

**THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS  
BOARD ACTION SUMMARY**

DEPT: General Services Agency

BOARD AGENDA: 5.B.10  
AGENDA DATE: March 29, 2022

**SUBJECT:**

Approval to Proceed with a Partnership with the Salida Fire Protection District for Shared Use of the Salida Fire Station, Located at 4820 Salida Boulevard in Salida, California, to Support a Sheriff Substation, Including the Approval of Project Budget in the Amount of \$371,000 Needed for Tenant Improvements and Furnishings, Authorize the General Services Agency Director/Purchasing Agent to Negotiate and Execute an Agreement/Ground Lease for Shared Use of the Property, and Related Matters

**BOARD ACTION AS FOLLOWS:**

**RESOLUTION NO. 2022-0125**

On motion of Supervisor Grewal \_\_\_\_\_ Seconded by Supervisor C. Condit \_\_\_\_\_  
and approved by the following vote,

Ayes: Supervisors: B. Condit, Chiesa, Grewal, C. Condit, and Chairman Withrow \_\_\_\_\_


Noes: Supervisors: None \_\_\_\_\_

Excused or Absent: Supervisors: None \_\_\_\_\_

Abstaining: Supervisor: None \_\_\_\_\_

- 1)  Approved as recommended
- 2)  Denied
- 3)  Approved as amended
- 4)  Other:

**MOTION:**

ATTEST:   
ELIZABETH A. KING, Clerk of the Board of Supervisors

**THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS  
AGENDA ITEM**

DEPT: General Services Agency

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CONSENT:

CEO CONCURRENCE: YES

4/5 Vote Required: Yes

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**STAFF RECOMMENDATION:**

1. Authorize the General Services Agency Director/Purchasing Agent to negotiate and execute a lease agreement with the Salida Fire Protection District for shared use of the Salida Fire Station, located at 4820 Salida Boulevard in Salida, California, to support a Sheriff's substation.
2. Approve of project budget in the amount of \$371,000 for tenant improvements and furnishings for the facility.
3. Authorize the use of \$72,000 in Appropriations for Contingencies, by four-fifths vote of the Board of Supervisors.
4. Direct the Auditor-Controller to increase revenue and appropriations in the General Services Agency Sheriff Salida Substation Project budget in the amount of \$371,000, as detailed in the attached budget journal.
5. Authorize the General Services Agency Director/Purchasing Agent, acting as the Project Manager, to issue work authorizations and execute contracts for professional services needed for this effort, so long as they are within the project budget.

**DISCUSSION:**

On September 21, 2021, the Board of Supervisors adopted the Final Budget for Fiscal Year 2021-2022 which included authorization for the Sheriff to resume dedicated patrol and substation services to the community of Salida. At that time, six new positions and four dedicated vehicles were approved and supported by Net County Cost. Recognizing the time it takes to hire, onboard, and train new deputies, the Sheriff moved forward immediately on staffing strategies with the plan to begin patrol 24/7 effective in April 2022.

Concurrently, Sheriff Leadership and General Services Agency (GSA) Capital Facilities team engaged in extensive review of facility options for lease or purchase within central Salida, ultimately selecting an option to lease/partner with the Salida Fire Protection District (District) in their existing station located at 4820 Salida Boulevard. This site is considered a temporary site, leveraging existing fire district assets with improvements necessary for the Sheriff staff to engage with the public, that is beneficial to the long-term plans of the fire district for this space.

Sheriff staff will be on patrol and out in the community policing and ensuring public safety for the residents of and visitors to Salida. The Salida Substation space will provide a safe, secure location for individual meetings with the Sheriff staff, for community reports, and a docking station for deputies whose primary duty is to be in the field. Signage on the Fire Station will identify the site as the co-location for the Sheriff Salida Substation, with contact information for the Sheriff's non-emergency dispatch.

The scope of work includes abatement of hazardous materials needed to provide new flooring in the facility and construction of walls and a restroom necessary to provide space for Sheriff operations. GSA and the Sheriff's staff will also coordinate informational technology access, furnishings, and signage for the facility. Construction is expected to begin in April 2022 and be completed in early summer 2022. During construction the Sheriff's Office will coordinate with GSA and the District for access to the space and begin operations in April 2022.

#### Lease Agreement

The County's Procurement Policy authorizes the General Services Agency Director to negotiate and execute leases whose value are less than \$200,000; however, since the lease is with another government agency, Board approval is required. The proposed terms of the lease allow the Sheriff's Office exclusive access to space within the facility to conduct operations. The lease will also provide shared use of the secured parking area, restrooms, exercise room, and kitchen. The District will retain exclusive use of its fire apparatus, sleeping quarters, and office space. Concurrently, staff are also working on a ground lease for the property, which will provide the County the option to construct a building on this property in the future. The Ground Lease will be brought back to the Board of Supervisors at a later date for consideration and approval, should the County elect to construct a permanent facility at this site.

These initial actions, if approved, are the first steps in establishing a two-year lease, with an option for an additional two years in the existing Salida Fire Station. This will provide opportunity for the Chief Executive Office, Sheriff and the Board of Supervisors to establish the long-term vision for Sheriff services in the community of Salida.

## Project Financing

On March 15, 2022, the Board of Supervisors approved the Midyear Financial Report and adjustments for the Sheriff's Office Fiscal Year 2021-2022 budget that included \$299,000 in appropriations for tenant improvements, furnishings and technology needs at the Salida Fire Station for the Sheriff's Salida Substation. In exchange for the improvements to the facility, the District has agreed to rent in the amount of \$1.00 per year. It is recommended that the project budget be increased by an additional \$72,000, funded by Net County Cost through a transfer from Appropriations for Contingencies, for a total project budget of \$371,000. This contribution represents a lease cost savings of \$2,000 per month for three years which will be waived by Salida Fire Protection District in exchange for site improvements funded by the project.

### **POLICY ISSUE:**

The Board of Supervisors direct the County's Capital Improvement Projects and must approve transfers between two legal budgets, increases in appropriations, and transfers from Appropriations for Contingencies by a four-fifths vote. Further, the Board of Supervisors must approve agreements between Stanislaus County and other governmental agencies.

### **FISCAL IMPACT:**

Today's recommended actions include the approval of a \$371,000 project budget to fund tenant improvements, technology upgrades, furnishings needed for the Sheriff to occupy the space, professional services, and staff salaries and benefits to administer the project. If approved, appropriations will be increased in the Sheriff Salida Substation Project budget as shown in the following table:

<b>PROJECT COSTS</b>	<b>BUDGET</b>
Staff Salaries/Benefits	\$25,000
Major Altercations and Repairs	\$287,500
Furnishings/Technology	\$50,000
Professional Services	\$8,000
Other Charges	\$500
<b>Total</b>	<b>\$371,000</b>

Operating Transfers In will be increased by \$371,000 in the Capital Project budget. A budget adjustment for this project was included in the Fiscal Year 2021-2022 Midyear Financial Report. The adjustment increased appropriations by \$299,000 in the Sheriff – Operations legal budget unit. The remaining \$72,000 will be funded by a transfer from Appropriations for Contingencies.

**BOARD OF SUPERVISORS' PRIORITY:**

Approval of these recommended actions is consistent with the Boards' priorities of *Strong and Safe Neighborhoods* and *Delivering Efficient Public Services and Community Infrastructure* by developing a Sheriff's substation in the community of Salida to provide needed services to the citizens of Stanislaus County.

**STAFFING IMPACT:**

These recommended actions will be successfully completed by existing staff in the Chief Executive Office, General Services Agency, and the Sheriff's Office.

**CONTACT PERSON:**

Dan Wirtz, GSA Director/Purchasing Agent	(209) 525-6319
Andrew Johnson, GSA Assistant Director of Capital Facilities	(209) 525-4380

**ATTACHMENT(S):**

1. Budget Journal

Database	FMSDBPRD.PROD	DO NOT CHANGE
Balance Type	Budget	DO NOT CHANGE
Data Access Set	County of Stanislaus	DO NOT CHANGE
Ledger	* List - Text County of Stanislaus	DO NOT CHANGE
Budget	List - Text LEGAL BUDGET	DO NOT CHANGE
Category	* List - Text Budget - Upload	DO NOT CHANGE
Source	* List - Text GSA CK	
Currency	* List - Text USD	DO NOT CHANGE
Period	List - Text MAR-22	ENTER AS MMM-YY (ALL CAPS FOR MMM) EX: NOV-11
Batch Name	Text	
Journal Name	Text GSA CK JV13050	
Journal Description	Text Sheriff Salida Substation	
Journal Reference	Text	
Organization	List - Text Stanislaus Budget Org	DO NOT CHANGE
Chart of Accounts	Accounting Flexfield	DO NOT CHANGE

Upl	Fund	Org	Account	GL Project	Location	Misc.	Other	Debit	Credit	Line Description
(4 char)	(7 char)	(5 char)	(7 char)	(6 char)	(6 char)	(5 char)		Incr appropriations decr est revenue	decr appropriations est revenue	Incr Text
O	2250	0061328	50000	0000000	000000	000000	000000		25,000	Salaries and Wages
O	2250	0061328	61830	0000000	000000	000000	000000		287,500	Major Alterations and Repairs
O	2250	0061328	62985	0000000	000000	000000	000000		50,000	Exp. Furnishings to \$5,000
O	2250	0061328	63640	0000000	000000	000000	000000		4,000	Legal Services
O	2250	0061328	64210	0000000	000000	000000	000000		4,000	Inspection Services
O	2250	0061328	74302	0000000	000000	000000	000000		500	Interfund Purchasing Charges
O	0100	0028225	62980	0000000	000000	000000	000000			50,000 Decrease Exp. Computer Equip. To \$5,000
O	0100	0028225	62985	0000000	000000	000000	000000			100,000 Decrease Exp. Furnishings - to \$5,000
O	0100	0028225	62988	0000000	000000	000000	000000			125,000 Decrease Exp. Carpet & Window coverings to \$5,000
O	0100	0028225	65300	0000000	000000	000000	000000			24,000 Decrease Rents & leases-struct & grnds
O	0100	0028225	85850	0000000	000000	000000	000000		299,000	Increase Other Operating Transfers Out
O	2250	0061328	46600	0000000	000000	000000	000000			299,000 Operating Transfers In from Sheriff
O	0100	0016071	89000	0000000	000000	000000	000000			72,000 Decr Appropriation for contingency
O	0100	0028225	85850	0000000	000000	000000	000000		72,000	Increase Other Operating Transfers Out in SO
O	2250	0061328	46600	0000000	000000	000000	000000			72,000 Increase Transfers In from Sheriff

Totals: 742000 742000  
 Tip: This is not the end of the Template. Unprotect the sheet and insert as many rows as needed.

**Explanation:** Establish a capital project budget to construct tenant improvements, purchase furnishings, and install needed technology for the Sheriff to operate an outstation in Salida, California, in a shared use facility with the Salida Fire District. BOS 3/29/22.  
 Transfer \$299,000 of appropriations in Sheriff Salida Substation org to Operating Transfers Out and increase Capital Project's Transfer In by \$299,000 (approved by BOS 3/15/2022 Midyear Financial Report)  
 Transfer \$72,000 of CEO-Appropriations for Contingencies into Sheriff Salida Substation's Operating Transfers Out and increase Capital Project Transfers In by \$72,000.

Requesting Department		CEO	Data Entry	Auditors Office Only	
Cara Kiely	Patrick Cavanah			Vinal Chand	
Prepared by	Approved By	Keyed by	Prepared By	Approved By	
3/24/2022	3/25/2022			3/24/2022	
Date	Date	Date	Date	Date	