

## SL COUNTY BUDGET REQUEST / ADJUSTMENT FORM

### Executive Summary

Reference No: 820000YE04	For Fiscal Year: 2018
Requesting Organization: 82000000 DISTRICT ATTORNEY	Date of Request: 26-Nov-18
Budget Adjust Type(s): Appropriation Unit Shift	Ongoing (Y or N): N
	If Yes, next year's CF impact: \$0
	Net FTE Change: 0.00

#### Description and Justification:

Purchase ATV for snow removal: The County currently has a contract for snow removal that we will be utilizing. This contract requires the vendor to respond when there have been 2 inches or more of snow. The District Attorney's downtown building has a large amount of public sidewalk that we are responsible for along 500 South, Main Street and behind the DA parking structure. This sidewalk provides public access to the DA building, the courthouse and the Trax station. The top level of the parking structure is open to the elements as well. It is necessary for us to have the capability to clear these areas of snow for the safety of the public and our employees, in the event there is not enough snow for the vendor to respond or if their response time is delayed. We currently have one employee to conduct the building maintenance items such as this and require an efficient way to accomplish the snow removal. We are in the process of comparing pricing from State contracted vendors for an all-terrain vehicle (ATV) with a snow plow blade and need to make this purchase as soon as possible. This will be a capital purchase as it will be an estimated \$9,000 purchase. We currently have the funds available in the operating appropriation of the DA budget and are requesting to move \$9,000 to a capital account number for this purchase.

### Fund Impact

#### SUMMARY OF FUND IMPACT BY FUND

FUND:	110 GENERAL FUND
Fund Impact (Budgetary)	\$0
Fund Impact (Transfers)	\$0
TOTAL FUND IMPACT	\$0

#### SUMMARY OF CNTY FUNDING IMPACT BY DEPT

DEPT	REVENUE	EXPENSE	BAL SHEET	CNTY FUNDING
8200000100 CIVIL LEGAL COUNSEL	0	9,000	0	9,000
8200000400 CRIMINAL JUSTICE	0	(9,000)	0	(9,000)
TOTALS	0	0	0	0

### Approvals

Division Director:

Date: \_\_\_\_\_

Dept. or Elected Fiscal Mgr:

Elizabeth Bayler  
Digitally signed by Elizabeth Bayler  
DN: cn=Elizabeth Bayler, ou=Department, ou=District Attorney,  
ou=SL County, ou=CA, email=Elizabeth.Bayler@slco.org,  
c=US

Date: \_\_\_\_\_

Dept. Dir. or Elected Official:

Ralph Chamness  
Digitally signed by Ralph Chamness  
Date: 2018.11.26 12:43:32 -0700

Date: \_\_\_\_\_

Facilities Division Director:  
(Capital Projects Only)

Date: \_\_\_\_\_

Chief Financial Officer:

Date: 11/27/18

Mayor or Designee:

  
Erin O'Hara  
Approve

Date: 11/28/18

Council Action:

Approve

Date: \_\_\_\_\_

Budget Adjustment Detail									
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Budget Year: 2018 \* Requesting Department: 82000000 DISTRICT ATTORNEY  
Budget Period: Post June Year-End \* Req Item No: 820000YE04 \* Adjustment Title: Purchase ATV for snow removal  
Adjustment Type(s): Appropriation Unit Shift

**Expense Budget String(s):**

[illegible]

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

## Revenue Budget String(s):

[illegible]

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

**Balance Sheet/Fund Unrestriction String(s):**

☐ Bail sheet strings only required for Proprietary Fund adjustments or fund unrestrictions; check if applicable.

FUND	SUB-DEPT ID	BAL. SHEET ACCOUNT	AMOUNT
		BAL_SHT or 499999	
		BAL_SHT or 499999	
		BAL_SHT or 499999	

TOTAL BALANCE SHEET CHANGE:	\$0
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* Ongoing (Y or N):	N
If Yes, next year's CF impact:	\$0

No. of New FTEs:	0.00	(2)
No. of New Time Limited FTEs:	0.00	(2)
No. of Transferred FTEs:	0.00	(2)
No. of Abolished FTEs:	0.00	(2)

**Fund Balance Transfers:**

[illegible]Description and justification: (Attach additional pages as needed).<sup>\*</sup>

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(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.