



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

C-25

For the meeting of: April 26, 2016

Date: April 12, 1026

To: Board of Supervisors

From: Michael T. Downey, Sheriff

Subject: Fiscal Year 2015-16 Appropriation Transfer for Humboldt County Correctional Facility Budget Unit 243 for Purchase of Replacement Oven and Commercial Washer in Jail (4/5 vote required)

RECOMMENDATION(S):

That the Board of Supervisors:

Approve appropriation transfer request in Budget Unit 243 Sheriff – Jail to establish fixed asset line items in fiscal year budget 2015-16 budget for the purchase of a replacement oven and commercial washer used in the Humboldt County Correctional Facility (4/5 vote required).

SOURCE OF FUNDING:

Fiscal Year 2015-16 Sheriff Jail budget unit 243 Maintenance – Equipment

Prepared by *Norma S. Lorenzo*
Norma S. Lorenzo, Deputy Director Sheriff Admin

CAO Approval *Chester D. Dillinger*

REVIEW: Auditor *MSM* 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 *Fennell*
 Seconded by Supervisor *Sundberg*

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

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

Dated: *April 26, 2016*

By: *Kathy Hayes*
Kathy Hayes, Clerk of the Board

DISCUSSION:

One of the commercial convection ovens in the Humboldt County Correctional Facility (HCCF) kitchen's has been taken out of service, due to deterioration of the lower oven walls. This oven is one of six and is almost 20 years old and original to the kitchen. An appliance service technician has declared it unrepairable and unsafe for use in a commercial setting. Because of the large number of meals produced in the Jail kitchen daily, even one disabled unit impacts staff's ability to efficiently meet food preparation requirements.

When the HCCF was opened almost 20 years ago, the laundry started with four 50-lb capacity washers and one 30-lb capacity washer. Although still working, the older, original washers have become less reliable and require high maintenance. HCCF has replaced two of the large 50-lb capacity units and is proposing to replace the remaining two over a two year period – one this year and one next year.

An appropriation transfer will establish fixed asset line items for replacement of both the non-working oven and one 50-lb capacity commercial clothes washer.

FINANCIAL IMPACT:

An appropriation transfer in the amount of \$22,000 is requested to transfer funds within the approved budget to establish fixed asset line items in HCCF budget unit 243:

Transfer From:		
1100-243-2112	Maintenance - Equipment	\$22,000
Transfer To:		
1100-243-8451	Fixed Asset – Oven	\$10,750
1100-243-8415	Fixed Asset – Washer Clothes	\$11,250

Funds to cover the cost of the replacement commercial oven and clothes washer were approved in the current FY 2015-16 under 1100-243-2112 Maintenance – Equipment. The unspent balance in that line item is \$111,239 as of March 31, 2016, and a balance of \$89,239 will remain to pay for other unexpected equipment repair costs. No additional funds are needed.

The budget adjustment meets the Board of Supervisors Strategic Framework Plan goal of providing community-appropriate levels of service by managing our resources to ensure sustainability of services.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could deny the request to approve the appropriation transfer request, however, this is not recommended as the purchase of the replacement equipment would be delayed and would impact HCCF's operations.

ATTACHMENTS:

Attachment 1 Appropriation Transfer

COUNTY OF HUMBOLDT
REQUEST FOR BUDGET TRANSFER/ADJUSTMENT

A _____

DEPARTMENT: Sheriff's Office

DEPARTMENT #: 243

POSTING DATE: 4/26/2016

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

Amount:	Transfer to Account:	Transfer from Account:
\$ 10,750.00	1100-243-8451	1100-243-2112
\$ 11,250.00	1100-243-8415	1100-243-2112

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. transfer requested to establish fixed asset line item for replacement of commercial oven and washer in Humboldt County Correctional Facility (HCCF)
- b. unspent funds to cover costs are included in 243-2112 Maintenance - Equipment; adequate maintenance funds will still remain in current year budget after transfer
- c. Purchase requirements prior to fiscal year end; funds may not be available in next budget year approved budget

4.) Department Authorization: _____ Date 04.12.16 (signed) *Norma D. ...*

5.) Account balances verified by Auditor-Controller _____ Date 4/12/16 (signed) *M. J. ...*

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

County Administrative Officer: _____ Date 4/19/16 (signed) *Cheryl Dilligshan*

INSTRUCTIONS

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

* Requires copy of Board Order to be attached

Posted by _____