



County of Monterey

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

Board Report

File #: BC 19-184, **Version:** 1

- a. Support a budget increase for Project No. 8404 in FY 2018-19 Fund 402-Capital Projects list from \$262,348 to \$384,774;
- b. Support authorizing the Auditor-Controller to transfer \$122,426 for the FY 2018-19 from Elections, General Fund 001, Appropriation Unit ELE001 budget to Capital Projects Fund 402, Appropriation Unit RMA014, where sufficient appropriations are available in Elections adopted budget to cover the transfer; and
- c. Support authorizing the Auditor-Controller to amend the FY 2018-19 adopted budget for Resources Management Agency Capital Projects, Fund 402, (402-3000-8468-RMA014), increasing appropriations by \$384,774 with an operating transfer in of \$122,426, financed by an operating transfer out of \$122,426 from General Fund 001, Elections (001-1410-8064-ELE001).

RECOMMENDATION:

It is recommended that the Budget Committee of the Board of Supervisors:

- a. Support a budget increase for Project No. 8404 in FY 2018-19 Fund 402-Capital Projects list from \$262,348 to \$384,774;
- b. Support authorizing the Auditor-Controller to transfer \$122,426 for the FY 2018-19 from Elections, General Fund 001, Appropriation Unit ELE001 budget to Capital Projects Fund 402, Appropriation Unit RMA014, where sufficient appropriations are available in Elections adopted budget to cover the transfer; and
- c. Support authorizing the Auditor-Controller to amend the FY 2018-19 adopted budget for Resources Management Agency Capital Projects, Fund 402, (402-3000-8468-RMA014), increasing appropriations by \$384,774 with an operating transfer in of \$122,426, financed by an operating transfer out of \$122,426 from General Fund 001, Elections (001-1410-8064-ELE001).

SUMMARY:

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 and election infrastructure as critical, 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.

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. Elections now returns before the Budget Committee for additional funding due to an increase in project scope and cost. If fully funded, construction is tentatively scheduled to be completed in April.

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.

DISCUSSION:

The 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.

The updated estimated cost of Project 8404 includes \$275,450 for construction, \$67,191 for design, \$15,123 for construction management and \$27,010 for contingencies, to be completed in FY 2018-19. 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.

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.

FINANCING:

An initial transfer into RMA Capital Projects Fund 402 of \$262,348 was made in FY 2017-18 to complete the project in FY 2018-19. Approximately \$23,708 has been spent to date on design and it was determined that the estimated project budget has increased. The recommended action will increase the FY 2018-19 adopted budget appropriations in RMA Capital Projects Fund 402-3000-8468-RMA014 by \$122,426 with a transfer from General Fund Elections Department 001-1410-8064-ELE001 for a total project cost of \$384,774. 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

X Infrastructure
__ Public Safety

Prepared by:

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Attachments: Project 8404 Budget