

## **STAFF REPORT**

Report To:	Board of Supervisors	Meeting Date:	September 1, 2022
Staff Contact:	Darren Schulz, Public Works Director		
Agenda Title:	For Possible Action: Discussion and possible action on an update of the City's Space Needs Assessment, and direction on addressing future space needs at the Carson City Justice and Municipal Court building ("courthouse") and various other space needs of the City. (Robert Nellis, rnellis@carson.org; Dan Stucky, dstucky@carson.org) Staff Summary: Staff will provide a brief update on the progress of the Space Needs Assessment for the courthouse and other space needs of the City. TSK Architects ("TSK") will discuss options for adding a new courtroom; relocation of the office of the Clerk-Recorder; reallocation of office space for the Court Clerk, the District Attorney and the Department of Alternative Sentencing; and possible expansion of the courthouse.		
Agenda Action:	Formal Action / Motion	Time Requested	: 20 minutes

#### Proposed Motion

Depends on discussion.

#### **Board's Strategic Goal**

Sustainable Infrastructure

#### Previous Action

February 25, 2022 – The Board of Supervisors directed staff to conduct a Space Needs Assessment of the courthouse and to pursue a proposal to relocate the office of the Clerk-Recorder, as well as other City offices, to 3246 N. Carson Street.

#### Background/Issues & Analysis

City staff and TSK will present information on the progress of the City's Space Needs Assessment, including options for reallocating office space and expanding the courthouse space. The presentation will also include updates on a proposal received from C&A Investments, LLC for the City to lease space at 3246 N. Carson Street to accommodate the potential relocation of the office of the Clerk-Recorder, as well as other City departments.

The purpose of the Space Needs Assessment is to catalog the spatial requirements for affected City departments and offices and to determine potential renovation options that best serve the current and potential growth needs for each department. For the courthouse in particular, the Space Needs Assessment examines space needs that will arise when the State Demographer determines that Carson City's population exceeds 60,000, such that a third Justice of the Peace will likely be required under NRS 4.020. The report further considers alternative strategies for repurposing portions of existing public space for offices and options to construct new space by expanding the footprint of the building.

TSK met with the offices of the Clerk-Recorder, Court Clerk, Justices, District Attorney and Alternative Sentencing to understand how their current office space is being utilized and to learn about their present and future needs. TSK developed options to either relocate the District Attorney's Office to the first floor of the courthouse or to relocate both the Court Clerk and Department of Alternative Sentencing to the first floor in the event the Clerk-Recorder's Office is relocated. Other options include a potential renovation of the atrium area in the north wing of the courthouse on the second and third floors, as well as four options to expand the courthouse.

On August 17, 2022, staff and TSK met with the offices of the Court Clerk, Justices, District Attorney and Alternative Sentencing to review the various options developed by TSK. Staff will update the Board of Supervisors on the meeting and the options preferred by each of the departments. Staff will be seeking direction from the Board of Supervisors regarding the expansion options and relocation of the departments either within the courthouse or to an offsite location. Fiscal impacts associated with any specific option staff is directed to pursue will be presented in greater detail at a subsequent Board of Supervisors meeting.

#### Applicable Statute, Code, Policy, Rule or Regulation

NRS 4.020; 244.275

Financial Information Is there a fiscal impact? Yes

If yes, account name/number: Not yet determined.

Is it currently budgeted? No

**Explanation of Fiscal Impact:** Fiscal impacts have not yet been determined. Staff will refine the fiscal impact after direction is provided by the Board of Supervisors regarding the specific options to pursue, if any.

#### <u>Alternatives</u>

Depends on discussion.

#### Attachments:

2022 BOS Space Needs Assessment\_082422\_DA Approved.pdf

#### Board Action Taken:

Motion:

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Aye/Nay

(Vote Recorded By)





# **Space Needs Objectives**







# **Space Considerations**







# **Objective 1**

### **Carson City Courthouse**



#### Court

- Foreseeable need for a third Justice of the Peace per NRS 4.020.
- Add offices and courtroom

### **DA's Office**

- Current Space: 6,457 SF
- Anticipated need: 9,000+ SF

### **Alternative Sentencing**

- Over Capacity
- Constraints: Security and drug testing

## **Clerk-Recorder**

- Current Space: 7,934 SF
- Additional parking needs during elections





# **Objective 2**

## Information Technology



## **Health and Human Services**



- 14+ employees at City Hall
- Relocate to new EOC facility on Butti Way by 2023/2024
- Reappropriate space at City Hall when IT vacates?

- Remain in current location
- Relocate Vitality and HHS expand into leased space





# **Objective 3**

### **Central Public Service Center**



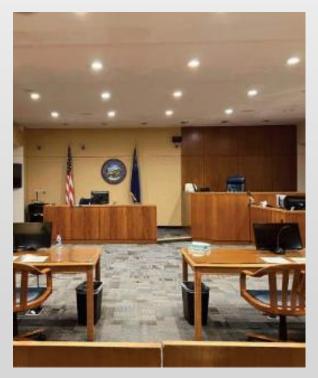
### **Public Facing Services and Administration**

- Assessor (1,640 sq ft)
- BRIC (8,408 sq ft)
- Parks Administration (400 sq ft)
- Public Guardian (605 sq ft)
- Treasurer (1,545 sq ft)
- Human Resources (1,755 sq ft)
- Finance (2,240 sq ft)
- Optional:
  - Clerk-Recorder (7,934 sq ft)
  - Executive Offices/BOS Offices (1,965 sq ft)
  - New Board Room (1,736 sq ft)





# **Objective 1 - Courthouse Space Needs Assessment**



## **Report Goals:**

- 1. Space Needs Assessment
  - Document needs for current & next 5 yrs
  - Test fit alternate layout options
  - Validate new courtroom option
- 2. Atrium Repurposing
  - Analyze potential space use
- 3. Building Expansion Options
  - Analyze new construction possibilities

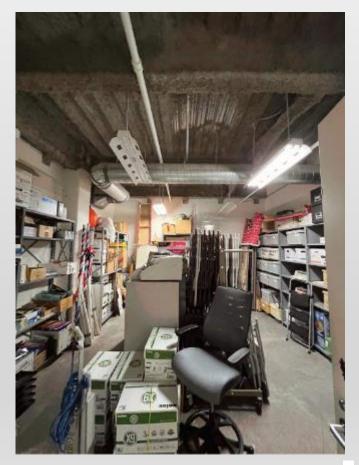






# Objective 1 – Courthouse Space Needs Assessment Departmental Challenges

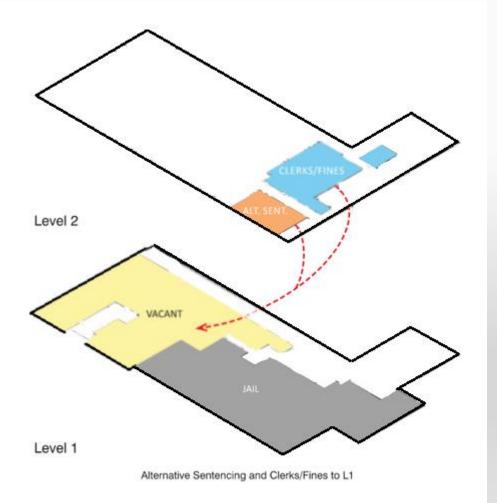
- All departments suffer from inadequate space to accommodate current needs, "busting at the seams"
- Compromised privacy for public & internal staff interactions
- Compromised procedures affecting security (i.e. Drug testing procedures)
- Inadequate storage for files, records, equipment
- No room for near term growth needs







## Objective 1 – Courthouse Space Needs Assessment Relocation Option 1.1 & 1.2



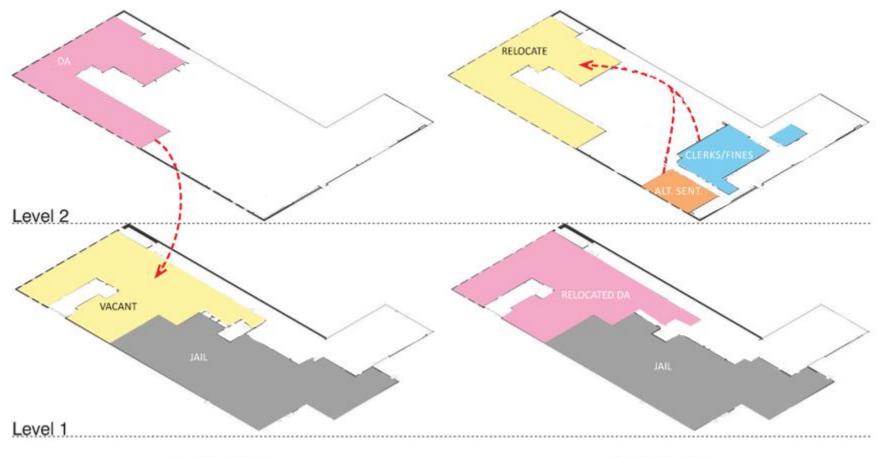
## **Considerations:**

- Clerk-Recorder moves out
- L1 accommodates growth needs for Clerks and Alternative Sentencing
- Fastest path to vacating L2 for courtroom buildout
- Option cannot address any current shortcomings or future needs for District Attorney





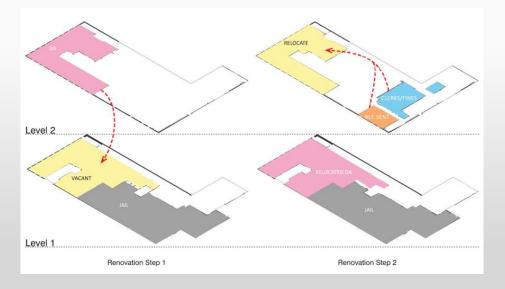
## Objective 1 – Courthouse Space Needs Assessment Relocation Option 1.3







# Objective 1 – Courthouse Space Needs Assessment Relocation Option 1.3



## **Considerations:**

- Clerk-Recorder moves out
- L1 accommodates current shortcomings and only partial growth needs for District Attorney
- Clerks & Alternative Sentencing relocate to DA space
- Longer schedule before Clerks area vacated for courtroom buildout
- Less ideal public counter layout on L2 for Clerks & Alternative Sentencing
- Does not resolve Alternative Sentencing drug testing and security challenges



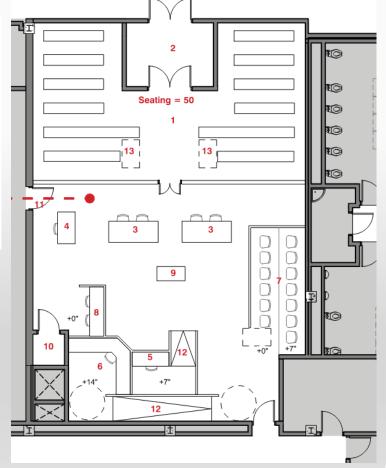


## Objective 1 – Courthouse Space Needs Assessment New Courtroom Buildout

- Public Seating
  Sound Lock
  Attorney Table
  Bailiff Station
  Witness
  Judge's Bench
  Jury Box (12+2)
  Clerks (2 stations)
  Podium
  Exhibit Storage
  In-custody Pass Through
  Ramp
- 13. ADA Seat

## **Considerations:**

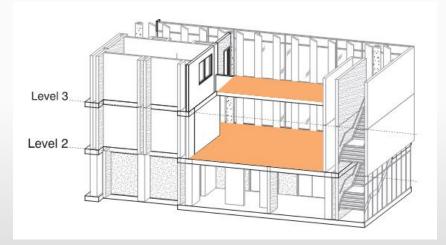
- Courtroom layout confirmed can fit in repurposed Clerks Department
- Incorporates jury box
- Options available for attorney/client rooms
- Defendant circulation matches current operational procedures







## Objective 1 – Courthouse Space Needs Assessment Atrium Repurposing

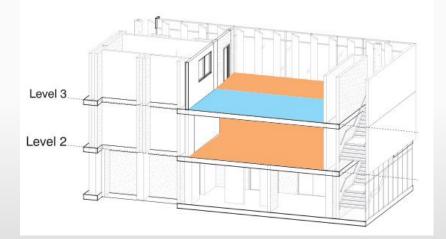


## Option 2.1:

- Utilize existing floor space on L2 & 3
- Minimize remodel costs
- Fits open office cubicles & desks, public counters, a private office
- Adds approx. 2,434 sq ft

## Option 2.2:

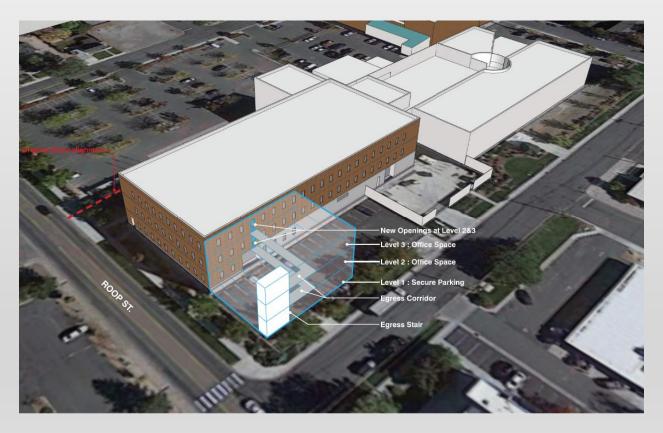
- Building new floorplate on L3 will have structural challenges
- Maximizes potential space
- Fits several private offices, cubicles, desks, and more public counters
- Adds approx. 3,064 sq ft 12 14







## Objective 1 – Courthouse Space Needs Assessment Building Expansion 3.1



### **Pros:**

- Doesn't impact front entry
- Continuity of secured access for staff
- Adds 8,800 sq ft

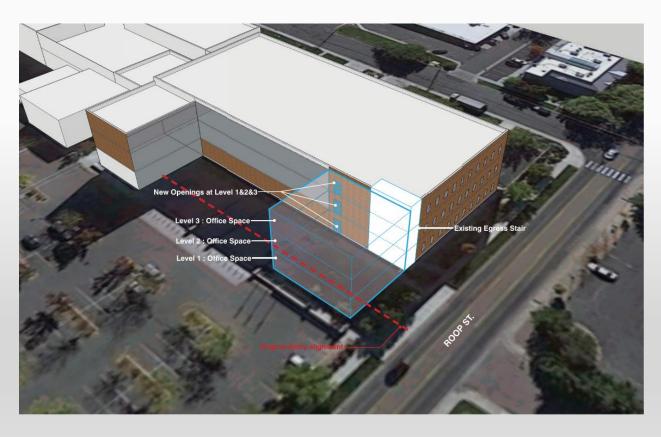
## Cons:

- Cost premium to build over parking
- Maximum of 2 useable floors





## Objective 1 – Courthouse Space Needs Assessment Building Expansion 3.4



## Pros:

- 3 useable floors
- 2<sup>nd</sup> entry for in secure space for Alternative Sentencing
- Adds 7,900 sq ft
- Clerk-Recorder can
  remain in building
- Less construction impact

## Cons:

- Relocation of Charters of Freedom Monument
- No direct access to existing back of house





## Objective 1 – Courthouse Space Needs Assessment Cost Considerations

### **Option 1 Relocation**

- L1 Remodel: \$2.0 \$2.6 Million~
- L2 Remodel: \$2.4 \$3.2 Million~
- Total: \$6.3 Million~ (including Cost of Clerk- Recorder Relocation)

## **Option 2 Atrium**

- Option 2.1: \$850,000 1.1 Million~
- Option 2.2: \$1.5 2.0 Million~

## **Option 3 Expansion**

- Low: \$6 Million~
- High: \$10 Million~





# **Objective 3 – Central Public Service Center**

#### **Option 1 - N. Carson Street Property**

- Approximately 40,000 sq ft
- Option A No City contribution toward improvements: \$1.75 per SF/month (\$838,950 annually)
- Option B City contributes \$1.5 Million toward improvements. Rent \$1.25 per SF/month (\$599,250 annually)
- Option C Owner invests \$3 Million toward build out and sells to the City for \$11,300,000.

#### **Option 2 - New Downtown Build**

• Approximately 44,000 sq ft = \$22 Million

### **Option 3 - Stay Status Quo for Now**

