



Legislation Details (With Text)

File #: 19-957 **Version:** 1 **Name:**
Type: Action Item **Status:** Approved
File created: 9/25/2019 **In control:** BOARD OF SUPERVISORS
On agenda: 10/8/2019 **Final action:** 10/8/2019
Title: Approve Budget Transfer to Facilitate the Completion of Counter and Work Space Remodel Within the Community Development Department and Authorize Chair to Sign
Sponsors: Community Development
Indexes:
Code sections:
Attachments: 1. Budget Transfer Form, 2. Hopkins Front Counter Bid Sept 19 2019

| Date | Ver. | Action By | Action | Result |
|-----------|------|----------------------|----------|--------|
| 10/8/2019 | 1 | BOARD OF SUPERVISORS | approved | Pass |

MEMORANDUM

TO: Board of Supervisors
FROM: Michalyn DelValle, Director Community Development
Christine Hutt, Accountant Community Development
DATE: October 8, 2019
SUBJECT: Approve Budget Transfer in Budget Unit 2602, Building & Safety, to Object Code 61.60 to Facilitate the Completion of Counter and Work Space Remodel Within the Community Development Department and Authorize Chair to Sign

EXECUTIVE SUMMARY:

Approval for the front counter remodel in the Community Development Department was obtained at mid-year budget adjustments in February 2019. The amount appropriated in the fixed asset account, Object Code 61.60, was based on the estimated project cost. However, construction bids exceeded the estimated amount.

FY 18/19 Budgeted amount: \$60,000.00
Paid Invoices to Date: (\$16,271.87)
Hopkins Estimate: (\$59,990.00)
B & G Estimate: (\$5,772.37)
Additional Amount Requested: \$22,100.00

FISCAL IMPACT: ___ None **XX** Budgeted ___ Non-Budgeted
Estimated Cost: **\$72,125.00**
Amount Budgeted: **\$50,025.00**
Additional Requested: **\$22,100.00**

Annual Cost (if planned for future years): **N/A**

FISCAL IMPACT (Narrative): Funds will be transferred from Budget Unit 2602, Building & Safety object code 23-80 to 61.60 to facilitate the completion of a public counter and staff workspace remodel.

STAFFING IMPACT (if applicable): N/A

RECOMMENDED ACTION: Approve Budget Transfer in Budget Unit 2602, Building & Safety, to Object Code 61-60 to complete the Community Development Department Counter and Office Space remodel and Authorize Chair to Sign