



**District Attorney
COUNTY OF TULARE
AGENDA ITEM**

BOARD OF SUPERVISORS

KUYLER CROCKER
District One
PETE VANDER POEL
District Two
AMY SHUKLIAN
District Three
J. STEVEN WORTHLEY
District Four
MIKE ENNIS
District Five

AGENDA DATE: March 13, 2018

Public Hearing Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Scheduled Public Hearing w/Clerk	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Published Notice Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Advertised Published Notice	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Meet & Confer Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Electronic file(s) has been sent	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Budget Transfer (Aud 308) attached	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Personnel Resolution attached	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Agreements are attached and signature line for Chairman is marked with tab(s)/flag(s)	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
CONTACT PERSON: Kerri Lopez PHONE: 636-5494				

SUBJECT: Approve a Capital Asset purchase of two vehicles.

REQUEST(S):

That the Board of Supervisors:

1. Approve a capital asset purchase of two vehicles in an amount not to exceed \$80,000.
2. Authorize the Purchasing Agent to waive the bid process and obtain quotes for the purchase of two vehicles.
3. Approve the necessary budget adjustments per the attached AUD 308 (4/5ths vote required).

SUMMARY:

The Office of the District Attorney maintains a criminal investigative vehicle inventory. Two trucks in our current inventory exceed the 120,000 mileage threshold used to evaluate vehicles for replacement. Vehicle number 1193 has 170,000 miles and vehicle number 1142 has 180,000 miles. These high mileage vehicles present transportation reliability issues for our staff.

In order to replace these high mileage trucks, we are requesting to purchase two new Chevy Silverado 1500 pick-up trucks at an estimated cost of \$40,000 each. We have a need for four wheel drive trucks in our fleet as they are used in the remote and mountainous areas of Tulare County to serve search warrants, transport items seized through those warrants, and to conduct investigative surveillance.

The total approximate cost for these two vehicles will not exceed \$80,000. A 10% contingency has been included in the proposed amount. These vehicles will be

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purchased in accordance with the County's purchasing guidelines.

We are requesting that the Board authorize the Purchasing Agent to waive the bid process and obtain quotes for the purchase of two vehicles. This would allow the vehicles to be delivered and invoiced before the June 30th deadline.

We plan to use unexpected salary savings from a vacant Accountant II position that has not been filled (PCN 06267).

FISCAL IMPACT/FINANCING:

The District Attorney's Office will use \$80,000 of salary savings from accountant vacancy in position #06267 to fund the purchase of the two vehicles. The AUD 308 will adjust expenses from salary lines to appropriate funds for the purchase of the vehicles. There is no additional Net County Cost.

LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:

The County's five-year strategic plan includes Safety and Security Initiatives. The purchase of these vehicles ensures our Criminal Investigative Unit can continue to fulfill its investigative obligations to the public and the County.

ADMINISTRATIVE SIGN-OFF:

Kerri Lopez
Assistant District Attorney

Cc: Auditor-Controller
County Counsel
County Administrative Office (2)

Attachment(s) AUD 308

**BEFORE THE BOARD OF SUPERVISORS
COUNTY OF TULARE, STATE OF CALIFORNIA**

**IN THE MATTER OF APPROVE A) Resolution No. _____
CAPITAL
ASSET PURCHASE OF TWO VEHICLES.) Agreement No. _____**

UPON MOTION OF SUPERVISOR _____, SECONDED BY
SUPERVISOR _____, THE FOLLOWING WAS ADOPTED BY THE
BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD _____
_____, BY THE FOLLOWING VOTE:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST: MICHAEL C. SPATA
COUNTY ADMINISTRATIVE OFFICER/
CLERK, BOARD OF SUPERVISORS

BY: _____
Deputy Clerk

* * * * *

1. Approved a capital asset purchase of two vehicles in an amount not to exceed \$80,000.
2. Authorized the Purchasing Agent to waive the bid process and obtain quotes for the purchase of two vehicles.
3. Approved the necessary budget adjustments per the attached AUD 308 (4/5ths vote required).

AUD-308 - Budget Adjustment Form

4:52 PM

03/07/18						05		2018	
Date		Document ID Number		Accounting Period		Budget Fiscal Year			
				District Attorney		Karen McVaigh		205-1003	
				Agency Name		Contact Person		Phone	
								Extension	

Action** A,C,D	Fund	Dept	Appr #				LEVEL 1 Finish Here	Current Amount	Revised Amount	Inc / Dec Amt
C	001	100	100CAP					206,000	286,000	80,000
C	001	100	100SBEN					19,490,663	19,410,663	(80,000)
										-
										-
										-
										-
										-
										-
										-
Appropriations Total							<i>Need Not Equal Zero</i>	19,696,663	19,696,663	-

Action** A,C,D	Fund	Dept	Appr #	Unit	Object	Rev	LEVEL 2 Start Here	Current Amt	Revised Amount	Inc / Dec Amt
C	001	100	100SBEN	3200	6001			10,051,155	9,971,155	(80,000)
C	001	100	100CAP	3200	8342			168,000	248,000	80,000
										-
										-
										-
										-
										-
										-
										-
										-
										-
										-
										-
										-
Line Total							<i>Must Equal Zero</i>	\$ 10,219,155	\$ 10,219,155	\$ -

Reason for Adjustment (To Avoid Correspondence, State Reason in Detail)

Requesting to use salary savings from unfilled Accountant II position (PCN 06267) and unfilled Victim Witness Worker position (PCN 04276) to purchase two trucks. There is no increase to the Net County Cost. Pending AUDs may change amounts in Level 1.

_____ Affected Dept Head Signature		_____ Other Affected Dept Head Signature	
Checked By: _____ County Executive Office Action: No. _____ Date: _____ () Approved () Disapproved		Entered By: _____ Date: _____ Distribution: 1: BOS/CAO/Auditor	
By: _____ Board of Supervisors Action: No. _____ Date: _____			

**** Action Codes: A=Add, C=Change, D=Deactivate**

* Whenever a 93XX account budget is adjusted, a corresponding 94XX account budget must be adjusted in the billing agency, except for ISFs

* Whenever a 95XX account budget is adjusted, a corresponding 96XX account budget must be adjusted in the billing agency, and vice versa

* Whenever a 97XX account budget is adjusted, a corresponding 98XX account budget must be adjusted in the billing agency, and vice versa