

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.

Alternatives

Depends on discussion.

Attachments:

[2022 BOS Space Needs Assessment_082422_DA Approved.pdf](#)

Board Action Taken:

Motion: _____	1) _____	Aye/Nay
	2) _____	_____

(Vote Recorded By)



Space Needs Objectives



Board of Supervisors
September 1, 2022



Space Considerations

Objective 1

Courthouse: New Judge & Courtroom,
District Attorney's Office, Alternative
Sentencing, Clerk-Recorder & Elections

Objective 2

**Health & Human Services
Information Technology**

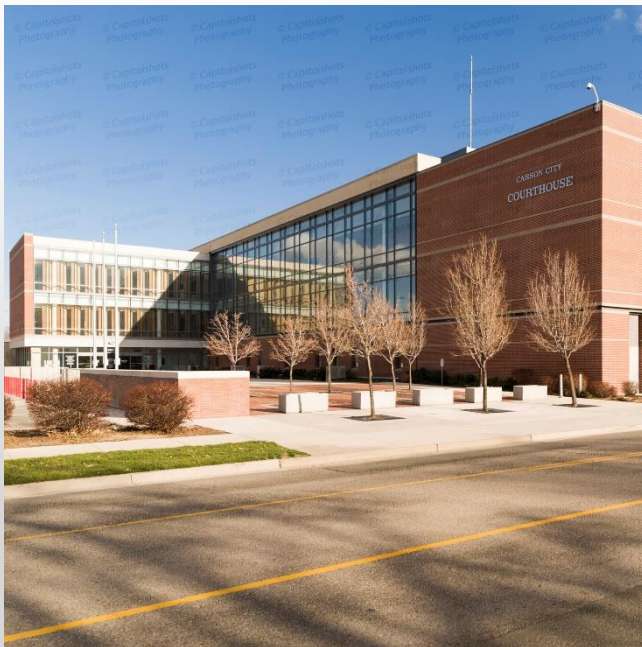
Objective 3

**Public Service Center
New City Hall**



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



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

Health and Human Services



- 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

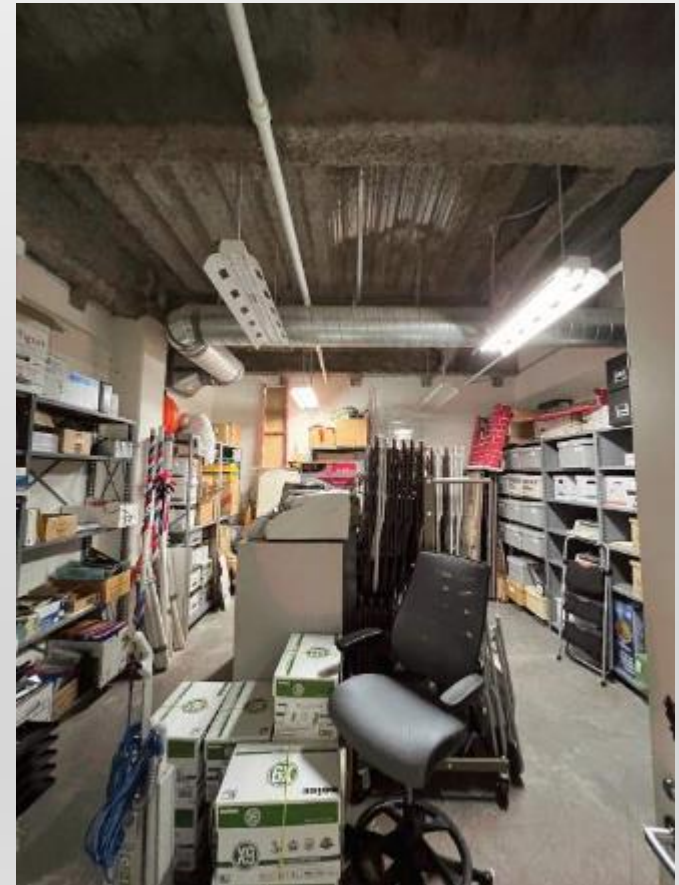
3. Building Expansion Options

- Analyze new construction possibilities



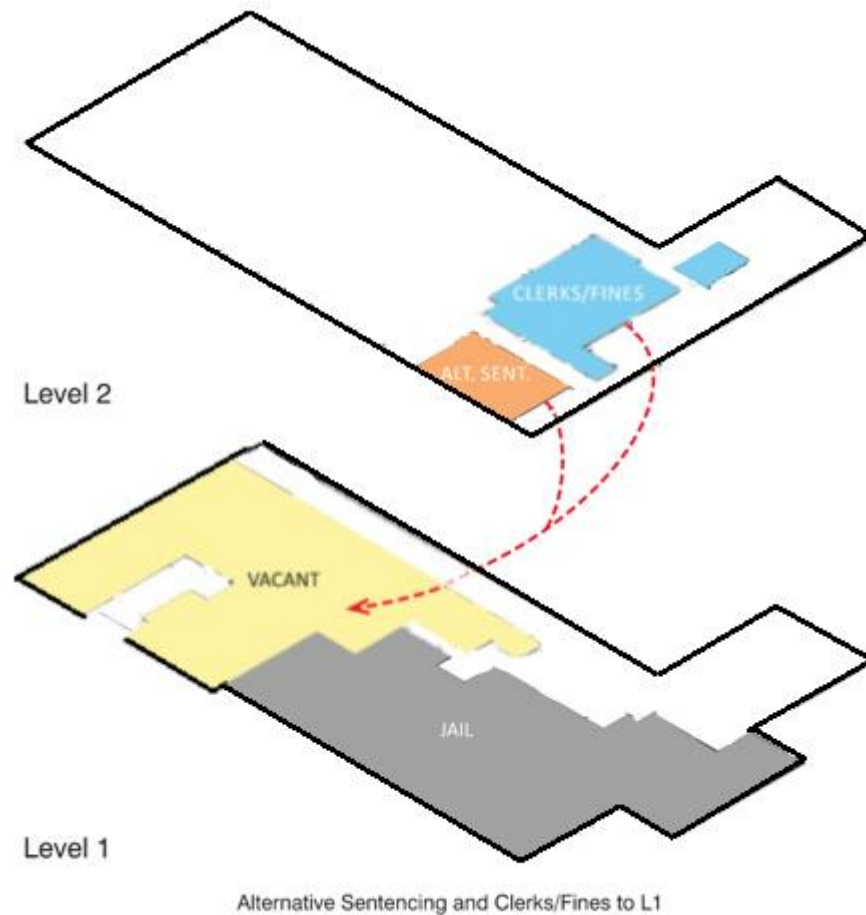
Objective 1 – Courthouse Space Needs Assessment Departmental Challenges

- 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

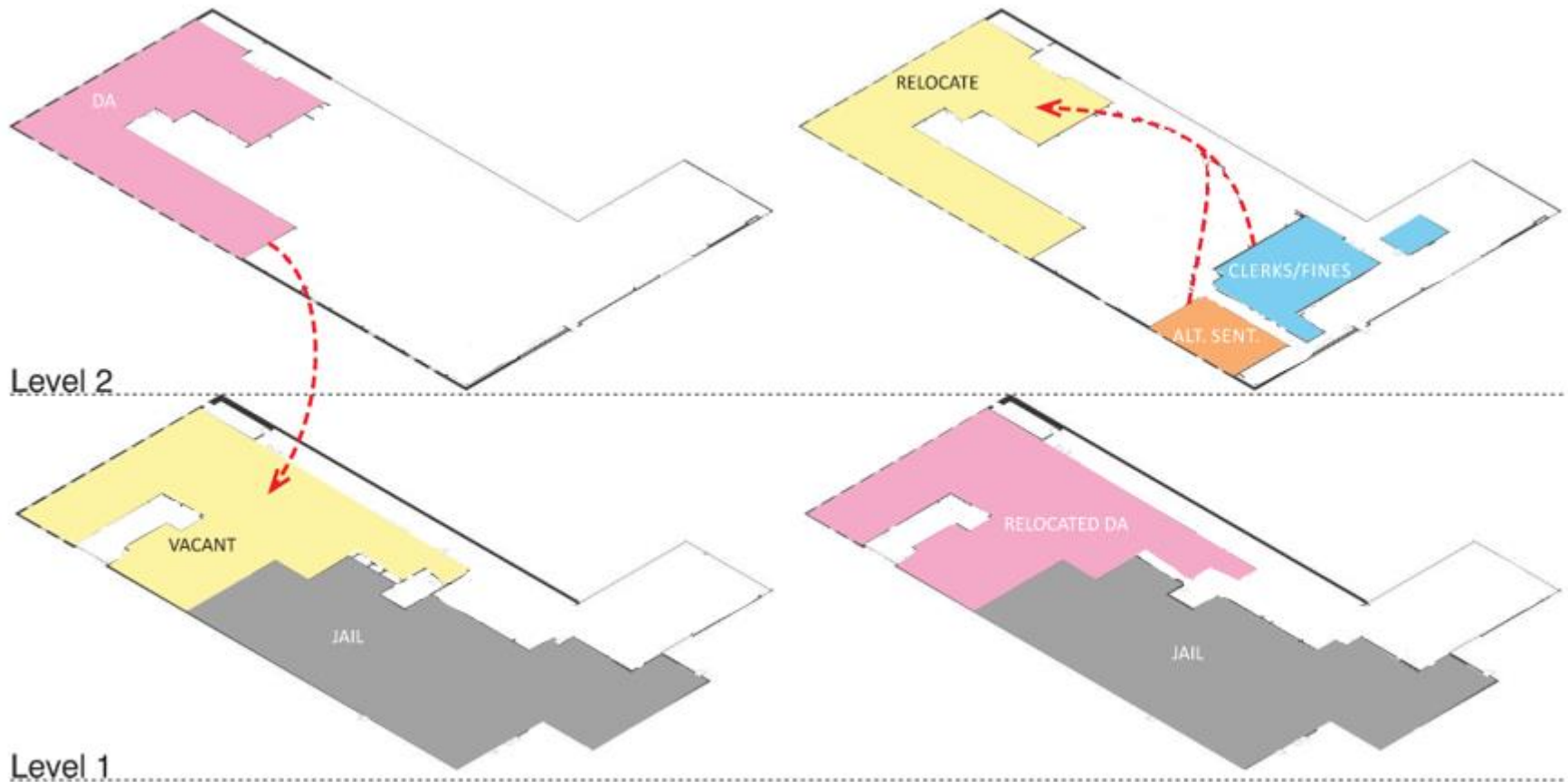


Considerations:

- 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



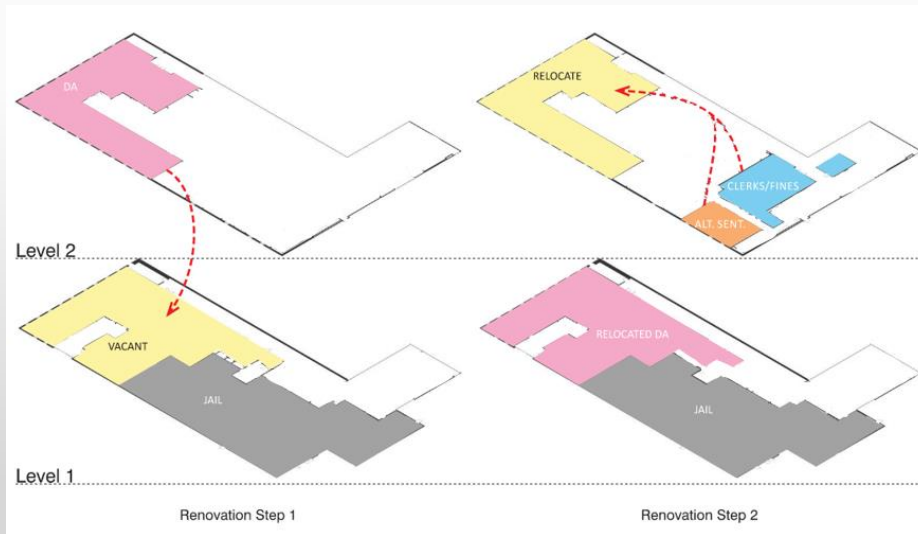
Renovation Step 1

Renovation Step 2

Objective 1 – Courthouse Space Needs Assessment Relocation Option 1.3

Considerations:

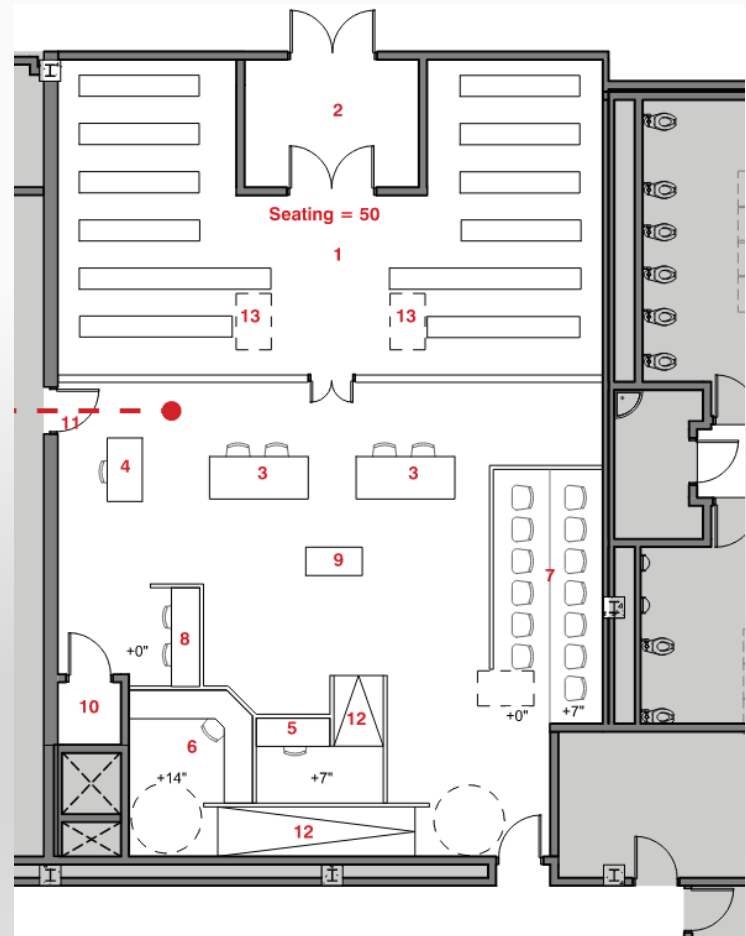
- Clerk-Recorder moves out
- L1 accommodates current shortcomings and only partial growth needs for District Attorney
- Clerks & Alternative Sentencing relocate to DA space
- Longer schedule before Clerks area vacated for courtroom buildout
- Less ideal public counter layout on L2 for Clerks & Alternative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





Objective 1 – Courthouse Space Needs Assessment New Courtroom Buildout

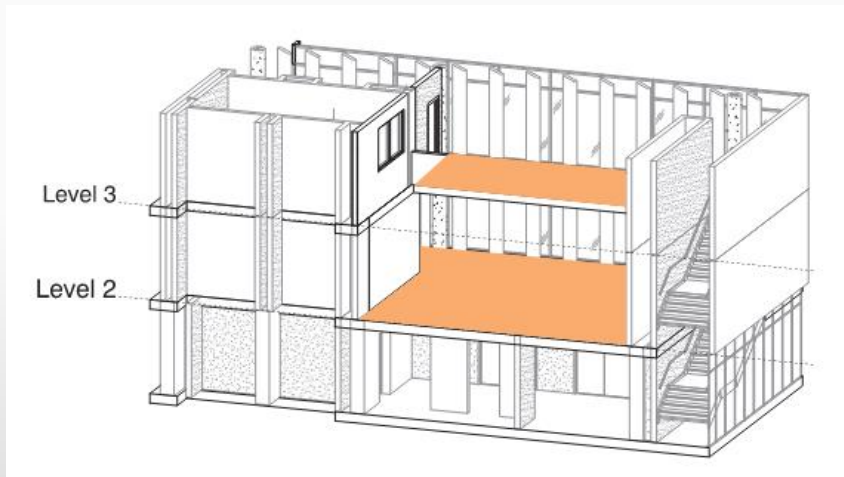
1. Public Seating
2. Sound Lock
3. Attorney Table
4. Bailiff Station
5. Witness
6. Judge's Bench
7. Jury Box (12+2)
8. Clerks (2 stations)
9. Podium
10. Exhibit Storage
11. In-custody Pass Through
12. Ramp
13. ADA Seat



Considerations:

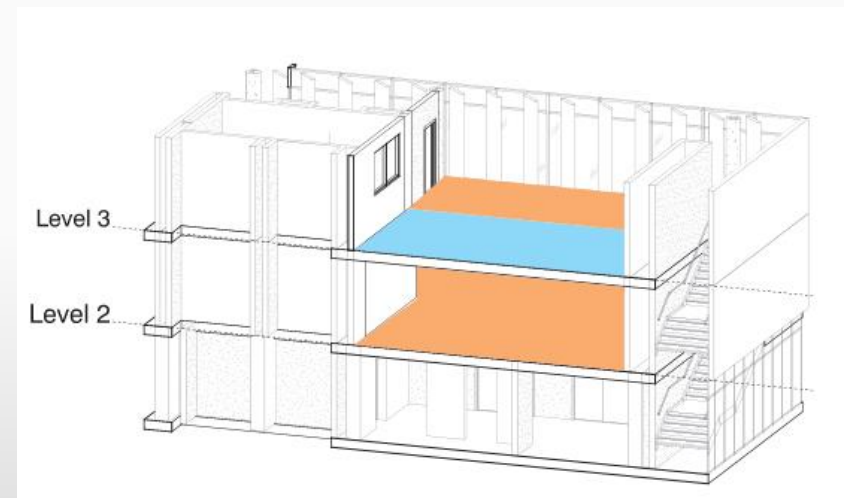
- Courtroom layout confirmed can fit in repurposed Clerks Department
- Incorporates jury box
- Options available for attorney/client rooms
- Defendant circulation matches current operational procedures

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

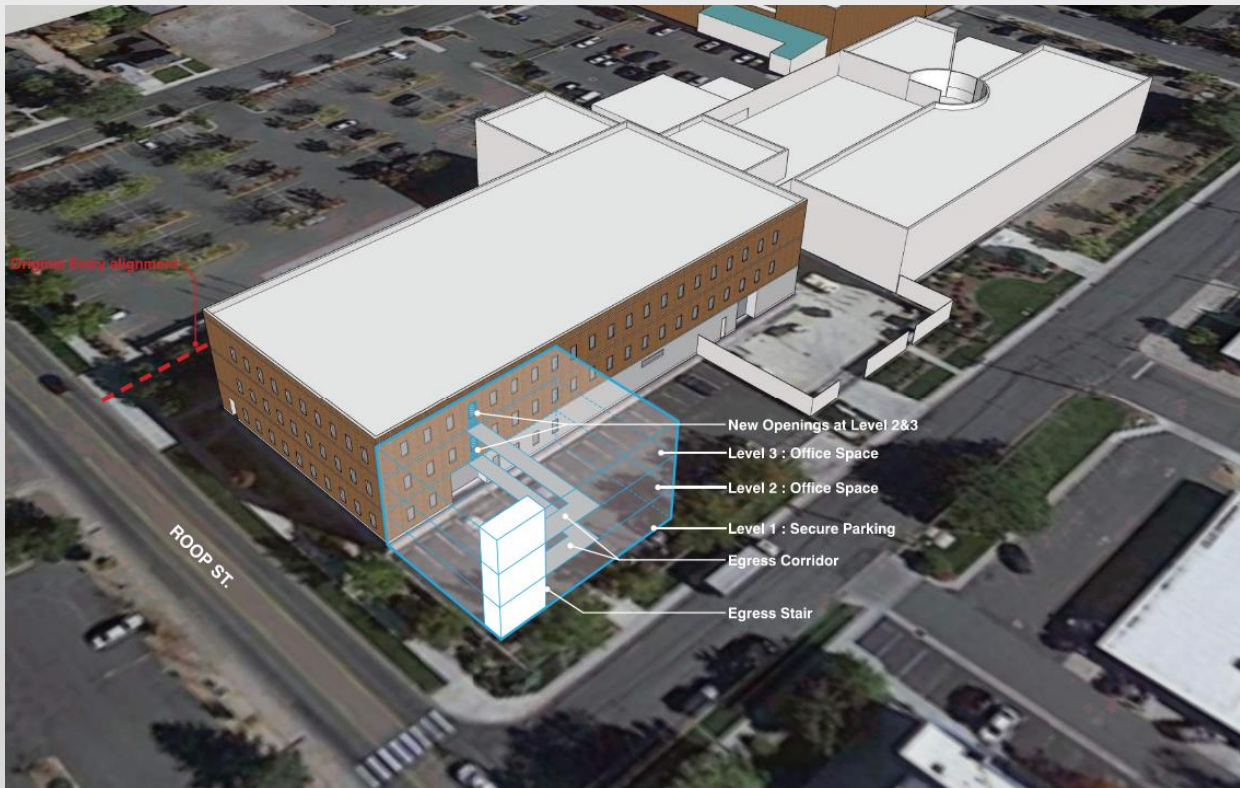


Option 2.2:

- 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



Objective 1 – Courthouse Space Needs Assessment Building Expansion 3.1



Pros:

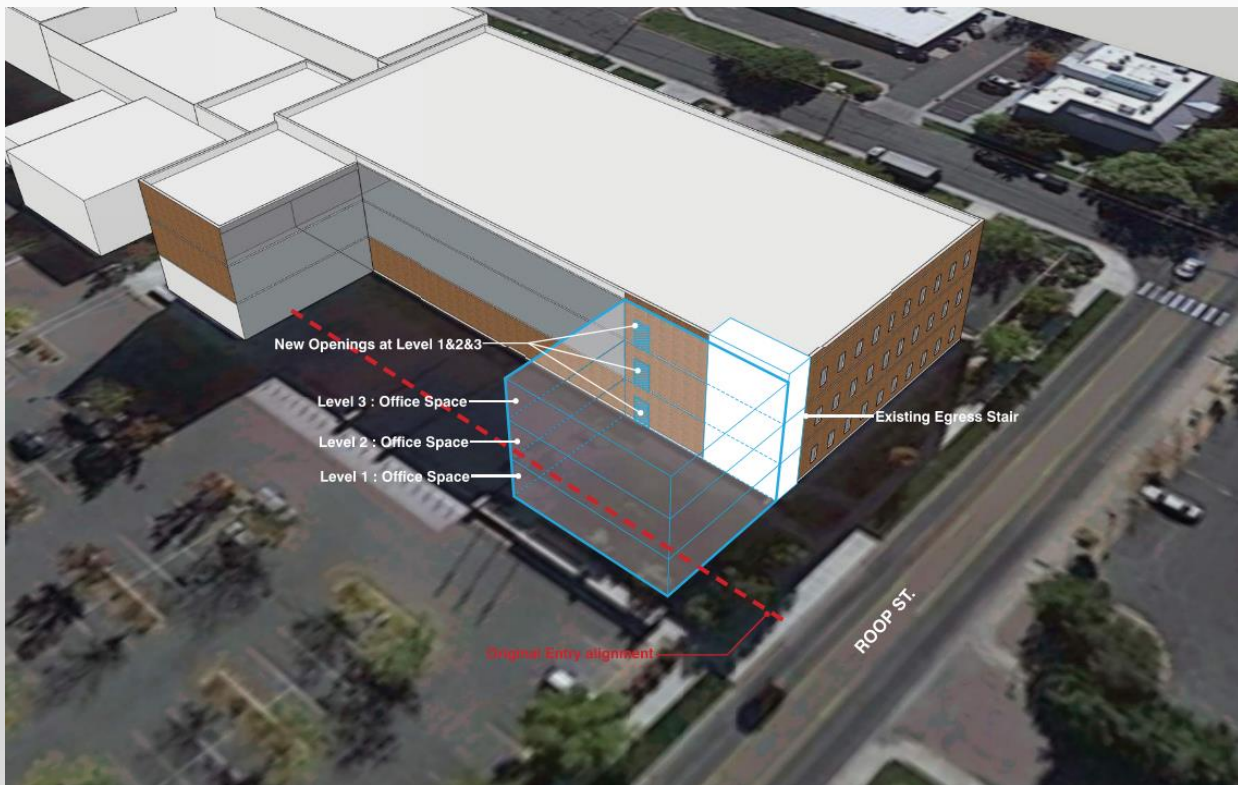
- Doesn't impact front entry
- Continuity of secured access for staff
- Adds 8,800 sq ft

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
- 2nd 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

