

APPENDIX E



PROGRAM NOTES FROM OTHER
GOVERNMENT CENTER TENANTS
FALL 2006

Department: **Auditor**

Current Address: 373 South High Street – 19th, 20th and 21st Floors

Participants: Chief Deputy Ross Chambers for Auditor Joe Testa, Jayne Vandenburg of SCA

Date of Interview: 8/11/06

Departmental Data:

As an elected official, the Auditor is responsible for real estate assessment, distribution of real estate and personal property tax revenue to local school districts and municipalities, dog licensing and preparation of the County's annual financial reports. In addition, the Auditor serves as secretary of the Budget Commission and Administrator of the County Data Center.

The total number of positions in the agency at this time is 119. The Auditor and the Chief Deputy oversee 6 divisions: Administration (7 staff), Consumer (15 staff), Estate Tax (3 staff), Fiscal Services (16 staff), Personal Property (6 staff) and Real Estate (70 staff). Approximately 60% of the staff require private offices and 40% can be located in open-office workstations.

Departmental Location:

Currently the Auditor has 80-100 visitors per day, who are filing documents or doing a records search. This number has been declining over the years due to more information being available on-line. That trend is expected to continue.

Desirable adjacencies, include the Recorder, the County Engineer, and the Treasurer to facilitate Real Estate transactions. The current arrangement is satisfactory.

Comments on Existing Facilities:

The existing office space is functional and large enough to sustain minor organizational changes and minor growth.

The Board of Revisions maintains a Hearing Room on the 20th floor that is large enough to include representatives from the Commissioner's and Treasurer's office, along with the public.

The Real Estate division maintains a file rooms on the 20th floor with a high-density storage system (the building's structure has been appropriately designed in this area).

Regarding Security, this office is comfortable with the building security and has their own additional security in certain areas. On the 19th floor, the Computer Server Room has key-card access. In Fiscal Services on the 21st floor, visitors are always escorted.

The Auditor has a reserved parking space below the existing Courthouse and this agency is assigned three other spaces in a County garage. County trucks used by Weights & Measurers staff are parked off-site with the remainder of the County car pool. Parking is a challenge

for all other staff; some use meters in German Village, others park in the County garages, however the wait list to get into a garage can be several years.

Growth:

Over the next 10-20 years, some reorganization is anticipated, but not substantial growth. It is believed that the current square footage will be adequate.

One area that might grow would concern an appraisal project within the Real Estate division. Currently appraisals are handled by off-site Contractors. If this occurs, some additional workstations on the 20th floor will be required but it is felt this could be accommodated within the existing space.

The Weights & Measurers division has been growing and is currently using one small office for five inspectors. Although they are in the field most of the time, through rearrangement of existing space, more area (possibly workstations) could be allocated to this group.

Department: **Columbus Bar Association**

Attendees: Alex Lagausch, Sam Wiener, Terry Sullivan, Jayne Vandenburg

Date of Interview: 8/25/06

Considerations for the Master Plan:

- A campus approach is needed here. As the downtown is rebuilt and jobs are added, the county complex should have an identity with a relationship between its buildings.
- Clear way-finding on campus. Currently the public is often confused as to where they need to be.
- Common area should be reduced, because these areas are wasted spaces.
- There should be an easy go/pre-approved security entry for attorneys.
- Work processes should be re-examined-currently an attorney must take entries to clerk's office; court personnel should be responsible.
- Courtrooms
 - Current circular format for the courtroom is less than desirable. When people speak, there are echoes.
 - Courtrooms need more lighting; they are too dark.
 - Courtrooms should have retractable screens, wireless computer access.
 - Current layout undesirable because you must do the direct examination from behind the jury.
 - The jury should be positioned across from the witness.
 - Courtroom layout must be changed so that you don't have to march witnesses past aggrieved parties.
 - Service elevators should be built to the courtrooms.
 - Courtrooms should also have:
 - more seating;
 - video hook-ups for criminal arraignments;
 - video conferencing capability;
 - more electrical outlets for computer
 - press zone in each courtroom.
 - Jury rooms should have:
 - something better than vending machines for food,
 - vendors bid on a concession area;
 - better and more cheerful lighting;
 - pleasant views if possible;
- There should be two conference rooms per court room, and the conference rooms should be larger.

Stakeholder: Columbus Downtown Development Corporation

Current Address: 20 East Broad Street, Columbus, OH 43215

Participants: Larry Fisher – CDDC, Bob Loversidge - SCA

Date of Interview: 8/17/06

- CDDC is a public-private development authority concentrating on downtown Columbus. They are housed within the City's Downtown Development Office in Broad Street, but are independent. Larry Fisher is the Executive Director.
- CDDC is currently engaged in master planning efforts for the RiverSouth area – south of Lazarus to the Courthouse and High Street west to the Scioto River.
- CDDC's planner for this effort is Beyer Blinder Belle, Architects and Planners, from New York City. The plan is currently in draft form, but appears to be almost complete.
- CDDC has selected Nationwide Realty Investors to assist with development in this area (master developer?). Keith Myers has indicated some Nationwide-driven adjustments to the BBB plan, like an increased emphasis on east-west streets and alleys (pathways to the river), but nothing too dramatic with regards to the County site.
- Larry was quick to point out that indications of “future county office buildings,” or massing studies for the new courthouse were not prescriptive in any way, but simply placeholders so they could investigate the interface between RiverSouth and the County complex.
- The RiverSouth plan does contain some “Courthouse Site Urban Design Concepts,” that indicate planning parameters they are suggesting for the new courthouse. (pages 48/49 and 58/59 of the draft are attached to these notes.
- I asked Larry about the I-70/I-71 plans . . . he indicated that the “Grand Boulevard” scheme is no longer being considered. The options for collector streets are Mound (westbound) and Fulton (eastbound) or Fulton (westbound) and Livingston (eastbound).
- I asked how “set” the RiverSouth plan is, and, while he indicated that it is flexible, when I tested a couple of ideas (like our team's ideas for parking) has was not very enthusiastic.
- We agreed to “keep in touch” with each other as both plans advance.

See attachment – excerpt from RiverSouth Master Plan draft.

Department: **Child Support Enforcement Agency**

Current Address: 80 East Fulton Street

Participants: Director Anthony Bond, Paul Owens – Manager of CSEA, Jayne Vandenburg of SCA.

Date of Interview: 8/18/06

Departmental Data:

The Child Support Enforcement Agency (CSEA) establishes and enforces child support orders and provides modifications to existing orders. The Agency provides a variety of services, including the location/relocation of absent parents responsible for support, the establishment of paternity for children born out of wedlock, the establishment and enforcement of orders for medical insurance coverage, and the enforcement of existing court-ordered support obligations. The Agency provides accountability for all child support collections processed through the system.

CSEA is currently handling 92,000 cases. The past 5 years have seen a steady decline in the number of cases. Cases are derived from Children's Services and Job & Family Services and fewer are being referred. In addition, there is more emphasis on jobs, as opposed to grants for clients.

The total number of positions in the agency at this time is 293 and this will shortly be reduced to 280 due to technology and recent efficiencies that have been put in place. All except 5 positions are located at the Fulton Street facility. The 5 off-site staff are each located with Job & Family Services at their various Opportunity Centers around the county. Approximately 11% of the employees require private offices.

The Agency is divided into seven departments; Administration, Hearings, Litigation, Enforcement, Disbursement, Administrative Support and Establishment. The Litigation staff interact heavily with the Common Pleas Juvenile and Domestic Relation Courts.

CSEA shares the Fulton Street facility with Job & Family Services and this relationship is critical, as the two agencies are very interdependent. CSEA also works closely with Children Services and the State.

Operations:

Building security is handled through guards and a metal detector at the entry lobby. This operation is cramped and often lines are out the door during busy periods. Better definition of entry and exit doors is required.

A public reception area and meeting spaces are located on the first floor where clients receive services. It would be beneficial to have separate areas within the reception so that "opposing" parties can be some distance from one another. From the reception area, clients make a payment at the cashiers station (have 2/need 3) or they are taken to an interview room (have 8/need 10) or to the Paternity Testing room or into an Administrative Hearing Room (have 6/need 10). There is an average of 116 visitors each day.

Administrative Hearings are presided over by an Administrative Hearing Officer. Typically a hearing room must accommodate 6-8 people at one table.

Child Support Payments collected at the cashiers' station go into a safe on-site and are later deposited into a Depository Account at the bank. Ultimately, transfers or checks to recipients are issued by the State.

Clients do not come upstairs to the offices. All visitors to the CSEA offices must sign in at the 1st floor reception and be escorted from the lobby. Security on the upper floors is currently being upgraded to include key-card access to certain office areas, due to the use of confidential information.

CSEA maintains a high-density file room on the basement level. Two types of files are maintained; Administrative Orders which must be maintained for eternity and the Enforcement Case Files which can be destroyed 3 years after the final action. Currently there are nearly 20 years of files housed on-site. The oldest Administrative files are now beginning to be moved off-site to "Fire-Proof" Storage. CSEA does not have any plans for imaging, due to cost and complexity. The Clerk of Court does put some of CSEA's documentation on microfiche, however this does not include all documents for a given case.

Litigation staff are back and forth to the courthouse frequently. At times, all 11 CSEA attorneys are working at the court. Secretaries are often at the Clerk's office filing cases. Periodically, CSEA staff are called upon to testify in hearings. It would be useful to have a small satellite office close to the Courtrooms. This space would be used for private phone calls for computer access to records.

CSEA has a need for a large and a small training room. The large room must have at least 16 computers and desks with an overhead projector. Due to confidentiality issues on CSEA's network (which is a dedicated state system), this cannot be a shared facility. The servers for CSEA are located in the basement server room which is shared with Jobs & Family Services.

Parking is a challenge for staff as well as clients. While the Director is provided with parking, other staff members pay for space in County garages (there is a 4 year wait list) or at City Center or they use meters in German Village. Client business at CSEA typically takes between 15-90 minutes. They often use the County Garage or meters on Fulton Street. Parking is perceived as a problem. The concept of a drive-through window would work for certain transactions.

Growth:

CSEA sees the need for additional Support Officers as the population increases in Franklin County. Although there is currently an exodus to residential neighborhoods in neighboring suburban counties, this will stabilize and growth in Franklin County will resume, increasing the demand for services.

As the county grows, additional attorneys will be needed to handle more cases. Existing office space could handle up to three more attorneys. Corresponding growth will be required within the Court system, adding Magistrates and Hearing Rooms in the Courthouse. Currently, the docket for Hearings is scheduled three months in advance.

Technology and automation of some processes may reduce the current workload, thereby reducing the need for large future expansion. However, as the population grows, CSEA anticipates growth to 318 staff through 2026.

If legislation changes the scope of services provided by this Agency may expand. It is possible that CSEA will be involved in the administration of visitation and custody issues. The visitation issue is encouraged, since involved parents are more likely to pay their child support. If these expanded services are handled by CSEA, the agency will need to grow beyond the projections offered here. More staff will be required as well as more space throughout the facility, from a larger reception area to an expanded file room.

Department: **Franklin County Children Services**

Current Address: 855 West Mound Street

Participants: Director John Saros, Anne O'Leary, Susan Samuel, Rob Nieman & Linda Austin of Children Services, Jayne Vandenburg & Kimberly Traverse of SCA

Date of Interview: 7/18/06

Departmental Data:

Franklin County Children Services is the agency mandated by state law to provide abuse and neglect services to families and children. They also provide foster care and adoption services, and provide legal services related to Juvenile Court.

The current Director will be leaving the agency at the end of January 2007. He recommends that program requirements discussed here be reviewed with the new Director in February.

This agency currently occupies space at six (6) locations including space at 373 and 375 South High Street for the Legal Department. This is the only department that needs to be a part of the courthouse complex downtown.

Children Services has their own computer network with servers located at 855 West Mound Street, however their internet and e-mail go through the county's system. The Legal Department also has access to the Juvenile Court's network.

Legal Department:

Currently there are sixteen (16) attorneys and nineteen (19) support staff who have office space distributed between the regional centers and the downtown locations. While attorneys need to stay in close contact with social workers at the regional centers, the head of the Legal Department believes that greater efficiency will be realized if the legal staff can be housed in one downtown location within easy access to the Juvenile Court. Satellite offices for the attorneys will still be needed at each regional center.

Contiguous office space for the group could be housed anywhere within the South High Street complex, however an Operations Center will be needed directly adjacent to the Juvenile Courtrooms. Currently courtrooms are on the 5th floor of 373 South High, along with 3 small conference rooms which serve as the Operations Center. This space includes shared workstations, copy, fax and telephones and it is used daily by fifteen (15) to eighteen (18) staff members. The facilities are available, as needed, to approximately 350 Children Services caseworkers. Since all hearing occur during the same hours of the day, this area is heavily used.

Downtown office space for the Legal Department should include private offices for the attorneys, open office workstations for the support staff, one conference room, and a large workroom for discovery and file review and a file room to house the equivalent of 25 file drawers per attorney. A high-density file system might be considered for this area.

Older files are eventually moved to an off-site file retention facility (Fire-Proof Storage) so the amount of file storage within the office area should remain constant. Electronic imaging continues to be used by the agency for many documents.

The location of the South High Street offices for the Legal Department is not advertised, as it is not a service point for the public.

Other Facilities:

The other four (4) facilities do offer public services. Each of the following locations has a reception/security desk where the public check-in and are directed to the appropriate department.

- 855 West Mound Street: Director, Administration, Adoptions, Legal, Support, Maintenance, Regional Training, approx. 220 staff.
- 525 East Mound Street: Intake & Investigations, Data Management, approx. 250 staff. (part of the east region)
- 205 Hamilton Road: (part of the east region), approx. 85 staff.
- 1919 Frank Road: (west region), approx. 100 staff.

The West Mound Street location houses a Family Center used for classes and events for the public, and it houses a Regional Training Center used by eleven (11) counties to train staff, foster and adoptive parents.

Additional Children's Services staff are housed in single offices at the Police Department, the Juvenile Detention Center, the Therapeutic Arts Center and the Child Abuse Center (CAC) adjacent to Children's Hospital.

Growth:

Over the next 10-20 years, if the County Prosecutor decides to allow Children Services attorneys to prosecute A/N/D cases, there would be growth within the Legal Department. Should this change occur, anticipate that the group will grow to 21 attorneys and 21 support staff. Allowing space for this possible growth should be anticipated.

Department: **Court of Common Pleas – Clerk of the Court – General Division**

Participants: David Migliore- Chief Deputy Clerk, Chang-Ming Yeh, Don Hardenbergh, Jayne Vandenburg

Current Address: 373 South High St. – 23rd Floor & 369 South High Street – 4th Floor

Date of Interview: 8/24/06

Departmental Information:

The Administrative Offices for the Clerk of the Court are located at 373 S. High Street on the 23rd floor. The Clerk's Information Technology group is located on the 8th floor at 373 S. High Street, close to but separate from the Data Center. The Clerk also has staff members who work within the Probation Department. The domestic, juvenile and probate divisions are located close to their courts at 373 S. High Street. The civil and criminal sections are located on the 4th floor of the Hall of Justice (HOJ).

Civil & Criminal Divisions

Between the criminal and civil sections, approximately 23,000 cases are filed each year with the Clerk of the Court. An additional 600 Civil Protection Orders are also filed annually within the civil section. The Clerk of the Court is responsible for maintaining the records of all these cases. In the new courthouse, it is anticipated that the criminal and civil sections will be combined into one "general" section. Once combined, the group will include 1 general supervisor, 1 assistant supervisor specializing in civil and 1 for criminal, a data entry supervisor, a records room supervisor and a counter supervisor, plus support staff.

The civil section currently has 29 employees, including 5 at the service counter where the public file cases. The criminal section currently has 24 employees, including 3 at the service counter where cases are filed by attorneys only. As noted above, eventually the public counter functions will be combined. Growth is not anticipated at counters due to the likelihood of electronic filing in the future. Staff are stationed permanently at the counter, including a cashier drawer within each workstation and easy access to a scanner.

Office of Budget & Management

The Clerks Office of Budget and Management, (OBM) currently located on the 4th floor of the HOJ, handles garnishment, auto-titles and passport applications. OBM includes 21 staff and a public service counter. This operation could logically be combined with the Administrative offices (13 staff) currently on the 23rd floor. OBM's Client Account Manager (who assists clients with payment plans for paying restitution) currently sits with the civil division, however he meets with clients infrequently and therefore can relocate to the 23rd floor.

OBM also has satellite offices within the county that deal with auto-titles. The Auto-Title satellite facilities are located throughout the county, although currently there is not one in downtown Columbus. It would be beneficial to allocate approximately 4000 SF of space somewhere on the county campus for this operation, including space for the Bureau of Motor Vehicles (BMV).

Information Technology

The Clerk's IT Department is in discussions with the County Data Center regarding IT support. Currently the Court of Common Pleas and the Clerk have a network separate from the County's network. The Clerk is interested in using the County's network via the Data Center.

Daily Reporter

Currently the Daily Reporter has one person who has an office within the Clerk's civil section. Once imaging is in place, this reporter will no longer need space here, as he/she will be able to access records on-line.

Operation:

Records Room

Currently 5 years of case files (hard copies) are maintained in the Clerk's office. Older cases are transferred to microfilm in-house. In the Clerk's office, files are kept on 5-high shelving behind the service counters on the 4th floor of the Hall of Justice, and in boxes currently in an overflow space on the 5th floor. Currently 84,555 civil cases at approximately 212 pages each, for a total of 18,000,000 documents, are stored in the file room on-site. In addition, 49,486 criminal cases at approximately 91 pages each, for a total of 4,500,000 documents, are also stored in the file room. This represents 5 years of cases. No high density shelving system is currently employed. Records room staff who maintain these files (currently 10 staff) are included in the counts above. Hard copies of older cases go to storage off-site ("Great Southern" facility) where they are held for destruction.

The Clerk's office anticipates moving to an imaging system which will reduce paper storage, allow the creation of an electronic case management system and simplify public access to records. It is anticipated that batch scanning will be done first, and then data entry and then hard copies will be held in the records room for 5 years. Currently, statute requires that these hard copies be maintained for 5 years, except for death penalty cases which must be kept forever. Clarification is needed as to whether microfilm will still be required in the Records office once imaging is in place. In any case, the records room must include a large work table for collating and space for some equipment such as the hole-punch machine.

Exhibits from civil cases are also stored by the clerk, some on the 4th floor of the HOJ and some off-site (at the "Great Southern" facility). It is preferable to maintain exhibits with case files. Prior to destroying exhibits, the court must post a public notice announcing the planned destruction. If no one claims the exhibits, the court orders the destruction.

The combined records room will need three rooms within it, each at 225 SF: one locked room for the storage of exhibits, a second for sealed cases and a third for document storage and assembly. Provide another space at 150 SF for the scanner operation and quality control along with document prep and document re-assembly. Provide space for a centrally located fax/copier and 12 workstations for the record room staff.

Public Viewing Area

A viewing area with 18 stations for public review of case files is provided as a part of the current civil section. (In the future this will be in the “General Section”.) Currently the Clerk’s Office puts active files on microfiche. Typically the public review microfiche as opposed to paper files. A printer is available where the public pay for copies. In the future, the public will be able to view scanned documents in lieu of microfiche. While the program shows a 70% increase in size of the public viewing area, this should be further evaluated since scanned documents will eventually be available on-line.

Mail Room

Mail for the entire Clerk’s office is delivered to the Clerk’s Mail Room by PFM. The Clerk has a mail clerk who sorts and delivers to each section in the various buildings. The question of where this mailroom should be located must be considered.

Growth:

The Clerk’s office does not anticipate adding staff over the next 10 years, due to improvements in technology. In fact, a slight decrease may occur.

Stakeholder: **Columbus Partnership**

Current Address: Huntington Center, 12th Floor Columbus, OH 43215

Participants: Bob Milbourne, Bob Loversidge of SCA

Date of Interview: 8/23/06

- The Columbus Partnership is a private committee of business interests that promotes downtown development. Bob Milbourne is the Executive Director.
- Bob is very interested in the County project and believes it will have a great impact on the downtown – this is a chance to get it right. He seemed pleased with the concept of a locally-led a/e team with a national designer.
- We discussed the I-70/I-71 plans . . . he indicated that the “Grand Boulevard” scheme is no longer being considered, and expressed a preference for Fulton and Livingston Scheme. In any case, the freeway will have major green “caps,” in the vicinity of the County complex, which he sees as a “plus.” Bob understands the importance of this decision to our work and promised to let me know as soon as direction has been established.
- The Partnership is going to begin a long-range physical master plan for the entire downtown . . . considering both “areas” like the Arena District and RiverSouth and in between areas, and “strategic sites” like Veterans’ Memorial, etc. the planning team for this will include MSi (local lead) and Alex Krieger (planner/architect from Harvard, see faculty profile attached), with some guidance from Jerry McCue. This plan will be comprehensive in nature and will address development potentials like how to fill in the gaps, what to do with strategic sites, etc., as well as urban design issues like “connectivity.”
- We agreed to “keep in touch” with each other as our plans go forward.

See attached faculty profile of Alex Krieger

Search

Faculty



Alex Krieger
Professor in Practice
Department of Urban Planning and Design

Profile



Alex Krieger, FAIA, is Professor in Practice of Urban Design at the GSD, where he was Chair of the Department of Urban Planning and Design from 1998 to 2004. He currently teaches the *Urban Design Proseminar*. In previous semesters he has taught the seminar *The Regional City: Values and Ethics in Contemporary Urbanism*, the *Detroit Research Seminar*, the *Detroit Studio*, and the studio *Planning in Paradise: Urban Redevelopment - Honolulu, Hawaii*.

He is a founding principal of Chan Krieger & Associates. His recent work includes urban design and planning projects in Boston, Cincinnati, Cleveland, Des Moines, Louisville, Minneapolis, Mt. Lebanon, Pittsburgh, Providence, Washington, D.C., and Worcester. Other projects include: master plans for Boston's Seaport District and City Hall Plaza; campus plans for Brandeis University, Knox College, and Rhode Island School of Design; the *Discovery Museum* in Bridgeport; the *Carl J. Shapiro Clinical Care Center* for Beth Israel Hospital in Boston; and an athletic facility for the *Buckingham Browne & Nichols School* in Cambridge. The firm's work has received prizes in eight national competitions, two Progressive Architecture awards and thirteen AIA awards.

An authority on the evolution of urban settlements, Krieger's publications include: *Planning in Paradise: Urban Redevelopment Honolulu Hawaii* (2003), *Mapping Boston* (1999), *Design Concepts for Nippon-Daira and its Region* (1993), *Towns and Town Making Principles* (1991), *A Design Primer for Cities and Towns* (1990), *The Architecture of Kallmann, McKinnell & Wood* (1988), *Past Futures: Two Centuries of Imagining Boston* (1985), and essays for various architecture, design, and planning periodicals. He is a contributing editor for *Architecture* magazine.

Krieger has served as director of the National Endowment for the Arts Mayors' Institute on City Design (1995-1998); commissioner on the Boston Civic Design Commission (1988-97); design review architect for the Providence Capital Center Commission (1991-98); director of the National Leadership Institute for Planning Direction (1998-present); and the vice president of the New England Holocaust Memorial Committee (1989-98) during which Boston's award-winning memorial was planned, designed and dedicated.

Stack holder: **Franklin County Commissioner Paula Brooks**

Current Address: 373 South High Street – 26th Floor

Participants: Commissioner Paula Brooks, Ron Keller & Dick Meyers of PFM, Jim Russell of Pizzuti Co., Terry Sullivan & Jayne Vandenburg of SCA

Date of Interview: 7/19/06

Departmental Information:

There are three (3) county commissioners, each of whom has one aide. All offices are on the 26th floor and utilize a common receptionist. Commissioner Brooks believes that in the future, each commissioner should have 2 aides. It is possible that existing SF could be reconfigured to create space for these additional staff. (*Debbie Williams can clarify filing needs for the commissioners. Don Brown can give detail on the 26th floor.*)

The Communication Department and Press Room are also on the 26th floor which is a convenient adjacency. (Technology improvements are needed at the lectern within the press room.) The Office of Budget & Management is also on the 26th floor which is convenient but not a critical adjacency.

Commissioner Brooks shared the following opinions.

Considerations for the Master Plan:

- A campus approach is needed here. As the downtown is rebuilt and jobs are added, the county complex should have an identity with a relationship between its buildings. Talk with Harrison Smith with the Downtown Commission on this.
- Clear way-finding on campus. Currently the public is often confused as to where they need to be.
- Under the Homeland Security Act, the county should have a “unified command” with regards to security. Currently, there are approximately 3 organizations providing security. Several years ago a security study was completed by the US Marshall’s Office. SCA to review.
- Consider issue of downtown parking to service the county complex. Review findings of the Mayor’s Parking Commission.
- Should retail be included on the ground floors of the county buildings?
- Consider inclusion of an “Experience Columbus” space or kiosk.
- The county and city control the Municipal Court. Ownership and plans for the building requires further clarification. Talk with Hugh Dorian and City Council regarding fiscal issues. The current Administrative Judge is Judge James Green.
- Consider moving to in-house TV operation.
- Regarding the need to have the Legal Department of Children’s Services downtown, the commissioner recommends we talk with Kent Marcus, Children’s Services Board Member and professor of law at OSU, for an objective opinion.
- Think about a new use for 50 West Mound Street.

Considerations for the New Courthouse:

- Accessibility, security, technology, video conferencing and media connectivity.

- Green building
- Talk with the Supreme Court of Ohio (possibly their Futures Commission) regarding trends for Ohio Courts. (Begin with Jay Wuebbold) There has been discussion about eliminating Mayor's Court – how will this affect other courts?
- Should the Sheriff have an office in the new courthouse? Currently his office is in the Hall of Justice.
- What does a “contemporary expression of a traditional courthouse” mean?
- Evaluate support functions such as mechanical rooms, the loading dock operation and parking facilities for Judges. Perhaps some of these support functions can be kept in the existing facilities and connected via tunnel – thereby utilizing new courthouse space for critical court functions.
- It is possible that a minimum of two tunnel connections will be needed between the new courthouse and the existing facility. One tunnel for prisoners, one for all other people and support services, plus a chase for mechanical.

Department: Franklin County Court of Common Pleas

Participants: Atiba Jones - Executive Director, Stacy Worthington, Michael Bird,
Chang-Ming Yeh, Dick Meyers, Charlie Hottel, Terry Sullivan,
Jayne Vandenburg

Current Address: 369 South High Street – 4th Floor

Date of Interview: 7/20/06

Judges: (Discussion included Judges Hogan, Frye and Reese)

- There are currently 17 Judges plus 1 Visiting Judge who handle both civil and criminal cases in the Court of Common Pleas. The state legislature dictates the number of judges in each county, as they pay 90% of their salaries. The county pays the remaining 10% and pays for all support staff. Currently, an additional Judge has been authorized by the State, but funding has not been approved by the county.
- Within their chambers, most Judges have a private office and a separate conference room for approx. 6 people. Judge Schneider has combined the two functions into one room on the 9th floor and feels it functions well.
- Each Judge typically handles 800 cases, although the Administrative Judge (currently Judge Hogan) handles 500, including approximately 20-30 Jury Trials per year. This is a very heavy load compared to other counties.
- There are currently 8 Magistrates, each of whom is assigned to 2-3 Judges. Caseload assignment to the Magistrate depends on the philosophy of the individual Judge. Magistrates can handle civil Jury Trials, but not criminal cases. All decisions are subject to the approval of the Judge. Magistrate office space and hearing rooms should be convenient to the Judges they work for. (Currently they are located in the Municipal Court building.)
- Each Judge has one law clerk, one bailiff and ½ secretary. Given the workload of each Judge, a second law clerk should be considered. One “floater” bailiff and one secretary are available to fill-in when others are sick or the workload is particularly heavy. Some feel that one secretary might be able to service 3 Judges, with additional floaters to help during busy periods.
- Consider growth by adding additional Magistrates. This does not require legislative approval and it does not require a full compliment of support staff.
- Once a case is filed in the Clerk’s office, they are randomly assigned to Judges via the FCJS computer system (a 17 year old DAS based system on the Data Center server). For capitol cases, a leather bottle and dice are used.
- Case schedules are developed by the individual Judges. For example, some prefer to do Dispositions on a certain day, Motions and Hearings on another day and Trials on another day. The Assignment Staff for the Court uses a card system to organize this and they cross check all schedules.

Courtrooms

- Traditionally, for each Judge there is full courtroom set which includes;
 - Courtroom with Jury Box; Criminal Trial =24 jurors/ Civil Trial =18 jurors/ Capitol Case = 16 jurors
 - Two Waiting rooms
 - Office for one court employee (Staff Attorney or Reporter)
 - Jury Deliberation Room with restrooms: Could this be shared? Judge Hogan doesn't think so since this county has many jury trials and the room is used by Jurors during breaks in trial and attorney conferences.
 - Magistrate's Hearing Room
- Current round courtrooms do not function well as the witness is often too close to the opposing counsel, the jurors do not always have a clear view of the witness, the Bailiff is often closer to the witness than the Sheriff is, and acoustics are awkward.
- At least one courtroom must have a dais to accommodate 3 Judges. Currently the large courtroom on the 8th floor in the Hall of Justice does this. The room also has an 8' deep jury box which is comfortable and it accommodates 84 spectators.
- At least one large courtroom is needed for Capitol Cases with approximately 150 spectators. Perhaps an auditorium could be designed to serve this purpose.
- The Hall of Justice currently has 4 courtrooms on each floor and one holding cell for each. Moving and securing prisoners is the Sheriff's primary function.
- A Court Reporter must always be present during a trial to transcribe proceedings. The Court has 22 Reporters on staff but they have a difficult time keeping these positions filled, as it is a "dying art" and low paying. The use of electronic recording is becoming more acceptable, although in some cases the recordings still need to be transcribed later.
 - Older records are currently stored off-site ("Secure-It" on Front Street)
 - Float staff who fill in during vacations and illness have offices on the 5th floor (Secretary, Bailiff and Court Reporters)
- There is currently a special Drug Court and eventually there will be a Mental Health Court.

Jury Procedures

- The Jury Commission oversees this operation for the Court of Common Pleas. The Prosecutor's Office oversees the Grand Jury for which there is a separate juror pool.
- For the Grand Jury, jurors are on call for 3 months. They do not have to come to the courthouse unless called upon.
- For the Court of Common Pleas, 100 new jurors are called in each week to staff the pool. They serve for 2 weeks and must be at the courthouse each day – for a total of 200 jurors each day. The Judges feel that having a pool of jurors at the ready gives them extra clout to settle cases.
- The Administrative Judge provides a brief orientation to all new jurors in the auditorium at 373 S. High Street.

- Currently, juror waiting space is divided into noisy areas on the 1st floor and quiet space with 14 computer workstations on the 5th floor. An outdoor smoking area is also available. It is important that these people are comfortable.
- A green/red light system is used to signal the jury's activity. These signal lights are wall-mounted in the Jury room, the Courtroom and in some cases in the attorney waiting rooms and staff areas. Consider adding a pager component to this system to give more freedom to staff during deliberation. Red light on = Jury in deliberation, Red & Green on = Jury taking a break during deliberation, Red off = Jury has reached a decision.
- Currently an accessible mobile jury box can be added to any existing courtroom.

Court Procedures – Criminal Cases:

- Each felon is required to make an initial appearance in Municipal Court and is then sent to confinement until arraignment.
- Arraignment occurs after an indictment is made – the charges are read and bond is set. Currently Franklin County does not do video arraignments and felons must be brought to the arraignment courtroom from 2 locations, one of which is off-site. Due to space restrictions, arraignments currently take place in a courtroom in the Municipal Court facility on the 5th and 6th floors. The new courthouse should provide courtroom space for this function.
 - In the future, if video arraignments are allowed, a felon is still given the choice to appear in person or via video.
 - Generally speaking, the Bar Associations are not in favor of video arraignments, as it would require attorneys to travel to the holding facilities.
 - Holding facilities would have to be set up to provide secure space for attorney-client meetings.
 - Video arraignment could reduce downtown jail crowding.
- The Public Defenders Office has approximately 30 attorneys who handle 75% of the indigent defendants. The last 25% are represented by local private attorneys paid by the court.
- Dispositions require a large courtroom due to many spectators.

Court Support Space:

- The Court's computer system and servers are separate from the County System handled by the Data Center. The County uses Microsoft Exchange and the Court uses Lotus Notes. All three buildings (the Municipal Court, 373 S. High Street and the Hall of Justice) are fed through the data closet in the Hall of Justice on the 3rd floor. This will be an important consideration during a phased renovation.
- The Law Library (currently on the 10th floor of the Hall of Justice) is funded by the County. It is under utilized by Judges and staff due to internet access. It is open to the public and some private attorneys use this as work space in lieu of an office.
- Currently, secure parking facilities in the basement of the Hall of Justice are available to Judges (not Magistrates), the Clerk of Court and the Executive Director. Convenient parking for Judges is an important consideration.

- Currently, the basement in the Hall of Justice includes maintenance shops, Housekeeping locker rooms and a vending area for the public (although few public ever use it).
- Existing freight elevator also serves as a public elevator in the Hall of Justice.

Sheriff & Jail Operation:

- The downtown Jail facility is generally overcrowded. There is a study on this subject underway. When inmates are brought from the off-site facility to appear before a Judge, they sometimes must stay overnight. When the downtown jail is over crowded, the two holding cells (one for men, one for women) at the end of the second floor bridge are used for multiple inmates.
- Individual inmates are brought up to the Courtroom holding cells when they must appear before the Judge.
- The Sheriff's duty in the courtroom is to control inmates (not to protect court employees or Judges.) Provide wide chairs for Sheriff's deputies, due to equipment on their belts.
- The Sheriff's deputies assigned to the courtroom have locker rooms / lounges in the building. Currently there is one for men and one for women on the 5th floor of the Hall of Justice. No showers included. Provide lockers for approximately ___ men and ___ women.
- In some jail facilities, Magistrate Hearing Rooms are included to handle arraignments in-house.

Related Agencies:

- The Columbus Police Department has approximately 10 Officers assigned to the courthouse to be present at trials. These Officers currently have office space on the 5th floor of the Hall of Justice.
- Netcare is an outside agency that provides mental health counseling to offenders, upon order by the Court. Currently there are 9 Netcare caseworkers who have offices on the 4th floor of the Hall of Justice (plus 3 more in the Juvenile Detention Center). This is essentially an assessment operation. Clients are referred to caseworkers off-site for ongoing treatment.

Growth

- Population growth in the county is projected to be 1% per year or 25%-30% over the next 25 years, however case filing growth is faster.
- Civil case filing is projected to grow at 35% over the next 25 years.
- Criminal case filing is projected to grow at 40% over the next 25 years.
- 30% growth would suggest 5 more Judges and courtrooms. The previous program suggested 7 more.
- Current courtrooms are approximately 1200 SF. The program proposes approximately 1700 SF.
- Consider adding more Magistrates and Hearing Rooms to deal with growth.

- Some courts don't assign one courtroom to each Judge. Instead they locate all Judges and staff on one floor (collegial approach) like a law firm, sharing staff and resources (with typical office ceiling height). Then courtrooms are located on the floors above and below (with high ceiling heights) and assigned as needed.

Other Facilities of Interest (Possible tour sites)

- OSU Law School – good technology
- William & Mary Law School – Courtroom 21
- Cleveland Federal Courthouse – flexible counsel tables can accommodate many.
- Houston Courthouse – Implemented an imaging system in Clerk's office at cost of \$14 million
- Miami-Dade County – Has imaging system

Comments on the New Courthouse

- Since the budget is tight, consider building infrastructure designed to accept amenities in the future.
- Plan for growth on the site.

The Court's Building Committee

- Judge Bessie will be chairman.
- The Committee will include Judges Bessie, Frye, Reese, Cain and the Administrative Judge (Currently Judge Hogan).
- The Judges have a monthly meeting at noon on the 3rd Tuesday of each month. The Master Planning team should consider making a presentation at one of their meetings.

Department: **Tenth District Court of Appeals for the State of Ohio**

Current Address: 373 South High Street –24th Floor and a portion of 23rd Floor

Participants: Jack Kullman, Jr. – Court Administrator, Jayne Vandenburg of SCA

Date of Interview: 10/31/06

Departmental Data:

The Tenth District Court of Appeals is comprised of eight (8) Judges elected by the voters of Franklin County. These Judges sit on three member panels and hear civil and criminal appeals from administrative agencies, as well as original actions. This also includes appeals from Municipal Court. Approximately 1000-1400 cases are heard each year, translating to 150 cases per Judge and 175 cases per Magistrate. If Judges have over 200 cases/year, an additional Judge would be needed.

Since this court typically involves lawyers as opposed to the public, locating this court close to the other Common Pleas courts would be convenient but not critical. Being convenient to the General Section of the Clerk of Court is important, since all records come from them.

Operations:

The current number of staff is thirty-nine (39) plus eight (8) Judges. Approximately 75% of the group requires private offices. The Court has two Magistrates and one Mediator, who each report to the Court Administrator. Each Judge has three staff members, one secretary and two law clerks. The Judges' chambers are arranged in "pods" with their staff adjacent to them. There is currently a vacant Judge's office on the 24th floor – it is used for a visiting Judge periodically. Each Judge's chamber is approximately 16'x24' with a private restroom. A typical law clerk's office is 10'x10'.

Magistrates handle the original action docket, which translates to approximately 175 – 200 cases per Magistrate per year. Some of these are criminal cases, however prisoners are no longer present in the courtroom, instead they are represented by an attorney.

The Clerk of Court for Common Pleas maintains a separate clerk's office for the Appeals Court. This is currently on the 23rd floor and space is tight. The staff members in this Clerk's office are not included in the count above, as they are a part of the Clerk of the Courts organization.

The Court of Appeals maintains their own library on the 24th floor. Law Clerks only occasionally utilize the library in the Hall of Justice.

Courtrooms:

One large courtroom is used by the Judges. Cases are heard Tuesday, Wednesday and Thursday mornings. The courtroom is spacious and acceptable. All proceedings are digitally recorded. Electronic exhibits are not currently used. Even if/when an additional Judge is added, this courtroom will suffice.

The Magistrates share the smaller courtroom, one hears cases in the morning and the other in the afternoon. This arrangement is acceptable. Scheduling of cases/trial/hearing is done by the Deputy Court Administrator.

Security:

Security within the building seems adequate, including the screening stations at the entry. Private offices each have key locks. Security within the courtrooms is handled by the Bailiff. One Bailiff is employed – he is a retired police officer and also handles some administrative/clerical tasks for the Court.

The “elected officials” elevator is used by the Judges and the Court Administrator. Since so many people use this, occasionally there are unfamiliar faces on the elevator which is a bit disturbing.

Support Functions:

- Mail is picked up at a central location within the building, and UPS items are delivered directly to the 24th floor.
- There is no regular use of the county print shop or loading dock.
- Food Service on the 16th floor is used occasionally by employees. However, at least ½ of the staff bring bag lunches and use the break room, which seats 15.
- Secure parking for Judges is provided on lower level of the courthouse. All other employees park in county or public garages or at meters in German Village.

Comments on Existing Facilities:

- Generally, there is plenty of space in the existing area to accommodate growth for the next 10-20 years.
- The Court would like to renovate the existing reception area. The current finishes look a bit dated.

Growth:

Over the next 10 years, an additional Judge may be needed. However, there is adequate space on the 24th floor to accommodate the Judge and required staff. The current courtrooms will also accommodate this expansion.

Department: **Franklin County Data Center**

Current Address: 373 South High Street – Floor 8 & 9

Participants: Director Dana Hughes, Jayne Vandenburg & Kimberly Traverse of SCA

Date of Interview: 7/11/06

Departmental Data:

Under the jurisdiction of the Franklin County Data Board, the County Auditor serves as the administrator of the Data Center. The Data Center provides data processing services, including IT server maintenance, IT training and printing of electronic materials, to all County agencies. The operation is housed at 373 S. High Street on a portion of the 8th and 9th floors, and has computer connectivity with most county facilities including locations on Alum Creek Drive, Mound Street, Memorial Hall, Veteran’s Memorial and the County Engineer’s office.

The total number of positions in the agency at this time is 68, plus 2-10 contract employees. Contractors and approximately 15% of the staff can work in open office workstations, while 85% of the staff requires private offices.

Departmental Location:

The entire 8th floor at 383 S. High Street has a raised floor and only windows on the east elevation are visible from the interior – this space was designed for a main frame computer with high security. While the raised floor and windowless space is not necessary for the current operation, the space is functional. It houses the servers for the county’s computer system, however not all agencies share the same system. In some cases, agencies have their own IT staff and a stand alone system. Some agencies house their servers in their own office space while others use secure cabinets within the 8th floor Data Center.

There are no critical adjacency requirements for the Data Center, as all “clients” (County agencies) are served electronically. However, “clients” do come to collect hard copies produced by the Data Center. This printing operation also requires that large quantities of paper be moved to and from the 8th floor.

The 8th floor is a secure area with card-key access. All visitors must check-in at the 9th floor reception desk. Those with 8th floor business are allowed to use a secure stair that leads them down to the printing operation. Once materials are picked up, they are able to call an elevator to move materials out. The freight elevator is only available to building occupants with clearance.

The battery back-up for the server room is located on the 7th floor, a convenient adjacency but not critical. The addition of a back-up generator is still being negotiated.

Special Needs:

Currently, the agency has a training room with 12 computer stations on the 8th floor and the ability to expand the space to accommodate 24. The quality of this space could be improved and it could be shared with other agencies.

A monthly staff meeting requires a space for 68-75 people. Currently there is meeting space for this group on floor 8; however the shared auditorium or conference room downstairs could be scheduled for this purpose.

Growth:

Over the next 10-20 years, some reorganization is anticipated. There would be a benefit to better integrating staff with the equipment they service (i.e.: servers). This could be accomplished within the existing space but would require more efficient furnishings and consideration should be given to increasing natural light on the 8th floor.

It is possible that in the future, the County might change their communication system to Voice-over-IP (VOIP). If this occurs, it would make sense to combine voice and data staff at one location, probably on the 8th floor. This would include the relocation of approximately 3 voice staff from another building.

Department: Court of Common Pleas – Domestic & Juvenile Division

Current Address: 373 South High Street – 3rd, 4th, 5th and 6th Floors and the Juvenile Detention Center

Participants: Judge Mason, Don Martin – Magistrate, Karen Casey – Court Administrator, Jayne Vandenburg of SCA

Date of Interview: 11/1/06

Departmental Data:

As a division of the Court of Common Pleas, the Domestic & Juvenile Court currently has five (5) Judges and approximately four hundred (400) staff members, including twenty-four (24) Magistrates. Two visiting Judges often assist. An immediate need exists for an additional Judge, additional Magistrates, Courtroom and Hearing Room space.

In 2005, this court handled 36,834 cases, as tracked by the Supreme Court of Ohio. This reflects an increase of 250 cases from the previous year. Given the number of Judges and Magistrates, this is the heaviest caseload of any Domestic and Juvenile Court in the state.

The Clerk of Court's Domestic and Juvenile Section and the Juvenile Probation Section are located on the 4th Floor. The Clerk's area is very tight.

The Court has a great deal of interaction with the following agencies and a convenient adjacency is desired: Children Services, Child Support Enforcement Agency (CSEA), Public Defender, Prosecutor, Columbus Police, Sheriff, Court Appointed Special Advocates (CASA) and Court appointed attorneys.

Operations:

Judges handle all final divorces and dissolutions, domestic violence cases, severe juvenile felonies and reviews of all cases. Cases handled by Magistrates are overseen by a Judge.

Each Judge has one secretary, one staff attorney and one bailiff. A Judge's suite should include space for chambers, a secretary with guest seating (*also see attorney waiting areas discussed below*), a staff attorney office and a private conference room with direct access to the chambers and a second door to the reception/corridor for attorney access. The bailiff's office opens off of the courtroom.

The Juvenile Detention Center is operated by this Court. Located across Front Street and built in combination with the County's Parking Garage, the Detention Center is designed with 96 boys' beds and 26 girls' beds, for a total of 132. A secure tunnel connects the detention center to the courthouse for prisoner transport. In addition to the detention facilities, the center includes an intake area and office space for 10-15 program staff, classrooms, courtrooms, hearing rooms and the Clerk of Court's Traffic Section.

Too often the center has to deal with over-crowding by adding mattresses on the gymnasium floor. The use of electronic monitoring is being used more frequently to help reduce the number of occupants. Overcrowding in the Juvenile Detention Center increases operating

expenses due to mandatory overtime and it diminishes employee moral and impacts employee retention.

Courtrooms:

Currently there are 22 courtrooms and 29 Judges/Magistrates plus 1 visiting Judge periodically. Courtrooms are scheduled every day, all day long beginning at 9 am and 1:30 pm. Additional courtrooms are an immediate need.

Technology in courtrooms is currently being upgraded to digital recording. This exists in many Juvenile Courtrooms already – but there is more work to do. Judges use Court Reporters when hearing domestic relations cases and stenographers when hearing juvenile court cases. Domestic magistrates and Juvenile custody magistrates, all located on the third floor, use court reporters for contested cases and digital recording for uncontested cases. Additional upgrades to technology are needed, such as computer screens in the witness box to facilitate language translation, and closed circuit television to permit a child abuse victim to testify in the courtroom, and the defendant to observe the testimony in a separate room.

Currently only one courtroom is set up for Jury trial. An additional courtroom with all the necessary support space is desired. Jurors come from the Common Pleas jury pool.

Security:

Security improvements are needed, including privacy locks (one-way locking), key-card or buzz-in access on specific doors. Currently access into the Administration area and the Judge's suite is too easy. Consider additional security camera coverage.

Three Sheriff Deputies are assigned to the Domestic and Juvenile floors. Their base of operation is back in the Judges' secure zone. Consider locating their base of operation near the elevator lobbies for greater visibility.

Support Functions:

- Judges have secure parking below the Courthouse, although this does not preclude visual access to the Judge's vehicles by prison inmates. Magistrates typically park in the County Parking garages. It would be preferable for Magistrates to have reserved in-out parking in a more secure area.
- The quality of the Food Service operation on the 16th floor seems to have gone down-hill. It is convenient but quality must remain high to be useful.

Comments on Existing Facilities:

- There is a serious shortage of conference space throughout. For example, the 3rd floor was originally designed with 33 conference rooms – it now has only 10. The 4th floor has 2-3 conference rooms, and the 6th floor has 2.
- There is a serious lack of storage space throughout.

Growth:

- Mediation Rooms: There is currently a serious shortage of Mediation Rooms. Rooms with round tables should be added for groups of 12-15 and smaller spaces for groups of 4-6.
- Self-Representation Resource Center: The Court has experienced a large increase in the number of *pro se* litigants. Currently the Bailiffs spend a lot of time helping them through the process, which is not efficient. A resource center is needed. It might include several computer terminals to access guidelines, a rack of hard-copy forms, a staff member to assist and an adjacent office for a pro-bono attorney who can also assist. This is an immediate need.
- Attorney Waiting Area: It would be beneficial to have several attorney waiting areas located adjacent to courtrooms and outside Judges' chambers. This would help eliminate the congestion in the halls and attorneys could be more productive as they wait. These areas might be set up with a couple computers to access court guidelines, a rack for hard-copies of forms and counter space for laptop computer work. For the Domestic Court on the 3rd floor, these spaces should accommodate a total of 40 attorneys at one time.
- Title 4E Qualification: The court is currently waiting on a policy decision from the Ohio Judicial Conference regarding Title 4E qualification. This program allows the Court to leverage federal funds to oversee the placement of children. The Judges, the Bar Association and the Legal Aid Foundation are all in favor of obtaining this qualification if possible. If qualified, this will require additional contiguous office space for approximately 20 staff, including caseworkers and probation officers. Once a policy pronouncement is made by the Ohio Judicial Conference, the Judges will make a final decision on applying for qualification, the court then applies and the qualification process will take approximately 2-3 months.
- Visiting Judges: Plan chambers for 2 Visiting Judges.
- Kitchenette: A small kitchenette with a dishwasher would be desirable near the Administration area.
- Expansion Space: Could consider moving the Domestic Court to an upper floor of the tower, and expanding the Juvenile Court within the existing lower floors. If this occurs, the Judge's secure elevator will need to serve the 3rd floor.
- Juvenile Detention Center: Expansion of the Detention Center must be considered due to population growth and legislative changes that have criminalized delinquent behavior. The first goal is to create alternative training programs to keep juveniles out of the detention center, however the need for expansion might be a reality.
- Day Care Center: A County Day-Care Center would be good for employee recruitment and retention and it would decrease absenteeism.

Department: **Office of Homeland Security & Justice Programs**

Participants: Kathy Crandall – Director, Chief Deputy Steve Martin, Jim Francis – Security Consultant, Chang-Ming Yeh – Court Consultant, Don Hardenbergh – Court Consultant, Terry Sullivan - SCA, Jayne Vandenburg - SCA

Current Address: 373 South High Street – 25th Floor

Date of Interview: 8/24/06

Departmental Data:

The Office of Homeland Security promotes public safety and business continuity within the county operation. The county uses the “Arch Angel” model for threat definition and they reference federal security standards. The threat definition includes terrorist attack and natural disaster. This office does not provide requirements for building security, but they make recommendations, review plans and negotiate security solutions. They are also responsible for evacuation plans.

Operation:

Currently there are three security forces at work in the county complex:

- The Sheriff who is responsible for prisoner security and transportation
- Security guards that work for Public Facilities Management and staff the security/screening stations. They do not carry weapons.
- The Municipal Court security guards who staff the security/screening station in the Municipal Court Building. They do not carry weapons.

In a crisis situation, the Sheriff’s office is contacted and at times, City Police are in the building and can offer assistance. In addition, plain-clothes SWAT officers are occasionally stationed in courtrooms to handle possible “gang” outbursts.

Security Issues To Be Considered:

- “All-hazard” threats (natural disasters) exist – flood plain – wind tunnel down High Street takes out glass in the revolving doors.
- Prisoner transport is a critical issue. A tunnel between the Jail and the new courthouse is preferred.
- Retail space is not preferred – consider merchandise delivery issues – consider need for security checks on retail staff.
- Beware of High Street entrance – possible vehicular access and explosion threat
- Provide Public Address system throughout building to allow Public Safety to communicate in case of emergency.
- Need to improve delivery access to complex so deliveries do not cross traffic with prisoner traffic.
- Important to provide adequate space for media vans.
- Need pedestrian drop-off but prefer not to locate this at the front door.
- Prefer not to have roof-top access via mechanical room – this is a security breach.

- If pedestrian walk-ways are provided from parking structures, these should bring visitors to the main entry (as opposed to an upper floor as currently happens in the Municipal Court Building).

Growth:

There is no plan to expand the existing office space for this department during the next 20 years.

Department: **Franklin County Department of Human Resources**

Current Address: 373 S. High Street, 25th Floor

Participants: Director Margaret K. Snow, Kimberly Traverse of SCA

Date of Interview: 7/18/06

Departmental Data:

The Department of Human Resources handles employment, employee relations, benefits and training to all county agencies in Franklin County. They also provide health and dental benefits to Fairfield and Pickaway County's agencies.

There are currently twenty-three (23) employee positions with twenty (20) filled. They are currently reviewing what the next 10 – 20 years indicate for growth of the department. Approximately 85% of the department staff require private offices for confidentiality.

Department Location:

Currently the 25th floor is dedicated for the Department of Human Resources. The Benefits division is also located on this floor, but separated from the department. They have their own server on this floor, as well as the Benefits server.

There are no critical adjacency requirements for the Department of Human Resources, but they should be in close vicinity to the Data Center for printed materials. It was also felt that they should be on a lower level of the building, closer to street level, as there are approximately twenty (20) visitors per day including county employees, prospect employees and vendors.

Special Needs:

Currently, the agency has one (1) training room, but three (3) or four (4) are needed as well as work-stations for on-line training. Storage is at maximum and more storage for filing and an electronic room is needed for scanning.

Growth:

In the future, it is possible that the HR staff will work via tele-commuting; therefore more technology would be needed. However physical space might be reduced. Expansion ideas within the Benefits division include a wellness center with a website, classes, seminars and a work-out facility open to the downtown employees. Consider including locker rooms, clinic, a childcare facility and a post office.

Department: **Job & Family Services**

Current Address: 80 East Fulton Street

Participants: Director Douglas Lumpkin, Thomas Jones & Shancie Jenkins of JFS, Terry Sullivan & Jayne Vandenburg - SCA

Date of Interview: 7/13/06

Departmental Data:

Job & Family Services (JFS) operates 6 Opportunity Centers in different parts of the county to serve the public. The operation at 80 Fulton Street is strictly Administrative, including the Director, Finance, Facilities, Human Resources, Purchasing, and IT.

The total number of positions in the agency at this time is 721, 609 of which are currently filled and 112 which are vacant.

The Administrative offices share the building with Child Support Enforcement. JFS occupies a portion of the basement, a portion of the 3rd floor and the entire 4th floor. Building security is handled through security guards and a metal detector at the entry lobby. All visitors to the JFS Administrative offices must be escorted from the lobby.

Administrative Operation:

Currently there are approximately 200 staff at the Fulton Street facility, 85% in open office workstations and 15% in private offices. The Fulton Street offices have approximately 12 visitors per day. This location is acceptable but not critical, as there is only periodic interaction with other county and state agencies. An upgrade to the quality of office space is desired, however it is not critical that this operation be in or near the new courthouse.

JFS has its own IT system and houses their main server room with the Administrative offices. The current server room has a raised floor which is not necessary and the room is shared with Child Support Enforcement. Emergency generators and a UPS system are in place at Fulton Street. Each Opportunity Center has a satellite computer room. When new equipment is purchased, it is shipped directly to the appropriate site and formatting and testing occurs at that site. For redundancy, JFS is preparing to add an off-site IT storage facility. The entire IT system is separate from the County's for efficiency and security reasons.

The Administrative operation oversees training and currently this occurs at the 5 Opportunity Centers. In the future, it would be beneficial to have a centrally located training facility – possibly as a part of the Administrative offices. This would include four classrooms with 15 computer stations each. It might be possible to share this facility with the County's HR operation.

Purchasing for JFS is located at Fulton Street on the basement level. All materials, such as office supplies come into this location, are organized and sent back out to the Opportunity Centers.

Storage is an ongoing challenge. JFS currently leases Fire-Proof storage space off-site and that arrangement will probably continue for many years. High density paper storage is not used within the office at this time and is not a logical solution, as digital imaging is being considered to reduce paper. More storage space for equipment and files is needed within the Administrative offices.

The building manager for Fulton Street, the security operation, the loading dock and food service operation are all under the control of the county's Public Facilities Management agency.

Opportunity & Job Centers:

Currently each Opportunity Center serves approximately 100 public per day. Case workers at each facility do "total case management" which includes face-to-face service, as well as some non-face-to-face tasks. In the future, this system might change, allowing the non-face-to-face tasks to be centralized at one location. Opportunity & Job Centers are at the following locations:

- 245 E. Fifth Avenue (north side): 46000 SF – lease through 10/31/07.
- 3723 South High Street (south side): 38,660 SF – lease through 12/31/09.
- 1055 Mt. Vernon Avenue (east side): 38070 SF - county owns this location.
- 314 N. Wilson Road (west side): 47,550 SF – lease through 5/31/07
- 3443 Agler Road (northeast side): 42,790 SF - lease through 12/31/11.
- 1111 E. Broad Street (Job Center to open November 2006)

As demographics change, the agency is considering combining the north and northeast center into one location. The non face-to-face operation could be combined with the Administrative offices or the Agler Road facility might be a likely candidate for this function, as it is not the best location for public access. The non-face-to-face operation is estimated to include approximately 40 staff in open office workstations.

Each location requires a computer server room with separate climate controls and a restricted-access file area. Currently a security assessment is underway for each Opportunity Center – upgraded security will likely include some form of key-card access as opposed to metal detectors.

Expanded storage is needed at each of the Opportunity Centers for equipment and files.

Growth:

Over the next 10-20 years, possible reorganization should produce efficiencies at the Administrative level. An expansion of Opportunity Centers may be required as the population increases.

Department: **Franklin County Office of Management and Budget**

Current Address: 373 S. High Street, 26th Floor

Participants: Director Kenneth Wilson, Kimberly Traverse - SCA

Date of Interview: 7/31/06

Departmental Data:

The Office of Management and Budget reports to the County Commissioners and provides financial guidance and support to the board of Commissioners, the County Administrator and county organizations which include weekly financial resolutions, monthly and quarterly reports, levy reviews, Commissioners' office accounts payables, accounts receivable and payroll, the Cost Allocation Plan, debt service, the Tax Budget and other services.

There are currently twelve (12) employee positions. Approximately 92% of the department staff requires private offices.

Department Location:

Currently the department is located in two (2) separate areas on the 26th floor of 373 S. High Street.

The critical adjacency requirements are to be located near the Clerk's Office of the Board of Commissioners, County Administrator and County Commissioner's Offices.

Comments on Existing Space:

Currently 3 conference rooms, work room and supply rooms are shared with the Commissioners and the Clerks. These spaces are heavily used during certain times of the year.

A dedicated supply room with equipment for mass producing documents, fax machine and scanner would increase efficiency. Currently each work station has its own printer and the copier is used to send faxes. All staff in the same area would also increase efficiency.

Growth:

It is anticipated that this department will increase by 1 position over the next 10 – 20 years.

Department: **Franklin County Municipal Court – Clerk of Court**

Current Address: 375 S. High Street – 1st, 2nd, 3rd, 4th and 16th Floors

Participants: Kathryn Dunn – Executive Assistant to Clerk Lori Tyack,
Jayne Vandenburg - SCA

Date of Interview: 11/3/06

Departmental Information:

The Clerk of the Court is an elected position. The Municipal Court handles 250,000 per year. The jurisdiction of the Municipal Court includes civil cases where the amount at issue is less than \$15,000, traffic cases, and misdemeanor criminal cases.

The Court has two (2) divisions; the general division and the environmental division. The environmental division has exclusive jurisdiction over criminal and civil actions to enforce building, housing, health, or safety codes applicable to premises intended for use as a place of human habitation.

The Clerk of the Court has a total of 150 staff members, 10% of whom require private offices.

The existing Clerk's space is assigned as follows;

- 1st Floor: Public counter for traffic section and cashiers.
- 2nd Floor: Criminal Division
- 3rd Floor: Civil Division and Accounting
- 4th Floor: Clerk's Administrative Offices and Training Room
- 16th Floor: Clerk's Information Systems

Operations:

Civil and criminal cases are filed in the respective Divisions. Electronic filing may be available in the future but it is not in place yet. Current file rooms maintain two (2) years of hard copy files on site. Older files are sent to Fire-Proof Storage off-site. The Clerk's office is in phase 1 of implementing an imaging system for case files.

Certain files are available for public review. To gain access to files, a request must be submitted in writing. Review of files on-line is not yet available.

Way-finding is difficult for the public. Many folks in search of the Common Pleas Domestic Court on the 4th floor of the Courthouse, end up on the 4th floor of the Municipal Court Building. Better organization of spaces within the complex could help.

Overall, security is adequate. Administrative offices on the 4th floor are locked since felony arraignments are held on the other end of this floor.

Support Spaces:

- Mail is delivered to the Clerk's office on Floor 3, sorted and disseminated to offices on the other floors.

- Break rooms for the Clerk's staff exist on Floors 1, 2 and 3. Some employees use the food service on the 16th floor of the courthouse.
- The Clerk has a secure parking space below the building, but all others park in county parking garages or at meters.

Growth:

- There is an immediate need for additional program space, such as a State BMV office (as discussed with the Common Pleas Clerk of Court).
- Over the next 20years, the Clerk's office anticipates adding approximately 25 staff members, for a total of 175 staff.
- Over the next 20years, the Clerk's office anticipates needing an additional 10,000 SF of space.

Department: **Franklin County Municipal Court - Administration**

Current Address: 375 S. High Street – 10th Floor

Attendees: Judge James E. Greene, Keith Bartlett – Court Administrator,
Jayne Vandenburg

Date of Interview: 8/23/06

Court Information:

The Franklin County Municipal Court is funded jointly by the county and the City of Columbus. The mission statement is as follows;

The Municipal Court shall, in a fair, accessible, effective and efficient manner, resolve disputes; and in so doing shall interpret and apply the law consistently and impartially to protect the rights and liberties guaranteed by the Constitutions of the State of Ohio and the United States of America.

The Municipal Court handles 250,000 per year. The jurisdiction of the Municipal Court includes civil cases where the amount at issue is less than \$15,000, traffic cases, and misdemeanor criminal cases. Each Judge handles approximately 500-600 cases per month, or 6,000 annually. The Judges also conduct criminal arraignments and preliminary hearings on felony cases before the case is transferred to the Common Pleas Court.

The Court has two (2) divisions; the general division and the environmental division. The general division operates with fourteen (14) judges and five (5) magistrates. The environmental division began operating in 1992, and has one (1) judge. This division has exclusive jurisdiction over criminal and civil actions to enforce building, housing, health, or safety codes applicable to premises intended for use as a place of human habitation. The Municipal Court has a total of approximately 197 staff members spread over the following areas; Magistrates, Court Administration, Finance, Human Resources, Judicial Secretaries, Legal Research, Security, Interpreters, Court Reporters, Assignment Office, Bailiffs, Vehicle Immobilization, Court Investigation, Jury Commission, Small Claims Court/Dispute Resolution and Probation.

The Municipal Court has its own Jury pool. Jurors are solicited specifically to serve within the Municipal Court and they wait within the Municipal Court Jurors' Room. Over the years there has been discussion of consolidating the two juror pools and room, but no agreement has ever been reached.

Comments on Existing Space:

The court has been in its current location since 1979. The building is shared with the Clerk of Court (approximately 200 staff), the City Attorney (approximately 100 staff/1½ floors), the Common Pleas Magistrates and the Common Pleas Adult Probation lab and day program (floors 5 & 6).

Currently the court has two (2) traffic-arraignment courtrooms, two (2) criminal-arraignment courtrooms, two (2) record hearing courtrooms, one (1) duty courtroom and sixteen (16) jury courtrooms in its general division. The environmental division operates with one (1)

courtroom used for both its arraignment sessions and its record and jury trials. Conference rooms are at a minimum. A couple days each week, the Court of Common Pleas hold their arraignments in the Municipal Court's traffic-arraignment courtrooms.

Although the building has not expanded over the past 25 years, the Municipal Court has seen a 400% increase in the number of cases and visitors they must handle. Currently, an average of 24,000 people are screened at security checkpoints each week. The size of current courtrooms is problematic since one Judge often has 40-50 cases scheduled within his/her courtroom, creating a high volume of traffic and the need for more space for prosecutors, defense counsel, witnesses and spectators. In addition, facilities for jurors are extremely cramped. It is felt that our citizens who serve on the jury should receive better accommodations.

Circulation within the building is poorly organized. It is felt that there are an inadequate number of public elevators and a poorly located prisoner elevator. Security is severely compromised as prisoners are brought from lower level holding cells up to the courtrooms and escorted through office space by an armed Deputy – they are within close proximity to Judges and staff as they are transported. Unfortunately, the prisoner elevator also doubles as the freight elevator. The existing pedestrian bridge that connects the county parking garage at an upper level includes a screening station and presents another security and orientation challenge.

The building's infrastructure is also lacking. Mechanical systems are inadequate with poor distribution. Lighting is substandard and technology upgrades are difficult and therefore costly. The current building does not comply with the Americans with Disabilities Act. In general, the heavy use of the building has left it in poor condition.

Considerations for the Master Plan:

A new or renovated facility for the Municipal Court would be desirable. It is felt that the optimal arrangement is to have all courts and associated functions within one city block. One main point of entry into the court complex makes sense, facilitating clear direction for the public and reducing the need for redundant security screening. The Cuyahoga County Justice Center is a good example of one facility that incorporates all county court functions.

Other reasons for the Municipal Court to be close to the Court of Common Pleas is to facilitate consolidation of some functions, such as security, prisoner transport and the jury pool. The probation operations for each court would be better served if they were adjacent and could coordinate more efficiently; some individuals must meet with a probation officer from each court and the drug-testing operations could be combined. In addition, there are many attorneys who practice in both courts.

The idea of video arraignment should be considered. Since the process of moving prisoners from the off-site Jackson Pike prison facility to the Courthouse is laborious for the Sheriff and degrading for the prisoner, it is felt that the video arraignment process would be an improvement. In addition, it would ease traffic at the Municipal Court.

The organization of courtrooms and chambers was discussed. Generally, each Judge prefers his/her own courtroom, however the way the space is organized could be explored further. The idea of providing one Jury Room to support 1-3 courtrooms might be considered, only if additional conference spaces are also provided. Jury Rooms should be comfortable and have restroom facilities that provide some level of privacy. Observing operations at other county courthouses would be helpful.

Stack holder: **Ohio State Bar Association**

Current Address: Offices of Hahn Loseser & Parks

Participants: Steve Chappellear, litigation attorney and past president of Columbus Bar Association and OSBA, Terry Sullivan of SCA

Date of Interview: 8/21/06

At the request of Denny Ramey, Executive Director of the Ohio State Bar Association, Steve Chappellear volunteered to offer his perspective of the existing county court facilities complex. As a practitioner, he offered the following comments:

- Security is important. Presently, Steve does not feel safe when he goes to court – feels too many weapons either get through the checkpoints or there are other ways someone can smuggle a weapon into the facility.
- He would like to see exceptions to the daily screening – lawyers with Bar Association cards and police officers would not have to go through the line at the magnetometers
- Orientation and way finding needs to be drastically improved. It should be easy for the public to find their way around the entire courthouse complex.
- Should be tourists friendly – school and civic groups – not unlike the Supreme Court and the Statehouse. Display area with the history of Franklin County court system.
- Possibly having a display area – kiosks for public information and to receive simple legal forms (like wills, legal separations, etc.).
- Steve felt the courthouse should “feel” like a courthouse – where a person feels like justice will happen in this place – as opposed to an everyday office building feel.
- Steve is open to different courtroom arrangements but says the round courtrooms have been a disaster to practice in (they should be rectangular). Some of the courtrooms should accommodate more viewing – say for school children (like at the Supreme Court). Need to have good separation of jurors, defendants and witnesses.
- He suggested that we tour the OSU moot courtroom at the Moritz College of Law. Says it has a lot of good technology.
- Steve thought that having a courtroom pool was a good idea – he said that actual trials in the USA have been declining. He said to be wary of all the statistics about filings and how overloaded the court system is. He says that on many days (especially in the afternoon) most courtrooms are not in use. He also said that with dispute resolution and mediation hearings on the rise, more and more cases are being settled without trials. He also said that some judges get a little carried away with a “MY COURTROOM” attitude, and a pool of courtrooms may help this.
- He said having a good law library in the facility is important. Lawyers use it more than you think.
- Steve said that many of the pre-trial proceedings do not have to take place in the courtroom. Many take place in the judge’s chamber or their conference room and this can be distracting especially in the mornings. Suggests more conference rooms should be available to the legal teams that distractions can be kept to a minimum.

Department: **Public Facilities Management (PFM)**

Current Address: 373 South High Street – 1st floor plus locations throughout the complex
Attendees:

Date of Interview: (R. Meyers is collecting information.)

Departmental Information:

Public Facilities Management oversees forty (40) county buildings and the administration offices, are located on the first floor of 373 South High Street. The total number of staff is approximately 250. Approximately 32 of the staff currently sit in the administrative offices and 50% of these require private offices.

The entire organization is divided into 3 major groups and office/shop space is distributed throughout the complex;

- Support Services, including
 - Management and Clerical Support
 - Parking Attendants
 - Fiscal
 - Data Systems
 - Security
- Operations, including
 - Carpenters
 - Painters
 - Locksmiths
 - Electricians
 - Communication Technicians
 - Custodians
 - Maintenance Workers
 - Air Quality Technicians
 - Grounds Keepers
- Construction, including
 - Planners
 - Project managers

Comments for Master Plan:

- Location of Public meeting rooms on the 25th floor is not practical.
-

Growth:

- Need additional storage for supplies, surplus property and equipment. Growth space is estimated at 21,500 SF.
-

Locations & Usage:

The following breakdown of space was provided by PFM on 11/29/06.

Building	Floor	Department	Usage	Size (SF)	Staff
FCCH	02	Administration	offices, storage	12,739.20	21
	15	Administration	offices, storage	3,230.52	2
	15	Community Service	offices, storage	1,303.33	3
	23	Security, WC, others	offices, storage	1,952.86	10
	25	Surplus	storage	3,528.01	0
	27	800 MHz	satellite office, storage	416.00	0
	B	Security	control ctr., storage	620.64	4
HOJ	01	Housekeeping	office, storage	207.11	0
	01	Security	storage	101.14	0
	05	Construction	plan storage	386.87	0
	05	Environmental, 800 MHz	office	595.63	1
	05	Union	offices	347.95	2
	B	Carpentry,Electrical, Maintenance, Housekeeping, Locksmith	Supervisor offices, shops, storage		30
MUNI	B	Carpentry,Painters, Surplus	storage, offices	5,385.56	10
CHAN	01	Maintenance	office, storage	976.20	1
	02	Electronics, Carpentry	offices, storage	2,327.20	5
	B	Telecommunications	offices,storage, shop	1,156.98	3

Parking:

The following parking summary was provided by PFM on 12/12/06 – additional verification to follow.

	FCCH	HOJ	FCCI	SURFACE N. of FCCH	SURFACE @ 80 FULTON	SURFACE @ MOUND	SURFACE @ NEW BLDG SITE	COMMISS GARAGE	JUV. DETEN. GARAGE
Elected Officials	30	17		7	0				
Executive Staff		6		11	58				
Sheriff			8			84			
Employees							220	697	258
Public							221	403	264
County Passes								84	10
TOTAL	30	23	8	18	58	84	441	1184	532

Department: **Probate Court**

Current Address: 373 South High Street –22nd Floor and a portion of 23rd Floor

Participants: Judge Lawrence Belskis, Tom Stone - Magistrate, Charlene Schultheis – Court Administrator, Catherine Culp – Admin. Assistant, Jayne Vandenburg of SCA

Date of Interview: 11/30/06

Departmental Data:

The mission for the Probate Court is to protect those who can not protect themselves. To that end, the court deals with adoptions, guardianships, mental commitments and trusts. This division also handles estates (administration and litigation) and they issue marriage licenses.

Probate is an independent division of the Common Pleas court system, being located remote from the other courts seems to work well. Probate deals with many administrative actions and rarely are prisoners a part of the proceedings. Therefore the remote location offers a calmer environment, mostly void of the criminal element.

For the public's convenience, it is practical for this court to be within easy access of the Auditor, Recorder and County Engineer offices.

Operations:

The current number of staff is 46 including seven (7) Magistrates, plus one (1) Judge. The court prides themselves on maintaining a timely schedule for hearings.

In addition to the staff located in the Courthouse, the court has five (5) part-time Magistrates who oversee commitment hearings at the State Hospital. Patients in private hospitals are sometimes transported to the State Hospital for such hearings.

The Probate division has a great deal of walk-in traffic, many without appointments. The operation is set up with open workstations where the public can meet with clerks or Magistrates. Several research stations for public use are also available. The increase in pro-se litigants who need assistance has placed tremendous time demands on the clerks. Court employees must be careful not to “practice” law as they provide pro-se assistance.

In the Probate Division, the Judge serves as the ex-officio Clerk of the Court. The Clerk of Court operation includes a cashier where filing fees are paid, an imaging room where documents are scanned and the Records Room located on the 22nd floor with remote storage on the 23rd floor. Imaging has been in use for five (5) years, thus all cases from 1998 forward are electronic. Although files are electronic, current procedures also require that five (5) years of hard-copy files are maintained on site. Review of paper files is less cumbersome for many, as opposed to searching e-files. Attorneys are allowed to check-out/borrow paper files for review. Different records retention regulations exist for various types of cases. Generally, the hard-copy of a file may be destroyed once the case is closed. The electronic and microfilm copy will be retained, with microforms being stored off-site at Fireproof Storage.

Currently, the court's docket can be viewed on-line, however actual files are not available on-line due to privacy and possible exploitation issues. This court anticipates that cases may be filed electronically in the future.

The Marriage License department is on the 23rd floor. This operation is self-contained with cashier stations. However, the employees sometimes feel remote from the rest of the Probate operation.

The court spends an unusual amount of time finding attorneys to serve as fiduciaries/guardians for litigants. Although this is really not the court's job, it is a necessary function which takes a lot of one magistrate's time.

Courtrooms:

Currently the court has one large courtroom with Jury facilities, although jury trials are very rare. The Judge typically uses this courtroom.

Currently, five (5) hearing rooms are shared by the seven (7) magistrates. Two are larger than the others and one is technically the law library, which is currently being modified to serve as a more appropriate Hearing Room. In addition, the Judge sometimes holds hearing in his chambers.

Security:

Response time by security personnel should be improved. Security assistance is occasionally needed to control disagreements or fist fights.

Security related to the cash operation works well as is – cash is held in a safe and picked up by Brinks. Additional cameras are not needed.

A Certain portion of the staff space is closed to the public with locked doors. This arrangement is acceptable.

Support Functions

A Pro-se Resource Center would be very desirable, particularly if this operation could be staffed with a volunteer attorney.

Employee and client parking is a big problem. The waiting list for employee parking in the county garages is several years. More parking should be made available.

The Exercise Room on the 10th floor of the Hall of Justice is undersized and inadequate. A "Wellness Center" would be an excellent perk for the county employees. An on-site Child Care facility for use by county employees would also be very desirable.

Growth:

- Caseload
 - The largest volume of cases that the court handles are Estate cases, however only modest growth is anticipated in this area.
 - Some increases may occur in the Trust cases, since new legislation increase the need for court approvals.
 - It is difficult to project any trend in the number of Adoption cases, therefore only a modest increase in projected.
 - The number of guardianship cases are expected to double over the next 20 years. Over the past fifteen (15) years these cases have increased from 2500 to 7500, due in large part to the growth in immigrant population.

- Staff
 - Within the next two (2) years, the court anticipates adding one (1) Magistrate and one (1) Court Investigator.
 - Within the next ten (10) years, the court will need an additional courtroom, one (1) additional Court Investigator and one (1) additional Guardianship Clerk.
 - Within the next twenty (20) years, the court anticipates the need for two (2) additional Magistrates, one additional courtroom, two (2) more Court Investigators (for a total of 6) and one (1) more Guardianship clerk (for a total of 4).

Department: **Franklin County Court of Common Pleas – Adult Probation**

Participants: Gayle Dittmer – Chief Probation Officer, Chang-Ming Yeh, Don Hardenbergh, Jayne Vandenburg

Current Address: 373 South High Street – 10th & 11th Floor, Muni Building – 5th Floor

Date of Interview: 8/24/06

Departmental Data:

The Chief Probation Officer reports to the Court Administrator and this group handles adults only. The Juvenile Court and Municipal Court have their own Probation sections. The Probation and Home Incarceration section includes 105 staff, 75 of whom are probation officers. The group oversees approximately 5400 people on probation. Each probation officer is assigned to a particular Judge. Officers are assigned to do “line supervision” or “intensive” supervision.

For line supervision, each officer handles approximately 120-145 cases. The optimal number of cases is 120 per officer. Clients must report in once per month or in some cases once every 3 months.

For intensive supervision, each officer handles about 50 cases. The optimal number of cases is 35 per officer. Typically clients must report in twice per month and a typical interview is about 15 minutes. Sex offenders must report once a week.

Thirteen (13) State Probation Officers also have offices here, two of whom are supervisors. These officers handle 75% of the Pre-sentence Investigations (PSIs).

Operation:

All probationers report to the 10th floor reception area, which seats about 30-35 people. Most of the time this area is adequate to handle the load. This area serves as the lobby for in-take and the cashier where clients pay fines, court fees and restitution.

Intake: Attorneys physically escort clients to the probation department to meet with a PSI Officer. The PSI Officer (currently on the 11th floor) does an assessment which is turned over to the Judge for approval. Within a few days the client returns to meet with a Probation Officer to begin supervision. If a client is from out-of-state, a meeting with the Probation Officer is set up immediately. If a client is in jail, the attorney brings just the paperwork to the PSI Officer for assessment and processing.

The Intake unit includes a Court Preparation Specialist who sheppards the paperwork through the court system, verifying when clients need to return to court and ensuring that all information is ready.

Pre-Trial Investigation: Currently located on the 5th floor of the Municipal Court Building, this group has a record of everyone being arrested. Their duty is to supervise people who are out on bond. They do their own intake and have approximately 350 people reporting in each week for supervision. Staff currently sit in cubicles, therefore about 4 interview rooms are needed.

Probation: Once a probationer is assigned to a probation officer, he/she must go through a one-on-one Instructional Interview to review the rules and procedures. This takes about 1½ hours.

Clients with drug, alcohol or mental health issues are ordered by the Judge to have an assessment by Netcare (a separate non-profit organization funded by the ADAM Board). Netcare has space within the county complex. Social workers do a 2-hr. assessment with clients and make recommendations to the probation officer and they attempt to connect clients with treatment organizations.

Periodically, clients must go for drug testing. The “lab” is currently located on the 5th floor of the Municipal Court Building. It includes toilet facilities, exam rooms where mouth swabs are taken and storage facilities for samples. Samples are sent off-site for analysis. In some cases, clients visit with their Probation Officer first and then go to the lab. In other cases, when periodic testing is prescribed, clients go directly to the lab.

Approximately 50 times per month, an arrest is made in the probation office. This is scheduled in advance when an officer knows his/her client has broken probation. A team of probation officers is ready and the arrest is carefully orchestrated as the client is lead back to the office and out of site of other probationers. The probation team (armed only with o.c. spray) escorts the client to the jail and turns him/her over to the Sheriff.

Day Reporting: In some cases, clients are required to attend classes dealing with behavioral and employment issues for an 8 week period. Each class includes approximately 25 people, running from 9 AM until noon. These are held in a multi-purpose room, currently on the 5th floor in the Municipal Court Building.

Officer’s Duties: Probation Officers are organized into 9 units of approximately 6-7 officers each, one being the Senior Officer. “Report Days” are scheduled by unit, such that one unit does interviews all week long.

Other duties include reviewing the PSI report, preparing recommendations, attending court for the disposition, visiting the probationers in the field, updating records after each meeting with the probationer, help as assigned with the lab operation and “duty day”. Probation Officers take turns working in the lab and answering questions at the reception or on the phone.

New Probation Officers go through a 2-week training period, 8 AM – 5 PM. This training takes place in a multi-purpose room for 50 people, currently located on the 11th floor.

Currently the Probation Department does not use an imaging system, however they do anticipate having one in place by the time the new courthouse is ready. Hard copies of the current year’s files and the previous year’s files are stored on-site. Older files are stored off-site. After 5 years, the County’s microfilm operation puts files are put on microfilm and hard copies are destroyed.

Departmental Location:

This group occupies the 10th and 11th floor of the Courthouse, and space on the 5th floor of the Municipal Court Building. It would be beneficial to have the entire group together. An adjacency to the Public Defender or Prosecutor is not critical. Probation Officers do spend a lot of time in court and meeting with Judges, so being close to the courts would be beneficial. Any distance away from the courts will result in a lot of down-time for officers to travel back and forth.

Probation officers currently meet with their clients in their office, which can be a security issue. Consider using separate interview rooms for this purpose, however access to files via computer is necessary.. Consider nine interview rooms plus extra float rooms for the current number of probation officers. These rooms would be located close to the reception. If an adequate number of interview rooms are provided, officers might be able to sit in workstations in lieu of private offices. Noise control will be critical, however, confidentiality among staff will not.

Growth:

It is believed that the Probation and Home Incarceration section is grossly understaffed and this group is a priority for expansion. Comparable counties generally have 20 more staff members.

Due to budget constraints, this group has not been able to add staff over the past 5 years, however the workload has continued to increase. A request has been made for four (4) more PSI Officers which will help move people out of the jails more quickly.

Department: **Prosecuting Attorney**

Current Address: 373 South High Street – 13th, 14th, 15th & 17th Floors
410 South High Street – Property Room, Detention Center

Participants: Kathryn K. Kawalec, Executive Administrator for Ron O'Brien,
Jayne Vandenburg of SCA

Date of Interview: 8/8/06

Departmental Data:

The mission of the Office of the Franklin County Prosecuting Attorney is to professionally, effectively and efficiently provide legal representation and advice to governmental clients and within the bounds of the law and ethics, aggressively prosecute criminal offenders in order to protect the citizens of Franklin County and obtain justice for victims of crime.

The position of Prosecuting Attorney (PA) is an elected position. Currently the department numbers 215 employees, 112 of whom are attorneys. The department is generally divided into three divisions; Criminal, Civil and Juvenile. The Criminal Division has several units, including the Abuse Unit, the Gang Unit, the Nonsupport Unit, the Appellate Section and the Grand Jury Section. Private offices are required by 65% of the staff.

Departmental Location:

The group has been in their present facility since 2001. Prior to that, this department occupied space in several office buildings. There is a benefit, both operationally and economically, to having the entire group together. If located as one office, supervision is more consistent and cross-training allows better back-up in support functions, thereby reducing the need for redundant staff. The best scenario is to be close to the courts. Judges can be demanding and PA attorneys must often juggle difficult logistics; for example having witnesses at the ready but separated. Often this means witnesses are left in separate offices while the Attorney is in the courtroom.

The most important adjacency is the Court of Common Pleas. It would be beneficial to have convenient access to the Clerk of Court, the Municipal Courts, the Sheriff, the Property Room and the Appellate Courts.

There are also certain agencies that should not be adjacent due to clients mixing en route. This includes the Jury Commission, the Public Defender's Office and Probation Department.

Office Needs:

Current office space is lacking in the following areas:

- The main reception area on the 14th floor accommodates 20-30 people, which is needed periodically for large cases. There is no privacy afforded to these visitors.
- Conference Space: Current offices accommodate a maximum of 2 visitors; therefore Attorneys often need a larger area for group/client meetings.
- File space is limited. Currently they are only able to store criminal cases from 3 years. No high density storage systems are currently used. Storage of 5 years of criminal cases on site is desirable. Civil and Juvenile Divisions also require on-site storage of files.

- Since space is limited, this group uses off-site storage (Archives One) which is accessed almost daily at considerable cost to the county. Approximately 12 years of criminal cases are stored in this off-site facility. Juvenile and Civil files are also stored off-site.
- Transferring more files to micro-fiching via the Records office is in the works.
- There is a desire to move to imaging (Intellinetics is the County's supplier for this), however funding for this is questionable.
- Playroom for children: Often children accompany witnesses and need to be entertained while parents are testifying in another building or talking with attorneys. And in some cases, these children testify in court and must wait until called.
- The 14th floor includes a Law Library. Often Attorneys are on their break when they do research and they don't find time to go to the Library on the 10th floor of the Hall of Justice. A few do use the 10th floor facility. This library does not include Lexis or Westlaw access due to low usage. In the future, if wireless access is made available throughout the facilities, internet access will be the way to go.

Operations:

- The idea of video arraignment is acceptable if the Prosecuting Attorney and Judge can view this video in the Courthouse. Currently arraignments occur 3 days per week.
- Currently, Ron O'Brien has reserved secure parking below the Hall of Justice with the Judges. Staff park in German Village, the City Center Garage and the County Garage. It is a challenge and often employees remain on the preferred parking list for 3 years until assigned a parking space in a county facility.
- The Prosecuting Attorney's office has 5 county vehicles that are used for county business, such as investigations or witness transport.
- Food service is needed within the court facilities. In addition to staff eating in the existing cafeteria, the PA's office sometimes buys vouchers to feed witnesses who must spend the entire day in the Courthouse. It might be more logical to have food service near street level. (Note that the 15th floor below current food service operation suffers from leaks in plumbing.)
- Security for the entire PA's office is handled via key-card access. Security cameras have been considered but are currently not employed. The group employs their own housekeeping staff to clean offices during the day.
- As information, new criminal attorneys are brought into the office and placed in Juvenile Division first, then they are moved to the Grand Jury section and then to adult felony Criminal Division.

Ideas for the New Courthouse:

- The ideal situation would be to have the entire Prosecuting Attorney's group in the new courthouse.
 - However, if the Juvenile Courts do not move, the Juvenile Division (currently 42 staff) might be better served by staying near the Juvenile Court.
- The idea of integrating retail on the lower level of the new Courthouse complex holds little interest. A fast food restaurant might be logical but nothing that will distract from the business at hand.

Growth:

- Anticipate departmental growth of 15-20% over the next 10 years to keep pace with population growth.
- Work load increases when legislature revises laws to change crimes that were formerly misdemeanors into felonies.
- There is ever greater emphasis on serving victims, which also increases workload.
- Increasing reliance on grants to help fund necessary growth.

Department: **Public Defender**

Current Address: 373 South High Street – 11th and 12th Floors &
Satellite office in the Juvenile Detention Center
Interviewed: Yeura Venters – Public Defender, Kevin Mulrane – Common Pleas
Unit Chief, Jim Fain – MIS Director, Jayne Vandenburg of SCA
Date of Interview: 8/14/06

Departmental Data:

The mission of the Office of the Franklin County Public Defender is to provide comprehensive legal representation services in criminal, juvenile and custody proceedings to indigent persons in Franklin County, so as to fulfill the constitutional mandate of “equal justice” under the law.

The position of Public Defender is appointed by the Public Defender Board, which is under the Commissioners’ jurisdiction. Currently the department numbers approximately 165 staff, including 124 full-time, 2 job-shares and 39 part-time positions. This group handles 75% of the indigent cases in the county. The department is generally divided into six units; Administrative, Municipal, Common Pleas, Juvenile, Appellate and Investigation. Having all units located together is beneficial for greater efficiency with support functions. The most recent expansion was two years ago when 5 attorneys, 2 part-time law clerks and 1 investigator were added. At that time, an additional secretary was authorized but that position has not been filled. It is felt that private offices are required by 96% of the staff.

Comments on Existing Office Space:

The reception area on the 12th floor includes a waiting area for 35 people. The current space is cramped. Defendants are taken from the waiting area to a screening room where a law clerk reviews their personal profile to determine eligibility for the legal services via the Public Defender’s Office (PDO). Currently there are two screening rooms for this confidential discussion; however several additional rooms are needed.

Security within the building and floors is adequate, although key-card access should be considered at selected locations, such as the door from the reception area into the offices.

Files older than 5 years are stored off-site. For the most part, hard copies are being scanned and the electronic files are also stored off-site. No high-density paper filing is used in the existing space.

The satellite office in the Detention Center is used primarily for eligibility screening during the morning hours. This includes 2 desks in a common area and two small screening rooms.

It would be helpful to have more small attorney/client conference rooms close to courtrooms.

Periodically, this office holds seminars for 90 people and appropriate space is sometimes difficult to find. Shared space would be acceptable for this size group. Currently this agency has a meeting room for 25-30 people.

Departmental Location:

The current location works well. The PDO has a great deal of interaction with the Probation office - often court action filings can be avoided if the Public Defender and the Probation Officer can talk – personal negotiations are more effective than telephone or e-mail. There is also a benefit to being relatively close to the Prosecuting Attorney for the same reason.

Although the Probation Department and the Prosecuting Attorney are currently on the same elevator bank, the PDO does not perceive this as a problem, in fact there is a benefit as noted above. Being on the same floor would not be a good idea.

Easy access to courtrooms is always a benefit.

Operations:

- Video Conferencing & Arraignment
 - The idea of video conferencing could be useful for certain types of discussions or meetings. Perhaps a couple shared video-conference rooms could be made available within the county's complex. The question of whether confidential attorney/client meetings should be handled this way must be discussed further.
 - The idea of video arraignment is not acceptable to the PDO. If this process is adopted, a defendant will not have a choice between the video or coming to the courthouse. The PDO feels the video process is somewhat de-humanizing; keeping the defendant disconnected from the Judge or Magistrate, the Prosecution and their family and friends. They believe the arraignment process is a critical event in the Defendant's case and should not be minimized for the convenience of the Judge and Prosecuting Attorney. Many clients are confused about court proceedings and what is happening; this would only worsen that situation.
 - The PDO feels that video arraignment would compromise the ability to conduct confidential/privileged communications with the client and confidential conversations with courtroom counsel during the hearing while still maintaining an ability to hear and observe court activity. Although the PDO believes we should strive to utilize new technology to improve the system wherever possible, they believe we must seek to maintain the dignity, decorum, and solemnity of court proceedings.
 - Video arraignment would also require additional facilities and staff at each site to allow for private consultations. The PDO feels that video arraignment will extend the length of time required for the entire process.
- Parking: The Public Defender, Yeura Venters, does have a parking space provided, however other staff do not. Staff currently park in German Village at meters, or at City Center or in the county garages. The waiting list for a county garage is approximately 4 years. Parking is perceived as difficult.

- Food Service: The cafeteria on the 16th floor is adequate for staff, jury, witnesses and the public. The PDO feels the idea of integrating retail space/restaurants into the courthouse complex is not desirable.

Growth:

- Growth is gradual, depending on expanded workload. Over the past 6 years, this agency has expanded between 4-6% every two years.
- For 2007, the PDO has requested 2 new Attorney positions for their Municipal unit.
- If Mayor's Court is eliminated, that will cause some increase to the PDO workload.
- As staff increases, additional space will be needed.

Department: **Franklin County Purchasing Department**

Current Address: 373 S. High Street, 15th & 16th Floor and 280 E. Broad Street

Participants: Director Karl Kuespert, Kimberly Traverse of SCA

Date of Interview: 7/26/06

Departmental Data:

The Purchasing Department implements purchasing, printing and mail services for the county agencies.

There are three (3) different divisions in the Purchasing Department, which currently has fifteen (15) employee positions. The different divisions are Purchasing, The Mail Room and The Print Shop. Approximately 60% of the department staff requires private offices.

Department Location:

The Director, Business Service Officer and purchasing personnel are located on the 15th floor of 373 S. High Street; the Mail Room is located on the 16th floor of 373 S. High Street and the Print shop is located in the basement of 280 E. Broad Street.

While there are no critical adjacency requirements for the department, it is felt that the Print Shop location would be improved if it were centrally located within the county complex. Currently the Mail Room and the Print Shop use the same resources (i.e. Vehicles). If the Print Shop would move to a central location within the complex, the Print Shop and the Mail Room could share a space.

Comments on Existing Space:

The purchasing area has to have a secure room for all of its contracts and bids which only authorized personnel can enter. The Print shop needs to have a dark room; and the mail room needs a secure door to prevent people from going behind the counter.

Growth:

It is anticipated that the print shop will increase by 1 position over the next 10 – 20 years. There is a possibility that the mail room could increase by 25% if this department takes over the Jobs and Family Services mail.

Department: **Recorder**

Current Address: 373 South High Street – 18th Floor and a portion of 19th Floor

Participants: Curtis Johnson – Director of Finance & Operations for Robert Montgomery,
Brian Evans – MIS Director, Jayne Vandenburg of SCA

Date of Interview: 10/31/06

Departmental Data:

As an elected official, the Recorder is responsible for safeguarding all public records of private ownership including real estate records as well as living wills and military discharge records.

The total number of staff positions in the agency at this time is sixty (60). There are six (6) divisions within the Recorder's office: The Public Information Office, Human Resources, Payroll/Benefits, Finance, MIS and Microfilming. Approximately 25% of the staff require private offices and 75% can be located in open-office workstations within various areas.

The Recorder has their own servers & secure server room to accommodate their specific software applications. However, their e-mail and internet access is through the County Data Center.

Desirable adjacencies, include the Auditor, the County Engineer, and the Treasurer. Easy access to the County Data Center is also desirable. The current arrangement is satisfactory.

Filing & Research Process:

Approximately 1000-1200 documents are filed every day. Some of these are hand-delivered and others come via US Mail, along with the filing fee. Eventually e-filing will be made available. Each filing is assigned a transaction number for tracking. Documents are scanned and repackaged for return to their owner. Data is entered and a quality control check is completed to verify accuracy. This filing now becomes part of the public record.

The scanned documents are also converted to microfiche for safe-keeping, per Ohio law. This process occurs on site in the Franklin County Microfilming Center, which is a part of the Recorder office.

The public "Records" room includes bound ledgers of older transactions. These are slowly being scanned however the fate of the hard-copies is unclear. When the Recorder is ready to retire the hard-copies, the Ohio Historical Society will consider taking possession. The Records room also includes approximately forty (40) computer terminals for title-search, one (1) tax computer terminal and four (4) computer terminals from the Clerk of Courts. Several staff members at General Index stations are there to assist the public in searching records. Approximately 20 desks are distributed around the Records room for use by Title Researchers who are in the space almost daily. Small lockers are also provided for public use.

Public requests for hard-copies or photo-copies of records are made in the Micro graphics Department. Copies are made for a fee.

Administrative Operation:

The Recorder's administrative staff offices are not accessible to the public and are accessed by key. One conference room for 12-15 is included and typically this is adequate.

The Accounting area is currently an open workstation behind the Recording Services counter. It would be preferable to have the Accounting area in a private office.

The supervisor of the Recording Services counter has a secure office with a safe. Funds are transferred from here to the County Treasurer on a daily basis.

The Recorder stores records off-site at Fire-Proof Storage and also at the County's Alum Creek facility (with the Board of Elections).

Microfilming Operation:

The Microfilming Center is located on the 23rd floor. This operation creates, duplicates, stores and retrieves microfilm for all county agencies. A staff service technician travels throughout the county to repair microfilm equipment that is out of warranty. In some cases repair is done at the remote location and other times equipment is brought back to the 19th floor for repair.

Work areas include equipment for sorting materials, photography, and creating microfilm. Special areas require isolated floor drains, special ventilation for ammonia processing and emergency eye-wash stations.

Once materials are converted to microfilm, the hard-copies are put into boxes in a staging area called the "Historic" area. Some confidential materials are returned to the appropriate agency to be destroyed. Other materials are reviewed by the Ohio Historical Society to determine if they should be kept or disposed of. If disposal is appropriate, materials are often turned in for recycling.

Microfilms are returned to agencies and duplicates go to a file retention facility off-site, such as Fire-Proof storage.

Comments on Existing Facilities:

- Since this office serves the public and since the transfer of property or liens against property can result in some angry clients, being located in a secure building provides a certain comfort level. Security cameras are fixed in the cashier areas.
- The entry screening process can be somewhat cumbersome for employees and therefore a separate employee screening line would be desirable.
- The MIS department has a small storage room for computer equipment/parts. A larger storage area is preferred.

- Currently there is a small break room/kitchenette that accommodates 8 people on the 24th floor. It would be desirable to have a larger break room.
- A central County Records Retention Facility could be considered since many agencies utilize off-site storage.

Growth:

Over the next 10-20 years, expansion will depend on population growth and interest rates. Several years ago this office was flooded with work as the low interest rates facilitated a huge increase in real estate transactions – should that occur again, expansion might be required.

Department: **Franklin County Sheriff**

Participants: Sheriff James A. Karnes, Mark J. Barrett, Esq. – Chief Deputy., Barbara Ten Hoeve of Pizzuti Co., Chang-Ming Yeh, Don Hardenbergh, Jayne Vandenberg of SCA

Current Address: 369 South High Street – 2nd Floor

Date of Interview: 8/25/06

Departmental Data:

The Sheriff is to be housed in the “Courthouse” by statute. Currently, the Sheriff has 8 locations within the courthouse complex, including space within the Hall of Justice, the Jail, the old Courthouse Annex across the street. The primary duty of the Sheriff is prisoner and courtroom security.

Currently the Sheriff, his support staff (3 people) and the Real Estate group (4 people) are located in the Hall of Justice. The Corrections Staff are located in the Jail. The Investigation, Patrol Bureau and portions of the Administrative group (Finance, HR and IT) are located in the old Courthouse Annex. Areas such as the Radio Room and Lab are complex spaces and it is preferred that they do not move.

The Real Estate group is a part of the Sheriff’s Civil Division and handles Sheriff Sales (auctions) on the “steps of the courthouse”, however they currently use the auditorium. Approximately 200 sales takes place each week, therefore there is a large flow of paperwork between this group and the Clerk’s office.

Operation:

The Sheriff is in favor of video arraignment, however they believe Judges and Attorney’s are not. If video arraignment is adopted, it will decrease the number of prisoner that must be moved in and out of the courthouse.

Prisoners are moved from the downtown Jail into the current courthouse via bridges, tunnels and secure elevators. Prisoners from the Jackson Pike facility are brought by bus or van and unloaded in the sally-port at the Jail. Buses are then parked on Fulton Street while they wait for the return trip to Jackson Pike. The Sheriff has two (2) buses for 48 persons and six (6) vans for 15 persons. Each must have its under-carriage checked with a mirror prior to entering the sally-port.

Parking around the perimeter of the courthouse complex is reserved for Police and Sheriff vehicles.

In Municipal Court, arraignment is done every day, Monday through Friday beginning at 7:00 am. Municipal Court has separate holding cells. Most of the time, prisoners come via bus from the Jackson Pike Jail (where prisoners are held in dorm type cells). However, if a defendant is arrested after 2:00 am and taken into custody at the downtown jail, he/she will not be arraigned the next morning and must be held over until the next day.

In Common Pleas Court, arraignment is handled primarily by the Magistrates, on Monday, Wednesday and Friday afternoons. All defendants show up at one time. Currently,

approximately 55-60 defendants are arraigned on Monday and Wednesday, and approximately 20-35 are arraigned on Friday.

For arraignments, it has proven to be beneficial to have a bullet-proof glass screen between the spectators and the court. This protects from gang attacks, escapes and distractions such as crying. Existing Courtroom 4D is an example.

Each courtroom needs its own holding cell which has video surveillance. Surveillance is monitored at a central point in the Sheriff's area (currently the basement). Attorneys need to be able to meet with their client when they are in the courtroom holding cell. Currently they often use the Jury Room for this, however the Sheriff would prefer that this take place with a glass partition between the two and under surveillance.

The Judge is "in charge" of the Courtroom, however the Sheriff is "in charge" of security. Therefore, all prisoners go to the courtroom in handcuffs and sometimes stun belts or ankle irons. If the cuffs are to be removed, the Judge must order it. In some cases, a defendant's ankles are cuffed to a steel bar below the counsel table.

Duress buttons located throughout the Courthouse complex "ring" Building Security (unarmed contract security that handles entry screening) and the Sheriff's office. Typically both respond.

New Courthouse:

Prisoner transport is a critical consideration. A tunnel between the Jail and the new courthouse is preferred and the Sheriff does not consider the distance a problem.

An appropriate sally-port should be considered at the new courthouse, since the court will probably expand at the new location. If In-take is to occur at the new courthouse, space will be needed for processing. Four (4) large holding cells each for 20-30 males each, two (2) cells each for 10 females/juveniles and twelve (12) single cells will be needed on the lower level. This capacity, along with the individual cells at each courtroom will accommodate the current need to house 150 prisoners. Anticipate growth. It would be beneficial to accommodate bus/van parking within a secure area.

Growth:

Growth will occur within the additional sally-port/security/ holding area on the lower level of the new courthouse.

Department: **Supreme Court of Ohio**

Participants: Steve Hollon – Administrative Director, Doug Stephens – Director of Judicial & Court Services, Terry Sullivan - SCA, Jayne Vandenberg - SCA

Current Address: 65 South Front Street

Date of Interview: 8/30/06

Trends in the Court of Common Pleas:

- The number of filings is increasing. There is more repetitiveness. Family Court will see an increase in activity.
- Overall, the number of court trials is decreasing due to an increase in mediation and work of non-judicial officers. An increased number of “Client Rooms” (conference rooms) are required to handle all the mediation activity.
- Special dockets, such as Drug Court and Mental Health Court do not add to the number of court rooms required.
- Mayors Court will be terminated and this will impact Municipal Court.
- Evidence presentation has become more important and sophisticated. Technology is a necessity in every courtroom.
- Steve Hollon currently sits on a Federal Board regarding accessibility in the courts. The board will be producing a report by the end of 2006. The trend is to provide an accessible solution for all areas. The use of mobile components can be considered.

Comments of Operation of Court of Common Pleas:

- There are many types of trials, so there are several types of courtrooms that should be provided for use by each Judge. Don’t see a need for one-to-one assignment of courtrooms. Large trials are rare. Good analogy: Doctor’s office vs. a hospital - A doctor sees patients in his office – a Judge sees attorney’s in chambers. A surgeon uses the appropriate operating rooms in a hospital – Judges can use the appropriate courtroom for trial.
- Transportation and security of prisoners is a critical issue.
- Public needs to feel welcomed in the building. Particularly in the case of Jurors. Good Jury facilities are critical since they are essentially donating their time. Consider more remote restrooms off Jury Rooms.
- Traditional courthouses made a statement about what we aspire to be. Integrating retail with the courthouse does not help that statement. Don’t want to encourage people without court business to use the facility. Maybe some discreet retail that supports court operation, such as a Kinko’s or Fed-X operation.
- Consider high level of traffic in and out – often includes families with strollers. Security stations must be through and efficient. Municipal Court operation has even higher volume of traffic.
- Lucas County’s new Juvenile Court is a good example of a clear floor plan for easy public access.

Department: **Treasurer**

Current Address: 373 South High Street – 17th Floor &
Records Storage temporarily on the 15th Floor
Interviewed: Sue Hamilton – Chief of Programs for Richard Cordray
Date of Interview: 8/15/06

Departmental Data:

The duty of the Office of the Franklin County Treasurer is to collect taxes and to serve as the County's bank. Over \$1 Billion worth of assets pass through this office annually.

The Treasurer is an elected position . Currently the department numbers approximately 52, including 47 full-time staff and 5-9 interns. Interns are brought in during busy tax collection periods to assist with opening mail and sorting checks. The agency is divided into 5 units; Programs, Cashiers, Delinquent Tax, Accounting Reconciliation and Customer Service. Approximately 75% of the staff require private offices.

The agency has about 100 visitors per day and 500 per day during peak periods. Visitors are primarily going to the cashier windows to pay taxes. The number and size of cash transactions has increased over the past few years, as enforcement of new legislation requires that delinquent taxes be paid in cash.

Comments on Existing Office Space:

Renovations are currently underway on the 17th floor. However, there continue to be egress issues that will not allow the office space to be secure from the public cashier counter area. As a minimum, additional security cameras should be considered.

It was noted that the Courthouse sometimes has homeless people enter the building prior to 5 pm on Friday and spend the weekend inside. They are able to move within stairwells and avoid detection.

The addition of an actual vault should be considered. Currently a reinforced closet is used.

Periodically the Treasurer's office hosts seminars for large groups of approximately 250 people. This includes meetings such as a Statewide Economic Forum or a public seminar on Bankruptcy. Currently the County Auditorium is used or sometimes an alternative site is preferred due to parking difficulties downtown.

Departmental Location:

The current location on the 17th Floor is acceptable, however a cashier location at the ground level (possibly a kiosk if not the entire office) would provide greater security to customers delivering cash payments. Other agencies sharing this elevator bank are logical neighbors, however there is a risk to any customer carrying cash on a public elevator.

The Prosecuting Attorney has a small group that occupies about 1/8 of the 17th floor. They are located here since tax payers must visit them as well as the Treasurer. A physical adjacency to the Auditor (who is currently on the 20th and 21st floors) is important.

Physical records are also shared with the Clerk and Sheriff as well. Any County agency that collects money must deliver it to the Treasurer's cashier.

Operations:

- Storage
 - Currently, the Treasurer maintains one year of hard copy records on site. Older records have been temporarily moved to the 15th floor and will be scanned. Hard copies will then be shredded.
 - Electronic back-up will be stored at several locations, including the County Data Center on the 8th floor and at an off-site facility. There is concern about access to these redundant records, particularly in the case of a disaster.
 - Currently the Treasurer uses the County's records operation to do shredding, however a shredding operation is needed on-site.
- Various County Agencies use different imaging software.
- The County's Mail Room (operated by Purchasing) is located on the 16th floor and delivers mail to the Treasurer's office. However, during tax collection periods, the volume is so great that they bring mail directly up from the loading dock.
- Currently the Treasurer's office does not utilize the County's Print Shop as much as in the past, as they do not have the necessary equipment. Some of the Treasurer's print work is now done out-of-house.
- Parking
 - Access to the cashier operation is somewhat cumbersome for tax payers or other county agencies, as parking is difficult and costly. Consider short-term free parking or a drive-through cashier window.
 - Parking is provided for the Treasurer, but not for other employees. Many park in City Center, some at meters in German Village, some in the County Garages and some use the Park & Ride. The waiting list for the county lots is approximately 4 years.
- Food Service on the 16th floor is very good.

Growth:

Over the next 10-20 years, the Treasurer's office does not anticipate growth or increased space needs. They believe they will be able to accommodate increased workload through technology.