



District Attorney
COUNTY OF TULARE
AGENDA ITEM

BOARD OF SUPERVISORS

ALLEN ISHIDA
District One
PETE VANDER POEL
District Two
PHILLIP A. COX
District Three
J. STEVEN WORTHLEY
District Four
MIKE ENNIS
District Five

AGENDA DATE: September 10, 2013

Table with 4 columns: Requirement, Yes, N/A, and checkbox. Rows include Public Hearing Required, Scheduled Public Hearing w/Clerk, Published Notice Required, etc. CONTACT PERSON: Jennifer Lightfoot PHONE: 636-5471

SUBJECT: Approve a capital asset purchase.

REQUEST(S):

That the Board of Supervisors:

- 1. Approve the capital asset purchase of a new vehicle for the Unserved/Underserved Victim Advocacy and Outreach Program in the amount of \$35,000.
2. Approve the necessary budget adjustments per the attached AUD 308 (4/5ths vote required).

SUMMARY:

The District Attorney's Office requests the purchase of a vehicle to be used in conjunction with the Unserved/Underserved Victim Advocacy and Outreach Program (UV Program).

The funds to purchase the vehicle are available from a grant from the California Governor's Office of Emergency Services (Cal OES). Because this grant receives funding from the Victims of Crime Act, it runs on a federal fiscal year. The current grant ends September 30, 2013.

We are requesting that your Board, contingent upon approval of the fiscal year 2013-2014 budget at the September 17, 2013 budget hearing, approve the capital asset purchase of the new vehicle and the necessary budget adjustments. With the looming end of the grant's fiscal year, time is of the essence as we must have these funds encumbered prior to September 30, 2013.

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The UV Program has two primary purposes: 1) Fund victim advocates that are solely dedicated to the identified unserved/underserved victims of crime, providing and coordinating services; and 2) implement an outreach awareness program to the unserved/underserved population. In meeting the goals and objectives associated with the second purpose, which includes raising awareness of victimization and our services, program staff attends dozens of outreach events each year.

Tulare County has a service area of 4,839 square miles. In the first six months of this fiscal year, staff either had booths or made presentations at 21 outreach events throughout this large service area. Some of these events are held in rural towns and are popular with locals seeking services and information. Often, entire communities turn out to attend these events.

Currently, Program staff either take their own cars, splitting up the load of display boards, materials, victim's quilts, Clothesline Project shirts and other items on display at our booths and events, or drive the 2003 Dodge Durango that is assigned to the Victim Witness Center. That Durango has over 125,000 miles and at present, is not in use due to mechanical problems and it being deemed unsafe to use.

The UV Program is in desperate need of a dependable vehicle that can accommodate our outreach display materials, which are far more than a regular car can hold. We are seeking funds to purchase the Dodge Durango that will transport both staff and outreach materials to the many events we attend throughout the year.

The vehicle will be used solely by the UV Program staff and the Victim Witness Center's director.

**FISCAL IMPACT/FINANCING:**

Funds for the vehicle purchase will be provided through the UV Program, with a \$7,000 County match. Matching funds were already accounted for in the District Attorney's fiscal year 2013-2014 budget. There will be no additional net county cost.

**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. Grant funding from Cal OES helps to fulfill this initiative, and the outreach provided through this grant helps thousands of Tulare County citizens learn to avoid becoming victims of crime, while also making them aware of services available through our Victim Witness Center.

**ADMINISTRATIVE SIGN-OFF:**

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Dan Underwood

**SUBJECT:** Approve a capital asset purchase.  
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Assistant District Attorney

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

Attachment AUD 308

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

IN THE MATTER OF APPROVE A )  
CAPITAL ASSET PURCHASE ) Resolution No. \_\_\_\_\_  
 ) 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: JEAN M. ROUSSEAU  
COUNTY ADMINISTRATIVE OFFICER/  
CLERK, BOARD OF SUPERVISORS

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

\* \* \* \* \*

1. Approved the capital asset purchase of a new vehicle for the Unserved/Underserved Victim Advocacy and Outreach Program in the amount of \$35,000.
1. Approved the necessary budget adjustments per the attached AUD 308 (4/5ths vote required).

09/04/2013			
Date	Doc ID	APRD fm fm fy fy	Budget F/Y yy

Tulare County District Attorney's Office		Dan Underwood	636-5494
<b>s</b> Agency Name		Contact Person	Phone Ext

Action* * A,C,D	Fund	Dept	APPR #	Current Amount	Revised Amount	Inc / Dec Amt
				<b>LEVEL 1 Finish Here</b>		
				<b>Appropriation Totals</b>		
				This level may not balance due to revenue lines posted in level 2 below.		
						-
						-
						-
						-
						-
						-
						-
<b>Appropriations Total</b>				-	-	-

Action* * A,C,D	Fund	Dept	Unit	Appr #	Object	Rev	LEVEL 2 Start Here	Current Amt	Revised Amount	Inc / Dec Amt	
c	001	100	3600	1001	6001			103,706	79,568	(24,138)	
c	001	100	3600	1001	6004			13,770	6,443	(7,327)	
c	001	100	3600	1001	6012			8,089	6,619	(1,470)	
a	001	100	3600	1005	8165				28,000	28,000	
c	001	100	3600	1002	7036				227	227	
c	001	100	3600	1002	7074				32	32	
c	001	100	3600	1002	7066			8,580	13,256	4,676	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
<b>Each fund must balance</b>								Total Inc/Dec must be zero	\$ 134,145	\$ 134,145	\$ -

Reason for Adjustment (To Avoid Correspondence, State Reason in Detail) Perform a SMART BUDGET ROLL-UP before VALIDATING.

Use Salary Savings from vacant postions to operations and fixed assets. Would like savings to cover travel/training, office supplies, and speical department purchases, outreach, brochures, etc., and to purchase a vehicle for the program.  
No change to NCC.

\_\_\_\_\_ First Department Signature \_\_\_\_\_ Second Department Signature

<b>Auditor and CAO Use Only</b> Checked By: _____ County Executive Office Action: No. _____ Date: _____ ( ) Approved ( ) Disapproved  By: _____ Board of Supervisors Action: No. _____ Date: _____ <b>** Action Codes: A=Add, C=Change, D=Deactivate</b>	<b>Auditor Use Only</b> Entered By: _____ Date: _____ Distribution: 1: BOS/CAO/Auditor
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\* Whenever a 33XX account budget is adjusted, a corresponding 67XX account revenue budget must be adjusted in the billing agency.  
 \* Whenever a 35XX account budget is adjusted, a corresponding 68XX account revenue budget must be adjusted in the billing agency.  
 \* Whenever a 36XX account budget is adjusted, a corresponding 39XX account revenue budget must be adjusted in the billing agency.