



# MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST CONTINGENCY REQUEST

(Revised: 9/23/13)

## Board Clerk Use Only

Meeting Date: 5/8/14  
Agenda Item #: R.8  
Est. Start Time: 9:50 am  
Date Submitted: 4/28/14

**BUDGET MODIFICATION # MCSO-05\_ Requesting General Fund Contingency**  
**Agenda Title: Transfer in the amount of \$748,014 for fourth quarter overtime costs as specified in the FY 2014 Budget Note on Sheriff's Office Overtime.**

*Note: If not a Contingency BudMod, use APR\_BudMod form. Title should not be more than 2 lines but sufficient to describe the action requested.*

**Requested Meeting Date:** May 8, 2014 **Time Needed:** 10 Minutes  
**Department:** Sheriff's Office **Division:** All  
**Contact(s):** Wanda Yantis  
**Phone:** 503-988-4455 **Ext.** 84455 **I/O Address:** 503/350

**Presenter Name(s) & Title(s):** Sheriff Daniel Staton, Chief Deputy Linda Yankee

## General Information

### 1. What action are you requesting from the Board?

Approval of \$748,014 in general fund contingency for fourth quarter overtime costs as outlined in the FY 2014 Budget Note on Sheriff's Office Overtime.

### 2. Please provide sufficient background information for the Board and the public to understand this issue. Please note which Program Offer this action affects and how it impacts the results.

During the FY 2014 budget process Commissioner Shiprack proposed and the Board adopted a budget note that provided the first quarter of Sheriff's Office overtime funding in the adopted budget and then placed the remaining overtime budget into general fund contingency. The budget authority to spend the contingency funds is to be approved by the Board quarterly in the amount of \$748,014. Before the Board releases the quarterly amounts, MCSO shall provide a Board briefing and report with the following information:

1. A list of vacant positions by division
2. A list of positions filled during the past quarter by division
3. The number of retirements in the past quarter by division
4. Report out on total overtime hours, comp time, and sick time for the quarter

5. Report out on how overtime hours are being driven by:
  - a. Sick Time
  - b. Comp Time
  - c. Vacation
  - d. Vacancies
  - e. Training
  - f. Other
6. A list of the top ten amounts paid to overtime recipients for the quarter and fiscal year to date and information related to contractual obligations governing wages and overtime pay.
7. What active steps are being taken to manage and reduce overtime, and how many hours have been reduced? What are the next steps to make more progress to reduce overtime for next quarter?

This budmod request is to fund overtime operations for the fourth quarter of FY14.

**3. Explain the fiscal impact (current year and ongoing).**

This will add \$748,014 in the overtime line for the Sheriff's Office assigned through 34 different cost codes. This impacts all Sheriff's Office program offers with budgeted overtime cost.

**4. Explain any legal and/or policy issues involved.**

ORS 294.352 and County Financial Policy - General Fund Contingency subsection 3 – "The Board may, when it adopts the budget for a fiscal year, specify programs it wishes to review during the year and increase the Contingency account to provide funding to support those programs if it chooses" This budget note impacts 34 different cost codes and 43 program offers.

**5. Explain any citizen and/or other government participation that has or will take place.**

The 2014 Budget Note was discussed in the Sheriff's Office CBAC meeting on October 25, 2013.

---

**Budget Modification**

---

If the request is a Budget Modification, please answer all of the following in detail:

- **What revenue is being changed and why? If the revenue is from a federal source, please list the Catalog of Federal Assistance Number (CFDA).**  
Not applicable.
- **What budgets are increased/decreased?**
  - The County-wide General Fund Contingency will decrease by \$748,014
  - The Sheriff's Office's General Fund budget will increase by \$748,014
- **What do the changes accomplish?**  
This will add \$748,014 in the overtime line for the Sheriff's Office assigned through 34 different cost codes. This impacts all Sheriff's Office program offers with budgeted overtime cost.
- **Do any personnel actions result from this budget modification? Explain.**  
No.

- **If a grant, is 100% of the central and department indirect recovered? If not, please explain why.**  
NA
- **Is the revenue one-time-only in nature? Will the function be ongoing? What plans are in place to identify a sufficient ongoing funding stream?**  
Not applicable
- **If a grant, what period does the grant cover? When the grant expires, what are funding plans? Are there any particular stipulations required by the grant (i.e. cash match, in kind match, reporting requirements etc)?**  
NA

---

### **Contingency Request**

---

**If the request is a Contingency Request, please answer all of the following in detail:**

- **Why was the expenditure not included in the annual budget process?**  
The expenditures were included in the Sheriff's submitted as well as in the approved budget, however the Multnomah County Board of Commissioners and the Sheriff remained concerned that the Multnomah County Sheriff's Office (MCSO) actual overtime costs exceed budgeted amounts which has been a historical issue for MCSO. The Board chose to provide the first quarter of the MCSO's requested General Fund overtime budget in the MCSO adopted budget. The remaining amount of \$2,244,042 was placed in the General Fund contingency to be approved by the Board on a quarterly basis.
- **What efforts have been made to identify funds from other sources within the Department/Agency to cover this expenditure?**  
All funds are assigned to specific programs and expected to be 100% utilized during the year for those programs operation.
- **Why are no other department/agency fund sources available?**  
The general funded programs are the County's responsibility. Federal and State sources cannot be used as it would be considered as supplanting the County's financial responsibility, which is restricted by the rules for use of those funding sources.
- **Describe any new revenue this expenditure will produce, any cost savings that will result, and any anticipated payback to the contingency account. What are the plans for future ongoing funding?**  
Overtime is part of planned spending for 24/7 program operation and it is anticipated that these funds will be incorporated back into the FY15 program offers during the FY15 budget process.
- **Has this request been made before? When? What was the outcome?**  
This is the third of three quarterly meetings.

<p><i>NOTE: Attach a Budget Modification Expense &amp; Revenues Worksheet and/or a Budget Modification Personnel Worksheet. For General Fund Contingency Requests, a memo from the Budget Office must be submitted.</i></p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

---

### **Required Signatures**

---

**Elected Official  
or Dept Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Budget Analyst:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department HR:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Countywide HR:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Note: Please submit electronically. Insert names of your approvers followed by /s/ - we no longer use actual signatures. Please date each signature. Use "n/a" when signature not applicable."*