

# MEMORANDUM

SHASTA COUNTY DEPARTMENT OF RESOURCE MANAGEMENT  
1855 Placer Street, Redding, CA 96001

Environmental Health

Suite 201  
225-5787

Administration

Suite 200  
225-5789

Air Quality Management

Suite 101  
225-5674

Planning Division

Suite 103  
225-5532

Community Education Section

Suite 200  
225-5789

Building Division

Suite 102  
225-5761

TO: Brian Muir, Auditor-Controller  
Auditor-Controller's Office

FROM: Richard W. Simon, Director of Resource Management

DATE: June 15, 2017

SUBJECT: BUDGET AMENDMENT, 40200 BUDGET UNIT, BUILDING IMPROVEMENTS

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A budget amendment is requested in the Environmental Health Division, Budget Unit 40200 increasing appropriations by \$173,980 offset by the use of unassigned fund balance for the purchase and improvements of office space in the 1855 Placer St. 2<sup>nd</sup> Floor Building; and furnishings and equipment.

After preparing the budget transfer document, please forward it to the County Administrative Office for approval. The Department of Public works intends to take this to the Board of Supervisors for approval on June 27, 2017. If you have any questions, please contact Ronni at extension 5404. Thank you for your assistance in this matter.

RS/rh

Attachment

cc: Terri Howat, County Chief Financial Officer  
Laura Sumner, CAO Administrative Analyst I

## Budget Amendment

Resource Mgmt - Environmental Health

DEPARTMENT NAME

### APPROPRIATIONS

INCREASE <DECREASE>

COST CENTER	ACCOUNT	ACCOUNT DESCRIPTION	BUDGET READS	BUDGET SHOULD READ	AMOUNT OF TRANSFER (+/-)
40200	095166	TRANS OUT CAPITAL PROJECTS	0	150,000	150,000
40200	034536	OFFICE FURNITURE	0	16,500	16,500
40200	034892	CHGS IT PROFESSIONAL SVS	57,993	58,173	180
40200	035591	CHGS IT HARDWARE EQP	15,000	21,500	6,500
40200	035592	CHGS IT TELECOMM EQP	3,000	3,800	800
<b>TOTAL</b>					<b>173,980</b>

### REVENUE

INCREASE <DECREASE>

COST CENTER	ACCOUNT	ACCOUNT DESCRIPTION	BUDGET READS	BUDGET SHOULD READ	AMOUNT OF TRANSFER (+/-)
					-
					-
					-
					-
<b>TOTAL</b>					<b>-</b>