

FISCAL PROCEDURES APPROVED

PAUL ANGULO, CPA, AUDITOR-CONTROLLER

BY Susana Garcia-Bocanegra 12/17/15

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

212



SUBMITTAL DATE:
12/08/2015

FROM: Sheriff-Coroner-PA

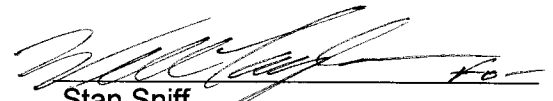
SUBJECT: Approval of Budget Adjustments for the Purchase of Carpet Replacement, Copier, and Office Furniture, [Districts 2,3,4]; [\$60,345 – AB 709 Court Services Automation Sub Fund Revenue 100%]

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

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


 Stan Sniff
 Sheriff-Coroner-PA
 Will Taylor, Dir. of Administration

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 60,345	\$ 0	\$ 60,345	\$ 0	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0	

SOURCE OF FUNDS: AB 709 Court Services Automation Sub Fund Revenue 100%
 Budget Adjustment: Yes
 For Fiscal Year: 15/16

C.E.O. RECOMMENDATION:


APPROVE

County Executive Office Signature BY: 
Elizabeth J. Olson

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Jeffries, Tavaglione, Washington, Benoit and Ashley
 Nays: None
 Absent: None
 Date: January 5, 2016
 xc: Sheriff, Auditor

Kecia Harper-Ihem
 Clerk of the Board
 By: 
 Deputy

Prev. Agn. Ref.: 11/26/2013 3.41 | District: 2, 3, & 4 | Agenda Number:

3-23

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

SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA
FORM 11: Approval of Budget Adjustments for the Purchase of Carpet Replacement, Copier, and Office Furniture, [Districts 2, 3, 4] [\$60,345 – AB 709 Court Services Automation Sub Fund Revenue 100%]

DATE: 12/08/15

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BACKGROUND:

Summary

specialized civil legal clerical support by preparing, processing and tracking numerous civil legal actions; such as evictions, bankruptcies, small claims, summons and complaints, civil and criminal subpoenas, restraining orders, earning withholding orders, legal/court procedures or specific file notations through the entire civil process. 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.

Sheriff's Court Services as authorized by State Government Code Section 26731, deposits \$18, from each transaction derived from various fees collected by the Sheriff's Civil Courts Division, into a special fund for the exclusive use of the Sheriff's Civil Division. These funds supplement the cost for the purchase of auxiliary equipment and furnishings for automated systems or other non-automated equipment and furnishings as required by the division's operation. The Sheriff's Department is recommending the use of the Court Services Automation Fund for the following projects:

Sheriff's Court Services – East Indio office carpeting in the area which houses the civil division and associated court services offices (briefing room, clerical, locker rooms, etc) is over 18 years old, and is in need of replacement for health and safety reasons. The office copier is also in need of replacement due to age and parts are not readily available for repairs.

Sheriff's Court Services – Central Murrieta office conference room has been converted into a Sergeants Office to expand office space and provide a work area with privacy to conduct their daily supervisory duties, including employee counseling, complainant interviewing and confidential interviews. The Sergeants Office now requires appropriate system office furniture and paint.

For FY15-16, the Sheriff's Department is requesting a budget adjustment of \$60,345 to fund the purchases from the Court Services Automation Fund as authorized by State Government Code 26731.

Impact on Citizens and Businesses

These purchases will allow management and clerical staff to work safely and service customers efficiently. The projects are being funded 100% by fees already collected and set aside for the Civil Courts Division, so there will be no impact on the General Fund.

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Schedule A

Increase Appropriations:

10000-2500500000-522310	Maint. – Building and Improvement	\$ 38,890
10000-2500500000-523680	Office Equipment – Non Fixed Assets	<u>21,455</u>
	TOTAL	\$ 60,345

Memo Line Only:

11008-2500500000-321134	AB 709 Court Services Automation	\$ 60,345
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