

Commissioners' Journal
January 11, 2018

The Geauga County Board of Commissioners met for a special work session on January 11, 2018 at 9:00 a.m. in the Commissioners' meeting room located at 470 Center Street, Building #8 in Chardon, Ohio.

It is declared and determined that all formal actions of the Board of County Commissioners concerning and relating to the adoption of all resolutions that were adopted in this meeting, and that all deliberations of the Board of County Commissioners that resulted in such formal action were open to the public and were in compliance with all legal requirements, including section 121.22 of the Ohio Revised Code.

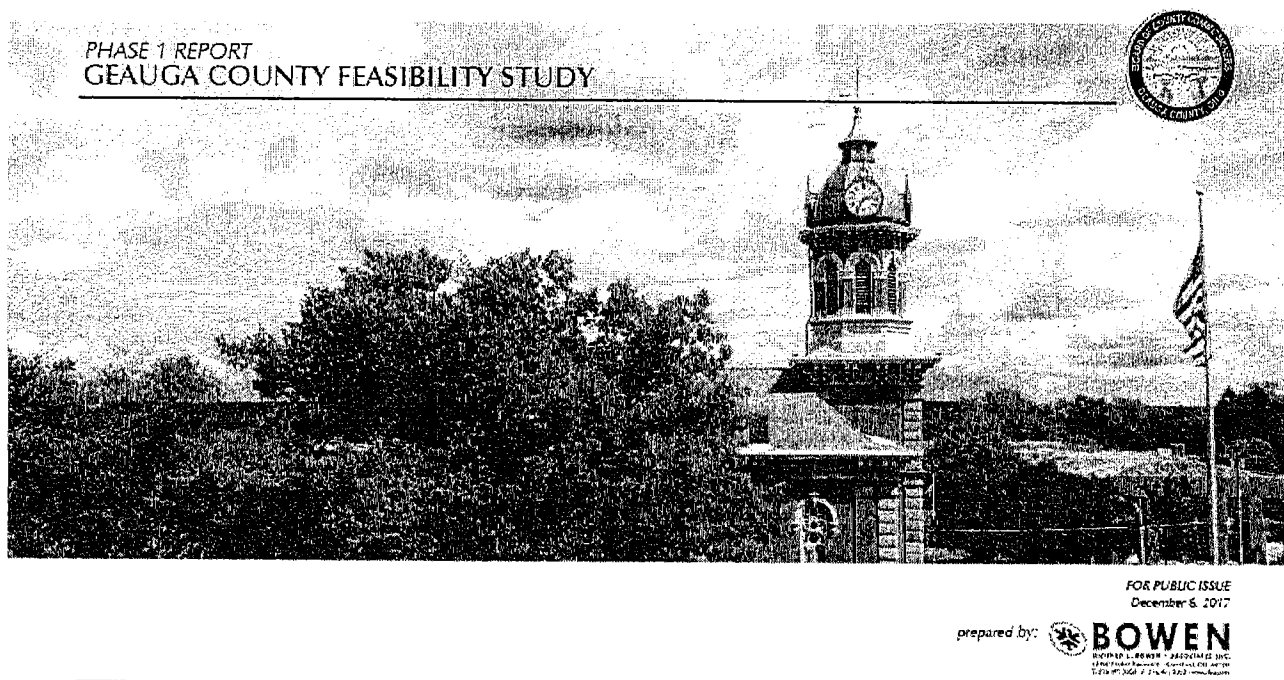
The President of the Board, Ralph Spidalieri opened the meeting at 9:11 a.m. by leading the Board and audience in reciting the Pledge of Allegiance.

In attendance for today's work session were the Commissioners, Ms. Wolf and Mr. Emling from Richard L. Bowen and Associates, County Administrator David Lair, Clerk Christine Blair, Representatives from Elected Officials Offices, County Offices, the City of Chardon, Newspaper Reporters and Geauga County residents.

Commissioner Spidalieri asked everyone to sign in (sheets at the back of the room). Mr. Spidalieri noted that if they get to a point where they need to discuss security and safety the Board would consider moving into executive session, but the rest will be open to the public.

Commissioner Claypool expressed that he is excited to see what comes out today, but wants to be clear that a lot of the decision making material is sensitive and cannot be discussed openly today. They are discussing as much as they can in public.

Mr. Emling stated that they had been working over the last couple months with a lot of those in attendance today, and that they wanted to present a summary of what they have compiled to date. The first task was Phase 1 and it was broken into two parts, the first was to go through the existing buildings and do an assessment on those buildings and the second part was to meet with the departments, elected officials and the city to discuss space requirements today and in the future and then put together a program of requirements. Once the Board approves the needs assessment, we will then move on to Phase 2 where we look at scenarios, options and opportunities.



INTRODUCTION

PHASE 1 REPORT - GEauga COUNTY FEASIBILITY STUDY



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EXECUTIVE SUMMARY

Out of a desire to better serve the residents of Geauga County, the Commissioners secured the services of Richard L. Bowen - Associates, Inc. to complete a feasibility study to review and assess specified existing county facilities and make comprehensive recommendations for possible design solutions to best serve the elected officials, staff, and citizens, and improve the efficiency of the County's resources.

The feasibility study will be completed in two phases. Activities during Phase 1 will gather information on existing conditions and projected space requirements to establish the County's needs. The information gathered and needs identified in Phase 1 will become the basis of the conceptual planning studies during Phase 2.

This Phase 1 Report provides the Geauga County Commissioners with a summary of all of the information and data gathered to date. Section 1: Facility Assessments and Property Evaluations provides an overview of the physical space conditions based on visual assessment during walkthroughs of the facilities included in this study. Section 2: Program of Requirements provides a synopsis of space needs reflected in the questionnaire responses and needs assessment interviews conducted with all of the various elected officials and department heads.

Challenges

During this assessment process, many issues were observed. Many conditions are not compliant with accessibility (ADA) requirements which have the potential to impede the public's access to County facilities.

The inconsistency and wide age range of equipment, systems, and building materials across the facilities impedes efficient maintenance and replacement with many of the older systems (i.e. elevators) failing frequently.

It was also discovered that many county entities require either additional space or more effectively configured space.

Conclusions

Based on the information gathered during Phase 1, it is evident that a majority of County offices are operating out of insufficient and inadequate spaces, most likely as a result of minor, piecemeal renovations over time. A comprehensive plan is necessary to help the County make informed, fiscally responsible decisions related to facility management, restoration, and/or reconfiguration.

Upon approval to move into Phase 2, RLB+A will prepare and develop a series of conceptual alternatives for the County functions based on this Phase 1 Report, and address space adjacencies, access, flow, safety and security, legal restrictions, and ease of management.

The primary goal of Phase 2 will be to identify a conceptual plan that will best address the County's projected needs in the most economical manner.



Mr. Emiling explained they wanted to look at condition, how buildings function on a day to day basis, and then they were scored on a grading system. They start with the exterior of the building, the condition of the roof; they looked at interior, constructions, conditions, finishes, furniture, security and ADA accessibility. They also look at functionality, how does it work within the department, how it works with other departments, located in the right spot, adjacent to where you need to be, how the public comes in and out and how they interact with the public. When you take all of that into consideration the buildings scored pretty low, noting that it is not all physical condition, it's all those factors together.

SECTION 1
FACILITY ASSESSMENTS & PROPERTY EVALUATIONS

PHASE 1 REPORT - GEauga COUNTY FEASIBILITY STUDY



Gauga County is currently operating out of multiple buildings and locations within the City of Chardon and Claridon Township. These buildings range in age and condition, and include historic structures dating from the late 1890s, former office spaces renovated in the 1990s, and facilities built in the early 2000s. While several Geauga County entities, such as the Engineer and Sheriff, are housed in facilities designed to accommodate their specific needs, many other County entities have adapted their functions and procedures to available spaces. As the County services have evolved, many services have become decentralized, and the quantity and diverse conditions of County properties has made maintenance and management of them cumbersome.

The Geauga County functions reviewed as part of this feasibility study are concentrated in the City of Chardon and nearby Claridon Township which are located in the northwestern corner of Geauga County. Refer to the Facility Location Aerial on the following page.

Understanding the Existing Conditions

In an effort to better understand the current physical condition and characteristics of Geauga County's existing facilities, RLB+A personnel, Ken Emiling, AIA (Project Manager), and Robin Wolf, AIA (Project Architect), escorted by Mr. Glen Vernick (G.C. Maintenance Director), spent several days (August 30, and September 8 and 9E, 2017) reviewing existing conditions and verifying floor plans at the following properties:

- Administrative Offices, 470 Center Street, City of Chardon
- County Courthouse, 500 Short Court Street, City of Chardon
- Courthouse Annex, 251 Main Street, City of Chardon
- Opera House, 211 Main Street, City of Chardon
- Job & Family Services, 12480 Ravenwood Drive, Claridon Township
- Department on Aging, 12455 Ravenwood Drive, Claridon Township

Each walk through included visual assessment of building conditions, including high level reviews of the exterior envelope and building systems; inventory of the existing space functions and sizes; and identification of current space utilization and efficiency.

Documentation and Assessment

RLB+A walked through each facility in entirety, documenting conditions with photographs (where permitted), and verifying space usage against existing floor plans. Floor plans were updated as needed.

Unprogrammed Space Diagrams. RLB+A evaluated the amount of space within each facility dedicated to unprogrammable areas such as entry vestibules, lobbies, toilet rooms, break rooms, mechanical rooms, janitors closets, and circulation spaces. The County facilities reviewed have a high percentage of unprogrammed space, accounting for 35% of each building on

average. This is compounded by the duplication of each room type within each facility.

Facility Assessment Scoring Evaluation. RLB+A also established a physical condition rating system and applied this to major components of each structure - exterior walls and roof, interior, furniture, security, ADA, and efficiency - tallying them into a total score for each building. The following table summarizes the facility assessment scores and assigns a letter grade. Detailed scoring for each facility is found in Appendix A.

FACILITY ASSESSMENT SCORING EVALUATION SUMMARY				
FACILITY	FACILITY OVERALL SCORE	TOTAL POSSIBLE SCORE	%/100	LETTER GRADE ⁽¹⁾
Administrative Complex	36	70	51%	F
Court House	41	70	61%	D
Court House Annex	40	70	57%	F
Opera House	37	70	53%	F
Job & Family Services	41	70	59%	F
Dept. on Aging	49	70	70%	C+

⁽¹⁾ The Letter Grade is assigned based on a Typical Letter Grading Scale utilized by most U.S. schools. The ranges are as follows:

Typical Letter Grading Scale

84-100% = A	87-89% = B+	77-79% = C+	67-75% = D+	0-59% = F
50-83% = A-	83-86% = B	73-76% = C	63-66% = D	
	30-63% = B-	20-72% = C-		

Challenges

During the assessment walk-throughs and through discussions with each office and department, many challenges and issues with the existing buildings were identified. While each facility surveyed has unique considerations, there are shared common challenges. The most notable include:

- Lack of sound isolation of offices and conference rooms;
- Lack of available, convenient, parking areas;
- Condition of space not representative of the high caliber of services provided by the County;
- Impediments to equal access for the public with physical impairments;
- Housing of I.T. infrastructure in unsuited spaces lacking proper cooling and ventilation;
- Inefficient interior space layouts that impede daily functions;
- Significantly aged and/or inadequate building infrastructure systems (lighting, HVAC, plumbing, etc.);

- Duplication of unprogrammed spaces such as lobbies, toilet rooms, break areas, print areas, etc.

Detailed building specific discussion of the above items is provided in each individual facility's assessment narrative.

Challenges Specific to Information Technology

As is typical in aging buildings, the County's information technology infrastructure is housed in leftover space throughout each facility. Because of the decentralized layout of County structures, there is significant duplication of local I.T. closets and remote server areas. This is the most noticeable in the Administrative Complex where each building has an I.T. room for the local panel due to the facility layout. Centralization of I.T. infrastructure would be beneficial.

Due to the age of the 1890's structures, the spaces housing the I.T. equipment are prone to water intrusion, high humidity, and significant temperature swings which greatly diminish the life of sensitive equipment. The I.T. spaces are currently equipped with environmental sensors which notify staff of temperature and humidity changes within the spaces.

Equipment within the spaces is also difficult to properly maintain and access due to the low ceiling structure and odd room shapes. Availability of adequate electrical power for future growth of the I.T. infrastructure is also a concern.



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Mr. Emling explained that in the report they identify all the buildings along with the distance and time to drive between locations.

SECTION 1 FACILITY ASSESSMENTS & PROPERTY EVALUATIONS

PHASE 1 REPORT - GEALGA COUNTY FEASIBILITY STUDY

Facility Locations Aerial
Locations of the County facilities included in this study are indicated on the aerial image below.



Mr. Emling went over the different complexes, starting with the 470 Center Street Complex. Mr. Emling stated again that they would not be discussing security, but that they did find a lot of inefficiencies with a lot of duplicated areas, including bathrooms and meeting rooms. Mr. Emling made the statement that the departments work well within the space they are given, noting that they could be improved with re-organization. Mr. Emling stated that they often heard the term "the walls are paper thin" because the facilities were not designed for sound. Mr. Emling explained some of the inefficiencies using some of the photographs that were taken, citing travel in bad weather between locations, along with areas that could share equipment.

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PHASE 1 REPORT - GEALGA COUNTY FEASIBILITY STUDY

ADMINISTRATIVE COMPLEX

The Administrative Complex facility is located at 470 Center Street in the City of Chardon, and consists of eight total structures with vestibule structures connecting Buildings 1-5 and 4-7, constructed in the 1970s and renovated in the 1990s when the County took ownership. Geauga County owns 100% of the buildings and property. This complex houses the following County entities:

- Community Development (Bldg. 2)
- Maintenance Department (Bldg. 1, 7)
- Planning Commission (Bldg. 1)
- Water Department (Bldg. 2)
- Commissioners (Bldg. 4)
- Court Appointed Special Advocates (CASA), program of the Juvenile Court (Bldg. 5)
- Veterans Affairs (Bldg. 5)
- Board of Elections (Bldg. 6, 7)
- Building Department (Bldg. 8)
- County Archives (Bldg. 5)
- Title Office (Bldg. 6)

The County also provides space for the following independent agencies at this location:

- Educational Service Center (Board of Education) (Bldg. 2)
- Community Action Agency (Bldg. 5)
- CCAU Extension Office (Bldg. 5)
- Health District (Bldg. 8)

Exterior Envelope

The exterior envelope of the buildings are composed primarily of brick masonry walls facing the parking area and main road with glazed aluminum storefront doors at public entrances, and aluminum clad window assemblies at punched window openings. The rear of the buildings are clad in aluminum siding. The main roof surfaces are flat with a false mansard roof assembly at the perimeter facing the parking area and main road, and prefinished metal roofs at the rear walls. The false mansard is clad in asphalt shingles with prefinished metal trim, gutters, downspouts and soffits, and the flat roofing system is a smooth-surfaced asphalt built-up roofing (BUR) system with a silver UV protective, reflective coating. The main HVAC units are located on the roof, and the area is accessed through external metal stairs.

The brick and mortar is generally in good condition. Storefront doors and aluminum clad windows also appear to be in good condition with functioning hardware. The aluminum siding on Buildings 4-8 is in good condition; however, the siding on Buildings 1-3 is severely discolored, dirty, and weathered. This is believed to be a result of the exhaust from the adjacent industrial property.

Cracking was observed in the BUR system on the flat roof, and deterioration of the reflective coating was also noted. The asphalt shingles and associated prefinished metal trim, gutters, downspouts and soffits are in good condition. The roof top HVAC units appeared to be in serviceable condition.

Interior Conditions

Areas of the interior been renovated at various times since the County's occupation of the facility, which has resulted in diverse ages and conditions of interior spaces. A common range of interior finishes existing in the facility include:

- Broadloom carpet and bare and vinyl wall covering, painted gypsum board, or wood panel walls in entry vestibules, offices, and adjacent corridors.
- Ceramic floor and wall tile or painted gypsum board walls in toilet rooms.

Ceilings were typically square edge 2x4 acoustical ceiling tiles in grid systems, with some painted gypsum board ceiling in toilet room and entry vestibule areas. Interior doors are typically hollow core wood leaf in painted wood or hollow metal frames. ADA compliant lever hardware was observed in many of the doors.

The interior elements and finishes were observed to be in fair condition for their age and high use, with the most apparent deterioration noted in carpeted areas. Throughout the building the 2x4 square edge ceiling tiles were observed to range from poor to fair condition with many curling and buckling which is typical of these size tiles as they age.

Interior lighting typically consists of 2x4 or 2x2 fluorescent fixtures with prismatic or parabolic lens with some recessed can lights in select areas. The light fixtures appeared to be functioning.

The toilet rooms were observed to range from fair to good condition depending upon the age of renovation. Toilet rooms renovated within the past 10 years were made accessible.

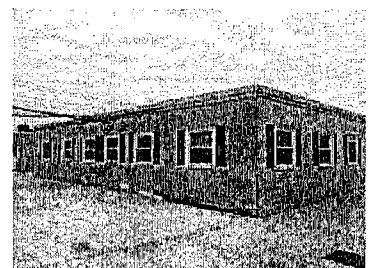
Several of the departments noted that the quality of space is of a lesser caliber than what is appropriate for County functions. Poor sound isolation at offices was noted by all departments, especially those that work with sensitive information.

Accessibility and Efficiency

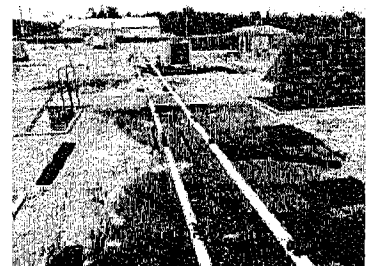
Due to the age and composition of the complex, accessibility and space efficiency issues are inherent. Grouped buildings are connected by entry vestibules between each building structure. While the buildings are grouped, each building with vestibules as a separate entry and there is duplication of public and private toilet facilities, employee break areas, special printing areas, supply areas, and conference rooms in each building.

The requested yet sprawling layout of the facility makes sharing of space and equipment resources difficult. The facility layout and sizing pushes the bulk of the parking away from many departments and is inconvenient for public and staff.

PHOTOGRAPHS



Building 1-2-3 Exterior



Building 1-2-3 Roof

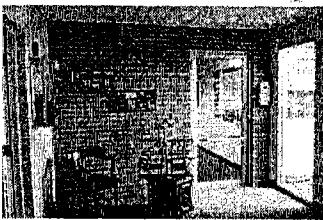




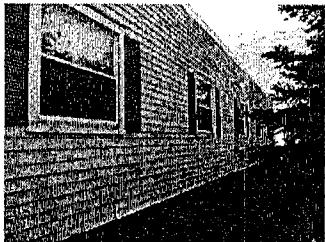
Building 1 - 1st - 2nd Exterior



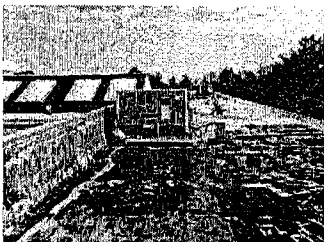
Building 2 Interior - Archives Public Entry



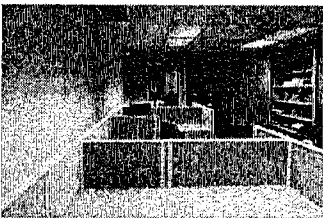
Building 1 Interior - Entry Vestibule



Building 3 - 1st - 2nd Exterior



Building 4 - 1st - 2nd Exterior



Building 2 Interior - Open office area



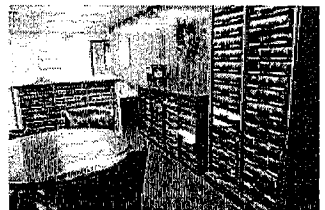
Building 1 Interior - Break room



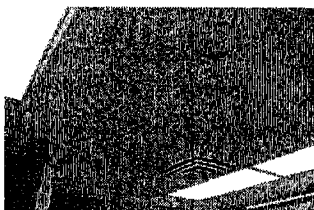
Building 1 Interior - Office



Building 1 Interior - Garage area



Building 1 Interior - Waiting area



Building 1 Interior - Ceiling area



Building 1 Interior - Lobby



COURTHOUSE

The Courthouse facility is located at 101 Shen Court Street in Chardon Square in the City of Chardon, and the County owns and occupies 100% of the structure; however, the land below and surrounding the structure is owned by the City of Chardon. Additionally, there are deed restrictions placed on the building. The current facility was constructed in the 1870s and is included in the Chardon Courthouse Square District which is listed on the National Register of Historic Places. The facility is four stories above grade with a basement, and houses the following County entities:

- Court of Common Pleas
- Probation
- Office of the County Clerk

The County also provides space for the following independent agency at this location:

- Law Library

Exterior Envelope

The exterior envelope of the building is composed primarily of brick masonry walls with stone coping, stone trim, and other decorative stone elements. Windows are original to the building and exterior doors have been updated throughout the years for improved functionality.

The main portion of the steep slope roof has an asphalt shingle roofing system, and the cross-roof has a copper metal roofing system.

The exterior of the Courthouse, including the brick, stone, roofing systems, windows and doors, is well maintained with minor deterioration observed at the brick chimneys. It is understood that while this original masonry is maintained, there are ongoing leak issues, and the single-pane, uninsulated glass causes interior temperature control issues.

Interior Conditions

Areas of the interior have been renovated at various times since the County's occupation of the facility, with the most apparent deterioration on the main floor and basement levels. Much of the original interior wood doors, frames, and millwork are intact throughout the facility. Marble or ceramic tile are provided in the main corridor with painted plaster or gypsum board walls with some vinyl wall covering. Broadloom carpet is typical in the office areas. Ceilings are a combination of square edge 2x4 acoustic ceiling tiles or 2x2 lay-in edge tiles in grid systems with some painted gypsum board ceilings in entry vestibules and toilet rooms. Two original ceilings were noted during the site tour.

The interior finishes were observed to range from fair to good condition. Throughout the building, the 2x4 square edge ceiling tiles were observed to range from poor to fair condition with many missing and buckling, which is typical of these tiles as they age.

Interior lighting typically consists of 2x4 or 2x2 fluorescent fixtures with prismatic or parabolic lens with some recessed can lights and decorative fixtures in select areas. The light fixtures appeared to be functioning.

HVAC units are housed in the fourth floor penthouse.

Accessibility and Efficiency

Due to the facility's age, composition, and history of renovations, accessibility, and space efficiency issues are inherent. Accessible entry to the facility is achieved via an exterior ramp leading to the basement level, and users enter into a corridor flanked by mechanical spaces and toilet rooms.

The Clerk of Courts office is the most visited entity in the Court House by members of the public on a daily basis and is located on the upper floor. The second means of egress from the second and third floors is provided with an exterior metal grate stair. Exterior exits like this are difficult to maintain and are not considered accessible unless there is a dedicated area of rescue.

Also noted were the inconvenient parking areas for both public and staff. The existing, dedicated Court House parking lot is limited to staff, and is not adequately sized. The public must utilize the public parking which is dispersed around the Square and while free, varies in duration limits from 1 hour to unlimited. The County also has access to a gravel parking area on the east side of the Square; however, this area was observed to be in poor condition with areas of standing water.

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Mr. Emling stated that as an architect he loved walking through the Courthouse, adding that it is beautiful, but there are issues that need to be addressed. Without talking about security, the layout, function and size are a big portion of it, too small for what is there. The judges would like to add a court in the future and the building doesn't allow for it. The Clerk of Courts Office is one of the most visited offices and should be on the first floor and currently it is on the third floor.

Mr. Emling added that a big issue with the Courthouse is ADA access. Currently you have to take a ramp to the basement to get on the elevator to get to the floor you need. It works but it's not ideal.

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PHASE 1 REPORT - GEORGIA COUNTY FEASIBILITY STUDY

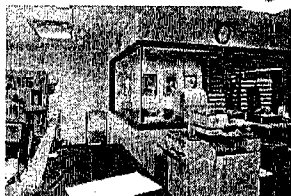
PHOTOGRAPHS



Courthouse Annex



Courthouse Annex - Accessible public area



Courthouse Annex - Courtroom



Courthouse Annex - Public area



Courthouse Annex - Courtroom



SECTION 1
FACILITY ASSESSMENTS & PROPERTY EVALUATIONS

PHASE 1 REPORT - GEORGIA COUNTY FEASIBILITY STUDY

COURTHOUSE ANNEX

The Courthouse Annex facility is located at 211 Main Street on Chardon Square in the City of Chardon, and the County owns and occupies 100% of the structure. The current facility was constructed in the 1870s, and is a conglomeration of three adjoining structures. This facility is included in the Chardon Courthouse Square District which is listed on the National Register of Historic Places. The facility is three stories above grade with a basement, and houses the following County entities:

- Office of the Auditor
- Office of the Recorder
- Office of the Prosecutor
- Juvenile Court
- Maintenance workshop and storage to service the facilities located on the square
- County Mail Room

Exterior Envelope

The exterior envelope of the building is composed primarily of brick masonry walls with decorative brick elements with lap siding in limited areas at street level. The exterior doors are prefabricated aluminum and glass, and there are aluminum framed operable window units on all floors, matching the doors. The decorative brick elements are limited to the facade facing the square, with plain brick at the exposed portions of the side and rear walls. Copper trim and flashing is present on the cornice at the main elevation. Painted hollow metal doors and frames are found on the alley side of the building.

The third story extends over a third of the northern part of the building footprint. Because the facility is an assemblage of three adjoining buildings, there are three different roof types, heights and profiles. The roof over the three story section and southern two story section are flat smooth-surfaced asphalt built-up roofing (BUR) systems with a reflective UV protective coating. A recently replaced asphalt shingle roofing system tops the high slope roof of the middle two story building section. All metal coping, trim, gutters, and downspouts are prefabricated metal. The flat roof areas are accessed through an internal ladder through a roof hatch. HVAC equipment serving this building is located at ground level on an exterior metal grate platform at the rear of the building.

The brick, brick elements, and copper trim on the main facade facing the square, as well as the brick at the side and rear walls appear to be in good condition. Exterior doors and windows also appear to be in good condition with functioning hardware.

The asphalt shingle roofing and related metal gutter, downspouts, and trim appear to be in good condition. The smooth-surfaced asphalt roofs and metal copings and trim are in fair condition with some cracking apparent in the smooth-surfaced asphalt roofing and some deterioration of the UV coating. The HVAC units appear to be in serviceable condition and the metal grate platform has only minor signs of corrosion.

Interior Conditions

Areas of the interior have been renovated at various times since the County's occupation of the facility, which has resulted in diverse ages and conditions of interior spaces. These range from marginally finished spaces, housing the County's IT Department, to the Juvenile Court and Prosecutor's office suite which were renovated in 2003 and 2011 respectively. Generally the office areas and corridors have broadloom carpet with carpet or wood base, painted plaster or gypsum board walls with some vinyl wall covering, and ceramic or quarry floor tile in the entry vestibules and toilet rooms.

Ceilings are a combination of square edge 2x4 acoustical ceiling tiles in grid systems and painted gypsum board ceilings with 2x2 regular edge tiles in the Prosecutor's office suite. Interior doors are a combination of hollow and solid core wood leaf in painted hollow metal frames, with several of the historic wood panel doors and frames remaining on the ground floor spaces. Some doors are equipped with ADA compliant hardware, and some retain historic hardware.

A wide disparity in the condition of interior elements and finishes were observed, ranging from poor to good conditions depending on how recently an area was renovated. While the Prosecutor's office suite is still in excellent condition, the wear on the finishes is apparent in the Juvenile Court and Auditor's areas, and very noticeable in the finished basement level spaces. Throughout the building, the 2x4 square edge ceiling tiles were observed to range from poor to fair condition with many missing and damaged, which is typical of these size tiles as they age.

Interior lighting typically consists of 2x4 or 2x2 fluorescent fixtures with prismatic or parabolic lens with some recessed can lights in select areas and supplemental 2x4 surface-mounted fluorescent fixtures in observed in some offices. The light fixtures appeared to be functioning.

The toilet rooms were observed to be in poor to fair condition with only a select number identified as accessible. There are no public toilet rooms in this building.

Accessibility and Efficiency

Due to the facility's age, composition of three adjoining structures, and history of renovations, accessibility, and space efficiency issues are inherent. Currently, there is no internal connectivity between the adjoining buildings for the public or County personnel.

In several departments, staff must exit their office areas, walk down the street, and re-enter the building just to pick-up mail from the County mail room located in the same facility in which their offices are located.

Due to the slope of the site, egress doors at the alley side of the building exit onto a metal grate platform structure with stairs leading to grade. Exterior exits like this are difficult to maintain and not considered accessible unless there is a dedicated, protected area of rescue.

There are accessibility issues within the building as well. In many entities spaces, there are level changes between sections of the offices. In some

instances, areas that are regularly accessed by the public are in the rear of the office space and in the basement, which are at different levels from the entry door and only accessible via stairs.

While it is apparent efforts were made during each renovation to make internal office suite circulation logical, it is not always apparent how to navigate the spaces, especially in the basement and first floor levels.

Also noted were the inconvenient parking areas for both public and staff. The existing, dedicated Annex parking lot is limited to staff, and is not adequately sized, with offices being assigned only 1-2 spaces. The public must utilize the public parking which is dispersed around the square and while free, varies in duration limits from 1 hour to unlimited. The County has access to a gravel parking area on the east side of the square; however, this area was observed to be in poor condition with areas of standing water.

PHOTOGRAPHS



Courthouse Annex Exterior



Mr. Emling went over the Courthouse Annex and Opera House as they are close and have similar issues. There are means of egress that would not be acceptable, mentioning the upkeep of fire escapes. Mr. Emling stated that there are a lot of interior finishes that are poor. Ms. Wolf stated that it's been 15-20 years since a thoughtful renovation was completed, and offices are piecemeal that results in inefficient space. The spaces are difficult, noting the Public Defender's office was very excited about a recent installation of a sink to make coffee. Mr. Emling stated that there are a lot of ADA issues; the Recorder's Office is one of the worst.

The public access to records area requires you to go up two steps or you have to go down into the basement, which requires staff to handle the research for them. Mr. Emling stated that when they renovated the Prosecutor's Office they moved between two construction areas and left an exposed brick wall and the floor rises up about 3 to 4 inches, which causes a change in the floor level that is a tripping hazard. Mr. Emling stated that both of these buildings have wood framing, and are not designed for office loading. The floor has to be enhanced or equipment has to be placed in the basement for safety reasons. The spaces are small, and with a need to grow there is no place to do it. There is confusion about all the doors along the sidewalk. Ms. Wolf noted an Elected Official's Office, the Auditor has his offices spread over multiple spaces and has to walk outside in between buildings to access the staff. The basement areas look their age, and have water infiltration issues, which causes constant maintenance issues. Commissioner Lennon inquired about restroom access to public and employees. The restroom situation is not ideal, they are small unisex bathrooms that are not fully ADA compliant, noting that the Recorder's Office is the worst, and not sure if it's even functional.

Mr. Claypool brought up issues as to lighting in the offices, sound isolation and overall poor office conditions. These are ongoing challenges, and that there is security issues. Mr. Lennon stated that security issues go across the county. Mr. Emling stated that the majority of the cause of these scores is security and that it is a concern. Mr. Emling responded to a question by Mr. Lair by stating that there are two offices, both at the courts, which have security check points that require you to be looked at before entering. The remainder of the buildings does not have that, so without any further details, that is a good starting point for security issues and is a concern over all the offices that they met with.

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COURTHOUSE ANNEX HALLWAY - CORRIDOR



COURTHOUSE ANNEX HALLWAY - CORRIDOR



COURTHOUSE ANNEX HALLWAY - CORRIDOR

BOWEN

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OPERA HOUSE

The Opera House facility is located at 211 Main Street on Chardon Square in the City of Chardon and the County owns and occupies approximately 80% of the structure. A private law firm owns and occupies the remaining 20%. The current facility was constructed in the 1870s and is included in the Chardon Courthouse Square District which is listed on the National Register of Historic Places. The facility is three stories above grade with a basement, and houses the following County entities:

- Office of the Treasurer
- Office of the Public Defender
- DOJ Information Technology Offices, a department of the Auditor

Exterior Envelope

The exterior envelope of the building is composed primarily of painted brick, masonry walls with stone coping, stone trim at punched window openings, and other decorative stone and brick elements on the upper stories, with a classical painted wood storefront at street level. The decorative elements are limited to the facade facing the Square, with painted and exposed brick at the exposed portions of the side and rear walls. At the main street, entry doors are classical painted wood panel doors in wood frames. Painted hollow metal doors and frames are found on the alley side of the building.

The second and third stories each cover approximately two-thirds of the building footprint resulting in two roof surfaces. The main roof is flat with granule-surfaced asphalt built-up roofing (BUR) system, with a low slope to the north and south, draining to prefinished metal gutters and downspouts. The lower roof area is a smooth-surfaced asphalt built-up roofing (BUR) system with remnants of a reflective UV protective coating. The main roof area is accessed through an internal ladder through a roof hatch. HVAC equipment serving this building is located on the lower roof section.

The painted brick, stone, and wood elements on the main facade facing the Square appear to be in good condition; however, deterioration to the paint and brick is apparent on the exterior side and rear walls. A portion of the rear wall appears to have been reconstructed at some point. Storefront doors and aluminum clad windows also appear to be in good condition with functioning hardware.

The main granule-surfaced BUR system appears to be in fair condition; however, the smooth-surfaced lower BUR roof is in poor condition. The roof top HVAC units appeared to be in serviceable condition.

Interior Conditions

Areas of the interior have been renovated at various times since the County's occupation of the facility, which has resulted in diverse ages and conditions of interior spaces. These range from marginally finished spaces in the basement level to several offices currently under renovation. Generally the office areas and corridors have hardwood carpet with carpet or painted wood base, painted plaster or gypsum board walls with some drywall covering, and ceramic or quarry floor tile in the toilet rooms. Unique to the building is the

Treasurer's enclosed offices which have been clad to look like a small cottage complete with window boxes.

Ceilings were a combination of square edge 2x4 acoustical ceiling tiles in grid systems and painted gypsum board ceilings. Interior doors are a combination of hollow and solid core wood doors in painted hollow metal frames. Some doors are equipped with ADA compliant hardware.

A wide disparity in the condition of interior elements and finishes were observed, ranging from poor to good condition depending on how recently an area was renovated. The 2x4 square edge ceiling tiles were observed to range from poor to fair condition with many curling and buckling which is typical of these size tiles as they age.

Interior lighting typically consists of 2x4 fluorescent fixtures with prismatic or parabolic lens with some recessed can lights in select areas and supplemental 1x4 surface-mounted fluorescent fixtures in observed in some offices. The light fixtures appeared to be functioning.

The toilet rooms were observed to be in poor to fair condition with only three of the six in the facility identified as accessible.

Accessibility and Efficiency

Due to the facility's age and history of renovations, accessibility, and space efficiency issues are inherent. Currently, there is no internal connectivity between the Opera House and the adjoining Courthouse Annex for County personnel.

The second means of egress from the second and third floors exits to an exterior metal grime rail mounted to the adjoining building. Exterior exits like this are difficult to maintain and not considered accessible unless there is a dedicated, protected area of refuge. Additionally, a trip hazard exists at the rear basement door that is utilized as an employee entrance.

There are no public toilet rooms within this facility.

Also noted were the inconvenient parking areas for both public and staff. The existing, dedicated Annex parking lot is limited to staff and is not adequately sized, with offices being assigned only 1-2 spaces. Public parking is dispersed around the Square and while free, varies in duration limits from 1 hour to unlimited.

The County has access to a gravel parking area on the east side of the Square; however, this area was observed to be in poor condition with areas of standing water.

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PHOTOGRAPHS



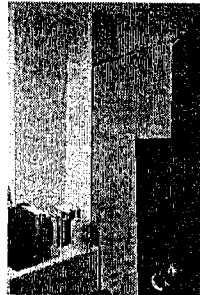
Open House Interior - Entry Room



Open House Interior - Office



Open House Interior - File Storage



Open House Interior - Office Kitchen



Parking is also an issue, with a limited number of spaces. Mr. Lennon stated that there is enough parking, it's just where to park. Ms. Wolf added that some offices have 1 to 2 spaces, spaces on the square are time limited, with some that are all day, and that the pit parking lot is gravel that holds standing water and can be cumbersome for an employee. Ms. Wolf stated that when they complete these projects they try to put themselves in the shoes of an employee and the public.

Mr. Emling talked about Job and Family Services. It is a newer building and is in good physical condition, but it still has its own issues. Parking lot is deteriorating and is too small and doesn't serve their needs on a day to day basis with the volume of public that comes through the building. They are outgrowing the facility and interior finishes need to be refreshed and updated.

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FACILITY ASSESSMENTS & PROPERTY EVALUATIONS

PHASE 1 REPORT - GEORGIA COUNTY FEASIBILITY STUDY



JOB & FAMILY SERVICES

The Job & Family Services facility is located at 12480 Ravenwood Drive in Claridon Township. Georgia County owns the entire building and property, and the site and building is maintained by Job & Family Services Internal Maintenance department. The current facility is combination of three sections – the original building constructed in 1978 with additions in the 1980s and 1990s. It is not apparent from the architecture where the divisions between the additions occur. The facility includes two fenced outdoor areas. The facility is a single story with a partial basement, with Job & Family Services occupying it in entirety.

Exterior Envelope

The exterior envelope of the building is composed primarily of brick masonry walls with glazed aluminum storefront doors at public entrances, and aluminum clad window assemblies at punched window openings. The main roof is flat with a false mansard roof assembly around its perimeter. The false mansard is clad in asphalt shingles with prefinished metal trim, gutters, downspouts and soffits, and the flat roofing system is a smooth-surfaced asphalt built-up roofing (BUR) system with a silver UV protective, reflective coating. The main HVAC units are located on the roof, and the area is accessed through an internal ship ladder through a roof hatch.

The brick and mortar is generally in good condition. Storefront doors and aluminum clad windows also appear to be in good condition with functioning hardware.

Cracking was observed in the BUR system on the flat roof, and deterioration of the reflective coating was also noted. The asphalt shingles and associated prefinished metal trim, gutters, downspouts and soffits are in good condition. The roof-top HVAC units appeared to be in serviceable condition. Due to the false mansard roof and adjacent trees, significant debris has collected on the roof.

Interior Conditions

The interior of the facility was fully renovated in the 1990s when the final addition was constructed. A common range of interior finishes were provided in the facility including:

- Ceramic tile set base, and vinyl wall covering in the main entry and lobby areas;
- Vinyl composition tile with vinyl base and painted gypsum board walls in the public corridors and most activity rooms;
- Broadloom carpet and base and vinyl wall covering in offices, adjacent corridors, and select activity rooms;
- Vinyl composition tile with vinyl base and painted gypsum board walls in the lunch room, canteen and supply room areas;
- Ceramic floor and wall tile or painted gypsum board walls in toilet rooms.

Ceilings were typically regular edge 2x2 acoustical ceiling tiles in grid systems, with some painted gypsum board ceiling in toilet room and entry vestibule areas. Interior doors are typically solid-core wood seats in painted hollow metal

frames with ADA compliant lever hardware except in the basement area where both doors and frames are painted hollow metal.

The interior elements and finishes were observed to be in fair condition for their age and high use, with the most apparent deterioration noted in carpeted areas.

Interior lighting typically consists of 2x4 fluorescent fixtures with prismatic or parabolic lens with some recessed can lights in select areas. The light fixtures appeared to be functioning.

The toilet rooms were observed to be in good condition and generally accessible.

Accessibility and Efficiency

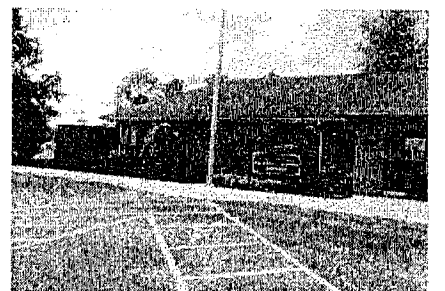
The building layout is conducive to the sensitivity of the services provided by Job and Family Services with a clear public entry and waiting area, and separation between public and employee circulation paths. Because the building was completed renovated in the 1990s, the facility is fully accessible.

During programming interviews, the Director indicated that the County residents' utilizing their services has increased significantly and has been addressed with an increase in staff, but they are quickly outgrowing the existing facility. Additionally, the existing parking lot was observed to be in poor condition, and was noted to be insufficient in size for the increasing staff and public served.

PHOTOGRAPHS

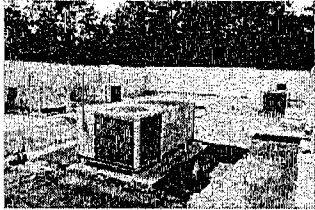


Job & Family Services Exterior



Job & Family Services Exterior





Job 2 Family Services Exterior



Job 2 Family Services Interior - Office



Job 2 Family Services Interior - Board Room



Job 2 Family Services Interior - Storage area



Job 2 Family Services Interior - Video Conference area



The last building they looked at was the Department on Aging. From the outside it is a newer building, the physical bones of the building are good. Parking is an issue, especially for those that have difficulty to get into the building. The Adult Day Care facility is not big enough, and because of a square footage per person requirement by the State, they are limited on the number they can have each day. Mr. Emling talked about the layout of the floors, with the administration being on the 2nd floor. This is not efficient should be on the first floor. Adult day care is on the third floor, and is not ideal with transfer in and out of the building. Mr. Emling talked about a corridor that cuts through the activity spaces and there are constant interruptions while they are holding an activity.

Mr. Emling noted a secondary means of egress which is another set of stairs from the second to third floor that goes through another department (a private entity) and is not an ideal set up. Mr. Emling stated that in the case of an emergency they would have to use this access for evacuation.



DEPARTMENT ON AGING

The Department on Aging facility is located at 12555 Ravenswood Drive in Claridon Township, and occupies approximately 70% of the building. It shares with Ravenswood Health, a non-profit associated with the Geauga County Board of Mental Health and Recovery Services. Geauga County owns the entire building and property, and maintains the Department on Aging spaces and the exterior building envelope and site area of Ravenswood Health. The current facility is a combination of three (3) sections – the original building constructed in the 1980s, an addition in the 1990s doubling the size of the structure, and a commercial kitchen addition in 2005. Seated on a sloping site, the building is three full stories in height with a partial basement level at the Department on Aging section.

The site also houses two small wood storage sheds, an exterior tiered stone paver patio area accessed from the partial basement and an exterior walking path. A separate 1 1/2 story pavilion structure on the eastern side of the site with restrooms, garden area, and putting green, and a Veterans Memorial at the north corner of the site at the main road. Funding to construct the patio, pavilion, and memorial was provided by private donors, but these facilities are maintained by the County.

The Department on Aging occupies the full first floor, partial basement, and half of the second and third floors. The first floor and basement house activity rooms, limited offices, and the cafeteria and commercial kitchen. The kitchen serves the Senior Center and the Meals on Wheels program. The second floor houses the main administrative offices and related conference rooms, and the third floor houses a large multipurpose room with associated toilet rooms and a small kitchenette.

Exterior Envelope

The exterior envelope of the building is composed primarily of brick masonry walls with glazed aluminum storefront systems (doors and walls) at public entrances, and aluminum clad window assemblies at punched window openings. The main flat roof is divided in two sections at the boundary between the 1980s and 1990s structures, both having built-up roofing (BUR) systems with a gravel UV protection layer and granulated metal coping caps. Several single story bumpouts around the facility and the porte cochere and covered entry walkways have sloped roofs with asphalt shingles and prefinished metal trim, gutters, downspouts, and soffits. The main HVAC units are located on the roof, and the area is accessed through an internal ladder through a roof hatch.

The brick and mortar is generally in good condition, with some significant mortar deterioration noted on several window sills on the main wall. Storefront systems and doors also appear to be in good condition with functioning hardware. The windows also appear to be in good condition and replacement of close window units is being completed in phases.

The BUR system over the 1980s section of the building is showing significant signs of deterioration with the asphalt material bubbling up through the gravel UV protection layer. The protective coating on the parapet membrane has also deteriorated, exposed the membrane to UV degradation. The BUR system over

the 1990s and 2005 sections of the building, including the parapet membrane appears to be in serviceable condition with no bare spots observed in the gravel layer. The asphalt shingles and associated prefinished metal trim, gutters, downspouts and soffits are in good condition. The roof top HVAC units appeared to be in serviceable condition.

Interior Conditions

The interior of the facility was fully renovated in the 1990s when the new addition was constructed. A common range of interior finishes were provided in the facility including:

- Ceramic tile and base, and vinyl wall covering in the main entry and lobby areas;
- Vinyl composition tile with vinyl base and painted gypsum board walls in the public corridors and most activity rooms;
- Broadloom carpet and base and vinyl wall covering in offices, adjacent corridors, and select activity rooms;
- Ceramic tile and painted GVL walls in the kitchen;
- Ceramic floor and wall tile in toilet rooms.

Ceilings in office areas and activity spaces were typically square edge 2x4 acoustical ceiling tiles in grid systems, with some painted gypsum board ceiling in toilet room and entry vestibule areas. Interior doors are typically solid core wood leafs in painted hollow metal frames with ADA compliant lever hardware.

The interior elements and finishes were observed to be in fair condition for their age and high use, with the most apparent deterioration noted in carpeted areas and ceiling ceiling tiles.

Interior lighting typically consists of 2x4 fluorescent fixtures with parabolic or parabolic lens with some recessed can lights in select areas. The light fixtures appeared to be functioning.

The toilet rooms were observed to be in good condition and generally accessible.

Accessibility and Efficiency

The building layout is generally efficient with a clear public entry and lobby area. While the circulation paths are clear, in some instances, the path crosses through activity spaces, and corridors are too narrow to accommodate persons who require mobility assistance devices. Additionally, the administrative offices are located on the second floor, sandwiched between public activity spaces on the first and third floors. This is typical. Because the building was completely renovated in the 1990s and serves the elderly population, the facility is fully accessible.

During programming interviews, the Director indicated that the existing activity spaces and adult day service spaces are undersized for the number of seniors who utilize the center. In the Adult Day Services area, there is no separation between activity and meal areas, and the toilet rooms do not provide adequate space to accommodate seniors who require mobility assistance devices.

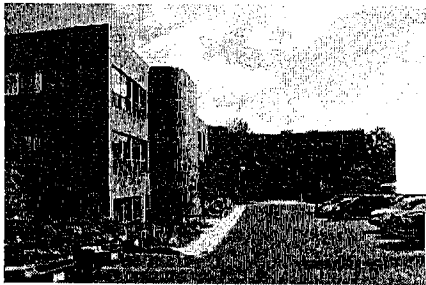
It was also noted that the quantity of parking spaces is insufficient for staff and clients, and its location on the rear of the building – the opposite side of the

structure from the main senior center entrance – is inconvenient and a potential safety issue during inclement weather.

PHOTOGRAPHS



Department on Aging Exterior



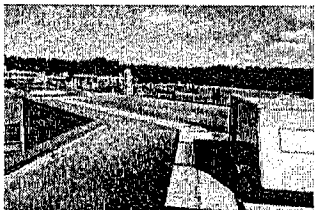
Department on Aging Exterior



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Department of Aging West



Department of Aging Interior - Lobby



Department of Aging Interior - Adults room



Department of Aging Interior - Facility



Department of Aging Interior - Commercial kitchen



Mr. Emling stated that was the completion of Phase 1A, which was the facility assessment, Phase 1B is the Program of Requirements. All of the departments were asked to complete a Questionnaire. Following that they held interviews with each of those departments and the City of Chardon. Mr. Emling thanked everyone as this resulted in great feedback. All of this information was valuable as the goal is to determine space requirements of the departments and what the needs will be in five years, will you need more or less, along with space changes in each room.

SECTION 2
PROGRAM OF REQUIREMENTS

PHASE 1 REPORT - GEauga COUNTY FEASIBILITY STUDY



The purpose of the Programming of Requirements was to develop an understanding of the function and interaction of each County elected official's offices and departments.

Questionnaires and Interviews

In order to cultivate a holistic understanding, assessment of the needs began with distribution of a Space Needs Assessment Questionnaire to twenty-four County and County-related entities. The questionnaire provided a structured method for each office and department to identify their spatial needs related to current and future staff and interdepartmental adjacencies. Additionally, it asked participants to identify challenges in the current spaces and to indicate anticipated positive or negative growth over the next 5-10 years.

Following receipt and review of the questionnaires, PLA+A scheduled interview sessions with each Elected Official and Commissioner-appointed department head to review and discuss that entity's responses and to tour their space. The discussion was focused on verifying the following:

- Function of the entity (i.e. accessed by public; sensitive information)
- Required adjacencies to other County departments
- Location limitations (i.e. must be in the County seat)
- Types of spaces needed (i.e. private offices, cubicles)
- Future growth/reduction of the department
- Required support spaces (i.e. storage rooms, copy areas, etc.)
- Unique considerations (i.e. specialized equipment, functions, etc.)

Between questionnaire responses and interview sessions, PLA+A received input from all twenty-four of the County and County-related entities on their specific spatial needs.

Program of Requirements

As interviews with each entity were completed, a Program of Requirements (POR) was developed for that specific office. The Program of Requirements outlines each department's space needs and related areas, taking into account the County's future needs. Each individual POR also records needs for specialized technology and equipment, interdepartmental relationships, and other unique considerations. The total projected area identified in the POR Summary establishes the cumulative space required for County functions.

Space Requirements Summary

The Space Requirements Summary provides the listing of all entities involved in this feasibility study and their existing and projected areas.

The column titled 'Existing Area (sqft)' indicates that entity's current space allocation in gross square feet (gsf). Areas in gross square feet include the floor space taken up by thickness of wall and circulation spaces. These areas were calculated based on existing available floor plans.

The next column, titled 'Net Assignable Space (sqft)' indicates that entity's projected space needs in net square feet (nsf). Areas in net square feet represent the usable area within a space or room. For example, an office that

measures ten feet by twenty feet between finished walls has a net square feet area of one hundred twenty square feet. The 'Net Assignable Space' for each entity was developed based on space needs identified during the questionnaire and interview process, and corresponds to the individual entity's POR.

The third column, titled 'Projected Area (gsf)' estimates that entity's projected space needs in gross square feet (gsf). This is a calculated area based on the 'Net Assignable Space' multiplied by an industry standard 'Area Factor' which accounts for the area in a floor plan required for wall thickness and circulation paths between spaces. For a typical office suite, when a floor plan is laid out based upon required rooms and spaces, the total gross area is typically thirty percent more than the cumulative net area. In less intensive spaces like vehicle maintenance garages, the gross area may only be ten percent higher than the net assignable space. The 'Area Factor' utilized for each County entity is listed on that entity's POR.

Individual Entity's Space Requirements

Each entity's Space Requirements sheet provides a listing of the required spaces identified during the needs assessment interviews in the 'Area Name' column.

Under the 'Space Projection' heading, the first column, 'No. of Spaces' indicates the quantity of each space type needed. For example, if there are three Magistrates and each requires an identical office, there will be a '3' indicated in the 'No. of Spaces' column.

The second column below 'Space Projection' titled 'Unit S.F.' represents the individual space type's required area in net square feet. These areas are based on existing spaces where applicable, industry standards, and building code requirements. The third column, 'Net S.F.', is calculated based upon the unit area multiplied by the number of spaces.

At the end of the entity's Space Requirements list, the cumulative net area of the entity is indicated in the 'Net Assignable Space' which corresponds to that shown for each entity in that column of the summary sheet.

Below the 'Net Assignable Space,' the 'Area Factor Increase' represents the decimal area factor applicable to the space type (i.e. 0.3), and the additional required area is calculated through multiplication of the 'Net Assignable Space' by the area factor.

The 'Net Assignable Space' and 'Area Factor Increase' are then added together to identify the 'Projected Area' for each County entity. This 'Projected Area' corresponds to that shown for each entity in that column of the summary sheet. The 'Projected Area' will be utilized in Phase 2 during development of the Conceptual Plans and assessment of the suitability of existing County facilities to accommodate anticipated needs.

The Space Requirements sheets also document each entity's function and purpose, required departments/adjacencies, special equipment and technology, security needs, and other unique requirements that may affect conceptual planning exercises in Phase 2.

Potential Shared Functions

In addition to establishing projected areas for each County entity, the POR identifies space types, such as toilet rooms, large meeting rooms, and lobby spaces, that are typically shared by entities housed within the same facility.

At this stage of the Feasibility Study, only the types of spaces that may be shared between departments and the unit areas are indicated. Areas (Unit S.F.) indicated for each potential shared function are representative of the average size for these types of spaces and are subject to revision. The quantity of potential shared spaces required is dependent upon recommendations that will be formulated in Phase 2. As such, the number of spaces is indicated as 'to be determined' (TED) and will be revised to reflect recommendations.

Observations

While the County entities strive to best serve the public utilizing the space they are currently provided, in many cases, additional space and/or more efficiently planned space is needed to accommodate current and projected needs. This is apparent by comparison of the existing areas and projected areas.

Currently, the County entities included in this study inhabit approximately 140,000 cumulative gross square feet of real estate, and it is projected that an additional 20,000 cumulative gross square feet will be needed to best serve residents. While this Program of Requirements shows the total sums of existing and projected spaces, this is simply to illustrate that the County's space needs are projected to grow over the next 5-10 years.

Additionally, many entities noted during their interviews that they felt their department had adequate space, but the interior layout was not efficient for their operations.

Additional Considerations

During the course of information gathering, several additional considerations were identified that will have an effect on concept development during Phase 2. These items include the following:

- By law, the Commissioners and Courts must remain within the County seat which is the City of Chardon.
- A deed restriction exists on the Court House restricting use of the building by the County to Court functions.
- The County does not own the land under or surrounding the Court House.
- Many of the businesses located in the real estate surrounding Chardon Square do business with the County functions located there.

The final program will also be adjusted as necessary upon selection of the most successful recommendation.



A. POTENTIAL SHARED FUNCTIONS				
GF	117	Garage	TBD	- Superior
GF	118	Trash Area	TBD	- Superior
GF	119	Pavement Parking	TBD	- Superior, allow 100-200 of our parking spots
GF	123	Staff Parking	TBD	- Superior, allow 100-200 of our parking spots
Net Available Space			TBD	ref. (Determined Net S.F.)
Area Factor			63	ref. (Net Available Space X Area Factor)
Proposed Area			TBD	ref. (Net Available Space + Area Factor Increase)

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Mr. Emling started with Community and Economic Development, noting their summary of space requirements, and also the information they provided about design, growth, interaction with the public, building adjacencies, storage, equipment and any challenges.

One request was for an additional office, along with a bid package room off the conference room that would allow them to function better.

1. COMMUNITY AND ECONOMIC DEVELOPMENT					
SPACE REQUIREMENTS			Space Protection		Comments
Dept	No.	Area Name	No. of Spaces	Net S.F.	
-	-	Lobby	-	-	Refer to G. Potential Shared Functional
CO	100	Waiting	1	80	Seating for 13-4
CO	101	Registration/Workstation	1	80	
CO	102	Director's Office	1	180	180
CO	103	Senior Loan Officer Office	1	120	120
CO	104	Public Relations Office	1	120	120
CO	105	Office Coordinator Workstation	1	80	80
CO	106	Program Administrator Workstation	1	80	80
CO	107	Asset Program Administrator Workstation	1	80	80
CO	108	Public/Civic Workstation	1	80	80
CO	109	Cash/Info Area	1	100	100
CO	110	Library Area	1	50	50
CO	111	Walk Area	1	200	200
CO	112	Conference Room	1	240	240
CO	113	Bed/Pantry Room	1	100	100
CO	114	File Room	1	180	180
CO	115	Storage Room	1	100	100
CO	116	Coffee Area	1	10	10
-	-	Large Meeting Room	-	-	Refer to G. Potential Shared Functional
-	-	Small Ticket Room	-	-	Refer to G. Potential Shared Functional
-	-	Public Titled Rooms	-	-	Refer to G. Potential Shared Functional
-	-	Launch Room	-	-	Refer to G. Potential Shared Functional
-	-	Janitor	-	-	Refer to G. Potential Shared Functional
-	-	Restroom	-	-	Refer to G. Potential Shared Functional
-	-	Mechanical	-	-	Refer to G. Potential Shared Functional
-	-	IT/IT Coordination Room	-	-	Refer to G. Potential Shared Functional
Net Assignable Space			8.0	1,700	Net (Contingency Net S.F.)
Area Factor Increase				270	Net (Net Assignable Space X Area Factor)
Projected Area				2,900	Net (Net Assignable Space + Area Factor Increase)
Building Area				3,470	Net (Building Comprehensive Area)

NOTE: PROGRAM BASED ON REDUCED WITH TWO OFFICES. This information will be taken for future design and construction.

1. COMMUNITY AND ECONOMIC DEVELOPMENT	
Function	<ul style="list-style-type: none">Division and Investments strategies and programs to attract and expand county businesses and economic jobsAdminister the Georgia Revolving Loan Fund and the County Local Revolving Loan Fund ProgramAdminister public improvements, full housing, and revitalization of existing housing stock
Public Information	<ul style="list-style-type: none">Maintain an economic development database which includes all sites, buildings, financing and other incentive programsConfidential information and assistance in locating sites, buildings, financing and state and local incentives via phone, web, other data, public meetings, visitations, etc.Run public building process
Organizational Structure	<ul style="list-style-type: none">Department under Commissioners
Growth / Shifting Changes (5-10 years)	<ul style="list-style-type: none">May be merged with Economic Development in future
Department and Building Adjacencies	<ul style="list-style-type: none">TransferAuditor and Commissioners - weekly meetingsRecorder - regular review of documentsRecorder - mortgage and loan records
Storage Requirements	<ul style="list-style-type: none">File cabinets, storage, etc. for active mortgages, preliminary notes, vehicle title, guarantees, open contracts, and 2nd agreementsSome documents stored in Treasurer's safe
Equipment	<ul style="list-style-type: none">Large format photocopierCopy/print/scanner
Record Retention	<ul style="list-style-type: none">Per Ohio Revised Code
Lighting	<ul style="list-style-type: none">Adequate for reading plans and computer screens
Electrical	<ul style="list-style-type: none">-
HVAC	<ul style="list-style-type: none">-
Plumbing	<ul style="list-style-type: none">-
Technology	<ul style="list-style-type: none">County server
Acoustics	<ul style="list-style-type: none">-
Challenges in Existing Space	<ul style="list-style-type: none">-
Administrative Changes, 2018-20	<ul style="list-style-type: none">- Lack of board room for officers- Some configuration but supportive of collaborative, team-based work model- Lack of lunch room

Planning Commission is a fairly small department. It was noted that they could reduce their square footage, as they could use their conference room as a shared space.

SECTION 2
PROGRAM OF REQUIREMENTS

PHASE 1 REPORT - GEORGIA COUNTY FEASIBILITY STUDY



2. PLANNING COMMISSION					
SPACE REQUIREMENTS			Space Protection		Comments
Dept	No.	Area Name	No. of Spaces	Net S.F.	
-	-	Lobby	-	-	Refer to G. Potential Shared Functional
PC	100	Waiting	1	80	Seating for 13-4
PC	101	Registration/Workstation	1	80	80
PC	102	Planning Director's Office	1	180	180
PC	103	Planning Office	1	120	120
PC	104	Manager's Office	1	120	120
PC	105	County Clerk Room	1	100	100
PC	106	Spill/Work/Meeting Area	1	180	180
PC	107	Conference Room	1	-	180
PC	108	Storage Room	1	100	100
PC	109	Coffee Area	1	10	10
-	-	Small Ticket Room	-	-	Refer to G. Potential Shared Functional
-	-	Public Titled Rooms	-	-	Refer to G. Potential Shared Functional
-	-	Launch Room	-	-	Refer to G. Potential Shared Functional
-	-	Janitor	-	-	Refer to G. Potential Shared Functional
-	-	Restroom	-	-	Refer to G. Potential Shared Functional
-	-	Mechanical	-	-	Refer to G. Potential Shared Functional
Net Assignable Space			9.3	1,150	Net (Contingency Net S.F.)
Area Factor Increase				137	Net (Net Assignable Space X Area Factor)
Projected Area				1,547	Net (Net Assignable Space + Area Factor Increase)
Building Area				1,870	Net (Building Comprehensive Area)

NOTE: PROGRAM BASED ON REDUCED WITH TWO OFFICES. This information will be taken for future design and construction.

2. PLANNING COMMISSION	
Function	<ul style="list-style-type: none">Administer County sub-division regulationsPrepare land use plansProvide zoning advice
Public Information	<ul style="list-style-type: none">Division and Investments strategies, budgets, and recommendations
Organizational Structure	<ul style="list-style-type: none">Department under Commissioners
Growth / Shifting Changes (5-10 years)	<ul style="list-style-type: none">May be merged with Community & Economic Development in future
Department and Building Adjacencies	<ul style="list-style-type: none">Auditor - Part of ad hoc meeting processRecorder - Part of ad hoc meeting processTax Map Coordinator - Part of ad hoc meeting process
Storage Requirements	<ul style="list-style-type: none">Files and documents for subdivision work, lot subdivisions, etc. 2018-2020
Equipment	<ul style="list-style-type: none">General office and public services
Record Retention	<ul style="list-style-type: none">County record retention
Lighting	<ul style="list-style-type: none">Adequate for reading plans and computer screens
Electrical	<ul style="list-style-type: none">-
HVAC	<ul style="list-style-type: none">-
Plumbing	<ul style="list-style-type: none">-
Technology	<ul style="list-style-type: none">County server
Acoustics	<ul style="list-style-type: none">-
Challenges in Existing Space	<ul style="list-style-type: none">- Inadequate meeting space for internal and public meetings
Administrative Changes, 2018-20	<ul style="list-style-type: none">- Lack of board room for officers- Transfer location from Tax Map Dept. Auditor, and Recorder's offices for work flow

There was brief discussion about the department downsizing from this initial report.

SECTION 2
PROGRAM OF REQUIREMENTS

PHASE 1 REPORT - GEAUGA COUNTY FEASIBILITY STUDY

B. EDUCATIONAL SERVICES CENTER							
SPACE REQUIREMENTS				Square Footage			
Dist.	No.	Area Name		No. of Spaces	Gross S.F.	Net S.F.	Remarks
-	-	Lobby	-	-	-	-	Refer to "C. Potential Shared Functions"
ED	100	Waiting	1	80	80	80	Seating for (40)
ED	101	Registration Area	1	20	20	20	Hour Reception Unit with waiting area
ED	102	Reception	1	50	50	50	
ED	103	Administrative Office	1	150	150	150	
ED	104	Treasurer Office	1	150	150	150	
ED	111	File Room	1	100	100	100	Secure file room with this Treasurer Office
ED	105	Director of Accountability Office	1	150	150	150	
ED	106	Accounts Receivable Office	1	150	150	150	
ED	108	Accounts Payable Office	1	150	150	150	
ED	109	Shared Office	1	150	150	150	(5) workstations
ED	100	Administrative Assistant Workstation	5	30	150	150	
ED	106	Shared Workstations	2	20	50	50	Workday workstations
ED	110	Shared Room	1	500	500	500	RSO required tables and seating for (200) visitors and regular visitors (preferred)
ED	111	Copy / Print Area	1	50	50	50	
ED	112	Storage Room	1	100	100	100	
ED	114	Industrial	1	50	50	50	
-	-	Staff Toilet Rooms	-	-	-	-	Refer to "C. Potential Shared Functions"
-	-	Public Toilet Rooms	-	-	-	-	Refer to "C. Potential Shared Functions"
-	-	Lunch Room	-	-	-	-	Refer to "C. Potential Shared Functions"
-	-	Janitor	-	-	-	-	Refer to "C. Potential Shared Functions"
-	-	Electrical	-	-	-	-	Refer to "C. Potential Shared Functions"
-	-	Mechanical	-	-	-	-	Refer to "C. Potential Shared Functions"
-	-	IT / Communications	-	-	-	-	Refer to "C. Potential Shared Functions"
Net Available Space					2,275	net (Communication Net S.F.)	
Area Factor Increase				03	063	net (Net Available Space in Area Factor)	
Projected Area					2,338	net (Net Available Space + Area Factor Increase)	
Existing Area					2,324	net (Existing Communicative Area)	

NOTE: PROGRAM SPACE ON DISPLAY WITH THIS ENTRY. This information will be the basis for making all project space and may be revised or refined.

D. EDUCATIONAL SERVICES CENTER	
Function	• Provide administrative management, leadership and services to local school districts.
Public Interaction	• Orders public comments for finger pointing, structural ingenuity, and home address identification.
Organizational Structure	• County office under the Ohio Department of Education
	• County Convention centers are not required to provide space for this entry
Growth / Staffing Changes (5-10 years)	-
Department and Building Adjacencies	-
Security	-
Storage Requirements	-
Equipment	• Video conference equipment in Board Room
Record Retention	• Per State of Ohio retention schedule
Lighting	-
Electrical	-
HVAC	-
Plumbing	-
Technology	-
Acoustics	• Sound attenuation / isolation in offices and conference rooms
Challenges in Existing Space	-
Administrative Offices, Day 1	• Lack of sound isolation for conference rooms and offices
	• Quality of timber, finishes in restaurants
	• United staff and public parking convenient to building



Mr. Emling stated that several years ago they had done a study for Water Resources and this shows the lab and the garage facility along with their current office space. It was noted that if they could move their functions together, they would benefit from that. Mr. Claypool added that it would be more efficient for them to be all together.

SECTION 2
PROGRAM OF REQUIREMENTS

PHASE 1 REPORT - GEAUGA COUNTY FEASIBILITY STUDY

4. WATER RESOURCES

SPACE REQUIREMENTS

			Square Footage		Remarks
Dist.	No.	Area Name	No. of Spaces	S.F.	
-	-	Lobby	-	-	Refer to "C. Potential Shared Functions"
WR	100	Waiting	1	80	Capacity for 4 people
WR	101	Administrative Assistant	1	150	Includes private vehicle storage
WR	102	Office - Director	1	150	Small and large
WR	103	Office - Business Manager	1	150	With the cabinets
WR	104	Office - Accounts Payable	1	150	
WR	105	Office - Accounts Receivable	1	150	
WR	106	Office - Sanitary Engineer	1	150	
WR	107	Office - Design Engineer	2	150	Over-storage; (1) is travel cart
WR	108	Office - Pre-Treatment Control	1	150	
WR	109	Office - Treasurer	1	150	
WR	110	Office - IT	1	150	
WR	111	Mail, Server Room	1	300	Includes flexibility
WR	112	Storage - Files, Engineering	1	200	
WR	113	Arch Copy - Engineering	1	400	Laydown space; subject
WR	114	Storage - Files, Accounts	1	150	(14) 16' wide lockers
WR	115	Print/Copy - General	1	400	Includes Mail/office subject
WR	116	Storage - General	1	100	General storage (no files)
WR	117	Conference Rm - Large	1	280	Seats 14; available
WR	118	Electrical/Communications	1	100	Acoustics
WR	119	Storage - Storage	1	150	

WR	120	Entry / Sample Drop Off Area	1	300	Access to Administration
WR	121	Lobby Room	1	200	
WR	122	Office	1	150	
WR	123	Copy/Print Area	1	150	
WR	124	Large Lab	1	1100	4 bays
WR	125	Small Lab	1	500	2 bays
WR	126	Toilet Rooms	2	0	Area included in "Shared Functions"
WR	127	Angon Tissue Room	1	100	Isolated, individual temperature control

4. WATER RESOURCES

GARAGE					
WR	128	Office - Operations Manager	1	100	100
WR	129	Office - Water Foreman	1	100	100
WR	130	Office - Maintenance Supervisor	1	150	150
WR	131	Office - Operations Manager	1	100	100
WR	132	Office/Work - Maintenance	1	100	100
WR	133	Office/Work - Electrical	1	100	100
WR	134	Multi-Purpose/Meeting Rm	1	600	600
WR	135	Locker/Storage/Tool/Mat	1	540	24 lockers, 3 mats, 2 mats, 4 showers
WR	136	Locker/Storage/Tool/Mat	1	220	4 lockers, 1 mat, 1 mat, 1 shower
WR	137	Locker Area Janitor Closet	1	40	40
WR	138	Garage - Vehicle Storage	1	11,100	11,100
WR	139	Garage - Big Vehicle Storage	1	1,500	1,500
WR	140	Garage - Maintenance Bay	1	2,800	2,800
WR	141	Garage - Wash Bay	1	600	600
WR	142	Loading Dock	1	150	150
WR	143	Storage - Parts	1	1,200	1,200
WR	144	Storage - Tools	1	9,000	9,000
WR	145	New Pump Station	1	-	-
-	-	Staff Toilet Rooms	-	-	-
-	-	Public Toilet Rooms	-	-	-
-	-	Lunch Room	-	-	-
-	-	Janitor	-	-	-
-	-	Electrical	-	-	-
-	-	Mechanical	-	-	-

Net Available Space	03	30,250	net (Communication Net S.F.)
Area Factor Increase		16,284	net (Net Available Space + Area Factor)
Projected Area		46,534	net (Net Available Space + Area Factor Increase)
Existing Area		27,152	net (Existing Commutative Area)

NOTE: PROGRAM SPACE ON DISPLAY WITH THIS ENTRY. This information will be the basis for making all project space and may be revised or refined.



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PROGRAM OF REQUIREMENTS

PHASE 1 REPORT - GEAUGA COUNTY FEASIBILITY STUDY



4. WATER RESOURCES		
Function	<ul style="list-style-type: none">Provide public sanitary sewer and water for the unincorporated areas of the CountyOperate and maintain the sewer and water system throughout the county including wastewater and water treatmentProvide laboratory services for the departments water and sewer plants as well as laboratory services for outside companies operating and maintaining private and public sewer and water systemsProvide laboratory services for the general public wishing to have their water or septic system tested	
Public Interaction	<ul style="list-style-type: none">Customers paying bills, checking on accountsCustomers purchasing water sample kitDevisement, contracts, etc., engineers looking for information on sewer and water linesIssuance of permits for new service connections	
Organizational Structure	Department under Commissioners	
Growth / Starting Changes (5-10 years)	Not anticipated	
Department and Building Adjacencies	<ul style="list-style-type: none">Co-location of WPA Assets with Law and Public Safety DepartmentAudits, Training - dailyCommissioners - periodic meetings and session attendance	
Security	-	
Storage Requirements	Customer, payment, permits, and other business files	
Equipment	<ul style="list-style-type: none">Water Lab EquipmentService vehicles	
Record Retention	<ul style="list-style-type: none">Customer files and projects files - permanent retentionPayment files and other business files - per County retention schedule	
Lighting	-	
Electrical	-	
HVAC	-	
Plumbing	-	
Technology	Separate IT server	
Acoustics	-	
Challenges in Existing Space Administrative Computer, Storage with Lab and Garage or other uses	<ul style="list-style-type: none">Communication issues due to (2) locations for Water Resources activity, lab, and garageLack of secure location for offices	

5. COMMISSIONERS		
Function	<ul style="list-style-type: none">Oversee operations of various County-level departmentsCoordinate efforts with other departments for Commissioners' activities at variousManage Geauga County Budget (including yearManage with various Police, emergency services, fire management for County	
Public Interaction	<ul style="list-style-type: none">Attend approximately (24) meetings/committees/boards per week for various itemsCommissioners' meetings and work sessions are open to the public	
Organizational Structure	Shared Office	
Growth / Starting Changes (5-10 years)	Minimal growth - (0) positions	
Department and Building Adjacencies	<ul style="list-style-type: none">Audits - Complimentary functions of budget and financialInformation Technology - Budget/Financial and managerial reportingPlanning / Development - Project administration	
Storage Requirements	<ul style="list-style-type: none">Secure storage of confidential PPA documentsGeneral office support storageCommissioners' journals	
Equipment	<ul style="list-style-type: none">CPUs, telephones of various types, standard printer/copier, fax machine, equipmentA/C systems in Chambers for recording, up to recording, projector board system, etc.	
Record Retention	<ul style="list-style-type: none">The County records retentionRetention (1) year to permanent	
Lighting	-	
Electrical	-	
HVAC	-	
Plumbing	-	
Technology	-	
Acoustics	Sound attenuation / isolation between offices and Chambers	
Challenges in Existing Space Administrative Computer, Storage	<ul style="list-style-type: none">Lack of secure location for Chambers, conference rooms, and officesCurrent staff and public parking (separated by building)Interference of noise for staff to be disturbed by visitors for office	



Mr. Emling stated that overall the square footage came down if they utilize Commissioners' Chambers as a shared space. Adjacencies may be better for other departments to be closer to each other.

SECTION 2
PROGRAM OF REQUIREMENTS

PHASE 1 REPORT - GEAUGA COUNTY FEASIBILITY STUDY



5. COMMISSIONERS		
SPACE REQUIREMENTS		
Dept.	No.	Area Name
Space Statistics		
No. of Units		
Square Feet		
Remarks		
-	-	Refer to (3) Potential Shared Functional
CM	100	Waiting
CM	101	Reception/Workstation
CM	102	AVP Executive Office
CM	103	Commissioner's Office
CM	104	Commissioner's Clerk Office
CM	105	County Administrator Office
CM	106	Asst. County Administrator Office
CM	107	Director of Public Services Office
CM	108	Director of Finance Director Office
CM	109	Human Resources Specialist Office
CM	110	Budget Office Office
CM	111	Quorum/Conference Room
CM	112	Chambers
CM	113	Chambers Storage Room
CM	114	Chambers AV Control
CM	115	File Room
CM	116	Storage Room
CM	117	Mail / Copy / Print Room
CM	118	Office Area
-	-	Staff Toilet Rooms
-	-	Public Toilet Rooms
-	-	Lunch Room
-	-	Janitor
-	-	Reception
-	-	Mechanical
-	-	IT / Communications
Net Assignable Space		
Area Under Increase		
Projected Area		
Existing Area		

NOTE: PROGRAM BASED ON BOWEN WITH THE ENTRY. This information will be the basis for testing concepts and may be revised or refined.



SECTION 2

PROGRAM OF REQUIREMENTS

PHASE 1 REPORT - GEAUGA COUNTY FEASIBILITY STUDY



B. COURT APPOINTED SPECIAL ADVOCATE (CASA)						
SPACE REQUIREMENTS			Space Projections			Remarks
			No. of Spaces	S.F.	S.F.	
Dept.	No.	Area Name				
-	-	Lobby	-	-	-	Refer to G. Potential Shared Functions
CS	100	Waiting	1	50	50	
CS	101	Director's Office	1	140	140	
CS	102	Supervisor's Office	2	180	360	
CS	103	Administrative Assistant's Office	1	120	120	
CS	104	Conference Room	1	240	240	Waiting for J15-J21
CS	105	Open Work Area	1	100	100	
CS	106	Restroom Area & Room	1	120	120	
CS	107	Play Room & Art Room	1	60	60	Open to work area
CS	108	File Room	1	70	70	
CS	109	Storage Room	1	150	150	
CS	110	Storage	1	60	60	Open to work area
-	-	Small Ticket Room	-	-	-	Refer to H. Potential Shared Functions
-	-	Public Ticket Room	-	-	-	Refer to H. Potential Shared Functions
-	-	Lobby Room	-	-	-	Refer to H. Potential Shared Functions
-	-	Waiting	-	-	-	Refer to H. Potential Shared Functions
-	-	Reception	-	-	-	Refer to H. Potential Shared Functions
-	-	Mechanical	-	-	-	Refer to H. Potential Shared Functions
-	-	E.T. / Corridor/Entrance	-	-	-	Refer to H. Potential Shared Functions
Net Available Space Area Factor Increase				1,425	net (Corridor/Entrance H. S.F.)	
				5.5	net (Net Available Space X Area Factor)	
Protected Area				1,875	net (Net Available Space X Area Factor Protection)	
Excluded Area				1,724	net (Excluded Corridor/Entrance)	

NOTE: PROPOSED SPACE FOR NEW CORRIDOR AND ENTRY. THIS INCREASED AREA IS FOR THE PROPOSED CORRIDOR AND ENTRY. THIS INCREASED AREA IS FOR THE PROPOSED CORRIDOR AND ENTRY.

VI. COURT APPOINTED SPECIAL ADVOCATE (CASA)	
Purpose	<ul style="list-style-type: none"> Select train and accreditate Court Appointed Special Advocates (CASAs) and Counselors at the CASA volunteers. The CASAs and CASA volunteers advocate for the child's "best interests" within the court of the child's wishes. It serves state of the law cases with family disrupted by the court, advocate to ensure the child's needs are met by liaising with school, mental health, arranging appropriate capabilities, etc.
Public Information	<ul style="list-style-type: none"> Enhancing understanding and availability of volunteer advocates Provide education on their services for children with whom the Juvenile Court cases involving
Organizational Structure	<ul style="list-style-type: none"> Program of the Juvenile Court
Growth/Staffing Changes (5-10 years)	<ul style="list-style-type: none"> Dependent upon state law
Department and Building Adjacencies	<ul style="list-style-type: none"> Coordinate with Juvenile Court
Storage Requirements	-
Equipment	<ul style="list-style-type: none"> Standard office computer inter
Record Retention	-
Lighting	-
Electrical	-
HVAC	-
Plumbing	-
Technology	<ul style="list-style-type: none"> Courtly access
Acoustics	<ul style="list-style-type: none"> Acoustic attenuation isolation for offices and meeting rooms.
Challenges in Existing Space	-
Administrative Changes, Rule #6	<ul style="list-style-type: none"> Remove from Juvenile Court Lack of social isolation for conference rooms and offices Unsound staff and visiting parking conversion to parking



SECTION 2 PROGRAM OF REQUIREMENTS

PHASE 1 REPORT - CEALUGA COUNTY FEASIBILITY STUDY



P. COMMUNITY ACTION, INC.					
SPACE REQUIREMENTS			Space Projection		Remarks
Date	No.	Area/Volume	No. of Spaces	Total S.F.	
CA	100	Liberty Office	1	150	Refer to C. Potential Space Function
-	-	Staff Toilet Rooms	-	-	Refer to C. Potential Space Function
-	-	Public Rest Rooms	-	-	Refer to C. Potential Space Function
-	-	Staff Rest Rooms	-	-	Refer to C. Potential Space Function
-	-	Janitor	-	-	Refer to C. Potential Space Function
-	-	Archival	-	-	Refer to C. Potential Space Function
-	-	Mechanical	-	-	Refer to C. Potential Space Function
-	-	C.T. Communications	-	-	Refer to C. Potential Space Function
Net Assignable Space Area Factor Increase			0.5	100	net Communications S.F.
				45	net Net Assignable Space x Area Factor
Projected Area			175		net Net Assignable Space x Area Factor Increase
Existing Area			130		net Existing Construction Area

NOTE: PROPOSED SPACE IN RELATION WITH THE FACILITY. This information will be the basis for adding or deleting work and the construction of the facility.

7. COMMUNITY ACTION, ETC.	
Publicities	- To encourage self-reliance and well-being of classified Congress Courts residents by governing the distribution of financial assistance and support.
Public Instruction	-
Organizational Structure	- Non-staff associated with Civil Movement of Community Action Agencies - County Commissioners are not required to provide space for this entity
Disposal of Building Contents (5-10 years)	-
Department and Building Adjacencies	-
Security	-
Storage Requirements	-
Equipment	-
Records Retention	-
Lighting	-
Elevator	-
HVAC	-
Painting	-
Technology	-
Access	-
Challenges to Existing Space	-
Additional Space/Buildings	-



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It was noted that OSU has moved out of the 470 Center Street complex.

SECTION 2
PROGRAM OF REQUIREMENTS

PHASE 1 REPORT - GEALUCA COUNTY FEASIBILITY STUDY



S. OSU EXTENSION					
SPACE REQUIREMENTS			Space Projection		Remarks
Code	No.	Area Name	No. of Spaces	Unit S.F.	
-	-	Lobby	-	-	Refer to S. Potential Shared Functions
OS	100	Waiting	1	80	80
OS	101	Director's Office	1	100	100
OS	102	Agriculture & Maple Syrup Specialist Office	1	120	120
OS	103	Forest & Consumer Sciences Office	1	120	120
OS	104	4-H Youth Development & Leadership Office	1	100	100
OS	105	Support Staff Workstations	2	25	50
OS	106	Work Area	1	200	200 For Master Gardener volunteers
OS	107	Complaint	1	10	10
OS	108	Conference Room	1	300	300
OS	109	Storage Room	1	100	100
OS	110	Coffee Area	1	15	15
-	-	Large Meeting Room	-	-	Refer to S. Potential Shared Functions
-	-	Staff Toilet Rooms	-	-	Refer to S. Potential Shared Functions
-	-	Public Toilet Rooms	-	-	Refer to S. Potential Shared Functions
-	-	Lined Room	-	-	Refer to S. Potential Shared Functions
-	-	Jacuzzi	-	-	Refer to S. Potential Shared Functions
-	-	Electrical	-	-	Refer to S. Potential Shared Functions
-	-	Mechanical	-	-	Refer to S. Potential Shared Functions
-	-	IT / Communications	-	-	Refer to S. Potential Shared Functions
Net Assignable Space Area Factor Increase			0.9	1,040	net (Cumulative Net S.F.)
				372	net (Net Assignable Space x Area Factor)
Projected Area				1,012	net (Net Assignable Space x Area Factor Increase)
Building Area				1,127	net (Building Construction Area)

NOTE: PROGRAM BASED ON RELAYING INTO THE EXISTING. THIS INFORMATION WILL BE THE BASIS FOR VERIFYING EXISTING SPACE AND MAY BE REVISED AS NEEDED.

S. OSU EXTENSION	
Function	<ul style="list-style-type: none">Focus on critical economic, environmental, leadership, youth, and family issues by extending services and the resources of Ohio State University to the citizens and communities of Geauga County.Enhance and sustain the commitment and quality of the and staff in Ohio through educational outreach classes and training workshops.Assess, implement or adopting technology to the agricultural and horticulture products of the County.Emphasize, teach, model, and demonstrate successful youth leadership skills.Highlight when the skills in teaching, math, apply knowledge, and practical research to the diverse needs and interests of Ohioans in rural, suburban, and urban communities.
Public Information	<ul style="list-style-type: none">Public meetings often for announcements with their questions regarding environmental stewardship, rural, leadership skills, family issues, financial and family matters.Education through one-on-one or small group meetings.
Organizational Structure	<ul style="list-style-type: none">Department of The Ohio State University.County Commissioners are not required to provide space for this entity.
Growth / Staffing Changes (5-10 years)	<ul style="list-style-type: none">Not anticipated.
Department and Building Adjacencies	<ul style="list-style-type: none">Not directly affiliated with County but serves citizens directly.Must be in close proximity with County offices.
Security	<ul style="list-style-type: none">-
Storage Requirements	<ul style="list-style-type: none">Personal, youth, personal informational files, Master Gardener personal informational files, 4-H informational & educational personal informational files.
Equipment	<ul style="list-style-type: none">Video / HD camera monitors.
Record Retention	<ul style="list-style-type: none">For OSU Extension.
Lighting	<ul style="list-style-type: none">-
Electrical	<ul style="list-style-type: none">-
HVAC	<ul style="list-style-type: none">-
Plumbing	<ul style="list-style-type: none">-
Technology	<ul style="list-style-type: none">-
Acoustics	<ul style="list-style-type: none">Sound absorption and isolation for offices and meeting rooms.
Challenges in Existing Space	<ul style="list-style-type: none">-
Administrative Computer, Data, etc.	<ul style="list-style-type: none">Lack of central location for conference rooms and offices.Improvement for residents due to location in northern part of County.Lack of public meeting spaces adjacent to the building.



Mr. Emling noted that the Veteran's Commission really wants the food pantry and distribution room with them. Currently it is in the garage space at Job and Family Services. Their square footage went up from this, adding that they would like to be adjacent to Job and Family Services.

SECTION 2
PROGRAM OF REQUIREMENTS

PHASE 1 REPORT - GEALUCA COUNTY FEASIBILITY STUDY



D. VETERANS AFFAIRS					
SPACE REQUIREMENTS			Space Projection		Remarks
Code	No.	Area Name	No. of Spaces	Unit S.F.	
-	-	Lobby	-	-	Refer to S. Potential Shared Functions
VA	100	Waiting	1	80	80 Seating for 10-15
VA	101	Administrative Assistant / Driver Workstation	1	80	80 Positioned with view of waiting and on that control display
VA	102	Director/VSO Office	1	150	150
VA	103	Assoc. Director/VSO Office	1	150	150
VA	104	VSO Office	1	120	120
VA	105	VA Mental Health Office	1	120	120
VA	106	Conference Room	1	270	270 Seating for 10-15
VA	107	Work Room	1	100	100 With equipment area and office supply storage
VA	108	File Storage	1	100	100
VA	109	Food Pantry Distribution Room	1	150	150 Access to main kitchen/cafeteria, tables to hand food
VA	110	Food Pantry Storage Room	1	100	100 Commercial walk-in freezer, shelving, storage
VA	111	Storage Room	1	100	100 Plans, maps, machinery, other equipment/containers
-	-	Large Meeting Room	-	-	Refer to S. Potential Shared Functions
-	-	Staff Toilet Rooms	-	-	Refer to S. Potential Shared Functions
-	-	Public Toilet Rooms	-	-	Refer to S. Potential Shared Functions
-	-	Lined Room	-	-	Refer to S. Potential Shared Functions
-	-	Jacuzzi	-	-	Refer to S. Potential Shared Functions
-	-	Electrical	-	-	Refer to S. Potential Shared Functions
-	-	Mechanical	-	-	Refer to S. Potential Shared Functions
-	-	IT / Communications	-	-	Refer to S. Potential Shared Functions
Net Assignable Space Area Factor Increase			0.3	1,080	net (Cumulative Net S.F.)
				364	net (Net Assignable Space x Area Factor)
Projected Area				2,184	net (Net Assignable Space x Area Factor Increase)
Building Area				2,700	net (Building Construction Area)

NOTE: PROGRAM BASED ON RELAYING INTO THE EXISTING. THIS INFORMATION WILL BE THE BASIS FOR VERIFYING EXISTING SPACE AND MAY BE REVISED AS NEEDED.

D. VETERANS AFFAIRS	
Function	<ul style="list-style-type: none">Assist Veterans and their families with Federal, State, and Local benefits (i.e. Social Security for disabilities, including with job and child, food and shelter, medical, and mental health services).Unlimited transportation assistance.
Public Information	<ul style="list-style-type: none">Volunteer, appointments, and referrals from Job & Family Services, United Way, Sheriff, and law enforcement.
Organizational Structure	<ul style="list-style-type: none">Department under County Commission.
Growth / Staffing Changes (5-10 years)	<ul style="list-style-type: none">Not anticipated.
Department and Building Adjacencies	<ul style="list-style-type: none">Job & Family Services (employment and utility assistance, State benefits).Department on Aging (senior center, medical, health care services).
Storage Requirements	<ul style="list-style-type: none">Secure storage for military records, financial assistance, and VA claims.Both paper and digital records.
Equipment	<ul style="list-style-type: none">Computer printer.
Record Retention	<ul style="list-style-type: none">Per Ohio Revised Code.Financial assistance is permanent.
Lighting	<ul style="list-style-type: none">-
Electrical	<ul style="list-style-type: none">-
HVAC	<ul style="list-style-type: none">-
Plumbing	<ul style="list-style-type: none">-
Technology	<ul style="list-style-type: none">County server.
Acoustics	<ul style="list-style-type: none">Sound absorption and isolation for offices and meeting rooms.
Challenges in Existing Space	<ul style="list-style-type: none">-
Administrative Computer, Data, etc.	<ul style="list-style-type: none">Lack of central location for conference rooms and offices.Improvement for residents due to location in northern part of County.Lack of public meeting spaces adjacent to the building.



Overall Board of Elections square footage did come down a little, but it was noted that without question they need security as well and their needs are specific. It was noted that they wished they were more centralized due to voting equipment that gets delivered to multiple locations.

SECTION 2

PROGRAM OF REQUIREMENTS

PHASE 1 REPORT - GEAUGA COUNTY FEASIBILITY STUDY



16. BOARD OF ELECTIONS						
SPACE REQUIREMENTS			Space Projection			Remarks
Dept.	No.	Area Name	No. of Spaces	Land S.F.	Net S.F.	
EE	100	Lockery Waiting	1	400	400	Refers to D. Potential Shared Functions: With large public counter, 18) portable voting booths; not table for voting booths, 19) uniform/paper terminal 20) vehicle locker must adjacent to enable on-site work
EE	101	Public Access Counter	1	120	120	
EE	102	Director Office	1	180	180	
EE	103	Assoc. Director Office	1	150	150	
EE	104	Registration Workstation	1	80	80	Adjacent to public counter
EE	105	REC Campaign Finance Programmer Workstation	1	80	80	Adjacent to public counter
EE	106	Campaign Finance Programmer Workstation	1	80	80	Adjacent to public counter
EE	107	Adminstr. Workstation	1	80	80	Adjacent to public counter
EE	108	Public Ballot Storage	1	120	120	
EE	109	Public Access Workstation	2	500	100	Added up to 600 times per year for 600, which standing in a circle of a round window, outside facade in distance
EE	110	Director's Priv. Workstation	6	25	150	20'x50' double wall, 6' high, adjacent and open to Work Area
EE	111	Director's Priv. Work Area	1	240	240	Work tables and chairs for 10-12 people
EE	112	Programmer Booth	1	220	350	Programmer machine, 1/2 workstation. Room to assemble machines
EE	113	State of Ohio Server	1	100	100	
EE	114	Public Storage	1	120	500	
EE	115	Office Supply Storage	1	100	100	
EE	116	Storage Room	1	100	100	
EE	117	Adminstr.'s Product Room	1	800	800	Storage room for voting ballots, adjacent to staff trailer rooms and 6' entrance
EE	118	Ballot Machine Storage	1	500	500	Space for 100 ballot machines on 20'x50' stands and 250 and 500 machines, machine-controlled, close access to interior door to garage
EE	119	Equipment Storage	1	500	800	Heavy-duty storage for portable voting booths, portable ballot boxes, 1/2 poll books, and other access to exterior door to garage

19. BOARD OF ELECTIONS						
BE	100	Administrative	1	150	100	Concrete space to support hall
BE	101	Board Room	1	-	-	Refer to G. Robert Lee Shared Function SOF includes conference table and chairs for 12 with ability to rotate chairs G-101 for Finance Officials Training
-	-	Ballroom Reception	-	-	-	Refer to G. Potential Shared Function
-	-	Ballroom Tables	-	-	-	Refer to G. Potential Shared Function
-	-	Break Room	-	-	-	Refer to G. Potential Shared Function
-	-	Plasma	-	-	-	Refer to G. Potential Shared Function
-	-	Physical	-	-	-	Refer to G. Potential Shared Function
-	-	Mechanical	-	-	-	Refer to G. Potential Shared Function
-	-	IT Communications	-	-	-	Refer to G. Potential Shared Function
Net Assignable Space					5,185	net (2000 sq ft) for E.P.
Area Factor Increase					6,547	net (Area Factor Increase x Area Factor)
Protected Area					6,742	net (Area Factor Increase x Area Factor Increase)
Building Area					7,523	net (Building Increase x Area Factor)

NOTE: ROOMS ARE BASED ON RENTALS WITH THE EXCEPT. Information will be provided to the contractor for the final design and they will be required to confirm.

NOTE: PROGRAM BASED ON RESEARCH WITH THE CENTRAL TREATMENT PROGRAM 12-14-2000 BY BARRY GROSSMAN, J. DAVID ALAN, AND DAVID ROSENTHAL

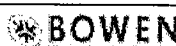


SECTION 2 PROGRAM OF REQUIREMENTS

PHASE 1 REPORT - GEALICA COUNTY FEASIBILITY STUDY



10. BOARD OF ELECTIONS	
Function	<ul style="list-style-type: none"> • Administer votes to serve the voters of Georgia County • Conduct fair and accurate elections
Public Interaction	<ul style="list-style-type: none"> • Voter registration, POE training, Voting • Petitions, Campaign related functions
Organizational Structure	<ul style="list-style-type: none"> • County office under the Clerk's Supervision of State
Growth/Staffing Changes (1-12 years)	<ul style="list-style-type: none"> • Not anticipated
Department and Building Adequacy	<ul style="list-style-type: none"> • Rooms cannot be shared with other County functions due to sensitive nature of information and equipment
Storage Requirements	<ul style="list-style-type: none"> • Printed machines and ballots, portable voting booths, portable ballot boxes • Ballots, Expert boxes • Office supplies, paper supplies • Sensitive voting and voter registration materials • Sensitive voting and voter registration materials
Equipment	<ul style="list-style-type: none"> • Printed machines and ballots, portable voting booths, portable ballot boxes • Ballot boxes and ballot • Postage machine, voter pickup machine • Office of registration
Record Retention	<ul style="list-style-type: none"> • Per Clerk Supervision of State and Georgia County
Lighting	<ul style="list-style-type: none"> • -
Electrical	<ul style="list-style-type: none"> • -
HVAC	<ul style="list-style-type: none"> • -
Plumbing	<ul style="list-style-type: none"> • -
Technology	<ul style="list-style-type: none"> • State of Clerk's office • County server
Advantages	<ul style="list-style-type: none"> • -
Challenges in Existing Space	<ul style="list-style-type: none"> • Lack of sound isolation for confidential rooms and offices • Inconvenient for residents due to location in northern part of County • Inefficient space used and inefficient collaboration between voting needs

NO. BOARD OF ELECTIONS

Mr. Emling stated that overall Maintenance needs a little less square footage, with the office area remaining the same. It's the other facilities; the garage, spaces in other buildings that might need more space, depending on the outcome. Being in one location would eliminate some of the back and forth between spaces. Director Glen Vernick noted the locations he has spread out through the county.

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SECTION 2
PROGRAM OF REQUIREMENTS

PHASE 1 REPORT - CEALUCA COUNTY FEASIBILITY STUDY



11. MAINTENANCE					
SPACE REQUIREMENTS			Space Protection		Remarks
Dept.	No.	Area Name	No. of Spaces	G.F.	Net S.F.
-	-	Lobby	-	-	- Refer to "C. Potential Shared Functions"
MT	100	Waiting	1	80	80
MT	101	Reception Workstation	1	80	80
MT	102	Contract Coordinator Workstation	1	80	80
MT	103	Director of Maintenance Office	1	180	180
MT	104	Fiscal Budget Office	1	100	100
MT	105	Operations Manager Office	1	100	100
MT	106	County Print Area	1	90	90
MT	107	Conference Room	1	200	200 Seating for 120
MT	108	File Room	1	200	200 Plot Room for drawings
MT	109	Storage Room	1	100	100
MT	110	Vehicle Garage	1	3,000	3,000
MT	111	Maintenance Shop	1	1,000	1,000
MT	112	Equipment / Parts Storage	1	2,000	2,000
MT	113	Mail Room / Pick-up area	1	50	50
MT	114	Mail Sorting Area	1	200	200 Direct connections to mail bus area
-	-	Staff Toilet Rooms	-	-	- Refer to "C. Potential Shared Functions"
-	-	Public Toilet Rooms	-	-	- Refer to "C. Potential Shared Functions"
-	-	Lunch Room	-	-	- Refer to "C. Potential Shared Functions"
-	-	Janitor	-	-	- Refer to "C. Potential Shared Functions"
-	-	Electrical	-	-	- Refer to "C. Potential Shared Functions"
-	-	Mechanical	-	-	- Refer to "C. Potential Shared Functions"
Net Assignable Space Area Factor (see note)			0.1	5,150	net (Communicative Net S.F.)
					815 net (Net Assignable Space X Area Factor)
				Projected Area	5,968 net (Net Assignable Space X Area Factor Factor)
				Existing Area	5,595 net (Existing Communicative Area)

NOTE: PROGRAM BASED ON REVIEWING WITH THE COUNTY. This information will be the basis for making concept layouts and may be revised as needed.

11. MAINTENANCE	
Function	Maintain County Buildings and Offices for County Employees and the Public to work, and conduct business in safe work environment
Public Interaction	Provide open/clear transfer table to correct departments Utilize circulation for various work
Organizational Structure	Department under Communications
Growth / Staffing Changes (5-10 years)	Not included
Department and Building Adjustments	Phone Center should be adjacent to Mail Room Access to all County accounts for maintenance purposes
Security	-
Storage Requirements	File cabinets, shelving for copies of project and building records and files Maintenance equipment and materials (fuel, paint, vehicles parts, etc.)
Equipment	Maintenance vehicles
Record Retention	Per County information system
Lighting	Adequate for reading, signs and computer screens
Electrical	-
HVAC	-
Plumbing	-
Technology	County server
Acoustics	-
Challenges in Existing Space	-
Administrative Controls, Risk #17	Lack of sound isolation for offices
Court Area: Department, County Court	Exit between multiple locations



Mr. Emling stated that the Archives are very efficient and they store quite a bit in that space. It is currently not sprinkled, and that they would want a wet and not a dry fire suppression system to protect the paper documents contained in storage. There are a lot of court documents that go back and forth from the square. There was a brief discussion about the same square footage, and utilizing high ceilings or spreading it out in a wider space to reduce the lugging boxes down from a ladder. Archives and Records Center Supervisor, Clair Wilson added that buildings that are higher require cherry pickers, which are dreamy, but will depend on the height of the ceiling as to how high you can stack the storage. Mr. Emling mentioned devices that are available to retrieve boxes and bring them down for you.

SECTION 2
PROGRAM OF REQUIREMENTS

PHASE 1 REPORT - CEALUCA COUNTY FEASIBILITY STUDY



12. ARCHIVES & RECORDS CENTER					
SPACE REQUIREMENTS			Space Protection		Remarks
Dept.	No.	Area Name	No. of Spaces	G.F.	Net S.F.
-	-	Lobby	-	-	- Refer to "C. Potential Shared Functions"
AR	100	Waiting / Customer Research Area	1	150	150 Tables with seating for (40) for public research
AR	101	Director Office	1	150	150
AR	102	Microcomputer Coordination Office	1	150	150 Closed circulation to microfilm work room
AR	103	Library Work Room	1	120	120
AR	104	Records Clerk Workstation	1	80	80 Adjacent to Customer Research Area with circulation bus
AR	105	Archivist / Records Manager Workstation	1	80	80
AR	106	Future Area: Archival Workstation	1	80	80
AR	107	Future Area: Archival Workstation	2	80	160
AR	108	Records Storage	1	2,500	2,500
AR	109	Records Storage Room	1	200	200 Exterior access through overhead door
AR	110	Conference Room	1	200	200 Seating for (5-10)
AR	111	Public Copy Area	1	60	60
AR	112	Storage Room	1	100	100
AR	113	Staff Area	1	10	10
-	-	Staff Toilet Rooms	-	-	- Refer to "C. Potential Shared Functions"
-	-	Public Toilet Rooms	-	-	- Refer to "C. Potential Shared Functions"
-	-	Lunch Room	-	-	- Refer to "C. Potential Shared Functions"
-	-	Janitor	-	-	- Refer to "C. Potential Shared Functions"
-	-	Electrical	-	-	- Refer to "C. Potential Shared Functions"
-	-	Mechanical	-	-	- Refer to "C. Potential Shared Functions"
-	-	IT / IT Communications	-	-	- Refer to "C. Potential Shared Functions"
Net Assignable Space Area Factor (see note)			0.3	4,100	net (Communicative Net S.F.)
					1,230 net (Net Assignable Space X Area Factor)
				Projected Area	5,330 net (Net Assignable Space X Area Factor Factor)
				Existing Area	5,483 net (Existing Communicative Area)

NOTE: PROGRAM BASED ON REVIEWING WITH THE COUNTY. This information will be the basis for making concept layouts and may be revised as needed.

12. ARCHIVES & RECORDS CENTER	
Function	Provide storage for longer term informational records Track and coordinate all departments Searching and organization of information, both meeting the ACRS standards for preservation quality Public viewing of public records upon request
Public Interaction	Public viewing of public records, approximately 2-3 times per week Any area are also reviewed via email and telephone
Organizational Structure	Department under Communications
Growth / Staffing Changes (5-10 years)	(2) positions and (1) full time employees
Department and Building Adjustments	Check of records - requests from staff, Deputy Clerk is needed to verify system, records in Archive only, which boxes are transferred, access to online databases Private and Juvenile Courts - record must arrive to request records. Archives upon court records Preservation - must meet criteria to request files, boxes often transferred back and forth
Storage Requirements	Secure storage of confidential files High overhead shelving system, expand cabinets, main outside and bins, microfilm bins County library to access both shelves Temperature and humidity controlled storage for paper records Weight consideration - cabinets and shelving are heavy
Equipment	After the microfilm High capacity scanners, 12 inch scanners, compact shelving, both for microfilm for protection
Record Retention	Long-term records (up to 100 years to permanent) Short term records are stored in individual classifications Permanent records are being reclassified to active and then microfilm to comply with ACRS preservation standards
Lighting	-
Electrical	-
HVAC	Temperature and humidity controlled storage for paper records
Plumbing	Water supply, waterless system
Technology	County server
Acoustics	-
Challenges in Existing Space	Lack of humidity control and adequate ventilation / air movement
Administrative Controls, Risk #17	Lack of humidity control
Court Area: Department, County Court	Temperature and humidity controlled storage for paper records



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Mr. Embling noted that for the most part the Building Department functions well but has a lot of interaction with the public daily, and some of their needs would require a slight increase in square footage, along with a request for adjacencies. It was briefly noted that throughout several areas there are offices with multiple doors, where a wall was taken down.

SECTION 2
PROGRAM OF REQUIREMENTS

PHASE 1 REPORT - GEALUCA COUNTY FEASIBILITY STUDY

13. BUILDING DEPARTMENT

SPACE REQUIREMENTS

Dept.	No.	Area Name	Space Projection			Remarks
			No. of Spaces	S.F.	S.F.	
-	-	Lobby	-	-	-	Refer to "2. Potential Shared Functions"
BO	100	Waiting	5	80	80	Seating for (200) people to fit out plans
BO	101	Public Service Counter	5	50	50	With counter space to layout plans, submit records for public
BO	102	Chief Building Official Office	5	180	180	
BO	103	Asst. Chief Building Official / Inspector Workstation	5	120	120	Adjustment to inspection area, screen view from waiting
BO	104	Building Inspector Workstation	5	50	50	Holding workstation, screen view from waiting
BO	105	Electrical Inspector Workstation	5	50	50	Holding workstation, screen view from waiting
BO	106	Office Clerk Workstation	5	80	80	Adjustment to front counter
BO	107	Public Tech Workstation	5	120	120	Adjustment to front counter
BO	108	Public Inspector Workstation	5	50	100	Holding workstation, screen view from waiting
BO	109	Conference Room	5	240	240	Seating for (120) people, use CEO office
BO	110	Work Area	5	100	100	Adjustment to inspection area with large table, best space for the entire team
BO	111	Print/Copy Area	5	100	100	Adjustment to front counter and inspection, include large format copier/printer and standard office printer/copier
BO	112	Code Book Library Area	5	50	50	Seating for where code books and other resources can be located in Public area
BO	113	File Room	5	560	560	Area with flat floor, JETTER system, high density shelving and standard file cabinets
BO	114	Storage Room	5	180	180	
BO	115	Office Area	5	10	10	
-	-	Staff Toilet Rooms	-	-	-	Refer to "2. Potential Shared Functions"
-	-	Public Toilet Rooms	-	-	-	Refer to "2. Potential Shared Functions"
-	-	Lunch Room	-	-	-	Refer to "2. Potential Shared Functions"
-	-	Jockey	-	-	-	Refer to "2. Potential Shared Functions"
-	-	Electrical	-	-	-	Refer to "2. Potential Shared Functions"
-	-	Mechanical	-	-	-	Refer to "2. Potential Shared Functions"
-	-	IT / Communications	-	-	-	Refer to "2. Potential Shared Functions"
Net Assignable Space:				1,730	net (Cumulative Net S.F.)	
Area Factor Increase:			0.3	270	net (Net Assignable Space X Area Factor)	
Projected Area:				2,000	net (Net Assignable Space + Area Factor Increase)	
Existing Area:				1,740	net (Existing Cumulative Area)	

NOTE: PROGRAM BASED ON REVIEW WITH THE CITY. THE INFORMATION IS TO BE USED FOR PLANNING PURPOSES AND SHOULD BE REVIEWED AND REVISED AS NECESSARY.

13. BUILDING DEPARTMENT

FUNCTION

- Oversee and issue building permits for the County, except South Riverbank Village
- Inspect commercial and residential projects before, during, and after the building process

PUBLIC INTERACTION

- Public drop off and pick up plans
- Public drop off and pick up permits (except planning)
- Typically 8:30 AM to 4:30 PM

ORGANIZATIONAL STRUCTURE

- Department under Commissioners

GROWTH / STARTUP CHANGES (5-10 years)

- Possible past flow increases depending on demand

DEPARTMENT AND BUILDING ADJUSTMENTS

- Health Department - utility, inspection interactions
- County Engineer - regular phone contact
- Waste Resources - regular phone contact

STORAGE REQUIREMENTS

- Flat floor for storage with the cabinets for standard files
- High density storage for files
- JETTER System

EQUIPMENT

- Large format photocopiers (cost: \$1,000 for scanning)
- CopyPrinter System

RECORD RETENTION

- Commercial Plans - 5 yrs; Residential Plans - 15 yrs
- County budget, records, compliance - 15 years

LIGHTING

- Adequate for meeting rooms and individual offices

ELECTRICAL

-

HVAC

-

PLUMBING

-

TECHNOLOGY

- County server

ACOUSTICS

-

CHALLENGES IN EXISTING SPACE

Adaptation to Existing Space: 200 sq ft

- Lack of sound isolation for offices
- Lack of adequate power supplies for computers and other electronic technology
- Limited staff and public parking converted to building
- Additional work area and storage space is needed



Mr. Embling stated that there is some growth requirement in the Title Department and the location would be better more centralized and connected to the license bureau. Mr. Lennon added that is a complaint he has heard for years about inconvenience and where it is located.

SECTION 2

PROGRAM OF REQUIREMENTS

PHASE 1 REPORT - GEALUCA COUNTY FEASIBILITY STUDY

14. CLERK OF COURTS - TITLE

SPACE REQUIREMENTS

Dept.	No.	Area Name	Space Projection			Remarks
			No. of Spaces	S.F.	S.F.	
-	-	Lobby	-	-	-	Refer to "Potential Shared Functions"
CT	100	Waiting	1	180	180	See Note 10.10



The Health District is one of the larger departments. Overall the square footage is 13,000 and could be reduced to about 10,270. Located to a more centralized area would be better for residents, and it has kind of a rabbit maze layout, that if you had never been there before you could get lost.

SECTION 2

PROGRAM OF REQUIREMENTS

PHASE 1 REPORT - GEAUGA COUNTY FEASIBILITY STUDY



13. HEALTH DISTRICT						
SPACE REQUIREMENTS			Space Requirements			Remarks
Floor	Use	Area Name	No. of Stations	Use S.F.	Net S.F.	
-	-	Location	-	-	-	Refer to 9. Potential Shared Functions
-	-	<u>Emergency Care, Ambulance</u>	-	-	-	-
HQ	100	Waiting	1	150	150	
HQ	106	Payment Counter	1	230	120	(3) windows for payment insurance
HQ	106	Phone Therapeutic Vibration	5	80	400	(2) mechanical room with windows to Waiting
HQ	103	Amputee Maintenance Workshop	1	80	80	Desk utilized by Director for insurance maintenance
HQ	104	Director Office	1	160	156	With table and seating for (2); located between Environmental Health and Waiting
HQ	104	Financial Director Office	1	160	180	Service room with lockers for storing medical health kit
HQ	106	Administrative Office	1	150	120	
HQ	107	Administrative Assistant Office	1	120	120	
HQ	106	Food Service Research Workshop	2	50	196	Workstations at shared office front exterior door
HQ	105	Environmental Health Director	1	180	180	
HQ	115	Planning Inspector Office	1	120	120	
HQ	115	Sanitary Office	4	120	360	
HQ	112	Emergency Preparedness Coord. Communicable Disease Office	1	150	150	
HQ	112	Communicable Disease Office	1	150	150	
HQ	114	Emergency Response Coord. Office	2	150	300	
HQ	115	Conference Room	1	240	240	Seating for (14-15)
HQ	116	Training Room - RMA (Secretary)	1	306	558	Refer to 9. Potential Shared Functions Health District needs table and chairs for (20); dedicated RMA; emergency generator; power and data for RMA location - secondary RMA, shared board, city rate board
PS	117	Library	1	150	150	Adjacent to bathroom, use for shared research documents, storage for office supplies, table with seating for (4)
HQ	118	Storage Room	2	100	210	(3) Office supplies, (7) inventory equipment
HQ	118	Emergency Preparedness Storage Room	1	330	330	Emergency Preparedness supply storage, exterior door (4) access
HQ	120	File Area	1	300	300	With high density file with (2) fire systems, adjacent to (1) shared by office
HQ	121	Storage Room	1	100	100	General office storage
HQ	122	Copy/Print Area	2	60	125	(5) shared by office, (1) shared by District Tech.
HQ	123	Mail Area	2	60	120	
HQ	124	Reorder Room	1	120	150	Storage room with lockers for medical animal health kit

15. HEALTH DISTRICT										
SUBSALA										
HD	125	Waiting	1	330	200	Seating for 3300 people side of windows				
HD	126	Public Access Waiting	2	60	120	21 receptionist windows - 111 dedicated to receptionist (11 dedicated to user relations (10th and 11th floor) (receptionist) with space for customer computer service				
HD	127	Secretary Receptionist	2	40	160	21 receptionist located at the public access counter also include window with 100 people waiting, with open office area behind window				
HD	128	Financial/Visa Statistics Office	1	120	100	Adjustment to open office w/ windows, visual connection to the statistics window for service				
HD	129	Visa Statistics Office	1	180	180	Secure office with space for the visitors, social atmosphere, window, visual connection to the statistics window				
HD	130	Consultation Waiting	1	60	60	Seating for 3300 on left side on left side on left side receptionist, clearly identified as waiting area				
HD	131	Copy / Print / Mail Room	1	150	150	Work room for large machine, postage machine, sorter, folder, copier, etc.				
HD	132	Nursing Director Office	1	180	180					
HD	133	Health Education Office	1	150	150	With space for the visitors				
HD	134	Public Health Nurse Office	3	150	450	With space for the visitors				
HD	135	Exam Room	2	150	300					
HD	136	Conference Room	1	180	180	Seating for 3300, convertible to room room				
HD	137	Medical Storage Room	1	150	150	Medical storage room, dedicated with emergency room				
HD	138	Library	1	150	150	Adjustment to allow work for 3300 minutes documents, storage for office machines, table with seating for 100				
HD	139	Copy / Print Room	2	60	120	21 at Secretary and 111 dedicated to human and social machine, suitable for office visitors				
HD	140	Storage Room	1	100	100	General office storage				
-	-	Staff Toilet Room	-	-	-	Refer to V. Financial Shared Functions				
-	-	Public Toilet Room	-	-	-	Refer to V. Financial Shared Functions				
-	-	Lunch Room	-	-	-	Refer to V. Financial Shared Functions				
-	-	Reception	-	-	-	Refer to V. Financial Shared Functions				
-	-	Electronics	-	-	-	Refer to V. Financial Shared Functions				
-	-	Mechanical	-	-	-	Refer to V. Financial Shared Functions				
-	-	IT & Communications	-	-	-	Refer to V. Financial Shared Functions				
Net Available Space				2,500	net (Sum of Net S.F.)					
Area Factor Increase				0.9	2,370	net (Net Available Space x Area Factor)				

NOTE: PROGRAM BARRIERS IDENTIFIED BY THE STUDY. The information is the basis for making recommendations and for the creation of action plans.



SECTION 2 PROGRAM OF REQUIREMENTS

PHASE 1 REPORT - GEAUGA COUNTY FEASIBILITY STUDY



11. HEALTH DISTRICT	
Function	<ul style="list-style-type: none"> Improve public health services by monitoring, maintaining, and promoting community and environmental health services in Golega District. Amplification, policy development, attendance
Public Interaction	<ul style="list-style-type: none"> Improve services and health-related resources Administers vaccination
Organizational Structure	<ul style="list-style-type: none"> Governed by the Board of Health Country Coordinators are not required to provide space for this office
Growth/Staffing Changes (3-10 years)	<ul style="list-style-type: none"> Not anticipated
Department and Building Autonomy	<ul style="list-style-type: none"> Building Department - daily, in-person interaction. Public also interacts with both.
Storage Requirements	<ul style="list-style-type: none"> Controlled access areas Items to be stored range from general office supplies, emergency supplies, specialized equipment, vaccines, confidential files, both acid and death certificates Dedicated HVAC and emergency power; modified for vaccine storage and blood freezer
Equipment	<ul style="list-style-type: none"> - - - -
Record Retention	<ul style="list-style-type: none"> - - - -
Lighting	<ul style="list-style-type: none"> -
Electrical	<ul style="list-style-type: none"> Subsistence generator for vaccine storage, blood freezer, and secondary EMVA rooms
HVAC	<ul style="list-style-type: none"> Dedicated HVAC for vaccine storage, blood freezer, and secondary EMVA rooms
Planning	<ul style="list-style-type: none"> -
Technology	<ul style="list-style-type: none"> - -
Acoustics	<ul style="list-style-type: none"> Sound attenuation, and isolation; nocuous, confidential information
Challenges in Existing Space	<ul style="list-style-type: none"> -
Additional to Consider: Size and Use of	<ul style="list-style-type: none"> Lack of sound isolation for conferation rooms, and offices Insufficient air resistance due to location in least-used part of Country. Insufficient space overall

15. HEALTH DISTRICT

Adult Probation is located within the Courthouse. They require more square footage, and have some security concerns. The Law Library is another area that is tight on space. When you are working with old buildings, and you have an area that is about the right space, you make it work.

SECTION 2
PROGRAM OF REQUIREMENTS

PHASE 1 REPORT - GEAUGA COUNTY FEASIBILITY STUDY

16. PROBATION					
SPACE REQUIREMENTS					
Dept.	ITA	Area Name	Space Projection		
			No. of Spaces	Est. S.F.	Est. S.F.
-	-	Lobby	-	-	Refer to 10. Potential Shared Functions
PR	100	Probation	1	120	120
PR	101	Waiting	1	200	200
PR	102	Chief Probation Officer	1	150	150
PR	103	Probation Officer	2	150	300
PR	104	POI Officer	1	150	150
PR	105	State Probation/Parole Officer Office	1	150	150
PR	106	Probation Assistant Office	1	120	120
PR	104	Second Ticket Bureau	1	50	50
PR	120	File Room	1	150	150
PR	106	Copier Room	1	50	50
PR	107	Coffee Area	1	50	50
-	-	Staff Toilet Rooms	-	-	Refer to 10. Potential Shared Functions
-	-	Public Toilet Rooms	-	-	Refer to 10. Potential Shared Functions
-	-	Learn Room	-	-	Refer to 10. Potential Shared Functions
-	-	Judicial	-	-	Refer to 11. Potential Shared Functions
-	-	Reception	-	-	Refer to 12. Potential Shared Functions
-	-	Mechanical	-	-	Refer to 12. Potential Shared Functions
-	-	IT / Communications	-	-	Refer to 10. Potential Shared Functions
Net Available Space			5.3	1,500	ref. (Cumulative Net S.F.)
Area Factor Increase				400	ref. (Net Available Space x Area Factor)
Projected Area				1,900	ref. (Net Available Space + Area Factor Increase)
Existing Area				500	ref. (Existing Courtroom Area)

NOTE: PROGRAM BASED ON REVENUE WITH ONE SHIFTS. This information will be the basis for making current needs and may be revised as needed.

16. PROBATION	
Function	• Ensure offenders remain supervised by the law and do not contact another offender
Public Interaction	• Daily with offenders
Organizational Structure	• Department of the Court of Common Pleas
Growth / Staffing Changes (0-10 years)	• Department upon changes in population and case loads.
Department and Building Adjunctions	• Court of Common Pleas
	• Clerk of Courts
Storage Requirements	• Active case files in offices
Equipment	-
Racial Reception	-
Lighting	-
Electrical	-
HVAC	-
Plumbing	• Separate toilet facilities for public, court officials and judicial personnel
Technology	• Dedicated Court server
	• Video surveillance, access controls, and other security systems needed
Acoustics	• Sound attenuation / isolation between all spaces
Challenges in Existing Space	-
Court Plaza, Courtyard	• Lack of sound isolation between spaces, to protect Court records



Mr. Emling noted that the Law Library would like to increase their square footage and add counseling rooms so different attorneys have privacy when doing research.

SECTION 2
PROGRAM OF REQUIREMENTS

PHASE 1 REPORT - GEAUGA COUNTY FEASIBILITY STUDY

17. LAW LIBRARY

SPACE REQUIREMENTS

			Space Projection			Remarks
Dept.	No.	Area Name	No. of Spaces	Land S.F.	Est. S.F.	
-	-	Library	-	-	-	Refer to 10 Potential Shared Functions
LL	101	Office	1	120	120	
LL	102	West Law Information	2	22	50	Locate on opposite sides of house
LL	102	Research/Book Area	1	150	150	Court area for book shelves; other side for (4)
LL	103	Counseling Room	2	150	300	Court table of seating for (5)
LL	104	Counseling Area	1	50	80	
LL	105	Storage Room	1	150	100	
LL	106	Coffee	1	10	10	
-	-	Staff Toilet Rooms	-	-	-	Refer to 10 Potential Shared Functions
-	-	Public Toilet Rooms	-	-	-	Refer to 10 Potential Shared Functions
-	-	Learn Room	-	-	-	Refer to 10 Potential Shared Functions
-	-	Judicial	-	-	-	Refer to 10 Potential Shared Functions
-	-	Reception	-	-	-	Refer to 10 Potential Shared Functions
-	-	Mechanical	-	-	-	Refer to 10 Potential Shared Functions
-	-	IT / Communications	-	-	-	Refer to 10 Potential Shared Functions

Net Available Space		740	ref. (Cumulative Net S.F.)
Area Factor Increase	5.3	250	ref. (Net Available Space x Area Factor)

Projected Area	990	ref. (Net Available Space + Area Factor Increase)
Existing Area	500	ref. (Existing Communal Area)

NOTE: PROGRAM BASED ON REVENUE WITH ONE SHIFTS. This information will be the basis for making current needs and may be revised as needed.

17. LAW LIBRARY

Function	-	Maintain a law library association, not for profit, and for education of personnel
	-	Research and receive law books, periodicals and equipment
	-	Provide County access to the West Law Research database
	-	Operate and administer a law library, and to do all things necessary and incidental thereto
Public Interaction	-	Self-serve library, open during regular courthouse hours
Organizational Structure	-	Not for Profit Association
Growth / Staffing Changes (0-10 years)	-	
Department and Building Adjunctions	-	Coordinate with Courts
Security	-	
Storage Requirements	-	
Equipment	-	
Record Retention	-	
Lighting	-	
Electrical	-	
HVAC	-	
Plumbing	-	
Technology	-	
Acoustics	-	Sound attenuation/absorption of offices and counseling rooms
Challenges in Existing Space	-	First building limitations due to age of building
Court Plaza / Courtyard	-	Non-constant conditions (ADA and weather) due to age of building



Mr. Emling stated that the Courts square footage requirement is substantially higher, and there are needs to make a Court work successfully. It was noted that this also includes a request to add another Court. They are working in a tight space; improvements could be made regarding jury rooms and how they get from point a to b. They noted a request to be close to local restaurants, due to Court schedules and that juries and attorneys have the right and need to eat. Mr. Emling stated that they met with the Court on Veterans Day so that they didn't have to walk through when Court was in session..

SECTION 2
PROGRAM OF REQUIREMENTS

PHASE I REPORT - GEALUCA COUNTY FEASIBILITY STUDY



18. COURT OF COMMON PLEAS				
SPACE REQUIREMENTS				
Date	No.	Area Name	Square Footage	
			No. of Spaces	Net S.F.
-	-	Locker	-	-
CP	130	Security Office/Watchstation	1	80
CP	131	Public Waiting	1	800
CP	132	Conference Room	6	150
CP	133	Cost Area	3	10
CP	134	Security Vestibule	1	80
CP	135	Court Room	9	1,000
CP	136	Electronic Storage Closet	3	50
CP	137	AV Equipment Closet	3	20
CP	138	Judges' Chambers	3	250
CP	139	Private Told Room	3	60
CP	140	Court Administration	1	150
CP	141	Staff / Court Manager Office	3	150
CP	142	Judge Administrative Assistant Office	3	120
CP	143	Court Reporter / Jury Manager	3	120
CP	144	Copy / Print	1	100
CP	145	Break Room	1	100
CP	146	Conference Room Large	1	240
CP	147	Conference Room Small	1	120
CP	148	Jury Conference Room	1	120
CP	149	Jury Room	1	400
CP	150	Cost Closet	3	10
CP	151	Coffee Area	3	10
CP	152	Travel Room	2	80
CP	153	Cost Area	3	10
CP	154	Magistrate Hearing Room	3	500
CP	155	AV Equipment Closet	3	20
CP	156	Magistrate Office	3	150
CP	157	Private Told Room	3	60
CP	158	Magistrate Administrative Asst. Office	3	120
CP	159	Administrative Assistant Office	3	120
CP	160	Law Clerk Workstation	1	80
CP	161	Copy / Print	1	100
CP	162	Break Room	1	100
CP	163	Conference Room Large	1	240
CP	164	Conference Room Small	1	120
CP	165	Travel Room	2	80

18. COURT OF COMMON PLEAS				
CP	130	Meeting Room	1	200
CP	137	Security Vestibule	1	100
CP	138	Prisoner Entry Vestibule	1	100
CP	139	Waiting Area	1	200
CP	140	Waiting Loft	2	70
CP	141	Travel Room	1	80
CP	142	Security Office	1	120
CP	143	IT / Administrative Office	1	150
CP	144	IT / Equipment Storage / Work Room	1	120
CP	145	IT / Server Room	1	200
CP	146	Storage Room	1	200
CP	147	File Room	1	200
CP	148	Staff Told Room	2	80
-	-	Public Told Room	-	-
-	-	Locker	-	-
-	-	Electrical	-	-
-	-	Mailroom	-	-
Net Assignable Space			6,270	167 (Construction Net S.F.)
Area Factor Increase			0.5	2,781 167 (Net Assignable Space + Area Factor Increase)
Proposed Area			12,051	307 (Net Assignable Space + Area Factor Increase)
Existing Area			2,000	507 (Existing Construction Area)

NOTE: PROGRAM BASED ON REVIEW WITH THE COUNTY. THIS INFORMATION WILL BE USED FOR WORKING CONCEPTS AND MAY BE REVISITED LATER.



SECTION 2
PROGRAM OF REQUIREMENTS

PHASE I REPORT - GEALUCA COUNTY FEASIBILITY STUDY



18. COURT OF COMMON PLEAS	
Function	Provide access to justice for County residents Judicial efficiency over cases involving juvenile or delinquency, adult felonies criminal cases, civil cases with damages claims exceeding \$500 and other miscellaneous cases
Public Interaction	Only entry to public
Organizational Structure	Recruit Offices
Growth / Shifting Changes (5-10 years)	Position of 10 Judge in 10-15 years, dependent upon population and case load changes
Department and Building Adjacencies	Juvenile / Probate Courts Prosecution Offices Clerk of Courts Municipal Court Very close to restaurants
Storage Requirements	-
Equipment	AV and recording equipment for Court and Hearing Rooms Standard copy / print
Physical Relations	Plans are managed by the Clerk of Courts
Lighting	-
Electrical	-
HVAC	-
Plumbing	Separate toilet facilities for public, court officials and staff, and prisoners
Technology	Dedicated Court cases Case management system software AV and recording systems in Court Rooms, Hearing Rooms, and meeting rooms Video surveillance, access controls, and other security systems needed
Acoustics	Sound attenuation / isolation, between all spaces

18. COURT OF COMMON PLEAS	
Challenges in Existing Space	-
Court Rooms: Not Shared and/or	- Lack of sound isolation between spaces, especially Court rooms
	- Inappropriate room options and inappropriate room adjacencies



Mr. Emling stated that the Clerk of Courts Legal that is in the Court did grow a little in size as they are in a tight space and could grow from a square footage standpoint, along with being located on the first floor for better access for the public. The building does have a lot of ADA issues.

SECTION 2

PROGRAM OF REQUIREMENTS

PHASE I REPORT - GEAUGA COUNTY FEASIBILITY STUDY



19. CLERK OF COURTS - LEGAL						
SPACE REQUIREMENTS			Boscon Projects			Remarks
Dist	No	Area Name	% of System	S.F.	Net S.F.	
CL	100	Waiting	1	60	66	Refer to "O. Potential Shared Functions"
CL	101	Public Service Counter	1	56	56	Large transaction counter with public facilities and one room with bank for information
CL	102	Public Records Access Area	1	72	72	Area with consultation for (1) individual transactions and (2) individual request adjustment to waiting time
CL	103	Clerk of Court Office	1	208	224	With conference room for (3-4)
CL	104	Managing Clerk's Office	1	180	180	With room for accounting equipment and files
CL	105	Deputy Clerk Workstation	10	80	80	Visual connection and access to counter
CL	106	Account Receivable Clerk Workstation	3	36	243	Visual connection and access to counter; separate area Public Inquiry Counter
CL	107	Clerk's Clerk Workstation	1	36	36	
CL	108	Cardroom Room	2	270	270	Tuition and meeting for (1-4), centrally located
CL	109	Copy / File Area	1	48	60	
CL	110	File Point	1	232	230	Receiving, high-density storage
CL	111	Storage Room	2	180	200	
CL	112	Coffee Area	1	10	10	
-	-	Staff Toilet Rooms	-	-	-	Refer to "O. Potential Shared Functions"
-	-	Public Toilet Rooms	-	-	-	Refer to "O. Potential Shared Functions"
-	-	Lobby Floor	-	-	-	Refer to "O. Potential Shared Functions"
-	-	Waiting	-	-	-	Refer to "O. Potential Shared Functions"
-	-	Electrical	-	-	-	Refer to "O. Potential Shared Functions"
-	-	Mechanical	-	-	-	Refer to "O. Potential Shared Functions"
-	-	C.T. Construction	-	-	-	Refer to "O. Potential Shared Functions"
Net Available Space				2,445		
New Foster Addition			0.3	774		Net (Net Available Space X New Foster)
Projected Area				3,219		Net (Net Available Space X New Foster) (Net Available Space X New Foster)
Building Area				3,464		Net (Net Available Space X New Foster)

15. CLERK OF COURTS - LEGAL	
Function:	<ul style="list-style-type: none"> - Processes paperwork for Common Pleas Court, from notices, orders, motions, affidavits, subpoenas, writs, pleadings, trial records, judgments and payments for Court Clerks, such as fees for the public, before Court becomes delinquent or noncompliant; etc.
Public Interaction:	<ul style="list-style-type: none"> - Public brings in documents daily for filing, payment of costs, recording documents, etc. - High-profile courts where visitors do business
Organizational Structure:	<ul style="list-style-type: none"> - Shared Office
Grantee Staffing Changes (1-10 years)	<ul style="list-style-type: none"> - -
Department and Building Adjacencies:	<ul style="list-style-type: none"> - Collaborated with District Prosec Staff - Prosecutor - Public Defender - Attorney & Records Center
Security:	<ul style="list-style-type: none"> - Public access limited to waiting area and Public Records Access Area - -
Storage Requirements:	<ul style="list-style-type: none"> - Paper, microfilm, and electronic records - Office supplies
Equipment:	<ul style="list-style-type: none"> - C.P.C.'s computer network - Accounting and digital equipment
Fiscal Position:	<ul style="list-style-type: none"> - Free-market services
Lighting:	<ul style="list-style-type: none"> - -
Electrical:	<ul style="list-style-type: none"> - -
Paint:	<ul style="list-style-type: none"> - -
Plumbing:	<ul style="list-style-type: none"> - -
Technology:	<ul style="list-style-type: none"> - -
Acoustics:	<ul style="list-style-type: none"> - -
Challenges in Existing Space Court House, 3rd fl.	<ul style="list-style-type: none"> - insufficient space for number of staff - insufficient storage space for files required to stay in office - floor loading limitations due to age of building - narrow egress corridors in ADA and opening due to age of existing structural steel and need a parking ramp to be built



For the Auditor's Office, the square footage is adequate and overall they feel comfortable with what they have. He does have to go outside onto the street to access other areas that he oversees.

SECTION 2 PROGRAM OF REQUIREMENTS

PHASE I REPORT - CEALUCA COUNTY FEASIBILITY STUDY



30. AUDITOR / ADP						
SPACE REQUIREMENTS			Space Projection			
Dept	No.	Asset Name	No. of Sockets	W/F S/F	Nat. S/F	Remarks
-	-	Utility	-	-	-	Refer to 30. Potential Network Functions
<u>ACTUATOR / SENSING / DATA LOG</u>						
AD	130	Waiting	1	66	60	Shielding for 1344
AD	131	Public Access Computer	1	50	30	
AD	132	Auditor / Chief Fiscal Officer Office	1	200	200	With surveillance film and wiring for 1488
AD	133	Auditor / Auditor Office	1	180	180	Secure wiring for film
AD	134	Public Access Computer	1	50	30	Open office (1) wiring and (2) future
AD	137	Public Workstation	4	80	320	Open Office
AD	138	Auditor / Controller Workstation	2	80	160	Including workstation for supplemental unit
AD	137	State Auditor Work Room	1	150	120	Shielding system for State Auditor room
AD	136	File Room	2	100	240	Secure wiring for film (1) facility (2) future
AD	135	Conference Room	1	160	150	Shielding for 1460
AD	136	Main / Public Copy Room	1	130	150	
AD	137	Records Storage	1	500	500	Secure wiring for payroll and fiscal records
<u>DATA / STORAGE / MANAGEMENT</u>						
AD	132	Waiting	1	160	160	(4) workstations for public access Office
AD	131	Public Access Computer	1	50	30	
AD	134	Security Auditor Workstation	1	40	40	
AD	137	Security Auditor Manager Office	1	100	100	
AD	136	Chief Auditor Office	1	150	150	
AD	137	Public Auditor Workstation	6	80	480	Open Office in main direct connection to Tax Map
AD	138	File Room	1	100	160	Secure wiring for film
AD	139	Copy / Print Area	1	-	-	Shielded with Tax Map / GIS
<u>TAX MAP / GIS / DATA CENTER</u>						
AD	130	Waiting	1	66	60	Shielding for 1344
AD	131	Public Access Computer	1	50	30	
AD	132	GIS / Tax Map Workstation	5	80	400	Open Office in main direct connection to Real Estate
AD	132	GIS	1	80	80	
AD	134	File Room	1	100	120	Secure wiring for film
AD	135	Main / Public Copy Room	1	150	150	Large format scanner (optional) High resolution multi resolution. Shielded with Tax Map

20. AUDITOR / ADP					
ADMINISTRATIVE PERSONNEL					
AD	126	Working	1	80	Seating for 20, non-electric furniture
AD	127	Secretary	1	80	With window to waiting
AD	128	1st. Cleaner Office	1	180	180
AD	129	1st. Supervisor Office	1	120	120
AD	130	1st. Supervisor Workstations	6	30	480
AD	131	Help Desk Workstations	4	90	200
AD	132	Programmer Workstations	2	90	180
AD	133	Conference Room	1	240	Seating for 10-12
AD	134	Guest Project Area	1	80	80
AD	135	Main Server Room	1	600	600
Server room for 200-gigabyte server, tape drive, and emergency generator, disk array, HVAC system, needed based floor submitted					
AD	136		1	200	200
AD	137		1	350	350
AD	138		1	150	150
AD	139	Office Area	1	10	10
-	-	Large Printing Station	-	-	- Refer to 10. Potential Shared Functions
-	-	Electronics Storage	-	-	- Refer to 10. Potential Shared Functions
-	-	Public Toilet Facility	-	-	- Refer to 10. Potential Shared Functions
-	-	Cashier Booth	-	-	- Refer to 10. Potential Shared Functions
-	-	Vendor	-	-	- Refer to 10. Potential Shared Functions
-	-	Electrical	-	-	- Refer to 10. Potential Shared Functions
-	-	Mechanical	-	-	- Refer to 10. Potential Shared Functions
Net Non-electric Space			8,890	164	(Distribution Net B.F.)
Area Factor Increase			2,604	164	(Net Appropriate Space 3, Area Factor)
C.S.					
Proposed Area			11,494	328	(Net Appropriate Space + Area Factor Increase)
Existing Area			12,728	328	(Net Appropriate Space + Area Factor)



SECTION 2

PROGRAM OF REQUIREMENTS

PHASE 1 REPORT - GEAUGA COUNTY FEASIBILITY STUDY



26. AUDITOR / ADP	
Paradise	<ul style="list-style-type: none"> Processes Payroll for all County employees. Interviews and issues vouchers for payment and processes financial items for County department/agencies. Auditors of County Real Estate and Manufactured homes. Administers CALMS and Forestry Programs, Board of Pensions, Grants, and Estate Tax Help.
	<ul style="list-style-type: none"> Real Estate system, deeds and transfers. Waters and Measure administration. Log Forestry and Vendor Forestry. Manufactured and owner occupied administration. Minerals and Public Lands. Maintains all information technology for this County as well as several towns, cities and villages.
Public Interaction	<ul style="list-style-type: none"> Daily interaction to provide services identified above.
Organizational Structure	<ul style="list-style-type: none"> Executed Option
Growth/Staffing Changes (3-10 years)	<ul style="list-style-type: none"> -
Department and Building Requirements	<ul style="list-style-type: none"> Truckee - Tax payments and services Amador - Board transfers, Grant Grants Program Colusa - Option - Manufactured home title
Storage Requirements	<ul style="list-style-type: none"> Secure storage for records including, but not limited to general records, fiscal journals and vouchers, property records, certification forms, title documents, budget records, and vendor invoices. - - -
Equipment	<ul style="list-style-type: none"> Large format plotter/scanner, Option and standard office printers.
Record Retention	<ul style="list-style-type: none"> Per County's and State Auditor's retention schedules. Off-site storage as needed.

10. AUDITOR : APP	
Lighting	-
Electrical	-
HVAC	-
Painting	-
Technology	-
Accessories	-
	- Sound introduction / relations between officers
Challenges in Editing Space	
Court House Annex, December 8, 1st fl.	
Office House, 3rd fl.	
	- Lack of public space rooms
	- Chromometers reveal challenges within certain spaces
	- Floor loading limitations due to age of building
	- Non-waterproof conditions (AC and upew) due to age of building
	- Limited staff and people working hours not to building
	- 11 visitors to 1st floor workspace during
Challenges Specific to IT, Spaces	
	- Water infiltration into IT spaces in the Court House Annex basement
	- Access to server racks in the main server room is difficult due to space configuration



The location of the equipment in the ADP area is not ideal and needs to be looked at. Mr. Claypool added some notes about the multiple IT areas throughout the County and that they could look at a centralized IT area. There was discussion about IT closets having their own cooling systems and limited access.

The Recorder's Office, mentioned earlier about the ADA issues, increased slightly based on their needs regarding how the public interacts and is monitored. There was talk about adjacencies with other departments.

SECTION 2

PROGRAM OF REQUIREMENTS

PHASE I REPORT - GAUGA COUNTY FEASIBILITY STUDY



31. RECORDER						
SPACE REQUIREMENTS			Space Protection			Remarks
Code	No.	Area/Room	No. of Survivors	Unit S.F.	Est. S.F.	
-	-	Locky	-	-	-	Refer to 31. Public Mail Storage Functions
RC	100	Waiting Area	1	-	-	Seating for 141, standing room at rear counter
RC	101	Public Access Counter	1	70	70	
RC	102	Private Clerk Work Station	3	60	240	Advised to waiting area, please confer with immediate supervisor and front counter area facing Waiting Area space to meet documents adjacent to work station required, visual connection to Public Research Room and Records Room, secure cabinet for letter and discharge records, staff seating table with access for public, contractor, safe for deposits
RC	103	Staff Seating Work Station	3	84	252	Location same area as Deputy Clerk workstation
RC	104	Personnel's Office	1	200	228	(2) phone chairs, table and chairs for 40, photo booth station to process photographs
RC	105	Supervisor's Administrative Assistance Office	1	180	136	(2) guest chairs, (1) transit/mileage station
RC	106	Public Service Area	7	24	56	Area for large format machine and computer station, adjacent to County Clerk and Recorder, not accessible in public
RC	107	Public Work Station	9	28	252	Room to deposit documents adjacent to work station required, visual connection County Clerk area, can be located in Public Research Room
RC	108	Managerial Work Station	4	28	112	Room for visual documents adjacent to work station, endline, where connection County Clerk area, can be located in Public Research Room
RC	109	Public Research Room	1	300	208	(4) ready call-in workstations, table and chairs for 40, 40 public record station, (2) public desktop in center
RC	110	Records Room	1	1,200	1,200	Records storage for record books, old maps, weight considerations, temperature and humidity controlled

21. RECORDS:				
RG	111	College Area	1	10
RG	112	Storage Room	1	100
RG	113	Central Server Room	1	200
-	-	-	-	-
-	-	Large Meeting Room	-	Refer to V. Potential Shared Facilities
-	-	Small Toilet Rooms	-	Refer to V. Potential Shared Facilities
-	-	Public Toilet Rooms	-	Refer to V. Potential Shared Facilities
-	-	Janitor Plants	-	Refer to V. Potential Shared Facilities
-	-	Janitor	-	Refer to V. Potential Shared Facilities
-	-	Electrical	-	Refer to V. Potential Shared Facilities
-	-	Mechanical	-	Refer to V. Potential Shared Facilities
-	-	IT / Communications	-	Refer to V. Potential Shared Facilities

1st Application State New Field Indicator	233	2nd (Continuation) Form S.F.
	38	3rd (Final) Application Sheet (Last Field)

Proposed Area	2.910	and 100' Undersized Stone - Area Factor Increase:
Existing Area	3.017	and 100' Existing Gravel/Stone Area:

NOTE: PROGRAM AVAILABLE ON REQUEST FROM DISC-STORE. THE INFORMATION WILL BE SENT BY AIR MAIL, AND YOU WILL BE CHARGED AS USUAL.



SECTION 2

PROGRAM OF REQUIREMENTS

PHASE 1 REPORT - GEAUGA COUNTY FEASIBILITY STUDY



21. RECORDER	
Function	<ul style="list-style-type: none"> Records and related documents submitted daily by the public and serves as a Research Agency for the public as well as various County Departments
Organizational Structure	<ul style="list-style-type: none"> Chief Clerk
Growth / Staffing Changes (18-19 years)	<ul style="list-style-type: none"> Not anticipated
Department and Building Adjacencies	<ul style="list-style-type: none"> Archives - 07426 records storage Auditor Tax Map Department Clerk of Courts
Public Interaction	<ul style="list-style-type: none"> Daily interaction - public research, Good Cards program, Veterans ID photos
Storage Requirements	<ul style="list-style-type: none"> Temperature and humidity controlled storage for paper records Weight considerations - cabinets and shelving are heavy Specialty fire suppression systems for record cabinets
Equipment	<ul style="list-style-type: none"> CPUs and monitors for document viewing - staff and public, Records server Dedicated network server CPUs for County server access MassScan scanners <ul style="list-style-type: none"> Large format scanner also CPUs Desktop monitors and printers
Record Retention	<ul style="list-style-type: none"> Permanent Records prior to and including 1964 are paper records after 1964 are digital Older records are currently being digitized, older records are retained

21. RECORDER	
Lighting	<ul style="list-style-type: none"> • Estimated lighting conditions with respect to recommended classroom work
Electrical	<ul style="list-style-type: none"> • Power for various devices
HVAC	<ul style="list-style-type: none"> • Both: controls and airflow for general heating/cooling • Temperature and humidity controlled storage for paper records
Plumbing	<ul style="list-style-type: none"> • Sink for washing before/after meals
Technology	<ul style="list-style-type: none"> • See Equipment above
Acoustics	<ul style="list-style-type: none"> • -
Challenges in Existing Space	
Cost/Revenue Issues, Demands & Needs	<ul style="list-style-type: none"> • Lack of public toilet rooms • Inadequate sewerage to areas accessed by the public • Poor facility conditions due to age of building • Inadequately conditioned (ADA and general) due to age of building • Limited staff and public parking convenient to building



It was noted that Juvenile-Probate is out space; they have inefficiencies with flow, regarding the public interfering with Court flow and that it needs to be looked at and addressed.

SECTION 2 PROGRAM OF REQUIREMENTS

PHASE I REPORT - GEALICA COUNTY FEASIBILITY STUDY



22. JUVENILE / PROBATE COURT						
SPACE REQUIREMENTS			Space Protection		Notes	
Date	Size	Area Name	% of Square Foot	Dist. S.F.		
-	-	Lobby	-	-	-	
JF	100	Public Waiting / Courtroom Area	1	150	100 Located before the security observation	
JF	101	Public Service Counter	1	100	100 Located before a security checkpoint (height threshold counter and (4) workstations)	
JF	102	Juvenile Clerk	4	80	120 Clerks are cross-trained, where area with Juvenile Clerk	
JF	103	Probate Clerk	6	80	180 Clerks are cross-trained, where area with Probate Clerk	
JF	104	Fine Area	2	120	240 Approximately the storage requires: (1) for Juvenile and (1) for Probate	
JF	106	Security Officer Workstation	1	80	80	
JF	106	Check-in Kiosk	1	20	20 Public kiosk for court check-in	
JF	106	Waiting - Juvenile Court	1	200	200 Adjacent, but separated from Probate	
JF	107	Waiting - Probate Court	1	200	200 Adjacent, but separated from Juvenile	
JF	108	Public Workstation	2	20	20 Workstations for public access to court records, (1) with computer, (1) with resource database	
JF	108	Public Ticket Machine	2	80	120 (1) kiosk-one-way gender to select waiting area	
JF	110	Confession Room Booth	2	150	300 Reading for (4-6) (3) adjacent to Court Room	
JF	111	Court Annex	1	10	10 Area for public outside of Court Room	
JF	112	Bank Vestibule	1	80	80 Entry to each Court Room	
JF	113	Court Plaza	1	370	370 Plazas with shade of the sun technology	
JF	114	AV Equipment Storage	1	20	20 Accommodated from Court Process	
JF	114	Judge's Chambers	1	220	220	
JF	117	Private Toilet Room	1	80	80	
JF	119	Jury Room / Attorney Lounge	1	280	280 Flexible for jury room, table and chairs for (10-15) and/or soft seating furniture when jury is out of session	
JF	120	Cool Storage	1	10	10 Within Jury Room	
JF	121	Coffee area	1	10	10 Within Jury Room with sink	
JF	122	Toilet Room	1	80	80 (1) men's and (1) women's	

22. JUVENILE / PROBATE COURT					
JF	128	Conf. Area	1	12	Area for books outside of hearing room
JF	124	Conference Room Small	3	153	Seating for 146-172 adjacent to Int-Hearing Room
JF	125	Negotiate Hearing Room	2	200	1200
JF	126	JV Equipment Closet	1	20	Accessed from Hearing Room
JF	127	Negotiate Court Administrator Office	1	193	140
JF	128	Negotiate	1	186	180
JF	129	Private Toilet Room	2	36	125
JF	130	Budget Coord / Court Liaison Office	1	120	120
JF	131	State Clerk / Intake Workstation	2	35	350
JF	132	Intake Reception Office	1	120	125
JF	133	Intake Reception Office	1	183	150
JF	134	Director of Probation Office	1	100	100
JF	135	Probation Officer Office	2	120	240
JF	136	Case Manager Office	1	100	100
JF	137	IT Administrator Office	1	150	150
JF	138	IT Equipment Storage Room	1	120	125
JF	139	Conference Room Large	2	240	480
JF	140	Work Area / Print/Copy	1	100	100
JF	141	Storage Room	1	200	200
JF	143	Staff Entry vestibule	1	100	100
JF	144	Prisoner Entry Vestibule	1	100	100
JF	145	Waiting Area	1	200	200
JF	146	Waiting Cor	2	70	140
JF	147	Toilet Room	1	50	50
JF	148	Break Room	1	200	200
JF	149	Staff Toilet Room	2	80	160
-	-	Public Toilet Room	-	-	-
-	-	Waiter	-	-	-
-	-	Electrical	-	-	-
-	-	Mechanical	-	-	-
-	-	IT / Communications	-	-	-
Net Assestible Space				9,616	net 10,000 sq ft (Net 10,000 sq ft)
Area Factor Increase				0.3	2,383
Proposed Area				9,949	net 10,000 sq ft (Net 10,000 sq ft)

NOTE: PROGRAMS ARE ON TAPES WITH THE LETTER. TALL OPERATIONS WILL BE THE DATA BECOMING SECONDLY A PLAN AND THE DATA BECOMING SECONDLY A PLAN.



Commissioners' Journal

January 11, 2018

SECTION 2 PROGRAM OF REQUIREMENTS

PHASE 1 REPORT - GEORGIA COUNTY FEASIBILITY STUDY



21. JUVENILE / PROBATE COURT			
Function	<ul style="list-style-type: none"> Provide access to justice for County residents. Jurisdiction over dependent juveniles alleged to be in need of delinquent, abuse, neglect, and dependency, custody and conservator, paternity, custody, visitation, and support and juvenile traffic violations. Provide court dispute resolution with matters of probate and the administration of estates including adoptions, wills, trusts, conservatorships, guardianships, estates, guardianships, trust administration, estate planning, and wills. 		
Public Interaction	<ul style="list-style-type: none"> Daily service to public. Privacy and confidentiality for Juvenile Court areas. 		
Organizational Structure	<ul style="list-style-type: none"> Shared office. 		
Growth / Staffing Changes (5-10 years)	<ul style="list-style-type: none"> None anticipated. 		
Department and Building Adjacencies	<ul style="list-style-type: none"> CASA Common Pleas Court Clerk of Courts Municipal Court Very close to courthouse 		
Storage Requirements	<ul style="list-style-type: none"> None 		
Equipment	<ul style="list-style-type: none"> State of Georgia file and recording equipment for Court and Hearing Rooms Storage of records / papers 		
Accession	<ul style="list-style-type: none"> Fees are managed by the Clerk of Courts 		

22. JUVENILE / PROBATE COURT	
Lighting	<ul style="list-style-type: none"> Adequate lighting in offices and work areas
Electrical	<ul style="list-style-type: none"> None
HVAC	<ul style="list-style-type: none"> None
Plumbing	<ul style="list-style-type: none"> Separate toilet facilities for public court officers and staff, and restroom, etc.
Technology	<ul style="list-style-type: none"> Security system Case management system software AV and recording systems in Court Rooms, Hearing Rooms, and meeting rooms
Accession	<ul style="list-style-type: none"> Sound attenuation / isolation between all rooms Attenuation Court and Hearing Rooms, especially in jury box
Challenges in Existing Space	<ul style="list-style-type: none"> None
Court House Access and Use	<ul style="list-style-type: none"> No new entry of Juvenile Court functions from Probate Lack of defined relationship between spaces, especially Court and hearing rooms Issues with shared spaces and inappropriate space adjacencies Issues with ADA compliant building access



Mr. Emling stated that the Prosecutor's office was recently updated and works well on a day to day basis. One thing of note is a meeting space that doubles as a grand jury room.

SECTION 2 PROGRAM OF REQUIREMENTS

PHASE 1 REPORT - GEORGIA COUNTY FEASIBILITY STUDY



23. PROSECUTOR			
SPACE REQUIREMENTS			
Dept	No	Area Name	Space Projection
			No. of Spaces S.F. S.F.
PR	100	Waiting	1 240 240
PR	101	Reception	1 80 80
PR	102	Conference Room	1 120 120
PR	103	Prosecutor Office	1 320 320
PR	104	First Assistant Prosecutor Office	1 180 180
PR	105	Policy Office	2 416 233
PR	106	Juvenile Office	2 116 233
PR	107	Criminal Investigation Office	3 116 348
PR	108	Victim Witness Advocate Office	1 116 116
PR	109	Clerk Services Enforcement	1 116 116
PR	110	Civil Division Office	4 116 464
PR	111	Legal Assistant Shared Office	1 200 200
PR	112	Grand Jury Clerk Office	4 120 120
PR	113	Grand Jury / Conference Room	1 360 360
PR	114	File Area	1 120 120
PR	115	Storage Area	2 80 160
PR	116	Copy / Print	2 80 160
PR	117	Mail Area	1 20 20
PR	118	Lockup / Break Room	1 150 150
PR	119	Small Toilet Rooms	2 60 120
PR	120	Janitor	1 40 40
PR	121	T. Room	1 80 80
-	-	Public Toilet Rooms	Refer to "C. Probate Shared Functions"
Total Available Space			4,016 net (Excludes Net B.F.)
Total Required Space			1,200 net (Net Available Space 2,816 sq. ft.)
Excluded Area			3,216 net (Net Available Space 2,816 sq. ft.)
Total Area			6,432 net (Excludes Courtroom Area)

NOTE: PROGRAM BASED ON REVIEWING WITH THE CLIENTS. This information will be used for making comparisons and making recommendations.

23. PROSECUTOR	
Function	<ul style="list-style-type: none"> Full service law office representing the State of Georgia on behalf of the citizens of Georgia County. Provide representation to Georgia County: all public officers, all public works and county departments, in all 15 townships.
Public Interaction	<ul style="list-style-type: none"> Very limited interaction with public at office location
Organizational Structure	<ul style="list-style-type: none"> Shared Office
Growth / Staffing Changes (5-10 years)	<ul style="list-style-type: none"> Not anticipated
Department and Building Adjacencies	<ul style="list-style-type: none"> Juvenile Court - multiple times daily, witness waiting station, same building location must be defined and adjacent Common Pleas Court - multiple times per week Clerk of Courts - frequent records requests and transfers Chamber of Commerce Court and Law Library - used frequently, but should be converted Author, Treasurer, and Prosecutor from Budget Commission - prefer to be close to these offices, but not required CRIMINAL Justice System with Common Pleas Court
Security	<ul style="list-style-type: none"> Indicated secure office space due to confidential nature of work, secured 24/7. General law area must be built from other County departments Highly confidential areas into office
Storage Requirements	<ul style="list-style-type: none"> Case file storage
Equipment	<ul style="list-style-type: none"> None
Accession	<ul style="list-style-type: none"> Audit case file transfer to office, which are transferred to Archives General case file transfer to office for 12 years, permanent retention in Archives
Lighting	<ul style="list-style-type: none"> None
Electrical	<ul style="list-style-type: none"> None
HVAC	<ul style="list-style-type: none"> None
Plumbing	<ul style="list-style-type: none"> None
Technology	<ul style="list-style-type: none"> Security system
Accession	<ul style="list-style-type: none"> Sound attenuation / isolation of all offices and meeting rooms
Challenges in Existing Space	<ul style="list-style-type: none"> None
Court House Access and Use	<ul style="list-style-type: none"> Lack of public tower rooms Room layout limitations due to age of building Non-compliant conditions (ADA, egress and floor loadings) due to age of building Limited staff and public parking commitment to building



The Treasurer requested an additional teller station, that they are a little crowded at the front Counter. They have ADA issues, which in old buildings you have to go up to go down, which can lead to trip issues.

SECTION 2
PROGRAM OF REQUIREMENTS

PHASE 1 REPORT - GAUGA COUNTY FEASIBILITY STUDY

24. TREASURER

SPACE REQUIREMENTS			Figure Projection			Remarks
Dept.	Item	Area Name	No. of Spaces	Est. S.F.	Net S.F.	
-	-	Liberty Waiting	1	200	200	Refer to "Potential Shared Functions"
TR	100	Public Access Counter	1	100	100	
TR	102	Teller Workstations	4	25	100	
TR	103	Treasurer Office	1	200	200	
TR	104	Chief Deputy Treasurer	1	150	150	
TR	105	Office Manager / Sr. Deputy Treasurer Office	1	125	125	
TR	106	Deputy Treasurer Workstations	2	80	160	
TR	107	Part-time Deputy Treasurer Workstation	2	80	160	
TR	108	Accounting Workstation	1	80	80	
TR	109	Bank Auditor Work Room	1	150	150	
TR	110		1	140	140	
TR	111	Confidential Room	1	240	240	Seeking for 10-12' access from Waiting
TR	112	Copy / Print Area	1	20	20	
TR	113	File Storage	1	500	500	Seeking for storage
TR	114	Storage Room	1	100	100	General office storage
TR	115	Locker Area	1	10	10	
-	-	Staff Toilet Rooms	-	-	-	Refer to "Potential Shared Functions"
-	-	Public Toilet Rooms	-	-	-	Refer to "Potential Shared Functions"
-	-	Janitor	-	-	-	Refer to "Potential Shared Functions"
-	-	Electrical	-	-	-	Refer to "Potential Shared Functions"
-	-	Mechanical	-	-	-	Refer to "Potential Shared Functions"
-	-	IT / Communications	-	-	-	Refer to "Potential Shared Functions"

Net Assignable Space	6.7	2,800	net (Subtractive Net S.F.)
Area Factor Unknown		840	net (Net Assignable Space X Area Factor)
Projected Area	1,040	net (Net Assignable Space + Area Factor Unknown)	
Existing Area	5,545	net (Existing Commensurate Area)	

NOTE: PROGRAM BASED ON REVENUE WITH THE EXISTING. This information will be the basis for making design changes and may be needed to adjust.

24. TREASURER

Function	<ul style="list-style-type: none"> Add as the "back" of depositary for the County Add as the collection agent for Fine Estate and Mobile Home Taxes Initiate tax delinquency if needed in the process of collecting delinquent taxes Initiate the County's portfolio
Public Interaction	<ul style="list-style-type: none"> Daily interaction - collection of taxes
Organizational Structure	<ul style="list-style-type: none"> Public Office
Growth / Staffing Changes (5-10 years)	<ul style="list-style-type: none"> Decrease anticipated over 10-15 years as processes become more automated
Department and Building Adjacencies	<ul style="list-style-type: none"> Auditor - make sure there's always a way in cooperation with the County's Auditor Record Recorder Take Office for mobile home needed
Storage Requirements	<ul style="list-style-type: none"> Customer checks / tax status, delinquency records, legal documents, such as delinquent documents, warrant fees, general court purchases File storage, better than existing
Equipment	<ul style="list-style-type: none"> New cash processing equipment (optional)
Record Retention	<ul style="list-style-type: none"> Per State of Ohio retention schedule
Lighting	-
Electrical	-
HVAC	-
Plumbing	-
Technology	<ul style="list-style-type: none"> County server
Acoustics	<ul style="list-style-type: none"> Sound attenuation / isolation for offices and conference rooms
Challenges in Existing Space	-
Core & House Occupied & for 10	<ul style="list-style-type: none"> Lack of public office rooms Floor loading limitations due to age of building Newcomers' use from ADA and current due to age of building Multiple access points Limited staff and public parking commitment to building



Mr. Emling stated that the Public Defender space is very tight right now, with a note that they have to be able to walk back and forth from the Courts. Adjacencies to the Courts but do not want to be located in the same buildings as the Court or Prosecutor.

SECTION 2
PROGRAM OF REQUIREMENTS

PHASE 1 REPORT - GEORGIA COUNTY FEASIBILITY STUDY

25. PUBLIC DEFENDER

SPACE REQUIREMENTS

			Space Projection			Remarks
Dept.	Item	Area Name	No. of Spaces	Est. S.F.	Net S.F.	
-	-	Liberty Waiting	1	60	60	Refer to G. Potential Shared Functions
PD	100	Chief Public Defender Office	1	200	200	
PD	102	Chief Asst. Public Defender Office	1	160	160	
PD	103	Asst. Public Defender	3	180	540	
PD	104	Office Manager Workstation	1	80	80	Consider in Remodeling adjacent to civil with window into waiting
PD	105	Office Assistant Workstation	2	80	160	Chief office with station
PD	106	Future Growth Office	2	100	200	Technical attorney and/or investigator space/worker dependent upon education, specialized administrative, used as meeting space to interim
PD	107	Confession Room	1	200	200	Conf. table and chairs for (4-6)
PD	108	Secure Work Room	1	150	150	Conf. table and chairs for (6-8) secure for laying out case files
PD	109	Coffee Area	1	10	10	
PD	110	File Storage	1	200	200	Storage room for case files
PD	111	General Storage	1	100	100	Storage for office supplies
PD	112	IT Control	1	50	50	Local server from IT server
PD	113	Locker Room	1	100	100	
PD	114	Staff Toilet Rooms	2	60	120	(1) single-walled per gender
-	-	Public Toilet Rooms	-	-	-	Refer to G. Potential Shared Functions
-	-	Janitor	-	-	-	Refer to G. Potential Shared Functions
-	-	Electrical	-	-	-	Refer to G. Potential Shared Functions
-	-	Mechanical	-	-	-	Refer to G. Potential Shared Functions
-	-	IT / Communications	-	-	-	Refer to G. Potential Shared Functions

Net Assignable Space	8.5	2,410	net (Subtractive Net S.F.)
Area Factor Unknown		705	net (Net Assignable Space X Area Factor)
Projected Area		3,115	net (Net Assignable Space + Area Factor Unknown)
Existing Area		2,957	net (Existing Commensurate Area)

NOTE: PROGRAM BASED ON REVENUE WITH THE EXISTING. This information will be the basis for making design changes and may be needed to adjust.

25. PUBLIC DEFENDER

Function	<ul style="list-style-type: none">• Provide legal representation to citizens accused by the government after they are arrested that are not on bail or out of custody• Delinquent cases including delinquent, misdemeanor, preliminary hearings, extradition, and general delinquency• Make sure children's services cases and some civil support documents are• Provide these legal services to all persons and have a staff of 1000 attorneys, mostly on• Non-criminal defense work including, but not limited to child custody, bankruptcy, employment disputes, collections, or bankruptcy and not handled by lawyers
Organizational Structure	<ul style="list-style-type: none">• Appoint Office
Growth / Staffing Changes (5-10 years)	<ul style="list-style-type: none">• Expansion based on case load
Department and Building Adjacencies	<ul style="list-style-type: none">• Delinquent Pleas & Juvenile Court, Children's Municipal Court, Prosecutor, Probation• CANNOT be located in same building as Courts and Prosecutor
Storage Requirements	<ul style="list-style-type: none">• Secure files• Weight considerations - cabinets are heavy• Turn over of cabinets
Equipment	<ul style="list-style-type: none">• Office and courtroom of workstations
Record Retention	<ul style="list-style-type: none">• 21 years or more for most cases• Indefinite on a retention for juvenile and custody cases
Lighting	-
Electrical	-
HVAC	<ul style="list-style-type: none">• Better curtains and air flow for general heating/cooling
Plumbing	<ul style="list-style-type: none">• Sink for washing surface marks, etc.
Technology	<ul style="list-style-type: none">• County server
Acoustics	<ul style="list-style-type: none">• Sound attenuation between all rooms for privacy

Challenges in Existing Space
Over a Million Investment & 100 ft

- Lack of public office space
- Floor loading limitations due to age of building
- Newcomers' use from ADA and current due to age of building
- Multiple access points
- Limited staff and public parking commitment to building



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Mr. Emling stated that Job and Family Services is a large programming effort, lots of space with growth over time, but includes pulling out shared spaces in a different facility down the road. They did foresee growth of about 10 to 20 staff, with adjacency requests.

SECTION 2 PROGRAM OF REQUIREMENTS

PHASE 1 REPORT - GEauga COUNTY FEASIBILITY STUDY



20. JOB & FAMILY SERVICES					
SPACE REQUIREMENTS			Space Projection		Remarks
Dist	No.	Area Name	No. of Spaces	S.F.	S.F.
-	-	Lobby	-	-	Refer to 10. Potential Shared Functions
JF	100	Waiting Area	1	50	50
JF	101	Waiting	1	500	500
JF	102	Reception	1	50	50
JF	103	Swirlboard Operator Office	1	100	100
JF	104	Hearing Room	3	150	450
JF	105	Copy / Print Area	1	50	50
JF	106	Executive Director Office	1	200	200
JF	107	Administrative Assistant Office	1	100	100
JF	108	Assistant Director Office	1	150	150
JF	109	MS Supervisor Office	1	100	100
JF	110	MS Specialist Office	1	100	100
JF	111	OS Supervisor Office	1	100	100
JF	112	OS Case Manager Office	3	100	300
JF	113	OS Clinical Specialist Office	1	100	100
JF	114	OS Supervisor Office	1	100	100
JF	115	OS Case Manager Office	3	100	300
JF	116	OS Case Manager Legal Specialist Office	2	100	200
JF	117	Human Resources / Director Supervisor Office	1	100	100
JF	118	Human Resources Assistant Office	1	100	100
JF	119	HR Clinical Specialist Office	3	100	300
JF	120	Video Conferencing Room	1	100	100
JF	121	Financial Administration Office	1	100	100
JF	122	Accountant Office	1	100	100
JF	123	Account Clerk Office	2	100	200
JF	124	Human Services Director Office	1	150	150
JF	125	Training Office Office	2	100	200
JF	126	Adult Team Supervisor Office	1	100	100
JF	127	Substance Abuse Specialist Office	8	100	800
JF	128	Family Services Supervisor Office	1	100	100
JF	129	Substance Abuse Specialist Office	6	100	600
JF	130	Work Activity / Fluid Reception Office	1	100	100
JF	131	Social Services Director Office	1	150	150
JF	132	Part-Time Administrative Asst. Office	1	100	100
JF	133	Social Services Investigation Office	1	100	100

21. JOB & FAMILY SERVICES					
JF	134	Shaping Supervisor Office	1	100	100
JF	135	Social Worker Office	5	100	500
JF	136	Shaping Supervisor Office	1	100	100
JF	137	Social Worker Office	4	100	400
JF	138	Assessment Supervisor Office	1	100	100
JF	139	AFB Social Worker Office	2	100	200
JF	140	Social Worker Office	4	100	400
JF	141	Assessment Supervisor Office	1	100	100
JF	142	Social Worker Office	4	100	400
JF	143	Partnership Planning Supervisor	1	100	100
JF	144	SAC/MS Supervisor Office	1	100	100
JF	145	Workshop Supervisor	1	100	100
JF	146	Social Worker Office	3	100	300
JF	147	Program Resource Office	1	100	100
JF	148	Community Support Coordinator Office	1	100	100
JF	149	Eligibility Specialist	1	100	100
JF	150	Office Manager / Data Office	1	100	100
JF	151	Employment Services Rep Office	1	100	100
JF	152	Case Supervisor Office	1	100	100
JF	153	Storage Room	1	70	70
JF	154	Family First Counselor Office	1	150	150
JF	155	Family First Counselor Office	1	150	150
JF	156	Part-Time Administrative Asst. Office	1	100	100
JF	157	Family Staff Office	10	100	1,000
JF	158	Storage Room	1	-	-
JF	159	Board Room Storage	1	-	-
JF	160	Conference Room	3	400	1,200
JF	161	Video Conferencing Room	2	200	400
JF	162	Outdoor Area	2	-	-
JF	163	Flagship Office	1	150	150
JF	164	Group Training Area	5	240	1,200
JF	165	Storage Room	5	100	500
JF	166	Storage Room	5	100	500
JF	167	Office Area	5	100	500
JF	168	Storage Room	1	100	100
JF	169	Storage Room	1	100	100
JF	170	Storage Room	1	100	100
JF	171	Food Service	1	200	200
JF	172	Commercial Kitchen	1	80	80



22. JOB & FAMILY SERVICES					
JF	173	Maintenance Supervisor Office	1	100	100
JF	174	Maintenance Supervisor Office	1	100	100
JF	175	Maintenance Workshop	1	150	150
JF	176	Maintenance Storage	1	300	300
JF	177	Maintenance Storage	1	300	300
JF	178	Maintenance Storage	1	300	300
JF	179	Maintenance Storage	1	300	300
JF	180	Maintenance Storage	1	300	300
JF	181	Maintenance Storage	1	300	300
JF	182	Maintenance Storage	1	300	300
JF	183	Maintenance Storage	1	300	300
JF	184	Maintenance Storage	1	300	300
JF	185	Maintenance Storage	1	300	300
JF	186	Maintenance Storage	1	300	300
JF	187	Maintenance Storage	1	300	300
JF	188	Maintenance Storage	1	300	300
JF	189	Maintenance Storage	1	300	300
JF	190	Maintenance Storage	1	300	300
JF	191	Maintenance Storage	1	300	300
JF	192	Maintenance Storage	1	300	300
JF	193	Maintenance Storage	1	300	300
JF	194	Maintenance Storage	1	300	300
JF	195	Maintenance Storage	1	300	300
JF	196	Maintenance Storage	1	300	300
JF	197	Maintenance Storage	1	300	300
JF	198	Maintenance Storage	1	300	300
JF	199	Maintenance Storage	1	300	300
JF	200	Maintenance Storage	1	300	300

Net Available Space 22,470 sq ft (Conservative Net S.F.)
 Net Available Space 9,740 sq ft (Conservative Net S.F.)

Projected Area 20,211 sq ft (Net Available Space - Net Factor Minimum)
 Building Area 20,164 sq ft (Building Minimum Area)

NOTE: PROGRAM BASED ON REQUIREMENTS AND CAPACITY. This information will be the basis for the design and construction of the facility.

23. JOB & FAMILY SERVICES					
Function	24	25	26	27	28
Public Information	29	30	31	32	33
Organizational Structure	34	35	36	37	38
Growth / Staffing Changes (5-10 years)	39	40	41	42	43
Department and Building Adjacencies	44	45	46	47	48
Storage Requirements	49	50	51	52	53
Equipment	54	55	56	57	58
Record Retention	59	60	61	62	63
Lighting	64	65	66	67	68
Electrical	69	70	71	72	73
HVAC	74	75	76	77	78
Plumbing	79	80	81	82	83
Technology	84	85	86	87	88
Acoustics	89	90	91	92	93
Challenges in Building Space	94	95	96	97	98
Shared Space	99	100	101	102	103

There was discussion about the Department on Aging having administrative needs versus senior center locations. Director Jessica Boalt stated that those in an office could be in office space anywhere, but activities, recreation and education should be in a building designed for it.

SECTION 2 PROGRAM OF REQUIREMENTS

PHASE 1 REPORT - GEAUGA COUNTY FEASIBILITY STUDY



27. DEPARTMENT ON AGING						
SPACE REQUIREMENTS			Space Projection			Remarks
OFFICE	NO	Area/Space	NO. OF PERSONS	W.F.	M.F.	
OFFICE	1	1	1	1	1	Refer to 21. Principal Executive Functionaries
OFFICE	2	2	2	2	2	
AG	100	Waiting	1	50	50	
AG	101	Reception Workstation	1	50	50	
AG	102	Director Office	1	200	200	
AG	103	Asst. Director Office	1	180	180	
AG	104	Administrative Assistant Office	1	120	120	
AG	105	Fiscal Office	1	150	150	
AG	106	Outreach Consultants Office	1	120	120	
AG	107	Senior Citizens Supervisors Office	1	120	120	
AG	108	Senior Citizens Meals & Volunteer Coordinator Office	1	120	120	
AG	109	Senior Services Coordination Office	1	120	120	
AG	110	Senior Services Staff Office	2	120	240	
AG	111	Child and Home Safety Coordinator Office	1	120	120	
AG	112	Financial and Eligibility Office	1	120	120	
AG	113	Transportation Coordinator Office	1	120	120	
AG	114	Food Services Coordinator Office	1	120	120	
AG	115	Maintenance Coordinator Office	1	120	120	
AG	116	Facilities and Education Coordinator Office/Childcare Senior Center	1	120	120	
AG	117	Adult Day Senior Coordinator Office	1	120	120	
AG	118	Public Office	5	120	600	
AG	119	Information and Technical Assistant Workstation	2	80	160	
AG	120	Asst. Site Coordinator Workstation	1	80	80	
AG	121	Driver Workstation	2	80	240	
AG	122	Asst. Adult Day Services Coordinator Workstation	1	80	80	
AG	123	Public Workstations	5	80	400	
AG	124	Confidential Room	1	300	300	Seating for 14-16
AG	125	Confidence Rooms	2	200	400	Seating for 16-20
AG	126	Copy / Print Area	3	50	150	
AG	127	Storage Rooms	4	100	400	
AG	128	Five Rooms	1	300	300	
AG	129	Coffee	1	10	10	
AG	130	Mail Area	1	100	100	
AG	131	Senior Citizens Meal Work Area	1	450	450	
AG	132	Commercial Kitchen	1	500	500	
AG	133	Entrance Area	1	200	200	
AG	134	Security	1	100	100	Customer and welcome to dining room
AG	135	Storage	1	100	100	

07. DEPARTMENT ON ASHED						
-	-	Large Meeting Room	-	-	-	Refer to C. Federal Shared Function
-	-	Small Meeting Room	-	-	-	Refer to C. Federal Shared Function
-	-	Public Toilet Suite	-	-	-	Refer to C. Federal Shared Function
-	-	Corridor Room	-	-	-	Refer to C. Federal Shared Function
-	-	Wardrobe	-	-	-	Refer to C. Federal Shared Function
-	-	Electrical	-	-	-	Refer to C. Federal Shared Function
-	-	Mechanical	-	-	-	Refer to C. Federal Shared Function
-	-	IT & Communications	-	-	-	Refer to C. Federal Shared Function
SEMINAR CENTER						
AG	130	Meeting	1	300	300	Shared with Adult Day Session
AG	136	Reception	1	80	80	Shared with Adult Day Session
AG	140	Office / Reception	1	50	50	
AG	147	Storage Room	1	1,800	1,800	
AG	136	Storage Room	2	150	300	Existing Storage storage
AG	130	Gift Room	2	250	400	
AG	140	Large Multi-Purpose Room	1	1,200	1,200	High ceiling.
AG	141	Small Multi-Purpose Room	2	400	2,000	
AG	142	Executive Conference Room	1	350	350	
AG	143	Storage Room	5	100	500	Gifts and Gifts, Multi-Purpose, Library/Conference Room
AG	144	Meeting Room	2	250	500	Designed to be able to convert into two separate
AG	145	Executive Office	1	350	350	Adaptive to customer needs. Shared with Adult Day Session
ADULT DAY SESSION						
AG	146	Multi-Purpose Room	1	2,000	2,000	Ground floor location preferred Space for up to 2000 50 SF per person in program located in main building entrance to separate to 1st floor. High ceiling
AG	147	Storage Room	1	200	200	
AG	148	Storage Room	1	700	700	
AG	149	Storage Room	1	100	100	
AG	150	Common Area Kitchen	1	200	200	Smaller version of Home Delivered Meals kitchen
AG	151	Gift Room / Storage	1	150	150	
AG	152	Wardrobe Room	1	125	125	
AG	153	Meeting Room	2	250	500	Designed to be able to meet ADA requirements
AG	154	Reception Office	1	350	350	Adaptive to customer needs. Shared with Adult Day Session

West. Hemisphere: Spain	SE 960	Inf. (Continued on Vol. 5, Pt. 1)
Asia Pacific: Indonesia	SE 954	Inf. (Also see previous section of Asia Pacific)

NOTE: PROGRAM CANCELED DUE TO A WEATHER ALERT FOR THE WEEKEND OF 10/20-21/2018. ALL PROGRAMS WILL BE RESCHEDULED FOR A LATER DATE.



SECTION 2 PROGRAM OF REQUIREMENTS

PHASE I REPORT - GEAUGA COUNTY FEASIBILITY STUDY



22. DEPARTMENT ON AGING	
Function	<ul style="list-style-type: none"> • Worker programs, services and resources for individuals age 60+ to promote health, safety, welfare, independence, and dignity. • Administrative services: typically office staff, social workers, home care, hospice, funeral, transportation, substance abuse, and more. • Recruitment and allocation/redeployment of 4 service workers to remote locations, 1 is contracted with administration.
Public Interaction	<ul style="list-style-type: none"> • Interaction with public via phone, email, face-to-face appointments at the office and face-to-face visits at clients' homes. • Administrative Service staff give scheduled appointments at their homes or at centers with clients. • Recruitment and education staff interact with the public via phone, email, face-to-face at service centers and face-to-face while driving on trips or at local locations.
Organizational Structure	<ul style="list-style-type: none"> • Decentralized under Commissioners.
Growth / Staffing Changes (5-10 years)	<ul style="list-style-type: none"> • Growth anticipated, additional 2 positions.
Department and Building Adjacencies	<ul style="list-style-type: none"> • Job & Family Services / APS • Veterans Affairs
Security	<ul style="list-style-type: none"> • -
Storage Requirements	<ul style="list-style-type: none"> • Secure storage for client records, financial records, and employee files. • Both paper and digital.
Equipment	<ul style="list-style-type: none"> • -
Record Retention	<ul style="list-style-type: none"> • Client records on site for 10 years. • Other long term records (i.e. financials) sent to County Archives.
Lighting	<ul style="list-style-type: none"> • -
Electrical	<ul style="list-style-type: none"> • -
HVAC	<ul style="list-style-type: none"> • -
Plumbing	<ul style="list-style-type: none"> • -
Technology	<ul style="list-style-type: none"> • -
Accessibility	<ul style="list-style-type: none"> • -
Challenges in Existing Space	<ul style="list-style-type: none"> • Inefficient space for Senior Center and Adult Day Session rooms.
Stand alone building	<ul style="list-style-type: none"> • Inefficient parking for clients and staff.
Co-located with Revenue/Utility ability	<ul style="list-style-type: none"> • Inefficient space layout (poor shaped corner).
	<ul style="list-style-type: none"> • Co-location of Senior Center and administration offices is problematic.

17. DEPARTMENT ON ADING

APPENDIX A
FACILITY ASSESSMENT SCORING EVALUATION

PHASE 1 REPORT - GEALUCA COUNTY FEASIBILITY STUDY



Appendix A: Facility Assessment Scoring Evaluation

This document assigns a score for each area or floor of each building, based upon several different criteria. A description of the scoring criteria is included for reference.

DATE: October 9, 2017
TO: Geauga County
FROM: RLEA Team
RE: Geauga County Feasibility Study
BUILDING SCORING CRITERIA

- SCORE = 1
- Significant deterioration. Overall poor condition
 - No ADA compliance
 - Conflicting circulation and/or illogical space progression
 - Program elements poorly grouped
- SCORE = 5
- Average deterioration. Overall average condition
 - Comprehensive renovation within the past 15 years
 - ADA compliance at time of renovation; few updates since
 - Minor ADA compliance issues
 - Generally logical circulation (few conflicts between public and private circulation)
 - Program elements generally grouped well
- SCORE = 10
- Comprehensive renovation within the past year
 - ADA compliant; no issues noted
 - Logical circulation, with proper separation of public and private areas
 - Program elements logically grouped



APPENDIX A
FACILITY ASSESSMENT SCORING EVALUATION

PHASE 1 REPORT - GEALUCA COUNTY FEASIBILITY STUDY



Scoring: 0-10

Facility	Exterior Wall	Roof	Interior	Furniture		ADA	Efficiency	Total	Possible	% of 100	Notes
Administrative Complex											
Building 1	6	5	5	7		6	5	35	70	50%	Staff Entry circulation through Conference Room; Renovated in late 90s; Redundancy in vestibules and toilet rooms
Building 2	6	5	5	7		6	4	33	70	50%	Renovated in late 90s; Redundancy in vestibules and toilet rooms.
Building 3	6	5	5	7		4	8	37	70	53%	No accessible toilet rooms
Building 4	6	5	5	7		5	7	45	70	64%	Egress path through Commissioner's Meeting Room. Public toilets in Bldg #5
Building 5	6	5	6	7		7	7	43	70	61%	Excess circulation space due to multiple vestibules; access to accessible toilet rooms from Bldg #4, and entries into 5 suites
Building 6	6	5	6	7		7	7	45	70	64%	
Building 7	6	5	5	7		5	8	44	70	63%	Storage for a different dept. within space
Building 8	6	6	6	7		7	7	44	70	63%	All first floor staff restrooms are in Health District building; not technically in shared space
Courthouse											
Overall	6	5	7	6		4	5	45	70	64%	Ceiling tiles are loose - lots of buckling, curling, typical of all buildings; Egress stair not protected from fire; no Areas of Refuge; Bulb, stone and roof in good condition; Windows understood to be problematic (leaking, etc.)
Basement			7	6		4	5	26	50	52%	Probation offices spill across public corridor; mix of finish levels
First Floor			7	7		4	5	50	50	60%	Mix of finish levels; Accessible building entrance is through basement; non-court rooms are very cramped and "shoe-horned" into areas
Second Floor			6	6		4	5	29	50	58%	No ADA toilet rooms this floor; Judges Benches not ADA; and egress stair not ADA
Third Floor			6	6		4	5	29	50	58%	Must go down stairs to get to break room and some work stations; Court room not ADA; and egress stair not ADA
Fourth Floor			7	7		4	5	29	50	58%	Must go travel through mech space if ADA access via elevator is needed.



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APPENDIX A
FACILITY ASSESSMENT SCORING EVALUATION

PHASE 1 REPORT - GEALUCA COUNTY FEASIBILITY STUDY



Scoring: 0-10											
Facility	Exterior/Wall	Roof	Interior	Furniture		ADA	Efficiency	Total	Possible	% / 100	Notes
Courthouse Annex											
Overall	7	7	5	3		5	5	40	70	57%	Some brick deterioration on rear elevation; roof OK; OSHA compliance issue at roof hatch; windows OK.
Basement			5	3		2	2	15	50	26%	Old; worn finishes; Damage to walls in finished spaces; Left over, old furniture; HVAC equipment co-located with occupied space, in circulation paths; must go through Mech spaces to get to department storage rooms.
First Floor			5	3		2	2	17	50	34%	Circulation paths through offices; poor/no internal connections between buildings; Public access spaces buried in offices; Fall hazard at main circulation stair; no central toilet rooms; no public toilet rooms.
Second Floor			6	6		7	8	31	50	62%	Renovated 2005 (12 years old).
Third Floor			5	9		9	9	40	50	80%	Renovated 2011 (5 years old).
Penthouse			5	3		5	5	27	50	54%	Not viewed, given storage space because mechanical bay space w/ means of egress.
Opera House											
Overall	4	5	5	4		5	4	27	70	38%	No internal connection to adjacent Court Annex bldg; Roofing both 10 and 15 yrs; penetrable leaking; noticeable deterioration of painted brick.
Basement			5	3		2	2	15	50	26%	Old; worn finishes; Damage to walls in finished spaces; Left over, old furniture; Non-accessible exit/employee entrance doors.
First Floor			5	4		4	5	22	50	44%	Worn ceiling tiles and carpet; non-accessible break room; mix of furniture; older lighting fixtures; some areas recently updated; pair of entry doors not correct width for accessibility.
Second Floor			5	3		5	5	22	50	44%	Second means of egress is exterior fire escape - not accessible; main stairs are also not accessible; mix of furniture; only one toilet room is accessible; break room co-located with conference room.
Third Floor			5	3		5	5	22	50	44%	Disparity of office sizes; second means of egress leads to exterior fire escape; not accessible; main stairs are also not accessible; mix of furniture; space disarray; of office sizes; break room co-located with mechanical/janitor space; toilet room partially accessible.



APPENDIX A
FACILITY ASSESSMENT SCORING EVALUATION

PHASE 1 REPORT - GEALUCA COUNTY FEASIBILITY STUDY



Scoring: 0-10											
Facility	Exterior/Wall	Roof	Interior	Furniture		ADA	Efficiency	Total	Possible	% / 100	Notes
Job & Family Services											
Overall	8	5	6	3		6	5	41	70	59%	Cracked and coated roofing system; some peeling observed; brick, door windows appear in good condition.
Basement			5	3		5	3	23	50	46%	Unfinished storage space; maintenance work area and JFS services storage located; unfinished party and food storage space and distribution area - co-located with maintenance garage.
First Floor			7	3		7	7	33	50	66%	Mix of finishes and materials; clutter in patient areas and corridors recently replaced; some groups have inadequate meeting areas to accommodate conference technology required; generally logical flow and grouping of office areas.
Department on Aging											
Overall	6	6	7	7		8	6	49	70	70%	Some deteriorated mortar at rear elevation window area; some exterior door rusting; 1990's roof had many soft spots; subbing of local bar system; 1990's roof in good condition.
Basement			5	7		8	7	33	50	66%	
First Floor			7	7		8	6	34	50	68%	Must pass through large activity room to access other activity rooms and amenities or enter through secondary entries away from public reception.
Second Floor			7	7		8	6	36	50	72%	Administrative office floor in between public access floors.
Third Floor			7	7		8	6	36	50	72%	Largest activity room; highest occupancy located on top floor.



APPENDIX E
UNPROGRAMMED SPACE TABLE

PHASE 1 REPORT - GEAUGA COUNTY FEASIBILITY STUDY



Appendix E:

Unprogrammed Space Table

This document provides square foot data for each building, floor by floor, delineating how much space is considered to be "unprogrammed". What this means is the space is not occupied, it is circulation space, it is common area space (such as restrooms, lobbies) or it is simply not being used at this time.

UNPROGRAMMED SPACE

Facility		Unprogrammed Space	Total Gross Area	% / 100 Unprogrammed
Administrative Complex	Bldg 1-2-3	5,800	18,800	31%
	Bldg 4-5-6-7	5,455	29,505	19%
	Bldg 8 - 8 Unit	1,550	5,800	27%
	Bldg 8 - First	5,900	27,275	22%
	TOTAL	24,615	79,175	31%
Courthouse	Basement	2,160	5,450	40%
	First Floor	1,570	5,480	29%
	Second Floor	300	5,570	5%
	Third Floor	1,245	5,570	22%
	Fourth Floor	4,500	5,570	81%
	TOTAL	10,775	27,040	39%
Courthouse Annex	Basement	3,300	19,360	17%
	First Floor	2,150	11,000	19%
	Second Floor	5,620	11,065	51%
	Third Floor	1,775	6,400	28%
	TOTAL	11,295	40,745	28%
Opera House	Basement	1,440	5,090	28%
	First Floor	740	5,090	15%
	Second Floor	1,150	5,190	22%
	Third Floor	770	5,190	15%
	TOTAL	4,140	10,460	39%
Job & Family Services	Basement	340	5,800	6%
	First Floor	5,510	27,440	20%
	TOTAL	5,850	30,240	19%
Department on Aging	Basement	300	3,420	9%
	First Floor	3,490	10,300	34%
	Second Floor	1,360	5,890	23%
	Third Floor	1,015	5,890	17%
	TOTAL	6,305	19,500	32%



APPENDIX C
AVERAGE ANNUAL MAINTENANCE & OPERATING COSTS

PHASE 1 REPORT - GEAUGA COUNTY FEASIBILITY STUDY



Appendix C: Average Annual Maintenance & Operating Costs

This document provides the average annual cost for the County to operate and maintain all of the buildings under consideration as a part of this study.

Facility	Building Gross Area	Occupants	Gross Area per Occupant	Average Annual Utility Cost			Average Annual Maint. Cost	Total Ann. Oper. Cost
				Water	Gas	Electric		
Admin Complex Building 1-2-3	18,800 SF	37	508 SF	\$ 244	\$ 4,401	\$ 22,330	\$ 11,560	\$ 34,495
Admin Complex Building 4-5-6-7	29,505 SF	57	518 SF	\$ 2,110	\$ 18,625	\$ 19,845	\$ 11,690	\$ 42,270
Admin Complex Building 8	27,075 SF	35	774 SF	\$ 2,158	\$ 3,555	\$ 30,173	\$ 11,660	\$ 45,346
Courthouse	27,040 SF	34	795 SF	\$ 2,269	\$ 10,831	\$ 22,625	\$ 14,590	\$ 48,315
Courthouse Annex	40,745 SF	51	799 SF	\$ 3,576	\$ 15,071	\$ 79,353	\$ 26,190	\$ 124,190
Opera House	10,460 SF	37	283 SF	\$ 1,145	\$ 1,125	\$ 15,140	\$ 25,590	\$ 27,855
Job & Family Services	30,240 SF	77	393 SF	\$ 2,267	\$ 5,160	\$ 41,140	\$ 27,770	\$ 74,337
Department on Aging	19,500 SF	16	1,219 SF	\$ 4,492	\$ 2,390	\$ 27,808	\$ 1,010	\$ 35,690
TOTAL Gross Bldg Area	205,180 SF		Avg. GCP per Occup.					
TOTAL Occupants		160	676 SF					
Sub-Total Utilities				\$ 24,649	\$ 70,149	\$ 365,373		
TOTAL Utilities				\$ 24,649	\$ 70,149	\$ 365,373		
TOTAL Avg. Maint.							\$ 191,461	
TOTAL Avg. Operating Cost								\$ 496,834



Mr. Emling stated that they walked everyone through the first two parts of Phase 1. Once there is final approval of Phase 1 they need approval to move forward with Phase 2. This is the starting point of looking at options of moving forward. Mr. Emling stated that if you stay in the spaces you are in, a lot of areas need some help and departments need some changing and renovating. You will continue to run into efficiency problems, both with utility and function if they remain the same for the next few years. Mr. Emling stated that Phase 2 will allow them to

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look at all the options of space and take all this information and come up with the opportunities that are available. If nothing else is done, you at least have a starting point, and a department inventory of conditions and suggestions for improvement. Mr. Emling stated that the condition of the buildings are one thing, and several of the buildings are very old, and that functionality and security are of very much of concern and that something needs to be done. A lot of departments are working in inadequate facilities. If you were a private office and didn't interact with the public daily that would be one thing, but, because you work with the public so much, you need to look at safety and sufficiency for the public and your employees.

Mr. Emling stated that they were excited to move forward with Phase 2, and is anxious to move forward. There were no questions or comments from those in attendance. Mr. Lennon stated that he felt that the security report was pretty straightforward and didn't feel the need for an executive session. Mr. Spidalieri asked Mr. Emling if they felt they needed to discuss further, to which he replied the biggest concern security-wise is the Court, noting that what wasn't able to be shown today was floor plans, that included function and security issues. Mr. Emling offered to have any further discussions to go over the security in detail.

Kim Laurie from Juvenile/ Probate Court asked for the detailed section for their office, and with no objection from the Prosecutor's Office it should be made available.

The next step is to dissect the information, review and go over the areas and properties available, and assimilate the information in a way to get into graphic diagrams and drawings regarding adjacencies and lay outs. With that comes financial information in terms of moving to another location and what that means as a big picture for cost to the County. It has to be the most economical way to do it, and how they can pay for it.

Mr. Lair noted a positive of what we have right now is that it is paid for, but is that the best option, long term. Mr. Emling stated that the Courts are a big factor, and it's going to be a big driver based on the number of departments that need to have adjacencies to them. Mr. Emling added that this has been a very positive experience and they heard over and over again that employees are here to serve the public, and at the end of the day we are working towards the same goal.

There was a brief discussion about the contract, but that they were requesting an approval to move forward with Phase 2.

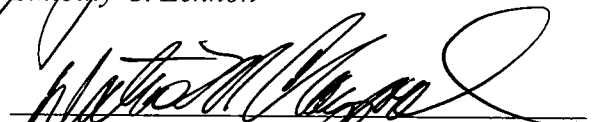
BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD

Motion: by Commissioner Claypool, seconded by Commissioner Lennon to adjourn the meeting at 10:57 a.m.

Geauga County Board of Commissioners


Ralph Spidalieri


Timothy C. Lennon


Walter M. Claypool


Christine Blair, Commissioners' Clerk