



Board Agenda Item 3

DATE: February 28, 2017

TO: Board of Supervisors

SUBMITTED BY: Margaret Mims, Sheriff-Coroner

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

RECOMMENDED ACTION(S):

1. **Approve Budget Resolution increasing the FY 2016-17 appropriations and estimated revenues in the Sheriff-Coroner Org 3111 in the amount of \$55,101 (4/5 vote);**
2. **Approve Budget Resolution increasing the FY 2016-17 appropriations in the Sheriff-Coroner, Inmate Welfare Fund Org 1500 in the amount of \$55,101 (4/5 vote); and**
3. **Approve Salary Resolution Amendment for Sheriff-Coroner Org 3111 as reflected in Appendix "D", effective March 13, 2017.**

There is no additional Net County Cost associated with the recommended actions. The budget resolutions will add the necessary appropriations and estimated revenues for the recommended position changes in the Sheriff-Coroner's Org 3111 for the remainder of FY 2016-17. The recommended Salary Resolution Amendment will: decrease the number of Aviation Mechanic positions by one and increase the number of Automotive Mechanic positions by one (which will allow for restructuring of the Fleet Unit), and add one Inmate Services Director position to provide the department the flexibility to address organizational needs. The FY 2016-17 cost associated with the position changes is \$55,101 and will be fully offset by funds available in the fund balance of the Inmate Welfare Fund 0096.

ALTERNATIVE ACTION(S):

The Board may leave the staffing level as it is currently. However, this will negatively impact the department's ability to structure the Office to address the staffing needs for the Sheriff-Coroner's Fleet and Jail Services & Programs Units.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended actions. The FY 2016-17 costs associated with the change in the Mechanic positions are neutral as the Aviation Mechanic position (recommended for deletion) is included in the FY 2016-17 budget and will offset the cost of the Automotive Mechanic position (recommended for addition). Approval of the first recommended action will increase the FY 2016-17 appropriations and estimated revenues in the Sheriff-Coroner Org 3111 in the amount of \$55,101 through an Operating Transfer In from the Inmate Welfare Special Revenue Fund Org 1500 to fund the costs associated with the Inmate Services Director position for the remainder of the year. Approval of the second recommended action will increase the FY 2016-17 appropriations by \$55,101 in the Inmate Welfare Fund Org 1500 using available fund balance of the Inmate Welfare Fund 0096 to fund an Operating Transfer Out to the Sheriff-Coroner Org 3111.

DISCUSSION:

In reviewing the department's current staffing allocations, the Sheriff-Coroner's Office has determined that changes in positions are needed. The approval of the recommended actions will allow the Sheriff-Coroner's Office to operate more efficiently as detailed below.

Adding an Automotive Mechanic to the Fleet Unit

From the period of FY 2005-06 to FY 2008-09, there were three Automotive Mechanic positions included in the Sheriff's Office Org. Due to the economic downturn beginning in 2010, one Automotive Mechanic position was eliminated. Adding back one Automotive Mechanic position will assist the two existing Automotive Mechanics with diagnosing, maintaining, and repairing mechanical and electrical malfunctions on automobiles and light duty trucks. These positions are also responsible for performing engine tune-ups, valve adjustments, overhaul engines, transmissions differentials, and braking and steering systems. With the addition of the third mechanic position, the Sheriff-Coroner's Office will evaluate the ability and need to reinstate basement garage operations on Fridays and Saturdays. The third mechanic position would also reduce the costs associated with outside contracts as additional deputies could have vehicles serviced in the basement rather than with outside contractors. Moreover, this position will allow the Sheriff-Coroner's Fleet Operation better coverage when one of the current Automotive Mechanics is on annual leave. On April 30, 2017, an agreement with Fahrney Automotive Group for mechanical services will be expiring. This agreement has an annual expenditure rate of \$110,000 and will not be renewed which will result in a \$20,000 annual savings when compared to the cost of one Automotive Mechanic position.

Deleting an Aviation Mechanic in the Fleet Unit

The deletion of the Aviation Mechanic position is recommended as these services are being addressed through two recent Board agreements that were approved for aircraft mechanical services. On August 9, 2016, the Board of Supervisors approved a five-year agreement with Advanced Helicopter Services to provide routine aircraft maintenance services. On November 15, 2016, the Board of Supervisors approved a five-year agreement with Helicopter Engine Repair and Overhaul Services Inc. which is a company that specializes in turbine engines, engine gear boxes, and related components. With these two agreements in place, the Aviation Mechanic is no longer required. Additionally, this position has been vacant since January 2012 due to the challenges in filling it.

Adding an Inmate Services Director to the Jail Service & Programs Unit

As part of the FY 2011-12 State Budget, the legislature enacted a series of trailer bills that realigned funds from the State to Counties. The Public Safety Realignment Act (Assembly Bill AB 109) transfers responsibility for housing/supervising three distinct inmate and parolee populations from the California Department of Corrections (CDCR) to counties. Due to the transfer of funding and responsibilities along with significantly longer periods of confinement for AB 109 inmates, County Detention Facility staff has developed an increased number of programs to accommodate the additional population that requires additional supervision and oversight to ensure the programs are effective.

The new Inmate Services Director will direct Inmate Programs and staff through subordinate managers and supervisors, manage those civilian employees responsible for incarcerated offender programs, including but not limited to the Transition from Jail to Community program, education programs, substance abuse and domestic violence treatment, vocational and employment preparation, religious programs (including religious diet accommodations), and restorative justice. This position will also be responsible for lawsuit oversight and maintaining collaborative efforts with our state partners. This may include justice oversight and partnering with other County departments/community based partnerships to ensure linkage of care and programming.

In addition, this position will supervise, monitor, and coordinate the daily operation and work of managers and supervisors. Supervisory duties include interviewing, selecting, training, assigning, evaluating, and disciplining

staff; supervising the Jail Identification Bureau; handling Request For Proposals (RFPs) and contracts related to phones and commissary; and handling grievance appeals related to those programs and services listed. Moreover, the Inmate Services Director will manage, evaluate, recommend, and implement ongoing and new methods for increasing the Inmate Welfare Fund (IWF).

The Inmate Services Director will report to an Assistant Sheriff, who oversees all Detention Facility Operations including incarcerated offender programs. These programs are focused on the welfare and rehabilitation of inmates incarcerated in the Sheriff-Coroner's Office Detention Facilities and are authorized and supported by the Inmate Welfare Fund. Organization charts identifying current reporting responsibilities and the proposed changes with the addition of the Inmate Services Director position are included as attachments.

REFERENCE MATERIAL

BAI #21, August 19, 2014
BAI #28, August 9, 2016
BAI #21, November 15, 2016

ATTACHMENTS INCLUDED AND/OR ON FILE:

Salary Resolution Appendix D
Current Sheriff-Coroner Org Chart
Proposed Sheriff-Coroner Org Chart
On file with Clerk - Resolutions (Orgs 3111 and 1500)

CAO ANALYST:

Jeannie Z. Figueroa