COUNTY OF GLENN
REQUEST FOR APPROPRIATION OR TRANSFER OF FUNDS

Department Name: STANDARD AND TRAINING CORRECTIONS

Narrative: TO APPROPRIATE AND BUDGET THE ENTIRE AWARD FOR THE 2015/2016 FISCAL YEAR FOR CORRECTIONAL OFFICERS' TRAINING

<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>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>General Ledger</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Revenues:</td>
<td></td>
<td></td>
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<tr>
<td>01042142</td>
<td>52915</td>
<td>STATE BD OF CORRECTIONS</td>
<td>13,920.00</td>
<td>1,160.00</td>
<td>15,080.00</td>
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<tr>
<td></td>
<td></td>
<td>Expenditures:</td>
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<td></td>
</tr>
<tr>
<td>01042142</td>
<td>04291</td>
<td>FOOD AND LODGING</td>
<td>6,100.00</td>
<td>1,160.00</td>
<td>7,260.00</td>
</tr>
</tbody>
</table>

Signature of requesting official

Date: March 10, 2016

To Board of Supervisors:
There are sufficient balances available to meet this transfer request in the amount of: 1,160.00

Department of Finance

Action of Board of Supervisors:

Date of Approval:

Attest: Clerk of the Board by:
Submitted by Sheriff Richard Warren

EXECUTIVE SUMMARY:
Request for authorization of transfer and appropriation of funds to the STANDARDS AND TRAINING CORRECTIONS budget for fiscal year 2015/2016

RECOMMENDATION(S):
The Sheriff recommends that the Board of Supervisors approve a transfer of funds to appropriate the entire allotment for training of Correctional Staff as submitted to and approved by the BSCC (Board of State and Community Corrections).

HISTORY AND BACKGROUND:
STC budget is used for state required training for Glenn County Adult Correctional Officers. An annual plan is submitted based upon positions' and their needed level of training.

FISCAL/PERSONNEL IMPACT(S):
County budgeting is based upon historical amounts. Due to both modifications and reductions in statewide positions this allowed a revision which increased Glenn County's eligible share.

ANALYSIS/DISCUSSION:
No general fund impact

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.
Rich Warren, Jr.
Sheriff
Glenn Sheriff
543 West Oak Street
Willows, CA 95988

Glenn Sheriff Department
2015-2016 Annual Training Plan Approval
The formula rate used to calculate the amount of funding you will receive in fiscal year 2015/16 for your Annual Training Plan has been revised. The amount has been increased to:

- $520.00 for each eligible budgeted position that will require Annual Training, and
- $780.00 for each eligible budgeted position that will require Core Training
This is an increase of $20.00 for each annual position and $30.00 for each core position and is the same per position amount that was authorized in fiscal year 2014-2015. The increase is due to ATP modifications submitted to the BSCC that reduced the number of projected positions statewide."
The reduction in statewide positions allows more funding to be provided to each eligible position. Your agency's revised total allotment for FY 15/16 based on 23 positions, which includes 12 Core staff and 11 Annual staff, is $15,080.00.
In accordance with the regulations, if the number of eligible positions or actual staff trained in the core category is less than projected in your Annual Training Plan, funds allotted to those positions are to be returned to the Corrections Training Fund at the end of the fiscal year.

In accordance with your request, funds will be disbursed for deposit in the designated account for the Standards and Training for Corrections (STC) program as follows:

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Quarter</td>
<td>$2,262.00</td>
</tr>
<tr>
<td>2nd Quarter</td>
<td>$5,278.00</td>
</tr>
<tr>
<td>3rd Quarter</td>
<td>$2,262.00</td>
</tr>
<tr>
<td>4th Quarter</td>
<td>$5,278.00</td>
</tr>
<tr>
<td>Approved</td>
<td>$15,080.00</td>
</tr>
</tbody>
</table>

The State Controller has been notified regarding the approval for disbursement of funds. The funds will be sent to:
Edward J. Lamb
Auditor
516 West Sycamore Street
Willows, CA 95988

If you have any questions please contact:
Laurel A Alvarez-DaGrace
Field Representative
Standards and Training for Corrections
(916) 445-4330
Laurel.Alvarez-DaGrace@bscc.ca.gov
COUNTY OF GLENN
REQUEST FOR APPROPRIATION OR TRANSFER OF FUNDS

Department Name: CHILD SUPPORT SERVICES

Narrative:
Recognize additional revenue from DCSS for Child Support VoIP phone system upgrade. Allocate revenue to professional services and fixed assets in an amount not to exceed State approval (attached).

<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>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>General Ledger:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Revenues:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01055340</td>
<td>52315</td>
<td>St. Child Support Admin.</td>
<td>270,141.00</td>
<td>7,970.00</td>
<td>278,111.00</td>
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<tr>
<td>01055340</td>
<td>54110</td>
<td>Fed Child Support Admin</td>
<td>524,392.00</td>
<td>15,472.00</td>
<td>539,864.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Expenditures:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01055340</td>
<td>03236</td>
<td>Professional Services -IT SVCS</td>
<td>0.00</td>
<td>8,000.00</td>
<td>8,000.00</td>
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<tr>
<td>01055340</td>
<td>07320</td>
<td>Computer Equipment</td>
<td>0.00</td>
<td>9,000.00</td>
<td>9,000.00</td>
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<tr>
<td>01055340</td>
<td>03180</td>
<td>Maint - Structure &amp; Improvement</td>
<td>3,000.00</td>
<td>6,442.00</td>
<td>9,442.00</td>
</tr>
</tbody>
</table>

Signature of requesting Official: _______________________________ Date: March 23, 2016

To Board of Supervisors:
There are sufficient balances available to meet this transfer request in the amount of: $23,442.00
Move money from rents & lease equipment and professional services to miscellaneous expense to cover postage expenses.

Department of Finance

Action of Board of Supervisors:

Attest: Clerk of the Board by:

Date of Approval: __________
EXECUTIVE SUMMARY

California Department of Child Support Services (State DCSS) has approved funding in the amount of $23,442.00 in support of the Child Support office moving to the new county VoIP phone system. The funds will be received in April 2016 in addition to our current allocation.

RECOMMENDATION(S):

Approve budget transfer.

HISTORY AND BACKGROUND:

The current telephone system is beyond end-of-life. The County of Glenn is moving to a new Cisco phone system platform. During programming, it was discovered that Child Support was not on the county network. The new VoIP system requires connection to a network. Child Support is currently on State DCSS network. It was decided to install and configure a network infrastructure to the County of Glenn network to securely extend the County’s VoIP phone system into Child Support.

FISCAL/PERSOSNNEL IMPACT(S):

No general fund / personnel impact. Recognize additional revenue from DCSS for Child Support VoIP phone system upgrade. Allocate revenue to professional services and fixed assets in an amount not to exceed State approval (attached).

ANALYSIS/DISCUSSION

Fixed assets will be considered the property of Glenn County Department of Child Support.
COUNTY OF GLENN
AGENDA ITEM TRANSMITTAL

MEETING DATE: April 19, 2016
Submitting Department(s):
Glenn County Probation Department

BRIEF SUBJECT/ISSUE DESCRIPTION:
Authorize the Chief Probation Officer to amend the budget under Assembly Bill 109 (AB109) to show anticipated revenue for 2015/2016 fiscal year, and the expenditures as approved by the Community Corrections Partnership (CCP) Executive Committee.

Contact: Brandon Thompson, Chief Probation Officer
Phone: (530) 934-6672

AGENDA PLACEMENT

APPOINTMENT – Appearances by: (Specify Name & Title)

Required ______ 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

LEGAL/PERSONNEL/FISCAL

☐ County Counsel
☐ Personnel
☐ Finance
☐ County Administrative Office

CLERK INSTRUCTIONS

☐ Return Minute Order
☐ Return Certified Copy Of:

☐ Other:

PUBLIC HEARINGS & COMMITTEE VACANCIES

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

Committees:
☐ Vacancy Posted
☐ Application Attached

☐ State ☐ Federal

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

Date of Original Contract:
Contract No.:
Fiscal Year:

RECOMMENDED ACTION/MOTION:

Authorize the Chief Probation Officer to amend the AB109 budget, as approved by the Community Corrections Partnership Executive Committee,

Reviewed By (if applicable):

Department Head

Personnel Director

Department of Finance

County Administrative Officer

CC:
COUNTY OF GLENN
BOARD REPORT

Submitted by Glenn County Probation
(Department)

EXECUTIVE SUMMARY

The Glenn County Probation Department requests approval to amend the budget under the Community Corrections Partnership (CCP), pursuant to Assembly Bill 109, and as approved by the CCP Executive Committee on January 29, 2016.

RECOMMENDATION(S):

Authorize the Chief Probation Officer to amend the budget under Assembly Bill 109(AB109) to show actual revenue and expenditures as approved by the CCP Executive Committee.

HISTORY AND BACKGROUND:

NONE

FISCAL/PERSONNEL IMPACT(S):

NO GENERAL FUND IMPACT

ANALYSIS/DISCUSSION

None.
# COUNTY OF GLENN

## REQUEST FOR APPROPRIATION OR TRANSFER OF FUNDS

**Department Name:** Probation - Assembly Bill 109 - 2011 Public Safety Realignment Act

**Narrative:** Amend budget according to the Community Corrections Partnership Committee approval of the meeting held on January 29, 2016. No General Fund Impact. 4/5 vote required.

### Revenue:

<table>
<thead>
<tr>
<th>Org. Key</th>
<th>Object</th>
<th>Account Description</th>
<th>Beginning Budget</th>
<th>Change Increase (Decrease)</th>
<th>Revised Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>01062150</td>
<td>42625</td>
<td>AB109 Local Revenue Fund</td>
<td>876,802.00</td>
<td>173,200.00</td>
<td>1,050,002.00</td>
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<td><strong>Total Revenue</strong></td>
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<td></td>
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<tr>
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<td>01010</td>
<td>Salaries &amp; Wages</td>
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<td>357,405.00</td>
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<td>01062150</td>
<td>01013</td>
<td>Overtime</td>
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<td>22,252.00</td>
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<td>01062150</td>
<td>01030</td>
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<td>22,557.18</td>
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<tr>
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<td>Medicare Coverage</td>
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<td>5,232.99</td>
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<td>01062150</td>
<td>01034</td>
<td>Retirement-ER Portion</td>
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</tr>
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<td>Supplemental Pension</td>
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<td>01041</td>
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<td>185.00</td>
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<td>01042</td>
<td>Dental Insurance</td>
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<td>1,985.00</td>
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<td>01043</td>
<td>Vision Insurance</td>
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<td>01050</td>
<td>WCMP</td>
<td>6,340.47</td>
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<td>6,340.47</td>
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<td></td>
<td></td>
<td><strong>Total Salaries &amp; Benefits</strong></td>
<td>593,574.64</td>
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</tbody>
</table>

### Expenditures:

<table>
<thead>
<tr>
<th>Org. Key</th>
<th>Object</th>
<th>Account Description</th>
<th>Beginning Budget</th>
<th>Change Increase (Decrease)</th>
<th>Revised Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>01062150</td>
<td>03110</td>
<td>Clothing &amp; Personal</td>
<td>1,000.00</td>
<td>2,500.00</td>
<td>3,500.00</td>
</tr>
<tr>
<td>01062150</td>
<td>03120</td>
<td>Communications</td>
<td>600.00</td>
<td>7,420.00</td>
<td>8,020.00</td>
</tr>
<tr>
<td>01062150</td>
<td>03140</td>
<td>Household</td>
<td>0.00</td>
<td>2,500.00</td>
<td>2,500.00</td>
</tr>
<tr>
<td>01062150</td>
<td>03190</td>
<td>Medical &amp; Lab Supplies</td>
<td>2,557.00</td>
<td>1.00</td>
<td>2,558.00</td>
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<td>01062150</td>
<td>03220</td>
<td>Office Expense</td>
<td>10,674.00</td>
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<td>10,674.00</td>
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<td>01062150</td>
<td>03230</td>
<td>Professional Services</td>
<td>6,900.00</td>
<td>40,000.00</td>
<td>46,900.00</td>
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<tr>
<td>01062150</td>
<td>03250</td>
<td>Rents &amp; Lease-Equip</td>
<td>39,785.00</td>
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<td>01062150</td>
<td>03280</td>
<td>Special Dept. Expense</td>
<td>9,319.00</td>
<td>23,935.00</td>
<td>33,254.00</td>
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<tr>
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<td>Special Dept-Training</td>
<td>1,000.00</td>
<td></td>
<td>1,000.00</td>
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<tr>
<td>01062150</td>
<td>04251</td>
<td>Food &amp; Lodging</td>
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<td></td>
<td>1,000.00</td>
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<td>01062150</td>
<td>04292</td>
<td>Gas &amp; Oil</td>
<td>0.00</td>
<td>3,200.00</td>
<td>3,200.00</td>
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<tr>
<td>01062150</td>
<td>04295</td>
<td>Other Travel</td>
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<td>500.00</td>
</tr>
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<td>04296</td>
<td>Vehicle Rental</td>
<td>20,000.00</td>
<td>7,720.00</td>
<td>27,720.00</td>
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<td></td>
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<td><strong>Total Services &amp; Supplies</strong></td>
<td>180,611.00</td>
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</table>

### Total for Other Financing Uses 550

<table>
<thead>
<tr>
<th>Org. Key</th>
<th>Object</th>
<th>Account Description</th>
<th>Beginning Budget</th>
<th>Change Increase (Decrease)</th>
<th>Revised Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>01062150</td>
<td>07350</td>
<td>Vehicles</td>
<td>3,600.00</td>
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<td>3,600.00</td>
</tr>
<tr>
<td>01062150</td>
<td>07360</td>
<td>Special Dept. Equipment</td>
<td>7,500.00</td>
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<td>7,500.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total Fixed Assets</strong></td>
<td></td>
<td></td>
<td>11,100.00</td>
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<tr>
<td>01062150</td>
<td>08713</td>
<td>OTO-#181 Debt Service</td>
<td>196.00</td>
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<td>196.00</td>
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<td>01062150</td>
<td>08719</td>
<td>OTO-Health Programs</td>
<td>180,700.00</td>
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<td>180,700.00</td>
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<td></td>
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<td><strong>Total for Other Financing Uses 550</strong></td>
<td>180,896.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

_Signature of requesting official_ [Signature]

_Date:_ 3/29/16

**To Board of Supervisors:**

There are sufficient balances available to meet this transfer request in the amount of: $72,849.36

**Action of Board of Supervisors:**

_Date of Approval:_

_Attend: Clerk of the Board by:_

**Department of Finance**
COUNTY OF GLENN
REQUEST FOR APPROPRIATION OR TRANSFER OF FUNDS

Department Name: Health and Human Services

Narrative: To adjust the Health and Human Services Social Services budget to allow for the purchase of a new vehicle for the Special Investigations Unit/Fraud Division.

<table>
<thead>
<tr>
<th>Org. Key</th>
<th>Object</th>
<th>Account Description</th>
<th>Beginning Budget</th>
<th>Change Increase (Decrease)</th>
<th>Revised Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>01025010</td>
<td>03230</td>
<td>Professional Services</td>
<td>830,497.00</td>
<td>(35,000.00)</td>
<td>795,497.00</td>
</tr>
<tr>
<td>01025010</td>
<td>07350</td>
<td>Vehicles</td>
<td>0.00</td>
<td>35,000.00</td>
<td>35,000.00</td>
</tr>
</tbody>
</table>

Signature of requesting official

Erin Valdez, Deputy Director of Administration

Date 4-4-16

To Board of Supervisors:
There are sufficient balances available to meet this transfer request in the amount of: $35,000.00

Department of Finance

Attest: Clerk of the Board by:

Action of Board of Supervisors:

Date of Approval: ____________________

_________________________
EXECUTIVE SUMMARY

To transfer funds between objects within the Social Services Administration account in order to allocate funds for the purchase of a vehicle for the Special Investigations Unit.

RECOMMENDATION(S):

Approve transfer of funds.

HISTORY AND BACKGROUND:

The Special Investigations Unit is in need of a new vehicle to replace a vehicle that is eight years old. The vehicle is used in the daily operations at HHSA - responding to investigations and home visits with clients. The vehicle will be specially equipped with police tools, radio, lights, sirens, etc. Funds need to be transferred from the Professional Services object, where there are adequate funds available, to Fixed Assets – Vehicles in order to cover the cost of this necessary purchase.

FISCAL/PERSOONNEL IMPACT(S):

There will be no general fund impact.

ANALYSIS/DISCUSSION

A transfer of funds within the Social Services Administration account is necessary in order to replace an aging vehicle used solely by fraud investigators in the Special Investigations Unit. This transfer will make funds available for this fixed asset purchase.

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.
Department Name: Planning & Public Works Agency - FLEET SERVICE CENTER

Narrative:
PPWA-Fleet Services received three vehicles in 2015-2016 that were ordered in the prior year but received after the year end cut off. Need to move budget allocation between accounts to cover the difference and align budget to actual.

<table>
<thead>
<tr>
<th>Org. Key</th>
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<th>Description</th>
<th>Current Budget</th>
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<th>Revised Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>02190001</td>
<td>07350</td>
<td>VEHICLES - GENERAL FUND</td>
<td>$ 27,000.00</td>
<td>$ (12,500.00)</td>
<td>$ 14,500.00</td>
</tr>
<tr>
<td>02190002</td>
<td>07350</td>
<td>VEHICLES - NON GENERAL FUNDS</td>
<td>$ 109,500.00</td>
<td>$ 1,500.00</td>
<td>$ 111,000.00</td>
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<tr>
<td>02195988</td>
<td>07350</td>
<td>VEHICLES - CITY OF WILLOWS</td>
<td>$ 81,000.00</td>
<td>$ 11,000.00</td>
<td>$ 92,000.00</td>
</tr>
</tbody>
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Signature of requesting official: ____________________________

Date: 5-Apr-16

To Board of Supervisors:
There are sufficient balances available to meet this transfer request in the amount of ____________.

Department of Finance: ____________________________

Action of Board of Supervisors: ____________________________

Attest: Clerk of the Board by: ____________________________

Date of Approval: ____________________________
2016 Vehicles approved for purchase:

<table>
<thead>
<tr>
<th>Department</th>
<th>Fund</th>
<th>Miles</th>
<th>Est. Cost</th>
<th>Invoice</th>
<th>Date</th>
<th>Actual cost</th>
<th>Vendor</th>
<th>Upfit</th>
</tr>
</thead>
<tbody>
<tr>
<td>S/O #14</td>
<td>02190002</td>
<td>117,331</td>
<td>$22,000</td>
<td>FL-F2850</td>
<td>7/22/2015</td>
<td>$27,635.12</td>
<td>Ron DuPratt Ford</td>
<td>yes Prior year, received after 6/30</td>
</tr>
<tr>
<td>PPWA-Fleet</td>
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<td>110,209</td>
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<td>3/9/2016</td>
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<td>H/Mental Health</td>
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<td>115,456</td>
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<td>yes Plus $6k for upfit</td>
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<td>$5,745.34</td>
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<td>Willows PD</td>
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<td>83,045</td>
<td>$30,000</td>
<td>TBD</td>
<td>7/22/2015</td>
<td>$27,635.12</td>
<td>Ron DuPratt Ford</td>
<td>yes Prior year, received after 6/30</td>
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<tr>
<td>Willows PD</td>
<td>02195988</td>
<td>83,045</td>
<td>$30,000</td>
<td>TBD</td>
<td>7/22/2015</td>
<td>$27,635.12</td>
<td>Ron DuPratt Ford</td>
<td>yes Prior year, received after 6/30</td>
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<td>Willows PD</td>
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<td>83,045</td>
<td>$30,000</td>
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<td>$29,841.83</td>
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<td>(4,112.07)</td>
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<tr>
<td>HHSA-SSD Welfare Frd</td>
<td>HHSA</td>
<td>125,877</td>
<td>$30,000</td>
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<td>$28,714.68</td>
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<td>yes Direct Purchases from HHSA budget, $35,000 set aside</td>
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<td>HHSA-Public Health</td>
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<td>$26,198.75</td>
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<td>Direct Purchases from HHSA budget, $35,000 set aside</td>
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## Request for Appropriation or Transfer of Funds

**Department Name:** Glenn County Counsel Office  
**Narrative:** Transfer $10,000 from Salaries & Benefits to Services & Supplies

<table>
<thead>
<tr>
<th>Org. Key</th>
<th>Object</th>
<th>Account Description</th>
<th>Beginning Budget</th>
<th>Change Increase (Decrease)</th>
<th>Revised Budget</th>
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<td>0101080</td>
<td>01010</td>
<td>Salaries &amp; Wages</td>
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<td>Social Security</td>
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<td>01034</td>
<td>Retirement - ER Share</td>
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<td>03220</td>
<td>Office Expense</td>
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<td>+10,000.00</td>
<td>11,480.00</td>
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</tbody>
</table>

Signature of requesting official: 

Date: April 11, 2016

To Board of Supervisors:  
There are sufficient balances available to meet this transfer request in the amount of: $10,000

Department of Finance

Action of Board of Supervisors:  

Date of Approval: 

Attest: Clerk of the Board by:
EXECUTIVE SUMMARY:

Due to unanticipated additional costs in advertising the position of Glenn County Counsel on three separate recruiting periods rather than the contemplated one, it is necessary to transfer savings from salaries and benefits to services and supplies, specifically to object #03220, office expense, in order to pay said additional costs and other expenses related to this section of the county counsel's budget.

FISCAL/PERSONNEL IMPACT(S):

None. The proposed transfer of $10,000 does not increase the county counsel's budget; it merely moves funds from one part of the budget to another to pay for past and expected future expenses until the end of the fiscal year.

Huston T. Carlyle, Jr.
Glenn County Counsel