

**MEMORANDUM
PROBATION DEPARTMENT
COUNTY OF PLACER**

TO: Honorable Board of Supervisors

FROM: Marshall Hopper, Chief Probation Officer *A*

DATE: March 27, 2012

SUBJECT: Approval of a Budget Revision to the Probation Officer Budget and addition of new equipment to the Master Fixed Asset List.

ACTION REQUESTED

Approve a Budget Revision in the amount of \$8,500 to increase appropriations in the Probation Officer's FY 2011-12 Final Budget for the purchase of a new washing machine at the Juvenile Detention Facility (JDF), and add the new equipment to the Master Fixed Asset List.

BACKGROUND

The California Welfare and Institutions Code Section 873 (e) stipulates, "The money and property deposited in the Ward Welfare Fund shall be expended by the chief probation officer primarily for the benefit, education, and welfare of the wards and detainees confined within the juvenile hall or other county juvenile facilities. Any funds that are not needed for the welfare of the confined Wards and Detainees may be expended by the Chief Probation Officer at his or her sole discretion for the maintenance of county juvenile facilities."

The commercial washing machine located at the JDF is used to launder the bedding and clothing of minors in the care and custody of the Chief Probation Officer. The current machine was originally placed into service when the existing facility was constructed over 12 years ago, and has met the end of its useful life. The Probation Department is requesting a Budget Revision to facilitate the purchase of a replacement commercial washing machine for the facility.

FISCAL IMPACT

Upon your Board's approval, funds will be cancelled from the Juvenile Ward Welfare Reserve Fund to complete this purchase. There is no fiscal impact to the County General Fund with this action.

MASTER FIXED ASSET LIST
Appropriation 22050

| <u>Description</u> | <u>Quantity</u> | <u>Amount</u> |
|----------------------------|-----------------|---------------|
| Commercial Washing Machine | 1 | \$ 8,500 |

| |
|------------------|
| PAS DOCUMENT NO. |
| |

BUDGET REVISION

POST DATE:

| DEPT NO. | DOC TYPE | Total \$ Amount | TOTAL LINES |
|----------|----------|-----------------|-------------|
| 18 | BR | 8,500.00 | 2 |

Cash Transfer Required

Reserve Cancellation Required (Cancel Reserve: 2400-278000)

Establish Reserve Required

ms

Auditor-Controller

County Executive

Board of Supervisors

| ESTIMATED REVENUE ADJUSTMENT | | | | | | | | | | APPROPRIATION ADJUSTMENT | | | | | | | | | | | | |
|------------------------------|-----|-----|------|----------|-----|-----|-------|-------|-----------|--------------------------|----------|-----|-----|------|----------|--------|-------|-------|-------|-----------|--------|----------|
| DEPT NO. | T/C | Rev | Fund | Sub Fund | OCA | PCA | OBJ 3 | PROJ. | PROJ. DTL | AMOUNT | DEPT NO. | T/C | Rev | Fund | Sub Fund | OCA | PCA | OBJ 3 | PROJ. | PROJ. DTL | AMOUNT | |
| | | | | | | | | | | | 18 | 014 | | 110 | | 000040 | 04020 | 4451 | | | | 8,500.00 |
| TOTAL | | | | | | | | | | TOTAL | | | | | | | | | | | | |
| 0.00 | | | | | | | | | | 8,500.00 | | | | | | | | | | | | |

REASON FOR REVISION: To cancel reserves from the Juvenile Welfare Fund and recognize those same funds by the Probation Department and its specified expenditures in order to replace an aging washing machine at the Juvenile Detention Facility.

Prepared by Chris Artim Ext 7912

Department Head *[Signature]*

Board of Supervisors _____

Date: 3/16/12

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