



To: Commissioners Court
From: Bill Bilyeu
Date: August 11, 2011
Re: Elections Office relocation to the JJAEP Facility

VAI Architects has completed the re-use study to move the Elections Office from rented space on Redbud into surplus space at the JJAEP Facility. As a reminder, the JJAEP Facility includes office space and three clusters originally intended for classroom space. Two of the clusters are finished, meaning they are carpeted, have HVAC, etc. The third cluster is shelled, meaning that there are no internal walls or HVAC. FYI, the JJAEP facility was built to allow for 10-15 years of expected office and schoolroom growth.

We estimate that it will cost approximately \$650,000 in design and construction costs to reconfigure the JJAEP Facility to house the Elections Office and warehouse. This cost includes additional parking (\$200,000) to handle peak demands around the election cycle. The reconfiguration will also provide for required conditioning and extensive electrical needs in the warehouse and changes to limit contact between the public/voters and JJAEP students and juvenile probationers. The current lease for the Elections Office is \$150,000 per year which means a 4 year payback.

If the Commissioners Court agrees to budget Permanent Improvement Funds for this project, we expect to have the design and construction completed in time for a June 2012 (after the Primary Runoff) move in.

Pros:

- 4 year payback
- Location will be on the County campus resulting in better location recognition for the public
- Timelier support from IT and Facilities
- Easier support of a county owned facility for IT and Facilities
- No lease payments to the private sector
- Utilizes surplus space
- New infrastructure should mean less maintenance and upkeep
- More parking

Cons:

- Limits office space growth for Elections. Probably a 5-7 year (not permanent) move for the Elections Office. (No change from current office location)
- Limits office space growth for Juvenile Probation and JJAEP to 5%, (Current allows for at least 50%)
- Limits classroom growth from 200% (3 clusters or 24 classrooms total) to 50% (1 ½ clusters or 10-12 classrooms total). Current demand utilizes 6-8 classrooms
- Additional signage needed to move voters to the back of the County campus
- Voter frustration with move between a primary election and November election day
- Warehouse space will be configured to store about 2,000 machines (currently own 1,500, request for May 2012 is 2,200). Additional cost to configure and power more machines.
- Depending upon final move date, the County may be required to pay holdover lease fees (6 month notice)
- Some hallway interaction between Elections staff/workers and probationers and students
- Lose the loading dock