



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: OCTOBER 28, 2025

FROM: POLICE DEPARTMENT WARDS: ALL

SUBJECT: EVIDENCE TRUST FUNDS - TRANSFER AND SUPPLEMENTAL APPROPRIATION IN THE AMOUNT OF \$112,309

ISSUE:

Authorize a supplemental appropriation of Evidence Trust Funds in the amount of \$112,309 from the Evidence Trust Account to a General Fund Police Department revenue account and appropriate expenditures in the same amount to a General Fund Police Department expenditure account as detailed in this report.

RECOMMENDATION:

That the City Council, with at least five affirmative votes, authorize the Chief Financial Officer, or designee, to record a supplemental appropriation in the General Fund, Police Support Services, Maintenance/Repair of Buildings & Improvements expenditure account in the amount of \$67,809 and in the General Fund, Police Support Services, Special Department Supplies account in the amount of \$44,500, utilizing the funds on hand in the Special Deposits Fund, Evidence Trust Account in the total amount of \$112,309.

BACKGROUND:

The Riverside Police Department (RPD) collects/holds unclaimed monies from the Property Unit as the result of criminal investigations, where the legal owners could not be determined or located. California Government Code Sections 50050-50057 outlines the process for an agency to absorb these funds into a general fund for department use.

The unclaimed funds in the Evidence Trust Account are eligible for transfer to a General Fund Account for department use because they represent funds that have no known owner or that have a known owner but have had no response to a mailing and the amount is under \$15 per owner. Examples of cases where there is no known owner, include but are not limited to, found property, money found during a search and no suspect claimed it, money with a deceased owner or discarded property during a pursuit with no eventual arrest.

DISCUSSION

Currently the RPD has \$112,309 in unclaimed funds being held in the Evidence Trust Account and would like to use these funds for equipment and supply needs for the Property and Evidence Unit, for building maintenance for the Magnolia Station, and for the relocation of staff from Orange Street Station. The proposed projects are outlined in the chart below:

Key	Object	Expenditure	Estimated Cost
Property and Evidence			
3102000	426800	2 Evidence Refrigeration Units	18,500
3102000	426800	Property and Evidence barcode printer	1,000
3102000	426800	BIO Evidence Lockers	25,000
Building Maintenance			
3102000	424130	Remodel of Supervisors Office	5,000
3102000	424130	Bathroom Improvements for SIB	15,000
3102000	424130	Floor Replacement at Magnolia 2 nd Floor	22,809
3102000	424130	Relocations from Orange Street Station	25,000
Total:			112,309

The RPD is requesting that Evidence Trust Funds in the amount of \$112,309 be transferred from the Evidence Trust Account to the General Fund Police Department revenue account and that an appropriation in the same amount be made to the General Fund Police Department expenditure account to fund the proposed projects listed in the above chart.

FISCAL IMPACT:

The total fiscal impact of this action is \$112,309. Upon Council approval, a supplemental appropriation will be recorded in the General Fund as outlined below:

Special Deposit Appropriation			
Deposit Account			
Special Deposit	Evidence Trust Fund Account	0000720-225130	(\$112,309)
Revenue			
General Fund	Police Administrative Services, Charges for Services	3105000-341190	\$112,309
Expenditure			
General Fund	Police Support Services, Maintenance/Repair of Buildings & Improvements	3102000-424130	\$67,809
	Police Support Services, Special Department Supplies	3102000-426800	\$44,500

Prepared by: Brandi Becker, Police Administrator
 Approved by: Larry V. Gonzalez, Chief of Police

Certified as to

availability of funds: Kristie Thomas, Finance Director/Assistant Chief Financial Officer

Approved by: Mike Futrell, City Manager

Approved as to form: Rebecca McKee-Reimbold, Interim City Attorney