



TOWN OF PRESCOTT VALLEY STAFF REPORT

DATE: May 23, 2024

TO: Mayor & Town Council

THROUGH: Gilbert Davidson, Town Manager

FROM: Heather Ruder, Public Works Director

DEPARTMENT: Public Works

AGENDA TYPE: Consent Agenda

SUBJECT: Public Works Shop Improvements, ST2411 - Consideration & Possible Action (Approve) - [Heather Ruder, Public Works Director]

VISION 2024 FOCUS AREA: How we conduct our business and ourselves through our culture, diversity, communication, delivery, outreach, processes, and values. What we do, how we do it, and who we do it for.

SUMMARY/BACKGROUND:

Public Works has begun making improvements to the shop located on Long Mesa. Drainage areas need to be re-routed away from the building. Copper State has submitted an estimate for this work in the amount of \$165,252.07 based on a cooperative Government Procurement Alliance Contract #22-15P-02. Staff recommends Town Council approval of a contract with Copper State for this work based on the submitted estimate.

The project is currently budgeted in Operating Capital. However, there are insufficient funds in that budget item for the project. A budget transfer, therefore, is proposed from Operating Capital to Capital Improvements where sufficient funds are available. Town Financial Policy 4-02 requires that such budget transfers also be approved by the Town Council.

RECOMMENDED MOTION:

Motion to approve the contract with Copper State in the amount of \$165,252.07 for the shop improvements at Long Mesa ST2411, AND the related budget transfer from Operating Capital to Capital Improvements in the amount of \$154,000.00. **VOTE.**

STAFF RECOMMENDATION:

Staff recommends approving the budget transfer to proceed with this project.

FISCAL ANALYSIS:

FINANCIAL DATA	Current Fiscal Year	Next Fiscal Year	Total Cost	Budget Adjustment
Cost	\$165,252.07	\$	\$165,252.07	Yes
Source of Funds				
Capital Improvements – HURF				
Notes				
Budget Transfer \$154,000				For Fiscal Year: 23/24
From: 202-5510-700-7300 – Operating capital				
To: 202-5510-700-7301 – Capital Improvements				
Capital Improvements account will also subsidize the balance needed				

Council Action at the Meeting:

ATTACHMENTS: Yes