



**OFFICE OF THE CITY COUNCIL  
RESEARCH DIVISION**

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**SPECIAL COMMITTEE TO REVIEW JSO PRIMARY FACILITIES  
WORKING GROUP ON ADMINISTRATIVE SERVICES**

**Meeting Minutes**

**December 14, 2023  
10:00 a.m.**

**Location:** Lynwood Roberts Room, 1<sup>st</sup> floor, City Hall

**In attendance:** Council Member Michael Boylan (Chair), Ryan Sitnik (Co-Chair)

**Also:** Director Larry Schmitt – JSO Department of Police Services, Assistant Chief Scott Dingee – JSO General Support Section, Assistant Chief Jonathan Randolph – JSO Information Systems, Ben Carder – JSO Facilities Manager; Steven Libby – Legislative Services Division; Jeff Clements – Council Research Division; Steve Cassada – Public Information Division

**Meeting Convened:** 10:00 a.m.

Chairman Michael Boylan convened the meeting and the attendees introduced themselves for the record. Mr. Boylan said the charge of this working group appears to be changing somewhat since the Sheriff has indicated an interest is moving the JSO headquarters to an existing building. He said he has communicated the Sheriff's interest to Council President Salem to keep him aware of the potential change in the working group's focus.

Co-Chair Ryan Sitnik introduced Ian Reeves and Stockton Reeves who are well known in the field of law enforcement and corrections planning and construction in Florida to make a presentation.

**Architects Design Group – Ian Reeves, President**

Mr. Reeves gave a brief history of his company which works in the field of public safety facility planning and design. He showed a list nearly a dozen professional accreditation standards and protocols that must be complied with in designing law enforcement facilities.

Center for Public Safety – Stockton Reeves, Director

Mr. Reeves said the Center for Public Safety is the research division of Architects Design Group and is devoted solely to law enforcement facility research. They track and help clients apply for 28 different grant programs.

Ian Reeves said that law enforcement facility planning and construction are complicated, long-term projects and discussed a methodology flow chart laying out all of the steps of a construction project in three phases from beginning to end (pre-design planning, design and bidding, and construction). He recommended paying the additional cost to get a 24-month initial warranty on the construction (instead of the usual 12 months) and having a full inspection of the building by the architects after a 2-month initial occupancy period and before the expiration of the warranty period to inspect every feature of the construction to ensure that everything is in good condition before the warranty expires. The most important element of project success is constant and good communication among all parties.

The pre-planning process takes 4 to 6 months and includes: kickoff meeting; initial spatial needs assessment; staffing study for growth needs (10 and 20 years out); determine site size needs and potential locations; site analyses of all options, including vulnerability and risk assessment; conceptual design; final site master plan; community outreach; identification of grant opportunities; issue RFQ and procure construction manager services.

Director Schmitt said JSO management has had many preliminary discussions about growth projections, interior organization and adjacency needs, so feel like they're well along with the beginning phases of the process. Chairman Boylan said he would schedule the Reeves's to make a presentation to the full Special Committee on this methodology chart.

Ian Reeves said there are lots of considerations if you want to renovate an existing building rather than all new construction. It is important to find out what building code was in place when the building was constructed and how that relates to current code requirements for retrofit. His company can provide cost development models for new construction vs. retrofit of specific buildings.

Next steps for JSO: establish an internal project committee; hire an architect with experience and a history of good working relationship with clients; do a pre-design planning study; get a construction manager at risk on board early in the process so they can work with the City and the architect and engineers from the beginning; start searching for available grants; develop a comprehensive facility plan considering future operations and maintenance; tour recently constructed facilities for best practices and lessons learned.

National design trends for law enforcement facilities include: attention to good training facilities; health and wellness of staff; spaces for community engagement; and flexible multi-use areas. Early integration of security and technology are important, including a seamlessly integrated security system; analytics capabilities; audio/video solutions; and high capacity and secure communications systems.

Chairman Boylan said the next working group meeting will discuss the costs of new construction vs. adaptive reuse of an existing facility. Ian Reeves said adaptation of existing buildings can be complicated and may require an almost total rebuild of a building torn down to the foundation and framing. It's harder to shoehorn functions into pre-existing spaces than to build what you want from scratch. Director Schmitt said JSO is basically looking for an office building for administrative functions so hopefully it wouldn't take too much effort and expense to retrofit an existing already-renovated office building that doesn't need a lot of specialized facilities like a firing range.

Discussion of Minimum Facility Needs – JSO Director of Police Services Larry Schmitt

Director Schmitt said ideally JSO would like to have a campus with all law enforcement functions within easy walking distance of each other but that will be expensive and take at least 4 years to achieve. The other end of the spectrum would be to remain in and keep patching the existing insufficient facility. The ultimate solution will be somewhere in the middle for reasons of affordability and time frame. They are considering an adaptive re-use of a previously renovated existing building for reasons of cost and speed. In response to a question from Chairman Boylan, Director Schmitt said JSO would be interested in hiring an experienced consultant to do an analysis of the costs and benefits of retrofitting an existing building to determine feasibility and estimate costs. Mr. Boylan asked how much more information is needed to determine if an existing building would be a feasible option. Ian Reeves said it appears JSO has most of what is needed. Mr. Boylan asked Steve Long, Operations Director for the Public Works Department, about his department's involvement in this sort of facility exploration. Mr. Long said he presumes JSO would want to use the City Engineering Division to help do the analysis and assist in the hiring of a consultant to do the detailed analysis of an existing building or to design and build a new facility. Ian Reeves said it's important to get a construction manager involved from the very beginning of the process as options are explored, especially for a renovation of an existing building, so the entity that will eventually be responsible for managing the construction process can see and understand the proposed building's conditions from the start. Mr. Boylan said the next meeting will discuss options for a new vs. adapted facility and owning vs. leasing an administrative building.

Next meeting: Thursday, January 11<sup>th</sup>, 10:00 a.m.

**Meeting adjourned:** 11:00 a.m.

Minutes: Jeff Clements, Council Research Division

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