Comal County

NEEDS ASSESSMENT & SPACE PROGRAM

County Clerk - Elections	Space Code	Net Sq.Ft.	2012 No. of Staff	2012 Qty	2012 Total Net sf	2017 No. of Staff	2017 Qty	2017 Total Net sf	2022 No. of Staff	2022 Qty	2022 Total Net sf	2032 No. of Staff	2032 Qty	2032 Total Net sf	REMARKS
OFFICE / WORK AREAS															
Elections Coordinator	PO5	140	1	1	140	1	1	140	1	1	140	1	1	140	
Asst Elect Coordinator	WS2	64	0.5	1	64	0.5	1	64	2	2	128	3	3	192	
SUPPORT AREAS															
Reception/Staging Area		350		1	350		1	350		1	350		1	350	
Elections Prep Area		150		1	150		1	150		1	150		1	150	Supplies and Ballots
Temp Voting Clerks -12		20		8	160		8	160		10	200		12	240	
Coffee	BRK	44		1	44		1	44		1	44		1	44	
Copy/Work/Shred	CPY2	100		1	100		1	100		1	100		1	100	
Storage		80		1	80		1	80		1	100		1	120	
PEB Computer Workstation		24		1	24		1	24		1	24		1	24	Program Voting chips
Secure Storage PEB/SIM		15		1	15		1	15		1	15		1	15	Cabinet
DRE Storage		9		1	180		1	225		1	270		1	360	9ft per cart 10 DRE per cart
DRE machine setup/Tabulation		1500		1	1500		1	1500		1	1500		1	1500	up to 80 DRE setup
Pollbook shelves		16		2	32		3	48		4	64		5	80	15 cases per unit
Table storage on carts		136		1	136		1	136		1	136		1	136	40 tables/10 per cart
ERM Machine Workstation		64		1	64		1	64		1	64		1	64	
TOTAL STAFF			1.5			1.5			3			4			
DEPT. NET SQ FT					**3039**			**3100**			**3285**			**3515**	
Dept. Circulation, Walls, etc.					1124			1147			1215			1300	
			EXIST												
DEPT. GROSS SQ FT			2301		**4163**			**4247**			**4500**			**4815**	