coverings; painted gypsum board	2' x 2' suspended acoustical tile w/ some gypsum soffits and dropheads/transitions.	9' - 0"	35

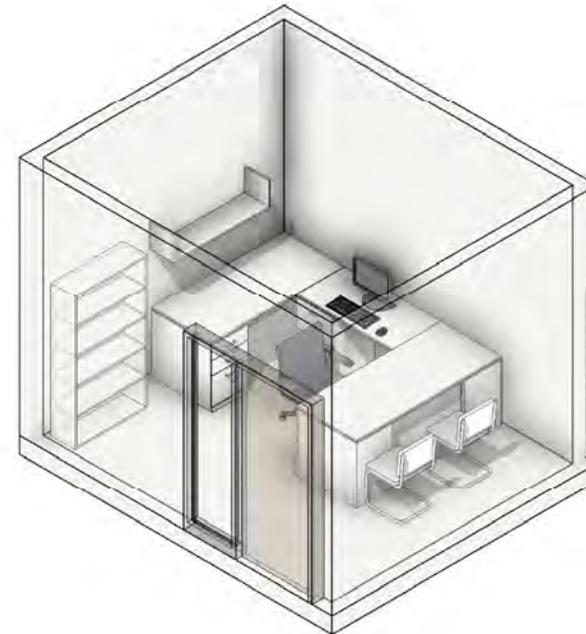
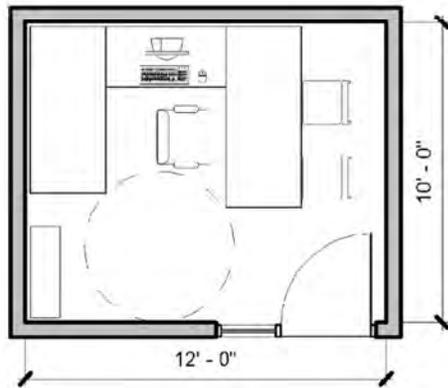


## SPACE STANDARDS EXAMPLE

### PRIVATE OFFICE **A - 4**

**120 Net Sq. Ft.**

Fully enclosed with door for security, visual, and acoustical privacy. For supervisors, those using private files, or whose work requires private meetings on an ongoing basis.



Drawings not to scale. All space programming standards illustrations are diagrammatic and are not intended to represent actual furniture systems and/or arrangements that may exist.

#### TYPICAL

FLOOR	BASE	WALLS	CEILINGS	CEILING HEIGHT	STC (sound trasmission class)
Cut/loop carpet tile (20 oz.)	6" rubber base	High traffic-vinyl wall coverings; painted gypsum board	2' x 2' suspended acoustical tile w/ some gypsum soffits and dropheads/transitions.	9' – 0"	35

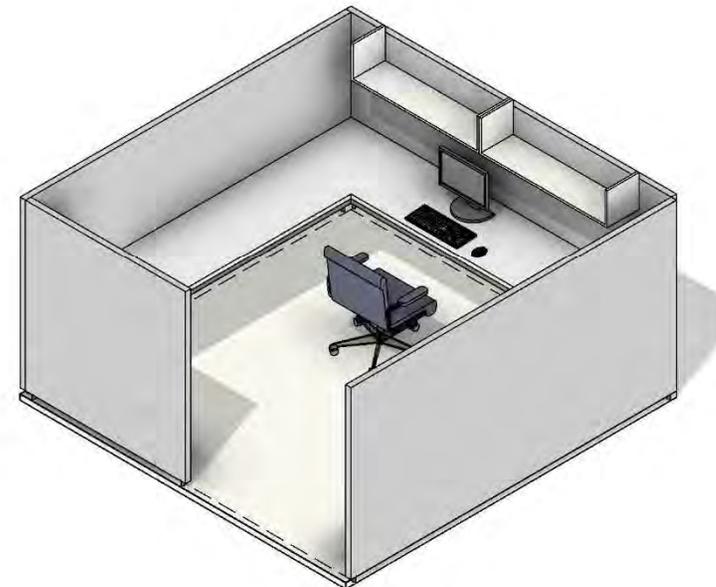
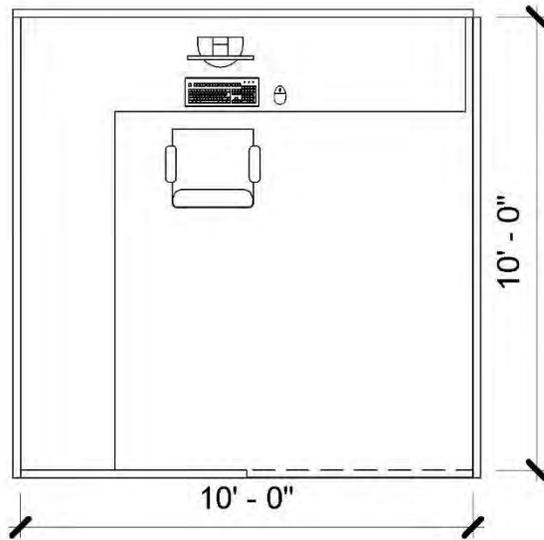


## SPACE STANDARDS EXAMPLE

### WORKSTATION **B - 1**

**100 Net Sq. Ft.**

Open workstation with high panels for visual and acoustical privacy, for those with significant materials or small informal meetings.



Drawings not to scale. All space programming standards illustrations are diagrammatic and are not intended to represent actual furniture systems and/or arrangements that may exist.

#### TYPICAL

PANEL MATERIAL	WORKSURFACE	PANEL HEIGHT	STORAGE	BASE	STC (sound trasmission class)
Hard surface, fabric covered panel, or acoustical barrier panel	Laminate	Spline 67", Side panel 53" End panel 53"	Shelf Lateral files Flipper Door Unit	Standard	26-27

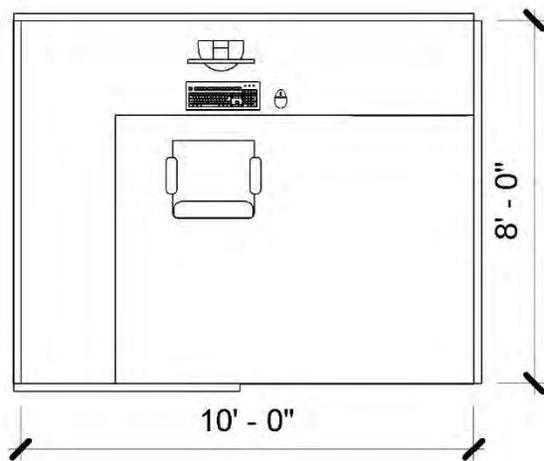


SPACE STANDARDS EXAMPLE

WORKSTATION **B - 2**

**80 Net Sq. Ft.**

Open workstation with high panels for visual and acoustical privacy, for those with significant materials or small informal meetings.



Drawings not to scale. All space programming standards illustrations are diagrammatic and are not intended to represent actual furniture systems and/or arrangements that may exist.

TYPICAL

PANEL MATERIAL	WORKSURFACE	PANEL HEIGHT	STORAGE	BASE	STC (sound trasmission class)
Hard surface, fabric covered panel, or acoustical barrier panel	Laminate	Spline 67", Side panel 53" End panel 53"	Shelf Lateral files Flipper Door Unit	Standard	26-27

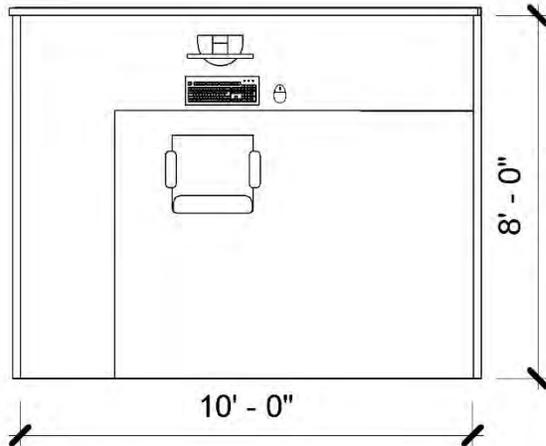


SPACE STANDARDS EXAMPLE

WORKSTATION **B - 3**

80 Net Sq. Ft.

Open workstation with low panels for visibility, for those who welcome visitors or perform standard independent duties.



Drawings not to scale. All space programming standards illustrations are diagrammatic and are not intended to represent actual furniture systems and/or arrangements that may exist.

TYPICAL

PANEL MATERIAL	WORKSURFACE	PANEL HEIGHT	STORAGE	BASE	STC (sound trasmission class)
Hard surface, fabric covered panel, or acoustical barrier panel	Laminate	Spline 47", Side panel 39" No End panel	Shelf Lateral files Flipper Door Unit	Standard	26-27

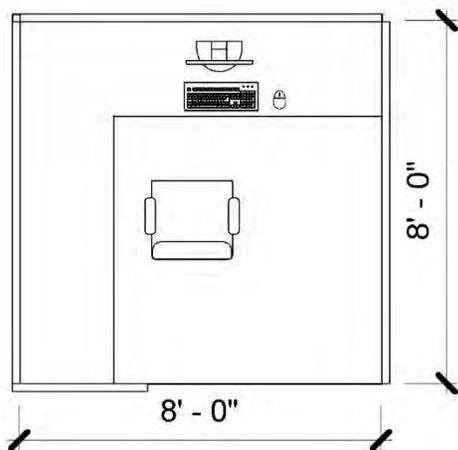


SPACE STANDARDS EXAMPLE

WORKSTATION **B - 4**

**64 Net Sq. Ft.**

Open workstation with high and low panels. For staff who work on the phone or computer.



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**TYPICAL**

PANEL MATERIAL	WORKSURFACE	PANEL HEIGHT	STORAGE	BASE	STC (sound trasmission class)
Hard surface, fabric covered panel, or acoustical barrier panel	Laminate	Spline 67", Side panel 53" End panel 53"	Shelf Lateral files Flipper Door Unit	Standard	26-27

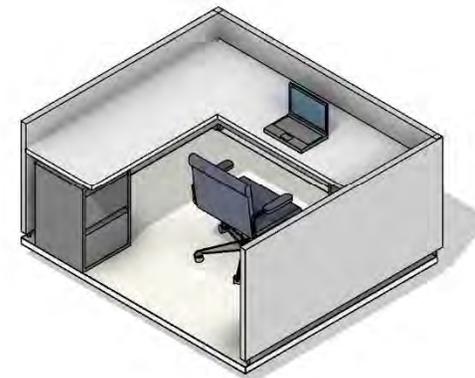
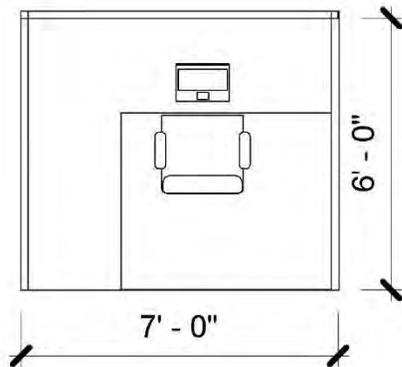


SPACE STANDARDS EXAMPLE

WORKSTATION **B - 5**

**35-42 Net Sq. Ft.**

Hoteling workstations for staff who are not in the office or at their workstations much of the day.



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**TYPICAL**

PANEL MATERIAL	WORKSURFACE	PANEL HEIGHT	STORAGE	BASE	STC (sound trasmission class)
Hard surface, fabric covered panel, or acoustical barrier panel	Laminate	Spline 47", Side panel 39" No End panel	Shelf Lateral files Flipper Door Unit	Standard	26-27

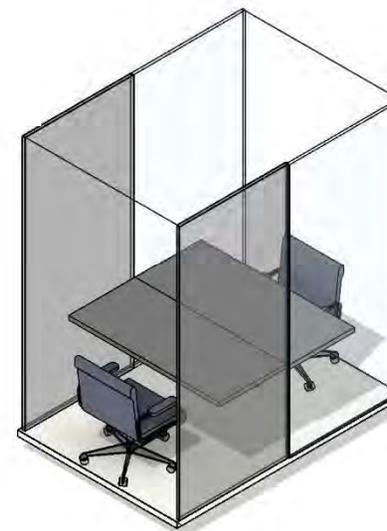
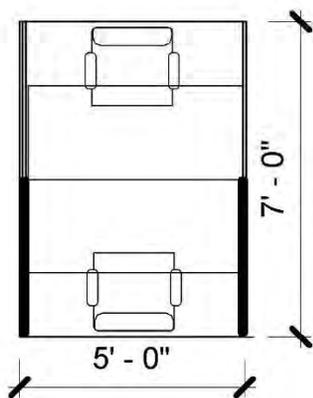


SPACE STANDARDS EXAMPLE

WORKSTATION **B - 6**

**35 Net Sq. Ft.**

High, stand-up workstations at counter, not for all day use, with some paper/form storage. Can be cash-register equipped.



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**TYPICAL**

PANEL MATERIAL	WORKSURFACE	PANEL HEIGHT	STORAGE	BASE	STC (sound trasmission class)
Hard surface, fabric covered panel, or acoustical barrier panel	Laminate	Spline 47", Side panel 39" No End panel	Shelf Lateral files Flipper Door Unit	Standard	26-27

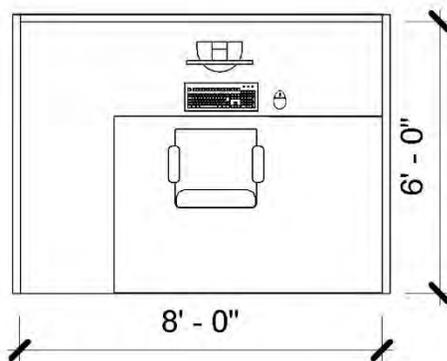


SPACE STANDARDS EXAMPLE

WORKSTATION **B - 7**

**48 Net Sq. Ft.**

Open workstations with high panels for visual and acoustic privacy, and to minimize distraction. For temporary occupancy.



Drawings not to scale. All space programming standards illustrations are diagrammatic and are not intended to represent actual furniture systems and/or arrangements that may exist.

**TYPICAL**

PANEL MATERIAL	WORKSURFACE	PANEL HEIGHT	STORAGE	BASE	STC (sound trasmission class)
Hard surface, fabric covered panel, or acoustical barrier panel	Laminate	Spline 47", Side panel 39" No End panel	Shelf Lateral files Flipper Door Unit	Standard	26-27

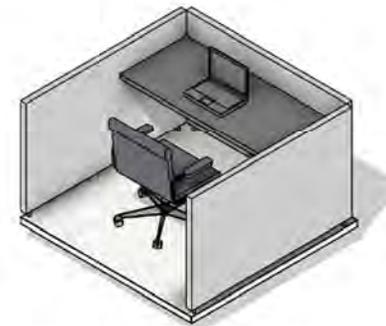
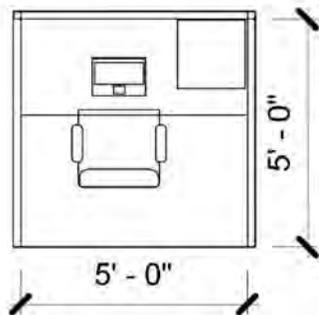


## SPACE STANDARDS EXAMPLE

### WORKSTATION **B - 8**

**25 Net Sq. Ft.**

Open workstations with high panels for visual and acoustic privacy, and to minimize distraction. For temporary occupancy.



Drawings not to scale. All space programming standards illustrations are diagrammatic and are not intended to represent actual furniture systems and/or arrangements that may exist.

#### TYPICAL

PANEL MATERIAL	WORKSURFACE	PANEL HEIGHT	STORAGE	BASE	STC (sound trasmission class)
Cut/loop carpet tile (20 oz.)	Laminate	Spline 39", Side panel 39" No End panel	Shelf Lateral files Flipper Door Unit	Standard	26-27

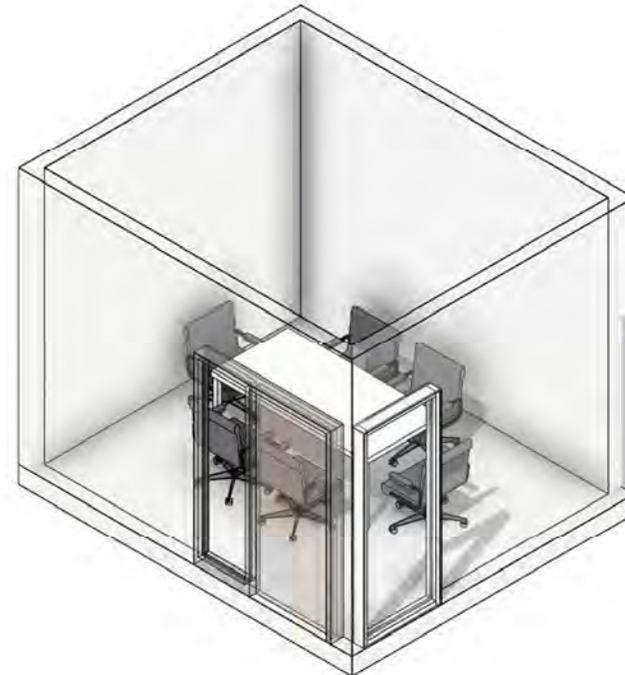
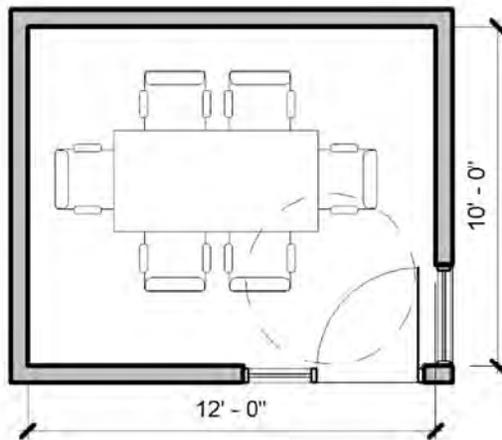


SPACE STANDARDS EXAMPLE

CONFERENCE **C - 1**

**120 Net Sq. Ft.**

Small conference. Meetings of 2 - 6 individuals.



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TYPICAL

FLOOR	BASE	WALLS	CEILINGS	CEILING HEIGHT	STC (sound trasmission class)
Cut/loop carpet tile (20 oz.)	6" toeless rubber base	Painted gypsum board	2' x 2' suspended acoustical tile	9' - 0"	45

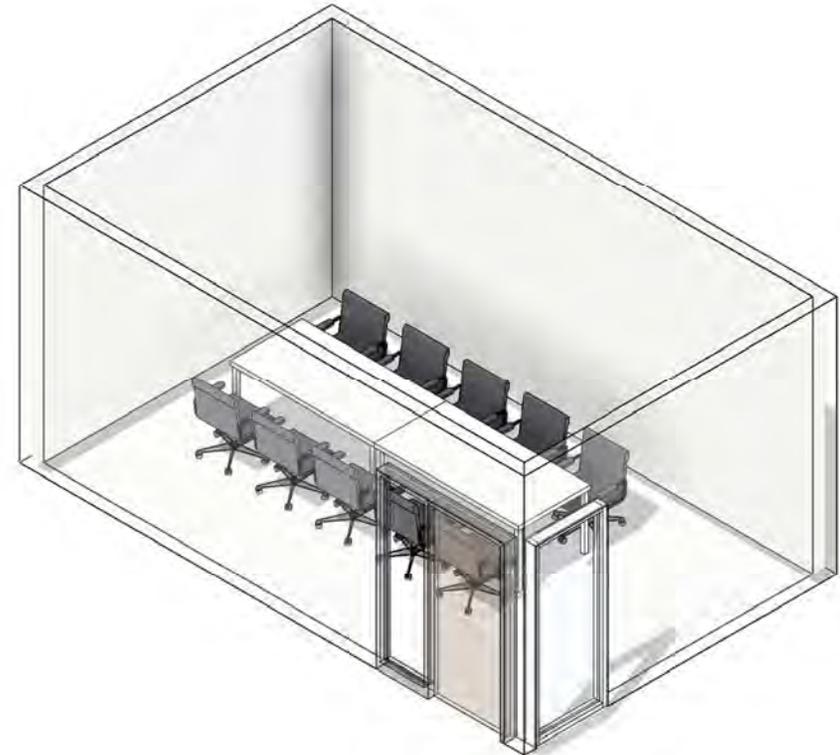
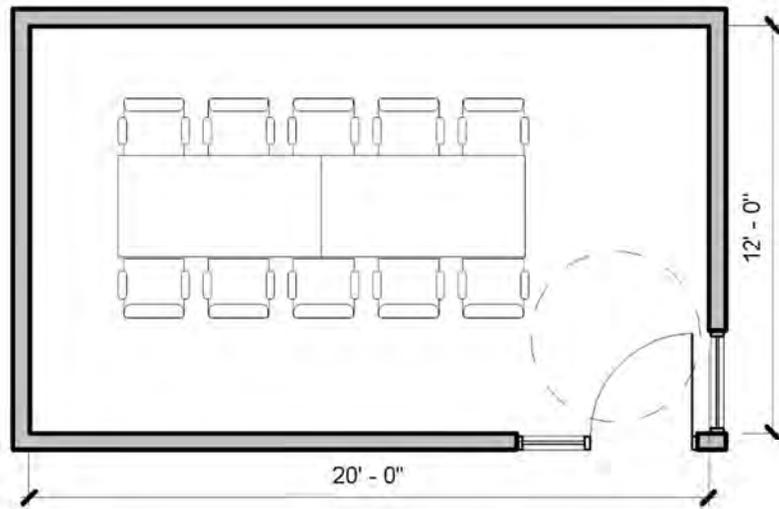


SPACE STANDARDS EXAMPLE

CONFERENCE **C - 2**

**240 Net Sq. Ft.**

Medium conference. Meetings of 6 - 10 individuals.



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**TYPICAL**

FLOOR	BASE	WALLS	CEILINGS	CEILING HEIGHT	STC (sound trasmission class)
Cut/loop carpet tile (20 oz.)	6" toeless rubber base	Painted gypsum board	2' x 2' suspended acoustical tile	9' - 0"	45

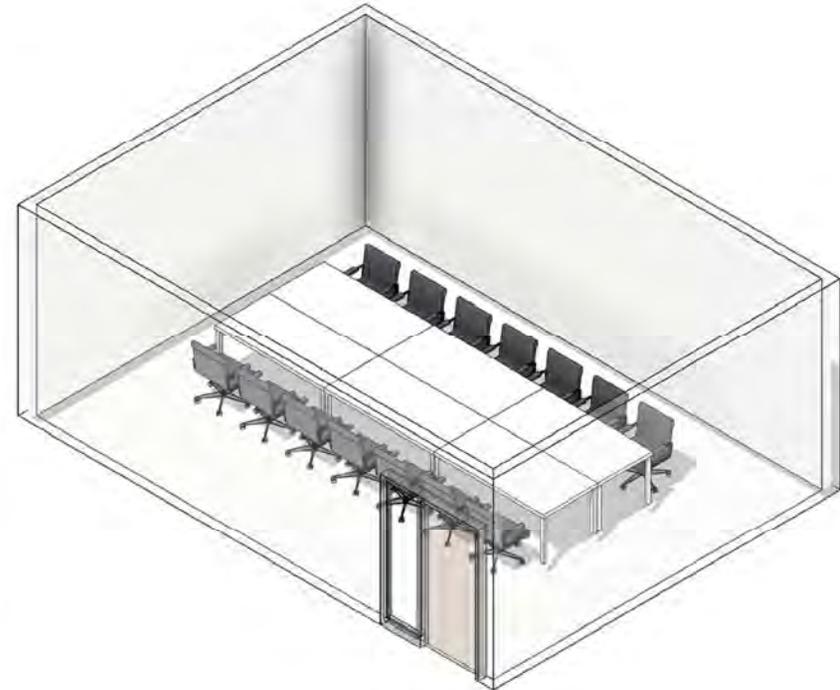
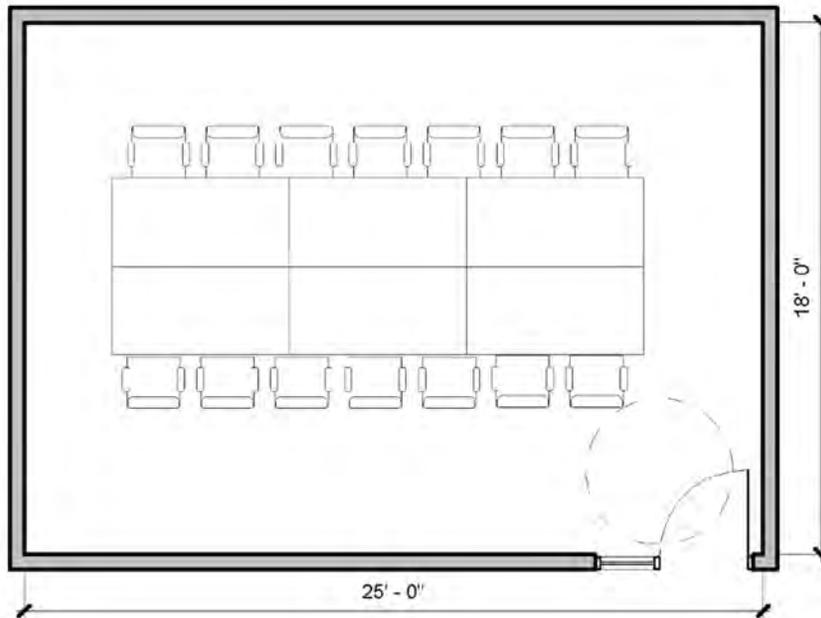


SPACE STANDARDS EXAMPLE

CONFERENCE **C - 3**

**450 Net Sq. Ft.**

Large conference. Meetings of 10 - 18 individuals.



Drawings not to scale. All space programming standards illustrations are diagrammatic and are not intended to represent actual furniture systems and/or arrangements that may exist.

**TYPICAL**

FLOOR	BASE	WALLS	CEILINGS	CEILING HEIGHT	STC (sound trasmission class)
Cut/loop carpet tile (20 oz.)	6" toeless rubber base	Painted gypsum board	2' x 2' suspended acoustical tile	9' - 0"	45

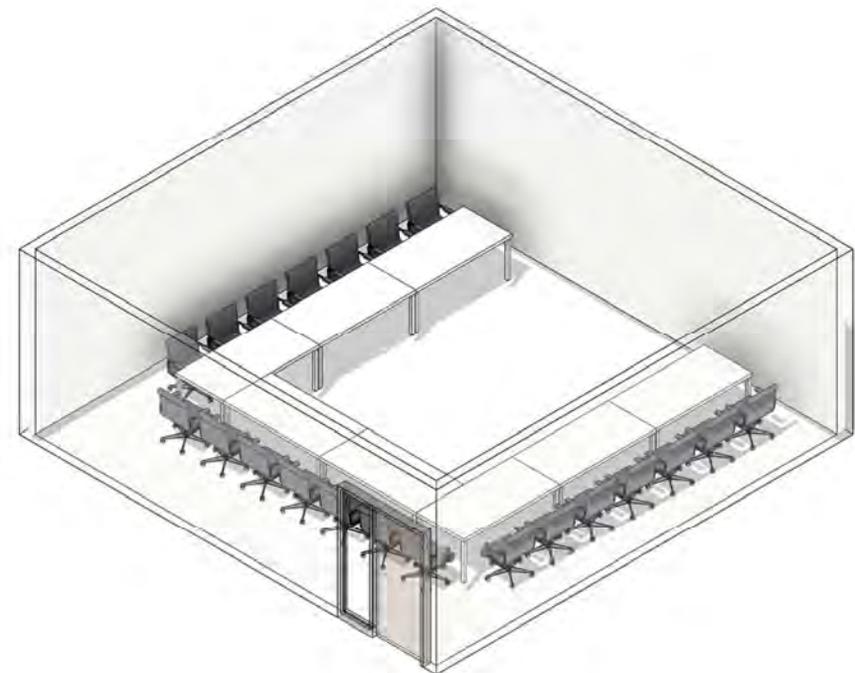
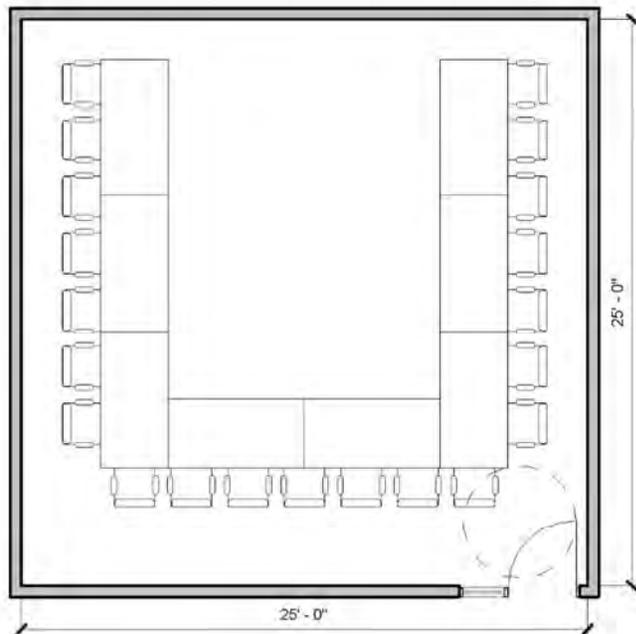


# SPACE STANDARDS EXAMPLE

## CONFERENCE **C - 4**

**625 Net Sq. Ft.**

Extra Large conference. Meetings of 18 - 26 individuals, conference style setup



Drawings not to scale. All space programming standards illustrations are diagrammatic and are not intended to represent actual furniture systems and/or arrangements that may exist.

### TYPICAL

FLOOR	BASE	WALLS	CEILINGS	CEILING HEIGHT	STC (sound trasmission class)
Cut/loop carpet tile (20 oz.)	6" toeless rubber base	Painted gypsum board	2' x 2' suspended acoustical tile	9' - 0"	45

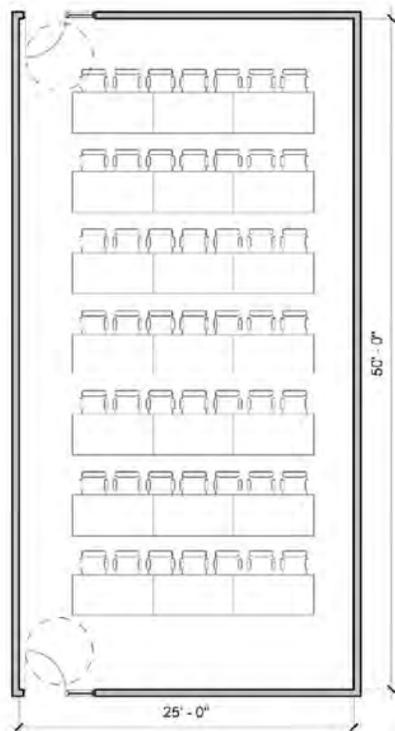


SPACE STANDARDS EXAMPLE

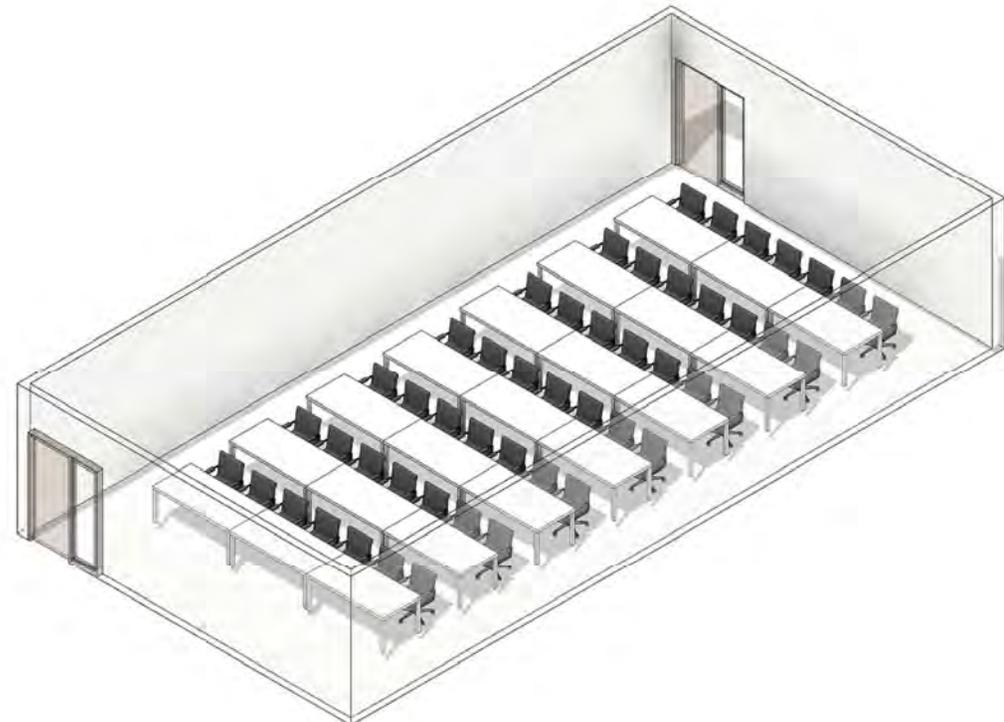
CONFERENCE **C - 5**

**1,250 Net Sq. Ft.**

Large Training conference. Meetings of up to 50 individuals, classroom style



TYPICAL



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FLOOR	BASE	WALLS	CEILINGS	CEILING HEIGHT	STC (sound trasmission class)
Cut/loop carpet tile (20 oz.)	6" toeless rubber base	Painted gypsum board	2' x 2' suspended acoustical tile	9' - 0"	45

