



Administration

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MEMO

TO: County Commission

FROM: Robert W. Wilson

Date: November 14, 2023

Subject: Space Needs Study – Building Committee & Commission Scoping Direction

At the Building Committee meeting on October 16th the committee recommended the County pursue a space needs study to assess options for accommodating future County growth. The scope of the study was not identified. Staff were directed to prepare various scope options for consideration at the Building Committee and Commission meetings on November 20th. The Committee may recommend, and the Commission may adopt one of the options below or adopt an entirely different scope of work.

It should be noted that Cass County has a strong history of utilizing space needs studies when planning for future growth needs. In 2009, when the West Addition of the Courthouse was first considered the County engaged Foss Architecture and Kimme and Associates to produce a space needs analysis that projected county space needs out to 2020 and 2030. In 2016, TL Stroh Architects was hired to study and make growth needs and optimal use of space recommendations in the Courthouse and the Annex Building over the next 5 to 10 years. And in 2021, prior to current project to add additional jail housing units, the County engaged Klein McCarthy Architects to develop a jail population forecast to projected inmate capacity needs at multiple future points in time.

Option #1:

One space needs option that has been discussed has a limited scope to identify a suitable replacement location for the Cass County Information Technology Department within the Courthouse or Annex Building so that an additional secure courtroom can be constructed within the existing IT Department footprint. Foss Architecture has developed schematic renderings of what a courtroom in the IT space could look like. If this option is recommended and adopted, staff recommends engaging TL Stroh Architects for a limited purpose update to the 2016 space needs study.

Option #2:

Based on recent actions by both the County Commission and the Fargo Parks District Board, it appears the County may soon be able to purchase the Robert D. Johnson Building. Another potential space needs study scope would be Option #1 -plus- an analysis of potential county uses and recommendations for the Johnson Building. This service could be procured in a variety of ways as several local firms are familiar with previous County space needs studies and the RDJ Building.

Option #3:

As planning for future needs are considered, the County may also wish to consider a more comprehensive approach to a space needs analysis – to include future needs at the Courthouse, Annex, and RDJ Building. With the Foss/Kimme report from 2009 that projects space needs out to the year 2030,

the County has the basis for a longitudinal study that could test previous projections against actual growth over the last 14 years.

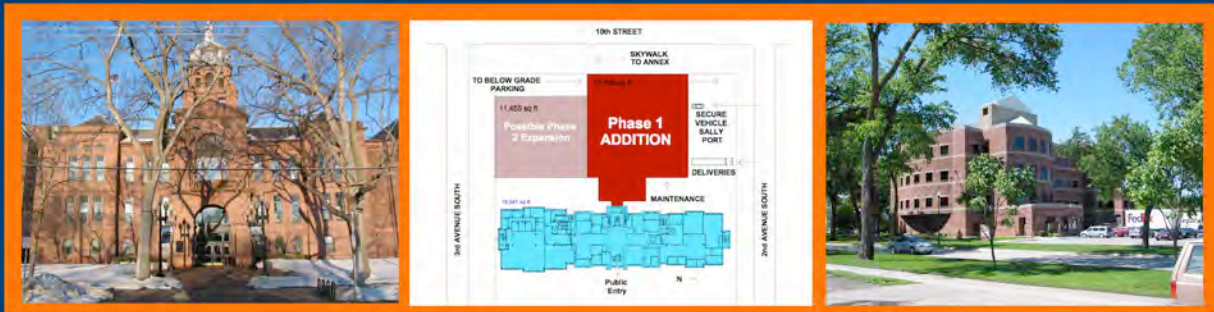
District Court Judge Steven McCullough has also provided the County Administrator with an assessment of future court needs he developed based on historic trends. The information appears compelling, but I do not have enough of a background in space planning to properly scrutinize the data provided. A space needs analyses that utilizes the information available (Foss/Kimme study, TL Stroh study, and Judge McCullough data) would likely result in an analysis that has significantly more long-term County value. Due to the more involved nature of Option #3, if selected, I recommend the County prepare a Request for Proposals (RFP) and make a selection based upon submitted proposals.

SUGGESTED MOTION: Recommend/Direct the County Administrator to pursue a space needs study scope of work consistent with Option ____.

Space Needs Analysis Cass County Courthouse



March 2009



Submitted by:
FOSS Architecture & Interiors, Inc.
with
KIMME & Associates, Inc.

ACKNOWLEDGEMENTS

The consultants are very grateful to the many fine professionals associated with Cass County and Fargo who made so many valuable contributions to this study. Their generous provision of time, information and ideas were essential to this effort and are the foundation of the findings and recommendations herein.

Cass County Commission

Vern Bennett
Ken Pawluk
Robyn Sorum
Darrell Vanyo
Scott Wagner

Cass County Building Committee

Scott Wagner, Chairperson
Darrell Vanyo, Commissioner
Douglas R. Herman, District Court Judge
Michael Montplaisir, Auditor
Bonnie Johnson, County Administrator

Agency Heads

Chip Ammerman, Social Services
Jim Brent, Veteran Services
Birch Burdick, States Attorney
Thomas Davies, Municipal Judge
Frank Klein, Assessor
John Kringler, Extension Services
Paul Laney, Sheriff
Charlotte Sandvik, Treasurer
Terry Schmaltz, Information Technology
Jewel Spies, Recorder
Sue Thompson, Municipal Court Clerk
Pat Zavoral, City Administrator

State District Court

East Central District
Rod Olson, Court Administrator
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Consultants

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I. INTRODUCTION

This study and report was authorized by Cass County in early 2008. The work was done under the leadership and direction of a Building Committee created by the Cass County Commission to supervise and execute the effort.

A full statement of the Building Committee's purposes and objectives as authorized by the Commission is reproduced below. For emphasis the consultant has italicized and underscored certain elements of the statement.

SPACE NEEDS ANALYSIS CASS COUNTY COURTHOUSE CASS COUNTY BUILDING COMMITTEE

1. PURPOSE

The Cass County Commission has requested and contracted for professional services for master planning and a space needs analysis of a proposed west addition to the Cass County Courthouse. Cass County is expecting a master plan which would prioritize space needs for the proposed building addition of approximately 68,000 square feet. The master plan shall be designed for maximum staff efficiency and to enhance employee and public security. In addition, the prioritized needs should include a recommendation for utilization of the 5,000 square feet being vacated on the third floor, south addition in March 2008.

2. PROJECT DESCRIPTION

The 1903 Cass County Courthouse currently has land available for a three story west addition of approximately 68,000 square feet with below grade parking. The project will require the consultant to develop an operational analysis of current and future space needs and forecast requirements for an implementation plan.

3. SCOPE OF SERVICES

The scope of work for the space needs analysis will include, but not be limited to, the following items:

1. Overview of the criminal justice system, including the Annex courtroom;
2. Inventory and assessment of current buildings, including security and circulation characteristics;
3. Data gathering and analysis;
4. Forecasting caseload workload, visitor activity and other factors defining long-term needs, for at least the next two decades;
5. Space, parking, and operational requirements for a future courthouse addition;
6. Travel to Denver to meet with representatives from the National Center for State Courts; and travel to Bismarck to meet with representatives of the State Historical Society regarding courthouse addition;
7. Project cost for a future facility;
8. Public relations; and
9. Preparation and presentation of a final courthouse facility master plan consistent with the funding capabilities of the county to include the possibility of a phased approach.

10. Consider options for “Green Building”:
 - Waterless toilets
 - Low flow urinals or low flow valve toilets
 - Solar panels
 - Wind turbine (Winona, MN)
 - Tankless water heaters

The analysis must prioritize current and future needs, identify alternatives available to Cass County and estimate repair, renovation and facility construction costs associated with the alternatives.

The report will be provided in draft form to the space and planning committee members for review and approval prior to submission of the final report to the Cass County Commission.

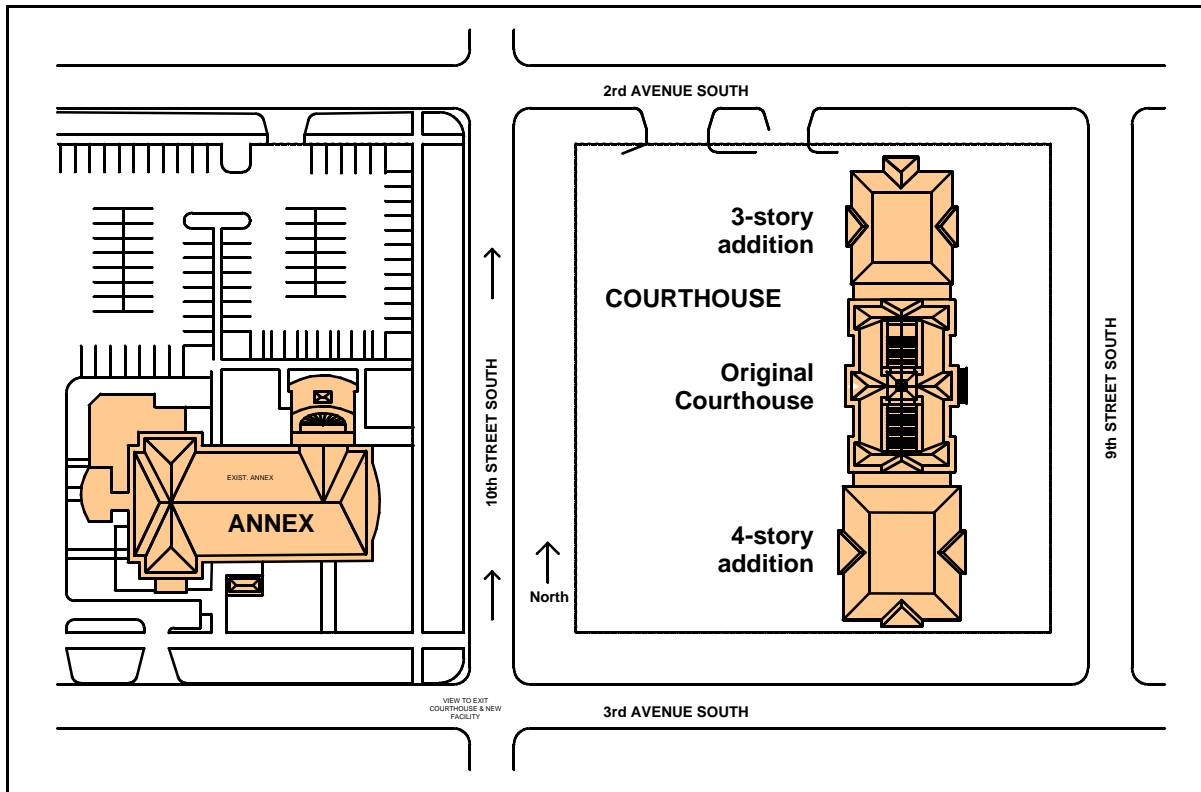
The report should be well organized, clear and will be expected to serve as a guide to Cass County for planning at the Cass County Courthouse for at least the next two decades.

While the work of the study was clearly to be on the Courthouse and all justice related functions, including those in the Annex, the consultants included a look at all campus functions including all elements of the Annex whether they were justice-related or not. This was done to develop a full picture of needs on the campus so that any Courthouse master planning was done in a comprehensive context insuring that no proposed solution was unwittingly developed to the detriment of other functions sharing the site. To the consultants, the long-term master planning aspect of the study took on special importance because it was the key to knowing how to plan an Addition that could potentially be expanded to meet projected long-term needs with minimum waste and maximum efficiency and effectiveness.

In executing the study Foss Architectural Interiors and its principal consultant Kimme & Associates had outstanding cooperation from the Building Committee, the Commission, and the occupants of the facilities. They were all generous with their time, willingly provided written responses to requests by both the consultants and the County Administrator, and provided ample opportunity for interviews and tours of the facilities. This background effort has substantially enhanced the consultant's ability to provide responsive and effective information that helps the county meet its goal of identifying appropriate responses to immediate and long-term space and operational needs.

Cass County Courthouse - Space Needs Analysis

For reference, the Courthouse-Annex campus that was the subject of the study is shown in the aerial photograph and site drawing below.



II. THE CONCEPT AND PARAMETERS RELATED TO A COURTHOUSE ADDITION

INTENT OF THE ADDITION

In response to the consultant's core mission as defined by the Scope of Services and the task given the Building Committee by the County Commission, the consultant has developed through extensive interaction with users a design-ready space program for a west side Addition to the Courthouse geared to meet selected needs through at least 2020. This addition would be the first phase of a long-term program of expansion that represents an investment in the growth of the historic Cass County Courthouse. The scope of the Addition is meant to be consistent with current funding possibilities.

KEY SITE PARAMETERS

In developing this space program and evaluating site potentials for an Addition and later phases, several parameters were taken into account. These are critical to long-term planning as well as current planning for the Addition.

These parameters may change in the future and if they do, their impact will be more on long-term, year 2030+ solutions than on the initial Addition since the Addition could be designed this year and be ready for construction beginning in 2010.

Basic parameters used for the planning are as follows:

1. The Sheriff's Office will move to the jail site as the next phase of the Jail site master plan established during the original programming and design of the Jail; thus no space on the Courthouse-Annex campus need be included in the planning for them.
2. The project was studied within the confines of existing county-owned land, thus no assumptions were made about the availability of additional lands.
3. An Addition to the Courthouse should not be taller than the adjacent Courthouse.
4. Any basement level space provided should be limited to parking and vertical circulation systems as opposed to occupiable space due to flooding concerns.
5. Delivery vehicles as large as semi-tractor trailers should be accommodated on-site so that neither streets nor sidewalks are blocked during deliveries.
6. Space should be created for the functions displaced when the jail was demolished (generator, electrical, maintenance, garage, etc.).
7. Green space should be preserved.
8. The Addition should be connected to the Courthouse and the Annex.
9. The Addition should be developed cognizant of long-term needs and possibilities, that is, it should be designed for further expansion.

FIRST PHASE IN A LONG-TERM APPROACH

The Addition would be the first phase of a long-term approach to meeting the needs of functional components on the Courthouse-Annex site. It would address immediate county priorities and address needs through 2020 as the first phase of a long-term expansion plan.

The program for the first phase addition would define the space needs of the following components:

- components dislocated by the old jail's demolition: mechanical, emergency power, electrical, maintenance, garage, deliveries,
- inmate holding for court with vehicle sally port and secure elevator transport,
- three new jury courtrooms,
- judicial chambers and court support,
- Information Technology and new server space,
- new Commissioners meeting and office space,
- new County Administrative space, including reception & waiting,
- skywalks/connectors linking the Addition to the Courthouse and the Annex,
- additional mechanical, and
- parking (under building, below grade).

HOW THE PROPOSED ADDITION DIFFERS FROM THE 2001 CONCEPT

This list of functions differs from that of the preliminary designs for an Addition in 2001 in the following ways: the new district courtrooms were specifically developed as jury courtrooms rather than non-jury courtrooms, there are no municipal court spaces, and the plan now adds space for the County Commission and the County Administrator. County Commission and Administration space is added to alleviate inadequacies in that space and to make the Commission meeting room more available for general meetings, press conferences and jury assembly than it already is.

With new jury courtrooms the possibility of removing jury boxes from the litigation wells of existing courtrooms arises. This would free up considerable space in the extremely limited existing litigation wells and render those spaces more functional.

III. SPACE LISTS FOR THE PROPOSED ADDITION

PROGRAMMING AND DESIGN OF THE ADDITION

The consultants have developed a space program for the proposed Addition. The program consists of complete detail space lists for every component that would be located in the new Addition. These are essentially "design-ready" space lists that place the county in a position to move forward on design if and when it chooses.

Notably the space lists define most needs, with the exception of the courtrooms and judicial support, in 2030 terms so that the initial design can be done cognizant of the extent to which the included components may need to expand after 2020. This program calls for about 64,000 gross square feet (gsf), including about 14,000 gsf of basement level parking.

Based upon budget realities, the consultant fully expects that 2030 space levels will not initially be built-out in Phase 1. Rather, the consultant expects that a.) only the portions of a component's space list representing needs through the year 2020 will be built, or b.) that an *envelope* representing the total square footage of the component through 2030 will be *built*, but only space needs through 2020 will be *finished*, thus leaving the remainder of the envelope in an un-finished, shelled-state. The decision of which route to go with each component will depend upon the final design budget, and the location of the component in the design. For those elements in a location that are difficult to expand, such as ones in the middle of the building, the goal would be to design a 2030 sized envelope, if possible.

The key to the envelope-shelling idea is that the component would be designed to 2030 needs so that users know that the ultimately finished component will work efficiently in the long run even though only space needs through 2020 would be finished-out.

The consultants have successfully used this partial shelling approach as recently as last year with the design and construction of the Kendall County, IL courthouse expansion. There, the footprint and layout of all non-courtroom components was based on 2030 needs. However, only the space needed through 2020 was finished within the footprint. The rest of the space was unfinished shell that could be developed when and as needed. This strategy insured that each component would stay intact in one discrete area for the long-term rather than be split-up at the point of expansion, and that the later expansion could be done at minimal cost with minimum disruption.

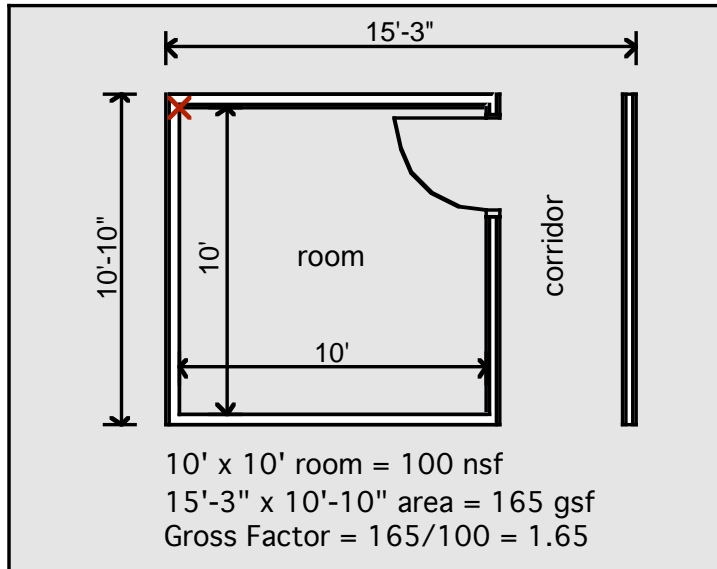
The space lists for an Addition to the existing Courthouse appear in this chapter of the report.

INTERPRETING THE SPACE LISTS

The individual component space lists are preceded by a space summary. The summary tallies the net and gross square feet total for each component of the facility (such as Commission area, courtrooms, information technology, etc). It then multiplies the sum of the component gross square foot totals by a building wide gross factor to provide a "bottom-line" tally of space need. The building gross factor accounts for all mechanical space, corridors, elevators, stairways, and miscellaneous elements un-attributable to any particular component but necessary to the functioning of the building.

The difference between "net" and "gross" square footage is important. "Net" square footage (nsf) refers to actual useable space within the walls of a room or area. For example, a 10' x 10' office has 100 net square feet (10 x 10 = 100). However, that net figure does not account for the floor area built beneath the office walls nor the square feet of corridor required to get to the office, things that don't normally show-up as a line item on a space list.

"Gross" square feet (gsf) account for those other floor area considerations. It equals net square feet *plus* the actual built square footage covered by walls and taken up by general corridors, stairways, elevators and miscellaneous mechanical chases not identified in the program space lists. "Gross Factors" (GF) are normally applied to the net square feet (nsf) total of a component to get the estimated gross square feet (gsf) that must actually be built to facilitate functional use of the net square feet need identified. See the illustration below.



Please note that there is a hierarchy to how spaces are listed. If there is a name indented under another room name with a hyphen ("-") and Capital letter it means that the indented item is a distinct space that opens into the space it is listed under. In the example below, the storage room opens into the multi-purpose room.

Multi-Purpose Room
- Storage

If there is a name under a room and that name is preceded by a hyphen ("-") and is not capitalized then it is an area of a larger space or room, not a room itself. Example:

Office Work Room
- secretary
- reception
- file area

In this case, the square footage of the area is noted parenthetically in a column preceding the column denoting number of spaces.

The example space list below may be helpful. In it, the "Closet" listed under the "Judge's Chambers" is an enclosed space or room that opens only into the Judge's Chambers. It is an enclosed space in its own right and thus shows up as space under the "Number of Spaces" column.

The "staff work area" listed under the "Court Administrator/Reception" space is actually an open area within the space, not another enclosed space. Of the 763 nsf listed for the space, 448 nsf of it is estimated to be for the open office type work stations as noted by the parenthetical (448).

SPACE/AREA NAME:	Area Sq. Ft.	NUMBER OF SPACES	AREA OF EACH (S.F.)	TOTAL NET S.F.
Judge's Chambers		9	320	2,880
- Closet		9	8	72
Court Administrator/Reception		1	763	763
- staff work Area	(448)			
- reception/waiting	(216)			
- equipment/supplies alcove	(99)			

Many spaces and/or areas have additional information recorded in the "Remarks" section. This is to provide key, but not necessarily all, data regarding features and characteristics of the space or area.

Cass County Courthouse - Space Needs Analysis

SPACE LISTS - GOVERNMENT/COURTS ADDITION CASS COUNTY, ND

SUMMARY



All needs are 2030 needs except the courts & chambers which are at 2020 (because these can be added incrementally).
Existing Courthouse has 78,700 gross square feet.

1/8/09

COMPONENT/AREA:	# OF NEW COURTS	# OF SPACES	AVERAGE Space Size	TOTAL NET S.F.	GROSS FACTOR*	TOTAL GROSS S.F.
A CO. COMMISSIONERS/ADMIN		21	201	4,220	1.30	5,485
B MAINTENANCE		9	267	2,401	1.25	3,001
C INFORMATION TECHNOLOGY		18	201	3,613	1.25	4,516
D PUBLIC LOBBY - SECURITY		10	283	2,835	1.20	3,401
E MECHANICAL & MISC. SUPPORT		20	382	7,643	1.20	9,172
F CHAMBERS & COURT SUPPORT		23	99	2,273	1.30	2,955
G COURTROOMS	3	27	293	7,910	1.125	8,899
H COURT HOLDING CENTER		29	108	3,135	1.50	4,703
	3	157	217	34,030	1.24	42,133

x General Building Gross Factor (G.F.)* : x 1.20

TOTAL G.F. 1.49

50,560

TOTAL G.S.F.

* Gross Factor accounts for general corridors, wall thicknesses, stairways, elevators, and mechanical chases, that is, all "unusable" or "unassigned" Sq. Ft. that must be provided to attain the net square feet programmed.

P PARKING		34	203	6,901	2.00	13,802
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TOTAL WITH PARKING:

64,362

Foss Architecture & Interiors/KIMME & Associates

**County Commissioners & Administration
Year 2030 Needs**

**SPACE LIST
CASS COUNTY, ND
Addition to Existing Courthouse**

1/7/09

A

SPACE/AREA NAME:	Area Sq. Ft.	NUMBER OF SPACES	AREA OF EACH (S.F.)	TOTAL NET S.F.	REMARKS:
COUNTY COMMISSIONERS					
1 Commission Meeting Room		1	1,300	1,300	Existing space is 945 nsf. Current public seating is about 37. Coffee alcove. Seating for 60. Bench area with 9 positions. Podium, table & 8 chairs.
2 - public sound vestibule		1	80	80	Entry into the Meeting Room.
3 - multi-purpose storage		1	108	108	Tables, chairs, miscellaneous items.
4 Media equipment		1	54	54	Electronic equipment for presentation and communication activities.
5 Commissioner's Offices		5	120	600	Existing single room is 164 nsf
6 Conference Room					see County Administration area below
7 Reception-waiting					see County Administration area below
8 Toilets					see County Administration area below
9					
10					
11					
COUNTY ADMINISTRATION					
12 Reception-waiting		1	314	314	Current staffing = 7.0 FTE; Anticipates the addition of 1 additional personnel staff and a receptionist. Maintenance staff at jail are not accounted for on Maintenance space list.
13					Waiting for 10; space for a reception desk. Serves Commissioners and Administrator. Current open area is about 265 nsf.
14 County Administrator's Office		1	200	200	existing office is 139 nsf
15 Large Conference Room		1	320	320	existing conference rooms are 150 and 151 nsf. Room for 12.
16 Administrative Assistant		1	140	140	existing office is 147 nsf
17 Human Services Director		1	140	140	existing office is 149 nsf
18 Personnel		1	372	372	existing space is 283 nsf; 2 open office work stations, files, work surface
19 Small Conference Room		1	192	192	room for 6-8.
20 Small Meeting Room		1	100	100	2-4 people
21 Copy-equipment room		1	80	80	Copier, printer, fax, paper supplies in under counter and above counter cabinets. Work surface.
22 General storage		1	80	80	miscellaneous supplies
23 Toilets		2	70	140	Male & Female facilities; ADA compliant
24					
25					
26					
27					
28					
29					
30					

SUB - TOTALS:	21 Spaces	201 Avg. NSF per Space	4,220 TOTAL N.S.F.
X Gross Factor of: 1.30 =			5,485 TOTAL G.S.F.

MAINTENANCE
Year 2030 Needs

B

SPACE LIST
CASS COUNTY, ND
Addition to Existing Courthouse

1/7/09

Courthouse maintenance staff only

SPACE/AREA NAME:	Area Sq. Ft.	NUMBER OF SPACES	AREA OF EACH (S.F.)	TOTAL NET S.F.	REMARKS:
1 Maintenance Office	160	1	160	160	
2 Workshop	240	1	240	240	• desk, phone, MIS computer workstation; shelving for manuals; area for drawing storage
3 Chemicals Storage	80	1	80	80	• 4' X 8' work bench and wall shelving; room for equipment on floor & staging
4 Loading Dock	112	1	112	112	• dock leveler or recessed truck ramp
5 Receiving	532	1	532	532	
6 Toilet	45	1	45	45	
7 General Building Storage	400	1	400	400	
8 Miscellaneous Outside Storage	160	1	160	160	• ladders, lawn tools, small mowers, spreaders, etc.
9 Garage	672	1	672	672	• 2 Large car bays for bobcat & attachments, pick-up truck
10					
11					
12					
13					
14					
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18					
19					
20					
21					
22					
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27					
28					
29					
30					

SUB - TOTALS:
 9 Spaces 267 Avg. NSF per Space 2,401 TOTAL N.S.F.
 X Gross Factor of: 1.25 = **3,001** TOTAL G.S.F.

Foss Architecture & Interiors/KIMME & Associates

INFORMATION TECHNOLOGY
Year 2030 Needs

SPACE LIST
CASS COUNTY, ND
Addition to Existing Courthouse

1/7/09

SPACE/AREA NAME:	Area Sq. Ft.	NUMBER OF SPACES	AREA OF EACH (S.F.)	TOTAL NET S.F.	REMARKS:
1 Reception-Waiting		1	80	80	
2 Admin. Support/Customer Service		1	128	128	• 8' x 8' work station; circulation; temporary receiving
3 Offices					
4 Director		1	160	160	• Desk, credenza, shelving, file cabinets, small table, three chairs.
5 Operations Supervisor		1	140	140	
6 Programmer Analyst		2	120	240	
7 GIS Coordinator		1	140	140	
8 Server Administrator		2	140	280	• was one staff
9 Network Administrator		1	140	140	
10					
11 Meeting-Conference Room		1	364	364	• Up to 15 staff; whiteboards, smart boards, tables, chairs. Video Conferencing. Can be shared with others.
12					
13 Open Work Area		1	456	456	
14 Desktop Support	(192)				• 3 staff
15 Web Developer	(64)				• 1 staff
16 Coffee alcove	(48)				• counter, cabinets, sink, outlet, small refrigerator, microwave.
17 Work Area & new equipment breakdown		1	210	210	• 15 lineal feet of 36" deep work bench, Power, keyboard access, mouse access, power and cable strings for multiple computers. Monitors on wall above bench. KVM Box below bench to link keyboard to computers below.
18					
19 Open Work Area		1	210	210	
20 GIS Technicians	(140)				• 2 staff
21					
22 Network Operations Center		1	153	153	• 2 administrative consoles for Servers
23 Network Data Center		1	432	432	• Secured access room. Four to six racks of equipment for main management information servers. Small work stations. Room chilled to 60°. Specific air flow requirements. Fire suppression equipment.
24 Telecom Entrance Room		1	80	80	• Now in Basement
25					
26 Equipment Staging/Secure Storage		1	400	400	• Existing space is approximately 140 nsf + 39 sf storage closet + 30 closet in office + 30 sf aisle + 40 sf storage in basement = 289
27					
28 Back-up/Hot-cold site					• Possibly located at the Jail.
29					
30 Wiring closets					• Throughout the facilities; at least one on every floor. See the Mechanical/Misc Space List.
31					
32 Training					• Located at the Annex Basement
33					
SUB - TOTALS:		18	201	3,613	
		Spaces	Avg. NSF per Space	TOTAL N.S.F.	

X Gross Factor of: 1.25 = 4,516
TOTAL G.S.F.

SPACE LIST
CASS COUNTY, ND
Addition to Existing Courthouse

D
PUBLIC LOBBY - SECURITY
Year 2030 Needs

177/09 New entry possibly created between the addition and the courthouse - TBD in design phase

SPACE/AREA NAME:	Area Sq. Ft.	NUMBER OF SPACES	AREA OF EACH (S.F.)	TOTAL NET S.F.	REMARKS:
PUBLIC LOBBY-SECURITY CHECKPOINT					
1		1	160	160	The Sq. Ft. for this element cannot be accommodated in the current building
2	Weather vestibule				• (124 net square feet [nsf] existing.) At least 10 feet deep.
3	Entry/Lobby	1	1,590	1,590	
4	- pre-checkpoint locker alcove		(115)		• For items not allowed in courthouse such as cameras, cell phones, etc. Also for coats, briefcases, and so forth. 40, 18" x 18" x 18" lockers stacked 4 high.
5	- security checkpoints		(300)		• Planned for two x-ray machines and 2 metal detector stations
6	- entry security line area		(495)		• Rope lines for roughly 60 people incoming; bypass route for attorneys and staff; exit route on the side.
7	- exit path		(200)		• Includes information kiosk, limited seating.
8	- post-checkpoint lobby area		(384)		• High counter with stools, computer with case information/court location, telephone, under counter storage
9	- volunteer desk		(96)		• wheelchair, walkers, de-fibrillators, etc.
10	Emergency equipment/storage	1	60	60	• Adjacent to Lobby Screening, open coops and lockable coops
11	Contraband Storage	1	40	40	• Storage lockers, small break area.
12	Security Staff Room	1	200	200	
13					
COURTHOUSE SECURITY					
14	Control Room	1	120	120	
15	- Toilet	1	45	45	
16	Electronic equipment	1	80	80	
17					
18					
PUBLIC TOILETS/FIXTURES					
19	Male toilet	1	270	270	• 2 ttis, 2 urinals, 4 lavs; 1 each ADA compliant; changing table
20	Female toilet	1	270	270	• 4 ttis, 4 lavs; 1 each ADA compliant; changing table
21					
22					
PUBLIC BREAK AREA					
23					• In basement of Existing Courthouse
24					
25					
26					
27					
28					
29					
30					

SUB - TOTALS:	10	283	2,835
Spaces	Avg. NSF	TOTAL NSF.	
	per Space		
X Gross Factor of: 1.20 =		3,401	TOTAL G.S.F.

SPACE LIST
CASS COUNTY, ND
Addition to Existing Courthouse
 1/7/09

MECHANICAL & MISC. SUPPORT
Year 2030 Needs

E

SPACE/AREA NAME:	Area Sq. Ft.	NUMBER OF SPACES	AREA OF EACH (S.F.)	TOTAL NET S.F.	REMARKS:
Technology Services:					
1 I.T. Wiring Closets		4	45	180	• single rack equipment scattered through building
ENGINEERING					
4 Mechanical-Boiler Room	2,500	1	2,500	2,500	• Replaces items in temporary buildings plus supplies the new addition
5 Rooftop air handlers	600	1	600	600	• Enclosed space
6 Electrical	240	1	240	240	• Replaces items in temporary buildings plus supplies the new addition
7 Plumbing-Fire Control	160	1	160	160	
8 Emergency Power Generator	800	1	800	800	• Replaces items in temporary buildings plus supplies the new addition
9					
10					
11 Connector Bridge-Courthouse	720	1	720	720	• Connects Courthouse to the New Addition - single level anticipated initially
12					
13 PUBLIC TOILETS/FIXTURES					
14 Male toilet	222	2	222	444	• On each upper floor of the facility.
15 Female toilet	222	2	222	444	• 1 lit, 2 urinals, 3 lavs; 1 each ADA compliant; changing table
16					• 3 lits, 3 lavs; 1 each ADA compliant; changing table
17 Connector Bridge - Annex	1,215	1	1,215	1,215	• Connects Annex to the New Addition
18					
19 Housekeeping/Janitor					
20 Housekeeping Central Supply	160	1	160	160	
21 Floor Janitor Closets	60	2	60	120	• slop sink, water supply, shelving, implement racks
22 Miscellaneous Janitor Closets	30	2	30	60	• slop sink, water supply, shelving, implement racks
23					
24 Secure Judicial Connector Bridge					• Between the courthouse and the addition, need for this to be determined
25					
26					
27					
28					
29					
30					
SUB - TOTALS:		20	382	7,643	
		Spaces	Avg. NSF per Space	TOTAL N.S.F.	

X Gross Factor of: 1.20 = 9,172
 TOTAL G.S.F.

Foss Architecture & Interiors/KIMME & Associates

F

CHAMBERS & COURT SUPPORT

SPACE LIST
CASS COUNTY, ND
Addition to Existing Courthouse

1/7/09

SPACE/AREA NAME:	Area Sq. Ft.	NUMBER OF SPACES	AREA OF EACH (S.F.)	TOTAL NET S.F.	REMARKS:
1 Judge's Chambers		3	250	750	• Desk & chair, credenza, bookshelves, computer/monitor, telephone, printer, fax, work table, 4 chairs, 2, 2 drawer legal size file cabinets, possible courtroom CCTV monitor, duress alarm.
2 - Closet		3	8	24	• shelf, coat/robe hanging rod
4 Judicial Secretaries		2	120	240	• Desk & chair, credenza, bookshelves, computer/monitor, telephone, printer, 2 drawer legal size file cabinets.
5					
6 Court Reporters		2	120	240	• Desk & chair, credenza, bookshelves, computer/monitor, telephone, printer, 2 drawer legal size file cabinets, possible courtroom CCTV monitor.
7 - Closets		2	13	25	• Lockable; shelving on one half for court records and supplies; coat hanging and box/container/equipment storage on the other half.
8					
9 Bailiffs		1	108	108	• Located near the courtrooms served. Chairs and side chairs, bookshelf, telephone, courtroom CCTV monitor.
10 Law Clerk		1	108	108	• Desk & chair, bookshelves, computer/monitor, telephone, 2 drawer legal size file cabinets.
11 Toilets		2	50	100	• Male & Female, ADA compliant
12 - Toilet alcove		1	30	30	• For privacy
13 Janitor Closet		1	40	40	
14 Miscellaneous storage		1	80	80	
15 Breakroom		1	168	168	• Counter with cabinets above and below. Table and 4 chairs.
16 Copy-Printing Center		1	80	80	• Printers, copiers, sorting surface, supply cabinets/shelving
17 Witness Waiting Room		1	140	140	• Comfortable lounge seating, TV
18 Remote witness testimony room		1	140	140	• Camera, monitor, microphone, speaker, 4 chairs, table
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
SUB - TOTALS:		23	99	2,273	
		Spaces	Avg. NSF per Space	TOTAL N.S.F.	
			1.30 =	2,955	
				TOTAL G.S.F.	

Foss Architecture & Interiors/KIMME & Associates

SPACE LIST
CASS COUNTY
Addition to Existing Courthouse

1/8/09

G
COURTROOM
Jury Courtrooms
3 Additional Courtrooms

SPACE/AREA NAME:	Area Sq. Ft.	NUMBER OF SPACES	AREA OF EACH (S.F.)	TOTAL NET S.F.	REMARKS:
1 JURY COURTROOM					
2 Jury Court room		1	1,800	1,800	• Clock, remote testimony capable. Cable chases/trays for future technologies.
3 - litigation area	(1,200)				• Bench designed for center of litigation area. (Largest existing, courtroom, #3, has 1,158 nsf.)
					• Minimum ceiling height of 14'; 70 footcandles minimum; lighting variable and controlled by judge to accommodate video presentations and note taking; podium w/microphone; CCTV camera(s); video appearance/projection monitor, form storage
4 • judge's bench					• Centered bench location; 21" above floor; computer, protected dress alarm, outlets above and below work surface, data port, recessed video appearance/projection monitor & camera, lighting and sound controls (including microphones), microphone; 10" deep shelf across the bench for attorneys.
5 • witness bench area					• at least 7" above floor; microphone, 15" deep shelf; video appearance/projection monitor. Portable ramp for ADA access.
6 • deputy clerk bench area					• at least 7" above floor; minimum 18" ledge at front; computer, protected dress alarm, outlets above and below shelf, data port, video appearance/projection monitor; microphone
7 • court reporter bench station					• Computer, protected dress alarm, shelf for laptop, outlets above and below shelf, data port, microphone; small storage cabinet for ink, paper, batteries; movable chair with adjustable/removable arms; video appearance/projection monitor
8 • Jury box					• 12 seats for jurors, 2 for alternate jurors; data port for future real-time testimony display; jacks for headset(s); microphone for jury foreman; microphone at end of jury box for attorneys; 10" shelf minimum at front; video appearance/projection monitor
9 • attorney tables					• at least 2 tables; 3' x 6' minimum; microphones, data port, link to video projection system; video appearance/projection monitor
10 • bailiff area					• Chair and small desk near inmate access point and public gallery.
11 - public gallery	(600)				• Minimum ceiling height of 10'; 50 person bench seating; ADA accommodation for wheelchair bound individual
12 ADA circulation to Courtroom		1	250	250	• ramps, lifts, etc. to accommodate wheelchair access to judge, clerk, reporter.
13 Temporary exhibits storage		1	36	36	• lockable room; CCTV monitored.
14 Media Room		1	160	160	• Soundproofed room with glazed opening to provide view into courtroom for media and media cameras. Speakers to provide sound from courtroom.
15 Sound vestibule		1	90	90	• At public entry, small vision panels in the doors.
16 Attorney-client conference		2	112	224	• 9'-3" x 12'-0" room size, table plus 4-6 chairs; accessed from Sound vestibule.
17					
18 2 ADDITIONAL COURTROOMS		10		4300	• Sum of lines 1-16 above multiplied by number of additional courtrooms, minus the media room and the ADA circulation which only applies to one courtroom
19 3 Total courtrooms					
20 JURY ROOM		1	360	360	• Table for 12 plus 4 alternates; counter w/ cabinets, sink, mini-refrigerator, microwave; assistive listening devices; white board, bulletin board, trash can, dress alarm, light indicating jury has decided
21 - refreshment alcove	(16)				• counter, under-counter cabinets, above counter cabinets.
22 Men's toilet		1	50	50	• ADA compliant
23 Vestibule		1	53	53	
24 Women's toilet		1	50	50	• ADA compliant
25 Coat closet/alcove		1	12	12	
26					
27 1 ADDITIONAL JURY ROOMS		5		525	• Sum of lines 20-25 above multiplied by number of additional jury rooms
28 2 Total jury rooms					
29 INMATE HOLDING COMPLEX					• See Court Holding Space List
30					

SUB - TOTALS:	27	293	7,910
Spaces	Avg. NSF per Space	TOTAL N.S.F.	
		8,899	
X Gross Factor of: 1.125 =			
		8,899	TOTAL G.S.F.

SPACE LIST
CASS COUNTY, ND
Addition to Existing Courthouse

1/8/09

COURT HOLDING CENTER
Year 2030 Needs

H

SPACE/AREA NAME:	Area Sq. Ft.	NUMBER OF SPACES	AREA OF EACH (S.F.)	TOTAL NET S.F.	REMARKS:
1 COURT HOLDING CENTER					
2 Holding Cells, Adults		3	70	210	<ul style="list-style-type: none"> Area is security controlled (CCTV, locks, communications) from JAIL Master Control For 1 to 3 inmates. Males or females. Fixed seating, detention plumbing w/privacy partition, mirror, security light, secure floor drain, security grilles, intercom, CCTV
3 ADA Holding Cell		1	80	80	<ul style="list-style-type: none"> For 1 to 3 inmates; ADA fixtures. Fixed seating, detention plumbing w/privacy partition, mirror, security light, secure floor drain, security grilles, intercom, CCTV
4 Group Holding Cells		4	160	640	<ul style="list-style-type: none"> For up to 8 inmates. fixed seating, detention plumbing w/privacy partition, mirror, security light, secure floor drain, security grilles, intercom, CCTV
5 Juvenile Holding Cells		2	80	160	<ul style="list-style-type: none"> For 1 to 3 inmates. Males or females; ADA (special needs). Fixed seating, detention plumbing w/privacy partition, mirror, security light, secure floor drain, security grilles, intercom, CCTV
6 Secure Attorney Visiting-attorney side		2	30	60	<ul style="list-style-type: none"> ADA compliant; 12" deep counter surface; speaking device, non-fixed chair
7 Secure Attorney Visiting-inmate side		2	30	60	<ul style="list-style-type: none"> ADA compliant; 12" deep counter surface; speaking device, fixed chair/stool
8 I.D. Alcove		1	64	64	<ul style="list-style-type: none"> Fingerprint, photograph
9 Walk-in waiting-reception		1	48	48	<ul style="list-style-type: none"> Functions like security vestibule.
10 Officer Work Station		1	80	80	<ul style="list-style-type: none"> Open counter near entry and cells.
11 Breakroom		1	100	100	<ul style="list-style-type: none"> table, 4 chairs, counter, sink, coffee.
12 Officer Toilet		1	50	50	<ul style="list-style-type: none"> Unisex, ADA compliant.
13 Storage		1	50	50	<ul style="list-style-type: none"> Restraints and general support.
14 Secure inmate Elevator		1	63	63	<ul style="list-style-type: none"> Starts at first floor level assuming sally port is at grade level.
15 Elevator equipment		1	40	40	
16 Egress stairway		1	160	160	
17					
18 INMATE HOLDING @ Courtrooms					
19 Holding Cells		2	56	112	<ul style="list-style-type: none"> Area is CCTV monitored from court security control Located between two courtrooms. ADA compliant; fixed seating, detention plumbing w/privacy partition, mirror, security light, secure floor drain, security grilles, intercom, CCTV
20 Corridor Circulation		2	100	200	
21					
22 VEHICLE SALLY PORT		1	864	864	<ul style="list-style-type: none"> single lane drive-thru sally port; bus or 2 vans
23 Security vestibule entry		1	94	94	<ul style="list-style-type: none"> leads to holding center
24					
25					
26					
27					
28					
29					
30					

SUB - TOTALS:	29	108	3,135	
Spaces		Avg. NSF per Space	TOTAL N.S.F.	
X Gross Factor of:	1.50 =	4,703	TOTAL G.S.F.	

PARKING

SPACE LIST
CASS COUNTY, ND
Addition to Existing Courthouse

1/8/09

Below grade under the addition

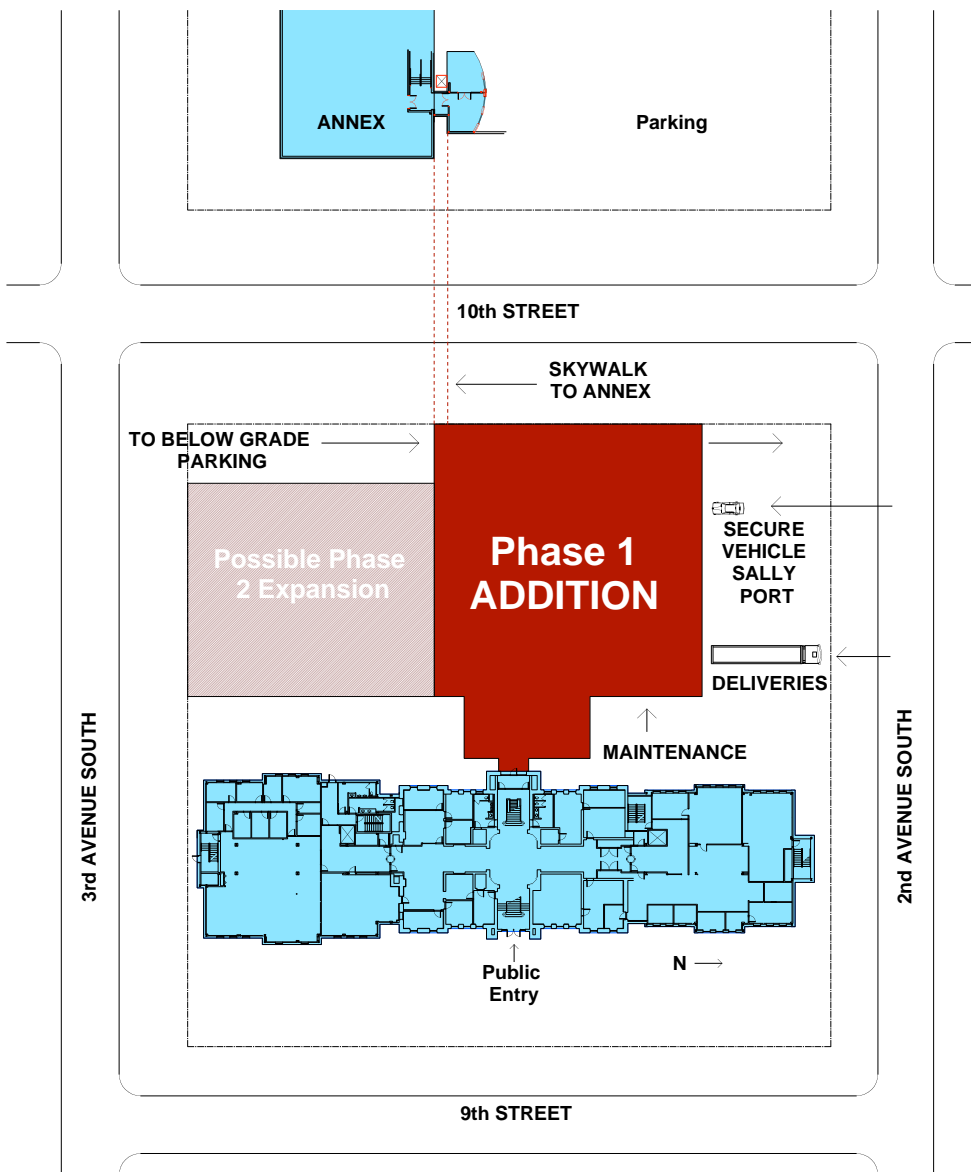
SPACE/AREA NAME:	Area Sq. Ft.	NUMBER OF SPACES	AREA OF EACH (S.F.)	TOTAL NET S.F.	REMARKS:
1					
2	Parking Stalls	30	168	5,038	• 9'-4" wide x 18'-0" deep stalls
3					
4	Ramps	1	1,600	1,600	
5					
6	Elevator	1	63	63	• anticipates basement level through upper levels
7	Elevator equipment	1	40	40	
8	Stair	1	160	160	
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
SUB - TOTALS:					
		34	203	6,901	
		Spaces	Avg. NSF per Space	TOTAL N.S.F.	
			2.00 =	13,802	
				TOTAL G.S.F.	

Foss Architecture & Interiors/KIMME & Associates

IV. SITE CONCEPT FOR THE ADDITION

Below is a test sketch that illustrates how the square footage represented by the space program fits on the Courthouse site. This footprint is based upon a three-story building with below grade parking. Also shown is the footprint of the space available for a possible second phase expansion. It shows about 34,000 gsf above grade over three stories.

It should be noted that the sketch is meant only to show how the amount of space programmed relates to the available site. The detail design process to follow will undoubtedly create shapes and orientations different than that shown.



V. RENOVATION OF THE CHILD SUPPORT AREA

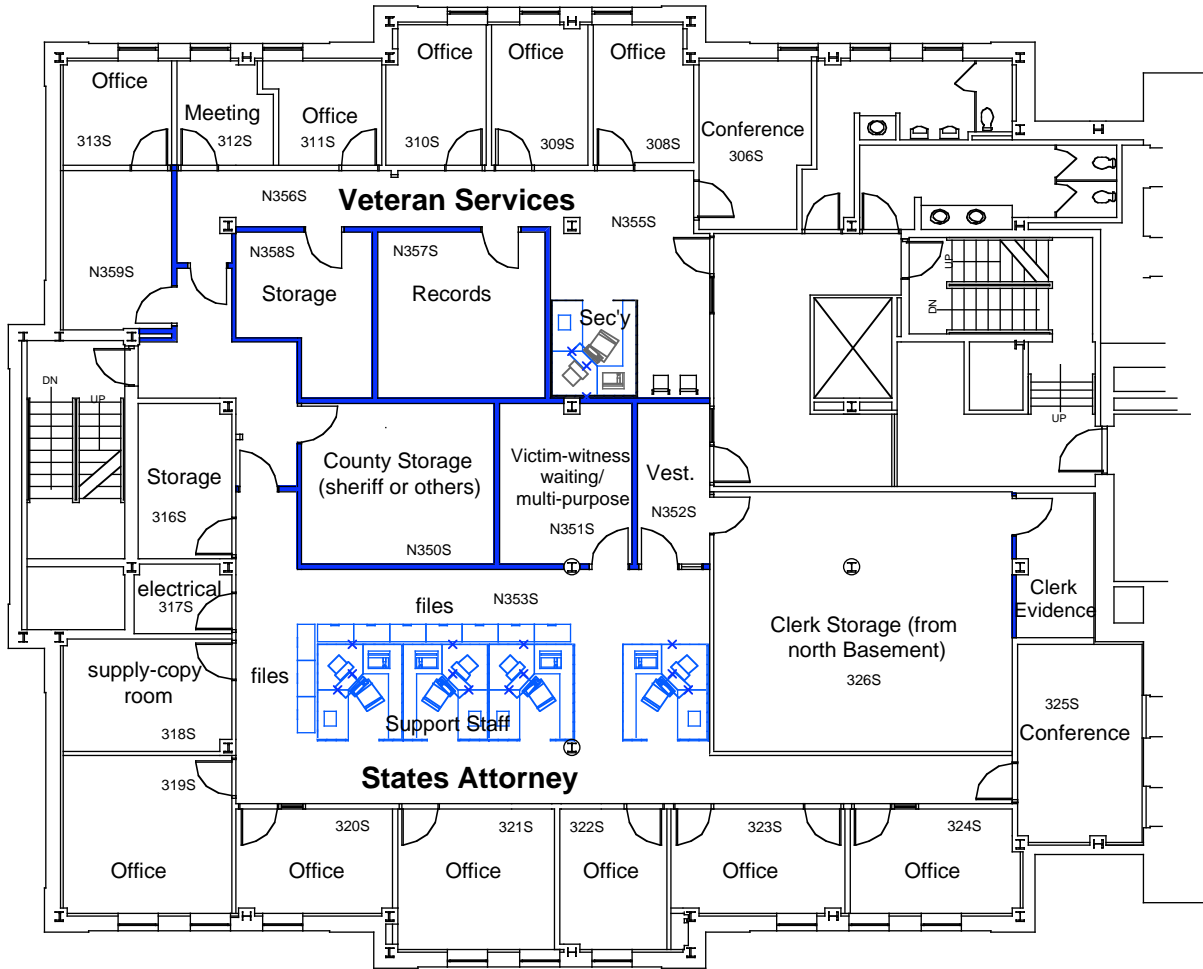
One of the primary tasks assigned to the consultant was to determine how best to use the space on the 3rd floor of the south Courthouse addition. That space had been vacated by Child Support and was available to help solve temporary if not long-term space shortages being experienced by various components on the Courthouse - Annex campus.

Based upon the consultant's review of the space available and the current needs of various components in both the Courthouse and the Annex, the following concept design was created. It was based on the recommendation that the two principal users of the space should be the States Attorney and Veteran Services.

There are several ideas behind the concept:

1. Re-use as many existing walls as possible thus minimizing costs.
2. Assume temporary use for up to 3 years since it may take that long to get an Addition built as well as final resolution on many space needs (even though some changes might become permanent).
3. Assume the space must accommodate the potential staff growth incurred over the next 3 years based on historic trends per approved staff growth data provided by the Board.
 - 6.0 staff for Social Services.
 - 2.1 for States Attorney.
 - 0.6 (1) for Veteran's Services
 - 2.4 for sheriff (non-jail).
4. Provide short-term relief in as many ways as possible to as many departments as possible.

Cass County Courthouse - Space Needs Analysis



1. The States Attorney's office expands into the east section of the 3rd floor with all existing offices remaining intact. Besides office space needs, open office for related support staff is shown as is needed space for conference, victim-witness waiting, and storage. Additional file cabinet space is shown to relieve crowding in the file and file work areas on the fourth floor. New partition work is created in the open middle to create some of the targeted spaces and create separation from the other uses on the floor.

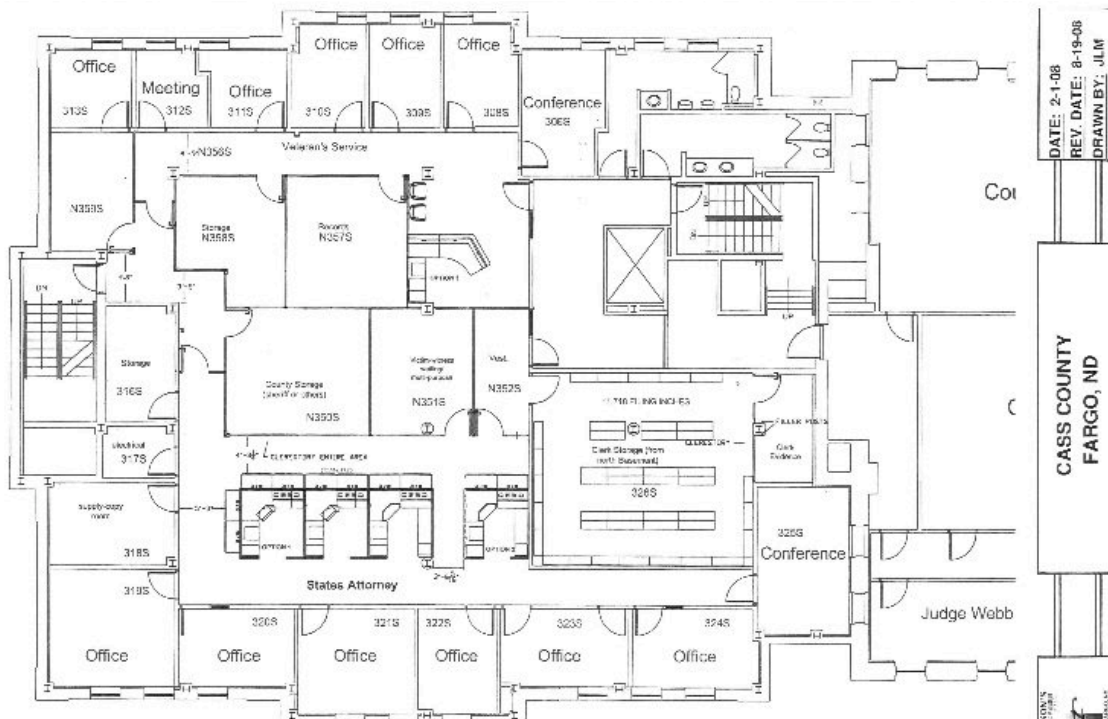
2. Veteran Services moves into all but one of the west side offices with all existing offices remaining intact. Partitions are added in the middle to provide more storage, more records storage, reception and expanded support staff space. Since the existing offices are much smaller than their existing offices one additional room is designated for conferences and another is designated for meetings, thus removing that space demand from the offices (they now use their offices for their meetings). A fourth staff office is identified. This office can be used for multiple purposes until that fourth person is hired. Overall, their gross square foot area increases from 942 gsf

- to 1252 gsf , though a fair amount of the difference is in longer corridors. (Some larger offices can be provided if they wish to use the new records and storage areas for those purposes, but they have no windows).
3. The Clerk of the District Court vacates her stored items from the north basement storage area under the Recorder/Auditor/Treasurer/Tax Director (R/A/T/TD) area thus making more space available for R/A/T/TD there for storage. It is estimated that the District Clerk uses between 420-630 s.f. of the 1,260 net s.f. there. It should also gain the R/A/T/TD team some space for work surfaces (which they really need, especially with the Recorder's large books). Stored items for the R/A/T/TD elsewhere in the building might also be consolidated in the basement. Once this is done there may be sufficient room left over upstairs to create some sort of a public reading room. The District Clerk then moves her items to the third floor file room 326S adjacent to the new States Attorney space, space that is above her south side offices, and more accessible to her and her staff. It is about 531 sf or about equal to what she uses in the basement. Within 326S is also proposed a larger evidence vault (75 sf) then is presently available. The current space is small (43 sf) and must be accessed by going through the Court Administrator's office. It is less close to the courts which might neutralize this benefit.
 4. Once the District Clerk moves, another option is for the R/A/T/TD to use the Miscellaneous space on the 2nd floor, and move what's there (primarily old furniture) to the basement. However, this space is only 720 nsf and would gain them little additional square footage. It would also be less accessible to them assuming they could not move through the court office security perimeter. However, it is dry and above grade.
 5. A general storage room is created off of the egress corridor and could be used by many county offices. One consideration is for the Sheriff temporarily to use the space by emptying rooms in their area now used for things like uniform storage, DARE supplies storage, and so forth thus making space available for additional staff. It is on the same side of the building, Sheriff's staff can easily use the south stair to get to it, and it may help meet personnel growth needs until a new facility can be created at the jail.
 6. A small office space (78 sf) and a frontage space (119 sf) is available in the southwest corner. These can be used for storage, or other miscellaneous purposes.

Related to the 3rd floor renovations are other related changes:

1. Social Services gains the vacated Veteran Services space in the Annex. This area consists of three large offices (≈165-205 nsf) that are large enough to be shared by appropriate staff, a records storage area, and a storage room (942 gsf overall).
2. If the storage items that I.T. has on the second floor in the room adjacent to Courtroom 7 and the Jury Room can be moved to the large storage room adjacent to courtroom 5 (labeled Miscellaneous), it can be better used to provide needed attorney-client visiting space and, as needed, victim-witness waiting (though this is actually better done on the third floor).
3. The District Clerk's evidence vault can be given back to the Court Administrator for his office's storage needs.

After review and consideration, the Building Committee and the County Commission accepted the essentials of the recommendations. They then retained a vendor to refine the plan per modular wall units that they provide. These walls facilitate swift, effective, de-mountable and cost effective renovation. Their sketch appears below and represents work that has already been completed at the time of this writing.



VI. COMMISSION AND CLIENT GOALS FOR LONG-TERM PLANNING

In an initial series of meetings with County Commissioners and Courthouse and Annex occupants, the consultants asked each interviewee to identify their goals and objectives for the planning. Their responses were extensive and varied and addressed both macro and micro concerns. The responses provided the consultants with guidance and food for thought, especially in the context of the Building Committee's primary mission.

The range of goals and objectives expressed are listed below.

Major Planning Goals expressed by Commissioners:

- Provide solutions that best suit the best interests of the public.
- Want county government centralized.
- Want the planning answer to be right 20 years from now.
- Build it right and do it in increments if necessary.
- Staff efficiency is important.
- Provide a long-term solution.
- Plan for current and future technologies.
- Want solutions that are "above average" in quality and appearance given the prominence of Cass County to the state.
- Provide a fiscally responsible solution.
- Define a solution that the county can grow into.

Detail Objectives expressed by the Commissioners:

- Provide for efficient public use and traffic patterns.
- Maximize expansion footprint.
- Prioritize and identify most desperate needs.
- Attain connectivity of buildings downtown (courthouse, annex, addition).
- Determine what immediate expansion needs are different from those studied in 2001.
- Help address parking needs since parking is at a real premium; consider underground parking under the new building.
- Determine whether long-term needs can best be served by a separate court building at the jail site.
- As we grow, determine what really needs to be here at the existing campus, what can be at a satellite site, and where the sheriff's office is best located.
- Determine whose needs are critical and whose needs have been passed-up before.

The other occupants of the buildings had goals that were more specific to their areas of interest. However, a couple of broad goals for the project did emerge from consultant conversations with them. These are identified below, while their specific objectives appear in the next chapter of the report.

Major Goals expressed by building occupants:

- Don't want a band-aid approach; provide long-term solutions.
- Accommodate all law enforcement, jails and courts in the same place.

The goals and objectives cited above provided critical perspective to the consultants as they proceeded with the study work. At the same time the consultants were always cognizant of the specific mission assigned to the Building Committee and under which the consultant operated, and the site and budgetary limitations that might arise to limit the vision of a long-term response.

VII. ASSESSMENT OF THE COURTHOUSE AND ANNEX FACILITIES

The consultants toured the Courthouse and the Annex facilities over multiple site visits and created a photographic record of what they saw as they went through the facilities. In addition, the County Commission, through the County Administrator, initiated an excellent survey in 2006 that asked facility occupants nine basic questions about their physical plant needs and concerns. They later submitted a follow-up questionnaire that sought answers regarding storage, the disposal of records, and the prospect of future paperless operations. This information is available at the County Administrator's office and will not be repeated here. However, the responses to the questionnaires provided an excellent foundation for the consultants to build upon allowing them to quickly familiarize themselves with the facilities, the problems that users were experiencing, and prospects for future growth and change. Without this material, the consultants could not have done the job as well as they hopefully have.

The following are consultant observations of existing facilities based on an evaluation of floor plans and building walk-throughs. The observations emphasize the most noticeable problems of the facilities, rather than every detail.

A. THE COURTHOUSE



The Courthouse was built in 1906 as a three story building with a limited crawl space/basement-like area. There have been two substantial additions to the facility, one to the south and one to the north.

The north addition was a three story addition with a basement. The vertical elevations of the three floors link directly to the three floors of the original courthouse. There is access at the basement level between the two buildings though the "basement" level of the original courthouse cannot be classified as truly occupiable space.

The south addition is four floors plus a basement. The first and second floors link seamlessly and without elevation change to the first and second floors of the original courthouse. However, in order to increase the amount of square footage provided while appearing to be the same height as the original courthouse and the north addition, the 3rd and 4th floors were compressed vertically so that neither matches up with the 3rd floor level of the original courthouse.

As a result there is no public connection between the 3rd and 4th floors of the south addition and the 3rd floor of the Courthouse. Instead, to get between 3rd floors for example, a citizen must go down to the first or second floor of the south addition, walk over to the original section of the Courthouse, and then take a stairway or elevator up to the third floor. There is, however, a stair tower with landings at multiple levels in the south addition that provides

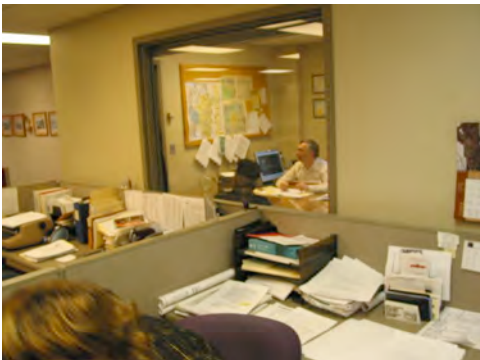
staff-only movement between the 3rd and 4th floors of the south addition and the 3rd floor of the Courthouse. However, this movement is through private and secure judicial office area circulation.

The occupants of the Courthouse are as follows:

- County Commission
- County Administration and Personnel
- Maintenance
- Auditor
- Treasurer
- Assessor (Tax Director)
- Recorder
- Sheriff
- Information Technology
- District Courtrooms, Chambers, and Judicial Support
- Court Administrator - East Central District
- States' Attorney
- Veteran Services (moving from the Annex to the 3rd floor south)

There is also a public cafeteria in the Courthouse.

Auditor, Treasurer, Tax Director, and Recorder



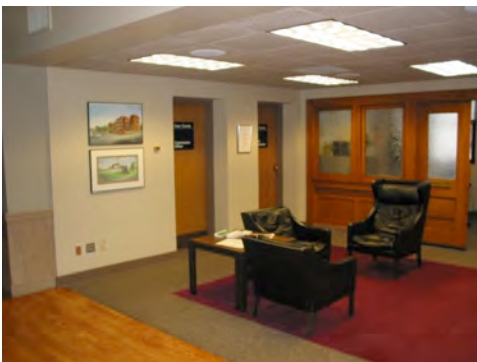
These four functions essentially share the north end of the first floor with the Auditor, Treasurer, and Tax Director sharing one large area and its computer space. The Recorder is separated from these areas only by a partition and an internal, non-public door. There is considerable interaction between all four elements and they share a common public access area at the end of the general Courthouse corridor. Observations about space drawbacks for this group include the following:

1. The area lacks a computer file access room that would satisfy public needs and keep the public out of the office and work areas of the staff.
2. There is insufficient file storage area for each function thus requiring some of their records to be scattered at different locations in the facility, including basement and second floor space.
3. There is insufficient public counter space for the Recorders office.
4. A conference area that can serve multiple purposes, including weddings conducted by the treasurer's office, is lacking.

Goals stated for these functions are as follows:

- Add records storage capabilities, potentially using high density storage equipment.
- Develop public research space outside of the staff work areas.
- Provide conference and meeting rooms for a variety of functions: weddings, training, etc.
- Provide more and more visible public counter space, with better separation from the public.
- Consolidate records in single area easily accessible to staff.
- Keep the four functions together, if possible.

County Commission and County Administrator



These two functions work together closely and should be linked together in the Courthouse. They are currently located on the south side of the first floor. Concerns about their space include the following:

1. They lack a district reception and waiting area that provides security and privacy for the County Administrator's office, and which is adjacent to the County Commissioners office space now located on the other side of the central building corridor.
2. The County Commission meeting room is separated from the Commissioner's office area rather than be adjacent and directly accessible from it.
3. The Commissioners office is a single, small, open space with five work stations and no capability for privacy should two or more commissioners be in the space. Additionally, open meeting laws often prevent use of the space for constituent meetings because too many Commissioners are in the area at one time.
4. The Personnel office, which is under the management of the County Administrator, is separated from the County Administrator's area on the other side of the building corridor.
5. There is no sound vestibule at the entrance to the Commissioners meeting room to insulate it from sound in the adjacent corridor and waiting area.
6. The County Commission meeting room has limited seating that makes it difficult to accommodate large numbers of citizens on occasion where there are issues of great interest.

Maintenance and Mechanical



Maintenance is a key support function that essentially lost its space when the jail was torn down. It now occupies an office on the second floor, basement space, and shed space in the parking lot. Observations about maintenance are as follows:

1. There is a significant lack of maintenance space.
2. There is insufficient storage for maintenance vehicles on site, with the bobcat vehicle being in the practical but unattractive temporary garage and the pickup truck parked outside thus making it subject to all weather conditions.

3. There is a lack of housekeeping and janitor closet space in the Courthouse, even though housekeeping is provided by an outside contractor.
4. There is no workshop space other than a small area in the temporary garage for staff to use in doing repairs of county furniture, products and materials.
5. There is no receiving or dock space through which the delivery of supplies and equipment can be executed.

Mechanical areas are critical to the operation of any building. With the demolition of the jail the emergency generator, electrical switch gear, and air handling units were all displaced. These are all now outside the courthouse in temporary enclosures that make them hard to maintain and more costly to operate. They also generate a significant amount of noise that is bothersome to the courthouse's immediate neighbors as well as courthouse staff.

The goals established by users for this component are as follows:

- Provide adequate enclosed building space for the displaced functions that preserves their integrity, enhances their efficiency, and is not disruptive.
- Provide an efficient delivery and dock area that can accommodate semi-trailer trucks on-site without either blocking vehicular or pedestrian traffic on-site.

Information Technology



Information technology serves all county government and justice operations. It provides computer, internet and web site services for Courthouse and Annex occupants as well as other county government entities. Its main office is on the north side of the first floor but also has space in the basement and on the second floor. Observations regarding I.T. space follow:

1. The server room, which is vital to IT operations, is far too small. Critical air conditioning capabilities suffer from a lack of backup power such that a power loss can and has shut down the system because equipment overheated.
2. Staff work stations are extremely small in the main office.

3. The work bench area on which repairs are made is very limited.
4. I.T. functions are in multiple locations throughout the courthouse which reduces efficiency.
5. Vital electrical and telephone equipment are in a basement location susceptible to flooding.
6. There is inadequate space to receive, break down, and prepare new computers and electronic components.
7. The area lacks any kind of team meeting or conference area.

The I.T. function however does have an adequate training area in the basement of the Annex.

The primary goals that I.T. staff have for their area are noted below.

- Consolidate all I.T. staff in one location.
- Create a significantly larger server area with appropriately designed and backed-up HVAC systems.
- Create appropriate reception and waiting areas for county/justice staff needing assistance.

Sheriff's Office



The Sheriff's Office is located on the first and basement floors in the south addition of the Courthouse. This area is clearly crowded and unable to sustain any more growth. When the new jail was built, the master plan for the site was to eventually move the Sheriff's Office there and attach it to the Jail facility. This is still the master plan recommendation of the consultant.

Nonetheless, the following are the primary problems observed by the consultant regarding Sheriff's Office space:

1. The space is less efficient because it is split between two floors.
2. The area lacks office space into which it can expand.
3. Needed storage space has been re-designated as office space, thus creating storage space shortages.
4. There is a lack of evidence storage space, especially bulk storages, and specialized storages for hazardous items.
5. Their patrol room is far too small.
6. There is no garage space in support of the operation.
7. Thee public reception and waiting area is not separate and secured from the public.
8. The Warrants area adjacent to public reception is too small.
9. Movement and circulation areas are not able to be properly zoned between public, staff, and selected secure staff areas.
10. Different units and areas are not effectively zoned or grouped into identifiable areas.
11. The office lacks proper interview and interrogation space.
12. The office lacks proper training and shift briefing areas.
13. Corridor circulation is quite narrow and enhances the sense of crowding.

The only goal expressed by the Sheriff's Office was to secure adequate space for both current and future operations. They recall the jail master plan and anticipate that their solution lies in a new facility on the jail site. They also recognize that their needs cannot be satisfied at the Courthouse site in terms of both the volume of space needed and the type of space needed (including such things as garages with driveways and secured, protected parking for undercover vehicles).

District Courtrooms, Chambers and Court Support



The District Court has seven (7) courtrooms in the Courthouse, numbered 1 through 7. An eighth courtroom, for juvenile cases, is in the Annex. In the courthouse, courtrooms are located on the second and third floors. Courtrooms 5, 6 and 7 are on the second floor while courtrooms 1 through 4 are on the third floor.

By modern standards each of these courtrooms is deficient in one or more ways as currently configured. In summary, the principal drawbacks of the courtrooms in the Courthouse are as follows:

1. Most of the litigation wells are too small to adequately accommodate the bench areas, the jury boxes, attorney tables speaker podiums, and modern technologies of communication and presentation.

2. The courtrooms lack ADA accommodations to provide wheelchair access to raised bench areas for the various personnel seated at the bench: judge, deputy clerk, court reporters, and the witness.
3. There are no sound vestibules at the entrance of the courtrooms to reduce the amount of disruptive corridor sound that enters the courtrooms when the doors are opened.
4. In some courtrooms sight lines between the judge's position and the witness stand are poor.
5. Some courtrooms, such as numbers 4 and 7, are so small that they are generally inappropriate for effective court hearings, except those of the most minor, routine and cursory sort.
6. There are only three jury rooms. None of them are sufficient in terms of space, toilet facilities, privacy and security.
7. There are far too few attorney/client visiting rooms.
8. There is a lack of secure and private victim witness waiting.
9. There are no secure routes for inmate movement to the courts that don't involve either movement through judicial corridors or public hallways.

Of the seven Courthouse courtrooms, numbers 4 and 7 are so far below standards that any master planning for future needs should assume their replacement as courtrooms. Standards promulgated by the National Center for State Courts (NCSC) suggest that courtrooms provide at least 1,200 to 2,200 square feet (s.f.), depending upon their function, public gallery size, and the presence of jury boxes. Existing Cass County courtrooms provide the following square footage, none of which attain the minimum square footage recommended by the NCSC.

Courtroom #1	-	940 s.f.;	260 s.f. below minimum NCSC recommendations
Courtroom #2	-	776 s.f.;	424 s.f. below minimum NCSC recommendations
Courtroom #3	-	1,158 s.f.;	42 s.f. below minimum NCSC recommendations
Courtroom #4	-	489 s.f.;	711 s.f. below minimum NCSC recommendations
Courtroom #5	-	607 s.f.;	593 s.f. below minimum NCSC recommendations
Courtroom #6	-	1,088 s.f.;	112 s.f. below minimum NCSC recommendations
Courtroom #7	-	366 s.f.;	834 s.f. below minimum NCSC recommendations

The observations below pertain to the office areas that support the courtrooms. These spaces include chambers (offices) for the judges, and space for court reporters, law clerks and other support staff required by the judiciary. They also include support areas like conference rooms and office equipment rooms.



10. Most chambers are adequate for their purpose though some spaces are a bit small. There is also a significant variation in the size and configuration of the chambers.
11. There is little additional support space like conference rooms or meeting rooms that can be used to have private attorney conferences or other meetings for which chambers are inappropriate or inadequate.
12. Office equipment support is only available on the third floor, making it very inconvenient for judges and staff on the second floor.
13. Judicial access to courtroom #7 on the second floor is inappropriately via public corridors rather than private, secured hallways.

Generally speaking, the chambers and court support areas are minimally adequate while accessibility to six of the seven courtrooms can be secure and private.

The primary goals and/or objectives voiced by court personnel relative to courtrooms and court support space are:

- Want long-term solutions, not a "band-aid" approach.
- Provide better space with better security characteristics including better separation of public, inmate movement/holding and the courtrooms.
- All courtrooms should be in the same building.

Court Security & Holding



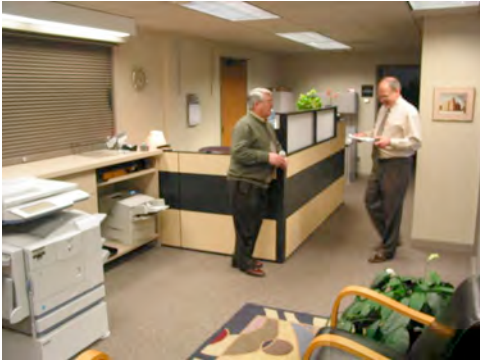
The consultants observed the following drawbacks in the area of court security and inmate holding.

1. There is no vehicle sally port to facilitate the secure transfer of inmates between the jail and the Courthouse without exposure to the public or inclement weather. Access typically requires movement through stairways which can be unsafe and pose problems for inmates with disabilities.
2. The court holding facilities created with the demolition of the old jail are significantly lacking and provide inadequate separation between different types and genders of inmates. Additionally, the areas are not appropriately secured in a physical construction sense, or in terms of preventing inadvertent contact with the public.
3. The security checkpoint at the front of the courthouse is very limited and also requires that the officer at the checkpoint be charged with monitoring court security cameras. There is insufficient queuing area surrounding court security on periodic occasions when there are jury and court calls.
4. There is no office or support space for court security staff.

The goals and/or objectives stated by users for Court Holding and security are as follows:

- Provide much better secure holding facilities.
- Provide for adequate secure transport and detainee reception.
- Provide for secure hallways for inmate movement to court.

Court Administration

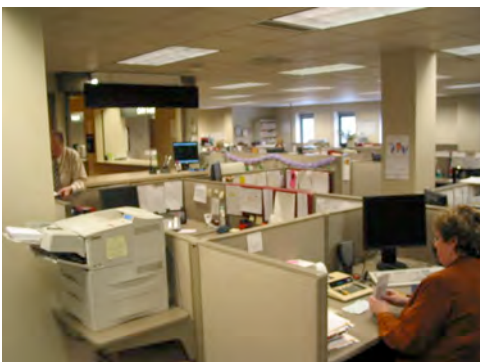


Court Administration space is for the personnel that manage the court schedule and all district court activities prescribed by law per the state's Unified Courts system. Its staff schedule court activities and generally administer the workload of the courts and have supervisory responsibility for the District Clerk's function. The following comments are observations about this office's space.

1. There is currently sufficient space for the staff; that is, all of the right elements are there. However, the area is compact and congested with no room for growth.
2. Larger and more secure public reception and waiting space is needed.

No specific goals were set by staff for their area; their focus was on courtroom and court support space need, including the need for Jury Assembly space.

Clerk of the District Court



The Clerk of the District Court is in charge of maintaining court case files, providing in-court clerking services, and facilitating public and attorneys access to court records. This function was once split between a district and county clerk operation but was consolidated into a single function and work area, an arrangement that is efficient and which should, at least, specially be preserved. The main office area is located on the south side of the second floor. Observations about this component's space are as follows:

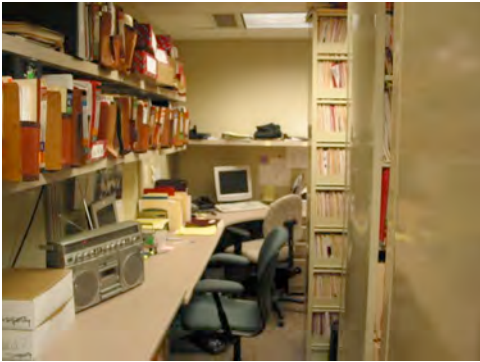
1. The file space available to the Clerk within the Clerk's area is at its limit though it is adequate for current workloads using current file storage equipment.
2. Additional, but primarily archival, files and records are stored in several different rooms at various locations and on various floors of the courthouse. As such they are remote from the Clerk and are inefficient to access.
3. There is a lack of private conference space and of a meeting room sufficiently large to handle regularly scheduled all-staff briefings.
4. There is no public reading area where court records can be accessed and read by the public without requiring them to move into clerk work areas to do so.
5. Since the public must be able to go through the Clerk's area to access an egress stairway, an inappropriate issue of security and control is created.

Goals voiced for the Clerk of the District Court include:

- Keep the Clerk's office in one consolidated area; do not re-split it.
- Create a technologically efficient office.
- Provide needed conference and meeting areas.

States Attorney





The States Attorney's Office is located on the fourth floor of the south addition to the Courthouse. The States Attorney handles all criminal cases in District Court and represents the county in certain sorts of non-criminal actions. Mental Health, Juvenile, Criminal, some Civil cases related to criminal sex offender civil commitment are the key elements of their workload. The States Attorney's case work is separate from that of the Municipal Court prosecutor. The Office does not convene Grand Juries and does not envision itself doing so. Organizationally, it is set up by the following teams: economic, drug, and personal crimes.

Based on severe overcrowding the Office will be expanding into the third floor area immediately below that was occupied by Child Support until it moved to new rental facilities elsewhere.

Observations about this component's space are as follows:

1. There is an inadequate number of offices for attorneys, victim-witness coordination staff and interns.
2. The reception area is non-secured space that puts potentially disgruntled visitors in direct contact with reception and clerical staff. Waiting capacity is minimal.
3. The open office area is extremely compact and reduces circulation paths to exceedingly narrow dimensions.

4. There is only one conference room which makes frequent meetings and conferences difficult to facilitate.
5. Offices are minimal in size ranging from about 115 nsf to 120 nsf.
6. The file room is too small and is well above its capacity. File work stations are exceedingly small and cramped. The lack of file storage causes some files to be stored in basement space four floors down and on the other side of the Courthouse.
7. There is no victim-witness waiting space.
8. There is lack of interview space.
9. Copy/equipment areas are insufficient in size and character.
10. In office storage areas are inadequate.

The space-related goals expressed by the States Attorney's Office are listed below:

- Be on one floor; have a very interactive office, need contact..
- One file room.
- Obtain enough room; doesn't matter where in courthouse.
- To be where the courts are, 95% of S.A. business is related to court.

Summary: Major Courthouse Deficiencies

Of the courthouse areas described above, the most glaring deficiencies involve areas and functions more or less cast adrift when the old jail was demolished: electrical, emergency power generation, mechanical, maintenance, and garage. Each of these were essentially left without a home and had to be accommodated with very temporary accommodations on the site, but not within a proper building envelope. Additionally, rather makeshift inmate holding facilities had to be created when the jail was demolished and moved off-site. Even though being located within the courthouse, this too should be considered a temporary accommodation badly in need of replacement.

The space needs of the States Attorney's office are also quite significant. Fortunately, current and short-term future needs will be addressed as part of a 3rd floor re-use plan made possible by the departure of Child Support for new rental facilities elsewhere in Fargo.

The Information Technology operation is a growing operation consistent with the rapidly increasing importance of internet and wireless communications and information dissemination in our society. Their space is inefficiently scattered, inadequate, and technologically insufficient, especially in its vital server complex. They have needs which should be high on the county's list of priorities.

Lastly, the absence of secure, well designed, jury courtrooms with secure inmate holding and movement routes represents a major deficiency which should be addressed through initial, as well as long-term, planning.

B. ANNEX

The Annex is a four story building with a basement that started its life with only one story above grade and which was completed in 1996. It is located to the west of the century old Courthouse on the other side of 10th Street South. Movement between the two facilities is made difficult because of the moderately heavy traffic on 10th Street, and inclement weather. At this point, the Annex is fully occupied and, indeed, one could argue, overcrowded.

The occupants of the Annex are as follows:

- Social Services
- Extension Services
- Information Technology (training only)
- Veteran Services (moving to renovated space in the Courthouse)
- Juvenile Courtroom, offices and support space
- Juvenile Probation
- Juvenile Detention

There is also a large meeting room in the basement that is shared by a variety of county government users.

Social Services



Social Services is by far the largest user of space on the campus complex. It is located on the 2nd, 3rd and 4th floors of the Annex and has fully occupied and utilized its space with no where left to expand. General observations about Social Services space are as follows:

1. Social Services has adequate space for offices and work stations but is at its limit in terms of their number.
2. The availability of more private offices rather than shared offices or open work stations would be more conducive to the work that certain staff must perform.
3. Social Services is clearly at its limit in terms of file storage with some areas crowded to the brink even though they already utilize high density storage systems.
4. There is a lack of conference and meeting space for staff.
5. There is a lack of private interview and meeting space.

The major goals expressed by Social Services staff for their space are as follows:

- More space in general within which to expand.
- If off-site expansion is necessary, provide it through a West Fargo satellite.
- Provide more individual offices in which staff can meet privately with clients.
- Provide sorely needed storage space.
- Provide more conference and meeting space.

Veteran Services



Veteran Services principally serves Cass County veterans but also provides services to veterans in neighboring communities. They are located on the fourth floor of the Annex building, but are moving to the south side of the 3rd floor in the Courthouse in the space vacated by Child Support. Observations about their area are as follows:

1. Current office spaces are amply sized and serve the needs of the group though they could be smaller and still function well.
2. There are insufficient numbers of offices and no ability to accommodate an additional staff person which the agency said is needed.

3. The work station for clerical help is far too small to serve the agency well.
4. Records storage areas are too small.
5. There is no reception and waiting area for veterans or their family members.

The facility goals expressed by Veteran Services are as follows:

- Provide sufficient space of good quality.
- Provide accessible, ADA compliant space.

Extension Services



Extension Services is located in the basement of the Annex facility. Primary observations about this area are as follows:

1. Due to growth pressures Extension Services space had to be split between two basement locations in the Annex, thus reducing efficiency, communications, and ease of public access.
2. There is a distinct lack of storage area for the many types of brochures and materials they distribute to the public.
3. There is a lack of conference space that would serve the agency's needs.
4. Overall, the offices and work areas are crowded.
5. The basement location means that the offices are without natural light.
6. The basement location means that the work areas are subject to flooding and the consequences of sewer backup problems.

Extension Services staff have stated the following goals regarding their space:

- Provide adequate meeting space.

- Provide access to natural light.
- Provide good public accessibility.

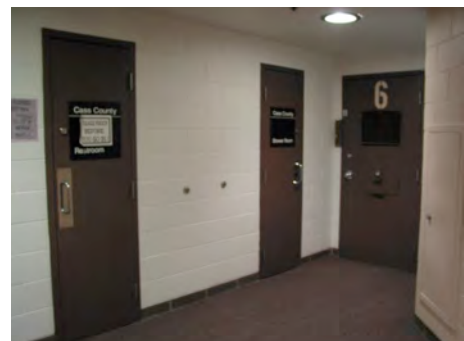
They also stated that they could move to another location if need be to a.) secure adequate and public accessible space, and b.) make way for other county space needs.

Meeting Space



There is a large meeting space in the basement of the annex facility. This meeting space is used for multiple users and functions and is very valuable to the county. The principal drawback of this space is that there is high demand and it is sometimes difficult to schedule usage of the space. This situation is likely to worsen as the county grows.

Juvenile Detention



Juvenile detention is located on the west end of the first floor of the Annex. It has twelve single occupancy cells that serve male and female juvenile detainees from Cass County and other jurisdictions. Generally speaking, females and males are housed on opposite sides of the detention center. The other jurisdictions pay a per diem fee to the county for the privilege of housing their juvenile detainees in the facility. A facility tour revealed the following deficiencies:

1. The design precludes adequate physical plant separation of male and female detainees.
2. The laundry area is small and mixed in with other functions.
3. There is a lack of interview and meeting space.
4. There is a lack of classroom and programming space distinctly separate from general dayroom/activity space.
5. There is insufficient space for intake booking and property storage functions.
6. The facility is lacking in indoor exercise space conducive to aerobic and large muscle exercise activities.
7. The outdoor exercise area is too exposed visually and in terms of security.
8. Cell privacy is limited because of proximity to the central multi-purpose area, the visibility of toilet areas by either male or female staff from cell door vision panels, and the presence of vision panels allowing male or female residents to see into male or female cells.

Juvenile Court Facilities



The juvenile court facilities are adjacent to the juvenile probation offices which is in turn adjacent to juvenile detention. They are on the first floor of the Annex. Observations about this area are as follows:

1. The juvenile courtroom is too small, particularly in the litigation well. The entire courtroom provides only 554 s.f.
2. The two referee offices are adjacent to, and directly accessible from, public circulation, and are far too exposed to security risk.
3. Juvenile detainees have to be escorted through juvenile probation space and public corridor/waiting areas to reach the courtroom, an inconvenience and a security risk.
4. The public waiting area is too small to accommodate the growing number of users involved.
5. Clerical and support areas are at their limit size-wise.
6. There are no more offices into which probation staff can expand.
7. Public reception space is limited and poorly located.
8. There is only one attorney-client conference room.

The primary goals listed for this area by staff are:

- * Solve the juvenile/public security/movement conflict issue.
- Expand juvenile courts to be able to accommodate juvenile drug court at the juvenile center rather than in a district courtroom at the courthouse.
- Need to provide sufficient space and perimeters to keep the referees, probation staff, and waiting police officers separate from the public.
- Consolidate all adult and juvenile courts into one building.

C. PUBLIC DEFENDER

The consultants met with representatives of the public defender's office and the defense bar. There is currently no space in either the Courthouse or the Annex for the Public Defender even on a temporary basis in the course of a day when multiple cases are being litigated. Historically, public defense has been a part-time task of an attorney or attorneys with private practices and private offices. However, the position will evolve into full-time status.

The space-related goals expressed by the public defense and the bar are noted below:

- Provide dedicated space at the Courthouse including a small library, telephones, and conference rooms.
- Provide considerably more attorney-client meeting rooms than are presently available.
- Attain a close relationship between criminal courts and the Clerk of the District Court.
- Dedicate specific courtrooms to criminal court activities to attain greater efficiency and less wasted time moving from courtroom to courtroom.
- * Consider office space (rental) for the Public Defender at the Courthouse.

VIII. CURRENT AND INITIAL LONG-TERM COUNTY SPACE NEEDS ESTIMATES

In order to estimate long-term Courthouse and Annex space needs the consultants used a multi-step process.

1. The consultants calculated the existing component gross square footage of every department and agency in the two buildings. A component square footage is the entire gross square footage occupied by an entity such as the State Attorney's office or the Information Technology unit.
2. The consultants made an initial estimate of additional space required to meet current space needs based on consultant observations, evaluation of the building's floor plans, and information provided by the users through interviews and answers to county generated questionnaires.
3. The consultants identified a series of growth factors that could be selectively applied to each component based on what is most likely to generate growth for them.
4. The gross factors were applied to current space needs, as defined, to generate rough scope estimates of space needed by 2020 and 2030.

It should be noted that as the process proceeded, the consultant ultimately developed detail space lists for a variety of the components. In the end, these were more accurate assessments of space need assuming new construction as opposed to renovation and addition.

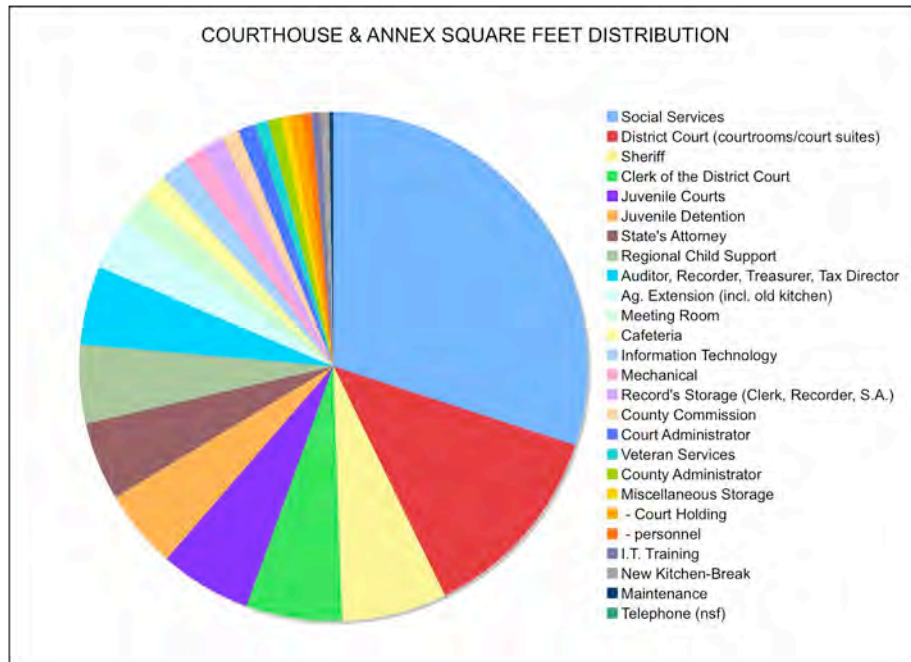
Based on calculations of square footage taken from existing drawings the following table and chart identified the amount of square footage for each component in the Annex and Courthouse buildings. They are ordered from largest to smallest.

Cass County Courthouse - Space Needs Analysis

CASS CO, ND

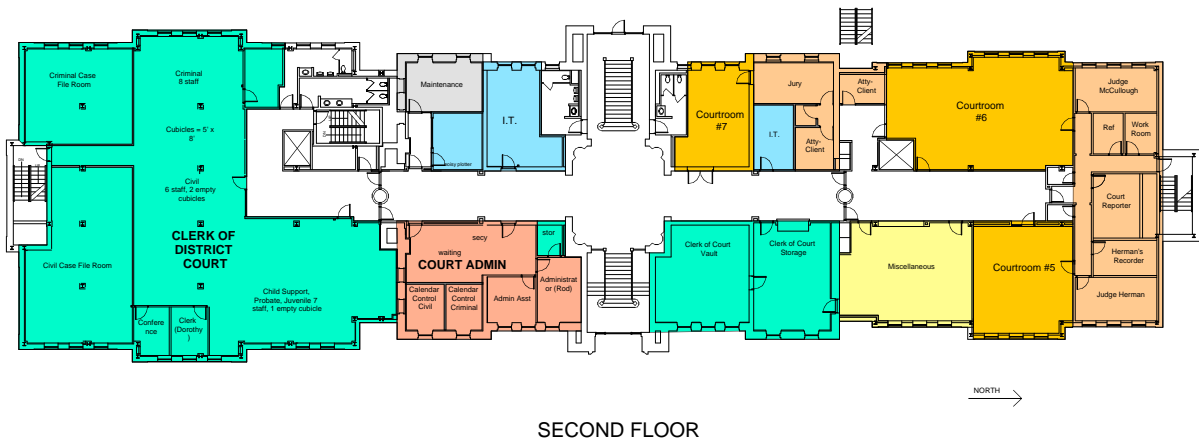
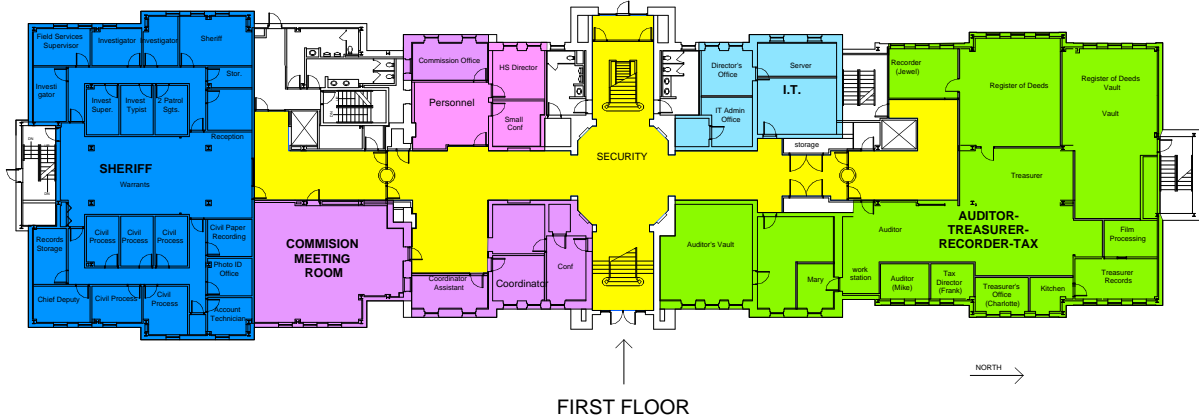
Existing Component Square Feet Distribution
8/29/08

	GSF	% of Total
1 Social Services	32,531	29.9%
2 District Court (courtrooms/court suites)	13,984	12.8%
3 Sheriff	7,361	6.8%
4 Clerk of the District Court	6,564	6.0%
5 Juvenile Courts	6,284	5.8%
6 Juvenile Detention	5,522	5.1%
7 State's Attorney	5,513	5.1%
8 Regional Child Support	5,454	5.0%
9 Auditor, Recorder, Treasurer, Tax Director	5,357	4.9%
10 Ag. Extension (incl. old kitchen)	3,500	3.2%
11 Meeting Room	2,354	2.2%
12 Cafeteria	1,878	1.7%
13 Information Technology	1,712	1.6%
14 Mechanical	1,489	1.4%
15 Record's Storage (Clerk, Recorder, S.A.)	1,377	1.3%
16 County Commission	1,324	1.2%
17 Court Administrator	1,133	1.0%
18 Veteran Services	942	0.9%
19 County Administrator	860	0.8%
20 Miscellaneous Storage	797	0.7%
21 - Court Holding	733	0.7%
22 - personnel	673	0.6%
23 I.T. Training	652	0.6%
24 New Kitchen-Break	450	0.4%
25 Maintenance	289	0.3%
26 Telephone (nsf)	117	0.1%
	108,850	100.0%
COURTS/COURTS RELATED	35,588	32.7%

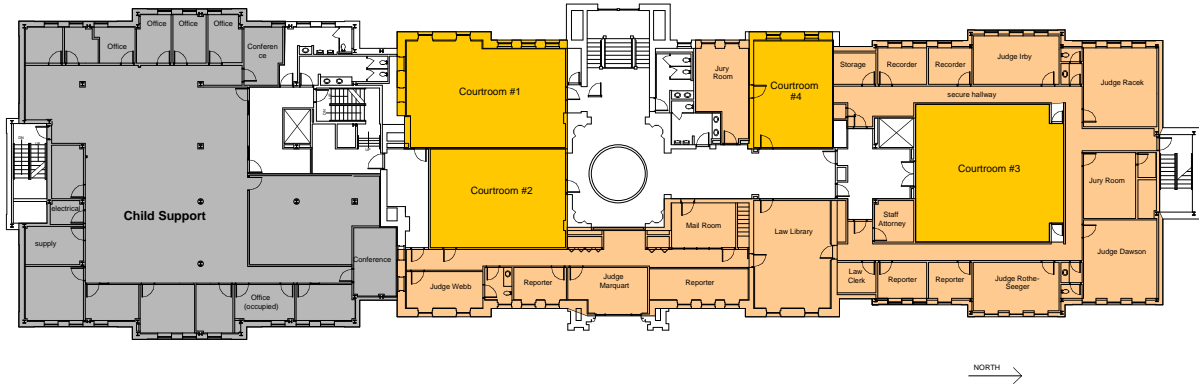


Cass County Courthouse - Space Needs Analysis

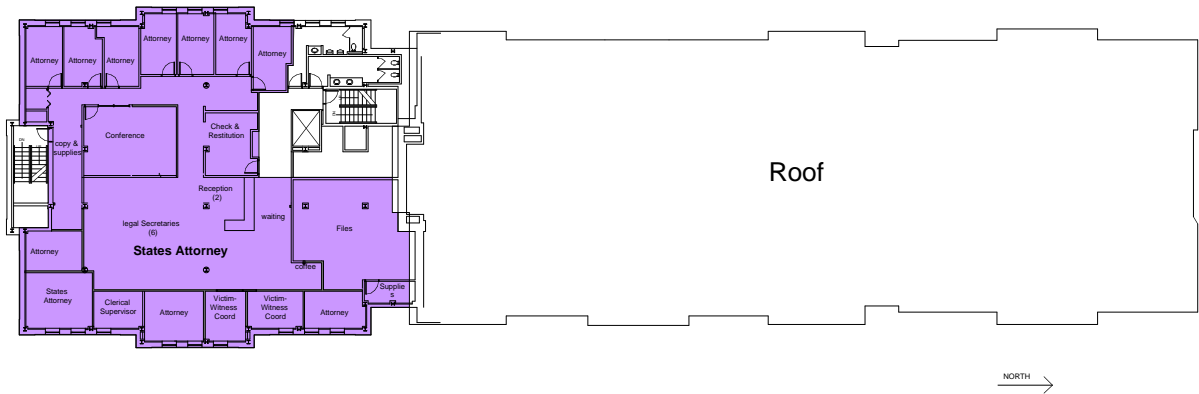
Courthouse space is presently allocated as shown on the following color-coded floor plans. Note that the Third floor Courthouse space shown in Gray is being renovated to accommodate expansion of the States Attorney's office and the re-location of Veteran Services from the Annex.



Cass County Courthouse - Space Needs Analysis



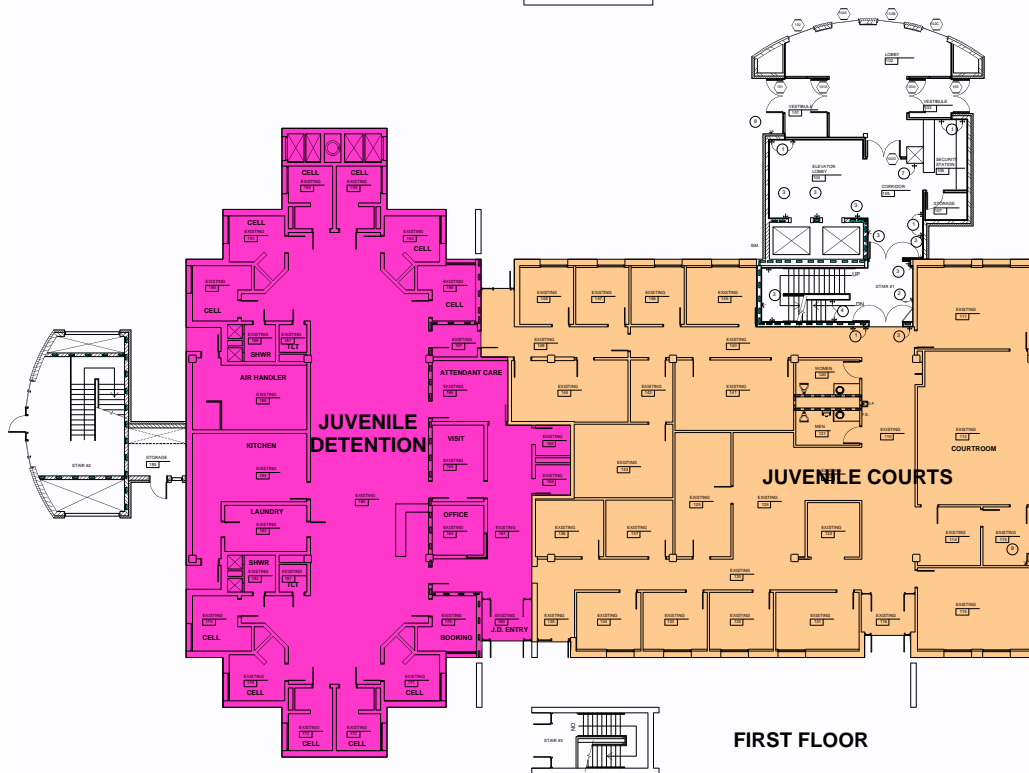
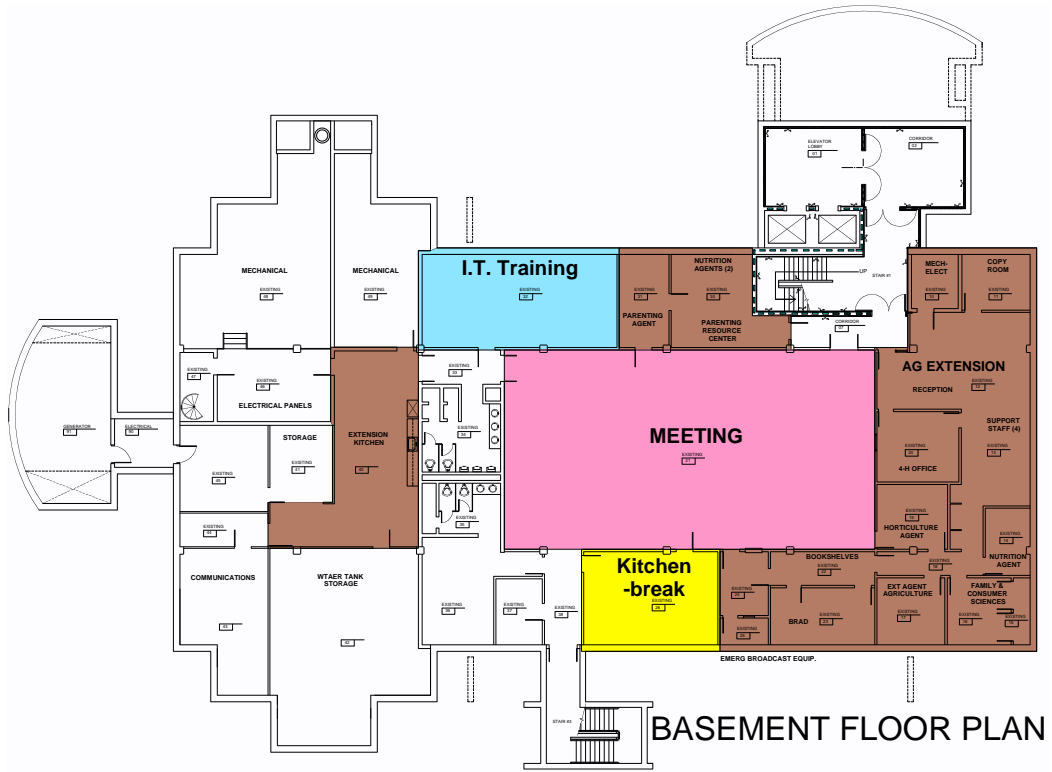
THIRD FLOOR

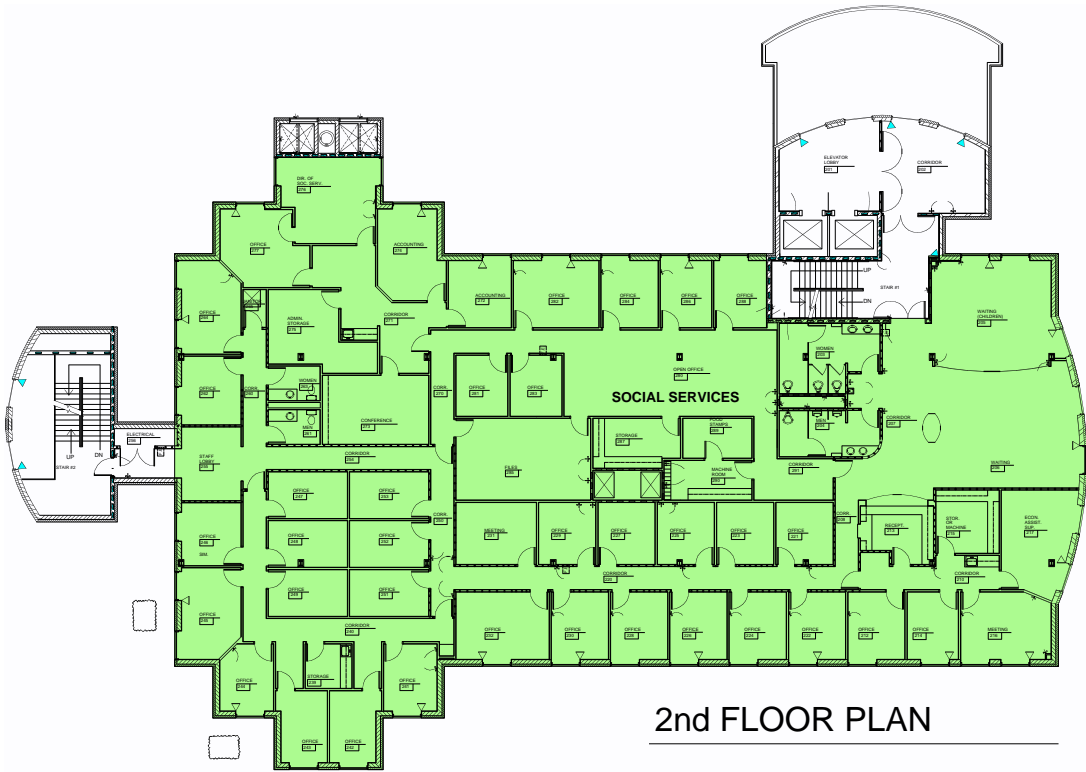


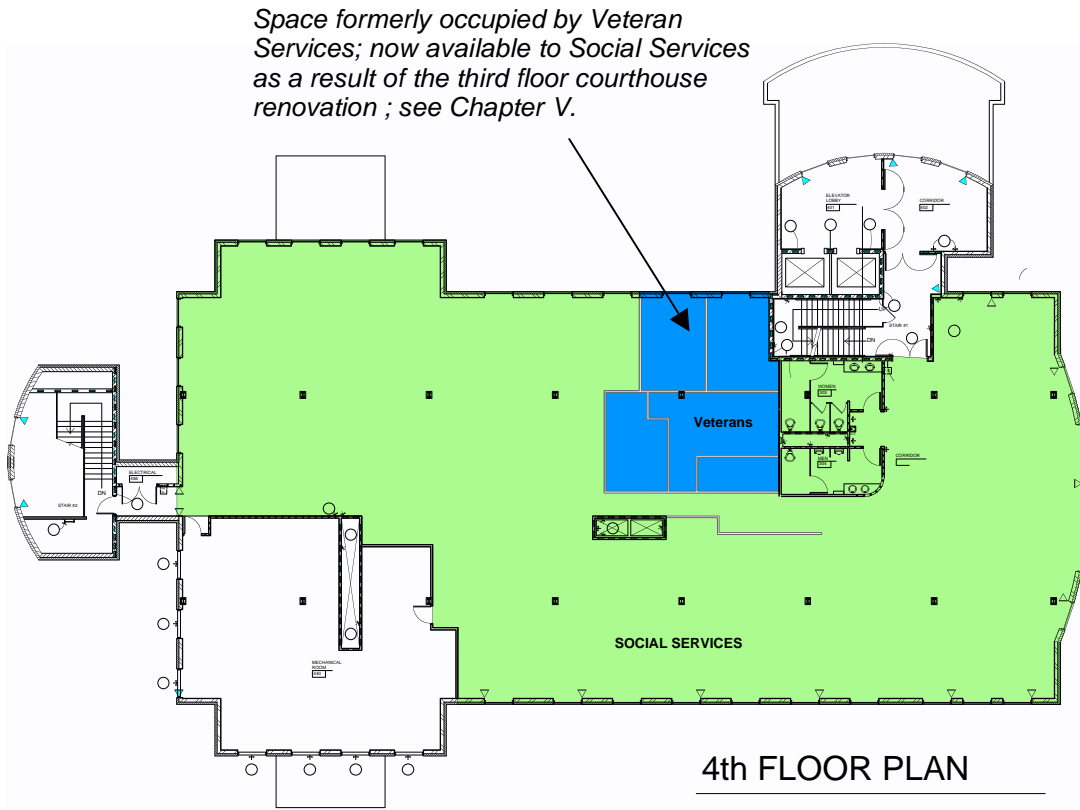
FOURTH FLOOR

The five level Annex's square footage is currently allocated as shown on the floor plan diagrams on the following several pages. However, please note that Veteran Services is moving from the Fourth Floor of the Annex to the Third floor of the Courthouse.

Cass County Courthouse - Space Needs Analysis







Current Space Needs

The table on the next page identifies the consultants' estimates with respect to current Courthouse space needs per the components now in the Courthouse. The table identifies the existing component gross square footage available to the component, the amount of additional square footage the consultants believe is minimally needed to satisfy current needs, and a total which adds together the existing space and the additional need for a total current space need. The total current space need is what consultants believe should be a departure point for estimating future space needs.

With respect to these lists, it is important to point out that a.) there are compromises in this list to the extent that working with existing space does not reflect the amount of space needed if everything could be built new, and b.) the consultant is not suggesting that anyone should build to current needs.

Cass County Courthouse - Space Needs Analysis

"Current" Courthouse Component Space Needs

	A	B	C	D	E	F
			Additional Current Needs	Total Current Needs	% Chang e	
COMPONENT:	Totals					Remarks, Additional Current Space Needs
1 Auditor, Recorder, Treasurer, Tax Director	5,357	1,800	7,157	34%		Large Group space needed (see below). Shared public research space, Public waiting area, multi-purpose conference room, more counter space for Recorder; 2 recorder work stations (out-of-vault), additional storage
2 Cafeteria	1,878	0	1,878	0%		Appears adequate for current level of use.
Child Support						
3 Clerk of the District Court	6,564	1,500	8,064	23%		Secured Entry/waiting (now corridor space), equipment room, coat room, conference room, secure evidence storage, exhibits storage, public file review room
4 Multi-Purpose Meeting/Jury Assembly	0	3,000	3,000			Jury Assembly for 100-120 summoned jurors, check-in station, podium, lockers/closet, restrooms, vending and beverage area. Scheduled use for other multi-purpose functions. See Meeting Room below in the Annex section for the other functions.
5 County Commissioners	1,324	1,500	2,824	113%		Added offices for each; reception/waiting, employee orientation, storage; <i>subtracted</i> current commissioner's office space
6 County Administrator	860	0	860	0%		Reception/waiting (see above)
7 - Personnel	673	0	673	0%		
8 - Maintenance	289	1,400	1,689	484%		Office, toilet, workshop, chemicals storage; loading dock, vestibule, pedestrian entry
9 Court Administrator	1,133	50	1,183	4%		regain evidence storage space as Administrator's
10 District Court (courtrooms/court suites)	13,984	12,400	26,384	89%		Attorney-client counseling rooms (4), Close courtrooms 4 & 7; Add three jury courtrooms and 1 additional chambers to achieve 8th courtroom w/jury room & media room, remote witness testimony room (1). Expand courtroom #5 to create larger arraignment courtroom
11 Information Technology	1,712	850	2,562	50%		Meeting space, larger server room, storage, larger work area,
12 Mechanical	1,489	1,800	3,289	121%		space needed for equipment now outdoors in sheds
13 Miscellaneous Storage	797	0	797	0%		space is adequate but should be in a different location.
14 <i>Regional Child Support</i>	<i>5,454</i>	<i>0</i>	<i>0</i>			<i>moved out of courthouse - needs met elsewhere</i>
15 Sheriff's Office	7,361	1,850	9,211	25%		Expand evidence storage, school/DARE materials, miscellaneous storages; add interview and interrogation rooms; expand patrol area; add radio/electronics storage, expanded warrants area, staff support space.
16 - Court Holding	733	1,800	2,533	246%		Toilets, cells, vehicle sally port, entry vestibule
17 - Court Security	0	850	850			(Checkpoint in corridor) Office, restraints storage, fingerprint area, queuing area for 40
18 State's Attorney	5,513	2,500	8,013	45%		Additional offices, support work areas, storage, equipment space, conference, file storage, secured entry, victim-witness waiting, toilets
19 Record's Storage (Clerk, Recorder, S.A.)	1,377	350	1,727	25%		Files need to be separated; work surfaces needed.
20 Telephone (nsf)	117	50	167	43%		
21 Other: LARGE GROUP	0	0	0			See above with Jury Assembly and below in Annex.
22 Other: Public Defender	0	0	0			Conference rooms (see District Court above)
23 Other:			0			
24 Other:			0			
25 Total Departmental/Component Square Feet:	56,615	+31,700	82,861	46%		
26 Total Building Gross Square Feet:	78,717					

Cass County Courthouse - Space Needs Analysis

With respect to the courtrooms, the consultants have already noted their general, across-the-board inadequacies. However, some of the courtrooms may be redeemable as court space if they do not need to have jury boxes within them. Discussions with Court Administration staff confirm that not all courtrooms need to have jury boxes. Therefore, the current space needs estimates assumes that some courtrooms, otherwise thought to be irredeemably deficient, could be retained for court uses. Thus, it is not proposed that the county replace all courtrooms as a predicate to a facility plan. Nonetheless, the current space needs estimate assumes that courtrooms 4 and 7 should be eliminated and be replaced by new courtrooms. Additionally, it assumes that all new courtrooms be jury courtrooms regardless of the abandonment of any other courtrooms. Thus, the current space needs estimate for the courts is defined by having three new courtrooms minus the square footage of courtrooms 4 and 7.

The table below documents the basic current space needs for all components in the Annex as assessed by the consultants. The table that then follows documents the types of additional spaces that were considered in generating the additional square foot need estimate. *Please note that Veteran Service's additional space needs have since been met by expansion into the third floor of the Courthouse.*

"Current" Annex Component Space Needs

A	B	C	D	E	F
COMPONENT:	Totals	Additional Current Needs	Total Current Needs	% Change	Remarks, Additional Current Space Needs
28 Ag. Extension (incl. old kitchen)	3,500	900	4,400	26%	Conference/library room, small conference, storage room, additional offices (2)
29 I.T. Training	652	0	652	0%	Infrequently used space now
30 Juvenile Detention	5,522	1,100	6,622	20%	More general storage, separate property storage/dress-out, classroom, file room, medical room, counseling/contact visit room
31 Juvenile Courts	6,284	1,400	7,684	22%	Larger courtroom litigation well, sound vestibule to courtroom, larger public waiting area, reception, supplies/copier room, attorney-client rooms (2), separate staff entry, general storage.
32 Maintenance	0	400	400		Parts storage, supplies storage, desk/file area
33 Meeting Room (basement)	2,354	950	3,304	40%	Cass Co Youth Commission (30 people); Election worker training (50); Assessor training (30/year, 15 at once); Extension (150); Absentee Voting (?); Social Service Staff Meetings (up to 90); Family Services meetings (up to 50); Special County Commission Meetings. Would scheduling allow use of Jury Assembly for some of these functions to reduce competition for space (see above)? Multi-purpose support storage.
34 New Kitchen-Break	450	0	450	0%	
35 Social Services	32,531	3,600	36,131	11%	Drive-thru drop box (reduce traffic 20%), additional office space (3 large veteran's offices), additional staff meeting space (2), file storage (3), interview/visitation rooms (6), general storage (3).
36 Veteran Services	942	250	1,192	27%	larger clerical work station, larger records area, small waiting area
37 Other: Loading/Delivery Entry	0	150	150		Used by Ag Extension
38					
39					
40 Total Departmental/Component Square Feet:	52,235	+8,750	60,985	17%	
41 Total Building Gross Square Feet:	69,794				

Long-Term Space Needs Estimates

The consultants have generated what is referred to as "scope" estimates of space needs for the years 2020 and 2030. A scope estimate deals with a component as a block of space and provides a general estimate of its needs prior to developing a detail room-by-room space list (as is done later for many components assuming a new construction scenario). Thus, a scope estimate is not a detailed space program. A detailed space program literally produces a square foot total for a component by identifying room-by-room needs. While program-level information is in fact provided in this report for a selected group of components scope estimates are satisfactory for the purpose of general facility master planning.

There is another important caveat about scope estimates. To a certain degree since they are based on existing space, the inherent limitations of that existing space influence the scope square footage total. If one were designing a brand new building and a brand new component the estimated totals could easily be larger than the scope estimates presented herein. This is because some spaces that are acceptable in an existing setting might be smaller than the room size recommended if one were to start over again in a new building. An example of this might be seen in the Assistant State's Attorney's offices. Those offices presently range from 115 to 120 net square feet. They are minimally acceptable at that size though not desirable. If one were starting anew one would probably program those spaces to provide at least 140 net square feet. Therefore, the scope estimates presented below are probably somewhat lower than they might be if one were developing estimates for totally new space.

There are several growth factors developed in the course of the study that could be used as the basis for projecting general rates of growth. These are identified below.

1. County Population Growth

The county population is expected to grow by 15.8% by 2020 and 26.8% by 2030 compared to year 2008 estimates. These projections are taken from the report on Red River Valley Water Needs and Options done by Northwest Economics Associates. The consultants also considered using projections done by North Dakota State Data Center. While these are thought to be quite reliable, they only go through the year 2020. For reference sake the projections by North Dakota State projected Cass County to grow 12.3% by 2020, or about 3.5% less than the Red River Valley study rate. In master planning terms since it is better to be slightly higher than slightly lower the consultants felt comfortable using the Red River Valley projections.

2. User Projected Staff Growth

In the nine question survey distributed by the County Board in 2006 facility users were asked to estimate their future need for staff. Some of the users updated this information in 2008 for discussions with the consultants. The consultants created growth factors based on these estimates by dividing them by current staffing levels since staff growth generates a need for more offices and support space. The table below shows some of that data as it was available to the consultants.

Cass County Courthouse - Space Needs Analysis

CASS COUNTY COURTHOUSE BUILDING COMMITTEE SUMMARY OF SURVEY QUESTIONS & ANSWERS - **UPDATED 2008**

Survey Issued 3/10/06

Tabulated by Foss/Kimme - 3/7/08; Updated

COURTHOUSE	Current FTE 2008?	FTE in 5 years 2013	FTE by 2020	FTE in 15-20 years, 2028?	FTE by 2030	2020 growth Factor	2030 growth Factor
Board/Coordinator:							
- Commissioners	6	6	6.00	6	6	1.000	1.000
- Administrator	1	1	1.00	1	1	1.000	1.000
- Personnel	2	2	3.00	3	3	1.500	1.500
- Buildings & Grounds	2	2	2.60	3	3	1.300	1.500
Information Technology	7.6	12.6	14.20	18.6	19.70	1.868	2.592
Recorder	9	9	10.20	11	11.20	1.133	1.244
Treasurer	4	4	4.00	4	4.00	1.000	1.000
Tax Director	2	2	2.60	3	3.10	1.300	1.550
Auditor	8.5	8.5	8.50	8.5	8.50	1.000	1.000
Sub-total	23.5	23.5	25.30	26.5	26.80	1.077	1.140
State's Attorney	28	33	39.40	47	48.90	1.407	1.746
Office of the Sheriff at the Courthouse	41	42	43.40	45	45.40	1.059	1.107
District Court and Clerk of Court							
- Juvenile Court (Annex, see below)							
- Referees (Annex, see below)							
- Clerk of Court	22	24	26.80	30	30.80	1.218	1.400
- Administrator	5	5	6.20	7	7.20	1.240	1.440
- Judges, Clerks, support	19	23	27.40	33	34.40	1.442	1.811
Courthouse Totals:	157.1	174.1	194.90	220.1	226.40	1.241	1.441
Extension Services	14.5	15.50	16.30	17.50	17.80	1.124	1.228
- Juvenile Court (Annex)	11	11	12.20	13	13.20	1.109	1.200
- Referees (Annex)	3	3	3.00	3	3.00	1.000	1.000
Social Services	131	151	191.60	232	242.10	1.463	1.848
Veteran Services	4	5.00	5.20	6.00	6.20	1.300	1.550
Annex Totals:	163.5	185.5	228.30	271.5	282.30	1.396	1.727
Grand Total:	320.6	359.6	423.20	491.6	508.70	1.320	1.587

3. Actual Staff Growth

There is also a track record of actual growth in staff by various users. In some cases this results in projected staff counts slightly different than the user's projected numbers and in other cases there was quite a bit of difference. Nonetheless, the actual 10 year history of staff growth for different users provided another basis for projecting a trend in growth. This projection was thought to be more useful in that it reflects what staff growth actually occurred rather than what is wanted or even needed. Therefore, it may be more representative of actual growth rates. The table below shows that history and how it translated into growth figures for 2020 and 2030.

IN COURTHOUSE TODAY:	FTE 1999	FTE 2008	% INCREASE '99 to '08
County Administrator	4.00	7.00	75%
Information Services	6.00	7.60	27%
Auditor	7.50	8.25	10%
Treasurer	4.00	4.00	0%
County Recorder	9.00	10.00	11%
Assessor (Tax Equalization)	2.00	2.00	0%
States Attorney	20.00	27.00	35%
Sheriff	35.00	43.00	23%

IN ANNEX TODAY:	FTE 1999	FTE 2008	% INCREASE '99 to '08
Emergency Management	2.00	2.00	0%
Juvenile Detention Center	10.20	10.20	0%
County Planner	-	1.00	
County Agent	5.50	5.50	0%
Social Services	109.60	129.50	18%
Veteran Services	2.00	4.00	100%
	216.80	261.05	20%

Cass County Courthouse - Space Needs Analysis

4. Court Case Filings

With respect to the courts, the State's Attorney's office and the District Clerk, various information on case filings was used to do projections of future case loads. Case loads fundamentally generate workload and the need for staff and space. For District Court and District Clerk needs the projection was based on total cases while for the State's Attorney the focus was on criminal cases. The statistical projections done created growth factors that the consultants considered with respect to court and court related space growth. Growth rate projections are identified in chart form below.

They resulted in projection growth factors of 1.27 for year 2020 compared to 2007 data and 1.50 for year 2030.

Data Type: Total Cases
Jurisdiction: Cass County, ND

Days/Mo.: YEAR													Annual		TREND	Deviation		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Average				
1990															7,999			
1991															8,309			
1992															8,618			
1993															8,928			
1994															9,238			
1995															9,547			
1996															9,857			
1997															10,166			
1998															10,476			
1999															10,786			
2000															11,095			
2001															11,405			
2002															11,714			
2003															11,714			
2004														11,745	11,745	12,024	-2.3%	
2005														12,843	12,843	12,334	4.1%	
2006														12,635	12,635	12,643	-0.1%	
2007														12,299	12,299	12,953	-5.0%	
2008														13,565	13,565	13,262	2.3%	
2009																13,572		
2010																13,882		
																14,191		

Max/Mo. 13565
 You have provided 5 points of data

Maximum = 4.1%
 Minimum = -5.0%
 Average = -0.2%

The trendline resulting from a projection of this data would anticipate annual average figures (excludes peaks and classification) of:

Projected Cases by the Year:	2010: 14,191	2015: 15,739	2020: 17,287	2025: 18,835	2030: 20,383
Peak Range:	16,320	18,100	19,880	21,660	23,441
FACTOR OF CHANGE FROM 2007:			1.27		1.50

5. Recorder's File Growth

Data regarding the numbers of deeds filed in the recorder's office was provided by the Recorder. The consultants used this to project the potential growth in the number of deeds filed and thus, the potential work load of the recorder's office. This projection is shown in the chart below.

They resulted in projection growth factors of 1.37 for year 2020 compared to 2007 data and 1.55 for year 2030.

*Data Type: Documents Recorded
Jurisdiction: Cass County, ND*

YEAR	Days/Mo.:												Total	Annual Average	TREND	Deviation		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec						
1990																26,278		
1991																26,858		
1992																27,438		
1993																28,018		
1994																28,599		
1995																29,179		
1996																29,759		
1997						31,736									31,736	31,736	30,339	4.6%
1998						30,732									30,732	30,732	30,919	-0.6%
1999						28,321									28,321	28,321	31,499	-10.1%
2000						23,076									23,076	23,076	32,079	-28.1%
2001						31,378									31,378	31,378	32,660	-3.9%
2002						36,963									36,963	36,963	33,240	11.2%
2003						49,436									49,436	49,436	33,820	46.2%
2004						36,529									36,529	36,529	34,400	6.2%
2005						34,162									34,162	34,162	34,980	-2.3%
2006						30,924									30,924	30,924	35,560	-13.0%
2007						31,848									31,848	31,848	36,140	-11.9%
2008																	36,721	
2009																	37,301	
2010																	37,881	

Max/Mo. 49436
 You have provided 11 points of data
 Maximum = 49436
 Minimum = 23076

The trendline resulting from a projection of this data would anticipate annual average figures (excludes peaks and classification) of:

Projected Cases by the Year:	2010: 37,881	2015: 40,781	2020: 43,682	2025: 46,583	2030: 49,484
Peak Range:	43,563	46,899	50,234	53,570	56,906
FACTOR OF CHANGE FROM 2007:			1.37		1.55
			since 2007		since 2007

Cass County Courthouse - Space Needs Analysis

Growth Factor Summary

Below is a table of the growth factors that result from the calculation described above. In the table of estimated space needs which will be described after this section and which then follows there is a column that identifies what factor was used in estimating the long-term space needs of the various components.

GROWTH FACTORS (extrapolated from 2008 base data):

J1	J2	K1	K2	L1 Actual Staff Increase Rate 2020	L2 Actual Staff Increase Rate 2030	M1 Projected Total Cases 2020	M2 Projected Total Cases 2030	N1 Docs Recorded 2020	N2 Docs Recorded 2030	O1 Projected Criminal Cases 2020	O2 Projected Criminal Cases 2030	P1 Projected Juvenile Cases 2020	P2 Projected Juvenile Cases 2030	Q
Co Pop 2020	Co Pop 2030	User Staff Projections 2020	User Staff Projections 2030											
1.158	1.268	1.077	1.140	1.087	1.159			1.370	1.550					Auditor, Recorder, Treasurer, Tax Director
1.158	1.268													Cafeteria
1.158	1.268	1.218	1.400			1.270	1.500							Clerk of the District Court
1.158	1.268													Multi-Purpose Meeting/Jury Assembly
1.158	1.268													County Commissioners
1.158	1.268			1.510	1.940									County Administrator
1.158	1.268			1.200	1.370									- Personnel
1.158	1.268													- Maintenance
1.158	1.268	1.240	1.440			1.270	1.500							Court Administrator
1.158	1.268	1.442	1.811			1.270	1.500							District Court (courtrooms/court suites)
1.158	1.268	1.868	2.592	1.250	1.460									Information Technology
1.158	1.268													Mechanical
1.158	1.268													Miscellaneous Storage
1.158	1.268													Regional Child Support
1.158	1.268			1.220	1.410					1.380	1.670			Sheriff
1.158	1.268									1.380	1.670			- Court Holding
1.158	1.268					1.270	1.500							- Court Security
1.158	1.268			1.310	1.570					1.380	1.670			State's Attorney

GROWTH FACTORS (extrapolated from 2008 base data):

J1	J2	K1	K2	L1 Staff Increase Rate 2020	L2 Staff Increase Rate 2030	M1 Projected Total Cases 2020	M2 Projected Total Cases 2030	N1 Docs Recorded 2020	N2 Docs Recorded 2030	O1 Projected Criminal Cases 2020	O2 Projected Criminal Cases 2030	P1 Projected Juvenile Cases 2020	P2 Projected Juvenile Cases 2030	Q
Co Pop 2020	Co Pop 2030	User Staff Projections 2020	User Staff Projections 2030											Component
1.158	1.268	1.124	1.228											Extension Services
1.158	1.268											0.730	0.520	I.T. Training
1.158	1.268											0.730	0.520	Juvenile Detention
1.158	1.268	1.109	1.200											Juvenile Courts
1.158	1.268													Maintenance
1.158	1.268													Meeting Room (basement)
1.158	1.268													New Kitchen-Break
1.158	1.268	1.463	1.848	1.180	1.340									Social Services
1.158	1.268	1.300	1.550											Veteran Services

Long-Term Space Estimates

The consultants have made a gross estimate of long-term space needs for the total combined list of Courthouse and Annex occupants through 2030. In addition, the consultants have estimated the long-term space needs of the Fargo Municipal Courts based upon an evaluation of the existing facilities and interviews with city personnel. These estimates are not based upon detail room-by-room space lists but upon gross estimates of need derived from calculating existing space, estimating current needs beyond existing totals, and then multiplying current needs by selected growth factors.

The Courthouse-Annex space estimates assume re-use of existing spaces to the greatest extent possible. In so doing it was necessarily assumed that some spaces would be retained in their present form even though they may not be as large as one might program if one were able to build everything anew. On the other hand, given the limitations and crowdedness of existing spaces many space needs were defined as being met by new square footage.

In brief, the consultant estimates that by 2030, about 90% more component gross square footage (207,000 gsf vs. 109,000 gsf) would be needed for the Courthouse-Annex functions than is currently available.

(Note: Component gross square footage accounts for the area occupied and used by functional components, such as the States Attorney's office. However, It does not account for the additional general building square footage needed for central building corridors, stairways, mechanical rooms, and the like, things that a building needs but which are not assignable to any one component.)

Annex Planning Issues

Regarding the Annex, the recommendation has been to allow Social Services to expand into more and more of the space in the Annex until it essentially becomes a Social Services building. Even so, that is not enough for its projected long-term growth. Thus rental space elsewhere in the county for satellite facilities, which the agency endorses, is the most logical answer. The Annex provides about 52,200 gsf of usable component gsf (excluding mechanical, stairways, etc.) and their long-term need is projected at about 57,600 gsf.

For Social Services to grow into the Annex, Veteran Services will have to remain outside the building, Extension Services will have to be re-located to off-site rental space or vacated courthouse space, and I.T. training may have to be re-done.

Regarding Juvenile Detention, the consultants have so far made no assumptions about it moving off-site though the idea is appealing in the long-term given the potential future re-location of the sheriff, and the possible re-location of the juvenile courts and juvenile probation if a new Justice facility were to someday evolve along with funding for such a significant project. Building new juvenile facilities also addresses the inadequacies of the current facility and its limited expansion capabilities which by 2030, if not sooner, could be severe.

Space Estimate Tables

On the next two pages are lists of space estimates for the various Courthouse and Annex components for the years 2020 and 2030. They are organized alphabetically by the building in which the components are located. Totals on the bottom of the table compare and contrast the existing components square foot totals (as differentiated from the total building gross square feet) and the recommendation for the years 2020 and 2030.

Recommendations for the Sheriff's Office are deleted because the Sheriff's Office is expected to move to the Jail site as the next phase of the expansion Master Plan there.

Also noted in the tables is the growth factor used for the long-term space projection. That appears in column "G".

Again, in reviewing the space estimates realize that they are a.) gross estimates not the product of detail space lists, and b.) they represent a mix of existing and new space, thus the totals are not as large as they might be with a totally new facility.

Projected Baseline Courthouse Space Needs; 2020 & 2030

	A	B	C	D	E	F	G	H
	Component	Current GSF	Additional Current Needs	Total Current Needs	2020 Estimated Needs	2030 Estimated Needs	Estimation Basis	Remarks
1	Auditor, Recorder, Treasurer, Tax Director	5,357	1,800	7,157	7,800	8,300	Actual Staff	
2	Cafeteria	1,878	0	1,878	1,878	1,878	-	
3	Clerk of the District Court	6,564	1,500	8,064	9,850	11,300	User Staff	
4	Multi-Purpose Meeting/Jury Assembly	0	3,000	3,000	3,000	3,000	-	Scheduling will adapt to growth; space will be multi-purpose
5	County Commissioners	1,324	1,500	2,824	2,824	2,824	-	
6	County Administrator	860	0	860	1,000	1,200	Co. Pop	Population growth will increase support needs
7	- Personnel	673	0	673	800	950	Actual Staff (overall)	
8	- Maintenance	289	1,400	1,689	2,484	2,980	Building Size	
9	Court Administrator	1,133	50	1,183	1,500	1,800	Projected Cases	
10	District Court (courtrooms/court suites)	13,984	12,400	26,384	39,632	52,880	Weighted Caseload-Population	2030 Includes courtrooms plus 9 through 15 and requisite support space. By 2030 a minimum of 9 new courtrooms would have been built.
11	Information Technology	1,712	850	2,562	3,200	3,800	Actual Staff	
12	Mechanical	1,489	1,800	3,289	5,800	6,800	Building Size	
13	Miscellaneous Storage	797	0	797	1,000	1,200	-	
14	Regional Child Support	5,454	0	0	0	0	-	Housed elsewhere
15	Sheriff's Office	7,361	1,850	9,211	11,200	13,000	Actual Staff	Excludes addition of sheriff's garage, lobby, reception, mechanical, and other elements that might be included if and when this function goes to a new building. It also excludes a re-sizing of spaces if they are constructed new.
16	- Court Holding	733	1,800	2,533	3,500	4,300	Projected Criminal Cases	
17	- Court Security	0	850	850	1,100	1,300	Projected Cases	
18	State's Attorney	5,513	2,500	8,013	11,000	13,400	Criminal Cases	
19	Records Storage (Clerk, Recorder, S.A.)	1,377	350	1,727	2,000	2,200	Co. Pop.	
20	Telephone (nsf)	117	50	167	250	300	-	
21	Other: LARGE GROUP MEETING	0	0	0	0	0	-	
22	Other: Public Defender	0	0	0	1,000	1,250	-	See Jury Assembly & Annex Meeting Room
23	Other:	0	0	0	0	0	-	Anticipation of the office becoming full-time and being more efficiently placed in the courthouse.
24	Other:	0	0	0	0	0	-	
25	Other:	0	0	0	0	0	-	
26	Total Departmental/Component Square Feet:	56,615	31,700	88,315	110,817	134,662		
27	Percentage of Increase							+46%

Projected Baseline ANNEX Space Needs; 2020 & 2030

	A	B	C	D	E	F	G	H
	Totals	Additional Current Needs	Total Current Needs	2020 Estimated Needs	2030 Estimated Needs	Estimation Basis	Remarks	
1	3,500	900	4,400	5,000	5,400	User Staff	Could be located off-site	
2	652	0	652	652	652	-		
3	5,522	1,100	6,622	6,622	6,622	-	Assumes no additional beds; Growing Cass needs will supplant rentals to others	
4	6,284	1,400	7,684	8,500	9,200	User Staff		
5	0	400	400	500	600	Building Size		
6	2,354	950	3,304	3,304	3,304	-		
7	450	0	450	450	450	-		
8	32,531	3,600	36,131	42,678	57,606	Actual Staff	Parts could be located off-site	
9	942	250	1,192	1,400	1,500	Co. Pop.	Temporarily moving to Courthouse. Could be located off-site.	
10	0	150	150	300	300	-		
11					159.3%			
12								
13	Total Departmental/Component Square Feet:	52,235	8,750	60,985	69,405			85,635
14	Percentage of Increase			+17%	+33%			+64%
15								
16	TOTAL COUNTY DEPARTMENTAL SQ. FT.:	108,850	143,847		207,297			+90%
17								

Space Availability and the Courthouse per Long-Term Planning Options

A long-term master planning issue to consider is the space utilization and availability rates of the Courthouse under certain long-term, year 2030 master plan scenarios. The following are two scenarios which identify the amount of existing Courthouse space needed to accommodate the growth requirements of the functions remaining within the courthouse, as well as identifying space availability rates there. Available Courthouse space could be filled by other functions such as Social Services and Extension Services. The Annex is full and will likely not have available space at any time.

Long-term options:

1. **BUILD ADDITION AS PROGRAMMED & MOVE SHERIFF; NO SEPARATE JUSTICE FACILITY**
 - 96% component gsf usage in 2020 by Courthouse occupants – with key areas like the Clerk and the States Attorney being sub-divided to accommodate growth; the Recorder would be split away from Auditor/Treasurer/Tax Director. New courtrooms and court support must be added to the Addition.
 - Cannot meet currently projected campus needs to 2030 on existing site under current parameters and growth assumptions.

Courthouse Space & Space Availability if Addition is built; Justice functions stay

	A	B	C	D	E
Component	Current Component GSF	2020 Estimated Needs	2030 Estimated Needs	Remarks	
1 Auditor, Recorder, Treasurer, Tax Director	5,357	7,800	8,300	Increasing reliance on technology will minimize staff and file storage growth. Off-site storage to continue.	
2 Cafeteria	1,878	1,878	1,878		
3 Clerk of the District Court	6,564	9,850	11,300		
4 Multi-Purpose Meeting/Jury Assembly	0	3,000	3,000	Scheduling will adapt to growth; space will be multi-purpose	
5 County Commissioners	1,324			in ADDITION	
6 County Administrator	860			in ADDITION	
7 - Personnel	673			in ADDITION	
8 - Maintenance	289			in ADDITION	
9 Court Administrator	1,133	1,500	1,800		
10 District Court (courtrooms/court suites)	13,984	13,759	13,759	Deletes courtrooms 4 & 7, Adds storage space adjacent to courtroom 5 to the courtroom; Initial needs met in Addition; future needs beyond	
11 Information Technology	1,712			in ADDITION	
12 Mechanical	1,489	1,489	1,489	CURRENT & FUTURE NEEDS IN ADDITION	
13 Miscellaneous Storage	797	1,000	1,200		
14 Regional Child Support	5,454	0	0	Housed elsewhere	
15 Sheriff's Office	7,361			MOVES TO JAIL SITE	
16 - Court Holding	733			in ADDITION	
17 - Court Security	0			in ADDITION	
18 State's Attorney	5,513	11,000	13,400		
19 Record's Storage (Clerk, Recorder, S.A.)	1,377	2,000	2,200		
20 Telephone (nsf)	117	250	300		
21 Other: LARGE GROUP MEETING	0			See Jury Assembly & Annex Meeting Room	
22 Other: Public Defender	0	1,000	1,250	Anticipation of the office becoming full-time and being more efficiently placed in the courthouse.	
23 Other:					
24 Other:					
25					
26 Total Departmental/Component Square Feet:	56,615	54,526	59,876		
27 Percentage of Existing Component GSF		96%	106%		

2. BUILD ADDITION, MOVE SHERIFF & BUILD NEW JUSTICE FACILITY OFF-SITE

- Remaining functions in courthouse with Addition, Sheriff's Facility and Justice Center completed are: Auditor/Recorder/Treasurer/Assessor; cafeteria, miscellaneous storage, records storage, mechanical, electrical.
- 24% component gsf usage in Courthouse to meet current needs of remaining functions to 2020; thus the courthouse would be 76% available for re-assignment/rental.
- 25% component gsf usage in 2030; 75% vacant.
- About 40% of the Addition (16,000 component gsf) would be abandoned if a new Justice Facility is built (courts, chambers, court holding).

Courthouse Space & Space Availability if Addition is built; Justice off-site

	A	B	E	F	H
Component	Current Component GSF	2020 Estimated Needs	2030 Estimated Needs	Remarks	
1 Auditor, Recorder, Treasurer, Tax Director	5,357	7,800	8,300	Increasing reliance on technology will minimize staff and file storage growth. Off-site storage to continue.	
2 Cafeteria	1,878	1,878	1,878		
3 Clerk of the District Court	6,564			AT NEW JUSTICE SITE	
4 Multi-Purpose Meeting/Jury Assembly	0			AT NEW JUSTICE SITE	
5 County Commissioners	1,324	2,824	2,824		
6 County Administrator	860	1,000	1,200	Population growth will increase support needs	
7 - Personnel	673	800	950		
8 - Maintenance	289	2,484	2,980		
9 Court Administrator	1,133			AT NEW JUSTICE SITE	
10 District Court (courtrooms/court suites)	13,984			AT NEW JUSTICE SITE	
11 Information Technology	1,712	3,200	3,800	SOME AT NEW JUSTICE CENTER	
12 Mechanical	1,489	1,489	1,489	Additional needs must be met by Addition, not within Courthouse	
13 Miscellaneous Storage	797	1,000	1,200		
14 Regional Child Support	5,454			Housed elsewhere	
15 Sheriff's Office	7,361			AT JAIL SITE	
16 - Court Holding	733			AT NEW JUSTICE SITE	
17 - Court Security	0			AT NEW JUSTICE SITE	
18 State's Attorney	5,513			AT NEW JUSTICE SITE	
19 Record's Storage (Clerk, Recorder, S.A.)	1,377	1,000	2,200		
20 Telephone (nsf)	117	250	300		
21 Other: LARGE GROUP MEETING	0				
22 Other: Public Defender	0				
23 Other:					
24 Other:					
25					
26 Total Departmental/Component Square Feet:	56,615	23,724	27,121		
27 Percentage of Existing Component GSF		42%	48%		

Should the county attain some of the availability rates identified, there arises a challenge as to what to do about it. One avenue, of course, would be to slowly work on altering the parameters of the current site such as acquiring additional land for facilities or parking so that long-term needs could be met on-site through expansion and space re-use.

Short of that, under scenario 1 the county will need to decide well before 2030 whether to add a second phase to the Addition or move towards a different option such as a new Justice facility on a different site.

Under scenario 2, the county will need to find occupants for the available space other than current campus occupants because once the Justice functions leave there will be insufficient growth in the remaining components to fill the available space.

Insofar as the existing courthouse space availability in 2030 is concerned per 2. above, some responses might include the following in terms of addressing the extensive vacancies:

1. Bring back some of the storages that are now leased out.
2. Try to create large meeting areas to accommodate that need and the loss of meeting space in the Annex as it increasingly becomes a Social Services operation.
3. Rent space to others perhaps even bringing back Child Support if rates can be made attractive enough.

IX. COURTHOUSE-ANNEX SITE PARKING NEEDS

The following is information transmitted to the consultant by County Administrator Bonnie Johnson regarding available parking around the Courthouse-Annex site.

"Cass County has 345 total parking spots. Of the 345, **75** are designated for "public parking" and **270** are reserved/gated for "employees only"

The breakdown is as follows:

- Courthouse front lot- 83 for Employees; 32 for the public;
- Courthouse back lot- 28 for sheriff's vehicles; 22 for department heads/judges;
- Annex lot- 108 for employees; 43 for the public;
- Shared school lot- 15 for employees;
- Shared Boulger lot- 14 for employees."

The estimates for staff parking is presented on the table below. It is generated by projecting the future number of full-time equivalent staff (FTE) that would be on-site if all current functional components (except the Sheriff's Office) were to remain on-site.

EMPLOYEE/PARKING GROWTH ESTIMATES

	Current		
	FTE 2008	FTE by 2020	FTE by 2030
COURTHOUSE			
Board/Administrator:			
- County Commission	6.0	6.0	6.0
- County Administrator	1.0	1.0	1.0
- Personnel	2.0	2.0	3.0
- Buildings & Grounds (non-Jail)	2.0	4.4	6.0
Information Technology	7.6	9.5	11.1
Recorder	9.0	9.8	10.4
Treasurer	4.0	4.0	4.0
Assessor (Tax Director)	2.0	2.6	3.1
Auditor	8.5	8.5	8.5
State's Attorney	28.0	39.4	48.9
<i>Sheriff's Office (moving to the Jail)</i>	41.0	0.0	0.0
District Court and Clerk of Court			
- Clerk of District Court	22.0	26.8	30.8
- Court Administrator	5.0	6.2	7.2
- Judges, Clerks, support	19.0	27.4	34.4
Courthouse Totals:	157.1	147.6	174.4
ANNEX			
Extension Services	14.5	16.3	17.8
- Juvenile Court	11.0	12.2	13.2
- Referees	3.0	3.0	3.0
Social Services	131.0	173.1	216.6
Veteran Services	4.0	5.2	6.2
Annex Totals:	163.5	209.8	256.8
GRAND TOTAL FTE:	320.6	357.4	431.2
ROUNDED TOTALS/PARKING STALLS:	335	375	450

Year 2020 Long-Term Master Plan Parking Summary

The estimate projects a need for roughly 375 parking stalls for staff by 2020. That is 105 cars, or 39%, more than is presently available to staff. From a square footage point-of-view, 180 additional cars might generate the need for 36,750 to 42,000 square feet of parking.

On the public side, an increase of an equal amount, 39%, would yield a need for roughly 105 public parking stalls. This would be 30 more than presently available and represent an additional 10,500 to 12,000 square feet of parking.

With respect to the development of the Addition, the primary known way that parking will be added will be the parking planned underneath the building. A rough estimate is that this area will add 30 -40 cars, depending on building layout, column structure, and the square footage needed for access and ramps. However, some existing on-grade parking will undoubtedly be lost.

Year 2030 Long-Term Master Plan Parking Summary

The estimate projects a need for roughly 450 parking stalls for staff by 2030. That is 180 cars, or 67%, more than is presently available to staff. From a square footage point-of-view, 180 additional cars might generate the need for 63,000 to 72,000 square feet of parking.

On the public side, an increase of an equal amount, 67%, would yield a need for roughly 125 public parking stalls. This would be 50 more than presently available and represent an additional 17,500 to 20,000 square feet of parking.

X. COURTHOUSE SITE TEST – 2030 NEEDS

It is important to note that all projected master plan space needs and all site option possibilities for the county were based on projections that assume certain rates of growth and certain site limitations. Should any of those factors change, long-term master plan options could change as well. Some of the more significant change possibilities include the following.

1. The county does not grow as much as expected.
2. More land around the campus becomes available.
3. The county is allowed to develop facilities taller than the Courthouse.
4. The court system, which has eight judges and two referees, is not authorized by the state for as many as the 15 courts projected by the master planning by 2030.
5. Reductions in space projections were attained through further scrutiny of space estimates and space lists.
6. The Annex facility becomes available for development because the state decides to house Social Services in total or in significant part elsewhere.
7. Juvenile Detention moves to another location, such as the Jail site.

With these caveats in mind, but using the established parameters, the consultants endeavored to test whether the current site based on current parameters could accommodate 2030 needs as estimated. They did two tests, one focusing on a mixed government-justice expansion, and the other focusing on a justice-oriented expansion.

Based on the two test diagrams developed, it was concluded that it would be difficult to meet year 2030 needs for all of the functions presently on the Courthouse-Annex campus because the options:

- required the creation of usable basement space for court holding and mechanical (which the county wants to avoid due to water issues),
- fell one courtroom short of the projected 15 courtroom need,
- left insufficient space for on-site delivery trucks,
- used more green space than likely is allowed, and
- exacerbated existing parking problems.

Since it is better to keep all county government functions in one location, and all justice functions in one location, the consultants have concluded that, given current projections and parameters the prospect of off-site development could someday be realized. Should this become the case, then the consultants could foresee a scenario where, a.) the long-term needs of the Justice system might need to be met through new facilities at a new site, and b.) that the long-term needs of county government functions would be met on the current site through addition and renovation.

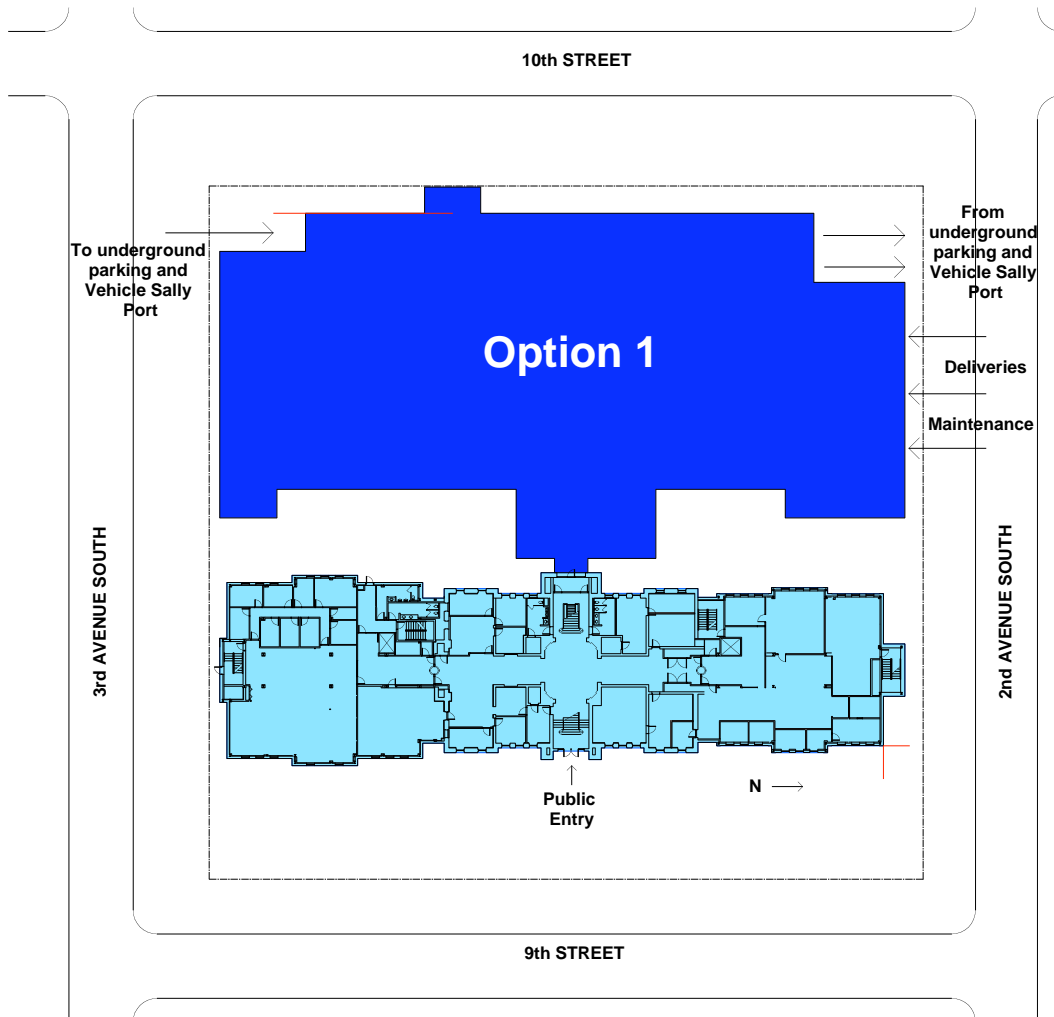
Nonetheless, phased expansion at the traditional Courthouse-Annex site through 2030 is feasible if some of the presently established parameters changed. And, it should be recognized, such changes could occur by the time the county and/or the state are prepared financially to build to satisfy long-term space needs.

Cass County Courthouse - Space Needs Analysis

As a result, it is too early to conclude how the accommodation of long-term needs will play out because there are too many significant variables in the mix. What is clear is that there are immediate needs that must be addressed and that a program of addressing intermediate term needs consistent with the current budget, that is the proposed Addition, is reasonable. Further, the Addition must be designed to accommodate expansion.

Based on the evaluation of the existing buildings, the land available on the site to the west of the courthouse, and projected future needs the consultants tested two basic options to see if long-term, 2030 space needs could be met by the existing site given current site parameters and current estimates of growth.

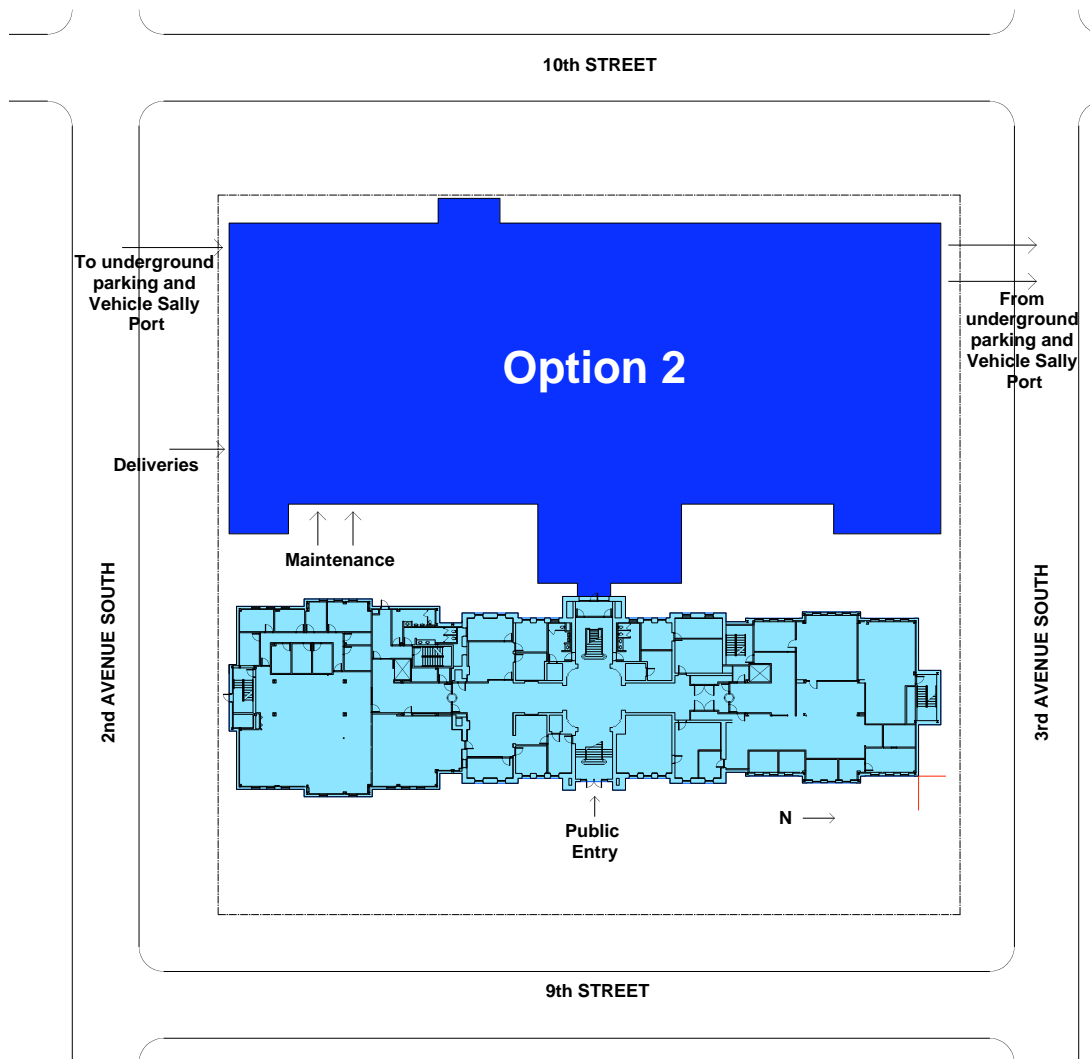
The first option studied was to expand to the west providing new space to both the courts and county government in a mixed use building similar to the way in which the current courthouse is a mixed use building. The land used is for a three story building with a basement used for court holding and parking is shown below.



Cass County Courthouse - Space Needs Analysis

The second option studied was to expand to the west with judicial functions only. This option leaves the county with two buildings that while attached perform two different functions, one governmental and the other judicial.

Below is a diagram that shows the rough amount of square footage that would be needed in a western addition and how that relates in terms of scale to the existing courthouse facility. Again, the land used is for a three story building with a basement used for court holding and parking is shown below.



Another key issue not dealt with in these site tests is that of parking and the lack of available land around the site for it. Without additional land this critical deficiency will lead to the creation of a multi-level parking garage of some sort, probably in the Annex parking lot.

XI. JUSTICE-RELATED YEAR 2030 SPACE LISTS

In order to best estimate long-term space needs the consultants, during the course of the study, developed detail space lists for several, but not all, county government and justice components. Having gone that far, and given the long-term possibility that not everything could fit on the presently defined site, the consultants pressed ahead and prepared detail space lists for the remaining justice functions on the notion that Justice functions might someday be located elsewhere. That led to a comprehensive space list that produces an even sharper estimate of 2030 justice-related space needs and a definition of how large such a new facility might someday be.

Space lists were developed for the following justice components as an extra product of the study:

- 15 district courtrooms (6 jury, 5 non-jury, 2 arraignment, 2 juvenile),
- judicial chambers and court support (jury rooms, court reporters, conference, law library, etc.),
- Clerk of the District Court,
- States Attorney,
- jury assembly,
- court holding with vehicle sally port and secure elevator transport,
- court security checkpoint and support space,
- a portion of Information Technology,
- lobby and public support space including a break room,
- a maintenance component,
- storage and deliveries,
- mechanical, and
- parking (secure and public, both likely on grade).

These lists do not consider any additional space needed if a regional trial court operation, as has been discussed, is created.

In recently speaking with Rod Olson he recommended that juvenile probation offices be added to a Justice Center space list. Also, there may come a time when space for a full-time public defender should be added as well. Defense attorneys have certainly expressed that desire.

The Justice-related space list projects the need for about 136,000 gross square feet (gsf) of all new space before adding space for Juvenile Probation or the Public Defender. Please note that this total is greater than totals appearing in the initial 2030 estimates distributed earlier. That is because the space lists were developed as though everything was new whereas earlier gross estimates assumed the re-use of existing space that in many cases was sized less than optimally. To the extent that any of these components are developed as part of any addition to the Courthouse, they will provide a useful starting point to the designer.

Cass County Courthouse - Space Needs Analysis

SPACE LISTS - TOTAL JUSTICE FACILITY per 2030 NEEDS CASS COUNTY, ND

SUMMARY



1/13/09

Existing Courthouse has 78,700 gross square feet.

COMPONENT/AREA:	# OF NEW COURTS	# OF SPACES	AVERAGE Space Size	TOTAL NET S.F.	GROSS FACTOR*	TOTAL GROSS S.F.
A CLERK of the DISTRICT COURT		22	413	9,079	1.20	10,895
B JURY ASSEMBLY		9	346	3,114	1.125	3,504
C STATES ATTORNEY		56	178	9,973	1.35	13,463
D PUBLIC SPACE - SECURITY		56	159	8,912	1.20	10,695
E COURT ADMINISTRATION		11	154	1,696	1.30	2,205
F CHAMBERS & COURT SUPPORT		79	129	10,166	1.30	13,216
G COURTROOMS						
G1 - JURY COURTROOMS	6	52	296	15,411	1.125	17,337
G2 - NON-JURY COURTROOMS	5	27	330	8,910	1.125	10,023
G3 - ARRAIGNMENT COURTROOMS	2	15	431	6,470	1.100	7,117
G4 - JUVENILE COURTROOMS	2	16	284	4,546	1.15	5,228
H COURT HOLDING CENTER		33	104	3,447	1.50	5,171
I INFORMATION TECHNOLOGY		11	159	1,754	1.25	2,193
J JUVENILE PROBATION		8	261	2,089	1.25	2,611
K MAINTENANCE		8	261	2,089	1.25	2,611
L MECHANICAL & MISC. SUPPORT		25	409	10,220	1.20	12,264
	15	428	229	97,877	1.21	118,533

x General Building Gross Factor (G.F.)* : x 1.15

TOTAL G.F. 1.39

136,313

TOTAL G.S.F.

* Gross Factor accounts for general corridors, wall thicknesses, stairways, elevators, and mechanical chases, that is, all "unusable" or "unassigned" Sq. Ft. that must be provided to attain the net square feet programmed.

Foss Architecture & Interiors/KIMME & Associates

**SPACE LIST
CASS COUNTY, ND**

**CLERK of the DISTRICT COURT
Year 2030 Needs**

A

6,564 gsf existing

1/7/09

SPACE/AREA NAME:	Area Sq. Ft.	NUMBER OF SPACES	AREA OF EACH (S.F.)	TOTAL NET S.F.	REMARKS:
1 RECEPTION					
2 Queuing Area/Public Counter Area		1	360	360	• Six (6) work stations at windows.
3 Staff Counter (opposite public counter area)		1	240	240	• Six (6) work stations at windows. Windows with a barrier restricting public access/penetration. Form storage adjacent to workstations.
4 Public File Reading Area		1	216	216	• 4 PC terminals, 4 carrels for reading electronic and/or paper files. One desk surface for reviewing paper documents; small window/counter to deputy clerk area.
5					
6 OFFICES/WORKSTATIONS					
7 Clerk of the District Court Office		1	192	192	• Desk and credenza. Small conference table and chairs (4). File cabinets (4). Bookcase (2). Current space is 103 nsf.
8 Chief Deputy Clerk Office		1	160	160	• Future consideration. Visitor seating for 2 persons. File cabinets (2). Bookcase.
9 Supervisor Office		3	120	360	• Divisions will include criminal, civil, and child support/probate/juvenile.
10 Deputy Clerks Work Station Room		1	2,880	2,880	• 26, 7' x 8' L-shaped workstations, each with a file cabinet. Three small copier areas associated with different file/service types.
11					
12 FILE STORAGE					
13 Active Files		1	1,500	1,500	• Paperless system anticipated for future records within 5 years. Civil & Criminal Files. Existing spaces total approximately 1,550 nsf. Will include 2 imaging workstations. High density, space saving file storage. Work surfaces for document review/sorting.
14 General Records Storage		1	1,400	1,400	• Old and unusual records that must be stored on-site and not with Record Keepers. Includes the various records now in the basement and on the second floor.
15					
16 SUPPORT SPACES					
17 Large Conference/Break Room		1	540	540	• "All-staff" seating for 30. Phone. AV projector and screen. Alcove w/counter, microwave, sink, small refrigerator
18 - Storage		1	24	24	
19 Small Conference room		1	192	192	• Accommodates 8.
20 Equipment/Mail Room		1	162	162	• Printer/Copier/Fax, noisy equipment. Provide table to sort mail.
21 Supply Room		1	112	112	
22 Coat Room		1	60	60	
23 Secure Evidence Storage		1	160	160	
24 Exhibits Storage		1	144	144	
25 General Storage		1	120	120	
26 Women's Room		1	151	151	• ADA compliant. 2 lavs, 2 toilets.
27 Men's Room		1	106	106	• ADA compliant. 1 lav, 1 urinal, 1 toilet.
28					
29					
30					

SUB - TOTALS:	22	413	9,079
Spaces	Avg. NSF	TOTAL N.S.F.	
	per Space		
X Gross Factor of: 1.20 =		10,895	TOTAL G.S.F.

**SPACE LIST
CASS COUNTY, ND**

**JURY ASSEMBLY
Year 2030 Needs**

B

1/7/09

Flexible-use space for multiple purposes

SPACE/AREA NAME:	Area Sq. Ft.	NUMBER OF SPACES	AREA OF EACH (S.F.)	TOTAL NET S.F.	REMARKS:	
AREA WITHIN COMPONENT						
1 Jury Assembly Room		1	1,920	1,920	• Movable Assembly seating for 120. Microphones and equipment for recording public meetings. Sub-dividable space. Large, flat screen TV monitors. Audio system.	
2 - chair/table storage		1	160	160		
3 - AV equipment		1	48	48		
4						
5						
6 Jury Assembly Reception/Work Area		1	96	96	• counter, work surfaces, forms storage, computer terminals, under counter storage	
7 Public waiting/queuing		1	162	162	• public counter, waiting lines	
8 Male Toilet		1	154	154	• 1- W.C., 1-Urinal, 2-Lavs, 1 each H.C. accessible	
9 Female Toilet		1	154	154	• 2-W.Cs, 2-Lavs, 1 each H.C. accessible	
10 Vending/Coffee Area		1	120	120	• 2 vending machines; coffee counter with sink	
11 Locker Area		1	300	300	• 120, 1/2 height 12" wide x 18" deep lockers for jackets, hats, personal belongings.	
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
SUB - TOTALS:				9	346	3,114
				Spaces	Avg. NSF per Space	TOTAL N.S.F.
				X Gross Factor of: 1.125 =		3,504
						TOTAL G.S.F.

Foss Architecture & Interiors/KIMME & Associates

**SPACE LIST
CASS COUNTY, ND**

**STATES ATTORNEY
Year 2030 Needs**

C

1/7/09

5,513 gsf existing, excluding archival file storage elsewhere

SPACE/AREA NAME:	Area Sq. Ft.	NUMBER OF SPACES	AREA OF EACH (S.F.)	TOTAL NET S.F.	REMARKS:
1 RECEPTION					
2 Secured Public Waiting Area		1	240	240	• Seating for 16 persons. Reception window. Barrier with easy communication capability between public and staff areas. Entry doors to suite shall be remotely controlled by receptionists and have card readers.
3 CLERICAL					
4 Clerical Supervisor		1	120	120	
5 Check & Restitution Window		1	180	180	• Current space is 167 nsf.
6 Open Clerical Workstation Groups		3	768	2,304	• 18 L-shaped workstations grouped in three areas (6 each) associated with attorney groups. Computer, phone, file cabinets (1), small printer, under desk, above desk storage. At least 2 workstations adjacent to Public Waiting Area.
7 Files Storage		1	1,000	1,000	• High density file storage system; 2 work stations; open work surface for file sorting and review. Protected space. (Existing file room, without high density storage. Is 611 nsf not counting basement storage).
8 Office Equipment		1	144	144	• Copier(s), fax, printers, binders, collators, etc.
9 VICTIM/WITNESS SERVICES					
10 Victim-Witness Staff Offices		3	120	360	• L-shaped workstation. Visitor seating for 2 persons. File cabinets (1).
11 Victim/Witness Waiting Room	(200)	1	235	235	• Seating for 12 persons. Appearance of a family-style waiting area. Wall-mounted Cable TV with DVD player.
12 - Toy area	(25)				• Toddler table and chairs (3). Toy box.
13 - Coffee Counter area	(10)				• Provide under counter refrigerator.
14 Unisex Toilet		1	45	45	
15 Small Victim-Witness waiting-interview		1	80	80	
16 ATTORNEY OFFICES					
17 State's Attorney Office		1	252	252	• Group attorneys according to the type of cases they handle: Group 1 - Economic & Traffic; Group 2 - Juvenile & Drug; Group 3 - Personal Crimes
18 - Closet		1	15	15	• Desk and credenza. Small conference table and chairs (4). File cabinets (4). Bookcase (2). Duress Alarm. (Existing office is 202 nsf)
19 1st Asst. State's Attorney Office		1	200	200	• L-shaped workstation. Visitor seating for 5 persons. File cabinets (2). Bookcase.
20 Asst. State's Attorney Offices		16	140	2,240	• (future) L-shaped workstation. Visitor seating for 5 persons. File cabinets (1). Bookcase. • Desk and credenza. Visitor seating for 2 persons. File cabinet. Bookcase. (Current offices are around 115 to 120 nsf.)
21 S.A. Secretary /Office Manager		1	120	120	• L-shaped workstation. Typewriter. File cabinets (1).
22 Investigator		1	120	120	• (Future consideration) L-shaped workstation. Visitor seating for 2 persons. File cabinets (1). Provide centralized location for small safe (size = 3' wide x 2' deep x 3' high) and 3 compartment gun locker.
23 ATTORNEY SUPPORT SPACES					
24 Large Conference Room		1	544	544	• Seating for 20. Phone. Existing conference room is 349 nsf. Projector, screen. Coffee Counter. Marker Boards.
25 Small Conference Rooms		3	216	648	• One per attorney group. Seating for 8. Phone. Marker boards, computer terminal, cable TV, audio-video.
26 Audio/Visual Equipment Storage		1	80	80	
27 Interview Rooms		2	100	200	• Table, 4 chairs
28 Office Equipment		6	15	90	• 5 lineal feet of counter surface. Small copier/equipment area located next to each attorney group.
29 Coffee Alcove		3	36	108	• Sink, counter, wall cabinets
30 Staff Toilets					
31 Male Toilet		1	154	154	• 1-W.C., 1-Urinal, 2-Lavs, 1 each H.C. accessible
32 Female Toilet		1	154	154	• 2-W.Cs, 2-Lavs, 1 each H.C. accessible
33 MISCELLANEOUS					
34 Electrical-Technology Room		1	100	100	
35 General Supply Storage		1	120	120	• Shelving.
36 Exhibits storage		1	120	120	
37 GRAND JURY SUITE (not applicable)					
SUB - TOTALS:		56	178	9,973	
	Spaces	Avg. NSF per Space		TOTAL N.S.F.	

X Gross Factor of: **1.35 = 13,463**

TOTAL G.S.F.

**SPACE LIST
CASS COUNTY, ND**

**PUBLIC SPACE - SECURITY
Year 2030 Needs**

D

1/13/09

SPACE/AREA NAME:		Area Sq. Ft.	NUMBER OF SPACES	AREA OF EACH (S.F.)	TOTAL NET S.F.	REMARKS:
PUBLIC LOBBY-SECURITY CHECKPOINT						
1	Weather vestibule		1	160	160	• (124 net square feet [nsf] existing.) At least 10 feet deep.
3	Entry/Lobby		1	1,907	1,907	
4	- pre-checkpoint locker alcove	(115)				• For items not allowed in courthouse such as cameras, cell phones, etc. Also for coats, briefcases, and so forth. 40, 18" x 18" x 18" lockers stacked 4 high.
5	- security checkpoints	(300)				• Planned for two x-ray machines and 2 metal detector stations
6	- entry security line area	(495)				• Rope lines for roughly 60 people incoming; bypass route for attorneys and staff; exit route on the side.
7	- exit path	(200)				• one way out of the building
8	- post-checkpoint lobby area	(384)				• Includes information kiosk, limited seating.
9	- volunteer desk	(96)				• High counter with stools, computer with case information/court location, telephone, under counter storage
10	Emergency equipment/storage		1	60	60	• wheelchairs, walkers, de-fibrillators, etc.
11	Conrband Storage		1	40	40	• Adjacent to Lobby Screening, open coops and lockable coops
12	Security Staff Room		1	200	200	• Storage lockers, small break area.
13						
14	Control Room		1	120	120	
15	- Toilet		1	45	45	
16	Electronic equipment		1	80	80	
17						
PUBLIC TOILETS/FIXTURES						
19	Male toilet		1	300	300	• 2 ttls, 2 urinals, 4 lavs; 1 each ADA compliant; changing table
20	Female toilet		1	300	300	• 4 ttls, 4 lavs; 1 each ADA compliant; changing table
21						
22	PUBLIC BREAK AREA		1	1,200	1,200	• tables, chairs, vending area, wi-fi capable
23						
24	PUBLIC COURTROOM WAITING		45	100	4,500	• seating near the courtrooms, serving the courtrooms
25	Seating pockets					• 8-person areas; 3 per courtroom average
26						
27						
28						
29						
30						
SUB - TOTALS:			56	159	8,912	
			Spaces	Avg. NSF per Space	TOTAL N.S.F.	

X Gross Factor of: 1.20 = 10,695
TOTAL G.S.F.

Foss Architecture & Interiors/KIMME & Associates

**COURT ADMINISTRATION
2030**

**SPACE LIST
CASS COUNTY, ND**

E

1/7/09

SPACE/AREA NAME:	Area Sq. Ft.	NUMBER OF SPACES	AREA OF EACH (S.F.)	TOTAL NET S.F.	REMARKS:
1					
2 Reception-Clerical-Waiting		1	372	372	• 2, 8' x 8' work stations; computer/monitor, phone/intercom, duress alarm. Waiting for 8.
3 Court Administrator		1	200	200	
4 Offices		6	140	840	
5 Conference Room		1	192	192	
6 Storage		1	36	36	
7 File storage		1	56	56	
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					

SUB - TOTALS:
 11 Spaces 154 Avg. NSF per Space 1,696 TOTAL N.S.F.
 X Gross Factor of: 1.30 = 2,205 TOTAL G.S.F.

Foss Architecture & Interiors/KIMME & Associates

**SPACE LIST
CASS COUNTY, ND**

CHAMBERS & COURT SUPPORT

F

1/7/09

SPACE/AREA NAME:	Area Sq. Ft.	NUMBER OF SPACES	AREA OF EACH (S.F.)	TOTAL NET S.F.	REMARKS:
1 Judge's Chambers		15	250	3,750	• Desk & chair, credenza, bookshelves, computer/monitor, telephone, printer, fax, work table, 4 chairs, 2, 2 drawer legal size file cabinets, possible courtroom CCTV monitor, duress alarm.
2 - Closet		15	8	120	• shelf, coat/robe hanging rod
3 Conference rooms		8	168	1,344	• One conference room per two judges.
4 Judicial Secretaries		8	108	864	
5 Court Reporters		8	108	864	• Desk & chair, credenza, bookshelves, computer/monitor, telephone, printer, 2 drawer legal size file cabinets, possible courtroom CCTV monitor.
6 - Closets		8	13	100	• Lockable, shelving on one half for court records and supplies; coat hanging and box/container/equipment storage on the other half.
7 Bailiffs		2	192	384	• Located near the courtrooms served. Chairs and side chairs, bookshelf, telephone, courtroom CCTV monitor.
8 Law Clerks		2	384	768	• Open office area for 8 law clerks total, 4 in each area.
9 Toilets		4	142	568	• 2 Male & 2 Female, ADA compliant, 2 toilets, two lavs for females; 1 toilet, 1 urinal, 2 lavs for men.
10 Janitor Closet		2	40	80	
11 Miscellaneous storage		2	80	160	
12 Breakroom		1	240	240	• Counter with cabinets above and below. 2 Tables and 8 chairs.
13 Copy-Printing Center		1	144	144	• Printers, copiers, sorting surface, supply cabinets/shelving
14 Witness Waiting Room		1	140	140	• Comfortable lounge seating, TV
15 Remote witness testimony room		1	140	140	• Camera, monitor, microphone, speaker, 4 chairs, table
16 Law Library		1	500	500	
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
SUB - TOTALS:		79	129	10,166	
	Spaces		Avg. NSF per Space	TOTAL N.S.F.	
			1.30 =	13,216	
				TOTAL G.S.F.	

Foss Architecture & Interiors/KIMME & Associates

**SPACE LIST
CASS COUNTY, ND**

**COURTROOM
Jury Courtrooms**

**G
1**

6 New Courtrooms

1/17/09

SPACE/AREA NAME:	Area Sq. Ft.	NUMBER OF SPACES	AREA OF EACH (S.F.)	TOTAL NET S.F.	REMARKS:
1 JURY COURTROOM					
2 Jury Court room		1	1,800	1,800	• Clock, remote testimony capable. Cable chases/trays for future technologies.
3 - litigation area	(1,200)				• Bench designed for center of litigation area. (Largest existing, courtroom, #3, has 1,188 nsf.)
					• Minimum ceiling height of 14'; 70 footcandles minimum; lighting variable and controlled by judge to accommodate video presentations and note taking; podium w/microphone; CCTV camera(s); video appearance/projection monitor, form storage
4 • judge's bench					• Centered bench location; 21" above floor; computer, protected duress alarm, outlets above and below work surface, data port, recessed video appearance/projection monitor & camera, lighting and sound controls (including microphones), microphone; 10" deep shelf across the bench for attorneys.
5 • witness bench area					• at least 7" above floor; microphone, 15" deep shelf; video appearance/projection monitor. Portable ramp for ADA access.
6 • deputy clerk bench area					• at least 7" above floor; minimum 18" ledge at front; computer, protected duress alarm, outlets above and below shelf, data port, video appearance/projection monitor; microphone
7 • court reporter bench station					• Computer, protected duress alarm, shelf for laptop, outlets above and below shelf, data port, microphone; small storage cabinet for ink, paper, batteries; movable chair with adjustable/removable arms; video appearance/projection monitor
8 • Jury box					• 12 seats for jurors, 2 for alternate jurors; data port for future real-time testimony display; jacks for headset(s); microphone for jury foreman; microphone at end of jury box for attorneys; 10" shelf minimum at front; video appearance/projection monitor
9 • attorney tables					• at least 2 tables; 3' x 6' minimum; microphones, data port; link to video projection system; video appearance/projection monitor
10 • bailiff area					• Chair and small desk near inmate access point and public gallery.
11 - public gallery	(600)				• Minimum ceiling height of 10'; 50 person bench seating; ADA accommodation for wheelchair bound individual
12 ADA circulation to Courtroom		1	250	250	• ramps, lifts, etc. to accommodate wheelchair access to judge, clerk, reporter.
13 Temporary exhibits storage		1	36	36	• lockable room; CCTV monitored.
14 Media Room		1	160	160	• Soundproofed room with glazed opening to provide view into courtroom for media and media cameras. Speakers to provide sound from courtroom. Only 1 of the courtrooms have this space.
15 Sound vestibule		1	90	90	• At public entry, small vision panels in the doors.
16 Attorney-client conference		2	112	224	• 9'-3" x 12'-0" room size, table plus 4-6 chairs; accessed from Sound vestibule.
17					
18 5 ADDITIONAL COURTROOMS		25		10,750	• Sum of lines 1-16 above multiplied by number of additional courtrooms MINUS ADA CIRCULATION, line 12, and Media Room, line 14.
19					
20 JURY ROOM		1	360	360	• Table for 12 plus 4 alternates; counter w/ cabinets, sink, mini-refrigerator, microwave; assistive listening devices; white board, bulletin board, trash can, duress alarm, light indicating jury has decided
21 - refreshment alcove	(16)				• counter, under-counter cabinets, above counter cabinets,
22 Men's toilet		1	50	50	• ADA compliant
23 Vestibule		1	53	53	
24 Women's toilet		1	50	50	• ADA compliant
25 Coat closet/alcove		1	12	12	
26					
27 3 ADDITIONAL JURY ROOMS		15		1,576	• Sum of lines 20-25 above multiplied by number of additional jury rooms
28 4 jury rooms total					
29 INMATE HOLDING COMPLEX					
30					• See Court Holding Space List

SUB - TOTALS:

52	296	15,411
Spaces	Avg. NSF per Space	TOTAL N.S.F.
X Gross Factor of: 1.125 = 17,337		
TOTAL G.S.F.		

**SPACE LIST
CASS COUNTY, ND**

**COURTROOM
Non-Jury Courtrooms**

**G
2**

5 New Courtrooms

1/7/09

SPACE/AREA NAME:	Area Sq. Ft.	NUMBER OF SPACES	AREA OF EACH (S.F.)	TOTAL NET S.F.	REMARKS:
1 NON-JURY COURTROOM		1	1,350	1,350	
2 Jury Court room					• Clock, remote testimony capable. Cable chases/trays for future technologies.
3 - litigation area	(1,200)				• Bench designed for center of litigation area. (Largest existing courtroom, #3, has 1,158 nsf.)
4 • judge's bench					• Minimum ceiling height of 14'; 70 footcandles minimum; lighting variable and controlled by judge to accommodate video presentations and notetaking; podium w/microphone; CCTV camera(s); video appearance/projection monitor, form storage
5 • witness bench area					• Centered bench location; 21" above floor; computer, protected duress alarm, outlets above and below work surface, data port, recessed video appearance/projection monitor & camera, lighting and sound controls (including microphones), microphone; 10" deep s
6 • deputy clerk bench area					• at least 7" above floor; microphone, 15" deep shelf; video appearance/projection monitor. Portable ramp for ADA access.
7 • court reporter bench station					• at least 7" above floor; minimum 18" ledge at front; computer, protected duress alarm, outlets above and below shelf, data port, video appearance/projection monitor; microphone
8					• Computer, protected duress alarm, shelf for laptop, outlets above and below shelf, data port, microphone; small storage cabinet for ink, paper, batteries; movable chair with adjustable/removable arms; video appearance/projection monitor
9 • attorney tables					•
10 • bailiff area					• at least 2 tables, 3' x 6' minimum; microphones, data port, link to video projection system; video appearance/projection monitor
11 - public gallery	(600)				• Chair and small desk near inmate access point and public gallery.
12 ADA circulation to Courtroom		1	250	250	• Minimum ceiling height of 10'; 50 person bench seating; ADA accommodation for wheelchair bound individual
13 Temporary exhibits storage		1	36	36	• ramps, lifts, etc. to accommodate wheelchair access to judge, clerk, reporter.
14 Media Room		1	160	160	• lockable room; CCTV monitored.
15 Sound vestibule		1	90	90	• Soundproofed room with glazed opening to provide view into courtroom for media and media cameras. Speakers to provide sound from courtroom.
16 Attorney-client conference		2	112	224	• At public entry, small vision panels in the doors.
17					• 9'-3" x 12'-0" room size; table plus 4-6 chairs; accessed from Sound vestibule.
18 4 ADDITIONAL COURTROOMS		20		6,800	• Sum of spaces 1-16 above multiplied by number of additional courtrooms: MINUS ADA Circulation on line 12, and Media Room on line 14. Only one of each for this type of courtroom.
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29 INMATE HOLDING COMPLEX					• See Court Holding Space List
30					

SUB - TOTALS:	27	330	8,910
Spaces	Avg. NSF per Space	TOTAL N.S.F.	
		1.125 =	10,023
			TOTAL G.S.F.

**SPACE LIST
CASS COUNTY, ND**

**COURTROOM
Arraignment Courtroom**

**G
3**

2 New Courtrooms

177/09

SPACE/AREA NAME:	Area Sq. Ft.	NUMBER OF SPACES	AREA OF EACH (S.F.)	TOTAL NET S.F.	REMARKS:
COURTROOM COMPLEX					
1 Court room		1	2,340	2,340	• Clock, Video appearance capable, remote testimony capable. Cable chases/trays for future technologies.
2 - judge's bench					• 21" above floor; computer, protected duress alarm, outlets above and below work surface, data port, recessed video appearance/projection monitor & camera, lighting and sound controls (including microphones), microphone for judge, microphone for defense attorneys/defendants, microphone for states attorney.
3 - clerk area					• at least 7" above floor; minimum 18" ledge at front; computer, protected duress alarm, outlets above and below shelf, data port, video appearance/projection monitor; microphone
4 - court reporter					• computer; protected duress alarm, shelf for laptop, outlets above and below shelf, data port, microphone; small storage cabinet for ink, paper, batteries; movable chair with adjustable/removable arms; video appearance/projection monitor
5 - witness					• at least 7" above floor; microphone, 15" deep shelf; video appearance/projection monitor
6 - Jury area					• NO JURY BOX PROVIDED
7 - litigation area	(1,140)				• Minimum ceiling height of 14'; 70 footcandles minimum; lighting variable and controlled by judge to accommodate video presentations and notetaking; podium w/microphone; CCTV camera(s); video appearance/projection monitor
8 - gallery	(1,200)				• Minimum ceiling height of 10'; 100 seats ; 30 footcandles minimum; speakers
9 - attorney tables					• at least 2 tables, 3' x 6' minimum; microphones, data port, link to video projection system; video appearance/projection monitor
10 - bailiff area					
11 Entry vestibule		1	90	90	
12 Attorney-Client Conference		2	112	224	
13 Exhibits/Temporary Evidence Storage		1	36	36	• lockable room; CCTV monitored.
14 Staff Circulation to Courtroom		1	250	250	• ADA ramps, lifts, etc.
15 Media Room		1	160	160	Only 1 of the courtrooms have this space.
16 ADA circulation to Courtroom		1	250	250	• ramps, lifts, etc. to accommodate wheelchair access to judge, clerk, reporter.
17 1 Additional Courtroom		6		2,940	• Sum of spaces 1-17 above multiplied by number of additional courtrooms but excluding the ADA circulation on line 17 and the Media Room on line 16. Only one of each for this type of courtroom.
18					
19					
20					
21 JURY ROOM					• NO JURY ROOM NEEDED
22					
23 INMATE HOLDING					• SEE COURT HOLDING CENTER SPACE LIST
24					
25 Temporary cashier/clerk					• <i>if needed because adjacency to Clerk is unattainable</i>
26 Enclosed Clerk's cashier's station		1	180	180	• Secure glass barrier, pass-thru for paper/communication (including an ADA position), a safe, possible vacuum tube to secured area, computers, printers, dress alarms, telephones, raised floor (6"), counter surface at stool height, cabinets below, forms
27					
28					
29					
30					

SUB - TOTALS:	15	431	6,470
Spaces	Avg. NSF	TOTAL N.S.F.	
	per Space		
X Gross Factor of: 1.10 =	7,117	TOTAL G.S.F.	

**SPACE LIST
CASS COUNTY, ND**

**COURTROOM
Juvenile Courtroom**

**G
4**

2 New Courtrooms

1/7/09

SPACE/AREA NAME:	Area Sq. Ft.	NUMBER OF SPACES	AREA OF EACH (S.F.)	TOTAL NET S.F.	REMARKS:
JUVENILE COURTROOM					
1 Jury Court room	1,300	1	1,300	1,300	• Clock, Video appearance capable, remote testimony capable. Cable chases/trays for future technologies. • 21" above floor; computer, protected duress alarm, outlets above and below work surface, data port, recessed video appearance/projection monitor, lighting and sound controls (including microphones), microphone
2 - judge's bench					
3 - clerk area					• at least 7" above floor; minimum 18" ledge at front; computer, protected duress alarm, outlets above and below shelf, data port, video appearance/projection monitor, microphone
4 - court reporter					• computer, protected duress alarm, shelf for laptop, outlets above and below shelf, data port, microphone; small storage cabinet for ink, paper, batteries; movable chair with adjustable/removable arms
5 - witness					• at least 7" above floor; microphone, 15" deep shelf
6 - Jury area (none)					• None needed for this type of courtroom.
7 - litigation area					• Minimum ceiling height of 14'; 70 footcandles minimum; lighting variable and controlled by judge to accommodate video presentations and note taking; podium w/microphone; CCTV camera(s), clock
8 - gallery					• Minimum ceiling height of 10'; 20 seats, two rows; 30 footcandles minimum
9 - attorney tables					• at least 2 tables, 3' x 8' minimum; microphones, data port, link to video projection system
10 - bailiff area					
11 Sound vestibule	56	1	56	56	
12 Attorney-Client Conference	108	2	108	216	• 9 x 12, table 4-6 chairs
13 Closet	30	1	30	30	
14 Exhibits/Temporary Evidence Storage	36	1	36	36	• lockable room; CCTV monitored.
15 ADA circulation to Courtroom	250	1	250	250	• ramps, lifts, etc. to accommodate wheelchair access to judge, clerk, reporter.
16 1 Additional Courtroom		6		1,638	• Sum of lines 1-15 above multiplied by number of additional courtrooms but excluding the ADA circulation on line 16.
17					
18					
19					
JUVENILE CHECK-IN & WAITING					
20 Waiting Room	900	1	900	900	
21 - check-in queuing	(80)				• rope line separating in-flow from outflow.
22 - check-in desk	(48)				• 12" above floor, computer, phone, duress alarm, CCTV monitor, marker board, bulletin board, forms storage; 12 lf of work surface
23 - seating area	(600)				• 60 seat capacity in 8 seat groupings; fixed seating; bulletin board, brochure racks, clock, monitor to show case order/status
24 - play alcove	(80)				• shelving for toys
25 - Toilets		2	60	120	• ADA compliant, changing table
26					
27 Jury Room					• Shared with another Courtroom if ever needed
28					
29					
30					

SUB - TOTALS:	16	284	4,546
Spaces	Avg. NSF per Space	TOTAL N.S.F.	
		1.15 =	5,228
			TOTAL G.S.F.

SPACE LIST
CASS COUNTY, ND

COURT HOLDING CENTER
Year 2030 Needs

H

1/7/09

SPACE/AREA NAME:	Area Sq. Ft.	NUMBER OF SPACES	AREA OF EACH (S.F.)	TOTAL NET S.F.	REMARKS:
1 COURT HOLDING CENTER					
1 Holding Cells, Adults		3	70	210	• Area is security controlled (CCTV, locks, communications) from JAIL Master Control
2 ADA Holding Cell		1	80	80	• For 1 to 3 inmates. Males, females. Fixed seating, detention plumbing w/privacy partition, mirror, security light, secure floor drain, security grilles, intercom, CCTV
3 Group Holding Cells		4	160	640	• For 1 to 3 inmates; ADA fixtures. Fixed seating, detention plumbing w/privacy partition, mirror, security light, secure floor drain, security grilles, intercom, CCTV
4 Juvenile Holding Cells		2	80	160	• For up to 8 inmates. fixed seating, detention plumbing w/privacy partition, mirror, security light, secure floor drain, security grilles, intercom, CCTV
5 Secure Attorney Visiting-attorney side		2	30	60	• For 1 to 3 inmates. Males, females, and/or ADA (Special Needs). Fixed seating, detention plumbing w/privacy partition, mirror, security light, secure floor drain, security grilles, intercom, CCTV
6 Secure Attorney Visiting-inmate side		2	30	60	• ADA compliant; 12" deep counter surface; speaking device, non-fixed chair
7 I.D. Alcove		1	64	64	• ADA compliant; 12" deep counter surface; speaking device, fixed chair/stool
8 Walk-in waiting-reception		1	48	48	• Fingerprint, photograph
9 Officer Work Station		1	80	80	• Functions like security vestibule.
10 Breakroom		1	100	100	• Open counter near entry and cells.
11 Officer Toilet		1	50	50	• table, 4 chairs, counter, sink, coffee.
12 Storage		1	50	50	• Unisex, ADA compliant.
13 Secure inmate Elevator		1	63	63	• Restraints and general support.
14 Elevator equipment		1	40	40	• CCTV
15 Egress stairway		1	160	160	• in basement
18 INMATE HOLDING @ Courtrooms					
18 Holding Cells		4	56	224	• Area is CCTV monitored from court security control
19 Corridor Circulation		4	100	400	• 1 cell per 2 courtrooms: Located between two courtrooms. ADA compliant: fixed seating, detention plumbing w/privacy partition, mirror, security light, secure floor drain, security grilles, intercom, CCTV
22 VEHICLE SALLY PORT					
22 Security vestibule entry		1	864	864	• drive-thru sally port; bus or 2 vans
23		1	94	94	
24					
25					
26					
27					
28					
29					
30					

SUB - TOTALS:
 33 Spaces 104 Avg. NSF per Space 3,447 TOTAL N.S.F.
 X Gross Factor of: 1.50 = 5,171 TOTAL G.S.F.

**SPACE LIST
CASS COUNTY, ND**

**INFORMATION TECHNOLOGY
Year 2030 Needs**

I

This component is in addition to the courthouse I.T. component

1/7/09

SPACE/AREA NAME:	Area Sq. Ft.	NUMBER OF SPACES	AREA OF EACH (S.F.)	TOTAL NET S.F.	REMARKS:
1 Reception-Waiting		1	160	160	
2 Admin. Support/Customer Service					• 8' x 8' work station; circulation; temporary receiving
3 Offices					
4 Director					
5 Operations Supervisor		1	140	140	
6 Programmer Analyst		1	120	120	
7 GIS Coordinator					
8 Server Administrator		1	140	140	
9 Network Administrator					
10					
11 Meeting-Conference Room		1	192	192	• Up to 8 staff; whiteboards, smart boards, tables, chairs. Video Conferencing. Can be shared with others.
12					
13 Open Work Area		1	264	264	
14 Desktop Support	(128)				
15 Web Developer					
16 Work Area & new equipment breakdown	(48)	1	210	210	
17					
18					
19 Open Work Area					
20 GIS Technicians					
21					
Network Operations Center		1	108	108	• 1 admin consoles for Servers
22 Network Data Center		1	180	180	• Secured access room. Four to six racks of equipment for main management information servers. Small work stations. Room chilled to 60°. Specific air flow requirements. Fire suppression equipment.
23 Telecom Entrance Room		1	80	80	
24 Equipment Staging/Secure Storage		1	160	160	
25					
26					
27					
28					
29					
30					
SUB - TOTALS:		11	159	1,754	
		Spaces	Avg. NSF per Space	TOTAL N.S.F.	
			1.25 =	2,193	
				TOTAL G.S.F.	

MAINTENANCE
Year 2030 Needs

SPACE LIST
CASS COUNTY, ND

K

1/13/09

SPACE/AREA NAME:

	Area Sq. Ft.	NUMBER OF SPACES	AREA OF EACH (S.F.)	TOTAL NET S.F.	REMARKS:
1	Maintenance Office	1	120	120	
2	Workshop	1	240	240	• desk, phone, MIS computer workstation • 4' X 8' work bench and wall shelving
3	Chemicals Storage	1	80	80	• 42" outside access door
4	Loading Dock	1	112	112	• dock leveler or recessed truck ramp
5	Receiving	1	532	532	
6	Toilet	1	45	45	
7	General Building Storage	1	800	800	
8	Miscellaneous Outside Storage	1	160	160	• ladders, lawn tools, small mowers, spreaders, etc.
9	Garage				
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					

SUB - TOTALS:

8 Spaces
Avg. NSF per Space **261**
TOTAL N.S.F. **2,089**
X Gross Factor of: **1.25 = 2,611**
TOTAL G.S.F. **2,611**

Foss Architecture & Interiors/KIMME & Associates

MECHANICAL & MISC. SUPPORT
Year 2030 Needs

SPACE LIST
CASS COUNTY, ND

L

1/13/09

SPACE/AREA NAME:	Area Sq. Ft.	NUMBER OF SPACES	AREA OF EACH (S.F.)	TOTAL NET S.F.	REMARKS:
Technology Services:					
1 I.T. Wiring Closets		8	45	360	• single rack equipment scattered through building
ENGINEERING					
4 Mechanical-Boiler Room		1	5,000	5,000	
6 Air handling		3	600	1,800	• Enclosed space
7 Electrical		1	240	240	
8 Plumbing-Fire Control		1	160	160	
9 Emergency Power Generator		1	800	800	
10 Telephone-communications		1	200	200	
11					
12					
PUBLIC TOILETS/FIXTURES					
14 Male toilet		2	300	600	• On each upper floor of the facility.
15 Female toilet		2	300	600	• 2 tlts, 2 urinals, 3 lavs; 1 each ADA compliant; changing table • 4 tlts, 4 lavs; 1 each ADA compliant; changing table
16					
17					
18					
Housekeeping/Janitor					
19 Housekeeping Central Supply		1	240	240	
21 Floor Janitor Closets		2	80	160	• slop sink, water supply, shelving, implement racks
22 Miscellaneous Janitor Closets		2	30	60	• slop sink, water supply, shelving, implement racks
23					
24					
25					
26					
27					
28					
29					
30					

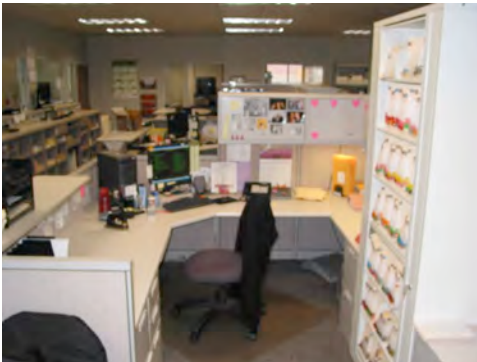
SUB - TOTALS:

25	409	10,220
Spaces	Avg. NSF per Space	TOTAL N.S.F.
X Gross Factor of: 1.20 =		12,264
		TOTAL G.S.F.

Foss Architecture & Interiors/KIMME & Associates

XII. ASSESSMENT OF FARGO MUNICIPAL COURT NEEDS

ASSESSMENT OF CURRENT FACILITIES



The consultants visited the Municipal Court building at 414 Fourth Avenue North in Fargo twice during the study. The Court facility is approximately one mile northeast of the County Courthouse. It handles all municipal court cases including criminal actions and deals with criminal defendants detained at the county jail. Detainee appearances are accommodated via remote video appearances from the jail.

The building is a single story building with a basement and an attached garage. In general, the facility has virtually all of the correct pieces, yet at inadequate sizes and/or in insufficient numbers. Additionally, the basic flow of defendants works well. The primary problems seen by the consultant are the following.

1. The litigation area of the courtroom is far too small to accommodate the bench and the litigants. It is only 496 s.f. in size. There is far too little room for attorneys and defendants. Opposing attorneys virtually share the same table, thus compromising privacy.
2. The public gallery in the courtroom has insufficient seating to accommodate the 40 to 50 people that appear at one time and need to be seated in order to follow the proceedings and appear when called. The seating area is only about 600 s.f. in size.

- The seating is also compact between rows making movement out of the seating, past people and to the litigation well difficult.
3. There is no sound vestibule at the entrance to the courtroom from the public lobby.
 4. There is inadequate space in the lobby to accommodate the number of people waiting, or being served at the clerk's service counter. There is seating for only about 15 even though up to 50 people accumulate in the lobby before court opens its doors.
 5. There is inadequate space for the prosecutor and it is unduly exposed to security risk by being adjacent to the public lobby.
 6. The clerk's area is crowded and fully utilizes all of the space available. There is no room for growth.
 7. There is inadequate private public toilet facilities for the public.
 8. There is no break or lounge area for staff.
 9. Storage capacity is lacking.

The major goals put forth for consideration by Fargo Municipal Court staff areas follows:

1. Create a facility where police, prosecution and the Municipal Courts are consolidated into one facility.
2. Provide sufficient space to anticipate future growth as well as accommodate current needs.
3. If possible, consolidate all District and Municipal Court facilities into one building, preferably near the jail.

On the next page is a floor plan of the Municipal Courts facility with room square footages noted.

Cass County Courthouse - Space Needs Analysis



ESTIMATE OF CURRENT SPACE NEEDS

The estimated current space needs for the Fargo Municipal courts appears below. These needs essentially reflect what the consultant believes the city should have right now to meet the demands observed and the deficiencies of existing facilities identified. The basis for the estimate is noted in the "Remarks" section of the table.

"Current" Municipal Court Component Space Needs

A	B	C	D	E	F
COMPONENT:	Building Total G.S.F.	Additional Current Needs	Total Current Needs	% Change	Remarks, Additional Current Space Needs
42 City Municipal Court (excluding garage)	5,993	2,900	8,893	48%	Larger public gallery and litigation area in courtroom, sound vestibule to courtroom, larger public lobby/clerk counter area, public paperwork counter, security vestibule to holding, attorney-client conference rooms (2), general storage, additional clerk work/file/counter space. (Jury courtroom a future possibility, but not included now)
43 Total Facility Gross Square Feet:	5,993	2,900	8,893	48%	

PROJECTED GROWTH

The history of cases filed in the Fargo Municipal Court shows considerable volatility numerically. Thus the consultants did not feel it was a good basis for projecting growth. Instead the projected growth in city population was considered a better general indicator of caseload growth.

Fargo grew by 22.5 % between 1990 and the 2000 census of 90,599 people. According to population projections done by Northwest Economics Associates in their March 2003 Population Projections for Red River Valley Counties and Municipalities for the Bureau of Reclamation, the city will grow to 121,776 people by 2020, and 134,555 people by 2030. This was their "projection Average" and appears in Table A6 of their report. This data was used to create a growth factor for Municipal Court space projections.

Cass County Courthouse - Space Needs Analysis

For the record, the following is the annual case filing history for Municipal Court in the past.

MUNICIPAL COURT CASES FARGO

1972	5,117	1990	10,324
1973	5,865	1991	9,066
1974	6,790	1992	8,975
1975	5,923	1993	8,031
1976	6,359	1994	8,464
1977	6,702	1995	8,405
1978	7,108	1996	9,979
1979	7,455	1997	9,868
1980	7,473	1998	15,242
1981	5,687	1999	12,448
1982	5,967	2000	17,836
1983	5,285	2001	19,687
1984	11,241	2002	17,914
1985	12,497	2003	17,941
1986	11,409	2004	21,097
1987	10,057	2005	21,140
1988	8,910	2006	22,546
1989	8,436	2007	20,761

ESTIMATE OF FUTURE SPACE NEEDS

The Fargo Municipal Court estimates were based on the assumption of new facilities given the limitation of the existing building and the unavailability of expansion and parking space around the current site. The estimate also assumes that one courtroom is sufficient to the city's needs through 2030.

The consultant estimates that new Municipal Court facilities meeting city needs through 2030 and addressing current deficiencies would be about 11,600 gsf versus the 6,000 gsf available, or nearly double in size. The table below documents the estimates.

Municipal Court

	A		B	C	D	E	F
			Building Total G.S.F.	Additional Current Needs	Total Current Needs	2020 Estimated Needs	2030 Estimated Needs
1	COMPONENTS: City Municipal Court (excluding garage)		5,993	2,900	8,893	10,500	11,600
2	Total Facility Square Feet:		5,993	2,901	8,893	10,500	11,600

Foss Architecture & Interiors/Kimme & Associates, Inc.



SPACE STUDY
CASS COUNTY
COURTHOUSE & ANNEX

Cass County Government
Fargo, North Dakota
November 22, 2016

Cass County Government Space Study

Staffing & Square Footage

	Empl.			5-10 yr			Total	Empl.	Filing	Total	Proposed
Department	Today	Pvt.Ofc.	Wkst.	Growth	Pvt.Ofc.	Wkst.	Empl.	Sq. Ft.	Sq. Ft.	Sq. Ft.	Sq. Ft.
Auditor's Office	9	3	6	0	0	0	9	1150	495	1645	1645
Treasurer's Office	4	1	3	0	0	0	4	1085	252	1337	1085
Recorder's Office	10	1	9	0	0	0	10	816	951	1767	1910
Tax Director's Office	3	3	0	4	5	1	6-7	629	31	660	1004
Sheriff's Office (1)	18	15	3	1	15	4	19	3699	0	3699	3275
States Attorney's Office (2)	32	20	12	6	22	16	38	7360	577	7937	8582
Veteran's Services	4	3	1	1	4	1	5	1158	167	1325	1434
Extension Office (4)	12	9	3	0	0	0	12	3462	0	3462	2522
Juvenile Court	12	10	2	4	13	3	16	5351	226	5577	10872
Social Services (3)	154	123	31	16			170	30,943	incl.	30,943	33,762

(1) One office shared by 2 court transport.

(2) One office shared by law clerks.

(3) Several offices shared.

(4) Leave kitchen in the Annex.



COURTHOUSE

Storage for Records & Tax Director
Basement - North

1



BASEMENT FLOOR PLAN
SCALE: 1/8" = 1'-0"

COURTHOUSE

Sheriff's Office's
Basement - South

2

Sheriff's Office:


Meeting Notes:

1. Sheriff's Office currently has 16 staff on first floor and in the next 5-10 years would add 1 administrative assistant.
2. Waiting area is adequate.
3. Location of their department is good.
4. Communicates with all departments.
5. Limitations: no room for expansion to add personnel.
6. Two warrant assistants share equipment that they each use: teletype, radio, shredder, printer
7. Filing space adequate
8. Closet used for office supplies.
9. Furniture is new, ordered in early 2016.
10. Technology: one printer is shared by all, except for Duane and Deb Bond
11. Conference Room is adequate and there are conference tables in three offices
12. The break room is very small.

Observations and Comments:

- In plan, moving the Sheriff's office to the basement does work. However the current sizes of some of the offices cannot be as large...there may be some 'kick-back' regarding office size and basement location as there are only 2 offices that get outside windows.
- Several walls would have to be moved to make some of the offices larger.
- All of their office furniture and workstations are new.
- The space could use a refresh with new carpet and wall finishes.
- Additional/new wiring for electrical and data will be needed.
- The mailroom would have to be relocated.



 **BASEMENT FLOOR PLAN**
SCALE: 1/8" = 1'-0"

COURTHOUSE

Recorder's Office & Treasurer's Office
First Floor - North

3

Recorder's Office:

Meeting Notes:

1. Employees today: 10
2. Growth in 5-10 years: none
3. Furniture: new chairs were purchased 3 years ago, the workstations have been there since the North Addition to the courthouse. A few of the panels in the workstations are held together with duct tape.
4. Employees work requires a lot of repetitive motion, so a sit to stand work area would be good for all to have.
5. Each employee has 2 screens making the workstations way too small.
6. Lighting is ok, no complaints.
7. All employees need to see the front counter.
8. Front counter could be re-designed similar to a bank teller station to give each person more privacy...although 98% of information in this department is public record.
9. The coat storage closet doors are located within a workstation. When someone wants to retrieve a coat, they have to disrupt an employee.
10. A workstation is directly in front of the storage cabinets on the north wall. When they want to get something out of the cabinets, they have to take apart part of that employee's workstation. The storage isn't fully utilized because of the inconvenience.
11. Records all real estate documents, property records, burial permits, wills for safe keeping, plats.
12. Getting the grantor and grantee books digitized.
13. Needs separation from Treasurer and Auditor's office space, but need to have close proximity.
14. Abstract companies come in every day, 3-4 times a day to request info.
15. Walk-in customers: 6-10 per day...more in the summer for genealogy research.
16. Vault: All of the '100' books need to stay, they will be digitized in 2017, then 90 books from 2nd floor can come down into the vault.
17. There are 4 workstations in the vault for the public to use for research.
18. Ballots are kept offsite for 22 months following an election.
19. Microfiche Room contains the microfiche, microwave, small refrigerator, coffee maker and toaster.
20. Currently has storage on second floor.

Observations and Comments:

- There is an inequality in square footage in this department compared to the Treasurer's office space.
- They have 9 staff located in much less square footage than other departments.
- Our suggestion is to take some square footage from their file/storage room and move the wall between them and the Treasurer's office to give those workstations more space.
- Each of those employees has two screens and 36 square feet each is very inadequate work space.
- They are using their space pretty efficiently.
- The existing conditions of their current location is very limiting.
- They are making good use of their office space with old, broken down workstations.
- The space could use a refresh with new carpet and wall finishes.
- The design of the customer service counter is old and does not allow any privacy but redesigning and replacing it would be expensive...not sure that is what the county wants to put money into.
- New open office furniture would require additional/new wiring for electrical and data. Their storage /file space is consuming a lot of square footage. Our suggestion is to remodel the basement on the north end to house some older records that can be moved to give them bigger workspaces.
- The director's office is a fire hazard and does not have a professional appearance. The personalization is overboard.
- The coat closet and some built-in storage is located in someone's workstation.

Treasurer's Office:

Meeting Notes:

1. Employees today: 4
2. Growth of employees in 5-10 years: none
3. Departments they communicate the most with: Assessor, Auditor, Recorder
4. Their current layout works well.
5. Current furniture is 25+ years old.
6. Charlotte uses the Grasslands Room for marriages.
7. Treasurer has movable shelving in their storage room on the NE corner of their office space.
8. The tax director is storing some tax suitcases and binders in the Treasurers office area now that need to be moved to their area or another storage area.
9. Charlotte suggested re-arranging the workstations with new furniture so they could be bigger and have a sit-to-stand option for the employees.
10. Front counter could be re-designed similar to a bank teller station to give each person more privacy.
11. Charlotte thinks the walk-in traffic will be less.

Observations and Comments:

- There is an inequality in square footage in this department compared to the Recorders office...for 3 staff, their open office area is very large.
- They are making good use of their office space with old, broken down workstations.
- The space could use a refresh with new carpet and wall finishes.
- The design of the customer service counter is old and does not allow any privacy but redesigning and replacing it would be costly...not sure that is what the county wants to put money into.
- New open office furniture would require additional/new wiring for electrical and data.



RECORDER'S OFF. & TREASURER'S OFF.

 FIRST FLOOR PLAN
SCALE: 1/8" = 1'-0"

COURTHOUSE

Auditor's Office
First Floor - North

4

Auditor's Office:

Meeting Notes:

1. Employees today: 9
2. Growth of employees in 5-10 years: none
3. Departments they communicate the most with: Treasurer, Tax Director, Recorder
4. Their current layout works well.
5. Current furniture is 25+ years old.
6. Treasurer has movable shelving in the vault
7. Their biggest need is to scan 150 years worth of files/record to free up file space.
8. The vault will stay as a file/work room.
9. They use both conference rooms on the opposite side of the hallway frequently and the location is close.

Observations and Comments:

- They are using their space pretty efficiently.
- The existing conditions of their current location is somewhat limiting for growth.
- They are making good use of their office space with old, broken down workstations.
- The space could use a refresh with new carpet and wall finishes.
- The design of the customer service counter is old and does not allow any privacy but redesigning and replacing it would be costly...not sure that is what the county wants to put money into.
- New open office furniture would require additional/new wiring for electrical and data.



FIRST FLOOR PLAN

SCALE: 1/8" = 1'-0"

COURTHOUSE
Veterans Services & Extension Office
First Floor - South

5

Veterans Services:

Meeting Notes:

1. Veterans Services currently has 4 staff with a projected number of 5 total in the next 5-10 years.
2. The majority of their clients are in wheel chairs or require walkers...90% of their veteran clients are aged or disabled.
3. There are currently 11,000 veterans in Cass County.
4. They get an estimate of 30-40 walk-in veterans plus veterans with appointments.
5. Currently not a lot of handicapped parking.
6. Conference Room is an adequate size.
7. The reception area is too small for a client with a wheelchair or walker.
8. The offices are too small for a client with a wheelchair or walker.
9. Ergonomics an issue regarding the workspaces...one service officer has to use her mouse on the left side (she is right-handed) because of the small desk space she has.
10. The layout of the furniture in the offices does not work well...the service officer has to walk thru where their clients are sitting to retrieve something off of the shared printer.
11. Service officers cannot have their computer screens visible to the public because of confidential information on the screen.
12. File storage needs to be in an enclosed/locked room.
13. Copy/printer room also houses storage for flag display cases and examples of grave markers which should be in a separate room because of confidential information on what is printed.
14. The Veteran officers assist next of kin with burials, so they bring them into the file room to look at flag display cases and grave markers.

Observations and Comments:

- Relocating this department to first floor would greatly benefit their clients. The offices are larger to accommodate wheelchairs and walkers and new office furniture and more efficient furniture layouts will make visits by veterans and their families much easier.
- The reception area is much larger and would have space to display grave markers and flag holders for selection.
- Additional/new wiring for electrical and data would be required.

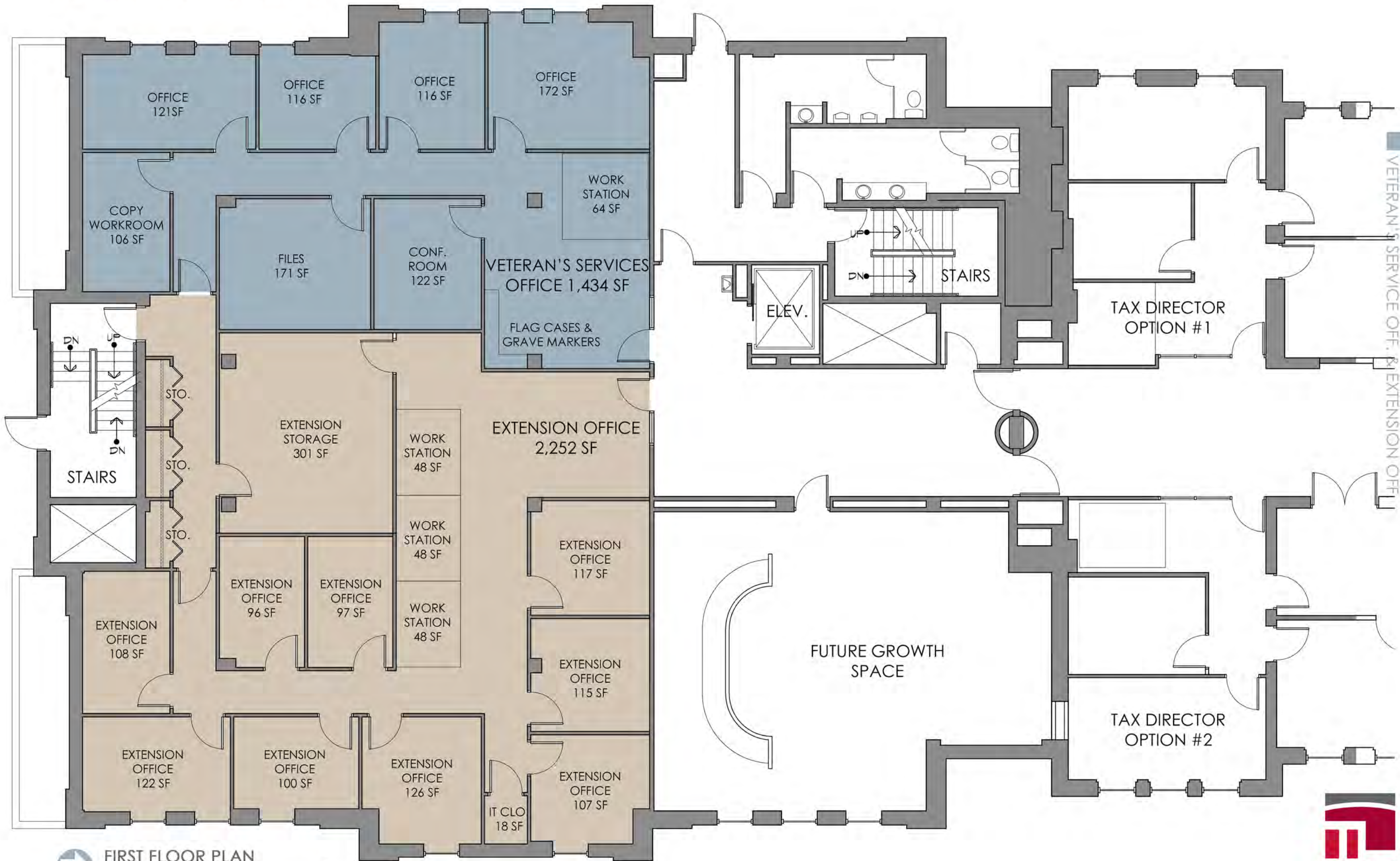
Extension Office:

Meeting Notes:

1. Staff #: 12- 9 agents, 3 staff, 1-2 interns (this employee quantity will probably not increase)
2. Located in the basement of the Annex Bldg, this space often has moisture and humidity issues that result in musty smells. They are concerned about mold as well.
3. The location is problematic:
 - a. No natural light for employees during daylight hours
 - b. If the power goes out, these spaces are completely void of any natural or emergency lights with the exception of the flashlights the employees were given.
 - c. Extension does work closely to Social Services, so that adjacency is good.
4. Office sizes: Most office sizes are adequate with the exception of Erin, Michelle, and Allison (extension agents). Erin & Michelle are in small workstations which do not allow for any privacy. You have to walk thru Erin & Michelle's work areas to get to Allison's office.
5. Arrangement of work spaces: The spaces could have better flow/organization...The Bison Meeting Room is right in the middle of Extensions office space, which is also frequently used by Extension. However, its location creates an inefficient arrangement of workspaces. Extension also uses the Computer Lab.
6. Security: Social Service clients have open access to this department. The general public (farmers in particular) does not like entering through security.
7. Storage: Primary need is storage space for bulky materials. Filing space is adequate as most filing is electronic.
8. Teaching Kitchen: adequate size, but does not have any ADA accessible workspace

Observations and Comments:

- Relocating Extension to the first floor of the Courthouse would give Social Services some much needed growth space.
- It would give this department a more professional work space and more professional image.
- The kitchen location is problematic. Leaving it in its current location could work but if there is a large meeting going on the only entrance into the kitchen is thru that meeting room. Location of the kitchen is still up for discussion.
- Some storage has been built into their new plan. However, it will not house ALL of their storage needs. They have storage/stuff cubby-holed into several spaces in the lower level of the annex building even in mechanical rooms which could potentially be a fire hazard. A purging of their materials would be advised.



VETERAN'S SERVICE OFF. & EXTENSION OFFI



FIRST FLOOR PLAN

SCALE: 1/8" = 1'-0"

COURTHOUSE

Tax Director
First Floor - South

6

Tax Director's Office:

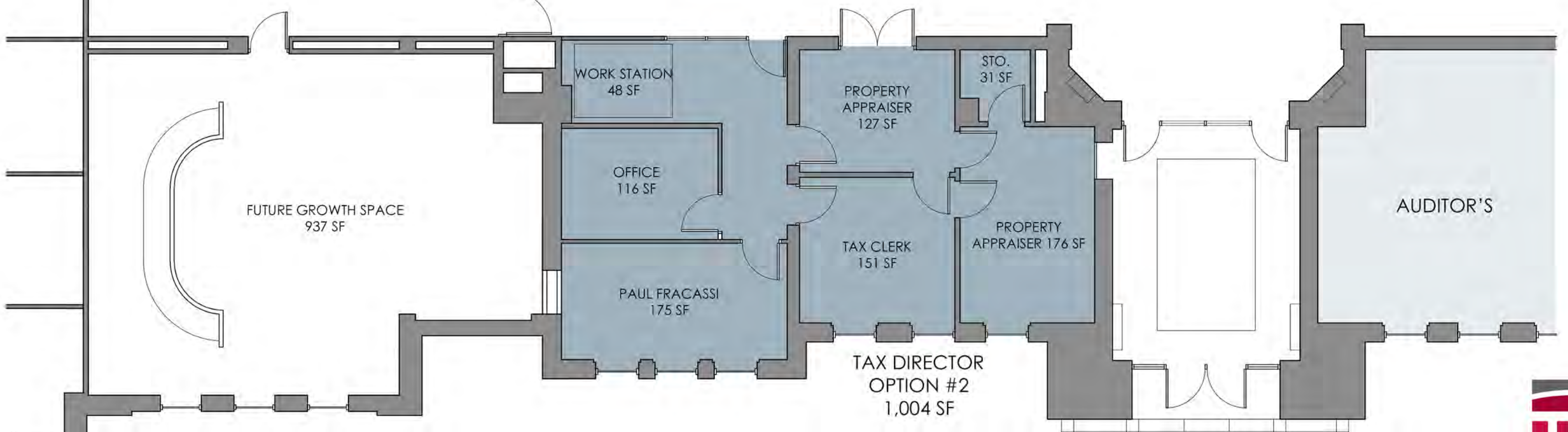
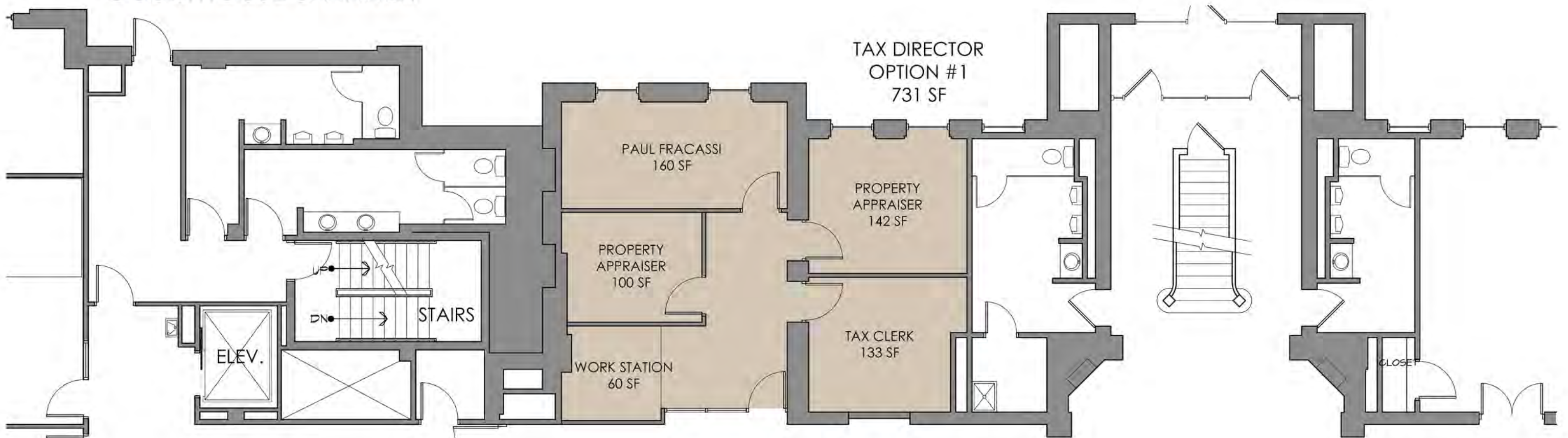
Meeting Notes:

1. Staff currently consists of :
 - 1-Property Appraiser II
 - 1-Principle Clerk (to start 11-14-16)
 - 1-Property Appraiser II (to start 1-1-17)

Growth: as the cities and townships grow, employees will need to increase. Right now one employee handles 3,000-3,500 parcels of property. They currently handle about 20,000 parcels with a good portion of these being agriculture related.
2. In 5-10 years, Paul estimates that this department will grow to 6-7 people.
 - 1-Tax Director
 - 1-Clerk
 - 1-Assistant to the Clerk
 - 1-Deputy Tax Director
 - 2-3 Property Appraisers
3. As city and township tax assessors give up their responsibilities for property assessments to the county, this department will have growth.
4. Clerk position will need privacy due to client information confidentiality.
5. Appraisers are in the office 60% and out of the office 40%.
6. Location of their department is OK, however, the noise from the people going to jury selection and weddings is very loud and disruptive.
7. Paul wants an open door policy, but it is hard to have his door open with all the noise coming from the waiting area outside of their offices.
8. This department needs better signage.
9. There is no security, someone can walk right into their offices.
10. Communicates with all departments...mostly the Treasurer, Auditor, and Records...some with the Sheriff's office, G.I.S., Veterans Services, and Social Services.
11. 20% of their clients are veterans.
12. They share 1 printer/copier/fax in the Clerk's office.
13. Most of the furniture they are currently using is cobbled together from leftovers.
14. Limitations: no room for expansion to add personnel.
15. They have some storage located in the Treasurers work area (which needs to move to the Tax Directors office area) and some filing located in the vault (which can stay where it is).

Observations and Comments:

- We have 2 recommendations for locations for this department.
- The first is where the Social Services legal team is and the second is where they are currently.
- The Social Security legal team space does not allow for any expansion while the space they occupy now with the addition of the waiting area does...given that in the future they could expand into the Grasslands Room. This would be possible if the records storage currently on second floor is relocated and made into a jury selection/wedding space.
- They are masking good use of their office space with old, broken down furniture.
- The space could use a refresh with new carpet and wall finishes.




FIRST FLOOR PLAN
SCALE: 1/8" = 1'-0"

COURTHOUSE
Jury Selection
Second Floor - North

7



JURY SELECTION

 SECOND FLOOR PLAN
SCALE: 1/8" = 1'-0"

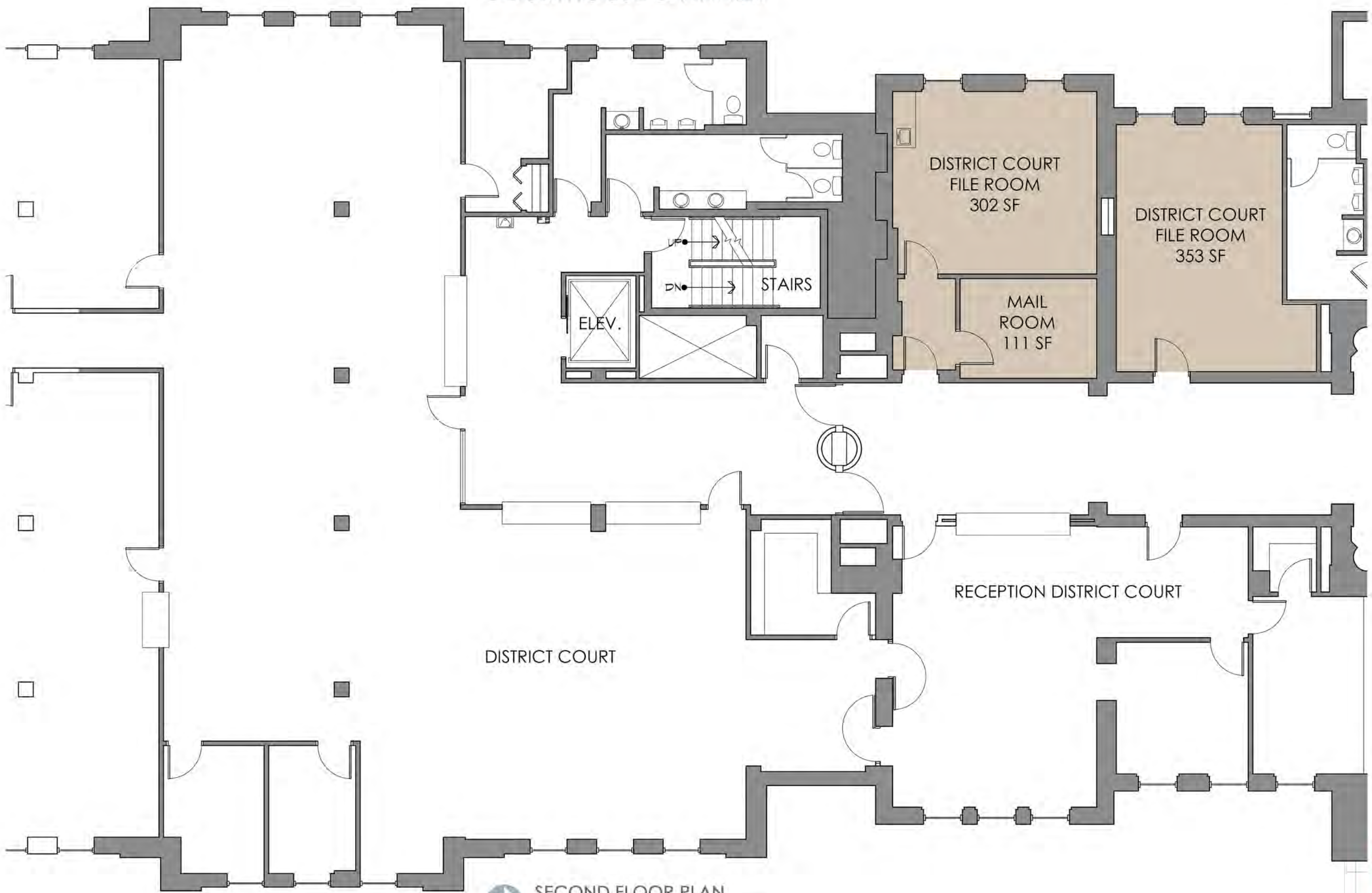
COURTHOUSE
District Court File Room & (Optional) Mail Room Relocation
Second Floor - South



District Court File Room:

Observations and Comments:

- Currently located on Third floor of the Courthouse in 608 square feet.
- Moving this file space to the unused space on second floor would provide 655 square feet and be on the same floor of this department.
- The proposed plan also shows moving the mailroom from the basement to this space on second floor. The new location gives the mailroom adequate room and gives that space in the basement to the Sheriff's office.



DISTRICT COURT FILE ROOM

DISTRICT COURT

RECEPTION DISTRICT COURT


DISTRICT COURT
FILE ROOM
302 SF

DISTRICT COURT
FILE ROOM
353 SF

MAIL
ROOM
111 SF

UP
DN
STAIRS

ELEV.

 SECOND FLOOR PLAN
SCALE: 1/8" = 1'-0"

COURTHOUSE
Social Services-Legal & States Attorney Offices
Third Floor - South

9

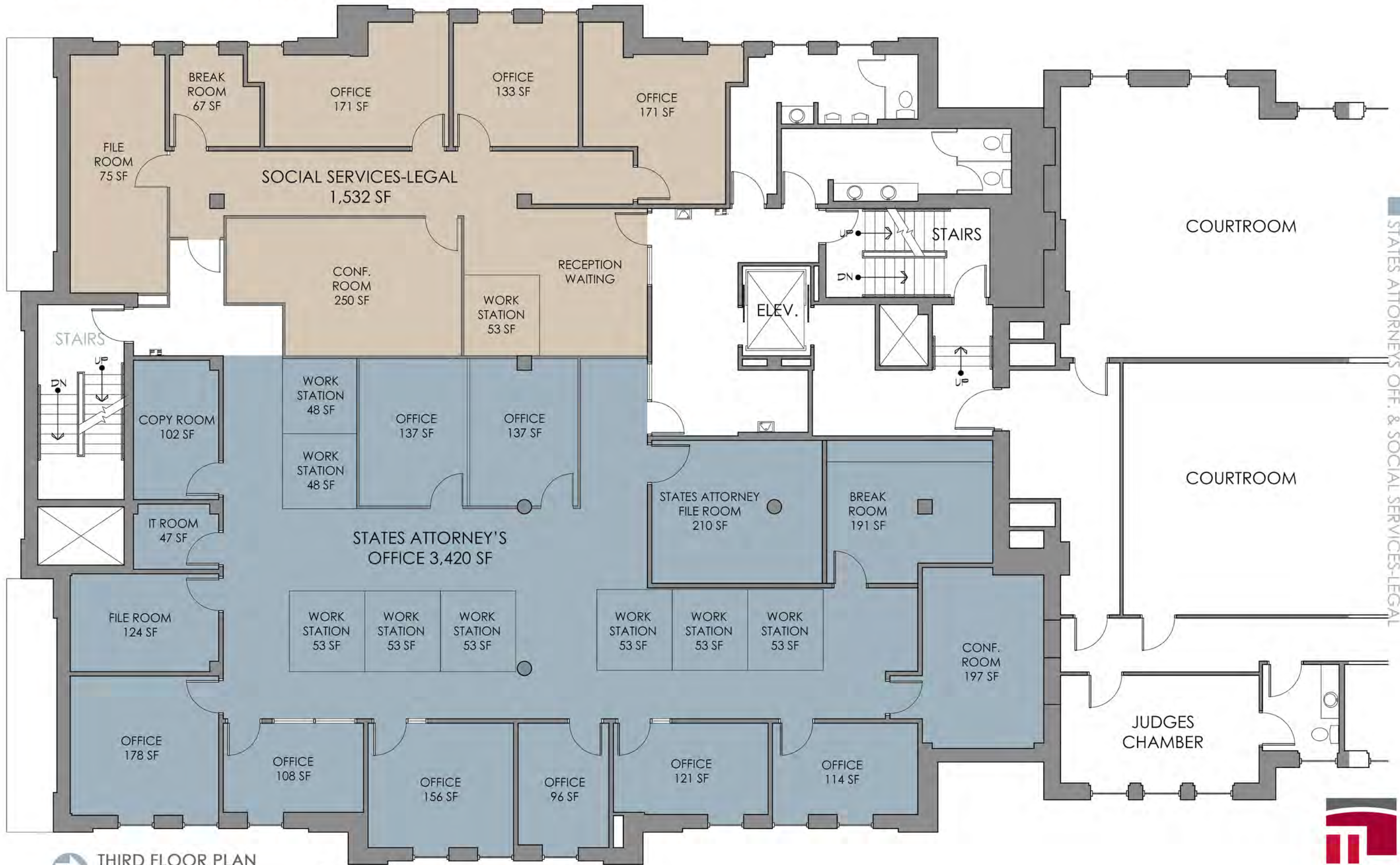
States Attorney's Office:

Meeting Notes:

1. Current staff: 14 attorneys and 18 support staff = 32
2. Growth in 5-10 years: +2 attorneys and +4 support staff = 38
3. They would like a secured entrance into their fourth floor office space.
4. Some employees have made their own sit to stand furniture from furniture parts to deal with ergonomic issues of their current furniture.
5. They had new a new furniture layout done for fourth floor by Foss in March 2016. They thought this furniture and remodeling would happen in 2017. Their current furniture is also 20+ years old.
6. They would like a break room.

Observations and Comments:

- The open office furniture on third floor is new and the work stations sizes are an average size.
- There are some spaces on third floor that are not being well used.
- One large room is storing parts of shelf filing and 2 other small rooms contain old computers and furniture parts.
- Our recommendation is to give the small rooms to the Social Services legal team. The other under-utilized space could be converted into 2 offices for staff.
- Would moving the clerk of court files to second floor be an option? This could free up some expansion space for this department.
- Security is the #1 issue for this department, particularly on fourth floor. They had a new plan drawn up by Foss earlier this year and would like it implemented.
- The workstations on fourth floor are older and could be larger.
- Some private office furniture is held together with tape, heights don't accommodate the worker, and sit to stand work surfaces were requested.
- The space could use a refresh with new carpet and wall finishes.
- New wiring for electrical and data where wall locations change.



STATES ATTORNEYS OFF. & SOCIAL SERVICES-LEGAL


 **THIRD FLOOR PLAN**
SCALE: 1/8" = 1'-0"

COURTHOUSE
States Attorney Offices
Fourth Floor - South

10




STATES ATTORNEY'S OFFICE

 **FOURTH FLOOR PLAN**
SCALE: 1/8" = 1'-0"

ANNEX
Social Services Expansion
Basement

11



 **BASEMENT FLOOR PLAN**
SCALE: 1/16" = 1'-0"

ANNEX
Juvenile Court
First Floor

12

Juvenile Court:

Meeting Notes:

1. Juvenile Court currently has 12 staff (9 court officers & 2 admin staff & 1 attorney) with a projected number of 15-16 in the next 5-10 years.
2. Each court officer has between 40-60 juvenile cases. They go into homes and schools and have some meetings in their office.
3. The Juvenile Court offices and courtroom should not be located in the same space as it causes security and privacy issues for the offenders and public. On arraignment day an offender could arrive escorted by parents or guardians and enter thru the same security that the public enters thru. (i.e. someone they know from school going to Extension in the lower level)
4. The current waiting area doesn't work well when there is Juvenile Court or arraignments as there is no separation between victims, offenders and the public. and Security is an issue. Two waiting areas are needed-one for the public and one for offenders that is secure from the public. On Tuesdays (arraignment day) they could get up to 20 offenders arriving at 8:30, 10:00, and up to 15 offenders at 11:00 and 2:30. Besides the offenders, there is security and parents in the waiting area which is very noisy for the Juvenile Court office staff and any public in the waiting area. The noise and lack of privacy prevents the office staff in the 3 open office workstations from making any phone calls.
5. Juveniles:
Juveniles are committing more serious crimes.
Some juveniles are big...some over 6' and some well over 200 and 300 pounds.
A mother with a toddler or infant in a car seat in the same vicinity as these juveniles is not safe.
Holding cells for juveniles are needed.
6. One uni-sex restroom just for drug-testing is needed. When drug-testing is done, the offender and court officer enter a public restroom in front of the waiting area which is not private for the offender or any waiting public.
7. Current courtroom is too small; Not enough space for 3 parents with attorneys; Tables are too close together; the court room should be wider; need microphones; need less 'audience' space.
8. More attorney conference rooms are needed. They currently have one, and need to have 3...sometimes each parent (of the offender) has an attorney and one for the victim.
9. Judges Chamber Needs: desk/phone; current size is larger than needed; secure space
10. Each court appearance by a juvenile is private; the court has to be completely cleared out after each juvenile's court appearance.

Observations and Comments:

- Expanding into the juvenile holding area to create a new juvenile court works well because it utilizes the existing security walk-thru for parents and juveniles instead of having to add a second security walk-thru.
- The new court room adds much needed space for juveniles, attorneys, and parents without using any of the juvenile justice office space.
- Utilizes existing restrooms .
- The new layout:
 - adds security for the juvenile justice staff
 - increases office and support staff space
 - adds attorney conference rooms
 - provides separate juvenile waiting room space away from the general public waiting area
 - allows continued use of the sally port for bringing in juveniles
 - provides for larger, separate holding areas with new restrooms that would accommodate drug testing away from the general public waiting area



FIRST FLOOR PLAN

SCALE: 1/16" = 1'-0"

13

ANNEX

Social Services
Second, Third, & Fourth Floors

Social Services:
2nd floor-Economic Assistance

Meeting Notes:

1. Social Service currently has 154 staff today with a projected number of 170 in the next 5-10 years. They will need 16 more office staff to meet the anticipated case load which significantly depends on the growth of the community.
2. Social Services averages 225 clients visits per day on second floor.
3. Lobby size is currently not sufficient to accommodate the number of clients.
4. Remodeling to Second floor (plans from earlier this year) will help with privacy and noise issues for the economic assistance case managers (EACM) that are located in the waiting area. The proposed added door by the reception/scanning area will help with security so clients cannot directly go into an EACM's office unattended. The remodeling of the mail room and Food Stamps office will give a better layout and more space to each.
5. Technology/Security: Add 'panic button' for EACM's.
6. Add white noise to Waiting Area to mask sound/noise coming from the Waiting Area to nearby offices and 'Reception/Scanning' work station.
7. Revising the Reception and Copy/File Room into one 'Reception' work area that is large enough for 4 workers is needed to accommodate more clients. Each work station needs division between clients similar to a teller station for better privacy...staff frequently have to raise their voices to talk over each other in order for clients to hear them. The height of the work surface between worker and client needs to be the same height for passing documents and conversations and puts both the worker and the client at the same level. Having the work surface at the same height would also help to alleviate ergonomic issues with the staff. Workers need space for 2 monitors. Right now they have 2 staff in the receptionist area and 1 staff in the 'scanner' area. They have been approved to add 1 support staff position for scanning in 2017 and they do not have a work space for this additional support staff.
8. Storage: Filing and storage is adequate for the most part since most files have been converted to electronic files. Filing and storage space in the basement is not easily accessible because of the distance from 2nd floor to the basement, however, it is carpeted and well lit.
9. Currently there are no designated break rooms on Floors 2, 3, or 4 for 154 employees. The break rooms they had have been converted to offices.
10. One conference room is on this floor, they could use one additional conference room. Other conference rooms have been converted to 2 shared offices.
11. Shared EACM's offices do not work for client consults. The client needs more privacy; often one EACM has to leave the office when the other EACM has a client (& family) in their office.

12. Space is needed for educational meetings for families and Economic Assistance applicants for groups of 20-24. This educational meeting space could also be used for training for clients as well.
13. Lobby size is currently not sufficient to accommodate the number of clients.

3rd Floor-Family Services

1. Visitation spaces:
 - a. Location is good as the surrounding employees provide security. If Visitation was relocated, security cameras would have to be installed.
 - b. Noise from visitation kids and parents is an issue for the workers in the open office area adjacent to visitation.
 - c. Security is an issue
 - d. If Visitation is relocated, the small visitation room could be an office and the large visitation room could be a break room or second conference room.
2. Daycare Licensing Office space is shared by 4 workers. Space is too small.
3. One conference room on this floor, they could use one additional conference room.
4. Shared caseworker offices do not work for Social Services client consults. The client needs more privacy; often the other caseworker has to leave the office when the other caseworker has a client (& family) in their office.
5. Would like Parent Aides to be on 3rd Floor-currently on 4th Floor
6. Lobby/Waiting Area needs better acoustics-when lobby is full, it's very loud for workers in adjacent offices

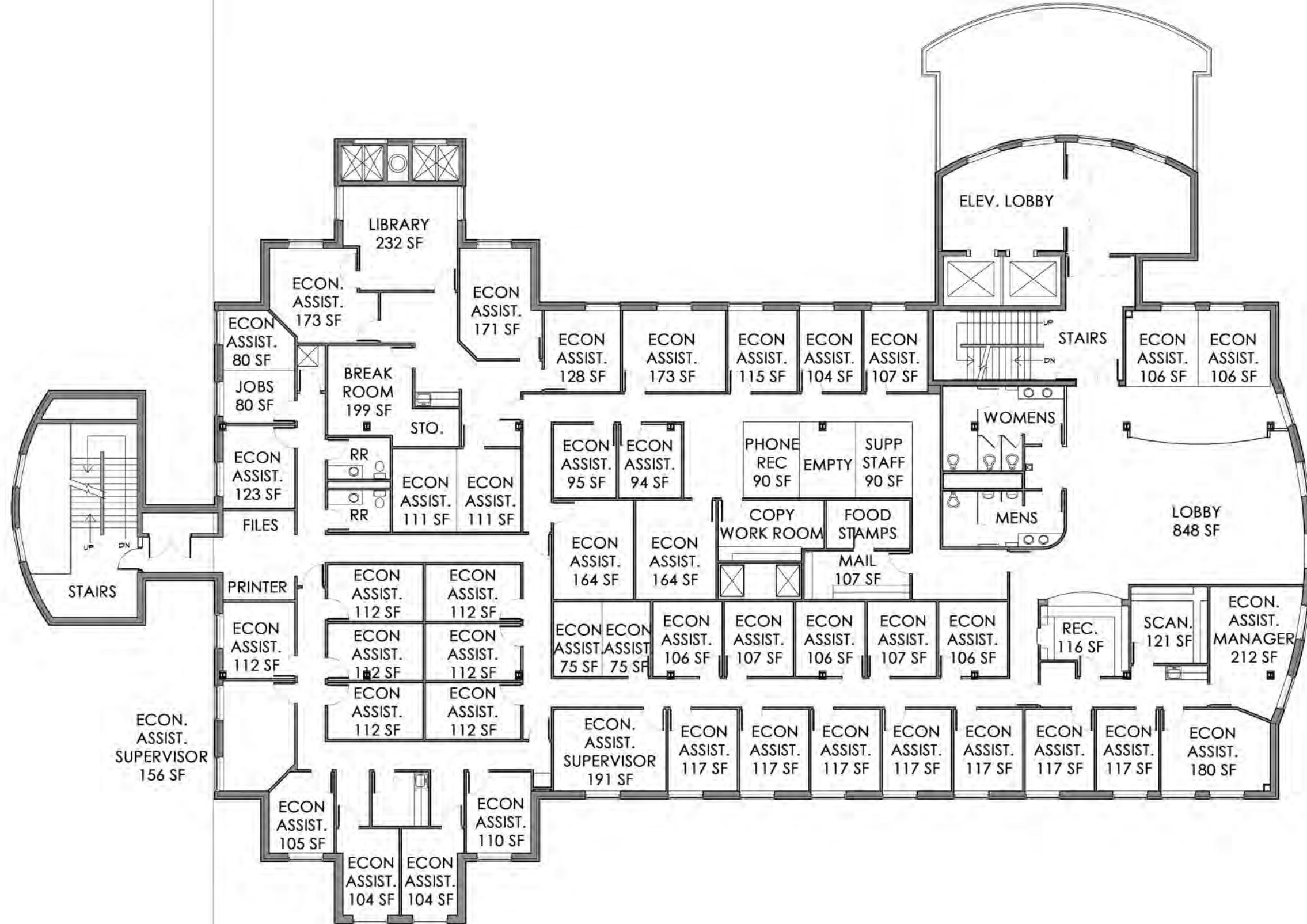
All- will be adding four more people in next several years.


4th Floor – Adult Services & Aged & Disabled Economic Assistance & Administration

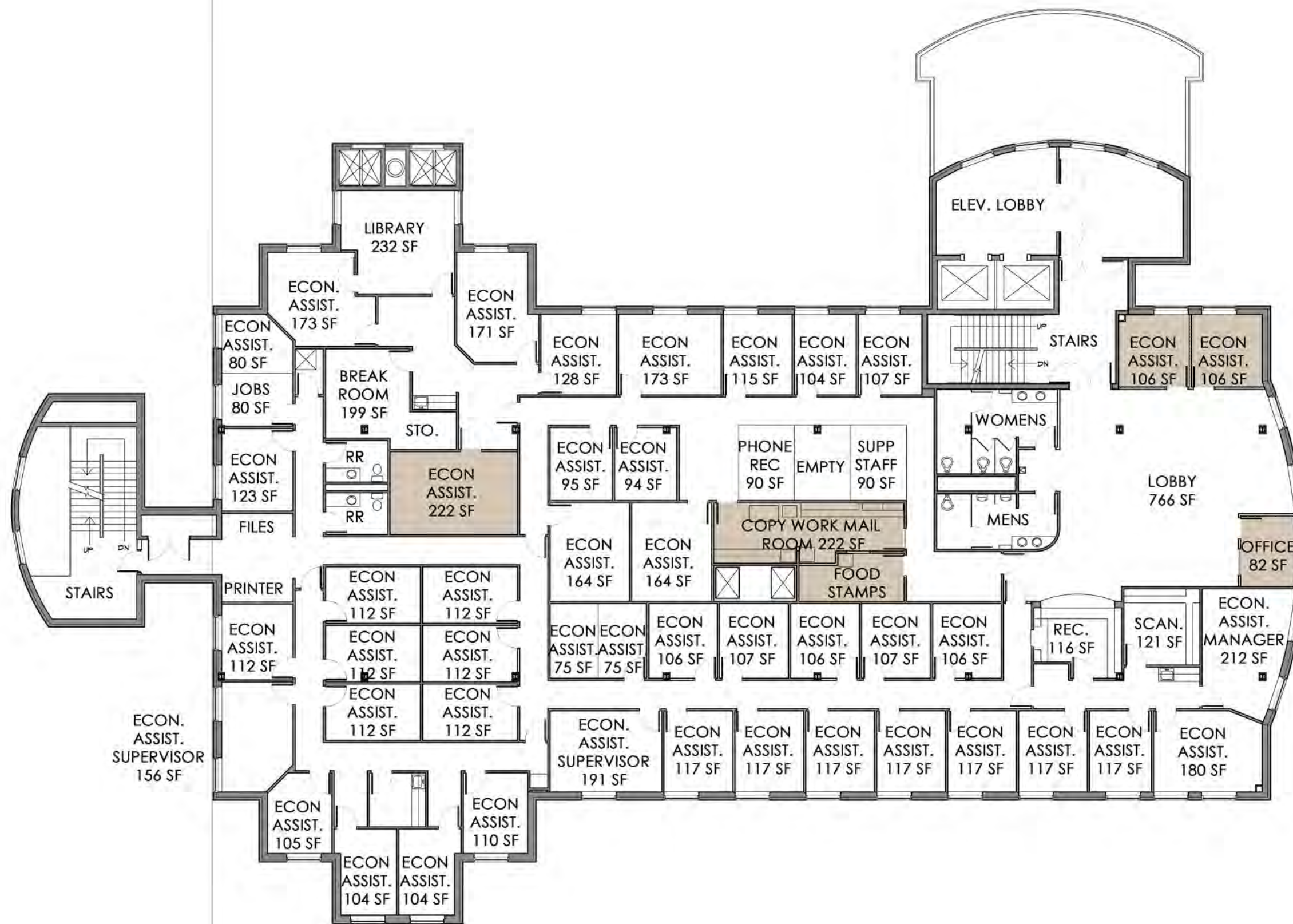
1. Lobby area needs better acoustics; it gets very noisy when the waiting area is full.
2. Economic Assistance needs extensive sign-in
3. Several Caseworkers in an open office situation which does not provide privacy to clients and noise is an issue.
4. A door needs to be added on the corridor for security.
5. One conference room is on this floor, they could use one additional conference room.
6. Parental Aides located on this floor should be on 3rd floor.

Observations and Comments:

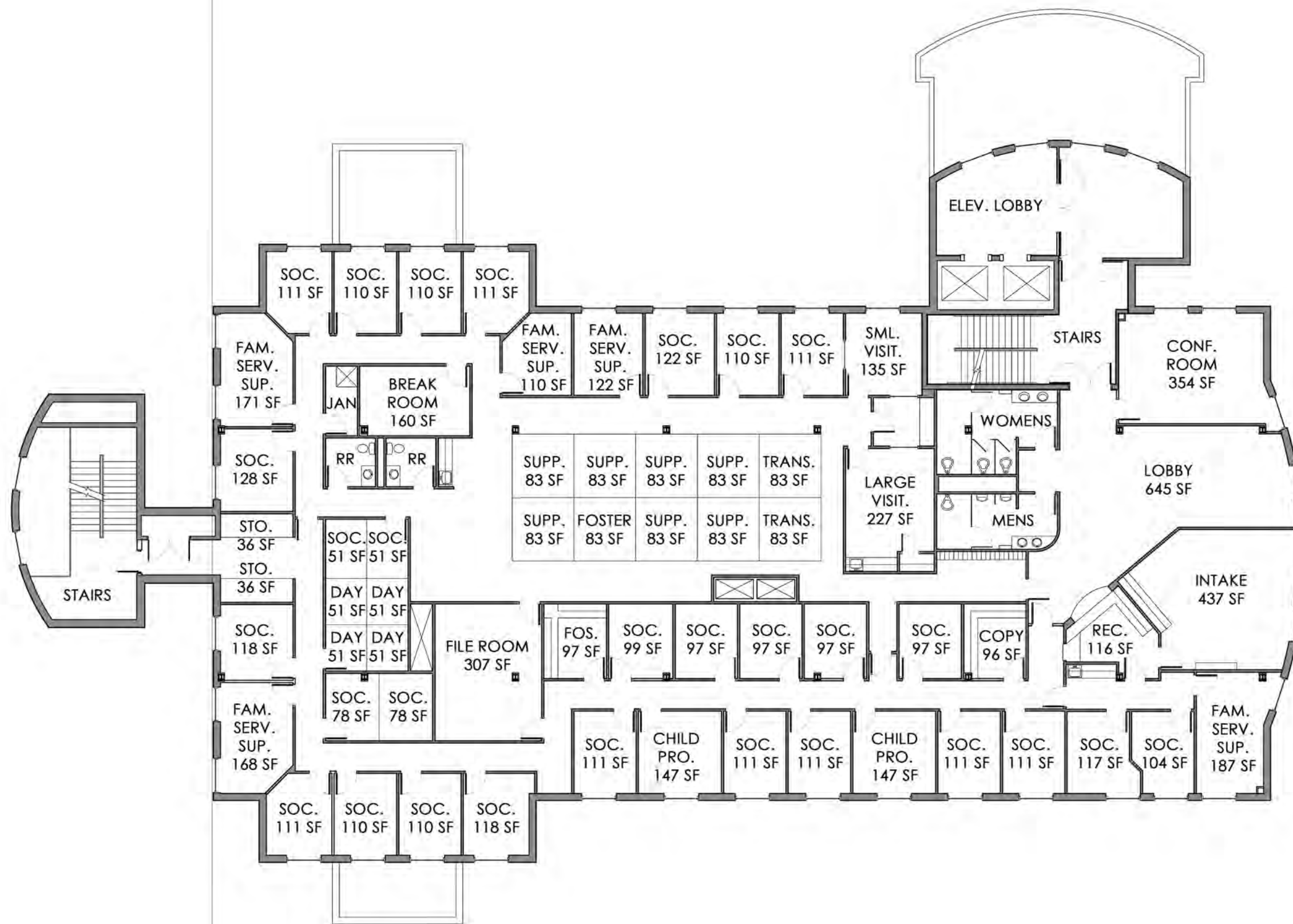
- Moving the Extension offices to the first floor of the Courthouse would free up 2,819 square feet for Social Services. This results in 12 offices, 1 conference room, 1 storage room, 1 copy/file room, and 1-I.T. closet.
- They would like to see the proposed changes for second and third floors implemented.
- Third floor changes include a door added by the receptionist for security.
- Fourth floor-no changes.



 SECOND FLOOR PLAN-EXISTING
SCALE: 1/16" = 1'-0"

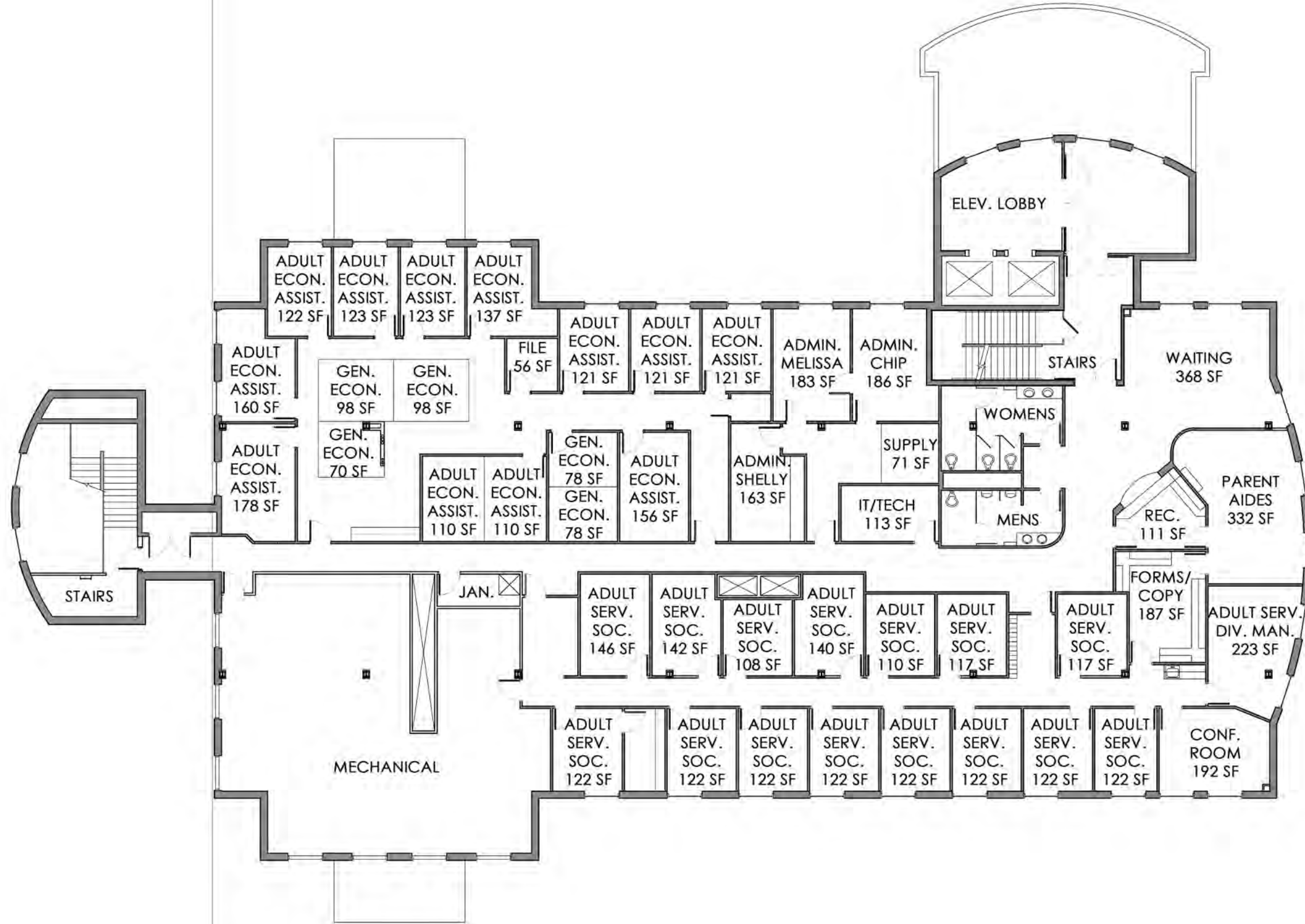


 SECOND FLOOR PLAN-PROPOSED
SCALE: 1/16" = 1'-0"



THIRD FLOOR PLAN

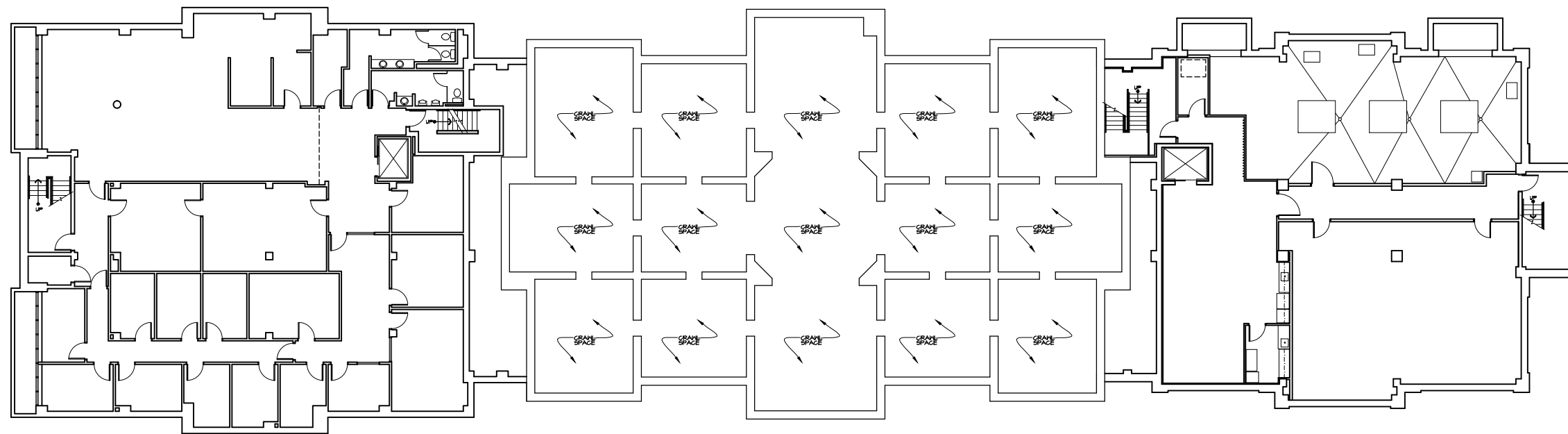
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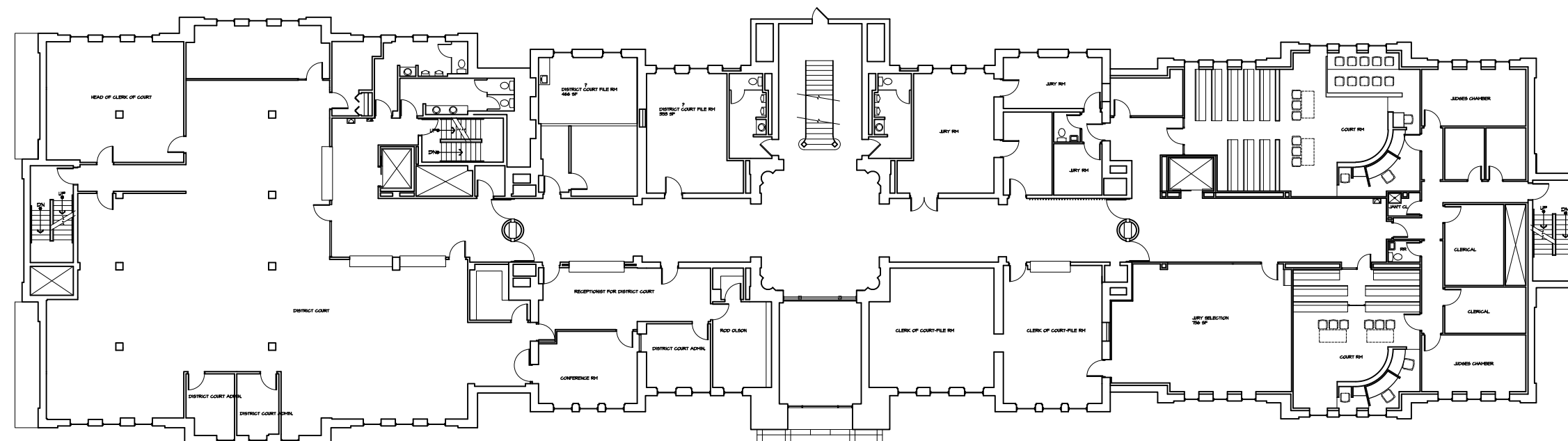
 **FOURTH FLOOR PLAN**
SCALE: 1/16" = 1'-0"

COURTHOUSE & ANNEX
Updated CADD Drawings
Basement, First, Second, Third, & Fourth Floors

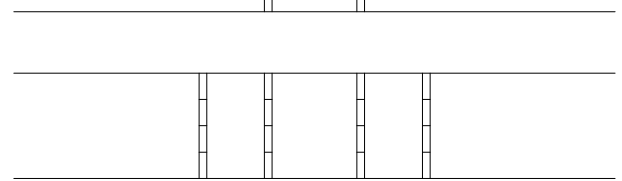
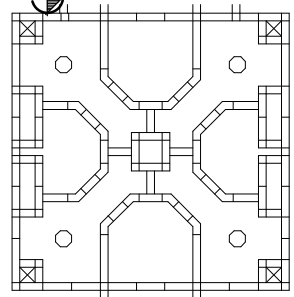
14

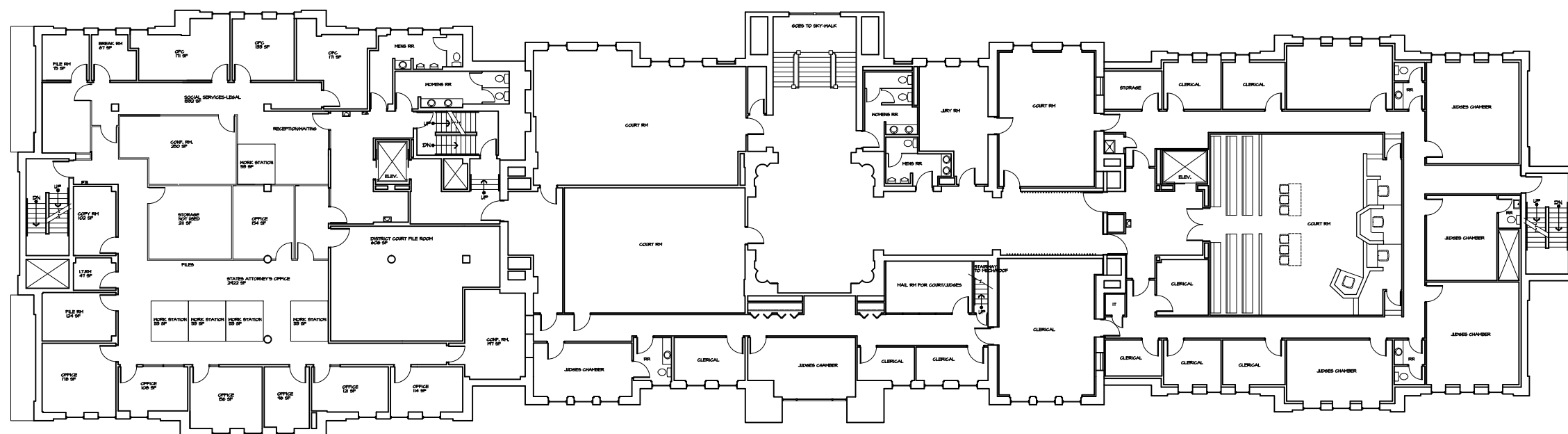


 **BASEMENT FLOOR PLAN**

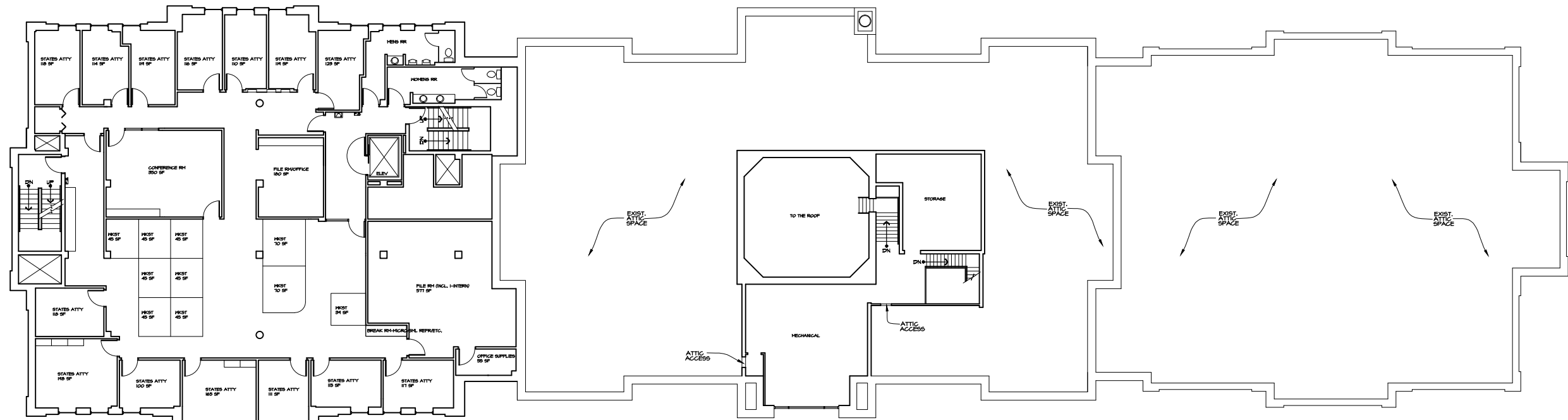


NORTH
SECOND FLOOR PLAN



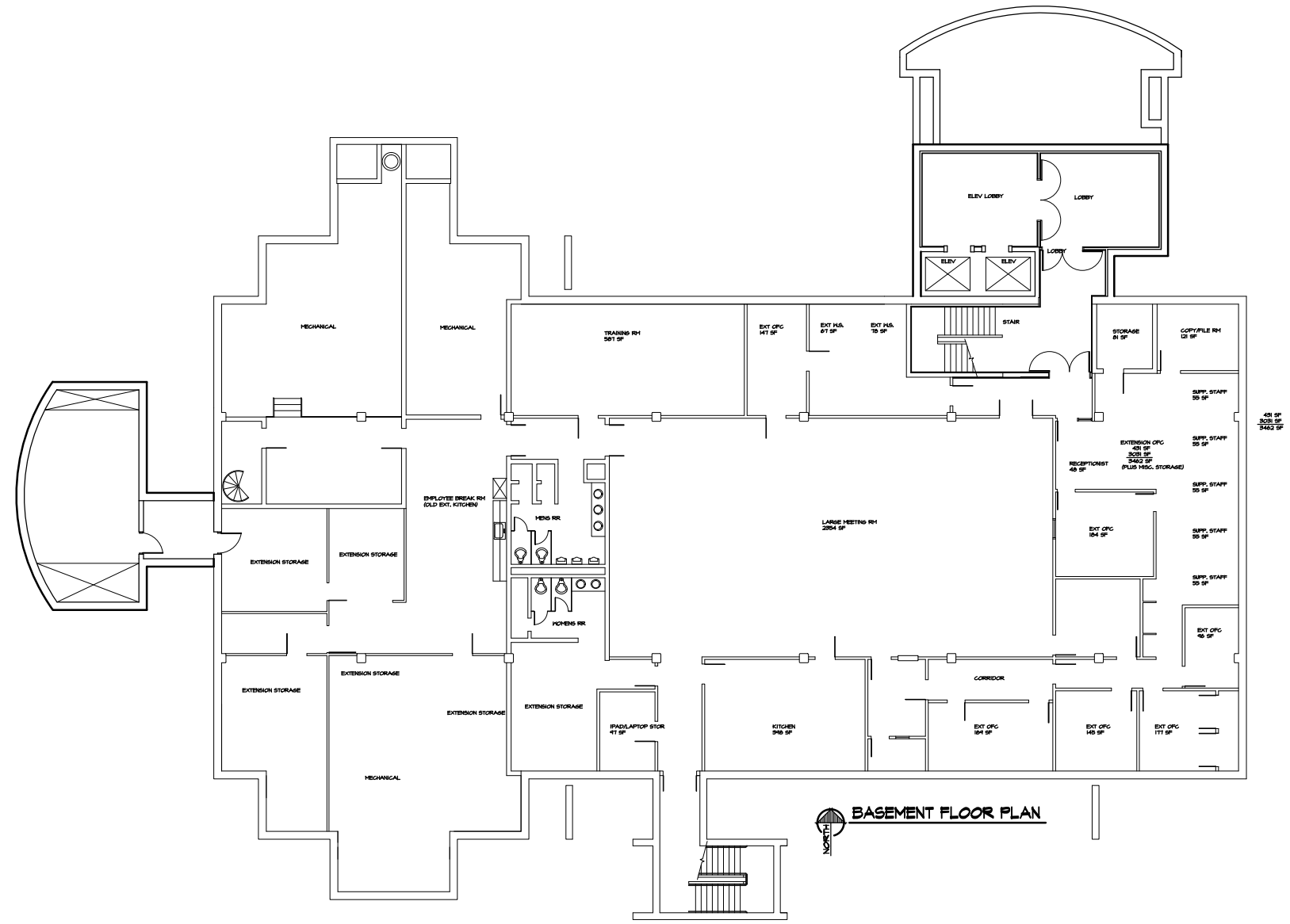


NORTH  THIRD FLOOR PLAN

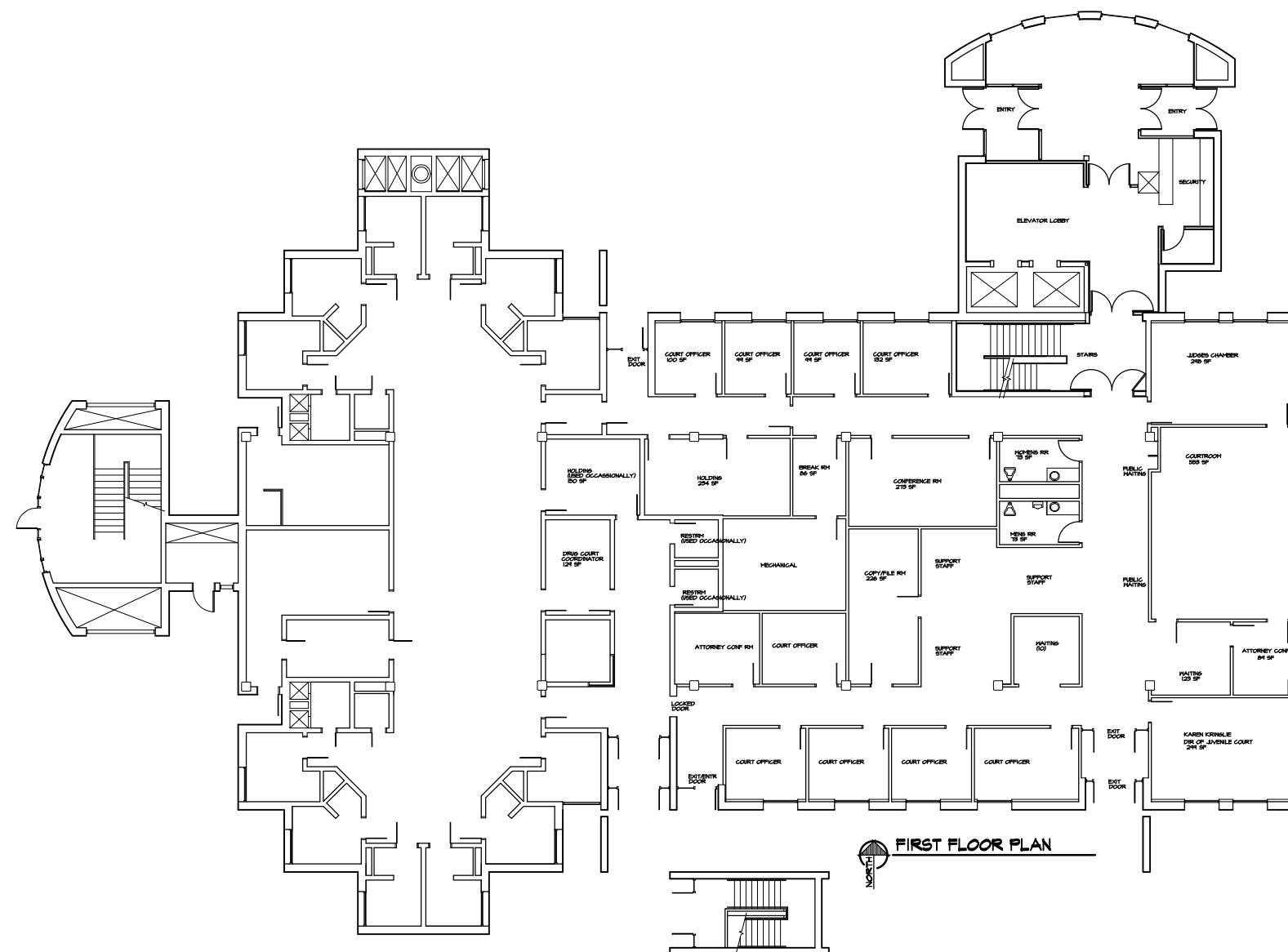


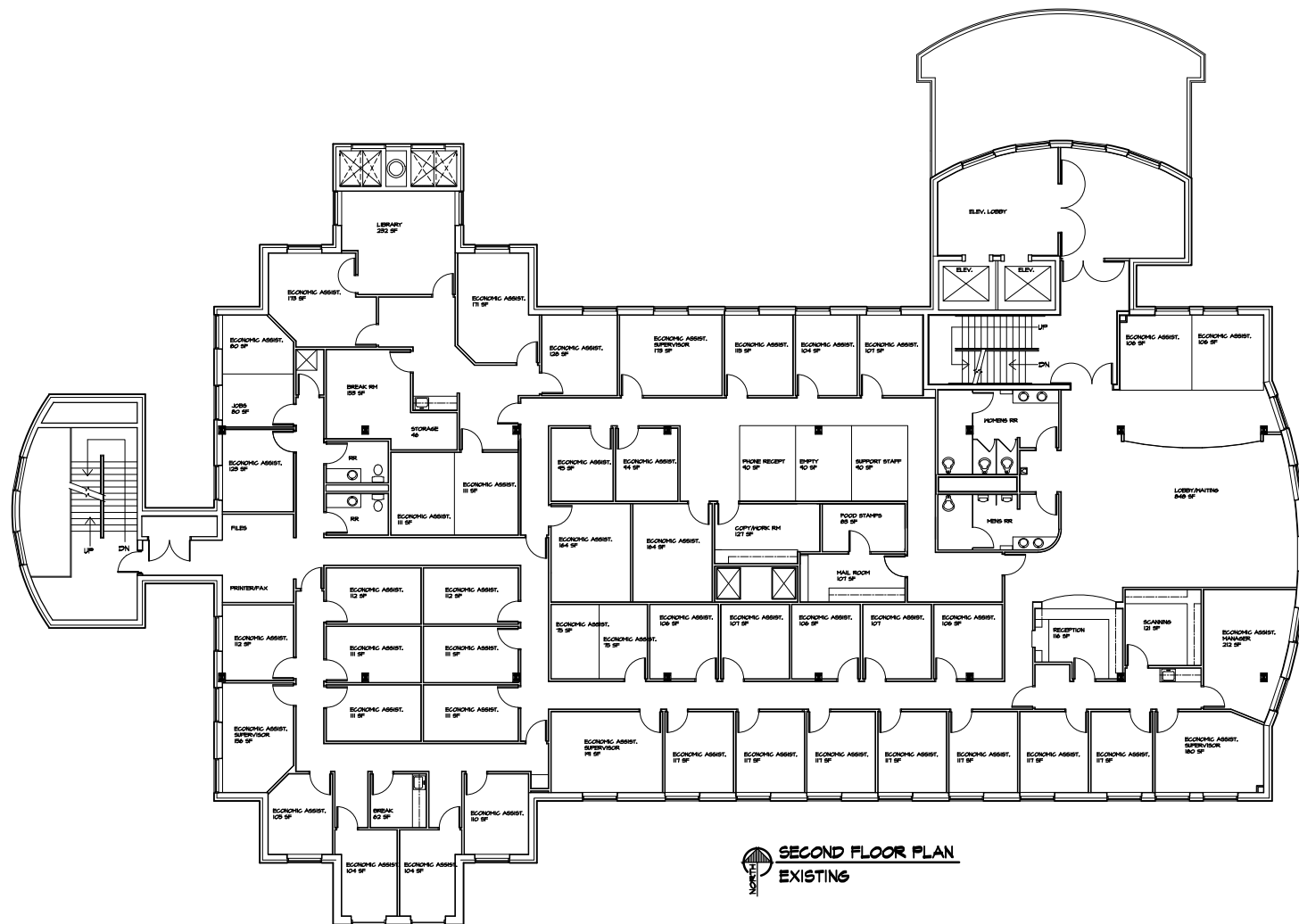
STATES ATTORNEY'S OFFICE

NORTH  **FOURTH FLOOR PLAN**



 **BASEMENT FLOOR PLAN**









COURTHOUSE & ANNEX
Information Technology (I.T.)

15

I.T. (as it relates to the Courthouse & Annex Buildings):

Meeting Notes:

1. In Treasurer's office, power & network comes thru the floor. It would be easier to move and reconfigure technology if it was dropped from the ceiling thru power poles.
2. If there is remodeling in the Treasurer's Office, Auditor's Office, & Recorder's Office-the network wiring will need to be replaced.
3. The wiring is new in the vault and would not need replacing.
4. Social Services attorneys' new location has all new wiring.
5. Tax Director Offices has all old wiring.
6. The entire first floor of the Courthouse is mostly old wiring.
7. In the Sheriff's office most of the wiring comes thru the walls. If walls are moving, wiring will need to be replaced.
8. Security: An issue in both buildings.
The Courthouse needs more security cameras on first and second floors and on the east exterior of the building.
The Annex should add security to the second and third floor lobbies. Currently they do not have any cameras.
The social workers need a security button added to their desk.
Adding security would require power and network wiring that they currently do not have and the existing conduits are packed right now.
Juvenile Detention Area has no network wiring at all. Security cameras need to be added and an IT closet needs to be added.
Extension needs an IT closet added.
There are phone cables that are abandoned and would require demolition to remove the old wiring.
9. All network wiring goes to the 4th floor in the Annex.
10. An I.T. closet needs to be added to second floor in the Annex.
11. The proposed changes for second and third floor require adding power and network wiring in the Annex.

2023

Space Needs Analysis for the Cass County District Court



An analysis of the need for the space required to provide adequate judicial services to the citizens of Cass County, ND, until 2050.

Hon. Steven E. McCullough
East Central Judicial District Court
10/3/2023

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I. **Introduction.** The most recent addition to the Cass County Courthouse, in 2012, was significant and needed; and the Courts want to thank Cass County for the investment it made in the creation of those additional chambers, courtrooms and court-related space. It cannot be understated how grateful the Courts are for the consistent considerations given by the County to the legitimate space needs of the judicial system for the citizens of Cass County. However, as will be shown below, the growth of the need for judicial services has not slowed since that addition. As such, it is now time to again start planning for the additional resources required to serve the citizens of Cass County. As such, the Courts have created this first step in insuring proper planning is done to see that Cass County and the judiciary work together to develop an evidence-based approach in determining how best to serve the citizens of Cass County.

Informal Space Needs Analysis for Cass County

The time to plan for future needs is now. In 2009, Cass County produced a Space Needs Analysis for the County Courthouse. Cass County has recognized that the process of building additional space is lengthy. The 2009 Space Needs Analysis stated: “the county will need to decide well before 2030 whether to add a second phase to the Addition or move towards a different option such as a new Justice facility on a different site.” The time is now to begin planning for existing and future needs.

II. [Legal Framework](#). North Dakota has a unified State judiciary. N.D. Const. art. VI, § 1 (amended in 1971 to eliminate county courts and to provide “the judicial power of the state is vested in a unified judicial system consisting of a supreme court, a district court, and such other courts as may be provided by law.”) Despite this constitutional change, the statutes of North Dakota still require counties provide adequate space for Court related services. Thus, Section 11-10-20 of the North Dakota Century Code provides, in pertinent part:

The board of county commissioners shall provide a courtroom and jail, and shall provide offices in the courthouse of the county for the . . . clerk of district court . . . and any other officer who has charge of public records. If there is no courthouse in the county, or if the courthouse erected has insufficient capacity, such offices must be furnished by the county in a suitable building at the county seat for all elected officials.

N.D. Cent. Code § 11-10-20. Relatedly, but more specifically, Section 27-01-01.1 of the Code provides, in pertinent part:

Each county shall provide the district court in that county with adequate chamber, court, and law library quarters, and lights and fuel and appropriate facilities for clerk of court services that are state-funded pursuant to section 27-05.2-02.

Id. at § 27-01-01.1. With this mandate in mind, we address the past, present and anticipated future space needs of the Courts in Cass County.

III. [History of the Cass County Courthouse and the Judiciary](#). Perhaps the best indicator of future need is past history. It is important to know from whence we came to know to where we are going. One crucial aspect of this for present purposes is the past ratios of judges to

Informal Space Needs Analysis for Cass County

population and court facilities that existed to serve that need. Accordingly, this section examines the history of the provision of judicial services in Cass County.¹

The main portion of the existing Cass County Courthouse was originally constructed in 1906. The 1910 United States Census indicates Cass County then had a population of 33,935. At that time, there were two judicial officers in Cass County: One District Judge and one County Judge. Thus, there was one judicial officer for each 16,968 people. There was one large courtroom on the third floor of the south end of the Courthouse. It is not clear if there was an additional smaller courtroom elsewhere in the Courthouse at that time. In 1913, a jail was built next to the Courthouse, large enough to house 65 prisoners.

In 1966, the Cass County Annex was built in its present location, just west of 10th Street. It included one courtroom. In 1967, the Cass County Courthouse was remodeled to transform the one large courtroom on the south end of the third floor into two smaller courtrooms. Also in 1967, a second District Court judge was added to Cass County. By 1970, there was also one judicial referee in Cass County. Thus, there were four judicial officers in Cass County at this time. The 1970 United States Census indicated the population of Cass County was then 73,653. Thus, there was one judicial officer for each 18,413 people. For these four judicial officers, there were three courtrooms. Finally, in 1975, the Cass County Jail was remodeled to hold 130 inmates.

In 1982, an addition on the north side of the Cass County Courthouse was constructed. This addition provided for two additional courtrooms for use by the District Court and two additional courtrooms for the County Court. By this time, there were four District Court judges in Cass County, two

¹ This analysis attempts, wherever possible, to utilize information specific to Cass County. At times, however, information involving the entire judicial district which includes Cass County is used. For example, the number of present judicial officers includes the entire East Central Judicial District (Cass, Traill, and Steele counties). More than 95% of all court business in the ECJD (as revealed by the caseloads and populations of the respective counties) is conducted in Cass County. To the extent that some limited data contained herein includes Traill and Steele counties, that inclusion is so small it does not statistically alter this analysis.

Informal Space Needs Analysis for Cass County

County Court judges and one judicial referee. The United States Census revealed the population of Cass County in 1980 was 88,247. Thus, there was one judicial officer for each 12,606 people. At this time, Cass County had seven judicial officers and seven courtrooms.

In 1986, an addition was built on the south side of the Cass County Courthouse. No additional courtrooms were created at that time. In 1990, the population of Cass County was 102,874. Thus, at this time there was one judicial officer for each 14,696 people. Further, at this time, the Cass County Jail could still hold 130 individuals. There were still a total of seven courtrooms on the Cass County Courthouse campus (main building and annex) for the seven judicial officers.

In 1994, the County Court judgeship positions were eliminated and three additional District Court judgeships were created in Cass County. By this time, an additional judicial referee had also been added and another small space converted into a courtroom in the Annex. Thus, by 1995, there were nine judicial officers (seven District Court judges and two judicial referees) and eight courtrooms. The estimated population of Cass County in 1994 was 110,139. Thus, there was one judicial officer for each 12,238 people.

In 2002, a new Cass County Jail facility was built which could hold 248 inmates. One additional District Court judgeship had been added, bringing the total number of judicial officers to ten, with eight courtrooms. The 2000 population of Cass County was 123,139. Thus, there was one judicial officer for each 12,314 people. In 2008, the Cass County Jail was expanded to hold 348 inmates. In 2004 (the first year for which I have data), there were 22 people employed in the Clerk of Court's Office. Accordingly, there were 2.2 clerks of court per every judicial officer.

In 2012, the most recent addition (to the west side of the Cass County Courthouse) was completed. This added three additional courtrooms. However, the courtrooms in the Annex (previously used by the judicial referees) were transformed into other space. Thus, there was a net of one courtroom added. In 2013, one additional District Court judge was created in Cass County. Thus at this time, there

Informal Space Needs Analysis for Cass County

were 11 judicial officers and nine courtrooms. In 2013, there were 24 people employed in the Clerk of Court's Office, or 2.8 clerks of court for every judicial officer.

In 2022, at the request of the Courts (and due to the need for courtrooms large enough to handle Covid-required spacing issues), Cass County transformed the two smaller courtrooms on the south side of the third floor of the original Courthouse building back into one larger courtroom. Additionally, an expansion of the Cass County Jail is now planned so that it may house 444 inmates. Also, in 2023, the legislature added two additional District Court Judges and seven additional clerks of court to Cass County. This means that there are presently 2.23 clerks of court for every judicial officer. The smallest courtroom in the Courthouse has just been or shortly will be (as it is the Court's understanding, the Court Facilities Grant Committee has approved the project for cost sharing) converted both so that it would be larger and so that it could be used as a jury deliberation room for the larger, Covid-capable courtroom created in 2022. The estimated population of Cass County in 2022 is 192,734.

Finally, there is ongoing discussion of building another courtroom that would be on the secured corridor (so that it could be used for criminal matters without transferring prisoners in the public hallways) from existing space on the second floor of the West Addition. No final determination has been made as to that potential courtroom. Thus, as it stands today, there are 13 judicial officers and eight courtrooms.

IV. **Existing Needs.** In summary, there are eight courtrooms existing presently in the Cass County Courthouse as follows:

1. Courtroom 201 – the large courtroom on the second floor of the West Addition. This courtroom is on the secured prisoner corridor and is used exclusively both morning and afternoon for criminal hearings.
2. Courtroom 202 – a smaller non-jury capable courtroom located on the east side of the north end of the second floor of the main Courthouse. This courtroom is used primarily for time sensitive matters heard by the referees including evictions, protection order hearings, child

Informal Space Needs Analysis for Cass County

support and small claims court hearings. This courtroom is not on the secured prisoner corridor.

3. Courtroom 203 – a jury capable courtroom located on the west side of the north end of the second floor of the main Courthouse. This courtroom is used primarily for juvenile and other time sensitive matters to be heard by referees. It is available for a back-up courtroom for short civil matters. This courtroom is not on the secured prisoner corridor.
4. Courtroom 301 – a large jury capable courtroom located to the farthest west on the third floor of the West Addition to the Courthouse. This courtroom is on the secured prisoner corridor. Its primary use is for criminal trials. Its secondary use is for civil jury trials. Its tertiary use is for civil hearings.
5. Courtroom 302 – the largest jury capable courtroom located on the east side of the third floor of the West Addition to the Courthouse. This courtroom is also on the secured prisoner corridor. Its primary use is for criminal trials. Its secondary use is for civil trials. Its tertiary use is for civil hearings.
6. Courtroom 303 – the newest courtroom located on the south end of the third floor of the main Courthouse. This courtroom was created in 2022 to meet Covid spacing requirements. It is jury capable and is not on the secured prisoner corridor. Its primary use is for civil trials. Its secondary use is for civil hearings.
7. Courtroom 304 – the smallest courtroom is located on the west side of the north end of the third floor of the main Courthouse. This courtroom is not located on the secured prisoner corridor. This courtroom is used exclusively for civil hearings that have only two parties and is so small that the 2009 Space Needs Analysis stated that it was so far below minimum standards that any future planning should assume its replacement as a courtroom. There is not room for both a court reporter and a clerk of court. Presently, there is a plan that this

Informal Space Needs Analysis for Cass County

space will be converted into a joint courtroom/jury deliberation room (for use with Courtroom 303).

Of these eight courtrooms, they are scheduled every week as follows:

One courtroom (201) is scheduled every day for criminal hearings;

Two courtrooms (301 & 302) are scheduled every day for criminal trials;

Two courtrooms (202 & 203) are scheduled for referee matters; and

One courtroom (either 303 or 305) is scheduled for civil hearings.

Thus, six of the eight available courtrooms in the Cass County Courthouse every week have scheduled into them judicial officers hearing these types of cases. However, every week there are now four judges who are scheduled to hear civil trials. There are, however, only two possible courtrooms available for these two judges (and one of those courtrooms might be used in the future for jury deliberations from another courtroom).

The most relevant period to examine the growth, and need, of the Courts is from 1994 to the present (since the present structure of the judicial system was put into place with unification). The most salient information for this period compares the population, jail capacity, judicial officers and courtrooms. The following chart sets forth this information:

Year	Population	Jail Capacity	Judicial Officers	Courtrooms
1994	110,139	130 prisoners	9 judicial officers	8 courtrooms
2022	192,734	444 prisoners	13 judicial officers	8 courtrooms

As this chart amply demonstrates, in Cass County, the number of courtrooms has not kept pace with the growth of the other parts of the system relating to judicial services.

Another way to look at the present need for additional space is to examine the growth of other court-related groups since 2012, the date of the last Courthouse expansion. As indicated above, an expansion of the Cass County Jail to allow it to hold 444 prisoners has been approved. Further, it is our

Informal Space Needs Analysis for Cass County

understanding that since 2012, the Cass County State's Attorney has added five attorneys and six support staff; that between 2013 and 2022, the Fargo Police Department has added 36 officers and multiple support staff (from on-line annual reports of the FPD); and that between 2013 to 2020, the West Fargo Police Department has added 27 officers and three support staff (from on-line annual reports of the WFPD). A review of the Supreme Court's website shows that there are presently 548 lawyers admitted to the North Dakota Bar that list an address within the counties that compose the ECJD. That figure is up dramatically from what it was a decade ago (up from 420 in the 2012 Directory of Lawyers.) This is an increase of just over 30 percent. These figures specifically exclude any lawyers with a listed address in Moorhead, Minnesota, and who may maintain significant practices in Cass County as well. In sum, all of the other entities involved in courts have experienced significant increases since 2012. This growth has continued since 2020-2022.

Prior to the building of the west addition in 2012, Cass County conducted a Space Needs Analysis for the Cass County Courthouse. This Space Needs Analysis noted that none of the courtrooms, outside of the three new courtrooms in the west addition, met the minimum square footage requirements recommended by the National Center for State Courts, and that two of those courtrooms "are so far below minimum standards that any master planning for future needs should assume their replacement as courtrooms." One of those courtrooms is the courtroom mentioned above that is transitioning so as to be ultimately usable as a jury deliberation room.

Additionally, and as noted above, for the first time, in 2012 a secured corridor was created to allow prisoners to be moved into and out of courtrooms separate from the public hallways. Of the eight courtrooms in Cass County, only the three new courtrooms in the west addition are presently connected to this secure corridor. When the west addition was built, the judges of the District Court agreed to attempt to schedule all criminal matters into courtrooms along this secured corridor (to avoid the Cass County Sheriff's Office from having to transport prisoners through unsecured, public hallways.) This is an

Informal Space Needs Analysis for Cass County

important limitation, as the Courts understand from the Sheriff that transporting prisoners outside the secured perimeter is a major safety concern that they would like to avoid at all costs. As such, the Courts would like to make all efforts to honor its pledge to schedule matters to avoid transporting prisoners in the public hallways. As shown above, this has resulted in taking those three courtrooms out of some scheduling possibilities to make sure those courtrooms are available for criminal matters.

Even without such considerations, it cannot be denied that additional courtrooms, and related space, are again now necessary, even without considering the need for future growth. For example, the Space Needs Analysis conducted by Cass County in 2009 itself indicated that with a second floor courtroom being used for criminal appearances (which refers to the present Courtroom 201) the District Court would only be receiving 93% of the estimated 2020 need for courtrooms, chambers and court support staff. Similarly, the Space Needs Analysis indicated that, even after the building of the west addition, the Clerk of Court would only have 77 percent of its space needs met (in 2012) and that by 2020, the Clerk of Court would only have 50 percent of its space needs met. Similarly, Juvenile Court would only have 78 percent of its space needs met upon completion of the west addition (in 2012) and 71 percent of their space needs met in 2020. It is now three years past 2020. These predictions have come to pass.

Further, it appears that the 2009 Space Needs Analysis may have been conservative. The Space Needs Analysis states: "The county population is expected to grow by 15.8% by 2020 and 26.8% by 2030 compared to year 2008 estimates." Cass County's estimated population in 2008 was 144,290. Accordingly, the 2009 Space Needs Analysis opined a 2020 population of 167,087 and a 2030 population of 182,959. The actual US Census population of Cass County in 2020 was 183,904, and is projected in 2030 to be 216,410. See https://www.fmmetrocog.org/application/files/8916/7389/2933/FM-Metro-Population-Projection_FINAL_November_2022.pdf (FM MetroCOG 2050 Baseline Demographic Forecast). If anything, the growth of Cass County and the judiciary have outpaced that anticipated in the 2009 Space Needs Analysis. Right now, the Courts need more space.

Informal Space Needs Analysis for Cass County

Before the expansion of the west addition of the Courthouse in 2012, the pinch point on Court scheduling was the availability of courtrooms. A decade later, due to the growth of Cass County and attendant growth in the demand for judicial services, the Court finds itself in a similar position. Scheduling matters in our District Courts right now is limited primarily by courtroom availability. We presently utilize block-scheduling as much as possible; block-scheduling is scheduling more than one case at the same time, in the same courtroom. Cases are block-scheduled by judicial officer. For example, a judicial officer may have as many as 50 or more cases (in the instance of preliminary criminal hearings) all set to start at a designated time (such as 9:00 a.m. or 1:30 p.m.) in the same courtroom. Those cases are just called in order from beginning to end. Similarly, a judicial officer may have as many as 12-15 criminal cases set for jury trial to commence on the same date and time in the same courtroom. If the first case goes to trial, the rest get continued. If the first case is resolved, then the second case is called for trial immediately. Of course, the parties (primarily the Cass County States Attorney, who represents the State of North Dakota in most of these scheduled cases) do not like this arrangement. It is, however, the only way to process the number of cases in Cass County.

The limited number, and the limited usability of existing courtrooms, creates real problems for the prompt disposition of cases. As mentioned above, presently only three of the existing courtrooms are on the secured corridor for prisoners. One of these courtrooms (presently 201) is used everyday morning and afternoon for preliminary criminal hearings. The other two courtrooms on the secured corridor are designated for criminal trials (as per the arrangement when the west addition was completed and so that prisoners would not have to be transported in the public hallways). Because there are criminal jury trials scheduled into both of these courtrooms every single week, they are unavailable for scheduling other matters. The Court does move matters into those courtrooms when all of the criminal trials originally scheduled into them resolve. Other cases cannot be originally scheduled into them because if there is no

Informal Space Needs Analysis for Cass County

resolution of all of the criminal trials, two different judges cannot use the same courtroom at the same time.

A similar situation exists with the other courtrooms used by the referees. Juvenile cases proceed by law in abbreviated fashion. There are much stricter limits on how quickly a juvenile case must move through the system than for any other type of case. As such, one courtroom is pretty much in constant usage only for juvenile matters. Thus, of the eight courtrooms, four are unavailable for scheduling anything other than for four judicial officers. This results in four remaining courtrooms for seven judicial officers presently in Cass County.

Of those four remaining courtrooms, two have been identified by the Space Needs Analysis “are so far below standards that any master planning for the future needs should assume their replacement as courtrooms.” To put some meat on these bones, one of these courtrooms (Courtroom 304) is only 30 percent of the minimum size of a courtroom as recommended by the National Center for State Courts. This courtroom cannot host jury trials. This courtroom cannot be used if the case has more than two parties involved.



Informal Space Needs Analysis for Cass County

Even at the present time, the Cass County Courthouse does not provide space sufficient to meet existing, much less future, needs of the Courts. As set forth in more detail below, the standards from National Center for State Courts indicate that, below ten judicial officers, there should be a 1:1 ratio of judicial officers to courtrooms. Above that, a minimum of at least three courtrooms should be provided for every four judicial officers. There are presently 13 judicial officers in Cass County. There should be ten courtrooms. Right now, there are only eight courtrooms.

Further, the situation in Cass County is unique in North Dakota. Throughout the State there are 11 counties that house more than one judicial officer in a courthouse. In those counties there are the following number of judicial officers and courtrooms:

<u>County</u>	<u>No. of Judicial Officers</u>	<u>No. of Courtrooms</u>
Cass	13	8
Grand Forks	6	7
Stutsman	2	2
Barnes	2	2
Burleigh	6	9
Morton	4	5
Stark	4	3
McKenzie	2	2
Williams	4	4
Ward	6	7
Ramsey	2	2

As can be seen, only Cass and Stark counties do not presently meet National Center for State Courts' standards, and they are the only counties in North Dakota in which there is not at least one courtroom for every judicial officer. The situation in Stark county is relatively recent, with addition of a fourth judge in 2015. The comparison to the other counties highlights how unusual, and how dire, is the present need for additional space.

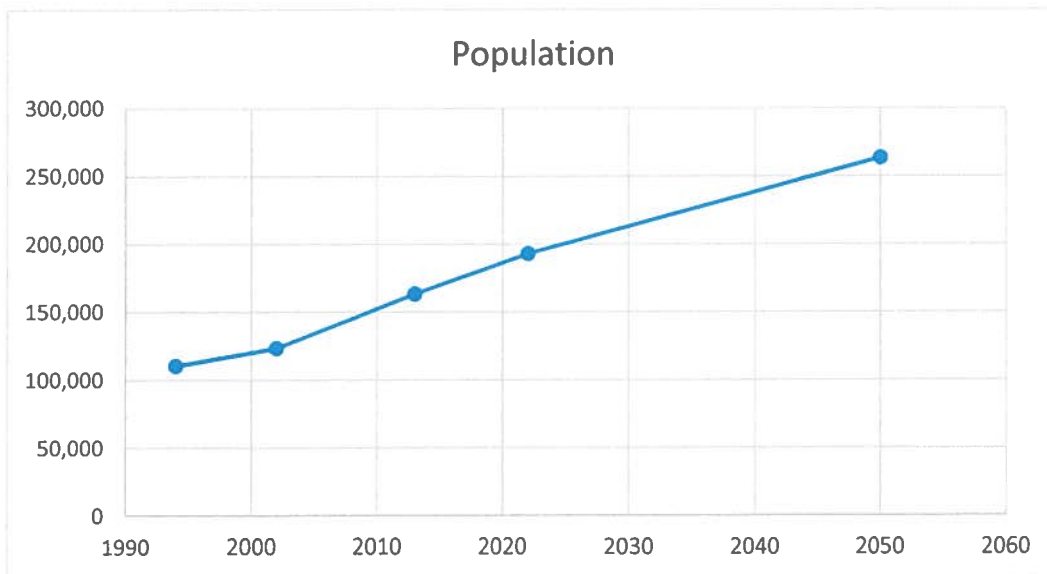
The purpose of this Space Needs Analysis is not, however, to argue for action to address this short term, immediate need for additional space. Rather, the emphasis is the need to begin addressing the long

term need and begin the process to plan as to how that long term need can be met. Again, it is only by knowing where we are and how we got here that we can recognize and plan for where we are going.

v. **Future Needs.** Cass County's 2009 Space Needs Analysis projected space needs out to 2030. For example, the Analysis projected that the District Court's space need would increase by 25 percent from 2020 to 2030. Further, the Analysis indicated that the Clerk of Court and Court Administration would only have 38 percent of its space needs met by 2030 and that Juvenile Court would only have 56 percent of its space needs met by 2030. The Space Needs Analysis stated that at the present location of the Courthouse campus, Cass County "cannot meet currently projected campus needs to 2030 on existing site under current parameters and growth assumptions." Simply trying to assess needs to 2030 is not sufficient, however. Instead, a longer window should be used for planning purposes. The 2009 Space Needs Analysis looked forward to 2030. (or 21 years). We propose a similar time frame is appropriate and suggest that the needs be assessed and projected until 2050 (or 27 years). This time frame is in keeping with recommendations of the National Center for State Courts, which indicates that "a good forecasting process extends 15 to 20 years into the future." See <https://www.ncsc.org/courthouseplanning/construction-and-renovation/assessing-needs>.

A. **Population projections.** In 2008, the population of Cass County was estimated at 144,290. In 2010, the US Census found Cass County's population was 149,778. By 2020, and according to the United States Census, Cass County had grown to 184,525. This represented a 23.2 percent growth in ten years. In November of 2022, the FM MetroCOG issued demographic projections up to 2050. These projections included both a High Growth scenario and a Most Likely Scenario. Thus, the FM MetroCOG population projections for Cass County vary from 290,692 (under a High Growth scenario) to 263,766 (under the Most Likely scenario). For purposes of this

analysis, we have used the more conservative Most Likely scenario. The following chart illustrates the population for Cass County since court unification in 1994, and projected to 2050:



B. **Personnel need projections.** The undeniable population increases will increase the need for judicial services in Cass County. Simply put, more bodies will be needed to adequately serve the citizens of Cass County by 2050.

a. **Judicial Officers.** The best way to project future judicial officer needs is to examine the historical judicial need in relation to the overall population of Cass County and apply that ratio to the future anticipated population growth. In the examination of the history of Cass County, the populations of Cass County and the actual number of judicial officers going back to the initial construction of the Cass County Courthouse building was noted. More importantly, for some time, the North Dakota Court System has been conducting a weighted caseload analysis to determine the judicial need in the respective judicial districts within the State. The judicial need from these weighted caseload analyses is a more accurate indicator of the judicial need than the actual number of judicial officers serving at any one time. However, an examination of the historical

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trends of actual judicial officers to population is not dissimilar to the comparison of judicial officer need under the weighted caseload to population. Thus, averaging the judicial officers to population figures quoted above from 1910 to 2002, we find that there was one judicial officer for every 14,539 people in Cass County.

In 2010, the Judicial Branch's Weighted Caseload Study showed that the East Central Judicial District had a need for 12.65 judicial officers and the population was 149,778. This is a ratio of one judicial officer per 11,840 population. In 2020, that need had grown to 13.27 judicial officers, and the population had grown to 184,525. This is a ratio of one judicial officer needed per 13,905 population. Averaging those two figures gives us a ratio of one judicial officer needed for every 12,873 Cass County residents. The relationship of the number of actual judicial officers to population to the actual judicial officer need to the population is fairly close. Finally, it is unsurprising that the ratio of actual judges to population is lower than judicial need to population, as Cass County has consistently been "underjudged" according to the North Dakota Supreme Court's weighted caseload studies.

Using the Most Likely scenario for population growth from the FM MetroCOG study, the population of Cass County in 2050 is likely to be 263,766. If we use the average of the 2010 and 2020 weighted caseload judicial need to population figures, this would mean one judicial officer should be needed per 12,873 population. Applying this number to the Most Likely scenario for population, this would mean by 2050, the East Central Judicial District would most likely need 20.49 judicial officers (at one judicial officer per every 12,873 of population). If we use the historical average comparison of actual judicial officers to population (at one judicial officer per every 14,539 of population), this would mean by 2050, the East Central Judicial District would have 18.14 judicial officers. For

purposes of planning for the future, it is probably best to plan for need and not to assume that Cass County will have two fewer judgeships than is needed.

It is clear the East Central Judicial District will grow significantly by 2050. In the Most Likely scenario the weighted need would be for 20.49 judicial officers. Presently, there are 13 judicial officers in Cass County. To fulfill this increased need, would require an increase of seven judicial officers over and above what are currently housed in Cass County.

b. **Court staff.** In many states, each judge is staffed by a secretary, a court reporter or recorder and a law clerk or staff attorney. Thus, it is not uncommon for the staff to judge ratio to be 3:1. North Dakota has consistently staffed judges at just over a one-to-one ratio. For example, since at least 1994 (when unification of the courts was completed) the legislature has approved one staff to be added every time a new judgeship was created. There is no reason to assume that this 1:1 ration will not continue into the foreseeable future. Thus, for each of the 20 judicial officers needed in Cass County by 2050, there will be a need for at least 20 staff (court reporters/recorders or staff attorneys). This again would be an increase of seven support staff for the judicial officers.

c. **Clerk of Court.** In addition to these staff, additional staff will be needed in the Clerk of Court's Office. As shown above, the ratio of clerks of court to judicial officers has been consistently 2.20 clerks for every judicial officer. Assuming 20 judicial officers in Cass County by 2050, this would mean 44 clerks of court. There are presently 29 clerks of court. This would mean an increase of 15 clerks of court.

In summation, under the Most Likely Scenario for Cass County population growth, and applying the consistent court personnel to population ratios, this would mean that by 2050, the Courts in Cass County would have:

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Position	2023	2050 (est.)	Increase
Judicial officer	13	20	7
Court staff	14	22	8
Clerks of Court	29	44	15

C. **Space needs.** Obviously, there will be additional needs for space as a result of the additional personnel that will be needed to adequately provide judicial services of the citizens of Cass County. Those needs will include office space for additional personnel, as well as additional courtrooms and ancillary facilities.

a. **Courtroom needs.** The National Center for State Courts provides the best resource for planning for judicial resources. In regard to the ratio of number of courtrooms to judges, the National Center for State Courts materials provide:

One courtroom per judge has been the traditional pattern in most court houses throughout the United States. In less populated areas, judges may sit only one or two days per week, or per month, and so one courtroom may be shared by several divisions of the same court, or by different courts. In larger courts with more than twenty judges where not every judge will be available every day to sit in court, it may be feasible to have fewer courtrooms than judges. Judges are absent from their courtrooms for many different reasons, such as administrative work in their chambers, legal research in their chambers, meetings, judicial education programs, illness, and personal leave.

Some courts have adopted a ratio of one courtroom per judge until the court reaches about ten judges; above that number, the court may need only three courtrooms for every four judges.


<https://www.ncsc.org/courthouseplanning/construction-and-renovation/court-organization-and-administration>. As indicated above, under the Most Likely scenario,

there will be a need for 20 judicial officers in Cass County by 2050. Pursuant to the guidance from the National Center for State Courts, this would mean a need for 15 multi-

use courtrooms. Presently, there are eight courtrooms in the Cass County Courthouse, and many of those are too small to be considered multi-use courtrooms. At a minimum, however, at least seven additional multi-use courtrooms will be needed under the Most Likely scenario.

b. **Chambers and office needs.** If seven additional judicial officers and eight additional staff members would be added by 2050, there would be the need for offices for those judges and staff. Further, an addition of 15 clerks of court would require the addition of work space for those 15 new positions. Across the board this would represent a roughly 50 percent increase in the number of Court employees.

c. **Ancillary space needs.** Multi-use courtrooms require additional space over and above the courtroom itself. To be truly useable, they must be accompanied by jury deliberation rooms. According to the National Center for State Courts:



Large, multijudge courts (i.e., more than ten judges) do not need one jury deliberation room for every courtroom. Some experts use a rule of one jury deliberation room until the court expands to more than four or five courtrooms. After that a ratio 75 percent may be applied. Criminal court may require a higher ratio of deliberation rooms per courtroom than civil, municipal and traffic courts. Some courts have used a ratio of six or seven deliberation rooms per ten jury courtrooms, as long as deliberation rooms are accessible to all courtrooms.

Id. Again, being conservative, it appears that with the need for seven new courtrooms would come the need for at least three new jury deliberation rooms.

With this number of courtrooms, there will also be a need for additional jury orientation space. Presently, some space on the second floor of the main Courthouse is used for jury orientation. If seven (or five or even three) new jury capable courtrooms were added, there is no doubt that the existing jury orientation space would be woefully inadequate. At least one additional jury orientation room would have to be added.

With these types of additions, there will, of course, be additional hallways, bathrooms, egress and ingress spaces and other necessary and incidental space needs.

d. **Parking needs.** In the 2009 Space Needs Analysis, 75 public parking stalls were identified, with 32 being located on the east side of the present Courthouse and 43 being located west of 10th Street in the Annex parking lot. That same analysis projected a 2030 increased need for 125 public parking stalls. Clearly, there will be a need to dramatically increase public parking stalls. For example, when the Court begins a jury trial, it usually calls in between 30-40 potential jurors. If multiple trials commence on the same day, that number can easily exceed 100 people. This does not include parking for parties, attorneys or other users of the Cass County Courthouse.

VI. **Conclusion.** There is no question that Cass County is the most vibrant, growing part of North Dakota. As a result, the demand for all governmental services, including judicial services, will increase dramatically in the next quarter of century. Perhaps, a more understandable way to envision the effects of this growth in the need for judicial services is to compare the anticipated growth with the existing judicial landscape in North Dakota. The trial courts of the State of North Dakota are presently organized into eight judicial districts. Those districts (excluding the district which include the state's two largest population centers, the East Central Judicial District with Fargo and the South Central Judicial District with Bismarck) are:

1. Southwest Judicial District (Dickinson) = 4 judges;
2. Southeast Judicial District (Jamestown, Valley City and Wahpeton) = 6 judges;
3. Northeast Judicial District (Devil Lake and Pembina) = 6 judges;
4. North Central Judicial District (Minot) = 5 judges and 1 referee;
5. Northeast Central Judicial District (Grand Forks) = 6 judges; and
6. Northwest Judicial District (Williston & Watford City) = 6 judges.

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The growth alone in the East Central Judicial District (again, with more than 95 percent of its business in Cass County), by itself, will be roughly equal to six of the other seven judicial districts presently within the state. In effect, it will be like adding an entire additional district into Cass County.

The time is thus now to begin to plan how handle this growth. Undoubtedly, the other instrumentalities of government in Cass County will experience similar growth. Funding mechanisms will need to be explored to pay for any expansions of the present campus or for any relocations of offices. All of these issues will take time. The Courts stand ready to provide whatever assistance they can in helping the Cass County Commission to responsibly plan for how to best serve its citizens over the long term. It is for this reason that this Informal Space Needs Analysis has been created.

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