COUNTY OF GLENN
AGENDA ITEM TRANSMITTAL

MEETING DATE:
Submiting Department(s):
SHERIFF

BRIEF SUBJECT/ISSUE DESCRIPTION:
TRANSFER OF FUNDS FROM CONTINGENCY TO COVER DIRECT COSTS INCURRED BY THE SHERIFF’S CORONER DIVISION FOR 06/07 DEATH INVESTIGATIONS

Contact: M.B. STANBERY
Phone: 934-6441

AGENDA PLACEMENT

APPOINTMENT – Appearances by: (Specify Name & Title)
LARRY JONES, SHERIFF/CORONER

ATTACHMENTS

LEGAL/PERSOONEL/FISCAL

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

LEGISLATION

☐ 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:
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):

Department Head

Personnel Director

Department of Finance

County Administrative Officer

cc:
EXECUTIVE SUMMARY: 
Request for authorization for transfer of funds from contingency to compensate vendors for anticipated balance of 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/PERSOONNEL IMPACT(S): 
Increased costs and volume of cases dictate the expenses incurred during any fiscal year. A significant increase in the number of cases and the level of investigation required has depleted funds budgeted for the 2006/2007 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 increase in expenses and volume of cases within the Coroner's budget, it is necessary to transfer funds from Contingency to Professional Services in order to keep up with the balance of the 2006/2007 fiscal year's accounts payable.

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<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>357,945.41</td>
<td>(10,000.00)</td>
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<td>Revenues:</td>
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<td>03230</td>
<td>PROFESSIONAL SERVICES</td>
<td>50,000.00</td>
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</table>

Signature of requesting official: [Signature]

Date: June 30, 2007

To Board of Supervisors:
There are sufficient balances available to meet this transfer request in the amount of: 10,000.00

Department of Finance

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

Date of Approval: 

Agenda Description: To transfer $10,000.00 from General Fund Contingency to cover professional services expenses in the Coroner's budget unit. General fund impact = $10,000.00. 45 vote required.
Memo

To: Glenn County Board of Supervisors

From: Don Santoro, CPA, Director of Finance

Date: March 20, 2007

Re: Report on Contingency Request Budget number 5294

Transfers requesting the use of contingency require a report from the Department of Finance either recommending the transfer or recommending the denial of the use of contingency and the reasons therefore (Chapter 5.16.07 of the County Administrative Manual).

My recommendation is that the request be allowed.