

Leon County Board of County Commissioners

Cover Sheet for Agenda #19

March 13, 2012

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Consideration of Proposed Lease Space to Address Supervisor of Elections Voting Operations Center Space Requirements

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Scott Ross, Director of Office of Financial Stewardship
Lead Staff/ Project Team:	Graham Stewart, Real Estate Manager

Fiscal Impact:

This item has a fiscal impact. \$288,000 in recurring funds are included in the adopted FY2012 budget to support this request. The annualized total cost (ie lease, utilities, etc.) is estimated at \$245,400, which results in an annual budget savings of \$42,600. A detailed fiscal analysis is included in the agenda item.

Staff Recommendation:

Option #1: Authorize the County Administrator to execute a lease agreement, in a form approved by the County Attorney, for the former Ashley's Furniture Store located at 2990 Apalachee Parkway based on the parameters outlined in the letter of intent (Attachment #1).

Report and Discussion

Background:

During the 2011 and 2012 budget processes, the Leon County Supervisor of Elections requested a unified facility to house its operations of about 40,000 square feet. At the June 27, 2011FY 2012 budget workshop, the Board directed staff to work with the Supervisor of Election's (SOE) office for the purpose of evaluating the long-term consolidated space needs of the SOE's office; and, to provide options for the Board that may include: renovation of an existing vacant space; construction of new space; or long-term lease options. Additionally, the Board authorized staff to utilize the County's existing broker for Huntington Oaks (TALCOR) to assist in the site evaluation process and to act as the County's broker in the event an acquisition or long-term lease is the final solution

At the February 28, 2012 meeting, the Board accepted a status report regarding the Supervisor of Elections space needs (Attachment #2). As reflected in the attached agenda item, a thorough review was performed of all the functions required to be performed by the SOE throughout election and non-election cycles. Staff worked to identify appropriately sized spaces for the requirements of the SOE. The analysis indicated that in a consolidated office/warehouse space a total of 41,257 sq. ft. is needed during the peak of an election cycle. This includes 20,342 sq ft of warehouse space and 20,915 sq ft of office space. County and SOE staff, working with the County's real estate broker, reviewed numerous options to address the full consolidation, but were unable to identify financially viable solutions to present to the Board.

The adopted FY 2012 budget includes \$288,000 to support the SOE's space needs (this includes \$250,000 in recurring funding for the proposed consolidation, as well as, \$38,000 in current expenditures related to existing leases, etc.) The SOE currently has staff located at two locations (the Bank of America Building and the warehouse at the historic Amtrak train depot complex); and, stores election equipment and supplies in four different locations. In addition, the Supervisor rents separate space to provide poll worker training throughout the election cycle.

Analysis:

As noted in the February 28, 2012 status report agenda item:

In the short term, other options to consolidate the SOE's warehouse space, which is currently being accommodated in four different locations, are being sought. In addition, the SOE's office has indicated that there is an urgent need to find an alternative location for the existing Railroad warehouse and staff is working with the County's broker to identify possible locations. Ideally, the SOE would like this move to occur to support this fall's election.

To address this immediate issue, County and SOE staff, working with the County's real estate broker, have been evaluating alternative locations to address the SOE's warehouse and training space needs. As noted in the space analysis, there are a series of specific requirements that

Title: Consideration of Proposed Lease Space to Address Supervisor of Elections Voter Operations Center Space Requirements

March 13, 2012

Page 3

needed to be addressed in order to accommodate the SOE's election needs. These included peak parking of at least 125 spaces, efficient truck dock operation, ability to "loop" cars on election night to receive polling site election results (up to 120 cars), and per the SOE, the facility had to be generally located in the southeast quadrant (while still having easy access to the Courthouse). The space needs analysis provides extensive detail on the overall building needs.

After reviewing and evaluating a number of locations, the SOE's office determined that the property located at 2990 Apalachee Parkway (the former "Ashley's Furniture" in the strip mall) provides a viable long-term solution to their Voter Operations Center (warehouse, testing and training) needs. While the Supervisor of Elections and staff acknowledge that a fully consolidated operation (office and Voter Operations Center) is the ideal solution, the current economy and budget do not allow for the ideal solution. Appreciating this reality, the Supervisor has stated that by leasing the former Ashley's space, this will not only provide an immediate solution related to the current year election, it will also provide a long-term solution for his office for at least the next decade.

If the space is leased, this would consolidate the SOE's six plus locations into just two locations: the Bank of America building for the main office and Canvassing Board operations, and the "Ashley" space for the Voter Operations Center (warehousing, testing and training). The SOE would vacate the Railroad Avenue property as part of this move.

For the former Ashley's facility, staff has negotiated a non-binding Letter of Intent to secure the property; this would form the basis of a final lease. SOE, County Attorney's Office and county administration staff all worked closely with the County's real estate broker to prepare this information. The following provides a summary of the proposed lease and the associated expenditures to support the space:

- The initial term would be for ten years with the option, subject to Board approval, to continue the lease through two additional five-year terms. In order to comply with the five-year term limit requirement in Section 125.031, Florida Statutes, the lease would include a provision which would require staff to bring the lease back to the Board after the first five years of the initial term to request Board approval to either continue the lease through the second five years or, at the Board's discretion, to terminate the lease. The same approval process would also be provided for continuing the lease through each of the five-year option terms.
- The base rent for the first 2 years would be \$175,459 (\$5.60 per sq ft with 2% annual increases commencing in year 3) and the common area maintenance charges is \$17,546 (\$0.56 per sq ft and annual growth is capped at the lesser of CPI or 5%). Staff estimates utilities, security, custodial and maintenance at approximately \$52,400; however, based on new energy efficient air conditioning equipment being installed, the overall utility expenditures should be lower. Therefore, the total current annual estimated cost is \$245,400; which is \$42,600 less than the total budgeted allocation of \$288,000.
- The County would pay for all tenant improvements. The County has estimated these costs at approximately \$177,425. Funds are available within the SOE's existing adopted budget to support this expenditure. This number is an estimate and may be slightly higher/lower once the actual work is performed. To minimize the fiscal impact, the SOE

Title: Consideration of Proposed Lease Space to Address Supervisor of Elections Voter Operations Center Space Requirements

March 13, 2012

Page 4

is re-using as much shelving, furnishings, etc. from existing locations; as well as, utilizing as many existing walls, etc. in the new facility as possible.

- The SOE would need to take occupancy by June 1, 2012 in order to be ready for the August primary.

In addition to the above, the utilization of this space supports the Board's continued commitment to finding viable uses for vacant "big box" retail establishments. Entering into the lease will provide the SOE with a solution to a long term space need problem and ensure the continued successful operation of the County's elections.

Options:

1. Authorize the County Administrator to execute a lease agreement, in a form approved by the County Attorney, for the former Ashley's Furniture Store located at 2990 Apalachee Parkway based on the parameters outlined in the letter of intent (Attachment #1).
2. Do not authorize the County Administrator to execute a lease agreement, in a form approved by the County Attorney, for the former Ashley's Furniture Store located at 2990 Apalachee Parkway based on the parameters outlined in the letter of intent (Attachment #1).
3. Board direction

Recommendation:

Option #1.

Attachment:

1. Letter of Intent
2. February 28, 2012 Agenda item

LETTER OF INTENT

March 8, 2012

Mr. E. Edward Murray, Jr.
TALCOR Commercial Real Estate Services, Inc.
1018 Thomasville Road, Suite 200A
Tallahassee, Florida 32303

RE: Lease for Supervisor of Elections Space
2990 Apalachee Parkway
Tallahassee, FL 32301

Dear Ed:

This Letter of Intent will serve to outline the intent of the parties to enter into a lease of the property located at 2990 Apalachee Parkway, Tallahassee, FL 32301. Upon execution of this letter by both parties, Landlord or their Attorney will proceed with the preparation of a lease agreement. Unless otherwise agreed to by the parties, said lease agreement must be reviewed by Tenant's counsel, approved by the Tenant, and executed by both parties no later than March 30, 2012. The parties intend for the form of said lease agreement to be based substantially upon the following terms and conditions:

1. Landlord: BJJR Investment, LLC and S & M Associates, Ltd.
2. Tenant: Leon County, Florida, a charter county and political subdivision of the State of Florida
3. Location: 2990 Apalachee Parkway, Tallahassee, FL 32301, Unit 1
4. Size: Approximately 31,332± square feet
5. Annualized Base Rent Rate: \$5.60 per square foot for Years 1 and 2, with 2% annual increases commencing in Year 3.
6. Additional Annualized Rent: Tenant pays as additional rent in Year 1 the following: (i) \$0.35 per square foot for Common Area Maintenance (CAM), and (ii) \$0.21 per square foot for Landlord's property insurance. Commencing in Year 2, these amounts shall be adjusted annually to reflect Landlord's actual expenses to be paid monthly thereafter by Tenant as additional rent based on Tenant's pro-rata share of 52.2%. Tenant's payment of CAM shall not increase annually more than the rate of the CPI or 5%, whichever is less.
7. Term: 10-Year Initial Term, subject to Tenant's option to cancel at the expiration of 5 Years, with Two (2) Five (5) Year renewal options. All option years shall have 2% annual increases in Base Rent.



8. Commencement Dates: Occupancy commencement on June 1, 2012. Rent payment commencement on September 1, 2012.
9. Use: Governmental elections operations
10. Repair & Maintenance: Landlord shall be responsible for repairs and replacements of roof and exterior of premises. Tenant shall be responsible for routine interior maintenance and repairs and replacements of HVAC systems after initial work is performed by Landlord as set forth below.
11. Real Estate Taxes: Tenant is immune from the payment of real estate taxes. As such, Landlord shall be responsible for payment of Tenant's pro-rata share of any and all real estate taxes.
12. Parking: Parking is available on a non-exclusive basis. Tenant shall be allowed, as needed, to park County-owned vehicles over night in parking lot.
13. Tenant Improvements: Landlord shall be responsible for completing all Tenant improvements as scheduled by Tenant in accordance with Exhibit "A", with the costs for such improvements to be reimbursed by Tenant as completed. Prior to the occupancy commencement date, Landlord shall replace the following HVAC systems with new energy efficient systems: (2) five-ton systems; (1) seven and one half ton system; and (2) twelve-ton systems. Such system types shall be approved in writing by Tenant prior to installation and execution of the lease. Landlord shall also ensure that the (2) twenty ton HVAC systems are serviced and in good working order prior to the occupancy commencement date.
14. Contingency: Lease contingent upon approval of this Letter of Intent by the Leon County Board of County Commissioners at its March 13, 2012 regular meeting.
15. Lease Preparation: Landlord shall prepare the first draft of the lease document and provide to Tenant for review no later than March 16, 2012 at 3:00 p.m.

This Letter of Intent shall be null and void if not fully executed by 3:00 p.m. on Friday, March 9, 2012.

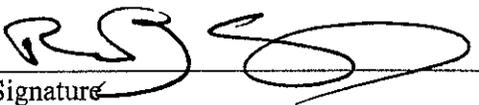
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THIS LETTER OF INTENT SHALL NOT BE CONSTRUED TO BE A BINDING CONTRACT BETWEEN THE PARTIES, BUT RATHER TO EXPRESS THE INTENT OF THE PARTIES TO FINALIZE A LEASE AGREEMENT TO BE BASED SUBSTANTIALLY UPON THE TERMS AND CONDITIONS EXPRESSED HEREIN.

Landlord:

BJJR INVESTMENT, LLC and S & M
ASSOCIATES, LTD.


Signature

Robert J. Arogeth

Printed Name

Manager

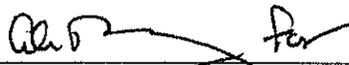
Title

3/9/12

Date

Tenant:

LEON COUNTY, FLORIDA


By: Vincent S. Long
County Administrator

3/8/12

Date

Approved as to Form:

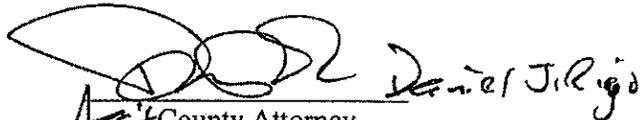

Ass't County Attorney

Exhibit "A"

Priority Ranking of Ashley Furniture Site for use as Supervisor of Elections Voting Center

Priority	Item	Description	Cost
1	Walls removed	Walls not being re-used should be removed so that floor is open prior to items moving in.	\$ 2,800
2	Remove carpeting	Remove carpeting in all areas except the front 70 feet of building (east side). Polish and seal cement floor	\$ 38,000
3	Improve interior lighting	Enhanced lighting is needed in corridor leading to loading docks.	\$ 500
4	Enclose three rooms	Training area, GEMS Room, and Equipment Room each require dropped ceilings, windowed wall for GEMS, and lots of electrical in Equipment Room. This is negotiable. We could function with just the GEMS room enclosed and use tarps over equipment through 2012 election cycle. Training could be handled off site for 2012.	\$ 5,000
5	Duct work	Enclosed room must have duct work directed to them. We could reduce this with portable conditioners, if less money.	\$ 2,500
6	Power	Need lots of separate 20 amp circuits and one special 220 v 3 phase outlet for 4-prong plug (commercial paper shredder). Also need wiring configured for use with back up generator. Large volume of electrical outlets needed in equipment room.	\$ 500
7	Exterior Lighting	Improve Exterior lighting along south wall and west wall to illuminate area for voter traffic.	\$ 600
8	Install Rolling Overhead Door	On South Side wall, need floor level 8 foot door with paved ramp to parking lot. Protective stanchions at key points to protect building.	\$ 2,125
9	Communication	Communication lines for modern transmission (24), 6 lines for direct use by staff for testing voting equipment, security line, fax line, and office phones (10). Also, WI-FI for building for staff's use, and 40 network drops. (20 network drops could be deferred to 2013).	\$ 14,000
10	Security	Cameras for exterior entrances, cameras at interior entrances, camera in GEMS room, camera in ballot storage area, camera in equipment room, noise monitoring devices at entrance points and ceiling of common wall with next tenant, card swipes at door entrance points from exterior, interior card swipes needed at GEMS door, Equipment Room, front entry to secured area and to exit public area to secured area.	\$ 18,000
11	Shelving	Install one section of heavy duty shelving similar to that at Tharpe Street Storage only up to 16 feet in height so that the transfer of remaining shelving can be reconfigured at new location and goods placed on shelving in organized manner.	\$ 800
		Subtotal of Essential Items for 6/1/2012 occupancy w/o contingency	\$ 84,825
12	Awning	Exterior Awning projects into parking area on South Side wall, to allow vehicular traffic of 2 cars plus equipment loading/unloading, lighting under awning and post protected in driveway area. This item could be deferred to 2013.	\$ 14,600

13	Loading Dock	Additional loading dock needed on West Side of building near electrical box, with awning for weather protection. Item could be deferred to 2013	\$ 45,000
14	Automatic opening front door	Replace pull doors on front entry with electronic opening door(s)	\$ 6,000
15	Security Fencing	Install fencing along southern property line to protect vital parking/transport access from outside access and trash blowing into lot.	Unknown, needs to be negotiated & designed with LL and adjacent property owner
16	On Demand Generator	Re-wire suite to have backup generator power capability for the space in lieu of a permanent generator that will cost \$550,000 - \$600,000	\$ 7,000
Subtotal			\$ 157,425
Contingency			\$ 15,000
A&E			\$ 5,000
Total TI Costs			\$ 177,425

Required Tenant Stipulations for Lease

1 - Use of parking lot as staging area for queue of cars on Election Night. Will utilize law enforcement to assist with direction of traffic.
2 - Ability to erect sign on south side of building for Supervisor of Elections Voting Operations Center.
3 - Ability to park Supervisor of Elections vehicles, including delivery truck, van and specialty trailer overnight for duration of lease.
4 - Ability to utilize space with procedures consistent with storage of public documents, secure equipment, storage, training, loading and unloading of delivery trucks and other activities required in the conduct of an election.
5 - Lease duration ten years with five year renewal.

Leon County Board of County Commissioners

Cover Sheet for Agenda #17

February 28, 2012

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Acceptance of the Status Report on Efforts to Analyze Space Needs and Improve Space Allotment for Supervisor of Elections

County Administrator Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Scott Ross, Director, Office of Financial Stewardship
Lead Staff/ Project Team:	John Ward, Construction Manager

Fiscal Impact:

This item has no current fiscal impact; however, planning and funding this project will require deliberation during the upcoming FY 2013 budget cycle.

Staff Recommendation:

Option # 1: Accept the status report on efforts to analyze space needs and improve space allotment for Supervisor of Elections.

Title: Acceptance of the Status Report on Efforts to Analyze Space Needs and Improve Space Allotment for Supervisor of Elections
February 28, 2012
Page 2

Report and Discussion

Background:

During the 2011 and 2012 budget processes, the Leon County Supervisor of Elections requested a unified facility to house its operations of about 40,000 square feet. At the June 27, 2011 FY 2012 budget workshop, the Board directed staff to work with the Supervisor of Election's (SOE) office for the purpose of evaluating the long-term consolidated space needs of the SOE's office; and, to provide options for the Board that may include: renovation of an existing vacant space; construction of new space; or long-term lease options. Additionally, the Board authorized staff to utilize the County's existing broker for Huntington Oaks (TALCOR) to assist in the site evaluation process and to act as the County's broker in the event an acquisition or long-term lease is the final solution.

The adopted FY 2012 budget includes \$250,000 to support a lease option. The SOE currently has staff located at two locations (the Bank of America Building and the warehouse at the historic Amtrak train depot complex); and, stores election equipment and supplies in four different locations.

Analysis:

Facilities Management staff worked closely with a team of SOE employees to determine the overall space requirements. The project approach entailed the development of a detailed space needs program (Attachment #1).

Included in the initial phase of the process were site visits to Supervisor of Elections operations in three Florida Counties that contained consolidated spaces. The visits provided useful information in how consolidated spaces could be optimized.

A thorough review was performed of all the functions required to be performed by the SOE throughout election and non-election cycles. Staff worked to identify appropriately sized spaces for the requirements of the SOE. Throughout the process, opportunities to consolidate various aspects of the SOE's operation were considered. The SOE staff was extremely helpful in working closely with County staff to identify these areas, and worked diligently to minimize space requirements.

The analysis revealed that the SOE experiences an extreme variation in space needs during election cycles (details contained on page 14 of Attachment #1):

- Warehouse space requirements: 20,342 sq ft
- Office Areas – Peak Election Cycle: 20,915 sq ft
- Office Areas – Non-Peak Cycle: 13,937 sq ft
- Total range of space required: 34,279 sq ft to 41,257 sq ft (6,978 sq ft difference)

Title: Acceptance of the Status Report on Efforts to Analyze Space Needs and Improve Space Allotment for Supervisor of Elections
February 28, 2012
Page 3

As noted, the total facility would require approximately 41,000 sq. ft. during the peak of an election cycle; the total drops to approximately 34,000 sq. ft. during off peak non-election cycle. This creates a difference in need of approximately 7,000 sq. ft. It is anticipated that any future space development takes into consideration this variance, and allow the differential square footage to be utilized for alternative purposes during non-peak cycles (i.e. conference and/or meeting spaces for County or community activities).

The total existing space being utilized by the SOE equates to 25,967 square feet. Attachment #2 provides a detailed analysis comparing existing space needs to the space requirements developed in the analysis. The following provides a brief summary highlighting some of the additional space requirements:

- 3,946 sq ft of warehouse space to accommodate equipment purchases during 2014
- 4,112 sq ft of area required to support voting system testing, polling/early voting staging. Existing operations require repeated movement of equipment at multiple locations causing significant opportunity for error and logistical issues; overlapping space usage causes cascading impact.
- 1,375 sq ft to accommodate records storage as required by changes in state law.

Following Board direction provided at the budget workshop, the real estate broker identified existing properties that could be modified to meet the SOE needs. This process initially identified 12 properties. Based on a variety of factors, the list was narrowed down to two possible options. These two options included leasing and the build out of the space to meet the SOE's needs. Current market conditions indicated that leasing the space would cost an estimated \$5-6 per square foot annualized or \$200,000 - \$240,000 per year for 40,000 square feet; however, both facilities were actually larger than the requirement and it was uncertain that the buildings could be sub-divided. Therefore, the total rent may have been higher. In addition, the annual costs would have to include operating expenses, such as custodial and utilities. However, the largest expense for these particular locations was the required build out of the space to meet the programming needs. The associated build-out cost was estimated at \$3.84 million (Attachment #3). Staff met with the SOE and the senior staff on November 21, 2011 to discuss the findings.

Subsequent to staff sharing the analysis with the SOE, the Supervisor was appreciative that staff confirmed that his office needs more space and that the consolidation of office and warehouse space was the best route possible, as has been demonstrated by other jurisdictions. In addition, it was determined that both the construction of new office space and/or leasing and building out current space were long-term options that could not be implemented during the current budget year due to the election cycle currently in process and the significant financial impact.

In addition to the lease option, staff analyzed the construction of a new consolidated center. Facilities Management prepared a budget cost projection for a new building option. The cost total, not including land acquisition, is estimated at \$7.2 million (Attachment #4). This includes all aspects of the space requirements, including the development of the joint use spaces, which would only be needed by the SOE during election cycles.

Title: Acceptance of the Status Report on Efforts to Analyze Space Needs and Improve Space Allotment for Supervisor of Elections
February 28, 2012
Page 4

County Administration confirmed its commitment to the SOE to continue to explore ways of funding a consolidated space for the SOE operation, and that this would be best done through the upcoming budget cycle where staff could bring the Board long-term funding options associated with the construction and/or leasing of a consolidated space.

In the short term, other options to consolidate the SOE's warehouse space, which is currently being accommodated in four different locations, are being sought. In addition, the SOE's office has indicated that there is an urgent need to find an alternative location for the existing Railroad warehouse and staff is working with the County's broker to identify possible locations. Ideally, the SOE would like this move to occur to support this fall's election.

In order to meet the immediate needs of the SOE for this election cycle (including the primary just conducted), staff identified 1,500 square feet of space in the Bank of America Building. This space will be used for handling absentee ballots and mail processing needs. This space will be utilized throughout the 2012 election cycle. In addition, staff continues to work closely with the SOE on other space needs, including a polling location. Specifically, the County was able to address an immediate need for a polling location change in the northwest portion of the County, by providing temporary space at the Huntington Oaks Shopping Center.

Staff intends to continue to work with the SOE and will include a budget discussion item as part of the FY 2013 budget process. The budget discussion item will provide funding options for the implementation of the consolidated warehouse/office. These options will consider setting aside funds annually as part of the capital improvement program. Depending upon the final project (long-term lease, lease to purchase, new construction) the amount of funds required will vary. Staff will continue to work with the SOE and real estate broker to identify possible options for consideration.

Options:

1. Accept the status report on efforts to analyze space needs and improve space allotment for Supervisor of Elections.
2. Do not accept the status report on efforts to analyze space needs and improve space allotment for Supervisor of Elections.
3. Board direction.

Recommendation:

Option #1.

Attachments:

1. Facilities Program for the Supervisor of Elections - *(Due to the size of the Attachment, it can be reviewed at the Reception Area on the fifth floor of the County Courthouse)*
2. Comparison of Space Needs
3. Project Budget Projection for a new building
4. Project Budget Projection for lease and build-out of space

VSL/JW/jw/cb

Comparison of Proposed versus Existing Space for the Elections Consolidated Operations Center

Space	Proposed	Existing	Difference	Comments
Warehouse / Supply	19766	15820	3946	Existing space is a combination of owned and rented space at various locations. Consolidating these spaces would be more efficient and accommodate upcoming changes to elections equipment scheduled to be purchased in early 2014.
Offices	5220	3885	1335	Office space is adequate under normal working conditions but staff additions during election time create severely crowded conditions.
Mail Room	1152	369	783	Laws have increased frequency of mail to voters creating the need for more space to accommodate the equipment and workers needed for medium-sized mass mail-outs. Large mass mail-outs will continue to be done by outside vendors.
Print Room	240	0	240	This facility not currently provided. Print work must be done by moving equipment into other use areas and setting up to do bulk printing and taken down.
Records Storage	2136	761	1375	Currently stored in two locations. Changes in State law requiring full amendment text on ballots has increased storage needs creating additional over-crowding in the Railroad Ave. warehouse.
Ballot Storage	1080	299	781	Early voting, absentee and election day ballots must be stored separately to satisfy State auditing requirements. This is difficult with the scarcity of space. Also, State laws and future multi-lingual ballots aggravate the problem because of the need for multi-page ballots.
Tech Areas	5021	909	4112	Includes polling site staging, early voting staging, voting systems testing as well as ballot on demand testing that are spread out in multiple locations. Repeated movement of equipment in small batches from storage to testing/prep areas increases testing, programming, and calibration errors, and adds to equipment failure. Multiple movement of these materials creates severe logistical problems and adds to the opportunity for errors. Since current spaces are used for multiple processes, a delay in one leads to a cascading effect in others.
Early Voting	1200	1485	-285	Annually, space must be created for early voting in the Courthouse as well as a larger space needed for staff to store and sort voted ballots. Current space limitations require voted ballots to be stored with unvoted ballots, and mixing of voted ballots from each Early Voting Site, causing a great deal of confusion and accountability problems.
Canvassing	2010	1524	486	Current facilities make it difficult to direct the public to canvassing board meetings. There is no means of securing the unprocessed absentee ballots from the processed absentee ballots. This confined and inadequate space increases errors that lessen trust in the process, and are difficult to resolve.
Elections MPR	1440	0	1440	This new space is primarily for training programs for poll workers and staff. These spaces are currently leased. A space for training would eliminate the need for leasing space and avoid the necessity of equipment transporting, setting up, breaking down and returning to the election office upwards of 30 times per election.
Lobby / Front Office	1992	915	1077	Voters quickly overflow the current lobby during peak voter registration and voting periods. News media often film in the lobby as well as the Capitol of the State brings greater interest and an ease of access.
TOTALS	41257	25967	15290	Of this added square footage, 6978 sq. ft. can be used for other County functions during a non-election cycle.

Project Budget Projection

PROJECT SCHEDULE		Start			PROJECT STATISTICS	
	Dur. (mos)		1/1/2012	Finish		
1	Project Start				Gross Square Feet (GSF)	45383
2	Land Acquisition	3	Jan-12	Apr-12	Project Type	D
3	A/E Selection	3	Apr-12	Jul-12	Estimated cost per GSF	\$62.81
4	Contract neg & Award	2	Jul-12	Aug-12	Required parking spaces	-
5	Programming	3	Aug-12	Nov-12	Estimated cost per space	\$0
6	Design	6	Nov-12	Jun-13	Inflation rate per month	0.17%
7	Permitting	2	Jun-13	Jul-13	Months to constr. start	21
8	Bid and Award	2	Jul-13	Sep-13	Total inflation rate	4%
9	Construction Duration	8	Sep-13	Jun-14	Estimated oper. cost/sf/yr	\$0.00
10	Occupancy	1	Jun-14	Jul-14	Project contingency %	5%
Completion (total duration In months)		30			Total cost per GSF	\$84.55

PROJECT COST COMPONENTS		Current		FUNDING YEAR			
		Cost	Escalated Cost	12	13	14	15
1	CONSTRUCTION COSTS						
a	Base construction cost	\$2,850,635	\$2,950,596		2,950,596		
b	Demolition	\$0	\$0				
c	Site preparation	\$75,000	\$77,630				
	Utility extensions or relocation	\$0	\$0				
	Parking	\$0	\$0				
	Off-site improvements	\$0	\$0				
	Mitigation	\$0	\$0				
	Misc	\$0	\$0				
1c	Total Sitework	\$75,000	\$77,630		77,630		
d	Additional construction costs	\$0	\$0				
TOTAL CONSTRUCTION COSTS		\$2,925,635	\$3,028,226				

2	ADDITIONAL COSTS						
a	Land/extg facility purc/lease	\$0	\$0				
	ROW costs	\$0	\$0				
	Appraisal/closing	\$0	\$0				
2a	Total Acquisition	\$0	\$0				
b	Civil eng./site plan approval	\$8,111	\$8,219	8,219			
c	Programming/pre-design services	\$14,253	\$14,444	14,444			
d	A/E design services	\$202,784	\$205,493	205,493			
e	Additional services	\$73,141	\$74,118	74,118			
f	CM design phase services	\$0	\$0				
g	Inspection services	\$0	\$0				
h	Surveys & tests	\$2,250	\$2,280	2,280			
i	Permit/impact/environmental fees	\$35,108	\$35,577	35,577			
j	Furnishings & equipment	\$157,025	\$164,105			164,105	
k	Telecommunications	\$73,141	\$76,439			76,439	
l	Other owner supplied sys/equip	\$29,256	\$30,282			30,282	
m	Miscellaneous soft costs	\$14,628	\$15,141			15,141	
TOTAL ADDITIONAL COSTS		\$609,697	\$626,097				
3	Project Contingency (%*(1+2))		\$182,716		182,716		
TOTAL PROJECT COST (1+2+3)			\$3,837,040	\$340,130	\$3,210,942	\$285,967	\$0

PROJECT FUNDING		Account No.	11	12	13	14
	2011-2012 budget		\$340,130			
	2012-2013 budget			\$3,210,943		
	2013-2014 budget				\$285,967	
PROJECT FUNDING TOTALS BY YEAR			\$340,130	\$3,210,943	\$285,967	\$0
Carry-over			\$0	\$0	\$0	\$0
FUNDING SURPLUS / (SHORTFALL)			\$0	\$0	\$0	\$0