



# County of Monterey

**Item No.**

## Board Report

Board of Supervisors  
Chambers  
168 W. Alisal St., 1st Floor  
Salinas, CA 93901

**Legistar File Number: 25-245**

**April 29, 2025**

**Introduced:** 4/9/2025

**Current Status:** Public Works, Facilities &  
Parks - Consent

**Version:** 1

**Matter Type:** General Agenda Item

- a. Authorize reallocating \$139,545 from the remaining balance of completed Media Room Heating, Ventilation, and Air Conditioning (HVAC) Upgrade Project to the Child Support Services Office Remodel Project;
- b. Authorize and direct the Auditor-Controller to amend the Fiscal Year (FY) 2024-25 Adopted Budget for the Building Improvement and Replacement Fund 478, Appropriation Unit CAO047, to increase appropriations and operating transfer out by \$139,545, financed by Unrestricted Net Position (478-BIR-3202) for the Child Support Services Office Remodel Project (4/5ths vote required); and
- c. Authorize and direct the Auditor-Controller to amend the FY 2024-25 Adopted Budget for the Capital Project Fund 404, Appropriation Unit PFP057, to increase appropriations by \$139,545, financed by an operating transfer in from Building Improvement and Replacement Fund 478, Appropriation Unit CAO047 for the Child Support Services Office Remodel Project (4/5ths vote required); and
- d. Authorize and direct the Auditor-Controller to transfer \$139,545 for the FY 2024-25 from the Building Improvement and Replacement Fund 478, Appropriation Unit CAO047, to Capital Project Fund 404, Appropriation Unit PFP057 (4/5ths vote required).

### RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Authorize reallocating \$139,545 from the remaining balance of completed Media Room Heating, Ventilation, and Air Conditioning (HVAC) Upgrade Project to the Child Support Services Office Remodel Project;
- b. Authorize and direct the Auditor-Controller to amend the Fiscal Year (FY) 2024-25 Adopted Budget for the Building Improvement and Replacement Fund 478, Appropriation Unit CAO047, to increase appropriations and operating transfer out by \$139,545, financed by Unrestricted Net Position (478-BIR-3202) for the Child Support Services Office Remodel Project (4/5ths vote required); and
- c. Authorize and direct the Auditor-Controller to amend the FY 2024-25 Adopted Budget for the Capital Project Fund 404, Appropriation Unit PFP057, to increase appropriations by \$139,545, financed by an operating transfer in from Building Improvement and Replacement Fund 478, Appropriation Unit CAO047 for the Child Support Services Office Remodel Project (4/5ths vote required); and
- d. Authorize and direct the Auditor-Controller to transfer \$139,545 for the FY 2024-25 from the Building Improvement and Replacement Fund 478, Appropriation Unit CAO047, to Capital Project Fund 404, Appropriation Unit PFP057 (4/5ths vote required).

SUMMARY/DISCUSSION:

Due to the termination of the current Lease Agreement between Salinas Airport Business Park and the County of Monterey for the premises at 752 La Guardia Street, Suite, A, Salinas and that there shall be no further option to extend the Lease Agreement term beyond the June 30, 2025, termination date, Child Support Services needs to move from their current office space at 752 LaGuardia.

In June 2024, the Child Support Services (CSS) Department contacted the Department of Public Works, Facilities and Parks (PWFP) inquiring about spacing needs to move from their current office. Based on their Department needs the former Employment Development Department (EDD) Space at 1441 Schilling Place has been identified to be the ideal fit for CSS and the County.

Upon project initiation, PWFP engaged Wald, Ruhnke, & Dost Architects LLP (Consultant) to provide design services for the Child Support Services Office Remodel Project at 1441 Schilling Place. The proposed design concept provides layout for 54 cubicle spaces, 8 new private office spaces, 3 new interview rooms, new front desk and public lobby and processing area.

The Project scope has evolved to address and design for the high security concerns, improvements in the lobby, cashier and interview areas, to include bullet proof walls and transaction windows, security cameras and access. The current Project budget is \$1,128,771 (Attachment A), requiring an augmentation, as there are insufficient funds to cover the supplemental construction costs. Staff recommends that the Project cost increase estimated at \$139,545 to address the additional scope, be financed by the Building Improvement and Replacement (BIR) Fund 478, Appropriation Unit CAO047, where the Countywide Cost Allocation for Building Depreciation is budgeted. This additional scope addresses final approved fire sprinkler system deferred design submittal which requires additional electrical work, data rough-in and cabling drops for the security cameras, electrical rough-in and Title 24 Compliance.

The Project design and permitting is complete. The Job Order Contract (JOC) construction for the base scope is under way and quotes have been received to complete the additional scope of work to address the deferred supplemental work per the final approved fire sprinkler system deferred design submittal. Construction must be completed by June 30, 2025.

The Media Room HVAC Upgrade Project at 168 West Alisal Street, Salinas, had funds previously appropriated \$230,000 in FY 2024-25 from the BIR Fund 478. The scope of work for the Media Room project was to sizing, furnishing and installation of new split system AC and associated minor electrical power upgrades. Work was completed November 2024 which addressed the HVAC issues. Notice of Completion was recorded on April 7, 2025. The Project costs totaled \$90,455, with a balance of \$139,545 that we are requesting to release and reallocate to the Child Support Services Office Remodel Project.

OTHER AGENCY INVOLVEMENT:

PWFP has been coordinating with CSS and the County Administrative Office (CAO) Budget and Analysis Division. The request to bypass the Budget Committee regarding this request to authorize reallocating \$139,545 from the remaining balance of completed Media Room Heating, Ventilation, and Air Conditioning (HVAC) Upgrade Project to the Child Support Services Office Remodel

Project was approved on April 9, 2025.

FINANCING:

The revised budget for the Child Support Services Office Remodel project is \$1,128,771. This amount is partially funded through the California Department of Child Support Services (CDCSS) Reallocation Funding in the amount of \$760,828 and \$37,679 from unspent CSS General Fund allocations, resulting in a remaining funding gap of \$330,264.

To help close this gap, PWFP is requesting approval to reallocate \$139,545 from cost savings realized in the completed Media Room HVAC Upgrade Project. These funds are available due to that project being completed under budget.

Child Support Services (CSS) will present a request to the Budget Committee on April 30th to cover the remaining \$190,719 from General Fund Contingencies. This approach leverages existing savings and minimizes new financial impacts to the County's General Fund while allowing the remodel project to move forward as planned.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The recommended actions support the Board of Supervisors Strategic Initiatives for Administration, Infrastructure and Public Safety, and are necessary to ensure delivery of County core and emergency services.

☐ Economic Development  
☒ Administration  
☒ Health & Human Services  
☐ Infrastructure  
☒ Public Safety

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Reviewed by: Florence Kabwasa-Green, Chief of Facilities

Lindsay Lerable, Assistant Director of Public Works, Facilities and Parks

Approved by: Randell Ishii, MS, PE, TE, PTOE, Director of Public Works, Facilities and Parks

The following attachments are on file with the Clerk of the Board:

Attachment A - CSS Project Budget