

**MEMORANDUM
COUNTY OF PLACER
CHILD SUPPORT SERVICES**

TO: Honorable Board of Supervisors

FROM: Troy Held, Director 

DATE: March 24, 2015

SUBJECT: Master Fixed Asset List for Child Support Services Department Ford Fusion Vehicle

ACTION REQUESTED

Approve a budget revision in the amount of \$21,356.21 within the appropriate accounts of the Child Support Services Department's FY 2014-15 budget unit to add a Ford Fusion vehicle to the Master Fixed Asset List.

BACKGROUND

In addition to the Rocklin location, the Department of Child Support Services (CSS) operates an office in Carnelian Bay, which is supported by one full time employee who is required to participate in many functions that require travel. The current Child Support Specialist in Carnelian Bay is a certified CSS trainer who frequently travels to Rocklin to assist in the training and support of employees. Current practice is for this employee to utilize a Health and Human Services (HHS) Jeep Liberty or Ford Explorer (neither are hybrid vehicles) to make the 210-mile round-trip. HHS then charges CSS for the costs associated with usage. There are also trips to the bank to deposit child support collections (cash and checks) where the employee completes a mileage claim form when their personal vehicle is used. CSS currently has a four-wheel drive Ford Escape hybrid that can be better utilized for the employee in Carnelian Bay to make trips to Rocklin and the bank. This alleviates the need of reserving and using an HHS vehicle (which are unavailable at times) and completing mileage claim forms. By transferring the four-wheel drive Ford Escape hybrid to Carnelian Bay where the County garage would be utilized for maintenance, a new vehicle would be needed for the Rocklin office to support the travel needs of those who support court duties, employee trainings, county meetings, conference attendance, etc. The Department of Public Works Fleet Services has an existing purchase order to purchase 2015 Ford Fusion 4-door sedans at the cost of \$21,356.21. This amount is required to be included on the Master Fixed Asset List for this purchase.

FISCAL IMPACT

There is no impact to the General Fund as a result of this action because CSS is 100% state and federally funded.

Attachments: Budget Revision
Addition to the Master Fixed Asset List

ADDITIONS TO THE MASTER FIXED ASSET LIST
CHILD SUPPORT SERVICES DEPARTMENT

Appropriation 2172

1 each	2015 FORD FUSION 4-Door Sedan	\$21,356.21
	Total Fixed Asset Additions	<u>\$21,356.21</u>

