



District Attorney COUNTY OF TULARE AGENDA ITEM

BOARD OF SUPERVISORS

KUYLER CROCKER
District One

PETE VANDER POEL
District Two

AMY SHUKLIAN
District Three

EDDIE VALERO
District Four

DENNIS TOWNSEND
District Five

AGENDA DATE: May 7, 2019 - **REVISED**

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: Dan Underwood PHONE: 636-5494

SUBJECT: Approve a budget adjustment to fund Burrel Avenue office work space improvements

REQUEST(S):

That the Board of Supervisors:

1. Approve a transfer in an amount not to exceed \$200,000 from the District Attorney's Office department budget (001-100-3200-9102) to Capital Projects (030-086-3200-9202) for Fiscal Year 2018/19 to cover the costs for improvements to work space at the District Attorney's Burrel Avenue office.
2. Approve the necessary budget adjustment per the attached AUD 308 (4/5ths vote required).

SUMMARY:

The Tulare County District Attorney's Office is requesting that the Board approve the attached AUD 308 to transfer \$200,000 from the District Attorney's Office Capital Purchase appropriation to Capital Projects. These funds will be used for general improvements to retrofit vacant work space at the department's Burrel Avenue location. Work will include the creation of a storage area, installation of walls and doors and ceiling replacement. These improvements will fulfill the need for a private location to secure sensitive case information. In addition, several work stations will be created and furnished.

The projected cost of this work will not exceed \$200,000, and is expected to be completed by the end of calendar year 2019. The department will utilize savings in its Capital Purchase budget to cover all costs. Capital Projects will be managing the coordination of the project. These funds will increase the Capital Projects' overall

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budget for Fiscal Year 2018/2019 and will need to be recognized as additional revenue.

FISCAL IMPACT/FINANCING:

The District Attorney's Office improvement project expenses in an amount not to exceed \$200,000 will be covered by the department's current savings in its Capital Purchase line for Fiscal Year 2018/19. There will be no net County cost to the General Fund.

LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:

The County's five-year strategic plan includes the Organizational Performance initiative to continuously improve organizational effectiveness. These improvements will provide much needed employee work space, as well as a secure facility for evidence storage.

ADMINISTRATIVE SIGN-OFF:



David Alavezos
Assistant District Attorney

Cc: County Administrative Office

Attachment(s) AUD 308

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County of Tulare — Auditor Controller

Budget Adjustment Form

04/29/19							1019		12:15 PM	
Date				Document ID Number			Accounting Period		Budget Fiscal Year	
				District Attorney			Rainbow Moore		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					803,390	603,390	(200,000)
C	001	100	100INTRA					1,876,623	2,076,623	200,000
C	030	086	0861CAP					36,160,048	36,360,048	200,000
										-
										-
										-
										-
										-
										-
Appropriations Total							Need Not Equal Zero	38,840,061	39,040,061	200,000
Action** A,C,D	Fund	Dept	Appr #	Unit	Object	Rev	LEVEL 2 Start Here	Current Amt	Revised Amount	Inc / Dec Amt
A	001	100	100INTRA	3200	9102				200,000	200,000
C	001	100	100CAP	3200	8307			339,000	139,000	(200,000)
										-
C	030	086	0861CAP	3200	8127			1,500,000	1,700,000	200,000
C	030	086		3200		9202		800,000	1,000,000	(200,000)
										-
										-
										-
										-
										-
										-
										-
										-
										-
										-
										-
Line Total							Must Equal Zero	\$ 2,639,000	\$ 3,039,000	\$ -
Reason for Adjustment (To Avoid Correspondence, State Reason in Detail)										
<p>We are requesting to utilize the already approved DA Capital Asset Budget appropriation for Burrel office site construction project. The funds were initially set aside for our case management systems upgrade. However, it is being continued into the next fiscal year resulting in savings in the DA Capital Budget Appropriation.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>_____ Affected Dept Head Signature</p> </div> <div style="width: 45%;"> <p>_____ Other Affected Dept Head Signature</p> </div> </div>										
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										