

THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS  
BOARD ACTION SUMMARY

DEPT: Chief Executive Office

BOARD AGENDA #: \*B-4

AGENDA DATE: August 29, 2017

**SUBJECT:**

Approval to Transfer Project Funds to Proceed with the Emergency Operations Center Phase I Improvement Project at 3705 Oakdale Road

**BOARD ACTION AS FOLLOWS:**

No. 2017-471

On motion of Supervisor Olsen, Seconded by Supervisor Withrow  
and approved by the following vote,

Ayes: Supervisors: Olsen, Withrow, Monteith, DeMartini, and Chairman Chiesa

Noes: Supervisors: None

Excused or Absent: Supervisors: None

Abstaining: Supervisor: None

1)  Approved as recommended

2)  Denied

3)  Approved as amended

4)  Other:

MOTION:

ATTEST:   
ELIZABETH A. KING, Clerk of the Board of Supervisors

File No.

**THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS  
AGENDA ITEM**

DEPT: Chief Executive Office  
Urgent  Routine

BOARD AGENDA #: \*B-4

AGENDA DATE: August 29, 2017

CEO CONCURRENCE: *Pnt*

4/5 Vote Required: Yes  No

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**SUBJECT:**

Approval to Transfer Project Funds to Proceed with the Emergency Operations Center Phase I Improvement Project at 3705 Oakdale Road

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**STAFF RECOMMENDATIONS:**

1. Approve the transfer of previously approved funds within the Emergency Operations Center Project Budget in the amount of \$53,025 in order to proceed with the Tenant Improvement Project at the Emergency Operations Center at 3705 Oakdale Road in Modesto.
2. Direct the Auditor-Controller to transfer funds from the Equipment Category to the Structures and Improvement Category, in accordance with the recommendation and the Budget Journal, which is attached.

**DISCUSSION:**

On April 25, 2017, the Board of Supervisors approved a phased strategy to improve the existing Emergency Operations Center (EOC) at 3705 Oakdale Road and create alternate Emergency Operations Centers throughout the County. The first Phase of this strategy calls for tenant improvements at the existing Emergency Operations Center.

Phase I includes a minor remodel to modernize the interior of the existing space to increase space utilization, capacity, efficiency and functionality. The Board also authorized the Project Manager to issue a notice inviting bids for informal construction of the Phase I improvements, and authorized the Project Manager to award the construction so long as it is within the approved Project Budget. The project improvements include additional staff space, conference space, reconfiguration of the staff break room, addition of a second door to the resource room and enclosure of an existing doorway between the public lobby and storage room to enhance security.

At the time of the Board approval, it was estimated that construction and modular furniture would cost \$265,602, \$113,652 for project costs and \$151,950 for modular furniture only. It was anticipated that fully equipping the main EOC would require future funds to be budgeted.

On July 26, 2017, the County received four bids for the tenant improvement project at the existing Emergency Operations Center. The lowest responsible bidder was JHK Construction, Inc. of Escalon, California, with a bid of \$132,600. This bid exceeds the estimated construction cost, by \$53,025.

## Approval to Transfer Project Funds to Proceed with the Emergency Operations Center Phase I Improvement Project at 3705 Oakdale Road

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Funds are available within the overall Project Budget for the increased cost of construction of \$53,025. It is no longer recommended that the furnishings be funded in the Project Budget as the Office of Emergency Services (OES) has encumbered year-end savings for the specific furnishings and equipment needed to fully furnish and equip the Center. Additionally, the Department reserved sufficient funds for furnishings and equipment not included in earlier estimates that will fully upgrade and modernize the primary EOC. As a result of the furnishings and equipment being funded from the EOC encumbered funds, \$88,135 will no longer be needed for the project.

Overall, it is now estimated that \$221,046 is needed to fully furnish and equip the main EOC and sufficient funds are available within the OES budget to complete the furnishings and equipment for the County's primary EOC. All funds for the EOC modernization are estimated at \$398,513.

### **POLICY ISSUE:**

The Board of Supervisors has authority to approve contracts and to authorize budget transfers in the fixed assets group of the approved project budget.

### **FISCAL IMPACT:**

On April 25, 2017, the Board of Supervisors approved a project budget of \$265,602 for Phase I of a strategy to create alternate Emergency Operations Centers in the County. The estimated construction cost in early 2017 was \$79,575. The lowest responsible bid for construction was received from JHK Construction, Inc. in the amount \$132,600, a difference of \$53,025.

It is recommended that a transfer of \$53,025 be approved from the Equipment Category to the Structures and Improvements Category within the approved project budget. The estimated funds for project furniture and equipment was originally included in the project budget. However, the furniture and installation costs will be paid for using Department funds, which were encumbered during the County's Fiscal Year 2016-2017 year-end close process. This will result in savings in the Project Budget of \$88,135 which can be used for the future as directed by the Board of Supervisors.

The total cost for the modernization of the Emergency Operations Center is estimated at \$398,513.

### **BOARD OF SUPERVISORS' PRIORITY:**

This item is consistent with the Board of Supervisors' Priority of Efficient Delivery of Public Services by ensuring that the Emergency Operations Center has the required space and technology available for use during a County emergency.

### **STAFFING IMPACT:**

This portion of the project will be successfully delivered by existing Capital Projects staff.

### **CONTACT PERSON:**

Patricia Hill Thomas, Chief Operations Officer, Telephone (209) 525-6333

Approval to Transfer Project Funds to Proceed with the Emergency Operations Center Phase I Improvement Project at 3705 Oakdale Road

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**ATTACHMENT(S):**

1. Budget Journal

# Attachment 1

Database FMSDBPRD.CO.STANISLAUS.CA.US.PROD  
 Balance Type Budget  
 Data Access Set County of Stanislaus

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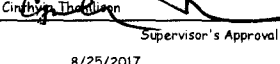

Ledger \* List - Text County of Stanislaus  
 Budget List - Text LEGAL BUDGET  
 Category \* List - Text Budget - Upload  
 Source \* List - Text CEO AJ  
 Currency \* List - Text USD  
 Period List - Text Aug-17  
 Batch Name Text  
 Journal Name Text CEO 100898  
 Journal Description Text Transfer of Funds from Furniture to Constr  
 Journal Reference Text  
 Organization List - Text Stanislaus Budget Org  
 Chart Of Accounts Text Accounting Flexfield

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 ENTER AS MMM-YY (ALL CAPS FOR MMM) EX: NOV-11  
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Upl	Fund (4 char)	Org (7 char)	Account (5 char)	GL Project (7 char)	Location (6 char)	Misc. (6 char)	Other (5 char)	Debit		Credit		Line Description
* List - Text								incr appropriations decr est revenue * Number	decr appropriations incr est revenue * Number	Text		
	2084	0061143	80300	0004678	000000	000000	00000		53025			Increase Structures and
	2084	0061143	84760	0004678	000000	000000	00000				53025	Decrease Office Furniture
									53025			

Totals: 53025 53025

Tip: This is not the end of the Template. Unprotect the sheet and insert as many rows as needed.

<b>Explanation:</b> Funds Needed for Additional Construction Cost		
<b>Requesting Department</b>	<b>CEO</b>	<b>Auditors Office Only</b>
Andy Johnson Prepared by (209) 480-5145 Date	 Supervisor's Approval 8/25/2017 Date	 Prepared By Approved By 8/24/17 Date
	Date	Date