



County of Monterey

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

Board Report

File #: RES 18-073, **Version:** 1

Adopt a Resolution to:

- a. Approve Project No. 8404 be added to the FY 2017-18 Fund 402-Capital Projects list in the amount of \$262,348;
- b. Authorize the Auditor-Controller to transfer \$262,348 for Project No. 8404 in FY 2017-18 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 the Auditor-Controller to amend the FY 2017-18 adopted budget for Resources Management Agency Capital Projects Fund 402-3000-8468-RMA014, increasing appropriations and operating transfer in by \$262,348, financed by an operating transfer out of \$262,348 from Elections 001-1410-8064-ELE001 (4/5 vote required).

RECOMMENDATION:

It is recommended that the Board of Supervisors adopt a resolution to:

- a. Approve Project No. 8404 be added to the FY 2017-18 Fund 402-Capital Projects list in the amount of \$262,348;
- b. Authorize the Auditor-Controller to transfer \$262,348 for Project No. 8404 in FY 2017-18 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 the Auditor-Controller to amend the FY 2017-18 adopted budget for Resources Management Agency Capital Projects Fund 402-3000-8468-RMA014, increasing appropriations and operating transfer in by \$262,348, financed by an operating transfer out of \$262,348 from Elections 001-1410-8064-ELE001 (4/5 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 2017-18 includes appropriations of \$5,265,765 and revenues of \$757,871.

Elections relocated to 1441 Schilling Place, North Building in June of 2017. The walls included in the original facility design as a top priority to secure essential equipment and elections materials were eliminated. 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 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. Sufficient appropriations are available in Elections' adopted budget to cover the transfer due to Senate Bill 415, which requires school and special districts to consolidate with the Statewide General Election. Local jurisdictions in Monterey County voluntarily transitioned early, eliminating the November 2017 election and resulting in ballot and voter guide printing savings. Staff time in assisting with the transition was recognized as unanticipated revenue.

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 supported recommended actions on May 30, 2018. The Project scored 76 in the FY 2018-19 Capital Improvement Program and will be moved from the unfunded category to funded status if the Board approves.

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 for Project No. 8404. There are sufficient appropriations in the FY 2017-18 adopted Budget for Elections to complete the transfer. The above recommended actions require a 4/5th vote. The FY 2018-19 Recommended budget for Fund 402 did not include appropriations for this project. If needed, staff will return to the Board of Supervisors to request additional appropriations.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

Check the related Board of Supervisors Strategic Initiatives:

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

Prepared by:

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Management Analyst

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Registrar of Voters

Attachments:

Board Report

Project 8404 Budget

Draft Resolution Project 8404