DEPARTMENT: Public Works/Facilities

BY: Dana Hertfelder
PHONE: 966-5356

RECOMMENDED ACTION AND JUSTIFICATION:

Approve Budget Action transferring $1,806 within the Facilities Maintenance budget from Maintenance of Buildings (line 0413) to Fixed Assets/Other Equipment (line 0644) to allow for the purchase of a Rombus carpet cleaning machine.

The Facilities division is responsible for keeping carpets clean in numerous County buildings. One of our vendors allowed us to try out a new carpet cleaning machine that is relatively lightweight, effective and quick. The system uses a liquid cleaner that is applied to the carpet, draws up dirt and particles and then dries out quickly. The carpet is then vacuumed to remove the dirt and debris. Our staff found the equipment easy to use, and it does not require a long drying out period for the carpet as most commercial cleaning machines do.

The vendor has also offered to give us $1,000 for the trade-in of an Advance floor cleaning machine that was purchased several years ago and is no longer being used. This means that the net cost to the Department for the new equipment would only be $806. (The $1,000 from the trade-in would be Miscellaneous Revenue in the Facilities budget.) The Advance floor cleaning machine was bought primarily to clean floors in the Government Center, but staff found it very awkward to use and the floors are currently being mopped to keep them clean. If they need to be stripped and re-waxed, a circular floor scrubbing/buffing machine is used.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

None.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve the requested budget action and direct staff to use other equipment to clean carpets in County facilities.

Financial Impact? (X) Yes ( ) No Current FY Cost: $1,806
Budgeted In Current FY? ( X ) Yes ( ) No ( ) Partially Funded
Amount in Budget: $ -0-
Additional Funding Needed: $ 1,806
Source:
Internal Transfer X
Unanticipated Revenue 4/5's vote
Transfer Between Funds 4/5's vote
Contingency 4/5's vote
General ( )Other

List Attachments, number pages consecutively
1. Budget Action form

Revised Dec. 2002
Clerk's Use Only:
Res. No.: 88  Ord. _____
Vote – Ayes: 5 Noes: _____
Absent: _____
Approved
( ) Minute Order Attached ( ) No Action Necessary

The foregoing instrument is a correct copy of
the original on file in this office.
Date: _____
Attest: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California
By: ________________________
   Deputy

County Administrative Officer:
Res. Action Recommended
No Opinion
Comments: ________________________

CAO: ________________________

Revised Dec. 2002
# Budget Action Form

<table>
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<tr>
<th>FUND</th>
<th>DEPT/DIV</th>
<th>ACCOUNT</th>
<th>DESCRIPTION</th>
<th>PROJECT</th>
<th>INCREASE</th>
<th>DECREASE</th>
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<td>473-0644</td>
<td>Fixed Assets - Other Equipment</td>
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<td>0128</td>
<td>473-0413</td>
<td>Maintenance of Buildings</td>
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</tbody>
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## Transfer Between Funds

| 001  | 0104     | 414-1090| GENERAL CONTINGENCY          |

**Total**

<table>
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<tr>
<th>PROJECT</th>
<th>INCREASE</th>
<th>DECREASE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1,806</td>
<td>1,806</td>
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</tbody>
</table>

**Action Requested:** (Check all that apply)

- ( ) 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
- (X) 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 allow for the purchase of a carpet cleaning machine.

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**DEPT HEAD SIGNATURE** [Signature]

**DATE** 12/20/04

**APPROVED BY RES NO.** [Signature]

**DATE** 1-4-05

**0128 Facilities Maintenance**

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Budget Action Form Revised 11/95