

Memorandum



Date: January 20, 2012

To: Honorable Chairman Joe A. Martinez
and Members, Board of County Commissioners

From: Carlos A. Gimenez
Mayor 

Subject: Status Update on the Report Regarding Vacant Office Space in County Facilities

This is a brief update on the report due to the Board of County Commissioners (Board) pursuant to Resolution R-886-11, sponsored by Chairman Joe A. Martinez. More specifically, R-886-11 requested an analysis of overall vacant office space in County facilities, development of a plan to best utilize unused commercial space in Overtown Transit Village – Tower 2 (OTV-II) to generate additional revenue for the County, and to provide a methodology and implementation schedule for commercial use of vacant office space in County facilities, including OTV-II.

I have always been a proponent of eliminating leases, housing County operations in spaces owned by private entities and moving such operations into County-owned facilities whenever possible. As part of the recent consolidation of County departments, staff is identifying available space and opportunities to co-locate newly merged functions in all County-owned facilities, including OTV-II. To provide the level of detail requested in R-886-11 which covers all County-owned facilities, additional time is needed as we finalize departmental consolidations and can truly identify vacant space that could be used for commercial use. I expect to be able provide this information by April 2012. Should we determine that it is in the County's best interest to lease the space to private entities, we will prepare a competitive process in accordance with Florida State Statute 125.35.

As it relates specifically to OTV-II, 16 of the 22 floors are programmable space, with the other 6 floors serving as parking garage space. Of the 16 programmable floors, 13 floors are occupied or slated for tenants. The majority of the building is occupied by the State of Florida's Child Support Enforcement Program, which was relocated from leased office space into County-owned space. As a result, the County now collects rent that was previously paid to a private landlord. Supporting functions for the Child Support Enforcement Program such as the State Attorney's Office, Office of the Clerk, Clerk of Courts (COC), Miami-Dade Police Department Court Services Bureau, Guardian Ad Litem, Voices for Children, and five courtrooms are also currently housed in OTV-II. The next phase of moves includes COC's Procurement, Finance and Marriage License Divisions, the former Consumer Services Department and Corrections' Internal Affairs Division (currently in leased office space).

Additionally, as part of the departmental consolidations, the three un-programmed floors are being considered to re-locate other County departments and functions, some that are currently in private leased space. This includes Audit and Management Services, the Ethics Commission and Inspector General, and former Consumer Services Department (not in leased space).

As mentioned at the beginning of this report, we will provide a follow-up report in the coming months, after the departmental consolidations are complete, that will more clearly delineate vacant space for commercial use and an implementation methodology. We will also include details on cost savings resulting from relocations, co-locations, and private leases that are no longer required. The Internal Services Department is working closely with all County departments to finish this task.

If you have any questions or concerns, please feel free to contact Lester Sola, Internal Services Department Director, at 305-375-2363, or me directly.

c: R.A. Cuevas, Jr., County Attorney
Office of the Mayor Senior Staff
Lester Sola, Director, Internal Services Department
Charles Anderson, Commission Auditor