

FY1919 Contingency Budget Request and Justification for Addendum to Training Budget

The District Attorney's Office is requesting a total of \$41,500 be transferred from the Non-Departmental Contingency Fund to Facilities Budget AC Transfers, account 100409100, 15900 for demolition and construction costs to remodel portions of the office. The proposed scope has been reviewed by Facilities and is acceptable pending funding.

The District Attorney's office moved into the new Justice Center extension approximately one year ago. The office space was designed to accommodate 10 years' worth of growth. Since the initial design stage, an unprecedented increase in criminal case submissions has resulted in an exponential jump in work, duties, and the corresponding demand for staff.

First, the Worthless Check office is unsecured. While the receptionists on both floors have been separated from the general public by bulletproof glass, the public counter has no such barrier and is a weak point in the office's security scheme. For a modest cost, a metal framed glass barrier can be installed to prevent persons from crossing the counter and entering the office's interior. The staff in this area handles monetary transactions but will not accept cash due to the lack of security. Bulletproof glass is not being requested, only a barrier similar to what the clerks' offices already have installed.

Second, while the office space is currently adequate for additional attorneys, the common workroom for the Intake Division is undersized already and is also where we are seeing the most growth. Drawn to accommodate 6 support staff with room to add two more, it failed to consider two things: (1) the floor space for shelving to assemble and store case packets and office equipment critical to the work group's performance, such as copiers and network printers; and (2) that the modular workstations (cubicles) moved from our old office into the new space were too big for the designed fit of the new office layout. Using our old workstations, that were only 7 years' old, was agreed upon to reduce costs, as both clerk's offices agreed likewise. However, while the clerk's offices install workstations in large open areas, the District Attorney's Office has only a large enclosed room to work with. The solution is to remove two walls and expand this room into two adjoining rooms currently designated as storage. This change will not impact future office space for other personnel. We estimate this expansion will allow for at least three additional properly-sized workstations.

Third, the administrative office suite is too small to accommodate the two administrative personnel who serve the district attorney directly and manage the entire office of over 100 employees. The space, as is, remains cramped with the necessary office furniture, i.e., desks, credenzas, chairs and file cabinets. Expanding into a small adjoining office provides beneficial office space and productive environment. Again, this requires removing two interior walls.