



Board Report

File #: 18-533, Version: 1

- a. Receive a report on construction project costs associated with the completion of the Elections Department;
- b. Support adding Project 8404 to the approved FY 2017-18 Fund 402-Capital Projects list in the amount of \$262,348;
- c. Support authorizing the Auditor-Controller to transfer \$262,348 from the FY 2017-18 General Fund 001, Appropriation Unit ELE001 budget to Capital Projects Fund 402, Appropriation Unit RMA014; and
- d. Support authorizing the Auditor-Controller to amend the FY 2017-18 adopted budget for Resources Management Agency Capital Projects, Fund 402, (402-3000-8468-RMA014), increasing appropriations and operating transfer in by \$262,348, financed by an operating transfer out of \$262,348 from General Fund 001, Elections (001-1410-8064-ELE001).

RECOMMENDATION:

It is recommended that the Board of Supervisors' Capital Improvements Committee:

- a. Receive a report on construction project costs associated with the completion of the Elections Department;
- b. Support adding Project 8404 to the approved FY 2017-18 Fund 402-Capital Projects list in the amount of \$262,348;
- c. Support authorizing the Auditor-Controller to transfer \$262,348 from the FY 2017-18 General Fund 001, Appropriation Unit ELE001 budget to Capital Projects Fund 402, Appropriation Unit RMA014; and
- d. Support authorizing the Auditor-Controller to amend the FY 2017-18 adopted budget for Resources Management Agency Capital Projects, Fund 402, (402-3000-8468-RMA014), increasing appropriations and operating transfer in by \$262,348, financed by an operating transfer out of \$262,348 from General Fund 001, Elections (001-1410-8064-ELE001).

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 2017-18 includes appropriations of \$5,265,765 and revenues of \$400,000.

Elections relocated into the North Building of the Schilling Place campus 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 would include 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 estimated cost of the proposed project includes \$182,181 for construction, \$42,000 for design, \$19,949 for construction management and \$18,218 for contingencies, to be completed in FY 2018-19.

OTHER AGENCY INVOLVEMENT:

Construction funding was identified in collaboration with the Resource Management Agency and CAO's Budget Office. Due to the late submission of this Board Report, the CAO Budget and Analysis Division was not provided adequate time to fully review for potential fiscal, organization, policy or other implication to the County of Monterey.

FINANCING:

The recommended action will increase the FY 2017-18 adopted budget appropriations in RMA Capital Projects Fund 402-3000-8468-RMA014 by \$262,348 with a transfer from General Fund Elections Department 001-1410 -8064-ELE001. There are sufficient appropriations in the FY 2017-18 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:

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Attachments: Board Report, Project 8404 Budget