



**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:** September 22, 2020

|                                                                                       |     |                                     |     |                                     |
|---------------------------------------------------------------------------------------|-----|-------------------------------------|-----|-------------------------------------|
| 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 Capital Asset purchase

**REQUEST(S):**  
That the Board of Supervisors:

1. Approve the capital asset purchase of three Microsoft Surface Hubs for the Victim Witness Assistance Center in an amount not to exceed \$34,044; and
2. Approve the necessary budget adjustments per the attached AUD 308 (4/5ths vote required).

**SUMMARY:**  
The Tulare County District Attorney's Office serves victims of crime through its Victim Witness Center (VW Center). While the majority of these services are usually provided in-person, the COVID-19 pandemic brought about some necessary changes which affect how services to victims are provided.

These changes resulted in VW Center staff doing much of their normal face-to-face communication and service provision over the phone. While it was feared that these new measures would have negative effects on the service level to victims, early feedback from victims indicates that many appreciate the flexibility of receiving services from the comfort of their home. Some have opined that the flexibility and convenience has prompted them to participate more often in the process.

To continue to provide remote services to victims in a more effective and personal way, the Department is seeking permission to purchase three Microsoft Surface Hubs. The Surface Hub is a portable video conferencing set up, which will allow VW

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Center staff to meet with victims on the screen, rather than simply over the phone. This technology can also be used when the victim would prefer (and the judge will allow) to testify remotely. This can include reading victim impact statements made during sentencing, or for young children to testify against their abusers. This method would prevent the victim from having to endure the trauma of being in the courtroom with their offender. Testimony at parole hearings are particularly stressful for the victim, who must travel to the prison to attend the hearing, fill out paperwork for gate clearance, then sit in the same room as their offender. This process often re-traumatizes the victim.

In the future, when the pandemic is no longer a threat and in-person services are once again allowable, a Surface Hub can be used in instances where the victim has no transportation or child care, and can connect via video conferencing instead.

In addition to being used to provide victim services, the Surface Hubs will be used by VW Center staff to hold meetings and offer team training between its three locations (Visalia, Porterville and the Juvenile Justice Center). This will save time and mileage, making for a more efficient way to communicate.

This purchase will be covered 100% by the Victim Witness Assistance Program grant, funded through the California Governor's Office of Emergency Services.

**FISCAL IMPACT/FINANCING:**

The Victim Witness Assistance Program grant (Budget Unit 3700) will cover the entire cost of three Microsoft Surface Hubs. The quote for each Surface Hub is \$10,316.50, which includes tax and recycling fees. The total quote to purchase three Surface Hubs is \$30,949.50. The Department is requesting the amount not exceed \$34,044, which allows for a contingency of \$3,094.95 (10%) for unforeseen modifications in the quote amount or shipping costs. There is no net County cost to the General Fund. The attached AUD 308 reflects the budget adjustment from Services and Supplies to Capital Assets in Budget Unit 3700.

**LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:**

The County's five-year Strategic Business Plan and Management System include Safety and Security initiatives to provide for the safety and security of the public. This purchase will allow for the continuity of services to victims while protecting their health and the health of Department staff.

**ADMINISTRATIVE SIGN-OFF:**

/s/ Dan Underwood

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Dan Underwood  
Chief Deputy District Attorney

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cc: County Administrative Office

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            ) 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: JASON T. BRITT  
          COUNTY ADMINISTRATIVE OFFICER/  
          CLERK, BOARD OF SUPERVISORS

BY: \_\_\_\_\_  
                                                  Deputy Clerk

\* \* \* \* \*

1. Approved the capital asset purchase of three Microsoft Surface Hubs for the Victim Witness Assistance Center in an amount not to exceed \$34,044; and
2. Approved the necessary budget adjustments per the attached AUD 308 (4/5ths vote required).

# County of Tulare — Auditor Controller Budget Adjustment Form

8:47 AM

|          |                    |                    |                    |
|----------|--------------------|--------------------|--------------------|
| 09/03/20 |                    | 03                 | 2021               |
| Date     | Document ID Number | Accounting Period  | Budget Fiscal Year |
|          | District Attorney  | Rainbow Park-Moore | 205-1003           |
|          | Agency Name        | Contact Person     | Phone              |

| Action**<br>A,C,D           | Fund | Dept | Appr #  |  | <b>LEVEL 1 Finish Here</b> | Current Amount             | Revised Amount | Inc / Dec Amt |   |
|-----------------------------|------|------|---------|--|----------------------------|----------------------------|----------------|---------------|---|
| C                           | 001  | 100  | 100SSUP |  |                            | 2,770,547                  | 2,736,503      | (34,044)      |   |
| A                           | 001  | 100  | 100CAP  |  |                            |                            | 34,044         | 34,044        |   |
|                             |      |      |         |  |                            |                            |                | -             |   |
|                             |      |      |         |  |                            |                            |                | -             |   |
|                             |      |      |         |  |                            |                            |                | -             |   |
|                             |      |      |         |  |                            |                            |                | -             |   |
|                             |      |      |         |  |                            |                            |                | -             |   |
|                             |      |      |         |  |                            |                            |                | -             |   |
|                             |      |      |         |  |                            |                            |                | -             |   |
|                             |      |      |         |  |                            |                            |                | -             |   |
| <b>Appropriations Total</b> |      |      |         |  |                            | <i>Need Not Equal Zero</i> | 2,770,547      | 2,770,547     | - |

| Action**<br>A,C,D | Fund | Dept | Appr #  | Unit | Object | Rev | <b>LEVEL 2 Start Here</b> | Current Amt | Revised Amount | Inc / Dec Amt |
|-------------------|------|------|---------|------|--------|-----|---------------------------|-------------|----------------|---------------|
| C                 | 001  | 100  | 100SSUP | 3700 | 7066   |     |                           | 110,561     | 76,517         | (34,044)      |
| A                 | 001  | 100  | 100CAP  | 3700 | 8339   |     |                           |             | 34,044         | 34,044        |
|                   |      |      |         |      |        |     |                           |             |                | -             |
|                   |      |      |         |      |        |     |                           |             |                | -             |
|                   |      |      |         |      |        |     |                           |             |                | -             |
|                   |      |      |         |      |        |     |                           |             |                | -             |
|                   |      |      |         |      |        |     |                           |             |                | -             |
|                   |      |      |         |      |        |     |                           |             |                | -             |
|                   |      |      |         |      |        |     |                           |             |                | -             |
|                   |      |      |         |      |        |     |                           |             |                | -             |
|                   |      |      |         |      |        |     |                           |             |                | -             |
|                   |      |      |         |      |        |     |                           |             |                | -             |
|                   |      |      |         |      |        |     |                           |             |                | -             |
|                   |      |      |         |      |        |     |                           |             |                | -             |
|                   |      |      |         |      |        |     |                           |             |                | -             |
|                   |      |      |         |      |        |     |                           |             |                | -             |
|                   |      |      |         |      |        |     |                           |             |                | -             |
|                   |      |      |         |      |        |     |                           |             |                | -             |
|                   |      |      |         |      |        |     |                           |             |                | -             |
| <b>Line Total</b> |      |      |         |      |        |     | <i>Must Equal Zero</i>    | \$ 110,561  | \$ 110,561     | \$ -          |

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

To purchase a Capital Asset (three portable video conferencing set ups) for the Victim Witness Assistance Center.

RPM

RPM

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