

**Attachment 2 King County Superior Court FMP List of Spaces**

- See Attached Spreadsheet

### **Attachment 3 Superior Court Targeted FMP Space Assumptions**

In developing the list of spaces for each scenario, office space was assigned consistent with the county’s office space standards, where applicable. These standards use the following guidelines:

- Office space should be designed and arranged according to function. The space required for each position depends on the functions performed rather than solely on rank in the organizational hierarchy.
- Separate allowances should be made for functions which require visual or acoustical privacy or special equipment needs.
- Open plan layouts are standard. Large, open work areas shall be furnished with systems furniture which consists of integrated workstations with shared, pre-fabricated walls. Components are adjustable for ergonomic purposes, interchangeable and ultimately provide for the most efficient use of space.
- Private offices will be furnished with modular furniture which provides for more efficient use of space and more flexibility and ease of reconfiguration.

The office space standards in the 2008 Space Plan reflect the programming used for the county’s newest office space, the Chinook Building. As explained in the 2008 Space Plan, the standards are consistent with modern work environments and differ from previous space standards used by King County.<sup>1</sup>

[Table 1](#) below contains the space standards in the 2008 Space Plan; the asterisks represent positions that are provided hard-walled offices, and the double-asterisks are those positions that the Executive or their designee can authorize for hard-walled offices. The low end of the square footage range assumes the use of systems or modular furniture.

**Table 1 2008 Space Plan Space Standards**

<b>Category Personnel Space</b>	<b>Low Square Feet</b>	<b>High Square Feet</b>
<b>Elected Officials</b>		
Executive*	250	400
Councilmember*	250	400
Assessor*	250	400
Prosecuting Attorney*	250	400
Sheriff*	250	400
Presiding Judge*	250	400
Superior Court Judge*	200	225
District Court Judge*	200	225

<sup>1</sup> The most recent Council-adopted standards are from the 1993 Space Plan. King County Policies and Procedures, RPM 9-1 (A-EP), from 1987 is the only policy directive on provision of private offices.

## Superior Court Targeted Juvenile and Family Law Facilities Master Plan

Category Personnel Space	Low Square Feet	High Square Feet
<b>Appointed Officials &amp; Executive Appointees</b>		
Department Director*	200	275
Division Manager and Deputy Department Director*	150	200
Section Manager and Deputy Division Manager*	90	180
<b>Council Appointees</b>		
Ombudsman*	150	225
Board of Appeals Chair*	150	225
Hearing & Zoning Chair*	150	225
Other Appointees**	120	165
<b>County Staff Administrative</b>		
Executive Designated**	95	165
Manager	70	100
Administrative Assistant	70	100
Assistant Manager	70	100
Supervisor	70	100
Supervising Attorney*	95	150
<b>Professional Positions</b>		
Executive Designated**	95	165
Planner	55	85
Architect	55	85
Engineer	55	85
Specialist	55	80
Accountant/Fiscal	55	85
Technician	55	80
Attorney*	95	130
Field Staff	55	64
<b>Clerical</b>		
Office Technician	45	64
<b>Secretarial</b>		
Confidential Secretary	55	75
Secretary	55	64
<b>Temporary</b>		
Extra Help	45	64
Intern	45	64
Work Study	45	64

Based on a series of interviews with management personnel for each of the future tenant groups in the new building, a list of spaces was created with each position assigned a square footage. Through the staff interview process, it became apparent that some positions were not adequately addressed in the 2008 Space Plan, either because of the sensitive nature of the work performed or because the position required significant and regular contact with clients and families requiring both acoustical and visual privacy. In developing the FMP list of spaces, four categories of spaces exist:

1. spaces for specific positions contained in the 2008 Space List,
2. spaces for positions not specifically included in the 2008 Space List but with a reasonable parallel on the List,
3. spaces not included in the 2008 Space List, i.e. courtrooms – the county does not have a uniform set of standards applicable to courtroom needs and types, and

## Superior Court Targeted Juvenile and Family Law Facilities Master Plan

---

- spaces provided for staff support, i.e. copier/supply alcoves. These types of smaller support spaces are not addressed here. They were programmed by considering the current space used and in future needs in response to functional interviews; the specific space allocations were provided by the FMP consultant, Jay Farbstein, utilizing his professional experience.

The purpose of this analysis is to describe where the Superior Court Targeted FMP list of spaces deviated from the 2008 Space Plan standards

### *Challenges in Developing the Space List*

A primary challenge in comparing the 2008 Space Plan standards with the FMP spaces comes from the differing meaning of similar titles and/or functions across different agencies and functional groups. For example, in the 2008 Space Plan, an “Administrative Assistant” is managerial position, potentially responsible for personnel-related decisions. A “Specialist” is a professional position. But in many Superior Court departments, the title “Administrative Specialist” is used; and in others, an “Administrative Assistant” can be a primarily technical or clerical position. Thus, when staff prepared the FMP space list for these positions, the relevant standard for comparison in the 2008 Space List was “Office Technical” or “Technician” – not “Administrative Assistant”.

Preparing the FMP space list from the 2008 Space Plan standards followed a two-step process. First, each position was assigned an appropriate category of personnel space from the 2008 Space Plan categories. Then, staff reviewed the specific functions of each position, deviating from the space standards where functionality required doing so. The result is a FMP space list that comports with the goals of the 2008 Space Plan standards, but reflects the operational needs of each specific position in the courthouse.

It should be noted that the 2008 Space Plan provides square foot ranges in space planning standards. In developing the FMP space list, staff could not apply a range, since the space programming is used for cost estimates for the building construction. Staff reviewed the range and chose a general number that reflected an appropriate design consideration for each of the personnel categories. For example, 64 square feet was assigned for the typical “Specialist”-type position, because 64 square feet represents an eight foot by eight foot module in a furniture system. Note that for some positions, deviations from this typical standard within the space range were included when programming needs indicated.

### *Comparisons between the Space List and the 2008 Space Plan Standards*

[Table 2](#) below contains the Superior Court Targeted FMP space list (excluding category four which represents space for staff support functions, i.e. copies, alcoves). The table provides a comparison of the 2008 Space Plan and the FMP position listing. In developing the FMP, staff applied specific sizes to the space allocations, rather than the range featured in the 2008 Space Plan based on functional requirements obtained during interviews. Where individual positions deviated from the 2008 Space Plan range, they are broken out and designated with an “E”. The “E” stands for “exception”, referencing when one was provided for functional needs reasons or a relevant a space standard did not exist. An explanation for these positions follows the table.

**Superior Court Targeted Juvenile and Family Law Facilities Master Plan**

**Table 2 Superior Court FMP Office Space Allocation; Comparison with 2008 Space Standards**

	<b>Superior Court FMP Position List</b>	<b>2008 Space Plan – Personnel Category</b>	<b>2008 Space Plan Low – High Range Square Foot.</b>	<b>Superior Court FMP Square Foot Allocation (where exceptional)</b>
<b>Superior Court Judge Positions</b>				
E	Judicial/Commissioner Chambers	Superior Court Judge	200 to 225	400
<b>Division Manager Positions</b>				
	DAJD Juvenile Division Director	Division Manager	150 to 200	
	Family Court Operations Director	Division Manager	150 to 200	
	Juvenile Court Services Director	Division Manager	150 to 200	
	Court Operations Manager	Section Manager	90 to 180	
	Dependency CASA Program Mgr.	Section Manager	90 to 180	
	Dept. of Judicial Admin. Manager	Section Manager	90 to 180	
	Family Court Mgr. of Admin. Svcs.	Section Manager	90 to 180	
	Family Court Services Manager	Section Manager	90 to 180	
	JJOMP Coordinator (OMB)	Section Manager	90 to 180	
	Juvenile Services Division Manager	Section Manager	90 to 180	
	Juvenile Treatment Svcs. Div. Mgr.	Section Manager	90 to 180	
	PAO Unit Chair	Section Manager	90 to 180	
	Probation Division Manager	Section Manager	90 to 180	
<b>Manager Positions</b>				
	Area Program Manager	Manager	70 to 100	
	Drug/Treatment Court Manager	Manager	70 to 100	
	Facilities Manager	Manager	70 to 100	
	Office Manager/Lead	Manager	70 to 100	
<b>Administrative Assistant Positions</b>				
	Fiscal Operations Coordinator	Administrative Assistant	70 to 100	
<b>Assistant Manager Positions</b>				
	Assistant Director	Assistant Manager	70 to 100	
	Assistant Manager	Assistant Manager	70 to 100	
<b>Supervisor Positions</b>				
	CA Social Worker Supervisor	Supervisor	70 to 100	
	FMD Sergeant's Office	Supervisor	70 to 100	
	Supervisor – JPC	Supervisor	70 to 100	
	Staff Supervisor – PAO	Supervisor	70 to 100	
E	Supervisor – FLIC	Supervisor	70 to 100	140
	Supervisor – Records	Supervisor	70 to 100	

**Superior Court Targeted Juvenile and Family Law Facilities Master Plan**

	<b>Superior Court FMP Position List</b>	<b>2008 Space Plan – Personnel Category</b>	<b>2008 Space Plan Low – High Range Square Foot.</b>	<b>Superior Court FMP Square Foot Allocation (where exceptional)</b>
	Supervisor – VAU	Supervisor	70 to 100	
	Supervisor Workstation – DJA	Supervisor	70 to 100	
	Supervisors	Supervisor	70 to 100	
<b>Supervising Attorney Positions</b>				
	Chief Deputy – Family Support	Supervising Attorney	95 to 150	
	Supervising DPA	Supervising Attorney	95 to 150	
<b>Planner</b>				
	PPM II	Planner	55 to 85	
	PPM III	Planner	55 to 85	
	Project/Program Manager II	Planner	55 to 85	
	Project/Program Manager III	Planner	55 to 85	
<b>Specialist Positions</b>				
	ARY Case Manager	Specialist	55 to 80	
	ARY Program Manager	Specialist	55 to 80	
	Asst. Program Manager	Specialist	55 to 80	
	CA Social Workers/Advocates	Specialist	55 to 80	
	CDDA Case Manager	Specialist	55 to 80	
	Chem. Dep. Professionals (MIDD)	Specialist	55 to 80	
	Community Outreach Liaison	Specialist	55 to 80	
	Community Supervision Officers	Specialist	55 to 80	
	Customer Specialist II Family Court Operations	Specialist	55 to 80	
	Educ./Medicaid Svcs. Advocate	Specialist	55 to 80	
	Exhibits Clerk	Specialist	55 to 80	
	Expediter – ASD	Specialist	55 to 80	
	Family Law CASA Admin. Supr.	Specialist	55 to 80	
	FFT Program Staff – CJAA	Specialist	55 to 80	
	Information Specialist	Specialist	55 to 80	
	Intake Officer	Specialist	55 to 80	
	JPC (Juvenile Probation Counselor)	Specialist	55 to 80	
	MH Liaisons	Specialist	55 to 80	
	Paralegal	Specialist	55 to 80	
	Paralegal – Juvenile Offender	Specialist	55 to 80	
	Program Coordinator	Specialist	55 to 80	
	Restitution Monitor	Specialist	55 to 80	
	Scheduler	Specialist	55 to 80	
	Supply Clerk	Specialist	55 to 80	

**Superior Court Targeted Juvenile and Family Law Facilities Master Plan**

	<b>Superior Court FMP Position List</b>	<b>2008 Space Plan – Personnel Category</b>	<b>2008 Space Plan Low – High Range Square Foot.</b>	<b>Superior Court FMP Square Foot Allocation (where exceptional)</b>
	Training Coordinator	Specialist	55 to 80	
	Treatment Liaison	Specialist	55 to 80	
	Victim Advocate	Specialist	55 to 80	
	Volunteer Coordinator	Specialist	55 to 80	
	Youth Program Specialist	Specialist	55 to 80	
<b>Technician Positions</b>				
	Computer Person	Technician	55 to 80	
	Genetic Testing Coordinator	Technician	55 to 80	
	LAN Administrator	Technician	55 to 80	
	Technology Staff	Technician	55 to 80	
<b>Attorney Positions</b>				
	Contract Attys. Office (w/2 desks)	Attorney	95 to 130	
	Deputy Prosecuting Attorney	Attorney	95 to 130	
<b>Office Technician Positions</b>				
	(non-Administrative) Assistants	Office Technician	45 to 64	
	Administrative Assistant Family Support	Office Technician	45 to 64	
	Administrative Specialist	Office Technician	45 to 64	
	Administrative Specialist – CJAA	Office Technician	45 to 64	
	Administrative Supervisor – Family Ct. Ops. Court Pgm. Support	Office Technician	45 to 64	
	Case Managers	Office Technician	45 to 64	
	Civil Case Specialists	Office Technician	45 to 64	
	Clerical Support	Office Technician	45 to 64	
	Clerical Support – Records Admin.	Office Technician	45 to 64	
	Court Coordinators (UFC, Depend.)	Office Technician	45 to 64	
	Intern – Juvenile Offender	Office Technician	45 to 64	
	Manager (supervisor) – UFC	Office Technician	45 to 64	
	Staff Workstation	Office Technician	45 to 64	
	Truancy Facilitator	Office Technician	45 to 64	
	Truancy Program Assistant	Office Technician	45 to 64	
<b>Confidential Secretary Positions</b>				
	Confidential Secretary	Confidential Secretary	55 to 75	
E	Confidential Secretary – Juvenile Court Administration	Confidential Secretary	55 to 75	80
<b>Positions w/out Comparable 2008 Space Plan Standards</b>				
E	Case Screeners	Std Not Available		100
E	Coordinator Office – OPD	Std Not Available		100

## Superior Court Targeted Juvenile and Family Law Facilities Master Plan

	Superior Court FMP Position List	2008 Space Plan – Personnel Category	2008 Space Plan Low – High Range Square Foot.	Superior Court FMP Square Foot Allocation (where exceptional)
E	Financial Screener	Std Not Available		100
E	Treatment Evaluator	Std Not Available		100
E	Court Program Specialist	Std Not Available		120
E	Interviewer Office – OPD	Std Not Available		120
E	Placement Specialist	Std Not Available		120
E	Psychiatric Office	Std Not Available		120
E	Psychologist	Std Not Available		120
E	Facilitator’s Offices – FLIC	Std Not Available		140
E	Mediators (Social Workers)	Std Not Available		140
E	Case Setting Coordinator	Std Not Available		150
E	Dependency Coordinator	Std Not Available		150
E	Bailiffs – Becca and Pro-Tem	Std Not Available		150
E	Bailiffs – Juvenile and UFC	Std Not Available		160
E	Family Law Coordinators	Std Not Available		160
E	Courtroom: Juvenile Offender	Std Not Available		900
E	Courtroom: Unified Family Court	Std Not Available		900
E	Courtroom: Commissioner (Becca)	Std Not Available		1200
E	Courtroom: Juvenile Offender (Treatment Court)	Std Not Available		1200
E	Courtroom: Juvenile Offender(1 <sup>st</sup> Appearance)	Std Not Available		1200
E	Courtroom: Commissioner	Std Not Available		1800

The positions designated with an “E” are explained below.

- **Judicial Chambers:** the current space standard for Superior Court judicial chambers is 200 to 225 square feet. However, this figure is for the office itself, and not the related reception and support space. Based on a review of draft layouts, it was determined that additional space was required in order to provide adequate space for conferencing, the restroom area, individual libraries, file storage and private entry areas. When coupled with Bailiffs (addressed below), the total allocation per judge “suite” is consistent with judicial chambers at the MRJC.
- **FLIC supervisors, like FLIC Facilitators,** were provided 140 sq. feet. FLIC staff conducts family law interviews and mediations with multiple people in their office constantly throughout the day. The programming standard reflects these frequent meetings requiring confidentiality, security, visual, and acoustical privacy.
- **Confidential Secretary – Juvenile Court Administration:** this position was provided slightly greater space than the standard range (80 sq. feet) to allow for waiting within the secure area for the Administration personnel section.

## Superior Court Targeted Juvenile and Family Law Facilities Master Plan

---

2008 Space Plan office space standards were not available for the following positions:

- Case Screeners, Coordinator Office – OPD, Financial Screener, and Treatment Evaluator - these positions interact with the public, including juvenile offenders, and have confidential files, but may not be located within a separately accessed confidential/secure area. They were provided 100 sq. feet to allow for designers to program an office, if needed.
- Court Program Specialist, Interviewer Office – OPD, Placement Specialist, Psychiatric Office, and Psychologist - these positions have sensitive interviews with clients, and may include attorneys, parents, or others. They were provided 120 square feet to allow for sufficient space to meet with small groups in their interview setting. The programming standard reflects these frequent meetings, requiring confidentiality, security, visual, and acoustical privacy.
- Facilitators' Offices – FLIC, Mediators (Social Workers), Dependency Coordinator, Case Setting Coordinator - these positions involve constant meeting and mediation with larger groups, often including multiple parents, attorneys, social workers, and others. 140 sq. feet allows for the constant mediation services provided in these positions. The programming standard reflects their frequent meetings requiring ongoing confidentiality, security, visual, and acoustical privacy. The latter two coordinator positions are provided additional space for filing needs given the high-volume of hard-copy case records that they handle.
- Bailiffs - there is no standard for Bailiff spaces (relative to Judges' chambers) in the 2008 Space Plan. For the FMP space list, Bailiffs were provided 160 sq. feet of space for trial judges, and slightly less, 150 sq. feet, for Becca and Pro-Tem commissioners and judges.
  - These spaces should be considered in conjunction with the large size provided for judicial chambers, so that the areas can be combined into a reception office and chambers for each judge.
  - The space assigned allows for design flexibility in chambers design, while providing enough space for law books, desks for a Bailiff and a Clerk, a bathroom area, and reception area.
  - The additional 10 square feet assigned trial judges allows for a small space for storage of files and exhibits.
- Courtrooms - there is no standard for Courtrooms in the 2008 Space Plan. Staff reviewed the needs of the Superior Court judges' developing a range of courtroom sizes relative to their function.
  - Trial courtrooms are sized at 900 sq. ft.
  - Juvenile Offender first appearance, treatment court and dependency courtrooms are sized at 1200 sq. ft.
  - High-volume commissioner courtrooms are sized at 1800 sq. ft.