



AGENDA ITEM NO.

C-15

COUNTY OF HUMBOLDT

For the meeting of: September 15, 2015

Date: September 1, 2015
 To: Board of Supervisors
 From: Victor Zazueta, County Librarian
 Subject: Transfer between Fixed Assets for Broadband Project

RECOMMENDATION(S):

That the Board of Supervisors approves the attached budget adjustment resulting in an increase in account 8066, Computer Equipment from \$139,319 to \$149,319 for Fund 1500, Budget Unit 621, County Library.

SOURCE OF FUNDING:

Library Funds

DISCUSSION:

The County Library budgeted the known costs for a broadband upgrade project as per vendor quotes for the CENIC Broadband. As the implementation process has begun there have been additional unbudgeted costs to the main hardware and software quotes for the project. These costs are related to preparing the site(s) for distribution of the enhanced WiFi services. The Library has already transferred funds up to the limit that the County Administrative Office can approve. Additional funds are anticipated to be needed to complete the project therefore the attached budget adjustment is recommended for approval.

Prepared by W. Love

CAO Approval Cheryl Dillingham

REVIEW:	Auditor <u>WBL</u>	County Counsel _____	Personnel _____	Risk Manager _____	Other _____
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TYPE OF ITEM:

Consent

Departmental

Public Hearing

Other _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor Bass Seconded by Supervisor Lovelace

Ayes Sundberg, Lovelace, Fennell, Bohn, Bass

Nays _____

Abstain _____

Absent _____

PREVIOUS ACTION/REFERRAL:

Board Order No. C-11

Meeting of: 5/12/2015

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: Sept. 15, 2015

By: Kathy Hayes

Kathy Hayes, Clerk of the Board

FINANCIAL IMPACT:

An increase of \$10,000 in account 8066, Computer Equipment and a decrease in account 8186, Improvements. Based on current estimates for the parking lot project included in the Improvements account there are sufficient funds available to transfer.

OTHER AGENCY INVOLVEMENT:

County Information Technology

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose not to approve the transfer of \$10,000 to account 8066, Computer Equipment. This is not recommended as the additional funding will allow the Humboldt County Library to adequately fund unbudgeted project costs without delays during the implementation process.

ATTACHMENTS:

Budget Transfer

COUNTY OF HUMBOLDT
REQUEST FOR BUDGET TRANSFER/ADJUSTMENT

A _____

DEPARTMENT: County Library - 1500

DEPARTMENT #: 621

OSTING DATE: 9/15/2015

1.) The reason for this budget transfer request is:

<u> </u>	Transfer within expenditure/revenue category (with Auditor Approval)	Original only
<u> </u>	Transfer between expenditure/revenue category (with CAO & Auditor Approval)	Original +1
<u> </u>	Increase/decrease Intrafund Transfer account (with Board Approval)*	Original +1
<u> </u>	Transfer to or from Contingencies (with Board Approval)*	Original +1
<u> </u>	Increase/decrease budget unit appropriation (with Board approval)*	Original +1
<u> X </u>	Establish/transfer funds in Fixed Assets <\$10,000 (CAO & Auditor Approval)	Original +1
<u> </u>	Establish/transfer funds in Fixed Assets >\$10,000 (with Board Approval)*	Original +1

Amount:	Transfer to Account:	Transfer from Account:
\$ <u>10,000.00</u>	<u>8066</u>	<u>8186</u>

3.) In the space below, state (a) reason for transfer request, (b) reason why there are sufficient balances in affected accounts, and (c) why transfer cannot be delayed until next budget year.

- (a) Continued unplanned expenses, generally a few thousand each, related to CENIC broadband installation
- (b) Parking lot improvement less than anticipated
- (c) current project

4.) Department Authorization: _____ Date 9/1/15 (signed) See attached agenda item

5.) Account balances verified by Auditor-Controller _____ Date 9/1/15 (signed) [Signature]

6.) /Approved /Not approved /Recommended /Not recommended

County Administrative Officer: _____ Date 9/1/15 (signed) [Signature]

INSTRUCTIONS

SEND ORIGINAL REQUEST FOR BUDGET TRANSFER DIRECTLY TO THE AUDITOR-CONTROLLER.