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# MEMORANDUM

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Date: August 12, 2014

To: The Honorable Chair and Members  
Pima County Board of Supervisors

From: C.H. Huckelberry  
County Administrator 

Re: **Old Courthouse Utilization for the Board of Supervisors, County Administration and Clerk of the Board**

Attached are a summary and timeline, as well as general space allocation plans, for this upcoming relocation that will last approximately two to three years.

The Second Floor of the Historic Old Courthouse will be vacant by March 2015. By May 2015, the Assessor, Recorder and Treasurer will have moved to the new Public Service Building.

It is appropriate to move County uses into this building pending possible bond approval for more extensive remodeling for County administrative functions and an art museum on the first floor. Temporary relocation of the Board of Supervisors' offices, Clerk of the Board and County Administration will allow Floors 5, 10 and 11 of the Administration East Building to be vacated; thereby facilitating final asbestos abatement and firesprinkling within this office building, a requirement of the Arizona State Fire Marshal.

Remodeling for our temporary use will be kept to a minimum to conserve resources.

I will have continuing dialog with the Board over the next few months as plans progress from very broad, conceptual space planning to detailed floor plans.

CHH/mjk

#### Attachments

c: Michael Kirk, Director, Facilities Management  
Tom Burke, Director, Finance and Risk Management



MICHAEL L. KIRK, FMP

PH: (520) 724-3703 \* FAX: (520) 724-3900

**Old Courthouse Use Analysis and Review**

The future of the Old Courthouse (OCH) 115 N Church is proposed in the future general obligation bond (GOB) proposal for a historic renovation once the Justice Court moves from the second floor, Assessor, Treasurer and Records Offices move from the first floor and the Assessor moves from the third floor. The proposed uses at this time are for art museum(s) on the first floor, Board of Supervisors and County Administration on the second floor.

Assuming the GOB is successful there is a question as to when in the 10-12 year bond program that this project would be funded.

**PROPOSAL 1:** is to move the BOS, Clerk of the Board (COB) and County Admin into the building on a temporary basis shortly after the other services relocate to the new Public Services Center at 240 N Stone. This proposal is based on a minimal expense, temporary remodel. This would allow the abatement and remodel of the 10<sup>th</sup>, 11<sup>th</sup> and 5<sup>th</sup> floors of the Admin East building. Upon abatement and remodel of the Admin East floors the BOS, County Admin and COB would return the Admin East allowing the historic remodel of the OCH. This proposal would involve at least two moves by the BOS, County Admin and COB. Funding of the abatement and remodel of Admin East floors are not included in any GOB projects.

**The estimated cost of abating and remodeling three floor in the Admin East exceeds \$7M.**

A compressed Proposal 1 timeline may be as follows:

February-March 2015	Justice Courts moves from the OCH to PSC at 240 N Stone
April-May 2015	Assessor, Recorder and Treasurer move to 240 N Stone
June- September 2015	Minor remodeling to OCH (funding not identified)
October-November 2015	BOS, COB & Co Admin – relocate to OCH
<b>November 2015</b>	<b>General Obligation Bond Election</b>
December 2015 – June 2017	Abate and remodel Admin East floors 10, 11 & 5
July-August 2017	Move BOS, COB & Co Admin back to 130 W Congress
3 years (pending start date)	Historic design & renovation (1 year design / 2 years construct)
Re-Remodel	Remodel Admin East 10 & 11 for efficient functionality for final users.

**PROPOSAL 2:** Relocate Justice Court, Assessor, Recorder And Treasurer per schedule to new Public Services Center 240 N Stone. Increase Securitas watch on vacant OCH. Remodel Admin East 2<sup>nd</sup> floor (already abated & vacant) for the Clerk of the Board and the Procurement

Department division (current temporary location on the 5<sup>th</sup> floor of Admin West) permanent location. Estimated cost to remodel Admin East 2<sup>nd</sup> floor, \$1.8M.

Remodel 160 N Stone for the RFCD once Justice Courts vacate to new building. This expenditure allows the earlier sale of 97 E Congress. Major remodel estimated at \$2.5M

Remodel OCH per BOS and County Admin recommended bond project schedule, assuming a successful bond election.

**Proposal 2 timeline:**

February-March 2015

April-May 2015

September 2014-2015

September 2014-2015

**November 2015**

July 2016

3 years (pending start date)

Justice Courts moves from the OCH to PSC at 240 N Stone

Assessor, Recorder and Treasurer move to 240 N Stone

Design and remodel Admin East 2<sup>nd</sup> floor for COB & Procurement

Design and remodel 160 N Stone for RFCD

**General Obligation Bond Election**

Sale of 97 E Congress

Historic design & renovation (1 year design / 2 years construct)

BOS & County Admin relocates to OCH upon historic remodel

**Space Allocations (current):**

**BOS** – Admin East 130 W Congress 11<sup>th</sup> floor

Total gross floor area: 8,633 gsf

Common/Shared area: 3711 sqft (includes elevator lobby, restrooms, conference room)

Office areas for each Supervisory District varies in area and office layout.

District 1: 812 sqft

District 2: 1220

District 3: 1080

District 4: 980

District 5: 830

**County Administrator** – Admin East 130 W Congress 10<sup>th</sup> floor

Total gross floor area: 8,633 gsf

Common/Shared area: 2,589 sqft (includes elevator lobby, restrooms)

Office & Staff area: 6044 sqft – includes 15 offices, 9+ workstations, conference room

**Clerk of the Board** – Admin East 130 W Congress 5<sup>th</sup> floor

Total gross floor area: 8,633 gsf

Common/Shared area: 3,250

COB Office & Staff area: 3,785 sqft – includes 7 offices, workstations and public counter

**Space Allocations (proposed @ OCH 2<sup>nd</sup> floor):** see attached plans

**BOS** – 115 N Church 2<sup>nd</sup> floor south area

Gross floor area: 18,180

Areas identified for BOS District offices with minimal remodeling (not assigned)

Area 1 - 1475 sqft

Area 2 - 1400

Area 3 - 1590

Area 4 - 1500

Area 5 – 1400

2 shared meeting rooms

1 historic courtroom (undisturbed)

Staff restrooms (shared)

Private access - Elevator to basement providing access to government center 'B' level parking.

**County Administrator** – 115 N Church 2<sup>nd</sup> floor north area

Gross floor area: 9,250 sqft

Area has sufficient space but does not have defined (15) offices to accommodate current staff

Staff restrooms

Private access - Elevator and stairs to 1<sup>st</sup> floor north end only

**Clerk of the Board** – 115 N Church 2<sup>nd</sup> and/or 3<sup>rd</sup> floor

There is residual space of 2600 sqft on the 2<sup>nd</sup> floor adjacent to the BOS area.

The 3<sup>rd</sup> floor is 5700 sqft of available office area.

Option 2 locates the Clerk of the Board in permanent new office space on the 2<sup>nd</sup> floor of 130 W Congress in close proximity to the BOS meeting room.

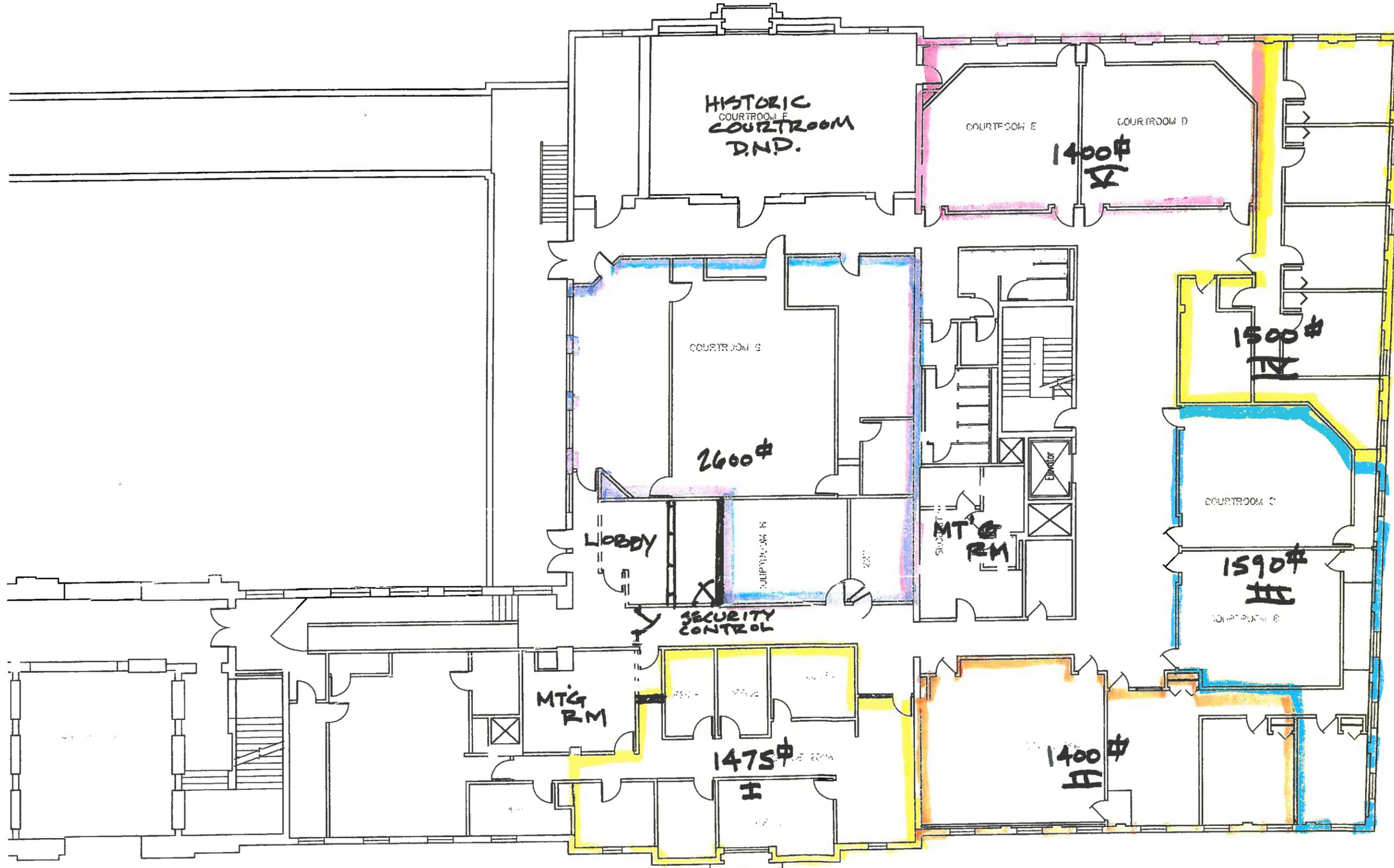
#### Impacts

The primary time interval affecting any proposal regarding the Old Court House is the anticipated date to begin funding the project within the bond program.

Moving the BOS and County Admin into the OCH prior to the November 2015 GOB election may give the public perception that the OCH bond project is not warranted.

Funding for the non-bond projects expressed in the proposals above will impact the completion dates of those indicated.






**2<sup>nd</sup> FLOOR - SOUTH**  
 1/16" = 1'-0"

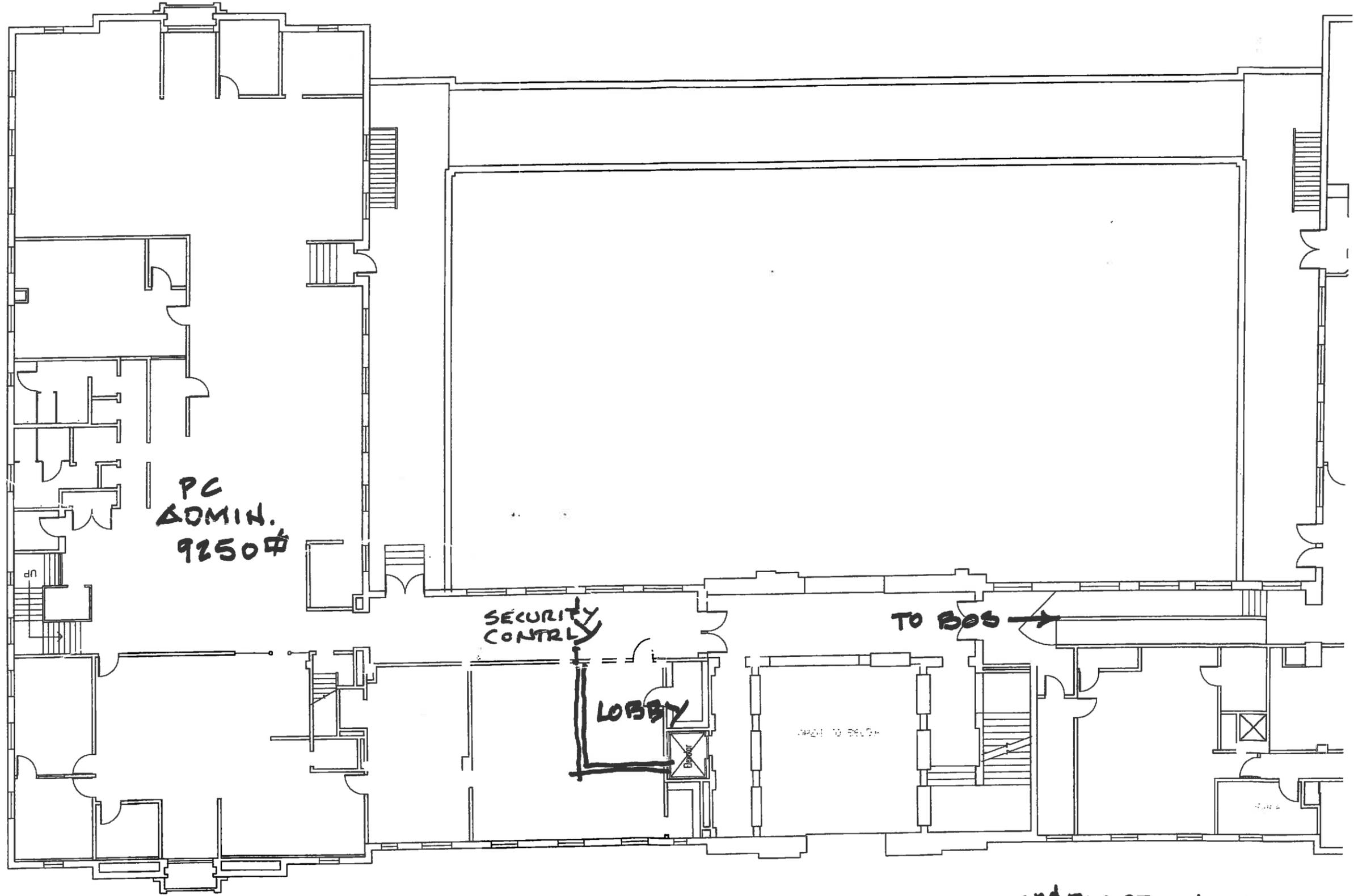
PIMA COUNTY FACILITIES MANAGEMENT, 150 WEST CONGRESS, TUCSON ARIZONA 85701 (520)724-3085  
 OLD COURTHOUSE  
 115 N CHURCH AVENUE  
 TUCSON, ARIZONA



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 DATE: 12-10-13  
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 SHEET NO:

OF  
 V.A. NUMBER

2nd FLOOR PLAN



**2<sup>nd</sup> FLOOR - NORTH**  
 1/16" = 1'-0"

YUMA COUNTY FACILITIES MANAGEMENT, 150 WEST CONGRESS, TUCSON ARIZONA 85701 (520)740-3085

OLD COURTHOUSE  
 115 N CHURCH AVENUE  
 TUCSON, ARIZONA

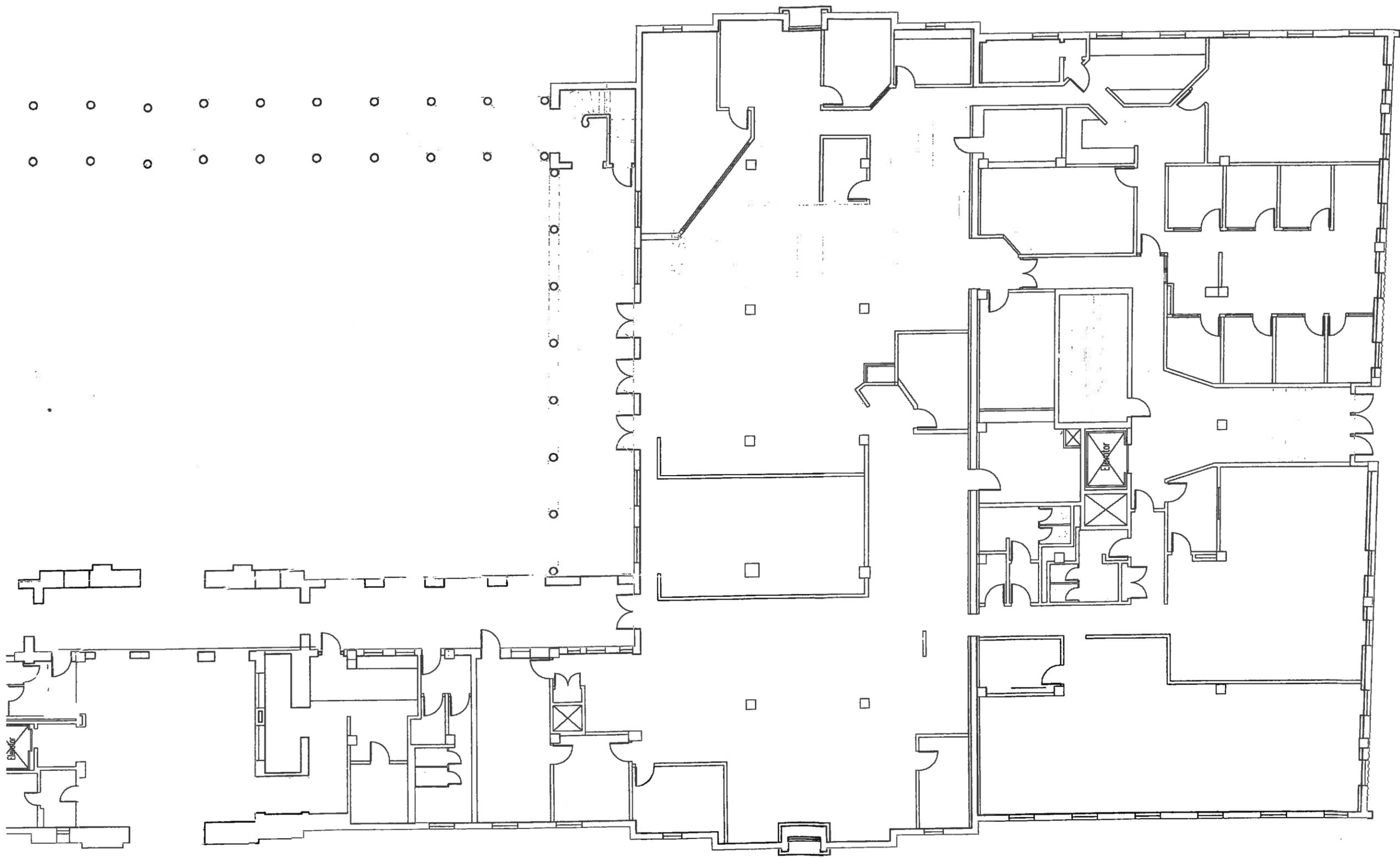


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2nd FLOOR PLAN




**1ST FLOOR SOUTH**  
 1/16" = 1'-0"

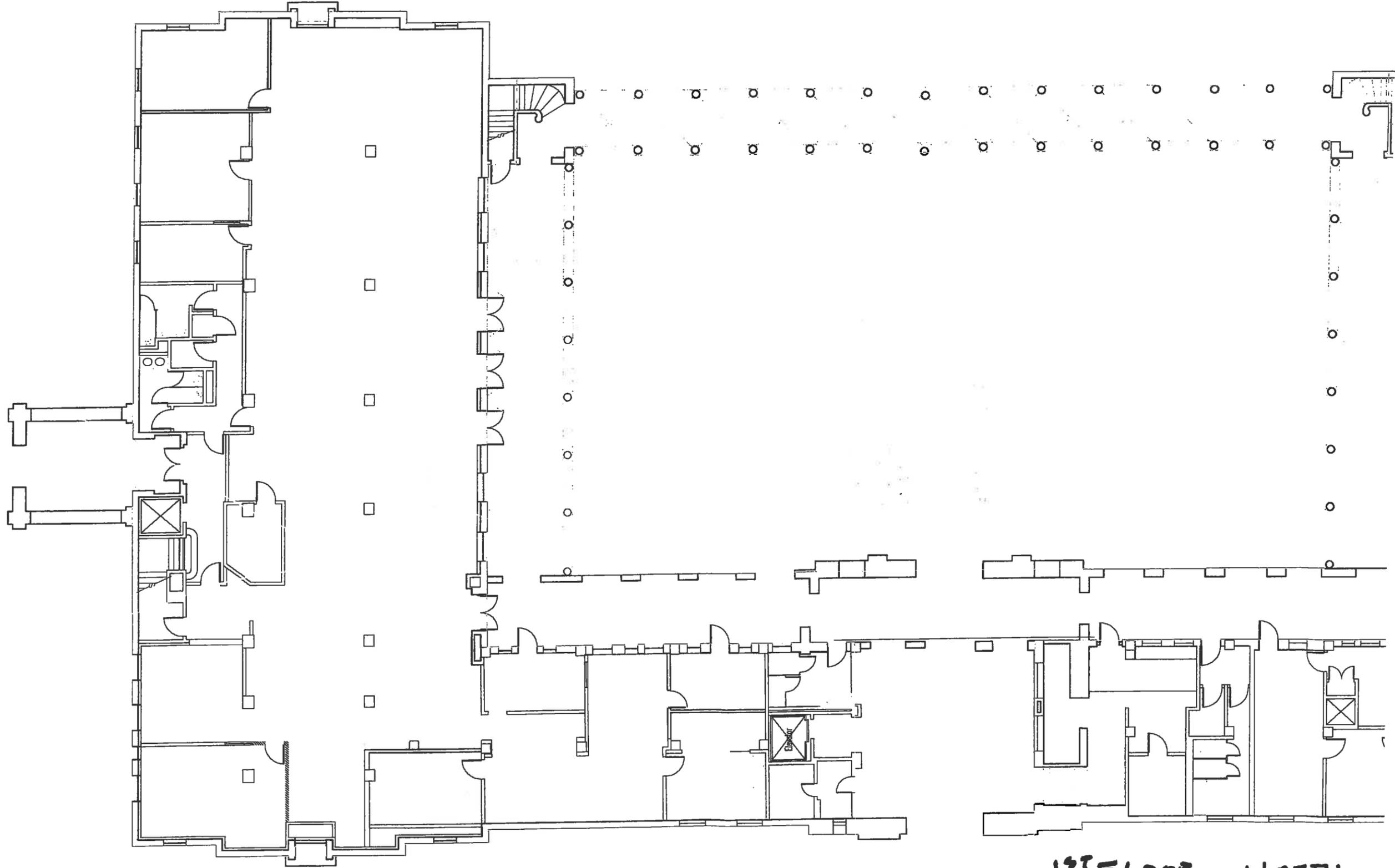
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1st FLOOR PLAN



MC 1<sup>ST</sup> FLOOR NORTH  
 1/4" = 1'-0"

IMA COUNTY FACILITIES MANAGEMENT, 150 WEST CONGRESS, TUCSON ARIZONA 85701 (520)724-3085

OLD COURTHOUSE  
 115 N CHURCH AVENUE  
 TUCSON, ARIZONA

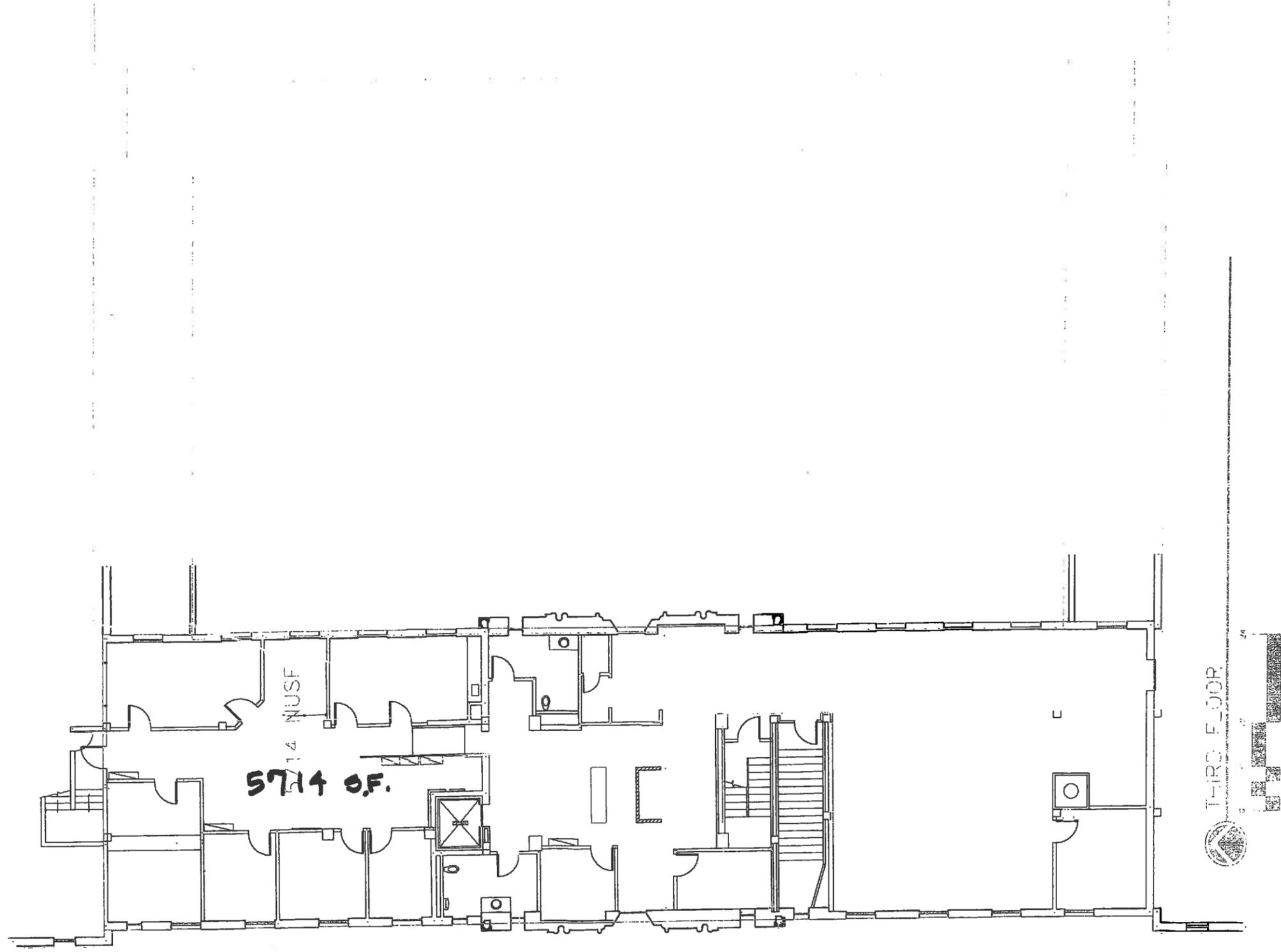


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1st FLOOR PLAN



**3<sup>rd</sup> FLOOR NORTH**  
 1/16" = 1'-0"

THIRD FLOOR



PIMA COUNTY FACILITIES MANAGEMENT, 150 WEST CONGRESS, TUCSON ARIZONA 85701 (520)740-3085

OLD COURTHOUSE  
 115 N. CHURCH AVENUE  
 TUCSON, ARIZONA

3rd FLOOR PLAN



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