

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

(1) DEPARTMENT General Services	(2) MEETING DATE 12/4/2012	(3) CONTACT/PHONE Janette Pell, Director, 781-5200	
(4) SUBJECT Request to approve creation of a capital project to install County standard cabling at the leased facility located at 3563 Empleo Street in San Luis Obispo for the Department of Social Services. District 3.			
(5) RECOMMENDED ACTION It is recommended that the Board: <ol style="list-style-type: none"> 1. Create a capital project to install County standard cabling at the leased premises located at 3563 Empleo Street in San Luis Obispo for the Department of Social Services, and 2. Authorize a budget adjustment in the amount of \$83,500 from Department of Social Services Operations Fund to Capital Projects Fund by 4/5th's vote. 			
(6) FUNDING SOURCE(S) Fund Center 180, DSS-Salaries & Benefits savings	(7) CURRENT YEAR FINANCIAL IMPACT \$83,500	(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) OUTLINE AGREEMENT REQUISITION NUMBER (OAR)		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: #1213064 <input checked="" type="checkbox"/> 4/5th's Vote Required <input type="checkbox"/> N/A	
(14) LOCATION MAP Attached	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY <input type="checkbox"/> N/A Date <u>10-16-12</u>	
(17) ADMINISTRATIVE OFFICE REVIEW			
(18) SUPERVISOR DISTRICT(S) District 3 -			

County of San Luis Obispo



TO: Board of Supervisors

FROM: General Services / Janette Pell, Director, 781-5200

DATE: 12/4/2012

SUBJECT: Request to approve creation of a capital project to install County standard cabling at the leased facility located at 3563 Empleo Street in San Luis Obispo for the Department of Social Services. District 3.

RECOMMENDATION

It is recommended that the Board:

1. Create a capital project to install County standard cabling at the leased premises located at 3563 Empleo Street in San Luis Obispo for the Department of Social Services, and
2. Authorize a budget adjustment in the amount of \$83,500 from Department of Social Services Operations Fund to Capital Projects Fund by 4/5th's vote.

DISCUSSION

On October 16, 2012 a request to approve a Lease with Potratz Properties, LLC located at 3563 Empleo Street in San Luis Obispo for the Department of Social Services (DSS) was approved by your Board. This long term lease will consolidate four existing leased locations into one location, and allow for the addition of four new visitation rooms for Child Welfare Services staff to conduct supervised family visitation. The consolidation of the 4 established locations into one centralized location had been an ongoing DSS goal for the past year. The initial 15-year lease term will allow the main building occupant, Team Services, to realize many benefits including increased staff efficiency and productivity, increased records security, and significant cost savings in terms of both mileage and staff time spent traveling between locations.

As part of the discussion in the Board letter of October 16, 2012, staff anticipated additional costs associated with moving and data and voice cabling. It is recommended that the new location, which consists of approximately 15,121 square feet of office space be cabled to County specifications. This request is standard policy for all buildings occupied by County staff and will help to ensure the County is provided with a cabling solution that will maximize productivity and value by minimizing down time and maintenance requirements, while still providing a future migration path to evolving technologies.

OTHER AGENCY INVOLVEMENT/IMPACT

The County of San Luis Obispo Department of Social Services requested the creation of this project and will provide funding through their operational budget. The Auditor-Controller's Office determined that the project is to be classified as a capital project, as opposed to a maintenance project. The Environmental Division of the Planning and Building Department determined the project is categorically exempt from CEQA review.

FINANCIAL CONSIDERATIONS

The project "Social Services – SLO – Cabling at 3563 Empleo Street, WBS #320055" will be funded within the existing DSS adopted budget for Fiscal Year 2012-13 and will not require General Fund contribution. Due to an average of 11 vacancies since the beginning of the fiscal year, DSS has had a year-to-date salary savings through September of approximately \$273,000. This savings will more than offset these additional costs.

The requested Budget Adjustment in the amount of \$83,500 will transfer budget from Salaries and Benefits into a Capital Asset Funding account within Department of Social Services Operating budget, which will be used to fund the Capital Project.

RESULTS

The cabling of the leased premises at 3563 Empleo Street in San Luis Obispo for the Department of Social Services will result in compliance with the County's Standard for Data and Voice Cabling thereby ensuring that the County is provided with a cabling solution that will maximize productivity and value by minimizing down time and maintenance requirements, while still providing for a future migration path to evolving technologies.

Creation and approval of this project will contribute to the community-wide goal of a "Healthy Community" by providing space and technology support of access to basic necessities.

ATTACHMENTS

1. Attachment – Vicinity Map