

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



ITEM
3.19
(ID # 6964)

MEETING DATE:
Tuesday, May 8, 2018

FROM : SHERIFF-CORONER-PA:

SUBJECT: SHERIFF-CORONER-PA: Approve and Direct the Auditor-Controller to Make the Budget Adjustments, as shown on Schedule A for the Purchase of Computers, Auxiliary Computer Equipment, Office Equipment, Waste Disposals and Office Furnishings for FY 17-18 and FY 18-19, [All Districts], [Total Cost \$372,608]; 56% AB709 Court Services Automation Sub Fund; 44% Sheriff's Writ Assessment Sub Fund; 4/5 Vote.

RECOMMENDED MOTION: That the Board of Supervisors:

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


ACTION: (4/5 Vote Required) 4/5 Vote Required, Policy


Will Taylor, Director of Administration 4/27/2018

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Jeffries, Tavaglione, Washington, Perez and Ashley
Nays: None
Absent: None
Date: May 8, 2018
xc: Sheriff, Auditor

Kecia Harper-Ihem
Clerk of the Board

Deputy

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| FINANCIAL DATA | Current Fiscal Year: | Next Fiscal Year: | Total Cost: | Ongoing Cost |
|--|-----------------------------|--------------------------|---------------------------------------|---------------------|
| COST | \$ 86,522 | \$ 286,086 | \$ 372,608 | \$ 0 |
| NET COUNTY COST | \$ 0 | \$ 0 | \$ 0 | \$ 0 |
| SOURCE OF FUNDS: 56% AB709 Court Services Automation Sub Fund; 44% Sheriff's Writ Assessment Sub Fund | | | Budget Adjustment: Yes | |
| | | | For Fiscal Year: 17/18 – 18/19 | |

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Sheriff's Department is seeking to replace/upgrade computer equipment, auxiliary computer equipment and office equipment due to aging and data limitations at various sites. The Ben Clark Training Center has a 10-year old obsolete multimedia computer equipment that lacks current features and capabilities to support the recruitment center and departmental professional digital design projects. Also, the training center's range wireless connectivity is slow, lacking strong internet connection required for students optimal training sessions. The upgrading the wireless connectivity will be handled through RCIT and will relieve unnecessary training delays and course interruptions.

The Coroner's Bureau needs to replace the radiographic storage system at the Perris location. The current system is obsolete and insufficient to effectively browse or store digital x-rays. The Perris morgue is seeking to replace eight, aging waste disposals used in their daily operations. They are approximately two decades old, and most of them are inoperable and in constant needs of repairs. Both the Coroner's Indio and Perris locations will need to replace most of the computer inventory ranging from four to twelve years old. The field investigation staff need computer access while out in the field to enter reports; thus, speeding up the report writing process. These purchases will be completed through the bidding process.

The Court Services Division also needs to replace the aging computers, printers, copier, chairs, and furniture. Sheriff's Court Services (SCS) Division operates three stand-alone Business Offices: Central located in Murrieta; East located in Indio, and West located 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 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.

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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 or relocated to another bureau. SCS is also proposing the replacement of office chairs at the Central and West Offices, and the replacement of one office systems furniture. These purchases will be made through the County contracts and bidding process.

Impact on Residents and Businesses

Citizens and businesses will benefit significantly by the timely replacement of equipment required for smooth daily operations. These purchases will also allow management, field investigations, and clerical staff to work and service customers efficiently. The projects are being funded 100% by sub funds from fees already collected in the County, which facilitates the process and conserves the County general fund.

Additional Fiscal Information

The Department plans to use the Sheriff's Writ Assessment Sub Fund to fund the Ben Clark Training Center, and Coroner's Bureau proposed equipment purchases in the amount of \$164,649. For the Court Services purchases in the amount of \$207,959, the Department plans to use 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. Due to time constraints, the Department plans to realize purchases between fiscal year 17-18 and fiscal year 18-19.

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SUPPLEMENTAL

ATTACHMENTS:

SCHEDULE A. BUDGET ADJUSTMENT

FY 17-18

Increase Appropriations:

| | | |
|-------------------------|--|------------------|
| 10000-2501000000-522310 | Maintenance – Buildings & Improvements | \$ 26,209 |
| 10000-2501000000-523640 | Computer Equipment Non-Fixed Asset | \$ 41,488 |
| 10000-2501000000-546080 | Equipment – Computer | <u>\$ 18,825</u> |
| | Total: | \$ 86,522 |

Memo Line Only:

| | | |
|-------------------------|----------------------------|-----------|
| 11067-2500500000-321141 | Rst for Sheriff Civil Fees | \$ 86,522 |
|-------------------------|----------------------------|-----------|

FY 18-19

Increase Appropriations:

| | | |
|-------------------------|------------------------------------|------------------|
| 10000-2500500000-523640 | Computer Equipment Non-Fixed Asset | \$165,668 |
| 10000-2500500000-523680 | Office Equipment | \$ 32,165 |
| 10000-2500500000-546140 | Equipment – Office | <u>\$ 10,126</u> |
| | Total: | \$207,959 |

Memo Line Only:

| | | |
|-------------------------|----------------------------------|-----------|
| 11008-2500500000-321134 | AB 709 Court Services Automation | \$207,959 |
|-------------------------|----------------------------------|-----------|

| | | |
|-------------------------|------------------------------|-----------------|
| 10000-2500700000-536780 | Interfund – Capital Projects | \$ 26,500 |
| 10000-2500700000-546080 | Equipment – Computer | <u>\$ 8,000</u> |
| | Total: | \$ 34,500 |

| | | |
|-------------------------|------------------------------------|------------------|
| 10000-2501000000-523640 | Computer Equipment Non-Fixed Asset | <u>\$ 43,627</u> |
| | Total: | \$ 43,627 |

Memo Line Only:

| | | |
|-------------------------|----------------------------|-----------|
| 11067-2500500000-321141 | Rst for Sheriff Civil Fees | \$ 78,127 |
|-------------------------|----------------------------|-----------|

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Sandy Armijo

Sandy Armijo

4/27/2018

Ryan Carter

Ryan Carter, Principal Management Analyst

5/1/2018