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COUNTY OF HUMBOLDT

AGENDA ITEM NO.

D-29

For the meeting of: September 20, 2016

Date:

08/29/2016

To:

Board of Supervisors

From:

Kelly E. Sanders, Clerk/Recorder/Registrar of Voters

Subject:

Appropriation Transfer to Purchase a Fixed Asset

RECOMMENDATION(S):

That the Board of Supervisors:

- 1. Approve the purchase of a new central count ballot scanner for Elections in the amount of \$22,453.00.
- 2. Directs the Auditor/Controller to implement the attached appropriation transfer and establish fixed asset line item 8957 Computer-Scanner
- 3. Directs the Purchasing department to implement the attached requisition for the purchase of the central count ballot scanner.

SOURCE OF FUNDING:

Budgeted HAVA 301 (Help America Vote Act) funding.

DISCUSSION:

The Elections department has funding available to them through the Help America Vote Act (HAVA).

Prepared by	CAO Approval _	Cashed &
REVIEW: Auditor County Counsel W2	Human Resources	Other
TYPE OF ITEM:		BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT Upon motion of Supervisor Feme (Seconded by Supervisor Bass)
Departmental Public Hearing Other		Ayes Sundberg, Fennell, Lovelace, Bohn, Bass Nays
PREVIOUS ACTION/REFERRAL:		Abstain Absent
Board Order No		and carried by those members present, the Board hereby approves the recommended action contained in this Board report.
Meeting of:		Dated: Sept. 20, 2016,
		By: An House Clark of the Roard on Huntwell

These funds are provided to assist counties with improving and or upgrading their current election systems.

The item before you today has been identified by the Elections department as in need of replacement. The Elections Department purchased two central count ballot scanners back in 2008. One of the scanners blew its power source during the 2016 Primary Election and the other scanner has been heavily used. A replacement scanner is necessary for the 2016 General Election.

Hart Intercivic, the vendor for the County's voting equipment, has indicated that this scanner is compatible with our existing system. The replacement of the central count ballot scanner meets the Board's Strategic Framework by providing for and maintaining the county's voting infrastructure.

FINANCIAL IMPACT:

HAVA expenditures are budgeted under line item 2190 - HAVA 301. The transfer of \$22,453.00 will move to line item 8957 - Computer-Scanner.

OTHER AGENCY INVOLVEMENT:

None.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose to not approve the recommendation; however, this is not recommended as this would leave our voting infrastructure vulnerable in the event of a system failure.

ATTACHMENTS:

Exhibit A – Hart Intercivic Quote

Exhibit B – Appropriation Transfer

Exhibit C - Purchasing Requistion

Exhibit A - Hart Intercivic Quotes A



Quote Number Account Name Grand Total 00001926 Humboldt County, CA

\$22,452.22

Expiration Date

9/22/2016

Payment Terms

Net 30

Please fax with signature to (512) 252-6906 or scan and email to ithompson@hartic.com to place this order.

Item		Description	Unit Price	Quantity	Total Price		
Canon DR-X10C Central Scanner		Central ballot scanner	\$23,300.00	1	\$23,300.00		
		Subto			\$23,300.00		
		Shipping and Handling (Estimate	ed)		\$200.00		
		Solution Pri			\$23,500.00		
		Special Discou			(\$1,047.78) \$22,452.22		
		Grand To	Grand Total				
Bill To	Attn: Purchasing Division Humboldt County, CA 825 Fifth St., 5th Floor Eureka, CA 95501	Ship To	Attn: Kelly Sande Humboldt County 3033 H St., Roon Eureka, CA 9550	/, CA n 20			
Customer Con	tact						
Contact Name	Kelly Sanders	Email	ksanders@co.humboldt.ca.us				
		Phone	(707) 445-7481				
Terms and Cor	nditions						
	inventory availability at time of q	uote execution and acceptance. estomer based on the final approved price	e list.				
Hart Approval							
Prepared By	John Thompson	Title	Inside Account E	xecutive			
Signature	R-						
Customer Appr	roval						
Name:		Title:					
Customer Approv	val:	Date:					

COUNTY OF HUMBOLDT REQUEST FOR BUDGET TRANSFER/ADJUSTMENT

A

DEPARTMENT: _	Elections	_ DEPA	ARTMENT #:140	POSTING DATE:					
1.) The reason for this	budget transfer request is: Transfer within expenditure/revenue category (with Auditor Approval) Transfer between expenditure/revenue category (with CAO & Auditor Approval) Increase/decrease Intrafund Transfer account (with Board Approval)* Transfer to or from Contingencies (with Board Approval)* Increase/decrease budget unit appropriation (with Board approval)* Establish/transfer funds in Fixed Assets <\$10,000 (CAO & Auditor Approval) Original +1 Original +1 Original +1 Original +1 Original +1 Original +1								
Transfer to Account: Transfer from Account:									
2.) Amount:	Number:	Name:	Number:	Name:					
\$ 22,453.00	8957	Computer-Scanner	2190	HAVA 301					
Ψ 22,400.00	0001	Computer Courner	2100	10,47,4001					
1									
3									
3									
3.) In the space below,	state (a) reason for t	ransfer request (h) rea	son why there are su	ufficient halances in					
				incient balances in					
affected accounts, and (c) why transfer cannot be delayed until next budget year.									
a.) To purchase a fixed	asset using current	budget funding.							
-									
b.) Funds are not encu	mbered and are assign	gned to qualifying proje	ects.						
c.) Funds are available	and already budgete	ed for this year.							
4) Department Authoria	-ation:	Data	(aigno	4/					
4.) Department Authoriz	zation.	Date	(signed	ı)					
			9/1/11	1110.11/2/1/24					
5.) Account balances ve	erified by Auditor-Cor	nt Date	7/1//6 (signed	d) Mu. C. V MORNE					
				9					
6.) //Approved	/Not approved	/Recommend	ded /Not reco	ommended					
o.) / hpproved			1 / /	0 1 11 -					
County Adminis	strative Officer:	Date	9910 (signed	1) Carna (k)					
INSTRUCTIONS									
INSTRUCTIONS									
SEND ORIGINAL REQUEST FOR BUDGET TRANSFER DIRECTLY TO THE AUDITOR-CONTROLLER.									
SEND ORIGINAL REQUE	ST FOR BUDGET TRA	MOLEK DIKECITA 10 I	HE AUDITOR-CONTRO	JLLEN.					
No. 1270 To April 1970									
 Requires copy of Board Ord 	ler to be attached	Revised 05/16		by					
		Exhibit	B						

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ORIGINAL - Do Not Give to Vendor/Salesperson									Requistion Number:			EL17010
Date:	8/25/20	016	,			COUN	AGENT'S REQUISITY OF HUMBOLDT					
Date Need Depart. Na Ship to (De	me:	Elections ress):	2426Å 6	Fund:	1100	Budget Unit:				n the correct g plete descript descript descript ng an order.	oods/services you an ion along with th n may not be given	e requesting, pleas e catalog numbe to a vendor for th
ITEM NO.	QTY.	PRE-TAX UNIT COST	UNIT OF MEASURE	FREIGHT CHARGE	BUDGET LINE ITEM	CATALOG#	COMPLETE I (ATTACH QUOTES	WHEN AVAILA		TOTAL	SUGGESTED VENDOR & VN NUMBER	PURCHASING USE ONLY
1		22,452.22	EA		8957		Cannon DR-X10C C	entral S	Scanner		VNH Hart Intercivic	
		-				·						
				-								
-								-				
									* :			
						<u> </u>						
Sole	source	requested explanation atta	ached	[Compe	etitive bids attach	I, the undersigned, criteria, verified ava	ilability	of funds and o	ertify that th	e goods and/or ser	vices
FY 2016/	/17						requisitioned are no purchases.	ecessary.	. There are no	ow sufficient i	funds to cover the	listed

Department Head or Authorized Deputy

Requisition Contact Person:

Phone No:

BENJAMIN J. HERSHBERGER

476-2405

Rev 1-22-2013