

# Review of County Departments, Building Locations and Current Needs

# Facilities Reviewed

- \* Historic Courthouse
- \* Judicial Center
- \* County Modular Unit
- \* Alderman Building
- \* Sheriff's Department
- \* Road Maintenance Complex
- \* Lottie Raulerson (Senior Services)
- \* Administrative Annex
- \* Health Department
- \* Parks and Recreation

# Historic Courthouse

- \* File Retention is currently held at the modular unit across the street for Administration. No other requirements.

# Judicial Center

- \* The Clerk's file retention and records occupy approximately 4,000 SF of the second floor. New files are being scanned as they are received and the older files are scanned as time allows.

# County Modular Unit

- \* The modular unit (4,032 SF) was purchased and installed in 2008 to temporarily house the Supervisor of Elections during the restoration of the Historic Courthouse. After the completion of the restoration, the SOE moved back into the Historic Courthouse and the modular unit was to be removed. Since that time the modular unit has served as storage for Administration files, Okee-Tantie files and Facility Maintenance tools and material.

# Alderman Building

- \* Occupied by the Property Appraiser and Tax Collector, the facility is 10,900 SF in size and was originally constructed in 1964. It served as the County Jail until 1986. When the current Jail was constructed the facility was renovated and has sustained the Constitutional Officers ever since. The offices are starting to exceed the remaining limited space due to the inefficient design and file retention.

# Sheriff's Department

- \* At this time consideration is being given to expand the kitchen area and provide new wastewater piping. The wastewater piping servicing the kitchen area is cast iron pipe and some connection locations have failed.

# Road Maintenance Complex

- \* Currently there are two projects proposed for the Road Department. The replacement of the office building and a canopy over the fuel system. The current office is a modular unit that has been used since the Office Building was damaged in the 2004-2005 hurricanes. Insurance reimbursement funds will partially pay for the replacement office building.
- \* The proposed office building will be designed as a two story building with the first floor used as office space and the second floor used as storage. The first floor will contain an area for a generator to support the office area and the fuel pumps.

# Road Maintenance Complex Continued

- \* A proposed pre-engineered metal canopy will be erected over the existing fuel tanks to provide protection from the weather and also extend over the east and west sides to provide coverage for personnel when fueling vehicles.

# Lottie Raulerson (Senior Services)

- \* The existing buildings were constructed at different times. The out building that is used for the storage of commodities was constructed in 1963 (50 years ago) and the dining and office areas were constructed in 1971 (42 years ago).
- \* Although the facility requires restoration, several issues should be taken into consideration to determine if it is feasible to restore the facility or consider other alternatives. The facility is positioned on less than a half (.488) acre with approximately 16

# Lottie Raulerson (Cont.)

- \* parking spaces to accommodate staff and the flow of 80 to 100 seniors five days per week. Currently, the land owner on the northwest corner of SW 11th Avenue and SW Park Street is allowing overflow parking for the seniors.
- \* Facility Evaluation – requires substantial building restoration and requires a solution for the parking deficiencies for both Senior Patrons & Staff.

# Administrative Annex

- \* The facility was constructed in 1986 (27 years) and is 22,500 square feet in which 11,250 SF on the north side is unimproved. Staff is currently moving forward as budgeted with improvements to the north side of the facility and in addition, convert the antiquated fire sprinkler and alarm system. Upon completion maintenance tools and materials will be relocated from the County Modular Unit.
- \* Originally, the fire sprinkler system was designed with a water holding tank and pumps because the existing utility authority system supplying the facility wasn't capable of providing the required water pressure or volume.

# Health Department

- \* The Health Department Facility was constructed in 1991 (22 years) and is 37,680 SF. Approximately 15,000 SF is occupied by Building & Permitting, Planning & Zoning, Housing/Ship, Code Enforcement, Solid Waste and CIP/Facility Maintenance and Development Services.
- \* The auditorium is not included in the square footage but is used by P&Z and B&P for the Construction Industry Licensing Board, Planning Board and Code Enforcement.

# Health Department

\* Current areas used by the following Departments:

* Bldg. & Perm, and Plan. & Zone.	5,120
* Lobby	1,200
* Map Room	600
* Restroom	490
* Code Enforcement	480
* Files Incl. Eng.	1,367
* Subtotal:	9,257
* Solid Waste	
* CIP/FM DS	2,200
* DCF Vacated Area	3,724
* <u>Total:</u>	15,181

# Parks and Recreation Office

- \* Office space has been contained in a modular unit (720 SF) since the demise of the Teen Town Facility in the 2004 – 2005 hurricanes. Storage is currently in three conex boxes (8' X 20') located adjacent to the office space and also throughout various locations within the Sports Complex.

# Summary

- \* Originally, the circumstances that generated the push to construct the Proposed Property Appraiser, Tax Collector and Driver's License Building were the needs for additional space required by other agencies. These include the Driver's License Agency, recently passed on to the County from the State, and Law Enforcement, which at that time was seeking alternatives for additional office space for Administration. Constructing the new building allowed staff to consider using the Alderman Building for office space to meet the Law Enforcement needs. The County entered into a contract with Chastain Skillman to design a facility for the PATCDL. Toward the end of the design phase staff was notified the additional office space for Law Enforcement was no longer required. At that time, staff began to consider other options for the use of the Alderman Building and in addition, other options for the Driver's License Agency if the new building wasn't constructed.

# Options for Driver's License Building

- \* **Do Not Provide a Driver's License Agency in Okeechobee County**
- \* **Lease an Existing Building**
- \* **Lease Current Location of Driver License Agency**
- \* **Relocate the Driver License Building to the HRS Facility**
- \* **Construct a Driver License Building**
- \* **Continue With the Construction of Proposed Building**

# Options for Driver's License Building

- \* **Do Not Provide a Driver's License Agency in Okeechobee County**
- \* Although the Board could disagree to accept the Driver's License Agency from the State, the consensus appears to be to provide the services to the people of Okeechobee County. In doing so the other options allow us to be conservative, yet it also allows us to consider the long range possibilities of building and department placement to improve service and efficiency.

# Options for Driver's License Building (Cont.)

- \* **Lease an Existing Building**
- \* **Lease Current Location of Driver's License Agency**
- \* The end result of leasing an existing building and investing in the reconfiguration of the facility to fit the agency's requirements and then adding the annual lease costs provides no asset for the County.
- \* Leasing the building at its current location is less of an investment, less efficient for the Tax Collector and the end result is still the same, no asset to the County.

# Options for Driver's License Building (Cont.)

- \* **Relocate the Driver's License Building to the HRS Facility**
- \* Relocating the agency to the HRS Facility will work but is it the most efficient move if you take into consideration other facilities and their current needs?

# Options for Driver's License Building (Cont.)

- \* **Construct A Driver's License Building**

- \* Construction of a stand-alone facility would be sufficient but not necessarily efficient. Design, engineering, location of the building and how will it fit into the overall long range plan? How does this building site now affect the property for future building sites?

# Options for Driver's License Building (Cont.)

- \* **Continue With the Construction of the Proposed Building**
- \* Continue with the construction of the proposed building. This cost is the largest investment for the County but if constructed, can affect other facilities. This allows Staff to take into account deficiencies at other facilities and determine how the construction of the proposed building could benefit them. With the construction of the proposed building the PATC would be relocated from their current building (Alderman Building) into the new building and the DL would also be relocated from their current location into the new building.

# Options for Driver's License Building (Cont.)

- \* The relocation of the PATC from the Alderman Building vacates approximately 10,900 SF (including support areas) of office space. During the EECBG Project the Alderman Building was on the list for improvements to the HVAC system. However, it was determined that the construction of mechanical rooms to house new air handler units and the replacement of the ductwork would disrupt the occupants. At that time, it was determined that it would be in everyone's best interest to wait until the building was vacated to perform the work.

# Options for Driver's License Building (Cont.)

- \* Building & Permitting and Planning & Zoning are located in the HRS Facility and occupy approximately 9,300 SF. Their services are interrelated with the Property Appraiser and Tax Collector and the goal was to relocate them to the same vicinity to improve accessibility for staff and public service. Currently, the west wing on the south half of the HRS Facility containing 3,600 SF is vacated. If B&P and P&Z are relocated to the Alderman Building there would be approximately 11,500 SF vacant that could be used for Senior Services and Parks & Recreation. Vehicular parking is more than adequate for each department at this location which is also the designated Special Needs Shelter.

# Options for Driver's License Building (Cont.)

- \* The Senior Services Facility consists of buildings constructed in 1963 and 1971 and has building and parking deficiencies. Originally, the buildings were used as a church and were later converted to accommodate Senior Services.
- \* If the choice is to vacate and relocate the facility, some costs could be recovered by selling the property.

# Options for Driver's License Building (Cont.)

- \* Constructing the proposed building and allowing other departments to relocate to the other facilities for improvement is not without a cost.

## **Costs to Consider:**

- \* Proposed PATCDL Building
- \* Alderman Building - renovation for B&P and P&Z
- \* HRS – renovation for Senior Services
- \* Department Relocation Costs

# Potential Timeline

- \* PATCDL Bidding Process and Contract Execution  
June 1, 2013 through August 31, 2013 90 Days
- \* PATCDL Construction 365 Days  
September 1, 2013 through September 2, 2014
- \* PATC Relocation Period 90 Days  
September 2, 2014 through December 1, 2014
- \* Alderman Building Renovation 180 Days  
December 2, 2014 through June 1, 2015

# Potential Timeline (Cont.)

- \* B&P and & P&Z Relocation 90 Days  
June 1, 2015 through August 31, 2015
- \* HRS Facility Renovation 90 Days  
September 1, 2015 through December 1, 2015
- \* Senior Services Relocation 90 Days  
December 1, 2015 through February 28, 2016