

Unfunded Projects

'18/'19 thru '22/'23

Department Human Resources

Monterey County, California

Contact I. Ramirez-Bough x5043

Project # HR-18-01

Type Software

Project Name Learning and Performance Management System

Useful Life 5 Years

Category Unfunded

Provider TBD

Project Status Unfunded

Priority 4-Fiscal Impact

Cost Accuracy Preliminary Estimate +/- 20%

Dept Priority 1

Status Future Needs

Total Project Cost: \$737,000

Description

The County of Monterey is facing the critical need to replace its Learning Management System (LMS). The County's current LMS is no longer supported by the vendor. The new LMS will ensure compliance with mandatory training and interface with the County's HRM system. It would also allow the Human Resources Department to centralize and eliminate, or minimize, a paper based process, and to better manage employee engagement and critical skill development. Based on – 1) the Board of Supervisors' strategic initiatives (to recruit and retain a diverse, talented workforce and foster innovation to improve efficiency and effectiveness of County services), 2) pain points with, and lack of support for, the current system, and 3) the imperative to ensure and facilitate regulatory compliance – the Human Resources Department, in collaboration with other departments, recommends the funding and implementation of the current LMS platform's replacement

Justification

With ERP's HRM upgrade project soon completed, the Human Resources Department has been informed it needs to seek funding for an automated software product that integrates with the ERP system. The County's LMS provides learning programs designed to meet regulatory requirements for management, supervisory and staff development needs. Currently, the LMS is experiencing employee profile errors. The errors prevent determination of an employee's department, supervisor, training completion status, and transcripts. Because of the lack of vendor support, these errors cannot be corrected. Registering for training has become increasingly difficult because some employees do not have a menu option to enable class enrollment. Departments that provide countywide mandatory training are unable to upload federal or state mandated online training; rendering the cost of Learning and Development Network Coordinators manually scheduling and tracking education and certifications in Excel at the rate of \$45 per hour; other rendered cost expenditures occur when departments purchase additional software and enter into support contracts with vendors (for one example, Natividad's contract with HealthStream) to host and develop training curriculum. Without these manual workarounds and decentralized solutions, the County would be at risk of not being able to adequately confirm regulatory compliance -- but at what cost and level of confidence.

The LMS is Critical to The Health, Environment, Safety, and Security of employees and the community is the following ways:

- The LMS provides procedural online training for all 5000+ employees to know what steps to follow in the event of disaster and pandemic crises.
- The Learning Management System (LMS) provides resources for the County to conduct Emergency Training for all employees. The LMS system is capable to produce training and documents for deployment countywide.
- Safety training that is OSHA regulated is also provided through the LMS with the capabilities for record keeping to maintain compliance with State mandates.
- The LMS provides the organization with the tools to customize training and host the legally required courses such as: ITD Computer Safety Awareness, Active Shooter, ADA Compliance, Sexual Harassment Prevention; plus a number of State required trainings for departments such as: Social Services, Health, Child Support, Sheriff's office, Probation etc.

Community Impact

- All Competency trainings (over 300 courses) for managers, supervisors and employees are within the repository of the LMS for supporting the Board's goals of improved quality of service delivery to the community.
- Courses for Government Alliance for Race Equity (GARE) and other Department specific training /resources for strategic initiatives on behalf of the community are provided through the LMS.
- Courses available to the public in a variety of venues including Behavioral Health are accessed by constituents through the LMS.
- Some of the required Law enforcement POST courses are provided through the LMS
- Courses identified for enterprising joint ventures with municipalities are also provided through the LMS with a pay portal system for fees associated with the collaborative programs.

ANNUAL OPERATING & MAINTENANCE COST/COST AVOIDANCE

- Departments with regulatory training (i.e. ITD, EOO/ CRO, HR, DSS, Child Support, Health etc.) are currently reporting that the malfunctioning of our existing LMS is requiring them to use third party systems, manual data reporting, and/or troubleshooting work arounds that exponentially increase the waste of funding and staff time.
- The system over the initial year is \$5.08 per employee per month and thereafter, drops to a meager \$1.52 per employee with the capabilities to provide all regulatory and competency training that aligns with the CAO's and Executive Leadership's goal for the professional development of resources. We recommend departments fund the project on a per FTE basis as has been the protocol for funding our current malfunctioning LMS.

SUSTAINABILITY AND REGULATORY COMPLIANCE

- All LMS online training meets the requirements for ADA compliance.
- ADA training is currently hosted for CRO through the LMS as a training for all Managers and Supervisors
- LMS will directly support all GARE training initiatives through course announcements, registration functionality, and online distribution of learning content.

Includes projects with partially funded needs for FY 18/19.

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PROJECT READINESS

- The project scope has been vetted by all key stake holders including ITD, County Counsel and Contracts Purchasing for readiness of implementation when funding is made available.
- All project scopes have been completed and cost estimates have been reviewed by finance personnel.
- All Departments key stake holders and LMS Coordinators have provided input on system capabilities that are needed to align with their respective programs and training needs.
- The State's LMS Contract has been identified as being available to local agencies through its existing contract for a vendor that is also endorsed by the County's ERP project. The collaborative effort allows the county to piggy back on the State of California's RFP and negotiated price, which the County can negotiate further for additional savings.
- An integrated project plan covering the strategy, planning, and requirements gathering phases is ready for execution once funding is secured.

Expenditures	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
Other	185,000					185,000
Contingency	50,000					50,000
Software	100,400	100,400	100,400	100,400	100,400	502,000
Total	335,400	100,400	100,400	100,400	100,400	737,000

Funding Sources	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
Unfunded	335,400	100,400	100,400	100,400	100,400	737,000
Total	335,400	100,400	100,400	100,400	100,400	737,000

Budget Impact/Other

FY 18/19 Goals/Tasks: Replace current LMS with selected vendor's SAAS solution. Expand on the solution and deploy Performance Management and Skill Assessment.

Priority Score: 76 - Recommended as top unfunded priority by CIC on 5/14/18.

13 : F1-Critical to life/health, environment, safety/security

19: F2-Infrastructure/System Improvement

6: F3-Community Impact

6: F4-Project Readiness

19: F5-Operating Cost/Cost Avoidance

13: F6-Sustainability and Regulatory Compliance

0: F7-Funding Status

Projects Fully Funded in FY 18/19

'18/'19 thru '22/'23

Department RMA-Public Works & Facilities

Monterey County, California

Contact F. Kabwasa-Green- 755-4805

Project # 8581

Project Name ADA Improvements Phase 4

Type Building

Useful Life 25 Years

Category Fully Funded

Priority 2-Law or Mandate

Status Active

Provider PW: Facilities

Project Status Fully Funded

Cost Accuracy Capped-0%

Dept Priority N/A

Total Project Cost: \$200,000

Description

This project is scheduled for year four of the five year program for Americans with Disabilities Act (ADA) improvements identified in a comprehensive ADA facility Master Plan. Under Phase 4, RMA completed the basement restroom upgrades at the Sheriffs Department, 1200 Aguajito Rd, Monterey, which began under Phase 3. Work on the entrance to the County Coastal Office started under Phase 4 and is expected to extend into Phase 5. During FY 18/19, the Coastal Office project will use remaining funds from Phase 4, and may utilize additional funding from Phase 5.

Construction projects under \$150,000 may require up to 20% of the project cost in additional ADA improvements as a condition of approval. The \$200,000 allocated each year is used as a funding source for these ADA augmentation improvements. In addition, RMA attempts to complete voluntary ADA projects each year. These standalone projects are coordinated not to conflict with regular construction projects. Potential locations for voluntary projects may be identified prior to the fiscal year. Voluntary projects are selected using the 2013 ADA Facility Master Plan. The ADA Improvement phases are not limited to specific voluntary projects, so that funds can be used for augmentation improvements as needed.

In 2013, RMA completed a comprehensive ADA Facility Assessment to assess Americans with Disabilities Act (ADA) compliance in County-owned facilities. RMA initiated a 5-year program in Fiscal Year (FY) 2015/16 to implement improvements identified in this Assessment. In addition, RMA attempts to complete voluntary ADA projects each year, which are selected using the 2013 ADA Facility Assessment.

In Years 1-3, RMA budgeted \$200,000 per year for ADA improvements and completed the following:

Year 1 (FY 2014/15); 1200 Aguajito Rd-Parking, Exterior Path of Travel, Sidewalks (COMPLETE)

Year 2 (FY 2015/16); 1200 Aguajito Rd-Entry Doors, Interior Path of Travel, Accessible Stairways and Railings (COMPLETE)

Year 3 (FY 2016/17); ADA Improvements Phase 3-1200 Aguajito Rd-Basement Restroom (COMPLETE)

Year 4 (FY 2017/18); Upgrade basement restrooms at the Sheriff's Department, 1200 Aguajito Road, Monterey to meet ADA accessibility. Begin work on the entry and stairs at the County Coastal Office to bring the existing path of travel into compliance.

Year 5 (FY 2018/219); Complete entry and stairs at the County Coastal Office.

Justification

This is an ongoing program to upgrade existing County owned facilities to comply with Federal requirements.

Prior	Expenditures	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
68,640	Construction Management	17,660					17,660
	Construction	113,700					113,700
Total	Total	131,360					131,360

Prior	Funding Sources	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
68,640	Fund 401	131,360					131,360
Total	Total	131,360					131,360

Budget Impact/Other

FY 18/19 Goals/Tasks: Complete improvements to the existing path of travel at the Coastal Office.

Previously included in CIP as project #PWF 2016-04.

Projects Fully Funded in FY 18/19

'18/'19 thru '22/'23

Department RMA-Public Works & Facilities

Monterey County, California

Contact D. Pratt - 796-6091

Project # PWF 2016-05

Project Name ADA Improvements Phase 5

Type Building

Useful Life 25 Years

Category Fully Funded

Priority 2-Law or Mandate

Status Active

Provider PW: Architectural Services

Project Status Fully Funded

Cost Accuracy Capped-0%

Dept Priority N/A

Total Project Cost: \$200,000

Description

This project is scheduled for year five of the five year program for Americans with Disabilities Act (ADA) improvements identified in a comprehensive ADA facility master plan. Phase five focus is on County-owned facilities including completion of the Coastal Office work from Phase 4, and other locations yet to be determined.

Construction projects under \$150,000 may require up to 20% of the project cost in additional ADA improvements as a condition of approval. The \$200,000 is used as a funding source for these ADA augmentation improvements. In addition, RMA attempts to complete voluntary ADA projects each year. These standalone projects are coordinated not to conflict with regular construction projects. Potential locations for voluntary projects may be identified prior to the fiscal year. The ADA phases are not limited to specific voluntary projects, so that funds can be used for augmentation improvements as needed.

In 2013, RMA completed a comprehensive ADA Facility Assessment to assess Americans with Disabilities Act (ADA) compliance in County-owned facilities. RMA initiated a 5-year program in Fiscal Year (FY) 2015/16 to implement improvements identified in this Assessment. In addition, RMA attempts to complete voluntary ADA projects each year, which are selected using the 2013 ADA Facility Assessment.

In Years 1-3, RMA budgeted \$200,000 per year for ADA improvements and completed the following:

Year 1 (FY 2014/15); 1200 Aguajito Rd-Parking, Exterior Path of Travel, Sidewalks (COMPLETE)

Year 2 (FY 2015/16); 1200 Aguajito Rd-Entry Doors, Interior Path of Travel, Accessible Stairways and Railings (COMPLETE)

Year 3 (FY 2016/17); ADA Improvements Phase 3-1200 Aguajito Rd-Basement Restroom (COMPLETE)

Year 4 (FY 2017/18); Upgrade basement restrooms at the Sheriff's Department, 1200 Aguajito Road, Monterey to meet ADA accessibility. Begin work on the entry and stairs at the County Coastal Office to bring the existing path of travel into compliance.

Year 5 (FY 2018/219); Complete entry and stairs at the County Coastal Office.

Justification

This is a multi-year program to upgrade existing County owned facilities to comply with state and federal requirements.

Expenditures	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
Design/Environmental	28,570					28,570
Construction Management	28,570					28,570
Construction	142,860					142,860
Total	200,000					200,000

Funding Sources	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
Fund 401	200,000					200,000
Total	200,000					200,000

Budget Impact/Other

FY 18/19 Goals/Tasks: Complete improvement design and construction, and provide ADA augmentation improvements as needed.

Projects Fully Funded in FY 18/19

'18/'19 thru '22/'23

Monterey County, California

Department Agricultural Commissioner

Contact B. Roach - 759-7379

Project # 8832
Project Name South County Facility Development

Type Building
Useful Life 50 Years
Category Partially Funded
Priority 5-Desirable, Not Critical
Status Active

Provider Architectural Services
Project Status Partially Funded
Cost Accuracy Program Estimate +/- 35%
Dept Priority 2

Total Project Cost: \$4,399,677**Description**

Develop Agricultural Commissioner facilities at existing Public Works yard located at 41801 East Elm Avenue, Greenfield to meet AC's South county operational needs. The new facilities will be designed to maximize energy efficiency for approximately 5,000 square feet of facilities, including offices, a conference room, and supplies and equipment storage.

Difficulties with staffing and supervising the office led the Ag Commissioner to relocate staff to Salinas and run operations from the main office and it shifted our focus to developing an office in Greenfield and selling the King City property. The estimated project cost at the Elm Avenue Public Works Yard was approximately \$4.5 million.

This project is on hold until funds are available to complete it. An alternative is to find another site that will be less costly to develop.

Previously listed in CIP as Project #2017-SC.

Justification

Pre-construction due diligence activities including a Phase 1 Environmental Site Assessment and Real Estate Market Analysis have revealed that the existing King City site is no longer suitable in the long term for the Agricultural Commissioner. The existing Public Works Greenfield yard can accommodate AC operational needs alongside PW operations.

Prior	Expenditures	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
117,848	Design/Environmental		231,829				231,829
	Construction Management		500,000				500,000
	Construction		3,375,000				3,375,000
	Furniture Fixtures & Equipment		175,000				175,000
Total			4,281,829				4,281,829

Prior	Funding Sources	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
117,848	Fund 402		1,068,309				1,068,309
	Unfunded		3,213,520				3,213,520
Total			4,281,829				4,281,829

Budget Impact/Other

The annual Operations and Maintenance impact to the county is being evaluated.

Projects Fully Funded in FY 18/19**'18/'19 thru '22/'23****Department** Agricultural Commissioner**Monterey County, California****Contact** B. Roach - 759-7379**Project #** 8844**Type** Building**Project Name** Facility Development - North County**Useful Life** 50 Years**Category** Fully Funded**Provider** PW: Architectural Services**Project Status** Fully Funded**Priority** 5-Desirable, Not Critical**Cost Accuracy** Program Estimate +/- 35%**Dept Priority** 1**Status** Active**Total Project Cost:** \$2,085,296**Description**

Planning and development of a Facility to serve the Agricultural Commissioner's operational needs in North County. The project consists of tenant improvements to a County facility. The current lease extension costs \$3,000 per month and expires in August. Collapsing the lease saves money going forward, and assures the department maintains a location where it is most needed in North County. This project has been selected as the first priority for the department.

Justification

The current North County branch office in Pajaro is a leased facility. A County-owned facility is available at 29-A Bishop Street in Pajaro. The building requires improvements and alterations to serve as a permanent office for North County operations. Little to no commercial space is available in the Pajaro area. Loss of an office in this area would severely affect operations and customer service.

Prior	Expenditures	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
919,957	Contingency	1,365,339					1,365,339
Total	Total	1,365,339					1,365,339

Prior	Funding Sources	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
919,957	Fund 402	1,335,339					1,365,339
Total	Total	1,365,339					1,365,339

Budget Impact/Other

Approximately \$1.3 million is available in the Ag Commissioner Facility Development Project Fund. These funds can only be spent on agricultural programs. Ag Commissioner receives Unclaimed Gas Tax funds on the expenditure into the building fund. Funds are stored under Fund 402. If the funds are used for any other purpose, the County would be subject to an audit finding that would require repayment of funds at approximately forty cents on the dollar.

The annual Operations and Maintenance impact to the County is being evaluated.

FY 18/19 Goals/Tasks: Complete design, procurement of contractor through County Job Order Contracting Program . Implement improvements and alterations to facility.

Projects Fully Funded in FY 18/19

'18/'19 thru '22/'23

Department Agricultural Commissioner

Monterey County, California

Contact B. Roach - 759-7379

Project # 8845

Type Building

Project Name Facility Improvements - Salinas Office

Useful Life 50 Years

Category Fully Funded

Provider Architectural Services

Project Status Fully Funded

Priority 5-Desirable, Not Critical

Cost Accuracy Program Estimate +/- 35%

Dept Priority 3

Status Active

Total Project Cost: \$970,304

Description

The Salinas project arose in 2016 when it appeared we needed to expand staff. The project was designed to meet future operational needs, remodel main office to accommodate additional work stations and offices within existing footprint. Based on current projected staffing levels, the project is being reevaluated.

The Ag Center Conference Room requires repair. The building is settling and shifting to the extent that doors will not close. Phase one of a structural investigation including a soil analysis is in progress. \$200,000 is scheduled for FY 18/19 for anticipated repairs to the conference room. This Facility Improvements project will continue to be revised to meet the current needs of the department.

Justification

This project will allow for better functional organization of the office and address repair needs. Project will better utilize existing space, allow organization of staff by functional units and allow full staffing to meet program needs and future workloads.

Prior	Expenditures	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
217,713	Design/Environmental		68,132				68,132
	Construction Management		35,369				35,369
Total	Construction	200,000	155,300				355,300
	Other		65,000				65,000
	Furniture Fixtures & Equipment		92,000				92,000
	Contingency		136,790				136,790
	Total	200,000	552,591				752,591

Prior	Funding Sources	'18/'19	'19/'20	'20/'21	'21/'22	'22/'23	Total
217,713	Fund 402	200,000	552,591				752,591
Total	Total	200,000	552,591				752,591

Budget Impact/Other

FY 18/19 Goals/Tasks: Repair the Ag Center Conference Room
The annual Operations and Maintenance impact to the County is negligible.