



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

Department Name: General Services
Department No.: 063
For Agenda Of: July 8, 2008
Placement: Administrative
Estimated Tme: N/A
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

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

SUBJECT: Clerk Recorder Assessor Election Records Storage Building, Project #8648
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: Risk Management

As to form: Yes

Recommended Actions: That the Board of Supervisors:

- A. Approve the plans and specifications for the Clerk Recorder Assessor Election Records Storage Building at the Calle Real Maintenance Campus. The estimated construction cost is \$648,000;
- B. Approve the Categorical Exemption pursuant to the County's California Environmental Quality Act (CEQA) guidelines for the Clerk Recorder Assessor Election Records Storage Building at the Calle Real Maintenance Campus.; and
- C. Authorize the Director of General Services to advertise for construction bids for the Clerk Recorder Assessor Election Records Storage Building at the Calle Real Maintenance Campus.

Summary Text: Phase I of this project accomplished maintenance repairs to the existing CRA archives building adjacent to the proposed site for the new metal building. Phase II will construct a 6,000SF storage building with climate controlled archive record storage. The total cost of the project including design, construction and administration, is estimated at \$1.1M. Completion is scheduled for January of 2009.

A CEQA exemption is being requested for this project as it consists of a new small commercial building not exceeding 10,000 square feet in compliance with the requirements for a categorical exemption. Although not required under CEQA, General Services Capital Projects conducted community outreach

including an informational session which took place at the County's Employees University on June 16, 2008. The meeting went well and no intention to oppose the project was expressed.

Background: Maintenance repairs to the existing CRA facility including replacement of siding and roofing, corrections to exterior grading, and installation of roofing vents were performed under Phase I of this project, with construction costs totaling \$79, 764.

The Clerk Recorder Assessor's archive storage previously located in the basement of the Hall of Records was relocated to the former USGS building on the Calle Real Maintenance Campus during the Hall of Records remodel. The existing metal building is limited in size with no ability to expand, lacks climate control, and as a result cannot meet current and projected storage needs. The building proposed under Phase II of the project will provide general storage for records and voting equipment, a climate controlled archival storage mezzanine, as well as a restroom and office for CRA staff use while researching documents.

The project site is located on the former municipal "Foothill Sanitary Landfill" which officially ceased operations in 1987. The site was selected due to proximity to the CRA's existing storage building, allowing consolidation of stored records and equipment. Moreover, utilizing an already developed site not well suited for occupiable space preserves the County's buildable land sites for better uses, in keeping with sustainable planning principles. The building is designed in compliance with environmental regulations for building on landfills, and will include a venting system as well as special monitoring equipment.

The construction costs for Phase II are estimated at \$648,000.

This project was recommended for funding in the FY 2007/2008 Capital Improvement Plan.

Performance Measure: Provide adequate storage for the Clerk Recorder Assessor records, maintain the integrity of historic County archives, and facilitate staff access to county records.

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>
COP			\$ 800,000.00
Interest on COP Issuance			\$ 91,516.00
Recorder Modernization/ Automation Designation			\$ 219,484.00
Total	\$ -	\$ -	\$ 1,111,000.00

Narrative:

The total cost of the project is estimated to be \$1,111,000, including construction of Phase II estimated at \$648,000. The majority of the project is funded via prior Certificates of Participation approved in 2005 and accrued interest, available in Fund 0030 Department 063, Account 8700, Program 1930, Project 8648 as summarized on page E-9 of the budget. The Recorder Modernization/Automation Designation will fund the remaining \$219,484.

Staffing Impacts:

Legal Positions:

0

FTEs:

0

Special Instructions:

Please forward a copy of the Minute Order to Celeste Manolas, General Services Department - Support Services Div., Courthouse East Wing. Please post a copy of the Notice of Exemption with the County Clerk of the Board after project approval.

Attachments:

CEQA Exemption

Authored by:

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