



# County of Monterey

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

## Board Report

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**File #: 16-524, Version: 1**

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- a. Approve a report regarding the initial phase of a facility security assessment to review the vulnerability and physical security of the Board Chambers and surrounding primary public access areas (lobby, entryway, public counter and walkway areas between the Government Center and Administrative/Courthouse Campus where inmates are being transferred); and
- b. Approve the Resource Management Agency Director's action of procuring Professional Services to conduct the initial phase assessment.

### RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve a report regarding the initial phase of a facility security assessment to review the vulnerability and physical security of the Board Chambers and surrounding primary public access areas (lobby, entryway, public counter and walkway areas between the Government Center and Administrative/Courthouse Campus where inmates are being transferred); and
- b. Approve the Resource Management Agency Director's action of procuring Professional Services to conduct the initial phase assessment.

### SUMMARY/DISCUSSION:

The recommended action approves the Resource Management Agency Director's action of proceeding with procuring Professional Services to review the vulnerability and physical security of the Board Chambers and surrounding primary public access areas (lobby, entryway, public counter and walkway between the Government Center and Administrative/Courthouse Campus where inmates are being transferred) as the first phase of a larger Countywide assessment, Project No. 8576.

In a memorandum to the Board dated March 30, 2016, the Resource Management Agency Director advised the Board of the intent of the Resource Management Agency (RMA) to procure professional services to assess the vulnerability and physical security of County occupied facilities and to provide associated recommendations for improvements. This is a substantial project and is being proposed as part of the FY 2016-17 Five Year Capital Improvement Plan (CIP).

This project was not included as part of the Board Approved projects in the current FY 2015-16 and as such there are no appropriations or financing sources included as part of the Facilities Maintenance Project Fund, Fund 401. However, given the urgency of recent events around the country, the County Administrative Officer asked if the RMA would begin the effort as soon as possible. Therefore, after advising the Board members via Board memorandum, RMA proceeded immediately with procuring Professional Services to review the vulnerability and physical security of the Board Chambers, as well as the surrounding primary public access (lobby, entryway, public counter and walkway between the Government Center and Administrative/Courthouse Campus where inmates are being transferred) and provide recommendations for improvements. The cost to implement this scope of work is estimated to be \$75,670 which includes an estimated cost for consultant services and staff time to manage the project. The RMA intends to hire Kitchell CEM through the RMA's

On-Call Agreement for Architectural and Engineering Design Services for Various Correctional Projects Over \$100,000 Located within Monterey County, California (RFQ 10458). Kitchell CEM was deemed appropriate because of the focus on facility security and selected based on its capacity to accomplish the work in the required time, as well as its prior experience with County Facility Assessments including the County's Final Facility Assessment Report dated October 2, 2015. County procedures require departments to obtain funding approval by the Board of Supervisors and Budget Committee prior to undertaking new projects.

**OTHER AGENCY INVOLVEMENT:**

RMA coordinated with the County Administrative Office. This matter was presented to the Capital Improvement Committee on April 20, 2016 and Budget Committee on April 27, 2016.

**FINANCING:**

There were no funds identified in the FY 2015-16 Adopted Budget for the RMA to cover the costs associated with conducting this initial phase of the facility security assessment, estimated at \$75,670. If the Board directs the RMA to engage in the initial phase of the assessment, the department will work closely with CAO Budget & Analysis to determine if a budget modification will be required to increase appropriations for this effort. Should it be determined that the department's approved budget is unable to fully absorb currently unbudgeted costs related to the initial phase of the facility security study, a request for budget modification to maintain fiscal balance will be presented through the Board's Budget Committee prior to year-end. RMA will capture the expenditures specific to this activity in its Facilities Maintenance Project Fund, Fund 401, Unit 8184, and Appropriation Unit RMA004.

Prepared by: Florence Kabwasa-Green, Management Analyst II, (831)755-4805

Approved by: Benny J. Young, RMA Interim Director of Public Works & Facilities

Approved by: Carl P. Holm, AICP, RMA Director

Dated: May 2, 2016

Attachments: Project Budget; Memo to the Board dated March 31, 2016