



Board Agenda Item 34

DATE: June 21, 2022

TO: Board of Supervisors

SUBMITTED BY: Paul Nerland, County Administrative Officer

SUBJECT: Expansion of County Administrative Office Space

RECOMMENDED ACTION(S):

Authorize the County Administrative Officer to proceed with the expansion of the County Administrative Office, located within the Hall of Records, 3rd floor.

The recommended action will authorize the County Administrative Officer to move forward with design and remodel of the vacant space adjacent to the County Administrative Office, located on the 3rd floor of the Hall of Records. The additional space is needed to accommodate the current and future staffing levels within the County Administrative Office. This item pertains to a location in District 3 but has countywide implications.

ALTERNATIVE ACTION(S):

If your Board does not approve the recommended action, the County Administrative Office will not be expanded to include workstations for all allocated positions.

FISCAL IMPACT:

There is no additional Net County Cost associated with the recommended action. The estimated cost for the design is \$40,000. The estimated cost of the remodel is between \$400,000 - \$460,000. Sufficient appropriations and estimated revenues for the design costs are available in the FY 2021-22, "Interest and Miscellaneous Revenues" Org 2540 Adopted Budget. Additional appropriations will be included in the FY 2022-23 budget request to cover the cost of the remodel.

DISCUSSION:

The County Administrative Office, includes a staffing allocation of 15 positions. Currently 13 of the 15 positions are filled and administration is actively recruiting to fill the remaining two positions. The expansion is needed as the existing County Administrative Office is designed to only accommodate up to 11 staff members. At this time, the County Administrative Office is utilizing a temporary satellite office on the 11th floor of the Plaza building to house additional staff. With the approval of the recommended action, the County Administrative Office will be expanded to a vacant space adjacent to the existing office. The expansion will include up to four additional offices, one staff breakroom, and one unisex restroom. The estimated timeframe for the design and remodel is between 3 - 5 months.

CAO ANALYST:

Yussel Zalapa