

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



**ITEM**  
3.51  
(ID # 3672)

**MEETING DATE:**  
Tuesday, April 11, 2017

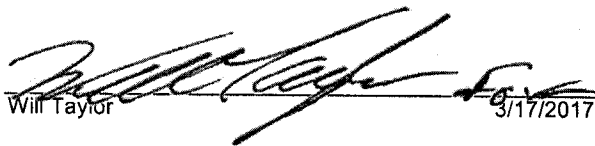
**FROM :** SHERIFF-CORONER-PA:

**SUBJECT:** Sheriff-Coroner-PA: Approval of Budget Adjustments for the Purchase of Replacement Servers, Copiers, Office Furniture, Appliances, and Five Vehicles [All Districts]; [Total: \$271,000 - AB 709 Court Services Automation Sub Fund Revenue 33% and Rst for Sheriff Civil Fees Sub Fund Revenue 67%] 4/5 Vote

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

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

**ACTION: (4/5 Vote Required)**


  
Will Taylor 3/17/2017

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**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 and Ashley  
**Nays:** None  
**Absent:** None  
**Date:** April 11, 2017  
**xc:** Sheriff, Auditor

Kecia Harper-Ihem  
Clerk of the Board  
By:   
Deputy

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<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$ 271,000	\$ 0	\$ 271,000	\$ 0
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>SOURCE OF FUNDS:</b> AB 709 Court Services Automation Sub Fund Revenue 33% and Rst for Sheriff Civil Fees Sub Fund Rev 67%			<b>Budget Adjustment:</b> Yes	
			<b>For Fiscal Year:</b> 16/17	

**C.E.O. RECOMMENDATION:** [CEO use]

**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 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. Per the Government Code Section 26731, these special funds cannot be used for personnel costs and shall only be expended to 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:

The two Sheriff's Court Services backup and data domain devices are outdated and unable to function due to lack of storage capacity and state of disrepair. Based on the daily operational needs a server in Indio and a server in Riverside need to be purchased for data replication and provide more responsive access to stored data.

Sheriff's Court Services offices in Riverside and Indio need to replace each of the offices' copiers / fax and scanner machines due to age and parts not readily available for repairs. Both offices also need to replace six chairs each due to age and lack of ergonomic support. The Court Services office in Indio needs to replace the refrigerator due to its age and deteriorated condition. Two time stamp machines are in need of replacement for Sheriff's Court Services office in Murrieta.

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For FY16-17, the Sheriff's Department is requesting a budget adjustment of \$90,000 to fund the purchases from the Court Services Automation Fund as authorized by State Government Code 26731.

The Sheriff's Department is also requesting a budget adjustment of \$181,000 to continue the approved vehicle purchases from the Board Agenda on March 1, 2016 Agenda # 3-27. The original budget adjustment request was to replace 36 vehicles which included the purchase of five Expeditions. During FY 15-16 the Purchasing & Fleet Services Department attempted twice to secure a vendor for the five Expeditions, but due to manufacturing timelines there were no vendor responses; thus, original approved appropriations were not rolled over into FY 16-17. Currently a vendor has been secured for the purchases. Sheriff's Court Services plans to continue funding the purchase from the Sheriff's Writ Assessment funds, as authorized by State Government Code Section 26746.

**Impact on Residents 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.

**ATTACHMENT A. BUDGET ADJUSTMENT**

**Schedule A – FY 16/17**

**Increase Appropriations:**

10000-2500500000-520805	Appliances	\$ 650
10000-2500500000-523680	Office Equipment – Non Fixed Assets	\$ 12,850
10000-2500500000-528920	Car Pool Expense	\$ 181,000
10000-2500500000-546080	Equipment – Computer	\$ 60,000
10000-2500500000-546140	Equipment – Office	\$ <u>16,500</u>
	TOTAL	\$ 271,000

**Memo Line Only:**

11008-2500500000-321134	Rst AB 709 Court Services Automation	\$ 90,000
11067-2500500000-321141	Rst for Sheriff Civil Fees	\$ <u>181,000</u>
	TOTAL	\$ 271,000

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*Misley Wang*

Misley Wang

3/13/2017

*Elizabeth Olson*

Elizabeth Olson

3/22/2017