

**AGENDA
SPECIAL MEETING**

**LEXINGTON COUNTY COUNCIL
Space Utilization Subcommittee Meeting
Tuesday, October 20, 2009 – 10:00 A.M.
Second Floor - County Administration Building
212 South Lake Drive, Lexington, SC 29072
Telephone - 803-785-8103 -- FAX 803-785-8101**

Call to Order

J. Jeffcoat, Chairman - Space Utilization Subcommittee

- (1) Review Space Needs for:
 - a. Registration & Elections - Dean Crepes, Director**A**
 - b. Veterans Affairs - Gary Baker, Director**B**
 - c. Coroner's Office - Harry O. Harman, Coroner**C**
 - d. IS/Records Management - Mike Ujcich, CIO**D**
 - e. Overall County Needs FY10/11 Budget Process
- (2) Old/New Business
- (3) Adjournment

Space Utilization Subcommittee

J. Jeffcoat, Chairman
T. Cullum, V Chairman
B. Keisler
D. Summers

Space Requirements for Registration and Elections.

Enclosed please find space allocation layouts requests for the Voter Registration and Elections. I have basically assumed that Veterans Administration will move into the space previously used by the Magistrate. If this is approved, I will utilize part of the VA space as storage for files, and when General elections are upon us, use this as space for voting equipment. This will be a secure area that I can set up and not disturb equipment therefore eliminating the uncertainty of what may happen if the machine are taken down and set up daily. Also, being I do not need the entire space, the side next to PPP can be utilized by them. A wall and two doors would be needed, that is if PPP would like some of the space. Only one door if no space needed for PPP.

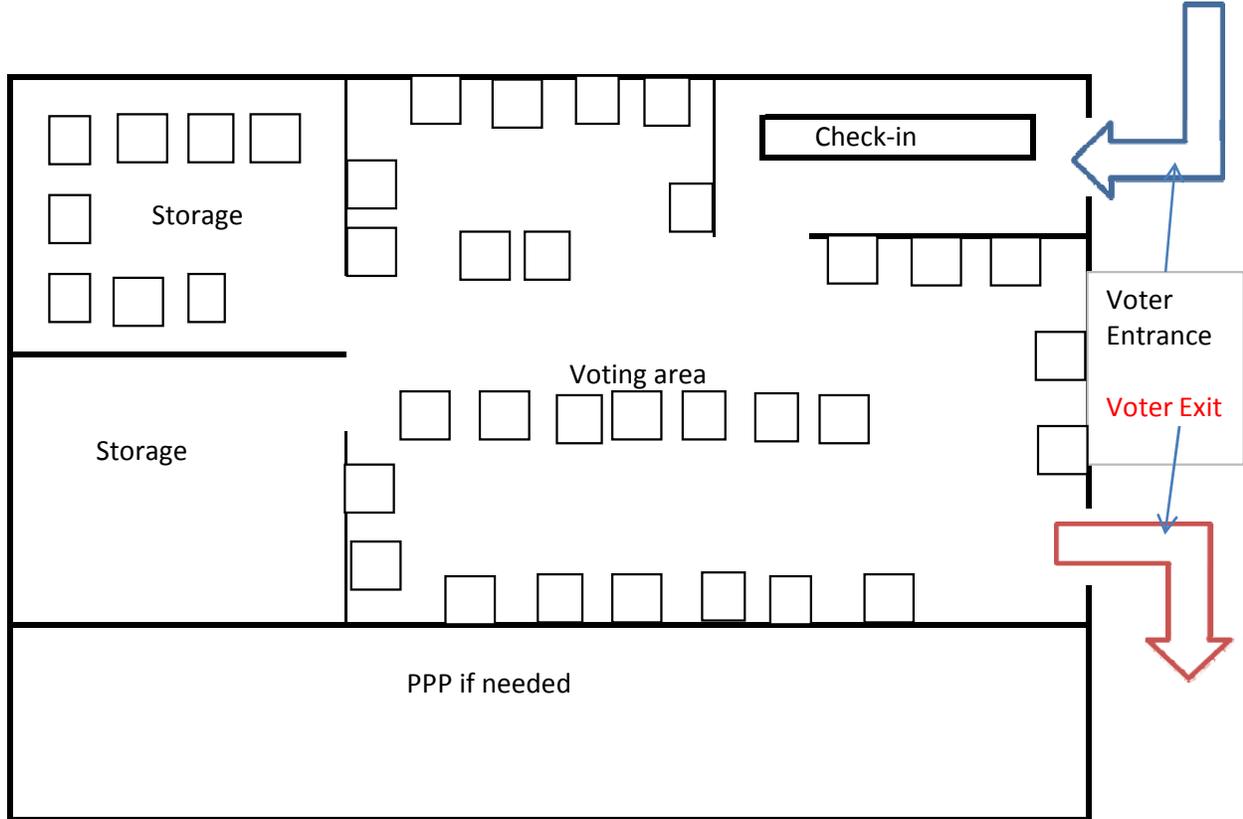
If this previously discuss option is not available, really the only time I need space is during general elections. My situation dictates that there need to be at least 4 check-in stations in the office, and then voters proceed to the auditorium which will be set-up for voting. However there is a concern for other offices and groups that utilize the same space. Basically I would have to take full control of this space starting around the last week in September and remain until approximately a week after the elections. The equipment needs to be set-up, power cords ran, taped down or extended from the ceiling to ensure safety from trip hazard, and equipment not disturbed until after all voting ends. The problem with take down and set up daily will be trustee support, and the public concern over to much movement of important equipment for fear votes may be lost if accidently dropped. I would need trustees transported to me daily by 7am daily to be able to set-up and secure power cords for safety reasons, and transported back around 7 pm nightly after taking down and securing of the equipment.

I am aware that the store room across form the auditorium does not have any HVAC, but this space possibly can be used during general elections; a few space heaters will solve this problem. Then at the end of the voting day, the room can be secured and equipment left undisturbed. I do not know how many electrical outlets are in that room, but at least 5 would be sufficient for running the voting equipment. However I would request a door to be installed in the hallway across from the restrooms to have an entrance and exit for voters. The primary election usually is far less turnout of voters usually around 25-20 percent, therefore I will be able to run the absentee in the office with a set-up of three check-ins and approximately 15 machines and wait time will be approximately 30 minutes; based on previous primaries.

In reality, I could use any extra space for storage being we must keep all files on premises, and we are constantly increasing daily. I do understand that my real space needs comes into extreme need around general elections only to be able to set up numerous voting machines with hope of expediting this process.

We are still pushing early voting, and this would reduce the amount of turn-out on Election Day by spreading voting over weeks, but the need for space at locations around the County would need to be addressed. If I see this passing the House and Senate, I will be discussing with all needed requirements.

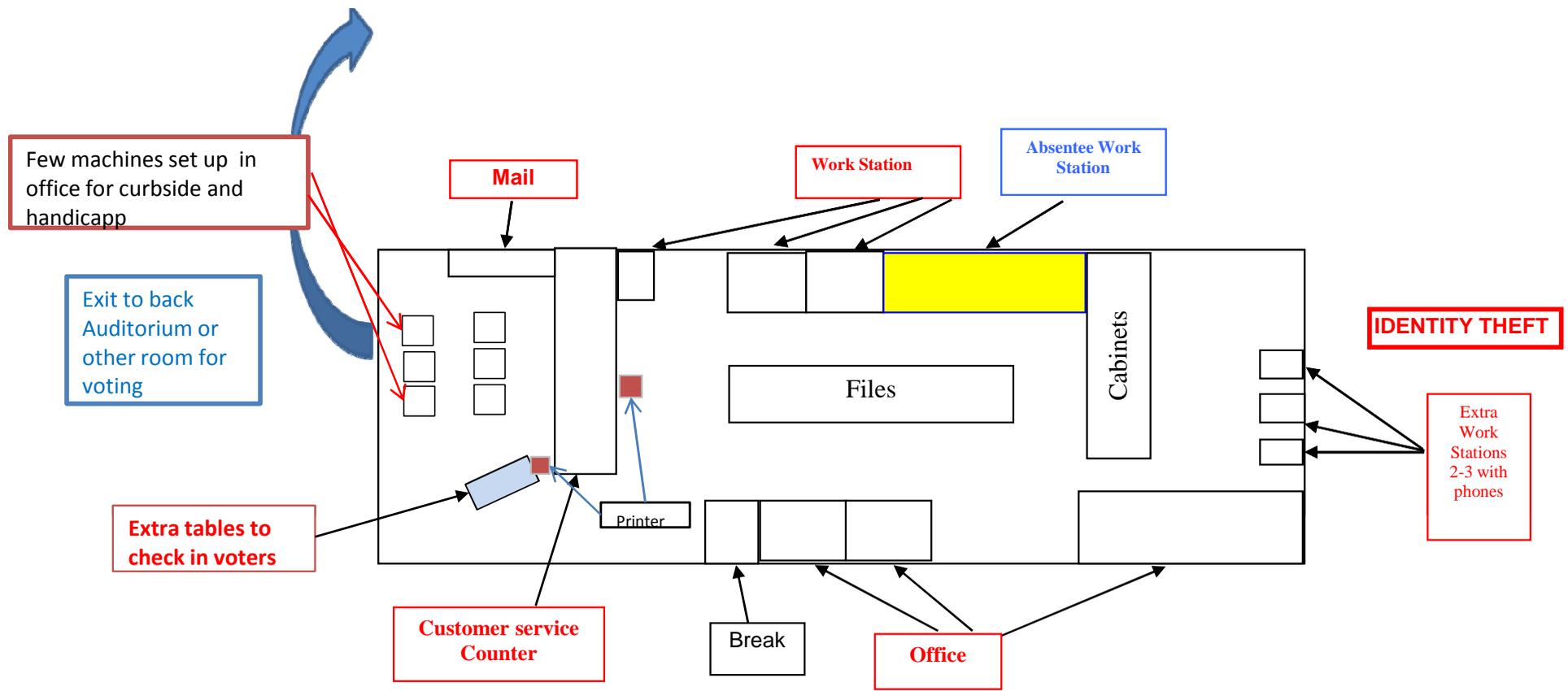
Current VA space



Voters are qualified in Voters Registration office and then proceed to new space (currently VA) for voting

There will be limited machines in office , will be used for check-in.

Extra workers will be needed for check-in.



CLASSROOM/AUDITORIUM.....(OPTIMAL).....able to maintain control and have less crowding in building (overflow)

The office will be used for updates and check-ins.

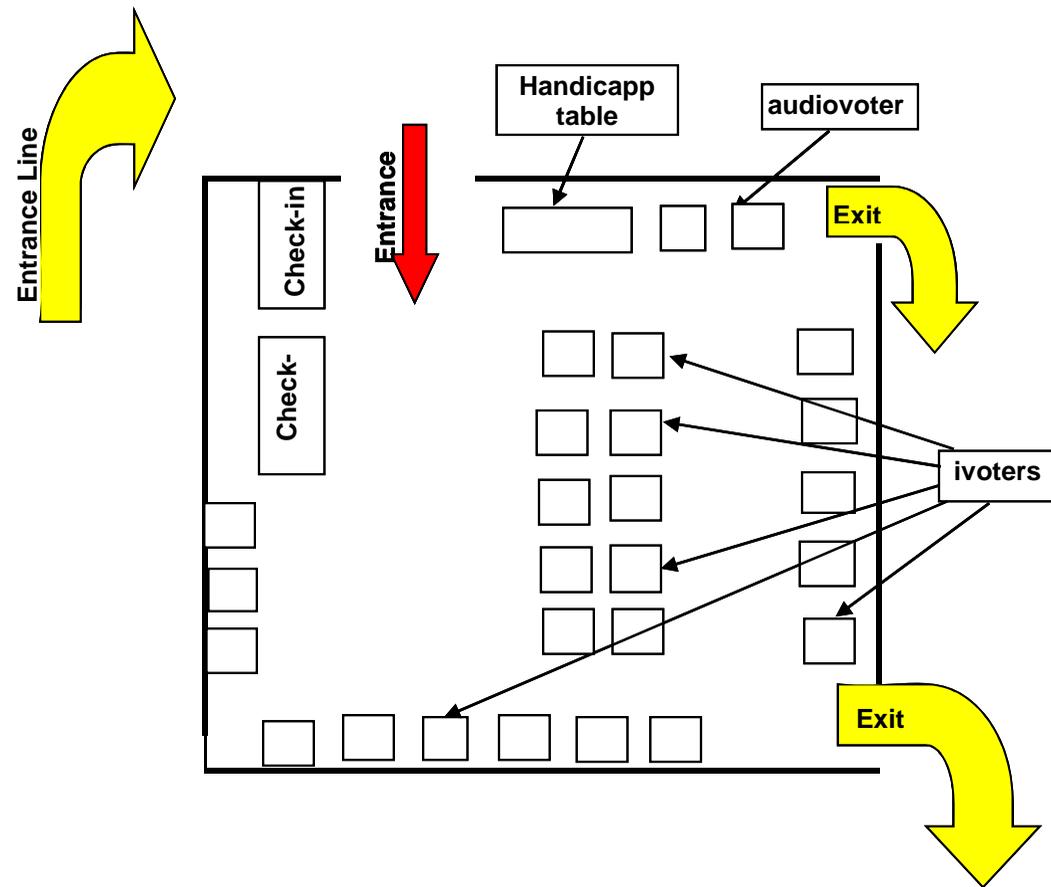
basically we can run approximately 25 ivoters at once.....

Would have to coordinate with other departments that use this room during the month. This way we can secure all equipment at night.

On-line is no problem in the auxiliary building.....

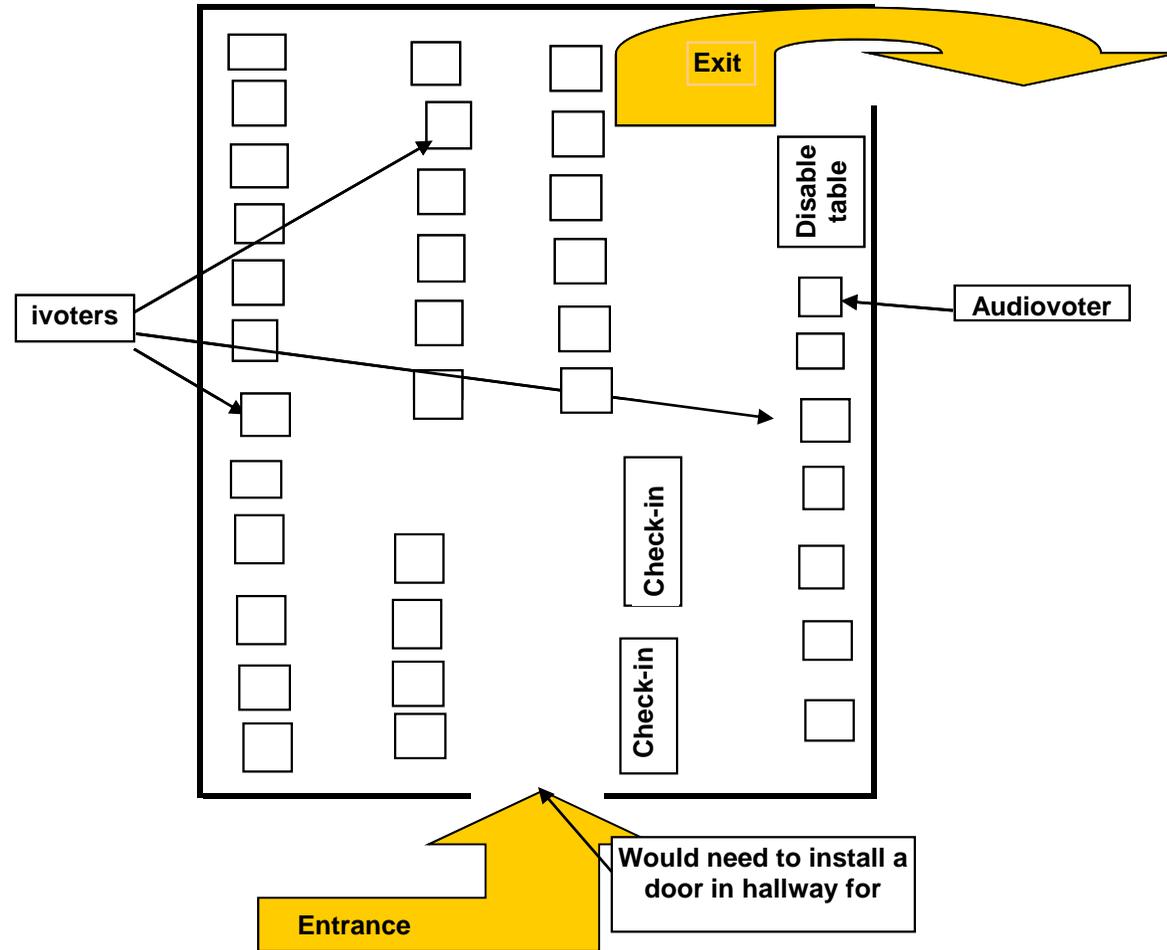
Office is used for Disable, limited mobility, curb-side, and regular.

ALL UPDATES MUST COME TO ELECTION CENTRAL



STOREROOM

There is a store room that could give more space and more set up of equipment...
would have to have an extra door installed
On-line is no problem in the auxiliary building.....



Lexington County Veterans Affairs Office Request for Utilization of Former Magistrate's Office Space

I. MISSION STATEMENT:

The mission of the Lexington County Veterans Affairs Office is to provide individual client assistance to all veterans, their dependents or survivors including parents, widows, children and orphans, in filing, developing, and presenting all claims for money compensation, medical care, training and insurance benefits under federal and/or state legislation; and to serve the needs of Lexington County Veterans.

II. WORKLOAD LEVELS FY2008-2009:

Appointments- 712
Walk-ins- 2,242
Pension Claims- 176
Vet Center Counseling- 1,920 sessions

III. CURRENT SPACE ALLOCATION:

Approximately 1,372.5 square feet, with three offices, open work area, break room, and lobby.
Veterans Affairs Officer: $12.5 \times 15 = 187.5$ square feet
Veterans Affairs Assistant: $12.5 \times 15 = 187.5$ square feet
Veterans Affairs Specialist: $9 \times 13 = 117$ square feet
Work area: $18 \times 30 + 4 \times 12 = 588$ square feet
Lobby: $10 \times 10 + 3 \times 4 = 112$ square feet
Break Room: $14 \times 7 = 98$ square feet
Auditorium- two days per week (Monday & Tuesday)

IV. CURRENT SPACE LIMITATIONS:

Office for Veterans Affairs Specialist does not accommodate wheelchair bound clients
Lobby area is small; unsuitable for wheelchair bound clients
Storage space for medical equipment is outside the office space
Vet Center counseling occupies the building auditorium for two days (Monday and Tuesday)
from 9-5- Privacy and counselor phone issues- space is not available for other agencies
VA Fiduciary staff meet with local clients in break room which is small, not accessible for wheelchair bound clients
Limited space available for display of information materials
Meeting location for advisory committee meetings, committee meetings is limited

V. REQUESTED SPACE OF FORMER MAGISTRATE'S OFFICE:

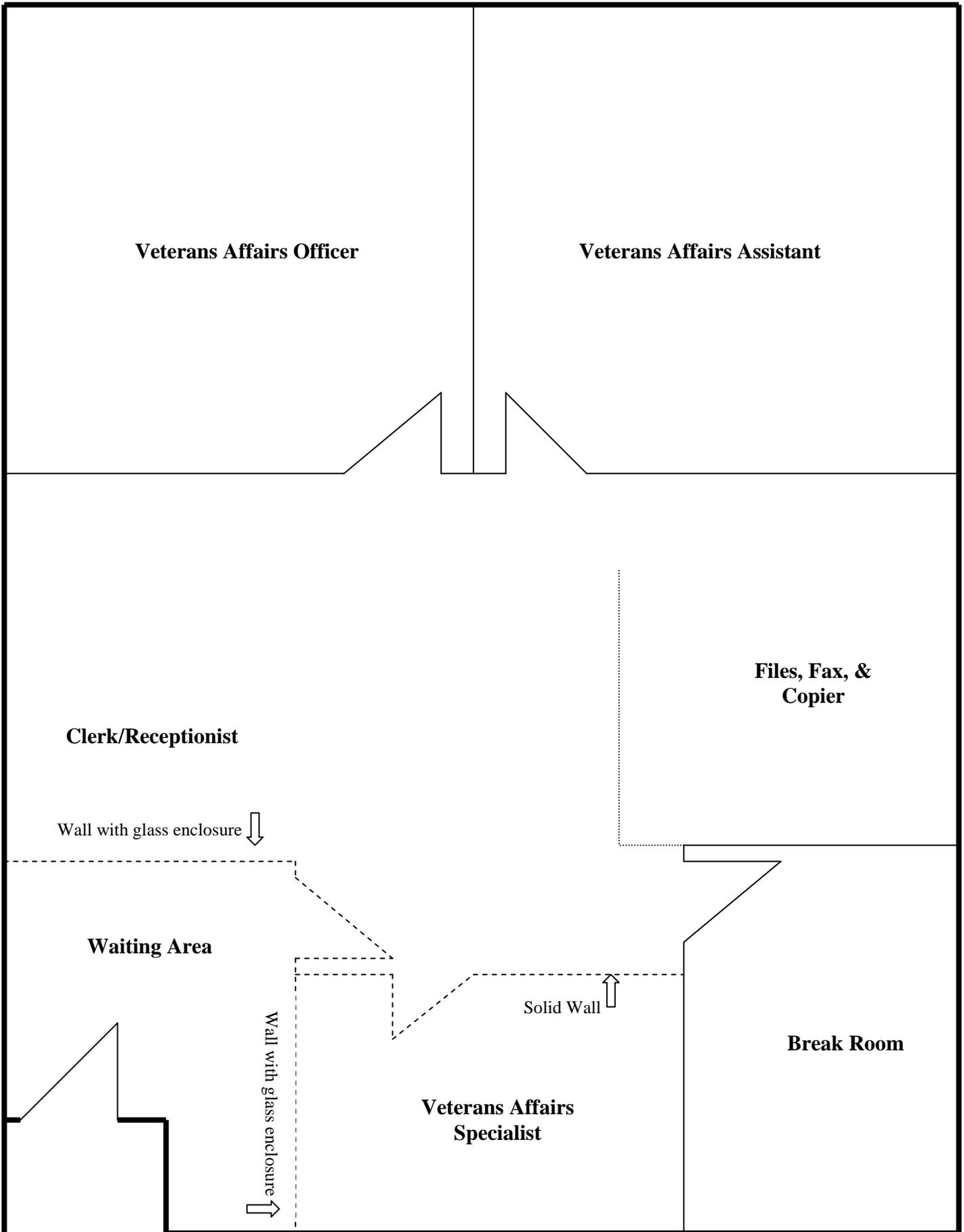
Approximately 2,745 square feet
Closer to front of building- easier access for handicapped clients
More prestigious location

VI. PROPOSED USEAGE:

- A. Lobby:** Continue to use as lobby; space is sufficient to allow wheelchair bound clients to move without hindering other clients; space will also be utilized for providing information displays
- B. Courtroom:** Use as counseling room and meeting room- judge's bench could be left in place or removed since it is not essential for our duties- personal counseling- one group each on Monday and Tuesday- spousal group a month
- C. Storage:** Use current storage space and former bathroom for storage of office supplies, medical equipment, outreach equipment
- D. Offices:** Use as offices

VII. RENOVATIONS:

- A. Required:**
 - Remove two walls in back office and install 4 foot wall
 - Install small window in front wall of Veterans Affairs Specialist office
- B. Optional:**
 - Remove judge's bench- would require carpeting or new flooring- present arrangement would work



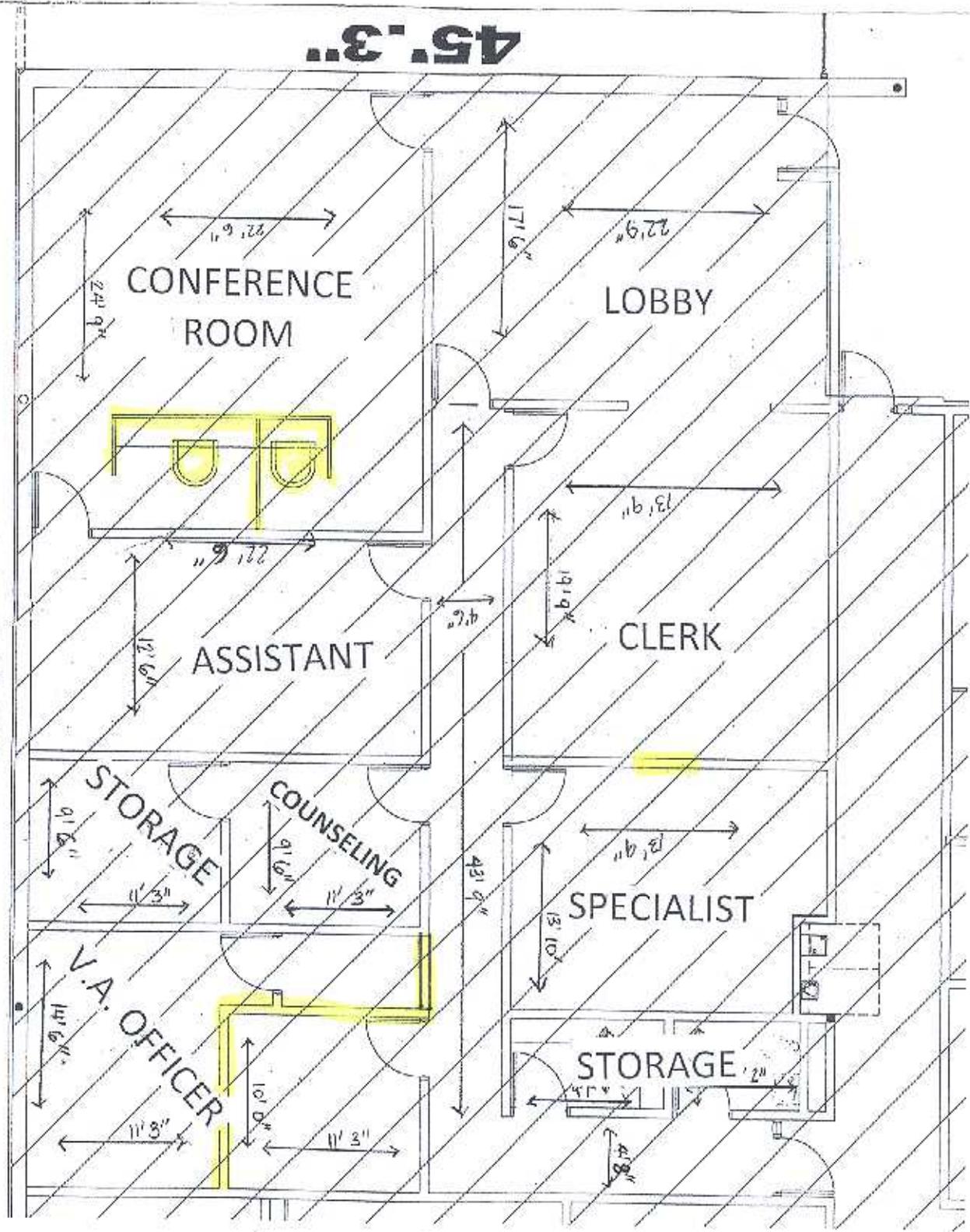
New Walls



CURRENT SPACE - Not drawn to scale

45'-3"

61'-3"



PROPOSED USE OF MAGISTRATE'S OFFICE

RENOVATIONS: (1) Remove two walls- add four foot wall

(2) Install small window between Clerk and Specialist offices

OPTIONAL RENOVATIONS: (1) Remove judge's bench and witness stand- would require new flooring

OFFICE OF THE CORONER
LEXINGTON COUNTY

HARRY O. HARMAN
CORONER



117 DUFFIE DRIVE
LEXINGTON, SC 29072
(803) 359-8439

October 9, 2009

Johnny Jeffcoat, Chairman
Building Space Needs Subcommittee

Re: Coroner's Office Space Needs Request

Dear Mr. Jeffcoat:

Thank you for allowing us to appear before the Building Space Needs Subcommittee.

We recognize the fact that the Coroner's Office and several other departments are in desperate need of additional space and would appreciate your consideration and any recommendations you may have for us.

Sincerely,

A handwritten signature in cursive script that reads "Harry".

Harry O Harman
Coroner

Attachment

**SPACE NEEDS REQUEST
LEXINGTON COUNTY CORONER'S OFFICE
117 DUFFIE DRIVE, LEXINGTON SC 29072**

The Coroner's Office has been in its present location for approximately ten years. The building was originally intended to be larger in size, but due to cost constraints, its size was reduced and currently consists of a small public access area/lobby, four offices (Coroner, Chief Deputy Coroner, Administrative Assistant, and case file cabinets) and an area for three body coolers and office supplies.

We are currently in need of the following:

- Courtroom, jury room, and separate entry for Coroner.
- Lobby
- Public restroom
- Reception area
- Coroner office
- Chief Deputy Coroner office
- Several multi-purpose areas (i.e. investigations, training, meetings)
- Employee restroom
- Family counseling room
- Records storage/file room
- Secure property room with secure evidence locker
- Space to accommodate three current cooler/freezers and any additional units that may be acquired
- Storage space to accommodate necessary equipment
- Secure back door (entry accessible 24/7)

MEMORANDUM

TO: KATHERINE HUBBARD, COUNTY ADMINISTRATOR
FROM: MIKE UJCICH, CIO; JIM SCHAFER, IS MANAGER
SUBJECT: RECORDS CENTER SPACE NEEDS
DATE: 10/14/2009
CC: ANDREW BIGONY, MICROFILM / RECORDS MANAGEMENT SUPERVISOR

Attached please find some data related to the capacity and use of the Records Center located in the basement of the Summary Court Center. Established in 2004, this facility has been very successful in moving paper records that must be maintained under state law from high-cost office floor space in high-cost storage units (file cabinets) to space less suitable for offices and to cardboard storage boxes on low-cost open shelving. In addition to providing lower-cost storage, the Records Center provides convenient access to old records due to its location within the Administration Building /Judicial Center campus.

The Records Center's success has resulted in the use of 76.8% of the facility's available shelving by October 2009 (see attached, Table 1). Potential additions arriving as soon as January 2010 could increase the shelving used to 85.2% (see attached, Table 2). We understand that we need to be thinking about what to do when the existing facility is full.

The good news is that two-thirds of the records stored in the Records Center are seldom accessed. This means that storing them in a convenient business campus setting is not necessary. These seldom-accessed records could be relocated to a warehouse environment that would be even more cost-effective than the current facility, due to the high ceilings which would permit many more cubic feet of storage for each square foot of floor space.

We propose that warehouse space available in the rear area of the Auxiliary Administration Building be reserved for future storage of seldom accessed records, which currently constitute two-thirds of the records in the existing center. Based on current trends, it would be 2012 to 2013 before shelving and minor renovations would be needed to make available that additional space. However, unanticipated contingencies such as a desire to move Public Defender records from their rented space to the Records Center could result in the Auxiliary Administration Building warehouse space being needed sooner than would otherwise be the case.

Council's favorable consideration is requested to reserve warehouse space in the Auxiliary Administration Building for future storage of seldom accessed records that, according to state law, must be retained.

**County of Lexington, SC
Records Storage Center Capacity Inventory**

Storage Room Name: Consolidated

Date: 10/14/2009

Room	Cft Avail	Cft Used	Percent Used	Cft Remaining	Cft Active	%Active of Used
A	600	486		114	0	
B	504	273		231	0	
C	432	354		78	354	
D	174	174		0	0	
E	292	123		169	40	
F	280	252		28	0	
G	404	304		100	0	
H	96	80		16	0	
I	492	354		138	0	
J	1,152	934		218	400	
K	660	570		90	570	
Total	5,086	3,904	76.8%	1,182	1,364	34.9%

Square feet of floor space devoted to records storage: 3,987 square feet.

Known Volume to Be Added to Records Center by January 2010

Source	Quantity--Cft	Est. Cft Used	Est. % Used
Solicitor	140		
Clerk of Court	104		
Finance	24		
HR	14		
Public Defender*	108		
Probate Court	40		
Subtotal		430	
Current		3,904	
Total		4,334	85.2%

* This does not include two "mini-warehouse" storage units (462 sq. ft. of floor space, total) being leased for Public Defender records prior to 2006.