



Charlotte County Purchasing Division
18500 Murdock Circle, Suite 344
Port Charlotte, Florida 33948-1094

Phone 941.743.1378

NOTICE OF AVAILABILITY

REQUEST FOR PROPOSALS
CHARLOTTE COUNTY, FLORIDA

The County of Charlotte will be receiving sealed proposals at the Purchasing Division, Suite 344, Charlotte County Administration Center, 18500 Murdock Circle, Port Charlotte, FL 33948-1094, for:

RFP NO. 20250217
CHARLOTTE COUNTY STRATEGIC MASTER SPACE PLAN

Charlotte County is seeking proposals from qualified and interested consulting firms or individuals to provide professional architectural programming master space planning services for the purpose of developing a Comprehensive Public Strategic Master Space Plan for Charlotte County.

PRE-SUBMITTAL CONFERENCE: 2:00 p.m. (EST), JANUARY 30, 2025
PURCHASING DIVISION CONFERENCE ROOM

PROPOSAL DUE DATE: 3:00 p.m. (EST), FEBRUARY 13, 2025
PURCHASING DIVISION CONFERENCE ROOM

Proposal Documents may be obtained by accessing the Charlotte County Purchasing Division's website at <https://purchasingbids.charlottecountyfl.gov> under "Purchasing Bids Online", document number 252172. Any questions can be answered by contacting Kim Chamberlain, Senior Contract Specialist at 941.743.1527, or email: kimberly.chamberlain@charlottecountyfl.gov.

ELECTRONIC BID SUBMISSIONS: All submittals for this project shall be submitted electronically. Please visit <http://bit.ly/3TYAyKa> and follow given instructions.

Notice of Availability
Posted: 1/13/2025



Charlotte County Purchasing Division
18500 Murdock Circle, Suite 344
Port Charlotte, Florida 33948-1094

Phone 941.743.1378

Fax 941.743.1384

STATEMENT OF NO SUBMITTAL

If you **do not** intend to submit on this commodity/service, please return this form to the above address immediately. If this statement is not completed and returned, your company may be deleted from the Charlotte County Vendors' list for this commodity/service.

We, the undersigned, have declined to submit on requested commodity/service **RFP #20250217, CHARLOTTE COUNTY STRATEGIC MASTER SPACE PLAN**, for the following reason(s):

_____ Specifications too "tight", i.e. geared toward one brand or manufacturer only (explain below).

_____ Insufficient time to respond to the Request for Proposal.

_____ We do not offer this product or service.

_____ Our schedule would not permit us to perform.

_____ Unable to meet bond/insurance requirements.

_____ Unable to meet specifications.

_____ Specifications are unclear (explain below).

_____ Remove us from your vendors' list for this commodity/service.

_____ Other (specify below).

Remarks: _____

Company Name: _____

Contact Person (typed or printed): _____

Contact Person Signature: _____

Phone: _____ Fax: _____

E-Mail Address: _____

Note: Statement of No Submittal may be emailed to kimberly.chamberlain@charlottecountyfl.gov

TABLE OF CONTENTS
CHARLOTTE COUNTY STRATEGIC MASTER SPACE PLAN
RFP NO. 20250217

NOTICE OF AVAILABILITY	1
"NO SUBMITTAL" RESPONSE PAGE	2
TABLE OF CONTENTS	3
PART I - GENERAL INSTRUCTIONS	4 - 8
PART II - SCOPE OF SERVICES	9 - 12
PART III - PROPOSAL FORMAT & CRITERIA FOR AWARD	13 - 16
PART IV - SUBMITTAL FORMS	17 – 20

ATTACHMENTS

2019 CHARLOTTE COUNTY MASTER SPACE PLAN – (300 pages)

**REQUEST FOR PROPOSAL
CHARLOTTE COUNTY STRATEGIC MASTER SPACE PLAN
RFP 20250217**

PART I - INSTRUCTIONS

RP-01 INTENT:

A. It is the intent of the County to select a firm who clearly demonstrates the highest level of ability and proven reliability to perform the professional services specified in the Scope of Services. Brief summaries applicable to the required work should be included with the proposal.

B. **Time and Date Due** - Charlotte County will accept proposals from individuals, corporations, partnerships, and other legal entities authorized to conduct business in the State of Florida until **3:00 p.m., FEBRUARY 13, 2025.**

RP-02 CONTRACT AWARDS: The County anticipates entering into a contract with one (1) firm who submit the proposal judged to be most advantageous to the County. The selected firm shall be required to sign a formal agreement in the standard form currently used by Charlotte County for professional services.

The proposer understands that this RFP does not constitute an agreement or a contract with the proposer. A proposal is not binding until proposals are reviewed and accepted by the Board of County Commissioners and a contract is executed by both parties.

RP-03 DEVELOPMENT COSTS: The County shall not be liable for any expense incurred in connection with preparation of a response to this Request for Proposal (RFP). Proposers should prepare a straightforward and concise description of the proposers' ability to meet the requirements of the RFP.

RP-04 INQUIRIES: The County will not respond to oral inquiries. Proposers may submit written or emailed inquiries regarding this RFP to Purchasing, 18500 Murdock Circle, Suite 344, Port Charlotte, Florida 33948 or kimberly.chamberlain@charlottecountyfl.gov. The County will respond to written or emailed inquiries received at least five (5) calendar days prior to the RFP due date.

The County will record its responses to inquiries and any supplemental instructions in the form of written addenda. It shall be the responsibility of the proposer, prior to submitting their proposals, to view the website <https://purchasingbids.charlottecountyfl.gov> to determine if addenda were issued, acknowledging and incorporating them into their proposal.

RP-05 PROPOSAL SUBMISSION AND WITHDRAWAL: The County will receive proposals electronically. Please visit <http://bit.ly/3TYAyKa> and follow given instructions.

Proposals received after the established deadline will not be opened. Proposers may withdraw their proposal by notifying the County in writing at any time prior to the due date. Proposals not so withdrawn shall, upon opening, constitute an irrevocable offer for a period of 120 days to provide Charlotte County the services set forth in these specifications until one of the proposals has been accepted by the Board of County Commissioners. Upon opening, proposals become "public records" and shall be subject to public disclosure in accordance with Chapter 119, Florida Statutes.

RP-06 PROPOSAL RESTRICTIONS:

A. In order to control the cost of preparation, submittals should be limited to a maximum of 50 pages, one-sided, excluding cover letter, index, dividers, resumes, and the required forms.

B. In accordance with Ordinance #96-002, the manufacture, use, display or other employment of any facsimile or reproduction of the Charlotte County Seal, without the express, prior, written approval of the Board of County Commissioners of Charlotte County, Florida, is hereby declared to be unlawful and punishable as a Second-Degree Misdemeanor as provided in Section 165.043, Florida Statutes.

RP-07 DRUG FREE WORKPLACE: Charlotte County is a Drug Free Workplace. It is strongly suggested that the attached Drug Free Workplace Form be signed and returned to this office with the proposal.

RP-08 PUBLIC ENTITY CRIMES STATEMENT: In accordance with Florida Statutes Sec. 287.133(2)(a), "A person or affiliate

who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods/services to a public entity, may not submit a bid on a contract with a public entity for construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a Contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for Category Two, for a period of 36 months from the date of being placed on the convicted vendor list".

RP-09 CANCELLATION/TERMINATION: The County shall have the right to unilaterally cancel, terminate or suspend this Contract, in whole or in part, by providing the successful proposer thirty (30) days written notice by certified mail.

It is expressly understood by the County and the Contractor that funding for any successive fiscal years is contingent upon appropriation of monies by the Board of County Commissioners. In the event funds are not available or not appropriated, the County reserves the right to terminate the Contract and/or individual leases. The County will be responsible for any outstanding invoices prior to the termination.

RP-10 RESERVED RIGHTS: The County reserves the right to accept or reject any and/or all proposals, to waive irregularities and technicalities, and to request resubmission. Any sole response received the first submission date may or may not be rejected by the County, depending on available competition and timely needs of the County. The County shall be the sole judge of the proposal and the resulting agreement that is in its best interest, and its decision shall be final.

The County reserves the right to accept or reject any or any part of the submissions, if it is deemed in the best interest of the County. The County, in its sole discretion, may expand the scope of work to include additional requirements. The County reserves the right to investigate as it deems necessary to determine the ability of any firm to perform the work or services requested. The firms, upon request shall provide information the County deems necessary in order to make a determination.

RP-11 EQUAL EMPLOYMENT OPPORTUNITY CLAUSE: Charlotte County, Florida, in accordance with the provisions of Title VII of The Civil Rights Act of 1964 (78 Stat. 252) and the Regulations of the Department of Commerce (15 CFR, Part 8) issued pursuant to such Act, hereby notifies all firms it will affirmatively ensure in any contract entered into pursuant to this advertisement, women-owned and minority business enterprises (collectively MBEs) will be afforded full opportunity to submit proposals in response to this advertisement and will not be discriminated against on the grounds of gender, race, color or national origin in consideration for an award. The County will consider the firm's status as an MBE or a certified MBE, and the status of any sub-contractors or sub-consultants proposed to be utilized by the firm, within the evaluation process. Interested MBEs and certified MBEs are encouraged to respond.

All firms are hereby notified that the successful firms must and shall comply with the Civil Rights Act of 1964, the Age Discrimination in Employment Act, the Rehabilitation Act of 1973, the Americans with Disabilities Act and the Florida Civil Rights Act, all as amended. Specifically, firms agree that:

No person shall, on the grounds of race, color, sex, religion, age, disability, national origin or marital status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program, activity or service funded through this Contract.

- Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, disability, national origin or marital status. Contractor agrees to post in a conspicuous place, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
- Contractor will, in all solicitations or advertisements regarding program activities, services provided or applications for employment, state that all qualified applicants will receive consideration for services or employment without regard to race, color, religion, sex, age, disability, national origin or marital status.
- County may require Contractor to submit reports as may be necessary to indicate non-discrimination. County officials will be permitted access to Contractor's books, records, accounts and other sources of information and its facilities as may be pertinent to ascertain compliance with non-discrimination laws.

It is expressly understood that County shall have the right to terminate this Contract upon receipt of evidence of discrimination.

RP-12 PAYMENT: Request for payment must be submitted to Charlotte County Purchasing on a form approved by the County in accordance with contract documents. Price shall be net and all invoices payable according to the Local Government Prompt Payment Act (F.S.218.74).

RP-13 PERFORMANCE EVALUATION: At the end of the Contract, the receiving department will evaluate the successful proposers' performance. This evaluation will become public record.

RP-14 INSURANCE REQUIREMENTS: Contractor and subcontractors shall procure and maintain until all of their obligations have been discharged, including any warranty periods under this Contract are satisfied, insurance against claims for injury to

persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors.

The insurance requirements herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. The County in no way warrants that the minimum limits contained herein are sufficient to protect the Contractor from liabilities that might arise out of the performance of the work under this Contract by the Contractor, his agents, representatives, employees, or subcontractors. Contractor is free to purchase such additional insurance as may be determined necessary.

A. **MINIMUM SCOPE AND LIMITS OF INSURANCE** - Contractor shall provide coverage with limits of liability not less than those stated below. An excess liability policy or umbrella liability policy may be used to meet the minimum liability requirements provided that the coverage is written on a "following form" basis.

1. **Commercial General Liability – Occurrence Form (CG 00 01)**

Policy shall include bodily injury, property damage, broad form contractual liability and Explosion, Collapse and Underground (XCU) coverage.

- General Aggregate \$2,000,000
- Each Occurrence \$1,000,000

a. The policy shall be endorsed to include the following additional insured language: "Charlotte County a political subdivision of the state of Florida and its officers, employees, agents and volunteers" shall be named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the Contractor.

b. Contractor's subcontractors shall be subject to the same minimum requirements identified above.

c. Policy shall be endorsed for a waiver of subrogation against the Charlotte County.

2. **Automobile Liability**

Bodily injury and property damage for any owned, hired, and non-owned vehicles used in the performance of this Contract. Automobile liability must be written on a standard ISO form (CA 00 01) covering any auto (Code 1), or if Contractor has no owned autos, hired (Code 8) and non-owned (Code 9) autos.

Combined Single Limit (CSL) \$1,000,000

a. The policy shall be endorsed to include the following additional insured language: "Charlotte County a political subdivision of the state of Florida and its officers, employees, agents and volunteers" shall be named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the Contractor, including automobiles owned, leased, hired or borrowed by the Contractor".

b. Contractor's sub-contractors shall be subject to the same minimum requirements identified in this section.

c. Policy shall contain a waiver of subrogation against the Charlotte County.

3. **Worker's Compensation and Employers' Liability**

Workers' Compensation Statutory

Employers' Liability

Each Accident, bodily injury or disease \$1,000,000

a. Policy shall contain a waiver of subrogation against the Charlotte County.

b. Contractor's sub-contractors shall be subject to the same minimum requirements identified in this section.

c. If the contractor has no employees the contractor must submit to the County the Workers Compensation Exemption from the State of Florida.

4. **Professional Liability (Errors and Omissions Liability) for Prime Contractors**

a. Estimated Projection Construction Cost up to **\$9,999,999**

Each Claim \$1,000,000

Annual Aggregate \$2,000,000

b. Estimated Projection Construction Cost from **\$10,000,000 to \$19,999,999**

Each Claim \$2,000,000

Annual Aggregate \$2,000,000

c. Estimated Projection Construction Cost from **\$20,000,000 to \$40,000,000**

Each Claim \$3,000,000

Annual Aggregate \$3,000,000

- d. In the event that any professional liability insurance required by this Contract is written on a claims-made basis, Contractor warrants that any retroactive date under the policy shall precede the effective date of this Contract; and that either continuous coverage will be maintained, or an extended discovery period will be exercised for a period of five (5) years beginning at the time work under this Contract is completed.
- e. Policy shall contain a waiver of subrogation against Charlotte County.

5. Professional Liability (Errors and Omissions Liability) for Subcontractors

In addition to the insurance requirements for the Contractor, the contractor's registered sub-contractors (including structural, civil, mechanical, plumbing, electrical engineering, landscape architecture, survey, geotechnical and materials testing) are required to carry Professional Liability insurance at the same levels and conditions as the Contractor.

Additional Insured – All policies, **except** for the Workers Compensation and Professional Liability shall contain endorsements naming the County its officers, employees, agents and volunteers as additional insured with respect to liabilities arising out of the performance of services contained herein. The additional insured endorsements shall not limit the scope of coverage for the County to vicarious liability but shall allow coverage for the County to full extent provided by the policy, even if those limits exceed those required by this contract. Such additional insured coverage shall be at least as broad as Additional Insured (Form B) endorsement form ISO, CG 20 10 11 85 or both CG 20 10 and CG 20 37 if later revisions used.

Waiver of Subrogation Rights – The Contractor shall require the carriers of required coverages to waive all rights of subrogation against the County, its officers, employees, agents and volunteers. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation. All general or auto liability insurance coverage provided shall not prohibit the Contractor and Contractor's employees or agents from waiving the right of subrogation prior to a loss or claim. The Contractor hereby waives all rights of subrogation against the County.

Policies Primary and Non-Contributory – For any claims related to this contract, the Contractor's insurance coverage shall be primary insurance as respects the County, its officers, employees, agents and volunteers. Any insurance or self-insurance maintained by the County, its officers, employees, agents or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

Severability of Interests – The Contractor agrees to ensure that coverage provided to meet these requirements is applicable separately to each insured and there will be no cross liability exclusions that preclude coverage for suits between the Contractor and the County or between the County and any other insured or additional insured under the policy.

Proof of Coverage - Prior to the commencement of performance of services the Contractor shall furnish to the County Purchasing Division Certificates of Insurance and amendatory endorsements or copies of the applicable policy language effecting coverage required. These certificates shall provide that such insurance shall not be terminated or expire without notice thereof in accordance with the policy provisions and Contractor shall maintain such insurance from the time the Contractor commences performance of services until completion of such services. Within seven (7) calendar days of notice of award, the Contractor shall furnish a copy of the Declaration page and required endorsements for all applicable policies and will provide complete certified copies of the policies and endorsements immediately upon request.

Acceptability of insurance carrier – Unless otherwise approved by Risk Management, Insurance shall be written by insurers authorized to do business in the State of Florida and with a minimum Best Insurance Guide rating of "A:VII".

Deductibles and Self-Insured Retention – Any and all deductibles or self-insured retentions in excess of \$10,000 shall be declared to and approved by Risk Management. The County may require the Contractor to purchase coverage with a lower deductible or retention or provide proof of ability to pay losses and related investigations, claim administration and defense expenses within the deductible or retention.

Failure to Procure Coverage – In the event that any policy of insurance required under this contract does not comply with the requirements, is not procured or is cancelled and not replaced, the County has the right but not the obligation or duty to terminate the contract or obtain insurance if it deems necessary and any premiums paid by the County will be promptly reimbursed by the Contractor or County payments to the Contractor will be reduced to pay for County purchased insurance.

Insurance Review – Insurance requirements are subject to periodic review by the County. The Risk Manager or designee is authorized, but not required, to reduce, waive, or suspend any insurance requirements whenever Risk Management determines that any of the required insurance is not available, is unreasonably priced or is not needed to protect the interests of the County. In addition, if Risk Management determines that heretofore, unreasonably or unavailable types of insurance coverage or coverage limits become reasonably priced or available, the Risk Manager or designee is authorized, but not required, to change the above insurance requirements to require additional types of insurance coverage or higher coverage limits, provided that

any such change is reasonable in light of past claims against the County, inflation, or any other item reasonably related to the County's risk. Any change requiring additional types of insurance coverage or higher coverage limits must be made by amendment to this contract. Contractor agrees to execute any such amendment within thirty (30) days of receipt.

Any failure, actual, or alleged, on part of the County to monitor or enforce compliance with any of the insurance and indemnification requirements will not be deemed as a waiver of any rights on the part to the County.

RP-15 UNAUTHORIZED ALIEN WORKERS: Charlotte County will not intentionally award publicly funded contracts to any contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324a [Section 274A of the Immigration and Nationality Act ("INA")]. The County shall consider employment by any Contractor of unauthorized aliens a violation of Section 274A of the INA. Such violation by the Contractor of the employment provisions contained in Section 274A of the INA shall be grounds for termination of this Agreement by the County. In addition, pursuant to Section 448.095 of the Florida Statutes, all persons or firms entering into contracts with Charlotte County are required to register with, and use, the E-Verify system of the U.S. Department of Homeland Security to electronically verify the employment eligibility of all newly hired employees. The County may terminate this Agreement for failure on the part of the Contractor to use E-Verify. Contract termination for failure to use E-Verify is not considered a breach of contract pursuant to s. 448.095(2)(c)3, *Fla. Stat.*

RP-16 EMPLOYEE BACKGROUND CHECK: If an owner, except a stockholder in a publicly traded corporation, or an employee of the Contractor has been convicted of any offenses requiring registration as a sexual offender or sexual predator, regardless of the location of conviction, the Contractor shall ensure that the offender's or predator's work on the project is consistent with the terms of his probation and registry requirements.

RP-17 PUBLIC RECORDS CLAUSE TO CONTRACTORS "ACTING ON BEHALF OF THE COUNTY": Pursuant to Section 119.0701 of the Florida Statutes, Contractors acting on behalf of the County must comply with the public records laws, specifically: a) keep and maintain public records required by the County to perform the contracted services; b) upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 of the Florida Statutes or as otherwise provided by law; c) ensure that public records that are exempt or confidential from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract; and d) upon completion of the contract, keep and maintain all public records required by the County to perform the service, and meet all applicable requirements for retaining public records.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO RETAIN AND PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE COUNTY'S CUSTODIAN OF PUBLIC RECORDS AT (941) 743-1441, E-MAIL TO RECORDS@CHARLOTTECOUNTYFL.GOV, 18500 MURDOCK CIRCLE, BLDG. B, Suite 109, PORT CHARLOTTE, FLORIDA 33948.

RP-18 SOCIAL, POLITICAL, OR IDEOLOGICAL INTERESTS: Charlotte County will not request documentation of, or consider a vendor's social, political, or ideological interests when determining if the vendor is a responsible vendor. Charlotte County does not give preference to vendors based on social, political, or ideological interests.

END OF PART I

PART II SCOPE OF SERVICES

RP-20 PROJECT DESCRIPTION: Charlotte County is seeking proposals from qualified and interested consulting firms or individuals to provide professional architectural programming and master space planning services for the purpose of developing a Comprehensive Public Strategic Master Space Plan for the County. The general objectives of this study will be to undertake an in-depth analysis to understand the County's spatial inventory and how it is currently being used and to proactively forecast, plan, and make recommendations for future spatial needs for the provision of creating a Charlotte County Comprehensive Master Space Plan.

RP-21 PROJECT OBJECTIVES AND BACKGROUND: The Charlotte County Strategic Master Space Plan is expected to manage growth by establishing an organizational framework that enhances our resiliency. The initiative will support organizational stakeholders through collaborative efforts to identify current and future needs. The plan will become a resource to guide future decision-making that enhances organizational uniformity while allowing for flexibility to meet community needs. Ultimately, it will serve as a strategic roadmap to preserve and enrich our community.

Plan development shall consist of the following tasks, each of which is crucial for the successful development of the Charlotte County Strategic Master Space Plan.

- Evaluate needs and recommend planning criteria, objectives, and priorities for offices/services of the Board of County Commissioners (BCC), State constitutionally elected and appointed officials (including the Clerk of Court), and other selected non-profit agencies.
- Develop operational and facility plans, including real estate/land needs, to meet needs analysis, considering future demographic outlook, organizational growth, service delivery trends, and technologies.
- Review past plans and studies to understand operations and current facilities and align with forecasted growth models. This plan must include updated information, including, but not limited to, space recommendations, office/room size standards, regionalization of services, technology opportunities, security components, wayfinding techniques.
- Provide departmental evaluations that recognize unique departmental needs, growth projections, and inventory evaluations while identifying each department's specific basis of design requirements, regional location analysis, and security needs.
- Differentiate between the unique variations of public space and include all variations of non-public space to provide recommendations relevant to Charlotte County for the Basis of Design for each space type based on industry standards and operations.
- Investigate regionalizing opportunities relating to Annexes, Training Spaces, Maintenance Yards, Lease Spaces, Health Clinics, Medical Depots, Patrol Hubs, Laboratory Spaces, Warehouses, Fleet and Fuel Depots, and Bill Collection Locations using industry standards to define best practices and make recommendations for Charlotte County to identify location criteria, operation considerations, layouts, and programming.
- Provide an implementation strategy for recommended improvement projects.

Proposals shall include a detailed explanation of recommended methodologies for accomplishing each Scope of Services listed details, and estimated timelines. The process may be phased, with the adoption of the FY24/25 Charlotte County Strategic Master Space Plan by the BCC. The successful proposer is expected to work with a steering committee and resource groups consisting of identified representatives in developing the Master Plan. The County has budgeted up to \$750,000 for the successful completion of this project.

The scope of this RFP is to solely engage the Consultant for the purpose of developing a FY24/25 Charlotte County Strategic Master Space Plan and does not assume any intent or obligation on the part of Charlotte County to commit to any firm the architectural and/or engineering design for any subsequent, related project.

RP-22 PROJECT SCOPE: The County anticipates the following tasks as necessary for the completion of this project with periodic presentations on the progress status to County staff and the BCC.

This scope of services shall include, but not be limited to, the following:

A. Refine Project Goals and Objectives – The Consultant shall meet with the steering committee to discuss the approach, tools, and methods to be used in the study. The Consultant shall become familiar with the County's guiding principles, such as its mission, vision, values, and strategic focus areas.

B. Profile Existing Departments – The Consultant shall prepare questionnaires or survey instruments to assist with gathering information about each department's mission and function, functional relationships and adjacency requirements, current and historic staffing patterns, current space allocations, unmet space needs, parking requirements, and current land

use. The questionnaires will be distributed to each department to complete and returned to the Consultant. Upon completion of the questionnaires, interviews will be conducted with each department to further clarify factors such as growth expectations, space needs, interaction with other departments and the public, storage needs, and location requirements. The Consultant shall also make visual observations of each department's current office location, physical condition, functional condition, and level of utilization. Profiles will be completed for each department based on their responses to the survey instrument and subsequent interviews and visits.

C. Develop Uniform Space Standards – The Consultant shall research and provide references for space needs and utilize space allocation standards developed by the State of Florida Department of Management Services, national standards, and space guidelines developed for use by recent County department studies, in order to establish benchmark standards. These standards shall be based upon industry standards for space allowance and levels of services and will be compared to space standards used by other similar jurisdictions and modified to reflect the needs of Charlotte County.

D. Forecast Future Personnel – The Consultant shall utilize existing personnel data and information drawn from surveys and interviews and prepare a variety of forecast models or methods to project future personnel requirements. These models will need to consider projected population growth, historic trends analysis, benchmarking against similar jurisdictions, while analyzing departmental data. A forecast model will then be recommended, selected, and reviewed with the steering committee. These forecast numbers will then be used to develop space needs.

E. Project Future Space Needs (Gap Analysis) – The Consultant shall use existing personnel numbers, space needs identified through the survey instrument, follow-up interviews, and drawings of existing facilities, to define an average square foot space need per employee for each department, based upon their position, role, responsibilities, and functional needs. This average will then be used in conjunction with the personnel forecasts, to determine future spatial needs for each department through the Year 2035, and to meet performance and service delivery goals. Growth projections in Charlotte County, as well as emerging trends in facilities and programs in similar counties or cities (based on such factors as comparable size, population, location, economics, and demographics) will be reviewed and considered as part of the future space needs.

F. Develop Detailed Recommendations – Based upon the existing inventory provided a detailed breakdown by building, department, and division shall be provided. This shall include existing as compared to future expansion needs in 5, and 10 years in both gross building square footage and in net square footage breakdown, including but not limited to:

- Office – individual, communal, modular, small and large group conference, telework and remote work
- Assembly – large group conference, training space, lease space
- Storage – bulk, closet
- Production/workspace – mailroom, material processing, file, equipment
- Private amenities – breakroom, staff toilets/lockers
- Public amenities – lobbies, waiting areas, public toilets
- Circulation – corridors, stairwells, elevators
- Utilities – mechanical, electrical, janitorial
- Building infrastructure and support – stairwell, mechanical, maintenance
- Special use – vehicle maintenance, specialized labs/workrooms
- Exterior covered area – under roof
- Vacant space – including classification of its intended purpose or future use
- Unusable space – wall thickness, chases
- Land Use – including public parking, private parking, secured parking, amenities, and storage on site
- Warehouse
- Maintenance Yards – staffed and unstaffed

Additionally, current, and projected program functions, staffing, service delivery methodologies, and perceived needs shall be analyzed to determine basic functional relationships and required adjacencies between departments. This information shall be outlined in the form of an adjacency matrix, including primary, secondary, and tertiary relationships, with clearly stated assumptions. These recommendations shall be comprehensive in their inclusion of relevant factors impacting growth and delivery of public services, such as emerging technological efficiencies, transparency/public empowerment, changing perspectives of what constitutes an office/workplace environment, and centralization vs. fragmentation of service delivery. Factors specifically relevant to Charlotte County, such as economic, demographic, geographic, and City/County/Third Party resource distribution, shall also be considered.

G. Develop Alternatives to Meet Future Space Needs – Once the space needs for each department are established, the Consultant, in conjunction with the steering committee, shall evaluate the critical needs of each department in concert with each other toward achieving an overall strategic plan. From this exercise, various alternatives will be developed to meet the

future space needs of each department. Alternative master plan concepts and evaluation of advantages/disadvantages of different alternatives shall be outlined. The Master Plan may include proposals for moving departments within existing facilities, renovation of existing buildings, reallocation of existing space, construction of new space including land size needed, or combinations of each of these methods. Location and distribution of services and facilities shall be considered. Interim, short term, and long-term scenarios shall be included. Development of plans for swing space and domino moves involved in implementing the preferred master plan concepts shall be outlined.

H. Recommended FY24/25 Charlotte County Strategic Master Space Plan Concept and Implementation Strategy – Based upon the findings of this study and the previously completed Facilities Condition Assessment, the Consultant shall make recommendations of major and minor projects, including priorities for completion, for the next 5, and 10-year time frame. Project recommendations should include a current cost estimation with an annual percentage multiplier.

The Consultant shall provide a project schedule (Gantt chart) to include all tasks, workshops, review periods, and presentations with the Board of County Commissioners, staff, and public. It is anticipated that the BCC will review progress and make comments at the completion of Steps “D” and “F”, through monthly workshops or Board meetings. Therefore, this timeline should be factored into the project schedule. All spreadsheets and drawings shall be provided in Microsoft Word and/or Excel and an AutoCAD format to the County. The drafts and final plan shall also be available to the County in a reproducible electronic format (i.e., pdf).

The list of departments/divisions to be included in this study shall include, but not be limited to the following:

Board of County Commissioners

- Administration
 - CCTV
- Communications Department
- County Attorney
- Budget & Administrative Services
 - Purchasing
 - Fiscal
 - Real Estate Services
 - Information Technology
 - Fleet
 - Transit
 - Risk Management
- Community Development
 - Building Construction Services
 - Planning/Zoning (includes Land Information Section - LIS)
 - Code Compliance
- Community Services
 - Administration
 - Recreation
 - Parks & Natural Resources
 - Library, Historical
 - Cooperative Extension
- Economic Development
- Facilities Construction & Maintenance
 - Administration
 - Project Management
 - Maintenance & Operations
 - Business Services
 - Security
- Human Resources
- Human Services
- Public Works
 - Administration
 - Maintenance & Operations
 - Pest Management
 - Solid Waste
 - Engineering
- Public Safety
 - Emergency Management

- Animal Control
- Fire/EMS
- Fleet Maintenance
- Support Services
- Radio Services
- Tourism Development
- Utilities
 - Administration
 - Business Services
 - Engineering
 - Wastewater Collections
 - Water Distribution
 - Treatment Facilities

State of Florida and Elected Officials

- Health Department
- Tax Collector
- Supervisor of Elections
- Property Appraiser
- Clerk of Courts including Satellite Offices
- Sheriff
- Medical Examiner
- MPO (Metropolitan Planning Organization)
- Judicial System (Justice Center Strategic Master Plan being developed under separate contract, but shall be made available to the successful firm for inclusion in the FY24/25 Charlotte County Strategic Master Space Plan)

Charlotte County

- County Occupied Space Leased from Others
- County Owned Space Leased to Others

Refer to the County website for informational resources. The awarded firm will be provided with additional historical documents to assist in data gathering. Submitters are welcome to visit publicly accessible facilities for observation only, but they shall not attempt to enter private offices or secured areas, request access to restricted areas, or question staff. The activity must be limited to quiet observation.

The County reserves the right to accept or reject any or all submissions, or to accept all or any part of the submission, if it is deemed in the best interest of the County. The County, in its sole discretion, may expand the scope of work to include additional requirements. The County reserves the right to investigate as it deems necessary to determine the ability of any firm to perform the work or services requested. Information deemed necessary by the County in order to make a determination shall be provided by the firms, upon request.

END OF PART II

**PART III
PROPOSAL FORMAT & EVALUATION METHOD**

RP-24 RULES FOR PROPOSALS:

A. The proposal must name all persons or entities interested in the proposals as principals. The proposal must declare that it is made without collusion with any other person or entity submitting a proposal pursuant to this RFP.

B. The following is an excerpt from Charlotte County Resolution #2011-221 and applies to this proposal: **"Any questions regarding a project or submittal shall be directed to the designated person in the Purchasing Division for a response. From the time the notice of request for proposals is published until the contract is awarded, there shall not be any contact between a proposer, agent or other representative and any member of the selection committee, user department, Administration, or any member of the Board of County Commissioners regarding the project or proposal submitted by any proposer. Should any member of the selection committee initiate contact or fail to report any contact, such committee member may be subject to disciplinary action up to and including dismissal. If any proposer, agent or other representative contacts any committee member, user department, Administration or member of the Board of County Commissioners regarding a request for proposals or submitted proposal, the proposer is subject to sanctions up to and including having the County disqualify the firm's submittal."**

C. For your information, the members of the Professional Services Committee for this project are as follows:

Travis Perdue - Director, Facilities Management

Jason Fair - Director, Public Safety

Shaun Cullinan – Planning and Zoning Official, Community Development

RP-25 PROPOSAL FORMAT: Firms shall prepare their proposals using the format outlined in the Consultant Evaluation Form on pages 12 and 13. The proposer shall present a comprehensive and integrated picture of the capabilities of the project team to meet all project objectives and complete a successful project. The proposal shall address specific methodologies, strategies, and action plans rather than general description. Wherever possible, specific examples of past work shall be used to illustrate skills and capabilities in similar projects.

RP-26 PROPOSAL REQUIREMENTS: In addition to the information required in the Consultant Evaluation Form, provide the following information:

A. Team Organization, Management and General Qualifications - Multiple firm or joint venture teams should clearly identify the roles and responsibilities of the proposed participants. Team and project management structure should be documented. The principal within the prime firm responsible for the project and the proposed project manager should be identified and a statement presented that those persons would not be substituted without the express permission of the County. Teams should demonstrate experience in previous similar projects.

B. Work Plan - Firms submitting should demonstrate their understanding of the project. An outline description of anticipated project tasks in sequence should be prepared. Firms should identify anticipated deliverables and a general schedule for a project of this magnitude.

C. Individual Qualifications - Firms should submit the resumes of key people. Firms should specifically identify the **lead designer** on the project and his/her qualifications. Provide a statement indicating that the **designer** will not be substituted without the express permission of the County.

A. Experience and References - Supply materials indicative of experience in other projects of similar complexity. A reference list for each firm is required, including name, project and telephone number. A reference list for the **lead designer** is required identifying name, project and telephone number.

B. Specialized Experience Preferred - The proposer should have strong experience with multi-use government facilities, Public/Private Partnership projects, projects designed for multiple operations and master planning a large project in phases.

Proposals are to be typed on the firm's letterhead, specifically referring to the project and the scope of services, containing all required information. That information is to be submitted electronically. Please visit <http://bit.ly/3TYAyKa> and follow given instructions.

RP-27 EVALUATION METHOD AND CRITERIA:

A. General - The County shall be the sole judge as to the merits of the proposal, and the resulting agreement. The County's decision will be final. **Please note that proposals will be evaluated on content, not bulk.**

The County's evaluation criteria will include, but shall not be limited to, considerations listed on **Proposal Requirements**. As mentioned in PROPOSAL FORMAT, the proposals should be prepared using the format outlined in the Consultant Evaluation Form on pages 15 and 16.

The County reserves the right to accept or reject any or all submissions, or to accept all or any part of the submission, if it is deemed in the best interest of the County. The County, in its sole discretion, may expand the scope of work to include additional requirements. The County reserves the right to investigate as it deems necessary to determine the ability of any firm to perform the work or services requested. Information deemed necessary by the County in order to make a determination shall be provided by the firms, upon request.

B. Selection - The Professional Services Committee shall evaluate the proposals submitted. Telephone discussions will be held with all firms submitting and a short list of firms from proposals will be ranked in order. Final approval will be by the Board of County Commissioners who may request public presentation.

After recommendation of award, the successful Proposer shall not be allowed to substitute project team members named in this proposal without the prior written permission of the County. Substitution may, in the sole opinion of the County, be grounds for cancellation of a recommended award, or termination of agreement.

RP-28 ANTICIPATED SCHEDULE: The projected schedule of events for this proposal is as follows:

01/13/2025	County advertises for proposals
01/30/2025	Pre-Submittal Meeting
02/13/2025	Proposal due date
02/28/2025	Professional Services Committee short lists firms

**CONSULTANT EVALUATION FORM
CHARLOTTE COUNTY, FLORIDA**

RFP# 20250217, CHARLOTTE COUNTY STRATEGIC MASTER SPACE PLAN

<i>Evaluation Criteria</i>	<i>Value</i>	<i>Assigned Value</i>	<i>Weight</i>	<i>Score</i>
I. TEAM PROPOSED FOR THIS PROJECT A. Background of the personnel 1. Project Manager 2. Other Key Personnel 3. Consultants	1 – 5		X 7	
II. PROPOSED MANAGEMENT PLAN A. Team Organization 1. List responsible leads for each initiative.	1 – 5		X 10	
III. PREVIOUS EXPERIENCE OF TEAM PROPOSED FOR THIS PROJECT A. Describe specific programming initiatives with similar scopes while identifying lead roles and responsibilities of each lead identified in Part II. B. Provide examples of individual roles in Strategic Planning Development and implementation plans. C. Provide examples of individual roles in completing a Master Space Plan within a fixed budget. D. Demonstrate ability to work with multiple stakeholders to gain collaborative input and deliver team-developed results.	1 – 5		X 10	
IV. PROJECT CONTROL A. Schedule 1. What techniques are planned to assure that schedule is met? 2. Who will be responsible for ensuring that the schedule will be met? B. Cost 1. What control techniques are planned? 2. Demonstrate ability to meet project cost control. 3. Who will be responsible for the cost control? 4. Recent, current, and projected workload.	1 – 5		X 10	
V. PRESENT PROPOSED DESIGN APPROACH FOR THIS PROJECT A. Describe proposed programming implementation strategy to include scheduling recommendations. B. What problems do you anticipate and how do you propose to solve them? C. What approach will be taken to gather and utilize new and existing data, obtain industry standards, and determine recommendations. D. Describe innovative approaches to resiliency planning.	1 – 5		X 20	

VI. PRESENT EXAMPLES OF RECENTLY ACCOMPLISHED SIMILAR PROJECTS WITHIN FIVE (5) YEARS. A. Describe projects to demonstrate. 1. Utilization of a systems approach to plan for an organization with multiple departments and stakeholders 2. Utilization of statistical analysis to forecast implications of population growth and regionalization needs to develop a gap analysis 3. Provided implementation plans to address spatial growth, and regionalization, while providing a standards framework and basis of design unique to departmental needs while conforming to an overall organizational uniformity.	1 – 5		X 20	
VII. DESCRIBE YOUR EXPERIENCE AND CAPABILITIES IN THE FOLLOWING AREAS A. Familiarity with telework and hybrid work B. Programming and Master Planning C. Regionalization of services D. Evaluating current governmental operations E. Forecasting future needs F. Comparative analysis G. Local government industry standards	1 – 5		X 20	
VIII. VOLUME OF WORK – TOTAL OF PAYMENTS RECEIVED FROM COUNTY WITHIN THE PAST 24 MONTHS* \$0 - \$49,999 5 points \$50,000 - \$99,999 4 points \$100,000 - \$199,999 3 points \$200,000 - \$349,999 2 points \$350,000 - \$499,999 1 points \$500,000 + 0 points * Based upon information provided on Proposal Submittal Signature Form, Magnitude of Charlotte County Projects	0 - 5		X 01	
IX. LOCATION Describe the Prime and Sub-Consultants responsiveness as it relates to the firm's location to the project.	1 - 5		X 01	
X. LITIGATION – HAVE YOU BEEN NAMED AS A DEFENDANT OR CO-DEFENDANT IN A LAWSUIT IN THE LAST FIVE YEARS If so, describe circumstances and outcome, including Case Number, Case Name and Court.	1 – 5		X 01	
XI. MINORITY BUSINESS Certified MBE, Sub-Consultants Certified MBE, and/or Non-Certified MBE.	Yes or No			
REMARKS: The value assigned is judged on a scale of 1 through 5, with 5 being the highest possible value. The two exceptions are: VIII. Volume of Work; and XI. Minority Business. Category VIII. Volume of Work has a value of 0 through 5 as indicated; and Category XI. Minority Business – The County will consider the firm's status as an MBE or a certified MBE, and also the status of any sub-contractors or sub-consultants proposed to be utilized by the firm, within the evaluation process.				

END OF PART III

PART IV - SUBMITTAL FORMS
PROPOSAL SUBMITTAL SIGNATURE FORM

1.	Project Team: Name and Title	Years experience	City of office individual will work out of for this project	City individual's office is normally located	City of individual's residence
2.	Magnitude of Company Operations				
	A) Total professional services fees received within last 24 months:			\$	
	B) Number of similar projects started within last 24 months:				
	C) Largest single project to date:			\$	
3.	Magnitude of Charlotte County Projects				
	A) Number of current or scheduled County Projects				
	B) Payments received from the County over the past 24 months (based upon executed contracts with the County).			\$	
4.	Sub-Consultant(s) (if applicable)	Location	% of Work to be Provided	Services to be Provided	
5.	Disclosure of interest or involvement: List below all private sector clients with whom you have an active pending contract and who have an interest within the areas affected by this project. Also, include any properties or interests held by your firm, or officers of your firm, within the areas affected by this project.				
	Firm	Address			
	Phone #	Contact Name			
	Start Date	Ending Date			
	Project Name/Description				

NAME OF FIRM _____
 (This form must be completed and returned)

6. Minority Business: The County will consider the firm's status as an MBE or a certified MBE, and also the status of any sub-contractors or sub-consultants proposed to be utilized by the firm, within the evaluation process.	Yes _____ No _____
Comments or Additional Information:	

The undersigned attests to his/her authority to submit this proposal and to bind the firm herein named to perform as per contract, if the firm is awarded the Contract by the County. The undersigned further certifies that he/she has read the Request for Proposal, Terms and Conditions, Insurance Requirements and any other documentation relating to this request and this proposal is submitted with full knowledge and understanding of the requirements and time constraints noted herein.

By signing this form, the proposer hereby declares that this proposal is made without collusion with any other person or entity submitting a proposal pursuant to this RFP.

In accordance with section 287.135, Florida Statutes, the undersigned certifies that the company is not on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, and does not have business operations in Cuba or Syria (if applicable) or the Scrutinized Companies that Boycott Israel List, or is not participating in a boycott of Israel.

As Addenda are considered binding as if contained in the original specifications, it is critical that the Consultant acknowledge receipt of same. The submittal may be considered void if receipt of an addendum is not acknowledged.

Addendum No. _____ Dated _____	Addendum No. _____ Dated _____	Addendum No. _____ Dated _____
Addendum No. _____ Dated _____	Addendum No. _____ Dated _____	Addendum No. _____ Dated _____

Type of Organization (please check one):	INDIVIDUAL CORPORATION	(<input type="checkbox"/>) (<input type="checkbox"/>)	PARTNERSHIP JOINT VENTURE	(<input type="checkbox"/>) (<input type="checkbox"/>)
--	---------------------------	--	------------------------------	--

Firm Name	Telephone
-----------	-----------

Fictitious or d/b/a Name	Federal Employer Identification Number (FEIN)
--------------------------	---

Home Office Address

City, State, Zip	Number of Years in Business
------------------	-----------------------------

Address: Office Servicing Charlotte County, other than above
--

Name/Title of your Charlotte County Rep.	Telephone
--	-----------

Name/Title of Individual Binding Firm (Please Print)
--

Signature of Individual Binding Firm	Date
--------------------------------------	------

Email Address

(This form must be completed & returned)

DRUG FREE WORKPLACE FORM

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that _____
does: (name of business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Proposer's Signature

Date

(This form must be completed & returned)

**HUMAN TRAFFICKING AFFIDAVIT
for Nongovernmental Entities Pursuant To FS. §787.06**

Charlotte County Contract #20250217

The undersigned on behalf of the entity listed below, (the "Nongovernmental Entity"), hereby attests under penalty of perjury as follows:

1. I am over the age of 18 and I have personal knowledge of the matters set forth except as otherwise set forth herein.
2. I am an officer or representative of the Nongovernmental Entity and authorized to provide this affidavit on the Company's behalf.
3. Nongovernmental Entity does not use coercion for labor or services as defined in Section 787.06, Florida Statutes.
4. This declaration is made pursuant to Section 92.525, Florida Statutes. I understand that making a false statement in this declaration may subject me to criminal penalties.

Under penalties of perjury, I declare that I have read the foregoing Human Trafficking Affidavit and that the facts stated in it are true.

Further Affiant sayeth naught.

Signature

Printed Name

Title

Nongovernmental Entity

Date

END OF PART IV

(This form must be completed & returned)

SWEET SPARKMAN ARCHITECTS | Brinkley Sargent Wiginton Architects

CHARLOTTE COUNTY

Phase 3 - Public Facilities Strategic Master Space Plan

March 26, 2019



SWEET SPARKMAN
ARCHITECTS

BRINKLEY
SARGENT
WIGINTON
ARCHITECTS

PROJECT TEAM

CHARLOTTE COUNTY

Project Manager

- Roger Warner, Facilities

Steering Committee

- Hector Flores, Administration
- Claire Jubb, Community Development
- David Milligan, Facilities
- Travis Mortimer, Administration
- Kelly Shoemaker, Public Information Office
- Joanne Vernon, Public Works
- Roger Warner, Facilities
- Dave Watson, Utilities

SWEET SPARKMAN ARCHITECTS

- Jerry Sparkman - Principal-in-Charge
- John Bryant - Project Manager
- Kim Lam - Master Plan Programming

BRINKLEY SARGENT WIGINTON ARCHITECTS

- Dwayne Brinkley - Principal-in-Charge - Strategic Master Plan
- Gina Irwin - Needs Assessment Lead
- Carol Zolnerowich - Study Overview



TABLE OF CONTENTS

1	INTRODUCTION AND EXECUTIVE SUMMARY	
A.	Acknowledgements.....	1-5
B.	Introduction and Overview.....	1-5
C.	Executive Summary.....	1-6
D.	Summary of Previous Planning Studies.....	1-10
E.	Methodology and Process.....	1-13
F.	Population Growth Projections.....	1-15
2	DEPARTMENT PROFILES	
A.	Introduction and Overview.....	2-2
B.	Departmental Profiles.....	2-2
3	UNIFORM SPACE STANDARDS	
A.	Introduction and Overview.....	3-2
B.	Uniform Space Standards.....	3-3
4	FUTURE PERSONNEL FORECAST	
A.	Introduction and Overview.....	4-2
B.	Staff Growth Trends and Future Personnel Forecast.....	4-3
5	FUTURE SPACE NEEDS	
A.	Introduction and Overview.....	5-2
B.	Future Space Needs Summary and Trends.....	5-3
6	PUBLIC FACILITIES STRATEGIC MASTER SPACE PLAN	
A.	Introduction and Overview.....	6-2
B.	Zone Analysis.....	6-2
C.	Departmental Analysis.....	6-10
D.	Major Projects Timeline.....	6-35
E.	Major / Minor Projects Cost Estimates	6-36
F.	Major Project Details.....	6-37
G.	Implementation Strategy.....	6-54
A	APPENDIX	
A.	Sample Departmental Questionnaires.....	A-2
B.	20 Year Historical Staffing Levels.....	A-10
C.	Detailed Departmental Space Needs:.....	A-12
D.	Meeting Minutes.....	A-72
E.	Detailed Cost Estimates – Murdock Campus and South County Annex.....	A-160

1

INTRODUCTION & EXECUTIVE SUMMARY



A. ACKNOWLEDGEMENTS

The Phase 3- Public Facilities Strategic Master Space Plan study was managed for Charlotte County by Roger Warner in the Charlotte County Facilities Construction and Maintenance Department. This study also involved extensive feedback and interaction from the project Steering Committee, as well departmental stakeholders that participated in multiple interviews and completed the questionnaires. The Consultant team would like to acknowledge and thank these individuals for their diligent efforts to help guide the effective and efficient growth of County facilities for the next 20 years.

B. INTRODUCTION AND OVERVIEW

Sweet Sparkman Architects and Brinkley Sargent Wiginton Architects (the “Consultant” team), were contracted by the Charlotte County Board of Commissioners in 2017 to provide architectural programming and master space planning services for the purpose of developing the final phase of a comprehensive Public Facilities Strategic Master Space Plan for Charlotte County. The current study is referred to as the Phase 3 – Comprehensive Spaces Needs Analysis and Forecasting (the “MSP study” or “Phase 3 MSP study”). The general objectives of the study include an in-depth analysis of the current use of the selected County spatial inventory, and forecasts, plans, and recommendations for future spatial needs for the provision of public services over the next 20 years.

Objectives of Study

- Develop an understanding of County’s spatial inventory.
- Develop understanding of how spaces are utilized.
- Forecast, plan, and make recommendations for future spatial needs over the next 20 years.
- Actionable recommendations for short-term and long-term improvements.
- Provide cost opinions and general scope of work for major projects.

C. EXECUTIVE SUMMARY

Chapters 1, 2 and 3 of this report provide background information regarding the report process and methodology, profiles of the departments included in the study, and uniform space standards that formed the foundation of the space growth projections.

Future Personnel Forecast

Chapter 4 of this report provides both overall staff growth trends, as well as detailed staff growth projections for the departments included in this study. In general, most departments are projected to experience staff growth that is relatively stable in relation to population growth. This means that as the population grows, the number of staff in relation to the population increases at a similar rate. Certain departments are projected to undergo staff growth that exceeds population growth, including Community Services, Community Development, Sheriff's Office and Department of Health. It is important to note that higher growth in certain departments will tend to skew the overall growth percentage.

There are multiple factors that affecting staff growth that can account for growth in excess of population growth, including:

- Impact of population growth on services
- Response to public expectations for services and amenities
- Demands resulting from construction and development activity
- Certain departments still understaffed to varying degrees from prior recession
- Technology integration into departmental operations that results in adjusted staffing requirements

Future Space Needs

The Future Space Needs for departments included in this study are detailed in Chapter 5 of this report. For the departments within the Board of County Commissioners (BOCC), excluding Community Services, the total space needs are projected to increase from a current Departmental Gross Square Feet (DGSF) of 244,371 to a 20 year projected DGSF of 298,368. This translates to an increase of 22% over the 20 year planning period.

Public Facilities - Strategic Master Space Plan

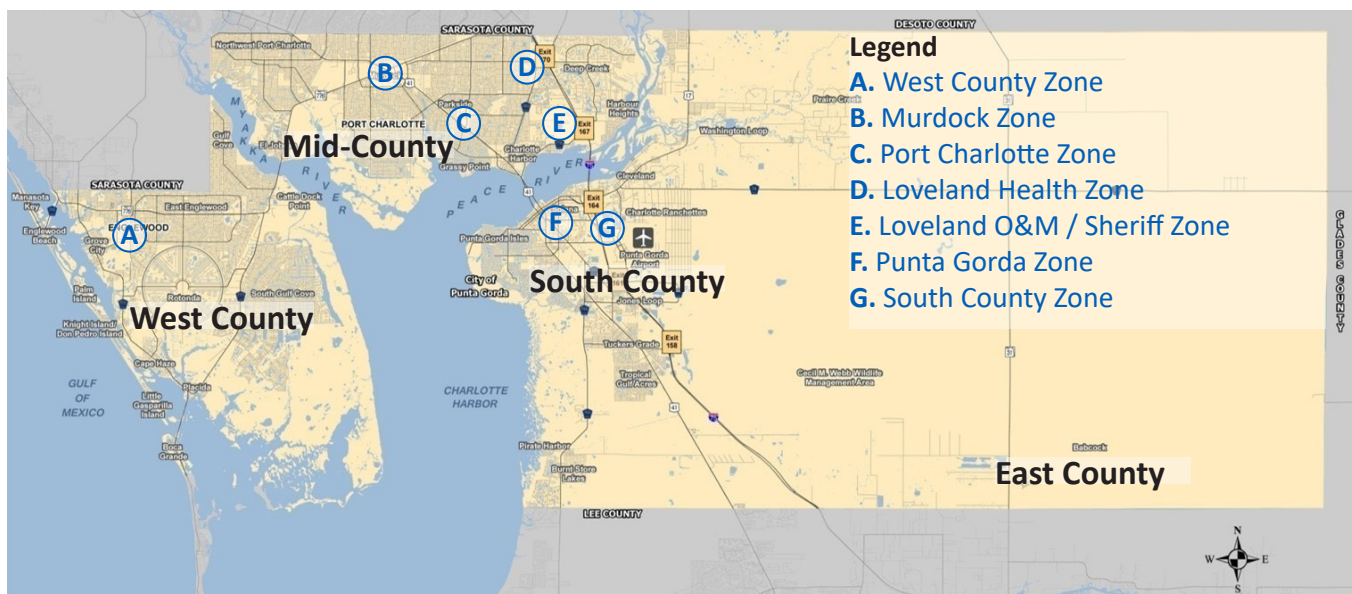
The key findings of this study are contained in Chapter 6 of this report, the Public Facilities Strategic Master Space plan. The analysis of the future space needs, which are the basis for the Strategic Master Plan, have been presented in two formats: Departmental Analysis and Zone Analysis.

Departmental Analysis

The Departmental Analysis looks at future space requirements from the perspective of each department or agency. The Departmental Breakdown table shows the existing primary locations and areas for each department as compared to the projected staffing and space needs over a 20 year period. The table provides a commentary for each department that addresses how space needs can be met over the 20 year planning period. This table identifies major and minor projects where applicable to a department.

Zone Analysis

During the course of the study, the Consultants developed an organized summary of County facilities into a series of “zones” based on geographic location and functional relationships. The intent of this breakdown was to provide a structure for understanding the location and relationships of key County facilities, and also to provide a strategic framework for future growth to take advantage of geographic location and adjacencies. The Campus Analysis section in Chapter 6 provides a narrative description of the major County buildings, and how they may be affected over the 20 year planning period. For instance, buildings that have adequate capacity to handle projected growth over the 20 year period have been noted as such. In other instances, buildings that are deficient or do not have growth capacity are indicated, with reference to a corresponding project to address the deficiency.



Charlotte County “Zone” Map

Major Projects

The Major and Minor Projects table in Chapter 6 lays out the projects that have been identified during the master planning process for consideration for the next 5, 10 and 20 year time frame. The table includes project area, timeframe and cost estimates for each project. A detailed description of key projects follows the table.

Summary and Key Conclusions

After multiple department interviews and a thorough space programming exercise, a few key findings became apparent. In many cases, there is adequate capacity to accommodate 20 year growth in the County's current facilities. In other cases, projects that had already been identified by the County's Facilities team are in line with the recommendations of the Consultant team. These observations are noted throughout Chapter 6. Two specific areas of focus identified in this report are the Murdock Campus and the South County Annex building.

South County Annex

The South County Annex, located in Punta Gorda, is an essential building for the functioning of government services in Charlotte County. The current building houses Motor Services and the Contact Center for the Tax Collector, Property Appraiser offices, State and Federal offices, and the Public Works Engineering staff (which is anticipated to move to the proposed Loveland Operations & Maintenance campus). The existing building has numerous functional, security and operational issues, and it is not a good candidate for a major renovation to address the issues. A near term replacement of the South County Annex should be a priority.

Based on discussions with stakeholders from the Tax Collector's office, it was determined that the Tax Collector's administrative offices, which are currently located on the second floor of the Murdock A building, would be more appropriately located in Punta Gorda at the South County Annex building. This would have an additional benefit of freeing up approximately 5,500 sf of space in Murdock A for departmental growth and swing space.

The proposed South County Annex replacement, which is detailed in Chapter 6, is envisioned as a 2 story, 30,000 sf building that could be constructed on the existing site in an area that is currently used for staff parking. This would allow the operations in the existing building to be maintained while the new building is built. The proposed siting for the new building would allow for an expanded public parking area after demolition of the existing building.

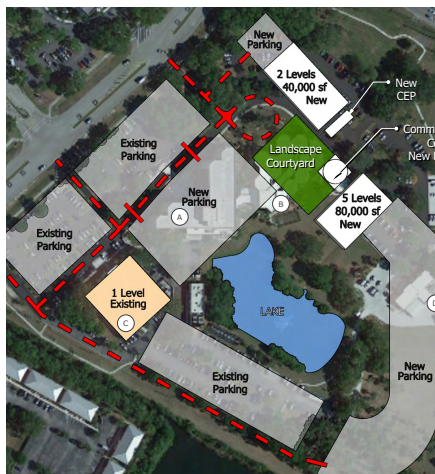
The estimated cost of this project, assuming a construction start of 2021, is \$11.1M.



South County Annex - Aerial image of proposed building and site plan.



Murdock Campus - Option 1



Murdock Campus - Option 2



Murdock Campus - Option 3

Murdock Campus

The buildings at the Murdock Campus house a significant portion of the County's administrative staff, and the campus is key to the image and effective functioning of Charlotte County government. The Murdock B building (built in 1981) has numerous functional, security and operational challenges, and a near term replacement for this building should be considered a priority. The Murdock A building (built in 1989) has operational and functional issues as well, but it is potentially a better candidate than the B building for a major renovation to extend its useful life into and beyond the 20 year planning horizon.

This study analyzes three options to address the administrative space requirements at the Murdock Campus over the 20 year period, summarized as follows:

Option 1 proposes the construction of a new 2 story, 40,000 sf administrative building in 2020 with subsequent demolition of Murdock B, as well as a gut renovation to building A in 2028. Option 1 has an estimated construction cost of \$44.6M. While this option has the lowest estimated total cost, it has the downside of requiring a disruptive, phased renovation to the occupants of Building A. Furthermore, the renovated Building A will likely have a shorter lifespan and be less efficient (from a space and energy standpoint) than a newly constructed building.

Option 2 proposes the same 40,000 sf replacement building and demolition of B building as Option 1. Option 2 includes the construction of a new 4 story, 80,000 sf building in 2028 to replace Building A (as opposed to renovating A). This option has the advantage of being able to complete the new 80,000 sf building without disruption to the occupants of Building A. Building A would be demolished upon completion of the new building. The efficiency and lifespan of the new 80,000 sf building will also be greater than that of a renovated A building. The estimated construction cost of Option 2 is \$52.3M.

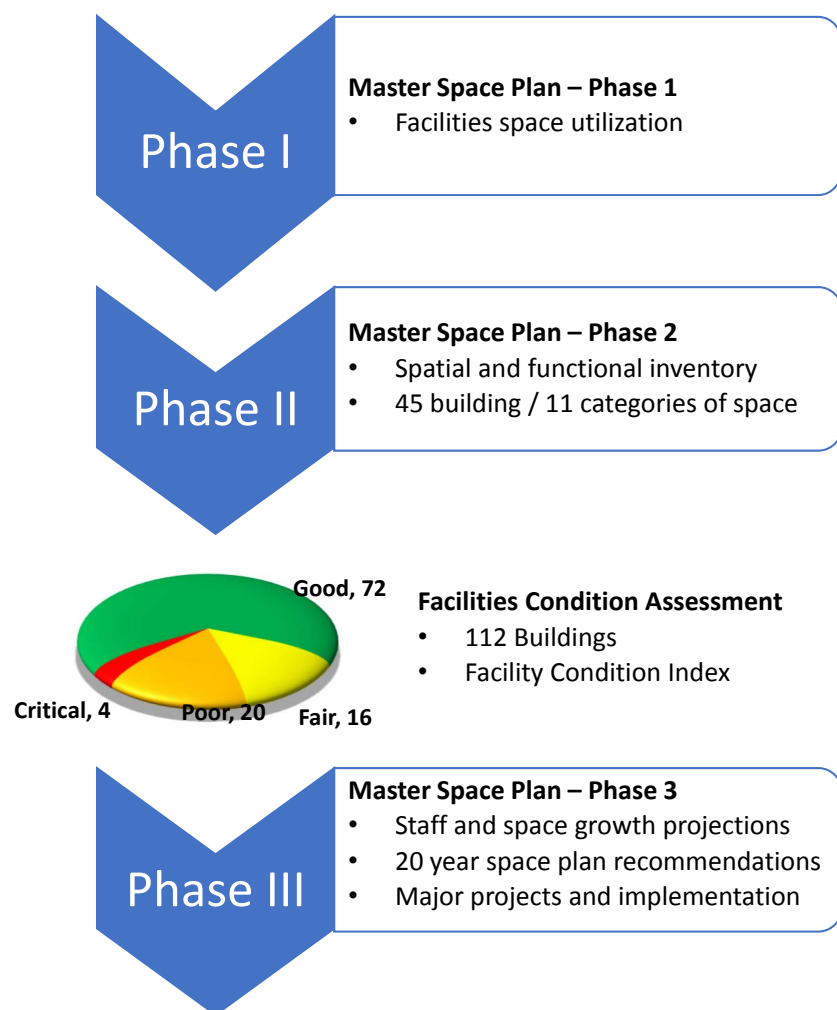
Lastly, Option 3 proposes the construction of a new, 5 story, 115,000 sf building to replace both the existing A and B buildings. Due to the larger funding requirement of constructing this as a single project, it is assumed this project would not occur until 2028. This also would require that the existing Murdock B building would stay online longer than is desirable. However, Option 3 has the advantage of consolidating the departments from both the A and B buildings into a single, more efficient, building. The estimated construction cost of Option 3 is \$53.6M.

D. SUMMARY OF PREVIOUS PLANNING STUDIES

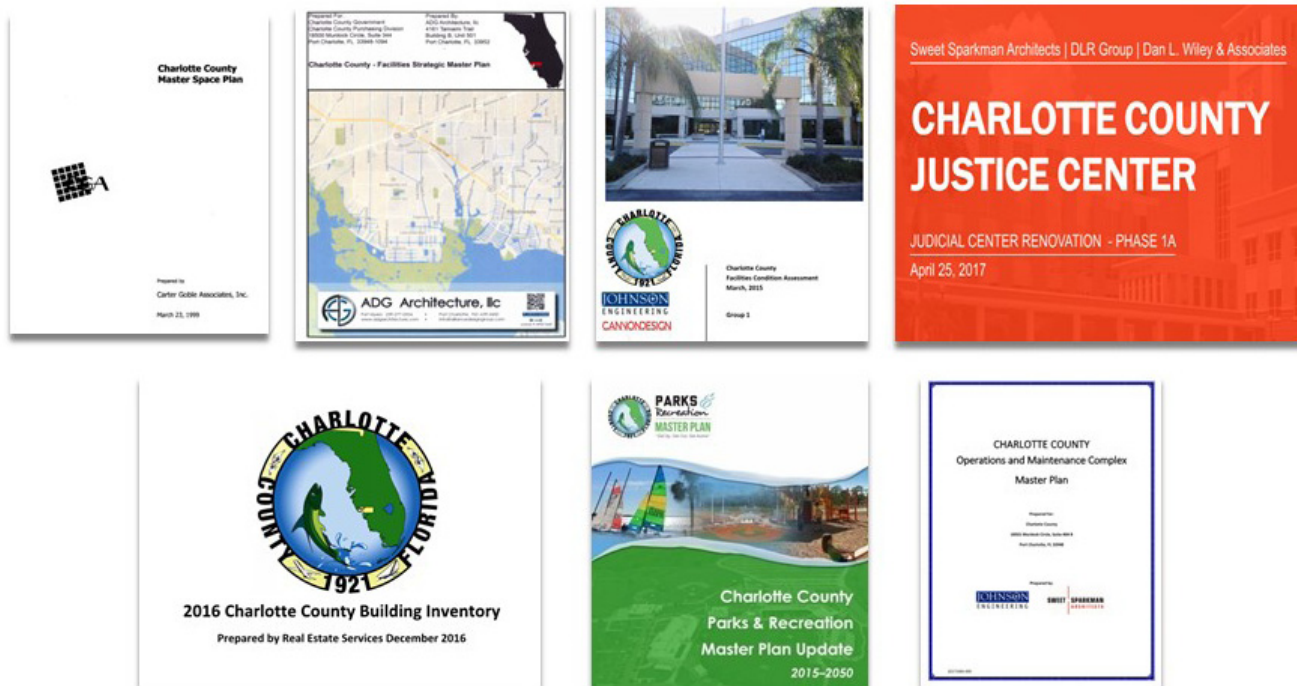
The Phase 3 MSP study was built upon previous planning studies completed by the County. The Phase 1 – Gross Occupancy Inventory, completed in 2015, included a spatial inventory of over one-hundred County facilities. The Phase 2 – Comprehensive Spatial and Organizational Inventory, prepared by ADG Architecture LLC and completed in 2017, was narrowed down to 45 County buildings, containing primarily office space for County staff and other agencies. The Phase 2 study included verification and updating of building floor plans, documentation of space utilization by functional purpose and department type, and documentation of building net and gross area square footage. Storage buildings, Maintenance buildings, Fire/EMS Stations, Jail/Detention Facilities, Solid Waste Facilities, and Sheriff's components were generally not included in the Phase 2 study.

During the course of the Phase 3 study, the Consultants verified the departmental usage of the Phase 2 plans, as some departments had moved after completion of the Phase 2 study. Additionally, the Phase 3 study includes selected building information not included in Phase 2, related to leased facilities, Sheriff's facilities, and Fire/EMS facilities, that were required to address key planning objectives of the County.

In addition to the Phase 1 and Phase 2 Master Space Plan studies, the following planning studies, reports and presentations have been utilized to inform the Phase 3 study. A brief description of each report and its relation to the Phase 3 MSP study follows:



Phased Development of County Master Space Plan process



Charlotte County Board of County Commissioners Planning

- Charlotte County Operations and Maintenance (O&M) Complex Master Plan – 2018 (Johnson Engineering, Sweet Sparkman Architects): Facility master plan to address 20 year growth needs for four County departments, including Public Works, Facilities and Construction Maintenance, Utilities, and Parks and Recreation. Facility needs for the Metropolitan Planning Organization (MPO) were also included. The report proposes options for a new Operations and Maintenance Complex to be located at the Loveland Campus. Completion of this study occurred during the Phase 3 MSP study. The Phase 3 study incorporates the findings and recommendations of the O&M Complex study.
- Charlotte County Facilities Condition Assessment – 2015 (Johnson Engineering): Comprehensive facility condition assessment report covering approximately 1.7 million square feet of building area that is maintained and operated by the County. The assessment report provided a snap-shot of then-current conditions of the facilities and sites with problem areas identified and quantified, along with estimated correction costs and recommended action dates. Phase 3 Study utilized this report to help establish recommendations regarding short and long term viability of existing County facilities.
- Charlotte County Master Space Plan – 1999 (Carter Goble Associates, Inc.): County master space plan that projected space needs from 1999 – 2013.

Community Services Planning

- Charlotte County Parks & Recreation Master Plan Update – 2015 – 2050 (Weiller Engineering Corp.): Comprehensive Parks & Recreation Master Plan containing specific recommendations for future parks and recreation facility improvements and new construction from 2015 – 2050. The Phase 3 MSP study includes detailed analysis of Parks & Recreation staffing growth over a 20 year time period, but in general the Phase 3 study does not duplicate or revisit the recommendations for Parks and Recreation that are contained in the above-referenced study.

- Charlotte County Library System Capacity Plan – 2016 (Godfrey’s Associates, Inc.): Master plan for Library system covering the period of 2018 – 2035, including recommendations for existing and proposed Library facilities. Phase 3 Study does not contain specific recommendations related to Library System as that scope is covered by the above-referenced plan. However, a library prototype space program has been provided in Chapter 6 of the Phase 3 MSP study.

Charlotte County Sheriff’s Office (CCSO) Planning

- Jail Infirmary Space Program & Future Jail Planning Report – 2016 (Strollo Architects, Inc.): Study to provide planning and programming for a jail infirmary, and long term planning for future jail requirements. The Phase 3 MSP study does not provide specific recommendations related to the Jail System as that scope is covered by the above-referenced plan.
- Charlotte County Sheriff’s Facilities Needs Assessment – 5/9/2017 (Sheriff’s Office): Presentation to the Board of County Commissioners presenting current and future CCSO needs assessment. The Phase 3 MSP study analyzed and incorporated the recommended facilities presented in this report, and includes specific space programs for the proposed new facilities.
- Charlotte County Airport Road Annex – Master Plan – 2016 (Wilder Architecture): Master site and concept plan depicting the Sheriff training facilities and proposed District 04 Substation at Airport Road Annex site. Construction of the Sheriff firing range as part of Airport Road Annex Master Plan was in process during the Phase 3 MSP study. Build-out of the remaining Sheriff facilities at the Airport Road Annex site will require relocation of the County Transit Department and the Supervisor of Elections Warehouse, which are currently located on this site. The Phase 3 MSP study addresses the proposed relocation of these facilities.

Judicial System Planning

- Charlotte County Judicial Center Phase 1A Report – 2017 (Sweet Sparkman Architects, DLR Group and Dan L. Wiley & Associates)
- Judicial System Strategic Space Plan – 2014 (Dan L. Wiley & Associates, Inc.)
- The Phase 3 Master Space Plan study does not provide specific recommendations related to the Judicial System or Justice Center building, as that scope is covered by the two plans referenced above. The Clerk of Court administrative offices, which are located at the Murdock campus, are included as part of the Phase 3 study.

E. METHODOLOGY AND PROCESS

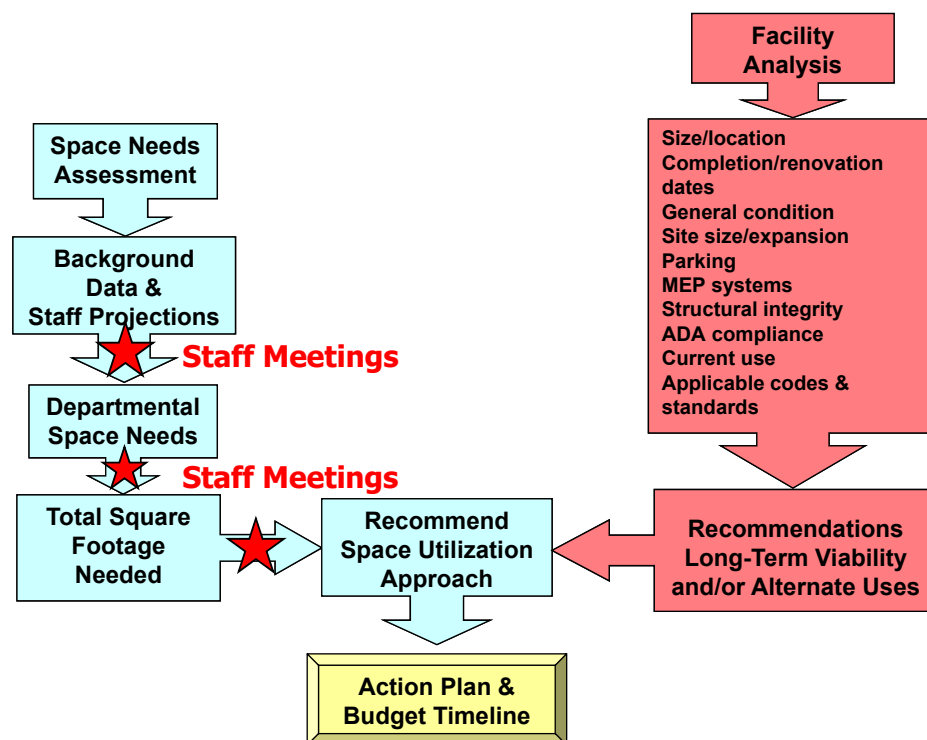
The scope of the Phase 3 MSP study included the following key tasks:

Task 1 - Research, Data Analysis & Refining Project Goals and Objectives

The Consultant worked with the steering committee to discuss the approach, tools and methods to be used in the study. The Consultant reviewed the County's guiding principles, including mission, vision and value statements, as well as strategic focus areas. The team analyzed prior planning studies and identified areas that would require particular focus during the study.

Task 2 – Profile Existing Departments

This task centered on information / data collection from departments included in the study (Refer to Chapter 2 for a complete list of departments and agencies that were included in the study). Departments completed a detailed questionnaire that was prepared by the Consultant and reviewed during in-person interviews with key staff members. Consultant used these interviews to review the department's location, physical and functional condition and assess the utilization of their current facilities. The information collected was updated during subsequent meetings with each department. The completed Department Profiles are contained in Chapter 2 of this study. A sample questionnaire and meeting minutes of all departmental interviews can be found in the Appendix.



Overview diagram of Phase 3 - MSP Study Process

Task 3 – Develop Uniform Space Standards

In coordination with the steering committee, the Consultant developed uniform space standards for areas such as offices, work stations, conference rooms, and support spaces. The standards were developed through research of multiple sources, including: Florida Department of Management Services; neighboring county standards; national standards; sourcing from other recent Charlotte County Studies. The Consultant worked with the steering committee and departmental staff to develop appropriate space hierarchies and interdepartmental adjacencies. New trends in work place design were also explored, with a focus on work space that has flexibility to adapt to new technologies. Standard space “blocks” were developed to illustrate how new furniture could be used within each space. Chapter 3 of this study contains the Uniform Space Standards and supporting documentation.

Task 4 – Forecast Future Personnel

The Consultant projected future staffing needs based upon population projections provided by the County. Refer to Chapter 4 for a detailed analysis of the population numbers that were used in this study. The Consultant utilized staff discussions, benchmarking against neighboring counties, and other relevant data to develop projections of future staffing needs. The staff projections were reviewed with the steering committee and County Administrator. Chapter 4 of this study contains the final personnel projections by department for the periods of 5, 10 and 20 years into the future. Detailed personnel projection charts for each department are contained in the Appendix.

Task 5 – Project Future Space Needs

The Consultant developed detailed space programs to project and document future space needs for each department included in the study. The space programs incorporated the Uniform Space Standards, and were informed by the departmental interviews, organizational charts, current and historical staffing levels, profiles and observations made during office site visits. Detailed space programs are included in Chapter 5 of this study.

Task 6 – Future Space Needs Alternatives

The Consultant studied strategic master plan concepts and evaluated advantages/disadvantages of different alternatives. Factors that were evaluated included moving departments within existing facilities, renovation of existing buildings, reallocation of existing space, and construction of new space including land size needed. Location and distribution of services and facilities were considered, as were factors such as swing space and domino moves that may be involved in implementing the preferred master plan concepts. The space needs alternative studies were refined into the series of major and minor projects outlined in Task 7 below, and in Chapter 6 of this study.

Task 7 – Facilities Master Plan and Implementation Strategy

Based upon information gathered in the previous tasks and prior reports, the Consultant has made recommendations for major and minor projects, including priorities for completion, for the next 5, 10 and 20 years’ time frame. These recommendations include time frame, cost estimates, land acquisition needs, and other relevant planning factors.

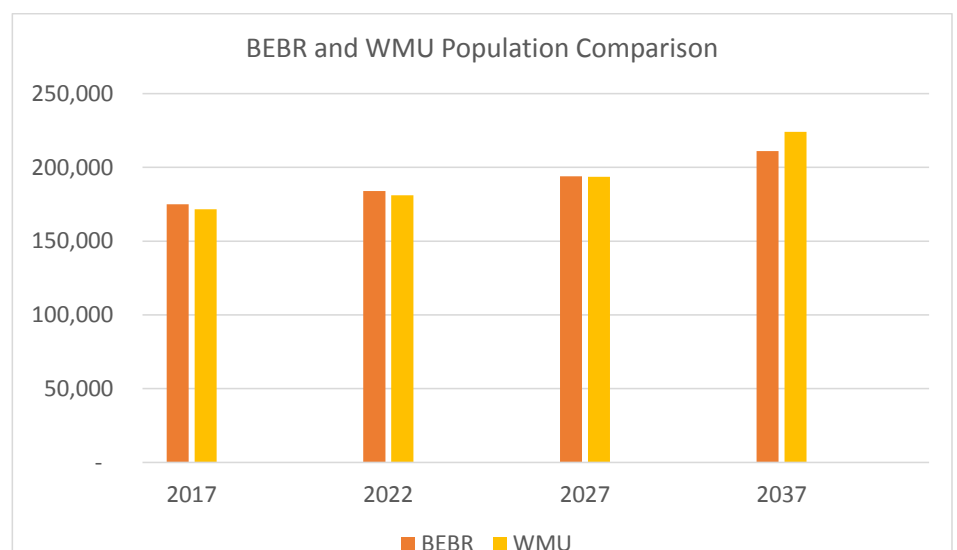
F. POPULATION GROWTH PROJECTIONS

Accurate population projections are an important planning building block for projecting the future staff and facility needs of Charlotte County. At the start of this planning study the County directed us to Florida's Bureau of Economic and Business Research (BEBR) population projections for future dates of 2022, 2027 and 2037. The County was also, at that time, beginning work with Western Michigan University (WMU) to develop a more detailed population projection by areas within the County. As of final preparation of this report, BEBR indicated an estimated 2018 population for Charlotte County of 177,987.

Because of this timing, WMU's information was not made available to the team until late in the report's development. Therefore the BEBR population projections were used as basis of report. We decided to compare these two sources of data to determine if any meaningful population differences existed that we should factor into our planning. Below is a chart that illustrates that the future population projections from both agencies were extremely close with some divergence of population projections occurring in 2037. Western Michigan indicated a larger population growth between 2027 and 2037 than did BEBR. If WMU is correct, a somewhat larger population could be impactful in the service areas of the County. This would be departments such as Sheriff, Public Safety, Courts, Tax and Utilities with other departments experiencing little if any impact. We therefore have added confidence that the projections based upon BEBR should serve as a good planning platform for the County.

Bureau of Economic and Business Research (BEBR) Population Projections:

- 2017 = 175,000
- 2022 = 184,000
- 2027 = 194,000
- 2037 = 211,000
- Approx. 23% Growth over 20 years



2

DEPARTMENT PROFILES



DEPARTMENT PROFILES

A. INTRODUCTION AND OVERVIEW

To gain relevant information on each Charlotte County department/office included in the study, space planning questionnaires were completed by these departments. The questionnaires provided information regarding department function, visitor load, location, historical personnel, future staff, types of spaces, space deficiencies, interaction with other departments, and parking. In addition to the questionnaire, the Consultant conducted personal interviews with key representative(s) from each department to review the contents of the questionnaires and discuss specific concerns. Through these site visits, the Consultant was able to observe the existing physical conditions of each department and how the space impacted operations. In addition, the consultant drew information from two prior studies (Facilities Condition Assessment, March 2015 and Facilities Strategic Master Plan 2016).

Department Profiles

Profiles were prepared for each physical department location (or address). Each profile represents a description of the department and is a culmination of the data gathered through questionnaires and interviews with key staff as well as data collected on the department from prior studies.

A description of the main categories presented in each department profile is provided below.

Location – Provides the department's physical address.

Mission/Function – Documents a clear understanding of the department's purpose and function.

Building Condition – Provides an overview of the size of building, name of building, condition as documented in prior Facilities Condition Assessment report and age of facility.

Personnel Data – Presents full-time employees or equivalents per year from 2008 and 2017 and identifies any non-department staff (i.e. interns, seasonal help, etc.) requiring space.

Personnel Projection – Presents the results from the personnel projection models using all or a combination of historical staff for 2008 to 2017, past and projected County population, and data gathered through department questionnaires. The Consultant's future personnel recommendations are presented for five, ten and twenty year intervals based on a comparison of the model outcomes to the department's historic staff growth. Examples of factors that may impact future personnel growth include impact of technology, changes in workplace trends, electronic filing versus hard copy files, more access use by citizens to internet versus face to face interaction, and flexibility to change with various demands.

A description of the forecast models used are as follows:

- **Model 1 Historical Percent Change** – estimates future growth based on a percentage change of available historical personnel data for 2008 – 2017.
- **Model 2 Linear Regression** – is the process of fitting the best possible straight line through a series of data points to determine future outcomes. In this model the slope and intercept are calculated from historical personnel data to forecast the future number of employees along a regression line.

- **Model 3 Historical Percent Change** – estimates future growth based on an actual number change of available historical personnel data for 2011 – 2017.
- **Model 4 Constant Staff to Projected Population** – utilizes current (2017) departmental staff to population projections.
- **Model 5 Department's Recommendation** – shows the department's recommendations for future staff.

(Note: Different historical timeframes were selected for different models to address the staffing fluctuations that occurred during the economic downturn from 2008 through 2010)

Critical Adjacencies – Identifies the other departments with which the functional area has frequent face-to-face interaction and thus requires a close proximity to in regards to physical location.

Staff and Space Projection – Presents the existing departmental gross square feet (DGSF) and DGSF per staff and shows future personnel needs applied toward the recommended DGSF per staff to arrive at future space needs in five year intervals through the year 2037.

Visitor Load – Shows the department's visitor load either light, medium or high.

Parking Assessment – Documents the number of staff requiring a parking space.

Miscellaneous – List any additional information collected that impacts the department's space needs, current challenges as well as identifying other remote departmental locations.

Charlotte County Board of County Commissioners
County Commission
Administration
Budget & Admin Services (B&A):
B&A - Fiscal Services
B&A - Real Estate Services
B&A - Information Technology
B&A - Purchasing
B&A - Fleet
B&A - Transit
B&A - Risk Management, Records & Wellness
Community Development
Community Services
County Attorney
Economic Development Office
Facilities Construction and Maintenance
Human Resources
Human Services
Public Safety
Public Works
Tourism Development Office
Utilities
Elected Officials
Clerk of Court
Property Appraiser
Sheriff
Supervisor of Elections
Tax Collector
State of Florida
Department of Health
Metropolitan Planning Organization (MPO)
State & Federal Offices

COMMISSIONERS

LOCATION

18500 Murdock Circle
Port Charlotte, FL 33948

MISSION

- To be recognized as a community leader in quality of life issues
- To improve Charlotte County government's morale and employee satisfaction
- To increase and enhance the organization's and Charlotte County's productivity and performance
- To enhance and improve our customers' satisfaction
- To positively change the image of government
- To improve communication both internally and externally



FACILITY INFORMATION

Department Size	See Chapter 6 Departmental Analysis Table
Primary Location	Murdock A
Bldg Size/Levels	93,596 SF / 5 levels
Condition	Poor
Age Factors	Built in 1989, the facility has numerous deferred maintenance issues. Utilization inefficiencies are present in the facility largely because of the building design's use of single loaded corridors.

HISTORICAL PERSONNEL DATA

Full time employees or equivalents per year:

2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
10	8	8	8	8	8	8	9	9	9

PROJECTED PERSONNEL

Model	2017	2022	2027	2037
Model 1 Historical % Change	9	10	10	11
Model 2 Linear Progression		10	11	13
Model 3 Historical Number Change		10	10	12
Model 4 Constant staff/ Pop Ratio		10	10	11
Model 5 Department's Recommendation		10	12	14
Average		10	10.6	12.2

COMMISSIONERS

CRITICAL ADJACENCIES

PIO adjacent to Commissioners, secondary to IT Administration

STAFF AND SPACE CONSIDERATIONS

Separate waiting/conference areas for commissioners
Security

PARKING ASSESSMENT

Employee Vehicles	14	Visitor Load	Light	Medium	High
-------------------	----	--------------	-------	--------	------

MISCELLANEOUS

Commission chambers, 2,443 SF

ADMINISTRATION AND PUBLIC INFORMATION OFFICE

LOCATION

18500 Murdock Circle
Port Charlotte, FL 33948

MISSIONS

County Administration

To be the energy in making Charlotte County a beautiful and enriching place to live.

The County Administrator is appointed by the Charlotte County Board of County Commissioners. It is the responsibility of the County Administrator to implement all decisions, policies, ordinances, and motions made by the Board. This is done through the department directors and administrative personnel who report directly to the County Administrator.

The Public Information Office is also housed in Administration.



Public Information Office

Mission: Improve communication between Charlotte County Government and their citizens.

The Public Information Office provides information to Charlotte County citizens regarding government issues, programs and services utilizing print, television, and web.

FACILITY INFORMATION

County Administration

Department Size	See Chapter 6 Departmental Analysis Table
Primary Location	Murdock A
Bldg Size/Levels	93,596 SF / 5 levels
Condition	Poor
Age Factors	Built in 1989, the facility has numerous deferred maintenance issues. Utilization inefficiencies are present in the facility largely because of the building design's use of single loaded corridors.

Public Information Office

Department Size	See Chapter 6 Departmental Analysis Table
Location	Murdock B
Bldg Size/Levels	36,022 SF / 2 levels
Condition	Poor
Age Factors	Built in 1981 and served as the first building on the Murdock campus. Building design was based upon the use of octagons placed together to form indoor offices and outdoor corridor spaces. Recommendation to demolish is based upon extremely inefficient shape of spaces, security compromises, and observed movement of structural columns.

ADMINISTRATION AND PUBLIC INFORMATION OFFICE

HISTORICAL PERSONNEL DATA

Full time employees or equivalents per year:

2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
16	13	9	9	10	10	10	11	12	15

PROJECTED PERSONNEL

Model	2017	2022	2027	2037
Model 1 Historical % Change	15	16	17	18
Model 2 Linear Progression		17	22	29
Model 3 Historical Number Change		16	18	21
Model 4 Constant staff/ Pop Ratio		16	17	18
Model 5 Department's Recommendation		17	19	22
Average		16.4	18.6	21.6

CRITICAL ADJACENCIES

- Commissioners' Office
- Attorney
- IT Department

(Administration's current location is good)

STAFF AND SPACE CONSIDERATIONS

The department lacks proper support spaces such as a lobby and conference rooms.

PARKING ASSESSMENT

Employee Vehicles	22	Visitor Load	Light	Medium	High
-------------------	----	--------------	-------	--------	------

MISCELLANEOUS

Growth is tied to growth in social media demands, not necessarily growth in population.

If project management tasks were consolidated into one location this would have possible space needs impact.

FISCAL SERVICES (Budget & Admin)

LOCATION

18500 Murdock Circle
Port Charlotte, FL 33948

MISSION

The Fiscal Services division is responsible for the preparation and review of the County budget in compliance with Sections 120 and 200, Florida Statutes. Fiscal Services also continually monitors, maintains and amends the budget in accordance with adopted procedures in the Administrative Code.

The division is also responsible for the production and distribution of the County's official budget document. Monitoring and providing revenue projections to the County Administrator is also a function of this department. The Fiscal Services division is divided into five core service sections that perform specific services on behalf of Charlotte County.



- **Accounts Payable/Accounts Receivable Section**
Provides processing, tracking, reporting, and support of procurement functions, accounts payable, and accounts receivable. Additionally this group supports the other Fiscal Services core sections and Board Departments.
- **Analytics Section**
Provides budget oversight and manages the budget process for the two year budget cycle including TRIM and public hearings. Provides Novus agenda support, cost allocation calculations, and special projects. Management of the Constitutional budgets and Court budgets resides in this group.
- **Capital Improvement Projects Section**
Manages the financial activity of all Capital Projects, Municipal Services Benefit Units, Municipal Services Taxing Units, and Community Redevelopment Areas. In addition, this section prepares the budgets for the following funds: Capital Projects, Impact Fees, Native Tree, Road Improvements, and Sales Tax Extension.
- **Grants Section**
Provides financial oversight on grant funding administered through other departments. Grants integrated within a CIP project or Utilities reside and are managed within their respective area. In addition, this section coordinates with the department's assigned Grant Coordinator and the awarding agency on financial and programmatic compliance and audits.
- **Operations Section**
The operations section manages the financial activity of all departmental budgets, including coordinating with the departments on budget preparation, expense and revenue projections, and financial reporting. In addition, coordination of bond issuance and rate analysis resides in this section.

FISCAL SERVICES (Budget & Admin)

FACILITIES INFORMATION

Department Size	See Chapter 6 Departmental Analysis Table
Primary Location	Murdock B
Bldg Size/Levels	36,022 SF / 2 levels
Condition	Poor
Age Factors	Built in 1981 and served as the first building on the Murdock campus. Building design was based upon the use of octagons placed together to form indoor offices and outdoor corridor spaces. Recommendation to demolish is based upon extremely inefficient shape of spaces, security compromises, and observed movement of structural columns.

HISTORICAL PERSONNEL DATA

Full time employees or equivalents per year:

2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
15	12	33	45	43	43	43	40	38	37

PROJECTED PERSONNEL

Model	2017	2022	2027	2037
Model 1 Historical % Change	33	35	37	40
Model 2 Linear Progression		28	19	3
Model 3 Historical Number Change		24	16	0
Model 4 Constant staff/ Pop Ratio		35	37	40
Model 5 Department's Recommendation		35	38	40
Average		35	37	40

CRITICAL ADJACENCIES

None

STAFF AND SPACE CONSIDERATIONS

Space for collaborative meetings in morning by various sections of department
Consolidation of files

PARKING ASSESSMENT

Employee Vehicles	40	Visitor Load	Light	Medium	High
-------------------	----	--------------	-------	--------	------

MISCELLANEOUS

None

REAL ESTATE (Budget & Admin)

LOCATION

18500 Murdock Circle
Port Charlotte, FL 33948

MISSION

Real Estate Services primary functions are the acquisition and disposal of real property for County purposes and the administration of the release & occupation of easement program.



FACILITY INFORMATION

Department Size	See Chapter 6 Departmental Analysis Table
Primary Location	Murdock B
Bldg Size/Levels	36,022 SF / 2 levels
Condition	Poor
Age Factors	Built in 1981 and served as the first building on the Murdock campus. Building design was based upon the use of octagons placed together to form indoor offices and outdoor corridor spaces. Recommendation to demolish is based upon extremely inefficient shape of spaces, security compromises, and observed movement of structural columns.

HISTORICAL PERSONNEL DATA

Full time employees or equivalents per year:

2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
10	10	8	8	7	7	7	7	7	7

PROJECTED PERSONNEL

Model	2017	2022	2027	2037
Model 1 Historical % Change	7	7	8	9
Model 2 Linear Progression		7	7	7
Model 3 Historical Number Change		6	6	6
Model 4 Constant staff/ Pop Ratio		7	8	8
Model 5 Department's Recommendation		7	7	7
Average		6.8	7.2	7.4

REAL ESTATE (Budget & Admin)**CRITICAL ADJACENCIES**

Attorney, Community Development

STAFF AND SPACE CONSIDERATIONS

Much of information handled is confidential

Approximately 50% of space is used for storage. Could be reduced with the proper space.

Need small conference/mediation room

Need dedicated conference room rather than sharing conference space

PARKING ASSESSMENT

Employee Vehicles	7	Visitor Load	Light	Medium	High
-------------------	---	--------------	-------	--------	------

MISCELLANEOUS

Has storage at Fleet Maintenance, 125 SF

INFORMATION TECHNOLOGY (Budget & Admin)

LOCATION

18500 Murdock Circle
Port Charlotte, FL 33948



MISSION

The Information Technology Division promotes, manages and supports information technology solutions and services which facilitate the vision, goals, and objectives of the Board of County Commissioners.

FACILITIES INFORMATION

Department Size	See Chapter 6 Departmental Analysis Table
Primary Location	Murdock A
Bldg Size/Levels	93,596 SF / 5 levels
Condition	Poor
Age Factors	Built in 1989, the facility has numerous deferred maintenance issues. Utilization inefficiencies are present in the facility largely because of the building design's use of single loaded corridors.

HISTORICAL PERSONNEL DATA

Full time employees or equivalents per year:

2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
34	29	25	25	25	26	28	29	31	31

PROJECTED PERSONNEL

Model	2017	2022	2027	2037
Model 1 Historical % Change	34	34	36	39
Model 2 Linear Progression		36	42	54
Model 3 Historical Number Change		37	42	52
Model 4 Constant staff/ Pop Ratio		34	36	39
Model 5 Department's Recommendation		51	53	53
Average		38.4	41.8	47.4

CRITICAL ADJACENCIES

Server Room, Receiving Dock, PIO

STAFF AND SPACE CONSIDERATIONS

Privacy, collaborative work spaces, and storage for new and out-of-service equipment
Current space has been compromised by growth and inefficient office arrangement

PARKING ASSESSMENT

Employee Vehicles	53	Visitor Load	Light	Medium	High
-------------------	----	--------------	-------	--------	------

MISCELLANEOUS

Primary server room located at Public Safety - EOC, 498 SF
Receiving / storage at Fleet maintenance building, 564 SF

PURCHASING (Budget & Admin)

LOCATION

18500 Murdock Circle
Port Charlotte, FL 33948



MISSION

To acquire at the best possible price, consistent with specific quality, the goods and services necessary for proper, and efficient operations of County Government.

FACILITY INFORMATION

Department Size	See Chapter 6 Departmental Analysis Table
Location	Murdock A
Size/Levels	93,596 SF / 5 levels
Condition	Poor
Age Factors	Built in 1989, the facility has numerous deferred maintenance issues. Utilization inefficiencies are present in the facility largely because of the building design's use of single loaded corridors.

HISTORICAL PERSONNEL DATA

Full time employees or equivalents per year:

2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
14	10	10	10	10	9	9	9	10	11

PROJECTED PERSONNEL

Model	2017	2022	2027	2037
Model 1 Historical % Change	11	12	12	13
Model 2 Linear Progression		11	11	12
Model 3 Historical Number Change		12	12	13
Model 4 Constant staff/ Pop Ratio		12	12	13
Model 5 Department's Recommendation		13	14	15
Average		12	12.2	13.2

CRITICAL ADJACENCIES

Public access

STAFF AND SPACE CONSIDERATIONS

Need large meeting room on same campus

Department is satisfied with current space

Purchasing keeps all documents for five years resulting in larger storage needs

PARKING ASSESSMENT

Employee Vehicles	15	Visitor Load	Light	Medium	High
-------------------	----	--------------	-------	--------	------

FLEET MANAGEMENT AND TRANSIT DEPARTMENTS (Budget & Admin)

LOCATION

Fleet Management

18000 Paulson Drive
Port Charlotte, FL 33954



Transit Department

25490 Airport Road
Punta Gorda, FL 33950



MISSION

The mission of Charlotte County Transit Division (CCT) is to provide safe, high quality, convenient, efficient, and affordable transportation to the general public in Charlotte County.

FACILITY INFORMATION

Fleet Management

Department Size	See Chapter 6 Departmental Analysis Table
Primary Location	Fleet Maintenance Building
Bldg Size/Levels	25,011 SF / 1 level with mezzanine
Condition	Poor
Age Factors	N/A

Transit Department

Department Size	See Chapter 6 Departmental Analysis Table
Location	Transit Building
Bldg Size/Levels	2,957 SF / 1 level
Condition	Poor
Age Factors	Built in 1997

Transit and Fleet staff have been combined for the Departmental Profile, but they are otherwise tracked separately throughout the report.

HISTORICAL PERSONNEL DATA

Full time employees or equivalents per year:

2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
34	32	29	27	18	18	18	18	19	19

FLEET MANAGEMENT AND TRANSIT DEPARTMENTS (Budget & Admin)

PROJECTED PERSONNEL

Model	2017	2022	2027	2037
Model 1 Historical % Change	21	21	22	24
Model 2 Linear Progression		14	10	3
Model 3 Historical Number Change		21	23	24
Model 4 Constant staff/ Pop Ratio		21	22	24
Model 5 Department's Recommendation		25	29	32
Average (Model 2 not factored in average)		22	24	26
Contract Drivers	35	35	35	20

STAFF AND SPACE CONSIDERATIONS

Lack of parking at Fleet Maintenance

Many needs resulting from lack of space and proper area in the building

Response to this is a planned new facility at Loveland Public Works campus

PARKING ASSESSMENT

Employee Vehicles	52	Visitor Load	Light	Medium	High
-------------------	----	--------------	-------	--------	------

MISCELLANEOUS

Transit operates three shifts

RISK MANAGEMENT, RECORDS, & WELLNESS CENTER (Budget & Admin)

LOCATION

18500 Murdock Circle
Port Charlotte, FL 33948

MISSION

To protect the County from catastrophic financial loss from claims, and to deliver a world class Healthcare Benefit and Wellness program to employees and dependents. The department functions to ensure regulations, state statutes, and federal law is followed pursuant to safety and benefits.



FACILITY INFORMATION

Department Size	See Chapter 6 Departmental Analysis Table
Primary Location	Murdock B
Bldg Size/Levels	35,200 SF / 2 levels
Condition	Poor
Age Factors	Built in 1981 and served as the first building on the Murdock campus. Building design was based upon the use of octagons placed together to form indoor offices and outdoor corridor spaces. Recommendation to demolish is based upon extremely inefficient shape of spaces, security compromises, and observed movement of structural columns.

HISTORICAL PERSONNEL DATA

Full time employees or equivalents per year: Risk Management only (Does not include records, wellness)

2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
7	7	4	4	4	4	4	4	5	5

PROJECTED PERSONNEL

Model	2017	2022	2027	2037
Model 1 Historical % Change	12	10	10	11
Model 2 Linear Progression		10	12	18
Model 3 Historical Number Change		12	16	23
Model 4 Constant staff/ Pop Ratio		13	14	15
Model 5 Department's Recommendation		13	13	13
Average		11.6	13	16

STAFF AND SPACE CONSIDERATIONS

Need dedicated conference room

PARKING ASSESSMENT

Employee Vehicles	13	Visitor Load	Light	Medium	High
-------------------	----	--------------	-------	--------	------

MISCELLANEOUS

Two clinics at Grace Street Annex and Human Services / Employee Health Center. These separate functions do not need to be combined

COMMUNITY DEVELOPMENT

LOCATION

18400 Murdock Circle
Port Charlotte, FL 33948

MISSION

The Community Development Department is made up of three divisions: Building Construction Services, Special Projects, and Planning & Zoning.

The Building Construction Division is responsible for the following services:

- Plans Review
- Building Permits
- Building Inspections
- Florida Building Code compliance
- Contractor licensing compliance relative to all building trades

The Special Projects Division is responsible for all mapping requests from internal county departments as well as citizens. Several data layers are maintained on the Charlotte County GIS website such as:

- Zoning Districts
- Future Land Use Designations
- Community Redevelopment Areas

The Planning & Zoning Division is responsible for the following services:

- Site Plan Review
- Special Exceptions and Variances
- Implementing & Updating the Charlotte 2050 Comprehensive Plan
- Zoning District & Future Land Use Map Changes
- Implementing & Updating the Land Development Regulations
- Plats & Plat Vacations
- Code Enforcement of much of the county's Code of Laws & Ordinances
- Staff support for the Planning & Zoning Board, and Board of Zoning Appeals, and the Code Enforcement Special Magistrate
- Community Planning
- Impact Fees
- Other Planning Services

The Code Compliance Section of the Planning & Zoning Division investigates reports of possible code violations.



COMMUNITY DEVELOPMENT

FACILITY INFORMATION

Department Size	See Chapter 6 Departmental Analysis Table
Primary Location	Murdock C
Bldg Size/Levels	19,318 SF / 1 level, 2018 expansion/renovation to 21,738 SF
Condition	Good
Age Factors	Built in 1976, expanded and renovated in 2018. This expansion was designed to provide adequate square footage for 20 years.

HISTORICAL PERSONNEL DATA

Full time employees or equivalents per year:

2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
161	95	89	73	73	73	75	81	83	94

PROJECTED PERSONNEL

Model	2017	2022	2027	2037
Model 1 Historical % Change	95	100	105	115
Model 2 Linear Progression		104	120	146
Model 3 Historical Number Change		105	118	143
Model 4 Constant staff/ Pop Ratio		100	106	115
Model 5 Department's Recommendation		110	125	137
Average		103.8	114.8	131.2

CRITICAL ADJACENCIES

Public access

STAFF AND SPACE CONSIDERATIONS

Flexibility to adjust to the changing demands of the department.

PARKING ASSESSMENT

Employee Vehicles	137	Visitor Load	Light	Medium	High
-------------------	-----	--------------	-------	--------	------

MISCELLANEOUS

Inspectors are mobile with laptops.

CD is going electronic on all submittals, reviews

Archived permit files at Clerk's office in the Justice Center

COMMUNITY SERVICES

MISSION

Charlotte County Community Services is committed to providing quality programs and facilities for residents and visitors to our county. We believe recreation and leisure activities, reading, music, art, and history are essential to personal growth, positive self-esteem, and relaxation. Our parks and open spaces are an integral part of our community identity.

FACILITY INFORMATION

Refer to Chapter 6 for Facility Information.

HISTORICAL PERSONNEL DATA

Historical Personnel Data not available.



ATTORNEY

LOCATION

18500 Murdock Circle
Port Charlotte, FL 33948

MISSION

To provide efficient, effective legal representation to the Board of County Commissioners, its agencies, advisory boards, and staff based on the preventative law model.

The County Attorney is appointed by and reports to the Board of County Commissioners. The County Attorney acts as legal advisor and representative of the County Commission, County Administrator and county departments.

According to Charlotte County's Home Rule Charter

"The Office of County Attorney shall be responsible for the representation of county government, the Board of County Commissioners, and all other departments, divisions, regulatory boards, and advisory boards of county government in all legal matters relating to their official responsibilities. The Office of County Attorney shall prosecute and defend all civil actions for and on behalf of county government and shall review all ordinances, resolutions, contracts, bonds, and other written instruments."

The County Attorney's office can only represent its client, the County of Charlotte, including the Board of County Commissioners, and the departments within the County government.



FACILITY INFORMATION

Department Size	See Chapter 6 Departmental Analysis Table
Primary Location	Murdock A
Bldg Size/Levels	93,596 SF / 5 levels
Condition	Poor
Age Factors	Built in 1989, the facility has numerous deferred maintenance issues. Utilization inefficiencies are present in the facility largely because of the building design's use of single loaded corridors.

HISTORICAL PERSONNEL DATA

Full time employees or equivalents per year:

2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
15	13	13	13	13	13	13	13	13	14

ATTORNEY**PROJECTED PERSONNEL**

Model	2017	2022	2027	2037
Model 1 Historical % Change	14	14	15	16
Model 2 Linear Progression		14	15	16
Model 3 Historical Number Change		13	13	13
Model 4 Constant staff/ Pop Ratio		14	15	16
Model 5 Department's Recommendation		14	16	16
Average		13.8	14.8	15.4

CRITICAL ADJACENCIES

Administration, Court Clerk, Real Estate, access to a larger conference room

STAFF AND SPACE CONSIDERATIONS

Security and sufficient conferencing areas

Entrance does not provide proper separation between visitor and office spaces.

Law Library is used as an internal work area. A furniture change could make it more effective.

Would like a rolling file system to replace the current five-drawer cabinets. This would require a review of structural capacity of floor. Current file storage condition was noted by staff as unsafe.

PARKING ASSESSMENT

Employee Vehicles	16	Visitor Load	Light	Medium	High
-------------------	----	--------------	-------	--------	------

ECONOMIC DEVELOPMENT

LOCATIONS

SunTrust Office Building
18501 Murdock Circle (across the street)
Port Charlotte, FL 33948

MISSION

The Charlotte County Economic Development Office is a department within the Charlotte County Board of County Commissioners. Its mission is to encourage the recruitment of diversified industry to the country, to create high skill, high wage jobs, and to help diversify the economy and tax base.

In fulfilling this mission, the EDO is involved in a myriad of activities such as business recruitment, expansion and retention, demographic and market data support to the community and prospective businesses, and disseminating important publications.

From the top down, our work is driven by a connected, collaborative business network. This pro-business community believes the sky is the limit, and you'll see that in everything from a friendly welcome to fast-track approvals and expedited permitting.



FACILITY INFORMATION

Department Size	See Chapter 6 Departmental Analysis Table
Primary Location	Suntrust Office Building Lease
Bldg Size/Levels	N/A
Condition	Good
Age Factors	Lease

PERSONNEL DATA

Full time employees or equivalents per year:

2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
5	5	5	6	6	6	6	6	6	6

ECONOMIC DEVELOPMENT

PERSONNEL PROJECTION

Model	2017	2022	2027	2037
Model 1 Historical % Change	6	6	7	7
Model 2 Linear Progression		6	6	6
Model 3 Historical Number Change		6	6	6
Model 4 Constant staff/ Pop Ratio		6	7	7
Model 5 Department's Recommendation		6	6	6
Average		6	6.4	6.4

CRITICAL ADJACENCIES

Easy public access, PIO, Commissioners, Administration

STAFF AND SPACE CONSIDERATIONS

Image of space is important, "professional and business-like"

Current space would not allow any growth

Preference for private offices

Adjacency to larger conference room (18-20 seats) is preferred

PARKING ASSESSMENT

Employee Vehicles	6	Visitor Load	Light	Medium	High
-------------------	---	--------------	-------	--------	------

FACILITIES

LOCATION

18500 Murdock Circle
Port Charlotte, FL 33948

MISSION

To create and support facilities which contribute to a productive, safe, and enriching environment for employees, residents, and visitors to Charlotte County.

They are a service organization dedicated to the success and satisfaction of Charlotte County employees and the public. Our core services are Operations, Repair and Maintenance, and Project Management.

- Operations
- Repair & Maintenance
- Facilities Project Management
- Energy Efficiency Initiatives



FACILITIES INFORMATION

Department Size	See Chapter 6 Departmental Analysis Table
Primary Location	Murdock D
Bldg Size/Levels	5,218 SF / 1 level
Condition	Good
Age Factors	Built in 1983, renovated to accommodate current staffing

HISTORICAL PERSONNEL DATA

Full time employees or equivalents per year:

2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
59	48	43	47	48	45	44	44	48	50

PROJECTED PERSONNEL

Model	2017	2022	2027	2037
Model 1 Historical % Change	52	53	56	61
Model 2 Linear Progression		49	50	53
Model 3 Historical Number Change		52	54	59
Model 4 Constant staff/ Pop Ratio		56	59	64
Model 5 Department's Recommendation		64	74	80
Average		54.8	58.6	63.4

FACILITIES

CRITICAL ADJACENCIES

None

STAFF AND SPACE CONSIDERATIONS

Separate access with mud-room to accommodate movement of field staff to and from building

Space layout lacks efficient work flow

PARKING ASSESSMENT

Employee Vehicles	9 Murdock	Visitor Load	Light	Medium	High
-------------------	-----------	--------------	-------	--------	------

MISCELLANEOUS

Department employees are spread out over multiple County facilities including fleet maintenance building - HVAC techs, 1,199 SF

Murdock B - complex maintenance staff, 1,250 SF

Security officers at Murdock A and West County Annex

Managers at Murdock D and Supervisors at separate locations

HUMAN RESOURCES

LOCATION

18500 Murdock Circle
Port Charlotte, FL 33948

MISSION

Human Resources is dedicated to delivering exemplary customer service by engaging in collaborative partnerships. The department's vision is to proactively provide strategic support and guidance to the employees, organization, and community that we serve.

- Employment
- Benefits
- Employee Information
- Employee Recognition



FACILITIES INFORMATION

Department Size	See Chapter 6 Departmental Analysis Table
Primary Location	Murdock A
Bldg Size/Levels	93,596 SF / 5 levels
Condition	Poor
Age Factors	Built in 1989, the facility has numerous deferred maintenance issues. Utilization inefficiencies are present in the facility largely because of the building design's use of single loaded corridors.

HISTORICAL PERSONNEL DATA

Full time employees or equivalents per year:

2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
11	10	10	9	9	9	9	9	9	9

PROJECTED PERSONNEL

Model	2017	2022	2027	2037
Model 1 Historical % Change	9	10	10	11
Model 2 Linear Progression		9	9	9
Model 3 Historical Number Change		9	9	9
Model 4 Constant staff/ Pop Ratio		10	10	11
Model 5 Department's Recommendation		11	13	15
Average (Without Linear)		10	10.5	11.5

HUMAN RESOURCES

CRITICAL ADJACENCIES

Easy public and employee access

STAFF AND SPACE CONSIDERATIONS

The total number of county employees has grown by approximately 10% since 2011 and the complexity of the department has also grown. This is reflected in the desire to add 2 additional staff by 2022. Training has also continued to grow which manifests itself in a need for a proper training space.

Need HR analyst grouped together within the office space.

Many conversations are confidential, which should be considered in design of space.

PARKING ASSESSMENT

Employee Vehicles	15	Visitor Load	Light	Medium	High
-------------------	----	--------------	-------	--------	------

HUMAN SERVICES

LOCATION

1050 Loveland Boulevard
Port Charlotte, FL 33980

MISSION

To improve the quality of life by connecting Charlotte County residents with supportive programs and services through community partnerships, advocacy, and information.

Vision: To create a healthy and self-sufficient community. Human Services includes the following divisions:



Transit Services

Charlotte 2-1-1

Charlotte 2-1-1's mission is to improving the health and well-being of Charlotte County residents with comprehensive informational service. The vision is to be a resource, an advocate, and raise awareness about Charlotte County's health and humans needs.

Family Services

The following nonprofit agencies are housed by the Family Services Center:

- AARP Foundation
- Adults with Disabilities-New vision Program
- Boys & Girls Club of Charlotte County, Inc.
- Children's Advocacy Center of SW Florida
- Comprehensive Housing Resources
- FL Center for Early Childhood – Healthy Families
- Guardian Ad Litem
- Hearing Impaired Persons
- Parents in Action
- The S.H.A.R.E. Spot

Housing Services

The Housing Division of Charlotte County Human Services is responsible for the oversight of the enforcement of federal and state fair housing laws. Its housing efforts develop partnerships with local lenders, nonprofit organizations, and affordable housing developers. The division serves as Charlotte County housing liaison with the State of Florida and other state and federal housing advocates.

Senior Services

Senior Services case managers assist community residents with accessing a wide array of supportive services including a care plan based on an assessment of need.

Veteran Services

The mission of Charlotte County Veteran Services is to provide eligible veterans and their dependents with those benefits to which they may be entitled under federal, state, and local law, in accordance with established policies and procedures.

HUMAN SERVICES

FACILITIES INFORMATION

Department Size	See Chapter 6 Departmental Analysis Table
Primary Location	Human Services Building
Bldg Size/Levels	12,468 SF / 1 level
Condition	Good
Age Factors	Built in 2011

HISTORICAL PERSONNEL DATA

Full time employees or equivalents per year:

2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
33	31	27	22	22	21	24	27	26	27

PROJECTED PERSONNEL

Model	2017	2022	2027	2037
Model 1 Historical % Change	27	29	30	33
Model 2 Linear Progression		31	38	46
Model 3 Historical Number Change		29	30	33
Model 4 Constant staff/ Pop Ratio		29	30	33
Model 5 Department's Recommendation		36	41	44
Average		30.8	33.8	37.8

CRITICAL ADJACENCIES

Close to Health Department, easy public access

STAFF AND SPACE CONSIDERATIONS

Layout of space does not address current functional requirements

All divisions have visitors except Senior Services, who do their work in the field

Many spaces are too small for the room's activities

PARKING ASSESSMENT

Employee Vehicles	44	Visitor Load	Light	Medium	High
-------------------	----	--------------	-------	--------	------

MISCELLANEOUS

Health clinic included in the building with a shared break room and conference areas

PUBLIC SAFETY

LOCATION

26571 Airport Road
Punta Gorda, FL 33982

MISSION

To serve and protect the citizens of Charlotte County through leadership, teamwork, and exceptional services.

The department includes:

- Fire and EMS services to assist County citizens in emergency situations.
- Emergency Management to prepare for, respond to, recover from, and mitigate against hazards.
- Animal Control to create and preserve a safe community through education, enforcement, and leadership.



FACILITY INFORMATION

Public Safety – Emergency Operations Center

Department Size	See Chapter 6 Departmental Analysis Table
Primary Location	Public Safety Building – Emergency Operations Center
Bldg Size/Levels	30,889 SF / 2 levels
Condition	Good
Age Factors	2008

Public Safety – Vehicle Maintenance Building

Department Size	See Chapter 6 Departmental Analysis Table
Location	Public Safety Building – Vehicle Maintenance Building
Bldg Size/Levels	17,995 SF / 1 level
Condition	Good
Age Factors	2007

HISTORICAL PERSONNEL DATA

Historical Personnel Data not available.

PUBLIC WORKS

LOCATION

Public Works Yard

7000 Florida Street
Punta Gorda, FL 33950

East Port Environmental Campus

25550 Harbor View Road
Port Charlotte, FL 33980



MISSION

The Public Works Department utilizes a skilled, engaged workforce to enhance the quality of life for Charlotte County residents by continually improving infrastructure and providing services in a cost-effective manner to meet the needs of the community.

The Public Works Department builds and maintains roadways, bridges, navigable waterways, stormwater infrastructure, traffic lights and signs, rights-of-ways, and landscaping in unincorporated areas of Charlotte County while protecting and preserving the environment.

The Department further provides solid waste management including curbside service and operation of the landfill, manages mosquito and aquatic weed control programs and operates the Indian Spring and Lieutenant Carl Bailey Cemeteries

FACILITY INFORMATION

Public Works Yard

Department Size	See Chapter 6 Departmental Analysis Table
Primary Location	Public Works Yard
Bldg Size/Levels	8,002, 1 Levels
Condition	Good
Age Factors	Constructed in 1981, Renovated in 1990

East Port Environmental Campus

Department Size	See Chapter 6 Departmental Analysis Table
Primary Location	East Port Environmental Campus
Bldg Size/Levels	Administration Building - 33,013 SF / 2 levels Field Operations Building - 25,820 SF / 2 levels
Condition	Good
Age Factors	2001

HISTORICAL PERSONNEL DATA

Historical Personnel Data not available.

MISCELLANEOUS

Satellite space at San Casa Yard to remain, 1276 SF

TOURISM

LOCATION

1700 Tamiami Trail, G-2
Port Charlotte, FL 33948

MISSION

The Punta Gorda/Englewood Beach Visitor and Convention Bureau's role is to increase awareness of the Charlotte Harbor area domestically and internationally. Marketing strategies are targeted to encourage leisure and business travel. VCB efforts generate revenue for resorts, hotels, condominiums and home rentals, as well as restaurants, retailers, attractions, recreational activities, and supporting service companies.



FACILITIES INFORMATION

Department Size	See Chapter 6 Departmental Analysis Table
Primary Location	Murdock Plaza Lease
Bldg Size/Levels	N/A
Condition	N/A
Age Factors	Lease

HISTORICAL PERSONNEL DATA

Full time employees or equivalents per year:

2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
5	5	5	5	5	5	6	6	6	6

PROJECTED PERSONNEL

Model	2017	2022	2027	2037
Model 1 Historical % Change	8	6	7	7
Model 2 Linear Progression		8	10	14
Model 3 Historical Number Change		6	6	7
Model 4 Constant staff/ Pop Ratio		8	8	9
Model 5 Department's Recommendation		13	15	17
Average		8.2	9.2	10.8

CRITICAL ADJACENCIES

Easy public access

STAFF AND SPACE CONSIDERATIONS

Large public lobby/information area and sufficient storage for promotional items/materials
Location should be easily identifiable and welcoming

PARKING ASSESSMENT

Employee Vehicles	17	Visitor Load	Light	Medium	High
-------------------	----	--------------	-------	--------	------

MISCELLANEOUS

Storage fleet maintenance building, 133 SF

UTILITIES

LOCATION

East Port Environmental Campus

25550 Harbor View Road
Port Charlotte, FL 33980

MISSION

To provide safe, reliable drinking water, reclaimed water and wastewater service for the enrichment of the community, through planning, design, and construction.



FACILITY INFORMATION

Department Size	See Chapter 6 Departmental Analysis Table
Primary Location	East Port Environmental Campus
Bldg Size/Levels	Administration Building - 33,013 SF / 2 levels Field Operations Building - 25,820 SF / 2 levels
Condition	Good
Age Factors	2001

Utilities Department was studied in depth as part of the Loveland O&M Campus Masterplan. Chapter 6 of this report contains additional analysis and recommendations regarding the Utilities Department.

HISTORICAL PERSONNEL DATA

Historical Personnel Data not available.

MISCELLANEOUS

Burnt Store Utilities Operations Building, 5,200 SF

East Port Wastewater Treatment Plant, 10,169 SF

Rotunda Wastewater Treatment Plant, 2,442 SF

Rotonda RO Plant, 4070 SF

West Port WW Treatment Plant, 2447 SF

CLERK OF COURT

LOCATION

18500 Murdock Circle
Port Charlotte, FL 33948

MISSION

Roger Eaton was sworn in as the newly elected Charlotte County Clerk of Court on January 3, 2017 by Charlotte County Judge Paul Alessandrini.

"I have three primary goals," said Eaton at his swearing-in. "I want to strive to make this office as efficient as possible; secondly I want to continue to remain at the fore-front in the state of Florida for employing innovative technology; and third and most important, I want to continue to rely on teamwork and communication to complete our first two goals because without that teamwork and communication we are not going to achieve anything."



FACILITY INFORMATION

Department Size	See Chapter 6 Departmental Analysis Table
Primary Location	Murdock A
Bldg Size/Levels	93,596 SF / 5 levels
Condition	Poor
Age Factors	Built in 1989, the facility has numerous deferred maintenance issues. Utilization inefficiencies are present in the facility largely because of the building design's use of single loaded corridors.

HISTORICAL PERSONNEL DATA

Historical Personnel Data not available.

PROJECTED PERSONNEL

Model	2017	2022	2027	2037
Model 1 Historical % Change	39			
Model 4 Constant staff/ Pop Ratio		41	44	48
Model 5 Department's Recommendation		45	47	49
Average		43	46	48

CRITICAL ADJACENCIES

Attorney, public access

STAFF AND SPACE CONSIDERATIONS

Current space is sufficient and open area for queuing of visitors is oversized with operations changes.

PARKING ASSESSMENT

Employee Vehicles	49	Visitor Load	Light	Medium	High
-------------------	----	--------------	-------	--------	------

MISCELLANEOUS

Clerk of Court offices also located at Justice Center.

No short-term growth expected.

Conference currently used by Value Adjustment Board for hearings.

PROPERTY APPRAISER

LOCATION

18500 Murdock Circle
Port Charlotte, FL 33948

South County Annex

410 Taylor Street
Punta Gorda, FL 33950

MISSION

The mission of the Charlotte County Property Appraiser's office is to produce an accurate and equitable assessment roll and increase public knowledge and awareness of the assessment process. We are committed to guiding Charlotte County residents through the process of qualifying, applying and maintaining property tax exemption benefits.



FACILITY INFORMATION

Murdock Complex

Department Size	See Chapter 6 Departmental Analysis Table
Primary Location	Murdock A
Bldg Size/Levels	93,596 SF / 5 levels
Condition	Poor
Age Factors	Built in 1989, the facility has numerous deferred maintenance issues. Utilization inefficiencies are present in the facility largely because of the building design's use of single loaded corridors.

South County Annex

Department Size	See Chapter 6 Departmental Analysis Table
Location	South County Annex
Size/Levels	20,800 SF, 1 Level
Condition	Poor
Age Factors	1976

HISTORICAL PERSONNEL DATA

Historical Personnel Data not available.

PROPERTY APPRAISER

PROJECTED PERSONNEL (MURDOCK CAMPUS)

Model	2017	2022	2027	2037
Model 1 Historical % Change	53			
Model 4 Constant staff/ Pop Ratio		56	59	64
Model 5 Department's Recommendation		51	52	52
Average		53.5	55.5	58

STAFF AND SPACE CONSIDERATIONS

Space configuration should be modified for more efficiency

Need management close to staff

Need more privacy at public windows

PARKING ASSESSMENT

Employee Vehicles	52	Visitor Load	Light	Medium	High
-------------------	----	--------------	-------	--------	------

*Seasonally high

MISCELLANEOUS

Additional personnel located at the West County Annex, 698 SF

Future legislation could change space requirements

SHERIFF

LOCATION

7474 Utilities Road
Punta Gorda, FL 33982

MISSION

It is the mission of the Charlotte County Sheriff's Office to serve the citizens and visitors of Charlotte County by providing professional law enforcement, detention, and court security that protects and preserves the Constitutional Rights of the people and mandates the fair and impartial enforcement of the law.



The vision is that Charlotte County remain one of the safest and most enjoyable places to live and visit in the State of Florida and in the nation and for the Charlotte County Sheriff's Office to be a leader in public safety. We achieve this through innovation, technology, and community partnerships. We strive to integrate the concepts of community policing with our community and achieve our vision through collaborative problem solving.

FACILITY INFORMATION

Department Size	See Chapter 6 Departmental Analysis Table
Primary Location	Sheriff's Administration Facilities
Bldg Size/Levels	N/A
Condition	N/A
Age Factors	N/A

HISTORICAL PERSONNEL DATA

Historical Personnel Data not available.

SUPERVISOR OF ELECTIONS

LOCATION

Historic Courthouse

226 Taylor Street
Punta Gorda, FL 33950

Supervisor of Election Warehouse

18500 Murdock Circle
Port Charlotte, FL 33948

MISSION

As a Gatekeeper of the Democratic process, the Supervisor of Elections will uphold the election laws of the state of Florida and the Constitution of the United States. Our mission is to enhance public confidence and increase voter awareness and education for citizens of all ages.



FACILITY INFORMATION

Historic Courthouse

Department Size	See Chapter 6 Departmental Analysis Table
Primary Location	Historic Courthouse
Bldg Size/Levels	16,491, 2 Levels
Condition	Fair
Age Factors	1928, Expanded in 1960s and 1980s, Restored in 2006

SOE Warehouse

Department Size	See Chapter 6 Departmental Analysis Table
Storage Location	SOE Warehouse
Bldg Size/Levels	3,797 SF, 1 level
Condition	Fair
Age Factors	1997

HISTORICAL PERSONNEL DATA

Historical Personnel Data not available.

SUPERVISOR OF ELECTIONS

PROJECTED PERSONNEL

Model	2017	2022	2027	2037
Model 1 Historical % Change	13			
Model 2 Linear Progression				
Model 3 Historical Number Change				
Model 4 Constant staff/ Pop Ratio		14	15	16
Model 5 Department's Recommendation		13	14	14
Average		13.5	14.5	15

CRITICAL ADJACENCIES

Public access

STAFF AND SPACE CONSIDERATIONS

With spaces divided into four quadrants by a public corridor, there is a lack of security and efficiency

PARKING ASSESSMENT

Employee Vehicles	12	Visitor Load	Light*	Medium	High
-------------------	----	--------------	--------	--------	------

*Seasonal

MISCELLANEOUS

Warehouse is remote from elections offices with two staff assigned to warehouse.

TAX COLLECTOR

LOCATION

18500 Murdock Circle
Port Charlotte, FL 33948

South County Annex

410 Taylor Street
Punta Gorda, FL 33950

MISSION

As constitutionally-elected officers, Florida Tax Collectors work to serve each Florida community by managing state resources and protecting citizens' needs at the local level. With the public's interest as our first priority, we work with thousands of citizens every day to protect and support their most-treasured possessions.



FACILITY INFORMATION

Murdock Campus

Department Size	See Chapter 6 Departmental Analysis Table
Primary Location	Murdock A
Bldg Size/Levels	93,596 SF / 5 levels
Condition	Poor
Age Factors	Built in 1989, the facility has numerous deferred maintenance issues. Utilization inefficiencies are present in the facility largely because of the building design's use of single loaded corridors.

South County Annex

Department Size	See Chapter 6 Departmental Analysis Table
Location	South County Annex
Size/Levels	20,800, 1 level
Condition	Poor
Age Factors	1976

HISTORICAL PERSONNEL DATA

Full time employees or equivalents per year:

2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
	67	66	67	69	68	73	75	75	78

TAX COLLECTOR

PROJECTED PERSONNEL

Model	2017	2022	2027	2037
Model 1 Historical % Change	78			
Model 2 Linear Progression				
Model 3 Historical Number Change				
Model 4 Constant staff/ Pop Ratio				
Model 5 Department's Recommendation		102	118	122
Average				

STAFF AND SPACE CONSIDERATIONS

Tax Administration to move to South Annex from Murdock A

New South County Annex building

Server room remains at Murdock A

Loading dock has challenges for deliveries because of reduced maneuvering room

Offices have encroached on original loading dock to make it less effective

PARKING ASSESSMENT

Employee Vehicles	62, South Annex 38, Murdock	Visitor Load	Light	Medium	High
-------------------	--------------------------------	--------------	-------	--------	------

MISCELLANEOUS

Satellite locations: West County Annex, 238 SF and Port Charlotte Annex, 219 SF

DEPARTMENT OF HEALTH

LOCATION

1100 Loveland Blvd
Port Charlotte, FL 33980

MISSION

It is the mission of the Charlotte County Department of Health to protect, promote, and improve the health of all people in Florida through integrated state, county, and community efforts.



FACILITY INFORMATION

Department Size	See Chapter 6 Departmental Analysis Table
Primary Location	Charlotte County Health Department
Bldg Size/Levels	48,836 SF / 2 levels
Condition	Good
Age Factors	2010

HISTORICAL PERSONNEL DATA

Historical Personnel Data not available.

2008	2009	2010	2011	2012	2013	2014	2015	2016	2017

PARKING ASSESSMENT

Employee Vehicles		Visitor Load	Light	Medium	High
-------------------	--	--------------	-------	--------	------

METROPOLITAN PLANNING ORGANIZATION

LOCATION

East Port Environmental Campus

25550 Harbor View Road
Port Charlotte, FL 33980

MISSION

The Charlotte County Metropolitan Planning Organization (MPO) is a federally-mandated and federally-funded transportation policy-making organization that focuses on long range transportation planning. The mission through this work is to translate local priorities in Charlotte County into state and federal transportation project funding and programs.



FACILITY INFORMATION

East Port Environmental Campus

Department Size	See Chapter 6 Departmental Analysis Table
Primary Location	East Port Environmental Campus
Bldg Size/Levels	Administration Building - 33,013 SF / 2 levels
Condition	Good
Age Factors	2001

HISTORICAL PERSONNEL DATA

Historical Personnel Data not available.

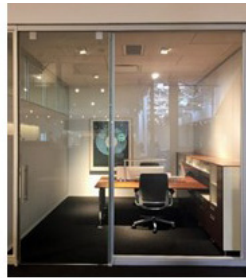
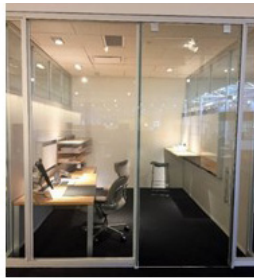
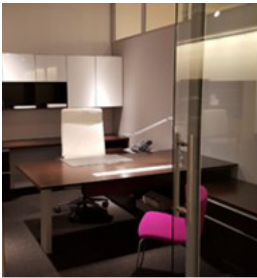
3

UNIFORM SPACE STANDARDS



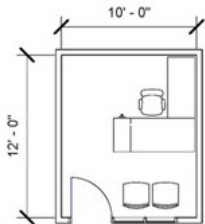
A. INTRODUCTION AND OVERVIEW

The strategic master space plan offers an organized framework for future growth. Uniform space standards are a key tool to provide consistent space sizes and to provide flexibility in future office moves. The space standards were developed through research and analysis of multiple sources, including: Florida Department of Management Services, neighboring county standards, national standards, as well as prior Charlotte County planning efforts. New trends in work place design were also explored, with a focus on work space that has flexibility to adapt to new technologies. Standard space “blocks” were developed to illustrate how new furniture could be used within each space.

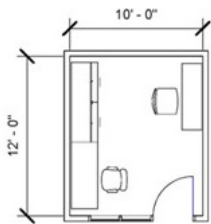


Office Flexibility

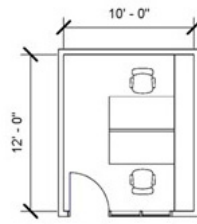
The PO-C (120 sf) office size allows for multiple office configurations. The photo and plan diagram at left depicts a conventional office setup with two visitor chairs. The two images at right show alternate configurations that would provide office space for two staff in the same 120 sf office.



STANDARD OFFICE



CUSTOMIZED WORKSPACE



SHARED OFFICE

Office Flexibility



Trends and Technology



Trends and Technology

Technology and new trends in work environments have increased the importance of flexible and collaborative workspaces. Where appropriate, office layouts and furnishings should provide space that allows for efficient use of technology, and for a collaborative work environment.

B. UNIFORM SPACE STANDARDS

Space Types	Position Classification	Office or Workstation	Position Example	Size (SF)
PO-A	Executive	Office	Commissioner, County Administrator, Elected Official	250
PO-B	Director	Office	Department Director	180
PO-C	Manager & Professional Requiring Confidentiality	Office	Division Manager, Attorney, Executive Assistant	120
WS3	Supervisor, Professional & ParaProfessional	Workstation	Supervisor, Engineer, Coordinator	64
WS2	ParaProfessional	Workstation	Specialist, Admin Assistant	48
WS1	Paraprofessional (Limited Use)	Workstation	Inspector	35

Conference / Meeting Rooms

CN-A	Conference Room - 6 Person	165
CN-B	Conference Room - 8 Person	216
CN-C	Conference Room - 10 Person	240
CN-D	Conference Room - 12 Person	336
CN-E	Conference Room - 14 Person	364
CN-F	Conference Room - 12 Person + 10 Side Chairs	360
CN-G	Conference Room - 14 Person + 10 Side Chairs	416

General Note: Where appropriate, informal breakout spaces and/or collaborative work areas can be included to supplement or take the place of enclosed conference rooms.

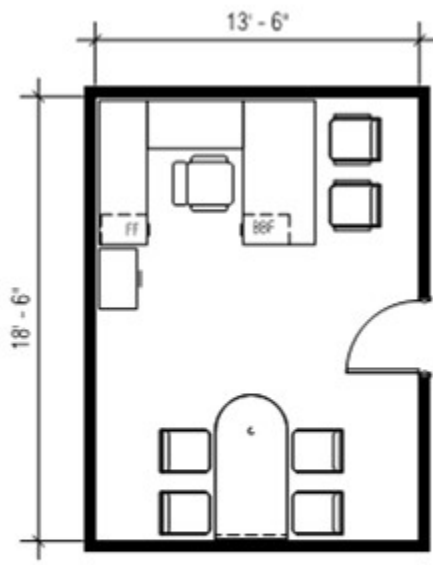
General Support

Reception	1 per Suite or Floor	200
IT / Data Room	1 per Suite or Floor	120
Storage	1 per 40 employees	100
Break Room *	1 per 60 employees	250
Copy/Work Room **	1 per 60 employees	200

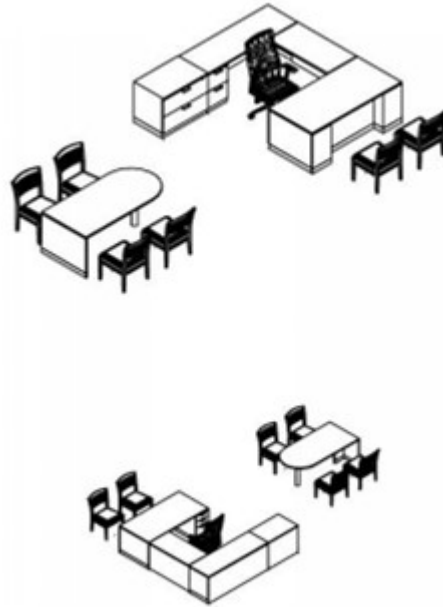
* Space accommodates kitchenette area with seating for up to 8 employees. For additional employee seating area add 15 sf per person.

** Size and layout of copy/work room to be verified based on departmental function.

PO-A: Executive-Level & Elected Official (250 SF)



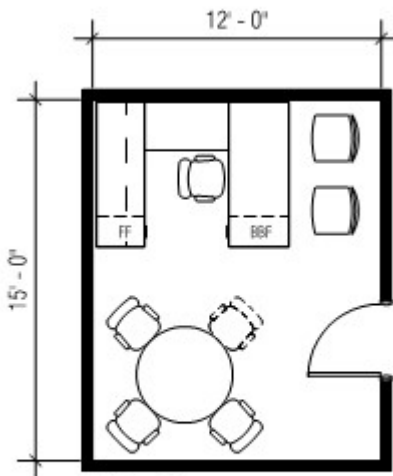
PO-A
PRIVATE OFFICE
250 SF



Position Examples:

- Commissioner
- County Administrator
- Elected Official

PO-B: Director-Level Office (180 SF)



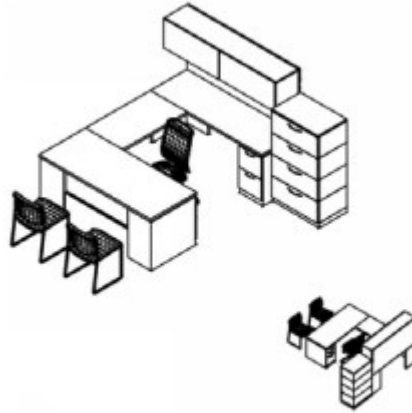
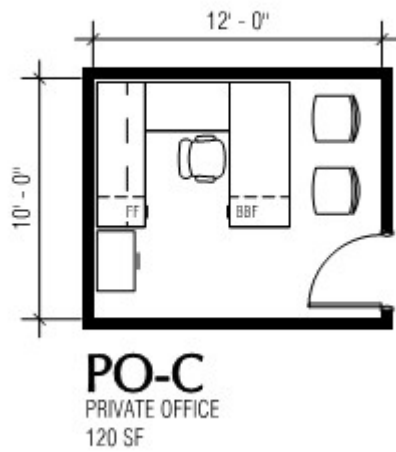
PO-B
PRIVATE OFFICE
180 SF



Position Examples:

- Department Director

PO-C: Manager-Level Office (120 SF)



Position Examples:

- Division Manager
- Attorney
- Executive Assistant

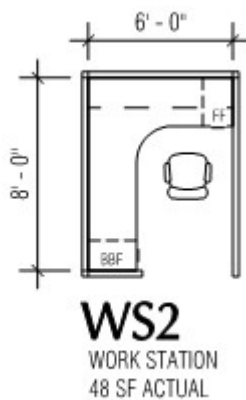
WS3: Supervisor & Professional (64 SF)



Position Examples:

- Supervisor
- Engineer
- Coordinator

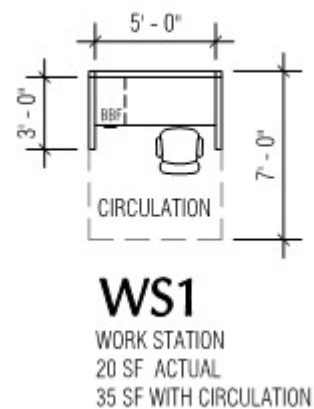
WS2: Paraprofessional (48 SF)



Position Examples:

- Specialist
- Administrative Asst

WS1: Paraprofessional Limited Use (35 SF)

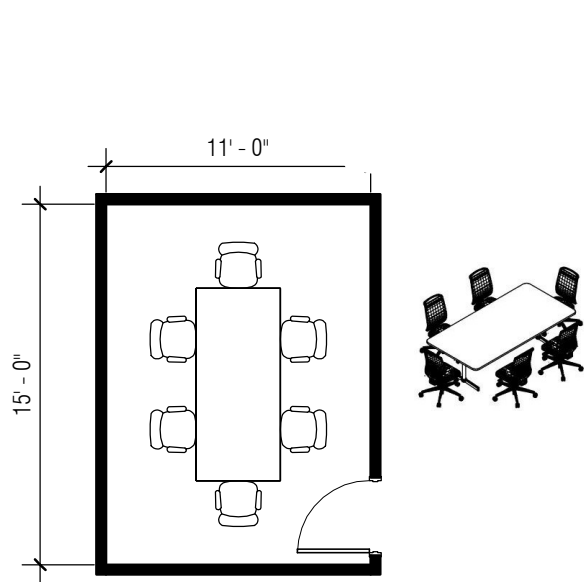


Position Examples:

- Field Inspector

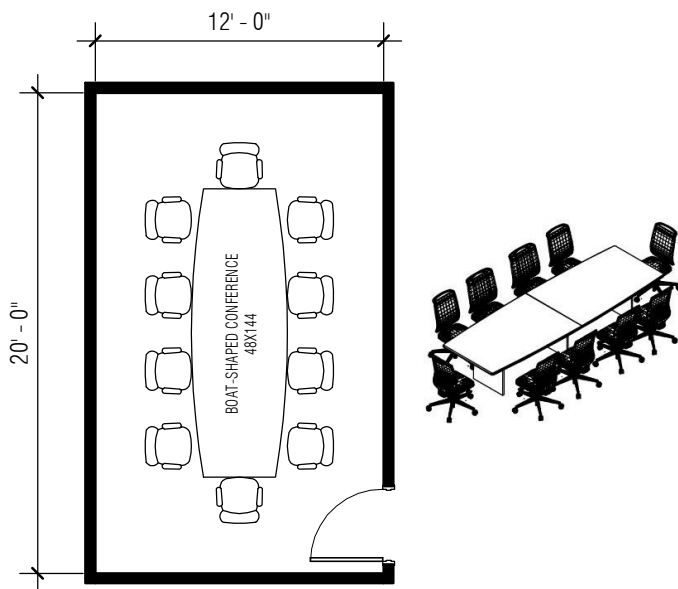
CONFERENCE ROOMS

NOTE: Availability of table shapes vary by size and manufacturer. Typical shapes are rectangular, boat and racetrack.



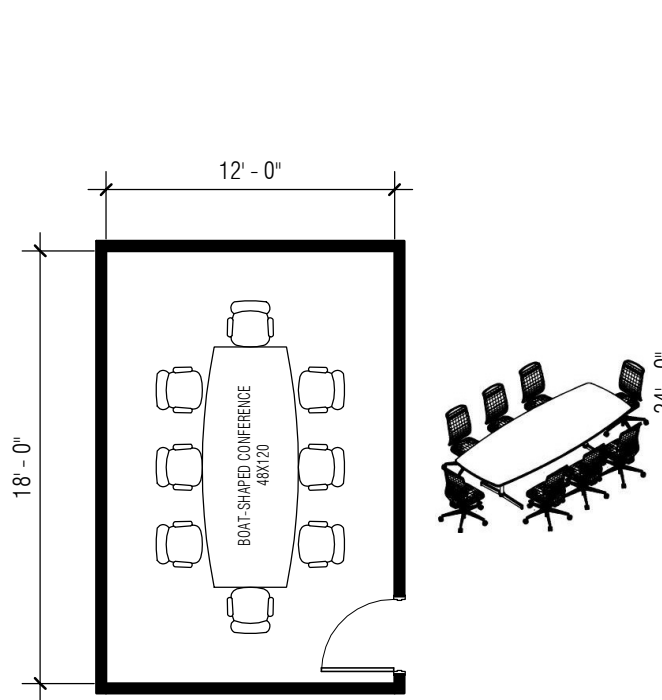
CN A

CONFERENCE (6)
165 SQ. FT.



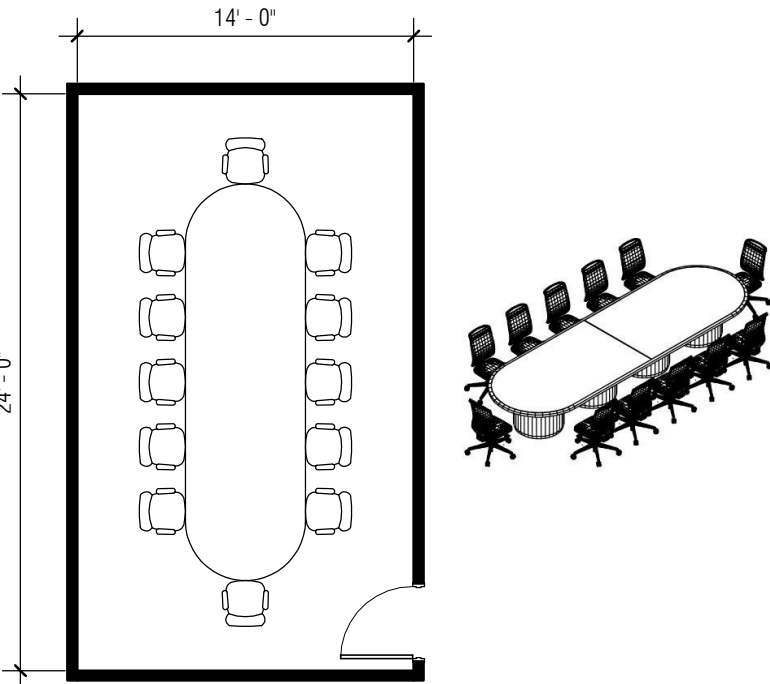
CN C

CONFERENCE (10)
240 SQ. FT.



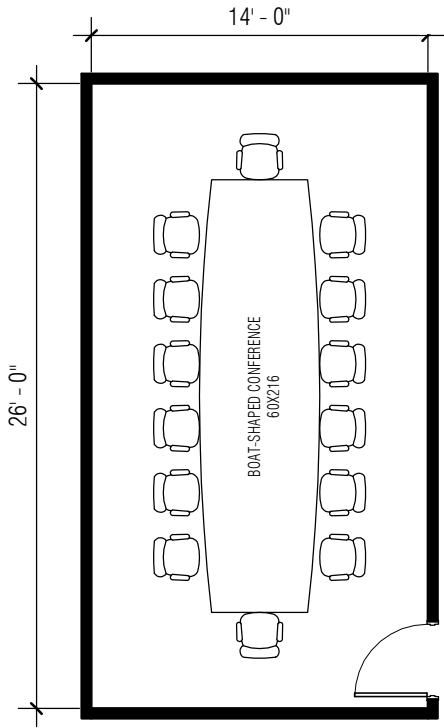
CN B

CONFERENCE (8)
216 SQ. FT.



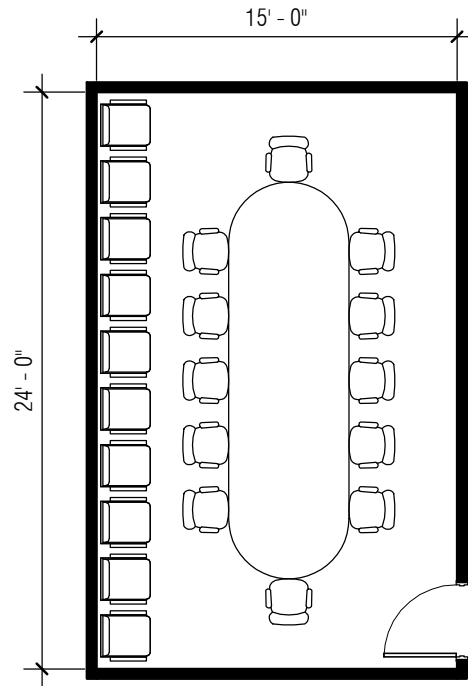
CN D

CONFERENCE (12)
336 SQ. FT.



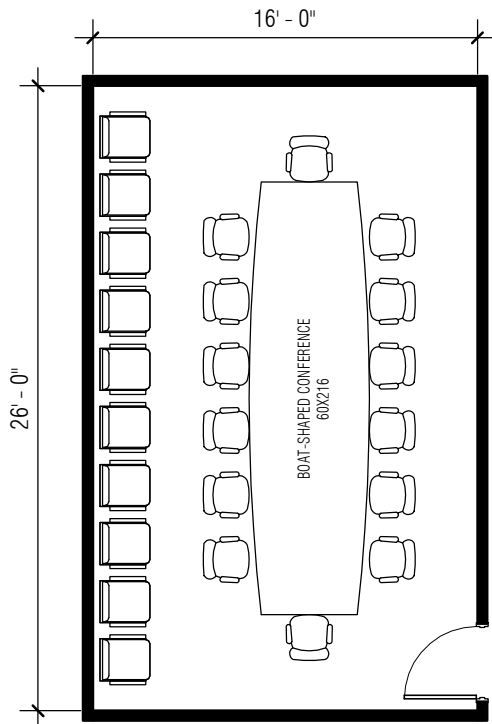
CN E

CONFERENCE (14)
364 SQ. FT.



CN F

CONFERENCE (12) + (10) SIDE CHAIRS
360 SQ. FT.



CN G

CONFERENCE (14) + 10 SIDE CHAIRS
416 SQ. FT.

4

FUTURE PERSONNEL FORECAST



FUTURE PERSONNEL FORECAST

A. INTRODUCTION AND OVERVIEW

The following staff growth forecasts were developed using input from departmental leaders, population growth and historical staffing trends, and review with the project steering committee. Growth projections were tested using multiple growth models, as shown in the Chapter 2 Departmental Profiles. Benchmarking information was also gathered from neighboring counties. It became clear to the team that because of different organizational structures and terminology that benchmarking would not provide reliable data for comparison purposes. Detailed staff projections by department are included in the Appendix.

Factor Affecting Staff Growth

The following bullet points offer a broad framework for understanding the factors that influence staff growth levels:

- Impact of population growth on services
- Response to public expectations for services and amenities
- Demands resulting from construction and development activity
- Some departments understaffed at varying degrees from prior recession
- Technology integration into departmental operations results in changes

20 Year Historical Staffing Review

To provide a longer-term view of Charlotte County staffing, a 20 year history of staffing levels for the period of 1998 through 2018 was provided by the county. While other factors influence proper staffing levels, this provided context for comparison of how county staff changed over time.

The complete table of data for this analysis can be found in the Appendix section titled “20 Year Historical Staffing Levels” Based on this table, staffing levels for the entire county varied from a high of 1 staff per 110 population in 2007, to a low of 1 staff per 165 population in 2013. The 2017 staffing level is 1 staff per 152 population, while the average over 20 years has been 1 staff per 147 population.

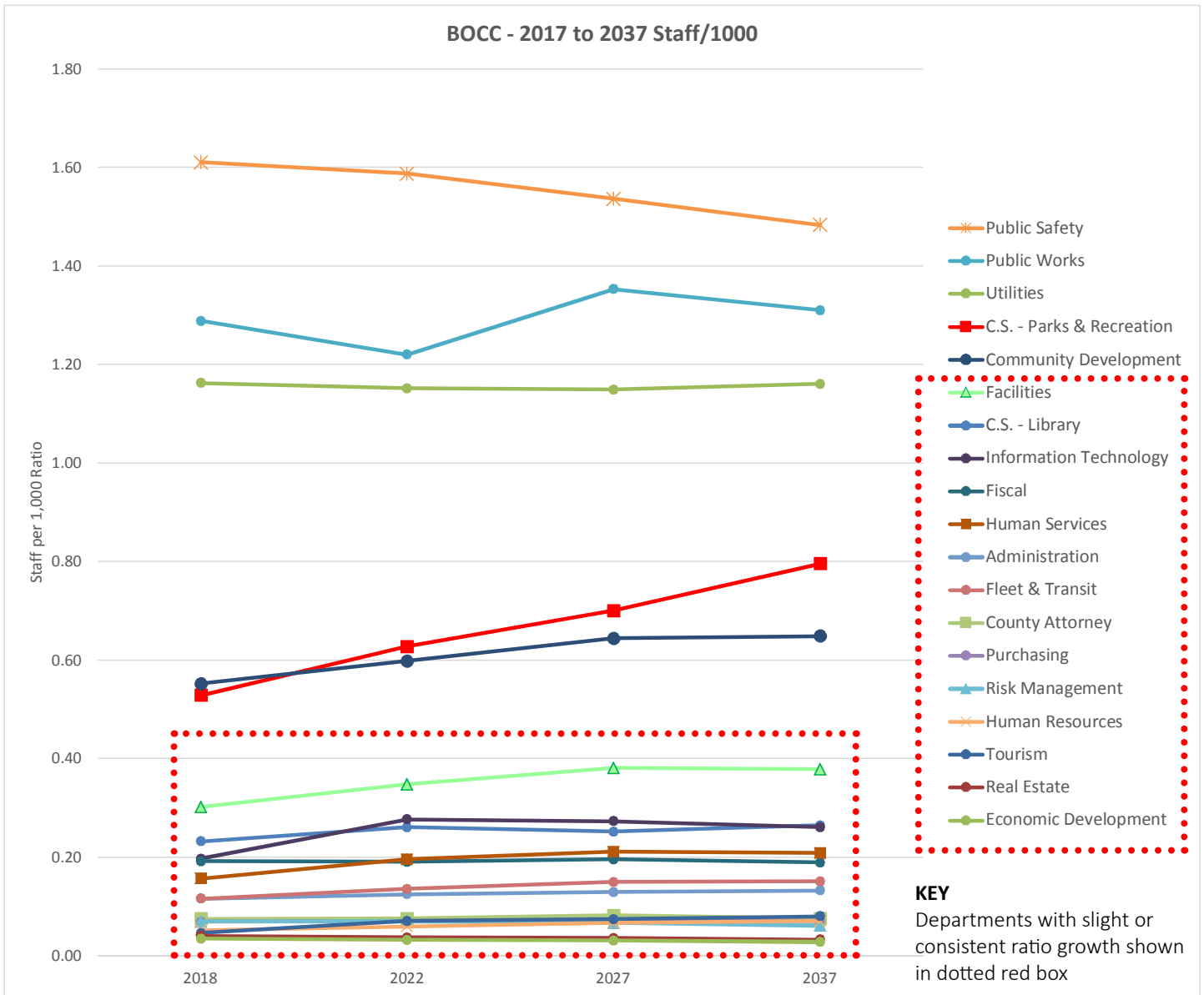
The “Current and Projected Staff Growth” chart on the following page shows the staff growth numbers that have been developed as part of the MSP Study. Note that the “20 Year Historical Staffing Levels” data is not an exact “apples to apples” comparison to the staff growth data presented as part of this study. However, it is still useful to compare the trends in the staff to population ratio. Based on the table at right, the current staff to population ratio is 1 staff per 144 population, and the projected 2037 ratio is 1 staff per 129 population. As such, the MSP data projects that staff levels will increase relative to population, and would generally move towards the average staffing levels indicated in the 20 year historical analysis.

Historical data was not available for the Elected Officials and State of Florida offices for comparison, but the projected staff growth for these departments also indicates that staff levels will increase relative to population.

Current and Projected Staff Growth

	Current	2022	2027	2037	
Population	175,000	184,000	194,000	211,000	
	Total	Total	Total	Total	% Growth
Board of County Commissioners					
Administration	20	23	25	28	40%
Budget and Admin Services					
Fiscal	33	35	38	40	21%
Fleet & Transit	20	25	29	32	60%
Information Technology	34	51	53	55	62%
Purchasing	12	13	14	15	25%
Real Estate	7	7	7	7	0%
Risk Management	12	13	13	13	8%
Community Development	95	110	125	137	44%
Community Services					
Library	40	48	49	56	40%
Parks & Recreation	91	150.5	171	203	123%
County Attorney	13	14	16	16	23%
Economic Development	6	6	6	6	0%
Facilities	52	64	74	80	54%
Human Resources	9	11	13	15	67%
Human Services	27	36	41	44	63%
Public Safety	277	292	298	313	13%
Public Works	221.5	224.5	262.5	276.5	25%
Tourism	8	13	14.5	17	113%
Utilities	236	248	259	281	19%
Total County	1213.5	1384	1508	1634.5	35%
Staff to Population Ratio	144	133	129	129	

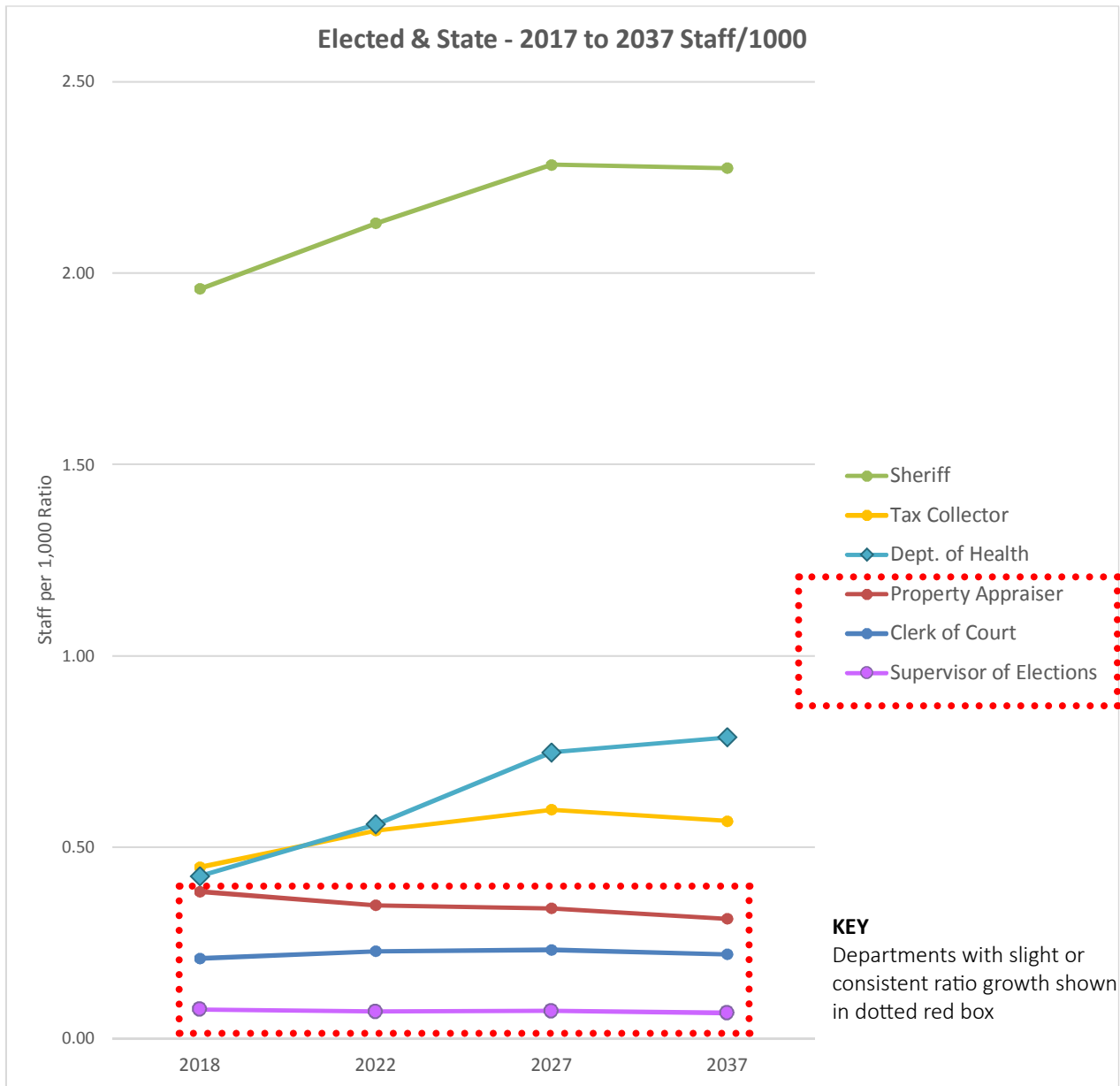
Elected Officials and State of Florida					
Clerk of Court	36	42	45	47	29%
Property Appraiser	66	64	66	66	0%
Sheriff	337	392	443	480	42%
Supervisor of Elections	13	13	14	14	8%
Tax Collector	77	100	116	120	56%
Dept. of Health	73	103	145	166	127%
Total Elected and SOF	602	714	829	893	48%
Staff to Population Ratio	291	258	234	236	



BOCC Staff Growth Trends

The chart above for BOCC (and on the following page for Elected Officials and State of Florida) indicates staff growth in relation to population growth. For instance, if the graphed line for a department has an upward trend, that indicates that a department's projected staff growth is increasing at a rate that is higher than population growth. Conversely, a downward line indicates that project staff growth is increasing at a rate that is lower than population growth. When the graphed line is approximately flat, this indicates that projected staff levels are growing at the same or similar rate to population growth.

The dotted red line on the two graphs indicates the departments where growth is generally consistent with population growth.



Elected Official and State of Florida Staff Growth Trends

5

FUTURE SPACE NEEDS



FUTURE SPACE NEEDS

A. INTRODUCTION AND OVERVIEW

Detailed space programs were developed to project and document future space needs for each department included in the study. The space programs incorporated the Uniform Space Standards, and were informed by the departmental interviews, organizational charts, current and historical staffing levels, profiles and observations made during office site visits.

Factors affecting Space Growth

The following bullet points offer a broad framework for understanding the factors that influence staff growth levels:

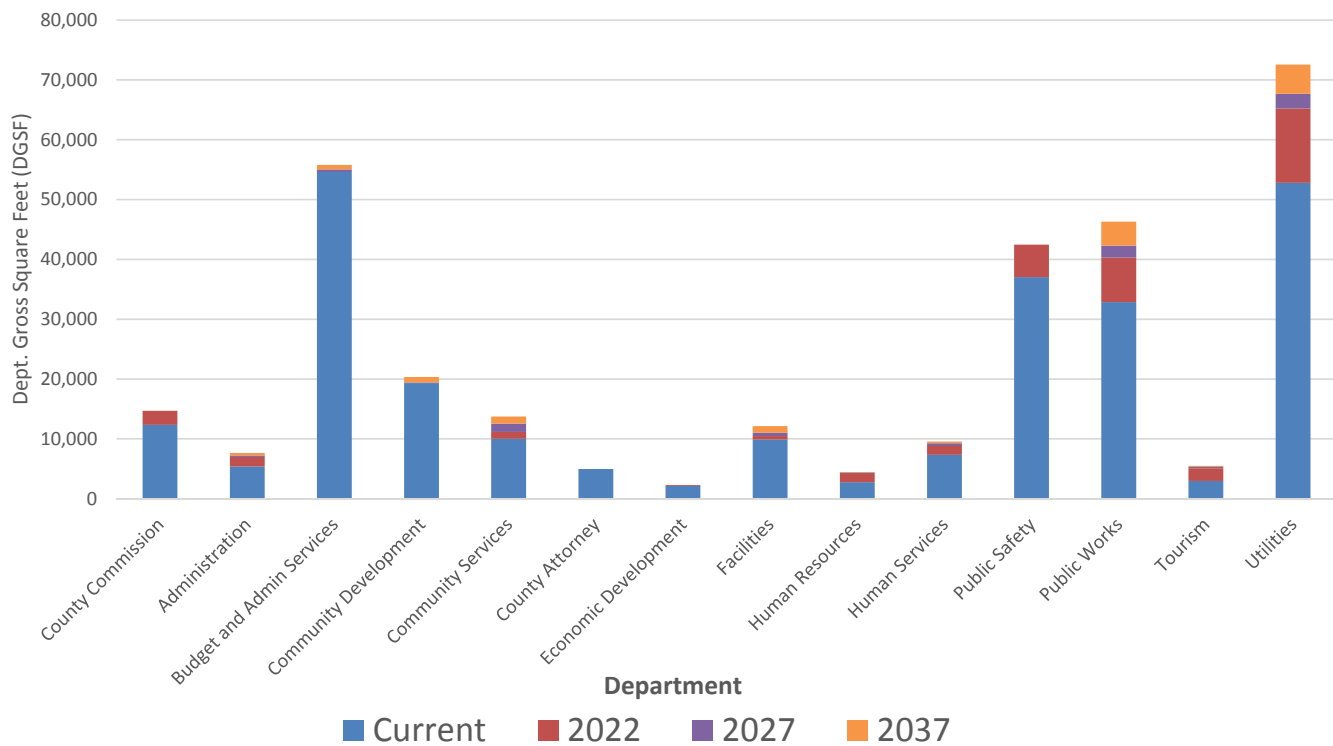
- Increase or decrease in staff
- Changes in programs or services that are offered
- Efficiency of layout due to application of space standards
- Need for additional common or shared spaces (training and conference rooms, for instance)
- Technology and workplace changes
- Change in business transaction methods
- Addressing current lack of building security

B.FUTURE SPACE NEEDS SUMMARY AND TRENDS

Board of County Commissioners - Future Space Needs Summary

	Current	2022	2027	2037	
Department	Total DGSF	Total DGSF	Total DGSF	Total DGSF	% Space Growth
Charlotte County Board of County Commissioners					
County Commission	12,347	14,692	14,692	14,692	19%
Administration	5,400	6,978	7,224	7,631	41%
Budget & Admin Services (B&A)					
B&A - Fiscal Services	7,242	6,324	6,590	6,768	-7%
B&A - Real Estate Services	2,500	2,005	2,005	2,005	-20%
B&A - Information Technology (IT)	7,860	6,929	7,022	7,115	-9%
B&A - Purchasing	2,598	2,629	2,718	2,807	8%
B&A - Fleet	23,044	21,753	21,817	21,945	-5%
B&A - Transit	4,391	4,906	5,261	5,528	26%
B&A - Risk Management, Records & Wellness	6,969	8,801	9,623	9,623	38%
Community Development	19,318	18,238	19,421	20,348	5%
Community Services (office space only)	10,000	11,161	12,536	13,741	37%
County Attorney	4,958	4,415	4,664	4,664	-6%
Economic Development Office (EDO)	2,118	2,280	2,280	2,280	8%
Facilities Construction and Maintenance	9,879	10,462	11,018	12,128	23%
Human Resources (HR)	2,752	4,133	4,293	4,453	62%
Human Services (HS)	7,336	8,805	9,256	9,549	30%
Public Safety	37,053	42,472	42,472	42,472	15%
Public Works (PW)	32,873	40,316	42,316	46,316	41%
Tourism Development	2,950	5,082	5,282	5,482	86%
Utilities	52,783	65,228	67,672	72,562	37%
Board of County Commissioners - TOTAL	254,371	287,611	298,163	312,109	23%

Future Space Needs – BOCC Summary



BOCC Space Needs Summary Table

The table above depicts the current departmental gross square footage as well as future space needs at 5, 10 and 20 year intervals.

Elected Officials and State - Future Space Needs Summary

	Current	2022	2027	2037	
Department	Total DGSF	Total DGSF	Total DGSF	Total DGSF	% Space Growth

Elected Officials

Clerk of Court (COC)	13,554	10,313	10,572	10,741	-21%
Property Appraiser	12,788	10,907	11,018	11,082	-13%
Sheriff's Office	n/a*	128,636	130,704	131,438	2%*
Supervisor of Elections (SOE)	8,755	9,935	10,091	10,091	15%
Tax Collector	28,603	26,810	27,953	28,220	-1%
Elected Officials - TOTAL	n/a*	186,601	190,337	191,572	3%**

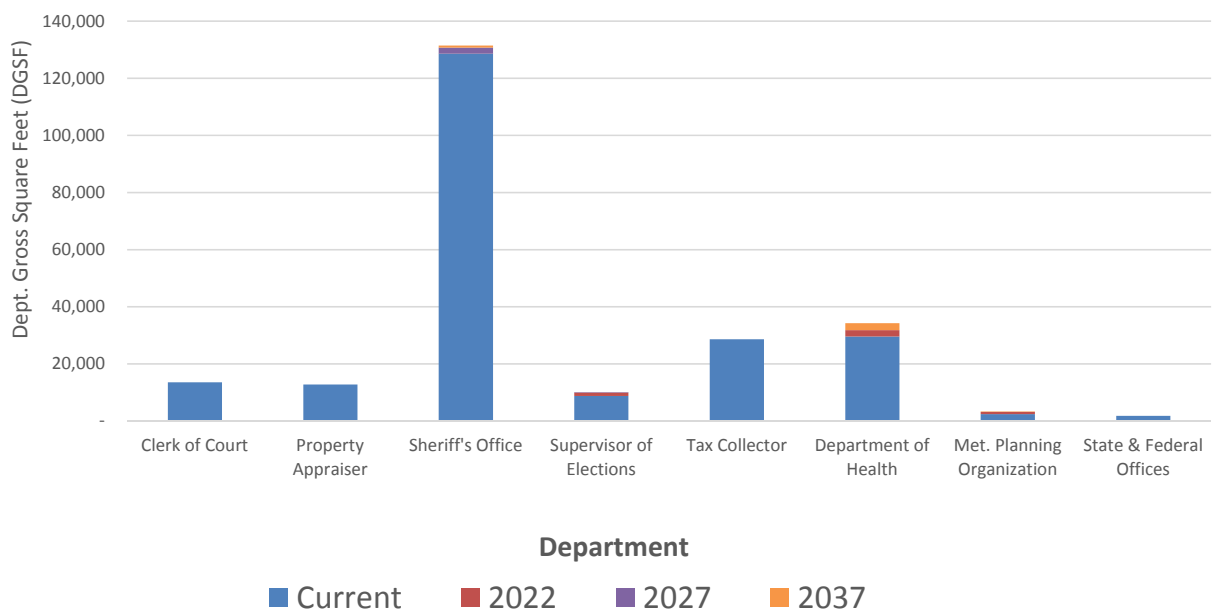
* Current building area not available for all current Sheriff facilities

** Elected Official total growth percentage is calculated from 2022 to 2037

State of Florida

Department of Health (DOH)	29,602	31,829	37,146	39,585	34%
Metropolitan Planning Organization (MPO)	2,400	3,173	-	3,533	47%
State & Federal Offices	1,813	1,813	1,813	1,813	0%
State of Florida - TOTAL	33,815	36,815	38,959	44,931	33%

Future Space Needs – Elected & State Summary



Elected Officials and State of FL Space Needs Summary Table

The table above depicts the current departmental gross square footage as well as future space needs at 5, 10 and 20 year intervals.

6

MASTER SPACE PLAN



MASTER SPACE PLAN

A. INTRODUCTION AND OVERVIEW

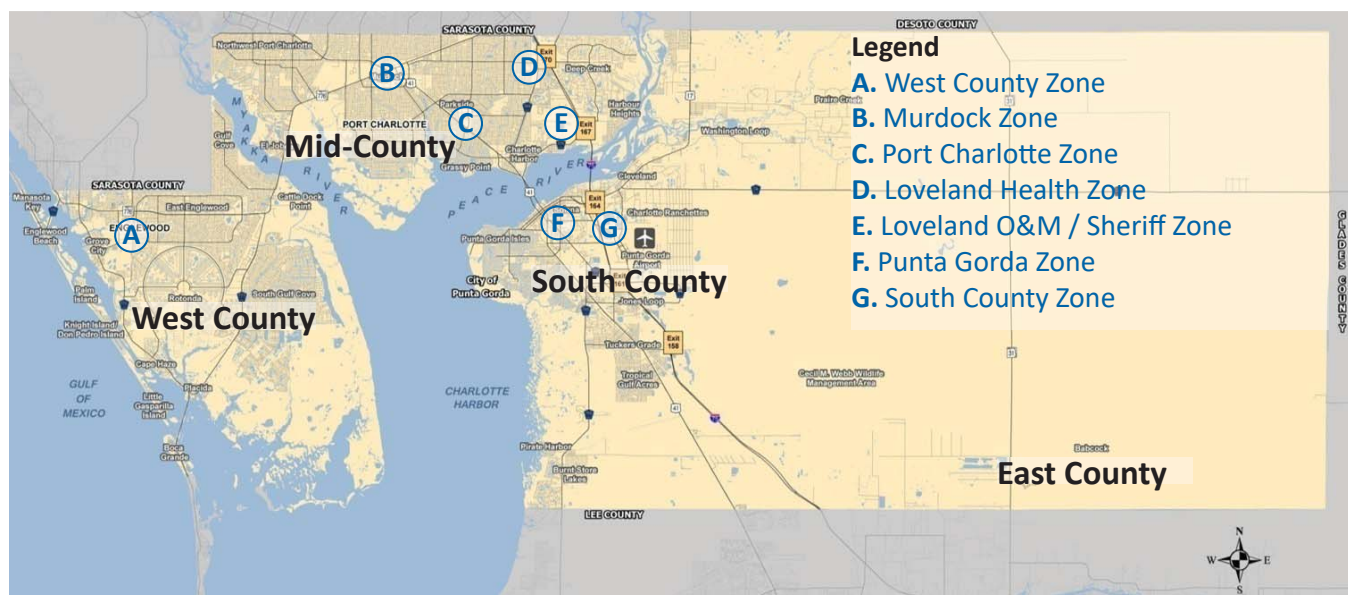
This chapter presents the Master Space Plan in the following sections:

- Zone Analysis
- Departmental Analysis
- Major/Minor Project List
- Major Project Details
- Implementation Strategy

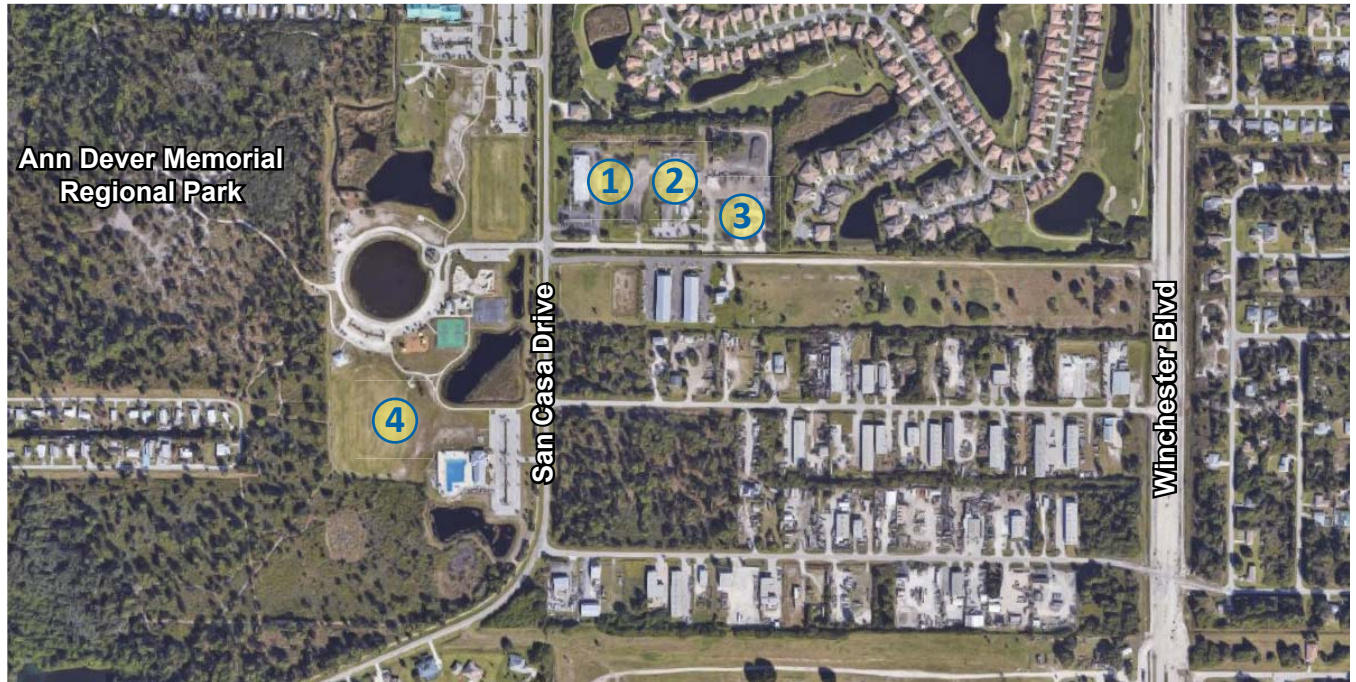
B.ZONE ANALYSIS

During the course of the study, the Consultants developed an organized summary of County facilities into a series of “zones” based on geographic location and functional relationships. The intent of this breakdown was to provide a structure for understanding the location and relationships of key County facilities, and also to provide a strategic framework for future growth to take advantage of geographic location and adjacencies. The following pages provide a narrative description of the major County buildings, and how they may be affected over the 20 year planning period. For instance, buildings that have adequate capacity to handle projected growth over the 20 year period have been noted as such. In other instances, buildings that are deficient or do not have growth capacity are indicated, with reference to a corresponding project to address the deficiency.

County “Zone” Map

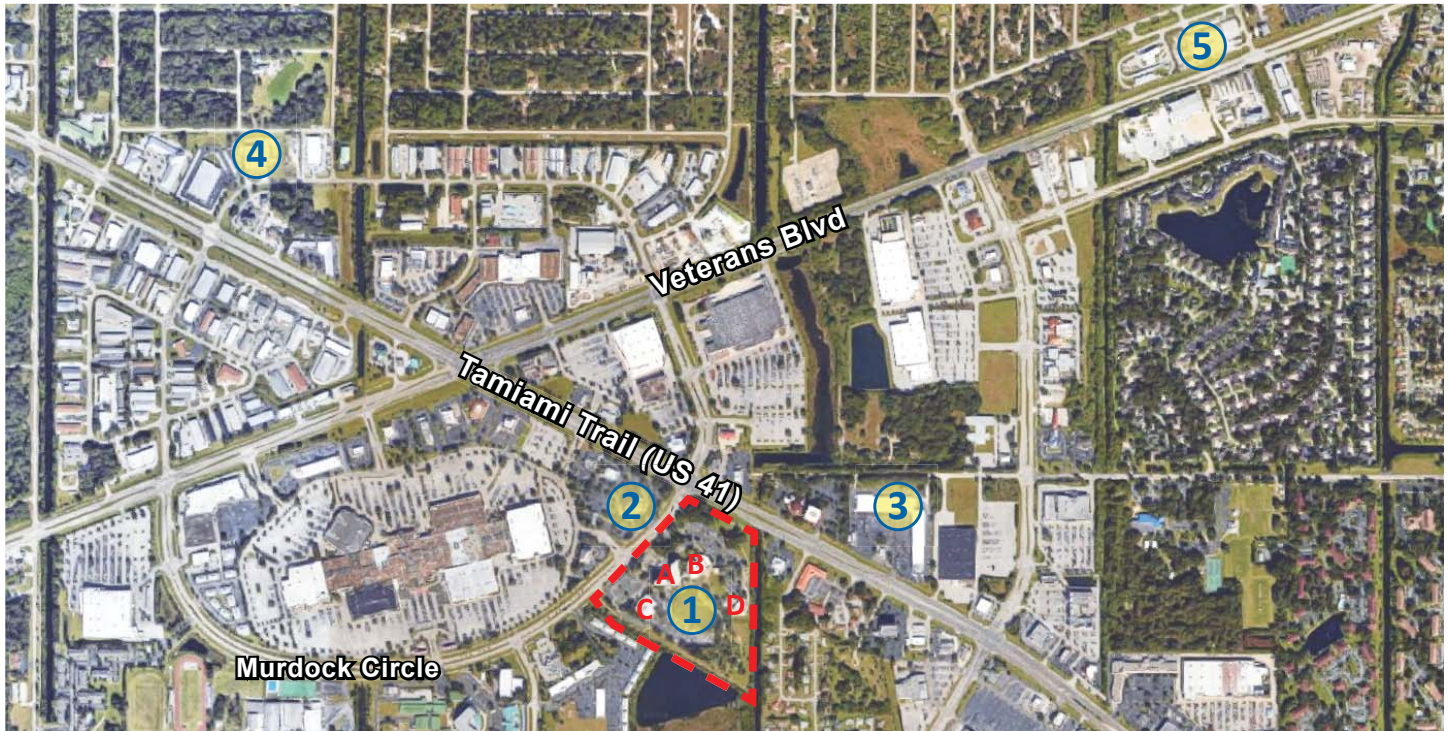


A West County Zone



#	Building / Facility Name	Comments
1	West County Annex Building	The new West County Annex Building was completed and opened in 2018. The existing building on the same site will be demolished. The building includes space for: Tax Collector, Property Appraiser, County Commission satellite office, Supervisor of Elections satellite office, Human Services and medical clinic space. The building was designed to address space needs over the 20 year planning period.
2	Public Works - San Casa Facility	This facility includes a Public Works yard, as well as an Operations Building and a Mosquito Control building. Both buildings are planned to remain operational over the 20 year planning period.
3	Fire Station 13	This facility was indicated by Public Safety as adequate for its current use.
4	Ann Dever Regional Park	Existing park, pool and poolhouse. Drawings have been completed for a new recreation center adjacent to the pool.

B Murdock Zone



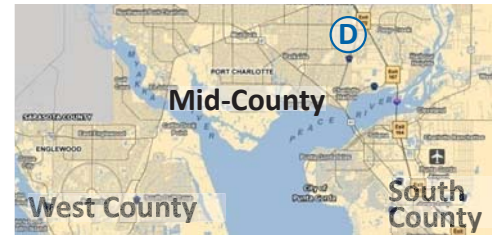
#	Building / Facility Name	Comments
1	Murdock Campus Murdock Circle, Port Charlotte	The Murdock Campus houses a significant portion of the County's administrative staff, in addition to Elected Official admin staff. There are four main buildings on site. Murdock A (5 story administrative offices), Murdock B (2 story administrative offices), Murdock C (single story, Community Development / Building Construction Services), and Murdock D (single story, Facilities Department). Refer to Department Analysis Tables and Major Projects section for long term planning options for Murdock A and B buildings. Murdock C building is currently undergoing an addition to provide space through the 20 year planning period (see Departmental Analysis Table for Community Development). It is assumed that Murdock D building will be demolished when the proposed Loveland O&M Complex is online.
2	Economic Development Office (EDO) (Leased Space)	EDO is currently located in leased space across from the Murdock Campus. See Departmental Analysis Table for more information regarding this department.
3	Tourism Development Office (TDO) (Leased Space)	TDO is currently located in leased space on Tamiami Trail, near Murdock Campus. See Departmental Analysis Table for more information regarding this department.
4	Fleet Maintenance Building 18000 Paulson Drive, Port Charlotte	Building provides shop, storage and office space for the Fleet Department. See Departmental Analysis Table for Fleet. Building may have available square footage when proposed Loveland O&M project comes online.
5	Transit Department (Proposed) Veterans Blvd Site	This site is the proposed new location for the Transit Department, which is being relocated from the Airport Road Annex site. See Departmental Analysis Table for Transit Department. See also Major Projects. There is an existing fuel yard on this site that could be reconfigured if needed.

Port Charlotte Zone



#	Building / Facility Name	Comments
1	Cultural Center of Charlotte County 2280 Aaron Street, Port Charlotte	The Cultural Center building is owned and maintained by Charlotte County Government. The Center is managed by a non-profit. There are no County staff located in the building. The space includes a theater, conference space, classrooms, and other multipurpose functions. The Port Charlotte Library occupies the southwest portion of the site. There has been periodic interest in replacing or rebuilding the Cultural Center facility, but at this time funding is not planned for a replacement or new facility.
2	Port Charlotte Library 2280 Aaron Street, Port Charlotte	As indicated above, the Port Charlotte Library shares a site with the Cultural Center. Minor renovations are anticipated for this library in the near future. If the Cultural Center were to be relocated, it is assumed that the Port Charlotte Library would remain at the current site. Over the 20 year planning period, this library would be a candidate for rebuilding if funding were available.
3	Family Service Center 21450 Gibraltar Ave, Port Charlotte	The Family Service Center is located on a 6 acre site that is owned by the County. The existing building is approximately 23,000 gross sf on two floors. The building is currently occupied by various non-profits. The Human Services (HS) Department has begun preliminary planning to study moving the HS Department from their current 1100 Loveland Blvd location to the Family Service Center site. The preliminary concept is a phased move. Phase 1 would move a small contingent of the department into the existing building. Phase 2 would move the remainder of the department into a new building on site. This project should be monitored as part of a periodic master plan update process.

D Loveland Health Zone



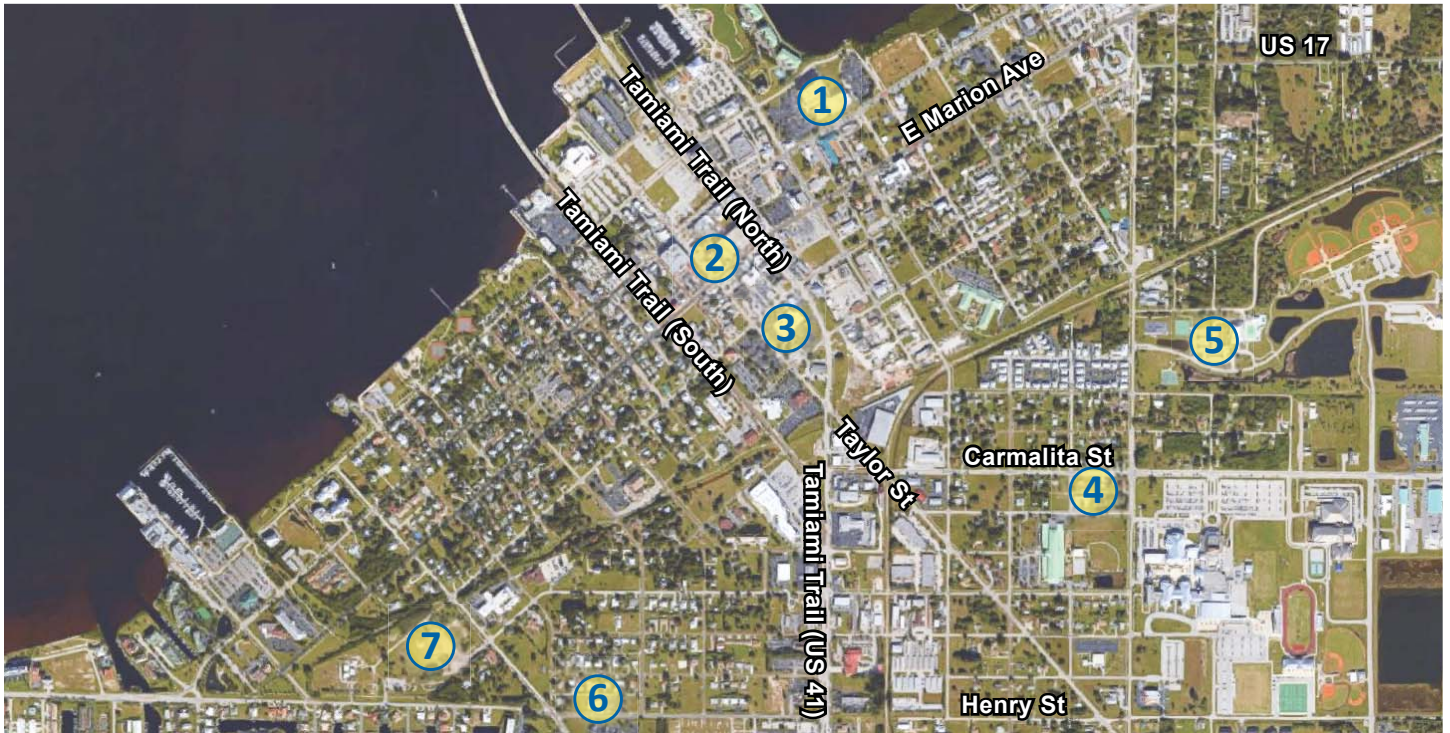
#	Building / Facility Name	Comments
1	Human Services / Employee Health Center 1050 Loveland Blvd, Port Charlotte	This building houses an Employee Health Clinic (EHC) and the Human Services (HS) Department. Refer to the Departmental Analysis Table for Human Services and Risk, Records and Wellness Departments for information regarding this building and program. See also Family Service Center information at Port Charlotte Campus for information regarding a possible HS move to that location.
2	Charlotte County Health Dept. 1100 Loveland Blvd, Port Charlotte	This provides clinic and administrative space for the Health Department. The building currently has a significant area of shell space for future growth. See the Departmental Analysis Table for the Health Department for more information.
3	Harold Avenue Park Rec Center 23400 Harold Ave, Port Charlotte	Existing County park and recreation center. Drawings have been prepared for the renovation of, and addition to, the existing recreation building. Refer to Community Services master plan.

E Loveland O&M / Sheriff Zone



#	Building / Facility Name	Comments
1	Sheriff's Office site	There is a current project on this site to design and construct the District 03 Substation, as well as the Forensic Evidence Storage Building. The new Sheriff Administration building (to replace existing) is also planned for this site. See Departmental Analysis Table for more information.
2	Supervisor of Elections Warehouse (Proposed Location)	Preliminary proposed location for the relocated Supervisor of Elections Warehouse. See Departmental Analysis Table.
3	Loveland Operations & Maintenance Complex (Proposed Location)	New proposed facility to provide long term space needs for Utilities, Public Works, Facilities and Parks & Recreation. Refer to Operations & Maintenance Complex Master Plan (separate report). Refer to Departmental Analysis Table for individual departments impacted by this project.
4	Eastport Water Reclamation Facility 3100 Loveland Blvd, Port Charlotte	Existing treatment plant with Operations Building to remain. Potential future plant expansion within existing site.
5	Eastport Environmental Administration (A) Building 25550 Harbor View Rd, Port Charlotte	Existing building providing office and administrative space for Utilities, Public Works, Community Services and MPO. Majority of these functions would be relocated to Loveland O&M Complex. Current assumption is that building would be sold when Loveland O&M Complex is online.
6	Eastport Environmental Operations (B) Building 25550 Harbor View Rd, Port Charlotte	Existing building providing field and operations related space for Utilities, and Public Works. Majority of these functions would be relocated to Loveland O&M Complex. Current assumption is that building would be sold when Loveland O&M Complex is online.

F Punta Gorda Zone



#	Building / Facility Name	Comments
1	Charlotte County Justice Center	Justice Center planning was completed as part of a separate study. Current renovation and addition project to address 20 year space needs.
2	Charlotte County Historic Courthouse 226 Taylor St, Punta Gorda	Building includes Supervisor of Elections (primary occupant) and State and Federal Offices. See Supervisor of Elections Department Analysis Table for more information related to this building and program.
3	South County Annex 410 Taylor St, Punta Gorda	Existing building includes Tax Collector, Property Appraiser and other government-related functions. Replacement of this building is considered a priority. See Dept. Analysis Table for Tax Collector and Major Projects section.
4	Grace Street Annex 514 East Grace Street, Punta Gorda	Building currently houses an Employee Health Center, leased clinic space, and Community Services (CS) staff (admin and Historical). The CS functions are planned to be relocated to other facilities (see Dept. Analysis Table). This relocation will free approximately 6,500 net sf of space for County use.
5	South County Regional Park	Existing County park and recreation center. Refer to Community Services master plan.
6	Punta Gorda Library (Existing) 424 West Henry St, Punta Gorda	Existing library to be replaced (see below). Building is non-conforming per FEMA requirements, and is not considered a good candidate for long-term renovation or reuse. Possible short term or swing space use. Building has approximately 7,700 net sf.
7	Punta Gorda Library (New Location) 401 Shreve St, Punta Gorda	New Punta Gorda Library to replace existing. Projected completion in June 2019.

South County Zone



#	Building / Facility Name	Comments
1	Public Works - Florida Street Facility 7000 Florida St, Punta Gorda	This facility will remain over 20 year planning period with some modifications in relation to the proposed Loveland O&M Complex. See Dept. Analysis Table.
2	Airport Road Annex / Sheriff Training Facility 25490 Airport Road, Punta Gorda	Site currently includes the Transit Department and Supervisor of Elections Warehouse. These functions are proposed to be relocated to allow for build-out of the Sheriff Training Facility at this site. See Departmental Analysis Table for each department for additional information.
3	Public Safety Complex / Emergency Operations Center (EOC) 26571 Airport Road, Punta Gorda	This complex includes the Public Safety Administration / EOC building and the Vehicle Maintenance Building. Proposed projects at this site include an E911 Communication Center building, and Vehicle Maintenance Covered Parking Facility. Refer to Departmental Analysis Table for Public Safety and Sheriff's Office for more information.
4	Charlotte County Jail	Jail planning was completed as part of a separate planning study.
5	Sheriff's Office Administration Bldg 7474 Utilities Road, Punta Gorda	Existing Sheriff's Office Administration building and District 04 substation. The proposed new Administration building location at the Loveland O&M Campus. District 04 substation proposed to go to Airport Road Annex site.
6	Fire / EMS Station 7 27437 Mooney Ave, Punta Gorda	Public Safety Department has indicated that this station will need to be replaced within 20 year planning period. Refer to Public Safety meeting minutes dated 12/7/17 in Appendix for more information.

C. DEPARTMENTAL ANALYSIS

The Departmental Analysis section looks at future space requirements from the perspective of each department or agency. The Departmental Breakdown table shows the existing primary locations and areas for each department as compared to the projected staffing and space needs over a 20 year period. The table provides a commentary for each department that addresses how space needs can be met over the 20 year planning period. This table identifies major and minor projects where applicable to a department.

Charlotte County Board of County Commissioners
County Commission
Administration
Budget & Admin Services (B&A):
B&A - Fiscal Services
B&A - Real Estate Services
B&A - Information Technology
B&A - Purchasing
B&A - Fleet
B&A - Transit
B&A - Risk Management, Records & Wellness
Community Development
Community Services
County Attorney
Economic Development Office
Facilities Construction and Maintenance
Human Resources
Human Services
Public Safety
Public Works
Tourism Development Office
Utilities
Elected Officials
Clerk of Court
Property Appraiser
Sheriff
Supervisor of Elections
Tax Collector
State of Florida
Department of Health
Metropolitan Planning Organization (MPO)
State & Federal Offices

County Commission

			Current	2022	2027	2037		
Dept	Location	Use	Total DGSF	Total DGSF	Total DGSF	Total DGSF	% Space Growth	Notes
	County Commission		12,347	14,692	14,692	14,692	19%	1
	Murdock Campus	Lobby & Commission Chambers	5,307	7,965	7,965	7,965		
	Murdock Campus	Commissioners' Office Suite	5,790	3,389	3,389	3,389		
	Murdock Campus	Large Training / Meeting Room	1,250	3,338	3,338	3,338		

Notes:

1. % space growth compares Current DGSF to 20 year DGSF (2037)

Commentary

County Commission spaces will remain at the Murdock Campus. See major project options related to Murdock A building. The reduction in square footage for the Commissioner's Office Suite assumes application of the new space standards. Options for renovation and or replacement of Murdock A & B buildings include possibility of a new, training/meeting room to replace the existing Murdock B-106 Conference Room.

Administration

			Current	2022	2027	2037		
Dept	Location	Use	Total DGSF	Total DGSF	Total DGSF	Total DGSF	% Space Growth	Notes
	Administration		5,400	6,978	7,224	7,631	41%	1
	Murdock Campus	Main Office	3,427	5,080	5,080	5,242		
	Murdock Campus	Public Information Office	1,973	1,899	2,144	2,389		
	Public Safety / EOC	Backup TV Production	2,705	2,705	2,705	2,705		

Notes:

1. % space growth compares Current DGSF to 20 year DGSF (2037)

Commentary

Increase in Administration Main Office space is due largely to increase in requested shared/conference spaces. Requirement for these spaces should be evaluated in relation to new space that may become available in relation to the proposed major project options for the Murdock Campus. Refer to major project details for this option that follow.

B&A - Fiscal Services

			<i>Current</i>	2022	2027	2037		
Dept	Location	Use	<i>Total DGSF</i>	Total DGSF	Total DGSF	Total DGSF	% Space Growth	Notes
	B&A - Fiscal Services		<i>7,242</i>	6,324	6,590	6,768	-7%	1
	Murdock Campus	Main Office	<i>7,242</i>	6,324	6,590	6,768		

Notes:

1. % space growth compares Current DGSF to 20 year DGSF (2037)

Commentary

Fiscal Services is currently located on the 1st Floor of Murdock B. These offices are a priority for replacing as part of the proposed major project options for Murdock Campus. Refer to major project details for this option that follow. Reduction in square footage requirement from existing is due to 1) the inefficiency of the existing Building B floor plan, and 2) application of the new space standards to Fiscal Services program.

B&A - Real Estate Services

			<i>Current</i>	2022	2027	2037		
Dept	Location	Use	<i>Total DGSF</i>	Total DGSF	Total DGSF	Total DGSF	% Space Growth	Notes
	B&A - Real Estate Services		<i>2,500</i>	2,005	2,005	2,005	-20%	1
	Murdock Campus	Main Office	<i>2,500</i>	2,005	2,005	2,005		

Notes:

1. % space growth compares Current DGSF to 20 year DGSF (2037)

Commentary

Real Estate Services is currently located on the 2nd Floor of Murdock B. These offices are a priority for replacing as part of the proposed major project options for Murdock Campus. Refer to major project details for this option that follow. Reduction in square footage requirement from existing is due to 1) the inefficiency of the existing Building B floor plan, and 2) application of the new space standards to Real Estate Services program, and 3) reduction in future records storage requirements. Real Estate currently has off-site storage at the Fleet Maintenance Building. Off-site storage is proposed to be moved to the Loveland O&M Complex.

B&A - Information Technology

			Current	2022	2027	2037		
Dept	Location	Use	Total DGSF	Total DGSF	Total DGSF	Total DGSF	% Space Growth	Notes
B&A - Information Technology (IT)			7,860	6,929	7,022	7,115	-9%	1
	Murdock Campus	Main Office	6,796	5,865	5,958	6,051		
	Public Safety / EOC Building	Primary Server Room	500	500	500	500		
	Fleet Maintenance Building	Storage	564	564	564	564		2

Notes:

1. % space growth compares Current DGSF to 20 year DGSF (2037)
2. Storage moves to Loveland O&M Complex

Commentary

The main office for IT is in the Murdock A building. The main staff offices are on the 2nd floor, with a small storage and office at the loading dock on the first floor. IT has a duplicate, backup data center server room on the 3rd floor of Murdock A. The primary data center server room is at the Public Safety / EOC building. IT currently has off-site storage space at the Fleet Maintenance Building.

IT offices are proposed to stay on the Murdock Campus over the 20 year planning period. Refer to the proposed major project options for Murdock Campus, as it relates to future space for the IT department. The reduction in programmed square footage for the Main Office as compared to existing is due to application of the space standards, as well as assumptions about future staff that will be able to work remotely. These assumptions are noted in the detailed space program.

Off-site storage is proposed to be relocated to Loveland O&M Complex. Furthermore, planning for the Loveland O&M complex should take into account the possibility that IT deliveries and staging could move from the Murdock Campus to the Loveland O&M Campus.

B&A - Purchasing

			Current	2022	2027	2037		
Dept	Location	Use	Total DGSF	Total DGSF	Total DGSF	Total DGSF	% Space Growth	Notes
B&A - Purchasing			2,598	2,629	2,718	2,807	8%	1
	Murdock Campus - A Bldg	Main Office	2,598	2,629	2,718	2,807		

Notes:

1. % space growth compares Current DGSF to 20 year DGSF (2037)

Commentary

The Purchasing Department is located on the 3rd Floor of the Murdock A Building. Purchasing can be accommodated in their current location up to the 5 year projection, at a minimum. If more than 1 or 2 additional staff are added they will exceed the capacity of their existing space. Requirement for these spaces should be evaluated in relation to new space that may become available in relation to the proposed major project options for the Murdock Campus. Refer to major project details for this option that follow.

B&A - Fleet

			Current	2022	2027	2037		
Dept	Location	Use	Total DGSF	Total DGSF	Total DGSF	Total DGSF	% Space Growth	Notes
	B&A - Fleet		23,044	18,348	18,412	18,540	-20%	1
	Fleet Maintenance Building	Fleet Shop, Bays and Offices	13,212	11,921	11,985	12,113		
	Fleet Maintenance Building	Storage (mezzanine)	6,427	6,427	6,427	6,427		2
	Fleet Maintenance Building	Other / Unassigned	3,405					3

Notes:

1. % space growth compares Current DGSF to 20 year DGSF (2037)
2. Existing area to remain.
3. Refer to commentary.

Commentary

The Fleet Department is located in the Fleet Maintenance Building, which is in close proximity to the Murdock Campus. The Fleet Department's space program requirements over the 20 year period are satisfied within their existing building. Currently, there is 3,405 sf of space that is used by Facilities HVAC Techs and storage for multiple departments. These uses are planned to be moved to the proposed Loveland O&M Complex, in which case this area would become available for alternate uses. A specific need for this space had not been identified at the time of this report. The Fleet Department indicated a desire to add another bay within the garage by moving the Parts Storage / Inventory into the area that would become available. This could allow for a larger Parts Storage / Inventory room while still leaving approximately 2,000 sf of ground floor space available for future growth, storage and/or swing space. It was noted that parking is limited at this site, and the site is currently built out to its maximum potential.

B&A - Transit

			Current	2022	2027	2037		
Dept	Location	Use	Total DGSF	Total DGSF	Total DGSF	Total DGSF	% Space Growth	Notes
	B&A - Transit		4,391	4,906	5,261	5,528	26%	1
	Airport Rd. Annex	Existing location	4,391					
	Veterans Site	Proposed Location		4,906	5,261	5,528		

Notes:

1. % space growth compares Current DGSF to 20 year DGSF (2037)

Commentary

The Transit Department is currently located in two buildings on the Airport Road Annex Campus. The Airport Road Annex site has been designated for development as part of the Sheriff's Training Facility, and as such the Transit Department will need to be relocated from its current location. This is proposed to occur within a 5 year period. Refer to the major projects section for details on this proposed relocated facility.

B&A - Risk Management, Records & Wellness

			<i>Current</i>	2022	2027	2037		
Dept	Location	Use	Total DGSF	Total DGSF	Total DGSF	Total DGSF	% Space Growth	Notes
	B&A - Risk Management, Records & Wellness		<i>6,969</i>	8,801	9,623	9,623	38%	1
	Murdock Campus	Main Office	2,658	2,412	2,412	2,412		
	Employee Health Center (EHC)							
	Grace Street Annex	Employee Health Center	1,118	3,195	3,605	3,605		
	Human Services Building	Employee Health Center	3,193	3,195	3,605	3,605		

Notes:

1. % space growth compares Current DGSF to 20 year DGSF (2037)

Commentary

Risk Management, Records & Wellness is located on the 2nd floor of Murdock B. These offices are a priority for replacing as part of the proposed major project options for Murdock Campus. Refer to major project details for this option that follow. Reduction in square footage requirement from existing is due to 1) the inefficiency of the existing Building B floor plan, and 2) application of the new space standards to Risk Management, Records & Wellness program.

The Wellness Coordinator oversees the two Employee Health Centers, a smaller facility at the Grace Street Annex building, and a larger facility at the Human Services Building. It is proposed that the facility at the Grace Street Annex will need to double in size to be comparable to the Facility at the Human Services Building. Capacity for expansion at the Grace Street Annex will be available in a 5 year period due to Community Services divisions moving out of this building. Refer to minor projects list.

Growth over the 10 and 20 year time frame in the EHCs is due to the addition of two exam rooms. The Grace Street Annex building would have capacity to absorb this expansion. The Human Services Building has less capacity to absorb this expansion, unless a portion of the Human Services department moves out of this building.

Community Development

			<i>Current</i>	2022	2027	2037		
Dept	Location	Use	Total DGSF	Total DGSF	Total DGSF	Total DGSF	% Space Growth	Notes
	Community Development		<i>19,318</i>	18,238	19,421	20,348	5%	1
	Murdock Campus	Main Office (C Building)	<i>19,318</i>	18,238	19,421	20,348		

Notes:

1. % space growth compares Current DGSF to 20 year DGSF (2037)

Commentary

The Community Development Department occupies Building C on the Murdock Campus. This is also known as the Building Construction Services (BCS) building. The building is currently undergoing an expansion that was planned to accommodate growth over a 20 year period. For the Phase 3 MSP study, the Consultant team has prepared a space program for Community Development to evaluate against the expanded existing facility. Based on this space program, it appears that the expanded Building C can accommodate the Community Development department and associated staff related to Building Construction Services through at least a 10 year time frame. The majority of the projected space deficit between the 20 year program and the actual available square footage occurs due to proposed increases in the number of Plans Examiner staff.

Community Development staffing and growth should be monitored closely in relation to the space program in order to best plan for the Department's needs by the end of the 20 year planning horizon. For instance, technological changes in 10 years may result in either fewer Plans Examiners needed, or less physical space required for that staff. Conversely, the space needs after 10 years could be greater than currently anticipated, due to higher than anticipated construction activity, or other unforeseen changes that increase the space needs of this department.

The current major project options for the Murdock Campus assume that Community Development stays in the Murdock C building, and is not included as part of either the renovation or replacement of buildings A and B. Depending on the timing of those projects (particularly if Building A is replaced with a new building in 10 years), it would be advisable to review the actual growth of Community Development at that time and evaluate whether the longer term space needs of the department could be addressed as part of a larger Murdock A replacement project.

Community Services

			<i>Current</i>	2022	2027	2037		
Dept	Location	Use	Total DGSF	Total DGSF	Total DGSF	Total DGSF	% Space Growth	Notes
	Community Services		<i>10,000</i>	<i>11,161</i>	<i>12,536</i>	<i>13,741</i>	37%	1
	Community Services Office Space Only	Phase 2 MSP Community Services Area	<i>10,000</i>	<i>11,161</i>	<i>12,536</i>	<i>13,741</i>		
	Prototype	Recreation Center Prototype	23,553	<i>see detailed program</i>				2
	Prototype	Library Prototype	16,510	<i>see detailed program</i>				2

Notes:

1. % space growth compares Current DGSF to 20 year DGSF (2037)

Commentary

Long range planning for the Community Services department was conducted as part of the Parks & Recreation Master Plan Update (2015- 2050). Additionally, the main Community Services administrative offices will be relocating to the North Charlotte Regional Park (NCRP). This is a new recreation center, and the administrative areas were planned to accommodate Community Services growth over a 20 year period. Planning for the Library division, which falls within Community Services, was conducted as part of the 2016 Library System Capacity Plan.

Facilities that fall within the purview of the Community Services department are listed below, with commentary regarding future planning considerations.

Summary of Community Services facilities:

Library and Historical Services

- Mid County Regional Library: Library Administration is currently located at this library, but it will be relocated to the new North County Regional Park (NCRP) administrative area. This space will be given back to the library for library functions. Historical is planned to move from the Grace Street Annex to this location.
- Port Charlotte Library: Library is part of the Cultural Center complex. Minor renovations are planned for this library in the near future. The library will stay if the Cultural Center is relocated and rebuilt. If funding is available, there is the possibility of building a new Port Charlotte library on the same site in the future.
- Punta Gorda Library: New Punta Gorda Library is under construction. At this time there has not been an identified use for the existing Punta Gorda Library. The existing Library is non-conforming per FEMA flood zone, so it would not appear to be a good candidate for a major renovation. It could serve as short term swing space for County offices, if needed.
- Babcock Community Library (Future Project)
- Historical Center (Future Project)
- Prototype Library Program: Refer to Community Services detailed space programs for a prototype library program.

Co-op Extension

- These staff are currently located at the Eastport Environmental Campus, but are intended to be relocated to the new NCRP building.

Loveland O&M Complex

- (9) Community Services staff will be located at the proposed Loveland O&M Complex. This includes (2) Park Foreman positions and (7) Field/Maintenance staff.

Parks and Natural Resources

- Grace Street Annex: Community Services staff will move from Grace Street Annex to the new NCRP building. This will leave a sizable area of available space at the Grace Street Annex.
- Charlotte Sports Park: Parks & Recreation currently occupies the second floor of this facility. This staff will be relocated to the new NCRP building.

Recreation Centers

- Harold Avenue Park Recreation Center: drawings have been completed for an addition and renovation to this existing facility.
- Port Charlotte Beach Park Recreation Center: existing facility.
- South County Regional Park: drawings have been completed for an addition and renovation to this existing facility.
- Tringali Park Community and Rec Center: drawings have been completed for an addition and renovation to this existing facility.
- Ann Dever Regional Park (ADRP): Existing pool and pool house at this location. Drawings have been completed for a new recreation center at this location.
- North Charlotte Regional Park (NCRP): New recreational facility under construction that includes a large administrative area to house the majority of Community Services staff.

County Attorney

			<i>Current</i>	2022	2027	2037		
Dept	Location	Use	Total DGSF	Total DGSF	Total DGSF	Total DGSF	% Space Growth	Notes
County Attorney			<i>4,958</i>	4,415	4,664	4,664	-6%	1
	Murdock Campus	Main Office	4,958	4,415	4,664	4,664		

Notes:

1. % space growth compares Current DGSF to 20 year DGSF (2037)

Commentary

With application of new space standards, County Attorney (CA) growth could be accommodated in current location in Murdock A over 20 year period. Refer to Major Projects for future options for new and renovated buildings at Murdock Campus, which may affect CA space and/or location over the 20 year period.

Economic Development Office

			<i>Current</i>	2022	2027	2037		
Dept	Location	Use	Total DGSF	Total DGSF	Total DGSF	Total DGSF	% Space Growth	Notes
Economic Development Office (EDO)			<i>2,118</i>	2,280	2,280	2,280	8%	1
	Port Charlotte	Leased Facility / Main Office	2,118	2,280	2,280	2,280		

Notes:

1. % space growth compares Current DGSF to 20 year DGSF (2037)

Commentary

The Economic Development Office is currently located in leased space at the Suntrust Building, which is located across Murdock Circle from the Murdock Campus. In their current location they do not have room for projected staff expansion. At the time of this study, EDO was looking for a larger leased office suite.

A proposed Tourism and Economic Development Center had previously been proposed as a longer range County project. This facility would provide permanent (County-owned) space for EDO, and would also offer synergies with the Tourism Department. This project is included in the major projects section of this report.

Facilities Construction and Maintenance

			Current	2022	2027	2037		
Dept	Location	Use	Total DGSF	Total DGSF	Total DGSF	Total DGSF	% Space Growth	Notes
Facilities Construction and Maintenance			9,879	10,462	11,018	12,128	23%	1
	Murdock Campus - D Bldg	Existing Main Office	4,813	goes to Loveland - see below				
	Fleet Maintenance Building	HVAC Techs & Storage	3,427	goes to Loveland - see below				
	Murdock Campus - B Bldg	Maintenance Office	1,250	885	885	885		2
	Murdock Campus - A Bldg	Security	185	185	185	185		2
	West County Annex	Security	204	204	204	204		3
	Justice Center	Maintenance and Security staff	space not accounted for here					
	Loveland O&M Campus	Proposed new location	-	9,188	9,744	10,854		

Notes:

1. % space growth compares Current DGSF to 20 year DGSF (2037)
2. Remain at Murdock Campus
3. Remain at West County Annex

Commentary

The Facilities Department main office is currently located on the Murdock Campus in Building D. The Loveland O&M Complex Master Plan proposes to move the Facilities Department from Murdock to the proposed Loveland facility. As part of this move, the HVAC technicians and Facilities storage area that is currently located in the Fleet Maintenance Building will also be moved to Loveland (refer to Fleet Department for more information on the space that will become available). The Loveland space is planned to address Facilities needs over the 20 year time frame.

A smaller Facilities office will remain at the Murdock Campus to address maintenance and security on campus. This office is currently located in Murdock B, but its location will need to be evaluated in relation to the proposed major project options for the Murdock Campus. Additional Facilities satellite locations at the West County Annex and at the Justice Center have been separately planned to accommodate requirements over the 20 year period.

Human Resources

			Current	2022	2027	2037		
Dept	Location	Use	Total DGSF	Total DGSF	Total DGSF	Total DGSF	% Space Growth	Notes
Human Resources (HR)			2,752	4,133	4,293	4,453	62%	1
	Murdock Campus	Main Office	2,752	4,133	4,293	4,453		

Notes:

1. % space growth compares Current DGSF to 20 year DGSF (2037)

Commentary

The HR Department is located on the first floor of Murdock A. The department is at capacity in their existing space. The increase in programmed space relative to the existing area is a result of the need for a larger training room and conference room, the addition of a small conference room, as well as projected staff growth over the 5, 10 and 20 year periods. The HR Department should remain in Building A (or its replacement) over the 20 year period. A possible scenario to accommodate the proposed growth would be to move HR to the 2nd floor of Murdock A, based on the proposed relocation of the Tax Collector's administrative offices to a replacement South County Annex building. Refer to the major project descriptions that follow.

Human Services

			Current	2022	2027	2037		
Dept	Location	Use	Total DGSF	Total DGSF	Total DGSF	Total DGSF	% Space Growth	Notes
Human Services (HS)			7,336	8,805	9,256	9,549	30%	1
	Human Services Building	Main Office	6,846	8,315	8,766	9,059		
	West County Annex	Satellite Office	490	490	490	490		2
	Family Services Center	Proposed relocated program		5,183	5,251	5,318		3

Notes:

1. % space growth compares Current DGSF to 20 year DGSF (2037)
2. Existing space in new building, no change.
3. Proposed space, not included in DGSF total area.

Commentary

The Human Services Department is located in the Human Services Building which is in the Loveland Campus area. The Health Department Building shares the site. A significant portion of the Human Services Building is also dedicated to an Employee Health Center (see Risk, Records and Wellness). The Human Services Building was constructed relatively recently and is in good condition, but the internal layout of the space poses operational challenges for the way the department currently functions. A significant issue is that the building layout does not allow for a customer or patient intake process that can be centralized amount the multiple HS divisions. Furthermore, site development restrictions on this site prevent any additional building square footage.

The projected increase in HS program area relative to the existing departmental building area is due largely to increased staff projections, as well as certain divisions that are currently located in office space that is smaller than advisable (Senior Services). At the time of the Phase 3 MSP study, Human Services was beginning an internal planning process to look at a long term strategy of relocating their department to the Family Services Center site. There is currently an existing building on this site, but the long term plan would be to construct a new Human Services facility to replace the existing building on site. In the short term, Human Services is planning to move a small staff (the Family Services Division) to the existing Family Services site and building. This would help alleviate some of the existing space deficiency at the Human Services Building.

If the entire (or a significant portion) of the Human Services Department were to move out of the existing Human Services building, the available square footage would best be used for similar institutional and/or medical related uses, including rented space for private clinics and non-profits. Available square footage in this building would also allow for expansion of the Employee Health Center at this location (see Risk Records and Wellness).

Public Safety

			<i>Current</i>	2022	2027	2037		
Dept	Location	Use	Total DGSF	Total DGSF	Total DGSF	Total DGSF	% Space Growth	Notes
Public Safety			<i>37,053</i>	16,794	16,794	16,794	-55%	1
	Public Safety Building / EOC	Headquarters	17,230	15,354	15,354	15,354		
	Public Safety Campus	Vehicle Maintenance Facility	19,823	1,440	1,440	1,440		2
	Public Safety Campus	Vehicle Maint. Covered Parking (Proposed)		-	-	-		
	Fire Station Prototype (refer to detailed space program)			11,357	11,357	11,357		3

Notes:

1. % space growth compares Current DGSF to 20 year DGSF (2037)
2. Includes 2 Sheriff bays.
3. Prototype space program; not included in areas above.

Commentary

Public Safety Building

The administrative headquarters for the Public Safety Department are in the Public Safety Building / Emergency Operations Center (EOC). The existing Public Safety Building can accommodate growth in the Public Safety Department over the 20 year period. Office sizes in the existing building are considerably larger than what is proposed in the uniform space standards. One deficiency that was noted during the stakeholder interview process was a lack of meeting rooms during the most recent emergency event (Hurricane Irma in 2017). One option to address this would be to reduce the size of typical staff offices (in line with uniform space standards) and provide dedicated meeting rooms to supplement the smaller offices. The lack of meeting space could also be addressed during the E911 Facility that is proposed for this site (see Sheriff's Office).

Vehicle Maintenance Facility

This site also includes the Vehicle Maintenance Facility (VMF). The VMF currently includes (5) bays for Public Safety, along with associated office/storage space, and (2) bays for the Sheriff's Office. There is a storage and office area currently used by Public Safety that could be converted into (2) additional service bays, if needs arise.

Vehicle Maintenance Covered Parking Facility

The Public Safety Department has an unmet need for covered vehicle parking in close proximity to the Vehicle Maintenance Facility. This structure would be used to park the Public Safety vehicles and equipment in a protected facility before, during and after vehicle servicing. A detailed space program has been provided for this Vehicle Maintenance Covered Parking building. The structure is planned as an enclosed, mechanically ventilated structure, but is not currently planned to be air conditioned. There appears to be capacity at the current site to accommodate this facility, but significant modifications to the existing stormwater system would be required (currently estimated at approximately \$1 million for the stormwater improvements).

Fire Stations

There are 16 fire stations that are owned by Charlotte County. There are 2 additional stations within the County (Rescue 31 and 32) that are owned by Punta Gorda. The Public Safety Departmental Interview meeting minutes (dated 12/7/17 and included in Appendix) includes an overview summary of each station and projected status or facility needs over the 20 year period. A prototype 3-bay fire station program has been included as part of the detailed Public Safety space programs.

Public Works

			<i>Current</i>	2022	2027	2037		
Dept	Location	Use	Total DGSF	Total DGSF	Total DGSF	Total DGSF	% Space Growth	Notes
Public Works (PW)			32,873	40,316	42,316	46,316	41%	1
	Eastport Environmental	Administration A Building	8,481	<i>goes to Loveland - see below</i>				
	Eastport Environmental	Field Operations B Building	7,151	<i>goes to Loveland - see below</i>				
	South County Annex	Engineering Division	2,924	<i>goes to Loveland - see below</i>				
	San Casa Yard	Mosquito Control & Operations	2,312	2,312	2,312	2,312		
	PW Yard (Florida St.)	Administration Building	6,729	6,729	6,729	6,729		2
	PW Yard (Florida St.)	Lighting, Sign Shop and Traffic Signing Bldgs	5,276	<i>goes to Loveland - see below</i>				
	Loveland O&M Campus	Proposed new location	-	31,275	33,275	37,275		

Notes:

1. % space growth compares Current DGSF to 20 year DGSF (2037)
2. Portion of Admin functions will move to Loveland.

Commentary

A significant portion of the Public Works Department is planned to be relocated to the proposed Loveland O&M Complex. This includes moving PW out of the Eastport Environmental buildings, the South County Annex, and multiple facilities at the Florida Street Public Works Yard. PW will maintain some of the buildings at the San Casa and Florida Street. Of particular note, once the Loveland O&M Complex is online, a significant area within the Florida Street Administration building would be vacant and available for other County office space usage. The building list below provides additional information and clarification regarding the longer term plans for PW buildings.

Eastport Environmental A&B Buildings

- Buildings intended to be sold once Loveland O&M Complex online

Public Works Yard - Admin Building (7000 Florida Street)

- Portion of staff currently at this location will relocate to Loveland O&M
- Existing Admin building remains for PW use; additional space will be available in building; Community Services maintenance staff could be housed here.

Public Works Yard - Lighting District Admin Building (7000 Florida Street)

- building would demolished once Loveland O&M building online

Public Works Yard - Sign Shop Building (7000 Florida Street)

- building would demolished once Loveland O&M building online

Public Works Yard - Traffic Signing & Marking (7000 Florida Street)

- building would demolished once Loveland O&M building online

San Casa Yard - Operations & Mosquito Control Buildings (6878 San Casa Blvd)

- Buildings remain for PW use
- Community Service staff also located in this building

Murdock Building C (Building Construction Services)

- PW has (5) staff members in Right of Way (ROW) division at this building

Landfill

- PW Staff (Solid Waste) remains at this location

Mid County Transfer

- PW Staff (Solid Waste) remains at this location

Airport

- PW Staff

Tourism Development Office

			Current	2022	2027	2037		
Dept	Location	Use	Total DGSF	Total DGSF	Total DGSF	Total DGSF	% Space Growth	Notes
Tourism Development			2,950	5,082	5,282	5,482	86%	1
	Port Charlotte	Leased Facility / Main Office	2,950	5,082	5,282	5,482		

Notes:

1. % space growth compares Current DGSF to 20 year DGSF (2037)

Commentary

The Tourism Development Office is currently located in leased space in a retail complex along Tamiami Trail, near the Murdock Campus. A proposed Tourism and Economic Development Center had previously been proposed as a longer range County project. This facility would provide permanent (County-owned) space for Tourism Development and would also offer synergies with the Economic Development Department. This project is included in the major projects section of this report. Growth in Tourism Development is due to projected staff growth, as well as the inclusion of a large (40 person) training/ meeting room.

Utilities

			Current	2022	2027	2037		
Dept	Location	Use	Total DGSF	Total DGSF	Total DGSF	Total DGSF	% Space Growth	Notes
Utilities			52,783	65,228	67,672	72,562	37%	1
	Eastport Environmental	Administration A Building	14,848	goes to Loveland - see below				
	Eastport Environmental	Field Operations B Building	15,863	goes to Loveland - see below				
	Eastport	Water Reclamation Facility	8,996	8,996	8,996	8,996		2
	Burnt Store	Utilities Operations Building	4,602	4,602	4,602	4,602		2
	Rotonda	Water Reclamation Facility	1,984	1,984	1,984	1,984		2
	Rotonda	RO Plant - Warehouse	3,800	3,800	3,800	3,800		2
	West Port	Water/Waste Water Treatment Plant	2,255	2,255	2,255	2,255		2
	West County Annex	Utility Bill Payment	435	435	435	435		2
	Loveland O&M Campus	Proposed new location		43,156	45,600	50,490		

Notes:

1. % space growth compares Current DGSF to 20 year DGSF (2037)

2. Existing to remain.

Commentary

A significant portion of the Utilities Department is planned to be relocated to the proposed Loveland O&M Complex. This includes moving Utilities out of the Eastport Environmental buildings. The Utilities Department 20 year space needs were studied in depth as part of the Loveland O&M report. As noted in Public Works, the Eastport Environmental buildings are likely to be sold. Utilities will maintain the facilities that are indicated in the table above. Future projects at these facilities include an expansion of the Eastport Wastewater treatment plant, and replacement of the Burnt Store Road treatment plant.

Clerk of Court

			Current	2022	2027	2037		
Dept	Location	Use	Total DGSF	Total DGSF	Total DGSF	Total DGSF	% Space Growth	Notes
Clerk of Court (COC)			13,554	10,313	10,572	10,741	-21%	1
	Murdock Campus	Administration	13,554	10,313	10,572	10,741		
	Justice Center	Clerk, Courts, Official Records & IT	space not accounted for here					

Notes:

1. % space growth compares Current DGSF to 20 year DGSF (2037)

Commentary

The Clerk of Court's administrative offices are located on the 4th floor of the Murdock A building. This includes the COC Comptroller Division, Internal Audit, Commission Minutes, Official Records Murdock, and an IT (server room). The COC Justice Center office includes the Clerk of Court functions, Courts Division, Official Records, and IT (server room). The Justice Center offices of the COC are not included as part of this study, as they have been planned as part of the separate Justice Center Renovation project.

The space program shows a net reduction in required space compared to the existing space. Reduction in square footage requirement from existing is due to 1) the inefficiency of the existing 4th floor office layout, 2) application of the new space standards to Clerk of Court program, and 3) reduction in size of proposed public lobby from existing. The Property Appraiser's administrative office will remain at the Murdock Campus over the 20 year period, and the office space will need to be evaluated in relation to the proposed major projects options for the Murdock A building.

Property Appraiser

			<i>Current</i>	2022	2027	2037		
Dept	Location	Use	Total DGSF	Total DGSF	Total DGSF	Total DGSF	% Space Growth	Notes
Property Appraiser			<i>12,788</i>	10,907	11,018	11,082	-13%	1
	Murdock Campus	Main Office	10,168	8,597	8,708	8,708		
	South County Annex	Satellite Office	1,424	1,171	1,171	1,171		
	West County Annex	Satellite Office	1,196	1,139	1,139	1,203		

Notes:

1. % space growth compares Current DGSF to 20 year DGSF (2037)

Commentary

The main office of the Property Appraiser (PA) is located on the 3rd floor of the Murdock A building. There is minimal staff growth projected over the 20 year period. The reduction in proposed area as compared to existing is due to 1) application of new space standards to PA program, and 2) an inefficient layout of the existing office areas. Depending on the time frame for a major renovation or replacement of Murdock A, it may be advisable to do a less-intensive reorganization and reconfiguration of the Property Appraiser's Murdock office to address current inefficiencies within a 1-2 year time frame. The Property Appraiser's main office will remain at the Murdock Campus over the 20 year period, and the office space will need to be evaluated in relation to the proposed major projects options for the Murdock A building.

The Property Appraiser has satellite offices at the South County Annex and West County Annex buildings. The offices are proposed to remain at the South County Annex, but will be affected by the proposed South County Annex replacement project. Refer to the major project details for South County Annex that follow. The West County Annex is a new building (that replaced an existing building). The Property Appraiser's satellite office space in this building appears to meet their requirements over the 20 year period.

Sheriff

			Current	2022	2027	2037		
Dept	Location	Use	Total GSF	Total GSF	Total GSF	Total GSF	% Space Growth	Notes
Sheriff's Office (area numbers are Gross SF)				126,668	128,735	129,470	2%	1
	West County	District 01 Substation (recently completed)	11,579	11,579	11,579	11,579		
	Loveland Campus	District 03 Substation (in design)	16,575	16,575	16,575	16,575		
	Loveland Campus	Evidence / Forensics Building (in design)	24,605	24,605	24,605	24,605		
	Loveland Campus	Administration Facility (Proposed)		38,779	40,597	41,288		
	Public Safety Complex / EOC	E911 Communications Center (Proposed)		11,010	11,061	11,105		
	Murdock Village	District 02 Substation (Proposed)		12,060	12,159	12,159		
	Airport Road Annex	District 04 Substation (Proposed)		12,060	12,159	12,159		

Notes:

1. Consultant team did not have access to all existing Sheriff facility areas. % space growth compares 5 year DGSF (2022) to 20 year DGSF (2037)

Commentary

Refer to the detailed programs for the projects shown in the table above. Space programs have been prepared for the Sheriff's proposed Administration Facility and the E911 Facility. The space programs for the proposed District 02 and 04 Substations were based on the recently completed District 01 Substation, which was used as the prototype facility. The list below provides an overview and summary of the current and planned Sheriff facilities.

Summary of Sheriff's facilities:

Sheriff's Administration Facility (7474 Utilities Road)

- Existing facility is located at 7474 Utilities Road, and currently includes the District 04 substation. This location is intended to be replaced with new Administration Facility.

- New Admin Facility is proposed to be located at the Loveland Campus. The site will also include a new District 03 Substation, Forensic Evidence Storage Building, and Impound Lot. See proposed Administration Facility in area table above.

District 01 Substation (Englewood- 11051 Wilmington Blvd)

- new building, construction recently completed

District 02 Substation

- Current location is at 992 Tamiami Trail, Suite A. This location will be replaced.

- The proposed location is within Murdock Village. See proposed District 02 Substation in area table above.

District 03 Substation

- existing location at Promenades Mall, 3280 Tamiami Trail. This location will be replaced.

- new location is at Loveland Campus; building is currently in design. Located at same site as proposed Administration Facility.

District 04 Substation

- Current location at 7474 Utilities Road. This will be replaced with a new District 04 Substation at the Training Facility site at Airport Road Annex.

Charlotte County Jail (26601 Airport Road)

- Planning for jail facilities done in a separate report
- Future jail projects include expansions of the administrative areas and jail housing.

Civil Process Unit (Charlotte County Justice Center)

- Planning for the Civil Process Unit, which is located within the Justice Center, was completed as part of the Justice Center renovation study.

Major Terry Branscome Training Center (25500 Airport Road)

- Located at the Airport Road Annex site
- Build-out of training facility requires relocation of Transit Department and Supervisor of Elections Warehouse.
- Planning for training facility site done as part of a separate study.
- New firing range currently under construction.
- This site will include the new District 04 Substation.

Public Safety Complex / EOC

- There is a proposed E911 Communications Center to be located at the Public Safety Complex. This is envisioned as a single story building that would be immediately adjacent and connected to the EOC building. Refer to new building area in table above.

Supervisor of Elections

			<i>Current</i>	2022	2027	2037		
Dept	Location	Use	Total DGSF	Total DGSF	Total DGSF	Total DGSF	% Space Growth	Notes
	Supervisor of Elections (SOE)		<i>8,755</i>	9,935	10,091	10,091	15%	1
	Historic Courthouse	Main Office	<i>5,031</i>	4,772	4,928	4,928		
	Airport Road Annex	SOE Warehouse (Existing)	<i>3,590</i>					
	Loveland Campus	Replacement Warehouse (Proposed)		5,029	5,029	5,029		
		Satellite Offices	<i>134</i>	134	134	134		

Notes:

1. % space growth compares Current DGSF to 20 year DGSF (2037)

Commentary

The main office for the Supervisor of Elections is located at the Historic Courthouse building in Punta Gorda. The Supervisor of Elections office had previously been located in the South County Annex building, but was moved into the Historic Courthouse during the term of a previous official. The quantity of space in the Historic Courthouse is adequate to satisfy SOE requirements over the 20 year period. However, due to the layout of the historic building, there are challenges for the SOE in this building, particularly as the volume of vote-by-mail usage increases. Targeted renovations or modifications to the existing SOE office could address concerns related to delivery and storage of materials at the SOE's offices.

The existing SOE Warehouse is located at the Airport Road Annex site. The warehouse provides secure storage space for elections and ballot equipment, as well as selected archive materials. Two staff members are also located at the warehouse. Due to the expansion of the Sheriff's training facility at this site, the SOE Warehouse will need to be relocated. The Loveland Campus has been identified as a likely site for the SOE Warehouse. Refer to the major projects section of this report for more information on this project.

Additionally, the major projects section of this report includes an option for a new combined SOE facility at the Loveland Campus that would include the warehouse and the main SOE office. This would have advantages for the functioning of the agency, and would address the shortcomings of the Historic Courthouse space. However, during the course of this study, a suitable long-term replacement use for the Historic Courthouse was not identified. Possible shorter terms uses include swing space for other County projects, and leased space for non-profits.

Tax Collector

			Current	2022	2027	2037		
Dept	Location	Use	Total DGSF	Total DGSF	Total DGSF	Total DGSF	% Space Growth	Notes
Tax Collector			28,603	26,810	27,953	28,220	-1%	1
	Murdock Campus	Mail & Motor Services	7,147	7,098	7,365	7,498		
	Murdock Campus	Administration (Existing)	5,520	goes to South County Annex				
	South County Annex	Administration (Proposed)	-	4,442	4,853	4,853		
	South County Annex	Motor Services	11,000	10,335	10,800	10,933		
	West County Annex	Motor Services	4,365	4,365	4,365	4,365		2
	Port Charlotte	Motor Services	571	571	571	571		3

Notes:

1. % space growth compares Current DGSF to 20 year DGSF (2037)
2. Recently constructed building designed to meet 20 year space needs
3. Leased facility

Commentary

The Tax Collector has three primary locations: the Murdock Campus, South County Annex and West County Annex. They recently opened a smaller (fourth) facility at a leased building in Port Charlotte. The Tax Collector ranks their locations by order of priority: Agency 1 is the South County Annex in Punta Gorda; Agency 2 is the West County Annex in Englewood; Agency 3 is the Murdock Campus. Currently, the main administrative offices of the Tax Collector are located on the second floor of the Murdock A building at the Murdock Campus. Based on discussions with the Tax Collector, it was identified that for both statutory and operational reasons, it would be preferable to have the administrative offices at the Agency 1 location at the South County Annex in Punta Gorda. This move would have an additional benefit of freeing up approximately 5,500 sf of space in the Murdock A building.

South County Annex

Currently, the South County Annex building houses Motor Services and the Contact and Training Center for the Tax Collector. As noted above, it is proposed that the Tax Collector's administrative offices be relocated to this facility. The existing building is in poor condition and is not a good candidate for a major renovation. Given the importance of the functions in this building, this building should be a high priority for replacement. Refer to the major project details for South County Annex that follow. Note that the decrease in programmed area for the proposed Administration space, as compared to the existing Administration space at the Murdock campus is largely due to 1) application of the new space standards, and 2) inefficiencies in the existing layout of the department.

Murdock Campus

Mail functions and Motor Services (first floor of Murdock A) are proposed to stay at the Murdock Campus over the 20 year period. The Motor Services division is projected to have a small shortage of space in their existing location in 10 years. Refer to the major project details for Murdock Campus that follow. Currently, there are no drivers tests conducted at the Murdock Campus due to site constraints and traffic issues. Based on discussions with the Tax Collector, the assumption at this time is that the site and traffic issues at the Murdock campus will be prohibitive into the future, so there are no plans to add drivers tests to this location.

West County Annex

A new West County Annex building was completed and opened during the course of the Phase 3 MSP study. The new facility replaced the existing West County Annex, which was on an adjacent parcel. The new West County Annex building was planned to accommodate 20 years of Tax Collector growth at this facility.

Department of Health

			<i>Current</i>	2022	2027	2037		
Dept	Location	Use	Total DGSF	Total DGSF	Total DGSF	Total DGSF	% Space Growth	Notes
Department of Health (DOH)			<i>29,602</i>	31,829	37,146	39,585	34%	1
	Health Department Building	Main Office	29,602	31,829	37,146	39,585		
	Health Department Building	Vacant Shell Space	9,750					2

Notes:

1. % space growth compares Current DGSF to 20 year DGSF (2037)
2. Vacant shell space on second floor of Health Dept Building. Shell space is not factored into Current Total DGSF. It is assumed that growth in Health Department Program would use the shell space. Total net usable sf in Health Dept Building is 39,352.

Commentary

The Florida Department of Health in Charlotte County is located in the Health Department Building in Port Charlotte, which is on the same site as the Human Services building. The first floor of the building has clinic/exam space and related medical function spaces for the public. The second floor of the building houses administrative and conference/training spaces. Approximately 1/3 of the second floor is currently “shell” space that is partially used for caged storage.

There was transition in the Department of Health leadership during the course of the Phase 3 MSP study. The staffing growth that is shown in the detailed space program was based on input received by the previous Director. The program shows significant staff and space growth over the 20 year period. It appears that this growth could be accommodated in the existing building through the use of the current shell space. However, at the time of the study, Consultant team was not able to review the staff and growth projections with the new Director. These assumptions should be reviewed prior to any further action or implementation occurring.

Metropolitan Planning Organization (MPO)

			Current	2022	2027	2037		
Dept	Location	Use	Total DGSF	Total DGSF	Total DGSF	Total DGSF	% Space Growth	Notes
Metropolitan Planning Organization (MPO)			2,400	3,173	-	3,533	47%	1
	Eastport A Building	Main Office (Existing)	2,400					
	Loveland O&M Campus	Main Office (Proposed)		3,173		3,533		

Notes:

1. % space growth compares Current DGSF to 20 year DGSF (2037)

Commentary

The existing offices for MPO are located at the Eastport Administration A Building. 20 year growth for MPO was planned as part of the Loveland O&M Complex study. MPO's office is proposed to relocate from the Eastport building to the Loveland O&M building.

Area comment: Note that the area numbers shown for the Loveland O&M campus are in total gross SF, as opposed to departmental gross sf. This largely accounts for the discrepancy between the existing MPO area and what is proposed at Loveland. Area numbers from the Loveland study are included for reference only. The Loveland Program also includes a shared Training Room as part of MPO's program, which has also increased the total square footage of the department (this function is present in their existing location, it is just accounted for in a different department).

State & Federal Offices

			Current	2022	2027	2037		
Dept	Location	Use	Total DGSF	Total DGSF	Total DGSF	Total DGSF	% Space Growth	Notes
State & Federal Offices			1,813	1,813	1,813	1,813	0%	
	Historic Courthouse	State & Federal Offices	1,108	1,108	1,108	1,108		
	South County Annex	State & Federal Offices	705	705	705	705		

Notes:

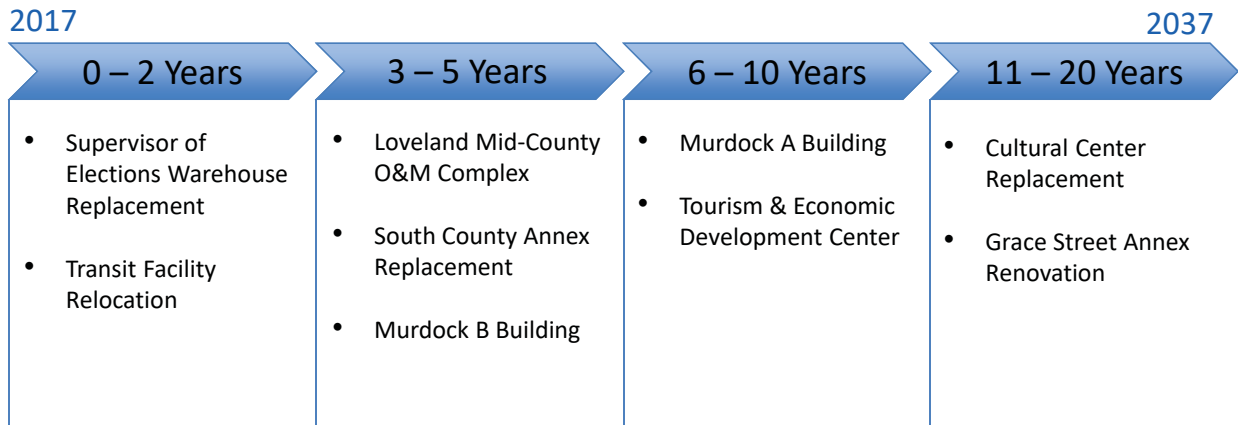
1. % space growth compares Current DGSF to 20 year DGSF (2037)

Commentary

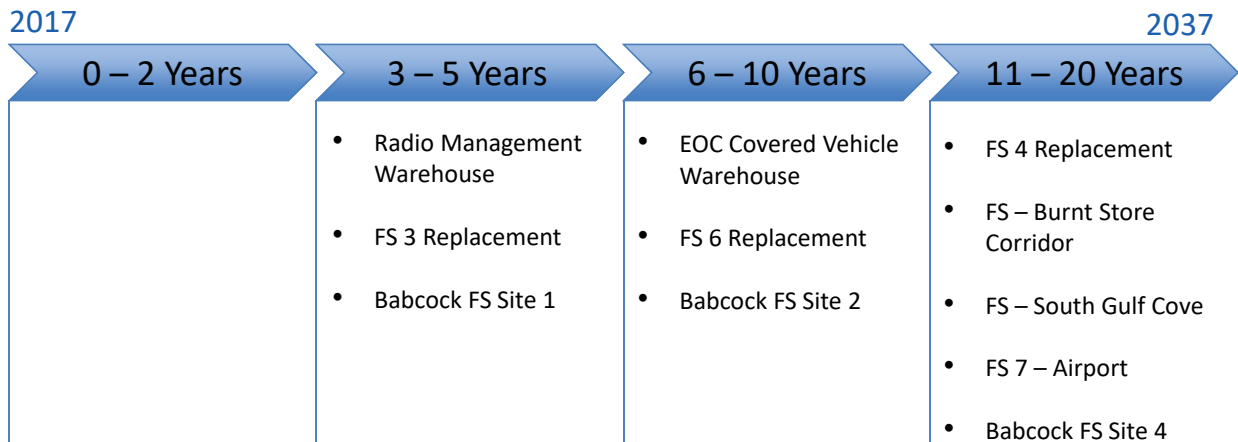
Based on the Phase 2 MSP study, state & federal Offices are located at the Historic Courthouse and the South County Annex building. These offices provide space for state and federal elected officials and staff. The Consultant team was not able to meet with the State & Federal stakeholders during the Phase 3 MSP study. The state & federal office space at the Historic Courthouse is proposed to remain as existing over the 20 year period. The state & federal office space at the South County Annex building should be replace in-kind as part of the proposed South County Annex replacement.

D. MAJOR PROJECTS TIMELINE

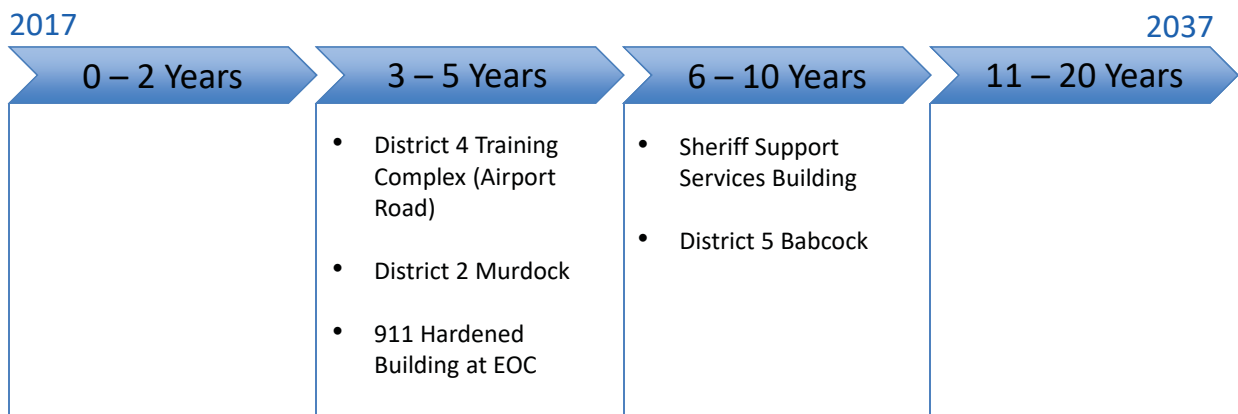
BOCC Major Project Timeline



Public Safety Major Project Timeline



Sheriff Major Project Timeline



E. MAJOR/MINOR PROJECTS COST ESTIMATES

	Project Name	Project Time Frame (years)				Est. Total Project Cost (Current \$) ¹	Remarks
		0-2	3-5	6-10	11-20		
MAJOR PROJECTS (\$1,000,000 and up)							
	Sup. of Elections Warehouse Replacement	X				\$2,137,563	
ALT	Alt: Sup. of Elections Combined New Facility	X				\$4,883,200	
	Transit Facility Relocation	X				\$2,760,288	
	Loveland Mid-County O&M Complex		X			\$50,000,000	
	District 4 Substation - Airport Road Annex		X			\$6,681,069	2
	District 2 Substation - Murdock Village		X			\$5,468,998	
	E911 Communications Center - EOC		X			\$5,510,800	
	South County Annex Replacement		X			\$11,604,053	4
Op 1	Murdock B Replacement (Phase 1)		X			\$14,333,635	3
Op 1	Murdock A Renovation (Phase 2)			X		\$25,495,999	3
Op 2	Murdock B Replacement (Phase 1)		X			\$14,205,297	3
Op 2	Murdock A Replacement (Phase 2)			X		\$31,916,625	3
Op 3	Murdock A&B Combined Replacement			X		\$43,716,162	3
	Sheriff Support Services			X		\$16,868,890	
	District 5 Babcock			X		\$3,450,000	
	Tourism & Economic Development Ctr			X		\$5,750,000	
	Cultural Center Replacement				X	\$23,000,000	
	Grace Street Annex Renovation				X	\$2,392,000	
	PUBLIC SAFETY						
	Fire Station 2 Replacement	X				\$4,600,000	
	Fire Station 5 Replacement	X				\$5,750,000	
	Fire Station 3 Replacement		X			\$5,175,000	
	Emergency Warehouse Expansion			X		\$3,162,500	
	Fire Station 6 Replacement			X		\$5,175,000	
	Babcock Fire Station Site 1			X		\$2,300,000	
	Babcock Fire Station Site 2			X		\$3,450,000	
	Babcock Fire Station Site 3				X	\$3,450,000	
	Fire Station 4 Replacement				X	\$2,875,000	
	Fire Station, Burnt Store Corridor				X	\$4,025,000	
	Fire Station, South Gulf Cove Area				X	\$4,025,000	
	Fire Station 7 Airport, Additional				X	\$4,025,000	
	Babcock Fire Station Site 4				X	\$3,450,000	

Remarks:

1. Costs include 15% increase for "soft costs" (engineering, permitting, FFE, etc).
2. Includes Sheriff training facilities
3. See Appendix for detailed cost estimates of Murdock Campus options. Costs presented in this spreadsheet are in current dollars including 15% increase for "soft costs". Total project costs for Murdock Options referenced in study include cost escalation factor based on proposed timing of project. The detailed cost estimates include escalation assumptions.
4. See Appendix for detailed cost estimate.

MINOR PROJECTS (Below \$1,000,000)

	Murdock D (Facilities) Swing Space		X			less than \$1,000,000	
	Florida Street PW Admin Renovation		X			less than \$1,000,000	
	Property Appraiser Murdock A reorg.		X			less than \$1,000,000	
	Fleet Maint. Building - Interior fit-out		X			less than \$1,000,000	
	Radio Management Warehouse		X			\$862,500	
	Babcock Mosquito Control Building			X		less than \$1,000,000	

F. MAJOR PROJECT DETAILS

Murdock Campus - Key Assumptions and Observations

- Murdock campus has aging infrastructure, much of it built in the 1980s.
- MSP does not project a significant space deficit at Murdock Campus over the 20 year period. However, the condition of the buildings and infrastructure have major deficiencies that should be addressed to provide appropriate space for the efficient functioning of County government.
- Murdock A should either undergo a major (gut) renovation within a 10 year time frame to address deficiencies and extend its useful life, or be replaced entirely. Single-loaded corridor design is not efficient.
- Murdock B is a strong candidate for replacement in a 3-5 year time frame due to age & condition of building, security issues, and inefficient floor plan. The design phase for a new Murdock B building should include a scope to master plan the entire Murdock campus.
- Murdock C (BCS) should satisfy the 20 years needs of Community Development given the current building addition project.
- Murdock D – it is assumed this building will be demolished either as part of the Loveland project, or as a result of future development at Murdock.
- Consultation with a local Civil Engineer indicated that additional opportunities for surface parking on this site are available. The project team’s current assumption is that a parking garage is not required for this site, though this should be re-evaluated as part of any future planning efforts.



Murdock Campus – 2037 SF Requirements

Murdock A (Or Replacement)	Existing (2017)	2037 Proposed
County Commission (Lobby & Chambers)	5,307	7,965
County Commission (Offices)	5,790	3,389
Administration (Main Office)	3,427	5,242
Administration (PIO)	-	2,389
B&A - Real Estate Services	-	2,005
B&A - Information Technology	6,796	6,051
B&A - Purchasing	2,598	2,807
B&A - Risk, Records & Wellness	-	2,412
County Attorney	4,958	4,664
Facilities	185	185
BCC-Human Resources	2,752	4,453
Clerk of Court	13,554	10,741
Property Appraiser	10,168	8,708
Supervisor of Elections	134	134
Tax Collector (Motor Services)	7,147	7,498
Tax Collector (Admin)	5,520	-
Net Useable SF (A or Replacement A)	68,336	68,643
<i>Bldg A - Existing Gross SF</i>		<i>93,596</i>

Murdock B (or Replacement)	Existing (2017)	2037 Proposed
Administration (PIO)	1,973	-
BCC-B&A-Fiscal	7,242	6,768
BCC-Facilities	1,250	885
BCC-Conference 104-B	1,250	3,338
BCC-B&A-Real Estate	2,500	-
BCC-B&A-Risk, Records & Wellness	2,658	-
Comm. Dev. BCS Storage	172	172
Justice Center (Guardian Ad Litem)	3,073	-
Flex / Future Program Space	-	12,000
Net Useable SF	20,118	23,163
<i>Bldg B - Existing Gross SF</i>		<i>36,022</i>

	2017	2037
Existing Total Net SF (A&B)	88,454	
Existing Total Gross SF (A&B)	129,618	
Total 2037 Net SF Requirement		91,806
<i>30% grossing factor</i>		<i>27,542</i>
Total 2037 Gross SF Requirement		119,348

Murdock Campus – Option 1





Phase 1 – 2020

- New B Replacement (2 story, 40,000sf total)
- Demo Existing Building B
- New Parking and landscape courtyard
- New CEP, serves new B Bldg in Phase 1, expands to service A Bldg in Phase 2.

Phase 2 – 2028

- Gut renovation (floor by floor) of Building A (93,596sf)
- Connect Bldg A to new CEP
- Demo Bldg D (Facilities)
- New Parking

Cost Estimate

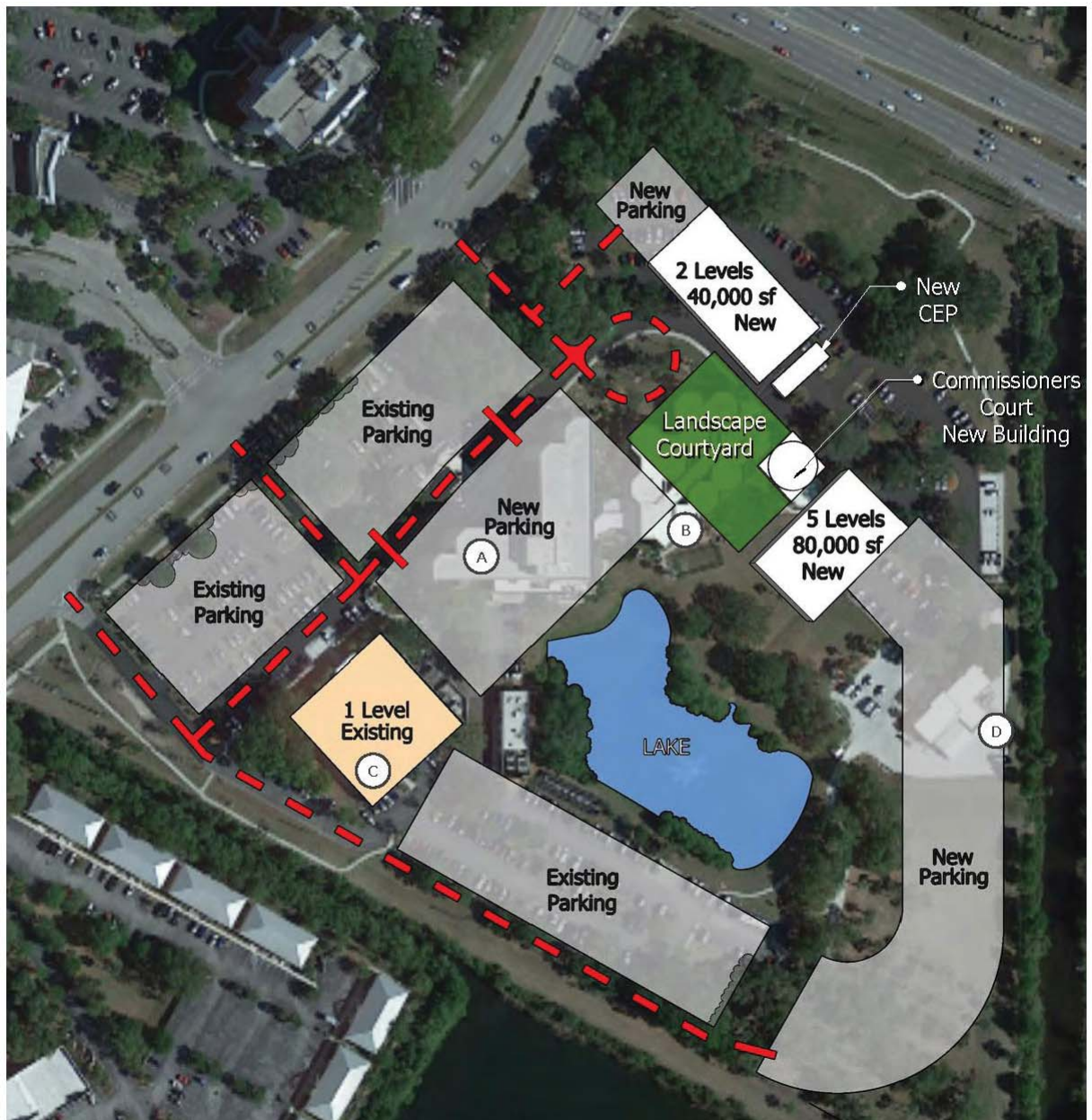
- Phase 1 - \$13.36M (2020)
- Phase 2 – \$31.26M (2028)
- TOTAL = \$44.62M

Areas

Existing A Bldg =	93,596 sf
New B Bldg =	40,000 sf
TOTAL SF =	133,596 sf



Murdock Campus – Option 2





Phase 1 – 2020

- New Parking and landscape courtyard
- New B Replacement (2 story, 40,000sf total)
- Demo Existing Building B
- New CEP, serves new B Bldg in Phase 1, expands to service new A building in Phase 2

Phase 2 – 2028

- Demo existing A Bldg (93,596sf) and existing CEP and replace with parking
- New 80,000 sf A building (including Commissioners Court)
- Expand CEP and connect new A building
- Demo Bldg D (Facilities)
- New Parking

Cost Estimate

- Phase 1 - \$13.24M (2020)
- Phase 2 – \$39.13M (2028)
- TOTAL = \$52.37M

Areas

Existing A Bldg = 80,000 sf
New B Bldg = 40,000 sf



Murdock Campus – Option 3





Phase 1 – 2028

- Build new 5 story building (115,500sf)
- Demo Existing Building B
- Demo Existing Building A
- New Parking and landscape courtyard
- New CEP

Cost Estimate

- TOTAL = \$53.6M (2028)
- *Note: if Option 3 constructed in 2020, total cost would be closer to \$41M*

Areas

New A Bldg =	115,500 sf
TOTAL SF =	115,500 sf



Murdock Campus – Comparisons



Option 1

- Phase 1 - \$13.36M (2020)
- Phase 2 – \$31.26M (2028)
- **TOTAL = \$44.62M**

Comments

- Lowest total project cost
- Floor plan and massing of existing Building A is not very efficient – hard to improve on this even with gut renovation.
- Gut renovation of A could be very disruptive to building occupants.
- Departments will still be separated between A & B buildings



Option 2

- Phase 1 - \$13.24M (2020)
- Phase 2 – \$39.13M (2028)
- **TOTAL = \$52.37M**

Comments

- Option 2 allows for flexibility in phasing. Building B replacement could move forward while options for A are evaluated.
- Departments will still be separated between A & B buildings
- Option 2 would not require any temporary office moves.



Option 3

- **TOTAL = \$53.6M (2028)**
- *Note: if Option 3 constructed in 2020, total cost would be closer to \$41M*

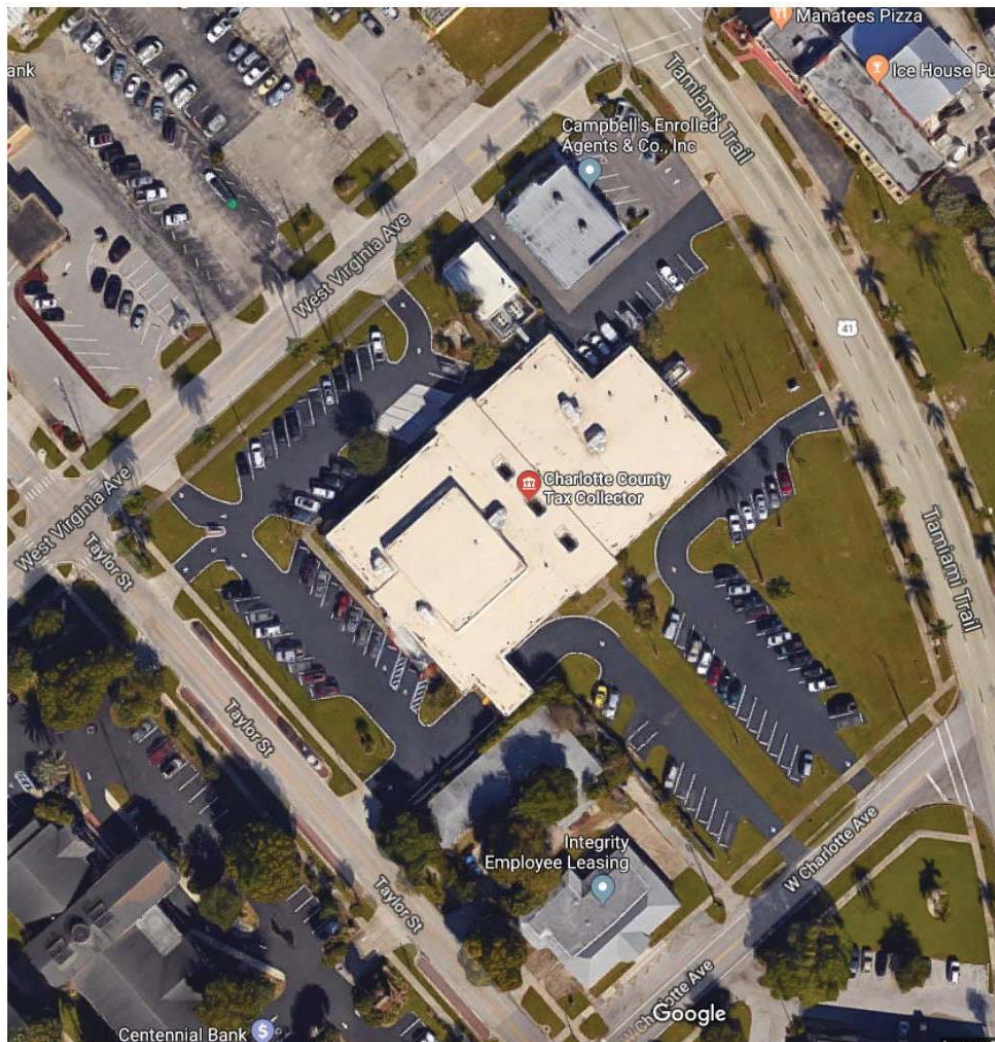
Comments

- Highest total cost due to escalation up to 2028. Total cost would be lower
- Single building would allow for greatest efficiency in terms of space layout and departmental adjacencies
- Option 3 would not require any temporary office moves.
- Provides for well-located future expansion footprint.

South County Annex Replacement

Key Assumptions and Observations

- Existing building has design, infrastructure and building code issues that would make a major renovation challenging and costly. Building should be replaced within a 3-5 year time frame.
- Public Works (Engineering) is proposed to move to Loveland O&M.
- Tax Collector Administrative office would ideally move from Murdock A to South County Annex.
- South County Annex functions should remain at current site – as such, new construction will need to occur while existing building remains operational.
- Existing parking is challenging – new project should provide additional parking.



South County Annex Replacement	Existing (2017)	2037 Proposed
Public Works (Engineering Division)	2,924	-
Property Appraiser	1,424	1,171
Tax Collector	11,000	10,933
Tax Collector (Main Admin)	-	4,853
State & Federal Offices	705	705
Flex / Future Program Space	-	5,000
Net Useable SF	16,053	22,662
Existing Building Gross SF	20,714	
30% grossing factor		6,799
Total 2037 Gross SF Requirement		29,461

to Loveland

from Murdock A

Key Replacement Considerations

- Proposed building is 2 stories (15,000 sf footprint, 30,000 sf total).
- Site is in FEMA AE9 zone, new finished floor would need to be at 10'. Existing grade in parking area at 7'. Assume building and site area elevated on fill.
- Stormwater issues: local Civil Engineer has indicated that as an urban redevelopment this site will get credit for all impervious surface so new project should be an "area swap".
- Existing building remains operational while new building under construction.



South County Annex Replacement - Proposed Plan



Cost Estimate

- Assume construction in 2021
- \$11.2M Construction Cost (with 10% Contingency)
- Includes demo, building and sitework
- Assumes existing building remains operational while new building under construction
- Proper staging and phasing of project would be critical in order to maintain continuous operations of Tax Collector.



South County Annex - Existing Aerial



South County Annex - Proposed Aerial

Supervisor of Elections (SOE) - Warehouse Relocation and Replacement

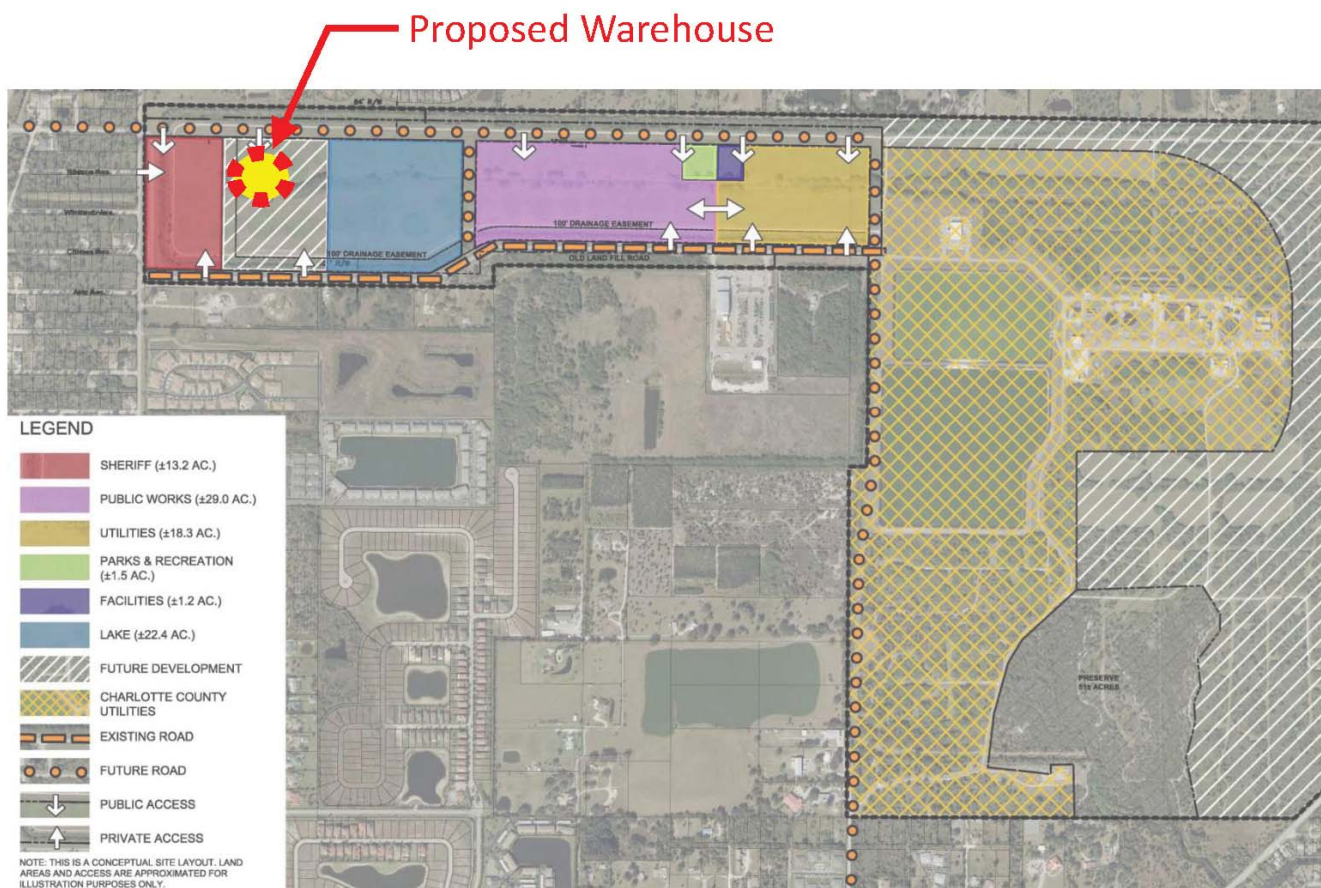
Key Assumptions and Observations

- SOE Warehouse needs to be replaced and relocated due to the Sheriff Training Facility that is planned for the Airport Road Annex site.
- Proposed new location is on the Loveland Campus (adjacent to Sheriff).



Supervisor of Elections Warehouse - Existing Site

Sup of Elections Warehouse	Existing (2017)	2037 Proposed
Warehouse	3,590	5,029
Net Useable SF	3,590	5,029
<i>Existing Building Gross SF</i>		<i>3,797</i>
<i>20% grossing factor</i>		<i>1,006</i>
Total 2037 Gross SF Requirement		6,035



Supervisor of Elections Warehouse - Proposed Site

ALTERNATIVE: Supervisor of Elections (SOE) - Combined New Facility

Proposal:

- Provide a new combined Supervisor of Elections facility that would include the relocated Warehouse, as well as all administrative functions currently housed in the Historic Courthouse.
- This could address inefficiencies that occur due to the separation of the warehouse from the administrative offices.
- Additionally, there are logistical and security issues in the Historic Courthouse space that would be hard to address due to the design of the Courthouse. These issues could be properly addressed in a new facility.
- Proposed location would be Loveland campus.

SOE - Combined Facility	Existing (2017)	2037 Proposed
Warehouse	3,590	5,029
Main Office	5,031	4,928
Net Useable SF	8,621	9,957

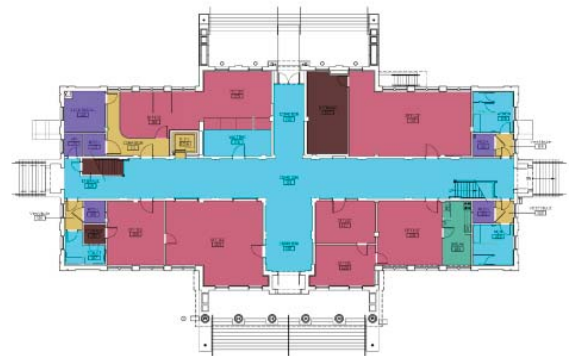
<i>30% grossing factor</i>	<i>2,987</i>
Total 2037 Gross SF Requirement	12,944

Pros:

- New facility could address inefficiencies in operations, as well as logistical and security issues.
- New facility could be designed to accommodate the shift towards “vote by mail”.

Cons:

- Lack of identified replacement function for the Historic Courthouse.
- Elected Official has not offered an opinion on this proposal.



Floor plans of existing Supervisor of Elections main office

G. IMPLEMENTATION STRATEGY

The implementation strategy for the Master Space Plan will involve County staff confirming project timelines and selecting preferred options for major projects. Project priorities will need to be matched with available funding options. Additionally, the Master Space Plan should be updated every 5 years to ensure that the planning data and analysis are current, and that development over the prior 5 year period can be taken into account for future planning.

Some of the major projects can proceed relatively independently based on level of need and available funding. This is the case for many of the Public Safety projects. For other projects, particularly the BOCC major projects, there are greater inter-relationships between each project. In these cases, the sequence of how the projects are planned, designed and constructed can greatly affect the overall success of the projects. The diagram at right depicts a proposed phasing plan for the Loveland O&M Complex, South County Annex, Murdock B Replacement, and Murdock A Renovation/Replacement.

This diagram depicts one possible phasing scenario that appears advantageous at the time of this report writing. However, the assumptions regarding phasing, and the inter-connected relationship among these buildings, should be continually evaluated as circumstances evolve and project funding decisions are made.

Timeline

Year 3

Loveland O&M Complex

- Allows for sale or lease of Eastport Buildings
- Free up Murdock D for swing space or demo
- Free up space at Public Works Florida Street Facility
- Free up space at Fleet Maintenance Building
- Public Works Engineering Department moves out of South County Annex



South County Annex

- Tax Collector Administration offices move into new building, freeing up approximately 5,000 sf in Murdock A.



Murdock B Replacement

- Provides additional growth and swing space to enable a renovation of Murdock A.



Murdock A Renovation or Replacement

Year 5

Year 10

A

APPENDIX



APPENDIX

A. SAMPLE DEPARTMENT QUESTIONNAIRES

Charlotte County Facilities Master Space Study 1 - General Preliminary Questions

Please answer these questions as completely as possible and return the form to Gina Irwin via email at girwin@bsw-architects.com. Please feel free to call me at (972) 960-9970 or email if you have any questions.

1. The main contact for this phase will be:
Name:
Position:
Phone:
Email:
2. Population of your county.
 - a) Historical - 10 year increments from 1970 to Present
1970 1980 1990
2000 2010 2017
Projected population growth to hallmark years for this study:
2022 2027 2032
Hallmark Year (2037)
What is source of projections?
3. Comparison Counties:
 - a) In thinking about your Projected year population (2037), are there any counties that are currently at your projected size that you would consider being comparable to your county (i.e. demographics or type of county)?
4. County Size:
 - a) What percentage of your county is developed?
 - b) Please provide us with any Planning and/or Zoning maps/reports you may have that are relevant to this project. (Electronic version preferred)
 - c) What is the land area within current boundaries? sq. miles
5. Staff
 - a) Please provide us with a **general county organizational chart**
 - b) Have one person from each department (i.e. Admin, Court, Finance, etc.) fill out the “**2 - Departmental Questionnaire**” and “**3 – File & Storage Inventory**”

6. Please provide floor plans and site plans of the current facilities if available or at least the following information: (if there is more than one building, please add information on another sheet, bottom of this page, back of this page, etc.)
- a) Year facility was built:
 - b) Total square footage of facility:
 - c) Size of site (approximate acres):
 - d) Estimated # of parking spaces for facility:
7. Please provide county office size or furniture layout standards if available. (An example of this may be that the County has determined that a person in a managerial position requires a private office.) If no requirements or standard sizes exist, please write "N/A" on the following line:
8. What are the usual County Commissioners meeting days?
- a) Please provide a list of the Commissioner members and their year for re-election.
 - b) When are work sessions generally scheduled?

Please provide your most recent published county budget (Electronic preferred). If available on line, please indicate the appropriate page link.

Department: _____

If you are in charge of more than one department with dissimilar functions, please fill out a separate form for each department.

If you are having difficulty with this form, please call Gina Irwin (972) 960-9970 or email girwin@bsw-architects.com with your concerns.

Please answer the following questions about yourself:

Name: _____

Title: _____

Telephone Number: _____

Email: _____

Current Location of this Department: _____

Total number of current staff in your department: _____

[illegible]

DEPARTMENTAL QUESTIONS TO DISCUSS AT FIRST MEETING:

1. Briefly, what is the function and mission of your department?

2. What's the general physical condition of the department's space? Any mechanical/cosmetic issues? Is your space adequate for efficient workflow?

3. How often does the public visit your department? How many visitors per day and reason for visit? Do you get a large influx (peak) of visitors? Number of visitors at this peak time and when are occurrences?

4. Do you envision operational changes over time, and if so what are they? (factors may be due to customer service changes/upgrades, technology changes, organizational changes, etc.)

a. How will new technologies affect your department in the next five to ten years?

b. What current software do you utilize in department and when was last upgrade or change?

SPACE PLANNING FOR THE FUTURE

5. Does your department require a waiting area? If so, for how many?

6. Where does your department go for breaks and is it adequate?

7. Does your department share a work/copy room or does your department have a dedicated central copy/work? If dedicated, what equipment will be located in the room? (*i.e. printer, copier, shredder, mail meter*)

8. What is the typical frequency and duration of department staff training sessions? What is optimal location for this training? How is software training currently conducted?

9. The following sections will help determine the anticipated meeting and training needs for only your division/department. Please consider what type of space must be dedicated (D) for only your division along with those spaces that could be shared (S) with other groups.

Room Capacity	QTY	Function of Room	*Enclosed room?	Dedicated (D) or Shared (S)?	If shared, times per month used
Small Meeting Space (6 people)					
Medium Conference Space (10 people)					
Large Conference Space (14-16 people)					
Small Training Room (15-20 people @ tables)					
Medium Training Room (24-32 people @ tables)					
Large Training Room (40-56 people @ tables)					
Medium Meeting Room (30-40 people in chairs)					
Large Meeting Room (41-80 people in chairs)					
Other (Describe)					

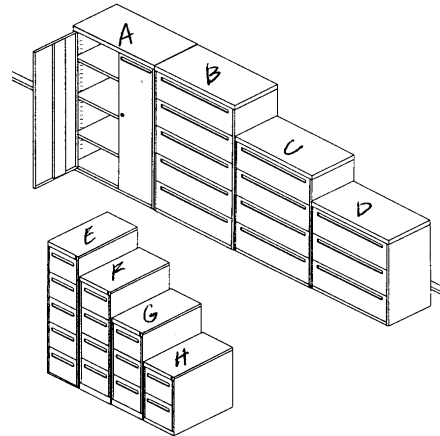
**Enclosed is defined as a dedicated room for meeting, not contained within a private office or incorporated into an open office workspace.*

Department: **FILE & STORAGE SPACE**

1. How are you currently storing files? How many of each type are within department? (This count is for common/shared files within the department, not for personal files in a private office.) Please indicate any future file/storage needs – *consider how digital storage of files might allow for a sustained file count or even a reduction to your storage needs.*

Please refer to the following illustration for guidance:

- A. Storage Cabinet
- B. 5-Drawer Lateral File
- C. 4-Drawer Lateral File
- D. 3-Drawer Lateral File
- E. 5-Drawer Vertical File
- F. 4-Drawer Vertical File
- G. 3-Drawer Vertical File
- H. 2-Drawer Vertical File



Description	Current QTY	Future Needs	Location (Room/Area)	Comments
(Ex: 4-drawer lateral)	3	3	Central to staff	Future files go digital

2. Movable file system? # of rows # of units per row? # of shelves per unit?

3. Do you have archive file storage? If so, how is it stored?

Charlotte County Facilities Master Space Study 4 – Vehicle & Equipment Requirements

Please answer these questions as completely as possible and return the form to Gina Irwin via email at girwin@bsw-architects.com. Please feel free to call me at (972) 960-9970 or email if you have any questions.

Department this form represents: _____

DEPARTMENT EQUIPMENT AND SPECIALTY VEHICLES

The following space is for listing all large exterior equipment and specialty vehicles to be located at any planned facility. This is for your division/department only! Please list the vehicle or equipment, the approximate dimensions for the vehicle or equipment, and whether it needs to be stored in an enclosed/conditioned space, covered space, or can sit out in the open. (This data will help determine the parking lot sizes and garage/support buildings.)

Vehicle/Equipment	Size/dimensions	enclosed	covered	open
(EX: Cargo Van)	7'W x 18'L x 8'H			✓

B.20 YEAR HISTORICAL STAFFING LEVELS

Department	Adopted FY1999	Adopted FY2000	Adopted FY2001	Adopted FY2002	Adopted FY2003	Adopted FY2004	Adopted FY2005	Adopted FY2006	Adopted FY2007	Adopted FY2008
	138,562	141,627	143,462	145,297	147,132	148,967	150,803	152,638	154,473	156,308
		2.21%	1.30%	1.28%	1.26%	1.25%	1.23%	1.22%	1.20%	1.19%
Administration	8	8	9	9	11	13	14	15	17	16
	17320	17703	15940	16144	13376	11459	10772	10176	9087	9769
Attorney	14	14	15	15	15	16	16	16	18	15
	9897	10116	9564	9686	9809	9310	9425	9540	8582	10421
Community Development	79	80	83	83	102	123	161	166	189	161
	1754	1770	1728	1755	1446	1211	937	919	817	971
Community Services	122	89	95	110	115	127	124	134	180	166
	1136	1591	1510	1318	1277	1173	1218	1141	858	942
Commission	11	11	11	11	11	11	11	11	11	10
	12597	12875	13042	13209	13376	13542	13709	13876	14043	15631
Economic Development	0	0	1	3	5	6	6	6	7	5
	-	-	143462	48432.333	29426.4	24827.833	25133.833	25439.667	22067.571	31261.6
Facilities	30	27	31	35	36	47	48	53	57	59
	4619	5245	4673	4151	4087	3170	3142	2880	2710	2649
Fiscal	14	14	13	14	14	14	13	14	15	15
	10264	10491	11036	10723	10858	10565	11600	10903	10298	10421
Fleet	15	14	14	14	11	11	11	29	35	34
	9237	10116	10247	10378	13376	13542	13709	5263	4414	4597
Human Resources	8	8	9	10	9	10	10	11	12	11
	17320	17703	15940	15294	15906	15357	15547	14265	13203	14608
Human Services	50	60	62	68	69	69	71	30	34	33
	2790	2360	2327	2141	2119	2145	2115	5174	4543	4737
IT	5	5	11	16	16	18	29	29	35	34
	30792	31473	12696	8833	8944	8322	5200	5263	4414	4597
MPO	5	5	5	6	6	6	6	6	6	6
	27712	28325	28692	24216	24522	24828	25134	25440	25746	26051
Public Safety	180	186	192	199	199	210	211	224	258	258
	770	761	747	730	739	709	715	681	599	606
Public Works	224	218	222	205	214	220	226	246	257	232
	619	650	645	708	689	679	668	621	601	674
Purchasing	13	13	13	13	13	14	14	14	14	14
	10659	10894	11036	11177	11318	10641	10772	10903	11034	11165
Records Management										
	-	-	-	-	-	-	-	-	-	-
Real Estate	0	0	0	9	10	9	10	10	10	10
	-	-	-	16144.111	14713.2	16551.889	15080.3	15263.8	15447.3	15630.8
Risk Management	5	6	6	6	6	5	6	6	7	7
	27712	23605	25618	26418	25588	28107	23937	24228	21161	21412
Tourism	3	2	3	5	5	5	5	5	5	5
	46187	70814	47821	29059	29426	29793	30161	30528	30895	31262
Utilities	117	119	136	147	154	154	207	213	242	239
	1184	1190	1055	988	955	967	729	717	638	654
Unfilled										
Grand Total	902	878	931	977	1021	1088	1199	1237	1409	1330

Staff to Pop. Ratio
(1 Staff : XXX Pop.)

153.69 161.31 154.16 148.72 144.11 136.92 125.77 123.38 109.63 117.52

Department	Adopted FY2009	Adopted FY2010	Adopted FY2011	Adopted FY2012	Adopted FY2013	Adopted FY2014	Adopted FY2015	Adopted FY2016	Adopted FY2017	Adopted FY2018
	158,143	159,978	159,641	162,831	164,892	168,437	173,115	178,400	175,000	177,987
	1.17%	1.16%	-0.21%	2.00%	1.27%	2.15%	2.78%	3.05%	-1.91%	1.71%
										(Current)
Administration	13	9	9	10	10	10	11	12	12	14
	12165	17775	17738	16283	16489	16844	15738	14867	14583	12713
Attorney	13	13	13	13	13	13	13	13	14	14
	12165	12306	12280	12525	12684	12957	13317	13723	12500	12713
Community Development	95	89	73	73	73	75	81	83	94	97
	1665	1798	2187	2231	2259	2246	2137	2149	1862	1835
Community Services	125	111	74	73	73	76	87	87	92	91
	1265	1441	2157	2231	2259	2216	1990	2051	1902	1956
Commission	8	8	8	8	8	8	9	9	9	10
	19768	19997	19955	20354	20612	21055	19235	19822	19444	17799
Economic Development	5	5	6	6	6	6	6	6	6	6
	31628.6	31995.6	26606.833	27138.5	27482	28072.8333	28852.5	29733.3333	29166.66667	29664.5
Facilities	48	43	47	48	45	44	44	48	50	49
	3295	3720	3397	3392	3664	3828	3934	3717	3500	3632
Fiscal	12	33	45	43	43	43	40	38	37	35
	13179	4848	3548	3787	3835	3917	4328	4695	4730	5085
Fleet	32	29	27	18	18	18	18	19	19	20
	4942	5516	5913	9046	9161	9358	9618	9389	9211	8899
Human Resources	10	10	9	9	9	9	9	9	9	9
	16303	15998	17738	18092	18321	18715	19235	19822	19444	19776
Human Services	31	27	22	22	21	24	27	26	27	27
	5101	5925	7256	7401	7852	7018	6412	6862	6481	6592
IT	29	25	25	25	26	28	29	31	31	36
	5453	6399	6386	6513	6342	6016	5969	5755	5645	4944
MPO	5	5	5	5	5	5	5	5	5	5
	31629	31996	31928	32566	32978	33687	34623	35680	35000	35597
Public Safety	248	238	237	237	237	249	259	262	276	276
	638	672	674	687	696	676	668	681	634	645
Public Works	209	191	185	188	188	186	188	193	204	211
	757	838	863	866	877	906	921	924	858	844
Purchasing	10	10	10	10	9	9	9	10	11	11
	15814	15998	15964	16283	18321	18715	19235	17840	15909	16181
Records Management										2
	-	-	-	-	-	-	-	-	-	88,994
Real Estate	10	8	8	7	7	7	7	7	7	7
	15814.3	19997.25	19955.125	23261.571	23556	24062.4286	24730.7143	25485.7143	25000	25426.7143
Risk Management	7	4	4	4	4	4	4	5	5	3
	21663	39995	39910	40708	41223	42109	43279	35680	35000	59329
Tourism	5	5	5	5	5	6	6	6	6	7
	31629	31996	31928	32566	32978	28073	28853	29733	29167	25427
Utilities	213	206	200	200	200	200	200	236	237	236
	742	777	798	814	824	842	866	756	738	754
Unfilled										1
Grand Total	1128	1069	1012	1004	1000	1020	1052	1105	1151	1166

Staff to Pop. Ratio
(1 Staff : XXX Pop.)

140.20 149.65 157.75 162.18 164.89 165.13 164.56 161.45 152.04 152.65

Average all Years 147.29

C.DETAILED DEPARTMENTAL SPACE NEEDS

County Commission

		Space Code/Unit Sizes <i>{a}</i>			2022 <i>{b}</i> <i>{c}</i>			2027 <i>{b}</i> <i>{c}</i>			2037 <i>{b}</i> <i>{c}</i>			
Space Description	2018 Staff	Space Code	Unit Size	Unit Area NSF	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Notes
Commissioners' Office Suite														
Staff Offices & Workstations														
Commissioner's Office	5	PO-A	18.5 X 13.5	250	5	5	1,250	5	5	1,250	5	5	1,250	
Admin Assistant	-	WS3	8X6	48	1	1	48	1	1	48	1	1	48	
Shared / Support Space														
Waiting Area (4)				120		5	600		5	600		5	600	
Conference Room (6)		CN A	11X15	165			-			-			-	1
Conference Room (10)		CN C	12x20	240			-			-			-	1
Conference Room (14)		CN E	14X26	364			-			-			-	1
Work / Copy Room			9x10	90		1	90		1	90		1	90	
Commissioner's Restroom			7x8	56		5	280		5	280		5	280	
Break/Coffee Bar			10x12	120		1	120		1	120		1	120	
Storage			10x12	120		1	120		1	120		1	120	
Net Subtotal	5				6		2,508	6		2,508	6		2,508	
26% Internal Circulation Factor							881			881			881	
Total Departmental Gross SF (DGSF)					6		3,389	6		3,389	6		3,389	

Typical Formula is $a \times b = c$

Notes:

1. Space accounted for in Administration suite.
2. The break/coffee bar, training/conference rooms, and toilets noted here are planned as dedicated to this department unless noted otherwise.

County Commission

		Space Code/Unit Sizes <i>{a}</i>			2022			2027			2037			
					<i>{b}</i>	<i>{c}</i>		<i>{b}</i>	<i>{c}</i>		<i>{b}</i>	<i>{c}</i>		
Space Description	2018 Staff	Space Code	Unit Size	Unit Area NSF	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Notes
Public Lobby														
Staff Offices & Workstations														
Security Office		PO-C	10x12	120		1	120		1	120		1	120	1
TV Production Office		PO-C	10x12	120		1	120		1	120		1	120	
Shared / Support Space														
Staff Entry Vestibule			8x10	80		1	80		1	80		1	80	2
Public Entry Vestibule			10x10	100		2	200		2	200		2	200	
Security Screening				400		1	400		1	400		1	400	
Main Public Lobby				1,200		1	1,200		1	1,200		1	1,200	
Public Toilets (7 stall,4 sinks)			15x25	375		2	750		2	750		2	750	
Security/Info Desk			8x12	96		1	96		1	96		1	96	1
Net Subtotal	-						2,966			2,966			2,966	
20% Internal Circ. Factor							742			742			742	
Total Departmental Gross SF (DGSF)					-		3,708	-		3,708	-		3,708	

Commission Chamber

Commission Chamber														
Sound Vestibule			8x10	80		2	160		2	160		2	160	
Commission Chamber				2,500		1	2,500		1	2,500		1	2,500	3
Storage			10x12	120		1	120		1	120		1	120	
							-			-			-	
Executive Conference (12 + 10 side)			15x26	390		1	390		1	390		1	390	
Serving Kitchen/Ice/Water			9x12	108		1	108		1	108		1	108	
Toilets			8x8	64		2	128		2	128		2	128	
Net Subtotal	-						3,406			3,406			3,406	
20% Internal Circulation Factor							852			852			852	
Total Department Gross SF (DGSF)					-		4,258	-		4,258	-		4,258	

Large Training / Meeting Room

Large Training (100 pp) / Meeting Room (150pp)			45x54	2,430		1	2,430		1	2,430		1	2,430	4
Storage			10x12	120		2	240		2	240		2	240	
Net Subtotal	-						2,670			2,670			2,670	
20% Internal Circ. Factor							668			668			668	
Total Departmental Gross SF (DGSF)					-		3,338	-		3,338	-		3,338	

Total Combined DGSF

11,303

11,303

11,303

Notes:

1. Staff covered under Facilities.
2. Access controlled for security.
3. Existing Chamber is 2,300 sf
4. Room divider; replacement for Conf Room B-104
5. The break/coffee bar, training/conference rooms, and toilets noted here are planned as dedicated to this department unless noted otherwise.

Administration

		Space Code/Unit Sizes			2022			2027			2037			
				<i>{a}</i>	<i>{b}</i>		<i>{c}</i>	<i>{b}</i>		<i>{c}</i>	<i>{b}</i>		<i>{c}</i>	
Space Description	2018 Staff	Space Code	Unit Size	Unit Area NSF	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Notes

Notes:

1. Future director position
2. Currently in Fiscal Services
3. B. PIO can be remote from Admin Suite; adjacency to lobby is not priority.
4. The break/coffee bar, training/conference rooms, and toilets noted here are planned as dedicated to this department unless noted otherwise.

Fiscal Services (Budget & Admin)

		Space Code/Unit Sizes			2022			2027			2037			
		{a}			{b}		{c}	{b}		{c}	{b}		{c}	
Space Description	2018 Staff	Space Code	Unit Size	Unit Area NSF	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Notes
Staff Offices & Workstations														
Sr. Division Manager - Fiscal	1	PO-B	12x15	180	1	1	180	1	1	180	1	1	180	
Financial Manager	4	PO-C	10x12	120	4	4	480	4	4	480	4	4	480	
Sr. Financial Analyst	12	WS3	8x8	64	12	12	768	13	13	832	14	14	896	
Financial Analyst	3	WS3	8x8	64	4	4	256	5	5	320	6	6	384	
Accountant	3	WS3	8x8	64	3	3	192	3	3	192	3	3	192	
Accounting Specialist	9	WS3	8x8	64	10	10	640	11	11	704	11	11	704	
Admin. Assist. Sr.	1	WS3	8x8	64	1	1	64	1	1	64	1	1	64	1
Shared / Support Space														
Reception Counter				100		1	100		1	100		1	100	2
Payment window/secure door				40		1	40		1	40		1	40	
Sub-Waiting (4)				120		1	120		1	120		1	120	
Staff conf (4)			10x12	120		2	240		2	240		2	240	
Conference Room (6)		CN A	11X15	165		1	165		1	165		1	165	
Conference Room (14+10)		CN G	16x26	416		1	416		1	416		1	416	
Training Room (shared)							-			-			-	3
							-			-			-	
File Storage			15x12	180		1	180		1	180		1	180	4
Files (156lf = 13 4-dr lats)							-			-			-	
Workroom/Copy			12x16	192		1	192		1	192		1	192	
Break				400		1	400		1	400		1	400	
IT Server Room			10x12	120		1	120		1	120		1	120	
Net Subtotal	33				4,553			4,745			4,873			
28% Internal Circulation Factor					1,771			1,845			1,895			
Total Departmental Gross SF (DGSF)					35	6,324		38	6,590		40	6,768		

Typical Formula is $a \times b = c$

Notes:

1. WS3 + counter
2. Small walk-in space
3. 40-45 seat capacity, used 1-2 times per month for 2-4 hours
4. Space program is showing removal of file storage space at the 10-year mark, due to anticipated conversion of files to digital. This space can then be used as staff workspace or meeting space for the future.
5. The break/coffee bar, training/conference rooms, and toilets noted here are planned as dedicated to this department unless noted otherwise.

Administration

		Space Code/Unit Sizes <i>{a}</i>			2022			2027			2037			
					<i>{b}</i>	<i>{c}</i>		<i>{b}</i>	<i>{c}</i>		<i>{b}</i>	<i>{c}</i>		
Space Description	2018 Staff	Space Code	Unit Size	Unit Area NSF	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Notes
Administration - Main Office														
Staff Offices & Workstations														
County Administrator	1	PO-A	18.5 X 13.5	250	1	1	250	1	1	250	1	1	250	
Deputy County Administrator	1	PO-B	12x15	180	1	1	180	1	1	180	1	1	180	
Asst County Administrator	1	PO-B	12x15	180	2	2	360	2	2	360	2	2	360	
Exec Asst to County Admin	1	PO-C	10x12	120	1	1	120	1	1	120	1	1	120	
Capital Projects Manager	1	PO-B	12x15	180	1	1	180	1	1	180	1	1	180	1
Legislative Manager	1	PO-C	10x12	120	1	1	120	1	1	120	1	1	120	
Mgr Grants & Spec Projects	1	PO-C	10x12	120	1	1	120	1	1	120	1	1	120	
Coordinator Restore Act	1	PO-C	10x12	120	1	1	120	1	1	120	1	1	120	2
Administrative Assistant	1	WS3	8X8	64	1	1	64	1	1	64	1	1	64	
Communications Manager	1	PO-C	10x12	120	1	1	120	1	1	120	1	1	120	
Sr. Program Coord	1	WS3	8X8	64	1	1	64	1	1	64	1	1	64	
Social Media Coordinator	-	PO-C	10x12	120	1	1	120	1	1	120	2	2	240	
Interns	-	WS2	8X6	48	-	2	96	-	2	96	-	2	96	
Shared / Support Space														
Waiting Area (6)			12x16	192		1	192		1	192		1	192	
Conference Room (6)		CN A	11X15	165		1	165		1	165		1	165	
Conference Room (10)		CN C	12x20	240		1	240		1	240		1	240	
Conference Room (14)		CN E	14X26	364		1	364		1	364		1	364	
Large Conf/Training (14+10/12 train)			15x26	390		1	390		1	390		1	390	
Work / Copy Room / Supply			9x10	90		1	90		1	90		1	90	
Staff Toilet			8x8	64		2	128		2	128		2	128	
Break/Coffee Bar			12x13	156		1	156		1	156		1	156	
Storage			10x12	120		1	120		1	120		1	120	
Net Subtotal	11				13	3,759		13	3,759		14	3,879		
26% Internal Circ. Factor					1,321		1,321		1,363					
Total Departmental Gross SF (DGSF)					13	5,080		13	5,080		14	5,242		

Public Information Office

Public Information Office														
Coord Comm/Public Info	1	PO-C	10x12	120	1	1	120	1	1	120	1	1	120	3
PI Content Editor	1	PO-C	10x12	120	1	1	120	2	2	240	3	3	360	
	1	PO-C	10x12	120	1	1	120	1	1	120	1	1	120	
TV Production Specialist	1	WS3	8x8	64	1	1	64	2	2	128	3	3	192	
Studio			20x28	560		1	560		1	560		1	560	
Tech/Control			12x20	240		1	240		1	240		1	240	
Storage			10x20	200		1	200		1	200		1	200	
Net Subtotal	4						1,424			1,608			1,792	
25% Internal Circulation Factor							475			536			597	
Total Departmental Gross SF (DGSF)					4		1,899	6		2,144	8		2,389	

Typical Formula is $a \times b = c$

Real Estate Services (Budget & Admin)

		Space Code/Unit Sizes <i>{a}</i>			2022 <i>{b}</i> <i>{c}</i>			2027 <i>{b}</i> <i>{c}</i>			2037 <i>{b}</i> <i>{c}</i>			
Space Description	2018 Staff	Space Code	Unit Size	Unit Area NSF	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Notes
Staff Offices & Workstations														
Sr. Division Manager-Real Estate	1	PO-B	12x15	180	1	1	180	1	1	180	1	1	180	
Real Estate Coordinator	1	PO-C	10X12	120	1	1	120	1	1	120	1	1	120	
Real Estate Specialist, Senior	2	WS3	8X8	64	2	2	128	2	2	128	2	2	128	
Real Estate Specialist	3	WS3	8X8	64	3	3	192	3	3	192	3	3	192	
<u>Shared / Support Space</u>														
Waiting Room (6)			12x12	144		1	144		1	144		1	144	
Service Window (1)			6x8	48		1	48		1	48		1	48	
Conference Room (10)		CN C	20X12	240		1	240		1	240		1	240	1
Storage			9x10	90		1	90		1	90		1	90	2
Files			18x14	252		1	252		1	252		1	252	3
<i>5-dr lats (20 exist +4)=24</i>														4
Work/Copy			9x10	90		1	90		1	90		1	90	
Net Subtotal	7				1,484			1,484			1,484			
26% Internal Circulation Factor					521			521			521			
Total Departmental Gross SF (DGSF)					7		2,005	7		2,005	7		2,005	

Typical Formula is $a \times b = c$

Notes:

1. Can be shared, used 5 times per month
2. Reduced to half of current area
3. Digitize files in future as funds allow
4. Convert existing 2 drawer lateral files to 5 drawer
5. The break/coffee bar, training/conference rooms, and toilets noted here are planned as dedicated to this department unless noted otherwise.

Information Technology (Budget & Admin)

		Space Code/Unit Sizes			2022			2027			2037			
				<i>{a}</i>	<i>{b}</i>	<i>{c}</i>		<i>{b}</i>	<i>{c}</i>		<i>{b}</i>	<i>{c}</i>		
Space Description	2018 Staff	Space Code	Unit Size	Unit Area NSF	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Notes
Staff Offices & Workstations														
Sr. Division Manager	1	PO-B	12X15	180	1	1	180	1	1	180	1	1	180	
IT Client Services Manager	1	PO-C	10x12	120	1	1	120	1	1	120	1	1	120	
Sr. Comp Support Specialist	1	WS3	8X8	64	1	1	64	1	1	64	1	1	64	
Comp Support Specialist	3	WS3	8X8	64	6	6	384	6	6	384	6	6	384	
GIS Coordinator	1	WS3	8X8	64	1	1	64	1	1	64	1	1	64	
Sr. IT Business Analst	1	WS3	8X8	64	1	1	64	1	1	64	1	1	64	
IT Business Analyst	2	WS3	8X8	64	1	1	64	1	1	64	2	2	128	
Network Services Manager	1	PO-C	10X12	120	1	1	120	1	1	120	1	1	120	
Network Engineer	1	WS3	8X8	64	2	2	128	3	3	192	3	3	192	
Network Admin	2	WS3	8X8	64	4	4	256	4	4	256	4	4	256	
IT Security Admin	1	WS3	8X8	64	3	3	192	3	3	192	3	3	192	
Sr. Network Analyst	1	WS3	8X8	64	1	1	64	1	1	64	1	1	64	
System Analyst	1	WS3	8X8	64	2	2	128	2	2	128	2	2	128	
System Admin.	1	WS3	8X8	64	2	2	128	2	2	128	2	2	128	
Tele&Infrastructure Coord.	1	WS3	8X8	64	1	1	64	1	1	64	1	1	64	
Info Services Manager	1	PO-C	10x12	120	1	1	120	1	1	120	1	1	120	
Project Manager	1	PO-C	10x12	120	1	1	120	1	1	120	1	1	120	
IT Business Analyst	3				4	4	-	4	4	-	4	4	-	1
BI Anaylst	1				2	2	-	2	2	-	2	2	-	1
DBA	2				3	3	-	3	3	-	3	3	-	1
Sr Programmer / Analyst	1				1	1	-	1	1	-	1	1	-	1
Programmer / Analyst	3				6	6	-	7	7	-	8	8	-	1
GIS Prog / Analyst	1				2	2	-	2	2	-	2	2	-	1
GIS Specialist	1				2	2	-	2	2	-	2	2	-	1
Admin Assistant	1	WS3	8x8	64	1	1	64	1	1	64	1	1	64	
							-			-			-	
Shared / Support Space														
							-			-			-	
Waiting (2)			10x10	100		1	100		1	100		1	100	
Delivery Drop			8x10	80		1	80		1	80		1	80	
Conference Room (6)		CN A	11X15	165		1	165		1	165		1	165	
Conference Room (10)		CN C	12X20	240		1	240		1	240		1	240	
Medium Meeting Room							-			-			-	
Work/Copy			10x12	120		1	120		1	120		1	120	
Coffee Bar/sink			8x8	64		1	64		1	64		1	64	
IT Work Room (6)			18x20	360		1	360		1	360		1	360	3
Supply/Storage			18x8	144		1	144		1	144		1	144	
Break Room (shared)							-			-			-	
Storage							-			-			-	
Server/Equipment Room				450		1	450		1	450		1	450	
Murdock Campus							-			-			-	
Dock							-			-			-	4
Storage (sm)							-			-			-	5
Auction Storage							-			-			-	5
Staging/storage/distribution							-			-			-	6
Net Subtotal	34						4,047			4,111			4,175	
31% Internal Circulation Factor							1,818			1,847			1,876	
Total Departmental Gross SF (DGSF)					51		5,865	53		5,958	55		6,051	

Typical Formula is $a \times b = c$

Notes:

Information Technology (Budget & Admin)

		Space Code/Unit Sizes			2022			2027			2037			
				<i>{a}</i>	<i>{b}</i>		<i>{c}</i>	<i>{b}</i>		<i>{c}</i>	<i>{b}</i>		<i>{c}</i>	
Space Description	2018 Staff	Space Code	Unit Size	Unit Area NSF	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Notes

1. This assumes County wishes to use a remote work staff in future; however, this is currently not in place.
2. 30-40 seat capacity / shared
3. Include workbenches
4. Included in building support
5. Adjacent to dock
6. I.T. staff indicated that the Loveland Plan could centralize storage, staging, and distribution.
7. The break/coffee bar, training/conference rooms, and toilets noted here are planned as dedicated to this department unless noted

Purchasing (Budget & Admin)

		Space Code/Unit Sizes			2022			2027			2037			
		{a}			{b}		{c}	{b}		{c}	{b}		{c}	
Space Description	2018 Staff	Space Code	Unit Size	Unit Area NSF	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Notes
<u>Staff Offices & Workstations</u>														
Sr. Division Manager-	1	PO-C	10X12	120	1	1	120	1	1	120	1	1	120	
Accounting Specialist	1	WS3	8X8	64	1	1	64	2	2	128	2	2	128	1
Fixed Asset Specialist	1	WS3	8X8	64	1	1	64	1	1	64	1	1	64	1
Sr. Contract Specialist	3	WS3	8X8	64	3	3	192	3	3	192	3	3	192	1
Contract Specialist	5	WS3	8X8	64	6	6	384	6	6	384	7	7	448	1
FTE- Contract Specialist	1	WS3	8X8	64	1	1	64	1	1	64	1	1	64	1
<u>Shared / Support Space</u>														
Waiting (4)/Counter (1) WS2 at counter			10x12	120		1	120		1	120		1	120	
Conference Room (6)		CN A	11X15	165		1	165		1	165		1	165	
Conference Room (14)		CN F	15x24	360		1	360		1	360		1	360	2
Training Room (shared)							-			-			-	3
Work/Copy/Supply			10x12	120		1	120		1	120		1	120	
Break Room							-			-			-	
Files			16x15	240		1	240		1	240		1	240	4
5-dr lats (15)							-			-			-	5
Net Subtotal	12				1,893			1,957			2,021			
28% Internal Circulation Factor					736			761			786			
Total Departmental Gross SF (DGSF)					13 2,629			14 2,718			15 2,807			

Typical Formula is $a \times b = c$

Notes:

1. 5' cubicle height, no glass in panels
2. Includes recording equipment
3. Shared, seats 40-56 / Conference B-106 or replacement
4. Maintain existing file quantity
5. Convert all files to 5 drawer laterals
6. The break/coffee bar, training/conference rooms, and toilets noted here are planned as dedicated to this department unless noted otherwise.

Fleet (Budget & Admin)

Space Description	2018 Staff	Space Code/Unit Sizes			2022			2027			2037			Notes	
		Space Code	Unit Size	Unit Area NSF	{a}		Qty. of Staff	Qty. of Space	Total Space	{b}		Qty. of Staff	Qty. of Space		Total Space
Staff Offices & Workstations															
Fleet Manager	1	PO-C	10X12	120	1	1	120	1	1	120	1	1	120		
Sr. Inventory Specialist	1				1		-	1		-	1		-	1	
Inventory Specialist	1				1		-	2		-	2		-	1	
Vehicle & Equip. Coordinator	1	PO-C	10X12	120	1	1	120	1	1	120	1	1	120		
Fuel /Veh. Replacement Coord.	-	PO-C	10x12	120	1	1	120	1	1	120	1	1	120		
										-			-		
Shared / Support Space															
Waiting Room (3)			10x10	100		1	100		1	100		1	100		
Conference (6)			11x15	165		1	165		1	165		1	165		
Work/Copy/Supply			9x10	90		1	90		1	90		1	90		
Break Room (10)			15x20	300		1	300		1	300		1	300		
Locker Room (Tech 1-3)															
Full height (12" x 72")				8		6	48		7	56		9	72	2	
Toilet (1/1/2)			13x10	130		1	130		1	130		1	130	3	
Shower Room (1 + 1 ADA)			8x9	72		1	72		1	72		1	72		
Female Toilet/Shower			8x11	88		1	88		1	88		1	88		
							-			-			-		
Electrical			8x10	80		1	80		1	80		1	80		
Mechanical			10x10	100		1	100		1	100		1	100		
Janitor Closet			8x10	80		1	80		1	80		1	80		
IT/Data Closet			8x10	80		1	80		1	80		1	80		
General Storage			10x10	100		1	100		1	100		1	100		
Net Subtotal	4						1,793			1,801			1,817		
28% Gross Circ. Factor							697			700			707		
Total Departmental Gross SF (DGSF)					5		2,490	6		2,501	6		2,524		

Typical Formula is $a \times b = c$

Fleet Shop / Bays														
Tech 3	3	WS2	6x8	48	4	4	192	4	4	192	6	6	288	
Tech 2	1	WS2	6x8	48	1	1	48	2	2	96	2	2	96	
Tech 1	1	WS2	6x8	48	1	1	48	1	1	48	1	1	48	
Shop Bay (3+1)			20x80	1,600		4	6,400		4	6,400		4	6,400	4
Inspection Bay														5
Oil/Tire Bay														5
Bulk Fluid Storage			20x30	600										
Staff Wash Station/Eyewash			4x5	20		1	20		1	20		1	20	
Parts storage			20x40	800		1	800		1	800		1	800	
Retail Counter														6
Secure Parts Storage				120		1	120		1	120		1	120	
Tools/Equip Bay			20x40	800		1	800		1	800		1	800	
Compressor			9x10	90		1	90		1	90		1	90	
Staff Toilet			8x8	64		1	64		1	64		1	64	
Net Subtotal	5						8,582			8,630			8,726	
9% Internal Circulation Factor							849			854			863	
Total Departmental Gross SF (DGSF)					6		9,431	7		9,484	9		9,589	

Fleet (Budget & Admin)

Space Description	2018 Staff	Space Code/Unit Sizes {a}			2022			2027			2037			Notes
		Space Code	Unit Size	Unit Area NSF	{b}		{c}	{b}		{c}	{b}		{c}	
					Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	
Total Combined DGSF	9				11		11,921	13		11,985	15		12,113	

Notes:

1. move to Loveland
2. 1 locker for each technician
3. 1 WC/1 urinal/2 sinks
4. double, pull through bays
5. no dedicated bay / covered above
6. included in parts storage sf above
7. The break/coffee bar, training/conference rooms, and toilets noted here are planned as dedicated to this department unless noted

Transit (Budget & Admin)

Space Description	2018 Staff	Space Code/Unit Sizes {a}			2022			2027			2037			Notes
		Space Code	Unit Size	Unit Area NSF	{b}		{c}	{b}		{c}	{b}		{c}	
					Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	
Staff Offices & Workstations														
Operations Supervisor	-	PO-C	10x12	120	1	1	120	1	1	120	1	1	120	
Admin Assistant	2	WS3	8x8	64	1	1	64	2	2	128	2	2	128	
Dispatch/Call Center (6)														
Dispatcher	6	WS3	8x8	64	6	6	384	4	6	384	2	6	384	
GIS Computer Monitor Assist.	-	WS3	8x8	64	-	-	-	3	3	192	6	6	384	
Grants Administrator	-	PO-C	10x12	120	1	1	120	1	1	120	1	1	120	
Grants / Funding Assist.	-	PO-C	10x12	120	1	1	120	1	1	120	1	1	120	
Transit Ops Coordinator	3	WS3	8x8	64	4	4	256	4	4	256	4	4	256	
Contract Drivers	35				35		-	35		-	20		-	1
Shared / Support Space														
Conference Room (10)		CN C	12X20	240		1	240		1	240		1	240	
Driver Room			20x26	520		1	520		1	520		1	520	2
workstation (5)		WS1		35						-			-	3
Break/Kitch			10x12	120		1	120		1	120		1	120	4
Staff Toilet			8x8	64		4	256		4	256		4	256	
							-			-			-	
Electrical			8x10	80		1	80		1	80		1	80	5
Mechanical/Sprinkler			8x10	80		1	80		1	80		1	80	5
Janitor Closet			8x10	80		1	80		1	80		1	80	5
IT/Data Closet			8x10	80		1	80		1	80		1	80	5
General Storage			10x10	100		1	100		1	100		1	100	5
Maintenance Bay (1)			22x38	912		1	912		1	912		1	912	6
<i>Parts/Storage</i>														
Net Subtotal	46						3,532			3,788			3,980	
28% Internal Circulation Factor							1,374			1,473			1,548	
Total Departmental Gross SF (DGSF)					49		4,906	51		5,261	37		5,528	

Typical Formula is $a \times b = c$

Notes:

1. see driver room below
2. space for 25 chairs / 5 WS1 workstations
3. included in area above
4. attach to driver room
5. for standalone facility
6. for daily maintenance

Risk Management, Records & Wellness (Budget & Admin)

		Space Code/Unit Sizes <i>{a}</i>			2022			2027			2037			
					<i>{b}</i>	<i>{c}</i>		<i>{b}</i>	<i>{c}</i>		<i>{b}</i>	<i>{c}</i>		
Space Description	2018 Staff	Space Code	Unit Size	Unit Area NSF	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Notes
Risk, Records & Wellness Office Space														
Staff Offices & Workstations														
Director - Budget & Admin. Serv.	1	PO-B	12X15	180	1	1	180	1	1	180	1	1	180	
Risk Manager (contracted)	1	PO-C	10X12	120	1	1	120	1	1	120	1	1	120	
Risk Management Staff	3	PO-C	10X12	120	3	3	360	3	3	360	3	3	360	
Claim Processor	1	WS3	8X8	64	1	1	64	1	1	64	1	1	64	
Records Manager / Liaison Officer	1	PO-C	10X12	120	1	1	120	1	1	120	1	1	120	
Records Coord/ Admin Assist. II	1	WS3	8X8	64	2	2	128	2	2	128	2	2	128	
Wellness Coordinator (contracted)	1	PO-C	10X12	120	1	1	120	1	1	120	1	1	120	
MSBU Tech	3	WS3	8X8	64	3	3	192	3	3	192	3	3	192	1
Shared / Support Space														
Waiting (4)			10x12	120		1	120		1	120		1	120	
Recp Window (2)			7x12	84		1	84		1	84		1	84	2
Conference (access to shared)														
Work/Copy/Coffee			9x10	90		1	90		1	90		1	90	3
Files			7x9	63		1	63		1	63		1	63	
(3) 5-dr.							-			-			-	
Storage			10x12	120		1	120		1	120		1	120	
Net Subtotal	12						1,761			1,761			1,761	
27% Gross Circ. Factor							651			651			651	
Total Departmental Gross SF (DGSF)					13		2,412	13		2,412	13		2,412	

Typical Formula is $a \times b = c$

Employee Wellness Clinics

Employee Wellness Clinic														4
Waiting (10)				220		1	220		1	220		1	220	
Reception Desk/Window (2)			5x7	35		2	70		2	70		2	70	
Staff Work			10x7	70		1	70		1	70		1	70	
Office		PO-C	10x12	120		4	480		4	480		4	480	
Work/Copy/Coffee			9x10	90		1	90		1	90		1	90	
Exam Room			9X10	90		6	540		8	720		8	720	
Large Exam/Procedure Room			12x10	120		1	120		2	240		2	240	
Toilet			8x8	64		2	128		2	128		2	128	
Blood Draw			9X10	90		1	90		1	90		1	90	
X-Ray			12x18	216		1	216		1	216		1	216	
Medical Supplies/Storage			9x12	108		1	108		1	108		1	108	
Soiled Closet			8x10	80		1	80		1	80		1	80	
Storage			10x12	120		1	120		1	120		1	120	
							-			-			-	
Net Subtotal	-						2,332			2,632			2,632	
27% Internal Circulation Factor							863			973			973	
Total Departmental Gross SF (DGSF)					-		3,195	-		3,605	-		3,605	

Risk Management, Records & Wellness (Budget & Admin)

		Space Code/Unit Sizes {a}			2022			2027			2037			
					{b}	{c}		{b}	{c}		{b}	{c}		
Space Description	2018 Staff	Space Code	Unit Size	Unit Area NSF	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Notes

Notes

1. adjacency to GIS (part of IT)
2. for records request
3. with access to larger, shared break room
4. Spaces shown is essentially doubling the space utilized at Grace St. now. It also closely matches the space currently at Human Service/Employee Health Center at 1050 Loveland Blvd.
5. The break/coffee bar, training/conference rooms, and toilets noted here are planned as dedicated to this department unless noted otherwise.

Community Development

		Space Code/Unit Sizes {a}			2022			2027			2037			
					{b}	{c}		{b}	{c}		{b}	{c}		
Space Description	2018 Staff	Space Code	Unit Size	Unit Area NSF	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Notes
Staff Offices & Workstations														
Director	1	PO-B	12X15	180	1	1	180	1	1	180	1	1	180	
Admin Assistant	1	WS3	8x8	64	1	1	64	1	1	64	1	1	64	
Planning & Zoning														
P&Z Official	1	PO-B	15x12	180	1	1	180	1	1	180	1	1	180	
Principal Planner	2	WS3	8x8	64	2	2	128	2	2	128	2	2	128	
Planner III	1	WS3	8x8	64	2	2	128	3	3	192	3	3	192	
Code Compliance Manager	1	PO-C	10x12	120	1	1	120	1	1	120	1	1	120	
Sr. Code Officer	1	PO-C	10x12	120	1	1	120	1	1	120	1	1	120	
Code Compliance Officer	7	WS3	8x8	64	8	8	512	8	8	512	8	8	512	
Envir Code Compl Officer	1	WS3	8x8	64	1	1	64	2	2	128	2	2	128	
Code Compliance Officer	3	WS3	8x8	64	3	3	192	3	3	192	3	3	192	
Admin Assistant	3	WS2	8X6	48	3	3	144	3	3	144	3	3	144	
Zoning Coordinator	1	WS3	8X8	64	1	1	64	1	1	64	1	1	64	
Environmental Specialist	2	WS3	8X8	64	3	3	192	3	3	192	4	4	256	
Planner II	2	WS3	8x8	64	2	2	128	3	3	192	3	3	192	
Zoning Technician	1	WS3	8X8	64	1	1	64	2	2	128	2	2	128	
Admin Assistant	1	WS2	8X6	48	1	1	48	1	1	48	1	1	48	
Business Services														
Manager	1	PO-C	10x12	120	1	1	120	1	1	120	1	1	120	
Sr. Program Coordinator	2	WS3	8X8	64	2	2	128	2	2	128	2	2	128	
Design Technicians	3	WS3	8X8	64	3	3	192	3	3	192	4	4	256	
Sr. Prog Coord - Tech Support	1	WS3	8X8	64	1	1	64	1	1	64	1	1	64	
Sr. Project Coordinator	1	WS3	8X8	64	1	1	64	1	1	64	1	1	64	
Design Technicians	2	WS3	8X8	64	2	2	128	3	3	192	3	3	192	
Admin Assistant II	3	WS2	8X6	48	3	3	144	3	3	144	3	3	144	
Zoning Technician	-	WS3	8X8	64	1	1	64	1	1	64	1	1	64	
Supervisor - Permit & Licensing	1	WS3	8X8	64	1	1	64	1	1	64	1	1	64	
Sr. Customer Service Spec	1	WS3	8x8	64	1	1	64	1	1	64	1	1	64	
Customer Service Spec	8	WS2	8x6	48	12	12	576	13	13	624	15	15	720	
Zoning Technician II	1	WS3	8X8	64	1	1	64	1	1	64	1	1	64	
Zoning Technician	3	WS3	8X8	64	3	3	192	3	3	192	4	4	256	

Building Construction Services													
Building Official	1	PO-B	15x12	180	1	1	180	1	1	180	1	1	180
Manager Inspections	2	PO-C	10x12	120	2	2	240	2	2	240	2	2	240
Building Inspector II	2	WS1		35	4	4	140	5	5	175	6	6	210
Building Inspector I	5	WS1		35	6	6	210	7	7	245	9	9	315
Inspector 1-2 Family Dwelling	7	WS1		35	7	7	245	8	8	280	8	8	280
Manager Plans Review	1	PO-C	10x12	120	1	1	120	1	1	120	1	1	120
Plan Examiner	9	WS3	8X8	64	13	13	832	18	18	1,152	22	22	1,408
Building Inspector	2	WS1		35	2	2	70	3	3	105	3	3	105
Floodplain Coordinator	1	WS3	8X8	64	1	1	64	1	1	64	1	1	64
Manager Licensing	1	PO-C	10x12	120	1	1	120	1	1	120	1	1	120
Code Compliance Officer	6	WS3	8X8	64	6	6	384	6	6	384	6	6	384
Admin Assistant	2	WS2	8X6	48	2	2	96	2	2	96	2	2	96
							-			-			-
Other Department Staff													
Engineering ROW staff		WS3	8X8	64		1	64		1	64		1	64
Engineering ROW staff		WS2	8X6	48		1	48		1	48		1	48

Community Development

		Space Code/Unit Sizes			2022			2027			2037			
		{a}			{b}	{c}		{b}	{c}		{b}	{c}		
Space Description	2018 Staff	Space Code	Unit Size	Unit Area NSF	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Notes
Engineering ROW staff		WS1		35		3	105		3	105		3	105	1
Health Department staff (1)		WS1		35		1	35		1	35		1	35	2
Property Appraiser (1)		WS1		35		1	35		1	35		1	35	3
							-			-			-	
Net Subtotal	95				7,180			8,008			8,657			
30% Internal Circulation Factor					3,077			3,432			3,710			
Total Departmental Gross SF (DGSF)					110	10,257		125	11,440		137	12,367		

Typical Formula is $a \times b = c$

Shared / Support Space											
Lobby/Waiting		850		1	850		1	850		1	850
Public Toilets		200		2	400		2	400		2	400
Public Carrel/Kiosk (3)	WS1	35		3	105		3	105		3	105
Front Counter (8 + 4)	WS2 6x8	48		12	576		12	576		12	576
Public Meeting/Conf (16)	20x26	520		1	520		1	520		1	520
Conference (12)	14x24	336		2	672		2	672		2	672
Conference (8)	12x20	240		2	480		2	480		2	480
Plat Files	12x16	192		1	192		1	192		1	192
HD Files	16x18	288		1	288		1	288		1	288
Work/Copy/Plot	14x16	224		1	224		1	224		1	224
Storage	10x12	120		2	240		2	240		2	240
Supply	9x10	90		1	90		1	90		1	90
Breakroom	14x30	420		1	420		1	420		1	420
Staff Toilets		200		2	400		2	400		2	400
Shower/Toilet Room	8x11	88		2	176		2	176		2	176
Staff Vestibule	8x10	80		1	80		1	80		1	80
					-			-			-
Data/I.T. Room	11x15	165		1	165		1	165		1	165
Janitor Closet	9x12	108		1	108		1	108		1	108
Net Subtotal	-				5,986			5,986			5,986
25% Internal Circulation Factor					1,995			1,995			1,995
Total Departmental Gross SF (DGSF)					7,981			7,981			7,981
Total Combined DGSF	95		110		18,238	125		19,421	137		20,348

Notes:

1. Public Works staff
2. Health Department staff
3. Property Appraiser staff
4. Maintain capacity, digital in the future
5. The break/coffee bar, training/conference rooms, and toilets noted here are planned as dedicated to this department unless noted otherwise.

TOTAL COMMUNITY SERVICES

	2018	2022		2027		2037		
Space Description	Staff	Staff	Total Space	Staff	Total Space	Staff	Total Space	Notes
Community Services - Future Parks/Recreation Staff Space Needs Only								
Parks and Recreation - Staff at NCRP	33	58		73		88		1
Parks - at Loveland Campus	8	9		10		11		2
South County Regional Park	10.5	14		17		19		3
Tringali Park Rec Center	5	6		7.5		10		4
Ann Dever Regional Park	6.5	12		15		17.5		5
Harold Ave Rec Center	5	7.5		9.5		11		6
Net Subtotal	35		-		-		-	
9% Mech/Bldg. Circ. Factor			-		-		-	
Total		106.5	-	132	-	156.0	-	
Community Services - Future Space Needs - Staff Space Only								
Ballfields	14	18	132	19	217	19	217	7
North Charlotte Park Pool	0	8.5	393	10	393	11.5	393	7
Charlotte Sports Park	3.5	6.5	659	8	659	9	723	7
Port Charlotte Beach Rec & Pool	6.5	10.5	699	12.5	809	13.5	856	7
Net Subtotal	24		1,883		2,079		2,189	
9% Mech/Bldg. Circ. Factor			186		206		217	
Total		43.5	2,069	49.5	2,284	53.0	2,406	
Recreation Facility Proto-type								
Recreation Facility			23,553		23,553		23,553	
Net Subtotal			23,553		23,553		23,553	
8% Mech/Bldg. Circ. Factor			2,048		2,048		2,048	
Total Recreation Facility Proto-type		-	25,601	-	25,601	-	25,601	
Community Services - Future Library Staff Space Needs Only								
Mid County Regional Library	14.5	13		13		13		
Punta Gorda Library	5.5	11		11		11		
Englewood Library	5.5	2.0		3.0		3.0		
Port Charlotte Library	5.5	5.5		5.5		5.5		
Mid County Regional Library Ad	5.5	0.0		-		-		
Historical Center		0		-		-		
Net Subtotal	37							
			-		-		-	
Total		31.5	-	32.5	-	32.5	-	

TOTAL COMMUNITY SERVICES

	2018	2022		2027		2037		
Space Description	Staff	Staff	Total Space	Staff	Total Space	Staff	Total Space	Notes
Library Proto-type								
Branch Library						6	16,510	
Net Subtotal			-		-		16,510	
8% Mech/Bldg. Circ. Factor			-		-		1,436	
Total Branch Library Proto-type		-	-	-	-	6	17,946	

Notes:

1. project underway
2. space covered by Loveland O&M program
3. expansion already planned for 2018
4. small expansion planned for 2018
5. under construction (22,951 sf)
6. expansion planned in 2018
7. office space only to fit future staff

Parks and Recreation - Staff at North County Regional Park (NCRP)

		Space Code/Unit Sizes			2022			2027			2037			
				{a}	{b}	{c}		{b}	{c}		{b}	{c}		
Space Description	2018 Staff	Space Code	Unit Size	Unit Area NSF	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Notes
Staff Offices & Workstations														
Administration														
Community Services Director	1	PO-B	12x15	180	1		-	1		-	1		-	
Resource Manager	1	PO-C	10x12	120	1		-	1		-	1		-	
Admin Assistant II	2	WS2	6x8	48	2		-	2		-	2		-	
HR Coordinator	1	PO-C	10x12	120	1		-	1		-	1		-	
Graphics Specialist	2	WS2	6x8	48	3		-	3		-	4		-	
Program Assist.	-	WS2	6x8	48			-			-			-	1
Marketing/Communications	-	WS2	6x8	48	0		-	1		-	1		-	
Admin Assistant II	1	WS2	6x8	48	1		-	1		-	1		-	
Training Coordinator	-	WS3	8X8	64	1		-	1		-	1		-	
Recreation Manager	1	PO-C	12X10	120	1		-	1		-	1		-	
Recreation Supervisor	1	PO-C	12X10	120	1		-	2		-	2		-	
Program Assistant	0.5	WS2	6x8	48	1		-	1		-	1		-	
Admin. Assistant II	-	WS2	6x8	48	1		-	1		-	1		-	
Library/History Manager	1	PO-C	12X10	120	1		-	1		-	1		-	2
Parks														
Maint. Coordinator	1	WS3	8X8	64	2		-	3		-	4		-	
Sr. Maint. Worker	1	WS1		35	1		-	1		-	1		-	
Maintenance Worker	6.5				9		-	11		-	20		-	3
Parks Supervisor		WS3	8X8	64	1			1			1			
Equip. Operator	1				1		-	2		-	2		-	
Equip. Operator II	1				1		-	2		-	2		-	
Natural Resources														
Parks/Natural Resource Manager	1	PO-C	12X10	120	1		-	1		-	1		-	4
Project Manager	1	PO-C	12X10	120	1		-	1		-	1		-	
Project Coordinator		PO-C	12X10	120	1			1			1			
Sr. Land Manager	1	WS2	6x8	48	1		-	2		-	2		-	
Land Manager	2				4			5			6			
Sr. Environ. Spec/Land Mgr	1	WS2	6x8	48	1			2			2			
Environ. Specialist/Land Mgr	1	WS2	6x8	48	4		-	5		-	6		-	
Urban Forester	-	WS3	8X8	64										
Parks Foreman	1	WS3	8X8	64	1		-	1		-	1		-	
Program Assistant	1	PO-C	12X10	120	1		-	2		-	2		-	
Administrative Assist. I	1	WS2	6x8	48	1		-	1		-	1		-	
Volunteer Coordinator		WS3	8X8	64	1		-	1		-	1		-	
Sr. Project Coordinator					1			1			1			
Project Coordinator	1	WS1	3x5	20	3		-	4		-	5		-	
North Charlotte Park Rec Center														
Recreation Supervisor	-	PO-C	12X10	120	1		-	1		-	1		-	4
Program Assistant	-	WS2	6x8	48	1		-	1		-	1		-	
Recreation Specialist	-	WS2	6x8	48	3		-	4		-	4		-	
Maintenance Worker	-	WS1	3x5	20	2		-	3		-	3		-	
Maintenance Coordinator	-	WS3	8X8	64	0	-	-	1		-	1		-	
Camp Supervisor	-	WS3	8X8	64										5
Asst. Camp Supervisor	-	WS2	6x8	48										5
Counselor	-	WS3	8X8	64										5
Net Subtotal	33													
25% Gross Circ. Factor							-			-			-	
Total Departmental Gross SF (DGSF)					58		-	73		-	88		-	

Typical Formula is $a \times b = c$

Notes:

- (1) Seasonal Employee (SE)
- Relocate from Mid-County Library
- 5 FT / 3 PT / 1 SE
- Already programmed at NCRP
- Seasonal

Parks and Recreation Facilities - Other Facilities

Space Description	2018 Staff	Space Code/Unit Sizes			2022			2027			2037			Notes
		Space Code	Unit Size	Unit Area NSF	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	
Staff Offices & Workstations														
Ballfields														
Maint. Coordinator	1	WS3	8X8	64	1	1	64	2	2	128	2	2	128	
Certified Groundsworke	5				8		-	8		-	8		-	
Sr. Maint. Worker		WS1		35	1	1	35	1	1	35	1	1	35	
Maintenance Worker	8				8	-	-	8			8			1
Net Subtotal	14						99			163			163	
25% Internal Circ. Factor							33			54			54	
Total Departmental Gross SF (DGSF)					18		132	19		217	19		217	
North Charlotte Park Pool														
Aquatics Coordinator	-	PO-C	12X10	120	1	1	120	1	1	120	1	1	120	
Lifeguard	-	WS1		35	7	4	140	8	4	140	9	4	140	
Maintenance Worker	-	WS1		35	0.5	1	35	1	1	35	1.5	1	35	
Net Subtotal	-						295			295			295	
25% Internal Circ. Factor							98			98			98	
Total Departmental Gross SF (DGSF)					8.5		393	10		393	11.5		393	
Parks - at Loveland Campus														
Parks Foreman	1	WS3	8X8	64	2		-	3		-	4		-	2
Maintenance Worker	7	WS1	3x5	20	7		-	7		-	7		-	2
Net Subtotal	8						-			-			-	
25% Internal Circ. Factor							-			-			-	
Total Departmental Gross SF (DGSF)					9		-	10		-	11		-	

Typical Formula is a x b = c

Notes:

1. 6 FT/ 4 PT/ 5 SE
2. Space accounted for in Loveland O&M program

Parks and Recreation Facilities - Other Facilities

		Space Code/Unit Sizes {a}			2022 {b} {c}			2027 {b} {c}			2037 {b} {c}			
Space Description	2018 Staff	Space Code	Unit Size	Unit Area NSF	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Notes:
Staff Offices & Workstations														
Charlotte Sports Park														1
Recreation Superintendent	1	PO-C	12X10	120	1	1	120	1	1	120	1	1	120	
Program Assistant	1	WS2	6x8	48	2	2	96	2	2	96	2	2	96	
Recreation Specialist	0.5	WS2	6x8	48	1	1	48	1	1	48	1.5	2	96	(1 PT / 2SE)
Event Staffing Coordinator	-	WS2	6x8	48	-	2	96	-	2	96	-	2	96	
Event Specialist	-						-			-		2	-	2
Maintenance Coordinator	1	WS3	8X8	64	1	1	64	1	1	64	1	1	64	
Maintenance Worker	-	WS1		35	1.5	2	70	3	2	70	3.5	2	70	
Net Subtotal	3.5						494			494			542	
25% Gross Circ. Factor							165			165			181	
Total Departmental Gross SF (DGSF)					6.5		659	8		659	9		723	
Port Charlotte Beach Rec & Pool														
Recreation Superintendent	1	PO-C	12X10	120	1	1	120	1	1	120	1	1	120	
Program Assistant	-	WS2	6x8	48	-	-	-	1	1	48	1	1	48	
Recreation Specialist	1.5	WS2	6x8	48	2.5	3	144	2.5	3	144	3	3	144	
Maintenance Worker	1	WS1		35	2	2	70	3	3	105	3.5	4	140	
Aquatic Coordinator	-	PO-C	12X10	120	1	1	120	1	1	120	1	1	120	3
Lifeguards	3	WS1		35	4	2	70	4	2	70	4	2	70	3
Net Subtotal	6.5						524			607			642	
25% Gross Circ. Factor							175			202			214	
Total Departmental Gross SF (DGSF)					10.5		699	12.5		809	13.5		856	
South County Regional Park Center														
Recreation Supervisor	1	PO-C	12X10	120	1		-	1		-	1		-	
Program Assistant	-	WS2	6x8	48	1		-	1		-	1		-	4
Recreation Specialist	2.5	WS2	6x8	48	3		-	3.5		-	4		-	4
Maintenance Worker	1	WS1		35	2		-	3.5		-	4		-	
Aquatics Coordinator	1	PO-C	12X10	120	1		-	1		-	1		-	
Lifeguard	5	WS1		35	6		-	7		-	8		-	5
Camp Supervisor	-	WS1		35			-			-			-	(1 SE)
Assist. Camp Supervisor	-	WS1		35			-			-			-	(1 SE)
Counselor	-	WS1		35			-			-			-	
Net Subtotal	10.5						-			-			-	
25% Gross Circ. Factor							-			-			-	
Total Departmental Gross SF (DGSF)					14		-	17		-	19		-	
Tringali Park Rec Center														
Recreation Supervisor	1	PO-C	12X10	120	1		-	1		-	1		-	
Program Assistant	-	WS2	6x8	48	-		-	1		-	1		-	
Recreation Specialist	3	WS2	6x8	48	3.5		-	3.5		-	5		-	
Maintenance Worker	1				1.5		-	2		-	3		-	
Camp Supervisor	-						-			-			-	(1 SE)
Counselor	-						-			-			-	(4 SE)
Staffing Total	5				6		-	7.5		-	10		-	

Parks and Recreation Facilities - Other Facilities

		Space Code/Unit Sizes			2022			2027			2037			
		{a}			{b}	{c}		{b}	{c}		{b}	{c}		
Space Description	2018 Staff	Space Code	Unit Size	Unit Area NSF	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Notes:
Ann Dever Regional Park Pool														
Recreation Supervisor	1	PO-C	12X10	120	1		-	1		-	1		-	
Program Assistant	-	WS2	6x8	48	1		-	1		-	1		-	
Recreation Specialist	-	WS2	6x8	48	1.5		-	2.5		-	3		-	
Maintenance Worker	-	WS1		35	1.5		-	2		-	2.5		-	
Camp Supervisor	-	WS1		35										(1 SE)
Asst. Camp Supervisor	-	WS1		35										(1 SE)
Counselor	-	WS1		35										(6 SE)
Aquatics Coordinator	1	PO-C	12X10	120	1		-	1		-	1		-	
Lifeguard	4.5	WS1		35	5.5		-	6.5		-	7.5		-	
Maintenance Worker	-	WS1		35	0.5		-	1		-	1.5		-	
Staffing Total	6.5				12			15			17.5			-
Harold Ave Rec Center														
Recreation Supervisor	1	PO-C	12X10	120	1		-	1		-	1		-	
Recreation Specialist	2	WS2	6x8	48	3		-	3.5		-	4		-	
Program Assistant	-	WS2	6x8	48	1		-	1		-	1		-	
Parks Supervisor	1	WS3	8x8	64	1			1			1			
Maintenance Worker	1	WS1		35	1.5		-	3		-	4		-	
Camp Supervisor	-	WS1		35	-		-	-		-	-		-	(1 SE)
Assistant Camp Supervisor	-	WS1		35	-		-	-		-	-		-	(1 SE)
Counselor	-	WS1		35	-		-	-		-	-		-	(6 SE)
Staffing Total	5				7.5			9.5			11			-

Typical Formula is $a \times b = c$

Full Time Employee = FT

Part time Employee = PT

Seasonal Employee = SE

Notes:

1. staff to remain at Charlotte Sports Park; others move to Loveland O&M
2. use training / classroom
3. Includes McGuire Splash Pad
4. at Reception Desk
5. shared room

Parks and Recreation - Recreation Center Prototype

		Space Code/Unit Sizes			2022			2027			2037			
		{a}			{b}		{c}	{b}		{c}	{b}		{c}	
Space Description	2018 Staff	Space Code	Unit Size	Unit Area NSF	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Notes
Prototype 1 - Staff														
Recreation Supervisor		PO-C	10x12	120		1	120		1	120		1	120	
Staff/Work Area				385		1	385		1	385		1	385	
Program Assistant		WS2	6x8	48										1
Recreation Specialist		WS2	6x8	48										1
Break Room				120		1	120		1	120		1	120	
Maintenance Worker				100		1	100		1	100		1	100	2
Public Spaces														
Lobby				1,500		1	1,500		1	1,500		1	1,500	
Public Toilets				280		2	560		2	560		2	560	
Gymnasium				9,950		1	9,950		1	9,950		1	9,950	
Retractable seating (80 + 80)														
Gym Storage				700		2	1,400		2	1,400		2	1,400	
Fitness Area (open)				1,025		1	1,025		1	1,025		1	1,025	
							-			-			-	
Large Multi-purpose				1,600		1	1,600		1	1,600		1	1,600	
Storage				200		1	200		1	200		1	200	
Small Multi-Purpose				1,100		1	1,100		1	1,100		1	1,100	
Storage				150		1	150		1	150		1	150	
							-			-			-	
Building Support Spaces							-			-			-	
Mechanical				200		1	200		1	200		1	200	
Electrical				75		1	75		1	75		1	75	
Janitor				85		1	85		1	85		1	85	
Sprinkler				36		1	36		1	36		1	36	
IT/Data Closet				80		1	80		1	80		1	80	
Single Public Toilets/Change				52		3	156		3	156		3	156	
Net Subtotal	-						18,842			18,842			18,842	
20% Internal Circ. Factor							4,711			4,711			4,711	
Total Departmental Gross SF (DGSF)					-		23,553	-		23,553	-		23,553	

Typical Formula is $a \times b = c$

Notes:

- 1-2 workstations in open area
- WS1 workstation in room

Library Services

		Space Code/Unit Sizes			2022			2027			2037			
		{a}			{b} {c}			{b} {c}			{b} {c}			
Space Description	2018 Staff	Space Code	Unit Size	Unit Area NSF	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Notes
Staff Offices & Workstations														
Mid County Regional Library														43,997 SF
Librarian Supervisor	1	PO-C	12X10	120	1		-	1		-	1		-	
Librarian	3	WS3	12X10	120	3		-	3		-	3		-	
Program Coordinator	1				1			1			1			
Library Technician	8				7		-	7		-	7		-	circ desk
Maintenance Worker	1.5				1		-	1		-	1		-	
Staffing Total	14.5				13		-	13		-	13		-	
Punta Gorda Library														
Librarian Supervisor	1	PO-C	12X10	120	1		-	1		-	1		-	9,211 SF
Library Technician	4				6		-	6		-	6		-	circ desk
Maintenance Worker	0.5				1		-	1		-	1		-	
Librarian	-	WS3	8X8	64	2		-	2		-	2		-	
Archivist	-	WS3	8X8	64	1		-	1		-	1		-	
Staffing Total	5.5				11		-	11		-	11		-	
Englewood Library														14,234 SF
Librarian Supervisor	1	PO-C	12X10	120	1		-	1		-	1		-	
Library Technician	4				4		-	4		-	4		-	circ desk
Maintenance Worker	0.5				0.5		-	0.5		-	0.5		-	1 PT
Staffing Total	5.5				5.5		-	5.5		-	5.5		-	
Port Charlotte Library														
Librarian Supervisor	1	PO-C	12X10	120	1		-	1		-	1		-	
Library Technician	4				4		-	4		-	4		-	circ desk
Maintenance Worker	0.5				0.5		-	0.5		-	0.5		-	1 PT
Staffing Total	5.5				5.5		-	5.5		-	5.5		-	
Mid County Regional Library Admin														
Regional Librarian	1	PO-C	12X10	120	1		-	1		-	1		-	
Librarian Supervisor	-	WS3	8X8	64	1		-	1		-	1		-	
Librarian	1	WS3	8X8	64	1		-	1		-	1		-	
Technology Coordinator	1	WS3	8X8	64	1		-	1		-	2		-	
Program Coordinator	-	WS3	8X8	64	-		-	1		-	1		-	
Librarian Technician	1				1		-	1		-	1		-	circ desk
Administrative Assistant	1	WS3	8X8	64	1		-	1		-	1		-	
Courier	0.5	WS1	3x5	20	0.5		-	0.5		-	0.5		-	1 PT
Staffing Total	5.5				6.5		-	7.5		-	8.5		-	
Historical Center														
Historian	-	PO-C	12X10	120	1		-	1		-	1		-	
Program Coordinator	-	WS3	8X8	64	1		-	1		-	1		-	
Program Assistant	-	WS3	8X8	64	2		-	3		-	3		-	
Archivist	-	WS3	8X8	64	1		-	1		-	1		-	
Staffing Total	-				5		-	6		-	6		-	

Library Prototype

		Space Code/Unit Sizes			2022			
				{a}	{b}	{c}		
Space Description	2018 Staff	Space Code	Unit Size	Unit Area NSF	Qty. of Staff	Qty. of Space	Total Space	Notes
<u>Library Circulation/Staff Workroom</u>								
Help desk				60		1	60	2 mobile help stations
Librarian Supervisor		PO-C	12X10	120	1	1	120	
Staff/Work Area				400		1	400	
Library Technician Workstations					4	4		mainly at circ desk
Maintenance Worker		WS2	6x8	48		4	192	
		WS1		35	0.5	1	35	
Storage				100		1	100	
Walk-Up Returns				120		1	120	
Staff Toilet				64		1	64	
Staff Break				180		1	180	
<u>Popular Materials</u>								
Collection				800		1	800	
Casual Seating				35		6	210	groups of seating
Public Copier/Work				80		1	80	
Digital Zone				35		4	140	
<u>Adult Area</u>								
Collection				2,400		1	2,400	
Seating				35		15	525	groups of seating
Computers				35		10	350	
<u>Family Areas (Youth & Teen)</u>								
Collection				2,000		1	2,000	
Seating				35		15	525	groups of seating
Computers				35		8	280	
Family Toilet				80		1	80	
Tween Area				500		1	500	
<u>Meeting Space</u>								
Program Room				900		1	900	storytelling/crafts/etc.
Conference Room (8)			12x18	216		2	432	
Study Rooms (4)			10x12	120		3	360	
Storage				100		2	200	
Public Toilets				300		2	600	for all library
Maker Space				900		1	900	added per owner
Storage				100		1	100	
<u>Building Support Spaces</u>							-	
Mechanical				150		1	150	
Electrical				80		1	80	
Janitor				85		1	85	
Entry Vestibule			8x10	80		1	80	
Sprinkler				40		1	40	
IT/Data Closet				120		1	120	

Library Prototype

		Space Code/Unit Sizes			2022		
		{a}			{b}	{c}	
Space Description	2018 Staff	Space Code	Unit Size	Unit Area NSF	Qty. of Staff	Qty. of Space	Notes
Net Subtotal	-					13,208	
20% Internal Circ. Factor						3,302	
Total Departmental Gross SF (DGSF)					6	16,510	

Typical Formula is $a \times b = c$

County Attorney

Space Description	2018 Staff	Space Code/Unit Sizes			2022			2027			2037			Notes
		Space Code	Unit Size	Unit Area NSF	{a}			{b}			{c}			
					Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	
Staff Offices & Workstations														
County Attorney	1	PO-A	18.5 x 13.5	250	1	1	250	1	1	250	1	1	250	
Deputy County Attorney	1	PO-B	12x15	180	1	1	180	1	1	180	1	1	180	
Assistant County Attorney	6	PO-C	10x12	120	6	6	720	7	7	840	7	7	840	
Executive Legal Assistant	1	PO-C	10x12	120	1	1	120	1	1	120	1	1	120	
Paralegal / Legal Assistant	4	WS3	8X8	64	4	4	256	5	5	320	5	5	320	
Legal Office Assistant	1	WS2	6x8	48	1	1	48	1	1	48	1	1	48	
Shared / Support Space														
Waiting Area (4)			10x12	120		1	120		1	120		1	120	
Convo/seating at CA office			10x12	120		1	120		1	120		1	120	
Depo Room (6)		CN A	11X15	165		1	165		1	165		1	165	
Conference Room (12)			14x24	336		1	336		1	336		1	336	
Law Library/War Room (16)			16x28	448		1	448		1	448		1	448	1
computer station WS1														
Work / Copy Room / Supply/Coffee			10x12	120		1	120		1	120		1	120	
Files - Open/Active			9x16	144		1	144		1	144		1	144	2
4-dr lats (87+23= 110lf = 10 lats)														3
Files -Closed/ Archive			20x12	240		1	240		1	240		1	240	2
5-dr lats(24 units)/mobile														
Net Subtotal	14				3,267			3,451			3,451			
26% Internal Circulation Factor					1,148			1,213			1,213			
Total Departmental Gross SF (DGSF)					144,415			164,664			164,664			

Typical Formula is $a \times b = c$

Notes:

1. need 6-8 conf table, shelves
2. Active File space to maintain current capacity +25% more. Staff indicated plan to convert future archive to digital, but will maintain the current capacity for the short term. As files go digital, the physical space can be converted to space for added staff.
3. converted files to 4 drawer laterals
4. The break/coffee bar, training/conference rooms, and toilets noted here are planned as dedicated to this department unless noted otherwise.

Economic Development

Space Description	2018 Staff	Space Code/Unit Sizes			2022			2027			2037			Notes
		Space Code	Unit Size	Unit Area NSF	{b}		{c}	{b}		{c}	{b}		{c}	
					Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	
Staff Offices & Workstations														
Director	1	PO-A	18.5 X 13.5	250	1	1	250	1	1	250	1	1	250	
Exec. Asst. to Director	1	PO-C	10x12	120	1	1	120	1	1	120	1	1	120	1
Redevelopment Manager	1	PO-C	10x12	120	1	1	120	1	1	120	1	1	120	
Redevelopment Coordinator	1	PO-C	10x12	120	1	1	120	1	1	120	1	1	120	
Business Support Specialist	1	PO-C	10x12	120	1	1	120	1	1	120	1	1	120	
Business Recruitment Supervisor	1	PO-C	10x12	120	1	1	120	1	1	120	1	1	120	
Shared / Support Space														
Waiting (4)				200		1	200		1	200		1	200	
Work / Copy Room / Supply/Coffee				200		1	200		1	200		1	200	
Conference (12+10 side)			15x24	360		1	360		1	360		1	360	
Storage			10x10	100		1	100		1	100		1	100	
Break (shared)														2
Net Subtotal	6				1,710			1,710			1,710			
25% Internal Circulation Factor					570			570			570			
Total Departmental Gross SF (DGSF)					6	2,280		6	2,280		6	2,280		

Typical Formula is $a \times b = c$

Notes:

1. oversee waiting area
2. The break/coffee bar, training/conference rooms, and toilets noted here are planned as dedicated to this department unless noted otherwise.

Facilities Construction and Maintenance

		Space Code/Unit Sizes <i>{a}</i>			2022 <i>{b}</i> <i>{c}</i>			2027 <i>{b}</i> <i>{c}</i>			2037 <i>{b}</i> <i>{c}</i>			
Space Description	2018 Staff	Space Code	Unit Size	Unit Area NSF	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Notes
<u>Staff Offices & Workstations</u>														
Facilities Supervisor	1	PO-C	10X12	120	1	1	120	1	1	120	1	1	120	1
Trades Helper	2	WS2	8x6	48	3	3	144	3	3	144	3	3	144	1
Security Desk			8x12	96			-			-			-	2
Security Officer	1				1	1	-	1	1	-	1	1	-	3
contract security officers	3				3	3	-	3	3	-	3	3	-	1
contract security at Loveland	-				-	-		1	1		1	1		
contract security at west county	-				1	1	-	1	1	-	1	1	-	
contract security at south county	-				-	-	-	-	-	-	1	1	-	
<u>Shared / Support Space</u>														
Work/Copy/Supply/Coffee														4
Storage			10x12	120		1	120		1	120		1	120	
Workshop			14x20	280		1	280		1	280		1	280	
Net Subtotal	7				664			664			664			
25% Internal Circulation Factor					221			221			221			
Total Departmental Gross SF (DGSF)					9 885			9 885			10 885			

Typical Formula is $a \times b = c$

Loveland O&M Complex Program - Provided for Reference Only

Refer to separate Loveland
O&M Report for full program
numbers and calculations

Net Subtotal			5,270	5,715	6,603
20% Internal Circulation Factor			1,318	1,429	1,651
Storage			2,600	2,600	2,600
Total Departmental Gross SF (DGSF)	37		45	55	59
			9,188	9,744	10,854

Justice not calculated here	8	10	10	11
TOTAL FACILITIES STAFF	52	64	74	80

Notes:

1. at Murdock Campus
2. space to be included in Lobby
3. Security desk, Murdock A
4. use central staff support
5. The break/coffee bar, training/conference rooms, and toilets noted here are planned as dedicated to this department unless noted otherwise.

Human Resources

Space Description	2018 Staff	Space Code/Unit Sizes			2022			2027			2037			Notes
		Space Code	Unit Size	Unit Area NSF	{b}		{c}	{b}		{c}	{b}		{c}	
					Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	
Staff Offices & Workstations														
Director	1	PO-B	12x15	180	1	1	180	1	1	180	1	1	180	
HR Analyst	2	PO-C	10x12	120	3	3	360	3	3	360	4	4	480	
HR Generalist	3	PO-C	10x12	120	3	3	360	4	4	480	4	4	480	
HR Specialist	2	WS3	8x8	64	2	2	128	2	2	128	2	2	128	
IT Coordinator	1	SO	14X25	350	1	1	350	2	1	350	3	1	350	
Admin Assistant II	-	WS3	8X8	64	1	1	64	1	1	64	1	1	64	
Shared / Support Space														
Conference Room (16)			15x28	420		1	420		1	420		1	420	
Small Conf. (4)			10x12	120		1	120		1	120		1	120	
Training Room (24 @ tables)			25x30	750		1	750		1	750		1	750	1
Waiting Area (4)/Recep. Counter			12x14	168		1	168		1	168		1	168	2
ID Badge							-			-			-	
Public Carrel (WS1)							-			-			-	
Work/Copy/Coffee			10x12	120		1	120		1	120		1	120	
copier, shredder, labeler, etc.							-			-			-	
Supply/Storage			8x10	80		1	80		1	80		1	80	
Files (convert to digital)							-			-			-	
Net Subtotal	9						3,100			3,220			3,340	
25% Gross Circ. Factor							1,033			1,073			1,113	
Total Departmental Gross SF (DGSF)					11		4,133	13		4,293	15		4,453	

Typical Formula is $a \times b = c$

Notes:

- two times per month; Training room to be part of HR space, but will be available to others. HR will control access.
- seat 2-3
- The break/coffee bar, training/conference rooms, and toilets noted here are planned as dedicated to this department unless noted otherwise.

Human Services

		Space Code/Unit Sizes			2022			2027			2037			
				<i>{a}</i>	<i>{b}</i>		<i>{c}</i>	<i>{b}</i>		<i>{c}</i>	<i>{b}</i>		<i>{c}</i>	
Space Description	2018 Staff	Space Code	Unit Size	Unit Area NSF	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Notes
Staff Offices & Workstations														
Director	1	PO-B	12X15	180	1	1	180	1	1	180	1	1	180	
Administrative assistant	1	WS3	8X8	64	2	2	128	2	2	128	2	2	128	
Family Services														
Manager	1	PO-C	10x12	120	1	1	120	1	1	120	1	1	120	
Case Manager	1	PO-C	10x12	120	3	3	360	3	3	360	3	3	360	
Intake Coordinator	2	WS2	6X8	48	4	4	192	5	5	240	6	6	288	1
Program Specialist II	2	WS2	6x8	48	2	2	96	2	2	96	2	2	96	2
Conference (4)			10x12	120		1	120		1	120		1	120	
Program Specialist III	1	WS2	6x8	48	1	1	48	1	1	48	1	1	48	
Veterans														
Veterans Manager	1	PO-C	10x12	120	1	1	120	1	1	120	1	1	120	
Vet. Services Officer	2	WS3	8X8	64	3	3	192	4	4	256	4	4	256	8
Associate VSO	1	WS3	8X8	64	1	1	64	1	1	64	1	1	64	2
Conference (4)			10x12	120		1	120		1	120		1	120	
Housing														
Housing Manager	1	PO-C	10x12	120	1	1	120	1	1	120	1	1	120	
Project Manager	1	WS1	5X7	35	1	1	35	1	1	35	1	1	35	7
Program Specialist II	2	WS3	8x8	64	2	2	128	2	2	128	2	2	128	
Files			14x8	112		1	112		1	112		1	112	
7-high filing unit (6+1)														
4-dr lateral unit (2)							-			-			-	
Seniors														
Senior Manager	1	PO-C	10x12	120	1	1	120	1	1	120	1	1	120	
Senior Case Manager	4	WS3	8X8	64	5	5	320	6	6	384	7	7	448	8
Senior Case Aides	2	WS2	6x8	48	2	2	96	3	3	144	3	3	144	2
Conference (4)			10x12	120		2	240		2	240		2	240	
Active Case Files														5
Archive Files														6
211 Call Center														
211 Manager	1	PO-C	10x12	120	1	1	120	1	1	120	1	1	120	
Intake Coordinator	2	WS2	6x8	48	4	4	192	5	5	240	6	6	288	1
Files			9x8	72		1	72		1	72		1	72	
4-dr laterals (6 units)														
Shared / Support Space														
Vestibule			8x8	64		1	64		1	64		1	64	
Public Toilets (2)			10x14	140		2	280		2	280		2	280	
Waiting (20)				25		20	500		20	500		20	500	
Intake Windows		WS2	6x8	48		4	192		5	240		6	288	1
Consult Room			9x8	72		2	144		2	144		2	144	
Conference Room (10)		CN C	20X12	240		1	240		1	240		1	240	
Storage			10x12	120		2	240		2	240		2	240	
Records/Files			9x16	144		1	144		1	144		1	144	3
Work / Copy Room / Supply			10x14	140		1	140		1	140		1	140	4
Staff Toilet (2)			10x14	140		2	280		2	280		2	280	
Break Room (8)				240		1	240		1	240		1	240	
Janitor Closet			5x7	35		1	35		1	35		1	35	
Data/IT Closet			10x11	110		1	110		1	110		1	110	
Net Subtotal	27				5,904			6,224			6,432			
29% Internal Circulation Factor					2,411			2,542			2,627			
Total Departmental Gross SF (DGSF)					36	8,315		41	8,766		44	9,059		

Human Services

Space Description	2018 Staff	Space Code/Unit Sizes			2022			2027			2037			Notes
		Space Code	Unit Size	Unit Area NSF	{b}		{c}	{b}		{c}	{b}		{c}	
					Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	

Notes:

1. All intake coordinators should have a workstation behind intake windows, with view line to cover front.
2. adjacent to (4) person conference rooms
3. Space allocation follows thought that current files can be converted to digital (partially) in the future. As mid-range plan, the space allocated will accommodate 66% of current active filing capacity. Once files are transferred completely to digital, the vacated space can change to meeting, future staff workspace, or storage space. This is acceptable for all except Housing division, which will remain as hard copies (mortgage files).
4. shared with all divisions
5. files in staff workstations
6. to remain off-site
7. staff is mostly remote
8. (1) in West County Annex

Human Services - 2; Family Services Center

Space Description	2018 Staff	Space Code/Unit Sizes			2022			2027			2037			Notes	
		Space Code	Unit Size	Unit Area NSF	{a}		{b}		{c}		{b}		{c}		
					Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space		
Staff Offices & Workstations															
Family Services															
Manager	1	PO-C	10x12	120	1	1	120	1	1	120	1	1	120		
Case Manager	1	PO-C	10x12	120	3	3	360	3	3	360	3	3	360		
Program Specialist I	2	WS2	6X8	48	4	4	192	5	5	240	6	6	288		
Program Specialist II	2	WS2	6x8	48	2	2	96	2	2	96	2	2	96		
Conference (4)			10x12	120		1	120		1	120		1	120		
Program Specialist III	1	WS2	6x8	48	1	1	48	1	1	48	1	1	48		
Shared / Support Space															
Vestibule			8x8	64		1	64		1	64		1	64		
Public Toilets (2)			10x14	140		2	280		2	280		2	280		
Lobby				200		1	200		1	200		1	200		
Conference Room (12)			14x24	336		1	336		1	336		1	336		
Training Room (40)			32x40	1,280		1	1,280		1	1,280		1	1,280		
Storage			10x12	120		2	240		2	240		2	240		
Work / Copy Room / Supply			10x12	120		1	120		1	120		1	120		
Single Toilet			8x8	64		2	128		2	128		2	128		
Break Room							-			-			-	1	
Janitor Closet			8x12	96		1	96		1	96		1	96		
Data/IT Closet			10x11	110			-			-			-		
Net Subtotal	7						3,680			3,728			3,776		
29% Internal Circulation Factor							1,503			1,523			1,542		
Total Departmental Gross SF (DGSF)					11		5,183	12		5,251	13		5,318		

Typical Formula is $a \times b = c$

Notes:

1. The break/coffee bar, training/conference rooms, and toilets noted here are planned as dedicated to this department unless noted otherwise.

Public Safety Totals

	2018	Public Facilities Strategic Master Space Plan					
		2022		2027		2037	
Space Description	Staff	Staff	Total Space	Staff	Total Space	Staff	Total Space
10.0 - Public Safety							
10.1 - Public Safety Administration	30	35	15,354	35	15,354	35	15,354
10.2 - Vehicle Maintenance Facility	5	6	18,206	6	18,206	6	18,206
10.3 - Vehicle Maintenance Covered Parking			8,913		8,913		8,913
Net Subtotal	35		42,472		42,472		42,472
9% Mech/Bldg. Circ. Factor			4,201		4,201		4,201
Total Public Safety Admin & Vehicle Maint		41	46,673	41	46,673	41	46,673

Fire Stations							
Station Personnel	242	251		257		272	
Total Fire Station Proto-type (Gross SF)			10,449		10,449		10,449

Public Safety Administration

		Space Code/Unit Sizes			2022			2027			2037			
		{a}			{b}		{c}	{b}		{c}	{b}		{c}	
Space Description	2018 Staff	Space Code	Unit Size	Unit Area NSF	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Notes
Staff Offices & Workstations														
10.1 - Public Safety Administration														
Director	1	PO-B	12X15	180	1	1	180	1	1	180	1	1	180	
Admin. Assistant	1	PO-C	12X10	120	2	2	240	2	2	240	2	2	240	
Deputy Chief - Fire/Spec Ops	1	PO-C	12X10	120	1	1	120	1	1	120	1	1	120	
Deputy Chief - Logistics	1	PO-C	12X10	120	1	1	120	1	1	120	1	1	120	
Fire Marshall	1	PO-C	12X10	120	1	1	120	1	1	120	1	1	120	
Fire Prevention Inspection	3	WS3	8X8	64	4	4	256	4	4	256	4	4	256	
Deputy Chief - EMS Ops	1	PO-C	12X10	120	1	1	120	1	1	120	1	1	120	
Captain Fire/EMS Training	2	PO-C	12X10	120	4	4	480	4	4	480	4	4	480	
Info Tech Coordinator	1	SO	12X13	156	1	1	156	1	1	156	1	1	156	1
EMS Insure Spec	1.5	SO	12X13	156	1.5	1	156	1.5	1	156	1.5	1	156	1
Coord-Quality Improv	1	PO-C	12X10	120	1	1	120	1	1	120	1	1	120	
Admin Assistant (FTE)	0.5	WS3	8X8	64	0.5	1	64	0.5	1	64	0.5	1	64	
HR Coordinator	1	PO-C	12X10	120	1	1	120	1	1	120	1	1	120	
Fire/EMS PR Education Coord.	1	PO-C	12X10	120	1	1	120	1	1	120	1	1	120	
Emergency Management Director	1	PO-C	12X10	120	1	1	120	1	1	120	1	1	120	
Emergency Mgmt Coordinator	1	PO-C	12X10	120	1	1	120	1	1	120	1	1	120	
Mitigation Planner	1	PO-C	12X10	120	1	1	120	1	1	120	1	1	120	
Emergency Planning Specialist	1	PO-C	12X10	120	1	1	120	1	1	120	1	1	120	
Mgr Radio Communications	1		10x14	140	1	1	140	1	1	140	1	1	140	2
Future Contract Position		WS2	6X8	48		1	48		1	48		1	48	
Future Contract Fiscal Position		WS2	6X8	48		1	48		1	48		1	48	
Animal Control														
Manager	1	PO-C	12X10	120	1	1	120	1	1	120	1	1	120	
Sr Animal Control	1	WS2	10X8	80	1	1	80	1	1	80	1	1	80	
Animal Control Officer	3	WS1	8X8	64	4	4	256	4	4	256	4	4	256	
Dispatcher	2	WS2	10X8	80	2	2	160	2	2	160	2	2	160	
Admin Services Coord.	1	PO-C	12X10	120	1	1	120	1	1	120	1	1	120	3
Shared / Support Space														
Lobby/ Waiting (5-6)				200		2	400		2	400		2	400	
Small Conf. (6)			11x15	165		1	165		1	165		1	165	
Conference Room (10)			12x20	240		4	960		4	960		4	960	
Conference Room (14)			14x26	364		1	364		1	364		1	364	
Training Classroom (24)			28x30	840		2	1,680		2	1,680		2	1,680	
Divider			3x4	12		1	12		1	12		1	12	
A/V equip/Storage			12x12	144		1	144		1	144		1	144	
Training Storage			18x12	216		1	216		1	216		1	216	
Computer Lab				400		1	400		1	400		1	400	
Break Room (16)/Kitchen				500		1	500		1	500		1	500	
Staff Toilets				180		4	720		4	720		4	720	
Janitor Closet				80		2	160		2	160		2	160	
Mechanical				600		1	600		1	600		1	600	
Medical Storage				150		1	150		1	150		1	150	
Public Education Storage				165		1	165		1	165		1	165	
General Storage			18x12	216		1	216		1	216		1	216	

Public Safety Administration

		Space Code/Unit Sizes			2022			2027			2037			
		{a}			{b} {c}			{b} {c}			{b} {c}			
Space Description	2018 Staff	Space Code	Unit Size	Unit Area NSF	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Notes
Animal Control Storage				225		1	225		1	225		1	225	4
Net Subtotal	30				10,901			10,901			10,901			
29% Internal Circ. Factor					4,453			4,453			4,453			
Total Departmental Gross SF (DGSF)					35	15,354		35	15,354		35	15,354		

Typical Formula is $a \times b = c$

Notes:

1. Shared office
2. room w/ work bench and equip
3. Office needed for confidential talks
4. Provide access from exterior
5. The break/coffee bar, training/conference rooms, and toilets noted here are planned as dedicated to this department unless noted otherwise.

Public Safety - Vehicle Maintenance & Covered Parking

		Space Code/Unit Sizes			2022			2027			2037			
		{a}			{b}		{c}	{b}		{c}	{b}		{c}	
Space Description	2018 Staff	Space Code	Unit Size	Unit Area NSF	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Notes
Vehicle Maintenance Facility														
Coordinator Vehicle/Equip Services	1	PO-C	12X10	120	1	1	120	1	1	120	1	1	120	
Emergency Vehicle Tech	3	WS2	6X8	48	4	4	192	4	4	192	4	4	192	
Inventory Specialist (w/ counter)	1	WS2	6X8	48	1	1	48	1	1	48	1	1	48	
Shared / Support Space							-			-			-	
Lobby/Waiting (4)			10x17	170		1	170		1	170		1	170	
Public Toilet			8x8	64		1	64		1	64		1	64	
Work/Copy/Supplies			8x10	80		1	80		1	80		1	80	
Conference (6)			11x15	165		1	165		1	165		1	165	
Break Room							-			-			-	
Lockers (12"w x 72"h)			9x8	72		1	72		1	72		1	72	
Staff Toilet			8x8	64		2	128		2	128		2	128	
Storage			8x10	80		1	80		1	80		1	80	
							-			-			-	
Service Bays							-			-			-	
Pull-thru Service Bay (5 +2)			24x80	1,920		7	13,440		7	13,440		7	13,440	
Parts Storage/Counter				1,450		1	1,450		1	1,450		1	1,450	1
Oil/Lube Storage				300		1	300		1	300		1	300	
Staff Wash Station/Eyewash			4x5	20		1	20		1	20		1	20	
Electrical			7x8	56		1	56		1	56		1	56	
							-			-			-	
Net Subtotal	5						16,385			16,385			16,385	
10% Internal Circ. Factor							1,821			1,821			1,821	
Total Departmental Gross SF (DGSF)					6		18,206	6		18,206	6		18,206	

Vehicle Maint. Covered Parking													2	
Ambulance			12x24	288		5	1,440		5	1,440		5	1,440	
Fire engine			12x40	480		6	2,880		6	2,880		6	2,880	
Mobile Command			12x40	480		1	480		1	480		1	480	
Brush Truck			10x20	200		1	200		1	200		1	200	
Staff Vehicles			10x20	200		16	3,200		16	3,200		16	3,200	
Net Subtotal							8,200			8,200			8,200	
8% Internal Circ. Factor							713			713			713	
Total Departmental Gross SF (DGSF)							8,913			8,913			8,913	

Typical Formula is $a \times b = c$

Notes:

- Existing = 1,162 sf; added 25%
- Preference is for enclosed and conditioned building

Public Safety - Fire Station Proto-type

		Space Code/Unit Sizes			2022			2027			2037			
		{a}			{b}		{c}	{b}		{c}	{b}		{c}	
Space Description	2018 Staff	Space Code	Unit Size	Unit Area NSF	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Notes
Station Personnel - All														
Battalion Chief Fire/EMS	6	PO-C	12X10	120	6		-	6		-	6		-	
Lieutenant	36				39			39			42			
Firefighter/EMT	113				113			119			125			
Fire Medic	81				87			87			93			
Paramedic	6				6			6			6			
Net Subtotal	242				-			-			-			
					-			-			-			
Station Personnel Total					251	-		257	-		272	-		

Fire Station Proto-type

PUBLIC/GENERAL SPACES

Lobby (Moses drop-off)			80		1	80			-			-		1
Public Unisex Toilet			64		1	64			-			-		
Meeting room (12 seat capacity)			350			-								2
Storage (General)			110			-								3
Janitor Closet		5x7	35		1	35								
SUPPORT														
Bunker Gear Storage (20)			200		1	200								
Extractor /Gear Dry					1	-								
SCBA Workroom					1	-								
Decon / Infection Control			60		1	60								
Hose Storage			75		1	75								
EMS Storage			90		1	90								4
Compressor Cascade Room			80		1	80								
Tool / Work area			70		1	70								
Apparatus Bay			1,100		3	3,300		-	-		-	-		5
Vest. Into Apparatus Bay			65		2	130		-			-			
Air Compressor alcove		14x8	112		1	112								6
Fire Riser		3.5X6	21		1	21								
LIVING SPACES														
Battalion Chief Fire Office/dorm		18x12			1	-			-				-	10
Officer's Shower /Toilet/Lockers		18x10	180		1	180								

Lieutenant Office / Sleeping Rm	18x12	216	2	432	-	-	-	7
Firefighter/EMT		120	6	720	-	-	-	7
Fire Medic		120	1	120	-	-	-	7
Paramedic		120	2	240	-	-	-	7
Shower Restroom / Men	9.5x12	114	1	114				
Shower Restroom / Women	9.5x12	114	1	114				
Watch/ Report Room		150	1	150				
Living /Day Room	15x27	405	1	405				
Storage Closet		30	1	30				
Kitchen	18x20	360	1	360				
Pantry	8x8	64	3	192	-	-	-	
Dining Room (8-10)		250	1	250				
Fitness Room		200	1	200				
Laundry Room / Custodial closet		150	1	150				
Ice Room / Vending		65	1	65				9

Public Safety - Fire Station Proto-type

		Space Code/Unit Sizes			2022			2027			2037			
		{a}			{b} {c}			{b} {c}			{b} {c}			
Space Description	2018 Staff	Space Code	Unit Size	Unit Area NSF	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Notes
Mechanical				130		1	130							
Electrical				100		1	100							
Data / IT				60		1	60							
Net Subtotal (w/o apparatus bays)					5,029			-			-			
20% Internal Circ. Factor (Lvg. areas)					1,257									
Subtotal Apparatus Bays					3,300									
Total Departmental Gross SF (DGSF)					-		9,586	-			-			
9% Mech/Bldg. Circ. Factor					863									
Total Gross SF (GSF)					10,449			10,449			10,449			

Notes:

1. Adjacent to Watch Room
2. Combo with Dayroom if theater style seats
3. for meeting room if included at station
4. include small refrigerator
5. pull-through Bay; 70'x18' +/-
6. inside Apparatus Bay
7. one per 3 shifts - shared
8. one per each shift - dedicated
9. could combined with staff entry vestibule
10. only if needed

Public Works

		Space Code/Unit Sizes			2022			2027			2037			
		{a}			{b}	{c}		{b}	{c}		{b}	{c}		
Space Description	2018 Staff	Space Code	Unit Size	Unit Area NSF	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Notes
PUNTA GORDA YARD														
Staff Offices & Workstations														
Customer Asst. Investigator	1	WS2	6X8	48	1	1	48	2	2	96	2	2	96	
CS Specialist	1	WS2	6X8	48	1	1	48	1	1	48	1	1	48	
Field Supervisor	1	WS3	8X8	64	1	1	64	2	2	128	2	2	128	
Equipment Operator III	3				3	3	-	4	4	-	4	4	-	
Equipment Operator II	1				1	1	-	2	2	-	2	2	-	
Equipment Operator I	5				5	5	-	6	6	-	6	6	-	
Maint. Worker I - Punta Gorda	6				6	6	-	7	7	-	7	7	-	
							-			-			-	
Shared / Support Space							-			-			-	
Staff Room				420		1	420		1	420		1	420	
Break			8x12	96		1	96		1	96		1	96	
Staff Restroom				140		2	280		2	280		2	280	
Shower/Lockers				120		2	240		2	240		2	240	
Storage			8x12	96		1	96		1	96		1	96	
Mechanical			10x12	120		1	120		1	120		1	120	
Janitor Closet			5x7	35		1	35		1	35		1	35	
							-			-			-	
Net Subtotal	18						1,447			1,559			1,559	
28% Gross Circ. Factor							563			606			606	
Total Departmental Gross SF (DGSF)					18		2,010	24		2,165	24		2,165	

Typical Formula is $a \times b = c$

SAN CASA YARD														
Staff Offices & Workstations														
Field Supervisor	2	WS3	8X8	64	2	2	128	2	2	128	2	2	128	
Equipment Operator III	6				6	6	-	6	6	-	7	7	-	
Equipment Operator II	6				6	6	-	6	6	-	7	7	-	
Equipment Operator I	10				10	10	-	11	11	-	12	12	-	
Maint. Worker I - San Casa	8				8	8	-	9	9	-	10	10	-	
Inventory Specialist	1	WS3	8X8	64	1	1	64	1	1	64	1	1	64	
Concrete Specialist	1	WS3	8X8	64	1	1	64	1	1	64	1	1	64	
							-			-			-	
Shared / Support Space														
Staff Room				420		1	420		1	420		1	420	
Break			8x12	96		1	96		1	96		1	96	
Staff Restroom				140		2	280		2	280		2	280	
Shower/Lockers				120		2	240		2	240		2	240	
Storage			8x12	96		1	96		1	96		1	96	
Mechanical			10x12	120		1	120		1	120		1	120	
Janitor Closet			5x7	35		1	35		1	35		1	35	
							-			-			-	
Net Subtotal	34						1,543			1,543			1,543	
28% Internal Circulation Factor							600			600			600	
Total Departmental Gross SF (DGSF)					34		2,143	36		2,143	40		2,143	
Total Combined DGSF	52				52		4,153	60		4,308	64		4,308	

Loveland Program - Provided
for Reference Only

Public Works

		Space Code/Unit Sizes			2022			2027			2037			
		{a}			{b} {c}			{b} {c}			{b} {c}			
Space Description	2018 Staff	Space Code	Unit Size	Unit Area NSF	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Notes

Refer to separate Loveland
O&M Report for full program
numbers and calculations

Net Subtotal						19,900			21,500			24,700	
20% Internal Circulation Factor						4,975			5,375			6,175	
Storage						6,400			6,400			6,400	
Total Departmental Gross SF (DGSF)	141				144	31,275		165	33,275		171	37,275	

<i>Additional staff not detailed here</i>	29				29			38			42	
TOTAL PUBLIC WORKS STAFF	222				225			263			277	

Notes:

1. The break/coffee bar, training/conference rooms, and toilets noted here are planned as dedicated to this department unless noted otherwise.

Tourism

		Space Code/Unit Sizes			2022			2027			2037			
				{a}	{b}		{c}	{b}		{c}	{b}		{c}	
Space Description	2018 Staff	Space Code	Unit Size	Unit Area NSF	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Notes
Staff Offices & Workstations														
Director	1	PO-B	12x15	180	1	1	180	1	1	180	1	1	180	
Marketing Director	1	PO-C	10x12	120	1	1	120	1	1	120	1	1	120	
Marketing Assistant	1	WS3	8X8	64	2	2	128	2	2	128	2	2	128	
Sales Manager	1	PO-C	10X12	120	2	2	240	2	2	240	2	2	240	
Sales Associate	0.5	WS3	8X8	64	1	1	64	1	1	64	1	1	64	
Administrative Assistant	1	WS3	8X8	64	1	1	64	2	2	128	2	2	128	
Film & Digital Media	0.5	WS3	8X8	64	1	1	64	1	1	64	2	2	128	
Project Manager	1	WS3	8X8	64	1	1	64	1.5	1.5	96	2	2	128	
P.R.	1	PO-C	10X12	120	1	1	120	1	1	120	1	1	120	
Social Media Staff	-	WS2	6X8	48	1	1	48	1	1	48	2	2	96	
Convention Services	-	WS3	8X8	64	1	1	64	1	1	64	1	1	64	
Interns	-	WS2	6X8	48		1	48		2	96		2	96	
Shared / Support Space														
Waiting (3)			10x10	100		1	100		1	100		1	100	
Visitor Center			12x16	192		1	192		1	192		1	192	1
Work/Copy/Supply			10x12	120		1	120		1	120		1	120	
Break/Kitchenette			10x12	120		1	120		1	120		1	120	
Conference Room (sm)		CN A	11X15	165		1	165		1	165		1	165	
Conference Room (Lg)		CN E	26X14	364		1	364		1	364		1	364	
Training Room (40)			33x38	1,254		1	1,254		1	1,254		1	1,254	2
Storage			10x14	140		1	140		1	140		1	140	
Net Subtotal	8				3,659			3,803			3,947			
28% Internal Circulation Factor					1,423			1,479			1,535			
Total Net Department Area (SF)					13 5,082			15 5,282			17 5,482			

Typical Formula is $a \times b = c$

Notes:

1. Displays, brochures, table/chairs
2. Tourism Development Council (TDC) / Board Meetings. Depending on future location of this department, the training room SF could be split/shared with other departments.

Utilities

Space Description	2018 Staff	Space Code/Unit Sizes			2022			2027			2037			Notes
		Space Code	Unit Size	Unit Area NSF	{b}		{c}	{b}		{c}	{b}		{c}	
					Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	
Staff Offices & Workstations														
West Port														
Chief Oper (B)	1	PO-C	10x12	120	1	1	120	1	1	120	1	1	120	
Plant Oper (A)	1	WS2	6x8	48	1	1	48	1	1	48	1	1	48	
Plant Oper (B)	1	WS2	6x8	48	1	1	48	1	1	48	1	1	48	
Plant Oper (C)	2	WS2	6x8	48	2	2	96	2	2	96	2	2	96	
Plant Oper Trainee	1	WS2	6x8	48	1	1	48	1	1	48	1	1	48	
Rotunda														
Chief Oper (B)	1	WS3	8X8	64	1	1	64	1	1	64	1	1	64	
Plant Oper (A)	1	WS2	6x8	48	1	1	48	1	1	48	1	1	48	
Plant Oper (B)	2	WS2	6x8	48	2	2	96	2	2	96	2	2	96	
Plant Oper (C)	1	WS2	6x8	48	1	1	48	1	1	48	1	1	48	
Leachate Plant														
Chief Oper (C)	1	WS3	8X8	64	1	1	64	1	1	64	1	1	64	
Plant Oper (B)	1	WS2	6x8	48	1	1	48	1	1	48	1	1	48	
Burnt Store														
Water														
Chief Oper (B)	1	WS3	8X8	64	1	1	64	1	1	64	1	1	64	
Plant Oper (B)	2	WS2	6x8	48	2	2	96	2	2	96	2	2	96	
Plant Oper (C)	1	WS2	6x8	48	1	1	48	1	1	48	1	1	48	
Wastewater														
Chief Oper (A)	1	WS3	8X8	64	1	1	64	1	1	64	1	1	64	
Plant Oper (A)	2	WS2	6x8	48	2	2	96	2	2	96	2	2	96	
Plant Oper (C)	1	WS2	6x8	48	1	1	48	1	1	48	1	1	48	
Booster Stations														
Chief Oper (A)	1	WS3	8X8	64	1	1	64	1	1	64	1	1	64	
Plant Oper (A)	1	WS2	6x8	48	1	1	48	1	1	48	1	1	48	
Plant Oper (B)	1	WS2	6x8	48	1	1	48	1	1	48	1	1	48	
Plant Oper (C)	1	WS2	6x8	48	2	2	96	2	2	96	2	2	96	
Wood Treatment Tech II	1	WS1	3x5	20	1	1	20	1	1	20	1	1	20	
Net Subtotal	26						1,420			1,420			1,420	
28% Internal Circulation Factor							552			552			552	
Total Net Department Area (SF)					27		1,972	27		1,972	27		1,972	

Typical Formula is $a \times b = c$

Loveland Program - Provided for Reference Only

Refer to separate Loveland O&M Report for full program numbers and calculations

Net Subtotal			24,405	26,360	30,272
20% Internal Circulation Factor			6,101	6,590	7,568
Storage			12,650	12,650	12,650
Total Dept Gross SF (DGSF)	174		185	196	218

TOTAL UTILITIES STAFF

200

212

223

245

Notes:

1. The break/coffee bar, training/conference rooms, and toilets noted here are planned as dedicated to this department unless noted otherwise.

Clerk of Court

Space Description	2018 Staff	Space Code/Unit Sizes			2022			2027			2037			Notes
		Space Code	Unit Size	Unit Area NSF	{a}			{b} {c}			{b} {c}			
					Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	
Staff Offices & Workstations														
Administration/Commission Minutes														
Clerk of Court	1	PO-A	18.5 x 13.5	250	1	1	250	1	1	250	1	1	250	
Chief Financial Control Office	1	PO-B	12x15	180	1	1	180	1	1	180	1	1	180	
Admin Assistant	1	PO-C	10X12	120	1	1	120	1	1	120	1	1	120	
Minutes Manager	1	PO-C	10X12	120	1	1	120	1	1	120	1	1	120	
Minutes Clerk	2	WS3	8x8	64	3	3	192	3	3	192	3	3	192	
Minutes Files														
Employee Relations														
Director	1	PO-C	10X12	120	1		-	1		-	1		-	1
Assistant	1	WS3	8x8	64	1		-	1		-	1.5		-	1
Workstation at Murdock		WS3	8x8	64		1	64		1	64		1.0	64	
Information Technology														
Financial Business Analyst	1	PO-C	10X12	120	2	2	240	2	2	240	2	2	240	
IT Support	1	PO-C	10X12	120	1	1	120	1	1	120	1	1	120	
Server Room			14x20	280		1	280		1	280		1	280	2
Comptroller														
Finance Director	1	PO-C	10X12	120	1	1	120	1	1	120	1	1	120	
Debt Management Accountant	1	PO-C	10X12	120	1	1	120	1	1	120	1	1	120	
Payroll Manager	1	PO-C	10X12	120	1	1	120	1	1	120	1	1	120	
Payroll Clerk	1	WS3	8X8	64	1	1	64	2	2	128	2	2	128	
Sr. Accountant	6	PO-C	10X12	120	7	7	840	7	7	840	7	7	840	
Accountant	-	WS3	8X8	64	1	1	64	1	1	64	1	1	64	
Jr. Accountant	1	WS3	8x8	64	1	1	64	1	1	64	1	1	64	
Accounts Payable Clerk	4	WS3	8x8	64	4	4	256	4	4	256	4	4	256	
Banking/Cash Receipt Clerk	1	WS3	8x8	64	1	1	64	1	1	64	1	1	64	
Court Division Clerical	2	WS3	8x8	64	3	3	192	3	3	192	3	3	192	
Secretary III	1				1	1	-	1	1	-	1	1	-	3
Official Records Division														
Director	1	PO-C	10X12	120	1	1	120	1	1	120	1	1	120	
Supervisor	1	PO-C	10X12	120	1	1	120	1	1	120	1	1	120	
Clerk I	4	WS2	6x8	48	4	4	192	4	4	192	4	4	192	
Internal Audit														
Director	1	PO-C	10X12	120	1	1	120	1	1	120	1	1	120	
Sr. Internal Auditor	3	PO-C	10X12	120	4	4	480	5	5	600	6	6	720	
Shared / Support Space														
Waiting; Public computer/kiosks (5)				600		1	600		1	600		1	600	
Service Counter (3+1)			6x8	48		4	192		4	192		4	192	
Exec. Conference (10)			12x20	240		1	240		1	240		1	240	3
Conference (14)			14x26	364		1	364		1	364		1	364	
Large Meeting							-			-			-	
Break Room (8)				240		1	240		1	240		1	240	
							-			-			-	

Clerk of Court

Space Description	2018 Staff	Space Code/Unit Sizes			2022			2027			2037			Notes	
		Space Code	Unit Size	Unit Area NSF	{a}		{b}		{c}		{b}		{c}		
					Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space		
Internal Audit File Room			9x10	90		1	90		1	90		1	90		
Secure Storage			9x10	90		1	90		1	90		1	90		
Active Files			16x18	288		1	288		1	288		1	288		
Microfiche Storage			10x12	120		1	120		1	120		1	120		
							-			-			-		
Work / Copy Room / Supply			9x10	90		2	180		2	180		2	180		
Value Adjustment Board Mtgs. (8)			12x18	216		1	216		1	216		1	216		
Public waiting area (10)				200		1	200		1	200		1	200		
							-			-			-		
Net Subtotal	39						7,322			7,506			7,626		
29% Gross Circ. Factor							2,991			3,066			3,115		
Total Departmental Gross SF (DGSF)					45		10,313	47		10,572	49		10,741		

Typical Formula is $a \times b = c$

Notes:

1. at Justice Center
2. (4) racks + 1 WS
3. workspace at front counter
4. adjacent to Director
5. 3-4 times per year; will use Justice Center facilities
6. A. The break/coffee bar, training/conference rooms, and toilets noted here are planned as dedicated to this department unless noted otherwise.

Property Appraiser

		Space Code/Unit Sizes			2022			2027			2037			
		{a}			{b}		{c}	{b}		{c}	{b}		{c}	
Space Description	2018 Staff	Space Code	Unit Size	Unit Area NSF	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Notes
Murdock Campus - Main Office														
Staff Offices & Workstations														
Property Appraiser	1	PO-A	18.5 x 13.5	250	1	1	250	1	1	250	1	1	250	
Executive Assistant	1	WS3	8X8	64	1	1	64	1	1	64	1	1	64	
Fiscal Manager	1	PO-C	10x12	120	1	1	120	1	1	120	1	1	120	
Accountant Tech.	1	WS2	6x8	48	1	1	48	1	1	48	1	1	48	
Director Special Projects / Chief D	1	PO-C	10x12	120	1	1	120	1	1	120	1	1	120	
Department Directors	4	PO-C	10X12	120	4	4	480	4	4	480	4	4	480	
Assistant Directors	2	PO-C	10X12	120	2	2	240	2	2	240	2	2	240	
IS Programmers	3	WS3	8X8	64	3	3	192	4	4	256	4	4	256	
Conference Room (6)		CN A	11X15	165		1	165		1	165		1	165	
Computer Operator	1	WS3	8X8	64	1	1	64	1	1	64	1	1	64	
Appraisers	12	WS3	8X8	64	12	12	768	13	13	832	13	13	832	
Staff Appraisers (Field)	7	WS2	6x8	48	7	7	336	7	7	336	7	7	336	
TPP Appraisers	4	WS3	8X8	64	4	4	256	4	4	256	4	4	256	
Admin. Techs	4	WS2	6x8	48	3	3	144	3	3	144	3	3	144	
Cartographers/GIS	2	WS3	8X8	64	2	2	128	2	2	128	2	2	128	
Appraisal Techs	5	WS2	6x8	48	4	4	192	4	4	192	4	4	192	
Records Techs	3	WS2	6x8	48	3	3	144	2	2	96	2	2	96	
Exemption Techs	1		5X7	35	1	1	35	1	1	35	1	1	35	
							-			-			-	
Shared / Support Space							-			-			-	
Waiting (10)				240		3	720		3	720		3	720	1
Transaction/Service Counter			2x5	10		3	30		3	30		3	30	2
Work/Copy/Coffee			10x12	120		2	240		2	240		2	240	
Conference Room (15)		CN E	26x14	364		1	364		1	364		1	364	
Training Room (24)			25x30	750		1	750		1	750		1	750	3
Storage			10x14	140		1	140		1	140		1	140	
Meeting Room							-			-			-	4
Files/Storage			10x20	200		1	200		1	200		1	200	
Net Subtotal	53				6,190			6,270			6,270			
28% Internal Circulation Factor					2,407			2,438			2,438			
Total Departmental Gross SF (DGSF)					51	8,597		52	8,708		52	8,708		

Typical Formula is $a \times b = c$

South County Annex														
Office Manager (Records)	1	PO-C	10x12	120	1	1	120	1	1	120	1	1	120	
Records Techs	1	WS2	6x8	48	1	1	48	1	1	48	1	1	48	5
Staff Appraisers (Field)	2	WS2	6x8	48	2	2	96	2	2	96	2	2	96	
Open Conference (4)			10x12	120		1	120		1	120		1	120	6
Property Appraiser satellite office		PO-C	10x12	120		1	120		1	120		1	120	
							-			-			-	
Shared / Support Space														
Lobby/Waiting (4)			10x17	170		1	170		1	170		1	170	
Service Counter (2)			2x6	12		2	24		2	24		2	24	
Work/Copy (shared access)				60		1	60		1	60		1	60	
Storage/Files			10x12	120		1	120		1	120		1	120	

Property Appraiser

Space Description	2018 Staff	Space Code/Unit Sizes (a)			2022			2027			2037			Notes
		Space Code	Unit Size	Unit Area NSF	{b}		{c}	{b}		{c}	{b}		{c}	
					Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	
							-			-			-	
Net Subtotal	4						878			878			878	
25% Internal Circulation Factor							293			293			293	
Total Departmental Gross SF (DGSF)					4		1,171	4		1,171	4		1,171	

West County Annex														
Records Techs	2	WS2	6x8	48	2	2	96	1	1	48	2	2	96	5
Staff Appraisers (Field)	2	WS2	6x8	48	3	3	144	4	4	192	4	4	192	
Open Conference (4)			10x12	120		1	120		1	120		1	120	6
Property Appraiser satellite office		PO-C	10x12	120		1	120		1	120		1	120	
							-			-			-	
Shared / Support Space							-			-			-	
Lobby/Waiting (4)			10x17	170		1	170		1	170		1	170	
Service Counter (2)			2x6	12		2	24		2	24		2	24	7
Work/Copy (shared access)				60		1	60		1	60		1	60	
Storage/Files			10x12	120		1	120		1	120		1	120	
							-			-			-	
Net Subtotal	4						854			854			902	
25% Internal Circulation Factor							285			285			301	
Total Departmental Gross SF (DGSF)					5		1,139	5		1,139	6		1,203	

Notes:

1. 3 separate areas for split option
2. 3 spots to public
3. placeholder for training space to be shared at facility
4. access to shared 41-80 seating
5. at public counter
6. open conference portion of open office
7. Records Tech
8. The break/coffee bar, training/conference rooms, and toilets noted here are planned as dedicated to this department unless noted otherwise.

SHERIFF'S OFFICE - TOTAL

	2018	Public Facilities Strategic Master Space Plan					
		2022		2027		2037	
Space Description	Staff	Staff	Total Space	Staff	Total Space	Staff	Total Space
Administration Facility							
Executive Command, Finance, & Intelligence	46	50	7,841	58	8,796	61	9,150
Bureaus of Support Services and Law Enforcement	51	86	9,234	93	9,806	96	10,080
Shared/Support Spaces			17,541		17,670		17,670
Building Support Spaces			2,463		2,463		2,463
Net Subtotal	97		37,081		38,735		39,363
9% Mech/Bldg. Circ. Factor			3,667		3,831		3,893
Total Sheriff's Administration Facility [Gross SF]		136	40,748	151	42,566	157	43,256

E911 Facility							
E911 Facility	42	56	10,019	63	10,065	69	10,105
Net Subtotal			10,019		10,065		10,105
9% Mech/Bldg. Circ. Factor			991		995		999
Total E911 Facility [Gross SF]		56	11,010	63	11,061	69	11,105

District 2 Substation							
District 2 Substation	50	62	10,975	67	11,065	72	11,065
Net Subtotal			10,975		11,065		11,065
9% Mech/Bldg. Circ. Factor			1,085		1,094		1,094
Total District 2 Substation [Gross SF]		62	12,060	67	12,159	72	12,159

District 4 Substation							
District 4 Substation	50	62	10,975	67	11,065	72	11,065
Net Subtotal			10,975		11,065		11,065
9% Mech/Bldg. Circ. Factor			1,085		1,094		1,094
Total District 2 Substation [Gross SF]		62	12,060	67	12,159	72	12,159

Completed or Designed Sheriff's Facilities (areas are in Gross SF)							
District 01 Substation (Completed)	51	63	11,579	68	11,579	73	11,579
District 03 Substation (In Design)	51	63	16,575	68	16,575	73	16,575
Evidence / Forensics Building (In Design)	13	14	24,605	16	24,605	17	24,605
	115	140	52,759	152	52,759	163	52,759

		2022		2027		2037	
		Staff	Space	Staff	Space	Staff	Space
Total Staff		456		500		533	
Total Staff within MSP		316		348		370	
Total Gross Square Footage Needs for MSP			75,877		77,945		78,679

Sheriff's Office - Administration Facility (Part 1 of 4)

		Space Code/Unit Sizes			2022			2027			2037			
		{a}			{b}		{c}	{b}		{c}	{b}		{c}	
Space Description	2018 Staff	Space Code	Unit Size	Unit Area NSF	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Notes
Executive Command, Finance & Intelligence														
Staff Offices & Workstations														
Executive Command														
Sheriff	1	PO-A	18.5 x 13.5	250	1	1	250	1	1	250	1	1	250	
Colonel	1	PO-B	15x12	180	1	1	180	1	1	180	1	1	180	
Major	3	PO-B	15x12	180	4	4	720	5	5	900	5	5	900	
Finance (Director)	1	PO-B	15x12	180	1	1	180	1	1	180	1	1	180	
Finance Staff	6	WS3	8X8	64	7	7	448	8	8	512	9	9	576	
Supply/ Receiving	1	WS2	8X6	48	1	1	48	2	2	96	2	2	96	
Facility Maintenance	1	PO-C	12X10	120	1	1	120	1	1	120	1	1	120	
Internal Affairs	1	PO-C	12X10	120	2	2	240	2	2	240	3	3	360	
Professional Compliance	1	WS3	8X8	64	1	1	64	1	1	64	1	1	64	
Staff Inspections	1	WS3	8X8	64	1	1	64	1	1	64	1	1	64	
Accreditation	4	WS2	8X6	48	4	4	192	4	4	192	4	4	192	
Intelligence Division	1	PO-B	15x12	180	1	1	180	1	1	180	1	1	180	
Intelligence Unit (Lt.)	1	PO-B	15x12	180	1	1	180	1	1	180	1	1	180	
Sergeant	1	PO-C	12X10	120	1	1	120	1	1	120	1	1	120	
Corporal	1	PO-C	12X10	120	1	1	120	2	2	240	2	2	240	
Detectives	3	WS3	8X8	64	3	3	192	4	4	256	4	4	256	
Analysts	3	WS3	8X8	64	3	3	192	4	4	256	4	4	256	1
Secretary	1	WS3	8X8	64	1	1	64	1	1	64	1	1	64	
Planning and Research	1	WS3	8X8	64	1	1	64	2	2	128	2	2	128	
Star-Sergeant	1	PO-C	12X10	120	1	1	120	1	1	120	1	1	120	
Star-Corporal	1	PO-C	12X10	120	2	2	240	2	2	240	2	2	240	
Star-Members	6	WS3	8X8	64	6	6	384	7	7	448	8	8	512	
Community Affairs														
Supervisor	1	WS3	8X8	64	1	1	64	1	1	64	1	1	64	
PIO	1	WS3	8X8	64	1	1	64	1	1	64	1	1	64	
Video Production	1	PO-C	10x12	120	1	1	120	1	1	120	1	1	120	
Studio			15x25	375		1	375		1	375		1	375	
Edit/Control			12x12	144		1	144		1	144		1	144	
Storage			12x12	144		1	144		1	144		1	144	
Community Relations	2	WS2	8X6	48	2	2	96	2	2	96	2	2	96	
Polygrapher			8x10	80		1	80		1	80		1	80	
Vestibule			5x8	40		1	40		1	40		1	40	
Net Subtotal	46				5,489			6,157			6,405			
30% Internal Circ. Factor					2,352			2,639			2,745			
Total Departmental Gross SF (DGFSF)					50	7,841		58	8,796		61	9,150		

Typical Formula is $a \times b = c$

Notes:

1. Segregate from other workstations
2. The break/coffee bar, training/conference rooms, and toilets noted here are planned as dedicated to this department unless noted otherwise.

Sheriff's Office - Administration Facility (Part 2 of 4)

Space Description	2018 Staff	Space Code/Unit Sizes			2022			2027			2037			Notes
		Space Code	Unit Size	Unit Area NSF	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	
Bureaus of Support Services and Law Enforcement														
Staff Offices & Workstations														
Bureau of Support Services														
Operational Support Division	1	PO-B	15x12	180	1	1	180	1	1	180	1	1	180	
Special Operations (Lt.)	1	PO-C	10x12	120	1	1	120	1	1	120	1	1	120	
Secretary	1	WS3	8X8	64	1	1	64	1	1	64	1	1	64	
K-9 Unit														1
Sergeant	1	PO-C	10x12	120	1	1	120	1	1	120	1	1	120	
Corporal	2	WS3	8X8	64	2	2	128	2	2	128	2	2	128	
Officers	5	WS3	8X8	64	5	5	320	5	5	320	5	5	320	
Kennel Area		3x5		15		2	30		2	30		2	30	2
Marine Unit														
Sergeant	1	PO-C	10x12	120	1	1	120	1	1	120	1	1	120	
Corporal	1	WS3	8X8	64	1	1	64	1	1	64	1	1	64	
Officers	3	WS3	8X8	64	3	3	192	3	3	192	4	4	256	
Traffic Unit														
Corporal	1	WS3	8X8	64	1	1	64	1	1	64	1	1	64	
Officers	4	WS2	8X6	48	4	4	192	5	5	240	5	5	240	
Volunteer Services														
Sergeant	1	PO-C	10x12	120	1	1	120	1	1	120	1	1	120	
Volunteer /Light Duty workstations		WS2	8X6	48		6	288		6	288		6	288	
Human Resources (Dir.)	1	PO-B	15x12	180	1	1	180	1	1	180	1	1	180	
HR	5	WS3	8X8	64	6	6	384	6	6	384	6	6	384	
Risk Management	3	WS2	8X6	48	3	3	144	3	3	144	3	3	144	
Background	2	WS2	8X6	48	2	2	96	2	2	96	2	2	96	
Management Information (Dir.)	1	PO-B	15x12	180	1	1	180	1	1	180	1	1	180	
MIS	10	WS2	8X6	48	10	10	480	11	11	528	11	11	528	
Records	7	WS2	8X6	48	7	7	336	8	8	384	8	8	384	
Bureau of Law Enforcement														
Criminal Investigations	1	PO-B	15x12	180	1	1	180	1	1	180	1	1	180	
Major Case	1	PO-C	10x12	120	1	1	120	1	1	120	1	1	120	
Secretary	1	WS3	8X8	64	1	1	64	1	1	64	1	1	64	
Major Crimes	10	WS3	8X8	64	10	10	640	11	11	704	12	12	768	
Economic Crimes	6	WS3	8X8	64	7	7	448	8	8	512	9	9	576	
Computer Crimes	2	WS3	8X8	64	2	2	128	3	3	192	3	3	192	
Cold Case	3	WS3	8X8	64	3	3	192	3	3	192	3	3	192	
Juvenile / Examination	1	PO-C	10x12	120	1	1	120	1	1	120	1	1	120	3
Exam Room		9x10		90		1	90		1	90		1	90	
Soft Interview		12x12		144		1	144		1	144		1	144	
Watch Commanders	5	WS3	8X8	64	5	5	320	5	5	320	5	5	320	
Legal	-	PO-C	10x12	120	1	1	120	1	1	120	1	1	120	
Legal Assistant	-	WS3	8X8	64	-	-	-	1	1	64	1	1	64	
Aviation Unit	2	WS2	8X6	48	2	2	96	2	2	96	2	2	96	4
Net Subtotal	51				6,464			6,864			7,056			
30% Internal Circ. Factor					2,770			2,942			3,024			
Total Departmental Gross SF (DGSF)					86	9,234		93	9,806		96	10,080		

Typical Formula is $a \times b = c$

Sheriff's Office - Administration Facility (Part 3 of 4)

Space Description	2018 Staff	Space Code/Unit Sizes {a}			2022			2027			2037			Notes
		Space Code	Unit Size	Unit Area NSF	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	
Shared / Support Spaces														11
Public Lobby/Waiting				600		1	600		1	600		1	600	
Public Toilets			11x18	198		2	396		2	396		2	396	
Reception(2 clerks)/Security Desk														1
Subwaiting (6)				150		1	150		1	150		1	150	2
Training / Meeting Room (30-40)			33x38	1,254		1	1,254		1	1,254		1	1,254	
Work / Copy Room / Coffee			10x12	120		4	480		4	480		4	480	
Conference Room (14+10)			16x26	416		1	416		1	416		1	416	
HR Conference (12)			14x24	336		1	336		1	336		1	336	
Conference (6)			11x15	165		3	495		3	495		3	495	
Invest. War Room (14+10)			16x26	416		1	416		1	416		1	416	
Small Conf. (4)			10x12	120		4	480		4	480		4	480	3
Shared Files (36"w 4-dr lateral)			3x5	15		14	210		12	180		12	180	
Personnel Files			14x18	252		1	252		1	252		1	252	4
4-dr lateral files														
Community Affairs Storage			10x20	200		1	200		1	200		1	200	
Storage			10x12	120		1	120		1	120		1	120	
Equipment Storage			10x12	120		1	120		1	120		1	120	
Interview Room			10x12	120		3	360		4	480		4	480	
Interrogation Room			9x9	81		2	162		2	162		2	162	
Quartermaster Storage			50x70	3,500		1	3,500		1	3,500		1	3,500	5
Shelves							-			-			-	6
Uniform							-			-			-	
Service Counter/Desk							-			-			-	
Dressing Room			5x7	35		2			2			2		
Temp. Armory			8x14	112		1	112		1	112		1	112	7
Staff Break (32)														
Kitchen/Vending(3)			24x38	912		1	912		1	912		1	912	
Exercise Room							-			-			-	8
Staff Locker Rooms							-			-			-	
Staff Toilets				280		2	560		2	560		2	560	
Shower Rooms (3)			8x12	96		2	192		2	192		2	192	
Lockers - 1/2 temp lockers shared				5		60	300		60	300		60	300	9
Single Staff Toilets			8x8	64		4	256		4	256		4	256	10
Net Subtotal	-						12,279			12,369			12,369	
30% Internal Circ. Factor							5,262			5,301			5,301	
Total Departmental Gross SF (DGSF)					-		17,541	-		17,670	-		17,670	

Typical Formula is $a \times b = c$

Sheriff's Office - Administration Facility (Part 4 of 4)

Space Description	2018 Staff	Space Code/Unit Sizes {a}			2022			2027			2037			Notes
		Space Code	Unit Size	Unit Area NSF	{b}		{c}	{b}		{c}	{b}		{c}	
					Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	
Building Support Spaces														
Building Control			9x12	108		1	108		1	108		1	108	
Central Electrical			16x20	320		1	320		1	320		1	320	
Emergency Power			8x12	96		1	96		1	96		1	96	
Electrical Closet			9x12	108		1	108		1	108		1	108	
Mechanical			16x20	320		1	320		1	320		1	320	
Sprinkler			8x8	64		1	64		1	64		1	64	
Central Janitor			9x12	108		1	108		1	108		1	108	
Janitor Closets			6x7	42		3	126		3	126		3	126	
A/V Closet			5x5	25		2	50		2	50		2	50	
I.T./Data Room			10x12	120		2	240		2	240		2	240	
Building Materials Storage			10x12	120		1	120		1	120		1	120	
K-9 Training/ Storage			10x18	180		1	180		1	180		1	180	1
Loading Dock			10x18	180		1	180		1	180		1	180	
Net Subtotal	-						2,020			2,020			2,020	
18% Internal Circ. Factor							443			443			443	
Total Departmental Gross SF (DGSF)					-		2,463	-		2,463	-		2,463	

Typical Formula is $a \times b = c$

Notes:

1. Dog food storage

Sheriff's Office - E911 Communications Center

Space Description	2018 Staff	Space Code/Unit Sizes {a}			2022			2027			2037			Notes
		Space Code	Unit Size	Unit Area NSF	{b}		{c}	{b}		{c}	{b}		{c}	
					Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	
Communications	40				54	54		61	61		67	67	-	1
E911	2	WS3	8x8	64	2	2	128	2	2	128	2	2	128	
Shared / Support Space														5
Lobby				120		1	120		1	120		1	120	
Public Toilet			8x8	64		1	64		1	64		1	64	
Comm Center (20 total consoles)							3,000			3,000			3,000	2
Call Taker Console														
Comm Operator Console														
Supervisor Console														
Training Console														
Manager		PO-B	15x12	180		1	180		1	180		1	180	3
Quality Assurance Office			10x12	120		1	120		1	120		1	120	
Supervisor		WS3	8x8	64		2	128		2	128		2	128	
Work / Copy Room			9x10	90		1	90		1	90		1	90	
Conference Room (12)			14x24	336		1	336		1	336		1	336	
Small Conf. (4)			10x12	120		1	120		1	120		1	120	
Files			3x5	15		6	90		6	90		6	90	
Storage			10x12	120		1	120		1	120		1	120	
Staff Break (16) Kitchen			24x38	912		1	912		1	912		1	912	
Quiet Room			8x8	64		2	128		2	128		2	128	
Lockers - 12w"x22"dx36"h				5		56	280		63	315		69	345	
Shower/toilet Room														
Single Staff Toilets			8x8	64		3	192		3	192		3	192	4
Building Support Spaces														
Central Electrical			12x14	168		1	168		1	168		1	168	
Equipment/Racks				300		1	300		1	300		1	300	
UPS Room				200		1	200		1	200		1	200	
Electrical Closet			9x12	108		1	108		1	108		1	108	
Radio Equipment				150		1	150		1	150		1	150	
Mechanical			12x14	168		1	168		1	168		1	168	
Sprinkler			8x8	64		1	64		1	64		1	64	
Central Janitor			9x12	108		1	108		1	108		1	108	
Staff Corridor to EOC			6x40	240		1	240		1	240		1	240	
Net Subtotal	42						7,514			7,549			7,579	
25% Internal Circ. Factor							2,505			2,516			2,526	
Total Departmental Gross SF (DGSF)					56		10,019	63		10,065	69		10,105	

Typical Formula is $a \times b = c$

Notes:

1. 12 hour shifts
2. Consoles (increase by 50%)
3. Lieutenant Office
4. Dispersed in facility
5. The break/coffee bar, training/conference rooms, and toilets noted here are planned as dedicated to this department unless noted otherwise.

Sheriff's Office - District 2 Substation

		Space Code/Unit Sizes			2022			2027			2037				
		{a}			{b}		{c}	{b}		{c}	{b}		{c}		
Space Description	2018 Staff	Space Code	Unit Size	Unit Area NSF	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Notes	
Staff Offices & Workstations															
Sheriff	1	PO-A	18.5 x 13.5	250	1	1	250	1	1	250	1	1	250		
District Commander	1	PO-B	15x12	180	1	1	180	1	1	180	1	1	180		
Secretary	1	PO-C	10x12	120	1	1	120	1	1	120	1	1	120		
CPO	1	PO-C	10x12	120	1	1	120	1	1	120	1	1	120		
Visitor	1	PO-C	10x12	120	1	1	120	1	1	120	1	1	120		
Criminal Investigations Sergeant	1	PO-C	10x12	120	1	1	120	1	1	120	1	1	120		
Criminal Investigations Corporal	1	PO-C	10x12	120	1	1	120	1	1	120	1	1	120		
Detective	3	WS3	8X8	64	3	3	192	4	4	256	4	4	256		
Patrol Sergeants	4	WS3	8X8	64	4	4	256	4	4	256	4	4	256	1	
Patrol Corporals	4	WS3	8X8	64	4	4	256	4	4	256	4	4	256	2	
Patrol Officers	28	WS2	6x8	48	41	41		45	45		50	50			
Clerk	1	WS1	3x5	20	2	2	40	2	2	40	2	2	40	3	
Light Duty	4	WS2	6x8	48	2	2	96	2	2	96	2	2	96		
							-			-			-		
Shared / Support Space							-			-			-		
Lobby/Waiting				368		1	368		1	368		1	368		
Public Toilet							-			-			-		
Meeting Room (24)				607		1	607		1	607		1	607		
Reception				155		1	155		1	155		1	155		
Open Office/Workstations				378		1	378		1	378		1	378		
Workroom/Mail boxes				200		1	200		1	200		1	200		
Conference (8)				264		1	264		1	264		1	264		
Roll Call/Briefing				574		1	574		1	574		1	574		
Bull Pen/Report Writing				636		1	636		1	636		1	636		
Storage				125		1	125		1	125		1	125		
Armory				102		1	102		1	102		1	102		
Evidence				142		1	142		1	142		1	142		
Interview Suite							-			-			-		
Interview Room				76		2	152		2	152		2	152		
Vestibule/Control				174		1	174		1	174		1	174		
Secure Toilet				36		1	36		1	36		1	36		
Breakroom (4)				143		1	143		1	143		1	143		
Men's Staff Toilet				207		1	207		1	207		1	207		
Men's Lockers				207		1	207		1	207		1	207		
Women's Staff Toilet				212		1	212		1	212		1	212		
Women's Lockers				149		1	149		1	149		1	149		
Exercise Room				828		1	828		1	828		1	828		
							-			-			-		
Janitor Closet				35		1	35		1	35		1	35		
Fire Riser				24		1	24		1	24		1	24		
Mechanical				242		1	242		1	242		1	242		
Electrical				152		1	152		1	152		1	152		
IT/Data Closet				60		1	60		1	60		1	60		
Net Subtotal	50				7,792			7,856			7,856				
29% Internal Circ. Factor					3,183			3,209			3,209				
Total Departmental Gross SF (DGFSF)					62			10,975			72			11,065	

Notes:

1. Shared office w/ Corporals
2. Shared office w/ Sergeants
3. counter
4. The break/coffee bar, training/conference rooms, and toilets noted here are planned as dedicated to this department unless noted otherwise.

Sheriff's Office - Substation 4

		Space Code/Unit Sizes			2022			2027			2037			
		{a}			{b}		{c}	{b}		{c}	{b}		{c}	
Space Description	2018 Staff	Space Code	Unit Size	Unit Area NSF	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Notes
Staff Offices & Workstations														
Sheriff	1	PO-A	18.5 x 13.5	250	1	1	250	1	1	250	1	1	250	
District Commander	1	PO-A	18.5 x 13.5	250	1	1	250	1	1	250	1	1	250	
Secretary	1	PO-C	10x12	120	1	1	120	1	1	120	1	1	120	
CPO	1	PO-C	10x12	120	1	1	120	1	1	120	1	1	120	
Visitor	1	PO-C	10x12	120	1	1	120	1	1	120	1	1	120	
Criminal Investigations Sergeant	1	PO-C	10x12	120	1	1	120	1	1	120	1	1	120	
Criminal Investigations Corporal	1	PO-C	10x12	120	1	1	120	1	1	120	1	1	120	
Detective	3	WS3	8X8	64	3	3	192	4	4	256	4	4	256	
Patrol Sergeants	4	WS3	8X8	64	4	4	256	4	4	256	4	4	256	1
Patrol Corporals	4	WS3	8X8	64	4	4	256	4	4	256	4	4	256	2
Patrol Officers	28	WS2	6x8	48	41	41		50	50		60	60		
Lobby Clerk (FTE)	1	WS1	3x5	20	2	2	40	2	2	40	2	2	40	3
Light Duty	4	WS2	6x8	48	2	2	96	2	2	96	2	2	96	
							-			-			-	
Shared / Support Space							-			-			-	
Lobby/Waiting				368		1	368		1	368		1	368	
Public Toilet							-			-			-	
Meeting Room (24)				607		1	607		1	607		1	607	
Reception				155		1	155		1	155		1	155	
Open Office/Workstations				378		1	378		1	378		1	378	
Workroom/Mail boxes				200		1	200		1	200		1	200	
Conference (8)				264		1	264		1	264		1	264	
Roll Call/Briefing				574		1	574		1	574		1	574	
Bull Pen/Report Writing				636		1	636		1	636		1	636	
Storage				125		1	125		1	125		1	125	
Armory				102		1	102		1	102		1	102	
Evidence				142		1	142		1	142		1	142	
Interview Suite							-			-			-	
Interview Room				76		2	152		2	152		2	152	
Vestibule/Control				174		1	174		1	174		1	174	
Secure Toilet				36		1	36		1	36		1	36	
Breakroom (4)				143		1	143		1	143		1	143	
Men's Staff Toilet				207		1	207		1	207		1	207	
Men's Lockers				207		1	207		1	207		1	207	
Women's Staff Toilet				212		1	212		1	212		1	212	
Women's Lockers				149		1	149		1	149		1	149	
Exercise Room				828		1	828		1	828		1	828	
							-			-			-	
Janitor Closet				35		1	35		1	35		1	35	
Fire Riser				24		1	24		1	24		1	24	
Mechanical				242		1	242		1	242		1	242	
Electrical				152		1	152		1	152		1	152	
IT/Data Closet				60		1	60		1	60		1	60	
Net Subtotal	50						7,862			7,926			7,926	
29% Internal Circ. Factor							3,211			3,237			3,237	
Total Departmental Gross SF (DGSF)					62		11,073	72		11,163	82		11,163	

Notes:

1. Shared office w/ Corporals
2. Shared office w/ Sergeants
3. counter
4. The break/coffee bar, training/conference rooms, and toilets noted here are planned as dedicated to this department unless noted otherwise.

Sheriff's Office - Completed or Designed Satellite Facilities

		Space Code/Unit Sizes			2022			2027			2037				
		{a}			{b} {c}			{b} {c}			{b} {c}				
Space Description	2018 Staff	Space Code	Unit Size	Unit Area NSF	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Notes	
District 01 Substation								(Completed - Gross 11,579 SF)							
District Commander	1	PO-A	18.5 x 13.5	250	1		-	1		-	1		-		
Secretary	1	PO-C	10x12	120	1		-	1		-	1		-		
Sheriff	1	PO-A	18.5 x 13.5	250	1		-	1		-	1		-		
CPO	1	PO-C	10x12	120	1		-	1		-	1		-		
Visitor	1	PO-C	10x12	120	1		-	1		-	1		-		
Criminal Investigations Sergeant	1	PO-C	10x12	120	1		-	1		-	1		-		
Criminal Investigations Corporal	1	PO-C	10x12	120	1		-	1		-	1		-		
Detective	3	WS3	8X8	64	3		-	4		-	4		-		
Patrol Sergeants	4	WS3	8X8	64	4		-	4		-	4		-		
Patrol Corporals	4	WS3	8X8	64	4		-	4		-	4		-		
Patrol Officers	28	WS2	6x8	48	41			45			50				
Clerk	1	WS1	3x5	20	2		-	2		-	2		-		
Light Duty	4	WS2	6x8	48	2		-	2		-	2		-		
Total Staffing District 1	51				63			68			73				
District 03										(In Design - 16,575 Gross SF)					
District Clerk	-	PO-C	10x12	120											
Agricultural Deputy	-	PO-C	10x12	120											
District Commander	1	PO-A	18.5 x 13.5	250	1		-	1		-	1		-		
Secretary	1	PO-C	10x12	120	1		-	1		-	1		-		
Sheriff	1	PO-A	18.5 x 13.5	250	1		-	1		-	1		-		
CPO	1	PO-C	10x12	120	1		-	1		-	1		-		
Visitor	1	PO-C	10x12	120	1		-	1		-	1		-		
Criminal Investigations Sergeant	1	PO-C	10x12	120	1		-	1		-	1		-		
Criminal Investigations Corporal	1	PO-C	10x12	120	1		-	1		-	1		-		
Detective	3	WS3	8X8	64	3		-	4		-	4		-		
Patrol Sergeants	4	WS3	8X8	64	4		-	4		-	4		-	1	
Patrol Corporals	4	WS3	8X8	64	4		-	4		-	4		-	2	
Patrol Officers	28	WS2	6x8	48	41			45			50				
Clerk	1	WS1	3x5	20	2		-	2		-	2		-	3	
Light Duty	4	WS2	6x8	48	2		-	2		-	2		-		
Total Staffing District 3	51				63			68			73				
Evidence / Forensics Building										(In Design - 24,605 Gross SF)					
Crime Scene Admin	1	PO-B	15 X 12	180	1		-	1		-	1		-		
Crime Scene Supervisor	1	PO-C	10x12	120	1		-	1		-	1		-		
Crime Scene Tech	7				7			8			9				
Evidence Supervisor	1	PO-C	10x12	120	1		-	1		-	1		-		
Evidence Tech	3				4			5			5				
Total Staffing Evidence/Forensics	13				14			16			17				

Notes:

1. Shared office w/ Corporals
2. Shared office w/ Sergeants
3. counter
4. The break/coffee bar, training/conference rooms, and toilets noted here are planned as dedicated to this department unless noted otherwise.

Supervisor of Elections

Space Description	2018 Staff	Space Code/Unit Sizes			2022			2027			2037			Notes
		Space Code	{a}		Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	
			Unit Size	Unit Area NSF										
Main Office														
Staff Offices & Workstations														
Supervisor of Elections	1	PO-A	18.5 x 13.5	250	1	1	250	1	1	250	1	1	250	
Assistant SOE	2	PO-C	10x12	120	1	1	120	1	1	120	1	1	120	
IT Director	1	WS3	8x8	64	1	1		1	1	64	1	1	64	
Office Manager	1	WS3	8x8	64	1	1	64	1	1	64	1	1	64	
Deputy Registrar	4	WS2	6x8	48	5	5	240	6	6	288	6	6	288	
Registration - Dept Head	1	WS3	8x8	64	1	1	64	1	1	64	1	1	64	
Poll Worker - Dept Head	1	WS3	8x8	64	1	1	64	1	1	64	1	1	64	
Temp Election Workers		WS1		35		6	210		6	210		6	210	
							-			-			-	
Shared / Support Space														
Waiting/Windows (3)			18x12	216		1	216		1	216		1	216	2
Tabulation Room			24x30	720		1	720		1	720		1	720	
Phone Room (6)			12x16	192		1	192		1	192		1	192	
Mail Room (4)			12x14	168		1	168		1	168		1	168	
Conference (12)			14x24	336		1	336		1	336		1	336	
Ballot Vault			10x12	120		1	120		1	120		1	120	
Media Room			12x16	192		1	192		1	192		1	192	3
Work/Copy/Coffee			10x12	120		1	120		1	120		1	120	
Storage			12x20	240		1	240		1	240		1	240	
Server Room			10x12	120		1	120		1	120		1	120	
Net Subtotal	11						3,436			3,548			3,548	
28% Gross Circ. Factor							1,336			1,380			1,380	
Total Departmental Gross SF (DGSF)					11		4,772	12		4,928	12		4,928	

Typical Formula is $a \times b = c$

SOE Warehouse														1
Staff Offices & Workstations														
Warehouse Manager	1	WS3	8x8	64	1	1	64	1	1	64	1	1	64	
Warehouse Specialist	1	WS2	6x8	48	1	1	48	1	1	48	1	1	48	
Shared / Support Space														
Work/Copy/Coffee bar			7x10	70		1	70		1	70		1	70	
Staff Toilet			8x8	64		1	64		1	64		1	64	
Loading/Storage			12x20	240		1	240		1	240		1	240	
Logic/Accuracy Testing			15x40	600		1	600		1	600		1	600	
Storage			40x80	3,200		1	3,200		1	3,200		1	3,200	
Mechanical			10x12	120		1	120		1	120		1	120	
Electrical/Data Closet			10x12	120		1	120		1	120		1	120	
Net Subtotal	2						4,526			4,526			4,526	
10% Gross Circ. Factor							503			503			503	
Total Gross Area [square footage]					2		5,029	2		5,029	2		5,029	

Notes:

Supervisor of Elections

Space Description	2018 Staff	Space Code/Unit Sizes			2022			2027			2037			Notes
		Space Code	Unit Size	Unit Area NSF	{a}			{b}			{b}			
					Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	

1. Program currently shows warehouse as a stand-alone facility. Development option for combining with main SOE office could adjust some of the building support and staff support type spaces.
2. Workstations under Deputy Registrar
3. Not currently at facility
4. The break/coffee bar, training/conference rooms, and toilets noted here are planned as dedicated to this department unless noted otherwise.

Tax Collector - South County Annex

Space Description	2018 Staff	Space Code/Unit Sizes			2022			2027			2037			Notes
		Space Code	Unit Size	Unit Area NSF	{a}		{b}	{c}	{b}	{c}	{b}	{c}		
					Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	
Staff Offices & Workstations														
Contact Center Training Retention (South County Annex)														
Specialist	3	WS2	6X8	48	5	5	240	7	7	336	7	7	336	
Assistant Supervisor	1	WS3	8X8	64	1	1	64	1	1	64	1	1	64	
Internal Operation Specialist	1	WS2	6X8	48	1	1	48	1	1	48	1	1	48	
Trainer / Coordinator	1	PO-C	10x12	120	1	1	120	1	1	120	1	1	120	
Assistant Operation Specialist	-	WS3	8X8	64	1	1	64	2	2	128	2	2	128	
Trainer Specialist	-	WS3	8X8	64	1	1	64	2	2	128	2	2	128	
Shared / Support Space														
Training Room (24)			25x30	750		1	750		1	750		1	750	
Storage/A/V			10x14	140		1	140		1	140		1	140	
Work/Copy			10x12	120		1	120		1	120		1	120	
Records Retention storage				570		1	570		1	570		1	570	1
	-						-			-			-	
Net Subtotal	6						2,180			2,404			2,404	
28% Gross Circ. Factor							848			935			935	
Contact Subtotal DGSF					10		3,028	14		3,339	14		3,339	

Motor Services (South County Annex)														
Branch Manager	1	PO-C	12X10	120	1	1	120	1	1	120	1	1	120	
Assistant Supervisor	1	WS2	6x8	48	1	1	48	1	1	48	1	1	48	2
Dealer Coordinator	1	WS2	6x8	48	1	1	48	1	1	48	1	1	48	2
Tech Specialist	9				11			13			15			3
Part-time	2				2			2			2			3
Part-time Seasonal	2				2			2			2			3
Dealer Tech Specialist	-				1			1			1			3
Reception Desk (rotating)														
<u>Shared / Support Space</u>														
Lobby/Waiting(40)/ Queue(20)				1,800		1	1,800		1	1,800		1	1,800	
<i>Cust Serv stations at Counter</i>			6x8	48		18	864		20	960		22	1,056	
<i>Customer Service Kiosk</i>			3x5	15		2	30		3	45		3	45	
<i>Small conf/F.P.</i>			10x12	120		1	120		1	120		1	120	
<i>Training/Driver's</i>			18x12	216		1	216		1	216		1	216	4
Concealed Weapons			12x14	168		1	168		1	168		1	168	5
Count Room			5x9	45		1	45		1	45		1	45	
<i>Vault</i>			8x10	80		1	80		1	80		1	80	
Break Room (shared)				300		1	300		1	300		1	300	
Staff Toilet (3 stall)			11x18	198		2	396		2	396		2	396	
Work/Copy/Supplies			10x12	120		1	120		1	120		1	120	
IT/Server Room			10x11	110		1	110		1	110		1	110	
Inventory Storage				400		1	400		1	400		1	400	
Forms/Plates room														6
Public Toilet (3 stall)			11x18	198		2	396		2	396		2	396	
							-			-			-	
Net Subtotal	16						5,261			5,372			5,468	
28% Gross Circ. Factor							2,046			2,089			2,126	
Punta Gorda Subtotal DGSF					19		7,307	21		7,461	23		7,594	

Tax Collector - South County Annex

Space Description	2018 Staff	Space Code/Unit Sizes			2022			2027			2037			Notes
		Space Code	Unit Size	Unit Area NSF	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	

Tax Collector - South County Annex	22				29	10,335		35	10,800		37	10,933	
---	-----------	--	--	--	-----------	---------------	--	-----------	---------------	--	-----------	---------------	--

Typical Formula is $a \times b = c$

Notes:

1. Match existing space
2. Space also at counter
3. at counter
4. examine station, 4 person table for interpret sep room
5. matched existing size + 15%
6. adjacent to work counter
7. The break/coffee bar, training/conference rooms, and toilets noted here are planned as dedicated to this department unless noted otherwise.

Tax Collector - Satellite Locations

		Space Code/Unit Sizes			2022			2027			2037			
		{a}			{b}		{c}	{b}		{c}	{b}		{c}	
Space Description	2018 Staff	Space Code	Unit Size	Unit Area NSF	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Notes
Englewood 6868 San Casa Dr - West County Annex														
Supervisor	1	PO-C	10x12	120	1	1	120	1	1	120	1	1	120	
Assistant Supervisor	1	WS2	6x8	48	1	1	48	1	1	48	1	1	48	
Tech Specialist	7	WS1	5X7	35	10	10	350	11	11	385	11	11	385	
Part-time (FTE)	1	WS1	5X7	35	2	2	70	3	3	105	3	3	105	
Work/Copy/Supplies			10x12	120		1	120		1	120		1	120	
Storage/Files														
Net Subtotal	10						708			778			778	
25% Gross Circ. Factor							236			259			259	
Englewood Subtotal DGSF					14		944	16		1,037	16		1,037	

Olean Blvd. - Port Charlotte Annex

Supervisor	1	PO-C	10X12	120	1	1	120	1	1	120	1	1	120	
Tech Specialist	2	WS3	8X8	64	4	4	256	4	4	256	4	4	256	
Part-time	1	WS1	5X7	35	1	1	35	1	1	35	1	1	35	
Net Subtotal	4						411			411			411	
28% Gross Circ. Factor							160			160			160	
Olean - Port Charlotte Subtotal DGSF					6		571	6		571	6		571	

Tax Collector Satellite Total	14				20		1,515	22		1,608	22		1,608	
--------------------------------------	-----------	--	--	--	-----------	--	-------	-----------	--	-------	-----------	--	-------	--

Typical Formula is $a \times b = c$

Notes:

1. The break/coffee bar, training/conference rooms, and toilets noted here are planned as dedicated to this department unless noted otherwise.

Tax Collector - Administration

		Space Code/Unit Sizes			2022			2027			2037			
		{a}			{b}		{c}	{b}		{c}	{b}		{c}	
Space Description	2018 Staff	Space Code	Unit Size	Unit Area NSF	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Notes
Tax Collector - Administration														
Tax Collector	1	PO-A	13.5 X 18.5	250	1	1	250	1	1	250	1	1	250	
Secretary	1	PO-C	10X12	120	1	1	120	1	1	120	1	1	120	
Deputy Tax Collector	2	PO-C	10X12	120	1	1	120	1	1	120	1	1	120	
Administrative Assistant	-	WS3	8X8	64	1	1	64	1	1	64	1	1	64	
Admin Files (6) 5-dr units			8x10	80		1	80		1	80		1	80	
IT Director	1	PO-C	10X12	120	1	1	120	1	1	120	1	1	120	
System Administrator	1	WS3	8X8	64	1	1	64	1	1	64	1	1	64	
System Analyst	2	WS3	8X8	64	2	2	128	3	3	192	3	3	192	
Tax Manager	1	PO-C	10X12	120	1	1	120	1	1	120	1	1	120	
Tax Support Analyst	1	PO-C	10X12	120	1	1	120	1	1	120	1	1	120	
Revenue Collection Tax Clerks	4	WS2	6X8	48	2	2	96	3	3	144	3	3	144	1
Tax Clerks Field Enforcement	-	WS3	8X8	64	1	1	64	2	2	128	2	2	128	
Finance Director	1	PO-C	10X12	120	1	1	120	1	1	120	1	1	120	
Finance Clerks	4	WS3	8X8	64	4	4	256	4	4	256	4	4	256	
Finance Accountant	1	PO-C	10X12	120	1	1	120	2	2	240	2	2	240	
Finance Files (9) 5-dr laterals			9x14	126		1	126		1	126		1	126	
Human Resource Manager	-	PO-C	10X12	120	1	1	120	1	1	120	1	1	120	
Director of Motor Services	-	PO-C	10X12	120	1	1	120	1	1	120	1	1	120	
Shared / Support Space														
Waiting (6)				120		1	120		1	120		1	120	
							-			-			-	
Conference (10)			12x25	300		1	300		1	300		1	300	
Training stations in room (2)														
Work/Copy/Coffee			10x12	120		1	120		1	120		1	120	
Secure Storage			5x9	45		1	45		1	45		1	45	
Vault or Safe			5x9	45		1	45		1	45		1	45	
Break Room				120		1	120		1	120		1	120	
Storage			10x12	120		1	120		1	120		1	120	
Data/Server Room			10x12	120		1	120		1	120		1	120	
Net Subtotal	20				3,198			3,494			3,494			
28% Gross Circ. Factor					1,244			1,359			1,359			
Total Departmental Gross SF (DGSF)					21	4,442		25	4,853		25	4,853		

Typical Formula is $a \times b = c$

Notes:

- (3) would remain at Murdock if TC admin relocates to South County Annex
- The break/coffee bar, training/conference rooms, and toilets noted here are planned as dedicated to this department unless noted otherwise.

Tax Collector - Murdock Motor Services

Space Description	2018 Staff	Space Code/Unit Sizes			2022			2027			2037			Notes
		Space Code	Unit Size	Unit Area NSF	{a}		{b}	{c}	{b}	{c}	{b}	{c}		
					Qty. of Staff	Qty. of Space							Qty. of Staff	
Mail Processing - Murdock A														
Mail Courier	1	WS2	6X8	48	2	2	96	2	2	96	2	2	96	
Process & Imaging Spec.	4	WS3	8X8	64	5	5	320	5	5	320	5	5	320	
Part-time Opener Seasonal	2	WS1	5X7	35	2	2	70	2	2	70	2	2	70	
Part-time Annual	1	WS2	6X8	48	1	1	48	1	1	48	1	1	48	
Shared / Support Space														
Vestibule/Delivery Drop			10x14	140		1	140		1	140		1	140	
Mail Processing Room/Sort				750		1	750		1	750		1	750	
							-			-			-	
Net Subtotal	8						1,424			1,424			1,424	
26% Gross Circ. Factor							500			500			500	
Mail Processing Subtotal DGSF					10		1,924	10		1,924	10		1,924	

Murdock Motor Services (Murdock A 1st Floor)														
Tech Specialist (Customer Service)	10	WS2	6X8	48	12	12	576	14	14	672	16	16	768	
Assistant Supervisor	1	WS2	6X8	48	1	1	48	1	1	48	1	1	48	
Supervisor	1	PO-C	12X10	120	1	1	120	1	1	120	1	1	120	
Part-time Customer Service	3	WS2	6X8	48	5	5	240	7	7	336	7	7	336	
Revenue Collection Tax Clerks		WS2	6X8	48	3	3	144	3	3	144	3	3	144	
Shared / Support Space														
Lobby/Waiting(10)/Queue				700		1	700		1	700		1	700	
Cust Serv stations at Counter			6x5	30		17	510		17	510		17	510	
Customer Service Kiosk			3x5	15		3	45		3	45		3	45	
Reception Desk			6x8	48		1	48		1	48		1	48	
Private Consult Station			6x12	72		2	144		2	144		2	144	
Concealed Weapons			12x14	168		1	168		1	168		1	168	1
Training/Driver's			18x12	216		1	216		1	216		1	216	2
Work/Copy/Coffee			10x12	120		1	120		1	120		1	120	
Supplies			9x12	108		1	108		1	108		1	108	3
Tag Storage			11x18	198		1	198		1	198		1	198	3
Count Room (3)			10x14	140		1	140		1	140		1	140	4
Vault				80		1	80		1	80		1	80	
Break Room (shared)							-			-			-	
Storage			10x12	120		1	120		1	120		1	120	
Net Subtotal	15						3,725			3,917			4,013	
28% Gross Circ. Factor							1,449			1,523			1,561	
Murdock Motor Services Subtotal DGSF					22		5,174	26		5,440	28		5,574	

Tax Collector Murdock Total	23				32		7,098	36		7,365	38		7,498	
------------------------------------	-----------	--	--	--	-----------	--	--------------	-----------	--	--------------	-----------	--	--------------	--

Typical Formula is $a \times b = c$

Notes:

1. not currently done at Murdock
2. Training and Driver's training room should accommodate 3 computer stations, 1 station for written exams, and 4-person conference table.
3. Matches current capacity
4. video record
5. The break/coffee bar, training/conference rooms, and toilets noted here are planned as dedicated to this department unless noted otherwise.

Department of Health - Part 1

		Space Code/Unit Sizes			2022			2027			2037			
		{a}			{b}	{c}		{b}	{c}		{b}	{c}		
Space Description	2018 Staff	Space Code	Unit Size	Unit Area NSF	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Notes
Staff Offices & Workstations														
County Health Dept.	1	PO-A	18.5 X	250	1	1	250	1	1	250	1	1	250	
Financial Administrator	1	PO-A	18.5 X 13.5	250	1	1	250	2	2	500	2	2	500	
Environmental Health Admin	1	PO-A	18.5 X 13.5	250	1	1	250	1	1	250	1	1	250	
Environmental SP1	4	WS2	6X8	48	4	4	192	5	5	240	5	5	240	
Environmental SP2	5	WS2	6X8	48	5	5	240	6	6	288	6	6	288	
Environmental Supervisor SES	1	WS3	8X8	64	1	1	64	1	1	64	1	1	64	
Operation Consultant Manager	1	PO-C	10X12	120	2	2	240	3	3	360	4	4	480	
Executive Comm Health Director	1	PO-B	12X15	180	2	2	360	2	2	360	2	2	360	
Executive Secretary	1	PO-C	10X12	120	2	2	240	2	2	240	3	3	360	
Medical Director	1	PO-B	12X15	180	1	1	180	1	1	180	1	1	180	
RN	3	PO-C	10X12	120	4	4	480	5	5	600	6	6	720	
LPN	1	WS3	8X8	64	2	2	128	3	3	192	4	4	256	
Nurse Practitioner	1	WS3	8X8	64	2	2	128	3	3	192	4	4	256	
Senior RN Comm Health	3	WS3	8X8	64	5	5	320	9	9	576	9	9	576	
Program Administrator	1	PO-C	10X12	120	1	1	120	1	1	120	1	1	120	
Senior PH Nutritionist supervisor	1	PO-C	10X12	120	1	1	120	2	2	240	3	3	360	
Senior PH Nutritionist	1	PO-C	10X12	120	1	1	120	2	2	240	2	2	240	
PH Nutritionist	2	PO-C	10X12	120	3	3	360	4	4	480	4	4	480	
Nutrition Educator	1	PO-C	10X12	120	2	2	240	3	3	360	3	3	360	
Dietetic Technician	1	PO-C	10X12	120	3	3	360	4	4	480	5	5	600	
Nursing Program Specialist	1	PO-C	10X12	120	2	2	240	3	3	360	3	3	360	
Health Educator	-	PO-C	10X12	120	2	2	240	3	3	360	4	4	480	
Health Educator Consultants	3	WS2	6X8	48	4	4	192	5	5	240	6	6	288	
Health Educator Consultants	2	WS2	6X8	48	2	2	96	2	2	96	2	2	96	
OPS Health Educator Consultants	1	WS2	6X8	48	2	2	96	3	3	144	3	3	144	
OPS Health Technician	1	WS2	6X8	48	2	2	96	2	2	96	2	2	96	
Health Support Specialist	3	WS2	6X8	48	4	4	192	6	6	288	8	8	384	
Family Support Worker	2	PO-C	10X12	120	3	3	360	4	4	480	4	4	480	
Family Support Worker	1	PO-C	10X12	120	2	2	240	3	3	360	4	4	480	
Planning Consultant	1	PO-C	10X12	120	1	1	120	2	2	240	2	2	240	
Senior Clerk	1	WS3	8X8	64	2	2	128	3	3	192	3	3	192	
Senior Clerks	4	WS2	6X8	48	4	4	192	6	6	288	8	8	384	
Senior OPS Clerks	2	PO-C	10X12	120	2	2	240	3	3	360	3	3	360	
OPS Clerks	2	WS2	6X8	48	2	2	96	3	3	144	4	4	192	
Management Analyst	1	PO-C	10X12	120	1	1	120	1	1	120	1	1	120	
Management Analyst	1	PO-C	10X12	120	2	2	240	3	3	360	4	4	480	
Administrative Assistant	2	WS3	8X8	64	2	2	128	3	3	192	3	3	192	
Senior Clerk	1	WS2	6X8	48	1	1	48	2	2	96	2	2	96	
Account Auditors	2	PO-C	10X12	120	2	2	240	2	2	240	3	3	360	
Bookkeeping Accounting	1	PO-C	10X12	120	1	1	120	1	1	120	1	1	120	
Operations Front Desk Manager	1	PO-C	10X12	120	1	1	120	2	2	240	2	2	240	
IT Administrator	1	PO-C	10X12	120	1	1	120	1	1	120	1	1	120	1
Network Administrator	1	WS3	8X8	64	1	1	64	2	2	128	2	2	128	
Computer Lab (3)/Storage			16x16	256		1	256		1	256		1	256	

Department of Health - Part 1

Space Description	2018 Staff	Space Code/Unit Sizes <i>{a}</i>			2022			2027			2037			Notes
		Space Code	Unit Size	Unit Area NSF	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	
IT Training Room (18)			26x27	702		1	702		1	702		1	702	
Storage/IT Equip			9x10	90		1	90		1	90		1	90	
							-			-			-	
Net Subtotal	67				90		9,418	125		12,524	142		14,020	
30% Gross Circ. Factor							4,036			5,367			6,009	
Total Departmental Gross SF (DGSF)					90		13,454	125		17,891	142		20,029	

Typical Formula is $a \times b = c$

Notes:

1. office suite & lab
2. The break/coffee bar, training/conference rooms, and toilets noted here are planned as dedicated to this department unless noted otherwise.

Department of Health - Part 2

Space Description	2018 Staff	Space Code/Unit Sizes			2022			2027			2037			Notes
		Space Code	Unit Size	Unit Area NSF	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	
Public Spaces														
Waiting Area				25		24	600		24	600		24	600	
Reception Window (1)			7x6	42		1	42		1	42		1	42	
Interview Station			7x10	70		6	420		6	420		6	420	
Reception/Staff Work				180		1	180		1	180		1	180	
Medical Records							-			-			-	
Cashier			8x8	64		2	128		2	128		2	128	
Public Toilets				200		4	800		4	800		4	800	
Drinking Fountains			5x5	25		1	25		1	25		1	25	
Train (40/40)/Meeting Rooms			30x40	1,200		2	2,400		2	2,400		2	2,400	1
Public Conference (12)			14x24	336		1	336		1	336		1	336	
Dental Patient Areas														
Waiting				25		6	150		8	210		11	263	
Dental Equipment			8x10	80		1	80		1	80		1	80	
Storage			8x10	80		1	80		1	80		1	80	
Sterilization				180		1	180		1	180		1	180	
Laboratory				160		1	160		1	160		1	160	
Operatory (6 +1+1+2)				95		7	665		8	760		10	950	
Patient Toilet			8x8	64		1	64		1	64		2	128	
Dental Director	1	PO-B	12X15	180	1	1	180	1	1	180	1	1	180	
Shared Office (5)			12x15	180		1	180		1	180		1	180	
Shared Office (6)			12x15	180		1	180		1	180		1		

WIC Suite/Support Spaces												
Waiting			25		28	700		30	750		34	850
Customer Window (3+2)			35		5	175		5	175		5	175
Secure Storage		10x12	120		1	120		1	120		1	120
Laboratory			200		2	400		2	400		2	400
Kitchen		18x18	324		1	324		1	324		1	324
Storage		8x18	144		1	144		1	144		1	144
Training/Classroom (18)		20x28	560		1	560		1	560		1	560
Storage		8x10	80		1	80		1	80		1	80
Clinic Suite/s												
Waiting			25		8	200		10	250		10	250
Customer Window (2)			35		2	70		2	70		2	70
Nurse's Station/Work			165		3	495		3	495		3	495
Storage			150		2	300		2	300		2	300
Patient Toilet		8x8	64		6	384		6	384		6	384
Laboratory						-			-			-
Exam Room		10x10	100			-			-			-
Supply/Storage			60		2	120		2	120		2	120
						-			-			-
Shared / Support Space												
						-			-			-
Conference Room (6)		CN A 11X15	165		1	165		2	330		2	330
Conference Room (10)		CN C 12X20	240		1	240		2	480		2	480
Conference Room (14)		CN E 26X14	364		1	364		1	364		1	364
Training Room (32)						-			-			-
Staff Toilets			200		4	800		4	800		4	800
Staff Break (8)			250		2	500		2	500		2	500
Building Support Space												
Mechanical			200		1	200		1	200		1	200
Sprinkler			50		1	50		1	50		1	50
electrical			80		1	80		1	80		1	80
Biohazard Storage			100		1	100		1	100		1	100
Janitor closet			90		3	270		3	270		3	270
IT/Data Room			90		1	90		1	90		1	90
						-			-			-
Net Subtotal	1			1		13,781	1		14,441	1		14,668
25% Gross Circ. Factor						4,594			4,814			4,889
Total Departmental Gross SF (DGSF)				1		18,375	1		19,255	1		19,557

Typical Formula is $a \times b = c$

	2018		2022		2027		2037	
			staff	Total SF	staff	Total SF	staff	Total SF
From Page 1	67		90	13,454	125	17,891	142	20,029
Combined Total	68		91	31,829	126	37,146	143	39,585

Notes:

1. divided; 40 each side at tables
2. The break/coffee bar, training/conference rooms, and toilets noted here are planned as dedicated to this department unless noted otherwise.

D. MEETING MINUTES

Date of Meeting: 10.25.17
Date of Issuance: 11.02.17
Project Name: Charlotte County Public Facilities
Strategic Master Space Plan
Project Number: 17474
Meeting Location: Murdock Building - Room 106B
Attendees: **Charlotte County** : David Milligan, Roger Warner
Charlotte County Staff - See sign-in sheet attached
Sweet Sparkman Architects (SSA): Jerry Sparkman,
John Bryant, Kim Lam
Brinkley Sargent Wiginton Architect (BSWA): Dwayne
Brinkley, Gina Irwin

Topic: Kick-off Meeting

1. Overview of project and scope
 - a) SSA and BSWA presented an introduction of the project including scope of services, strategic plans and the proposed schedule.
 - b) The intent is to provide County decision makers with objective data. The team will use existing Charlotte Co. studies and reports as part of the project analysis.
 - c) R. Warner will serve as the primary point of contact for the County. Each department is to provide R. Warner one designated contact person for correspondence.
2. Attendees discussed key items to consider including:
 - a) Population growth - The County is currently developing a population data study. Projections are expected to be available by the end of the 1st quarter of 2018. Part-time residents are also to be considered.
 - b) Security and safety needs.
 - c) Potential impacts of neighboring county developments.
 - d) Potential impacts of Babcock Ranch development.
 - e) Potential impacts of evolving technology and space needs.
3. Next Steps
 - a) SSA to deliver a questionnaire to be distributed to the County staff the week of 11/1/17. Questionnaires to be completed within 2 weeks.
 - b) Team to conduct department interviews during the first week of December.

End Minutes.

The preceding is assumed to be a complete and correct account of the items discussed, directions given, and conclusions drawn, unless this office is notified in writing to the contrary by the next regular meeting. If no notification is received, these minutes will be deemed an accurate account of the meeting.

Date of Meeting: 02/21/18
Date of Issuance: 03/01/18
Project Name: Charlotte County Public Facilities
Strategic Master Space Plan
Project Number: 17474
Meeting Location: Murdock Building D – Facilities Conference Room
Attendees: **Charlotte County (CC) Facilities:** David Milligan, Roger Warner
CC Community Development: Claire Jubb
CC Utilities: Dave Watson
Sweet Sparkman Architects (SSA): Jerry Sparkman (via phone), John Bryant, Kim Lam
Brinkley Sargent Wiginton Architect (BSWA): (via phone) -Dwayne Brinkley, Gina Irwin

Topic: Meeting # 3 – Steering Committee:

1. Population Statistics
 - a. Design team reviewed the population growth numbers that are being used for the study. The numbers come directly from Bureau of Economic and Business Research (BEBR).
 - b. Claire stated that she is in the process of working with an outside entity on a more refined population count, but that these numbers will not be available until at least May. She suggested that the BEBR numbers would be our best source for population data at this time. She stated that the BEBR numbers do not include seasonal (non-Census) residents. She said that, anecdotally, seasonal population can increase by approximately 25%.
 - c. It was noted that around 2008 the County experienced a major reduction in staff, and population numbers have still not been brought back up.
2. Growth Projections:
 - a. It was noted that Administration is taking a cautious approach to increasing staff. Departments that are self-funded are more likely to see staff growth.
 - b. D. Milligan said to be sure that the staff and space growth projections do not just represent departmental "wants". The growth projections need to be examined to be sure they are realistic. Design team concurred.

- c. Staff growth projections for Dept of Health are particularly large and seemingly out of proportion. Design team will look at growth capacity within the existing building.
- d. It was questioned as to why the historical numbers for Fiscal show descending staff counts. This may skew the projection models. Claire suggested to check with department to see if positions were eliminated, or if they were just not being filled. Descending staff count may also be a result of consolidation.

3. Space Standards:

- a. Team discussed space standards, and their associated usage and square footages:
 - i. Type A - Executive: 250 SF office
 - ii. Type B - Administrator: 175sf-200sf. Design team to show minimum office size that allows for 4 person table.
 - iii. Type C - Manager: 120 sf. This size was viewed as more functional for current uses, and offers greater flexibility for future uses.
 - iv. Type D - Workstation: 80 sf.(Circulation space to be eliminated from the proposed diagram).
 - v. Type E - Workstation: 60 sf. (Circulation space to be eliminated from the proposed diagram).
 - vi. Type F - Workstation: 35 sf. (Keep circulation space in the numbers).

4. Additional comments noted:

- a. D. Milligan mentioned that there is a Capital Needs Assessment document that is a separate exercise from the Master Space Plan. Ideally, this document would be done at the same time as the Master Space Plan, but the Capital Assessment will be completed before MSP. Team will need to further discuss how the Capital Assessment document dovetails with the MSP. David suggested that the final analysis of the MSP may suggest changes or modifications to the Capital Needs Assessment.
- b. Team will continue to work on gathering other County benchmark data for space standards.
- c. Conference/Meeting Rooms - Narrative description to be added suggesting to include, where appropriate, break-out spaces and collaborative work areas, that might supplement or take the place of a traditional conference room.
- d. Staff Break Room (Pantry) - Additional guidance to be provided, including minimum size and/or sf per person.
- e. Copy room - Add narrative note that the size and layout of the copy room can vary significantly depending on the function of a department.

5. Schedule:

- a. Meeting # 4 - Week of March 19th:
 - i. Confirm Staff growth projections with departments
 - ii. 3 or 4 days of meetings
- b. Meeting # 5 - late April / early May:
 - i. Confirm preliminary space program
 - ii. Review agenda items for June BOCC meeting
- c. Meeting # 6 - BOCC Workshop - June 19th (need materials by May 24th):
 - i. 20 minute presentation followed by questions
 - ii. Space standards
 - iii. Projected growth
 - iv. Big picture space needs (total projected gross sf)
 - v. Offer some initial ideas on how we will be accommodating the growth. State that we will be coming back in September with proposed growth plan.
- d. Meeting # 7 - Review Space Needs Plan (mid-July):
 - i. Preliminary Facilities Master Plan
 - ii. Steering Committee meeting
- e. Meeting # 8 - Facilities Master Plan (mid-August):
 - i. Steering Committee meeting
- f. Meeting # 9 - BOCC - Facilities Master Plan (September):
 - i. Assume this is another Workshop, and not being officially adopted.
 - ii. Discussion for Steering Committee as to whether the master plan gets incorporated into the administrative code, or whether there is another kind of acceptance by Board.

6. Next Steps

- a. Design team to confirm week of 3/19 for meetings.
- b. Design Team will send out updated materials from Meeting # 3 during week of 2/26. Steering Committee to provide any additional feedback within 1 week of receipt.
- c. Design team to send materials by 3/12 for Departmental interviews on 3/19.

End Minutes.

The preceding is assumed to be a complete and correct account of the items discussed, directions given, and conclusions drawn, unless this office is notified in writing to the contrary by the next regular meeting. If no notification is received, these minutes will be deemed an accurate account of the meeting.

Respectfully Submitted by:

Sweet Sparkman Architects – Kim Lam, Assoc. AIA LEED AP

cc: Roger Warner, for distribution

Date of Meeting: 3/21/18
Date of Issuance: 4/23/18
Project Name: Charlotte County Public Facilities
Strategic Master Space Plan
Project Number: 17474
Meeting Location: Murdock Building D – Facilities Conference Room
Attendees: **Charlotte County (CC):** Hector Flores, Claire Jubb, Travis
Mortimer, Roger Warner, Dave Watson, David Milligan,
Joanne Vernon
Sweet Sparkman Architects (SSA): John Bryant, Jerry
Sparkman, Kim Lam
Brinkley Sargent Wiginton Architect (BSWA): Gina
Irwin

Topic: Meeting # 4 – Steering Committee

1. SSA provided an update on the master plan study progress to the Steering Committee, including:
 - a. Recap of departmental meetings
 - b. Confirmation of space standards
 - c. Review of Next Steps and Schedule
2. Attendees reviewed preliminary agenda items and desired outcomes for BOCC June workshop:
 - a. Overview of progress to date
 - b. Overview of project schedule
 - c. Present office space standards. Goal would be to get approval or buy-in on standards from BOCC.
 - d. Presentation should note changing space needs due to technology and changes in workplace practices.
 - e. Presentation should be focused and high level.
 - f. Presentation will include the Loveland O&M complex, which will be presented by the other consultant team.
3. Subsequent to Steering Committee meeting, the following schedule for deliverables prior to BOCC June meeting was established
 - a. 4/23 – SSA will provide space program documents for distribution to each department.
 - b. 5/11 – SSA to provide draft BOCC powerpoint presentation in advance of Steering Committee meeting.
 - c. 5/16 – Steering Committee Meeting (#5)
 - d. 5/18 – SSA to provide final draft slide show
 - e. 5/29 – SSA to provide final slide show for board submission.

2168 Main Street
Sarasota, FL 34237
T - 941.952.0084
F - 941.952.0201
sweetsparkman.com

End Minutes.

Date of Meeting: 5/18/18
Date of Issuance: 5/24/18
Project Name: Charlotte County Public Facilities
Strategic Master Space Plan
Project Number: 17474
Meeting Location: Administration Conference Room
Attendees: **Charlotte County (CC):** Roger Warner, David Milligan,
Peter Selberg, Joanne Vernon Hector Flores, Claire Jubb,
Kelly Shoemaker
Sweet Sparkman Architects (SSA): John Bryant, Kim
Lam
Brinkley Sargent Wiginton Architect (BSWA) (via
phone): Gina Irwin, Dwayne Brinkley

Topic: Meeting # 5 – Steering Committee

1. SSA & BSWA reviewed draft for the July BOCC Powerpoint presentation.
Attendees discussed recommendations to the presentation:
 - a. BEBR population projections to remain as a reference forecast model, with mention to Community Development's current studies of the Western Michigan model.
 - b. Include "Flexibility" as part of "Trends and Technology" slides.
 - c. Preface "Staff Growth Projections" slides with a summary slide that frames staff growth. Remove percentages from slides.
 - d. Health Department info is pending department director changes.
 - e. Provide more generalized info on Campus Observation slides. Remove detailed department breakdowns.
 - f. Airport Road slide – Revise "Sheriff-911" to "County 911"
 - g. Remove Babcock from presentation.
2. SSA to provide presentation package for peer review prior to July BOCC.
3. Board workshop is expected to be scheduled 7/18/18.
4. Steering committee meeting #7 is expected to be scheduled late July.

End Minutes.

The preceding is assumed to be a complete and correct account of the items discussed, directions given, and conclusions drawn, unless this office is notified in writing to the contrary by the next regular meeting. If no notification is received, these minutes will be deemed an accurate account of the meeting.

Respectfully Submitted by:

Sweet Sparkman Architects – Kim Lam, Assoc. AIA, LEED AP
cc: Roger Warner, for distribution

Date of Meeting: 8/21/18
Date of Issuance: 8/24/18
Project Name: Charlotte County Public Facilities
Strategic Master Space Plan
Project Number: 17474
Meeting Location: Administration Conference Room
Attendees: **Charlotte County (CC):** Roger Warner, David Milligan,
Joanne Vernon, Hector Flores, Claire Jubb, Kelly
Shoemaker, Travis Mortimer
Sweet Sparkman Architects (SSA): John Bryant, Kim
Lam
**Brinkley Sargent Wiginton Architect (BSWA) (via
phone):** Gina Irwin, Dwayne Brinkley

Topic: Meeting # 7 – Steering Committee

1. SSA & BSWA provided a recap of the July BOCC Progress Report.
2. SSA & BSWA proposed key master plan projects including:
 - a. Murdock Campus
 - i. Scenario 1 – Renovation of Bldg A, Replacement of Bldg B
 - ii. Scenario 2 - Replacement of Bldg A & B in one new building.
 - b. South County Annex Replacement
 - c. Supervisor of Elections – New facility
3. Attendees provided the following comments and feedback:
 - a. Include Grace Street Campus in the overall Master Campus Plan map for Punta Gorda Campus.
 - b. Design team to provide additional clarity to Murdock Scenarios 1 & 2:
 - i. List of pros and cons.
 - ii. Requirements to achieve either option.
 - iii. Life cycle considerations (including equipment costs).
 - iv. Clear sequencing of both options.
 - c. Economic Development and Tourism Development should not be included in the Murdock B replacement building. These departments should be located near I-75 or Murdock Village.
4. SSA to coordinate next meeting with R. Warner.

2168 Main Street
Sarasota, FL 34237
T - 941.952.0084
F - 941.952.0201
sweetsparkman.com

End Minutes.

The preceding is assumed to be a complete and correct account of the items discussed, directions given, and conclusions drawn, unless this office is notified in writing to the contrary by the next regular meeting. If no notification is received, these minutes will be deemed an accurate account of the meeting.

Date of Meeting: 12/4/17
Date of Issuance: 3/12/18
Project Name: Charlotte County Public Facilities
Strategic Master Space Plan
Project Number: 17474
Meeting Location: Murdock Building A – Admin Conference Room
Attendees: **Charlotte County (CC) Administration:** Ray Sandrock,
Hector Flores, Kelly Shoemaker, Travis Mortimer
CC Facilities : Roger Warner
Sweet Sparkman Architects (SSA): Jerry Sparkman,
John Bryant
Brinkley Sargent Wiginton Architect (BSWA): Dwayne
Brinkley, Gina Irwin

Topic: Meeting # 2 – Departmental Interviews:
Administration

1. Attendees reviewed the completed departmental questionnaires. Any revisions will be reflected in the attached space needs projection table.
2. Space standards are driven more by function than necessarily by title.
3. Public Information Office (PIO)
 - a) Backup TV production at Public Safety in Punta Gorda
 - b) Need to have TV production redundancy
 - c) Main PIO staff located 1st Floor Building B.
 - d) In future, TV Production studio could be separate from office
 - e) Current TV Production has office in Murdock B, and also office/production located off of Council Chambers
 - f) Intern is paid position
 - g) Current office space is OK
 - h) Shared space is deficient (Shared Conference room).
 - i) Currently sharing Fiscal kitchen – could be a future issue if more staff were added
 - j) Staff growth tied to growth in social media, communication. Driven by desires of department. Not necessarily driven by population growth. Can vary based on goals of Commission.
 - k) Current Adjacency/location is good
 - l) Pre-Recession there were 9 people in office. At lowest point there were only 3, now back to 5 full time. Also, type of communication when office was larger was more print-based, which required more staff.
 - m) Website is “hubbed” out of PIO. There is a lot of coordination with IT. Communication is responsible for content. IT responsible for making website work.

4. Other Administration Divisions:
 - a) Coordinator of Restore Act is currently vacant. Could be a remote location. Currently housed in Murdock B building.
 - b) Add a second Assistant County Manager in 5 years
 - c) Manager Grants and Special Projects – could be in remote location
 - d) Capital Projects Manager could become a Director position. In this future scenario, the Project Managers would then be located in one area. Currently they are spread across a few different departments. Desire for this change would be to increase accountability and consistency for project management. Currently there is not a “core competency” skill set or training, record system, etc.
 - a) KPMG is working on a how-to road map to combine Project Managers. Report is due in March or April with recommendations.
 - b) Other departments may not like the idea of having their project managers pulled out of their departments.
 - c) Goal is accountability and consistency. Not necessarily about cost savings.
 - e) A future question will be how to fund PM as part of each project. There would be a PM line item as part of total project cost.
5. Name of Administrative Assistant will change as part of classification name changes
6. PIO to provide a description/ justification for staffing increases. This will need to be included as part of final Master Space Plan report.

End Minutes.

The preceding is assumed to be a complete and correct account of the items discussed, directions given, and conclusions drawn, unless this office is notified in writing to the contrary by the next regular meeting. If no notification is received, these minutes will be deemed an accurate account of the meeting.

Respectfully Submitted by:

Sweet Sparkman Architects – John Bryant, AIA LEED AP

cc: Roger Warner, for distribution

Date of Meeting: 12/5/17
Date of Issuance: 3/12/18
Project Name: Charlotte County Public Facilities
Strategic Master Space Plan
Project Number: 17474
Meeting Location: Murdock Building D – Facilities Conference Room
Attendees: **Charlotte County (CC) Budget & Admin - Fiscal:** Cari
Bronco, Natalie Sainchuk
CC Facilities: Roger Warner
Sweet Sparkman Architects (SSA): Jerry Sparkman,
John Bryant
Brinkley Sargent Wiginton Architect (BSWA): Dwayne
Brinkley, Gina Irwin

Topic: Meeting # 2 – Departmental Interviews:
Budget & Admin Services – Fiscal Services

1. Attendees reviewed the completed departmental questionnaires. Any revisions will be reflected in the attached space needs projection table.
2. Fiscal staff growth driven primarily by growth in other County departments.
3. Department is located in Murdock Building B, First Floor. They are at capacity for office space.
4. Fiscal does all financials for departments under BCC, not elected officials.
5. Cash Handling and Management:
6. Fiscal has a safe in their area. They don't keep a lot of money in safe – they primarily use it to keep checks overnight.
 - a. Fiscal has a safe in their area. They don't keep a lot of money in safe – they primarily use it to keep checks overnight.
 - b. The Utilities Department does their own cash handling.
 - c. Community Development (CD) handles their own cash. Fiscal takes their money to CD building, which then gets picked up by armored car at CD.
7. Fiscal has a small and a large conference room. They schedule them both daily.
 - a. Fiscal conference rooms basically dedicated for Fiscal staff due to high usage.
 - b. Outside auditors will use one of the Fiscal conference rooms when they are on site – generally for 3 to 4 days at a time.
8. For Departmental Meetings and large trainings Fiscal uses conference room 106-B.
 - a. Capacity for 106-B is in the 50-60 person range. It is in high demand and frequently scheduled. Need to schedule far in advance.
9. Purchasing located in 3rd floor of Murdock A (5 Story)
 - a. C.Bronco noted that it's not critical to be adjacent to Purchasing.

10. In general, it would be good for Fiscal to be located centrally to all departments since they interface with all departments.
11. The Fiscal Department's role within BCC revolves around the financial processes of the County. Clerk of Courts handles payroll and checks. Tax Collector handles mail room functions.
12. Challenges:
 - a. Condition of building is "barely fair". Ongoing maintenance issues:
 - i. Rodent infestation, snakes
 - ii. air quality
 - iii. Bad bathrooms, not air conditioned
 - iv. Water leaks
 - v. Age of building
13. File Storage
 - a. They have been very proactive about reducing paper file storage. They do annual file cleanup, and keep what they can electronically.
14. Commissioners' agendas are all done electronically. It goes through an electronic queue.
15. General Copy / Print functionality
 - a. They have centralized copy machines
 - b. Moving away from desktop type printers
16. Challenges:
 - a. People want more connectivity between staff. Previously, managers were separated from staff. They have now located a manager with their staff, which is better, but the general layout of the building is still much too broken up and separated. Managers can go for a long time without seeing other staff / managers, which is not ideal.
 - b. The "pod" layout of Murdock B makes this very challenging.

End Minutes.

The preceding is assumed to be a complete and correct account of the items discussed, directions given, and conclusions drawn, unless this office is notified in writing to the contrary by the next regular meeting. If no notification is received, these minutes will be deemed an accurate account of the meeting.

Respectfully Submitted by:

Sweet Sparkman Architects – John Bryant, AIA LEED AP

cc: Roger Warner, for distribution

Date of Meeting: 3/19/18
Date of Issuance: 4/23/18
Project Name: Charlotte County Public Facilities
Strategic Master Space Plan
Project Number: 17474
Meeting Location: Murdock Building D – Facilities Conference Room
Attendees: **Charlotte County (CC) Budget & Admin - Fiscal:** Cari
Bronco, Natalie Sainchuk
CC Facilities: Roger Warner
Sweet Sparkman Architects (SSA): John Bryant
Brinkley Sargent Wiginton Architect (BSWA): Dwayne
Brinkley, Gina Irwin

Topic: Meeting # 4 – Departmental Interviews:
Budget & Admin Services – Fiscal Services

1. Attendees reviewed updated staff position and growth spreadsheet, as well as draft County space standards. Office types were reviewed and applied to each position. Updates and revisions were made directly in spreadsheet and will be provided to Department for review.
2. C. Bronco confirmed that staffing as shown looked correct.
3. Entry area:
 - a. Require payment window and secured door
 - b. Seating for 4 people – small waiting area
 - i. Security issues are largely a result of location in Murdock B. However, even in a new building would still need some secured entrance.
4. Roger noted that CC does not generally allow dual doors into the conference room for security reasons (to prevent bypassing secured entry).
5. Fiscal currently has 168 SF of high density file storage.
6. Meetings in large training rooms can last 2 to 4 hours, once or twice per month.
7. Staff uses break room heavily.
8. Roger stated the County is moving to a model of larger, shared staff break areas.
9. Auditor requirements – 6 person conference room is adequate
10. “AI” are the consultants related to hurricane recovery efforts. They are staffed with 2 to 3 people at one time.
 - a. Roger provided direction to add a 2 person staff office which could accommodate periodic natural disaster consultants.
 - b. Could be an office with 2 or 3 workstation cubicles.

End Minutes.

The preceding is assumed to be a complete and correct account of the items discussed, directions given, and conclusions drawn, unless this office is notified in writing to the contrary by the next regular meeting. If no notification is received, these minutes will be deemed an accurate account of the meeting.

Respectfully Submitted by:

Sweet Sparkman Architects – John Bryant, AIA LEEP AP

cc: Roger Warner, for distribution

Date of Meeting: 12/4/17
Date of Issuance: 3/19/18, Revised
Project Name: Charlotte County Public Facilities
Strategic Master Space Plan
Project Number: 17474
Meeting Location: Murdock Building D – Facilities Conference Room
Attendees: **Charlotte County (CC) Budget & Admin – Real Estate:**J.
Paul Payette, Natalie Sainchuk
CC Facilities: Roger Warner
Sweet Sparkman Architects (SSA): Jerry Sparkman, John
Bryant
Brinkley Sargent Wiginton Architect (BSWA): Dwayne
Brinkley, Gina Irwin

Topic: Meeting # 2 – Departmental Interviews:
Budget & Admin Services – Real Estate Services (RE)

1. Attendees reviewed the completed departmental questionnaires. Any revisions will be reflected in the attached space needs projection table.
2. Description and activities of RE:
 - a. primarily a transactional group. For instance, RE acquires the property if a road is being built.
 - b. Work with Facilities Department
 - c. Analyze and determine lease needs and manage leases.
 - d. Provide consultation services to Administrator. Research questions for Commissioners.
 - e. Provide Real Property inventory report. There is no property management group that manages land and vacant properties in the County. Real Estate does a review of each parcel to see if assigned to a department, or whether the property is unclaimed by any department.
 - f. RE completed a Building Inventory report, which included number of buildings, square footage, age, etc. Phase 2 was based on some of Real Estate's Inventory report, which is available online.
3. Generally, the County leases property due to a lack of square footage, as opposed to location.
 - a. If more owned square footage was available, they could "sunset" some leases.
4. Office is in Murdock B, second floor. Shown correctly in Phase 2 plans.
5. Currently looking into compressing some hard copy files. However, they are required by FL statute to keep active files on property. Not clear yet whether this means must be hard copy, or could it be electronic. They are trying to start digitizing.

6. Approx 50% of their space use is storage. They have an additional 120sf of off-site storage.
7. In current location, they have two permanent walled offices.
8. RE did a study looking at selling all of the Murdoch campus. It was determined that selling the entire campus was not viable. They would need a large buyer such as a university. They didn't look at parceling out the land to sell individually.
9. Paul noted that many County buildings were constructed after Charley.
10. Space Projections for RE
 - a. No projected growth
 - b. Small meetings occur in Paul's office. They could use a small breakout / mediation space.
 - c. They schedule their own conference room
 - d. Possible addition of a conference room that could be shared by others.
11. Paul: Murdock in general does not have enough conference room space.
 - a. Huge meeting room B-106. Not conducive to small meetings.
12. There are some small conference rooms in Murdoch, but they are constructed with moveable wall systems, so there is not acoustic privacy.
13. Adjacencies:
 - a. They deal a lot with Permitting (if a building or property has County easement).
 - b. Adjacency near County Attorney would be a plus.
 - c. Adjacency to Budget & Admin Exec Director not required.
14. Suggestion (by design team) of possible off-site storage building
 - a. Central Records person is Jennifer Rogers. This is a relatively new position. Looking at options for electronic records. (Project team may want to contact Jennifer for more information regarding off-site storage.)
15. There is a dedicated training room in Human Resources – fits about 20 people. IT uses Human Resources training room. Training room has computers. It's in first floor of 5 story building.
 - a. HR working to come up with standards and better planning for training. For instance, required to take 2 safety classes per year.
 - b. A lot of training is done from individual staff desktops.
 - c. Training also occurs in B-106

End Minutes.

The preceding is assumed to be a complete and correct account of the items discussed, directions given, and conclusions drawn, unless this office is notified in writing to the contrary by the next regular meeting. If no notification is received, these minutes will be deemed an accurate account of the meeting.

Respectfully Submitted by:

Sweet Sparkman Architects – John Bryant, AIA LEED AP

cc: Roger Warner, for distribution

Date of Meeting: 3/19/18
Date of Issuance: 4/23/18
Project Name: Charlotte County Public Facilities
Stategic Master Space Plan
Project Number: 17474
Meeting Location: Murdock Building D – Facilities Conference Room
Attendees: **Charlotte County (CC) Budget & Admin - Fiscal:** Cari
Bronco, Natalie Sainchuk
CC Facilities: Roger Warner
Sweet Sparkman Architects (SSA): John Bryant
Brinkley Sargent Wiginton Architect (BSWA): Dwayne
Brinkley, Gina Irwin

Topic: Meeting # 4 – Departmental Interviews:
Budget & Admin Services – Fiscal Services

1. Attendees reviewed updated staff position and growth spreadsheet, as well as draft County space standards. Office types were reviewed and applied to each position. Updates and revisions were made directly in spreadsheet and will be provided to Department for review.
2. C. Bronco confirmed that staffing as shown looked correct.
3. Entry area:
 - a. Require payment window and secured door
 - b. Seating for 4 people – small waiting area
 - i. Security issues are largely a result of location in Murdock B. However, even in a new building would still need some secured entrance.
4. Roger noted that CC does not generally allow dual doors into the conference room for security reasons (to prevent bypassing secured entry).
5. Fiscal currently has 168 SF of high density file storage.
6. Meetings in large training rooms can last 2 to 4 hours, once or twice per month.
7. Staff uses break room heavily.
8. Roger stated the County is moving to a model of larger, shared staff break areas.
9. Auditor requirements – 6 person conference room is adequate
10. “AI” are the consultants related to hurricane recovery efforts. They are staffed with 2 to 3 people at one time.
 - a. Roger provided direction to add a 2 person staff office which could accommodate periodic natural disaster consultants.
 - b. Could be an office with 2 or 3 workstation cubicles.

2168 Main Street
Sarasota, FL 34237
T - 941.952.0084
F - 941.952.0201
sweetsparkman.com

End Minutes.

Date of Meeting: 12/4/17
Date of Issuance: 3/19/18, *Revised*
Project Name: Charlotte County Public Facilities
 Statagic Master Space Plan
Project Number: 17474
Meeting Location: Murdock Building D – Facilities Conference Room
Attendees: **Charlotte County (CC) Information Technology (IT):** Ray Desjardins, Natalie Sainchuk
CC Facilities: Roger Warner
Sweet Sparkman Architects (SSA): Jerry Sparkman, John Bryant
Brinkley Sargent Wiginton Architect (BSWA): Dwayne Brinkley, Gina Irwin

Topic: Meeting # 2 – Departmental Interviews:
Budget & Admin Services – IT

1. Attendees reviewed the completed departmental questionnaires. Any revisions will be reflected in the attached space needs projection table.
2. Department Goals
 - a. Develop smart conference rooms. More remote business meetings.
 - b. Every conference room should be smart room equipped for video conferences
 - c. 25% of IT staff could be remote. They are programmers, could be working home or remotely (as noted in questionnaire).
3. Networking staff interact with each other and do well in an open plan office. This doesn't work for programmers or database analysts, who prefer more privacy to focus.
 - a. Open Plan
 - i. Networking (infrastructure)
 - ii. Big wall with monitors (NOC) network operating Center
 - iii. Desktop support people could be open office
 - b. Not Open Plan (remote preferred)
 - i. Database analysts, programmers, GIS
4. Good support from commission.
5. "Less Paper" not "paper-less"
 - a. All Directors are given Surface Pros
 - b. Cloud: Office 365
 - c. Still need to change culture to shift towards less paper (not printing out emails, etc.)
6. IT is working on electronic document management system. Since some things on the cloud, this minimizes local some data storage requirements.

7. IT will add 2 staff because they are assuming management of Sheriff's network.
8. IT is currently understaffed. Currently over 200 items in queue. Struggling to maintain staff. Currently have 3 vacancies. Pay is significantly less than private sector, and most private sector allows work from home. City of Cape Coral has also been hiring away CC staff.
9. Floor plan considerations (existing and future):
 - a. Loading dock downstairs in building
 - b. They have some storage in Fleet building – used for new equipment / staging
 - c. Small storage room adjacent to loading dock downstairs
 - d. Rental space at nearby self-storage shed (100sf). Mostly used for surplus that is on its way out.
 - e. Second floor Murdock A room is used for staging
 - f. Third floor Murdock A has server room
 - g. Public Safety houses main data center. Staging is sometimes done here.
 - h. Would prefer a much larger staging area and an increased storage area. They would deploy equipment from this staging area. Currently they have to spread out too much for staging and deployment.
 - i. Another possibility would be a remote staging/storage area.
 - ii. The Loveland Plan would centralize storage. The remote IT staging/storage/distribution could be located here.
10. Surplus IT equipment discharged via public auction (govdeals.com), donation or electronic disposal. Purchasing handles the auction.
11. Trying to keep staff from configuring equipment at their desktop. Want staff to work in workbench area.
12. Training
 - a. IT has not been the training coordinator for the County. HR has the actual training department, but it is believed that HR just covers very basic computer training.
 - b. IT will periodically use the HR Training Room. Sometimes use the Eastport training room. Often a software vendor comes and does the training if it is specific to a piece of software.
 - c. The Large Training room model is not so essential. Lots of ways to do training remotely using laptops, etc.
13. IT needs a 10 person conference room. They currently have a 6 person room.
14. IT Coordinator position – a staff person within a business unit. They are a liaison with IT, but they don't have special access privileges to systems.
15. IT is member of Florida Benchmark Consortium. The department's service population is much larger than BCC employees. They support elected officials and others.
 - a. They are taking on more of the elected official departments
 - b. County population isn't the sole basis for IT staff needs.
16. How to make the case that IT needs 15 more people in 5 years:

- a. Consolidation of services: taking over for individual IT departments from other groups (sheriff, tax collector, etc).
 - b. Work to make Charlotte County “efficient and effective government”, which is a goal of the commissioners.
 - c. Collaborate – try to minimize or eliminate duplication of hardware and services
 - d. Consolidate – eliminate the duplicate organizational structure
 - i. If everyone is using the same IT backbone, don’t duplicate IT departments
 - e. IT taking over sheriff looks to be happening in phases: first is network, next would be help desk and software.
17. IT does not take care of security cameras – this comes through Facilities.
18. IT maintains central GIS database. Individual departments have their own GIS staff.
19. Staff roles may change from an emphasis on managing IT vendors, as opposed to doing all programming internally. This wouldn’t necessarily reduce staffing requirements.
20. Action Items:
- a. Ray will send his official Org chart to project team.
 - b. Ray to provide brief narrative that describes why the increases are required (quantification and clarification of the numbers).

End Minutes.

The preceding is assumed to be a complete and correct account of the items discussed, directions given, and conclusions drawn, unless this office is notified in writing to the contrary by the next regular meeting. If no notification is received, these minutes will be deemed an accurate account of the meeting.

Respectfully Submitted by:

Sweet Sparkman Architects – John Bryant, AIA LEED AP

cc: Roger Warner, for distribution

Date of Meeting: 3/19/18
Date of Issuance: 4/23/18
Project Name: Charlotte County Public Facilities
 Statagic Master Space Plan
Project Number: 17474
Meeting Location: Murdock Building D – Facilities Conference Room
Attendees: **Charlotte County (CC) Information Technology (IT):** Ray Desjardins
CC Facilities: Roger Warner
Sweet Sparkman Architects (SSA): John Bryant
Brinkley Sargent Wiginton Architect (BSWA): Dwayne Brinkley, Gina Irwin

Topic: Meeting # 4 – Departmental Interviews:
Budget & Admin Services – IT

1. Attendees reviewed updated staff position and growth spreadsheet, as well as draft County space standards. Office types were reviewed and applied to each position. Updates and revisions were made directly in spreadsheet and will be provided to Department for review.
2. Meeting # 2 minutes have been revised per Ray's comments.
3. Multiple positions are listed as future/remote staff. These staff would still need some space for periodically working within office.
4. Two server rooms are needed, so that if something happens internally, server traffic can be routed to the other server room.
5. Ray stated if Loveland had major construction project, this could serve as a replacement for the Murdock 3rd Floor server room.
6. It was discussed if IT needs to remain at Murdock A:
 - a. Ray's preference is to stay at Murdock. This is where primary support demands come from.
 - b. Primary IT deliveries and staging could be moved to Loveland.
7. Internet connections occur from different providers on different sides of the river. This is advantageous so that if one line is cut at least one server is still functioning with service.
8. Loveland Complex for IT:
 - a. Remote loading/staging & working area
 - b. A few network and desktop staff
 - i. Currently don't do much work in Fleet, mainly storage
 - c. Need work space for (4) people
 - d. Ray still needs the small workspace that is located in or immediately adjacent to their main office area (they currently have a space like this).

9. Currently (3) people sit at the front of the IT office. They are with MSBU – Municipal Service Benefit Unit. These are not County staff, though they are managed under Budget & Administration.

End Minutes.

The preceding is assumed to be a complete and correct account of the items discussed, directions given, and conclusions drawn, unless this office is notified in writing to the contrary by the next regular meeting. If no notification is received, these minutes will be deemed an accurate account of the meeting.

Respectfully Submitted by:

Sweet Sparkman Architects – John Bryant, AIA LEED AP

cc: Roger Warner, for distribution

Date of Meeting: 12/5/17
Date of Issuance: 3/12/18
Project Name: Charlotte County Public Facilities
Strategic Master Space Plan
Project Number: 17474
Meeting Location: Murdock Building D – Facilities Conference Room
Attendees: **Charlotte County (CC) Purchasing:** Kim Corbett, Natalie Sainchuk
CC Facilities: Roger Warner
Sweet Sparkman Architects (SSA): Jerry Sparkman, John Bryant
Brinkley Sargent Wiginton Architect (BSWA): Dwayne Brinkley, Gina Irwin

Topic: Meeting # 2 – Departmental Interviews:
Budget & Admin Services – Purchasing

1. Attendees reviewed the completed departmental questionnaires. Any revisions will be reflected in the attached space needs projection table.
2. Purchasing has been in same location on the third floor of Murdock A since the building was originally constructed. They also took over a small office that used to be IT.
3. Up to 2008, they had a staff of 14 people. The projection is to get back to 14 people. Their current space will meet this requirement.
4. Large conference room is adequate.
5. They will use 106-B for larger meetings, such as preconstruction meetings.
6. Bid openings, pre-bids and negotiations are done in Purchasing Conference Room, they will cycle bidders through.
7. Large construction project bids will meet in B-106
 - a. Don't have an issue walking over to B-106. Just need to be on the same campus.
 - b. They usually need to schedule out a few months in advance due to the nature of the large projects. Scheduling for B-106 is not currently an issue.
8. Kim is very happy with current space.
 - a. She said they've made about 3 reconfigurations over the past years
 - b. Cubicles are about 5' high
 - c. IT has glass upper panels at cubicles. Kim does not like the glass. Thinks it visually disruptive.
9. Office supplies are handled by each department. They don't have a central store or stock room.
10. Fueling is done through Fleet. They have two fuel yards.

11. County purchasing is 100% centralized through Purchasing.
12. Over the years staff has been reduced by automating some of their processes.
13. Kim doesn't see going paperless for at least 10 years. She does not want to go third party with filings and postings. They want to maintain control. They don't think it is good for customer service. Currently it is easier to document proof of bid receipt, opening, etc., when done in paper copy.
14. Purchasing keeps all documents for 5 years. They follow proper destruction of records procedures. No off-site records storage.
15. Purchasing department is a close knit group. Lots of interaction between staff.

End Minutes.

The preceding is assumed to be a complete and correct account of the items discussed, directions given, and conclusions drawn, unless this office is notified in writing to the contrary by the next regular meeting. If no notification is received, these minutes will be deemed an accurate account of the meeting.

Respectfully Submitted by:

Sweet Sparkman Architects – John Bryant, AIA LEED AP

cc: Roger Warner, for distribution

Date of Meeting: 3/29/18
Date of Issuance: 4/23/18
Project Name: Charlotte County Public Facilities
Strategic Master Space Plan
Project Number: 17474
Meeting Location: Murdock Building D – Facilities Conference Room
Attendees: **Charlotte County (CC) Purchasing:** Alisa True
CC Facilities: Roger Warner
Sweet Sparkman Architects (SSA): John Bryant
Brinkley Sargent Wiginton Architect (BSWA): Dwayne Brinkley, Gina Irwin

Topic: Meeting # 4 – Departmental Interviews:
Budget & Admin Services – Purchasing

1. Attendees reviewed updated staff position and growth spreadsheet, as well as draft County space standards. Office types were reviewed and applied to each position. Updates and revisions were made directly in spreadsheet and will be provided to Department for review.
2. Team recapped staff growth – no changes were noted.
3. Discussion of Space Sizes
 - a. Need workspaces with three sides
4. Clarification: County uses FTE to mean Full Time Employee, not Full Time Equivalent. County uses designation of Part Time. We should reference PT not FTE in our space program.
5. Purchasing used to have a person that would sit at the front desk. The department currently does not have this staff person.
 - a. Currently, they rotate who answers calls when someone rings bell.
 - b. Waiting area – for 3 to 4 people
 - c. Current waiting/entry area is not really secure.
6. Purchasing could use a bigger conference room, sometimes they do not have enough space. Conference room currently used for:
 - a. Prebids
 - b. Bid openings
 - c. Preconstruction
 - d. Negotiations
 - e. Room has special software that records interviews (short lists).

2168 Main Street
Sarasota, FL 34237
T - 941.952.0084
F - 941.952.0201
sweetsparkman.com

End Minutes.

The preceding is assumed to be a complete and correct account of the items discussed, directions given, and conclusions drawn, unless this office is notified in writing to the contrary by the next regular meeting. If no notification is received, these minutes will be deemed an accurate account of the meeting.

Date of Meeting: 12/5/17
Date of Issuance: 3/12/18
Project Name: Charlotte County Public Facilities
Strategic Master Space Plan
Project Number: 17474
Meeting Location: Murdock Building D – Facilities Conference Room
Attendees: **Charlotte County (CC) Budget & Admin – Fleet & Transit:** Rick Kolar
CC Facilities: Roger Warner
Sweet Sparkman Architects (SSA): Jerry Sparkman,
John Bryant
Brinkley Sargent Wiginton Architect (BSWA): Dwayne
Brinkley, Gina Irwin

Topic: Meeting # 2 – Departmental Interviews:
Budget & Admin Services – Fleet & Transit

1. Attendees reviewed the completed departmental questionnaires. Any revisions will be reflected in the attached space needs projection table.
2. Staffing levels are staying even overall:
 - a. Dispatcher staff is decreasing, but GIS staff is increasing (this is due to driverless, and/or more technology based dispatch/control)
3. For the next five years, at least, there will be a need for a 25 driver room.
4. Contract Driver projections:
 - a. Current 35
 - b. Five year – 35
 - c. Ten year – 35
 - d. Twenty year – 20
5. HVAC Techs are currently over at Fleet Maintenance Building. Lack of parking is an issue.
 - a. If Loveland project moves forward, the HVAC techs would move to Loveland
6. Transit building is planned to be relocated into a new facility. The building program put together as part of the Master Space Plan will be used as a preliminary basis for the new building.
7. Review of current spaces
 - a. Waiting area does not need to be large
 - b. They are currently “shoe-horned” into the space that they have.
 - c. The two existing building programs should be combined into one program.
 - d. Grant and Fiscal Staff should be in their own office.
 - e. Desire for a shower in Facility

- f. Techs need a locker area. County employees need a locker.
 - g. Contractors do not need a locker. They have their own contractor uniform that they take home.
 - h. Contract drivers need 4-6 work stations for routing. They also need to do online training. The Driver Room should include these work stations.
- 8. 3 shifts, all different hours. Start at 5:30AM, run through 7:30-8:00pm. At any one point in time, there are 25 drivers out in field.
 - 9. The County transit service is set up such that the general public reserve their trips in advance for a small fee. There is no general purpose or pre-planned transit routes.
 - 10. Fuel specialist will be added over 5 year horizon.
 - 11. Fleet Management techs only work on the large trucks. Light duty trucks are serviced through outside contracts.

End Minutes.

The preceding is assumed to be a complete and correct account of the items discussed, directions given, and conclusions drawn, unless this office is notified in writing to the contrary by the next regular meeting. If no notification is received, these minutes will be deemed an accurate account of the meeting.

Respectfully Submitted by:

Sweet Sparkman Architects – John Bryant, AIA LEEP AP

cc: Roger Warner, for distribution

Date of Meeting: 3/19/18
Date of Issuance: 4/23/18
Project Name: Charlotte County Public Facilities
Strategic Master Space Plan
Project Number: 17474
Meeting Location: Murdock Building D – Facilities Conference Room
Attendees: **Charlotte County (CC) Budget & Admin – Fleet & Transit:** Rick Kolar
CC Facilities: Roger Warner
Sweet Sparkman Architects (SSA): John Bryant
Brinkley Sargent Wiginton Architect (BSWA): Dwayne Brinkley, Gina Irwin

Topic: Meeting # 4 – Departmental Interviews:
Budget & Admin Services – Fleet & Transit

1. Attendees reviewed updated staff position and growth spreadsheet, as well as draft County space standards. Office types were reviewed and applied to each position. Updates and revisions were made directly in spreadsheet and will be provided to Department for review.
2. Fleet/Transit is exceeding historical growth model. Excess growth appears to be in GIS monitor assistant and Grants/Funding Asst.
3. OLLI – driverless vehicle. Rick noted challenge of elderly accepting a robot driver.
4. TD – transportation disadvantaged (elderly, dementia, etc.).
5. There are no current plans for the empty space in the Fleet Maintenance Building. Plans will need to be determined.
 - a. Rick’s desire: add another bay, move inventory to different space.
 - b. Additional shop growth subject to funding from federal government.
 - c. Vehicle Maintenance site growth is maxed out.
6. Transit – Veteran (proposed site) – County believes the new building program will fit. Fuel yard could be reconfigured if needed.

End Minutes.

2168 Main Street
Sarasota, FL 34237
T - 941.952.0084
F - 941.952.0201
sweetsparkman.com

The preceding is assumed to be a complete and correct account of the items discussed, directions given, and conclusions drawn, unless this office is notified in writing to the contrary by the next regular meeting. If no notification is received, these minutes will be deemed an accurate account of the meeting.

Respectfully Submitted by:
Sweet Sparkman Architects – John Bryant, AIA LEED AP
cc: Roger Warner, for distribution

Date of Meeting: 12/5/17
Date of Issuance: 3/12/18
Project Name: Charlotte County Public Facilities
Strategic Master Space Plan
Project Number: 17474
Meeting Location: Murdock Building D – Facilities Conference Room
Attendees: **Charlotte County (CC) Risk Management & Records:**
Gordon Burger, Natalie Sainchuk
CC Facilities: Roger Warner
Sweet Sparkman Architects (SSA): Jerry Sparkman,
John Bryant
Brinkley Sargent Wiginton Architect (BSWA): Dwayne
Brinkley, Gina Irwin

Topic: Meeting # 2 – Departmental Interviews:
**Budget & Admin Services – Risk Management, Records
and Wellness**

1. Attendees reviewed the completed departmental questionnaires. Any revisions will be reflected in the attached space needs projection table.
2. Gordon's staff count should include:
 - a. Risk Management
 - b. Records
 - c. Wellness Center
3. Wellness
 - a. Wellness Coordinator is a contracted position, under Budget & Admin
 - b. County has two clinics. Called Employee Health Center. The clinics are contracted through insurance company. Two Locations:
 - i. Grace Street Annex
 - ii. Human Services / Employee Health Center
 - c. Without adding the School Board (which was discussed but not pursued), don't see need growth in Employee Health Center. Maybe one or two exam rooms
 - d. Be sure to capture Wellness Centers in program. There will need to be growth in South County (which is the Grace Annex). Will need to double the capacity at this location.
4. Risk Management & Records Retention
 - a. Don't see any growth requirements for Risk Management.
 - b. Records and Risk Management are essentially unrelated
5. Wellness Coordinator does not need to be in same location as Records
6. Requirement for a common conference room on same floor. Currently use Real Estate conference room. Very infrequent use of conference room.

End Minutes.

The preceding is assumed to be a complete and correct account of the items discussed, directions given, and conclusions drawn, unless this office is notified in writing to the contrary by the next regular meeting. If no notification is received, these minutes will be deemed an accurate account of the meeting.

Respectfully Submitted by:

Sweet Sparkman Architects – John Bryant, AIA LEED AP

cc: Roger Warner, for distribution

Date of Meeting: 3/19/18
Date of Issuance: 4/23/18
Project Name: Charlotte County Public Facilities
 Statagic Master Space Plan
Project Number: 17474
Meeting Location: Murdock Building D – Facilities Conference Room
Attendees: **Charlotte County (CC) Risk Management & Records:**
 Gordon Burger
CC Facilities: Roger Warner
Sweet Sparkman Architects (SSA): John Bryant
Brinkley Sargent Wiginton Architect (BSWA): Dwayne
 Brinkley, Gina Irwin

Topic: Meeting # 4 – Departmental Interviews:
**Budget & Admin Services – Risk Management, Records
 and Wellness**

1. Attendees reviewed updated staff position and growth spreadsheet, as well as draft County space standards. Office types were reviewed and applied to each position. Updates and revisions were made directly in spreadsheet and will be provided to Department for review.
2. MSBU Staff – works well where they are in IT, but they could be located anywhere. They work closely with GIS staff (located in IT department).
3. There are currently 83 MSBUs in County. (3) MSBU Parcel Data Technicians maintain all the assessment information related to MSBUs.
4. Employee Health Center
 - a. Gordon doesn't see significant EHC growth unless the County picks up the School Board. In that case, the School Board would probably need to provide additional space to accommodate EHC growth.
 - b. Gordon to provide space requirements for EHCs.
 - c. Grace Street Annex was originally the Health Department. When Health Department moved out, the building was vacant for a while.
5. Grace Street Annex – significant amount of space can be available for future use.
6. Space for Public Interaction:
 - a. Gordon wants to verify that spaces have some accommodation for public requests. Need to have a space where public can come and make a request.
7. Adjacencies:
 - a. Records – To have public presence; location where public can find them
 - i. Must have public reception point
 - ii. Records coordinator serves as reception

- b. Wellness – good to keep this position at Murdock. Helps to keep wellness programs among County staff. Entire focus of this staff person is for County staff.
 - i. Wellness person could have a satellite office at Loveland Complex.

End Minutes.

The preceding is assumed to be a complete and correct account of the items discussed, directions given, and conclusions drawn, unless this office is notified in writing to the contrary by the next regular meeting. If no notification is received, these minutes will be deemed an accurate account of the meeting.

Respectfully Submitted by:

Sweet Sparkman Architects – John Bryant, AIA LEED AP

cc: Roger Warner, for distribution

Date of Meeting: 12/4/17
Date of Issuance: 3/12/18
Project Name: Charlotte County Public Facilities
Stategic Master Space Plan
Project Number: 17474
Meeting Location: Murdock Building D – Facilities Conference Room
Attendees: **Charlotte County (CC) Community Development (CD):**
Claire Jubb, Maggie Horton
CC Facilities: Roger Warner
Sweet Sparkman Architects (SSA): Jerry Sparkman,
John Bryant
Brinkley Sargent Wiginton Architect (BSWA): Dwayne
Brinkley, Gina Irwin

Topic: Meeting # 2 – Departmental Interviews:
Community Development

1. Attendees reviewed the completed departmental questionnaires. Any revisions will be reflected in the attached space needs projection table.
2. Community Development on Murdock Campus – Building C
 - a) CD currently building an addition that should last through 20 year projection.
 - b) Schedule for addition
 - i. Currently in design, not permitted.
 - ii. GMP set due early/mid January
 - iii. Projected construction start end of March
3. Inspectors no longer need dedicated office. They get inspection requests digitally in the morning at home, so they don't need to start their day at the office. Their work is done on laptops.
4. CD will send final questionnaires with projected future staff counts
5. CD to provide current organizational chart.
6. One part time person from Health department has an office in Building Construction Services (BCS), but not a BCS staff person.
7. BCS does a lot of coordination with Fire Marshal. They don't have an office in BCS. They come by to pick up plans, but they are starting to move to electronic plan review.
8. Paper file storage expected to go down by half due to electronic plans, starting in 5 years.
9. BCS is accepting electronic plans, but not requiring it.
10. They have archive files at Fleet building.
11. Archived permit files are currently at Clerks Justice Center.
 - a) 10 years residential
 - b) Life of building commercial

- c) Previous agreement (more than 15 years ago), BCS purchased scanning software for Clerk, and clerk took over responsibility for storage and scanning, etc.
 - d) BCS has a lot of historical documentation. They are the record keeper for plats.
12. Building inspectors and code officers are first responders “in practice” – they perform damage assessments as part of emergency management protocol.
13. Non BCS staff in building includes:
- a) Engineering Right of Way staff (5)
 - a) Includes ROW supervisor (reviews permits) and then oversees inspector.
 - b) ½ person Health Department
 - c) ½ person from Property Appraiser

End Minutes.

The preceding is assumed to be a complete and correct account of the items discussed, directions given, and conclusions drawn, unless this office is notified in writing to the contrary by the next regular meeting. If no notification is received, these minutes will be deemed an accurate account of the meeting.

Respectfully Submitted by:

Sweet Sparkman Architects – John Bryant, AIA LEED AP

cc: Roger Warner, for distribution

Date of Meeting: 3/19/18
Date of Issuance: 4/23/18
Project Name: Charlotte County Public Facilities
Strategic Master Space Plan
Project Number: 17474
Meeting Location: Murdock Building D – Facilities Conference Room
Attendees: **Charlotte County (CC) Community Development (CD):**
Claire Jubb
CC Facilities: Roger Warner
Sweet Sparkman Architects (SSA): John Bryant
Brinkley Sargent Wiginton Architect (BSWA): Dwayne
Brinkley, Gina Irwin

Topic: Meeting # 4 – Departmental Interviews:
Community Development

1. Attendees reviewed updated staff position and growth spreadsheet, as well as draft County space standards. Office types were reviewed and applied to each position. Updates and revisions were made directly in spreadsheet and will be provided to Department for review.
2. Programming – Roger wants the design team to program the space for Community Development. There wasn't an official program done for this building, and if BCS moves to 5-story, they want to have a building program prepared for this.
3. Murdock Campus building construction dates
 - a) BCS building was built in 1989
 - b) B Building built in 1981
 - c) D Building in 1983
 - d) A Building built in 1989
4. It is Roger's opinion that the old Punta Gorda library should be demolished, as it would not be an economically viable renovation project.
5. Review of Staff Growth Chart
 - a) Claire will markup and provide updated titles
6. Current BCS expansion plan:
 - a) Adding a conference room with addition
 - a) Large conference
 - b) (2) medium conference
 - c) Small conf conference
 - b) Moving away from paper – anticipate being able to remove whole section of their file storage
 - c) Inspectors "office" – Inspectors work out of their vehicles, and go straight to job site.
 - d) As more customers go digital, this will free up more parking.

- e) No longer have lockers in the building.
 - a) Roger said County has moved away from lockers. Utilities and Vehicle maintenance do still have lockers.
- f) Claire will provide new floor plan showing proposed position locations in the new building.

End Minutes.

The preceding is assumed to be a complete and correct account of the items discussed, directions given, and conclusions drawn, unless this office is notified in writing to the contrary by the next regular meeting. If no notification is received, these minutes will be deemed an accurate account of the meeting.

Respectfully Submitted by:

Sweet Sparkman Architects – John Bryant, AIA LEED AP

cc: Roger Warner, for distribution

Date of Meeting: 12/5/17
Date of Issuance: 3/12/18
Project Name: Charlotte County Public Facilities
Strategic Master Space Plan
Project Number: 17474
Meeting Location: Murdock Building D – Facilities Conference Room
Attendees: **Charlotte County (CC) Community Services:** Tommy Scott, Terri Crawford, Lanette Hart, Maureen Broderick, Mike Koenig, Tina Powell
CC Facilities: Roger Warner
Sweet Sparkman Architects (SSA): Jerry Sparkman, John Bryant
Brinkley Sargent Wiginton Architect (BSWA): Dwayne Brinkley, Gina Irwin

Topic: Meeting # 2 – Departmental Interviews:
Community Services (CS)

1. Attendees reviewed the completed departmental questionnaires. Any revisions will be reflected in the attached space needs projection table.

Administration

1. Discussion regarding staffing
 - a) Add growth in Graphics Specialist
 - b) HR Coordinator: staff person who works with recruitment, training, policies, etc. Used to do payroll functions. CS gets a coordinator due to size of Department.
 - c) Possible Added Staff
 - (1) Training Coordinator
 - (2) Marketing
 - d) Resource Coordinator performs marketing functions. Would like to add a dedicated marketing person
2. Facilities provide Project Management services to CS.
3. Funding for CS is through ad valorem taxes.
4. Some Divisions within CS are site specific (Parks & Libraries) others are not site specific.
5. There is new administrative office space being built as part of the new North Charlotte Regional Park (NCRP) building.
6. The population of children 18 and under in Charlotte County is less than 18,000.
 - a) County has 2 skate parks
7. Benchmark jurisdictions for CS
 - a) City of Gainesville
 - b) Sarasota

- c) Lee County
- 8. Tommy will provide a diagram breakdown of staffing in relation to facility/location. He will also provide a description/breakdown of future buildings/programs
 - a) Discussion of “mobile” programming and associated staffing requirements

Library/Historical

- 1. Four Library locations
- 2. Current Library Administration is in Mid County Regional Library. Intent is to give this space back to for library functions. Library Admin would then be moved to a new Library or History Center.
- 3. Need an “Innovations Librarian”. Call it IT/Innovation Coordinator.
- 4. Used to have a History Center, but it was demolished. They are looking to do another one.
- 5. South County Library construction projected to start in May

Coop Extensions

- 1. Currently located at Eastport Environmental Campus. Staff is intended to be relocated to new NCRP building.

Parks & Natural Resources

- 1. Staff Growth and Projections
 - a. Add (1) Sr. Enviro at 10 year
 - b. Enviro Specialist: Add (2) in 5, add (1) in 10, add (1) in 10
 - i. Growth is being driven by addition of 1300 acres of land under management
 - c. Equip Operator: add (1) in 10 year
 - d. Park Foreman: add (1) 10 year, add (1) 20 year
 - e. Maint. Coordinator: mirror Park Foreman
 - f. Maint Worker: add (5) 5 year, add (2) 10 year, add (4) 20 year
 - g. Possibility of adding Urban Forester
- 2. Contracted Work
 - a. Common area mowing
 - b. Restroom cleaning
- 3. Staff Work
 - a. Playground maintenance
 - b. Safety inspections
- 4. Tina (Parks & Nat Resource Manager) currently in Punta Gorda. She will be in the new Rec Center (NCRP).
- 5. The Foreman staff position is site specific.
- 6. There is a Parks and Recreation Advisory Board, which consists of 7 members.

Recreation

- 1. Phase 2 plans did not include Recreation Centers or YMCA buildings.
- 2. Currently have 4 Rec centers and building 2 more.
- 3. Currently 3 aquatic centers, building a 4th

4. Tringali Campus has Library, Rec Center and Community Center in one place. This is a model for future development.
5. Design team offered suggestion of an indoor, climate controlled playground. This was very successful in Texas.
6. ADRP - Ann Dever Regional Park GMP – \$6.2M
7. NCRP – North County Regional Park GMP – \$9.7M

End Minutes.

The preceding is assumed to be a complete and correct account of the items discussed, directions given, and conclusions drawn, unless this office is notified in writing to the contrary by the next regular meeting. If no notification is received, these minutes will be deemed an accurate account of the meeting.

Respectfully Submitted by:

Sweet Sparkman Architects – John Bryant, AIA LEED AP

cc: Roger Warner, for distribution

Date of Meeting: 3/19/18
Date of Issuance: 4/23/18
Project Name: Charlotte County Public Facilities
Strategic Master Space Plan
Project Number: 17474
Meeting Location: Murdock Building D – Facilities Conference Room
Attendees: **Charlotte County (CC) Community Services:** Mike Koenig
CC Facilities: Roger Warner
Sweet Sparkman Architects (SSA): John Bryant
Brinkley Sargent Wiginton Architect (BSWA): Dwayne Brinkley, Gina Irwin

Topic: Meeting # 4 – Departmental Interviews:
Community Services (CS)

1. Attendees reviewed updated staff position and growth spreadsheet, as well as draft County space standards. Office types were reviewed and applied to each position. Updates and revisions were made directly in spreadsheet and will be provided to Department for review.
2. Need staffing for COOP Extensions – they will move to NCRP
 - a) 6 full time / 2 seasonal employees
 - a) Director (not actual “director” in terms of office space)
 - b) Extension Agents (2)
 - c) Program Assistant (1 FT / 2 Seasonal)
 - d) Program Coordinator (1)
 - e) Graphics Specialist (FT)
3. NCRP (new building)
 - a) Admin goes to NCRP.
 - b) Ballfields staff – dispersed at various locations.
4. Historical materials currently at Grace Street will move to Mid-County Regional Library (MCRL).

End Minutes.

2168 Main Street
Sarasota, FL 34237
T - 941.952.0084
F - 941.952.0201
sweetsparkman.com

The preceding is assumed to be a complete and correct account of the items discussed, directions given, and conclusions drawn, unless this office is notified in writing to the contrary by the next regular meeting. If no notification is received, these minutes will be deemed an accurate account of the meeting.

Respectfully Submitted by:
Sweet Sparkman Architects – John Bryant, AIA LEED AP
cc: Roger Warner, for distribution

Date of Meeting: 12/6/17
Date of Issuance: 3/12/18
Project Name: Charlotte County Public Facilities
Strategic Master Space Plan
Project Number: 17474
Meeting Location: Murdock Building D – Facilities Conference Room
Attendees: **Charlotte County (CC) Attorney:** Janette Knowlton,
Ceres Austria
CC Facilities: Roger Warner
Sweet Sparkman Architects (SSA): Jerry Sparkman,
John Bryant
Brinkley Sargent Wiginton Architect (BSWA): Dwayne
Brinkley, Gina Irwin

Topic: Meeting # 2 – Departmental Interviews:
County Attorney (CA)

1. Attendees reviewed the completed departmental questionnaires. Any revisions will be reflected in the attached space needs projection table.
2. Janette will provide a history of the number of cases handled.
3. Location is good, but space layout is outdated
4. Discussion of existing CA space:
 - a) Issue with entrance. There is already a plan to redesign this space. Plan will be provided to Design team.
 - b) Law Library – has a giant conference table, used more as an internal work room.
 - c) Issue with filing cabinets
 - a) Would like to move more into a rolling style file system. Don't like the 5 drawer lateral file standard. (Fiscal has rolling files - inherited from BCS.)
 - b) Would need to verify structural requirements of floor for rolling file system.
 - c) Possible pick up space in file storage area
 - d) Physical hazard in storage space due to stacked files.
5. Staff growth through year 5 projection can be accommodated. By 10 years it is expected that there would be a space shortage.
6. Want to maintain current storage capacity, but make it more efficient.
 - a) Demand for file capacity is based on retention requirements.
 - b) Case numbers and records retention could increase with population growth.
 - c) Some files are kept electronically (files that have retention requirements for 30 to 35 years). Currently not worth effort to digitize if shorter retention period.
7. Adjacencies
 - a) Most interaction is with Real Estate Services
 - b) Clerk's Office being on floor below is helpful

- c) They are able to use Administrator Conference Room or BCC Conference Room.
- 8. CA doesn't really use B-106 (large meeting room) very often.
- 9. Don't have a "hotel" space for outside counsel. Not desired.

End Minutes.

The preceding is assumed to be a complete and correct account of the items discussed, directions given, and conclusions drawn, unless this office is notified in writing to the contrary by the next regular meeting. If no notification is received, these minutes will be deemed an accurate account of the meeting.

Respectfully Submitted by:

Sweet Sparkman Architects – John Bryant, AIA LEED AP

cc: Roger Warner, for distribution

Date of Meeting: 3/21/18
Date of Issuance: 4/23/18
Project Name: Charlotte County Public Facilities
Strategic Master Space Plan
Project Number: 17474
Meeting Location: Murdock Building D – Facilities Conference Room
Attendees: **Charlotte County (CC) Attorney:** Janette Knowlton,
Ceres Austria
CC Facilities: Roger Warner
Sweet Sparkman Architects (SSA): John Bryant
Brinkley Sargent Wiginton Architect (BSWA): Gina
Irwin

Topic: Meeting # 4 – Departmental Interviews:
County Attorney (CA)

1. Attendees reviewed updated staff position and growth spreadsheet, as well as draft County space standards. Office types were reviewed and applied to each position. Updates and revisions were made directly in spreadsheet and will be provided to Department for review.
2. There was discussion regarding the size of PO-A. Preference would be for something larger than 250 because current office is closer to 350.
3. Deputy Attorney gets PO-B.
4. Current law library book collection remains. Law Library would have larger table. Would like larger table 6-8 people. Also has a computer work station (WS1)
5. Desire is to move to mobile storage from fixed storage.

End Minutes.

The preceding is assumed to be a complete and correct account of the items discussed, directions given, and conclusions drawn, unless this office is notified in writing to the contrary by the next regular meeting. If no notification is received, these minutes will be deemed an accurate account of the meeting.

2168 Main Street
Sarasota, FL 34237
T - 941.952.0084
F - 941.952.0201
sweetsparkman.com

Respectfully Submitted by:

Sweet Sparkman Architects – John Bryant, AIA LEED AP

cc: Roger Warner, for distribution

Date of Meeting: 12/6/17
Date of Issuance: 3/12/18
Project Name: Charlotte County Public Facilities
Strategic Master Space Plan
Project Number: 17474
Meeting Location: Murdock Building D – Facilities Conference Room
Attendees: **Charlotte County (CC) Economic Development Office (EDO):** Kenna Hubai
CC Facilities: Roger Warner
Sweet Sparkman Architects (SSA): Jerry Sparkman,
John Bryant
Brinkley Sargent Wiginton Architect (BSWA): Dwayne
Brinkley, Gina Irwin

Topic: Meeting # 2 – Departmental Interviews:
Economic Development Office

1. EDO to provide completed questionnaires. Currently have not been received by Design Team.
2. EDO office is located in leased space in the Suntrust building, suite 302 on the third floor (located across Murdock Circle from Murdock A and B). *Design Team was provided with a floor plan of the EDO space after the meeting.*
3. Currently approved for 6 staff positions – they have 2 vacancies that are in process of being filled.
4. Lucien is Director; Kenna has been at EDO for 3 months. The office has moved within the Suntrust building at least 3 times .
5. Currently the office can accommodate 6 staff comfortably, but there isn't room for growth. The layout of the space is also awkward. Kenna does not have good visibility to the main entrance, which is a functional and safety issue. Additional comments on the existing EDO space:
 - a) Existing copy room used to be someone else's office
 - b) Space has a kitchen
6. Discussion of whether EDO could use more of an open style office. Kenna said she thought it would be best for people to have private offices.
7. EDO has a conference room that can accommodate about 10-12 at the table. Ideally conference room would be larger to accommodate 18-20 people. Currently, EDO uses the Administration 5th Floor Conference Room when a larger space is needed.
8. Office is part of EDP – Economic Development Partners
 - a) Similar to Sarasota County Economic Development Corporation
9. Appearance of the building is important to EDO. Needs to look professional and business-like.
10. Luciene interacts with Commissioners and Administration

11. EDO needs adjacency to 5th Floor and Ray Sandrock (Administration.
12. Discussion that some have asked for the Murdock Campus to be more of a Compound (for security purposes). This is not the image that the County wants to put forward.

End Minutes.

The preceding is assumed to be a complete and correct account of the items discussed, directions given, and conclusions drawn, unless this office is notified in writing to the contrary by the next regular meeting. If no notification is received, these minutes will be deemed an accurate account of the meeting.

Respectfully Submitted by:

Sweet Sparkman Architects – John Bryant, AIA LEED AP

cc: Roger Warner, for distribution

Date of Meeting: 3/19/18
Date of Issuance: 4/23/18
Project Name: Charlotte County Public Facilities
Strategic Master Space Plan
Project Number: 17474
Meeting Location: Murdock Building D – Facilities Conference Room
Attendees: **Charlotte County (CC) Economic Development Office (EDO):** Kenna Hubai
CC Facilities: Roger Warner
Sweet Sparkman Architects (SSA): John Bryant
Brinkley Sargent Wiginton Architect (BSWA): Dwayne Brinkley, Gina Irwin

Topic: Meeting # 4 – Departmental Interviews:
Economic Development Office

1. Attendees reviewed updated staff position and growth spreadsheet, as well as draft County space standards. Office types were reviewed and applied to each position. Updates and revisions were made directly in spreadsheet and will be provided to Department for review.
2. Desired Conference room – 12 at a table with 10 additional chairs
3. Team reviewed the current floor plan and marked up spaces.

End Minutes.

The preceding is assumed to be a complete and correct account of the items discussed, directions given, and conclusions drawn, unless this office is notified in writing to the contrary by the next regular meeting. If no notification is received, these minutes will be deemed an accurate account of the meeting.

Respectfully Submitted by:

Sweet Sparkman Architects – John Bryant, AIA LEED AP

cc: Roger Warner, for distribution

2168 Main Street
Sarasota, FL 34237
T - 941.952.0084
F - 941.952.0201
sweetsparkman.com

Date of Meeting: 12/4/17
Date of Issuance: 3/12/18
Project Name: Charlotte County Public Facilities
Strategic Master Space Plan
Project Number: 17474
Meeting Location: Murdock Building D – Facilities Conference Room
Attendees: **Charlotte County (CC) Facilities:** David Milligan, Roger Warner, Roger Hoogkirk, Randy Cole
Sweet Sparkman Architects (SSA): Jerry Sparkman, John Bryant
Brinkley Sargent Wiginton Architect (BSWA): Dwayne Brinkley, Gina Irwin

Topic: Meeting # 2 – Departmental Interviews:
Facilities Construction & Maintenance

1. Discussion of new Space Standards:
 - a) David noted that bottom 3 tiers of DMS space standards are about 20sf too small (type C,D, and E).
 - b) Roger W. noted that 60sf may be too small for data entry
 - c) Ensure that space for project managers can accommodate drawing sets
 - d) Directors, Managers and Supervisors should have offices
2. In January 2018 there will be a reclassification of positions based on a study by the Archer consulting company. Roger W. will provide Design Team with new classification info, and a new org chart for Facilities based on these positions.
3. Within Facilities Department, Managers are at Murdock D. while Supervisors are at other locations.
4. Hypothetically it would be good to have HVAC staff in one spot. But others (such as jail) need to be in their actual location.
 - a) HVAC tech is offsite at Fleet. Would be better to have HVAC supervisor with techs.
 - b) A 60sf office would not necessarily be sufficient for tech office due to multiple screens.
5. Current Facilities Building not sufficient
 - a) Need a professional shop for technicians.
 - b) Techs currently don't have office – just a chair and computer
6. Randy (Operations)
 - a) Facilities Supervisors at separate locations. Each Supervisor has (2) Trades Helpers assisting them.
 - a) One supervisor is located at Justice Center building.
 - b) Project Coordinator is at Facilities
 - c) (3) Trades helpers are at Facilities.

- Two Trades Helpers will remain at Facilities
 - Would like to add (1) each Trades Helpers at offsite location.
7. Security Coordinator reports directly to Facilities Director.
 - a) Moving towards contracted security. Currently (3) locations of security offices.
 - a) Murdock, Eastport and BCS
 - b) All (3) Security Office staff will remain, it's just they will all be contracted.
 - c) South County Annex has security officer paid for by Tax Collector. Eventually that may fall under Facilities.
 8. In 10 years, Facilities Operations manager should get additional Project Coordinator.
 9. Design Team requested that Facilities provide information regarding how many SF of space managing in 2008/9, vs. how many SF currently managing.
 10. Trends in Facilities Management:
 - a) David has ideas based on new research and trends in workspaces. Would like to incorporate some of this into Master Space Plan. For instance, should new Loveland project have a fitness center because of so many people? Incorporating new trends in workspace could attract younger workers.
 - b) Collaborative work spaces
 11. County does not provide "take home" vehicles. People come to main Facilities office to get their vehicles.
 12. New positions
 - a) Building Automation Specialist: HVAC
 - b) IT Application Specialist: Business Services
 - c) Inspector: Operations

End Minutes.

The preceding is assumed to be a complete and correct account of the items discussed, directions given, and conclusions drawn, unless this office is notified in writing to the contrary by the next regular meeting. If no notification is received, these minutes will be deemed an accurate account of the meeting.

Respectfully Submitted by:

Sweet Sparkman Architects – John Bryant, AIA LEED AP

cc: Roger Warner, for distribution

Date of Meeting: 3/19/18
Date of Issuance: 4/23/18
Project Name: Charlotte County Public Facilities
Strategic Master Space Plan
Project Number: 17474
Meeting Location: Murdock Building D – Facilities Conference Room
Attendees: **Charlotte County (CC) Facilities:** David Milligan, Roger Warner, Roger Hooghkirk, Randy Cole
Sweet Sparkman Architects (SSA): John Bryant
Brinkley Sargent Wiginton Architect (BSWA): Dwayne Brinkley, Gina Irwin

Topic: Meeting # 4 – Departmental Interviews:
Facilities Construction & Maintenance

1. Attendees reviewed updated staff position and growth spreadsheet, as well as draft County space standards. Office types were reviewed and applied to each position. Updates and revisions were made directly in spreadsheet and will be provided to Department for review.
2. David may have more info on capital projects on 3/20.
3. Asset Manager and Inspector to move to Loveland.
4. Security officer position at Murdock A
5. (1) Security officer (contracted employee) at Utilities (Loveland)
6. (1) Security officer at West County Annex. This space is accounted for in the new West County Annex plan.
7. (1) Security officer at BCS (Murdock C).
8. There are two different charts – staffing chart and space program chart. Ultimately need to show staff in the building they are located.
9. David requested some benchmarking of staff per capita.

End Minutes.

The preceding is assumed to be a complete and correct account of the items discussed, directions given, and conclusions drawn, unless this office is notified in writing to the contrary by the next regular meeting. If no notification is received, these minutes will be deemed an accurate account of the meeting.

Respectfully Submitted by:

Sweet Sparkman Architects – John Bryant, AIA LEED AP

cc: Roger Warner, for distribution

Date of Meeting: 12/4/17
Date of Issuance: 3/12/18, *Revised 3/19/18*
Project Name: Charlotte County Public Facilities
Strategic Master Space Plan
Project Number: 17474
Meeting Location: Murdock Building D – Facilities Conference Room
Attendees: **Charlotte County (CC) Human Resources:** Heather Bacus,
Mary Shelley, Dawn Lyons
CC Facilities: Roger Warner
Sweet Sparkman Architects (SSA): Jerry Sparkman, John
Bryant
Brinkley Sargent Wiginton Architect (BSWA): Dwayne
Brinkley, Gina Irwin

Topic: Meeting # 2 – Departmental Interviews:
Human Resources

1. Attendees reviewed the completed departmental questionnaires. Any revisions will be reflected in the attached space needs projection table.
2. HR staff projections are based on a standard of 1 HR staff person per 100 county employees.
3. HR stated that CC staff is an aging staff. This is a second career for many CC staff members – many of them moved to the county from out of state.
4. HR will provide design team with yearly hiring and turnover numbers, as well as a brief narrative justification for staff growth.
5. HR is not currently hosting any in-house job fairs to fill CC staff positions.
6. CC went live with Kronos time keeping software last year. HR needed to perform software trainings at multiple sites throughout the county.
7. HR noted that large trainings can be held in the large meeting room at the Eastport Administration Building.
8. HR confirmed that any job-specific testing requirements are done at the departmental level, and are not handled by HR.
9. Attendees discussed that development within the county only occupies about a third of the total land area of the county – the remaining two-thirds is farmland. As a result, HR staff think that the idea of centralizing county services into one location is not realistic. Residents don't want to drive very far, and residents are accustomed to county services being located close to their neighborhood.
10. HR's use of meeting rooms:
 - a. HR Department would benefit from the addition of a small meeting room (4 to 6 person). The room was described as a small "counsel" room.
 - b. HR's large conference room is used daily. HR staff stated that it is difficult to share this room with other departments, though the room

does occasionally get used by other departments if and when it is not in use by HR.

11. HR is doing more of their storage digitally, and are in the process of reducing hard copy file storage requirements.
12. The HR Department manages and provides badges for all county employees.

End Minutes.

The preceding is assumed to be a complete and correct account of the items discussed, directions given, and conclusions drawn, unless this office is notified in writing to the contrary by the next regular meeting. If no notification is received, these minutes will be deemed an accurate account of the meeting.

Respectfully Submitted by:

Sweet Sparkman Architects – John Bryant, AIA LEEP AP

cc: Roger Warner, for distribution

Date of Meeting: 3/19/18
Date of Issuance: 4/23/18
Project Name: Charlotte County Public Facilities
Strategic Master Space Plan
Project Number: 17474
Meeting Location: Murdock Building D – Facilities Conference Room
Attendees: **Charlotte County (CC) Human Resources:** Heather Bacus, Mary Shelley
CC Facilities: Roger Warner
Sweet Sparkman Architects (SSA): John Bryant
Brinkley Sargent Wiginton Architect (BSWA): Dwayne Brinkley, Gina Irwin

Topic: Meeting # 4 – Departmental Interviews:
Human Resources

1. Attendees reviewed updated staff position and growth spreadsheet, as well as draft County space standards. Office types were reviewed and applied to each position. Updates and revisions were made directly in spreadsheet and will be provided to Department for review.
2. HR has their own IT staff.
3. IT coordinator does a lot of projects with software cross-mapping and streamlining. She coordinates with County IT.
4. IT is currently the only department that is telecommuting
 - a. An overall policy on telecommuting has not yet been formalized.
5. IT coordinator
 - a. For future growth, IT staff could share an office or open workspace
6. Conference/shared room spaces
 - a. 16 person (tabled) conference room
 - b. Small conference room (4 person)
 - c. Training room – target size 24 persons (typ used 2 times per month)
7. Dept. is currently using lateral files for general storage.
8. Badging:
 - a. Badging is done at front desk area.
 - b. Currently it is an HR Specialist who does badging.
 - c. Make front reception desk large enough to accommodate badging.
9. Add a small area near front of office – computer to allow for job applications
10. Added positions:
 - a. (1) Admin Assistant II

End Minutes.

Date of Meeting: 12/4/17
Date of Issuance: 3/12/18
Project Name: Charlotte County Public Facilities
Strategic Master Space Plan
Project Number: 17474
Meeting Location: Murdock Building D – Facilities Conference Room
Attendees: **Charlotte County (CC) Human Services:** Carrie Hussey,
Bob Hebert, Larry Brown
CC Facilities: Roger Warner
Sweet Sparkman Architects (SSA): Jerry Sparkman,
John Bryant
Brinkley Sargent Wiginton Architect (BSWA): Dwayne
Brinkley, Gina Irwin

Topic: Meeting # 2 – Departmental Interviews:
Human Services

1. Attendees reviewed the completed departmental questionnaires. Any revisions will be reflected in the attached space needs projection table.
2. It was noted that the typical building life expectancy for Charlotte County facilities is 40 to 50 years.
3. There are 5 different divisions under Human Services, covering a variety of case requirements.
4. Discussion of Human Services Building:
 - a. All divisions have public visitors except Senior Services
 - b. Building layout is segmented and very difficult to work in.
 - c. Ideal space would be more integrated, better reception type area. Would prefer to centralize intake process: one reception area for all departments.
 - d. Human Services building is separate from, but located close to the Health Department. Very critical that they are located close to the people who need services.
 - e. Carrie noted that the Human Services Building was built for a different organizational philosophy. She stated that the concept and layout does not satisfy the current functional requirements.
 - f. Back half of building was added to Human Services after the original design. They were trying to maximize the allowable building area.
 - g. Lobby
 - i. Need to centralize intake process. Currently each division has to do their own take-ins.
 - ii. Need central intake space
 - h. Senior Services area is “cavelike”.

- i. Building can't be expanded as it was built to the maximum allowable footprint. The site is 90 acres with approximately 75% wetlands. Development agreement (DRI) only allows for a 45,000sf building.
- 5. Staff Projections Commentary:
 - a. Currently understaffed for what they need
 - b. Need to predict need, which will impact grant funding
 - i. Roger says we have to predict actual need, not what can get funding
 - ii. Their staff is majority grant funded
 - c. Human Service to provide rationale for each division or staff growth request, including historical and trending
 - d. Possibly will reduce staff over the next 6 months due to retirements. They will do a reorganization
 - e. Need to look at staff growth in relation to population growth. Currently, their project growth does not track with population growth.
 - f. Off site
 - i. West County Annex (Englewood) (2 staff)
- 6. Discussion that Human Services staff organization will be changing by March. Reorganization likely won't make it into the Master Space Plan study due to timing.
- 7. Family Services Center square footage and program areas are to be identified in the Master Space Plan report. Original intent of Family Services Center was to have multiple non profits in one location that are not duplicating.
 - a. Family Services Center is a sales tax project. Integrated with Human Services and non-profits.
- 8. HS to provide Design Team with updated staff projections

End Minutes.

The preceding is assumed to be a complete and correct account of the items discussed, directions given, and conclusions drawn, unless this office is notified in writing to the contrary by the next regular meeting. If no notification is received, these minutes will be deemed an accurate account of the meeting.

Respectfully Submitted by:

Sweet Sparkman Architects – John Bryant, AIA LEED AP

cc: Roger Warner, for distribution

Date of Meeting: 3/21/18
Date of Issuance: 4/23/18
Project Name: Charlotte County Public Facilities
Stategic Master Space Plan
Project Number: 17474
Meeting Location: Murdock Building D – Facilities Conference Room
Attendees: **Charlotte County (CC) Human Services:** Carrie Hussey
CC Facilities: Roger Warner
Sweet Sparkman Architects (SSA): John Bryant
Brinkley Sargent Wiginton Architect (BSWA): Gina Irwin

Topic: Meeting # 4 – Departmental Interviews:
Human Services

1. Attendees reviewed updated staff position and growth spreadsheet, as well as draft County space standards. Office types were reviewed and applied to each position. Updates and revisions were made directly in spreadsheet and will be provided to Department for review.
2. Carrie will provide update of staff titles if they change
3. West County
 - a. Vet Services Office
 - b. Senior Case Manager
 - c. PT Family Services Personnel
4. Family Services Center (new concept):
 - a. Phase 1 - Family Services and 211
 - b. Phase 2 – rest of department will follow
 - c. Roger – identify possible relocation of services to Family Service Center
 - d. Existing Family Services Building would be demolished
 - e. 6 acre parcel would be given to Human Services
 - f. By Phase 2, all of Human Services would leave Loveland Building
 - i. Roger is not keen on this idea
 - ii. David and Carrie are working on planning for this
5. Discussion of intake:
 - a. One centralized intake area – staggered
 - i. Family Services Program Specialists – assign WS2 for space planning
 - ii. Indicated part of staggered counter
 - iii. Waiting area in front of counter:
 1. Typical need – 6-8 person waiting – need a small work area for writing/filling out forms (WS1)

2. Ideal need – would be a larger, comfortable waiting area. Somewhere that guests could socialize. Need wall area for brochure and displays.
 - b. Provide a few private intake interview rooms
6. Veterans Services staff
 - a. WS3 but also provide access to breakout room
7. Housing
 - a. Housing Manager – PO-C
 - b. Project Manager – WS1
 - c. Program Specialist – WS3
8. Seniors
 - a. Senior Manager – POC
 - b. Senior Case Manager – WS3
 - c. Senior Case Aides – WS2
9. Full staff meetings once per month
 - a. Need a meeting room to accommodate full staff – 27 person
 - b. Need a medium (12) person conference to fit division
 - c. Management – weekly
 - d. Divisions – weekly
 - e. Full staff – once per month

End Minutes.

The preceding is assumed to be a complete and correct account of the items discussed, directions given, and conclusions drawn, unless this office is notified in writing to the contrary by the next regular meeting. If no notification is received, these minutes will be deemed an accurate account of the meeting.

Respectfully Submitted by:

Sweet Sparkman Architects – John Bryant, AIA LEED AP

cc: Roger Warner, for distribution

Date of Meeting: 12/7/17
Date of Issuance: 3/12/18
Project Name: Charlotte County Public Facilities
 Strategic Master Space Plan
Project Number: 17474
Meeting Location: Murdock Building D – Facilities Conference Room
Attendees: **Charlotte County (CC) Public Safety:** Tony Messina
 (Fire/EMS)
CC Facilities: Roger Warner
Sweet Sparkman Architects (SSA): John Bryant, Kim
 Lam
Brinkley Sargent Wiginton Architect (BSWA): Dwayne
 Brinkley

Topic: Meeting # 2 – Departmental Interviews:
Public Safety

1. Attendees reviewed the completed departmental questionnaires. Any revisions will be reflected in the attached space needs projection table.
2. Current fire stations not built for expansion or growth. They've already grown out of some of them. Because of land and other planning/development issues they are constrained for growth. Fire departments have needs that were not accounted for when stations built, including decontamination and workout areas.
3. Public Safety currently has 16 Fire Stations stations owned by the County. 2 other stations that are owned by Punta Gorda. CC Public Safety also has Headquarters and a Maintenance Facility. Refer to Fire Station Review notes at the end of this document.
4. Stations 7, 11, 15 and 16 are the most recently constructed.
5. Next station that is intended to be built is Station 2 in Murdock Village. Tony stressed that this station should be planned to allow for growth.
 - a. Existing Station 2 may serve as the new Radio Storage facility – need about 15,000sf, but actual space would be determined by existing building.
6. Ladder Truck locations:
 - a. Station 12 and station 2
 - b. Looking at a third option, but because of Sunseekers, the location is up in the air.
7. Future new fire stations could include:
 - a. Burnt Store (near fire station 5)
 - b. South Gulf Cove (near fire station 4)

8. There has been accelerated growth at the Airport. The airport has exceeded their 5 year growth projections in 2 years.
9. Fire department staff is on duty for 24 hours, then off for 48 hours.
10. Training tower is located at Headquarters.
11. Design Team will include a Prototype 3 bay Fire Station space program as part of the Master Space Plan report:
 - a. Provide small individual bedrooms (present arrangement is non-segregated dorm rooms)
 - b. Day room, kitchen and dining
 - c. Radio room / dispatch
 - d. Lieutenant's office
 - e. Bunker gear room
 - i. Equipment is now UV sensitive
 - ii. Need to be in room that has filtered, segregated air
 - iii. Decontamination room
 - f. Need more storage – medical and general
 - g. Workout room – free weights and one weight station (12x16)
 - h. Meeting room – 12 people
 - i. This could be accommodated in Day Room, if seating is done correctly (with theater seating)
 - i. Washer / Dryer
 - j. Kitchen
 - i. 3 refrigerators
 - ii. Outdoor grill
 - k. Pull through bays, double truck depth (80 to 100 feet)
12. Marine Operations – approximately 30 people involved.
13. Preference for construction of new stations is for flat roofs. It was noted that flat roof did better during Charley than gabled (pitched) roofs.
14. Review of Public Safety Building (Headquarters)
 - a. Storage issue for spare vehicle storage at Vehicle Maintenance. Not enough storage space.
 - b. Meeting Rooms
 - i. During Irma, found out they didn't have enough meeting rooms.
 - ii. Only way to add conference space in EOC would be if 911 moved out.
15. Discussion of Public Safety Site
 - a. During Hurricane Charley the site was a trailer park FEMA site. Current indicated road pattern is from Charley
 - b. Current site layout is limited by SWFMD. Estimate \$1M of stormwater improvements required to make any changes.
16. Vehicle Maintenance Storage
 - a. Covered, non-conditioned vehicle storage
 - b. ECAP requires county to be at a higher construction standard than private developers on this site.

- c. Trucks indicated in completed questionnaire are intended to be in a covered warehouse – 5 ambulance, 6 fire engines, mobile command, brush truck. Possibly also 16 staff vehicles. No spare ladder trucks, they would come in and out in a day.
 - d. Building would have walls and ventilation requirements.
17. ECAP – Enterprise Charlotte Airport Park
- a. Zoning district that requires higher standards of construction
18. Normally they buy 1-2 new fire engines every year. Takes about 3-4 months each to outfit with all necessary equipment. Brand new vehicles are sitting outside.
- a. Possibility of adding a mechanic would reduce the time for maintaining/outfitting trucks. Maybe could reduce need for vehicle storage.

Review of Fire Stations

- Station 1: Size inadequate; may add ladder truck; may need another rescue; run about 35%-45% of total call volume for County through this station - 60-70 calls per day in season; limited on sleeping space; not enough expansion land - station is landlocked in the middle of largest county population center.
- Station 2: Move to Murdock Village; add another rescue; currently have 10 acres for Public Safety and Sheriff; project estimated within 5 year window.
- Station 3: Dated metal building slated to be replaced in 5 year plan; has site issues - will probably need to relocate to a site to be determined.
- Station 4: Englewood area - older station; remodeled in 2006. Limited space – building and site; community probably won't allow expansion; limited bunk space and storage; previously a volunteer station that County took over; station includes rescue boats; this station would be a potential for relocation; station has Cascade system and diesel and gas tanks that service other stations.
- Station 5: Dated metal building; a lot of growth in this area, but not close to station; challenge as to whether relocate towards 41 or Burnt Store; anticipate relocation within 5 year plan.
- Station 6: Metal building, was a volunteer station; don't anticipate change in near term; estimated 15-20 year time frame for replacement, possibly at same site.
- Station 7: Airport station. Will need to be replaced in 20 year time frame. Possible additional location at Airport.
 - Station was relocated from another site when they decided to bring commercial planes into Punta Gorda airport
 - Airport owns land, CC owns station
 - 7 staff + 3 with helicopter
 - Would like to assign an ambulance to this station, but they don't have space for equipment or manpower.
 - Not originally designed for helicopter crew.
 - Station is landlocked – retention pond and hangars

- Station 8: Generally adequate, includes engine, rescue and brush truck; station does not have bunker gear room, additional storage or workout room, but otherwise adequate; not a lot of maintenance issues; on a very large lot so expansion on site could be an option.
- Station 9: Atypical station in an isolated location; projected to be moved within 4 years; Babcock Ranch would pay for shell, CC would pay for fit out; 4 possible sites under consideration; agreement with Babcock Ranch is to provide building area for Sheriff, Fire and EMS; only have 6500 SF for fire / 9300 for Sheriff.
- Station 10: Slated for demolition and rebuild within 3 years.
- Station 11: Maxed out for sleeping quarters; lack of storage; station isn't anticipated to see service growth; station probably adequate for its location - limited growth area; 20-30 year remaining building life.
- Station 12: Has workout, bunker gear, storage, and training; lacks available sleeping space - otherwise in generally adequate condition; 20-30 year remaining building life.
- Station 13: Recently constructed station; one ambulance; plenty of sleeping quarters; at some point will add a second rescue – otherwise station is adequate.
- Station 14: Adequate for current use.
- Station 15: Adequate for current use.
- Station 16: Adequate for current use.
- Rescue 31: Owned by Punta Gorda.
- Rescue 32: Owned by Punta Gorda.

End Minutes.

The preceding is assumed to be a complete and correct account of the items discussed, directions given, and conclusions drawn, unless this office is notified in writing to the contrary by the next regular meeting. If no notification is received, these minutes will be deemed an accurate account of the meeting.

Respectfully Submitted by:

Sweet Sparkman Architects – John Bryant, AIA LEED AP

cc: Roger Warner, for distribution

Date of Meeting: 3/20/18
Date of Issuance: 4/23/18
Project Name: Charlotte County Public Facilities
Strategic Master Space Plan
Project Number: 17474
Meeting Location: Murdock Building D – Facilities Conference Room
Attendees: **Charlotte County (CC) Public Safety:** Tony Messina
(Fire/EMS)
CC Facilities: Roger Warner
Sweet Sparkman Architects (SSA): John Bryant, Jerry
Sparkman
Brinkley Sargent Wiginton Architect (BSWA): Dwayne
Brinkley, Gina Irwin

Topic: Meeting # 4 – Departmental Interviews:
Public Safety

1. Attendees reviewed updated staff position and growth spreadsheet, as well as draft County space standards. Office types were reviewed and applied to each position. Updates and revisions were made directly in spreadsheet and will be provided to Department for review.
2. Station 3 – will need land acquisition in general area. Current site will not be adequate.
3. Need future non-staffed storage facility at Public Safety Site.
 - a. Need roofed facility, maybe no walls, protection from sun/rain. Would need to be gated/secured.
 - b. A size for vehicle storage was not identified. There site Issues that will need to be addressed.
4. Typical station is 2 bay, moving to a 3 bay fire station
5. Prototype 3 bay station would have 15 added staff (add 1 in 10 year, and 1 in 20 year)
 - a. (3) Lieutenant
 - b. (6) firefighter/EMT
 - c. (6) fire medics
 - d. So, (30) station personnel would be added over 20 year time frame
6. In Station personnel, paramedic is reduced by 10, but Fire medic is increased by 10.

End Minutes.

The preceding is assumed to be a complete and correct account of the items discussed, directions given, and conclusions drawn, unless this office is notified in writing to the contrary by the next regular meeting. If no notification is received, these minutes will be deemed an accurate account of the meeting.

Date of Meeting: 12/7/17
Date of Issuance: 3/12/18
Project Name: Charlotte County Public Facilities
 Statagic Master Space Plan
Project Number: 17474
Meeting Location: Murdock Building D – Facilities Conference Room
Attendees: **Charlotte County (CC) Public Works:** Venkat Vattikuti,
 John Elias, Scott Schermerhorn, Joanne Vernon
CC Facilities: Roger Warner
Sweet Sparkman Architects (SSA): John Bryant, Kim
 Lam
Brinkley Sargent Wiginton Architect (BSWA): Dwayne
 Brinkley

Topic: Meeting # 2 – Departmental Interviews:
Public Works

1. Attendees reviewed the completed departmental questionnaires. Any revisions will be reflected in the attached space needs projection table.
2. Engineering department currently at South County Annex location will move to the new Loveland development. Space at South County is anticapted to go back to Tax Collector department.
3. San Casa Yard space is getting too small for current needs. The building space is currently adequate.
4. The long term plan is to move (1) Inventory Supervisor (currently at Punta Gorda) and (1) Inventory Specialist (new position) to Loveland.
5. Babcock Ranch will give two acres of land and building shell to Mosquito Control.
6. Mosquito Control
 - a. Division will move to Loveland development. (1) office for Aquatic Coordinator to be added.
 - b. Will require as much space as M&O.
 - c. Chemical storage should increase by 1.5 times the current size, and needs to accomodate lift gate trucks and fork lifts. Needs secondary containment.
 - d. Shop space should increase by 1.5 times the current size, and large enough to accomodate (2) fog trucks, (3) Gator vehicles, (3) trailers, (2) ATV's, (2) towlifts, golf carts, fabrication equipment and service parts.
 - e. Lab space should be double of what is currently provided. Lab includes: (2) offices for Biologists, (2) cubicles for Bio-aides, separate labs (for wet and dry usage; aquatics vs mosquito) and equipment (hoods, freezers, etc). Lab has special disposal and piping requirements.

- f. Chicken coop (outside building) includes 120 chickens and a feed station.
- 7. MPO currently uses Eastport Building A and will move to Loveland as part of Public Works.

End Minutes.

The preceding is assumed to be a complete and correct account of the items discussed, directions given, and conclusions drawn, unless this office is notified in writing to the contrary by the next regular meeting. If no notification is received, these minutes will be deemed an accurate account of the meeting.

Respectfully Submitted by:

Sweet Sparkman Architects – Kim Lam, Assoc. AIA, LEED AP

cc: Roger Warner, for distribution

Date of Meeting: 3/21/18
Date of Issuance: 4/23/18
Project Name: Charlotte County Public Facilities
Strategic Master Space Plan
Project Number: 17474
Meeting Location: Murdock Building D – Facilities Conference Room
Attendees: **Charlotte County (CC) Public Works:** John Elias
CC Facilities: Roger Warner
Sweet Sparkman Architects (SSA): John Bryant, Kim Lam
Brinkley Sargent Wiginton Architect (BSWA): Dwayne Brinkley, Gina Irwin

Topic: Meeting # 4 – Departmental Interviews:
Public Works

1. Attendees reviewed updated staff position and growth spreadsheet, as well as draft County space standards. Office types were reviewed and applied to each position. Updates and revisions were made directly in spreadsheet and will be provided to Department for review.
2. It was confirmed that ROW will stay at BCS
3. Punta Gorda Yard
 - a. Customer Asst Investigator to remain
 - b. (1) Customer Service Specialist to remain. (2) to move to Loveland.
4. Punta Gorda Yard – has adequate space to accommodate growth.
5. San Casa Yard – no room for growth – offices, parking or materials.
6. West County – any growth will need new facility.
7. Mosquito Control and Aquatic Weed – will move to Loveland.
8. When Loveland opens, 2/3 of admin staff will leave Administration Building
 - a. Community Services staff at 7000 Florida Street – this is the staffing that will go to Loveland.
 - b. Admin and professional staff growth is expected to increase by 50%.
9. West County Yard is maxed out (San Casa).
10. Design team will look back at questionnaires for Solid Waste for staff growth projections. Services required depend on population growth.

2168 Main Street
Sarasota, FL 34237
T - 941.952.0084
F - 941.952.0201
sweetsparkman.com

End Minutes.

The preceding is assumed to be a complete and correct account of the items discussed, directions given, and conclusions drawn, unless this office is notified in writing to the contrary by the next regular meeting. If no notification is received, these minutes will be deemed an accurate account of the meeting.

Date of Meeting: 12/6/17
Date of Issuance: 3/12/18, Revised 3/29/18
Project Name: Charlotte County Public Facilities
 Statagic Master Space Plan
Project Number: 17474
Meeting Location: Murdock Building D – Facilities Conference Room
Attendees: **Charlotte County (CC) Tourism:** Lorah Steiner
CC Facilities: Roger Warner
Sweet Sparkman Architects (SSA): Jerry Sparkman,
 John Bryant
Brinkley Sargent Wiginton Architect (BSWA): Gina
 Irwin

Topic: Meeting # 2 – Departmental Interviews:
Tourism

1. Attendees reviewed the completed departmental questionnaires. Any revisions will be reflected in the attached space needs projection table.
2. As new developments occur around Charlotte County (water park, stadium, new bridge) these can affect the staffing/space requirements for Tourism Department.
3. Potential impact of new development projects on Tourism Department:
 - a. A new hotel has a smallish impact
 - b. An 800 room condo/resort development has a higher impact. They will be working with the resort management, with increased inquiries – questions, concerns, relationships, etc.
 - c. Braves Stadium – increased workload for department
 - d. Sunseeker Resort
 - i. New resort will be developed into 800 resort condo units.
 - e. Water park
 - i. Large, new potential attraction in Murdock Village
 - f. Babcock Ranch will spur more work for department.
4. County needs a “face/image”:
 - a. Lorah thought that Tourism and EDO would eventually have a building in Murdock Village that would be a gateway/image facility for the County.
5. Tourism currently located at: 1700 Tamiami Trail, G-2 Port Charlotte, FL 33948
 - a. Tourism office located next to Perkins
 - b. Current space is in a leased facility. A floor plan of the space will be provided to design team.
6. Tourism facility should have a large enough meeting room for Tourism Development Council (TDC) / Board meetings, etc.

7. In Lorah's previous destination they shared space with the local Chamber, and they had a large shared conference room.
8. Review of staff / space requirements:
 - a. They have some media production requirements. Storage requirement is not too high – many things are now stored digitally.
 - b. They currently do need a lot of paper type print materials. Lorah thinks there will still be a desire for print materials in the future.
9. Visiting demographic is a heavy Facebook user. Keeping in touch with family and friends. Lots of retirees.
10. Department is very active with social media. They used to have a social media agency (paid \$50k per year). Now they have an internal person who is a well known blogger in her own right who is doing social media. She's teaming up with Film & Digital media staff, so they are doing an "on the street" style short film clips.
11. There is a large educational component for TDC partners. Social Media staff person is helping to educate local businesses on new trends, best practices for websites and social media.
12. TDC has a lot of off-site storage.
 - a. They use the Fleet building for storage space.
 - b. Storage area within office footprint and a third off-site storage area.
 - c. They have materials for trade show booths, etc. Need to grab this stuff frequently so it needs to be conveniently located.
13. Ideally they need another small meeting room for when the current small meeting room is in use. They would like multiple monitors in meeting rooms
14. For higher level positions where they are having phone conversations, they need to have their own office.
15. Convention Services
 - a. Charlotte County is not currently a convention hosting location. Don't have a convention hotel. If Murdoch Village hotel happens, this would change the requirement and they would need a Convention Services staff. This type of work involves a lot of phone calls.

End Minutes.

The preceding is assumed to be a complete and correct account of the items discussed, directions given, and conclusions drawn, unless this office is notified in writing to the contrary by the next regular meeting. If no notification is received, these minutes will be deemed an accurate account of the meeting.

Respectfully Submitted by:

Sweet Sparkman Architects – John Bryant, AIA LEED AP

cc: Roger Warner, for distribution

Date of Meeting: 3/20/18
Date of Issuance: 4/23/18
Project Name: Charlotte County Public Facilities
Stategic Master Space Plan
Project Number: 17474
Meeting Location: Murdock Building D – Facilities Conference Room
Attendees: **Charlotte County (CC) Tourism:** Lorah Steiner
Brinkley Sargent Wiginton Architect (BSWA): Gina Irwin

Topic: Meeting # 4 – Departmental Interviews:
Tourism

1. Attendees reviewed updated staff position and growth spreadsheet, as well as draft County space standards. Office types were reviewed and applied to each position. Updates and revisions were made directly in spreadsheet and will be provided to Department for review.

The preceding is assumed to be a complete and correct account of the items discussed, directions given, and conclusions drawn, unless this office is notified in writing to the contrary by the next regular meeting. If no notification is received, these minutes will be deemed an accurate account of the meeting.

Respectfully Submitted by:

Sweet Sparkman Architects – John Bryant, AIA LEED AP

cc: Roger Warner, for distribution

Date of Meeting: 12/6/17
Date of Issuance: 3/12/18
Project Name: Charlotte County Public Facilities
Strategic Master Space Plan
Project Number: 17474
Meeting Location: Murdock Building D – Facilities Conference Room
Attendees: **Charlotte County (CC) Utilities:** Dave Watson, Lori Amaral
CC Facilities: Roger Warner
Sweet Sparkman Architects (SSA): Jerry Sparkman, John Bryant
Brinkley Sargent Wiginton Architect (BSWA): Dwayne Brinkley, Gina Irwin

Topic: Meeting # 2 – Departmental Interviews:
Utilities

1. Attendees reviewed the completed departmental questionnaires. Any revisions will be reflected in the attached space needs projection table.
2. Construction Crews
 - a. East/West Spring Lake is in a Construction Trailer
 - i. Not currently programmed into Loveland
 - ii. Been in trailers for a year – single wide 10'x40'
 - iii. Two offices and a meeting area with (1) toilet
 - b. Engineering Services Coordinator is also with Construction Coordinator
 - i. This group could move depending on project requirements
 - c. Construction yard is fully fenced – 6' high chain link
 - d. Construction Crews should be included in Loveland Complex
3. Treatment sites will not be accounted for in the new Loveland Complex
4. The only personnel changes that will occur at the plants are that plants will change from operating 8 hours per day to 16 or 24. Staff will increase, but staff space requirement won't be increase.
 - a. Eastport is currently 24 hours per day
 - i. Eastport will be doubling in Capacity (2022 – 2027)
 - b. Existing locker capacity is adequate
 - c. Burnt Store, Eastport and Rotonda have new facilities
 - d. Burnt Store completely rebuilt in 5-7 years.
 - e. Plant runs all the time, but don't necessary need staff to be present.
 - f. It was noted that plant increases are listed in the Annual Report.
5. If the Loveland Project happens, then the current Eastport Plant will be sold.

6. Eastport Building – Coop Extension will go to NCRP
7. Discussion of staff growth
 - a. Laboratory – increase 2 to 3 staff
 - b. Eastport – Add 1 to 2 staff
 - i. Pretreatment add 1 staff
 - ii. Backflow add 1 staff
 - c. Mechanics Group (Johnson Foreman)
 - i. Mechanics group – add 3 over 20 years
 - d. Burnt Store – add 2 staff
8. Review of Loveland Program
 - a. Map Room – may need to add to program
 - b. Need more space in the Engineering area to look at plans

End Minutes.

The preceding is assumed to be a complete and correct account of the items discussed, directions given, and conclusions drawn, unless this office is notified in writing to the contrary by the next regular meeting. If no notification is received, these minutes will be deemed an accurate account of the meeting.

Respectfully Submitted by:

Sweet Sparkman Architects – John Bryant, AIA LEED AP

cc: Roger Warner, for distribution

Date of Meeting: 3/21/18
Date of Issuance: 4/23/18
Project Name: Charlotte County Public Facilities
Strategic Master Space Plan
Project Number: 17474
Meeting Location: Murdock Building D – Facilities Conference Room
Attendees: **Charlotte County (CC) Utilities:** Dave Watson
CC Facilities: Roger Warner
Sweet Sparkman Architects (SSA): John Bryant, Kim Lam
Brinkley Sargent Wiginton Architect (BSWA): Gina Irwin

Topic: Meeting # 4 – Departmental Interviews:
Utilities

1. Attendees reviewed updated staff position and growth spreadsheet, as well as draft County space standards. Office types were reviewed and applied to each position. Updates and revisions were made directly in spreadsheet and will be provided to Department for review.
2. Engineering/Construction crews are now in Operations Building B
 - a. Previously in a 12x60 trailer
 - b. Current space is in Eastport Operations B
 - c. Loveland program needs to be adjusted to include staff space for this group.
 - i. This unit is to be grouped under Manager Construction Services
 - Construction Coordinator and Foreman (2 offices)
 - (6) WS1 workstations for field personnel
 - Open work area with table to accommodate 12
 - ii. Civil plan for Loveland needs to account for 12x60 trailer for construction group plus:
 - Multiple trucks and trailers
 - Connex boxes
 - Piping supplies
 - Dave Watson to provide yard storage requirements for construction group
3. Loveland – for Utilities field workers, assume need for 100 half-size lockers.
4. Eastport WRF (treatment plan) – staff will remain and not go to Loveland.
5. Burnt Store (water and wastewater) staff will remain. Wastewater is expected to have a new plant built (anticipated 3 year plan).

End Minutes.

Date of Meeting: 12/7/17
Date of Issuance: 3/12/18
Project Name: Charlotte County Public Facilities
Strategic Master Space Plan
Project Number: 17474
Meeting Location: Murdock Building D – Facilities Conference Room
Attendees: **Charlotte County (CC) Clerk of Court (COC):** Kim Wilder,
Roger Eaton, Crystal Henderson, Michelle DiBerardino,
David Lane, Diane Mitchell
CC Facilities: Roger Warner
Sweet Sparkman Architects (SSA): John Bryant, Kim
Lam
Brinkley Sargent Wiginton Architect (BSWA): Dwayne
Brinkley

Topic: Meeting # 2 – Departmental Interviews:
Clerk of Court

1. Attendees discussed the departmental questionnaires. Any revisions will be reflected in the attached space needs projection table.
2. Department organization chart to be provided to Design team.
3. Clerk of Court is currently located in the Justice Center and Murdock Admin. Building.
4. No anticipated growth was indicated. Staffing may grow with population growth.
5. Current space usages noted include:
 - a. Clerk of Court controller has (2) offices (at Murdock & Justice Center locations).
 - b. Current conference spaces are sufficient.
 - c. Waiting Room - Public terminals include:
 - i. (5) computer for public use
 - ii. (2) microfilm machines
 - iii. (1) computer for plat printing
 - iv. Counter for use by public and other government agencies
 - d. Area for public to pay tickets and fines.
 - e. Open Office:
 - i. Currently (9) occupied cubicles; (3) empty cubicles
 - f. Internal Audit file room
 - i. Current size should accommodate growth.
 - g. Secured payroll file storage
 - h. Microfiche storage
 - i. Official Records (Customer Service)
 - i. Includes (3) FT staff and workstation for Director/Supervisor.

- j. Conference Room
 - i. Currently used for Value Adjustment Board hearings.
 - ii. May be used for future growth with office partitions.
 - iii. Includes table for flex work and meeting space and file cabinet area.
 - iv. Existing space shown on Phase 2 floor plan differs from current layout. Design team to be provided with updated layout.

End Minutes.

The preceding is assumed to be a complete and correct account of the items discussed, directions given, and conclusions drawn, unless this office is notified in writing to the contrary by the next regular meeting. If no notification is received, these minutes will be deemed an accurate account of the meeting.

Respectfully Submitted by:

Sweet Sparkman Architects – Kim Lam, Assoc. AIA, LEED AP

cc: Roger Warner, for distribution

Date of Meeting: 3/20/18
Date of Issuance: 4/23/18
Project Name: Charlotte County Public Facilities
Strategic Master Space Plan
Project Number: 17474
Meeting Location: Murdock Building D – Facilities Conference Room
Attendees: **Charlotte County (CC) Clerk of Court (COC):** David Lane
CC Facilities: Roger Warner
Sweet Sparkman Architects (SSA): John Bryant, Kim Lam
Brinkley Sargent Wiginton Architect (BSWA): Dwayne Brinkley, Gina Irwin

Topic: Meeting # 4 – Departmental Interviews:
Clerk of Court

1. Attendees reviewed updated staff position and growth spreadsheet, as well as draft County space standards. Updates and revisions were made directly in spreadsheet and will be provided to Department for review.
2. David had no comments on meeting minutes. Staff growth was clarified.
3. David is going to review staff office size with Clerk and report back.
4. It was confirmed that Clerk needs to have an office location on Murdock campus.
5. “Home base” would be at the Punta Gorda location.
6. Employee relations is primarily at Punta Gorda (Justice Center) but will need space at Murdock as well.
7. Value Adjustment Board is an integral part of COC work.
 - a. VAB conf room (8 person)
 - b. Need to have waiting area
8. At Murdock A, the server room is larger it than needs to be.
9. Intent is a shared break room per floor (shared among departments). Individual break rooms would not be provided per department.
10. Current conference room is too small.

End Minutes.

2168 Main Street
Sarasota, FL 34237
T - 941.952.0084
F - 941.952.0201
sweetsparkman.com

The preceding is assumed to be a complete and correct account of the items discussed, directions given, and conclusions drawn, unless this office is notified in writing to the contrary by the next regular meeting. If no notification is received, these minutes will be deemed an accurate account of the meeting.

Respectfully Submitted by:
Sweet Sparkman Architects – Kim Lam, Assoc. AIA, LEED AP
cc: Roger Warner, for distribution

Date of Meeting: 12/7/17
Date of Issuance: 3/12/18
Project Name: Charlotte County Public Facilities
Strategic Master Space Plan
Project Number: 17474
Meeting Location: Murdock Building D – Facilities Conference Room
Attendees: **Charlotte County (CC) Property Appraiser:** Paul Polk,
Joan Victor, Faith Dangerfield
CC Facilities: Roger Warner
Sweet Sparkman Architects (SSA): John Bryant, Kim
Lam
Brinkley Sargent Wiginton Architect (BSWA): Dwayne
Brinkley

Topic: Meeting # 2 – Departmental Interviews:
Property Appraiser

1. Attendees reviewed the completed departmental questionnaires. Any revisions will be reflected in the attached space needs projection table.
2. Much growth is not anticipated. However, it was noted that needs may change depending on future legislation.
3. Department locations are currently at the South County Annex, West County Annex, and Murdock Building A. Majority of staffing is at Murdock (3rd Floor). West County is a newer location.
4. Current space usages noted include:
 - a. Staff would like spaces with more privacy, particularly for phone call and public interactions.
 - b. Stations for public communication should be staggered for privacy.
 - c. West County will need (2) Records tech positions. (Move (1) position from Murdock to West County).
 - d. (2) Appraisers to be assigned to West County location from Murdock.
 - e. It was noted that the layout at Murdock may need to be reconfigured. Senior positions should be located near their staff.
 - f. IT shares services with the County.
 - g. Current storage space is full but fairly adequate. The department periodically purges material as needed.
 - h. Conference room is too small for current needs. Room currently holds 12 max; preferred capacity is for at least 14-16 users.
 - i. Records tech workstations at South County Annex would prefer more privacy at the public window.

2168 Main Street
Sarasota, FL 34237
T - 941.952.0084
F - 941.952.0201
sweetsparkman.com

End Minutes.

Date of Meeting: 3/20/18
Date of Issuance: 4/23/18
Project Name: Charlotte County Public Facilities
Strategic Master Space Plan
Project Number: 17474
Meeting Location: Murdock Building D – Facilities Conference Room
Attendees: **Charlotte County (CC) Property Appraiser:** Paul Polk,
Joan Victor
CC Facilities: Roger Warner
Sweet Sparkman Architects (SSA): John Bryant, Kim
Lam
Brinkley Sargent Wiginton Architect (BSWA): Dwayne
Brinkley, Gina Irwin

Topic: Meeting # 4 – Departmental Interviews:
Property Appraiser

1. Attendees reviewed updated staff position and growth spreadsheet, as well as draft County space standards. Office types were reviewed and applied to each position. Updates and revisions were made directly in spreadsheet and will be provided to Department for review.
2. Review staffing locations
 - a. Appraisers (future)
 - i. 4 west county annex (this growth should be covered in new building)
 - ii. 2 south county annex
 - iii. 24 Murdock
 - b. Record Techs
 - i. 2 - West County
 - ii. 1 – South County
 - iii. 2 – Murdock
3. South County location (Punta Gorda)
 - a. Office manager at South County serves pretty much same function as record tech
 - b. Office is not very visible.
 - c. Possibly could move into some space that Public Works has.
 - d. This building will eventually be rebuilt
4. Office types
 - a. Field appraisers don't need too much privacy at workstations
 - b. In-office (residential and commercial) need more privacy
5. TPP (tangible personal property) – all are located at Murdock

6. Reviewed staffing and office types. Allocated appropriate space types by position.
7. Paul – would like to do a reconfiguration of Murdock A office soon – they have a lot of wasted space right now.
 - a. Current conference space does not allow for department managerial meetings at needed frequency.
 - b. Need a conference room with 14-16 capacity

End Minutes.

The preceding is assumed to be a complete and correct account of the items discussed, directions given, and conclusions drawn, unless this office is notified in writing to the contrary by the next regular meeting. If no notification is received, these minutes will be deemed an accurate account of the meeting.

Respectfully Submitted by:

Sweet Sparkman Architects – John Bryant, AIA LEED AP

cc: Roger Warner, for distribution

Date of Meeting: 12/5/17
Date of Issuance: 3/12/18
Project Name: Charlotte County Public Facilities
Strategic Master Space Plan
Project Number: 17474
Meeting Location: Murdock Building D – Facilities Conference Room
Attendees: **Charlotte County (CC) Sheriff's Office (SO):** James E.
Kenville, Michael Casarella
CC Facilities: Roger Warner
Sweet Sparkman Architects (SSA): Jerry Sparkman,
John Bryant
Brinkley Sargent Wiginton Architect (BSWA): Dwayne
Brinkley, Gina Irwin

Topic: Meeting # 2 – Departmental Interviews:
Sheriff's Office

1. District 2, 3 4, training, HQ, crime scene evidence.
 - a) 3 is in design
 - b) Evidence in design
 - c) 22,000 sf footprint Admin building. Footprint only at this point. Administration building still needs programming.
2. Gun range in process of being built
3. Training Center being evaluated
4. District 3
 - a) Training room should have been larger. They use training room for public training.
5. Training Room – Civilian Police Academy
 - a) Sized for 30 citizens, but also need trainers, and room for guests
6. Questionnaire Review
 - a) Exec command staff grow to 7
 - b) Add Juvenile/Examination room
 - c) Logistics includes:
 - Lieutenant: 1
 - Sergeant: 1
 - Communication: 30
 - Marine Unit: 5
 - Traffic Unit: 5
 - d) Dispatch works 12 hour shifts
 - e) Operational Support
 - (1) Intelligence - 12
 - (2) MIS - 10

- (3) HR - 4
- (4) Risk Management - 4
- (5) Records - 9
- (6) Finance – 5
- f) K-9: 10
 - d) K-9 dogs kenneled at home or in patrol car while at work
- g) Aviation – not in this building
 - d) 2 pilots
 - e) 2 mechanics
- 7. Need 3 different areas in County to operate communications. EOC will be the primary. There is a backup station, but not currently built for EOC standards
- 8. Action Items: Get current staffing sheets from Sheriff's office. Identify which ones are offsite or in new building.
 - c) Need current staffing for HQ
 - d) Training – SF plus activities that generate space requirements
 - e) After info received, have video conference with Sheriff to “rebuild” our forms. We can then interactively rebuild the space structure.
- 9. Design team will summarize program of new Training Facility on Airport Road annex
- 10. Goal for 911:
 - c) Primary to be at EOC
 - d) Dispatchers do everything (fire, sheriff, etc)
 - e) Building a 911 department within EOC.
 - f) Sheriff manages Dispatch/911 staff, but it is intended to be located in Public Safety building.
- 11. Jail:
 - c) Include executive summary of Jail study, with Justice Center report
- 12. Parking for HQ
 - c) 250

End Minutes.

The preceding is assumed to be a complete and correct account of the items discussed, directions given, and conclusions drawn, unless this office is notified in writing to the contrary by the next regular meeting. If no notification is received, these minutes will be deemed an accurate account of the meeting.

Respectfully Submitted by:

Sweet Sparkman Architects – John Bryant, AIA LEED AP

cc: Roger Warner, for distribution

Date of Meeting: 3/20/18
Date of Issuance: 4/23/18
Project Name: Charlotte County Public Facilities
Strategic Master Space Plan
Project Number: 17474
Meeting Location: Murdock Building D – Facilities Conference Room
Attendees: **Charlotte County (CC) Sheriff's Office (SO):** James E. Kenville, Michael Casarella
CC Facilities: Roger Warner
Sweet Sparkman Architects (SSA): John Bryant, Kim Lam
Brinkley Sargent Wiginton Architect (BSWA): Dwayne Brinkley, Gina Irwin

Topic: Meeting # 4 – Departmental Interviews:
Sheriff's Office

1. Attendees reviewed updated staff position and growth spreadsheet, as well as draft County space standards. Office types were reviewed and applied to each position. Updates and revisions were made directly in spreadsheet and will be provided to Department for review.
2. District 01 Substation – completed
3. Firing Range – designed, moving forward
4. District 03 – design commenced, occupancy 2019
5. E911 – move to EOC (currently at headquarters)
 - a) Current 911 space at EOC (which is currently a backup location), could become more breakout space.
 - b) The new 911 building has not been sited, but it will be at Public Safety complex. Ideally new 911 building will have direct (enclosed) connection to EOC building.
6. Sheriff Support Staff Facility (formerly called Headquarters)
 - a) E911/dispatch
 - a) EOC will be primary 911
 - b) Support Staff Facility is desired to have full duplication of 911/dispatch
 - c) PSAP – Public Safety Answering Point
 - b) Aviation: 2 offices at HQ
 - c) Executive Command
7. Sheriff – provide comm. center console station count/breakdown
8. There was discussion of space standards and office types as follows:
 - a) Intelligence Div – Analysts in Workstations to be set apart from others
 - a) Sergeant will have PO-C
 - b) STAR acronym – strategic targeted area response

- b) Video Production – needs a small studio – editing equipment and green screen/cameras, and equipment storage
- c) Comm Relations – shared space
- d) Polygrapher – 1 station (small office) with sound vestibule room (like an interview room). Polygraph room needs to be a designated space but will be unoccupied most times.
- e) K9 units – dogs are never boarded at the station. Need space for 2 or 3 kennels. Kennels stay in the same room as officer, and are located near the workstations.
 - a) Sergeant needs office space
 - b) Corporal and Officers get shared office
- f) Marine unit and Traffic
 - a) Add Sergeant for Marine Unit
 - b) Officers to get shared office workstations
- g) Juvenile/Exam – PO+Exam room
 - a) Need lobby space associated with Major Crimes
- h) Legal
 - a) PO + workstation
- i) Watch Command
 - a) Refer to District 1 substation plan
- j) Team to schedule a GoToMeeting with Sheriff to review form
- k) Capt. Casarella to get quartermaster and supplies
 - a) Need to get 911 breakout

End Minutes.

The preceding is assumed to be a complete and correct account of the items discussed, directions given, and conclusions drawn, unless this office is notified in writing to the contrary by the next regular meeting. If no notification is received, these minutes will be deemed an accurate account of the meeting.

Respectfully Submitted by:

Sweet Sparkman Architects – John Bryant, AIA LEED AP

cc: Roger Warner, for distribution

Date of Meeting: 12/7/17
Date of Issuance: 3/12/18
Project Name: Charlotte County Public Facilities
Strategic Master Space Plan
Project Number: 17474
Meeting Location: Murdock Building D – Facilities Conference Room
Attendees: **Charlotte County (CC) Supervisor of Elections (SOE):**
Lou Spacco
CC Facilities: Roger Warner
Sweet Sparkman Architects (SSA): John Bryant, Kim
Lam
Brinkley Sargent Wiginton Architect (BSWA): Dwayne
Brinkley

Topic: Meeting # 2 – Departmental Interviews:
Supervisor of Elections

1. Attendees reviewed the completed departmental questionnaires. Any revisions will be reflected in the attached space needs projection table.
2. Staff locations include:
 - a. Punta Gorda (CC Historic Courthouse) – (10)
 - b. Warehouse – (2)
 - c. Satellite office at Murdock and San Casa locations:
 - i. (1) Deputy Registrar
3. No anticipated growth at Punta Gorda location.
4. Current space usages noted include:
 - a. Tabulation room
 - i. May be filled with 18-20 people. Includes software used to count ballots.
 - b. Phone banks for use during elections.
 - c. Vaults for ballots.
 - d. Conference room - seating 10-12 people.
 - e. Current staff space is sufficient.
 - f. Warehouse
 - i. Currently is not large enough, and should be about a third larger – add about 1000sf.
 - ii. Ideally would have main office in same location as the Warehouse.
 - iii. Needs to have better receiving facility.

2168 Main Street
Sarasota, FL 34237
T - 941.952.0084
F - 941.952.0201
sweetsparkman.com

End Minutes.

Date of Meeting: 3/20/18
Date of Issuance: 4/23/18
Project Name: Charlotte County Public Facilities
Strategic Master Space Plan
Project Number: 17474
Meeting Location: Murdock Building D – Facilities Conference Room
Attendees: **Charlotte County (CC) Supervisor of Elections (SOE):**
Lou Spacco
CC Facilities: Roger Warner
Sweet Sparkman Architects (SSA): John Bryant, Kim
Lam
Brinkley Sargent Wiginton Architect (BSWA): Dwayne
Brinkley, Gina Irwin

Topic: Meeting # 4 – Departmental Interviews:
Supervisor of Elections

1. Attendees reviewed updated staff position and growth spreadsheet, as well as draft County space standards. Office types were reviewed and applied to each position. Updates and revisions were made directly in spreadsheet and will be provided to Department for review.
2. Move to Historic Courthouse from South County Annex was initiated by a previous Supervisor of Election.
3. Historic Courthouse is very challenging, particularly due to the increasing use of vote by mail.
4. Most counties have a dedicated media room to accommodate media presence during elections counting.
5. Lou's desire: central facility with warehouse and main office.
 - a. If SOE was in one single office, centrally located, they would not need annex building.
 - b. Tax Collector locations allow for voter registration
6. Poll Workers trained at Cultural Center
7. Warehouse Building
 - a. (2) workstations
 - b. Toilets
 - c. Increase current storage space
 - d. Dedicated document storage space (double size of current)
 - e. Loading and delivery area
8. Note regarding new warehouse – provide additional space for possible future requirements that could expand storage requirements.

End Minutes.

Date of Meeting: 12/7/17
Date of Issuance: 3/12/18
Project Name: Charlotte County Public Facilities
Strategic Master Space Plan
Project Number: 17474
Meeting Location: Murdock Building D – Facilities Conference Room
Attendees: **Charlotte County (CC) Tax Collector:** Vickie Potts,
Christine Lee, Joette Maynard, Kim Kapela
CC Facilities: Roger Warner
Sweet Sparkman Architects (SSA): John Bryant, Kim
Lam
Brinkley Sargent Wiginton Architect (BSWA): Dwayne
Brinkley

Topic: Meeting # 2 – Departmental Interviews:
Tax Collector

1. Attendees reviewed the completed departmental questionnaires. Any revisions will be reflected in the attached space needs projection table.
2. It was noted that the questionnaire responses may be inaccurate and were answered conservatively.
3. Tax Collector services include: Real estate, motor vehicle titles, hunting/fishing permits, concealed weapons permits, parking, birth certificates, tourist taxes, business taxes, etc. Design team to be provided with a Record of Services to help aid space allowance needs.
4. V. Potts noted there are current plans for a 5-year lease for space at the Port Charlotte AAA building (Olean site). 3-4 staff members at this location. The (3) existing locations (Punta Gorda, Port Charlotte, and Englewood) locations will still be needed.
5. Tax Collector plans to take back the space at the South County Annex once Public Works moves out.
6. Current space usages noted include:
 - a. Insufficient number of parking spaces
 - b. Insufficient work space - There are currently more staff than workstations.
 - c. Currently personnel that work together may not necessarily be located next to it each other. This was noted to be inefficient and potentially problematic.
 - d. Mail processing and courier services are currently located on the first floor of the Murdock Building.
 - e. Staff to provide Design team a mark-up of space uses and descriptions on Phase 2 floor plans.

2168 Main Street
Sarasota, FL 34237
T - 941.952.0084
F - 941.952.0201
sweetsparkman.com

End Minutes.

Date of Meeting: 3/20/18
Date of Issuance: 4/23/18
Project Name: Charlotte County Public Facilities
Strategic Master Space Plan
Project Number: 17474
Meeting Location: Murdock Building D – Facilities Conference Room
Attendees: **Charlotte County (CC) Tax Collector:** Christine Lee,
Joette Maynard
CC Facilities: Roger Warner
Sweet Sparkman Architects (SSA): Jerry Sparkman,
John Bryant
Brinkley Sargent Wiginton Architect (BSWA): Dwayne
Brinkley, Gina Irwin

Topic: Meeting # 4 – Departmental Interviews:
Tax Collector

1. Attendees reviewed updated staff position and growth spreadsheet, as well as draft County space standards. Office types were reviewed and applied to each position. Updates and revisions were made directly in spreadsheet and will be provided to Department for review.
2. Port Charlotte Location
 - a. (1) Supervisor
 - b. (2) FT Tech Specialist
 - c. (1) Part Time
 - d. For this space, a tech specialist was removed from Murdock.
3. South County – won't be replaced in the next 5 years
 - a. FY 2031 replacement
4. For revenue collection tax clerks, they need a 6x6 space. Indicate as modified WS2 workstation.
5. Mail Couriers – they need WS3 – they need a good amount of space
6. Process & Imaging Spec – WS3
7. Murdock A – Loading Dock
 - a. Majority of mail is license plates shipment
 - b. Roger says loading dock would not be provided at new Murdock building
 - i. Not a lot of stuff flowing through loading dock. Maybe 3 times a year for computer equipment.
 - ii. Roger says receiving can be minimal
 - iii. Minimal staging area requirements. As soon as license plates come in they get sent out to required locations (south county, etc.)
8. Send updated staff charts to staff for review.

End Minutes.

Date of Meeting: 12/20/17
Date of Issuance: 3/12/18
Project Name: Charlotte County Public Facilities
Strategic Master Space Plan
Project Number: 17474
Meeting Location: Conference Call
Attendees: **Charlotte County (CC) Health Dept:** Dr. Frank Lepore
CC Facilities: Roger Warner
Sweet Sparkman Architects (SSA): John Bryant, Kim Lam
Brinkley Sargent Wiginton Architect (BSWA): Dwayne Brinkley, Gina Irwin

Topic: Meeting # 2 – Departmental Interviews:
Health Department

1. Goal for a "one-stop health care" campus.
2. Current clinic space is inadequate; second floor space is well used.
3. Some staff currently share spaces, however some will need to remain in an office space (for services requiring confidentiality)
4. Front client/service intake area is a critical, immediate problem area - will want to open up to allow for more workflow. There is preference for more glass/visibility and customer-friendliness. Clinic area to be doubled, or more if providing specialty services.
5. Currently (1) clerk in building department.
6. First floor services currently include: DCS services, Epidemiology & Infectious Disease, WIC, Dental, Clinics, and Medical Staff Society & Navigators (insurance)
7. Dental services may need to be expanded.
8. There is a desire for future Primary Care services in the current building. Primary Care clinic is an outside entity; they would pay rent.
9. Second floor includes Admin, Environmental (EH), IT and network specialists, PIO, Health Consultants, Health education and training rooms,
10. Second floor "warehouse" of current building is currently used for storage. Goal for possible future use is for VA services or future Health Dept. expansion.
11. Environmental Specialists/field staff typically work in cubicle spaces.
12. EH should have a secretary/admin assistant position, but currently not in the budget.
13. Dental staff - All PT except Dental Director. (4) PT dental assistants can share an office.
14. Ops Consultant Manager has own office on the same wing as Dr. Lepore.
15. Health Education consultants are each supervised by other staff. Community Promotions has own office with (1) Health Education consultant.
16. Population trends depend on seasons and dictate how services are analyzed (season from Sept - May).

17. Estimated average of 13,000 visits per year.
18. Dr. Lepore anticipates population increase over time.
19. Need 10-15 additional staff to fully function properly.
20. Dr. Lepore stated existing space is currently at capacity. There is space for 66 staff. There is approved staffing for 73, but not enough space for all of them.
21. Building was used as a shelter, but not officially designated as shelter space. There is no full service kitchen. Building is a backup EOC.
22. Health Dept. to provide:
 - a. Written summary of: 1)Resident ease of use and 2)Services/overlay of service provisions
 - b. Extrapolated population data if available
 - c. Staff Organizational Chart

End Minutes.

The preceding is assumed to be a complete and correct account of the items discussed, directions given, and conclusions drawn, unless this office is notified in writing to the contrary by the next regular meeting. If no notification is received, these minutes will be deemed an accurate account of the meeting.

Respectfully Submitted by:

Sweet Sparkman Architects –Kim Lam, Assoc. AIA LEED AP

cc: Roger Warner, for distribution

Date of Meeting: 12/7/17
Date of Issuance: 3/12/18
Project Name: Charlotte County Public Facilities
Strategic Master Space Plan
Project Number: 17474
Meeting Location: Murdock Building D – Facilities Conference Room
Attendees: **Charlotte County (CC) Metropolitan Planning Organization (MPO):** Gary Harrell, Bekie Leslie
CC Facilities: Roger Warner
Sweet Sparkman Architects (SSA): John Bryant, Kim Lam
Brinkley Sargent Wiginton Architect (BSWA): Dwayne Brinkley

Topic: Meeting # 2 – Departmental Interviews:
Metropolitan Planning Organization

1. Departmental questionnaires to be provided to Design team.
2. MPO provides long range transportation planning, including local input for transportation decisions, primarily for state and federal funds.
3. Provides funding for ATMS (automatic traffic management system).
4. MPO program to be added to the Loveland development. It will be part of Public works area, but will be separated as its own department.
5. Coordinates with the County, City of Punta Gorda, and Airport Authority.
6. Attendees reviewed the current Organization chart. Staffing to be revised to include (2) Planner II positions, working 20 hours/week.
7. There are (5) elected officials on the Board:
 - a. (3) - Charlotte County
 - b. (1) - City of Punta Gorda
 - c. (1) - Airport Authority
8. MPO director reports to the Board and is appointed at will by Board.
9. No 5- and 10- year growth projections were anticipated but the current space and office area are too small.
10. Conference room accommodates 6-10 people.
11. MPO has periodic (quarterly) needs for 15-40 person meetings.
12. Currently Room 119 in the Murdock building is used (5) times per year for televised meetings.
13. MPO currently uses Meeting/Training rooms at the Eastport Campus, Building A.
14. Rented off-site storage space is currently used for required records retention.

2168 Main Street
Sarasota, FL 34237
T - 941.952.0084
F - 941.952.0201
sweetsparkman.com

End Minutes.

Date of Meeting: 3/20/18
Date of Issuance: 4/23/18
Project Name: Charlotte County Public Facilities
Strategic Master Space Plan
Project Number: 17474
Meeting Location: Murdock Building D – Facilities Construction
Attendees: **Charlotte County (CC) Metropolitan Planning
Organization (MPO):** Gary Harrell
Sweet Sparkman Architects (SSA): John Bryant

Topic: Meeting # 4 – Departmental Interviews:
Metropolitan Planning Organization

1. Attendees reviewed updated staff position and growth spreadsheet, as well as draft County space standards. Office types were reviewed and applied to each position. Updates and revisions were made directly in spreadsheet and will be provided to Department for review.
2. Admin Asst needs workstation with reception area, waiting space for 3-4 people
3. Conf room for 10 people
4. Needs (9) vertical file storage cabinets, can be located in shared office space
5. Planning staff can be located in WS3 workstations in shared office arrangement
6. Director to get 180sf office

End Minutes.

The preceding is assumed to be a complete and correct account of the items discussed, directions given, and conclusions drawn, unless this office is notified in writing to the contrary by the next regular meeting. If no notification is received, these minutes will be deemed an accurate account of the meeting.

Respectfully Submitted by:

Sweet Sparkman Architects – Kim Lam, Assoc. AIA, LEED AP

cc: Roger Warner, for distribution

2168 Main Street
Sarasota, FL 34237
T - 941.952.0084
F - 941.952.0201
sweetsparkman.com

F. DETAILED COST ESTIMATES: MURDOCK & SOUTH COUNTY ANNEX

Murdock Administration Center

Charlotte County Government

October 12, 2018

Conceptual Estimate

- This conceptual estimate is based on information provided by Sweet Sparkman Architects dated 10/02/2018
- Because this estimate was based on incomplete information, there may be other items not currently included but needed to accomplish the intended design. For that reason, an appropriate contingency has been included in the estimate.

Clarifications

- The cost of new buildings can vary greatly depending on the materials and details incorporated into the design. This estimate is based on a "middle of the road" design consisting of structural steel framing, precast concrete and curtain-wall exterior cladding and membrane roofing.
- One and two story buildings include shallow depth conventional footings. Taller buildings include pile foundations.
- Renovations to Building A anticipate complete an entire floor for each phase of demolition and construction.
- Estimate assumes Building A can be brought up to 2028 codes without major structural changes
- The site is considered to be balanced cut and fill. No significant quantity of fill or removal of unsatisfactory soils has been included.
- New underground utilities to be taken off existing connections and/or backflows.
- No off site improvements have been included.
-

Exclusions

- Professional Fees (A/E)
- Underground unforeseen conditions (i.e., rock removal, unsuitable fill remediation, etc.)
- Historical resources mitigation
- Testing and inspection services including but not limited to: construction materials testing, structural steel inspections, onsite radon testing of fill material, and threshold inspections
- Building permit fees and threshold inspection services
- Impact fees of any kind
- Testing and/or removal of any hazardous materials

Charlotte County Government
Murdock Administration Center

OPTION 1

October 12, 2018

Scope of Work	Quantity	Unit	Budget Unit Cost	Cost	Escalated to:			Subtotal	Notes
				2018	2020	2028			
Phase 1									
General Conditions	19	Mos		1,080,000	1,157,760			1,157,760	
Site Work									
Soil Erosion	1	LS	7,500.00	7,500	8,040			8,040	
Temporary Security	1,850	LF	5.00	9,250	9,916			9,916	
Demolish Building B	36,022	SF	4.00	144,088	154,462			154,462	
Remove existing curbs, sidewalks & paving	15,638	SY	3.50	54,732	58,673			58,673	
Clear & grade area	243,300	SF	0.15	36,495	39,123			39,123	
New underground utilities:					0				
Storm	159,003	SF	1.00	159,003	170,451			170,451	
Domestic Water	300	LF	25.00	7,500	8,040			8,040	Use existing Backflow
Fire Line	450	LF	40.00	18,000	19,296			19,296	Use existing Backflow
Hydrants	1	EA	5,500.00	5,500	5,896			5,896	
Sanitary (Gravity)	300	LF	20.00	6,000	6,432			6,432	
Parking Lots, Curbs, sidewalks, stripe & signs	17,667	SY	46.00	812,682	871,195			871,195	
Landscaped Areas	35,900	SF	2.50	89,750	96,212			96,212	
Trees in Parking Islands	17,667	SY	1.00	17,667	18,939			18,939	
New Buildings									
2-story Office Shell	40,000	SF	148.44	5,937,600	6,365,107			6,365,107	
Office Fitout	20,000	SF	77.73	1,554,600	1,666,531			1,666,531	
CEP Building	3,000	SF	163.00	489,000	524,208			524,208	
Phase 2									
General Conditions	19	Mos		1,875,000		2,643,750		2,643,750	
Site Work									
Soil Erosion	1	LS	7,500.00	7,500		10,575		10,575	
Temporary Security	2,770	LF	5.00	13,850		19,529		19,529	
Demolish Building D	5,218	SF	4.00	20,872		29,430		29,430	
Clear & grade area	78,300	SF	0.15	11,745		16,560		16,560	
New underground utilities:									
Chilled water lines to new CEP	300	LF	100.00	30,000		42,300		42,300	
Parking Lots, Curbs, sidewalks, stripe & signs	8,511	SY	46.00	391,506		552,023		552,023	
Landscaped Areas	43,583	SF	2.50	108,958		153,630		153,630	
Trees in Parking Islands	8,333	SY	1.00	8,333		11,750		11,750	
Buildings									
Fitout balance of shell space from Phase 1	20,000	SF	77.73	1,554,600		2,191,986		2,191,986	
Selective Interior Demolition	93,596	SF	6.00	561,576		791,822		791,822	
Interior Fitout	93,596	SF	149.23	13,967,331		19,693,937		19,693,937	
TOTAL									
				28,980,638	11,180,282	26,157,292		37,337,574	
Insurances & Bonds	2.35%			681,045	262,736.62	614,696.36		877,433	
CM Overhead, Fees & Precon Expenses	6.15%			1,824,194	703,746	1,646,477		2,350,223	
SUBTOTAL				31,485,877	12,146,764	28,418,466		40,565,230	
Contingency (10%)	10.00%			3,148,588	1,214,676	2,841,847		4,056,523	
GRAND TOTAL				34,634,464	13,361,440	31,260,312		44,621,752	

Charlotte County Government
Murdock Administration Center

OPTION 2

October 12, 2018

Scope of Work	Quantity	Unit	Budget Unit Cost	Cost	Escalated to:	Subtotal	Notes
				2018	2020	2028	
Phase 1							
General Conditions	19	Mos		1,080,000	1,157,760		1,157,760
Site Work							
Soil Erosion	1	LS	7,500.00	7,500	8,040		8,040
Temporary Security	1,370	LF	5.00	6,850	7,343		7,343
Demolish Building B	36,022	SF	4.00	144,088	154,462		154,462
Remove existing curbs, sidewalks & paving	80,500	SY	3.00	241,500	258,888		258,888
Clear & grade area	109,900	SF	0.15	16,485	17,672		17,672
New underground utilities:							
Storm	39,996	SF	1.00	39,996	42,876		42,876
Domestic Water	300	LF	25.00	7,500	8,040		8,040
Fire Line	450	LF	40.00	18,000	19,296		19,296
Hydrants	1	EA	5,500.00	5,500	5,896		5,896
Sanitary (Gravity)	300	LF	20.00	6,000	6,432		6,432
Parking Lots, Curbs, sidewalks, stripe & signs	4,444	SY	46.00	204,424	219,143		219,143
Landscape Courtyard	19,600	SF	25.00	490,000	525,280		525,280
Landscaped Areas	33,000	SF	2.50	82,500	88,440		88,440
Trees in Parking Islands	4,444	SY	1.00	4,444	4,764		4,764
New Buildings							
2-story Office Shell	40,000	SF	148.44	5,937,600	6,365,107		6,365,107
Office Fitout	20,000	SF	77.73	1,554,600	1,666,531		1,666,531
CEP Building	3,000	SF	163.00	489,000	524,208		524,208
Phase 2							
General Conditions	24	Mos		1,440,000		2,030,400	2,030,400
Site Work							
Soil Erosion	1	LS	7,500.00	7,500		10,575	10,575
Temporary Security	3,730	LF	5.00	18,650		26,297	26,297
Demolish Buildings A, D & CEP	100,814	SF	4.00	403,256		568,591	568,591
Remove existing curbs, sidewalks & paving	77,000	SY	3.00	231,000		325,710	325,710
Clear & grade area	254,000	SF	0.15	38,100		53,721	53,721
New underground utilities:							
Storm	163,197	SF	1.00	163,197		230,108	230,108
Domestic Water	300	LF	25.00	7,500		10,575	10,575
Fire Line	450	LF	40.00	18,000		25,380	25,380
Hydrants	1	EA	5,500.00	5,500		7,755	7,755
Sanitary (Gravity)	300	LF	20.00	6,000		8,460	8,460
Chilled water lines to new CEP	600	LF	100.00	60,000		84,600	84,600
Parking Lots, Curbs, sidewalks, stripe & signs	18,133	SY	46.00	834,118		1,176,106	1,176,106
Landscape Courtyard	4,300	SF	25.00	107,500		151,575	151,575
Landscaped Areas	66,500	SF	2.50	166,250		234,413	234,413
Trees in Parking Islands	11,444	SY	1.00	11,444		16,136	16,136
Buildings							
New 4 - Story Office Shell	80,000	SF	149.15	11,932,000		16,824,120	16,824,120
Interior Fitout	80,000	SF	77.73	6,218,400		8,767,944	8,767,944
Interior Fitout for balance of 2-sty bldg	20,000	SF	77.73	1,554,600		2,191,986	2,191,986
TOTAL				33,559,002	11,080,178	32,744,451	43,824,629
Insurances & Bonds	2.35%			788,637	260,384.18	769,494.60	1,029,879
CM Overhead, Fees & Precon Expenses	6.15%			2,112,380	697,445	2,061,108	2,758,552

Charlotte County Government

Murdock Administration Center

OPTION 3

October 12, 2018

Scope of Work	Quantity	Unit	Budget Unit Cost	Cost	Subtotal	Notes
				2018	2028	
Phase 1						
General Conditions	32	Mos		2,100,000	2,961,000	
Site Work						
Soil Erosion	1	LS	7,500.00	7,500	10,575	
Temporary Security	3,866	LF	5.00	19,330	27,255	
Demolish Building A,B, C & CEP	136,836	SF	4.00	547,344	771,755	
Remove existing curbs, sidewalks & paving	140,700	SY	3.00	422,100	595,161	
Clear & grade area	354,000	SF	0.15	53,100	74,871	
New underground utilities:						
Storm	236,997	SF	1.00	236,997	334,166	
Domestic Water	600	LF	25.00	15,000	21,150	
Fire Line	900	LF	40.00	36,000	50,760	
Hydrants	2	EA	5,500.00	11,000	15,510	
Sanitary (Gravity)	600	LF	20.00	12,000	16,920	
Parking Lots, Curbs, sidewalks, stripe & signs	26,333	SY	46.00	1,211,318	1,707,958	
Landscape Courtyard	13,125	SF	25.00	328,125	462,656	
Landscaped Areas	80,875	SF	2.50	202,188	285,084	
Trees in Parking Islands	26,333	SY	1.00	26,333	37,130	
New Buildings						
5-Story Office Shell	115,000	SF	149.15	17,152,250	24,184,673	
Office Fitout	115,000	SF	77.73	8,938,950	12,603,920	
CEP Building	3,000	SF	163.00	489,000	689,490	
TOTAL				31,808,535	44,850,034	
Insurances & Bonds	2.35%			747,501	1,053,976	
CM Overhead, Fees & Precon Expenses	6.15%			2,002,196	2,823,097	
SUBTOTAL				34,558,231	48,727,106	
Contingency (10%)	10.00%			3,455,823	4,872,711	
GRAND TOTAL				38,014,054	53,599,817	

South County Annex Building
Charlotte County Government

Conceptual Estimate

October 24, 2018

Scope of Work	Quantity	Unit	Budget Unit Cost	Cost	Escalated to:	Notes
				2018	2,021	Average escalation at 3.5%/Year
Phase 1						
General Conditions	12	Mos		720,000	798,480	
Site Work						
Soil Erosion	1	LS	7,500.00	7,500	8,318	
Temporary Security	1,100	LF	5.00	5,500	6,100	
Remove existing curbs, sidewalks & paving	2,522	SY	3.50	8,827	9,789	
Clear & grade area	50,100	SF	0.15	7,515	8,334	
Building Pad Fill (3')	1,917	CY	25.00	47,925	53,149	
New underground utilities:					0	
Storm	31,000	SF	1.00	31,000	34,379	
Domestic Water	100	LF	25.00	2,500	2,773	
New Tap and backflow	1	EA	7,500.00	7,500	8,318	
Fire Line	100	LF	40.00	4,000	4,436	
New Tap and backflow	1	EA	10,000.00	10,000	11,090	
Hydrants	1	EA	5,500.00	5,500	6,100	
Sanitary (Gravity)	100	LF	20.00	2,000	2,218	
New Tie-in	1	EA	5,000.00	5,000	5,545	
Parking Lots, Curbs, sidewalks, stripe & signs	1,097	SY	46.00	50,462	55,962	
Landscaped Areas	25,200	SF	2.50	63,000	69,867	
New Trees	20	EA	500.00	10,000	11,090	
					0	
New Buildings					0	
2-story Office Shell	30,000	SF	148.44	4,453,200	4,938,599	
Office Fitout	30,000	SF	77.73	2,331,900	2,586,077	
					0	
Phase 2					0	
					0	
General Conditions	3	Mos		90,000	99,810	
					0	
Site Work					0	
Soil Erosion	1	LS	7,500.00	7,500	8,318	
Temporary Security	1,300	LF	5.00	6,500	7,209	
Demolish 1-Story Building	30,122	SF	4.00	120,488	133,621	
Remove existing curbs, sidewalks & paving	3,489	SY	3.50	12,212	13,543	
Clear & grade area	82,400	SF	0.15	12,360	13,707	
Additional fill for higher FF elevation	800	CY	15.00	12,000	13,308	
New underground utilities:					0	
Storm	70,000	SF	1.00	70,000	77,630	
Parking Lots, Curbs, sidewalks, stripe & signs	5,014	SY	46.00	230,644	255,784	
Landscaped Areas	37,300	SF	2.50	93,250	103,414	
New Trees	30	EA	500.00	15,000	16,635	
TOTAL				8,443,283	9,363,600	
Insurances & Bonds	2.35%			198,417	220,045	
CM Overhead, Fees & Precon Expenses	6.15%			531,465	589,394	
SUBTOTAL				9,173,164	10,173,039	
Contingency (10%)	10.00%			917,316	1,017,304	
GRAND TOTAL				10,090,481	11,190,343	



PURCHASING DIVISION

Charlotte County Administration Center
18500 Murdock Circle, Suite 344
Port Charlotte, Florida 33948-1094

Phone 941.743.1378
Fax 941.743.1384

TO: PROSPECTIVE PROPOSERS

DATE: JANUARY 27, 2025

RE: ADDENDUM #1, RFP NO. 20250217, CHARLOTTE COUNTY STRATEGIC MASTER SPACE PLAN

PROPOSAL DUE DATE: 3:00 p.m. (EST), FEBRUARY 13, 2025

Firms are hereby notified that this addendum shall be made a part of the above-named proposal and contract documents. The following are issued to revise/clarify the proposal and contract documents, and these items shall have the same force and effect as the original proposal and contract documents. Proposals to be submitted on the above-specified date at Purchasing shall conform to the revisions and clarifications as listed herein.

ITEM #1 QUESTIONS/ANSWERS

Q1: Is site selection for future expansion required for this project?

A1: No.

Q2: The scope includes a narrative about aligning with forecasted growth models. Have growth models already been established or is this a deliverable of this project?

A2: Citizen population growth models have been completed and will be provided to the awarded consultant. Will need to determine department staff growth projections for ten (10) years.

Q3: Security needs are referenced in the RFQ, are you looking for a CPTED based security analysis of all County facilities targeted in this project?

A3: No CPTED will be needed, security only needs to be evaluated against industry standards against the current program of the County.

Q4: Will the mast plan study require a population growth forecast model?

A4: No.

Q5: Will the consultant be required to access current ADA compliance of all facilities target by the master plan study?

A5: No.

Q6: Can you please clarify an aspect of the insurance requirements for me? Page 6, #4 details requirements for Professional Liability for Prime Contractors and #5 details it for Subcontractors. All of these requirements are based on projected construction costs. This particular RFP does not call for any construction. Can you please clarify what the requirements will be for Professional Liability Insurance for this particular contract?

A6: The County will waive these insurance requirements.


Q7: Will the awarded firm be eligible to work on subsequent projects identified in the Master Space Plan?

A7: Yes, the contracted firm will be able to work on future projects identified as a need in the Master Space Plan.

ITEM #2 REVISIONS

Change the Professional Services Committee Short List Firms from February 28, 2025, to March 7, 2025, at 10:00 a.m. in the Charlotte County Purchasing Division Conference Room.

This addendum is binding and is to be considered as if contained within the original proposal documents of RFP No. 20250217. Firms are required to acknowledge receipt of this addendum on their proposal forms.



Kimberly A. Corbett, C.P.M., CPPB
Senior Division Manager - Purchasing

KC/kch

cc: Clerk
File



PURCHASING DIVISION

Charlotte County Administration Center
18500 Murdock Circle, Suite 344
Port Charlotte, Florida 33948-1094

Phone 941.743.1378
Fax 941.743.1384

TO: PROSPECTIVE PROPOSERS

DATE: FEBRUARY 7, 2025

RE: ADDENDUM #2, RFP NO. 20250217, CHARLOTTE COUNTY STRATEGIC MASTER SPACE PLAN

PROPOSAL DUE DATE: 3:00 p.m. (EST), FEBRUARY 13, 2025

Firms are hereby notified that this addendum shall be made a part of the above-named proposal and contract documents. The following are issued to revise/clarify the proposal and contract documents, and these items shall have the same force and effect as the original proposal and contract documents. Proposals to be submitted on the above-specified date at Purchasing shall conform to the revisions and clarifications as listed herein.

ITEM #1 QUESTIONS/ANSWERS

Q1: What is the timeline of this project?

A1: The total contract time will be 365 days from the Notice to Proceed with phased deliverables.

This addendum is binding and is to be considered as if contained within the original proposal documents of RFP No. 20250217. Firms are required to acknowledge receipt of this addendum on their proposal forms.

Kimberly Corbett

Kimberly A. Corbett, C.P.M., CPPB
Senior Division Manager - Purchasing

KC/kch

cc: Clerk
File