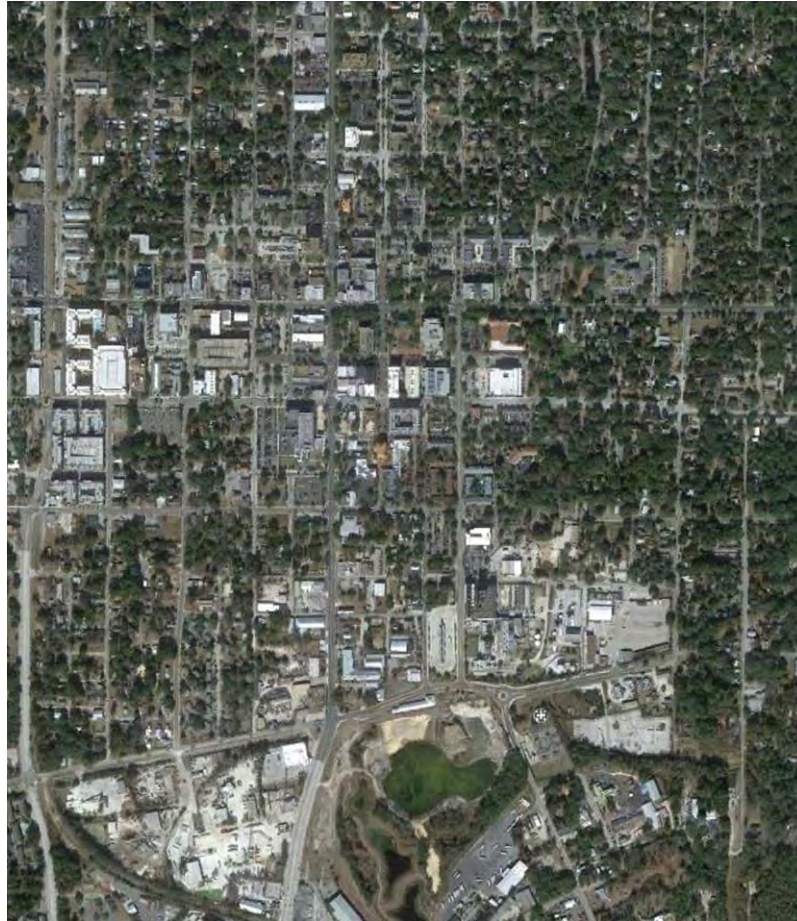


# Alachua County Downtown Space Needs Master Plan Update

G a i n e s v i l l e , F l o r i d a



**Consolidation of Downtown County  
Facilities**

# **Purpose of Meeting:**

**Update the Alachua County Board of County Commissioners on the proposed revisions to the Downtown Space Needs Master Plan identifying current and future activity.**

# Master Plan: Goals & Planning Objectives 2002

- 1. Co-locate County Departments to Sites that Increase the Operational Efficiency of each Department and Provide Service Centers for the citizens of Alachua County.**
- 2. Minimize or Eliminate County Lease Space.**
- 3. Sell Old, High Maintenance, and High Value County Owned Buildings.**
- 4. Develop Planning Strategy to Provide for Current Needs and Future Growth.**
- 5. Support the City of Gainesville's Downtown Redevelopment Efforts.**

# Master Plan: Space Needs Alternatives 2002

- **Continue to Acquire Lease Space which will Escalate at the Rate of 3%-4% Per Year**

**OR**

- **Purchase Buildings in Increments to Accommodate Growth**

**OR**

- **Consolidated Master Plan:**
  - **Retain Larger / More Efficient Buildings**
  - **Build New Buildings**
  - **Solve Issues of Parking**
  - **Public Service and Security**

# Background:

**2002 – BOCC Adopted Downtown Master Plan.**

(Included 5 Phases, Reduction in Lease Space, and Long Term Growth)

**2004 – BOCC Completed Major Renovation to Civil Courthouse.**

**2007 – BOCC Approved Design of a 120,000 SF Court Support Services Building - Master Plan Phase III.**

(State Attorney, Public Defender, Sheriff Civil Processing, Guardian Ad Litem, Court Alternatives/Court Services and Supervisor of Elections)

**2008 – BOCC Terminated Design and Construction of Court Support Services Building - Master Plan Phase III.**

(Economic Downturn Impacted Bonding Capacity)

**2012 – Implemented Reduction in Lease Space Strategy.**

(County Facilities and Waste Management Vacate Star Garage)

**2014 – Public Defender Presented Article 5 Funding Recommendation to BOCC to Build New Public Defender Building.**

# Background:

**2014 – BOCC Approved Public Defender Building Fund Plan and Directed Staff to Design and Construct the Building.**

**2014 – County Hired Brame Heck Architects to Design New 20,000 BGSF Public Defender Building.**

(Anticipated building completion Fall 2016)

**2014 – County Hired CPPI Construction Management “At Risk” to Build the New Public Defender Building.**

**2014 – BOCC Approved Acquisition of 515 N. Main Street for Supervisor of Elections and Property Appraiser.**

(Supervisor of Elections will vacate County Administration Building, Star Garage and Warehouse. Property Appraiser will vacate County Administration Building.)

**2015 – BOCC Asked Staff to Provide a Response Plan for Vacated County Owned Property and the Reduction in Lease Space.**

**2015 – County Hired DLR Group to Update Downtown Master Plan.**

# Site Orientation Plan:

515 N. Main Street

Downtown Core

Alachua County Facilities



# Building Inventory: County Owned



**Administration Building**



**Civil Courthouse**



**Admin. Annex Building**



**Main Street Legal Center - PD**



**Wilson Building – Court Services**



**Florida First National Bank - SA**



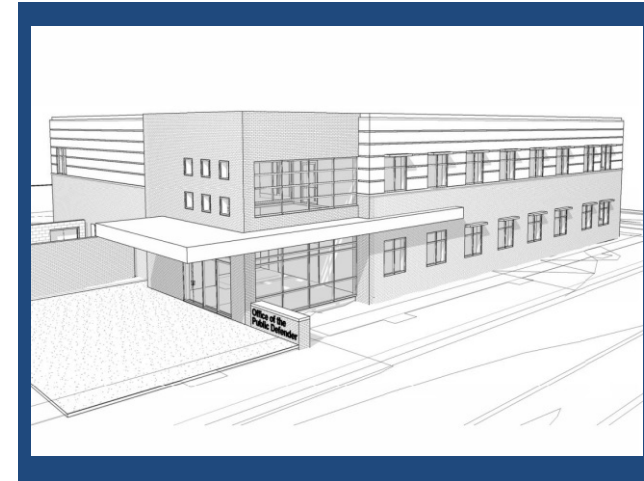
# Building Inventory: County Owned



**Criminal Courthouse**



**515 N. Main Street – SOE / PA**



**151 SW 2<sup>nd</sup> Avenue - PD**



**Supervisor of Elections Warehouse**

# Building Inventory: Downtown Lease Space



**Star Garage – PD, EEO, OMB**



**Empire Building – Court Services**



**DOCS Bldg. – Guardian Ad Litem**



**Seagle Bldg. - EPD**

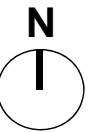
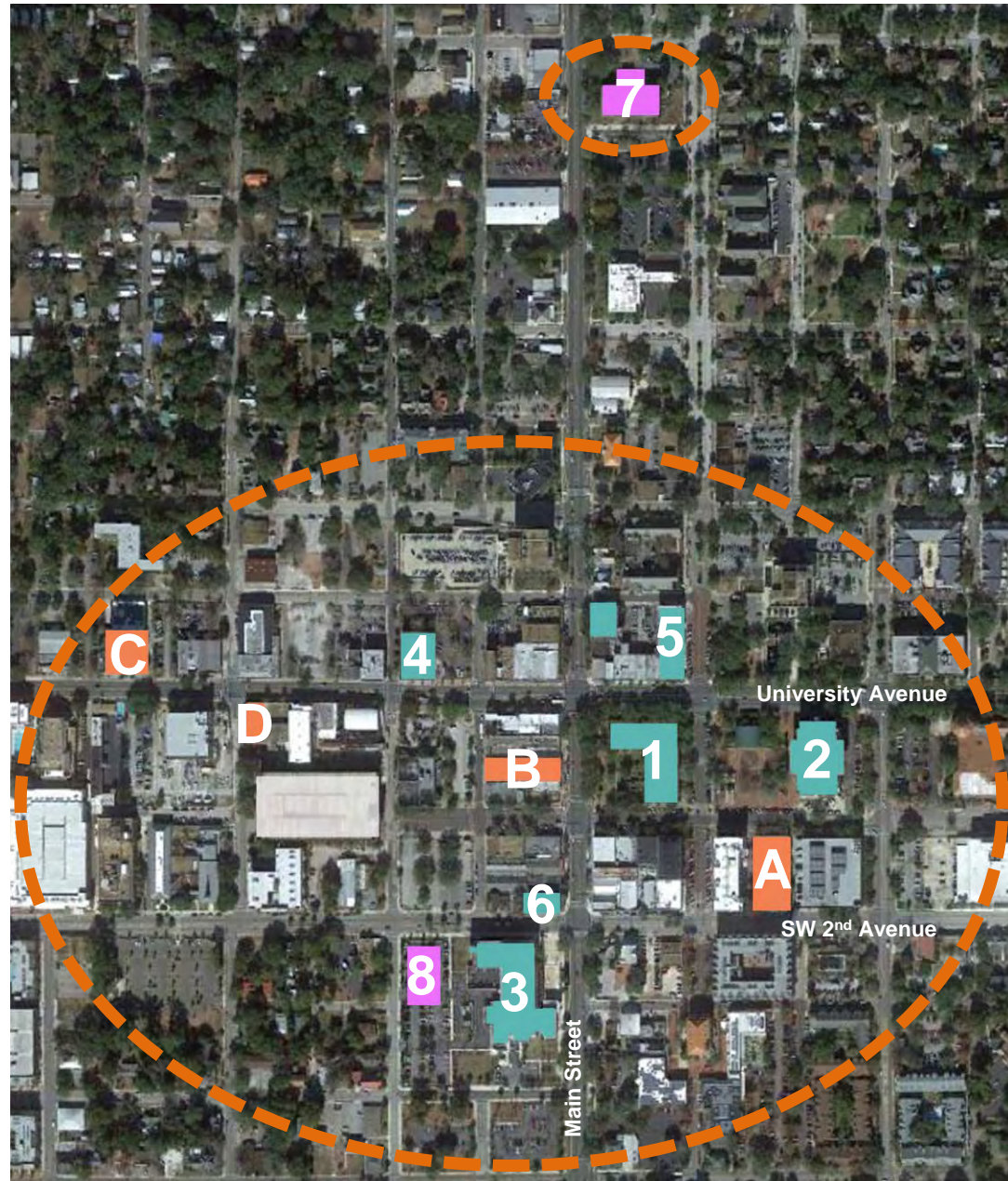
# Building Inventory: 2015 / 2016

## Downtown Locations: County Owned

1. Administration Building
2. Civil Courthouse
3. Criminal Courthouse
4. National Bank Bldg. - SA
5. Wilson Building
6. Admin. Annex Building
7. 515 N. Main – SOE/PA
8. 151 SW 2<sup>nd</sup> Avenue - PD

## Downtown Locations: Lease Space

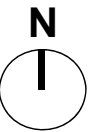
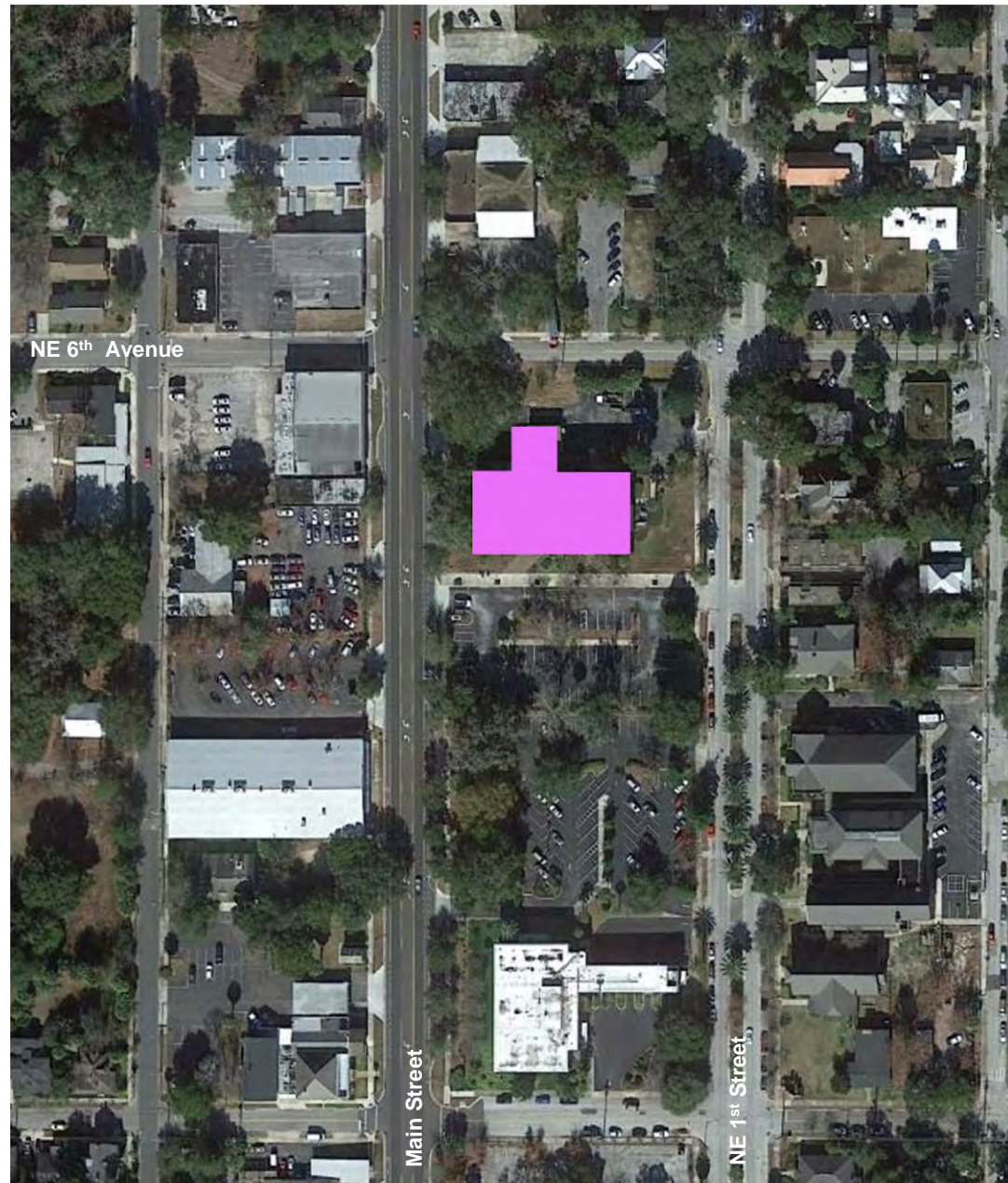
- A. Star Garage – PD, EEO, OMB
- B. Docs Building – Guardian Ad Litem
- C. Seagle Building - EPD
- D. Empire Building – Court Services



# Master Plan: Impact of 515 N. Main Street

## Summary:

1. 515 N. Main Programmed for:
  - Supervisor of Elections  
24,194 SF
  - Property Appraiser  
15,200 SF
2. Supervisor of Elections: Vacancy
  - 2,664 SF – First Floor Admin. Bldg.
  - 9,100 SF – Warehouse
  - 9,500 SF – Star Garage Lease
3. Property Appraiser: Vacancy
  - 5,217 SF – First Floor Admin. Bldg.
  - 9,665 SF Second Floor Admin. Bldg.

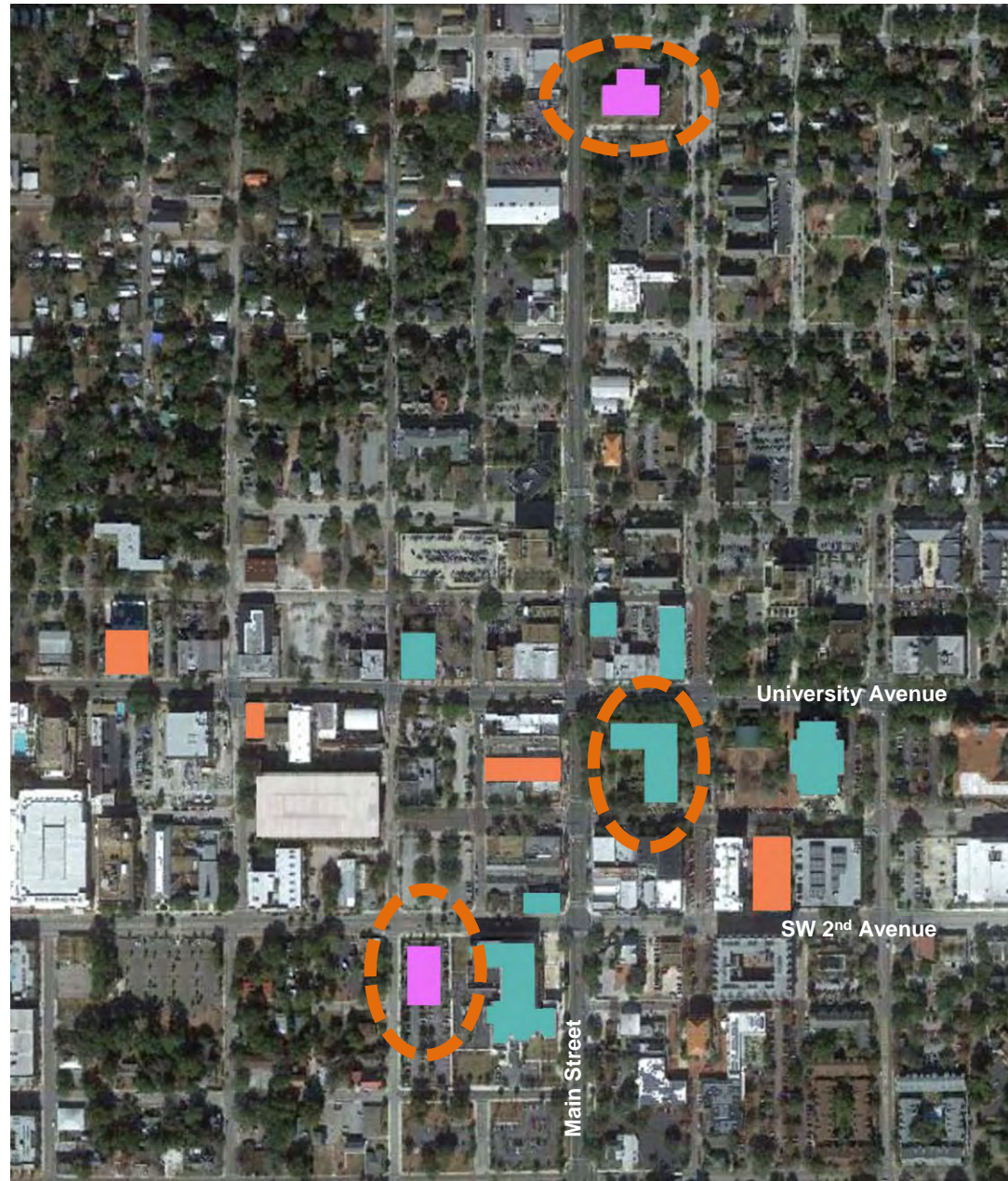


# Phase III A - Proposed: Downtown Core – Current

## Consolidated Functions and Services

### Phase Critical Activities:

1. Complete ITN and lease to purchase agreement for 515 N. Main Street
2. 515 N. Main under construction
3. 151 SW 2<sup>nd</sup> Avenue – PD Building completed Schematic Design Phase
4. Star Garage lease agreements revised – month to month
5. Complete design for Administration Building renovations
6. Select Contractor for Administration Building renovations (May – June 2015)
7. Renovate 1<sup>st</sup> and 2<sup>nd</sup> Floor by October 1, 2015



# Phase III B - Proposed: Downtown Core – June 2015

**Main Street Legal Center:**  
16,000 BGSF  
Public Defender

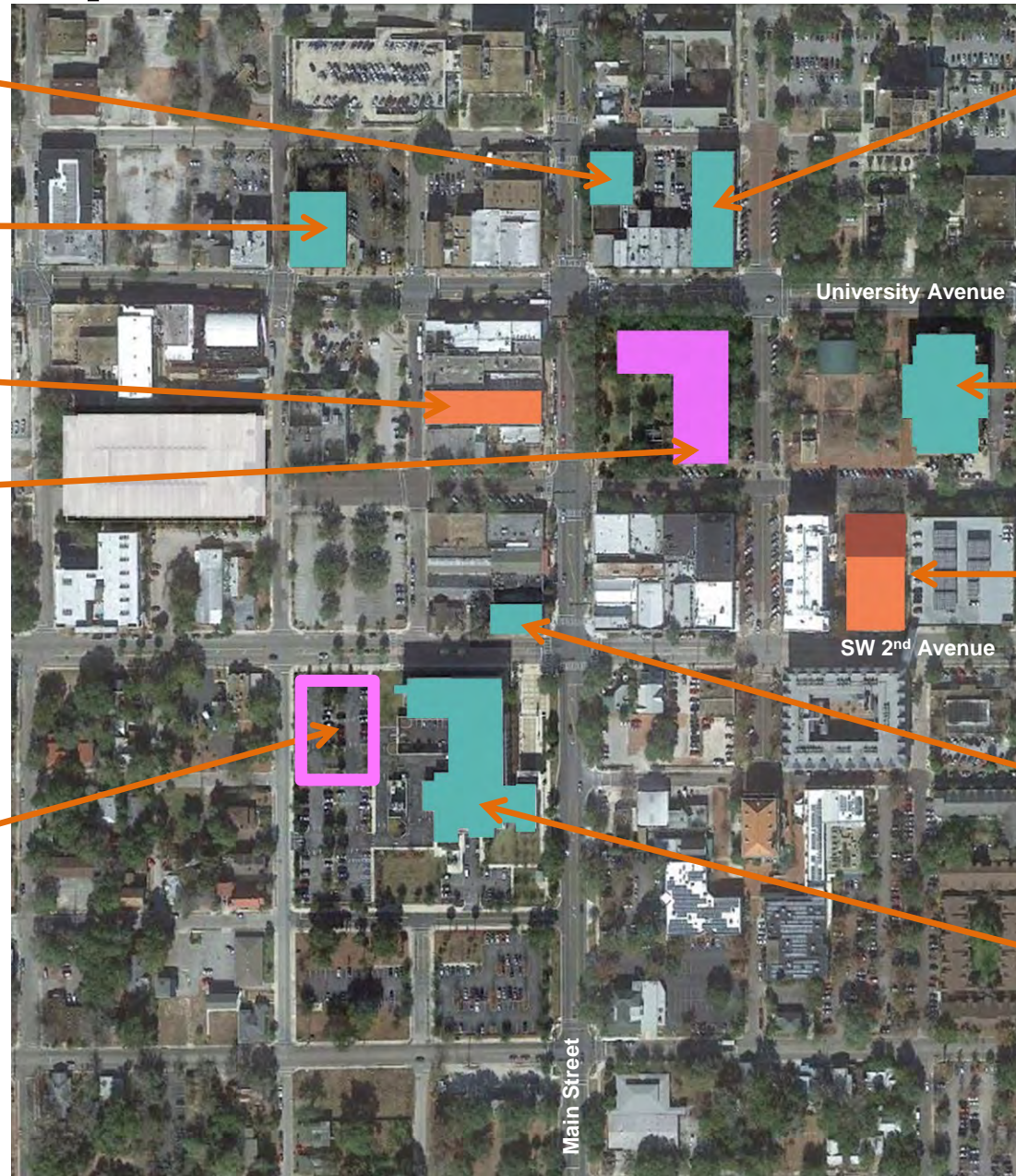
**National Bank Building:**  
34,000 BGSF  
State Attorney

**Docs Building:**  
4,380 LSF  
Guardian Ad Litem

**Administration Building:**  
71,500 BGSF  
County Commission  
County Manager (Design)  
County Attorney (Design)  
Supervisor of Elections  
Property Appraiser  
Tax Collector (Design)  
Sheriff Civil Processing (Design)  
PIO (Design)

**151 SW 2<sup>nd</sup> Avenue:**  
22,000 BGSF  
Public Defender (Design)

- - Phase Activity
- - County Owned
- - Lease Space
- - Vacant
- - Sell Property



**Wilson Building:**  
28,800 BGSF  
Court Service  
Information Services  
Convention Bureau

**Courthouse:**  
101,000 BGSF  
Civil / Family  
Clerk of Court

**Star Garage:**  
5,574 LSF  
Supervisor of Elections  
PD – Depositions  
EEO  
OMB

**Admin. Annex:**  
11,000 BGSF  
Growth Management

**Courthouse:**  
119,000 BGSF  
Criminal



# Phase III B - Proposed: Facilities Site – July 2015



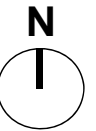
## Parking Lot (s):

Optional - Property Purchase and Development

## Warehouse:

9,100 BGSF  
Supervisor of Elections  
(Renovate for EPD and  
Clerk of Court Supply  
Storage)

- Phase Activity
- County Owned
- Lease Space
- Vacant
- Sell Property



# Phase IIIC - Proposed: Downtown Core – Sep/Oct 2015

**Main Street Legal Center:**  
**16,000 BGSF**  
 Public Defender (Put on Market)

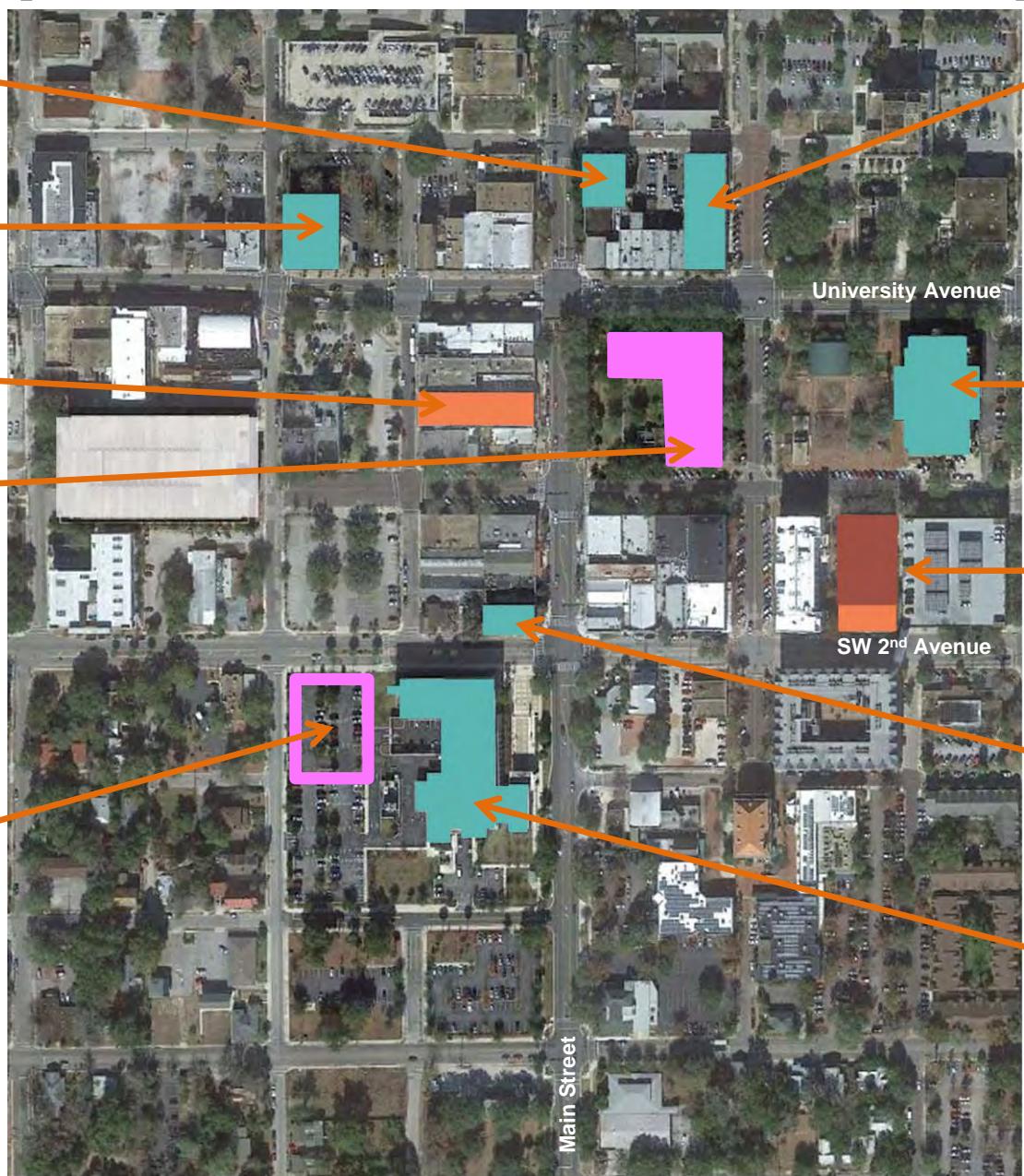
**National Bank Building:**  
**34,000 BGSF**  
 State Attorney

**Docs Building:**  
**4,380 LSF**  
 Guardian Ad Litem

**Administration Building:**  
**71,500 BGSF**  
 County Commission  
 County Manager (Renovation)  
 County Attorney (Renovation)  
 Tax Collector (Renovation)  
 Sheriff Civil Processing (Renovation)  
 PIO (Renovation)  
 EEO (Renovation)  
 OMB (Renovation)

**151 SW 2nd Avenue:**  
**22,000 BGSF**  
 Public Defender (Construction)

- - Phase Activity
- - County Owned
- - Lease Space
- - Vacant
- - Sell Property



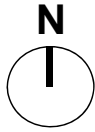
**Wilson Building:**  
**28,800 BGSF**  
 Court Service  
 Information Services  
 Convention Bureau

**Courthouse:**  
**101,000 BGSF**  
 Civil / Family  
 Clerk of Court

**Star Garage:**  
**1,120 LSF**  
 PD – Depositions

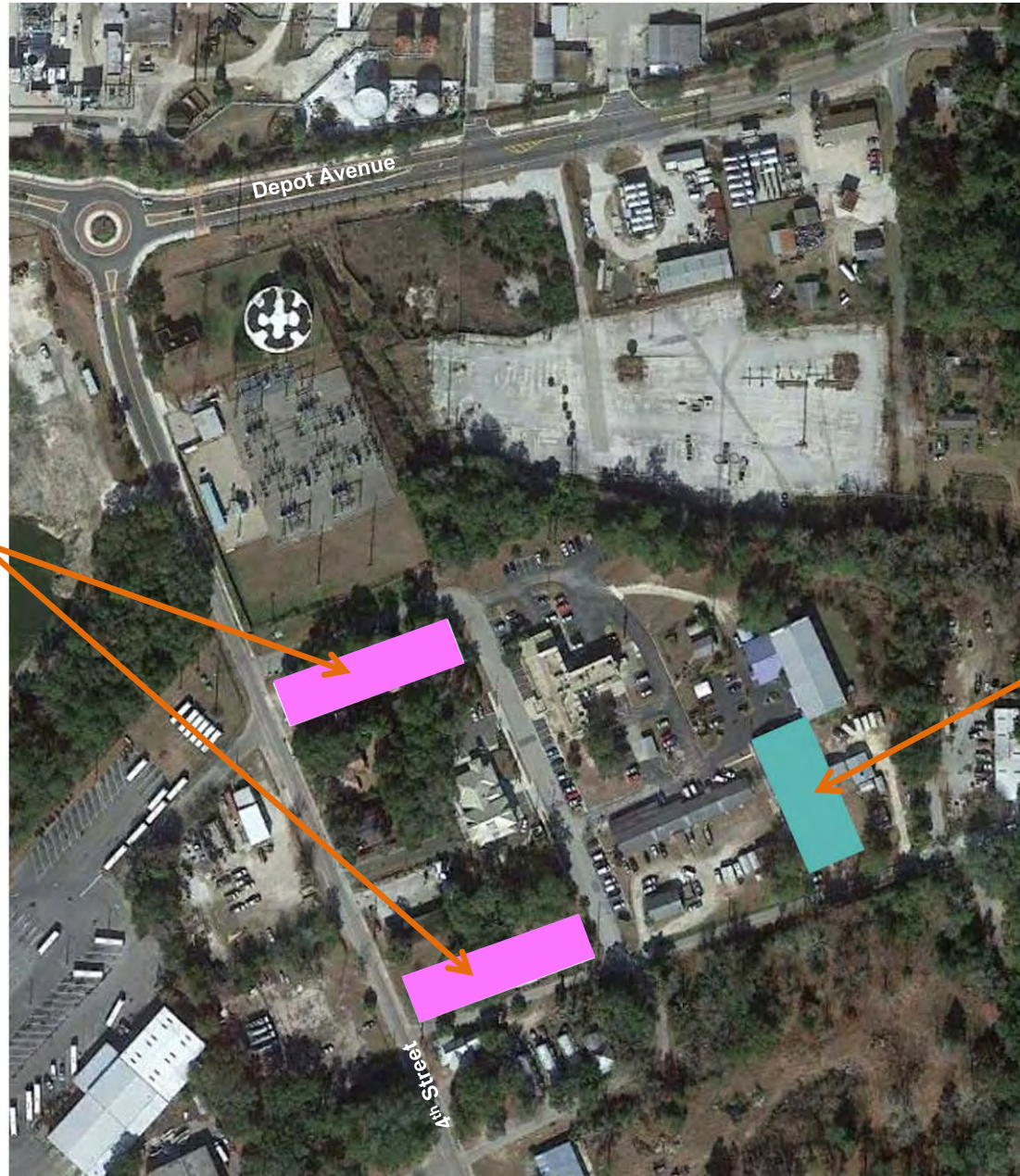
**Admin. Annex:**  
**11,000 BGSF**  
 Growth Management

**Courthouse:**  
**119,000 BGSF**  
 Criminal





# Phase IIIC - Proposed: Facilities Site – Oct. 2015



## Parking Lot (s):

Optional - Property Purchase and Development

## Warehouse:

9,100 BGSF  
EPD  
Clerk of Court Supply Storage  
(Allocation of Space TBD)

-  - Phase Activity
-  - County Owned
-  - Lease Space
-  - Vacant
-  - Sell Property



# Phase IV - Proposed: Downtown Core – Sept. 2016

**Main Street Legal Center:**  
Close Building Sale

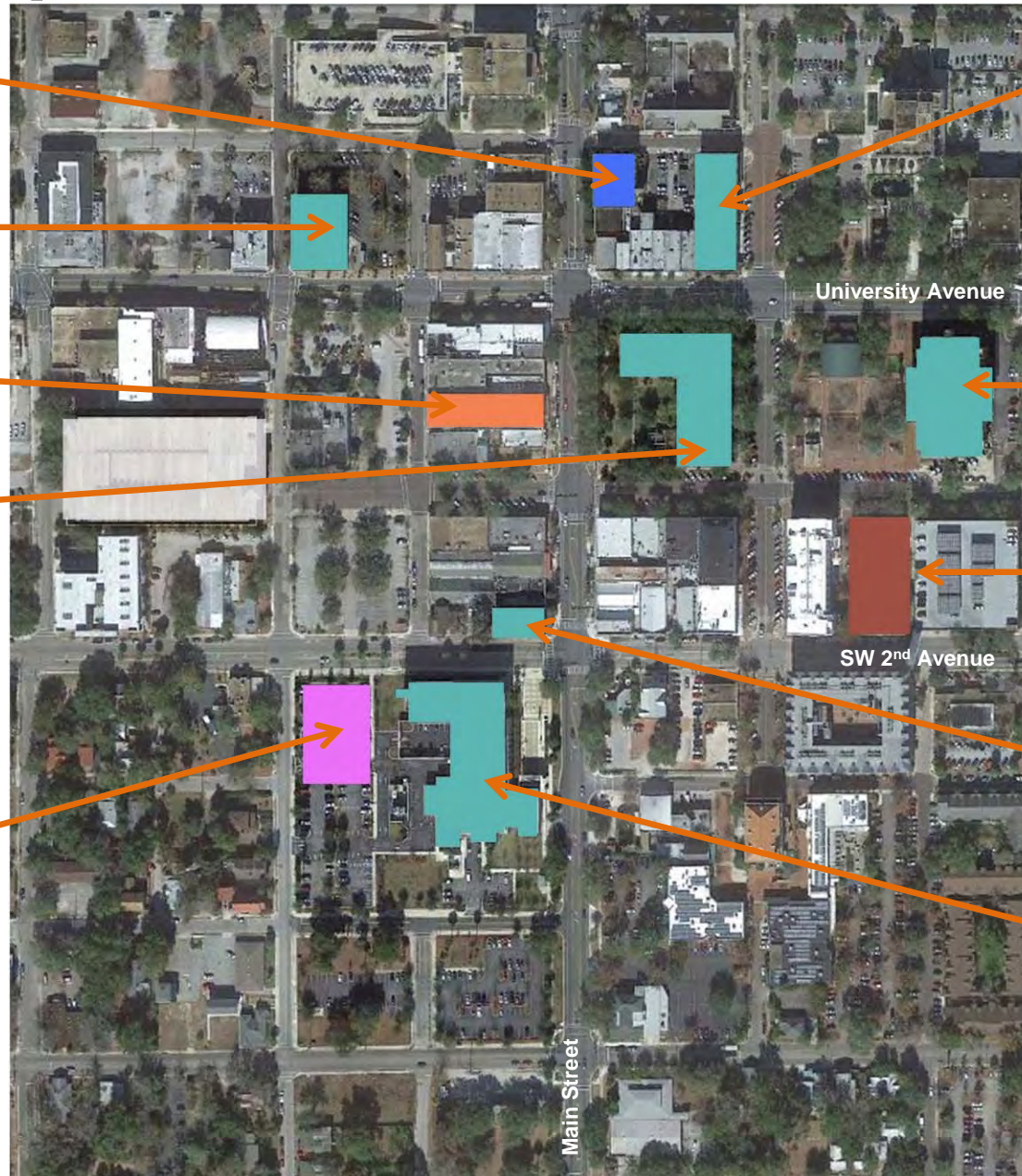
**National Bank Building:**  
34,000 BGSF  
State Attorney

**Docs Building:**  
4,380 LSF  
Guardian Ad Litem

**Administration Building:**  
71,500 BGSF  
County Commission  
County Manager  
County Attorney  
Tax Collector  
Sheriff Civil Processing  
PIO  
EEO  
OMB

**151 SW 2nd Avenue:**  
22,000 BGSF  
Public Defender – Move In  
PD – Depositions – Move In

- - Phase Activity
- - County Owned
- - Lease Space
- - Vacant
- - Sell Property



**Wilson Building:**  
28,800 BGSF  
Court Service  
Information Services  
Convention Bureau

**Courthouse:**  
101,000 BGSF  
Civil / Family  
Clerk of Court

**Star Garage:**  
Vacant

**Admin. Annex:**  
11,000 BGSF  
Growth Management

**Courthouse:**  
119,000 BGSF  
Criminal



# Phase V - Proposed: Downtown Core – January 2017

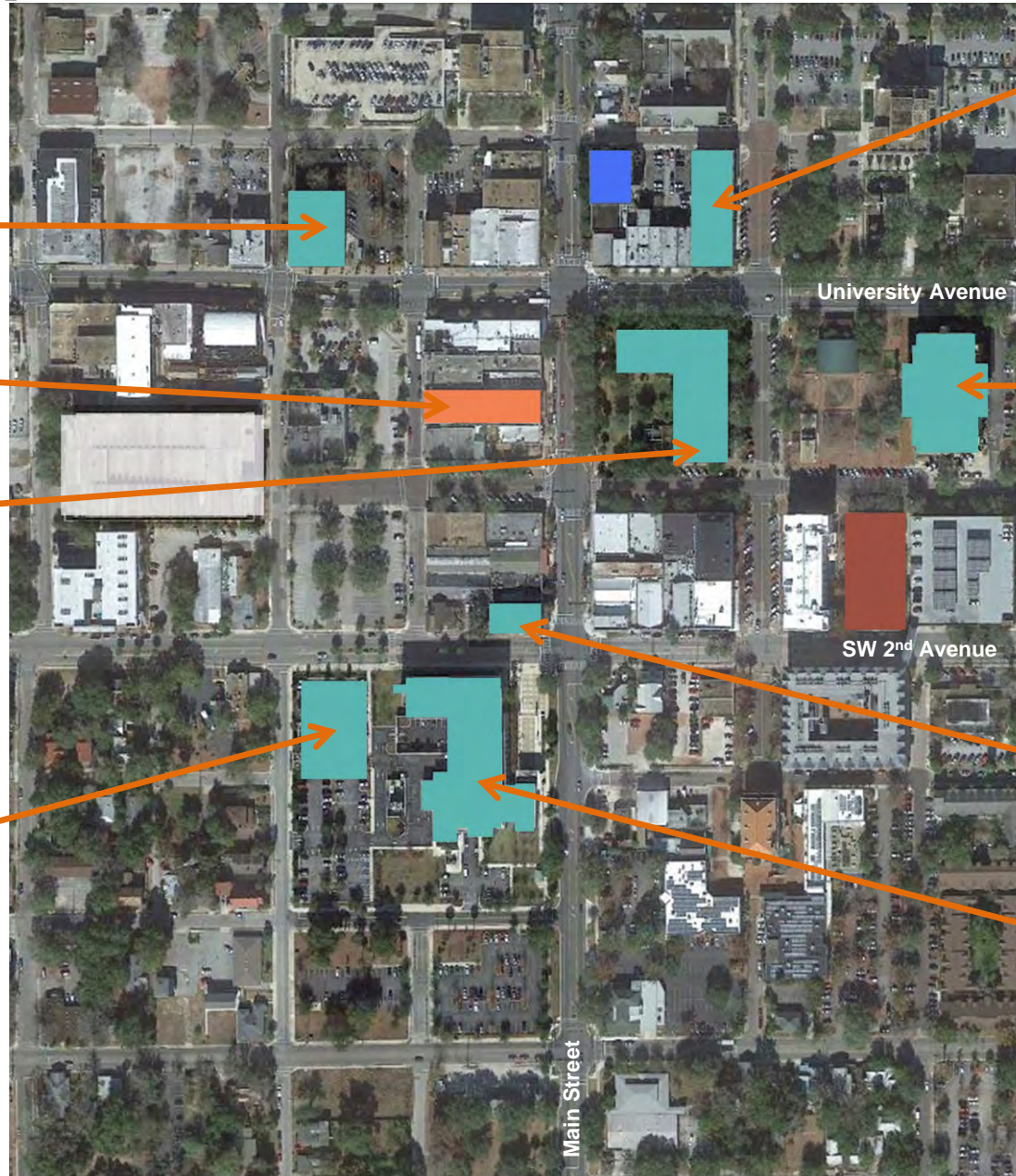
**National Bank Building:**  
**34,000 BGSF**  
 State Attorney

**Docs Building:**  
**4,380 LSF**  
 Guardian Ad Litem

**Administration Building:**  
**71,500 BGSF**  
 County Commission  
 County Manager  
 County Attorney  
 Tax Collector  
 Sheriff Civil Processing  
 PIO  
 EEO  
 OMB

**151 SW 2<sup>nd</sup> Avenue:**  
**22,000 BGSF**  
 Public Defender  
 PD - Depositions

- - Phase Activity
- - County Owned
- - Lease Space
- - Vacant
- - Sell Property



**Wilson Building:**  
**28,800 BGSF**  
 Court Service  
 Information Services  
 Convention Bureau

**Courthouse:**  
**101,000 BGSF**  
 Civil / Family  
 Clerk of Court

**Admin. Annex:**  
**11,000 BGSF**  
 Growth Management

**Courthouse:**  
**119,000 BGSF**  
 Criminal



# Phase VI - Proposed: Downtown Core – Future

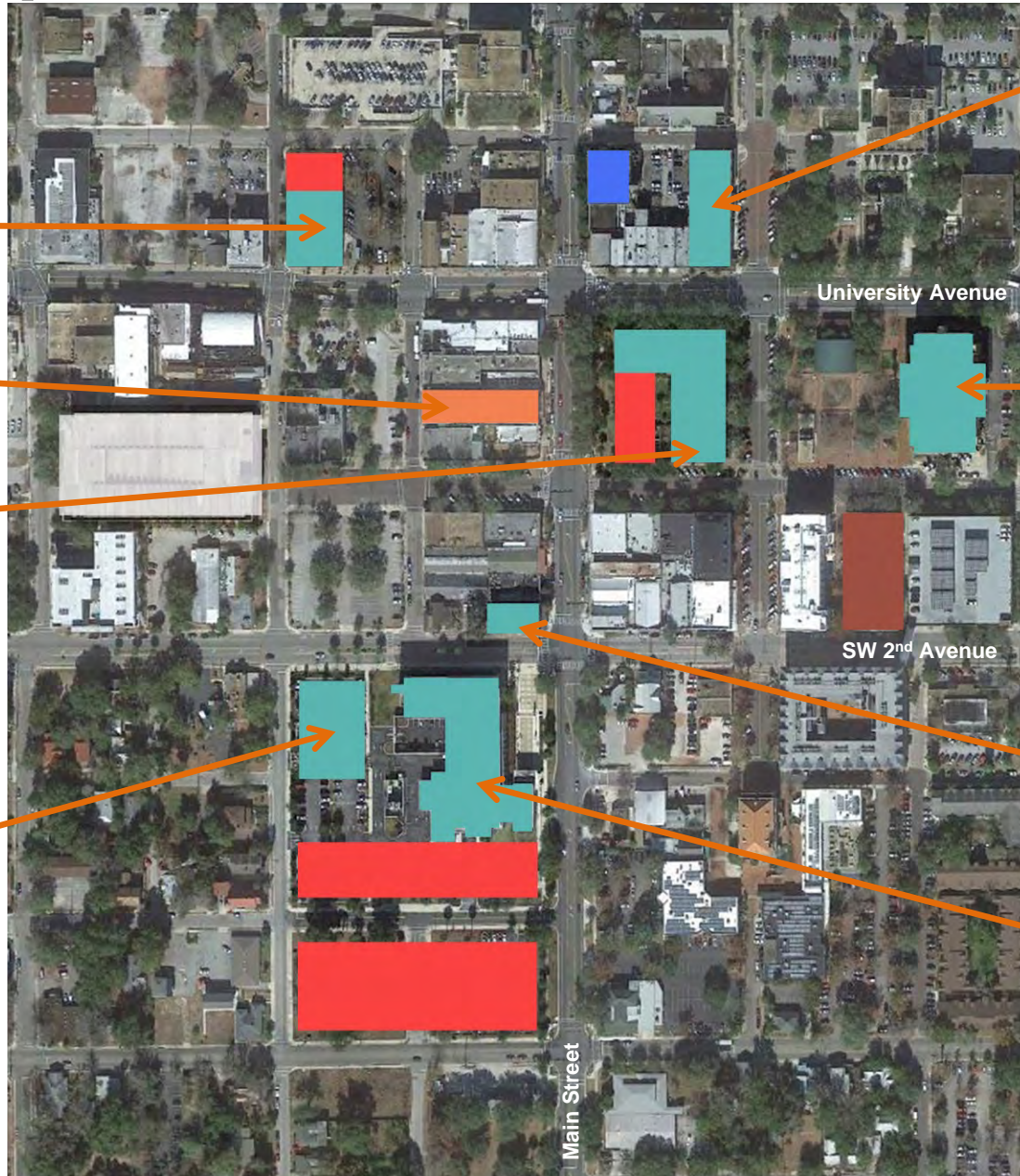
**National Bank Building:**  
**34,000 BGSF**  
 State Attorney

**Docs Building:**  
**4,380 LSF**  
 Guardian Ad Litem

**Administration Building:**  
**71,500 BGSF**  
 County Commission  
 County Manager  
 County Attorney  
 Tax Collector  
 Sheriff Civil Processing  
 PIO  
 EEO  
 OMB

**151 SW 2<sup>nd</sup> Avenue:**  
**22,000 BGSF**  
 Public Defender  
 PD - Depositions

- - Phase Activity
- - County Owned
- - Lease Space
- - Vacant
- - Sell Property

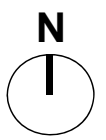


**Wilson Building:**  
**28,800 BGSF**  
 Court Service  
 Information Services  
 Convention Bureau

**Courthouse:**  
**101,000 BGSF**  
 Civil / Family  
 Clerk of Court

**Admin. Annex:**  
**11,000 BGSF**  
 Growth Management

**Courthouse:**  
**119,000 BGSF**  
 Criminal



# Existing Lease Space Summary:

Department	Lease Impact Summary						
	Location	Area	Monthly Rate	Annual Rate	Annual Operating Cost (1)	Total Budget Impact	Terms
Supervisor of Elections	Star Garage	9,500	\$12,286.55	\$147,438.60	\$12,072.30	\$159,510.90	amended lease term ends 5.31.15
Equal Opportunity Office (EEO)	Star Garage	1,636	\$2,163.41	\$25,960.92	\$2,020.00	\$27,980.92	amended lease term ends 5.31.15
Office of Management and Budget (OMB)	Star Garage	2,818	\$4,269.03	\$51,228.36	\$3,744.00	\$54,972.36	amended lease term ends 5.31.15
Public Defender Deposition	Star Garage	1,120	\$1,144.00	\$13,728.00	\$767.00	\$14,495.00	
<b>Subtotal Star Garage</b>		<b>15,074</b>	<b>\$19,862.99</b>	<b>\$238,355.88</b>	<b>\$18,603.30</b>	<b>\$256,959.18</b>	
Environmental Protection Department (EPD) (2)	Seagle Building	7,309	\$3,333.00	\$40,000.00	\$443.00	\$40,443.00	amt. paid by General Funds (see notes)
<b>Subtotal Lease Space Eliminated</b>		<b>22,383</b>	<b>23,196</b>	<b>278,356</b>	<b>19,046</b>	<b>297,402</b>	
Court Services Day Reporting and Drug Court	Empire Building	7,851	\$10,712.00	\$128,544.00	\$19,975.00	\$148,519.00	lease increase \$11,033 for 2015-2016
Guardian Ad Litem	DOCS Building	4,380	\$4,247.10	\$50,965.20	\$4,764.00	\$55,729.20	
<b>Subtotal Lease Space Remaining</b>		<b>12,231</b>	<b>\$14,959.10</b>	<b>\$179,509.20</b>	<b>\$24,739.00</b>	<b>\$204,248.20</b>	
<b>Total</b>		<b>34,614</b>	<b>\$38,155.09</b>	<b>\$457,865.08</b>	<b>\$43,785.30</b>	<b>\$501,650.38</b>	

Notes:

1. Cost includes Janitorial, Security, and Pest Control

2. Environmental Protection (EPD) Lease Funding:

General Funds	\$40,000.00	see above
MSTU	\$15,500.00	
SJWMD	\$7,500.00	
Contracts	\$37,000.00	
Annual Total	\$99,432.00	



**\$501,650.38 Annually**

# Budget Impact and Timeline: Scenario A

Period	Year 1 Budget Impact						Comments
	Department / Agency	Activity	Total Annual Savings	Renovation Cost (4)	One Time Cost (2)	Location	
May 2015 - June 2015	Supervisor of Elections	Lease	\$159,510.90	-	-	Star Garage	moved to 515 N. Main Street
Oct. 2015	County Manager	Renovation	-	\$88,280.00	\$1,000.00	Admin. Building	vacated Property Appraiser space - Second Floor
Oct. 2015	County Attorney	Renovation	-	\$142,040.00	\$1,000.00	Admin. Building	vacated Property Appraiser space - Second Floor
Oct. 2015	Sheriff Civil Processing	Renovation	-	\$96,300.00	\$500.00	Admin. Building	vacated Property Appraiser space - First Floor
Oct. 2015	Public Information Office (PIO)	Renovation	-	\$45,625.00	\$1,000.00	Admin. Building	vacated County Manager space - Second Floor
Oct. 2015	Equal Opportunity Office (EEO)	Lease	\$27,980.82	-	-	Star Garage	moved to Administration Building
Oct. 2015	Equal Opportunity Office (EEO)	Renovation	-	\$38,725.00	\$1,000.00	Admin. Building	vacated PIO space - First Floor
Oct. 2015	Office of Management and Budget (OMB)	Lease	\$54,972.36	-	-	Star Garage	moved to Administration Building
Oct. 2015	Office of Management and Budget (OMB)	Renovation	-	\$65,400.00	\$1,500.00	Admin. Building	vacated County Attorney space - Second Floor
Oct. 2015	Building Support	Renovation	-	\$0.00	\$0.00	Admin. Building	available PA space on 2nd Floor
Nov. 2015	Environmental Protection Department (EPD)	Lease	\$40,443.00	-	-	Seagle Bldg.	moved to SOE Warehouse
Nov. 2015	Environmental Protection Department (EPD)	Renovation (3)	-	\$504,000.00	\$8,500.00	Warehouse	vacated SOE Warehouse
Sept. 2016	Public Defender - Depositions	Lease	\$14,495.00	\$0.00	\$0.00	Star Garage	moved to 151 SW. 2nd Avenue
Sept. 2016 (1)	Public Defender	Sell	\$1,700,000.00	\$0.00	\$0.00	Main Street Legal	vacant - moved to 151 SW 2nd Avenue
<b>Total</b>			<b>\$1,997,402.08</b>	<b>\$980,370.00</b>	<b>\$14,500.00</b>		


  
**\$1,997,402**    **\$980,370**

Notes:

1. Based on BOCC approval
2. Cost includes Moving, FF&E, and Communications
3. Requirements for new fiber connection, mechanical system, and modifications to exterior envelope not included
4. Costs assume a "light" interior renovation

# Budget Impact and Timeline: Scenario B

Period	Year 1 Budget Impact						Comments
	Department / Agency	Activity	Total Annual Savings	Renovation Cost (4)	One Time Cost (2)	Location	
May 2015 - June 2015	Supervisor of Elections	Lease	\$159,510.90	-	-	Star Garage	moved to 515 N. Main Street
Oct. 2015	County Manager	Renovation	-	\$88,280.00	\$1,000.00	Admin. Building	vacated Property Appraiser space - Second Floor
Oct. 2015	County Attorney	Renovation	-	\$142,040.00	\$1,000.00	Admin. Building	vacated Property Appraiser space - Second Floor
Oct. 2015	Sheriff Civil Processing	Renovation	-	\$96,300.00	\$500.00	Admin. Building	vacated Property Appraiser space - First Floor
Oct. 2015	Public Information Office (PIO)	Renovation	-	\$54,750.00	\$1,000.00	Admin. Building	vacated County Manager space - Second Floor
Oct. 2015	Equal Opportunity Office (EEO)	Lease	\$27,980.82	-	-	Star Garage	moved to Administration Building
Oct. 2015	Equal Opportunity Office (EEO)	Renovation	-	\$46,470.00	\$1,000.00	Admin. Building	vacated PIO space - First Floor
Oct. 2015	Office of Management and Budget (OMB)	Lease	\$54,972.36	-	-	Star Garage	moved to Administration Building
Oct. 2015	Office of Management and Budget (OMB)	Renovation	-	\$78,480.00	\$1,500.00	Admin. Building	vacated County Attorney space - Second Floor
Oct. 2015	Building Support	Renovation	-	\$117,210.00	\$500.00	Admin. Building	available PA space on 2nd Floor
Nov. 2015	Environmental Protection Department (EPD)	Lease	\$40,443.00	-	-	Seagle Bldg.	moved to SOE Warehouse
Nov. 2015	Environmental Protection Department (EPD)	Renovation (3)	-	\$504,000.00	\$8,500.00	Warehouse	vacated SOE Warehouse
Sept. 2016	Public Defender - Depositions	Lease	\$14,495.00	\$0.00	\$0.00	Star Garage	moved to 151 SW. 2nd Avenue
Sept. 2016 (1)	Public Defender	Sell	\$1,700,000.00	\$0.00	\$0.00	Main Street Legal	vacant - moved to 151 SW 2nd Avenue
<b>Total</b>			<b>\$1,997,402.08</b>	<b>\$1,127,530.00</b>	<b>\$15,000.00</b>		


  
**\$1,997,402**    **\$1,127,530**

Notes:

1. Based on BOCC approval
2. Cost includes Moving, FF&E, and Communications
3. Requirements for new fiber connection, mechanical system, and modifications to exterior envelope not included
4. Costs assume a "light" interior renovation

# Simple Payback Analysis

## Scenario A:

### One Time Renovation Costs

\$980,370

### Annual Lease (Total)

\$278,356

### Operating Costs (Total)

\$19,046

$$\$980,370 / (\$278,356 + \$19,046) = \underline{\underline{3.3 \text{ YRS}}}$$

## Scenario A:

### One Time Renovation Costs

\$1,127,530

### Annual Lease (Total)

\$278,356

### Operating Costs (Total)

\$19,046

$$\$1,127,530 / (\$278,356 + \$19,046) = \underline{\underline{3.8 \text{ YRS}}}$$



# Master Plan: Summary

- 1. Supervisor of Elections and Property Appraiser Growth Accommodated at 515 N. Main Street.** (July 2015)
- 2. Public Defender to Operate from 151 SW 2<sup>nd</sup> Avenue.** (Sept. 2016)
- 3. Sell Main Street Legal Center /Old Public Defender Bldg.** (Advertise June 2015 – Released Sept. 2016)
- 4. Tax Collector Growth for Drivers License Functions on First Floor of Administration Building.**
- 5. Renovation of Administration Building for County Manager, County Attorney, Sheriff Civil, PIO, OMB, and EEO.**
- 6. State Attorney to Remain in County Owned Building.**
- 7. Growth Management to Remain in Existing Admin. Annex while Investigating Options to Offer Centralized Planning Functions.**
- 8. Star Garage and Seagle Building Leases Eliminated.** (PD Depositions vacate Sept. 2016)

# Master Plan: Implementation Strategies

- 1. Decision on Renovation of Administration Building**
  - First Floor – 7,881 SF Available
  - Second Floor – 9,665 SF Available
- 2. Relocation of Administration Building Space**
  - First Floor – EEO and Sheriff Civil Processing
  - Second Floor – County Manager, County Attorney, OMB and PIO
- 3. Renovate Supervisor of Elections Warehouse to House Environmental Protection Department (EPD) and Clerk of Court – Surplus Storage**
  - Approximately 9,100 SF Available
- 4. Fire Rescue Expands Operations in Vacated Space at MVI Building on 441.**
- 5. Update Departmental Space Needs Program and Budgets Per Phase of the Master Plan.**
- 6. Put the Main Street Legal Center/Public Defender Building on the Market to Sell.**

# **Recommendation:**

**The Alachua County Board of County Commissioners accept the revisions to the 2002 Downtown Space Needs Master Plan and provide staff with direction and adopt this current phase of the Master Plan as the Alachua County Downtown Comprehensive Strategic Space Needs Plan.**

# Alachua County Downtown Space Needs Master Plan Update

G a i n e s v i l l e , F l o r i d a



**Consolidation of Downtown County  
Facilities**