



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: MAY 9, 2023

FROM: POLICE DEPARTMENT WARDS: ALL

SUBJECT: EVIDENCE TRUST FUNDS - TRANSFER AND SUPPLEMENTAL APPROPRIATION IN THE AMOUNT OF \$104,214.37

ISSUE:

Authorize a supplemental appropriation of Evidence Trust Funds in the amount of \$104,214.37 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 \$72,950.06 and in the General Fund, Police Support Services, Special Department Supplies account in the amount of \$31,264.31, utilizing the funds on hand in the Special Deposits Fund, Evidence Trust Account in the total amount of \$104,214.37.

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 \$104,214.37 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 and for building maintenance for the Magnolia and Lincoln Police Stations. The proposed projects are outlined in the chart below:

Key	Object	Expenditure	Estimated Cost
		Property and Evidence	
3102000	426800	Property File Cabinets	7,000
3102000	426800	Label Printer	3,000
3102000	426800	Wiring for Evidence Refrigerators	2,000
3102000	426800	Additional Evidence Lockers	4,000
3102000	426800	Replacement of Security Locks	8,000
3102000	426800	Warehouse Ladders	7,000
		Building Maintenance	
3102000	424130	Carpet Replacement (Front Counter Magnolia)	10,000
3102000	424130	Carpet Replacement (Investigations Unit Magnolia)	20,000
3102000	424130	Reconfiguration of Sergeants Bay (Lincoln)	40,000
		Total:	101,000

The RPD is requesting that Evidence Trust Funds in the amount of \$104,214.37 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.

STRATEGIC PLAN ALIGNMENT:

This item contributes to Strategic Priority No. 6 - *Infrastructure, Mobility and Connectivity* and Goal No. 6.2 – Maintain, protect and improve assets and infrastructure within the City's built environment to ensure and enhance reliability, resiliency, sustainability, and facilitate connectivity.

This item aligns with each of the five Cross-Cutting Threads as follows:

1. **Community Trust** – The Riverside Police Department is dedicated to improving the quality of life by creating a safe environment in partnership with the people it serves. The requested appropriation will be used to provide needed equipment and supplies for the Property and Evidence Unit and to improve the Police facilities in order for Police Department staff to have the resources to achieve this goal.
2. **Equity** – The requested appropriation will support RPD in their mission to provide public safety services to all residents in the City of Riverside.
3. **Fiscal Responsibility** – The appropriation of Evidence Trust Funds to be used to provide needed equipment and supplies for the Property and Evidence Unit and for Police facility improvements alleviates pressure on the General Fund ensuring responsible

management of the City's financial resources.

4. **Innovation** – This item will assist in funding needed equipment and supplies for the Property and Evidence Unit and RPD's minor facility improvements that will allow Police staff to better address the Community's changing needs and prepare for the future.
5. **Sustainability & Resiliency** – The requested appropriation will ensure the Police Department has the capacity to preserve, adapt, and grow with the needs of the community.

FISCAL IMPACT:

The total fiscal impact of this action is \$104,214.37. Upon Council approval, a supplemental appropriation will be recorded in the General Fund, Police Support Services, Maintenance/Repair of Buildings & Improvements account number 3102000-424130 in the amount of \$72,950.06 and General Fund, Police Support Services, Special Department Supplies account number 3102000-426800 in the amount of \$31,264.31, utilizing funds on hand in the Special Deposits Fund, Evidence Trust Account number 0000720-225130.

Prepared by: Larry V. Gonzalez, Chief of Police
Certified as to
availability of funds: Edward Enriquez, Chief Financial Officer/City Treasurer
Approved by: Mike Futrell, City Manager
Approved as to form: Phaedra A. Norton, City Attorney