



CITY OF POMONA COUNCIL REPORT

February 24, 2025

To: Honorable Mayor and Members of the City Council

From: Anita D. Scott, City Manager

Submitted By: Michael Ellis, Chief of Police

**SUBJECT: RATIFICATION TO AIR-EX AIR CONDITIONING, INC. FOR THE
EMERGENCY REPAIR OF THE POLICE BUILDING HVAC SYSTEM**

RECOMMENDATION:

It is recommended that the City Council approve the ratification of an authorized emergency repair and purchase per Pomona City Code Section 2-998.

EXECUTIVE SUMMARY:

On August 20, 2024, there was a total shutdown of the Pomona Police Department's Heating, Ventilation, and Air Conditioning (HVAC) system located at the Property and Evidence Warehouse. Staff worked to ensure repairs were made on a temporary basis and secured a quote for permanent equipment purchase and repair of the system. The recommended actions will ratify the expenses of the emergency purchase, as per Pomona City Code (P.C.C.) Section 2-998.

SB1439/GOVERNMENT CODE §84308 APPLICABILITY:

☐ When this box is checked, it indicates the agenda item is subject to the Levine Act SB1439 requirements. Councilmembers are reminded to check their campaign contributions and determine whether they have received a campaign contribution of \$500 or more that would require disclosure and/or recusal from discussing or acting on this agenda item. Campaign contributions of \$500 or more made 1) by any person or entity who is identified in the agenda report as the applicant or proposer or 2) on behalf of the applicant or participant, including a parent, subsidiary or otherwise related business entity, or 3) by any person who has a financial interest in the agenda item requires a councilmember to comply with SB1439.

FISCAL IMPACT:

Funds for the emergency work are available in the FY 2024-25 Operating Budget account number, 101-2003-52285-00000. The recommended actions will enable payment of \$68,105 to Air-Ex Air Conditioning, Inc. for a new HVAC replacement.

DISCUSSION:

On Tuesday, August 13, 2024, the Pomona Police Department's HVAC system at the Property and Evidence warehouse ceased operating. Despite efforts by our facility personnel to restart the system, these attempts were unsuccessful. A representative from Air-Ex Air Conditioning, Inc. determined that the system required a total replacement. Staff collaborated with the Purchasing Manager to make an emergency purchase under Pomona City Code (P.C.C.) Section 2-998. The Purchasing Manager authorized this emergency purchase due to the time-sensitive nature of the issue and its impact on police operations.

As per the City Code, City Council approval is required for any procurement exceeding \$50,000 at the earliest opportunity after the conclusion of the emergency repair or replacement.

Prepared by:

Matthew Murphy
Police Records Manager