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MEMO

TO: County Commission & Building Committee
FROM: Robert W. Wilson
Date: August 1, 2024
Subject: Update – Space Needs Utilization

On June 3rd and July 1st the Commission discussed potential paths forward for assessing options and planning for future space needs in the Courthouse, Annex Building and Robert D. Johnson Building. Among the Board there are strongly held opinions about how to move forward with future space planning. Based on feedback received, I am proposing an updated approach to several efforts that have received significant attention in recent months. Several of these activities will overlap or occur simultaneously.

#1 Secure Courtroom Construction:

Foss Architect and Interiors is under contract to develop building plans for this project and the plans are nearly complete. Upon plan completion the County will continue working with Foss to notice the project to bidders, receive and review bids, award construction contracts, obtain necessary permits and authorizations, and begin construction as soon as possible.

#2 Information Technology Office Temporary Relocation:

Based on a timeline dictated by item #1 the IT office will move to a temporary location/locations until a permanent location is identified and properly remodeled and equipped.

#3 Space Needs Masterplan RFP:

As items #1 & #2 are underway the Administration Office will develop a Request for Proposals (RFP) to develop a County Space Needs Masterplan. The goal of the plan will be to review current and future needs of County departments and state partner agencies housed in County facilities and best utilize the Courthouse, Annex Building and Robert D. Johnson Building for current and future needs. A key deliverable of the masterplan will be to accomplish the described objectives and identify a permanent IT office space and sequencing of construction/remodel that minimizes the time the IT Department remains in a temporary location.

#4 Demolition of Secure Juvenile Detention Area in Annex Building 1st Floor:

Concurrent with other activities described above the Administration Office will solicit proposals/notice a Request for Proposals (RFP) to remove the corrections-grade furnishings and cells in the former secure juvenile detention area. This area has been vacant and unused for at least the past 9 years. Because of the contract Cass County has with Clay County for secure juvenile detention, the likelihood this area will again be used for the previous purpose is very small. By returning this area to 'raw' building space, it will save on future construction timelines, whatever the future use may be.

On August 5th the information above will be presented at the Building Committee and Commission meetings as Information Only items. No formal action will be requested. Based on the discussions, staff anticipate receiving direction needed to continue planning efforts with Commission action items to follow at future meetings.