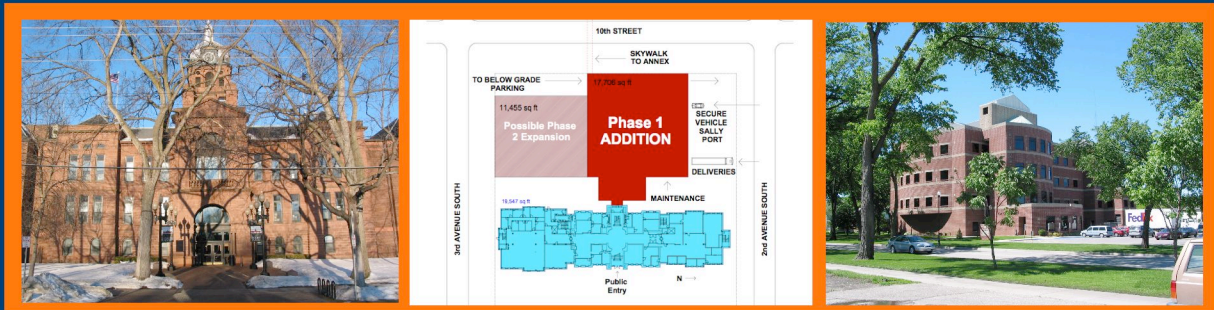


# Space Needs Analysis Cass County Courthouse



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  
Chris Iverson, Trial Court Manager

### **Consultants**

Dennis A. Kimme, Kimme & Associates, Inc.  
James A. Rowenhorst, Kimme & Associates, Inc.  
Rick Hoganson, Foss Architecture & Interiors, Inc.

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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.

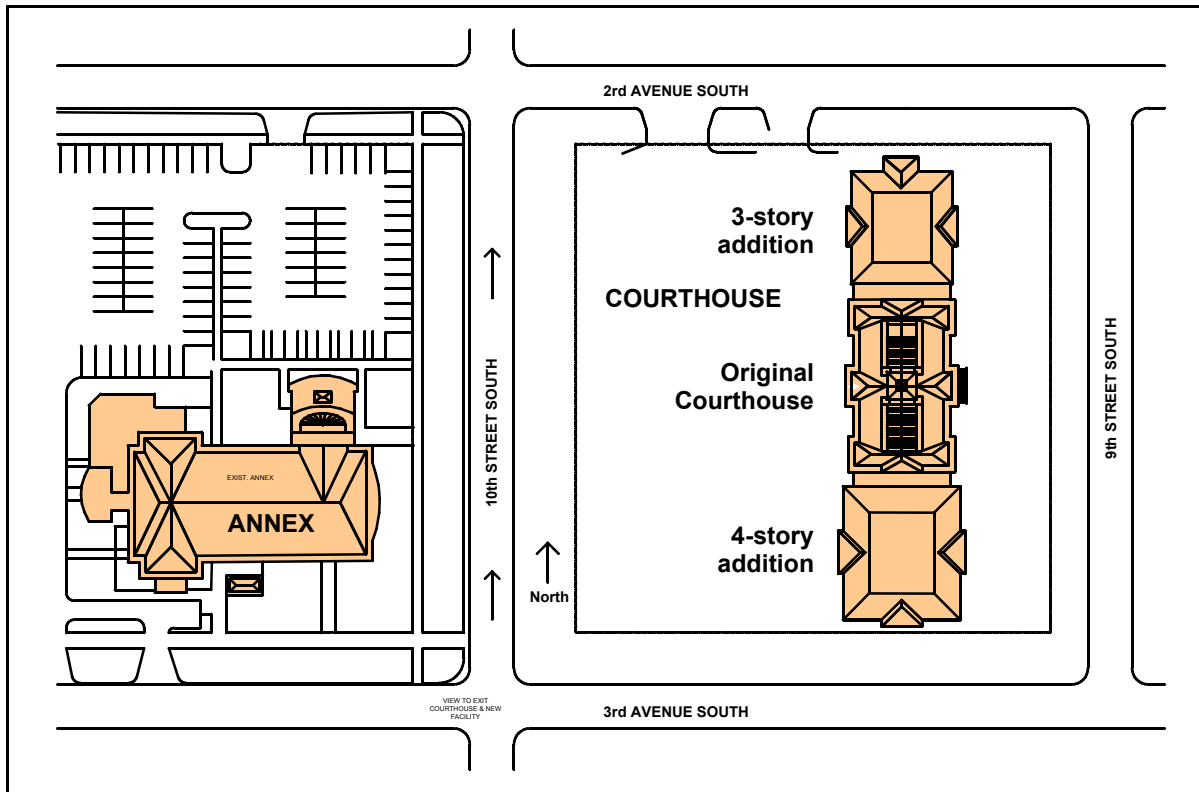
The report should be well organized, clear and will be expected to serve as a guide to Cass County for planning at the Cass County Courthouse for at least the next two decades.

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.

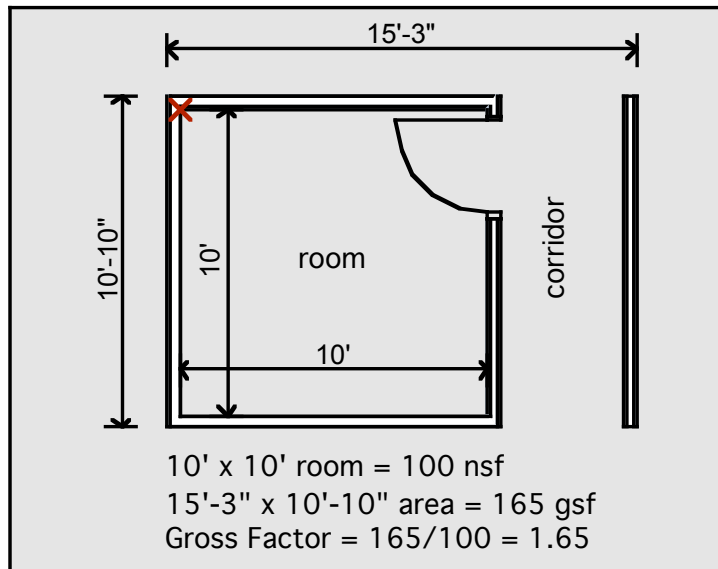
The space lists for an Addition to the existing Courthouse appear in this chapter of the report.

#### 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.



## Cass County Courthouse - Space Needs Analysis

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.
<b>Judge's Chambers</b>		9	320	2,880
- Closet		9	8	72
<b>Court Administrator/Reception</b>		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
	<b>3</b>	<b>157</b>	<b>217</b>	<b>34,030</b>	<b>1.24</b>	<b>42,133</b>

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	<b>13,802</b>
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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:
<b>COUNTY COMMISSIONERS</b>					
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					
<b>COUNTY ADMINISTRATION</b>					
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					

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

**MAINTENANCE**  
**Year 2030 Needs**

**B**

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

1/17/09

*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					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					

<b>SUB - TOTALS:</b>	<b>9</b>	<b>267</b>	<b>2,401</b>
Spaces	Avg. NSF per Space	TOTAL NSF	TOTAL N.S.F.
<b>X Gross Factor of: 1.25 =</b>	<b>3,001</b>		
			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 Training					• Located at the Annex Basement
32					
<b>SUB - TOTALS:</b>		<b>18</b>	<b>201</b>	<b>3,613</b>	
		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**

1/17/09 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:
<b>PUBLIC LOBBY-SECURITY CHECKPOINT</b>					
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					
<b>COURTHOUSE SECURITY</b>					
14	Control Room	1	120	120	
15	- Toilet	1	45	45	
16	Electronic equipment	1	80	80	
17					
18					
<b>PUBLIC TOILETS/FIXTURES</b>					
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					
<b>PUBLIC BREAK AREA</b>					
23					• In basement of Existing Courthouse
24					
25					
26					
27					
28					
29					
30					

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



**SPACE LIST**  
**CASS COUNTY, ND**  
**Addition to Existing Courthouse**  
 1/17/09

**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:
<b>1 Technology Services:</b>					
2 I.T. Wiring Closets		4	45	180	• single rack equipment scattered through building
3					
<b>4 ENGINEERING</b>					
5 Mechanical-Boiler Room		1	2,500	2,500	• Replaces items in temporary buildings plus supplies the new addition
6 Rooftop air handlers		1	600	600	• Enclosed space
7 Electrical		1	240	240	• Replaces items in temporary buildings plus supplies the new addition
8 Plumbing-Fire Control		1	160	160	
9 Emergency Power Generator		1	800	800	• Replaces items in temporary buildings plus supplies the new addition
10					
<b>11 Connector Bridge-Courthouse</b>		1	720	720	• Connects Courthouse to the New Addition - single level anticipated initially
12					
<b>13 PUBLIC TOILETS/FIXTURES</b>					
14 Male toilet		2	222	444	• On each upper floor of the facility.
15 Female toilet		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
<b>17 Connector Bridge - Annex</b>		1	1,215	1,215	• Connects Annex to the New Addition
18					
<b>19 Housekeeping/Janitor</b>					
20 Housekeeping Central Supply		1	160	160	
21 Floor Janitor Closets		2	60	120	• slop sink, water supply, shelving, implement racks
22 Miscellaneous Janitor Closets		2	30	60	• slop sink, water supply, shelving, implement racks
23					
<b>24 Secure Judicial Connector Bridge</b>					• Between the courthouse and the addition, need for this to be determined
25					
26					
27					
28					
29					
30					
<b>SUB - TOTALS:</b>		<b>20</b>	<b>382</b>	<b>7,643</b>	
		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					
<b>SUB - TOTALS:</b>		<b>23</b>	<b>99</b>	<b>2,273</b>	
		Spaces	Avg. NSF per Space	TOTAL N.S.F.	
			<b>1.30 =</b>	<b>2,955</b>	
				TOTAL G.S.F.	

Foss Architecture & Interiors/KIMME & Associates

**COURTROOM**  
**Jury Courtrooms**  
**3 Additional Courtrooms**

**SPACE LIST**  
**CASS COUNTY**  
**Addition to Existing Courthouse**  
1/8/09

**G**

SPACE/AREA NAME:	Area Sq. Ft.	NUMBER OF SPACES	AREA OF EACH (S.F.)	TOTAL NET S.F.	REMARKS:
<b>1 JURY COURTROOM</b>					
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					
<b>18 2 ADDITIONAL COURTROOMS</b>		<b>10</b>		<b>4300</b>	<b>• 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</b>
19 3 Total courtrooms					
20 <b>JURY ROOM</b>		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					
<b>27 1 ADDITIONAL JURY ROOMS</b>		<b>5</b>		<b>525</b>	<b>• Sum of lines 20-25 above multiplied by number of additional jury rooms</b>
28 2 Total jury rooms					
29 <b>INMATE HOLDING COMPLEX</b>					• See Court Holding Space List
30					

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

**COURT HOLDING CENTER**  
Year 2030 Needs

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

H

1/8/09

SPACE/AREA NAME:	Area Sq. Ft.	NUMBER OF SPACES	AREA OF EACH (S.F.)	TOTAL NET S.F.	REMARKS:
<b>1 COURT HOLDING CENTER</b>					
2 Holding Cells, Adults		3	70	210	• Area is security controlled (CCTV, locks, communications) from JAIL Master Control
3 ADA Holding Cell		1	80	80	• 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
4 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
5 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
6 Secure Attorney Visiting-attorney side		2	30	60	• 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
7 Secure Attorney Visiting-inmate side		2	30	60	• ADA compliant; 12" deep counter surface; speaking device, non-fixed chair
8 I.D. Alcove		1	64	64	• ADA compliant; 12" deep counter surface; speaking device, fixed chair/stool
9 Walk-in waiting-reception		1	48	48	• Fingerprint, photograph
10 Officer Work Station		1	80	80	• Functions like security vestibule.
11 Breakroom		1	100	100	• Open counter near entry and cells.
12 Officer Toilet		1	50	50	• table, 4 chairs, counter, sink, coffee.
13 Storage		1	50	50	• Unisex, ADA compliant.
14 Secure inmate Elevator		1	63	63	• Restraints and general support.
15 Elevator equipment		1	40	40	• Starts at first floor level assuming sally port is at grade level.
16 Egress stairway		1	160	160	
17					
<b>18 INMATE HOLDING @ Courtrooms</b>					
19 Holding Cells		2	56	112	• Area is CCTV monitored from court security control
20 Corridor Circulation		2	100	200	• Located between two courtrooms. ADA compliant; fixed seating, detention plumbing w/privacy partition, mirror, security light, secure floor drain, security grilles, intercom, CCTV
<b>22 VEHICLE SALLY PORT</b>					
23 Security vestibule entry		1	864	864	• single lane drive-thru sally port; bus or 2 vans
24		1	94	94	• leads to holding center
25					
26					
27					
28					
29					
30					

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

**PARKING**

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

1/8/09

*Below grade under the addition*

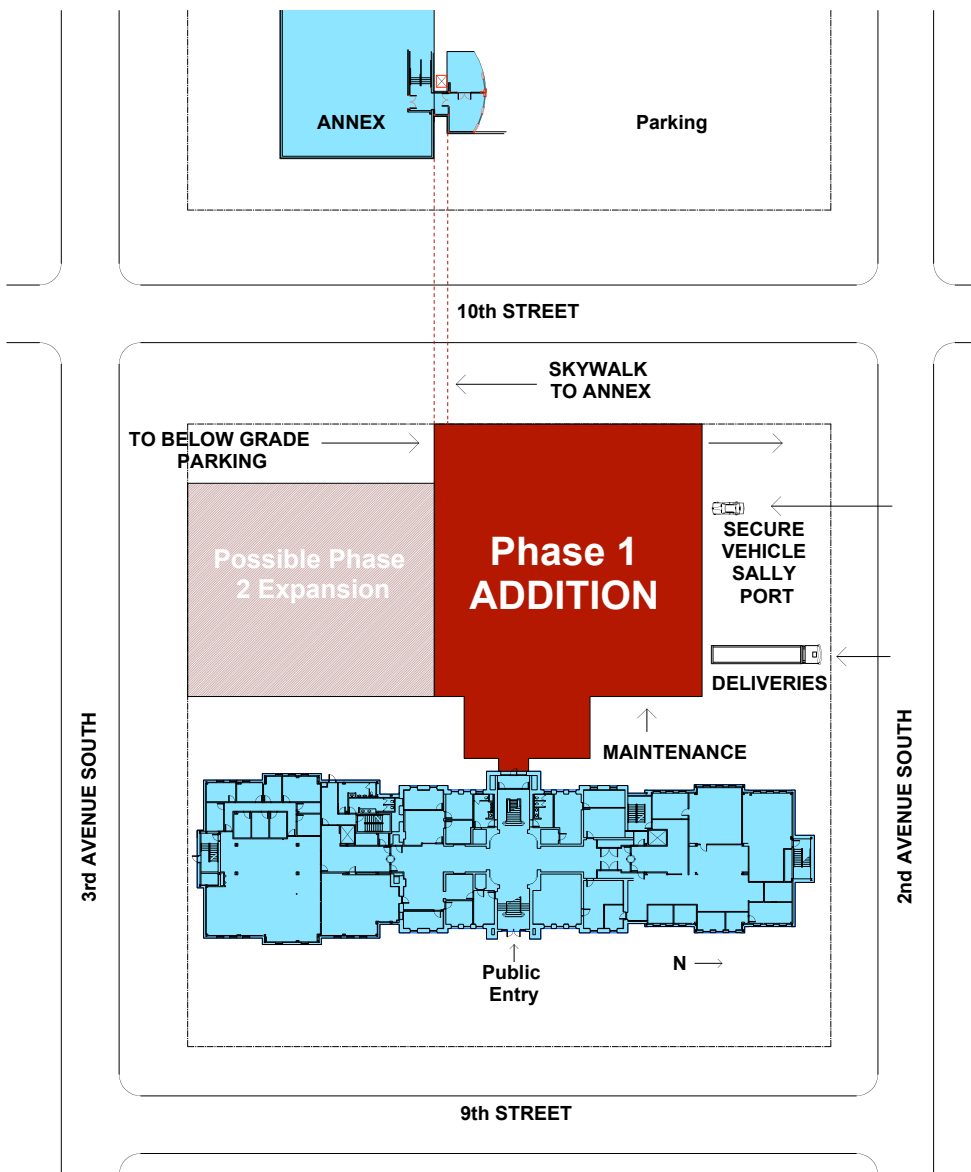
SPACE/AREA NAME:	Area Sq. Ft.	NUMBER OF SPACES	AREA OF EACH (S.F.)	TOTAL NET S.F.	REMARKS:
1					
2	Parking Stalls	30	168	5,038	• 9'-4" wide x 18'-0" deep stalls
3					
4	Ramps	1	1,600	1,600	
5					
6	Elevator	1	63	63	• anticipates basement level through upper levels
7	Elevator equipment	1	40	40	
8	Stair	1	160	160	
9					
10					
11					
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<b>SUB - TOTALS:</b>					
		<b>34</b>	<b>203</b>	<b>6,901</b>	
		Spaces	Avg. NSF per Space	TOTAL N.S.F.	
			<b>2.00 =</b>	<b>13,802</b>	
				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.



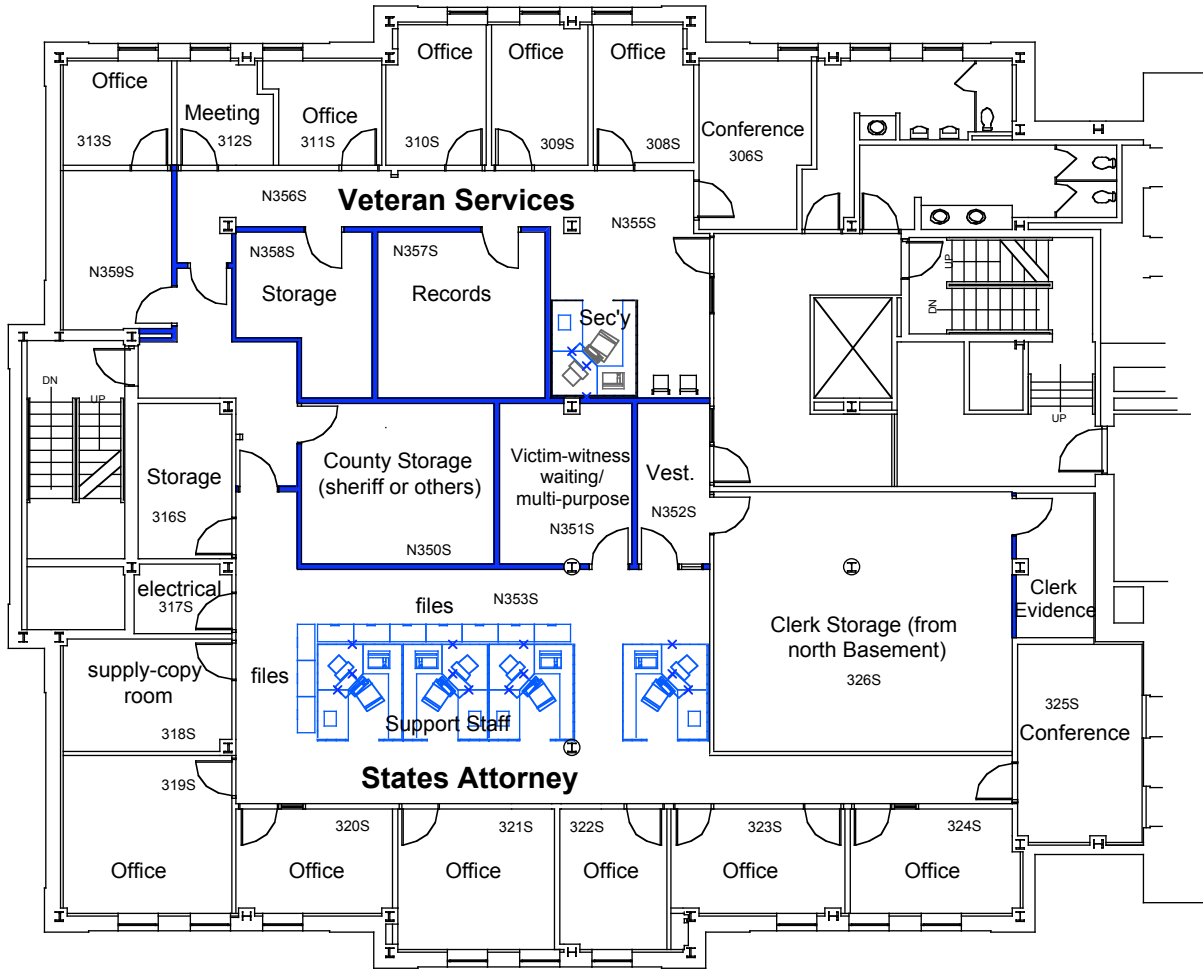
## V. RENOVATION OF THE CHILD SUPPORT AREA

One of the primary tasks assigned to the consultant was to determine how best to use the space on the 3<sup>rd</sup> 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.



1. The States Attorney's office expands into the east section of the 3<sup>rd</sup> 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



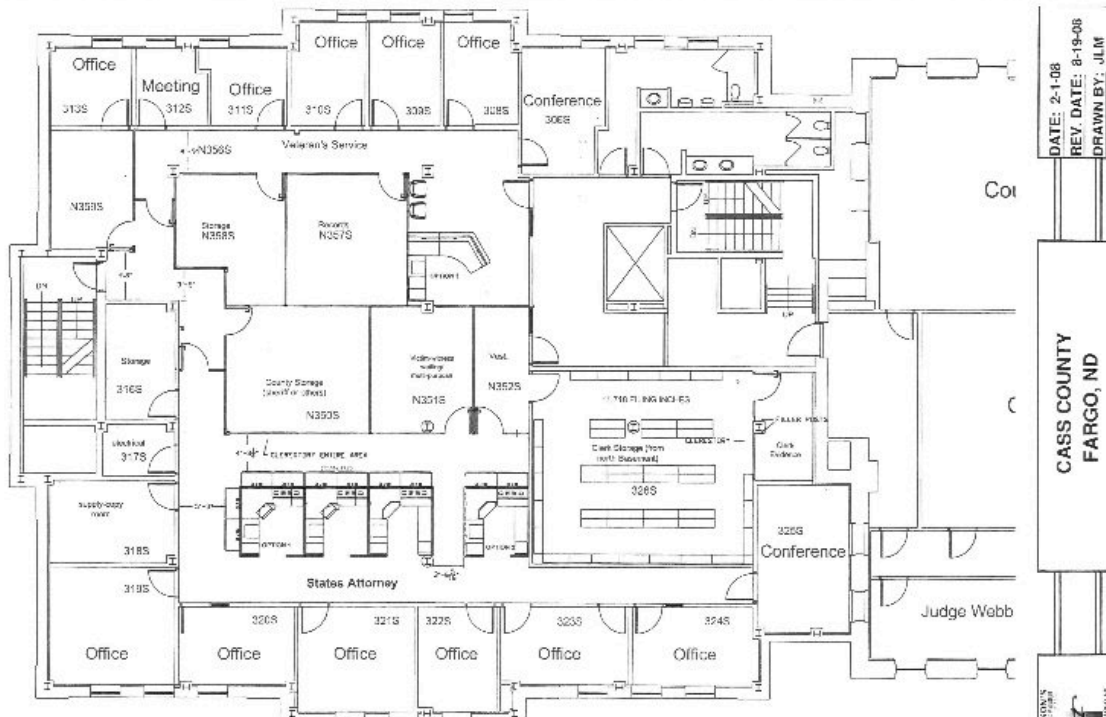
- to 1252 gsf , though a fair amount of the difference is in longer corridors. (Some larger offices can be provided if they wish to use the new records and storage areas for those purposes, but they have no windows).
3. The Clerk of the District Court vacates her stored items from the north basement 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.

## Cass County Courthouse - Space Needs Analysis

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 ( $\approx 165\text{-}205$  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 3<sup>rd</sup> and 4<sup>th</sup> floors were compressed vertically so that neither matches up with the 3<sup>rd</sup> floor level of the original courthouse.

As a result there is no public connection between the 3<sup>rd</sup> and 4<sup>th</sup> floors of the south addition and the 3<sup>rd</sup> floor of the Courthouse. Instead, to get between 3<sup>rd</sup> 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

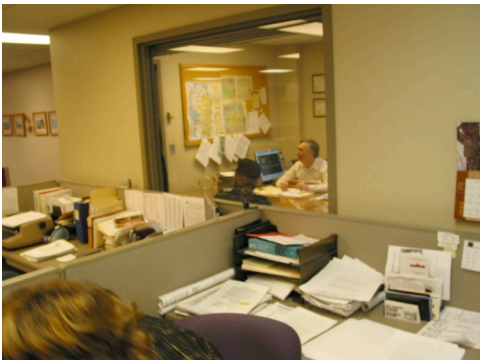
staff-only movement between the 3<sup>rd</sup> and 4<sup>th</sup> floors of the south addition and the 3<sup>rd</sup> floor of the Courthouse. However, this movement is through private and secure judicial office area circulation.

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 3<sup>rd</sup> 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 3<sup>rd</sup> 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 10<sup>th</sup> Street South. Movement between the two facilities is made difficult because of the moderately heavy traffic on 10<sup>th</sup> 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 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> 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 3<sup>rd</sup> 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.

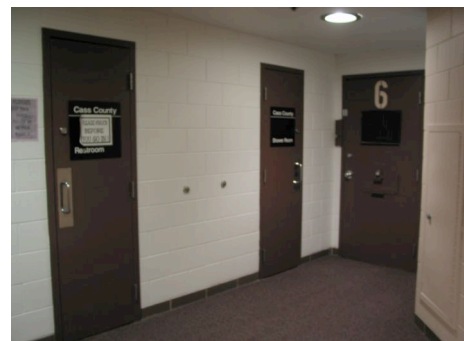
They also stated that they could move to another location if need be to a.) secure adequate and public accessible space, and b.) make way for other county space needs.

### 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.

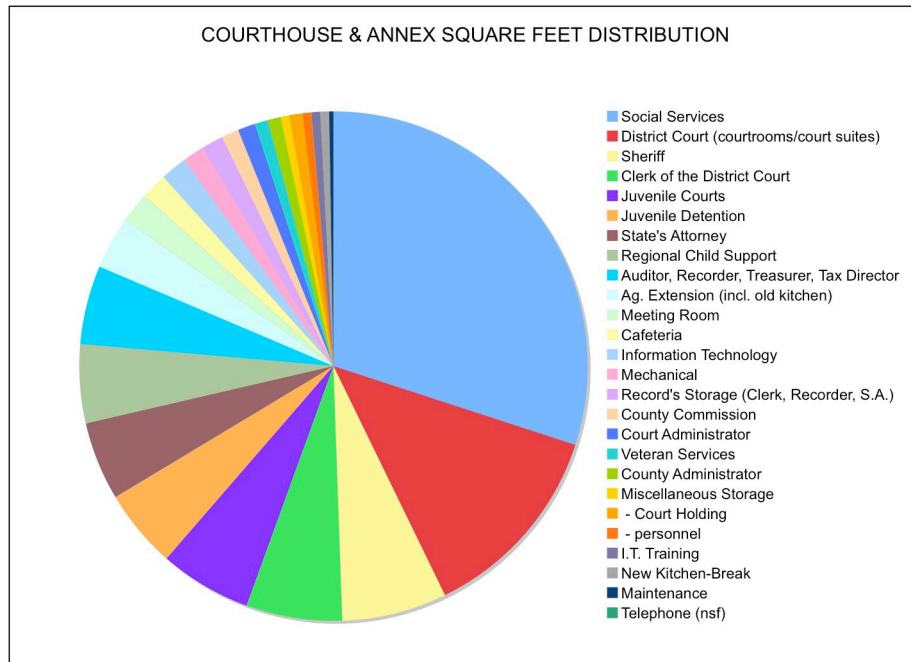
Based on calculations of square footage taken from existing drawings the following table and chart identified the amount of square footage for each component in the Annex and Courthouse buildings. They are ordered from largest to smallest.

# Cass County Courthouse - Space Needs Analysis

## CASS CO, ND

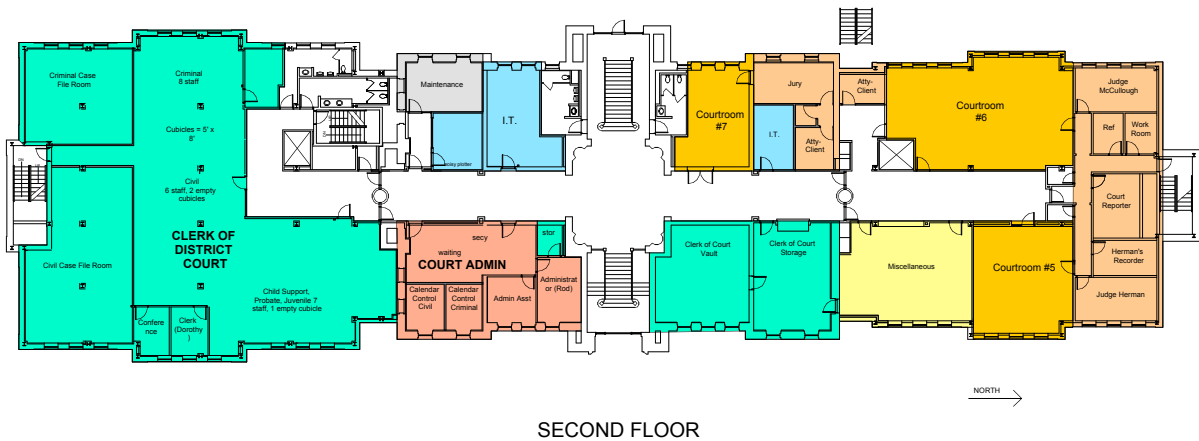
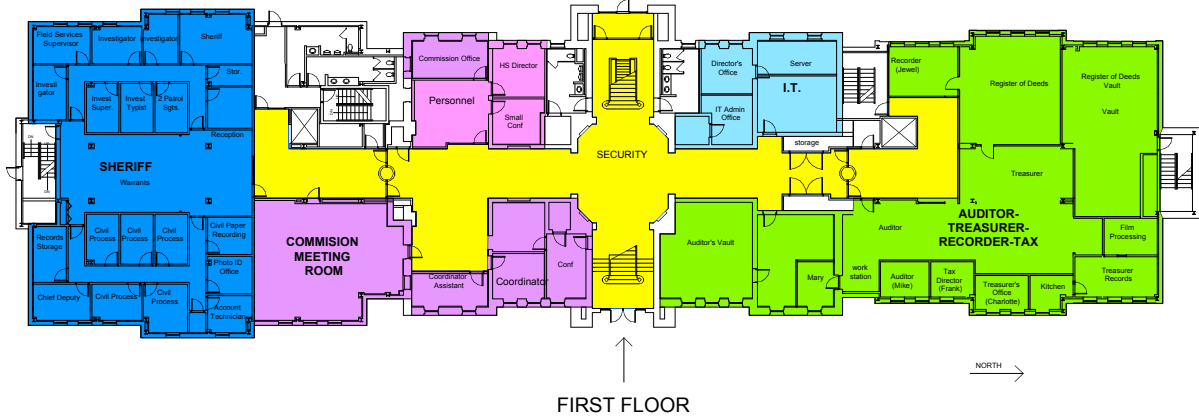
Existing Component Square Feet Distribution  
8/29/08

	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%
<b>COURTS/COURTS RELATED</b>	<b>35,588</b>	<b>32.7%</b>

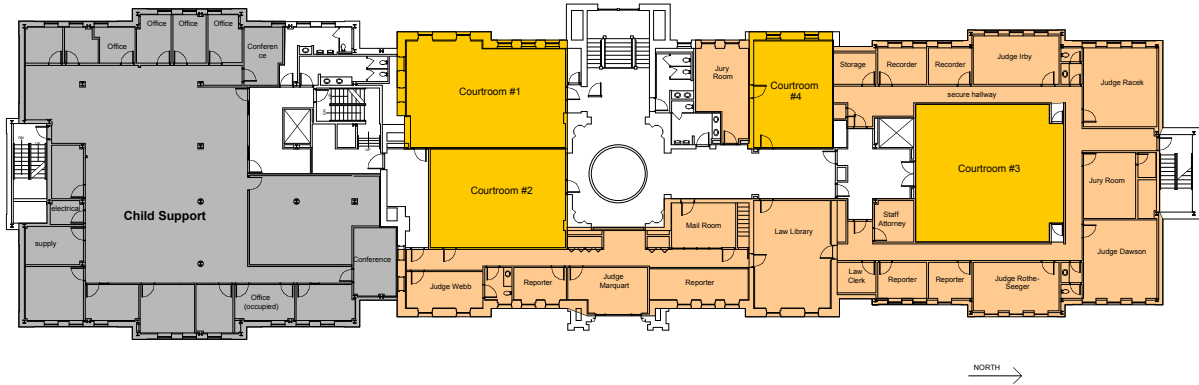


# Cass County Courthouse - Space Needs Analysis

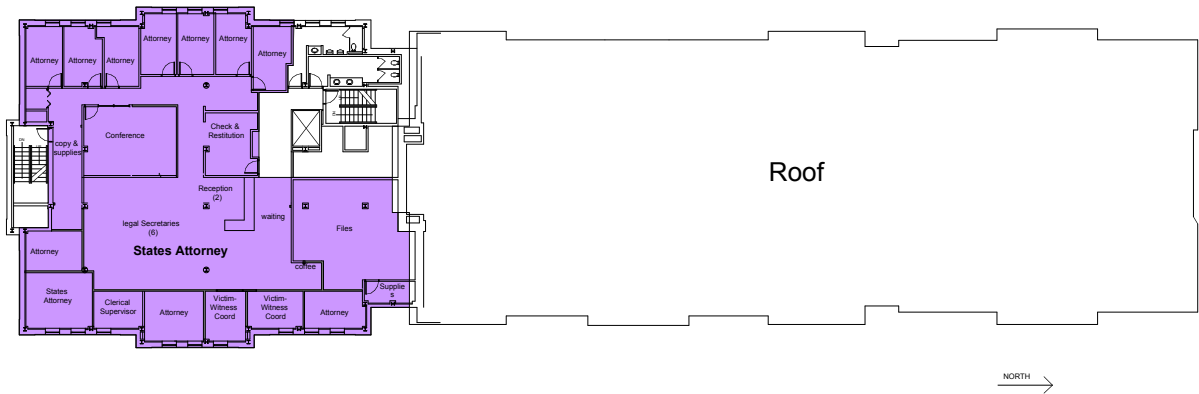
Courthouse space is presently allocated as shown on the following color-coded floor plans. Note that the Third floor Courthouse space shown in Gray is being renovated to accommodate expansion of the States Attorney's office and the re-location of Veteran Services from the Annex.



# Cass County Courthouse - Space Needs Analysis



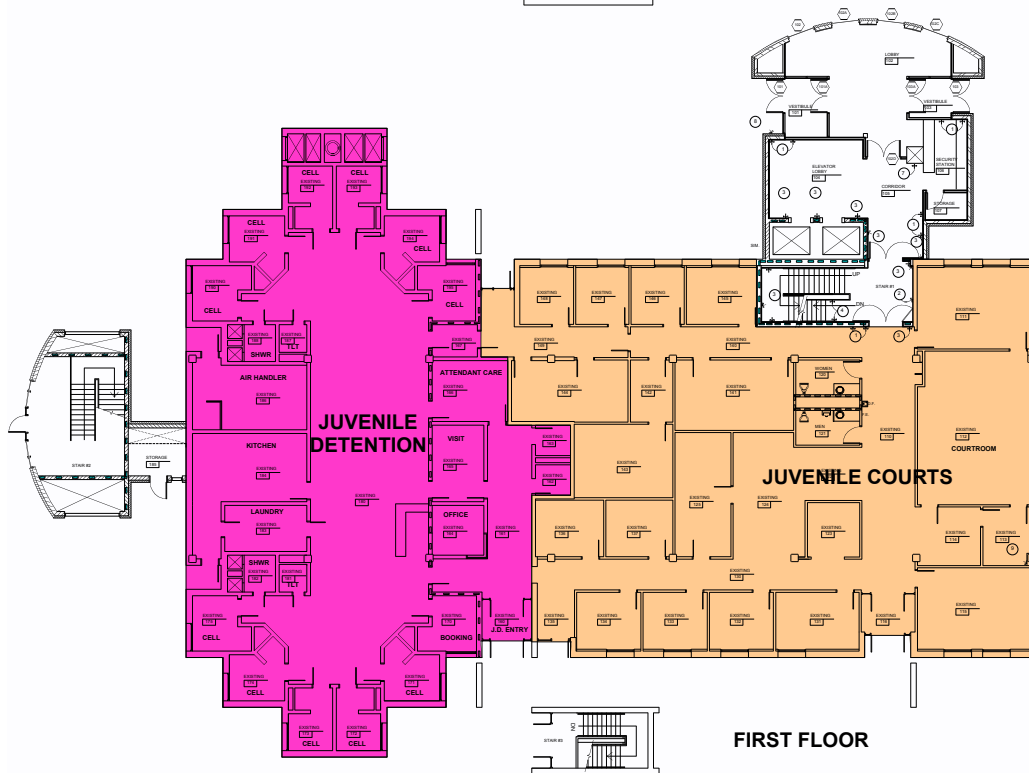
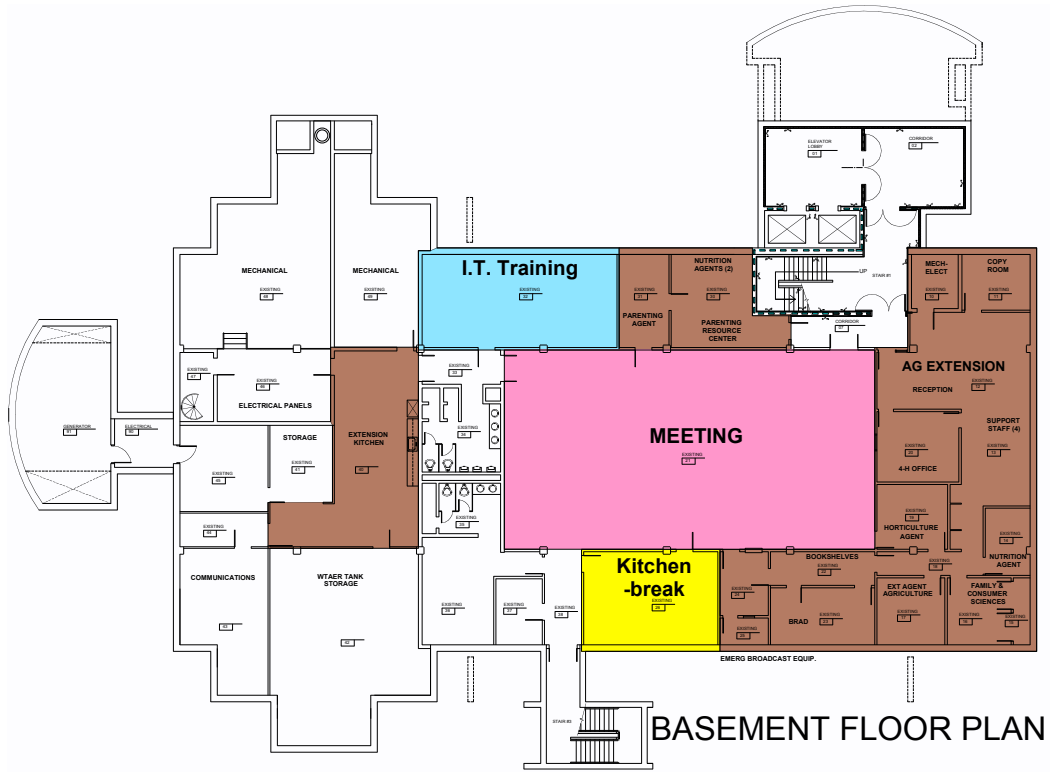
THIRD FLOOR

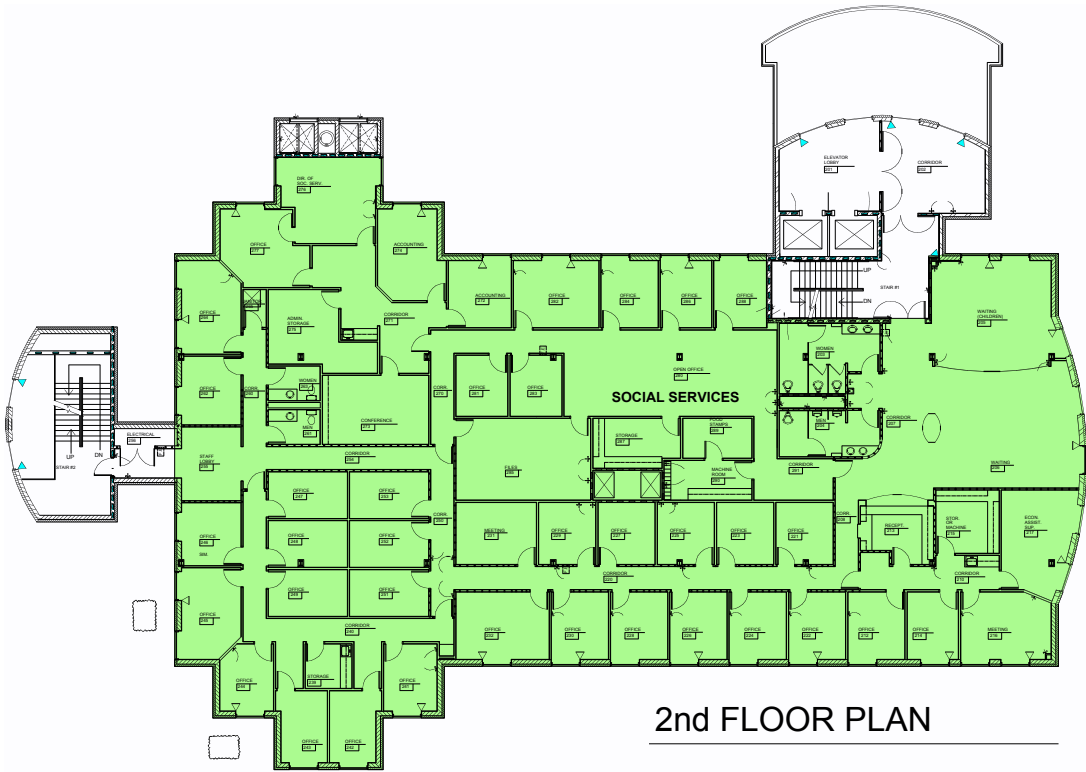


FOURTH FLOOR

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



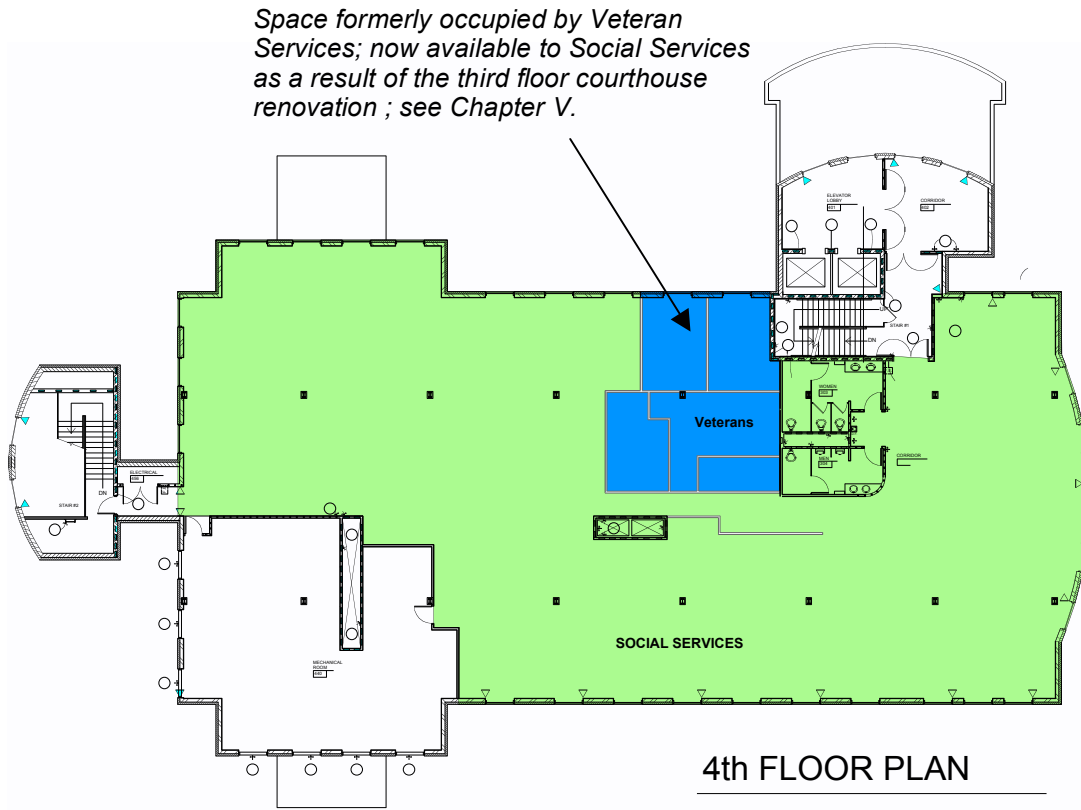


2nd FLOOR PLAN



3rd FLOOR PLAN





### 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	%
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	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Annual Average		TREND	Deviation
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						11,745								11,745	11,745	12,024	-2.3%
2004						12,843								12,843	12,843	12,334	4.1%
2005						12,635								12,635	12,635	12,643	-0.1%
2006						12,299								12,299	12,299	12,953	-5.0%
2007						13,565								13,565	13,565	13,262	2.3%
2008																13,572	
2009																13,882	
2010																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
<b>FACTOR OF CHANGE FROM 2007:</b>			<b>1.27</b>		<b>1.50</b>

**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. You have provided 11 points of data  
 49436  
 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
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
1.158	1.268	1.124	1.228											Component
1.158	1.268													Extension Services
1.158	1.268											0.730	0.520	I.T. Training
1.158	1.268													Juvenile Detention
1.158	1.268	1.109	1.200									0.730	0.520	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
		Current Component GSF	Additional Current Needs	Total Current Needs	2020 Estimated Needs	2030 Estimated Needs	Estimation Basis	Remarks
1	COMPONENTS:							
	Auditor, Recorder, Treasurer, Tax Director	5,357	1,800	7,157	7,800	8,300	Actual Staff	Increasing reliance on technology will minimize staff and file storage growth. Off-site storage to continue.
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	1,250	-	See Jury Assembly & Annex Meeting Room
22	Other: Public Defender	0	0	0	1,000	1,250	-	Anticipation of the office becoming full-time and being more efficiently placed in the courthouse.
23	Other:	0	0	0				
24	Other:	0	0	0				
25	Other:	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	52,235	8,750	60,985	69,405	85,635			
14			+17%	+33%	+64%			
15								
16	<b>108,850</b>		<b>143,847</b>		<b>207,297</b>			
17			+32%		+90%			

**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 <b>County Commissioners</b>	1,324			in ADDITION	
6 <b>County Administrator</b>	860			in ADDITION	
7 <b>- Personnel</b>	673			in ADDITION	
8 <b>- Maintenance</b>	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; <b>Initial needs met in Addition; future needs beyond</b>	
11 <b>Information Technology</b>	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 <b>Regional Child Support</b>	5,454	0	0	<b>Housed elsewhere</b>	
15 <b>Sheriff's Office</b>	7,361			<b>MOVES TO JAIL SITE</b>	
16 <b>- Court Holding</b>	733			in ADDITION	
17 <b>- Court Security</b>	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 <b>Total Departmental/Component Square Feet:</b>	<b>56,615</b>	<b>54,526</b>	<b>59,876</b>		
27 <b>Percentage of Existing Component GSF</b>		<b>96%</b>	<b>106%</b>		

**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

COURTHOUSE	Current		
	FTE 2008	FTE by 2020	FTE by 2030
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
<b>District Court and Clerk of Court</b>			
- 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
<b>ANNEX</b>			
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
<b>GRAND TOTAL FTE:</b>	<b>320.6</b>	<b>357.4</b>	<b>431.2</b>
<b>ROUNDED TOTALS/PARKING STALLS:</b>	<b>335</b>	<b>375</b>	<b>450</b>

### **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.

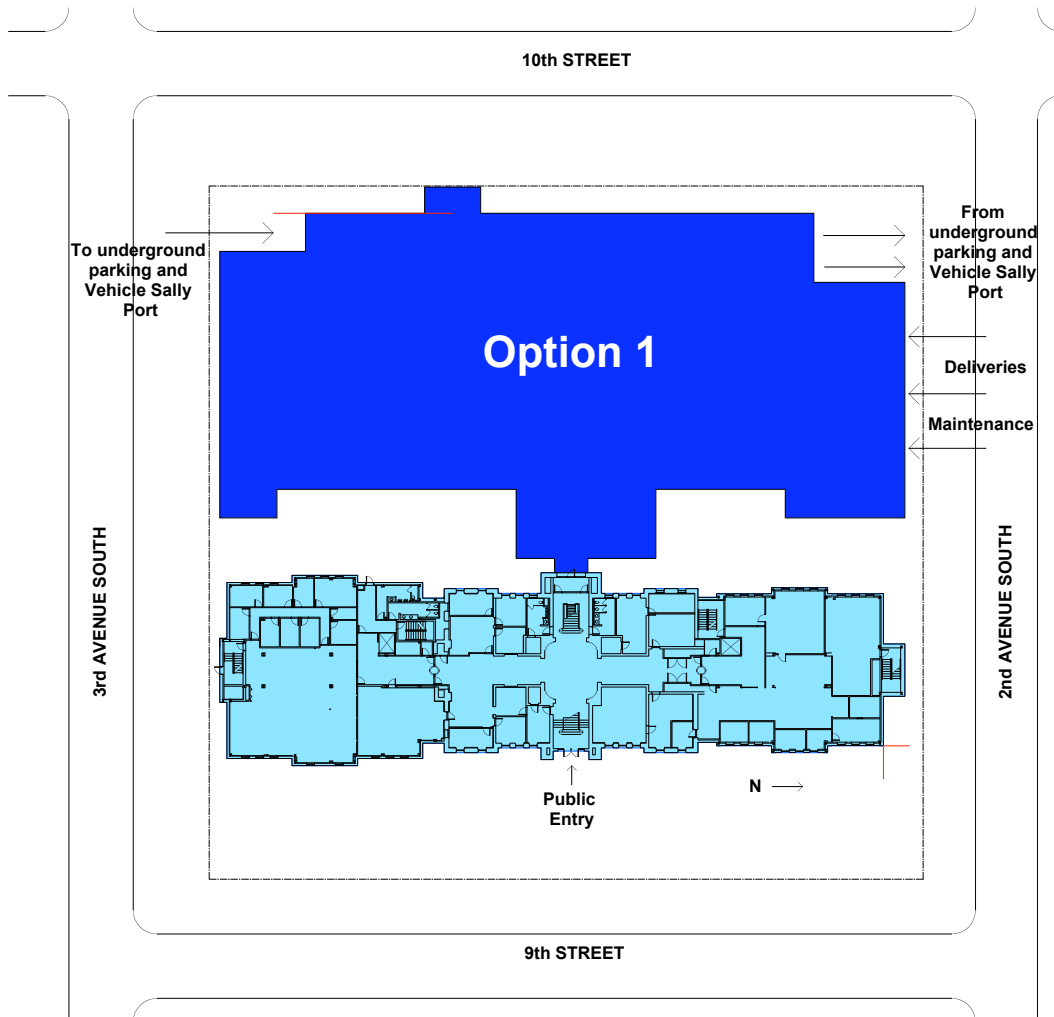
Since it is better to keep all county government functions in one location, and all justice functions in one location, the consultants have concluded that, given current projections and parameters the prospect of off-site development could someday be realized. Should this become the case, then the consultants 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.

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.

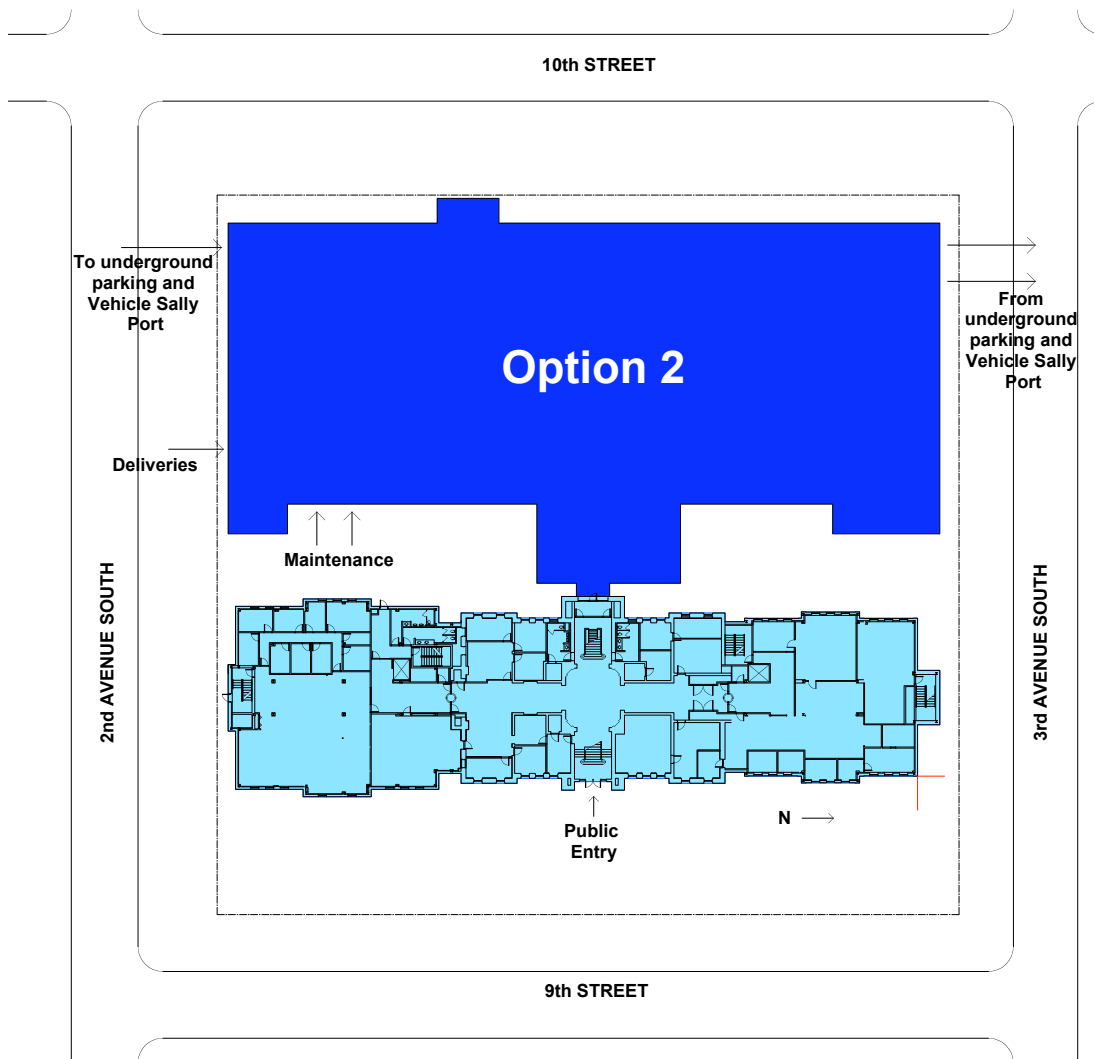
Based on the evaluation of the existing buildings, the land available on the site to the west of the courthouse, and projected future needs the consultants tested two basic options to see if long-term, 2030 space needs could be met by the existing site given current site parameters and current estimates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



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
	<b>15</b>	<b>428</b>	<b>229</b>	<b>97,877</b>	<b>1.21</b>	<b>118,533</b>

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

1/17/09

SPACE/AREA NAME:	Area Sq. Ft.	NUMBER OF SPACES	AREA OF EACH (S.F.)	TOTAL NET S.F.	REMARKS:
<b>1 RECEPTION</b>					
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					
<b>6 OFFICES/WORKSTATIONS</b>					
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					
<b>12 FILE STORAGE</b>					
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					
<b>16 SUPPORT SPACES</b>					
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					

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

Foss Architecture & Interiors/KIMME & Associates



**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:	
<b>AREA WITHIN COMPONENT</b>						
1 Jury Assembly Room	1,920	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	160	1	160	160		
3 - AV equipment	48	1	48	48		
4						
5						
6 Jury Assembly Reception/Work Area	96	1	96	96	• counter, work surfaces, forms storage, computer terminals, under counter storage	
7 Public waiting/queuing	162	1	162	162	• public counter, waiting lines	
8 Male Toilet	154	1	154	154	• 1- W.C., 1-Urinal, 2-Lavs, 1 each H.C. accessible	
9 Female Toilet	154	1	154	154	• 2-W.Cs, 2-Lavs, 1 each H.C. accessible	
10 Vending/Coffee Area	120	1	120	120	• 2 vending machines; coffee counter with sink	
11 Locker Area	300	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						
<b>SUB - TOTALS:</b>				<b>9</b>	<b>346</b>	<b>3,114</b>
				Spaces	Avg. NSF per Space	TOTAL N.S.F.
				<b>X Gross Factor of: 1.125 =</b>		<b>3,504</b>
						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:
<b>1 RECEPTION</b>					
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.
<b>3 CLERICAL</b>					
4 Clerical Supervisor		1	120	120	
5 Check & Restitution Window		1	180	180	
6 Open Clerical Workstation Groups		3	768	2,304	• Current space is 167 nsf. • 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.
<b>9 VICTIM/WITNESS SERVICES</b>					
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	
<b>16 ATTORNEY OFFICES</b>					
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 • Desk and credenza. Small conference table and chairs (4). File cabinets (4). Bookcase (2). Duress Alarm. (Existing office is 202 nsf)
18 - Closet		1	15	15	• L-shaped workstation. Visitor seating for 5 persons. File cabinets (2). Bookcase.
19 1st Asst. State's Attorney Office		1	200	200	• (future) L-shaped workstation. Visitor seating for 5 persons. File cabinets (2). Bookcase.
20 Asst. State's Attorney Offices		16	140	2,240	• 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.
<b>23 ATTORNEY SUPPORT SPACES</b>					
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
<b>30 Staff Toilets</b>					
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
<b>33 MISCELLANEOUS</b>					
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)					
<b>SUB - TOTALS:</b>		<b>56</b>	<b>178</b>	<b>9,973</b>	
	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:
<b>PUBLIC LOBBY-SECURITY CHECKPOINT</b>						
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	Conraband 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						
<b>PUBLIC TOILETS/FIXTURES</b>						
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	<b>PUBLIC BREAK AREA</b>		1	1,200	1,200	• tables, chairs, vending area, wi-fi capable
23						
24	<b>PUBLIC COURTROOM WAITING</b>		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						
<b>SUB - TOTALS:</b>			<b>56</b>	<b>159</b>	<b>8,912</b>	
			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					
<b>SUB - TOTALS:</b>		<b>11</b>	<b>154</b>	<b>1,696</b>	
		Spaces	Avg. NSF per Space	TOTAL N.S.F.	

**X Gross Factor of: 1.30 = 2,205**

TOTAL G.S.F.

Foss Architecture & Interiors/KIMME & Associates

CHAMBERS & COURT SUPPORT

SPACE LIST  
CASS COUNTY, ND

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	250	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	8	15	8	120	• shelf, coat/robe hanging rod
3 Conference rooms	168	8	168	1,344	• One conference room per two judges.
4 Judicial Secretaries	108	8	108	864	
5 Court Reporters	108	8	108	864	• Desk & chair, credenza, bookshelves, computer/monitor, telephone, printer, 2 drawer legal size file cabinets, possible courtroom CCTV monitor.
6 - Closets	13	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	192	2	192	384	• Located near the courtrooms served. Chairs and side chairs, bookshelf, telephone, courtroom CCTV monitor.
8 Law Clerks	384	2	384	768	• Open office area for 8 law clerks total, 4 in each area.
9 Toilets	142	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	40	2	40	80	
11 Miscellaneous storage	80	2	80	160	
12 Breakroom	240	1	240	240	• Counter with cabinets above and below. 2 Tables and 8 chairs.
13 Copy-Printing Center	144	1	144	144	• Printers, copiers, sorting surface, supply cabinets/shelving
14 Witness Waiting Room	140	1	140	140	• Comfortable lounge seating, TV
15 Remote witness testimony room	140	1	140	140	• Camera, monitor, microphone, speaker, 4 chairs, table
16 Law Library	500	1	500	500	
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
<b>SUB - TOTALS:</b>		<b>79</b>	<b>129</b>	<b>10,166</b>	
		Spaces	Avg. NSF per Space	TOTAL N.S.F.	
			<b>1.30 =</b>	<b>13,216</b>	
				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:
<b>1 JURY COURTROOM</b>					
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 <b>5 ADDITIONAL COURTROOMS</b>		<b>25</b>		<b>10,750</b>	• <b>Sum of lines 1-16 above multiplied by number of additional courtrooms MINUS ADA CIRCULATION, line 12, and Media Room, line 14.</b>
19					
20 <b>JURY ROOM</b>		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 <b>3 ADDITIONAL JURY ROOMS</b>		<b>15</b>		<b>1,576</b>	• <b>Sum of lines 20-25 above multiplied by number of additional jury rooms</b>
28 <b>4 Jury rooms total</b>					
29 <b>INMATE HOLDING COMPLEX</b>					
30					• See Court Holding Space List

**SUB - TOTALS:**

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

**SPACE LIST  
CASS COUNTY, ND**

**COURTROOM  
Non-Jury Courtrooms**

**G  
2**

5 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 NON-JURY COURTROOM					
2 Jury Court room		1	1,350	1,350	• 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 <b>4 ADDITIONAL COURTROOMS</b>		<b>20</b>		<b>6,800</b>	• <b>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.</b>
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29 <b>INMATE HOLDING COMPLEX</b>					• See Court Holding Space List
30					

<b>SUB - TOTALS:</b>	<b>27</b>	<b>330</b>	<b>8,910</b>
Spaces	Avg. NSF per Space	TOTAL N.S.F.	
		<b>1,125 =</b>	<b>10,023</b>
			TOTAL G.S.F.

**SPACE LIST  
CASS COUNTY, ND**

**COURTROOM  
Arraignment Courtroom**

**G  
3**

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:
<b>COURTROOM COMPLEX</b>					
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					• <b>NO JURY BOX PROVIDED</b>
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'; <b>100 seats</b> ; 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 <b>1 Additional Courtroom</b>		<b>6</b>		<b>2,940</b>	• <b>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.</b>
18					
19					
20					
21 <b>JURY ROOM</b>					• <b>NO JURY ROOM NEEDED</b>
22					
23 <b>INMATE HOLDING</b>					• <b>SEE COURT HOLDING CENTER SPACE LIST</b>
24					
25 <b>Temporary cashier/clerk</b>					• <i>if needed because adjacency to Clerk is unattainable</i>
26 Enclosed Clerk's cashier's station		1	180	180	• Secure glass barrier, pass-thoughts 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					

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



**SPACE LIST  
CASS COUNTY, ND**

**COURTROOM  
Juvenile Courtroom**

**G  
4**

**2 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	JUVENILE COURTROOM					
2	Jury Court room		1	1,300	1,300	• Clock, Video appearance capable, remote testimony capable. Cable chases/trays for future technologies. (Existing Courtroom is 554 nsf)
3	- Judge's bench					• 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
4	- 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
5	- 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
6	- witness					• at least 7" above floor; microphone, 15" deep shelf
7	- Jury area (none)					• None needed for this type of courtroom.
8	- 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
9	- gallery					• Minimum ceiling height of 10'; 20 seats, two rows; 30 footcandles minimum
10	- attorney tables					• at least 2 tables, 3' x 8' minimum; microphones, data port, link to video projection system
11	- bailiff area					
12	Sound vestibule		1	56	56	
13	Attorney-Client Conference		2	108	216	• 9 x 12, table 4-6 chairs
14	Closet		1	30	30	
15	Exhibits/Temporary Evidence Storage		1	36	36	• lockable room; CCTV monitored.
16	ADA circulation to Courtroom		1	250	250	• ramps, lifts, etc. to accommodate wheelchair access to judge, clerk, reporter.
17						
18	<b>1 Additional Courtroom</b>		<b>6</b>		<b>1,638</b>	• Sum of lines 1-15 above multiplied by number of additional courtrooms but excluding the ADA circulation on line 16.
19						
20	JUVENILE CHECK-IN & WAITING					
21	Waiting Room		1	900	900	
22	- check-in queuing	(80)				• rope line separating in-flow from outflow.
23	- check-in desk	(48)				• 12" above floor; computer, phone, duress alarm, CCTV monitor, marker board, bulletin board, forms storage; 12 lf of work surface
24	- seating area	(600)				• 60 seat capacity in 8 seat groupings; fixed seating; bulletin board, brochure racks, clock, monitor to show case order/status
25	- play alcove	(80)				• shelving for toys
26	- Toilets		2	60	120	• ADA compliant, changing table
27						
28	Jury Room					• Shared with another Courtroom if ever needed
29						
30						

<b>SUB - TOTALS:</b>	16	284	4,546
Spaces	Avg. NSF	TOTAL N.S.F.	
	per Space		
<b>X Gross Factor of: 1.15 =</b>		<b>5,228</b>	
		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					
<b>SUB - TOTALS:</b>		<b>11</b>	<b>159</b>	<b>1,754</b>	
		Spaces	Avg. NSF per Space	TOTAL N.S.F.	
			<b>1.25 =</b>	<b>2,193</b>	
		<b>X Gross Factor of:</b>		<b>TOTAL G.S.F.</b>	

**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**

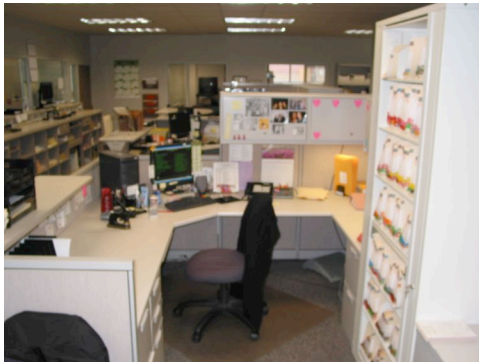
X Gross Factor of: **1.25** = **2,611**  
TOTAL G.S.F. **2,611**

Foss Architecture & Interiors/KIMME & Associates



## 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	% Chang e	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:	<b>5,993</b>	<b>2,900</b>	<b>8,893</b>	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:		<b>5,993</b>	<b>2,901</b>	<b>8,893</b>	<b>10,500</b>	<b>11,600</b>

**Foss Architecture & Interiors/Kimme & Associates, Inc.**