

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

DEPT: Child Support Services

BOARD AGENDA: 7.B.13
AGENDA DATE: April 17, 2018

SUBJECT:

Approval to Accept a One-Time \$1 Million Allocation from the California Department of Child Support Services for Facility Improvements, Furniture and Equipment, Funded in an Existing Budget and the New Allocation and Related Actions

BOARD ACTION AS FOLLOWS:

RESOLUTION NO. 2018-0162

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

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

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: 
PAM VILLARREAL, Assistant Clerk

File No.

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

DEPT: Child Support Services

BOARD AGENDA:7.B.13
AGENDA DATE: April 17, 2018

CONSENT:

CEO CONCURRENCE: YES

4/5 Vote Required: Yes

SUBJECT:

Approval to Accept a One-Time \$1 Million Allocation from the California Department of Child Support Services for Facility Improvements, Furniture and Equipment, Funded in an Existing Budget and the New Allocation and Related Actions

STAFF RECOMMENDATION:

1. Authorize the Stanislaus County Department of Child Support Services to proceed with a project for facility improvements, furnishings and equipment including carpet replacement, and updated wiring to accommodate new cubicles and work stations for a total project cost of \$1,207,709, funded by additional one-time funding from the State (\$1 million) and existing budgeted funds (\$207,709).
2. Authorize the Auditor-Controller to increase appropriations and revenue to the Department of Child Support Services (DCSS) Budget by \$1,000,000 for Fiscal Year 2017-2018 as detailed in the attached Budget Journal.
3. Authorize the Auditor-Controller to transfer \$207,709 from Salary and Benefits to Fixed Assets in sub-categories of structures, improvements, and equipment to pay for a portion of the total project.
4. Authorize the Purchasing Agent to negotiate and finalize an agreement with Warden's Office Furniture of Modesto, California to purchase modular furniture from a competitively bid government contract including any required contingency funds not to exceed the approved project budget.

DISCUSSION:

On November 16, 2017, DCSS received notification from the California Department of Child Support Services (CADCSS), of an opportunity for the DCSS to request surplus funds from other Local Child Support Agencies (LCSAs) throughout the State of California that can be reallocated back into the program to assist other LCSAs for State Fiscal Year (FY) 2017-2018.

On January 8, 2018, the Department had a conference call with staff from the Financial Services Branch of CADCSS with the primary focus on additional funding to fill 14 vacant full time allocations. The CADCSS offered one-time funding to be expended in

FY 2017-2018. With no assurance of on-going funding to sustain employment for these 14 allocations beyond FY 2017-2018, the one-time funding could not be used to fill these vacant positions. The discussion refocused on the next highest priority of needs for the County DCSS which is to replace modular furniture, equipment, improved wiring and replacement of carpeting. In the past five years, the Department has identified the need for replacing the worn modular furniture and carpeting but has not had sufficient funding for this purpose.

The Department's modular furniture is 24 years old and has surpassed its useful life. Many cubicles have fallen into disrepair and have been damaged, limiting their functionality. Repair of the modular furniture is difficult as replacement parts are no longer available by the manufacturer. Many of the modular furniture workstations are too small to accommodate staff who have a medical need for sit-stand units and ergonomic platforms. Non ergonomic workstations may increase the risk of employee injury. In addition, the electrical wiring, which includes data cabling, for workstations also needs to be included in the project as standards have changed since the building was constructed in 1994.

Carpeting in the Department has also passed its useful life and is excessively worn and torn in high-traffic walking areas throughout the office. Over the years, carpet has been patched with glued-in pieces that add only a short term limited life. If the carpeting is not replaced it may pose a preventable slip-trip safety hazard and the potential for work-related injuries to staff. To ensure maximum efficiency of time, resources, and to minimize operation disruption, it is proposed to replace carpet while cubicles are dismantled and the area cleared.

On February 5, 2018, the Department submitted a State FY 2017-2018 Facility Funding Request seeking \$1,000,000 for modular furnishings, carpet replacement, and updated wiring to accommodate the modular furniture installation.

On March 9, 2018, the Department received notification from CADCSS the funding request of \$1,000,000 was approved, with the requirement these funds be spent in FY 2017-2018 for the purchase of 109 modular cubicles, replacement of approximately 31,000 square feet of carpet, and electrical wiring. The modular furniture and carpet will be purchased in FY 2017 -2018, however, the installation will occur in two phases to be fully completed in the 1st quarter of the FY 2018-2019. The CADCSS has agreed to reimburse the Department for the installation of the modular furnishings and carpet installation utilizing FY 2018-2019 State appropriations.

If approved, the project will be completed in phases given that there are 109 cubicles and carpet replacement. By completing this project in phases it will help reduce the impact on the staff and the program operations.

The Community Services Facility is the subject of a long – term master plan facility study. While the study is still being completed, long term recommendations may include

changes in uses at the Community Services Facility and relocation of certain services in the future. Despite those future possibilities, the improvements recommended will add value to this existing County facility and will be useable for any relocated functions in the future.

POLICY ISSUE:

The Board of Supervisors directs the actions to initiate, plan and complete the DCSS modular furniture, carpet, and wiring replacement project. The County's purchasing policy requires Board of Supervisors approval for contracts exceeding \$100,000, based upon California Government Code Sections 25212 et seq. and 25502.5 et. seq., which establish the powers of the Board of Supervisors.

FISCAL IMPACT:

The Department has joined 14 other LCSAs that are seeking to obtain increased yearly allocations from CADCSS due to increased costs of doing business. The additional \$1,000,000 in funding available through the State's Budget Reallocation Program is a one-time opportunity and can only be used for purchase of modular furniture, carpeting, and updating wiring.

The total cost of this project is \$1,207,709 and are reflected in the chart below:

Category	Cost
Modular Furniture*	\$859,079
Carpeting	\$233,846
Electrical	\$4,999
10% Contingency	\$109,791
Total	\$1,207,709

* Includes removal of existing furniture, wiring and associated labor.

If approved, the Auditor-Controller will increase revenue and appropriations for the project using the \$1 million allocation from the DCASS and \$207,709 of savings from the Department's Salary and Benefits.

Installation of the modular furniture, carpeting, and wiring will be completed in two phases. Phase one will be completed in June of FY 2017-2018 and will include purchase and installation of modular furniture and carpeting, and electrical wiring. Phase two will be completed in the first quarter of FY 2018-2019, and will include installation of the remaining section of modular furniture and carpeting.

BOARD OF SUPERVISORS' PRIORITY:

This recommended action is consistent with the Board of Supervisors' priorities of *Supporting Community Health, Delivering Efficient Public Services and Community Infrastructure* by initiating the replacement of worn and damaged work stations and

carpeting at the Department of Child Support Services, and ensuring its employees have a safe and comfortable work environment, and proper ergonomically situated workstations.

STAFFING IMPACT:

There is no additional staffing impact associated with this item. Existing Child Support Services staff along with General Services Agency staff will coordinate the successful procurement, installation, and payment for services and products delivered to the County.

CONTACT PERSON:

Baljit Atwal, DCSS Director, Telephone: (209) 558-1414

ATTACHMENT(S):

1. Budget Journal

