



Board Agenda Item 29

DATE: March 1, 2016

TO: Board of Supervisors

SUBMITTED BY: Margaret Mims, Sheriff-Coroner

SUBJECT: Sheriff-Coroner Debtor Assessment and Civil Automation Funds Purchases

RECOMMENDED ACTION(S):

1. **Adopt Budget Resolution increasing the FY 2015-16 appropriations and estimated revenues in the Sheriff-Coroner Org 3111 in the amount of \$155,000 for the purchase of three new vehicles and equipment for the Sheriff-Coroner's Civil Unit (4/5 vote);**
2. **Adopt Budget Resolution increasing FY 2015-16 appropriations in the Debtor Assessment Fee Org 1454 in the amount of \$110,000 (4/5 vote); and**
3. **Adopt Budget Resolution increasing FY 2015-16 appropriations in the Sheriff Automated GC 26731 Org 1455 in the amount of \$45,000 (4/5 vote).**

There is no increase in net County cost associated with these actions as Sheriff Debtor Assessment Trust Fund (SDATF) and Sheriff Civil Automation Trust Fund (SCATF) monies will be used to purchase the three new vehicles, computers, radios, and associated equipment for the Sheriff's Civil Unit. The SDATF can only be used to supplement the County's cost for vehicle fleet replacement, equipment, maintenance and civil process operations. The SCATF may be used to purchase operating equipment for the Sheriff's Civil Unit.

ALTERNATIVE ACTION(S):

If the recommended actions are not approved, the Department will not be able to purchase replacement vehicles, which will result in the Department's continued use of existing high mileage, maintenance prone vehicles and potentially affect the service of court documents and civil processes being served in a timely manner.

FISCAL IMPACT:

There is no increase in net County cost associated with the recommended actions. SDATF monies in the amount of \$110,000 (three new vehicles) and SCATF monies in the amount of \$45,000 (computers, radios and associated equipment) are recommended to finance these purchases. Approval of the first recommended action will increase FY 2015-16 appropriations and estimated revenues for the Sheriff-Coroner Org 3111 in the amount of \$155,000 funded through an operating transfer in from the Debtor Assessment Fee Org 1454 in the amount of \$110,000 and the Sheriff Automated GC 26731 Org 1455 in the amount of \$45,000 to purchase the three new vehicles and associated equipment. Approval of the second recommended action will increase FY 2015-16 appropriations by \$110,000 in the Debtor Assessment Fee Org 1454 by using available fund balance in the Sheriff-Coroner Special Revenue Fund 0095, Subclass 17653 and approval of the third recommended action will increase FY 2015-16 appropriations by \$45,000 in the Sheriff Automated GC 26731 Org 1455 by using the available fund balance in the Sheriff-Coroner Special Revenue Fund 0095, Subclass 17654. Approval of recommended actions two and three will allow the funds to be transferred to the Sheriff-Coroner Org 3111 to purchase the vehicles and equipment.

DISCUSSION:

Pursuant to Government Code 26746, the Sheriff's Office shall charge a \$12.00 processing fee in addition to the normal fee collected under a writ of attachment, execution, possession, or sale. All proceeds of the fee are deposited into the SDATF. These funds may be used to supplement the County's cost for vehicle fleet replacement for civil process operations. Government Code 26731 authorizes the Sheriff-Coroner to use the SCATF to purchase operating equipment for the Sheriff's Civil Division.

The Sheriff-Coroner's Civil Unit is responsible for the service of Court documents and civil processes for the entire County of Fresno. These documents are all time sensitive. Due to the volume of the documents received for service, the Sheriff-Coroner's Civil Unit collectively drives between 190,000 and 200,000 miles each year. As such, new service vehicles are recommended on a regular basis in order to avoid down time, which could lead to possible civil litigation due to not serving documents in a timely manner.

The three vehicles will replace vehicles currently in service. These current vehicles are all three to five years of age with an average of 55,000 to 65,000 miles, and due to the nature of their usage, are showing their age and need for additional maintenance. It is also important to plan ahead for the purchase of replacement vehicles as the process takes generally six months to one year, depending on the availability of vehicles and other factors. The old Sheriff's Civil Unit vehicles will replace vehicles in other areas of the Sheriff-Coroner's Office that have high mileage. As Civil Debtor Assessment funding becomes available, the Sheriff-Coroner will request approval from your Board to purchase replacement vehicles.

The recommended actions are consistent with the Sheriff's Vehicle Replacement Plan, as non-patrol vehicles will be replaced with third party revenues.

ATTACHMENTS INCLUDED AND/OR ON FILE:

On file with Clerk - Resolutions (Orgs 3111, 1454, and 1455)

CAO ANALYST:

Jeannie Z. Figueroa