

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



ITEM: 3.20  
(ID # 21242)

**MEETING DATE:**  
Tuesday, March 07, 2023

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

**SUBJECT:** SHERIFF-CORONER-PA: Approve and Direct the Auditor-Controller to Make the Budget Adjustments, as shown on Schedule A. All Districts. [\$826,000 - 100% AB709 Court Services Automation Sub Fund]

**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

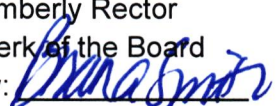
  
Matthew Jimenez 2/22/2023

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**MINUTES OF THE BOARD OF SUPERVISORS**

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

Ayes: Jeffries, Spiegel, Washington, Perez and Gutierrez  
Nays: None  
Absent: None  
Date: March 7, 2023  
xc: Sheriff, Auditor-Controller

Kimberly Rector  
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>	\$ 826,000	\$ 0	\$ 826,000	\$ 0
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>SOURCE OF FUNDS:</b> 100% AB709 Court Services Automation Sub Fund			<b>Budget Adjustment:</b>	Yes
			<b>For Fiscal Year:</b>	22/23

**C.E.O. RECOMMENDATION:** Approve

**BR23-063**

**BACKGROUND:**

**Summary**

Sheriff's Court Services (SCS) Division operates three stand-alone Business Offices, and these facilities are approaching 15+ years of continual services and are showing their age. The scope of work for the project included updating office areas to include replacing customer service windows, window coverings, flooring, and office furniture for the overall facility modernization. The existing carpet is severely aged and becoming unsafe. Furniture is being replaced to be compliant with ergonomic standards as well as modern safety standards. Painting throughout is requested as the walls are chipped, bubbled, discolored, and have moisture damage. This request for Courts also includes funding to update the kitchen as it needs to be brought up to code and some cabinets have fallen off the wall; the existing sink, and backsplash need to be replaced; the window coverings need to be replaced as they are discolored and damaged; and the existing customer service windows need to be removed and replaced. Additionally, the window glazing, and microphone/speaker need to be replaced as the existing one is antiquated.

In addition, the Sheriff's Department is seeking to replace/upgrade computer equipment due to age and data limitations at various sites. The current technology lacks features and capabilities to support software that has recently become web based.

These purchases are necessary to support the Department business offices located in Murrieta, Indio, and 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. 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.

**Impact on Residents and Businesses**

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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 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 will use the Court Services Automation Fund for the Court Services purchases in the amount of \$826,000. 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.

The purchase of all the products will be done through the awarded vendors, based on the County Purchasing policy and requirements.

**SUPPLEMENTAL**

**ATTACHMENTS:**

**SCHEDULE A.**

**BUDGET ADJUSTMENT**

**FY 22-23**

Increase Appropriations:

11008-2500500000-522310	Maint – Building and Improvements	\$ 51,127
11008-2500500000-523640	Computer Equip-Non-Fixed Asset	\$ 236,100
11008-2500500000-542060	Building Improvement-Building	\$ 116,683
11008-2500500000-546140	Equipment-office	<u>\$ 422,090</u>
	Total:	\$ 826,000

Memo Line Only:

11008-2500500000-321134	Rst for AB 709 Court Svcs Automation	\$ 826,000
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Heydee Koury, Sr Accountant - Auditor

2/21/2023

  
Rebecca S Cortez, Principal Management Analyst

2/21/2023