



# Board Agenda Item 7

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DATE: February 12, 2019

TO: Board of Supervisors

SUBMITTED BY: Sheriff-Coroner-Public Administrator

SUBJECT: Salary Resolution Amendment Sheriff-Coroner-Public Administrator's Office

RECOMMENDED ACTION(S):

1. **Adopt Budget Resolution increasing FY 2018-2019 appropriations and estimated revenues in the Sheriff-Coroner-Public Administrator Org 3111 in the amount of \$18,962 (4/5 vote); and**
2. **Approve Amendment to the Salary Resolution allocating an Account Clerk I/II/III position to the Sheriff-Coroner-Public Administrator Org 3111, effective February 25, 2019 as reflected in Appendix C.**

There is no additional Net County Cost associated with the recommended actions. The budget resolution will add the necessary appropriations and estimated revenues for the recommended Account Clerk position in the Sheriff-Coroner-Public Administrator Org 3111 for the remainder of FY 2018-2019. Fresno County is the fiduciary for the Central Valley High Intensity Drug Trafficking Area (CV HIDTA). The Account Clerk position is recommended to meet the growing workload associated with the assignment and will be revenue offset with HIDTA funds.

ALTERNATIVE ACTION(S):

If the recommended actions are not approved, the Sheriff's Office will not be able to process (CV HIDTA) claims in a timely matter due to the growing amount of claims submitted.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended actions. Costs associated with the position are fully funded by the HIDTA grant award. The resolution increases appropriations and estimated revenues in the amount of \$18,962 in Sheriff-Coroner-Public Administrator Org 3111 for FY 2018-2019 to cover costs for the remainder of the year. The full year's cost is estimated to be \$59,364, which will be included in subsequent years' budget submissions along with the offsetting revenue.

DISCUSSION:

The High Intensity Drug Trafficking Area (HIDTA) program, created by Congress by the Anti-Drug Abuse Act of 1988, provides assistance to Federal, state, local and tribal law enforcement agencies operating in areas determined to be critical drug trafficking regions of the United States.

Each HIDTA assesses the drug trafficking threat in its defined area for the upcoming year, develops a strategy to address that threat, designs initiatives to implement the strategy, proposes funding needed to carry out the initiatives, and prepares an annual report describing its performance the previous year. A central feature of the HIDTA program is the discretion granted to the Executive Boards to design and

implement initiatives that confront drug trafficking threats in each HIDTA.

On August 23, 2014, the CV HIDTA Executive Board approved Fresno County as fiduciary for CV HIDTA beginning with the 2015 grant award. The Account Clerk position would assist the Department's Financial Analyst that serves as the fiduciary and would work under the Department's Supervising Account Clerk. Fresno County will receive \$18,962 to fund the Account Clerk position for the remainder of the fiscal year. This position would help with the process of reimbursement packages and any associated fiscal responsibilities. These responsibilities would include processing payment invoices in a timely manner, which can result in taking advantage of vendor discounts for timely payments; timely submission of the Cal-Card (Credit Card) payment, which requires a two week turn around and submitting and tracking Purchase Authorization forms; ensuring vendor contacts are complete; updating required tax forms; and serving as the point of contact for communication devices. The position would also help with filing and reviewing timesheets by the deadline date for HIDTA employees' overtime reimbursement. The HIDTA Financial Analyst is currently doing all of the above and requires assistance to address the responsibilities associated with the Sheriff's Office being the fiduciary for CV HIDTA.

REFERENCE MATERIAL:

BAI #21 November 14, 2014

ATTACHMENTS INCLUDED AND/OR ON FILE:

Salary Resolution Amendment - Appendix C  
On file with Clerk - Resolution

CAO ANALYST:

Jeannie Z. Figueroa