

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Probation	(2) MEETING DATE 6/19/2012	(3) CONTACT/PHONE Jim Salio 781.1039	
(4) SUBJECT Request to approve the purchase of a refurbished 24' x 60' modular office building to replace the existing 12' x 53' modular office building at the Probation Department's Juvenile Services Center and to amend the Probation Department's fixed asset list to include the refurbished 24' X 60' modular office building.			
(5) RECOMMENDED ACTION It is recommended that the Board of Supervisors approve the purchase of a refurbished 24' x 60' modular office building to replace the existing 12' x 53' modular office building (built in 1984) at the Probation Department's Juvenile Services Center and amend the Probation Department's fixed asset list to include the refurbished 24' X 60' modular office building.			
(6) FUNDING SOURCE(S) Probation Department Budget	(7) CURRENT YEAR FINANCIAL IMPACT \$108,400.00	(8) ANNUAL FINANCIAL IMPACT \$0.00	(9) BUDGETED? Yes
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. _____) <input type="checkbox"/> Board Business (Time Est. _____)			
(11) EXECUTED DOCUMENTS <input type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input checked="" type="checkbox"/> N/A		(12) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: <input type="checkbox"/> 4/5th's Vote Required <input checked="" type="checkbox"/> N/A	
(13) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(14) W-9 <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
(15) LOCATION MAP N/A	(16) BUSINESS IMPACT STATEMENT? No	(17) AGENDA ITEM HISTORY <input checked="" type="checkbox"/> N/A Date _____	
(18) ADMINISTRATIVE OFFICE REVIEW Geoff O'Quest			
(19) SUPERVISOR DISTRICT(S) All Districts -			

County of San Luis Obispo



TO: Board of Supervisors
FROM: Probation / Jim Salio
781.1039
DATE: 6/19/2012
SUBJECT: Request to approve the purchase of a refurbished 24' x 60' modular office building to replace the existing 12' x 53' modular office building at the Probation Department's Juvenile Services Center and to amend the Probation Department's fixed asset list to include the refurbished 24' X 60' modular office building.

RECOMMENDATION

It is recommended that the Board of Supervisors approve the purchase of a refurbished 24' x 60' modular office building to replace the existing 12' x 53' modular office building (built in 1984) at the Probation Department's Juvenile Services Center and amend the Probation Department's fixed asset list to include the refurbished 24' X 60' modular office building.

DISCUSSION

The existing modular office that was built in 1984 is almost 30 years old and has been used for over 15 years. The office space is cramped and is forcing Juvenile officers to be spread out in different offices throughout the County. There are efficiencies that will be gained by being able to co-locate Juvenile Division Probation Officers in a central office. The purchase of a larger modular office will allow for the ability to co-locate the Juvenile Division officers.

The Probation Department has worked with the County Purchasing Agent at General Services Agency to secure the modular building through the competitive process. An award is being made to Atlas Performance Industries, Inc. (API). The total cost of the project is estimated by the County General Services Agency to be \$108,400.00.

OTHER AGENCY INVOLVEMENT/IMPACT

The Purchasing Office in the County General Services Agency has been working with our Department on the possible purchase if approved by your Board; and County Counsel has reviewed the quotes from API and General Services Agency.

FINANCIAL CONSIDERATIONS

The purchase price for the refurbished modular office building will be \$78,212, including a credit of \$2,850 given for the old modular. Inmates from the Honor Farm at the County Jail will provide the labor for demolition and concrete work. Total cost of the project is estimated to be \$108,400.00 that will be paid for by salary savings in the Probation Department's Fiscal Year 2011-12 budget. Please see table below for detailed expenses.

EXPENSE	AMOUNT
Refurbished 24' X 60" Modular	\$81,062
Administration	\$1,100
Miscellaneous Expenses (including phone and utility installation and maintenance costs)	\$15,600
Contingencies	\$13,488
Credit Given For Old Modular Office Building	(\$2,850)
Total Cost	\$108,400

No additional money from the County General Fund is required to for the purchase of the larger modular building.

Probation has realized salary savings due to various retirements and replacement staff starting at a lower pay step. Due to the County's "hiring chill", vacancies are taking longer to fill resulting in additional salary savings.

There is no additional impact to the County General Fund due to above mentioned salary savings and other cost avoidance; for example, the projected additional cost to house juveniles at the Division of Juvenile Facilities as a proposed "trigger cut" in the State budget, was not enacted.

It is appropriate to reallocate the \$108,400 from salary savings to Capital Outlay Structures and Improvements as it is anticipated that Probation will be returning approximately \$750,000 to the County General Fund balance at the end of the year.

RESULTS

Purchasing a refurbished larger office modular will allow probation officers to have office space and work stations to perform their office duties. It will also create efficiencies by co-locating the Juvenile Division officers in a central location.