

**MEMORANDUM
DEPARTMENT OF FACILITY SERVICES
COUNTY OF PLACER**

To: **BOARD OF SUPERVISORS**

Date: **OCTOBER 11, 2011**

From: **JAMES DURFEE / JOEL SWIFT**

Subject: **BUDGET REVISION – TAHOE ADMIN ROOF, PROJECT NO. 4789, TAHOE ADMINISTRATION CENTER**

ACTION REQUESTED / RECOMMENDATION: Approve the attached Budget Revision shifting \$20,000 in appropriations from the Miscellaneous Projects 4907 to the Tahoe Admin Roof, Project No. 4789 in the Capital Projects Fund.

BACKGROUND: Since 1977, the County has leased the 5,500 square foot building at 565 West Lake Boulevard, Tahoe City, CA. The current Lease Agreement No. 11464 between the County of Placer and the Landlord will expire on June 30, 2012. As currently planned, the Lease will not be renewed, and the County occupants will move to the Tahoe Customs House Building.

On November 2, 2010, your Board adopted a Resolution authorizing the Director of Facility Services to complete negotiations to provide for structural design and roof repairs at the facility and further delegating authority to the Director of Facility Services to execute a Lease Amendment. On April 5, 2011, your Board approved a Budget Revision and an Amendment to the Lease Agreement was executed allowing the reimbursement of the Landlord for these repairs up to the base amount of \$17,972. The Lease Amendment included a provision addressing unforeseen conditions that would only be observable once the repairs commence, with a 50/50 cost sharing agreement between the County and the Landlord for repairs above and beyond the base amount.

The Landlord has now completed the repairs to the roof. After the roof was opened up, it was determined that one of the roof beams required full replacement. The Landlord has submitted his complete costs for the repair of the roof. Based on the Amendment, the County portion of the unforeseen cost of beam replacement will not exceed \$9,000.

ENVIRONMENTAL CLEARANCE: The Amendment of the Lease Agreement is Categorically Exempt from environmental review pursuant to Section 15301 of the California Environmental Quality Act. This Section provides for activities, including leasing and repairs of existing facilities, when there is no expansion of use beyond that previously existing.

FISCAL IMPACT: The remaining cost to complete this project is \$20,000, including \$9,000 for the County share of the beam replacement, \$9,000 for staff, engineering and legal costs and \$2,000 for incidental Building Maintenance work related to the project. The attached Budget Revision appropriating \$20,000 from Miscellaneous Projects 4907 to the Tahoe Admin Roof, Project No. 4789 in the Capital Projects Fund will cover the anticipated costs.

JD:MD:JS:SH

ATTACHMENT: BUDGET REVISION

CC: COUNTY EXECUTIVE OFFICE

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BUDGET REVISION

PAS DOCUMENT NO.

POST DATE:

DEPT NO.	DOC TYPE	Total \$ Amount	TOTAL LINES
12	BR	80,000.00	4

Cash Transfer Required

Reserve Cancellation Required

Establish Reserve Required

9/22 Auditor-Controller

my County Executive

Board of Supervisors

ESTIMATED REVENUE ADJUSTMENT										APPROPRIATION ADJUSTMENT												
DEPT NO.	T/C	Rev	Fund	Sub Fund	OCA	PCA	OBJ 3	PROJ.	PROJ. DTL	AMOUNT	DEPT NO.	T/C	Rev	Fund	Sub Fund	OCA	PCA	OBJ 3	PROJ.	PROJ. DTL	AMOUNT	
											12	014		140		991078	04789	4151				20,000.00
											12	034		140		991078	04789	4151	704789	010000		20,000.00
											12	015		140		991078	04907	4151				20,000.00
											12	035		140		991078	04907	4151	704907	010000		20,000.00
TOTAL										TOTAL												
										80,000.00												
										0.00												

REASON FOR REVISION: TO SHIFT APPROPRIATIONS FROM THE MISCELLANEOUS PROJECT 704907 TO THE TAHOE ADMIN ROOF PROJECT 704789.

Prepared by Valerie Bayne Ext 6803
 Department Head Valerie Bayne
 Board of Supervisors _____

Date: 10/11/11

Page: _____

Budget Revision # _____ FOR INDIVIDUAL DEPT USE