

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

(1) DEPARTMENT Sheriff - Coroner	(2) MEETING DATE 5/8/2012	(3) CONTACT/PHONE Ian Parkinson 781-4540	
(4) SUBJECT Request to approve a resolution increasing an existing Legal Clerk position in the Sheriff's Civil Division from half-time to full-time.			
(5) RECOMMENDED ACTION It is recommended that your Board approve and direct the Chair to sign the resolution deleting the 0.50 FTE Legal Clerk position in Fund Center 136 Sheriff-Coroner and add a 1.00 FTE Legal Clerk position.			
(6) FUNDING SOURCE(S) Civil Trust Funds	(7) CURRENT YEAR FINANCIAL IMPACT \$10,600	(8) ANNUAL FINANCIAL IMPACT \$32,600	(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: <input 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 N/A	(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: 5/8/2012

SUBJECT: Request to approve a resolution increasing an existing Legal Clerk position in the Sheriff's Civil Division from half-time to full-time.

## **RECOMMENDATION**

It is recommended that your Board approve and direct the Chair to sign the resolution deleting the 0.50 FTE Legal Clerk position in Fund Center 136 Sheriff-Coroner and add a 1.00 FTE Legal Clerk position.

## **DISCUSSION**

Currently, there are 4 Legal Clerks assigned to the Civil Division. Three of these are full-time positions and one is a half-time (0.50 FTE) position. The employee that held the 0.50 FTE position has recently retired and there is a need to fill this position as full-time (1.00 FTE).

The 0.50 FTE Legal Clerk position is responsible for input of civil processes into the Sirron software system, which was implemented in September of 2009, and includes service of summons and complaints, small claim documents, restraining orders, subpoenas, evictions and levies. This software system tracks the completed services above and for 2010 the total services processed were 5,658 compared to 5,815 in 2011. The total included evictions serviced of 744 in 2010 compared to 807 in 2011, levies serviced of 1,418 in 2010 compared to 1,420 in 2011 and all other miscellaneous services of 3,496 in 2010 compared to 3,588 in 2011.

Starting in September of 2009, when the Sirron software system was implemented, the Civil Division's Legal Clerks were given the additional task of handling the more complex levies that were originally prepared by the Civil Deputies. Although, this created more efficient recordkeeping for the complex levies, the additional task created more work for each clerk.

This position also handles civil bench warrants, answers the telephone and works at the front window providing service to the public. Due to the heavy workload, the Sheriff's Civil Division is requesting that this half-time Legal Clerk be increased to a full-time position.

## **OTHER AGENCY INVOLVEMENT/IMPACT**

This position was discussed with Human Resources and County Counsel was consulted to review the statutory provisions of the two civil trust funds.

## **FINANCIAL CONSIDERATIONS**

The annualized cost of adding the 0.50 FTE Legal Clerk position is \$32,600. This expense will be offset using Civil Trust Fund dollars received by the Sheriff's Office. The first fund falls under section 26731 of the Government Code. The revenue received in this fund comes from a fifteen dollar (\$15) processing fee on civil process served and/or implemented by the Sheriff. Five percent of the monies in this fund are to be spent in administering the civil funds and will be used to support the cost of this position. The current balance in this fund is \$405,531. The average receipts for the last three

years are approximately \$73,000 per year. The fee increased from \$10 to the current \$15 as of 1/1/11, so it is projected that receipts for FY 2011-12 will be \$77,000. This fund pays for the annual maintenance cost of the Sirron software of approximately \$3,700. This is the only recurring cost in this trust fund.

The second fund falls under section 26746 of the Government Code. The revenue received in this fund comes from a twelve dollar (\$12) fee that is collected from the execution of various legal processes. This fund can be used for replacement of the vehicle fleet, equipment, maintenance and civil process operations. The use of this fund to cover administrative costs is not restricted. The current balance in this fund is \$115,303. The average receipts for the last three years are approximately \$58,000 per year. The fee increased from \$10 to the current \$12 as of 1/1/11. It is projected that receipts for FY 2011-12 will be \$60,000 per year. This fund is used to pay for Civil Division garage charges processed through County Fleet Services totaling approximately \$50,000 per year. This is the only recurring cost in this trust fund.

Salary savings would be used to cover the cost of the increase from a half-time position to a full-time position for remainder of FY 2011-12. Funding for the additional 0.50 FTE in FY 2012-13 and future years will come from these two Civil Trust Funds as follows:

Civil Trust Accounts by Government Code	Estimated Balance June 30,2012	Add: FY 2012-13 Projected Receipts	Less: FY 2012-13 Projected Expense	Less: FY 2012-13 0.50 FTE Legal Clerk	Estimated Balance as of June 30, 2013
GC 26731 (\$15 fee)	\$420,000	\$80,000	\$3,700	<b>\$21,000</b>	\$475,300
GC 26746 (\$12 fee)	\$80,000	\$62,000	\$50,000	<b>\$11,600</b>	\$80,400

**Total: \$32,600**

The approval of this request will have no impact on the General Fund.

**RESULTS**

Approval of the request to increase the Legal Clerk 0.50 FTE position to full-time will allow the Sheriff's Office, Civil Division to perform the required duties of this position in a more efficient and timely manner.

**ATTACHMENTS**

Resolution-Civil-Legal Clerk