



**BOARD OF SUPERVISORS
AGENDA LETTER**

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

2011 JUL 29 PM 3:58

COUNTY OF SANTA BARBARA
CLERK OF THE
BOARD OF SUPERVISORS

Department Name: General Services
Public Works
Department No.: 063/054
For Agenda Of: 8/9/2011
Placement: Administrative
Estimated Tme: N/A
Continued Item: No
If Yes, date from: N/A
Vote Required: Majority

TO: Board of Supervisors
Board of Directors, Flood Control and Water Conservation District

FROM: General Services Bob Nisbet, Director (560-1011)
Public Works Scott McGolpin, Director (568-3010)
Contact Info: Paddy Langlands, Assistant Director (568-3096)

SUBJECT: Schwartz Building Alterations for Flood Control Project #8719 Approval of Plans & Specifications, CEQA Exemption, and Authorization to Bid

County Counsel Concurrence

As to form: yes

Auditor-Controller Concurrence

As to form: Yes

Other Concurrence: N/A

Recommended Actions:

That Board of Supervisors/Directors:

- A. Direct staff to prepare applicable documents to account for the costs paid by the Flood Control District and the Resource Recovery and Waste Management Enterprise Fund for the Naomi Schwartz Building;
- B. Approve the plans and specifications for the alterations to the Naomi Schwartz Building for the Flood Control District, Project 8719;
- C. Find that the project is categorically exempt from CEQA under 14 CCR 15301, as it consists of maintenance, repair, and minor alteration of an existing public structure with no or negligible expansion of use, and approve the filing of a Notice of Exemption on that basis; and
- D. Authorize the Director of General Services to advertise for construction bids for alterations to the Naomi Schwartz Building for Flood Control, Project 8719.

Summary Text:

Modifications to the Schwartz building are recommended by staff to accommodate the Flood Control District and the Water Agency of the Public Works Department to occupy the second floor of the building instead of the Risk Management Division of General Services who currently occupies the space. Remodeling costs are estimated at \$480,000 with a total project budget of \$660,000. A categorical exemption to the California Environmental Quality Act (CEQA) is appropriate since the project only alters an existing building and includes no expansion of the footprint.

Background:

The Naomi Schwartz Building was constructed in 2002 and is presently occupied by Public Works Resource Recovery and Waste Management on the ground floor, and Risk Management on the second floor. Originally, the building was conceived for various functions of Clerk-Recorder-Assessor's office (CRA), but was re-designed prior to construction for placement of Resource Recovery and Waste Management on the ground floor and the Elections Division of the CRA on the second floor. Resource Recovery paid for its share of the building and retains that space as an asset. When Elections moved to their present location on the Calle Real Campus, Risk Management relocated into the building from a lease in downtown Santa Barbara.

Through this transaction, Risk Management will vacate the second floor and the Flood Control District will assume the remaining outstanding debt service of \$843,480 plus interest for their portion and repay the loan made from the Clerk-Recorder Designation for Elections on the building in the amount of \$588,688. The Flood Control District and Resource Recovery will retain the building space as an asset having paid for the building. Depending on the timing of the move, minor adjustments to the figures might be necessary between the Risk Division and the Flood Control District.

The proposed modifications to the Schwartz building will reconfigure existing office space on the second floor to make more efficient use of the space. The proposed remodel will create more offices and workspace needed to accommodate the staff size of the Flood Control District and the Water Agency. The required changes to the floor plan will provide for 25 work spaces, up from the existing 8 being utilized by Risk Management, and also will provide a multipurpose conference room, reception area, and administrative support space. Modifications to the ground floor will create a centralized reception area within the existing lobby as well as security enhancements. The Risk Management Division will be relocated to the first floor of the County Administration Building. The vacated space in the Engineering Building currently occupied and paid for by Flood Control, would be then available for other General Fund Departments to occupy.

The project will include sustainability features including repurposing existing materials, recycled content flooring, use of solar tubes for natural lighting, and will include design for a future solar panel system for electric generation and potentially solar water heating. These features will reduce on going utility costs once fully implemented and will maximize the use of recycled materials.

The remodel construction is estimated at \$480,000 (actual costs will be known upon receipt of bids) with a total project budget of \$660,000. The estimated total project budget, as with most construction projects, includes construction contingency, design fees, capital projects management, communications and data cabling, materials testing, printing, and other miscellaneous project expenses not reflected in the construction estimate. This project will reconfigure the floor space for much higher use intensity as

well as modify the space to accommodate public access and appropriate security. A CEQA categorical exemption is applicable for this project, as it consists of maintenance, repair, and alteration of an existing public structure with no expansion, in accordance with 15301 (a), (d). Once bids are received, staff will return to the Board for final contract award and execution

To preserve the value of the COP payments made by the Flood Control District and the Resource Recovery and Waste Management Special Revenue Fund, staff will return to the Board with applicable documents to memorialize costs paid by these Funds. The Board would still retain full jurisdiction on any future transfer or transaction.

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

<u>Funding Sources</u>	<u>Current FY Cost:</u>	<u>Annualized On-going Cost:</u>	<u>Total One-Time Project Cost</u>
Flood Control Special Revenue District fund 2400	\$ 660,000.00		\$ 660,000.00
Total	\$ 660,000.00	\$ -	\$ 660,000.00

Narrative:

Construction is estimated at \$480,000 with the total cost of the project estimated at \$660,000. The project is funded by the Flood Control District, and a budget transfer to Fund 0030, Department 063, Account 8700, Program 1930, and Project 8719 will be included in the recommendations upon award of the construction contract.

This action will benefit the County General Fund through the reduction in debt payments for the next 10 years and recompense the Clerk-Recorder's initial investment from the designation in the building. In addition, this will benefit the Flood Control District through the acquisition of an asset and thus the elimination of usage charges on office space once the debt is paid off. The net result provides a space cost benefit to the Flood Control District. The annualized space cost to the Flood Control District of \$2 per square foot will remain flat for 50 years. The existing vacated Flood Control space will also be available to other General Fund Departments for future use.

Based on the estimated cost, the project is considered to be in line with similar remodel project costs experienced in the past. Funding for the Project will come from the Flood Control District Special (or District Fund) not any of the Flood Zones. As such this expenditure will not impact Operations or Capital Projects.

Staffing Impacts:

None

Legal Positions:

0

FTEs:

0

Special Instructions:

Please forward one copy of the minute order to Celeste Manolas, General Services Department - Support Services Division, Courthouse East Wing.

Attachments:

CEQA Exemption

Plans and Specifications available in General Services, contact: Celeste Manolas, (805) 568-2622.

Authored by:

Celeste Manolas, Project Manager, (568-2622).