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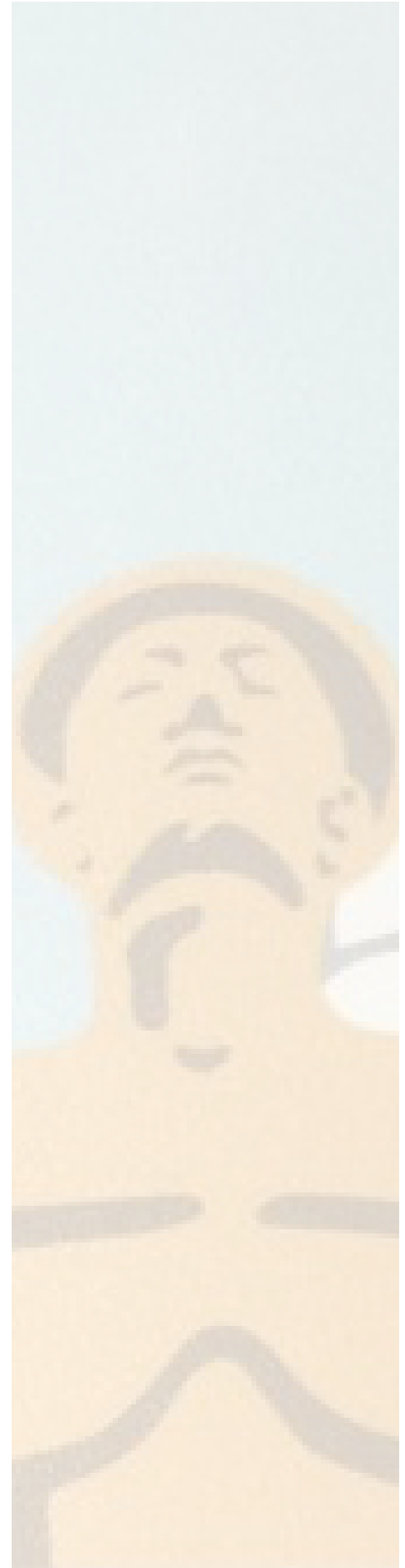
TULSA COUNTY COURTHOUSE STUDY

Final Report | September 15, 2023



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Executive Summary

1



Executive Summary

In May 2023, Twenty20 Management, Inc., under contract with Tulsa County, commissioned TreanorHL and the Justice Management Institute, to conduct a judicial study of the Tulsa County District Courthouse. The explicit purpose of the study is to define and establish the current and 20-year projected space and programmatic needs of the Tulsa County District Court in Tulsa, Oklahoma; and to propose scenarios for renovation, expansion, or replacement of the existing courthouse. By law, the District Courts are required to be housed in the county seat.¹

In 2022, Tulsa County commissioned a conditions assessment report of the Tulsa County Courthouse, built in 1953-55.² The report states the following:

“Overall, the conditions assessment report highlights the need for significant renovations to the Tulsa County Courthouse building...the total construction cost for these improvements is estimated to be \$73,181,194.”³

The estimate for renovation costs is only for construction.⁴ The report and feedback from county stakeholders strongly illustrate that the 1950's courthouse requires extensive renovation work and that the current building does not meet the needs of the Tulsa County criminal justice system and the community for the future.

The Tulsa County Courthouse includes the following tenants, not including shared building and support spaces.⁵

- ▶ 13 District Judges
- ▶ 16 Special Judges
- ▶ Alternative Courts
- ▶ Court Administrator
- ▶ Court Services
- ▶ Court Clerk
- ▶ District Attorney's Office
- ▶ Public Defender
- ▶ Sheriff's Office

TULSA COUNTY GOALS & OBJECTIVES

The Tulsa County commissioners and stakeholders have the following goal for the study:

Conduct a space planning study to address short- and long-term courthouse facility and space needs and expansion strategies.

¹The Okla. Stat. tit. 20 § 95.1.

²Fentress Architects, Lilly Architects, Conditions Assessment Report, Tulsa County Courthouse Renovation, December 30, 2022.

³Id, p2, Executive Summary.

⁴Notably absent from the cost estimates and impacts of renovation are soft costs; furniture, fixtures, and equipment; projected escalation due to inflation; contingencies; and the cost impacts of renovation of a courthouse during operations. A renovation would require the staged relocation of the occupants of entire floors of the building, which would require fitout costs at other locations, as well as moving costs. In addition, the costs of sound, dust, and debris isolation in an active courthouse have not been estimated.

⁵In addition, the Juvenile Division of the District Court is housed at the Juvenile Bureau at 500 W. Archer Street in Tulsa, OK. The Juvenile Division includes one (1) District and three (3) Special judges but is not included in the District Courthouse study.

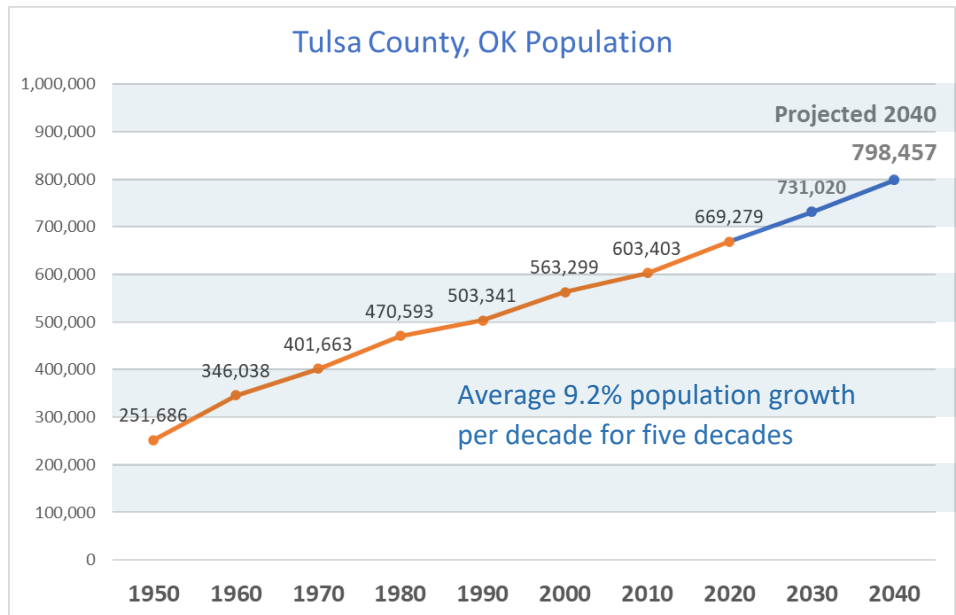
Study objectives include the following:

- ▶ Solutions must benefit both the courts and the community.
- ▶ Assess both short- and long-term needs, based on 20-year projections of growth in the community and the justice system.
- ▶ Submit a space program based on space standards, staffing projections, and functional needs for all justice system stakeholders that occupy the courthouse.
- ▶ Evaluate broad options and multiple scenarios based on the space program, with the aim to rule out unworkable options up-front.
- ▶ Provide high-level cost estimates of each feasible scenario.

TULSA COUNTY DEMOGRAPHICS

Tulsa County has been growing over the last decade. Figure 1 below illustrates an average 9.2% population growth per decade. Projected for about two decades, Tulsa County is expected to grow from about 679K to almost 800K by 2040.

> **FIGURE 1:**
Projected Tulsa County
2040 Population



The staff in the building have reported constant issues with the elevators. The elevators are extremely slow and are not large enough to accommodate the crowds of people who utilize them, especially on jury-call days. Elevators often get stuck on floors and have been known to drop or fall while people are in them. The downtown location of the courthouse is critical for numerous parties, but especially the local legal community which has nearby offices. Breaking up the courthouse by different divisions or civil vs. criminal would be complicated, especially for attorneys who do both. It works now having juvenile and small claims court at a different location because those types of attorneys usually only focus on those cases. If things were to move forward into that direction, it would be complicated for the local legal community.

SPACE PROGRAM

DEFINITIONS

A space program is based on space standards that are built from staffing and functional needs that are aggregated to determine total building area, using a very specific methodology. A space program is not a design. The methodology is defined in the following way.

Net Square Feet (NSF) is the amount of space needed for individual functions, within the perimeter of the walls of that function. As an example, an office of 120 NSF for a manager could be configured a number of ways (e.g. 10' x 12').

Departmental Gross Square Feet (DGSF) is the amount of space needed for all the functional spaces within a department, including the circulation space and interior walls. A department is a logical grouping of functions. In the Larimer County courts space program, all departments are calculated by multiplying 1.40 x the NSF. While circulation and other non-calibrated spaces (e.g. mechanical and non-programmed support spaces) within departments will vary, depending on a number of factors, the 1.40 multiplier is useful as a baseline standard that allows for significant design fluctuations.

Building Gross Square Feet (BGSF) is the amount of space needed for the complete footprint of a building. It includes building circulation, such as shared public corridors, stairways, building mechanical spaces, walls between departments, and exterior walls. In the Larimer County courts space program, BGSF is calculated by multiplying 1.10 x the sum total of the DGSF for all departments and programmed space.

Staffing is the current and estimated staffing associated with departmental and programmed space. Not all functional spaces have staffing associated with a function (e.g. closets or storage rooms). The current and projected staffing estimates have been reviewed by the courts and agencies included in the space program, but do not necessarily represent an exact correlation to existing staffing allocations or personnel. The most common reason for the differences is unfilled positions, even if allocated or appropriated.

20-Year Delta is the difference between the 20-year projected space needs and the current space allocations. It provides a targeted baseline for estimating full courthouse and building needs for each of the scenarios.

Additional Information will be provided in the space study for facilities maintenance and district attorneys departments. Our team will meet with each of these groups over the next few weeks to right size the departments in the space program. The additional information will be included in the next phase of the study.

Tulsa County Court House												
Courthouse Summary		2022 Staffing	2023 - Exist		2028 - 5 Yr		2033 - 10 Yr		2043 - 20 Yr		20 Yr Delta	Notes
Space No.	Type		NSF	DGSF	NSF	DGSF	NSF	DGSF	NSF	DGSF		
0.0	Tulsa County Court House											
1.0	Public Lobby	0	2,640	3,696	2,640	3,696	3,040	4,256	3,040	4,256	560	18% increase
2.0	Divisions - Courtsets + Chambers	98	95,716	134,002	101,700	142,380	108,800	152,320	114,584	160,418	26,415	Increase of six judges in 20 years
3.0	Court Administration	4	12,250	17,150	12,250	17,150	12,250	17,150	12,250	17,150	0	No increase
4.0	Clerk's Office	143	13,476	18,866	14,260	19,964	15,044	21,062	15,828	22,159	3,293	17% increase
5.0	Sistrict Attorney's Office	89	15,550	21,770	16,250	22,750	17,050	23,870	18,378	25,729	3,959	Attorney and staff increase per judge
6.0	Public Defender	76	11,880	16,632	12,544	17,562	13,438	18,813	14,332	20,065	3,433	Attorney and staff increase per judge
7.0	Alternative Courts Program	13	2,510	3,514	4,060	5,684	4,860	6,804	6,260	8,764	5,250	Increase from 1 to 4 courtrooms
8.0	Court Services	27	5,060	7,084	5,500	7,700	5,900	8,316	6,380	8,932	1,848	Alternative Courts and EMP increases
9.0	Law Library	2	2,436	3,410	2,436	3,410	2,436	3,410	2,436	3,410	0	No increases
10.0	Building Support	0	8,880	12,432	8,880	12,432	8,880	12,432	7,680	10,752	-1,680	Decrease due to elimination of archives
11.0	Building Parking	0	12,250	17,150	12,950	18,130	14,000	19,600	15,050	21,070	3,920	Increase based on judges
12.0	Prisoner Holding	0	5,578	7,809	5,578	7,809	5,578	7,809	5,578	7,809	0	No increase
0.0	Total Departmental GSF*	452	188,226	255,707	199,048	270,858	211,316	288,033	221,796	302,705	46,998	
	Building gross multiplier			1.15		1.15		1.15		1.15	1.15	
0.0	Total Building Gross Area BGSF**			294,063		311,487		331,238		348,111	54,048	
						6%		13%		18%		Percentage increase from 2023

GSF = Gross Square Feet
 BGSF = Building Gross Square Feet

ACKNOWLEDGMENTS

The following Tulsa County stakeholders provided support and feedback to the project team. Their input was invaluable to the report.

TULSA COUNTY COMMISSIONERS

Kelly Dunkerley, Tulsa County Commissioner
Karen Keith, Tulsa County Commissioner
Stan Sallee, Tulsa County Commissioner
Mike Craddock, Chief Deputy Commissioner
Darren Gantz, Chief Deputy Commissioner
James Rea, Chief Deputy Commissioner
John Fothergill, Tulsa County Treasurer

TULSA COUNTY DISTRICT COURT

Presiding Judge Doug Drummond, District Court
The District and Special Judges of the Tulsa County District Court
Kim Hall, Trial Court Administrator

ALTERNATIVE COURTS PROGRAM

Ericka Jeffords, Tulsa County Alternative Court Programs Program Director
Sean Presley, Tulsa County Alternative Court Programs Operations Manager

LAW LIBRARY

Logan Beadles, Law Library Director

COURT SERVICES

Mary McDonald, Chief Court Services Officer
DJ Richardson, Assistant Chief Court Services Officer
Carol Watson, Court Services

TULSA COUNTY SHERIFF'S OFFICE

Rob Lillard, Major
James Collis, Corporal

TULSA COUNTY CLERK'S OFFICE

Don Newberry, Tulsa County Court Clerk
Vicki Goodson, Tulsa County Court Clerk Chief Deputy
Randy Proffitt- Tulsa County Court Clerk 2nd Deputy
Marc Dreyer, Tulsa County Court Clerk 3rd Deputy

PUBLIC DEFENDER'S OFFICE

Corbin Brewster, Former Chief Public Defender
Lora Howard, Chief Public Defender

IT SERVICES

Dan Peace, IT Director
Joe Lord, IT Operations Manager

Demographics & Needs Projections

2



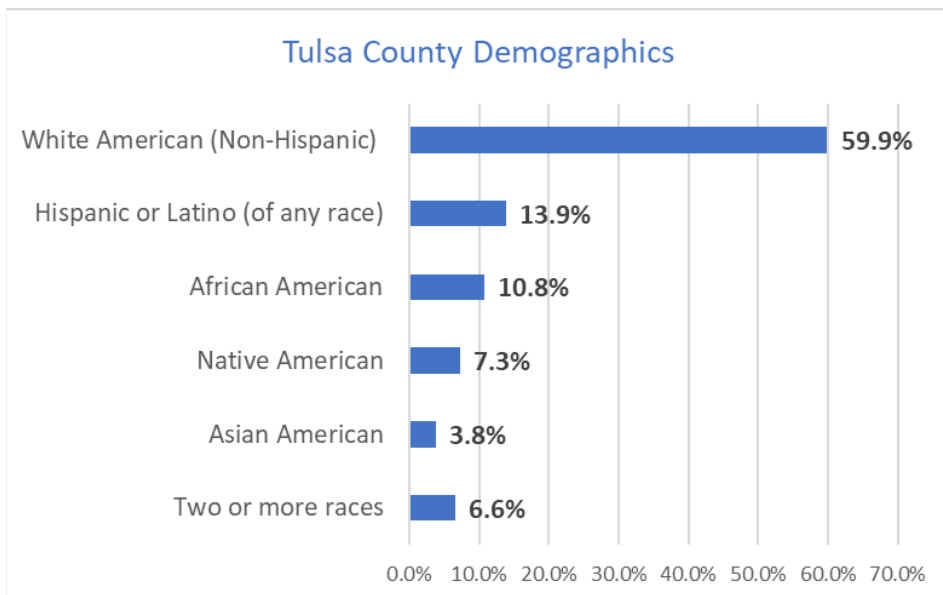
Demographics & Needs Projections

County demographics, economic factors, and crime do not necessarily correlate with case filings and demand in the justice system. Nationally, the recent pandemic, significant employment growth, and other factors have significantly altered the reliability of recent years to make long term projections. As a result, the report aims to make projections based on at least one decade of historical trends, and in the case of population, over five decades.

The estimates of Tulsa County’s needs for judicial officers, elected officials, and staff are based on projections of cases and demand, workload, and other factors, primarily estimated from caseload demand across multiple case types in the justice system. Major case types include the following: civil, criminal, family, juvenile,⁶ and probate. In addition, growth projections were derived from directives and feedback from justice system stakeholders.

TULSA COUNTY DEMOGRAPHICS, ECONOMIC FACTORS & CRIME

Tulsa County has been growing over the last decade. Figure 1 in the Executive Summary illustrates an average 9.2% population growth per decade. Projected for about two decades, Tulsa County is expected to grow from about 679K to almost 800K by 2040. Figure 2 below illustrates that approximately 60% of the county is non-Hispanic, white; and 40% consists of other races and ethnicities. This represents a decline of more than 5% white population since 2010. Consistently across the U.S., the population has aged due to the size of the now over-65 years old population. This has resulted in increases in probate cases, nationally and in Tulsa County.



< **FIGURE 2:**
Tulsa County Demographics 2022⁷

⁶Juvenile caseloads are evaluated in the report, but not included in the space program, because the Juvenile Division is housed in the Juvenile Bureau, a separate building.

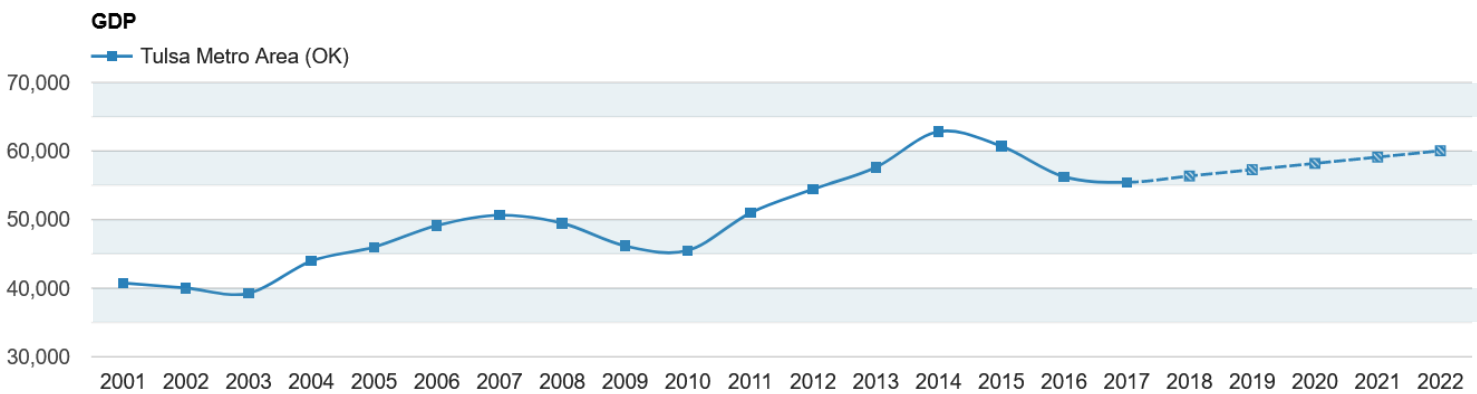
⁷2022 American Community Survey.

TULSA COUNTY ECONOMICS

The following is a summary of the economic strength of Tulsa County.⁸

- ▶ Household income. The estimated 2022 median household income in Tulsa County was \$60,382. Nationally, the median household income was \$69,021.
- ▶ Labor force. In 2022, the labor force (employed) was 66% of the population, as compared to 63% nationally.
- ▶ Poverty rate. The 2022 poverty rate in Tulsa County was 14.7%, which is higher than the U.S. poverty rate of 11.6%.

The inflation adjusted 2022 forecaster per capita gross domestic product (GDP) in the Tulsa Metropolitan area was \$60,027. See Figure 3 below. This represents a 47% increase since 2001, a significant measure of improving economic strength.⁹



^ FIGURE 3:
Tulsa Metropolitan Area 2022
Per Capita GDP

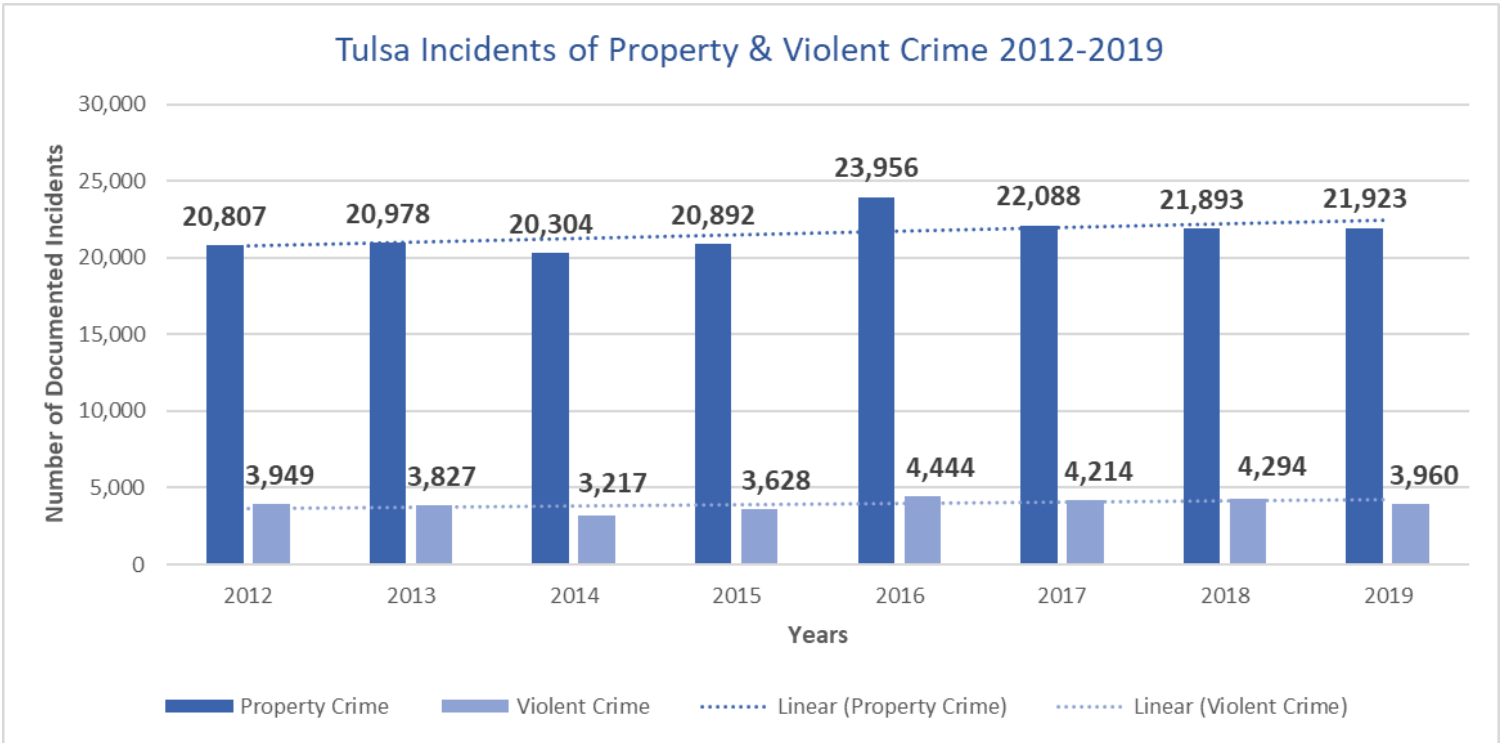
Typically, improving economic factors have a positive impact on many case types, if the improvements reach across the community. While correlations to the justice system are not exclusive, a positive impact includes declines in criminal and family cases; and may include increases in civil disputes due to the expanded economic activity. Conversely, the increased use of alternative dispute resolution (ADR), such as arbitration and mediation, nationally has resulted in declines in civil caseloads.

TULSA COUNTY CRIME

Crime in Tulsa County is one driver of caseload in the criminal justice system. Other factors also impact caseloads, including law enforcement and prosecutions policies, and even the number of officers that are deployed in the community. While crime rates are relevant, the most important indicator of caseloads is the number of reported incidents of property and violent crime in the county. Figure 4 illustrates reported crime, which has increased 5% over eight years.

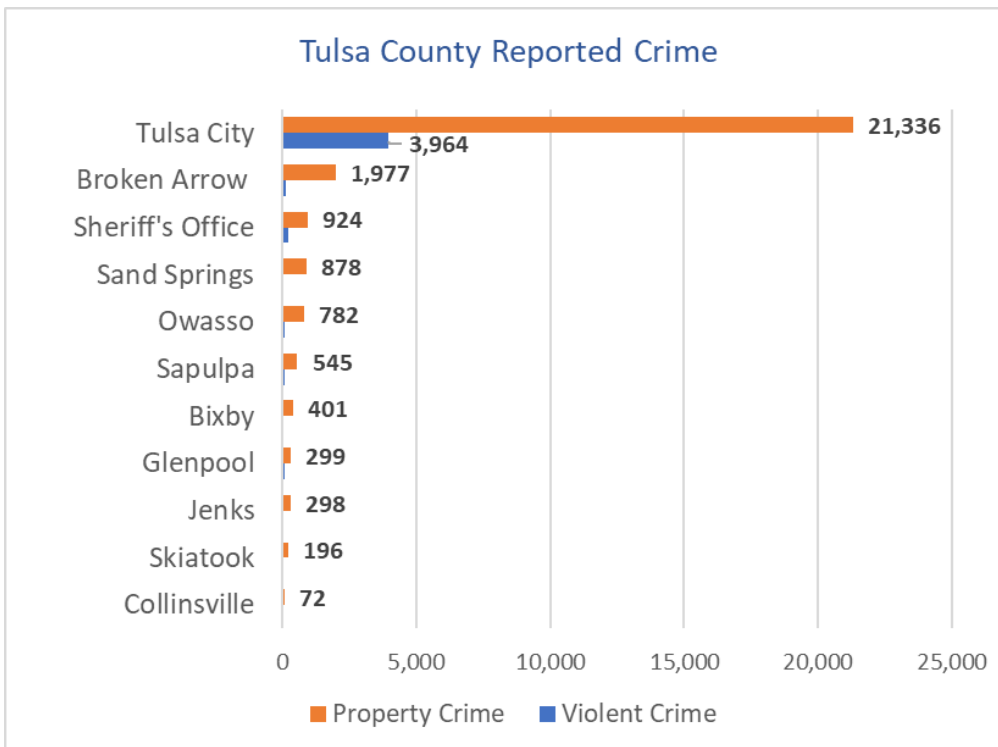
⁸All economic estimates are from the U.S. Census Bureau, projected from the 2020 census.

⁹Open Data Network. See, https://www.opendatane트워크.com/entity/310M200US46140/Tulsa_Metro_Area_OK/economy.gdp.per_capita_gdp.



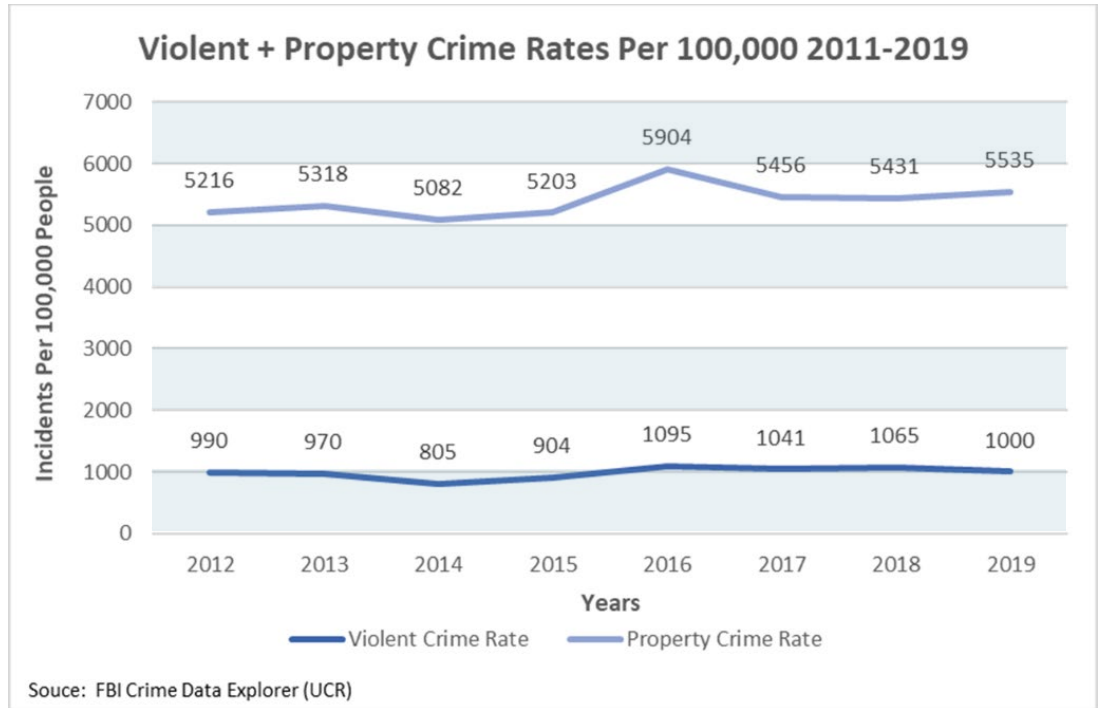
^ **FIGURE 4:**
Tulsa Reported Incidents of Property and Violent Crime

Figure 5 below, compares the crime across the metropolitan jurisdictions within Tulsa County. FBI reported crime data are aggregated from reports by law enforcement in incorporated and unincorporated (Sheriff) areas.



< **FIGURE 5:**
Crime Comparison Across Tulsa County

Figure 6 below illustrates the crime rate per 100K population, a useful comparison figure for other jurisdictions. As can be expected, population increases have resulted in a fairly flat rate of crime over eight years.

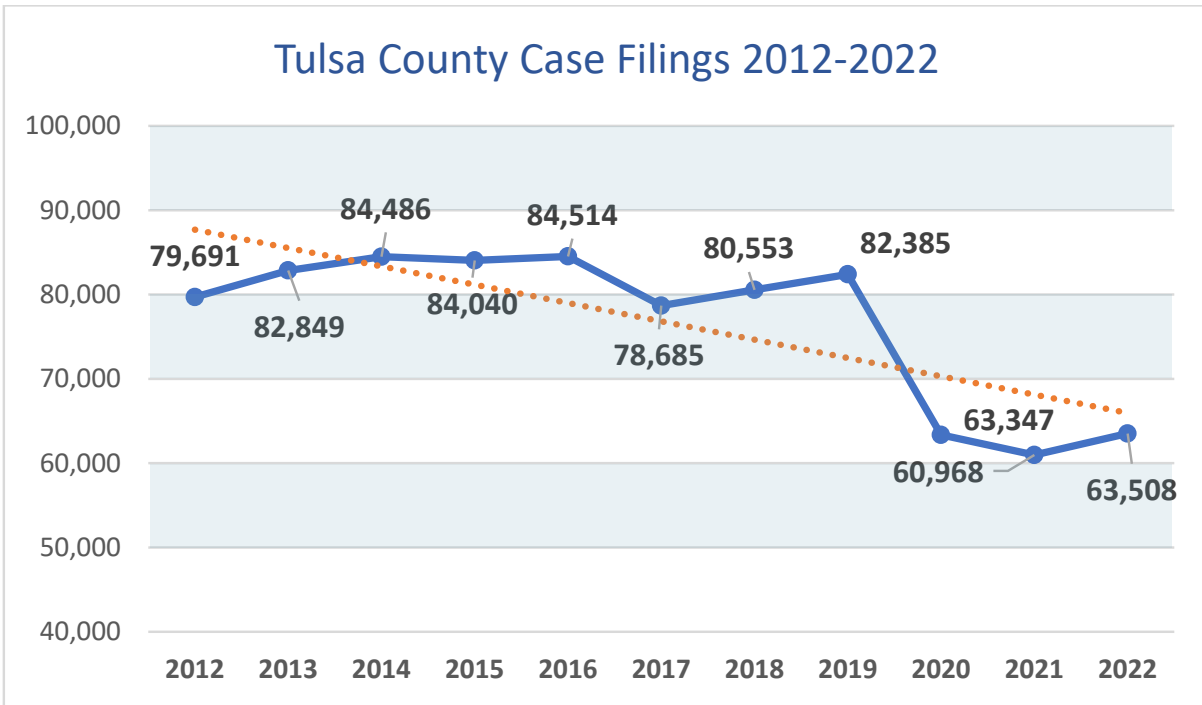


^ FIGURE 6:
Tulsa County Crime Rate per
100K Population

By comparison, Colorado Springs, a similarly sized metropolitan area has a violent crime rate of 966 and property crime rate of 3,162, per 100K population.

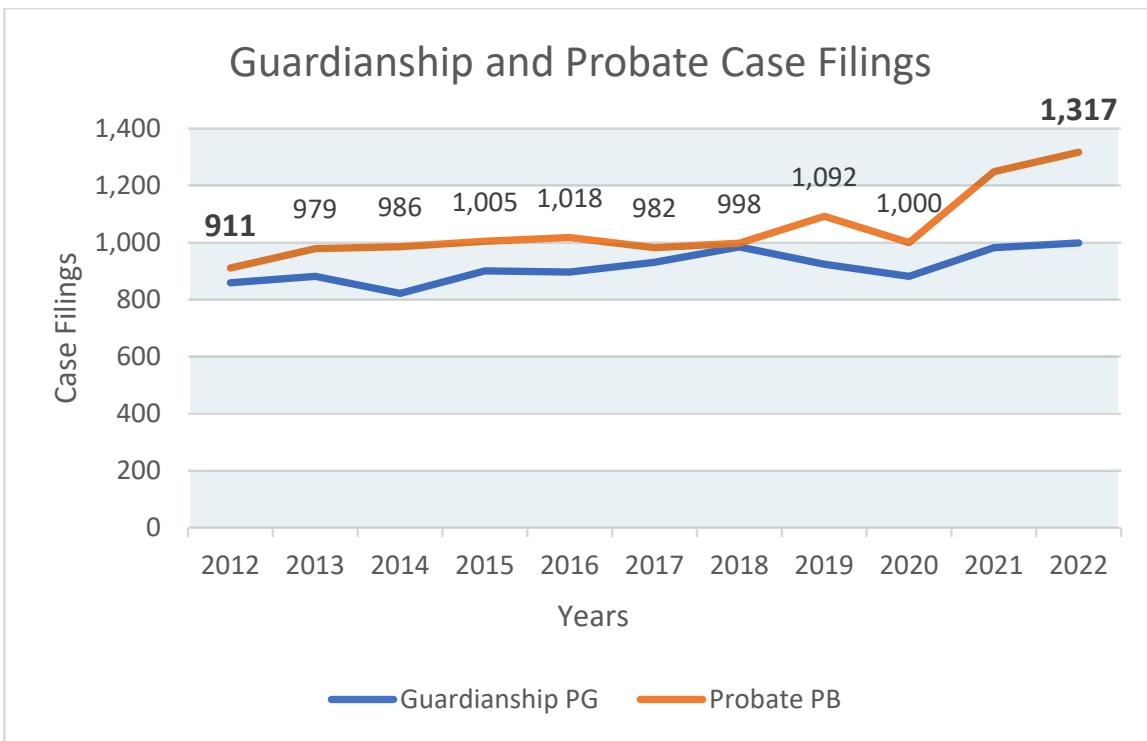
TULSA COUNTY DISTRICT COURT CASELOAD AND JUDGE PROJECTIONS

The primary determinant of the need for judges is caseloads and projections based on historical trends, combined with operational or other factors. Historically, over the last ten plus years, caseloads in Tulsa County have been declining. Caseloads are defined by the number of annual filings. Figure 7 below illustrates that aggregate filings across all case types have declined by approximately 20% over the last 11 years.



^ **FIGURE 7:**
District Court
Aggregate Case
Filings

The analysis is supported by data from the District Court, matched to data derived from the Oklahoma Supreme Court annual reports,¹⁰ shown in Appendix 1 attached to the report. Closer analysis illustrates that only probate cases have had measurable increases (44.6%) over the last 11 years. See Figure 8 below. Filings for most civil, criminal, and family case types have remained flat over the last decade, with the greatest declines in traffic, miscellaneous family (not divorce), and small claims cases.



< **FIGURE 8:**
Probate Case Filings

¹⁰Source, Tulsa County District Court and Supreme Court of Oklahoma Annual Reports, 2012-2022. See, <https://oksc.oscn.net/>.

DISTRICT COURT TWENTY-YEAR JUDICIAL PROJECTIONS

A summary of the current baseline of 33 judges and their divisions is illustrated in Table 1 below. Judges are indefinitely assigned to divisions. When a judge leaves or retires, judges, based on seniority, have the option to change divisions.

> **TABLE 1:**
Tulsa County District
Court Judges

Tulsa County District Court Judges			
Division	District Judges	Special Judges	Total Judges
Civil Division	6	2	8
Criminal Division	5	6	11
Family Division	1	6	7
Probate Division	1	2	3
Courthouse Total	13	16	29
Juvenile Division	1	3	4
Total District Court	14	19	33

In addition to historical case filing trends, the Presiding Judge of the District Court noted that the need for alternative courts is rapidly increasing. The Court has four weekly Accountability and Problem-Solving Court dockets including the following:

- ▶ Drug Court Program
- ▶ Mental Health Court Program
- ▶ Veterans Court Program
- ▶ Domestic Violence Court

The space program is based on a projected need for three additional Probate Division and three additional Alternative Courts judges over the next 20 years. The projections do not include any new Civil, Family, or Juvenile Division judges. District Court judges housed in the courthouse would increase from 29 currently to 35 in 2043, an increase of six judges over 20 years. See Table 2 below.

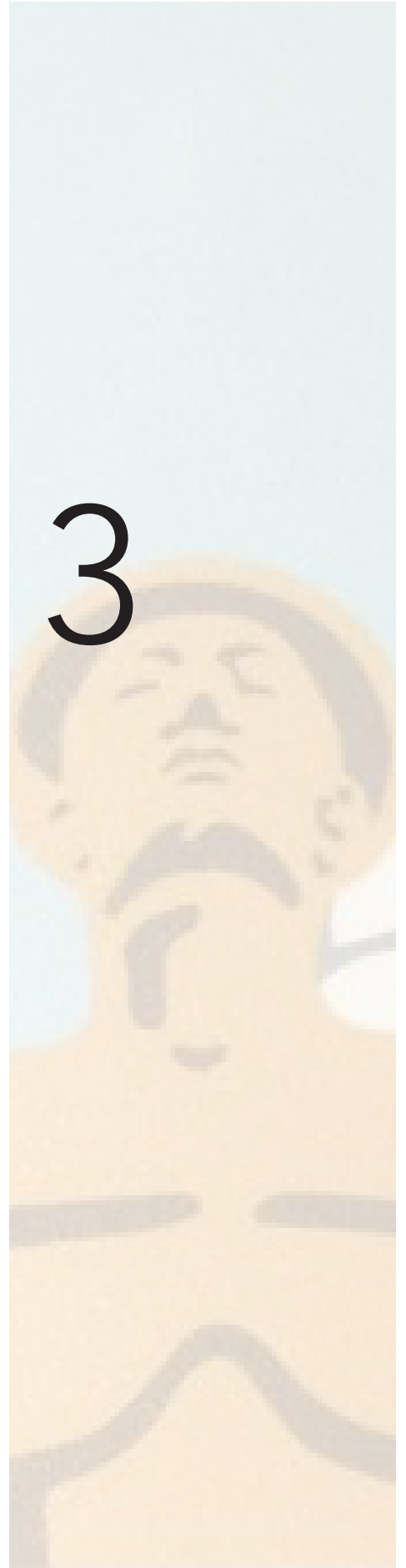
> **TABLE 2:**
Tulsa District Court
20-Year Projected Judge
Needs

Tulsa District Court 20-Year Projected Judge Needs					
Division	2023 Judges	2028 5-Years	2033 10-Years	2043 20-Years	Delta
Civil Division	8	8	8	8	0
Criminal Division	11	12	13	14	3
Family Division	7	7	7	7	0
Probate Division	3	4	5	6	3
Courthouse Total	29	31	33	35	6
Juvenile Division	4	4	4	4	0
Total District Court	33	35	37	39	6

The caseload and number of judges is the primary driver for all other staffing projections in the Tulsa County justice system. One key example is the ratio of attorneys to each judge. The space program projects that two prosecuting attorneys, and two public defenders will be required for each additional criminal judge for the growth in alternative courts. Proportional increases in staffing for probate and family have also been made for the Clerk's office and for staffing at the District Attorney and Public Defender offices. Subsequent sections in the report describe these increases in detail. Note that other justice system agencies, not housed in the courthouse, will likely be impacted by growth. Most notably, probation supervision will increase proportionally to accommodate growth in alternative courts.

Tulsa County Courthouse Shared Spaces

3



Tulsa County Courthouse Shared Spaces

The Tulsa County Courthouse space program includes the following shared functions and spaces. Collectively, shared spaces account for approximately 12% (29,778 s.f.) of space in the courthouse today.

- ▶ Public Lobby and Building Security
- ▶ Building Support
- ▶ Building Parking
- ▶ IT Services

PUBLIC LOBBY AND BUILDING SECURITY

Table 3, at the end of this section, illustrates the public lobby and building security requirements for the Tulsa County Courthouse. They include two lobbies, vestibule, security queuing and screening, and a public assistance counter. Surveillance cameras for public and staff spaces are monitored by the Sheriff's office or designees as described in Section 7 – Prisoner Holding. The public lobby areas for public screening are anticipated to grow by 18% over 20 years to accommodate the increase in probate and alternative courts and the additional numbers of visitors to the courthouse.

Currently, the County IT department has an office across the street from the courthouse. The state provides the cabling for the courthouse. The county is responsible for security dispatch, cameras, wireless internet, and access controls for the entire building.

BUILDING SUPPORT

Table 4, at the end of this section, illustrates the building support requirements for the Tulsa County Courthouse. They include a loading dock, building storage, archives, and public toilets. Mechanical and electrical equipment spaces are included in building multipliers. No growth is programmed for these functional needs over 20 years.

BUILDING PARKING

Table 5, at the end of this section, illustrates the building parking requirements for judges and attorneys. The program is based on a minimal allocation of spaces for elected officials, including all judges, and senior leadership of the District Court, Clerk, District Attorney, and Public Defender's office. Twenty-year projections include growth from 45 to 57 parking spaces.

Today, a parking garage, with 250 spaces on two levels (125 spaces each level), is located adjacent to and beneath the courthouse. The lower level is reserved for judges and court staff, and the second level is open to the public.

The basement parking garage has one entrance/exit, which raises security concerns. Unhoused people often gather in the garage and cause disruptions. The Sheriff's office has about 20 cameras monitoring the garage which allows for a quick response if an issue arises. When building security staff are available, a court security officer monitors the entrance. Security in a courthouse parking garage should clearly segregate judicial staff and the public with no physical way to enter secure areas without the use of a security swipe card or passcode. Currently, a connected and secure entrance is provided to the courthouse from the garage.

Approximately 450 judges, attorneys, and staff use the building. Many of the attorneys, staff and visitors to the court must find additional parking around the courthouse since the parking dedicated parking garage is not large enough to accommodate their needs. All the parking lots around the building are owned by a single private company. Jurors are paid \$25 a day, and parking is \$10. Courthouse staff pay \$60 per month for parking. A county-owned parking lot or garage would hugely benefit jurors, employees, and visitors to the court.

IT SERVICES

IT Services are not housed in the courthouse, so no space program is included. All support space needed for server closets and switch rooms are included in the building gross multiplier for the courthouse overall. Currently, the County IT department has an office across the street from the courthouse. The state provides the cabling for the courthouse. The county is responsible for security dispatch, cameras, wireless internet, and access controls for the entire building. The county is limited as to what cables they can touch or fix. In an emergency (during a trial) the county IT can provide support, but the state is responsible for the cabling.

County IT provides, by mutual agreement, computers and IT support to the DA's office. In addition, based on agreements, County IT provides full support for Court Services, and they act as a consultant for the Alternative Court Program.

The Clerk's office utilizes the State and the Oklahoma Supreme Court Network (OSCN) for all case management IT functions. All Clerk's office IT and network requirements and issues are under state jurisdiction through a state IT representative from Oklahoma City. The Clerk's Office is unable to troubleshoot or move around any computers without the supervision of a certified Oklahoma City tech support person. Some requests take a year response time. The State judiciary controls the data by statute, but the Clerk's office would like to have jurisdiction over the IT systems. The Clerk's office has server and wiring for administrative functions only.

If the location of the courthouse were to change, the IT department should have an office in the courthouse or nearby. Each floor of the court would need a closet of some sort for centralized wiring (within 300 feet of all end users). IT must be involved in planning a new build to consider location, security, and surveillance.

Public Lobby Space Program											
Public Lobby		Space Standard SF	2022 - Exist		2027 - 5 Yr		2032 - 10 Yr		2042 - 20 Yr		Courthouse Summary
Space No.	Type		Units	SF	Units	SF	Units	SF	Units	SF	Notes
1.000	Public Lobby										
1.101	Lobby	800	2	1,600	2	1,600	2	1,600	2	1,600	
1.102	Weather Vestibule	200	1	200	1	200	1	200	1	200	
1.103	Security Queuing Area	400	1	400	1	400	2	800	2	800	Increase based on courtsets
1.104	Security Screening Area	360	1	360	1	360	1	360	1	360	2-3 screening stations
1.105	Public Assistance Counter	80	1	80	1	80	1	80	1	80	
	Subtotal	1,840	6	2,640	6	2,640	7	3,040	7	3,040	
1.000	Public Lobby Net Area (NSF)	1,840	6	2,640	6	2,640	7	3,040	7	3,040	
	Department circulation multiplier			1.40		1.40		1.40		1.40	
1.000	Public Lobby DGSF			3,696		3,696		4,256		4,256	
						0%		15%		15%	Increase based on courtsets

^ TABLE 3:
Public Lobby
Space Program

Building Support Space Program											
Building Support		Space Standard SF	2023 - Exist		2028 - 5 Yr		2033 - 10 Yr		2043 - 20 Yr		Courthouse Summary
Space No.	Type		Units	SF	Units	SF	Units	SF	Units	SF	Notes
10.000	Building Support										
10.100	Loading Dock										
10.101	Loading Dock	1,600	1	1,600	1	1,600	1	1	1	1,600	
10.102	Building Storage	400	1	400	1	400	1	400	1	400	
10.103	Janitor's Storage	80	1	80	1	80	1	80	1	80	
10.104	Archives	1,200	1	1,200	1	1,200	1	1,200	0	0	Archives will be eliminated
10.105	Public Toilets	350	16	5,600	16	5,600	16	5,600	16	5,600	Male, female, 4 stalls each, per floor
	Subtotal	3,630	20	8,880	20	8,880	20	8,880	19	7,680	
1.000	Public Lobby Net Area (NSF)	3,630	20	8,880	20	8,880	20	8,880	19	7,680	
	Department circulation multiplier			1.40		1.40		1.40		1.40	
1.000	Public Lobby DGSF			12,432		12,432		12,432		10,752	
						0%		0%		-14%	Percent space decrease from 2023

^ TABLE 4:
Building Support
Space Program

Building Parking Space Program											
Building Parking		Space Standard SF	2023 - Exist		2028 - 5 Yr		2033 - 10 Yr		2043 - 20 Yr		Courthouse Summary
Space No.	Type		Units	SF	Units	SF	Units	SF	Units	SF	Notes
11.000	Building Parking										
11.100	Court Judicial Officer Parking										
11.101	Judge's Parking	350	29	10,150	31	10,850	33	11,550	35	12,250	
11.102	Court Administrator	350	1	350	1	350	1	350	1	350	
	Subtotal	700	30	10,500	32	11,200	34	11,900	36	12,600	
11.100	Court Clerk's Office Parking										
11.101	Clerk Parking	350	1	350	1	350	1	350	1	350	
11.102	Senior Clerk Staff	350	4	1,400	4	1,400	5	1,750	6	2,100	
	Subtotal	700	5	1,750	5	1,750	6	2,100	7	2,450	
11.200	District Attorney Parking										
11.201	District Attorney Parking	350	1	350	1	350	1	350	1	350	
11.202	ADA and Chiefs' Parking	350	4	1,400	4	1,400	5	1,750	6	2,100	
	Subtotal	700	5	1,750	5	1,750	6	2,100	7	2,450	
11.200	Public Defender Parking										
11.201	Chief Public Defender Parking	350	1	350	1	350	1	350	1	350	
11.202	Public Defender Chiefs' Parking	350	4	1,400	4	1,400	5	1,750	6	2,100	
	Subtotal	700	5	1,750	5	1,750	6	2,100	7	2,450	
11.000	Building Parking Net Area (NSF)	1,400	45	12,250	47	12,950	52	14,000	57	15,050	
	Department circulation multiplier			1.40		1.40		1.40		1.40	
1.000	Building Parking DGSF			17,150		18,130		19,600		21,070	
						6%		14%		23%	Percent space increase from 2023

TABLE 5:
Building Parking
Space Program

Tulsa County District Court

4



Tulsa County District Court

The District Court space program includes the following functions and departments:

- ▶ Court Divisions (courtsets + judge chambers)
- ▶ Court Administration
- ▶ Alternative Courts Program
- ▶ Court Services
- ▶ Law Library

Public circulation The Jordan Building courthouse annex provides first floor public access to Court Services, Alternative Courts, and other volume functions such as arraignments, District Attorney supervision, and selected family and probate dockets. The Clerk's office and Jury Assembly are located on the Second Floor. While five public elevators in the 1950's courthouse (3) and Jordan Building (2) are sufficient, the older courthouse elevators are old and often under maintenance.

Judge and staff circulation No dedicated elevators are provided for judges and staff. All judges and staff must use the public corridors to access chambers, although on selected floors (2, 3, 4), judges' chambers have secure corridors to access other chambers and courtrooms.

In-custody circulation The courthouse was not built in the 1950's to modern security standards. Judges and staff on floors (1, 3, 4, 5) with criminal courtrooms expressed significant concerns about the movement of in-custody persons on these floors. One secure elevator, operated by the Sheriff's Office, is used to transport in-custody persons to courtroom floors. All in-custody movement on every floor includes the use of public and judge/staff corridors.

COURT DIVISIONS

The District Court is led by a presiding judge. Each court division is led by a chief judge. The court administrator supports the bench and reports to the presiding judge.

District Court judges are organized into five divisions, four of which (29 judges) are housed in the Tulsa County Courthouse. Judges are organized by District Judges (elected) and Special Judges (appointed). Rotations by seniority occur when a judge vacates a seat, typically due to retirement or possible relocation or departure for other reasons. See Table 6.

> **TABLE 6:**
Tulsa County District
Court Judges

Tulsa County District Court Judges			
Division	District Judges	Special Judges	Total Judges
Civil Division	6	2	8
Criminal Division	5	6	11
Family Division	1	6	7
Probate Division	1	2	3
Courthouse Total	13	16	29
Juvenile Division	1	3	4
Total District Court	14	19	33

EXISTING COURTROOMS

While only 27 physical courtrooms are provided, two courtrooms have split dockets for two or more judges. One courtroom is ceremonial but is also assigned to a judge. The four juvenile judges are housed at the Juvenile Bureau outside the courthouse. The largest courtroom (ceremonial) is 2,170 s.f., and courtroom sizes are in the following ranges:

- ▶ Probate and Family 550 to 900 s.f.
- ▶ Civil 1,080 to 1,448
- ▶ Criminal 1,086 to 1,676 s.f.

Most jury-enabled courtrooms are not sufficiently sized for accessibility under the Americans with Disabilities Act (ADA). A number of judges expressed concerns about the size of courtrooms for larger dockets and jury trials. A standard for jury-capable courtrooms is 1,800 s.f., and only one courtroom in the courthouse meets or exceeds that standard. Notably, a small number (4) of probate and family judges share courtrooms for their dockets. Many probate and family courtrooms are smaller than the civil and criminal courtrooms because they do not need to be jury-capable. These assignment and courtroom practices are commendable and should continue. The space program provides for a single jury trial courtroom standard (1,850 s.f.) and single non-jury trial courtroom standard (1,200 s.f.). Existing courtrooms are configured and assigned in the courthouse on the following floors.

- First Floor** Four courtrooms are located on the first floor, including arraignment (1), alternative courts (1), and family (3). Note that two family courtrooms are shared probate courtrooms (2).
- Second Floor** No courtrooms are located on the second floor.
- Third Floor** Seven courtrooms are located on the third floor, including criminal (3), and family (4). This floor is also configured as a Family reception center and for preliminary hearings (probable cause felony hearings) on criminal cases.
- Fourth Floor** Four courtrooms are located on the fourth floor, including criminal (4).
- Fifth Floor** Five courtrooms are located on the fifth floor, including civil (4) and criminal (1).

Sixth Floor Three courtrooms are located on the sixth floor, including civil (1), family (1), and ceremonial (1). The ceremonial courtroom is unassigned.

Seventh Floor Four courtrooms are located on the seventh floor, including civil (3) and probate (1).

Eighth Floor No courtrooms are located on the eighth floor.

Ninth Floor No courtrooms are located on the ninth floor.

See Table 8 at the end of this section for the Court Division space program, including 20-year projections. The projections are based on anticipated growth of three (3) alternative court judges and three (3) probate division judges, as illustrated in Table 7 below. In summary, the courthouse is projected to add six (6) judges in 20 years and to increase by approximately 24,000 s.f. to a total area for court divisions of approximately 149,000 s.f.

Tulsa District Court 20-Year Projected Judge Needs					
Division	2023 Judges	2028 5-Years	2033 10-Years	2043 20-Years	Delta
Civil Division	8	8	8	8	0
Criminal Division	11	12	13	14	3
Family Division	7	7	7	7	0
Probate Division	3	4	5	6	3
Courthouse Total	29	31	33	35	6
Juvenile Division	4	4	4	4	0
Total District Court	33	35	37	39	6

< TABLE 7:
Tulsa District Court 20-Year Projected Judge Needs

COURT ADMINISTRATION

Court administration is a small office consisting of the court administrator and three bailiffs. The staff are responsible for most administrative functions in support of the judges and court staff, including payroll and benefits, HR, and procurement. In addition, Court Administration is responsible for jury administration. On jury-call days, the bailiffs will staff jury assembly to supervise jurors and to coordinate the movement of jury panels to courtrooms for trials. Jury calls are conducted by the Clerk’s Office, staff for whom also conduct check-ins at jury assembly.

Currently, Court Administration and Jury Assembly are programmed to occupy 17,150 s.f. including a large jury assembly room of 9,000 s.f. no staffing or space increases are projected. See Table 9 at the end of this section for the Court Administration space program.

ALTERNATIVE COURTS

The Alternative Court Program is situated on the first floor of the Tulsa County Courthouse. Their first-floor office space provides space for their 13 staff members as well as touchdown space for local non-profits who help to serve and support the 750 active clients involved in the program. Alternative Courts is comprehensive program that helps participants with a variety of needs including treatment and intensive services. They have a pantry to provide food for clients and a closet to provide clothes for clients and their families. The “one-stop-shop” method is helpful for clients who can go to one place to handle all of their case matters at one time.

The Alternative Court Program includes the following eight dockets:

1. Female Drug Court
2. Male Drug Court
3. Female DUI Court
4. Male DUI Court
5. Domestic Violence Court
6. Mental Health Court
7. Veterans’ Court
8. Women In Recovery

The Alternative Court Program is in the process of starting a new prison re-entry court and there have been conversations about potentially expanding to add an opioid-specific court. As a result of current and future expansions of alternative courts, the space program projects a need for three additional judges and courts, primarily as an adjunct to the Criminal Division.

Judges join the Alternative Court Program through special assignments from the presiding judge and court administrators. These assignments are long-term and happen based on expressed interest by the judge. One judge presides over the Alternative Court Program and works in the veteran’s court. One judge works with the program full-time and presides over six out of the eight dockets. A second Criminal Division judge presides over the mental health docket. The program’s location within the courthouse is critical, since two of the three judges have a split docket, and have other dockets in the courthouse.

Due to the location of the Alternative Courts courtroom, the three judges who work with the program, have their chambers located elsewhere throughout the courthouse. A deputy sheriff is assigned to the Alternative Courts Program and is stationed to assist with safety concerns in the courtroom. There are no secure prisoner movement hallways on the first floor and participants who are in custody must be walked through the busy public hallways to appear in court.

Most participants are not in custody, The proximity to public transportation is critical for participants, who often have suspended licenses due to DUIs or other restrictions from the court.

The Alternative Courts Program is under the District Court, a state branch of government, and is primarily funded through grants, with the State of Oklahoma being its primary funder. The program also receives grants from Tulsa County. The growth of the program is determined by grant funding, and the demand is determined by the community. For the current caseload, the Alternative Courts Program is adequately staffed, but as additional dockets are added, additional staff are projected in proportion to the additional three judges.

See Table 10 at the end of this section for the Alternative Courts space program. Alternative Courts is currently programmed for 3,514 s.f., not including the courtroom and courtroom support space, and is projected to grow to 8,764 s.f. in 20 years. A courtroom suite includes a large, 1,850 s.f. courtroom and ancillary space such as holding for in-custody participants and attorney client conference rooms. Alternative Courts courtrooms are expected to grow by three (3) courtrooms to four (4) courtrooms total over the next 20 years.

COURT SERVICES

The Court Services office, located on the first floor of the Tulsa Courthouse, handles pre-trial services including case management, urinary analysis, and home visits. Court Services provides case management and oversight of the legal components of a client's case, rather than treatment. Court Services provides reports to the court, in advance of court hearings, for any individual they are supervising on pre-trial release, they do not conduct Pre-Sentence Investigations. They manage around 250 active cases at a time.

Court Services relocated to their current space in February 2022. Previously, their office was in the basement of the courthouse. There are 27 employees working within the courthouse, with additional employees located in the Tulsa County Jail. The jail intake team, which operates 24/7, reviews every person who goes through the jail to evaluate their eligibility for pretrial and determines who can be released. Court Services also conducts bond hearing investigations and reports for nearly everyone booked into the Tulsa County Jail. Each client is assigned a case manager who works with them throughout the duration of their case.

Court Services conducts all the mandated pretrial urinary analysis (UA) in their office. They have a small dedicated cold room for the UA machine and there is a separate collection area with separate bathrooms. The case managers meet with clients and conduct interviews in individual office spaces, for security and sound separation, the offices have glass on the upper part of the wall.

Court Services works closely with the Alternative Courts Program. It is imperative that their offices remain near the Alternative Courts Program and within the courthouse. Case managers are in court before a judge every single day. Part of their job is showing people where they will be for court and explaining the process. The Court Services need access to the court, especially to the criminal court.

Staff increases are based on the demand of the court and the increase in different programs such as specialty courts. If a new program were to be established, they would need more dedicated case managers, usually through a grant. Currently, they feel that they have adequate staff to manage their caseload, but if their caseload were to increase or more programs were to be added they would need more staff.

See Table 11 at the end of this section for the Court Services space program. Court Services is currently programmed for 7,084 s.f. and is projected to grow to 8,932 s.f. in 20 years. This growth is based on an increase in staff which will require additional space.

LAW LIBRARY

The law library is located on the second floor of the Tulsa County Courthouse, connected to the Clerk's office. The law library has two full-time employees who assist with the daily functions of the library. The law library sees about 75 people per day and is utilized by both Pro Se litigants and attorneys. Attorneys often use the private conference rooms for meetings or depositions and litigants use the space and resources to fill out forms, ask questions, or do research. For a small fee, they provide a courier or E-filing system for attorneys. Legal professionals often use computers for legal research and Pro Se litigants often use the physical books. The county is required to provide a Law Library in any county with over 300,000 people. Oklahoma City is the only other county with a law library of this caliber. The E-filing services they provide are a huge benefit to attorneys and they use their services daily. If the law library had more space, they could assist more people. There is a need for more assistance, and they would love to see legal aid organizations use their spaces to provide assistance to the community.

Please see Table 11 at the end of this section for the Law Library space program. The Law Library is currently programmed for 3,410 s.f. and is not projected to grow in the next 20 years. Currently, the Law Library is sustained by two employees, which is not likely to change over the next 20 years, especially as the reliance on online databases increases.

Court Divisions Space Program												
Court Divisions*		Space Standard SF	2023 - Exist		2028 - 5 Yr		2033 - 10 Yr		2043 - 20 Yr		Courthouse Summary	
Space No.	Type		Units	SF	Units	SF	Units	Units	Units	SF	Notes	
2.000	Court Divisions											
2.100	Civil Division (8 Judges)											
2.101	Civil Division Jury Trial Courtroom	1,850	8	14,800	8	14,800	8	14,800	8	14,800	Includes Chief Judge	
2.102	Entrance Vestibule	150	8	1,200	8	1,200	8	1,200	8	1,200	1 per courtroom	
2.103	Attorney/Client Conference Room	200	12	2,400	12	2,400	12	2,400	12	2,400	Approx. 1.5 per courtroom	
2.104	AV Support Closet	100	4	400	4	400	4	400	4	400	Shared 1 per 2 courtrooms	
2.105	Evidence Closet	112	4	448	4	448	4	448	4	448	1 per courtroom	
2.106	Jury Deliberation Room	380	4	1,520	4	1,520	4	1,520	4	1,520	Shared 1 per 2 courtrooms	
2.107	Jury Deliberation Toilet	50	8	400	8	400	8	400	8	400	2 per jury deliberation - M/W	
2.108	District Judges Chamber	6	350	6	2,100	6	2,100	6	2,100	6	2,100	Includes Chief Judge
2.109	Special Judges Chamber	2	350	2	700	2	700	2	700	2	700	Private office
2.110	Bailiff	8	96	8	768	8	768	8	768	8	768	1 per judge, workstation
2.111	Court Reporter	8	96	8	768	8	768	8	768	8	768	1 per judge, workstation
2.112	Judges Toilet	50	8	400	8	400	8	400	8	400	In judges' chambers	
2.113	Reception	72	4	288	4	288	4	288	4	288	Shared reception	
2.114	Filing and Storage	60	4	240	4	240	4	240	4	240	1 per 2 judges, shared	
	Staffing Net Area (NSF)	24	3,916	24	26,432	24	26,432	24	26,432	24	26,432	
2.200	Criminal Division (11 + 3 Judges)											
2.201	Criminal Division Jury Trial Courtroom	1,850	11	20,350	12	22,200	13	24,050	14	25,900	Includes Chief Judge	
2.202	Entrance Vestibule	150	11	1,650	12	1,800	13	1,950	14	2,100	1 per courtroom	
2.203	Attorney/Client Conference Room	200	16	3,200	18	3,600	20	4,000	21	4,200	Approx. 1.5 per courtroom	
2.204	AV Support Closet	100	6	600	6	600	7	700	7	700	Shared 1 per 2 courtrooms	
2.205	Evidence Closet	112	6	672	6	672	7	784	7	784	1 per courtroom	
2.206	Holding Cell	80	6	480	6	480	7	560	7	560	Shared 1 per 2 crim courtrooms	
2.207	Holding Vestibule	180	6	1,080	6	1,080	7	1,260	7	1,260	Shared 1 per 2 crim courtrooms	
2.208	Jury Deliberation Room	380	6	2,280	6	2,280	7	2,660	7	2,660	Shared 1 per 2 courtrooms	
2.209	Jury Deliberation Toilet	50	12	600	12	600	14	700	14	700	2 per jury deliberation - M/W	
2.210	District Judges Chamber	5	350	5	1,750	5	1,750	5	1,750	5	1,750	Includes Chief Judge
2.211	Special Judges Chamber	6	350	6	2,100	7	2,450	8	2,800	9	3,150	Private office
2.212	Bailiff	11	96	11	1,056	12	1,152	13	1,248	14	1,344	1 per judge, workstation
2.213	Court Reporter	11	96	11	1,056	12	1,152	13	1,248	14	1,344	1 per judge, workstation
2.214	Judges Toilet	50	11	550	12	600	13	650	14	700	In judges' chambers	
2.215	Reception	72	6	432	6	432	7	504	7	504	Shared reception	
2.216	Filing and Storage	60	6	360	6	360	7	420	7	420	1 per 2 judges, shared	
	Staffing - Net Area (NSF)	33	4,176	33	38,216	36	41,208	39	45,284	42	48,076	

^ TABLE 8:
Court Divisions
Space Program

Court Divisions Space Program												
Court Divisions Continued		Space Standard SF	2023 - Exist		2028 - 5 Yr		2033 - 10 Yr		2043 - 20 Yr		Courthouse Summary	
Space No.	Type		Units	SF	Units	SF	Units	Units	Units	SF	Notes	
2.000	Court Divisions											
2.300	Family Division (7 Judges)											
2.301	Family Division Trial Courtroom		1,200	7	8,400	7	8,400	7	8,400	7	8,400	Includes Chief Judge
2.302	Entrance Vestibule		150	7	1,050	7	1,050	7	1,050	7	1,050	1 per courtroom
2.303	Attorney/Client Conference Room		200	10	2,000	10	2,000	10	2,000	10	2,000	Approx. 3.4 per courtroom
2.304	AV Support Closet		100	3	300	3	300	3	300	3	300	Shared 1 per 2 courtrooms
2.310	Judges Chamber	7	350	7	2,450	7	2,450	7	2,450	7	2,450	Includes Chief Judge
2.312	Bailiff	7	96	7	672	7	672	7	672	7	672	1 per judge, workstation
2.313	Court Reporter	7	96	7	672	7	672	7	672	7	672	1 per judge, workstation
2.314	Additional Bailiffs	11	96	11	1,056	11	1,056	11	1,056	11	1,056	Pool bailiffs
2.315	Judges Toilet		50	7	350	7	350	7	350	7	350	In judges' chambers
2.316	Reception		72	4	288	4	288	4	288	4	288	Shared reception
2.317	Filing and Storage		60	4	240	4	240	4	240	4	240	1 per 2 judges, shared
	Staffing - Net Area (NSF)	32	2,470	32	17,478	32	17,478	32	17,478	32	17,478	
2.400	Probate Division (3 + 3 Judges)											
2.401	Probate Division Trial Courtroom		1,200	3	3,600	4	4,800	5	6,000	6	7,200	Includes Chief Judge
2.402	Entrance Vestibule		150	3	450	4	600	5	750	6	900	1 per courtroom
2.403	Attorney/Client Conference Room		200	4	800	6	1,200	7	1,400	9	1,800	Approx. 3.4 per courtroom
2.404	AV Support Closet		100	2	200	2	200	3	300	3	300	Shared 1 per 2 courtrooms
2.405	Judges Chamber	3	350	3	1,050	4	1,400	5	1,750	6	2,100	Includes Chief Judge
2.406	Bailiff	3	96	3	288	4	384	5	480	6	576	1 per judge, workstation
2.407	Court Reporter	3	96	3	288	4	384	5	480	6	576	1 per judge, workstation
2.408	Judges Toilet		50	3	150	4	200	5	250	6	300	In judges' chambers
2.409	Reception		72	2	144	2	144	3	216	3	216	Shared reception
2.410	Filing and Storage		60	2	120	2	120	3	180	3	180	1 per 2 judges, shared
	Staffing - Net Area (NSF)	9	2,374	9	7,090	12	9,432	15	11,806	18	14,148	
2.000	Divisions Net Area (NSF)	98	12,936	98	89,216	104	94,550	110	101,000	116	106,134	18%
	Department circulation multiplier				1.40		1.40		1.40		1.40	Increase in staffing
2.000	Divisions DGSF				124,902		132,370		141,400		148,588	23,685
*	Does not include Juvenile Division						6%		13%		19%	Percent space increase from 2023
	Judges	29								35		

GSF = Gross Square Feet
 BGSF = Building Gross Square Feet

^ **TABLE 8**
 (continued):
 Court Divisions
 Space Program

Court Administration Space Program												
Public Lobby		2023 Staffing	Space Standard SF	2023 - Exist		2028 - 5 Yr		2033 - 10 Yr		2043 - 20 Yr		Courthouse Summary
Space No.	Type			Units	SF	Units	SF	Units	SF	Units	SF	Notes
3.000	Court Administration											
3.100	Executive Office											
3.102	Waiting		80	1	80	1	80	1	80	1	80	
3.103	Court Administrator	1	300	1	300	1	300	1	300	1	300	Private office
3.104	Bailiff	3	140	3	420	3	420	3	420	3	420	Private office
3.110	Filing		80	1	80	1	80	1	80	1	80	Open area
3.111	Storage		80	1	80	1	80	1	80	1	80	
	Subtotal	4	680	4	960	4	960	4	960	4	960	
3.200	Jury Assembly											
3.202	Jury Reception		750	1	750	1	750	1	750	1	750	Counter, check-in
3.203	Jury Assembly		9,500	1	9,500	1	9,500	1	9,500	1	9,500	Capacity 600 persons
3.204	Toilets		350	2	700	2	700	2	700	2	700	Male, female, 4 stalls each
3.205	Workspace/kitchen		140	1	140	1	140	1	140	1	140	Multipurpose, sink refrig, cabinets
3.206	Filing		120	1	120	1	120	1	120	1	120	Closed room
3.207	Storage		80	1	80	1	80	1	80	1	80	
	Subtotal		10,940		11,290		11,290		11,290		11,290	
3.000	Court Administration Net Area (NSF)	4	11,620	4	12,250	4	12,250	4	12,250	4	12,250	0%
	Department circulation multiplier				1.40		1.40		1.40		1.40	Staffing increase from 2023
3.000	Court Administration DGSF				17,150		17,150		17,150		17,150	
							0%		0%		0%	Percent space increase from 2023

^ **TABLE 9:**
Court Administration
Space Program

Alternative Courts Space Program												
Alternative Courts Office		2023 Staffing	Space Standard SF	2023 - Exist		2028 - 5 Yr		2033 - 10 Yr		2043 - 20 Yr		Courthouse Summary
Space No.	Type			Units	SF	Units	SF	Units	SF	Units	SF	Notes
7.000	Alternative Courts Office											
7.100	Alternative Courts Executives											
7.101	District Judge	1	300	1	300	2	600	3	900	4	1,200	Private office - See Chambers
7.102	Judge Toilet		50	1	50	2	100	3	150	4	200	Private office - See Chambers
7.103	Program Director	1	150	1	150	1	150	1	150	1	150	Private office
7.104	Filing		60	1	60	1	60	1	60	1	60	Open area
7.105	Storage		60	1	60	1	60	1	60	1	60	
	Subtotal	2	620	5	620	7	970	9	1,320	11	1,670	
7.200	Operations											
7.201	Operations Manager	1	150	1	150	1	150	1	150	1	150	Private office
7.202	Case Manager I	1	150	1	150	2	300	2	300	4	600	Private office
7.203	Administrative Coordinator	1	150	1	150	2	300	3	450	4	600	Private office
7.204	Receptionist	1	80	1	80	1	80	1	80	1	80	Workstation
7.205	Data and Development Specialist II	1	150	1	150	2	300	2	300	3	450	Private office
7.206	Grants Specialist	1	150	1	150	2	300	2	300	3	450	Private office
7.207	Deputy Sheriff	1	120	1	120	1	120	1	120	1	120	
7.208	Prison Reentry Staff		150	0	0	2	300	2	300	2	300	
7.209	Staff Toilet		50	2	100	2	100	2	100	2	100	Private office
7.210	Filing		60	1	60	1	60	1	60	1	60	Open area
7.211	Storage		60	1	60	1	60	1	60	1	60	
	Subtotal	7	1,270	11	1,170	17	2,070	18	2,220	23	2,970	
7.300	Programs											
7.301	Alternative Courts Programs Supervisor	1	150	1	150	1	150	1	150	1	150	Private office
7.302	ACP Coordinator II	2	150	2	300	3	450	4	600	5	750	Private office
7.303	Case Manager II	1	150	1	150	2	300	3	450	4	600	Private office
7.304	Filing		60	1	60	1	60	1	60	1	60	Open area
7.305	Storage		60	1	60	1	60	1	60	1	60	
	Subtotal	4	570	6	720	8	1,020	10	1,320	12	1,620	
7.000	Alternative Courts Office Net Area (NSF)	13	2,460	22	2,510	32	4,060	37	4,860	46	6,260	254%
	Department circulation multiplier				1.40		1.40		1.40		1.40	Increase in staffing from 2023
7.000	Alternative Courts DGsf				3,514		5,684		6,804		8,764	
							62%		94%		149%	Percent space increase from 2023

^ TABLE 10:
Alternative Courts
Space Program

Court Services Space Program												
Court Services		2023 Staffing	Space Standard SF	2023 - Exist		2028 - 5 Yr		2033 - 10 Yr		2043 - 20 Yr		Courthouse Summary
Space No.	Type			Units	SF	Units	SF	Units	SF	Units	SF	Notes
8.000	Court Services Office											
8.100	Court Services Executive											
8.101	Chief Court Services Officer	1	240	1	240	1	240	1	240	1	240	Private office
8.102	Assistant Chief Court Services Officer	1	180	1	180	1	180	1	180	1	180	Private office
8.103	Court Services Administration Officer	1	160	1	160	1	160	1	160	1	160	
8.104	Toilet		50	2	100	2	100	2	100	2	100	
8.105	Staff Toilets		150	2	300	2	300	2	300	2	300	
8.106	Conference (work room)		200	1	200	1	200	1	200	1	200	
8.107	Filing		60	1	60	1	60	1	60	1	60	
8.108	Storage		60	1	60	1	60	1	60	1	60	
	Subtotal Staffing	3		3	1,300	3	1,300	3	1,300	3	1,300	
8.200	Court Services Office Management											
8.201	Office Manager (Court Services)	1	150	1	150	1	150	1	150	1	150	Private office
8.202	Waiting/Reception		100	1	100	1	100	1	100	1	100	Capacity 6 persons
8.203	Intake Technician Coordinator	1	80	1	80	1	80	1	80	1	80	Workstation - Reception Counter
8.204	Intake Technician	3	64	3	192	3	192	3	192	3	192	Workstation - Reception Counter
8.205	Filing		60	1	60	1	60	1	60	1	60	Open Area
8.206	Storage		60	1	60	1	60	1	60	1	60	
	Subtotal Staffing	5		5	582	5	582	5	582	5	582	
8.300	Court Services Community Service											
8.301	Community Service Work Supervisor	1	150	1	150	1	150	1	150	1	150	Private office
8.302	Filing		60	1	60	1	60	1	60	1	60	Open area
8.303	Storage		60	1	60	1	60	1	60	1	60	
	Subtotal Staffing	1		1	270	1	270	1	270	1	270	
8.400	SCRAM/UA Unit											
8.401	Lead Court Services Case Manager (Courthouse)	1	150	1	150	1	150	1	150	1	150	Private office
8.402	Court Services Case Manager (UA/Scram)	2	120	2	240	2	240	2	240	2	240	Private office
8.403	Filing		60	1	60	1	60	1	60	1	60	Open area
8.404	Storage		60	1	60	1	60	1	60	1	60	
	Subtotal Staffing	3		3	510	3	510	3	510	3	510	

^ TABLE 11:
Court Services Space Program

Court Services Space Program (continued)												
Court Services Continued		2023 Staffing	Space Standard SF	2023 - Exist		2028 - 5 Yr		2033 - 10 Yr		2043 - 20 Yr		Courthouse Summary
Space No.	Type			Units	SF	Units	SF	Units	SF	Units	SF	Notes
8.000	Court Services Office											
8.500	Courthouse Unit											
8.501	Community Service Case Manager II (Courthouse)	1	120	1	120	2	240	3	360	4	480	Private office
8.502	Community Service Case Manager I (Courthouse0	1	120	1	120	2	240	3	360	4	480	Private office
8.503	Crew Chief II	1	80	1	80	1	80	1	80	1	80	Workstation
8.504	Crew Chief	1	80	1	80	1	80	1	80	1	80	Workstation
8.505	Court Services Officer	1	80	1	80	1	80	1	80	1	80	Workstation
8.506	Community Service Waiting		150	1	150	1	150	1	150	1	150	Capacity 10 persons
8.507	Conference (work room)		200	1	200	1	200	1	200	1	200	
8.508	Filing		60	1	60	1	60	1	60	1	60	Open area
8.509	Storage		60	1	60	1	60	1	60	1	60	
	Subtotal Staffing	5		5	950	7	1,190	9	1,430	11	1,670	
8.600	Alternative Courts Unit											
8.601	Lead Community Corrections Case Manager (?)	1	150	1	150	1	150	1	150	1	150	Private office
8.602	Pretrial Case Manager II	1	120	1	120	2	240	3	360	4	480	Private office
8.603	Pretrial Case Manager II (Alternative Courts)	1	80	1	80	2	160	3	240	4	320	Workstation
8.604	UA Reception/Waiting		100	1	100	1	100	1	100	1	100	Capacity 6 persons
8.605	Laboratory testing		120	1	120	1	120	1	120	1	120	Open Area
8.606	UA Toilets		50	2	100	2	100	2	100	2	100	
8.607	Filing		60	1	60	1	60	1	60	1	60	Open area
8.608	Storage		60	1	60	1	60	1	60	1	60	
	Subtotal Staffing	3	680	3	730	5	930	7	11,130	9	1,330	
8.700	Court Services - Electronic Monitoring Program (EMP)											
8.701	Lead Community Corrections Case Manger:	1	150	1	150	1	150	1	150	1	150	Private office
8.702	Pretrial Case Manager II (Courthouse EMP)	3	120	3	120	3	120	4	120	4	120	Capacity 6 persons
8.703	Lead Case Manager Courthouse / EMP	1	80	1	80	1	80	1	80	1	80	Workstation - Reception
8.704	Court Services Officer II (Courthouse/EMP)	2	64	2	128	2	128	2	128	2	128	Workstation - Reception
8.705	Pretrial Case Manager II (Courthouse EMP)	2	120	2	120	2	120	3	120	4	120	Capacity 6 persons
8.706	Filing		60	1	60	1	60	1	60	1	60	Open area
8.707	Storage		60	1	60	1	60	1	60	1	60	
	Subtotal Staffing	7		7	718	7	718	8	718	8	718	
8.000	Court Services Office Net Area (NSF)	27	680	27	5,060	31	5,500	36	5,940	40	6,380	48%
	Department circulation multiplier				1.40		1.40		1.40		1.40	Increase in staffing from 2023
8.000	Court Services Office DGSF				7,084		7,700		8,316		8,932	
							9%		17%		26%	Percent space increase from 2023

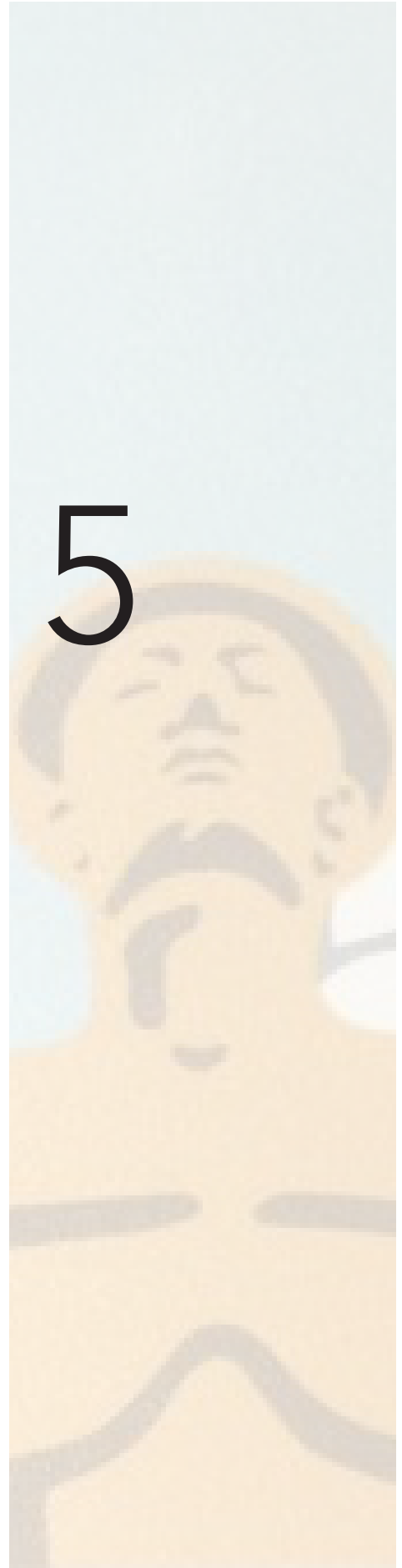
^ TABLE 11:
(continued):
Court Services
Space Program

Law Library Space Program												
Law Library		Staff	Space Standard SF	2023 - Exist		2028 - 5 Yr		2033 - 10 Yr		2043 - 20 Yr		Courthouse Summary
Space No.	Type			Units	SF	Units	SF	Units	SF	Units	SF	Notes
9.000	Law Library											
9.100	Law Library											
9.101	Law Library		1,800	1	1,800	1	1,800	1	1,800	1	1,800	3K linear feet of shelves
9.102	Carrels		64	4	256	4	256	4	256	4	256	Privacy carrels, desktop computers
9.103	Library Director	1	150	1	150	1	150	1	150	1	150	Private office
9.104	Library Assistant	1	120	1	120	1	120	1	120	1	120	Private office
9.105	Toilet		50	1	50	1	50	1	50	1	50	Accessible, single toilet
9.106	Filing and Storage		60	1	60	1	60	1	60	1	60	Secure room
	Subtotal	2	2,244	2	2,436	2	2,436	2	2,436	2	2,436	
9.000	Building Support Net Area (NSF)	2	2,244	2	2,436	2	2,436	2	2,436	2	2,436	
	Department circulation multiplier				1.40		1.40		1.40		1.40	
9.000	Building Support DGSF				3,410		3,410		3,410		3,410	
							0%		0%		0%	Percent space increase from 2023

^ TABLE 12:
Law Library
Space Program

Clerk's Office

5



Clerk's Office

The Clerk's Office is located on the second floor of the Tulsa Courthouse. The Clerk's Office is responsible for filings, records, and jury duty. There are clerks stationed in both the Clerk's main office and throughout the courthouse to assist the judges with minutes and filing. Each judge has their own clerk. During COVID, small claims court moved into the Juvenile Detention Center and are still there today. They have clerks based out of the Juvenile Detention Center to support small claims court and juvenile court. There is an additional branch located in Broken Arrow that can accommodate a few operations such as marriages (30 a week), popular civil filings, and probate filings. Fridays are adoption days in the courthouse. Customer service is the offices' main priority, and they are interested in continuing to open more branches throughout the community in order to better serve their customers.

After the McGirt ruling, the Clerk's Office had to open an extra division for appeals, so that qualifying cases could be appealed and then moved to the federal system. The increase in federal filings has resulted in the federal system needing more clerks, and they often look to the Clerk's office to hire their trained staff which has impacted their ability to remain fully staffed. There have been major fluxes in staffing and have not been fully staffed in many years, always having at minimum four open positions. Clerks often move around locations throughout the building to help where needed. Separate courts would only further intensify the staffing shortage and would impact the flow of employees.

There is file storage under the counters and throughout the division. They keep the current year, and then it moves to the records department which is connected to the jury room. They keep two years of files in the records department, and then they go to a warehouse where they keep three years' worth of records. Statutes dictate what can be destroyed. E-filing would be beneficial for their office, they could reduce their staff by 30%. Attorneys and customers would benefit from convenience. They could get rid of the warehouse and all the storage space. The federal system only E-Filing.

The Clerk's Office is responsible for coordinating jurors on jury days. On a jury day, they call between 400-500 jurors. They stagger their jury call and handle it in two sections. They bring in about 250 people at 8 a.m. and 250 more at 11:30 a.m. for the judges to pull from. Out of the year, they have 26 trial weeks. The elevators are a huge issue for the jury calls since they are small and unreliable. Space in the Clerk's Office is limited, and the staff sees how the limitations in space impact their ability to serve their customers. A few years ago, the clerks halved the law library to add more space to their office. The Clerk's Office could use more meeting rooms, more office space, and more room in the hallways to properly accommodate their staff and their customers. Specifically, they need more space in front of the counter. Lines often wrap around throughout the office. There are safety concerns with limited space especially when opposing parties are there at the same time filing paperwork, there is not enough room to safely separate them. They are concerned that with the continued growth of the county, they will not have enough space to serve their customers.

See Table 13 at the end of this section for the Clerk's Office space program. The Clerk's Office is currently programmed for 118,866 s.f. and is projected to grow to 22,159 s.f. in the next 20 years. The Criminal and Probate Departments are expected to see the most growth.

Clerk's Office Space Program												
Clerk's Office		2023 Staffing	Space Standard SF	2023 - Exist		2028 - 5 Yr		2033 - 10 Yr		2043 - 20 Yr		Courthouse Summary
Space No.	Type			Units	SF	Units	SF	Units	SF	Units	SF	Notes
4.000	Clerk's Office											
4.100	Clerk's Office Executive Staff & Off-Site											
4.101	Court Clerk	1	240	1	240	1	240	1	240	1	240	Private office
4.102	Chief Deputy Court Clerk	1	160	1	160	1	160	1	160	1	160	Private office
4.103	Second Deputy Court Clerk	1	160	1	160	1	160	1	160	1	160	Private office
4.104	Third Deputy Court Clerk	1	160	1	160	1	160	1	160	1	160	Private office
4.105	Off-Site Department Heads	3	80	3	240	3	240	3	240	3	240	
4.106	Off-Site Clerk	17	80	17	1,360	17	1,360	17	1,360	17	1,360	
4.107	Conference Room		400	1	400	1	400	1	400	1	400	
4.108	Staff Toilet		50	1	50	1	50	1	50	1	50	
4.109	Filing		60	1	60	1	60	1	60	1	60	
4.110	Storage		60	1	60	1	60	1	60	1	60	
	Subtotal Staffing	24	1,450	24	2,890	24	2,890	24	2,890	24	2,890	
4.200	Small Claims Department											
4.201	Small Claims Department Head	1	80	1	80	1	80	1	80	1	80	Workstation
4.202	Counter/Telephone/File Clerk	7	80	7	560	7	560	7	560	7	560	Workstation
4.203	Minute Clerk	1	80	1	80	1	80	1	80	1	80	Workstation
4.204	Conference		400	1	400	1	400	1	400	1	400	
4.205	Staff Toilet		50	1	50	1	50	1	50	1	50	
4.206	Filing		60	1	60	1	60	1	60	1	60	
4.207	Storage		60	1	60	1	60	1	60	1	60	
	Subtotal Staffing	9	810	9	1,290	9	1,290	9	1,290	9	1,290	
4.300	Civil Department											
4.301	Civil Department Head	1	80	1	80	1	80	1	80	1	80	Workstation
4.302	Counter/Telephone/File Clerk	16	80	16	1,280	16	1,280	16	1,280	16	1,280	Workstation
4.303	Minute Clerk II	7	80	7	560	7	560	7	560	7	560	Workstation
4.304	Filing		60	1	60	1	60	1	60	1	60	
4.305	Storage		60	1	60	1	60	1	60	1	60	
	Subtotal Staffing	24	360	24	2,040	24	2,040	24	2,040	24	2,040	

^ TABLE 13:
Clerk's Office
Space Program

Clerk's Office Space Program continued												
Clerk's Office Continued		2023 Staffing	Space Standard SF	2023 - Exist		2028 - 5 Yr		2033 - 10 Yr		2043 - 20 Yr		Courthouse Summary
Space No.	Type			Units	SF	Units	SF	Units	SF	Units	SF	Notes
4.000	Clerk's Office											
4.400	Probate Department											
4.401	Probate Department Head	1	80	1	80	1	80	1	80	1	80	Workstation
4.402	Counter/Telephone/File Clerk	6	80	6	480	8	640	10	800	12	960	Workstation
4.403	Minute Clerk II	2	80	2	160	4	320	6	480	8	640	Workstation
4.404	Passport Clerk	1	80	1	80	1	80	1	80	1	80	Workstation
4.405	Special Event Coordinator	1	64	1	64	1	64	1	64	1	64	Workstation
4.406	Secretary II	1	64	1	64	1	64	1	64	1	64	Workstation
4.407	Filing		60	1	60	1	60	1	60	1	60	
4.408	Storage		60	1	60	1	60	1	60	1	60	
	Subtotal Staffing	12	568	12	1,048	16	1,368	20	1,688	24	2,008	
4.500	Cost Administration Department											
4.501	Cost Administration Department Head	1	80	1	80	1	80	1	80	1	80	Workstation
4.502	Counter/Telephone/File Clerk	6	80	6	480	6	480	6	480	6	480	Workstation
4.503	Filing		60	1	60	1	60	1	60	1	60	
4.504	Storage		60	1	60	1	60	1	60	1	60	
	Subtotal Staffing	7	280	7	680	7	680	7	680	6	680	
4.600	Bookkeeping Department											
4.601	Bookkeeping Department Head	1	64	1	64	1	64	1	64	1	64	Workstation
4.602	Bookkeeper	2	64	2	128	2	128	2	128	2	128	Workstation
4.603	Technical Support Staff	1	64	1	64	1	64	1	64	1	64	Workstation
4.604	Filing		60	1	60	1	60	1	60	1	60	
4.605	Storage		60	1	60	1	60	1	60	1	60	
	Subtotal Staffing	4	312	4	376	4	376	4	376	4	376	
4.700	Criminal/Traffic Department											
4.701	Criminal/Traffic Department Head	1	80	1	80	1	80	1	80	1	80	Workstation
4.702	Counter/Telephone/File Clerk	11	80	11	880	13	1,040	15	1,200	17	1,360	Workstation
4.703	Counter/Telephone/File Clerk - PT	1	80	1	80	1	80	1	80	1	80	Workstation
4.704	Floater	1	64	1	64	1	64	1	64	1	64	Workstation
4.705	Appeals Clerk	1	80	1	80	1	80	1	80	1	80	Workstation
4.706	Cashier	1	64	1	64	2	128	3	192	4	256	Workstation
4.707	Warrant	1	80	1	80	1	80	1	80	1	80	Workstation
4.408	Filing		60	1	60	1	60	1	60	1	60	
4.409	Storage		60	1	60	1	60	1	60	1	60	
	Subtotal Staffing	17	648	17	1,448	20	1,672	23	1,896	26	2,120	

^ TABLE 13
(continued):
Clerk's Office
Space Program

Clerk's Office Space Program continued												
Clerk's Office Continued		2023 Staffing	Space Standard SF	2023 - Exist		2028 - 5 Yr		2033 - 10 Yr		2043 - 20 Yr		Courthouse Summary
Space No.	Type			Units	SF	Units	SF	Units	SF	Units	SF	Notes
4.000	Clerk's Office											
4.800	Criminal Minute											
4.801	Criminal Minute Department Head	1	80	1	80	1	80	1	80	1	80	
4.802	Minute Clerk II	8	80	8	640	10	800	12	960	14	1,120	Workstation
4.803	Minute Clerk II	7	80	7	560	8	640	9	720	10	800	Workstation
4.804	Filing		60	1	60	1	60	1	60	1	60	
4.805	Storage		60	1	60	1	60	1	60	1	60	
	Subtotal Staffing	16	360	16	1,400	19	1,640	22	1,880	25	2,120	
4.900	Family Division Department											
4.901	Family Division Department Head	1	80	1	80	1	80	1	80	1	80	Workstation
4.902	Counter/Telephone/File Clerk	11	80	11	880	11	880	11	880	11	880	Workstation
4.903	Minute Clerk II	8	80	8	560	7	560	7	560	7	560	Workstation
4.904	Cashier	1	64	1	64	1	64	1	64	1	64	Workstation
4.905	Filing		60	1	60	1	60	1	60	1	60	
4.906	Storage		60	1	60	1	60	1	60	1	60	
	Subtotal Staffing	20	424	20	1,704	20	1,704	20	1,704	20	1,704	
4.1000	Records Department											
4.1001	Records Department Head	1	80	1	80	1	80	1	80	1	80	Workstation
4.1002	Records Clerk	5	80	5	400	5	400	5	400	5	400	Workstation
4.1003	Imaging Clerk	2	80	2	160	2	160	2	160	2	160	Workstation
4.1004	Archive Records Clerk	1	80	1	80	1	80	1	80	1	80	Workstation
4.1005	Filing		3,525	1	3,525	1	3,525	1	3,525	1	3,525	
4.1006	Storage		60	1	120	1	120	1	120	1	120	
	Subtotal Staffing	9	3,905	9	4,365	9	4,365	9	4,365	9	4,365	
4.1100	Appeals Department											
4.1101	Appeals Clerk	4	80	4	320	4	320	4	320	4	320	Workstation
4.1102	Filing		60	1	60	1	60	1	60	1	60	
4.1103	Storage		60	1	60	1	60	1	60	1	60	
	Subtotal Staffing	4	200	4	440	4	440	4	440	4	440	
4.000	Clerk's Office Net Area (NSF)	146	8,857	146	13,476	156	14,260	162	15,044	172	15,828	18%
	Department circulation multiplier				1.40		1.40		1.40		1.40	Increase in staffing
4.000	Clerk's Office DGSGF				18,866		19,964		21,062		22,159	
							6%		12%		17%	Percent space increase from 2023

^ TABLE 13
(continued):
Clerk's Office
Space Program

District Attorney's Office

6



District Attorney's Office

The District Attorney's office occupies the top two floors of the Tulsa County Courthouse. The staff numbers stated in the Space Program have not been confirmed by the District Attorney's office. The staff numbers are based on a standard ratio of employees for a District Attorney's office in a county this size. Attorney estimates were based on the number of judges at a rate of two attorneys per judge. These projections considered that there are not any limited jurisdiction courts or divisions in Tulsa and that most matters are handled by the District Court judges.

See Table 14 at the end of this section for the District Attorney's Office space program. The District Attorney's Office is currently programmed for 21,770 s.f. and is projected to grow to 25,729 s.f. in the next 20 years. This growth is based off of the growth projected in the Alternative Courts Program and in the criminal divisions.

District Attorney's Office Space Program												
District Attorney's Office		2023 Staffing	Space Standard SF	2023 - Exist		2028 - 5 Yr		2033 - 10 Yr		2043 - 20 Yr		Courthouse Summary
Space No.	Type			Units	SF	Units	SF	Units	SF	Units	SF	Notes
5.000	District Attorney's Office											
5.100	DA Executive											
5.101	District Attorney	1	350	1	350	1	350	1	350	1	350	Private office
5.102	DA Toilet		50	1	50	1	50	1	50	1	50	
5.103	Assistant District Attorney	1	280	1	280	1	280	1	280	1	280	Private office
5.104	Executive Assistant	1	80	1	80	1	80	1	80	1	80	Workstation
5.105	Paralegal	1	64	3	64	1	64	1	64	1	64	Workstation
5.106	Waiting		150	1	150	1	150	1	150	1	150	Four persons waiting
5.107	Executive Conference Room		500	1	500	1	500	1	500	1	500	Capacity 30-32 persons
5.108	Staff Toilets		150	2	300	2	300	2	300	2	300	Male and female w/multi-stall
5.109	Staff Toilets		50	2	100	2	100	2	100	2	100	Non-gendered
5.110	Staff Shower and Toilet		120	1	120	1	120	1	120	1	120	Non-gendered
5.111	Filing		60	1	60	1	60	1	60	1	60	Open area
5.112	Storage		120	1	120	1	120	1	120	1	120	
	Subtotal	4	1,974	4	2,174	4	2,174	4	2,174	4	2,174	
5.200	DA Victim/Witness Administration											
5.201	Administrator	1	120	1	120	1	120	1	120	1	120	Private office
5.202	Accountant	1	80	1	80	1	80	1	80	1	80	Private office
5.203	Victim/Witness Manager	1	100	1	100	1	100	1	100	1	100	Private office
5.204	Victim/Witness Specialist	4	80	4	320	4	320	4	320	5	400	Private office
5.205	Victim/Witness Sex Assault	1	80	1	80	1	80	1	80	1	80	Private office
5.206	Victim/Witness Specialist	1	64	1	64	1	64	1	64	1	64	Workstation
5.207	Victim/Witness Volunteer Coordinator	1	64	1	64	1	64	1	64	1	64	Workstation
5.208	Restitution Specialist	2	64	2	128	2	128	2	128	2	128	Workstation
5.209	Crime Victim Compensation Administrator	1	64	1	64	1	64	1	64	1	64	Workstation
5.210	Department Specialists	2	48	2	96	2	96	2	96	3	144	Workstation
5.211	Toilet		50	1	50	1	50	1	50	1	50	Non-gendered
5.212	Victim/Witness Waiting		120	3	360	3	360	3	360	3	360	On Courtroom floors, soft seating
5.213	Conference (work room)		200	1	200	1	200	1	200	1	200	Capacity 12 persons
5.214	Filing		60	1	60	1	60	1	60	1	60	Open area
5.215	Storage		80	1	80	1	80	1	80	1	80	
	Subtotal Staffing	15	1,274	15	1,866	15	1,866	15	1,866	17	1,994	
5.300	District Court Prosecution Unit											
5.301	Chief Deputy District Attorney	1	240	1	240	1	240	1	240	1	240	Private office
5.302	Sr Deputy District Attorney	4	200	4	800	4	800	4	800	6	1,200	Private office
5.303	Assistant District Attorney (ADA)	26	180	26	4,680	28	5,040	30	5,400	32	5,760	Private office
5.304	Legal Staff Manager	4	100	4	400	4	400	5	500	6	600	Private office
5.305	Legal Assistant	3	80	3	240	4	320	5	400	6	480	Workstation
5.306	District Court Assistant	1	80	1	80	1	80	1	80	1	80	Workstation
5.307	Juvenile Assistant	2	80	2	160	3	240	4	320	5	400	Workstation
5.308	Conference (work room)		200	1	200	1	200	1	200	1	200	Capacity 12 persons
5.309	Filing		80	1	80	1	80	1	80	1	80	Open area
	Subtotal	41	1,240	41	6,880	45	7,400	50	8,020	57	9,040	

^ TABLE 14

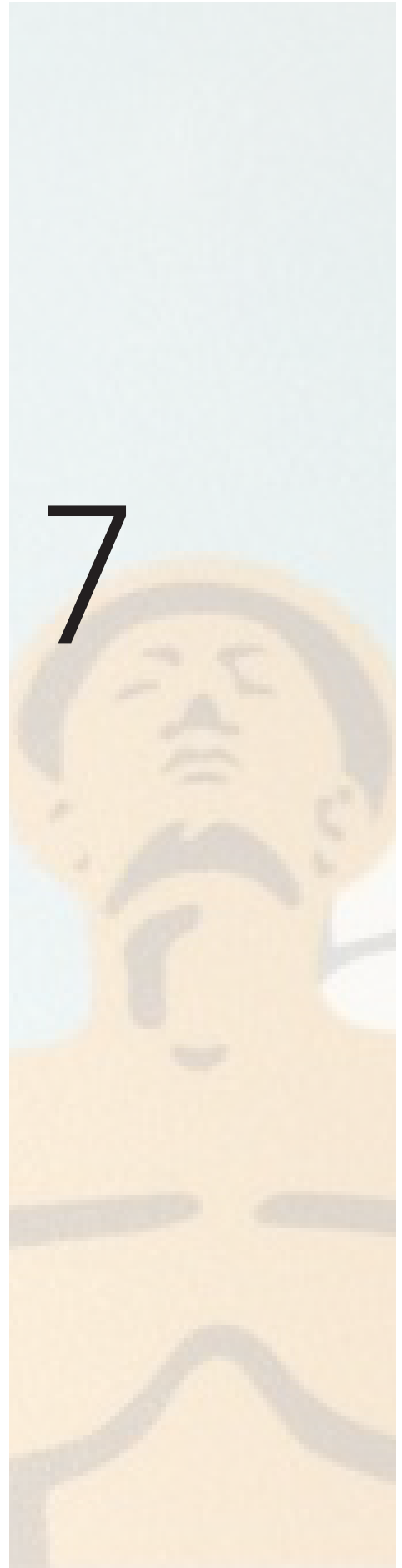
District Attorney's Office Space Program

District Attorney's Office Space Program (continued)												
District Attorney's Office Continued		2023 Staffing	Space Standard SF	2023 - Exist		2028 - 5 Yr		2033 - 10 Yr		2043 - 20 Yr		Courthouse Summary
Space No.	Type			Units	SF	Units	SF	Units	SF	Units	SF	Notes
5.000	District Attorney's Office											
5.400	Alternative Courts Unit											
5.401	Chief Deputy District Attorney	1	240	1	240	1	240	1	240	1	240	Private office
5.402	Senior Deputy District Attorney	1	200	1	200	1	200	1	200	1	200	Private office
5.403	Alternative Court ADA	3	180	3	540	4	720	5	900	6	1,080	Private office
5.404	Diversion Coordinator	1	80	1	80	1	80	1	80	1	80	Workstation
5.405	Adult Diversion	1	80	1	80	1	80	1	80	1	80	Workstation
5.406	Diversion Specialist	1	80	1	80	1	80	1	80	1	80	Workstation
5.407	Interview Rooms		120	1	120	1	120	1	120	1	120	Conference table
5.408	Conference (work room)		200	1	200	1	200	1	200	1	200	Capacity 12 persons
5.409	Filing		80	1	80	1	80	1	80	1	80	Open aea
	Subtotal	8	1,260	8	1,620	9	1,800	10	1,980	11	2,160	
5.500	Investigations											
5.501	Chief Investigator	1	200	1	200	1	200	1	200	1	200	Workstation
5.502	Sex Assault Investigator	1	80	1	80	1	80	1	80	1	80	Workstation
5.503	Investigators	6	80	6	480	6	480	6	480	6	480	Workstation
5.504	Investigator Technician	3	80	3	240	3	240	3	240	3	240	Workstation
5.505	Workroom		120	1	120	1	120	1	120	1	120	
5.506	Document Evidence Storage		80	1	80	1	80	1	80	1	80	
5.507	Evidence Storage		120	1	120	1	120	1	120	1	120	Secure
5.508	Filing		80	1	80	1	80	1	80	1	80	Open area
	Subtotal	11	840	11	1,400	11	1,400	11	1,400	11	1,400	
5.600	Central Services and Intake											
5.601	Manager	1	120	1	120	1	120	1	120	1	120	Private office
5.602	Records Management Tech	3	80	3	240	3	240	3	240	3	240	Workstation
5.603	Legal Assistant	2	80	2	160	2	160	2	160	2	160	Workstation
5.604	Investigative Technicians	4	80	4	320	4	320	4	320	4	320	Workstation
5.605	Central Reception & Waiting		450	1	450	1	450	1	450	1	450	DA lobby, seats 10-15
5.606	Records		240	1	240	1	240	1	240	1	240	
5.607	Filing		80	1	80	1	80	1	80	1	80	Open area
	Subtotal	10	1,130	10	1,610	10	1,610	10	1,610	10	1,610	
5.000	District attorney's Office Net Area (NSF)	89	7,718	89	15,550	94	16,250	100	17,050	110	18,378	24%
	Dept circulation multiplier				1.40		1.40		1.40		1.40	Increase in staffing from 2023
5.000	District Attorney's Office LCJC DGSF				21,770		22,750		23,870		25,729	
							5%		10%		18%	Percent space increase from 2023

^ TABLE 14
(continued):
District Attorney's
Office Space Program

Public Defender's Office

7



Public Defender's Office

The Tulsa Public Defender's Office is located on the third floor of the Ray Jordan Building. The Public Defender moved into the courthouse in April 2021, prior to that they were in the off-site Pythian Building since 1997. Their office in the Pythian Building had more than 35,000 sq/ft of space. Their office in the Ray Jordan building is around 17,000 sq/ft. The reduction in space required staff to transition to shared office space and the shredding/digitizing of a significant amount of file storage.

To accommodate the reduction of space in their new office, staff shares office space. There are 3-4 attorneys per office. The office likes the shared space model, but they are at capacity. If there was growth in the court, the office would need additional space, even if it were shared space, to accommodate additional staff.

The office has 79 full-time employees based at the courthouse and nine people working at the juvenile division in the juvenile courthouse. The average felony caseload per attorney is 200 cases per year, which exceeds the recommended caseload by the American Bar Association. There are three attorneys assigned for each judge, which includes the Alternative Court Program.

The McGirt vs. Tulsa (2020) case ruled that the prosecution of Native Americans on tribal reservations falls under the jurisdiction of either tribal courts or the federal court and not Oklahoma courts. This ruling sent between 2000-2500 yearly cases to the tribal and federal courts, which lowered the number of cases assigned to their office. In addition to McGirt, the change to non-felony prosecution of drug offenses has lowered their cases. The Alternative Court Program and other increases in diversion methods have all impacted the reduction in cases, despite the fact that the population in Tulsa has been growing.

The budget for staff in the Public Defender's office is determined by the county. Their office receives additional support from grants and local non-profits. Staff are acquired through either an increase in their regular budget from the county or a grant-funded partnership. Now, the office does not feel they have enough staff to meet the demands of the community. The office could utilize six more attorneys and four additional support staff. The office has 10-15 interns from the University of Tulsa Law School working with them throughout the year.

Justice Link, which is a local non-profit, has court navigators located in the Public Defender’s Office. The justice navigators are the fastest growing piece of their office, and their employment is through JusticeLink and not determined by the Public Defender’s budget. These navigators help justice-involved individuals connect with community resources/services and help to ensure clients make it back to court without rearrest.

See Table 15 at the end of this section for the Public Defender’s Office space program. The Public Defender’s Office is currently programmed for 16,632 s.f. and is projected to grow to 20,065 s.f. in the next 20 years. This growth is based on the growth projected in the Alternative Courts Program and in the criminal divisions.

Public Defender’s Space Program												
Public Defender’s Space Program		2023 Staffing	Space Standard SF	2023 - Exist		2028 - 5 Yr		2033 - 10 Yr		2043 - 20 Yr		Courthouse Summary
Space No.	Type			Units	SF	Units	SF	Units	SF	Units	SF	Notes
6.000	Public Defender’s Office											
6.100	Public Defense Executive											
6.101	Chief Public Defender	1	300	1	300	1	300	1	300	1	300	Private office
6.102	DA Toilet		50	1	50	1	50	1	50	1	50	
6.103	Office Manager	1	150	1	150	1	150	1	150	1	150	Private office
6.104	Staff Supervisor	1	150	1	150	1	150	1	150	1	150	Workstation
6.105	Reception	2	80	2	160	2	160	2	160	2	160	Workstation
6.106	Waiting		150	1	150	1	150	1	150	1	150	
6.107	Executive Conference Room		500	1	500	1	500	1	500	1	500	
6.108	Staff Toilets		150	2	300	2	300	2	300	2	300	
6.109	Staff Toilets		50	2	100	2	100	2	100	2	100	
6.110	Staff Shower & Toilet		120	1	120	1	120	1	120	1	120	
6.111	Filing		60	1	60	1	60	1	60	1	60	
6.112	Storage		60	1	60	1	60	1	60	1	60	
	Subtotal Staffing	5	1,820	5	2,100	5	2,100	5	2,100	5	2,100	

^ TABLE 15

Public Defender’s Office Space Program

Public Defender's Space Program												
Public Defender's Space Program		2023 Staffing	Space Standard SF	2023 - Exist		2028 - 5 Yr		2033 - 10 Yr		2043 - 20 Yr		Courthouse Summary
Space No.	Type			Units	SF	Units	SF	Units	SF	Units	SF	Notes
6.000	Public Defender's Office											
6.200	Trial Attorneys											
6.201	Supervising Attorneys	5	200	5	1,000	5	1,000	5	1,000	5	1,000	Private office
6.202	Felony Docket Attorneys	15	150	15	2,250	15	2,250	15	2,250	15	2,250	Private office
6.203	Misdemeanor Attorneys	4	150	4	600	4	600	4	600	4	600	Private office
6.204	Probation Attorneys	4	150	4	600	5	750	6	900	7	1,050	Private office
6.205	Appeals Attorneys	2	150	2	300	2	300	2	300	2	300	Private office
6.206	Civil Attorneys	4	150	4	600	5	750	6	900	7	1,050	Private office
6.207	Bond Docket Attorney	1	150	1	150	1	150	1	150	1	150	Private office
6.208	Domestic Violence Specialist Attorney	1	150	1	150	1	150	1	150	1	150	Private office
6.209	Alternative Court Attorneys	2	150	2	300	4	600	6	900	8	1,200	Private office
6.210	Mental Health Specialist Attorneys	1	150	1	150	1	150	2	300	3	450	Private office
6.211	Witness Waiting		120	3	360	3	360	3	360	3	360	
6.212	Conference (work room)		200	2	400	2	400	2	400	2	400	
6.213	Filing		60	1	60	1	60	1	60	1	60	
6.214	Storage		60	1	60	1	60	1	60	1	60	
	Subtotal Staffing	39	1,990	39	6,980	43	7,580	48	8,330	53	9,080	
6.300	Staff											
6.301	Investigators	4	120	4	480	4	480	4	480	4	480	Private office
6.302	Court Navigators	4	80	4	320	4	320	4	320	4	320	Private office
6.303	Civil Division Support Staff	1	80	1	80	1	80	1	80	1	80	Workstation
6.304	Criminal Support Staff	8	80	8	640	8	640	9	720	10	800	Workstation
6.305	Part-time Staff	5	64	5	320	5	320	5	320	5	320	Workstation
6.306	Legal Interns	10	64	10	640	11	704	12	768	13	832	Workstation
6.307	Conference (work room)		200	1	200	1	200	1	200	1	200	
6.308	Storage		60	1	60	1	60	1	60	1	60	
6.309	Filing		60	1	60	1	60	1	60	1	60	
	Subtotal Staffing	32	808	32	2,800	33	2,864	35	3,008	37	3,152	
6.000	Public Defender's Office Net Area (NSF)	76	4,618	76	11,880	81	12,544	88	13,438	95	14,332	25%
	Dept circulation multiplier				1.40		1.40		1.40		1.40	Increase in staffing from 2023
6.000	Public Defender's Office DGSF				16,632		17,562		18,813		20,065	
							6%		13%		21%	Percent space increase from 2023

^ TABLE 15
(continued):
Public Defender's
Office Space Program

Sheriff's Holding & Prisoner Holding

8



Sheriff's Holding & Prisoner Holding

The Sheriff's Office is located on the first floor of the Tulsa County Courthouse. Their office is currently being updated and remodeled to accommodate their needs and make it more efficient.

There is only one secure inmate elevator in the entire courthouse, which is within their office and has access to all floors in the building. There is a sallyport connected to their office where the buses from the jail can pull up to the door of their office. They then walk inmates from the sallyport, directly through the sheriff's office, to the secure inmate elevator. The sally port is not fully covered, so this raises concerns during inclement weather. The sheriffs bring around 50-80 people over from the jail to the courthouse in one day.

The third and fourth floors of the courthouse are the only floors with secure inmate transport. On all other floors, inmates must walk from the transport elevator through the public floor lobby to reach the courtroom. The third floor has a secure hallway, but that is the family division, and inmates are rarely brought through there. There is a huge safety risk with transporting inmates through public corridors and it requires more staff.

The office has about 21-24 officers on the ground in the courthouse each day. This ratio is effective at handling the 50-80 inmates who are transported to the courthouse as well as security in the building. The Sheriff's Office no longer utilizes a centralized court-holding area in the courthouse. This makes things more efficient; they don't have to provide lunch and there are fewer incidents and fewer use of force cases. The sheriff's office gets the daily docket from court records and transport coordinates who will be picked up and brought to the courthouse. Coordination is done through a shared spreadsheet, phones, and radios. Sheriffs sit and wait with inmates in the jury box since there is no secure holding space on each floor. Each judge has their own format for how their docket is handled, so the timing of inmates and sheriffs in the courtroom depends on docket order.

The bailiffs in the courtroom work for the state and are under the court. They do the coordination of the jury. The sheriffs handle the security in the courtroom. The sheriff's office is "in-house security" for the court. Any criminal matters inside, or outside the courthouse, are handled by the sheriff's office. There are three entrances to the building. (Two on the main floor, one connected to the parking lot in the basement) All doors have unarmed court security, and 8 certified deputies. Currently, the courthouse is not equipped with panic buttons, but they are exploring that idea. There are 360-degree cameras throughout the courthouse that are continually monitored through an office within the sheriff's suit. There is also a booking area within their office where they process remands.

With the current location of the jail, the drive from the jail to the courthouse takes between 10-15 minutes. Any time an inmate is transported, there is a safety risk. If the location of the court were to ever change, proximity to the jail should be considered. Proximity to the jail would increase safety for the public and the users of the court. If possible, a bridge or secure corridors would help them to save time and money by avoiding the daily transportation of inmates.

Inmates are often transported to the Courthouse for quick status updates and then given another court date, which could be a 5-10-minute hearing. During COVID the sheriff's office implemented video court spaces in the jail. Currently, they have two areas that can accommodate remote court hearings. There is also a physical courtroom within the jail that is not being utilized. They believe using the additional courtroom for 24-hour arraignments could help reduce the jail population.

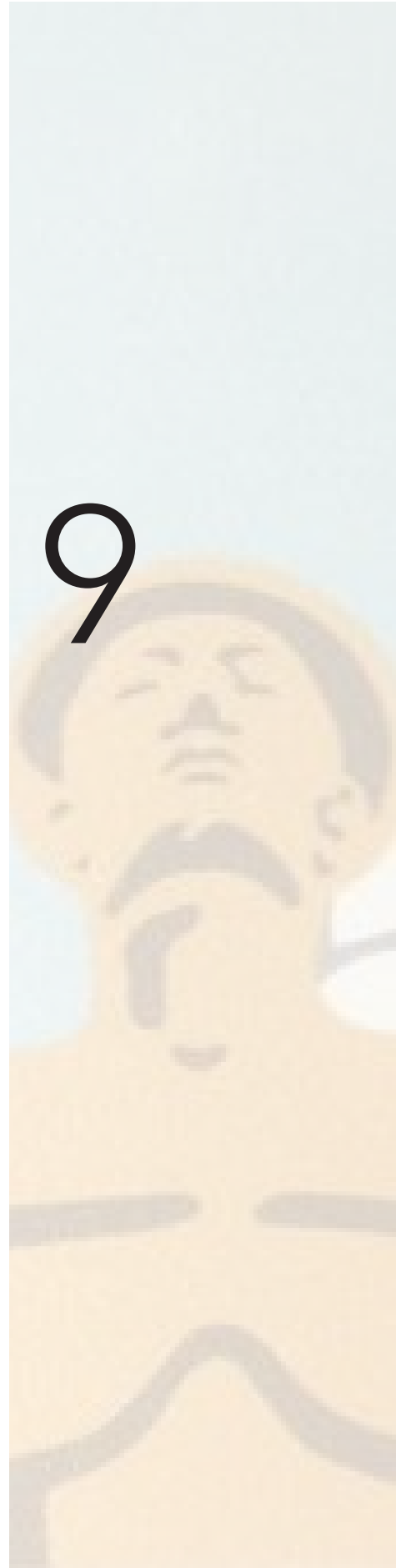
See Table 16 at the end of this section for the Prisoner Holding space program. The Prisoner Holding Office is currently programmed for 7,809 s.f. and is not projected to grow in the next 20 years.

Public Defender's Space Program											
Sheriff's Office and Prisoner Holding		Space Standard SF	2023 - Exist		2028 - 5 Yr		2033 - 10 Yr		2043 - 20 Yr		Courthouse Summary
Space No.	Type		Units	SF	Units	SF	Units	SF	Units	SF	Notes
12.000	Prisoner Holding										
12.100	Sheriff's Functions										
12.101	Control Room	240	1	240	1	240	1	240	1	240	
12.102	Command Office	140	1	140	1	140	1	140	1	140	
12.103	Office/Touchdown	80	1	80	1	80	1	80	1	80	
12.104	Attorney Client Interview Rooms	140	4	560	4	560	4	560	4	560	
12.105	Kitchen	120	1	120	1	120	1	120	1	120	
12.106	Toilet	50	2	100	2	100	2	100	2	100	
	Subtotal	770	8	1,240	8	1,240	8	1,240	8	1,240	
12.200	Reception and Check-In										
12.201	Secure vestibule (sallyport)	64	1	64	1	64	1	64	1	64	
12.202	Booking	120	1	120	1	120	1	120	1	120	AFIS, mug shot
12.203	Prisoner Toilet	50	1	50	1	50	1	50	1	50	
12.204	Storage - Personal Effects	64	1	64	1	64	1	64	1	64	
	Subtotal Staffing	298	3	298	3	298	3	298	3	298	
12.300	Prisoner Holding Cells										
12.301	Large Holding (16 inmates)	240	2	480	2	480	2	480	2	480	With toilet
12.302	Small Holding (max 4 inmates)	64	4	256	4	256	4	256	4	256	With toilet
12.303	Segregated Holding (1 inmate)	64	1	64	1	64	1	64	1	64	With toilet
	Subtotal	368	7	800	7	800	7	800	7	800	
12.400	Sallyport										
12.401	Garage (6 buses)	2,160	1	2,160	1	2,160	1	2,160	1	2,160	Bus parking = 12 x 30
12.402	Vehicle Parking and Service	1,080	1	1,080	1	1,080	1	1,080	1	1,080	
	Subtotal	3,240	2	3,240	7	3,240	2	3,240	2	3,240	
12.000	Prisoner Holding Net Area (NSF)	4,676	20	5,578	20	5,578	20	5,578	20	5,578	
	Dept circulation multiplier			1.40		1.40		1.40		1.40	
12.000	Prisoner Holding DGSF			7,809		7,809		7,809		7,809	
						-%				-%	Percent space increase from 2023

^ TABLE 16:
Sheriff's Office and
Prisoner Holding

Appendix One Survey Results

9



Survey Results

On July 20th the project team sent out an online survey through Survey Monkey requesting feedback about the Tulsa County Courthouse. Three separate surveys were sent out, one survey for attorneys, judges, and court staff. The following responses were received for each survey:

- ▶ **Judges:** 6 Responses
- ▶ **Attorneys:** 2 Responses
- ▶ **Court Staff:** 14 Responses

JUDGES

According to a survey conducted among the judges, the feedback on question two, which inquired about the safety of getting to work and accessing the courthouse, was mixed. Out of the five responses recorded, one person answered “no”, two said “not really”, one person said “somewhat” and the remaining person responded with a “yes.” The feedback highlighted concerns about the safety of the parking garage and public access to the judge’s parking. The survey also asked the judges if their courtroom was sized correctly for their dockets. Out of the five judges who responded, two people said “no”, and one person each voted for “not really”, “somewhat” and “yes.” When asked if their courtroom met their needs, five judges responded, with four saying “no” and one responding “not really.” There were also concerns about outdated technology and sound system in the courtroom. Furthermore, four judges noted that the jury space was not adequate, and one judge said it was only “somewhat” adequate.

ATTORNEYS

After reviewing the feedback received from two attorneys who participated in the survey, a common theme emerged regarding safety and security concerns within the courthouse. The lack of secure parking, entrances, exits, and hallways were noted as areas of concern. It was also observed that the courtrooms were not equipped to handle large dockets, and there was insufficient seating and space for attorneys to meet with clients. Both respondents answered “No” to question nine, which inquired about the availability and affordability of parking. Additionally, there was a comment expressing concern about the functionality of elevators in the building.

COURT STAFF

The responses for the court staff survey came from the court services office or staff from the district court. Most of the staff confirmed that they felt safe getting to work/courthouse with 80% answering positively and only 20% responding negatively. Regarding the safety of their office space, 80% of the court staff felt secure, while 20% were somewhat unsure. When asked if the office space met their needs, 73% answered positively, and 13% responded somewhat positively. These responses suggest that the court staff is generally satisfied with their office space, especially since the court services office recently moved to a new location.

However, some additional comments raised concerns about the safety of the parking garage, particularly with regards to unhoused individuals using it for loitering, urinating and sitting. There were also concerns raised about the functionality and reliability of the elevators in the building, as well as the lack of elevators in the basement garage.



CEC

TULSA COUNTY COURTHOUSE FEASIBILITY STUDY

FOR

TWENTY20 PROGRAM MANAGEMENT INCORPORATED

JUNE 7, 2023

CEC Corporation
1300 South Main Street
Tulsa, OK 74119
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INTRODUCTION

The purpose of this report is to review and elaborate on the Tulsa County Courthouse Renovation Conditions Assessment Report that was prepared December 30, 2022, by Lilly Architects, Fentress Architects, and a team of accessibility, microbial, and envelope experts, to verify its accuracy and level of detail and provide guidance on the renovation costs and recommendations. As we prepare an action plan, this study aims to help determine the best course of action for the county to provide a safe, functional courthouse and a positive work environment within the county seat that is supportive of the future. With considerations to the costs of salvaging the existing building at 500 South Denver Avenue, there is a compelling case for pursuing alternative solutions like reselecting the site and/or new construction.

To fully assess and determine the proper action plan, detailed, careful analysis is required of the existing building and any potential locations. CEC's engineering team has thoroughly reviewed the Conditions Assessment Report, available construction documents, and walked the site May 25, 2023, to get a more complete understanding of the building's mechanical, plumbing and structural systems, and review the accuracy of the initial assessment. This site visit was a limited-scope, visual-only assessment of the conditions readily observable without performing any select demolition of finishes. Since the assessment provided only covers the building exterior and interior evaluations, civil engineering report is not included. Our study comments on the completeness of the cost estimating strategies that are included in the Conditions Assessment Report, adds some supplementary information regarding relocation or new construction, and will defer to Crossland Construction to quantify the costs associated with restoring and modernizing the existing building and potential costs for alternative solutions. Additionally, our team will review the Conditions Assessment Report to ensure that our assessment includes any missing information, and all recommendations are aligned with some potential action plans for the facility. In collaboration with the information included in the Conditions Assessment Report, these documents shall summarize the existing building's state and provide a comprehensive feasibility study for the county to consider.

MECHANICAL AND PLUMBING ENGINEERING

Accuracy of Assessment:

The report prepared by Phillips + Gomez presents an accurate, comprehensive assessment of the Ray Jordan administration building and Tulsa County Courthouse's mechanical and plumbing systems and identifies some deficiencies in the aging existing equipment. Many of the findings are supported with significant commentary and photos to document the efforts to maintain the current equipment and express the need to renovate the systems. In correlation with the appendices, the floor-by-floor summaries provide a thorough representation of the equipment and fixtures on each level and provide a general direction of the work that is necessary to modernize the facility. Reviewing the report and touring the site provides evidence that the systems are well maintained, and many have far exceeded their normal median life expectancy, but their age tends to contribute to significant wear, deterioration, and inefficiencies. Due to this, the unreliability requires significant maintenance efforts, and the aging mechanical systems are often incapable of maintaining thermal comfort, adequate ventilation, proper dehumidification, and adequate indoor air quality. Some of these things are presented and further detailed throughout other sections such as Ed Roether Consulting, LLC's ADA Survey of Findings Report, FSC, Inc. Consulting Engineers' Code Study, and Allied Environmental Consultants' Microbial Conditions Assessment Report. These reports tend to support and elaborate on the need for rehabilitating the systems and identify several code deficiencies, and potential life safety issues throughout the facility. As indicated in the Microbial Conditions Assessment Report, water intrusion and indoor air quality issues seem evident throughout the property. Upon further review of the ADA Survey and Cody Study, it seems like many of these issues can be corrected and remedied with minimally intrusive measures, however, several involve new fixtures and equipment or very extensive, costly, and invasive restoration.

Cost Estimating:

The Condition Assessment Cost Estimate provides detailed prices for many of the mechanical and plumbing renovations noted throughout the report and aligns closely with market rates, and it is expected to be developed further as the level of alteration is determined. Comparing the unit costs represented in the report with current, local RS Means construction costs data shows that Insight's team has paid close attention to market values in preparing their assessment. There are several fees, tests, inspections, furnishings, contingencies, and hazardous material abatement that are excluded from the report, but these should not be left omitted from the total costs of the project. Allowances are included for mold remediation, but asbestos abatement is another hazardous material and expense

that must be considered in renovating these systems. This estimate also does not seem to reference any renovations associated with FSC, Incorporated Consulting Engineer's Code Study, or the feasibility of installing these costly systems to provide life safety measures, bring the facility up to code, and modernize the building. Some elements of this estimate are incredibly detailed, but it is important to keep in mind that those may change as programming is fully determined and any design is complete. Additionally, a fully developed design will assist with improving the accuracy of the construction costs by verifying adequate fixtures and equipment, illustrating and quantifying necessary system changes, and providing clear direction for construction. Though necessary for this phase, there are several contingencies and general mark-ups applied to the project that need to be considered as the scope of work is finalized and market values change for the time of construction. In review of the report, many costs were provided in units of linear or square feet or lump sum allowances that will become more competitive as construction documents are finalized and more bidders pursue the work. Unfortunately, it is impossible to tell how these will fluctuate until the programming and scope of work is finalized. There might also be potential operational costs saving strategies that are worth considering like improving the envelope's thermal properties or adding central plants back into the building to self-produce the necessary heating and cooling and avoid any incurring any fees or penalties from Vicinity Energy.

Missing Data or Analysis:

Though the assessment report documents the existing building well and provides many necessary steps to modernize the building, additional considerations are necessary to thoroughly evaluate necessary system upgrades, study programming requirements, and facilitate an environment to mobilize construction. The report identifies issues ranging between minor occupant discomforts, renovations to the existing systems, and life safety code insufficiencies, and does not provide directions on what level of alteration might be achieved with the existing property. Even with the equipment thoroughly documented in the assessment report, more detailed site surveys will be required to fully quantify the extents of the necessary renovations. Some things that appear omitted from the report are as follows:

- Details regarding the domestic water backflow prevention and potential redundancy
- Locations of sanitary waste, grease waste, and storm drainage cleanouts
- Primary and secondary storm drainage system adequacy
- Sizes, locations, pressures, temperatures, and utilization of capacity for gas piping and Vicinity Energy's hydronic systems
- Evaluation of HVAC zoning, thermal comfort, and air distribution – including return air path and testing and balancing

- Quantifying outside air and exhaust flowrates to ensure that they achieve current code minimums, and evaluating the whole building pressurization
- Necessary equipment to address life safety and code compliance issues

The occupant's programming requirements also have not been fully identified, so it is impossible to determine if the building can support a safe environment and all functions necessary for the courthouse. Furthermore, the viability of adding additional floors and any potential equipment needs to be fully evaluated. This information shall help to determine if renovating the existing site is achievable, the necessary level of alteration, and recommendations can be further developed.

Recommendations and Action Plan:

In its entirety, the previous conditions assessment report provides great direction for renovating and modernizing the building's mechanical and plumbing systems. There are many recommendations included throughout the report, and Philips + Gomez has done an excellent job of associating various mechanical and plumbing with various levels of priority. These include providing heat exchangers and pumps, replacing air handlers, and terminal units, rehabilitating plumbing fixtures and domestic water pumping and heating equipment, adding roof drains, improving isolation and control abilities, and sprinkling many levels to maintain the existing systems and improve the building's operations and efficiencies. Additionally, the team at FSC, Inc. has identified several severe, life safety code issues that exist in the current facility which shall be remedied immediately to protect the occupants. Due to the importance and potential expense of these systems, it is important to verify the design team makes provisions for addressing each of them and that they are included in the cost assessment. Determining the facility programming is a critical next step in determining whether the current site can safely and feasibly support the courthouse's required functions. If the courthouse programming fits within this site, the design shall pursue renovating the systems to address any code issues and modernize the facility. If the desired programming cannot be achieved or necessary renovations are infeasible, we recommend salvaging the building and its systems, and relocating to a new site.

STRUCTURAL ENGINEERING

This section is an overview of the structural elements from the Condition Assessment Report of the Tulsa County Courthouse Renovation prepared by Lily Architects, Fentress Architects, and their consultants, dated December 30th, 2022. This assessment covers the accuracy of the report, missing data or analysis, recommendations, and action plans.

The Tulsa County Courthouse is a nine-story building with a basement built in 1953. The main frame structure consists of reinforced concrete columns and beams supporting one-way reinforced concrete floor and roof deck. The foundation system consists of reinforced concrete belled piers bearing on shale and 17” thick perimeter concrete walls over continuous footings. As stated in the report, interior finishes include lath and plaster, wood paneling, and stone. The exterior walls consist of brick and/or hollow clay tiles with brick or stone veneers. During our site assessment, we inspected one of the roof top units. We observed the following areas:

- The 9th floor at the elevator landing,
- The 7th floor Mechanical and Janitor rooms where we observed the existing elevator shaft,
- The third floor where we observed the exterior cladding conditions closely, and
- The basement to assess existing equipment and observe the conditions of the space.

Accuracy of Assessment:

Section 1A, exterior masonry report, center their attention on the material properties, anchoring and support systems of the cladding material on the exterior wall. This veneer consists mainly of three materials: marble panels, clay brick masonry, and limestone. Each section thoroughly describes where the original inspection team believes the failure occurred, causes of the failure, and evidence of anchoring systems per existing documents. The existing report also provided a range of suggestions for repair or replacement. Some of the recommendations from the existing report – along with our commentary – are as follows:

Marble:

<u>Recommendation on previous report</u>	<u>Our comments</u>
Remove the original marble panels and replace them with alternative cladding material.	It is possible to fully remove and replace the marble panels. The removal should consider the replacement of support systems and how they will be attached to the existing structure. Preferably, the new material shall be lighter or no heavier than the existing marble to avoid reinforcing the main frame structure. Design new materials and their supports per current Building Code wind loads requirements.

Brick pilaster:

<u>Recommendation on previous report</u>	<u>Our comments</u>
Remove the existing masonry cladding, add a new structural backup wall with continuous air and water barrier and replace it with a new cladding system.	This option is constructable. A structural engineer shall review the proposed anchoring system for the new veneer.
Option A – Replacement – brick veneer with new exterior structural backup insulated wall.	This option is constructable, with the assumption that the 4” metal stud cavity for the insulated backup wall will be attached to the existing clay tile and concrete framing as required to transfer the load to the main frame(s). The recommended maximum height for brick ledger support angles is 30’ from foundation and at each subsequent floor per the masonry structures code (TMS 402/602). In addition, section 12.2.2.9 recommends veneer not laid in a running bond pattern shall be reinforced with at least one wire of size W1.7 at maximum 18” spacing centered vertically.
Option B – Replacement – Remove failed expansion joint, replace with mortar joint solid and new horizontal masonry expansion below shelf angle in different elevation.	This option is constructable.

Limestone:

Recommendation on previous report	Our comments
Remove the existing limestone panel cladding, add a new structural backup wall with continuous air and water barrier and replace it with a new cladding system.	Structurally, this option is preferred.
Option A – Replacement - provide exterior structural backup insulated wall	This option is constructable, with the assumption that the 4” metal stud cavity for the insulated backup wall will be attached to the existing clay tile and concrete framing as required to transfer the load to the main frame(s). Verify if limestone can be connected directly to studs.
Option B – Replacement – new horizontal masonry expansion below shelf angle in different elevation	This option is constructable.

The existing report provides no observations or recommendations regarding the structural main frame. During our site visit we observed no evidence of structural deficiencies was encountered. As noted in the introductory paragraph, our observation was limited in scope and visual only and did not include any select demolition of any finishes; therefore, there may be deficiencies in the superstructure we were unable to observe.

The MEP Assessment section indicates two of the existing rooftop units needs to be replaced. If the equipment is larger than the existing unit by weight or footprint, additional investigation and analysis will be required to confirm the structural adequacy of the existing structure and if supplemental reinforcing is required.

The Elevator Traffic Analysis section recommends the replacement of three existing elevators as well as the addition of one elevator in an existing shaft. Existing drawings and our visual inspection determined that the shaft might be a feasible location for a new elevator. More information is needed about the weight of the existing equipment to use as a base line for the load demand on the main frame. There are currently existing piping systems in the existing shaft being considered for the new elevator. Further discussion is needed to confirm with mechanical, plumbing, and electrical that pipes and conduits can be demolished or relocated. A structural engineer shall be engaged to determine if supplemental foundation supports are required at the basement level. When new equipment has been

selected, a structural engineer shall determine the adequacy of the existing hoistway and all new attachments to the existing structure.

The existing code study noted this renovation will be under the 2015 IBC and IEBC; since then, the City of Tulsa has adopted IBC 2018. In addition, it is noted that the occupancy classifications in the building are Assembly Group A-3 (Courthouse) and Business Group B (Offices, conference rooms with less than 50 occupants). We were not able to identify if holding cells for defendants in the programming of the building which may add Institutional Group I-3. Occupancy groups A-3 and B follow risk category II while I-3 is included in risk category III. This classification should be confirmed by the architect.

Our analysis indicates the renovation will be required to resist the following loads per ASCE 7-16:

- Risk Category II
- Seismic Forces
 - Assumed Site Class D
 - $S_s = 0.13g$
 - $S_1 = 0.072g$
 - $SDS = 0.138g$
 - $SD1 = 0.115g$
 - Seismic Design Category B
- Wind Load
 - Basic Wind speed 108 mph
 - Exposure: B
 - $K_d = 0.85$
 - $K_{zt} = 1.0$
 - $K_e = 1.0$
- Snow Load
 - Ground Snow load $P_g = 10$ psf

This information is not included in the previous evaluation, and it is relevant for some of the life safety requirements.

The Microbial Baseline Survey showed several pictures of leaks on exterior walls, water damage at window header and sills. One damage that was not water related, per their comments, was the ceiling of the janitor room on floor 6th where they encountered a dilapidated paster on lath; however, during

the site observation there is a similar condition on floor 7th, but it is clearer that there is water damage. Further evaluation at these locations confirm that it is a cladding issue instead of structural.

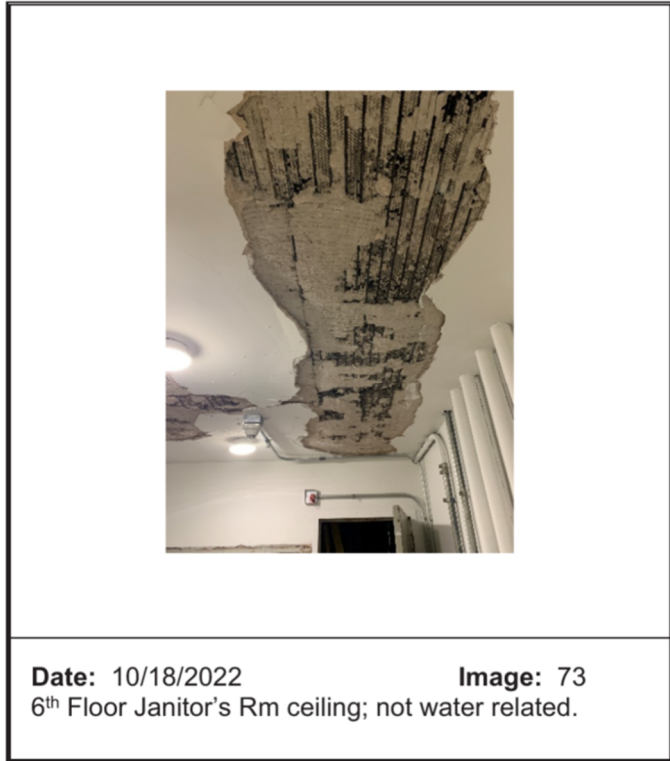


Image from Condition Assessment Report of the Tulsa County Courthouse Renovation prepared by Lily Architects, Fentress Architects, and their consultants, dated December 30th, 2022.



Picture taken at 7th floor janitor room

Cost Estimating:

The cost estimating section of the Condition Assessment Report of the Tulsa County Courthouse Renovation prepared by Lily Architects does not have explicit items for structural. It is possible that most of the structural scope will follow under unforeseen conditions, especially at covered locations. Some items not included in the report are:

- There might be a need to provide 2 to 4 belled piers and a sump at the basement level to accommodate the new elevator,
- Provide supplemental steel members for elevator railing and hoist beam(s), and
- There is no existing asbestos abatement study in the existing assessment. We recommend further study be performed to determine if there are any hazardous materials on-site.

Missing Data or Analysis:

Further structural assessment may be required in the following areas:

- Once the revised architectural programming has been completed for the facility, any change in space usage may require increased live loads to be evaluated,
- Coordination with the elevator manufacturer and their equipment's requirements,
- Additional investigation at the 6th and 7th floor Janitor's Closet, and
- Assessment of structural systems inaccessible at the time of our on-site investigation.

Recommendations and Plan Action

The recommendations provided for the exterior wall repairs seem to be structurally feasible but may be prohibitively expensive. Refer to "Accuracy of Assessment" section of this report for comments on each material and options. If other types of material are selected, weight and type of anchoring should be discussed to ensure that the main frame is not overloaded.

An analysis of the existing superstructure cannot be performed until all equipment selections have been made and the spaces have been architecturally reprogrammed. If a summary of existing equipment along with their operating weights is available, please provide it.

For the addition of a new elevator at the existing shaft, consult with an elevator manufacturer about foundation requirements to verify the adequacy of the existing shaft and any required modifications to the existing structure.

If any repairs or modifications are performed to any location throughout the facility, when finishes are removed, we recommend taking thorough photographs of the superstructure or allowing a structural engineer to evaluate the framing members.

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June 9, 2023

Tulsa County Courthouse Electrical Evaluation and ADG Report Review

1. Accuracy of Assessment

- A. I had toured the facility earlier when the County was interviewing firms for the study the eventually went to ADG. I also toured the site again with Twenty20 Management. I feel the report was an accurate assessment and review of the existing facilities electrical infrastructure.
- B. I believe the report conclusions were backed up by actual conditions that I observed and by the photographs and documents included in the report,
- C. I was not able to find any discrepancies in the actual report, but it would take hours of site time to confirm or dispute the information, and such an extensive study is not part of our scope. The review of the record drawings and my site visit confirms all major items identified in the report in regards to existing conditions.

2. Cost Estimating

Cost estimating is difficult because some electrical costs are still rising. In general, the cost shown appear to be “in range” but the volatility in prices would not allow for an estimate tighter than + or – 25% in my opinion. I believe the installation costs are low because they do not seem to account for doing the work while the building is occupied. There also would be costs associated with unforeseen issues due to the “pieced together” aspect of the building electrical system. I would say the equipment cost, is within the range stated above. The labor cost for demolition and installation of new equipment is probably low,

3. Missing Data and Analysis

While the report is extensive, and most items are covered, there are some items that I would like to have seen in regards to the electrical system. These may have not been included in the scope due to budget or other issues. I would like to have seen data on actual energy usage by the building. A trend of energy use over a number of years would be useful. An annual summary of peak usage would also help determine if the electrical equipment was sized properly. I would like to see if a building wide Arc Flash Study had been performed in the last 5 years. There is reference in the report to the lack of code compliant grounding in the electrical system. I may need to read further, but I would like a more definitive analysis of the grounding deficiencies and proposed solutions.

Because of the age of the building, I think it would make sense to test the insulation and condition of the wire feeding the major pieces of equipment in the building. Some of the electrical panels are quite old, and it is becoming difficult to find parts or circuit breakers for some panels. If panels are obsolete or are not serviced, that would be good to note. The plan seems to assume much of the old infrastructure will be re-used, I feel each item that is proposed to remain, should be given an assessment in regard to condition.

4. **Recommendation and Action Plan**

Are the recommended actions and solutions clearly stated and feasible?

It appears the recommendation is to generally replace all lighting with energy efficient lighting. That is possible, but cost could vary greatly in regards to quality and style of the new lighting and whether new lighting controls are proposed to meet newer energy codes. There is a mention of replacing the vertical electrical bus duct riser in the lower levels but no mention on the upper floors? The bus duct riser extends from the basement to the roof and is the source of power for all of the upper floor panels. Does the report include replacement of the entire vertical bus duct riser? Is that cost included? How does the power get to the upper floors during this transition time? I'm not sure this can be done while the building is occupied, but agree this hardware needs to be replaced. Also, would the emergency power electrical wire or bus be replaced?

On the upper floors, about half of the electrical panels are recommended to be replaced. Will the replacement or the decision to keep the existing panels have any impact on fixing the grounding issues with the electrical system? What risk is there in keeping the existing panels and connecting new equipment and lighting to them?

Do the items align with the identified issues and their severity?

This answer would have to be based upon overall project budget and goals. I feel the electrical system is past it's useful life, as a system. Keeping parts of it and upgrading parts may buy some time, and save some money, but the logic of replacing roughly 40-50% of the existing electrical distribution system and keeping the rest is not the approach I would recommend. This would delay the inevitable upgrade of the remaining items. I also have concerns about the logistics of doing such extensive changes while keeping the building in operation, I appears the budget is for replacing items in the current configuration and does not take into account any major reconfiguration of the building, that may be required.

Recommendation and next steps.

Confirm if the estimates in the report are for work while the building is still occupied. Confirm if electrical estimate includes replacing the vertical bus duct from the basement to the top floor or just on the lower level. Determine the extent of the grounding issues with the electrical system and how a partial replacement would impact the grounding repair. Compare pricing with current

electrical work costs. Determine if it is desirable to test the existing major wire feeders that are projected to remain. Estimate the cost of completely replacing all electrical equipment.

Name

Date



6/09/2023

Title: Owner D.W. Gates Engineering Services

Tulsa County Courthouse

Feasibility Study

Review For

Twenty20 Program Management

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CROSSLAND
CONSTRUCTION COMPANY, INC.

Introduction:

Crossland Construction has reviewed the Tulsa County Courthouse Assessment Report that was provided Twenty20 Management on May 5th, 2023. The report was prepared and assembled by Fentress Architects, Lilly Architects, Atkinson-Noland, Phillips+Gomez, Ed Roether Consulting, FSC Consulting, Allied Environmental Consultants, Lerch Bates, and OC Insight, on December 20th, 2022. Crossland participated in a site tour of the facility on May 25th, 2023, which provided only a visual of surface conditions and lacked review of destructive views of component and systems. The attached is a summary of our review of the December 20th facility assessment. Our primary purpose is to provide price analysis on new construction options and assessment of viable relocation options.

Accuracy of the Assessment:

The report appears to be a comprehensive and detailed assessment of the Tulsa County Courthouse. The detailed findings were supported by photos with clear and concise observations. After reviewing the report and touring the site, it was clear the facility has been well maintained, but its systems have reached the end of their expected life cycle. The building mechanical and electrical systems, as supported within the report, have many deficiencies likely resulting from their age and inefficiency. Collectively the reports represent the poor indoor air quality issues are a result of the MEP system and introduction of outside moisture to the occupied environment.

The building envelope, as supported within the report, is experiencing continued deterioration because of the building age. The evidence of water intrusion, resulting damage, and temporary repairs will likely accelerate the deterioration of these components. Furthermore, the air quality report seems to support the inherent problems associated with the building water intrusion and will likely continue to worsen until extensive remediation is completed.

Cost Estimating:

The cost estimate, as provided in the report, had sufficient detail, quantities, and statements of work. Source of the unit cost was not stated but was similar in range with our cost data and unit pricing.

The general scope of work and priced activities aligned with the balance of the Condition Assessment Study but lacked pricing for mold remediation and asbestos abatement from the budget. Although it may be impossible to determine the scope of work as this stage of the assessment, money should be identified in an allowance or contingency pricing. Based on the age and deterioration of this facility, mold remediation and asbestos abatement, will likely be required.

The cost estimate referred to a stable bidding market and accounted for a Period of Escalation. The construction industry, specifically local to the Tulsa market, has experienced increased inflationary pricing year over year since 2021. This has been

driven by supply chain challenges, abundance of construction projects, lack of trade contractor depth, and competition for a shrinking skilled labor pool. Additionally, the cost estimate accounted for a Phasing Premium that lacked description and scope. Phasing assumptions should be identified for clarity and understanding, prior to decision making. The overall nature of the report would be extremely difficult to conduct and complete while occupied. Considerable relocation should be anticipated and accounted for within the Assessment Cost Estimate.

Missing Data or Analysis:

The assessment report was very detailed, and thorough in nature. Much of the focus was clearly directed towards the modernization of the MEP systems and building envelope repairs. Unfortunately, no attention was given to the design and programming of current and future needs. The original design and programming for the structure was created in 1953. Today's space needs, standards and efficiencies are gravely different than what may have been required in the 1950's. Furthermore, the report lacks consideration for what the next 75 years may require.

The following list is a summary of missing analysis and data necessary for a complete assessment of the facility:

- Asbestos Assessment
- Destructive Testing and Analysis for Further Clarification of Microbial Assessment
- Master Planning & Occupant Programming for Future Needs
- 3rd Party (Outside Related User's) Proximity Study
- Common Entity Resource Needs Study (City, State, Tribal)
- Real Estate Appraisal & Market Needs Analysis
- Available Office Space Study Should Temporary Relocation be Required

Recommendations and Action Plan:

The assessment report was extremely thorough and provided impressive details towards the modification of critical infrastructure and building envelope needs. Crossland would

recommend additional assessments on a much broader view of programing needs based on current space requirements, future space requirements, and different technology being used by similar entities. Additionally, we would recommend related studies to fully understand the needs, location impacts, and market conditions prior to further decisions are made. Below is the related analysis referenced from the Missing Data section, we would recommend exploring.

- Master Planning & Occupant Programming for Future Needs
- 3rd Party (Outside Related User's) Proximity Study
- Common Entity Resource Needs Study (City, State, Tribal)
- Real Estate Appraisal & Market Needs Analysis
- Available Office Space Study Should Temporary Relocation be Required



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