

Thirteenth Judicial Circuit Hillsborough County, Florida

CRIMINAL & JUVENILE COURTHOUSE FACILITY STUDY REPORT *Addendum*



Administrative Office of the Courts
November 2016

Recap of Administrative Activity

On May 15, 2015, the Public Safety Coordinating Council (PSCC) voted unanimously to advise the Hillsborough County Board of County Commissioners that the criminal justice and juvenile courthouse facility was a critical project. The PSCC requested that Hillsborough County move forward to provide an overall master plan to identify specific site locations, to include both operational and structural planning, as well as an economic projection for potential site locations.

This recommendation was based on the review of [Trial Court Administrator's Criminal Justice & Juvenile Courthouse Facilities Improvement Study](#), which was developed in conjunction with Hillsborough County Real Estate & Facilities Services in response to approval by the Board for a feasibility study on April 17, 2013. Each of the constitutional officers affected by the facilities was included in the pre-design steps, as well as, in meetings with a county architect. In addition, the Public Safety Coordinating Council Facilities Committee meeting reviewed the study on February 20, 2015 and also voted unanimously to move forward.

Master Planning and Site Development Options

The two site options considered were:

- Downtown Court District and
- Falkenburg Road, adjacent to the jail.

Determining operational cost issues and additional stakeholder analysis, a downtown site is the best option. While the Courthouse Annex is no longer conducive to criminal courtroom construction and separate circulation patterns, it could be repurposed for support functions and juvenile delinquency courts. Also the State Attorney could remain in the existing location, plus provide sufficient space for renovation to accommodate the Public Defender. In addition, the staffing level would be reduced in a downtown location because of integrated business functions for both the Administrative Office of the Courts and the Clerk of the Court.

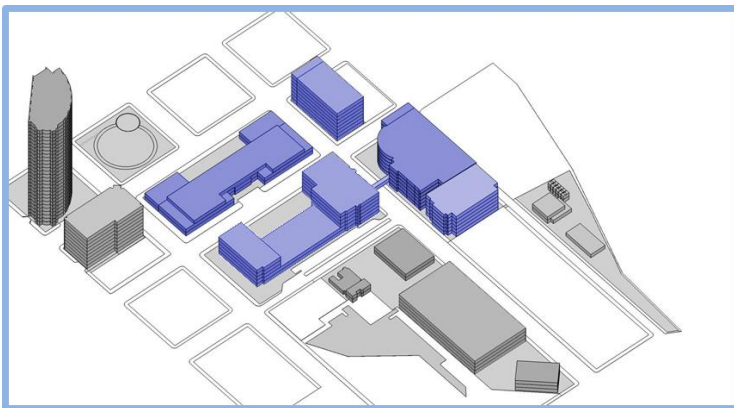


Figure 1: Current Program Allocation Downtown Space

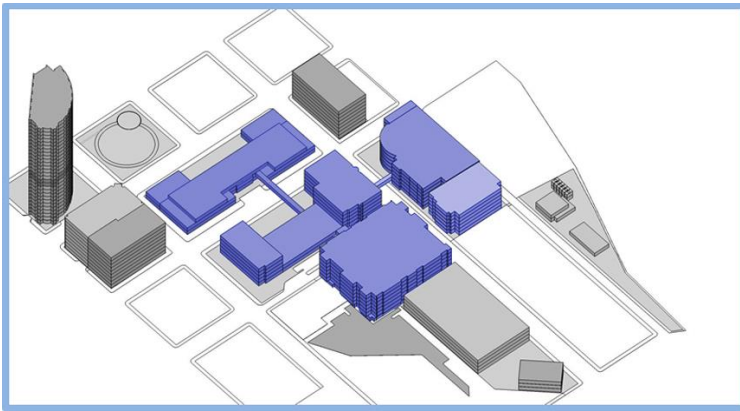


Figure 2: Proposed Program Allocation Downtown Space

As indicated in the study, the most complex part of the design and focal point of the courthouse will be the courtrooms; in fact, the arrangement of the site plan and overall floor plan is based on the layout of the courtroom.

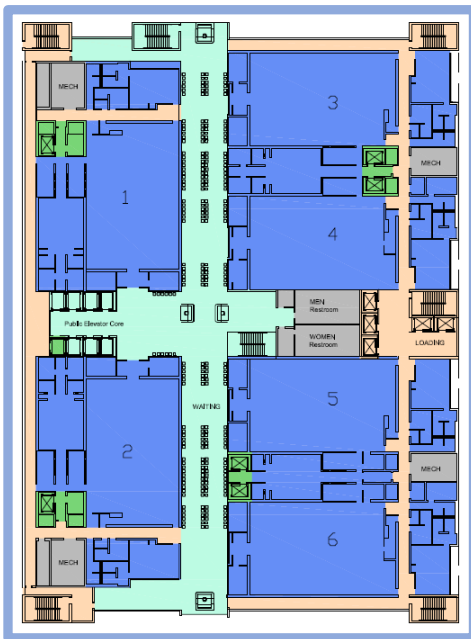


Figure 3: Typical Courtroom Floor Layout

Hillsborough County Real Estate & Facilities Services estimated construction costs for the downtown site to be \$241 million and the Falkenburg Road site to be \$304 million. The Space Summary Tables originally identified in the [Trial Court Administrator's Criminal Justice & Juvenile Courthouse Facilities Improvement Study](#) Appendix D have been updated to reflect the allocation related to the downtown site option. Changes are noted in red; a brief narrative follows indicating the change. Additions are noted in red, while deletions are noted in the narrative and also indicated by parenthesis if completely removed.

Table 1: Courtroom Floors Dedicated for New Criminal Court Building

Division or Functional Area	Projected Need		Total
	Projected	SF	
Circuit Criminal Courtrooms	20	4,000	80,000
Circuit Criminal Mega Courtroom	1	8,000	8,000
Robing Rooms	21	100	2,100
Jury Deliberation Rooms	21	450	9,450
Court Interpreter Interview Rooms	3	120	360
Mini-superpod and keep separates (per 2 courtrooms)	11	1,930	21,230
Attorney/Client Conference Rooms	21	120	2,530
Victim/Witness Waiting Rooms	3	150	450
Attorney Work Area	3	220	660
Law Enforcement Waiting Rooms	3	220	660
Clerk Evidence Storage	5	100	500
AOC AV Staging	3	100	300
Subtotal		-	126,230
County Criminal Courtrooms	14	4,000	56,000
Robing Rooms	14	100	1,400
Mini-superpod and keep separates	7	1,930	13,510
Attorney/Client Conference Rooms	14	120	1,680
Victim/Witness Waiting Rooms	3	150	450
Attorney Work Area	1	220	220
Clerk Evidence Storage	4	100	400
AOC AV Staging	2	100	200
Subtotal			73,860
TOTAL of Circuit and County Criminal Courtroom Floors			200,090

This table reflects an update of Table 1: Courtrooms Floors Dedicated for Criminal & Juvenile Courts Complex in the [Trial Court Administrator's Criminal Justice & Juvenile Courthouse Facilities Improvement Study](#). The following functions were deemed more cost efficient under the downtown option to be located within the existing facilities:

- Civil Traffic Hearing
- Juvenile Delinquency Courtrooms and associated functions.

The proposed space requirements for the criminal courtrooms is increased less than 20 percent to 4,000 square feet per courtroom. The footprint for a downtown option is smaller, thus the layout is better suited for a mini-superpod per two courtrooms. This still provides a secure core and vertical circulation but dramatically increases the initial projections of square footage associated with the mini-superpods.

The Mega Courtroom combines two courtrooms and provides two superpods as it is designed for multiple defendants and high profile trials; the judge's bench will be multipurpose and will also accommodate investiture proceedings.

The modifications associated with the original elements identified in Table 1: Courtroom Floors Dedicated for Criminal & Juvenile Courts Complex result in an additional 42,113 square feet.

Table 2: AOC Space Dedicated for New Criminal Court Building

Division or Functional Area	Projected Need		Total
	Projected	SF	
Judges (Chambers) – Circuit Criminal	21	260	5,460
Judges (Chambers) – County Criminal	14	260	3,640
Subtotal		520	9,100
Judicial Assistants – Circuit Criminal	21	150	3,150
Judicial Assistants – County Criminal	14	150	2,100
Subtotal		300	5,250
Judicial Library	1	900	900
Judicial Conference Rooms	2	380	760
Subtotal		1280	1,660
TOTAL			16,010

This table reflects an update of Table 2: AOC Employees/Contractors Dedicated for Criminal & Juvenile Courts Complex in the [Trial Court Administrator's Criminal Justice & Juvenile Courthouse Facilities Improvement Study](#). The following functions were deemed more cost efficient under the downtown option to be located within the existing facilities:

- Juvenile Delinquency Judicial Chambers
- Administrative Office of Courts (AOC) Staffing
- Legal Department Staff

As noted in Table 1, the Juvenile Delinquency Courtrooms are not designated for new construction; therefore, neither will their chambers be located in the new space. The Trial Court Administrator can reduce both operational costs and capital costs in the downtown site option as all AOC functions would require service at both the George Edgecomb Family and Civil Courthouse, as well as, the new criminal courthouse complex. The due process related functions, Court Reporting and Court Interpreting, as well as, Drug Court Programs and Juvenile Diversionary Programs, could be relocated to the North Annex, as they may be better suited for offices than courtrooms. Other AOC functions and the Legal Department could be located at the George Edgecomb Family and Civil Courthouse, provided ample bridge access exists.

The modifications associated with the original elements identified in Table 2: AOC Employees/Contractors Dedicated for Criminal & Juvenile Courts Complex result in a 27,815 square footage savings.

Table 3: Clerk Space Dedicated for New Criminal Court Building

Division or Functional Area	Projected Need		Total
	Projected	SF	
TOTAL		42,529	(42,529)

This table reflects and update of Table 3: Clerk Employees/Contractors Dedicated for Criminal & Juvenile Courts Complex in the [Trial Court Administrator’s Criminal Justice & Juvenile Courthouse Facilities Improvement Study](#). The Clerk of the Court can also reduce both operational and capital costs in the downtown site option. Just as the AOC, the Downtown Site Option avoids duplication of services. Since the time of the original [Trial Court Administrator’s Criminal Justice & Juvenile Courthouse Facilities Improvement Study](#), the clerk has undergone significant reorganizational changes. They have streamlined the court operational areas by service/function, transitioning away from a traditional department model. The previous departments have been transformed into seven “service centers”, consolidating staff based on services/functions.

One of the most significant cost savings would be to avoid construction of a new Jury Auditorium as the space allocation is over 20,000 square feet. The inadequacies of the current assembly room were outlined in the original [Trial Court Administrator’s Criminal Justice & Juvenile Courthouse Facilities Improvement Study](#), that emphasized it is too small requiring jurors to remain in spillover accommodations. In 2015, over 95,000 jurors were summoned and more than 80 percent of juror trials were criminal; therefore, the North Tower Annex could be renovated for this purpose as it could serve as a Jury Auditorium large enough to accommodate civil and criminal trials. Renovating the current auditorium creates some space challenges and would also require the overwhelming majority of jurors to walk through two courthouses to serve jury duty.

The following functions were deemed more cost efficient under the downtown option to be located within the existing facilities:

- Clerk Court Administration – Court Operations
- Circuit Criminal
- County Criminal
- Traffic
- Evidence
- Centralized Payment Processing
- Jury Services
- Information Technology
- Mail Room
- Juvenile Delinquency

The modifications associated with the original elements identified in Table 3: Clerk Employees/Contractors Dedicated for Criminal & Juvenile Courts Complex result in a 42,529 square footage savings.

Table 4: SAO Space Dedicated for New Criminal Court Building

Division or Functional Area	Projected Need		Total
	Projected	SF	
TOTAL		60,910	(60,610)

This table reflects and update of Table 4: SAO Square Footage Dedicated for Criminal & Juvenile Courts Complex in the [Trial Court Administrator's Criminal Justice & Juvenile Courthouse Facilities Improvement Study](#). While the space requirements have not changed, the Downtown Option allows the State Attorney's Office to remain at 419 Pierce Street, though some renovation would be required to ensure maximum use of the space and other occupancy. In addition, bridge access would allow attorneys to travel through the Annex to the new Criminal Courthouse Complex.

The modifications associated with the original elements identified in Table 4: SAO Square Footage Dedicated for Criminal & Juvenile Courts Complex result in a 60,610 square footage savings.

Table 5: Public Defender Space Dedicated for New Criminal Court Building

Division or Functional Area	Projected Need		Total
	Projected	SF	
Subtotal		56,166	(56,166)

This table reflects and update of Table 5: Public Defender Square Footage Dedicated for Criminal & Juvenile Courts Complex in the [Trial Court Administrator's Criminal Justice & Juvenile Courthouse Facilities Improvement Study](#). Though the Public Defender's Office is currently located on several floors of the 700 Twiggs Street building, it is feasible for them to be relocated to 419 Pierce Street, sharing occupancy of the former courthouse structure with the State Attorney's Office. With renovation, there is ample space to provide for projected needs of both constitutional officers. In addition, bridge access would allow attorneys to travel through the Annex to the new Criminal Courthouse Complex.

The modifications associated with the original elements identified in Table 5: PD Employees/Contractors Dedicated for Criminal & Juvenile Courts Complex result in a 56,166 square footage savings.

Table 6: HCSO Space Dedicated for New Criminal Court Building

Division or Functional Area	Projected Need		Total
	Projected	SF	
Administrative Security Room	1	800	800
Administrative Offices – Major (P)	1	175	175
Administrative Offices – Lt (P)	1	120	120
Administrative Offices – (WS)	1	80	80
1 st floor Lobby Offices	1	200	200
Superpod	1	5,614	5,614
Subtotal		6,989	6,989

This table reflects and update of Table 6: HCSO Square Footage Dedicated for Criminal & Juvenile Courts Complex in the [Trial Court Administrator's Criminal Justice & Juvenile Courthouse Facilities Improvement Study](#). The mini-superpod and keep separates for Criminal Courts are located on the courtrooms floors in the secure core; space allocation is indicated in Table One. The following functions

were deemed more cost efficient under the Downtown Option to be located within the existing facilities:

- Bailiff Squad Room
- Sally Port
- Juvenile Delinquency Courts- Mini-superpod and keep separates

While the existing sally port in the Criminal Courthouse Annex is sufficient to meet the needs of transporting defendants from the jail to the courthouse safely, a separate bridge will be required for circulation of in-custody defendants. The modifications associated with the original elements identified in Table 6: HCSO Square Footage Dedicated for Criminal & Juvenile Courts Complex result in a 7,800 square footage savings.

Table 7: Ancillary Justice Program Space Dedicated for New Criminal Court Building

Division or Functional Area	Projected Need		Total
	Projected	SF	
Department of Corrections		300	(300)
Department of Juvenile Justice		300	(300)
Misdemeanor Probation (HCSO)		4,400	(4,400)
Subtotal		5,000	(5,000)

This table reflects and update of Table 7: Ancillary Justice Programs Square Footage Dedicated for Criminal & Juvenile Courts Complex in the [Trial Court Administrator's Criminal Justice & Juvenile Courthouse Facilities Improvement Study](#). At the time of the original report, misdemeanor probation services were provided by a private, non-profit agency. In October 2015, the County contracted with HCSO to provide misdemeanor probation services; with the reorganization of the Clerk of the Court, space was reallocated in the George Edgecomb Courthouse for this purpose.

Each of the ancillary programs monitor and enforce conditions imposed by the Court and address non-compliance of the conditions of supervision with the court and the court has recognized the efficiency of their presence in the courthouse. However, each of these functions were deemed more cost efficient under the Downtown Option to be located within the existing facilities:

- Department of Corrections (circuit criminal)
- Department of Juvenile Justice (juvenile delinquency)
- Hillsborough County Sheriff's Office (county criminal)

While originally proposed in the [Trial Court Administrator's Criminal Justice & Juvenile Courthouse Facilities Improvement Study](#), the Adult Assessment Center nor the Juvenile Assessment Center were considered as part of the Downtown Option.

Though the space summary requirements indicate additional square footage than originally projected, none of the ancillary program space allocation was deemed efficient for location in the new courthouse construction. Therefore, modifications associated with the original elements identified in Table 7: Ancillary Justice Programs Employees/Contractors Dedicated for Criminal & Juvenile Courts Complex result in 900 square footage savings.

Table 8: Overall Summary of Space Dedicated for New Criminal Court Building

Division or Functional Area	Original Projection	New Total
Criminal Courtrooms (Circuit and Criminal)	120,120	136,000
Mega Courtroom	-	8,000
Other Space Dedicated on Criminal Courtroom Floors	34,425	38,240
Juvenile Delinquency Courtrooms	13,730	-
Other Space Dedicated on Juvenile Courtroom Floors	4,690	-
AOC Offices and Judicial Chambers	43,825	16,010
Clerk of the Court	42,529	-
State Attorney	60,910	-
Public Defender	56,166	-
Hillsborough County Sheriff's Office	14,789	6,989
Ancillary Justice Programs' Courthouse Office Space	900*	-
Subtotal	392,084	210,239
Food Court/Vending Machine Alcoves*	8,000	-
Lobby (80' – 0" x width of building)	-	18,880
Secured Parking (200' x 0" x width of building)	*	47,200
Shell Space	24,300	
Subtotal	32,300+	
Circulation (35%)	145,699+	
Total Building Gross Area	570,083+	390,378

*Space did not originally include Misdemeanor Probation. Secured parking was identified for judges, judicial assistants, AOC & Legal Staff, Senior Judges, Clerk, HCSO, SAO and PD but no space allocation was projected.

The size of the courtrooms increased and a Mega Courtroom was added for multiple defendants and high profile cases, which creates an increase of 23,880 projected square feet. However, both Juvenile Delinquency Courtrooms and other space dedicated on juvenile courtroom floors was deemed more efficient for allocation in the Annex also, thus decreasing the original projections by 18,420 square feet. Only Circuit and County Criminal judicial chambers will be located in the new courthouse, as juvenile delinquency judicial chambers will be located in the Annex; AOC functions will remain in the George Edgecomb Courthouse or be relocated to the Annex which generates a savings of 27,815 square footages.

Only minimal space related to clerk evidence storage on the courtroom floors will be in the new courthouse. Because of the reorganization of the Clerk of the Court, less space is needed than originally projected. The Jury Auditorium will be relocated to the Annex, as will other related criminal functions and other court functions will remain in the George Edgecomb Courthouse. Neither the State Attorney's nor the Office of the Public Defender will be allocated space in the new courthouse but can be both accommodated in the former courthouse, located at 419 Pierce Street, after renovation. Each of these three constitutional officers being relocated will result in a savings of 159,605 square footages. In addition, utilizing the existing sally port and other modifications to the area for the Hillsborough County Sheriff's Office will result in a savings of 7,800 square footages. The Downtown Option alleviates the need for a separate Food Court because of the multiple restaurants located within walking distance; while a meeting space and vending machine alcoves will be necessary, they are included in the circulation, creating a savings of 8,000 square footage.

The overall savings for new construction is 179,705 square footages. As indicated previously, there are program elements that will be allocated to other areas within the courthouse complex. They are identified in the following tables.

Table 9: Criminal Program Allocation to Annex

Division or Functional Area	Projected Need		Total
	Projected	SF	
Courtroom Floors			
Media Tech and Conference Room	1	350	350
Juvenile Delinquency Courtrooms*	5	1,227	6,135
Robing Rooms	5		-
Juvenile Detainee Processing Area			2,000
Juvenile Intake Process	1		2,000
Attorney/Client Conference Rooms	1	120	120
Victim/Witness Waiting Room	1	150	150
Attorney Work Area	1	220	220
Clerk Evidence Storage	1	100	100
AOC AV/Staging	1	100	100
Public Waiting/Orientation	1	1,300	1,300
Law Enforcement Waiting	1	200	200
Other Ancillary Justice Program	1	500	500
Subtotal			
AOC Office and Judicial Chambers			
Court Interpreting		776	776
Court Reporting		3,576	3,576
Problem Solving Programs**		1,860	1,860
Juvenile Diversion Programs		1,220	1,220
Common Conference Room***		620	620
Interview Rooms**	5	120	
Small Conference Rooms***	2	470	
Judges Chambers	5	260	1,300
Judicial Assistants Chambers	5	150	750
Judicial Conference Room	1	380	
Subtotal			
Clerk of Court****			
Evidence			598
Jury Services			21,290
Subtotal			
Hillsborough County Sheriff's Office			
Misdemeanor Probation			5,000
Subtotal			
TOTAL			

*Decreased from original proposed size due to retrofit in the Annex. **Problem Solving Programs was reorganized; includes Drug Court Programs, Mental Health and Veterans Treatment Court staff. **Formerly listed in Court Operations Management. ****Clerk of Court consolidated functions include Criminal, County, Delinquency, Traffic and IT.

Table 10: Criminal Program Allocation to George Edgecomb Courthouse

Division or Functional Area	Projected Need		Total
	Projected	SF	
Courtrooms			
Civil Traffic Courtroom		3,432	3,432
AOC Offices and Judicial Chambers*			
Civil Traffic Hearing Officer Chambers		410	410
Court Business Center		1,500	1,500
Subtotal			
Clerk of Courts			
Clerk Courts Administration – Court Operations		575	575
Centralized Payment Processing		1,606	1,606
Subtotal			

*Court Operations Management, Certified Process Server, Elder Justice Center, Mediation and Legal Department functions will be incorporated into the existing program structure.

Table 11: Criminal Program Allocation to 419 Pierce Street

Division or Functional Area	Projected Need		Total
	Projected	SF	
State Attorney		60,910	60,910
Public Defender		56,166	56,166
Subtotal		117,076	117,076