

* 9/29/2010

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September 24, 2010

**Flagler County Old Courthouse Annex
Renovation to Accommodate the Sheriff's Office**

Project Meeting Notes:

Meeting Date: 09/22/10

Location: County Engineering Conference Room

Attendees:

Chief Deputy Rick Look, F.S.O
Major David O' Brien, F.S.O
Major Steve Clair, F.S.O
Sgt. Steve Cole, F.S.O
Faith Alkhatib, Flag. Co. Eng.
Richard Gordon, Flag. Co. Eng.
Tom Rappe, Strollo Architects, Inc.

1. Strollo Architects, Inc. presented an overview of the intended project and the approach to define the needed spaces and functions. This short overview was for the benefit of the first time attendees.
2. The previously submitted "Draft" listing of proposed architectural spaces, identified as revision 3 - 09/15/10 was reviewed with much input from the Sherriff's Department attendees. Each of the three floors was updated with redefinition of spaces and numerous reallocation of square footage, and distribution of spaces. A net increase of square footage allocations per floor is as follows:

1st Floor _____ Net Increase 200 sq. ft.
2nd Floor _____ Net Increase 1,434 sq. ft.
3rd Floor _____ Net Increase 1,570 sq. ft.

The net increases however can still be accommodated within the existing available square footage of the annex; leaving approximately 8,165 sq. ft. available for future growth within the building.

3. The attached revised listing of proposed architectural spaces reflect the changes requested by the Sheriff's Department.
4. A brief discussion of the needed secure parking ensued. The county is presently reviewing the available parking area options while recognizing the Sheriff's needs. The parking will be resolved and designed by the county.

architects

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www.strolloarchitects.com

planners

5. Outstanding Item:

Sheriff's Office is to determine which floor the "Human Resources Offices" are to be located. Presently they are listed on the 1st floor however some interest has been shown for locating this function on the 3rd floor.

6. Next meeting is scheduled for Wednesday September 29, 2010 @ 2:00 p.m. same location.

Attachment: Revised listing of architectural spaces

Copy: All attendees

Jim Strollo

File

**FLAGLER COUNTY SHERIFF'S OFFICE
OLD COURTHOUSE ANNEX RENOVATINS/REMODELING**

LISTING OF PROPOSED ARCHITECTURAL SPACES

1st FLOOR 11,586 SQ. FT

Existing Common Areas	NO. AREAS	SQ. FT. PER AREA	TOTAL SQ. FT.
• Stairs	2	122	244
• Elevators	2	50	100
• Elevator Equipment	1	73	73
• Electrical Room	1	88	88
• Maint./Mech.	1	110	110
• Gang Restrooms (Male & Female)	2	219	438
• Janitor's Closet	1	53	53
• Corridors/Lobby			2,016
Total Sq. Ft.			3,122
Patrol Section			
• Section Commander Office	1	175	175
• Watch Commander Office	4	150	600
• Muster/Briefing Room (30P)	1	840	840
• Storage	2	120	240
• Break Area	1	150	150
• Training Classroom (30P)	1	750	750
Total Sq. Ft.			2,755
Operations Support			
• Purchasing Office	1	175	175
• Purchasing Storage	1	400	400
• Physical Training/Exercise	1	800	800
• Storage	1	80	80
Total Sq. Ft.			1,455
Administrative Support			
• Human Resources Offices	4	150	600
• Records/Reception Lobby (7-9P)	1	700	700
• Records Storage	1	350	350
• Victim Services Unit (3-4P) Open Office Area	1	500	500
• Workroom	1	300	300
• Evidence Lockers	1	80	80
• Information Technology (3P) Open Office Area	1	450	450
• Research Development (3P) Open Office Area	1	450	450
• IT Systems Closets	2	80/100	180
Total Sq. Ft.			3,610
• Fire Sprinkler Room	1	80	80
Total Sq. Ft.			80
TOTAL SQ. FT. 1st FLOOR			11,022

1st Floor

**FLAGLER COUNTY SHERIFF'S OFFICE
OLD COURTHOUSE ANNEX RENOVATINS/REMODELING**

LISTING OF PROPOSED ARCHITECTURAL SPACES

2nd FLOOR 11,488 SQ. FT.			
Existing Areas	NO. AREAS	SQ. FT. PER AREA	TOTAL SQ. FT.
• Stairs	2	122	244
• Elevators	2	50	100
• Electrical Room	1	25	25
• Gang Restrooms (Male & Female)	2	219	438
• Corridors/Lobby			986
• Secure Holding	2	133	266
• Janitor's Closet	1	16	16
• Mechanical Chases	2	12	24
Total Sq. Ft.			2,099
Special Investigation			
• Director's Office	1	200	200
• Supervisor Offices	4	175	700
• Tech/Surveillance Eq. Storage	1	150	150
• Criminal Investigation (4P) Open Office Area	1	600	600
• Narcotics Team (3-4P) Open Office Area	1	450	450
• Persons Crime unit (3-4P) Open Office Area	1	450	450
• Property Crime unit (3-4P) Open Office Area	1	450	450
• Interview Rooms	4	100	400
• Observation Room	1	100	100
• Secure Restroom (Male & Female)	1	50	50
• Crime Analysis unit (1-2P) Open Office Area	1	300	300
• Conference Room (25P)	1	500	500
• Breakroom	1	175	175
• Storage	2	100	200
• Custodial Room	1	75	75
• IT Systems Closets	2	80	160
Total Sq. Ft.			4,960
Operations Support			
• Professional Dev. And Standards Office	1	150	150
• Accreditation Office	1	150	150
• Conference Room/Work Room (6P)	1	175	175
• Storage	1	100	100
Total Sq. Ft.			575
• Fire Sprinkler Room	1	40	40
Total Sq. Ft.			40
TOTAL SQ. FT. 2nd FLOOR			7,674

Move to 3rd Floor

**FLAGLER COUNTY SHERIFF'S OFFICE
OLD COURTHOUSE ANNEX RENOVATINS/REMODELING**

LISTING OF PROPOSED ARCHITECTURAL SPACES

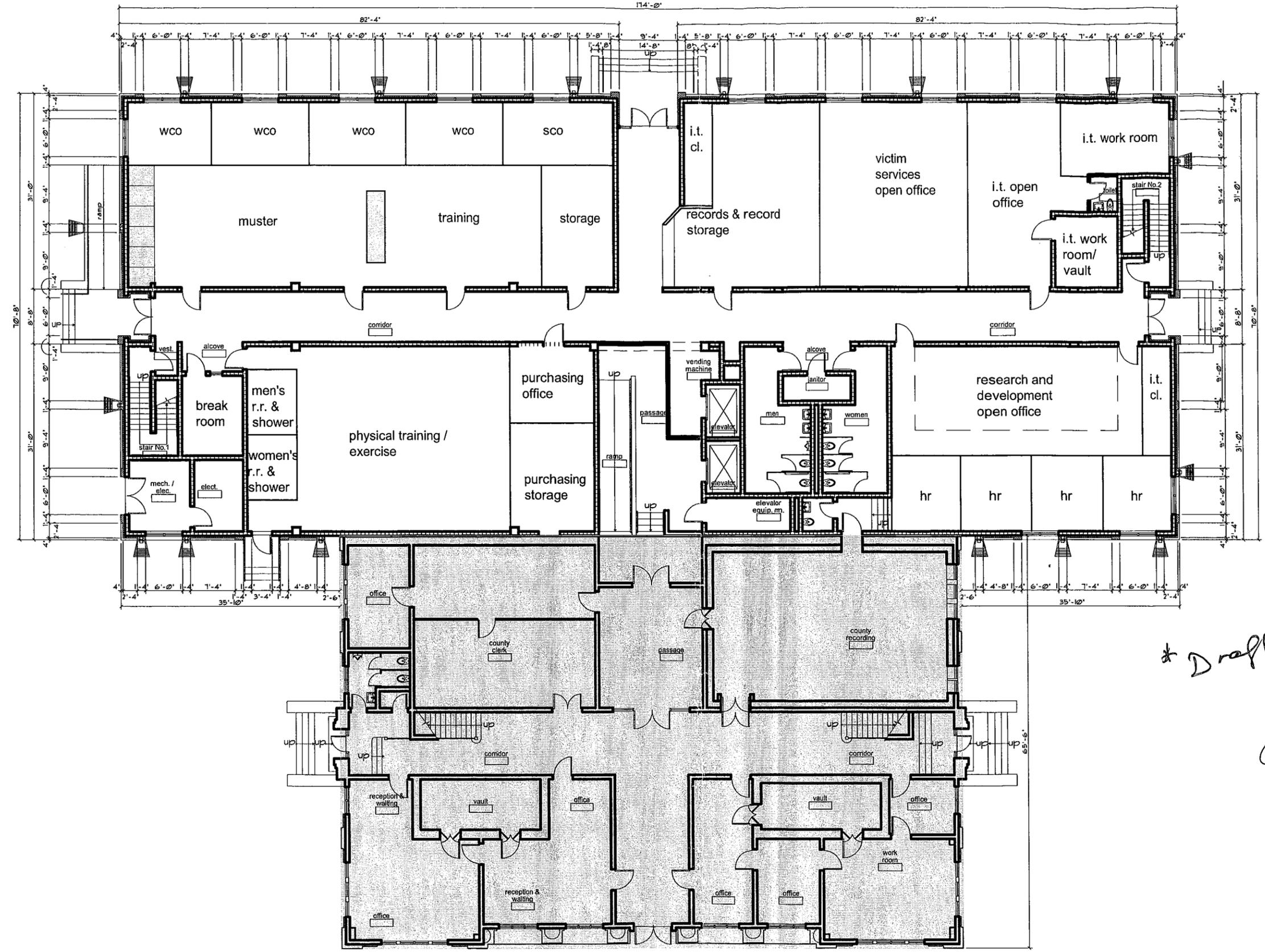
3rd FLOOR 11,916 SQ. FT.			
Existing Areas	NO. AREAS	SQ. FT. PER AREA	TOTAL SQ. FT.
• Stairs	2	122	244
• Elevators	2	50	100
• Electrical Room	1	25	25
• Gang Restrooms (Male & Female)	2	219	438
• Janitor's Closet	1	16	16
• Corridors/Lobby			1,640
• Mechanical Chases	3	12	36
• Vault	1	100	100
Total Sq. Ft.			2,599
Sheriff's Office and Administration			
• Private Lobby (8P)	1	250	250
• Reception/Admin. Assist	1	235	235
• Chief Deputy	1	300	300
• Chief Deputy Restroom	1	50	50
• Sheriff	1	400	400
• Sheriff Restroom/Shower	1	100	100
• Closet	1	25	25
• Conference Room (25P)	1	500	500
• Executive Assist.	1	175	175
• Operations Office	1	300	300
• Administration Office	1	300	300
• Special Investigation Office	1	300	300
• Legal Office	1	200	200
• Chief Financial Officer	1	175	175
• Accounting Purchasing (2P) Open Office	1	350	350
• Storage	2	100	200
• Public Info. Officer	1	175	175
• Community Services Program	1	175	175
• Storage	1	80	80
• Conference Room 12P)	1	250	250
• Breakroom	1	200	200
• Storage	1	20	20
• IT Systems Closets	1	80	80
• Internal Affairs Offices	2	175	350
• Work Room	1	300	300
Total Sq. Ft.			5,490
• Fire Sprinkler Room	1	40	40
Total Sq. Ft.			40
TOTAL SQ. FT. 3rd FLOOR			8,129

GRAND TOTAL AVAILABLE		34,990
Immediate Need		26,825
Future Growth Area	1st Floor	564
	2nd Floor	3,814
	3rd Floor	3,787

COORDINATION MEETING COURTHOUSE ANNEX INTERIOR RENO

Name - Please Print	Agency	Cont
RICHARD GORDON	FLAGLER CO.	
TOM RAPPE	STOLWO	
Fairn Alkhalib	Flagler County	
Tom Hurley	STOLLO	
Karen Hiscoe	FCSO	
MAJOR MIKE PLUMMER	F.C.S.O	
MAJOR STEVE CLAIR	FCSO	
JIM STOLWO	STOLWO AGENCY	

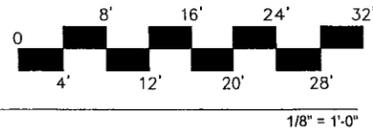
surveyor	XXX.XXX.XXXX	fax XXX.XXX.XXXX
civil engineering	XXX.XXX.XXXX	fax XXX.XXX.XXXX
structural engineering	XXX.XXX.XXXX	fax XXX.XXX.XXXX
mechanical, plumbing, and electrical engineering	XXX.XXX.XXXX	fax XXX.XXX.XXXX
fire protection	XXX.XXX.XXXX	fax XXX.XXX.XXXX



** Draft*

9/29/2010
@ 2:00pm
Fairh

1 first floor floor plan
A-2.0



project name:
**FLAGLER COUNTY
RENOVATION TO COURTHOUSE
ANNEX**

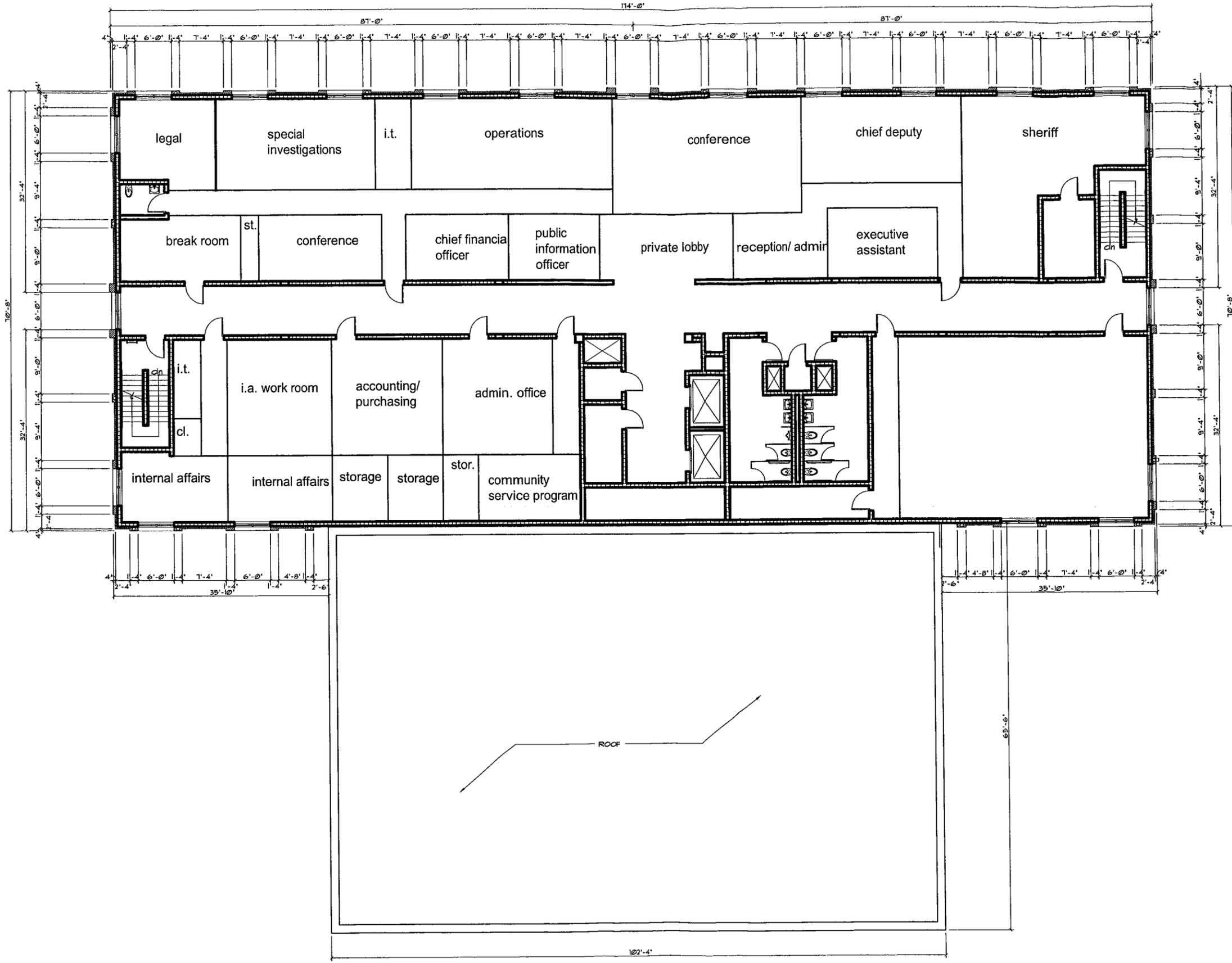
sheet title:
first floor
plan

revisions

scale:	as noted
drawn:	glc, th
check:	tr
project no. proj #	
date:	September 29, 2010
schematic design	

A-2.0

surveyor	xxx.xxx.xxx	fax xxx.xxx.xxx
civil engineering	xxx.xxx.xxx	fax xxx.xxx.xxx
structural engineering	xxx.xxx.xxx	fax xxx.xxx.xxx
mechanical, plumbing, and electrical engineering	xxx.xxx.xxx	fax xxx.xxx.xxx
fire protection	xxx.xxx.xxx	fax xxx.xxx.xxx



project name:
**FLAGLER COUNTY
RENOVATION TO COURTHOUSE
ANNEX**

sheet title:
**third floor
plan**

revisions

scale: as noted

drawn: glc, th

check: tr

project no. proj #

date: September 29, 2010

schematic design

A-2.2

1 third floor floor plan
A-2.2



