



COUNTY OF SONOMA

575 ADMINISTRATION
DRIVE, ROOM 102A
SANTA ROSA, CA 95403

SUMMARY REPORT

Agenda Date: 1/14/2020

To: Sonoma County Board of Supervisors
Department or Agency Name(s): General Services
Staff Name and Phone Number: Caroline Judy: 707-565-8058
Vote Requirement: 4/5th
Supervisorial District(s): Third

Title:

Deferred Maintenance: Main Adult Detention Facility (MADF) Records Area Heating Ventilation and Air Conditioning Project and NCDF Kitchen Equipment Location Clarification

Recommended Action:

- A) Adopt a resolution approving a budget adjustment to the FY 19/20 Budget in the amount of \$165,000, using Deferred Maintenance funds to complete the MADF Records Area Heating, Ventilation, and Air Conditioning deferred maintenance project.
 - B) Accept the corrected location of the Detention Facility Kitchen Equipment project.
- (4/5th Vote Required)(Third District)

Executive Summary:

The Main Adult Detention Facility (MADF) requires improvements to airflow and temperature controls within the Records area. The proposed scope of work will include designing and installing an inline coil that will provide much needed heating and cooling in the MADF Records area. The Board item also identifies the correct project location of the Kitchen Equipment project. Previously, the location was identified as MADF in the project description that appeared in the FY 19/20 Deferred Maintenance Project Recommendations that were approved by the Board on September 24, 2019. The corrected location is at the North County Detention Facility. □

Discussion:

Background - MADF Records Area Heating, Ventilation, and Air Conditioning

The MADF facility does not have the means to provide heat and cooling to the Records area. The space is occupied 24 hours a day, seven days a week by multiple shifts of staff. Over the last several years, maintenance staff have attempted to provide relief to the cold temperatures in the winter by adding space heaters. That has been ineffective since staff are required to move about in the performance of their duties rather than remaining at a work station for the space heater to be effective. The appropriate solution is to extend air distribution ducts to the records room that are currently missing. The ducts would include variable air volume boxes with heating coils to increase the ambient temperature to appropriate levels. The recommended resolution will provide funding for design, construction, permits and staff management and oversight costs for the new work. Pursuant to the California Labor Code and associated regulations, workers

must be afforded certain increased protections from indoor heat exposure. The work therefore will allow the County to improve airflow and indoor temperatures in this area of the building and to best comply with workplace environmental controls and related requirements.

On September 24, 2019, the Board adopted a resolution approving the use of Deferred Maintenance funds for fourteen high priority projects in the amount of \$3,170,000. This left a fund balance of \$1.48 million for emergency repairs and other as needed costs. General Services has determined that the MADF Records Area HVAC project is a high priority and recommends the use of Deferred Maintenance fund balance.

Staff routinely use six criteria to determine the prioritization of deferred maintenance projects. These criteria include: urgency, service interruption to departments, risks of system failure or cascading failures, health and safety code compliance, impact on service delivery to the public and the impact on continuity of operations. During the course of the year situations arise where priorities need to be adjusted based upon circumstances. Although the MADF Records Area HVAC project was not among the highest priority projects when the FY 19/20 deferred maintenance list was presented to the Board in September, 2019, it has subsequently emerged due as a significant health and safety concern for employees, therefore it warrants immediate action. Such reprioritization is appropriate and is the nature of the deferred maintenance program where emergent issues must be addressed and cannot wait for the next year's funding cycle.

Kitchen Project

One of the projects that was funded in the September Deferred Maintenance item was to renew the Detention Facility Kitchen Equipment in the Main Adult Detention Facility (MADF), in the amount of \$1,222,000. The location of this work should have been identified as occurring at the North County Detention Facility (NCDF) and not the MADF. This item corrects the project location.

Prior Board Actions:

September 24, 2019: Report on Deferred Maintenance Fund Uses and Priorities. Board adopted a budgetary adjustment funding a Deferred Maintenance program.

FISCAL SUMMARY

Expenditures	FY 19-20 Adopted	FY20-21 Projected	FY 21-22 Projected
Budgeted Expenses			
Additional Appropriation Requested	\$165,000		
Total Expenditures	\$165,000		
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other			

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Use of Fund Balance	\$165,000		
Contingencies			
Total Sources	\$165,000		

Narrative Explanation of Fiscal Impacts:

The cost of the recommended MADF Records Area HVAC project is \$165,000, to be funded with available Deferred Maintenance fund balance.

Staffing Impacts:			
Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)

Narrative Explanation of Staffing Impacts (If Required):

None

Attachments:

Attachment 1 - Budget Resolution

Related Items "On File" with the Clerk of the Board:

None