Resolution authorizing appropriation to the Fire Protection Building CIP fund for station repairs. Coulterville Station is in need of a new roof; the roof is old and leaks and is beyond patching. The Greeley Hill Station has structural damage due to a vehicle hitting the station. Total cost of repairs is estimated at $8,823; broken down it would be $5,025 for the roof and $2,996 for the door, beam, and side panel and 10% for Public Works administration. Anticipate appropriation from general contingency in the amount of $6,310 and appropriation of $1,250 from Fire Protection/Law Enforcement Fund which is a portion of fines received through the Justice Court and to be used on fire protection enhancements. Currently there is $1,263 in the Fire Protection Building CIP fund that will be used.

Anticipate appropriation to this Fund and direct Public Works to administer logistics of the work and the Fund.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

These items were brought to the Board during 93-94 budget hearings as part of a request to do repairs throughout the County system. The repairs to these two stations are back before the Board because of the chance of further damage occurring if repairs are not made.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

1. Not approve appropriation, repairs will not be made and further damage may occur to buildings resulting in additional costs.
DEPT/DIV: Fire Protection  CONTACT: Dan Tinnel
DATE: December 21, 1993  PHONE: 966-4330

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;

( ) Transfer by Administrator: Moving existing appropriations within a single budget category between line items (i.e. services and supplies, etc.)

( ) Transfer by Auditor: Moving salaries between line items to accommodate variances internal to salaries; OR transfers within the County budget under $50.00 to accommodate minor variations from the budget.

<table>
<thead>
<tr>
<th>FUND/DEPT/ACCT NO.</th>
<th>LINE ITEM DESCRIPTION</th>
<th>AMOUNT (FROM)/TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>184-1100-880-0787/Trust Fund</td>
<td>Fire Protection Trust</td>
<td>(1,250)</td>
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<tr>
<td>313-1300-309-1600/General</td>
<td>Fire Protection Building</td>
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<td>001-0161-427-0787/General</td>
<td>General -Transfer Out</td>
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<td>313-1300-783-0601</td>
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<td>8,810</td>
</tr>
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</table>

Justification: Repairs are needed on the Coulterville and Greeley Hill Stations. These repairs are needed to prevent further damage and additional costs. A new roof will be put on the Coulterville Station and structural repairs are needed on the Greeley Hill Station. A vehicle accident occurred at their station causing door and structural damage.

Department Head Signature:  Date: 12-21-93
Approved By: Res. No. 93-680  Clerk:  Date: 12-21-93
Administrator:  Date: 12-21-93
Auditor:  Date: 12-21-93

AUDITOR'S USE ONLY:

Description:  Transfer No.:  B.R. No.:  

Budget Action Form Revised 5/92
MEMORANDUM

To: Board of Supervisors

From: Michael D. Edwards, Director

Date: December 15, 1993

Re: Proposed Emergency Repairs of Two Fire Station Buildings

1) New Roof Required at Coulterville Station
2) Structural Damage Repair at Greeley Hill Station

I support the Fire Chief's proposal to proceed as soon as possible with the above-referenced projects. They are both of an emergency nature and may have public health, life and safety impacts if delayed through the winter.

Chapter 3.12 of the County Code specifies that bidding is not usually required, at the Board's discretion, for public projects of less than $4,000. This would apply to the Greeley Hill project.

The Code stipulates that an informal bid procedure be used if the project costs between $4,000 and $10,000. This process should be used for the Coulterville project. Current practice is for Public Works to prepare a set of bid specifications and informally solicit bids from at least three qualified contractors. The bid is publicly advertised for at least one week.

Due to the simplicity and importance of the Greeley Hill project, I suggest that the Board authorize the Fire Chief to solicit at least three informal bids (if possible) for this project. Bid specifications and advertisements are probably not necessary. This will save time and engineering costs.

The Board should also direct Public Works to immediately prepare bid specifications and advertise for the Coulterville project. At least three qualified contractors should be solicited directly, in addition to the public advertisement. An additional 10-15% should be added to the appropriation to cover Road Division charges for administration.

The Board should either authorize the Public Works Director to execute each contract or review and approve them prior to the Chairman's signature. County Counsel must review them in either case.

sm

cc: Dan Tinnel