



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

CAO

For the meeting of: May 22, 2018

Date: May 10, 2018
To: Board of Supervisors
From: John Bartholomew, Treasurer-Tax Collector
Subject: Supplemental Budget for Treasurer-Tax Collector Building Modifications to Revenue Recovery (Budget Unit 1100114) in FY 2017-18 (4/5 vote required)

RECOMMENDATION(S):

That the Board of Supervisors:

Authorize transfer of \$15,000 from the Deferred Maintenance Trust Fund (3464 000 7000) and approve the below supplemental budget request in fund 1100, budget unit 114, Revenue Recovery. **(4/5 vote)**

Revenue: 1100114-706131 Transfer from Deferred Maintenance Trust \$15,000

Expenditure: 1100114-8998 (building modifications) \$15,000

SOURCE OF FUNDING:

Deferred Maintenance Trust Fund 3464

Prepared by Christopher Shaver CAO Approval E. Shaver

REVIEW:

Auditor CO 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 Bass Seconded by Supervisor Fennell

Ayes Bass, Fennell, Sundberg, Bohn, Wilson
Nays _____
Abstain _____
Absent _____

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

Dated: 5/22/18

By: Kathy Hayes
Kathy Hayes, Clerk of the Board

DISCUSSION:

In an effort to improve operational efficiencies and security features within the Revenue Recovery Division of the Treasurer-Tax Collector's Office, building modifications are necessary to complete the installation of card reader access devices, additional outlets and upgrading to category 6 data cabling. The Treasurer-Tax Collector's Office has held funds in a deferred maintenance trust with the intention of carrying-out building modifications to improve operational workflow and add security features in terms of access. Approval of the supplemental budget will facilitate expenditure of these funds for the building modifications to Revenue Recovery office space.

FINANCIAL IMPACT:

A supplemental budget adjustment in the amount of \$15,000 is requested to increase the line item in the approved FY 2017-18 budget for the Treasurer-Tax Collector's Office, Revenue Recovery Division budget unit 114 under fixed asset building modifications (1100114-8998). There are sufficient funds to transfer from the Deferred Maintenance Trust and there will be no impact to the General Fund.

Approval of this supplemental budget request is consistent with your Board's strategic priority framework core role by providing financial resources necessary to maintain existing county infrastructure and equipment.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Board discretion.

ATTACHMENTS:

None