

ELECTION OFFICE

OPERATION AND MISSION

The mission of the Election Office is to serve the public by administering the election process and to promote voter participation.

- Ensuring timely, accurate, and honest elections.
- Protecting and promoting public trust and confidence in the democratic process.
- Transmitting and exchanging information to promote the election process.
- Creating excellent relationships with the public.

For each election, the Election Office looks to the community for permission to conduct elections in buildings throughout the county in locations that are convenient and easily accessible. On Election Day, the office opens, supplies, and staffs as many as 275 branch offices. Sixteen full-time staff and more than 1,800 part-time employees support the election activity in Johnson County, making the Election Office one of the largest employers in the Greater Kansas City area.

INTERACTION AND ADJACENCIES

- Information Technologies Service
- Facilities Management
- Sheriff's Department

FACTORS INFLUENCING CHANGE

Increase in County population and frequency in elections per year effect number of voting machines that are being added and training requirements. Advance voting requires considerable parking and area for activated voting machines.

Staff of permanent employees should grow by at least three to accommodate growth in the county.

Federal legislation under consideration in Congress (specifically HR 811), if passed, will have a major impact upon the Elections Office in terms of additional space needed for machine storage, as well as for audits and recounts. The Election Office is evaluating this legislation and working closely with the CMO office, Facilities, and Budget to determine long-term election needs.



SPECIAL NEEDS

Currently there are 1,811 (plus 300 encoders, called Express Polls) voting machines in on-site storage. Additional space is needed for mail- in ballot processing. Access and parking is critical for management of large numbers of temporary staff and early voters.

Advance voting requires temporary locations in various locations throughout the County. In 2006 advance voting was located at Metcalf South Mall, Northeast Office Building, and North Central Multi Service Center

CURRENT CONDITIONS

Currently this department occupies a 41,000 square foot facility built in 1984, which houses both office areas and storage (warehouse) space. CURRENTLY our biggest problem is parking and ingress/egress from Kansas City Road. One drive for both is not working. In 2000 and 2004 training 100 workers using 75 temps, staff, and advance voters of 500 per day is a massive traffic jam and requires traffic control on Kansas City Road with a huge potential for accidents.



JOHNSON COUNTY STRATEGIC FACILITIES MASTER PLAN

SPACE NEEDS ASSESSMENT: Elections

Current Space: Sq. Ft.

Current Space:		Sq. Ft.		2008 Needs			2013 Needs			2018 Needs			2023 Needs				
Spaces	Applied Design Standard		Net Unit Sq.Ft.	Gross Factor	No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.	No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.	No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.	No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.	
	Room Std.	Description															
Election Facility																	
SPT SPACE																	
Supply/Staging Area - 1 @ 1500	STOR01500	Storage Room 1500 SF	1500	1.10	1	1,500	1,650	1	1,500	1,650	1	1,500	1,650	1	1,500	1,650	
Election Worker Trng - 300 person Tiered Auditori	AUD-300	300 Person Auditorium	4000	1.65	0	0	0	0	0	0	0	0	0	0	0	0	
Storage Area - 1 @ 4000	STOR05000	Storage Area 5000 SF	5000	1.10	1	5,000	5,500	1	5,000	5,500	1	5,000	5,500	1	5,000	5,500	
Vault - 1 @ 250	ST-VLT0300	Storage - Vault Large	300	1.35	1	300	405	1	300	405	1	300	405	1	300	405	
GEMS Room - 1 @ 400	WKCP00400	Work/Copy/Eq Area 400 SF	400	1.35	1	400	540	1	400	540	1	400	540	1	400	540	
Upload Room - 1 @ 500	WKCP00500	Work/Copy/Eq Area 500 SF	500	1.35	1	500	675	1	500	675	1	500	675	1	500	675	
Voting Simulation/PPP - 1 @ 2000	MP-100	Multi Purpose Rm 2000 SF	2000	1.10	1	2,000	2,200	1	2,000	2,200	1	2,000	2,200	1	2,000	2,200	
Break Room - 1 @ 600	BRK-024	Break Area - 720 SF	720	1.20	1	720	864	1	720	864	1	720	864	1	720	864	
Conference - 2 @ 600	CNF-020	20 Pers Conf Room 500 SF	500	1.35	2	1,000	1,350	2	1,000	1,350	2	1,000	1,350	2	1,000	1,350	
Public Access Library - 1 @ 300	LIBRY00300	30 Unit Library 300 SF	300	1.35	1	300	405	1	300	405	1	300	405	1	300	405	
Public Counter - 1 @ 80	REC-0002	Reception Area 60 SF	60	1.35	1	60	81	1	60	81	1	60	81	1	60	81	
Reception - 1 @ 150	REC-0006	Reception Area 180 SF	180	1.35	1	180	243	1	180	243	1	180	243	1	180	243	
Data Entry/Technical Support Room - 1 @ 2500	STOR02500	Storage Room 2500 SF	2500	1.10	1	2,500	2,750	1	2,500	2,750	1	2,500	2,750	1	2,500	2,750	
Secure Election Equipment (Key Room) - 1 @ 500	STOR00500	Storage Room 500 SF	500	1.20	1	500	600	1	500	600	1	500	600	1	500	600	
Secure Ballot Room - 1 @ 2500	STOR02500	Storage Room 2500 SF	2500	1.10	1	2,500	2,750	1	2,500	2,750	1	2,500	2,750	1	2,500	2,750	
Copy - 1 @ 600	WKCP00600	Work/Copy/Eq Area 600 SF	600	1.35	1	600	810	1	600	810	1	600	810	1	600	810	
Mail Ballot Processing - 1 @ 2000	WKPOST2000	Bldg Postal Area 2000 SF	2000	1.00	1	2,000	2,000	1	2,000	2,000	1	2,000	2,000	1	2,000	2,000	
Public Meeting Room - 1 @ 1000	MP-050	Multi Purpose Rm 1000 SF	1000	1.20	1	1,000	1,200	1	1,000	1,200	1	1,000	1,200	1	1,000	1,200	
Mail Room - 1 @ 250	WKPOST0250	Bldg Postal Area 250 SF	250	1.35	1	250	338	1	250	338	1	250	338	1	250	338	
Advance Voting Rooms - 2 @ 6700	CLSRM-300	300 Pers Classrm 6000 SF	6000	1.10	2	12,000	13,200	2	12,000	13,200	2	12,000	13,200	2	12,000	13,200	
Server Room - 1 @ 200	ELEQ00200	Tech Equip Room 200 SF	200	1.35	1	200	270	1	200	270	1	200	270	1	200	270	
Voting Machines & Voting Supplies (15 SF) w/45	VOTINGMACH	Voting Mach Sup & Stor	15	1.40	2,400	36,000	50,400	2,900	43,500	60,900	3,200	48,000	67,200	3,500	52,500	73,500	
Parking Spaces	VIRTSPACE	No Square Foot Value	0	1.00	400	0	0	400	0	0	400	0	0	400	0	0	
TOTAL:					2,822	69,510	88,231	3,322	77,010	98,731	3,622	81,510	105,031	3,922	86,010	111,331	
STAFF																	
98	POFC0180	Private Office 180 SF	180	1.35	1	180	243	1	180	243	1	180	243	1	180	243	
12	WS02	WS Typ. 02 64 SF	64	1.40	1	64	89	1	64	89	2	128	179	2	128	179	
13	WS02	WS Typ. 02 64 SF	64	1.40	4	255	357	4	255	357	4	255	357	4	255	357	
15	WS03	WS Typ. 03 90 SF	90	1.40	3	270	378	3	270	378	3	270	378	3	270	378	
15	WS03	WS Typ. 03 90 SF	90	1.40	1	90	126	3	270	378	3	270	378	3	270	378	
15	WS03	WS Typ. 03 90 SF	90	1.40	7	630	882	7	630	882	7	630	882	7	630	882	
17	WS03	WS Typ. 03 90 SF	90	1.40	2	180	252	4	360	504	4	360	504	4	360	504	
TOTAL:					19	1,669	2,327	23	2,029	2,831	24	2,093	2,921	24	2,093	2,921	
BUILDING TOTALS:							71,179	90,558		79,039	101,562		83,603	107,951		88,103	114,251

SPACE NEEDS ASSESSMENT: **Elections**

Current Space: Sq. Ft.

Spaces	Applied Design Standard		Net Unit Sq.Ft.	Gross Factor	2008 Needs			2013 Needs			2018 Needs			2023 Needs		
	Room Std.	Description			No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.	No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.	No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.	No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.
Contingency Space Allowance (1% per year)									5,078			10,795			17,138	
TOTAL REQUIRED						71,179	90,558		79,039	106,640		83,603	118,746		88,103	131,389