

City of Alexandria, Virginia

MEMORANDUM

DATE: MARCH 18, 2009

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: JAMES K. HARTMANN, CITY MANAGER

SUBJECT: BUDGET MEMO #34: LEASE COSTS AND ALTERNATIVE LOCATION
POSSIBILITIES FOR THE OFFICE OF VOTER REGISTRATION AND
ELECTIONS

This memorandum is in response to Councilman Wilson's question regarding the current lease terms for the space currently occupied by the Office of Voter Registration and Elections and if there are other alternative options elsewhere that are more centrally located in the City for a more affordable lease or if there is space in an existing City building for this office to occupy.

The Office of Voter Registration and Elections is currently housed in approximately 6,025 square feet of first floor space at 132 North Royal Street, Suite 100. The FY 2010 current budgeted lease rate is \$32.66 per square foot, totaling \$196,777 for the entire year. The lease expires on June 30, 2015.

At the time of initial negotiation of the lease (2000) it was determined that it was important for the Office to be located in first floor space and proximate to City Hall. That became the basis for the recommendation and ultimate selection of the location. The FY 2010 budgeted rate of \$32.66 is competitive for first floor, street level space at that general location.

OMB Staff spoke with Mr. Tom Parkins, Registrar of Voters, prior to drafting this memorandum. Mr. Parkins indicated that he would be happy to seek alternative locations more central to the City and that he would also like to perhaps have additional space. Whether or not this might be a cost effective alternative would be dependent on the location selected, how much space might be required, as well as the build-out and relocation costs associated with the potential move. There is also the consideration for alternatives of the existing lease space should the Office of Voter Registration and Elections relocate prior to the expiration of the current lease on June 30, 2015.

Staff will explore feasible options over the next six months and provide Council with more detailed comparative data and options.