

**CITY OF EL PASO, TEXAS
AGENDA ITEM
DEPARTMENT HEAD'S SUMMARY FORM**

DEPARTMENT: Municipal Clerk

AGENDA DATE: January 12, 2010

CONTACT PERSON NAME AND PHONE NUMBER: Richarda Momsen 541-4127

DISTRICT(S) AFFECTED: All

SUBJECT:

APPROVE a resolution / ordinance / lease to do what? OR AUTHORIZE the City Manager to do what? Be descriptive of what we want Council to approve. Include \$ amount if applicable.

Discussion and action on presentation of analysis conducted by Engineering Dept and Municipal Clerk's Office of Municipal Court's relocation of arraignment operations from 9600 Dyer NE site to 810 East Overland downtown site.

BACKGROUND / DISCUSSION:

Discussion of the what, why, where, when, and how to enable Council to have reasonably complete description of the contemplated action. This should include attachment of bid tabulation, or ordinance or resolution if appropriate. What are the benefits to the City of this action? What are the citizen concerns?

Analysis outlines office space and parking needs, location options and cost estimates.

PRIOR COUNCIL ACTION:

Has the Council previously considered this item or a closely related one?

Council requested that this analysis to determine feasibility of relocating Municipal Court arraignments downtown.

AMOUNT AND SOURCE OF FUNDING:

How will this item be funded? Has the item been budgeted? If so, identify funding source by account numbers and description of account. Does it require a budget transfer?

Cost estimates are outlined in analysis.

*****REQUIRED AUTHORIZATION*****

DEPARTMENT HEAD:

(If Department Head Summary Form is initiated by Purchasing, client department should sign also)

Information copy to appropriate Deputy City Manager



Municipal Court Facility *Needs Assessment*



January 12, 2009



Overview

- **City Council direction to conduct a study**
 - **Evaluates consolidating arraignment functions Downtown**
- **Engineering conducted site visits and needs assessment**
 - **Identifies required floor space for a functional Municipal Court Facility**
 - **Determines possible options**



Citizen Visits

Northeast Facility

– 275-550 people daily

Downtown Facility

– 700-900 people daily





Existing Facility Areas:

Downtown Municipal Court Facility	
810 E. Overland	
<i>Traffic Violations Area</i>	4,466 sq. ft.
<i>Court Administration Area</i>	1,197 sq. ft.
<i>Cashiers Area</i>	1,776 sq. ft.
<i>Warrant Area</i>	1,856 sq. ft.
<i>Common Area</i>	616 sq. ft.
<i>Judges Area</i>	2,300 sq. ft.
<i>Court Room Area</i>	4,585 sq. ft.
<i>Services and Lobby Area</i>	2,181 sq. ft.
<i>City Prosecutors Area</i>	957 sq. ft.
Total Floor Area	19,934 sq. ft.

⊕ *Parking area leased for employees and Judges consisting of 58 spaces*



Existing Facility Areas:

Northeast Municipal Court Facility 9600 Dyer	
<i>Office Area</i>	886 sq. ft.
<i>Cashiers Area</i>	643 sq. ft.
<i>Court Room</i>	2,805 sq. ft.
<i>Public Services</i>	2,336 sq. ft.
<i>Total Floor Area</i>	6,670 sq. ft.
<i>Total existing municipal floor area (Includes both facilities)</i>	26,604 sq. ft.

✦ *Northeast Facility has an open area for employees and public parking*



Needs Assessment Criteria

- Preliminary report based on site inspection with Municipal Court personnel
- Evaluated floor area required per position
- Established furniture needs and space requirements
 - Current building codes & architectural standards



Section	Required Floor Area by Section
Court Administration	2,956 sq. ft.
Court Arraignment	2,956 sq. ft.
Data Entry/Complaints	3,380 sq. ft.
Parking	422 sq. ft.
Juvenile/Community Service	214 sq. ft.
Warrants	2,956 sq. ft.
Collections	846 sq. ft.
Cashier	5,490 sq. ft.
Accounting/Payroll/Budget	422 sq. ft.
Courts	4,224 sq. ft.
City Prosecutors	1,380 sq. ft.
Total	25,246 sq. ft.



Findings

- **Required floor area of 25,246 sq. ft.**
 - **810 E. Overland facility has an existing floor area of 19,934 sq. ft**
- **Parking Requirements**
 - **Building code requires one parking space for every 200 square feet of building area**
 - **Would require 127 spaces plus 5 ADA parking spaces**
 - **810 E. Overland facility has 58 spaces currently**



Conclusion

- Existing floor space 19,934 sq. ft.
- 25,246 sq. ft. needed to provide adequate floor space
- Existing Downtown Municipal Court Building does not have sufficient floor space to absorb the NE arraignment function downtown



Possible Options

- 1. Remodel an existing downtown building with required floor space**
- 2. Construct new facility at downtown site at required floor space**
- 3. Remodel an existing building to create a new eastside branch**
- 4. Include courtroom facilities in new eastside EPPD regional command similar to NE site co-location**
- 5. Maintain status quo**



Estimated Costs

Option	Cost Estimate
1) Remodel an existing downtown building	\$ 3.5 million
2) Construct new downtown facility (possible Tillman property site for co-location with EPPD Central Regional Command)	\$ 7.6 million
3) Remodel existing building on far eastside to create new branch.	<p>\$ 1 million</p> <p>Capital Costs \$385,825 operating costs if this is an additional function, not a relocation of the NE function</p>
4) Include municipal court branch in new far eastside EPPD regional command	<p>\$2.5 million</p> <p>Municipal Court function only</p>

** Does not include lease costs or cost to purchase property. Existing furniture to be used. Furniture is 19 years old.*



Questions/Comments