

**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>4/08/03</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 3/25/03 BCC meeting, Board directed staff to compare two possible lease locations, Reflections at Hidden Lake and Sanford Airport. Attached are two spreadsheets comparing the locations. The first spreadsheet shows the cost of a 15,000sf site at both locations for both five and ten year lease terms. The second shows the cost of a 20,000sf site for the same terms. When comparing the two locations for a ten year term, the Sanford Airport offers a more cost effective site for both a 15,000sf and 20,000sf building; \$281,453 and \$532,270 savings over Reflections respectively. However, the Sanford Airport does not offer a five year term and the Reflections at Hidden Lake does. The lease cost is to be paid from the General Fund.

The Supervisor of Elections has had the opportunity to visit both locations.

Additionally, the following are possible advantages/disadvantages for both locations:

Sanford Airport Advantages:

1. Contiguous office/warehouse space
2. Ground level facility
3. Designed/built to Supervisor of Elections space needs
4. Loading dock
5. 10 year savings of \$532,270 over Reflections
6. Space available by April 2004

Sanford Airport Disadvantages:

1. Long term lease (10 years)
2. Location

Reviewed by:
Co Atty: _____
DFS: _____
Other: _____
DCM: _____
CM: <u>[Signature]</u>
File No. <u>RASS01</u>

Reflections Advantages:

1. Short term lease (5 years)
2. Space available by April 2004
3. Landlord to pay \$125,000 for tenant improvements
4. Reduction of Public Works & Environmental lease rate by \$1.00sf (savings of approximately \$37,650 annually)
5. Full service lease with five days a week janitorial services

Reflections Disadvantages:

1. No contiguous office/warehouse space
2. 3rd floor space
3. Elevators may not be large enough to handle five foot gondolas
4. No loading dock
5. Lack of visibility

Staff is seeking direction on a space option and authorization to negotiate, if applicable.

SUPERVISOR OF ELECTIONS

	Reflections				Sanford Airport			
	15,000		15,000		15,000		15,000	
Square Footage	15,000		15,000		15,000		15,000	
Term	5 Years		10 Years		5 Years		10 Years	
Rate per Sq Ft								
<i>Rate Paid by County</i>	\$ 10.70		\$ 10.70		N/A		\$ 9.77	
<u>Comprising:</u>								
Base Rent	\$ 10.70		\$ 10.70				\$ 8.17	
<i>Estimated County Paid Expenses</i>	None		None				\$ 1.60	
<i>Effective Rate Paid by County</i>	\$ 10.70		\$ 10.70		N/A		\$ 9.77	
	Rate	Annual Rent	Rate	Annual Rent		Rate	Annual Rent	
<i>Annual Rate Increase</i>	3%		3%			3%	<small>(see Note 1 below)</small>	
Year 1	10.70	\$ 160,500	10.70	\$ 160,500		9.77	\$ 146,550	
Year 2	11.02	\$ 165,315	11.02	\$ 165,315		9.82	\$ 147,300	
Year 3	11.35	\$ 170,274	11.35	\$ 170,274		9.87	\$ 148,050	
Year 4	11.69	\$ 175,383	11.69	\$ 175,383		9.92	\$ 148,800	
Year 5	12.04	\$ 180,644	12.04	\$ 180,644		9.97	\$ 149,550	
Year 6			12.40	\$ 186,063		10.27	\$ 154,050	
Year 7			12.78	\$ 191,645		10.58	\$ 158,700	
Year 8			13.16	\$ 197,395		10.90	\$ 163,500	
Year 9			13.55	\$ 203,317		11.23	\$ 168,450	
Year 10			13.96	\$ 209,416		11.57	\$ 173,550	
TOTAL		\$ 852,116		\$ 1,839,953		N/A	\$ 1,558,500	

Note 1: Rate increase for yrs 1-5 is on the county paid expenses only. Rate increase for yrs 6-10 is on the combined base rate and county paid expenses.

SUPERVISOR OF ELECTIONS

	Reflections				Sanford Airport			
	20,000		20,000		20,000		20,000	
Square Footage	20,000		20,000		20,000		20,000	
Term	5 Years		10 Years		5 Years		10 Years	
Rate per Sq Ft								
Rate Paid by County	\$ 10.70		\$ 10.70		N/A		\$ 9.01	
Comprising:								
Base Rent	\$ 10.70		\$ 10.70				\$ 7.41	
Estimated County Paid Expenses	None		None				\$ 1.60	
Effective Rate Paid by County	\$ 10.70		\$ 10.70		N/A		\$ 9.01	
	Rate	Annual Rent	Rate	Annual Rent	Rate	Annual Rent	Rate	Annual Rent
Annual Rate Increase	3%		3%		3%	(see Note 1 below)	3%	
Year 1	10.70	\$ 214,000	10.70	\$ 214,000	9.01	\$ 180,200	9.01	\$ 180,200
Year 2	11.02	\$ 220,420	11.02	\$ 220,420	9.06	\$ 181,200	9.06	\$ 181,200
Year 3	11.35	\$ 227,033	11.35	\$ 227,033	9.11	\$ 182,200	9.11	\$ 182,200
Year 4	11.69	\$ 233,844	11.69	\$ 233,844	9.16	\$ 183,200	9.16	\$ 183,200
Year 5	12.04	\$ 240,859	12.04	\$ 240,859	9.21	\$ 184,200	9.21	\$ 184,200
Year 6			12.40	\$ 248,085	9.49	\$ 189,800	9.49	\$ 189,800
Year 7			12.78	\$ 255,527	9.77	\$ 195,400	9.77	\$ 195,400
Year 8			13.16	\$ 263,193	10.06	\$ 201,200	10.06	\$ 201,200
Year 9			13.55	\$ 271,089	10.36	\$ 207,200	10.36	\$ 207,200
Year 10			13.96	\$ 279,221	10.67	\$ 213,400	10.67	\$ 213,400
TOTAL		\$ 1,136,155		\$ 2,453,270	N/A			\$ 1,918,000

Note 1: Rate increase for yrs 1-5 is on the county paid expenses only. Rate increase for yrs 6-10 is on the combined base rate and county paid expenses.