



COUNTY OF HUMBOLDT

For the meeting of: 8/26/2025

File #: 25-1014

To: Board of Supervisors

From: Sheriff

Agenda Section: Consent

Vote Requirement: 4/5th

SUBJECT:

Supplemental Budget and Appropriation Transfer to Establish Fixed Assets in 1100-243 Correctional Facility in the Amount of \$107,921 (4/5 Vote Required)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve a supplemental budget (Attachment 1) to establish the fixed asset line in the amount of \$24,200 in fiscal year (FY) 2025-26 for additional cameras to be added to the existing camera system for the Humboldt County Correctional Facility (HCCF) in budget unit 1100-243 (4/5 Vote Required); and
2. Approve an appropriation transfer (Attachment 2) to establish the fixed asset line in the amount of \$83,721 in FY2025-26 for a washer, dryer, and trailer for the HCCF in budget unit 1100-243 (4/5 Vote Required).

STRATEGIC PLAN:

This action supports the following areas of your Board's Strategic Plan.

Area of Focus: Core Services/Other

Strategic Plan Category: 9999 - Core Services/Other

DISCUSSION:

Toward the end of FY 2024-25 your Board approved the purchase of a trailer for the Sheriff's Work Alternative Program (SWAP) landscaping crew and a commercial washer and dryer for the facility. Your board also approved additional security cameras for three of the large dormitory classrooms. Due to supply chain lead times the trailer, washer and dryers, and installation of the cameras were not received prior to July 1, 2025. HCCF is requesting the necessary appropriation transfer and supplemental budget in FY2025-26 in order to complete these purchases and pay the vendors.

SOURCE OF FUNDING:

Inmate Welfare Fund (3884) and General Fund (1100-243)

FINANCIAL IMPACT:

<i>Expenditures (1100,243)</i>	FY25-26
<i>Budgeted Expenses</i>	<u>\$83,721</u>
<i>Additional Appropriation Requested</i>	<u>\$24,200</u>
<i>Total Expenditures</i>	<u>\$107,921</u>

**Projected amounts are estimates and are subject to change.*

Funding Sources (1100,243)	FY25-26
General Fund	<u>\$83,721</u>
Use of Fund Balance (IWF 3884)	<u>\$24,200</u>
Total Funding Sources	<u>\$107,921</u>

**Projected amounts are estimates and are subject to change.*

Narrative Explanation of Financial Impact:

The cameras are an expansion of the current security camera system and therefore considered a fixed asset. Funding for these cameras will be provided by the Inmate Welfare Fund 3884 that has a current balance of \$953,511. The total cost of this project is \$24,200. The supplemental budget is required in budget 1100-243 to complete the purchase in this fiscal year.

HCCF has equipment that may reach the end of its useful life, where repairs are no longer recommended, and replacement is required. At the time of budget submission, it is not always known what equipment may need replacement requiring a fixed asset purchase as opposed to regular maintenance line. For FY 2025-26, sufficient appropriations were budgeted in equipment maintenance for any required repairs or replacements. Approval of the attached appropriation transfer will establish fixed assets in budget unit 1100-243 for \$24,310 for the replacement of a SWAP trailer that is used for landscaping services and \$59,411 for a commercial washer and dryer used in the jail for a total of \$83,721.

STAFFING IMPACT:

There is no impact to staffing.

OTHER AGENCY INVOLVEMENT:

N/A

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board could choose not to approve the attached supplemental budget or appropriation transfer, however, as purchase orders were already issued in FY 2024-25 and payment will be due in FY 2025-26, this action would prevent payment to vendors.

ATTACHMENTS:

Attachment 1 - Supplemental Budget for Jail Cameras

Attachment 2 - Appropriation Transfer for Jail Equipment

PREVIOUS ACTION/REFERRAL:

Meeting of: 5/13/2025, 6/17/2025

File No.: 25-603, 25-777