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COUNTY OF PLACER

PROBATION DEPARTMENT

CSOC - Probation
11716 Enterprise Drive
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(530) 889-6700
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CSOC - Roseville
1130 Conroy
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(916) 784-6432
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Day Reporting Center
11517 "F" Avenue
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Youth Resource Ctr
1020 Sundown Way
Roseville, CA 95661
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Special Investigations Unit
PO Box 293
Rocklin, CA 95677
(916) 632-3111

Roseville - Probation
1051 Junction Blvd.
Roseville, CA 95678
(916) 787-8971
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Loomis - Probation
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MEMORANDUM

TO: Honorable Board of Supervisors

FROM: Stephen G. Pecor, Chief Probation Officer
MEC

DATE: April 29, 2008

SUBJECT: Probation Department vehicle acquisition

ACTION REQUESTED

The Board is requested to approve: 1) the addition of 11 vehicles to the master fixed asset list; 2) a technical budget revision to re-appropriate \$276,104 of expenditures for 3 new lease to purchase vehicles and for capitalization of 8 existing lease to purchase vehicles; and 3) authorization for the purchasing manager to execute any related documents associated with the lease purchases.

BACKGROUND

County policy is to lease to purchase vehicles and requires departments to budget the capital cost of leased vehicles, not the entire lease amount. The capital cost must be budgeted in a fixed asset account in order for Procurement to have authorization to capitalize the vehicles and in order for the vehicles to be added to the Master Fixed Asset list.

Currently, funding for 8 existing leased vehicles is budgeted within the lease contribution account, and the funding for 3 new lease to purchase vehicles is within personnel and special department expense accounts. This action will move the funding into a fixed asset account in order to allow capitalization of the leased and lease to purchase vehicles.

The Probation Department is seeking approval to purchase 8 vehicles currently in use within the department and under lease. In 2004, the Board recognized that the Probation Department was charged with the supervision of sentenced adult and juvenile probationers and adults serving their jail sentence through an alternative sentencing program. The department's operation was hampered by an insufficient number of properly equipped, reliable vehicles. The department was, and continues to be, responsible for probationers and alternative sentencing participants who reside in remote areas without improved roads for access and access to these remote areas is nearly impossible and generally unsafe in a sedan. Auburn and foothills area officers did not have high-clearance, 4-wheel drive vehicles available and equipped for their needs.

Further officers were, and continue to be, required to make extended trips within the state to visit juvenile wards that are placed in group homes. This often results in as many as 6 hours on the road in a day. At times wards and their property must be transported to and from these placements, which creates a need for a larger capacity cargo capability. In 2004, and within County practice at that time, the Board authorized the lease of these 8 vehicles.

The Probation Department and its mission objectives have not changed and the need to maintain vehicles for use by sworn staff in the execution of their duties is essential. The department analyzed available alternatives for providing staff with necessary vehicles including: purchasing new vehicles, entering into new lease to purchase agreements, and purchasing our current lease vehicles rather than returning them to the lease agency. Because the existing vehicles are appropriately equipped with specialized law enforcement equipment, the department determined that the most cost effective solution is to purchase the vehicles currently in use with the department. The monies to do this are available in our lease line item and we would like to re-appropriate these monies into the appropriate fixed asset account.

In addition to the purchase of 8 leased vehicles, Probation would like to acquire 3 new lease to purchase vehicles. One vehicle is for the department head based on his option to take home an assigned county vehicle pursuant to Chapter 2 of the Administrative Rules. The other 2 vehicles are in support of the DUI task force which is grant funded by the Office of Traffic Safety. These vehicles would be used by probation officers in DUI enforcement activities, including: participating in probation searches, DUI checkpoint activities and other enforcement actions as necessary throughout the County. The monies to do this are currently budgeted as a special department expense and need to be re-appropriated into the fixed asset account.

In order to provide the mechanism for these lease to purchase vehicles to be capitalized per County policy and for the vehicles to be added to the master fixed asset list, this action is hereby requested.

FISCAL IMPACT

This technical revision represents a re-appropriation of expenses within the current budget only. Accordingly, appropriation of the funds to pay for this equipment will not have any additional net fiscal impact on the General Fund beyond the currently approved budget.

