



Board Agenda Item 21

DATE: October 31, 2017

TO: Board of Supervisors

SUBMITTED BY: Brandi Orth, County Clerk/Registrar of Voters

SUBJECT: Budget Resolution Increasing FY 2017-18 Appropriations to Complete Clerk Services Lighting Project

RECOMMENDED ACTION(S):

Adopt Budget Resolution increasing FY 2017-18 appropriations for County Clerk- Elections Org 2850 in the amount of \$30,000 (4/5th vote).

Approval of the recommended action will ensure County Clerk has sufficient appropriations to cover the costs associated with completion of lighting improvements to the Clerk Services unit at the County Plaza.

ALTERNATIVE ACTION(S):

There are no viable alternative actions. This project was initiated with prior year encumbered funds that were swept after 90 days. Should your Board choose not to approve the recommended action, costs for the remainder of the project would be billed against current year appropriations.

FISCAL IMPACT:

There is an increase in Net County Cost (NCC) in the amount of \$30,000 associated with the recommended action, which will increase the FY 2017-18 appropriations in the County Clerk- Elections Org 2850 in the amount of \$30,000 using Unassigned Fund Balance in the General Fund to complete the Clerk Services lighting project at the Plaza Building. The increase in NCC is offset with the release of the related prior year encumbrance.

DISCUSSION:

Design work began on this project in April 2017 to address inadequate lighting in the County Clerk's office. The scope of the project consisted of replacing existing can light fixtures with new LED fixtures and lamps, complete modifications to the ceiling, replace lighting controls, and move acoustical tiles to replace voids from removed can lights. All of the work would be done outside of normal business hours while the Clerk's Office is closed and clear of all employees and customers. The initial cost estimate for the project was \$16,500.

The Department encumbered funds at the end of FY 2016-17 in the amount of \$30,000 to cover the original estimate and to allow for anticipated cost increases due to the unexpected challenges encountered by the electricians once the work was underway. Actual costs of \$2,686.70 were charged to the project when encumbrances were swept at the end of September.

Approval of the recommended action will provide adequate funding for the completion of the lighting project,

including the unforeseen cost overruns, with minimal disruption to regular operations.

ATTACHMENTS INCLUDED AND/OR ON FILE:

On file with Clerk - Budget Resolution Org 2850

CAO ANALYST:

Ronald Alexander