RESOLUTION - ACTION REQUESTED 2014-157

MEETING: April 15, 2014

TO: The Board of Supervisors

FROM: Peter Rei, Public Works Director

RE: Allocate $14,740 from General Fund Contingencies to Replace Two Air Handlers in the DA Building

RECOMMENDATION AND JUSTIFICATION:

Approve Budget Action Reducing General Fund Contingency and Increasing Appropriations in the Facilities Maintenance Budget ($14,700) and Approve the Replacement of Two Air Handlers in the Rock House Building (District Attorney’s Office).

As part of the 2012/13 Fiscal Year Budget the Board approved appropriations of $18,000 to repair broken air ducts and the replacement of two air handlers in the Rock House Building occupied by the District Attorney. During the preparation for the project a determination was made by Facilities staff that only the repair to the air duct was necessary. The replacement of the air handlers was not completed at that time. A total of $6,986 was spent on the replacement of the air ducts and the remaining $11,014 of the originally approved allocation was returned to the General Fund in the fund balance.

During the past two years there have been several calls from staff in the District Attorney’s office concerning the poor circulation of air causing uneven temperatures in the building. Recently Facilities staff requested quotes from licensed Heating and Ventilating Contractors to replace the air handlers as originally intended. The attached quote for $13,400 from Modern Air was the lowest bid for the work.

Staff is requesting a budget of $14,740 to cover the $13,400 cost of the installation of the two air handlers and an additional $1,340 (10%) to pay for any incidental costs that may arise once the contractor gets on the job and begins construction.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

All budget actions reducing General Fund Contingency require Board approval. The Board has approved the use of General Fund Contingency on expenditures they believe are necessary.
ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
None that can be recommended. The air handlers are very old and are not operating properly.

FINANCIAL IMPACT:
The General Fund Contingency will be reduced by $14,470 and appropriations in the Facilities Maintenance Budget will be increased by $14,470.

ATTACHMENTS:
Memo and Quote for Replacement of HVAC System (PDF)
DA Air Handlers Budget Action (XLS)

CAO RECOMMENDATION
Requested Action Recommended

COMMENTS
There is a Current Balance of $372,858 in General Fund Contingency.

RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]
MOVER: Janet Bibby, District III Supervisor
SECONDER: John Carrier, District V Supervisor
AYES: Stetson, Jones, Bibby, Cann, Carrier
## BUDGET ACTION FORM

<table>
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<tr>
<th>FUND</th>
<th>DEPT/DIV</th>
<th>ACCOUNT</th>
<th>DESCRIPTION</th>
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**TOTAL** $14,470 $14,470

### TRANSFER BETWEEN FUNDS

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**TOTALS** $0 $0

**ACTION REQUESTED:** (Check all that apply)

( X ) Budget appropriation by Board of Supervisors (4/5ths Vote Required): Amending the total amount available in the county budget, or in any one fund of the budget, or appropriating Reserve for Contingencies;

( ) Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget to another, or between categories within a budget unit;

**JUSTIFICATION:** To replace two air handlers in the Rock House (District Attorney's Office).

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**DEPT HEAD SIGNATURE** [Signature]

**DATE** 4-8-14

**APPROVED BY RES NO.** 14-150

**CLERK** [Signature]

**DATE** 4-15-14

**GENERAL CONTINGENCY/FACILITIES MAINTENANCE**

**AUDITOR'S USE ONLY**

**BA #**

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Budget Revision Form Revised 11/95