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**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

FROM: Stanley L. Sniff, Jr. Sheriff-Coroner-PA

SUBMITTAL DATE:
04/10/12

SUBJECT: Approval of Budget Adjustments for Sheriff's Court Services Projects

RECOMMENDED MOTION: Move that the Board of Supervisors direct the Auditor Controller to adjust appropriations and subfund equity as outlined in Schedule A.

BACKGROUND: As authorized by State Government Code Section 26731, counties shall deposit \$15 from any fees collected by the Sheriff's Civil Courts Division to a special fund to supplement the cost for the purchase of auxiliary equipment and furnishings for automated systems or other nonautomated equipment and furnishings as required by the Civil Courts Division. The Sheriff's Department is recommending the use of Court Services Automation funds for two projects.

(Continued on Page 2)

Will Taylor

Stanley L. Sniff Jr., Sheriff-Coroner-PA
Will Taylor, Director of Administration

FINANCIAL DATA	Current F.Y. Total Cost:	\$311,700	In Current Year Budget:	No
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	Yes
	Annual Net County Cost:	\$ 0	For Fiscal Year:	FY 2011-12

SOURCE OF FUNDS: Court Services Automation Fund BR 12-085	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input checked="" type="checkbox"/>

C.E.O. RECOMMENDATION:

APPROVE

BY *Elizabeth J. Olson*

Elizabeth J. Olson

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Stone, seconded by Supervisor Buster and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Buster, Tavaglione, Stone, Benoit and Ashley
Nays: None
Absent: None
Date: April 24, 2012
xc: Sheriff, Auditor

Kecia Harper-Ihem
Clerk of the Board
By: *Cecilia*

Deputy

FISCAL PROCEDURES APPROVED
PAUL ANGULO, CPA, AUDITOR-CONTROLLER
BY *Samuel Wong* 4/16/12
SAMUEL WONG

Departmental Concurrence

Consent Policy
Consent Policy

Dept't Recomm.:
Per Exec. Ofc.:

Prev. Agn. Ref.: 03/13/12 3.39

District: All

Agenda Number:

3.22

Sheriff's Court Services (SCS) uses the Sirron software package to track numerous legal actions such as evictions, bankruptcies, small claims, summons and complaints civil and criminal subpoenas, restraining orders, earnings withholding orders legal/court procedures and specific file notations through the entire civil process. Notifications and other documents generated from these legal actions average over 5,000 mailings per month.

To expedite the mailing process, the Sheriff's Department with County Purchasing concurrence, is proposing the purchase of a document management system that will interface with the Sirron software to process and print notices and requests. The printed matter is then sent to a production folder, which prepares it for mailing. With auxiliary desktop computers and color printers, Sheriff's staff recommends a budget of \$70,123 for the document management system.

On 3/13/12 (3.39), The Board approved phase 1 of the Agreement with Geo-Comm to provide a Sheriff's dispatch and mobile mapping system. Phase 1, with a cost of \$241,577, consists of the installation in all Dispatch consoles of a mapping system that has the capability to track movements using both web-based and client server solutions, and thereby provide Automatic Vehicle Locator functionality to the mobile data computers in 26 Court Services' units.

The budget adjustments requested will enable Sheriff's Court Services to utilize the Court Services Automation fund for these projects.

Schedule A

Increase Appropriations:

10000-2500500000-521540	Maintenance-Office Equipment	\$15,200
10000-2500500000-521640	Maintenance-Software	36,421
10000-2500500000-523640	Computer Equip. Non Fixed Asset	5,000
10000-2500500000-525440	Professional Services	89,085
10000-2500500000-546140	Equipment-Office	23,758
10000-2500500000-546280	Capitalized Software	<u>142,236</u>
	Total	\$311,700

Memo Line Only:

11008-2500500000-321134	Rst for AB709 CT Svcs Automation	\$311,700
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