

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:

Ralph Chamness
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 |
|------|-------------|-----------------|-------------------|------------------|--------|
| | | | | | |
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| | | | | | |
| | | | | | |
| | | | | | |

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: |
|-------------------|------|-----|-------|------------|

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 | |