

**STATE OF FLORIDA**  
**DEPARTMENT OF MANAGEMENT SERVICES (DMS)**  
**Business Case Analysis**

**Date:** June 14, 2024  
**Agency:** Florida Department of Agriculture and Consumer Services  
**For Period:** Fiscal Year 2023-24

Florida Statute 255.49 requires that each state agency provide the Department of Management Services with occupancy information and a business case analysis for the space needs of the agency. Please provide the appropriate information for each item.

**I. Current Occupancy and Anticipated Future Needs**

- a. Identify potential significant changes to FTE counts at any of the agency's office locations within the coming fiscal year if applicable.
- b. Identify any vacant or underutilized space for all state-owned office buildings space currently occupied and any restrictions that apply to any other agency occupying the vacant or underutilized space.

The department does not anticipate a significant change to FTE counts in the upcoming fiscal year. There is no vacant or underutilized space in department owned office buildings or facilities.

**II. Consolidation Plans**

- a. Provide a summary describing the agency's methodology and considerations in evaluating and selecting candidates for co-location or consolidation.
- b. Provide a list of lease numbers the Agency has identified as co-location or consolidation candidates.

The department's main criteria to evaluate and select candidates for consolidation, or co-location, are geographic proximity and the effective, cost-efficient delivery of the department's services to its customers. Locations that share overlapping geographic, programmatic criteria and state-owned space availability are considered candidates for co-location.

Current individual lease considered for future co-location include: 420:0505, 420:0504, 942:5520, 420:0520, 942:2661, 942:4214, 942:4215, 420:0414, 942:2655 and 420:0467.

**III. Telework Program**

- a. Indicate below if the agency has a telework program as defined in FS 110.171.
- b. Identify any agency performance measures that support telework program analysis.

Give a general description of any known workforce changes affecting the agency's delivery of services (such as legislative/budget changes, teleworking or alternative workplace programs, etc.).

The department has implemented a restricted Telework Procedure Policy which specifies that assignments must be supportive of the Department needs and specifically the needs of the appropriate division.

IV. **Current and Relocation Costs**

- a. Identify potential changes in client and/or business needs (changes in agency's service delivery models, client services, or client traffic impacting space needs).
- b. In calculating savings, the agency must consider anticipated changes in total space size, rate changes, moving costs, and impacts on operating costs (such as data and communications, office equipment, security services, special equipment, and other items specific to the unit's core business process). Agencies are not required to submit their detailed calculations of potential savings in this regard but should provide any potential cases of space reduction or improved efficiencies.

The department intends to consolidate the licensing regional office location in Leon County. This will result in a reduction of annual lease cost for the department; however, relocation costs will be minimal for agency owned or leased equipment, furniture, and supplies. Staff and services located at the private leased space (420:0467) will be absorbed into the licensing headquarter facilities (942:4215/942:4214) owned by the state.