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## MEMORANDUM

To: Board of Supervisors	From: Jon Gjestvang, Chief Information Officer
Date: September 12, 2023	Re: Item 7K

Please see revisions related to the Board Chambers Audio Video System Upgrade, budget adjustment. Revisions were made to the Recommendation and Background.

### RECOMMENDATION

Chief Information Officer, Director of Public Works, and County Executive Officer request the following actions related to the design and installation of upgrading the Audio/Video (A/V) system for the Board of Supervisors chambers (4/5 vote required):

1. Approval to establish a new Capital Improvement Project #24006, “Board Chambers A/V Upgrade” PW 23-36 (Capital Improvement Fund 3000, Administration Building Sub-division 3000500) in the amount of \$236,850; and
2. Approval to purchase two (2) Capital Assets within project #24006, for a total of \$24,300, which includes one (1) Video Production Editing Module \$17,200; and one (1) Tricaster Control Panel \$7,100 (Fund 3000, Sub-division 3000500, Equipment Account 55400); and
3. Approval of a Budget Adjustment to increase fiscal year 2023-24 appropriations for the following:
  - a. Fund 2150 Public Television Educational and Governmental Fund - Increase transfer-out expense by \$236,850 (Sub-division 2150000, Account 56100, using available fund balance; and
  - b. Fund 3000 Capital Improvement Fund - Increase transfer-in revenue by \$236,850 in the Capital Improvement Project (CIP) #24006, “Board Chambers A/V Upgrade” (Sub-division 3000500, Account 48200); and
  - c. Fund 3000 Capital Improvement Fund - Increase Capital Asset expense for the purchase of capitalized equipment in the amount of \$24,300 (Sub-division 3000500, Account 55400); and
  - d. Fund 3000 Capital Improvement Fund - Increase Professional Services expense to properly record the CUPCAA Construction Project PW23-26, in the amount of \$60,000 (Sub-division 3000500, Account 52360); and
  - e. Fund 3000 Capital Improvement Fund - Increase Computer Equipment/Accessories expense in the amount of \$152,550 (Sub-division 3000500, Account 53410).

## **BACKGROUND AND DISCUSSION**

To update the Board Chambers audio video system, today's requested action is for the approval of a budget adjustment to release \$236,850 from special Public Television Educational and Governmental Fund (PEG) to provide funding for a new Capital Improvement Project (CIP) #24006, "Board Chambers A/V Upgrade" in the amount of \$236,850. This project includes the purchase of capitalized equipment in the amount of \$24,300; professional services qualified under a CUPCCAA Construction Project in the amount of \$60,000; and the purchase of additional free-standing computer equipment and accessories not part of the Construction or Capital Assets, in the amount of \$152,550.