



# **YAKIMA COUNTY COURTHOUSE 2030 STRATEGIC FACILITIES IMPLEMENTATION PLAN**

**Programming & Predesign Study Summary Report**  
FINAL Report

July 3, 2018



Architects Rasmussen Triebelhorn, AIA/ps



# Yakima County 2030 Strategic Facilities Plan Implementation

## Board of County Commissioners

Mike Leita – District 1, Chairman

Ron Anderson – District 2

Rand Elliott – District 3

## Project Team

### County Leadership Team

Mike Leita, Commissioner  
Harold Delia, Court Consultant  
Vern Redifer, Director/Public Services

Joseph Brusnic, Prosecuting Attorney  
Ilene Thomson, Treasurer

### Consultant Team

Architects Rasmussen Triebelhorn, AIA/ps  
Peter T.S. Rasmussen, FAIA, Principal (retired)  
Kenn D. Triebelhorn, AIA, Principal (retired)  
Rhonda Gillogly, AIA, Principal

SCJ Alliance/Civil  
Amy Head, PE, Principal  
Dave Allen, PE, Engineer

PSC Structural Solutions/Structural  
Jim Collins, PE, Principal

Hultz/BHU Engineers/Mechanical  
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Hargis Engineers/Electrical/Low Voltage/Telecomm  
Erik Stearns, PE, Principal – Electrical  
Patrick Shannon, PE, Principal – Elec. Low  
Voltage/Telecomm

Bill Acker Consulting/Cost Est'g  
Bill Acker, Owner





# **YAKIMA COUNTY COURTHOUSE 2030 STRATEGIC FACILITIES IMPLEMENTATION PLAN**

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Architects Rasmussen Triebelhorn, AIA/ps

**SECTION I -  
EXECUTIVE  
SUMMARY / SHORT  
SUMMARY**



## **YAKIMA COUNTY COURTHOUSE 2030 FACILITIES STRATEGIC PLAN IMPLEMENTATION SPACE NEEDS ASSESSMENT/PRELIMINARY DESIGN PHASE**

### **EXECUTIVE SUMMARY**

In July of 2015, Architects Rasmussen Triebelhorn (ART) were commissioned by Yakima County to conduct a programming and predesign feasibility study of the county courthouse facility to determine the space and staffing needs out to the year 2030 and to develop a preliminary design to accommodate the increased need for space. Of primary importance was solving the security concerns of the courts where currently the circulation pathways of court staff, the public, and corrections escorted inmates going to and from court cross one another.

In the initial project meeting, Peter Rasmussen facilitated the discussions to develop the mission statement for the predesign study. The mission statement would then serve as the guiding principal and sounding platform on which every project decision would be made.

With input from all county departments, an assessment of the County's space and staffing needs was conducted. Based on this assessment, ART then developed department adjacency plans to illustrate the optimum placement of departments horizontally and vertically within a building expansion and the existing courthouse facility. A preliminary design concept for a three story approximate 57,200 sq.ft. building addition was then designed to accommodate the needs of the court system and increased need for space and anticipated increased staffing in the existing courthouse facility.

Based on the adjacency diagrams, and with the premise that it was not feasible to vacate the courthouse during the expansion and renovation work, ART then developed a 5-phase work phasing plan illustrated in 3-dimensional phasing diagrams.

With the use of anticipated basis of design narratives to outline anticipated products and systems for the building expansion and renovation work, and in conjunction with the preliminary design concept drawings, ART and its cost estimating consultant then developed a rough order of magnitude (ROM) cost estimate/budget for the 5-phase project. Excluding cost escalation, ART determined the preliminary budget for the 5-phase project to be approximately \$99,398,000.

Lastly, ART developed an anticipated project schedule from design through consecutive construction for all proposed project phases.

ART and its consultant team began the predesign process by assessing the existing 1940/1960 courthouse building's structural, mechanical, and electrical systems. Site



utility systems were also assessed for current condition and expansion capability. The assessment is contained in the 115 page report located in this report.

The next step of the pre-design process was to develop a space and staffing needs survey which was circulated to all department heads to fill out. This form requested information on current department staffing, typical operations, space type and size requirements, adjacency requirements internally as well as to other county departments, and projected staffing to 2030. Upon receiving these completed survey forms back, ART and the county's project director then met with each department head to confirm the information provided.

Based on the information presented in the completed survey forms, and as clarified in the department meetings, ART developed a space and staffing needs assessment spreadsheet which itemized the space and staffing needs of each department to the year 2030. The space needs of each department included a department gross-up factor percentage increase to account for internal circulation, walls, and internal system vertical chases. The spreadsheet summary combined the needs of all departments together along with a building gross-up factor percentage increase to account for general building circulation, stairways, elevators, toilet rooms, and M/E spaces. The spreadsheet identified the need for a three-story approximate 57,200 sq.ft. courts addition along with an approximate 104,590 sq.ft. of renovated space within the existing courthouse facility in floors 1 through 4. The floor space in the basement was not included in the tenant improvements renovation area because it is primarily intended to be used for building M/E systems, building maintenance, and on site archival storage.

With the information provided by the space needs assessment spreadsheet, a preliminary design concept for the courts addition was developed. Department adjacency diagrams were then developed basically by showing gross department area requirements in the form of color blocks on the existing building floor plans as well as on the proposed courts addition floor plans. A multi-page 3-dimensional work phasing diagram was then prepared to illustrate the "dominos effect" of how individual departments would be consolidated and moved in a cascading fashion into building area voids once the courts addition was completed and those functions moved into the addition. This information was presented in presentation format to the county for initial review. Based on comments from this review, modifications to the design concept and work phasing were made. Final presentation materials were created for formal presentation to the county's project leadership team and the Board of County Commissioners.

At this point, ART and its consultant team members began the process of calculating the rough order of magnitude (ROM) cost estimate for the anticipated 5-phase project. This study determined the budget for the courts addition in phase 1 of the project to be roughly \$36,530,597. Individual costs/budgets were developed for Phases 2-5 of the project, with the total budget for Phases 2-5 anticipated to be approximately \$62,867,367. ROM costs include hard construction costs plus contractor's mark-up, design contingency, and all associated soft costs associated with the project such as for



state sales tax, A/E fees, design and construction contingencies, permits and fees, and special inspection and testing fees. The ROM budgets did not include cost escalation over the duration of the project, nor any costs by the county for furnishings, any moving or temporary relocation costs, or costs for project financing.

Based on the 5-phase project development concept, ART developed an anticipated project schedule starting with project design for phase 1 and development of construction documents through completion of construction of the last and final phase 5 of the project. So as to maintain a steady progress of development on the overall project, this preliminary schedule was developed with the intent of the professional design team developing the design and construction documents for each subsequent phase, and bidding the work, while the previous project phase is under construction. Upon completion of final construction, the subsequent phase would then start construction, and this process then repeating until the overall project is completed. It would be feasible, and perhaps advisable, for more than one project phase to be joined together with another project phase (or phases), at the county's discretion, to reduce the time needed to complete the overall project and to potentially reduce costs accordingly. The anticipated schedule was developed with this combination of work phases in mind.

Lastly, ART prepared an artist's rendering of what the courts expansion might appear like when married up to the south face of the existing 1960's courthouse facility utilizing similar exterior design elements.

Prepared by: Architects Rasmussen Triebelhorn, AIA/ps  
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## **YAKIMA COUNTY COURTHOUSE 2030 FACILITIES STRATEGIC PLAN IMPLEMENTATION SPACE NEEDS ASSESSMENT/PRELIMINARY DESIGN PHASE**

### **SHORT SUMMARY**

The 2030 plan is a decision making tool for Yakima County to use in regards to future development of general government and judicial spaces at the current courthouse site. The programming and space needs analysis efforts contained within the study, show the concept to construct a new courthouse addition and reorganization of judicial and general government departments within the existing courthouse building. Projected needs of the user groups over the next 30 years were analyzed. The implementation of the current study would require multiple phases over several years to construct causing possible significant day to day disruptions. The benefit of the proposed new work is improved conditions for security, efficiency, modernization and growth.

Expansion of the 2030 plan report to include jail and sheriff's departments should be considered by Yakima County BOCC. This would involve tasks to perform existing facility assessments, programming and space analysis studies for these departments. The additional information would provide a broadened perspective for better decision making of the needs of Yakima County.

In addition, consideration should be given to study of the pros and cons of developing an off-site Law and Justice Center. This concept would move all judicial, jail and sheriff functions to this new facility, while maintaining general government functions at the existing courthouse building. The benefit to this possible scenario is improved security, efficiency and growth opportunities for general government, law enforcement and judicial functions. Vacated judicial functions located in the existing courthouse would open up space for expansion and growth of general government departments.

ART developed previous jail expansion studies in 2003 that would move jail functions to the existing fairgrounds site in multiple phases. Yakima County Corrections already has a facility located on this site for low-risk offenders and would be a strong contender for development of a Law and Justice facility. If the fairground site is not a viable alternative, review of other possible sites should be included as part of the proposed new work for the 2030 plan.

Expanding the 2030 Plan study would allow Yakima County to better position themselves in decision making for the design and development of current and new facilities. The benefit of creating a new off- site Law and Justice Center is that it would allow for improved security, efficiency, modernization and growth. In addition, building on a new site will not disrupt current facilities and county businesses like the jail and courts. To better evaluate the needs of Yakima County additional studies are encouraged to be performed.

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**SECTION II -  
MISSION  
STATEMENT**



# **Yakima County**

## **2030 Strategic Facilities Plan Implementation**

### **Mission Statement**

The Project Working Group has adopted the following mission statement to guide the planning and implementation of the 2030 Strategic Facilities Plan. It will become the road map for the project.

- A primary principle for the plan is that it contains a strongly defined implementation element.
- It is recognized that safety and security for the court system must be addressed. This will be accomplished by designing circulation for the diverse users including the public, jurors, staff and in-custody defendants. Additionally, the plan must address inmate transport to and from courts and a secure holding area at the court house.
- Safety and security is a concern for all county departments. Security measures will be included in the plan to address threats defined during the plan development.
- “Right-size” the court rooms to meet the actual need. Large court rooms are not desired with the exception of a court room sized for ceremonies and larger gatherings.
- Review inter-department adjacencies of all user groups and consider effect of consolidating on the “campus”.
- The “old jail” will be demolished.
- Consider continued viability of the 1940s building.
- It is anticipated that the implementation of the plan will be phased and flexible.
- Minimize disruption to continued operation of all department functions.
- The plan will consider the use of the entire 4 block area surrounding the court house.
- Public and staff parking will be addressed with a priority for public parking.
- The plan will address intra-departmental operational efficiencies of adjacencies such as all staff of the prosecuting attorney located in one area.
- Develop an effort to inform the public and to get input from the public to build ownership.

**SECTION III -  
BUILDING SYSTEMS  
ASSESSMENT REPORT**



**Yakima County Courthouse  
2030 Strategic Facilities Implementation Plan  
Building & Site Systems Assessments Report**



Architects Rasmussen Triebelhorn, AIA/ps



## **Yakima County Courthouse 2030 Strategic Facilities Implementation Plan Building & Site Systems Assessment Report**

May 11, 2016

### **Executive Summary**

In August, 2015, Yakima County commissioned Architects Rasmussen Triebelhorn (ART) to conduct a feasibility study to determine the square footage needed in an expanded and remodeled courthouse facility and anticipated total project costs. A portion of this study was to evaluate the civil site systems and underground utilities for the courthouse block as well as the structural, mechanical, and electrical systems in the combined 1940/1960 Courthouse Facility. A hazardous materials inspection was conducted specifically for the 1941 old jail facility, but that report is not included in this evaluation report since it was anticipated the old jail facility would be demolished well in advance of any building expansion project.

This investigative and evaluation effort included the review of the building systems assessment report on the 1940's portion of the facility previously prepared by Kramer Gehlen Associates dated May 16, 2003. Architectural systems (walls, ceilings, flooring, finishes, doors and hardware, furnishings, elevators, and handicap accessibility) were not evaluated as most of these would be modified by an extensive remodel to the interiors of the co-joined buildings. The county is already in the process of updating the buildings to meet federal handicap accessibility requirements. Additionally, the site landscape features were also not evaluated as these would be relatively easy to modify as part of an anticipated building addition project.

The purpose of the assessment was to provide the County and ART with an updated assessment of the conditions of the primary systems serving the courthouse facility. It was also to provide a sense of restrictions or issues potentially impacting the remodel of the existing facility for its intended uses along with the potential expansion of the facility within the courthouse block. Early on in this assessment process, the County advised ART that it intended to demolish the 1940's jail structure, so no assessment of its systems was required nor provided, with the exception of those utilities located in, or routed through, the jail basement.

The information provided in the assessment includes the description and condition of existing systems as well as preliminary recommendations for systems upgrading and/or replacement. This information will be instrumental in the making of final recommendations for systems upgrading

and/or replacements as part of the facility remodel and expansion. This information will also be useful in developing a Rough Order of Magnitude (ROM) Cost Estimate and Budget for the proposed facility remodeling and expansion work to be created and prepared later on in the Pre-Design Phase of the project.

In broad summary, the ages of the two building components of the courthouse facility, specifically the infrastructure systems, present some challenges in the remodel and expansion of the facility. The immediate adjacency of the two structures represents a challenge in stiffening the overall facility from a structural lateral resistance standpoint for occupant life safety in the event of a significant seismic or wind occurrence. Both the mechanical and electrical systems are aged, in need in some cases of equipment replacement where the equipment has reached or surpassed its useful life, and in select instances in specific need of replacement where existing conditions are not safe for continued operation. In regard to site utilities and impact to potential building expansion placement, significant trunk utilities crisscross the southwestern corner of the site. Rerouting of some of these utilities will need to be studied with respect to building expansion location options. Additionally, several trunk utility lines either terminate or pass through the existing jail basement which will have an impact on the decision to preserve the jail basement as one option, or to reroute these utilities as another option.

Our subconsultant team members who conducted the on-site investigations are as follows:

SCJ Alliance	Civil Engineering - Site utility, storm water, parking analysis
PCS Structural Solutions	Structural Engineering – Building lateral and seismic analysis
Hultz/BHU Engineering	Mechanical Engineers – Plumbing, fire suppression, HVAC systems evaluation/analysis
Hargis Engineering	Electrical/Data/Telecomm Engineering – Power, low voltage, telecommunications systems analysis

Our subconsultants' summary findings are as follows:

**Civil:**

The existing site utilities appear to be in good condition. They are adequate to handle additions to the existing building to a point. All utilities serving the current courthouse building are located in abutting streets reducing connection costs to a new building within the Courthouse Property. Depending on where a building addition would be placed, some site utilities may require relocation. The City will allow for reduced parking on the property to accommodate a new building. The City will still require and approve a new parking circulation plan and might request that parking issues be mitigated at other nearby County locations. Redevelopment of the site will trigger storm water requirements that can be resolved on site.

**Structural:**

The structural assessment was of the 3-story 1941 Original Courthouse Building and the 4-story 1961 Courthouse Addition. Both buildings are of reinforced concrete construction with basements.

Overall, the structural concerns noted for the buildings are common for their age and concrete construction. From a gravity load standpoint, the buildings appear to have

performed well over the years. We did not observe significant signs of structural distress or differential settlement. Minor cracking was observed in interior non-structural walls for both buildings. The majority of the structural concerns identified relate to the buildings' global lateral resisting systems and details of construction not consistent with current seismic detailing.

Building codes and construction methods have changed over the years, incorporating lessons learned from past experience in relation to vertical and lateral (wind and seismic) design. The current state of the art in structural design is focused on performance based design. A Life/Safety seismic performance objective level was used in determining the recommended structural upgrades to the buildings under evaluation. This level of performance addresses the life/safety of the building occupants.

The recommendations provided in this report are intended to preserve the safety of the building occupants and limit the potential for loss of life due to structural failure. They are consistent with currently accepted strengthening methods, and while not intended to bring the buildings into compliance with current building codes, should greatly improve the performance of the individual buildings. Even with the structural improvements, the buildings may still have the potential to be heavily damaged and be left in a condition that renders the building(s) unoccupiable in a post-earthquake scenario.

#### **Mechanical:**

The building's mechanical systems are primarily the original systems installed in the building, and due to their age and deteriorating condition, should be replaced. This includes the domestic water piping, hydronic piping, heating pumps, terminal units, pneumatic controls, and air handling units. The boilers (installed 2003) and chillers (installed 2011) still have life remaining and could be reused. There are also duct sections that may be reusable (after duct cleaning and re-sealing), and possibly some sections of the waste piping. Many of the mechanical components are energy inefficient and are no longer allowed to be used by today's energy codes. We recommend selecting new mechanical systems based on a life cycle cost analysis in conjunction with the planned use of all areas and other Owner requirements (i.e. energy goals, maintenance costs, system flexibility, comfort requirements, etc.). Replacement of the mechanical systems would need to be carefully planned and phased as continued use of areas of the building will be required while new systems are installed.

#### **Electrical/Data/Telecomm:**

In general, the majority of the facility electrical systems, with the exception of the exterior electrical service and standby generator system, are original. The systems appear to have been well maintained by county staff, and modified throughout the years as required to accommodate moves, additions and changes (MAC). However, at 50+ years in age, the majority of the facility electrical systems have reached or exceeded their economic and useful life and should be replaced. Most critical, the power distribution system within the 1940's Courthouse is not safe and we therefore recommend that it be replaced as a project top priority.

Following this summary are the more fully delineated systems evaluation reports prepared by our subconsultant team members.

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## TECHNICAL MEMORANDUM

**TO:** Kenn Trielbelhorn, AIA  
Architects Rasmussen Trieblehorn  
9 Saint Helens, Suite D  
Tacoma, WA 98402

**FROM:** Dave Allen, PE

**DATE:** May 10, 2016

**PROJECT #:** 0845.06

**SUBJECT:** Yakima County Courthouse – Site Civil Assessment

Attachments:

1. Utility As-Built/Site Map
2. StormTech Worksheet
3. Runoff Treatment Worksheet
4. SCS Soils Map and Report

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SCJ has reviewed the site; met with, toured, and discussed the site civil conditions with County facilities personnel, reviewed applicable sections of City code and discussed the potential project with City of Yakima Planning and Public Works personnel.

### Existing Utilities

The facility is served by fire suppression water, potable water, sanitary sewer, natural gas, irrigation water, fiber, electrical, cable and phone. SCJ discussed utility connections with facilities personnel and toured the basement to try and determine sizes and conditions of infrastructure. County personnel noted no problems with the existing utilities from their City or utility connection points to the buildings.

A Utility As-Built drawing is attached to this memo.

All utilities appeared to be in good shape and are of adequate size. In addition the existing utilities for future or additional connections are located close in the adjacent streets and connecting utilities to future buildings or reconfigured existing buildings will be relatively inexpensive and easy.

The potable water connection is 6 in which should be adequate for any addition to the existing building. Additional analysis by a plumbing engineer would be required but the 6 inch line provides plenty of flow for a building of this size and use. Many variables are involved in a thorough analysis but the existing line should be adequate to handle an addition to the existing building with similar usage.



There are no known deficiencies with the existing utilities servicing the Courthouse.

### **ADA**

The existing facility includes 6 handicap street parking stalls with appropriate ADA ramps. ADA curb ramps have been recently updated at crosswalks and intersection around the perimeter of the site and meet current standards. Within the parking lot there are approximately 6 additional handicap spots.

Locating a new facility around the site will likely require conversion of on-street parking to handicap parking and constructing additional curb ramps for building access.

### **Parking**

The existing parking lot includes 144 spaces. From discussions with County staff the existing lot is an employee, gated and reserved lot with a waiting list for parking. The lot is small for the facility. Per the City code, a mixed use commercial facility of this size requires approximately 300 off-street spaces. However, the facility is within the Downtown Parking Overlay area where off street parking space requirements are not required for development or re-development.

Parking circulation plans and City engineer review will be required. The current circulation plan meets standards. Parking lot revisions due to additional building footprints can easily be accommodated and approved with a revised circulation plan. As long as parking lot entrances are a minimum 120 feet from intersections.

Gaining City approval for a future driveway entrance from North 1<sup>st</sup> might be an issue. From past aerial photos there used to be one driveway access from North 1<sup>st</sup> Street that has since been closed. This closure allowed for additional parking spaces and was likely an operational and safety problem for the City due to heavy background traffic on North 1st Street.

County government staff and customer parking needs are being evaluated by the architect. This analysis is reviewing the entirety of County parking needs in the vicinity of the Courthouse. There are multiple County facilities and parking lots within a block or two of the Courthouse as well as a considerable amount of on-street parking.

### **Stormwater**

The City of Yakima follows the Department of Ecology's Stormwater Management Manual for Eastern Washington.

There are several potential development scenarios at the site with stormwater ramifications:

- Development of open space (Park) into parking lot or building:  
If the building or parking lot expansion is over 5,000 SF, flow control will be required (retention of the 25 year storm). If the redevelopment is parking lot, then water quality treatment will be required as well (treatment of the 6 month storm).



If the redevelopment footprint is less than 5,000 SF neither flow control (retention) nor runoff treatment is required.

- New building in existing parking lot:  
If over 5,000 SF flow control (retention) is required for the redeveloped surface. Runoff treatment is not required. Less than 5,000 SF, neither flow control or runoff treatment is required.
- Portions of the existing building are demolished and converted to parking:  
If over 5,000 SF runoff treatment is required. Flow control or retention is not required. If less than 5,000 SF, neither flow control nor runoff treatment is required.

SCJ has modeled the design storms and performed preliminary sizing of flow control and runoff treatment facilities for a 5,000 SF redevelopment. For our analysis we designed the retention systems to be StormTech SC-740 Stormwater Chambers and for runoff treatment a modular wetland from Modular Wetland type L-4-15. There are multiple options for these facilities but the type chosen typically have the smallest footprint.

For flow control (retention of the 25 year storm), a 5,000 SF development will require approximately 2,000 SF of Stormshed's SC-740 system. Estimated cost, including parking lot reconstruction is \$60,000. A StormTech worksheet for the modeled design storm is attached.

Runoff Treatment (treatment of the 6 month storm) was sized for a Modular Wetland, Model L-4-15. The estimated cost for this system is \$30,000 plus a \$1,000/year maintenance fee. A runoff treatment calculation sheet is attached.

#### Soil conditions:

The SCS soil map and report for this location is attached. The underlying soils are classified as hydrologic soils group B. These soils are conducive to infiltration systems. The estimated infiltration rate for this type of soil is .25 inches/hour. From the soils information the underlying soils become increasingly gravelly and sandy with depth. Consequently infiltration rates may increase at the depth of the infiltration gallery and system size could be reduced perhaps 10 – 20%.

#### **Site/Civil Consideration for Jail Building Demolition and Redevelopment**

With the exception of power (discussed in the electrical systems review) all the site utilities enter the jail through adjacent buildings. Connections to the jail from adjacent buildings will have to be terminated and re-plumbed or re-configured within adjacent buildings. These revisions will be relatively minor.

Sanitary sewer exits the jail building to a parking lot manhole near the southwest corner of the jail building. This connection will have to be plugged and the pipe severed prior to building demolition. The connection can possibly be reused for the new building.



Directly south of the jail are the campus's generator, fuel tank and transformer. They are within 15 feet of the jail building and beneath a brick exhaust chimney and could be damaged during jail demolition. If these facilities are left in place they should be protected during building demolition and may also require temporary shoring during basement demolition. A new building in place of the jail, with an expanded footprint to the south, will require relocation of these facilities. There is room on the site to accommodate relocations of these facilities.

### **Summary**

The existing site utilities appear to be in good condition. They are adequate to handle additions to the existing building to a point. All utilities serving the current courthouse building are located in abutting streets reducing connection costs to a new building within the Courthouse Property. The City will allow for reduced parking on the property to accommodate a new building. The City will still require and approve a new parking circulation plan and might request that parking issues be mitigated at other nearby County locations. Redevelopment of the site will trigger stormwater requirements that can be resolved on site.



STORMWATER LINE

WATER LINE

8" DI WATER SERVICE  
FIRE SUPPRESSION

COUNTY OWNED  
UNDERGROUND  
FIBER/COPPER

CITY OWNED  
UNDERGROUND  
FIBER / COPPER

SEWER LINE

6" DI POTABLE WATER  
SERVICE

CABLE OR TELCO  
UNDERGROUND  
FIBER / COPPER

STORMWATER LINE

NATURAL GAS LINE

8" PVC SEWER SERVICE

WATER LINE

SEWER LINE

IRRIGATION LINE

Mar 11, 2016 11:46:20am User: rch  
 X:\PROJECTS\0845 ARCHITECT\BAMMSEN TRIBELEHORN\045-06 YAKIMA COUNTY COURTHOUSE\UT-01.DWG

REVISIONS	DATE	BY	DESIGNED BY:	ISSUE DATE:	ALL DIMENSIONS SHOWN IN FEET UNLESS OTHERWISE DESIGNATED	 SCJ ALLIANCE CONSULTING SERVICES 25 N WENATCHEE AVE., SUITE 238, WENATCHEE, WASHINGTON 98801 P: 509-886-3265 F: 360-352-1509 SCJALLIANCE.COM	PROJECT NAME:	YAKIMA COUNTY COURTHOUSE	DRAWING No.:
			D ALLEN	03/11/2016			CITY OF YAKIMA		UT-01
			R HARMON	0845.06			YAKIMA COUNTY		1 OF 1
			D ALLEN	UT-01			WASHINGTON	UTILITY ASBUILTS	

Units: **Imperial**

**System Requirements**

Required Storage Volume **3,802** CF

Select Stormtech Chamber System

SC-740

Stone Porosity (Industry Standard = 40%)

**40%**

Stone Foundation Depth

**6** Inches

Storage Volume Per Chamber

74.90 CF

Avg Cover over Chambers (18 in min. & 96 in max.)

**18** Inches

**Number of Chambers Required - 51**

Approximate Bed Size Required

2,012 SF

Tons of Stone Required

244 Tons

Volume of Excavation

335 CY

Area of Filter Fabric

604 SY

# of End Caps Required

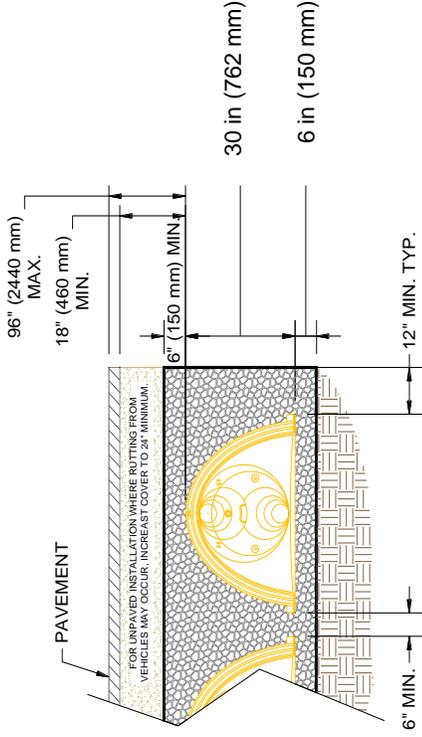
28 Each

Length of ISOLATOR ROW

28.48 FT

ISOLATOR FABRIC

16 SY



Is the limiting dimension for the bed the width or length?

**Controlled by Width (Rows)**

**width**

**Controlled by Length**

Width

**70** FT

Length

**70** FT

# of Chambers Long  
# of Rows

4 EA  
14 EA

# of Chambers long  
# of Rows

- EA  
- EA

Actual Length  
Actual Width

32.08 FT  
68.00 FT

Actual Length  
Actual Width

- FT  
- FT

**5 of the chambers rows will contain only 3 chambers**

**Material Estimate**

**To use this sheet: Please enter data into the blue and green cells. If switching between Imperial and Metric units please check the correct units and data is input in the green cells.**

Please call StormTech @ 888-892-2694 for conceptual cost estimates.

## Rational Method (Runoff Treatment)

$$Q = CIA$$

C(10YR) = 0.9 From Figure 2-5.2 of WSDOT Hydraulics Manual  
 C(Design) = 0.9

From Section 2-5.2 of WSDOT Hydraulics Manual, C cannot be greater than 0.95. C=0.95 will be used for calculations

A = 5000 SF  
 0.114784206 ACRES

$$I = \frac{m}{Tc^n}$$

m = 3.86 From Figure 2-5.4A of WSDOT Hydraulics Manual  
 n = 0.608 From Figure 2-5.4A of WSDOT Hydraulics Manual  
 Tc = 5

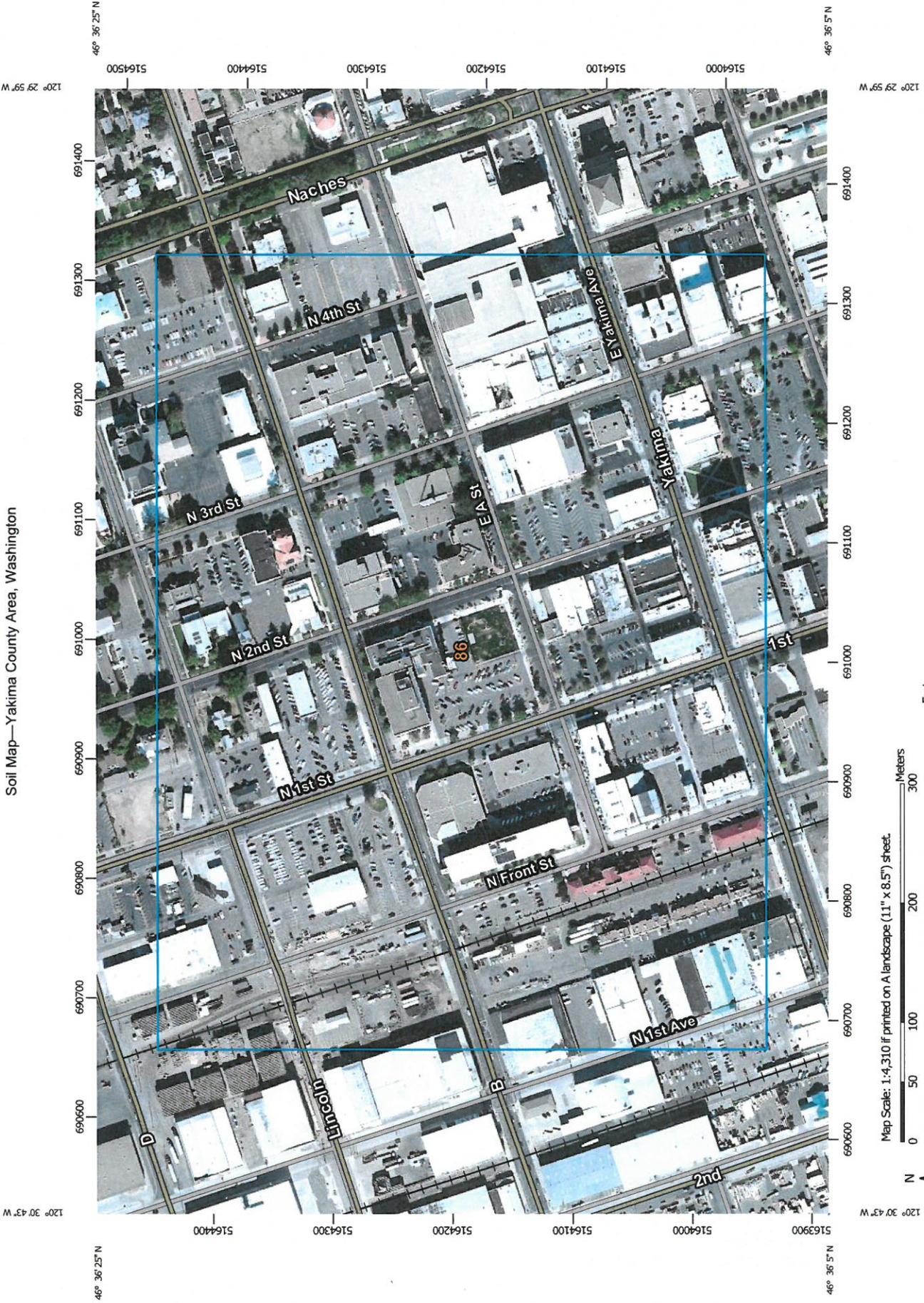
I = 1.450820027

$$Q = CIA$$

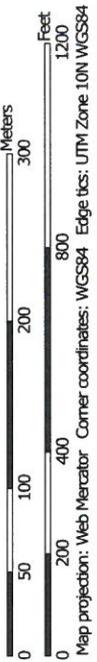
Q = 0.149878102 CFS

Model #	MWS-L-4-4	MWS-L-4-6	MWS-L-4-8	MWS-L-4-13	<b>MWS-L-4-15</b>
Dimension	4x4	4x6	4x8	4x13	<b>4x15</b>
Treatment Flow Rate (CFS)	0.052	0.073	0.115	0.144	<b>0.175</b>
MWS-L-4-17	MWS-L-4-19	MWS-L-4-21	MWS-L-8-8	MWS-L-8-12	MWS-L-8-16
4x17	4x19	4x21	8x8	8x12	8x16
0.206	0.237	0.268	0.23	0.346	0.462

Soil Map—Yakima County Area, Washington



Map Scale: 1:4,310 if printed on A landscape (11" x 8.5") sheet.



Map projection: Web Mercator Corner coordinates: WGS84 Edge tics: UTM Zone 10N WGS84

## MAP INFORMATION

The soil surveys that comprise your AOI were mapped at 1:24,000.

Warning: Soil Map may not be valid at this scale.

Enlargement of maps beyond the scale of mapping can cause misunderstanding of the detail of mapping and accuracy of soil line placement. The maps do not show the small areas of contrasting soils that could have been shown at a more detailed scale.

Please rely on the bar scale on each map sheet for map measurements.

Source of Map: Natural Resources Conservation Service  
 Web Soil Survey URL: <http://websoilsurvey.nrcs.usda.gov>  
 Coordinate System: Web Mercator (EPSG:3857)

Maps from the Web Soil Survey are based on the Web Mercator projection, which preserves direction and shape but distorts distance and area. A projection that preserves area, such as the Albers equal-area conic projection, should be used if more accurate calculations of distance or area are required.

This product is generated from the USDA-NRCS certified data as of the version date(s) listed below.

Soil Survey Area: Yakima County Area, Washington  
 Survey Area Data: Version 15, Sep 14, 2015

Soil map units are labeled (as space allows) for map scales 1:50,000 or larger.

Date(s) aerial images were photographed: Jul 19, 2010—Aug 19, 2010

The orthophoto or other base map on which the soil lines were compiled and digitized probably differs from the background imagery displayed on these maps. As a result, some minor shifting of map unit boundaries may be evident.

## MAP LEGEND

### Area of Interest (AOI)

Area of Interest (AOI)

### Soils

- Soil Map Unit Polygons
- Soil Map Unit Lines
- Soil Map Unit Points

### Special Point Features

- Blowout
- Borrow Pit
- Clay Spot
- Closed Depression
- Gravel Pit
- Gravelly Spot
- Landfill
- Lava Flow
- Marsh or swamp
- Mine or Quarry
- Miscellaneous Water
- Perennial Water
- Rock Outcrop
- Saline Spot
- Sandy Spot
- Severely Eroded Spot
- Sinkhole
- Slide or Slip
- Sodic Spot

### Water Features

Streams and Canals

### Transportation

- Rails
- Interstate Highways
- US Routes
- Major Roads
- Local Roads

### Background

Aerial Photography

- Spill Area
- Stony Spot
- Very Stony Spot
- Wet Spot
- Other
- Special Line Features

## Map Unit Legend

Yakima County Area, Washington (WA677)			
Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
86	Naches loam	84.0	100.0%
<b>Totals for Area of Interest</b>		<b>84.0</b>	<b>100.0%</b>

## Yakima County Area, Washington

### 86—Naches loam

#### Map Unit Setting

*National map unit symbol:* 29vp  
*Mean annual precipitation:* 6 to 9 inches  
*Mean annual air temperature:* 50 degrees F  
*Frost-free period:* 130 to 180 days  
*Farmland classification:* Prime farmland if irrigated

#### Map Unit Composition

*Naches and similar soils:* 100 percent  
*Estimates are based on observations, descriptions, and transects of the mapunit.*

#### Description of Naches

##### Setting

*Landform:* Terraces  
*Parent material:* Alluvium

##### Typical profile

*H1 - 0 to 9 inches:* loam  
*H2 - 9 to 21 inches:* loam  
*H3 - 21 to 34 inches:* gravelly loam  
*H4 - 34 to 60 inches:* extremely gravelly sand

##### Properties and qualities

*Slope:* 0 to 2 percent  
*Depth to restrictive feature:* 20 to 40 inches to strongly contrasting textural stratification  
*Natural drainage class:* Well drained  
*Capacity of the most limiting layer to transmit water (Ksat):*  
Moderately high to high (0.57 to 1.98 in/hr)  
*Depth to water table:* More than 80 inches  
*Frequency of flooding:* None  
*Frequency of ponding:* None  
*Salinity, maximum in profile:* Nonsaline to very slightly saline (0.0 to 2.0 mmhos/cm)  
*Available water storage in profile:* Moderate (about 6.2 inches)

##### Interpretive groups

*Land capability classification (irrigated):* 2s  
*Land capability classification (nonirrigated):* 6e  
*Hydrologic Soil Group:* B

## Data Source Information

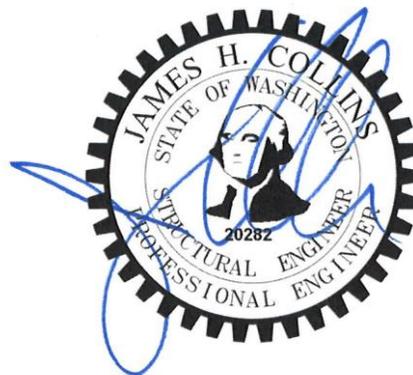
Soil Survey Area: Yakima County Area, Washington  
Survey Area Data: Version 15, Sep 14, 2015

**STRUCTURAL EVALUATION  
FOR**

**YAKIMA COUNTY COURTHOUSE  
YAKIMA, WASHINGTON**



**PREPARED BY  
PCS STRUCTURAL SOLUTIONS**



**APRIL 19, 2016  
16-013**

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## **STRUCTURAL EVALUATION FOR YAKIMA COUNTY COURTHOUSE YAKIMA, WA**

### **I. PREFACE**

The structural evaluation of the Yakima County Courthouse, which consists of the original 1941 Courthouse Building and the 1961 Courthouse Addition, is only one component of the overall Facility Condition Assessment of the building. The focus of this structural evaluation was to perform a condition assessment as well as a preliminary structural design review, with a focus on the seismic performance of the building. The ASCE 41-13 “Seismic Evaluation and Retrofit of Existing Buildings” Tier 1 methodology and checklists, addressing the Life/Safety Performance Level, were used as a guideline. Additional Tier 2 deficiency-based lateral analysis was also performed to further identify structural concerns with seismic deficiencies identified in the Tier 1 evaluation.

For the 1941 Original Courthouse Building, we reviewed and used the results from the 2003 structural assessment of the building conducted by Kramer Gehlen Associates. ASCE 41-13 incorporated the ASCE 31-03 Tier 1 and Tier 2 methodology, so the basis of evaluation and analysis are similar. For the 1961 Courthouse Addition, we performed our own analysis using the current ASCE 41-13 Tier 1 and Tier 2 methodology.

This report identifies the major structural concerns and potential structural scope of work to seismically upgrade the buildings to ASCE 41-13 Building Performance Objective for Existing Buildings (BPOE). This is a common level of upgrade to extend the useful life of the building. Renovating the building to the 2015 International Existing Building Code (IEBC) using reduced level seismic forces would be a similar level of upgrade and would have the same or similar anticipated scope of structural work. We have also giving a rough order of magnitude of anticipated structural work to renovate the building to ASCE 41-13 Building Performance Objective for New Buildings (BPON), which would upgrade the building to structurally function similar to new construction.

**STRUCTURAL EVALUATION FOR  
YAKIMA COUNTY COURTHOUSE  
YAKIMA, WA**

**II. EXECUTIVE SUMMARY**

We evaluated the Yakima County Courthouse Building, which includes the three-story 1941 Original Courthouse Building and the four-story 1961 Addition. Both buildings are reinforced concrete construction with basements. Original construction drawings for both buildings were available for our review. The existing Sally Port and Old Jail portions of the building are not included in our structural evaluation and are assumed to be removed in the future.

Overall, the structural concerns noted for the buildings are common for their age and concrete construction. From a gravity load standpoint, the buildings appear to have performed well over the years. We did not observe significant signs of structural distress or differential settlement. Minor cracking was observed in interior non-structural walls for both buildings. The majority of the structural concerns identified relate to the buildings' global lateral resisting systems and details of construction not consistent with current seismic detailing.

Building codes and construction methods have changed over the years, incorporating lessons learned from past experience in relation to vertical and lateral (wind and seismic) design. The current state of the art in structural design is focused on performance based design. A Life/Safety seismic performance objective level was used in determining the recommended structural upgrades to the buildings under evaluation. This level of performance addresses the life/safety of the building occupants.

The recommendations provided in this report are intended to preserve the safety of the building occupants and limit the potential for loss of life due to structural failure. They are consistent with currently accepted strengthening methods, and while not intended to bring the buildings into compliance with current building codes, should greatly improve the performance of the individual buildings. Even with the structural improvements, the buildings may still have the potential to be heavily damaged and be left in a condition that renders the building(s) non-occupiable in a post-earthquake scenario.

**STRUCTURAL EVALUATION FOR  
YAKIMA COUNTY COURTHOUSE  
YAKIMA, WA**

**III. INTRODUCTION**

**A. SCOPE OF WORK**

a) Field Investigation

- Walked through the complex, looking for signs of structural distress, differential settlement or deterioration.
- Visually verified vertical and lateral systems.
- Reviewed structural concerns identified in the ASCE 41-13 Checklist along with field observations identified in the checklists.
- Viewed structure wherever visible.
- Testing or selective demolition was not completed at this time.

b) Initial Review of Construction Drawings

- Reviewed available construction drawings.
- Utilized the ASCE 41-13 Building Checklists as a guideline to help identify common structural deficiencies for the building.
- Where the drawings did not adequately describe as-built conditions, recommendations were based on field investigation and observations.

c) Report Preparation and Further Construction Drawing Review

- Further evaluated drawings with respect to structural concerns identified in the initial review or field investigation.
- Brainstormed conceptual ideas to mitigate structural concerns identified.
- Structural Report:
  - Described vertical and lateral load resisting system for each building.
  - Summarized visual observations of building condition, signs of structural distress, and differential settlement.
  - Identified structural concerns from observations and ASCE 41-13 checklists.
  - Provided a summary of the structural recommendations.
  - Identified areas where additional analysis is warranted to verify assumptions made beyond the scope of this evaluation.

**STRUCTURAL EVALUATION FOR  
YAKIMA COUNTY COURTHOUSE  
YAKIMA, WA**

**B. METHODOLOGY**

**Evaluation**

The 1941 Original Yakima Courthouse Building was evaluated using the methodology of the ASCE 31-03 “Seismic Evaluation of Existing Buildings” Tier 1 and Tier 2. This was performed by Kramer and Gehlen Associates in 2003. This report summarizes the conclusions from that analysis.

For the 1961 Yakima Courthouse Addition, we used the current ASCE 41-13 “Seismic Evaluation and Retrofit of Existing Buildings” Tier 1 evaluation (screening) and Tier 2 analysis to further define the structural concerns identified in the Tier 1 evaluation.

Both evaluations addressed Life/Safety Performance level. Both the ASCE 31-03 and ASCE 41-13 documents provide building checklists that identify common seismic concerns for typical building types (C2 Concrete Shear Walls Buildings with Stiff Diaphragms). Each question on the checklist may be answered by “compliant”, “non-compliant”, “not applicable” or “unknown”. For those items that are non-compliant, additional evaluation or mitigation of the structural concern is recommended. Detailed calculations were performed for both buildings as part of this evaluation.

The ASCE 31-03 and ASCE 41-13 are performance-based design/evaluation manuals with varying performance objectives. The performance objective is based upon the acceptable level of risk, as well as the tier level used in the evaluation. In general, there are three primary performance levels for existing buildings:

Immediate Occupancy: A higher level performance that focuses on maintaining building functionality after an earthquake. Light damage is anticipated in the event of a major earthquake; however, the building function is expected to be maintained with little to no disruption in service. Fire Stations, Hospitals, Police Stations and other critical facilities are buildings that are designed for this level.

Life Safety: Focuses on protecting the occupants of the building. This is the most common level of performance for building design. In the event of a major earthquake, the building may suffer moderate damage with a small margin of total or partial collapse. The facility may be unusable after an earthquake, with low overall risk of injury from structural damage.

Collapse Prevention: A low level of performance, where the damage to the building after a moderate earthquake may be severe. The lateral resisting system would have little residual strength, and large permanent deformations would occur. The building would likely be near collapse.

## **STRUCTURAL EVALUATION FOR YAKIMA COUNTY COURTHOUSE YAKIMA, WA**

Once the Performance Level is selected, it can be determined which procedural tier review to use in the evaluation:

- Tier 1 is a screening process utilizing Building Checklists to help identify common structural deficiencies for typical building types. The owner/designer has the option of possibly mitigating the structural concern identified by Tier 1 or performing a more detailed analysis outlined in Tiers 2 and 3.
- Tier 2 is a deficiency-based evaluation and renovation procedure. This methodology includes analyzing specific elements or areas within a building to determine if potential deficiencies identified in a Tier 1 review actually require mitigation. Analysis of the entire building may not be necessary. This tier can be used for both evaluation and retrofit.
- Tier 3 is a systematic evaluation and retrofit procedure, and involves a computationally extensive approach towards a complete analysis of the facility. This tier is applicable for both the evaluation and retrofit of a facility.

### **Local Jurisdiction Requirements – Seismic Triggers**

While it is our recommendation that all of the seismic deficiencies identified in this evaluation be incorporated into building renovations, it is understood that only the local jurisdiction has the authority to require seismic improvements. With this in mind, it is important to understand typical “triggers” that many jurisdictions have for requiring seismic strengthening work.

There are a few common circumstances under which a jurisdiction will require upgrades. One is related to the dollar value of planned renovation work as it relates to the overall value of the building. Jurisdictions will often require seismic improvements if the cost of planned renovation work ranges between about 40% and 60% of the value of the building. A second reason is a change of occupancy to a more intensive use, which will usually cause the jurisdiction to require upgrades. This is related to the number of building occupants and the amount of time they may spend in the building. When the building changes seismic risk categories, it is common to require the lateral resisting system to be upgraded to current building standards. Another circumstance is when additions or alterations are made to the facility that significantly increase the mass of the facility or decrease its lateral resisting capacity. This would include removing concrete shear walls or significant openings in existing shear walls or floor/roof structure.

While these conditions are most common, there may be other circumstances that act as triggers in a given jurisdiction, and it is important to communicate directly with the Building Official to understand the specifics of their requirements. It also should be noted that many jurisdictions are open to accepting partial implementation of seismic improvements if there are extenuating circumstances which make full implementation impractical.

**STRUCTURAL EVALUATION FOR  
YAKIMA COUNTY COURTHOUSE  
YAKIMA, WA**

At this time, we have not met with the local building official to discuss specific potential seismic upgrade triggers.

**Structural Recommendations**

The recommendations provided are based on our prior experience in renovating similar structures in the state of Washington, utilizing ASCE 41-13 upgrade guidelines for existing buildings (BPOE) criteria. They are similar to those that would be required for the 2015 International Existing Building Code (IEBC) with reduced level seismic design forces. To upgrade the building to new building (BPON) criteria would require additional structural work and beyond the scope of this report other than providing a rough order of magnitude of the structural work we anticipate upgrading the building to a BPON performance level.

April 19, 2016

**STRUCTURAL EVALUATION FOR  
YAKIMA COUNTY COURTHOUSE  
YAKIMA, WA**



**IV. STRUCTURAL EVALUATION FOR 1941 ORIGINAL YAKIMA COUNTY COURTHOUSE BUILDING**

The 1941 Original Courthouse Building was evaluated using the methodology of the ASCE 31-03 "Seismic Evaluation of Existing Buildings" Tier 1 and 2 evaluations in 2003, addressing the Life/Safety Performance level. Non-structural checklists were limited to addressing hollow clay tie (HCT) partitions, exterior wall construction and exterior veneer anchorage. A full non-structural review was not performed as it is assumed that non-structural elements would be replaced, other than noted above, in renovating the building.

**A. TYPE OF CONSTRUCTION/STRUCTURAL SYSTEM**

The 1941 Original Courthouse Building is a three-story concrete building with a basement. The building appears to have gone through some remodels over the years and the primary structural elements have remained unchanged since its original construction. The original architectural and structural construction drawings were available for review.

**SYSTEM DESCRIPTIONS**

Vertical Load Resisting System:

The building is supported by concrete spread footing foundations, with concrete slab on grade at the basement level. The typical floor construction consists of a two-way concrete beam and slab system supported by concrete columns, concrete foundation walls at the first level and concrete walls around the stairwells and elevator. There are concrete spandrel beams at the perimeter. The masonry wall piers at the exterior consist of HCT cavity walls with exterior brick veneer. The roof system is similar in construction with larger spans over the courtroom spaces.

**STRUCTURAL EVALUATION FOR  
YAKIMA COUNTY COURTHOUSE  
YAKIMA, WA**

Lateral Force Resisting System:

The concrete floor and roof slabs act as a rigid diaphragm that transfers lateral seismic/wind forces to concrete shear walls. The concrete shear walls are located around the existing stair walls, and for the most part extend from the foundation to the roof.

**B. OBSERVATIONS AND COMMENTS**

- The 1941 Original Courthouse Building appears to have been well maintained. We observed no signs of significant structural distress, structural deterioration or differential settlement.
- There was some noted spalling at the stone caps on top of the roof parapets.
- Most of the structure was not exposed to view during our walk-through of the building.

**C. RECOMMENDATIONS**

The issues and recommendations noted below outline the work anticipated to mitigate structural concerns related to the anticipated seismic performance of the existing building.

The recommendations are based on our walk-through evaluation, review of the 2003 structural report, and meeting the ASCE 41-13 BPOE performance objective. Renovating the building to meet the requirements of the 2015 IEBC would be similar or the same.

The following issues are a summary of structural deficiencies identified for building (see Appendix B for plan reference):

Item	Structural Concern	Structural Recommendation
1	Only one line of shear walls in the long (north-south) direction of the building.	<p>A more rigorous lateral analysis was performed as part of the 2003 study. It was determined that the building lacked adequate shear walls between the third floor and roof structure.</p> <p>Recommendation was to extend the concrete shear wall at the south end of the building from the third floor to the roof structure.</p>

**STRUCTURAL EVALUATION FOR  
YAKIMA COUNTY COURTHOUSE  
YAKIMA, WA**

Item	Structural Concern	Structural Recommendation
2	There is inadequate seismic separation between the 1941 Original Courthouse Building and the 1961 Addition to the west.	<p>It is impractical to provide additional separation with the current configuration of the two buildings. Tying the buildings together so they can function as one is an option. Another option is to remove one of the buildings.</p> <p>Our recommendation is to accept potential damage from the buildings impacting each other. The floors are relatively lined up, so we do not consider this a collapse mechanism.</p>
3	The concrete shear walls do not appear to have adequate mechanism to transfer lateral forces from the rigid concrete floor and roof diaphragms, specifically in the transverse (east west) direction.	<p>One side of the concrete shear walls typically consists of duct, elevator shaft or stairs and therefore has limited ability to transfer diaphragm forces.</p> <p>Provide steel diaphragm collectors from the existing concrete shear walls to the adjacent concrete diaphragm/slab.</p>
4	Flexural capacity of the existing concrete shear walls is inadequate.	<p>In our tier 2 evaluation of the 1961 addition, we noted that there was not enough flexural capacity for the existing shear walls. The 2003 study did not identify this as an issue; however, the condition is different and therefore we anticipate that the same condition occurs in the 1941 original building. We anticipate that reinforced concrete boundary elements will be required or additional shear walls to meet life safety (BPOE) performance level.</p>
5	HCT construction at exterior walls and interior partitions. The walls are unreinforced and not well anchored, and are subject to extensive damage in the event of a major earthquake.	<p>The walls are not structural and therefore can be removed and replaced with reconfigured light gauge metal partition walls. Where they remain, they should be backed with light gauge metal framing anchored to the clay tile at approximately two feet on center each way.</p>
6	Veneer anchorage has not been field verified.	<p>Verify the anchorage of the exterior veneer or provide more positive anchorage through drilled in anchors.</p>

**STRUCTURAL EVALUATION FOR  
YAKIMA COUNTY COURTHOUSE  
YAKIMA, WA**

Item	Structural Concern	Structural Recommendation
7	Deterioration of exterior elements, specifically the stone caps at the roof parapet. Without some repair, the elements will continue to deteriorate.	As part of an overall renovation of the building, the condition of the exterior veneer and appendages should be further evaluated and repaired.
8	For the building to meet the ASCE 41-13 criteria for new buildings (BPON), an upgrade in addition to the above is anticipated.	It is anticipated that additional shear walls would be required in the range of 40 to 60 lineal feet for the full height of the building in each direction to upgrade the building performance to match that of new building. The wall segments should be a minimum of 20 feet in length.

**D. CONCLUSION FOR ORIGINAL 1941 YAKIMA COUNTY COURTHOUSE BUILDING**

Overall, the building appears to have performed well structurally over the years. The lateral seismic concerns noted are common for a building constructed in the 1940s. The primary concern with the deficiencies is the overall anticipated seismic performance of the building. The intent of the ASCE 41-13 life safety provisions is to upgrade the building to a minimum standard based on historical performances of similar building types with similar deficiencies, and is not intended to upgrade the building for compliance with current code standards. With the incorporation of the recommendations noted above to mitigate the current building deficiencies as identified, the life safety performance of the building will be improved for a seismic event.

## **STRUCTURAL EVALUATION FOR YAKIMA COUNTY COURTHOUSE YAKIMA, WA**



### **V. STRUCTURAL EVALUATION 1961 YAKIMA COURTHOUSE BUILDING**

The 1961 Yakima Courthouse addition was evaluated using the methodology of the ASCE 41-13 “Seismic Evaluation and Retrofit of Existing Buildings” Tier 1 and Tier 2 deficiency-based evaluation, addressing the Life/Safety Performance level. Non-structural checklists were limited to addressing partitions, exterior wall cladding and masonry parapets. A full non-structural review was not performed, as it is assumed that non-structural items would be replaced in renovating the building. We have also not specifically addressed the steel-framed penthouse at the roof.

#### **A. TYPE OF CONSTRUCTION/STRUCTURAL SYSTEM**

The 1961 Yakima Courthouse addition is a four-story concrete building with a basement. The exterior façade/envelope of the building was upgraded in 2010. It is assumed some minor remodels have occurred over time. It appears that the original structural elements have remained relatively unchanged since its original construction other than the work completed in 2010. The architectural and structural drawings were available for review.

#### **SYSTEM DESCRIPTIONS**

##### Vertical Load Resisting System:

The building is supported by concrete spread footing foundations, with concrete slab on grade at the basement floor. The foundation walls at the basement level are offset in from the exterior façade above. The first floor construction consists of a two-way concrete slab supported by interior concrete columns and exterior concrete walls. The upper floors are concrete beams and slabs supported by interior and exterior concrete columns. At the roof structure there is a steel-framed penthouse structure housing mechanical equipment.

The exterior façade was upgraded in 2010 with a metal panels and sun screens.

**STRUCTURAL EVALUATION FOR  
YAKIMA COUNTY COURTHOUSE  
YAKIMA, WA**

Lateral Force Resisting System:

The concrete floor and roof slabs act as a rigid diaphragm that transfers lateral seismic/wind forces to concrete shear walls. The concrete shear walls are located around the existing stair walls, at the east end of the building and near the center of the building in the long (east-west) direction of the building. Most of the walls extend from the foundation to the roof structure; however, some of the walls do not. The mechanical penthouse roof structure is an ordinary steel brace frame.

**B. OBSERVATIONS AND COMMENTS**

- The 1961 Yakima Courthouse Addition appears to have been well maintained. We observed no signs of significant structural distress, structural deterioration or differential settlement.
- In 2010, in addition to the exterior metal façade, vertical reinforcing was added to the masonry parapets.
- Most of the structure was not exposed to view.

**C. RECOMMENDATIONS**

The issues and recommendations noted below outline the work anticipated to mitigate structural concerns related to the anticipated seismic performance of the existing building. Recommendations are based on a walk through evaluation, ASCE 41-13 Tier 1 screening and Tier 2 deficiency-based evaluation, and on our experience in renovations of similar building types.

The recommendations are intended to meet the ASCE 41-13 BPOE performance objective. Renovating the building to meet the requirements of the 2015 IEBC would be similar or the same.

The following issues are a summary of structural deficiencies identified (see Appendix B for plan reference):

Item	Structural Concern	Structural Recommendation
1	Vertical Irregularity: Concrete shear walls at the front entry and near the center of the building are not continuous to the foundation. The discontinuous walls cause severe overturning forces at the end of the walls that can cause failure of support elements (concrete columns).	A Tier 2 evaluation was completed. See item 2 for results. Provide continuous concrete shear walls from foundation to roof structure by infilling bays where existing walls are not continuous. At the concrete walls at the first level by the main entrance, the support columns may be upgraded to resist overturning forces.

**STRUCTURAL EVALUATION FOR  
YAKIMA COUNTY COURTHOUSE  
YAKIMA, WA**

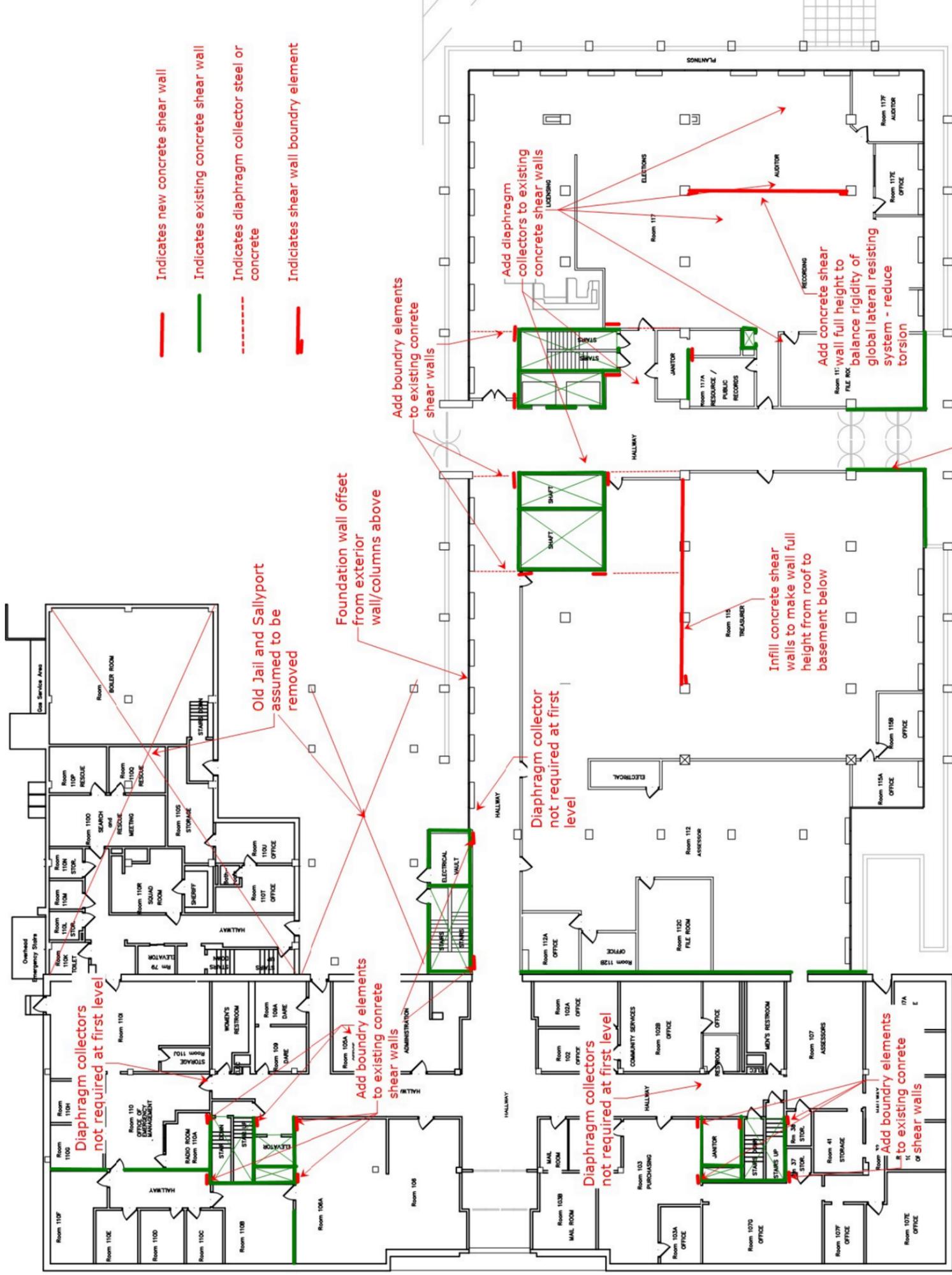
Item	Structural Concern	Structural Recommendation
2	<p>Torsion Irregularity: There is greater than 20% difference in plan between the center of rigidity and center of mass of the building. The primary reason for the torsion is the solid concrete wall at the east end of the building. With the difference, additional torsion is added to the building, creating high stress and lateral drift, causing potential overstress of gravity-supporting elements.</p>	<p>A Tier 2 evaluation was completed. The analysis indicated that most of the existing shear walls are significantly over-stressed in flexure.</p> <p>In addition to the shear wall per item 1, a minimum of 40 feet of concrete shear wall should be added towards the west end of the building to provide more symmetry with the center of rigidity.</p>
3	<p>There is inadequate separation between the 1941 original courthouse building and the 1961 addition.</p>	<p>It is impractical to provide additional separation with the current configuration of the two buildings. Tying the buildings together so they can function as one is an option. Another option is to remove one of the buildings.</p> <p>Our recommendation is to accept potential damage from the buildings impacting each other. The floors are relatively lined up, so we do not consider this a collapse mechanism</p>
4	<p>Some of the concrete shear walls do not have adequate mechanism to transfer lateral forces from the rigid concrete floor and roof diaphragms, specifically in the transverse (north-south) direction.</p>	<p>One or both sides for some of the existing concrete shear walls consist of duct, elevator shaft or stairs, and therefore have limited ability to transfer diaphragm forces.</p> <p>Provide steel collectors from the walls to transfer lateral forces to the shear walls.</p>
5	<p>Some of the partitions are indicated as gypsum block walls. The walls are unreinforced and not well anchored to the floor or roof structure and are subject to extensive damage in the event of a major earthquake.</p> <p>The balance of the interior partitions are metal stud and it is not clear how well they are anchored to the floor and roof structure.</p>	<p>The partitions, other than the concrete shear walls, are non-structural and may be removed in a renovation of the building.</p> <p>We recommend removing and replacing the interior gypsum block partitions or backing them with light gauge metal framing.</p> <p>Field verify the anchorage of the existing metal stud walls that remain. It is assumed the anchorage is not adequate and additional anchorage should be provided.</p>

**STRUCTURAL EVALUATION FOR  
YAKIMA COUNTY COURTHOUSE  
YAKIMA, WA**

Item	Structural Concern	Structural Recommendation
6	For the building to meet the ASCE 41-13 criteria for new buildings (BPON), an upgrade in addition to the above is anticipated.	It is anticipated that additional shear walls would be required in the range of 60 to 80 feet for the full height of the building in each direction to upgrade the building performance to match that of a new building. The wall segments should be in 20 foot minimum segments.

**E. CONCLUSION FOR 1961 YAKIMA COURTHOUSE ADDITION**

Overall, the building appears to have performed well structurally over the years. The lateral seismic concerns noted are common for concrete buildings constructed in the 1960s. The primary concern with the structural deficiencies is the overall anticipated seismic performance of the building. The intent of the ASCE 41-13 life safety provisions is to upgrade the building to a minimum standard based on historical performances of similar building types with similar deficiencies and is not intended to upgrade the building for compliance with current code standards. With the incorporation of the recommendations noted above to mitigate the current building deficiencies as identified, the life safety performance of the building will be improved for a seismic event.



- Indicates new concrete shear wall
- Indicates existing concrete shear wall
- - - Indicates diaphragm collector steel or concrete
- Indicates shear wall boundary element

Old Jail and Sallyport assumed to be removed

Foundation wall offset from exterior wall/columns above

Add boundary elements to existing concrete shear walls

Diaphragm collector not required at first level

Diaphragm collectors not required at first level

Infill concrete shear walls to make wall full height from roof to basement below

Add diaphragm collectors to existing concrete shear walls

Add concrete shear wall full height to balance rigidity of global lateral resisting system - reduce torsion

Continue walls to foundation or reinforced columns at end of wall to resist over turning

**NOTE: STRUCTURAL WORK IDENTIFIED IS CONCEPTUAL ONLY**



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**YAKIMA COUNTY COURTHOUSE 1ST FLOOR SUMMARY PLAN**





Consulting Engineers  
Structural/Civil

**KRAMER  
GEHLEN  
ASSOCIATES**

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May 16, 2003

**RECEIVED**

MAY 19 2003

**KDF ARCHITECTURE**

Mr. Dave Franklund  
KDF Architecture  
1310 N. 16<sup>th</sup> Avenue  
Yakima, Washington 98902

**RE: Yakima County Courthouse  
Lateral Loads Evaluation  
KGA Project No. 03-104**

Dear Dave:

We have completed our lateral load evaluation for the Yakima County Courthouse located in Yakima, Washington. Our evaluation is based on information gathered during a February 20, 2003, site visit and a review of the original construction drawings dated December, 1940, for the Courthouse Building. Original construction drawings for the Jail Addition building were not available for review. However, construction drawings for the Courthouse Addition, dated July, 1961, were reviewed and indicated tenant improvement information for the Jail Addition building. Unfortunately, information regarding the Jail Addition structural system was not provided on the Courthouse Addition documents. Based on our site visit, the available construction drawings, and conversations with you, it does not appear that the either Courthouse or Jail Addition buildings has been seismically strengthened.

**Building Descriptions:**

*Courthouse Building*

The original Courthouse Building is a three-story structure above exterior grade with a full basement level. The building is rectangular in plan configuration, measuring approximately 190' by 62'. The total building area is approximately 47,000 square feet. Two (2) mechanical penthouses are located on the roof above the north and south stair wells. The total building height, including the penthouses, is approximately 48'. The first and second story heights are 10'-8", while the third story height measures 15'-6".

The gravity load-resisting system consists of conventionally reinforced concrete construction. The typical roof and floor system consists of a two-way beam and slab system. The typical floor slab thickness varies between 6" and 8", and is supported by rectangular beams framing between building columns. The typical concrete building column measures 16" square, with an on-center spacing of 20' (east-west direction) by 17' (north-south direction). The building is founded on concrete spread footings.

The exterior walls above grade consist of brick veneer supported by concrete spandrel beams and columns. The below grade basement walls consist of 8' reinforced concrete walls founded on concrete strip footings.



### *Jail Addition*

The Jail Addition building appears to be a four-story structure above exterior grade in addition to a full basement level. The building is roughly L-shaped in plan configuration, with maximum dimensions measuring 80' by 53'. The total building area is approximately 10,000 square feet. The total building height is approximately 40'.

The building appears to have been constructed with reinforced concrete. It appears the floor framing and exterior bearing walls consist of conventionally reinforced concrete construction. We assume the building is founded on concrete spread footings.

### **Lateral Load Resisting Systems**

#### *Courthouse*

The primary lateral-load-resisting system consists of 8" reinforced concrete shear walls that surround the two (2) interior stair well/elevator shafts. Lateral loads are generated by either wind pressure acting on the vertical surface area of the building perimeter or by building mass inertia forces due to seismic ground motions. These loads are resisted by the reinforced concrete roof and floor diaphragms which deliver these loads to the concrete shear walls. The lateral load is then transferred down to the first floor diaphragm and into the basement walls where it is resisted by passive soil pressure.

#### *Jail Addition*

It appears the lateral-load-resisting system consists of both interior and exterior reinforced concrete shear walls. The lateral loads are resisted by the reinforced concrete roof and floor diaphragms which deliver these loads to the concrete shear walls. The lateral load is then transferred down to the first floor diaphragm and into the basement walls where it is resisted by passive soil pressure.

### **Lateral Load Performance Evaluations**

#### *Evaluation Methodology*

The buildings were evaluated for their expected seismic performance using the ASCE Standard 31-02, *Seismic Evaluation of Buildings*. This Standard is a nationally applicable tool used to determine building performance when subjected to seismic forces. The document was developed through a national consensus process and represents the current "standard of practice" for the seismic evaluation of existing buildings.

ASCE 31-02 provides a three-tiered process for the seismic evaluation of existing buildings. The Tier 1 evaluation consists of a screening phase and is designed to quickly identify any potential seismic deficiencies of the structural lateral-force-resisting system and non-structural building systems. The Tier 1 evaluation utilizes a series of check lists for rapid evaluation of the building, while requiring only a minimum level of analysis. Structural deficiencies identified by the Tier 1 check lists may be further investigated by proceeding to a more detailed Tier 2 evaluation.

The Tier 2 evaluation consists of an analysis of the building that addresses the deficiencies identified in the Tier 1 evaluation. The Tier 2 evaluation is intended to assist the design professional with demonstrating that the building does not require rehabilitation. If there are still identified structural deficiencies at the completion of the Tier 2 evaluation, either the evaluation can be completed and the deficiencies rehabilitated, or a Tier 3 evaluation can be conducted. The Tier 3 evaluation consists of a comprehensive detailed seismic evaluation of the building, typically utilizing non-linear analysis methods.



Using ASCE 31-02, an existing building can be evaluated for either a Life Safety performance level or an Immediate Occupancy performance level. The performance level definitions, as provided by ASCE 31-02, are as follow:

Immediate Occupancy: Building performance that includes very limited damage to both structural and non-structural components during a design earthquake. After a design earthquake, the basic vertical and lateral-force-resisting systems retain nearly all of their pre-earthquake strength and very limited damage to both structural and nonstructural components is anticipated. Some minor repairs may be required after a design level earthquake; however, the critical parts of the building should be habitable.

Life Safety: Building performance that includes significant damage to both structural and non-structural components during a design earthquake, though at least some margin against either partial or total structural collapse remains. Injuries may occur; however, the overall risk of life-threatening injury as a result of structural damage is expected to be low. Re-occupancy of the building after a design level earthquake may not be possible.

#### *Performance Evaluation - Courthouse*

For the Yakima County Courthouse, a Tier 1 evaluation for the Life Safety performance level was performed. The Tier 1 evaluation identified both structural and non-structural deficiencies in the building. The seismic deficiencies are summarized below:

#### Non-structural Deficiencies

- **Unreinforced Masonry Partitions:** It appears the interior partition walls consist of hollow clay tile (HCT) units. HCT units are brittle and may be subject to shattering during a seismic event. Collapse of HCT walls may be a falling hazard to occupants and may obstruct exiting routes from the building.
- **Brick Veneer Anchorage:** It is unknown if brick veneer lateral ties are present and, if so, whether ties are adequate for expected seismic forces. Inadequate lateral ties could result in falling hazards with brick veneer peeling away from the face of the building. Falling brick veneer at building entrances may pose life-safety threat to occupants while evacuating during a seismic event.

#### Structural Deficiencies

- **Redundancy:** As a minimum, two (2) lines of lateral-load-resisting elements are required in each principle building direction to provide adequate distribution of lateral load resistance. In the longitudinal building direction, only a single line of concrete shear wall is capable of resisting lateral load demands. These walls are located on the east side of the stair well/elevator shafts. Buildings observed to have good seismic performance typically contain more than one line of lateral load resistance in each building direction.

*Conclusion:* Based on this structural deficiency, a Tier 2 evaluation was performed. Based on the Tier 2 evaluation, it appears that the concrete shear walls above the Third Floor in the longitudinal direction of the building will not meet the Life Safety performance level as defined in ASCE 31-02.



For the identified structural deficiency, a further evaluation was performed using a Tier 3 evaluation. As part of the Tier 3 evaluation, FEMA 356, *Prestandard and Commentary for the Seismic Rehabilitation of Buildings*, was used to check for Collapse Prevention performance. The Collapse Prevention performance level is defined by FEMA 356, *Prestandard and Commentary for the Seismic Rehabilitation of Buildings*, as follows:

**Collapse Prevention:** Building performance that includes a post-earthquake damage state in which the building is on the verge of partial or total collapse. Substantial damage to the structure has occurred, potentially including significant degradation in the stiffness and strength of the lateral-force resisting system, large permanent lateral deformation of the structure, and—to a more limited extent—degradation in vertical-load-carrying capacity. However, all significant components of the gravity load-resisting system must continue to carry their gravity load demands. Significant risk of injury due to falling hazards from structural debris may exist. The structure may not be technically practical to repair and is not safe for reoccupancy, as aftershock activity could induce collapse.

Based on our Tier 3 evaluation using FEMA 356, it appears the concrete shear walls above the Third Floor in the longitudinal direction of the building will not meet the Collapse Prevention performance level.

#### *Performance Evaluation – Jail Addition*

Based on the lack of structural information available for the Jail Addition building, a limited Tier 1 evaluation for the Life Safety performance level was performed. The evaluation identified structural and nonstructural deficiencies in the building. The seismic deficiencies are summarized below:

#### Non-structural Deficiencies

**Unreinforced Masonry Chimney:** The masonry chimney attached to the south side of the Jail Addition building extends above the roof by more than twice the least dimension of the chimney. Typically, chimneys extending above the roof more than twice the least dimension of the chimney crack just above the roof line and become dislodged. Chimneys may fall through the roof or on a public or private walkway creating a life-safety hazard. Based on the 1961 Courthouse Addition drawings, bracing appears to have been added to the chimney at the time of the Courthouse Addition construction. However, the effectiveness of bracing system is unknown and appears questionable.

#### Structural Deficiencies

**Adjacent Building:** Buildings not adequately separated have the potential to impact, or pound, each other during an earthquake. It appears that a seismic separation was not provided between the Jail Addition and the original Courthouse Building. In addition, when the building floor levels occur at different elevations, the floors may impact building columns at the building interface, which may lead to partial building collapse. It appears the floor level elevations for the Jail Addition do not align with the floor levels in the original Courthouse.



## Conclusions

### *Courthouse*

Based on our understanding of the Yakima County Courthouse and our ASCE 31-02 evaluation, we believe the Courthouse Building will perform at a level consistent with Life Safety, with the exception of the third story. Based on our evaluation, it appears the third story may perform at a level less than Collapse Prevention performance, as defined by FEMA 356. As you know, the traditionally-accepted level of life safety risk considered acceptable in the United States is consistent with the Life Safety performance level as defined by ASCE 31-02. In addition to our recommendations provided above, we recommend the third story be strengthened to achieve a performance level consistent with Life Safety. A conceptual scope of strengthening work for the Courthouse Building is provided below:

- New Concrete Shear Walls: Provide additional concrete shear wall at the Third Floor level in the longitudinal direction of the building. It appears an existing shear wall propagating from the south stair well does not extend above the Third Floor level. We suggest extending the existing concrete shear wall through the Third Floor and up to the Roof diaphragm. Alternatively, the existing stairwell walls could be strengthened to provide additional lateral load resistance above the Third Floor level. Also, if new internal or external stairwells or elevator shafts were to be constructed, these new elements could be used to strengthen the existing building.
- Diaphragm Collectors/Drag Struts: Add new concrete collector elements below the existing floor slab to collect and deliver seismic demands to the shear walls. Diaphragm collectors should be installed at the Roof diaphragm and all floor levels.
- Hollow Clay Tile Partition Walls: Add lateral bracing to HCT partition walls or remove and replace with light gauge stud framed partition walls.
- Brick Veneer Anchorage: Install stainless steel brick anchorage ties above building entrances to prevent falling of brick veneer during seismic event.

### *Jail Addition*

Based on our limited understanding of the Jail Addition building and our ASCE 31-02 evaluation, we believe the building will perform at a level consistent with Life Safety, except for the deficiencies identified above. A conceptual scope of strengthening work for the building is provided below:

- Unreinforced Masonry Chimney: Options for hazard mitigation include the following:
  - ▶ Remove chimney and replace with steel flue.
  - ▶ Add steel lattice frame, or "jacket", around perimeter of chimney. Jacketing of chimney may also be done with reinforced concrete.
  - ▶ Supplement existing bracing with the addition of steel collars and diagonal bracing down to structure. Collars would be spaced at 10' on center.
  - ▶ Add reinforced concrete lining to inside of existing chimney.
- Courthouse Building Columns: Strengthen existing building columns at the interface of the Original Courthouse and the Jail Addition to withstand potential pounding demands. Strengthen columns by enlarging sections with perimeter layers of reinforcing and concrete. Alternatively, steel "jackets" could be placed around the perimeter to strengthen columns.



If desired, we would be happy to work with you and Yakima County to develop a conceptual strengthening scheme to seismically rehabilitate the Courthouse and Jail Addition buildings to Life Safety performance levels.

This observation represents the professional opinion of Kramer Gehlen and Associates, Inc. during a limited time observation of the exposed-to-view elements. No testing (non-destructive or destructive), nor removal of floor, roof or wall coverings was done unless specifically mentioned in this observation. Due care was exercised in the performance of this observation; however, Kramer Gehlen and Associates, Inc. neither makes representations nor guarantees with respect to latent deficiencies or future conditions as part of the observation or this report.

It is our pleasure to be of continued service to KDF Architecture and Yakima County. Should you have any questions or require additional information, please do not hesitate to contact us.

Sincerely,

A handwritten signature in black ink, appearing to read 'Brian Knight', written over a horizontal line.

Brian T. Knight, P.E., S.E.  
Kramer Gehlen and Associates, Inc.

Reviewed by,

A handwritten signature in black ink, appearing to read 'Joe Gehlen', written over a horizontal line.

Joseph C. Gehlen, P. E., S.E.  
Kramer Gehlen and Associates, Inc.

py



# Appendix C: Summary Data Sheet

## BUILDING DATA

Building Name: 1961 Yakima Courthouse Addition Date: March 30, 2016  
 Building Address: \_\_\_\_\_  
 Latitude: 46.60468 Longitude: -120.50642 By: Jim Collins  
 Year Built: 1961 Year(s) Remodeled: 2010 Original Design Code: 1958 UBC (Assumed)  
 Area (sf): \_\_\_\_\_ Length (ft): 195 Width (ft): 105  
 No. of Stories: 4 Story Height: 13'-2", 13'-2", 14'-2", 12'-2" Total Height: 52'-8" first floor to roof

**USE**    Industrial    Office    Warehouse    Hospital    Residential    Educational    Other: \_\_\_\_\_

## CONSTRUCTION DATA

Gravity Load Structural System: Reinforced Concrete Bearing Wall - Concrete Frame  
 Exterior Transverse Walls: East end wall concrete all other non-structural Openings? \_\_\_\_\_  
 Exterior Longitudinal Walls: Non Structural Openings? \_\_\_\_\_  
 Roof Materials/Framing: Concrete beams and slab  
 Intermediate Floors/Framing: Concrete beams and slab with two way slab at first level  
 Ground Floor: Concrete slab on grade  
 Columns: Concrete interior and exterior columns Foundation: Concrete spread footing  
 General Condition of Structure: Structure in good condition with no significant signs of structural distress  
 Levels Below Grade? One level  
 Special Features and Comments: Steel mechanical screening and penthouse at roof. !941 building with 3" separate to the east

## LATERAL-FORCE-RESISTING SYSTEM

	Longitudinal	Transverse
System:	<u>Concrete Shear wall</u>	<u>Same as longitudinal</u>
Vertical Elements:	<u>Concrete Columns with some bearing walls</u>	_____
Diaphragms:	<u>Rigid Concrete</u>	_____
Connections:	<u>Cast in place</u>	_____

## EVALUATION DATA

BSE-1N Spectral Response Accelerations:  $S_{Ds} =$  0.473  $S_{D1} =$  0.277  
 Soil Factors: Class= D  $F_a =$  \_\_\_\_\_  $F_v =$  \_\_\_\_\_  
 BSE-1E Spectral Response Accelerations:  $S_{Xs} =$  0.270  $S_{X1} =$  0.161  
 Level of Seismicity: Moderate Performance Level: Life Safety  
 Building Period:  $T =$  0.39  
 Spectral Acceleration:  $S_a =$  0.270  
 Modification Factor:  $C_m C_1 C_2 =$  1.0 Building Weight:  $W =$  18327kips  
 Pseudo Lateral Force:  $C_m C_1 C_2 S_a W =$  4956kips

**BUILDING CLASSIFICATION:** Seismic Risk Category II

## REQUIRED TIER 1 CHECKLISTS

	Yes	No
Basic Configuration Checklist	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Building Type  Structural Checklist	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Nonstructural Component Checklist	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**FURTHER EVALUATION REQUIREMENT:** Tier 3 recommended to meet BPON

## ASCE 41-13 Tier 1 Checklists

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FIRM:	PCS Structural Solutions
PROJECT NAME:	Yakima County Courthouse 1961 Addition
SEISMICITY LEVEL:	Moderate
PROJECT NUMBER:	16013
COMPLETED BY:	Jim C
DATE COMPLETED:	March 30, 2016
REVIEWED BY:	
REVIEW DATE:	

Legend: C = Compliant, NC = Noncompliant, N/A = Not Applicable, U = Unknown

## 16.1 Basic Checklist

### Very Low Seismicity

#### Structural Components

RATING				DESCRIPTION	COMMENTS
C <input checked="" type="checkbox"/>	NC <input type="checkbox"/>	N/A <input type="checkbox"/>	U <input type="checkbox"/>	LOAD PATH: The structure shall contain a complete, well-defined load path, including structural elements and connections, that serves to transfer the inertial forces associated with the mass of all elements of the building to the foundation. (Commentary: Sec. A.2.1.1. Tier 2: Sec. 5.4.1.1)	Concrete shear walls with rigid concrete floor and roof diaphragms. Steel brace frame at the mechanical penthouse structure
C <input checked="" type="checkbox"/>	NC <input type="checkbox"/>	N/A <input type="checkbox"/>	U <input type="checkbox"/>	WALL ANCHORAGE: Exterior concrete or masonry walls that are dependent on the diaphragm for lateral support are anchored for out-of-plane forces at each diaphragm level with steel anchors, reinforcing dowels, or straps that are developed into the diaphragm. Connections shall have adequate strength to resist the connection force calculated in the Quick Check procedure of Section 4.5.3.7. (Commentary: Sec. A.5.1.1. Tier 2: Sec. 5.7.1.1)	Walls dowel into east concrete wall and south wall a the first level. All other concrete walls are interior to the building.

Legend: C = Compliant, NC = Noncompliant, N/A = Not Applicable, U = Unknown

## 16.1.2LS Life Safety Basic Configuration Checklist

**Low Seismicity**  
**Building System**  
**General**

RATING				DESCRIPTION	COMMENTS
C <input checked="" type="checkbox"/>	NC <input type="checkbox"/>	N/A <input type="checkbox"/>	U <input type="checkbox"/>	LOAD PATH: The structure shall contain a complete, well-defined load path, including structural elements and connections, that serves to transfer the inertial forces associated with the mass of all elements of the building to the foundation. (Commentary: Sec. A.2.1.1. Tier 2: Sec. 5.4.1.1)	See above
C <input type="checkbox"/>	NC <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>	U <input type="checkbox"/>	ADJACENT BUILDINGS: The clear distance between the building being evaluated and any adjacent building is greater than 4% of the height of the shorter building. This statement need not apply for the following building types: W1, W1A, and W2. (Commentary: Sec. A.2.1.2. Tier 2: Sec. 5.4.1.2)	Adjacent building 38 feet high $38' \times 12"/' \times 4\% = 18$ inches 3 inches of separation between buildings.
C <input type="checkbox"/>	NC <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	U <input type="checkbox"/>	MEZZANINES: Interior mezzanine levels are braced independently from the main structure or are anchored to the seismic-force-resisting elements of the main structure. (Commentary: Sec. A.2.1.3. Tier 2: Sec. 5.4.1.3)	

Legend: C = Compliant, NC = Noncompliant, N/A = Not Applicable, U = Unknown

**Building Configuration**

RATING				DESCRIPTION	COMMENTS
C <input checked="" type="checkbox"/>	NC <input type="checkbox"/>	N/A <input type="checkbox"/>	U <input type="checkbox"/>	WEAK STORY: The sum of the shear strengths of the seismic-force-resisting system in any story in each direction is not less than 80% of the strength in the adjacent story above. (Commentary: Sec. A.2.2.2. Tier 2: Sec. 5.4.2.1)	
C <input checked="" type="checkbox"/>	NC <input type="checkbox"/>	N/A <input type="checkbox"/>	U <input type="checkbox"/>	SOFT STORY: The stiffness of the seismic-force-resisting system in any story is not less than 70% of the seismic-force-resisting system stiffness in an adjacent story above or less than 80% of the average seismic-force-resisting system stiffness of the three stories above. (Commentary: Sec. A.2.2.3. Tier 2: Sec. 5.4.2.2)	
C <input type="checkbox"/>	NC <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>	U <input type="checkbox"/>	VERTICAL IRREGULARITIES: All vertical elements in the seismic-force-resisting system are continuous to the foundation. (Commentary: Sec. A.2.2.4. Tier 2: Sec. 5.4.2.3)	Shear walls in the long direction of the building and in the transverse direction at the first floor are not continuous to the foundation.
C <input checked="" type="checkbox"/>	NC <input type="checkbox"/>	N/A <input type="checkbox"/>	U <input type="checkbox"/>	GEOMETRY: There are no changes in the net horizontal dimension of the seismic-force-resisting system of more than 30% in a story relative to adjacent stories, excluding one-story penthouses and mezzanines. (Commentary: Sec. A.2.2.5. Tier 2: Sec. 5.4.2.4)	

Legend: C = Compliant, NC = Noncompliant, N/A = Not Applicable, U = Unknown

C <input checked="" type="checkbox"/>	NC <input type="checkbox"/>	N/A <input type="checkbox"/>	U <input type="checkbox"/>	MASS: There is no change in effective mass more than 50% from one story to the next. Light roofs, penthouses, and mezzanines need not be considered. (Commentary: Sec. A.2.2.6. Tier 2: Sec. 5.4.2.5)	
C <input type="checkbox"/>	NC <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>	U <input type="checkbox"/>	TORSION: The estimated distance between the story center of mass and the story center of rigidity is less than 20% of the building width in either plan dimension. (Commentary: Sec. A.2.2.7. Tier 2: Sec. 5.4.2.6)	With the stiff concrete shear wall at the east end of the building the center of rigidity is more than 20% of the plan.

**Moderate Seismicity**

**Geologic Site Hazards**

RATING				DESCRIPTION	COMMENTS
C <input checked="" type="checkbox"/>	NC <input type="checkbox"/>	N/A <input type="checkbox"/>	U <input type="checkbox"/>	LIQUEFACTION: Liquefaction-susceptible, saturated, loose granular soils that could jeopardize the building's seismic performance shall not exist in the foundation soils at depths within 50 ft under the building. (Commentary: Sec. A.6.1.1. Tier 2: 5.4.3.1)	Liquefaction potential is very low per USGS Liquefaction Hazard map.
C <input checked="" type="checkbox"/>	NC <input type="checkbox"/>	N/A <input type="checkbox"/>	U <input type="checkbox"/>	SLOPE FAILURE: The building site is sufficiently remote from potential earthquake-induced slope failures or rockfalls to be unaffected by such failures or is capable of accommodating any predicted movements without failure. (Commentary: Sec. A.6.1.2. Tier 2: 5.4.3.1)	Level site

Legend: C = Compliant, NC = Noncompliant, N/A = Not Applicable, U = Unknown

C	NC	N/A	U	SURFACE FAULT RUPTURE: Surface fault rupture and surface displacement at the building site are not anticipated. (Commentary: Sec. A.6.1.3. Tier 2: 5.4.3.1)	No know faults near building
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

**High Seismicity**

**Foundation Configuration**

RATING				DESCRIPTION	COMMENTS
C	NC	N/A	U	OVERTURNING: The ratio of the least horizontal dimension of the seismic-force-resisting system at the foundation level to the building height (base/height) is greater than $0.6S_a$ . (Commentary: Sec. A.6.2.1. Tier 2: Sec. 5.4.3.3)	0.6 x 0.270 x 52.67' = 8.5 feet
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
C	NC	N/A	U	TIES BETWEEN FOUNDATION ELEMENTS: The foundation has ties adequate to resist seismic forces where footings, piles, and piers are not restrained by beams, slabs, or soils classified as Site Class A, B, or C. (Commentary: Sec. A.6.2.2. Tier 2: Sec. 5.4.3.4)	Slab on grade
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Legend: C = Compliant, NC = Noncompliant, N/A = Not Applicable, U = Unknown

## ASCE 41-13 Tier 1 Checklists

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FIRM:	PCS Structural Solutions
PROJECT NAME:	Yakima County Courthouse 1961 Addition
SEISMICITY LEVEL:	Moderate
PROJECT NUMBER:	16013
COMPLETED BY:	Jim C
DATE COMPLETED:	March 30, 2016
REVIEWED BY:	
REVIEW DATE:	

Legend: C = Compliant, NC = Noncompliant, N/A = Not Applicable, U = Unknown

## 16.10LS Life Safety Structural Checklist for Building Types C2: Concrete Shear Walls with Stiff Diaphragms and C2A: Concrete Shear Walls with Flexible Diaphragms

### Low and Moderate Seismicity

#### Seismic-Force-Resisting System

RATING				DESCRIPTION	COMMENTS
C <input checked="" type="checkbox"/>	NC <input type="checkbox"/>	N/A <input type="checkbox"/>	U <input type="checkbox"/>	COMPLETE FRAMES: Steel or concrete frames classified as secondary components form a complete vertical-load-carrying system. (Commentary: Sec. A.3.1.6.1. Tier 2: Sec. 5.5.2.5.1)	Concrete beams and columns provide support for floor and roof structure with the exception of where supported by concrete shear walls.
C <input checked="" type="checkbox"/>	NC <input type="checkbox"/>	N/A <input type="checkbox"/>	U <input type="checkbox"/>	REDUNDANCY: The number of lines of shear walls in each principal direction is greater than or equal to 2. (Commentary: Sec. A.3.2.1.1. Tier 2: Sec. 5.5.1.1)	
C <input checked="" type="checkbox"/>	NC <input type="checkbox"/>	N/A <input type="checkbox"/>	U <input type="checkbox"/>	SHEAR STRESS CHECK: The shear stress in the concrete shear walls, calculated using the Quick Check procedure of Section 4.5.3.3, is less than the greater of 100 lb/in. <sup>2</sup> or $2\sqrt{f_c}$ . (Commentary: Sec. A.3.2.2.1. Tier 2: Sec. 5.5.3.1.1)	Shear stress check 75 psi in transverse direction at base of first level and 85 psi in long direction at base of first level. Per tier 2 lateral analysis most of the existing concrete shear walls are flexure controlled and do not meet the acceptance criteria. DCR's are as high as 9.
C <input checked="" type="checkbox"/>	NC <input type="checkbox"/>	N/A <input type="checkbox"/>	U <input type="checkbox"/>	REINFORCING STEEL: The ratio of reinforcing steel area to gross concrete area is not less than 0.0012 in the vertical direction and 0.0020 in the horizontal direction. (Commentary: Sec. A.3.2.2.2. Tier 2: Sec. 5.5.3.1.3)	0.0026 in each direction. 8 inch concrete shear walls with #5 at 15 inches on center each way.

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**Connections**

RATING				DESCRIPTION	COMMENTS
C <input type="checkbox"/>	NC <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	U <input type="checkbox"/>	WALL ANCHORAGE AT FLEXIBLE DIAPHRAGMS: Exterior concrete or masonry walls that are dependent on flexible diaphragms for lateral support are anchored for out-of-plane forces at each diaphragm level with steel anchors, reinforcing dowels, or straps that are developed into the diaphragm. Connections have adequate strength to resist the connection force calculated in the Quick Check procedure of Section 4.5.3.7. (Commentary: Sec. A.5.1.1. Tier 2: Sec. 5.7.1.1)	
C <input type="checkbox"/>	NC <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>	U <input type="checkbox"/>	TRANSFER TO SHEAR WALLS: Diaphragms are connected for transfer of seismic forces to the shear walls. (Commentary: Sec. A.5.2.1. Tier 2: Sec. 5.7.2)	Many of the shear walls have mechanical shafts, elevator or stair to one or both sides.
C <input checked="" type="checkbox"/>	NC <input type="checkbox"/>	N/A <input type="checkbox"/>	U <input type="checkbox"/>	FOUNDATION DOWELS: Wall reinforcement is doweled into the foundation with vertical bars equal in size and spacing to the vertical wall reinforcing immediately above the foundation. (Commentary: Sec. A.5.3.5. Tier 2: Sec. 5.7.3.4)	

**High Seismicity**

**Seismic-Force-Resisting System**

RATING				DESCRIPTION	COMMENTS
C <input type="checkbox"/>	NC <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	U <input type="checkbox"/>	DEFLECTION COMPATIBILITY: Secondary components have the shear capacity to develop the flexural strength of the components. (Commentary: Sec. A.3.1.6.2. Tier 2: Sec. 5.5.2.5.2)	Moderate Seismicity - Assume complaint

Legend: C = Compliant, NC = Noncompliant, N/A = Not Applicable, U = Unknown

C <input type="checkbox"/>	NC <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	U <input type="checkbox"/>	FLAT SLABS: Flat slabs or plates not part of the seismic-force-resisting system have continuous bottom steel through the column joints. (Commentary: Sec. A.3.1.6.3. Tier 2: Sec. 5.5.2.5.3)	Moderate Seismicity - Compliant
C <input type="checkbox"/>	NC <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	U <input type="checkbox"/>	COUPLING BEAMS: The stirrups in coupling beams over means of egress are spaced at or less than $d/2$ and are anchored into the confined core of the beam with hooks of 135 degrees or more. The ends of both walls to which the coupling beam is attached are supported at each end to resist vertical loads caused by overturning. (Commentary: Sec. A.3.2.2.3. Tier 2: Sec. 5.5.3.2.1)	Moderate Seismicity - Assume non compliant. Coupling beams would apply to elevator opening.

**Connections**

RATING		DESCRIPTION		COMMENTS	
C <input type="checkbox"/>	NC <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	U <input type="checkbox"/>	UPLIFT AT PILE CAPS: Pile caps have top reinforcement, and piles are anchored to the pile caps. (Commentary: Sec. A.5.3.8. Tier 2: Sec. 5.7.3.5)	NA

**Diaphragms (Flexible or Stiff)**

RATING		DESCRIPTION		COMMENTS	
C <input type="checkbox"/>	NC <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	U <input type="checkbox"/>	DIAPHRAGM CONTINUITY: The diaphragms are not composed of split-level floors and do not have expansion joints. (Commentary: Sec. A.4.1.1. Tier 2: Sec. 5.6.1.1)	Moderate Seismicity - Compliant

Legend: C = Compliant, NC = Noncompliant, N/A = Not Applicable, U = Unknown

C <input type="checkbox"/>	NC <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	U <input type="checkbox"/>	<p>OPENINGS AT SHEAR WALLS: Diaphragm openings immediately adjacent to the shear walls are less than 25% of the wall length. (Commentary: Sec. A.4.1.4. Tier 2: Sec. 5.6.1.3)</p>	<p>Moderate Seismicity - This is a non complaint statement as many of the shear walls have stairs, mechanical shafts or elevator adjacent to 50-100% of the length of the wall.</p>
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**Flexible Diaphragms**

RATING				DESCRIPTION	COMMENTS
C <input type="checkbox"/>	NC <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	U <input type="checkbox"/>	<p>CROSS TIES: There are continuous cross ties between diaphragm chords. (Commentary: Sec. A.4.1.2. Tier 2: Sec. 5.6.1.2)</p>	<p>Moderate Seismicity - Complaint</p>
C <input type="checkbox"/>	NC <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	U <input type="checkbox"/>	<p>STRAIGHT SHEATHING: All straight sheathed diaphragms have aspect ratios less than 2-to-1 in the direction being considered. (Commentary: Sec. A.4.2.1. Tier 2: Sec. 5.6.2)</p>	
C <input type="checkbox"/>	NC <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	U <input type="checkbox"/>	<p>SPANS: All wood diaphragms with spans greater than 24 ft consist of wood structural panels or diagonal sheathing. (Commentary: Sec. A.4.2.2. Tier 2: Sec. 5.6.2)</p>	

Legend: C = Compliant, NC = Noncompliant, N/A = Not Applicable, U = Unknown

C <input type="checkbox"/>	NC <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	U <input type="checkbox"/>	DIAGONALLY SHEATHED AND UNBLOCKED DIAPHRAGMS: All diagonally sheathed or unblocked wood structural panel diaphragms have horizontal spans less than 40 ft and aspect ratios less than or equal to 4-to-1. (Commentary: Sec. A.4.2.3. Tier 2: Sec. 5.6.2)	
C <input type="checkbox"/>	NC <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	U <input type="checkbox"/>	OTHER DIAPHRAGMS: The diaphragm does not consist of a system other than wood, metal deck, concrete, or horizontal bracing. (Commentary: Sec. A.4.7.1. Tier 2: Sec. 5.6.5)	

Legend: C = Compliant, NC = Noncompliant, N/A = Not Applicable, U = Unknown

## ASCE 41-13 Tier 1 Checklists

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FIRM:	PCS Structural Solutions
PROJECT NAME:	Yakima County Courthouse 1961 Addition
SEISMICITY LEVEL:	Moderate
PROJECT NUMBER:	16-013
COMPLETED BY:	Jim C
DATE COMPLETED:	3-3-16
REVIEWED BY:	
REVIEW DATE:	

Legend: C = Compliant, NC = Noncompliant, N/A = Not Applicable, U = Unknown

## 16.17 Nonstructural Checklist

The Performance Level is designated LS for Life Safety or PR for Position Retention. The level of seismicity is designated as "not required" or by L, M, or H, for Low, Moderate, and High.

### All Seismicity Levels

#### Life Safety Systems

RATING				DESCRIPTION	COMMENTS
C <input type="checkbox"/>	NC <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>	U <input type="checkbox"/>	LS-LMH; PR-LMH. FIRE SUPPRESSION PIPING: Fire suppression piping is anchored and braced in accordance with NFPA-13. (Commentary: Sec. A.7.13.1. Tier 2: Sec. 13.7.4)	Assume non complaint based on date of construction
C <input type="checkbox"/>	NC <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>	U <input type="checkbox"/>	LS-LMH; PR-LMH. FLEXIBLE COUPLINGS: Fire suppression piping has flexible couplings in accordance with NFPA-13. (Commentary: Sec. A.7.13.2. Tier 2: Sec. 13.7.4)	Assume non complaint based on date of construction
C <input type="checkbox"/>	NC <input type="checkbox"/>	N/A <input type="checkbox"/>	U <input checked="" type="checkbox"/>	LS-LMH; PR-LMH. EMERGENCY POWER: Equipment used to power or control life safety systems is anchored or braced. (Commentary: Sec. A.7.12.1. Tier 2: Sec. 13.7.7)	
C <input type="checkbox"/>	NC <input type="checkbox"/>	N/A <input type="checkbox"/>	U <input checked="" type="checkbox"/>	LS-LMH; PR-LMH. STAIR AND SMOKE DUCTS: Stair pressurization and smoke control ducts are braced and have flexible connections at seismic joints. (Commentary: Sec. A.7.14.1. Tier 2: Sec. 13.7.6)	

Legend: C = Compliant, NC = Noncompliant, N/A = Not Applicable, U = Unknown

C <input type="checkbox"/>	NC <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>	U <input type="checkbox"/>	LS-MH; PR-MH. SPRINKLER CEILING CLEARANCE: Penetrations through panelized ceilings for fire suppression devices provide clearances in accordance with NFPA-13. (Commentary: Sec. A.7.13.3. Tier 2: Sec. 13.7.4)	Assume non complaint based on date of construction
C <input type="checkbox"/>	NC <input type="checkbox"/>	N/A <input type="checkbox"/>	U <input checked="" type="checkbox"/>	LS-not required; PR-LMH. EMERGENCY LIGHTING: Emergency and egress lighting equipment is anchored or braced. (Commentary: Sec. A.7.3.1. Tier 2: Sec. 13.7.9)	

**Hazardous Materials**

RATING		DESCRIPTION		COMMENTS
C <input type="checkbox"/>	NC <input type="checkbox"/>	N/A <input type="checkbox"/>	U <input checked="" type="checkbox"/>	LS-LMH; PR-LMH. HAZARDOUS MATERIAL EQUIPMENT: Equipment mounted on vibration isolators and containing hazardous material is equipped with restraints or snubbers. (Commentary: Sec. A.7.12.2. Tier 2: 13.7.1)
C <input type="checkbox"/>	NC <input type="checkbox"/>	N/A <input type="checkbox"/>	U <input checked="" type="checkbox"/>	LS-LMH; PR-LMH. HAZARDOUS MATERIAL STORAGE: Breakable containers that hold hazardous material, including gas cylinders, are restrained by latched doors, shelf lips, wires, or other methods. (Commentary: Sec. A.7.15.1. Tier 2: Sec. 13.8.4)

Legend: C = Compliant, NC = Noncompliant, N/A = Not Applicable, U = Unknown

C <input type="checkbox"/>	NC <input type="checkbox"/>	N/A <input type="checkbox"/>	U <input checked="" type="checkbox"/>	LS-MH; PR-MH. HAZARDOUS MATERIAL DISTRIBUTION: Piping or ductwork conveying hazardous materials is braced or otherwise protected from damage that would allow hazardous material release. (Commentary: Sec. A.7.13.4. Tier 2: Sec. 13.7.3 and 13.7.5)	
C <input type="checkbox"/>	NC <input type="checkbox"/>	N/A <input type="checkbox"/>	U <input checked="" type="checkbox"/>	LS-MH; PR-MH. SHUT-OFF VALVES: Piping containing hazardous material, including natural gas, has shut-off valves or other devices to limit spills or leaks. (Commentary: Sec. A.7.13.3. Tier 2: Sec. 13.7.3 and 13.7.5)	
C <input type="checkbox"/>	NC <input type="checkbox"/>	N/A <input type="checkbox"/>	U <input checked="" type="checkbox"/>	LS-LMH; PR-LMH. FLEXIBLE COUPLINGS: Hazardous material ductwork and piping, including natural gas piping, has flexible couplings. (Commentary: Sec. A.7.15.4, Tier 2: Sec.13.7.3 and 13.7.5)	
C <input type="checkbox"/>	NC <input type="checkbox"/>	N/A <input type="checkbox"/>	U <input checked="" type="checkbox"/>	LS-MH; PR-MH. PIPING OR DUCTS CROSSING SEISMIC JOINTS: Piping or ductwork carrying hazardous material that either crosses seismic joints or isolation planes or is connected to independent structures has couplings or other details to accommodate the relative seismic displacements. (Commentary: Sec. A.7.13.6. Tier 2: Sec.13.7.3, 13.7.5, and 13.7.6)	

Legend: C = Compliant, NC = Noncompliant, N/A = Not Applicable, U = Unknown

**Partitions**

RATING				DESCRIPTION	COMMENTS
C <input type="checkbox"/>	NC <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>	U <input type="checkbox"/>	LS-LMH; PR-LMH. UNREINFORCED MASONRY: Unreinforced masonry or hollow-clay tile partitions are braced at a spacing of at most 10 ft in Low or Moderate Seismicity, or at most 6 ft in High Seismicity. (Commentary: Sec. A.7.1.1. Tier 2: Sec. 13.6.2)	Assume non complaint based on date of construction
C <input type="checkbox"/>	NC <input type="checkbox"/>	N/A <input type="checkbox"/>	U <input checked="" type="checkbox"/>	LS-LMH; PR-LMH. HEAVY PARTITIONS SUPPORTED BY CEILINGS: The tops of masonry or hollow-clay tile partitions are not laterally supported by an integrated ceiling system. (Commentary: Sec. A.7.2.1. Tier 2: Sec. 13.6.2)	We do not anticipate that the gypsum partitions are braced by the ceilings but have not confirmed this.
C <input type="checkbox"/>	NC <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	U <input type="checkbox"/>	LS-MH; PR-MH. DRIFT: Rigid cementitious partitions are detailed to accommodate the following drift ratios: in steel moment frame, concrete moment frame, and wood frame buildings, 0.02; in other buildings, 0.005. (Commentary A.7.1.2 Tier 2: Sec. 13.6.2)	
C <input type="checkbox"/>	NC <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>	U <input type="checkbox"/>	LS-not required; PR-MH. LIGHT PARTITIONS SUPPORTED BY CEILINGS: The tops of gypsum board partitions are not laterally supported by an integrated ceiling system. (Commentary: Sec. A.7.2.1. Tier 2: Sec. 13.6.2)	Assume non complaint based on date of construction

Legend: C = Compliant, NC = Noncompliant, N/A = Not Applicable, U = Unknown

C <input type="checkbox"/>	NC <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	U <input type="checkbox"/>	LS-not required; PR-MH. STRUCTURAL SEPARATIONS: Partitions that cross structural separations have seismic or control joints. (Commentary: Sec. A.7.1.3. Tier 2. Sec. 13.6.2)	
C <input type="checkbox"/>	NC <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>	U <input type="checkbox"/>	LS-not required; PR-MH. TOPS: The tops of ceiling-high framed or panelized partitions have lateral bracing to the structure at a spacing equal to or less than 6 ft. (Commentary: Sec. A.7.1.4. Tier 2. Sec. 13.6.2)	Assume non complaint based on date of construction

**Ceilings**

RATING				DESCRIPTION	COMMENTS
C <input type="checkbox"/>	NC <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	U <input type="checkbox"/>	LS-MH; PR-LMH. SUSPENDED LATH AND PLASTER: Suspended lath and plaster ceilings have attachments that resist seismic forces for every 12 ft <sup>2</sup> of area. (Commentary: Sec. A.7.2.3. Tier 2: Sec. 13.6.4)	Not clear if there are any suspended lath and plater ceilings
C <input type="checkbox"/>	NC <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	U <input type="checkbox"/>	LS-MH; PR-LMH. SUSPENDED GYPSUM BOARD: Suspended gypsum board ceilings have attachments that resist seismic forces for every 12 ft <sup>2</sup> of area. (Commentary: Sec. A.7.2.3. Tier 2: Sec. 13.6.4)	Not clear if there are any suspended gypsum board ceilings

Legend: C = Compliant, NC = Noncompliant, N/A = Not Applicable, U = Unknown

C <input type="checkbox"/>	NC <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>	U <input type="checkbox"/>	LS-not required; PR-MH. INTEGRATED CEILINGS: Integrated suspended ceilings with continuous areas greater than 144 ft <sup>2</sup> , and ceilings of smaller areas that are not surrounded by restraining partitions, are laterally restrained at a spacing no greater than 12 ft with members attached to the structure above. Each restraint location has a minimum of four diagonal wires and compression struts, or diagonal members capable of resisting compression. (Commentary: Sec. A.7.2.2. Tier 2: Sec. 13.6.4)	Assume non complaint based on date of construction
C <input type="checkbox"/>	NC <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>	U <input type="checkbox"/>	LS-not required; PR-MH. EDGE CLEARANCE: The free edges of integrated suspended ceilings with continuous areas greater than 144 ft <sup>2</sup> have clearances from the enclosing wall or partition of at least the following: in Moderate Seismicity, 1/2 in.; in High Seismicity, 3/4 in. (Commentary: Sec. A.7.2.4. Tier 2: Sec. 13.6.4)	Assume non complaint based on date of construction
C <input type="checkbox"/>	NC <input type="checkbox"/>	N/A <input type="checkbox"/>	U <input checked="" type="checkbox"/>	LS-not required; PR-MH. CONTINUITY ACROSS STRUCTURE JOINTS: The ceiling system does not cross any seismic joint and is not attached to multiple independent structures. (Commentary: Sec. A.7.2.5. Tier 2: Sec. 13.6.4)	
C <input type="checkbox"/>	NC <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>	U <input type="checkbox"/>	LS-not required; PR-H. EDGE SUPPORT: The free edges of integrated suspended ceilings with continuous areas greater than 144 ft <sup>2</sup> are supported by closure angles or channels not less than 2 in. wide. (Commentary: Sec. A.7.2.6. Tier 2: Sec. 13.6.4)	Assume non complaint based on date of construction

Legend: C = Compliant, NC = Noncompliant, N/A = Not Applicable, U = Unknown

C <input type="checkbox"/>	NC <input type="checkbox"/>	N/A <input type="checkbox"/>	U <input checked="" type="checkbox"/>	LS-not required; PR-H. SEISMIC JOINTS: Acoustical tile or lay-in panel ceilings have seismic separation joints such that each continuous portion of the ceiling is no more than 2500 ft <sup>2</sup> and has a ratio of long-to-short dimension no more than 4-to-1. (Commentary: Sec. A.7.2.7. Tier 2: 13.6.4)	
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**Light Fixtures**

RATING				DESCRIPTION	COMMENTS
C <input type="checkbox"/>	NC <input type="checkbox"/>	N/A <input type="checkbox"/>	U <input checked="" type="checkbox"/>	LS-MH; PR-MH. INDEPENDENT SUPPORT: Light fixtures that weigh more per square foot than the ceiling they penetrate are supported independent of the grid ceiling suspension system by a minimum of two wires at diagonally opposite corners of each fixture. (Commentary: Sec. A.7.3.2. Tier 2: Sec. 13.6.4 and 13.7.9)	
C <input type="checkbox"/>	NC <input type="checkbox"/>	N/A <input type="checkbox"/>	U <input checked="" type="checkbox"/>	LS-not required; PR-H. PENDANT SUPPORTS: Light fixtures on pendant supports are attached at a spacing equal to or less than 6 ft and, if rigidly supported, are free to move with the structure to which they are attached without damaging adjoining components. (Commentary: A.7.3.3. Tier 2: Sec. 13.7.9)	
C <input type="checkbox"/>	NC <input type="checkbox"/>	N/A <input type="checkbox"/>	U <input checked="" type="checkbox"/>	LS-not required; PR-H. LENS COVERS: Lens covers on light fixtures are attached with safety devices. (Commentary: Sec. A.7.3.4. Tier 2: Sec. 13.7.9)	

Legend: C = Compliant, NC = Noncompliant, N/A = Not Applicable, U = Unknown

**Cladding and Glazing**

RATING				DESCRIPTION	COMMENTS
C <input checked="" type="checkbox"/>	NC <input type="checkbox"/>	N/A <input type="checkbox"/>	U <input type="checkbox"/>	LS-MH; PR-MH. CLADDING ANCHORS: Cladding components weighing more than 10 lb/ft <sup>2</sup> are mechanically anchored to the structure at a spacing equal to or less than the following: for Life Safety in Moderate Seismicity, 6 ft; for Life Safety in High Seismicity and for Position Retention in any seismicity, 4 ft. (Commentary: Sec. A.7.4.1. Tier 2: Sec. 13.6.1)	
C <input type="checkbox"/>	NC <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	U <input type="checkbox"/>	LS-MH; PR-MH. CLADDING ISOLATION: For steel or concrete moment frame buildings, panel connections are detailed to accommodate a story drift ratio of at least the following: for Life Safety in Moderate Seismicity, 0.01; for Life Safety in High Seismicity and for Position Retention in any seismicity, 0.02. (Commentary: Sec. A.7.4.3. Tier 2: Section 13.6.1)	
C <input type="checkbox"/>	NC <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>	U <input type="checkbox"/>	LS-MH; PR-MH. MULTI-STORY PANELS: For multi-story panels attached at more than one floor level, panel connections are detailed to accommodate a story drift ratio of at least the following: for Life Safety in Moderate Seismicity, 0.01; for Life Safety in High Seismicity and for Position Retention in any seismicity, 0.02. (Commentary: Sec. A.7.4.4. Tier 2: Sec. 13.6.1)	Assume non complaint based on date of construction. This applies to concrete column covers at the exterior wall.
C <input checked="" type="checkbox"/>	NC <input type="checkbox"/>	N/A <input type="checkbox"/>	U <input type="checkbox"/>	LS-MH; PR-MH. PANEL CONNECTIONS: Cladding panels are anchored out-of-plane with a minimum number of connections for each wall panel, as follows: for Life Safety in Moderate Seismicity, 2 connections; for Life Safety in High Seismicity and for Position Retention in any seismicity, 4 connections. (Commentary: Sec. A.7.4.5. Tier 2: Sec. 13.6.1.4)	This would apply to new cladding added in 2010

Legend: C = Compliant, NC = Noncompliant, N/A = Not Applicable, U = Unknown

C <input checked="" type="checkbox"/>	NC <input type="checkbox"/>	N/A <input type="checkbox"/>	U <input type="checkbox"/>	LS-MH; PR-MH. BEARING CONNECTIONS: Where bearing connections are used, there is a minimum of two bearing connections for each cladding panel. (Commentary: Sec. A.7.4.6. Tier 2: Sec. 13.6.1.4)	This applies to 2010 cladding
C <input type="checkbox"/>	NC <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	U <input type="checkbox"/>	LS-MH; PR-MH. INSERTS: Where concrete cladding components use inserts, the inserts have positive anchorage or are anchored to reinforcing steel. (Commentary: Sec. A.7.4.7. Tier 2: Sec. 13.6.1.4)	
C <input type="checkbox"/>	NC <input type="checkbox"/>	N/A <input type="checkbox"/>	U <input checked="" type="checkbox"/>	LS-MH; PR-MH. OVERHEAD GLAZING: Glazing panes of any size in curtain walls and individual interior or exterior panes over 16 ft <sup>2</sup> in area are laminated annealed or laminated heat-strengthened glass and are detailed to remain in the frame when cracked. (Commentary: Sec. A.7.4.8: Tier 2: Sec. 13.6.1.5)	

**Masonry Veneer**

RATING				DESCRIPTION	COMMENTS
C <input type="checkbox"/>	NC <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	U <input type="checkbox"/>	LS-LMH; PR-LMH. TIES: Masonry veneer is connected to the backup with corrosion-resistant ties. There is a minimum of one tie for every 2-2/3 ft <sup>2</sup> , and the ties have spacing no greater than the following: for Life Safety in Low or Moderate Seismicity, 36 in.; for Life Safety in High Seismicity and for Position Retention in any seismicity, 24 in. (Commentary: Sec. A.7.5.1. Tier 2: Sec. 13.6.1.2)	

Legend: C = Compliant, NC = Noncompliant, N/A = Not Applicable, U = Unknown

C <input type="checkbox"/>	NC <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	U <input type="checkbox"/>	LS-LMH; PR-LMH. SHELF ANGLES: Masonry veneer is supported by shelf angles or other elements at each floor above the ground floor. (Commentary: Sec. A.7.5.2. Tier 2: Sec. 13.6.1.2)	
C <input type="checkbox"/>	NC <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	U <input type="checkbox"/>	LS-LMH; PR-LMH. WEAKENED PLANES: Masonry veneer is anchored to the backup adjacent to weakened planes, such as at the locations of flashing. (Commentary: Sec. A.7.5.3. Tier 2: Sec. 13.6.1.2)	
C <input type="checkbox"/>	NC <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	U <input type="checkbox"/>	LS-LMH; PR-LMH. UNREINFORCED MASONRY BACKUP: There is no unreinforced masonry backup. (Commentary: Sec. A.7.7.2. Tier 2: Section 13.6.1.1 and 13.6.1.2)	
C <input type="checkbox"/>	NC <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	U <input type="checkbox"/>	LS-MH; PR-MH. STUD TRACKS: For veneer with metal stud backup, stud tracks are fastened to the structure at a spacing equal to or less than 24 in. on center. (Commentary: Sec. A.7.6.1. Tier 2: Section 13.6.1.1 and 13.6.1.2)	

Legend: C = Compliant, NC = Noncompliant, N/A = Not Applicable, U = Unknown

C <input type="checkbox"/>	NC <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	U <input type="checkbox"/>	LS-MH; PR-MH. ANCHORAGE: For veneer with concrete block or masonry backup, the backup is positively anchored to the structure at a horizontal spacing equal to or less than 4 ft along the floors and roof. (Commentary: Sec. A.7.7.1. Tier 2: Section 13.6.1.1 and 13.6.1.2)	
C <input type="checkbox"/>	NC <input type="checkbox"/>	N/A <input type="checkbox"/>	U <input checked="" type="checkbox"/>	LS-not required; PR-MH. WEEP HOLES: In veneer anchored to stud walls, the veneer has functioning weep holes and base flashing. (Commentary: Sec. A.7.5.6. Tier 2: Section 13.6.1.2)	
C <input type="checkbox"/>	NC <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	U <input type="checkbox"/>	LS-not required; PR-MH. OPENINGS: For veneer with metal stud backup, steel studs frame window and door openings. (Commentary: Sec. A.7.6.2. Tier 2: Sec. 13.6.1.1 and 13.6.1.2)	

**Parapets, Cornices, Ornamentation, and Appendages**

RATING				DESCRIPTION	COMMENTS
C <input checked="" type="checkbox"/>	NC <input type="checkbox"/>	N/A <input type="checkbox"/>	U <input type="checkbox"/>	LS-LMH; PR-LMH. URM PARAPETS OR CORNICES: Laterally unsupported unreinforced masonry parapets or cornices have height-to-thickness ratios no greater than the following: for Life Safety in Low or Moderate Seismicity, 2.5; for Life Safety in High Seismicity and for Position Retention in any seismicity, 1.5. (Commentary: Sec. A.7.8.1. Tier 2: Sec. 13.6.5)	CMU parapets reinforced in 2010

Legend: C = Compliant, NC = Noncompliant, N/A = Not Applicable, U = Unknown

C <input checked="" type="checkbox"/>	NC <input type="checkbox"/>	N/A <input type="checkbox"/>	U <input type="checkbox"/>	LS-LMH; PR-LMH. CANOPIES: Canopies at building exits are anchored to the structure at a spacing no greater than the following: for Life Safety in Low or Moderate Seismicity, 10 ft; for Life Safety in High Seismicity and for Position Retention in any seismicity, 6 ft. (Commentary: Sec. A.7.8.2. Tier 2: Sec. 13.6.6)	Applies to 2010 construction
C <input type="checkbox"/>	NC <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	U <input type="checkbox"/>	LS-MH; PR-LMH. CONCRETE PARAPETS: Concrete parapets with height-to-thickness ratios greater than 2.5 have vertical reinforcement. (Commentary: Sec. A.7.8.3. Tier 2: Sec. 13.6.5)	
C <input checked="" type="checkbox"/>	NC <input type="checkbox"/>	N/A <input type="checkbox"/>	U <input type="checkbox"/>	LS-MH; PR-LMH. APPENDAGES: Cornices, parapets, signs, and other ornamentation or appendages that extend above the highest point of anchorage to the structure or cantilever from components are reinforced and anchored to the structural system at a spacing equal to or less than 6 ft. This checklist item does not apply to parapets or cornices covered by other checklist items. (Commentary: Sec. A.7.8.4. Tier 2: Sec. 13.6.6)	As it applies to 2010 construction

**Masonry Chimneys**

RATING				DESCRIPTION	COMMENTS
C <input type="checkbox"/>	NC <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	U <input type="checkbox"/>	LS-LMH; PR-LMH. URM CHIMNEYS: Unreinforced masonry chimneys extend above the roof surface no more than the following: for Life Safety in Low or Moderate Seismicity, 3 times the least dimension of the chimney; for Life Safety in High Seismicity and for Position Retention in any seismicity, 2 times the least dimension of the chimney. (Commentary: Sec. A.7.9.1. Tier 2: 13.6.7)	

Legend: C = Compliant, NC = Noncompliant, N/A = Not Applicable, U = Unknown

C	NC	N/A	U	LS-LMH; PR-LMH. ANCHORAGE: Masonry chimneys are anchored at each floor level, at the topmost ceiling level, and at the roof. (Commentary: Sec. A.7.9.2. Tier 2: 13.6.7)	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

**Stairs**

RATING				DESCRIPTION	COMMENTS
C	NC	N/A	U	LS-LMH; PR-LMH. STAIR ENCLOSURES: Hollow-clay tile or unreinforced masonry walls around stair enclosures are restrained out-of-plane and have height-to-thickness ratios not greater than the following: for Life Safety in Low or Moderate Seismicity, 15-to-1; for Life Safety in High Seismicity and for Position Retention in any seismicity, 12-to-1. (Commentary: Sec. A.7.10.1. Tier 2: Sec. 13.6.2 and 13.6.8)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
C	NC	N/A	U	LS-LMH; PR-LMH. STAIR DETAILS: In moment frame structures, the connection between the stairs and the structure does not rely on shallow anchors in concrete. Alternatively, the stair details are capable of accommodating the drift calculated using the Quick Check procedure of Section 4.5.3.1 without including any lateral stiffness contribution from the stairs. (Commentary: Sec. A.7.10.2. Tier 2: 13.6.8)	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

**Contents and Furnishings**

RATING				DESCRIPTION	COMMENTS
C	NC	N/A	U	LS-MH; PR-MH. INDUSTRIAL STORAGE RACKS: Industrial storage racks or pallet racks more than 12 ft high meet the requirements of ANSI/MH 16.1 as modified by ASCE 7 Chapter 15. (Commentary: Sec. A.7.11.1. Tier 2: Sec. 13.8.1)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

Legend: C = Compliant, NC = Noncompliant, N/A = Not Applicable, U = Unknown

C <input type="checkbox"/>	NC <input type="checkbox"/>	N/A <input type="checkbox"/>	U <input checked="" type="checkbox"/>	LS-H; PR-MH. TALL NARROW CONTENTS: Contents more than 6 ft high with a height-to-depth or height-to-width ratio greater than 3-to-1 are anchored to the structure or to each other. (Commentary: Sec. A.7.11.2. Tier 2: Sec. 13.8.2)	
C <input type="checkbox"/>	NC <input type="checkbox"/>	N/A <input type="checkbox"/>	U <input checked="" type="checkbox"/>	LS-H; PR-H. FALL-PRONE CONTENTS: Equipment, stored items, or other contents weighing more than 20 lb whose center of mass is more than 4 ft above the adjacent floor level are braced or otherwise restrained. (Commentary: Sec. A.7.11.3. Tier 2: Sec. 13.8.2)	
C <input type="checkbox"/>	NC <input type="checkbox"/>	N/A <input type="checkbox"/>	U <input checked="" type="checkbox"/>	LS-not required; PR-MH. ACCESS FLOORS: Access floors more than 9 in. high are braced. (Commentary: Sec. A.7.11.4. Tier 2: Sec. 13.8.3)	
C <input type="checkbox"/>	NC <input type="checkbox"/>	N/A <input type="checkbox"/>	U <input checked="" type="checkbox"/>	LS-not required; PR-MH. EQUIPMENT ON ACCESS FLOORS: Equipment and other contents supported by access floor systems are anchored or braced to the structure independent of the access floor. (Commentary: Sec. A.7.11.5. Tier 2: Sec. 13.7.7 and 13.8.3)	

Legend: C = Compliant, NC = Noncompliant, N/A = Not Applicable, U = Unknown

C <input type="checkbox"/>	NC <input type="checkbox"/>	N/A <input type="checkbox"/>	U <input checked="" type="checkbox"/>	LS-not required; PR-H. SUSPENDED CONTENTS: Items suspended without lateral bracing are free to swing from or move with the structure from which they are suspended without damaging themselves or adjoining components. (Commentary. A.7.11.6. Tier 2: Sec. 13.8.2)	
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**Mechanical and Electrical Equipment**

RATING				DESCRIPTION	COMMENTS
C <input type="checkbox"/>	NC <input type="checkbox"/>	N/A <input type="checkbox"/>	U <input checked="" type="checkbox"/>	LS-H; PR-H. FALL-PRONE EQUIPMENT: Equipment weighing more than 20 lb whose center of mass is more than 4 ft above the adjacent floor level, and which is not in-line equipment, is braced. (Commentary: A.7.12.4. Tier 2: 13.7.1 and 13.7.7)	
C <input type="checkbox"/>	NC <input type="checkbox"/>	N/A <input type="checkbox"/>	U <input checked="" type="checkbox"/>	LS-H; PR-H. IN-LINE EQUIPMENT: Equipment installed in-line with a duct or piping system, with an operating weight more than 75 lb, is supported and laterally braced independent of the duct or piping system. (Commentary: Sec. A.7.12.5. Tier 2: Sec. 13.7.1)	
C <input type="checkbox"/>	NC <input type="checkbox"/>	N/A <input type="checkbox"/>	U <input checked="" type="checkbox"/>	LS-H; PR-MH. TALL NARROW EQUIPMENT: Equipment more than 6 ft high with a height-to-depth or height-to-width ratio greater than 3-to-1 is anchored to the floor slab or adjacent structural walls. (Commentary: Sec. A.7.12.6. Tier 2: Sec. 13.7.1 and 13.7.7)	

Legend: C = Compliant, NC = Noncompliant, N/A = Not Applicable, U = Unknown

C <input type="checkbox"/>	NC <input type="checkbox"/>	N/A <input type="checkbox"/>	U <input checked="" type="checkbox"/>	LS-not required; PR-MH. MECHANICAL DOORS: Mechanically operated doors are detailed to operate at a story drift ratio of 0.01. (Commentary: Sec. A.7.12.7. Tier 2: Sec. 13.6.9)	
C <input type="checkbox"/>	NC <input type="checkbox"/>	N/A <input type="checkbox"/>	U <input checked="" type="checkbox"/>	LS-not required; PR-H. SUSPENDED EQUIPMENT: Equipment suspended without lateral bracing is free to swing from or move with the structure from which it is suspended without damaging itself or adjoining components. (Commentary: Sec. A.7.12.8. Tier 2: Sec. 13.7.1 and 13.7.7)	
C <input type="checkbox"/>	NC <input type="checkbox"/>	N/A <input type="checkbox"/>	U <input checked="" type="checkbox"/>	LS-not required; PR-H. VIBRATION ISOLATORS: Equipment mounted on vibration isolators is equipped with horizontal restraints or snubbers and with vertical restraints to resist overturning. (Commentary: Sec. A.7.12.9. Tier 2: Sec. 13.7.1)	
C <input type="checkbox"/>	NC <input type="checkbox"/>	N/A <input type="checkbox"/>	U <input checked="" type="checkbox"/>	LS-not required; PR-H. HEAVY EQUIPMENT: Floor-supported or platform-supported equipment weighing more than 400 lb is anchored to the structure. (Commentary: Sec. A.7.12.10. Tier 2: 13.7.1 and 13.7.7)	

Legend: C = Compliant, NC = Noncompliant, N/A = Not Applicable, U = Unknown

C <input type="checkbox"/>	NC <input type="checkbox"/>	N/A <input type="checkbox"/>	U <input checked="" type="checkbox"/>	LS-not required; PR-H. ELECTRICAL EQUIPMENT: Electrical equipment is laterally braced to the structure. (Commentary: Sec. A.7.12.11. Tier 2: 13.7.7)	
C <input type="checkbox"/>	NC <input type="checkbox"/>	N/A <input type="checkbox"/>	U <input checked="" type="checkbox"/>	LS-not required; PR-H. CONDUIT COUPLINGS: Conduit greater than 2.5 in. trade size that is attached to panels, cabinets, or other equipment and is subject to relative seismic displacement has flexible couplings or connections. (Commentary: Sec. A.7.12.12. Tier 2: 13.7.8)	

**Piping**

RATING		DESCRIPTION		COMMENTS	
C <input type="checkbox"/>	NC <input type="checkbox"/>	N/A <input type="checkbox"/>	U <input checked="" type="checkbox"/>	LS-not required; PR-H. FLEXIBLE COUPLINGS: Fluid and gas piping has flexible couplings. (Commentary: Sec. A.7.13.2. Tier 2: Sec. 13.7.3 and 13.7.5)	Assume non complaint based on date of construction
C <input type="checkbox"/>	NC <input type="checkbox"/>	N/A <input type="checkbox"/>	U <input checked="" type="checkbox"/>	LS-not required; PR-H. FLUID AND GAS PIPING: Fluid and gas piping is anchored and braced to the structure to limit spills or leaks. (Commentary: Sec. A.7.13.4. Tier 2: Sec. 13.7.3 and 13.7.5)	Assume non complaint based on date of construction

Legend: C = Compliant, NC = Noncompliant, N/A = Not Applicable, U = Unknown

C <input type="checkbox"/>	NC <input type="checkbox"/>	N/A <input type="checkbox"/>	U <input checked="" type="checkbox"/>	LS-not required; PR-H. C-CLAMPS: One-sided C-clamps that support piping larger than 2.5 in. in diameter are restrained. (Commentary: Sec. A.7.13.5. Tier 2: Sec. 13.7.3 and 13.7.5)	
C <input type="checkbox"/>	NC <input type="checkbox"/>	N/A <input type="checkbox"/>	U <input checked="" type="checkbox"/>	LS-not required; PR-H. PIPING CROSSING SEISMIC JOINTS: Piping that crosses seismic joints or isolation planes or is connected to independent structures has couplings or other details to accommodate the relative seismic displacements. (Commentary: Sec. A.7.13.6. Tier 2: Sec.13.7.3 and Sec. 13.7.5)	

**Ducts**

RATING		DESCRIPTION		COMMENTS	
C <input type="checkbox"/>	NC <input type="checkbox"/>	N/A <input type="checkbox"/>	U <input checked="" type="checkbox"/>	LS-not required; PR-H. DUCT BRACING: Rectangular ductwork larger than 6 ft <sup>2</sup> in cross-sectional area and round ducts larger than 28 in. in diameter are braced. The maximum spacing of transverse bracing does not exceed 30 ft. The maximum spacing of longitudinal bracing does not exceed 60 ft. (Commentary: Sec. A.7.14.2. Tier 2: Sec. 13.7.6)	
C <input type="checkbox"/>	NC <input type="checkbox"/>	N/A <input type="checkbox"/>	U <input checked="" type="checkbox"/>	LS-not required; PR-H. DUCT SUPPORT: Ducts are not supported by piping or electrical conduit. (Commentary: Sec. A.7.14.3. Tier 2: Sec. 13.7.6)	

Legend: C = Compliant, NC = Noncompliant, N/A = Not Applicable, U = Unknown

C <input type="checkbox"/>	NC <input type="checkbox"/>	N/A <input type="checkbox"/>	U <input checked="" type="checkbox"/>	LS-not required; PR-H. DUCTS CROSSING SEISMIC JOINTS: Ducts that cross seismic joints or isolation planes or are connected to independent structures have couplings or other details to accommodate the relative seismic displacements. (Commentary: Sec. A.7.14.5. Tier 2: Sec. 13.7.6)	
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**Elevators**

RATING		DESCRIPTION		COMMENTS	
C <input type="checkbox"/>	NC <input type="checkbox"/>	N/A <input type="checkbox"/>	U <input checked="" type="checkbox"/>	LS-H; PR-H. RETAINER GUARDS: Sheaves and drums have cable retainer guards. (Commentary: Sec. A.7.16.1. Tier 2: 13.8.6)	
C <input type="checkbox"/>	NC <input type="checkbox"/>	N/A <input type="checkbox"/>	U <input checked="" type="checkbox"/>	LS-H; PR-H. RETAINER PLATE: A retainer plate is present at the top and bottom of both car and counterweight. (Commentary: Sec. A.7.16.2. Tier 2: 13.8.6)	
C <input type="checkbox"/>	NC <input type="checkbox"/>	N/A <input type="checkbox"/>	U <input checked="" type="checkbox"/>	LS-not required; PR-H. ELEVATOR EQUIPMENT: Equipment, piping, and other components that are part of the elevator system are anchored. (Commentary: Sec. A.7.16.3. Tier 2: 13.8.6)	

Legend: C = Compliant, NC = Noncompliant, N/A = Not Applicable, U = Unknown

C <input type="checkbox"/>	NC <input type="checkbox"/>	N/A <input type="checkbox"/>	U <input checked="" type="checkbox"/>	LS-not required; PR-H. SEISMIC SWITCH: Elevators capable of operating at speeds of 150 ft/min or faster are equipped with seismic switches that meet the requirements of ASME A17.1 or have trigger levels set to 20% of the acceleration of gravity at the base of the structure and 50% of the acceleration of gravity in other locations. (Commentary: Sec. A.7.16.4. Tier 2: 13.8.6)	
C <input checked="" type="checkbox"/>	NC <input type="checkbox"/>	N/A <input type="checkbox"/>	U <input type="checkbox"/>	LS-not required; PR-H. SHAFT WALLS: Elevator shaft walls are anchored and reinforced to prevent toppling into the shaft during strong shaking. (Commentary: Sec. A.7.16.5. Tier 2: 13.8.6)	Shaft walls consists of concrete walls
C <input type="checkbox"/>	NC <input type="checkbox"/>	N/A <input type="checkbox"/>	U <input checked="" type="checkbox"/>	LS-not required; PR-H. COUNTERWEIGHT RAILS: All counterweight rails and divider beams are sized in accordance with ASME A17.1. (Commentary: Sec. A.7.16.6. Tier 2: 13.8.6)	
C <input type="checkbox"/>	NC <input type="checkbox"/>	N/A <input type="checkbox"/>	U <input checked="" type="checkbox"/>	LS-not required; PR-H. BRACKETS: The brackets that tie the car rails and the counterweight rail to the structure are sized in accordance with ASME A17.1. (Commentary: Sec. A.7.16.7. Tier 2: 13.8.6)	

Legend: C = Compliant, NC = Noncompliant, N/A = Not Applicable, U = Unknown

C <input type="checkbox"/>	NC <input type="checkbox"/>	N/A <input type="checkbox"/>	U <input checked="" type="checkbox"/>	LS-not required; PR-H. SPREADER BRACKET: Spreader brackets are not used to resist seismic forces. (Commentary: Sec. A.7.16.8. Tier 2: 13.8.6)	
C <input type="checkbox"/>	NC <input type="checkbox"/>	N/A <input type="checkbox"/>	U <input checked="" type="checkbox"/>	LS-not required; PR-H. GO-SLOW ELEVATORS: The building has a go-slow elevator system. (Commentary: Sec. A.7.16.9. Tier 2: 13.8.6)	

Legend: C = Compliant, NC = Noncompliant, N/A = Not Applicable, U = Unknown

## VIII. COMMON SEISMIC TERMINOLOGY – SEISMIC PERFORMANCE GOALS

**Major Earthquake:** Also known as the “Design” earthquake since its criteria is used for most codes. It is an earthquake that produces ground motions (shaking) at the site under consideration that have a 10% probability of being exceeded in 50 years. A 20% of gravity (0.2g) ground acceleration would be anticipated in the Yakima Valley area. The large earthquake occurred in 1872 by Chelan that would have caused significant shaking in the Yakima Valley.

**Moderate Earthquake:** An earthquake that produces ground motions (shaking) at the site under consideration that have a 50% probability of being exceeded in 50 years.

**Minor Earthquake:** An earthquake that produces ground motions (shaking) at the site under consideration less than a moderate earthquake and would be short in duration.

**Probability of Exceedance:** The probability that the ground shaking level or damage level will be exceeded.

**International Building Code (IBC):** The IBC is a comprehensive set of national regulations for building systems consistent with and inclusive of the scope of originally regional legacy codes. The IBC is the current nationally recognized building code and has been adopted by a majority of states and building jurisdictions.

### **Anticipated Seismic Performance of New Construction Built to Comply with the International Building Code:**

1. Resist a minor level earthquake ground motion without structural or nonstructural damage.
2. Resist moderate level of earthquake ground motion without structural damage, but possibly experience some nonstructural damage.
3. Resist a major level of earthquake ground motion having an intensity equal to the strongest either experienced or forecast for the building site, without collapse, but possibly with some structural, as well as nonstructural damage.
4. Essential facilities are designed for force levels 25% to 50% greater than standard buildings. The building is intended to have minimal structural and nonstructural damage after a major earthquake. The repair of the damage that has occurred would generally not be required prior to re-occupancy, or in other words, be in an operable condition after a major earthquake. Hospitals, Police and Fire Stations are common essential facilities.

**International Existing Building Code (IEBC):** Building Code Standard that addresses older buildings not constructed under current codes and specifically older unreinforced masonry buildings, concrete tilt-up building, wood buildings and concrete buildings. Its provisions for rehabilitation of unreinforced masonry buildings are less stringent requirements than are demanded for new construction, and were developed considering and balancing the expense of retrofit, the value of the existing building stock and the desired reduction in seismic risk.

**ASCE 41-13 – Seismic Evaluation and Retrofit of Existing Buildings:** A comprehensive standard based on performance based design, it identifies areas of seismic vulnerability with each common building type based on past seismic performance. The performance level design criteria include Collapse Prevention, Life Safety, Immediate Occupancy and Operational (the last for new construction only). ASCE 41-13 has become the accepted standard in the building industry.

**Anticipated Seismic Performance of Building Renovated to International Existing Building Code or ASCE 41-13 Life/Safety Performance Level:** The seismic performance would be less than that of new construction. The goal is to reduce life/safety hazards as best as possible with available resources. This code is directed at insuring a coherent load path for lateral loads, reduction of out-of-plane wall failures, reduction of loss of support for floors and roofs and reduction of falling parapets or ornamentation. Anticipated post-earthquake condition would be similar to life/safety design performance for moderate earthquakes and near collapse for major earthquakes as described below.

**Immediate Occupancy Seismic Performance Level:** Post-earthquake condition of the building would be such that only limited structural damage has occurred. The basic vertical and lateral load resisting systems of the building retain nearly all of their pre-earthquake strength and stiffness. The risk of life-threatening injury as a result of structural damage is very low, although some minor structural repairs may be appropriate; these would generally not be required prior to re-occupancy.

**Life/Safety Performance Level:** The post-earthquake condition of the building would be that the building may suffer significant structural damage with some anticipated margin against either partial, or total structural collapse. Injuries may occur during the earthquake; however, it is expected that the overall risk of life-threatening injury as a result of structural damage is low. It should be possible to repair the structure; however, for economic reasons this may not be practical. While the damaged structure is not an imminent collapse risk, it would be prudent to implement structural repairs or install temporary bracing prior to re-occupancy.

**Collapse Prevention Seismic Performance Level:** The post-earthquake condition of the building would be such that the building would be on the verge of experiencing partial or total collapse. Substantial damage to the structure has occurred, potentially including significant degradation in stiffness and strength of the lateral force resisting system, large permanent lateral deformation of the structure and to a more limited extent, degradation in the vertical load carrying capacity. The primary vertical gravity load resisting system should still be able to support its load demand. Significant risk of injury due to falling hazards from structural debris may exist. The structure may not be technically practical to repair and is not safe for re-occupancy, as aftershock activity could induce collapse.

**Hazard Reduction/Mitigation of Seismic Hazard:** Objective is met with the removal or strengthening of elements of the building which have commonly performed poorly in past earthquakes or presents a life/safety threat to the building occupants.

**Structural Damage:** Damage to the structural elements of the building. A building with structural damage may require evacuation after an earthquake until structural components are repaired.

**Nonstructural Damage:** Damage to architectural, mechanical, electrical or building components that do not affect the overall structural integrity of the building. Examples are window breakage, shelves overturning, and ceilings falling down. This is the most common and may be the most expensive damage caused by an earthquake.

**Lateral Force Resisting System:** Those elements of the structure that provide its basic lateral strength and stiffness (to resist lateral forces due to wind or earthquake motion), and without which the structure would be laterally unstable.

**Vertical Load Resisting System:** Those elements of the structure that provide a load path for the gravity loads to the foundation.

**Ductility:** A measure of the ability of a material, elements or system to deform beyond yield. (Yielding after material, element, system has exceeded its initial design strength without a significant loss in load-carrying capacity).

**Redundancy:** The presence of multiple structural support systems, such that if one or several elements have substantial strength or stiffness loss, continuing lateral displacement and vertical loads may be resisted by the other structural or nonstructural elements in the system.

**Brittle Systems:** Systems that do not have a defined yield phase (ductility) and that have a significant strength degradation immediately after the displacement associated with peak strength. (Unreinforced clay tile and brick masonry bearing wall systems would be considered brittle systems.)

**Diaphragm:** A horizontal, or nearly horizontal system designed to transmit lateral forces to vertical elements (shear walls, braced frames, etc.) of the lateral-force-resisting system. Common diaphragm types are plywood sheathing, reinforced concrete, metal decking or concrete topping over metal decking.

**Shear Wall:** A wall designed to resist lateral forces acting in the plane of the wall (parallel to the wall). Common shear wall types are plywood, reinforced masonry or concrete walls.

**Braced Frame:** An essentially vertical truss, or its equivalent. Two common braced frame types are concentric (members meet at a common point) or eccentric (to resist lateral loads, some members do not meet at common point). Braced frames are most commonly constructed of steel members.

**Redundant Load Path:** Secondary load path, normally independent of primary load path, to provide vertical support of floors and roof, if bearing walls or vertical frame fail.

**Unreinforced Masonry Wall:** Masonry walls, such as solid brick masonry, hollow clay tile or concrete masonry unit (CMU), that rely on the tensile strength of masonry units, mortar and grout to provide structural support. (Current code (IBC) requires reinforced masonry walls to resist tensile forces in our seismic risk zone.)

**Unreinforced Concrete Wall:** Concrete walls lacking reinforcing that rely on the tensile strength of the concrete to provide structural support. Nominally or minimally reinforced concrete walls act in a similar manner. (Current code (IBC) requires reinforcing steel to resist tensile forces in our seismic risk zone.)

**Shotcrete:** Concrete that is pneumatically sprayed on vertical, or near vertical, surfaces typically with a minimum use of concrete form work.

**Re-Entrant Corner:** Plan irregularity in a building, such as an extending wing, plan inset or E, T, X, and L shaped configuration, where large tensile and compression forces can develop at “inside corner configurations”.

**Strong Back System:** A secondary system, such as a wood or steel frame wall or columns, used to provide out-of-plane support to an unreinforced or under-reinforced masonry wall.

**Sub-Diaphragm:** A portion of a larger diaphragm used to distribute loads between members. Sub-diaphragms are commonly used to distribute tension loads from anchorage of masonry or concrete walls to tension ties (crossties) across the building.

**Crosstie:** A beam, girder, or other structural member that accumulates tension loads from wall anchorage and distributes them over the entire width of the building (diaphragm).

**Richter Scale:** A measurement of the amount of energy released in an earthquake. It utilizes a base-10 logarithmic scale, so every magnitude level increase (i.e M6 to M7) corresponds to 10 times the energy released.

**Interplate/Subduction Zone Earthquake:** An earthquake that occurs directly at the interface of two tectonic plates. They typically have long reoccurrence levels (500 years or more), and have the ability to produce the largest magnitude earthquakes, upwards of M9 on the Richter Scale.

**Intraplate Subduction Zone Earthquake:** A deep earthquake, with an epicenter typically 25 to 40 miles below the surface, that has the ability to produce large magnitude earthquakes, upward of M6 to M7 on the Richter Scale. They have a short reoccurrence level, often in the 35 to 50 year range.

**Shallow Earthquake:** An earthquake that occurs at depths less than 25 miles. While they may release less energy than other earthquake (M5.5 to perhaps M7 on the Richter Scale), they shallow nature of the earthquake can often lead to more ground disruption, and therefore more geographically isolated damage.



March 3, 2016

Architects Rasmussen Triebelhorn  
9 Saint Helens Avenue, Suite D  
Tacoma, WA 98402

Attention: Kenn Triebelhorn

Subject: **Yakima County Courthouse Buildings**  
Mechanical Assessment

Dear Kenn:

Here is our review of the mechanical systems at the Yakima County Courthouse buildings. We conducted a walk-through with the County maintenance staff, and received input from them regarding the overall system operation, age, and related issues.

### **Mechanical Summary**

The building's mechanical systems are primarily the original systems installed in the building, making these systems 75 years and 55 years old (for the 1941 portion and the 1961 portion). The maintenance has been well done to allow the building mechanical systems to last as long as they have. New major mechanical components include: two new boilers (installed 2003), new chiller and pumps (2011), and limited direct digital controls (in 2001).

Due to the age of the building's systems there are not many components that we would recommend reusing. The boilers and chillers still have life remaining and could be used as part of new systems, and there are also duct runs that could be reused (depending on the new system type and pressure rating). But the other building mechanical components (terminal units, air handlers, piping, and controls, heating pumps) should be replaced due to their age and deteriorating condition. Some of the components are energy inefficient and are no longer allowed to be used by today's energy codes. New systems should be selected based on a life cycle cost analysis in conjunction with the planned use of all areas and other Owner requirements (i.e. energy goals, maintenance costs, system flexibility, comfort requirements, etc.). Replacement work will need to be carefully planned and phased if continued use of areas of the building is desired while new systems are installed.

## HVAC Air Distribution

### 1961 Portion:

The interior portion of the 1961 building is served by a dual duct variable-air-volume (VAV) system, with the air handler located in the basement. The air handler consist of two separate hot deck and cold deck fans; with hot water heating coils and chilled water cooling coils (the cooling deck also has a hot water pre-heat coil). The unit is approximately 80,000 cfm in capacity, and has 100% outside air (economizer) capability.



*Figure 1 - Interior Cold Deck Supply Fan*

The perimeter of the 1961 building is served by induction units, with two supply fans serving the system located in the basement. One fan serves the southwest area of the building, the other fan serves the northeast area. These systems have heating and cooling coils. The induction units are served by a two pipe changeover system, to supply chilled water or heating water to the units, depending on the season.



*Figure 2 - Perimeter Supply Fan*

All of these fans (dual duct and induction fans) pull air from a common mixed air shaft, with the return fan and associated exhaust air/return air, and outside air dampers located in a penthouse mechanical room.

Ductwork is of galvanized steel construction, and is routed concealed (above the ceiling). The VAV terminal units are located above the ceiling with ductwork routed to overhead (ceiling mounted) air outlets.

#### 1941 Portion:

The 1941 portion of the building is served by three systems: a multizone unit serving the courtrooms, a split system heat pump serving offices in the southeast corner of the building, and a basement air handler serving the remainder of the building.

The courtroom multizone unit is located in a fourth floor mechanical room in the 1961 building, with ductwork extended to the courtrooms. The unit is a two deck type (hot deck and cold deck), with hot water pre-heat coil, hot water heating coil, chilled water cooling coil, four zone dampers, and a return fan.



*Figure 3 - 1941 Building Air Handler*

The split system heat pump is Trane 3.5 ton unit, serving a limited area. The unit has overhead duct distribution.

The main building air handler is located in the basement of the building, and consists of a hot water pre-heat coil, main hot water heating coil, and two chilled water coils (one for the northwest area of the building, and one for the southeast area). Two return air shafts duct air to the roof to two return fans (one in a south penthouse and one in a north penthouse) and associated return air and exhaust air dampers.

A rooftop duct connects the south return air to the north return air, where the return air is mixed with outside air (via dampers at the north penthouse) and ducted down a shaft to the main air handler. The unit serves fan coil units which are served by a two pipe changeover system, to supply chilled water or heating water depending on the season. The fan coil units provide conditioned air to the various zones.



*Figure 4 - Rooftop Return Duct (1941 Building)*

*Assessment: At 75 and 55 years of age the main air handling equipment is at the end of its useful life. A new system should be provided. One option would be a new centralized system similar to the existing (i.e. central air handlers and zone terminal VAV units(VAV boxes), which would allow re-use of the central chiller and boiler systems. As an alternative, a de-centralized system could be used (e.g. water source heat pumps or variable-refrigerant-flow (VRF) system could be used. Portion of the air distribution duct system may be reusable; depending on size and location.*

### **Boiler System**

The building is served with a hot water heating system, using central gas-fired boilers. Two new boilers were installed in 2003, each rated at 2000 MBH capacity. The boilers are Aerco “Benchmark” models, condensing type. The units are located in the basement of the 1961 building, in an enlarged portion of the Hallway (under the Sally Port). There are two old Birchfield boilers (gas fired, hot water, fire tube type), located in the old Jail building basement mechanical room, which are not functioning; one failed approximately 10 years ago and the other now has a suspected leak and so it not used. The oldest boiler is approximately 75 years old, and the other is approximately 55 years old.



*Figure 5 - Old Birchfield Boiler*

*Assessment: Aerco boilers have been known to have operating issues (as is being experienced now), but should have remaining operating life. The original 2003 design intended to have three boilers (of 2000 MBH each) and we would recommend a third boiler be added. The aged Birchfield boilers should be demo'd and removed from the system. The heating water pumps are aged and should be replaced, with VFD's added. The condition of the piping would need to be examined internally to confirm remaining wall thickness; but typically for hydronic piping of this age it is at the end of its useful life and should be replaced.*

### **Chiller System**

The building is served by a central chiller, located in the basement of the 1961 portion. A new 320 ton chiller was installed in 2011. The unit is modular type, with 4 modules, manufactured by Multistack, and is water cooled. The system is served by two main (primary) pumps, operating in a lead/standby fashion, having VFD's. These pumps were installed new along with the chiller. Secondary pumps serving the 1961 induction units and 1941 fan coils; these pumps appear to be of 1961 vintage.



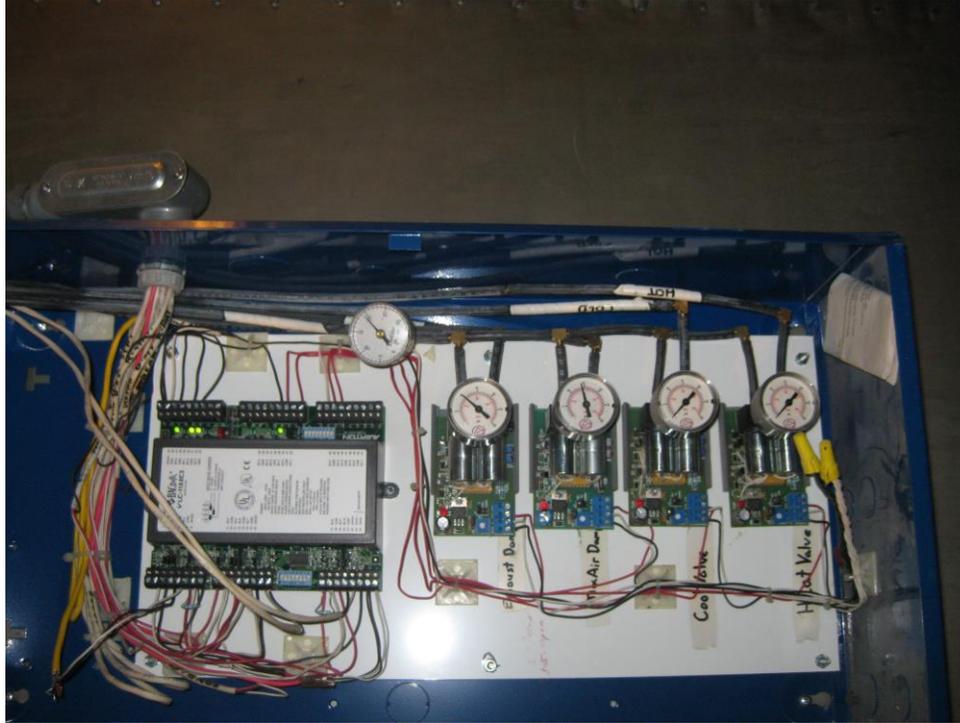
*Figure 6 - Multistack Chiller*

The chiller is served by a rooftop cooling tower; an Evapco Model AT 8181, manufactured in 1985. The unit is an open tower, with two vertical discharge, draw-through propeller fans. The controls allow for staged operation of the fans. New condenser water pumps (lead and standby) were installed in 2011 as part of the new chiller project.

*Assessment: The chiller and its primary pumps are in good condition and can continue to serve the building for a number of years. The system's secondary pumps are well past their useful life and should be replaced. The cooling tower still appears to be in fair condition, but as part of a major building upgrade we would recommend a new unit. The condenser water pumps still have remaining life. The condition of the piping would need to be examined internally to confirm remaining life, but for hydronic piping of this age it is typically at the end of its useful life and should be replaced.*

### **HVAC Controls**

The building's HVAC controls were upgraded with some portions receiving Direct-Digital Controls (DDC), and pneumatic controls remaining for most areas. The 1941 Building main air handler has a DDC/pneumatic interface, with the pneumatic valves remaining. The building induction units, fan coils, and VAV terminal units all have pneumatic controls. The control system's air compressor is relatively new, and is a Quincy dual compressor unit. The system air dryer is older (assumed to be 1961 vintage).



*Figure 7 - DDC/Pneumatic Controls*

*Assessment: The pneumatic controls should be replaced with a new DDC type as they are well past their useful life. The DDC system should also be replaced as part of a major upgrade .*

### **Plumbing**

The 1961 portion of the building receives domestic hot water from a central gas fired water heater. The unit is an AO Smith “Cyclone”, located in the old boiler room. The 1941 portion of the building is served by point of use electric type water heaters.

Waste piping is typical the cast iron type. Water piping in the 1941 building is galvanized steel; piping in the 1961 portion is primarily copper.



*Figure 8 - Domestic Water Piping*

*Assessment: Galvanized steel piping should be replaced with new. Other piping systems would need to be examined closer to determine pipe thickness and overall condition for reuse. Typically for buildings of this age, we would recommend all new piping in the 1941 building, and new water piping in the 1961 building. The waste piping in the 1961 building should have portions that are reusable.*

### **Building Interconnections**

The 1961 building contains systems that serve the 1941 building; i.e. boilers, chillers, associated pumps, and the multizone unit serving the courtrooms. The 1941 building does not appear to have any systems that feed the other areas. The 1940's Jail building contains heating pumps and a water heater that serve the 1961 portion; these are located in the Jail basement mechanical room. The boilers in this area (Birchfield units) are no longer operational.

Sincerely,  
**Hultz | BHU Engineers**

Rick Hultz, PE  
Principal



The standby generator and associated power systems are in good condition. The existing installation does present some potential risks that could impact the availability of standby power to the facility. First, the equipment yard is located directly adjacent to the 1940's "Old Jail" and directly beneath the original brick boiler stack. A building or stack structural failure would likely impact the facility electrical system. In addition, the generator, fuel oil storage tank and utility transformer are all located within close proximity to each other, with no physical barriers between them. A single event (e.g. transformer failure, fuel oil fire) could impact both normal and standby power to the facility.

The standby generator system is not configured for code-required emergency power. Emergency power (NEC 700) is achieved through the use of fixture-mounted batteries for egress and exit lighting and for fire alarm systems.

**Power Distribution System:**

From the exterior electrical service, power is routed through the "Old Jail" to distribution switchboards - at both 480Y/277 Volts and 208Y/120 Volts, 3 phase, 4-wire - installed within the Main Electrical Room in the basement of the 1960's Building. From this location, feeders are distributed to branch panelboards throughout the facility, including multiple electrical risers within each of the buildings. Transformers are centrally located at the main switchboards, not distributed through the building.

The distribution switchboards appear to be in fair condition, and of robust construction, but are 50+ years old. Code-required electrical working clearances and illumination do not meet current code requirements. The majority of the power distribution equipment in the 1960's building is also original. Select panelboards have been added over the years, typically light commercial grade load centers. Panel interiors have also been replaced in some panels approximately 25 years ago. Spare circuit breakers are limited. While appearing to be in fair condition, the systems are aging and in many cases beyond their economic and useful life. Replacement should be planned and system capacity requirements should be reviewed in more detail.

The power distribution system in the 1940's Courthouse is mostly original, well beyond its expected useful life. Panelboards are installed within risers located within chase spaces and accessed via small, partial height doors. Adequate code-required working space is not provided. Panelboard covers have been removed, and are not able to be reinstalled in a safe manner. Panel cans are small, are full and have no spare circuits available. Dust is accumulating on the electrical panel interiors and wiring. The power installation in the 1940's Courthouse is a safety concern and needs to be replaced.

**Lighting and Lighting Control System:**

The building lighting system consists mostly of fluorescent sources, including many recessed troffers. A lighting energy upgrade occurred at some point, retrofitting many of the original fixtures with T8 fluorescent. At the time, the energy performance of this lighting solution was

state of the art. With the progress of LED technology and associated costs, the energy and lighting performance could be improved by a lighting upgrade. Egress and exit lighting are installed, typically utilizing “bugeye” lights for egress lighting. The frequency of egress lights appears to be light in some areas.

Lighting controls are pretty minimal in the facility, with occupancy sensors provided in select small spaces and exterior lighting controlled by photocell. Manual controls are utilized through the majority of the spaces. Current codes require more enhanced lighting control systems.

**Fire Alarm System:**

A Simplex 4010 building fire alarm and detection system is installed. Combination horn/strobe devices are utilized for fire alarm notification. Devices are installed in most spaces, but additional coverage, particularly with strobes, is required to meet ADA requirements. Fire sprinkler protection is not installed in most of the facility. Fire detection devices are not installed in many spaces; additional devices should be considered, particularly if fire sprinkler coverage is not present.

The system appears to have been installed in the 2000’s and appears to be in fair condition; however, the system is likely reaching the end of its economic and useful life. No system alarm or trouble signals were present at the main panel.

**Telecommunications System:**

Telecommunications services - including optical fiber, copper telephone and coax CATV services- appear to enter the facility from multiple locations. The location of major utility services appears to route from the south through the “Old Jail”. Demarcation points for optical fiber, copper telephone and CATV all exist on the walls of the Old Jail.

The existing horizontal cabling infrastructure has been installed over the course of several years and consists of different generations of the technology ranging from older category 5 cabling and AMP ACO patch panels to newer high density category 5e and possibly category 6 patch panels and cabling. The older AMP ACO technology was very popular at the time but is not industry standard and consumes a lot of rack space. The older horizontal cabling infrastructure is insufficient to support current technology including Voice over IP and wireless applications and cannot support the bandwidth-intensive applications such as streaming video.

As cabling has been added and changed over the years, the cable management infrastructure has become strained and is over-dutied in some areas.

The optical fiber infrastructure includes both multimode and singlemode fiber. The multimode fiber appears to be 62.5/125 micron multimode optical fiber cabling terminated on ST simplex connectors. This multimode cabling is not current technology and is limited to 1 Gigabit/sec Ethernet applications or possibly 10 Gb/sec if the lengths of the cable are less than 300 meters.

The space includes raised floor and overhead cable tray but the pathways appear to be at capacity making it difficult to add or upgrade the cabling. The room has an outside window which compromises the physical security of the space.

The Ethernet switches include two 4500-X fiber aggregate switches which can support 10 Gb/sec connections to the other Telecommunications Rooms.

#### **Electrical Considerations for Demolition of 1940's "Old Jail":**

We understand that the Owner is considering an option for demolition of the existing 1940's "Old Jail" facility. To accomplish this, there are some important electrical impacts that will need to be carefully considered.

Many electrical and low-voltage utility services originate at the equipment yard, located outdoors and south of the "Old Jail". These services – which provide utilities for the entire courthouse facility - will need to be carefully protected, or bypassed, while demolition occurs.

The main power feeder is currently routed from the ATS in the equipment yard, through the "Old Jail", to the main electrical room located in the basement of the 1960's Building. This feeder will need to be temporarily bypassed to allow for removal, and reestablished after building demolition. Refer to Photo 1.



**Photo 1: Power Feeders Routed Through "Old Jail"**

In addition, copper telephone, optical fiber and cable television utility services also enter the facility through the south wall of the “Old Jail”, and route through this building to serve the courthouse facility. Refer to Photo 2. These utilities will need to be removed as part of the building demolition. Detailed coordination with Yakima County IT will be required to confirm what redundant telecommunications facilities are installed at the facility, and how this impact the temporary utility provisions during demolition. We would anticipate that these utilities will need to be reestablished after demolition of the “Old Jail”.

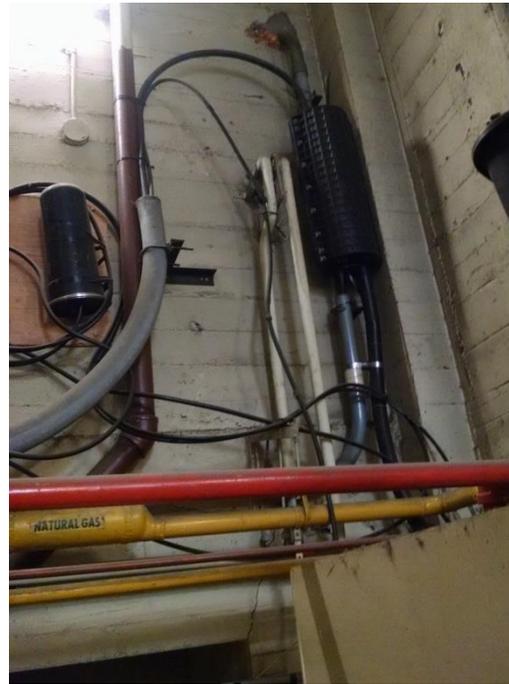


Photo 2: Telecommunications Utilities - "Old Jail"

#### **Electrical Considerations for Demolition of 1940's Courthouse:**

We understand that the Owner is also considering an option for demolition of the existing 1940's Courthouse facility. This will also have some implications to the utilities serving the facility.

The power distribution system serving the 1940's Courthouse originates within the 1960's building. We do not anticipate any significant impacts to the facility by removal of the power system feeders and equipment serving the 1940's Courthouse.

The IT and security systems serving the 1940's Courthouse, and the 1960's Building to remain, will need to be reviewed in detail with the Yakima County IT department to better understand how IT utilities are distributed between the structures and to the remainder of the Yakima County campus. Based on the low-voltage cabling observed routing between the individual structures at this facility, we anticipate that demolition of the 1940's Courthouse may have a fairly significant impact on the overall facility IT and security services.

END OF MEMORANDUM

**SECTION IV -  
SPACE/STAFFING NEEDS  
ASSESSMENT DEPARTMENT  
COMPLETED SURVEYS**



## **Space and Staffing Needs Assessment Surveys**

At the beginning of the assessment process, ART developed a department survey and questionnaire to be filled out by every county department director whose department was anticipated to be located in the courthouse facility, then returned to ART for review. The survey basically asked each department director to assess their department's current space and staffing needs, and to then project their department's needs to the year 2030. Information of staffing hierarchy, types of spaces needed, their department's adjacency requirements to other county departments, and numbers and types of parking were also requested. After an initial review by ART, ART and the Public Services Director then met with each department director or representative to verify the information provided, and in some cases, to obtain clarifications on any questionable information. Following in department alphabetical order are the completed department surveys and related materials.



# Yakima County Courthouse

## 2030 Facilities Strategic Plan Implementation

### Space / Staffing Needs Study

### Departmental Survey Form

November 23, 2015

## Introduction

The Board of County Commissioner's has determined that in order to make policy decisions regarding current and future needs for county facilities, a roadmap in the form of a master plan is required. A realistic and attainable plan is the goal of this effort.

The basis for the proposed 2030 Facilities Implementation Plan is a Space Needs Study. The following is a survey intended to update the 2006 survey (copy attached) that will be used to develop the space needs study. Please answer in a way that best describes your needs in today's terms. The questions cover staffing projections, related space requirements, impact on space and staffing of technology, and alternatives to service delivery.

## Directions

Before responding to the questions, please read the entire survey. Then please respond to each question as it relates to your department as accurately as possible using the space provided. *Please note: We are not asking you to create a huge body of new information; rather, you should be able to answer most questions in 1-2 sentences or by attaching the relevant information.* We are seeking solutions as well as information, be creative.

Should you have any questions relating to the survey, please contact Peter Rasmussen at (253) 572-5511, or email, [rasart@a-rt.org](mailto:rasart@a-rt.org). Please return the completed surveys to Vern Redifer at [vern.redifer@co.yakima.wa.us](mailto:vern.redifer@co.yakima.wa.us) no later than December 18, 2015. After the survey is returned, we will make an appointment with you to review your survey and related issues.

Department Name: Assessor

Person completing questionnaire: Dave Cook

Title: Yakima County Assessor Phone & Email: 574-1105  
dave.cook@colyakima.wa.us

Date: 12-10-2015

## Department Function

1. What is the general function of your Department/Division?

Property Tax Assessment – Exemption Administration – County Cadastral Map

2. What changes, legal or other, do you foresee in the near (5-15 years) future that may have an impact on the quantity or types of services that you provide?

No real way to tell what the Legislature will enact.

3. County-owned space Location /square feet: Please review the hardcopy floor plan(s) (provided separately) for your department.

- a. Does the floor plan accurately reflect all the Yakima County-owned space your department occupies?

Yes, this represents the space that my department occupies

No (if no, please color the hardcopy illustrating how it is different and return it to Lisa)

- b. Leased Space: Do you lease space for any of your functions / divisions?

No, all my departmental functions reside within County-owned space, as indicated on the floor plan(s).

Yes, I lease space

If you answered yes, please provide the following information for each leased location in Yakima County your department currently occupies:

Complete address including city and zip code:

Street: \_\_\_\_\_

City: \_\_\_\_\_

Zip code: \_\_\_\_\_

How many square feet do you lease at this location? \_\_\_\_\_

**Please provide a copy of the lease and return it to Lisa Freund.**

4. If your department is now in two or more locations, please indicate reason why. (Space constraints, functional requirements, etc) Please be specific.

5. How is your department organized in terms of major operating units or work groups? Please describe and attach organizational chart if available. Include number of personnel and functions of each.

4 Front end Customer Service (Exemption, Property Transfer questions, valuation issues)

13 Appraisers (Field work and desk space for data entry)

2 Cadastral Mapping people

3 Audit and Administration

1 Personal Property Administrator

1 Assessor

1 Database Coordinator

6. How does the space meet or not meet your functional needs?

Current space is actually a little more than we need

7. What space needs are not currently provided for?

Front end seating for customers

8. What is the greatest area of concern regarding functionality in the existing space today?  
What works?

Too spread out

What works if proximity of front end staff to each other and customers

9. What can you suggest to immediately address your space concerns? Please describe in terms of issue, square footage, adjacency, technology, other.

Heat and air conditions controls

Technology limitations

10. How will the service your department currently provides change in 5 years, and by the year 2030? What will be the likely impacts on your space needs in terms of quantity, location and specific functional requirements?

In 5 years:

There is no way to predict what changes may take place in 5 years or 1 year for that matter

Our functions are defined by the State Legislature....how, what, how often, at what level

By 2030:

If I can't define it for 5 years I sure can't do so for 15

11. Do you need public parking, and if so, about how many spaces? Is it needed every day, and if not, how often per week or per month?

Yes  No

Adequate parking for customers is absolutely necessary...and quite limited in our current location....not just for our office but for the Treasurer and Auditor as well....how many? Way more than what is available now

12. Are your department's current security concerns, related to staff, public and property, adequate, and if not, what short term and long term measures should be taken?

Yes  No

Current security is more than adequate for the administrative offices....courts are different...I don't need a huge staff of security guards for the seniors that are applying for senior exemption to property tax in my office

**Departmental Adjacencies:**

13. Internal: Which of the working groups within your department must be next to each other for maximum effectiveness? Please list.

Group / Division	Located Next To	Occurs Now? (Y/N)
All of my departments	All in our office	y
		y
		y

14. External: Please list in priority (highest first) the department you believe should be physically located or grouped with yours to provide maximum operational efficiency.

	Occurs Now? (Y/N)
Treasurer	y
Auditor	Y
GIS	y
Planning-Permits	N

15. For each department listed, briefly describe the operational advantage of close proximity.

Treasurer – Auditor – both are involved in property transactions  
GIS is involved with our staff in parcel mapping

|



**Files / Storage:**

21. How are your filing and storage requirements currently met? Are files stored within you department area and / or at a remote site? How will requirements (both space needed and configuration) change in five years, and by 2035?

You tell me how technology is going to change and I'll be happy to answer currently  
 We have both hard copy and electronic storage available

22. Do you keep hardcopy files in your workplace?

y

A) What do you expect you're filing requirements to be in the future?

Probably about the same

No change | \_\_\_\_\_ | Increased | \_\_\_\_\_ | Decreased | \_\_\_\_\_

B) Are there specific (legal) requirements regarding the storage of hardcopy records that result from the providing of your service, or are the requirements generic "good management" ones? Please be specific.

Y

Legal requirements must be met

23. What kinds of changes could be made in the process of providing storage for your department in order to improve the system for you?

More electronic....which may require legislative action to be acceptable

**Records & Equipment:**

24. Please describe the types of records & or files shared with other departments and how shared.

Tax record adjustments.....maps.....assessment rolls.....electronic whenever possible

25. What equipment requiring floor space does your department have? Please itemize.

Type copier and printers		Number of		Size of		Comments
-----------------------------	--	-----------	--	---------	--	----------


**Special Area Needs Conference**

26. How often per day or per week does your staff use a conference room or training room? How many people should the room hold? If more than one room, please list.  
daily

||

27. Do meeting / training sessions involve visitors from outside your department?

<input checked="" type="checkbox"/>	Yes
<input type="checkbox"/>	No

A) What is the largest number of outside visitors at one time?

12

B) Who greets these visitors?

Front end staff

C) Are visitors brought to a personal workspace or office, or do meetings / training sessions take place in a conference room? Or both?

Both...and either or

D) Is a Waiting or "Holding" area required for your visitor? If so, how large and can it be shared?

Yes  No

||

28. Please list other major non-office rooms needed in your operation (i.e., break room, vaults, storage, etc).

Type Room / Space	Shared		Frequency of Use	Description
	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

**Aesthetic and Function:**

29. Do the work stations / spaces reflect the functions performed? If not, please elaborate.

Yes

30. Rate the individual space allotment for your department.

More than adequate \_\_\_\_\_ Adequate   x   Crowded \_\_\_\_\_ Not workable \_\_\_\_\_

Please elaborate

31. What unique requirements does your department and office have that may not be taken into proper consideration in this space needs survey?

32. Personnel Needs (Please copy for additional positions)

Position	Type of space presently occupied (See key below)	Type of space desired	Present No. per category September 2015	Projected 2020	No. per 2030
Assessor	PO	PO	1	1	1





# Yakima County Courthouse

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The basis for the proposed 2030 Facilities Implementation Plan is a Space Needs Study. The following is a survey intended to update the 2006 survey (copy attached) that will be used to develop the space needs study. Please answer in a way that best describes your needs in today's terms. The questions cover staffing projections, related space requirements, impact on space and staffing of technology, and alternatives to service delivery.

## Directions

Before responding to the questions, please read the entire survey. Then please respond to each question as it relates to your department as accurately as possible using the space provided. *Please note: We are not asking you to create a huge body of new information; rather, you should be able to answer most questions in 1-2 sentences or by attaching the relevant information.* We are seeking solutions as well as information, be creative.

Should you have any questions relating to the survey, please contact Peter Rasmussen at (253) 572-5511, or email, [rasart@a-rt.org](mailto:rasart@a-rt.org). Please return the completed surveys to Vern Redifer at [vern.redifer@co.yakima.wa.us](mailto:vern.redifer@co.yakima.wa.us) no later than December 18, 2015. After the survey is returned, we will make an appointment with you to review your survey and related issues.

Department Name: County Auditor

Person completing questionnaire: Charles Ross

Title: Auditor Phone & Email: 574-1405  
charles.ross@co.yakima.wa.us

Date: 12/11/2015

## Department Function

1. What is the general function of your Department/Division?

County Payroll, Accounts Payable, Finance, Elections, Vehicle Licensing and Recording.

2. What changes, legal or other, do you foresee in the near (5-15 years) future that may have an impact on the quantity or types of services that you provide?

As technology improves we seem to always find ourselves needing expansion capacity. Room for new equipment, electrical and data capacity is of high importance to us.

3. County-owned space Location /square feet: Please review the hardcopy floor plan(s) (provided separately) for your department.

- a. Does the floor plan accurately reflect all the Yakima County-owned space your department occupies?

Yes, this represents the space that my department occupies

No (if no, please color the hardcopy illustrating how it is different and return it to Lisa)

- b. Leased Space: Do you lease space for any of your functions / divisions?

No, all my departmental functions reside within County-owned space, as indicated on the floor plan(s).

Yes, I lease space

If you answered yes, please provide the following information for each leased location in Yakima County your department currently occupies:

Complete address including city and zip code:

Street: \_\_\_\_\_

City: \_\_\_\_\_

Zip code: \_\_\_\_\_

How many square feet do you lease at this location? \_\_\_\_\_

**Please provide a copy of the lease and return it to Lisa Freund.**

4. If your department is now in two of more locations, please indicate reason why. (Space constraints, functional requirements, etc) Please be specific.

5. How is your department organized in terms of major operating units or work groups? Please describe and attach organizational chart if available. Include number of personnel and functions of each.

We have four major units that need to be housed in the same open area having access to all units. Auditor who is the elected official will need medium sized private office with exterior view windows, room for 5 guest chairs and a workstation similar to unit managers. Unit 1; Recording and licensing needs one small manager office and five duplicate workstations that will allow the employee to provide licensing, recording and passport service the public at regular high frequency. Unit 2; Elections needs one small manager office and 4 duplicate workstations that will allow the employee to elections and passport service for the public at

irregular high frequency. Unit 3; Finance and Accounting needs one small manager office and 5 duplicate work stations that will allow the employee to provide financial and accounts payable service to our agencies with very limited interaction with the public. Unit 4; needs 4 identical workstations allowing a manager to work closely with the three employees to provide payroll service to our county employees. Very little interaction with the public.

6. How does the space meet or not meet your functional needs?

Configuration of Licensing and Recording is not convenient to the public. We need a large service counter.

7. What space needs are not currently provided for?

Customer waiting room.

8. What is the greatest area of concern regarding functionality in the existing space today? What works?

Licensing and recording and the access the public has to the office. Door in and out needs to be improved

9. What can you suggest to immediately address your space concerns? Please describe in terms of issue, square footage, adjacency, technology, other.

10. How will the service your department currently provides change in 5 years, and by the year 2030? What will be the likely impacts on your space needs in terms of quantity, location and specific functional requirements?

In 5 years:

By 2030:

11. Do you need public parking, and if so, about how many spaces? Is it needed every day, and if not, how often per week or per month?

Yes  No

We service 3 to 5 customers at a time most of the day.

12. Are your department's current security concerns, related to staff, public and property, adequate, and if not, what short term and long term measures should be taken?

Yes  No

We need some separation from the general public for the departments that do not serve the public with regular frequency. The service counter needs to be more user friendly and create separation for the employee and customer.

**Departmental Adjacencies:**

13. Internal: Which of the working groups within your department must be next to each other for maximum effectiveness? Please list.

Group / Division	Located Next To	Occurs Now? (Y/N)
Licensing/Recording		y
Elections		y
Payroll		y
Finance	Accounts Payable	n
Accounts Payable	Finance	

14. External: Please list in priority (highest first) the department you believe should be physically located or grouped with yours to provide maximum operational efficiency.

	Occurs Now? (Y/N)

15. For each department listed, briefly describe the operational advantage of close proximity.



|



Files / Storage:

21. How are your filing and storage requirements currently met? Are files stored within your department area and / or at a remote site? How will requirements (both space needed and configuration) change in five years, and by 2035?

We have files in office and in the basement, having the files from the basement located close to the office is a must.

22. Do you keep hardcopy files in your workplace?

y

- A) What do you expect you're filing requirements to be in the future?

Same as now.. we are paper records

No change  Increased  Decreased

- B) Are there specific (legal) requirements regarding the storage of hardcopy records that result from the providing of your service, or are the requirements generic "good management" ones? Please be specific.

We have large volumes of files that must be held for long periods of time... some 60 years

23. What kinds of changes could be made in the process of providing storage for your department in order to improve the system for you?

Good shelving and uniform storage containers

Records & Equipment:

24. Please describe the types of records & or files shared with other departments and how shared.

25. What equipment requiring floor space does your department have? Please itemize.

Type	Number of	Size of	Comments
Printers	10	Large	

Map Printer	1	Large	Must be close to Licensing/Recording
copiers	2	Large	

### Special Area Needs Conference

26. How often per day or per week does your staff use a conference room or training room? How many people should the room hold? If more than one room, please list.

We meet as a management group (6 people weekly in the Auditor's office) No need for conference room

27. Do meeting / training sessions involve visitors from outside your department?

<input checked="" type="checkbox"/>	Yes
<input type="checkbox"/>	No

A) What is the largest number of outside visitors at one time?

25 people but we can use a community conference room for this

B) Who greets these visitors?

Elections or Licensing department employees

C) Are visitors brought to a personal workspace or office, or do meetings / training sessions take place in a conference room? Or both?

no

D) Is a Waiting or "Holding" area required for your visitor? If so, how large and can it be shared?

Yes  No

We need room for up to 20 customers, seating is preferred as we use a number system to stage them

28. Please list other major non-office rooms needed in your operation (i.e., break room, vaults, storage, etc).

Type Room / Space	Shared		Frequency of Use	Description
Vault Room	<input type="checkbox"/>	Yes	Daily	We have two large safes now for cash and vital records
	<input type="checkbox"/>	Yes		
	<input type="checkbox"/>	Yes		
	<input type="checkbox"/>	Yes		
	<input type="checkbox"/>	Yes		

**Aesthetic and Function:**

29. Do the work stations / spaces reflect the functions performed? If not, please elaborate.

Licensing and recording needs to be a service counter or window rather than sit down desks and the counter should provide separation from the public and employee

30. Rate the individual space allotment for your department.

More than adequate \_\_\_\_\_ Adequate \_\_\_\_\_ Crowded x Not workable \_\_\_\_\_

Please elaborate

We have wasted space due to the style of furniture we have, most of it is inherited from other offices and just cobbled together to work.

31. What unique requirements does your department and office have that may not be taken into proper consideration in this space needs survey?

\_\_\_\_\_

32. Personnel Needs (Please copy for additional positions)

Position	Type of space presently occupied (See key below)	Type of space desired	Present No. per category September 2015	Projected 2020	No. per 2030

L/R Station1 -4	oalp	oahp			
Elections Statios 1-4	oalp	oahp			
A/P Station1-3	oalp	oahp			
Accoun. Station1-2	oahp	oahp			
Payroll Station 1-3	oalp	oalp			
Payroll Manager	olap				
Totals					

Space Key:

PO	Private Office
½ PO	(2) person private office
OAHP	High partitions
OALP	Low partitions
OA	Open office (no interior partitions)
Other	_____

*Note to those responding to this survey; we are very aware of the large amount of effort this survey requires and we want to express our appreciation for your time and commitment.*

**Thank you.**



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## Introduction

The Board of County Commissioner's has determined that in order to make policy decisions regarding current and future needs for county facilities, a roadmap in the form of a master plan is required. A realistic and attainable plan is the goal of this effort.

The basis for the proposed 2030 Facilities Implementation Plan is a Space Needs Study. The following is a survey intended to update the 2006 survey (copy attached) that will be used to develop the space needs study. Please answer in a way that best describes your needs in today's terms. The questions cover staffing projections, related space requirements, impact on space and staffing of technology, and alternatives to service delivery.

## Directions

Before responding to the questions, please read the entire survey. Then please respond to each question as it relates to your department as accurately as possible using the space provided. *Please note: We are not asking you to create a huge body of new information; rather, you should be able to answer most questions in 1-2 sentences or by attaching the relevant information. We are seeking solutions as well as information, be creative.*

Should you have any questions relating to the survey, please contact Peter Rasmussen at (253) 572-5511, or email, [rasart@a-rt.org](mailto:rasart@a-rt.org). Please return the completed surveys to Vern Redifer at [vern.redifer@co.yakima.wa.us](mailto:vern.redifer@co.yakima.wa.us) no later than December 18, 2015. After the survey is returned, we will make an appointment with you to review your survey and related issues.

Department Name: Commissioners / Financial Services

Person completing questionnaire: Commissioners / Clerk / Financial Services Director

Title: \_\_\_\_\_ Phone & Email: 509-574-1502

Date: December 17, 2015 Tiera.girard@co.yakima.wa.us

## Department Function

1. What is the general function of your Department/Division?

Administration

2. What changes, legal or other, do you foresee in the near (5-15 years) future that may have an impact on the quantity or types of services that you provide?

None

3. County-owned space Location /square feet: Please review the hardcopy floor plan(s) (provided separately) for your department.

- a. Does the floor plan accurately reflect all the Yakima County-owned space your department occupies?

Yes, this represents the space that my department occupies

No (if no, please color the hardcopy illustrating how it is different and return it to Lisa)

- b. Leased Space: Do you lease space for any of your functions / divisions?

No, all my departmental functions reside within County-owned space, as indicated on the floor plan(s).

Yes, I lease space

If you answered yes, please provide the following information for each leased location in Yakima County your department currently occupies:

Complete address including city and zip code:

Yakima City Hall | Street: 129 N. 2<sup>nd</sup> Street – Council Chambers & Purchasing Department

City: Yakima | Zip code: 98901

How many square feet do you lease at this location? Council Chambers & Purchasing Dept. \_\_\_\_\_

**Please provide a copy of the lease and return it to Lisa Freund.**

4. If your department is now in two or more locations, please indicate reason why. (Space constraints, functional requirements, etc) Please be specific.

One primary location. Basement storage room. Council Chambers for public meetings. Mail room.

5. How is your department organized in terms of major operating units or work groups? Please describe and attach organizational chart if available. Include number of personnel and functions of each.

(3) Commissioners w/ 3 separate offices  
 (1) Financial Services director with office  
 (7) Financial Services staff in work stations  
 (2) Commissioner staff in work stations  
 (1) Small conference room  
 (1) Break room

(1) Stand alone mailroom (separate from primary office)

6. How does the space meet or not meet your functional needs?

Meets current needs except for Commissioner Chambers

7. What space needs are not currently provided for?

Commissioner Chambers and other public meetings

8. What is the greatest area of concern regarding functionality in the existing space today? What works?

Existing layout functional except for lack of Commissioner Chamber

9. What can you suggest to immediately address your space concerns? Please describe in terms of issue, square footage, adjacency, technology, other.

No immediate concerns

10. How will the service your department currently provides change in 5 years, and by the year 2030? What will be the likely impacts on your space needs in terms of quantity, location and specific functional requirements?

In 5 years:

Possible transition of Purchasing Department to Financial Services – addition of 2 – 3 staff stations

By 2030:

Consolidated Financial Services may require additional accomodations.

11. Do you need public parking, and if so, about how many spaces? Is it needed every day, and if not, how often per week of per month?

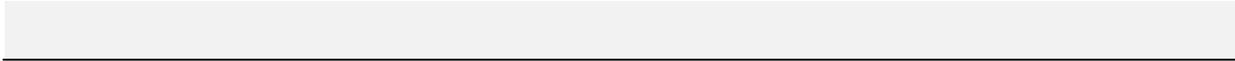
n/a

Yes  No

12. Are your department's current security concerns, related to staff, public and property, adequate, and if not, what short term and long term measures should be taken?

Yes

Yes  No



**Departmental Adjacencies:**

13. Internal: Which of the working groups within your department must be next to each other for maximum effectiveness? Please list.

Group / Division	Located Next To	Occurs Now? (Y/N)
Commissioners / BOCC Clerk	Financial Services	Y

14. External: Please list in priority (highest first) the department you believe should be physically located or grouped with yours to provide maximum operational efficiency.

	Occurs Now? (Y/N)

15. For each department listed, briefly describe the operational advantage of close proximity.

n/a

## Communications:

16. What types of privacy requirements (open office concept versus individual offices) do you see as most efficient and / or desirable? Do needs vary for different tasks? How?

Current layout arrangements appropriate

17. Which, if any, of the following “support areas” listed are accessed frequently? Indicate how many person trips a day for each area.

Copier equipment	X	Several times		Conference Rm	X	Frequent
Reception area	X	Several times		Library		
Accounting	X	Several times		Central files	X	Occasional
				Other	X	Break room - daily

18. How does your department greet visitors, both public and county employees? Do you need a counter, window, a greeter who then directs visitors to a conference room or specific staff member? If you could improve this function, what changes would you make?

Both offices currently have a front counter where visitors are greeted. No changes need to be made.

19. What other departments must a person visit to complete a transaction with your department? (Example: Building permits which may also include the health department and others). Please list department and transaction.

None

20. Does your department have delivery requirements? How frequently are deliveries made? What type of deliveries? By what size vehicles? Who must receive? Can deliveries be scheduled?

Mail – delivered daily to the mail room by postal vehicle. Certified mail received by front desk

**Files / Storage:**

21. How are your filing and storage requirements currently met? Are files stored within you department area and / or at a remote site? How will requirements (both space needed and configuration) change in five years, and by 2035?

Filing and storage needs are currently met. Files stored in both main offices and basement.

22. Do you keep hardcopy files in your workplace?

Yes

A) What do you expect you're filing requirements to be in the future?

No change  Increased  Decreased

B) Are there specific (legal) requirements regarding the storage of hardcopy records that result from the providing of your service, or are the requirements generic "good management" ones? Please be specific.

Legally required to store various hard copies (resolutions, ordinances, public hearing files, claim files, Board of Equalization files, payroll files, asset information, contracts) for a minimum of 6 years prior to sending to the State Archives.

23. What kinds of changes could be made in the process of providing storage for your department in order to improve the system for you?

Currently adequate

**Records & Equipment:**

24. Please describe the types of records & or files shared with other departments and how shared.

n/a

25. What equipment requiring floor space does your department have? Please itemize.

Type	Number of	Size of	Comments
Copy machine	1	Standard - large	


**Special Area Needs Conference**

26. How often per day or per week does your staff use a conference room or training room? How many people should the room hold? If more than one room, please list.

1-8 times a day – up to 12 people

27. Do meeting / training sessions involve visitors from outside your department?

X	Yes
	No

A) What is the largest number of outside visitors at one time?

10

B) Who greets these visitors?

Commissioners front office staff

C) Are visitors brought to a personal workspace or office, or do meetings / training sessions take place in a conference room? Or both?

Both

D) Is a Waiting or “Holding” area required for your visitor? If so, how large and can it be shared?

Yes | X | No

Current space/arrangement adequate

28. Please list other major non-office rooms needed in your operation (i.e., break room, vaults, storage, etc).

Type Room / Space	Shared		Frequency of Use	Description		
Break Room	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	Daily	
Basement storage	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	Weekly	
	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No		
	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No		
	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No		

**Aesthetic and Function:**

29. Do the work stations / spaces reflect the functions performed? If not, please elaborate.

Yes

30. Rate the individual space allotment for your department.

More than adequate \_\_\_\_\_ Adequate  Crowded \_\_\_\_\_ Not workable \_\_\_\_\_

Please elaborate

31. What unique requirements does your department and office have that may not be taken into proper consideration in this space needs survey?

Potential transition of Purchasing to Financial Services

32. Personnel Needs (Please copy for additional positions)

Position	Type of space presently occupied (See key below)	Type of space desired	Present No. per category September 2015	Projected 2020	No. per 2030
Commissioner (3)	<input type="checkbox"/> PO	<input type="checkbox"/> PO	<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3
Financial Services	<input type="checkbox"/> PO	<input type="checkbox"/> PO	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1



For: Vern Rudifer

From: Janelle Riddle, Yakima County Clerk

RE: Yakima County Clerk's Offices – Current Staff re: Space Planning (*estimate*)

**38 Deputy Clerks – Designated by Area of Specific Duty:**

*RECORDS:* 1 supervisor; 6 staff;

*JURY:* 1 supervisor; 2 staff;

*IN COURT CLERKS:* 1 Supervisor; 10 staff;

*IN OFFICE CLERKS:* 1 Supervisor; 16 staff (*includes Accounting/Finance members*); and

*JUVENILE CRT CLERKS:* 1 supervisor; 3 staff [Jerome Ave].

Each area above has need for large copier/printers. Desks will need to contain two monitors & a small scanner to process documents; along with other general office supplies.

**County Clerk Office - General Public Space Needed:**

The Clerk's Office entertains hundreds of public and professional persons weekly; as well as handles hundreds of phone calls per day. Noise reduction would be advantageous.

In addition, the County Clerk's office to include counter space for public; as well as space for the public phone and computers the Clerk's Office provides. Estimate up to 400 square foot entry to allow public access the clerk counter; attorneys who want to conform their pleadings with judge stamps and file stamps. The County may want to review other County Clerk Offices for the space attributable to accommodating the public accessing services in the Clerk's Office. Safety for clerk and public persons is important.

Again, this is information represents an estimate based on current staffing. The above numbers do not take into account any growth of County Clerk staff in future.

Return Address:

Yakima County Commissioners  
128 N 2<sup>nd</sup> St Room 232  
Yakima WA 98901

Title: Lease Agreement with GVIEW Investments, LLC.

Reference: See Attached Lease

Grantor:

GVIEW Investments, LLC.  
P.O. Box 53308  
Bellvue, Washington 98015

Grantee:

Yakima County  
128 North 2<sup>nd</sup> Street  
Yakima, Washington 98901

Tax Parcel Number 230915-14006:

Narrative Description: **BEG N 89^07'W 343.9 FT OF SE COR NE1/4TH W TO E'LY  
R/W OF ST HWY,TH N 28^31'W TO SW COR AS SHOWN IN VOL 426523,THN  
68^48'E 344 FT,TH N 50 FT,TH N 68^ >48'E 227 FT,TH S 276.5 FT M OR L TO  
POBALSO TH PT OF N 51 FT OF E1/2 SE1/4 LYE'LY OF ST.HWY EX E 343.9  
FT**

See Attached Exhibit "B", page 21.



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### LEASE AGREEMENT

(Multi-Tenant Form)

CBA Text Disclaimer: Text deleted by licensee indicated by strike  
New text inserted by licensee indicated by small capital letters

THIS LEASE AGREEMENT (the "Lease") is entered into this 25<sup>th</sup> day of October, 2005 Between GVIEW Investments, LLC ("Landlord"), and Yakima County District Court ("Tenant"). Landlord and Tenant agree as follows:

#### 1. LEASE SUMMARY.

a. **Leased Premises.** The leased commercial real estate (the "Premises") consist of an agreed area of 8,341 rentable square feet and are outlined on the floor plan attached as Exhibit A, located on the land legally described on attached Exhibit B, and is commonly known as 1313 West Wine Country Road, Grandview, Washington (suite number and address). The Premises do not include, and Landlord reserves, the exterior walls and roof of the Premises, the land beneath the Premises, the pipes and ducts, conduits, wires, fixtures, and equipment above the suspended ceiling or structural elements of the building in which the Premises are located (the "Building"). The Building, the land upon which it is situated, all other improvements located on such land, and all common areas appurtenant to the Building are referred to as the "Property."

b. **Lease Commencement Date.** The Lease shall commence on January 1, 2006, or such earlier or later date as provided in Section 3 (the "Commencement Date").

c. **Lease Termination Date.** The Lease shall terminate at midnight on, December 31, 2016 or such earlier or later date as provided in Section 3 (the "Termination Date").

d. **Base Rent.** The base monthly rent shall be (check one):  \$ \_\_\_\_\_, or  according to the Rent Rider attached hereto. Rent shall be payable at Landlord's address shown in Section 1(h) below, or such other place designated in writing by Landlord.

e. **Prepaid Rent.** Upon execution of this Lease, Tenant shall deliver to Landlord the sum of \$0.00 as prepaid rent, to be applied to the Rent due for the \_\_\_\_\_ month(s) of the Lease.

f. **Security Deposit.** The amount of the security deposit is \$ 0.00.

g. **Permitted Use.** The Premises shall be used only for District Court operations and for no other purpose without the prior written consent of Landlord.

h. **Notice and Payment Addresses:**

Landlord: P.O. Box 53308, Bellevue, WA 98015-3308 Fax No.: 425-453-5641

Tenant: 128 North 2<sup>nd</sup> Street #231, Yakima, WA 98901 Fax No.: 509-574-1851

i. **Tenant's Pro Rata Share.** Landlord and Tenant agree that Tenant's Pro Rata Share is 64.79%, based on the ratio of the agreed rentable area of the Premises to the agreed rentable area of the Building and all other buildings on the Property as of the date of this Lease.

2. **PREMISES.** Landlord leases to Tenant, and Tenant leases from Landlord the Premises upon the terms specified in this Lease.

#### 3. TERM.

a. **Commencement Date.** The Lease shall commence on the date specified in Section 1(b), or on such earlier or later date as may be specified by written notice delivered by Landlord to Tenant advising Tenant that the Premises are ready for possession and specifying the Commencement Date, which shall not be less than thirty (30) days (30 if not filled in) following the date of such notice. If Tenant occupies the Premises before the Commencement Date specified in Section 1(b), then the Commencement Date shall be the date of occupancy. If Landlord acts diligently to make the Premises available to Tenant, neither Landlord nor any agent or employee of Landlord shall be liable for any damage or loss due to Landlord's inability or failure to deliver possession of the Premises to Tenant as provided in this Lease. The Termination Date shall be modified upon any change in the Commencement Date so that the length of the Lease term is not changed. If Landlord does not deliver possession of the Premises to Tenant within sixty (60) days (60 if not filled in) after the date



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specified in Section 1(b), Tenant may elect to cancel this Lease by giving written notice to Landlord within 10 days after such time period ends. If Tenant gives such notice, the Lease shall be cancelled, all prepaid rent and security deposits shall be refunded to tenant, and neither Landlord nor Tenant shall have any further obligations to the other. The first "Lease Year" shall commence on the Commencement Date and shall end on the date which is twelve (12) months from the end of the month in which the Commencement Date occurs. Each successive Lease Year during the initial term and any extension terms shall be twelve (12) months, commencing on the first day following the end of the preceding Lease Year, except that the last Lease Year shall end on the Termination Date.

- b. **Tenant Obligations.** To the extent Tenant's tenant improvements are not completed in time for the Tenant to occupy or take possession of the Premises on the Commencement Date due to the failure of Tenant to fulfill any of its obligations under this Lease, the Lease shall nevertheless commence on the Commencement Date.

Except as specified elsewhere in this Lease, Landlord makes no representations or warranties to Tenant regarding the Premises, including the structural condition of the Premises and the condition of all mechanical, electrical, and other systems on the Premises. Except for any tenant improvements described on attached Exhibit C to be completed by Landlord (defined therein as "Landlord's Work"), Tenant shall be responsible for performing any work necessary to bring the Premises into condition satisfactory to Tenant. By signing this Lease, Tenant acknowledges that it has had adequate opportunity to investigate the Premises, acknowledges responsibility for making any corrections, alterations and repairs to the Premises (other than the Landlord's Work), and acknowledges that the time needed to complete any such items shall not delay the Commencement Date.

Attached Exhibit C sets forth all Landlord's Work, if any, and all tenant improvements to be completed by Tenant ("Tenant's Work"), which is to be performed on the Premises. Responsibilities for design, payment and performance of all such work shall be as set forth on attached Exhibit C. If Tenant fails to notify Landlord of any defects in the Landlord's Work within ten (10) days of delivery of possession to Tenant, Tenant shall be deemed to have accepted the Premises in their then condition. If Tenant discovers any major defects in the Landlord's Work during this 10-day period that would prevent Tenant from using the Premises for its intended purpose, Tenant shall so notify Landlord in writing and the Commencement Date shall be delayed until after Landlord has corrected the major defects and Tenant has had five (5) days to inspect and approve the Premises after Landlord's correction of such defects. The Commencement Date shall not be delayed if Tenant's inspection reveals minor defects in the Landlord's Work that will not prevent Tenant from using the Premises for their intended purpose. Tenant shall prepare a punch list of all minor defects and provide the punch list to Landlord. Landlord shall promptly correct all punch list items.

4. **RENT.** Tenant shall pay Landlord without demand, deduction or offset, in lawful money of the United States, the monthly rental stated in Section 1(d) in advance on or before the first day of each month during the Lease Term beginning on (check one):  the Commencement Date, or  \_\_\_\_\_ (specify, but if no date specified, then on the Commencement Date), and any other additional payments due to Landlord, including Operating Costs (collectively the "Rent") when required under this Lease. Payments for any partial month at the beginning or end of the Lease term shall be prorated.

If any sums payable by Tenant to Landlord under this Lease are not received by the fifth (5th) day of each month, Tenant shall pay Landlord in addition to the amount due, for the cost of collecting and handling such late payment, an amount equal to the greater of \$100 or five percent (5%) of the delinquent amount. In addition, all delinquent sums payable by Tenant to Landlord and not paid within five days of the due date shall, at Landlord's option, bear interest at the rate of twelve percent (12%) per annum, or the highest rate of interest allowable by law, whichever is less. Interest on all delinquent amounts shall be calculated from the original due date to the date of payment.

Landlord's acceptance of less than the full amount of any payment due from Tenant shall not be deemed an accord and satisfaction or compromise of such payment unless Landlord specifically consents in writing to payment of such lesser sum as an accord and satisfaction or compromise of the amount which Landlord claims.



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5. ~~SECURITY DEPOSIT.~~ Upon execution of this Lease, Tenant shall deliver to Landlord the security deposit specified in Section 4(f) above. Landlord may commingle the security deposit with its other funds. ~~If Tenant breaches any covenant or condition of this Lease, including but not limited to the payment of Rent, Landlord may apply all or any part of the security deposit to the payment of any sum in default and any damage suffered by Landlord as a result of Tenant's breach. In such event, Tenant shall, within five (5) days after written demand therefor by Landlord, deposit with Landlord the amount so applied. Any payment to Landlord from the security deposit shall not be construed as a payment of liquidated damages for any default. If Tenant complies with all of the covenants and conditions of this Lease throughout the Lease term, the security deposit shall be repaid to Tenant without interest within 30 days after the vacation of the Premises by Tenant.~~
6. **USES.** The Premises shall be used only for the use(s) specified in Section 1(g) above (the "Permitted Use"), and for no other business or purpose without the prior written consent of Landlord. No act shall be done on or around the Premises that is unlawful or that will increase the existing rate of insurance on the Premises or the Building, or cause the cancellation of any insurance on the Premises or the Building. Tenant shall not commit or allow to be committed any waste upon the Premises, or any public or private nuisance. Tenant shall not do or permit anything to be done in the Premises or on the Property which will obstruct or interfere with the rights of other tenants or occupants of the Property, or their customers, clients and visitors, or to injure or annoy such persons.
7. **COMPLIANCE WITH LAWS.** Tenant shall not cause or permit the Premises to be used in any way which violates any law, ordinance, or governmental regulation or order. Landlord represents to Tenant, to the best of Landlord's knowledge, that with the exception of any Tenant's Work, as of the Commencement Date, the Premises comply with all applicable laws, rules, regulations, or orders, including without limitation, the Americans With Disabilities Act, if applicable, and Landlord shall be responsible to promptly cure any noncompliance which existed on the Commencement Date. Tenant shall be responsible for complying with all laws applicable to the Premises as a result of Tenant's particular use, such as modifications required by the Americans With Disabilities Act as a result of Tenant opening the Premises to the public as a place of public accommodation. If the enactment or enforcement of any law, ordinance, regulation or code during the Lease term requires any changes to the Premises during the Lease term, the Tenant shall perform all such changes at its expense if the changes are required due to the nature of Tenant's activities at the Premises, or to alterations that Tenant seeks to make to the Premises; otherwise, Landlord shall perform all such changes at its expense.
8. **OPERATING COSTS.**
- a. **Definition.** As used herein, "Operating Costs" shall mean all costs of operating, maintaining and repairing the Premises, the Building, and the Property, determined in accordance with generally accepted accounting principles, and including without limitation the following: all taxes and assessments (including, but not limited to, real and personal property taxes and assessments, local improvement district assessments and other special purpose assessments, and taxes on rent or gross receipts); insurance premiums paid by Landlord and (to the extent used) deductibles; water, sewer and all other utility charges (other than utilities separately metered and paid directly by Tenant or other tenants); janitorial and all other cleaning services; refuse and trash removal; refurbishing and repainting; carpet replacement; air conditioning, heating, ventilation and elevator service; pest control; lighting systems, fire detection and security services; landscape maintenance; management (fees and/or personnel costs); parking lot, road, sidewalk and driveway patching, resurfacing and maintenance; snow and ice removal; amortization (in accordance with generally accepted accounting principles) of capital improvements as Landlord may in the future install to comply with governmental regulations and rules or undertaken in good faith with a reasonable expectation of reducing operating costs (the useful life of which shall be a reasonable period of time as determined by Landlord); and costs of legal services (except those incurred directly relating to a particular occupant of the Building); accounting services, labor, supplies, materials and tools. Landlord and Tenant agree that if the Building is not ninety percent (90%) occupied during any calendar year, on a monthly average, then the Operating Costs shall be increased to reflect the Operating Costs of the Building as though it





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were ninety percent (90%) occupied and Tenant's Pro Rata Share of Operating Costs shall be based upon Operating Costs as so adjusted. Operating Costs shall not include: Landlord's income tax or general corporate overhead, depreciation on the Building or equipment therein; loan payments; real estate broker's commissions; capital improvements to or major repairs of the Building shell (i.e., the Building structure, exterior walls and roof) not described in this paragraph; or any costs regarding the operation, maintenance and repair of the Premises, the Building, or the Property paid directly by Tenant or other tenants in the Building. If Tenant is renting a pad separate from any other structures on the Property for which Landlord separately furnishes the services described in this paragraph, then the term "Operating Costs" shall not include those costs of operating, repairing, and maintaining the enclosed mall which can be separately allocated to the tenants of the other structures. Operating Costs which can not be separately allocated to the tenants of other structures may include but are not limited to: insurance premiums; taxes and assessments; management (fees and/or personnel costs); exterior lighting; parking lot, road, sidewalk and driveway patching, resurfacing and maintenance; snow and ice removal; and costs of legal services and accounting services.

b. **Type of Payment:** Options one and two below address the manner in which Operating Costs are paid under this Lease. To select the pure triple net option, check option 1. To select the base year option, check option 2.

**OPTION ONE: TRIPLE NET.** As additional Rent, Tenant shall pay to Landlord on the first of each month with payment of Tenant's base Rent one-twelfth of Tenant's Pro Rata Share of Operating Costs.

**OPTION TWO: BASE YEAR.** The base Rent paid by Tenant under this Lease includes Tenant's Pro Rata Share of Operating Costs for the calendar year in which the Commencement Date occurs (the "Base Year"). As additional Rent, Tenant shall pay to Landlord on the first day of each month commencing on the first day of the first year after the Commencement Date, with Tenant's payment of base Rent, one-twelfth of the amount, if any, by which Tenant's Pro Rata Share of Operating Costs exceeds Tenant's annualized Pro Rata Share of Operating Costs for the Base Year.

c. **Method of Payment.** Tenant shall pay to Landlord Operating Costs as provided above pursuant to the following procedure:

(i) Landlord shall provide to Tenant, at or before the Commencement Date, a good faith estimate of annual Operating Costs for the calendar year in which the Commencement Date occurs. Landlord shall also provide to Tenant, as soon as possible following the first day of each succeeding calendar year, a good faith estimate of Tenant's annual Pro Rata Share of Operating Costs for the then-current year;

(ii) Each estimate of Tenant's annual Pro Rata Share of Operating Costs determined by Landlord as described above, shall be divided into twelve (12) equal monthly installments. If Tenant pays Operating Costs under Option One, Tenant shall pay to Landlord such monthly installment of Operating Costs with each monthly payment of base Rent. If Tenant pays Operating Costs under Option Two, Tenant shall pay to Landlord with each monthly payment of base Rent the amount, if any, by which such monthly installments of Operating Costs exceed one twelfth of Tenant's annualized Pro Rata Share of Operating Costs for the Base Year. In the event the estimated amount of Tenant's Pro Rata Share of Operating Costs has not yet been determined for any calendar year, Tenant shall pay the monthly installment in the estimated amount determined for the preceding calendar year until the estimate for the current calendar year has been provided to Tenant. At such time as the estimate for the current calendar year is received, Tenant shall then pay any shortfall or receive a credit for any surplus for the preceding months of the current calendar year and shall, thereafter, make the monthly installment payment in accordance with the current estimate; and

(iii) As soon as reasonably possible following the end of each calendar year of the Lease term, Landlord shall determine and provide to Tenant a statement (the "Operating Costs Statement") setting forth the amount of Operating Costs actually incurred and the amount of Tenant's Pro Rata Share of Operating Costs actually payable by Tenant with respect to such calendar year. In the event the amount of Tenant's Pro Rata Share of Operating Costs exceeds the sum of the monthly installments actually paid by Tenant for such calendar year, Tenant shall pay to Landlord the



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difference within thirty (30) days following receipt of the Operating Costs Statement. In the event the sum of such installments exceeds the amount of Tenant's Pro Rata Share of Operating Costs actually due and owing, the difference shall be applied as a credit to Tenant's future Pro Rata Share of Operating Costs payable by Tenant pursuant to this Section.

9. **UTILITIES AND SERVICES.** Landlord shall provide the Premises the following services, the cost of which shall be included in the Operating Costs: water, sewer, gas, and electricity for the Premises seven (7) days per week, twenty-four (24) hours per day, and heating, ventilation and air conditioning from \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m. Monday through Friday, and \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m. on Saturday and \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m. on Sunday, and shall provide janitorial service to the common area Premises and Building five (5) nights each week, exclusive of holidays. Heating, ventilation and air conditioning services will also be provided by Landlord to the Premises, during additional hours on reasonable notice to Landlord, at Tenant's sole cost and expense, at an hourly rate reasonably established by Landlord from time to time and payable by Tenant, as billed, as additional Rent.

Tenant shall furnish and pay, at Tenant's sole expense, all other utilities (including, but not limited to, telephone and cable service if available) and other services which Tenant requires with respect to the Premises, except those to be provided by Landlord as described above. Notwithstanding the foregoing, if Tenant's use of the Premises incurs utility service charges which are above ordinary usage, Landlord reserves the right to require Tenant to pay a reasonable additional charge for such usage. For example, where Tenant installs and uses a number of electronic devices which is greater than normal, the increased usage may result in higher electrical charges and increased charges for cooling since overheating of rooms may result.

10. **TAXES.** Tenant shall pay all taxes, assessments, liens and license fees ("Taxes") levied, assessed or imposed by any authority having the direct or indirect power to tax or assess any such liens, by reason of Tenant's use of the Premises, and all Taxes on Tenant's personal property located on the Premises. Landlord shall pay all Taxes with respect to the Building and the Project, including any Taxes resulting from a reassessment of the Building or the Project due to a change of ownership or otherwise, which shall be included in Operating Costs.

11. **COMMON AREAS.**

a. **Definition.** The term "Common Areas" means all areas, facilities and building systems that are provided and designated from time to time by Landlord for the general non-exclusive use and convenience of Tenant with other tenants and which are not leased or held for the exclusive use of a particular tenant. Common Areas may, but do not necessarily include, hallways, entryways, stairs, elevators, driveways, walkways, terraces, docks, loading areas, restrooms, trash facilities, parking areas (Tenant shall have the unreserved use of 50 parking spaces) and garages, roadways, pedestrian sidewalks, landscaped areas, security areas, lobby or mail areas, common heating, ventilating and air conditioning systems, common electrical service, equipment and facilities, and common mechanical systems, equipment and facilities. Tenant shall comply with reasonable rules and regulations concerning the use of the common areas adopted by Landlord from time to time. Without advance notice to Tenant and without any liability to Tenant, Landlord may change the size, use, or nature of any common areas, erect improvements on the Common Areas or convert any portion of the Common Areas to the exclusive use of Landlord or selected tenants, so long as Tenant is not thereby deprived of the substantial benefit of the Premises. Landlord reserves the use of exterior walls and the roof, and the right to install, maintain, use, repair and replace pipes, ducts, conduits, and wires leading through the Premises in areas which will not materially interfere with Tenant's use thereof.

b. **Use of the Common Areas.** Tenant shall have the non-exclusive right in common with such other tenants to whom Landlord has granted or may grant such rights to use the Common Areas. Tenant shall abide by rules and regulations adopted by Landlord from time to time and shall use its best efforts to cause its employees, contractors, and invitees to comply with those rules and regulations, and not interfere with the use of Common Areas by others. (Tenant shall have the unreserved use of 50 parking spaces)

c. **Maintenance of Common Areas.** Landlord shall maintain the Common Areas in good order,





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(Multi-Tenant Form - Continued)

condition and repair. This maintenance cost shall be an Operating Cost chargeable to Tenant pursuant to Section 8.

**12. ALTERATIONS.** Tenant may make alterations, additions or improvements to the Premises, including any Tenant's Work identified on attached Exhibit C ("Alterations"), with the prior written consent of Landlord. The term "Alterations" shall not include the installation of shelves, movable partitions, Tenant's equipment, and trade fixtures which may be performed without damaging existing improvements or the structural integrity of the Premises, and Landlord's consent shall not be required for Tenant's installation of those items. Tenant shall complete all Alterations at Tenant's expense in compliance with all applicable laws and in accordance with plans and specifications approved by Landlord, using contractors approved by Landlord, and in a manner so as to not unreasonably interfere with other tenants. Landlord shall be deemed the owner of all Alterations except for those which Landlord requires to be removed at the end of the Lease term. Tenant shall remove all Alterations at the end of the Lease term unless Landlord conditioned its consent upon Tenant leaving a specified Alteration at the Premises, in which case Tenant shall not remove such Alteration. Tenant shall immediately repair any damage to the Premises caused by removal of Alterations.

**13. REPAIRS AND MAINTENANCE.** Tenant shall, at its sole expense, maintain the Premises in good condition and promptly make all non-structural repairs and replacements necessary to keep the Premises safe and in good condition, including all utilities and other systems serving the Premises. Landlord shall maintain and repair the Building structure, foundation, exterior walls, and roof, and the Common Areas, the cost of which shall be included as an Operating Cost. Tenant shall not damage any demising wall or disturb the structural integrity of the Premises and shall promptly repair any damage or injury done to any such demising walls or structural elements caused by Tenant or its employees, agents, contractors, or invitees. If Tenant fails to maintain or repair the Premises, Landlord may enter the Premises and perform such repair or maintenance on behalf of Tenant. In such case, Tenant shall be obligated to pay to Landlord immediately upon receipt of demand for payment, as additional Rent, all costs incurred by Landlord. Notwithstanding anything in this Section to the contrary, Tenant shall not be responsible for any repairs to the Premises made necessary by the negligence or willful misconduct of Landlord or its agents, employees, contractors or invitees therein.

Upon expiration of the Lease term, whether by lapse of time or otherwise, Tenant shall promptly and peacefully surrender the Premises, together with all keys, to Landlord in as good condition as when received by Tenant from Landlord or as thereafter improved, reasonable wear and tear and insured casualty excepted. Landlord shall repaint the entrance lobby and corridor between the 61<sup>st</sup> and 70<sup>th</sup> month of the Lease.

**14. ACCESS AND RIGHT OF ENTRY.** After reasonable notice from Landlord (except in cases of emergency, where no notice is required), Tenant shall permit Landlord and its agents, employees and contractors to enter the Premises at all reasonable times to make repairs, alterations, improvements or inspections. This Section shall not impose any repair or other obligation upon Landlord not expressly stated elsewhere in this Lease. After reasonable notice to Tenant, Landlord shall have the right to enter the Premises for the purpose of showing the Premises to prospective purchasers or lenders at any time, and to prospective tenants within 180 days prior to the expiration or sooner termination of the Lease term, and for posting "for lease" signs within 180 days prior to the expiration or sooner termination of the Lease term.

**15. SIGNAGE.** Tenant shall obtain Landlord's written consent before installing any signs upon Premises. Tenant shall install any approved signage at Tenant's sole expense and in compliance with all applicable laws. Tenant shall not damage or deface the Premises in installing or removing signage and shall repair any injury or damage to the Premises caused by such installation or removal.

Tenant may use any portion of the front of the building for signage in compliance with the City of Grandview Sign Ordinance. In addition, Tenant may utilize monument signage at the entrance with accommodation of other building tenants.





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**16. DESTRUCTION OR CONDEMNATION.**

**a. Damage and Repair.** If the Premises or the portion of the Property necessary for Tenant's occupancy are partially damaged but not rendered untenantable, by fire or other insured casualty, then Landlord shall diligently restore the Premises and the portion of the Property necessary for Tenant's occupancy and this Lease shall not terminate; provided, however, Tenant may terminate the Lease if Landlord is unable to restore the Premises within six (6) months of the casualty event. The Premises or the portion of the Property necessary for Tenant's occupancy shall not be deemed untenantable if less than twenty-five percent (25%) of each of those areas are damaged. Notwithstanding the foregoing, Landlord shall have no obligation to restore the Premises or the portion of the Property necessary for Tenant's occupancy if insurance proceeds are not available to pay the entire cost of such restoration. If insurance proceeds are available to Landlord but are not sufficient to pay the entire cost of restoration, then Landlord may elect to terminate this Lease and keep the insurance proceeds, by notifying Tenant within sixty (60) days of the date of such casualty.

If the Premises, the portion of the Property necessary for Tenant's occupancy, or 50% or more of the rentable area of the Property are entirely destroyed, or partially damaged and rendered untenantable, by fire or other casualty, Landlord may, at its option: (a) terminate this Lease as provided herein, or (b) restore the Premises and the portion of the Property necessary for Tenant's occupancy to their previous condition; provided, however, if such casualty event occurs during the last 6 months of the Lease term (after considering any option to extend the term timely exercised by Tenant) then either Tenant or Landlord may elect to terminate the Lease. If, within 60 days after receipt by Landlord from Tenant of written notice that Tenant deems the Premises or the portion of the Property necessary for Tenant's occupancy untenantable, Landlord fails to notify Tenant of its election to restore those areas, or if Landlord is unable to restore those areas within six (6) months of the date of the casualty event, then Tenant may elect to terminate the Lease.

If Landlord restores the Premises or the Property under this Section 16(a), Landlord shall proceed with reasonable diligence to complete the work, and the base Rent shall be abated in the same proportion as the untenantable portion of the Premises bears to the whole Premises, provided that there shall be a rent abatement only if the damage or destruction of the Premises or the Property did not result from, or was not contributed to directly or indirectly by the act, fault or neglect of Tenant, or Tenant's officers, contractors, licensees, subtenants, agents, servants, employees, guests, invitees or visitors. Provided, Landlord complies with its obligations under this Section, no damages, compensation or claim shall be payable by Landlord for inconvenience, loss of business or annoyance directly, incidentally or consequentially arising from any repair or restoration of any portion of the Premises or the Property. Landlord will not carry insurance of any kind for the protection of Tenant or any improvements paid for by Tenant or as provided in Exhibit C or on Tenant's furniture or on any fixtures, equipment, improvements or appurtenances of Tenant under this Lease, and Landlord shall not be obligated to repair any damage thereto or replace the same unless the damage is caused by Landlord's negligence or willful misconduct.

**b. Condemnation.** If the Premises, the portion of the Property necessary for Tenant's occupancy, or 50% or more of the rentable area of the Property are made untenantable by eminent domain, or conveyed under a threat of condemnation, this Lease shall terminate at the option of either Landlord or Tenant as of the earlier of the date title vests in the condemning authority or the condemning authority first has possession of the Premises or the portion of the Property and all Rents and other payments shall be paid to that date. In case of taking of a part of the Premises or the portion of the Property necessary for Tenant's occupancy that does not render those areas untenantable, then this Lease shall continue in full force and effect and the base Rent shall be equitably reduced based on the proportion by which the floor area of any structures is reduced, such reduction in Rent to be effective as of the earlier of the date the condemning authority first has possession of such portion or title vests in the condemning authority. The Premises or the portion of the Property necessary for Tenant's occupancy shall not be deemed untenantable if less than twenty-five percent (25%) of each of those areas are condemned. Landlord shall be entitled to the entire award from the condemning authority attributable to the value of the Premises or the Property and Tenant shall make no claim for the value of its leasehold. Tenant shall be permitted to make a separate claim against the





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condemning authority for moving expenses or damages resulting from interruption in its business, provided that in no event shall Tenant's claim reduce Landlord's award.

**17. INSURANCE.**

**a. Liability Insurance.** Yakima County is self-insured. Tenant, at its expense, shall obtain and keep in force during the entire term of this Lease a broad form policy of commercial general liability insurance insuring Landlord and Tenant against all liability arising out of the ownership, use, occupancy, or maintenance of the Leased Premises and all areas appurtenant thereto. Such policy or policies shall provide for liability coverage with minimum combined single limits for bodily injury and property damage per occurrence in amounts not less than **Five Million Dollars (\$5,000,000)**. The limits of liability insurance required by this paragraph shall not, however, limit the liability of Tenant hereunder. The Tenant's liability insurance required by this paragraph shall be made on an "occurrence" basis and not on a "claims made" basis. The liability insurance may be provided under (i) an individual policy covering the Leased Premises, or (ii) a blanket policy or policies that include other liabilities, properties and locations of Tenant; so long as the amount and coverage of insurance required to be carried under this Section 17 is not diminished, or (iii) a combination of the foregoing insurance programs. To the extent any deductible is permitted or allowed as part of any insurance policy carried by Tenant in compliance with this Section 17, Tenant shall be deemed to be covering the amount of such deductible under an informal plan of self-insurance.

**b. Property Insurance.** Tenant, at its expense, shall maintain in effect (a) a property insurance policy on all buildings and improvements on the Premises and on the furnishings, leasehold improvements, fixtures and equipment located on the Leased Premises, for their full replacement value and (b) similar insurance on all plate glass on the Leased Premises for its replacement cost. The applicable proceeds of such insurance, so long as this Lease remains in effect, shall be used to repair or replace the leasehold improvements, fixtures, equipment and plate glass so insured in accordance with this Lease Agreement.

**c. Insurance Policies.** All liability insurance policies shall name Landlord as an insurance certificate holder. Copies of all policies or certificates evidencing such insurance shall be delivered to Landlord by Tenant prior to Tenant's occupancy of the Premises. All policies shall bear endorsements requiring **thirty (30) days** written notice to Landlord prior to any change or cancellation.

**d. Insurance for Trade Fixtures/Improvements of Tenant.** Tenant shall be solely responsible for procuring its own policy of fire and extended coverage insurance to cover any improvements or trade fixtures installed after commencement of the term of this Lease.

**e. Waiver of Subrogation.** Tenant and Landlord each waive any and all rights of recovery against the other, or against the employees, agents and representatives of the other, for loss of or damage to such waiving party, property, or property of others under its control, where such loss or damage is insured against under any insurance policy in force at the time of such loss or damage. Landlord and Tenant shall, upon obtaining the policies of insurance required hereunder, give notice to the insurance carriers that the foregoing mutual waiver of subrogation is contained in this Lease. The foregoing waiver shall not apply if it would have the effect, but only to the extent of such effect, of invalidating any insurance coverage of Landlord or Tenant.

**f. Waiver of Recovery.** Landlord shall make no claim for recovery against Tenant and waives any right of recovery against Tenant for damage to or loss of the Leased Premises or any property owned by or improvements thereon which may arise by fire or any other peril covered by any policy of insurance containing a waiver of subrogation right against Tenant, in which policy the Landlord is or may be the insured.

**g. Indemnity of Landlord.** Tenant shall defend, indemnify and hold Landlord harmless from any and all costs, claims or liability arising from (1) Tenant's use of the Premises; (2) the conduct of Tenant's business or anything else done or permitted by Tenant to be done in or about the Premises; (3) any breach or default in the performance of Tenant's obligations under this Lease; (4) any misrepresentation or breach of warranty by Tenant under this Lease; or (5) other acts or omissions of Tenant. Tenant shall defend Landlord against any such costs, claims or liability at Tenant's expense.





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with counsel reasonably acceptable to Landlord or, at Landlord's election, Tenant shall reimburse Landlord for any legal fees or costs incurred by Landlord in connection with any such claim. As a material part of the consideration to Landlord, Tenant assumes all risk of damage to property or injury to persons in or about the Premises arising from any cause, and Tenant hereby waives all claims in respect thereof against the Landlord, except for any claim arising out of acts or omissions of Landlord. As used in this paragraph, the term "Tenant" shall include Tenant's officers, employees, agents, contractors and invitees, if applicable.

**h. Landlord Insurance.** Landlord shall carry special form extended coverage fire insurance of the building shell and core in the amount of their full replacement value, and such other insurance of such types and amounts as Landlord, in its discretion, shall deem reasonably appropriate. The cost of any such insurance may be included in the Operating Costs by a "blanket policy" insuring other parties and/or locations in addition to the Building, in which case the portion of the premiums therefor allocable to the Building and Project shall be included in the Operating Costs. In addition to the foregoing, in the event Tenant fails to provide or keep in force any of the insurance as required above, Landlord, in its discretion, may provide such insurance, in which event, the cost thereof shall be payable by Tenant to Landlord as additional rent on the first day of the calendar month immediately following demand therefor from Landlord.

**18. INDEMNIFICATION.** ~~Tenant shall defend, indemnify, and hold Landlord harmless against all liabilities, damages, costs, and expenses, including attorneys' fees, for personal injury, bodily injury (including death) or property damage arising from any negligent or wrongful act or omission of Tenant or Tenant's officers, contractors, licensees, agents, servants, employees, guests, invitees, or visitors on or around the Premises, or arising from any breach of this Lease by Tenant. Tenant shall use legal counsel acceptable to Landlord in defense of any action within Tenant's defense obligation. Landlord shall defend, indemnify and hold Tenant harmless against all liabilities, damages, costs, and expenses, including attorneys' fees for personal injury, bodily injury (including death) or property damage arising from any negligent or wrongful act or omission of Landlord or Landlord's officers, contractors, licensees, agents, servants, employees, guests, invitees, or visitors on or around the Premises, or arising from any breach of this Lease by Landlord. Landlord shall use legal counsel acceptable to Tenant in defense of any action within Landlord's defense obligation. The provisions of this Section 18 shall survive expiration or termination of this Lease.~~

**19. ASSIGNMENT AND SUBLETTING.** Tenant shall not assign, sublet, mortgage, encumber or otherwise transfer any interest in this Lease (collectively referred to as a "Transfer") or any part of the Premises, without first obtaining Landlord's written consent, which shall not be unreasonably withheld or delayed. No Transfer shall relieve Tenant of any liability under this Lease notwithstanding Landlord's consent to such Transfer. Consent to any Transfer shall not operate as a waiver of the necessity for Landlord's consent to any subsequent Transfer.

If Tenant is a partnership, limited liability company, corporation, or other entity, any transfer of this Lease by merger, consolidation, redemption or liquidation, or any change(s) in the ownership of, or power to vote, which singularly or collectively represents a majority of the beneficial interest in Tenant, shall constitute a Transfer under this Section.

As a condition to Landlord's approval, if given, any potential assignee or sublessee otherwise approved by Landlord shall assume all obligations of Tenant under this Lease and shall be jointly and severally liable with Tenant and any guarantor, if required, for the payment of Rent and performance of all terms of this Lease. In connection with any Transfer, Tenant shall provide Landlord with copies of all assignments, subleases and assumption instruments.

**20. LIENS.** Tenant shall keep the Premises free from any liens created by or through Tenant. Tenant shall indemnify and hold Landlord harmless from liability for any such liens including, without limitation, liens arising from any Alterations. If a lien is filed against the Premises by any person claiming by, through or under Tenant, Tenant shall, upon request of Landlord, at Tenant's expense, immediately furnish to Landlord a bond in form and amount and issued by a surety satisfactory to Landlord, indemnifying Landlord and the Premises against all liabilities, costs and expenses, including attorneys' fees, which Landlord could reasonably incur as a result of such lien(s).





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**21. DEFAULT.** The following occurrences shall each be deemed an Event of Default by Tenant:

- a. Failure To Pay.** Tenant fails to pay any sum, including Rent, due under this Lease following five (5) days written notice from Landlord of the failure to pay.
- b. Vacation/Abandonment.** Tenant vacates the Premises (defined as an absence for at least 15 consecutive days without prior notice to Landlord), or Tenant abandons the Premises (defined as an absence of five (5) days or more while Tenant is in breach of some other term of this Lease). Tenant's vacation or abandonment of the Premises shall not be subject to any notice or right to cure.
- c. Insolvency.** Tenant becomes insolvent, voluntarily or involuntarily bankrupt, or a receiver, assignee or other liquidating officer is appointed for Tenant's business, provided that in the event of any involuntary bankruptcy or other insolvency proceeding, the existence of such proceeding shall constitute an Event of Default only if such proceeding is not dismissed or vacated within 60 days after its institution or commencement.
- d. Levy or Execution.** Tenant's interest in this Lease or the Premises, or any part thereof, is taken by execution or other process of law directed against Tenant, or is taken upon or subjected to any attachment by any creditor of Tenant, if such attachment is not discharged within 15 days after being levied.
- e. Other Non-Monetary Defaults.** Tenant breaches any agreement, term or covenant of this Lease other than one requiring the payment of money and not otherwise enumerated in this Section, and the breach continues for a period of 30 days after notice by Landlord to Tenant of the breach.
- f. Failure to Take Possession.** Tenant fails to take possession of the Premises on the Commencement Date.

**22. REMEDIES.**

Landlord shall have the following remedies upon an Event of Default. Landlord's rights and remedies under this Lease shall be cumulative, and none shall exclude any other right or remedy allowed by law.

- a. Termination of Lease.** Landlord may terminate Tenant's interest under the Lease, but no act by Landlord other than written notice of termination from Landlord to Tenant shall terminate this Lease. The Lease shall terminate on the date specified in the notice of termination. Upon termination of this Lease, Tenant will remain liable to Landlord for damages in an amount equal to the rent and other sums that would have been owing by Tenant under this Lease for the balance of the Lease term, less the net proceeds, if any, of any reletting of the Premises by Landlord subsequent to the termination, after deducting all Landlord's Reletting Expenses (as defined below). Landlord shall be entitled to either collect damages from Tenant monthly on the days on which rent or other amounts would have been payable under the Lease, or alternatively, Landlord may accelerate Tenant's obligations under the Lease and recover from Tenant: (i) unpaid rent which had been earned at the time of termination; (ii) the amount by which the unpaid rent which would have been earned after termination until the time of award exceeds the amount of rent loss that Tenant proves could reasonably have been avoided; (iii) the amount by which the unpaid rent for the balance of the term of the Lease after the time of award exceeds the amount of rent loss that Tenant proves could reasonably be avoided (discounting such amount by the discount rate of the Federal Reserve Bank of San Francisco at the time of the award, plus 1%); and (iv) any other amount necessary to compensate Landlord for all the detriment proximately caused by Tenant's failure to perform its obligations under the Lease, or which in the ordinary course would be likely to result from the Event of Default, including without limitation Reletting Expenses described in Section 22b.
- b. Re-Entry and Reletting.** Landlord may continue this Lease in full force and effect, and without demand or notice, re-enter and take possession of the Premises or any part thereof, expel the Tenant from the Premises and anyone claiming through or under the Tenant, and remove the personal property of either. Landlord may relet the Premises, or any part of them, in Landlord's or Tenant's name for the account of Tenant, for such period of time and at such other terms and conditions, as Landlord, in its discretion, may determine. Landlord may collect and receive the rents for the Premises. Re-entry or taking possession of the Premises by Landlord under this Section shall not be



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construed as an election on Landlord's part to terminate this Lease, unless a written notice of termination is given to Tenant. Landlord reserves the right following any re-entry or reletting, or both, under this Section to exercise its right to terminate the Lease. Tenant will pay Landlord the rent and other sums which would be payable under this Lease if repossession had not occurred, less the net proceeds, if any, after reletting the Premises, after deducting Landlord's Reletting Expenses. "Reletting Expenses" is defined to include all expenses incurred by Landlord in connection with reletting the Premises, including without limitation, all repossession costs, brokerage commissions, attorneys' fees, remodeling and repair costs, costs for removing and storing Tenant's property and equipment, tenant improvements and rent concessions granted by Landlord to any new Tenant, prorated over the life of the new lease.

**c. Waiver of Redemption Rights.** Tenant, for itself, and on behalf of any and all persons claiming through or under Tenant, including creditors of all kinds, hereby waives and surrenders all rights and privileges which they may have under any present or future law, to redeem the Premises or to have a continuance of this Lease for the Lease term, as it may have been extended.

**d. Nonpayment of Additional Rent.** All costs which Tenant agrees to pay to Landlord pursuant to this Lease shall in the event of nonpayment be treated as if they were payments of Rent, and Landlord shall have all the rights herein provided for in case of nonpayment of Rent.

**e. Failure to Remove Property.** If Tenant fails to remove any of its property from the Premises at Landlord's request following an uncured Event of Default, Landlord may, at its option, remove and store the property at Tenant's expense and risk. If Tenant does not pay the storage cost within five (5) days of Landlord's request, Landlord may, at its option, have any or all of such property sold at public or private sale (and Landlord may become a purchaser at such sale), in such manner as Landlord deems proper, without notice to Tenant. Landlord shall apply the proceeds of such sale: (i) to the expense of such sale, including reasonable attorneys' fees actually incurred; (ii) to the payment of the costs or charges for storing such property; (iii) to the payment of any other sums of money which may then be or thereafter become due Landlord from Tenant under any of the terms hereof; and (iv) the balance, if any, to Tenant. Nothing in this Section shall limit Landlord's right to sell Tenant's personal property as permitted by law or to foreclose Landlord's lien for unpaid rent.

**23. MORTGAGE SUBORDINATION AND ATTORNMEN T.** This Lease shall automatically be subordinate to any mortgage or deed of trust created by Landlord which is now existing or hereafter placed upon the Premises including any advances, interest, modifications, renewals, replacements or extensions ("Landlord's Mortgage"), provided the holder of any Landlord's Mortgage or any person(s) acquiring the Premises at any sale or other proceeding under any such Landlord's Mortgage shall elect to continue this Lease in full force and effect. Tenant shall attorn to the holder of any Landlord's Mortgage or any person(s) acquiring the Premises at any sale or other proceeding under any Landlord's Mortgage provided such person(s) assume the obligations of Landlord under this Lease. Tenant shall promptly and in no event later than fifteen (15) days after request execute, acknowledge and deliver documents which the holder of any Landlord's Mortgage may reasonably require as further evidence of this subordination and attornment. Notwithstanding the foregoing, Tenant's obligations under this Section are conditioned on the holder of each Landlord's Mortgage and each person acquiring the Premises at any sale or other proceeding under any such Landlord's Mortgage not disturbing Tenant's occupancy and other rights under this Lease, so long as no uncured Event of Default exists.

**24. NON-WAIVER.** Landlord's waiver of any breach of any term contained in this Lease shall not be deemed to be a waiver of the same term for subsequent acts of Tenant. The acceptance by Landlord of Rent or other amounts due by Tenant hereunder shall not be deemed to be a waiver of any breach by Tenant preceding such acceptance.

**25. HOLDOVER.** If Tenant shall, without the written consent of Landlord, hold over after the expiration or termination of the Term, such tenancy shall be deemed to be on a month-to-month basis and may be terminated according to Washington law. During such tenancy, Tenant agrees to pay to Landlord 125% the rate of rental last payable under this Lease, unless a different rate is agreed upon by Landlord. All other terms of the Lease shall remain in effect.



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- 26. NOTICES.** All notices under this Lease shall be in writing and effective (i) when delivered in person, (ii) three (3) days after being sent by registered or certified mail to Landlord or Tenant, as the case may be, at the Notice Addresses set forth in Section 1(h); or (iii) upon confirmed transmission by facsimile to such persons at the facsimile numbers set forth in Section 1(h) or such other addresses/facsimile numbers as may from time to time be designated by such parties in writing.
- 27. COSTS AND ATTORNEYS' FEES.** If Tenant or Landlord engage the services of an attorney to collect monies due or to bring any action for any relief against the other, declaratory or otherwise, arising out of this Lease, including any suit by Landlord for the recovery of Rent or other payments, or possession of the Premises, the losing party shall pay the prevailing party a reasonable sum for attorneys' fees in such suit, in mediation or arbitration, at trial, on appeal and in any bankruptcy proceeding.
- 28. ESTOPPEL CERTIFICATES.** Tenant shall, from time to time, upon written request of Landlord, execute, acknowledge and deliver to Landlord or its designee a written statement specifying the following, subject to any modifications necessary to make such statements true and complete: (i) the date the Lease term commenced and the date it expires; (ii) the amount of minimum monthly Rent and the date to which such Rent has been paid; (iii) that this Lease is in full force and effect and has not been assigned, modified, supplemented or amended in any way; (iv) that this Lease represents the entire agreement between the parties; (v) that all conditions under this Lease to be performed by Landlord have been satisfied; (vi) that there are no existing claims, defenses or offsets which the Tenant has against the enforcement of this Lease by Landlord; (vii) that no Rent has been paid more than one month in advance; and (viii) that no security has been deposited with Landlord (or, if so, the amount thereof). Any such statement delivered pursuant to this Section may be relied upon by a prospective purchaser of Landlord's interest or assignee of any mortgage or new mortgagee of Landlord's interest in the Premises. If Tenant shall fail to respond within ten (10) days of receipt by Tenant of a written request by Landlord as herein provided, Tenant shall be deemed to have given such certificate as above provided without modification and shall be deemed to have admitted the accuracy of any information supplied by Landlord to a prospective purchaser or mortgagee.
- 29. TRANSFER OF LANDLORD'S INTEREST.** This Lease shall be assignable by Landlord without the consent of Tenant. In the event of any transfer or transfers of Landlord's interest in the Premises, other than a transfer for security purposes only, upon the assumption of this Lease by the transferee, Landlord shall be automatically relieved of obligations and liabilities accruing from and after the date of such transfer, except for any retained security deposit or prepaid rent, and Tenant shall attorn to the transferee.
- 30. RIGHT TO PERFORM.** If Tenant shall fail to timely pay any sum or perform any other act on its part to be performed hereunder, Landlord may make any such payment or perform any such other act on Tenant's part to be made or performed as provided in this Lease. Tenant shall, on demand, reimburse Landlord for its expenses incurred in making such payment or performance. Landlord shall (in addition to any other right or remedy of Landlord provided by law) have the same rights and remedies in the event of the nonpayment of sums due under this Section as in the case of default by Tenant in the payment of Rent.
- 31. HAZARDOUS MATERIAL.** Landlord represents and warrants to Tenant that, to the best of Landlord's knowledge, there is no "Hazardous Material" (as defined below) on, in, or under the Premises as of the Commencement Date except as otherwise disclosed to Tenant in writing before the execution of this Lease. If there is any Hazardous Material on, in, or under the Premises as of the Commencement Date which has been or thereafter becomes unlawfully released through no fault of Tenant, then Landlord shall indemnify, defend and hold Tenant harmless from any and all claims, judgments, damages, penalties, fines, costs, liabilities or losses including without limitation sums paid in settlement of claims, attorneys' fees, consultant fees and expert fees, incurred or suffered by Tenant either during or after the Lease term as the result of such contamination.
- Tenant shall not cause or permit any Hazardous Material to be brought upon, kept, or used in or about, or disposed of on the Premises by Tenant, its agents, employees, contractors or invitees,



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except in strict compliance with all applicable federal, state and local laws, regulations, codes and ordinances. If Tenant breaches the obligations stated in the preceding sentence, then Tenant shall indemnify, defend and hold Landlord harmless from any and all claims, judgments, damages, penalties, fines, costs, liabilities or losses including, without limitation, diminution in the value of the Premises, damages for the loss or restriction on use of rentable or usable space or of any amenity of the Premises, or elsewhere, damages arising from any adverse impact on marketing of space at the Premises, and sums paid in settlement of claims, attorneys' fees, consultant fees and expert fees incurred or suffered by Landlord either during or after the Lease term. These indemnifications by Landlord and Tenant include, without limitation, costs incurred in connection with any investigation of site conditions or any clean-up, remedial, removal or restoration work, whether or not required by any federal, state or local governmental agency or political subdivision, because of Hazardous Material present in the Premises, or in soil or ground water on or under the Premises. Tenant shall immediately notify Landlord of any inquiry, investigation or notice that Tenant may receive from any third party regarding the actual or suspected presence of Hazardous Material on the Premises.

Without limiting the foregoing, if the presence of any Hazardous Material brought upon, kept or used in or about the Premises by Tenant, its agents, employees, contractors or invitees, results in any unlawful release of Hazardous Materials on the Premises or any other property, Tenant shall promptly take all actions, at its sole expense, as are necessary to return the Premises or any other property, to the condition existing prior to the release of any such Hazardous Material; provided that Landlord's approval of such actions shall first be obtained, which approval may be withheld at Landlord's sole discretion.

As used herein, the term "Hazardous Material" means any hazardous, dangerous, toxic or harmful substance, material or waste including biomedical waste which is or becomes regulated by any local governmental authority, the State of Washington or the United States Government, due to its potential harm to the health, safety or welfare of humans or the environment. The provisions of this Section 31 shall survive expiration or termination of this Lease.

32. **QUIET ENJOYMENT.** So long as Tenant pays the Rent and performs all of its obligations in this Lease, Tenant's possession of the Premises will not be disturbed by Landlord or anyone claiming by, through or under Landlord, or by the holders of any Landlord's Mortgage or any successor thereto.
33. **GENERAL.**
- a. **Heirs and Assigns.** This Lease shall apply to and be binding upon Landlord and Tenant and their respective heirs, executors, administrators, successors and assigns.
  - b. **Brokers' Fees.** Tenant represents and warrants to Landlord that it has not engaged any broker, finder or other person who would be entitled to any commission or fees for the negotiation, execution, or delivery of this Lease other than as disclosed elsewhere in this Lease. Tenant shall indemnify and hold Landlord harmless against any loss, cost, liability or expense incurred by Landlord as a result of any claim asserted by any such broker, finder or other person on the basis of any arrangements or agreements made or alleged to have been made by or on behalf of Tenant. This subparagraph shall not apply to brokers with whom Landlord has an express written brokerage agreement.
  - c. **Entire Agreement.** This Lease contains all of the covenants and agreements between Landlord and Tenant relating to the Premises. No prior or contemporaneous agreements or understanding pertaining to the Lease shall be valid or of any force or effect and the covenants and agreements of this Lease shall not be altered, modified or added to except in writing signed by Landlord and Tenant.
  - d. **Severability.** Any provision of this Lease which shall prove to be invalid, void or illegal shall in no way affect, impair or invalidate any other provision of this Lease.
  - e. **Force Majeure.** Time periods for either party's performance under any provisions of this Lease (excluding payment of Rent) shall be extended for periods of time during which the party's performance is prevented due to circumstances beyond such party's control, including without limitation, fires, floods, earthquakes, lockouts, strikes, embargoes, governmental regulations, acts of God, public enemy, war or other strife.
  - f. **Governing Law.** This Lease shall be governed by and construed in accordance with the laws of





**LEASE AGREEMENT**  
(Multi-Tenant Form - Continued)

the State of Washington.

**g. Memorandum of Lease.** Except for the pages containing the Commission Agreement, the parties signatures and attached Exhibits A and B, this Lease shall not be recorded. However, Landlord and Tenant shall, at the other's request, execute and record a memorandum of Lease in recordable form that identifies Landlord and Tenant, the commencement and expiration dates of the Lease, and the legal description of the Premises as set forth on attached Exhibit B.

**h. Submission of Lease Form Not an Offer.** One party's submission of this Lease to the other for review shall not constitute an offer to lease the Premises. This Lease shall not become effective and binding upon Landlord and Tenant until it has been fully signed by both Landlord and Tenant.

**i. No Light, Air or View Easement.** Tenant has not been granted an easement or other right for light, air or view to or from the Premises. Any diminution or shutting off of light, air or view by any structure which may be erected on or adjacent to the Building shall in no way effect this Lease or the obligations of Tenant hereunder or impose any liability on Landlord.

**j. Authority of Parties.** Any individual signing this Lease on behalf of an entity represents and warrants to the other that such individual has authority to do so and, upon such individual's execution, that this Lease shall be binding upon and enforceable against the party on behalf of whom such individual is signing.

**34. EXHIBITS AND RIDERS.** The following exhibits and riders are made a part of this Lease:

- Exhibit A Floor Plan Outline of the Premises
- Exhibit B Legal Description
- Exhibit C Tenant Improvement Schedule

CHECK THE BOX FOR ANY OF THE FOLLOWING THAT WILL APPLY. ANY RIDERS CHECKED SHALL BE EFFECTIVE ONLY UPON BEING INITIALED BY THE PARTIES AND ATTACHED TO THE LEASE. CAPITALIZED TERMS USED IN THE RIDERS SHALL HAVE THE MEANING GIVEN TO THEM IN THE LEASE.

- Rent Rider
- Retail Use Rider
- Arbitration Rider
- Limitation on Landlord's Liability Rider
- Guaranty of Tenant's Lease Obligations Rider
- Parking Rider
- Option to Extend Rider
- Rules and Regulations

**35. AGENCY DISCLOSURE.** At the signing of this Lease,

Landlord's Agent N/A  
(Insert name of Licensee and Company name as licensed)

represented N/A  
(Insert Landlord, Tenant, both Landlord and Tenant, or neither Landlord nor Tenant)

and Tenant's Licensee N/A  
(Insert name of Licensee and Company name as licensed)

represented N/A  
(Insert Landlord, Tenant, both Landlord and Tenant, or neither Landlord nor Tenant)

~~--- If Tenant's Licensee and Landlord's Agent are different salespersons affiliated with the same Broker, then both Tenant and Landlord confirm their consent to that Broker acting as a dual agent. If Tenant's Licensee and Landlord's Agent are the same salesperson representing both parties, then both Landlord and Tenant confirm their consent to that salesperson and his/her Broker acting as dual~~



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~~agents. If Tenant's Licensee, Landlord's Agent, or their Broker are dual agents, Landlord and Tenant consent to Tenant's Licensee, Landlord's Agent and their Broker being compensated based on a percentage of the rent or as otherwise disclosed on an attached addendum. Neither Tenant's Licensee, Landlord's Agent or their Broker are receiving compensation from more than one party to this transaction unless otherwise disclosed on an attached addendum, in which case Landlord and Tenant consent to such compensation. Landlord and Tenant confirm receipt of the pamphlet entitled "The Law of Real Estate Agency."~~

**36. COMMISSION AGREEMENT.** Landlord agrees to pay a commission to Landlord's Broker (identified in the Agency Disclosure paragraph above) as follows:

- \$ \_\_\_\_\_
- \_\_\_\_\_ % of the gross rent payable pursuant to the Lease
- \$ \_\_\_\_\_ per square foot of the premises
- Other \_\_\_\_\_

Landlord's Broker  shall  shall not (~~shall not if not filled in~~) be entitled to a commission upon the extension by Tenant of the Lease term pursuant to any right reserved to Tenant under the Lease calculated  as provided above or  as follows \_\_\_\_\_ (if no box is checked, as provided above). Landlord's Broker  shall  shall not (~~shall not if not filled in~~) be entitled to a commission upon any expansion of Premises pursuant to any right reserved to Tenant under the Lease, calculated  as provided above or  as follows \_\_\_\_\_ (if no box is checked, as provided above).

Any commission shall be earned upon occupancy of the Premises by Tenant, and paid one-half upon execution of the Lease and one-half upon occupancy of the Premises by Tenant. Landlord's Broker shall pay to Tenant's Broker (identified in the Agency Disclosure paragraph above) the amount stated in a separate agreement between them or, if there is no agreement, \$ \_\_\_\_\_ / \_\_\_\_\_ % (complete only one) of any commission paid to Landlord's Broker, within five (5) days after receipt by Landlord's Broker.

If any other lease or sale is entered into between Landlord and Tenant pursuant to a right reserved to Tenant under the Lease, Landlord  shall  shall not (~~shall not if not filled in~~) pay an additional commission according to any commission agreement or, in the absence of one, according to the commission schedule of Landlord's Broker in effect as of the execution of this Lease. Landlord's successor shall be obligated to pay any unpaid commissions upon any transfer of this Lease and any such transfer shall not release the transferor from liability to pay such commissions.

**37. BROKER PROVISIONS**

~~LANDLORD'S AGENT, TENANT'S LICENSEE AND THEIR BROKERS HAVE MADE NO REPRESENTATIONS OR WARRANTIES CONCERNING THE PREMISES, THE MEANING OF THE TERMS AND CONDITIONS OF THIS LEASE, LANDLORD'S OR TENANT'S FINANCIAL STANDING, ZONING, COMPLIANCE OF THE PREMISES WITH APPLICABLE LAWS, SERVICE OR CAPACITY OF UTILITIES, OPERATING EXPENSES, OR HAZARDOUS MATERIALS. LANDLORD AND TENANT ARE EACH ADVISED TO SEEK INDEPENDENT LEGAL ADVICE ON THESE AND OTHER MATTERS ARISING UNDER THIS LEASE.~~





**LEASE AGREEMENT**  
(Multi-Tenant Form - Continued)

IN WITNESS WHEREOF this Lease has been executed the date and year first above written.

LANDLORD: **GVIEW INVESTMENTS, LLC**

By:

Its: Tim Nelson  
Managing Member

Date: \_\_\_\_\_

TENANT: ~~YAKIMA COUNTY DISTRICT COURT~~ **Board of Yakima  
County Commissioners**

By:

Its: Ronald F. Gamache,  
Chairman

Date: October 25, 2005

By:

Its: Jesse S. Palacios,  
Commissioner

Date: October 25, 2005

By:

Its: Michael D. Leita,  
Commissioner

Date: October 25, 2005

Approved as to form by:  
**Terry Austin**  
**Chief Civil Deputy**





**LEASE AGREEMENT**  
(Multi-Tenant Form - Continued)

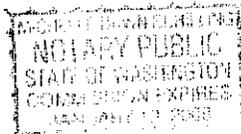
STATE OF WASHINGTON

COUNTY OF King ) ss.

I certify that I know or have satisfactory evidence that Tim Nelson is the person who appeared before me and said person acknowledged that Tim Nelson signed this instrument, on oath stated that Tim Nelson was authorized to execute the instrument and acknowledged it as the Managing member of GIVEN Investments LLC to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument

DATED: October 26, 2005

(Seal or stamp)



Michelle Darnes Schilling  
Printed Name: Michelle Darnes Schilling  
NOTARY PUBLIC in and for the State  
of Washington, residing at Kenai  
My Commission expires: 11/15/2008

STATE OF WASHINGTON )  
COUNTY OF \_\_\_\_\_ ) ss.

I certify that I know or have satisfactory evidence that Ronald F. Gamache is the person who appeared before me and said person acknowledged that he signed this instrument, on oath stated that he was authorized to execute the instrument and acknowledged it as the Chairman of Board of County Commissioners to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

DATED: October 25, 2005

(Seal or stamp)



Sandra J. Acosta  
Printed Name: Sandra J. Acosta  
NOTARY PUBLIC in and for the State  
of Washington, residing at Yakima, WA  
My Commission expires: November 15, 2008





**LEASE AGREEMENT**  
(Multi-Tenant Form - Continued)

STATE OF WASHINGTON )  
 ) ss.  
COUNTY OF \_\_\_\_\_ )

I certify that I know or have satisfactory evidence that Jesse S. Fabrics is the person who appeared before me and said person acknowledged that he signed this instrument, on oath stated that he was authorized to execute the instrument and acknowledged it as the Commissioner of Board of County Commissioners to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

DATED: October 25, 2005

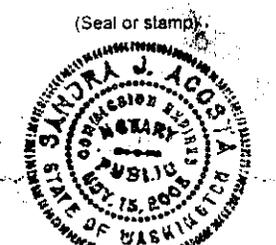


Sandra J. Acosta  
Printed Name: Sandra J. Acosta  
NOTARY PUBLIC in and for the State of Washington, residing at Yakima, WA  
My Commission expires: Nov. 15, 2005

STATE OF WASHINGTON )  
 ) ss.  
COUNTY OF \_\_\_\_\_ )

I certify that I know or have satisfactory evidence that Michael D. Leita is the person who appeared before me and said person acknowledged that he signed this instrument, on oath stated that he was authorized to execute the instrument and acknowledged it as the Commissioner of Board of County Commissioners to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

DATED: October 25, 2005

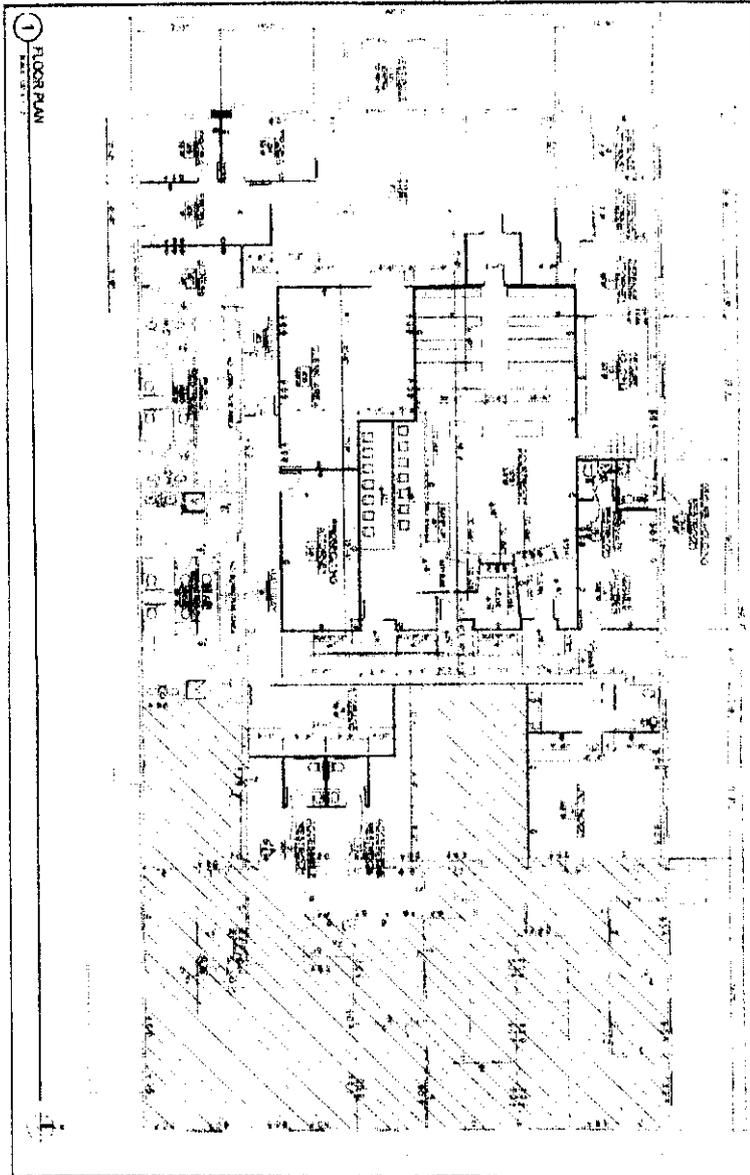


Sandra J. Acosta  
Printed Name: Sandra J. Acosta  
NOTARY PUBLIC in and for the State of Washington, residing at Yakima, WA  
My Commission expires: Nov. 15, 2005



**LEASE AGREEMENT**  
(Multi-Tenant Form - Continued)  
**EXHIBIT A**

[Outline of the Premises]



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**EXHIBIT B**

[Legal Description]

Tax Parcel Number: 230915-14006

That part of the South half of the Southeast quarter of the Northeast quarter of Section 15, Township 9 north, Range 23, E. W.M., described as follows: Commencing at the East quarter corner of said Section 15 (assuming the East Section line to be North 0° 00' 58" East as recorded in Book 63, Page 87 of Surveys, records of Yakima County), thence North 85° 21' 02" West for 926.7 feet to the point of beginning; thence North Easterly right of way line of Old State Highway No. 3 (Yakima Valley Highway); thence North 86° 41' 04" East for 86.63 feet; thence North 3° 44' 42" West for 28.98 feet; thence North 89° 13' 34" East for 202.97 feet; thence South 2° 35' 02" East for 290.49 feet; thence South 74° 13' 58" West 142.8 feet to the point of beginning. Also commencing at the East quarter corner of said Section 15; thence North 85° 21' 02" West for 926.7 feet to the point of beginning; thence North 74° 13' 58" East for 142.8 feet; thence South 2° 35' 02" East for 48.0 feet; thence South 68° 48' 58" West for 119 feet; thence North 29° 07' 02" West for 56.0 feet to the point of beginning. Situated in Yakima County, State of Washington.



YAKIMA COUNTY COMMISSIONERS

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**EXHIBIT C**

(Tenant Improvement Schedule)

"Landlord's Work". Landlord will improve the premises per the plan on Exhibit A in accordance with the following specifications where applicable.

**YAKIMA COUNTY LOWER VALLEY COURT DISTRICT**

Tenant Improvement Building Standards

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This section of the Manual outlines Landlord details and finishes selected as Building Standard. Products of equal quality may be used pending the County's approval.

Title Page  
Partition Types  
Doors  
Wood Frames  
Hollow Metal Frames  
Relite Glazing  
Hardware  
Cabinetry  
Finishes  
Suspended Ceiling System  
Floor Coverings  
Window Coverings  
Fire Extinguisher and Cabinet  
HVAC  
Plumbing  
Electrical  
Life Safety Equipment  
Security Equipment

The following outline specifications describe the building standard systems to be applied to the construction of the tenant space.

**PARTITION TYPES:**

1. Standard Partition:
  - a. 8'-6" height above finished floor or as required to place above exterior window header height.
  - b. 2-1/2", 25 gauge galvanized steel studs, 24" on center,
  - c. Black foam tape, 1/4" x 1", is required at ceiling track,
  - d. Metal angle trim (corner bead) taped and finished over gypsum wallboard at ceiling.
  - e. Provide 1/2" reveal between bottom of ceiling and top of corner trim. Pre-paint reveal flat black. Provide fire treated wood blocking under ceiling grid where runner and grid intersect. Blocking to be painted to match reveal.
  - f. 5/8" gypsum wallboard, Type "X", each side.
  - g. Tape, mud and sand.
2. Demising Partition (Includes Courtroom Perimeter Walls):
  - a. Continuous from floor to ceiling grid.
  - b. 2-1/2", 25 gauge galvanized steel studs, 16" on center.
  - c. Black foam tape, 1/4" x 1", is required at floor and ceiling tracks
  - d. 2-1/2" sound attenuation blanket is installed in stud cavity.
  - e. 3" mineral fiber insulation, installed horizontally atop ceiling tiles, extending 2'-0" from either side of the center of the demising partition.



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- f. 5/8" gypsum wallboard, Type "X", tenant side only to 6" above finished ceiling height.
  - g. Tape, mud and sand
3. **Sound Partition**
- a. 8-6" height above finished floor or as required to place above exterior window header height
  - b. 2-1/2", 25 gauge galvanized steel studs, 24" on center. Use 4" studs for plumbing walls.
  - c. Black foam tape, 3/4" x 1", is required at floor and ceiling tracks.
  - d. 2-1/2" sound attenuation blanket is installed in stud cavity.
  - e. 3" mineral fiber insulation, installed horizontally atop ceiling tiles, extending 2-0" from either side of the center of the partition.
  - f. 5/8" gypsum wallboard, Type "X", each side.
  - g. Tape, mud and sand
4. **Partial Height Partition:**
- a. 2'-8" or more in height above finished floor.
  - b. 2-1/2", 25 gage galvanized steel studs, 24" on center with steel tube bracing at 36" on center

**DOORS**

1. **Construction:**
- a. Plain sliced premium grade maple veneer doors, with finish.
  - b. Solid core, 5-ply construction.
  - c. Stiles - minimum 1-1/2" hardwood, each side.
  - d. Rails - minimum 6" hardwood, top and bottom.
  - e. Doors pre-machined for hardware groups as designated.
  - f. Bevel 1/8", each side
  - g. Fire rating UL labeled, where required.
2. **Size:**
- a. Interior and Corridor Doors: 1-3/4" thickness x 3'-0" wide x 7'-0" (nominal height). Doors to be individually bagged at factory for protection during tenant construction.
3. **Finish:**
- a. Stain color to match building standard clear lacquer over maple.

**WOOD FRAMES:**

- 1. Pre-assembled wood frame as manufactured by Washington Hardwoods or approved equal
- 2. Plain sliced premium grade maple solids and veneer, all exposed surfaces.
- 3. Nominal frame dimensions 1-1/2" x 5-5/16" x 7'-0".
- 4. Frame and door finish to match.
- 5. Frame size shall receive 1-3/4" x 3'-0" wide x 7'-0" (nominal height) solid core door.
- 6. Fire rating, UL labeled, where required.

**HOLLOW METAL FRAMES:**

- 1. Interior door jambs to be existing "timely jambs".
- 2. 16 gauge cold-rolled steel, welded construction and mitered corners, ready for finish.
- 3. Rust-inhibiting primer.
- 4. Frame size shall receive 1-3/4" x 3'-0" wide x 7'-0" (nominal height) solid core door.
- 5. Fire rating, UL labeled, where required.

**RELITE GLAZING:**

- 1. 1/4" float glass, tempered where required.

**HARDWARE:**

- 1. Provide all hardware to match Building Standard specifications.





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(Multi-Tenant Form - Continued)

2. Hardware to comply with American with Disabilities Act (ADA) requirements.
3. Provide Building Standard locksets at corridor door location only.
4. Provide Building Standard latch sets at all interior door locations.
5. All finish to match Building Standard hardware finish, 626.

6. Manufacturers:
- |                            |  |
|----------------------------|--|
| Locksets, latch sets       | Schlage<br>Group 1 –Series D, "Rhodes" |
| Butts:                     | Mckinney                               |
| Door closers, Surface:     | LCN                                    |
| Stops:                     | Ives                                   |
| Flush bolts, coordinators: | Ives                                   |
| Gaskets and thresholds:    | Pemko                                  |
| Door silencers:            | Ives                                   |
| Cylinders:                 | Medeco, key as directed by County      |

7. Hardware groups:  
Hardware Group 1 – Tenant Corridor Locking Doors – Single:

- 2 Pr. Butts
- 1 Lockset
- 1 Stop
- 3 Silencers
- 1 Closer
- 1 Gasket

Hardware Group 2 – Tenant Corridor Locking Doors – Pair:

- 4 Pr. Butts
- 1 Lockset
- 1 Constant latching  
Top flush bolt
- 1 Coordinator Astragal
- 2 Closer
- 2 Stop
- 1 Gasket

Hardware Group 3 – Tenant Interior Latching Doors:

- 2 Pr. Butts
- 1 Latch set
- 1 Stop
- 3 Silencers

Hardware Group 4 – Tenant Interior Locking Doors:

- 2 Pr. Butts
- 1 Lockset
- 1 Stop
- 3 Silencers

**CABINETY:**

1. 5/8" plywood or particle board construction.
2. All exposed surfaces and edges to be textured high-pressure plastic laminate.





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(Multi-Tenant Form - Continued)

3. All interior surfaces and edges to be coated with low-pressure plastic laminate.
4. Hardware:
  - a. Handles: wire pulls, Pentco #DH 1225 (3-1/2" centers) Brushed Chrome finish, or approved equal. Install all handles horizontal to finished floor.
  - b. Hinges: concealed type, Blume, Chrome finish, or approved equal.
  - c. Drawer Glides: K&V#KV1300P, full extension glides.
5. ADA requirements: where required by occupancy (office suite square footage in excess of 2,500 square feet), provide sink cabinet with 34" countertop height at 36" minimum width. Provide clear wheelchair access under sink. Reference Building Standard Details and the construction documents.
6. Coat rod and shelf: Rod, K&V #89B w/Flange K&V #766 each end. At spans over 36", add support, K&V #1195 as required.

**FINISHES:**

1. Wallboard:
  - a. Building standard GWB finish texture is to be light texture.
  - b. All gypsum wallboard to receive one coat primer/sealer and two coats latex eggshell enamel color as described by County.
2. Woodwork:
  - a. Filler, stain, sand, and sealer.
  - b. Two coats catalyzed lacquer system.
  - c. Stain color to match Building Standard clear lacquer over maple veneers and solids.
3. Miscellaneous Ferrous Metal, Hollow Metal and Aluminum:
  - a. One coat enamel primer and two coats semi gloss enamel.

**SUSPENDED CEILING SYSTEM:**

1. Suspended Grid (Courtroom Ceiling Height is 10'0"):
  - a. Exposed grid double web design with 15/16" exposed flange.
  - b. Baked-on, low sheen white finish.
  - c. Manufacturer: Donn Products, Inc., Donn DX. Main tees are #DX24, cross tees are #DX422 and #DX216, and wall molding is #M7.
  - d. Provide seismic bracing as required by Code. See Building Standard Details.
  - e. Bottom of ceiling grid shall be 8'-6" from top of finished slab or as required to clear exterior window header height.
  - f. All hanger wire to be 12 gauge or better.
2. Acoustical Tile:
  - a. Panel size is 24" x 48" x 5/8" for 15/16 grid.
  - b. NRC 55 or greater. STC 35 or greater. Light reflective 0.75 or greater.
  - c. Manufacturer: Armstrong World Industries or equal.
  - d. Pattern: Second Look II - Designer or equal, color: white.

**FLOOR COVERINGS:**

1. Carpeting:
  - a. Tenant areas. Carpet to be mutually agreed to by Landlord and Tenant.
  - b. Install as direct glue installation method.
  - c. Seam tenant carpet to public corridor carpet at mid point of entry door.
2. Resilient Flooring:





### LEASE AGREEMENT

(Multi-Tenant Form - Continued)

- a. **Manufacturer:** Armstrong World Industries
  - b. **Pattern:** Excellon 12" x 12" x 1/8" thick mastic set flooring
  - c. **Color:** to be selected from manufacturer's standard range
3. **Rubber Base:**
- a. **Manufacturer:** Roppe
  - b. **Type:** 4" rubber cove base continuous roll
  - c. **Color:** to be selected from manufacturer's standard range.

#### WINDOW COVERINGS:

1. **Perimeter Blinds:**
  - a. Existing vertical blinds to remain.

#### FIRE EXTINGUISHER AND CABINET:

Provide as required by code.

#### HVAC:

1. **Scope of Work:**
  - a. Provide heating, air conditioning and ventilation for the completed building.
  - b. **Relief air:** provide proper relief air for economizer cycle on each system.
  - c. **Zoning:** provide a "zone damper" control system for zone control.
  - d. Ductwork and exhaust ducts to be galvanized metal.
  - e. Sound line both supply and return ducts for a minimum of 6 feet distance away from each unit.
2. **Design Standards:**
  - a. Cooling loads: 75 inside vs. 90 dry bulb & 67 wet bulb, outside (degrees F.).  
Heating loads: 70 inside vs. 0 outside (degrees F.).
  - b. Courtroom: Lighting = 1.2 watts/SF plus any equipment loads, People = 40 SF/person average, 15 cfm/person outside air.
  - c. Office: lighting & equipment - 2.0 watts/SF, People = 150 SF/person average, 20 cfm/person outside air.
  - d. Duct design based on ASHRAE guidelines. Design for 0.08 or less friction loss. Select proper fan and motor to deliver design air flows with the duct and grill sizes selected.
  - e. Supply diffuser selection based on about 600 cfm max. per grill. Office spaces limited to about 400 cfm max. per diffuser.
  - f. Return grill size selection based on noise generation limitation (about 500 fpm gross grill area).
  - g. Toilet exhaust (Room 208): 50 cfm/toilet-urinal.
  - h. Noise limits: NC-35 average. This refers to noise measured in the occupied spaces produced by the HVAC system
3. **Smoke Detector:**
  - a. Robertshaw 2650-450 or equal to meet code (UMC sec. 608).
4. **Ceiling Exhaust Fans:**
  - a. Manufacturers: Acme, Broan, Greenheck, Cook, Penn.
  - b. Centrifugal fan construction of galvanized steel, direct drive, with back draft damper on discharge, factory grill. Low noise models: 100 cfm - 1.5 sones, 200 cfm = 2.5 sones.
5. **Roof Exhaust Fans:**
  - a. Manufacturers: Acme, Greenheck, Cook, Penn, ILG.
  - b. Centrifugal fan, direct drive or belt drive, with back draft damper, factory roof curb and disconnect switch.





**LEASE AGREEMENT**  
(Multi-Tenant Form - Continued)

6. Grills:
  - a. Manufacturers: Titus, Krueger, J&J, Anemostat
  - b. Commercial grade throughout.
7. Ductwork:
  - a. Duct system: galvanized steel, except as noted, fabricate, install and support in accordance with the latest SMACNA HVAC Duct Construction Standards

**PLUMBING:**

1. Scope of Work and System Requirements:
  - a. Coordinate sanitary sewer, domestic water, and any storm drainage lines into building. Verify inverts and locations.
  - b. Sanitary pipe to be cast iron or plastic based on local code limitations. Domestic water lines to be type L copper.
  - c. Provide recirculation system to all fixtures piped with hot water for quick response hot water service. Length of recirculation connection point to hot water fixture is ten feet maximum.
  - d. Insulate hot water and hot water recirculation per Washington State Energy Code, latest edition. Insulate cold water = 1/2" thick (min.) for condensation control. Make adequate provisions to protect pipes from freezing in exterior walls, attics and crawl spaces or other unheated spaces.
2. Design Standards:
  - a. All pipe sizing, as a minimum, per 2000 Uniform Plumbing Code as amended by local code.
  - b. Domestic water pipe sizing to limit water velocity to 8 fps maximum under design conditions.
3. Quality Assurance:
  - a. Comply with all governing codes and ordinances of the local city or county and State of Washington.
  - b. Equipment and items of any one classification which are used in quantity, such as accessories, valves, specialties, etc., shall be products of one manufacturer, wherever practical and shall be used only for services recommended by the manufacturer.
  - c. Follow manufacturer's instructions for installation and operation of equipment.
4. Sanitary Sewer Piping, Buried Beyond Building:
  - a. Cast iron pipe: ASTM A74, service weight with neoprene gaskets or lead and oakum joints.
5. Sanitary Sewer Piping, Within Building:
  - a. Cast iron pipe: ASTM A74, service weight, with neoprene gaskets or lead and oakum joints.
  - b. Cast iron pipe: CISPI 301, hubless, service weight, with neoprene gaskets and stainless steel clamps.
  - c. Copper tube: (Above grade) ASTM B306, type DWV with cast bronze or wrought copper fittings and Grade 50B solder joints.
  - d. ABS pipe: ASTM D2680 or D2751 with solvent weld joints.
  - e. PVC pipe: ASTM D2729 with solvent weld joints.
6. Water Piping, Buried Beyond Building:
  - a. Copper tubing: ASTM B88, Type L, hard-drawn, with cast brass or wrought copper fittings and grade 95TA solder joints (no lead).
7. Water Piping, Inside Building:
  - a. Copper tubing: ASTM B88, Type L, hard-drawn, with cast brass or wrought copper fittings and Grade 95TA solder joints (no lead).
8. Gas Piping:
  - a. Steel pipe: ASTM A53 or A120, Schedule 40 black, with malleable iron or forged steel fittings.



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**LEASE AGREEMENT**  
(Multi-Tenant Form - Continued)

- screwed or welded. Above grade use.
- b. Exterior buried piping: approved PE type plastic pipe for gas service with an insulated copper tracer wire (#18 AWG) per local code
9. Valves:
- a. Manufacturers:
    - i. Nibco
    - ii. Red and White
    - iii. Stockham
10. Plumbing Fixtures, Equipment and Accessories:
- a. General: provide factory-fabricated fixtures.
  - b. Provide fixture manufacturer's standard trim, seats, faucets, drains, traps and supplies as indicated on drawings and as required for a complete installation
  - c. Exposed supplies to be 1/2" OD chrome plated tubing Brass Craft or equal; except as noted.
  - d. Expansion tanks: steel diaphragm type expansion tanks for use with domestic water; 125 psig rating: Amtrol or equivalent.
  - e. Water hammer arrestors: factory fabricated piston-operated type, type "K" copper barrel. Sized per manufacturers data. PPP Inc.: Sioux Chief or approved equal.
11. Pipe Insulation:
- a. Manufacturers: Armstrong, Nomaco or approved equal.
  - b. Cellular foam: cellular elastomeric or engineered polymer foam – molded or sheet. 'K' Value: 0.25 at 75 degrees F. maximum service temperature of 210 degrees F.

**ELECTRICAL:**

1. Fluorescent Ceiling Light Fixtures:
  - a. 2' x 4' deepcell Lightolier #1818340, or equal, with three F-32 T-8 lamps, 3500K minimum, C.R.I. 75. Electronic ballast, Advance Mark V or equal.
  - b. Fixture installation shall occur during Tenant Improvements. Do not install light fixtures across ceiling grid main runners.
2. Fluorescent Downlight:
  - a. 6 1/2" down light: Lightolier #100F26T2 w/#1176 Matte Black step baffle, or
  - b. equal, with 2 x 13W quad lamps
  - c. Recessed downlight with black step baffle reflector.
3. Building Standard Wall Receptacles:
  - a. Electrical:
    1. Hubbell #5252, or approved equal.
    2. Ivory color, with cover plate to match.
  - b. Telephone/Data:
    1. Mud ring and pull string.
    2. Ivory color, with cover plate to match.
    3. Provide 3/4" conduit stubbed out above ceiling.
4. Building Standard Switches:
  - a. P&S #1081, P&S #20AC1 switch or approved equal
  - b. Single, double, or triple-ganged, as required.
  - c. Ivory color, with cover plate to match.
5. Building Standard Timed Duplex Wall Receptacle:
  - a. Required for every coffee maker
  - b. Intermatic 0-12 hour, F12H-12, or approved equal.
  - c. Non-locking type.







**LEASE AGREEMENT**  
(Multi-Tenant Form - Continued)

6. Copy Machine Wall Receptacle:
  - a. 120V or 208V with junction box, dedicated circuit and breaker.
  - b. Ivory color, with cover plate to match.
7. Engineering:
  - a. Tenant Improvement Contractor to provide electrical engineering, design build. Design must be stamped by a licensed electrical engineer.
8. Note: provide power for back door card key reader. Door frame and hardware provided and installed by County.

**LIFE SAFETY EQUIPMENT:**

1. Exit Sign: exit signs shall be installed during Tenant Improvements and will be in accordance with City of Grandview Fire Department requirements.
  - a. Model: Lithonia, Model #LQMSW3G120V277ELN white/green.
  - b. Single or double faced ceiling mount.
  - c. Type: same as shell and core exit signs, including emergency wiring and complete installation.
2. Fire Alarm Horns and Strobes: All emergency horns, speakers and strobe lights will be installed during the Tenant Improvements and will be in accordance with the City of Grandview Fire Department Requirements.
  - a. Approximate spacing: One speaker/strobe light per 1,000 square feet.
  - b. Speaker mounted flush with face of ceiling tile.
  - c. Color white.
  - d. Tenant Improvement contractor to provide engineering, design/build.

**SECURITY EQUIPMENT:**

1. Reinforced Ballistic Board Judge's Bench. Install Amortex ¼ inch O.F. 100 or 7/16 inch O.F. 300 over plane of Judge's Bench facing the courtroom; provide veneer cover where exposed. Safeguard Security Services, Inc. (512) 661-8306.
2. Panic button at Judge's Bench to alert in-house security and local police.
3. Gun lockers to be provided by County and installed by Landlord.
4. Walk-through metal detector (x-ray scanner) to be provided by County and 220V connection by Landlord.

End of Building Standard Specifications.





# Yakima County Courthouse

## 2030 Facilities Strategic Plan Implementation

### Space / Staffing Needs Study

### Departmental Survey Form

November 23, 2015

## Introduction

The Board of County Commissioner's has determined that in order to make policy decisions regarding current and future needs for county facilities, a roadmap in the form of a master plan is required. A realistic and attainable plan is the goal of this effort.

The basis for the proposed 2030 Facilities Implementation Plan is a Space Needs Study. The following is a survey intended to update the 2006 survey (copy attached) that will be used to develop the space needs study. Please answer in a way that best describes your needs in today's terms. The questions cover staffing projections, related space requirements, impact on space and staffing of technology, and alternatives to service delivery.

## Directions

Before responding to the questions, please read the entire survey. Then please respond to each question as it relates to your department as accurately as possible using the space provided. *Please note: We are not asking you to create a huge body of new information; rather, you should be able to answer most questions in 1-2 sentences or by attaching the relevant information. We are seeking solutions as well as information, be creative.*

Should you have any questions relating to the survey, please contact Peter Rasmussen at (253) 572-5511, or email, [rasart@a-rt.org](mailto:rasart@a-rt.org). Please return the completed surveys to Vern Redifer at [vern.redifer@co.yakima.wa.us](mailto:vern.redifer@co.yakima.wa.us) no later than December 18, 2015. After the survey is returned, we will make an appointment with you to review your survey and related issues.

Department Name: District Court

Person completing questionnaire: Therese Murphy

Title: District Court Manager Phone & Email: 509-574-1874

Date: 12.11.2015

## Department Function

1. What is the general function of your Department/Division?

Provide court services to resolve criminal and civil disputes.

2. What changes, legal or other, do you foresee in the near (5-15 years) future that may have an impact on the quantity or types of services that you provide?

Increased caseloads, advancements in technology to manage and/or responds to work in the system, utilization and greater reliance on technology in the courtroom.

3. County-owned space Location /square feet: Please review the hardcopy floor plan(s) (provided separately) for your department.

- a. Does the floor plan accurately reflect all the Yakima County-owned space your department occupies?

Yes, this represents the space that my department occupies

No (if no, please color the hardcopy illustrating how it is different and return it to Lisa)

- b. Leased Space: Do you lease space for any of your functions / divisions?

No, all my departmental functions reside within County-owned space, as indicated on the floor plan(s).

Yes, I lease space

If you answered yes, please provide the following information for each leased location in Yakima County your department currently occupies:

Complete address including city and zip code:

Street 1313 Wine Country Road:

City: Grandview

Zip code: 98951

How many square feet do you lease at this location? 8341

**Please provide a copy of the lease and return it to Lisa Freund.**

4. If your department is now in two or more locations, please indicate reason why. (Space constraints, functional requirements, etc) Please be specific.

Opened Grandview District Court in 2006 to provide expanded service to citizens.

5. How is your department organized in terms of major operating units or work groups? Please describe and attach organizational chart if available. Include number of personnel and functions of each.

Three courtrooms on second floor of Courthouse newer wing, one on 2nd floor in old wing, one courtroom in Grandview. Five Judicial offices behind courtrooms, 2 jury rooms, 3 FTE's in office on 1<sup>st</sup> floor, 23 FTE's share 217 and 225 which are adjacent to each other in the new wing. In Grandview we have 3 FTE's.

6. How does the space meet or not meet your functional needs?

Our current space does not meet our needs for the following reasons:

- too many staff in our existing work space;
- courtrooms are not large enough for litigants/visitors – this is especially the case in courtroom #4;
- judges and clerk’s workspace in courtrooms are not sufficient;
- we don’t have a space for jurors to wait prior to being brought into the courtroom;
- we don’t have sufficient space for mediations to take place;
- we don’t have a break room for staff;
- I have a supervisor who does not have an office;
- we don’t have sufficient conference or meeting rooms;
- we don’t have sufficient storage space for office supplies, financial records and equipment;
- our window configuration for staff is problematic because we have three high counters – not all staff can use these windows;
- we need space for kiosks for public to view documents on our OnBase system and
- we need an office space for financial manager.

7. What space needs are not currently provided for?

No break room, no space for jurors to be staged prior to coming into courtroom, no office for supervisor and no space for financial manager.

8. What is the greatest area of concern regarding functionality in the existing space today?  
What works?

Not enough room in 225/217, not enough space for cour clerks in courtrooms especially in courtroom #4, counter heights for staff at windows.

9. What can you suggest to immediately address your space concerns? Please describe in terms of issue, square footage, adjacency, technology, other.

Use the judge’s library to expand the size of courtroom #4. With the launch of OnBase, we will be able to take down some of our shelving in the 225/217 which will allow for additional space for staff.

10. How will the service your department currently provides change in 5 years, and by the year 2030? What will be the likely impacts on your space needs in terms of quantity, location and specific functional requirements?

In 5 years:

Service will be the same, there will likely be more cases. In 5 years we won’t have files which will create more space in 225 for staff.

By 2030:

Technology will likely advance the way court hearings are handled, more people appearing via video, greater use of e-service technology – will decrease the number of people personally appearing in court.

11. Do you need public parking, and if so, about how many spaces? Is it needed every day, and if not, how often per week or per month?

Yes  No

500 per week

12. Are your department's current security concerns, related to staff, public and property, adequate, and if not, what short term and long term measures should be taken?

Yes  No

Currently we have a panic button system that is not reliable or updated. Short term – increased availability of security, improved phone equipment or other more efficient way to facilitate communication with security. Long term – integrated security system for entire courthouse.

**Departmental Adjacencies:**

13. Internal: Which of the working groups within your department must be next to each other for maximum effectiveness? Please list.

Group / Division	Located Next To	Occurs Now? (Y/N)
District Court	Probation Services	Y – in both locations
Superior Court	On 3 <sup>rd</sup> Floor	No
Superior Court Admin	On 3 <sup>rd</sup> Floor	No
Court Administrator	On 3 <sup>rd</sup> Floor	No

14. External: Please list in priority (highest first) the department you believe should be physically located or grouped with yours to provide maximum operational efficiency.

		Occurs Now? (Y/N)
Prosecutor	District Court	Yes
DAC	District Court	No

15. For each department listed, briefly describe the operational advantage of close proximity.

District Court and Probation share staff functions in the financial area, we transmit information about cases regularly between the two departments, the DC Judges establish policy as it relates to probation functions. The financial manager is currently separated from the financial unit in DC. It would be helpful to her staff and DC to have her more accessible to both DC and Probation Services. Each day the prosecutor and DAC come to our office to file paperwork, some of which is time sensitive (meaning needed for that day). It would add to all of our efficiencies if we had both departments in close proximity to the court. Regarding Superior Court, while we are not directly adjacent to one another, one floor of separation is acceptable.



No

## Files / Storage:

21. How are your filing and storage requirements currently met? Are files stored within you department area and / or at a remote site? How will requirements (both space needed and configuration) change in five years, and by 2035?

Our active files are stored in 225, which is in the middle of our workspace. We have some files in the Judges back hallway, in a vacant room behind courtroom #4 and in the old jail. Our financial records are stored at the old jail. In 5 years, we will be paperless, all files that have a long retention period would have been scanned and we should have no more files housed at the old jail or other locations. In 2035, hopefully will will have the ability to store all our financial records electronically.

22. Do you keep hardcopy files in your workplace?

yes

- A) What do you expect you're filing requirements to be in the future?

No change  Increased  Decreased

- B) Are there specific (legal) requirements regarding the storage of hardcopy records that result from the providing of your service, or are the requirements generic "good management" ones? Please be specific.

Yes, there are specific requirements as to retention for our hardcopy records. There are also technical requirements for retaining our records in an electronic format.

23. What kinds of changes could be made in the process of providing storage for your department in order to improve the system for you?

I have a plan for our case files, both criminal and civil that involves maintaining them in an electronic format. Regarding our financial records, if we could move those into a central location in close proximity to our office that would be ideal.

## Records & Equipment:

24. Please describe the types of records & or files shared with other departments and how shared.

Virtually all our case file records are open to the public which includes other departments. On a daily basis we fulfill requests for those records by other departments like the prosecutors office. The sharing of any records maintained by the court involves copying the requested documents and making them available.

25. What equipment requiring floor space does your department have? Please itemize.

Type	Number of	Size of	Comments
Copier	2	4' high, 2' deep, 3' wide	One in 225 and one in 217
Tally Printer	3	10" high, 18" wide, 12" deep	One in 225 and 2 in 217

### Special Area Needs Conference

26. How often per day or per week does your staff use a conference room or training room? How many people should the room hold? If more than one room, please list.

1 time per week – currently we use a jury room or the probation conference room.

27. Do meeting / training sessions involve visitors from outside your department?

<input checked="" type="checkbox"/>	Yes
<input type="checkbox"/>	No

A) What is the largest number of outside visitors at one time?

6

B) Who greets these visitors?

Front window staff

C) Are visitors brought to a personal workspace or office, or do meetings / training sessions take place in a conference room? Or both?

Most of the time they are taken either a jury room or the probation conference room.

D) Is a Waiting or "Holding" area required for your visitor? If so, how large and can it be shared?

Yes  No

Medium size

28. Please list other major non-office rooms needed in your operation (i.e., break room, vaults, storage, etc).

Type Room / Space	Shared		Frequency of Use	Description
Storage	<input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Daily	Office supplies and computer equipment
Financial Record Storage	<input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	often	
Conference/Training Room	<input checked="" type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Often	Large enough to hold 5 people
Conference Room	<input checked="" type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Often	Smaller conference room – hold up to 25 people
Jury staging area	<input checked="" type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Up to 4 x a month	
Mediation Space	<input checked="" type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Up to 4 x a month	

**Aesthetic and Function:**

29. Do the work stations / spaces reflect the functions performed? If not, please elaborate.

Yes

30. Rate the individual space allotment for your department.

More than adequate \_\_\_\_\_ Adequate \_\_\_\_\_ Crowded  Not workable \_\_\_\_\_

Please elaborate

Our employees have little desk space – this especially the case in civil.

31. What unique requirements does your department and office have that may not be taken into proper consideration in this space needs survey?

Currently we have some space allocated to us for the scanning project. There are three employees working on the scanning project, an Office Coordinator and two office techs. The office techs are paid for by the county commissioners, the office coordinator is budgeted into DC. This project is intended to scan all documents that have significant retention periods that are currently stored in the old jail. We expect to finish the project by 2020. The staff working on this project occupy space on the 1<sup>st</sup> floor.

Also, we are getting ready to launch the pre-trial program which is set up under District Court. They will be occupying space in the basement in 2016. Currently staff associated with Pre-Trial is expected to be 3 FTE's.

### 32. Personnel Needs (Please copy for additional positions)

Position	Type of space presently occupied (See key below)	Type of space desired	Present No. per category September 2015	Projected 2020	No. per 2030
Office Specialists - Civil	OA	OALP	3	3	3
Office Specialists – in-court clerks	OA	OALP	6	5	5
Office Specialist - Calendaring	OA	OALP	1	1	1
Office Tech – File Clerk	OA	OALP	1	0	0
Office Specialists - Other	OA	OALP	5	3	3
Financial Specialists - counter	OA	OA	2	2	2
Financial Specialists	OAHP	OAHP	2	2	2
Sr Program Reps	PO	PO	2	2	2
Office Supervisor	OAHP	PO	1	1	1
Office Coordinator	PO	PO	1	1	1
Totals			24	20	20

#### Space Key:

PO	Private Office
½ PO	(2) person private office
OAHP	High partitions
OALP	Low partitions

OA            Open office (no interior partitions)  
Other        \_\_\_\_\_ |

*Note to those responding to this survey; we are very aware of the large amount of effort this survey requires and we want to express our appreciation for your time and commitment.*

**Thank you.**



# Yakima County Courthouse

## 2030 Facilities Strategic Plan Implementation

### Space / Staffing Needs Study

### Departmental Survey Form

November 23, 2015

## Introduction

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The basis for the proposed 2030 Facilities Implementation Plan is a Space Needs Study. The following is a survey intended to update the 2006 survey (copy attached) that will be used to develop the space needs study. Please answer in a way that best describes your needs in today's terms. The questions cover staffing projections, related space requirements, impact on space and staffing of technology, and alternatives to service delivery.

## Directions

Before responding to the questions, please read the entire survey. Then please respond to each question as it relates to your department as accurately as possible using the space provided. *Please note: We are not asking you to create a huge body of new information; rather, you should be able to answer most questions in 1-2 sentences or by attaching the relevant information.* We are seeking solutions as well as information, be creative.

Should you have any questions relating to the survey, please contact Peter Rasmussen at (253) 572-5511, or email, [rasart@a-rt.org](mailto:rasart@a-rt.org). Please return the completed surveys to Vern Redifer at [vern.redifer@co.yakima.wa.us](mailto:vern.redifer@co.yakima.wa.us) no later than December 18, 2015. After the survey is returned, we will make an appointment with you to review your survey and related issues.

Department Name: Human Resources

Person completing questionnaire: Linda Dixon

Title: Human Resources Director Phone & Email: 574-2215;  
linda.dixon@co.yakima.wa.us

Date: 12/11/2015

## Department Function

1. What is the general function of your Department/Division?

**Provide quality assistance, professional expertise and service to managers, supervisors, employees and job applicants in the areas of employment law compliance, employee compensation and benefits, ADA Accommodations, and labor relations functions.**

2. What changes, legal or other, do you foresee in the near (5-15 years) future that may have an impact on the quantity or types of services that you provide?

**Possible changes to the payroll cycle; state and federal legislative changes to employment law and compliance requirements; and BOCC directed changes regarding labor relations, compensation and salary survey cycles, and insurance benefits have placed additional demands and workload on the HR Department. These changes have been significant within the last five years resulting in the addition of two new positions. We anticipate continued changes to policy and increasing federal compliance requirements which will result in the need for at least one additional position. These additional positions require additional space need to accommodate added work stations.**

3. County-owned space Location /square feet: Please review the hardcopy floor plan(s) (provided separately) for your department.

- a. Does the floor plan accurately reflect all the Yakima County-owned space your department occupies?

<input type="checkbox"/>	Yes, this represents the space that my department occupies
<input checked="" type="checkbox"/>	No (if no, please color the hardcopy illustrating how it is different and return it to Lisa)

Yes, this represents the space that my department occupies

No (if no, please color the hardcopy illustrating how it is different and return it to Lisa)

- b. Leased Space: Do you lease space for any of your functions / divisions?

<input checked="" type="checkbox"/>	No, all my departmental functions reside within County-owned space, as indicated on the floor plan(s).
<input type="checkbox"/>	Yes, I lease space

No, all my departmental functions reside within County-owned space, as indicated on the floor plan(s).

Yes, I lease space

If you answered yes, please provide the following information for each leased location in Yakima County your department currently occupies:

Complete address including city and zip code:

Street: \_\_\_\_\_

City: \_\_\_\_\_

Zip code: \_\_\_\_\_

How many square feet do you lease at this location? \_\_\_\_\_

**Please provide a copy of the lease and return it to Lisa Freund.**

4. If your department is now in two or more locations, please indicate reason why. (Space constraints, functional requirements, etc) Please be specific.

**Department is located in two different locations because of space constraints. The HR Conference Room will be detached from the Main HR Office.**

5. How is your department organized in terms of major operating units or work groups? Please describe and attach organizational chart if available. Include number of personnel and functions of each.

**Work Groups: Recruitment/Payroll; Classification/Compensation & Health and Welfare Benefits; Administration/Support; Employee/Labor Relations & Compliance. Org Chart is attached and provides number of personnel and functions.**

6. How does the space meet or not meet your functional needs?

**HR has a significant amount of contact with internal (i.e. County) as well as external (i.e. Public) customers. Ideal location for the HR Department would be on the first floor of the Courthouse because of public access needs. Ideal situation would be to have the entire HR department located in one contiguous area, including conference rooms, confidential meeting spaces, workstations, and file storage.**

7. What space needs are not currently provided for?

**Confidentiality for employees when conducting exit interviews, discussing medical issues, discussing grievance issues, or holding disciplinary meetings. The conference room needs to be collocated with the main office, especially during negotiation sessions, grievance hearings and confidential discussions with employees and management staff. There is also a need for a smaller breakout conference room (5-8 people) to be used during negotiations, recruitment screening, and exit interviews. There is also a need for a reception area; our customers currently have to wait in the hallway. The space we have at the front counter is not sufficient to meet the needs of all employees and/or public who come into the office because it is not ADA compliant. There is no adequate space for applicants to complete applications. There is no sufficient waiting area for guests who come for meetings. There needs to be greater security control at the front counter to ensure confidentiality of records and conversations of a confidential nature.**

8. What is the greatest area of concern regarding functionality in the existing space today? What works?

**Lack of security and lack of a reception area.**

9. What can you suggest to immediately address your space concerns? Please describe in terms of issue, square footage, adjacency, technology, other.

**We already know that the ADA accessibility settlement agreement requires modification of our reception counter which would require removing the current counter and security gate. With the additional space allotted by the Commissioners (see 6B-42 and 6B-43 in the attached floor plan) HR will be reconfiguring various work stations and our conference room in early 2016 and working with Facilities on ADA accessibility compliance.**

10. How will the service your department currently provides change in 5 years, and by the year 2030? What will be the likely impacts on your space needs in terms of quantity, location and specific functional requirements?

In 5 years:

**Employment and labor legislation activity is extremely dynamic and will continue to be in the foreseeable future. This will impact our record keeping which may involve the need for increased storage space or may increase reliance on technology. Sufficient staffing may also become an issue, which will affect space needs. The current basement location of the Human Resources Department is not conducive to good customer service.**

By 2030:

**The Five year expectations and needs are expected to increase over the long term.**

11. Do you need public parking, and if so, about how many spaces? Is it needed every day, and if not, how often per week or per month?

Yes  No

12. Are your department's current security concerns, related to staff, public and property, adequate, and if not, what short term and long term measures should be taken?

Yes  No

**Being isolated in the basement is a safety concern for HR staff. Within the departmental space, confidentiality issues arise because of inadequate meeting space for private discussions. If we are not able to reconfigure our office in a manner that allows for controlled access (i.e. security gate), the security and confidentiality concerns will be exaggerated.**

Departmental Adjacencies:

13. Internal: Which of the working groups within your department must be next to each other for maximum effectiveness? Please list.

Group / Division	Located Next To	Occurs Now? (Y/N)


1. HR is a very small department and all functions need to be located in the same area because of cross training and backup as well as information sharing among staff.
2. It's preferable that conference space be adjacent to the main office for convenience and better access to information and equipment.

14. External: Please list in priority (highest first) the department you believe should be physically located or grouped with yours to provide maximum operational efficiency.

		Occurs Now? (Y/N)
1	Auditor's Office; Payroll Division	No
2	Commissioner's Office	No
3	Other Administrative Departments	No

15. For each department listed, briefly describe the operational advantage of close proximity.

1. For the Auditor's Office; Payroll Division, daily functions are facilitated by closer proximity.
2. For the Commissioner's Office, the dynamic nature of HR policies and procedures and strategic planning/executive communication are facilitated by closer proximity.
3. For other Administrative Departments, it makes sense to have administrative functions located in close proximity to each other because they are interrelated and rely on each other for information and services.



20. Does your department have delivery requirements? How frequently are deliveries made? What type of deliveries? By what size vehicles? Who must receive? Can deliveries be scheduled?

**Yes we have delivery requirement. Deliveries are made at least weekly. Deliveries are mostly boxes of supplies or orders. Delivery vehicles could include Office Supply Truck, UPS, FedEx, Shredding Company for pickup only. Anyone at the front counter can receive packages. Deliveries cannot be scheduled.**

### Files / Storage:

21. How are your filing and storage requirements currently met? Are files stored within your department area and / or at a remote site? How will requirements (both space needed and configuration) change in five years, and by 2035?

**Filing and storage requirements are not adequate. Only the files of current or active employees can be stored in the HR Office and those are not adequate. HR has rotation schedules for six months to a year which require us to transport files from HR to Archive storage on an ongoing basis. Archive storage is not sufficient and some of our files are currently stored in a Tech Services area. We cannot access this area without a Tech Services employe escort. Human Resources is currently imaging archived records, but don't anticipate imaging being completed within five years, maybe by 2035.**

22. Do you keep hardcopy files in your workplace?

**Yes**

A) What do you expect you're filing requirements to be in the future?

No change \_\_\_\_\_ Increased **X** \_\_\_\_\_ Decreased \_\_\_\_\_

**It's not unreasonable to expect that the number of employees in Yakima County will increase; therefore the number of files will increase. Also, the size of the files increases as employee longevity increases and statutory compliance requires greater record keeping.**

B) Are there specific (legal) requirements regarding the storage of hardcopy records that result from the providing of your service, or are the requirements generic "good management" ones? Please be specific.

There are legal requirements to maintain permanent records; however, they do not need to be in hard copy. We will not be able to completely convert them to electronic format for at least another 5 to 10 years.

23. What kinds of changes could be made in the process of providing storage for your department in order to improve the system for you?

In 2016 we will be converting to primary electronic records for recruitment activity; however, those records only need to be retained for 3 years. No other changes could be made at this time to improve our storage system, other than moving our records closer or consolidating all records into one location in close proximity to the main office.

### Records & Equipment:

24. Please describe the types of records & or files shared with other departments and how shared.

We don't share files with other departments, but we produce records and transmit or transfer them to other departments, such as payroll, prosecuting attorney's office, and third party administrators. Because of the confidential nature of our records, we often must use electronic secure transfer protocols.

25. What equipment requiring floor space does your department have? Please itemize.

Type	Number of	Size of	Comments
Color Printer	1	28" x 24 1/2"	
Black/White Printer	1	25 1/2" x 26"	
Fax w/Table	1	19 1/2" x 17 1/2"	
Copier	1	30" x 36"	
ID Badge machine w/Table	1	36" x 42"	
Document Shredder	1	24" x 30"	

### Special Area Needs Conference

26. How often per day or per week does your staff use a conference room or training room? How many people should the room hold? If more than one room, please list.

**Human Resources utilizes a conference room daily. We have a need for a minimum of two conference rooms. A larger room to hold 15-20 people comfortably to be used during negotiations, new employee orientations, and grievance hearings, for example. At least one smaller room (preferably more) to hold 3-8 people comfortably is also required for use as a breakout room during negotiations, exit interviews, ADA Accommodation discussions, and job recruitment reviews, for example. Multiple exit interviews, ADA Accommodation meetings, job recruitment reviews often occur simultaneously.**

27. Do meeting / training sessions involve visitors from outside your department?

<input checked="" type="checkbox"/>	Yes
<input type="checkbox"/>	No

A) What is the largest number of outside visitors at one time?

**Up to 30 (new employee orientation). Up to 45 (training Sessions).**

B) Who greets these visitors?

**Reception**

C) Are visitors brought to a personal workspace or office, or do meetings / training sessions take place in a conference room? Or both?

**Both**

D) Is a Waiting or "Holding" area required for your visitor? If so, how large and can it be shared?

Yes  No

**Should be able to accommodate up to 5 people. Confidential nature of HR precludes sharing waiting areas space. In our current location, there isn't any other office to share the space with.**

28. Please list other major non-office rooms needed in your operation (i.e., break room, vaults, storage, etc).

Type Room / Space	Shared	Frequency of Use	Description
<b>Break Room/Area</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>Multiple times</b>	<b>Capacity for</b>

	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<b>Daily</b>	<b>multiple appliances</b>
<b>Consolidated Storage Space</b>	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<b>Multiple times daily</b>	<b>Estimated size 600 square feet</b>
<b>Visitor Kiosk/Typing Room</b>	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<b>Multiple times daily</b>	<b>At least 8 x 8 room</b>
	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No		
	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No		

**Aesthetic and Function:**

29. Do the work stations / spaces reflect the functions performed? If not, please elaborate.

**For the most part, the work stations do reflect the functions performed, primarily administrative.**

30. Rate the individual space allotment for your department.

More than adequate \_\_\_\_\_ Adequate \_\_\_\_\_ Crowded **X** Not workable \_\_\_\_\_

Please elaborate

**Confidential conversations can be overheard by others in the office, including visitors in the vicinity of the work station. Most work stations cannot accommodate more than one guest at a time. There is no reception/waiting area for visitors.**

31. What unique requirements does your department and office have that may not be taken into proper consideration in this space needs survey?

**Confidentiality has already been discussed in previous answers.**

32. Personnel Needs (Please copy for additional positions)

Position	Type of space presently occupied (See key below)	Type of space desired	Present No. per category September 2015	Projected 2020	No. per 2030
HR Director	PO	PO	1	1	1
Manager/Sr Mgr	PO	PO	2	2	3
Sr. Program Analyst (ADA Coordinator)	½ PO	PO	1	1	2
Program Analyst (Labor Relations/Risk & Safety)	½ PO	½ PO	1	2	2
Sr. Program Rep	OALP	OAHP	3	3	3
Program Specialist	OALP	OAHP	1	2	2
Office Spt Tech	OA	OA	2	2	2
Totals			11	13	15

## Space Key:

PO	Private Office
½ PO	(2) person private office
OAHP	High partitions
OALP	Low partitions
OA	Open office (no interior partitions)
Other	_____

*Note to those responding to this survey; we are very aware of the large amount of effort this survey requires and we want to express our appreciation for your time and commitment.*

**Thank you.**

**You're Welcome!**



# Yakima County Courthouse

## 2030 Facilities Strategic Plan Implementation

### Space / Staffing Needs Study

### Departmental Survey Form

November 23, 2015

## Introduction

The Board of County Commissioner's has determined that in order to make policy decisions regarding current and future needs for county facilities, a roadmap in the form of a master plan is required. A realistic and attainable plan is the goal of this effort.

The basis for the proposed 2030 Facilities Implementation Plan is a Space Needs Study. The following is a survey intended to update the 2006 survey (copy attached) that will be used to develop the space needs study. Please answer in a way that best describes your needs in today's terms. The questions cover staffing projections, related space requirements, impact on space and staffing of technology, and alternatives to service delivery.

## Directions

Before responding to the questions, please read the entire survey. Then please respond to each question as it relates to your department as accurately as possible using the space provided. *Please note: We are not asking you to create a huge body of new information; rather, you should be able to answer most questions in 1-2 sentences or by attaching the relevant information.* We are seeking solutions as well as information, be creative.

Should you have any questions relating to the survey, please contact Peter Rasmussen at (253) 572-5511, or email, [rasart@a-rt.org](mailto:rasart@a-rt.org). Please return the completed surveys to Vern Redifer at [vern.redifer@co.yakima.wa.us](mailto:vern.redifer@co.yakima.wa.us) no later than December 18, 2015. After the survey is returned, we will make an appointment with you to review your survey and related issues.

Department Name: | Yakima County Probation  
Services

Person completing questionnaire: | Therese Murphy |

Title: | DC & Probation Manager | Phone & Email: | 509-574-1874  
therese.murphy@co.yakima.wa.us |

Date: | 12/14/2015 |

## Department Function

1. What is the general function of your Department/Division?

Provide supervision services to individuals referred by the Court and teach classes. These services are provided/available to all courts in the valley.

2. What changes, legal or other, do you foresee in the near (5-15 years) future that may have an impact on the quantity or types of services that you provide?

Increased attendance for our classes.

3. County-owned space Location /square feet: Please review the hardcopy floor plan(s) (provided separately) for your department.

- a. Does the floor plan accurately reflect all the Yakima County-owned space your department occupies?

Yes, this represents the space that my department occupies

No (if no, please color the hardcopy illustrating how it is different and return it to Lisa)

- b. Leased Space: Do you lease space for any of your functions / divisions?

No, all my departmental functions reside within County-owned space, as indicated on the floor plan(s).

Yes, I lease space

If you answered yes, please provide the following information for each leased location in Yakima County your department currently occupies:

Complete address including city and zip code;

Street: 1313 Wine Country Road

City: Grandview Zip code: 98951

How many square feet do you lease at this location?

300 sq. feet

**Please provide a copy of the lease and return it to Lisa Freund.**

4. If your department is now in two or more locations, please indicate reason why. (Space constraints, functional requirements, etc) Please be specific.

Provide services for lower valley probationers at the Grandview site.

5. How is your department organized in terms of major operating units or work groups? Please describe and attach organizational chart if available. Include number of personnel and functions of each.

Department consists of probation officers and case managers who supervise defendants and admin staff who provide support for the department. We have 9 probation officers, 2 case managers and 5 admin staff. Overseeing these employees are an admin supervisor and an sr. program rep.

6. How does the space meet or not meet your functional needs?

The current space not meet our needs as follows:

- Waiting room is too small.
- When clients are brought back through the office by their PO or Case Manager they have to walk through the admin area. The admin staff collect payments from clients which presents some security concerns.
- The heating and cooling mechanisms in the front offices of the department in particular do not work well.
- The training room in probation is too small.
- The department needs a bathroom to conduct observed UA's for clients. J
- There is no break room.
- There insufficient storage.

7. What space needs are not currently provided for?

File space, storage, bathrooms for UA's.

8. What is the greatest area of concern regarding functionality in the existing space today? What works?

Security – defendants are walked through the admin area where our cashiers accept payments. The waiting room is too small. What works – number of offices are sufficient, having all staff in one area works well.

9. What can you suggest to immediately address your space concerns? Please describe in terms of issue, square footage, adjacency, technology, other.

Paperless environment would help with the storage and file issue, use of existing space for a conference room to allow for more room in the training room.

10. How will the service your department currently provides change in 5 years, and by the year 2030? What will be the likely impacts on your space needs in terms of quantity, location and specific functional requirements?

In 5 years:

Increased reliance on technology – for appointment reminders, kiosk check – ins for low level clients. Paperless environment to allow for the quick transfer of information between applicable agencies about the defendant and services and reduce the need to have storage space.

By 2030:

Virtual appointments for clients.

11. Do you need public parking, and if so, about how many spaces? Is it needed every day, and if not, how often per week or per month?

Yes  No

If all probation officers/case managers fills all of their appointments which last about a half an hour and all probationers drove to their appointments we would need 160 spaces a day.

12. Are your department's current security concerns, related to staff, public and property, adequate, and if not, what short term and long term measures should be taken?

Yes  No

Currently we have a panic button system that is not reliable or updated. Short term – increased availability of security, improved phone equipment or other more efficient way to facilitate communication with security. Long term – integrated security system for entire courthouse.

**Departmental Adjacencies:**

13. Internal: Which of the working groups within your department must be next to each other for maximum effectiveness? Please list.

Group / Division	Located Next To	Occurs Now? (Y/N)
Probation	District Court	Yes

14. External: Please list in priority (highest first) the department you believe should be physically located or grouped with yours to provide maximum operational efficiency.

		Occurs Now? (Y/N)
District Court	This is the case in both Yakima and Grandview.	Yes


15. For each department listed, briefly describe the operational advantage of close proximity.

Easy access to court staff and Judges. Probation's financial specialist is housed in District Court with the other financial staff which is an appropriate arrangement. We work with the financial staff and other court staff daily.

## Communications:

16. What types of privacy requirements (open office concept versus individual offices) do you see as most efficient and / or desirable? Do needs vary for different tasks? How?

PO's and Case Managers need to have their own offices. Cashiers/Admin staff who are situated in the common areas of the office, they need to be able to hear the client. If they cannot hear the client, then they have to talk much louder. Bathrooms in department for UA's.

17. Which, if any, of the following "support areas" listed are accessed frequently? Indicate how many person trips a day for each area.

Copier equipment	<u>150</u>	Conference Rm	<u>25</u>
Reception area	<u>300</u>	Library	<u>                    </u>
Accounting	<u>100</u>	Central files	<u>100</u>
		Other	<u>                    </u>

18. How does your department greet visitors, both public and county employees? Do you need a counter, window, a greeter who then directs visitors to a conference room or specific staff member? If you could improve this function, what changes would you make?

Currently people come in through a single entrance into a waiting area that has a window staffed by 2 admin employees. We do need a counter and window to check clients in. When checking in we request information that is sensitive (i.e. DOB) – it would be better to have a space that would allow for the commucation of sensitive information that is not overheard by others. Once people are checked in they wait in the same room that they check in for their PO/Case Manager to come and get them. Where ever the client is sitting, it needs ot be visible to the admin staff.

19. What other departments must a person visit to complete a transaction with your department? (Example: Building permits which may also include the health department and others). Please list department and transaction.

None. We are usually the last department in the county.

20. Does your department have delivery requirements? How frequently are deliveries made? What type of deliveries? By what size vehicles? Who must receive? Can deliveries be scheduled?

No

### Files / Storage:

21. How are your filing and storage requirements currently met? Are files stored within you department area and / or at a remote site? How will requirements (both space needed and configuration) change in five years, and by 2035?

Active files are housed within the department now. Older files are housed in the admin building and some in the jail. Ideally we would like to be paperless in the next 5 years.

22. Do you keep hardcopy files in your workplace?

Yes

A) What do you expect you're filing requirements to be in the future?

No change \_\_\_\_\_ Increased \_\_\_\_\_ Decreased  \_\_\_\_\_

B) Are there specific (legal) requirements regarding the storage of hardcopy records that result from the providing of your service, or are the requirements generic "good management" ones? Please be specific.

We have to keep our files for 3 years. However, we can keep them in a electronic format, there is no requirement that we maintain them in "hardcopy."

23. What kinds of changes could be made in the process of providing storage for your department in order to improve the system for you?

Paperless, while we are still in paper, it would be good to have them all in the same location instead of three different locations (jail, admin bldg. and current location).

### Records & Equipment:

24. Please describe the types of records & or files shared with other departments and how shared.

Financial records shared with District Court financial unit. All financial records are in paper and are stored either in the probation department or in the old jail. If they are needed, we go

get them. We share some documents received as part of the supervision process with the court by attaching them to petitions filed with the court.

25. What equipment requiring floor space does your department have? Please itemize.

Type	Number of	Size of	Comments
Copier	1	4' high, 2' deep, 3' wide	
Tally Printer	2	10" high, 18" wide, 12" deep	One in Grandview and one in Yakima

### Special Area Needs Conference

26. How often per day or per week does your staff use a conference room or training room? How many people should the room hold? If more than one room, please list.

Per week the conference/training room is used 3 days. The room holds 36.

27. Do meeting / training sessions involve visitors from outside your department?

<input type="checkbox"/>	Yes
<input checked="" type="checkbox"/>	No

A) What is the largest number of outside visitors at one time?

36

B) Who greets these visitors?

Probation admin staff

C) Are visitors brought to a personal workspace or office, or do meetings / training sessions take place in a conference room? Or both?

In conference room

D) Is a Waiting or "Holding" area required for your visitor? If so, how large and can it be shared?

Yes  No

It could be shared, currently for classes they wait in the probation waiting room which is adjacent to the training room.

28. Please list other major non-office rooms needed in your operation (i.e., break room, vaults, storage, etc).

Type Room / Space	Shared		Frequency of Use	Description
Break Room	<input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Everyday	
Storage Room	<input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Everyday	Place to put supplies
Bathroom	<input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Everyday	UA's
	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>		

**Aesthetic and Function:**

29. Do the work stations / spaces reflect the functions performed? If not, please elaborate.

Yes for the most part. It would however be good to have some privacy for the financial staff who talk with clients about financial matters.

30. Rate the individual space allotment for your department.

More than adequate \_\_\_\_\_ Adequate \_\_\_\_\_ Crowded  Not workable

Please elaborate

I selected not workable because the heating/air conditioning in the individual offices does not work well at all.

31. What unique requirements does your department and office have that may not be taken into proper consideration in this space needs survey?

32. Personnel Needs (Please copy for additional positions)

Position	Type of space presently occupied (See key below)	Type of space desired	Present No. per category September 2015	Projected 2020	No. per 2030
Probation Officer	PO	PO	9	9	9
Admin Supervisor	PO	PO	1	1	1
Sr. Program Rep	PO	PO	1	1	1
Office Specialists	OA	OAHP	5	5	5
Case Managers	PO	PO	2	2	2
<b>Totals</b>			<b>18</b>	<b>18</b>	<b>18</b>

Space Key:

- PO Private Office
- ½ PO (2) person private office
- OAHP High partitions
- OALP Low partitions
- OA Open office (no interior partitions)
- Other \_\_\_\_\_

*Note to those responding to this survey; we are very aware of the large amount of effort this survey requires and we want to express our appreciation for your time and commitment.*

**Thank you.**



# Yakima County Courthouse

## 2030 Facilities Strategic Plan Implementation

### Space / Staffing Needs Study

### Departmental Survey Form

November 23, 2015

## Introduction

The Board of County Commissioner's has determined that in order to make policy decisions regarding current and future needs for county facilities, a roadmap in the form of a master plan is required. A realistic and attainable plan is the goal of this effort.

The basis for the proposed 2030 Facilities Implementation Plan is a Space Needs Study. The following is a survey intended to update the 2006 survey (copy attached) that will be used to develop the space needs study. Please answer in a way that best describes your needs in today's terms. The questions cover staffing projections, related space requirements, impact on space and staffing of technology, and alternatives to service delivery.

## Directions

Before responding to the questions, please read the entire survey. Then please respond to each question as it relates to your department as accurately as possible using the space provided. *Please note: We are not asking you to create a huge body of new information; rather, you should be able to answer most questions in 1-2 sentences or by attaching the relevant information. We are seeking solutions as well as information, be creative.*

Should you have any questions relating to the survey, please contact Peter Rasmussen at (253) 572-5511, or email, [rasart@a-rt.org](mailto:rasart@a-rt.org). Please return the completed surveys to Vern Redifer at [vern.redifer@co.yakima.wa.us](mailto:vern.redifer@co.yakima.wa.us) no later than December 18, 2015. After the survey is returned, we will make an appointment with you to review your survey and related issues.

Department Name: PROSECUTING ATTORNEY

Person completing questionnaire: JOSEPH A. BRUSIC

Title: PROSECUTING ATTORNEY Phone & Email: 574-1205  
joseph.brusic@co.yakima.wa.us

Date: December 18, 2015

## Department Function

1. What is the general function of your Department/Division?

The Prosecuting Attorney is required, pursuant to statute, to appear for and represent the County in all civil proceedings in which the County is a party. Additionally, the Prosecuting Attorney is the legal advisor to all County officers and the Board of Yakima County Commissioners. Additionally, the Prosecuting Attorney represents the state and county in all felony crimes committed in the county and all misdemeanors and gross misdemeanors committed in the unincorporated areas of the county. The Prosecuting Attorney also represents the state, through a contract with DSHS, to enforce child support in Yakima and Grant counties.

2. What changes, legal or other, do you foresee in the near (5-15 years) future that may have an impact on the quantity or types of services that you provide?

Every year the legislature passes laws which impact the quantity of services provided by the corporate counsel, child support and criminal divisions. Often these new laws also require that we provide additional types of services that were not previously required. There is no reason to believe that the legislature will not continue.

In addition to legislative actions, the growth in the county's population naturally creates additional work for the corporate counsel division and the felony and misdemeanor crimes that continue to be committed dramatically impacts the criminal divisions.

3. County-owned space Location /square feet: Please review the hardcopy floor plan(s) (provided separately) for your department.

- a. Does the floor plan accurately reflect all the Yakima County-owned space your department occupies?

Yes, this represents the space that my department occupies

No (if no, please color the hardcopy illustrating how it is different and return it to Lisa)

- b. Leased Space: Do you lease space for any of your functions / divisions?

No, all my departmental functions reside within County-owned space, as indicated on the floor plan(s).

Yes, I lease space

If you answered yes, please provide the following information for each leased location in Yakima County your department currently occupies:

Complete address including city and zip code;

Street: Noel Building, 117 N. 3<sup>rd</sup> Street

City: Yakima, WA Zip code: 98901

How many square feet do you lease at this location?

Child Support Division space consist of 5,422 square feet.

**Please provide a copy of the lease and return it to Lisa Freund.**

4. If your department is now in two or more locations, please indicate reason why. (Space constraints, functional requirements, etc.) Please be specific.

The office is currently located in six different locations. Three of the locations are within the courthouse on the second and third floors.

The juvenile prosecution unit is located in the Juvenile Detention Facility due to functional requirements. The juvenile court is in that building and the attorney's need to be near the courts.

The child support division is located in the Noel Building at the corner of 3<sup>rd</sup> and Martin Luther King Blvd. The office rent is paid by the state through a reimbursement contract and the function of the division is not hampered by that location. I also have a child support office in Ephrata that is paid for by the state and enforces child support in Grant County pursuant to a contract between DSHS and me.

The remainder of the offices are scattered throughout the courthouse due to inadequate space being available to the prosecutor's office. The function of the corporate counsel division, district court, felony, appellate, gang, narcotic, special assault and victim witness units of the criminal division are adversely impacted by the lack of adequate space.

5. How is your department organized in terms of major operating units or work groups? Please describe and attach organizational chart if available. Include number of personnel and functions of each.

The Office of the Prosecuting Attorney is comprised of three divisions: the criminal division, the child support division, and the corporate counsel (civil) division. The criminal division is divided into four units-district court, juvenile, felony and victim/witness assistance. Within the felony unit are the gang unit, drug unit and special assault unit, which are work groups with attorney's and support staff that specialize in prosecution of particular types of crime.

#### **CORPORATE COUNSEL DIVISION**

The Corporate Counsel Division is a full service law firm providing day-to-day legal advice to all Yakima County elected and appointed officials. Elected officials include the Assessor, Auditor, Board of County Commissioners, Coroner, County Clerk, District Court Judges, Sheriff, Superior Court Judges, and the Treasurer. Other officials include the heads of county departments. Each elected office and department has its unique legal needs established by law or by good business practices. The areas of law in which the attorneys in the Corporate Counsel Division must be expert are too numerous to be listed.

The duties of the Division are divided into two major categories – civil litigation and general counsel. The first function involves defending the county against legal actions commenced against the County, as well as initiating suits in the name of the County.

In the performance of the second function, the Division is intimately involved in virtually every function of County government and in this capacity advises County officials how to solve problems that have legal ramifications. Legal opinions are requested which effect both the County or State or a single individual. The Division also prepares and/or reviews County

resolutions, ordinances, contracts, leases, and other documents in which the County is a party.

The Division consists of four full-time deputy prosecuting attorneys, two paralegals and an office specialist.

State law requires the prosecuting attorney to be the legal advisor to the legislative authority, giving it written opinions when required by the legislative authority or the chairperson thereof touching any subject which the legislative authority may be called or required to act upon relating to the directors in all matters relating to their official business, and when required draw up all instruments of an official nature for the use of said officers; and prosecute all civil actions and defend all suits brought against the county.

### **CHILD SUPPORT DIVISION**

The Child Support Division represents the interests of the children and the State of Washington in actions for paternity, enforcement of child support obligations and modifications of child and health insurance coverage.

The Yakima County Prosecuting Attorney entered into a contract in 1977 with the State of Washington, Office of Support Enforcement, pursuant to Title IV of the Social Security Act, Part D. In 1998, a similar contract was entered to provide such services for Grant County. Under those contracts, all direct costs incurred by the Prosecuting Attorney are reimbursed by the State. Yakima County also receives additional reimbursements for indirect costs of this program.

The Prosecuting Attorney must also represent the financial interest of the State as the majority of the children in both paternity and enforcement actions are receiving public assistance. The Prosecuting Attorney must perform this dual representational role within the time lines for case processing established by the federal government for paternity and support cases.

The Child Support Division represents the interests of children and the State of Washington in actions for paternity, enforcement of child support obligations and modifications of child support and health insurance coverage. The division consists of four deputy prosecuting attorneys, with the assistance of 5 paralegals, 1 program representative, 8 office specialists and 1 office technician in Yakima and Ephrata.

### **CRIMINAL DIVISION**

State law requires the Prosecuting Attorney to prosecute all criminal actions in which the state or the county may be a party here in Yakima County. The Criminal Division fulfills that obligation.

6. How does the space meet or not meet your functional needs?

The corporate counsel division is housed in room 211 of the courthouse. The division has four attorneys, two paralegals, and one office specialist. A former library/conference room is now common office for a paralegal and an intern. The second paralegal occupies a telephone switching closet that has been converted to an office. The configuration of the entrance and waiting area does not provide for a secure entrance for the employees. The entrance design also provides the opportunity for the public to easily access the attorney offices where confidential information is stored when the office specialist has to step away from the front desk.

The space paid for by the state for the child support division at 117 N. 2<sup>nd</sup> Street is adequate.

Current space allotted to the prosecutor's office does not meet minimum needs for the number of current staff nor the functions of the office. The criminal division, excluding the juvenile unit, is located in two different locations in the courthouse which negatively impacts work flow, professional interaction of the staff, and administration of the divisions. The felony, appellate, gang and narcotic prosecution units are housed in room 329, while the special assault and victim witness units which are located in room 233 due to the lack of space on the third floor.

The district court unit is also housed on the second floor of the courthouse in room 233. The greatest disadvantage is that the unit is separated from the majority of the criminal division. In the practice of law, the advantage of a law office over a sole practitioner is the ability for attorneys to discuss cases. The district court unit is the unit where entry-level attorneys work, often in their first job as an attorney. The separation of this unit from the more experienced attorneys limits the professional interaction of the attorneys and deprives the less experienced attorneys of the benefit of the resources of the more experienced attorneys.

7. What space needs are not currently provided for?

The corporate counsel division (room 211) has inadequate space for existing staff, an insufficient number of private offices, no conference areas, no break room and no storage. Paralegals who frequently have meetings with county employees do not have a place for the visiting employee to sit. Additionally, they have daily telephone conversations with members of the public and county employees, often related to confidential issues.

The main office (room 329) has inadequate space for the number of employees, not enough private offices, no interview rooms, no storage area for trial equipment, inadequate copy/file prep room, and a reception area consisting of four chairs in an area measuring approximately 77 square feet, which is also the only entrance to the office through which all staff members, law enforcement, and members of the public must pass. There are no common areas that can be used for meetings and interviews which are a daily occurrence in this office.

The special assault, victim witness and district court units (room 231) have inadequate space for the number of employees, only one small conference/interview room, no storage for trial equipment, inadequate copy/file prep room, and an extremely small reception area. Many of the offices in room 231 are too small for the files of the individual attorneys.

A significant function of five of the staff members in the victim witness unit is to conduct forensic interviews of the child victims of sexual assault and adult victims of sexual assault and other crimes. Five of them (all paralegals) are working in cubicles. These forensic interviewers do not have private offices and there is only one interview room available. The areas are not conducive to interviews of children who are in the most disturbing and vulnerable times of their lives. Additionally, these employees have telephone conversations many times per day with law enforcement, victims, and witnesses. Many of those calls are of a confidential nature.

The juvenile prosecution unit has no reception area, no conference area, and no storage space for trial equipment, and an inadequate copy/file prep room.

8. What is the greatest area of concern regarding functionality in the existing space today? What works?

The greatest concern currently is the lack of physical cohesiveness of the overall office. With so many different locations, the office is fractured which affects productivity, competency, consistency and morale. Besides the juvenile unit which is housed at the Juvenile Court facility, all of the remaining units should be together in an office space that provides for one single office space allowing efficient work productivity. All of the units, and the space they inhabit, "work" simply because they have to. However, the current setup overall, as an office, does not work overall.

9. What can you suggest to immediately address your space concerns? Please describe in terms of issue, square footage, adjacency, technology, other.

The only immediate item that can be addressed would be the reconfiguration of the corporate counsel lobby to address the security concerns described in question 12.

10. How will the service your department currently provides change in 5 years, and by the year 2030? What will be the likely impacts on your space needs in terms of quantity, location and specific functional requirements?

In 5 years:

The services the Prosecuting Attorney's Office provides to Yakima County will not be substantially different in five years. The County's Law and Justice 3/10ths tax, also known as Proposition 1, passed again in November 2015 and will be existent through 2022. Therefore, that dedicated funding will be available once again during those years. Our adult felony caseload will be around 2000 filings for 2015 and that will most likely continue year after year. Due to space constraints and logistics, additional hiring of staff, whether attorneys or support staff, is very problematic.

By 2030:

Determining the service changes or activities fifteen years from now is very difficult but I would argue that our services and caseloads will be roughly the same or higher over that time. There is a true push right now in the legislature to deal with drug offenders and those

with mental health issues in a different way and have more alternative courts and/or resolution strategies to deal with these cases. All in all, I would believe that our staffing and space needs will only increase over time with the growing population of Yakima County which currently is at about 250,000. Additionally, the legislature is continually adding more laws and requirements upon prosecutors in this state, regardless of the division or specialty.

11. Do you need public parking, and if so, about how many spaces? Is it needed every day, and if not, how often per week or per month?

Yes  No

Varies depending on how many trials are proceeding and how many witnesses are needed for each trial. Roughly, five to ten spaces should be adequate. Some would be used almost every day.

12. Are your department's current security concerns, related to staff, public and property, adequate, and if not, what short term and long term measures should be taken?

Yes  No

Room 211 – No  
 Room 329 – Yes  
 Room 231 – Yes  
 Juvenile Unit – Yes  
 Support Division – Yes

Short term measures would be to redesign the waiting room for Room 211 (Corporate Counsel) to accommodate a small waiting room with a secondary door with a badge card reader for the employees to use.  
 Long term measures would be to remove the less sensitive administrative offices from the courthouse to locate all criminal functions of the prosecutor's office in one location.

**Departmental Adjacencies:**

13. Internal: Which of the working groups within your department must be next to each other for maximum effectiveness? Please list.

Group / Division	Located Next To	Occurs Now? (Y/N)
Felony, appellate, gang, narcotic, special assault and victim witness units	Superior court courtrooms and superior court clerk's office	Not all units

District court unit (although the district court unit is currently located on the second floor next to their working groups for internal employee efficiencies we would be better served to have them located with the felony, appellate, gang, narcotic, special assault and victim witness units		District court courtrooms and district court clerk's office	Yes
Corporate counsel division		County administrative offices and public services	No

14. External: Please list in priority (highest first) the department you believe should be physically located or grouped with yours to provide maximum operational efficiency. (I have listed both as (1) in priority because they are of equal importance.)

		Occurs Now? (Y/N)
1	Criminal divisions with criminal courts and clerk's offices	Yes and no
1	Corporate counsel division with county administrative offices and public services.	No

15. For each department listed, briefly describe the operational advantage of close proximity.

(1) Courts and criminal division. Each attorney in the criminal division attends criminal courts almost every day, sometimes numerous times per day.

(2) Corporate counsel division. Attorneys in the corporate counsel division are in constant contact with elected officials and employees of the administrative offices and the Public Services department. Business practices in Yakima County are for the Prosecuting

Attorney's Office to have an open door policy, so that elected officials and employees can have impromptu face-to-face meetings with their legal advisers.

**Communications:**

16. What types of privacy requirements (open office concept versus individual offices) do you see as most efficient and / or desirable? Do needs vary for different tasks? How?

Attorneys and paralegals need private offices from which they can make phone calls, interview witnesses, and discuss issues with clients and witnesses. These conversations are often regarding sensitive issues or otherwise of a confidential nature.

17. Which, if any, of the following "support areas" listed are accessed frequently? Indicate how many person trips a day for each area.

Copier equipment	X	60 employees one to two times a day	Conference Rm	X	Please see question 26
Reception area	X	60 employees two to four times a day	Library		
Accounting			Central files		40 employees one to three times a day
			Other	Break room	60 employees one to three times a day

18. How does your department greet visitors, both public and county employees? Do you need a counter, window, a greeter who then directs visitors to a conference room or specific staff member? If you could improve this function, what changes would you make?

Yes. Combining units in one office would allow for more efficient use of employees. Currently employees of higher classification and salary are used as receptionists because most of their duties require the higher level classification and offices, being scattered around, are not sufficiently large enough to justify a full time lower classified employee.

19. What other departments must a person visit to complete a transaction with your department? (Example: Building permits which may also include the health department and others). Please list department and transaction.

Depending on the circumstance a person would most likely visit the courtrooms, the superior and district court clerk's offices, district court probation and the court administrator's office.

20. Does your department have delivery requirements? How frequently are deliveries made? What type of deliveries? By what size vehicles? Who must receive? Can deliveries be scheduled?

The office does not have unusual delivery requirements outside of mail and occasional office supply deliveries.

## Files / Storage:

21. How are your filing and storage requirements currently met? Are files stored within your department area and / or at a remote site? How will requirements (both space needed and configuration) change in five years, and by 2035?

Some files are stored in the basement of the courthouse. Current and more recently closed files are stored in the offices. For the past five years files are being stored through an electronic imaging system. Lack of sufficient staff has prevented us from imaging older files to dispense with storage space in the basement of the courthouse.

Five years and by 2020? Continued need for the County Commissioners to fund and Technology Services to develop a strategy for the storage of large amounts of electronic documents, media and audio is required through 2020.

22. Do you keep hardcopy files in your workplace?

Some

A) What do you expect you're filing requirements to be in the future?

No change \_\_\_\_\_ Increased  \_\_\_\_\_ Decreased \_\_\_\_\_

B) Are there specific (legal) requirements regarding the storage of hardcopy records that result from the providing of your service, or are the requirements generic "good management" ones? Please be specific.

Open files in the criminal and corporate counsel divisions have to be secured in a way that only allows access by employees of the office.

23. What kinds of changes could be made in the process of providing storage for your department in order to improve the system for you?

A centralized filing area for all open cases for the units of the criminal division, and a plan for the anticipated electronic storage expansion needs would be beneficial.

A centralized filing area for all open files for the corporate counsel division would also be beneficial to the employees.

## Records & Equipment:

24. Please describe the types of records & or files shared with other departments and how shared.

Most records and files are shared electronically.

25. What equipment requiring floor space does your department have? Please itemize.

Type	Number of	Size of	Comments
Trial carts	3	3x3x4 each	
Smart boards	2	4x3x6 each	
Projectors, vcr, trial laptops	8	3x3x2	
Filing cabinets with cables, audio devices, tapes, etc.	numerous	50 square feet to meet the need for these items	150 square feet is needed for storage for the trial carts, smart boards, projectors, trial laptops, etc.
copy/imaging machines	6	3x4x3	

## Special Area Needs Conference

26. How often per day or per week does your staff use a conference room or training room? How many people should the room hold? If more than one room, please list.

We do not have adequate conference rooms or training rooms. We have one small conference room adjacent to room 211 and a larger conference room in the Support Division Offices at 3<sup>rd</sup> and Martin Luther King Blvd. Use of that room is limited because of its location. Small conference or interview rooms would be used daily. Conference rooms to hold 8 to 12 people would probably be used weekly. Staff and attorney training rooms require a capacity of 25 to 35. We use the facilities department's first street conference room for training, which is not convenient and can be difficult to schedule.

27. Do meeting / training sessions involve visitors from outside your department?

<input checked="" type="checkbox"/>	Yes	Sometimes.
<input type="checkbox"/>	No	

A) What is the largest number of outside visitors at one time?

Five to ten daily. As high as 20 if there are two trials proceeding at the same time.

B) Who greets these visitors?

The office specialist or office technician in room 211, 233 and 329.

C) Are visitors brought to a personal workspace or office, or do meetings / training sessions take place in a conference room? Or both?

Both

D) Is a Waiting or "Holding" area required for your visitor? If so, how large and can it be shared?

Yes   No

Waiting area for 10 to 15 people if the area is not shared. If the waiting area is shared it would depend on the requirements by the departments it is being shared with.

28. Please list other major non-office rooms needed in your operation (i.e., break room, vaults, storage, etc.).

Type Room / Space	Shared		Frequency of Use		Description	
Equipment storage At least 150 sq. ft.	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	Daily	Audio visual equipment used in trials is now stored in hallways or individual's offices. -
Copy/file prep room	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	Constant	Confidential material does not allow the office to share this space
Break room	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	Constant	
Central file storage	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	Constant	Criminal 200 sq. ft.
Central file storage	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	Constant	Civil 100 sq. ft.

Aesthetic and Function:

29. Do the work stations / spaces reflect the functions performed? If not, please elaborate.

Marginal. Some of the attorney offices are too small to meet with victims and witnesses when needed. The support staff in RM 329 which handles the adult felony criminal caseload has a work area that is completely inadequate to handle the high volume of cases, witnesses, victims and law enforcement personnel on a daily basis.

30. Rate the individual space allotment for your department.

More than adequate \_\_\_\_\_ Adequate \_\_\_\_\_ Crowded X Not workable \_\_\_\_\_

Please elaborate

The space does not provide sufficient private offices for all attorneys, paralegals and interns. It also does not provide adequate conference/interview rooms, break room, equipment storage area, copy file prep area, file storage or the size waiting room that is required.

31. What unique requirements does your department and office have that may not be taken into proper consideration in this space needs survey?

Please see the attached request to provide space for a Child Advocacy Center that was submitted to the County Commissioners in 2013 when the 2014 budget was being development. Total anticipated space requested was 850 sq. ft. for a waiting room, child interview room, surveillance room and three offices. Initial discussion lead us to believe that it may be best to have the center housed on the first floor of the courthouse for easy access by the children.

32. Personnel Needs (Please copy for additional positions)

Position	Type of space presently occupied (See key below)	Type of space desired	Present No. per category September 2015	Projected 2020	No. per 2030
<b>CRIMINAL UNIT</b>					
Attorney	PO/ OA	PO	22	25	27
Paralegal	OA	PO	8	9	10
Senior Program Rep	OALP	OAHP	3	5	6
Office Specialist	OA	OALP	9	10	11

Office Technician	OA	OALP	3	3	3
Senior Managers	PO	PO	2	2	2
<b>CORPORATE COUNSEL DIVISION</b>					
Attorney	PO	PO	4	5	6
Paralegal	1/2PO	PO	2	3	4
Office Specialist	OA	OALP	1	2	3
<b>Criminal Unit</b>					
Attorney Intern	OALP	PO	1	2	2
Support Intern	OALP	OALP	1	2	2
<b>Corporate Counsel</b>					
Attorney Intern	1/2PO	PO	1	1	1
<b>Totals</b>			<b>57</b>	<b>69</b>	<b>77</b>

Space Key:

PO	Private Office
½ PO	(2) person private office
OAHP	High partitions
OALP	Low partitions
OA	Open office (no interior partitions)
Other	_____

*Note to those responding to this survey; we are very aware of the large amount of effort this survey requires and we want to express our appreciation for your time and commitment.*

**Thank you.**

Yakima County Funding/Allocation Request for CAC space.

A Child Advocacy Center (CAC) is a child-friendly, safe location where law enforcement, deputy prosecutors and child protective services investigators can observe forensic interviews of children who are alleged to have been victimized or witnesses to crime. The center is designed to reduce trauma to child victims by utilizing a multi-disciplinary team to conduct the investigation thereby minimizing duplication of interviews and services.

Yakima County has almost all of the components for a CAC (highly trained forensic interviewers, forensic recording equipment, coordination with law enforcement, medical and counseling services). What we are missing is a designated center to conduct the interviews. Some county law enforcement agencies have created their own interview rooms like the one we have in our courthouse. These rooms are typically referred to as "soft rooms." They sometimes are used by the law enforcement agency to also interview suspects or other witnesses.

CACs are designed for children only. They house the interview room(s), an observation room, a child friendly waiting area, law enforcement, cps, counselor and coordinator office(s). The center provides a victim services coordinator who assists the child victim and non-offending parent/guardian with advocacy and medical and counseling services.

The Yakima County Prosecuting Attorney has Child Forensic Interviewers in the Victim-Witness Unit that are trained by the Washington State Criminal Justice Training Commission Harborview team and are utilized by most law enforcement agencies in the county (Moxee PD, YSO, Mabton PD, Granger PD, Grandview PD, Sunnyside PD, Toppenish PD, Tieton PD, Zillah PD, FBI, Yakama Nation CID, CPS, Union Gap PD, Selah PD, Wapato PD, and Yakima PD).

Child Forensic Interviews are best conducted in the Yakima County Courthouse for a few important reasons. The Yakima County Prosecuting Attorney's Special Assault Unit Deputy Prosecutors work closely with the interviewers and law enforcement to assess and provide advice on child victim investigations. Working in the courthouse allows easy access for all teams with support staff available to assist and follow up. A child victim who is brought to the County Courthouse becomes familiar with the building location and environment. This becomes important when the case is charged and the child is required to come in for a defense interview and if necessary testify at trial. Returning to a familiar location minimizes the child's anxiety when they must return for an intimidating uncomfortable experience (testifying in court or defense interview). It is crucial for any child investigation that the child feels as comfortable as possible when answering questions about a traumatic event.

The Yakima County Prosecuting Attorney continues to seek space in the Yakima County Courthouse that would allow for enough rooms to house a CAC. Ideally, the space would be on the first floor with a separate secure entrance from the street. A separate access through a secure entrance to the main courthouse would allow safe transfer of the child to court for testimony when necessary. The layout of the CAC would include an interview room (or 2), an observation room, office spaces for a cps worker, advocate and coordinator, a small meeting/briefing room, a child friendly waiting area and lobby.

September 18, 2013

Terri Jackson and I spoke briefly with Assessor Dave Cook who had previously expressed an interest in condensing his office work space. It appears that there still exists an entrance to this area from MLK. If we could work with the Assessor, the Treasurer and the Board of Commissioners to create this space it would allow Yakima County to have a working CAC. The estimated cost to remodel this space is roughly \$\_\_\_\_\_

September 18, 2013

### NOEL INVESTMENT LEASE

**THIS AGREEMENT OF LEASE**, entered into on the 1st day of January 2015 by and between **THE NOEL CORPORATION**, a Washington corporation, d/b/a Noel Investment, hereinafter referred to as Lessor, and **YAKIMA COUNTY PROSECUTING ATTORNEY'S** hereinafter referred to as Lessee,

**WITNESSETH:**

For and in consideration of the terms and conditions hereof and the rent to be paid as hereinafter provided, the Lessor does hereby lease, let and demise unto the Lessee, and the Lessee does hereby rent and accept of and from the Lessor the following described Premises (hereinafter referred to as Premises) situate in the city of Yakima, county of Yakima, state of Washington, to wit:

A space consisting of 6,542 square feet located at 117 North Third Street, Yakima, WA., including (5) parking spaces in the basement parking lot. Said property commonly known as The Noel Building.

1. **Term:** This Lease is for a term of FIVE (5) Year(s), which term shall commence on the 1st day of January, 2015 and terminate at midnight on the 31<sup>st</sup> day of December, 2019.
2. **Rent:** As agreed rent, payable in advance on the first day of each month, for the said Premises during the first twelve months of this Lease, the Lessee agrees to pay \$10,528.00 per month for the Lease term through December 31, 2015.

During the Second twelve months of this Lease, the Lessee agrees to pay \$10,739.00 per month for the Lease term, January 1, 2016 through December 31, 2016.

During the Third twelve months of this Lease, the Lessee agrees to pay \$10,954.00 per month for the Lease term, January 1, 2017 through December 31, 2017.

During the forth twelve months of this Lease, the Lessee agrees to pay \$11,173.00 per month for the Lease term, January 1, 2018 through December 31, 2018.

During the final twelve months of this Lease, the Lessee agrees to pay \$11,396.00 per month for the Lease term, January 1, 2019 through December 31, 2019.

**Rental amounts not paid by the 1st of the month following the month in which payment was due will be assessed a 1.5% late charge.**

All rents payments shall be sent to Lessor at the following address: PO Box 111, Yakima, WA 98907, or to such other address as Landlord may from time to time designate.

3. Taxes: Lessor shall pays all real estate taxes.
4. Utilities: Lessor shall, at its own expense, pay for all utilities including water, telephone, electricity for the Premises as well as all expenses for fuel or power used in heating or cooling the Premises with any taxes thereon.
5. Damage or Destruction to Premises: It is further agreed that if the Premises are destroyed or rendered untenable by fire, flood, the elements or an act of God, or other causes beyond the control of the Lessor, at anytime prior to or during the continuance of this Lease, and damages and the cost of repairing the same shall be of such an extent that in the sole judgment of the Lessor the repairing of said damages shall not be justified, then in such event the Lessor shall have the right in it's sole discretion to elect to terminate this Lease, or, in the alternative, Lessor shall have the right to repair and rebuild the same provided Lessor shall give to the Lessee within thirty (30) days from the date of said loss or damage, written notice of Lessor's election. In the event the Lessor elects to repair or rebuild, this Lease shall not be affected except during the term of such repair. During said time the rent due for such period shall be reduced for the loss of time of occupancy and in proportion to the amount of the leased Premises rendered thereby unfit for occupancy. No action for damages shall accrue for the benefit of Lessee by virtue of said loss of occupancy or termination of said Lease. If Lessor elects to repair the Premises, Lessor agrees to begin such repairs without unnecessary delay. Further Lessor agrees to complete the repairs with all reasonable speed and dispatch; provided, however, that if such damage is so extensive that the said repairs cannot be completed within sixty (60) days from the date of the damage, Lessee may, at its option, terminate this Lease.
6. Waiver of Breach: It is further understood and agreed that any waiver, express or implied, by the Lessor of any breach by the Lessee of any of the covenants of this Lease shall not be a waiver of any subsequent breach of the same or any other covenant of this Lease.
7. Inspection of Premises: The Lessor herein reserves the right of ingress and egress to and from said Premises for the purpose of inspecting the same for making any repairs to said Premises or the adjacent Premises; however, this agreement shall not be construed as an agreement on the part of the Lessor to make any repairs except as herein specifically set forth.

9. Waiver of Subrogation: Notwithstanding anything to the contrary herein contained, neither Lessor nor Lessee shall be liable to the other for damage to the property of the other which results from loss by fire and/or such items which are included under the coverage clauses of fire insurance policies or extended coverage in place and covering such a loss, even though such resulting damage may be due to the negligence of either Lessor or Lessee, their agents or employees. Each party agrees that it hereby waives in favor of the other party all rights of subrogation in favor of insurance carriers against the other party arising out of any such lawsuit.
10. Insurance: During the entire Lease term and at any time prior to the Lease term commencing with the day on which the Lessee is given possession of the Premises, the Lessee shall, at its own expense, maintain adequate liability insurance with a reputable insurance company or companies with minimum amounts of \$1,000,000.00 combined single limit coverage for personal injuries and property damage. Lessee further agrees to indemnify Lessor against any such claims, demands, losses, damages, liabilities and expenses, including, but not limited to, attorneys' fees and costs related to the defense of any such claim. The Lessor shall be furnished with a certificate of such insurance, which shall bear an endorsement that the same shall not be canceled except upon not less than thirty (30) days' prior written notice to Lessor. If Lessee fails to maintain such insurance, Lessor may maintain the same on behalf of Lessee. Any premiums paid by Lessor shall be deemed additional rent and shall be due on the payment date of the next installment of rent hereunder. Lessee shall indemnify, defend and hold harmless Lessor from any and all claims arising from Lessee use of the Premises or from the conduct of its business or from any activity, work, or thing which may be permitted or suffered by Lessee in or about the Premises and shall further indemnify, defend, and hold Lessor harmless from and against any and all claims arising from any breach or default in the performance of any obligation on Lessee's part to be performed under the provisions of this Lease or arising from any negligence of Lessee or any of its agents, contractors, employees or invitees and from any and all costs, attorneys' fees, expenses and liabilities incurred in the defense of any such claim or any action or proceeding brought thereon. Lessee hereby assumes all risk of damage to property or injury to persons in or about the Premises from any cause, and Lessee hereby waives all claims in respect thereof against Lessor, excepting where said damage arises solely out of the negligence of Lessor. Lessor will maintain standard fire and extended insurance coverage on said Premises, cost of said difference after base year shall be borne by the LESSEE. The insurance carrier(s) and policies required by these covenants shall be subject to the reasonable approval of both parties, as shall extent of coverage.

11. Maintenance by Lessor: Lessor shall, at its own cost and expense, maintain the roof, walls, foundation and bearing portions of the Building in which said Leased Premises are situated, and shall maintain the halls and passageways in said Building as well as exterior doors leading to the outside of said Building and any stairway used by these Premises in reaching said Premises as well as all building services and systems servicing the Premises, including without limitation, mechanical and electrical, heating, ventilation and air conditioning functions of said building. Lessor shall keep the exterior of the building, including plate glass, in good repair, except that Lessor shall not be liable for any repairs occasioned by the acts of Lessee, its agents, or employees.
12. Maintenance by Lessee: Lessee shall be required to maintain the interior of said Premises in good order. Interior decoration and other repair to the interior of the leased Premises shall be the responsibility of the Lessee unless they are caused by Lessor's failure to maintain the building's systems, the roof, walls, foundations and bearing portions of said Building.
13. Use of Premises: The Lessee shall occupy the leased Premises for the purposes of maintaining therein and thereupon law offices and no other purpose without the prior written consent of the Lessor. No act shall be done in or about the Premises which is unlawful or that will increase the rate of insurance on the building. Lessee will not commit or allow to be committed any waste upon the Premises or any public or private nuisance. Lessee shall comply with all laws related to its use of the Premises and shall observe such reasonable rules and regulations as may be adopted by Lessor for the safety, care and cleanliness of the Premises.
14. Common Area: The term "common area" shall include all areas within the exterior boundaries of the Building & Property which are now or hereafter made available for general use, convenience and benefit of Lessee and other persons entitled to occupy space in the Building, which areas shall include but not be limited to parking area, driveways, sidewalks, and landscaped and planted area, interior hallways and any other facilities for the common use of all tenants.
15. Additions and Improvements: Any additions or improvements which the Lessee may desire during the term of this Lease to be made to the interior or exterior of the demised Premises shall be at Lessee's sole expense, subject first to the written approval of the Lessor, it being specifically agreed that the Lessor shall in no way be held responsible or liable to pay for any labor performed or material used in the making of any such improvements or additions, and that the Lessee will in all respects hold and save the Lessor harmless from any liability therefor. The improvements or additions of any fixtures which the Lessee may install in

the demised Premises during the term hereof may be removed by it at the termination of the Lease on the condition, however, that the Lessee shall at its sole expense restore the demised Premises to the same condition and order as the same was in prior to the installation of any such improvement or addition to fixtures. Should Lessee fail to remove any said fixtures upon vacation of the Premises, the parties agree that said fixtures shall then be the property of Lessor.

16. Insolvency: It is further understood and agreed that in the case of insolvency of, vacancy of the Premises by, or the bankruptcy of the Lessee, or any assignment for the benefit of creditors, or the appointment of a receiver for the Lessee, that the Lessor shall have the right to reenter the said demised Premises and to relet the same, all in accordance with the terms of the forfeiture clause hereinafter provided, and shall have the right to terminate this Lease accordingly.
17. Assignment and Subleasing: It is agreed that the Lessee shall not assign this Lease, or any interest therein, nor sublet the Premises or any part thereof, without the prior written consent of the Lessor.
18. Unlawful Use: Lessee shall not use nor permit said Premises or any part thereof to be used for any purpose in violation of any municipal, county, state, or federal ordinance or law.
19. Signs: All signs used by Lessee in connection with the Building & Property must be approved by the Lessor. Such consent shall not unreasonably be withheld.
20. Surrender of Premises: The Lessee agrees, upon the expiration or prior termination of this Lease, or any renewal thereof, to deliver the said Premises to the Lessor in as good a condition and order as the same is now in or may be hereafter put in, damage by fire, the elements, acts of God, or other unavoidable catastrophe, and reasonable use, wear and tear excepted.
21. Default: Time is of the essence in this Lease. The occurrence of any one or more of the following events shall constitute a default of this Lease by Lessee:
  - a) The vacating or abandonment of the Premises by Lessee.
  - b) Notwithstanding the provision for late charges, the failure of Lessee to make any payment of rent or any other payment required to be made by Lessee hereunder as and when due, and such failure shall continue for a period of five (5) days after written notice thereof by Lessor to Lessee.

- c) The failure of Lessee to observe or perform any of the covenants, conditions or provisions of this Lease to be observed or performed by Lessee, other than described in (b) above, where such failure shall continue for a period of thirty (30) days after written notice thereof by Lessor to Lessee.

Upon default, as described herein, the Lessor, at its option, may immediately declare Lessee's rights under this Lease terminated and re-enter the leased Premises, using such force as may be necessary, and repossess itself thereof, as of its former estate removing all persons and effects therefrom. Notwithstanding any such re-entry, the liability of the Lessee, for the full rental provided for herein shall be extinguished for the balance of the term of this Lease but the Lessee shall be obligated to the Lessor for any deficiency arising from the reletting of the leased Premises at a lesser rental than that hereinbefore agreed upon, plus the costs of renovating said Premises for the new tenant. Further Lessor shall have the right to pursue any other remedy or remedies now or hereafter available to Lessor under the laws or judicial decisions of the state of Washington.

- 22. Removal of Property: If Lessee shall fail to remove any of its property of any nature whatsoever from the Premises at the termination of this Lease or when Lessor has the right of reentry, Lessor may, at its option, remove and store said property without liability for loss thereof or damage thereto, such storage to be for the account and at the expense of Lessee. If Lessee shall not pay the cost of storing any such property after it has been stored for a period of thirty (30) days or more, Lessor may, at its option, sell or permit to be sold any or all of such property at public or private sale, in such manner and at such times and places and Lessor in its sole discretion may deem proper, without notice to Lessee, and shall apply the proceeds of such sale as follows: First, to the cost and expense of such sale, including reasonable attorneys' fees actually incurred; second to the payment of the costs or charges for removing and storing any such property; third, to payment of any other sums of money which may be or thereafter become due Lessor from Lessee under any of the terms thereof; and fourth, the balance, if any, to Lessee.
  
- 22. Liens and Encumbrances: Lessee shall keep the leased Premises free and clear of any liens and encumbrances arising or growing out of the use and occupancy of the Premises by Lessee hereunder. At Lessor's request, Lessee shall furnish Lessor with written proof of payment of any costs which would or might constitute the basis for a lien upon the Premises if not paid.

23. Holding Over: If Lessee shall, with the consent of Lessor or Lessor's agent, hold over after the expiration of the term of this Lease, such tenancy shall be for an indefinite period of time on a month-to-month tenancy, which tenancy may be terminated as provided by the laws of the State of Washington. During such tenancy, Lessee agrees to pay to the Lessor the same rate of rent as set forth herein, unless a different rate is agreed upon, and to be bound by all of the terms, covenants and conditions as herein specified, as far as applicable.
24. Attorneys' Fees: In any suit or action brought to enforce any of the covenants or agreements hereof, the prevailing party shall be entitled to recover a reasonable attorneys' fee therein, in addition to costs related thereto in the pursuit of said suit or action.
25. Notices: All notices hereunder may be delivered or mailed. If mailed, they shall be sent by certified or registered mail to the following respective addresses:

Lessors: P. O. Box 111  
Yakima, WA 98907

Lessees: 117 North 3<sup>rd</sup> Street  
Yakima, WA 98901

26. Condemnation: If the whole of the leased Premises shall be taken by any public authority under the power of eminent domain, then the terms of this Lease shall cease as of the day possession is taken by such public authority, and the rent shall be paid to that date.

If only a part of the leased Premises shall be taken under public authority the remainder of the Premises not so taken can be made tenantable for the purposes for which Lessee has been using the Premises, this Lease shall continue in full force and effect as to the remainder of the Premises, and all of the terms herein provided shall continue in effect except that the rent shall be reduced in proportion to the amount of the Premises taken, and Lessor at its own cost and expense shall make all necessary repairs and alterations to the Premises required by such taking.

All damages awarded for any taking shall belong to and be the property of Lessor, whether such damages shall be awarded as compensation for diminution in the value of the leasehold or to the fee of the Premises.

27. Taxes and Licenses: Lessee shall be liable for, and shall pay throughout the term of this Lease, all license and excise fees, sales, use and occupation taxes on personal property and operations of Lessee on the

leased Premises. Lessor shall pay all real property taxes on land and improvements owned by Lessor.

28. Risk of Loss: It is agreed that all personal property on said Premises shall be at the sole risk of the Lessee, and the Lessor shall not be liable for any damages, either to persons or property sustained by the Lessee or others due to the said Property or any part thereof becoming out of repair or arising from a leakage of water, or bursting or breakage of water, gas or steam pipes for the use of the Lessees therein, or due to any act, or omission, or neglect of the Lessee, Lessee's agents or employees, or other occupants of the said building, or any other cause of any nature whatsoever, other than the negligence or breach of the terms of this Lease by the Lessor. Lessee agrees to indemnify Lessor from any and all claims, damages, loss or liability for injuries to any persons or property upon, adjacent to, or in connection with the said leased Premises, unless caused by the negligence or breach of the terms of this Lease by the Lessor.
29. Vending Machines: Lessee shall not place or allow to be placed any food or drink vending machines within the Premises without prior written consent of the Lessor. Such consent shall not unreasonably be withheld.
30. Governing Laws: This Lease shall be governed and construed in accordance with the laws of the State of Washington, and the venue shall be fixed in Yakima County.
31. Caption and Construction: The titles to the sections of this Lease are not part of this Lease and shall have no effect upon the construction or interpretation of any part thereof.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year first above written.

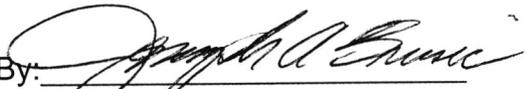
LESSOR:

THE NOEL CORPORATION,  
d/b/a Noel Investment

By:   
Justin Noel, Vice President

LESSEE:

PROSECUTING ATTORNEY'S  
OFFICE

By:   
Joseph Brusic, Prosecuting Attorney

STATE OF WASHINGTON )  
 ) ss.  
County of Yakima )

On this day before me personally appeared Justin Noel, to me known to be the Vice President, of The Noel Corporation, the corporation that executed the foregoing instrument, and acknowledged the said instrument to be the free and voluntary act and deed of said corporation, for the uses and purposes therein mentioned, and on oath stated that he was authorized to execute the said instrument and that the seal affixed, if any, is the corporate seal of said corporation.

GIVEN under my hand and official seal this 13<sup>th</sup> day of January, 2015.



Gail Hiatt

Gail Hiatt

(Print Name)  
Notary Public in and for the State  
of Washington, residing at Yakima.  
My commission expires 8/15/15.

STATE OF WASHINGTON )  
 ) ss.  
County of Yakima )

On this day personally appeared before me \_\_\_\_\_ and \_\_\_\_\_, to me known to be the individuals described in and who executed the foregoing instrument and acknowledged that they signed the same as their free and voluntary act and deed, for the uses and purposes therein mentioned.

GIVEN under my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_

(Print Name)  
Notary Public in and for the State  
of Washington, residing at Yakima.  
My commission expires \_\_\_\_\_.

(Noel Investment Lease)

DONE this 27<sup>th</sup> day of January 2015

BOARD OF YAKIMA COUNTY COMMISSIONERS



Tiera L. Girard

Attest: Tiera L. Girard  
Clerk of the Board

BOCC31-2015  
January 27, 2015

Approved as to form:

Stefanie Wergand  
Deputy Prosecuting Attorney

J. Rand Elliott

J. Rand Elliott, Chairman

Michael D. Leita

Michael D. Leita, Commissioner

Excused

Kevin J. Bouchey, Commissioner

*Constituting the Board of County Commissioners  
for Yakima County, Washington*



# Yakima County Courthouse

## 2030 Facilities Strategic Plan Implementation

### Space / Staffing Needs Study

### Departmental Survey Form

November 23, 2015

## Introduction

The Board of County Commissioner's has determined that in order to make policy decisions regarding current and future needs for county facilities, a roadmap in the form of a master plan is required. A realistic and attainable plan is the goal of this effort.

The basis for the proposed 2030 Facilities Implementation Plan is a Space Needs Study. The following is a survey intended to update the 2006 survey (copy attached) that will be used to develop the space needs study. Please answer in a way that best describes your needs in today's terms. The questions cover staffing projections, related space requirements, impact on space and staffing of technology, and alternatives to service delivery.

## Directions

Before responding to the questions, please read the entire survey. Then please respond to each question as it relates to your department as accurately as possible using the space provided. *Please note: We are not asking you to create a huge body of new information; rather, you should be able to answer most questions in 1-2 sentences or by attaching the relevant information. We are seeking solutions as well as information, be creative.*

Should you have any questions relating to the survey, please contact Peter Rasmussen at (253) 572-5511, or email, [rasart@a-rt.org](mailto:rasart@a-rt.org). Please return the completed surveys to Vern Redifer at [vern.redifer@co.yakima.wa.us](mailto:vern.redifer@co.yakima.wa.us) no later than December 18, 2015. After the survey is returned, we will make an appointment with you to review your survey and related issues.

Department Name: Public Services

Person completing questionnaire: Vern M. Redifer, P.E.

Title: Public Services Director Phone & Email: (509) 574-2306  
vern.redifer@co.yakima.wa.us

Date: 12/18/2015

## Department Function

1. What is the general function of your Department/Division?

The Public Services Department is a diverse department that provides administrative functions that in a typical county organization are usually provided by multiple departments. Those functions include: Transportation, Water and Wastewater Utilities, County Land Use Planning and Permitting, Building and Fire Safety Permitting, Code Enforcement, Flood Control, Stormwater Management, Solid Waste Disposal, County Equipment Management, County Property Management, County Geographic Information System, County Facilities, and Accounting.

2. What changes, legal or other, do you foresee in the near (5-15 years) future that may have an impact on the quantity or types of services that you provide?

None known

3. County-owned space Location /square feet: Please review the hardcopy floor plan(s) (provided separately) for your department.

- a. Does the floor plan accurately reflect all the Yakima County-owned space your department occupies?

X

Yes, this represents the space that my department occupies

No (if no, please color the hardcopy illustrating how it is different and return it to Lisa)

- b. Leased Space: Do you lease space for any of your functions / divisions?


No, all my departmental functions reside within County-owned space, as indicated on the floor plan(s).

Yes, I lease space

If you answered yes, please provide the following information for each leased location in Yakima County your department currently occupies:

Complete address including city and zip code:

Street: \_\_\_\_\_

City: \_\_\_\_\_

Zip code: \_\_\_\_\_

How many square feet do you lease at this location? \_\_\_\_\_

**Please provide a copy of the lease and return it to Lisa Freund.**

4. If your department is now in two of more locations, please indicate reason why. (Space constraints, functional requirements, etc) Please be specific.

Several Department Divisions or Sections are not located at the Courthouse Campus.

- The Solid Waste Division operates two landfills and one transfer station. The Terrace Heights landfill is located at 7151 Roza Hill Drive, Yakima. The Cheyne Landfill is located at 4970 Cheyne Road, Zillah. The Lower Valley transfer station is located at 1150 Luther Road, Granger. All Solid Waste Division Staff are located at one of these sites because of functional requirements.
- The County Road Maintenance and Construction Division and the ER&R Division are located at one of two County Road Shops. The main Road Maintenance shop is located at 1216 S. 18<sup>th</sup> St., Yakima. This location houses the majority of road

maintenance employees, all but one of the ER&R employees, and all of the Construction employees. The other road maintenance shop is located in Sunnyside and houses a small crew of road maintenance employees and one ER&R employee.

5. How is your department organized in terms of major operating units or work groups? Please describe and attach organizational chart if available. Include number of personnel and functions of each.

Attached are a functional organization chart and an employee organization chart. The employee chart only includes Public Services' employees that are located at the courthouse campus.

6. How does the space meet or not meet your functional needs?

The existing office space is adequate. Some of the private offices are too small at 100 sf/each.

7. What space needs are not currently provided for?

None

8. What is the greatest area of concern regarding functionality in the existing space today? What works?

The existing space layout on the 4<sup>th</sup> floor was designed to accommodate internal adjacencies and for functionality. The existing office space on the 4<sup>th</sup> floor is presently adequate to meet our needs.

9. What can you suggest to immediately address your space concerns? Please describe in terms of issue, square footage, adjacency, technology, other.

Need a conferencing/training/meeting space that holds upwards of 50 people in closer proximity to our offices.

10. How will the service your department currently provides change in 5 years, and by the year 2030? What will be the likely impacts on your space needs in terms of quantity, location and specific functional requirements?

In 5 years:

I doubt that there will be any significant change in service.

By 2030:

I doubt that there will be any significant change in service.

11. Do you need public parking, and if so, about how many spaces? Is it needed every day, and if not, how often per week or per month?

Yes  No

Public parking is needed by our customers estimated at 10 spaces every day. Our customers come and go through the day.

12. Are your department's current security concerns, related to staff, public and property, adequate, and if not, what short term and long term measures should be taken?

Yes  No

**Departmental Adjacencies:**

13. Internal: Which of the working groups within your department must be next to each other for maximum effectiveness? Please list.

Group / Division	Located Next To	Occurs Now? (Y/N)
See Attached Adjacency Chart		

14. External: Please list in priority (highest first) the department you believe should be physically located or grouped with yours to provide maximum operational efficiency.

	Occurs Now? (Y/N)
See Attached Adjacency Chart	


15. For each department listed, briefly describe the operational advantage of close proximity.

See Attached Adjacency Chart



19. What other departments must a person visit to complete a transaction with your department? (Example: Building permits which may also include the health department and others). Please list department and transaction.

County Treasurer – pay property taxes required when recording land subdivisions.  
County Auditor – Record documents such as subdivisions.

20. Does your department have delivery requirements? How frequently are deliveries made? What type of deliveries? By what size vehicles? Who must receive? Can deliveries be scheduled?

Deliveries happen almost daily. Typical deliveries are relatively small in size (office supplies, small equipment, bid documents, etc.). Deliveries are made to our front counter. There are no special needs here for us.

### Files / Storage:

21. How are your filing and storage requirements currently met? Are files stored within you department area and / or at a remote site? How will requirements (both space needed and configuration) change in five years, and by 2035?

Files related to current projects are kept within the department area. Files for completed projects are archived for retrieval and are kept in the courthouse basement and at the county road shop on 18<sup>th</sup>. One would hope that at some point in time that the state will approve the legally required archiving of files electronically as opposed to paper copies. If so, the amount of hard storage space required would decrease. However, until that time, required storage space will continue to increase.

22. Do you keep hardcopy files in your workplace?

Yes

A) What do you expect you're filing requirements to be in the future?

No change | See above. | Increased | \_\_\_\_\_ | Decreased | \_\_\_\_\_

B) Are there specific (legal) requirements regarding the storage of hardcopy records that result from the providing of your service, or are the requirements generic "good management" ones? Please be specific.

Requirements are a combination of legal requirements and best practices. We monitor the legal document retainage requirements and dispose of records once that legal requirement is met. We have many records related to public works projects, land use decisions, building

permits, etc. that we essentially keep forever.

23. What kinds of changes could be made in the process of providing storage for your department in order to improve the system for you?

Archived storage is more conveniently located.

**Records & Equipment:**

24. Please describe the types of records & or files shared with other departments and how shared.

[Empty response box]

25. What equipment requiring floor space does your department have? Please itemize.

Type	Number of	Size of	Comments
_____	(   )    _____	(   )    _____	(   )    _____
_____	(   )    _____	(   )    _____	(   )    _____
_____	(   )    _____	(   )    _____	(   )    _____
_____	(   )    _____	(   )    _____	(   )    _____
_____	(   )    _____	(   )    _____	(   )    _____

**Special Area Needs Conference**

26. How often per day or per week does your staff use a conference room or training room? How many people should the room hold? If more than one room, please list.

Our four conference rooms are used multiple times each day for staff meetings, training, customer interactions, and employee conferences, etc. One conference room has a maximum capacity of 12 to 14 persons, one has a maximum capacity of 10 to 12 persons, and the other two have a maximum capacity of four persons each. These conference rooms meet most of our day to day needs. However, we occasionally (once or twice each month) have a need for a larger conference room. When that happens we typically utilize the 1<sup>st</sup> St. Conference room or the conference room in the basement of the GAB building.

27. Do meeting / training sessions involve visitors from outside your department?

<input checked="" type="checkbox"/>	Yes
<input type="checkbox"/>	No

A) What is the largest number of outside visitors at one time?  
 Varies depending upon the needed use. For most meetings there are usually only 2 to 5 visitors per occurrence.

B) Who greets these visitors?

Visitors are greeted by our administrative staff at our common entry point and then directed where to go.

C) Are visitors brought to a personal workspace or office, or do meetings / training sessions take place in a conference room? Or both?

Basically, we have a “public space” that consists of our central entry point, customer work stations, and conference rooms. Our customer interactions are almost always conducted in this public space.

D) Is a Waiting or “Holding” area required for your visitor? If so, how large and can it be shared?

Yes  No

28. Please list other major non-office rooms needed in your operation (i.e., break room, vaults, storage, etc).

Type Room / Space	Shared		Frequency of Use	Description
Library	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Daily	125 sf
Break Room	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Daily	275 sf
Supply Area	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Daily	125 sf
	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
	<input type="checkbox"/> Yes	<input type="checkbox"/> No		

**Aesthetic and Function:**

29. Do the work stations / spaces reflect the functions performed? If not, please elaborate.

Yes

30. Rate the individual space allotment for your department.

More than adequate \_\_\_\_\_ Adequate XXXX Crowded \_\_\_\_\_ Not workable \_\_\_\_\_

Please elaborate

31. What unique requirements does your department and office have that may not be taken into proper consideration in this space needs survey?

Nothing unique

32. Personnel Needs (Please copy for additional positions)

Position	Type of space presently occupied (See key below)	Type of space desired	Present No. per category September 2015	Projected 2020	No. per 2030
_____	( )     _____	( )     _____	( )     _____	( )     _____	( )     _____
_____	( )     _____	( )     _____	( )     _____	( )     _____	( )     _____
_____	( )     _____	( )     _____	( )     _____	( )     _____	( )     _____
_____	( )     _____	( )     _____	( )     _____	( )     _____	( )     _____
_____	( )     _____	( )     _____	( )     _____	( )     _____	( )     _____
_____	( )     _____	( )     _____	( )     _____	( )     _____	( )     _____
_____	( )     _____	( )     _____	( )     _____	( )     _____	( )     _____
_____	( )     _____	( )     _____	( )     _____	( )     _____	( )     _____
Totals			( )     _____	( )     _____	( )     _____

## Space Key:

PO	Private Office
½ PO	(2) person private office
OAHP	High partitions
OALP	Low partitions
OA	Open office (no interior partitions)
Other	_____

*Note to those responding to this survey; we are very aware of the large amount of effort this survey requires and we want to express our appreciation for your time and commitment.*

**Thank you.**



# Yakima County Courthouse

## 2030 Facilities Strategic Plan Implementation

### Space / Staffing Needs Study

### Departmental Survey Form

November 23, 2015

## Introduction

The Board of County Commissioner's has determined that in order to make policy decisions regarding current and future needs for county facilities, a roadmap in the form of a master plan is required. A realistic and attainable plan is the goal of this effort.

The basis for the proposed 2030 Facilities Implementation Plan is a Space Needs Study. The following is a survey intended to update the 2006 survey (copy attached) that will be used to develop the space needs study. Please answer in a way that best describes your needs in today's terms. The questions cover staffing projections, related space requirements, impact on space and staffing of technology, and alternatives to service delivery.

## Directions

Before responding to the questions, please read the entire survey. Then please respond to each question as it relates to your department as accurately as possible using the space provided. *Please note: We are not asking you to create a huge body of new information; rather, you should be able to answer most questions in 1-2 sentences or by attaching the relevant information.* We are seeking solutions as well as information, be creative.

Should you have any questions relating to the survey, please contact Peter Rasmussen at (253) 572-5511, or email, [rasart@a-rt.org](mailto:rasart@a-rt.org). Please return the completed surveys to Vern Redifer at [vern.redifer@co.yakima.wa.us](mailto:vern.redifer@co.yakima.wa.us) no later than December 18, 2015. After the survey is returned, we will make an appointment with you to review your survey and related issues.

Department Name: Yakima County Superior Court

Person completing questionnaire: Robyn Berndt

Title: Court Services Director Phone & Email: 509-574-2054

Date: 12-9-15

## Department Function

1. What is the general function of your Department/Division?

Judicial

2. What changes, legal or other, do you foresee in the near (5-15 years) future that may have an impact on the quantity or types of services that you provide?

- Caseload increases, both criminal and civil
- Increase in number of pro se litigants
- Increase in number of specialty and therapeutic courts
- Increase in Domestic Violence cases
- New Court initiatives based on evidence based programming, i.e., Smart Pretrial
- Fewer incarcerations, more direct community supervision
- Legislative changes
- Increase in use of video conferencing for administration and court hearings

3. County-owned space Location /square feet: Please review the hardcopy floor plan(s) (provided separately) for your department.

- a. Does the floor plan accurately reflect all the Yakima County-owned space your department occupies?

Yes, this represents the space that my department occupies

No (if no, please color the hardcopy illustrating how it is different and return it to Lisa)

- b. Leased Space: Do you lease space for any of your functions / divisions?

No, all my departmental functions reside within County-owned space, as indicated on the floor plan(s).

Yes, I lease space

If you answered yes, please provide the following information for each leased location in Yakima County your department currently occupies:

Complete address including city and zip code:

Street:

City:

Zip code:

How many square feet do you lease at this location?

**Please provide a copy of the lease and return it to Lisa Freund.**

4. If your department is now in two of more locations, please indicate reason why. (Space constraints, functional requirements, etc) Please be specific.

Three criminal courtrooms are located across the street in the Jail facility basement. No lease -- it's part of our facilities service costs. We do Mental Health (ITA) hearings at Juvenile Court.

5. How is your department organized in terms of major operating units or work groups? Please describe and attach organizational chart if available. Include number of personnel and functions of each.

See attached organizational chart

6. How does the space meet or not meet your functional needs?

Efficient and effective Security for the court is not possible in the current configuration for a variety of reasons:

- We need separate, private, secure hallways for judges. Defendants need to be transported in separate pathways to keep separate from judges, jurors & witnesses.
- Courthouse configuration is not conducive to adequate or effective communication and response.
- Three of our courtrooms are in the basement of the jail so transportation of prisoners is a problem both in the jail and when prisoners have to be walked across or driven across the street to the main courthouse.
- Judges chambers and staff workspaces are spread throughout the third floor making teamwork, supervision and communication inefficient.
- Chambers need to be grouped together to maximize sharing of law libraries, office equipment, restrooms and meetings spaces, all of which will improve their ability to communicate and consult with one another.
- Support staff need to be housed together to increase efficiencies, collaboration, and backup. It will also allow for improved training and supervision.
- We need a central reception area with an adequate waiting room.
- We need a large jury pooling room (currently having to use one or more courtrooms).
- Family Court is on the 2<sup>nd</sup> floor. They need to be on the same floor as Superior Court in order to provide better security and support staff services.
- We need a room to supplies and to store equipment waiting to be installed or surplus.

7. What space needs are not currently provided for?

- Secure pathways for judges
- Secure pathways for transportation of defendants
- Manned Security Station on Superior Court floor (in addition to courthouse entrance)
- Reception Area with adequate seating for public
- Jury Pooling Rooms
- Jury Parking
- Conference/Training Rooms
- Centralized Judges' Chambers, law libraries/restrooms
- Community Services and Intern Work Space
- Breakroom for staff
- Centralized support staff work space
- Interpreter Video Conferencing Stations
- Rooms for attorneys and defendants for video hearings
- Storage room for supplies and equipment
- Breakroom for employees

8. What is the greatest area of concern regarding functionality in the existing space today? What works?

- No physical connection to the jail to facilitate safe transport of prisoners too and from courtrooms in an efficient and economical manner.
- Lack of security in both the jail courtrooms and the courthouse courtrooms.
- Inadequate communication for emergency security needs; no cameras, no intercom, no GPS or tracking system.
- Centralized support staff workspace

9. What can you suggest to immediately address your space concerns? Please describe in terms of issue, square footage, adjacency, technology, other.

**The courts need to be secure for the public. We need secure transport with private hallways and holding cells or staging areas for defendants to wait for court. Judges' offices should be grouped together where they can easily share restrooms and law libraries. Some courtrooms need to be large and ceremonial but many can be smaller. Some should accommodate juries while others do not need to. Support staff also need to be grouped together where they can share restrooms, breakroom, office equipment and be in a position to back each other up. We need a secure reception area and waiting room for at least 30 people. At least 4 courtrooms need to be set up for juries with adjoining jury rooms and we need a 150 seat jury pooling room. We also need a large conference room (30-50 person) and a small conf. room (15-20 person, both of which can also be used as training or classrooms.**

10. How will the service your department currently provides change in 5 years, and by the year 2030? What will be the likely impacts on your space needs in terms of quantity, location and specific functional requirements?

In 5 years: In 2030:

Based on caseload statistics, we anticipate an increase in caseload over the next five to 15 years. Based on projections, we should plan for 9 judges and 3 court commissioners by 2030. That will necessitate two additional courtrooms, chambers and support staff workspace.

11. Do you need public parking, and if so, about how many spaces? Is it needed every day, and if not, how often per week or per month?

Yes  No

200 jury parking spaces plus public parking. Jury parking may be used daily M-F.

Public parking for court visitors is required in addition to public parking.

12. Are your department's current security concerns, related to staff, public and property, adequate, and if not, what short term and long term measures should be taken?

Yes  No

Security concerns were addressed previously. Security is inadequate. We need manned security stations on each court floor along with adequate camera and communication technology.

Transportation of defendants is also an issue due to inadequate or nonexistent safe travel pathways, in the jail and courthouse or between the jail and courthouse.

**Departmental Adjacencies:**

13. Internal: Which of the working groups within your department must be next to each other for maximum effectiveness? Please list.

Group / Division	Located Next To	Occurs Now? (Y/N)
Superior Court Admin	Clerk of the Court	Y
Court Administration	Family Court	N its on 2 <sup>nd</sup> floor
Court Administrator	Court Administration staff & judges	N
Family Court	Superior Court Administration	N its on 2 <sup>nd</sup> floor
Judges Chambers	Courtrooms	N only a few are now
Jury Rooms	Jury Courtrooms	N

14. External: Please list in priority (highest first) the department you believe should be physically located or grouped with yours to provide maximum operational efficiency.

		Occurs Now? (Y/N)
Clerk of the Court	Superior Court	Y except for jail
District Court	Superior Court (at least on next floor)	Y
Prosecutor's Office	Superior Court	Y on same floor
Family Court	Superior Court	N its on 2 <sup>nd</sup> floor

15. For each department listed, briefly describe the operational advantage of close proximity.

- Clerk of the Court and Superior Court share paperwork multiple times a day on a daily basis.
- Yakima County is a consolidated court system. The Court Administrator oversees District Court as well as Superior Court and they share financial services so having them in close

proximity is critical. District and Superior Court judges sometimes cover for each other under the portability rule so close proximity is needed for efficiency.

- Prosecutor's Office communicates multiple times throughout the day with both Clerk and Court Administration. They also have to file documentation several times a day. Close proximity is required for efficiency (in the same building).

•

|

## Communications:

16. What types of privacy requirements (open office concept versus individual offices) do you see as most efficient and / or desirable? Do needs vary for different tasks? How?
- Judges must have private chambers but if the chambers are grouped together it is possible they could share restrooms and law libraries.
  - Court Administrator must have a private office
  - Court Supervisors and GR31.1 staff must have private office due to confidentiality of duties.
  - Support staff need adequate work space with adequate noise reduction to provide quiet space where they can concentrate.
  - Interpreter Coordinator may need additional noise reduction due to the number of phone calls required for that position (semi-private area).
  - Court Reporter needs small private office.
  - Video Conference Stations for Interpreters need to be private.
  - Family Court has three staff that need private offices with doors due to the confidential nature of their interviews but the receptionist could be in a central location with other court administration reception staff if the Family Court staff are in the immediate vicinity.

17. Which, if any, of the following “support areas” listed are accessed frequently? Indicate how many person trips a day for each area.

Copier equipment	<u>30-50 times daily</u>	Conference Rm	<u>Daily at least 1 or 2X</u>
Reception area	<u>100+ per day</u>	Library	<u>Daily by judges</u>
Accounting ***	<u>1-5 times a day</u>	Central files	<u>Daily by staff</u>
		Other	<u>Scanners daily</u>

\*\*\*Note – currently we have the financial supervisor on the 3<sup>rd</sup> floor. If she is moved to 2<sup>nd</sup> floor so she can be centralized with her staff, the 1-5 times a day for accounting on 3<sup>rd</sup> floor is not valid. See numbers for district court with regard to accounting.

18. How does your department greet visitors, both public and county employees? Do you need a counter, window, a greeter who then directs visitors to a conference room or specific staff member? If you could improve this function, what changes would you make?

We have two staff at a window for Superior Court and one at a window for Family Court. All three could be combined in one area. They do direct people to where they need to go but there is no waiting room.

19. What other departments must a person visit to complete a transaction with your department? (Example: Building permits which may also include the health department and others). Please list department and transaction.

- Clerk's Office to ask questions or file papers.
- Prosecutor's - Ask questions.
- Family Court - Ask questions or attend appointments or classes.
- Jail - ask questions, visit, people who want to turn themselves in, citizens asking about viewing court in jail courtrooms, etc.

20. Does your department have delivery requirements? How frequently are deliveries made? What type of deliveries? By what size vehicles? Who must receive? Can deliveries be scheduled?

We occasionally receive furniture or equipment deliveries; routinely receive office supplies or printing. We have staff who are designated to receive deliveries. Sometimes they are scheduled (furniture), but most are not scheduled (UPS deliveries).

### Files / Storage:

21. How are your filing and storage requirements currently met? Are files stored within you department area and / or at a remote site? How will requirements (both space needed and configuration) change in five years, and by 2035?

Currently we have a moderate number of administrative files in Court Administration areas. The judges also have some files. In the next five years we hope to keep most, if not all, of our files in a document imaging system. Family Court has a large number of paper files that must be stored according to the state retention schedule.

22. Do you keep hardcopy files in your workplace?

Yes

A) What do you expect you're filing requirements to be in the future?

We hope to move to digital filing in the next 5 years.

No change | \_\_\_\_\_ Increased | \_\_\_\_\_ Decreased | Decreased

B) Are there specific (legal) requirements regarding the storage of hardcopy records that result from the providing of your service, or are the requirements generic "good management" ones? Please be specific.

We are bound by the Supreme Court rules for administrative files and by the state retention standards for all files. Dates of destruction differ widely for the documents we handle.

23. What kinds of changes could be made in the process of providing storage for your department in order to improve the system for you?

Implementation of a Document Management System when funding allows.

**Records & Equipment:**

24. Please describe the types of records & or files shared with other departments and how shared.

Financial Records – Contracts, Accounts Payable and Receivable, Payroll, Grant Reports, Court documents, Policy/Procedure.

25. What equipment requiring floor space does your department have? Please itemize.

Type	Number of	Size of	Comments
Copier/Scanner	3	Large floor model	We need one in judge's chambers area, one for Family Court area, and one for support staff area.
		top	

**Special Area Needs Conference**

26. How often per day or per week does your staff use a conference room or training room? How many people should the room hold? If more than one room, please list.

Family Court teaches classes at least 4 times per week – 20-30 people

Superior Court has multiple meetings per week requiring a conference room for 10-20

At least once a month we need a training/conference room for 30-40 people.

27. Do meeting / training sessions involve visitors from outside your department?

<input checked="" type="checkbox"/>	Yes
<input type="checkbox"/>	No

A) What is the largest number of outside visitors at one time?

30

B) Who greets these visitors?

Court Administration Reception initially, then Court Administrator or Judges or Dept. Head

C) Are visitors brought to a personal workspace or office, or do meetings / training sessions take place in a conference room? Or both?

Sometimes we bring people directly to our offices, but for large meetings, we have to borrow or rent a conference room.

D) Is a Waiting or "Holding" area required for your visitor? If so, how large and can it be shared?

Yes  No

A reception waiting room would be okay but we need a waiting room for at least 30 people to accommodate visitors and public and people waiting to attend classes.

28. Please list other major non-office rooms needed in your operation (i.e., break room, vaults, storage, etc).

Type Room / Space	Shared		Frequency of Use		Description
Breakroom for staff	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	Daily
Classroom for FC	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	Weekly
Interpreter Video Conf Room	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	Daily
					We have conf calls for court hearings sometimes that require an interpreter to do it via video
	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	

**Aesthetic and Function:**

29. Do the work stations / spaces reflect the functions performed? If not, please elaborate.

Yes

30. Rate the individual space allotment for your department.

More than adequate \_\_\_\_\_ Adequate \_\_\_\_\_ Crowded x Not workable x

Please elaborate

We have multiple work spaces all over the third floor that are neither conducive to public service nor set up to provide efficiency, adequate supervision or security.

31. What unique requirements does your department and office have that may not be taken into proper consideration in this space needs survey?

32. Personnel Needs (Please copy for additional positions)

Position	Type of space presently occupied (See key below)	Type of space desired	Present No. per category September 2015	Projected 2020	No. per 2030
Court Director	PO w conf. table for 8	same	1	1	1
Admin Supervisor	PO	same	1	1	1
Sr. Prog. Rep	OA	OALP	1	1	1
Office Spec.-Front Office	OA	OALP	3	3	3
Office Spec. Support	½ PO	OALP	4	5	5
Cert. Interpreters	PO	PO	2	3	3
Court Reporter	PO	PO	1	1	1
Comm Serv. Tracker	OA	OALP	1	1	1
Bailiffs	OA	OALP	3	3	3

Fam Court Facilitator	PO	PO	1	1	1
Fam Court Investigators	PO	PO	2	2	2
Program Coordinator-Special Projects & 31.1	PO	PO	1	1	1
<b>TOTALS</b>			21	23	23

Space Key:

PO Private Office  
 ½ PO (2) person private office  
 OAHP High partitions  
 OALP Low partitions  
 OA Open office (no interior partitions)  
 Other \_\_\_\_\_

*Note to those responding to this survey; we are very aware of the large amount of effort this survey requires and we want to express our appreciation for your time and commitment.*

**Thank you.**



# Yakima County Courthouse

## 2030 Facilities Strategic Plan Implementation

### Space / Staffing Needs Study

### Departmental Survey Form

November 23, 2015

## Introduction

The Board of County Commissioner's has determined that in order to make policy decisions regarding current and future needs for county facilities, a roadmap in the form of a master plan is required. A realistic and attainable plan is the goal of this effort.

The basis for the proposed 2030 Facilities Implementation Plan is a Space Needs Study. The following is a survey intended to update the 2006 survey (copy attached) that will be used to develop the space needs study. Please answer in a way that best describes your needs in today's terms. The questions cover staffing projections, related space requirements, impact on space and staffing of technology, and alternatives to service delivery.

## Directions

Before responding to the questions, please read the entire survey. Then please respond to each question as it relates to your department as accurately as possible using the space provided. *Please note: We are not asking you to create a huge body of new information; rather, you should be able to answer most questions in 1-2 sentences or by attaching the relevant information. We are seeking solutions as well as information, be creative.*

Should you have any questions relating to the survey, please contact Peter Rasmussen at (253) 572-5511, or email, [rasart@a-rt.org](mailto:rasart@a-rt.org). Please return the completed surveys to Vern Redifer at [vern.redifer@co.yakima.wa.us](mailto:vern.redifer@co.yakima.wa.us) no later than December 18, 2015. After the survey is returned, we will make an appointment with you to review your survey and related issues.

Department Name: Technology Services

Person completing questionnaire: George Helton

Title: Director Phone & Email: 574-2005 – George.Helton@co.yakima.wa.us

Date: 11/30/2015

## Department Function

1. What is the general function of your Department/Division?

We provide/enable most of the technology for Yakima County and several other governmental customers.

2. What changes, legal or other, do you foresee in the near (5-15 years) future that may have an impact on the quantity or types of services that you provide?

The world threat environment with regards to cyber events will have a drastic effect on the types and amounts of services that we provide.

3. County-owned space Location /square feet: Please review the hardcopy floor plan(s) (provided separately) for your department.

- a. Does the floor plan accurately reflect all the Yakima County-owned space your department occupies?


Yes, this represents the space that my department occupies

I do not have the floor plan, however we occupy the entire building plus the wiring closets throughout the courthouse and other buildings. We will want to examine these carefully to look at future growth and technology changes.

No (if no, please color the hardcopy illustrating how it is different and return it to Lisa)

- b. Leased Space: Do you lease space for any of your functions / divisions?

No	

No, all my departmental functions reside within County-owned space, as indicated on the floor plan(s).

Yes, I lease space

If you answered yes, please provide the following information for each leased location in Yakima County your department currently occupies:

Complete address including city and zip code:

Street: \_\_\_\_\_

City: \_\_\_\_\_

Zip code: \_\_\_\_\_

How many square feet do you lease at this location? \_\_\_\_\_

**Please provide a copy of the lease and return it to Lisa Freund.**

4. If your department is now in two or more locations, please indicate reason why. (Space constraints, functional requirements, etc) Please be specific.

TS has space at 18<sup>th</sup> street (secure data center) and the Technology Building on 1<sup>st</sup>. This is required so that we can have a proper environment for the servers etc. and office space for department personnel. We also have space all over in the form of communications closets. All space must be Criminal Justice Information System (CJIS) compliant (access controlled).

5. How is your department organized in terms of major operating units or work groups? Please describe and attach organizational chart if available. Include number of personnel and functions of each.

There are five operational units. 1) Administration [5 people], 2) Workstation support [7 people], 3) Systems administration [10 people], 4) Network and Security operations [8

people]; 5) Project management [1 person]

6. How does the space meet or not meet your functional needs?

We have three managers' offices and we need four. The floor space is completely utilized in the TS building. We have room to add one more staff person in one empty cube, but other than that we have no extra room. The conference room is used at least daily and often more than that. We have adequate storage, all of it secured, but could use one more restroom as there is often a queue. The front entry space is adequate as is the delivery area in the back of the building. The datacenter is not covered in this study so I will not address it here.

7. What space needs are not currently provided for?

Any additional staff (over 33 people; we have 31 presently) that may be required, an additional restroom, one more manager's office,

8. What is the greatest area of concern regarding functionality in the existing space today? What works?

Our roof leaks, inadequate number of restrooms & no redundant power source.

The TS building works very well for my department. I am most happy to be here. Other than the fact that it is an old building that requires maintenance and we could use one more restroom, I think it is a great fit for us for now. If we need additional staff in the future the building will be too small to house all of us. It is just right for now in terms of square feet. A power outage does take us down as we are presently configured.

9. What can you suggest to immediately address your space concerns? Please describe in terms of issue, square footage, adjacency, technology, other.

1) Build one more restroom in the back corner next to the other two. 2) If we are to be here for a few more years it would be very beneficial to build one more private office of the same size for the third manager. It could go right down the wall from the others so that the HVAC could be easily extended into it. 3) A generator capable of powering the building would be most beneficial regarding disaster recovery planning. We have functioned well without it for years, so this is not a make or break issue but rather one of performing due diligence. A major outage would require us to move to the datacenter rather than just working on here.

10. How will the service your department currently provides change in 5 years, and by the year 2030? What will be the likely impacts on your space needs in terms of quantity, location and specific functional requirements?

In 5 years:

Our services will continue to expand. Probably the most significant changes will be in security. We will almost certainly have to add another security person within the next five years. We have the room to add that person now in our footprint so space should be adequate for about five years.

By 2030:

If we continue on the same trajectory regarding services we will certainly have to add staff to cover the new functionality. Physically our needs are pretty simple. We will need office space. The CJIS requirement does cause some concern as we have to have a secure "reception" area and access controls on all of our spaces where data is "exposed". TS should NOT be located in any area where flood waters could compromise our operations. A second or higher floor would be ideal.

11. Do you need public parking, and if so, about how many spaces? Is it needed every day, and if not, how often per week or per month?

Yes  No

We need visitor parking for vendors, consultants etc. It is used as least weekly and sometimes all four spaces are filled for a week or more at a time while the vendors are here performing work.

12. Are your department's current security concerns, related to staff, public and property, adequate, and if not, what short term and long term measures should be taken?

Yes  No

We are well secured in the TS building. If we re-model the courthouse, we should plan for secured, logged networking closets throughout the building. We escort everyone who does not have a CJIS clearance within our facility. I cannot think of anything additional that will be required for the foreseeable future.

**Departmental Adjacencies:**

13. Internal: Which of the working groups within your department must be next to each other for maximum effectiveness? Please list.

Group / Division	Located Next To	Occurs Now? (Y/N)
Workstation Support	Systems Administration	Y
Help Desk	Workstation Support	Y
Help Desk	Systems Administration	Y


14. External: Please list in priority (highest first) the department you believe should be physically located or grouped with yours to provide maximum operational efficiency.

		Occurs Now? (Y/N)

15. For each department listed, briefly describe the operational advantage of close proximity.

As a service organization the close proximity of our customers is beneficial. I have no preference which other department is closest to us.

## Communications:

16. What types of privacy requirements (open office concept versus individual offices) do you see as most efficient and / or desirable? Do needs vary for different tasks? How?

- 1) All of TS has to be CJIS compliant by federal requirement.
- 2) Managers need to have private space for most of their interactions with customers and staff.
- 3) The help desk area may benefit by a private, quiet space so that interactions with customers are not interrupted.
- 4) We have to have a reception/admin desk to greet visitors to the department. As long as it is CJIS compliant it could be shared with other departments.

17. Which, if any, of the following “support areas” listed are accessed frequently? Indicate how many person trips a day for each area.

Copier equipment	<u>20</u>	Conference Rm	<u>25</u>
Reception area	<u>15</u>	Library	<u>0</u>
Accounting	<u>0</u>	Central files	<u>0</u>
		Other	<u>                    </u>

18. How does your department greet visitors, both public and county employees? Do you need a counter, window, a greeter who then directs visitors to a conference room or specific staff member? If you could improve this function, what changes would you make?

We have a reception desk at our front with gates on each side to dis-allow traffic until invited. This is for both public and county staff and is required by CJIS. Barb greets and directs all visitors to the appropriate place. She escorts those who must go through to the conference room or a staff member (again, required by CJIS). I have no suggestions for improvement at this time.

19. What other departments must a person visit to complete a transaction with your department? (Example: Building permits which may also include the health department and others). Please list department and transaction.

TS does not require people to visit other departments to complete business.

20. Does your department have delivery requirements? How frequently are deliveries made? What type of deliveries? By what size vehicles? Who must receive? Can deliveries be scheduled?

Yes, we get deliveries as least twice a day. They vary from a small package to boxed computers, to palletized server racks, UPS units etc. Vehicle sizes run from a UPS delivery truck to a short semi trailer. My staff receives the freight to ensure that it is not damaged and the order is complete. Barb receives the smaller stuff at the front door. Some deliveries have been scheduled in the past for the large items on semi trucks.

### Files / Storage:

21. How are your filing and storage requirements currently met? Are files stored within you department area and / or at a remote site? How will requirements (both space needed and configuration) change in five years, and by 2035?

We have a small footprint of file cabinets, within our department, with paper. Most of our files are electronic. We continue to move to paperless files so I do not see the floor space growing in the future.

22. Do you keep hardcopy files in your workplace?

A) What do you expect you're filing requirements to be in the future? Yes

No change  Increased  Decreased

B) Are there specific (legal) requirements regarding the storage of hardcopy records that result from the providing of your service, or are the requirements generic "good management" ones? Please be specific.

We have no legal requirements. We keep some paper copies because they seem to get lost when we send them out of our department.

23. What kinds of changes could be made in the process of providing storage for your department in order to improve the system for you?

We require quite a footprint to store new systems and equipment as well as surplus. It must be secure as we have had new systems, in the boxes, "walk off" in the past. Since our current storage is secured, I do not see much more that we will need to do in the future.

**Records & Equipment:**

24. Please describe the types of records & or files shared with other departments and how shared.

Any records that are shared with other departments are electronic, unless a hard copy is required. This is particularly required by the Auditor's office as well as the Commissioners. We often have to make copies of contracts several times a year to pay bills.

25. What equipment requiring floor space does your department have? Please itemize.

Type	Number of	Size of	Comments
Copier	1	3x4'	
Network rack	3	3x9' total	Power to run it required

**Special Area Needs Conference**

26. How often per day or per week does your staff use a conference room or training room? How many people should the room hold? If more than one room, please list.

We use the TS conference room at least daily and sometimes several times a day. Often departments book it to train staff for days at a time. The maximum occupancy is 49. We sometimes have to book the 1<sup>st</sup> street conference room because we have more than one meeting the has to take place at the same time.

27. Do meeting / training sessions involve visitors from outside your department?

<input checked="" type="checkbox"/>	Yes
<input type="checkbox"/>	No

A) What is the largest number of outside visitors at one time?

49

B) Who greets these visitors?

Some are greeted by Barb, others walk around the building a come in the side door.

C) Are visitors brought to a personal workspace or office, or do meetings / training sessions take place in a conference room? Or both?

Both occur all of the time. It depends on the nature and sensitivity of the training.

D) Is a Waiting or "Holding" area required for your visitor? If so, how large and can it be shared?

Yes  No

Our front area is used as a holding area and is required by CJIS. I don't think there has ever been more than six in that area at one time. Usually it is one or two.

28. Please list other major non-office rooms needed in your operation (i.e., break room, vaults, storage, etc).

Type Room / Space	Shared		Frequency of Use		Description	
Storage	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	daily	Technology equip
Secure Storage	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	Daily	Tech equip
"kitchenette"	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	Daily	Refer, sink, counter
Rack space	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	Daily	Networking equip
	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No		

**Aesthetic and Function:**

29. Do the work stations / spaces reflect the functions performed? If not, please elaborate.

Yes, for the most part we are in good shape.

30. Rate the individual space allotment for your department.

More than adequate \_\_\_\_\_ Adequate  Crowded \_\_\_\_\_ Not workable \_\_\_\_\_

Please elaborate

We fit well at this time, however if we add two more employees we will be completely out of space.

31. What unique requirements does your department and office have that may not be taken into proper consideration in this space needs survey?

Security is probably the most important followed by location above a ground floor due to any water issues. Also, we will have to have access to the main county fiber runs to do our work.

32. Personnel Needs (Please copy for additional positions)

Position	Type of space presently occupied (See key below)	Type of space desired	Present No. per category September 2015	Projected 2020	No. per 2030
Director/Manager	PO	PO	3	4	4
Manager	Oahp	PO	1	1	1
TS staff	OAPH	OAHP	27	29	32
<b>Totals</b>					

Space Key:

- PO            Private Office
- ½ PO        (2) person private office
- OAHP        High partitions
- OALP        Low partitions
- OA            Open office (no interior partitions)
- Other        \_\_\_\_\_

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**Thank you.**



# Yakima County Courthouse

## 2030 Facilities Strategic Plan Implementation

### Space / Staffing Needs Study

### Departmental Survey Form

November 23, 2015

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Before responding to the questions, please read the entire survey. Then please respond to each question as it relates to your department as accurately as possible using the space provided. *Please note: We are not asking you to create a huge body of new information; rather, you should be able to answer most questions in 1-2 sentences or by attaching the relevant information.* We are seeking solutions as well as information, be creative.

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Department Name: Yakima County Treasurer

Person completing questionnaire: Ilene Thomson

Title: Yakima County Treasurer Phone & Email: 509-574-2804

Date: 12/18/2015 Ilene.thomson@co.yakima.wa.us

## Department Function

1. What is the general function of your Department/Division?

The Treasurer's Office serves as the bank and receipting center for the county government, as well as for the approximately 100+ other entities in the county. We provide cash management and investment portfolio management services for our outside districts and agencies as well as for the County. We track and forecast the majority of the major revenues of the County. We are the billing and collection point for property taxes and assessments; the issuer of mobile home moving permits; the processor and collector for excise taxes and we operate the foreclosure processes for property taxes and assessments.

2. What changes, legal or other, do you foresee in the near (5-15 years) future that may have an impact on the quantity or types of services that you provide?

The challenges will come from new requirements passed down from the legislators. Collecting taxes on a monthly basis instead of a semi-annual basis will impact our operations greatly. This would cause a need for more staff and space.

3. County-owned space Location /square feet: Please review the hardcopy floor plan(s) (provided separately) for your department.

- a. Does the floor plan accurately reflect all the Yakima County-owned space your department occupies?

Yes, this represents the space that my department occupies

No (if no, please color the hardcopy illustrating how it is different and return it to Lisa)

- b. Leased Space: Do you lease space for any of your functions / divisions?

No, all my departmental functions reside within County-owned space, as indicated on the floor plan(s).

Yes, I lease space

If you answered yes, please provide the following information for each leased location in Yakima County your department currently occupies:

Complete address including city and zip code;

Street: \_\_\_\_\_

City: \_\_\_\_\_

Zip code: \_\_\_\_\_

How many square feet do you lease at this location? \_\_\_\_\_

**Please provide a copy of the lease and return it to Lisa Freund.**

4. If your department is now in two or more locations, please indicate reason why. (Space constraints, functional requirements, etc) Please be specific.

Our office is located in one area on the main floor but our archives are in the basement.

5. How is your department organized in terms of major operating units or work groups? Please describe and attach organizational chart if available. Include number of personnel and functions of each.

Management/Investments – 2.5 employees - Treasurer, Investment Officer, .5 Accountant  
 Accounting Division – 8.5 employees – Manager, 2 Sr. Accountants, 2.5 Accountants, 2  
 Program Specialist, 1 Financial Specialist  
 Tax Divison – 5 employees – Program Coordinator(Supervisor), 4 Financial Specialist  
 Foreclosure/Distrain – 3 employees – Manager, 2 Program Coordinators

6. How does the space meet or not meet your functional needs?

We currently have more than adequate space for the employees but as mentioned below we do not have enough space for a secured vault area or for our public. .

7. What space needs are not currently provided for?

We do not currently have enough lobby space for the public. We also do not have adequate space for our vaults. We need a secured area for the vaults and cash counting area. Separate office space is needed for the managers for employee privacy issues.

8. What is the greatest area of concern regarding functionality in the existing space today?  
 What works?

The secured vault and cash counting area is of greatest concern for safety and protection of the assets. In addition, a need for a proper lobby is also a concern for safety reasons for the public. We also need additional private offices for our managers for privacy issues. The employee work stations are sufficient for our needs.

9. What can you suggest to immediately address your space concerns? Please describe in terms of issue, square footage, adjacency, technology, other.

Due to constraints in our current facility, we are unable to address our space concerns.

10. How will the service your department currently provides change in 5 years, and by the year 2030? What will be the likely impacts on your space needs in terms of quantity, location and specific functional requirements?

In 5 years:

If property taxes are required to be collected monthly, we will see a growth in numbers of employees need to accomplish the jobs required.

By 2030:

Increase in population means more taxpayers and development means an increase in parcel count. In addition, the increase in e-commerce expands the work of the treasurer's office and would need increased staff to accommodate the requirement.

11. Do you need public parking, and if so, about how many spaces? Is it needed every day, and if not, how often per week or per month?

Yes  No

We need public parking daily. Currently the number of spaces depends on the day of the month and/or the month. The first and last week of each month we see an increase in traffic. During April/May and October/November, tax season, traffic is at its highest. To give an exact number of spaces would be impossible.

12. Are your department's current security concerns, related to staff, public and property, adequate, and if not, what short term and long term measures should be taken?

Yes  No

**Departmental Adjacencies:**

13. Internal: Which of the working groups within your department must be next to each other for maximum effectiveness? Please list.

Group / Division	Located Next To	Occurs Now? (Y/N)
All Divisions	All Division	Y

14. External: Please list in priority (highest first) the department you believe should be physically located or grouped with yours to provide maximum operational efficiency.

Occurs Now? (Y/N)

	Assessor's	Y
	Auditor's	Y
	Public Services	Y
	Security	Y

15. For each department listed, briefly describe the operational advantage of close proximity.

Assessor's Office – Customer efficiencies due to similar duties.  
 Auditor's Office – Recording department for property transfers and Licensing for Mobile Home transfers. Finance Department for daily activity that must be sent from our office to the Auditors office.  
 Public Services – Mobile Home movements and Planning Department for plats.  
 Security – We are the bank and need security for the assets that we are responsible for.  
 Any Department that receipts – by State Law they must deposit with us daily.

## Communications:

16. What types of privacy requirements (open office concept versus individual offices) do you see as most efficient and / or desirable? Do needs vary for different tasks? How?

We currently only have two individual offices and need at least four. Each manager needs an office for privacy requirements.

17. Which, if any, of the following “support areas” listed are accessed frequently? Indicate how many person trips a day for each area.

Copier equipment	<u>50</u>	Conference Rm	<u>1</u>
Reception area	<u>75</u>	Library	<u>N/A</u>
Accounting	<u>10</u>	Central files	<u>5</u>
		Other	<u>                    </u>

18. How does your department greet visitors, both public and county employees? Do you need a counter, window, a greeter who then directs visitors to a conference room or specific staff member? If you could improve this function, what changes would you make?

All customers are greeted at the front counter or the cashier window. Our current counters are very efficient and we do not need a designated greeter.

19. What other departments must a person visit to complete a transaction with your department? (Example: Building permits which may also include the health department and others). Please list department and transaction.

Assessor’s – Senior Exemptions, Property tax questions.  
Auditor’s – property transfers, mobile home licensing, District transactions for A/P, Payroll & financial reporting.  
Public Services – plats, mobile home movement permits.

20. Does your department have delivery requirements? How frequently are deliveries made? What type of deliveries? By what size vehicles? Who must receive? Can deliveries be scheduled?

Yes, mostly supply orders and they can be scheduled.

## Files / Storage:

21. How are your filing and storage requirements currently met? Are files stored within your department area and / or at a remote site? How will requirements (both space needed and configuration) change in five years, and by 2035?

We file internally within our office the current years information and in our archive room the prior six years are stored.

22. Do you keep hardcopy files in your workplace?

Y

- A) What do you expect you're filing requirements to be in the future?

No

changeX

Increased

Decreased

- B) Are there specific (legal) requirements regarding the storage of hardcopy records that result from the providing of your service, or are the requirements generic "good management" ones? Please be specific.

Legal requirements as defined by law.

23. What kinds of changes could be made in the process of providing storage for your department in order to improve the system for you?

We have moved to paperless processes for all areas that are allowed. I do not believe we could change any additional process to improve our system.

## Records & Equipment:

24. Please describe the types of records & or files shared with other departments and how shared.

Any records or files shared with other departments are done electronically.

25. What equipment requiring floor space does your department have? Please itemize.

Type	Number of	Size of	Comments
------	-----------	---------	----------

Scanner	2	7.5'x5'	To process payemnts
Copy Machine	1	2' x 4.5'	
Micro-Film Machine	1	3.5' x 2.5'	Excise & Recorded Documents
Test Area	1	9' x 6'	Testing area for 2 computers & a printer
Shredder	1	2'x3'	

### Special Area Needs Conference

26. How often per day or per week does your staff use a conference room or training room? How many people should the room hold? If more than one room, please list.

3 per week – 10-15 average but up to 50 at an annual meeting for Districts.

27. Do meeting / training sessions involve visitors from outside your department?

<input checked="" type="checkbox"/>	Yes
<input type="checkbox"/>	No

A) What is the largest number of outside visitors at one time?

Multiple districts for a training could range from 10-50 people.

B) Who greets these visitors?

Currently we have to schedule an outside meeting space for these meetings.

C) Are visitors brought to a personal workspace or office, or do meetings / training sessions take place in a conference room? Or both?

Both

D) Is a Waiting or "Holding" area required for your visitor? If so, how large and can it be shared?

Yes  No

28. Please list other major non-office rooms needed in your operation (i.e., break room, vaults, storage, etc).

Type Room / Space	Shared		Frequency of Use	Description
Vaults	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/> No	Bank Vaults
Storage	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/> No	Records
Break Room	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/> No	For Employees
Conference Room	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/> No	Meetings
	<input type="checkbox"/>	Yes	<input type="checkbox"/> No	

**Aesthetic and Function:**

29. Do the work stations / spaces reflect the functions performed? If not, please elaborate.

Yes

30. Rate the individual space allotment for your department.

More than adequate \_\_\_\_\_ Adequate  Crowded \_\_\_\_\_ Not workable \_\_\_\_\_

Please elaborate

Adequate but not efficient. Need to re-allocate space to offices, lobby and vault areas.

31. What unique requirements does your department and office have that may not be taken into proper consideration in this space needs survey?

We are the bank and therefore need a secured area for vaults and cash counting.  
We also need an area for our equipment to process tax payments.

32. Personnel Needs (Please copy for additional positions)

Position	Type of space presently occupied (See key below)	Type of space desired	Present No. per category September 2015	Projected 2020	No. per 2030

Treasurer	PO	PO	1	1	1
Investment Officer	PO	PO	1	1	1
Manager	OALP	PO	2	2	2
Program Coordinator	OALP	OALP	1	1	1
Sr. Accountants	OALP	OALP	2	2	2
Accountants	OALP	OALP	3	3	5
Program Specialist	OALP	OALP	2	2	3
Financial Specialist	OALP	OALP	5	5	7
Program Representatives	OALP	OALP	2	2	2
Totals					

Space Key:

- PO Private Office
- ½ PO (2) person private office
- OAHP High partitions
- OALP Low partitions
- OA Open office (no interior partitions)
- Other \_\_\_\_\_

*Note to those responding to this survey; we are very aware of the large amount of effort this survey requires and we want to express our appreciation for your time and commitment.*

**Thank you.**

**SECTION V -  
SPACE/STAFFING NEEDS  
ASSESSMENT SPREADSHEETS  
AND ROOM TEMPLATES**



## **Space/Staffing Needs Assessment Spreadsheets & Space Templates**

With the information provided by the department directors in their respective department surveys, ART then assembled the information into a space and staffing needs assessment spreadsheet. Following is this spreadsheet.

The space and staffing needs assessment spreadsheet includes an assessment summary on the first page, basically summarizing the total current staffing and square footage of space occupied per department, each department's projected staffing and square footage needs to the year 2030, and total number of public, staff, and county vehicle parking spaces needed.

Following the summary page are the individual department's assessment sections, identifying current and new staff positions, number of staff per position, and space needed per position.

Following these department summaries are a selection of room templates developed by ART and used in the spreadsheet as a basis for space needed per staffing position or room type needed, noted in the far right column of the spreadsheet as "Space Template".

**YAKIMA COUNTY COURTHOUSE  
2030 STRATEGIC FACILITIES PLAN IMPLEMENTATION**

SPACE/STAFF NEEDS PROJECTIONS		CURRENT (2016)		PROJECTED FUTURE (2030)				PARKING STALLS REQ'D				
Space/ Group No.	DEPARTMENT/SPACE	Staff	S.F.	Staff	No. of Spaces	Unit S.F.	Area Net S.F.	Staff	Public	County Vehicles	Remarks	Space Template
<b>DEPARTMENT SUMMARIES</b>												
A.	ASSESSOR	25	5,076	25			3,588	25	10	6		
B.	AUDITOR	22	5,586	23			5,670	23	10	0		
C.	BOARD OF COUNTY COMMISSIONERS	11	2,280	13			3,649	13	50	0		
D.	CLERK	43	7,184	45			7,769	45	5	0		
E.	CORRECTIONS	0	164	0			1,344	0	0	0		
F.	DISTRICT COURT	27	14,876	25			19,035	25	100	0		
G.	HUMAN RESOURCES	11	3,344	11			2,782	11	0	0		
H.	PROBATION SERVICES (DIST. CRT.)	23	4,422	23			4,065	23	40	0		
I.	PROSECUTING ATTORNEY	71.5	9,936	94			16,193	81	10	0		
J.	PUBLIC SERVICES	103	19,058	110			20,586	110	10	15		
K.	PURCHASING	0	0	3			559	3	0	0		
L.	SUPERIOR COURT	29.5	19,780	33			22,353	33	50	0		
M.	TECHNOLOGY SERVICES	32	5,000	38			6,102	38	2	0	Currently in courthouse; balance of spaces off site	
N.	TREASURER	19	5,541	24			5,973	24	20	0		
	GEN. BUILDING SUPPORT/SECURITY	5	19,600	5			28,943	2	4	0	Guestimate at 20% of Total Current Gross S.F.	
	Total Current Staff	422									Compares to Total Projected Staff below	
	Total Current Gross S.F.		117,752								Compares to Projected Subtotal Net Area below	
	Projected Subtotal Net Area S.F.						148,611				(1)	
	Area Gross up @ 10%						14,861				(4)	
	<b>Total Projected Staff Excl. Volunteers</b>			<b>472</b>							(3)	
	<b>Total Projected Gross Area S.F.</b>						<b>163,472</b>					
	<b>Total Projected Net Increase In Area S.F.</b>						<b>42,410</b>					
	<b>Total Required Staff Parking</b>							<b>456</b>				
	<b>Total Required Public Parking</b>								<b>311</b>			
	<b>Total County Vehicle Parking</b>									<b>21</b>		
<b>NOTES:</b> (1) Building total net area is expressed in Gross Square Footage, and contains a % circulation & efficiency mark-up factor as noted per department (2) The department gross up multiplier factor includes space for interior circulation, walls, utility chases, structural components, etc (3) Staff Quantities are expressed in Full-Time Equivalents (FTE's). (4) The building gross-up % multiplier factor includes space for public corridors, elevators, stairs, equipment rooms, etc. not included in the list of General Building Support rooms												

**YAKIMA COUNTY COURTHOUSE  
2030 STRATEGIC FACILITIES PLAN IMPLEMENTATION**

May 13, 2016  
Architects Rasmussen Triebelhorn, AIA/ps

SPACE/STAFF NEEDS PROJECTIONS		CURRENT (2016)		PROJECTED FUTURE (2030)				PARKING STALLS REQ'D				
Space/Group No.	DEPARTMENT/SPACE	Staff	S.F.	Staff	No. of Spaces	Unit S.F.	Area Net S.F.	Staff	Public	County Vehicles	Remarks	Space Template
<b>DEPT. A - ASSESSOR</b>												
1	Assessor	1		1	1	216	216				Executive office	PO3
2	Lead Appraiser	1		2	2	120	240				Standard office	PO2
3	Appraisers	12		11	3	275	825				Open office work stations with low interior partitions	PO7
4	Customer Service	4		4	4	80	320				Counter service open office work stations w/ low partitions; includes service coun	OA4+
5	Data Base Coordinator	1		1	1	108	108				Basic office	PO1
6	Cadastral Mapping	2		2	2	87	174				Open office work stations w/ low partitions; U-shaped w/ table at return for map la	OA6
7	Audit	3		3	3	70	210				Open office work stations w/ low partitions	OA5
8	Personal Property Administrator	1		1	1	87	87				Open office work stations w/ low partitions	OA6
9	Reception/Waiting	-		-	1	120	120				Waiting seatings for 6 w/ customer computer work station	
10	Work Area	-		-	2	55	110				Multi-function printer/copier/scanner, casework for supplies storage, countertop	WA1
11	Active Record Files	-		-	1	300	300				Active & archive records (by dept.) in immediate proximity to work stations	
12	Conference Room	-		-	1	290	290				Seating for 12 visitors + 4 staff	CNF16
13	Coffee Bar	-		-	1	40	40				Casework/countertop, full size refer, sink, water cooler; shared larger lunch room w/ other gen. gov. depts.	CB1+
14	Central Storage	-		-	1	80	80				Tall shelving	
	Assessor Current Gross Area		5,076								Compares to Projected Gross Area below	
	Total Current Staff Excluding Volunteers	25										
	<b>Assessor Projected Net Area</b>						<b>3,120</b>					
	<b>Assessor Projected Gross Area</b>						<b>3,588</b>				Net area x 1.15 (2)	
	<b>Assessor Projected Staff</b>			<b>25</b>								
	<b>Required Staff Parking</b>							<b>25</b>				
	<b>Required Public Parking</b>								<b>10</b>			
	<b>Required County Vehicle Parking</b>									<b>6</b>		

**YAKIMA COUNTY COURTHOUSE  
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May 13, 2016  
Architects Rasmussen Triebelhorn, AIA/ps

SPACE/STAFF NEEDS PROJECTIONS		CURRENT (2016)		PROJECTED FUTURE (2030)				PARKING STALLS REQ'D				
Space/ Group No.	DEPARTMENT/SPACE	Staff	S.F.	Staff	No. of Spaces	Unit S.F.	Area Net S.F.	Staff	Public	County Vehicles	Remarks	Space Template
<b>DEPT. B - AUDITOR</b>												
1	Auditor	1		1	1	216	216				Executive office	PO3
2	<b>Unit 1 -Recording &amp; Licensing</b>											
	Manager	1		1	1	108	108				Standard office	PO1
3	Record'g & Licens'g Counter/Work Stations	5		6	6	95	570				Counter service work stations + back work station	OA4+
4	<b>Unit 2 - Elections</b>											
	Manager	1		1	1	140	140				Standard office	PO5
5	Elections Work Stations	4		4	4	53	212				Open office work stations	OA4
6	Elections Counter Stations	-		-	2	42	84				Counter window stations	OA1+
7	<b>Unit 3 - Finance &amp; Accounting</b>											
	Manager	1		1	1	120	120				Standard office	PO2
8	Finance & Accounting Work Stations	5		5	5	70	350				Open office work stations	OA5
9	<b>Unit 4 - Payroll</b>											
	Manager	1		1	1	70	70				Open office work station w/ high partitions	OA5
10	Payroll Work Stations	3		3	3	70	210				Open office work stations w/ high partitions	OA5
11	<b>Support Spaces</b>											
12	Reception/Waiting	-		-	1	300	300				Waiting seating for 10; que line for Records & Licensing; 3 separate doors from building corridor (Licensing, elections, payroll w/ controlled access to back office)	
13	Working Files	-		-	1	250	250					
14	Archive Records Storage	-		-	1	2,000	2,000					
15	Work Room	-		-	2	55	110					WA1
16	Coffee Bar	-		-	1	40	40				Casework/countertop, full size refer, sink, water cooler; shared larger lunch room w/ other gen. gov. depts.	CB1+
17	Materials Storage	-		-	1	150	150				Tall storage shelving	
18	<b>Elections Office</b>											
19	Tabulation Room	-		-	1	150	150				Equipment + work space; card access controlled entry	
20	Work Room	-		-	1	170	170				Casework + copier/printer/scanner; specifically for elections division	WA3
	Auditor Gross Current Area		5,586								Compares to Projected Gross Area below	
	Total Current Staff Excluding Volunteers	22										
	<b>Auditor Projected Net Area</b>						4,930					
	<b>Auditor Projected Gross Area</b>						5,670				Net area x 1.15 (2)	
	<b>Auditor Projected Staff</b>			23								
	<b>Required Staff Parking</b>							23				
	<b>Required Public Parking</b>								10			
	<b>Required County Vehicle Parking</b>									0		

**YAKIMA COUNTY COURTHOUSE  
2030 STRATEGIC FACILITIES PLAN IMPLEMENTATION**

May 13, 2016  
Architects Rasmussen Triebelhorn, AIA/ps

SPACE/STAFF NEEDS PROJECTIONS		CURRENT (2016)		PROJECTED FUTURE (2030)				PARKING STALLS REQ'D				
Space/ Group No.	DEPARTMENT/SPACE	Staff	S.F.	Staff	No. of Spaces	Unit S.F.	Area Net S.F.	Staff	Public	County Vehicles	Remarks	Space Template
<b>DEPT. C - BOARD OF COUNTY COMMISSIONERS/FINANCIAL SERVICES</b>												
1	Commissioners	3		3	3	266	798				Executive offices	PO6
2	Commissioner's Clerks	2		2	2	87	174				Open office work stations w/ low partitions	OA6
3	Commissioner's Chamber	-		-	1	1,100	1,100				Dias + Clerk + Podium + seating for 50; divisible	
4	Financial Services Director	1		1	1	140	140				Manager's office	PO5
5	Financial Services Manager	-		2	2	108	216				Basic office	PO1
6	Financial Services Staff	5		5	5	70	350				Open office work stations w/ high partitions	OA5
7	Conference Room	-			1	205	205				Table and seating for 8-10	CNF10
8	Break Room	-			1	190	190				Kitchenette; tables and seating for 6	BR1
	BOCC Gross Current Area		2,280								Compares to Projected Gross Area below	
	Total Current Staff Excluding Volunteers	11										
	<b>BOCC Projected Net Area</b>						<b>3,173</b>					
	<b>BOCC Projected Gross Area</b>						<b>3,649</b>				Net area x 1.15 (2)	
	<b>BOCC Projected Staff</b>			<b>13</b>								
	<b>Required Staff Parking</b>							<b>13</b>			3 assigned parking stalls for Commissioners	
	<b>Required Public Parking</b>								<b>50</b>			
	<b>Required County Vehicle Parking</b>									<b>0</b>		

**YAKIMA COUNTY COURTHOUSE  
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May 13, 2016  
Architects Rasmussen Triebelhorn, AIA/ps

SPACE/STAFF NEEDS PROJECTIONS		CURRENT (2016)		PROJECTED FUTURE (2030)				PARKING STALLS REQ'D				
Space/ Group No.	DEPARTMENT/SPACE	Staff	S.F.	Staff	No. of Spaces	Unit S.F.	Area Net S.F.	Staff	Public	County Vehicles	Remarks	Space Template
<b>DEPT. D - CLERK</b>												
1	County Clerk	1		1	1	216	216				Director's office	PO3
2	<b>Records</b>						0					
3	Supervisor	1		1	1	120	120				Standard office	PO2
4	Records Clerks	6		6	6	70	420				Open office area w/ low partitions	OA5
5	<b>Jury</b>						0					
6	Supervisor	1		1	1	120	120				Standard office	PO2
7	Jury Clerks	2		2	2	70	140				Open office area w/ low partitions	OA5
8	<b>In Court Clerks</b>											
9	Supervisor	1		1	1	120	120				Standard office	PO2
10	Court Clerks	10		10	10	70	700				Open office area w/ low partitions	OA5
11	<b>In Office Clerks</b>											
12	Supervisor	1		1	1	120	120				Standard office	PO2
13	Office Clerks	16		18	16	70	1,120				Open office area w/ low partitions; projected 2 additional staff	OA5
14	<b>Juvenile Court Clerks</b>											
15	Supervisor	1		1	1	120	120				Standard office	PO2
16	Juv. Court Clerks	3		3	3	70	210				Open office area w/ low partitions	OA5
17	<b>Support Spaces</b>											
18	Work Area	-		-	2	55	110				Production work area off internal hallway	WA1
19	Central Files	-		-	1	400	400					
20	Archive Files Storage	-		-	1	2,000	2,000				Fire proof secure storage room; possible remote location	
21	Reception/Waiting	-		-	1	300	300					
22	Large Conference/Training Room	-		-	0	0	0				See Superior Court; shared space with Court	
23	Small Conference Room	-		-	1	160	160				Tables and seating for 8 for Clerk's use & control	CNF8
24	Coffee Bar	-		-	2	40	80				Casework/countertop, full size refer, sink, water cooler; shared larger lunch room w/ other criminal just. depts.	CB1
25	Supplies/Gen. Storage	-		-	1	200	200					
26	Evidence Storage	-		-	1	100	100				Dedicated room w/ lockable cabinets, card access controlled entry	
	Clerk Gross Current Area		7,184								Compares to Projected Gross Area below	
	Total Current Staff Excluding Volunteers	43										
	<b>Clerk Projected Net Area</b>						6,756					
	<b>Clerk Projected Gross Area</b>						7,769				Net area x 1.15 (2)	
	<b>Clerk Projected Staff</b>			45								
	<b>Required Staff Parking</b>							45				
	<b>Required Public Parking</b>								5		Public parking for District & Superior Courts listed in those depts.	
	<b>Required County Vehicle Parking</b>									0		

**YAKIMA COUNTY COURTHOUSE  
2030 STRATEGIC FACILITIES PLAN IMPLEMENTATION**

May 13, 2016  
Architects Rasmussen Triebelhorn, AIA/ps

SPACE/STAFF NEEDS PROJECTIONS		CURRENT (2016)		PROJECTED FUTURE (2030)				PARKING STALLS REQ'D				
Space/ Group No.	DEPARTMENT/SPACE	Staff	S.F.	Staff	No. of Spaces	Unit S.F.	Area Net S.F.	Staff	Public	County Vehicles	Remarks	Space Template
<b>DEPT. E - CORRECTIONS</b>												
1	Vehicle Sallyport	-		-	1	1,000	1,000				Sized for transfer van + generous circulation around van	
2	Secure elevator	-		-	1	120	120				8'x8' cab + foyer	
											See District & Superior Court spreadsheets for inmate holding cells	
	Corrections Gross Current Area		164								Compares to Projected Gross Area below	
	Total Current Staff Excluding Volunteers	0										
	<b>Corrections Projected Net Area</b>						1,120					
	<b>Corrections Projected Gross Area</b>						1,344				Net area x 1.20 (2)	
	<b>Corrections Projected Staff</b>			0								
	<b>Required Staff Parking</b>							0				
	<b>Required Public Parking</b>								0			
	<b>Required County Vehicle Parking</b>									0	Van for inmate transfer	

**YAKIMA COUNTY COURTHOUSE  
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May 13, 2016  
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SPACE/STAFF NEEDS PROJECTIONS		CURRENT (2016)		PROJECTED FUTURE (2030)				PARKING STALLS REQ'D				
Space/Group No.	DEPARTMENT/SPACE	Staff	S.F.	Staff	No. of Spaces	Unit S.F.	Area Net S.F.	Staff	Public	County Vehicles	Remarks	Space Template
<b>DEPT. F - DISTRICT COURT</b>												
1	<b>Judicial Officers</b>											
2	District Court Judges	4		4	4	270	1,080				Executive office with unisex toilet room	PO3+
	Court Commissioner	1		1	1	270					Executive office with unisex toilet room	PO3+
3	<b>District Court Management Staff</b>											
4	Dist. Court & DC Probation Senior Mngr.	1		1	1	216	216				Manager's office	PO3
5	Senior Program Reps	2		2	2	120	240				Standard office	PO2
6	DC Court Coordinator	1		1	1	120	120				Standard office	PO2
7	DC Court Support Staff	16		16	16	53	848				Open office work station w/ low partitions	OA4
8	Records Support	1.5		0	0	0	0					
9	<b>DC Pretrial Staff</b>											
10	Pretrial Admin. Supervisor	1		1	1	140	140				Manager's office	PO5
11	Pretrial Officer	1		1	1	108	108				Basic office	PO1
12	Office Specialist	1		1	1	53	53				Open office work station w/ low partitions	OA4
13	Office Specialists - Civil	3		3	3	53	159				Open office work stations w/ low partitions	OA4
14	Office Specialists - In-Court Clerks	6		5	5	53	265				Open office work stations w/ low partitions	OA4
15	Office Specialists - Calendaring	1		1	1	53	53				Open office work stations w/ low partitions	OA4
16	Office Tech. - File Clerk	1		0	0	0	0					
17	Office Specialists - Other	5		3	3	53	159				Open office work stations w/ low partitions	OA4
18	<b>Court Financial Services Staff</b>											
19	Courts Financial Manager	1		1	1	140	140				Manager's office	PO5
20	Financial Supervisor	1		1	1	108	108				Basic office	PO1
21	Financial Specialists	4		4	4	53	212				Open office work stations w/ low partitions	OA4
22	Financial Specialists - Counter	2		2	2	53	106				Open office work stations w/ low partitions; glass separation wall to waiting	OA4
23	Financial Specialists	2		2	2	53	106				Open office work stations w/ low partitions	OA4
24	YCCS Collection On-Site Staff	1		1	1	53	53				Open office work stations w/ low partitions	OA4
25	<b>Courts</b>											
26	District Court	-		-	5	850	4,250				Bench, witness box, clerk, 7 person jury, attorneys, audience seating for 20; secure evidence storage cabinet	
27	Jury Deliberation Room	-		-	4	395	1,580				Table and seating for 8, coffee bar, 2 unisex H/C toiletrooms	JR1
28	Jury Pooling/Staging Room	-		-	0	0	0				Shared with Superior Court - see Superior Court spreadsheet	
29	Mediation Rooms	-		-	2	100	200				Table and seating for 4	CNF4
30	Attorney/Client Meeting Room	-		-	10	100	1,000				Table and seating for 4; two for each courtroom	CNF4
31	Witness Waiting	-		-	2	120	240				Table and seating for 4; easy chair	CNF6
32	Inmate Holding Cells	-		-	10	80	800				Bench seating for 2; ADA accessible; secure foyer; separation of sight and sound from adj. cells	
33	Inmate Unisex Single Occup. Toiletroom	-		-	2	50	100				ADA accessible	
34	Corrections Staff Station at Holding Cell Area	-		-	1	27	27				Work counter, seating, intercom/phone station	

**YAKIMA COUNTY COURTHOUSE  
2030 STRATEGIC FACILITIES PLAN IMPLEMENTATION**

May 13, 2016  
Architects Rasmussen Triebelhorn, AIA/ps

SPACE/STAFF NEEDS PROJECTIONS		CURRENT (2016)		PROJECTED FUTURE (2030)			PARKING STALLS REQ'D					
Space/ Group No.	DEPARTMENT/SPACE	Staff	S.F.	Staff	No. of Spaces	Unit S.F.	Area Net S.F.	Staff	Public	County Vehicles	Remarks	Space Template
35	<b>Support Spaces</b>											
36	Judges' Library	-		-	1	100	100				Tall shelving, table and chair	CNF4
37	Visitor Reception/Waiting	-		-	1	300	300				Waiting space equally divided into 2 spaces, seating for 6 in each space	
38	Storage	-		-	1	100	100				Tall shelving	
39	Financial Records Storage	-		-	1	100	100				Tall shelving	
40	Files Archive Storage	-		-	1	6,000	6,000				This could be remote if reasonably close.	
41	Conference/Training Room	-		-	1	120	120				Table and seating for 6	CNF6
42	Reception/Service Counter	-		2	2	27	54					OA1
43	Work Room	-		-	2	90	180					WA2
44	Coffee Bar	-		-	1	40	40				Casework/countertop, full size refer, sink, water cooler; shared larger lunch room w/ other criminal just. depts.	CB1
	District Court Gross Current Area		14,876								Compares to Projected Gross Area below	
	Total Staff Excluding Volunteers	27										
	<b>District Court Projected Net Area</b>						<b>16,552</b>					
	<b>District Court Projected Gross Area</b>						<b>19,035</b>				Net area x 1.15 (2)	
	<b>District Court Projected Staff</b>			<b>25</b>								
	<b>Required Staff Parking</b>							<b>25</b>				
	<b>Required Public Parking</b>								<b>100</b>			
	<b>Required County Vehicle Parking</b>									<b>0</b>		

**YAKIMA COUNTY COURTHOUSE  
2030 STRATEGIC FACILITIES PLAN IMPLEMENTATION**

May 13, 2016  
Architects Rasmussen Triebelhorn, AIA/ps

SPACE/STAFF NEEDS PROJECTIONS		CURRENT (2016)		PROJECTED FUTURE (2030)				PARKING STALLS REQ'D				
Space/Group No.	DEPARTMENT/SPACE	Staff	S.F.	Staff	No. of Spaces	Unit S.F.	Area Net S.F.	Staff	Public	County Vehicles	Remarks	Space Template
<b>DEPT. G - HUMAN RESOURCES</b>												
1	Director	1		1	1	216	216				Executive Office	PO3
2	Senior Manager	1		1	1	160	160				Senior Manager's office, space for file cabinets	PO5+
3	Manager	1		1	1	160	160				Manager's office, space for file cabinets	PO5+
4	Senior Program Analyst (ADA Coord.)	1		1	1	210	210				Shared office with Program Analyst; (3) 7'x10' cubicles w/ side chair & (2) file cab'ts. each	PO4+
5	Program Analyst (Labor Relat's/Risk/Safety)	1		1	0	0	0				Shared office with Sr. Program Analyst	-
6	Senior Program Rep	3		3	3	97	291				Open office work station with high partitions	OA7
7	Program Specialist	1		1	1	97	97				Open office work station with high partitions	OA7
8	Office Support Tech./Receptionist	2		2	2	53	106				Open office work stations	OA4
9	Reception/Waiting	-		-	1	100	100				Waiting seating for 5	
10	Service Counter	-		-	2	27	54					OA1
11	Visitor Kiosk/Typing Room	-		-	1	50	50				Semi-enclosed room off waiting; 2 computer desk stations	
12	Badging Station	-		-	1	30	30				Space for photographing person + back-drop adjacent to waiting area	
13	Small Conference Room	-		-	1	100	100				Table and seating for 4	CNF4
14	Conference Room	-		-	1	205	205				Table and seating for 10	CNF10
15	Training/Conference Room	-		-	0	0	0				See large conference/training center as part of general building support spaces	
16	Coffee Bar	-		-	1	70	70				Casework/countertop, full size refer, sink, water cooler w/ small table & seating for 3; shared larger lunch room w/ other gen. gov. depts.	CB1+
17	Work Room	-		-	1	170	170				Casework, copier/scanner/printer, shred bins	WA3
18	Central Files	-		-	1	400	400				Active files; (4) 4-drawer lateral file cab'ts. + regular file cab'ts.	
	Human Resources Gross Current Area		3,344								Compares to Projected Gross Area below	
	Total Staff Excluding Volunteers	11										
	<b>Human Resources Projected Net Area</b>						<b>2,419</b>					
	<b>Human Resources Projected Gross Area</b>						<b>2,782</b>				Net area x 1.15 (2)	
	<b>Human Resources Projected Staff</b>			<b>11</b>								
	<b>Required Staff Parking</b>							<b>11</b>			3 assigned parking stalls for Director + Managers	
	<b>Required Public Parking</b>								<b>0</b>			
	<b>Required County Vehicle Parking</b>									<b>0</b>		

**YAKIMA COUNTY COURTHOUSE  
2030 STRATEGIC FACILITIES PLAN IMPLEMENTATION**

May 13, 2016  
Architects Rasmussen Triebelhorn, AIA/ps

SPACE/STAFF NEEDS PROJECTIONS		CURRENT (2016)		PROJECTED FUTURE (2030)				PARKING STALLS REQ'D				
Space/ Group No.	DEPARTMENT/SPACE	Staff	S.F.	Staff	No. of Spaces	Unit S.F.	Area Net S.F.	Staff	Public	County Vehicles	Remarks	Space Template
<b>DEPT. H - PROBATION SERVICES (DIST. CRT.)</b>												
1	Probation Admin. Supervisor	1		1	1	140	140				Manager's office	PO5
2	Probation Officers	9		9	9	120	1,080				Standard office	PO2
3	Senior Program Rep	2		2	2	120	240				Standard office	PO2
4	Office Specialists	9		9	9	70	630				Open office work stations	OA5
5	Case Managers	2		2	2	120	240				Standard office	PO2
6	Reception/Waiting	-		-	1	300	300				Seating for 15 - 20	
7	Training Room	-		-	1	665	665				Seating for 36-40; dedicated for probation services' use; with coffee bar	MR48
8	Coffee Bar	-		-	1	40	40				Casework/countertop, full size refer, sink, water cooler; shared larger lunch room w/ other criminal just. depts.	CB1
9	Files Storage	-		-		200	0					
10	Supplies Storage	-		-	1	100	100				Tall shelving	
11	Unisex Toilet Room	-		-	2	50	100				For drug testing	
	Probation Gross Current Area		4,422								Compares to Projected Gross Area below	
	Total Staff Excluding Volunteers	23										
	<b>Probation Net Area</b>						3,535					
	<b>Probation Projected Gross Area</b>						4,065				Net area x 1.15 (2)	
	<b>Probation Projected Staff</b>			23								
	<b>Required Staff Parking</b>							23				
	<b>Required Public Parking</b>								40		Number of cases per 8 hour day x 2?	
	<b>Required County Vehicle Parking</b>									0		

**YAKIMA COUNTY COURTHOUSE  
2030 STRATEGIC FACILITIES PLAN IMPLEMENTATION**

SPACE/STAFF NEEDS PROJECTIONS		CURRENT (2016)		PROJECTED FUTURE (2030)				PARKING STALLS REQ'D				
Space/ Group No.	DEPARTMENT/SPACE	Staff	S.F.	Staff	No. of Spaces	Unit S.F.	Area Net S.F.	Staff	Public	County Vehicles	Remarks	Space Template
<b>DEPT. 1 - PROSECUTING ATTORNEY</b>												
1	Prosecuting Attorney	1		1	1	216	216				Executive office	PO3
	<b>Criminal Unit</b>											
2	Attorney	25		30	30	140	4,200				Standard office	PO5
3	Paralegal	11		13	13	108	1,404				Basic office	PO1
4	Senior Program Rep.	4		7	7	87	609				Open office work station with high partitions	OA6
5	Office Specialist	15		17	17	87	1,479				Open office work station with high partitions	OA6
6	Office Technician	4		4	4	87	348				Open office work station with high partitions	OA6
7	Senior Manager	2		2	2	140	280				Manager's office	PO5
8	Attorney Intern	1		2	2	108	216				Basic office	PO1
9	Support Intern	1		2	2	53	106				Open office work station with high partitions; OP4	
10	<b>Corporate Counsel Division</b>											
11	Attorney	4		6	6	140	840				Standard office	PO5
12	Paralegal	2		4	4	108	432				Basic office	PO1
13	Office Specialist	1		2	2	87	174				Open office work station with high partitions	OA6
14	Attorney Intern	0.5		1	1	108	108				Basic office	PO1
15	<b>Support Spaces</b>											
16	Criminal Unit Centralized File Storage	-		-	1	200	200					
17	Corporate Division Centralized File Storage	-		-	1	200	200					
18	Conference/Interview Room A	-		-	1	230	230				Table and seating for 12	CNF12
19	Conference/Interview Room B	-		-	1	230	230				Table and seating for 12	CNF12
20	Training/Conference Room	-		-	1	665	665				Tables and seating for minimum 36; Could be shared w/ Clerk or Sup. Cr.	MR48
21	Court Equipment Storage	-		-	1	150	150				Trial carts, smart boards, projectors, VCR, trial laptops	
22	Reception/Waiting	-		-	1	300	300				Waiting seating for 15; (2) counter sit down stations w/ (1) stand up station	
23	Work Room	-		-	1	170	170				Enclosed room w/ casework/countertop, copier/printer/scanner, shred bins	WA3
24	Work Area	-		-	2	55	110				Casework, copier/printer/scanner off internal hallway	WA1
25	Coffee Bar	-		-	2	40	80				Casework/countertop, full size refer, sink, water cooler; shared larger lunch room w/ other criminal just. depts.	CB1
26	Small Conference Room	-		-	4	100	400				Table and seating for 4; off reception/waiting	CNF4

**YAKIMA COUNTY COURTHOUSE  
2030 STRATEGIC FACILITIES PLAN IMPLEMENTATION**

May 13, 2016  
Architects Rasmussen Triebelhorn, AIA/ps

SPACE/STAFF NEEDS PROJECTIONS		CURRENT (2016)		PROJECTED FUTURE (2030)			PARKING STALLS REQ'D			Remarks	Space Template	
Space/Group No.	DEPARTMENT/SPACE	Staff	S.F.	Staff	No. of Spaces	Unit S.F.	Area Net S.F.	Staff	Public	County Vehicles		
27	Child Advocacy Center										Locate at 1st Floor	
28	Waiting Room	-		-	1	200	200				Waiting seating for 6 w/ sofa and side chairs; quick and easy access from outside	
29	Child Interview Room	-		-	1	150	150				Table and seating for 4, children's table and chairs, sofa, video camera	CNF6+
30	Surveillance Room	-		-	1	100	100				Seating for 4, video recording equip. & monitor	
31	Child Protective Services Office			1	1	108	108				Basic office	PO1
32	Child Advocate Office			1	1	108	108				Basic office	PO1
33	Victim Services Coordinator Office			1	1	108	108				Basic office	PO1
34	Meeting/Briefing Room	-		-	1	160	160				Table and seating for 8 (delete if center colocated w/ Pros Attny.)	CNF8
	Pros. Attorney Gross Current Area		9,936								Compares to Projected Gross Area below	
	Total Staff Excluding Volunteers	71.5										
	<b>Prosecuting Attorney Projected Net Area</b>						<b>14,081</b>					
	<b>Pros. Attorney Projected Gross Area</b>						<b>16,193</b>				Net area x 1.15 (2)	
	<b>Prosecuting Attorney Projected Staff</b>			<b>94</b>								
	<b>Required Staff Parking</b>							<b>81</b>				
	<b>Required Public Parking</b>								<b>10</b>			
	<b>Required County Vehicle Parking</b>									<b>0</b>		

**YAKIMA COUNTY COURTHOUSE  
2030 STRATEGIC FACILITIES PLAN IMPLEMENTATION**

May 13, 2016  
Architects Rasmussen Triebelhorn, AIA/ps

SPACE/STAFF NEEDS PROJECTIONS		CURRENT (2016)		PROJECTED FUTURE (2030)				PARKING STALLS REQ'D				
Space/ Group No.	DEPARTMENT/SPACE	Staff	S.F.	Staff	No. of Spaces	Unit S.F.	Area Net S.F.	Staff	Public	County Vehicles	Remarks	Space Template
<b>DEPT. J - PUBLIC SERVICES</b>												
1	Senior Director	1		1	1	280	280				Executive Director's office	PO6+
2	<b>Planning Division</b>											
3	Division Manager	1		1	1	216	216				Manager's office	PO3
4	SubDivision Manager	1		1	1	97	97				Open office work station w/ low partitions	OA7
5	<b>Environmental SubDivision</b>											
6	Senior Project Planner	1		1	1	87	87				Open office work station w/ low partitions	OA6
7	Prtoject Planner	1		1	1	87	87				Open office work station w/ low partitions	OA6
8	<b>Long Range Planning SubDivision</b>											
9	Senior Project Planner	1		1	1	87	87				Open office work station w/ low partitions	OA6
10	Project Planner	3		3	3	87	261				Open office work station w/ low partitions	OA6
11	Senior Program Analyst	1		1	1	87	87				Open office work station w/ low partitions	OA6
12	SubDivision Manager	1		1	1	97	97				Open office work station w/ low partitions	OA7
13	<b>Zoning &amp; Subdivision</b>											
14	Senior Project Planner	1		1	1	87	87				Open office work station w/ low partitions	OA6
15	Project Planner	1		1	1	87	87				Open office work station w/ low partitions	OA6
16	Planner	2		2	2	87	174				Open office work station w/ low partitions	OA6
17	Program Representative	1		1	1	87	87				Open office work station w/ low partitions	OA6
18	<b>Accounting Services Division</b>											
19	Senior Division Manager	1		1	1	216	216				Manager's office	PO3
20	Administrative Supervisor	1		1	1	87	87				Open office work station w/ high partitions	OA6
21	<b>Accounting</b>											
22	Office Supervisor	1		1	1	87	87				Open office work station w/ high partitions	OA6
23	Financial Tech.	2		2	2	87	174				Open office work station w/ high partitions	OA6
24	Financial Specialist	3		3	3	87	261				Open office work station w/ high partitions	OA6
25	Program Specialist	1		1	1	87	87				Open office work station w/ high partitions	OA6
26	Accountant	3		3	3	87	261				Open office work station w/ high partitions	OA6
27	<b>Payroll</b>											
28	Office Coordinator	1		1	1	87	87				Open office work station w/ high partitions	OA6
29	Financial Specialist	1		1	1	87	87				Open office work station w/ high partitions	OA6
30	<b>Administrative Services Division</b>											
31	Senior Manager	1		1	1	216	216				Manager's office	PO3
32	<b>Administrative Support</b>											
33	Office Coordinator	1		1	1	87	87				Open office work station w/ low partitions	OA6
34	Office Specialist	2		2	2	87	174				Open office work station w/ low partitions	OA6
35	Office Support Tech.	3		3	3	87	261				Open office work station w/ low partitions	OA6
36	<b>Application Support</b>											
37	Program Coordinator	1		1	1	87	87				Open office work station w/ low partitions	OA6
38	<b>Records Support</b>											
39	Program Specialist	1		1	1	87	87				Open office work station w/ low partitions	OA6
40	Office Tech	1		1	1	87	87				Open office work station w/ low partitions	OA6
41	Office Assistant	1		1	1	87	87				Open office work station w/ low partitions	OA6

**YAKIMA COUNTY COURTHOUSE  
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SPACE/STAFF NEEDS PROJECTIONS		CURRENT (2016)		PROJECTED FUTURE (2030)			PARKING STALLS REQ'D			Remarks	Space Template	
Space/Group No.	DEPARTMENT/SPACE	Staff	S.F.	Staff	No. of Spaces	Unit S.F.	Area Net S.F.	Staff	Public	County Vehicles		
42	<b>Building, Fire, &amp; Life Safety Division</b>											
43	Senior Manager	1		1	1	216	216				Manager's office	PO3
44	<b>Building Safety</b>											
45	Administrative Supervisor	1		1	1	97	97				Open office work station w/ low partitions	OA7
46	<b>Code Enforcement</b>											
47	Code Enforcement Inspector	1		1	1	87	87				Open office work station w/ low partitions	OA6
48	Senior Program Analyst	1		1	1	87	87				Open office work station w/ low partitions	OA6
49	<b>Home Program</b>											
50	Senior Program Analyst	1		1	1	140	140				Standard office	PO5
51	<b>Inspection</b>											
52	Building Inspector	3		6	6	27	162				Open office work station w/ low partitions	OA1
53	<b>Plan Review</b>											
54	Plans Examiner	1		3	3	87	261				Open office work station w/ low partitions	OA6
55	<b>Project Coordination</b>											
56	Program Representative	4		6	6	87	522				Open office work station w/ low partitions	OA6
57	<b>Fire Safety</b>											
58	Administrative Supervisor	1		1	1	140	140				Standard office	PO5
59	Program Specialist	2		2	2	87	174				Open office work station w/ low partitions	OA6
60	Program Coordinator	2		2	2	87	174				Open office work station w/ low partitions	OA6
61	<b>Environmental Services Division</b>											
62	Director	1		1	1	216	216				Manager's office	PO3
63	<b>Facilities</b>										Will remain in old Safeway building	
64	<b>Utilities</b>											
65	Senior Manager	1		1	1	140	140				Standard office	PO5
66	Senior Program Analyst	1		1	1	87	87				Open office work station w/ low partitions	OA6
67	<b>Water Resources</b>											
68	Senior Manager	1		1	1	140	140				Standard office	PO5
69	<b>Flood Control</b>											
70	Manager	1		1	1	97	97				Open office work station w/ low partitions	OA7
71	Program Coordinator	2		2	2	87	174				Open office work station w/ low partitions	OA6
72	Senior Engineering Tech.	1		1	1	87	87				Open office work station w/ low partitions	OA6
73	Engineer	1		1	1	87	87				Open office work station w/ low partitions	OA6
74	Natural Resource Specialist	1		1	1	87	87				Open office work station w/ low partitions	OA6
75	Project Engineer	1		1	1	87	87				Open office work station w/ low partitions	OA6
76	Program Analyst	1		1	1	87	87				Open office work station w/ low partitions	OA6
77	Senior Natural Resource Specialist	1		1	1	87	87				Open office work station w/ low partitions	OA6
78	Natural Resource Specialist	1		1	1	87	87				Open office work station w/ low partitions	OA6
79	<b>Surface Water</b>											
80	Senior Program Analyst	1		1	1	87	87				Open office work station w/ low partitions	OA6
81	Natural Resource Specialist	1		1	1	87	87				Open office work station w/ low partitions	OA6
82	Engineering Tech. Specialist	1		1	1	87	87				Open office work station w/ low partitions	OA6
83	<b>Public Works Division</b>											
84	Senior Director/County Engineer	1		1	1	216	216				Manager's office	PO3
	Assist. Director/County Engineer	1		1	1	140	140				Standard office	PO5

**YAKIMA COUNTY COURTHOUSE  
2030 STRATEGIC FACILITIES PLAN IMPLEMENTATION**

SPACE/STAFF NEEDS PROJECTIONS		CURRENT (2016)		PROJECTED FUTURE (2030)				PARKING STALLS REQ'D			Remarks	Space Template
Space/Group No.	DEPARTMENT/SPACE	Staff	S.F.	Staff	No. of Spaces	Unit S.F.	Area Net S.F.	Staff	Public	County Vehicles		
85	<b>County Roads</b>											
86	<b>Engineering</b>											
87	Senior Manager	1		1	1	140	140				Standard office	PO5
88	Senior Engineer	2		2	2	87	174				Open office work station w/ low partitions	OA6
89	Engineering Tech. Specialist	2		2	2	87	174				Open office work station w/ low partitions	OA6
90	Engineer	1		1	1	87	87				Open office work station w/ low partitions	OA6
91	Project Design Engineer	1		1	1	87	87				Open office work station w/ low partitions	OA6
92	Engineering Tech. Specialist	1		1	1	87	87				Open office work station w/ low partitions	OA6
93	<b>Right-of-Way</b>											
94	Manager	1		1	1	140	140				Standard office	PO5
95	Senior Engineering Tech.	2		2	2	87	174				Open office work station w/ low partitions	OA6
96	Engineering Tech. Specialist	1		1	1	87	87				Open office work station w/ low partitions	OA6
97	<b>Traffic</b>											
98	Senior Manager	1		1	1	140	140				Standard office	PO5
99	<b>Operations</b>											
100	Senior Engineer	1		1	1	87	87				Open office work station w/ low partitions	OA6
101	Engineering Tech. Specialist	2		2	2	87	174				Open office work station w/ low partitions	OA6
102	Senior Engineering Tech.	1		1	1	87	87				Open office work station w/ low partitions	OA6
103	Project Traffic Engineer	1		1	1	87	87				Open office work station w/ low partitions	OA6
104	<b>Planning &amp; Development</b>											
105	Senior Project Planner	1		1	1	87	87				Open office work station w/ low partitions	OA6
106	Project Engineer	1		1	1	87	87				Open office work station w/ low partitions	OA6
107	Senior Engineering Tech.	1		1	1	87	87				Open office work station w/ low partitions	OA6
108	<b>Geographical Information Services</b>											
109	Senior Manager	1		1	1	140	140				Standard office	PO5
110	GIS Tech.	1		1	1	87	87				Open office work station w/ low partitions	OA6
111	GIS Analyst	2		2	2	87	174				Open office work station w/ low partitions	OA6
112	Reception/Waiting	-		-	1	100	100				Needed if to remain separate from rest of dept.	
113	Conference Room 4	-		-	1	100	100				Table and seating for 4; needed if to remain separate from rest of dept.	CNF4
114	<b>Support Spaces</b>											
115	Reception/Waiting	-		-	1	400	400				Reception area w/ seating for 6-8	
116	Customer Work Stations	-		-	4	38	152				Open work station w/ high partitions; 5.33' x 7'	OA1+
117	Customer Service Stations	-		-	8	50	400				Open counter w/ seating for 1 staff, 1 visitor; 5' x 10'	
118	Conference/Training Room 50	-		-	1	810	810				Tables and seating for 50; Could us shared conference center if dept. remains in bldg. Will need if moved off courthouse site	MR64
119	Conference Room 16	-		-	1	290	290				Tables and seating for 16	CNF16
120	Conference Room 12	-		-	1	230	230				Tables and seating for 12	CNF12
121	Conference Room 4	-		-	3	100	300				Table and seating for 4	CNF4
122	Work Area	-		-	5	55	275				Casework storage, printer/copier/scanner, shredder and bins	WA1
123	Working Files/Library Storage/Supplies	-		-	1	700	700				File cabinets, work table, misc. office equip.	
124	Archive Records Storage	-		-	1	3000	3,000					
125	Break Room	-		-	1	250	250				Kitchenette, vending machines, tables and seating for 20	BR3+
126	Storage Room	-		-	1	200	200				Misc. equipment storage	
	Public Services Gross Current Area		19,058								Compares to Projected Gross Area below	
	Total Staff Excluding Volunteers	103										
	<b>Public Services Projected Net Area</b>						17,901					
	<b>Public Services Projected Gross Area</b>						20,586				Net area x 1.15 (2)	
	<b>Public Services Projected Staff</b>			110								
	<b>Required Staff Parking</b>							110				
	<b>Required Public Parking</b>								10			
	<b>Required County Vehicle Parking</b>									15		

**YAKIMA COUNTY COURTHOUSE  
2030 STRATEGIC FACILITIES PLAN IMPLEMENTATION**

May 13, 2016  
Architects Rasmussen Triebelhorn, AIA/ps

SPACE/STAFF NEEDS PROJECTIONS		CURRENT (2016)		PROJECTED FUTURE (2030)				PARKING STALLS REQ'D				
Space/ Group No.	DEPARTMENT/SPACE	Staff	S.F.	Staff	No. of Spaces	Unit S.F.	Area Net S.F.	Staff	Public	County Vehicles	Remarks	Space Template
<b>DEPT. K - PURCHASING</b>												
1	Director	-		1	1	140	140				Manager's office	
2	Purchasing Staff	-		2	2	53	106				Open office w/ low partitions	OA4
3	Conference Room	-		-	1	100	100				Table and seating for 4	CNF4
4	Storage Room	-		-	1	100	100				Tall shelving	
5	Coffee Bar	-		-	1	40	40				Casework/countertop, full size refer, sink, water cooler; shared larger lunch room w/ other gen. gov. depts.	CB1
							0					
	Purchasing Gross Current Area		0				0				Compares to Projected Gross Area below	
	Total Staff Excluding Volunteers	0										
	<b>Purchasing Projected Net Area</b>						<b>486</b>					
	<b>Purchasing Projected Gross Area</b>						<b>559</b>				Net area x 1.15 (2)	
	<b>Purchasing Projected Staff</b>			<b>3</b>								
	<b>Required Staff Parking</b>							<b>3</b>				
	<b>Required Public Parking</b>								<b>0</b>			
	<b>Required County Vehicle Parking</b>									<b>0</b>		

**YAKIMA COUNTY COURTHOUSE  
2030 STRATEGIC FACILITIES PLAN IMPLEMENTATION**

SPACE/STAFF NEEDS PROJECTIONS		CURRENT (2016)		PROJECTED FUTURE (2030)				PARKING STALLS REQ'D				
Space/ Group No.	DEPARTMENT/SPACE	Staff	S.F.	Staff	No. of Spaces	Unit S.F.	Area Net S.F.	Staff	Public	County Vehicles	Remarks	Space Template
<b>DEPT. L - SUPERIOR COURT</b>												
<b>Superior Court Spaces</b>												
1	Superior Courtroom/Family Court	-		-	1	850	850				Bench, witness box, clerk, no jury box, attorneys, audience seating for 30	
2	Superior Courtroom/Jury	-		-	1	850	850				Bench, witness box, clerk, 13 person jury, attorneys, audience seating for 30, secure evidence storage	
3	Superior Courtroom/Jury	-		-	1	850	850				Bench, witness box, clerk, 13 person jury, attorneys, audience seating for 30, secure evidence storage	
4	Superior Courtroom/Jury	-		-	1	850	850				Bench, witness box, clerk, 13 person jury, attorneys, audience seating for 30, secure evidence storage	
5	Superior Courtroom/Jury	-		-	1	850	850				Bench, witness box, clerk, 13 person jury, attorneys, audience seating for 30, secure evidence storage	
6	Superior Courtroom/Jury	-		-	1	1,000	1,000				Bench, witness box, clerk, 13 person jury, attorneys, audience seating for 40, secure evidence storage	
7	Ceremonial Courtroom/Jury	-		-	1	1,660	1,660				Bench, witness box, clerk, 13 person jury, attorneys, audience seating for 50, secure evidence storage	
8	Jury Deliberation Rooms	-		-	6	455	2,730				Table and seating for 13, 2 unisex H/C toiletries, coffee bar	JR2
9	Interview Rooms	-		-	7	100	700				Table and seatings for 4	CNF4
10	Client/Attorney Meeting Room	-		-	14	100	1,400				Table and seatings for 4	CNF4
11	Training/Conference/Jury Pooling Room	-		-	1	1,200	1,200				Seating for 150+; Divisible room w/ acoustic operable partitions; shared with Dist. Cr. & Prob. Svcs.	
12	Inmate Holding Cells	-		-	10	80	800				Bench seating for 2; ADA accessible; secure foyer; separation of sight and sound from adj. cells	
13	Inmate Unisex Single Occup. Toilettroom	-		-	2	50	100				ADA accessible	
14	Corrections Staff Station at Holding Cell Area	-		-	1	27	27				Work counter, seating, intercom/phone station	
15	<b>Judicial Officers</b>											
16	Superior Court Judges	7		8	8	270	2,160				Executive office w/ unisex toilet room	PO3+
17	Court Commissioner	1		1	1	270	270				Executive office w/ unisex toilet room	PO3+
18	<b>Court Management Staff</b>											
19	Court Services Director	1		1	1	216	216				Director's office	PO3
20	Admin. Supervisor	1		1	1	140	140				Manager's office	PO5
21	Senior Program Rep.	1		1	1	97	97				Open office work stations with low partitions	OA7
22	Office Specialist/Receptionist	3		3	3	70	210				Open office work stations with low partitions; glass window separating station from waiting	OA5
23	Office Specialist - Support	4		5	5	70	350				Open office work stations with low partitions	OA5
24	Court Reporter	1		1	1	108	108				Basic office	PO1
25	Community Service Tracker	1		1	1	70	70				Open office work stations with low partitions	OA5
26	Bailiffs	3		3	1	100	100				Table and seating for 4	CNF4
27	Family Court Facilitator	1		1	1	108	108				Basic office	PO1
28	Family Court Investigators	2		2	2	108	216				Basic office	PO1
29	Program Coord. - Special Projects & 31.1	1		1	1	140	140				Basic office	PO5
30	Drug Court	1.5		2	2	108	216				Basic office	PO1
31	Certified Interpreters	1		2	1	108	108				Basic office	PO1

**YAKIMA COUNTY COURTHOUSE  
2030 STRATEGIC FACILITIES PLAN IMPLEMENTATION**

May 13, 2016  
Architects Rasmussen Triebelhorn, AIA/ps

SPACE/STAFF NEEDS PROJECTIONS		CURRENT (2016)		PROJECTED FUTURE (2030)				PARKING STALLS REQ'D				
Space/ Group No.	DEPARTMENT/SPACE	Staff	S.F.	Staff	No. of Spaces	Unit S.F.	Area Net S.F.	Staff	Public	County Vehicles	Remarks	Space Template
32	<b>Support Spaces</b>											
33	Law Library	-		-	1	100	100				Table. 2 chairs, tall book shelving; for judges' use	
34	Reception/Waiting	-		-	2	130	260				(2) waiting seating areas for 10, divided space for separation of litigants	
35	Court Service Counter	-		-	3	27	81				Counter and sitting area	OA1
36	Work Room	-		-	2	90	180				Casework/countertop, printer/copier/scanner	WA2
37	Coffee Bar	-		-	2	40	80				Casework/countertop, full size refer, sink, water cooler; shared larger lunch room w/ other criminal just. depts.	CB1
38	Interpreter Video Conference Room	-		-	1	100	100				Table and seating for 4	CNF4
39	Supplies Storage Room	-		-	1	100	100				Tall shelving	
40	Witness Waiting	-		-	1	160	160				Table and seating for 6; easy chair	CNF6+
	Superior Court Gross Current Area		19,780								Compares to Projected Gross Area below	
	Total Staff Excluding Volunteers	29.5										
	<b>Superior Court Projected Net Area</b>						<b>19,437</b>					
	<b>Superior Court Projected Gross Area</b>						<b>22,353</b>				Net area x 1.15 (2)	
	<b>Superior Court Projected Staff</b>			<b>33</b>								
	<b>Required Staff Parking</b>							<b>33</b>			Staff + jury parking	
	<b>Required Public Parking</b>								<b>50</b>			
	<b>Required County Vehicle Parking</b>									<b>0</b>		

**YAKIMA COUNTY COURTHOUSE  
2030 STRATEGIC FACILITIES PLAN IMPLEMENTATION**

SPACE/STAFF NEEDS PROJECTIONS		CURRENT (2016)		PROJECTED FUTURE (2030)				PARKING STALLS REQ'D				
Space/ Group No.	DEPARTMENT/SPACE	Staff	S.F.	Staff	No. of Spaces	Unit S.F.	Area Net S.F.	Staff	Public	County Vehicles	Remarks	Space Template
<b>DEPT. M - TECHNOLOGY SERVICES</b>												
1	Director/Manager	1		1	1	216	216				Director's office; pin/prox access control entry	PO3
2	Manager	3		4	4	140	560				Manager's office; pin/prox access control entry	PO5
3	Tech. Services Staff	27		7	7	125	875				Single staff open office work station w/ high partitions	OA8
	Equipment Testing Stations	-		25	25	97	2,425				Open office work/testing stations	OA7
	Receptionist	1		1	1	70	70				Open office work station w/ low partitions w/ service counter, gate keeper to rest of dept.	OA4
	Conference Room	-		-	0	0	0				Tables and seating for 48; shared use w/ other gen. gov. depts.; see general bldg. support	MR48
	Equipment Rack Space	-		-	1	150	150				10' x 15' space w/ prox access control entry	
	Coffee Bar	-		-	1	40	40				Casework/countertop, full size refer, sink, water cooler; shared larger lunch room w/ other gen. gov. depts.	CB1
	Staff Toilet Room - Women's	-		-	1	150	150				Multi-occupant toilet, lav; H/C accessible	
	Staff Toilet Room - Men's	-		-	1	150	150				Multi-occupant toilet, lav; H/C accessible	
	Shower Room	-		-	1	70	70				Toilet, lav, shower; H/C accessible	
	Supplies Storage Room	-		-	1	100	100				Prox access control entry	
	Secure Equipment Storage/Ship-Receive	-		-	1	400	400				Double door access, pin/prox access control entry	
	Reception/Waiting	-		-	1	100	100				Seating for 6; pin/prox access control entry	
	Tech. Services Gross Current Area		5,000								Compares to Projected Gross Area below (in courthouse only)	
	Total Staff Excluding Volunteers	32										
	<b>Tech. Services Projected Net Area</b>						<b>5,306</b>					
	<b>Tech. Services Projected Gross Area</b>						<b>6,102</b>				Net area x 1.15 (2)	
	<b>Tech. Services Projected Staff</b>			<b>38</b>								
	<b>Required Staff Parking</b>							<b>38</b>				
	<b>Required Public Parking</b>								<b>2</b>			
	<b>Required County Vehicle Parking</b>									<b>0</b>		

**YAKIMA COUNTY COURTHOUSE  
2030 STRATEGIC FACILITIES PLAN IMPLEMENTATION**

SPACE/STAFF NEEDS PROJECTIONS		CURRENT (2016)		PROJECTED FUTURE (2030)				PARKING STALLS REQ'D				
Space/ Group No.	DEPARTMENT/SPACE	Staff	S.F.	Staff	No. of Spaces	Unit S.F.	Area Net S.F.	Staff	Public	County Vehicles	Remarks	Space Template
<b>DEPT. N - TREASURER</b>												
1	<b>Management/Investments</b>											
2	Treasurer	1		1	1	216	216				Executive office	PO3
3	Investment Officer	1		1	1	140	140				Manager's office	PO5
4	<b>Accounting Division</b>											
5	Manager	1		1	1	140	140				Manager's office	PO5
6	Senior Accountants	2		2	2	87	174				Open office work station w/ low partitions	OA6
7	Accountants	3		5	5	53	265				Open office work station w/ low partitions	OA4
8	Program Specialist	2		3	3	53	159				Open office work station w/ low partitions	OA4
9	Financial Specialist/Cashiers	1		2	4	126	504				Service counter work station w/ adjacent back work area	OA6+
10	Testing Stations	-		-	2	53	106				Open office work station w/ high partitions	OA4
11	Accounting Vault Work Area	-		-	1	100	100				Enclosed office with desk and vault	CNF4
12	Accounting Central Files	-		-	1	200	200				(10) 4-drawer lateral file cabinets	
13	<b>Tax Division</b>											
14	Program Coordinator	1		1	1	87	87				Open office work station w/ low partitions	OA6
15	Financial Specialist/Service Counter Position	4		4	4	53	212				Open office work station w/ low partitions	OA4
	Excise Work Station	-		1	2	87	174				Open office work station w/ low partitions, scanner/printer	OA6
16	Service Counter	-		-	1	60	60				Public service counter station w/ base storage & printer	
17	<b>Foreclosure/Distrain</b>											
18	Manager	1		1	1	140	140				Manager's office	PO5
19	Program Reps.	2		2	2	53	106				Open office work station w/ low partitions; back work stations to	OA4
20	Forecl.-Distr. Central Files	-		-	1	200	200				(10) 4-drawer lateral file cabinets	
21	<b>Support Spaces</b>											
22	Public Service Counter	-		-	1	32	32				Counter space at public side of cashiers	
23	Reception/Waiting	-		-	1	400	400				Waiting seating for 10, que line for cashiers; possibly 3 separate entry doors	
24	Work Room	-		-	1	300	300				Casework supplies storage/countertop, 2 printer/copier/scanners + shredder	WA3+
25	Work Area	-		-	4	55	220				Casework/countertop, printer/copier/scanner	WA1
26	Vault	-		-	2	32	64				Actual steel vaults; includes door opening space in front	
27	Layout Counter w/ Base & Tall Storage	-		-	2	100	200				4' wide x 25" long	
28	Coffee Bar	-		-	1	70	70				Coffe bar + coats rack	CB1+
29	Conference Room (Dedicated)	-		-	1	205	205				Tables and seating for 10; Use shared gen. gov. conference center for larger meetings	CNF10
30	Archive Storage	-		-	1	720	720					
	Treasurer Gross Current Area		5,541								Compares to Projected Gross Area below	
	Total Staff Excluding Volunteers	19										
	<b>Treasurer Projected Net Area</b>						5,194					
	<b>Treasurer Projected Gross Area</b>						5,973				Net area x 1.15 (2)	
	<b>Treasurer Projected Staff</b>			24								
	<b>Required Staff Parking</b>							24				
	<b>Required Public Parking</b>								20			
	<b>Required County Vehicle Parking</b>									0		

**YAKIMA COUNTY COURTHOUSE  
2030 STRATEGIC FACILITIES PLAN IMPLEMENTATION**

SPACE/STAFF NEEDS PROJECTIONS		CURRENT (2016)		PROJECTED FUTURE (2030)			PARKING STALLS REQ'D					
Space/Group No.	DEPARTMENT/SPACE	Staff	S.F.	Staff	No. of Spaces	Unit S.F.	Area Net S.F.	Staff	Public	County Vehicles	Remarks	Space Template
<b>GENERAL BUILDING SUPPORT/SECURITY</b>												
1	Building Entry Vestibule	-		-	2	100	200				Weather vestibule	
2	Building Lobby	-		-	2	500	1,000				General gathering area before security screening, lockers for public	
3	Security Screening Area	-		-	2	1,500	3,000				Cue lines, 2 magnetometers, 2 security officers, exiting	
4	Security Station	-		-	1	50	50				Security station by building entry	
5	Security Office/Lost & Found Storage	5		5	1	150	150				Shared office, lockers, shelving for lost & found	PO5+
6	Conference/Training Center	-		-	1	2,000	2,000				Divisible meeting room	
7	Public Restroom - Female	-		-	7	230	1,610				4 toilet stalls, 4 lavs; assume a 3 story addition + exist. 4 story	
8	Public Restroom - Male	-		-	7	230	1,610				3 toilet stalls, 2 urinals, 3 lavs; assume a 3 story addition + exist. 4 story	
9	Public Family Restroom	-		-	7	50	350				H/C accessible; 1 Toilet, 1 lav.; 1 per floor new + existing	
10	Staff Restroom - Female	-		-	7	230	1,610				4 toilet stalls, 4 lavs; assume a 3 story addition + exist. 4 story	
11	Staff Restroom - Male	-		-	7	230	1,610				3 toilet stalls, 2 urinals, 3 lavs; assume a 3 story addition + exist. 4 story	
12	Staff Breakroom - Criminal Justice	-		-	1	500	500				Kitchenette, vending machines, tables and seating for 20 + outdoor patio space	
13	Staff Breakroom - Gen. Gov.	-		-	1	500	500				Kitchenette, vending machines, tables and seating for 20 + outdoor patio space	
14	Main Electrical Room	-		-	2	500	1,000				1 existing + 1 new	
15	Electrical Closets	-		-	7	40	280				1 per floor new + existing	
16	Mechanical Room	-		-	2	3,000	6,000				1 existing + 1 new	
17	Data/Telecomm. Closets	-		-	7	64	448				1 per floor new + existing	
18	Janitor's Room	-		-	7	100	700				Floor sink, mop/broom holder, shelving; 1 per floor new + existing	
19	Maintenance Room	-		-		400					Desk and chair, catalog & storage shelving, work bench	
20	Supplies Storage	-		-	2	1,000	2,000				Gross building supplies storage, bulk supplies break down room	
21	Loading Dock	-		-	1	300	300				Loading & unloading area for supplies, equipment, furnishings	
22	Mail Room	-		-	1	250	250				Mail receiving, sorting, shipping	
	Gen. Bldg. Support Current Gross Area											
	Total Staff Excluding Volunteers	5										
	<b>Gen. Bldg. Support Projected Net Area</b>						<b>25,168</b>					
	<b>Gen. Bldg. Support Projected Gross Area</b>						<b>28,943</b>				Net area x 1.15 (2)	
	<b>Gen. Bldg. Support Projected Staff</b>			<b>5</b>								
	<b>Required Staff Parking</b>							<b>2</b>				
	<b>Required Public Parking</b>								<b>4</b>		Vendors, maintenance vehicles	
	<b>Required County Vehicle Parking</b>									<b>0</b>		

**YAKIMA COUNTY COURTHOUSE  
2030 STRATEGIC FACILITIES PLAN IMPLEMENTATION**

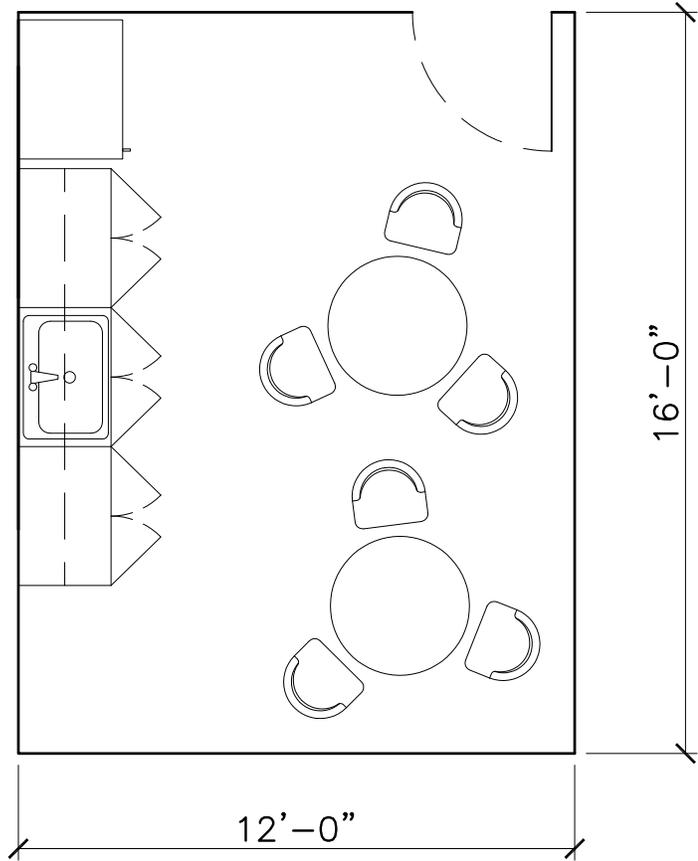
May 13, 2016  
Architects Rasmussen Triebelhorn, AIA/ps

SPACE/STAFF NEEDS PROJECTIONS		CURRENT (2016)		PROJECTED FUTURE (2030)			PARKING STALLS REQ'D					
Space/Group No.	DEPARTMENT/SPACE	Staff	S.F.	Staff	No. of Spaces	Unit S.F.	Area Net S.F.	Staff	Public	County Vehicles	Remarks	Space Template
<b>SITE &amp; PARKING</b>												
1	Gross Building Area Required						163,472					
2	Gross Building Area 1960's + 1940'S Buildings						117,752				Assume 1940's courthouse building still used	
3	Net Building Area Required in Addition						42,410					
4	Building Addition Footprint S.F.						14,137				Assume a 3 story addition. Net Building Area needed divided by 3	
5					# of	S.F. per						
6					Stalls	Stall	S.F. Area					
7	Staff Parking S.F.			-	456	325	148,200				Unit size includes proportionate area for circulation drive	
8	Staff ADA Parking/S.F. (# req'd per IBC Table 1106.1)			-	7	425	2,975				Unit size includes proportionate area for circulation drive	
9	Visitor Parking S.F.			-	311	325	101,075				Unit size includes proportionate area for circulation drive	
10	Visitor ADA Parking/S.F. (# req'd per IBC Table 1106.1)			-	7	425	2,975				Unit size includes proportionate area for circulation drive	
11	County Vehicle Parking/S.F.				21	325	6,825				Unit size includes proportionate area for circulation drive	
12	Generator			-	1	300	300					
13	Fuel Tanks			-	1	120	120					
14	Delivery Staging/Loading Area			-	1	5000	5,000					
	<b>Total Number of Parking Stalls Req'd.</b>				<b>781</b>						# of total stalls based on assumption that all employees and visitors drive single occupancy vehicles to the site. # of H/C stalls req'd based on assumption of 1 or 2 large lots.	
	<b>Building Site &amp; Parking Net Area</b>						<b>226,032</b>					
	<b>Site &amp; Parking Gross Area (SF)</b>						<b>259,937</b>				1.15 multiplier for open space allowance (fire lanes, set backs, storm retention, buffers, etc.)	
	<b>Site &amp; Parking Gross Area (Acres)</b>						<b>5.97</b>					

# Space Templates Index

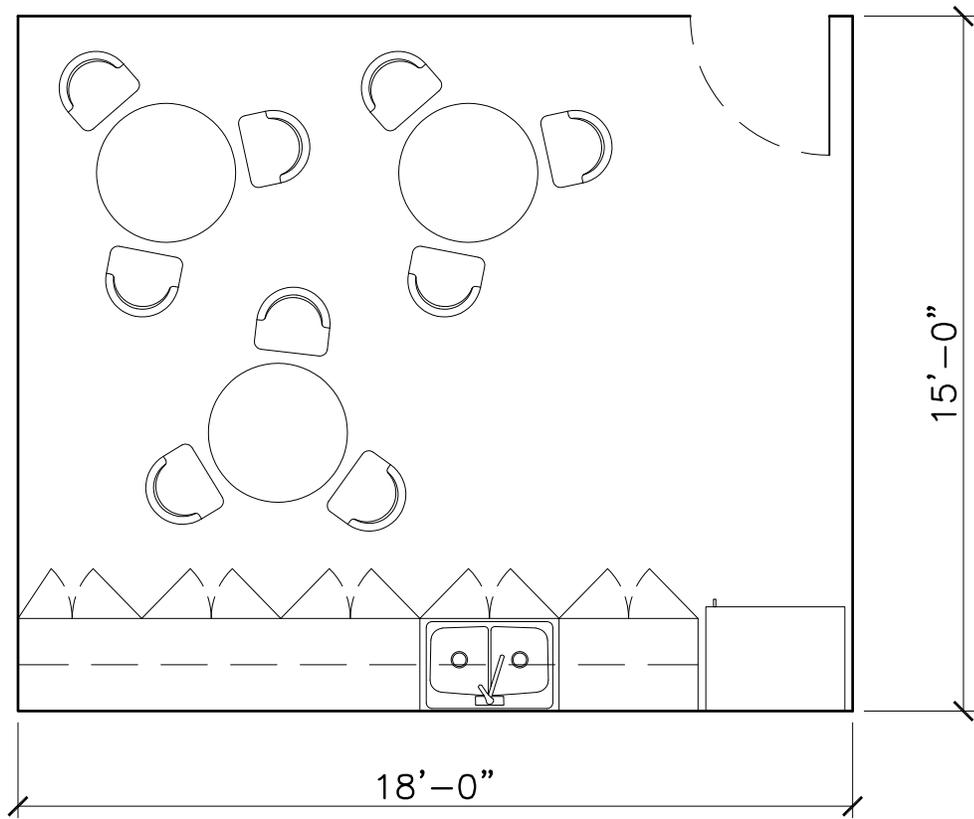
Following are abbreviations for each template group:

- BR = Break Room
- CB = Coffee Bar
- CNF = Conference Room
- JR = Jury Room
- MR = Multi-Purpose Room
- OA = Open Area Work Station
- PO = Private Office
- WA = Work Area



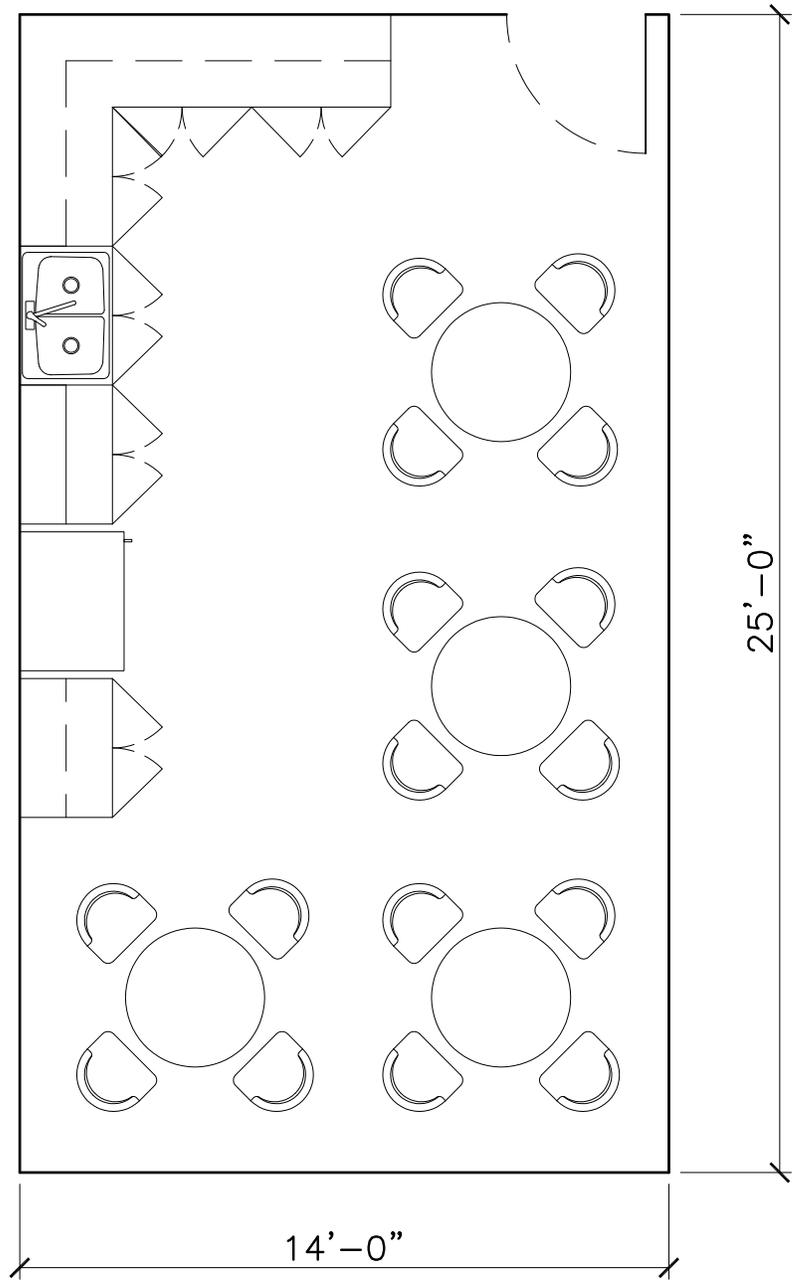
**BR 1**  
**190 S.F.**

 <p>ARCHITECTS  RASMUSSEN  TRIEBELHORN <small>AA/APS</small></p> <p>9 Saint Helens Ave, Suite D, Tacoma, WA 98402 253-572-5511 www.a-r.org</p>	<p>Attachment to: _____</p> <p>Date: _____</p>	<p>References: _____</p> <p>Sketch No: _____</p> <p>ART Project No: _____</p>
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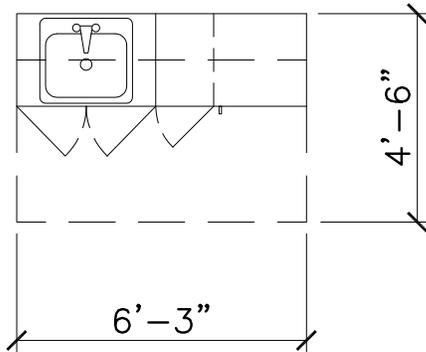
**BR 2**  
**270 S.F.**

 <p>ARCHITECTS  RASMUSSEN  TRIEBELHORN <small>AA/APS</small></p> <p>9 Saint Helens Ave, Suite D, Tacoma, WA 98402 253-572-5511 www.a-r.org</p>	<p>Attachment to: _____</p> <p>Date: _____</p>	<p>References:</p> <p>Sketch No: _____</p> <p>ART Project No: _____</p>
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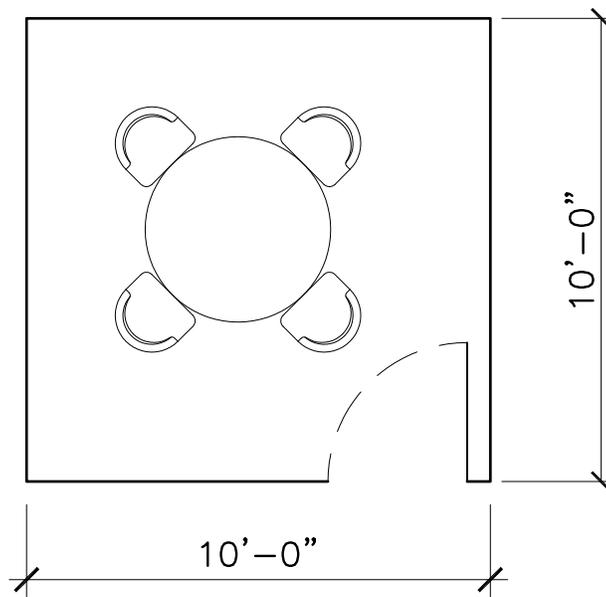
**BR 3**  
**350 S.F.**

 <b>ARCHITECTS          RASMUSSEN          TRIEBELHORN</b> <small>AA/APS</small> 9 Saint Helens Ave, Suite D, Tacoma, WA 98402 253-572-5511 www.a-r.t.org	Attachment to:	Date:	References:
			Sketch No: _____
			ART Project No: _____



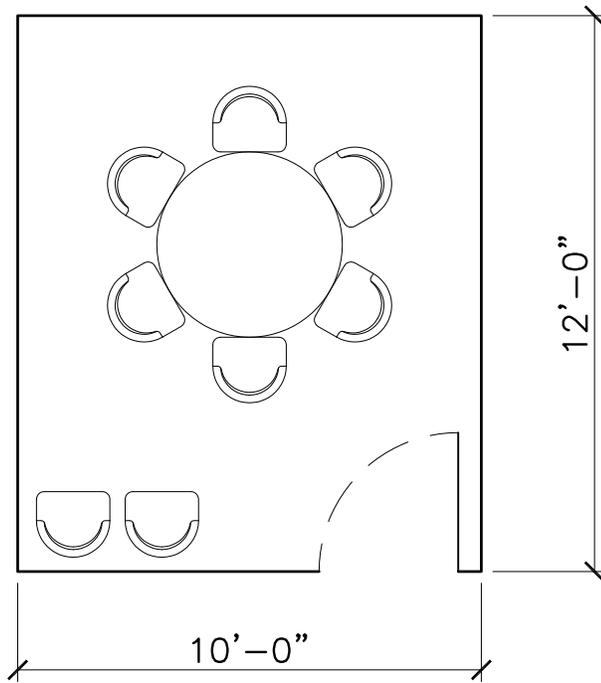
**CB 1**  
**28 S.F.**

 <p><b>ARCHITECTS RASMUSSEN TRIEBELHORN</b> <small>AA/APS</small> 9 Saint Helens Ave, Suite D, Tacoma, WA 98402 253-572-5511 www.a-rt.org</p>	<p>Attachment to: _____ Date: _____</p>	<p>References: _____ Sketch No: _____ ART Project No: _____</p>
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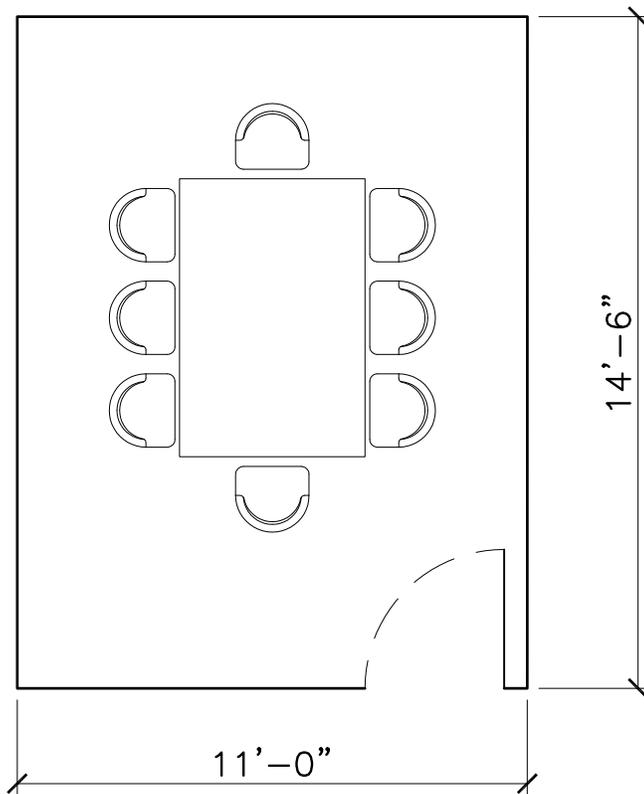
**CNF 4**  
**100 S.F.**

 <p><b>ARCHITECTS  RASMUSSEN  TRIEBELHORN</b> <small>AA/APS</small>  9 Saint Helens Ave, Suite D, Tacoma, WA 98402 253-572-5511 www.a-r.t.org</p>	<p>Attachment to: _____ Date: _____</p>	<p>References:  _____  Sketch No:  _____  ART Project No:  _____</p>
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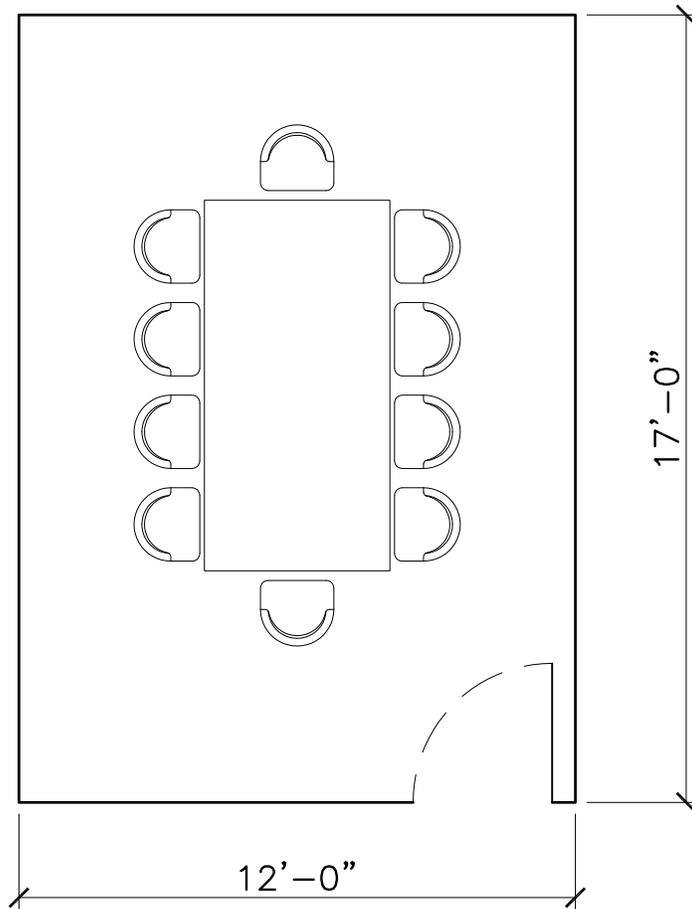
**CNF 6**  
**120 S.F.**

 <p>ARCHITECTS  RASMUSSEN  TRIEBELHORN <small>AAAS</small></p> <p>9 Saint Helens Ave, Suite D, Tacoma, WA 98402 253-572-5511 www.a-r.org</p>	<p>Attachment to: _____</p> <p>Date: _____</p>	<p>References: _____</p> <p>Sketch No: _____</p> <p>ART Project No: _____</p>
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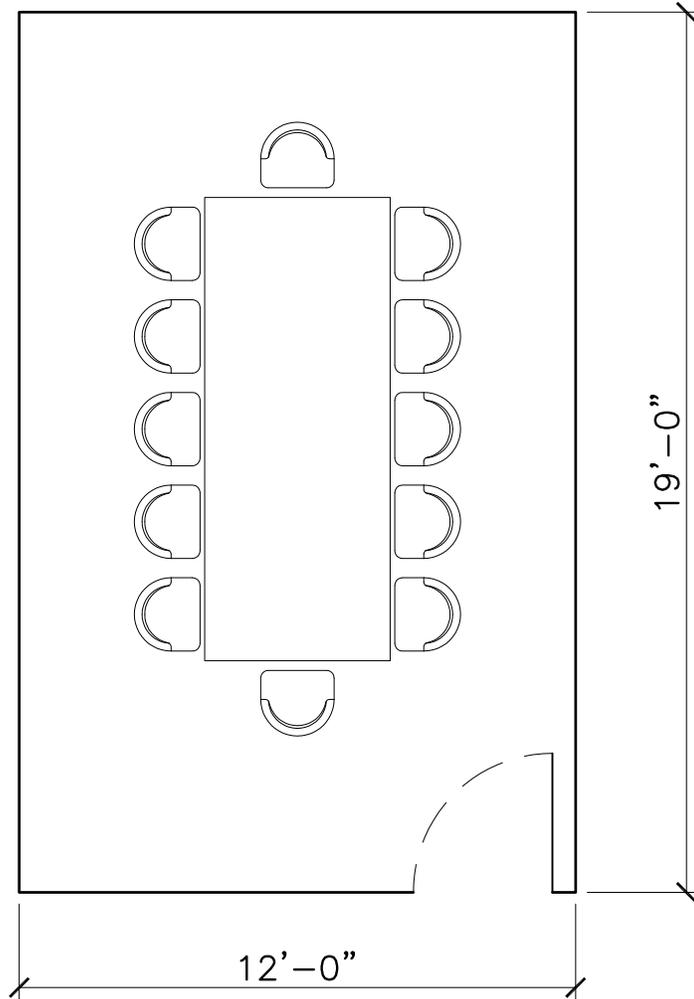
**CNF 8**  
**160 S.F.**

 <p><b>ARCHITECTS</b>  <b>RASMUSSEN</b>  <b>TRIEBELHORN</b> <small>AA/APS</small></p> <p>9 Saint Helens Ave, Suite D, Tacoma, WA 98402 253-572-5511 www.a-r.org</p>	<p>Attachment to: _____</p> <p>Date: _____</p>	<p>References:</p> <p>Sketch No: _____</p> <p>ART Project No: _____</p>
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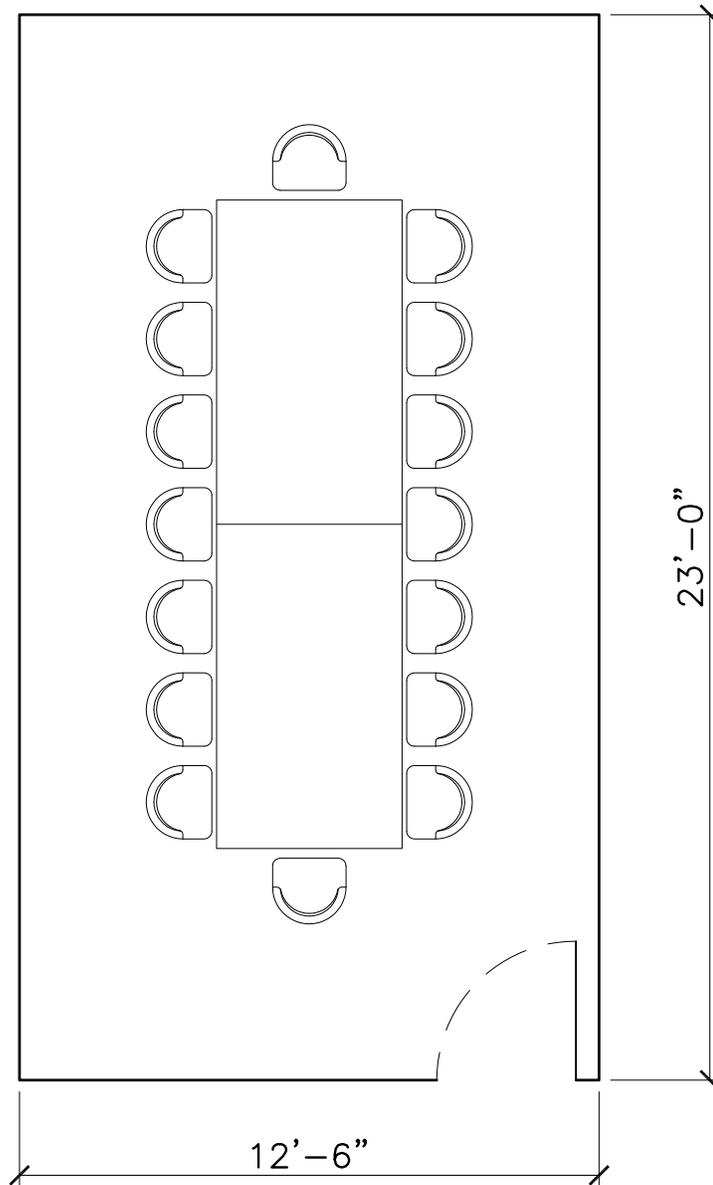
**CNF 10**  
**205 S.F.**

 <p>ARCHITECTS  RASMUSSEN  TRIEBELHORN <small>AA/APS</small></p> <p>9 Saint Helens Ave, Suite D, Tacoma, WA 98402 253-572-5511 www.a-r.org</p>	<p>Attachment to: _____</p> <p>Date: _____</p>	<p>References: _____</p> <p>Sketch No: _____</p> <p>ART Project No: _____</p>
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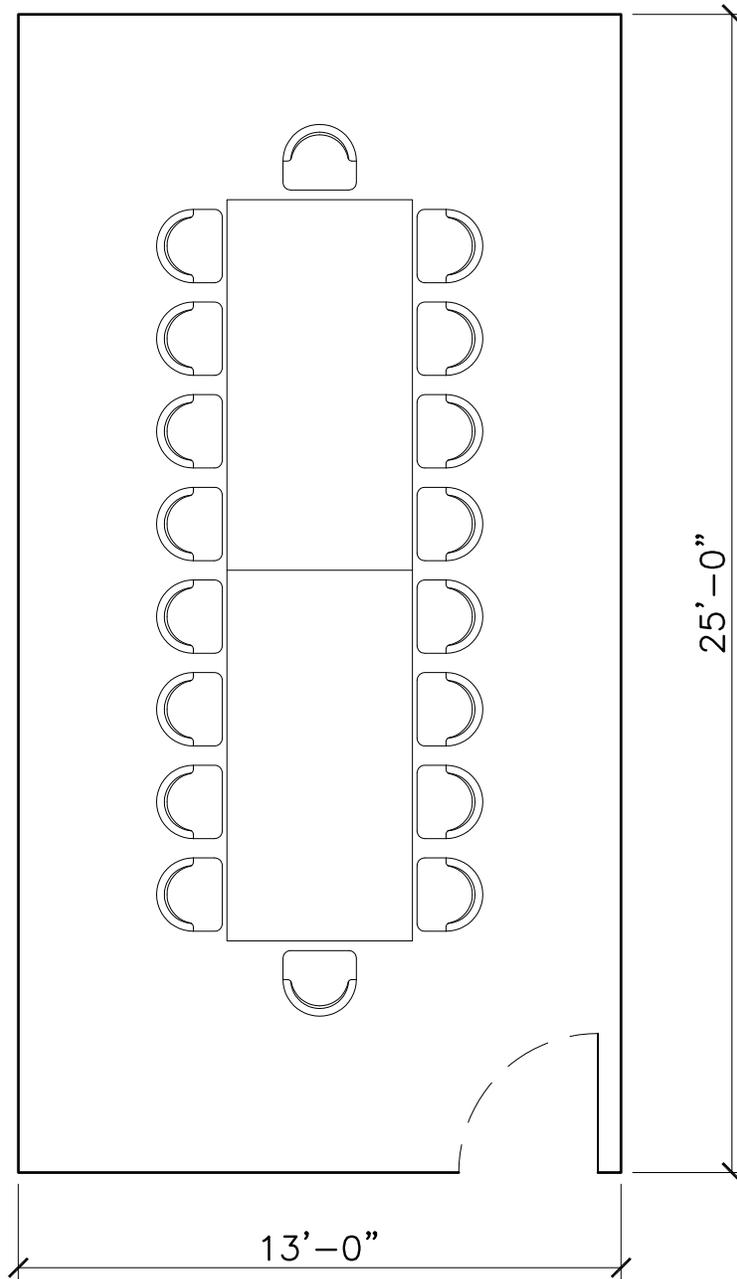
**CNF 12**  
**230 S.F.**

 <p><b>ARCHITECTS</b>  <b>RASMUSSEN</b>  <b>TRIEBELHORN</b> <small>AA/APS</small></p> <p>9 Saint Helens Ave, Suite D, Tacoma, WA 98402 253-572-5511 www.a-r.org</p>	<p>Attachment to: _____</p> <p>Date: _____</p>	<p>References: _____</p> <p>Sketch No: _____</p> <p>ART Project No: _____</p>
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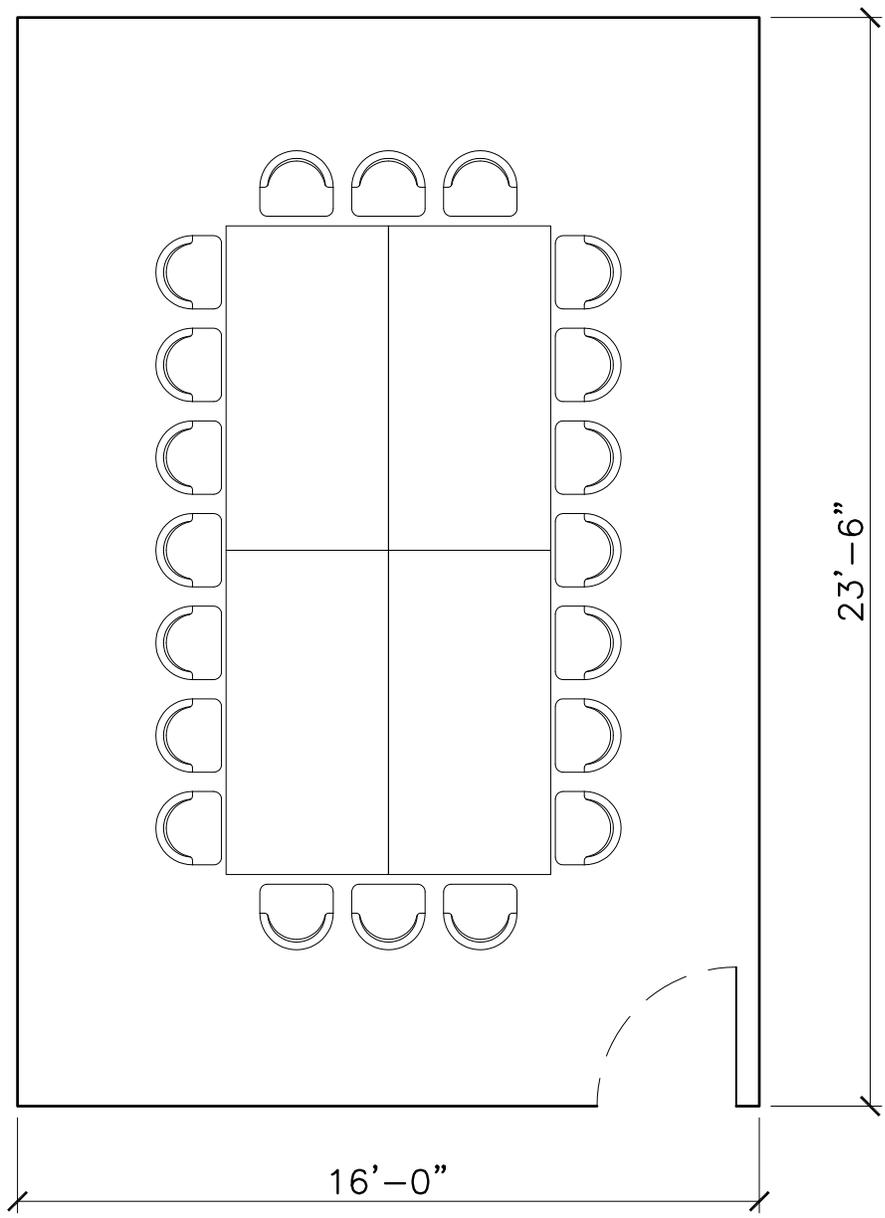
**CNF 16**  
**290 S.F.**

 <p><b>ARCHITECTS  RASMUSSEN  TRIEBELHORN</b> <small>AA/APS</small>  9 Saint Helens Ave, Suite D, Tacoma, WA 98402 253-572-5511 www.a-r.org</p>	<p>Attachment to: _____</p> <p>Date: _____</p>	<p>References: _____</p> <p>Sketch No: _____</p> <p>ART Project No: _____</p>
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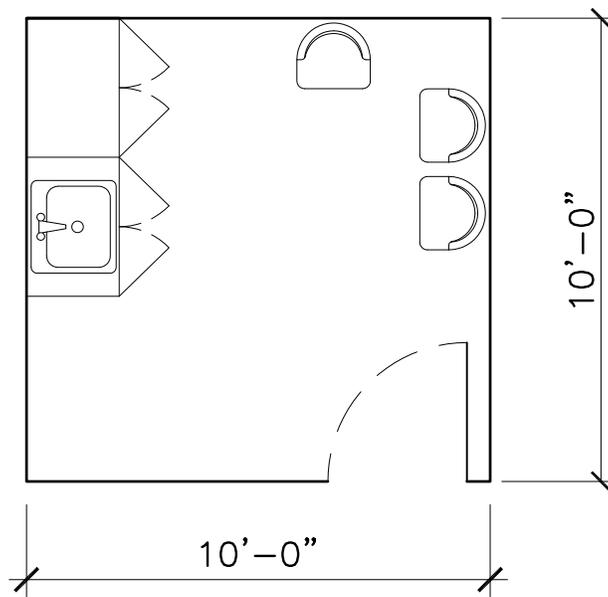
**CNF 18**  
**320 S.F.**

 <p>ARCHITECTS  RASMUSSEN  TRIEBELHORN <small>AA/APS</small></p> <p>9 Saint Helens Ave, Suite D, Tacoma, WA 98402 253-572-5511 www.a-r.org</p>	<p>Attachment to: _____</p> <p>Date: _____</p>	<p>References: _____</p> <p>Sketch No: _____</p> <p>ART Project No: _____</p>
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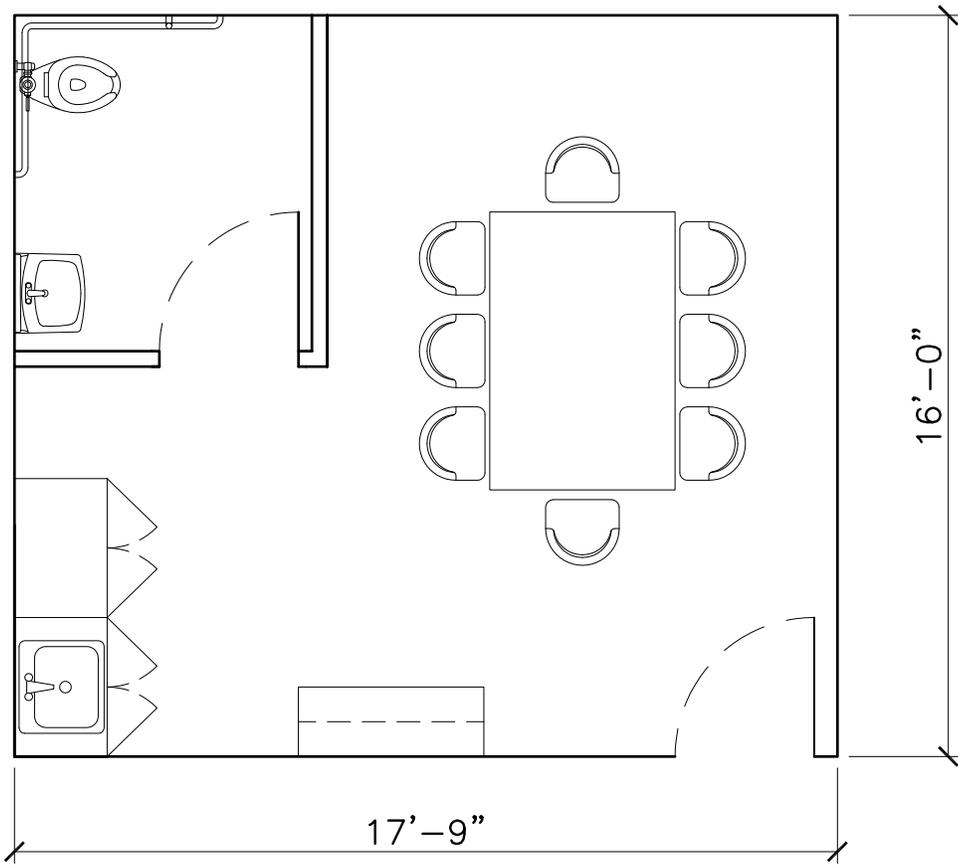
**CNF 20**  
**380 S.F.**

	<p><b>ARCHITECTS</b>  <b>RASMUSSEN</b>  <b>TRIEBELHORN</b> <small>AA/APS</small></p> <p>9 Saint Helens Ave, Suite D, Tacoma, WA 98402 253-572-5511 www.a-r.org</p>	<p>Attachment to: _____</p> <p>Date: _____</p>	<p>References: _____</p> <p>Sketch No: _____</p> <p>ART Project No: _____</p>
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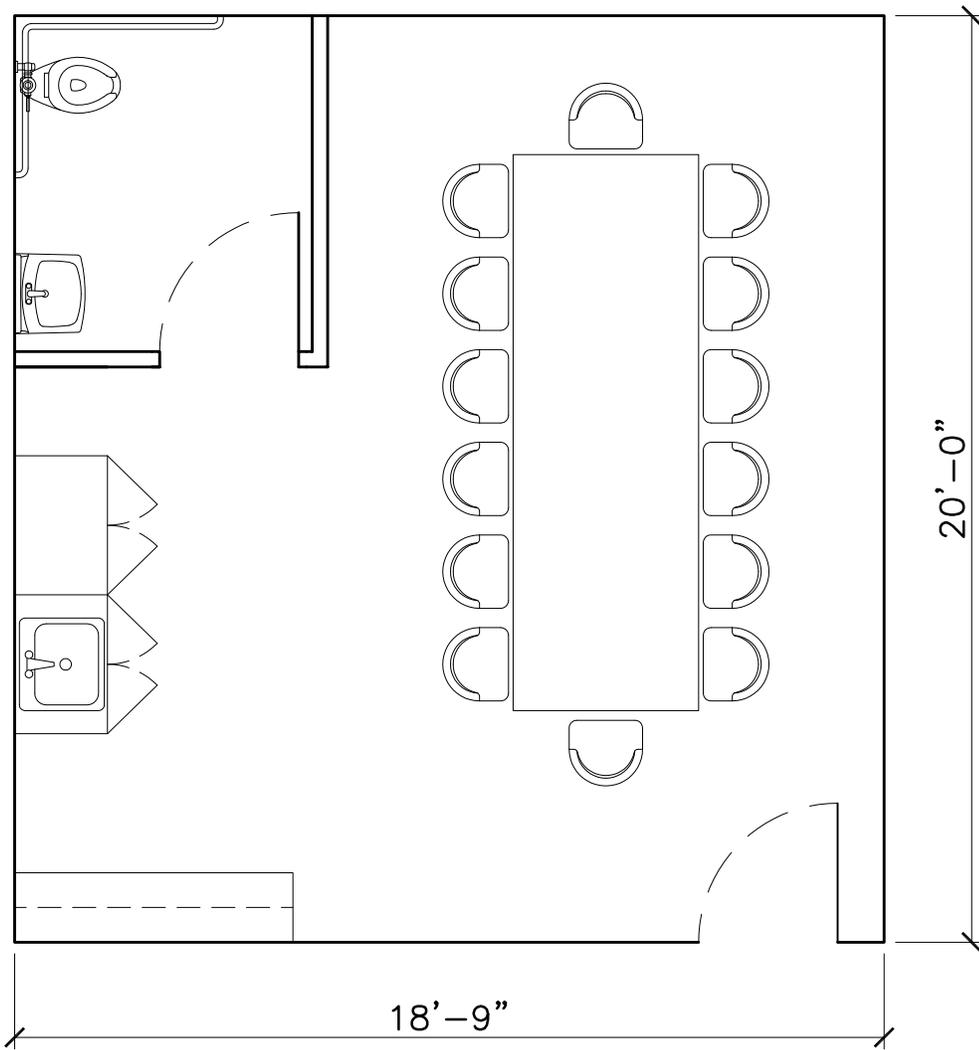
**CR 1**  
**100 S.F.**

 <p><b>ARCHITECTS</b>  <b>RASMUSSEN</b>  <b>TRIEBELHORN</b> <small>AA/APS</small></p> <p>9 Saint Helens Ave, Suite D, Tacoma, WA 98402 253-572-5511 www.a-r.org</p>	<p>Attachment to: _____</p> <p>Date: _____</p>	<p>References: _____</p> <p>Sketch No: _____</p> <p>ART Project No: _____</p>
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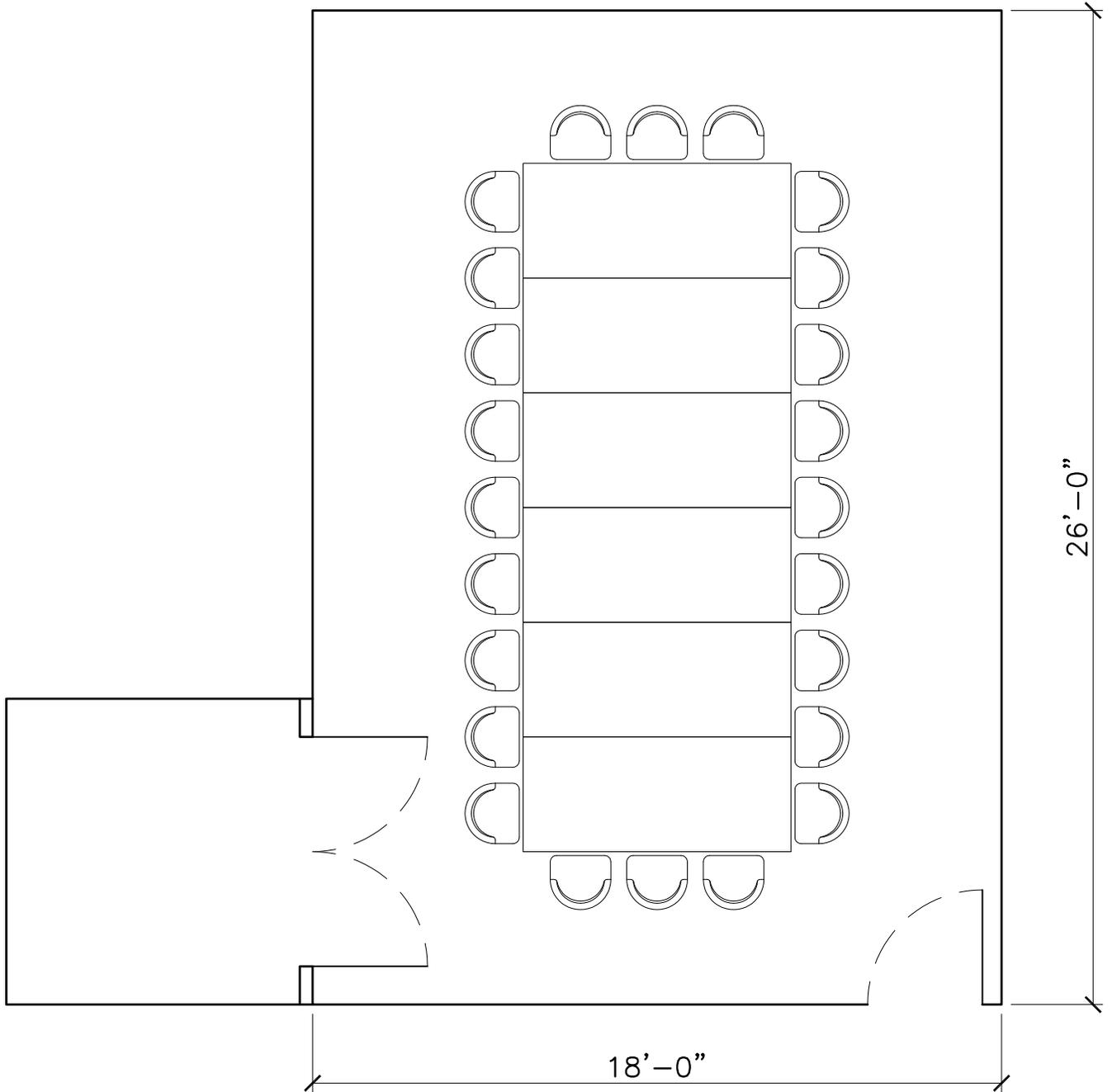
**JR 1**  
**285 S.F.**

	<p><b>ARCHITECTS</b>  <b>RASMUSSEN</b>  <b>TRIEBELHORN</b> <small>AA/APS</small></p> <p>9 Saint Helens Ave, Suite D, Tacoma, WA 98402 253-572-5511 www.a-r.t.org</p>	<p>Attachment to: _____</p> <p>Date: _____</p>	<p>References: _____</p> <p>Sketch No: _____</p> <p>ART Project No: _____</p>
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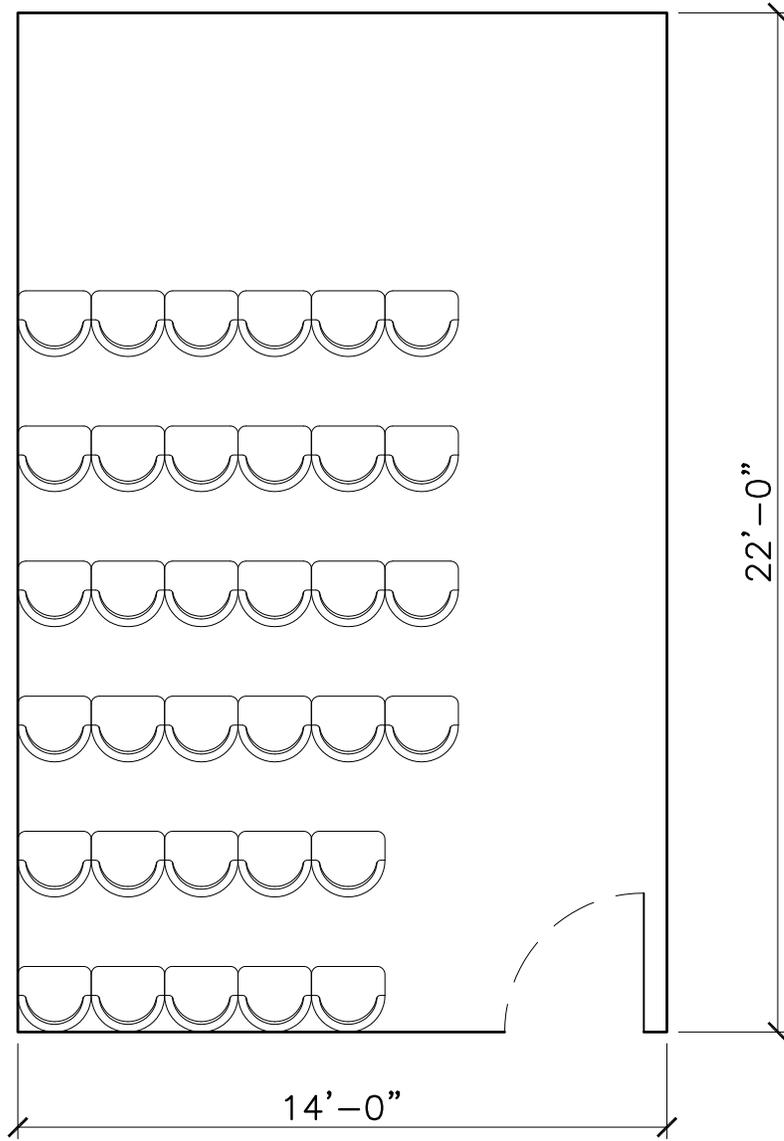
**JR 2**  
**375 S.F.**

 <p><b>ARCHITECTS</b>  <b>RASMUSSEN</b>  <b>TRIEBELHORN</b> <small>AA/APS</small></p> <p>9 Saint Helens Ave, Suite D, Tacoma, WA 98402 253-572-5511 www.a-r.org</p>	<p>Attachment to: _____</p> <p>Date: _____</p>	<p>References: _____</p> <p>Sketch No: _____</p> <p>ART Project No: _____</p>
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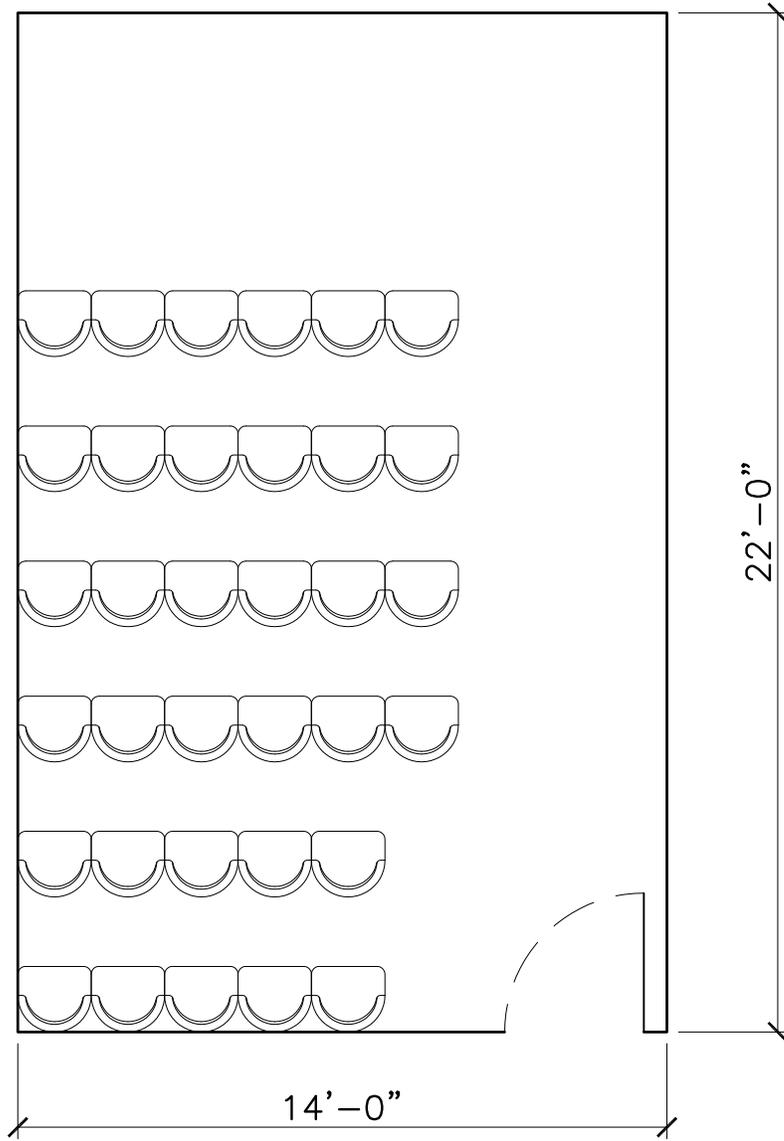
**MR 24**  
**530 S.F.**

	<p><b>ARCHITECTS</b>  <b>RASMUSSEN</b>  <b>TRIEBELHORN</b> <small>AA/AS</small></p> <p>9 Saint Helens Ave, Suite D, Tacoma, WA 98402 253-572-5511 www.a-r.t.org</p>	<p>Attachment to: _____</p> <p>Date: _____</p>	<p>References:</p> <p>Sketch No: _____</p> <p>ART Project No: _____</p>
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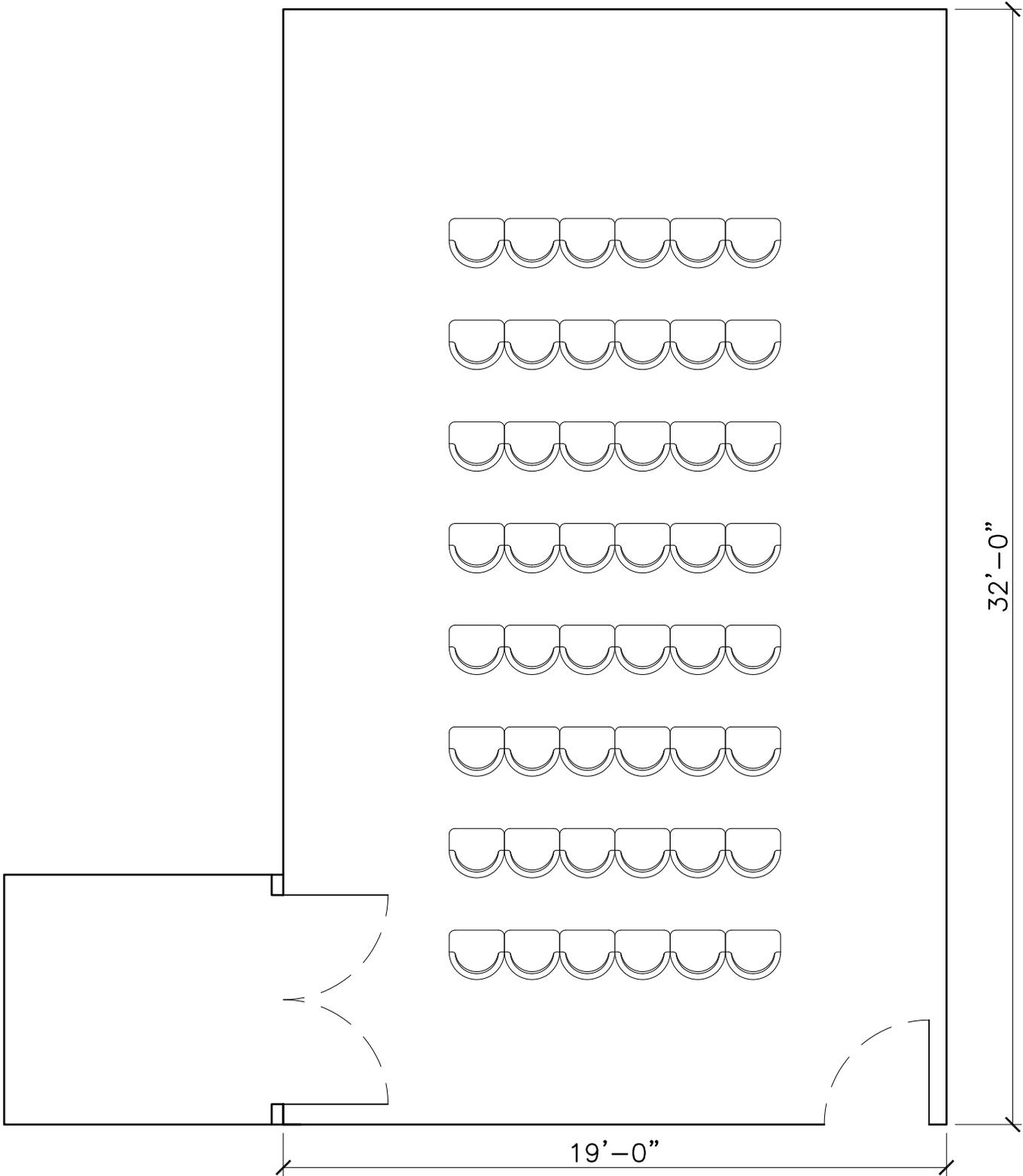
**MR 32**  
**310 S.F.**

 <p>ARCHITECTS  RASMUSSEN  TRIEBELHORN <small>AA/APS</small></p> <p>9 Saint Helens Ave, Suite D, Tacoma, WA 98402 253-572-5511 www.a-r.org</p>	<p>Attachment to: _____ Date: _____</p>	<p>References: _____</p> <p>Sketch No: _____</p> <p>ART Project No: _____</p>
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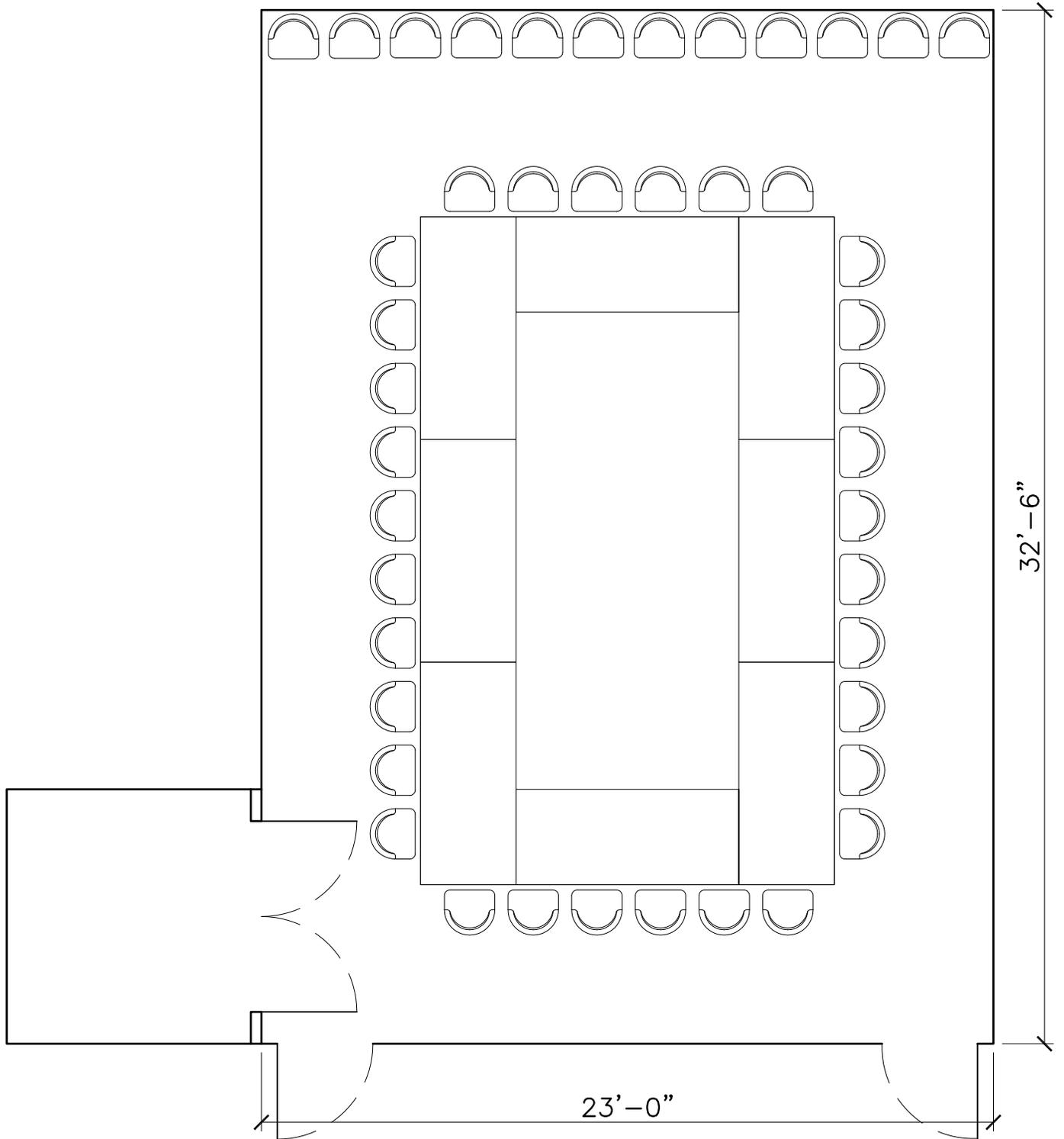
**MR 32**  
**310 S.F.**

 <p>ARCHITECTS  RASMUSSEN  TRIEBELHORN <small>AA/APS</small></p> <p>9 Saint Helens Ave, Suite D, Tacoma, WA 98402 253-572-5511 www.a-r.org</p>	<p>Attachment to: _____</p> <p>Date: _____</p>	<p>References: _____</p> <p>Sketch No: _____</p> <p>ART Project No: _____</p>
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**MR 48**  
**665 S.F.**

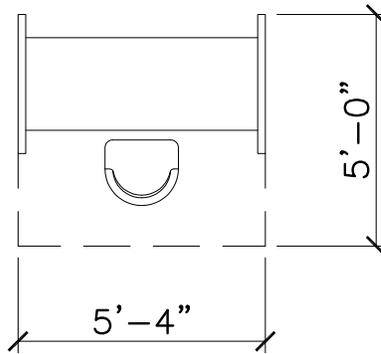
 <p>ARCHITECTS  RASMUSSEN  TRIEBELHORN <small>AI/APS</small></p> <p>9 Saint Helens Ave, Suite D, Tacoma, WA 98402 253-572-5511 www.a-r.org</p>	<p>Attachment to: _____ Date: _____</p>	<p>References: _____</p> <p>Sketch No: _____</p> <p>ART Project No: _____</p>
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**N.T.S**

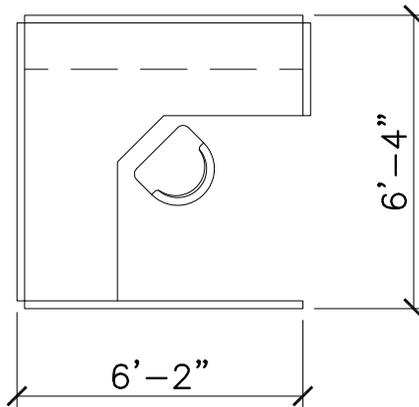
**MR 64**  
**810 S.F.**

 <p>ARCHITECTS RASMUSSEN TRIEBELHORN <small>AA/APS</small></p> <p>9 Saint Helens Ave, Suite D, Tacoma, WA 98402 253-572-5511 www.a-r.org</p>	<p>Attachment to: _____</p> <p>Date: _____</p>	<p>References: _____</p> <p>Sketch No: _____</p> <p>ART Project No: _____</p>
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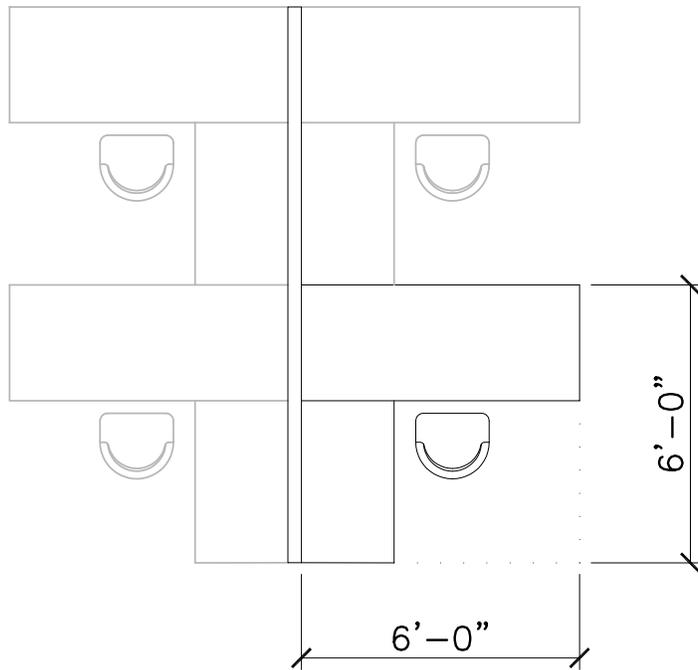
**OA 1**  
**27 S.F.**

 <p>ARCHITECTS  RASMUSSEN  TRIEBELHORN <small>AAAS</small></p> <p>9 Saint Helens Ave, Suite D, Tacoma, WA 98402 253-572-5511 www.a-r.org</p>	<p>Attachment to: _____</p> <p>Date: _____</p>	<p>References: _____</p> <p>Sketch No: _____</p> <p>ART Project No: _____</p>
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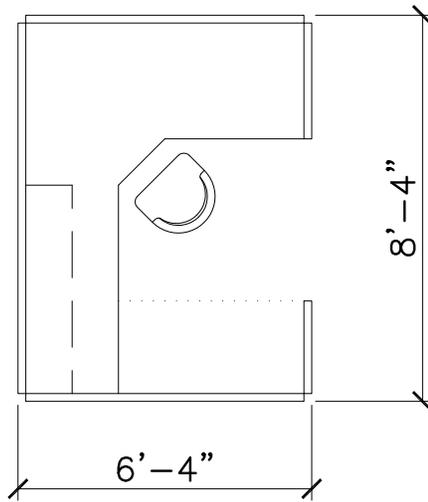
**OA 2**  
**39 S.F.**

 <p><b>ARCHITECTS</b> <b>RASMUSSEN</b> <b>TRIEBELHORN</b> <small>AAAS</small></p> <p>9 Saint Helens Ave, Suite D, Tacoma, WA 98402 253-572-5511 www.a-r.org</p>	<p>Attachment to: _____ Date: _____</p>	<p>References: _____</p> <p>Sketch No: _____</p> <p>ART Project No: _____</p>
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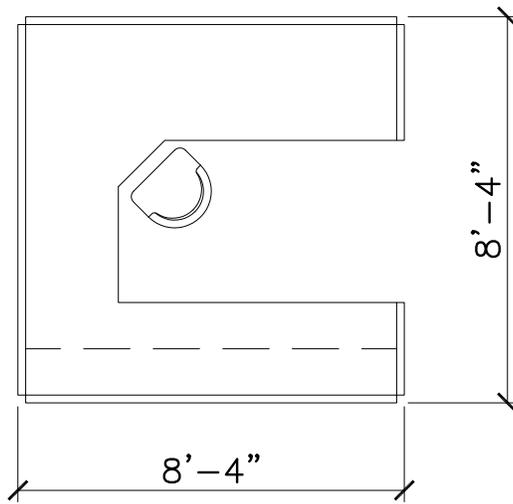
**OA 3**  
**36 S.F.**

 <p>ARCHITECTS  RASMUSSEN  TRIEBELHORN <small>AA/APS</small></p> <p>9 Saint Helens Ave, Suite D, Tacoma, WA 98402 253-572-5511 www.a-r.t.org</p>	<p>Attachment to: _____</p> <p>Date: _____</p>	<p>References: _____</p> <p>Sketch No: _____</p> <p>ART Project No: _____</p>
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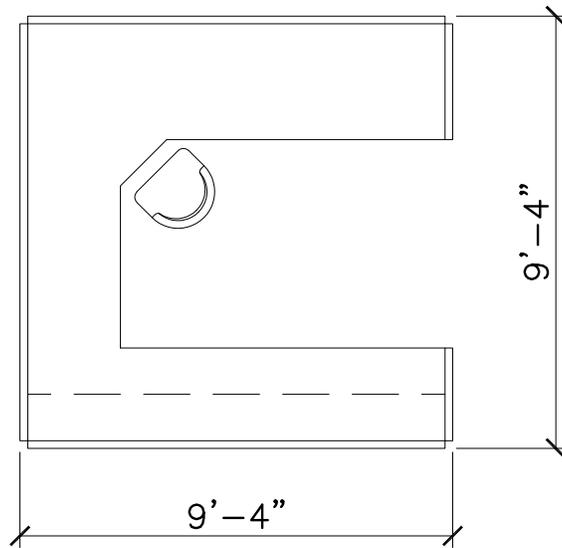
**OA 4**  
**53 S.F.**

 <p>ARCHITECTS  RASMUSSEN  TRIEBELHORN <small>AA/APS</small></p> <p>9 Saint Helens Ave, Suite D, Tacoma, WA 98402 253-572-5511 www.a-r.org</p>	<p>Attachment to: _____</p> <p>Date: _____</p>	<p>References: _____</p> <p>Sketch No: _____</p> <p>ART Project No: _____</p>
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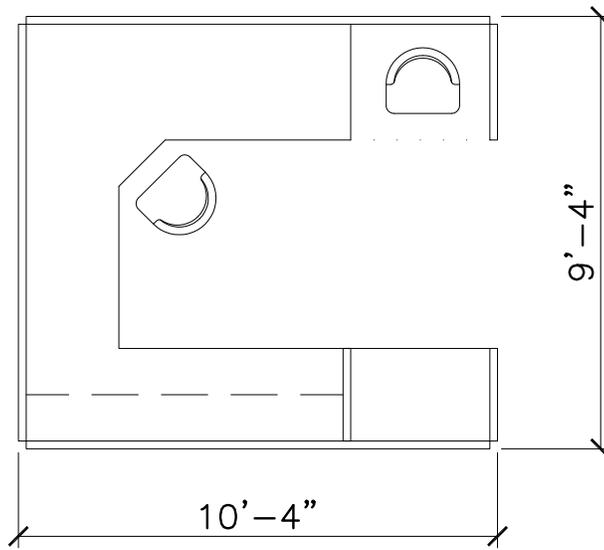
**OA 5**  
**70 S.F.**

 <p>ARCHITECTS RASMUSSEN TRIEBELHORN <small>AA/APS</small></p> <p>9 Saint Helens Ave, Suite D, Tacoma, WA 98402 253-572-5511 www.a-rt.org</p>	<p>Attachment to: _____</p> <p>Date: _____</p>	<p>References: _____</p> <p>Sketch No: _____</p> <p>ART Project No: _____</p>
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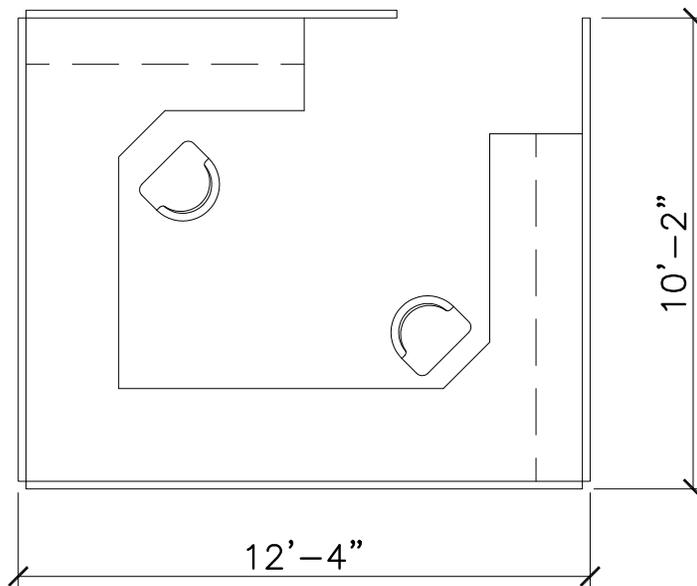
**OA 6**  
**87 S.F.**

 <p><b>ARCHITECTS</b> <b>RASMUSSEN</b> <b>TRIEBELHORN</b> <small>AA/APS</small></p> <p>9 Saint Helens Ave, Suite D, Tacoma, WA 98402 253-572-5511 www.a-r.org</p>	Attachment to: _____ Date: _____	References: _____ Sketch No: _____ ART Project No: _____
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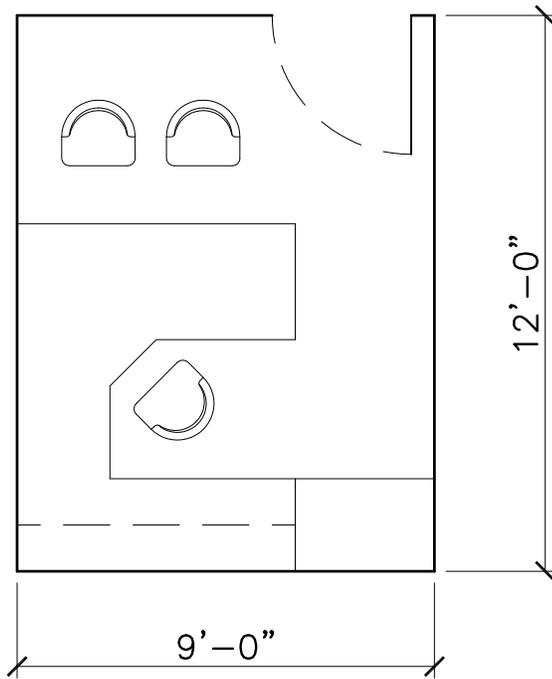
**OA 7**  
**97 S.F.**

 <p>ARCHITECTS  RASMUSSEN  TRIEBELHORN <small>AA/APS</small></p> <p>9 Saint Helens Ave, Suite D, Tacoma, WA 98402 253-572-5511 www.a-r.t.org</p>	<p>Attachment to: _____</p> <p>Date: _____</p>	<p>References: _____</p> <p>Sketch No: _____</p> <p>ART Project No: _____</p>
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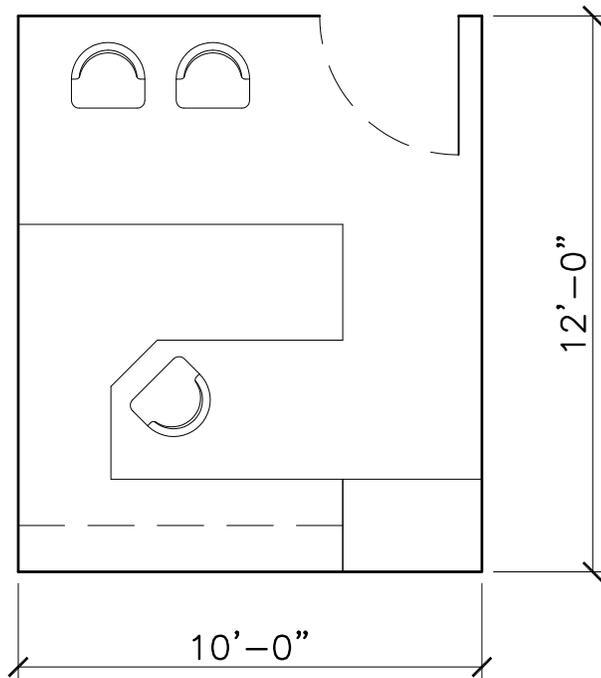
**OA 8**  
**125 S.F.**

 <p><b>ARCHITECTS  RASMUSSEN  TRIEBELHORN</b> <small>AA/APS</small>  9 Saint Helens Ave, Suite D, Tacoma, WA 98402 253-572-5511 www.a-r.org</p>	<p>Attachment to: _____</p> <p>Date: _____</p>	<p>References: _____</p> <p>Sketch No: _____</p> <p>ART Project No: _____</p>
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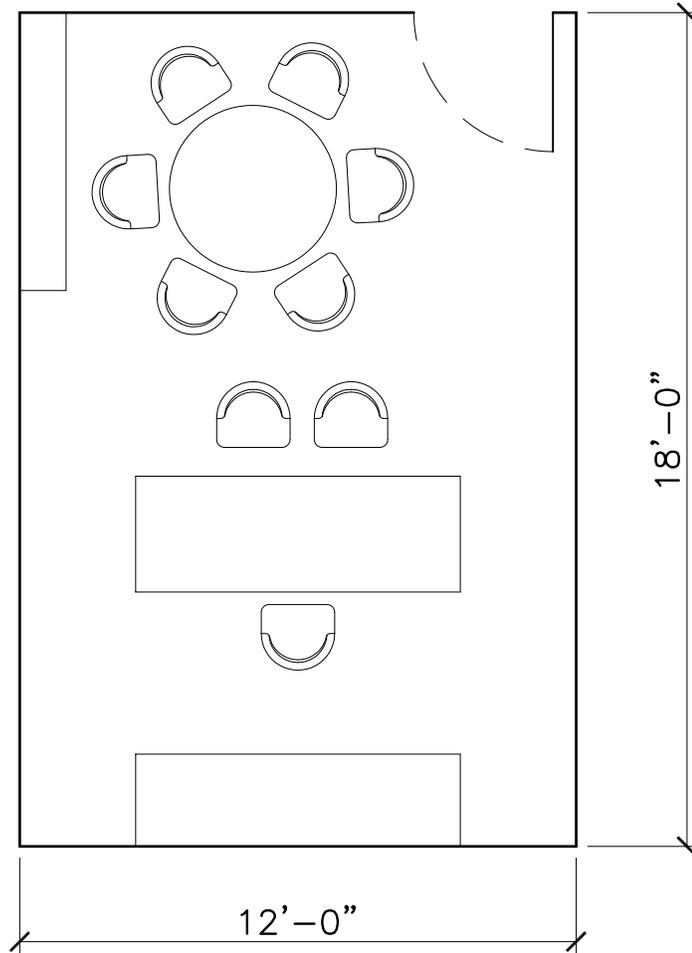
**PO 1**  
**108 S.F.**

 <p><b>ARCHITECTS  RASMUSSEN  TRIEBELHORN</b> <small>AAAS</small>  9 Saint Helens Ave, Suite D, Tacoma, WA 98402 253-572-5511 www.a-r.org</p>	<p>Attachment to: _____ Date: _____</p>	<p>References: _____  Sketch No: _____  ART Project No: _____</p>
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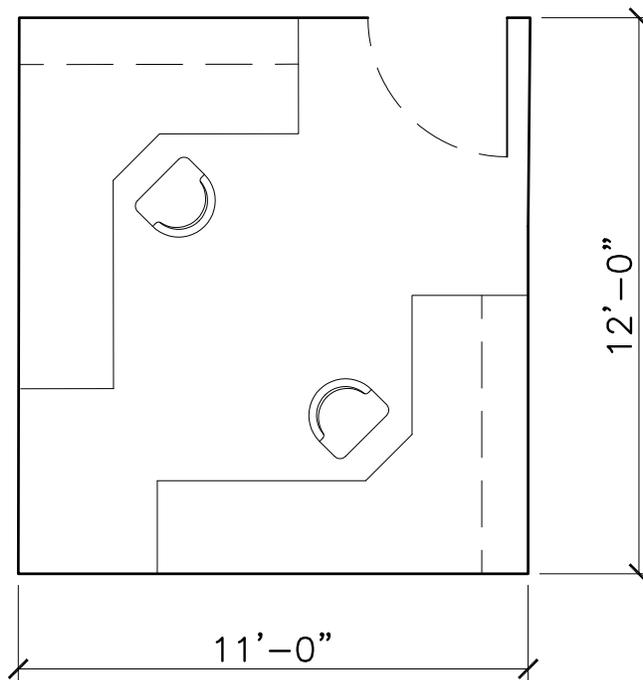
**PO 2**  
**120 S.F.**

 <p><b>ARCHITECTS</b>  <b>RASMUSSEN</b>  <b>TRIEBELHORN</b> <small>AA/APS</small></p> <p>9 Saint Helens Ave, Suite D, Tacoma, WA 98402 253-572-5511 www.a-r.t.org</p>	<p>Attachment to: _____</p> <p>Date: _____</p>	<p>References:</p> <p>Sketch No: _____</p> <p>ART Project No: _____</p>
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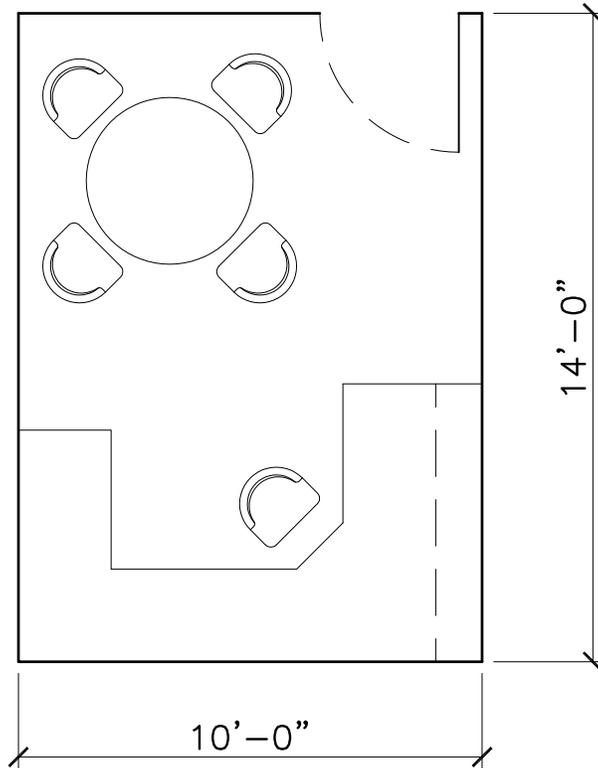
**PO 3**  
**216 S.F.**

 <p>ARCHITECTS  RASMUSSEN  TRIEBELHORN <small>AA/APS</small></p> <p>9 Saint Helens Ave, Suite D, Tacoma, WA 98402 253-572-5511 www.a-r.org</p>	<p>Attachment to: _____</p> <p>Date: _____</p>	<p>References: _____</p> <p>Sketch No: _____</p> <p>ART Project No: _____</p>
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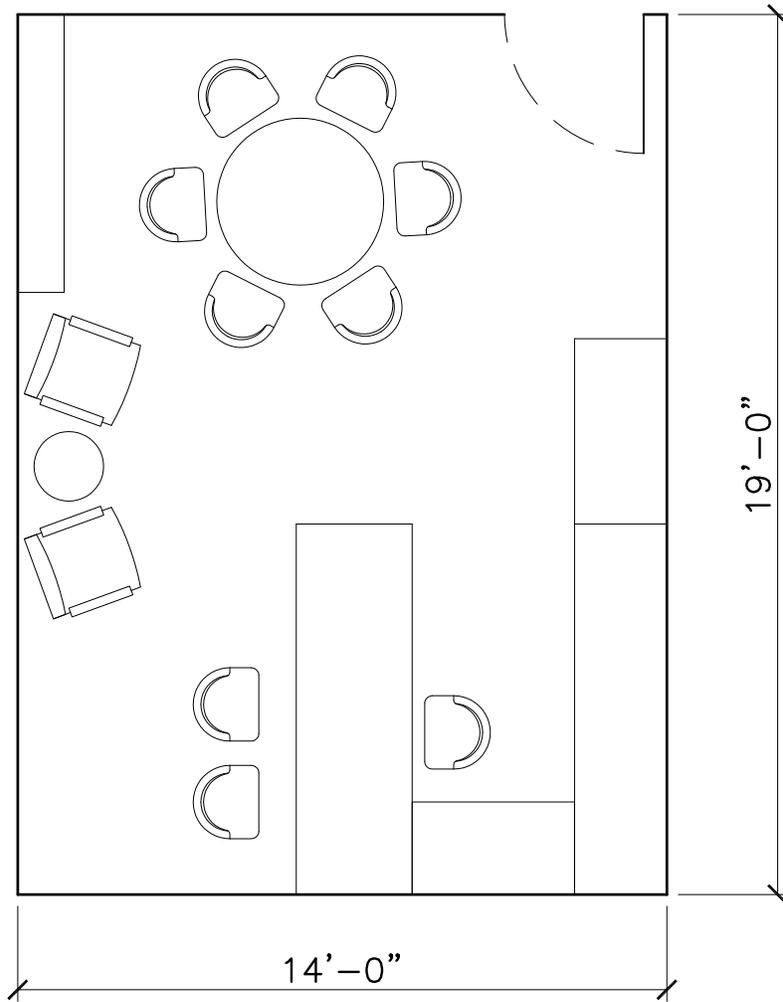
**PO 4**  
**140 S.F.**

 <p>ARCHITECTS  RASMUSSEN  TRIEBELHORN <small>AA/APS</small></p> <p>9 Saint Helens Ave, Suite D, Tacoma, WA 98402 253-572-5511 www.a-r.t.org</p>	<p>Attachment to: _____</p> <p>Date: _____</p>	<p>References: _____</p> <p>Sketch No: _____</p> <p>ART Project No: _____</p>
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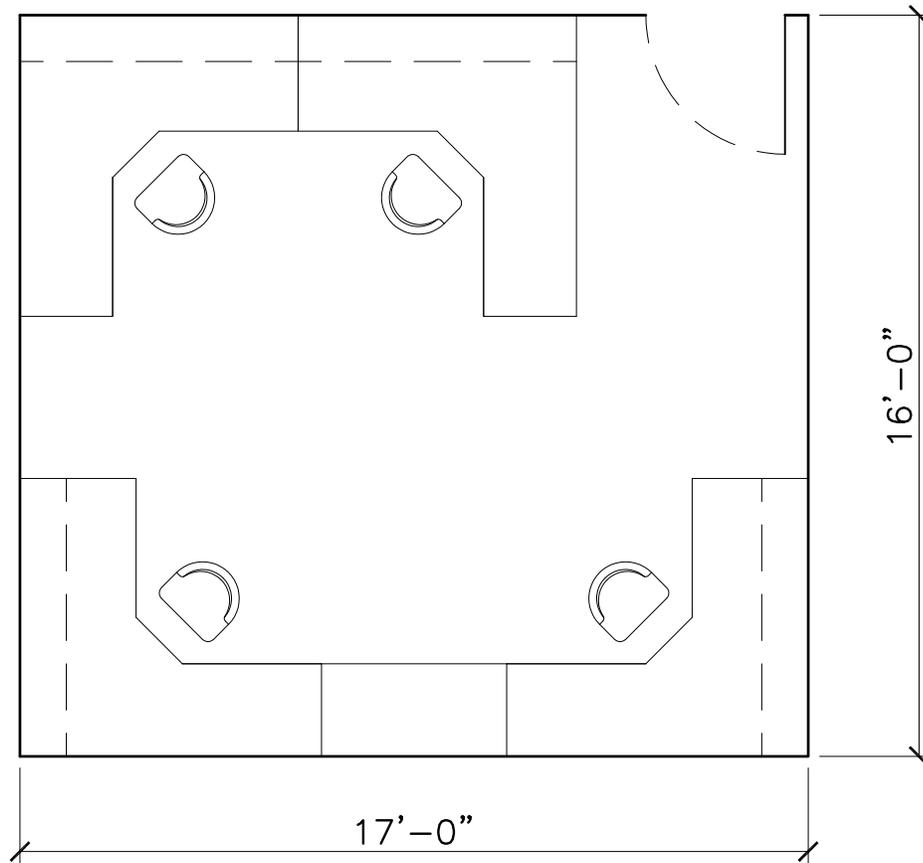
**PO 5**  
**140 S.F.**

 <p>ARCHITECTS  RASMUSSEN  TRIEBELHORN <small>AA/APS</small></p> <p>9 Saint Helens Ave, Suite D, Tacoma, WA 98402 253-572-5511 www.a-r.org</p>	<p>Attachment to: _____</p> <p>Date: _____</p>	<p>References: _____</p> <p>Sketch No: _____</p> <p>ART Project No: _____</p>
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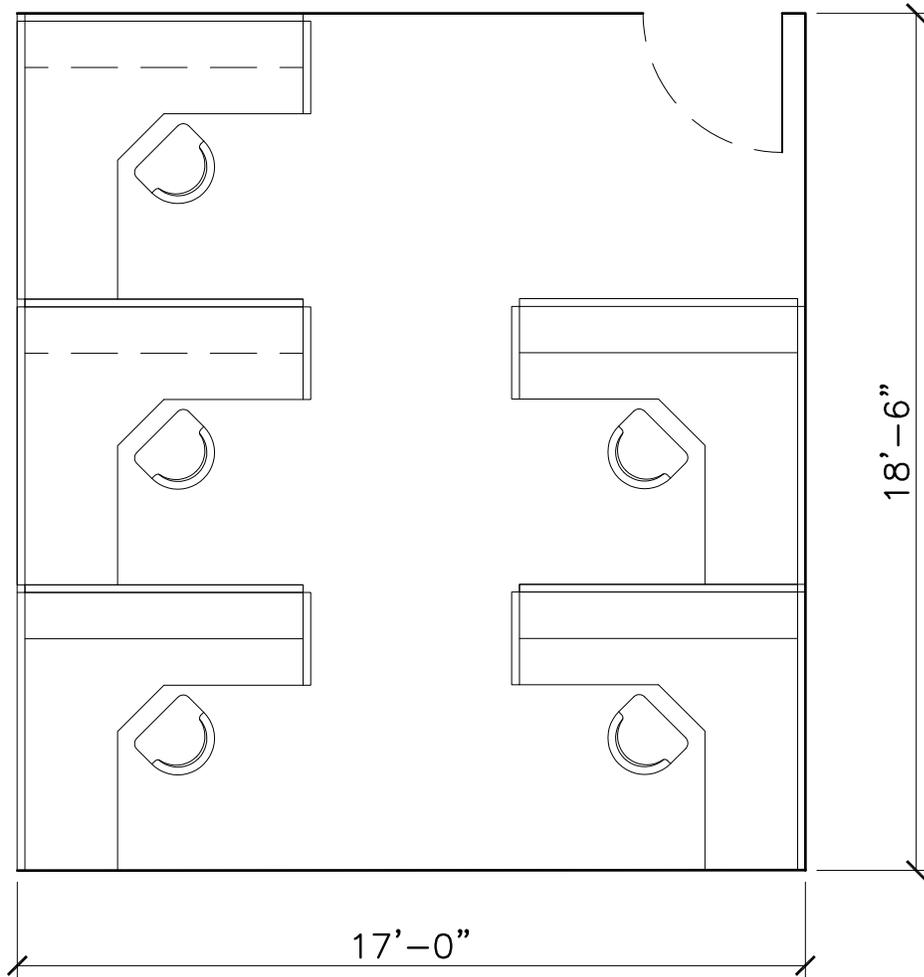
**PO 6**  
**266 S.F.**

 <p>ARCHITECTS  RASMUSSEN  TRIEBELHORN <small>AA/APS</small></p> <p>9 Saint Helens Ave, Suite D, Tacoma, WA 98402 253-572-5511 www.a-r.org</p>	<p>Attachment to: _____</p> <p>Date: _____</p>	<p>References: _____</p> <p>Sketch No: _____</p> <p>ART Project No: _____</p>
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**PO 7**  
**275 S.F.**

 <p>ARCHITECTS  RASMUSSEN  TRIEBELHORN <small>AA/APS</small></p> <p>9 Saint Helens Ave, Suite D, Tacoma, WA 98402 253-572-5511 www.a-r.org</p>	<p>Attachment to: _____</p> <p>Date: _____</p>	<p>References: _____</p> <p>Sketch No: _____</p> <p>ART Project No: _____</p>
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**PO 8**  
**315 S.F.**

 <p><b>ARCHITECTS  RASMUSSEN  TRIEBELHORN</b> <small>AA/APS</small>  9 Saint Helens Ave, Suite D, Tacoma, WA 98402 253-572-5511 www.a-r.org</p>	<p>Attachment to: _____ Date: _____</p>	<p>References:  _____  Sketch No:  _____  ART Project No:  _____</p>
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**SECTION VI -  
DEPARTMENT ADJACENCY  
DIAGRAMS/FLOOR PLANS AND  
PRELIMINARY SITE PLAN**



## **Preliminary Site & Adjacency Floor Plans**

The following drawings depict an anticipated site plan illustrating where a courts expansion would be placed on the current courthouse campus south of, and adjacent to, the existing 1960's courthouse structure. Floor plans of the courts additional and of the existing courthouse facility further depict general department placements within the combined building complex based on their individual adjacency requirements to other departments. In some cases, department staff currently located off campus are included in the department areas shown. In yet other cases, new sub-departments not currently existing are also shown.

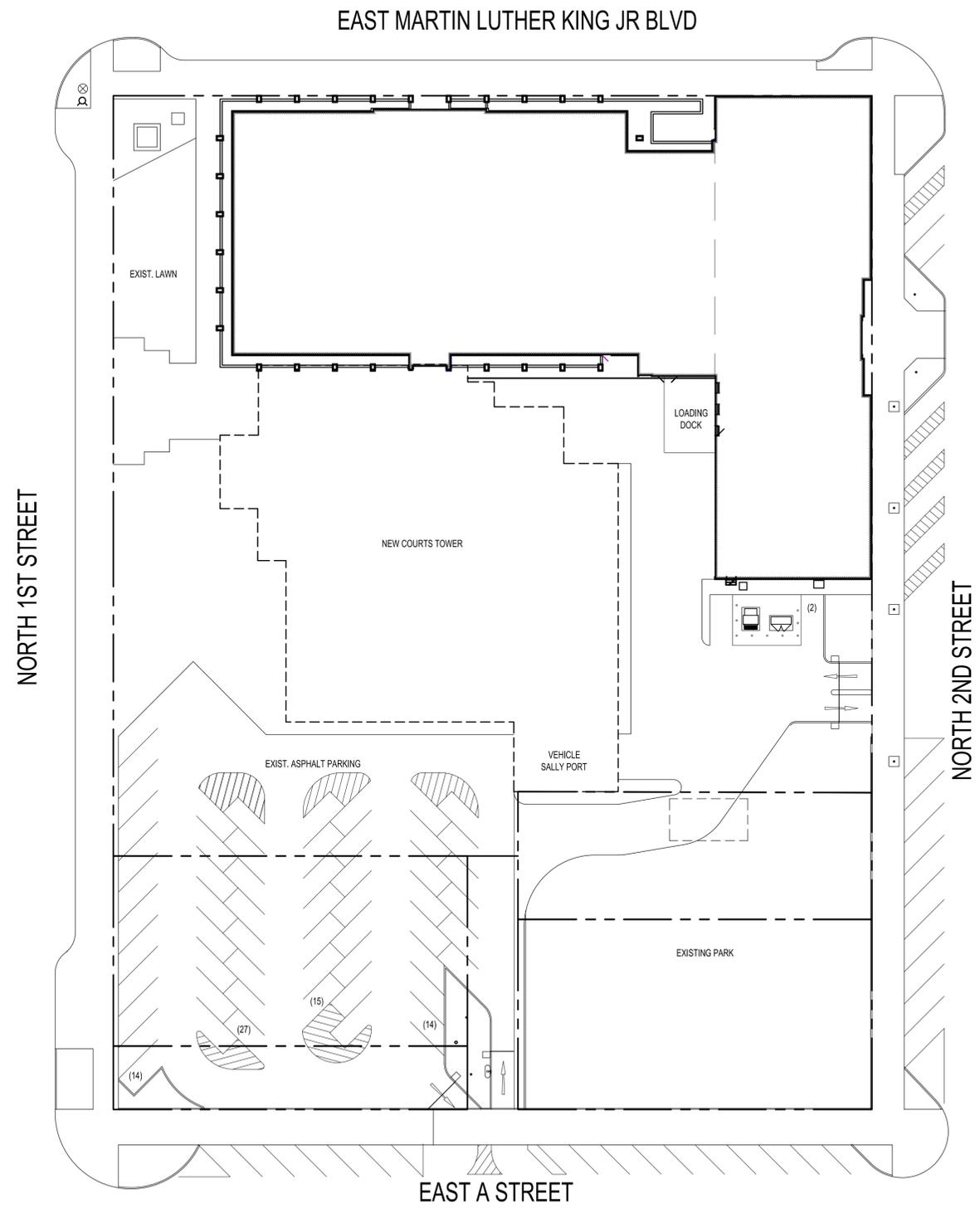
Of primary importance in the courts addition plans is the illustration of how the circulation paths of the public, court staff, and escorted inmates are kept separated.



ARCHITECTS  
RASMUSSEN  
TRIEBELHORN AA/PS

9 Saint Helens Ave, Suite D  
The Henry Drum House  
Tacoma, WA 98402

253-572-5511 P  
253-572-5515 F  
www.a-r-t.org



**PROPOSED SITE PLAN**  
SCALE: 1" = 30'-0"

**ON-SITE PARKING**

POST-JAIL DEMOLITION:	156 PARKING STALLS
PROPOSED REVISED SCHEME:	103 PARKING STALLS*
DIFFERENCE:	-53 STALLS

**YAKIMA COUNTY**  
FACILITIES 2030 PLAN  
128 North 2nd Street  
Yakima, Washington 98901



No.	Description
	<b>REVISION 10/2017</b>

Project No: **1505**  
Drawn By: **BTW**  
Approved By: **PR & KT**  
Date: **SEPTEMBER 6, 2016**

Sheet Title:  
**POST-TOWER  
CONSTRUCTION  
SITE PLAN**

2" AT FULL SHEET (22x34)  
1" AT HALF SHEET (11x17)

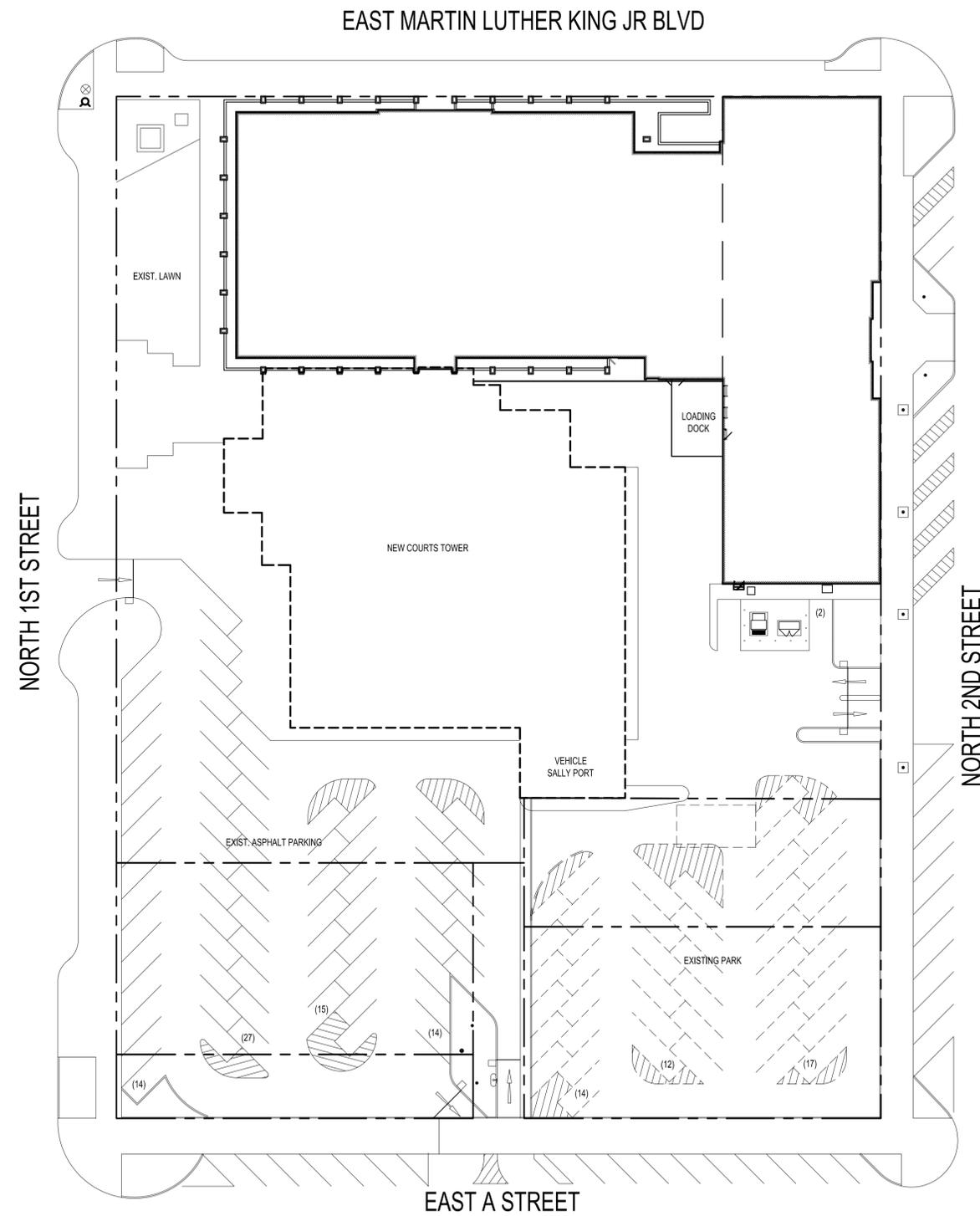
Sheet No:  
**AS-XX**



ARCHITECTS  
RASMUSSEN  
TRIEBELHORN AMPS

9 Saint Helens Ave, Suite D  
The Henry Drum House  
Tacoma, WA 98402

253-572-5511 P  
253-572-5515 F  
www.a-r-t.org



**PROPOSED SITE PLAN**

SCALE: 1" = 30'-0"



**ON-SITE PARKING**

POST-JAIL DEMOLITION: 136 PARKING STALLS  
PROPOSED REVISED SCHEME: 115 PARKING STALLS\*  
DIFFERENCE: -41 STALLS

\* IF MINI-PARK IS NOT TO BE DEVELOPED, THEN ANOTHER 43 STALLS WILL BE LOST

**YAKIMA COUNTY**  
FACILITIES 2030 PLAN  
128 North 2nd Street  
Yakima, Washington 98901



No.	Description
	<b>REVISION 10/2017</b>

Project No: **1505**  
Drawn By: **BTW**  
Approved By: **PR & KT**  
Date: **SEPTEMBER 6, 2016**

Sheet Title:  
**POST-TOWER  
CONSTRUCTION  
SITE PLAN**

2" AT FULL SHEET (22x34)  
1" AT HALF SHEET (11x17)

Sheet No:

**AS-X.X**





No. Description  
**REVISION 10/2017**

Project No: **1505**

Drawn By: **CH**

Approved By: **PR & KT**

Date: **SEPTEMBER 6, 2016**

Sheet Title:

**ADJACENCY DIAGRAMS**

**1ST FLOOR**

**TOWER MEZZANINE**

2" AT FULL SHEET (22x34)  
1" AT HALF SHEET (11x17)

Sheet No:

**A2.1**



**1ST FLOOR COURTHOUSE TOWER**

SUPERIOR COURT:	868 SF
SUPERIOR COURT:	1,100 SF
SUPERIOR CEREMONIAL COURT:	1,650 SF
JUDGE CHAMBERS:	260 SF X 4
S.C. JURY ROOM:	455 SF
D.C. JURY ROOM:	395 SF
ATTNY/CLIENT MTG:	100 SF X 8
INMATE HOLDING:	2,120 SF
TRAINING ROOM:	270 SF
INTERVIEW ROOM:	100 SF X 3
MEDIATION ROOM:	85 SF
MEDIATION ROOM:	100 SF
VIDEO CONFERENCE ROOM:	100 SF
WITNESS WAITING ROOM:	165 SF
SALLY PORT:	1,090 SF

**A 1ST FLOOR ADJACENCY DIAGRAM**  
SCALE: 1/16" = 1'-0"

**1ST FLOOR AREA CALCULATIONS**

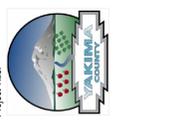
EXISTING FIRST FLOOR AREA:		27,358 SF
AUDITOR:	5,740 SF	
TREASURER:	5,980 SF	
ASSESSOR:	3,740 SF	
PURCHASING:	565 SF	
GIS:	790 SF	
TECHNOLOGY SERVICES:	4,030 SF	
GENERAL BUILDING & SUPPORT:	1,730 SF	
VACANT:	560 SF	
<b>COURTS ADDITION FIRST FLOOR AREA:</b>		<b>19,537 SF</b>
<b>TOTAL 1ST FLOOR AREA:</b>		<b>46,895 SF</b>



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**YAKIMA COUNTY COURTHOUSE**  
2030 FACILITIES PLAN IMPLEMENTATION  
128 North 2nd Street  
Yakima, Washington 98901



No. Description  
**REVISION 10/2017**

Project No: **1505**  
Drawn By: **CH**  
Approved By: **PR & KT**  
Date: **SEPTEMBER 6, 2016**  
Sheet Title:  
**ADJACENCY DIAGRAMS  
2ND FLOOR**

2" AT FULL SHEET (22x34)  
1" AT HALF SHEET (11x17)

Sheet No:

**A2.2**

PRE-DESIGN - PROJECT PHASING



**2ND FLOOR COURTS ADDITION**

DISTRICT COURT:	975 SF X 2
DISTRICT COURT:	868 SF X 2
JUDGE CHAMBERS:	260 SF X 4
COURT COMMISSIONER:	260 SF
ATTY/CLIENT MTG:	100 SF X 8
WITNESS WAITING ROOM:	120 SF
MEDIATION ROOM:	100 SF
TRAINING ROOM:	190 SF
WORK ROOM:	165 SF
LAW LIBRARY:	100 SF
INTERVIEW ROOM:	100 SF X 3
D.C. JURY ROOM:	395 SF X 3
S.C. JURY ROOM:	485 SF
BREAK ROOM:	500 SF

**2ND FLOOR AREA CALCULATIONS**

EXISTING SECOND FLOOR AREA:	29,246 SF
BOARD OF COUNTY COMMISSIONERS:	3,780 SF
HUMAN RESOURCES:	2,860 SF
CLERK:	7,800 SF
D.C. PRE-TRIAL STAFF:	970 SF
D.C. FINANCIAL SERVICES:	850 SF
D.C. MANAGEMENT STAFF:	1,670 SF
TECHNOLOGY SERVICES:	2,390 SF
GENERAL GOV. BREAK ROOM:	489 SF
JURY POOLING:	1,200 SF
CONFERENCE/TRAINING ROOM:	1,540 SF
VACANT:	370 SF
<b>COURTS ADDITION FLOOR AREA:</b>	<b>15,270 SF</b>
<b>TOTAL 2ND FLOOR AREA:</b>	<b>44,516 SF</b>

**A 2ND FLOOR ADJACENCY DIAGRAM**  
SCALE: 1/16" = 1'-0"



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Sheet Title:  
**ADJACENCY DIAGRAMS  
3RD FLOOR**

2" AT FULL SHEET (22x34)  
1" AT HALF SHEET (11x17)

Sheet No:

**A2.3**

PRE-DESIGN - PROJECT PHASING



**3RD FLOOR COURTS ADDITION**

SUPERIOR COURT:	868 SF X 4
ATTNY/CLIENT MTG:	100 SF X 8
WORKROOM:	85 SF
WITNESS WAITING:	120 SF
INTERVIEW:	100 SF X 3
TRAINING/CONFERENCE ROOM:	170 SF
CONFERENCE ROOM:	190 SF
JUDGES CHAMBERS:	260 SF X 4
COUNTY COMMISSIONER:	260 SF
S.C. JURY ROOM:	455 SF X 2
S.C. JURY ROOM:	475 SF X 2
JUDGE LAW LIBRARY:	100 SF

**3RD FLOOR AREA CALCULATIONS**

EXISTING THIRD FLOOR AREA:	29,246 SF
PROBATION SERVICES:	4,200 SF
S.C. MANAGEMENT STAFF:	2,400 SF
PROSECUTING ATTORNEY:	16,350 SF
VACANT:	875 SF

COURT ADDITION FLOOR AREA: 14,877 SF

TOTAL 3RD FLOOR AREA: 44,123 SF

**A 3RD FLOOR ADJACENCY DIAGRAM**  
SCALE: 3/32" = 1'-0"



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No.	Description
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Approved By: **PR & KT**  
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Sheet Title:  
**ADJACENCY DIAGRAMS  
4TH FLOOR**

2" AT FULL SHEET (22x34)  
1" AT HALF SHEET (11x17)

Sheet No:

**A2.4**

PRE-DESIGN - PROJECT PHASING

**LEGEND**

COLOR	DEPARTMENT
	ASSESSOR
	AUDITOR
	BOARD OF COUNTY COMMISSIONERS
	COURTS
	CLERK
	CORRECTIONS
	DISTRICT COURT
	GENERAL BUILDING AND SUPPORT
	HUMAN RESOURCES
	TECHNOLOGY SERVICES
	PROSECUTING ATTORNEY
	PUBLIC SERVICES
	PURCHASING
	TREASURER
	VACANT



**4TH FLOOR AREA CALCULATIONS**

EXISTING FOURTH FLOOR AREA:	18,743 SF
PUBLIC SERVICES:	17,559 SF

**A 4TH FLOOR ADJACENCY DIAGRAM**  
SCALE: 1/16" = 1'-0"



**SECTION VII -  
3-D ANTICIPATED PROJECT  
PHASING DIAGRAMS**



## Anticipated Project Phasing Diagrams

The following 3-dimensional project phasing diagrams depict by phase how the work of the project would generally be phased until final project completion. The diagrams illustrate a 5-phased work plan, with three sub phases occurring in Phase 2, and two sub phases occurring in Phase 3. The movement of many of the courts functions from the existing courthouse facility into the courts expansion once the expansion is completed starts a cascading “dominos” effect, wherein the spaces in the existing courthouse facility vacated by the courts functions are filled in by other county departments, and wherein the spaces vacated by the then subsequent department moves creates further space vacancies, and so forth until final project completion.

It is Phase 2 where the existing courthouse facility’s infrastructural structural, mechanical, and electrical systems are upgraded. This would generally include seismic upgrades to the 1940’s and 1960’s building structural systems; replacement of mechanical equipment, air delivery systems, building controls, and extending the fire suppression system to the entire courthouse facility; upgrading building core toilet rooms and elevators in the 1960’s building; construction of a new main electrical equipment room to meet current electrical and life safety codes, replacement of power distribution systems, replacement of fire alarm system, and upgrades to the telecommunications and data transfer systems. Phase 2 would also include a sub phase, Phase 2A, which would include the seismic upgrades and extensions of new mechanical and electrical systems throughout the entire 4<sup>th</sup> floor. Sub phase, Phase 2B, would provide building envelop energy upgrades to the 1940’s building.

The balance of project phasing work would generally include tenant improvement work throughout the balance of the existing courthouse facility. This would generally include gutting of spaces and construction of new partitions and ceilings, new floor/wall/ceiling finishes, new casework, extensions of new mechanical air distribution and control systems, extensions of new fire suppression system, new plumbing and plumbing fixtures, new electrical circuiting, new lighting, new telecom and data circuiting.

f

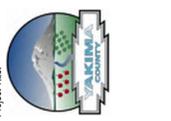


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	REVISION 10/2017

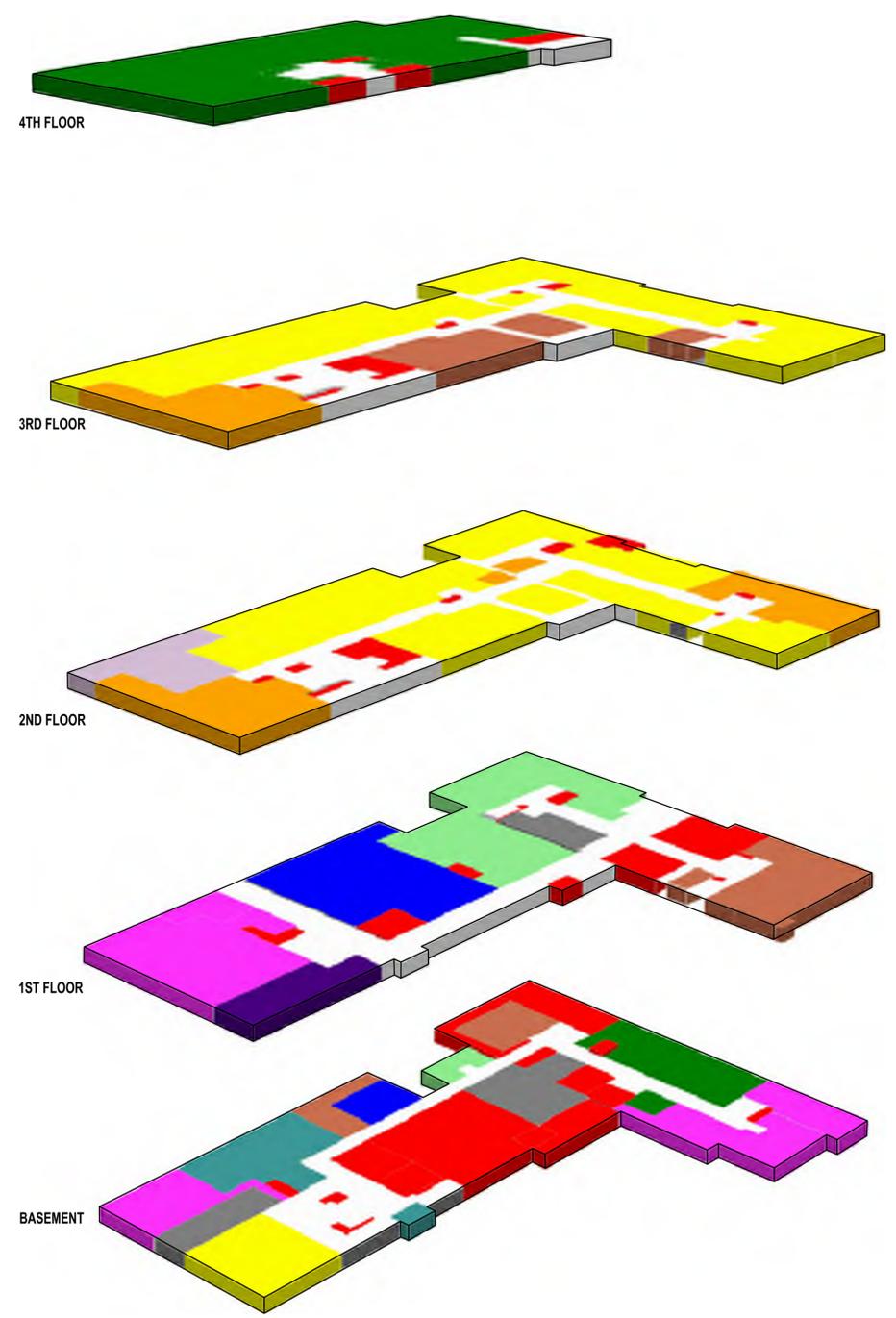
Project No: 1505  
Drawn By: CH  
Approved By: PR & KT  
Date: SEPTEMBER 6, 2016  
Sheet Title:  
**PHASING DIAGRAMS  
EXISTING BUILDING  
PHASE 1A AND 1B**

2" AT FULL SHEET (22x34)  
1" AT HALF SHEET (11x17)

Sheet No:

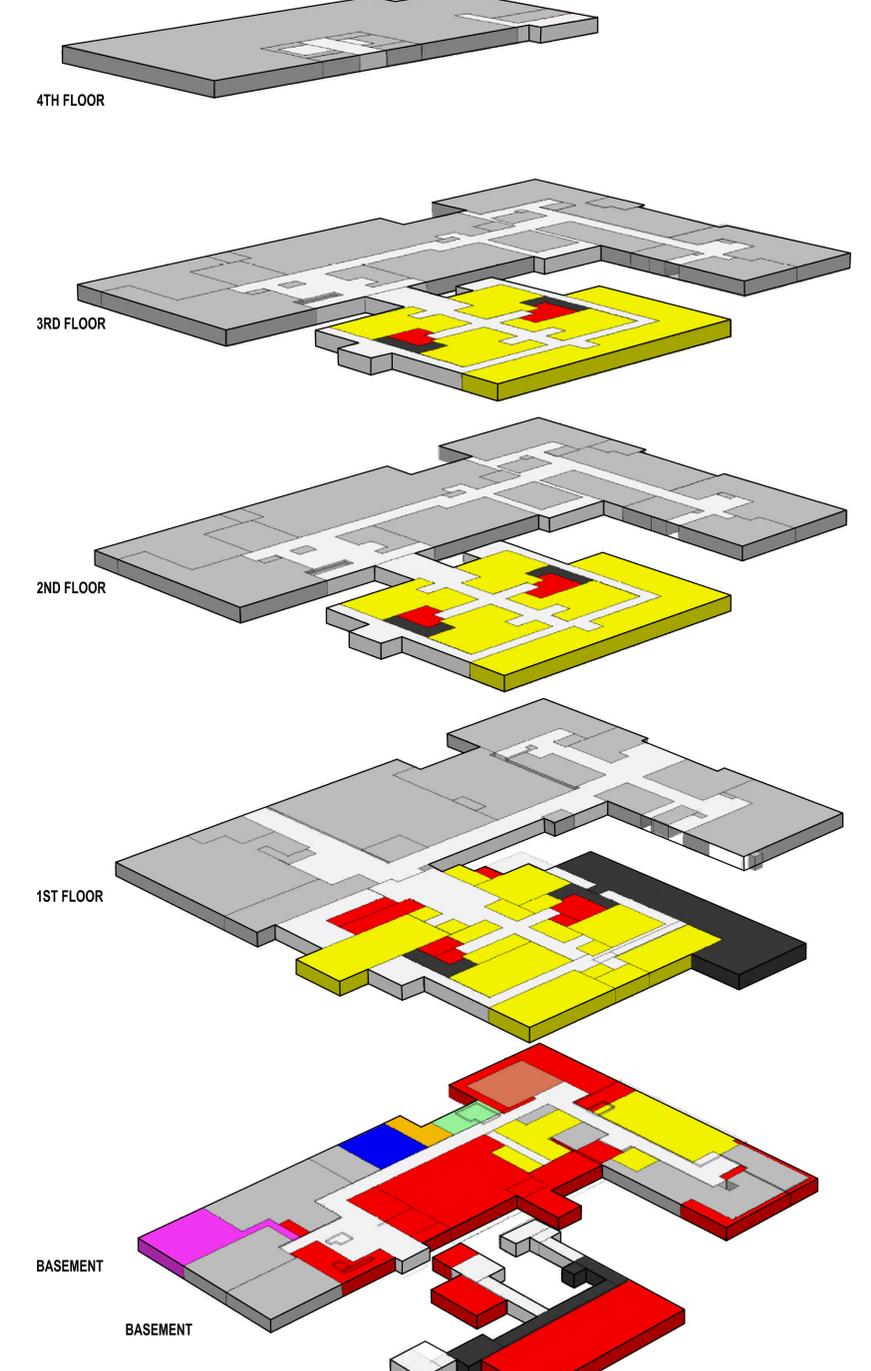
**A1.1**

PRE-DESIGN - PROJECT PHASING



**EXISTING BUILDING**

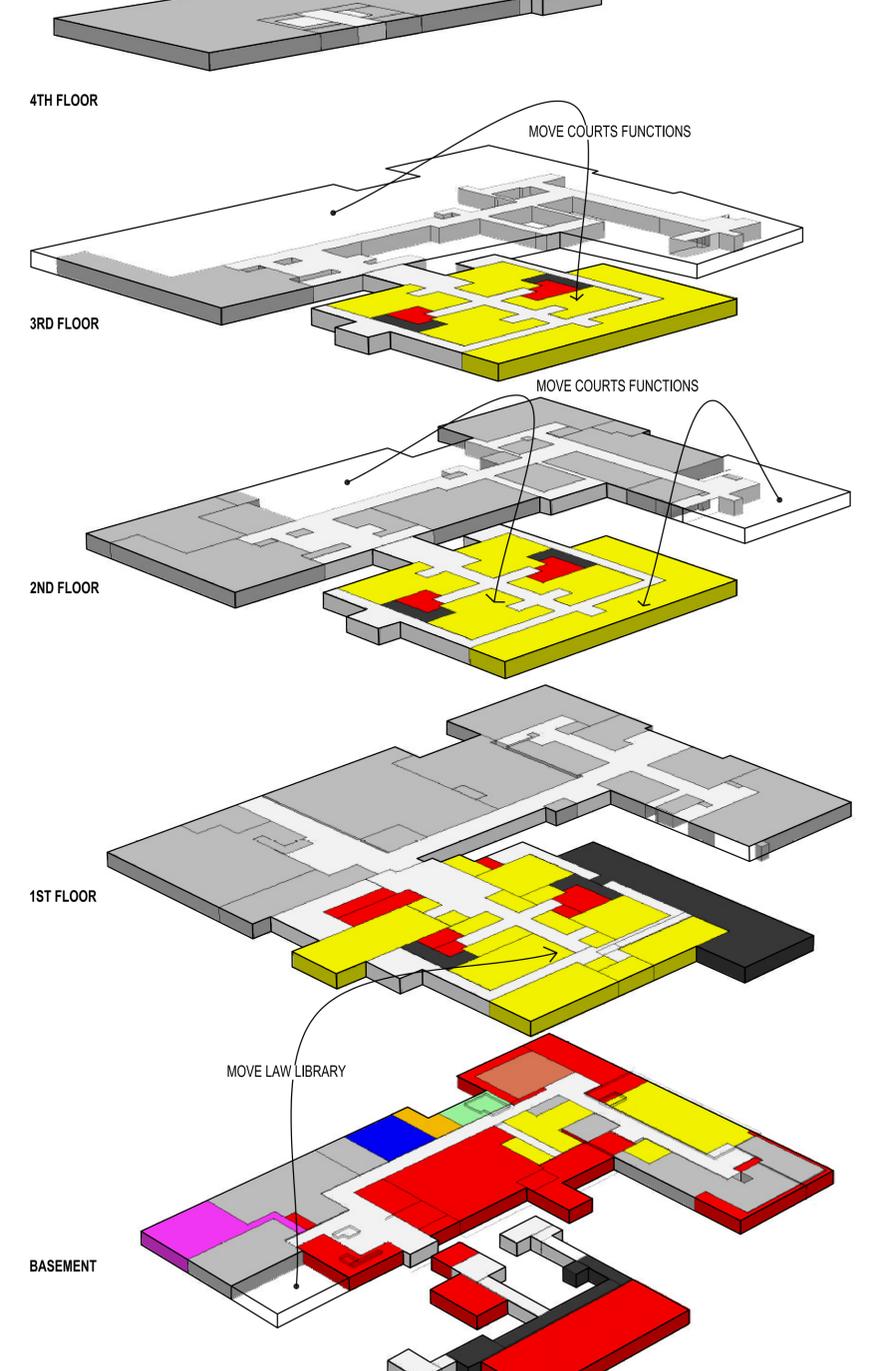
- LEGEND**
- PUBLIC SERVICES & GIS
  - COURTS
  - PROSECUTING ATTORNEY
  - BOARD OF COUNTY COMMISSIONERS
  - CLERK
  - AUDITOR
  - ASSESSOR
  - TREASURER
  - HUMAN RESOURCES
  - GENERAL BUILDING SUPPORT
  - TECHNOLOGY SERVICES
  - DISTRICT COURT SERVICES



**PHASE 1A - CONSTRUCT NEW COURTS TOWER**

CONSTRUCT A NEW THREE-STORY COURTS ADDITION TO INCLUDE THE FOLLOWING: 5 DISTRICT COURTS WITH SUPPORT SPACES, 7 SUPERIOR COURTS WITH SUPPORT SPACES, 14 JUDGE/COMMISSIONER CHAMBERS, 4 DISTRICT COURT JURY ROOMS, 6 SUPERIOR COURT JURY ROOMS, A VEHICLE SALLYPORT, INMATE HOLDING AND CONTROLLED CIRCULATION TO COURTS AND ONE SECURE ACCESS TO THE ENTIRE BUILDING COMPLEX.

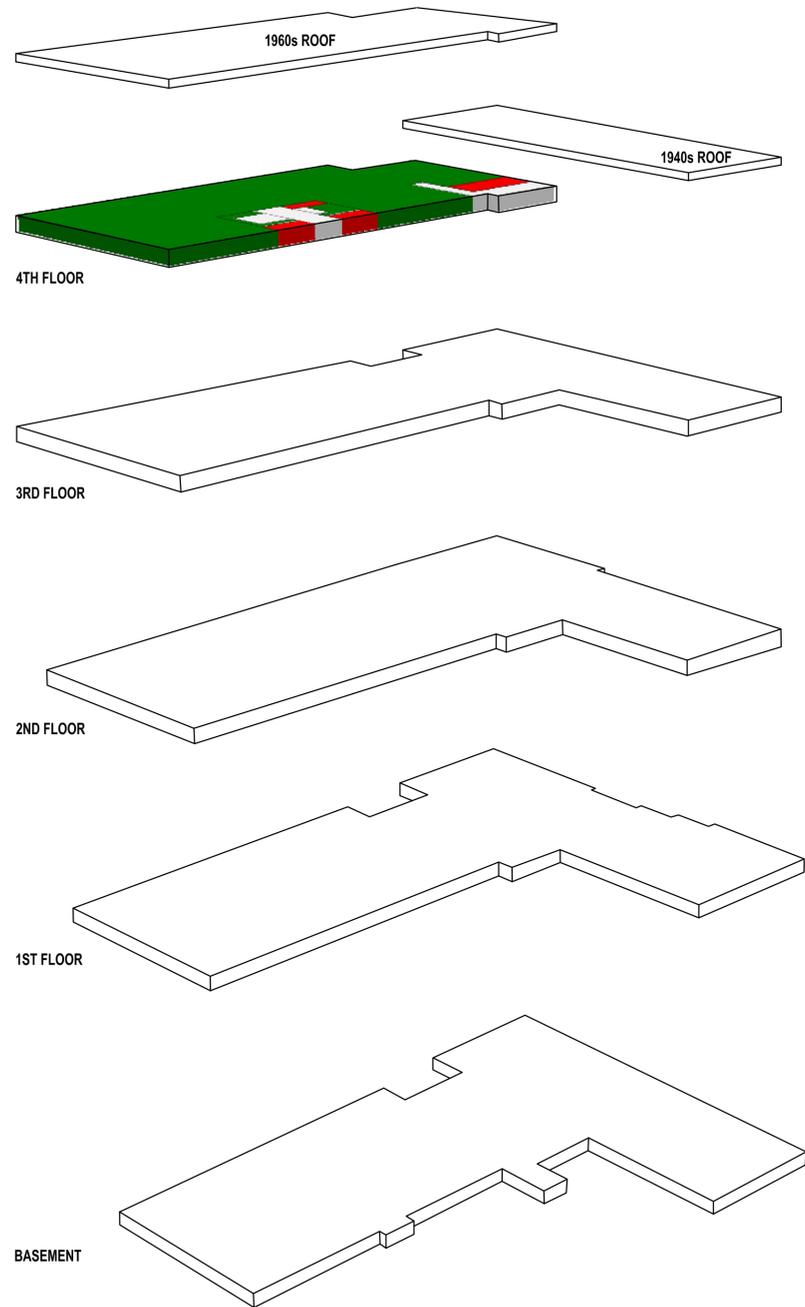
- DEPARTMENTS NOT AFFECTED BY PHASE
- VACANT SPACE / CIRCULATION



**PHASE 1B - MOVE COURTS FUNCTIONS TO TOWER**

MOVE FAMILY COURT, DISTRICT AND SUPERIOR COURT FUNCTION FROM THE EXISTING 2ND AND 3RD FLOORS OF THE 40'S/60'S BUILDING TO THE NEW COURT ADDITION. MOVE THE LAW LIBRARY FUNCTIONS OUT OF THE EXISTING BASEMENT TO THE COURTS ADDITION. ONE SPACE FOR THE PUBLIC AND ONE FOR JUDGES

PRE-DESIGN - PROJECT PHASING



**PHASE 2 - BUILDING CORE AND INFRASTRUCTURE**

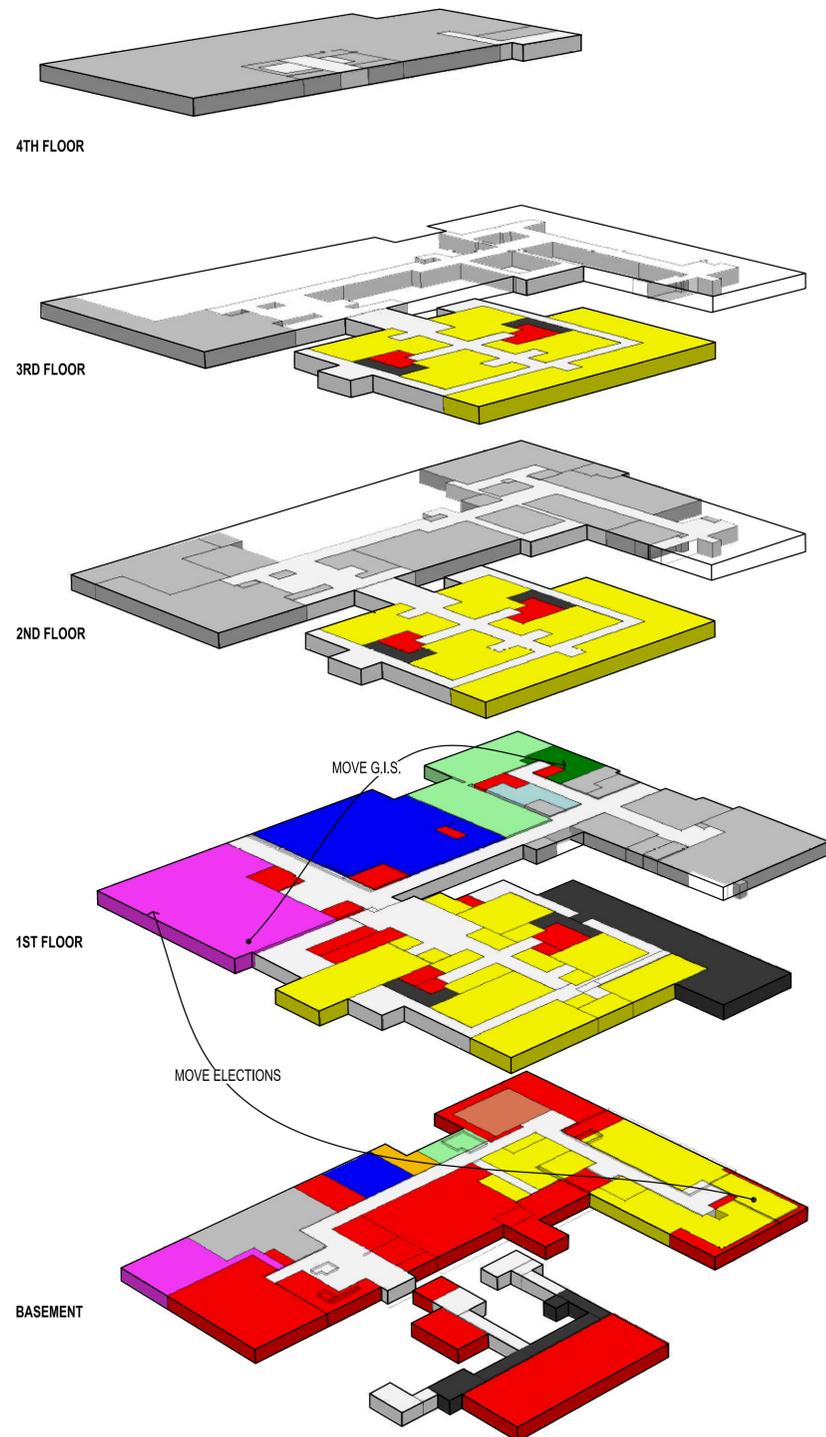
MECHANICAL, ELECTRICAL, & STRUCTURAL INFRASTRUCTURAL UPGRADES TO 1940s AND 1960s BUILDINGS TO INCLUDE STRUCTURAL SEISMIC UPGRADES, UPDATED CHILLERS, NEW FAN MOTORS, DDC CONTROLS, A NEW CODE-COMPLIANT MAIN ELECTRICAL ROOM, SWITCHGEAR, RACEWAYS, AND FEEDERS TO NEW DISTRIBUTION PANELS, NEW FIRE SUPPRESSION SYSTEM, AND UPDATED FIRE ALARM SYSTEM.

**PHASE 2A - 4TH FLOOR IMPROVEMENTS**

EXTENSIONS OF MECHANICAL AND ELECTRICAL SYSTEMS THROUGHOUT 4TH FLOOR AND FINISH REPLACEMENTS AS NEEDED. IF NEEDED, PUBLIC SERVICES COULD TEMPORARILY MOVE TO VACATED 3RD FLOOR SPACES UNTIL WORK ON 4TH FLOOR IS COMPLETED.

**PHASE 2B - BUILDING ENVELOPE UPGRADES**

BUILDING ENVELOPE THERMAL UPGRADES TO 1940s BUILDING TO INCLUDE FURRED & INSULATED EXTERIOR WALLS, NEW WINDOWS, STOREFRONT ENTRY DOORS, AND NEW TAPERED-INSULATED ROOFING.



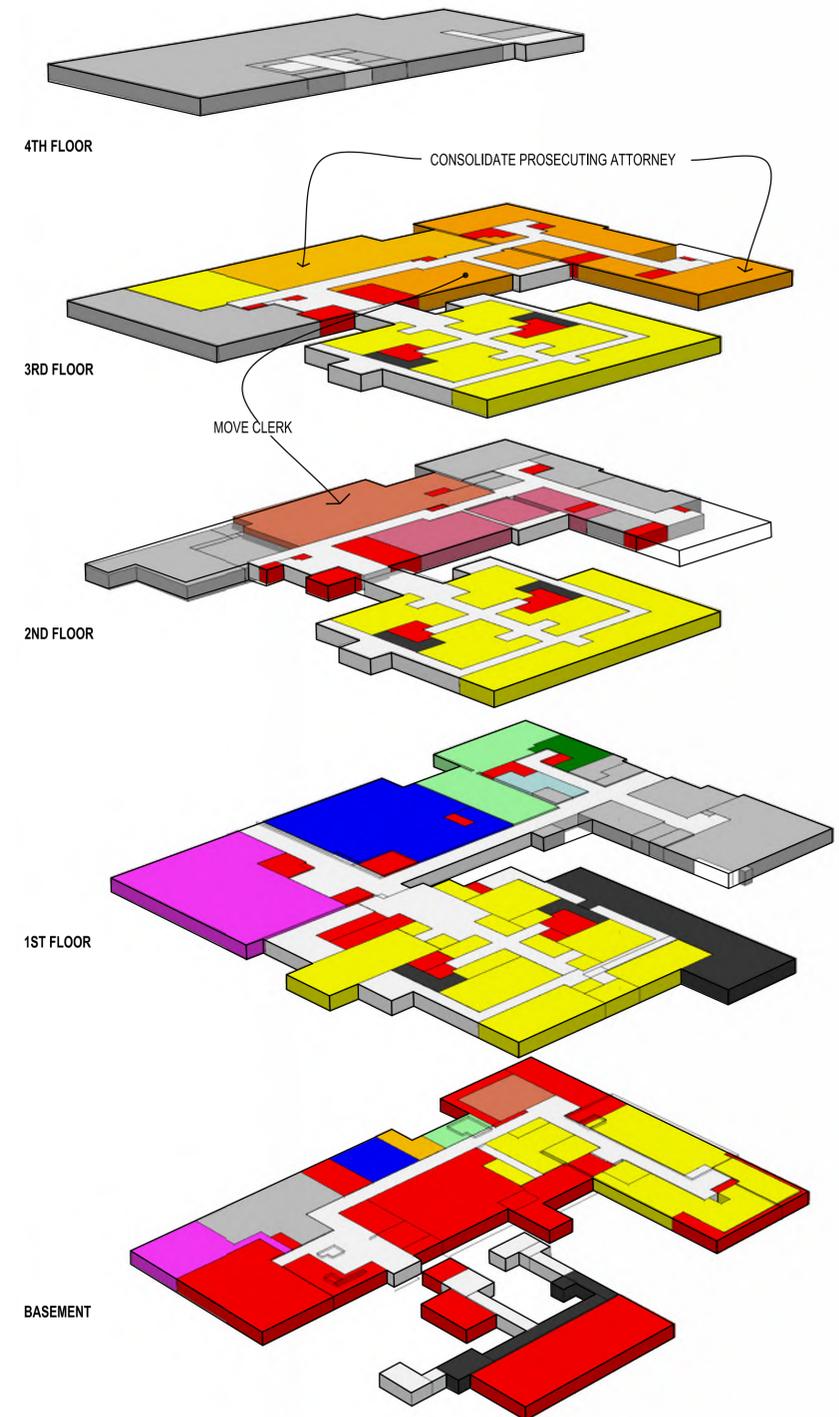
**PHASE 3A - TENANT IMPROVEMENTS**

ADJUST SPACES FOR AUDITOR, ASSESSOR AND TREASURER TO REMAIN IN THE CURRENT AREA ON THE 1ST FLOOR. MOVE ELECTIONS FROM THE BASEMENT TO BE WITHIN THE AUDITOR SPACE. RELOCATE GEOGRAPHIC INFORMATION SERVICES (GIS) TO THE 1ST FLOOR OF THE 40'S BUILDING. LOCATE PURCHASING IN SPACE ON THE 1ST FLOOR OF THE 40'S BUILDING. REMODEL AS REQUIRED.

**LEGEND**

- PUBLIC SERVICES & GIS
- ASSESSOR
- COURTS
- TREASURER
- PROSECUTING ATTORNEY
- HUMAN RESOURCES
- BOARD OF COUNTY COMMISSIONERS
- GENERAL BUILDING SUPPORT
- CLERK
- TECHNOLOGY SERVICES
- AUDITOR
- DISTRICT COURT SERVICES

- DEPARTMENTS NOT AFFECTED BY PHASE
- VACANT SPACE / CIRCULATION



**PHASE 3B - TENANT IMPROVEMENTS**

MOVE CLERK FUNCTIONS CURRENTLY ON THE 3RD FLOOR TO THE 2ND FLOOR. RELOCATE SUPERIOR COURT MANAGEMENT STAFF TO THE 3RD FLOOR. CONSOLIDATE ALL PROSECUTING ATTORNEY FUNCTIONS TO THE 3RD FLOOR. MOVE PROSECUTING ATTORNEY FROM 2ND FLOOR TO THE 3RD FLOOR. DISTRICT COURT FINANCIAL SERVICES, PRE-TRIAL STAFF AND MANAGEMENT STAFF REMAIN IN THEIR CURRENT LOCATION ON THE 2ND FLOOR. REMODEL AS REQUIRED.



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No.	Description
	REVISION 10/2017

Project No: 1505  
Drawn By: CH  
Approved By: PR & KT  
Date: SEPTEMBER 6, 2016  
Sheet Title: PHASING DIAGRAMS PHASE 2A, 2B, 3A, & 3B

2" AT FULL SHEET (22x34)  
1" AT HALF SHEET (11x17)

Sheet No:

**A1.2**

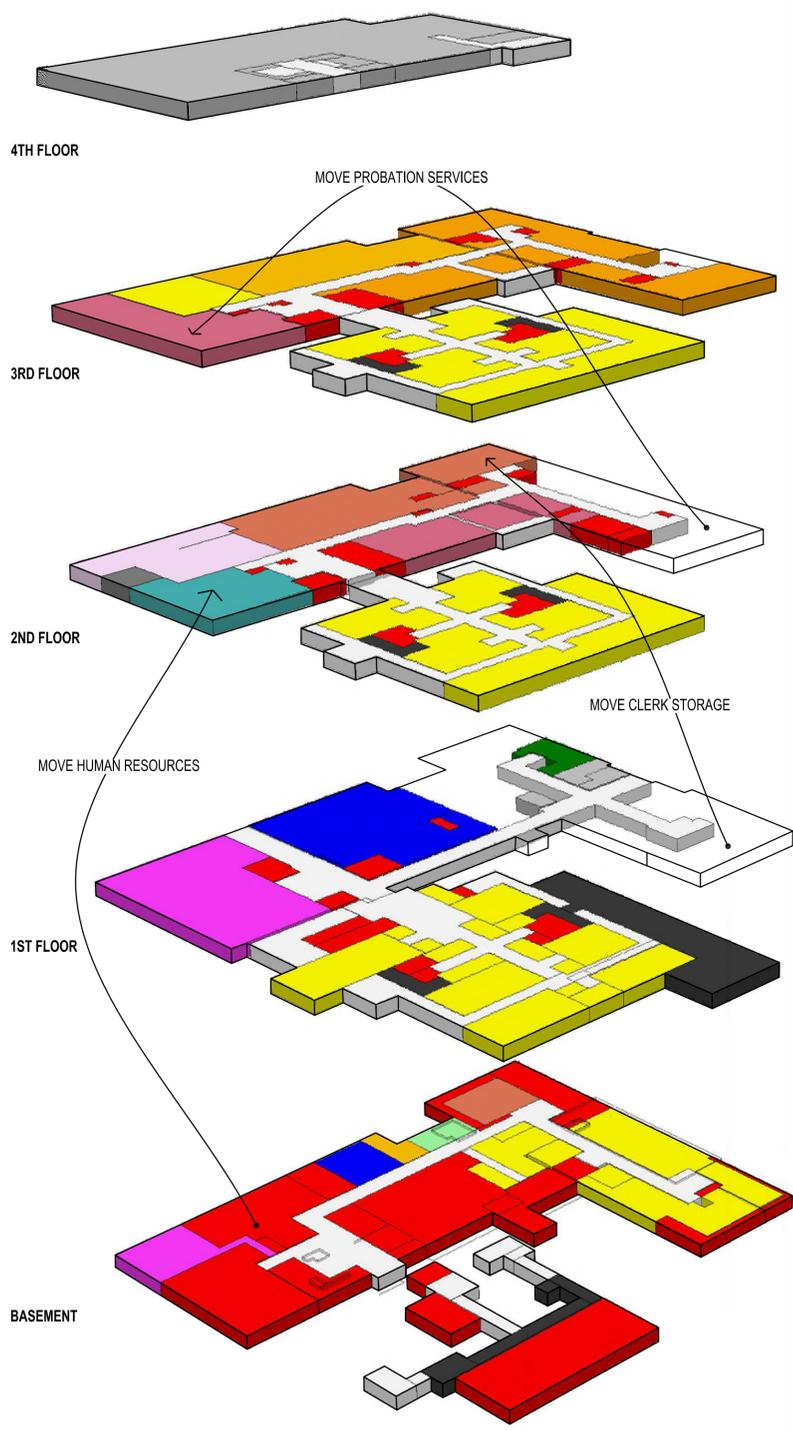


No.	Description
	REVISION 10/2017

Project No:	1505
Drawn By:	CH
Approved By:	PR & KT
Date:	SEPTEMBER 6, 2016
Sheet Title:	PHASING DIAGRAMS PHASES 4, 5, AND 6

2" AT FULL SHEET (22x34)  
1" AT HALF SHEET (11x17)

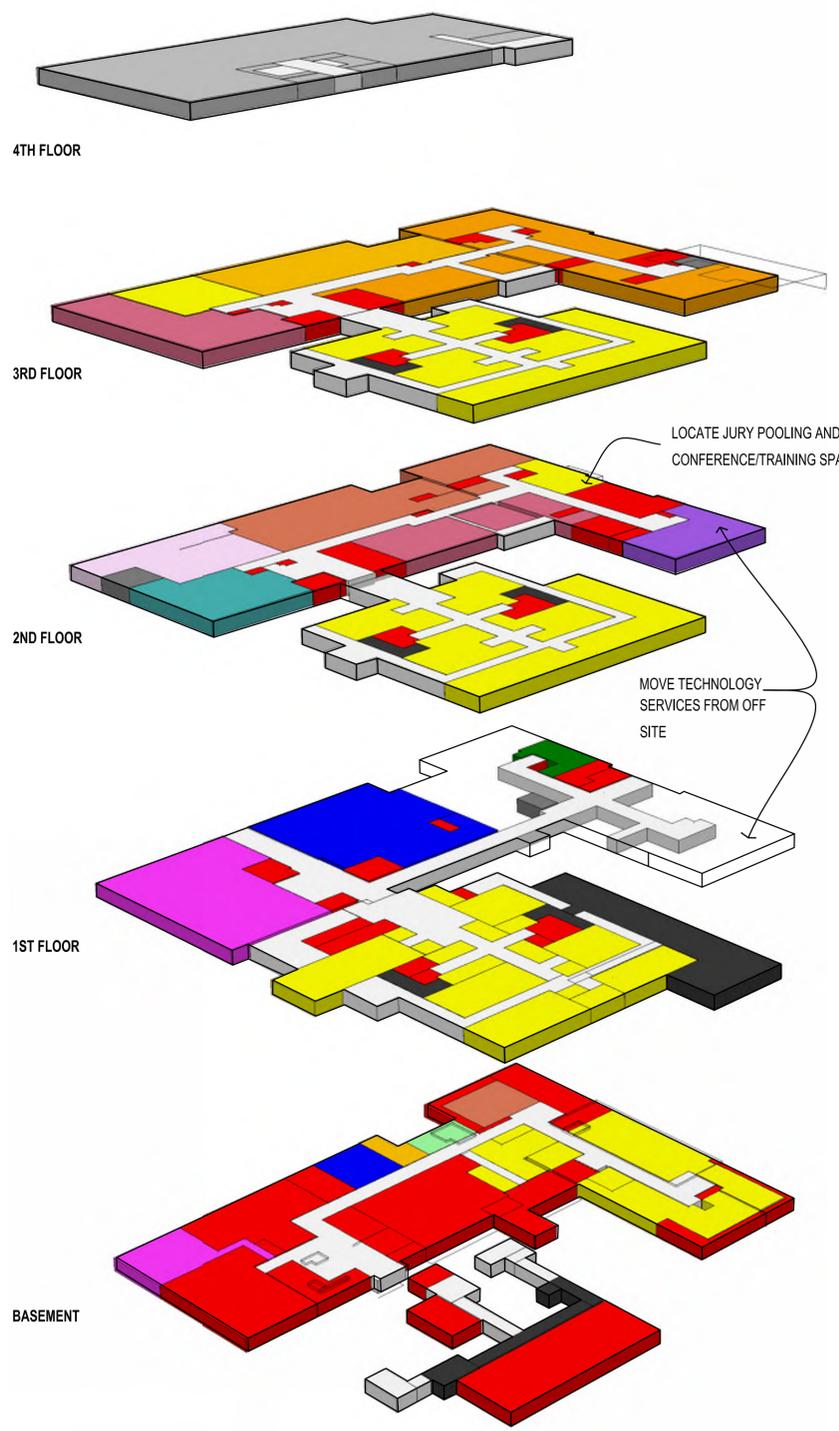
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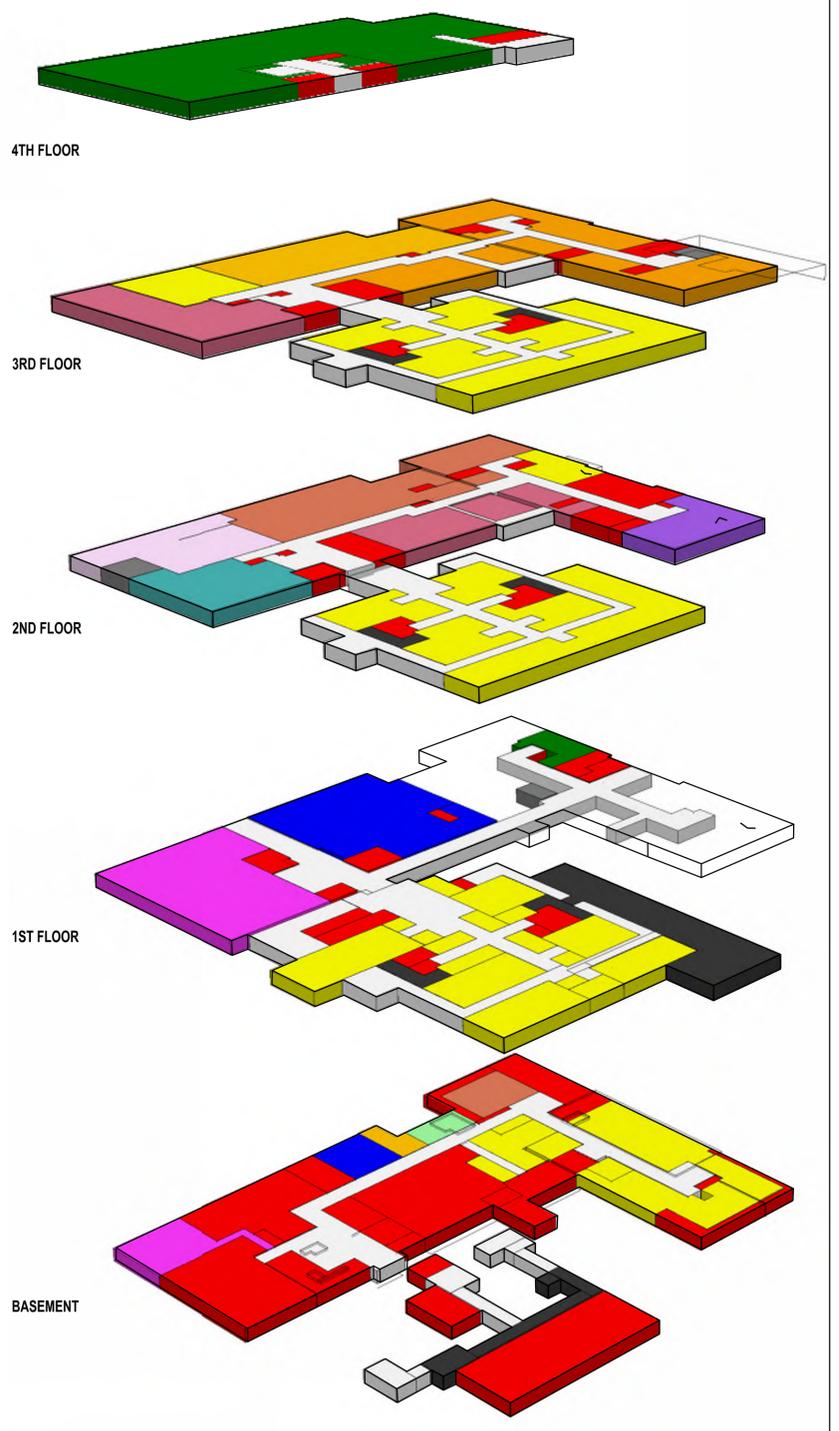
**PHASE 4 - TENANT IMPROVEMENTS**  
EXPAND THE BOARD OF COUNTY COMMISSIONERS IN THEIR CURRENT LOCATION TO MEET FUTURE NEEDS. MOVE HUMAN RESOURCES FROM THE BASEMENT TO THE 2ND FLOOR. MOVE DISTRICT COURT PROBATION SERVICES FROM THE 2ND FLOOR TO THE 3RD FLOOR AND MOVE CLERK STORAGE FUNCTIONS FROM THE 1ST FLOOR TO THE 2ND FLOOR. REMODEL AS REQUIRED.

**LEGEND**

PUBLIC SERVICES & GIS	CLERK	HUMAN RESOURCES
COURTS	AUDITOR	GENERAL BUILDING SUPPORT
PROSECUTING ATTORNEY	ASSESSOR	TECHNOLOGY SERVICES
BOARD OF COUNTY COMMISSIONERS	TREASURER	DISTRICT COURT SERVICES
		DEPARTMENTS NOT AFFECTED BY PHASE
		VACANT SPACE / CIRCULATION



**PHASE 5 - TENANT IMPROVEMENTS**  
LOCATE JURY POOLING AND CONFERENCE/TRAINING SPACES ON THE EAST SIDE OF THE 2ND FLOOR. REMODEL AS REQUIRED. MOVE TECHNOLOGY SERVICES FROM OFF-SITE TO THE SOUTHEAST PORTION OF THE 1ST AND 2ND FLOORS. REMODEL AS REQUIRED.



**PROJECT COMPLETION**

**SECTION VIII -  
BASIS OF DESIGN  
NARRATIVES**



## **Basis of Design Narratives**

The following basis of design narratives were developed to create an understanding of the type of construction anticipated for a project of this type and magnitude. The narratives include the suggested use of materials and building systems needed in contemporary construction, and in some cases specific to this project type, namely District and Superior Courts and general governmental offices. It is from these design narratives that the rough order of magnitude cost estimates were developed for each phase of the project.



**YAKIMA COUNTY COURTHOUSE 2030 FACILITIES STRATEGIC PLAN IMPLEMENTATION  
PRELIMINARY DESIGN PHASE – COURTHOUSE EXPANSION AND RENOVATION  
BASIS OF DESIGN NARRATIVES FOR DEVELOPMENT OF ROUGH ORDER OF MAGNITUDE COST  
ESTIMATE**

In order for the ART consultant team to develop a Rough Order of Magnitude (ROM) cost estimate for the multi-phase building expansion and renovation project, individual consultant firm members had to make reasonably educated assumptions as to what building systems and materials would be appropriate for the courts expansion as well as for the phased remodeling work within the existing courthouse facility. These assumptions were based on previous design experience on this type of building type and uses, as well as knowledge of the existing courthouse facility. The basis of design narratives for the purpose of developing a rough order of magnitude cost estimate for each design discipline are as follows:

**CIVIL**

**PHASE 1: NEW COURTHOUSE ADDITION:**

1. Selective Demolition
  - a. Demolition of asphalt pavement, curbs, and gutters to accommodate the courts expansion, parking lot and access modifications.
  - b. Excavation and backfill to accommodate construction of the expansion basement and building foundations.
  - c. Haul-off of excess excavated material.
  
2. Utility Work
  - a. Rerouting of existing gas main from under foot print of courts expansion. Facilitate a new gas meter and service line to the courts addition building.
  - b. Rerouting of sanitary sewer emanating from the 1960's courthouse from under foot print of courts expansion. New sewer connections to the courts addition building.
  - c. Routing of domestic water, fire suppression water, gas, power, and telecom services to the new courts expansion.
  - d. Anticipated new storm drainage system to accommodate expansion roof runoff and parking lot changes.
  
3. Finish Site Work
  - a. Finish grading and new asphalt pavement and parking striping around courts expansion. Asphalt pavement patching at new trenching in existing asphalt pavement to remain.
  - b. New concrete pavement for sidewalks and new building entry plaza, concrete curbs, curb cuts, and gutters as required.

**PHASES 2-5: EXISTING BUILDINGS RENOVATION**

1. No additional site work anticipated.

**LANDSCAPING**



#### PHASE 1: NEW COURTHOUSE ADDITION

1. Selective Demolition
  - a. Selective demolition of trees, shrubbery, and lawn of the existing mini-park will be required to accommodate the courthouse addition and reconfigured staff parking lot and associated drive aisles.
2. New Landscape Work
  - a. New landscaping work is anticipated at the mini-park because of parking and drive aisle modification work if the site plan option to not convert this park to staff parking is chosen. If the site plan option to convert the park to staff parking is chosen, landscaping modification work will be needed.
  - b. New landscaping work is also anticipated at the new building entry plaza to assist in creating a new public gathering space at what will be the new public entry point for the overall courthouse facility.
  - c. Some new landscape islands may be included in the staff parking lot to reduce the overall “heat island” effect of the asphalt paved parking lot.

#### PHASES 2-5: EXISTING BUILDINGS RENOVATION

1. No additional landscaping work anticipated.

### **ARCHITECTURAL**

#### PHASE 1: NEW COURTHOUSE ADDITION

1. Selective Demolition
  - a. The balance of the old jail outdoor recreation yard structure left remaining after old jail demolition project will now need to be demolished to make room for the new courts addition.
  - b. A portion of the old jail basement south wall will now need to be demolished to make room for the new courts addition.
  - c. Minor selective demolition to the exterior walls of the 1<sup>st</sup> through 3<sup>rd</sup> floors of the 1960’s building to accommodate attachment of the courts addition.
2. New Courts Addition Construction
  - a. For the courts addition building envelope, to provide a unifying design concept to tie the 1960’s building envelope to the courts addition, we anticipate utilizing a similar building exterior wall cladding system with select areas for curtainwall construction, and the use of sunshades similar to those used on the 1960’s building. The exterior walls would be constructed as a rain screen system and would consist of metal stud framing, fiberglass batt insulation between studs, rigid foam exterior sheathing, a fluid applied air and moisture barrier, and a prefinished aluminum composite panel siding. The interior finish would typically be painted fire resistant gypsum drywall, except for at courtrooms where prefinished wood paneling, installed over gypsum drywall, would be utilized to reinforce the decorum of the court system. At the vehicle sally port and inmate holding area, exterior wall construction would likely be reinforced and solid grouted concrete masonry with furring at the outside with rigid foam insulation and metal siding. The interior finish would be paint.
  - b. The courts addition interiors would typically consist of metal stud framed walls and soffits with painted fire resistant gypsum drywall sheathing. Court rooms would typically have



walls finished with prefinished wood paneling to assist in establishing the decorum of the courts. Door openings would consist of hollow metal frames, prefinished solid core wood doors, and commercial grade door hardware. Where need to comply with a higher fire resistance rating, painted hollow metal doors would be used. Staff access doors would be controlled via a local card access control system. Ceilings would typically be suspended t-bar acoustic tile. Select rooms like toilet rooms would have painted gypsum drywall attached to suspended metal ceiling framing. Floor finishes would typically consist of carpet tile in most spaces, sheet vinyl in toilet rooms, and vinyl tile in utility/storage rooms. Courtroom benches would be fabricated from prefinished wood paneling, commercial grade casework, and solid surfacing countertops. Toilet rooms would typically be finished with plastic wall wainscot and solid plastic panel toilet stalls and urinal screens. Courtrooms would be outfitted with retractable ceiling mounted projection screens, ceiling mounted projectors, and local PA audio systems. Inmate holding cells would be outfitted with fixed bench seating; doors would be detention grade hollow metal with detention locksets. Commercial hydraulic passenger elevator will be provided; painted metal cab walls and ceilings for inmate movement elevators, prefinished wood panel wall finish and carpet tile in public and staff elevators. At the inmate holding areas and movement corridors, interior wall construction would typically be reinforced and solid grouted and painted concrete masonry. Inmate movement elevators would have similar wall construction. Inmate area ceilings would typically be suspended steel framing with detention grade and reinforced and painted gypsum drywall. Inmate area floor finish would typically be painted with an epoxy paint system.

#### PHASE 2A: EXISTING COURTHOUSE BUILDING SYSTEMS INFRASTRUCTURE UPGRADES; BASEMENT & 4<sup>TH</sup> FLOOR RENOVATIONS

1. Selective Demolition
  - a. Select walls and ceilings may need to be demolished to accommodate the structural, mechanical and electrical systems infrastructural upgrade work.
2. New Construction
  - a. Construction of a new main electrical switchgear room for the existing courthouse facility. Location may be either in the existing basement if space allows, or up at grade.
  - b. No additional site work anticipated.
3. Renovation Work – Basement through 4<sup>th</sup> floor
  - a. Restoration/replacement of new interior walls, ceilings, and finishes as needed to accommodate building core systems upgrades.
  - b. Renovation of the two public elevators located in the 1960's building, to include upgraded cabling systems, motors, controls and cab finishes. Note: It is anticipated that renovation work to the 1940's building elevator will be completed before commencement of this new project.
  - c. Renovation of common corridors, toilet rooms, etc. on each floor.
  - d. Renovation of the balance of the 4<sup>th</sup> floor beyond infrastructural upgrades for replacement of finishes disrupted by extension of the mechanical and electrical systems into the entire floor.

#### PHASE 2B: PROPOSED ENERGY UPGRADES TO 1940'S BUILDING ENVELOPE



1. Selective Demolition
  - a. Demolition of existing roofing and sheet metal flashings and copings.
  - b. Demolition of existing windows, storefront, and doors.
2. Renovation Work
  - a. Furring along insides of all exterior walls, installation of wall insulation to meet energy code, installation of drywall and paint finish.
  - b. Installation of tapered rigid foam roof insulation, single ply 60 mil TPO roofing membrane, installation of new sheet metal flashings and copings.
  - c. Installation of new thermally broken aluminum windows, storefront entrance doors, and hollow metal doors. Glaze new windows and doors with Low-E insulated glazing units.
  - d. Pressure wash, tuck point, and seal exterior brick masonry.

#### PHASES 3 THRU 5: EXISTING COURTHOUSE PHASED TENANT IMPROVEMENT RENOVATIONS

1. Selective Demolition
  - a. Demolition of select interior walls, ceilings, finishes, built-in casework, and accessories.
2. Renovation Work – 1<sup>st</sup> through 3<sup>rd</sup> Floor
  - a. Remodel areas of the 1940's and 1960's buildings will have similar office and support spaces, similar wall and ceiling construction and wall/floor/ceiling finishes, and similar casework and accessories as those in the courts addition. Where needed, a higher degree of wall construction and/or finishes or built-ins will be provided to accentuate specific functions in spaces, such as wall insulation at toilet rooms and conference rooms, at public service counters, commissioners' offices, etc.
3. Renovation Work – 4<sup>th</sup> Floor
  - a. Remodel 1960's building 4<sup>th</sup> floor will potentially be more limited than on other floors because the Public Services Department will generally remain intact. Work will primarily entail structural seismic upgrade work, mechanical and electrical upgrades work, and restoration or replacement of disturbed ceilings, walls, and finishes.

### **STRUCTURAL**

#### PHASE 1: NEW COURTHOUSE ADDITION

1. Foundations
  - a. Concrete spread footing foundations
  - b. Concrete foundations/basement walls below grade
2. Superstructure
  - a. Composite steel floor beams at 8-10 feet on center with W3 20-gauge composite metal floor decking, concrete topping, and wire mesh.
  - b. Interior and exterior steel columns
  - c. Steel roof beams 6-8 feet on center with 1 ½ inch type B 20-gauge metal roof decking.
3. Lateral Resting System
  - a. Steel brace frames full height of the building.
  - b. Concrete over metal deck floor diaphragms.
  - c. Metal decking roof diaphragm.

#### PHASE 2: EXISTING COURTHOUSE BUILDING SEISMIC UPGRADES

1. Structural Assessment



- a. For more comprehensive summary of structural deficiencies and recommended seismic upgrades for the 1941 and 1961 buildings see structural report dated April 19, 2016.
2. Supplemental Vertical Resisting Elements.
  - a. Provide full height concrete shear walls or steel brace frames as noted in the structural assessment report . These elements should align full height of the building from the foundation to the roof structure.
  - b. Currently one line of shear walls in each building are either not continuous to the foundation or do not extend full height to the roof. Provide new concrete shear walls to provide a continuous load path from the roof to the foundation as noted in the structural assessment report.
  - c. Strengthen the ends of the existing concrete shear walls at the stairs and elevators by adding boundary elements at the end of the walls.
3. Diaphragm Upgrades
  - a. Provide steel collector members, as shown in the structural assessment report extending from the new and existing concrete shear walls or brace frames.
4. Other Structural Work
  - a. Structural framing around mechanical penetrations through existing concrete walls, floors, and roof structure.
  - b. Support of mechanical equipment and piping.
  - c. All load paths for the existing concrete columns and beams are assumed to remain unchanged.
  - d. All nonstructural elements are assumed to be upgraded as part of the renovation process.
5. Phasing Options for Seismic Upgrade Work.
  - a. The supplemental vertically resisting elements (concrete shear walls or steel brace frames) should be constructed from the foundation to the roof. Constructing them floor to floor causes irregularities in the lateral resisting system causing potential significant overstress.
  - b. The vertical elements may be added in vertical sections, one element full height of the building, versus the entire floor.
  - c. Diaphragm collectors may be added floor to floor in any order without significantly affecting the structural/seismic performance of the building.

PHASES 3-5: No addition structural work these phases.

## **MECHANICAL**

### **PHASE 1 - NEW COURTHOUSE ADDITION**

1. Site Mechanical
  - a. New underground gas service from utility to meter at the new building.
  - b. New fire service and FDC service.
  - c. New domestic water service.
  - d. Sanitary sewer connection to site service.
  - e. Storm water connection to site service.
2. Demolition



- a. Minor mechanical demolition where two buildings connect on 2nd and 3rd floors.
3. Fire Suppression
    - a. Wet pipe fire sprinkler riser, 6-inch, with backflow preventer.
    - b. Connection to site new FDC.
    - c. Pre-action system with institutional heads for holding cells.
    - d. Fire distribution piping and sprinkler heads for complete building coverage.
  4. Plumbing
    - a. New domestic water service, 4-inch, with dual reduced pressure backflow preventers.
    - b. Isolation valve and arrangements to serve separate risers for building.
    - c. Gas fired water heaters with domestic recirculation pumps.
    - d. New building distribution piping for hot water, cold water, and hot water recirculation.
    - e. New building waste/vent system.
    - f. New natural gas service and piping to serve water heaters and boilers.
    - g. Plumbing fixtures; standard commercial quality with sensor operated flush valves and faucets.
    - h. Roof drains and storm drain piping.
  5. HVAC and Energy Management Controls
    - a. New HVAC air handlers with 100% outdoor air capability; hot water heating coils; chilled water cooling coils. Estimated 60,000 cfm capacity.
    - b. New central water cooled chiller with rooftop cooling tower; estimated 160 tons capacity.
    - c. New central gas fired boilers, with duplex pumps. Estimated 1,500 MBH capacity.
    - d. Medium pressure duct distribution to area variable-air-volume (VAV) terminal units.
    - e. VAV terminal units to provide area zoning; with hot water reheat coils for zones with heating requirements.
    - f. Low pressure duct distribution downstream of VAV terminal units and air outlets for various areas.
    - g. Perimeter hot water heating baseboard at selective areas as needed to offset perimeter heat loss.
    - h. Rooftop exhaust fan for restroom and other exhaust.
    - i. Rooftop relief fan for building economizer.
    - j. Computer based direct digital controls (DDC) for HVAC system operation and energy management.

## PHASE 2: EXISTING COURTHOUSE BUILDING SYSTEMS INFRASTRUCTURE UPGRADES

1. Site Mechanical
  - a. New fire service (with systems of this age, NFPA requires replacement or investigative studies to confirm piping integrity. We are assuming all new will be required at this point unless we can determine otherwise).
  - b. New domestic water service (due to system age we are recommending a new water service and associated valving).
2. Demolition



- a. As required to accommodate mechanical work.
  - b. Demo mechanical items that are to be replaced, as allowed in areas that are unoccupied or work will not conflict with area usage.
  - c. Demo major items in basement, mechanical rooms, and in shafts.
3. Fire Suppression
- a. New wet pipe fire sprinkler system throughout.
  - b. Install system in as allowed in areas that are unoccupied or work will not conflict with area usage.
4. Plumbing
- a. New reduced pressure backflow preventers.
  - b. New isolation valve and arrangements to serve separate risers for building areas.
  - c. New building distribution piping for hot water, cold water, and hot water recirculation.
  - d. New plumbing fixtures; standard commercial quality with sensor operated flush valves and faucets. Replacement of fixtures would occur in areas vacated due to new Courthouse being constructed, or in areas which can be made available.
  - e. New roof drains and storm drain piping (recommend replacement due to age).
5. HVAC and Energy Management Controls
- a. New (or refurbished) HVAC central fans; hot water heating coils; chilled water cooling coils. The central fan work may require either a temporary fan system while the existing fans are retro-fit; or alternatively complete new fans could be installed at an alternate location (e.g. use new rooftop fans in lieu of the basement fans, or basement located fan “walls”).
  - b. New cooling tower and piping. Depending on time of year construction this may involve a new tower adjacent to the old (to allow it to remain in operation), or a new one in the same location.
  - c. Existing chiller to remain.
  - d. Add third gas fired boiler (existing two boilers to remain).
  - e. Replace aged hydronic circulating pumps not replaced. If the old Jail Demo project proceeds, the main heating pumps would have been replaced, and only perimeter zone heating pumps would need to be replaced. Chilled water and condenser pumps can remain.
  - f. New hydronic distribution piping.
  - g. New VAV terminal units to provide area zoning; with hot water reheat coils for zones with heating requirements. Install in areas that are not occupied or not impacted by the work.
  - h. New Low pressure duct distribution downstream of VAV terminal units and air outlets for various areas.
  - i. Perimeter hot water heating baseboard ate selective areas as needed to offset perimeter heat loss.
  - j. New exhaust and relief fans.
  - k. New DDC; compatible with first phase system.

#### PHASES 3 THRU 5: EXISTING COURTHOUSE PHASED RENOVATIONS

1. Site Mechanical
  - a. No site work anticipated.



2. Demolition
  - a. As required to accommodate architectural work in this phase.
  - b. Demo mechanical items that are to be replaced, as allowed in areas that are unoccupied or work will not conflict with area usage.
3. Fire Suppression
  - a. Install system in as allowed in areas that are unoccupied or work will not conflict with area usage.
4. Plumbing
  - a. New building distribution piping for hot water, cold water, and hot water recirculation.
  - b. New plumbing fixtures; standard commercial quality with sensor operated flush valves and faucets.
5. HVAC and Energy Management Controls
  - a. New hydronic distribution piping to VAV terminal units.
  - b. New VAV terminal units to provide area zoning; with hot water reheat coils for zones with heating requirements. Install in areas that are not occupied or not impacted by the work.
  - c. New Low pressure duct distribution downstream of VAV terminal units and air outlets for various areas.
  - d. Perimeter hot water heating baseboard ate selective areas as needed to offset perimeter heat loss.
  - e. New DDC for installed VAV terminal units and perimeter heat.

## **ELECTRICAL/TELECOMM**

### PHASE 1: NEW COURTHOUSE ADDITION

1. Site Electrical and Telecommunications
  - a. New underground electrical service from utility (Pacific Power)
  - b. Rework of underground utility feed serving existing building
  - c. New underground telephone service from utility (Centurylink)
  - d. New underground fiber service from utility (Charter Communications)
  - e. New underground CATV service from utility (Charter Communications)
  - f. Rework of Yakima County IT telecommunications outside plant ductbank and cabling infrastructure to tie new building to campus IT systems
  - g. Site lighting for adjacent parking and exterior building areas
2. Selective Demolition
  - a. None anticipated
3. Electrical Service Entrance
  - a. New electrical service from utility (Pacific Power)
  - b. Outdoor metering switchboard and utility pad-mount transformer
  - c. Anticipated electrical service size of 1600 Amps at 480Y/277 Volts, 3 phase, 4 wire



4. Power Distribution
  - a. New building power distribution
  - b. Assume a new 50kW central uninterruptible power supply (UPS) system to support telecommunications network equipment
  - c. New networked power monitoring system per WSEC, integrated with mechanical building management system (BMS)
5. Emergency/Standby Power System
  - a. Base cost for emergency power will utilize a central inverter system for egress and exit lighting.
  - b. Generator system as an alternate for the Owner's consideration.
  - c. Anticipate small (assume 150kW) outdoor diesel engine generator with integral fuel oil storage and outdoor acoustical enclosure
  - d. Anticipate one (1) indoor 60 Amp automatic transfer switch (ATS) for emergency power
  - e. Anticipate one (1) indoor 200 Amp ATS for standby power
  - f. New branch power system
6. Lighting
  - a. New interior lighting
7. Lighting and Receptacle Controls
  - a. New networked digital interior lighting and receptacle controls per WSEC
  - b. New architectural dimming systems for courtrooms
8. Fire Alarm
  - a. New addressable fire alarm system utilizing voice notification
  - b. Network provisions for future tie to Yakima County campus network
9. Telecommunications
  - a. New telecommunications system including backbone cabling, equipment racks, horizontal cabling and outlet system, wireless access points and grounding
  - b. Assumes network switches and active electronics is FF&E
10. CATV
  - a. New CATV system including backbone cabling, splitters, amplifiers, horizontal cabling and outlet system
11. Security
  - a. New intrusion detection and access control systems
  - b. New closed circuit television (CCTV)
  - c. New duress alarm system
  - d. New distributed antenna system (DAS)
  - e. Assumes screening equipment is FF&E
  - f. Assumes holding area security systems will be limited, and primarily utilize manual hardware



12. Audio Visual

- a. New courtroom technology systems including sound reinforcement, video projection, audio recording, etc.
- b. New building paging system

PHASE 2: EXISTING COURTHOUSE BUILDING SYSTEMS UPGRADES

1. Site Electrical and Telecommunications

- a. Rework underground electrical service from utility (Pacific Power)
- b. Existing underground telephone service from utility (Centurylink) to remain
- c. Existing underground fiber service from utility (Charter Communications) to remain
- d. Existing underground CATV service from utility (Charter Communications) to remain
- e. Rework of Yakima County IT telecommunications outside plant ductbank and cabling infrastructure
- f. Site lighting for adjacent parking and exterior building areas

2. Selective Demolition

- a. As required to accommodate demolished architectural areas, seismic upgrades, demolished mechanical equipment, demolished elevator equipment
- b. Assumes demolition within existing vacated TI spaces will occur during TI upgrades
- c. Assumes demolition of existing major power distribution system will occur in later phases as new systems come on line
- d. Assumes demolition of fire alarm will occur in a later phase
- e. Assumes demolition of existing telecommunications infrastructure will occur in a later phase

3. Electrical Service Entrance

- a. New electrical service from utility (Pacific Power)
- b. Outdoor metering switchboard and utility pad-mount transformer

4. Power Distribution

- a. New main distribution switchboard
- b. New core and shell electrical rooms and risers through the typical floor of 60's and 40's buildings. New 480/277V panels and feeders in each room. New transformer(s) and 208/120V panelboards for basement and 4<sup>th</sup> floors; space for future transformer and 208/120V panels in later phases for other floors
- c. Assume a new 80kW central uninterruptible power supply (UPS) system to support telecommunications network equipment
- d. New panels and feeders for mechanical equipment, elevator equipment, telecommunications rooms
- e. New emergency and standby power panels and feeders
- f. Replace existing panels and feeders serving existing central mechanical equipment to remain
- g. New networked power monitoring system per WSEC, integrated with mechanical building management system (BMS)



5. Emergency/Standby Power System
  - a. Base bid for emergency power will utilize a central inverter system for egress and exit lighting.
  - b. Generator system as an alternate for the Owner's consideration.
  - c. Consider optional diesel standby generator system. Anticipate small (assume 250kW) outdoor diesel engine generator with integral fuel oil storage and outdoor acoustical enclosure; combine with new courthouse generator? If no generator, will require central battery inverter system for emergency lighting.
  - d. Anticipate one (1) indoor 100 Amp automatic transfer switch (ATS) for emergency power
  - e. Anticipate one (1) indoor 400 Amp ATS for standby power for telecommunications network equipment and associated HVAC
  
6. Branch Power System
  - a. New branch power system for new core and shell spaces, new mechanical equipment, new elevator equipment, new telecommunications equipment
  - b. New branch power system for renovated spaces in basement and 4<sup>th</sup> floors
  
7. Lighting
  - a. New interior lighting for new core and shell spaces
  - b. New interior lighting for spaces in basement and 4<sup>th</sup> floors
  
8. Lighting and Receptacle Controls
  - a. New central lighting controls for new core and shell spaces only per WSEC
  - b. New central lighting control system for renovated spaces in basement and 4<sup>th</sup> floors per WSEC
  
9. Fire Alarm
  - a. New addressable fire alarm system utilizing voice notification
  - b. Provisions for new fire alarm riser in new core and shell electrical rooms.
  - c. Existing fire alarm system remains functional in this phase; tied into new system
  - d. New fire alarm field devices for new core and shell spaces and fire sprinkler system
  - e. New fire alarm system for renovated spaces in basement and 4<sup>th</sup> floors; other floors in future phases
  
10. Telecommunications
  - a. New main telecommunications MDF Room? Confirm approach with Yakima County.
  - b. New core and shell telecommunications rooms and risers through the typical floor of 60's and 40's buildings.
  - c. New telecommunications system including backbone cabling, equipment racks and grounding in new telecommunications rooms
  - d. New horizontal cabling and outlet system, wireless access points for renovated spaces in basement and 4<sup>th</sup> floors; other areas in future phases
  
11. CATV



- a. Provisions for new CATV riser in new core and shell telecommunications rooms; new system in future phase
- b. New horizontal cabling and outlet system for renovated spaces in basement and 4<sup>th</sup> floors; other areas in future phases

#### 12. Security

- a. New core and shell security system
- b. Provisions for new security system risers in new core and shell telecommunications rooms; new systems in future phases
- c. New security system for renovated spaces in basement and 4<sup>th</sup> floors; new system in other areas in future phases

#### 13. Audio Visual

- a. New audio-visual system for renovated spaces on 4<sup>th</sup> floor; other areas in future phases

### PHASES 3 - 5: EXISTING COURTHOUSE PHASED RENOVATIONS

Coordinate TI / Remodel areas and phasing with architectural plans. Large areas of the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> floors will be vacated after Phase 1, so completion of the electrical infrastructure work on these floors should be relatively straightforward. Remodel of Basement and 4<sup>th</sup> floor areas will require more detailed review and phasing discussion, as well as confirmation of level of remodel.

#### 1. Site Electrical and Telecommunications

- a. None anticipated

#### 2. Selective Demolition

- a. As required to accommodate demolished architectural areas and mechanical equipment
- b. Selective demolition of existing electrical and telecommunications equipment and system risers
- c. Selective demolition of existing main power distribution equipment and associated feeders

#### 3. Electrical Service Entrance

- a. Completed in previous phase

#### 4. Power Distribution

- a. New transformers and 208/120V panels on typical floors

#### 5. Emergency/Standby Power System

- a. Completed in previous phase

#### 6. Branch Power System

- a. New branch power system for new TI spaces, mechanical equipment, telecommunications equipment

#### 7. Lighting



- a. New interior lighting for TI spaces
8. Lighting and Receptacle Controls
    - a. New networked digital interior lighting and receptacle controls per WSEC
  9. Fire Alarm
    - a. New system on renovated floors
    - b. Fire Alarm network connection to Courthouse
    - c. Network workstation
  10. Telecommunications
    - a. New telecommunications system for TI spaces including horizontal cabling and outlet system and wireless access points
    - b. Assumes network switches and active electronics is FF&E
  11. CATV
    - a. New CATV system including backbone cabling, splitters, amplifiers, horizontal cabling and outlet system
  12. Security
    - a. New intrusion detection and access control systems
    - b. New closed circuit television (CCTV)
    - c. New duress alarm system
    - d. New distributed antenna system (DAS)
  13. Audio Visual
    - a. New audio visual systems for conference rooms and designated spaces
    - b. New building paging system?

**SECTION IX -  
ROUGH ORDER OF  
MAGNITUDE COST  
ESTIMATES**



## **Rough Order of Magnitude Cost Estimate**

Using the preliminary site plan drawing, preliminary building plan drawings, and project work phasing diagrams together with the basis of design narratives, we and our cost estimating consultant developed the following Rough Order of Magnitude (ROM) cost estimate for the 5-phased project.

The ROM cost estimate is broken down into work phases, with the project cost summaries and total anticipated project cost on the first page. Also included on the first page is a listing of items included and excluded in the estimated project costs. A cost estimating narrative is included for each work phase to generally delineate the scope of work of the respective phase.

It is important to note on page 1 of the estimate the exclusion of a construction cost escalation markup factor. With today's unpredictable fluctuations in costs in the market place for both materials and labor due to the recent national recession (the demand for materials and an adequate work force at an all time high), and compounded by the massive hurricanes and earthquakes events of this past late summer/early fall, predicting a cost escalation factor (percentage) per year is nearly impossible to determine. These naturally occurring events will likely have an adverse impact on construction costs for the next few years. The project total cost included the hard cost of construction (labor, materials, and contractor's markup), design contingency, and project soft costs. The construction costs with contingency and soft costs, short of cost escalation for the anticipated duration of the project, generally represents the "total anticipated project budget" for the project. As noted in the exclusions, among other things, any owner costs for furnishings or moving costs and project financing costs are excluded from this estimate.

**YAKIMA COUNTY COURTHOUSE**  
**2030 FACILITIES STRATEGIC PLAN IMPLEMENTATION**

**GENERAL SCOPE:**

This is a rough-order-of magnitude cost study, intended to help budget and ultimately construct a new Courts Tower Addition and fully renovate the existing 1940's and 1960's Yakima County Courthouse, the sum of which is to be broken out into multiple phases that presumably will be done over the course of several years and under separate contracts. Specifically excluded is work already designed and previously bid that removes an existing jail & sallyport building, and re-routes existing utility services. Because of the phasing as currently programmed, there are cases where portions of renovated work in a previous phase is figured to be re-done in a later phase. Also, logistics, temporary protection and inefficiency premiums are included, with the intent to keep the existing facility in near-full operation.

All estimate costs are in first quarter 2018 dollars since there are not yet stated target dates for any of the construction phases. For budgeting purposes, it is suggested a 5% compounded annual construction cost escalation premium be added to the phased estimate bottom-lines once actual dates are stipulated. Beyond full construction costs, an 8% design contingency plus a 35% allowance to cover most soft costs have been broken out and added. Excluded soft costs beyond the 35% allowance are furniture, furnishings and equipment, owner's moving costs, and project financing costs if applicable. Costs and scope are very preliminary as should be treated as such.

**INCLUDED:**

- New and fully renovated courthouse facility construction as listed below.
- Phasing, temporary protection, and coordination premiums.
- Allowances for hazardous material abatement.
- Excavation & haul-offs at new Courts Tower basement, and loose soils premiums.
- Emergency lighting inverter systems in lieu of generators in the Base Estimate.
- Extensive structural upgrades in existing buildings.
- Class 'A' finishes and security premiums throughout.
- Tear-off and re-roofing of existing 1940's and 1960's buildings.
- Replacement of windows and exterior glazing & doors at 1940's building.
- New insulated exterior wall furring and minor masonry restoration at 1940's bldg.
- Contractor's general requirements, overhead & profit.
- Contractor's Bond & Insurance, B & O tax.
- An design & market contingency.
- A 35% soft cost allowance added to the estimate bottom-line.

**EXCLUDED:**

- Demo of existing jail and sallyport, and accompanying utility re-routing--NIC.
- Long shutdowns to existing Courthouse facility--it's to remain in full operation.
- Work at south Performance Park, or new west & south site driveway entries.
- Any new traffic lights or significant street work beyond new site entrances.
- New generators in the Base Estimate--listed as Additive Alternates.
- Significant temporary shoring, either in ground or in buildings.
- Replacement of elevators in existing buildings--just upgrades in 1960's building.
- New expansion joints between 1940's & 1960's buildings.
- Replacement of exterior doors & glazing at 1960's building--they remain.
- New exterior wall finishes or insulated wall furring at 1960's building.
- LEED certification premiums--assumed to be not applicable.
- Furnishings, furniture & equipment, or owner's moving costs.
- Construction cost escalation--costs are in 1st quarter 2018 dollars.
- Project financing costs, if applicable.

<b>BUDGETARY COST ESTIMATE</b>					
<b>PROJECT COMPONENT</b>	<b>Quantity</b>	<b>Unit</b>	<b>Estimate Cost</b>	<b>With Mark-Ups</b>	<b>REMARKS</b>
<b>BASE ESTIMATE SUMMARY:</b> (Includes 20% General Contractor G.R, OH&P, B&I, B&O Mark-Ups.)					
Phase 1, New Courts Tower & Site Work.	1.20	LS	\$20,879,400	\$25,055,280	See Page 2 for Estimate Summary Breakdown.
Phase 2, Building Core & Infrastructure.	1.20	LS	\$20,449,450	\$24,539,340	" " " " " " " " " " " " " "
Phase 2A, 4th Floor Tenant Improvements.	1.20	LS	\$2,270,100	\$2,724,120	" " " " " " " " " " " " " "
Phase 2B, Building Envelop Upgrades.	1.20	LS	\$1,795,364	\$2,154,437	" " " " " " " " " " " " " "
Phase 3A & 3B Tenant Improvements.	1.20	LS	\$7,294,920	\$8,753,904	" " " " " " " " " " " " " "
Phase 4 Tenant Improvements.	1.20	LS	\$2,277,300	\$2,732,760	" " " " " " " " " " " " " "
Phase 5 Tenant Improvements.	1.20	LS	\$1,845,288	\$2,214,346	" " " " " " " " " " " " " "
<b>CONTRACTOR CONSTRUCTION COSTS:</b>				<b>\$68,174,186</b>	
Add 8% Design Contingency:	8.0%	LS	\$68,174,186	\$5,453,935	
<b>CONSTRUCTION COSTS WITH CONTINGENCY:</b>				<b>\$73,628,121</b>	
Add 35% for Soft Cost Budget:	35.0%	LS	\$73,628,121	\$25,769,842	Added to MACC & contingency costs.
<b>CONSTRUCTION COSTS with CONTINGENCY &amp; SOFT COSTS:</b>				<b>\$99,397,964</b>	
<b>ALTERNATES:</b>					
A-1) 150 KW Generator for New Building.	1.75	LS	\$95,000	\$166,250	W/ screen walls, deletes an emergency lighting inverter system.
A-2) 250 KW Generator for Existing Buildings.	1.75	LS	\$145,000	\$253,750	" " " " " " " " " " " " " "

**COSTS ARE IN FIRST QUARTER 2018 DOLLARS. ADD A 5% COMPOUNDED ANNUAL RATE FOR COST ESCALATION**

**YAKIMA COUNTY COURTHOUSE**  
**2030 FACILITIES STRATEGIC PLAN IMPLEMENTATION**

PROJECT COMPONENT	BUDGETARY COST ESTIMATE				REMARKS
	Quantity	Unit	Estimate Cost	With Mark-Ups	
<b>BASE ESTIMATE SUMMARY BREAKDOWN:</b> (Includes 20% General Contractor G.R, OH&P, B&I, B&O Mark-Ups.)					
<b>Phase 1, New Courts Tower &amp; Site Work.</b>					<b>\$25,055,280</b>
Site Work.	1.20	LS	\$919,600	\$1,103,520	See Pages 3 & 4 for detailed cost breakdowns.
New Building Tie-In to Existing.	1.20	LS	\$119,400	\$143,280	" " " " " " " " " " " "
New Courts Tower Building.	1.20	LS	\$19,840,400	\$23,808,480	See Page 4 for detailed cost breakdowns.
<b>Phase 2, Building Core &amp; Infrastructure.</b>					<b>\$24,539,340</b>
Structural Upgrades.	1.20	LS	\$5,391,100	\$6,469,320	See Pages 5 & 6 for detailed cost breakdowns.
New Mechanical & Electrical Infrastructure.	1.20	LS	\$8,122,800	\$9,747,360	" " " " " " " " " " " "
Basement Level Interior Improvements.	1.20	LS	\$3,439,800	\$4,127,760	" " " " " " " " " " " "
Level 1 to 4 Core Area Improvements.	1.20	LS	\$3,495,750	\$4,194,900	See Page 6 for detailed cost breakdowns.
<b>Phase 2A, 4th Floor Improvements.</b>	1.20	LS	\$2,270,100	<b>\$2,724,120</b>	See Page 7 for detailed cost breakdowns.
<b>Phase 2B, Building Envelop Upgrades.</b>					<b>\$2,154,437</b>
1940's Building Re-Roofing.	1.20	LS	\$247,000	\$296,400	See Page 8 for detailed cost breakdowns.
1960's Building Re-Roofing.	1.20	LS	\$399,200	\$479,040	" " " " " " " " " " " "
1940's New Windows, Glazing & Doors.	1.20	LS	\$566,456	\$679,747	" " " " " " " " " " " "
1940's Exterior Masonry Restoration.	1.20	LS	\$285,348	\$342,418	" " " " " " " " " " " "
1940's Furred & Insulated Exterior Walls.	1.20	LS	\$297,360	\$356,832	" " " " " " " " " " " "
<b>Phase 3A &amp; 3B Tenant Improvements.</b>					<b>\$8,753,904</b>
Phase 3A Tenant Improvements.	1.20	LS	\$2,682,060	\$3,218,472	See Page 9 for detailed cost breakdowns.
Phase 3B Tenant Improvements.	1.20	LS	\$4,612,860	\$5,535,432	" " " " " " " " " " " "
<b>Phase 4 Tenant Improvements.</b>	1.20	LS	\$2,277,300	<b>\$2,732,760</b>	See Page 10 for detailed cost breakdowns.
<b>Phase 5 Tenant Improvements.</b>	1.20	LS	\$1,845,288	<b>\$2,214,346</b>	See Page 10 for detailed cost breakdowns.
<b>CONTRACTOR CONSTRUCTION COSTS:</b>				<b>\$68,174,186</b>	
Add 8% Design Contingency:	8.0%	LS	\$68,174,186	\$5,453,935	
<b>CONSTRUCTION COSTS WITH CONTINGENCY:</b>				<b>\$73,628,121</b>	
Add 35% for Soft Cost Budget:	35.0%	LS	\$73,628,121	\$25,769,842	Added to MACC & contingency costs.
<b>CONSTRUCTION COSTS with CONTINGENCY &amp; SOFT COSTS:</b>				<b>\$99,397,964</b>	
<b>ALTERNATES:</b>					
A-1) 150 KW Generator for New Building.	1.75	LS	\$95,000	\$166,250	W/ screen walls, deletes an emergency lighting inverter system.
A-2) 250 KW Generator for Existing Buildings.	1.75	LS	\$145,000	\$253,750	" " " " " " " " " " " "

**NOTES:**

The above Base Estimate costs include a 20% contractor's mark-up to cover general requirements, overhead & profit, bond & insurance, and B & O tax. In addition, an 8% design and busy construction market contingency has been added, along with a composite 35% soft cost allowance, meant to cover sales tax, permits & fees including for outside utilities, third party testing, commissioning & inspections, a construction change order contingency, and owner's administration costs. Specifically excluded are furniture, furnishings & equipment, owner's administration moving costs, and project financing costs if applicable. The above Alternates include a composite 75% contractor, contingency and soft cost mark-up. Line items highlighted in light green on the following pages represent mechanical costs, those in light blue electrical, and those in light tan hazardous material abatement.

**COSTS ARE IN FIRST QUARTER 2018 DOLLARS. ADD A 5% COMPOUNDED ANNUAL RATE FOR COST ESCALATION**

**YAKIMA COUNTY COURTHOUSE**  
**2030 FACILITIES STRATEGIC PLAN IMPLEMENTATION**

	Quantity	Unit	\$\$\$	Est. Cost	
<b>PHASE 1, NEW COURTS TOWER &amp; SITE WORK:</b>					
Project mobilization, set-up & staging.	1.00	LS	\$10,000.00	\$10,000.00	Allowance, including site set-up & coordination.
Temporary construction fencing & barricades.	1,000.00	LF	\$3.00	\$3,000.00	Allowance around site improvement areas.
Possible temporary access entrances.	2.00	LS	\$5,000.00	\$10,000.00	Allowance, specifics to be determined.
Erosion control measures.	1.00	LS	\$15,000.00	\$15,000.00	Allowance, assumed to be relatively minor.
Paving demolition.	46,000.00	SF	\$1.00	\$46,000.00	Asphalt & some concrete over most of site improvement area.
Minor outside utility demolition & caps.	1.00	LS	\$10,000.00	\$10,000.00	A relatively minor allowance in site improvement area
Clearing and grubbing.	50,000.00	SF	\$0.20	\$10,000.00	Light clearing over site improvement area.
Removal of strippings from site.	1,250.00	CY	\$12.00	\$15,000.00	Assumes hauling off an 8" average layer.
Excavation and haul-offs for new basement.	8,400.00	CY	\$18.00	\$151,200.00	Under a portion of Court Towers, roughly 15,000 SF x 15' avg
Add for dewatering & embankment protection.	1.00	LS	\$15,000.00	\$15,000.00	Allowance at new basement excavation area
Add for possible temporary shoring premiums.	1.00	LS	\$25,000.00	\$25,000.00	Allowance near 1960's Building, factoring in loose native soils
Onsite finish grading.	50,000.00	SF	\$0.25	\$12,500.00	Relatively level but confined.
Add for onsite backfill & earthwork pick-up.	1.00	LS	\$8,000.00	\$8,000.00	Premiums at new basement walls and other site fixtures
Water system revamping & upgrades.	1.00	LS	\$20,000.00	\$20,000.00	Allowance, based on SJC Alliance 8/24/17 budget
Sanitary sewer revamping & upgrades.	1.00	LS	\$50,000.00	\$50,000.00	" " " " " " " " " " " " " " " ' "
Storm drainage revamping & upgrades.	1.00	LS	\$10,000.00	\$10,000.00	" " " " " " " " " " " " " " " ' "
Add for possible storm infiltration system.	1.00	LS	\$12,000.00	\$12,000.00	A minor allowance, with scope to be determined
Gas main service to new Tower Courts.	1.00	LS	\$15,000.00	\$15,000.00	Allowance, based on SJC Alliance 8/24/17 budget
New power service to Courts Tower addition.	1.00	LS	\$50,000.00	\$50,000.00	Allowance, based on Hargis 8/28/17 budget
New utility communications services.	1.00	LS	\$25,000.00	\$25,000.00	" " " " " " " " " " " " " " " ' "
New Yakima IT communications services.	1.00	LS	\$25,000.00	\$25,000.00	" " " " " " " " " " " " " " " ' "
Possible utility extension paving cuts & demo.	1.00	LS	\$10,000.00	\$10,000.00	Allowance for both wet and dry outside utility services
Street utility cold patches & traffic control.	1.00	LS	\$10,000.00	\$10,000.00	" " " " " " " " " " " " " " " ' "
Supplemental site lighting.	1.00	LS	\$50,000.00	\$50,000.00	Allowance, based on Hargis 8/28/17 budget
Onsite backhoe trenching.	48.00	Hr	\$150.00	\$7,200.00	Allowance for site concrete work.
New onsite screen walls & enclosures.	1.00	LS	\$15,000.00	\$15,000.00	Allowance at possible new on-ground equipment & misc
New onsite specialties & fixtures.	1.00	LS	\$12,000.00	\$12,000.00	Signage, trash & ash receptacles, bike rakes, bollards, misc.
Add for possible new loading dock premium.	1.00	LS	\$20,000.00	\$20,000.00	Allowance at east side of 1940's building.
Possible security fencing & control gates.	1.00	LS	\$50,000.00	\$50,000.00	Allowance at outside generator area, to be determined
New cast-in-place curbing and curbs & gutters.	500.00	LF	\$26.00	\$13,000.00	At typical perimeters of new asphalt paving.
New concrete driveway entrance.	1,000.00	SF	\$10.00	\$10,000.00	At new east entrance from N 1st Street.
New concrete sidewalks.	7,000.00	SF	\$6.50	\$45,500.00	As indicated on a preliminary site plan, with gravel base
Add for equipment pad premiums.	1.00	LS	\$10,000.00	\$10,000.00	Under new generator and other onsite equipment fixtures
Add for concrete tie-ins and pick-up.	10.00	MD	\$680.00	\$6,800.00	An onsite and offsite allowance at new work
Onsite asphalt paving fills and patches.	19,000.00	SF	\$4.50	\$85,500.00	Primarily around New Courts Tower construction.
Onsite and offsite paving stripping.	1.00	LS	\$2,000.00	\$2,000.00	Allowance.
Landscaping revamping & restoration.	1.00	LS	\$12,000.00	\$12,000.00	Primarily at existing NE planter and periphery areas
Misc. site renovation not yet addressed	1.00	LS	\$20,000.00	\$20,000.00	Allowance, including transitions between new and existing
Site clean-up, coordination & pick-up.	5.00	MD	\$580.00	\$2,900.00	Allowance, focused around the New Towers Court addition
\$15.91					<i>Site Work: \$919,600.00</i>
Mobilization & scaffolding set-up.	1.00	LS	\$8,000.00	\$8,000.00	Allowance at a portion of south side of existing building
Temporary construction barriers.	3.00	LS	\$1,400.00	\$4,200.00	Allowance inside of existing building at each new opening
Removal of exterior finishes & windows.	2,400.00	SF	\$5.00	\$12,000.00	At portions of south building wall, 100 LF x 15', 30 LF x 30'.
Exterior tie-ins and finish restoration.	200.00	LF	\$120.00	\$24,000.00	Allowance at three building levels with composite metal panels
Add for new expansion joints.	200.00	LF	\$100.00	\$20,000.00	At both exterior wall, floor and roof tie-ins.
Framed openings into existing building.	3.00	LS	\$2,000.00	\$6,000.00	Allowance where new building enters existing at three levels
Add for new interior doors & wall relites.	4.00	LS	\$1,800.00	\$7,200.00	At first floor level between new and existing buildings
Interior tie-ins and finish restoration.	7.00	LS	\$2,000.00	\$14,000.00	At tie-ins and where removed window openings get filled
Add for likely new windows.	3.00	Ea	\$4,000.00	\$12,000.00	At east bay tie-ins where new opening openings are narrower
Mechanical revamping & restoration.	3.00	LS	\$2,000.00	\$6,000.00	A relatively minor allowance at three floor levels.
Electrical revamping & restoration.	3.00	LS	\$2,000.00	\$6,000.00	" " " " " " " " " " " " " " " ' "
Clean-up and pick-up.				\$0.00	Allowance for tie-in work.
\$2.07					<i>New Building Tie-In to Existing: \$119,400.00</i>
<b>PHASE 1, NEW TOWER COURTS &amp; SITE WORK, continues on the next page.:</b>					



**YAKIMA COUNTY COURTHOUSE**  
**2030 FACILITIES STRATEGIC PLAN IMPLEMENTATION**

	Quantity	Unit	\$\$\$	Est. Cost	
<b>PHASE 2, BUILDING CORE &amp; INFRASTRUCTURE:</b>					
Temporary walls, barricades & protection.	132,000.00	SF	\$1.00	\$132,000.00	Allowance for interior structural work.
Apportioned hazardous material abatement.	1.00	LS	\$80,000.00	\$80,000.00	A minor allowance to accommodate interior structural work.
Architectural cuts and access demo.	132,000.00	SF	\$1.00	\$132,000.00	Allowance for interior structural work.
Mechanical caps & temporary provisions.	132,000.00	SF	\$0.25	\$33,000.00	" " " " " " " " " " " "
Electrical caps & temporary provisions.	132,000.00	SF	\$0.25	\$33,000.00	" " " " " " " " " " " "
New footings cut into existing slabs.	100.00	LF	\$150.00	\$15,000.00	Allowance in existing basement under new shear walls, w/ C&P
New basement level full height shear walls.	1,120.00	SF	\$70.00	\$78,400.00	Roughly a total of 80 LF x 14' in two locations, with tie-ins
New interior shear walls, Levels 2 - 4.	3,300.00	SF	\$70.00	\$231,000.00	Roughly a total of 60 LF x 55' total in two locations, with tie-ins
New concrete pilasters, per floor level.	170.00	Ea	\$5,000.00	\$850,000.00	Each roughly 3' x 1' x 14', heavily reinforced with tie-ins
New footing extensions under pilasters.	20.00	Ea	\$1,000.00	\$20,000.00	New basement level pilasters, with slab C&P's and tie-ins
Add for concrete access & logistics premiums.	25.0%	LS	\$1,194,400	\$298,600.00	A logistical challenge in existing operational interior spaces.
New structural collectors and connections.	132,000.00	SF	\$2.00	\$264,000.00	Assumed to be primarily where floors & roofs tie into walls
Miscellaneous structural reinforcing.	132,000.00	SF	\$3.00	\$396,000.00	Gage framing reinforcement, opening revamping and pick-up.
Architectural revamping & restoration.	132,000.00	SF	\$5.00	\$660,000.00	Allowance upon completion of interior structural work.
Mechanical revamping & restoration.	132,000.00	SF	\$4.00	\$528,000.00	" " " " " " " " " " " "
Electrical revamping & restoration.	132,000.00	SF	\$2.00	\$264,000.00	" " " " " " " " " " " "
Structural clean-up & coordination.	132,000.00	SF	\$1.00	\$132,000.00	Allowance, this is going to be a very messy & complex task
Add for Occupied Work area premiums.	30.0%	LS	\$4,147,000	\$1,244,100.00	Allowance, existing buildings figured to remain occupied
\$40.84				Structural Upgrades:	\$5,391,100.00
Temporary walls, barricades & protection.	132,000.00	SF	\$1.00	\$132,000.00	Allowance for new mechanical & electrical infrastructure work
Apportioned hazardous material abatement.	1.00	LS	\$80,000.00	\$80,000.00	An allowance to accommodate infrastructure work.
Architectural cuts and access demo.	132,000.00	SF	\$1.00	\$132,000.00	Allowance for existing building infrastructure work.
Possible new cut & framed openings and pads	1.00	LS	\$75,000.00	\$75,000.00	Allowance to accommodate new M&E infrastructure work
New duct shafts and other interior revamping.	2,000.00	SF	\$30.00	\$60,000.00	Allowance in basement & core areas to accommodate M&E
Mechanical demolition for new infrastructure.	1.00	LS	\$200,000.00	\$200,000.00	Allowance in existing 1940's and 1960's buildings
New fire sprinkler protection mains & risers.	1.00	LS	\$150,000.00	\$150,000.00	Allowance to replace in existing 1940's and 1960's buildings
New plumbing infrastructure.	1.00	LS	\$300,000.00	\$300,000.00	Allowance to replace in existing 1940's and 1960's buildings
Hydronics equipment & piping mains.	1.00	LS	\$500,000.00	\$500,000.00	Allowance for boilers, pump, cooling tower & main lines.
Air handling ducts, equipment, ducts & trim.	1.00	LS	\$800,000.00	\$800,000.00	Primarily fans, coils, and main air handlers.
Air handling ducts, equipment, ducts & trim.	1.00	LS	\$450,000.00	\$450,000.00	Primary main trunk ducts and branch tie-ins.
Mechanical controls, balance & start-up.	1.00	LS	\$400,000.00	\$400,000.00	DDC infrastructure, water & air balance, commissioning help.
Selective electrical demolition & disconnects.	1.00	LS	\$50,000.00	\$50,000.00	Allowance in the replacement of existing electrical infrastructure.
Electrical service upgrades & modifications.	1.00	LS	\$400,000.00	\$400,000.00	Allowance beyond Phase 1 New Courts Towers work
Building electrical infrastructure replacement.	132,000.00	SF	\$15.00	\$1,980,000.00	An allowance to serve new infrastructure in existing buildings
Add for emergency lighting inverter system.	1.00	LS	\$72,000.00	\$72,000.00	Allowance; no generator in Base Estimate scope
New low voltage work in MDF rooms.	1.00	LS	\$50,000.00	\$50,000.00	Allowance, based on Hargis 8/25/17 electrical budget
New low voltage work in IDF rooms.	9.00	Ea	\$25,000.00	\$225,000.00	" " " " " " " " " " " "
New fire alarm system infrastructure.	1.00	LS	\$100,000.00	\$100,000.00	" " " " " " " " " " " "
New security electronics infrastructure.	1.00	LS	\$60,000.00	\$60,000.00	" " " " " " " " " " " "
Phase 2 onsite paving cuts & patches.	1.00	LS	\$15,000.00	\$15,000.00	Allowance at modified fire sprinkler and electrical services.
New onsite screen walls & enclosures.	1.00	LS	\$10,000.00	\$10,000.00	Allowance at possible new on-ground equipment & misc
Architectural revamping & restoration.	132,000.00	SF	\$3.00	\$396,000.00	Allowance upon completion of interior M&E infrastructure
Structural clean-up & coordination.	132,000.00	SF	\$1.00	\$132,000.00	Allowance, this could be a messy & complex task.
Add for Occupied Work area premiums.	20.0%	LS	\$6,769,000	\$1,353,800.00	Allowance, existing buildings figured to remain occupied
\$61.54				New Mechanical & Electrical Infrastructure:	\$8,122,800.00
Apportioned hazardous material abatement.	1.00	LS	\$50,000.00	\$50,000.00	An allowance to accommodate basement area work
General interior demolition and prep.	27,400.00	SF	\$5.00	\$137,000.00	Relatively minor in mostly Spartan spaces w/ walls that remain
Possible door modifications.	1.00	LS	\$10,000.00	\$10,000.00	A minor allowance, as most door assemblies remain as-is.
New interior finishes.	27,400.00	SF	\$14.00	\$383,600.00	Painting & sealer, with very limited floor & ceiling finishes
New interior specialties.	27,400.00	SF	\$2.00	\$54,800.00	A minor allowance in the basement area.
Add for possible fixed shelving & casework.	1.00	LS	\$120,000.00	\$120,000.00	Allowance in basement storage areas & misc.
Mechanical demolition for in basement spaces.	27,400.00	SF	\$1.50	\$41,100.00	Allowance in existing 1940's and 1960's basement areas
New fire sprinkler protection coverage.	27,400.00	SF	\$3.50	\$95,900.00	Allowance to replace basement area coverage.
Minor new plumbing replacement.	27,400.00	SF	\$4.00	\$109,600.00	A minor allowance in existing basement areas
New hydronic piping in basement areas	27,400.00	SF	\$5.00	\$137,000.00	Allowance to replace in existing basement areas
Air handling ducts, equipment and trim.	27,400.00	SF	\$22.00	\$602,800.00	VAV units, spot cooling, and air moving/exhaust systems.
Mechanical controls, balance & start-up.	27,400.00	SF	\$11.50	\$315,100.00	DDC, water & air balance, commissioning assistance.
Electrical building demolition in basements.	27,400.00	SF	\$1.00	\$27,400.00	Allowance in existing 1940's and 1960's basement areas
Basic building electrical, complete.	27,400.00	SF	\$15.00	\$411,000.00	Generally Class 'B' in basement areas.
Add for building telecommunications.	27,400.00	SF	\$4.50	\$123,300.00	Allowance, based on Hargis 8/25/17 electrical budget
Add for building audio visual.	27,400.00	SF	\$1.50	\$41,100.00	Assumed to be relatively light in existing basement spaces
Add for fire alarm system.	27,400.00	SF	\$1.50	\$41,100.00	Allowance, based on Hargis 8/25/17 electrical budget
Add for security electronics.	27,400.00	SF	\$3.50	\$95,900.00	Assumed to be relatively light in existing basement spaces
Mechanical & electrical related cuts & patches.	27,400.00	SF	\$2.00	\$54,800.00	Allowance in basement area.
Interior clean-up & pick-up.	1.00	LS	\$15,000.00	\$15,000.00	Allowance in existing basement spaces.
Add for Occupied Work area premiums.	20.0%	LS	\$2,866,500	\$573,300.00	Allowance, existing buildings figured to remain occupied
\$125.54				Basement Level Interior Improvements:	\$3,439,800.00
<b>PHASE 2, BUILDING CORE &amp; INFRASTRUCTURE, continues on the next page:</b>					

**YAKIMA COUNTY COURTHOUSE**  
**2030 FACILITIES STRATEGIC PLAN IMPLEMENTATION**

	Quantity	Unit	\$\$\$		
<b>PHASE 2, BUILDING CORE &amp; INFRASTRUCTURE:</b>					
<b>(Continued from the previous page.)</b>					
Temporary walls, barricades & protection.	16,200.00	SF	\$2.00	\$32,400.00	Allowance in core areas, especially corridors.
Apportioned hazardous material abatement.	1.00	LS	\$40,000.00	\$40,000.00	An allowance to accommodate core area work.
General interior demolition gut and prep.	16,200.00	SF	\$6.00	\$97,200.00	Removal of ceiling & floor finishes, trim & fixtures; walls remain.
Possible door modifications.	1.00	LS	\$10,000.00	\$10,000.00	A minor allowance, as most door assemblies remain as-is.
New interior finishes.	16,200.00	SF	\$25.00	\$405,000.00	Mostly new painting, T-bar ceilings w/accents, carpet & base
Add for core restroom remodel premiums.	14.00	LS	\$15,000.00	\$210,000.00	Assumes new tile, specialties & minor layout revamping
Add for core trim and accents.	16,200.00	SF	\$15.00	\$243,000.00	Allowance, assumes Class 'A' finishes.
New interior specialties.	16,200.00	SF	\$5.00	\$81,000.00	A relatively minor allowance in the Level 1 - 4 core areas
Add for possible fixed shelving & casework.	16,200.00	SF	\$2.00	\$32,400.00	" " " " " " " " " " " " " " " " " "
Repairs & refurbishing of 1960's elevators.	2.00	LS	\$50,000.00	\$100,000.00	Re-finish cabs, plus possible mechanical & controls upgrades.
Mechanical demolition for in core areas.	16,200.00	SF	\$2.50	\$40,500.00	Allowance, a basic gut of branch systems.
New fire sprinkler protection coverage.	16,200.00	SF	\$3.50	\$56,700.00	Allowance to replace core area coverage.
Minor new plumbing replacement.	16,200.00	SF	\$4.00	\$64,800.00	A minor allowance in most existing core areas.
Add for core restroom remodel premiums.	90.00	Ea	\$3,000.00	\$270,000.00	Some rough-in re-layout work; all fixtures get replaced.
New hydronic piping in core areas.	16,200.00	SF	\$5.00	\$81,000.00	Allowance to replace branch lines in existing core areas
Air handling ducts, equipment and trim.	16,200.00	SF	\$22.00	\$356,400.00	VAV units, spot cooling, and air moving/exhaust systems.
Mechanical controls, balance & start-up.	16,200.00	SF	\$11.50	\$186,300.00	DDC, water & air balance, commissioning assistance.
Electrical building demolition in core areas.	16,200.00	SF	\$1.50	\$24,300.00	Allowance for a general gut of branch electrical systems
Basic building electrical, complete.	16,200.00	SF	\$16.00	\$259,200.00	Generally Class 'A' in core areas.
Add for building telecommunications.	16,200.00	SF	\$4.50	\$72,900.00	Allowance, based on Hargis 8/25/17 electrical budget
Add for building audio visual.	16,200.00	SF	\$1.50	\$24,300.00	" " " " " " " " " " " " " " " " " "
Add for fire alarm system.	16,200.00	SF	\$3.50	\$56,700.00	" " " " " " " " " " " " " " " " " "
Add for security electronics.	16,200.00	SF	\$1.50	\$24,300.00	" " " " " " " " " " " " " " " " " "
Mechanical & electrical related cuts & patches.	16,200.00	SF	\$1.00	\$16,200.00	Allowance in core areas.
Interior clean-up & pick-up.	4.00	LS	\$3,000.00	\$12,000.00	Allowance in existing core areas.
Add for Occupied Work area premiums.	25.0%	LS	\$2,796,600	\$699,150.00	Allowance, existing buildings figured to remain occupied
\$215.79			Level 1 to 4 Core Area Improvements:		\$3,495,750.00
<b>PH 2, BUILDING CORE &amp; INFRASTRUCTURE:</b>	<b>\$154.92</b>	<b>SF</b>			\$20,449,450
Add 20% for Contractor Mark-Ups:	<b>\$185.90</b>	<b>SF</b>			<b>\$24,539,340</b>

Some extensive interior structural upgrades are figured in the existing 1940's and 1960's buildings, which follows a preliminary scoping report, the most intrusive of which are constructing new cast-in-place shear wall extensions and heavily reinforced pilasters. New footings are figured under new basement level shear walls and pilasters, with cuts and patches at existing slabs included. Most new cast-in-place shear walls and pilasters are figured to extend from basement levels to the undersides of existing roof structures, with provisions for tie-ins included. In addition, blanket allowances are included for installing new structural collectors, anchors, connectors and other miscellaneous reinforcing. This is going to be messy, noisy and logistically challenging work, and the allowances included for temporary protection, cuts, patches, restoration, clean-up and phasing inefficiencies to support the structural work are more than the actual structural work itself.

All existing building mechanical & electrical plant equipment and infrastructure is figured to be replaced. This includes new fire sprinkler protection riser(s), a domestic hot water system, boilers, pumps, a cooling tower, panels, and switchgear. Following the New Courts Tower scope, an emergency lighting inverter system is figured in the Base Estimate, and an emergency back-up generator system upgrade as an Additive Alternate. All new air handlers, large exhaust fans and infrastructure for mechanical controls are to be replaced, along with piping and duct mains. Provisions are also included for outside electrical service upgrades. Supplemental allowances are included for cuts, patches, new framed openings, fills, housekeeping pads, and possible new duct shafts, screen walls around new outside equipment, along with premiums for restoration, phasing logistics and inefficiencies.

Interior basement level renovation is figured in the Phase 2 scope since it is beyond tenant improvement work in later phases, and houses much of the new mechanical & electrical infrastructure. Most of the basement level spaces are considered Spartan storage or utility spaces with minimal interior finishes. Existing door assemblies in existing interior walls that remain are figured to remain as well, with provisions included for some possible repairs and minor finish hardware upgrades. A \$120,000 allowance is included for possible basement level cabinets and fixed storage shelving. Provisions to remove and replace branched mechanical & electricals systems in the basement area are included as well.

Core areas in Levels 1 through 4 are included in the Phase 2 scope as well since they, like the basement spaces, are beyond tenant improvement spaces in later phases. Like other interior improvements, the core spaces are figured to generally be gutted and redone, only following the basement level work, nearly all interior partitions and door assemblies remain in place, and get repaired as deemed necessary, and possibly receive some limited upgrades as well. The Level 1 through 4 spaces mostly consist of corridors and common restrooms. Class 'A' type new interior finishes are typically figured. Restroom plumbing fixtures, specialties are finishes are figured to be replaced. Existing elevators and shafts remain in place, though a repair and refurbishing allowance at 1960's elevators is included.

**YAKIMA COUNTY COURTHOUSE**  
**2030 FACILITIES STRATEGIC PLAN IMPLEMENTATION**

	Quantity	Unit	\$\$\$	Est. Cost	
<b>PHASE 2A, 4th FLOOR IMPROVEMENTS:</b>					
Temporary walls, barricades & protection.	17,000.00	SF	\$0.25	\$4,250.00	A minor allowance in mostly isolated 4th floor TI spaces
Apportioned hazardous material abatement.	1.00	LS	\$10,000.00	\$10,000.00	A minor allowance in 4th floor tenant spaces.
General interior demolition and prep.	17,000.00	SF	\$6.00	\$102,000.00	Removal of ceiling & floor finishes, trim & fixtures; walls remain.
Possible door modifications.	1.00	LS	\$10,000.00	\$10,000.00	A minor allowance, as most door assemblies remain as-is.
New interior finishes.	17,000.00	SF	\$20.00	\$340,000.00	Mostly new painting, T-bar ceilings w/accents, carpet & base
Add for trim and accents.	17,000.00	SF	\$6.00	\$102,000.00	Allowance, assumes moderate Class 'A' finishes.
New interior specialties.	17,000.00	SF	\$4.00	\$68,000.00	A relatively minor allowance in the 4th floor tenant spaces
Add for possible fixed shelving & casework.	17,000.00	SF	\$3.00	\$51,000.00	" " " " " " " " " " " " " " " " " "
Mechanical demolition in 4th floor spaces.	17,000.00	SF	\$2.00	\$34,000.00	Allowance, a basic gut of branch systems.
New fire sprinkler protection coverage.	17,000.00	SF	\$3.50	\$59,500.00	Allowance to replace 4th floor area coverage.
New plumbing replacement.	17,000.00	SF	\$3.00	\$51,000.00	A minor allowance in 4th floor tenant areas.
New hydronic piping in 4th floor areas.	17,000.00	SF	\$5.00	\$85,000.00	Allowance to replace branch lines in existing core areas
Air handling ducts, equipment and trim.	17,000.00	SF	\$18.00	\$306,000.00	VAV units and air moving/exhaust systems.
Mechanical controls, balance & start-up.	17,000.00	SF	\$11.50	\$195,500.00	DDC, water & air balance, commissioning assistance.
Electrical building demolition in core areas.	17,000.00	SF	\$1.50	\$25,500.00	Allowance for a general gut of branch electrical systems
Basic building electrical, complete.	17,000.00	SF	\$15.00	\$255,000.00	Generally Class 'A' 4th floor tenant areas.
Add for building telecommunications.	17,000.00	SF	\$4.50	\$76,500.00	Allowance, based on Hargis 8/25/17 electrical budget
Add for building audio visual.	17,000.00	SF	\$1.50	\$25,500.00	" " " " " " " " " " " " " " " " " "
Add for fire alarm system.	17,000.00	SF	\$3.50	\$59,500.00	" " " " " " " " " " " " " " " " " "
Add for security electronics.	17,000.00	SF	\$1.50	\$25,500.00	" " " " " " " " " " " " " " " " " "
Interior clean-up & pick-up.	1.00	LS	\$6,000.00	\$6,000.00	Allowance in 4th floor tenant areas.
Add for Occupied Work area premiums.	20.0%	LS	\$1,891,750	\$378,350.00	Allowance, existing buildings figured to remain occupied
<b>PHASE 2A, 4th FLOOR IMPROVEMENTS:</b>	<b>\$133.54</b>	<b>SF</b>		<b>\$2,270,100</b>	
Add 20% for Contractor Mark-Ups:	<b>\$160.24</b>	<b>SF</b>		<b>\$2,724,120</b>	

Fourth floor tenant improvement spaces are figured to primarily receive a cosmetic level remodel in Phase 2. The scope includes the removal and replacement of existing ceiling and flooring finishes, plus the removal of all existing overhead fire sprinkler protection, HVAC and electrical work. Existing interior partitions and door assemblies in them are typically figured to remain as-is, beyond cuts, patches and repairs as required, and re-painting. In addition, new mechanical controls, electrical re-wiring and new low voltage specialty systems are included, following the general replacement scope figured in other tenant improvement areas to be done in later phases. Plumbing, casework and specialty replacement work is figured to be relatively minor in 4th level tenant improvement areas. Also, a minor hazardous material abatement allowance is included.

Accompanying structural improvements, and new mechanical & electrical infrastructure work, along with the extensive cuts, patches and restoration that accompany them and into 4th floor spaces are already covered. Ditto with core spaces on the 4th floor which is why the overall 4th floor tenant improvement area figured is less than the 4th floor footprint.





**YAKIMA COUNTY COURTHOUSE**  
**2030 FACILITIES STRATEGIC PLAN IMPLEMENTATION**

	Quantity	Unit	\$\$\$	Est. Cost	
<b>PHASE 4 TENANT IMPROVEMENTS:</b>					
Temporary walls, barricades & protection.	13,500.00	SF	\$0.50	\$6,750.00	A minor allowance in partially isolated Phase 4 TI spaces
Apportioned hazardous material abatement.	1.00	LS	\$10,000.00	\$10,000.00	A minor allowance in Phase 4 tenant spaces
General interior demolition gut and prep.	13,500.00	SF	\$7.00	\$94,500.00	Removal of ceilings & flooring, trim & fixtures; some walls stay.
Possible door modifications.	1.00	LS	\$8,000.00	\$8,000.00	Allowance at existing door assemblies that remain.
New interior finishes.	13,500.00	SF	\$35.00	\$472,500.00	Some new partitions, doors, T-bar ceilings w/accents, carpet
Add for trim and accents.	13,500.00	SF	\$10.00	\$135,000.00	Allowance, assumes Class 'A' finishes.
New interior specialties.	13,500.00	SF	\$4.00	\$54,000.00	A relatively minor allowance in Phase 4 tenant spaces
Add for fixed shelving & casework.	13,500.00	SF	\$8.00	\$108,000.00	Allowance in Phase 4 tenant areas.
Mechanical demolition in Phase 4 spaces.	13,500.00	SF	\$2.50	\$33,750.00	Allowance, a basic gut of branch systems.
New fire sprinkler protection coverage.	13,500.00	SF	\$3.50	\$47,250.00	Allowance to replace Phase 4 area coverage
New plumbing replacement.	13,500.00	SF	\$6.00	\$81,000.00	A minor allowance in Phase 4 tenant areas.
New hydronic piping in Phase 4 areas.	13,500.00	SF	\$5.00	\$67,500.00	Allowance to replace branch lines in existing core areas
Air handling ducts, equipment and trim.	13,500.00	SF	\$18.00	\$243,000.00	VAV units and air moving/exhaust systems.
Mechanical controls, balance & start-up.	13,500.00	SF	\$11.50	\$155,250.00	DDC, water & air balance, commissioning assistance.
Electrical building demolition in core areas.	13,500.00	SF	\$1.50	\$20,250.00	Allowance for a general gut of branch electrical systems
Basic building electrical, complete.	13,500.00	SF	\$15.00	\$202,500.00	Generally Class 'A' in Phase 4 tenant areas
Add for building telecommunications.	13,500.00	SF	\$4.50	\$60,750.00	Allowance, based on Hargis 8/25/17 electrical budget
Add for building audio visual.	13,500.00	SF	\$1.50	\$20,250.00	" " " " " " " " " " " " " " " " "
Add for fire alarm system.	13,500.00	SF	\$3.50	\$47,250.00	" " " " " " " " " " " " " " " " "
Add for security electronics.	13,500.00	SF	\$1.50	\$20,250.00	" " " " " " " " " " " " " " " " "
Interior clean-up & pick-up.	1.00	LS	\$10,000.00	\$10,000.00	Allowance in Phase 4 floor tenant areas.
Add for Occupied Work area premiums.	20.0%	LS	\$1,897,750	\$379,550.00	Allowance, existing buildings figured to remain occupied
<b>PHASE 4 TENANT IMPROVEMENTS:</b>	<b>\$168.69</b>	<b>SF</b>		<b>\$2,277,300.00</b>	
Add 20% for Contractor Mark-Ups:	<b>\$202.43</b>	<b>SF</b>		<b>\$2,732,760.00</b>	

Phase 4 tenant improvement areas receive a full interior gut and remodel, with replaced, branched out new mechanical and electrical systems that tie into new Phase 2 M&E infrastructure. Adjoining core areas are figured in previous Phase 2 work as well. As with other interiors, Class 'A' finishes are typically figured.

	Quantity	Unit	\$\$\$	Est. Cost	
<b>PHASE 5 TENANT IMPROVEMENTS:</b>					
Temporary walls, barricades & protection.	10,900.00	SF	\$0.60	\$6,540.00	A minor allowance in partially isolated Phase 5 TI spaces
Apportioned hazardous material abatement.	1.00	LS	\$10,000.00	\$10,000.00	A minor allowance in Phase 5 tenant spaces
General interior demolition gut and prep.	10,900.00	SF	\$7.00	\$76,300.00	Removal of ceilings & flooring, trim & fixtures; some walls stay.
Possible door modifications.	1.00	LS	\$7,000.00	\$7,000.00	Allowance at existing door assemblies that remain.
New interior finishes.	10,900.00	SF	\$35.00	\$381,500.00	Some new partitions, doors, T-bar ceilings w/accents, carpet
Add for trim and accents.	10,900.00	SF	\$10.00	\$109,000.00	Allowance, assumes Class 'A' finishes.
New interior specialties.	10,900.00	SF	\$4.00	\$43,600.00	A relatively minor allowance in Phase 4 tenant spaces
Add for fixed shelving & casework.	10,900.00	SF	\$8.00	\$87,200.00	Allowance in Phase 5 tenant areas.
Mechanical demolition in Phase 5 spaces.	10,900.00	SF	\$2.50	\$27,250.00	Allowance, a basic gut of branch systems.
New fire sprinkler protection coverage.	10,900.00	SF	\$3.50	\$38,150.00	Allowance to replace Phase 5 area coverage
New plumbing replacement.	10,900.00	SF	\$6.00	\$65,400.00	A minor allowance in Phase 5 tenant areas.
New hydronic piping in Phase 5 areas.	10,900.00	SF	\$5.00	\$54,500.00	Allowance to replace branch lines in existing core areas
Air handling ducts, equipment and trim.	10,900.00	SF	\$18.00	\$196,200.00	VAV units and air moving/exhaust systems.
Mechanical controls, balance & start-up.	10,900.00	SF	\$11.50	\$125,350.00	DDC, water & air balance, commissioning assistance.
Electrical building demolition in core areas.	10,900.00	SF	\$1.50	\$16,350.00	Allowance for a general gut of branch electrical systems
Basic building electrical, complete.	10,900.00	SF	\$15.00	\$163,500.00	Generally Class 'A' in Phase 5 tenant areas
Add for building telecommunications.	10,900.00	SF	\$4.50	\$49,050.00	Allowance, based on Hargis 8/25/17 electrical budget
Add for building audio visual.	10,900.00	SF	\$1.50	\$16,350.00	" " " " " " " " " " " " " " " " "
Add for fire alarm system.	10,900.00	SF	\$3.50	\$38,150.00	" " " " " " " " " " " " " " " " "
Add for security electronics.	10,900.00	SF	\$1.50	\$16,350.00	" " " " " " " " " " " " " " " " "
Interior clean-up & pick-up.	1.00	LS	\$10,000.00	\$10,000.00	Allowance in Phase 4 floor tenant areas.
Add for Occupied Work area premiums.	20.0%	LS	\$1,537,740	\$307,548.00	Allowance, existing buildings figured to remain occupied
<b>PHASE 5 TENANT IMPROVEMENTS:</b>	<b>\$169.29</b>	<b>SF</b>		<b>\$1,845,288.00</b>	
Add 20% for Contractor Mark-Ups:	<b>\$203.15</b>	<b>SF</b>		<b>\$2,214,345.60</b>	

The same general Phase 4 tenant improvement scope applies to Phase 5 Tenant Improvements work. All that changes is the specific locations of tenant improvement areas.

**SECTION X -  
ANTICIPATED  
PROJECT  
SCHEDULE**



### **Anticipated Project Schedule**

The following anticipated project schedule is based on the proposed 5-phase project, and makes the assumption that, for the sake of project efficiency and minimizing the total project duration, work from phase to phase will be somewhat concurrent so as to provide an ongoing development from start of phase 1 design work through completion of construction for phase 5. This schedule suggests that the design work and bidding of a following phase will occur concurrent to the construction phase of the previous phase. This would allow the subsequent phase of construction to commence upon final acceptance of construction and users move-in for the previous phase.

This anticipated schedule does not take into account time that may be needed to procure project funding per phase nor time needed to procure professional design services for each phase.

**Yakima County Courthouse  
2030 Facilities Plan Implementation  
Anticipated Project Schedule - Phases 1-5**

Architects Rasmussen Triebelhorn, AIA/ps  
September 21, 2017

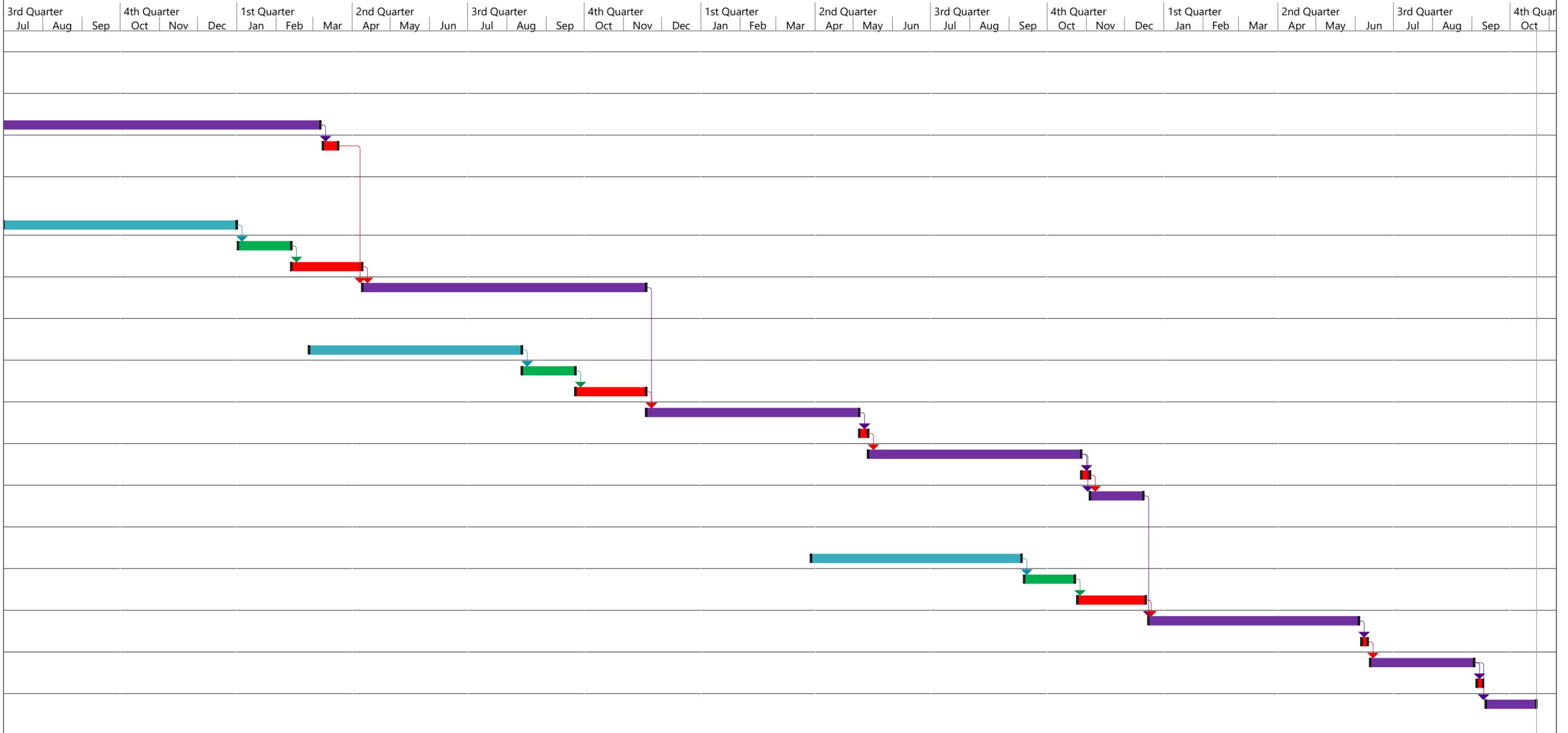
ID	Task Name	Duration	Start	Finish	4th Quarter			1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			1st Quarter			2nd Quarter		
					Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
1	<b>PHASE 1 - Courts Addition</b>																								
2	Project Design/CDs	264 days	Tue 1/2/18	Fri 1/4/19																					
3	Permitting	30 days	Mon 11/26/18	Fri 1/4/19																					
4	Bidding/Award of Contract	40 days	Mon 1/7/19	Fri 3/1/19																					
5	Construction to Final Acceptance	265 days	Mon 3/4/19	Fri 3/6/20																					
6	Move Courts into Addition	10 days	Mon 3/9/20	Fri 3/20/20																					
7																									
8	<b>PHASE 2A &amp; 2B - Bldg Syst Infrastr Upgrades; 4th Flr Renov's; 1940's Bldg Envel Upgrades</b>																								
9	Project Design/CDs	132 days	Mon 7/1/19	Tue 12/31/19																					
10	Permitting	30 days	Thu 1/2/20	Wed 2/12/20																					
11	Bidding/Award of Contract	40 days	Thu 2/13/20	Wed 4/8/20																					
12	Construction to Final Acceptance	160 days	Thu 4/9/20	Wed 11/18/20																					
13																									
14	<b>PHASES 3A, 3B &amp; 4 Renovation</b>																								
15	Project Design/CDs	120 days	Thu 2/27/20	Wed 8/12/20																					
16	Permitting	30 days	Thu 8/13/20	Wed 9/23/20																					
17	Bidding/Award of Contract	40 days	Thu 9/24/20	Wed 11/18/20																					
18	Phases 3A & 3B Constr. To Substan. Completion	120 days	Thu 11/19/20	Wed 5/5/21																					
19	Move Users into Renovated Spaces	5 days	Thu 5/6/21	Wed 5/12/21																					
20	Phase 4 Constr. To Substan. Completion	120 days	Thu 5/13/21	Wed 10/27/21																					
21	Move Users into Renovated Spaces	5 days	Thu 10/28/21	Wed 11/3/21																					
22	Constr. To Final Completion	30 days	Thu 11/4/21	Wed 12/15/21																					
23																									
24	<b>PHASE 5 Renovation</b>																								
25	Project Design/CDs	120 days	Mon 3/29/21	Fri 9/10/21																					
26	Permitting	30 days	Mon 9/13/21	Fri 10/22/21																					
27	Bidding/Award of Contract	40 days	Mon 10/25/21	Fri 12/17/21																					
28	Phase 5 Constr. To Substan. Completion	120 days	Mon 12/20/21	Fri 6/3/22																					
29	Mover Users to Renovated Spaces	5 days	Mon 6/6/22	Fri 6/10/22																					
30	Phase 6 Constr. To Substan. Completion	60 days	Mon 6/13/22	Fri 9/2/22																					
31	Move Users to Renovated Spaces	5 days	Mon 9/5/22	Fri 9/9/22																					
32	Constr. To Final Completion	30 days	Mon 9/12/22	Fri 10/21/22																					
33																									

Project: 1510 KC Courthouse D  
Date: Tue 9/12/17

Task		Project Summary		Manual Task		Start-only		Deadline	
Split		Inactive Task		Duration-only		Finish-only		Progress	
Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress	
Summary		Inactive Summary		Manual Summary		External Milestone			

**Yakima County Courthouse  
2030 Facilities Plan Implementation  
Anticipated Project Schedule - Phases 1-5**

Architects Rasmussen Triebelhorn, AIA/ps  
September 21, 2017



Project: 1510 KC Courthouse D  
Date: Tue 9/12/17

Task		Project Summary		Manual Task		Start-only		Deadline	
Split		Inactive Task		Duration-only		Finish-only		Progress	
Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress	
Summary		Inactive Summary		Manual Summary		External Milestone			

**SECTION XI -  
ARTIST'S  
RENDERING**



### **Artist's Rendering of Anticipated Expanded Courthouse Facility**

The following drawing represents an artist's rendering of what the anticipated expanded courthouse facility might look like once the courts addition is constructed. It also shows the relocated main public entrance plaza to the west face of the expanded building. With the copper colored refacing of the 1960's courthouse structure completed in 2012, design elements from this facility such as similar colored wall cladding and exterior light shades were used in the rendering of the courts expansion to create a harmonious and unified design concept for the overall facility.

