




BERTHA W. HENRY, County Administrator

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MEMORANDUM

DATE: December 14, 2016

TO: Broward County Board of County Commissioners

FROM: Alphonso Jefferson, Jr., Assistant County Administrator 

SUBJECT: Revised Preliminary Move-In Plan – New West Courthouse Tower

This is an update to the Preliminary Move-In Plan that was submitted to the Board on December 5, 2016.

At the request of courthouse stakeholders, a revised schedule (attached) is being submitted to allow for additional move preparation time. The reformatted plan provides you with the original and revised move-in dates.

If you have any questions, please contact me at 954.357.7352.

AJ:lr
Attachment

cc: Bertha Henry, County Administrator
Joni Armstrong Coffey, County Attorney
Tom Hutka, Director, Public Works Department
Steve Hammond, Assistant Director, Public Works Department

Relocation Phases	Floors	Agency / Department	Sub Department	Orginal Move Dates	Revised Move Start Dates
Security Transition	First / All	BSO	BSO Control Room	December 10th - 17th, 2016	December 10th - 17th, 2016
		County	County Facilities		
Phase 1 A	13	SAO	SAO IT	December 19, 2016	December 19, 2016
		BSO	BSO LE, BSO Detention and BSO IT	December 19, 2016	December 19, 2016
Phase 1 B	7 and 13	SAO	TTL, Drugs, Veterans, DVU, Appeals Public Records, E Filing, Training	December 22, 2016	December 22, 2016
Phase 2	7 and 13	SAO	Mental Health, ECU, CHU, Civil Commitment	December 27, 2016	December 27, 2016
Public Access Ready for the New West Courthouse Tower				January 2, 2017	January 2, 2017
Phase 3	20	CA	JIS, Video Ops	February 4, 2017	January 6, 2017
	3	COC	Probate Mental Health Guardianship	December 27, 2016	January 6, 2017
	3	COC	County Civil	December 27, 2016	January 6, 2017
Phase 3B	3, 4	CA Judiciary	Probate, First Appearance, Domestic Violence	December 27, 2016	January 13, 2017
	3, 4	CA Judiciary	Judges, Haimes, Levenson, Bidwill	N/A	January 13, 2017
Phase 4	5	COC	Juvenile	January 26, 2017	February 3, 2017
	18	COC	Finance	February 4, 2017	February 3, 2017
	18	COC	Executive / Administration	February 4, 2017	February 3, 2017
	18	COC	Operations	February 4, 2017	February 3, 2017
Phase 4B	8	SAO	FTU, CCU	January 26, 2017	January 26, 2017
	8	SAO	Juvenile	January 26, 2017	January 26, 2017
Phase 5	18	COC	Human Resources	February 4, 2017	February 3, 2017
	18	COC	Technology	February 4, 2017	February 3, 2017
	20	CA	Court Administration	February 4, 2017	February 18, 2017
	20	CA	Chief Judge	February 4, 2017	February 18, 2017
	20	CA	Staff Attorneys	February 4, 2017	February 18, 2017
	20	CA	Human Resources	February 4, 2017	February 18, 2017
	20	CA	Purchasing & Finance	February 4, 2017	February 18, 2017
Phase 6	4	COC	Circuit Civil, Family	March 10, 2017	March 3, 2017
	19	CA	Court Reporting	March 4, 2017	March 3, 2017
	19	CA	UFC, Mediation,	March 4, 2017	March 3, 2017
	19	CA	Family, Juvenile	December 27, 2016	March 3, 2017
	19	CA	Domestic Violence	December 27, 2016	March 3, 2017
	19	CA	Probate Guardianship Foreclosures	March 4, 2017	March 3, 2017
		CA / Judiciary	Family	December 27, 2016	March 3, 2017
Phase 7	2	COC	Misdemeanor	March 10, 2017	March 10, 2017
	1	COC	Parking / Traffic	March 10, 2017	March 10, 2017

Relocation Phases	Floors	Agency / Department	Sub Department	Orginial Move Dates	Revised Move Start Dates
		CA / Judiciary	Juvenile	December 27, 2016	March 10, 2017
		CA / Judiciary	County Civil	December 27, 2016	March 10, 2017
Phase 8	2	COC	County Criminal	March 10, 2017	March 17, 2017
		CA / Judiciary	Civil	December 27, 2016	March 17, 2017
		CA / Judiciary	County Criminal	January 26, 2017	March 17, 2017
Phase 9	4	COC	Evidence	March 10, 2017	March 24, 2017
	4	COC	Appeals	March 10, 2017	March 24, 2017
	2	COC	Domestic Violence	March 10, 2017	March 24, 2017