MEETING DATE: April 19, 2016

Submiting Department(s):
SHERIFF

Contact: Kathy Jones
Phone: 934-6441

BRIEF SUBJECT/ISSUE DESCRIPTION:
TRANSFER OF FUNDS FROM CONTINGENCY TO COVER DIRECT COSTS INCURRED BY THE SHERIFF’S CORONER DIVISION FOR 2015/2016 DEATH INVESTIGATIONS

AGENDA PLACEMENT

APPOINTMENT – Appearances by: (Specify Name & Title)
SHERIFF-CORONER RICH WARREN

Required 5 Minutes
☐ Business – No ☐ Consent
☐ Correspondence ☐ Reports & Notices

AFFECTED DEPARTMENT(S)
☐ Receive Concurrence

ATTACHMENTS
☐ Board Report ☐ Letter
☐ Minute Order ☐ Contract
☒ Transfer ☐ Grant App.
☐ Resolution ☐ Ordinance
☐ Proclamation ☐ Policy Update
☐ Code Update ☐ Other
☐ Other:

LEGAL/PERSONNEL/FISCAL
☐ County Counsel ☐ Personnel
☒ Finance ☐ County Administrative Office

CLERK INSTRUCTIONS
☐ Return Minute Order
☐ Return Certified Copy Of:
☐ Other:

PUBLIC HEARINGS & COMMITTEE VACANCIES

☐ State ☐ Federal

Legislation

Public Hearings:
☐ Published ☐ Affidavit on File w/Clerk
☐ Affected Parties Notified

Bill#: ☐ Latest Version of Bill
☐ Draft Letter Attached
☐ List of Supporters/Opposers
☐ Statement of Relevance to County Interests
☐ Description Attached

Funding Source/Impact

☐ General Fund Impact
☐ Other: __________
☒ Budgeted
☐ Transfer Attached
☐ 4/5ths Vote Required
☐ Contingency Request

Contracts, Leases & Agreements
☐ New ☐ Renewal
☐ Amendment ☐ Insurance Certificate
☐ Contract Report

RECOMMENDED ACTION/MOTION:
The Sheriff recommends that the Board of Supervisors approve a transfer of funds from contingency to cover vendor claims directly related to death investigations which require certain actions be taken by Government Code 27491 and Health and Safety Code 102850.

Reviewed By (if applicable):

Personnel Director
Department of Finance

County Administrative Officer

cc:
COUNTY OF GLENN
BOARD REPORT

Approval of transfer of funds in Coroner's budget for fiscal year 2015/2016
April 19, 2016

Submitted by Sheriff Richard L. Warren, Jr.

EXECUTIVE SUMMARY:
Request for authorization for transfer of funds from contingency to compensate vendors for costs directly associated with services provided by the Sheriff’s Coroner Division.

RECOMMENDATION(S):
The Sheriff recommends that the Board of Supervisors approve a transfer of funds to cover costs for Professional Services rendered by vendors in association with the Coroner’s Office.

HISTORY AND BACKGROUND:
Death investigation cases require that certain actions be taken, by Government Code 27491 and Health & Safety Code 102850. Some causes of death may not be readily apparent and some cases differ substantially from what they appear to be initially. The thoroughness of death investigation cannot be emphasized enough.

FISCAL/PERSONNEL IMPACT(S):
Increased costs and the volume of cases dictate the expenses incurred during any fiscal year. A significant increase in the number and complexity of cases and the level of investigation required has depleted funds budgeted for the 2015/2016 fiscal year. Any dollars which remain unused from this contingency transfer will return to general funds at the close of the fiscal year.

ANALYSIS/DISCUSSION:

All items transmitted by a County Department or Agency for inclusion in the agenda for Board of Supervisors action must include all background and analysis necessary for the Board to make an informed decision. Failure to provide adequate information, analysis, or backup could result in the matter not being added to the agenda and returned to the department for additional information.
COUNTY OF GLENN  
REQUEST FOR APPROPRIATION OR TRANSFER OF FUNDS  

Department Name: CORONER  

Narrative: Due to unanticipated case complexity and related expenses within the Coroner's budget, it is necessary to transfer funds from Contingency to Professional Services in order to balance the 2015/2016 fiscal year's accounts payable.

<table>
<thead>
<tr>
<th>Org. Key</th>
<th>Object</th>
<th>Description</th>
<th>Current Budget</th>
<th>Change Increase (Decrease)</th>
<th>Revised Budget</th>
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<td>01017020</td>
<td>09900</td>
<td>CONTINGENCY</td>
<td>377,321.00</td>
<td>-15,000.00</td>
<td>362,321.00</td>
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<td>01012230</td>
<td>03230</td>
<td>PROFESSIONAL SERVICES</td>
<td>75,111.08</td>
<td>+15,000.00</td>
<td>90,111.08</td>
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</tbody>
</table>

Signature of requesting official

Date April 4, 2016

To Board of Supervisors: There are sufficient balances available to meet this transfer request in the amount of: 15,000.00

Department of Finance

Action of Board of Supervisors: Attest: Clerk of the Board by:

Date of Approval: _______________________

___________________________