13/000525 **2013-111**

BOARD OF COUNTY COMMISSIONERS
SARPY COUNTY, NEBRASKA

RESOLUTION ACCEPTING THE SARPY COUNTY FACILITIES MASTER PLAN UPDATE

WHEREAS, pursuant to Neb. Rev. Stat. §23-104(6) (Reissue 2012), the County has the power to do all acts in relation to the concerns of the county necessary to the exercise of its corporate powers; and,

WHEREAS, pursuant to Neb. Rev. Stat. §23-103 (Reissue 2012), the powers of the County as a body are exercised by the County Board; and,

WHEREAS, pursuant to Neb. Rev. Stat. §23-120 (Reissue 2012) the County Board shall acquire, purchase, construct, renovate, remodel, furnish, equip, add to, improve, or provide a suitable courthouse, jail, and other county buildings, and;

WHEREAS, Sarpy County had previously commissioned the firm of Carlson, West & Povondra to perform a study and produce an update to the previous Sarpy County Facilities Master Plan, and a draft of said document has been presented to this Board.

NOW, BE IT THEREFORE RESOLVED by the Sarpy County Board of Commissioners that the Sarpy County Facilities Master Plan Update, as presented, is hereby accepted by this Board.

The above and foregoing Resolution was duly approved by a vote of the Sarpy County Board of Commissioners at a public meeting duly held in accordance with applicable law on this 23rd day of April, 2013.

Chairman, Sarpy County Board

Sarpy County Clerk

DEBRA J. HOUGHTALING, COUNTY CLERK
SEAL
SARPY COUNTY, NEBRASKA

CARLSON WEST POVONDRA

ARCHITECTS

Dear Commissioners:

I'm pleased to provide you with the attached Sarpy County Facilities Master Plan Update – 2013.

The update primarily focuses on current conditions of the courthouse campus built environment with respect to space needs. Recent major construction and renovation projects have addressed the most pressing space needs.

However, as the county's population continues to rapidly grow, the adult county jail and associated alternative programs should be studied in depth in order to intelligently plan for anticipated increasing space needs. A similar study is recommended for the county's juvenile criminal justice system due to potential state mandated changes and possible adjustments to local juvenile programs and services.

I appreciate all the Elected Officials and Department Heads for taking the time to complete a survey and meet with me to discuss their current and future space needs.

We stand ready to help the County pursue the recommendations contained in this Master Plan.

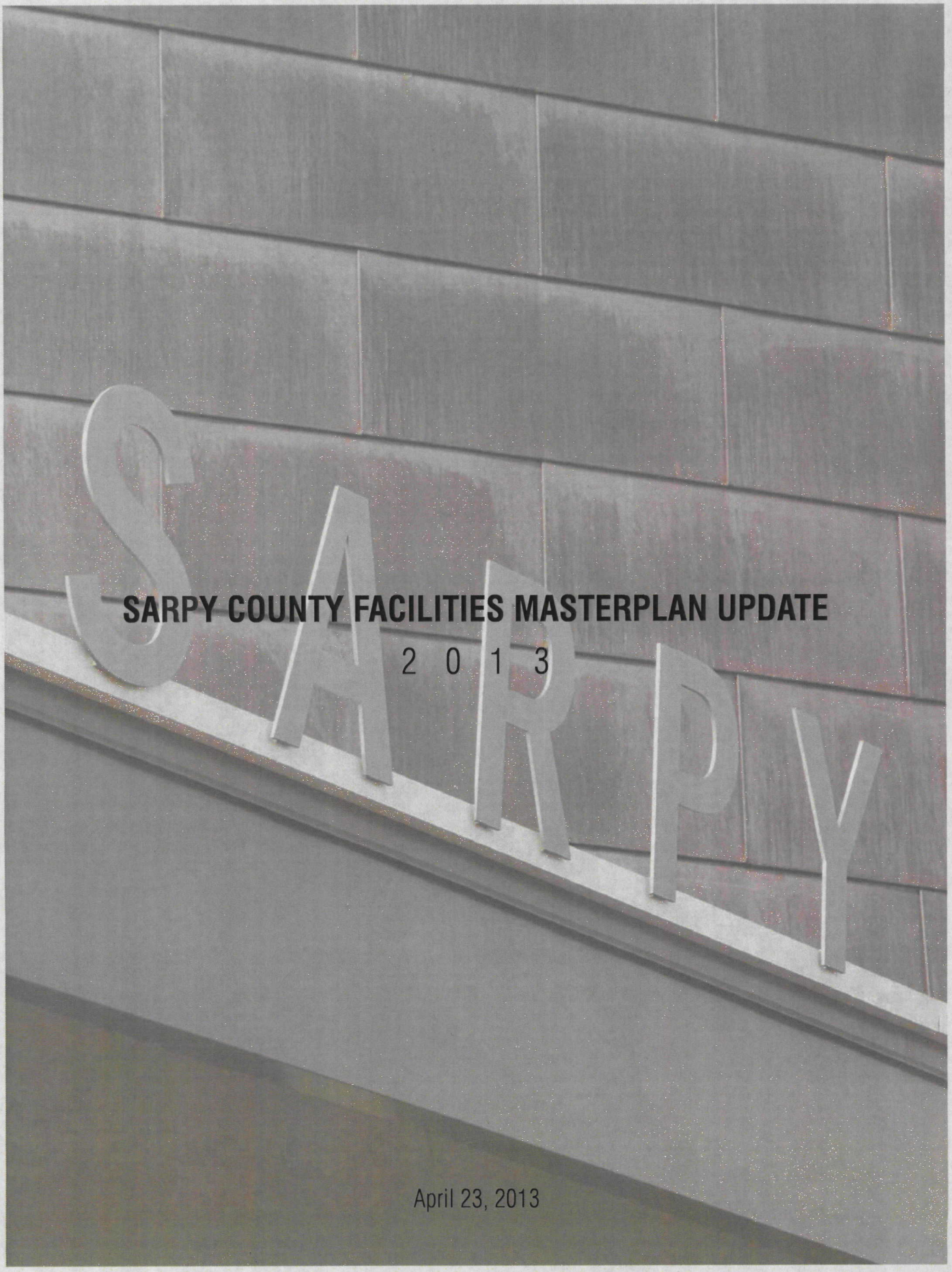
Thank you again for the opportunity to assist you.

Sincerely,

Povondra

Al Povondra, AIA, LEED AP

[illegible] Street Omaha [illegible] 68122
Tel [illegible] 551 [illegible] Fax 402 551 9488
[illegible]



SARPY COUNTY FACILITIES MASTERPLAN UPDATE

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April 23, 2013

CARLSON
WEST
POVONDRA
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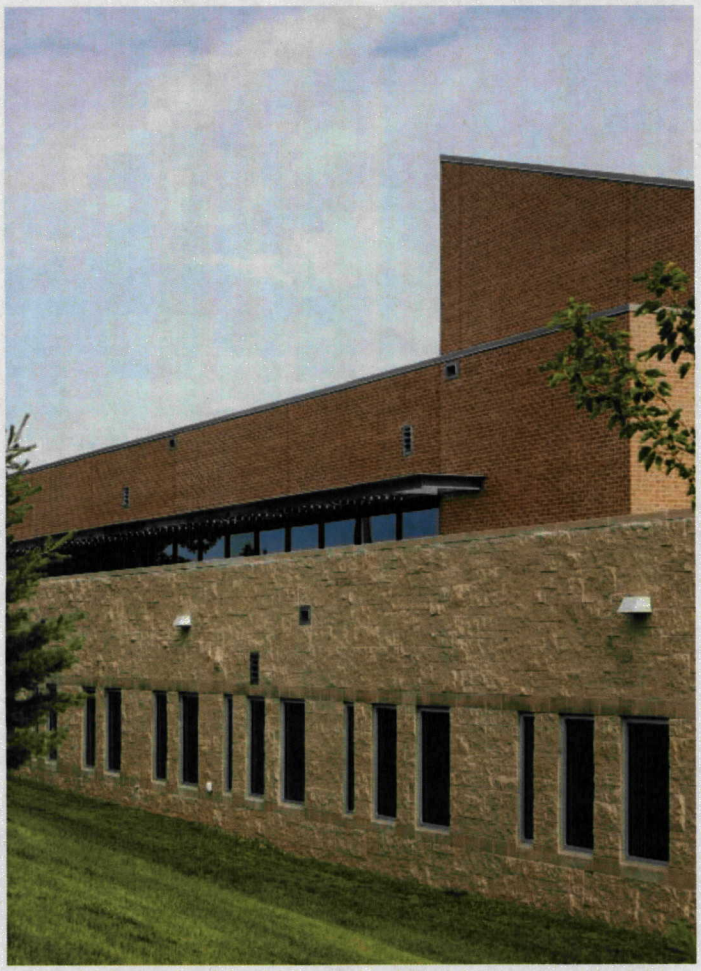

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INTRODUCTION

UPDATE TO PREVIOUS MASTERPLAN(S)

This document is an update to the Sarpy County Courthouse Master Planning Study completed in 1999 and revised in 2005. Many of the recommendations of the study and the 2005 revisions were implemented to address significant space deficiencies. These recommendations led to the construction of the Courthouse Administration Wing, renovation and addition to the Courthouse Hall of Justice and the recent construction of the Sheriff's Office at 84th St. and Platteview Road. This document investigates the status of current Courthouse Campus space needs and conditions after the significant new and renovated space programs.

This planning process included site visits and interviews to assess current conditions with Sarpy County & State departments and sub-components. A planning survey form was distributed to campus space users to solicit information regarding current space conditions and opinions regarding five year and ten year expansion projections.

HISTORICAL FACILITIES OVERVIEW – COURTHOUSE CAMPUS

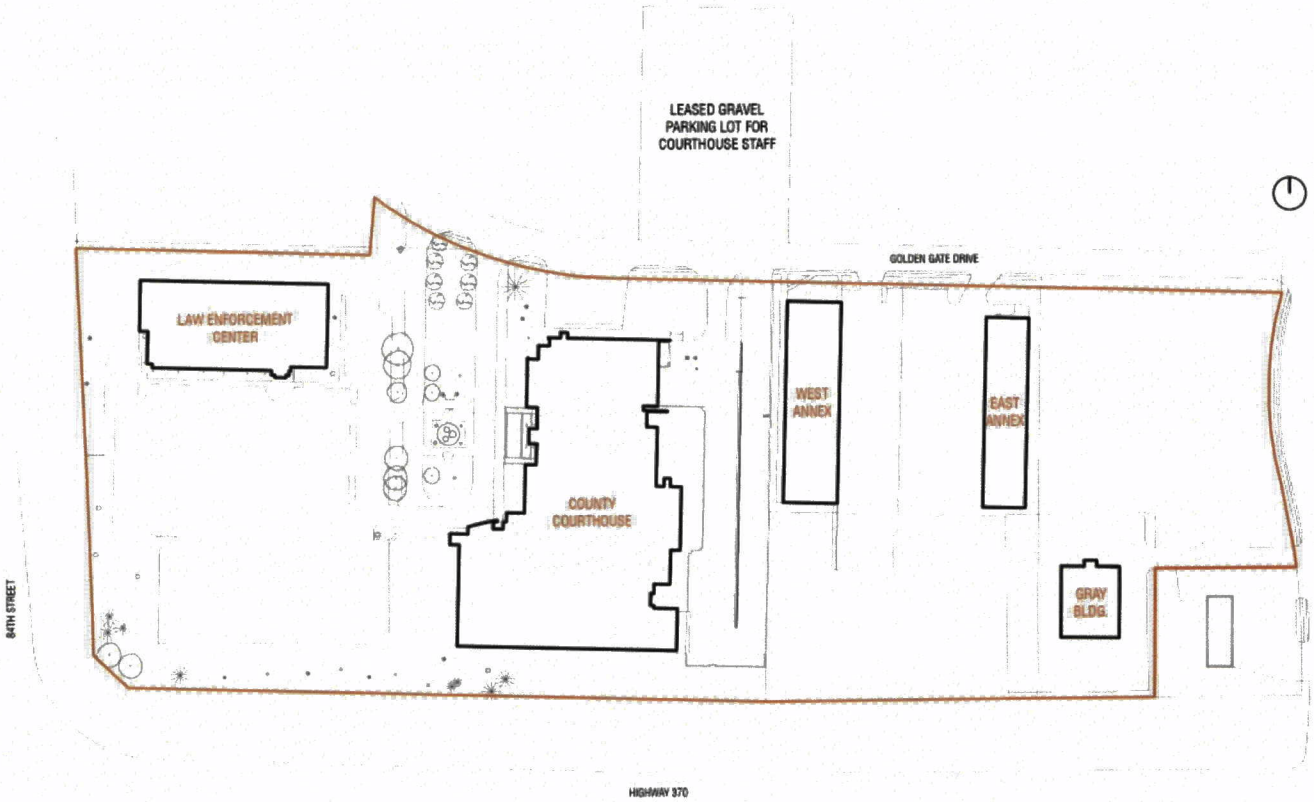
The original Sarpy County Courthouse was located in Bellevue up until the mid 1870's when the county seat moved to Papillion. The first courthouse was in a converted commercial building from 1860 to 1875 and contained less than 1,000 square feet of space. The next courthouse, now located in Papillion, had a useable area of approximately 2,000 square feet and served from 1875 to 1922. The third courthouse still exists and contains the Papillion City hall facilities. It is about 24,000 square foot in size and served as the county courthouse from 1922 until 1975.

In 1973, the Hall of Justice was opened which included the County Jail, Courts and court support spaces totaling about 44,000 square feet. Initially, the administrative spaces remained in the old courthouse. In 1974, a 30,000 square foot administrative wing was added to the south of the Hall of Justice and staff moved here from the old courthouse, which was acquired by the City of Papillion. Just four years later an addition was completed between the Hall of Justice and the administrative wing for Juvenile Court and more administrative offices containing an area of about 7,000 square feet. This "core" single story courthouse structure containing about 80,000 square feet remained intact for about eleven years except for remodeling and re-assignment of space.

Sarpy County sold land behind the Courthouse to the east to a commercial developer who built two strip commercial buildings subdivided into multiple bays for lease. The West building consisted of 14,400 G.S.F. and the East building's size is 10,420 G.S.F. The development was not a great commercial success and as space needs for the county grew, Sarpy County re-purchased this property. Today, they are known as the East and West Annexes and Sarpy County continues to fully utilize these buildings.

In 1989, the two-story Law Enforcement Center was completed on the northwest corner of the Courthouse site containing about 56,300 square feet. This two-story structure included the Sheriff's Department and the County Jail with a rated adult inmate capacity of 148 beds. Consequently, the sheriff and jail space in the Hall of Justice was vacated.

In the 1990's, as space requirements grew, a variety of facility expansion ideas were pursued. Soon after the L.E.C. opened, the County demolished the former jail space in the Courthouse and the majority of the former sheriff's offices and remodeled them into an Appeals Court office area, new offices for the County Attorney Child Support Enforcement, new offices for the District Court Child Support Payment and a new north public entry with additional parking to serve the courthouse. Another significant internal project included the installation of a public elevator to the partial courthouse basement, the relocation of department archival space to the former basement cafeteria and the construction of a new E911 facility in the former archival storage area.



1999 Campus Plan

In the spring of 1999 a project was completed at the Courthouse that remodeled a portion of the Court and Court Support areas and included a small addition to the southwest area of the facility. This project added two new District Court jury courtrooms which required moving some court related departments to the annex. This project included build-out of spaces below some of the courthouse open archway, which increased space for the County Attorney and Clerk Magistrate. The project was undertaken after a large court related addition was rejected by county voters in a Bond Issue Referendum.

In 2003 the Patrick J. Thomas Juvenile Justice Center was constructed on land purchased by the county near 98th Street and Cornhusker Road. This new facility replaced spaces within the West Annex and facilitated a greatly expanded program. The new facility included a 36-bed staff secure full service center for boys and girls. Additional functions include an educational center, youth assessment center, juvenile court suite, alternative school and evening reporting center. There is sufficient space on this site for facility expansion. Future additions may also include moving Juvenile Court and Juvenile Probation operations from the Sarpy County Courthouse to this site.

Addressing critical courthouse campus space deficiencies identified by the Master Planning Processes began in 1999 (and revised in 2005) led to the construction of the Administration Wing in 2006. This two level addition to the southeast of the courthouse provided new spaces for the administration functions. These spaces included a new public entrance, new county board room, a storm resistant central computer/server facility, central archival storage and mail facility. New department spaces included Administration, Assessor, Register of Deeds, Planning, Information Systems, Driver's License Testing, Treasurer and County Clerk.

Courthouse Administration Wing

When the Administration Wing was completed and the Administrative functions moved out of the Courthouse a major remodel project was under taken in 2007 to transform and consolidate spaces to an expanded Hall of Justice. An addition to the southwest of the Courthouse was constructed for the Juvenile Court including two new courtrooms. The remodel work included new spaces for the County and District Court Clerks and Juvenile Probation. Four new County courtrooms (jury capable) were constructed with support spaces including new jury rooms, inmate holding, judges, bailiffs and court reporter spaces. Three existing District Courtrooms were kept intact although one received a minor remodeling. Three small former County courtrooms were demolished and replaced with a large "super" District Courtroom to accommodate extra ordinary court procedures. District Court support spaces were remodeled including new spaces for a 4th District Court judge. The County Attorney space was expanded and a new Victim Witness Suite was constructed. The original courthouse entrance was demolished. The former Administration entrance was expanded and the security stations within the courthouse were reduced to two from three by the new court related layouts.

In 2009, Sarpy County acquired thirty six acres of property adjacent to its maintenance & storage facilities near 84th Street and Platteview Road for construction of a new Sheriff Office Facility. This 35,000 G.S.F. office facility and 5,800 G.S.F. garage were completed in 2011 and occupy a nine acre portion of the site. The Sheriff's Department moved here and vacated space in the Law Enforcement Center. The remaining land at this site was master planned for a future Emergency Communications Center and a Public Works office building.

Other additions to the Courthouse Campus included the construction of a pre-engineered metal building for storage and maintenance on land purchased by the county across Golden Gate Drive to the north. This property was paved to add additional parking for staff. The "Grey" building at the south east corner of the campus was demolished due to its inadequate size and condition. Land on the northeast section of the campus adjacent to the East Annex was recently paved for expanded parking primarily for staff use.

CURRENT CAMPUS PLAN

The current courthouse campus at the northeast corner of 84th Street and Highway 370 in Papillion consists of five distinct buildings. The total land area is 759,328 S.F. or 17.43 acres. The total building area is 218,940 gross square feet.

The sizes of the five buildings are as follows:

1. Law Enforcement Center – 56,300 GSF
2. Courthouse with Administration Wing – 133,740 GSF
3. West Annex – 14,400 GSF
4. East Annex – 10,420 GSF
5. Storage Building – 4,080 GSF

Current Campus Plan

The property at the extreme southeast corner of the campus is a privately owned auto repair shop. Sarpy County has discussed purchasing this property when the opportunity becomes favorable. This property acquisition will be desirable when the Administration Wing of the Courthouse needs expansion eastward.

- OFF CAMPUS LEASED SPACES

Department office spaces off campus include 3,600 S.F. of leased space for the Sarpy County Public Defender at 1256 Gold Coast Road, Papillion. [Note: the Public Defender's office may be moved to the first floor of the Law Enforcement Center in spaces vacated by the Sheriff's Office move to new facilities.

Other leased spaces include 4,755 S.F. for the Sarpy County – Extension Office and Election Commissioner at 501 Olson Drive, Papillion and a 4,395 S.F. satellite office for the State Probation office in a commercial strip mall on 36th Street north of Chandler Road in Bellevue.

MASTER PLANNING PERSPECTIVE

Sarpy County has been Nebraska's fastest growing county consistently since World War II. When the current courthouse was constructed in 1973 the county's population was approximately 70,000 persons. Today's population is nearly 165,000, a 235% increase.

Sarpy County's approach to address critical space needs due to significant growth has been to conserve existing resources whenever possible. The original courthouse, now forty years old, has been transformed and modernized through a series of additions and remodel projects. The East and West Annexes, originally developer commercial bays, have been modified and renovated continuously over their life to accommodate a variety of county space needs.

The conserving of the campus site area has been addressed through higher density building construction. The Law Enforcement Center and the Administration Wing are two level structures in contrast to the original one story Courthouse. Future buildings or additions may consider even higher density to extend the utilization of the current campus site area.

CAMPUS FACILITIES STATUS

CURRENT CONDITIONS

The Sarpy County Law Enforcement Center was opened in 1989 and included a 148 bed full service Adult Jail and the Sarpy County Sheriff's offices. The Sheriff's office has since moved (2011) to a new facility off campus. The jail structure is in very good condition. Roof areas are scheduled to be replaced and a portion of the mechanical system has been upgraded/modified. The interior finishes throughout are showing signs of wear and equipment (food service, laundry, mechanical systems, etc.) will require increasing maintenance due to the round-the-clock use of the jail function.

The Courthouse was opened in 1973 and has been enlarged thru numerous additions and updated throughout by renovations. The Courthouse includes the Hall of Justice and the Administration Wing. Portions of the Hall of Justice are forty years old; however, most areas have undergone recent renovations. The Administration Wing is less than ten years old and is in very good condition. The Sarpy County maintenance staff has been very pro-active regarding maintenance and replacement throughout the Courthouse and other County facilities.

The two Annex Buildings are approximately thirty years old. Both were constructed by a developer as inexpensive commercial lease bays. The quality of construction was average due to an emphasis on low initial costs. Since these buildings were initially designed to be individual lease bays, the mechanical, electrical and plumbing systems are subdivided and decentralized. The multiple small bay layouts each with separate entries is causing functional layout inefficiencies and security issues with the larger county departments contained within the annexes. These buildings roofs have recently been replaced and the HVAC systems require increasing maintenance and upkeep.

The pre-engineered storage building built in 2003 located directly north of the Courthouse campus is in very good condition. It was designed to be expandable although there are no immediate plans to do so.

The Courthouse site is located in the approximate geographic center of the county. The campus site area is approximately 17 ½ acres. The campus site is accessed primarily from the major intersection of 84th Street and Highway 370 as well as access points from local streets to the east within the city of Papillion.

There are six paved surface parking lot areas with over 830 stalls of parking interspersed between the Courthouse campus buildings. One of these lots is a gated secure lot for staff parking. The parking lot surfaces vary from fair to very good condition. Landscaping is well maintained by the Sarpy Maintenance department. Lately, there has been an effort to capture on-site storm water from roofs and paved surfaces to irrigation collectors or bio-swale filters.

SPACE UTILIZATION

The recent construction of the Administration Wing and renovation and addition to the Hall of Justice has solved many of the space deficiencies identified in previous Master Plans. Built-in expansion space in the Courthouse (Hall of Justice & Administration Wing) should be adequate for five to ten years for most departments.
[Exceptions are noted in Appendix A]

The workload in the Hall of Justice is largely dependent on the courts caseloads. The renovated Hall of Justice contains ten total courtrooms. The two new juvenile courtrooms will probably be adequate for the two juvenile judges for the next ten years. There are four District Courtrooms and four County Courtrooms with corresponding support-spaces (jury rooms, judge's offices, court reports, etc.). These eight Courtrooms are all large, jury capable and technologically enabled. Currently, the court caseloads are adequately accommodated by the three District Court Judges and three

Hall of Justice Departments

County Court Judges. Significant future Court growth can be absorbed with the current built-in expansion spaces.

The Administration Wing similarly has been designed with built in expansion space. However, some of the departments within this wing are more susceptible to change. The Treasurer and County Clerks areas have been modified within the last few years due to certain functions being re-assigned between the two departments. The State of Nebraska may change the payment procedure for Driver's License which would alter this function of the Treasurer. Technology is changing many departments interaction with county residents. For example, on-line motor vehicle licenses renewal results in fewer trips to the Courthouse, less vehicular traffic in the parking lots and less face to face interaction with staff. The bottom line is that technology may reduce the need for more future space for some departments. For the foreseeable future the Administration Wing has adequate space.
[Exceptions are noted in Appendix A].

LEGEND

1 Information Services (4,557 GSF)
2 County Clerk (3,960 GSF)
3 Records Mgt./Archives (2,938 GSF)
4 Treasurer (5,087 GSF)
5 Vehicle Inspection (225 GSF)
6 Driver's License Testing (1,306 GSF)
7 Planning and Zoning (1,379 GSF)
8 Register of Deeds (2,563 GSF)
9 Assessor (2,670 GSF)
10 Multi-Use Conference (673 GSF)
11 Fiscal Administration, Purchasing, and County Administrator (2,246 GSF)
12 County Board/Meeting/Training (2,484 GSF)

Total 44,475 GSF
Entry Level 22,406 GSF
Upper Level 22,069 GSF

Administration Wing Departments

The twenty-four year old, two story Sarpy Law Enforcement Center (LEC) was designed as an Adult County Jail and Sheriff's offices. The Sheriff's office has now vacated its space formerly located on the south half of the lower level. This space is under consideration for occupancy by the Sarpy County Public Defender's office after a modest remodel project is accomplished.

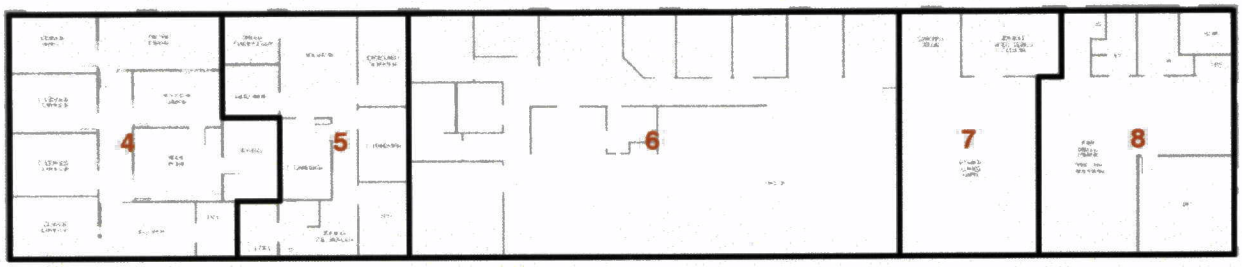
Primarily this building is utilized as a 148 bed capacity full service detention facility. Significant overcrowding of this jail was occurring about twelve years ago. In 2002, a bond issue referendum to nearly double the size of the jail with additions and remodel failed. A jail planning consultant was engaged in 2005 to analyze the criminal justice system and recommend strategies to reduce the upward trending jail population. In 2007 a Pre-Trial unit was established to reduce prison population. This unit is currently located in the West Annex and also utilizes small space at the LEC.

Pre-Trial, the County Attorney's Diversion Program and the State Adult Probation currently all contribute to a dramatically reduced jail population. These programs have almost eliminated the minimum security, work release and trustee classifications within the jail.

The jail was originally designed to accommodate a full range of male and female classifications including Special Management, Maximum Security, Minimum Security, Trustee (Inmate workers) and Work Release. The jail is segregated into dayroom modules (Pods) for each classification & gender. There are 76 single cells and 72 dormitory beds. Almost half the total beds, all dormitory style, were allocated (per Jail Standards) for minimum security population which includes Trustee and Work Release classifications. The current situation within the jail is that the higher security inmates are improperly housed in minimum security dormitory style housing settings. Also, special needs inmates with health and mental issues are mixed in with the "harder" inmates. As Sarpy County's population increases this problem will become more acute.

WEST ANNEX BUILDING **Total 14,400 GSF**

EAST ANNEX BUILDING **Total 10,420 GSF**



LEGEND

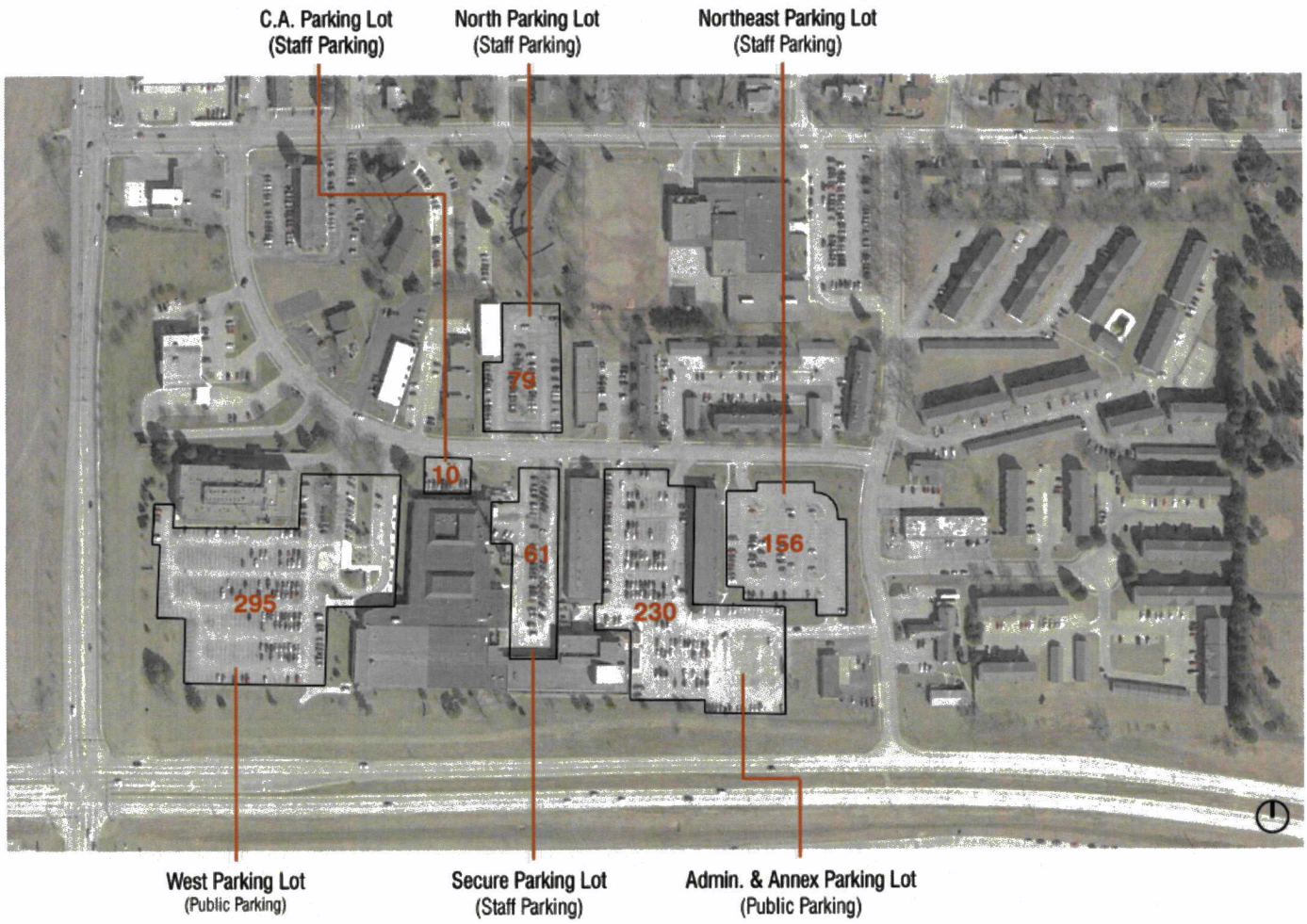
1 **Diversion** (5,765 GSF)
2 **Pre-Trial/Community Service** (1,240 GSF)
3 **Adult Probation** (6,806 GSF)
4 **Veteran's/Human Services** (1,911 GSF)
5 **Human Resources** (1,314 GSF)
6 **NE/DHHS** (4,000 GSF)
7 **County Surplus** (1,168 GSF)
8 **Shared Testing Area** (1,523 GSF)

0 2 4 8 16 32

Annex Building Departments

The East and West Annex buildings as noted previously are physically subdivided into small bays. The buildings are also long and narrow. These limitations for larger departments such as Diversion and Adult Probation prohibit efficient layouts. Pre-Trial is located in a single bay between Diversion and Adult Probation. The shared testing area is located across the parking lot in the East Annex. All three of these entities located in the West Annex are in need of additional space within the next five years. Diversion and Pre-Trial have inherited floor plan layouts from other departments previously located in the same space. The multiple entry doors are confusing to clients and add to the poor security of the divided bay layouts.

The Adult Probation would like to consolidate the office in the Annex with the leased office in Bellevue for better supervision and control. Moving the DHHS space out of the East Annex (possibly to Probation's Bellevue location) would free up a large block of space. If the Annex Buildings are to remain as campus assets for the next 10 years, they should be remodeled to serve the growing departments and to eliminate layout and security problems. For example the West Annex could be allocated totally to Adult Probation and the north 2/3 of the East Annex could contain Diversion & Pretrial.



Campus Parking Counts

CURRENT FACILITY DEFICIENCIES

As discussed previously, recent campus renovations and additions have modernized and expanded the Hall of Justice after construction of the new Administration Wing. These major investments will provide adequate space and excellent conditions for the majority of the Courthouse campus departments.
[Exceptions are noted in Appendix A]

- JAIL

The Law Enforcement Center is functionally outdated due to changes Sarpy County has made in the Criminal Justice System. The 148 bed jail is housing the majority of inmates who are high risk and/or have special needs (health, mental issues) and placing many of them in spaces designed for low security. These populations, mixed together in open dormitories are creating increasing supervision/management problems for staff. As the county's population continues to grow this issue will become more of a liability.

- ANNEXES

The changes Sarpy County made to reduce jail population in 2007 are well supported by Judges, County Attorney, Public Defender, Adult Probation and Administration. Programs in Pre-Trial, Diversion and Probation pull out of the jail potential minimum security inmates. A majority of these persons, who generally have committed a low level crime, pay the county a fee for alcohol or drug testing and counseling. The offenders are monitored and receive treatment instead of being housed (24 hours per day) and fed by the county.

This program has grown greatly since 2007. These alternate Programs are housed primarily in the West Annex in spaces that are inadequate. Their size, functional plan layouts, security and conditions are unacceptable for the increasing numbers of client served. State legislative changes currently under consideration may also add to space requirements for Adult Probation.

INITIAL RECOMMENDATION

To begin the process of solving the deficiencies noted above it is recommended that Sarpy County retain the services of a Criminal Justice Planning Firm to conduct a study of both the Adult and Juvenile Criminal Justice System. The purpose of this study for the Adult System would be to analyze current programs and operations to determine a framework for the future. This process would fully engage all participants and stakeholders of the Sarpy Criminal Justice System. The study should identify and quantify programs and space needs for the Adult Jail, Pre-Trial, Diversion and Adult Probation.

This study should also analyze the Juvenile Criminal Justice System and its future impact on the Patrick J. Thomas Juvenile Justice Center located off campus near 98th & Cornhusker Rd. Currently in the State legislature there is pending legislation regarding juvenile incarceration and treatment that has the potential to significantly change operations at the Justice Center and the Juvenile Justice System in Sarpy County. In addition to pending legislation, the director of the Justice Center desires to modify the current facility to better serve current programs and future needs.

It is highly desirable to engage a qualified planning firm that has significant recent experience in studying both Adult and Juvenile Criminal Justice Systems. Because of significant current needs and potential changes this study is recommended to begin as soon as feasible.

TEN YEAR IMPROVEMENT RECOMMENDATIONS

(2013-2023)

PLANNING STUDY IMPACT

If the recommended Adult and Juvenile Criminal Justice Planning Study is conducted it will provide specific space need recommendations for the Adult Jail, Juvenile Justice Center and Pre-Trial/Diversion and Adult Probation. This information will be invaluable for defining specific related improvement projects that Sarpy County may consider.

SHORT TERM RECOMMENDATIONS

- JAIL

A major project to re-configure jail housing or to construct a Special Needs Housing Addition may not be supported in the near future due to funding considerations. Fortunately, recent jail construction in other counties (i.e. Lancaster, Hall) as well as the State's D&E Center in Lincoln provide opportunities to divert medical/mental health challenged inmates to these facilities that offer this specific function within their operations. Transportation and per diem costs would need to be compared to the alternative of adding on or modifying the current jail. Sending Sarpy County's inmates to other facilities will not be a long term solution as the number of inmates increases with the growing county to a point of financial infeasibility.

- ANNEXES

The long term future of both Annex buildings is questionable due to their physical limitations. However, a short term (10 year) solution to consider would be to move DHHS out of the East Annex to off campus leased space. The East Annex could accommodate a Diversion and Pre-Trial within the north 2/3 of the building. The spaces on the south 1/3 currently occupied by Veterans & Human Services and Human Resources could be expansion space as growth dictates. The West Annex would be allocated totally to Adult Probation including consolidation of the current Bellevue lease space operations which may be the future location of DHHS.

LONG TERM IMPROVEMENT RECOMMENDATIONS

(2024-2063)

County growth and related facility needs are difficult to predict far into the future. Additionally, it is fairly certain the rapid changes in technology will transform government operations and corresponding space requirements. Currently, the five buildings on the Courthouse campus contain almost 220,000 square feet of space. The former courthouse, vacated in the mid-1970's, contained only 24,000 square feet, less than 11% the current courthouse campus size. This does not include the new Sheriff's office and the Juvenile Justice Center located off campus. Clearly, county government has grown faster than the population as more services are offered to residents.

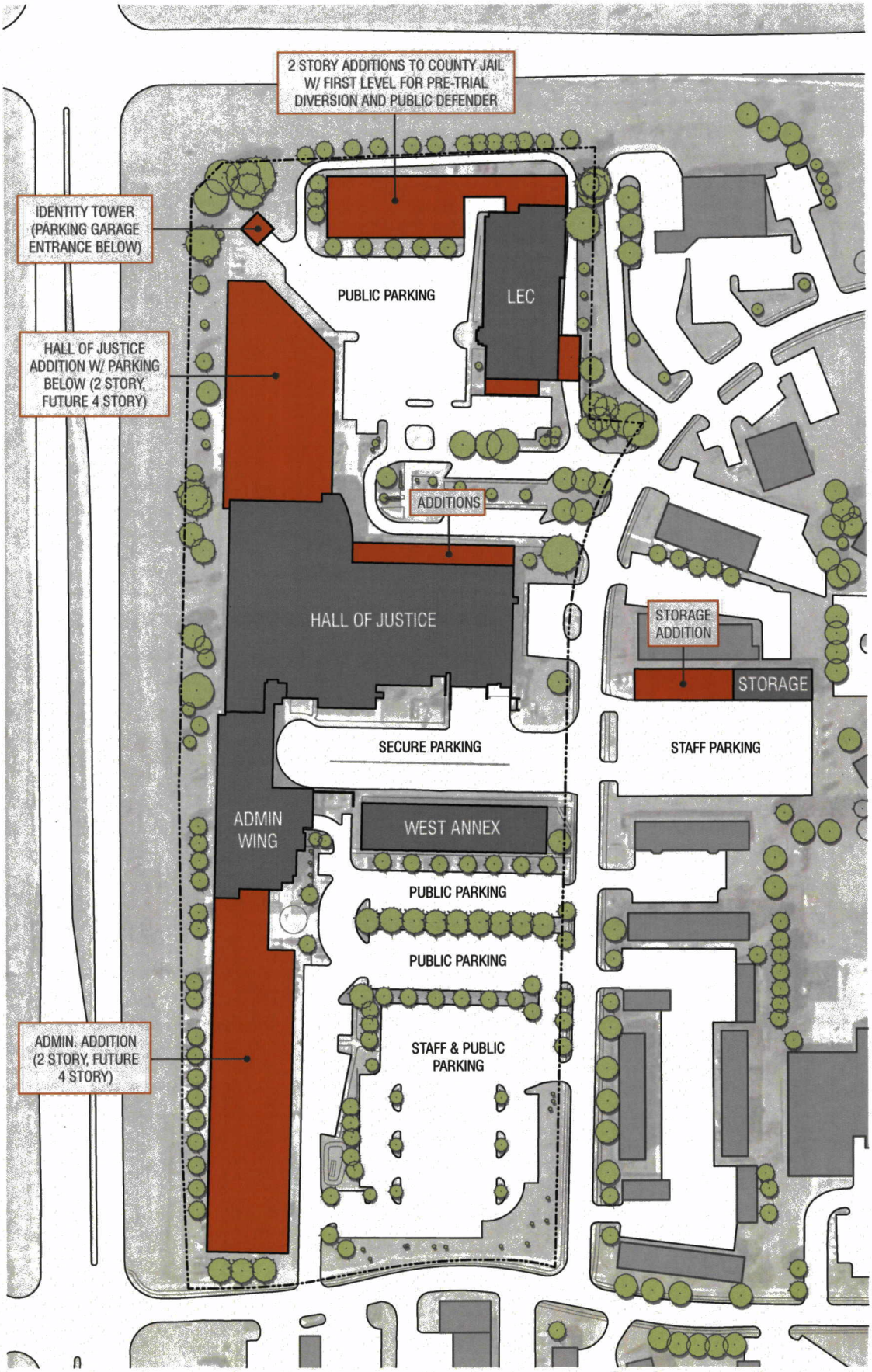
Sarpy County still has significant undeveloped land areas and being situated within a larger metropolitan area growth will remain strong. It is conceivable that Sarpy County's population may exceed 300,000 persons within the next fifty years. Recent campus construction has anticipated expansion by providing higher density spaces at the LEC and Administration Wing. The site is large enough to accommodate future growth and parking if physical build-out follows an orderly plan. The campus is now separated by Justice related facilities on the west and Administration at the east end.

Expansion on the West may include major addition and remodel to the LEC. This could consist of a two to four story structure. It may be desirable to locate Pre-Trial, Diversion and the Public Defender on the first level. A parking structure below also may be desirable. Expansion to the Hall of Justice has been anticipated with a connecting link adjacent to the Hall of Justice public toilet rooms. The Juvenile Court area could be moved off campus along with Juvenile Probation to available land at the Juvenile Justice Center. The current county courts could be transferred to District Court. A new two story (expandable to four story) addition to the west and link to the Hall of Justice could accommodate a new county court suite. Again, a below grade parking garage may be desirable as part of this addition.

The Administration Wing was planned to expand to the east along the south property line. The current entrance would also serve the new two story (expandable to four story) Administration Addition.

The two Annex's could be demolished as these departments move to the LEC addition. Another option is to keep the larger West Annex and improve the exterior to be more compatible with the West Wing. Possibly Adult Probation could remain at the West Annex for the long term.

SARPY COUNTY COURTHOUSE CAMPUS - FACILITIES MASTERPLAN (2024 - 2063)



APPENDIX A

NOTE:
The following are space and/or environmental deficiencies noted in survey forms or in interviews with departments that have not been discussed previously.

A. Juvenile Court

1. More privacy desired at exterior entrance where transport vans load/unload juveniles for Court holding.
2. Judge Gendler is concerned with tripping hazard regarding under carpet flat wire system and plumbing noise into courtroom from adjacent public toilet rooms.

B. Juvenile Justice Center

1. Director Dick Shea discussed desired modifications to the facility including construction of a special housing unit, a new indoor recreation area, a day reporting center; expand existing evening reporting, space for Diversion, new staff shower/locker room(s) and more space for programs.

C. County Clerk

1. Need more space for "dead storage" of records. Space must be secure.
2. Architect recommended moving mail sorting function out of exit corridor to available space within the Clerk's reception waiting area.

D. Planning Department

1. HVAC issues at south windows – too warm in summer and too cold in winter.
2. Desire to modify furniture/work spaces in open area. Need public counter with computer terminal on swivel near workspaces for a Permit Specialist and a planning & zoning assistant.
3. Inspectors need small space for plan review.

E. Assessor

1. Staff could increase from 19 to 24 persons within ten years. Not sure if current space can absorb increased staff.
2. Need more space and/or better storage system for internal record keeping.
3. Open counter to hall is creating HVAC control problems, excessive noise at times and lack of a security barrier is an issue to be addressed.

F. Treasurer

1. Staff may increase from 28 to 31 within ten years.
2. Desires to no longer be involved in Driver's License payment.
3. License plate storage is too small in years distributing new plates.
4. Desires more security cameras.
5. HVAC issues on south side with windows.

G. Human Resources

1. Staff may increase by 2 within ten years.
2. Need more space for in-office testing, confidential meetings and a training room for up to 10 persons.
3. Need more space for files.
4. HVAC problems occurring at west facing glass (East Annex)

H. Veteran's Services

1. Desire to add one more office

I. Public Works

1. Shop may need to add 3 to 5 staff for road maintenance and office may need to add 2 to 4 staff for Pavement/Asset Management over the next ten years.
2. Add Engineers office into part of lunch room space.
3. Need hall to access two ADA toilets from shop area.
4. Need break room for field personnel.
5. Desire a meeting/conference for combined meetings for all 46 staff.
6. Security isolation with public at reception counter desired.
7. Pre-Engineered metal building has inadequate insulation which contributes to HVAC problems in office areas.

J. Maintenance

1. Staff may increase from 23 to 27 in ten years.
2. Addition to North Storage/Maintenance garage may be needed for increased equipment, vehicles and inventory.
3. Improve heating system, add cooling & data cable to the North Storage/ Maintenance garage.
4. Consolidate three Fire Alarm Systems to a single system at the Hall of Justice/Administration Wing.
5. Upgrade Fire Alarm system to entire East & West Annex.
6. Replace retaining wall behind West Annex, add storm water BMP components and fence.
7. Replace 2 cooling systems for E911 systems & tower.
8. Replace L.E.C. building roof.
9. Replace boilers at L.E.C. Penthouse.
10. Replace roof top HVAC unit serving District Court.
11. Overlay/mill Annex parking lot.
12. Replace boilers in Hall of Justice south mechanical room.
13. Replace two Air Handler Units at Hall of Justice.

K. Law Enforcement Center

1. New paint is needed in many areas of the jail.
2. A video visitation system is desireable to reduce inmate movement and lessen the burden on staff.

CARLSON
WEST
POVONDRA

ARCHITECTS