AGENDA ITEM NO. F-5
SMP NO. 3.d

M E M O R A N D U M

DATE: October 13, 2009

TO: The Board of Supervisors

FROM: John T. P. Horne, General Services Manager

SUBJECT: Budget Transfer – Palmer Lane Office Improvements – $47,300

When the County purchased the office buildings in 2004 at Palmer Lane, the buildings did not have good quality windows and doors. The windows have deteriorated significantly and no longer provide serviceable insulation from heat and cold on the exterior of the building. This is resulting in very high heating and cooling costs and excessive energy use. The doors have similar problems. In addition, neither the doors nor the windows can be reliably secured for security purposes. Staff has been able to negotiate very competitive pricing for their replacement. The project will result in significantly lower energy usage, increased security, and better occupant comfort.

Staff recommends adoption of the attached resolution transferring $47,300 from Operating Contingency to Capital Improvements Plan (CIP), Facilities Improvements.

John T.P. Horne

JTPH/nb
PalmerLnImp_mem

Attachment