



# COUNTY OF HUMBOLDT

For the meeting of: 3/26/2024

File #: 24-332

**To:** Board of Supervisors

**From:** Probation

**Agenda Section:** Consent

**Vote Requirement:** Majority

**SUBJECT:**

Establishment of Fixed Asset Line in the amounts of \$12,000 in Adult Probation (1100235) and Public Safety Realignment (3741294) and Associated Appropriation Transfers for a County-Managed Switch to Upgrade Phone System

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve the establishment of a fixed asset line 8986 in both 11002235 and 3741294;
2. Approve the associated appropriation transfers in 1100235 and 3741294

**SOURCE OF FUNDING:**

General Fund 1100235 and Public Safety Realignment 3741294

**DISCUSSION:**

There is a need to install a county-managed switch at the Probation Department’s leased Adult Division offices located at 555 H Street and 404 H Street, Eureka. As of right now, these sites are running on an AT&T Hosted Voice Service (HVS)-managed switch. In order to switch them to the same phone system used elsewhere in the county, a county-owned switch will be required. Humboldt County’s Information Technology Division (IT) is wanting to get this project completed before the end of June 2024 if possible. This is something that had not previously been discussed with Probation and thus does not have an allocated budget. Establishing these fixed asset lines and moving unspent appropriations from elsewhere within the department’s budget will allow for the purchase of necessary equipment to complete this project.

**FINANCIAL IMPACT:**

<i>Expenditures (1100235)</i>	<b>FY23-24</b>	<b>FY24-25 Projected*</b>	<b>FY25-26 Projected*</b>
<i>Budgeted Expenses</i>	<u>12,000</u>	<u>N/A</u>	<u>N/A</u>
<i>Additional Appropriation Requested</i>	<u>0</u>	<u>N/A</u>	<u>N/A</u>
<i>Total Expenditures</i>	<u>12,000</u>	<u>N/A</u>	<u>N/A</u>

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

<i>Expenditures (3741294)</i>	<b>FY23-24</b>	<b>FY24-25 Projected*</b>	<b>FY25-26 Projected*</b>
<i>Budgeted Expenses</i>	<u>12,000</u>	<u>N/A</u>	<u>N/A</u>
<i>Additional Appropriation Requested</i>	<u>0</u>	<u>N/A</u>	<u>N/A</u>

<b>Total Expenditures</b>	12,000	N/A	N/A
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\*Projected amounts are estimates and are subject to change.

<b>Funding Sources (1100235)</b>	<b>FY23-24</b>	<b>FY24-25 Projected*</b>	<b>FY25-26 Projected*</b>
<b>General Fund</b>	12,000	N/A	N/A
<b>State/Federal Funds</b>	0	N/A	N/A
<b>Fees/Other</b>	0	N/A	N/A
<b>Use of Fund Balance</b>	0	N/A	N/A
<b>Contingencies</b>	0	N/A	N/A
<b>Total Funding Sources</b>	12,000	N/A	N/A

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

<b>Funding Sources (3741294)</b>	<b>FY23-24</b>	<b>FY24-25 Projected*</b>	<b>FY25-26 Projected*</b>
<b>General Fund</b>	0	N/A	N/A
<b>State/Federal Funds</b>	12,000	N/A	N/A
<b>Fees/Other</b>	0	N/A	N/A
<b>Use of Fund Balance</b>	0	N/A	N/A
<b>Contingencies</b>	0	N/A	N/A
<b>Total Funding Sources</b>	12,000	N/A	N/A

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

**Narrative Explanation of Financial Impact:**

There is no net financial impact and no additional General Fund requested for this action. Savings from unspent allocations from the Minor Equipment line in Adult Probation (1100-235) and the Support and Care of Persons line in Public Safety Realignment (3741-294) is being transferred to cover the costs associated with this project.

**STAFFING IMPACT:**

Narrative Explanation of Staffing Impact:  
There is no impact to staffing.

**STRATEGIC FRAMEWORK:**

This action supports the following areas of your Board’s Strategic Framework.

- Core Roles: Provide for and maintain infrastructure
- New Initiatives: Manage our resources to ensure sustainability of services
- Strategic Plan: 2.3 - Improve communications infrastructure (e.g. broadband)

**OTHER AGENCY INVOLVEMENT:**

None

**ALTERNATIVES TO STAFF RECOMMENDATIONS:**

The Board may opt not to approve the establishment of these fixed asset line items or approve the appropriation transfers, but this is not recommended as the project to upgrade the phone systems at these locations would not be able to move forward without the funding to secure the equipment and labor necessary.

**ATTACHMENTS:**

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**File #: 24-332**

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1. Appropriation Transfer 1100-235
2. Appropriation Transfer 3741-294
3. Quote 555 H St
4. Quote 404 H St

**PREVIOUS ACTION/REFERRAL:**

Board Order No.: N/A

Meeting of: N/A

File No.: N/A