



**Sheriff's Office  
COUNTY OF TULARE  
AGENDA ITEM**

**BOARD OF SUPERVISORS**

KUYLER CROCKER  
District One  
PETE VANDER POEL  
District Two  
AMY SHUKLIAN  
District Three  
EDDIE VALERO  
District Four  
DENNIS TOWNSEND  
District Five

**AGENDA DATE:** March 19, 2019

Public Hearing Required	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Scheduled Public Hearing w/Clerk	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Published Notice Required	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Advertised Published Notice	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Meet & Confer Required	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Electronic file(s) has been sent	Yes <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Budget Transfer (Aud 308) attached	Yes <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Personnel Resolution attached	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Agreements are attached and signature line for Chairman is marked with tab(s)/flag(s)	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>

CONTACT PERSON: Ed Lardner, Grant Specialist    PHONE: (559) 802-9462

**SUBJECT:** Approve payment of FY 18/19 and FY 19/20 vendor services.

**REQUEST(S):**

That the Board of Supervisors:

1. Approve payment of an invoice from InTime Services Inc. for a yearly subscription of law enforcement staff scheduling and timekeeping software for the period of November 1, 2018 through October 31, 2019. This item is retroactive due to TCSO negotiating with the vendor on cost reduction.
2. Find that the Board had the authority to make the aforementioned vendor services as November 1, 2018, and that it is in the County's best interest to have made such vendor services on that date.
3. Approve the necessary budget adjustments per the attached AUD 308 (4/5ths vote required).

**SUMMARY:**

The Sheriff's Office is requesting payment to a vendor for software services rendered by the vendor to the Sheriff's Office. The invoice payment request is retroactive because the Sheriff's Office negotiated with the vendor and received a five percent discount for the services rendered.

On September 12, 2017, your Board approved the capital asset purchase of a software program, Resolution No. 2017-0743, Agreement No. 28299. The software program provides day-to-day scheduling, overtime, event scheduling, timekeeping using automated timesheets and payroll, and management oversight that will streamline our complex scheduling. For subsequent yearly subscription invoice

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payment, TCSO has initiated a Purchase Service Agreement (PSA). The PSA process was not used for this invoice as it is past due and TCSO was in the process of negotiations with the vendor for a reduction in costs for this service period.


**FISCAL IMPACT/FINANCING:**

The vendor software services plan span over two fiscal years, FY 18/19 and FY 19/20. The total cost for both fiscal years of service in the amount of \$47,054 is budgeted in the Sheriff's FY 18/19 operating budget. There will be no additional net County cost.

**LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:**

The County's five-year strategic plan includes the Organizational Performance Initiative to provide state-of-the-art technology and infrastructure. The InTime Services Inc. software is consistent with this initiative in that it will allow scheduling of personnel and payroll operations to be less labor intensive.

**ADMINISTRATIVE SIGN-OFF:**

  
\_\_\_\_\_  
Mike Boudreaux  
Sheriff-Coroner

cc: County Administrative Office

Attachment A – InTime Services Inc. Invoice 9529

Attachment B – AUD 308

**BEFORE THE BOARD OF SUPERVISORS  
COUNTY OF TULARE, STATE OF CALIFORNIA**

IN THE MATTER OF APPROVE PAYMENT )  
OF FY 18/19 AND FY 19/20 VENDOR ) Resolution No. \_\_\_\_\_  
SERVICES ) Agreement No. \_\_\_\_\_

UPON MOTION OF SUPERVISOR \_\_\_\_\_, SECONDED BY  
SUPERVISOR \_\_\_\_\_, THE FOLLOWING WAS ADOPTED BY THE  
BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD \_\_\_\_\_  
\_\_\_\_\_, BY THE FOLLOWING VOTE:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

ATTEST: JASON T. BRITT  
COUNTY ADMINISTRATIVE OFFICER/  
CLERK, BOARD OF SUPERVISORS

BY: \_\_\_\_\_  
Deputy Clerk

\* \* \* \* \*

1. Approved payment of an invoice from InTime Services Inc. for a yearly subscription of law enforcement staff scheduling and timekeeping software for the period of November 1, 2018 through October 31, 2019. This item is retroactive due to TCSO negotiating with the vendor on cost reduction.
2. Found that the Board had the authority to make the aforementioned vendor services as of that date, and that it was in the County's best interest to have made such vendor services on that date.
3. Approved the necessary budget adjustments per the attached AUD 308 (4/5ths vote required).

**AUD-308 - Budget Adjustment Form**

11:41 AM

02/20/19		9/19	2019
Date	Document ID Number	Accounting Period	Budget Fiscal Year
Sheriff's Office		Terrie Saenz	802-9450
Agency Name		Contact Person	Phone
			Extension

Action** A,C,D	Fund	Dept	Appr #		<u>LEVEL 1 Finish Here</u>	Current Amount	Revised Amount	Inc / Dec Amt	
C	001	240	240SSUP			9,077,164	9,077,164	-	
								-	
								-	
								-	
								-	
								-	
								-	
								-	
								-	
								-	
<b>Appropriations Total</b>						<i>Need Not Equal Zero</i>	<b>9,077,164</b>	<b>9,077,164</b>	<b>-</b>

Action** A,C,D	Fund	Dept	Appr #	Unit	Object	Rev	<u>LEVEL 2 Start Here</u>	Current Amt	Revised Amount	Inc / Dec Amt
C	001	240	240CAP	2100	7021			121,000	168,054	47,054
C	001	240	240SSUP	2805	7021			90,000	42,946	(47,054)
										-
										-
										-
										-
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										-
										-
<b>Line Total</b>							<i>Must Equal Zero</i>	<b>\$ 211,000</b>	<b>\$ 211,000</b>	<b>\$ -</b>

Reason for Adjustment (To Avoid Correspondence, State Reason in Detail)  
 To record the annual subscription for InTime (payroll/scheduling system) in the amount of \$47,054. No additional net County cost to the General Fund.

  
 \_\_\_\_\_  
 Affected Dept Head Signature

Other Affected Dept Head Signature \_\_\_\_\_

Checked By: \_\_\_\_\_  
 County Executive Office Action: No. \_\_\_\_\_ Date: \_\_\_\_\_  
 ( ) Approved ( ) Disapproved

By: \_\_\_\_\_  
 Board of Supervisors Action: No. \_\_\_\_\_ Date: \_\_\_\_\_

Entered By: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Distribution: 1: BOS/CAO/Auditor

**\*\* Action Codes: A=Add, C=Change, D=Deactivate**  
 \* Whenever a 93XX account budget is adjusted, a corresponding 94XX account budget must be adjusted in the billing agency, except for ISFs  
 \* Whenever a 95XX account budget is adjusted, a corresponding 96XX account budget must be adjusted in the billing agency, and vice versa  
 \* Whenever a 97XX account budget is adjusted, a corresponding 98XX account budget must be adjusted in the billing agency, and vice versa

**InTime Services Inc.**  
 1465 Slater Road  
 P.O. Box 5007  
 Ferndale, WA 98248-5007

# INVOICE

<b>DATE</b>	<b>INVOICE #</b>
1/3/2019	9529

<b>BILL TO</b>
Tulare County Sheriff's Office Attn: Business Office 833 S. Akers Street Visalia, CA USA 93277

<b>SHIP TO</b>
Tulare County Sheriff's Office Attn: Ed Lardner 2404 Burrell Avenue Visalia, CA USA 93291

<b>P.O. NO.</b>	<b>TERMS</b>	<b>REP</b>	<b>SHIP DATE</b>	<b>SHIP VIA</b>	<b>REFERENCE</b>
	Net 30		1/3/2019		

QTY	ITEM	DESCRIPTION	RATE	AMOUNT
1	ILINK-SCHED	InTime® Subscription for 12 Months for 790 Employees - November 1, 2018 - October 31, 2019 - 5% discount  - Includes Timekeeping Services - Includes Online Employee Self-Serve - Includes Secure Hosting - Includes Support & Maintenance - Includes API Web Services Links - Payroll Integration	47,054.00	47,054.00

It's been a pleasure working with you!	<b>TOTAL:</b> USD 47,054.00
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