



Agenda Item: 9.C

Date of Meeting: December 9, 2024

Department: Community Services

STAFF REPORT

To: City Council
From: Dan McElroy
Subject: **Budget Adjustment Request - Community Services (Building and Grounds)**
Prepared On: December 3, 2024
Attachments: Bishop Heating and Air Conditioning Inc. Proposal
Sole Source Justification Finance Director
Quality Inyo Concrete Quote

Background/History:

The Community Services Department oversees the operation, maintenance, and function of the City Hall air conditioning and heating units. Every year, the Community Services Department plans and budgets for replacement of aging units. In the 2024-2025 Building and Grounds budget, Capital Equipment Replacement 001-016-56029, in the amount of \$32,000, is for two replacement air conditioning and heating units. The Community Services Department has solicited three vendors to accomplish the replacements, with one responsive quote. While meeting with potential vendors, it was brought to the attention of the Community Services Department that there is no ability to control the temperature in the Public Works Director's office.

The Community Services Department has also expanded the use of the Church Street Venue for Community Events. As this area has become well used. There is a large area of concrete at the rear of City Hall that has been lifted by tree roots and has become a safety concern. Public Works has patched this lifted area, but this was a temporary solution. The Community Services Department has solicited Concrete vendors to give quotes on this repair. This repair will also affect the Building and Grounds 001-016-56029 budget line.

Analysis/Discussion:

The Community Services Department conducted a solicitation for the addition of a new unit for the Public Works Director's office and received one quote from Bishop Heating and Air Conditioning Inc. in the amount of \$13,235.00 and received no responses from the additional vendors solicited. Only local vendors were solicited, as it's assumed that the addition of travel costs for out of area vendors would exceed the cost of the highest local quote received. The current budget allows for the planned two-unit replacement in the amount of \$32,000. This amount is not adequate to facilitate the new unit for the Public Works Director's office. The

Community Services Department is requesting approval to increase the budget for expense account 001-016-56029 in the amount of \$13,235 to allow for purchase of the new unit for the Public Works Director's office.

To address the safety concern of the lifted concrete in the rear of City Hall, the Community Services Department has solicited to concrete vendors and received 4 quotes. The lowest cost to complete these repairs was given by Quality Inyo Concrete in the amount of \$8,400.00. The cost of these repairs will affect the Building and Grounds 001-016-56029 budget line. The Community Services Department would also request approval to increase the budget for expense account 001-016-52029 in the amount of \$8,4000.00 to allow for the repairs to the City Hall concrete.

In summary, the Community Services Department would request to add additional funds to the expense account 001-016-56029 to cover the unbudgeted amount of these two items. The total request would be for \$21,635.

Economic Impacts:

None

Budget Impacts:

Increase of budget for capital expense account 001-016-56029 in the amount of \$21,635.00.

Legal Review:

Recommended Action:

City Council to approve the proposed budget adjustment request to increase the budget for expense account 001-016-56029 in the amount of \$21,635.00.

Approved By: Ethan Aukee 12/3/2024

Approved By: Deston Dishion 12/3/2024

Approved By:

Approved By: