

**SEMINOLE COUNTY GOVERNMENT
AGENDA MEMORANDUM**

SUBJECT: Space Needs for Supervisor of Elections

DEPARTMENT: Administrative Services **DIVISION:** Support Services

AUTHORIZED BY: Jamie Croteau **CONTACT:** Meloney Lung **EXT.** 5256

Agenda Date <u>3/25/03</u> Regular <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Work Session <input type="checkbox"/> Briefing <input type="checkbox"/>
Public Hearing – 1:30 <input type="checkbox"/> Public Hearing – 7:00 <input type="checkbox"/>

MOTION/RECOMMENDATION: Staff is seeking direction on a space option for the Supervisor of Elections and authorization to negotiate, if applicable.

BACKGROUND:

At the 2/25/03 BCC meeting, Board directed staff to analyze short term and long term solutions for the Supervisor of Elections space requirements. Currently the Supervisor of Elections has 6,814sf of office space and 2,311sf of warehouse space.

The Board of County Commissioners can choose between the following short and long term options.

Options that meet both short term (April 2004) and long term need:

1. Enter into a long term lease agreement (20 Year) with Orlando Sanford Airport Authority for a 20,000sf office and warehouse building. This would allow for a custom floor plan and incorporate such features as a loading dock, contiguous warehouse space, and a location that is anticipated to last 20 years. Annual lease \$148,000.
2. Enter into short term lease agreement for 3rd floor at the Reflections Building. Space will be available in July 2003. Due to the location of this space the Supervisor of Elections will have difficulty loading trucks and possible weight load issues with the storage of equipment, ballots, and voter registration cards. Annual lease \$304,941 and renovation costs of approximately \$125,000.
3. Enter into lease agreements for additional 2,000-5,000sf for satellite office. Space is available at Wilshire Plaza and Oak Grove Shoppes where the Clerk of the Court and Tax Collector currently have satellite offices. Annual lease \$44,406-\$85,768 and renovation costs of \$40,000-\$100,000.

Reviewed by:
Co Atty: _____
DFS: _____
Other: _____
DCM: <u>KL</u>
CM: <u>KL</u>
File No. <u>RASSS01</u>

4. Purchase Page School which is a 20,500sf building located on Airport Blvd. and renovate as needed. This is a single story building which allows for greater ease of loading trucks and meeting early voting requirements however the design of the structure could cause renovation costs to be higher than the normal rates. Purchase price \$2,225,000 and approximate renovation cost of \$400,000. This option could cause budgetary difficulty.

Short term options (before April 2004):

1. Enter into short term lease agreement for additional 5,000sf of warehouse space which will allow for the Supervisor of Elections to relocate items that are currently being stored in the office space. This would free up approximately 1,000sf to be used as office space.
2. Enter into lease agreements for additional 2,000-5,000sf for satellite office. Space is available at Wilshire Plaza and Oak Grove Shoppes where the Clerk of the court and Tax Collector currently have satellite offices. Annual lease \$44,406-\$85,768 and renovation costs of \$40,000-\$100,000.

Long term options (after April 2004):

1. Enter into short term lease agreement for additional 5,000sf of warehouse space which will allow for the Supervisor of Elections to relocate items that are currently being stored in the office space. This would free up approximately 1,000sf to be used as office space. Additionally, the design and construction a new 120,000sf Development Services Building at Five Points would be required. Upon completion of the new building and renovation of the space currently housing the Planning Department (1st and 2nd floors, 21,810sf), the Supervisor of Elections could move into the space. This option could take three to five years for completion. Annual warehouse lease \$30,000, cost of new construction \$14,000,000-\$18,000,000, and renovation cost to Planning Department are expected to be minimal and in the \$200,000 range. Staff has not completed the feasibility study of the Development Service Building.
2. Enter into short term lease agreement for additional 5,000sf of warehouse space which will allow for the Supervisor of Elections to relocate items that are currently being stored in the office space. Upon completion of Criminal Justice Center and renovation to the 20,000sf State Attorney Building the Supervisor of Elections could move and occupy the entire building. This building will be vacant August 2004 and would take an estimated 12 months to renovate. There is no loading dock and the existing elevator may not be able to handle the expected movement of voting equipment/supplies. There is also a question of the buildings structural integrity and its ability to handle the storage load. Renovation costs \$1,870,000 and warehouse lease of \$30,000 annually.

Attached is a spreadsheet illustrating some of the lease space available in Sanford, Casselberry, and Altamonte Springs. Additionally, there is information related the purchase of structures in Sanford.

A table is attached showing the Supervisor of Elections current space, space requested and the county space standards.

The County Attorney's Office has researched expanding the geographical area of the County seat beyond the corporate limits of the municipality named as the County seat. Florida Statutes Section 138.12 authorizes such a change so long as at least two

public hearings are conducted with due public notice and a resolution is adopted by the Board of County Commissioners.

Staff is seeking direction on a space option for the Supervisor of Elections and authorization to negotiate, if applicable.

Options for Supervisor of Elections

Options that meet both short term (April 2004) and long term needs

Total Solution Options	5 year costs	10 year costs
Lease 20,000sf building from Orlando Airport Authority	\$741,000	\$1,551,418
Lease 3 rd floor (23,457sf) at Reflections Building	\$1,743,976	\$3,620,815
Lease satellite office - Wilshire Plaza	\$275,757	\$549,065
Oak Grove Shoppes	\$555,354	\$1,083,234
Purchase Page School and renovate	\$2,750,000	\$2,750,000

Short term options (April 2004)

Short Term Options	5 year costs	10 year costs
Lease additional 5,000sf warehouse space	\$159,274	\$343,918
Lease satellite office - Wilshire Plaza	\$275,757	\$549,065
Oak Grove Shoppes	\$555,354	\$1,083,234

Long term options (after April 2004)

Long Term Options	5 year costs	10 year costs
In conjunction with short term warehouse solution; renovate State Attorney Building when vacated	\$1,970,000	\$1,970,000
In conjunction with short term warehouse solution; construct new Development Services Building at Five Points; move Supervisor of Elections into CSB when vacated by Planning and Development	\$14,359,274 - \$18,359,274	\$14,359,274- \$18,359,274

Supervisor of Elections					
Requested vs. County Space Standards					
Area	Approximate Current	Requested	County Space Standard	#	Space By Standard
Lobby Area - Counter & Early Voting	247	1,000	1,000	1	1,000
Clerical Area (Voter Registration Ser)	2025	4,000	64	19	1,216
Supervisor of Elections Office	300	300	280	1	280
Asst. Supervisor of Elections	225	225	220	1	220
Exec. Asst. Office	150	150	120	1	120
Computer Manager Office	150	150	140	1	140
IS Asst. Office	150	150	120	1	120
Program Manager Office	150	150	140	1	140
Supervisor Office	150	150	120	1	120
Ballot Counting Room	300	300	300	1	300
Communication Room/Computer room	108	200	80	1	80
File Room	420	600	600	1	600
Conference Room	300	300	320	1	320
Break Room	300	300	200	1	200
Acuvote Room	See Bin Room	2,000	(see warehouse)		
Supply Room (Office Election Supplies)	24	150	150	1	150
Bin Room (Election Day Supplies)	330	2,000	(see warehouse)		
Warehouse (Election Day Equipment, Booths, Boxes, Signs, Dividers, etc.)	2311				
Warehouse (Archive, Voter Application, etc.)		5,000	4,622	1	5,000
Training Room/Recount (With Partitions)	864	1,500	1,200	1	1,200
Phone Bank Room - Ongoing and Election Day (With Partitions)		500	500	1	500
Mail Room		300	300	1	300
Vault Room for Ballot Storage		500	(see warehouse)		
SUB-TOTAL	8,504	19,925			12,006
Grossing Factor (25%)	800	4,981			3,002
TOTAL	9,304	24,906			15,008

Lease space available for warehouse, main office, satellite office

Warehouse/Office	Shopping Center	Address	Sq. Ft.	Rate	Annual Rate	Comments
Office		2491 S. Park Ave, Sanford	1,500	\$8.00	\$12,000	Does not include build out, utilities, services
Office		2499 S. Park Ave, Sanford	1,250	\$8.16	\$10,200	Does not include build out, utilities, services
Office	Market Square	1470 Semoran Blvd, Casselberry	1,470	\$12.00	\$17,640	Does not include: build out, utilities, services
Office	Market Square	1454-1456 Semoran Blvd	2,000	\$12.00	\$24,000	Does not include: build out, utilities, services
Office	Village Marketplace	SW corner of Lake Mary Bld. and Hw 17-92	1,500	\$12.00	\$18,000	Does not include: build out, utilities, services
Office	Sanford Town Square	Suite 1516	4,000	\$13.00	\$52,000	Minimum 5 year lease Does not include: build out, utilities, services
Office	Sanford Town Square	Suite 1526	1,320	\$15.00	\$19,800	Minimum 5 year lease Does not include: build out, utilities, services
Office	Sanford Town Square	Suite 1564	990	\$15.00	\$14,850	Minimum 5 year lease Does not include: build out, utilities, services
Office		17-92 near Casselberry K-mart	2,070	\$13.00	\$26,910	Would allow \$5.00 psf for build out, does not include utilities or services

Warehouse/Office	Shopping Center	Address	Sq. Ft.	Rate	Annual Rate	Comments
Office	St. Paul Executive Center	1389 E. Semoran Blvd, Casselberry	700 - 8,800	\$15.75	\$11,025-\$138,600	Full Service, building under renovation
Office		2298 W. Airport Blvd.	1,750	\$10.00	\$17,500	Does not include build out, utilities, services
Office	Longwood Center	260 E. SR 434, Winter Springs	1,450	\$12.00	\$17,400	Does not include build out, utilities, services
Office		684 S. Hwy 17-92, Longwood	2,700	\$10.80	\$29,160	Term 3 -5 years, Does not include build out, utilities, services
Office	Casselberry Oaks	101 Sunnytown Road, Casselberry	2,150	\$14.00	\$30,100	Full service, Does not include build out
Office		2911 Lakeview Drive, Casselberry	1,500	\$12.00	\$18,000	Does not include build out
Office	Fern Park K-Mart Plaza	6865 Hwy 17-92, Fern Park	800	\$11.80	\$9,440	\$2.00 build out, does not include utilities, services
Office	Casselberry Plaza	181 Oxford Road	1,250	\$10.00	\$12,500	Does not include build out, utilities, services
Office	Casselberry Plaza	181 Oxford Road	2,200	\$10.00	\$22,000	Does not include build out, utilities, services
Office	Casselberry Plaza	181 Oxford Road	4,200	\$10.00	\$42,000	Does not include build out, utilities, services
Office	Casselberry Plaza	181 Oxford Road	6,000	\$10.00	\$60,000	Does not include build out, utilities, services
Office		450 W. Central Parkway, Altamonte Springs	2,000-7,000	\$21.50	\$43,000-\$150,500	Modified Gross
Office		1350 & 1370 Tropic Park Drive	1,500	\$9.92	\$14,880	Does include water and trash
						Does not include build out, remaining utilities and services

Warehouse/Office	Shopping Center	Address	Sq. Ft.	Rate	Annual Rate	Comments
Office		1290 Tropic Park Drive	700	\$9.77	\$6,839	Does include water and trash Does not include build out, remaining utilities and services
Office		Willshire Plaza	4,046	\$11.00	\$44,406	Does not include buildout, electricity and services
Office		995 N State Road 434	2,923	\$16.65	\$48,668	Does not include buildout, utilities, services
Office	Oak Grove Shoppes	995 N. State Road 434	2,228	\$16.65	\$37,100	Does not include buildout, utilities, services
Office		Hwy17-92/Sanford Ave.	17,600	\$7.00	\$123,200	Does not include buildout, utilities, services
Office		25 th St/Airport Blvd	2,000-	\$10.00	\$20,000-	Does not include buildout, electricity, services
Office	Reflections		23,450	\$13.00	\$304,850	Does not include buildout
Office	Cyber High School	Hwy 46A/417	20,000	\$9.00	\$180,000	Does not include buildout, electricity, services
Office	Cyber High School	Hwy46A/417	20,000	\$90.00	*1,800,000	Purchase – Renovations required
Office	Page School	650 E. Airport Blvd, Sanford	20,500	\$108.00	*\$2,225,000	Purchase – Renovations required
Warehouse		1290 Tropic Park Drive	700	\$9.77	\$6,839	Warehouse is adjacent to above space
Warehouse	Security Warehouse	2499 Old Lake Mary Road, Suite 104	1,250	\$7.00	\$8,700	
Warehouse		1687 Timocuan Way	11,750	\$4.25	\$49,938	