



COUNTY OF HUMBOLDT

For the meeting of: 10/2/2018

File #: 18-1179

To: Board of Supervisors

From: Agricultural Commissioner

SUBJECT:

Supplemental Budget Request for Fiscal Year 2018-19, Budget Unit 1100261- Agricultural Center Security Upgrades (4/5 Vote Required)

RECOMMENDATION(S):

That the Board of Supervisors authorize transfer of \$20,000 from the Deferred Maintenance Trust Fund (3464) and approve the below supplemental budget request in fund 1100, budget unit 261, Agricultural Commissioner; and grant the Agricultural Commissioner's Office an exemption to the Deferred Maintenance Fund Policy.

Revenue: 1100261-9101 Transfer from Deferred Maintenance \$20,000.

Expenditure: 1100261-8119 Security System \$17,980. 1100261-2113 Maintenance Structures \$2,020.

SOURCE OF FUNDING:

Public Works Deferred Maintenance Trust Fund

DISCUSSION:

On April 11, 2018, the Agricultural Center was burglarized. While no items of significant value were taken, the break-in created considerable concern among staff that occupy the facility, which includes both county and non-county employees. After the break-in, staff reviewed existing and evaluated the option to invest in measures to improve security for the building. After meeting with occupants including a representative for the federal tenants, it was apparent that upgrading the 25 year-old alarm system would significantly improve security. Also, due to vandalism, random break-ins to unoccupied buildings and theft of equipment stored in a fenced parking area used by the federal tenants, the Agricultural Commissioner's Office plans for upgrading security includes installing security cameras and adding razor-wire to the fenced parking area. Per the county's lease agreement with the United States General Services Administration (GSA), a portion of the rent paid to Humboldt County is transferred to the Public Works Deferred Maintenance Trust Fund for the purpose of performing maintenance and upgrades to the Agricultural Center that benefit the federal tenants.

An exemption to the Deferred Maintenance Fund Policy is requested because upgrading the alarm system and installing security cameras are technology-based projects overseen by the Information Technology Division and are not Public Works projects as described and required by the Deferred Maintenance Fund Policy.

The policy states, "the Deferred Maintenance Fund can be accessed for maintenance needs identified in the Facilities Master Plan, brought to the Board of Supervisors on July 8, 2008, and items identified and recommended by county Public Works staff. The allocation of deferred maintenance funding should occur at

the time of bid award. No expenditure shall be made directly from the Deferred Maintenance Fund. Funds for expenditure shall be transferred to the Capital Projects Budget Unit 170.” Therefore it is appropriate that for this supplemental budget request funds be transferred directly to the Agricultural Commissioner’s Office budget as opposed to the Capital Projects budget.

FINANCIAL IMPACT:

There is no impact to the General Fund associated with approval of this supplemental budget. A portion of the rent paid by the federal agencies to Humboldt County is transferred to the Public Works Deferred Maintenance Trust (3464) for the express purpose of funding maintenance or upgrades that benefit the federal tenants. Revenue and expenditure accounts for FY 2018-19 are requested to be adjusted by \$20,000 to cover security upgrades to the agricultural center.

This supplemental budget request is consistent with your Board’s strategic priority framework by providing for and maintaining infrastructure.

OTHER AGENCY INVOLVEMENT:

Public Works, Information Technology

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board could decide to deny the supplemental budget, but this is not recommended because the agricultural center would remain vulnerable to future break-ins and funding for the project is already available in the deferred maintenance fund.

ATTACHMENTS:

N/A

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A