



# **CITY OF STAUNTON, VIRGINIA Courts Needs Assessment**

## **PRELIMINARY DRAFT**

**January 12, 2007**

Facility needs for the Augusta County  
General District Court  
and the  
City of Staunton-Augusta County  
Juvenile & Domestic Relations Court



## INTRODUCTION TO COURT PLANNING

Court planning, like any planning, is a careful blend of assumptions, statistical analysis, and speculation. Long-term planning is often an exercise in narrowing the field of possible outcomes to those more probable, and those most desirable. A successful plan will help users to identify their priorities, potential problems along the way, and the possibly conflicting interests of other stakeholders. It will also serve as a guide, helping those affected to avoid pitfalls or barriers to desired results.

Caseload forecasting is the basis for court planning. Simple statistical caseload forecasting is based on the premise that any historical nuances of the system will continue unchanged into the future. Historical fluctuations are summarized, and an average change per year is projected into the future. This approach is mathematically sound, but does not take into account known changes in the system. As such, a simple statistical forecast is rarely sufficient as a stand-alone means to forecasting future court activity, and any such forecast must be tempered by assumptions and contextual modifications based on clearly identified assumptions.

The demand for court services is varied and spans a wide range of socioeconomic conditions. The volume and nature of court case filings is the result of an intricate web of circumstances, none of which is uniquely causative. The indirect influences on court activity vary from jurisdiction to jurisdiction. Caseload forecasting often includes unique location-specific factors such as a college's school year calendar, the planned incorporation of neighboring regions, or the pending construction of a new factory and the associated changes in workforce and supporting industries. The complexity of these factors that lead to case filings make court case forecasting a difficult and imperfect process, and one that requires as much local insight and contribution as possible.

The complexity of court workload forecasting has resulted in the development of a step-by-step process that helps to isolate the variables in the system, and that makes court forecasting a more manageable task. These steps include:

- Analyzing historical and projected future population growth in the jurisdiction to determine if the population served is increasing or decreasing, and whether growth or reduction is anticipated in the future.
- Analyzing historical case filings by case type to identify trends, and informing the analysis with contextual information about changes that may have influenced those trends.
- Examining historical population and caseload data in conjunction with one another to identify any correlation between population growth and caseload increase.
- Establishing assumptions about the future of each case type, based on operational policies, anticipated "drivers" of caseload, and increases/decreases in the population group from which those cases are filed.
- Identifying any anticipated future operational or personnel changes that may affect the future volume of cases by type.
- Developing a forecasting model that is both statistically sound, and that meets the "reality check" of those working within the system.
- Clearly identifying any assumptions built into the model, and caution points for future planners to look for which may indicate the forecast is no longer accurate.

Using these steps, a caseload forecast can be developed that will serve as a valid planning tool for those investing resources in court facilities designed to meet future needs. While the caseload forecast may not be perfect, it can provide a solid foundation for facility planning and a justification for anticipated growth or reduction in space needs.

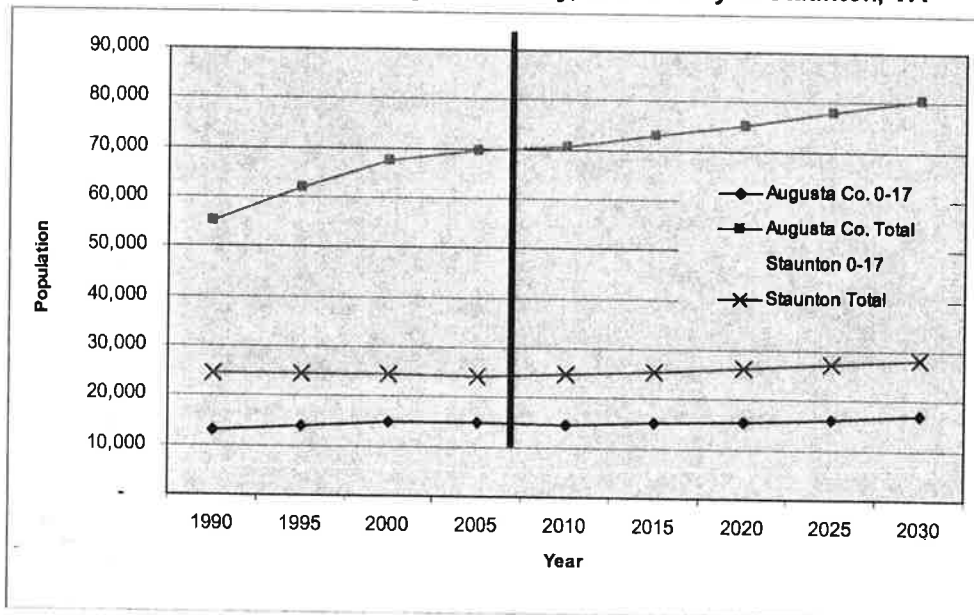
No matter what approach is taken to planning, it is recommended that the plan be re-evaluated every five years. This re-evaluation permits users to determine which assumptions are holding true, which are not, and how strongly the plan may be affected. If it is determined that the assumptions upon which the plan was developed no longer hold true, the opportunity exists for stakeholders to update the assumptions, forecasts, and plan to better meet the realities of their situation. Since long-term facility plans typically plan in five-year phases, the five-year review also permits subsequent phases to be adapted to accommodate any changes.



**POPULATION GROWTH, HISTORICAL AND FUTURE**

There are two jurisdictions that feed caseload into the court facility that currently houses the Augusta General District and the combined Augusta County/City of Staunton Juvenile and Domestic Relations Court. The population of Augusta County generates the caseload processed by the Augusta County General District court. The population of Augusta County also produces part of the caseload processed by the combined Juvenile and Domestic Relations Court; the other portion of that caseload is generated by citizens of the City of Staunton. The historical and projected future populations of these two jurisdictions are shown below. The chart shows both total population and population aged 0-17 years.

**Table 1 – Historical and Future Population, Augusta County, VA and City of Staunton, VA**



**Table 2 – Historical and Future Population (Table), Augusta County, VA and City of Staunton, VA**

Augusta County	1990	1995	2000	2005	2010	2015	2020	2025	2030
Augusta Co. 0-17	12,868	14,026	14,902	14,785	14,516	15,023	15,531	16,209	16,888
Augusta Co. Total	54,906	61,788	67,564	69,454	70,653	72,909	75,165	77,785	80,404
City of Staunton	1990	1995	2000	2005	2010	2015	2020	2025	2030
Staunton 0-17	5,757	5,528	5,417	5,159	5,251	5,434	5,618	5,863	6,109
Staunton Total	24,563	24,353	24,561	24,236	24,654	25,441	26,229	27,143	28,057
Regional Total	1990	1995	2000	2005	2010	2015	2020	2025	2030
0-17	22,991	23,872	24,753	24,310	23,867	24,701	25,536	26,652	27,767
Total	98,096	105,161	112,225	114,197	116,168	119,878	123,587	127,895	132,202

Source: Population Data - Woods & Poole. Percentage breakdown by jurisdiction (Augusta Co, Staunton) from Weldon Cooper historical data, applied to future forecasts.

As indicated in the chart and table, the population of Augusta County has increased by 15,000 inhabitants (26%) over the past 15 years. Over the coming 20 years, City and County planners anticipate that the population of Augusta County will increase by 10,000 more citizens (16%) – a slower growth than in the past.

Over the same 15-year historical period, the population of the City of Staunton has remained steady, and may even have decreased slightly. The future forecast anticipates a slight increase in the population of the City of Staunton, by approximately 2,500 citizens, at a 16% total rate of growth that matches the anticipated growth of the surrounding County.

The juvenile populations of Augusta County and the City of Staunton have mirrored the adult population. In Augusta County, the period from 1990 to 2005 saw an increase of 2,000 youth – a 15% increase. The majority of



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this increase (9%) occurred in the first five years, from 1990 to 1995, with the rest of the increase occurring between 1995 and 2000. After 2000, there was a slight decrease in juvenile population, ending in 2005. The juvenile population in Augusta County is anticipated to continue to increase at a total rate of 14% between 2005 and 2030, adding another 2,300 juveniles to the County's population.

In the City of Staunton, juveniles decreased by 10% from 1990 to 2005, by a net number of approximately 600. In 2005, juveniles comprised 21% of the total City population. As with adults, however, planners have forecasted the juvenile population will increase during the period from 2005 to 2030, as they are forecasted to continue to comprise approximately 21% of the City's population. The anticipated parallel increase in juveniles amounts to an 18% increase in those under age 17 during the years between 2005 and 2030.

Although increased population does not necessarily imply that there will be increased court activity, it is rare to see an increase in court activity without population increase. Other factors, such as level of police activity and community tolerance for crime also have an effect on the rate of case filings. With the population of Augusta County forecasted to increase in coming years, it is likely that court activity *will* increase, as new citizens bring new issues, concerns, and conflicts the General District court will be asked to resolve. An analysis of historical court activity and other factors is necessary to prove this hypothesis.

In the Juvenile and Domestic Relations court, Domestic filings are more strongly tied to population than Juvenile filings because citizens, rather than law enforcement, bring filings to court. It is highly likely that the Domestic filings will increase as the citizens that generate those filings increase. For Juvenile filings, police are often involved, but parents and other citizens often bring complaints against juveniles. Schools help to monitor juvenile behavior as well. Juvenile filings, therefore, cannot be linked to rates of police activity. They are more often linked to the volume of juveniles, under the assumption that a certain proportion of those juveniles may have difficulties that will bring them into the courts. If the forecasted population growth holds true, both the County and the City will have a larger pool of citizens 0-17 to serve in 2030 than they did in 2005. It would not be surprising to find a historical correlation between juvenile population and filings, and to assume such a correlation will continue into the future.

The following section of this report will examine historical court filings over the period from 1990 to 2005, to determine if the fluctuations in filings were commensurate with the population changes, and to identify any unusual changes during that period.

### **HISTORICAL COURT ACTIVITY**

Historical court filings are shown in three tables on the following page. Filings are divided by case type and are grouped, as appropriate, by docket. The General District table includes criminal, traffic, and civil dockets. The Juvenile and Domestic Relations tables show juvenile and domestic dockets. Population for the relevant jurisdiction is shown at the top of the table for reference purposes.

The first table shows historical filings in the Augusta County General District Court. The second table shows filings made in the City of Staunton Juvenile and Domestic Relations Court. The third table shows total filings for the Augusta County Juvenile and Domestic Relations Court. (While the Juvenile and Domestic Relations Court has a combined jurisdiction, solitary judge, and unified staff, filings are still recorded separately for the City of Staunton and for Augusta County).



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**Table 3 – Historical Court Filings – Augusta County General District Court**

	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005
Total Population	57,712	58,920	60,669	61,788	64,025	65,341	65,374	66,549	67,564	68,110	68,488	69,605	69,937	69,454
Age 0-17 Population	13,349	13,541	13,857	14,026	14,447	14,658	14,581	14,760	14,902	14,916	14,889	15,029	14,994	14,785
<b>General District</b>														
Misdemeanors	1,610	1,306	1,316	1,383	1,343	1,297	1,077	1,102	872	1,130	1,060	1,021	1,049	1,068
Felonies	337	277	324	358	393	357	490	469	435	541	554	443	528	643
Capias/Show Cause	476	408	353	301	386	304	294	248	317	408	365	363	277	242
Subtotal Criminal	2,423	1,991	1,993	2,042	2,122	1,958	1,861	1,819	1,624	2,079	1,979	1,827	1,854	1,953
Infractions/Other	8,399	8,494	7,901	7,026	6,493	8,831	10,216	13,795	13,560	11,909	10,669	9,888	10,802	11,442
Misdemeanors	478	354	1,309	1,238	1,094	1,168	385	1,378	2,489	2,214	2,587	2,419	2,199	2,283
Felonies	-	1	1	-	27	46	37	31	69	87	83	74	108	147
Capias/Show Cause	73	64	59	82	136	236	199	218	311	331	382	492	639	646
Subtotal Traffic	8,950	8,913	9,270	8,346	7,750	10,281	10,837	15,422	16,429	14,541	13,721	12,873	13,748	14,518
CW, Det., UD <sup>1</sup>	1,720	1,555	1,543	1,716	1,778	1,924	2,006	2,434	2,834	2,914	2,863	2,414	2,947	3,370
Garnishments	366	256	210	247	288	393	464	586	803	949	657	622	627	840
Motion for Judgment	178	148	166	135	173	164	133	107	85	74	103	3	1	1
Subtotal Civil	2,264	1,959	1,919	2,098	2,239	2,481	2,603	3,127	3,722	3,937	3,623	3,039	3,575	4,211
Total - General District	13,637	12,863	13,182	12,486	12,111	14,720	15,301	20,368	21,775	20,557	19,323	17,739	19,177	20,682

<sup>1</sup> CW - Civil Warrants; Det. - Detenues; UD - Unlawful Detainers

According to these filings, Augusta County's General District Court has experienced an increase in traffic cases through the year 2000, which abated in subsequent years. Civil filings have continued to increase, largely due to increases in Civil Warrants, Detenues, and Unlawful Detainers. Total criminal filings declined over the same period, but within criminal filings Felonies increased and Misdemeanors and Capias filings decreased notably. Civil filings may be correlated to the population increase, but to understand criminal and traffic filings it may be necessary to examine the level of police in the area over the time period in question.

**Table 4 – Historical Court Activity – Augusta County Juvenile & Domestic Relations Court**

	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005
Total Population	57,712	58,920	60,669	61,788	64,025	65,341	65,374	66,549	67,564	68,110	68,488	69,605	69,937	69,454
Age 0-17 Population	13,349	13,541	13,857	14,026	14,447	14,658	14,581	14,760	14,902	14,916	14,889	15,029	14,994	14,785
<b>Juv. &amp; Dom. Rel.</b>														
Misdemeanors	207	317	302	382	331	415	421	412	457	430	174	277	468	493
Felonies	24	36	50	53	43	39	60	56	66	114	119	115	104	99
Capias/Show Cause	251	294	340	370	360	437	554	675	673	794	403	511	777	840
Civil Support	663	745	676	807	797	917	1,151	1,109	1,087	1,094	908	739	801	797
Mental Comm. <sup>1</sup>	7	3	2	5	3	12	8	3	5	5	3	1	-	4
Spousal Abuse <sup>1</sup>	102	118	113	104	99	213	348	406	424	414	290	154	131	163
Criminal Support	-	2	-	2	-	1	-	3	-	-	-	-	-	-
J&DR Appeals Proces	49	44	35	63	76	130	182	146	89	127	144	168	-	150
Juv. Oper. Licenses Is	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal Domestic	1,194	1,438	1,403	1,677	1,607	1,939	2,368	2,401	2,372	2,559	1,748	1,810	2,150	2,379
Traffic	514	465	549	532	551	653	738	742	778	669	759	589	611	557
Delinquency	322	448	376	414	508	604	578	730	578	683	211	252	493	421
Custody/Visit	989	1,078	1,120	1,148	1,384	1,458	1,912	1,593	1,477	1,552	1,497	1,316	1,581	1,968
Status	31	2	5	7	5	20	39	49	137	188	83	65	158	159
Subtotal Juvenile	1,856	1,993	2,050	2,101	2,448	2,735	3,267	3,114	2,970	3,092	2,550	2,222	2,843	3,105
Total - Juvenile & Domestic Relations	3,050	3,431	3,453	3,778	4,055	4,674	5,635	5,515	5,342	5,651	4,298	4,032	4,993	5,484

<sup>1</sup> These case types are already included in the Civil Support category of cases. They are shown here for thoroughness (to document the increase in spousal abuse cases), but are not projected separately due to the Supreme Court's admonition of irregularity

The total Juvenile and Domestic Relations Filings from Augusta County increased over the past 14 years, with some interim fluctuations. Augusta County J&DR filings started at a total of 3,050 in 1992 and ended at 5,484 in 2005. Within that aggregate, all Domestic case types contributed to the net increase except for Criminal Support, which decreased.



On the Juvenile side, the change was less constant. All four case types increased between 1992 and 1998-1999, followed by a period of fluctuation ending with a net decrease – to just over the 1992 level for Traffic and Delinquency, and to slightly higher levels for other case types. This change appears to parallel the change in juvenile population, which surged between 1990 and 1995, then slowed in its growth until 2005.

Over the same time period, Custody and Visitation and Status filings ended up in 2005 at a level more than double the 1992 level, with Custody/Visitation at 1,968 and Status at 159.

The Staunton J&DR Court experienced increases similar to those seen in the Augusta J&DR Court during the period from 1982 to 2006. All Domestic filing types showed a net increase from 1992 to 1998-2000, except for Criminal Support cases. In subsequent years there were fluctuations resulting in net increases for some case types (Misdemeanors, Felonies, Capias, J&DR Appeals) and net decreases for others (Civil Support). Juvenile filings mirrored Augusta County, with decreases in Traffic and steady (after fluctuation) for Delinquency. Custody/Visitation and Status filings increased by almost double over the same time period.

**Table 5 – Historical Court Activity - City of Staunton Juvenile & Domestic Relations Court**

	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005
Total Population	24,505	24,808	24,288	24,353	23,705	23,612	24,515	24,432	24,561	24,325	24,232	23,410	23,381	24,236
Age 0-17 Population	5,668	5,656	5,547	5,528	5,349	5,297	5,468	5,419	5,417	5,327	5,269	5,055	5,013	5,159
<b>Juv. &amp; Dom. Rel.</b>														
Misdemeanors	172	206	247	247	321	300	327	358	425	344	176	162	325	300
Felonies	38	19	43	44	36	57	109	34	84	58	36	73	148	92
Capias/Show Cause	224	236	203	208	224	298	340	376	442	483	242	273	437	500
Civil Support	391	431	332	383	396	479	539	543	622	642	488	361	345	357
Mental Comm. <sup>1</sup>	11	10	14	10	20	17	18	16	23	11	20	26	2	32
Spousal Abuse <sup>1</sup>	51	59	46	59	57	120	216	233	245	256	153	78	45	55
Criminal Support	1	1	-	16	1	-	2	1	-	-	-	-	-	-
J&DR Appeals Process	48	48	45	33	50	65	60	125	100	92	107	65	-	79
Juv. Oper. Licenses	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal Domestic	874	941	870	931	1,028	1,199	1,377	1,437	1,673	1,619	1,049	934	1,255	1,328
Traffic	287	201	195	319	313	333	346	400	309	355	325	244	265	184
Delinquency	362	383	520	668	646	501	607	624	464	361	240	246	373	384
Custody/Visit	612	678	570	623	690	840	893	881	826	856	856	776	759	891
Status	22	9	6	4	2	12	12	21	35	53	41	27	52	52
Subtotal Juvenile	1,283	1,271	1,291	1,614	1,651	1,666	1,858	1,926	1,634	1,625	1,462	1,293	1,449	1,511
Total - Juvenile & Domestic Relations	2,157	2,212	2,161	2,545	2,679	2,885	3,235	3,363	3,307	3,244	2,511	2,227	2,704	2,839

<sup>1</sup> These case types are already included in the Civil Support category of cases. They are shown here for thoroughness (to document the increase in spousal abuse cases), but are not projected separately due to the Supreme Court's admonition of irregularity

**FUTURE COURT WORKLOAD**

Most approaches to forecasting court workload currently employed by court planners throughout the country involve performing a statistical analysis of historical caseload, and then forecasting future caseload based on the observed historical patterns in growth. While these methodologies may produce statistically sound forecasts, at times the resulting projections simply do not meet the "reality" check. They may produce an unrealistically steep increase, or they may continue a declining trend down into the negative numbers. The desire for an analytically sound, statistically valid, and yet realistic forecast has resulted in the development of alternate approaches to determining future caseload.

Although court filings are not directly caused by population growth, there is often a relationship between the number of citizens in a particular court jurisdiction and the number of cases filed. There may also be relationships between filings and the number of police on the street, or the activities and tendencies of a particular prosecutor with regards to certain case types. The following analysis will explore some of these factors in this jurisdiction to see what, if any, effect they have on court workload.



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**Ratio of Filings to Population**

In order to enhance the picture of the historical changes in new filings for each jurisdiction feeding into the court in question by removing the effect of any change in population, the historical ratio of filings (by case type) to population was calculated for the period of time from 1992 to 2004. This analysis revealed a more meaningful picture of the historical changes, showing a consistency of filings per 1,000 citizens. This analysis provided the basis for one of the methods used for forecasting future court filings. The ratios of filings per 1,000 citizens are shown below for each year and filing type.

NOTE: The ratio of juvenile case filings to population is based on the juvenile population (0-17 years) rather than the total population of the jurisdiction in question.

**Table 6 – Ratio of Filings to 1,000 Population – Augusta County General District Court**

AUGUSTA COUNTY														
General District	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005
Misdemeanors	28	22	22	22	21	20	16	17	13	17	15	15	15	15
Felonies	6	5	5	6	6	5	7	7	6	8	8	6	8	9
Capias/Show Cause	8	7	6	5	6	5	4	4	5	6	5	5	4	3
<i>Subtotal Criminal</i>	42	34	33	33	33	30	28	27	24	31	29	26	27	28
Infractions/Other	146	144	130	114	101	135	156	207	201	175	156	142	154	165
Misdemeanors	8	6	22	20	17	18	6	21	37	33	38	35	31	33
Felonies	-	0.02	0.02	-	0.42	1	1	0.47	1	1	1	1	2	2
Capias/Show Cause	1	1	1	1	2	4	3	3	5	5	6	7	9	9
<i>Subtotal Traffic</i>	155	151	153	135	121	157	166	232	243	213	200	185	197	209
CW, Det., UD <sup>1</sup>	30	26	25	28	28	29	31	37	42	43	42	35	42	49
Garnishments	6	4	3	4	4	6	7	9	12	14	10	9	9	12
Motion for Judgmt	3	3	3	2	3	3	2	2	1	1	2	0.04	0.01	0.01
<i>Subtotal Civil</i>	39	33	32	34	35	38	40	47	55	58	53	44	51	61
<i>Total - General District</i>	236	218	217	202	189	225	234	306	322	302	282	255	274	298

<sup>1</sup> CW - Civil Warrants; Det. - Detenues; UD - Unlawful Detainers

**Table 7 – Ratio of Filings to 1,000 Population – Augusta County J&DR Court <sup>1</sup>**

Juv. & Dom. Rel.	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005
Misdemeanors	4	5	5	6	5	6	6	6	7	6	3	4	7	7
Felonies	0	1	1	1	1	1	1	1	1	2	2	2	1	1
Capias/Show Cause	4	5	6	6	6	7	8	10	10	12	6	7	11	12
Civil Support	11	13	11	13	12	14	18	17	16	16	13	11	11	11
Criminal Support	-	0.03	-	0.03	-	0.02	-	0.05	-	-	-	-	-	-
J&DR Appeals	1	1	1	1	1	2	3	2	1	2	2	2	-	2
Juv. Oper. Licenses	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<i>Subtotal Domestic</i>	21	24	23	27	25	30	36	36	35	38	26	26	31	34
Traffic	39	34	40	38	38	45	51	50	52	45	51	39	41	38
Delinquency	24	33	27	30	35	41	40	49	39	46	14	17	33	28
Custody/Visit	74	80	81	82	96	99	131	108	99	104	101	88	105	133
Status	2	0	0	0	0	1	3	3	9	13	6	4	11	11
<i>Subtotal Juvenile</i>	139	147	148	150	169	187	224	211	199	207	171	148	1,016	210
<i>Total - Juvenile &amp; Domestic Relations</i>	160	172	171	177	195	216	260	247	234	245	197	174	1,047	244

<sup>1</sup> Juvenile Delinquency caseload ratios are based on the ratio of filings to 1,000 juvenile (0-17) residents, rather than the ratio of filings to adult population.



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**Table 8 – Ratio of Filings to 1,000 Population – City of Staunton J&DR Court <sup>1</sup>**

STAUNTON														
Juv. & Dom. Rel.	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005
Misdemeanors	30	36	45	45	60	57	60	66	78	65	33	32	65	58
Felonies	7	3	8	8	7	11	20	6	16	11	7	14	30	18
Capias/Show Cause	40	42	37	38	42	56	62	69	82	91	46	54	87	97
Civil Support	69	76	60	69	74	90	99	100	115	121	93	71	69	69
Criminal Support	0.18	0.18	-	3	0.19	-	0.37	0.18	-	-	-	-	-	-
J&DR Appeals	8	8	8	6	9	12	11	23	18	17	20	13	-	15
Juv. Oper. Licenses	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<i>Subtotal Domestic</i>	<i>154</i>	<i>166</i>	<i>157</i>	<i>168</i>	<i>192</i>	<i>226</i>	<i>252</i>	<i>265</i>	<i>309</i>	<i>304</i>	<i>199</i>	<i>185</i>	<i>250</i>	<i>257</i>
Traffic	51	36	35	58	59	63	63	74	57	67	62	48	53	36
Delinquency	64	68	94	121	121	95	111	115	86	68	46	49	74	74
Custody/Visit	108	120	103	113	129	159	163	163	152	161	162	154	151	173
Status	4	2	1	1	0.37	2	2	4	6	10	8	5	10	10
<i>Subtotal Juvenile</i>	<i>226</i>	<i>225</i>	<i>233</i>	<i>292</i>	<i>309</i>	<i>318</i>	<i>340</i>	<i>355</i>	<i>302</i>	<i>305</i>	<i>277</i>	<i>256</i>	<i>289</i>	<i>293</i>
<i>Total - Juvenile &amp; Domestic Relations</i>	<i>381</i>	<i>391</i>	<i>390</i>	<i>460</i>	<i>501</i>	<i>545</i>	<i>592</i>	<i>621</i>	<i>610</i>	<i>609</i>	<i>477</i>	<i>441</i>	<i>539</i>	<i>550</i>





**CITY OF STAUNTON, VIRGINIA  
Courts Needs Assessment  
PRELIMINARY DRAFT**

Facility needs for the Augusta County General District Court and the  
City of Staunton-Augusta County Juvenile & Domestic Relations Court

**Forecasted Filings**

Three forecasting methods were used for each case type. The first (Model 1) was a statistical analysis and forecast of filings, based solely on annual historical filings data. The annual data did not permit testing for seasonal fluctuations, and in most cases an exponential smoothing model was found to be the best fit for the historical data. The second model (Model 2) involved a statistical analysis on the ratios of historical filings to 1,000 citizens. The final model (Model 3) did not use statistical analysis, but applied an average historical ratio of filings to population to forecasted future planning population numbers for the jurisdictions in question. In all cases by Augusta County Domestic, this model produced the lowest forecast of the three models.

Models 1 and 2 were determined to hold validity. (Model 3 was discarded because the filings forecasted using this method showed little or no growth, despite local convictions that cases are becoming, and will continue to become, more numerous). The results of Models 1 and 2 were averaged, since there is no logic for believing one of them has greater likelihood of occurring than the other. The resulting filings forecast was used, together with the Filings per CFTE ratio, as the basis for generating the courtroom forecast.

NOTE: For some case types under Models 1 and 2, all historical data was not used to generate the forecast. The following exceptions were implemented to remove abnormalities in data that would have erroneously affected the outcome:

- o Augusta County General District Criminal Misdemeanors, Model 2 – Only data from 1998 to 2005 was used to avoid unrealistic output that would have resulted from a slight decrease in filings prior to 1998. (Using the full data set resulted in negative filings in the future).
- o Augusta County General District Traffic Misdemeanors and Felonies, Model 2 – Only data from 2000 to 2005 was used. There was an unexplained decrease in filings during 1998 and 1999 that was inconsistent with prior or subsequent filings, and which would have lowered the forecast unrealistically.
- o Augusta County General District Motion for Judgment, Model 2 – Only data from 1992 to 2002 was used to remove the effect of the recent drop-off in filings from approximately 100 to approximately 1 in years 2003-2005, which is likely due to inaccurate recording of caseload.
- o Augusta County Domestic Capias/Show Cause, Model 2 – Only data from 1999 to 2005 was used to mitigate the effect of the steep increase in filings to population rate in previous years, which produced unrealistically high forecasted future filings.
- o City of Staunton Domestic Criminal, Model 1 – Only data from 2000 to 2005 was used, as there was one high outlier in 1995 of 16 filings that would have produced an unrealistic downward forecast resulting in negative future filings.
- o City of Staunton Domestic Felonies, Model 2 – Only data from 1998 to 2005 was used to mitigate the effects of an outlier in the 1998 data set which would have otherwise produced an unrealistic forecast in combination with earlier low filings numbers.

AUGUSTA COUNTY		2010	2015	2020	2025	2030
Total Population		70,653	72,909	75,165	77,785	80,404
Age 0-17 Population		14,516	15,023	15,531	16,209	16,888
General District		2010	2015	2020	2025	2030
Model 1	Misdemeanors	1,060	1,060	1,060	1,060	1,060
	Felonies	681	778	875	972	1,069
	Capias/Show Cause	242	242	242	242	242
	<b>Subtotal Criminal</b>	<b>1,983</b>	<b>2,080</b>	<b>2,177</b>	<b>2,274</b>	<b>2,371</b>
Model 2	Misdemeanors	1,086	1,121	1,156	1,196	1,236
	Felonies	666	770	879	998	1,122
	Capias/Show Cause	246	254	262	271	280
	<b>Subtotal Criminal</b>	<b>1,999</b>	<b>2,145</b>	<b>2,297</b>	<b>2,465</b>	<b>2,639</b>
Model 3	Misdemeanors	1,090	1,125	1,159	1,200	1,240
	Felonies	554	572	589	610	630
	Capias/Show Cause	339	350	361	373	386
	<b>Subtotal Criminal</b>	<b>1,983</b>	<b>2,046</b>	<b>2,109</b>	<b>2,183</b>	<b>2,256</b>
<b>Criminal - Avg. Models 1 and 2</b>		<b>1,991</b>	<b>2,112</b>	<b>2,237</b>	<b>2,369</b>	<b>2,505</b>
Traffic		2010	2015	2020	2025	2030
Model 1	Infractions/Other	11,442	11,442	11,442	11,442	11,442
	Misdemeanors	2,340	2,340	2,340	2,340	2,340
	Felonies	147	147	147	147	147
	Capias/Show Cause	1,086	1,512	1,937	2,362	2,788
<b>Subtotal Traffic</b>	<b>15,015</b>	<b>15,441</b>	<b>15,866</b>	<b>16,291</b>	<b>16,717</b>	
Model 2	Infractions/Other	11,640	12,011	12,383	12,814	13,246
	Misdemeanors	2,400	2,477	2,554	2,643	2,732
	Felonies	150	154	159	165	170
	Capias/Show Cause	1,052	1,480	1,933	2,421	2,938
<b>Subtotal Traffic</b>	<b>15,241</b>	<b>16,122</b>	<b>17,028</b>	<b>18,043</b>	<b>19,086</b>	
Model 3	Infractions/Other	11,190	11,548	11,905	12,320	12,735
	Misdemeanors	2,393	2,470	2,546	2,635	2,723
	Felonies	102	105	108	112	116
	Capias/Show Cause	508	524	540	559	578
<b>Subtotal Traffic</b>	<b>14,193</b>	<b>14,647</b>	<b>15,100</b>	<b>15,626</b>	<b>16,152</b>	
<b>Traffic - Avg. Models 1 and 2</b>		<b>15,128</b>	<b>15,782</b>	<b>16,447</b>	<b>17,167</b>	<b>17,901</b>
Civil		2010	2015	2020	2025	2030
Model 1	CW, Det., UD	3,370	3,370	3,370	3,370	3,370
	Garnishments	840	840	840	840	840
	Motion for Judgment	99	99	99	99	99
	<b>Subtotal Civil</b>	<b>4,309</b>	<b>4,309</b>	<b>4,309</b>	<b>4,309</b>	<b>4,309</b>
Model 2	CW, Det., UD	3,428	3,538	3,647	3,774	3,901
	Garnishments	854	882	909	941	972
	Motion for Judgment	104	107	110	114	118
	<b>Subtotal Civil</b>	<b>4,386</b>	<b>4,526</b>	<b>4,666</b>	<b>4,829</b>	<b>4,992</b>
Model 3	CW, Det., UD	2,967	3,061	3,156	3,266	3,376
	Garnishments	756	780	805	833	861
	Motion for Judgment	38	39	40	41	43
	<b>Subtotal Civil</b>	<b>3,761</b>	<b>3,881</b>	<b>4,001</b>	<b>4,140</b>	<b>4,280</b>
<b>Civil - Avg. Models 1 and 2</b>		<b>4,348</b>	<b>4,418</b>	<b>4,488</b>	<b>4,569</b>	<b>4,650</b>



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**Facility needs for the Augusta County General District Court and the  
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The forecasted future General District caseload is shown in the table on the previous page. J&DR caseload is shown below for Augusta County and the City of Staunton.

**AUGUSTA COUNTY**

	2010	2015	2020	2025	2030
Total Population	70,653	72,909	75,165	77,785	80,404
Age 0-17 Population	14,516	15,023	15,531	16,209	16,888

		2010	2015	2020	2025	2030
Model 1	Juv. & Dom. Rel.					
	Misdemeanors	379	379	379	379	379
	Felonies	99	99	99	99	99
	Capias/Show Cause	932	1,107	1,281	1,455	1,630
	Civil Support	797	797	797	797	797
	Criminal Support	0.5	0.5	0.5	0.5	0.5
	J&DR Appeals Processed	112	112	112	112	112
Juv. Oper. Licenses Issued	0	0	0	0	0	
<b>Subtotal Domestic</b>		<b>2,320</b>	<b>2,494</b>	<b>2,669</b>	<b>2,843</b>	<b>3,018</b>
Model 2	Misdemeanors	401	414	427	442	456
	Felonies	101	104	107	111	115
	Capias/Show Cause	710	733	756	782	808
	Civil Support	811	837	863	893	923
	Criminal Support	0.6	0.7	0.7	0.7	0.7
	J&DR Appeals Processed	113	117	120	124	129
	Juv. Oper. Licenses Issued	-	-	-	-	-
<b>Subtotal Domestic</b>		<b>2,136</b>	<b>2,205</b>	<b>2,273</b>	<b>2,352</b>	<b>2,431</b>
Model 3	Misdemeanors	376	388	400	414	428
	Felonies	113	116	120	124	128
	Capias/Show Cause	680	701	723	748	773
	Civil Support	888	917	945	978	1,011
	Criminal Support	-	-	-	-	-
	J&DR Appeals Processed	121	125	128	133	137
	Juv. Oper. Licenses Issued	-	-	-	-	-
<b>Subtotal Domestic</b>		<b>2,178</b>	<b>2,247</b>	<b>2,317</b>	<b>2,397</b>	<b>2,478</b>
<b>Domestic - Avg. Models 1 and 2</b>		<b>2,228</b>	<b>2,315</b>	<b>2,419</b>	<b>2,531</b>	<b>2,642</b>

		2010	2015	2020	2025	2030
Model 1	Traffic	569	569	569	569	569
	Delinquency	458	458	458	458	458
	Custody/Visit	1,968	1,968	1,968	1,968	1,968
	Status	159	159	159	159	159
<b>Subtotal Juvenile</b>		<b>3,154</b>	<b>3,154</b>	<b>3,154</b>	<b>3,154</b>	<b>3,154</b>
Model 2	Traffic	559	579	599	625	651
	Delinquency	458	474	490	512	533
	Custody/Visit	1,903	1,970	2,036	2,125	2,214
	Status	156	162	167	174	182
<b>Subtotal Juvenile</b>		<b>3,077</b>	<b>3,185</b>	<b>3,292</b>	<b>3,436</b>	<b>3,580</b>
Model 3	Traffic	620	641	663	692	721
	Delinquency	401	415	429	448	466
	Custody/Visit	1,541	1,595	1,648	1,720	1,792
	Status	127	132	136	142	148
<b>Subtotal Juvenile</b>		<b>2,688</b>	<b>2,782</b>	<b>2,878</b>	<b>3,002</b>	<b>3,128</b>
<b>Juvenile - Avg. Models 1 and 2</b>		<b>3,115</b>	<b>3,169</b>	<b>3,223</b>	<b>3,295</b>	<b>3,367</b>

**CITY OF STAUNTON**

	2010	2015	2020	2025	2030
Total Population	24,654	25,441	26,229	27,143	28,057
Age 0-17 Population	5,251	5,434	5,618	5,863	6,109

		2010	2015	2020	2025	2030
Model 1	Juv. & Dom. Rel.					
	Misdemeanors	300	300	300	300	300
	Felonies	115	139	163	187	211
	Capias/Show Cause	500	500	500	500	500
	Civil Support	357	357	357	357	357
	Criminal Support	-	-	-	-	-
	J&DR Appeals Processed	61	61	61	61	61
Juv. Oper. Licenses Issued	-	-	-	-	-	
<b>Subtotal Domestic</b>		<b>1,334</b>	<b>1,358</b>	<b>1,382</b>	<b>1,405</b>	<b>1,429</b>
Model 2	Misdemeanors	305	315	325	336	347
	Felonies	87	90	93	96	99
	Capias/Show Cause	500	500	500	500	500
	Civil Support	363	375	386	400	413
	Criminal Support	1.6	1.7	1.7	1.8	1.8
	J&DR Appeals Processed	63	65	67	69	72
	Juv. Oper. Licenses Issued	-	-	-	-	-
<b>Subtotal Domestic</b>		<b>1,320</b>	<b>1,346</b>	<b>1,372</b>	<b>1,403</b>	<b>1,433</b>
Model 3	Misdemeanors	269	278	286	296	306
	Felonies	84	87	90	93	96
	Capias/Show Cause	399	411	424	439	454
	Civil Support	451	465	480	496	513
	Criminal Support	-	-	-	-	-
	J&DR Appeals Processed	70	72	75	77	80
	Juv. Oper. Licenses Issued	-	-	-	-	-
<b>Subtotal Domestic</b>		<b>1,273</b>	<b>1,314</b>	<b>1,355</b>	<b>1,402</b>	<b>1,449</b>
<b>Domestic - Avg. Models 1 and 2</b>		<b>1,327</b>	<b>1,339</b>	<b>1,369</b>	<b>1,403</b>	<b>1,437</b>

		2010	2015	2020	2025	2030
Model 1	Traffic	269	269	269	269	269
	Delinquency	384	384	384	384	384
	Custody/Visit	891	891	891	891	891
	Status	52	52	52	52	52
<b>Subtotal Juvenile</b>		<b>1,596</b>	<b>1,596</b>	<b>1,596</b>	<b>1,596</b>	<b>1,596</b>
Model 2	Traffic	214	222	229	239	249
	Delinquency	391	404	418	436	455
	Custody/Visit	907	939	970	1,013	1,055
	Status	53	55	57	59	62
<b>Subtotal Juvenile</b>		<b>1,565</b>	<b>1,619</b>	<b>1,674</b>	<b>1,747</b>	<b>1,820</b>
Model 3	Traffic	278	288	298	311	324
	Delinquency	326	338	349	364	380
	Custody/Visit	841	870	900	939	978
	Status	46	47	49	51	53
<b>Subtotal Juvenile</b>		<b>1,491</b>	<b>1,544</b>	<b>1,596</b>	<b>1,665</b>	<b>1,735</b>
<b>Juvenile - Avg. Models 1 and 2</b>		<b>1,580</b>	<b>1,608</b>	<b>1,635</b>	<b>1,672</b>	<b>1,708</b>

**CALCULATING THE CFTE (COURTROOM FULL-TIME EQUIVALENCY)**

To help in estimating the future courtrooms needed by case type, the current Courtroom Full Time Equivalency (CFTE) is calculated. The process is similar to calculating the number of staff needed to cover a shift - it expresses the number of cases that can be handled with each unit of courtroom time. The CFTE for a certain case type is equal to the total hours spent on the given type of case divided by the total hours available for one full-time courtroom. The ratio can be based on one day, one week, or one year – whichever time increment is the most effective for obtaining a good estimate of the courtroom time used for that case type. Once the current CFTE is calculated, the filings per full-time CFTE are calculated. This ratio is called the CFTE ratio.

The CFTE Ratio is applied to the forecasted future filings to produce an estimate of future court time (in CFTEs) that will be needed to handle the caseload. The future CFTEs are then grouped the way the cases are grouped operationally within the court operational structure, to estimate future courtrooms to handle each set of cases. This CFTE approach to courtroom forecasting enables individual case types to be analyzed separately, and for the court system to test methods of grouping caseload in similar courtrooms to reduce the total courtrooms needed. For example, large criminal trials and traffic cases are both often heard in large trial courtrooms, each of which requires secure holding, and each of which may serve a large volume of the public (for high publicity trials). If set up as dedicated courts, the traffic case would have a larger spectator seating area and smaller well, while the criminal trial



courtroom would have a larger well area and less spectator seating, but overall the size of the rooms would ideally be the same, with the same adjacent holding, jury deliberation, and interview rooms.

Large criminal jury trials are less frequent than traffic cases, which are a constant. Traffic dockets can be adjusted to accommodate occasional trials. Small jurisdictions often find that there is a need for less than one CFTE for criminal jury trials and less than one CFTE for traffic. Some of these smaller court locations opt to provide one large room with balanced well and spectator areas, or with a movable bar, which can be used part-time for one purpose and part-time for another, rather than two large dedicated courtrooms, each of which will be dark a portion of the time. This type of grouping of compatible case types in one room saves on facility cost by reducing the number of courtrooms that must be provided.

There are clearly operational implications to the example given, which may make that particular sharing approach impractical in some court jurisdictions. For starters, if there is one judge assigned to traffic and another judge assigned to criminal trials, these two judges must be willing to share the courtroom. If the jurisdiction is one where each judge has historically had his or her own courtroom, court sharing may not be viable. If, however, the jurisdiction has one judge hearing a criminal/traffic combined docket, the solution to handle both case types in one courtroom may simplify operations, as well as reducing total space needs.

Regardless of the jurisdiction, analysis of case type by CFTE required gives information that can be useful for planning when the next courtrooms will be needed, and what the features will be of that courtroom.

#### **Detailed Methodology – CFTE Calculation**

To calculate the current CFTE, historical court dockets are analyzed to estimate the hours spent during the past year (month, cycle) handling a certain case type. In some court jurisdictions cases are processed on a regular cycle lasting two or three months. All cases filed are tried during that cycle, which includes specific weeks dedicated to arraignment, hearings, and trials. In those jurisdictions, one cycle can be analyzed to determine the average courtroom time required to dispose of each case. In other locations cases are handled on a rotating basis. In those locations it is best to analyze a full year, or at a minimum several months of docket data, in order to get a good idea of the average time spent handling each case type in a typical year.

Once time per year for each case type is determined, that number is divided into the total hours available in that courtroom type. For example, if General District Criminal Courtrooms in a certain location handle cases for seven hours each day (8:00 am to 12:00 pm, 1:00 pm to 4pm), and the courthouse is open and operating an average of 50 weeks per year (not counting ten holidays when the court is closed), there are a total of  $7 \times 50 = 350$  court hours available for handling some type of case. This is the CFTE for that courtroom.

Carrying the example through for CFTEs per case type, it may be that an analysis of the docket for that year reveals that traffic cases occupied 150 hours that year.  $150 / 350 = 0.428$ , or 43% of that CFTE that was used to process traffic cases.

To complete the analysis of that year's activity, the total number of traffic filings for that year are divided by the CFTEs used to process the cases to produce a "Filings per CFTE" ratio.

This analysis assumes that cases will not become significantly more complex in the future, and that the approximate volume of cases per hour in the year for which the ratio was created was appropriate to permit judges ample on- and off-bench time to prepare and adequately process each case. In many locations the reality is that judges process a higher volume of cases than they feel comfortable with, and they indicate that a disproportionately large amount of their time is spent on the bench, without the balance of time off the bench to adequately prepare for the volume of cases adjudicated. In these locations, calculating the CFTE and Filings per CFTE based on the present situation will simply ensure replication of a system that is already overloaded – one where the volume of cases per CFTE is unrealistically high.

To correct for this potentially skewing of the Filings per CFTE ratio, it is sometimes valid to use the filings per CFTE ratio from a time in the recent past when judges felt comfortable with the balance of time spent on and off the bench, than with the most recent historical year. This ratio cannot be taken from a time too far in the past, as other factors



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may have affected the volume of cases heard. A ratio within one or two years of the study year where anecdotal research shows no other significant operational changes can be used to forecast a re-balanced system.

The different CFTE ratios enable the courtroom forecast to account for the differences in court time required to handle the different case types. For example, in Augusta County, one full-time CFTE (one court operating full-time all year) can dispose of 13,020 criminal filings, 96,787 traffic filings, or 4,758 domestic filings. As a result, forecasted filings must be much higher to justify a new traffic courtroom than to support the need for a new domestic courtroom. These ratios also lock the forecast into the current operational practice. If, in the future, traffic filings begin to require significantly more courtroom time than in the past, this ratio will no longer hold true, and the analysis must be updated. Likewise, if domestic filings begin to take less time, the forecasted court needs will turn out to be higher than actual needs will dictate. As in any other type of planning, the assumptions built into the CFTE ratios provide a starting point for planning. Interim updates are necessary, particularly in the distant future, to ensure the accuracy of assumptions made during the planning process.

**FUTURE COURTROOMS**

Once filings have been forecasted and the CFTE ratio has been calculated, the forecasted filings can simply be divided by the ratio to determine the number of courtrooms that will be needed to handle the forecasted workload. The Augusta County General District and combined City of Staunton/Augusta County Juvenile and Domestic Relations courts are shown in the table below, along with the CFTE ratio and forecasted filings used to complete the calculations.

To complete the estimate of future courtrooms needed, the fractions of courtrooms are grouped according to cases that can be heard in a similar type of courtroom. In the table below, the Augusta County General District Criminal, Civil, and Traffic courtroom needs are aggregated to show that those three case types will be heard in the same space, or type of space. The final forecasted courtroom needs for Augusta General District Court is 0.8, or eight-tenths of a courtroom, by the year 2030. For building planning purposes, all fractions of courts are rounded up to the nearest full courtroom. The architectural space program based on this forecast will include one courtroom for General District.

Following this process through to Juvenile and Domestic Relations, the table shows that caseload and filings are anticipated to increase for J&DR courts in both the City of Staunton and Augusta County. The increase translates into a workload equal to approximately 0.3 of a courtroom (1.6 to 1.8, including end points) between 2005 and 2030. Under the current system, the J&DR courts operate one full-time courtroom and supplement this dedicated court by using the General District courtroom when it is not being used for General District cases. The estimated courtroom need under the 2005 system is 1.6 CFTEs for J&DR alone (0.5 + 0.5 + 0.3 + 0.3), rounded up to two full-time J&DR courtrooms. If these courtrooms existed today, it would be expected that there would be dark time equal to approximately 0.4 CFTE of one courtroom. The forecasted increase indicates a 13% increase over the 1.6 CFTEs currently required to handle the workload. The total courtrooms forecasted for J&DR (rounded up) remains at 2.0. When these courtrooms are provided, it is anticipated that there will be 0.2 CFTE or less of dark time.

**Table 9 – Forecasted Future CFTEs**

	Current CFTEs	2005 Filings	Filings per CFTE	Projected Filings					Projected future JFTEs and CFTEs (rounded up)					
				2010	2015	2020	2025	2030	2010	2015	2020	2025	2030	
<b>Augusta Co. Gen. Dist.</b>														
Criminal	0.15	1,953	13,020	1,991	2,112	2,237	2,369	2,505	0.15	0.16	0.17	0.18	0.19	
Traffic	0.15	14,518	96,787	15,128	15,782	16,447	17,167	17,901	0.16	0.16	0.17	0.18	0.18	
Civil	0.30	4,211	14,037	4,348	4,418	4,488	4,569	4,650	0.31	0.31	0.32	0.33	0.33	0.8
<b>Combined J&amp;DR Court</b>														
<b>Augusta County J&amp;DR</b>														
Juvenile	0.50	3,105	6,210	3,115	3,169	3,223	3,295	3,367	0.50	0.51	0.52	0.53	0.54	
Domestic	0.50	2,379	4,758	2,228	2,315	2,419	2,531	2,642	0.47	0.49	0.51	0.53	0.56	
<b>Staunton J&amp;DR</b>														
Juvenile	0.30	1,511	5,037	1,580	1,608	1,635	1,672	1,708	0.31	0.32	0.32	0.33	0.34	
Domestic	0.30	1,328	4,427	1,327	1,339	1,369	1,403	1,437	0.30	0.30	0.31	0.32	0.32	1.8
<b>Total JFTEs</b>	<b>2.20</b>									<b>2.3</b>	<b>2.4</b>	<b>2.4</b>	<b>2.5</b>	<b>2.6</b>

Source: PSA-Dewberry, May 2006

## **FUTURE SPACE NEEDS**

Any courthouse includes multiple agencies, with varying goals and purposes, all of which must collaborate to help cases be resolved in a timely and successful manner. These agencies vary based on funding (State, local government, grants, private funding), based on goals (processing cases, serving needy citizens, encouraging family unity, supervising probationers) and roles within the court system (active participant in courtroom, recipient of caseload based on sentencing).

The building that houses the Augusta County General District Court and the combined City of Staunton/Augusta County J&DR Court serves as the focus of many work efforts for the following agencies or court components:

- General District Court – Courtroom, Judicial Chambers, and associated spaces
- Juvenile & Domestic Relations Court – Courtroom, Judicial Chambers, and associated spaces
- General District Court Clerk
- Juvenile & Domestic Relations Court Clerk
- Court Service Unit
- Sheriff's Department – Holding Areas, Building Security (entrance), Courtroom Security (bailiffs)
- Commonwealth's Attorney

The consultant interviewed, surveyed, and toured the space within the existing facility for each of these operations, to gain a better understanding of operational practices in this particular court, functional adjacencies between components, and details of space needs that will improve the operations there. Staffing forecasts were generated by local agencies, at times with input from the consultant. These staffing forecasts were built into the space tables in this section.

The space program in this section details the space needs for an ideal court facility designed to meet the long-term needs of the Augusta County General District court and the combined Augusta County/City of Staunton Juvenile & Domestic Relations Court, as well as all associated agencies and personnel.

### **Summary of Space Needs**

According to the estimated space needs indicated in the detailed space program on the following page, approximately 45,000 Building Gross Square Feet (BGSF) will be needed to provide for all court and court-related functions, both now and into the future. This facility will include one General District court set and two Juvenile & Domestic Relations court sets, plus a hearing/mediation suite that can serve as a fourth courtroom in the future, if needed.

The detailed space tables used to arrive at the total square footages needed are included on the subsequent pages, along with some explanation of how these areas will relate to one another.

### **Building Organization**

Courthouses often locate the higher-volume functions on lower floors, to reduce traffic and wear on the rest of the building. In the case of a dual-purpose General District/Juvenile & Domestic Relations Courthouse, the building could be organized in several ways. In this case, it might be operationally beneficial to locate the General District Court and clerks on the lower floor adjacent to the lobby to keep the high-volume of people associated with traffic court near the building entrance.

Another option is to locate both General District and J&DR Clerk functions near the lobby, so that citizens coming in for simple paperwork or payment issues can easily handle their business within a close distance of the front door. Under this scenario, the courtrooms are located on higher floors. Either option can be followed – the key is fitting the program together so that there are approximately 12,000-15,000 BGSF on each floor. This stacking will result in a 3-story or 4-story building, with adequate footprint to permit two court sets (courtrooms and associated spaces such as chambers, interview rooms, and public waiting space) per floor.

Circulation in a courthouse is an integral part of security for staff and the public. Judges typically arrive and move through the building using dedicated elevators and corridors, so that they are never visible to the public except when on the bench. Inmates also typically move through the building using dedicated elevators, which frequently conduct those in custody vertically from the holding area to the holding up to the holding directly adjacent to the courtroom in which they will appear. The public enters from the main building entrance, is screened, and then moves freely through the public areas of the building. Staff usually enter through the main entrance or through a dedicated staff entrance, and then use key cards or other control mechanism to access the staff-secure areas of the clerks' offices or other office areas.

To ensure the impermeability of these four circulation zones, amenities such as break rooms and restrooms must be provided for each circulation area. Dedicated staff restrooms ensure that staff do not have to leave their work area and use public restrooms side-by-side with clients who may have been angered by adverse news on their case. This program has taken care to detail the necessary spaces so that circulation and security can be preserved for all four circulation zones.

In the Space Summary Table, space is measured in three ways. Net Square Feet (NSF) is the sum of the total interior spaces, not counting wall thicknesses or walkways between spaces. Departmental Gross Square Feet (DGSF) equal the sum of the NSF areas plus a circulation factor to account for interior wall thicknesses and walkways. The departmental grossing factor must be higher for areas with more internal walls and circulation (workstation areas, for example) than for large areas such as courtrooms or lobbies. A typical grossing factor for secure holding may be as high as 40%, while the grossing for a gymnasium or lobby may be as low as 10%.

A building grossing factor is added to calculate Building Gross Square Feet, or BGSF. This factor is typically 15-25%, and this additional space accounts for exterior wall thicknesses, public circulation areas (stairs, elevators, etc.) and some restrooms. In this facility, building grossing was estimated at 20%.

**Table 10 – Summary Space Needs –General District/J&DR Courthouse**

Number	Space	NSF	Grossing	DGSF		Total (DGSF)	BGSF (20%)
<b>1.000</b>	<b>- BUILDING ENTRANCE AND LOBBY</b>		<b>25%</b>			<b>3,146</b>	<b>3,776</b>
	1.100 Entrance	2,517	629	3,146			
<b>2.000</b>	<b>- CLERK AREAS</b>		<b>35%</b>			<b>6,861</b>	<b>8,233</b>
	2.100 General District Court Clerk	2,175	761	2,936			
	2.300 Juvenile & Domestic Relations Court Clerk	2,522	883	3,405			
	2.400 Staff Shared Spaces	385	135	520			
<b>3.000</b>	<b>- COURT SETS</b>		<b>30%</b>		<b>No. Needed</b>	<b>14,537</b>	<b>17,445</b>
	3.100 General District Court Set	3,753	1,126	4,878	1		
	3.200 Juvenile & Domestic Relations Court Set	3,063	919	3,981	2		
	3.300 Hearing and Mediation Set	1,305	392	1,697	1		
<b>4.000</b>	<b>- SECURITY AND HOLDING</b>		<b>40%</b>			<b>4,319</b>	<b>5,182</b>
	4.100 Intake and Adult Holding	1,810	724	2,534			
	4.300 Security Staff Areas	1,322	463	1,785			
<b>5.000</b>	<b>- COURT SERVICES/PROBATION</b>		<b>35%</b>			<b>4,536</b>	<b>5,443</b>
	5.100 Public Areas	575	201	776			
	5.200 Court Services Office	2,785	975	3,760			
<b>6.000</b>	<b>- COURT SERVICES/PROBATION</b>		<b>35%</b>			<b>5,871</b>	<b>7,045</b>
	6.100 Commonwealth's Attorney	4,349	1,522	5,871			
<b>7.000</b>	<b>- BUILDING SHARED</b>		<b>35%</b>			<b>4,265</b>	<b>5,118</b>
	7.100 Shared Public Areas	1,600	560	2,160			
	7.200 Shared Staff Areas	-	-	-			
	7.300 Loading Dock/Warehouse	844	295	1,139			
	7.400 Trash Removal	225	79	304			
	7.500 Building Maintenance	225	79	304			
	7.600 Janitorial	265	93	358			
<b>Summary</b>		<b>25,370</b>	<b>8,312</b>	<b>33,682</b>		<b>37,664</b>	<b>45,186</b>



### Building Entrance and Lobby

Space #	Space Name	Persons or Items Per Area	Number of Areas	Space Standard (NSF)	Net Square Feet	Comments
<b>1.000 - BUILDING ENTRANCE AND LOBBY</b>						
<b>1.100</b>	<b>Entrance</b>					
1.101	Vestibule	1	1	80	80	
1.102	Lobby	1	1	800	800	
1.103	Security Screening Station	1	1	200	200	
1.104	Building Central Control	1	1	200	200	
1.105	Building Administration	1	1	150	150	
1.106	Attorney Lounge/Storage	1	1	200	200	Restricted access with telephones, tables
1.107	Elevator Vestibule	1	2	60	120	
1.108	Vending	1	3	10	30	
1.109	Public Telephones	1	2	6	12	
1.109	Public Restrooms	1	2	240	480	
1.110	Janitors' Closet	1	1	45	45	
1.111	General Storage	1	1	200	200	
Total Area (NSF)					2,517	
Dept. Gross @ 25%					629	
<b>TOTAL AREA (DGSF)</b>					<b>3,146</b>	

The Building Entrance and Lobby serve as the initial security checkpoint for all visitors to the building. This area will also provide a central area for the public with directional signage, restrooms, and telephones. Elevators/escalators and stairs will lead from this lobby up to the other floors of the building.

## 2.000 Clerk Areas

Space #	Space Name	Persons or Items Per Area	Number of Areas	Space Standard (NSF)	Net Square Feet	Comments
<b>2.000 - CLERK AREAS</b>						
<b>2.100 General District Court Clerk</b>						
2.101	Clerk of Court	1	1	300	300	
2.102	Deputy Clerk	1	5	80	400	
2.103	Cashier Station	1	2	25	50	One civil, one traffic/criminal
2.104	Service Counter Workstations	1	-	25	-	
2.105	Intern Workstation	1	-	80	-	
2.106	Active File Storage	1	1	800	800	Could be shared with other clerks' areas if adjacent
2.107	Work Counter/Work Room	1	1	120	120	Could be shared with other clerks' areas if adjacent
2.108	Supply/Form Storage	1	1	120	120	Could be shared with other clerks' areas if adjacent
2.109	Staff Toilet	1	-	50	-	Could be shared with other clerks' areas if adjacent
2.110	Waiting/Service Counter	15	1	15	225	Public side of service counters
2.111	Public Microfiche/File Viewing Area	1	1	160	160	Adj. to service counter, microfiche viewer
Subtotal (NSF)					2,175	
<b>2.300 Juvenile &amp; Domestic Relations Court Clerk</b>						
2.301	Clerk of Court	1	1	300	300	
2.302	Staunton Deputy Clerk	1	3	120	360	2006 2.5 staff
2.303	Augusta Deputy Clerk	1	5	80	400	2006 4.2 staff
2.304	Cashier Workstations	1	3	64	192	One Staunton, one Augusta, one information
2.305	Pro-Se Workstation - Public Side	1	1	150	150	Locked waiting/service for pro-se waiting/service
2.306	Public Microfiche/File Viewing Area	1	1	160	160	Adj. to service counter, microfiche viewer
2.307	Intern Workstation	1	-	80	-	
2.308	Active File Storage	1	1	600	600	Could be shared with other clerks' areas if adjacent
2.309	Work Counter/Work Room	1	1	120	120	Could be shared with other clerks' areas if adjacent
2.310	Supply/Form Storage	1	1	120	120	Could be shared with other clerks' areas if adjacent
2.311	Staff Toilet	1	-	50	-	Could be shared with other clerks' areas if adjacent
2.312	Waiting/Service Counter	8	1	15	120	Public side of service counters
Subtotal (NSF)					2,522	
<b>2.400 Staff Shared Spaces</b>						
2.401	Staff Break Area	1	1	150	150	
2.402	Staff Toilet	1	2	100	200	
2.403	Janitors' Closet	1	1	35	35	
Subtotal (NSF)					385	
Total Area (NSF)					5,082	
Dept. Gross @ 35%					1,779	
<b>TOTAL AREA (DGSF)</b>					<b>6,861</b>	

The General District Clerk serves the General District Court, and should be located near, if not adjacent to, the General District courtroom(s). This clerk's operation receives payments for traffic fines in addition to handling criminal and civil caseloads. The program shown has allocated space for two service windows, both capable of receiving payments, where clerical staff walk up to serve the public as they arrive. These staff have other workstations within the work area. There is ample storage for active files and a staff work/photocopy area.

The Juvenile & Domestic Relations Clerk serves the Augusta County J&DR Court and the City of Staunton J&DR Court with a combined staff. All J&DR filings are received at this office for either jurisdiction. Within the office, staff are assigned to either the Staunton docket or the Augusta County docket. There are three permanent cashier workstations at service windows to serve the public. There is also a locked room on the public side of the service windows so that pro-se litigants who are at risk can feel secure while doing business privately with the clerk. This room will have a camera outside the door so that the clerk can see who is waiting and can release the lock to permit the new client to enter. There is a large active file storage room, a work area with table for clerks to spread out their materials as necessary, plus shared staff restrooms for clerks of both offices to use.



### 3.000 Court Sets

Space #	Space Name	Persons or Items Per Area	Number of Areas	Space Standard (NSF)	Net Square Feet	Comments	
<b>3.000 - COURT SETS</b>							
<b>3.100 General District Court Set</b>							
3.101	Courtroom	1	1	1,800	1,800		
3.102	Vestibule	1	1	80	80		
3.103	Interview Room	1	2	80	160		
3.104	Equipment Storage	1	1	60	60		
3.105	Evidence/Attorney File Storage	1	1	60	60		
3.106	Holding Cell - Small	1	1	50	50		
3.107	Holding Cell - Group	1	0.5	120	60		
3.108	Secure Interview Room	1	1	80	80		
					Subtotal (NSF)	<b>2,350</b>	
3.109	Public Waiting	1	1	200	200		
3.110	Victim/Witness Waiting	1	2	80	160		
					Subtotal (NSF)	<b>360</b>	
3.111	Judge's Chambers	1	1	340	340		
3.112	Judge's Secretary	1	1	150	150		
3.113	Judge's Bailiff's Station	1	1	60	60		
3.114	Storage	1	1	60	60		
3.115	Court Reporter	1	1	150	150		
3.116	Clerk's Office	1	1	150	150		
3.117	Staff Toilet	1	1	45	23		
3.118	Conference Room	1	1	220	110		
					Subtotal (NSF)	<b>1,043</b>	
					Subtotal (NSF per Court Set)	<b>3,753</b>	
					Number--Subtotal NSF	<b>1</b>	<b>3,753</b>
					Subtotal DGSF (30%)	<b>4,878</b>	

The General District Court Set consists of the courtroom, judge's chambers, holding areas, and waiting/interview rooms associated with one General District courtroom. As shown above, each General District court set is estimated to require a total of 3,753 Net Square Feet. With departmental grossing, this court set will require approximately 4,878 DGSF of space in the building. This block of space should be located so that the secure areas (judge's chambers, staff offices) have completely separate circulation from both the public and those in-custody. A secure interview room is provided adjacent to the courtroom holding, so that attorneys can meet safely with their clients immediately prior to entering the courtroom.

### 3.000 Court Sets (Continued)

Space #	Space Name	Persons or Items Per Area	Number of Areas	Space Standard (NSF)	Net Square Feet	Comments
<b>3.000 - COURT SETS</b>						
<b>3.206 Juvenile &amp; Domestic Relations Court Set</b>						
3.201	Courtroom	1	1	1,200	1,200	
3.202	Vestibule	1	1	80	80	
3.203	Interview Room	1	2	80	160	
3.204	Equipment Storage	1	1	60	60	
3.205	Evidence/Attorney File Storage	1	1	60	60	
3.206	Holding Cell - Small	1	2	50	100	
					Subtotal (NSF)	1,660
3.207	Public Waiting	1	1	200	200	
3.208	Victim/Witness Waiting	1	2	80	160	
					Subtotal (NSF)	360
3.209	Judge's Chambers	1	1	340	340	
3.210	Judge's Secretary	1	1	150	150	
3.211	Judge's Bailiff's Station	1	1	60	60	
3.212	Storage	1	1	60	60	
3.213	Court Reporter	1	1	150	150	
3.214	Clerk's Office	1	1	150	150	
3.215	Staff Toilet	1	1	45	23	
3.216	Conference Room	1	1	220	110	
					Subtotal (NSF)	1,043
					Subtotal (NSF per Court Set)	3,063
					Number--Subtotal NSF	2 6,125

The Juvenile and Domestic Relations court set, like the General District court set, includes the courtroom, judge's chambers, staff offices, and public waiting/interview areas. These spaces are sized according to the Virginia Trial Court Standards and the different needs of the J&DR court, with smaller courtroom and less space for secure holding. Staff office areas are provided along the judges' secure corridor, along with private staff restrooms and a conference room.

In addition to the two court sets, this program provides for a hearing/mediation suite. This suite of rooms offers one hearing room, a break-out room for separating parties for mediation, and the associated waiting, holding, and storage areas. This space can be planned so that it occupies a column-free block of space that can later be expanded into a third J&DR courtroom, if needed. If that occurs, an additional judge's chambers will also need to be added along the secure corridor.

Space #	Space Name	Persons or Items Per Area	Number of Areas	Space Standard (NSF)	Net Square Feet	Comments
<b>3.000 - COURT SETS</b>						
<b>3.300 Hearing and Mediation Set</b>						
3.301	Hearing Room	1	1	600	600	
3.302	Vestibule	1	1	80	80	
3.303	Mediation Room	1	1	200	200	
3.304	Secure Room	1	1	50	50	
3.305	Secure Room Vestibule	1	1	35	35	
3.306	Waiting	1	1	200	200	
3.307	Interview Room	1	1	80	80	
3.308	Equipment Storage	1	1	60	60	
					Subtotal (NSF)	1,305
					Subtotal (NSF per Court Set)	1,305
					Number--Subtotal NSF	1 1,305
					Total Area (NSF)	11,183
					Dept. Gross @ 30%	3,353
					<b>TOTAL AREA (DGSF)</b>	<b>14,537</b>

#### 4.000 Security and Holding

Space #	Space Name	Persons or Items Per Area	Number of Areas	NSF Space Standard	Square Feet	Comments
<b>4.000 - SECURITY AND HOLDING</b>						
<b>4.100</b>	<b>Intake and Adult Holding</b>					<b>CAPACITY 30</b>
4.101	Vehicle Sallyport	1	1	600	600	Exterior, Estimated at 50% total space.
4.102	Security Vestibule	1	1	120	120	
4.103	Deputy Station/Fingerprint and ID	1	1	150	150	
4.104	Drug Testing Holding/Waiting	1	1	100	100	
4.105	Drug Testing Toilet	1	1	50	50	
4.106	Staff Toilet	1	1	45	45	
4.107	Inmate Toilet	1	1	45	45	
4.108	Single Cells	1	3	50	150	Single wet cells, total capacity of 3-6
4.109	Medium Group Holding	6	1	25	150	Holds 6 to 8 individuals
4.110	Large Group Holding	10	1	25	250	Holds 10 to 14 individuals
4.111	Isolation Cell	1	2	75	150	dry cell, camera, total capacity of 2
Subtotal (NSF)					1,810	
Dept. Gross @ 40%					724	
<b>TOTAL AREA (DGSF)</b>					<b>2,534</b>	
<b>4.200</b>	<b>Juvenile Holding</b>					<b>CAPACITY 15</b>
4.201	Staff Toilet	1	1	45	45	
4.202	Inmate Toilet	1	1	45	45	
4.203	Single Cells	1	2	50	100	CAPACITY 2
4.204	Medium Group Holding	3	1	25	75	CAPACITY 3-5
4.205	Large Group Holding	6	1	25	150	CAPACITY 6-8
4.206	Isolation Cell	1	1	75	75	
Subtotal (NSF)					490	
Dept. Gross @ 40%					196	
<b>TOTAL AREA (DGSF)</b>					<b>686</b>	
<b>4.300</b>	<b>Security Staff Areas</b>					
4.301	Deputy Muster Room	12	1	15	180	Classroom style
4.302	Mailbox/Mail Room	1	1	200	200	Mailboxes to hall side; sorting tables to inside
4.303	Male Locker Room	10	1	12	120	2' wide lockers with 2' in front and 1' bench
4.304	Female Locker Room	6	1	12	72	2' wide lockers with 2' in front and 1' bench
4.305	Male Restroom/Shower	1	1	250	250	2 stalls, 2 urinals, 2 showers, 2 sinks
4.306	Female Restroom/Shower	1	1	250	250	4 stalls, 2 showers, 2 sinks
4.307	Shift Commander Office	1	1	150	150	Private Office
4.308	Fingerprint Room	1	1	100	100	Sink, counter
Subtotal (NSF)					1,322	
Dept. Gross @ 35%					463	
<b>TOTAL AREA (DGSF)</b>					<b>1,785</b>	

The security areas of the courthouse consist of three areas: Building entrance security, holding, and the Sheriff's Department muster and locker areas. The building entrance security is included in 1.000 Building Entrance and Lobby.

Holding in this facility includes holding for adults and juveniles, male and female. These four groups must be kept sight and sound separated from one another. The holding area is programmed so that adults and juveniles will be in two distinct holding areas, so that design features and operational practices can be used to separate males and females within those areas.

The dedicated areas for security staff include a muster room for shift change, a mailbox/mail room, locker/shower rooms for male and female staff, an office for the shift commander, and a fingerprint room. These areas will support the security staff in preparing for work and in dealing with the daily business involved in inmate movement and maintaining security in the courtrooms.

## 5.000 Court Services/Probation

Space #	Space Name	Persons or Items Per Area	Number of Areas	Space Standard	Square Feet	Comments	
<b>5.000 - COURT SERVICES/PROBATION</b>							
<b>5.100 Public Areas</b>							
5.101	Waiting Room	1	1	200	200		
5.102	Children's Alcove	1	1	100	100		
5.103	Victim's Waiting	1	1	150	150		
5.104	Receptionist	1	-	80	-		
5.105	Urinalysis Toilet	1	1	45	45	Pass-through to staff area	
5.106	Public Toilet	1	1	45	45		
5.107	Janitor's Closet	1	1	35	35		
					Subtotal (NSF)	575	
<b>5.200 Court Services Office</b>							
5.201	Director's Office	1	1	200	200		
5.202	Secretary	1	2	80	160		
5.203	Supervisor Office	1	1	120	120		
5.204	Administrative Assistant	1	1	120	120		
5.205	Probation/Parole Office	1	6	120	720		
5.206	Intake Officer	1	3	120	360		
5.207	Substance Abuse Counselor	1	-	80	-		
5.208	Customer Service Windows	1	2	25	50		
5.209	Work/Copy Room	1	1	120	120		
5.210	Conference Room	15	1	15	225		
5.211	Staff Break Room	1	1	150	150		
5.212	Drug Screening Room	1	2	80	160		
5.213	File Storage Room	1	1	400	400		
					Subtotal (NSF)	2,785	
					Total Area (NSF)	3,360	
					Dept. Gross @ 35%	1,176	
					<b>TOTAL AREA (DGSF)</b>	<b>4,536</b>	

The Court Services Unit serves as the supervisory group over juveniles sentenced to probation. The unit also supports the Juvenile & Domestic Relations Clerk in their daily activities. The two agencies share files, caseload and information throughout the day, and should be located as close to one another as possible.

The public (waiting) areas include a waiting room with children's alcove, a toilet for urinalyses, and a public toilet. There is also a small room for victim/witness waiting.

The work area includes drug screening rooms for storing or processing samples, customer service windows, offices and workstations for staff, a conference room, a break room, and storage areas. If located on the same floor as the J&DR clerks, the Court Service Unit should share the staff restrooms. If located alone, the Court Service Unit will require staff restrooms.

## 6.000 Commonwealth's Attorney

Space #	Space Name	Persons or Items Per Area	Number of Areas	Space Standard	Square Feet	Comments
<b>6.000 - COMMONWEALTH'S ATTORNEY</b>						
<b>6.100 Commonwealth's Attorney</b>						
6.101	Waiting Room	1	1	200	200	
6.102	Victim/Witness Waiting	6	1	40	240	
6.103	Receptionist	1	1	64	64	
6.104	Large Conference Room/Library	1	1	300	300	
6.105	Active File Storage	1	1	500	500	
6.106	Closed File Storage	1	1	500	500	Can be lockable basement storage; zero here
6.107	Commonwealth's Attorney	1	1	300	300	
6.108	Deputy CA	1	-	180	-	
6.109	Senior Assistant CA	1	-	150	-	
6.110	Assistant CA	1	7	150	1,050	Group with three ACAs and one paralegal
6.111	Paralegal	1	2	80	160	
6.112	Administrative Support	1	3	80	240	
6.113	Victim/Witness Coordinator	1	2	150	300	
6.114	Domestic Assault	1	1	150	150	
6.115	Work/Copy Room	1	1	150	150	
6.116	Staff Break Room	1	1	150	150	
6.117	Janitor's Closet	1	1	45	45	
Subtotal (NSF)					4,349	
Total Area (NSF)					4,349	
Dept. Gross @ 35%					1,522	
<b>TOTAL AREA (DGSF)</b>					<b>5,871</b>	

The Commonwealth's Attorney functions as a law office, and requires the dignity of such. This office area should be set up like a private attorney's office, with waiting area, receptionist, and large conference room/library near the entrance. The majority of staff should have private offices of a size sufficient to permit files to be stored in locking cabinets in the office. The assistant CAs and paralegal should be grouped so that they can work together during the day.

This office also includes a staff break room/kitchenette and a photocopy/work room. As with the clerks, there should be staff restrooms (preferably dedicated) in this work area.

## 7.000 Building Shared

Space #	Space Name	Persons or Items Per Area	Number of Areas	Space Standard	Square Feet	Comments
<b>7.000 - BUILDING SHARED</b>						
<b>7.100 Shared Public Areas</b>						
7.101	Building Shared Conference Room	1	1	800	800	
7.102	Storage Closet	1	2	100	200	
7.103	Beverage Station	1	1	100	100	
7.104	Public Restroom	1	2	250	500	six stalls/urinals, six sinks
					Subtotal (NSF)	1,600
<b>7.200 Shared Staff Areas</b>						
7.201	Work/Storage Room	1	-	200	-	
7.202	Toilet	1	-	50	-	
7.203	Toilet w/Shower	1	-	80	-	
					Subtotal (NSF)	0
<b>7.300 Loading Dock/Warehouse</b>						
7.301	Loading Dock	-	1	120	120	
7.302	Staging Area	-	1	150	150	
7.303	First Aid Station	-	1	10	10	
7.304	Building Storage	-	1	500	500	
7.305	Inventory Workstation	-	1	64	64	
					Subtotal (NSF)	844
<b>7.400 Trash Removal</b>						
7.401	Dumpster Area	-	0.5	300	150	Near loading dock, est. @ 50% (exterior space)
7.402	Recycling Area	-	0.5	150	75	Near loading dock, glass, paper, plastic; @50%
					Subtotal (NSF)	225
<b>7.500 Building Maintenance</b>						
7.501	Maintenance Leader	1	1	120	120	
7.502	Workshop	-	1	400	400	
7.503	Chemical Storage	-	1	80	80	
					Subtotal (NSF)	600
<b>7.600 Janitorial</b>						
7.601	Janitor Storage	-	1	150	150	Storage room with fixed shelving, mop holders
7.602	First Aid Station	-	1	10	10	Eye wash, shower, wall supply cabinet
7.603	Chemical Mixing	-	1	60	60	Well-ventilated, wall sink and counter, shelving
7.502	Staff Toilet	-	1	45	45	
					Subtotal (NSF)	265
					Subtotal (NSF)	3,534
					Dept. Gross @ 35%	1,237
					<b>TOTAL AREA (DGSF)</b>	<b>4,771</b>

These building shared areas include spaces for building deliveries and pick-ups, maintenance, storage, and janitorial services. There is also a building conference room, likely located near the lobby, to be used by all staff and the public for large meetings and training sessions.

In addition to these departmental areas, a building grossing factor of 20% has been added to estimate the Building Gross Square Feet, or BGSF. This total accounts for exterior wall thicknesses, public circulation corridors and unprogrammed public spaces, and some public amenities not accounted for in the program. It also encompasses all mechanical and electrical space required to equip the building for use.

## TEST-FIT ON RECOMMENDED SITE

The City of Staunton has requested that a site be reviewed for possible development for a new court facility for the functions described in this study. That site is located behind the existing Augusta County General District/Combined City of Staunton -Augusta County J&DR Court location. The site is currently occupied by a two-level, privately owned parking structure. A drainage creek separates the site from the existing courthouse.

A preliminary investigation by the planning team revealed that the site would be capable of housing the size facility described in this study. Further documentation and sketches will show possibilities for placing the facility on that site.