

Minutes of Meeting
FY19 Budget Deliberations-Kootenai County Sheriff
May 21, 2018
8:00 a.m.

The Kootenai County Board of Commissioners: Chairman Marc Eberlein, Commissioner Chris Fillios, and Commissioner Bob Bingham met to discuss the following agenda item. Also present were Sheriff Ben Wolfinger, Undersheriff Dan Mattos, Administrative Assistants Tammy Exley and Dorinda Thurman, Chief Deputy Clerk Jennifer Locke, Finance Director Dena Darrow, Financial Performance & Compliance Senior Manager Kimberli Riley, Buildings & Grounds (B&G) Director Shawn Riley, Assistant Manager Tom Reed, and Deputy Clerk Ronnie Davisson.

- A. Call to Order:** Chairman Marc Eberlein called the meeting to order at 8:01 a.m.
- B. Introductions:** There were no introductions.
- C. Changes to the Agenda:** There were no changes to the agenda.
- D. Action:**

Discussion with Sheriff's Office Representatives and Auditor's Staff Regarding FY19 Sheriff Budget Requests

Finance Director Dena Darrow opened the meeting and presented the Board with a copy of the KCSO snapshot. Sheriff Ben Wolfinger pointed out in the New Programs requests there was \$100,000 budgeted for Third Party Internal Audit Services, which was an all-Elected Official item, but was agreed upon by the Internal Audit Committee to be reflected in the Sheriff's Budget.

Clerk Jim Brannon entered the meeting at 8:13 a.m.

Chairman Eberlein asked for the total of the Personnel Budget and Operating Budget requests. Financial Performance & Compliance Senior Manager Kimberli Riley said the total of all requests for KCSO was \$6,516,174 and noted an increase of \$992,846 over FY18. The Board and the attendees then discussed the Operating Budget requests at length.

Commissioner Bob Bingham pointed out the FY19 KCSO Budget showed an approximate \$224,000 request for out of County housing and Sheriff Wolfinger said based on the numbers from FY18 to date, he anticipated there would not be enough beds to house all the inmates. Commissioner Bingham then inquired about a specific increase and Sheriff Wolfinger said it was due to underfunding in the medical services contract and there would be an increase of inmates because of the Jail Expansion. Sheriff Wolfinger also said there would be an increase in food services and utilities. Related to the utilities, B&G Director Shawn Riley said he did not think the utilities increase would be very high, considering the lights were all LED and very energy efficient and there had been a reduction in the shower times. Chairman Eberlein asked if Mr. Riley had a projection and

Mr. Riley said he had not had time to look into the costs in depth, but he could research it. Undersheriff Dan Mattos pointed out that because KCSO had been significantly underfunded in FY18, it would skew the requests to a degree.

The discussion moved to Capital Requests. Chairman Eberlein pointed out the biggest request was for vehicles, noting the request was for 35 vehicles total. He then pointed out the vehicles were being outfitted in the County's shop versus outsourcing it. Sheriff Wolfinger said they had researched the possibility of outsourcing, but the vehicles would not be completed any faster in Spokane, unless they were to begin outsourcing in Salt Lake City. Chairman Eberlein asked why it cost City of Coeur d'Alene \$64,000 for each vehicle outfitted, but \$72,000 for the County vehicles. Sheriff Wolfinger said the County used different equipment than the City of Coeur d'Alene, citing an example of computer docking stations within the vehicles, making report writing easier. Undersheriff Mattos said he was cognizant of the fact that they would not receive all 35 vehicles but was unsure of the relationship with Fleet Management and said they were unaware of what vehicles would trickle down the chain. Chairman Eberlein said he would like to have Mr. Riley begin attending Fleet Management meetings since he had spent many years working with UPS.

Undersheriff Mattos said in order to assist the Board in making decisions, he asked each division at the Sheriff's Office to list their top three most important Capital Budget requests. They were as follows:

- A. Jail Services**
 - a. 2 Transport Vans
 - b. Walk-In Freezer
 - c. Washer/Dryer
- B. Jail Custody**
 - a. Body Scanner
 - b. Storage Shelf for Inmate Property Storage
- C. Patrol**
 - a. 20 Dual Band Radios
 - b. 24 Vehicles, with 2 being K9 vehicles
- D. Services**
 - a. Renovation of Radio Room
 - b. Storage Building (9-1-1 Pole Barn)
 - c. 3 Vehicles-Civil Deputy
- E. Detectives**
 - a. 4 Vehicles

Chief Deputy Treasurer Laurie Thomas entered the meeting at 9:12 a.m.

The Board and the attendees discussed the storage shelf request for inmate property storage. Mr. Riley said B&G had removed mobile storage units from the Prosecutor's Office and were not being used. Mr. Riley said they could take those shelves and install them at the Jail.

Chairman Eberlein recessed the meeting at 9:44 a.m.

Chairman Eberlein reconvened the meeting at 9:56 a.m.

Upon returning from recess, Undersheriff Mattos said the actual cost of the pole barn/storage building was \$83-\$85 per square feet and it would be 60x80, which included design but there would be no contingency included the cost. Mr. Riley said the pole barn would be a climate controlled storage space with no bathroom and no office space.

Commissioner Bingham asked if looking at Personnel Requests, what the top three position requests would be for the entire Sheriff's Office. Sheriff Wolfinger said they would be:

1. Overtime Increase
2. Sergeant-Professional Standards Division
3. Administrative Assistant-Patrol
4. Civil Deputy Technician II

Sheriff Wolfinger and Undersheriff Mattos said overtime at the Jail would still be an issue for FY19 because the new hires would still be in Post Academy or training.

Clerk Brannon asked if there were any items that could be eliminated or any actions the Board was amenable to taking. Undersheriff Mattos said the Sheriff's Office divisions not only prioritized the Capital Requests, they also prioritized their Operating Budget requests. The priorities were as follows:

A. Jail Services

- a. Medical Contract
- b. Food Contract
- c. Utilities

B. Jail Custody

- a. Bullet Proof Vests (26 @ \$888 a piece, \$23,088 total)
- b. Glock Pistols (100 @ \$435 a piece, \$43,500 total)
- c. Uniforms (\$37,000)

C. Patrol

- a. Bullet Proof Vests (19 @ \$886 a piece, \$16,834 total)
- b. Ballistic Plate Carriers (90 @ \$280, total \$25,200)

D. Detectives

- a. Computer Licensing
- b. Freezer (\$2059)
- c. Cell Phone Stipend (\$3123)

E. Professional Standards

- a. Recruiting/Hiring Budget Increase (\$29,080)
- b. Awards/Merit Increase (\$14,500)
- c. Computer Software & Maintenance (\$1000)

After a lengthy discussion on the Sheriff's Office requests, the Board opted to cut the following items:

- Auto Shop – Wheel Alignment System (\$41,987)
- 911 Ops – Security Camera System (\$17,426)
- Facilities/SH – Work Release Center Remodel Design (\$75,000)

- 35 Vehicles to 12 – 10 Patrol and 2 K9 stay
- Jail – Inmate Property Storage Shelf (\$5637)
- Jail – Inmate Classification Software (\$32,102)
- Jail Kitchen – Convection Steamer (\$18,316)
- Jail Kitchen – Tilting Skillet Braising Pan (\$14,946)
- Jail Kitchen – Stationary Kettle (\$22,000)
- Professional Standards – Training Coordinator (\$55,120)
- Professional Standards – Training/Background Technician (\$55,120)
- Civil – Civil Deputy (\$74,557)
- Detective – Investigative Assistant (\$54,366)
- Detective – Senior Secretary (\$49,593)
- Driver’s License – Position Reclass Asst. Sup-Supervisor (\$2494)
- Records – Records Specialist (\$49,593)
- Jail – Clerk – Warrants, Records (\$49,593)

Ms. Riley said their priority increases for the Operating Budget was in Jail, Admin, Patrol, and Detectives and then asked if it would be okay to keep the other divisions flat. The Board was agreeable to her suggestion, as were Sheriff Wolfinger and Undersheriff Mattos. Sheriff Wolfinger pointed out the New Program request for the Auto Shop was diagnostic software for a \$999 increase.

E. Public Comment: This section is reserved for citizens wishing to address the Board regarding a County related issue. Idaho Law prohibits Board action on items brought under this section except in an emergency circumstance. Comments related to future public hearings should be held for that public hearing. There were no public comments.

Chairman Eberlein adjourned the meeting at 11:00 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

MARC EBERLEIN, CHAIRMAN

BY: _____
 Ronnie Davisson, Deputy Clerk
