

**TOWN OF PRESCOTT VALLEY  
REQUEST FOR COUNCIL ACTION  
Date: December 15, 2016**

**SUBJECT:** Replacement of HVAC Unit - CASA

**SUBMITTING DEPARTMENT:** Public Works

**PREPARED BY:** Alex Romero, Operations Manager for  
Norm Davis, Public Works Director

**AGENDA LOCATION:** Comments/Communications , Consent , Work/Study ,  
New Business , Public Hearing , Second Reading

**SUMMARY BACKGROUND:** The CASA senior center has five HVAC units for the Town leased building used for their operations. These units are 20+ years old and have exceeded their service life. Facilities staff has scheduled replacement units in subsequent budget years and has already replaced one of the units this fiscal year. One of the other units has a compressor failure and needs to be replaced.

Budget transfers from the operational general fund and other capital funds are needed to cover the cost of the 2<sup>nd</sup> HVAC unit needing replacement this fiscal year. Total cost of the unit is \$7,685.00. Budget transfers needed are reflected in the fiscal analysis table below.

**OPTION ANALYSIS:** The Council may vote to:

- 1.) Approve the budget transfers, **OR**
- 2.) Not approve the budget transfers

**ACTION OPTION:** Motion to approve the budget transfers from operational general fund and other capital funds to the capital equipment account needed for the purchase of the HVAC unit. **VOTE.**

**RECOMMENDATION:** Staff recommends approval of the budget transfers to cover the cost of replacing the HVAC unit for the CASA building.

**FISCAL ANALYSIS:** The fiscal analysis is shown in the table below:

Table 1

<b>Capital Equipment - Facilities</b>		
<b>HTE Code(s): 101-5540-700-7410</b>		<b>Finance Proj. # N/A</b>
<b>FISCAL YR 2016/2017</b>	Approved Budget:	\$12,500.00
	Expended & Encumbered:	-\$10,709.00
	101-5540-700-7320	\$3,622.00 < Transfer from
	101-5550-700-7320	\$324.00 < Transfer from
	101-5540-619-4310	\$1,948.00 < Transfer from
	HVAC Unit Purchase	<u>-\$7,685.00</u> 101-5540-700-7410
	Balance:	\$0.00
		<b>FISCAL YR 2016/2017</b>

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**REVIEWED BY:**

Management Services Director \_\_\_\_\_

Town Clerk \_\_\_\_\_

Town Attorney \_\_\_\_\_

Town Manager \_\_\_\_\_

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**COUNCIL ACTION:**

Approved    Denied    Tabled/Deferred    Assigned to \_\_\_\_\_