County of Fresno

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Legislation Details (With Text)

File #:	18-1256	**Name:**	Salary Resolution and Budget Resolutions for the Consolidation of the Sheriff-Coroner-Public Administrator
		In control:	District Attorney - Public Administrator
On agenda:	11/6/2018	**Final action:**	11/6/2018
Enactment date:		**Enactment #:**	Salary Resolution No. 18-050, Resolution No. 18-382, Resolution No. 18-383

Title: Approve Amendment to the Salary Resolution due to consolidation of the Sheriff-Coroner and Public Administrator as reflected in Appendix D; adopt Budget Resolution decreasing appropriations in the amount of $486,554 and estimated revenue in the amount of $100,000 in the FY 2018-19 District Attorney-Grants Budget Org 2862 (4/5 vote); and adopt Budget Resolution increasing appropriations in the amount of $486,554 and estimated revenue in the amount of $100,000 in the FY 2018-19 Sheriff-Coroner-Public Administrator Org 3111 (4/5 vote)

Sponsors:

Indexes:

Code sections:

Attachments: 1. Agenda Item, 2. Salary Resolution No. 18-050, 3. Resolution No. 18-382, 4. Resolution No. 18-383

Date	Ver.	Action By	Action	Result
11/6/2018	1	Board of Supervisors	Conducted Hearings	Pass

DATE: November 6, 2018

TO: Board of Supervisors

SUBMITTED BY: Lisa A. Smittcamp, District Attorney-Public Administrator
Margaret Mims, Sheriff-Coroner

SUBJECT: Salary Resolution and Budget Resolutions for the Consolidation of the Sheriff-Coroner -Public Administrator

RECOMMENDED ACTION(S):

1. **Approve Amendment to the Salary Resolution due to consolidation of the Sheriff-Coroner and Public Administrator as reflected in Appendix D;**
2. **Adopt Budget Resolution decreasing appropriations in the amount of $486,554 and estimated revenue in the amount of $100,000 in the FY 2018-19 District Attorney-Grants Budget Org 2862 (4/5 vote); and**
3. **Adopt Budget Resolution increasing appropriations in the amount of $486,554 and estimated revenue in the amount of $100,000 in the FY 2018-19 Sheriff-Coroner-Public Administrator Org 3111 (4/5 vote).**

..REPORT

Approval of the recommended actions will implement your Board's October 17, 2017 and October 31, 2017 actions to repeal the consolidation of the Offices of District Attorney and Public Administrator to be operative January 1, 2019 and to consolidate the Offices of the Sheriff-Coroner and Public Administrator to be operative January 1, 2019. The salary and budget resolutions will be effective December 31, 2018, the start of the pay period during which the consolidation becomes effective. However, the consolidation will be effective with the

start of the new term (January 7, 2019). The salary resolution makes the necessary position changes associated with the consolidation, including the title changes for the department heads. This item is countywide.

ALTERNATIVE ACTION(S):

There are no viable alternative actions, the recommended actions are consistent with the amended Fresno County Ordinance Code consolidating the Sheriff-Coroner-Public Administrator office. Additionally, an election took place on June 5, 2018 for the newly consolidated office.

FISCAL IMPACT:

There is no increase in Net County Cost (NCC) associated with the recommended actions. Approval of the second recommended action will decrease the District Attorney-Grants Org 2862 budgeted appropriations by $486,554 and estimated revenue in the amount of $100,000 resulting in a release of $386,554 of NCC, to allow the re-budgeting of appropriations and revenue to the Sheriff-Coroner-Public Administrator, effective December 31, 2018.

Approval of the third recommended action will re-budget $486,554 in appropriations and increase the estimated departmental revenue by $100,000 resulting in a re-budgeting of $386,554 in NCC to the Sheriff-Coroner-Public Administrator to fund continued operations of the Public Administrator function, effective December 31, 2018 through the end of the fiscal year.

The remaining appropriations and estimated revenues have been and will continue to be used until the Salary and Budget Resolutions become effective on December 31, 2018.

The Salary Resolution makes necessary position changes associated with the transfer of the Public Administrator function to the Sheriff-Coroner. The difference in cost of $5,362 between the Legal Assistant and the Program Technician for the remainder of the fiscal year will be absorbed within the Sheriff-Coroner's FY 2018-19 Adopted Budget.

DISCUSSION:

On October 31, 2017, your Board approved the consolidation of the Offices of Sheriff-Coroner and Public Administrator to be operative January 1, 2019. As part of the FY 2018-19 budget process, the District Attorney-Public Administrator budgeted full year appropriations and estimated revenues for Public Administrator function within the District Attorney-Grants Org 2862, with the intention to bring an item to your Board to transfer funding and staff effective December 31, 2018, the pay period during which the consolidated office becomes operative. The second and third recommended actions will provide funding for the consolidation.

The first recommended action provides for the position changes necessary for the consolidated office. Currently the Public Administrator function has the following seven positions allocated in the District Attorney-Grants Org 2862: one Legal Assistant I/II, one Public Administrator Manager, three Deputy Public Administrator I/II, one Acount Clerk I/II/III, and one Estate Property Assistant. The Salary Resolution Amendment will provide for the following positions changes in Org 2862:

Current Positions Allocated to District Attorney-Public Administrator Grants Org 2862	**Quantity**	**Recommendation**
Public Administrator Manager	1	Delete
Legal Assistant I/II	1	Delete
Deputy Public Administrator I/II	3	Transfer to Org 3111
Account Clerk I/II/III	1	Transfer to Org 3111

Estate Property Assistant	1	Transfer to Org 3111
Total	**7**	

On July 10, 2018, your Board approved the addition of one Sergeant position to the Sheriff-Coroner Org 3111 effective July 16, 2018 to support the transition of the Public Administrator function to the Sheriff Coroner and replace the vacant Public Administrator Manager position that is recommended for deletion. The Legal Assistant I/II position is also recommended for deletion as this classification is not utilized within the Sheriff-Coroner's Office. The Sheriff-Coroner's Office is requesting to replace the Legal Assistant I/II position with a Program Technician I/II position to better meet the operational needs and workload within the Public Administrator function.

If approved by your Board, all position changes as noted above will result in the following positions being in the newly consolidated office of Sheriff-Coroner-Public Administrator for the Public Administrator function:

Requested Positions for the Sheriff-Coroner-Public Administrator Office Org 3111	**Quantity**	**Status**
Sheriff's Sergeant	1	Added 7-10-18
Program Technician I/II	1	Request to add
Deputy Public Administrator I/II	3	Transfer from Org 2862
Account Clerk I/II/III	1	Transfer from Org 2862
Estate Property Assistant	1	Transfer from Org 2862
Total	**7**	

Approval of the recommended actions will complete the consolidation of the Sheriff-Coroner and Public Administrator function. In addition, the Sheriff-Coroner title will be updated to Sheriff-Coroner-Public Administrator as reflected in Ordinance No. 17-018.

REFERENCE MATERIAL:

BAI #11, July 10, 2018
BAI #27, October 31, 2017
BAI #6, October 17, 2017
BAI #26, October 28, 2014
BAI #4, December 3, 2013

ATTACHMENTS INCLUDED AND/OR ON FILE:

Salary Resolution Amendment - Appendix D
On file with Clerk - Budget Resolutions (Orgs 3111 & 2862)

CAO ANALYST:

Jeannie Z. Figueroa