



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 8/29/2017

Agenda Placement: 6S

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors

**FROM:** Alice Hughey for Minh Tran - Interim County Executive Officer  
County Executive Office

**REPORT BY:** Helene Franchi, Deputy County Executive Officer - 253-4820

**SUBJECT:** Amendment 4 to Agreement No. 170289B California Service Bureau

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### **RECOMMENDATION**

County Executive Officer requests approval of and authorization for the Chair to sign Amendment No. 4 to Agreement No. 170289B-17 (formerly Agreement No. 3915) with California Service Bureau effective July 1, 2017 to provide for collection services on a month to month basis with no other changes to the agreement.

### **EXECUTIVE SUMMARY**

California Service Bureau (CSB) has served as the County's collection agent since 1999. The agreement provides for on-site trained bilingual personnel to assist individuals to comply with court ordered monetary sentences and staff off-site to aggressively collect on current and past due accounts. The agreement has been modified over the years to accommodate changes in legislation, to extend the term, and to provide other collection services. Today's amendment will amend and reinstate the agreement effective July 1, 2017, and change the term to a month to month basis. It is anticipated that staff will return during the fall with either an amendment extending the term for three years or changing to a different collection service.

CSB is not a local vendor.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	General Fund - Central Services

Is it Mandatory or Discretionary? Mandatory

Is the general fund affected? Yes

Future fiscal impact: Staff will continue to budget the contract each fiscal year.

Consequences if not approved: The County will be obligated to find another collection service.

Additional Information:

**ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

**BACKGROUND AND DISCUSSION**

California Service Bureau (CSB) has served as the County's collection agent since 1999. The agreement provides for on-site trained bilingual personnel to assist individuals to comply with court ordered monetary sentences and staff off-site to aggressively collect on current and past due accounts. The agreement has been modified over the years to accommodate changes in legislation, to extend the term, and to provide other collection services.

Today's amendment will change the term to a month to month basis. Because the stated term of the agreement had lapsed, it is also necessary for the parties to agree to reinstate the agreement effective July 1, 2017. Staff from the District Attorney's office, Probation, County Executive Office and the Courts have been working with CSB over the past two years to improve the collection services, provide better reporting for restitution, and provide better service to victims. To date that work has not been successful; however, new staff at CSB has assured the County it will improve. It is anticipated that staff will return during the fall with either an amendment extending the term for three years or changing to a different collection service.

**SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Carlos Solorio