Comal County 2022 Facilities Plan

Adopted by:
Comal County Commissioners Court
December 11, 2014
Revised September 22, 2016
Purpose:

This Plan is a guide for development, prioritization and implementation of projects to expand and remodel existing facilities and/or construct new facilities to address immediate and future space use needs. This five-year Plan will be revised and re-adopted as needed or at least every two years to determine any necessary additions/modifications to the Plan.

Methodology:

This plan was created through:

1) Evaluation of Existing Studies, Proposed Projects, and Previous Planning Efforts
2) Development of a Short-Term and Mid-Term Implementation Plan
3) Development of Long-Term Forecasting.

The following studies, prepared by Wiginton Hooker Jeffry ("WHJ") in 2012, were used to support this Plan:

- Comal County Courts at Law Study (February 2012)
- Comal County Sheriff’s Office & Jail Study (April 2012)
- Comal County Master Plan Study (October 2012)

In reviewing these studies, it was clear that many of the current Comal County facilities do not meet the current space needs of various County Offices and Departments. The projects recommended in this plan considered the following information:

- Description of the project
- Location of the project
- Proposed Tenants
- Estimated Cost
- Recommended Funding Source
- Timeline

With respect to timeline, the following definitions for prioritization were used:

Current: Projects currently funded and in development
Short-Term: Initiate project within the next two (2) years
Mid-Term: Initiate project within the next three (3) to seven (7) years
Long-Term: Initiate the project beyond the next seven (7) years
Summary Table:

<table>
<thead>
<tr>
<th>Project Number</th>
<th>Project</th>
<th>Timeline</th>
<th>Tenants</th>
<th>Estimated Cost</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Goodwin Remodel Phase I</td>
<td>Complete</td>
<td>Public Health and Security</td>
<td>$325,000</td>
<td>Tax Notes</td>
</tr>
<tr>
<td>2</td>
<td>Bulverde Office</td>
<td>Complete</td>
<td>JP#2, Constable Precinct #2, Tax Office, Public Health, County Clerk</td>
<td>$1.5 Million</td>
<td>Tax Notes</td>
</tr>
<tr>
<td>3</td>
<td>Sheriff's Office Impound Yard</td>
<td>Complete</td>
<td>Sheriff's Office</td>
<td>$12,500</td>
<td>Operating Budget</td>
</tr>
<tr>
<td>4</td>
<td>Jail/Sheriff's Office</td>
<td>Current</td>
<td>Sheriff's Office</td>
<td>$76 Million</td>
<td>Bond</td>
</tr>
<tr>
<td>5</td>
<td>Election's Office</td>
<td>Current</td>
<td>Elections</td>
<td>$1.85 Million</td>
<td>Tax Notes</td>
</tr>
<tr>
<td>6</td>
<td>Landa Building Remodel</td>
<td>Short-Term</td>
<td>Criminal District Attorney, County Clerk Records, IT, Treasurer, Auditor, Maintenance, Security</td>
<td>$10 Million</td>
<td>Undetermined</td>
</tr>
<tr>
<td>7</td>
<td>Remodel City Hall</td>
<td>Short-Term</td>
<td>County Court at Law #1 and County Court at Law Clerk</td>
<td>Undetermined</td>
<td>Undetermined</td>
</tr>
<tr>
<td>8</td>
<td>Annex Remodel</td>
<td>Short-Term</td>
<td>District Courts, County Courts at Law, District Clerk, County Courts at Law Clerk</td>
<td>Undetermined</td>
<td>Undetermined</td>
</tr>
<tr>
<td>9</td>
<td>Goodwin Remodel Phase II</td>
<td>Mid-Term</td>
<td>Purchasing, Human Resources, Public Health</td>
<td>Undetermined</td>
<td>Undetermined</td>
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<tr>
<td>10</td>
<td>Goodwin Remodel Phase III</td>
<td>Mid-Term</td>
<td>Storage (Warehouse)</td>
<td>Undetermined</td>
<td>Undetermined</td>
</tr>
<tr>
<td>11</td>
<td>JP#2 Remodel</td>
<td>Mid-Term</td>
<td>Sheriff's Office Substation, Probation</td>
<td>Undetermined</td>
<td>Undetermined</td>
</tr>
<tr>
<td>12</td>
<td>Light Duty Mechanic Shop Expansion</td>
<td>Mid-Term</td>
<td>Road &amp; Bridge</td>
<td>$250,000</td>
<td>Undetermined</td>
</tr>
<tr>
<td>13</td>
<td>Downtown Parking Garage</td>
<td>Long-Term</td>
<td>Various</td>
<td>Undetermined</td>
<td>Undetermined</td>
</tr>
<tr>
<td>14</td>
<td>Courts Building</td>
<td>Long-Term</td>
<td>District Attorney, Courts and Clerks</td>
<td>Undetermined</td>
<td>Undetermined</td>
</tr>
</tbody>
</table>
Proposed Projects:

Proposed Project: **Jail/Sheriff’s Office Expansion (4)**
Description: Build new jail/convert existing jail to administrative offices for the Sheriff’s Office
Location: 3005 W. San Antonio St. and 100 Water Lane
Timeline: Current
Tenants: Sheriff’s Office
Estimated Cost: $76 Million
Recommended Funding Source: Bonds
Proposed Project: **Elections Office (5)**
Description: Convert existing office building into an Elections Center
Location: 396 N. Seguin Ave.
Timeline: Short-Term
Tenants: Elections
Estimated Cost: $1.85 Million
Recommended Funding Source: Tax Notes
Notes:
Proposed Project: **Landa Building Remodel and NB City Hall Remodel (6 & 7)**
Description: Renovate Landa Building for office space and potential courtroom
Location: 199 Main Plaza
Timeline: Short-Term
Tenants: Criminal District Attorney, County Clerk Records, IT, Auditor, Treasurer, Maintenance, Courthouse Security
Estimated Cost: $10 Million (2012 Estimate)
Recommended Funding Source: Undetermined
Notes: Temporary office space available at city hall for existing tenants (County Court at Law #1 and Clerks) during construction
Proposed Project: **1st & 3rd Floor Annex Remodel (8)**

Description:
1st Floor – Convert County Clerk space to house District Clerk  
2nd Floor – Convert IT, Auditor, Treasurer space to house County Court at Law Clerks  
3rd Floor – Convert District Attorney’s Office space into two additional District Courtrooms; convert District Clerk and County Court at Law #2 into two County Court at Law Courtrooms  

Location: Annex Building, 150 N. Seguin Ave.

Timeline: Short-Term  
Tenants: District Clerk, County Court at Law Clerks, District Courts, County Courts at Law  

Estimated Cost: Undetermined  
Recommended Funding Source: Undetermined  

Notes: Renovations and moving of offices will be coordinated with Landa Building Remodel
Proposed Project: **Goodwin Remodel Phase II (9)**
Description: Replace Cafeteria Roof, Remodel restrooms, and update HVAC (Remainder beyond Public Health)
Location: Goodwin Building
Timeline: Mid-Term
Tenants: Purchasing, Human Resources, Public Health
Estimated Cost: Undetermined
Recommended Funding Source: Undetermined
Notes: None
Proposed Project: **Goodwin Remodel Phase III (10)**
Description: Construct warehouse for additional record/inventory storage for all County offices and departments
Location: Goodwin Property
Timeline: Mid-Term
Tenants: Storage
Estimated Cost: Undetermined
Recommended Funding Source: Undetermined
Notes: None
Proposed Project: **JP#2 Remodel (11)**

Description: Remodel offices to make best use of existing space

Location: Bulverde – Existing Location

Timeline: Mid-Term

Tenants: Sheriff’s Office, Probation

Estimated Cost: Undetermined

Recommended Funding Source: Undetermined

Notes: This building will be available once the Bulverde Office is constructed
Proposed Project: **Light Duty Mechanic Shop Expansion (12)**
Description: Double the space available for working on light duty vehicles
Location: CCEO
Timeline: Mid-Term
Tenants: Road Department Mechanics
Estimated Cost: $250,000
Recommended Funding Source: Undetermined
Notes: Due to the increased number of light duty vehicles in the county, the need to double the size of the Light Duty Mechanic Shop is warranted.
Proposed Project: **Downtown Parking Garage (13)**
Description: Provide parking for Courthouse Complex
Location: Downtown
Timeline: Long-Term
Tenants: Various
Estimated Cost: Undetermined
Recommended Funding Source: Undetermined
Notes: Opportunity to partner with City of New Braunfels

Proposed Project: **Courts Building (14)**
Description: Centralized location for all courts and Criminal District Attorney
Location: Undetermined
Timeline: Long-Term
Tenants: Criminal District Attorney, Courts and Clerks
Estimated Cost: Undetermined
Recommended Funding Source: Undetermined
Notes:

**Recommendations and Conclusion:**

The Short-Term projects presented in this report will allow Comal County to develop adequate space for current and projected needs of the affected County offices and departments. In addition, these projects work in conjunction with the implementation of the Mid-Term and Long-Term projects that will be necessary for continued growth the County offices and departments required to meet the needs of the residents of Comal County.

As part of this Plan, there currently is no need to update the Comal County Master Plan Study that was completed in 2012. However, future revisions/updates of this Plan may require a revision/update of the Comal County Master Plan Study based on growth experienced by the County.

Finally, the Comal County Commissioners Court will look for opportunities to include public participation on a project-by-project basis as each of the projects is planned and developed.