



POLK COUNTY COMMISSIONERS COURT

July 14, 2003

1:30 P.M.

Polk County Courthouse, 3rd floor

Livingston, Texas

2003-059

NOTICE is hereby given that a Special meeting of the Polk County Commissioners Court will be held on the date stated above, at which time the following subjects will be discussed;

Agenda topics

FACILITY PLANNING WORKSHOP

**DISCUSS STATUS OF COUNTY FACILITIES, NEEDS ASSESSMENT
AND FINANCIAL ALTERNATIVES.**

Posted: July 8, 2003

By: John P. Thompson, County Judge

I, the undersigned County Clerk, do hereby certify that the above Notice of Meeting of the Polk County Commissioners Court is a true and correct copy of said Notice and that I posted a true and correct copy of said Notice in the Polk County Courthouse at a place readily accessible to the general public at all times on Tuesday, July 8, 2003 and that said Notice remained so posted continuously for at least 72 hours preceding the scheduled time of said Meeting.

BARBARA MIDDLETON, COUNTY CLERK

By:

BARBARA MIDDLETON
POLK COUNTY CLERK

FILED FOR RECORD
2003 JUL - 8 PM 12: 03

STATE OF TEXAS }

COUNTY OF POLK }

DATE: JULY 14, 2003

"SPECIAL" SESSION

All members - Present

**"COMMISSIONERS COURT"
POSTING # 2003 - 059**

BE IT REMEMBERED ON THIS THE 14th DAY OF JULY, 2003
THE HONORABLE COMMISSIONERS COURT MET IN "SPECIAL" CALLED
MEETING WITH THE FOLLOWING OFFICERS AND MEMBERS PRESENT,
TO WIT;

HONORABLE JUDGE JOHN P. THOMPSON, COUNTY JUDGE, PRESIDING:
BOB WILLIS-COMMISSIONER PCT#1, BOBBY SMITH-COUNTY COMMISSIONER
PCT #2, JAMES J. "Buddy" PURVIS - COUNTY COMMISSIONER PCT #3,
C.T. "Tommy" OVERSTREET - COUNTY COMMISSIONER PCT #4, BARBARA
MIDDLETON - COUNTY CLERK & B.L. DOCKENS - COUNTY AUDITOR, THE
FOLLOWING AGENDA ITEMS, ORDERS, AND DECREES WERE DULY
MADE, CONSIDERED & PASSED.

1. WELCOME & OPENING REMARKS BY JUDGE JOHN P. THOMPSON AT 1:30 PM.

" FACILITY PLANNING WORKSHOP "

DISCUSSION OF CURRENT FACILITIES AND PROPOSED FUTURE FACILITY
PLANNING DRAFTED BY MR. BOB BROOKS OF BROOKS / CORONADO
ASSOCIATES OF HOUSTON, ARCHITECT & PROJECT MANAGEMENT
(HIRED TO ASSESS THE NEEDS OF POLK COUNTY). A SUMMARY OF SPACE
REQUIREMENTS, CAPITAL IMPROVEMENTS, AND PROJECTED BUDGET OF
(PROPOSED) JUDICIAL CENTER AND FINANCIAL ALTERNATIVES WERE
DISCUSSED.

2. MOTIONED BY BOB WILLIS, SECONDED BY TOMMY OVERSTREET, TO
ADJOURN COURT THIS 14th DAY OF JULY AT 2:20 P.M.
ALL VOTING YES.


JOHN P. THOMPSON, COUNTY JUDGE

ATTEST:



BARBARA MIDDLETON, COUNTY CLERK

FACILITY PLANNING WORKSHOP



July 14, 2003

1:30 P.M.

VOL. **49** PAGE **530** **Proposed Capital Improvements**
 Monday, July 14, 2003

Department	Amount	Comments
Dunbar Complex		
Gym	32,000.00	HVAC system
	10,000.00	Replace Lighting
	4,800.00	Paint inside of Gym
	5,700.00	Range Hood
	6,000.00	Inside ADA Ramps
	1,400.00	Drinking Fountains
	3,700.00	Ice Machine
Burke Center	3,200.00	Paint Exterior
TDHS Annex	9,000.00	New Roof
Community Action	9,000.00	New Roof
	50,000.00	Parking Lot Repair
	41,000.00	Classroom Renovation
SubTotal	\$175,800.00	
Regional Health Center	22,000.00	Partial replacement of Roof
	1,700.00	Replacement of Signage on Building
SubTotal	\$23,700.00	
Law Enforcement Center	80,500.00	Parking Lot Repair
	450,000.00	Provide new Office Space
	11,000.00	Animal Shelter Renovation
	20,000.00	Replacement of Laundry Equipment
	7,000.00	Paint and Repairs
	7,000.00	Waterproof Complex
	4,000.00	Additional Parking Area
	8,000.00	New Roof DPS Building
	4,600.00	Drivers License Space (ADA)
SubTotal	\$592,100.00	
Maintenance Engineering	5,000.00	Install Septic System
	4,700.00	Replace Auto Shop Roof
	40,000.00	Renovate Office Space
SubTotal	\$49,700.00	

Temporary Office Facility	18,000.00
	70,000.00
	85,000.00
	7,000.00
	8,000.00
	5,000.00
	14,000.00
	60,000.00
	7,000.00
SubTotal	\$274,000.00

Road & Bridge 2	8,700.00
SubTotal	\$8,700.00

Road & Bridge 3	33,480.00
	9,800.00
SubTotal	\$43,280.00

Road & Bridge 4	7,000.00
	2,200.00
	9,200.00
SubTotal	\$18,400.00

Sub Courthouse Corrigan	1,215.00
	4,015.00
	13,500.00
	5,830.00
SubTotal	\$24,560.00

Sub Courthouse Onalaska	3,500.00
SubTotal	\$3,500.00

Tax Office (Building)	13,500.00
	4,250.00
	53,000.00
	4,700.00

Repair Parking Lot
 Replace outdated HVAC system
 Renovate 31 patient rooms to offices
 New carpet in Prob., VA and X-Ray
 Additional Sidewalk for Accessib.
 Renovate Conference Area (Ext.)
 Replace Phone system
 Asbestos Abatement
 Roof Repair

Renovate for Accessibility

Renovate office area, present office area is too small for the Commissioner to conduct necessary business and does not comply with accessibility standards, the Le Blanc building would provide the necessary space.
 Lighting & Power in New Shed Area

Building Renovation for Accessib.
 Gas Vaults
 New Fence

Ceramic Tile in Restrooms
 Carpet
 Addition to rear of building (10 X 30)
 Carport and Entrance Door

Renovation for Accessibility

Plans/Drawings
 Floor Coverings
 Work Area Renovations & HVAC
 Accessible Restroom

52,000.00
87,000.00
SubTotal **\$214,450.00**

Data Processing 350,000.00
67,119.61

SubTotal **\$417,119.61**

Abatement/Inspection 100,000.00
Sub Total **\$100,000.00**

Contingencies **\$ 54,690.39**

Grand Total **\$2,000,000.00**

New Accessible Parking Area
Install Elevator for Accessibility

Inter/Intra Net (County-wide)
Networking for Courthouse, Tax Office,
Sheriff Dept and Temporary Facility

Polk County Judicial Center
Summary of Space Requirements

3-31-03

Organization	Net Area	Comments
COURTS	24,090	
258th Judicial District Court	5,380	75 seat courtroom
411th Judicial District Court	5,380	75 seat courtroom
Future District Court/Jury Assembly	6,730	150 seat courtroom
County Court at Law	1,130	Use District Courtrooms
Secure Holding Areas	1,880	
Justice of the Peace, Pct 1 & 4	3,590	38 seat courtroom, shared
COURT-RELATED AGENCIES	8,800	
District Clerk	4,500	
District Attorney	3,000	
County Clerk, Court Department	1,300	
BUILDING SUPPORT	2,300	
Custodial Maintenance	300	
Court & General Security	1,200	Includes sallyport
Public SnackBar & Vending Area	800	
Total Net Area	35,190	
Total Gross Area	56,300	Net Area x 1.6, rounded. Higher than normal factor to allow design features for future growth.

Polk County Judicial Center
Summary of Court Space Requirements
Confirmation/Revisions per 3-21-03 Meetings with
Judges Trapp & Phillips and JP's Longino & McEntyre, 3-21-03

	Units	NSF per Unit	Total NSF
District Courts (2)	2	5,380	10,760
Large District Court	1	6,730	6,730
County Court at Law	1	1,130	1,130
Secure Holding Areas			1,880
Justice of the Peace (2 w/ shared courtroom)			3,590
TOTAL			24,090

VOL. 49 PAGE 536

**Polk County Judicial Center
Court Space Requirements**

	Units	NSF per Unit	Total NSF
District Court:			5,380
JUDGE'S CHAMBERS			1,130
Reception/Secretary	1	200	200
Office Storage	1	50	50
Court Coordinator/Clerk	1	140	140
Court Reporter	1	140	140
Judge's Office	1	350	350
Private Toilet	1	50	50
Library/Conference Room	1	200	200
JURY OPERATIONS			640
Vestibule/Lounge	1	140	140
Toilets	2	50	100
Deliberation Room	1	400	400
COURTROOM LOBBY / RECESS AREA			600
@8 sf x 75spectator seats	1	600	600
COURTROOM			2,130
Judge's Bench	1	70	70
Court Clerk	1	50	50
Court Reporter	1	50	50
Witness Stand	1	25	25
Attorney Table Area	2	80	160
Bailiff	1	25	25
Jury Box (12 @ 10 sf/seat)	1	120	120
Litigation Area (In addition to above areas)	1	780	780
Spectator Seating (75 @10sf/seat)	1	750	750
Vestibule	1	100	100
COURT SUPPORT			880
Victim Waiting Area	1	100	100
Witness Waiting Areas	1	300	300
Law Enforcement Officer Waiting Area	1	200	200
Attorney/Client Conference Rooms	2	100	200
(Add'l Conf. Rms in Secure Holding Area)			
Security Control Station	1	80	80

3-21-03

VOL. 49 PAGE 537

**Polk County Judicial Center
Court Space Requirements**

	Units	NSF per Unit	Total NSF
Large District Court:			6,730
JUDGE'S CHAMBERS			1,130
Reception/Secretary	1	200	200
Office Storage	1	50	50
Court Coordinator/Clerk	1	140	140
Court Reporter	1	140	140
Judge's Office	1	350	350
Private Toilet	1	50	50
Library/Conference Room	1	200	200
JURY OPERATIONS			640
Vestibule/Lounge	1	140	140
Toilets	2	50	100
Deliberation Room	1	400	400
COURTROOM LOBBY / RECESS AREA			1,200
@8 sf/spectator seat	1	1,200	1,200
COURTROOM			2,880
Court Clerk	1	50	50
Court Reporter	1	50	50
Witness Stand	1	25	25
Attorney Table Area	2	80	160
Bailiff	1	25	25
Jury Box (12 @ 10 sf/seat)	1	120	120
Litigation Area (in addition to above areas)	1	850	850
Spectator Seating (150 @10sf/seat)	1	1,500	1,500
Vestibule	1	100	100
COURT SUPPORT			880
Victim Waiting Area	1	100	100
Witness Waiting Areas	1	300	300
Law Enforcement Officer Waiting Area	1	200	200
Attorney/Client Conference Rooms (Add'l Conf. Rms in Secure Holding Area)	2	100	200
Security Control Station	1	80	80

VOL. 49 PAGE 538

**Polk County Judicial Center
Court Space Requirements**

	Units	NSF per Unit	Total NSF
County Court at Law (Use District Courtrooms)			1,130
JUDGE'S CHAMBERS			1,130
Reception/Secretary	1	200	200
Office Storage	1	50	50
Court Coordinator/Clerk	1	140	140
Court Reporter	1	140	140
Judge's Office	1	350	350
Private Toilet	1	50	50
Library/Conference Room	1	200	200

3-21-03

VOL. 49 PAGE 539

**Polk County Judicial Center
Court Space Requirements**

	Units	NSF per Unit	Total NSF
Secure Holding Areas (for District Courts & County Courts at Law)			1,880
ADULTS			1,200
Vestibule	1	80	80
Guard	1	80	80
Attorney/Client Conference Booth	6	60	360
Attorney/Client Contact Area	2	60	120
Holding Cells, Male			350
Individual	3	70	
Group	1	140	
Holding Cells, Female			210
Individual	1	70	
Group	1	140	
JUVENILES			680
Vestibule	1	80	80
Guard	1	80	80
Attorney/Client Conference Booth	3	60	180
Attorney/Client Contact Area	1	60	60
Holding Cells, Male			140
Holding Cells, Female			140

VOL. 49 PAGE 540

**Polk County Judicial Center
Court Space Requirements**

	Units	NSF per Unit	Total NSF
Justice of the Peace (2)			3,590
OFFICE AREA	2	865	1,730
Reception/Secretary	1	200	200
Clerk (payment booth)	1	100	100
Clerk	1	100	100
Office Storage	1	50	50
Justice of the Peace Office	1	225	225
Private Toilet	1	50	50
Library/Conference Room	1	140	140
			865
JURY AREA			300
Toilets	2	50	100
Deliberation Room	1	200	200
COURTROOM LOBBY / RECESS AREA			360
@10 sf/spectator seat	1	360	360
COURTROOM			1,200
Judge's Bench	1	70	70
Court Clerk	1	50	50
Court Reporter	1	50	50
Witness Stand	1	25	25
Attorney Table Area	2	60	120
Bailiff	1	25	25
Jury Box (6 @ 10 sf/seat)	1	60	60
Litigation Area (in addition to above areas)	1	200	200
Spectator Seating (38 @ 12sf/seat)	1	600	600

VOL. 49 PAGE 542

BROOKS / CORONADO ASSOCIATES

Architecture Project Management Interior Design

Memo

TO: John Thompson, County Judge

FROM: Bob Brooks

RE: Polk County Judicial Center
Re-Programmed & Re-budgeted

DATE: March 31, 2003

Following our discussion of a new approach to the Judicial Center and its occupants, we met with the respective court and department representatives March 21st. Our earlier notes showed that approximately one-third of the expanded County Clerk's space would be devoted to the Courts Department, and we have used that as the basis for such space with the Judicial Center. We arrive at a building totaling 56,300 gross square feet, as shown on the attached Summary of Space Requirements.

With respect to the project budget, we have revisited the earlier construction estimate by Kingham Construction Co., updating it for two years of escalation and validating it with a similar building that Kingham is building in another county. The indirect costs have been updated by information on file here, and validated by recent experience. We arrive at a total project budget of \$9,795,070, as shown on the attached Project Budget.

If you would like for me to provide more back-up information, I'll be happy to. But, as we know more information can sometimes prove troublesome.

Please let me know if you need any further assistance.

Attachments



Polk County Judicial Center
Summary of Space Requirements

3-31-03

Organization	Net Area	Comments
COURTS	24,090	
258th Judicial District Court	5,380	75 seat courtroom
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District Clerk	4,500	
District Attorney	3,000	
County Clerk, Court Department	1,300	
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Public SnackBar & Vending Area	800	
Total Net Area	35,190	
Total Gross Area	56,300	Net Area x 1.6, rounded. Higher than normal factor to allow design features for future growth.

9,800,000.00

VOL. 49 PAGE 544

**Polk County Judicial Center
Project Budget**

3-31-03

Project Component	Cost	Comments
A. Site Preparation Demolition, Remediation, Clearing, etc.	\$ 75,000	Some work by County
B. Building Cost	7,319,000	58,300 s.f.
C. Fixed Equipment Security Equipment & Relocation of Equip.	50,000	
D. Site Development	323,500	50 spaces
Surface Parking	87,500	
Repair/replace south retaining wall & stairs	91,000	
Landscaping & Sidewalks	145,000	
E. Environmental Graphics	20,000	
Interior Signage & Space Identification	10,000	
Exterior Signage	10,000	
F. Contingency	778,750	10% x A thru E
G. Subtotal, Construction Cost	\$ 8,566,250	Items A thru F
H. Furniture & Movable Equipment	235,000	
J. Telecommunications Equipment		Assume leased equipment
K. Professional Fees & Expenses	836,120	
Architecture, Structural, MEP Engineering		
Civil Engineering		
Acoustical Engineering		
Landscape Architecture		
Environmental Graphics Design		
Interior Design, Furniture		
Cost Estimating		
Reimbursable Expenses		
L. Owner's Administrative Expenses	46,000	
Geotechnical Investigation	12,000	
Materials Testing & On-Site Inspection	24,000	
Legal	4,000	
Moving	6,000	
M. Other Contingencies	111,700	10% x H thru L
N. Subtotal, Indirect Costs	\$ 1,228,820	Items H thru M
P. TOTAL PROJECT BUDGET	\$ 9,795,070	

Assumes start of construction 5-1-04.

ReBudget.xls

3 stories high
MASONRY BLDG.
Brooks/Coronado Associates

COPY

VOL. 49 PAGE 545

DRAFT

New Judicial Building Occupants

County Clerk (3)

County Court at Law (3)

District Attorney (14)

District Clerk (9)

District Judges (2)

Justice of the Peace (5)

34

DRAFT

"Old" Courthouse Building Occupants

Adult Probation (14)

County Auditor (5)

County Clerk - Records Division ~~(5)~~ (7)

County Judge (4)

County Treasurer (2)

Personnel (2)

(32)

DRAFT

Temporary Facility (old hospital) Occupants

Extension Service (4)

Red Cross (1)

Justice of Peace #4 (3)

Juvenile Probation (9)

Veteran Services (2)

Constable Pct. 1 (1)

Constable Pct. 4 (1)

SAAFE House (3)

Social Services/IHC (4)

Emergency Management (5)

DPS (1)

Texas Ranger(1)

Environmental Enforcement (1)

DETCOG STAR Program (1)

DETCOG Homeland Security (1)

