GILA COUNTY

LONG RANGE FACILITIES MANAGEMENT PLAN

AMENDMENT

February 2014

Prepared By:

L. Brevick Enterprises, Inc.

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1.0 INTRODUCTION

The goal of the "Long Range Facilities Management Plan" ("Plan") is to provide information that will help the Gila County Government determine the best use of their facilities to efficiently provide services to the public. The County determined that the current "Long Range Facilities Management Plan" needed to be updated and amended to reflect the current status of the facilities and to accurately reflect the short term (0-3 years) and the long term (3-7 years) needs.

Information obtained from recent interviews with elected and appointed officials of the County Government, has been used to update and amend the "Plan". Steve Stratton, Public Works Director, participated in all of the interviews. He provided the introduction and purpose for the interviews as well as information on current and planned construction projects for County's facilities.

This amendment to the "Plan" includes a description of the short term solutions currently in progress, or in the planning stages, as well as options for long term solutions for both the Globe and Payson areas. During the interviews, several ideas were developed that presented possible solutions to the concerns and issues. These ideas were discussed among the key County leaders and then consolidated into the options that are presented in this amendment. These options address the new concerns of the County leaders and consider the use of properties that are currently available to the County or potential easily obtainable properties.

2.0 BACKGROUND

The main concerns expressed by the County leaders in the original "Plan" were the lack of security and floor space provided by the facilities in use at that time. Several of these concerns have been addressed and solved by the County Public Works Department with the completion of remodel and new construction projects. A summary of the major completed projects is listed below:

- Relocation of the Public Fiduciary, Human Resources, Mail Room, Financial Staff and Library District to a new facility in Globe;
- Relocation of the Public Works, Community Development and IT staff to a new facility in Globe;
- Relocation of the Facilities Management group into a new facility in Globe;
- Relocation of Sheriff's dispatch to the new 911 center, located at the old shop area and Sheriff's administration staff and records to new building located East Monroe Street in Globe;
- Relocation of the Supervisor, Public Works and Community Services staff in Payson;
- Installation of a card swipe security system in the Globe Courthouse;
- Remodel of the Globe Courthouse to provide improved floor space design;
- Construction of a new Public Works and Shop facility;
- Construction of an Women's Dormitory at the Globe Jail;
- Remodel of the Central Heights cafeteria to provide office space for Elections and Public Fiduciary;
- In order to comply with the statute, a ballot observation area was constructed in the Recorder's office to prevent comingling of public with the Recorder's staff;

The main concerns of the County staff that still remain and need to be addressed in the "Plan" amendment are as follows:

- Remodel of the Payson Jail to provide adequate security, more detention space, improved booking and visitation areas, plus meal preparation, non-emergency medical and laundry facilities;
- Provide video visitation system in Payson Jail enabling Payson residents to visit inmates located in Payson and in the Globe Jail;
- Provide more area and security capabilities for both Globe and Payson courthouses;
- Consolidate the Clerk of Court staff to the third floor of the Globe Courthouse;
- Consolidate the physical location of the County Attorney staff in both Globe and Payson;
- Provide more County owned permanent storage space to end storage rental space and temporary storage space costs;
- Provide County owned, climate controlled, permanent site for microfilm storage;
- Move staff out of rental or leased space into County owned buildings.

3.0 SUMMARY

3.1 SUMMARY OF SHORT TERM ACTIONS TO SATISFY COUNTY NEEDS

Payson

During 2013, the Fire Marshall ordered the County Attorney to remove records, reference data and office furniture from their area located on the second floor of the Payson Government Complex Building because of Fire Code violations. One of the short term options to eliminate this issue and to provide more floor space for the County Attorney's staff is to complete a remodel on upper floor of Government Complex Building so that the County Attorney's staff can occupy some of the space currently occupied by the Probation staff. A scheduling system should be developed so that the County Attorney and Probation staff can share the conference room that is located in the Probation office area.

A solution to security concerns in court area is to construct a secured entrance to the building by enclosing the walkway area that is located at the entrance of the first floor, beneath the second floor walkway. The enclosure would be translucent and with a pass through metal detector installed.

During early voting periods, the Recorder's office is not large enough to accommodate the number of voters and the voters encroach into the Assessor's office area. The short term solution to this issue and to comply with the statutes an agreement should be developed that would allow sharing enough room of the Assessor's office space to accommodate the voters during the early voting period.

Globe

Current plan is the relocation of the Superintendent of Schools to the Court House second floor and a remodel of the restroom entrances. A metal gate will be installed that will allow access to the restrooms while isolating the rest of the Court House from the public during Board of Supervisor hearings held during none work hours. The completion of the Assessor's area remodel is planned for early 2014.

A possible short term solution for the lack of space in the Courts, that was considered, is to remodel the upper floor of the Globe Post Office to house the Justice Court and Constable. After a constructability review of the Post Office building and site location, it was determined that this was not a viable option. The lack of available parking space and the cost to bring the building to ADA compliance removed this plan from possible options.

3.2 SUMMARY OF LONG TERM OPTIONS AVAILABLE TO SATISFY COUNTY NEEDS

Payson Area

The plan that has been developed for Payson represents the best option that will satisfy both short and long term facility needs for northern Gila County. The option includes purchase of adjacent land and buildings for space required to erect new buildings, remodel existing buildings and provide addition parking for the Gila County Government Complex facilities located in Payson.

An aerial photo with the proposed building footprints for this option is shown in Appendix A.

A summary action list for the Payson option includes the following activities:

- Procure the Chamber of Commerce building, that is located south of the County Complex, remodel existing floor space and relocate Sheriff's administration and dispatch personnel as well as records, a total of ten people;
- If the County is not successful in procuring the Chamber of Commerce building, a new masonry building will be erected in the recently purchased residence lot to house the Sheriff's administration, dispatch personnel and records;
- Obtain the NAPA auto parts building and property, located west of the Payson Jail, and build a new facility to house the Superior and Justice Court rooms and staff;
- Relocate the Assessor and Recorder personnel and remove the building that houses them to provide additional parking space:
- Temporarily relocate the Health and Community Services personnel and demolish the buildings to provide space for a new Administration building;
- Erect a two story metal Administration building to house the Supervisor, Assessor, Recorder, Health, Community Services, Public Works personnel;
- Remodel upper floor of current County Complex building to house the County Attorney personnel and remodel lower floor to house Probation staff;
- Remodel Jail to provide adequate space for laundry, meal preparation, visitation, offender interview, booking, Sally Port, non-emergency medical service, additional detention areas and Constable;

Table 1 lists the estimated order of magnitude expenditures and savings that would be realized if this option is approved. For a detailed breakdown of the estimated costs, see Appendix B

Table 1 - Estimated Expenditures and Savings - Payson Option

Description of Action	Expenditure/(Savings)
New Court House Building	$ 1,221,300
New Administration Building	$ 887,237
Remodel Existing Complex Building	$ 417,500
Remodel Chamber of Commerce Building	$ 111,080
Remodel Existing Jail	$ 377,750
Landscaping, Traffic Control and Utilities	$ 150,000
Parking	$ 103,600
Demolition of Existing Buildings	$ 53,350
Subtotal Construction Cost	**$ 3,321,817**

Description of Action	Expenditure/(Savings)
Design and Management Fees	$ 332,182
Contingency	$ 365,400
Total Estimated Project Cost	**$ 4,019,398**
Additional Cost If Sheriff's Admin & Records Bldg. Is New Masonry Construction	**$ 198,948**
Costs to Purchase Land & Buildings	**$ 550,00**
One Time Savings for Sale of 610 E. Hwy 260 Bldg.	**($ 800,000)**
Yearly Savings In Building Rental	**($ 18,600)**

Globe, Area

Two options have been developed for Globe. Option Number One is to enter into a long term lease for the Las Lomas School. Option Number Two is to construct a new masonry building on the 4 – Amigos lot. The Las Lomas option is estimated to cost approximately $ 813,000 more than the 4 – Amigos option, but the Las Lomas option will add an additional 22,400 square feet of floor space while the 4-Amigos option will add an additional 6,400 square feet of floor space.

The options are as follows:

1) Option One – Las Lomas School

- Long term lease and remodel of Las Lomas School to house Justice Court, Constable, Sheriff's substation, Board of Supervisors, Board Hearing Room, County Administration, Human Resources, Library District, and Finance;
- Remodel the Courthouse
  - First Floor to house County Attorney, Court Administration, third court hearing room, storage, common and utility areas;
  - Second Floor to house Assessor, Elections, Treasurer, Superintendent of Schools, jury selection room and common areas;
  - Third Floor to house Clerk of Court, Superior Courts, jury deliberation rooms, Law Library, and common area;
- Remodel Guerrero Building to house the Probation Department;
- Construct a new mail room building to be located on the Court House Complex Site;
- Vacate and sell the Michaelson Building, that currently houses Child Support and County Attorney investigators, located at 157 S. Broad Street;
- Vacate the leased building, that currently houses the Probation Department, located at 1100 Monroe Street
- Remodel existing masonry stables at the Fair Grounds for permanent records storage for all departments.

A sketch of the proposed floor layout for this option is shown in Appendix A.

Table 2 lists the estimated expenditures and savings that would be realized if this option is approved. For a detailed breakdown of the estimated costs, see Appendix B.

Table 2 - Estimated Expenditures and Savings - Globe Option One

Description of Action	Expenditure/(Savings)
Remodel Las Lomas School	$ 2,024,906
Remodel Court House	$ 1,072,500
Remodel Guerrero Building	$ 239,040
New Mail Room Building	$ 80,000
Subtotal Construction Costs	**$ 3,416,446**
Design and Management Fees	$ 341,645
Contingency	$ 375,809
Total Project Cost	**$ 4,133,900**
One Time Savings for Sale of Michaelson Bldg. – Child Support	**($ 90,000)**
Money available per year to service County debt – Monroe Bldg. rent and State Subsidy for Child Support	**($ 200,000)**

2) Option Two – 4 Amigos Lot

- Construct new masonry building on the 4 Amigos lot to house the Justice Court, Constable and Probation;
- Remodel the Courthouse
  - First Floor to house County Attorney, Court Administration, third court hearing room, Law Library storage, Jury Selection Room, common and utility areas;
  - Second Floor to house Assessor, Recorder, Treasurer, Superintendent of Schools, Board of Supervisors, Board Hearing room, County Administration, and common areas;
  - Third Floor to house Clerk of Court, Superior Courts, jury deliberation room, jury selection room and common area;
- Vacate and sell the Michaelson Building, that currently houses Child Support and County Attorney investigators, located at 157 S. Broad Street;
- Vacate the leased building, that currently houses the Probation Department, located at 1100 Monroe Street
- Remodel existing masonry stables at the Fair Grounds for permanent records storage.

Table 3 lists the estimated expenditures and savings that would be realized if this option is approved. For a detailed breakdown of the estimated costs, see Appendix B.

Table 3 - Estimated Expenditures and Savings - Globe Option Two

Description of Action	Expenditure/(Savings)
Construct New Building and Parking	$ 1,571,000
Remodel Court House	$ 1,173,750
Subtotal Construction Costs	**$ 2,744,750**

Description of Action	Expenditure/(Savings)
Design and Management Fee	$ 274,475
Contingency	$ 301,923
Total Project Cost	**$ 3,321,148**
Additional Cost for Masonry Bldg. Instead of Metal Bldg.	**$ 348,480**
One Time Savings for Sale of Michaelson Bldg. – Child Support	**($ 90,000)**
Money available per year to service County debt – Monroe Bldg. rent and State Subsidy for Child Support	**($ 200,000)**

3.3 LONG TERM STORAGE CONSTRUCTED AT FAIRGROUNDS

One of the most voiced concerns in the interviews was the lack of storage space, both in Globe and in Payson. Several departments rent additional space for record storage. There are twenty stables, located at the Fairgrounds that are constructed of concrete block and could be remodeled into permanent record storage areas. Some of the units could be remodeled with climate control and would be suitable for micro film storage. The storage units would be secured with a six feet high chain link fence with three strand barbed wire on top and a security camera system.

For a detailed breakdown of the estimated costs, see Appendix B.

Table 4 lists the estimated expenditures and savings that would be realized if this option is approved.

Table 4 - Expenditures and Savings - Fairground Storage Units

Description of Action	Expenditure/(Savings)
Construction 17 units without climate control, 3 Units with climate control and security system	$ 84,750
Yearly l Savings for Eliminating Rental Storage in Payson and Globe	($ 20,307)

4.0 INFORMATION OBTAINED DURING KEY LEADER INTERVIEWS

Gila County elected officials and department heads were interviewed to obtain information required to amend the existing “The Long Range Facilities Management Plan”. . A “Pre Interview Information” document was sent to the interviewees to inform them of the purpose for the interview, approach to amending the existing plan and discussion points for the interview. The interviews were conducted during the months of October, November and December, 2013.

Steve Stratton, Gila County Director of Public Works, accompanied Lonnie Brevick on the interviews to provide an introduction and explain the approach to amend the plan plus of the definition of durations for the short and long term options. He also provided information on recently completed, current and planned projects that are in progress to improve their specific areas.

The detailed noted of the interviews are located in Appendix C. A summary of the concerns and needs presented by the departments are listed below:

Globe

- **Assessor:** The main concern is the lack of security for Assessor's staff when dealing with public. A security camera would help provide security for staff

- **Attorney:** The main concern is the physical location of the County Attorney in relation with the Courts. The current layout of the Court House presents too many opportunities to have mixing of the County's staff with victims, jurors, inmates, accused persons, and the general public. Storage of case records is also a concern.

- **Board of Supervisors:** Security and floor design of the Court House is the major concern. Adequate record storage for all departments is also an issue that needs to be solved. The Supervisors want to move the County staff currently housed in rental units to County owned buildings. The Board would also like to relocate the staff currently located in the Michaelson Building and sell the building.

- **Community Services:** The Central Heights facility provides adequate floor space and design for the department needs.

- **Constable:** The Constable needs more floor space for a third staff member and better security provision to prevent conflict between the staff and the public.

- **Courts –Superior:** The major concerns for the Superior Courts are inadequate security and the need for an additional court room.

- **Courts - Justice:** An issue that should be resolved is the need better security during Justice trials, mixing of public, defendants, attorneys, County staff and victims poses potential problems. Inadequate record storage space is a concern.

- **Clerk of Superior Court, Court Administration and Probation:** The lack of floor space, department location in relation to other departments and lack of security is the main concern discussed during the interview. Another issue to be resolved is the relocation of the Probation staff out of the rental building and into a County owned facility. The lack of adequate record storage is another major concern of the departments.

- **Health & Emergency Services:** The Central Heights Building provides adequate space for the department staff and the director does not have any major concerns with the facility.

- **Human Resources & Risk:** The department needs additional floor space for a training room and job applicant testing room.

- **Recorder:** The kitchen for the staff's break area needs to be remodeled and record storage space is inadequate.

- **Sheriff:** Some minor remodeling is required at the Globe Jail to provide better security for different classes of inmate and improved climate control. Major concern is the ratio of inmates to operations staff is too large; there should be more detention space available.

Payson

- **Assessor:** The drainage at the Assessor building parking lot is inadequate.

- **Attorney:** The current space supplied for the staff and records is too small. The Fire Marshal recently ordered the County to move some of the records and reference data out of the office space. The County needs move the Attorneys from rental offices and consolidate the County Attorney's staff.

- **Board of Supervisors:** The lack of security and poor floor layout design at Jail is the major concern for the Board. The Jail needs to be remodeled to provide better security at the booking area, more detention space, food preparation and laundry areas and adequate visitation room. The Board is also concerned with the inadequate space provided for the County Attorney, Courts, Clerk of Court and Probation. Lack of space for record storage is a concern of the Board.

- **Community Services:** The option of relocating the Community Services staff to a new building in Payson was accepted by the Director of Community Services.

- **Constable:** The major concern for the Constable is the lack of security, floor space and floor design for himself and his staff.

- **Courts –Superior:** The major concerns for the Superior Courts are inadequate security and the need for an additional court room.

- **Courts – Justice:** The lack of security and the need for better Jury and Victim rooms are the main concern for the Payson area.

- **Clerk of Superior Court, Court Administration and Probation:** The need for better security is the major concern for the Payson facility. The lack of adequate record space is an issue, currently the departments have to store in rented rooms.

- **Health & Emergency Services:** The department needs more floor space and record storage space for the Payson operations.

- **Recorder:** During early voting periods, there is not enough room for the voters and clients of the Recorder. The parking lot drainage is inadequate.

- **Sheriff:** The Payson Jail presents major concerns for the lack of security in booking operations, visitation area and the need for more detention space. The Jail needs to be remodeled to provide adequate security and detention area.

5.0 FLOOR SPACE REQUIRED AND AVAILABLE FOR OPTIONS

The office space and workstation standard used for the county staff is 150 square feet per person. This floor space standard is an average for all staff members and includes an allowance for common areas such as hallways, restrooms and reception area. The area standards comply with the Gila County Office Space and Workstation Standards, adopted by the Board on 11/24/1998, and nationally accepted standards. A detailed breakdown of the floor space calculations is contained in Appendix D.

6.0 COST ESTIMATES

The estimated costs in this report are Order of Magnitude costs and are intended to be used for option comparison only. The expected accuracy is ± 10/20 %. The accuracy range of the estimate is that there is a possibility that the actual project expenditure could be as much as 10% less or 20% more than the estimated cost. A more accurate estimate can be completed when the scope of work is better defined and preliminary design has been completed.

In some of the remodel cost estimates, the amount of square feet used in the cost estimate was greater than the calculated required floor space for the number of staff members. The available

floor space was used as the basis for remodel costs. The calculated floor space was used as a comparison to ensure the remodeled building or floor contained enough area to adequately house the department signed to occupy the space.

The cost data used to develop the expenditures includes historical remodel costs for past Gila County projects, current rental and storage expenses for Gila County, budget quotations from a metal building contractor and the 2014 edition of the “RSMeans Square Foot Costs” manual.

Copies of budget quotes and historical cost information are included in Appendix B.

APPENIDX A

AERIAL SITE VIEWS AND BUILDING SKETCH OF OPTIONS

GILA COUNTY
LONG RANGE FACILITIES MANAGEMENT PLAN
AMENDMENT

February 2014

Prepared By:

L. Brevick Enterprises, Inc.

N

0 20' 40'
SCALE: 1"=40'

Gila County
4 Amigos

Aerial

DWG. 1 OF 1

Gila County
Public Works
Steve Stratton, Director
1400 East Ash
Globe, AZ 85501
(928) 425-3231
FAX (928) 425-4314

SURVEY BY: --
DATE: --
DESIGN BY: --
DATE: --
DRAWN BY: TKH
DATE: 7/2014
RVWD BY: --
DATE: --

PRELIMINARY
NOT FOR CONSTRUCTION

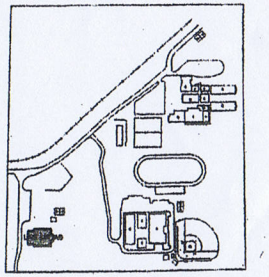
LAS LOMAS ELEMENTARY FLOOR PLAN

1/8"=1'-0"

- J.P. COURT & WAITING
- BD. SUPERVISORS
- FINANCE
- CTY ADMIN.
- HUMAN RESOURCES
- LIBRARY DISTRICT

KEYNOTES

1. SEE FIRE PROTECTION PLAN FOR WORK THIS AREA.



MASTER SITE PLAN

ASFB Job No 040240103-9999-002

ARCHITECTS
PLANNERS & INTERIORS

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ASFB Deficiency Renovations for
MIAMI AREA UNIFIED SCHOOL DISTRICT
LAS LOMAS ELEMENTARY SCHOOL
Miami, Arizona 85332

CONSTRUCTION DOCUMENT

NO.	REVISION DESCRIPTION	DATE

Y1017
5/02
CD

LAS LOMAS ELEM.
FLOOR PLAN
Package 1

A2.1

NAPA
6ft setback to W
50ft EW
118ft NS

Parking
2ft setback to W
20,350± sq ft

N

0 25' 50'
SCALE: 1in = 50ft

Gila County
Payson Complex

Aerial Map

DWG. 1 OF 1

Gila County
Public Works
Steve Stratton, Director
1400 East Ash
Globe, AZ 85501
(928) 425-3231
FAX (928) 425-4194

SURVEY BY: --
DATE: --
DESIGN BY: --
DATE: --
DRAWN BY: TKH
DATE: 07/2014
RVWD BY: --
DATE: --

PRELIMINARY
NOT FOR CONSTRUCTION

APPENIDX B

BREAKDOWN OF ESTIMATED COSTS AND DATA

GILA COUNTY
LONG RANGE FACILITIES MANAGEMENT PLAN
AMENDMENT

February 2014

Prepared By:

L. Brevick Enterprises, Inc.

Payson Option Estimated Cost

Description	Qty.	Unit	Unit Cost	Total Cost
New Court House Building - Single Story - 50' x 118'				
Superior Trial Court Room - 30' x 36'	1,080	sf		
Justice Trial Court Room - 30' x 36'	1,080	sf		
Jury Deliberation Room - 16' x 24'	384	sf		
Jury Deliberation Room - 16' x 24'	384	sf		
Hearing Room	384	sf		
Clerk of Superior Court	600	sf		
Justice Court	1,350	sf		
Superior Court	300	sf		
Entrance and waiting	338	sf		
Building Shell - masonry	5,900	sf		
Subtotal New Court House	**5,900**	**sf**	**$ 207**	**$ 1,221,300**
New Administration Building - Metal, 2 Story - 40' x 87.5'				
Board of Supervisors	300	sf	$ 75	$ 22,500
Community Development	1,650	sf	$ 75	$ 123,750
Public Works Engineering	150	sf	$ 75	$ 11,250
Assessor	450	sf	$ 75	$ 33,750
Recorder	300	sf	$ 75	$ 22,500
Community Health Services	1,800	sf	$ 75	$ 135,000
Community Services	900	sf	$ 75	$ 67,500
Board Hearing Room	400	sf	$ 75	$ 30,000
Training Room	300	sf	$ 75	$ 22,500
Conference Room	250	sf	$ 75	$ 18,750
Entrance and Waiting Room	500	sf	$ 75	$ 37,500
Custom Siding for Metal Building - 22' high exterior walls	5,610	sf	$ 20	$ 110,237
Metal Building Shell	7,000	sf	$ 36	$ 252,000
Subtotal New Administration Building	**7,000**	**sf**	**$ 126.75**	**$ 887,237**
Remodel Existing Gov. Complex Building to House Probation and County Attorney				
County Attorney	1,950	sf	$ 50	$ 97,500
Probation	3,450	sf	$ 50	$ 172,500
Common, Storage and Training	5,900	sf	$ 25	$ 147,500
Subtotal Remodel Existing Complex Bldg.	**11,300**	**sf**	**$ 36.95**	**$ 417,500**
Remodel Existing Chamber of Commerce Building to House Sheriff's Administration, Records and Dispatch				
Remodel Existing Chamber of Commerce Building to House Sheriff's Administration, Records and Dispatch	1,900	sf	$ 50	$ 95,000
Block wall for safety and security -8' high x 12' split face, solid grout	960	lf	$ 17	$ 16,080
Subtotal Remodel Chamber of Commerce Bldg	**1,900**	**sf**	**$ 58.46**	**$ 111,080**
Remodel Existing Jail Building				
Add Laundry and Kitchen Area	500	sf	$ 91	$ 45,500
Remodel for Constable	150	sf	$ 65	$ 9,750
Add Sally Port	500	sf	$ 45	$ 22,500
Remodel for Detention, Visitation and Booking	3,000	sf	$ 100	$ 300,000
Subtotal Remodel Existing Jail	**4,150**	**sf**	**$ 91.02**	**$ 377,750**
Landscaping, Traffic Control and Utilities Allowance				**$ 150,000**
Parking 4 " paving	**70**	**ea**	**$ 1,480**	**$ 103,600**

Payson Option Estimated Cost

Description	Qty.	Unit	Unit Cost	Total Cost
Demo Existing NAPA Auto Store Building				
Metal Building 30' x 55'	16,500	cf		
Masonry Building - 50' x 65'	32,500	cf		
Subtotal Demo Auto Store	**49,000**	**cf**	**$ 0.55**	**$ 26,950**
Demo Existing Community Health and Services Building - 150' x 30' x 10'	**45,000**	**cf**	**$ 0.40**	**$ 18,000**
Demo Private Residence Located West Of Current Recorder/Assessor Bldg. 30' x 30'*10	**9,000**	**cf**	**$ 0.30**	**$ 2,700**
Demo Assessor/Recorder Building	**19,000**	**cf**	**$ 0.30**	**$ 5,700**
Subtotal Construction Cost				**$ 3,321,817**
Design and Management Fee - 10% of Construction Cost				**$ 332,182**
Subtotal of Project Cost				**$ 3,653,998**
Contingency - 10% of Project Cost				**$ 365,400**
Total Estimated Project Cost - Remodel of Chamber of Commerece Bldg.				**$ 4,019,398**
Added Cost For Masonry Bldg Instead of Remodel Chamber of Commerece Bldg . For Sheriff	**Qty.**	**Unit**	**Unit Cost**	**Total Cost**
Masonry Building - Block w/solid grout	1,900	sf	$ 145	**$ 275,500**
Deduct Cost of Remodel and Block Wall		sf		**$ (111,080)**
Subtotal Additional Construction Cost For Block Bldg.	1,900	sf		**$ 164,420**
Design and Management Fee - 10% of Construction Cost				**$ 16,442**
Subtotal of Project Cost				**$ 180,862**
Contingency - 10% of Project Cost				**$ 18,086**
Total Added Cost For Masonry Bldg.				**$ 198,948**
Purchase Auto Store				**$ 400,000**
Purchase Private Residence				**$ 60,000**
Purchase Chamber of Commerce Building				**$ 90,000**
			Total For Purchase Cost	**$ 550,000**

Savings To County If Option Approved				
Sell Building located at 610 E. Hwy 260				**$ 800,000**
Stop rental for County Attorney office 714 S. Beeline Hwy -yearly rent				**$ 10,800**
Health Services rental at Bonanza Plaza - yearly rent				**$ 7,800**

Globe Option One
Las Lomas School Remodel

Description	Qty.	Unit	Unit Cost	Total Cost
Remodel Las Lomas School				
Building remodel	22,404	sf	$ 65.00	$ 1,456,260
New membrane roofing	22,404	sf	$ 11.50	$ 257,646
Site work	Allow			$ 50,000
Parking	75	ea	$ 1,480.00	$ 111,000
Landscaping, Traffic Control and Utilities	Allow			$ 150,000
Subtotal Remodel Las Lomas School				**$ 2,024,906**
Remodel Court House				
Remodel 1st Floor	7,500	sf	$ 65.00	$ 487,500
Remodel 2nd Floor	3,000	sf	$ 65.00	$ 195,000
Remodel 3rd Floor	6,000	sf	$ 65.00	$ 390,000
Subtotal Remodel Court House	**16,500**	**sf**	$ 65.00	**$ 1,072,500**
Remodel Guerrero Building	**5,976**	**sf**	**$ 40.00**	**$ 239,040**
New Mail Room Building				**$ 80,000**
Subtotal Construction Costs				**$ 3,416,446**
Design and Management Fees - 10% of Construction Costs				**$ 341,645**
Subtotal of Project Cost				**$ 3,758,091**
Contingency - 10% of Project Cost				**$ 375,809**
Total Estimated Project Cost				**$ 4,133,900**

Savings To County If Option One Approved	
Sell Michaelson Bldg - 155 S. Broad St - one time savings	**$90,000**
Stop rent on 1100 E. Monroe Bldg - yearly rental cost	**$160,000**
State subsidy to County for Child Support Department Office Costs - yearly savings	**$40,000**

Globe Option Two
4-Amigos Lot

Description	Qty.	Unit	Unit Cost	Total Cost
New Building Masonry on 4 Amigos Lot - single story, L-shaped, 2 ea 80' x 40' areas				
Justice Court	1350	sf	$ 207.00	$ 279,450
Constable	450	sf	$ 207.00	$ 93,150
Probation	2250	sf	$ 207.00	$ 465,750
Waiting Room & Entrance Rooms	136	sf	$ 207.00	$ 28,152
Conference Room	150	sf	$ 207.00	$ 31,050
Justice Trial Court Room - 30' x 36'	1080	sf	$ 207.00	$ 223,560
Jury Deliberation Room - 16' x 24'	384	sf	$ 207.00	$ 79,488
Jury Selection Room - 20' x 30'	600	sf	$ 207.00	$ 124,200
Parking	65	ea	$ 1,480.00	$ 96,200
Landscaping, Traffic Control and Utilities	Allow			$ 150,000
Subtotal New Building at 4 Amigos Lot	**6400**	**sf**	**$ 207.00**	**$ 1,571,000**
Remodel Court House				
Remodel 1st Floor - with 20' x 30' Jury Selection Room	7,500	sf	$ 78.50	$ 588,750
Remodel 2nd Floor	3,000	sf	$ 65.00	$ 195,000
Remodel 3 rd Floor	6,000	sf	$ 65.00	$ 390,000
Subtotal Remodel Court House	**16,500**	**sf**	**$ 71.14**	**$ 1,173,750**
Subtotal Construction Costs				**$ 2,744,750**
Design and Management Fees - 10% of Construction Costs				**$ 274,475**
Subtotal of Project Cost				**$ 3,019,225**
Contingency - 10% of Project Cost				**$ 301,923**
Total Estimated Project Cost				**$ 3,321,148**

Savings to County If Option Two Is Approved	
Sell Michaelson Bldg - 155 S. Broad St - one time savings	**$90,000**
Stop rent on 1100 E. Monroe Bldg - yearly rental cost	**$160,000**
State subsidy to County for Child Support Department Office Costs - yearly savings	**$40,000**

Fair Ground Storage Units
Estimated Cost

Cost to Construct Single 10' x 12' x 8' Storage Unit W/AC		
Description	**Unit Cost**	
Concrete	$	630.00
Masonry Walls	$	62.50
Roll Up Door	$	460.00
Roofing System	$	1,967.50
Painting	$	90.00
Insulation and closure	$	500.00
Heat Pump	$	1,500.00
Cost Per Unit	**$**	**5,210.00**

Cost to Construct Single 10' x 12' x 8' Storage Unit WO/AC		
Description	**Unit Cost**	
Concrete	$	630.00
Masonry Walls	$	62.50
Roll Up Door	$	460.00
Roofing System	$	1,967.50
Painting	$	90.00
Cost Per Unit	**$**	**3,210.00**

Current Rental Cost For Offsite Record Storage		
Department and Location	**Rental Cost Per Year**	
Globe		
County Attorney	$	5,712
Subtotal Globe Storage Rental Costs Per Year	**$**	**5,712.00**
Payson		
County Attorney	$	3,870.00
Clerk of Court - microfilm storage	$	9,317.00
Probation	$	1,408.00
Subtotal PaysonStorage Rental Costs Per Year	**$**	**14,595.00**
Total Rental Costs Per Year - Payson & Globe	**$**	**20,307.00**

Description	Number of Units	Unit Cost		Total Cost	
Number of Storage Units Required with out AC	17	$	3,210	$	54,570
Number of Storage Units Required with AC	3	$	5,060	$	15,180
Security Camera System	1 ea			$	5,500
Security Fence 6' high w/barbed wire, 4ea 10' h x 12' w gates	300 ft			$	9,500
Total Cost to Construct Storage Units				**$**	**84,750**

APPENIDX C

DETAILED INTERVIEW NOTES

GILA COUNTY
LONG RANGE FACILITIES MANAGEMENT PLAN
AMENDMENT

February 2014

Prepared By:

L. Brevick Enterprises, Inc.

INTRODUCTION

Elected officials and department heads were interviewed to obtain information required to amend the existing "The Long Range Facilities Management Plan". A "Pre Interview Information" document was sent to the interviewees to inform them of the purpose for the interview, approach to amending the existing plan and discussion points for the interview.

Steve Stratton, Gila County Director of Public Works, accompanied Lonnie Brevick on the interviews to provide an introduction and information on recently completed, current and planned projects that would improve the functionality of their facility.

INTERVIEW NOTES

Below are the notes from the completed interviews:

Adam Shepherd, Sheriff Department – Globe, October 30, 2013

Attendees: Sheriff Department: Adam Shepherd, Sarah White
Public Works: Steve Stratton
Interviewer: Lonnie Brevick

General Notes

Steve Stratton completed the introductions and explained the time durations for the Short Term (0-3 years) and Long Term (3-7 years) plans. Steve also reported on projects currently in progress and in planning that will address some of the needed improvements to the Sheriff's facilities.

Issues and Needs - Globe:

- Sunscreen is needed for the top and side of the annex;
- Replace existing evaporative cooling with air conditioning in the detention area;
- Split exercise yard in two sections to provide separation for different classes of inmates;
- Too many inmates for number of operations personnel; should be 60-80 inmates in the area, currently housing 169 inmates.

Issues and Needs – Payson:

- Existing security camera system needs to be replaced;
- Need medical treatment facility in Payson. Currently inmates must be transported to Globe for treatment;
- Need kitchen and laundry facilities in Payson, currently food preparation and laundry must be done in Globe;
- Present jail location does not allow possibility for expansion of floor space;

Possible Options to Provide Solutions for Issues and Needs:

- **Globe**
  - Remodel one of the existing tanks into a pod which would double the capacity for the same footprint
- **Payson**
  - A possible solution to obtain additional floor space to meet the detention needs is to relocate sheriff administration personnel, dispatch personnel, constable offices, and justice court room.

Tim Holt, Sheriff Department – Payson, November 19, 2013

Attendees: Sheriff Department: Tim Holt
Public Works: Steve Stratton
Interviewer: Lonnie Brevick

General Notes

Steve Stratton completed the introductions and explained the time durations for the Short Term (0-3 years) and Long Term (3-7 years) plans. Steve also reported on projects currently in progress and in planning that will address some of the needed improvements to the Sheriff's facilities.

Issues and Needs - Payson

- Current detention cell layout does not provide the required site and sound separation between men and women inmates;
- Need more holding cell capacity;
- Need medical treatment facility, must transport inmates to Globe for all but emergency medical situations;
- Booking area is too small and does not provide any separation or security for inmates, public, or sheriff's personnel;
- Dispatch group is located in jail, should be relocated;
- Visitation area does not provide any security for the public, visitors, inmates or sheriff's personnel;
- Need room specifically reserved for interviews;
- Network communication system for the Northern Gila County is enters into the Jail and is then distributed to the other County departments;
- Need padding in one of the holding cells;
- Need provisions to have separation between women and men during initial appearance proceedings;
- The Sheriff usually occupies his office in Payson on Mondays and Fridays;
- Justice Court is only court room that is used for Superior Court jury trials;
- Justice Court room is also used for INS (illegal immigrant) hearings and initial appearances;
- Current detective's room meets their needs;
- Sheriff department currently used Payson Police Department offices for interviews;
- Sargent's room is too small to house the four people.

Possible Options to Provide Solutions for Issues and Needs:

- Relocate dispatch, Sheriff's administration people, records and under Sheriff to different buildings;
- Remodel space, provided by personnel relocation, for interview room, visiting and booking areas.

Colt White, Constable - Payson, November 19, 2013

Attendees: Constable: Colt White
Public Works: Steve Stratton
Interviewer: Lonnie Brevick

General Notes

Steve Stratton completed the introductions and explained the time durations for the Short Term (0-3 years) and Long Term (3-7 years).

Issues and Needs - Payson

- Current location, in Payson Jail Facility, is close enough to the Justice Court personnel and does not present any problems for communication with Justice Court;
- Security is a current problem, need better access for the public to conduct business with the Constable;
- The public customers of the Constable can be mixed with inmates and booking procedures while conducting business with the Constable;
- The Constable and assistant need separate rooms that can be secured.

Possible Options to Provide Solutions for Issues and Needs:

- Relocate dispatch, Sheriff's administration people, records and under Sheriff to different buildings;
- Remodel space, provided by personnel relocation, for new public access counter and access to secured rooms for the constable and assistant.

Tommie Martin, Supervisor – Payson, November 19, 2013

Attendees: Supervisor: Tommie Martin
Public Works: Steve Stratton
Interviewer: Lonnie Brevick

General Notes

Steve Stratton completed the introductions and explained the time durations for the Short Term (0-3 years) and Long Term (3-7 years) plans. Supervisor Martin expressed the need to expand some of the current buildings, relocate some of the departments to different facilities and acquire additional area to provide more efficient working space for the County personnel. Supervisor Martin also emphasized that providing more security measures to prevent mixing of inmates, the public and County personnel is a primary goal for the Payson area.

Issues and Needs - Payson

- The Jail needs a Sally Port to prevent mixing of possible violent arrestees from the public;
- The Jail needs more detention area, laundry facilities and a kitchen;
- Overall layout design of Jail building needs to be remodeled;
- Inmate visitation area is unsafe and inadequate;
- More floor space is needed for the courts, county attorney and probation departments.

Possible Options to Provide Solutions for Issues and Needs:

- Purchase the NAPA auto parts building and land that is located next to the Jail;
- Purchase the private residence that is located next to the Assessor/Elections building;

- Construct the Sally Port in the area currently occupied by the Justice Court:
- Construct a Superior Court, with jury trial capabilities, in the purchased NAPA auto parts store area;
- Construct a Justice Court, with jury trial capabilities, in the purchased NAPA auto parts store area;
- Construct a court hearing room in the purchased NAPA auto parts store area;
- Purchase building suitable to relocate the purchased NAPA auto parts store;
- Relocate the dispatch group, Sheriff, Under Sheriff and Sheriff's administration group to Supervisor Martin's building;
- Remodel the Jail to facilitate construction of kitchen, video visitation room, laundry, and more detention cells;
- Relocate probation to lower floor of County Complex;
- Relocate County Attorney's group upstairs in the County Complex;
- Long term solution is to build a new Northern Gila County Government campus to a single location.

Sadie Tomerlin, Recorder – Globe, November 20, 2013

Attendees: Recorder: Sadie Tomerlin
Public Works: Steve Stratton
Interviewer: Lonnie Brevick

General Notes

Steve Stratton completed the introductions and explained the time durations for the Short Term (0-3 years) and Long Term (3-7 years) plans Steve also reported on projects currently in progress and in planning that will address some of the needed improvements to the Recorder's facilities. The Recorder stated the staffing areas are adequate in both Globe and Payson. The area available for record storage is not large enough for all the records.

Issues and Needs – Globe

- The kitchen in the Records' area needs to be remodeled;
- Record storage is inadequate, must use rental storage facilities;

Issues and Needs – Payson

- Need more voting space, during early voting the area is crowded for Records customers;
- Drainage in the parking lot is substandard.

Possible Options to Provide Solutions for Issues and Needs:

- **Globe**
  - Remodel kitchen;
  - Construct storage area in block buildings located at the Fairgrounds
- **Payson**
  - Rent temporary office trailers for early voting periods;
  - Possible solution for drainage is for the Town of Payson to clean the existing drain culvert.

Brad Beauchamp, County Attorney – Globe, November 20, 2013

Attendees: County Attorney: Brad Beauchamp
Public Works: Steve Stratton
Interviewer: Lonnie Brevick

General Notes

Steve Stratton completed the introductions and explained the time durations for the Short Term (0-3 years) and Long Term (3-7 years) plans. Steve also reported on projects currently in progress and in planning that will address some of the needed improvements to the County Attorney's facilities. The County Attorney stated that security is not adequate at the current Court House facility. During trials and hearings, the existing elevator systems allow mixing of inmates, victims, general public and the county staff that presents a possible dangerous situation to all parties. He also stated that record storage for the department is not large enough to house all of the records.

Issues and Needs – Globe

- The records of closed cases should be stored off site;
- The Grand Jury Room is inadequate, the location presents a security problem, possible conflict between the County Attorney's staff and the Grand Jury participants;
- The child support department should be moved to the second floor to help eliminate problems with customer access , most customers have strollers that require use of the elevator;
- Current location of County Attorney staff and the Courts needs to be changed, mixing of staff and customers presents a possibility of security and conflict issues;

Issues and Needs – Payson

- The investigators are currently located in an outside facility and should be moved to the Government Complex;
- Need to separate the County Attorney's staff from the Court's staff and court rooms.

Possible Options to Provide Solutions for Issues and Needs:

- **Globe**
  - Relocate Child Support department to the second floor of the Court House;
  - Relocate closed case records to a new records storage facility located at the Fairgrounds;
  - Relocate the lawyers at the 155 S. Broad Street (Michaelson Building) into the Court House;
  - Relocate Justice Court to a new location;
  - Relocate County Manager, County Administration and Board of Supervisors to a new location and dedicate the Court House facility to Courts and County Attorney activities;
  - Relocate staff in Guerrero Building and move in the Probation department;
- **Payson**
  - Relocate Courts to a different location and place County Attorney staff in second floor of Government Complex.

Anita Escobedo, Clerk of Superior Court; Sylvia Hernandez, Prohibition; Kendall Rhyne, Court Administration and Prohibition– Globe, November 20, 2013

Attendees: Clerk of Superior Court: Anita Escobedo, Ester Rios
Prohibition: Kendall Rhyne, Sylvia Hernandez
Court Administration: Kendall Rhyne
Public Works: Steve Stratton
Interviewer: Lonnie Brevick

General Notes

Steve Stratton completed the introductions and explained the time durations for the Short Term (0-3 years) and Long Term (3-7 years) plans. Steve also reported on projects currently in progress and in planning that will address some of the needed security improvements to the Court House. All parties present during the interview expressed concern for the lack of adequate security at both Globe and Payson court facilities.

Issues and Needs – Globe

- Need staging area for jurors;
- Need revised floor plan of court areas to allow for segregation of jurors, victims, public, County staff, County Attorney and inmates;
- There will be a need for a third courtroom in the long term;
- Ideal situation is to have the Clerk of the Court staff and the courts on the same floor;
- Need area for the public viewing court records;
- The clerk and administration staff offices need to be redesigned and remodeled to offer a more efficient layout;
- Court Administration does not necessarily need to be located in the same building;
- The Guerrero Building would provide enough area the Probation staff;
- Lack of record storage area is a concern for the Globe area;
- Currently using an outside firm to store micro fiche files.

Issues and Needs – Payson

- The need for better security is the current prime concern for the courts;
- Court Administration needs an additional counter window for customer service;
- There is a need for one more jury trial court room;
- Need better facility to house Probation;
- Lack of adequate record storage is a concern.

Possible Options to Provide Solutions for Issues and Needs:

- **Globe**
  - Relocate County Manager, County Administration and Board of Supervisors to a new location and dedicate the Court House facility to Courts and County Attorney activities;
  - Redesign floor layout in present Court House;
  - Relocate Probation to the Guerrero Building;
  - Relocate archive and micro fiche records to new records storage facility located at the Fairgrounds.

- **Payson**
  - Relocate stored archived records to Globe;
  - Relocate the Superior and Justice Courts to a new building;
  - Provide for two jury trial courts and one hearing court for Payson.

Deborah Hughes, Assessor – Globe, November 20, 2013

Attendees: Assessor: Deborah Hughes
Public Works: Steve Stratton
Interviewer: Lonnie Brevick

General Notes

Steve Stratton completed the introductions and explained the time durations for the Short Term (0-3 years) and Long Term (3-7 years) plans. Steve also reported on projects currently in progress and in planning that will address some of the needed security improvements to the Court House.

Issues and Needs – Globe

- Lack of security is a prime concern;
- Need consistent flooring material in remodeled area for safety and appearance;
- Need security cameras at the public service desk;
- Current lighting is not adequate;

Issues and Needs – Payson

- Lack of adequate drainage in the parking lot.

Possible Options to Provide Solutions for Issues and Needs:

- **Globe**
  - The current security issues and needs for Globe are being addressed and planned to be completed in the Spring of 2014;
  - Public Works will research a security camera for the customer service desk;
- **Payson**
  - Public works will relocate rain gutter discharge away from entrance ramp;
  - Deborah Hughes will investigate the possibility for the Town of Payson to repair the existing surface drain structure and culvert at the parking lot.

Adam Shepherd, Sheriff – Globe, November 20, 2013

General Notes

Steve discussed the option of relocating the Payson dispatch to Supervisor Martin's building. The Sheriff stated that there must be the capability to have emergency power available for the entire office building that housed the relocated dispatch group.

The Sheriff and Public Works personnel discussed the need to have the ability to segregate two different classed of inmates in the exercise area for the Globe jail. Public Works will research options to provide the separation of the exercise areas.

Public Works described the card swipe system that is planned for the Globe Jail exterior and interior doors.

Gary Goetleman, Judge Justice Court – Globe, November 20, 2013

Attendees: Justice Court: Judge Goetleman and staff
Public Works: Steve Stratton
Interviewer: Lonnie Brevick

General Notes

Steve Stratton completed the introductions and explained the time durations for the Short Term (0-3 years) and Long Term (3-7 years) plans. Steve also reported on projects currently in progress and in planning that will address some of the needed security improvements to the Court House.

Issues and Needs – Globe

- Need better security during Justice trials, mixing of public, defendants, attorneys, County staff and victims poses potential problems;
- Heating and cooling system in the Justice Court area does not provide comfort for the shaff;
- Noise from upper floors disturbs the Justice Court proceedings.
- Record storage area is not adequate.

Possible Options to Provide Solutions for Issues and Needs:

- Remodel of the Court House building;
- Scan existing hard copy files and relocate record files to long term storage facility.

John Marcanti, Supervisor – Globe, December 4, 2013

Attendees: Supervisor: John Marcanti
Public Works: Steve Stratton
Interviewer: Lonnie Brevick

General Notes

Steve Stratton discussed the various options that were being considered for Payson and Globe facilities.

Issues and Needs – Globe

- Need to move Probation out of the rented building;
- Need to sell Michaelson Building.

Issues and Needs – Payson

- Lack of adequate security for the Payson courts;
- Jail building size and floor design a security problem.

Possible Options to Provide Solutions for Issues and Needs:

- **Globe**
  - Relocate County Manager, County Administration and Board of Supervisors to a new location and dedicate the Court House facility to Courts and County Attorney activities;
  - Erect new building in the 4 Amigos lot or remodel Las Lomas school facility to house County Manager, County Administration and Board of Supervisors;
  - Redesign floor layout in present Court House;
  - Relocate Probation to the Guerrero Building;
  - Remodel top floor of existing Globe Post Office and relocate Justice Court and Constable.

- **Payson**
  - Reserve top floor of County Complex for the County Attorney's staff and bottom floor for Probation ;
  - Obtain the NAPA Auto Parts store, that is adjacent to the Jail, and build a new Court House.

Mike Pastor, Supervisor – Globe, December 4, 2013

Attendees: Supervisor: Mike Pastor
Public Works: Steve Stratton
Interviewer: Lonnie Brevick

General Notes

Steve Stratton discussed the various options that were being considered for Payson and Globe facilities. Security is the main issue to deal with in Payson and Globe.

Issues and Needs – Globe

- Need to move Probation out of the rented building;
- Solve security issues at the Court House;
- Provide more floor space and better layout for Courts, County Attorney, Probation and Clerk of Court;
- Record storage is a problem with all County departments.

Issues and Needs – Payson

- Current Jail layout and space is not adequate, should relocate dispatch, Sheriff Administration and records out of Jail to a separate building.

Possible Options to Provide Solutions for Issues and Needs:

- **Globe**
  - Relocate County Manager, County Administration and Board of Supervisors to a new location and dedicate the Court House facility to Courts and County Attorney activities;
  - Remodel Las Lomas school facility for County Manager, County Administration and Board of Supervisors;
  - Move County Micro Fiche storage to the remodeled Las Lomas building;
  - Sell the 4 Amigos lot;
  - Redesign floor layout in present Court House;
  - Relocate Probation to the Guerrero Building;
  - Remodel existing block stables at Fair Grounds to provide more record storage area;
  - Review possibility of remodeling the top floor of existing Globe Post Office and relocate Justice Court and Constable.
- **Payson**
  - Reserve top floor of County Complex for the County Attorney's staff and bottom floor for Probation ;
  - Obtain the NAPA Auto Parts store and lot, that is adjacent to the Jail, and build a new Court House;
  - Demolish existing County buildings, located on the east side of County Complex parking lot, and erect new two story metal building to house County Administration, Supervisor, Sheriff Administration, dispatch, records, Community Development and other County personnel;
  - Sell building that currently houses Supervisor Martin and other County staff.

Jess Bolinger, Constable – Globe, December 4, 2013

Attendees: Constable: Jess Bolinger
Public Works: Steve Stratton
Interviewer: Lonnie Brevick

General Notes

Steve Stratton discussed the various options that were being considered for Payson and Globe facilities. Jess Bolinger stated that the Constable must be located close to the Justice Court and that the public must have easy access to the Constable's office. Jess also commented that if the Constable and Justice Court were moved to the Las Lomas location he would need a County vehicle to service the other Courts. Ninety percent of the Constable's business is through the Justice Court, but he still serves all other courts.

Issues and Needs – Globe

- The Constable's office needs to have three separate offices for the staff;

Linda Eastlink, Human Resources and Risk Management – Globe, December 4, 2013

Attendees: HR and Risk Supervisor: Linda Eastlink
Public Works: Steve Stratton
Interviewer: Lonnie Brevick

General Notes

Steve Stratton discussed the various options that were being considered for Payson and Globe facilities. Current office space for her staff is adequate, buts needs additional space for training and job application testing. Currently there is not any office space available for additional HR staff personnel.

Issues and Needs – Globe

- Need large room for training, currently uses Board of Supervisors meeting room to hold training sessions;
- Need additional space for testing of job applicants.

Dorothy Little, Judge – Payson, December 5, 2013

Attendees: Justice Court: Dorothy Little
Public Works: Steve Stratton
Interviewer: Lonnie Brevick

General Notes

Steve Stratton completed the introductions and explained the time durations for the Short Term (0-3 years) and Long Term (3-7 years) plans. Steve also reported on projects currently in progress and in planning that will address some of the needed security improvements to the Court House.

Issues and Needs – Payson

- Need a jury room with a sink and counter area;
- Need a room for victims;
- Current escape route for the clerk is not adequate and presents a risk to the clerk;
- Security is the main issue for the Payson Court facility.

Possible Options to Provide Solutions for Issues and Needs:

- **Payson**
  - Build a new facility to house the Superior and Justice Courts with a Jury Room located in the middle of the two courts.

Shawn Fuller, Asst. County Attorney – Payson, December 5, 2013

Attendees: County Attorney: Shawn Fuller
Public Works: Steve Stratton
Interviewer: Lonnie Brevick

General Notes

Steve Stratton completed the introductions and explained the time durations for the Short Term (0-3 years) and Long Term (3-7 years) plans. Steve also reported on projects currently in progress and in planning that will address some of the needed security improvements to the County Complex The upper floor of the County Complex building housed the County Attorney and Court Appointed Special Assistance (CASA) staff. The present layout of the second floor does not adequately address the floor space needs of the County Attorney's staff; they need more area for offices and records. The space allotted for CASA contains more floor space than they need.

Issues and Needs – Payson

- Need more area for the County's staff and records;
- The investigation staff is located offsite, in a rental building and should be moved in with the other C.A. staff.

Possible Options to Provide Solutions for Issues and Needs:

- **Payson**
  - Move the CASA staff to another facility and remodel the upper floor to house County Attorney's staff and records;
  - Start scheduling joint use of the conference room located in the CASA side of the upper floor.

Tommie Martin, Supervisor – Payson, December 5, 2013

Attendees: Supervisor: Tommie Martin
Public Works: Steve Stratton
Interviewer: Lonnie Brevick

General Notes

Steve Stratton used an aerial map of the Payson Government Complex to show the physical locations of the proposed building options. Several options were discussed, they are listed below.

Possible Options to Provide Solutions for Issues and Needs:

- **Payson**
  - Purchase Chamber of Commerce Building, located adjacent to the County Courthouse, and remodel for Sheriff's dispatch, records and administration staff;
  - Demolish existing Health and Annex building and erect a two story metal building (metal siding to resemble Courthouse walls) to house Supervisor staff, Public Works, Community Services, Recorder, Assessor, and other County personnel;
  - Remove parking area in front of Jail and convert area to a landscaped courtyard.

- **Globe**
  - Supervisor Martin prefers the option of erecting an L-shaped metal building on the 4-Amegos lot to house County staff instead of remodeling the Las Lomas School

Tommie Martin, Supervisor; Alan Shepherd, Sheriff – Payson, December 5, 2013

Attendees: Supervisor: Tommie Martin
Sheriff: Allan Shepherd
Public Works: Steve Stratton
Interviewer: Lonnie Brevick

General Notes

Steve Stratton discussed current plans for new buildings using the aerial map. The sheriff stated that he would prefer to have the Sheriff's staff located close to the existing jail because the communication and electrical power lines would have to be installed between the buildings. Sheriff suggested that the County could build a block building to house the Sheriff's dispatch, administrations staff and records if the Chamber of Commerce building was not suitable or available at this time. The possibility of constructing a secured parking area for the County staff was discussed with Supervisor Martin and Sheriff Shepherd.

Michael O'Driscoll, Director Public Health – Globe, December 19, 2013

Attendees: Public Health: Michael O'Driscoll
Public Works: Steve Stratton
Interviewer: Lonnie Brevick

General Notes

Steve Stratton completed the introductions and explained the time durations for the Short Term (0-3 years) and Long Term (3-7 years) plans. Michael O'Driscoll believes that currently his staff has adequate floor space to provide efficient services to their clients, but does not have any free space for expansion. If the department receives more Grants in the future, the department will need to hire additional personnel and provide additional office space.

Issues and Needs – Globe

- Need a break room for the staff;
- Front desk/reception area should be remodeled to provide privacy for interviewing patients;
- Long term need is an exam with negative air pressure that would prevent the spread of diseases like T.B.;
- Need to consolidate the social services group to one location.

Issues and Needs – Payson

- Need an exam and testing room for the Payson area;
- Needs to consolidate the department's staff into a single location;
- Lack of available record storage space is a long term problem;
- Space for a wellness/workout room would be a welcome addition to the Payson area.

Possible Options to Provide Solutions for Issues and Needs:

- **Payson**
  - Remove existing buildings and house the Health Department in the proposed two-story County Complex building.

- **Globe**
  - Remodel Central Heights building complex for a more efficient use of floor space;
  - Consider key card system to provide a long term security system;
  - Provide long term storage area at the Fair Grounds.

Malissa Buzen, Director Community Services – Globe, December 19, 2013

Attendees:	Community Services:	Malissa Buzen
	Public Works:	Steve Stratton
	Interviewer:	Lonnie Brevick

General Notes

Steve Stratton completed the introductions and explained the time durations for the Short Term (0-3 years) and Long Term (3-7 years) plans. Malissa Buzen believes that the current floor space in the Central Heights Complex adequately serves the department's needs, in Globe, for both the short and long term. Malissa agreed that the proposed option for Payson would satisfy the department's needs for both the short term and long term.

Judge Peter Cahill, Superior Court – Globe, December 19, 2013

Attendees:	Courts:	Peter Cahill
	Public Works:	Steve Stratton
	Interviewer:	Lonnie Brevick

General Notes

Steve Stratton completed the introductions and explained the time durations for the Short Term (0-3 years) and Long Term (3-7 years) plans. Steve explained the proposed options for Payson and Globe to Judge Cahill. Judge Cahill agreed with the planned option for Payson and preferred the 4-Amigos option for Globe.

APPENIDX D

FLOOR SPACE CALCULATIONS

GILA COUNTY
LONG RANGE FACILITIES MANAGEMENT PLAN
AMENDMENT

February 2014

Prepared By:

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Payson Option

Proposed New Court House Building				
Department	**Number of Staff**	**Recommended Office Space Per Staff Member (sf)**	**Office Space Area Required For Staff (sf)**	**Building Floor Space Required (sf)**
Clerk of Superior Court	4	150	600	600
Justice Court	9	150	1350	1350
Superior Court	2	150	300	300
Superior Trial Court Room - 30' x 36'				1080
Justice Trial Court Room - 30' x 36'				1080
Jury Deliberation Room - 16' x 24'				384
Jury Deliberation Room - 16' x 24'				384
Hearing Room - 16' x 24'				384
Entrance and Waiting Area				338
Total Floor Space Required			2250	**5900**

Proposed New Administration Building				
Department	**Number of Staff**	**Recommended Office Space Per Staff Member (sf)**	**Office Space Area Required For Staff (sf)**	**Building Floor Space Required (sf)**
Board of Supervisors	2	150	300	300
Community Development	11	150	1650	1650
Public Works Engineering	1	150	150	150
Assessor	3	150	450	450
Recorder	2	150	300	300
Community Health Services	12	150	1800	1800
Community Services	6	150	900	900
Board Hearing Room				400
Training Room 15' x 20'				300
Conference Room				250
Entrance and Waiting Floor Space				500
Total Floor Space Required			5550	**7000**

Proposed Remodel of Existing Government Complex Building					
Department	**Number of Staff**	**Recommended Office Space Per Staff Member (sf)**	**Office Space Area Required For Staff (sf)**	**Building Floor Space Required (sf)**	**Space Available in Existing Building (sf)**
County Attorney	13	150	1950	1950	
Probation	23	150	3450	3450	
Conference Rooms			0	900	
Total Floor Space Required			5400	**6300**	**11350**

Proposed Remodel of Chamber of Commerice Building for Sheriff					
Department	**Number of Staff**	**Recommended Office Space Per Staff Member (sf)**	**Office Space Area Required For Staff (sf)**	**Building Floor Space Required (sf)**	**Space Available in Existing Building (sf)**
Sheriff's Offices	6	150	900	900	
Dispatch Area				225	
Records				400	
Training Room				375	
Total Floor Space Required			900	**1900**	**2145**