

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

416



**FROM: Sheriff-Coroner-PA**

**SUBMITTAL DATE:  
10/07/13**

**SUBJECT: Approval of Budget Adjustments for the Purchase of Computers, Auxiliary Computer Equipment and Office Furnishings for Sheriff's Court Services, 2/2, 3/3 & 4/4 Districts. [\$215,985]**

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Approve and direct the Auditor-Controller to make the budget adjustments on the attached Schedule A.

FISCAL PROCEDURES APPROVED  
 PAUL ANGULO, CPA, AUDITOR-CONTROLLER  
 BY: *[Signature]*  
 TANYA S. HARRIS, CPA 10/10/13  
 Departmental Controller

RCIT *[Signature]*  
 Kevin K... 12/20/13

**BACKGROUND:**

Summary

Sheriff's Court Services (SCS) Division operates three stand-alone Business Offices: Central is located in Murrieta; East is located in Indio, and West is located in Riverside. Staffs at the three offices provide  
(Continued on page 2)

*[Signature]*  
 Stanley L. Sniff Jr.  
 Sheriff-Coroner-PA  
 Will Taylor, Director of Administration

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 215,985	\$	\$ 215,985	\$	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0	

<b>SOURCE OF FUNDS: AB 709 Court Services Automation Fund</b>	Budget Adjustment: Yes
	For Fiscal Year: 13/14

**C.E.O. RECOMMENDATION:** APPROVE

BY: *[Signature]*  
 County Executive Office Signature Elizabeth J. Olson

**MINUTES OF THE BOARD OF SUPERVISORS**

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

Ayes: Jeffries, Tavaglione, Stone, Benoit and Ashley  
 Nays: None  
 Absent: None  
 Date: November 26, 2013  
 Sheriff, Auditor

Kecia Harper-Ihem  
 Clerk of the Board  
 BY: *[Signature]*  
 Deputy

- Positions Added
- Change Order
- A-30
- 4/5 Vote

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

**FORM 11: Approval of Budget Adjustments for the Purchase of Computers, Auxiliary Computer Equipment and Office Furnishings for Sheriff's Court Services**

**DATE: 10/07/13**

**PAGE: Page 2 of 3 (BR 14-040)**

**BACKGROUND:**

**Summary**

specialized civil legal clerical support by preparing, processing and tracking numerous civil legal actions; such as evictions, bankruptcies, small claims, summons and complains, civil and criminal subpoenas, restraining orders, earning withholding orders, legal/court procedures or specific file notations through the entire civil process. In addition, the Sheriff is ordered by the court in many of the processes to seize cash, property or in the case of earnings withholdings, receive checks from employers then disburse the seized money to the proper client.

To assure that services are uninterrupted, SCS must regularly replace aging computers, printers, monitors and copiers. The aging copiers will be kept and used for back-up at each civil office. In addition, Court Services is proposing the purchase of automated check readers, per a recommendation from the Auditor Controller's Office, based on the large volume of checks received each day by the three civil business offices. SCS is also proposing the replacement of all the office chairs at all three offices.

SCS will purchase all equipment from County authorized vendors, and technical advice will be provided by the Sheriff's Technical Services Bureau (TSB). Computer equipment cost estimates have been provided by TSB.

The Sheriff's Department will fund these purchases from the Court Services Automation Fund. As authorized by State Government Code Section 26731, counties shall deposit \$15 from specific 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.

**Impact on Citizens and Businesses**

Citizens and businesses will benefit significantly by timely replacement of the equipment used in the preparation, processing and tracking of civil legal actions. In addition, the purchases are being made with a fund separated from fees already collected in the County, which facilitates the process and conserves the County general fund.

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**  
**FORM 11: Approval of Budget Adjustments for the Purchase of Computers, Auxiliary Computer**  
**Equipment and Office Furnishings for Sheriff's Court Services**

**DATE:** 10/07/13

**PAGE:** Page 3 of 3 (BR 14-040)

**Schedule A**

**Increase Appropriations:**

10000-2500500000-523640	Computer Equipment-Non Fixed Assets	\$152,605
10000-2500500000-523680	Office Equipment-Non Fixed Assets	59,824
10000-2500500000-523700	Office Supplies	<u>3,556</u>
	Total	\$215,985

**Use of Subfunds:**

11008-2500500000-321134	AB 709 Court Services Automation	\$215,985
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**RIVERSIDE COUNTY INFORMATION TECHNOLOGY PROCUREMENT FORM**  
To be completed for all departmental purchases of IT systems, services or renewals

**PR2013-00753**  
Tracking Number for Internal Use Only

10/28

<b>REQUESTED PURCHASE:</b> COURT SERVICES PC REFRESH																					
<b>DEPARTMENT/AGENCY:</b> SHERIFF/COURT SERVICES EAST																					
<b>CONTACT NAME/PHONE:</b> J WATLER 955-2043																					
<b>PURCHASE REQUEST:</b> <input checked="" type="checkbox"/> NEW EQUIPMENT/SERVICES <input type="checkbox"/> UPGRADE <input type="checkbox"/> REPLACEMENT																					
<b>PURCHASE TYPE:</b> <input type="checkbox"/> PROFESSIONAL SERVICES <input type="checkbox"/> SOFTWARE <input checked="" type="checkbox"/> HARDWARE <input type="checkbox"/> RENEWAL																					
<b>DESCRIBE REQUESTED PURCHASE</b>	(16) computers (24) 24" Monitors (10) Printers (6) Scanners																				
<b>BUSINESS NEEDS ADDRESSED</b>	Support Current Operations at Sheriff Court Services East																				
<b>ARE THERE ANY OTHER COUNTY SYSTEMS THAT PROVIDE THE SAME FUNCTIONALITY?</b> <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> UNKNOWN																					
<b>BUSINESS CRITICALITY</b> <input checked="" type="checkbox"/> Run the business <input type="checkbox"/> Grow the business <input type="checkbox"/> Transform the business	<b>BUSINESS IMPACT (SELECT ALL THAT APPLY)</b> <input checked="" type="checkbox"/> Support current operations <input type="checkbox"/> Reduce Expenses <input type="checkbox"/> Improve Customer Service <input checked="" type="checkbox"/> Improve Operational Efficiencies																				
<b>BUSINESS RISKS</b>	Financial:N/A Operational:N/A Customer:N/A																				
<b>ALTERNATIVE SOLUTIONS</b>	1. [Solution] 2. [Solution] 3. [Solution]																				
<b>TRANSACTION</b> <input checked="" type="checkbox"/> Cash Purchase <input type="checkbox"/> Lease Purchase Lease Years: _____																					
<b>PURCHASE COSTS (EST)</b> Hardware:NTE \$51,000 Software: \$ Labor: \$	<b>COST BENEFIT ANALYSIS</b>																				
	<table border="1"> <thead> <tr> <th></th> <th>ALTERNATIVE STATUS QUO</th> <th>ALTERNATIVE</th> <th>ALTERNATIVE</th> </tr> </thead> <tbody> <tr> <td>Current Annual Cost</td> <td>\$</td> <td></td> <td></td> </tr> <tr> <td>Ongoing Annual Cost</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Annual Cost Savings</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Net Annual Savings</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		ALTERNATIVE STATUS QUO	ALTERNATIVE	ALTERNATIVE	Current Annual Cost	\$			Ongoing Annual Cost				Annual Cost Savings				Net Annual Savings			
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Current Annual Cost	\$																				
Ongoing Annual Cost																					
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**RIVERSIDE COUNTY INFORMATION TECHNOLOGY PROCUREMENT FORM**  
 To be completed for all departmental purchases of IT systems, services or renewals

Tracking Number for  
Internal Use Only

TOTAL COST: \$ 51,000	Project Implementation Cost			
	Project Payback Period? yrs			

Department Head Signature: *[Signature]* Date: 10/28/13

**RCIT RECOMMENDATION – for purchases and renewals under \$100,000**

Recommended:  Yes  No (Non-recommended requests submit to TSOC)

By: **RCIT - APPROVED** Date: 11/5/13  
 Chief Information Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**RCIT explanation for non-recommended requests:**

\_\_\_\_\_

**TSOC RECOMMENDATION: for purchases and renewals over \$100,000 and RCIT non-recommended purchases or renewals**

Recommended:  Yes  No (In no, provide explanation below)

TSOC Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TSOC explanation for denied requests:**

\_\_\_\_\_

ISTS: \_\_\_\_\_



**RIVERSIDE COUNTY INFORMATION TECHNOLOGY PROCUREMENT FORM**  
To be completed for all departmental purchases of IT systems, services or renewals

26173  
Tracking Number for Internal Use Only

2/28

<b>REQUESTED PURCHASE:</b> EQUIPMENT																					
<b>DEPARTMENT/AGENCY:</b> SHERIFF/COURTS																					
<b>CONTACT NAME/PHONE:</b> S.HAUSEN 955-8329																					
<b>PURCHASE REQUEST:</b> <input checked="" type="checkbox"/> NEW EQUIPMENT/SERVICES	<input type="checkbox"/> UPGRADE <input type="checkbox"/> REPLACEMENT																				
<b>PURCHASE TYPE:</b> <input type="checkbox"/> PROFESSIONAL SERVICES	<input type="checkbox"/> SOFTWARE <input type="checkbox"/> HARDWARE <input type="checkbox"/> RENEWAL																				
<b>DESCRIBE REQUESTED PURCHASE</b>	7 CLJ PRINTERS 11 LJ PRINTERS 20 SCANSNAPS																				
<b>BUSINESS NEEDS ADDRESSED</b>	NORMAL BUSINESS USE																				
<b>ARE THERE ANY OTHER COUNTY SYSTEMS THAT PROVIDE THE SAME FUNCTIONALITY?</b>	<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> UNKNOWN																				
<b>BUSINESS CRITICALITY</b> <input checked="" type="checkbox"/> Run the business <input type="checkbox"/> Grow the business <input type="checkbox"/> Transform the business	<b>BUSINESS IMPACT (SELECT ALL THAT APPLY)</b> <input checked="" type="checkbox"/> Support current operations <input type="checkbox"/> Reduce Expenses <input type="checkbox"/> Improve Customer Service <input type="checkbox"/> Improve Operational Efficiencies																				
<b>BUSINESS RISKS</b>	Financial: N/A Operational: N/A Customer: N/A																				
<b>ALTERNATIVE SOLUTIONS</b>	1. [Solution] N/A 2. [Solution] N/A 3. [Solution] N/A																				
<b>TRANSACTION</b>	<input checked="" type="checkbox"/> Cash Purchase <input type="checkbox"/> Lease Purchase Lease Years: _____																				
<b>PURCHASE COSTS (EST)</b> Hardware: \$<66000.00 Software: \$ Labor: \$	<b>COST BENEFIT ANALYSIS</b>																				
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**RIVERSIDE COUNTY INFORMATION TECHNOLOGY PROCUREMENT FORM**  
 To be completed for all departmental purchases of IT systems, services or renewals

26173  
 Tracking Number for Internal Use Only

TOTAL COST: \$- (6,000.00)	Project Implementation Cost			
	Project Payback Period? (yrs)			
Department Head Signature: <i>[Signature]</i>				Date:

2/28

Recommended:  Yes  No (Non-recommended requests submit to TSOC)

By: **RCIT - APPROVED** Date: 3/5

Chief Information Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

R

Recommended:  Yes  No (In no, provide explanation below)

TSOC Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**RIVERSIDE COUNTY INFORMATION TECHNOLOGY PROCUREMENT FORM**  
To be completed for all departmental purchases of IT systems, services or renewals

26174  
Tracking Number for  
Internal Use Only

2/28

<b>REQUESTED PURCHASE:</b> EQUIPMENT																					
<b>DEPARTMENT/AGENCY:</b> SHERIFF/COURTS																					
<b>CONTACT NAME/PHONE:</b> S.HAUSEN 955-8329																					
<b>PURCHASE REQUEST:</b> <input checked="" type="checkbox"/> NEW EQUIPMENT/SERVICES <input type="checkbox"/> UPGRADE <input type="checkbox"/> REPLACEMENT																					
<b>PURCHASE TYPE:</b> <input type="checkbox"/> PROFESSIONAL SERVICES <input type="checkbox"/> SOFTWARE <input type="checkbox"/> HARDWARE <input type="checkbox"/> RENEWAL																					
<b>DESCRIBE REQUESTED PURCHASE</b>	62 COMPUTERS																				
<b>BUSINESS NEEDS ADDRESSED</b>	NORMAL BUSINESS USE																				
<b>ARE THERE ANY OTHER COUNTY SYSTEMS THAT PROVIDE THE SAME FUNCTIONALITY?</b>	<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> UNKNOWN																				
<b>BUSINESS CRITICALITY</b>	<b>BUSINESS IMPACT (SELECT ALL THAT APPLY)</b>																				
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**RIVERSIDE COUNTY INFORMATION TECHNOLOGY PROCUREMENT FORM**  
 To be completed for all departmental purchases of IT systems, services or renewals

26174  
 Tracking Number for  
 Internal Use Only

TOTAL COST: \$460,000.	Project Implementation Cost			
	Project Payback Period? yrs			

2/27/03

Department Head Signature: [Signature] Date: \_\_\_\_\_

Recommended:  Yes  No (Non-recommended requests submit to TSOC)

By: \_\_\_\_\_ Date: 3/5

Chief Information Officer Signature: **RCIT - APPROVED** Date: \_\_\_\_\_

R

[Empty signature box]

Recommended:  Yes  No (In no, provide explanation below)

TSOC Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

[Empty signature box]