



Department of Public Works  
Operations Division  
Buildings and Fleet Services

Jeffrey J. Mantes  
Commissioner of Public Works

James P. Purko  
Director of Operations

Venu J. Gupta  
Buildings & Fleet Services Superintendent

February 6, 2009

Mr. John Ledvina  
Department of Administration, Budget Div.  
City Hall, 6<sup>th</sup> Floor  
Milwaukee, Wisconsin

Dear Mr. Ledvina,

Subject: 2009 Budget Estimate  
Relocation of Election Commission  
To the Southwest Shop, 2657 South 31<sup>st</sup> Street

The following is in response to your February 2 e-mail request to provide an estimate for the relocation of the Election Commission from the current location at 1016 North Hawley Road to the existing DPW Southwest Shop located at 2657 South 31<sup>st</sup> Street. The minimum space required by the Election Commission is 11,450 square feet. The total area of the Southwest Shop facility is 22,487 square feet.

The following costs are associated with the preparation of the current SW Shop for the Election Commission. I have included in these costs the relocation of all the current operations in the building to insure the level of security required for the Election Commission.

Preparation/Relocation Costs:

Moving costs, City Hall Artifacts & Cart Shop	\$ 6,900
Prep. Alt. Facility for Cart Shop	\$ 15,000
Demolition of Exist. Paint Booth	\$ 9,660
Design	\$ 3,350
Administration/inspection	\$ 1,500
Contingency	<u>\$ 5,400</u>
Sub-Total	<u>\$ 41,810</u>

The following are costs associated with the construction required to meet the operational need of the Election Commission at the Southwest Shop.

Preparation/Relocation Costs:

Construct Truck Dock, Inc OH Door	\$ 62,000
Assemble room & Office (2,900 sf)	\$275,000
Secure Storage Area	\$ 10,000
ADA Compliant Toilet Rooms	\$ 80,000
Security, Comm. & Data	\$ 13,500
Move Furnishings, And Shelving	\$ 27,000
Design	\$ 37,500
Administration/inspection	\$ 17,500
Contingency	<u>\$ 70,500</u>
Sub-Total	<u>\$593,000</u>

NOTE, relocation of ballot machines, polling booths and other equipment associated with polling locations are assumed to be relocated as part of a election event and included in the costs for Election operations and therefore these costs are not included in this project.

The plan to lease space for the Election Commission included area for the needs of Document Services – Record Retention. The Southwest Shop would have approximately 10,000 square feet available that could be used for Records Retention purposes. The estimate to prepare and provide space for Records Retention is as follows.

Storage Shelves	\$132,000
Fire Suppression	\$ 80,000
Secure Storage Area	\$ 18,000
Move Records	\$ 27,000
Design	\$ 37,500
Administration/inspection	\$ 17,500
Contingency	<u>\$ 70,500</u>
Sub-Total	\$ 357,500

The most recent Facilities inspect of this facility was January 2008. Building maintenance expenditures on this facility have been minimal because of the current function as a flexible storage, operations and shop space. Should this project proceed, outstanding building maintenance issues not currently apparent (i.e. roof leaks) may be discovered that would add costs.

Sincerely,



Paul Fredrich,  
Facilities Manager  
Buildings and Fleet Services

MK:ejg

cc: R. Schoeneck  
M. Krause  
Central File