



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

C-32

For the meeting of: August 18, 2015

Date: July 24, 2015
To: Board of Supervisors
From: Michael T. Downey, Sheriff
Subject: Fiscal Year 2015-16 Budget Adjustment Request for Humboldt County
Correctional Facility Budget Unit 243 for Upgrades to Security System

RECOMMENDATION(S):

That the Board of Supervisors:

Approve the attached budget adjustment for Budget Unit 243 Humboldt County Correctional Facility (Jail) to transfer funds from Maintenance - Equipment expense item and establish a fixed asset expense item in fiscal year budget 2015-16 to facilitate upgrades to the Jail security system.

SOURCE OF FUNDING:

General Fund

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

CAO Approval

Cheryl Dillig

REVIEW:

Auditor MBH 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 Lorelace
Seconded by Supervisor Sundberg

Ayes Sundberg, Lorelace, Fennell, Bohn, Bass

Nays
Abstain
Absent

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

Dated: Aug. 18, 2015

By: Kathy Hayes
Kathy Hayes, Clerk of the Board

DISCUSSION:

In October 2001 Humboldt County invested in a computerized security system for the Jail. The original cost of the complete system was \$237,902. The current version of "Cimplicity" software running the Jail security system requires Windows 7 and Windows Server 2008 compatibility, however, the County's existing security system will not run on Windows 7 or Windows Server 2008 software and is no longer able to support the addition or replacement of any new computer units.

Upgrades to the existing system will not only modernize the system, it will allow for a spare touch screen and one spare work station as a contingency in case of a downed unit. The upgrade also includes a three-year warranty period in coordination with the Dell computers.

FINANCIAL IMPACT:

A budget adjustment in the amount of \$55,000 is requested to transfer funds already budgeted in the approved FY2015-16 budget for the Humboldt County Correctional Facility budget unit 243 under Maintenance – Equipment (1100-243-2112) to the fixed asset line item. This transfer will cover upgrades as described below and requires no additional contribution from the General Fund.

| Item | Quantity | Rate | Amount |
|--|----------|-------------|--------------------|
| Touch Screen Servers | 2 | \$2,815.00 | \$5,630.00 |
| Touch Screen Work Stations | 8 | \$1,480.50 | \$11,844.00 |
| Touch Screen Monitors | 8 | 910.00 | \$7,280.00 |
| Touch Screen Security Software Upgrade | 1 | \$25,325.00 | \$25,325.00 |
| California Sales Tax @ 8.75% | | 4,381.91 | \$4,381.91 |
| TOTAL | | | \$54,460.91 |

The budget adjustment meets the Board of Supervisors Strategic Framework Plan goal of providing community-appropriate levels of service.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could deny the request to approve the budget adjustment request, however, this is not recommended as Budget Unit 243 for the Correctional Facility would be unable to upgrade the necessary computerized security equipment within the framework of the current budget.

ATTACHMENTS:

Attachment 1 Request for Budget Transfer/Adjustment Budget Unit 243

ATTACHMENT 1

Request for Transfer/Adjustment
Correctional Facility Budget Unit 243

COUNTY OF HUMBOLDT
REQUEST FOR BUDGET TRANSFER/ADJUSTMENT

A _____

DEPARTMENT: Sheriff's Office - Jail

DEPARTMENT #: 243

POSTING DATE: 7/29/2015

1.) The reason for this budget transfer request is:

| | | |
|-----------|---|---------------|
| _____ | Transfer within expenditure/revenue category (with Auditor Approval) | Original only |
| _____ | Transfer between expenditure/revenue category (with CAO & Auditor Approval) | Original +1 |
| _____ | Increase/decrease Intrafund Transfer account (with Board Approval)* | Original +1 |
| _____ | Transfer to or from Contingencies (with Board Approval)* | Original +1 |
| _____ | Increase/decrease budget unit appropriation (with Board approval)* | Original +1 |
| <u>XX</u> | Establish/transfer funds in Fixed Assets <\$10,000 (CAO & Auditor Approval) | Original +1 |
| _____ | Establish/transfer funds in Fixed Assets >\$10,000 (with Board Approval)* | Original +1 |

| Amount: | Transfer to Account: | Transfer from Account: |
|--------------|----------------------|------------------------|
| \$ 55,000.00 | 1100-243-8119 | 1100-243-2112 |
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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 purchase of upgrades to servers, software and touch screens of Graphic Control Systems jail security (quote attached)
- b. budget proposal for FY2015-16 includes funds for upgrades to security system in Maintenance - Equipment expense line 2112
- c. funds are included in current fiscal year budget; transfer requested to move funds to correct fixed asset expense line

4.) Department Authorization: Date 07.29.15 (signed) D. L. Lencero

5.) Account balances verified by Auditor-Controller Date 7/30/15 (signed) M. J. McElroy

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

County Administrative Officer: Date 7/30/15 (signed) Cheryl Dillingham

INSTRUCTIONS

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

* Requires copy of Board Order to be attached

Posted by _____