



SHERIFF'S OFFICE  
**COUNTY OF HUMBOLDT**

826 FOURTH STREET  
 EUREKA, CALIFORNIA 95501-0516 PHONE (707) 445-7251

For the meeting of: April 15, 2014

**Date:** March 31, 2014  
**To:** BOARD OF SUPERVISORS  
**From:** MICHAEL T. DOWNEY, SHERIFF  
**Subject:** ESTABLISH FIXED ASSET ACCOUNT AND APPROPRIATION TRANSFER IN SHERIFF'S BUDGET 1100 243

**RECOMMENDATION(S):**

That the Board of Supervisors

1. Authorize the Auditor/Controller to establish Fixed Asset Account 1100243 8989, Equipment - Miscellaneous; and
2. Approve an appropriation transfer in Sheriff's budget 1100 243 in the amount of \$34,927 to purchase replacement large cooking kettle in the Correctional Facility.

**SOURCE OF FUNDING:** General Fund

**DISCUSSION:**

The Correctional Facility needs to replace one of the large cooking kettles in the kitchen that can no longer be repaired. The kettle in need of replacement has been in use in the facility for approximately 16 years and is an important piece of equipment used to prepare the inmates' main dinner meals in an efficient manner. Without the use of the kettle, dinner preparation is labor intensive and must begin early in the morning as smaller pans and the ovens must be used, which is not cost effective.

**FINANCIAL IMPACT:**

Funds to purchase the kettle will be transferred from the service and supply line item for maintenance of equipment that currently has sufficient funding. The Maintenance of Equipment line item had an original appropriation of \$170,000. To date, 46% of that funding (\$78,143) has been expended leaving a balance of 54% (\$91,850). The transfer of \$34,927 will leave a balance of \$56,923 for the remaining three months of the fiscal year.

**OTHER AGENCY INVOLVEMENT:** Purchasing

Prepared by Modell

CAO Approval Cheryl Dillingham

REVIEW:

Auditor MBM County Counsel \_\_\_\_\_ Personnel \_\_\_\_\_ Risk Manager \_\_\_\_\_ Other \_\_\_\_\_

**TYPE OF ITEM:**

Consent  
 Departmental  
 Public Hearing  
 Other \_\_\_\_\_

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor Fennell  
 Seconded by Supervisor Bass  
 And unanimously carried by those members present,  
 The Board hereby adopts the recommended action  
 contained in this report.

**PREVIOUS ACTION/REFERRAL:**

Board Order No. \_\_\_\_\_

Dated: April 15, 2014  
 Kathy Hayes, Clerk of the Board

Meeting of: \_\_\_\_\_

By: Tracy Darnold

**ALTERNATIVES TO STAFF RECOMMENDATIONS:**

The Board may choose not to approve this appropriation transfer. This is not recommended as the kettle is needed to prepare the inmates' meals in a cost effective manner.

**ATTACHMENTS:** 1. Appropriation Transfer

COUNTY OF HUMBOLDT  
REQUEST FOR BUDGET APPROPRIATION TRANSFER/ADJUSTMENT

#A \_\_\_\_\_

DEPARTMENT: Sheriff ~ HCCF DEPARTMENT #: 243 DATE: 04/15/14

1. The reason for this appropriation transfer request is:

	<b>Copies Required</b>
<u>      </u> /Transfer within object accounts (with Auditor Approval)	Original only
<u>      </u> /Transfer between object accounts (with CAO & Auditor Approval)	Original + 1
<u>      </u> /Transfer between funds (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 Approval)	Original + 1
<u>  X  </u> /Establish/transfer funds in Fixed Assets >\$10,000 (with Board Approval)*	Original + 1

2. TRANSFER FROM:

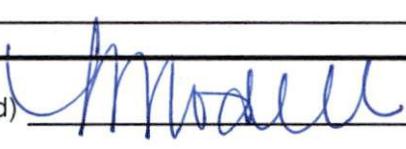
Fund	Account Number	Name of Budget Item	Amount
<u>1100</u>	<u>243 2112</u>	<u>Maintenance of Equipment</u>	<u>\$ 34,927.00</u>
<u>      </u>	<u>      </u>	<u>      </u>	<u>      </u>
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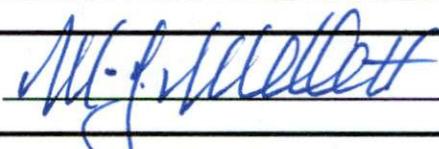
TRANSFER TO:

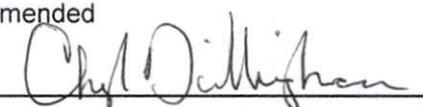
Fund	Account Number	Name of Budget Item	Amount
<u>1100</u>	<u>243 8989</u>	<u>Equipment - Miscellaneous</u>	<u>\$ 34,927.00</u>
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<u>      </u>	<u>      </u>	<u>      </u>	<u>      </u>

3. In the space below, state (a) reason for transfer request, (b) reason why there are sufficient balances in affected accounts to finance transfer, and (c) why transfer cannot be delayed until next budget year.

Attached Board agenda item

4. Approved by Department Head: (signed) 

5. Account balances verified by Auditor-Controller: Date: 3/31/14 (signed) 

6.        /Approved        /Not approved   X   /Recommended        /Not Recommended  
County Administrative Officer: Date: 4/2/14 (signed) 

INSTRUCTIONS

SEND ORIGINAL AND REQUIRED COPIES OF ALL TRANSFERS DIRECTLY TO THE AUDITOR-CONTROLLER

\* Requires copy of Board Order to be attached.

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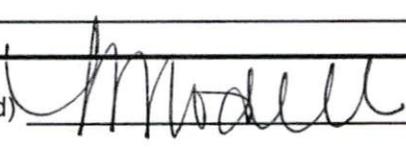
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