



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 3/17/2020

Agenda Placement: 6A

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: JULIE BAPTISTA - Chief Probation Officer
Probation

REPORT BY: Ferlyn Buenafe, Staff Services Manager - 707.253.4126

SUBJECT: Purchase of Fixed Asset for Probation and Corrections

RECOMMENDATION

Director of Corrections and Chief Probation Officer request approval of the following:

1. Establishing a fixed asset in each department for the purchase of a total of two (2) LiveScan fingerprinting systems;
2. Approval of Budget Adjustment No. COR003 for the following (4/5 vote required):
 - a. Increase appropriations \$35,600 in the Corrections budget (Fund 1000, Subdivision 14000-01, Account 55400) to purchase the equipment; and
 - b. Increase revenue in the Corrections budget (Fund 1000, Subdivision 14000-01, Account 48200) via a budgeted transfer-in funded by the Fingerprint ID Special Revenue Fund;
3. Approval of Budget Adjustment No. PRO001 for the following (94/5 vote required):
 - a. Increase appropriations \$34,000 in the Probation budget (Fund 1000, Subdivision 142100-00, Account 55400) to purchase the equipment; and
 - b. Increase revenue \$34,000 in the Probation budget (Fund 1000, Subdivision 142100-00, Account 48200) via a transfer-in funded by the Fingerprint ID Special Revenue Fund; and
 - c. Increase appropriations \$34,000 in the Fingerprint ID Special Revenue Fund (Fund 2420, Subdivision 13600-51, Account 56100) via a transfer-out; and
4. A waiver of competitive bidding requirements and sole source award of the purchase of two (2) LiveScan fingerprinting systems from IDEMIA for a total of \$69,600 pursuant to County Ordinance Code 2.36.090.

EXECUTIVE SUMMARY

The Automated Fingerprint Information System (AFIS) is a shared system of fingerprinting information between the Sheriff's Office, Department of Corrections, Probation Department and Department of Justice. The existing machines used to collect this information (for both the Probation Department and Corrections Department) have

reached the end of their useful lives, thus both departments request authorization for the procurement of two (2) LiveScan fingerprinting machines (fixed assets).

Funding for the purchase of the machines is provided from the Sheriff's Fingerprint ID Special Revenue Fund. Funds must be used for the purchase, operation and maintenance of automated mobile and fixed location fingerprint equipment. The Probation and Corrections Departments will each receive one (1) LiveScan Fingerprinting System for a total cost of \$69,600.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	The revenue source is the Fingerprint ID Fund which is to be used for the purchase, operation and maintenance of automated mobile and fixed location fingerprint equipment.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Both the Probation and Corrections Departments' LiveScan machines have reached the end of their useful lives. In addition, according to Microsoft, there will not be any security patches or bug fixes for Windows 7 after December 31, 2021.
Is the general fund affected?	No
Future fiscal impact:	The future fiscal year impact for both the Probation and Corrections Department will be the annual maintenance/service contract for each machine. The Departments have budgeted these services in previous fiscal years and will continue to do so in future fiscal years. The cost of the services are estimated at \$4,000 annually for Probation and \$6,000 annually for Corrections.
Consequences if not approved:	If the requested action is not approved, the Probation and Corrections Departments will be unable to purchase new LiveScan machines. The LiveScan machines are needed to fingerprint individuals upon booking at the Juvenile Hall and Jail.
County Strategic Plan pillar addressed:	Healthy, Safe, and Welcoming Place to Live, Work, and Visit Effective and Open Government
Additional Information:	

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

The Automated Fingerprint Information System (AFIS) is a shared system of fingerprints between the Sheriff's Office, Department of Corrections, Probation Department and Department of Justice. At this time, the Probation and Corrections Departments are requesting the purchase of two (2) new LiveScan machines as their current machines have reached the end of their useful lives.

The two machines will be used for different purposes. At Probation, the new machine will continue to be utilized for fingerprinting individuals booked at the Juvenile Hall. The Corrections Department machine will continue to be used to fingerprint all jail bookings, approximately 5,000 bookings per year.

The machines will be purchased using available funds from the Sheriff's Fingerprint ID Special Revenue Fund. The LiveScan configurations include on-site installation, training, and a one-year on-site warranty.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Susan Kuss