

Memorandum

To: Budget Committee
From: Jim Naelitz
RE: Budget transfer for air purifier
Date: August 29, 2019

Attached is a budget transfer request for the Animal Control Budget to cover the cost of installing an air purifying system that would service the clinic area of the building.

This budget transfer is in the amount of \$8,210.00. The money would be coming out of our reserve donation money that is slated to be used for the betterment of the animal center and the care the animals receive. It would be moved from our use of fund line item to our other equipment line item. Currently the only room that had any type of air purification system installed is the surgery suite. No other room in the entire building has any type of air purification and one air conditioning and heating unit services several rooms. The area this air purification unit will take care of is the cat isolation, Dr. William's office (which is set up as a critical care unit), the Animal Control Office, the staff break room, and the vetting area. This purification unit will eliminate all air borne pathogens from being spread from one room to another including ringworm. There are several of these pathogens that are contagious and can be spread through the duct work. Cat isolation is used to house cats that are being treated for various health issues, this room is the first room the duct work goes through and continues through to the other rooms. If any air borne pathogens get into the duct work they can be quickly spread to healthy animals coming in through vetting (many of which are not up to date on their vaccines) or worse yet to an animal in Dr. Williams office that is in a very compromised situation requiring critical care. This unit will not only improve the care our animals receive it will also improve the air quality for our staff and volunteers.

As stated earlier this request is a transfer of money in our reserve and not an increase in our budget. Please let me know if you have any questions regarding this resolution request



Brian Henderson, Commercial Comfort Specialist
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PHASE 1 SOLUTION

Blount County Animal Center
233 Currie Avenue
Maryville, TN 37804

June 6, 2019

SCOPE OF WORK

- Supply and install (1) PAH & (1) PAH with ringworm protection PetAirapy systems.
- Install, hook up, and check units operation.
- All work to be done according to manufacturer's specifications.
- Includes all material, labor, and equipment.
- **Rooms to service:** Animal Control Office, Quarantine, Break Room, Dr Williams Office, Vetting Room, Pre Surgery, Surgery, Recovery.
- **Note:** 2 units condition these areas. Quarantine and surgery are conditioned by separate units.

\$8210.00

WE HEREBY AGREE TO FURNISH EQUIPMENT, MATERIAL, AND LABOR PER ABOVE SPECIFICATIONS FOR THE SUM OF \$8210.00.
WITH PAYMENTS AS FOLLOWS: \$8210.00 upon completion.

ACCEPTANCE: THE ABOVE PRICES, SPECIFICATIONS, AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO WORK AS SPECIFIED.

SIGNATURE _____

Brian Henderson

DATE OF ACCEPTANCE: _____ SIGNATURE _____

CONTRACT SUBJECT TO OFFICE APPROVAL

We agree to complete this job in a workmanlike manner and in accordance with the standard practice. Terms of payment shall be in full upon completion of the above described work within 30 days of completion unless other previous arrangements are made in writing. No oral terms or representations shall be considered part of this contract. Your signature and our signature in this agreement constitutes the contract between us if collection by law or attorney is necessary. There will be 10% fees plus interest from date of contract.



**Orange County Government
Budget Amendment Request**

FY 19-20

Department: Rabies/Animal Control

Account: 101-55120

Type of Amendment: (check one)

- ☐ **Transfer** (no overall change to adopted budget)
☐ **Decrease** (reducing adopted budget due to unforeseen effect on "revenue" or "expense")
☒ **Increase** (raising adopted budget due to unforeseen effect on "revenue" or "expense")
☐ **Adjustment** (correction to adopted budget due to "grant award" or "budgetary adjustment")

*****IF an Increase or Decrease, a memo explaining the need or purpose MUST accompany amendment form*****

	Account Number	Description	Amount
TO	101-55120-579000	other equipment	8,210.00
TOTAL			8,210.00

	Account Number	Description	Amount
FROM	101-489900-0	Use of fund balance	8,210.00
TOTAL			8,210.00

Explanation:

This request is to transfer monies from use of fund balance to other equipment in order to cover the cost of an air purification system.

James LaRocca 7-29-19
Signature of Official/Department Head/Date

Signature of County Mayor/Date

***All requests requiring committee approval are due to Sr. Financial Analyst's Office by noon on the Tuesday before the Budget Committee Meeting.**