



AGENDA ITEM NO.  
**C-10**

# COUNTY OF HUMBOLDT

For the meeting of: August 22, 2017

Date: August 7, 2017

To: Board of Supervisors

From: Maggie Fleming, District Attorney *M. Fleming*

Subject: Budget Adjustments, Establish a Fixed Asset and Donation of District Attorney Victim Witness Vehicle to the Humboldt County Motor Pool

RECOMMENDATION(S):

That the Board of Supervisors:

- 1) Approve and establish a fixed asset account in budget unit 291 District Attorney (attachment 2); 1100-291-8777 Vehicle-Auto (1/2) 2017 all-wheel drive mid-size SUV;
- 2) Approve and establish a fixed asset account in budget unit 208 District Attorney (attachment 2); 1101-208-8777 Vehicle-Auto (1/2) 2017 all-wheel drive mid-size SUV; and
- 3) Approve the donation of one (1) 2017 all-wheel drive mid-size SUV from the District Attorney's Office to the Humboldt County Motor Pool

SOURCE OF FUNDING:

Victim Witness budget 1100 208, District Attorney  
 Victim Witness Underserved budget 1100 291, District Attorney

Prepared by Rachelle Davis \_\_\_\_\_ CAO Approval *[Signature]*

REVIEW: Auditor *WBM* County Counsel \_\_\_\_\_ Human Resources \_\_\_\_\_ Other \_\_\_\_\_

TYPE OF ITEM:  
 Consent  
 Departmental  
 Public Hearing  
 Other \_\_\_\_\_

**BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT**  
 Upon motion of Supervisor *Wilson* Seconded by Supervisor *Fennell*  
 Ayes *Sundberg, Fennell, Bass, Bahn, Wilson*  
 Nays \_\_\_\_\_  
 Abstain \_\_\_\_\_  
 Absent \_\_\_\_\_

PREVIOUS ACTION/REFERRAL:  
 Board Order No. \_\_\_\_\_  
 Meeting of: \_\_\_\_\_

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: *Aug. 22, 2017*  
 By: *[Signature]*  
 Kathy Hayes, Clerk of the Board

DISCUSSION:

The District Attorney Victim Witness department identified a need for a vehicle in order to travel to satellite offices, attend local and out of county trainings, attend monthly board meetings with collaborating agencies, to transport items for outreach events, assist neighboring counties during a crisis/critical incident, and pick up and distribute donation items. This vehicle will assist in providing victims and witness services in the local and rural areas of the community as well as increase the coordination efforts in building inter-jurisdictional and regional cooperation. An excellent example of this inter-jurisdictional cooperation was the assistance provided by Victim Witness assistance to Modoc County in 2014.

For the purposes of capitalization, maintenance, and insurance the District Attorney will donate these vehicles to the County Motor Pool.

FINANCIAL IMPACT:

California Office of Emergency Services awarded funding for two grant programs to the District Attorney Victim Witness Department. The Victim Witness Assistance grant program operates from budget unit 208 and the Unserved/Underserved Victim Advocacy and Outreach grant programs operates from budget unit 291. These two Cal OES grant programs have approved sharing the cost for the purchase of a vehicle and ongoing motor pool costs for maintenance. The 2017 estimated cost of an all-wheel drive mid-size SUV is \$26,066.24. This request will move funding from staff development in budget 208 and 291 to a Fixed Asset line in budget unit 208 in the amount of \$13,033.12 and budget unit 291 in the amount of \$13,033.12.

This request supports the Board's Strategic Framework by providing county core services at community-appropriate levels; managing county resources to ensure sustainability of services; and increase the coordination efforts in building inter-jurisdictional and regional cooperation.

OTHER AGENCY INVOLVEMENT:

County Motor Pool

ALTERNATIVES TO STAFF RECOMMENDATIONS:

None.

ATTACHMENTS:

1. Budget Adjustment for Department 291
2. Budget Adjustment for Department 208

COUNTY OF HUMBOLDT  
REQUEST FOR BUDGET TRANSFER/ADJUSTMENT

# A \_\_\_\_\_

DEPARTMENT:         DA         DEPARTMENT #:         208         POSTING DATE:         8/22/2017        

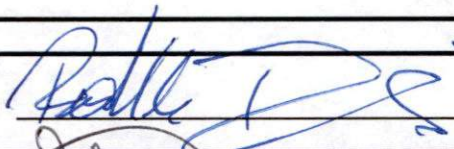
1.) The reason for this budget transfer request is:

<u>          </u>	Transfer within expenditure/revenue category (with Auditor Approval)	Original only
<u>          </u>	Transfer between expenditure/revenue category (with CAO & Auditor Approval)	Original +1
<u>          </u>	Increase/decrease Intrafund Transfer account (with Board Approval)*	Original +1
<u>          </u>	Transfer to or from Contingencies (with Board Approval)*	Original +1
<u>          </u>	Increase/decrease budget unit appropriation (with Board approval)*	Original +1
<u>          </u>	Establish/transfer funds in Fixed Assets <\$10,000 (CAO & Auditor Approval)	Original +1
<u>        X        </u>	Establish/transfer funds in Fixed Assets >\$10,000 (with Board Approval)*	Original +1

Amount:	Transfer to Account:	Transfer from Account:
\$ 13,033.12	1100208-8777	1100208-2614

3.) In the space below, state (a) reason for transfer request, (b) reason why there are sufficient balances in

A) To establish new fixed asset line item for the purpose of purchasing a vehicle; B) this line item has a sufficient balance as staff training was unable to be utilized within the FY 2017-18; C) Motor Pool department would like to plan for budget purchase of vehicles along with the need for return of the motor pool loaner vehicle.

4.) Department Authorization: Date 8/22/2017 (signed) 

5.) Account balances verified by Auditor-Controller Date 8/11/17 (signed) 

6.)         /Approved         /Not approved         /Recommended         /Not recommended  
County Administrative Officer: Date          (signed)         

INSTRUCTIONS

SEND ORIGINAL REQUEST FOR BUDGET TRANSFER DIRECTLY TO THE AUDITOR-CONTROLLER.

\* Requires copy of Board Order to be attached Posted by \_\_\_\_\_

COUNTY OF HUMBOLDT  
REQUEST FOR BUDGET TRANSFER/ADJUSTMENT

# A \_\_\_\_\_

DEPARTMENT: DA DEPARTMENT #: 291 POSTING DATE: 8/22/2017

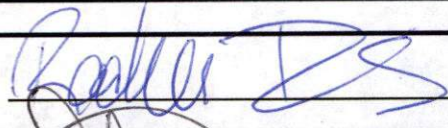
1.) The reason for this budget transfer request is:

- |                                     |   |               |
|-------------------------------------|---|---------------|
| <input type="checkbox"/>            | Transfer within expenditure/revenue category (with Auditor Approval)        | Original only |
| <input type="checkbox"/>            | Transfer between expenditure/revenue category (with CAO & Auditor Approval) | Original +1   |
| <input type="checkbox"/>            | Increase/decrease Intrafund Transfer account (with Board Approval)*         | Original +1   |
| <input type="checkbox"/>            | Transfer to or from Contingencies (with Board Approval)*                    | Original +1   |
| <input type="checkbox"/>            | Increase/decrease budget unit appropriation (with Board approval)*          | Original +1   |
| <input type="checkbox"/>            | Establish/transfer funds in Fixed Assets <\$10,000 (CAO & Auditor Approval) | Original +1   |
| <input checked="" type="checkbox"/> | Establish/transfer funds in Fixed Assets >\$10,000 (with Board Approval)*   | Original +1   |

Amount:	Transfer to Account:	Transfer from Account:
\$ 13,033.12	1100291-8777	1100291-2614

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4.) Department Authorization: Date 8/22/2017 (signed) 

5.) Account balances verified by Auditor-Controller Date 8-14-17 (signed) 

6.)  /Approved  /Not approved  /Recommended  /Not recommended

County Administrative Officer: Date \_\_\_\_\_ (signed) \_\_\_\_\_

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