



PROJECT MANAGEMENT

**PROJECT
MANAGEMENT**



KITSAP COUNTY COURTHOUSE FINAL REPORT

PROJECT MANAGEMENT

TASKS	2018		FEBRUARY				MARCH				APRIL				MAY				JUNE				Symbol Key
	DATES	5	12	19	26	5	12	19	26	2	9	16	23	30	7	14	21	28	4	11	18	25	
	WEEKS	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
1. Project Kick-Off																							
Kick-Off Meeting		○	○	○																		○	
Facility/Operations Tour		○	○	○																		○	
Survey of Existing Facilities & Site		○	○	○																		○	
Review Comp Plan & Land Use			○	○																			
2. Visioning																							
All Departments Meeting				○	○	○	○																
Trends					○	○	○																
Local/Visual Tour					○	○	○																
Questionnaires Development & Review			○	○	○	○																	
3. Analysis of Potential Sites																							
Site Conditions				○	○																		
Natural Attributes				○	○																		
Utility Analysis				○	○																		
Potential Site Development Opportunities				○	○	○	○	○															
Preliminary Scoring							○	○															
4. Needs Assessment																							
Document Current and Future Spaces Needs					○	○	○	○	○	○	○	○	○										
Courtroom Diagrams						○	○	○	○	○	○	○											
Caseload and Staffing Projections						○	○	○	○	○	○	○											
Trends and Potential Initiatives						○	○	○	○	○	○	○											
Departmental Relationships									○	○	○	○											
5. Concept Alternatives																							
Prepare Multiple Concepts									○	○	○	○											
Prepare Final Concept												○	○	○	○	○	○						
Meet Current and Future Operational Goals												○	○	○	○	○	○						
Security Plan									○	○	○	○	○	○	○	○	○						
Phasing Plan									○	○	○	○	○	○	○	○	○						
6. Concept Features																							
Summary of Concept Features															○	○	○	○					
List of Advantages and Disadvantages															○	○	○	○					
7. Cost Estimate																							
Construction Cost Estimates										○	○	○	○	○	○	○	○	○	○	○	○	○	
Soft Cost Estimates															○	○	○	○	○	○	○	○	
Total Project Costs														○	○	○	○	○	○	○	○	○	
Project Costs for Phasing															○	○	○	○	○	○	○	○	
8. Concept Comparison																							
Concept Comparison Matrix												○	○										
9. Document & Presentation																							
Documentation																			○	○			
Meetings and Presentations																			○	○	○	○	

Note: Contract scope and schedule extended to included Option 5 - July 2018 to December 20018.

KITSAP COUNTY
ADMINISTRATION
BUILDING
&
COURTHOUSE

IV.

KITSAP COUNTY COURTHOUSE FINAL REPORT

PROGRAMMING

PROGRAMMING

PROGRAMMING

Kitsap County Needs Assessment

Comparative Feasibility Study

PROGRAM METHODOLOGY OVERVIEW OF SPACE NEEDS ASSESSMENT

SPACE PROGRAM

The space program is an assessment of the current and future space needs for each department. It forms the basis for development and concepts for the new courthouse. The TAS/HOK team interviewed each department head, walked through and documented their existing spaces then applied space standards utilized by both the County and similar courthouses. This exercise generated quantities for current needs compared to existing spaces as well as future growth estimates which were based on projected staffing and operations. The program for each department was then reviewed and revised where appropriate before finalizing this program.

The program is divided into sections, numbered 1.0 through 9.0. The individual departments include:

- 1.0 Courthouse Lobby and Public Space
- 2.0 Superior Court
- 3.0 District Court
- 4.0 Clerk
- 5.0 Prosecutor
- 6.0 Sheriff
- 7.0 Public Defense
- 8.0 Information Services
- 9.0 Building Support

We envision all these departments will be in the courthouse however units of the Prosecuting Attorney or Sheriff may be located in adjacent or in nearby buildings. Section 1.0 with Courthouse Lobby and Common Spaces includes the entry vestibule, security screening and work rooms for the media, attorneys/Bar, and Office of Assigned Counsel. There is also a separate area for law enforcement awaiting trial. Section 9.0 Building Support includes building systems and receiving and maintenance as well as staff and public toilets, family restrooms, on-floor recycling bins and janitor's closets.

Program areas are all designated in square feet and include net, departmental gross and building gross.

Net Area (NSF) is defined as the interior area of each space from face of wall to face of wall. The program table assigns a net area to each space which is then multiplied by the number of spaces and totaled at the bottom.

Below the total Net Area is a **total Departmental Gross Area (DGSF)**. The DGSF includes corridors within the department to get from space to space and the thickness of internal walls and chases. For existing conditions the DGSF is based on the actual area you occupy today divided by your net area.

For projecting future space needs a **Departmental Efficiency Factor** was applied based on the number and size of the rooms, walls and corridor; testing the actual department layouts in plan and by comparison to similar departments in comparable facilities.

The Space Summary lists each department and its departmental gross area. A separate overall efficiency factor is added to account for space to circulate between departments including corridors, stairs and elevators, public toilets, janitor closets, building systems and support spaces such as electrical and mechanical rooms not listed in the space list, and the thickness of the exterior wall which will wrap the building. This calculation results in a projection of the total **Building Gross Area (BGSF)** and is a preliminary benchmark for the size of the building.

TABLE FORMAT

Each department is assigned a whole number. The first column assigns a space number to each type of space within the department by adding two digits right of the department number such as 1.01. The second column is the name of the space/function of the space. The following columns are divided into five categories followed by a space for additional comments. The categories include Existing Area, Existing Area to Standard, Current Need to Standard, 2030 Space Projections and 2045 Space Projections.

Existing Area is a calculation of the department's existing space use. It includes three columns with the first indicating the number of similar spaces, the second the average net area of these spaces and the third their total net area. At the bottom of the table are totals for the numbers of staff, total net area and the total departmental gross area. The net and departmental areas are based on actual take-offs of your spaces calculated from the measured drawings either supplied by the County or created by the Thomas Architecture Studios. The departmental grossing factor is determined by dividing the Departmental Gross Area by the Net Area.

Existing Area to Standard applies current standards to type of space without changing staffing numbers. These standards are based on Kitsap County standards and similar contemporary facilities. They are applied across each department based on the function of the space, how many people occupy the space and types of equipment and furnishings to be housed within it. In some cases the space size has increased based on such factors as ADA requirements (Americans with Disabilities Act) which facilitate wheelchair movement while in others it has been reduced with implementation of electronic technology, reduction in use of law books and electronic filing. Similarly a new departmental grossing factor is applied to each department based on similar new facilities under design or recently constructed across the country.

Current Need to Standard applies the space standards to current staffing need. Only the number of spaces changes to project what the actual area would be to properly house current need. Staffing levels have reduced dramatically since 2009 and each department has evolved to become more efficient including incorporation of new technologies. However, most departments require a few additional staff to properly perform their assigned tasks. In other cases there are work functions that do not have properly assigned spaces. This would include security queuing and screening space at the courthouse entries, judges without courtrooms and courtrooms without attorney client conference space, witness waiting, jury deliberation rooms or holding cells for in-custody defendants.

2030 and 2045 Space Projections applies staffing projections based on Kitsap County population projections, caseload history and your input through questionnaires and in meetings applied to the space standards. The space types, sizes and departmental grossing factors remain the same.

Kitsap County Courthouse Feasibility and Space Needs Assessment

Port Orchard, Washington

Space Summary

Courthouse		Existing			Existing to Standard		Current Need to Standard		2030 Space Projection		2045 Space Projection		Comments
No.	Department	Staff	Net Area	DGSF Area	Standard Net Area	DGSF Area	Staff	DGSF Area	Staff	DGSF Area	Staff	DGSF Area	
1.0	Courthouse Lobby + Public Space	3	1,218	3,153	3,470	4,164	3	5,232	3	5,232	3	5,232	
2.0	Superior Court	28	15,779	17,815	25,498	31,873	29	48,750	33	52,830	36	57,235	
3.0	District Court	27	11,214	12,751	14,340	18,642	27	19,994	35	26,647	39	30,029	
4.0	Clerk	44	7,962	10,158	10,352	10,158	45	14,040	48	14,234	52	14,515	
5.0	Prosecutor	80	23,529	31,000	17,991	23,388	81	19,585	98	21,646	107	22,749	Includes Civil+Family Support
6.0	Sheriff's Office Outside Jail	53	9,012	10,932	9,078	11,348	58	11,728	71	13,108	84	14,295	
7.0	Public Defense	14	2,259	2,910	3,006	3,908	15	4,064	22	4,896	26	5,447	
8.0	Information Services	47	9,200	11,817	8,820	11,466	48	11,271	51	11,718	51	11,718	
9.0	Building Support	0	0	0	0	27,242	0	27,242	0	28,696	0	28,696	
SUBTOTAL		296		100,536		142,188	306	161,904	361	179,007	398	189,916	
Building Grossing Factor			0.38	38,464	0.15	21,328		24,286		26,851		28,487	
TOTAL BGSF				139,000		163,516		186,190		205,858		218,403	
Options													
5.8	Child Advocacy Center	14	4,027	5,306	3,082	4,007	11	3,851	15	4,475	15	4,475	Formerly SAU
6.5	Sheriff's Office Within Jail	4	8,685	11,668	8,600	10,750	4	11,050	5	11,130	6	11,210	Detectives+jail support
SUBTOTAL		18		16,974		14,757	15	14,901	20	15,605	21	15,685	
OVERALL DGSF		314		117,510		156,944	321	176,805	381	194,612	419	205,600	
Building Grossing Factor			8.37	142,026	0.15	2,213		2,235		2,341		2,353	
TOTAL BGSF				159,000		173,914		193,941		212,557		223,637	

Kitsap County Courthouse Feasibility and Space Needs Assessment
 Port Orchard, Washington

Courtroom Summary

No.	Room Name/ Position	Existing			Existing to Standard		Current Need to Standard		2030 Space Projection		2045 Space Projection		Additional Comments
		No.	Area (SF)	Total Area	Standard Area	Total Area	No.	Total Area	No.	Total Area	No.	Total Area	
Superior Court													
2.01	Typical Courtroom	6	1,187	7,122	1,600	9,600	8	12,800	9	14,400	10	16,000	50 spectators, 15 p. jury box + bailiff
2.02	Hearing Courtroom	1	456	456	1,600	1,600	1	1,600	1	1,600	1	1,600	Comissioner's court, no jury box
2.05	Secure Hearing Room				1,300	0	1	1,300	1	1,300	1	1,300	with adjacent secure prisoner dock
2.05	Large Courtroom	0	0	0	2,400	0	1	2,400	1	2,400	1	2,400	200 spectators, 16 p. jury box + bailiff, tables, bench for
	<i>Courtroom Subtotal</i>	7					11		12		13		
2.15	Jury Deliberation Room	4	308	1,232	350	1,400	6	2,100	6	2,100	7	2,450	Also used for Mediation
2.25	Judge's Chambers	8	244	1,952	224	1,792	8	1,792	9	2,016	10	2,240	
2.28	Court Commissioner	1	142	142	182	182	1	182	1	182	2	364	
	<i>Judicial Officer Subtotal</i>	9					9		10		12		
District Court													
3.01	Jury Courtroom	4	1,034	4,136	1,600	6,400	2	3,200	2	3,200	2	3,200	50 spectators, 15 p. jury box + bailiff
3.02	Non-Jury Courtroom	0	0	0	1,600	0	2	3,200	3	4,800	4	6,400	
3.03	Hearing Courtroom	0	0	0	1,300	0	0	0	1	1,300	1	1,300	
	<i>Courtroom Subtotal</i>	4					4		6		7		
4.09	Jury Deliberation Room	1	318	318	200	200	2	400	2	400	2	400	Also used for conference room.
3.19	Judge's Chambers	4	165	660	224	896	4	896	5	1,120	6	1,344	
3.21	Court Commissioner	0	0	0	182	0	0	0	1	182	1	182	
3.22	Pro Tem Judge	1	138	138	144	144	1	144	1	144	1	144	
	<i>Judicial Officer Subtotal</i>	5					5		7		8		
	<i>Total Courtrooms</i>	11					15		18		20		
	<i>Total Jury Deliberation Rooms</i>	5					8		8		9		
	<i>Total Judicial Officers</i>	14					14		17		20		Including Pro Tem District Judge
SUBTOTAL NET AREA				16,156		22,214		30,014		35,144		39,324	

Kitsap County Courthouse Feasibility and Space Needs Assessment 1.0 Courthouse Lobby & Common Spaces
 Port Orchard, Washington **Future Space Summary**

No.	Room Name/ Position	Existing			Existing to Standard			Current Need to Standard		2030 Space Projection		2045 Space Projection		Additional Comments
		No.	Area (SF)	Total Area	No.	Standard Area	Total Area	No.	Total Area	No.	Total Area	No.	Total Area	
1.01	Entry Vestibule	0	0	0	1	80	80	1	80	1	80	1	80	
1.02	Security Queuing	0	0	0	1	800	800	1	800	1	800	1	800	
1.03	Security Screening	2	77	154	2	80	160	2	160	2	160	2	160	Two staff per screening station
1.04	Information Counter/Kiosk	1	63	63	1	0	0	1	0	1	0	1	0	See 2.65 for Docent/Information Desk
1.05	Lobby	1	401	401	1	900	900	1	900	1	900	1	900	
1.06	Security Office	1	384	384	0	0	0	0	0	0	0	0	0	Building security and screening staff
1.07	Courthouse Security Control Room				1	120	120	1	120	1	120	1	120	
1.08	Security Electronics Room				1	120	120	1	120	1	120	1	120	secure access
1.09	Screening Staff Lockers/Break/Work Room				1	200	200	1	200	1	200	1	200	computer workstation; counter with microwave, undercounter refrigerator, sink; 8 half lockers; table with 4 chairs
1.10	Staff Toilet	0	0	0	1	50	50	1	50	1	50	1	50	
1.11	Equipment Storage	1	75	0	1	40	40	1	40	1	40	1	40	
1.12	Media Work Room	0	0	0	0	180	0	1	180	1	180	1	180	Connect to courtroom audio feeds
1.13	Attorney Work Area	0	0	0	0	240	0	1	240	1	240	1	240	
1.14	AV/IT Staff Work Area	0	0	0	0	180	0	1	180	1	180	1	180	2 workstations, workbenches, storage
1.15	Bar Association	1	106	106	1	200	200	1	200	1	200	1	200	
<i>Law Enforcement Waiting</i>														
1.16	Law Enforcement Waiting	0	350	0	0	240	0	1	240	1	240	1	240	include 2 officer workstations
1.17	Officer Restrooms	0	350	0	0	50	0	1	50	1	50	1	50	
<i>Office of Assigned Counsel</i>														
1.18	Attorney Client Conference Rooms	0	0	0	2	120	240	2	240	2	240	2	240	
1.19	Attorney Workrooms	0	0	0	2	120	240	2	240	2	240	2	240	
<i>Staff Entry</i>														
1.20	Vestibule	0	0	0	1	60	60	1	60	1	60	1	60	
1.21	Security Queuing	1	50	50	1	180	180	1	180	1	180	1	180	
1.22	Security Screening	1	60	60	1	80	80	1	80	1	80	1	80	
SUBTOTAL NET AREA														
		3		1,218	3		3,470	3	4,360	3	4,360	3	4,360	
			1.59	1,935		0.20	694		872		872		872	
				3,153			4,164		5,232		5,232		5,232	

Kitsap County Courthouse Feasibility and Space Needs Assessment
 Port Orchard, Washington

2.0 Superior Courts
 Future Space Summary

No.	Room Name/ Position	Existing			Existing to Standard			Current Need to Standard		2030 Space Projection		2045 Space Projection		Additional Comments
		No.	Area (SF)	Total Area	No.	Standard Area	Total Area	No.	Total Area	No.	Total Area	No.	Total Area	
Courtrooms														
2.01	Typical Courtroom	6	1,187	7,122	6	1,600	9,600	8	12,800	9	14,400	10	16,000	Center bench, 50 spectators, 2 wheelchair positions, 14 p. jury box-first tier 6" up; adjustable work surfaces-typical; 2 clerks w/printer, provision for court reporter
2.02	Non-Jury Courtroom	1	456	456	1	1,600	1,600	1	1,600	1	1,600	1	1,600	Commissioner, Center bench, 75+ spectators
2.03	Secure Hearing Room	0	1,025	0	0	1,300	0	1	1,300	1	1,300	1	1,300	Unassigned, no attorney client conference rooms
2.04	Prisoner Dock				0	180	0	1	180	1	180	1	180	glazed prisoner area attached to hearing room; benches
2.05	Large Courtroom	0	0	0	0	2,400	0	1	2,400	1	2,400	1	2,400	120 spectators, 16 p. jury box, 4 counsel tables
2.06	Soundlock Entry Vestibule	0	0	0	6	56	336	11	616	12	672	13	728	
2.07	Attorney Client Conference Rooms	1	149	149	12	100	1,200	20	2,000	22	2,200	24	2,400	access from public corridor; 2 per court except secure hearing room
2.08	Court Waiting	0	0	0	6	240	1,440	10	2,400	11	2,640	12	2,880	20 people
2.09	Large Court Waiting	0	0	0	0	360	0	1	360	1	360	1	360	Large waiting area for Large Courtroom; provide for additional magnetometer for as needed
2.10	Robing Rooms	2	26	52	6	110	660	11	1,210	12	1,320	13	1,430	One per courtroom
2.11	Evidence Storage	0	0	0	6	20	120	10	200	11	220	12	240	Typical jury and large courtroom
2.12	AV / IT Technology	0	0	0	3	80	240	6	480	6	480	7	560	
2.13	Witness Waiting	0	0	0	2	120	240	2	240	2	240	2	240	One per court floor
2.14	Settlement Conference Rooms	0	0	0	0	120	0	4	480	4	480	4	480	Two per court floor
Jury Deliberation Suites														
2.15	Jury Deliberation Room	4	308	1,232	4	350	1,400	6	2,100	6	2,100	7	2,450	Also used for Mediation
2.16	Soundlock Vestibule	3	40	120	3	80	240	6	480	6	480	7	560	
2.17	Juror Toilets	8	37	296	6	50	300	12	600	12	600	14	700	
Court Holding														
2.20	Single Holding Cell	0	0	0	3	70	210	6	420	7	490	7	490	includes secure hearing room
2.21	Large Holding Cell	2	96	192	3	100	300	5	500	6	600	6	600	No large holding cell at secure hearing room
2.22	Soundlock Vestibule	2	0	0	6	42	252	10	420	11	462	12	504	no vestibule at secure hearing room
2.23	Prisoner Elevator Lobby	0	0	0	6	50	300	6	300	6	300	7	350	
2.24	Non-Contact Conference Booths	0	0	0	6	60	360	11	660	12	720	13	780	ADA accessible; one booth each for prisoner + attorney; detention glazing; speak-thru frame
Judicial Offices														
2.25	Judge's Chambers	8	244	1,952	8	224	1,792	8	1,792	9	2,016	10	2,240	based on collegial chambers floor
2.26	Judge's Toilets	3	27	81	3	50	150	0	0	0	0	0	0	Shared with court staff; multi-fixture toilet rooms
2.27	Closet					10		8	80	9	90	10	100	one per judge's chamber
2.28	Court Commissioner	1	142	142	1	182	182	1	182	1	182	2	364	
2.29	Judge's Toilets	0	20	0	0	50	0	0	0	0	0	0	0	Shared with court staff; multi-fixture toilet rooms
2.30	Staff Attorney	2	33	66	2	120	240	2	240	2	240	3	360	
2.31	Office Support Specialist	1	77	77	1	64	64	1	64	1	64	1	64	Receptionist
2.32	Copier/Printers/Supply Areas	0	43	0	1	40	40	1	40	1	40	1	40	1 on collegial floor
2.33	Judicial Conference Room	1	226	226	1	400	400	1	400	1	400	1	400	On collegial floor
2.34	Kitchenette	0	0	0	0	40	0	1	40	1	40	1	40	
2.35	Storage	5	41	205	1	100	100	1	100	1	100	1	100	
Court Support Offices														

Kitsap County Courthouse Feasibility and Space Needs Assessment
 Port Orchard, Washington

2.0 Superior Courts
 Future Space Summary

No.	Room Name/ Position	Existing			Existing to Standard			Current Need to Standard		2030 Space Projection		2045 Space Projection		Additional Comments
		No.	Area (SF)	Total Area	No.	Standard Area	Total Area	No.	Total Area	No.	Total Area	No.	Total Area	
2.40	Office Support Coordinator	1	77	77	1	120	120	1	120	2	240	2	240	calendar coord. + arbitration mgr./tech.
2.41	Court Administrator	1	194	194	1	182	182	1	182	1	182	1	182	on court floor
2.42	Office Support Specialist	0	107	0	0	64	0	0	0	1	64	1	64	legal assistant, acts as receptionist for collegial floor
2.43	Fiscal Support Specialist	1	94	94	1	120	120	1	120	1	120	1	120	
2.44	Court Reporter Supervisor	1	76	76	1	120	120	1	120	1	120	1	120	
2.45	Court Reporters	4	68	272	4	100	400	4	400	4	400	4	400	
2.46	Programs Specialist	1	169	169	1	120	120	1	100	1	120	1	120	Pretrial Services
2.47	Receptionist / Office Assistant	2	95	190	2	48	96	0	0	1	48	1	48	Litigants need to check-in for trials hearings and settlement conferences
2.48	Check-In	1	245	245	1	150	150	1	150	1	150	1	150	Adjacent to receptionist; public and private access
2.49	Copier/Printers/Supply Areas	1	43	43	1	40	40	2	80	2	80	2	80	court floors
2.50	Conference Room				0	180	0	1	180	1	180	1	180	
2.51	Bailiff Work Area	0	0	0	0	120	0	2	240	2	240	2	240	Shared work area by bailiffs on floor
2.52	Break Room	1	247	247	1	300	300	1	300	1	300	1	300	court office
2.53	Kitchenette	0	0	0	0	40	0	1	40	1	40	1	40	on court floor without court support offices
2.54	Storage Closet	1	78	78	2	80	160	3	240	3	240	3	240	
2.55	File Storage					120		1	120	1	120	1	120	for Treatment Court Files and Bench copies; remote storage for financial and HR records
	Other													
2.60	Pretrial Services	1	189	189	1	144	144	1	144	1	144	1	144	
2.61	Treatment Court Manager	1	126	126	1	144	144	1	144	1	144	1	144	
2.62	Drug Court Administrator Specialist	1	46	46	1	120	120	1	120	1	120	1	120	
2.63	Drug Court Compliance Specialists	3	44	132	3	120	360	3	360	4	480	4	480	1 per 50 clients
2.64	Bailiffs	0	0	0	0	0	0	0	0	0	0	0	0	On call; no permanent workstations
2.65	Docent / Information Desk	0	0	0	0	80	0	0	0	1	80	1	80	Shared Superior/District Court representative in lobby
	Law Library/Pro-Se Center													
2.70	Lobby	1	344	344	1	120	120	1	120	1	120	1	120	
2.71	Kitchen	1	192	192	1	40	40	1	40	1	120	1	120	
2.72	Librarian	1	54	54	2	48	96	2	96	2	96	2	96	
2.73	Book Rooms	2	167	334	1	500	500	1	500	1	500	1	500	
2.74	Reading Room	1	309	309	1	400	400	1	400	1	400	1	400	Computer carrels & tables/chairs
SUBTOTAL NET AREA		28		15,779	29		25,498	29	39,000	33	42,264	36	45,788	
Circulation and Internal Walls			0.13	2,036		0.25	6,375		9,750		10,566		11,447	
TOTAL DGSF				17,815			31,873		48,750		52,830		57,235	

Kitsap County Courthouse Feasibility and Space Needs Assessment
 Port Orchard, Washington

3.0 District Courts
 Future Space Summary

No.	Room Name/ Position	Existing		Existing to Standard		Current Need to Standard		2030 Space Projection		2045 Space Projection		Additional Comments		
		No.	Area (SF)	Total Area	No.	Standard Area	Total Area	No.	Total Area	No.	Total Area			
Courtrooms														
3.01	Jury Courtroom	4	1,059	4,236	4	1,600	6,400	2	3,200	2	3,200	2	3,200	50 spectators, two with 8 p. jury box + bailiff
3.02	Non-Jury Courtroom				0	1,600	0	2	3,200	3	4,800	4	6,400	75 spectators, bailiff
3.03	Hearing Courtroom	0	632	0	0	1,300	0	0	0	1	1,300	1	1,300	40 spectator seats, Commissioner's court, no jury box
3.04	Soundlock Entry Vestibule	0	0	0	4	56	224	4	224	6	336	7	392	
3.05	Robing Rooms	2	182	364	4	120	480	4	480	6	720	7	840	
3.06	Attorney Client Conference Rooms	2	136	272	3	100	300	4	400	5	500	6	600	For public use; 1 per courtroom
3.07	Court Waiting	0	200	0	3	240	720	4	960	6	1,440	7	1,680	Currently portion of lobby
3.08	Evidence/Storage	0	0	0	1	80	80	1	80	1	80	1	80	Currently in vault
3.09	AV / IT Technology	0	42	0	2	80	160	2	160	3	240	4	320	
3.10	Witness Waiting	0	0	0	0	120	0	0	0	0	0	0	0	
Jury Deliberation Suites														
3.11	Jury Deliberation Room	1	318	318	1	200	200	2	400	2	400	2	400	Also used for conference room.
3.12	Soundlock Vestibule	0	0	0	1	50	50	2	100	2	100	2	100	One per jury room
3.13	Juror Toilets	2	62	124	1	50	50	2	100	2	100	2	100	One per jury room
Court Holding														
3.14	Single Holding Cell	0	0	0	2	70	140	2	140	3	210	3	210	
3.15	Large Holding Cell	0	0	0	2	100	200	2	200	3	300	3	300	
3.16	Soundlock Vestibule	1	138	138	4	42	168	4	168	5	210	5	210	
3.17	Prisoner Elevator Lobby	0	0	0	3	50	150	2	100	3	150	3	150	
3.18	Non-Contact Conference Booths	0	0	0	4	60	240	4	240	5	300	5	300	Not at traffic courtroom next to offices
Judicial Offices														
3.19	Judge's Chambers	4	165	660	4	224	896	4	896	5	1,120	6	1,344	
3.20	Closet					10	0	4	40	5	50	6	60	
3.21	Court Commissioner	0	0	0	0	182	0	0	0	1	182	1	182	
3.22	Pro Tem Judge	1	138	138	1	144	144	1	144	1	144	1	144	
3.23	Judge's Toilet	1	99	99	0	50	0	0	0	0	0	0	0	Shared with court staff; multi-fixture toilet rooms
3.24	Judicial Conference Room	1	251	0	1	250	250	1	250	1	250	1	250	
3.25	Copier/Printers/Supply Areas	0	0	0	1	40	40	2	80	2	80	2	80	1/court floor
3.26	Storage	2	47	94	2	50	100	2	100	2	100	2	100	1/court floor
3.27	Kitchenette	0	0	0	1	40	40	1	40	1	40	1	40	
Court Support Offices														
3.28	Court Administrator	1	250	250	1	182	182	1	182	1	182	1	182	
3.29	Office Support Coordinator	1	125	125	1	75	75	1	75	2	150	2	150	Court scheduler
3.30	Conference Room	0	0	0	0	180	0	1	180	1	180	1	180	
Criminal														
3.31	Office Support Supervisor	1	95	95	1	75	75	1	75	2	150	2	150	
3.32	Office Support Coordinator	1	84	84	1	75	75	1	75	1	75	1	75	
3.33	Court Clerk (Criminal)	7	90	630	7	48	336	7	336	8	384	9	432	
3.34	Office Support Assistant	1	80	80	1	48	48	1	48	1	48	2	96	
Programs														
3.35	Programs Manager	1	85	85	1	150	150	1	150	1	150	1	150	also Mental Health/Veterans Court Program manager
3.36	Program Specialist	2	85	170	2	75	150	2	150	4	300	5	375	Probation
Civil and Small Claims														
3.37	Office Support Supervisor	1	63	63	1	75	75	1	75	1	75	1	75	

Kitsap County Courthouse Feasibility and Space Needs Assessment
 Port Orchard, Washington

3.0 District Courts
 Future Space Summary

No.	Room Name/ Position	Existing			Existing to Standard			Current Need to Standard		2030 Space Projection		2045 Space Projection		Additional Comments
		No.	Area (SF)	Total Area	No.	Standard Area	Total Area	No.	Total Area	No.	Total Area	No.	Total Area	
3.38	Court Clerk (Civil and Small Claims)	2	68	136	2	48	96	2	96	2	96	2	96	
3.39	Fiscal Support Technician	1	176	176	1	120	120	1	120	1	120	1	120	Accounting and supplies currently
3.40	Court Clerk	1	76	76	1	48	48	1	48	1	48	1	48	
3.41	Court Clerk (Infractions)	1	76	76	1	48	48	1	48	1	48	1	48	
	<i>Lobby</i>													
3.41	Waiting/Counter Queuing	1	576	576	1	600	600	1	600	1	600	1	600	
3.42	Conference Room	2	140	280	1	120	120	2	240	2	240	2	240	4-6 people; computer
3.43	Supply/Archive Room	1	180	180	1	180	180	1	180	1	180	1	180	
3.44	Vault/File Room	1	676	676	1	200	200	1	200	1	200	1	200	
3.45	Break Room	1	210	210	1	240	240	1	240	1	240	1	240	
	<i>Other</i>													
3.46	Files	1	22	22	1	50	50	1	120	1	120	1	120	
3.47	Storage	2	25	50	1	80	80	1	80	1	80	1	80	
3.48	Mental Health/Veterans Court Program Mgr.	1	191	191	0	120	0	0	0	0	0	0	0	Behavior Health Court; Program Manager above
3.49	Care Coordinator	2	191	382	2	120	240	2	240	3	360	3	360	
3.50	Copy/Print/Supply Area	1	158	158	1	120	120	1	120	1	120	1	120	2 printers; 1 copier
SUBTOTAL NET AREA		27		11,214	27		14,340	27	15,380	35	20,498	39	23,099	<i>Staff highlighted in italic bold numerals</i>
Circulation and Internal Walls			0.14	1,537		0.30	4,302		4,614		6,149		6,930	
TOTAL DGSF				12,751			18,642		19,994		26,647		30,029	

Kitsap County Courthouse Feasibility and Space Needs Assessment
 Port Orchard, Washington

4.0 County Clerk
 Future Space Summary

No.	Room Name/ Position	Existing			Existing to Standard			Current Need to Standard		2030 Space Projection		2045 Space Projection		Additional Comments
		No.	Area (SF)	Total Area	No.	Standard Area	Total Area	No.	Total Area	No.	Total Area	No.	Total Area	
4.01	Public Waiting	1	166	166	1	400	400	1	400	1	400	1	400	4-6 seats for waiting;
4.02	Public Access Terminals	4	5	20	6	20	120	6	120	6	120	6	120	carrels with chairs; 4 with terminals now; all wired with power and data
4.03	Cashiering Workstation	1	55	55	1	48	48	1	48	1	48	1	48	counter workstation; enclosed; duress alarm; second open workstation within Finance & Records
4.04	Counter Workstations	3	40	120	3	48	144	3	144	4	192	5	240	counter workstations; desk height; acoustical panel separation; duress alarm
4.05	Domestic Violence Specialist	1	101	101	1	64	64	1	64	1	64	1	64	counter workstation; desk height; acoustical panel separation; starts protection orders; adjacent to work carrels to complete forms
4.06	Copier/Work/Supply Rooms	0	50	0	3	80	240	3	240	3	240	3	240	
4.07	Fiscal Support Specialist	1	138	138	1	120	120	1	120	1	120	1	120	
4.08	County Clerk	1	231	231	1	224	224	1	224	1	224	1	224	
4.09	Chief Deputy Clerk	1	201	201	1	182	182	1	182	1	182	1	182	
4.10	Front Clerk	1	56	56	1	64	64	1	64	1	64	1	64	
4.11	Conference Room	1	152	152	1	150	150	1	150	1	150	1	150	
<i>Core Services</i>														
4.22	Domestic Violence Specialist	1	41	41	1	64	64	1	64	1	64	1	64	
4.23	Court Services Manager	1	88	88	1	144	144	1	144	1	144	1	144	
4.24	Finance & Records Clerks	9	72	648	9	64	576	9	576	9	576	10	640	
4.25	Court Ops & Records Managers	2	120	240	2	144	288	2	288	2	288	2	288	
4.26	In-Court Clerks	8	58	464	8	48	384	8	384	10	480	12	576	
4.27	Docket Clerks	5	27	135	5	64	320	5	320	5	320	5	320	
4.28	Exhibit Vault	1	340	340	1	450	450	1	450	1	450	1	450	high density shelving within vault; safe
4.29	Evidence Clerk	1	109	109	1	120	120	1	120	1	120	1	120	
4.30	Scanning Stations	4	64	256	4	64	256	4	256	4	256	4	256	*3 people; 1 additional station
<i>Passport Services</i>														
4.35	Court Clerk	1	44	44	1	64	64	1	64	1	64	1	64	acoustical privacy from lobby
4.36	Photo Area	1	56	56	1	64	64	1	64	1	64	1	64	
<i>Support</i>														
4.40	Break Room	1	313	313	1	300	300	1	300	1	300	1	300	
4.41	Storage	2	581	1,162	1	1,000	1,000	1	1,000	1	1,000	1	1,000	Courthouse basement
4.42	Storage	2	406	812	0	400	0	0	0	0	0	0	0	Bullard Building
4.43	Recycling/Shredding Bin Alcove	0	0	0	1	40	40	1	40	1	40	1	40	
4.44	High-Density File Storage	1	150	150	1	150	150	1	150	1	150	1	150	Confirm Existing Area
<i>Jury Services</i>														
4.50	Reception Lobby/Check-In Counter	1	143	143	1	240	240	1	240	1	240	1	240	check-in kiosks
4.51	Jury Check-In Counter/Workstations	2	63	126	2	48	96	3	144	3	144	3	144	Separately lockable from reception lobby
4.52	Jury Workroom/Storage	1	157	157	1	150	150	1	150	1	150	1	150	
4.53	Juror Assembly/Community/Training Room	1	865	865	1	2,160	2,160	1	2,160	1	2,160	1	2,160	Proposed 150 to 180 p.; dividable
4.54	Juror Work Carrels	1	166	166	10	25	250	10	250	10	250	10	250	
4.55	Juror Quiet Room	0	0	0	1	300	300	1	300	1	300	1	300	15 capacity
4.56	Vending Area/Kitchen	0	0	0	1	250	250	1	250	1	250	1	250	2 vending machines, sink, microwaves, ice, coffee
4.57	Furniture/Storage	0	0	0	1	100	100	1	100	1	100	1	100	
4.58	Juror Toilets	0	0	0	2	180	360	2	360	2	360	2	360	

Kitsap County Courthouse Feasibility and Space Needs Assessment
 Port Orchard, Washington

4.0 County Clerk
 Future Space Summary

No.	Room Name/ Position	Existing		Existing to Standard		Current Need to Standard		2030 Space Projection		2045 Space Projection		Additional Comments	
		No.	Area (SF)	Total Area	No.	Standard Area	Total Area	No.	Total Area	No.	Total Area		No.
	<i>Courthouse Facilitator</i>												
4.60	Paralegal	2	138	276	2	140	280	2	280	2	280	2	280
4.61	Toilet	1	13	13	0	50	0	0	0	0	0	0	0
4.62	Storage	1	13	13	1	50	50	1	50	1	50	1	50
4.63	Waiting	1	105	105	1	140	140	1	140	1	140	1	140
SUBTOTAL NET AREA		44		7,962	44		10,352	45	10,400	48	10,544	52	10,752
Circulation and Internal Walls			0.28	2,196		0.35	3,623		3,640		3,690		3,763
TOTAL DGSF				10,158			13,975		14,040		14,234		14,515

Kitsap County Courthouse Feasibility and Space Needs Assessment
 Port Orchard, Washington

5.0 Prosecuting Attorney

No.	Room Name/ Position	Existing			Existing to Standard			Current Need to Standard		2030 Space Projection		2045 Space Projection		Additional Comments
		No.	Area (SF)	Total Area	No.	Standard Area	Total Area	No.	Total Area	No.	Total Area	No.	Total Area	
<i>Criminal/Administration</i>														
5.01	Public Waiting	1	256	256	1	300	300	1	300	1	300	1	300	combined criminal/admin/misd/civil waiting
5.02	Reception	1	49	49	1	100	100	1	100	1	100	1	100	ballistic glass and walls; work area for 2 people
5.03	Prosecuting Attorney	1	363	363	1	224	224	1	224	1	224	1	224	
5.04	Conference Area	0	0	0	1	180	180	1	180	1	180	1	180	existing conference area within office
5.05	Prosecutor Administrator	1	122	122	1	144	144	1	150	1	144	1	144	
5.06	Chief General Counsel to Prosecutor	1	385	385	1	182	182	1	182	1	182	1	182	
5.07	Management Analyst	1	257	257	1	120	120	1	120	1	120	1	120	
5.08	Technology Specialist	1	59	59	1	64	64	1	64	3	192	4	256	
5.09	Technology Technician	1	64	64	1	64	64	1	64	1	64	1	64	
5.10	Visitor Office	0	138	0	2	120	240	2	240	2	240	2	240	
	Subtotal	6		1,555	6	1,498	1,618	6	1,624	8	1,746	9	1,810	
<i>Felony and Juvenile Division</i>														
5.11	Chief Felony and Juvenile Division	1	122	122	1	182	182	1	182	1	182	1	182	Meet IV-D security requirements
5.12	Senior Deputy	5	146	730	5	144	720	5	720	5	720	5	720	Special assault unit-duress alarms in each attorney office
5.13	Deputy Prosecutor	13	126	1,638	13	120	1,560	14	1,680	15	1,800	16	1,920	
5.14	Investigators	2	115	230	2	120	240	2	240	3	360	4	480	
5.15	Criminal Office Support Supervisor	1	215	215	1	120	120	1	120	1	120	1	120	
5.16	Lead Legal Assistant	3	130	390	3	75	225	3	225	3	225	3	225	workstation
5.17	Legal Assistant	5	80	400	5	64	320	5	320	10	640	12	768	
5.18	Treatment Court Coordinator	1	52	52	1	64	64	1	64	1	64	1	64	previously called at as legal assistant
5.19	Office Support Assistant	1	47	47	1	64	64	1	64	3	192	3	192	
5.20	Intern	2	20	40	0	48	0	1	48	1	48	1	48	
5.21	Work Room	1	345	345	1	100	100	1	100	1	100	1	100	
	Subtotal	34		4,087	32		3,413	34	3,763	43	4,451	47	4,819	
<i>District/Municipal Division</i>														
5.22	Chief District/Municipal Division	1	284	284	1	182	182	1	182	1	182	1	182	
5.23	Senior Deputy	1	198	198	1	144	144	1	144	1	144	1	144	
5.24	Deputy Prosecutor	6	141	846	6	120	720	6	720	8	960	9	1,080	
5.25	Legal Assistant	3	52	156	3	64	192	3	192	3	192	3	192	previously listed under Felony
5.26	Victim Witness Coordinator	2	52	104	2	64	128	2	128	2	128	2	128	previously called at as legal assistant
5.27	Conference Rooms	2	290	580	2	180	360	1	180	1	180	1	180	One moved to shared support
5.28	Work Room	1	147	147	1	150	150	1	150	1	150	1	150	
5.29	Kitchenette	1	37	37	1	40	40	1	40	1	40	1	40	
5.30	File Storage	1	161	161	1	160	160	1	160	1	160	1	160	
	Subtotal	13		2,513	13		2,076	13	1,896	15	2,136	16	2,256	

Kitsap County Courthouse Feasibility and Space Needs Assessment
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5.0 Prosecuting Attorney

No.	Room Name/ Position	Existing			Existing to Standard			Current Need to Standard		2030 Space Projection		2045 Space Projection		Additional Comments
		No.	Area (SF)	Total Area	No.	Standard Area	Total Area	No.	Total Area	No.	Total Area	No.	Total Area	
<i>Civil Division</i>														
5.31	Lobby	1	278	278	1	160	160	0	-	0	0	0	0	Physically separate from criminal Prosecutor functions
5.32	Reception/Legal Assistant	1	75	75	1	64	64	0	-	0	0	0	0	Combined to form one public entry for all but Family
5.33	Chief Civil Division	1	208	208	1	182	182	1	182	1	182	1	182	Private offices
5.34	Senior Deputy	3	201	603	3	120	360	3	360	4	480	4	480	
5.35	Deputy Prosecuting Attorney	5	160	800	5	120	600	5	600	5	600	6	720	Perimeter offices
5.36	Office Support Supervisor	1	145	145	1	120	120	1	120	1	120	1	120	
5.37	Legal Assistant	3	75	225	3	64	192	4	256	5	320	6	384	Interior workstations across from attorneys
5.38	Paralegal	0	0	0	0	64	0	0	-	1	64	2	128	
5.39	State Attorney General	1	218	218	1	0	0	0	-	0	0		0	
5.40	Intern	0	0	0	0	48	0	0	-	1	48	2	96	
5.41	Large Conference Room	1	403	403	1	400	400	0	-	0	0	0	0	see shared support
5.42	Conference Room	1	276	276	1	180	180	1	180	1	180	1	180	6-8 person
5.43	Small Conference Room	1	170	170	1	180	180	0	-	0	0	0	0	see shared support
5.44	Large File Room	4	215	860	1	600	600	1	600	1	600	1	600	Some paper files will always be necessary
5.45	Conference/Storage	1	469	469	0	0	0	1	-		0		0	
5.46	File Storage	1	226	226	1	180	180	1	180	1	180	1	180	
5.47	Staff Restrooms	4	29	116	2	100	200	0	-	0	0	0	0	Public use building restrooms
5.48	Copier/Supply Room	1	21	21	1	40	40	1	40	1	40	1	40	
5.49	Work Rooms	3	336	1,008	1	150	150	1	150	1	150	1	150	
5.50	Storage	3	46	138	1	200	200	1	200	1	200	1	200	
5.51	Break Area/Kitchenette	1	171	171	1	40	40	1	40	1	40	1	40	changed to kitchenette within courthouse
5.52	Library	1	147	147	1	120	120	1	120	1	120	1	120	
	Subtotal	13		5,996	13		3,744	14	3,028	17	3,324	20	3,620	
<i>Family Support Division</i>														
5.53	Waiting Room	1	280	280	1	180	180	1	180	1	180	1	180	<i>in new courthouse; meet IV-D security requirements; separated from remainder of office</i>
5.54	Receptionist/Office Support Assistant	1	77	77	1	80	80	1	80	1	80	1	80	Secure
5.55	Chief Family Support Division	1	236	236	1	182	182	1	182	1	182	1	182	
5.56	Deputy Prosecuting Attorney	3	191	573	3	120	360	3	360	4	480	4	480	
5.57	Office Support Supervisor	1	251	251	1	120	120	1	120	1	120	1	120	
5.58	Legal Assistant	7	103	721	6	64	384	7	448	7	448	7	448	
5.59	Interview Room	1	76	76	1	120	120	2	240	2	240	2	240	Rooms provided in lieu of legal assts. conducting interviews in their offices
5.60	Copier/Supply/Work Area	1	215	215	1	80	80	1	80	1	80	1	80	
5.61	Shared Printers	3	10	30	3	10	30	2	20	2	20	2	20	
5.62	Open Files	1	215	215	1	150	150	1	150	1	150	1	150	File cabinets
5.63	Training/Conference Room	1	505	505	1	400	400	0	0	0	0	0	0	Moved to shared support
5.64	Conference Room	1	222	222	1	180	180	1	180	1	180	1	180	6-8 person
5.65	Kitchenette	1	140	140	1	40	40	1	40	1	40	1	40	Kitchenette
5.66	Information Technology	3	170	510	3	120	360	0	0	0	0	0	0	moves to criminal/administration in courthouse
5.67	Server				1	50	50	1	50	1	50	1	50	separate server than prosecutor
5.68	Short Term Filing	1	91	91	1	80	80	1	80	1	80	1	80	
5.69	Archived Files/Basement Storage	1	1,568	1,568	1	1,500	1,500	0	0	0	0	0	0	move to archives
	Subtotal	13		5,710	12		4,296	13	2,210	14	2,330	14	2,330	

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5.0 Prosecuting Attorney

No.	Room Name/ Position	Existing			Existing to Standard			Current Need to Standard		2030 Space Projection		2045 Space Projection		Additional Comments
		No.	Area (SF)	Total Area	No.	Standard Area	Total Area	No.	Total Area	No.	Total Area	No.	Total Area	
<i>Victim/Witness Advocacy Center</i>														
5.70	Witness Waiting Room	1	139	139	2	150	300	2	300	2	300	2	300	Access from central Prosecutor lobby
5.71	Witness Waiting Toilets	2	0	0	2	50	100	2	100	2	100	2	100	
5.72	Victim Advocate	1	139	139	1	120	120	1	120	1	120	1	120	
5.73	Witness Waiting	1	190	190	0	0	0	0	-	0	0	0	0	
	Subtotal	1		468	1		520	1	520	1	520	1	520	
<i>Support</i>														
5.74	Break Room	2	290	580	1	400	400	1	400	1	400	1	400	
5.75	Small Conference / Interview Rooms	0	0	0	1	120	120	1	120	2	240	2	240	4 person
5.76	Conference Rooms	3	599	1,797	2	240	480	2	480	2	480	2	480	10-12 people
5.77	Large Conference Room	1	209	209	1	400	400	1	400	1	400	1	400	16-20 person
5.78	Library/Conference Room	1	250	250	1	300	300	0	0	0	0	0	0	Previously included law library
5.79	Supply Storage	1	119	119	1	120	120	1	120	1	120	1	120	
5.80	Copier/Printer	2	40	80	2	40	80	2	80	2	80	2	80	distributed within criminal units
5.81	File Storage	1	101	101	1	120	120	1	120	1	120	1	120	
5.82	AV/IT Equipment Room	0	100	0	1	120	120	1	120	1	120	1	120	
5.83	Storage	2	32	64	1	64	64	1	64	1	64	1	64	
5.84	Exhibit Storage	0	100	0	1	120	120	1	120	1	120	1	120	verify existing size
	Subtotal	0		3,200	0		2,324	0	2,024	0	2,144	0	2,144	
<i>Child Advocacy Center</i>														
5.85	Reception Lobby	1	660	660	1	180	180	1	180	1	180	1	180	Separate entry for children and victims; interior separation from other divisions; may stay in existing location across street.
5.86	Waiting Room	1	151	151	1	120	120	1	120	1	120	1	120	
5.87	Playroom	1	81	81	1	100	100	1	100	1	100	1	100	
5.88	Child Therapist	1	114	114	1	144	144	1	144	1	144	1	144	
5.89	Child Interview	1	233	233	1	120	120	1	120	1	120	1	120	
5.90	Victim Advocates	5	113	565	5	120	600	3	360	5	600	5	600	
5.91	Conference Room	1	305	305	1	350	350	1	350	1	350	1	350	Expandable into waiting area for groups as large as 30.
5.92	Kitchen	2	260	520	1	150	150	1	150	1	150	1	150	
5.93	Deputy Prosecuting Attorney	4	153	612	4	120	480	4	480	6	720	6	720	
5.94	Investigator	2	163	326	1	120	120	1	120	1	120	1	120	
5.95	Forensic Child Interviewer	0	0	0	0	120	0	1	120	1	120	1	120	Add
5.96	Legal Assistant	2	154	308	2	48	96	2	96	2	96	2	96	One adjacent to lobby for reception
5.97	SANE Exam Nurse	0	0	0	1	120	120	1	120	1	120	1	120	
5.98	Director	0	0	0	1	182	182	1	182	1	182	1	182	
5.99	Outside Agency Offices	0	0	0	2	120	240	2	240	2	240	2	240	
6.00	Copy Room	1	152	152	1	80	80	1	80	1	80	1	80	
	Subtotal	14		4,027	13		3,082	11	2,962	15	3,442	15	3,442	formerly Sexual Assault Unit
SUBTOTAL NET AREA		80		23,529	77		17,991	81	15,065	98	16,651	107	17,499	
Circulation and Internal Walls			0.32	7,471		0.30	5,397		4,520		4,995		5,250	
TOTAL DGSF				31,000			23,388		19,585		21,646		22,749	Total existing DGSF requires verification

Sexual Assault Unit not included in department total. It is included as an option in the program summary.

GROWTH INFLUENCES

1. Making offices and workstations consistent with County standards and consolidating offices reduced overall area.
2. Increase future staff to support additional courts

Kitsap County Courthouse Feasibility and Space Needs Assessment
 Port Orchard, Washington

6.0 Sheriff's Office
 Future Space Summary

No.	Room Name/ Position	Existing			Existing to Standard			Current Need to Standard		2030 Space Projection		2045 Space Projection		Additional Comments
		No.	Area (SF)	Total Area	No.	Standard Area	Total Area	No.	Total Area	No.	Total Area	No.	Total Area	
AREAS OUTSIDE OF JAIL BUILDING														
<i>Entry to Sheriff's Office</i>														
6.01	Lobby	1	544	544	1	500	500	1	500	1	500	1	500	
6.02	Reception	1	170	170	1	140	140	1	140	1	140	1	140	Two windows; 1 manned
6.03	Fingerprint ID	1	11	11	1	80	80	1	80	1	80	1	80	includes sexual offender reporting
6.04	Interview Room	1	59	59	1	100	100	1	100	2	200	2	200	
	<i>Subtotal</i>	1		784	1		820	1	820	1	920	1	920	
<i>Administration</i>														
6.05	Sheriff	1	169	169	1	224	224	1	224	1	224	1	224	
6.06	Executive Conference Room	0	0	0	1	180	180	1	180	1	180	1	180	near door to Lobby
6.07	Undersheriff	1	325	325	1	182	182	1	182	1	182	2	364	1 administrative + 1 operations in future
6.08	Administrative Manager	1	172	172	1	144	144	1	144	1	144	1	144	
6.09	Fiscal Support Technician	2	132	264	2	64	128	2	128	3	192	4	256	Office with workstations
6.10	Public Information Officer	1	114	114	1	120	120	1	120	1	120	1	120	
6.11	Storage	1	68	68	1	48	48	1	48	1	48	1	48	
6.12	Copy/Print Area	0	0	0	0	40	0	1	40	1	40	1	40	
6.13	Kitchenette	1	28	28	1	40	40	1	40	1	40	1	40	
6.14	Dispatch Reporting	2	62	124	2	48	96	3	144	3	144	4	192	
6.15	Dispatch Storage	1	51	51	1	48	48	1	48	1	48	1	48	
	<i>Subtotal</i>	7		1,315	7		1,210	8	1,298	9	1,362	12	1,656	
<i>Civil Division</i>														
6.20	Sergeant/Quartermaster	1	53	53	1	120	120	1	120	1	120	1	120	
6.21	Civil Division	3	88	264	3	64	192	3	192	4	256	5	320	
6.22	Deputy Civil	2	76	152	2	48	96	2	96	3	144	4	192	
6.23	Squad Room	6	63	378	6	48	288	8	384	10	480	12	576	
6.24	Children's Victim Witness Waiting Room	0	0	0	1	120	120	1	120	1	120	1	120	
6.25	Storage	1	40	40	1	40	40	1	40	1	40	1	40	
	<i>Subtotal</i>	12		887	12		856	14	952	18	1,160	22	1,368	
<i>Records</i>														
6.30	Records Lieutenant	1	203	203	1	144	144	1	144	1	144	1	144	
6.31	Records Supervisor	1	82	82	1	120	120	1	120	1	120	1	120	
6.32	Records	5	116	580	5	48	240	5	240	7	336	9	432	
6.33	Active Files				1	180	180	1	180	1	180	1	180	
6.34	Records Dissemination	3	48	144	3	48	144	3	144	4	192	5	240	Attached to reception for temporary coverage
6.35	Copy/Print Area	1	67	67	1	40	40	1	40	1	40	1	40	
	<i>Subtotal</i>	10		1,076	11		868	11	868	14	1,012	17	1,156	
<i>Office of Professional Standards</i>														
6.36	Lieutenant or Sergeant's Office	1	0	0	1	144	144	1	144	1	144	1	144	(Internal Affairs)
6.37	Investigators	2	77	154	2	120	240	3	360	3	360	3	360	
	<i>Subtotal</i>	3		154	3		384	4	504	4	504	4	504	
<i>Jail Administration</i>														

Kitsap County Courthouse Feasibility and Space Needs Assessment
 Port Orchard, Washington

6.0 Sheriff's Office
 Future Space Summary

No.	Room Name/ Position	Existing			Existing to Standard			Current Need to Standard		2030 Space Projection		2045 Space Projection		Additional Comments
		No.	Area (SF)	Total Area	No.	Standard Area	Total Area	No.	Total Area	No.	Total Area	No.	Total Area	
6.40	Lobby	1	111	111	1	120	120	1	120	1	120	1	120	
6.41	Jail Reception Staff	2	120	240	2	64	128	2	128	3	192	4	256	
6.42	Jail Chief	1	177	177	1	182	182	1	182	1	182	1	182	
6.43	Administrative Assistant	1	160	160	1	120	120	1	120	1	120	1	120	
6.44	Work Entry	1	148	148	1	150	150	1	150	1	150	1	150	
6.45	Storage	1	91	91	1	80	80	1	80	1	80	1	80	
Subtotal		4		927	4		780	4	780	5	844	6	908	
<i>Detectives/Investigations</i>														
6.50	Chief	1	204	204	1	182	182	1	182	1	182	1	182	
6.51	Detective Lieutenant	1	91	91	1	144	144	1	144	1	144	1	144	
6.52	Detective Sergeant	1	167	167	1	120	120	1	120	2	240	2	240	
6.53	Detectives	12	96	1,152	12	120	1,440	12	1,440	14	1,680	16	1,920	
6.54	Investigator Assistant	1	84	84	1	64	64	1	64	2	128	2	128	
6.55	Conference Room	1	304	304	1	400	400	1	400	1	400	1	400	
6.56	Interview Room	1	62	62	1	100	100	1	100	2	200	2	200	
6.57	Observation	1	76	76	1	80	80	1	80	1	80	1	80	In between interview rooms
6.58	Copy Room	1	246	246	1	160	160	1	160	1	160	1	160	
6.59	Armory	1	67	67	1	80	80	1	80	1	80	1	80	includes chemical weapons storage
6.60	Ammo Storage Room	0	0	0	1	80	80	1	80	1	80	1	80	4 foot door for pallets
6.61	File Storage	2	390	780	1	600	600	1	600	1	600	1	600	
6.62	Kitchenette				1	40	40	1	40	1	40	1	40	
Subtotal		16		3,233	16		3,490	16	3,490	20	4,014	22	4,254	
<i>Support</i>														
6.65	Break Room	1	186	186	1	240	240	1	240	1	240	1	240	
6.66	Toilets	2	130	260	2	150	300	2	300	2	300	2	300	
6.67	Janitor's Closets	1	25	25	1	50	50	1	50	1	50	1	50	
6.68	Suppy Storage	0	0	0	1	80	80	1	80	1	80	1	80	
6.69	Quatermaster Storage	1	165	165	0	0	0	0	0	0	0	0	0	
Subtotal		0		636	0		670	0	670	0	670	0	670	
SUBTOTAL NET AREA		53		9,012	54		9,078	58	9,382	71	10,486	84	11,436	
Circulation and Internal Walls			0.21	1,920		0.25	2,270		2,346		2,622		2,859	
TOTAL DGSF				10,932			11,348		11,728		13,108		14,295	

GROWTH INFLUENCES

1. Making offices and workstations consistent with County standards reduced current need to standard.
2. Limited future staff growth with population increase.

Kitsap County Courthouse Feasibility and Space Needs Assessment
 Port Orchard, Washington

6.0 Sheriff's Office
 Future Space Summary

No.	Room Name/ Position	Existing			Existing to Standard			Current Need to Standard		2030 Space Projection		2045 Space Projection		Additional Comments
		No.	Area (SF)	Total Area	No.	Standard Area	Total Area	No.	Total Area	No.	Total Area	No.	Total Area	
AREAS WITHIN JAIL BUILDING														
<i>Evidence Lab/Property Storage</i>														
6.70	Forensics Lab	1	374	374	1	400	400	1	400	1	400	1	400	Fume hood,
6.71	Computer Forensics	1	154	154	1	180	180	1	180	1	180	1	180	
6.72	Property Office	4	128	512	4	64	256	4	256	5	320	6	384	
6.73	Property Staging	0	0	0	1	240	240	1	240	1	240	1	240	work area with copier, counters, supplies, drying booths
6.74	Evidence Lobby	1	570	570	1	280	280	1	280	1	280	1	280	Evidence lockers; desk to complete forms
6.75	Loading Bay	1	280	280	1	180	180	1	180	1	180	1	180	Evidence investigation staging area; secure vehicle access
6.76	Property/Evidence Storage	1	3,407	3,407	1	4,500	4,500	1	4,500	1	4,500	1	4,500	Includes vault; high density storage modules
6.77	Vault	1	84	84	0				0		0		0	Included in above
6.78	Drug Evidence	1	604	604	0				0		0		0	Included in above
6.79	Pick-Up Office	1	99	99	1	64	64	1	64	1	64	1	64	
6.80	Public Pick-Up	1	116	116	1	100	100	1	100	1	100	1	100	Public access
<i>Subtotal</i>		4		6,200	4		6,200	4	6,200	5	6,264	6	6,328	
<i>Detective / Deputy Staff Support</i>														
6.81	Men's Locker Room	1	502	502	1	500	500	1	500	1	500	1	500	
6.82	Women's Locker Room	1	115	115	1	300	300	1	300	1	300	1	300	
6.83	Storage	2	934	1,868	2	800	1,600	2	1,600	2	1,600	2	1,600	
6.84	Wellness Center	0	0	0	0	0	0	0	0	0	0	0	0	
6.85	Special Services - DUI	0	0	0	0	120	0	2	240	2	240	2	240	24/7 access; interviews; DUI blow test
6.86	Training/Emergency Operating Center	0	0	0	0	800	0	0	0	0	0	0	0	
<i>Subtotal</i>				2,485			2,400		2,640		2,640		2,640	
SUBTOTAL NET AREA		4		8,685	4		8,600	4	8,840	5	8,904	6	8,968	
Circulation and Internal Walls			0.34	2,983		0.25	2,150		2,210		2,226		2,242	
TOTAL DGSF				11,668			10,750		11,050		11,130		11,210	

Kitsap County Courthouse Feasibility and Space Needs Assessment
 Port Orchard, Washington

7.0 Public Defense
 Future Space Summary

No.	Room Name/ Position	Existing			Existing to Standard			Current Need to Standard		2030 Space Projection		2045 Space Projection		Additional Comments
		No.	Area (SF)	Total Area	No.	Standard Area	Total Area	No.	Total Area	No.	Total Area	No.	Total Area	
7.01	Waiting	1	129	129	1	180	180	1	180	1	180	1	180	
7.02	Closet	0	48	0	1	50	50	1	50	1	50	1	50	
7.03	Reception/Office Assistant	2	70	140	1	64	64	1	64	1	64	1	64	Wide open desk within waiting area; brochure and form racks; duress alarm
7.04	Large Conference Room	1	366	366	1	320	320	1	320	1	320	1	320	One wall of bookshelves
7.05	Conference Room	0	0	0	1	150	150	1	150	1	150	1	150	
7.06	Director of Administrative Services	0	0	0	0	144	0	0	0	0	0	0	0	Located in County Administration
7.07	Attorney 4	1	192	192	1	182	182	1	182	1	182	1	182	
7.08	Office Support Supervisor	1	173	173	1	144	144	1	144	1	144	1	144	
7.09	Office Support Specialist	0	0	0	3	64	192	3	192	4	256	5	320	Legal assistants
7.10	Attorney 3	1	180	180	1	144	144	1	144	1	144	1	144	
7.11	Attorney 2	5	124	620	5	120	600	6	720	9	1,080	11	1,320	
7.12	Attorney 1	1	114	114	1	120	120	1	120	1	120	2	240	Calendar position
7.13	Investigator	1	129	129	1	120	120	1	120	2	240	2	240	
7.14	Legal Interns	0	0	0	0	48	0	0	0	2	96	2	96	
7.15	Copy/Print	0	0	0	1	80	80	1	80	1	80	1	80	Shredding bin; recycling
7.16	File Room	0	0	0	1	180	180	1	180	1	180	1	180	Uses paper files; no electronic files
7.17	Lateral Files	0	0	0	2	40	80	2	80	2	80	2	80	
7.18	Storage Room	3	12	36	1	100	100	1	100	1	100	1	100	
7.19	Work Area	0	0	0	1	150	150	1	150	1	150	1	150	large copier, supplies
7.20	Break Room/Kitchen	0	0	0	1	150	150	1	150	1	150	1	150	currently have kitchenette within large conference room
7.21	Legal Assistant/Copier/Files	2	90	180	0	0	0	0	0	0	0	0	0	
SUBTOTAL NET AREA		14		2,259	14		3,006	15	3,126	22	3,766	26	4,190	Includes space for interns
Circulation and Internal Walls			0.29	651		0.30	902		938		1,130		1,257	
TOTAL DGSF				2,910			3,908		4,064		4,896		5,447	

Kitsap County Courthouse Feasibility and Space Needs Assessment
 Port Orchard, Washington

8.0 Information Services
 Future Space Summary

No.	Room Name/ Position	Existing			Existing to Standard			Current Need to Standard		2030 Space Projection		2045 Space Projection		Additional Comments
		No.	Area (SF)	Total Area	No.	Standard Area	Total Area	No.	Total Area	No.	Total Area	No.	Total Area	
<i>Offices</i>														
8.01	Director	1	164	164	1	182	182	1	182	1	182	1	182	
8.02	Administrative Services													
8.03	Office Support Supervisor	0	0	0	0	144	0	0	0	0	0	0	0	at Admin. Bldg. currently and will remain
8.04	Fiscal Support Technician	0	0	0	1	64	64	1	64	1	64	1	64	at Admin. Bldg. currently; move to I.S.
8.05	Office Support Assistant	0	0	0	0	48	0	0	0	1	48	1	48	
8.06	Applications Technology Manager	1	149	149	1	144	144	1	144	1	144	1	144	
8.07	Technology Analyst Supervisor	3	120	360	3	120	360	3	360	2	240	2	240	
8.08	Technology Analyst	8	116	928	8	120	960	8	960	8	960	8	960	
8.09	Technology Specialist	6	68	408	6	64	384	6	384	7	448	7	448	
8.10	Intern	1	64	64	1	48	48	1	48	1	48	1	48	
8.11	PEAK/PMO Program Manager	1	149	149	1	144	144	1	144	1	144	1	144	
8.12	Senior Management Analyst	1	149	149	1	120	120	1	120	1	120	1	120	
8.13	Programs Analyst	3	75	225	3	64	192	3	192	4	256	4	256	
8.14	Intern	1	64	64	1	48	48	1	48	2	96	2	96	
8.15	Computer & Network Services Tech. Manager	1	182	182	1	144	144	1	144	1	144	1	144	
8.16	Technology Analyst	5	48	240	5	48	240	5	240	5	240	5	240	Help Desk; tall partition walls
8.17	Technology Support Supervisor	1	136	136	1	120	120	1	120	1	120	1	120	Help Desk
8.18	Technology Technician	5	164	820	5	120	600	5	600	5	600	5	600	
8.19	Technology Specialist	1	0	0	1	64	64	1	64	1	64	1	64	
8.20	Intern	1	64	64	1	48	48	1	48	1	48	1	48	
8.21	Public Communications Program Manager	0	0	0	0	144	0	0	0	0	0	0	0	Move to centralized outreach
8.22	Office Support Supervisor	1	123	123	1	120	120	1	120	1	120	1	120	2nd fir Admin. Bldg.; move to courthouse
8.23	Office Support Assistant	5	125	625	5	48	240	5	240	5	240	5	240	2nd fir Admin. Bldg.; move to courthouse; call center; low partition walls
8.24	Intern	1	125	125	1	48	48	1	48	1	48	1	48	move to courthouse
8.25	Kitchenettes/Breakroom	3	69	207	1	240	240	1	240	2	480	2	480	
8.26	Copy/Print/Supply Area	0	32	0	2	60	120	2	120	2	120	2	120	
8.27	Workrooms	0	94	0	2	120	240	2	240	2	240	2	240	
8.28	File Storage	0	72	0	2	120	240	2	240	2	240	2	240	
8.29	Equipment Storage	0	25	0	1	120	120	1	120	1	120	1	120	
8.30	Equipment Recycling	0	32	0	1	120	120	1	120	1	120	1	120	
8.31	Large Conference Room	1	280	280	1	300	300	1	300	1	300	1	300	
8.32	Conference Room	2	226	452	2	180	360	2	360	2	360	2	360	
8.33	Small Conference Room	1	168	168	1	150	150	0	0	0	0	0	0	
8.34	Storage	1	1,178	1,178	1	1,000	1,000	1	1,000	1	1,000	1	1,000	
8.35	Server	1	525	525	1	500	500	1	500	1	500	1	500	
8.36	Server Build	1	174	174	1	180	180	1	180	1	180	1	180	
8.37	Conference/911 Back-Up/Training	1	756	756	1	800	800	1	800	1	800	1	800	Assumes will move into new courthouse
8.38	Receiving	1	171	171	1	180	180	1	180	1	180	1	180	
8.39	Server Test Room	1	64	64	0	0	0	0	0	0	0	0	0	
SUBTOTAL NET AREA		47		9,200	48		8,820	48	8,670	51	9,014	51	9,014	
Circulation and Internal Walls			0.28	2,617		0.30	2,646		2,601		2,704		2,704	
TOTAL DGSF				11,817			11,466		11,271		11,718		11,718	

GROWTH INFLUENCES

1. Making offices and workstations consistent with County standards.

Kitsap County Courthouse Feasibility and Space Needs Assessment
 Port Orchard, Washington

9.0 Building Support
 Future Space Summary

No.	Room Name/ Position	Existing			Existing to Standard			Current Need to Standard		2030 Space Projection		2045 Space Projection		Additional Comments
		No.	Area (SF)	Total Area	No.	Standard Area	Total Area	No.	Total Area	No.	Total Area	No.	Total Area	
<i>Building Support</i>														
9.00	Loading Dock	0	0	0	0	300	0	1	0	1	0	1	0	Assumes vehicles parked up to and outside building footprint
9.01	Receiving/Screening	0	0	0	0	250	0	1	250	1	250	1	250	Allows screening and sorting of deliveries to dock
9.02	Recycling Staging	0	0	0	0	80	0	1	80	1	80	1	80	
9.03	Trash Staging	0	0	0	0	60	0	1	60	1	60	1	60	
9.04	Fire Control Center	0	0	0	0	80	0	1	80	1	80	1	80	
9.05	Building Storage	0	0	0	0	400	0	1	400	1	400	1	400	Furniture, supplies
9.06	Facility Maintenance Area	0	0	0	0	300	0	1	300	1	300	1	300	
9.07	Custodial Storage	0	0	0	0	250	0	1	250	1	250	1	250	Custodial supplies
9.08	Public Elevator Lobby	0	0	0	1	300	0	6	1,800	6	1,800	6	1,800	
9.09	Private Elevator Lobby	0	0	0	3	50	0	6	300	6	300	6	300	
9.10	Secure Connector to Jail	0	0	0	1	3,200	0	1	3,200	1	3,200	1	3,200	
<i>Shared Support</i>														
9.20	Staff Toilets	0	0	0	0	120	0	16	1,920	16	1,920	16	1,920	
9.21	Public Toilets	0	0	0	0	180	0	12	2,160	12	2,160	12	2,160	
9.22	Staff Mother's Rooms	0	0	0	0	70	0	2	140	2	140	2	140	Public mother's room included in jury assembly; includes comfortable chair, counter with sink, power near chair, dimmable light
9.23	Family Restrooms	0	0	0	0	70	0	4	280	4	280	4	280	Locate near public toilets
9.24	Staff Commons	0	0	0	0	1,500	0	0	0	0	0	0	0	Alternate to staff break rooms; kitchenettes would remain for coffee
9.25	On Floor Recycling Bins	0	0	0	0	40	0	8	320	8	320	8	320	
<i>Building Systems</i>														
9.30	Electrical Switchgear	0	0	0	0	1,500	0	1	1,400	1	1,500	1	1,500	
9.31	Emergency Generator	0	0	0	0	1,600	0	0	0	0	0	0	0	Share jail emergency generator - confirm
9.32	Mechanical	0	0	0	0	4,000	0	1	3,600	1	4,000	1	4,000	
9.33	Domestic Water Service Entrance	0	0	0	0	50	0	1	50	1	50	1	50	
9.34	Water Softener	0	0	0	0	250	0	1	240	1	250	1	250	
9.35	Domestic Water Heating	0	0	0	0	172	0	1	150	1	172	1	172	
9.36	Domestic Water Pump	0	0	0	0	135	0	1	135	1	135	1	135	
9.37	Fire Protection and Fire Pump	0	0	0	0	240	0	1	210	1	240	1	240	
9.38	Air Handling Units	0	0	0	0	5,760	0	1	5,000	1	5,760	1	5,760	
9.39	Main Distribution Frame (MDF)	0	0	0	0	200	0	1	200	1	200	1	200	
9.40	Intermediate Distribution Frames (IDF)	0	0	0	0	150	0	8	1,200	8	1,200	8	1,200	
9.41	Electrical Rooms	0	0	0	0	80	0	8	640	8	640	8	640	
9.42	Janitor's Closets	0	0	0	0	50	0	8	400	8	400	8	400	
SUBTOTAL NET AREA		0		0	0		0	0	24,765	0	26,087	0	26,087	
Circulation and Internal Walls				0		0.10	0		2,477		2,609		2,609	
TOTAL DGSF				0			0		27,242		28,696		28,696	Existing within gross area

Kitsap County Courthouse Feasibility and Space Needs Assessment

Port Orchard, Washington

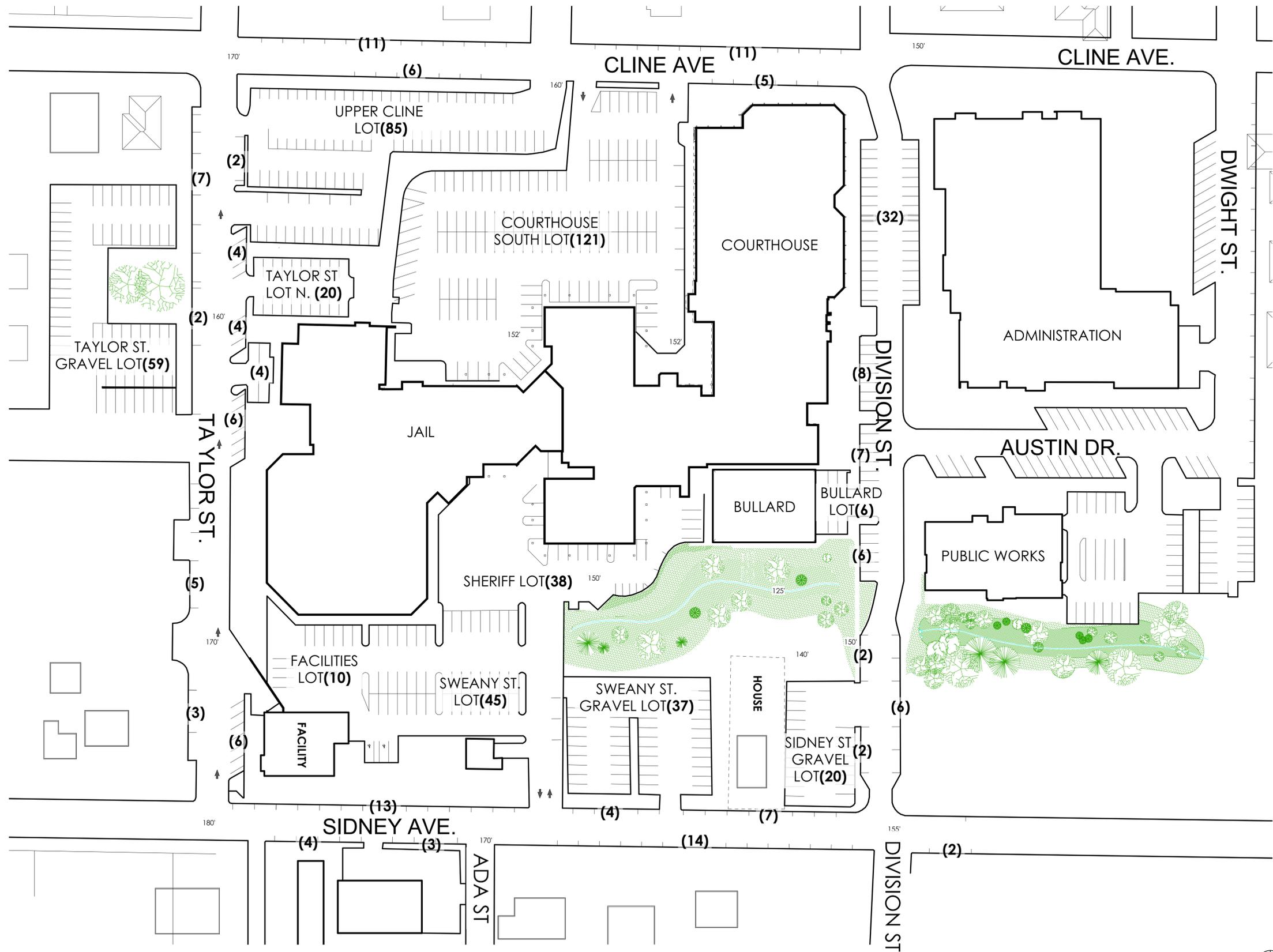
Parking Analysis

EXISTING PARKING	Existing Spaces
Lot	
<i>Staff</i>	
Facilities	10
Sheriff	38
Courthouse South	121
Upper Cline Lot	85
Bullard Lot	6
Subtotal Staff	260
<i>Public</i>	
Taylor Street Lot N	20
Taylor Street Lot S	59
Sweany Street Lot	45
Sweany Street Gravel Lot	37
Sidney Street Gravel Lot	20
Subtotal Public	181
Total Off Street Parking	441
On Street Parking	171
TOTAL NUMBER OF PARKING STALLS	612

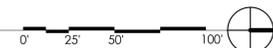
Parking Requirements	Current Need			2030			2045		
	Program Required	Code Required	+/-	Program Required	Code Required	+/-	Program Required	Code Required	+/-
<i>Staff</i>									
Superior Court	28	48	-20	35	131	-96	38	142	104
District Court	27	34	-7	35	61	26	39	69	30
Clerk	38	27	11	48	36	-12	52	36	-16
Prosecutor	80	79	1	83	55	-28	92	58	-34
Sheriff's Office Outside Jail	42	20	22	51	18	-33	62	21	-41
Public Defense	14	8	6	22	13	-9	26	14	-12
Information Services	45	31	14	22	31	9	51	31	-20
Building Support	22	83	-61	40	87	47	40	87	47
Sheriff's Office Inside Jail	45	40	5	5	44	39	6	45	39
Subtotal Staff	341	370	-29	341	476	-57	406	503	97
<i>Jurors</i>									
Jurors	120	120	0	150	150	0	150	150	0
<i>Public</i>									
Superior Court	50	53		130	77		140	83	
District Court	35	34		90	38		100	45	
Clerk	8			10			12		
Prosecutor	2			4			5		
Sheriff's Office Outside Jail	1			2			3		
Public Defense	2			3			4		
Information Services	1			2			3		
Building Support	0			2			2		
Sheriff's Office Within Jail	2			4			6		
Subtotal Public	101	87		247	115		275	128	
TOTAL REQUIRED NUMBER OF PARKING STALLS	562	577		738	741		831	781	
On-Street Parking (Credit)	174			174			174		
TOTAL OFF STREET PARKING STALLS NEEDED	388			564			657		
OPTION #4 EXAMPLE									
ON STREET PARKING AVAILBLE					564		657		
OFF STREET PARKING AVAILBLE					190		190		
ADDITIONAL OFF STREET PARKING REQUIRED					190		190		
					184		277		

Port Orchard Municipal Code 20.124 Development Standards - Parking and Circulation : Table 20.124.250
 COURT: 50sf/ seating area * (1) + (3/courtroom) | 11'x14' + 11'x14' = 308sf x 20 = 6,160sf / 50 = 123 + (3 x 20) = 183
 Public Agency - Office: 300sf office * (1) | 211,563 - 10,880 = 200,683 / 300 = 669

PARKING SUMMARY DIAGRAMS



① CONTEXT SITE
1" = 50'-0"



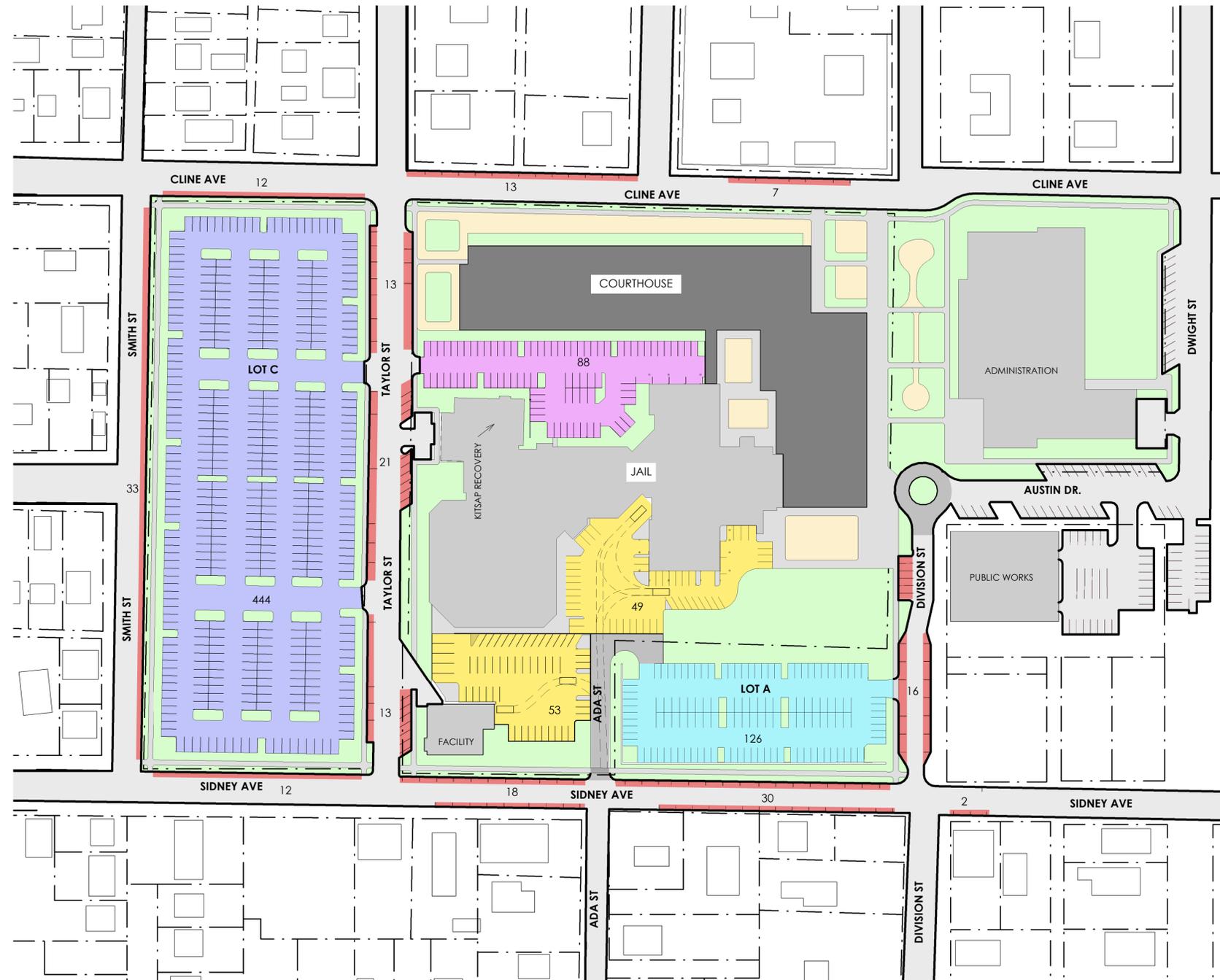
KITSAP COUNTY COURTHOUSE NEEDS ASSESSMENT

PORT ORCHARD WA

PRE DESIGN | 12/19/2018

EXISTING PARKING ANALYSIS





LOTS	
SECURED SHERIFF/MAINTENANCE LOT	35 of 102
SECURED EMPLOYEE SURFACE LOT	88
SURFACE LOT A	126
SURFACE LOT C	444
ON STREET PARKING	190
TOTAL:	883

① CONTEXT SITE
1" = 80'-0"



KITSAP COUNTY COURTHOUSE NEEDS ASSESSMENT

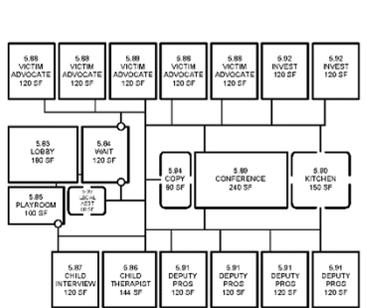
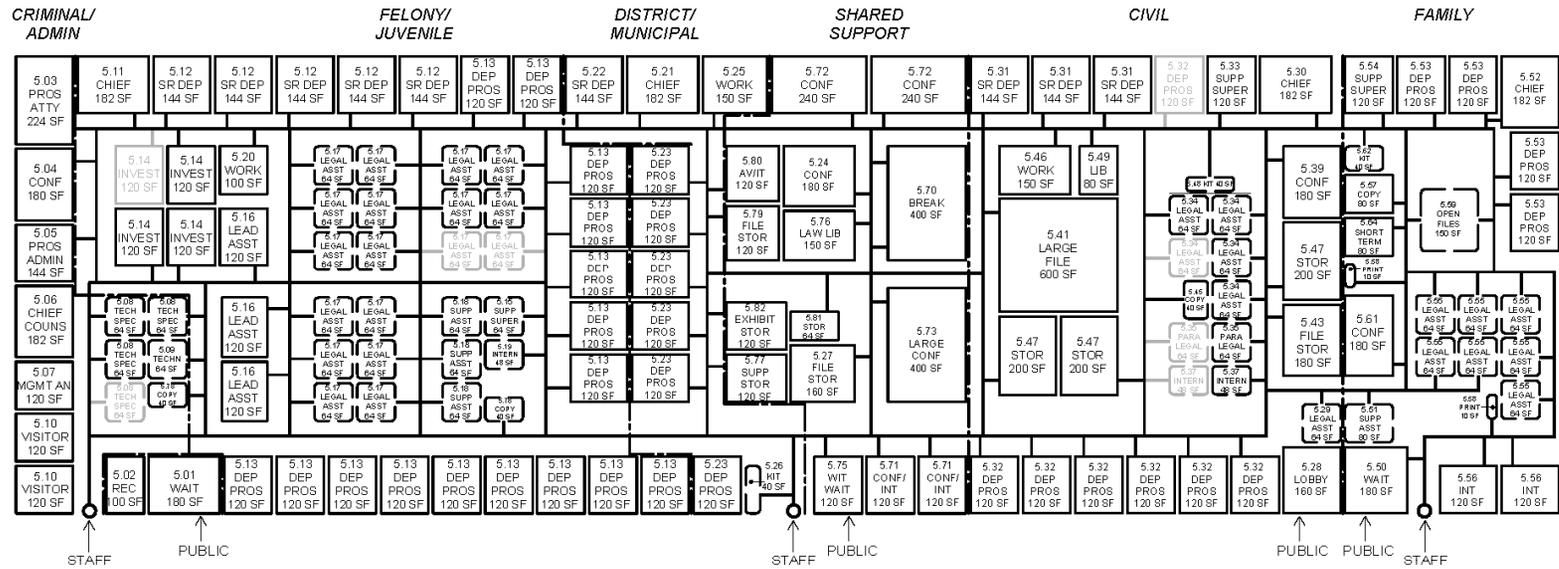
PORT ORCHARD WA

PRE DESIGN | 12/19/2018

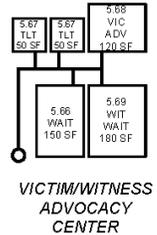
POTENTIAL PARKING SOLUTIONS



Relationship Diagrams



SEXUAL OFFENDER UNIT



Space Requirements





PROJECT MANAGEMENT

**PROJECT
MANAGEMENT**



KITSAP COUNTY COURTHOUSE FINAL REPORT

PROJECT MANAGEMENT