



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** PUBLIC WORKS

**File #:** 21-319

Board Meeting Date: 4/20/2021

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**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** James C. Porter, Director of Public Works  
Anne-Marie Despain, Director of Library Services

**Subject:** Appropriation Transfer Request for San Mateo County Libraries Administrative Facility HVAC Upgrade Project

**RECOMMENDATION:**

Approve an Appropriation Transfer Request (ATR) to transfer \$60,000 from the Library Fund to the Department of Public Works for the funding of the San Mateo County Library Administration building HVAC upgrade.

**BACKGROUND:**

San Mateo County Libraries have been an integral part of its diverse community for over a century. Originally established by the San Mateo County Board of Supervisors in 1912 as a County Free Public Library, the San Mateo County Library Joint Powers Authority (JPA) was established in 1999. The Library JPA is comprised of the cities of Atherton, Belmont, Brisbane, East Palo Alto, Foster City, Half Moon Bay, Millbrae, Pacifica, Portola Valley, San Carlos, Woodside, and the unincorporated areas of the county.

The Library Administration building is a 16,342 square foot building that has not had any air-conditioning/air cooling since its 1960 construction. In an effort to improve the operating efficiency and well-being of staff, San Mateo County Libraries is requesting to have a heating, ventilation, and air conditioning (HVAC) system installed that is responsive to year-round temperature fluctuations within the workplace.

**DISCUSSION:**

The existing system is outdated, inefficient, and does not provide enough cooling to the facility. The proposed project will include the design and permitting phase for replacement of the existing mechanical equipment as well as the construction of the proposed replacement.

County Counsel has approved this resolution as to form.

**FISCAL IMPACT:**

Funding for the \$60,000 ATR will allow the Department of Public Works to begin the design and permitting for the replacement of the HVAC System at the Library Administration building. There is no additional impact to the General Fund as funding is provided by the Library Fund.