



## Legislation Text

**File #:** 18-1556, **Version:** 1

Air Quality Management District (AQMD) recommending the Board, acting as the AQMD Board of Directors:

- 1) Receive a presentation on options for a permanent AQMD office including:
  - a) The Sheriff's Civil Annex space in the lower level of Building A currently occupied by the Sheriff's Fiscal Division staff, estimated cost \$511,000, which includes the addition of 36 new parking spots;
  - b) A building to be constructed on County property adjacent to Building C on Fairlane Court, estimated cost \$1,563,407;
  - c) A building to be constructed on County property adjacent to the Library on Fair Lane, estimated cost \$1,500,000;
  - d) A refurbished modular building to be located on County property adjacent to the Library on Fair Lane, estimated cost \$510,000;
  - e) A renovated County owned office building at 525 Main Street, estimated cost \$875,000;
  - f) A renovated County owned office building at 515 Main Street, estimated cost \$710,000;
- 2) Select Option A, the Building A lower level space, as the preferred option;
- 3) Direct AQMD to work with CAO Facilities to establish the office; and
- 4) Approve and authorize the Air Pollution Control Officer to expend required AQMD funding by transferring funds to Facilities and executing contracts pending approval from County Counsel and Risk Management that do not exceed the total amount estimated for the project. (Est. Time: 20 Min.)

**FUNDING:** 60% Permit Revenues, 33% State Surcharge Fees and 7% State Subvention.

### **DISCUSSION / BACKGROUND**

From 2010 through 2016, the AQMD office was located in Building A near the AQMD Board of Directors office and chambers. In August of 2016, AQMD moved to a temporary modular building to accommodate the Buildings A and B renovation project. A decision was subsequently made to locate Human Resources in the previous AQMD office space after renovations were completed.

In February of 2017, AQMD moved from the modular to Building B. A decision was subsequently made to use the AQMD Building B office space for IT staff after renovations were completed. In September of 2017, AQMD moved back into a temporary modular building.

In January of 2018, AQMD moved into a different modular building. Since the Building A and B renovations were completed, AQMD has been leasing the modular building. Current cost to lease the modular building, restrooms, ramps and furniture is \$4,241/month or \$50,895/year.

In 2017, Facilities staff worked with architectural firm Williams and Padden to estimate the cost of constructing a larger (3,500 square foot) building to be located near Building C that would have been capable of housing AQMD and one of the small County agencies currently leasing office space. Unfortunately, the initial cost of that larger building (~\$2.2M) exceeded AQMD's available funding.

In 2018, Facilities staff evaluated 15 potential office locations on County owned property and in County owned buildings. Of those 15 potential locations, Facilities identified six viable options.

Those options range in cost from \$510,000 to \$1,563,407. The annualized costs amortized over the options' projected life spans range from \$17,033 to \$29,167. The option with the lowest annualized cost is the Building A space. The option with the highest annualized cost is 525 Main Street. The other annualized costs are \$23,667 (515 Main Street), \$25,000 (Library site new construction), \$25,500 (Library site refurbished modular) and \$26,056 (Fairlane Court site new construction). If either of the Library site options is chosen, additional costs will be incurred to move and house AQMD while a new office is constructed or the modular refurbished.

The only option for which Facilities estimated additional parking cost is the Building A site. Estimated cost to construct 36 parking spaces on the south side of the existing Building A parking lot is \$498,000. The cost for the tenant improvements to the Building A office space is \$13,000. Without enlarging the parking area, the annualized cost for this option is \$433.

The Sheriff's Public Safety Facility is anticipated to be completed in the summer of 2019. The Sheriff's Fiscal Division will then move from the Civil Annex to the Public Safety Facility. AQMD would continue to lease the modular building until that time.

## **ALTERNATIVES**

The Board could select Option A without allocating funding for the parking area, select a different option or decline to select any of the options and direct AQMD to search for other alternatives, such as leased office space.

## **PRIOR BOARD ACTION**

N/A

## **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

CAO Facilities

## **CAO RECOMMENDATION / COMMENTS**

It is recommended that the Board approve the district's recommendation.

## **FINANCIAL IMPACT**

The associated cost and revenue impacts are:

1) In the adopted 18/19 AQMD budget \$1,000,000 is allocated in Operating Transfers Out to CAO Facilities for office construction and staff costs. If an option is selected that will cost more than the \$1,000,000 budgeted, then a budget transfer will be brought to the Board for approval to appropriate additional project funding. There are several 18/19 allocations that could be entirely or partially reallocated including:

- a) \$40,000 for improvements to a walking path from Fairlane Court to the Fairgrounds,
- b) \$60,000 for electric vehicle supply equipment (EVSE) at County facilities,
- c) \$225,000 for EVSE at non County owned locations,
- d) \$75,000 for the residential EVSE program,
- e) \$150,000 for the Drive Clean program, and
- f) \$205,079 allocated in Appropriations for Contingencies.

A total of \$50,895 was allocated in 18/19 for modular building and furniture rental. Once the new office is completed, rental costs will no longer be incurred.

2) In the 18/19 budget \$5,000 is allocated for the cost of utilities in a new office. No additional ongoing new costs beyond the 2CFR Part 200 charges and charges for support from IT, CAO,

County Counsel and other County departments.

3) Each of the options has sufficient office capacity for the current 9 positions and one additional staff to account for future program growth. Option F, 515 Main, would have 6,500 square feet of unused space for additional uses, but would not have additional parking to support those uses.

4) Option B has constrained parking that will be impacted. Options C and D will impact available parking at the Placerville Library. Option E does not have sufficient parking nor ADA parking. Costs for additional parking area construction are not included in options B, C, D, E and F.

5) No significant impacts on other counties or County Departments are anticipated.

6) AQMD receives no General Fund support.

If an option is approved for which the cost is greater than the \$1,000,000 budgeted, a budget transfer will be brought to the AQMD Board (Board) for approval to appropriate additional funding for the project.

### **CLERK OF THE BOARD FOLLOW UP ACTIONS**

Upon Board approval and adoption, please provide Scott Wilson in AQMD with copies of the Minute Order

### **STRATEGIC PLAN COMPONENT**

Good Governance and Healthy Communities

### **CONTACT**

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