

Agenda Item 4 - Update on County Building Projects

Titus County Commissioner's Court

13 July 2015

Ratliff - Tax and Vehicle Registration and Elections Administration

- Last of millwork being finished, then a week's worth of staining/finishing to be done
- Sample workstation was built and delivered, then reviewed and changes/refinements made after user review. New model delivered and in place. Ready for approval once I see the detail for the sliding and locking cabinet doors
- Flooring has been selected and bought- will be installed after staining is completed. Estimate a week to install all flooring.
- Ceiling grid being installed now. Final ductwork and return air grilles to follow.
- Security Cameras and equipment on order. Cabling for cameras already in place.
- Phone system being worked to maximize reuse of existing reusable system components.
- Exterior work (planter, trellis, etc) to be last items started.
- Furniture and Furnishing choices in the works. A draft list of items has been made – pricing and selections are in progress and will be brought to commissioner's court for approvals.
- Estimated completion is late August/early September with changes.

Agenda Item 5 – Ratliff Changes and Furniture/Furnishings Update

Ratliff Changes

Several changes are being requested due to changes in the workflow process wanted for Elections Administration. Elections administration, after temporary relocation to former County Attorney space, likes the security of a wall between themselves and customers and requested a wall with pass thru glass capabilities between them and their customers. This would also include the addition of two built in workstations in lieu of buying two new office desks and returns.

An additional requested change for/by Elections Administration is to add a new 3X4 sliding window between the central count room and the elections administration lobby area to allow both political parties to readily see the counts as they are being made. I have included drawings with this package to illustrate the requirements. The changes and their associated costs are as follows:

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| • Addition of security wall | \$5950 |
| • Addition of two built in workstations (oak w/granite top) | \$2700 |
| • <u>New 48 X36 sliding window with oak jambs and finish details</u> | <u>\$950</u> |
| | \$9600 |

Furniture and Furnishings

The complete furniture and furnishings list has been compiled and is currently vetting pricing/quality checks. Blinds for windows and shades for work stations have been selected and require court approval before order and installation.

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| • Blinds and shades
(10 exterior windows and 27 interior windows at work stations) | \$4858.61 |
| • Refinish and reuse existing oak cabinets (6 at \$542.50 each) | \$3255 |

Note: Balance of furniture and furnishings estimated at \$12-14,000.