

# Schedule B

Sheriff's Office

Budget Status as of November 15, 2023

Fiscal Year 2023-2024

## **...Title**

- a. Support approving an increase in appropriations and estimated revenues of the Sheriff's FY 2023-2024 Adopted Budget in 001-2300-SHE001 amounting to \$1,850,162 and 001-2300-SHE003 amounting to \$48,098 financed by a Revenue or Fund as directed by the Budget Committee, and
- b. Support authorizing and directing the Auditor-Controller to increase in appropriations and estimated revenues of the Sheriff's FY 2023-2024 Adopted Budget in 001-2300-SHE001 amounting to \$1,850,162 and 001-2300-SHE003 amounting to \$48,098 financed by a Revenue or Fund as directed by the Budget Committee.

## **..Report**

### RECOMMENDATION:

It is recommended that the Board of Supervisors Budget Committee:

- a. Support approving an increase in appropriations and estimated revenues of the Sheriff's FY 2023-2024 Adopted Budget in 001-2300-SHE001 amounting to \$1,850,162 and 001-2300-SHE003 amounting to \$48,098 financed by a Revenue or Fund as directed by the Budget Committee, and
- b. Support authorizing and directing the Auditor-Controller to increase in appropriations and estimated revenues of the Sheriff's FY 2023-2024 Adopted Budget in 001-2300-SHE001 amounting to \$1,850,162 and 001-2300-SHE003 amounting to \$48,098 financed by a Revenue or Fund as directed by the Budget Committee

### SUMMARY:

The Monterey County Sheriff's Office (MCSO) is requesting the Board of Supervisors Budget Committee to support approval of appropriations increase totaling to \$1,898,260 in the Fiscal Year (FY) 2023-2024 Adopted Budget and provide direction of the funding source(s) of this Request.

Wage Studies were conducted by the County Human Resources to various positions in the County in adherence to County's philosophy of maintaining a competitive compensation package that attracts and retains the highest quality candidates and employees to serve the community and to make the County of Monterey the Employer of Choice. Recommendations to provide labor market competitive wages by adjusting the base wage salary of various positions were made. The County's philosophy is to maintain a competitive compensation package that attracts and retains the highest quality candidates and employees to serve the community while maintaining sound fiscal standards. The Sheriff fully supports these efforts and is committed to keeping the best and highly competent employees to serve the Public. But, as a department that does not generate its own revenues, the Sheriff is asking the Budget Committee to identify the

corresponding revenues to fund the additional payroll costs of these wage increases amounting to \$1,632,535.

In addition, MCSO is also requesting funding of two unbudgeted agreements totaling to \$265,725 as described below.

Aramark Services Inc.	\$	48,098
Teleosoft	\$	217,627

During the FY 2023-2024, MCSO's contract with Aramark Services Inc., provider of food operations and commissary services for the incarcerated people within the County of Monterey Jail, had an unexpected and unbudgeted increase of \$48,098. With increasing costs of providing meals for the Jail, Aramark contract increased by an additional \$48,098 more than budgeted.

SB 2791 which will take effect on January 1, 2024, requires that the Sheriff's Office accepts electronic signatures and payments for court documents for the Civil Division. The Civil Division of the Monterey County Sheriff's Office performs the processing and serving of civil procedures including small claims judgments, earning withholding orders, real property levies and bank levies, and evictions. All these services are provided throughout the County including locations inside the incorporated cities.

The electronic signature requirement of SB 2791 has necessitated the Civil Division to seek expansion of its Civil Records Management System and sought the services of its existing vendor, Teleosoft Inc. While working with Teleosoft, MCSO received an information from the County Information Technology Department that the County is now requiring capability for Cloud Storage for this type of service. This additional County requirement has significantly increased the SB 2791 compliance cost to \$217,627.

The Sheriff exercises due diligence in managing her Adopted Budget and strong Internal Controls are being adhered to control any overspendings. However, without the corresponding revenue, these unexpected and unbudgeted charges that were approved by the Board and County directed cloud requirement after the Budget was adopted will negatively impact the Sheriff's operations and the Department will not be able to fully absorb these charges.

Detailed schedule showing the breakdown of the requested appropriation increase totaling to \$1,898,260 is found in Schedule A, Summary of Unbudgeted Expenses.

**OTHER AGENCY INVOLVEMENT:**

The County Administrative Office has reviewed this report.

**FINANCING:**

The Sheriff's Office is asking for support from the Budget Committee to increase appropriations and revenues in the Adopted Budget for FY 2023-2024 in the amount of \$1,898,260 funded by a Revenue or Fund as directed by the Budget Committee.

Prepared by: Jonabel O. Perez, Finance Manager II, ext. # 4559  
Reviewed by: Eddie Anderson, Chief Deputy Sheriff, ext. # 3754  
Reviewed by: Keith Boyd, Undersheriff, ext. #3859  
Approved by: Tina Nieto, Sheriff/Coroner, ext. #3750

Attachment:  
Schedule A: Summary of Unbudgeted Expenses



Monterey County Sheriff's Office  
Summary of Unbudgeted Expenses  
Fiscal Year 2023-2024

Schedule A

Expenditure	Position Description/Vendor Name	Board Approval Date	Approved Percentage Increase	FTE	Net Amount of Cost Increase in FY 2023-2024	Fund-Department-Appropriation Unit	Budget Unit
Salaries and Benefits	COMPA - Deputy Sheriff Operations Account Clerk	July 18, 2023	8.12%	112.00	\$ 1,494,155	001-2300-SHE001	8242
	Senior Account Clerk	August 22, 2023	16.80%	1.00	\$ 8,468	001-2300-SHE001	8225
	Accounting Technician	August 22, 2023	16.80%	3.00	\$ 25,388	001-2300-SHE001	8273
	Accounting Clerical Supervisor	August 22, 2023	16.80%	4.00	\$ 42,074	001-2300-SHE001	8273
	Accountant II	August 22, 2023	15.67%	1.00	\$ 10,432	001-2300-SHE001	8273
	Accountant III	August 22, 2023	5.08%	1.00	\$ 4,148	001-2300-SHE001	8273
	Sheriff's Property Technician	August 22, 2023	5.08%	1.00	\$ 5,148	001-2300-SHE001	8273
	Finance Manager II	October 12, 2023	27.95%	2.00	\$ 33,489	001-2300-SHE001	8245
		November 7, 2023	10.13%	1.00	\$ 9,233	001-2300-SHE001	8273
	<b>Sub-total</b>			<b>126.00</b>	<b>\$ 1,632,535</b>		
Services and Supplies	Aramark Services Inc.	September 26, 2023			\$ 48,098	001-2300-SHE003	8238
	Teleosoft Inc.	Agenda Ready for December 5, 2023			\$ 217,627	001-2300-SHE001	8225
	<b>Sub-total</b>				<b>\$ 265,725</b>		
<b>Total</b>					<b>\$ 1,898,260</b>		

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