

DEPARTMENT: Public Works

By: Michael Edwards

Phone: 966-5356

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes _ No X)

Resolution approving the transfer of funds (\$90,000) from Child Support Program Excess Incentive Trust to the Capital Improvement Program (C.I.P.) budget for purposes of a building addition to the Family Support office ("Lind House"); direct the Public Works Director to work with the District Attorney's office to issue a Request for Proposals (RFP) for architectural design services, select an architect and negotiate a contract for same; and authorize the Public Works Director to execute said contract upon review by the District Attorney, County Administrative Officer and County Counsel.

This project is necessary to provide critically needed space for the Family Support services. An approximate addition of 900 square feet is envisioned which would provide three new office spaces, a small conference room, storage space and an additional handicapped-accessible rest room. Some interior remodeling will be included to provide an adequate public reception area and improved circulation. The project will require review by the Historic Sites and Records Preservation Commission since the building is considered historic. The addition will be at the back of the building, will be consistent with the historic architecture and will preserve the history of the original building.

Public Works will administer and manage the design contract with total costs estimated at \$10,000 for this phase. Public Works staff and the selected architect will work closely with the District Attorney and assigned staff on the design. The contract will include services up to the point of submitting for a building permit and issuance of plans and specifications for construction bids. The Board will be asked to review and adopt the plans and contract documents, as well as approve a contract for construction-phase architectural/engineering services, before approving the project for formal construction bids. The goal of this action is to complete construction by December, 1998. An additional \$10,000 of funding is expected before that time.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Lind House was purchased by the County for use as office space. In 1992, the building was remodeled for the District Attorney Family Support services. In the ensuing time, space needs for this office has become critical with at least two staff working in each of the very small offices.

The 1992 remodel is reimbursed to the County by Family Support dollars at the rate of 2 percent per year for 50 years. If the Family Support Division moved to new, larger quarters to meet their space needs, the County would no longer receive the reimbursement for the earlier project.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

1. No alternative is known at this time.
2. Refer this issue to the Government Center Architectural Selection Committee for further review. This could delay the project indefinitely.
3. No action; this will delay the project indefinitely.

COSTS: () Not Applicable

A. Budgeted current FY> \$ -0-

B. Total anticipated Costs> \$ 90,000

C. Required additional funding> \$ 90,000

D. Internal transfers> \$

COSTS: (X) 4/5th Vote Required

A. Unanticipated revenues> \$ 90,000 *

B. Reserve for contingencies> \$

C. Source description: > * Child Support Program
Excessive Incentive Trust

Balance in Reserve Contingencies, If Approved:
\$

SPECIAL INSTRUCTIONS:

List the attachments and number the pages consecutively:

1. Budget Action Form

CLERK'S USE ONLY

Res. No.: 97-450 Ord. No.: _____

Vote - Ayes: 5 Noes: _____

Absent: _____ Abstained: _____

Approved Denied

Minute Order Attached No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office

Date: _____

ATTEST: _____
MARGIE WILLIAMS, Clerk of the Board

By: _____
Deputy

ADMINISTRATIVE OFFICER'S RECOMMENDATION:

This item on agenda as:

- Recommended
- Not Recommended
- For Policy Determination
- Submitted With Comment
- Returned for Further Action

Comment: _____

C.A.O. Initials: *Jh*

BUDGET ACTION FORM

FUND	DEPT/DIV	ACCOUNT	DESCRIPTION	INCREASE	DECREASE
567	1367	309-1600	Transfer In	(90,000)	
567	1367	837-0601	Restoration of Lind House	90,000	
001	0104	414-1090	GENERAL CONTINGENCY		
TRANSFER BETWEEN FUNDS					
567	1367	309-1600	Transfer In	90,000	
117	1100	880-0787	Incentive Money Child Support		90,000
TOTAL				90,000	90,000

- ACTION REQUESTED: (Check all that apply)
- Budget appropriation by Board of Supervisors (4/5ths Vote Required): Amending the total amount available in the county budget, or in any one fund of the budget, or appropriating Reserve for Contingencies;
 - Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget to another, or between categories within a budget unit;

JUSTIFICATION: See Attached Agenda

DEPT HEAD SIGNATURE <i>[Signature]</i>	DATE <i>11/12/97</i>
DEPT HEAD SIGNATURE <i>[Signature]</i>	DATE <i>11-12-97</i>
APPROVED BY RES NO. <i>97-450</i> CLERK <i>[Signature]</i>	DATE <i>11-25-97</i>

AUDITOR'S USE ONLY BA#
