

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS  
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Sheriff - Coroner	(2) MEETING DATE 6/19/2012	(3) CONTACT/PHONE Ian Parkinson 781-4540	
(4) SUBJECT Request to approve a capital project to construct a new evidence and property storage area; approve the use of \$370,000 from Law Enforcement Public Facility Fees and \$50,000 from Asset Forfeitures to fund the project; approve a resolution to amend the Public Facility Fees Financing Plan to include the project; approve an amendment to the fixed asset list; and approve a corresponding budget adjustment of \$420,000.			
(5) RECOMMENDED ACTION It is recommended that your Board:  1) Approve the use of \$370,000 of Law Enforcement Public Facility Fees (PFF) to construct a new evidence/property storage area; 2) Approve and direct the Chair to sign a resolution amending the Public Facility Funds Financing Plan to include this project; 3) Approve a transfer \$50,000 from the Sheriff's Asset Forfeiture funds for this project; 4) Amend the fixed asset list to add a storage refrigerator; 5) Approve a corresponding budget adjustment in Fund Center 136-Sheriff-Coroner. (Requires 4/5 vote.)			
(6) FUNDING SOURCE(S) Public Facility Fee Funds Asset Forfeiture Trust Funds	(7) CURRENT YEAR FINANCIAL IMPACT \$420,000 Total: \$370,000-Public Facility Fee Funds, \$50,000-Asset Forfeiture	(8) ANNUAL FINANCIAL IMPACT \$0.00	(9) BUDGETED? Yes
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. _____) <input type="checkbox"/> Board Business (Time Est. _____)			
(11) EXECUTED DOCUMENTS <input checked="" type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input checked="" type="checkbox"/> N/A		(12) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: 1112127 <input checked="" type="checkbox"/> 4/5th's Vote Required <input type="checkbox"/> N/A	
(13) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(14) W-9 <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
(15) LOCATION MAP No	(16) BUSINESS IMPACT STATEMENT? No	(17) AGENDA ITEM HISTORY <input checked="" type="checkbox"/> N/A    Date: _____	
(18) ADMINISTRATIVE OFFICE REVIEW Geoff O'Quest			
(19) SUPERVISOR DISTRICT(S) All Districts -			

# County of San Luis Obispo



TO: Board of Supervisors

FROM: Sheriff - Coroner / Ian Parkinson  
781-4540

DATE: 6/19/2012

SUBJECT: Request to approve a capital project to construct a new evidence and property storage area; approve the use of \$370,000 from Law Enforcement Public Facility Fees and \$50,000 from Asset Forfeitures to fund the project; approve a resolution to amend the Public Facility Fees Financing Plan to include the project; approve an amendment to the fixed asset list; and approve a corresponding budget adjustment of \$420,000.

## **RECOMMENDATION**

It is recommended that your Board:

- 1) Approve the use of \$370,000 of Law Enforcement Public Facility Fees (PFF) to construct a new evidence/property storage area;
- 2) Approve and direct the Chair to sign a resolution amending the Public Facility Funds Financing Plan to include this project;
- 3) Approve a transfer \$50,000 from the Sheriff's Asset Forfeiture funds for this project;
- 4) Amend the fixed asset list to add a storage refrigerator;
- 5) Approve a corresponding budget adjustment in Fund Center 136-Sheriff-Coroner. (Requires 4/5 vote.)

## **DISCUSSION**

The San Luis Obispo County Sheriff's Office currently has a property/evidence room that is housed in a World War II era barracks, which is approximately 2,500 square feet. It was acquired from Camp San Luis Obispo in 1966 and not built for its current use. In recent years the amount of evidence that has accumulated at this location reached capacity and the floor of the current structure cannot withstand much more weight.

The current room contains two 8' x 12' freezers, along with shelving and carts. Much of the current shelving and storage was obtained over the years as surplus county property. Due to the overflow of evidence and property items and the increasing lack of space, many stored items do not fit in the existing property room. As a result, the Sheriff's Office currently uses four Seatrain shipping containers to store evidence, each located in a separate location. More evidence continues to arrive each day. In 2011, the property room staff processed over 10,000 cases. The total evidence inventory currently held by the Sheriff exceeds more than 75,000 items. In short, the current evidence room is an inadequate space for both the current and future needs of the Sheriff's Office.

### **Proposed Project**

The Sheriff's Office is requesting the Board's approval to create a new evidence and property storage area within an existing building currently used by the Sheriff's Office for vehicle storage. This building is approximately five years old and no major structural changes will be required to add the planned evidence and property storage area. The proposed project would create a 2,300 square foot property/evidence storage area that will be able to store up to 45% more volume than the current property room, and will be capable of future expansion, as the need arises.

The new evidence and property storage area will include a space-efficient storage system with a steel-titanium security cage and a vault for drug storage, a storage refrigerator and two walk-in freezers. The project will also create workspace with three work stations adjacent to the secure property storage area, modify the building doors to allow large vehicle access to the portion of the building not used for property/evidence storage and pave the un-paved parking lot adjacent to the property/evidence storage area. Completion of this project will ensure the security and stability of the property room and its contents.

The Sheriff-Coroner is requesting the use of Law Enforcement Public Facility Fee (PFF) Funds to support the majority of this project. Government Code section 66000, et. seq. provides for the establishment and collection of Public Facilities Fees to fund County facilities to meet future county growth requirements. As described in the County's Public Facilities Fee Financing Plan, Public Facilities Fees are collected to fund public facilities and improvements in a number of areas, including Sheriff's Patrol and Investigations. The need for property/evidence storage capacity stems directly from these functions and the Sheriff-Coroner is therefore requesting that the Board approve the attached resolution amending the Public Facility Fee plan to add this project and approve a budget adjustment to use \$370,000 of PFF to fund the project.

### **OTHER AGENCY INVOLVEMENT/IMPACT**

The Sheriff's Office has consulted and coordinated with the Auditor-Controller, County Counsel, the Planning Department, the County Administrative Office, and Architectural Services in the planning and estimating for this project. County Counsel has reviewed the proposed resolution as to legal form and effect. The San Luis Obispo County Sheriff's Office will provide direct oversight of this project with the assistance of the Architectural Services Division of the County's General Services Agency.

### **FINANCIAL CONSIDERATIONS**

The total cost of the project is estimated to be \$420,000. To fund the project, the Sheriff-Coroner is requesting the use of \$370,000 of Law Enforcement Public Facility Fees and \$50,000 of Asset Forfeiture funds currently held in a trust. As discussed above, Public Facilities Fees are collected to fund public facilities and improvements like the proposed project. Funds from the Department of Justice Asset Forfeiture Program are seized and forfeited assets that represent the proceeds of, or were used to facilitate federal crimes and meant to be used in a manner that enhances public safety and security.

A total of \$1,047,216 is currently available in the Law Enforcement Public Facility Fee (PFF) trust fund. Approval of the requested use for this project will leave a remaining balance of \$586,201 in the trust.

It should be noted that a capital project was previously budgeted to reinforce the floor in the current property/evidence room at a total estimated cost of \$100,000. Approval of Sheriff-Coroner's newly proposed project will eliminate the need for floor repair, thus returning the \$53,750 of General Fund currently allocated for that purpose.

The proposed project will create a property/evidence room that requires less ongoing maintenance than the existing area and is not expected to result in any significant future maintenance costs.

The cost estimate for the proposed project is shown on the next page.

**EVIDENCE/PROPERTY STORAGE AREA PROJECT - COST ESTIMATE**

Item	Cost	Funding Source	
		Law Enforcement Public Facility Fee (PFF) Funds	Asset Forfeiture Funds
<u>Fixed Assets:</u>			
Storage refrigerator	\$ 5,000		
<b>Total Fixed Assets</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	
<u>Capital Outlay - Structure:</u>			
Space efficient storage system	\$215,000		
Storage walk-in freezer	15,000		
Heat and ventilation system	10,000		
Building roll-up door modifications	10,000		
Electrical contractor	35,000		
Office space construction	49,000		
Parking lot paving	60,000		
<b>Total Capital Outlay - Structure</b>	<b>\$394,000</b>	<b>\$365,000</b>	<b>\$29,000</b>
<u>Services and Supplies:</u>			
Miscellaneous office expense	\$ 5,000		
Computers (3)	5,500		
Desks (3)	5,000		
Barcode printer	800		
Handheld Scanners (3)	1,700		
Printer	1,000		
Access Points	2,000		
<b>Total Services and Supplies</b>	<b>\$ 21,000</b>		<b>\$ 21,000</b>
<b>Total</b>	<b>\$420,000</b>	<b>\$370,000</b>	<b>\$ 50,000</b>

**RESULTS**

This project will improve the capacity and security of the Sheriff's property and evidence storage capabilities and will result in a net increase of \$53,750 to the General Fund. Completion of the proposed project will create a safe and secure work area for employees and will contribute to the County's Vision of a Safe and Well-Governed Community.

**ATTACHMENTS**

1. Resolution Amending the PFF Financing Plan