



Excellence In Service™

Yamhill County Sheriff's Office

Sheriff Tim Svenson

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MEMO

Date: 02/22/2016

To: Board of Commissioners

From: Sheriff Tim Svenson

Re: Adjustment of Civil fee schedule & adjustment of 10-41 and 10-43 bed rental allocation

Board,

As we have discussed on a number of occasions, our Civil Division is operating on a set fee schedule for the preparation and service of property sales. The economic climate as it relates to the housing market has, for several years, placed a tremendous burden on our limited civil staff. Prior to this issue Deputy Runyon had the ability to spend a good portion of her time in other areas of civil whereas now, approximately 80% of her time is dedicated to real property sale processing.

Deputy Runyon accrued approximately 756 hours of overtime in the year 2015 and on track to top 500 hours in 2016. Nearly all of this overtime is due to property sales. In addition to being costly to the Office, this extra work is impacting the amount of time Deputy Runyon has to address individual citizen civil requests, which in turn creates additional work for the records staff that are now needed to assist her on a daily basis.

A solution that has been put in place by a number of counties, including surrounding counties, is an "actual cost" fee schedule which allows the Sheriff's Office to collect fees that encompass the totality of the cost to the office.

I am requesting the Boards approval to amend our current fee schedule to reflect "true costs" for this service. As in many other counties, we would charge an average rate up front and invoice the customer for any additional costs associated to this service. For example, we estimate that each property sale takes approximately 3.5 hrs of our Civil Deputy's time. This will allow us to charge for that time, along with all of the other required costs associated with these sales.

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Board of Commissioners on

2-25-16 by Board Order
16-64 / 16-65

It should be noted, that a change to this system would have little to no effect on the cost of civil service to the general public as it will generally impact only corporate entities, requiring them to pay for the service they are receiving.

In addition, you are aware we have a revenue line in our 10-41 and 40-41 budgets that deal with bed rental revenue from Benton County. Over the years Benton County has consistently sent more inmates than the contract requires, which has allowed for a surplus of revenue. Based on current allocations, the majority of it goes into the 40-41 Capital budget. I am requesting the Board's permission to change the allocation percentage to reflect 73% toward 10-41 and 27% toward the 40-41 account. This change would remain in effect until the end of fiscal year 2016/2017.

Thank you for your consideration of these requests.

Sincerely,



Sheriff Tim Svenson

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