



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 9/24/2013

Agenda Placement: 7C

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Janice Donovan for JOHN ROBERTSON JR. - Sheriff-Coroner
Sheriff
REPORT BY: Janice Donovan, Sheriff's Administrative Manager - 259-8674
SUBJECT: Resolution establishing a revolving fund for the Sheriff's Department

RECOMMENDATION

Sheriff requests adoption of a resolution ratifying an existing revolving fund used by the Napa County Sheriff's Department when readily available funds are needed for law enforcement purposes.

EXECUTIVE SUMMARY

The Sheriff's Office has an existing revolving fund that was established approximately 30 years ago for the law enforcement related purposes set out in Government Code. Today's action by the Board will ratify this existing revolving fund, in the amount not to exceed \$50,000, for law enforcement purposes.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Sheriff's Office budget
Is it Mandatory or Discretionary?	Mandatory
Is the general fund affected?	Yes
Future fiscal impact:	Funds will be replenished, as needed, from Sheriff's budget.
Consequences if not approved:	If this item is not approved, the existing revolving fund will not be ratified and the Sheriff's Department may not have a revolving fund that can be used for

immediate expenses.

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

The Sheriff's Department has maintained a cash fund that was initiated at least 30 years ago for the purpose of paying for last minute expenses incurred in criminal cases, the prevention of crime and the suppression of crime. Given the change in laws and regulations since the inception of the fund, the Sheriff's Department requested guidance from the Auditor-Controller's Office on the necessary steps to recognize the fund. The Auditor-Controller's Office advised the department to request formal authorization from the Board of Supervisors to ratify the existing revolving fund.

Government Code Section 29430 and 29435 allows for the Board to establish a special appropriation for expenses incurred in criminal cases. Also, Government Code Section 29321 allows the Board to establish a revolving fund for amounts not to exceed \$250,000. Adoption of this resolution will establish the Sheriff's Crime Prevention and Suppression Revolving Fund for an amount not to exceed \$50,000.

Access to the fund would be limited to the following personnel within the Sheriff's Department: Administrative Manager, Captain, Undersheriff and the Sheriff.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Liz Habkirk