



# Board Agenda Item 23

DATE: February 20, 2018

TO: Board of Supervisors

SUBMITTED BY: Margaret Mims, Sheriff-Coroner

SUBJECT: Sheriff's Civil Automation and Debtor Assessment Vehicle and Equipment Purchases

## RECOMMENDED ACTION(S):

1. **Adopt Budget Resolution increasing FY 2017-18 appropriations and estimated revenues for the Sheriff-Coroner Org 3111 in the amount of \$152,000 for the purchase of vehicles for the Civil Unit (4/5 vote); and**
2. **Adopt Budget Resolution increasing FY 2017-18 appropriations in the Debtor Assessment Fee Org 1454 in the amount of \$108,000 (4/5 vote); and**
3. **Adopt Budget Resolution increasing the FY 2017-18 appropriations in the Sheriff Automated GC 26731 Org 1455 in the amount of \$44,000 (4/5 vote).**

There is no increase in Net County Cost associated with these actions. The Debtor Assessment Special Revenue Fund (SRF) and Sheriff Automated SRF monies are recommended for the purchase of three vehicles, computers, radios, and associated equipment for the Sheriff-Coroner's Civil Unit. The Debtor Assessment SRF can only be used to supplement the County's cost for vehicle fleet replacement, equipment, maintenance, and civil process operations. The Sheriff Automated SRF may be used to purchase operating equipment for the Sheriff-Coroner's Civil Division. This item is countywide.

## ALTERNATIVE ACTION(S):

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

## FISCAL IMPACT:

There is no additional Net County Cost associated with the recommended actions; the costs will be fully offset with Debtor Assessment and Civil Automation funds. Approval of recommended action No. 1 will increase FY 2017-18 appropriations and estimated revenues in the amount of \$152,000 for the Sheriff-Coroner's Org 3111 to purchase three vehicles through an Operating Transfer In from the Debtor Assessment Fee Org 1484 and the Sheriff Automated GC 26731 Org 1455. Approval of recommended action No. 2 will increase the FY 2017-18 appropriations by \$108,000 in the Debtor Assessment Fee SRF Org 1454 using available fund balance to fund an Operating Transfer Out to the Sheriff-Coroner's Org 3111 (\$108,000). Approval of recommended action No. 3 will increase the FY 2017-18 appropriations by \$44,000 in the Sheriff Automated GC 26731 SRF Org 1455 using available fund balance to fund an Operating Transfer Out to the Sheriff-Coroner's Org 3111 (\$44,000). Maintenance costs are included in the Sheriff-Coroner's FY 2017-18 Adopted Budget Org 3111 and will be included in future requested budgets.

DISCUSSION:

Pursuant to Government Code 26746, the Sheriff-Coroner'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 this fee shall be deposited into a special fund in the County treasury. A separate accounting of funds deposited shall be for the exclusive use of the depositor. The special fund shall be expended to supplement the County's cost for vehicle fleet replacement and equipment, maintenance, and civil process operations. The recommended action will appropriate the funds to purchase one Ford Explorer, one Ford Escape, and one Ford F-250 truck.

Government Code 26731 authorizes the Sheriff-Coroner to use the Sheriff Automated SRF to purchase operating equipment for the Sheriff-Coroner's Civil Division. The recommended action will appropriate the funds to purchase computers, radios, and up-fitting for the vehicles.

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 documents received for service, the Sheriff-Coroner's Civil Unit collectively drives between 190,000 and 200,000 miles each year. As such, it is important to replace service vehicles on a regular basis to avoid down time (and to avoid possible civil litigation due to not being able to serve documents on time due to vehicle problems). In addition, the Sheriff-Coroner's Office Civil Unit, in conjunction with other County departments, has been cleaning up homeless encampments within the County of Fresno. It has become clear the Civil Unit needs equipment for the safety of Deputies working these sites and transportation for storage of personal property gathered during cleanup procedures. In order to securely store and transport safety equipment to and from each site as well as transport stored property, the need for a tow vehicle replacement has become evident.

ATTACHMENTS INCLUDED AND/OR ON FILE:

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

CAO ANALYST:

Jeannie Z. Figueroa