

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY
AND RECORD OF ACTION**

May 24, 2022

FROM

ANGELA GODWIN, Agriculture Commissioner/Sealer, Department of Agriculture/Weights & Measures

DON DAY, Director, Project & Facilities Management Department

SUBJECT

Budget Adjustment for Agriculture/Weights & Measures Office and Front Lobby Remodel

RECOMMENDATION(S)

1. Approve an \$88,087 increase in the project budget from \$545,761 to \$633,848 for the Agriculture/Weights & Measures Office and Front Lobby Remodel Project, Capital Improvement Program No. 19-223 (WBSE 10.10.0914) located at 777 E. Rialto Avenue in San Bernardino.
2. Authorize the Auditor-Controller/Treasurer/Tax Collector to post the necessary adjustments, as indicated in the Financial Impact Section (Four votes required).

(Presenter: Angela Godwin, Agriculture Commissioner/Sealer, 387-2117)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Improve County Government Operations.

Operate in a Fiscally-Responsible and Business-Like Manner.

FINANCIAL IMPACT

Approval of this item will not result in the use of Discretionary General Funding (Net County Cost). The Department of Agriculture/Weights & Measures (AWM) will fund the \$88,087 increase to the project budget for the AWM Office and Front Lobby Remodel Project (Project) from salary savings resulting from staffing vacancies. This item authorizes the Auditor-Controller/Treasurer/Tax Collector to post adjustments to AWM's 2021-22 budget:

Fund Center	Commitment/GL Account	Description	Action	Amount	WBSE
6110001000	51001010	Regular Salary	Decrease	\$88,087	N/A
6110001000	55305030	Operating Transfers Out	Increase	\$88,087	N/A
7700003100	40909975	Operating Transfer In	Increase	\$88,087	10.10.0914
7700003100	54304030	Improvements to Structure	Increase	\$88,087	10.10.0914

BACKGROUND INFORMATION

**Budget Adjustment for Agriculture/Weights & Measures Office and
Front Lobby Remodel
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On June 11, 2019 (Item No. 4), the Board of Supervisors (Board) approved the Project as a budget adjustment to the 2018-19 Department budget. The Capital Improvement Program (CIP) project budget of \$335,000 was funded with 2018-19 savings in the amount of \$191,000, and a \$144,000 increase in Unclaimed Gas Tax revenues received from the California Department of Food and Agriculture (CDFA) in 2018-19.

On March 24, 2020 (Item No. 22), a budget adjustment was approved by the Board to increase the existing CIP budget from \$335,000 to \$374,577, in order to fund remodeling improvements, additional flooring installation requirements, American Disabilities Act compliance, vinyl tile upgrades, front lobby counter and cabinet.

On June 9, 2020 (Item No. 67), the project budget was increased from \$374,577 to \$509,761 in the CIP plan approved for Recommended Budget 2020-21 in order to fund the existing project's second phase of work to back-of-house offices for staff as AWM consolidated the Ontario operation office.

On March 23, 2021 (Item No. 29), a budget adjustment was approved by the Board to increase the existing CIP budget from \$509,761 to \$545,761 in order to fund remodeling of additional offices within the AWM office.

To complete the remodel of the AWM office and front lobby, a budget adjustment to increase the existing CIP budget from \$545,761 to \$633,848 is required. This budget increase will fund the installation of LED lighting in the Quantity Control Lab and the Meter Testing Lab, dimmer light switches in all employee offices and replacement of the ceiling tiles in the labs where the LED lights are being installed. This increase will also fund the installation of new carpet in four employee offices and the AWM conference room. Additionally, vinyl tile will be installed in the last remaining carpeted hallway of the AWM office.

The AWM office and front lobby remodel is being completed to install increased security measures, modernize the office space, and improve working conditions for AWM staff. AWM engaged in the office remodel project instead of moving to a different building as it was determined to be more cost effective due to the infrastructure already in place at the current office location. The existing infrastructure consists of a dyno meter, liquid calibration tower, vehicle scale, heavy equipment garage with pesticide storage, electric meter lab, water meter lab, vapor meter lab and a quantity control lab. This infrastructure allows AWM to complete state mandated inspections and fulfill Memorandum of Understandings with other state and county agency partners.

PROCUREMENT

No procurement activities are required at this time. Any future procurement activities related to this Project will be done in accordance with California Public Contract Code, County Policy, and Purchasing Department requirements.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Daniel Pasek, Deputy County Counsel, 387-5455) on April 19, 2022; Auditor-Controller/Treasurer/Tax (Vanessa Doyle, Chief Deputy, 387-5669) on April 19, 2022; Project & Facilities Management Department (Don Day, Director, 387-5000) on April 29, 2022; Finance (Elias Duenas, Administrative Analyst, 387-4052) on May 4, 2022; and County Finance and Administration (Valerie Clay, Deputy Executive Officer, 387-5423) on May 9, 2022.

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Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

Moved: Curt Hagman Seconded: Janice Rutherford
Ayes: Col. Paul Cook (Ret.), Janice Rutherford, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: May 24, 2022



cc: File - Agriculture Weights & Measures
CCM 05/25/2022