



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

C-16

For the meeting of: December 8, 2015

Date: November 18, 2015
To: Board of Supervisors
From: William Damiano, Chief Probation Officer
Subject: Approval of an Appropriation Transfer to Establish a Fixed Asset Line in Budget Unit 235 and Transfer Funds from Contract Services into Fixed Assets

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the Probation Appropriation Transfer to Establish a Fixed Asset Line in Budget Unit 235 and Transfer Funds from Contract Services

SOURCE OF FUNDING:

Budget Unit 235, Contract Services Line 2325 (1100-235-2325)

DISCUSSION:

Humboldt County Information Technology (IT) has been migrating to Voice Over IP (VOIP) phone systems for all County Departments in the last few years and will be doing the same for the Probation Department at their main administration building located at 2002 Harrison Avenue, Eureka, CA 95501, in

Prepared by Ellisha Hardison, Legal Office Business Manager 268-3304

CAO Approval

Chief D. Higgins

REVIEW:

Auditor *ABM*

County Counsel

Human Resources

Other

TYPE OF ITEM:

☒ Consent
☐ Departmental
☐ Public Hearing
☐ Other

PREVIOUS ACTION/REFERRAL:

Board Order No. _____

Meeting of: _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor *Lovelace* Seconded by Supervisor *Bass*

Ayes *Sundberg, Lovelace, Fennell, Bohn, Bass*
Nays
Abstain
Absent

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

Dated: *Dec. 8, 2015*
By: *Kathy Hayes*
Kathy Hayes, Clerk of the Board

December of this year. As part of this process IT recently had several vendors come out and review the existing cabling in order to provide quotes for the re-cabling that would be necessary in order to move forward with this project. Communications Cabling Systems Inc., license number 942337, submitted a bid on November 5, 2015 of \$12,740 which would cover upgrading 50 of the cable drops in the building from CAT-3 (not compatible with the new phone system) to CAT-6 as well as decommissioning the old wiring. The quote was accepted and work was scheduled to begin November 17, 2015.

It was discovered after the quote was accepted and work was scheduled to begin, that the size and scope of this project, along with being a modification to a County-owned structure, meant that it needed to be a Public Works project per the County Purchasing Policy. Public Works began drafting a contract between the County and the Contractor (CCS) which was signed November 16, 2015. The Public Works Project number for this project is 162446 and with the addition of the Public Works estimated 15% administrative costs, the revised project estimate is \$14,651.

The nature of this project also dictates that the project must be paid from a fixed asset line which does not currently exist in the 235 budget unit. This appropriation transfer would establish that line (8998) and transfer funds from Contract Services (1100-235-2325) to 1100-235-8998.

FINANCIAL IMPACT:

The funds for this project already exist within the Probation Department's 235 budget unit; this transfer would move them from contract services into fixed asset with no net impact on the budget unit. There is also no impact to the County General Fund. This item supports the Board's Strategic Framework by providing for and maintaining infrastructure.

OTHER AGENCY INVOLVEMENT:

Communications Cabling Systems Inc.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

None.

ATTACHMENTS:

1. Executed Contract between Humboldt County and Communications Cabling Systems Inc
2. Project Cost Estimate from Communications Cabling Systems Inc
3. Public Works Project Number Form
4. Appropriation Transfer from 1100-235-2325 to 1100-235-8998

HUMBOLDT COUNTY CONSTRUCTION AGREEMENT

This **AGREEMENT** is made and entered into this 16th day of Nov., 2015, by and between the COUNTY OF HUMBOLDT, a political subdivision of the State of California, hereinafter called "COUNTY," and Communications Cabling Systems, Inc., a corporation, hereinafter called "CONTRACTOR."

California License No. 942337

California Department of Industrial Relations Public Works Contractor Registration No. 1000011873

Project Location: Humboldt County Probation Building 2002 Harrison Ave., Eureka, CA 95501

Project Number: 162446

COUNTY and CONTRACTOR for the consideration hereinafter named agree as follows:

SECTION 1. SCOPE OF WORK

The work to be performed by CONTRACTOR shall be as described below.

CONTRACTOR shall furnish all Labor, Tools, Equipment and Materials and perform all the work to provide a complete functional system including, but not limited to:

1. Furnish and install (50) Cat-6 cables among first and second floor offices.
2. Furnish and install (1) open frame relay rack with ladder rack attaching to wall.
3. Rearrange existing equipment to accommodate relay rack installation.
4. Furnish and install 24 port patch panels with Cat-6 jack inserts.
5. Furnish and install wiremold to cover exposed cables.
6. Furnish and install cable supports above ceiling.
7. Terminate, test and label all cables, jacks, and ports.
8. Decommission unused Cat-3 cables during installation of new cables and decommission cables that are currently being used after cut-over to new cables.
9. Patch and Repair:
 - a. Patch, repair and modify existing area as required to allow for the proper installation of the work described.
 - b. As necessary, patch and repair surrounding work and materials to match existing.
10. Miscellaneous Work: Perform all work necessary for a whole, complete and operational installation.
11. Warranties: Warranty includes one year parts and labor, and standard manufacturer's warranty
12. Keep the existing building weather tight, repair damage caused by construction and take all precautions necessary to protect the building and occupants during construction.
13. Schedule: CONTRACTOR shall provide county with construction schedule within 10 (ten) days of contract execution.
 - a. CONTRACTOR shall provide county 48 hour notice prior to beginning work unless specifically authorized to proceed sooner.
14. Use of the Site: Limit use of the premises to work in areas of work.
 - a. Keep driveways and entrances serving the premises clear.
15. Workers:
 - a. CONTRACTOR shall at all times enforce strict discipline and good order among workers.
 - b. There shall be no smoking in or near the existing building.
16. Noise and Vibration Abatement and Notices: Limit noise and vibration to a reasonable level.
17. Building Access and Security:
 - a. Access: Normal/Regular building hours are Monday through Friday, 8:00 AM to 5:00 PM.
 - b. Work Hours: Work is to be performed during normal building hours, or after hours as necessary to minimize disruption to the occupants of the building.
18. Security: Security and access are important parts of this work and some parts of the building are accessible to the CONTRACTOR after hours and weekends, these areas require prior arrangements for access.

SECTION 2. AGREEMENT PRICE

COUNTY shall pay, and CONTRACTOR shall accept CONTRACTOR'S Price of: Twelve thousand seven hundred forty and 00/100 dollars (\$12,740.00) as full compensation for furnishing all materials and for doing all the work contemplated and embraced in this AGREEMENT; also for all loss or damage, arising out of the work aforesaid, or from the actions of the elements, or from any unforeseen difficulties or obstructions which may arise or be encountered in the prosecution of the work; also for all expenses incurred by or in consequence of the suspension or discontinuance of the work and for well and faithfully completing the work, and the whole thereof, in the manner and according to the Plans and Specifications, and the requirements of COUNTY. CONTRACTOR will be paid within thirty (30) days after completion and acceptance of the work.

SECTION 3. AGREEMENT DOCUMENTS

The complete Agreement between the parties hereto shall consist of the following, hereinafter referred to as the AGREEMENT DOCUMENTS:

- This Agreement
- The Scope of Work

And, as published by the California Department of Industrial Relations:

- General Prevailing Wage Rates

And any addenda to any of the above documents, all of which are on file in the office of COUNTY'S Director of Public Works. Each of said AGREEMENT DOCUMENTS is incorporated and made a part of the Agreement by the reference contained in this Section.

All rights and obligations of COUNTY and CONTRACTOR are fully set forth and described in the AGREEMENT DOCUMENTS. All of the above named documents are intended to be complementary, so that any work called for in one and mentioned in the other is to be performed and executed the same as if mentioned in all said documents.

SECTION 4. CONTRACTOR'S SERVICES

CONTRACTOR agrees to perform all of the work required for the Project, as specified in the AGREEMENT DOCUMENTS. CONTRACTOR shall provide, furnish, and supply all things necessary and incidental for the timely performance and completion of the work, including, but not limited to, provision of all necessary labor, materials, equipment, transportation, and utilities, unless otherwise specified in the AGREEMENT DOCUMENTS. CONTRACTOR also agrees to use its best efforts to complete the work in a professional and expeditious manner and to meet or exceed the performance standards required by the AGREEMENT DOCUMENTS.

SECTION 5. BEGINNING OF WORK

Following receipt and full execution and approval of the AGREEMENT DOCUMENTS will be the "Notice to Proceed" from COUNTY. Under no circumstances shall CONTRACTOR enter upon the site of work until receipt of the "Notice to Proceed" or unless so authorized in writing by COUNTY.

SECTION 6. TIME OF COMPLETION

CONTRACTOR shall fully complete the work for the Project within Thirty (30) calendar days from the commencement date given in the Notice to Proceed ("Contract Time"). By signing below, CONTRACTOR expressly waives any claim for delayed early completion.

SECTION 7. TIME LIMIT AND LIQUIDATED DAMAGES

It is agreed by the parties to the Agreement that in case all the work called for under the Agreement in all parts and requirements is not finished or completed by the time of completion as set forth in Section 6 above,

damage will be sustained by COUNTY, and that it is and will be impracticable and extremely difficult to ascertain and determine the actual damage which COUNTY will sustain in the event of and by reason of such delay; and it is therefore agreed that CONTRACTOR will pay to COUNTY the sum of TEN dollars (\$10.00) per day for each and every calendar day's delay in finishing the work in excess of the number of working days prescribed; and CONTRACTOR agrees to pay said liquidated damages herein provided for, and further agrees that COUNTY may deduct the amount thereof from any moneys due or that may become due CONTRACTOR under the Agreement.

SECTION 8. PREVAILING WAGE

A. Pursuant to Section 1770 of the California Labor Code, COUNTY has determined the Prevailing Wage Rate to be as listed by the Department of Industrial Relations, Division of Labor Statistics and Research, P.O. Box 420603, San Francisco, CA 94101, Phone: (415) 703-4780. Complete Certified Payrolls must be submitted to the Department of Public Works together with each application for payment.

B. Pursuant to Section 1771.1(a) of the California Labor Code, a contractor or subcontractor shall not be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any contract for public work, as defined in Sections 1770 et seq. of the Labor Code, unless currently registered and qualified to perform public work pursuant to Section 1725.5 of the Labor Code. It is not a violation of Section 1771.1(a) for an unregistered contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Section 10164 or 20103.5 of the Public Contract Code, provided the contractor is registered to perform public work pursuant to Section 1725.5 at the time the contract is awarded.

SECTION 9. INSURANCE AND INDEMNITY

A. CONTRACTOR shall hold harmless, defend and indemnify COUNTY and its officers, officials, employees and volunteers from and against any and all liability, loss, damage, expense, costs (including without limitation costs and fees of litigation) of every nature arising out of or in connection with CONTRACTOR'S performance of work hereunder or its failure to comply with any of its obligations contained in the Agreement, except such loss or damage which was caused by the sole negligence or willful misconduct of COUNTY.

B. Acceptance of insurance, if required by this Agreement, does not relieve CONTRACTOR from liability under this indemnification clause. This indemnification clause shall apply to all damages or claims for damages suffered by CONTRACTOR'S operations regardless if any insurance is applicable or not.

C. Workers' Compensation insurance meeting statutory limits of the California Labor Code which policy shall contain or be endorsed to contain a waiver of subrogation against COUNTY, its officers, agents, and employees and provide for thirty (30) days prior written notice in the event of cancellation. If CONTRACTOR has no employees, CONTRACTOR may sign and file the following certification in lieu of insurance:

"I am aware of the provisions of the California Labor Code Section 3700 which requires every employer to be insured against liability for workers' compensation or to undertake self insurance in accordance with the provisions of that code, and I will comply with provisions of that code before commencing with and during the performance of the work of this contract."

SECTION 10. TERMINATION OF AGREEMENT

A. Should CONTRACTOR fail to perform any of the provisions of the Agreement, COUNTY shall have the right, whether or not an alternative right is provided, to declare the Agreement terminated. A written notice by COUNTY to CONTRACTOR that the Agreement is terminated shall be deemed a complete termination of same.

- B. On the Agreement being so terminated, CONTRACTOR shall, provided CONTRACTOR is ordered to do so by COUNTY, immediately remove from the premises all or any materials and personal property belonging to CONTRACTOR which have not been used in the construction of the work or which is not in place in the work; and CONTRACTOR shall be liable for all damages caused to COUNTY by reason of failure to complete the Agreement.

SECTION 11. NOTICES

Any and all notices required to be given pursuant to the terms of this Agreement shall be in writing and either served personally or sent by certified mail, return receipt requested, to the respective addresses set forth below. Notice shall be deemed effective upon actual receipt or refusal as shown on the receipt obtained pursuant to the foregoing.

Notices required to be given to COUNTY shall be addressed as follows:

Humboldt County Department of Public Works
1106 Second Street
Eureka, California, 95501

Notices required to be given to CONTRACTOR shall be addressed as follows:

Communications Cabling Systems Inc.
PO Box 6207
Eureka, CA 95502

SECTION 12. WARRANTY

CONTRACTOR shall be held responsible to promptly and at its own expense cost make good any defects due to faulty, improper or inferior workmanship or materials arising or discovered in any part of the work within one (1) year after the completion and final acceptance of the same by the Department of Public Works unless a longer period is called for in the Technical Specification Sections.

SECTION 13. COMPLIANCE WITH BUILDING LAWS

All work and materials shall be in full accordance with the latest rules and regulations of the State Fire Marshal, the Safety Orders of the Division of Industrial Safety, the National Electric Code, the Uniform Plumbing Code published by the Western Plumbing Officials Association, and other applicable state laws or regulations including all of Title 24, California Code of Regulations. Nothing in these plans or specifications is to be construed to permit work not conforming to these codes.

SECTION 14. NUCLEAR FREE HUMBOLDT COUNTY ORDINANCE COMPLIANCE

CONTRACTOR certifies by its signature below that CONTRACTOR is not a Nuclear Weapons Contractor, in that CONTRACTOR is not knowingly or intentionally engaged in the research, development, production, or testing of nuclear warheads, nuclear weapons systems, or nuclear weapons components as defined by the Nuclear Free Humboldt County Ordinance. CONTRACTOR agrees to notify COUNTY immediately if it becomes a Nuclear Weapons Contractor as defined above. COUNTY may immediately terminate this Agreement if it determines that the foregoing certification is false or if CONTRACTOR becomes a Nuclear Weapons Contractor.

SECTION 15. ASSIGNMENT/SUBCONTRACTING

This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns, provided, however, that neither party shall have the right to transfer, delegate, subcontract or assign all or part of its interest in or duties under this Agreement without the prior written authorization of the other party. Notwithstanding the foregoing, CONTRACTOR may assign its rights,

delegate its duties or otherwise transfer all or part of its performance hereunder to any subsidiary of CONTRACTOR. No assignment or subcontract shall be effective and/or binding upon COUNTY unless COUNTY has received advance actual notice thereof and grants its approval. Said approval shall not be unreasonably withheld. CONTRACTOR shall remain fully responsible for compliance by its subcontractors with all the terms of this Agreement, regardless of the terms of any agreement between CONTRACTOR and its subcontractors.

SECTION 16. EQUAL EMPLOYMENT OPPORTUNITY PRACTICES PROVISION

CONTRACTOR shall comply with Title VII of the Civil Rights Act of 1964 and no person shall, on the grounds of race, religion or religious creed, color, age (over 40), sex (including gender identity and expression, pregnancy, childbirth and related medical conditions), sexual orientation (including heterosexuality, homosexuality and bisexuality), national origin, ancestry, marital status, medical condition (including cancer and genetic characteristics), mental or physical disability (including HIV status and AIDS), military service, or any other classification protected by federal, state, or local laws and ordinances be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Agreement.

SECTION 17. DRUG-FREE WORKPLACE

CONTRACTOR and CONTRACTOR'S employees shall comply with COUNTY'S policy of maintaining a drug-free workplace. Neither CONTRACTOR nor CONTRACTOR'S employees shall unlawfully manufacture, distribute, dispense, possess or use controlled substances, as defined in 21 United States Code § 812, including, but not limited to, marijuana, heroin, cocaine, and amphetamines, at any COUNTY facility or work site. If CONTRACTOR or any employee of CONTRACTOR is convicted or pleads nolo contendere to a criminal drug statute violation occurring at a COUNTY facility or work site, CONTRACTOR within five (5) days thereafter shall notify the head of the COUNTY department/agency for which the Agreement work is performed. Violation of this provision shall constitute a material breach of this Agreement.

SECTION 18. ENTIRE AGREEMENT

It is understood and agreed that this instrument contains the entire agreement between the parties hereto. It is further understood and agreed by CONTRACTOR that COUNTY and COUNTY'S agents have made no representations or promises with respect to this Agreement or the making or entry into this Agreement, except as expressly set forth in this Agreement, and that no claim or liability or cause for termination shall be asserted by CONTRACTOR against COUNTY for, and COUNTY shall not be liable by reason of, the breach of any representations or promises not expressly stated in this Agreement, any other written or oral agreement with COUNTY being expressly waived by CONTRACTOR.

SECTION 19. GOVERNING LAW AND VENUE

This Agreement shall be construed in accordance with the laws of the State of California. This Agreement was entered into and is to be performed in the County of Humboldt. Any action or dispute arising out of this Agreement shall only be brought in the County of Humboldt.

SECTION 20. ATTORNEY FEES ON BREACH

CONTRACTOR and COUNTY each agree that in the event any action, suit or proceeding be commenced to complete the performance of this Agreement or to seek damages for breach thereof, it will pay reasonable attorney's fees (including reasonable value of services rendered by County Counsel) to the prevailing party, to be awarded and fixed by the court, and to be taxed as cost and to be included in the judgment thereon rendered.

SECTION 21. NO WAIVER OF DEFAULT

A. The waiver by either Party of any breach or violation of any requirement of this Agreement shall not be deemed to be a waiver of any such breach in the future, or of the breach of any other requirement of this Agreement.

B. In no event shall any payment by COUNTY constitute a waiver of any breach of this Agreement or any default which may then exist on the part of CONTRACTOR. Neither shall such payment impair or prejudice any remedy available to COUNTY with respect to the breach or default. COUNTY shall have the right to demand of CONTRACTOR the repayment of any funds disbursed to CONTRACTOR under this Agreement, which in the judgment of COUNTY were not expended in accordance with the terms of this Agreement. CONTRACTOR shall promptly refund any such funds upon demand.

SECTION 22. CONTRACTOR NOT OFFICER, EMPLOYEE OR AGENT OF COUNTY

While engaged in carrying out and complying with the terms and conditions of this Agreement, CONTRACTOR is an independent contractor and not an officer, employee or agent of COUNTY.

SECTION 23. INTERPRETATION

This Agreement is a negotiated document and shall be deemed to have been drafted jointly by the Parties, and no rule of construction or interpretation shall apply against any particular Party based on a contention that the Agreement was drafted by one of the Parties including, but not limited to, California Civil Code § 1654, the provisions of which are hereby waived. This Agreement shall be construed and interpreted in a neutral manner.

SECTION 24. AMENDMENTS

No amendment or modification of the terms of this Agreement shall be binding on either party unless reduced to writing and signed by an authorized official of both parties.

SECTION 25. PRESERVATION OF AGREEMENT

If any term, provision, covenant, or condition of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, the rest of the Agreement shall remain in full force and effect and shall in no way be affected or invalidated.

SECTION 26. COUNTERPARTS

For convenience of the parties hereto, this Agreement may be executed in one or more counterparts, each of which shall be deemed an original for all purposes but all of which together shall constitute one instrument.

SECTION 27. AUTHORITY TO EXECUTE

Those individuals who are signing this Agreement on behalf of entities represent and warrant that they are, respectively, duly authorized to sign on behalf of the entities and to bind the entities fully to each and all of the obligations set forth in this Agreement.

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IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year first above written.

APPROVED AND EXECUTED:

COUNTY OF HUMBOLDT
DEPARTMENT OF PUBLIC WORKS

BY: _____

Thomas K. Mattson - Public Works Director

DATE OF EXECUTION: _____

11/16/15

COUNTY COUNSEL
APPROVED AS TO FORM:
(Standard Pre-approved Form)

RISK MANAGEMENT
APPROVED AS TO FORM:
(Standard Pre-approved Form)

CONTRACTOR:

Communications Cabling Systems Inc.

Date: _____

11/16/15

By: _____

James Browne

Title: _____

CEO

(Chair, President, Vice President)

Date: _____

11/14/15

By: _____

Marne Browne

Title: _____

CFO

(Secretary, Assistant Secretary, CFO, Assistant Treasurer)

Two Corporate Officer signatures required



Communications Cabling Systems Inc.

P.O. BOX 6207
Eureka, CA 95502

License # 942337

Phone: (707) 442-2244

Fax: (707) 442-2134

E-mail: dan.browne@communicationscablingsystems.com

November 5, 2015

Scott Irving
Humboldt County Information Technology

Re: Juvenile Probation Department
Cat-6 Data Cabling upgrade
CCS Estimate #15165E r1

Scott,

We proposed to perform the communications work in accordance with the qualifications stated herein:

For the sum of: \$12,740.00

SCOPE OF WORK:

1. Furnish and install (50) Cat-6 cables among first and second floor offices.
2. Furnish and install (1) open frame relay rack with ladder rack attaching to wall.
3. Rearrange existing equipment to accommodate relay rack installation.
4. Furnish and install 24 port patch panels with Cat-6 jack inserts.
5. Furnish and install wiremold to cover exposed cables.
6. Furnish and install cable supports above ceiling.
7. Terminate, test and label.
8. Decommission unused Cat-3 cables during installation of new cables and decommission cables that are currently being used after cut-over to new cables.

If additional cables are to be added during installation, a cost of \$175.00 per cable can be use to adjust contract amount.

Taxes included in above price.

Sincerely,

Dan Browne

PROJECT NUMBER REQUEST FORM

v 5/15/15

Description: Probation Department Phone Cabling Project

Location: Probation Building - 2002 Harrison Ave. Eureka, CA

Notes:

Start Date: At Signature Date Estimated End Date:

Requested By:

Responsible Dept.: Probation Dept.

Budget: $\frac{\$12,740}{\text{Est. Project Cost}} + \frac{\$1,911}{15\% \text{ Estimated Admin Cost}} = \frac{\$14,651}{\text{Total Project Budget}}$

Reimbursable: Please complete the following:

☒ In County

Account to Charge: 8998 EAH
235-2-325

Authorize Public Works to process and charge invoices against the above account?

☐ Yes ☐ No

This authorizes Public Works to charge costs (such as labor for mechanics, architect's time, real property agent's time, mileage, etc) to the above account.

Authorized By: Elisha Hardison

Name

707-268-3304

Phone Number

Elisha Hardison

Signature

11/13/15
Date

☐ Outside County

Billed Agency:

Procedure Notes:

J
Business Division to Complete:

Project No. 162446

COUNTY OF HUMBOLDT
REQUEST FOR BUDGET TRANSFER/ADJUSTMENT

A _____

DEPARTMENT: Probation DEPARTMENT #: 235 POSTING DATE: 11/30/2015

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> </u>	Establish/transfer funds in Fixed Assets <\$10,000 (CAO & Auditor Approval)	Original +1
<u> X </u>	Establish/transfer funds in Fixed Assets >\$10,000 (with Board Approval)*	Original +1

Amount:	Transfer to Account:	Transfer from Account:
\$ 15,500.00	<u>1100-235-8998</u>	<u>1100-235-2325</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) This request is moving funds from contract services to a fixed asset line for building modifications necessary for an upgrade to the phone system at Probation Main.

b) This project is larger than was previously anticipated, due to this fact the original plan was to pay for this service from contract services.

c) IT has been upgrading all County Offices' phone systems on a schedule and Probation Main needs this cabling in order to receive new phones. The work has already been scheduled.

4.) Department Authorization: Date 11/18/15 (signed) Eliska Hardison

5.) Account balances verified by Auditor-Controller Date 11/23/15 (signed) M. J. Mellett

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

County Administrative Officer: Date (signed)

INSTRUCTIONS

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

* Requires copy of Board Order to be attached

Posted by