

SL COUNTY BUDGET REQUEST / ADJUSTMENT FORM

Executive Summary

Request Item No: 820000IA01	For Fiscal Year: 2019
Requesting Organization: 82000000 DISTRICT ATTORNEY	Date of Request: 8-Mar-19
Budget Adjust Type(s): Technical	Ongoing (Y or N): Y
FTE Action	If Yes, next year's CF impact: \$345,659
	Net FTE Change: 2.00

Description and Justification:

Transfer Tax FTE to Main DA: The District Attorney requests two FTEs and their operating cost be moved from the Tax Administration budget to the General Fund in order to accurately record the actual cost of providing legal services related to tax administration. The current system hampers the ability to provide the best legal services to the Tax Administration group and inaccurately assumes that the sole employees working on those matters are paid from the fund. Currently, attorneys throughout the office may provide services to the group without that service being captured as part of the Tax Administration budget. Similarly, attorneys assigned as "Tax Administration" FTEs provide services to other County agencies. This move will more accurately record the true cost of providing services to the group.

Fund Impact

SUMMARY OF FUND IMPACT BY FUND

FUND:	110 GENERAL FUND	340 STATE TAX ADMINISTRATION LEVY FUND
Fund Impact (Budgetary)	(\$345,659)	\$345,659
Fund Impact (Transfers)	\$0	\$0
TOTAL FUND IMPACT	(\$345,659)	\$345,659

SUMMARY OF CNTY FUNDING IMPACT BY DEPT

DEPT	REVENUE	EXPENSE	BAL SHEET	CNTY FUNDING
8200000100 CIVIL LEGAL COUNSEL	0	345,659	0	345,659
8201000000 DISTRICT ATTORNEY-TAX ADMIN PRGM	0	(345,659)	0	(345,659)
TOTALS	0	0	0	0

Approvals

Division Director:

Date: _____

Dept. or Elected Fiscal Mgr:

Date: 3/5/19

Dept. Dir. or Elected Official:

 Elizabeth Bayler
 Digitally signed by Ralph Chamness
 Date: 2019.03.08 10:56:26 -0700

Date: _____

Facilities Division Director:
(Capital Projects Only)

Date: _____

Chief Financial Officer:

Date: 3/13/19

Mayor or Designee:

Date: 3/13/19

Council Action:

Date: _____

Approve

Budget Adjustment Detail

Budget Year: 2019 * Requesting Department: 82000000 DISTRICT ATTORNEY

Budget Period: Pre-June Interim * Req Item No: 820000IA01 * Adjustment Title: Transfer Tax FTE to Main DA

Adjustment Type(s): Technical FTE Action

Expense Budget String(s):

FUND	SUB-DEPT ID	EXPENSE ACCOUNT	PROG/ACT ID (OPT)	PROJECT ID (CAP)	AMOUNT
340	8201000000	601020	FB000		(76)
340	8201000000	601025	FB000		(241)
340	8201000000	601030	FB000		(210,444)
340	8201000000	601050	FB000		(19,592)
340	8201000000	603005	FB000		(16,104)
340	8201000000	603025	FB000		(36,636)
340	8201000000	603045	FB000		(852)
340	8201000000	603040	FB000		(1,008)
340	8201000000	603050	FB000		(36,684)
340	8201000000	603055	FB000		(2,142)

TOTAL EXPENDITURES Page 1: (\$323,779)
TOTAL EXPENDITURES ALL PAGES: \$0

Revenue Budget String(s):

FUND	SUB-DEPT ID	REVENUE ACCOUNT	PROG/ACT ID (OPT)	PROJECT ID (CAP)	AMOUNT

TOTAL REVENUES Page 1: \$0
TOTAL REVENUES ALL PAGES: \$0

Balance Sheet/Fund Unrestriction String(s): ☐ Bal sheet strings only required for Proprietary Fund adjustments or fund restrictions; check if applicable.

FUND	SUB-DEPT ID	BAL. SHEET ACCOUNT	AMOUNT
110	1022000200	BAL. SHT or 499999	
		BAL. SHT or 499999	
		BAL. SHT or 499999	

TOTAL BALANCE SHEET CHANGE: \$0

* Ongoing (Y or N): Y No. of New FTEs: 0.00 (2)
If Yes, next year's CF impact: \$345,659 No. of New Time Limited FTEs: 0.00 (2)
No. of Transferred FTEs: 2.00 (2)
No. of Abolished FTEs: 0.00 (2)

Fund Balance Transfers:

From Fund	From Dept ID	To Fund	To Dept ID	Amount

Description and justification: (Attach additional pages as needed.)*

The District Attorney requests two FTEs and their operating cost be moved from the Tax Administration budget to the General Fund in order to accurately record the actual cost of providing legal services related to tax administration. The current system hampers the ability to provide the best legal services to the Tax Administration group and inaccurately assumes that the sole employees working on those matters are paid from the fund. Currently, attorneys throughout the office may provide services to the group without that service being captured as part of the Tax Administration budget. Similarly, attorneys assigned as "Tax Administration" FTEs provide services to other County agencies. This move will more accurately record the true cost of providing services to the group.

(1) If the request is for a grant, include the dates the grant will expire and what obligations are required of the County after the grant expires.
(2) For FTE related requests, complete and print the "Position" tab. Totals from that tab will be carried over to here.

Expense Budget String(s):

Revenue Budget String(s):

\$0

Expense Budget String(s):

Revenue Budget String(s):

\$0

Expense Budget String(s):

Revenue Budget String(s):

\$0

Position Management Information

INSTRUCTIONS: Complete one section for each position. To facilitate efficient execution of HR actions, please complete ALL fields as requested. TO fields are required for all position actions while FROM fields only need to be entered for position transfers. Print pages for completed sections and attach to the budget adjustment form.

Position 1	
Position Number (For changes to existing positions)	316
Existing/Proposed Job Start Date	3/11/2019
Existing/Proposed Job Code	319
Existing/Proposed Job Title	UNIT CHIEF
Position Type: Full-Time (FT), Part-Time (PT)	FT
Time Limited? Yes / No	NO
If Time Limited, expected expiration date	
Location Code (four digit number)	1397
Fund	To: 110 From: 340
PS/BRASS Sub Department Id	To: 8200000100 From: 8201000000
Reports To Position Number	328
Reports To Job Title	CHIEF DEPUTY
FTE (Example: .50 / .75 / 1.0)	To: 1 From: 1
Action Type: (New position (N), New TL (TL), Reclassification (R), Transfer (T), FTE Change/Re-Allocation (RA), Abolish (A), Other (O))	T

Position 2	
Position Number (For changes to existing positions)	312
Existing/Proposed Job Start Date	3/11/2019
Existing/Proposed Job Code	585-1
Existing/Proposed Job Title	CIVIL ATTORNEY
Position Type: Full-Time (FT), Part-Time (PT)	FT
Time Limited? Yes / No	NO
If Time Limited, expected expiration date	
Location Code (four digit number)	1397
Fund	To: 110 From: 340
PS/BRASS Sub Department Id	To: 8200000100 From: 8201000000
Reports To Position Number	328
Reports To Job Title	CHIEF DEPUTY
FTE (Example: .50 / .75 / 1.0)	To: 1 From: 1
Action Type: (New position (N), New TL (TL), Reclassification (R), Transfer (T), FTE Change/Re-Allocation (RA), Abolish (A), Other (O))	T

Position 3	
Position Number (For changes to existing positions)	
Existing/Proposed Job Start Date	
Existing/Proposed Job Code	
Existing/Proposed Job Title	
Position Type: Full-Time (FT), Part-Time (PT)	
Time Limited? Yes / No	
If Time Limited, expected expiration date	
Location Code (four digit number)	
Fund	To: From:
PS/BRASS Sub Department Id	To: From:
Reports To Position Number	
Reports To Job Title	
FTE (Example: .50 / .75 / 1.0)	To: From:
Action Type: (New position (N), New TL (TL), Reclassification (R), Transfer (T), FTE Change/Re-Allocation (RA), Abolish (A), Other (O))	

Total No. of New FTEs:	0	a)
Total No. of New Time Limited FTEs:	0	a)
Total No. of Transferred FTEs:	2	a)
Total No. of Abolishments:	0	a)
Total No. of Other Actions:	0	a)

(a) Totals will transfer to the "Adj Request" tab's FTE section.

Council Approval section below to be completed only by Council Staff and to be submitted to HR for final processing.

Council Approved:	Yes:	No:	Date:	Signature:
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Action Type List:

N New
 TL New Time Limited
 R Reclass
 T Transfer
 A Abolish
 RA Re-allocate
 O Other

Reclass Flag
 0

Calculation Sheet for Moving Tax Admin FTEs to Main DA GF

From BRASS										601030	603025	603045	603050	603040	603005	
pos_no	org	class	description	last_name	first_name	category	grade	FTE	Salary	Suppl	RETIRE	401K	Health_ADD_LIFE	LTD	Statutory	Total
00000316	8201000000	319	Unit Chief	***VACANT***	***POSITION***	601030	19	1	132,696.00	-	24,504.00	-	16,644.00	636.00	10,152.00	184,632.00
00000312	8201000000	585_1	Civil Attorney	***VACANT***	***POSITION***	601030	17	1	77,748.00	-	12,132.00	852.00	20,040.00	372.00	5,952.00	117,096.00
																301,728.00

Personnel Costs	Account	2019 budget	Transfer to DA	Remaining Tax Admin
LUMP SUM SICK PAY	601020	152.00	76.00	76.00
LUMP SUM VACATION PAY	601025	481.00	240.50	240.50
PERMANENT & PROVISIONAL	601030	436,867.00	210,444.00	226,423.00
TEMPORARY	601050	19,592.00	19,592.00	-
SOCIAL SECURITY TAXES	603005	33,428.00	16,104.00	17,324.00
RETIREMENT CONTRIBUTIONS	603025	78,456.00	36,636.00	41,820.00
SUPPLEMENTAL 401K	603045	852.00	852.00	-
LTD CONTRIBUTIONS	603040	2,096.00	1,008.00	1,088.00
HEALTH INSURANCE PREMIUMS	603050	73,344.00	36,684.00	36,660.00
EMPLOYEE SERV RES FUND CHARGES	603055	4,284.00	2,142.00	2,142.00
OPEB-CURRENT YEAR	603056	9,984.00	4,992.00	4,992.00
		659,536.00	328,770.50	330,765.50

Operating Costs	Account	2019 budget	Transfer to DA	Remaining Tax Admin
SUBSCRIPTIONS & MEMBERSHIPS	611005	2,500.00	1,250.00	1,250.00
PHYSICAL MATERIALS-BOOKS	611010	500.00	250.00	250.00
EDUCATION & TRAINING SERV/SUPP	611015	1,800.00	900.00	900.00
PRINTING CHARGES	613005	1,000.00		1,000.00
OFFICE SUPPLIES	615005	500.00	250.00	250.00
COMPUTER SOFTWARE SUBSCRIPTION	615016	277.00	138.50	138.50
COMPUTER SOFTWARE <\$5,000	615020	500.00	250.00	250.00
COMPUTERS & COMPONENTS <\$5000	615025	4,000.00	2,000.00	2,000.00
SMALL EQUIPMENT (NON-COMPUTER)	615035	500.00	250.00	250.00
POSTAGE	615040	1,300.00	650.00	650.00
MILEAGE ALLOWANCE	619015	800.00	400.00	400.00
HEAT AND FUEL	621005	2,900.00	1,450.00	1,450.00
LIGHT AND POWER	621010	3,500.00	1,750.00	1,750.00
WATER AND SEWER	621015	1,500.00	750.00	750.00
TRAVEL & TRANSPRTATN-EMPLOYEES	619025	4,000.00	2,000.00	2,000.00
TELEPHONE	621020	1,200.00	600.00	600.00
MOBILE TELEPHONE	621025	3,000.00	1,500.00	1,500.00
RENT OF BUILDINGS	633010	5,000.00	2,500.00	2,500.00
LEGAL, AUDITING, & ACCTG FEES	639005	57,250.00		57,250.00
EXPERT WITNESS	639007	120,000.00		120,000.00
OTHER PROFESSIONAL FEES	639025	75,000.00		75,000.00
COURT REPORTER FEES	649005	5,000.00		5,000.00
		292,027.00	16,888.50	275,138.50
			345,659.00	