



**SAN BENITO COUNTY
AGENDA ITEM
TRANSMITTAL FORM**

Dom Zanger
District No. 1

Kollin Kosmicki
District No. 2

Mindy Sotelo
District No. 3
Vice-Chair

Angela Curro
District No. 4
Chair

Bea Gonzales
District No. 5

Item Number: 1.26

MEETING DATE: 06/18/2024

DEPARTMENT: RESOURCE MANAGEMENT AGENCY

AGENDA ITEM PREPARER: Steve Loupe

DEPT HEAD/DIRECTOR: Steve Loupe

SUBJECT:

RESOURCE MANAGEMENT AGENCY – S. LOUPE, PUBLIC WORKS ADMINISTRATOR

Approve Budget Adjustment transfer from the transitional housing fund to the Transitional Housing (Tiny Homes) Project - Phase I in the total amount of \$216,020.00; authorize the Public Works Administrator to approve and authorize change order no.4 in the amount of \$130,167.00; authorize the Public Works Administrator to accept the completed project improvements and perform all necessary closeout activities upon project completion. (4/5 Vote Required)
SBC FILE NUMBER: 105.3

AGENDA SECTION:

CONSENT AGENDA

BACKGROUND/SUMMARY:

There are additional tasks and items required to complete Phase I of this Tiny Homes project as follows:

- 1) A specialized contractor was engaged to provide final inspections which resulted in a revisions to the constructed homes.
- 2) A few of the homes have been vandalized and the stolen items need to be replaced.
- 3) The homes will now be furnished with an energy efficient washer/dryer.
- 4) The electrical board that was ordered for the project was approximately \$10,000 more expensive than originally anticipated.
- 5) The landscape/architectural/civil design was modified to accommodate eleven additional Tiny Homes. The infrastructure for the Phase II Tiny Homes project is being installed now, during the current scope of

work (Phase I).

In addition to the \$130,167.00 required to complete the items noted above for change order no.4, an additional \$85,853.00 was not transferred into this account to fund previously approved change order nos.1-3. Consequently, the total amount required for transfer is $\$85,853.00 + \$130,167.00 = \$216,020.00$

RESOLUTION OR ORDINANCE NEEDED FOR THIS ITEM:

No

CONTRACT NEEDED FOR THIS ITEM:

No

LAST CONTRACT AMOUNT OR N/A:

N/A

STATE IF THIS IS A NEW CONTRACT/ HOW MANY PAST AMENDED CONTRACTS/ OR N/A:

There were three change orders previously approved for this project.

STRATEGIC PLAN GOALS: 1. Operational Development & Excellence

Yes

STRATEGIC PLAN GOALS: 2. Planning And Sustainable Growth

No

STRATEGIC PLAN GOALS: 3. Technology

No

STRATEGIC PLAN GOALS: 4. Community Engagement

No

STRATEGIC PLAN GOALS: 5. Health & Safe Community

No

BUDGETED:

No

BUDGET ADJUSTMENT NEEDED:

Yes

SOURCE OF FUNDING:

Non-general Fund

UNFUNDED MANDATE:

N/A

SBC BUDGET LINE ITEM NUMBER:

300.70.3500.1305.650.206

CURRENT FY COST:

\$216,020

STAFF RECOMMENDATION:

Staff Respectfully Recommend:

- 1) Approve budget adjustment from the transitional housing fund in the amount of \$216,020.00 (4/5 Vote Required); and
- 2) Approve Project Change Order no.4 in the total amount of \$130,167.00 and authorize the RMA Public Works Administrator to sign and issue that document, in accordance with previously approved project budget increases for the HEAP Homeless Transitional Housing (Tiny Homes) Project - Phase I, at the County Migrant Camp at 3235 Southside Road;
- 3) Authorize the RMA Public Works Administrator to accept the completed project improvements and perform all necessary closeout activities upon project completion.

BOARD ACTION RESULTS:

1. Approved Budget Adjustment per staff recommendation. (5/0 vote)
2. Approve Project Change Order No. 4 per staff recommendation. (5/0 vote)

ATTACHMENTS:

[Budget Adjustment - TINY HOMES \\$216K TRF](#)
[R3 Change Order #4](#)
[Fully Executed Budget Adj - Tiny Homes](#)