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



FROM: Sheriff-Coroner-PA

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

#### BACKGROUND:

Summary

SCAL PROCEDURES APPROVED

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)

> Stanley L. Smiff Jr. Sheriff-Coroner-PA

> > For Fiscal Year:

Will Taylor, Director of Administration

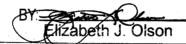
13/14

FINANCIAL DATA	Current F	Fiscal Year:	Next Fiscal Year:		Total	Cost:	Onc	joing Cost:		ONSENT
COST	\$	215,985	\$	<del></del>	\$	215,985			(per Exec	c. Office) 🤚
NET COUNTY COST	\$	0	\$	0	\$	0	\$		Consent	Policy ⊠
SOURCE OF FUND	S: AB	709 Court	Services A	utom	atio	n Fund		Budget Adjustm	ent: Yes	

C.E.O. RECOMMENDATION:

APPROVE

**County Executive Office Signature** 



#### 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

Navs:

None

Absent:

None

Date:

November 26, 2013

Prev. Agn. Ref.: 04/24/12 3.22

Sheriff, Auditor

District: 2/2, 3/3, 4/4 | Agenda Number:

Kecia Harper-Ihem

Positions Added

Change Order

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

11008-2500500000-321134 AB 709 Court Services Automation

**DATE:** 10/07/13

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

#### Schedule A

<b>Increase Appropriations:</b>		
10000-2500500000-523640	Computer Equipment-Non Fixed Assets	\$152,605
10000-2500500000-523680	Office Equipment-Non Fixed Assets	59,824
10000-2500500000-523700	• •	3,556
	Total	\$215,985
Use of Subfunds:		

\$215,985



#### 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

REQUESTED P	URCH/	\SE:	1	OURT SERVI	CES PC REFRE	SH	. Land to the state of the stat			10
DEPARTMENT	/AGEN	ICY:	1	HERIFF/Cou	RT SERVICES EA	ST,				
CONTACT NAI	ΛΕ/PH	ONE	JV	VATLER 955-2	043					
PURCHASE REC	UEST:	X	NEV	V EQUIPMEN	T/SERVICES		UPGRADE		REPLACEMENT	
PURCHASE TYP				FESSIONAL S			SOFTWARE	$\boxtimes$	HARDWARE	RENEWAL
DESCRIBE	(16)	:om	oute	rs						
REQUESTED				•						
PURCHASE	(24)	24"	Mor	nitors						
	(10)	Prin	ters			٠ ي٠ و ز	· :			
							12 3) uni 11	A, de	्राच्या हो। जुल्लाकोर	
	(6) Sc	cann	ers						2 A A A A A A A A A A A A A A A A A A A	
									***	
BUSINESS	Supp	port	Cun	rent Operation	ons at Sheriff	Cou	irt Services Ea	st		
NEEDS					e e e e e e e e e e e e e e e e e e e					
ADDRESSED									#	
ARE THERE AN	OTHER	COL	MTY	SYSTEMS THAT	NO	ſ	YES	] UI	NKNOWN	
PROVIDE THE S	AME FU	NCT	ONA	штү?					and the second	
BUSINESS CRIT	CALITY						ACT (SELECT AL			
🛛 Run the	ousine	SS					current opera	tion	IS <sub>CAR</sub>	
Grow the	busin	ess			Redu	ce	Expenses Customer Sei	vice		
Transfor	m the l	busi	ness	<b>,</b>	⊠ Impr	'0VC	e Operational	Effic	iencies	₹
							· · · · · · · · · · · · · · · · · · ·			-
BUSINESS	Fina	ncia	i:N/	/A		<i>s</i>	-			
RISKS			Ī							No.
	Ope	erati	ona	l:N/A						
	Cus	tom	er:N	I/A						
ALTERNATIVE	1.	[Sol	utio	n]						
SOLUTIONS	1	•	utio							
	3.	[Sol	utio	n]						
TRANSACTION	u	X	Cas	h Purchase		] [	ease Purchase	2	Lease Years:	
PURCHASE CO	STS (ES	iT)	Ī	COST BENEFIT	Analysis				SA SA	
							ALTERNATIVE		ALTERNATIVE	ALTERNATIVE
Hardware:	VTE \$5	1,00	ю				STATUS QUO		<b>1</b>	
				Current An			\$			
Software:	>			Ongoing Ar Annual Cos						-
Labor: \$				Net Annua						
~~~··· Y					Charge II To Annual II Ann	_	(			



#### 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 Implementati Project Payback Peri	od? yrs		
Department Head Signa	ature: \	M ms	y	Date: 10/28/13
		<b>-</b>		
ROT RECOMMENDATI	ON — for punctiases	and reventals to	ides Sidd And	Was program to
Recommended:	Yes No	(Non-recommen	ded requests sub	omit to TSOC)
By: Chief Information Offic	er Signature:	RCIT - APP	ROVED	Date: 11518 #
RCIT explanation for n	on-recommended r	ëquests:		-31-38-32-7
**************************************				
<u>.</u> <u></u>				
J).	· · · · · · · · · · · · · · · · · · ·	and the second s		and the control of th
TSOC RECOMMENDAT		antiregewalsto	= 310000 an	
Recommended: Ye	es 🔲 No	o (In no, provide e	explanation below	v)
TSOC Chair Signature:				Date:
EDS CONSTRUCTION	dénied requesis:			- 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1.
e de la companya de l				
The state of the s				



# RIVERSIDE COUNTY INFORMATION TECHNOLOGY PROCUREMENT FORM. To be completed for all departmental purchases of IT systems, services or renewal

Tracking Humber for Internal Use Only

NESTED P	IRCHA	SE:	Eren	PMENT					
ARTMENT	AGEN	CY:	SHE	IFF/COUR	rrs				
NTACT NAS	AS/Pu	DATE:	SHA	USEN 955-	8329				
NIALI ING		<b>A</b> .			/SERVICES	UPGRADE		CEMENT	
		4	AE IA EC	SIONAL SE	PANCES	SOFTWARE	HARD	WARE	RENEWAL
RCHASE TYP	E:			SIONAL 3	- NA 1003		17.5	Sar ,	sa ,
CHIBE	7 <b>C</b> U	PRIN	1510				*35		1000
MELLED	11 LI	PRIN	TERS,-	<b>₹</b>			, All		
NCHASE				ب د د د		ger op 4	· ·		
	20 50	CANS	NAPS		P	***	4 . s. airi		
						00 € 9 €		•	
						. ·			
	+	NA	BUICIN	ESS USE				40]	
USINESS	NO		. <b>5</b> U3iN		· ~*				
EEDS	1								
DORESSED	<b>'</b>						,		
								-14	, e
						1		wn	, , , , , , , , , , , , , , , , , , ,
ARE THERE A	NY OTH	ER CO	UNIY SY	STEMAS THAT	r 🛛 NO	YES	UNIKNO	WN	
ARE THERE A	NY OTH	ER CO	UNITY SY	STEMS THAT					
PROVIDE THE BUSINESS CR	SAME	PUNC!	UNITY SY	STEMS THAT	Da scores.	IMPACT (SELECT A	LL THAT AP		
PROVIDE THE	SAME	PUNC!	UNITY SY MONALIT	STEMS THAT	Business Sup	inmact (Select /	LL THAT AP		
PROVIDE THE BUSINESS CR Run the	SAME MICALIT busin	runci ry ness	HONALI	STEMS THAT	Business Supp	port current ope	ALL THAT APPLICATIONS	AN)	
BUSINESS OR Run the	THE DUST	PUNICI IY ness siness	MONALIT	STEMS THAT	Business Supp	inmact (Select /	ALL THAT APPLICATIONS	AN)	
PROVIDE THE BUSINESS CR Run the	THE DUST	PUNICI IY ness siness	MONALIT	STEMS THAT	Business Supp	port current ope	ALL THAT APPLICATIONS	AN)	
BUSINESS OR Run the Grow t Transfi	mCALR e busing the busing the busing	RUNCT TY ness sines: ne but	nonaun s siness	<b>V?</b>	Business Supp	port current ope	ALL THAT APPLICATIONS	AN)	
PROVIDE THE BUSINESS CR Run the Grow t Transfe	SAME TO THE SAME IN THE SAME I	RUNCT TY Ness siness ne bus	s siness	N?	Business Supp	port current ope	ALL THAT APPLICATIONS	AN)	
BUSINESS OR Run the Grow t Transfi	ESAME INCALINE business the bus	RUNICI TY Ness Siness Se bus inanc	siness cial: N/	A N/A	Business Supp	port current ope	ALL THAT APPLICATIONS	AN)	
PROVIDE THE BUSINESS CR Run the Grow t Transfe	ESAME INCALINE business the bus	RUNICI TY Ness Siness Se bus inanc	s siness	A N/A	Business Supp	port current ope	ALL THAT APPLICATIONS	AN)	
PROVIDE THE BUSINESS CR Run the Grow t Transfe Business RESKS	E SAME ITTICALITY IN THE BUSING T	runici ny ness siness ne bus inano Opera Custo	siness cial: N/otional:	n/a /a	Business Supp	port current ope	ALL THAT APPLICATIONS	AN)	
PROVIDE THE BUSINESS CR CONTROL CONTRO	E SAME  THE AUTHORITE  THE BUSINESS  THE BUS	runiciny ness ness ne bus near opera	siness cial: N/o rtional:	A N/A /A	Business Supp	port current ope	ALL THAT APPLICATIONS	AN)	
PROVIDE THE BUSINESS CR Run the Grow t Transfe Business RESKS	E SAME  THE CALL  THE BUSING	runctiv ness ness ne bus inanc pers custo [S	siness cial: N/outional: omer: Noution colution	A N/A /A ] N/A ] N/A	Business Sup Red Imp	port current ope uce Expenses rove Customer S prove Operation	rations iervice al Efficienc	ies	
PROVIDE THE BUSINESS CR Grow t Transfi Business Risks ALTERNAT SOLUTION	FOR THE SECOND S	runctiv ness ness ne bus inanc pers custo [S	siness cial: N/ortional: orner: N olution olution olution	A N/A /A ] N/A ] N/A i ] N/A	Business Sup Red trip Im	port current ope	rations iervice al Efficienc	AN)	
PROVIDE THE BUSINESS CR Grow t Transfi BUSINESS RESKS  ALTERNAT SOLUTION	FOR THE SERVICE SAME INC.	runctive mess siness si	siness cial: N/a ational: amer: N colution colution colution colutior	A N/A /A ] N/A ] N/A i ] N/A	Business Sup Red Imp	inspact (SELECT / port current operations rove Customer Sorove Operations Lease Purch	rations iervice al Efficience	ies	VE ALTERNATIV
PROVIDE THE BUSINESS CR Grow t Transfi Business Risks ALTERNAT SOLUTION	FOR THE SERVICE SAME INC.	runctive mess siness si	siness cial: N/a ational: amer: N colution colution colution colutior	A N/A /A ] N/A ] N/A i ] N/A	Business Sup Red trip Im	port current operations prove Customer Sorove Operations Lease Purch	rations iervice al Efficience	ies	IVE ALTERNATIV
PROVIDE THE BUSINESS CR Run the Grow t Transfe BUSINESS RISKS  ALTERNAT SOLUTION TRANSAC PURCHAS	F COSTI	runctive state of the state of	siness cial: N/artional: armer: N colution colution colution	N/A /A ] N/A ] N/A i] N/A i Purchase Cost Bene	Business Sup Red Imp	inspact (SELECT / port current operations rove Customer Sorove Operations Lease Purch	rations iervice al Efficience	ies	IVE ALTERNATIV
PROVIDE THE BUSINESS CR Grow t Grow t Transfi BUSINESS RISKS ALTERNAT SOLUTION TRANSAC PURCHAS Hardwa	FOR THE COSTI	runctive state of the state of	siness cial: N/artional: armer: N colution colution colution	N/A   N/A   N/A   N/A   N/A   N/A   Purchase   Cost Bane	Business Supple Red Imple Imp	Depart (SELECT / Port current openice Expenses rove Customer Sorove Operations  Lease Purch	rations iervice al Efficience	ies	IVE ALTERNATIV
PROVIDE THE BUSINESS CR Run the Grow t Transfe BUSINESS RISKS  ALTERNAT SOLUTION TRANSAC PURCHAS	FOR THE COSTI	runctive state of the state of	siness cial: N/artional: armer: N colution colution colution	N/A  N/A  N/A  N/A  N/A  N/A  N/A  N/A	Business Sup Red Imp	port current operations prove Customer Sorove Operations Lease Purch	rations iervice al Efficience lase Leas	ies	IVE ALTERNATIV



## RIVERSIDE COUNTY INFORMATION TECHNOLOGY PROCUREMENT FORM. To be completed for all departmental purchases of IT systems, services or renewal

Tracking Humber for Internal Use Only

/				
TAL COST: \$-(cl.DQQQ) Project	t Paylanck Pariod? YES			<b>—</b>
partment Head Signature:	MALLE	1983	Date:	لــــــ
	Note that the second of the se	The state of the s	gant ogsåden gråd fort av græden fra skiller i tær	
Burner allemants Silver and State	No (Non-recon	manded manuals	submit to TSOC)	
commended: Yes	□ No (Non-recon	DOVED	716	
		PROVED	Date:	
ief Information Officer Sign	sture: 11011		Date.	
	The second secon			
and the second of the second o	And the second s			
	en e			
				:
	en e		· Landa (2012)	20.
Recommended: Yes	☐ No (in no, pr	ovide explanation	DEIOW)	
ISOC Chair Signature:			Date:	
SUC Clien Signature.			10 m	5865372 S
Circumstance and Circumstance				
			Art Control	a L
			er deg	
	1 (1) (1) (1) (1) (1) (1) (1) (1) (1) (1			



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

12	0		7	
	Track	ing Nu mai Ur	mber f se Ouly	

REQUESTED P	UROV	SE:	EQUIPMENT				
DEPARTMENT	/AGE	ICY:					
CONTACT NAI	ME/PH	ONE	: S.HAUSEN 955-1	3329			
PURCHASE REQ	UEST:	$\boxtimes$	NEW EQUIPMENT	SERVICES	UPGRADE	REPLACEMENT	
PURCHASE TYP	E:		PROFESSIONAL SEI	RVICES	SOFTWARE	HARDWARE	RENEWAL
DESCRIBE	62 CC	MP	UTERS			<b>*</b>	
REQUESTED						4	
PURCHASE	* .						4
		-	* * ^ . \$			A STATE OF THE STA	
		<b>*</b> -					* .
						N.	
						***	
Business	NOR	MAI	. BUSINESS USE				
NEEDS							
ADDRESSED							
						e de la companya de La companya de la co	
N							The control of the co
					ener 1 -		
				garer.		and the second second	
ARE THERE ANY	OTHER	COL	NTY SYSTEMS THAT	NO	YES	UNKNOWN	
PROVIDE THE SA							
BUSINESS CRITIC	YTLA			Business in	MPACT (SELECT ALL	THAT APPLY)	
Run the b	usines	<b>S</b> .			rt current operati	ons =	
Grow the	busine	229			e Expenses		
Transform					ve Customer Servi ve Operational El		
[   Iransioni	i une o	USII	1622	Impro	ve Operational Ci	iniciales , and	*
	[ e:		I: N/A				
BUSINESS	rina	ncia	II NYA		n the D		
RISKS	Ope	ratio	onal: N/A				
	Cust	om	er: N/A			n de grande (n. 1921). De grande (n. 1921)	. 1
	10 10	Cal.	tion] N/A			\ <del>-</del>	
ALTERNATIVE SOLUTIONS	1 -		ition] N/A ition] N/A			قىسىد .	
SOUTIONS	1		ition] N/A	Jaka .	and the second s		
TRANSACTION			Cash Purchase	П	Lease Purchase	Lease Years:	
PURCHASE COS			COST BENEFIT AN	ALYSES			
	4	•			ALTERNATIVE	ALTERNATIVE	ALTERNATIVE
Hardware: \$	<6000	0.0	o	i des	STATUS QUO		
			Current Annual	Cost			
Software: \$			Ongoing Annua				
labor 6			Annual Cost Sa Net Annual San				
Labor: \$			Luck Values 300				



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

AGITY

TAL COST: \$-(c)200.	T Project Insales	mentation Cost				
	Project Paylor	nck Period?				
partment Head Sign	ature: U	ALLE	The F	Wa, Da	<b>be:</b>	
	Section 18	to a sometiment was the segment of t				
	and the property of		The State Book of the State St	and and the state of the state		
commended:	Yes	No (Non-ri	scommended re	quests submin	samme, §	
		RCIT	ADDDC	WED DE	<u>m:</u> 3/5	)
ief Information Offic	cer Signature:	11011	71111	WED &	rte:	
	manana ang ang ang ang ang ang ang ang an	ngga wagan wasan ay maka sa				1
and the second s	องกระโดยกับเมื่อโดยกับสื่อ	RECORDS TO SET LINE POLITICAL	and the state of t		and the state of t	
				i dept.		
			• 1,			
					**************************************	
					•	
					*	
	The state of the s		And the same of th		The second secon	े ज्यान
				1.5. * 4.3 <b>.</b> 2.7.5.14	er egy a rask franklig til	
ecommended: 🔲	/es	☐ No (In no,	provide explan	ation below)		
				<u> </u>	ste:	
SOC Chair Signature:			· · · · · · · · · · · · · · · · · · ·		Betto-	
		No. 1864. California de la California de				,
			e de la companya de	1 <b>4</b>		- 12-
			-120	. * **	•	
				7.5	** <u>*</u>	