



AGENDA ITEM NO.  
**C-28**

# COUNTY OF HUMBOLDT

For the meeting of: June 27, 2017

Date: June 5, 2017

To: Board of Supervisors

From: Maggie Fleming, District Attorney

Subject: Budget Adjustments and Donation of District Attorney Vehicles to the Humboldt County Motor Pool

### RECOMMENDATION(S):

That the Board of Supervisors:

- 1) Approve and establish a fixed asset account in budget unit 205 District Attorney (attachment 1100-205-8777 Vehicle-Auto (1) 2016 full-size sedan
- 2) Approve the donation of two (2) 2016 full-size sedan from the District Attorney's Office to the Humboldt County Motor Pool

### SOURCE OF FUNDING:

General fund budget 1100 205, District Attorney

### DISCUSSION:

In fiscal year 2015-16 the Board approved the purchase of a full sized sedan. Due to delays in the purchase, staff were unable to utilize the approved funds for the vehicle. The vehicle was needed to facilitate the

Prepared by Rachele Davis

CAO Approval 

REVIEW:		County Counsel	Human Resources	Other
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TYPE OF ITEM:

Consent

Departmental

Public Hearing

Other

PREVIOUS ACTION/REFERRAL:

Board Order No. C-8

Meeting of: March 15, 2016

**BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT**  
 Upon motion of Supervisor Sundberg Seconded by Supervisor Fennell

Ayes Sundberg, Fennell, Bass, Bohn

Nays

Abstain

Absent Wilson

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

Dated: June 27, 2017

By: 

Kathy Hayes, Clerk of the Board

work in the Auto Fraud grant program which supports .5 (FTE) investigator position. This grant program also supports operating expense of a motor pool vehicle. A vehicle is essential in the efficient performance of all duties by an investigator. These duties include but are not limited to: case interviews, surveillance, subpoena service, victim/witness transportation to court hearings, and follow up on case information. The Auto Fraud grant program also contains a Joint Investigative Plan with Del Norte and Trinity Counties and require travel to each county for investigation and prosecution efforts. An assigned vehicle also assists if an investigator is called out during a critical incident.

Due to the necessity of this vehicle to support the grant program, county Motor Pool made a continual effort in providing a vehicle for the DA's use for the 2016-17 fiscal year. The DA's office would like to obtain the 2016 Chevrolet Impala from county Motor Pool in place of the one not purchased in the 2015-16 fiscal year.

For the purposes of capitalization and maintenance, the District Attorney would like to donate these vehicles and one purchased earlier in the year to the county Motor Pool. This will also cover the vehicles for insurance.

FINANCIAL IMPACT:

The District Attorney's office has sufficient funds in budget 205 for this due to unspent funds in the Building Modifications object code created by delays in the flooring project. The cost of vehicle, based on an existing bid for a Chevrolet Impala in 2016, is \$19,966.24.

This request supports the Board's Strategic Framework by providing county core services at community-appropriate levels of service, managing county resources to ensure sustainability of services while also 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 205

COUNTY OF HUMBOLDT  
REQUEST FOR BUDGET TRANSFER/ADJUSTMENT

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

DEPARTMENT: DA DEPARTMENT #: 205 POSTING DATE: 6/27/2017

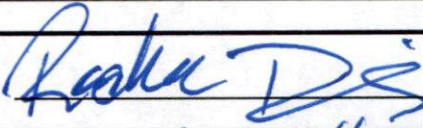
1.) The reason for this budget transfer request is:

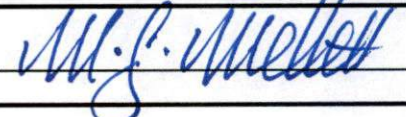
- |                 |   |               |
|-----------------|---|---------------|
| <u>        </u> | Transfer within expenditure/revenue category (with Auditor Approval)        | Original only |
| <u>        </u> | Transfer between expenditure/revenue category (with CAO & Auditor Approval) | Original +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:
\$	19,966.24	<u>1100205-8777</u>	<u>1100205-8998</u>

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 Building Modifications were delayed; 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 6/27/2017 (signed) 

5.) Account balances verified by Auditor-Controller \_\_\_\_\_ Date 6/22/17 (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.