

**SEMINOLE COUNTY GOVERNMENT  
AGENDA MEMORANDUM**

**SUBJECT:** Lease Space for Supervisor of Elections

**DEPARTMENT:** Administrative Services **DIVISION:** Support Services

**AUTHORIZED BY:** Jamie Croteau **CONTACT:** Meloney Lung **EXT.** 5256

<b>Agenda Date</b> <u>2/25/03</u> <b>Regular</b> <input checked="" type="checkbox"/> <b>Consent</b> <input type="checkbox"/> <b>Work Session</b> <input type="checkbox"/> <b>Briefing</b> <input type="checkbox"/>
<b>Public Hearing – 1:30</b> <input type="checkbox"/> <b>Public Hearing – 7:00</b> <input type="checkbox"/>

**MOTION/RECOMMENDATION:** Staff is seeking authorization to negotiate a new lease for the Supervisor of Elections with the Orlando/Sanford Airport Authority.

**BACKGROUND:**

The Supervisor of Elections Office is requesting new lease space. The Supervisor of Elections is currently located in a leased space at the Welaka Building in Sanford and has storage space at the Courthouse Annex. The total space used is 9,125 sf. The following is the breakdown of the space:

Lease	Office	6,814 sf	\$10.13 per sf
Lease	Storage	985 sf	\$ 5.30 per sf
County Owned	Storage	1,326 sf	N/C

The Supervisor of Elections is requesting 20,000 sf of lease space based on the following information.

The Supervisor of Elections has 16 full time employees. This office frequently requires additional staffing, up to seven temporary employees during the six weeks prior to an election and up to 15 temporary employees on Election Day.

Seminole County has 126 precincts. The Supervisor of Elections recently purchased new voting equipment which requires expanded storage space. The warehouse typically contains: 155 ballot boxes, 155 precinct signs, room dividers, and 1,100 voting booths (expected to increase to 1,400). Federal regulations require the Supervisor of Elections to maintain a copy of all voter registration cards which is having an impact on the amount of warehouse space.

<b>Reviewed by:</b> <b>Co Atty:</b> _____ <b>DFS:</b> _____ <b>Other:</b> _____ <b>DCM:</b> <u>[Signature]</u> <b>CM:</b> _____  <b>File No.</b> <u>RASSO1</u>
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Currently, early voting is available approximately one month prior to an election date and voting must take place in the Supervisor of Elections Office. The last election saw 1,700 voters take advantage of this option. This number is expected to increase as voter awareness of its availability spreads.

Processing absentee votes has become a challenge. In 1998, the Supervisor of Elections processed 10,000 absentee ballots for the Governor's Election. In 2000, 17,000 were processed for the Presidential Election. The projection for the 2004 Presidential Election is 27,200 (increase of 60%). The Supervisor of Elections has indicated that they do not have enough space to handle the additional temporary staff that would be needed.

The Supervisor of Elections current lease is up for renew in July of this year. The annual lease payment is \$74,248 with a 3% increase to be realized in July 2003 (\$76,475). This fee includes water and sewer, trash removal, pest control, plumbing, HVAC maintenance and exterior and interior building maintenance. The County is responsible for electricity and janitorial charges which averages \$2.00 to \$2.50 per sf, for a total annual cost of \$93,750. The current lease has two (2) renewal options of two (2) years each followed by a one (1) year renewal option.

The Supervisor of Elections has discussed the idea of space at the Orlando/Sanford International Airport (The Airport). The proposed new building would be on the corner of Airport Blvd. and Mellonville Ave. which is in the Sanford city limits as required by State statute for the Supervisor of Elections Office. At 20,000 square feet the estimated lease rate is \$7.41 sf. This includes HVAC maintenance, pest control, landscape/lawn maintenance and janitorial three days a week. The County would be responsible for all utilities (electricity, water/sewer, stormwater), minor interior building maintenance and trash removal which average \$1.60 per sf. for an annual total of \$180,200. It is expected that an initial term length of at least 10 years will be required. The Airport would prefer a 20 year lease, if possible. The Supervisor of elections believes that this will serve the needs of the Elections Office for the next 20 years.

Staff recognizes that the Supervisor of Elections has outgrown their current space and can recommend an increase of 65% to cover the current and the next ten years growth. With this increase, a building of approximately 15,000 sf is recommended. Staff also feels some economy is to be gained by having all operations in one area instead of the current configuration of having two disconnected warehouse spaces. The Airport has indicated that a 15,000sf facility is also a possibility but would carry a higher lease rate, \$8.17 sf for an annual total of \$122,550.

Staff recommends the 15,000 sf building if the County enters into a 10 year lease, however should a 20 year lease be desired; the 20,000 sf building would be recommended to allow for future growth.

Staff has approached the current landlord regarding possible additional space in their current location. The Landlord has indicated they could provide the necessary space with the Public Defender vacates their space in September of 2004. The Supervisor of Elections has indicated a need to move by April of 2004 to avoid disruption of the 2004 election. Staff will also have to negotiate a shorter term renewal option with the current landlord which could possibly carry a higher per square foot lease rate.

If the Board would like to explore leasing space from the Airport, staff can move Forward with negotiations with the Airport and renegotiate the terms of the current lease in the Welaka Building. Support Services' budget amount for the next two-year budget cycle has been set and additional funding would have to be obtained to cover the additional costs.