



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 5/20/2014

Agenda Placement: 7S

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors

**FROM:** Jon Gjestvang - Chief Information Officer  
Information Technology Services

**REPORT BY:** Maiko Klieman, STAFF SERVICES MANAGER - 707-259-8665

**SUBJECT:** Purchase of network switches and related equipment for the Department of Corrections

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### **RECOMMENDATION**

Chief Information Officer requests approval of Budget Transfer No. ITS001 increasing appropriations in the Information Technology Services budget with offsetting revenues from the Department of Corrections budget by \$16,259 and establishment of a fixed asset in the amount of \$14,300 for the purchase of Cisco Catalyst switches and related equipment. (4/5 vote required)

### **EXECUTIVE SUMMARY**

The requested action today will permit the purchase of Cisco Catalyst switches and related equipment to complete the installation of the Jail's radio frequency identification (RFID) based digital inmate log system. This Guardian RFID paperless system enables correctional staff to digitally record routine security checks transitioning the jail from its current inefficient paper based method to this digital format. The funds to purchase the equipment will be transferred from the Department of Correction budget to the Information Technology Services budget.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	Funds will be transferred from the Department of Corrections budget to the Information Technology Services budget.
Is it Mandatory or Discretionary?	Discretionary

Discretionary Justification:	This item is discretionary in that there is no mandate to purchase the requested assets. However, by purchasing this equipment, the Department of Corrections will be able to complete the installation process of its Guardian RFID system. The Guardian RFID system digitally logs inmate movement, safety and security checks, inmate/cell observations and inmate supply distribution, etc. This system will transition the Department from its current paper based system to a digital "cloud" based system which will provide better oversight of inmate movement/behavior.
Is the general fund affected?	Yes
Future fiscal impact:	For the fixed assets, there will be depreciation included in future fiscal year budgets.
Consequences if not approved:	If the requested action is not approved the Department of Corrections will not be able to complete the installation of its Guardian RFID reader system. The ability to capture and manage this data is essential to the daily operations at the jail.
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**

On April 15, 2014, the Board approved a contract with Codex Corp., dba Guardian RFID, to purchase equipment, software licensing and service to support a paperless, automated jail management tracking system that records routine security check information throughout the facility using radio frequency identification (RFID) technology. RFID will allow wireless collection of data using hand held devices. This Guardian RFID paperless system enables correctional staff to digitally record routine security checks transitioning the jail from its current inefficient paper based method to this digital format. During the implementation process the Department of Corrections, working with the vendor and County Information Technology Services, determined the amount of system capacity required to manage the digital readers was beyond previous estimates thus requiring an upgrade of certain network equipment.

The Department of Corrections will be transferring the funds to the Information Technology Services budget to purchase the equipment. The portion of the purchase that are fixed assets are \$14,300 for the Cisco Catalyst network switches, \$1,959 is for a network communications module, which is a non-fixed asset.

### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi