



Legislation Details (With Board Report)

File #:	RES 19-046	Name:	Elections Construction Completion Project 8404 Increase
Type:	BoS Resolution	Status:	Passed - Elections' Office
File created:	4/24/2019	In control:	Board of Supervisors
On agenda:	5/7/2019	Final action:	5/7/2019

Title: Adopt Resolution to:
a. Approve a budget increase for Elections construction Project No. 8404 for tenant improvements in FY 2018-19 Fund 402-Capital Projects list from \$262,348 to \$470,639;
b. Authorize and direct the Auditor-Controller to transfer \$208,291 for Project No. 8404 in FY 2018-19 from Elections, General Fund 001-1410-8064-ELE001 to Capital Projects Fund 402-3000-8468-RMA014, where sufficient appropriations are available in Elections adopted budget to cover the transfer (4/5th vote required); and
c. Authorize and direct the Auditor-Controller to amend the FY 2018-19 adopted budget for Resources Management Agency Capital Projects Fund 402-3000-8468-RMA014, increasing appropriations by \$470,639 with an operating transfer in of \$208,291, financed by an operating transfer out of \$208,291 from Elections 001-1410-8064-ELE001 and \$262,348 from Fund 402 Unassigned Fund Balance (4/5th vote required).

Sponsors:

Indexes:

Code sections:

Attachments: 1. Board Report, 2. Project 8404 Budget, 3. Draft Resolution, 4. 21. Completed Board Order and Resolution

Date	Ver.	Action By	Action	Result
5/7/2019	1	Board of Supervisors	adopted - elections office	Pass

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c. Authorize and direct the Auditor-Controller to amend the FY 2018-19 adopted budget for Resources Management Agency Capital Projects Fund 402-3000-8468-RMA014, increasing appropriations by \$470,639 with an operating transfer in of \$208,291, financed by an operating transfer out of \$208,291 from Elections 001-1410-8064-ELE001 and \$262,348 from Fund 402 Unassigned Fund Balance (4/5th vote required).

RECOMMENDATION:

It is recommended that the Board of Supervisors:

Adopt Resolution to:

- a. Approve a budget increase for Elections construction Project No. 8404 in FY 2018-19 Fund 402-Capital Projects list from \$262,348 to \$470,639;
- b. Authorize and direct the Auditor-Controller to transfer \$208,291 for Project No. 8404 in FY 2018-19 from Elections, General Fund 001-1410-8064-ELE001 to Capital Projects Fund 402-3000-8468-RMA014, where sufficient appropriations are available in Elections adopted budget to cover the transfer (4/5th vote required); and

- c. Authorize and direct the Auditor-Controller to amend the FY 2018-19 adopted budget for Resources Management Agency Capital Projects Fund 402-3000-8468-RMA014, increasing appropriations by \$470,639 with an operating transfer in of \$208,291, financed by an operating transfer out of \$208,291 from Elections 001-1410-8064-ELE001 and \$262,348 from Fund 402 Unassigned Fund Balance (4/5th vote required).

SUMMARY:

Expenditures and revenues vary based on the number and type of scheduled and unscheduled elections in a given year. The adopted budget for FY 2018-19 includes appropriations of \$4,155,378 and revenues of \$1,156,135.

Elections relocated to 1441 Schilling Place, North Building in June of 2017. The walls included in the original facility design to secure ballots and voting systems were eliminated. In order to comply with the Department of Homeland Security's designation of voting systems as critical infrastructure, the department recommends completing construction as initially planned to prevent exposure to unnecessary risk in the course of daily operations and election business. Walls for the Registrar of Voters and Assistant Registrar offices as well as the conference room will also be included in this Project.

DISCUSSION:

The proposed Project scope includes completing the walls in five secure areas, one conference room and two offices totaling 1,250 sq. ft. The five areas include tabulation and vote by mail areas where voting system equipment and ballots are processed and secured. The offices would provide a private workspace for the Registrar and Assistant Registrar of Voters and the conference room would be for internal meetings, trainings and conference calls.

Planned work includes demolition, installation of insulation and acoustic panels, aluminum framed metal infill paneling; electrical, telecommunication, HVAC, fire, security, and suspended ceiling modifications. The initial estimate in August 2017 did not include a total demolition and rebuild of existing office walls with separate HVAC zones, which requires removal of a greater area of the ceiling grid, new storefronts and engagement of professional moving services. Due diligence and fiscal responsibility resulted in further delay as the JOC contractor was changed in April to take advantage of a better proposal that was nearly 10% less.

The updated estimated cost of Project 8404 includes \$352,539 for construction, \$64,608 for design, \$19,154 for construction management and \$34,338 for contingencies. Sufficient appropriations are available in Elections' adopted budget to cover the transfer due to voter guide printing savings. The department succeeded in designing the layout of the voter guide internally for the first time, which reduced costs that would normally be paid to the vendor. In addition, revenues will be higher due to the lack of a Countywide candidate or measure on the November ballot and Senate Bill 415, which required school and special districts to consolidate with the Statewide General Election.

OTHER AGENCY INVOLVEMENT:

The Elections department consulted with the County Administrative Office and the Resource Management Agency in forming recommended actions. The Capital Improvements Committee supported recommended actions on May 14, 2018, the Budget Committee on May 30, 2018 and the full Board of Supervisors approved the initial resolution on June 19, 2018. The recommended action to increase the project budget was supported by the Budget Committee on April 22, 2019; however the report did not specify that the increase as well as a prior transfer to the Fund 402 unassigned fund balance would make up the total cost of the project.

FINANCING:

An initial transfer into RMA Capital Projects Fund 402 of \$262,348 was made in FY 2017-18 for Project No. 8404. Approximately \$39,142 has been spent to date on design and it was determined that the estimated project budget has increased. The FY 2018-19 budget did not include appropriations for the project. The recommended action will increase the FY 2018-19 adopted budget appropriations in RMA Capital Projects Fund 402-3000-8468-RMA014 by \$470,639 with an additional transfer of \$208,291 from General Fund Elections Department 001-1410-8064-ELE001, and the remaining from Fund 402 unassigned fund balance. There are sufficient appropriations in the FY 2018-19 Adopted Budget for Elections to complete the transfer. The above recommended actions will require a 4/5th vote.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

Plan and develop an infrastructure that promotes a secure environment.

- Economic Development
- Administration
- Health & Human Services
- Infrastructure
- Public Safety

Prepared by:

Approved by:

Izabela Lesik
Management Analyst

Claudio Valenzuela
Registrar of Voters

Attachments: Board Report, Project 8404 Budget, Draft Resolution