



# COUNTY OF HUMBOLDT

For the meeting of: 2/7/2023

File #: 23-88

**To:** Board of Supervisors

**From:** Sheriff

**Agenda Section:** Consent

**Vote Requirement:** 4/5th

**SUBJECT:**

Establish a Fixed Asset Line for Budget Unit 3884-127 Inmate Welfare Fund (IWF) and Approve Appropriation Transfer (4/5 Vote Required)

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve an appropriation transfer request establishing a fixed asset line in fiscal year (FY) 2022 -2023 Budget Unit 3884-127 IWF for the purchase of an inmate clothing property sealer. (Attachment 1) (4/5 vote required)

**SOURCE OF FUNDING:**

IWF (3884-127)

**DISCUSSION:**

The Humboldt County Correctional Facility maintains a property room for the storage of all inmate property for those individuals incarcerated within the facility. Over the years this property room has continued to hold more and more property. Additionally, this room is also the storage area for all the supplies necessary to operate the booking area of the jail. The space in this room is limited and there is a need to reduce the space used. By using a property sealer to vacuum seal and store inmates clothing while they are housed within the jail, it will greatly reduce the amount of space that is currently being used for clothing storage. This will also help prevent the spread of vermin as individuals come into custody with various contagious vermin/infections such as; lice, scabies, staph infection, etc. With the current system it is impossible to keep clothing from one person away from clothing from another individual.

**FINANCIAL IMPACT:**

| <b>Expenditures (3884-127)</b> | <b>FY22-23 Adopted</b> | <b>FY23-24 Projected</b> | <b>FY24-25 Projected</b> |
|--------------------------------|------------------------|--------------------------|--------------------------|
| Budgeted Expenses              | 12,100                 | 1,000                    | 1,050                    |

|                                   |                        |                               |                               |
|-----------------------------------|------------------------|-------------------------------|-------------------------------|
| <b>Total Expenditures</b>         | <b>12,100</b>          | <b>1,000</b>                  | <b>1,050</b>                  |
| <b>Funding Sources (3884-127)</b> | <b>FY22-23 Adopted</b> | <b>FY23-24<br/>Projected*</b> | <b>FY24-25<br/>Projected*</b> |
| Fees/Other                        | 12,100                 | 1,000                         | 1,050                         |
| <b>Total Funding Sources</b>      | <b>12,100</b>          | <b>1,000</b>                  | <b>1,050</b>                  |

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

**Narrative Explanation of Financial Impact:**

The property sealer with tax and shipping is \$12,100. This is a one-time purchase with estimated cost of bags of approximately \$1,000 per year. The initial purchase and on-going bags will be paid from IWF from revenue earned from commissions on commissary, vending, and video visitation.

There are available funds in the professional services line item due to a service vendor no longer being utilized. There is no impact to the General Fund.

**Narrative Explanation of Staffing Impact:**

No staffing impact as staff are already tasked with inventorying and storing inmate clothing.

STRATEGIC FRAMEWORK:

This action supports your Board’s Strategic Framework priority of providing for and maintaining infrastructure.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board of Supervisors may choose not to approve the recommendation; however, this is not recommended as this solution will help prevent the spread of disease/infections/vermin and improve space concerns.

ATTACHMENTS:

1. Appropriations Transfer Request

PREVIOUS ACTION/REFERRAL:

Board Order No.: None

Meeting of: None

File No.: None