



**Probation Department
COUNTY OF TULARE
AGENDA ITEM**

BOARD OF SUPERVISORS

KUYLER CROCKER
District One
PETE VANDER POEL
District Two
AMY SHUKLIAN
District Three
EDDIE VALERO
District Four
DENNIS TOWNSEND
District Five

AGENDA DATE: July 7, 2020

Public Hearing Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Scheduled Public Hearing w/Clerk	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Published Notice Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Advertised Published Notice	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Meet & Confer Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Electronic file(s) has been sent	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Budget Transfer (Aud 308) attached	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Personnel Resolution attached	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Agreements are attached and signature line for Chairman is marked with tab(s)/flag(s)	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
CONTACT PERSON: Marichu A. Baker PHONE (559) 713-2765				

SUBJECT: Approve an Adjustment to the Fiscal Year 2020/21 Capital Projects Rollover Budget

REQUEST(S):

That the Board of Supervisors:

1. Approve an adjustment to the Fiscal Year 2020/21 Capital Projects Rollover Budget to increase the appropriation by \$2,501,751 from \$1,800,000 to \$4,301,751 for Furniture, Fixtures and Equipment at the Probation Department's new office building; and
2. Approve the necessary budget adjustment per the attached AUD 308 (4/5ths vote required).

SUMMARY:

On December 17, 2019, the Board of Supervisors approved the Design, Alteration, and Lease Agreement with Center Drive Partners, LP, for the premises commonly known as the Kmart building, located at 3247 W. Noble Ave., in Visalia, to house the Probation Department and the Mental Health Services of the Health and Human Services Agency (HHSA). Probation Department, having outgrown its current office space, was allocated 52,200 sq ft or 61% and HHSA was allocated 33,300 sq ft or 39% of the building. The approval included the installation of all furniture, fixtures and equipment (FFE).

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The cost of the FFE for the 52,200 sq ft or 61% of office space allocated to the Probation Department was estimated at \$1,800,000 by General Services Agency (GSA); however, the original estimate received from Core Furnishings for FFE for 61% of the office space was \$3,232,763. The funding available to the Probation Department at that time was only \$1,800,000, thus, the FFE was budgeted at that amount even though it was lower than the original estimate. Additionally, recent financial shortfalls compelled HHSA to back out from this agreement which left the entire building (85,500 sq ft or 100%) to the Probation Department resulting in a more significant increase in the cost of FFE. The Probation Department intends to utilize a portion of this space in the building as a Probation Service Center, that will provide a wide array of on-site treatment and services to clients and the community.

The Probation Department has received final quotes and/or estimates for FFE for the entire 85,500 sq ft or 100% of the office space in the building. The total amount estimated of FFE to furnish the entire building is \$4,301,751 which includes an additional \$527,945 allocated for IT related expenses and IT contingencies costs.

A total amount of \$3,243,981 has already been made available to GSA for this project. The remaining balance needed to furnish the building amounts to \$1,057,770 which will be sourced from the Probation Department's State allocation received and set aside for the Probation Service Center project in Trust Fund 523 and funding deposited in Sub Fund 522.

However, the Rollover Budget for the FFE of the new building only provides a spending authority of up to \$1,800,000, thus, the Probation Department now occupying the building in its entirety of 85,500 sq ft, is seeking the approval of the Board of Supervisors to increase its capital projects Rollover Budget for FFE of its new office building from \$1,800,000 to \$4,301,751 to complete the project.

FISCAL IMPACT / FINANCING:

There will be no additional net County cost to the General Fund associated with this request. A combined total of \$3,827,945 is already earmarked for this project and is contained within Capital Project Funding. \$2,716,036 is from Fund 030 and \$1,111,909 from Sub Fund 522. An additional funding amount of \$473,806 will be sourced from a State allocation set aside for the Probation Service Center project from Sub Fund 523 and transferred to Fund 030 to increase the total project cost to \$4,301,751.

Approval of the requested budget adjustment allows the total funding of \$4,301,751 for this project in Capital Project's Rollover Budget by transferring \$2,501,751 to Fund 030 to offset the adjusted total cost of the project, and will be included in the requested budget for Fiscal Year 2020/21.

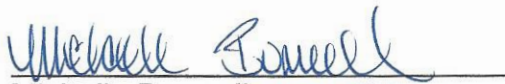
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LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:

The Tulare County's Strategic Business Plan includes Organizational Performance Initiative to provide state-of-the art technology and infrastructure to support better service delivery. The approval of this request will ensure the completion of the new Probation Department office building which will provide the Probation Department the necessary functional office space, keeping staff in a well-maintained facility, thereby improving upon efficiency of daily operations.

ADMINISTRATIVE SIGN-OFF:



Michelle Bonwell
Chief Probation Officer

Cc: County Administrative Office

Attachment(s)
AUD 308

**BEFORE THE BOARD OF SUPERVISORS
COUNTY OF TULARE, STATE OF CALIFORNIA**

IN THE MATTER OF APPROVE AN)
ADJUSTMENT TO THE FISCAL YEAR) Resolution No. _____
2020/21 CAPITAL PROJECTS ROLLOVER) Agreement No. _____
BUDGET)

UPON MOTION OF SUPERVISOR _____, SECONDED BY
SUPERVISOR _____, THE FOLLOWING WAS ADOPTED BY THE
BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD _____
_____, BY THE FOLLOWING VOTE:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST: JASON T. BRITT
COUNTY ADMINISTRATIVE OFFICER/
CLERK OF THE BOARD OF SUPERVISORS

BY: _____
Deputy Clerk

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