

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA ITEM SUMMARY

Meeting Date: March 15, 2011

Consent

Regular

Ordinance

Public Hearing

Department: Facilities Development & Operations

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve:

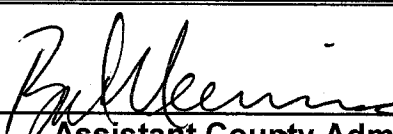
A) a request by the Supervisor of Elections (SOE) to renovate and convert the use of various portions of the SOE Offices located at 240 South Military Trail; and

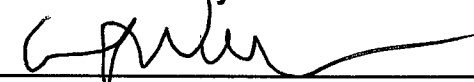
B) a budget amendment of \$281,000 in the Public Building Improvement Fund to recognize revenue from the SOE and establishing a project budget.

Summary: Having completed and occupied the Voter Equipment Center in leased space in unincorporated Riviera Beach, the SOE has requested approval to renovate various portions of the County-owned facility located on Military Trail to better meet her identified needs and service delivery strategy. Specifically the project will; 1) renovate the existing training room into a public space serving absentee voting function (public counter and six workstations), 2) create a new training center in the existing storage area in the warehouse, 3) create a new records storage area within the warehouse, 4) create an early voting areas within the existing warehouse by adding a storefront in place of one of the existing roll-up doors, and 5) create new restrooms which are required based on the new occupancy. The work will be managed by Facilities Development and Operations' with a budget established in the Public Improvement Fund utilizing revenue transferred from the SOE's excess budget. The work is expected to take 240 days and should begin mid to late April. District 2 Countywide. (JCM)

Background & Justification: At such time that the SOE requested that the Board move forward with the lease of warehouse space for a new voter equipment center in leased space in unincorporated Riviera Beach, the SOE also indicated that renovations of the existing County-owned facility would be required in the future to convert the use of the warehouse (formerly used as the VEC) to other uses which the SOE believes to be more appropriately located at the Military Trail facility. This secondary project was not included in the approved 2011 capital improvements budget and needs to be added at this time in order to complete the project by the end of the year as requested by the SOE.

Attachments: Budget Amendment

Recommended by: 
Assistant County Administrator **Date**

Approved by:  3/7/11
Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

| Fiscal Years: | 2011 | 2012 | 2013 | 2014 | 2015 |
|--------------------------|-------------|------|------|------|------|
| Capital Expenditures | \$281,000 | | | | |
| Operating Costs | | | | | |
| External Revenues | | | | | |
| Program Income (County) | | | | | |
| In-Kind Match (County) | | | | | |
| NET FISCAL IMPACT | \$281,000 * | | | | |

ADDITIONAL FTE
POSITIONS (Cumulative) _____

Is Item Included In Current Budget? Yes ___ No X

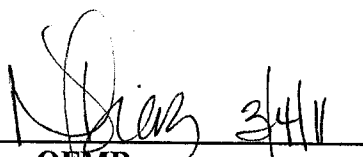
Budget Account No: Fund _____ Agency _____ Org. _____ Object _____

B. Recommended Sources of Funds/Summary of Fiscal Impact:

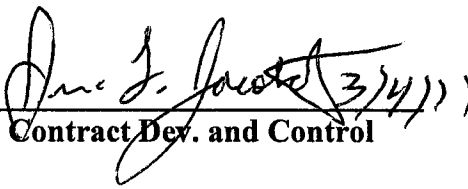
III. REVIEW COMMENTS

* The expenditure of \$281,000 will result in a reduction in the excess fee revenues returned to the County at the end of the fiscal year.

A. OFMB Fiscal and/or Contract Dev. and Control Comments:



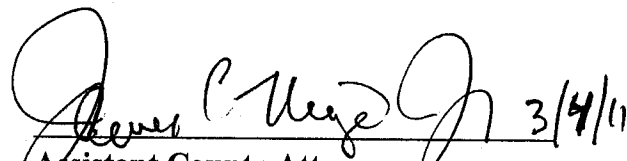
 OFMB



 Contract Dev. and Control

3/4/11
 3/2/11
 3/2/11

B. Legal Sufficiency:



 Assistant County Attorney

3/4/11

C. Other Department Review:

Department Director

**BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
BUDGET AMENDMENT**

PUBLIC BUILDING IMP FUND

3804

BGEX-410-020811-905

BGRV-410-020811-239

| ACCT.NUMBER | ACCOUNT NAME | ORIGINAL BUDGET | CURRENT BUDGET | INCREASE | DECREASE | ADJUSTED BUDGET | EXPENDED/ ENCUMBERED 2/8/2011 | REMAINING BALANCE |
|---------------------------------------|---|--------------------|-------------------|----------------|----------|--------------------|-------------------------------------|----------------------|
| <u>REVENUES</u> | | | | | | | | |
| 411 B536 | 4900 - Charges for Service Other | 0 | 0 | 281,000 | | 281,000 | | 0 |
| | Total Receipts and Balances | 70,644,982 | 63,568,245 | 281,000 | 0 | 63,849,245 | | |
| <u>EXPENDITURES</u> | | | | | | | | |
| <u>SOE Warehouse Reno</u> 411 B536 | 4907 - Building Imp Non Capital | 0 | 0 | 281,000 | | 281,000 | | 0 |
| | Total Appropriations & Expenditure | 70,644,982 | 63,568,245 | 281,000 | 0 | 63,849,245 | | |

**INITIATING DEPARTMENT/DIVISION
Facilities Development & Operations
Administration/Budget Department Approval
OFMB Department - Posted**

Signatures

Date

Annex Wolf

3/2/11

**By Board of County Commissioners
At Meeting of**

**Deputy Clerk to the
Board of County Commissioners**