

MEMORANDUM

DATE: July 14, 2009
TO: The Board of Supervisors
FROM: Suzanne R. Mellen, Assistant Manager of Financial and Management Services Manager
SUBJECT: Courthouse Maintenance Fund Expenditure – Chiller Unit Replacement

As authorized in the Code of Virginia §17.1-281, the City of Williamsburg and James City County collect fees for civil actions filed in the district or circuit courts within each locality's boundaries and for criminal and traffic cases. The Code allows for funds to be used for "the construction, renovation, or maintenance of courthouse or jail and court-related facilities, and to defray increases in the cost of heating, cooling, electricity, and ordinary maintenance." Funds are deposited in an investment account with the Local Government Investment Pool maintained by the City. The available balance in the account as of June 30, 2009, is \$322,175.07.

The Courthouse is experiencing an increasing frequency of HVAC repairs, and currently there are leaking refrigerant circuits in the system. Repair estimates range from \$65,000 to \$87,000, and estimates for full replacement of the chiller unit range from \$175,000 to \$199,000. City and County staff are recommending that the Williamsburg City Council and the Board of Supervisors authorize the expenditure of up to \$200,000 for replacement of the chiller unit. Given the 10-year age and condition of the unit (with an estimated three year remaining life), it is likely more cost-effective to replace the unit rather than continue to repair it. If the current system fails and needs repairs, the Courthouse would have to shut down for approximately five to seven days. Installation of a new chiller will take approximately one to two days.

A Request for Proposals for Chiller Replacement was issued by County staff on June 15, and proposals are due on July 9. City Council will consider this agenda item at its meeting on July 9, 2009.

Staff recommends that the Board approve the attached resolution, authorizing the County Administrator to execute the necessary contracts of up to \$200,000 from the Courthouse Maintenance Fund for replacement of the chiller unit, subject to City Council approval.

Suzanne R. Mellen

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Attachment