




COUNTY OF HUMBOLDT

For the meeting of: August 15, 2017

Date: August 1, 2017

To: Board of Supervisors

From:  Thomas K. Mattson, Public Works Director

Subject: First Amendment to the Inter-Departmental Memorandum of Understanding between the Department of Health and Human Services and the Public Works Department for Maintenance and Custodial Services and Budget Adjustment.

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve, and authorize the appropriate county officials to execute, the attached First Amendment to the Inter-Departmental Memorandum of Understanding between the Department of Health and Human Services and the Public Works Department for the latter's provision of maintenance, custodial and weekday callback services;
2. Approve the allocation of two full-time Laborer positions (class 0266, salary range 285) in Facilities Management Budget Unit 162;
3. Direct the County Administrative Office per the Memorandum of Understanding with the American Federation of State, County and Municipal Employees, section 14.1 On Call Assignment, to approve on-call duty for one Public Works Maintenance Mechanic position Monday through Thursday;
4. Approve the attached budget adjustment in Facilities Management Budget Unit 162; and
5. Direct other county departments utilizing such maintenance, custodial and weekday callback services to reimburse the Public Works Department for any callout and/or afterhours services.

Prepared by Thomas Mattson

CAO Approval Karen Clower TLR

REVIEW: DHHS W Personnel B Auditor WLSM County Counsel Sm CAO _____

TYPE OF ITEM:
 Consent
 Departmental
 Public Hearing
 Other _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT
 Upon motion of Supervisor Wilson Seconded by Supervisor Sundberg
 Ayes Wilson, Fennell, Sundberg, Bass, Bohn
 Nays _____
 Abstain _____
 Absent _____

PREVIOUS ACTION/REFERRAL:

Board Order No. C-23

Meeting of: February 7, 2012

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: August 15, 2017
 By: Kathy Hayes
 Kathy Hayes, Clerk of the Board

SOURCE OF FUNDING:

Social Services Administration (1160).

DISCUSSION:

To ensure availability of after-hours emergency response or callback services during weekdays specifically on Monday through Thursday evenings for maintenance, mechanical repair and custodial work, it is necessary for the Department of Health and Human Services ("DHHS") to amend its Inter-Departmental Memorandum of Understanding ("Inter-Departmental MOU") with the Public Works Department ("PWD") to include on-call costs. After-hours emergency response or callbacks also known as "callouts" result in a minimum of three (3) hours worked. If the employee works over a three (3) hour period, the time rendered is calculated at a minimum of four and one-half (4.5) hours or more depending on the number of hours worked. The estimated cost for fifteen (15) minutes to three (3) hours is \$123. On-call assignment also results in the employee receiving fifteen (15) minutes of compensatory time off for each hour on-call.

On January 10, 2012, DHHS and PWD entered into an Inter-Departmental MOU under which PWD agreed to increase the maintenance and custodial services provided to DHHS. Both parties now desire to amend certain provisions of the Inter-Departmental MOU in order to further increase the maintenance and custodial services provided to DHHS. DHHS desires to ensure availability of after-hours emergency response or callback services on Monday through Thursday evenings for maintenance, mechanical repair and custodial work. The additional standby/on-call mechanic weekday coverage will be staffed by existing PWD workers and the additional standby/on-call costs will be the responsibility of DHHS.

Other county departments will be able to access the standby/on-call services set forth in the attached first amendment to the Inter-Departmental MOU between DHHS and PWD. However, each department will be responsible for the additional event/response costs over and above the standby/on-call costs.

In addition, DHHS desires to add and fund two (2) full-time Laborers to the existing pool of four (4) Laborers to total six (6) full-time positions to be allocated to PWD. The estimated cost in salaries, benefits and associated costs for the additional two (2) full-time Laborers is \$107,000 per year. DHHS agrees to reimburse costs in the Facilities Management Budget Unit 162 to pay the salary, benefits, workers' compensation insurance and any approved overtime and/or callback, tool, clothing and uniform allowance, transportation and incidental expenses incurred by these positions for DHHS projects. Fund transfers shall be journaled to PWD from DHHS. Standby/on-call costs of \$17,500 will be paid by DHHS as well as any DHHS response costs.

FINANCIAL IMPACT:

The costs associated with the addition of two (2) full-time Laborers to the existing pool of four (4) Laborers currently allocated to PWD will be approximately \$107,000 annually. Such costs will be paid by DHHS Social Services Administration Budget Unit 1160-511. There are sufficient funds in this budget unit for this request.

The cost associated with the provision of emergency response and/or callback services will be a minimum of \$123 for the first three (3) hours of work provided and will be paid by the department utilizing emergency response and/or callback services. On-call compensation results in the employee receiving fifteen (15) minutes of compensatory time for each hour on-call. The estimated annual value of this compensatory time is \$17,500.

The requested action conforms to the Board of Supervisors' Core Roles of providing for and maintaining infrastructure.

OTHER AGENCY INVOLVEMENT:

None.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose to not approve the attached first amendment to the Inter-departmental MOU between DHHS and PWD for the provision of emergency response and/or on-call services. This alternative is not recommended as janitorial and maintenance needs continue to increase and the required after-hours emergency response cost would be less if PWD staff are utilized to cover weekday callback services compared to securing the same services through an outside vendor.

ATTACHMENTS:

1. Inter-Departmental Memorandum of Understanding between the Department of Health and Human Services and the Public Works Department dated January 10, 2012
2. First Amendment to the Inter-Departmental Memorandum of Understanding between the Department of Health and Human Services and the Public Works Department dated January 10, 2012
3. Budget Adjustment - Public Works Department

**INTER-DEPARTMENTAL
MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN THE HUMBOLDT COUNTY
DEPARTMENT OF HEALTH AND HUMAN SERVICES
AND THE HUMBOLDT COUNTY PUBLIC WORKS DEPARTMENT**

1. The Humboldt County Department of Health and Human Services (DHHS) and the Humboldt County Public Works Department (PWD) agree to collaborate and cooperate to develop, implement, and provide increased Maintenance and Custodial services to DHHS.
2. The Humboldt County Public Works Department agrees to take over the supervision of the following Full Time Equivalent (FTE) positions:
 - 2.1 Two (2) Carpenters
 - 2.2 One (1) Work Crew Leader
 - 2.3 One (1) Facility Maintenance Mechanic I
 - 2.4 Nine (9) Building Maintenance Custodians
 - 2.5 Four (4) Laborers

The above-listed positions assigned to PWD 40 hours per week will perform skilled maintenance, mechanical repair and custodial work as assigned in DHHS. Attachment A summarizes the typical duties of these positions. For a complete description see the approved classification specification.

3. Selection of the personnel to fill these positions shall be the responsibility of the PWD. Persons selected to fill the positions shall be required to successfully pass oral and/or written exam, possess sufficient formal and/or informal education and experience for successful job performance, possess sufficient strength and stamina required for the position, and licenses or obtain appropriate licenses for the position, including possession of a valid California Driver's License. Must complete and pass DHHS background process including livescan for criminal history. If required by the position, must be able to work evening shifts, standby, overtime as necessary. Must be willing to respond to emergencies in off-hours as necessary.
4. Public Works Time Cards will be completed and signed by the PWD Facility Maintenance Manager, or designee.
5. DHHS agrees to maintain funds in Facilities Management Budget Unit 162 to pay the salary, benefits, worker's compensation insurance and any approved overtime and/or callback, tool, clothing and uniform allowance, transportation, and incidental expenses incurred by these positions. Fund transfers shall be journaled to the PWD from the DHHS on a monthly basis through the normal project transfer expense process at PWD.
6. Schedule, Time Off, and Overtime will be determined by the Facilities Maintenance Manager or designee.
7. DHHS agrees to provide the persons assigned these positions with the appropriate and necessary training to carry out the duties and responsibilities of the positions.

9. Day-to-day assignments shall be provided by the PWD. The on-site supervision at DHHS shall be done by the Facility Maintenance Manager, or designee.
10. These positions are subject to all rules and regulations related to the safe and secure performance of duties in the DHHS facilities. Any violation of the rules and regulations may result in the temporary or permanent revocation of access into DHHS.
11. Any disciplinary matters related to this position will be handled by the Director of Humboldt County Public Works, or designee.
12. Tools and equipment to conduct the work required of these positions shall be provided by DHHS.
13. This MOU will be reviewed annually and may be modified upon the written agreement of the DHHS Director and PWD Director. Any increase in staffing levels under this MOU shall require approval of the Board of Supervisors.
14. The term of this MOU shall be from the date of execution through June 30, 2013 and shall automatically renew on July 1 of each subsequent year for an additional one year term unless terminated by either party. Termination of this MOU shall require 30 days written notice from either party to the other under the following circumstances:
 - 14.1 Non-delivery of services as outlined in Section 2;
 - 14.2 Work performance of employee is unacceptable and below work standards;
 - 14.3 Funding for positions by DHHS becomes unavailable; and
 - 14.4 Without cause.
15. In the event either department wishes to terminate this MOU, the positions will not be reallocated to DHHS.
16. The parties agree to make their best efforts to resolve disputes that occur under this MOU by good faith discussion wherever possible. If either party believes that a violation of this MOU has occurred, or is occurring, or is not satisfied that a dispute between the parties has been resolved, either party may request to meet and confer with the County Administrative Officer and the other party.

The parties hereto have caused this MOU to be executed by their signatures below as of the date signed.

Jeanne Vidal FOR PRC
Phillip Crandall, Director
Department of Health & Human Services

01/10/2012
Date

Tom Mattson
Tom Mattson, Director
Humboldt County Public Works Department

1/10/12
Date

Daniel J. Fulks
Dan Fulks, Director
Humboldt County Personnel Department

1/10/12
Date

Attachment A

Typical duties of Carpenter (Illustrative Only):

- Participates and performs design, layout and planning of office remodeling projects affecting County buildings and facilities including taking measurements, preparing working drawings and sketches, and assists in preparing project specifications;
- Estimates materials, tools and equipment needed for work assignments; orders and picks up materials and supplies from outside vendors as appropriate; prepares cost estimates for job.
- Performs skilled carpentry work, including preparation and finish work with concrete, framing, installs and tapes sheetrock, and installs finish materials for baseboards, trims and mouldings.
- Repairs and installs doors and door hardware, including key locks, and installation of security hardware.
- Constructs and modifies cabinetry and office furnishings, including bookcases, tables and specialized furniture.
- Installs and repairs roofing materials, including patches and emergency repairs to existing roofing.
- Assembles and installs moveable wall panels in offices, including ordering of channels and wall panels necessary for departmental needs.
- Maintains and services carpentry equipment and hand and power tools, keeps small inventory of frequently used supplies and hardware.
- Maintains basic records of work performed and supplies purchased.
- May direct the work of less skilled assistants on specific projects, ensuring proper safety precautions are followed.
- Performs related duties as required.

Typical duties of Work Crew Leader (Illustrative Only):

- Coordinates, oversees, and participates in the activities of assigned work crews; develops work sites and receives work orders for crews.
- Trains workers in proper use of tools and safety practices commonly used in manual labor activities.
- Maintains records of work activities, work sites and worker participation time records.
- Transports crews to and from job sites.
- Cleans up litter along roads, beaches and parks; sorting and loading collected litter according to recycling categories and hauling to appropriate disposal sites.
- Removes brush, weeds and debris from work sites.
- May operate various power or hand tools and equipment commonly used in manual labor activities.
- Performs related duties as required.

Typical duties of Facility Maintenance Mechanic (Illustrative Only):

- Performs troubleshooting, repair, maintenance, installation and adjustment to a variety of County mechanical and electrical systems, such as circulating pumps, diesel powered generators, batteries, lighting and electrical control systems, valves, piping and plumbing fixtures, fire control systems, furnaces, blowers and ductwork, pneumatic tubes, water

supply and drainage systems, runway and taxiway lighting systems, and baggage handling equipment.

- Checks the operation of boilers, boiler efficiencies, analyzes stack gases, monitors the safety features of boilers, adds chemicals, and tests boiler operation.
- Performs preventive maintenance on mechanical systems, including lubricating, changing filters, cleaning, and testing components.
- Installs and modifies electrical systems, runs new circuits, pulls wire, installs outlets, switches and fixtures. Trouble-shoot, diagnose and repair faulty systems.
- Installs, modifies and repairs plumbing and piping systems, including water supply lines, valves and fixtures, drains, waste and vent systems.
- Fabricates the less complex parts and fittings; makes assemblies, and repairs units used in maintenance work from work orders, drawings, specifications, sketches, manuals and oral instructions.
- Uses and maintains a wide variety of hand, power and shop tools and test equipment related to the work.
- Observes safe work methods and safety precautions related to the work; utilizes appropriate safety equipment in working around hazardous chemicals and in hazardous environments.
- May participate in specification development, estimation, inspection and contract monitoring for painting and building maintenance contracts.
- Makes sketches of work to be performed or of work completed.
- May direct the work of one or more assistants, volunteers or court referrals; instructs them in proper work procedures and safety precautions.
- Performs related duties as required.

Typical duties of Building Maintenance Custodians (Illustrative Only):

- Performs minor building maintenance on assigned buildings such as changing light bulbs, replacing soap dispensers, and repairing facets, urinals and plumbing valves.
- Inspects and adjusts boilers, drain tanks and performs minor maintenance on boiler and heating systems.
- Sweeps, mops scrubs, and polishes floors; sweeps and vacuums rugs; spot cleans carpets.
- Dusts and polishes furniture and woodwork.
- Empties, cleans and lines waste receptacles and disposes of trash.
- Washes doors, windows, walls, ceilings, venetian blinds, furniture and fixtures.
- Cleans and disinfects restrooms; restocks restroom supplies as necessary.
- Moves office furniture and equipment and may make minor repairs; reports the need for maintenance and repair.
- Strips, seals and buffs floors.
- Closes windows, turns off lights, and locks doors to secure buildings; turns on building security systems and inspects for correct operation.
- Keeps basic records of work performed, timesheets, etc.
- Observes safe working practices, including maintaining storage areas in a safe condition.
- Corrects and/or reports any safety or fire hazards.
- Follow label instructions to mix and dilute cleansers, disinfectants and stripping agents to ensure proper strength for use.
- Uses a variety of custodian tools, equipment and supplies; maintains equipment and materials in proper condition.

- Reports unauthorized persons and other security problems.
- Sets up meeting rooms and rearranges furniture.
- Performs related duties as required.

Typical duties of Laborers (Illustrative Only):

Under general supervision, independently performs the following duties:

- Perform basic yard work, including mowing and trimming.
- Painting in offices and structures.
- Assembly of office equipment and mounting of bulletin and white boards.
- Moving files, boxes, furniture and equipment and make deliveries.
- Maintains basic records of work performed.
- Observes safe work methods and safety practices related to work and uses appropriate safety equipment.
- Performs related duties as required.

**FIRST AMENDMENT
INTER-DEPARTMENTAL MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN
THE HUMBOLDT COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES
AND
THE HUMBOLDT COUNTY PUBLIC WORKS DEPARTMENT**

This First Amendment to the Inter-Departmental Memorandum of Understanding dated January 10, 2012, by and between the Humboldt County Department of Health and Human Services, hereinafter referred to as "DHHS," and the Humboldt County Public Works Department, hereinafter referred to as "PWD," is entered into this ____ day of _____, 20__.

WHEREAS, on January 10, 2012, DHHS and PWD entered into an Inter-Departmental Memorandum of Understanding ("Inter-Departmental MOU") under which PWD agreed to increase the maintenance and custodial services provided to DHHS; and

WHEREAS, the parties now desire to amend certain provisions of the Inter-Departmental MOU in order to further increase the maintenance and custodial services provided to DHHS.

NOW THEREFORE, the parties mutually agree as follows:

1. Section 2 of the Inter-Departmental MOU is hereby amended to read as follows:
 2. The Humboldt County Public Works Department agrees to take over the supervision of the following full time equivalent (FTE) positions:
 - 2.1 Two (2) Carpenters
 - 2.2 One (1) Work Crew Leader
 - 2.3 One (1) Facility Maintenance Mechanic I
 - 2.4 Nine (9) Building Maintenance Custodians
 - 2.5 Six (6) Laborers

The above-listed positions assigned to PWD 40 hours per week will perform skilled maintenance, mechanical repair and custodial work as assigned in DHHS. Additionally, PWD will provide a mechanic for after-hours emergency response Monday through Thursday. The additional standby/on-call Mechanic weekday coverage will be staffed by the existing PWD workers and the additional standby/on-call costs are the responsibility of DHHS. Other county departments will be able to access this standby/on-call service. Each department will be responsible for the additional event/response costs over the standby/on-call costs. Attachment A summarizes the typical duties of these positions. For complete descriptions see the approved classification specifications.

2. Section 5 of the Inter-Departmental MOU is hereby amended to read as follows:
 5. Upon approval of expenditure detail, DHHS agrees to reimburse costs in Facilities Management Budget Unit 162 to pay the salary, benefits, worker's compensation insurance and any approved overtime and/or callback, tool, clothing and uniform allowance, transportation, and incidental expenses incurred by these positions for DHHS projects.

- 5.1 Fund transfers shall be journaled to PWD from DHHS no more frequently than monthly and no less frequently than quarterly through PWD's normal project transfer expense process.
 - 5.2 Standby/on-call costs will be paid by DHHS as well as any DHHS response costs. Other Humboldt County Departments may leverage the on-call capability and would only be responsible for the costs associated with additional event/response costs over and above the standby/on-call costs.
3. Except as modified herein, the Inter-Departmental MOU dated January 10, 2012, shall remain in full force and effect. In the event of a conflict between the provisions of this First Amendment and the original Inter-Departmental MOU, the provisions of this First Amendment shall govern.

IN WITNESS WHEREOF, the parties hereto have entered into this First Amendment as of the first date written above.

HUMBOLDT COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES:

By: _____ Date: _____
 Connie Beck, Director
 Department of Health and Human Services
(Pursuant to the authority delegated by the Humboldt County Board of Supervisors on August 15, 2017)

HUMBOLDT COUNTY PUBLIC WORKS DEPARTMENT:

By: _____ Date: _____
 Tom Mattson, Director
 Public Works Department
(Pursuant to the authority delegated by the Humboldt County Board of Supervisors on August 15, 2017)

HUMBOLDT COUNTY HUMAN RESOURCES DEPARTMENT:

By: _____ Date: _____
 Kelly Barns, Assistant HR Director
 Human Resources Department
(Pursuant to the authority delegated by the Humboldt County Board of Supervisors on August 15, 2017)

Attachment A

Typical duties of Carpenter (Illustrative Only):

- Participates and performs design, layout and planning of office remodeling projects affecting County buildings and facilities including taking measurements, preparing working drawings and sketches, and assists in preparing project specifications;
- Estimates materials, tools and equipment needed for work assignments; orders and picks up materials and supplies from outside vendors as appropriate; prepares cost estimates for job.
- Performs skilled carpentry work, including preparation and finish work with concrete, framing, installs and tapes sheetrock, and installs finish materials for baseboards, trims and mouldings.
- Repairs and installs doors and door hardware, including key locks, and installation of security hardware.
- Constructs and modifies cabinetry and office furnishings, including bookcases, tables and specialized furniture.
- Installs and repairs roofing materials, including patches and emergency repairs to existing roofing.
- Assembles and installs moveable wall panels in offices, including ordering of channels and wall panels necessary for departmental needs.
- Maintains and services carpentry equipment and hand and power tools, keeps small inventory of frequently used supplies and hardware.
- Maintains basic records of work performed and supplies purchased.
- May direct the work of less skilled assistants on specific projects, ensuring proper safety precautions are followed.
- Performs related duties as required.

Typical duties of Work Crew Leader (Illustrative Only):

- Coordinates, oversees, and participates in the activities of assigned work crews; develops work sites and receives work orders for crews.
- Trains workers in proper use of tools and safety practices commonly used in manual labor activities.
- Maintains records of work activities, work sites and worker participation time records.
- Transports crews to and from job sites.
- Cleans up litter along roads, beaches and parks; sorting and loading collected litter according to recycling categories and hauling to appropriate disposal sites.
- Removes brush, weeds and debris from work sites.
- May operate various power or hand tools and equipment commonly used in manual labor activities.

- Performs related duties as required.

Typical duties of Facility Maintenance Mechanic (Illustrative Only):

- Performs troubleshooting, repair, maintenance, installation and adjustment to a variety of County mechanical and electrical systems, such as circulating pumps, diesel powered generators, batteries, lighting and electrical control systems, valves, piping and plumbing fixtures, fire control systems, furnaces, blowers and ductwork, pneumatic tubes, water supply and drainage systems, runway and taxiway lighting systems, and baggage handling equipment.
- Checks the operation of boilers, boiler efficiencies, analyzes stack gases, monitors the safety features of boilers, adds chemicals, and tests boiler operation.
- Performs preventive maintenance on mechanical systems, including lubricating, changing filters, cleaning, and testing components.
- Installs and modifies electrical systems, runs new circuits, pulls wire, installs outlets, switches and fixtures. Trouble-shoot, diagnose and repair faulty systems.
- Installs, modifies and repairs plumbing and piping systems, including water supply lines, valves and fixtures, drains, waste and vent systems.
- Fabricates the less complex parts and fittings; makes assemblies, and repairs units used in maintenance work from work orders, drawings, specifications, sketches, manuals and oral instructions.
- Uses and maintains a wide variety of hand, power and shop tools and test equipment related to the work.
- Observes safe work methods and safety precautions related to the work; utilizes appropriate safety equipment in working around hazardous chemicals and in hazardous environments.
- May participate in specification development, estimation, inspection and contract monitoring for painting and building maintenance contracts.
- Makes sketches of work to be performed or of work completed.
- May direct the work of one or more assistants, volunteers or court referrals; instructs them in proper work procedures and safety precautions.
- Performs related duties as required.

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- Inspects and adjusts boilers, drain tanks and performs minor maintenance on boiler and heating systems.

- Sweeps, mops scrubs, and polishes floors; sweeps and vacuums rugs; spot cleans carpets.
- Dusts and polishes furniture and woodwork.
- Empties, cleans and lines waste receptacles and disposes of trash.
- Washes doors, windows, walls, ceilings, venetian blinds, furniture and fixtures.
- Cleans and disinfects restrooms; restocks restroom supplies as necessary.
- Moves office furniture and equipment and may make minor repairs; reports the need for maintenance and repair.
- Strips, seals and buffs floors.
- Closes windows, turns off lights, and locks doors to secure buildings; turns on building security systems and inspects for correct operation.
- Keeps basic records of work performed, timesheets, etc.
- Observes safe working practices, including maintaining storage areas in a safe condition.
- Corrects and/or reports any safety or fire hazards.
- Follow label instructions to mix and dilute cleansers, disinfectants and stripping agents to ensure proper strength for use.
- Uses a variety of custodian tools, equipment and supplies; maintains equipment and materials in proper condition.
- Reports unauthorized persons and other security problems.
- Sets up meeting rooms and rearranges furniture.
- Performs related duties as required.

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- Perform basic yard work, including mowing and trimming.
- Painting in offices and structures.
- Assembly of office equipment and mounting of bulletin and white boards.
- Moving files, boxes, furniture and equipment and make deliveries.
- Maintains basic records of work performed.

- Observes safe work methods and safety practices related to work and uses appropriate safety equipment.
- Performs related duties as required.

COUNTY OF HUMBOLDT
REQUEST FOR BUDGET TRANSFER/ADJUSTMENT

A _____

DEPARTMENT: Public Works

DEPARTMENT #: 162 POSTING DATE: 8/15/2017

1.) The reason for this budget transfer request is:

_____	Transfer within expenditure/revenue category (with Auditor Approval)	Original only
_____	Transfer between expenditure/revenue category (with CAO & Auditor Approval)	Original +1
_____	Increase/decrease Intrafund Transfer account (with Board Approval)*	Original +1
_____	Transfer to or from Contingencies (with Board Approval)*	Original +1
<u>X</u>	Increase/decrease budget unit appropriation (with Board approval)*	Original +1
_____	Establish/transfer funds in Fixed Assets <\$10,000 (CAO & Auditor Approval)	Original +1
_____	Establish/transfer funds in Fixed Assets >\$10,000 (with Board Approval)*	Original +1

2.)	Transfer to Account:			Transfer from Account:	
	Amount:	Number:	Name:	Number:	Name:
	\$ 65,000.00	1100162-1100	Salaries and Wages	1100162-1475	Salaries Reimbursed
	\$ 100.00	1100162-1300	Tool Allowance	1100162-1475	Salaries Reimbursed
	\$ 110.00	1100162-1450	Unemployment Insura	1100162-1475	Salaries Reimbursed
	\$ 17,500.00	1100162-1460	Overtime	1100162-1475	Salaries Reimbursed
	\$ 17,500.00	1100162-1470	Heath Insurance	1100162-1475	Salaries Reimbursed
	\$ 75.00	1100162-1471	Life & Air Travel Insur	1100162-1475	Salaries Reimbursed
	\$ 1,500.00	1100162-1472	Dental Insurance	1100162-1475	Salaries Reimbursed
	\$ 15,000.00	1100162-1500	Retirement	1100162-1475	Salaries Reimbursed
	\$ 280.00	1100162-1510	PARS	1100162-1475	Salaries Reimbursed
	\$ 4,200.00	1100162-1600	FICA	1100162-1475	Salaries Reimbursed
	\$ 2,900.00	1100162-1700	Workers' Compensati	1100162-1475	Salaries Reimbursed
	\$ 165.00	1100162-2109	Household Expense	1100162-1475	Salaries Reimbursed
	\$ 170.00	1100162-2122	Small Tools	1100162-1475	Salaries Reimbursed

3.) In the space below, state (a) reason for transfer request, (b) reason why there are sufficient balances in affected accounts, and (c) why transfer cannot be delayed until next budget year.

- a.) MOU with DHHS _____
- b.) Salaries to be reimbursed by DHHS _____
- c.) Facilities staff needs to be paid out facilities budget _____

4.) Department Authorization: _____ Date 8/2/17 (signed) Charlott M. Nelson

5.) Account balances verified by Auditor-Cont _____ Date 8/14/17 (signed) M.J. V. Malhotra

6.) /Approved _____ /Not approved _____ /Recommended _____ /Not recommended _____
 County Administrative Officer: _____ Date 8/14/17 (signed) Karen Clower

INSTRUCTIONS

SEND ORIGINAL REQUEST FOR BUDGET TRANSFER DIRECTLY TO THE AUDITOR-CONTROLLER.