

JACKSONVILLE AREA PLANNING BOARD



May 29, 1975

Mr. John F. Armstrong, Sr., Chairman
Nassau County Board of Commissioners
Nassau County Courthouse
Fernandina Beach, Florida

Attention: Mr. D.O. Oxley, Clerk of Court

Dear Mr. Armstrong:

Enclosed please find your copy of an executed agreement between the Jacksonville Area Planning Board and Nassau County for undertaking an office facilities needs study for Nassau County. As per the terms of this agreement the Jacksonville Area Planning Board will provide the Nassau County Board of Commissioners the completed study on or before July 22, 1975.

I would like to request that the county board communicate with their department heads in the near future advising them of the study and requesting their cooperation with the JAPB staff who will be working with them. This is extremely important because the study will be a reflection and extension of their input.

Mr. Raj Mehta, head of our Functional Planning Division has been assigned as the principal planner for the project. In the event you wish to discuss any aspect of the study please feel free to call him at (904) 633-2260.

I am looking forward to the completion of a meaningful study for Nassau County. If I can be of any assistance or should you have any questions please feel free to contact me.

Sincerely,

R. Daniel Castle, A.I.P.
Deputy Executive Director

cc: Raj Mehta



AGREEMENT

THIS AGREEMENT, made and executed this 22nd day of May, 1975, by and between the Jacksonville Area Planning Board, whose mailing address is 401 Courthouse, 330 East Bay Street, Jacksonville, Florida 32202, party of the first part and the Nassau County Board of Commissioners, the governing body of Nassau County, a Political Subdivision of the State of Florida, party of the second part.

WHEREAS, under the date of April 14, 1975, the party of the first part submitted to the party of the second part a proposal to update the "Feasibility Study of the Nassau County Courthouse" prepared in 1968 for the party of the second part by John Pierce Stevens, A.I.A., Architect, by completing an "Office Facility Needs Study", and

WHEREAS, the "Office Facility Needs Study" will include an inventory and analysis of existing personnel, facilities and space occupancy as well as the present and future organizational structure of County Government in the State of Florida, including personnel requirements which will provide the basis for determining present and future office facility needs of Nassau County. (See Exhibit "A", a detailed work program which is attached and made a part of this agreement), and

WHEREAS, the party of the first part agrees to complete the work outlined in this agreement and exhibit "A" attached thereto within ninety (90) days of the execution of the agreement by the party of the first part, and

WHEREAS, the party of the second part agrees to compensate the party of the first part in the amount of \$500.00 upon completion of the work described in the agreement and the submittal of five (5) copies of said study.

NOW, THEREFORE in consideration of the foregoing and in further consideration of the proposal of the party of the first part, as outlined in the agreement and the attached Exhibit "A" which is a part hereof, party of the second part agrees to accept such proposal and party of the first part agrees to perform the services outlined herein.

IN WITNESS WHEREOF, the parties hereto have passed these presents to be executed on the day and year first above written.

JACKSONVILLE AREA PLANNING BOARD
(PARTY OF THE FIRST PART)

By James F. Reeder
Chairman

By Edward D. Babes
Executive Director

NASSAU COUNTY BOARD OF COMMISSIONERS
(PARTY OF THE SECOND PART)

By John F. Armstrong Sr.
Chairman

Attest: W. O. O'Leary
Clerk

Approved as to form:

Thomas R. Welch

WOPK PROGRAM FOR
OFFICE FACILITY NEEDS STUDY
FOR NASSAU COUNTY

The work program for the above study will consist of four elements or tasks described below:

1. Study of Organizational Structure of the County Government. This will be done to determine the functional relationships between different departments at various levels. Included in this phase of the study will be an investigation of any changes envisaged in the county governmental organization.
2. Inventory of Existing Personnel and Space Allocation. Starting with a study of the functional organization of each department, this task will include an inventory of existing personnel and space allocation. Effort will also be made to determine problems, if any, relating to existing location of the departments, or their internal space allocation. This phase will also include determination of future personnel as well as space needs for every department. Suggestions will be solicited from various departmental heads regarding their locational preferences.
3. Inventory of Space Availability. This will involve conducting an inventory of existing space occupied by the county government, which will then be compared with the space needs identified in task 2 to determine deficiencies and additional needs. An inventory will then be made of space availability in the area which will include existing structures as well as suitable vacant sites. Information regarding county owned properties and other governmental land will also be obtained.
4. Alternative Proposals for Future Facilities. This task will include development of location criteria for each function and department of the county government, as well as for the major government facility. A suitability analysis of various properties inventoried in task 3 will be conducted. Alternative proposals will then be made, which will include estimates of financial outlays involved to meet the existing and anticipated future location and space needs of the county government.

Most of the data required for Task #1 is available through existing records. Information needed in Task 2 will be acquired through a questionnaire which will be sent to all the county departmental heads. (A preliminary format for the proposed questionnaire is attached). The responses received will be analyzed to identify existing and anticipated/potential future problems. This will be followed up by attempts to find acceptable methods to resolve the problems through personal discussions with responsible persons. Task 3 will require some field work to inventory and evaluate existing and potential properties.

It is estimated that the entire work program outlined above can be accomplished within 90 days of signing the contract. Since most of the data will be collected through public officials, close cooperation and prompt response from various county officials is a pre-requisite for satisfactory and successful completion of this study. It is envisioned that in addition to at least two work sessions with an advisory task force (composed either of all the county commissioners or representatives from the county commission, appointed officials, local businessmen, and other interested citizens) to review personnel and facility needs, the criteria for facility evaluation and the evaluation of various alternative proposals, at least one public meeting will be necessary to receive general public input into the evaluation process before the proposals can be finalized and incorporated in the final report.

NASSAU COUNTY OFFICE FACILITY NEEDS

Preliminary Questionnaire

1. Name of Department:

2. Address (location):

3. Is present location satisfactory as regards the following:

Yes No

(i) Convenience to user public

(ii) Convenience to employees

(iii) Interaction with other county offices

(iv) Interaction with other local, state and federal offices in the county

4. Existing Personnel and space allocation:

(i) Title	# of Positions	Area Per Person	Total Area	Separate Or Shared Office Space
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(ii) Other space occupancy
Type floor area

Attach a departmental organization chart and a floor occupancy map of your office, if available.

5. Future personnel and space needs of the department:

(i) Title	# of Positions	Area Per Person	Total Area	Separate or Shared Space	Remarks
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(ii) Other space requirements
type floor area special requirements (if any)

6. Is the department function location-tied or is it flexible to move?
7. Suggested possible locations for the department in order of preference:

1

2

3

4

8. Any special considerations which must be taken into account for the location of the department.