



Agenda Date: 4/11/2006  
Agenda Placement: 6M

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Britt Ferguson for Nancy Watt - County Executive Officer  
County Executive Office  
**REPORT BY:** Helene Franchi, Management Analyst III, 253-4820  
**SUBJECT:** Approval of Contract with Carter Goble Associates, Inc.

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### **RECOMMENDATION**

County Executive Officer requests approval of and authorization for the Chair to sign an agreement with Carter Goble Associates, Inc. for a maximum of \$106,000 for the term April 11, 2006 through June 30, 2007 to complete Phase One of the Adult Correctional System Master Plan which will include defining future correctional resource needs and to provide assistance regarding alternative locations for parking garage construction.

### **EXECUTIVE SUMMARY**

After conducting a nationwide RFP in 2005, the Board approved a contract with Omni-Group, Inc. to conduct Phase I of the Adult Correctional System Master Plan. The overall purpose of the Plan is to identify the County's adult correctional needs over a 20 year period and indicate how those needs will be met. The goal is to insure that the needs are met in the most cost effective manner possible, given the nature of the County's offender population, community values and available resources. Phase I calls for focusing on identifying the County's adult correctional needs by facility and/or program while taking into account potential changes in policy or practice that could impact that need. At the time the Board approved the Omni contract, completion was contemplated to take 8 months at a cost of approximately \$188,000.

In December of 2005, the Board was presented with the First Interim Report by Omni. The report contained a great deal of useful information, however, to accurately project future needs it was determined that a more detailed analysis was necessary. The Criminal Justice Committee (consisting of the Sheriff, the District Attorney, the Public Defender, the Chief Probation Officer, the Acting Director of Corrections, the Presiding Judge, the City of Napa Chief of Police, the Court Executive Officer and the Assistant County Executive Officer) determined that it would be more productive if that analysis was completed by County staff and the contract with Omni was terminated by mutual consent. Staff from the County Executive Officer then contacted firms responding to the initial RFP to determine which firm could best take the additional analysis provided by staff and complete both the projections required for development of future jail bed needs as well as the development of facility planning options. Based on those discussions, staff recommends the agreement before you today with Carter Goble Associates which will not only complete Phase I of the Plan but also calls for assistance in the design,

construction and capacity issues associated with evaluating alternative jail siting options related to the study of alternative parking garage locations that is currently being conducted by the County.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Funding for the contract is available in the Fiscal Year 2005-06 Central Services budget unit. The initial contract with Omni-Group, Inc. has cost approximately \$51,000. The remaining balance of \$137,000 will be used for this contract and smaller consultant contracts for meeting facilitation.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The Board has determined it is prudent to develop an Adult Correctional System Master Plan both in light of the jail's current population, to assist in the space planning decisions due to the space vacated by the Sheriff in the Hall of Justice, the alternatives for the parking garage construction, and because it has been 15 years since the last major expansion of the jail. Medium/maximum jail beds are the most expensive correctional option and it takes a number of years to build such space. Thus, from a cost effectiveness standpoint, it makes sense to take a comprehensive look at the corrections system to insure: (1) the County does not overbuild jail capacity in light of potentially less costly process changes and program options that could reduce demand for jail beds; (2) that the County has sufficient jail and other correctional capacity to meet our needs in a timely way; and (3) retain flexibility with County owned property.
Is the general fund affected?	Yes
Future fiscal impact:	Funding will be recommended in FY 06-07 to complete Phase II of the project.
Consequences if not approved:	Increased inmate populations may lead to unsafe conditions in the jail creating the possibility for litigation. In addition, incomplete systems analysis can lead to inappropriate space planning decisions.
Additional Information:	

### **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

### **BACKGROUND AND DISCUSSION**

As a result of a Grand Jury report and other information that suggested that the County jail population was at or near its rated capacity, in November 2004, the Board authorized the development of an Adult Correctional System Master Plan to address the County's long term adult corrections needs. A request for proposals (RFP) was

released nationwide in April 2005 with a number of firms responding. The RFP called for a scope of work broken down into two phases, with Phase I focusing on determining the County's future correctional needs, both residential and nonresidential. Phase 2 will focus on the development of operational and space programming for any new or renovated correctional facilities that may be required as a result of Phase I.

In August, 2005, the Board approved a contract with Omni-Group, Inc. to complete Phase I with the goal to identify and obtain agreement on the most cost effective ways to manage the County's adult corrections population, given the characteristics of that population, community values and available resources. Phase I involves approximately 20 tasks that include:

1. An analysis of historical trends in the adult corrections system, including an evaluation of what has driven population growth.
2. A profile of the current population in the system by such things as gender, presentence vs post-sentence, most serious offense, risk category, etc.
3. An assessment of what the community wants in terms of an adult corrections system, including an policy or process changes that should or could be made.
4. A projection of future demand for correctional services, categorized by type of service (e.g., probation, jail, work release facility) over the next 20 years, taking into account any of the process or policy changes identified in the study.
5. Operating and capital cost estimates for any facilities or programs recommended as part of the study.

The First Interim Report was presented to the Board by Omni in December. While it contained some useful information it was apparent that more analysis was required in order to more accurately project future demand. In January, after meeting with the Criminal Justice Committee, it was determined that it would make the most sense for staff to conduct that additional analysis and the contract with Omni was terminated by mutual consent. Omni's work has been useful in that it established the analytical framework and showed staff what data needed to be gathered in order to figure out what is going on in the adult corrections system. Staff has identified the key areas where further analysis is needed, both to look in depth at the populations who are using most jail beds to prepare a credible multi-year jail and probation population forecast. Work has begun to complete the data analysis.

The contract before you today with Carter Goble, who will utilize the information provided by Omni and staff's additional analysis to project future jail facility and program needs as well as to develop operating and capital cost estimates. In addition, Carter Goble will work with County staff in evaluating jail design, construction and capacity issues related to the study of alternative parking garage sites currently being conducted by the County.

If, after the completion of Phase I, it is determined that Phase Two is necessary, staff will return to the Board with a separate contract or contract amendment with Carter Goble to prepare a detailed operational and space program to support the development of supplemental corrections bed capacity in the most efficient and cost effective manner.

Carter Goble was one of the 7 firms that submitted a proposal to in response to the County's original Adult Corrections Plan Request for Proposals (RFP). Carter Goble is a large national criminal justice planning firm that has been involved in correctional systems and facilities planning in numerous counties in California and throughout the United States. In California, they have done work for Los Angeles, Riverside, San Mateo and San Diego Counties. The firm is headquartered in Columbia, South Carolina. Carter Goble is being recommended, after discussions with the other firms that responded to the original RFP, as the best firm to complete the remaining work required to complete Phase I of Adult Correctional Master Plan.

**SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi