

# 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: February 13, 2018

SUBJECT: BUDGET AMENDMENT- 40200,28200,00373 BUDGET UNITS, REAL PROPERTY PURCHASE

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A budget amendment is requested in Resource Management Department for the following:

Environmental Health Division, BU 40200 add appropriations of \$75,000 in line item 095166 for Real Property Purchase. This would be offset by decreasing appropriations in the Salaries and Benefits by \$75,000.

Building Division, BU 28200 add appropriations of \$75,000 in line item 095166 for Real Property Purchase. This would be offset by decreasing appropriations in the Salaries and Benefits by \$75,000.

Air Quality Management District, BU 00373 add appropriations of \$75,000 in line item 095166 for Real Property Purchase. This would be offset by decreasing appropriations in the Salaries and Benefits by \$75,000.

After preparing the budget transfer document, please forward it to the County Administrative Office for approval. The Department intends to take this to the Board of Supervisors for approval on March 6, 2018 and also the Shasta County Air Board on March 6, 2018.

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  
Ayla Tucker, CAO Administrative Analyst