

SUMNER COUNTY STRATEGIC PLAN

Presentation to the Board of County Commissioners



Justice Planning Associates, Inc.

May 21, 2018

**Table 1
PROJECT ADVISORY GROUP MEMBERS**

DEPARTMENT	REPRESENTATIVES
County Commission	Leslie Schell, Paul Goode
County Executive	Anthony Holt
City Council	Shawn Fennell
City Mayor	Paige Brown
Circuit Court	Judge Joe Thompson
Criminal Court	Judge Dee Gay
General Sessions Court	Judge Jim Hunter
Juvenile Court	Judge David Howard
Circuit Court Clerk	Kathryn Strong
Sheriff	Sonny Weatherford
District Attorney	Ray Whitley
Public Defender	David Doyle
Bar Association	Tip Martin, Jay Ingrum
Downtown Merchant	Clay Haynes
Justice Planning Associates	Mike Thomas, Cliff Woodard, Elizabeth Martin

**Table 2
PROJECT METHODOLOGY**

ANALYSIS

SYNTHESIS

**Task 1
NEEDS
ASSESSMENT**

- 1.1 Conduct Interviews / Obtain Historical Data
- 1.2 Analyze Current and Future Operational Requirements
- 1.3 Analyze System Growth; Project System Factors
- 1.4 Project Judgeships, Staff, and Bedspaces to 2050
- 1.5 Quantify Long-Term Space Needs to 2050

**Task 2
RESOURCE
EVALUATION**

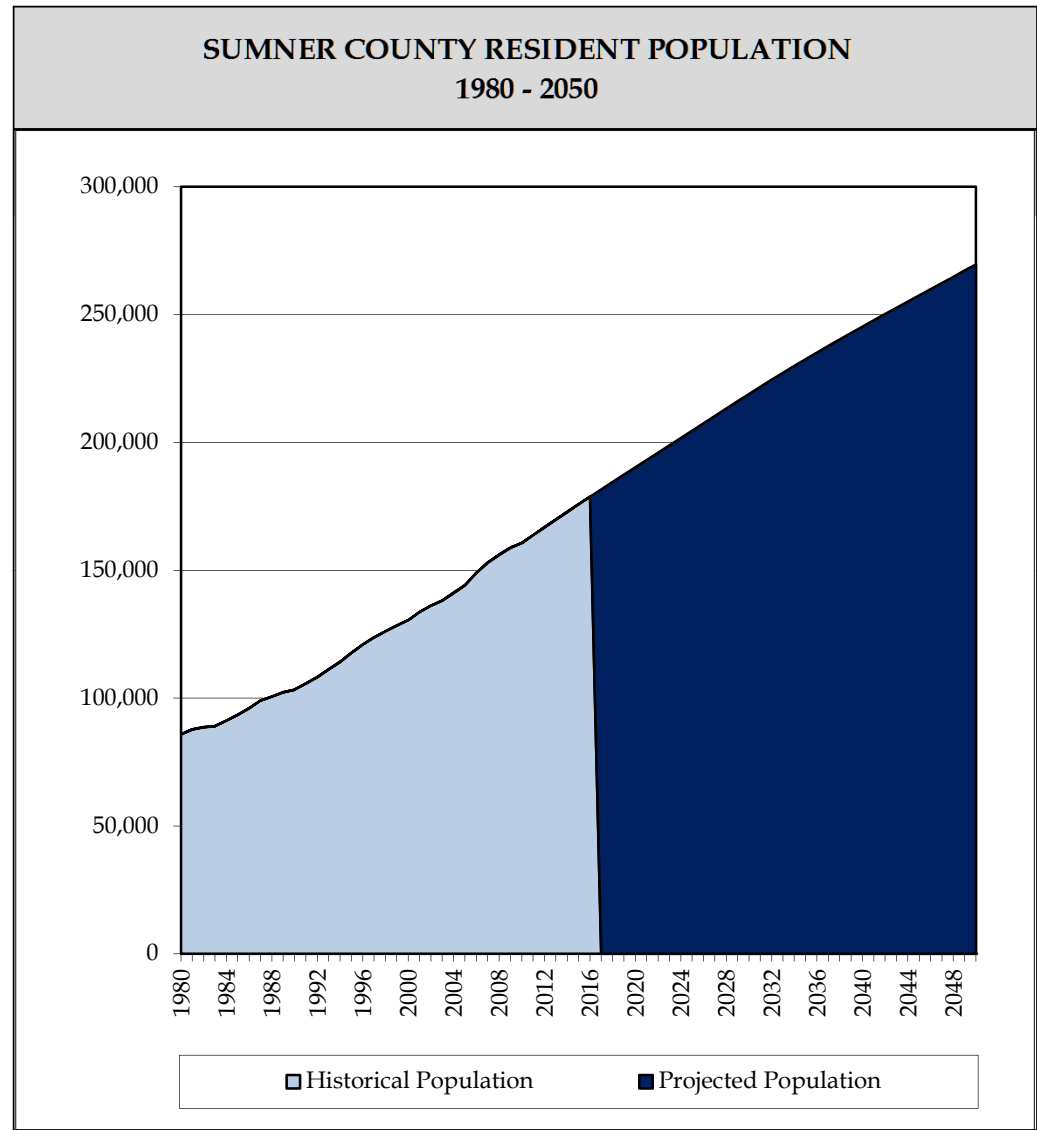
- 2.1 Develop Appropriate Space Standards
- 2.2 Document Current Square Footage by Component
- 2.3 Evaluate / Score Spatial Adequacy of Components
- 2.4 Evaluate / Score Operational Adequacy of Components
- 2.5 Evaluate Potential Site(s) for New Construction

**Task 3
STRATEGIC
PLAN**

- 3.1 Develop Consolidation Options and Occupancy Scenarios
- 3.2 Define Renovation / New Construction Options
- 3.3 Define Project Priorities, Phasing Plan, and Schedule
- 3.4 Develop Preliminary Budgets for All Projects
- 3.5 Develop Recommendations / Final Report

Table 3
SUMNER COUNTY RESIDENT POPULATION, 1980 - 2050

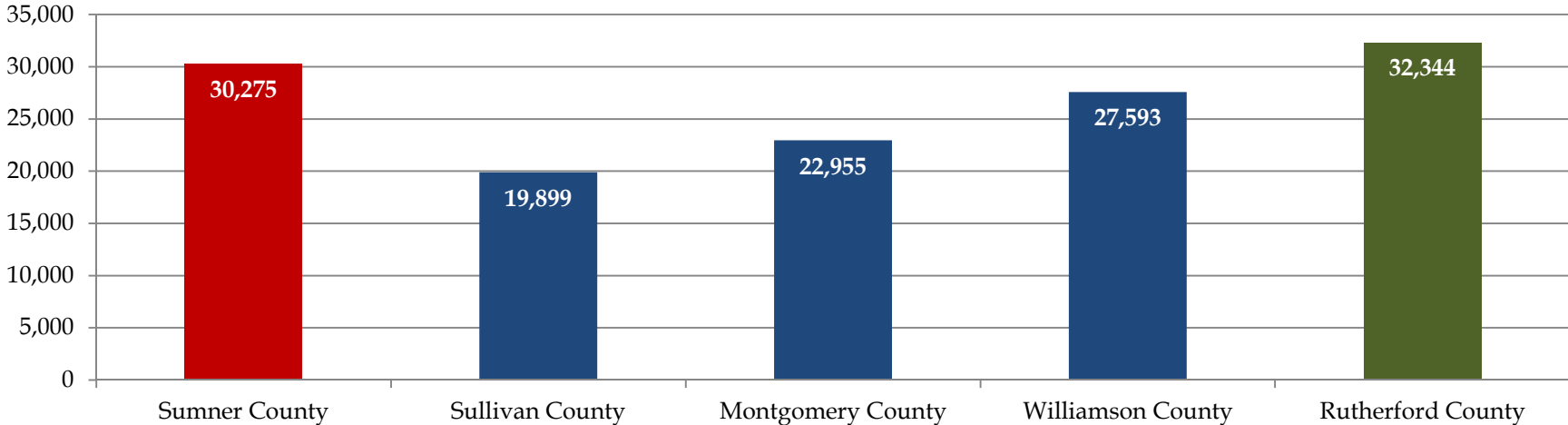
Year	Total Residents	Change per Year	
		Percent	Number
Historical Population			
1980	85,790	--	--
1990	103,281	2.0%	1,749
2000	130,449	2.6%	2,717
2010	160,645	2.3%	3,020
Current Population			
2017	181,647	1.9%	3,000
Projected Population			
2030	218,919	1.8%	2,914
2035	232,556	1.2%	2,727
2040	245,349	1.1%	2,559
2045	257,533	1.0%	2,437
2050	269,684	0.9%	2,430



Sources: U.S. Census Bureau; Tennessee Center for Business and Economic Research (State Data Center).

**Table 7
COMPARISONS WITH OTHER COUNTIES**

RESIDENTS PER JUDGE



TRIAL COURT FILINGS PER JUDGE

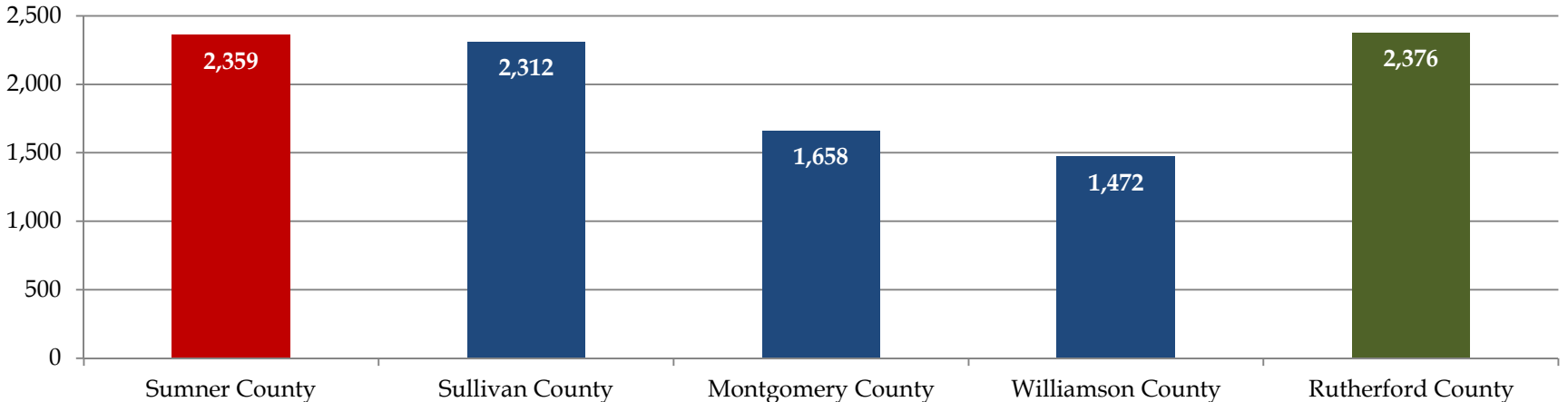
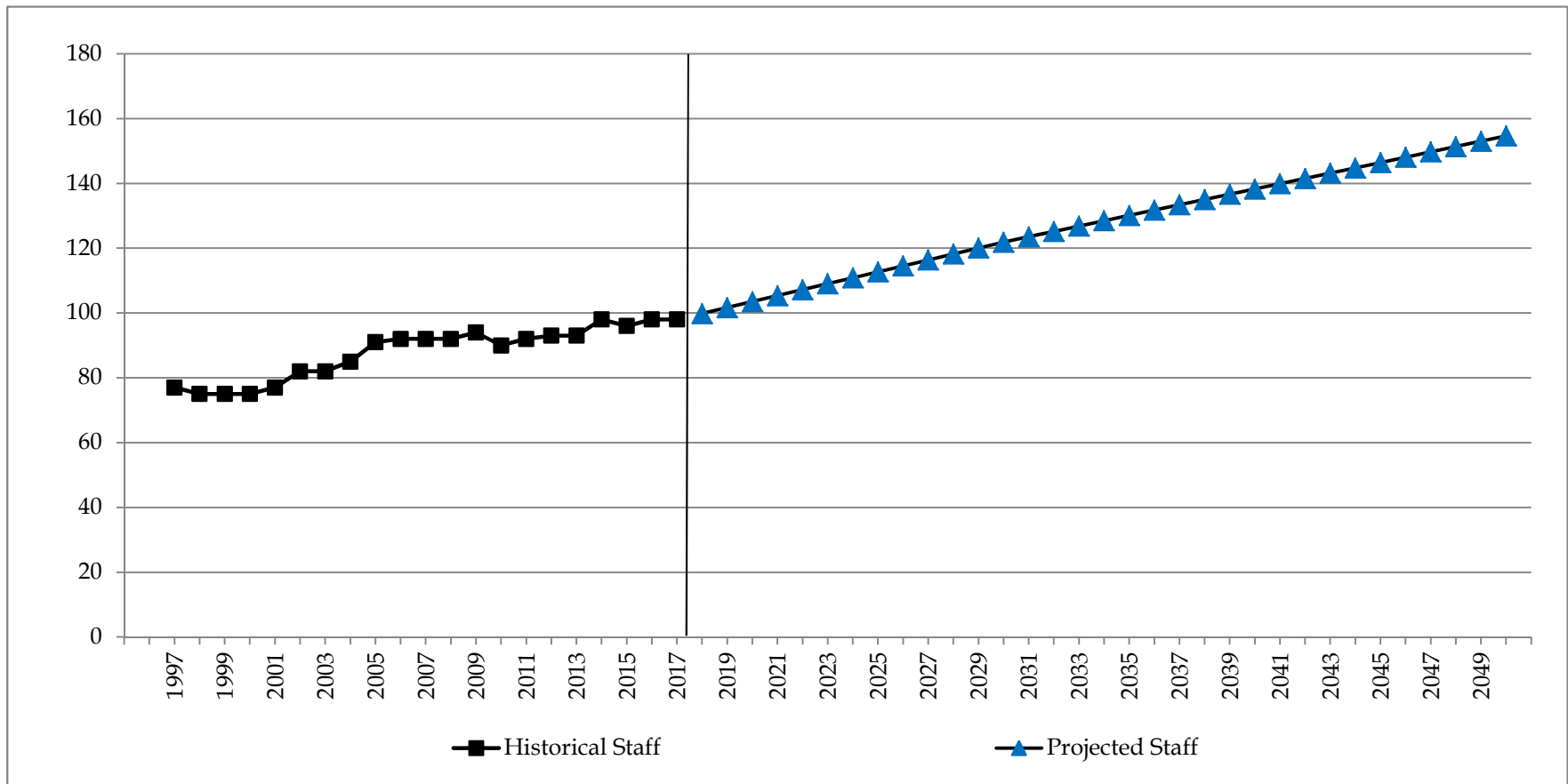


Table 13
SUMMARY OF HISTORICAL AND PROJECTED STAFF, 1997 - 2050

Staff	Historical	Existing	Projected				
	1997	2017	2030	2035	2040	2045	2050
TOTAL STAFF	77	98	122	130	138	146	155



Note: Due to incomplete historical data for the period, Sheriff's Office staff have been excluded from the total.

Table 14
CRIMINAL JUSTICE FACILITIES IN DOWNTOWN GALLATIN



**Table 15
COMPONENT ANALYSIS PROCESS AND METHODOLOGY**

I. ANALYSIS PROCESS

1. Primarily examines the quantity of space (*general overcrowding, general sizes of component spaces, adequate number of required spaces*)
2. Secondly examines operational adequacy and quality of space (*functionality, image, security, circulation, proximity to other essential functions, handicap accessibility, general effectiveness*)

II. ANALYSIS METHODOLOGY

Rating:	Inappropriate		Inadequate		Marginal		Adequate		Appropriate	
Score:	1.0	2.9	3.0	4.9	5.0	6.9	7.0	8.9	9.0	10.0

<u>Score</u>	<u>Rating</u>	<u>Definition</u>
9.0 - 10.0	Appropriate	Sufficient quantity of space; good configuration and layout; little, if any, expansion or renovation would be useful
7.0 - 8.9	Adequate	Quantity may be barely sufficient; configuration and flow are less than ideal; some renovation/expansion would enhance operations
5.0 - 6.9	Marginal	Lacks sufficient quantity of space, quality of space, or both; requires some renovation or expansion to achieve minimum recommended operating standards
3.0 - 4.9	Inadequate	Poor quantity and quality of space; too small; improper layout; urgently requires improvement
1.0 - 2.9	Inappropriate	Very overcrowded; numerous layout, security, or accessibility issues and space inefficiencies; considered fundamentally inappropriate for continued use

**Table 17
HISTORIC COURTHOUSE COMPONENT ANALYSIS**

HISTORIC COURTHOUSE - Circuit Clerk of Court

Component	SQUARE FOOTAGE ANALYSIS				ANALYSIS OF EXISTING CONDITIONS									
	Total Staff (2017)	Approximate NSF/Person	Approximate NSF	Approximate DGSF	Inappropriate		Inadequate		Marginal		Adequate		Appropriate	
					1.0	2.9	3.0	4.9	5.0	6.9	7.0	8.9	9.0	10.0
2. CIRCUIT CLERK OF COURT	12	254	3,048	3,963		2.3								
A. Administration			586	762			3							
B. Circuit Civil & Criminal Divisions			2,081	2,705		2								
C. Storage			382	496			3							

Overall Score:

2.3 Inappropriate

Description: The Circuit Clerk of Court is responsible for maintaining all files and evidence for the Circuit, Criminal, General Sessions, and Juvenile Courts. The Circuit Clerk of Court is elected for 4-year terms.

Spatial Adequacy: The amount of existing space is inadequate. In the Administration space, there is no reception / waiting area, and the Clerk's private office is below the standard size for an elected official. The Circuit Civil and Criminal Divisions have a number of issues, including inadequate public queuing and file viewing areas, crowded and too small staff work areas, and insufficient file / work / storage spaces. Additional storage spaces are split among floors and are too small. Records are stored in the First Floor Hearing Room.

Operational Adequacy: The Clerk's Office is fragmented into multiple locations, which presents significant problems for both the public and for staff. It is very difficult for the public to find the desired component within the Clerk's Office. The Criminal Division's location in this building is considered inappropriate, as it serves the Criminal Court, which is located in the Criminal Justice Center. The separation of space also contributes to staff inefficiencies and duplication of resources. There are no measures to prevent visitors from entering staff space, which is a security concern. The location adjacent to the main public lobby is beneficial.



Cramped public counter queuing space



Crowded file storage areas



Crowded staff areas with undersized workstations

**Table 19
COMPONENT SCORES AND RATINGS BY FACILITY**

Component	Location	2017 Staff	DGSF	Score	Rating
HISTORIC COURTHOUSE					
1. Circuit and Chancery Courts	Historic Courthouse	6	5,599	1	Inappropriate
2. Circuit Clerk of Court	Historic Courthouse	12	3,963	2	Inappropriate
3. Clerk and Master	Historic Courthouse	11	5,175	4	Inadequate
4. Sheriff's Office - Security	Historic Courthouse	0	0	1	Inappropriate
5. Court & Facility Support	Historic Courthouse	0	--	1	Inappropriate
HISTORIC COURTHOUSE TOTAL		29	14,737	2.5	Inappropriate
CRIMINAL JUSTICE CENTER: COURTS					
6. Criminal Court	CJC	3	3,891	3	Inadequate
7. General Sessions Court	CJC	6	7,995	2	Inappropriate
8. Circuit Clerk of Court	CJC	12	4,176	4	Inadequate
9. Recovery Court	CJC	2	1,008	2	Inappropriate
10. Sheriff's Office - Security	CJC	0	2,034	2	Inappropriate
11. Court & Facility Support	CJC	0	1,000	3	Inadequate
COURT TOTAL		23	20,103	2.6	Inappropriate
CRIMINAL JUSTICE CENTER: SHERIFF					
12. Administration & Law Enforcement	CJC	93	13,352	3.0	Inadequate
CRIMINAL JUSTICE CENTER: JAIL					
13. County Jail	CJC	141	129,600	6.0	Marginal

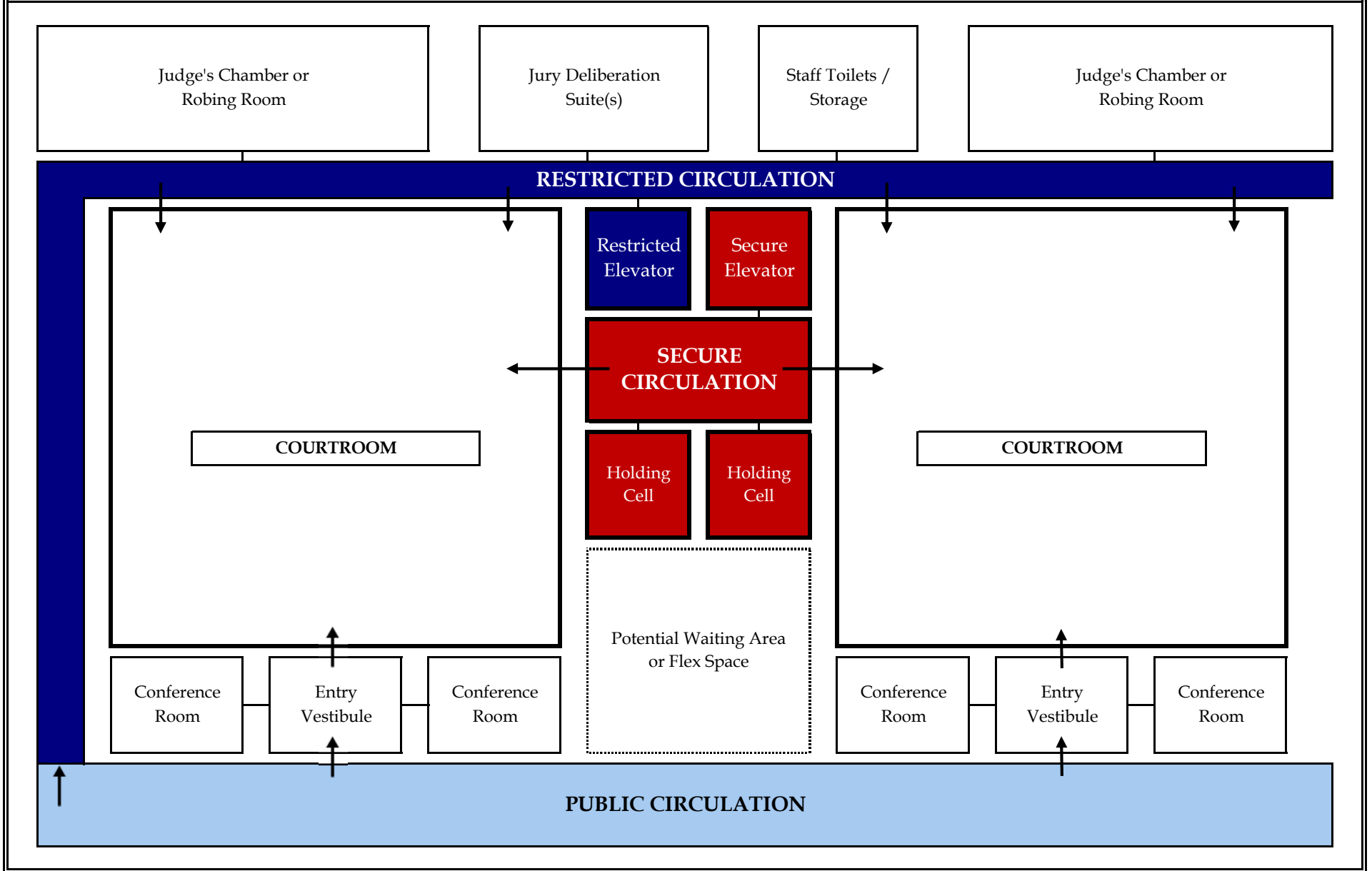
Note: Total scores are weighted based on each component's proportion of total area.

Table 19 (Continued)
COMPONENT SCORES AND RATINGS BY FACILITY

Component	Location	2017 Staff	DGSF	Score	Rating
JUVENILE COURT					
14. Juvenile Court	Juvenile Court	6	4,671	2	Inappropriate
15. Circuit Clerk of Court	Juvenile Court	3	462	3	Inadequate
16. Juvenile Court Administration	Juvenile Court	10	3,627	5	Marginal
17. Sheriff's Office - Security	Juvenile Court	0	243	1	Inappropriate
18. Court & Facility Support	Juvenile Court	0	--	2	Inappropriate
JUVENILE COURT TOTAL		19	9,003	3.2	Inadequate
OTHER COMPONENTS					
19. District Attorney General	109/113 West Main	30	13,334	3	Inadequate
20. Public Defender	150 West Main	9	3,257	8	Adequate
21. County Probation	225 East Main	6	4,200	7	Adequate
22. Circuit Clerk of Court	225 East Main	0	2,575	6	Marginal
OTHER COMPONENTS TOTAL		45	23,366	4.7	Inadequate
SUMMARY BY FACILITY		2017 Staff	DGSF	Score	Rating
HISTORIC COURTHOUSE		29	14,737	2.5	Inappropriate
CRIMINAL JUSTICE CENTER: COURTS		23	20,103	2.6	Inappropriate
CRIMINAL JUSTICE CENTER: SHERIFF		93	13,352	3.0	Inadequate
CRIMINAL JUSTICE CENTER: JAIL		141	129,600	6.0	Marginal
JUVENILE COURTHOUSE		19	9,003	3.2	Inadequate
OTHER COMPONENTS		45	23,366	4.7	Marginal
TOTAL		350	210,161	5.0	Inadequate

Note: Total scores are weighted based on each component's proportion of total area.

**Table 21
HYPOTHETICAL COURTROOM SET**



**Table 22
NEW COURTHOUSE BUILDING SCENARIOS**

SCENARIOS:	Optimum Scenario 1: 14 Courts + Probation and Recovery Court			Minimum Scenario 2: 14 Courts - Probation and Recovery Court		
	OPTIMUM			MINIMUM		
Component	Courts	Staff	DGSF	Courts	Staff	DGSF
COURTS	14 Courts			14 Courts		
A. State Trial Courts	4 Courts	16	24,994	4 Courts	16	24,994
B. General Sessions Courts	4 Courts	12	22,350	4 Courts	12	22,350
C. Magistrate / Master	2 Courts	4	9,095	2 Courts	4	9,095
D. Future Shelled Courts	4 Courts		24,300	4 Courts		24,300
CLERKS OF COURT						
E. Circuit Clerk	(2050)	44	13,200	(2050)	44	13,200
F. Clerk & Master	(2050)	22	6,600	(2050)	22	6,600
OTHER COMPONENTS						
G. Juvenile Court Admin.	(2050)	16	5,120	(2050)	16	5,120
H. County Probation	(2050)	9	5,175	Workroom		600
I. Recovery Court	(2050)	4	2,000	Workroom		200
J. Sheriff - Court Security/Holding	(2050)		8,000	(2050)		8,000
K. District Attorney General	Victim Waiting/Workroom		1,500	Victim Waiting/Workroom		1,500
L. Public Defender	Workroom		600	Workroom		600
M. Court Support Spaces	(2050)		8,023	(2050)		8,023
N. Facility Support Spaces	(2050)		16,023	(2050)		16,023
SUBTOTAL	14 Courts	127	146,978	14 Courts	114	140,603
Mechanical / Electrical Factor		11%	+ 16,168		11%	+ 15,466
TOTAL DGSF AND M&E			163,145			156,069
Building Grossing Factor		28%	+ 45,681		28%	+ 43,699
NEW COURTHOUSE SIZE			208,826			199,768
Secure Garage Parking	25	500	12,500	25	500	12,500

**Table 27
POTENTIAL SITES FOR NEW COURTHOUSE**



Note: The First Baptist Church parking lot site (Recommended Site #1) and the Juvenile Courthouse site (Alternative Site #2) are both approximately 2 acres. As shown in the blue shaded area above, the First Baptist Church parking lot site is slightly larger, with a width of about 257 feet along Main and Smith Streets, and a depth of 340 feet. The Juvenile Courthouse site (shown in red) is approximately 237 feet wide along Main Street, 285 feet wide along Smith Street, and 340 feet deep.