



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST CONTINGENCY REQUEST

(Revised: 8/18/11)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # R-4 DATE 5/24/12
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 5/24/12
Agenda Item #: R.4
Est. Start Time: 9:30 am
Date Submitted: 5/17/12

BUDGET MODIFICATION #MCSO-14 Corrections Hiring Update - requesting
Agenda General Fund Contingency Transfer of \$164,000 to the Sheriff's Office for the
Title: hiring and training of Corrections Deputies for the month of May

Note: If Ordinance, Resolution, Order or Proclamation, provide exact title. For all other submissions, provide a clearly written title sufficient to describe the action requested.

Requested Meeting Date: May 24, 2012 **Time Needed:** 20 minutes
Department: Sheriff's Office **Division:** Corrections
Contact(s): Wanda Yantis
Phone: 503-988-4455 **Ext.** 84455 **I/O Address:** 503/350

Presenter Name(s) & Title(s): Chief Deputy Drew Brosh

General Information

1. What action are you requesting from the Board?

Budget modification MCSO-06 presented on March 22, 2012 requested the use of FY 2012 general fund contingency in the amount of \$641,000 to hire, equip, and train 20 corrections deputies to fill vacant positions and reduce the overall amount of overtime used in the Corrections Division. The Board granted \$399,000 in contingency and invited the Sheriff's Office to come back before the board at the end of April, May and June to discuss the progress in hiring the Corrections Deputies.

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 presentation on March 22, 2012 the Board amended the budmod request with the following Amendment Language:

Amend MCSO-06 Contingency Request to change the amount to \$399,000.

Request the Sheriff's office come back at the end of April to report to the Board at a regularly scheduled Board meeting how these dollars were spent, prior to requesting any

additional general fund contingency. The board would like that presentation to include:

- How the \$399,000 was spent (budget vs. actual)
- # of corrections deputies hired by month with this funding
- # of correction deputy vacancies remaining
- # of retirements by month since July 1, 2011
- Overtime spending of both corrections and law enforcement, broken down by division and by facility (by month, fiscal year-to-date)
- Current Year Estimate and Projected Year-end General Fund Spending vs. Budget
- If goals are being met, the Board will approve the next month's expenses and require the same process each month for the remainder of the fiscal year

The Sheriff's Office will present an update on the hiring program progress and provide answers to the above questions.

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

This will reduce general fund contingency by \$164,000 and increase the Sheriff's Office general fund appropriation by the same amount.

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

Not applicable.

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

This Corrections Deputy hiring proposal has been discussed with the Sheriff's Office Citizens Budget Advisory Committee.

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 \$164,000
 - The Sheriff's Office's General Fund budget will increase by \$164,000
 - The Risk Fund budget will increase by \$11,810
- **What do the changes accomplish?**
Funding of this request will allow the Sheriff's Office to hire, equip, and train 20 corrections deputies to fill vacant positions and reduce the overall amount of overtime used in the Corrections Division.
- **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.**
Not applicable.
- **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?**

This request is one-time-only.

- **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)?**

Not applicable.

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 expense was far greater than what our current appropriation could sustain.

- **What efforts have been made to identify funds from other sources within the Department/Agency to cover this expenditure?**

All other appropriations within our FY 2012 budget are earmarked for other anticipated expenses and it is not anticipated that the fiscal year will end with a large enough balance to ensure coverage of these costs.

- **Why are no other department/agency fund sources available?**

Our year end projections show we are spending at 100% of our FY 2012 appropriation and the costs of this new hire process would overspend our current budget.

- **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?**

There is no revenue anticipated and no payback to the contingency in anticipated savings to the contingency account. This new hire process will take time to complete. In addition to this Contingency Request for this current year, the Sheriff's Office has also submitted a one-time-only program offer for 2013 to complete this hiring effort which will achieve an optimal cost-effective hiring point.

- **Has this request been made before? When? What was the outcome?**

This request was before the Board on March 22, 2012 and \$399,000 of the requested \$641,000 was approved.

NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet. If it is a General Fund Contingency Request, a memo from the Budget Office must be submitted.

Required Signatures

Elected Official

or Dept Director: Sheriff Dan Staton /s/

Date: 5/17/12

Budget Analyst: Christian Elkin

Date: 5/17/12



Department of County Management
MULTNOMAH COUNTY OREGON

Budget Office

501 SE Hawthorne Blvd., Suite 531
Portland, Oregon 97214
(503) 988-3312 phone
(503) 988-5758 fax
(503) 988-5170 TDD

TO: Board of County Commissioners

FROM: Christian Elkin, Principal Budget Analyst

DATE: May 17, 2012

SUBJECT: General Fund Contingency request of \$164,000 of One-Time-Only funds to hire and train 20 corrections deputies to fill vacant posts (Budget Modification MCSO-14)

The Multnomah County Sheriff's Office is requesting \$164,000 of one-time-only (OTO) General Funds to hire, equip and train 20 Corrections Deputies to fill vacant positions and reduce the reliance on overtime to fill corrections posts.

The Sheriff's Office has experienced a growing number of vacancies in FY 2012 due to attrition and retirements. Because the jails run on a 24/7 schedule, posts are currently being manned using overtime.

This action is a continuation of the request brought before the Board in March 2012. At that time, the Board appropriated \$399,000 of General Fund contingency and requested the Sheriff return to the Board with updated hiring and spending information.

General Fund Contingency Policy Compliance

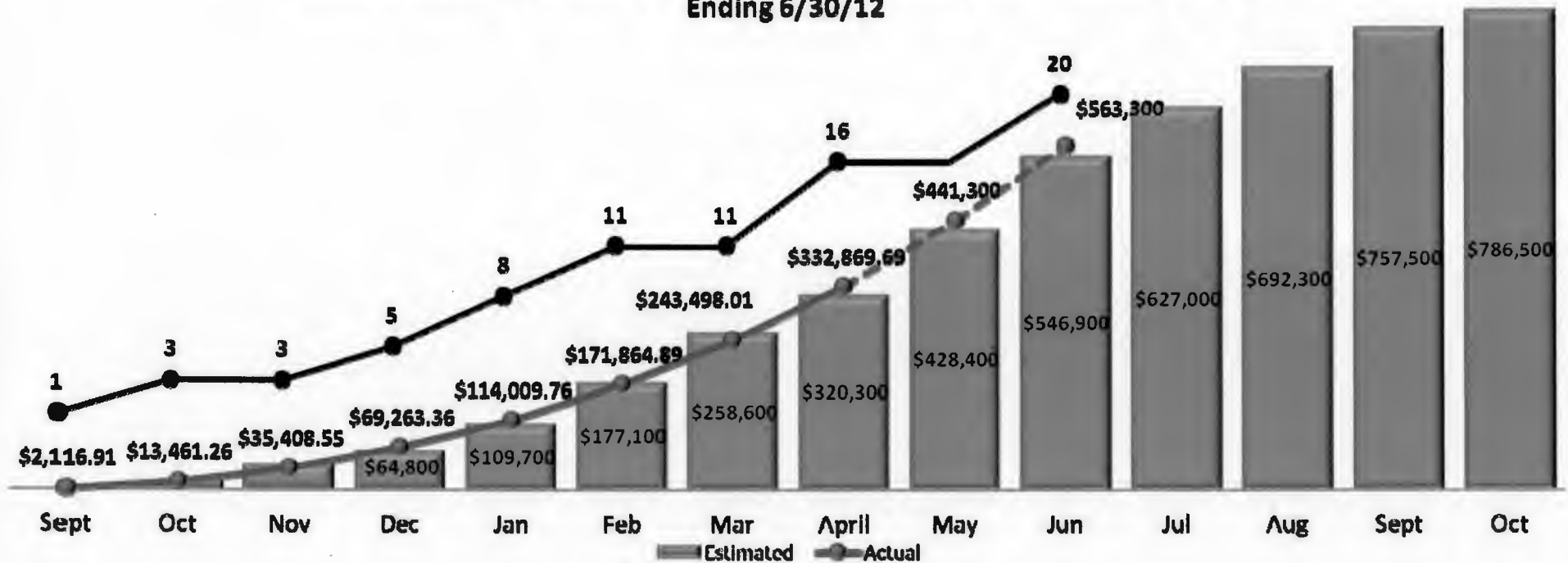
The Budget Office is required to inform the Board if contingency requests submitted for approval satisfy the guidelines for using the General Fund Contingency.

In particular,

- Criteria 1 states contingency requests should be for one-time-only purposes.
The funding to hire 20 Corrections Deputies has been requested as a one-time-only.
- Criteria 2 addresses emergencies and unanticipated situations.
This request responds to a situation that was not discussed during the FY 2012 budget process but has been discussed during the FY 2009 and FY 2011 Budget Notes, Board Briefings and has been an ongoing challenge for the Sheriff's Office.
- Criteria 3 addresses items identified in Board Budget Notes.
This item was not identified in the FY 2012 Budget Notes.

Projected Costs for New Hires

**Cumulative Actual and Projected Cost for Newly Hired Corrections Deputies:
Ending 6/30/12**



All 20 new Corrections Deputies will be hired in June, although hiring delays will extend completion of training through October.

Projected costs for June are on target, based on actuals that have averaged 3% above the original estimate.

- For May, \$42,300 in additional funds is needed to proceed with the training process for the deputies already hired.
- By June, \$122,000 in additional funds will be needed for a total of \$164,300 to continue equipping and training the new Corrections Deputies through the end of the fiscal year.

FY12 CORRECTIONS DEPUTY STAFFING TABLE

MONTH	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	TOTALS
Budgeted CD Positions	402	402	402	402	402	402	402	402	402	402	402	402	402
Staffed CD Positions	371	371	368	366	368	367	369	372	374	374	377	381	
<i># of corrections deputies hired by month with this funding</i>	-	-	1	2	-	2	3	3	-	5	-	4	20
<i># of retirements by month since July 1, 2011</i>	-	(1)	(2)	-	(1)	-	-	-	-	(1)	-		(5)
<i>Terminations for other reasons</i>	-	(2)	(1)	-	-	-	-	(1)	-	(1)	-		(5)
<i># of correction deputy vacancies remaining</i>	31	34	36	34	35	33	30	28	28	25	25	21	
CD OFFERED / NOT HIRED	-	-	-	-	1	2	1	1	1	4	3		13

Italics are Board Amendment Questions

Budget Modification ID: **MCSO-14****EXPENDITURES & REVENUES**

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with SAP.

Budget/Fiscal Year: 2012

Line No.	Fund Center	Fund Code	Program #	Func. Area	Accounting Unit		Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
					Internal Order	Cost Center						
1	19	1000	95000	20		9500001000	60470		(164,000)	(164,000)		CGF Contingency
2									0			
3	60-20	1000	60040A	50		601410	60110		54,926	54,926		Overtime
4	60-20	1000	60040A	50		601410	60130		21,169	21,169		Salary-Related
5	60-20	1000	60040A	50		601410	60140		5,905	5,905		Insurance
6									0			
7	60-20	1000	60041A	50		601422	60110		54,926	54,926		Overtime
8	60-20	1000	60041A	50		601422	60130		21,169	21,169		Salary-Related
9	60-20	1000	60041A	50		601422	60140		5,905	5,905		Insurance
10									0			
11	72-10	3500		20		705210	50316		(11,810)	(11,810)		Risk Fund
12	72-10	3500		20		705210	60330		11,810	11,810		Risk Fund
13									0			
14									0			
15									0			
16									0			
17									0			
18									0			
19									0			
20									0			
21									0			
22									0			
23									0			
24									0			
25									0			
26									0			
27									0			
28									0			
29									0			
										0	0	Total - Page 1
										0	0	GRAND TOTAL

ANNUALIZED PERSONNEL CHANGEChange on a full year basis even though this action affects only a part of the fiscal year (FY).

							ANNUALIZED			
Fund	Job #	HR Org	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
TOTAL ANNUALIZED CHANGES						0.00	0	0	0	0

CURRENT YEAR PERSONNEL DOLLAR CHANGECalculate costs/savings that will take place in this FY; these should explain the actual dollar amounts being changed by this Bud Mod.

							CURRENT YEAR			
Fund	Job #	HR Org	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
TOTAL CURRENT FY CHANGES						0.00	0	0	0	0

FM Side			PS/CO Side			Cost Element/Commitment		Notes
FM Fund Center	FM Fund Code	Functional Area	Internal Order	Cost Center	WBS Element	Item		
General Fund Contingency				9500001000		60470		Reduce available General Fund Contingency
19	1000	0020		xxx	xxx	xxxxx		Increase Expenditure
xx-xx	xxxxx	0020						
Indirect Central								
xx-xx	xxxxx				xxx	60350		Indirect Expenditure
19	1000	0020		9500001000		50310		Indirect reimbursement revenue in General Fund
19	1000	0020		9500001000		60470		CGF Contingency expenditure
Departmental								
xxx	xxxxx			xxx	xxx	60355		Indirect Department Expenditure
xx-xx	1000			xxx	xxx	50370		Indirect Dept reimbursement revenue in General Fund
xx-xx	1000			xxx	xxx	xxx		Off setting Dept expenditure in General Fund
Telecommunications								
xx-xx	xxxxx				xxx	60370		Departmental telecommunication expenditure
78-70	3503	0020		709525		50310		Budgets receipt of reimbursement
78-70	3503	0020		709525		60200		Budgets offsetting expenditure in telecommunications fund
Data Processing								
xx-xx	xxxxx				xxx	60380		Departmental data processing expenditures
78-70	3503	0020		709000		50310		Budgets receipt of Data Processing reimbursement
78-70	3503	0020		709000		60240		Budgets offsetting expenditures
PC Flat Fee <i>(Flat Fee is no longer in effect for most Departments beginning in FY 2007)</i>								
xx-xx	xxxxx				xxx	60390		Departmental PC Flat Fee expenditure
78-70	3503	0020		709617		50310		Budgets receipt of PC Flat Fee
78-70	3503	0020		709617		60240		Budgets offsetting expenditure
Electronic Service Reimbursement								
xx-xx	xxxxx					60420		Departmental Electronics expenditure
78-60	3501	0020		904200		50310		Receipt of Electronics service reimbursement
78-60	3501	0020		904200		60240		Budgets offsetting expenditure
Motor Pool: <i>Use this cost center if you are adding funds for motor pool use.</i>								
xx-xx	xxxxx				xxx	60410		Departmental Motor Pool expenditure
78-30	3501	0020		904150		50310		Budgets receipt of Motor Pool service reimbursement
78-30	3501	0020		904150		60240		Budgets offsetting expenditure
Fleet: <i>Use this cost center if you are adding funds for dedicated program cars.</i>								
xx-xx	xxxxx				xxx	60410		Departmental Fleet expenditure
78-60	3501	0020		904100		50310		Budgets receipt of Fleet service reimbursement
78-60	3501	0020		904100		60240		Budgets offsetting expenditure
Building Management								
xx-xx	xxxxx				xxx	60430		Departmental Building Management expenditure
78-50	3505	0020		902575		50310		Budgets receipt of Building Management service reimbursement
78-50	3505	0020		902575		60170		Budgets offsetting expenditure
Insurance Service Reimbursement								
xx-xx	xxxxx					60140 or 60145		Departmental Insurance expenditure
72-10	3500	0020		705210		50316		Insurance Revenue
72-10	3500	0020		705210		60330		Offsetting expenditure
Lease Payments to Capital Lease Retirement Fund								
xx-xx	xxxxx					60450		Departmental Capital Lease Retirement expenditure
								Contact your Budget Analyst to complete this.
Mail & Distribution								
xx-xx	xxxxx				xxx	60460		Mail & Distribution expenditure
78-20	3504	0020		904400		50310		Budgets receipt of service reimbursement
78-20	3504	0020		904400		60230		Budgets offsetting expenditure
Records								
xx-xx	xxxxx				xxx	60460		Records expenditure
78-20	3504	0020		904500		50310		Budgets receipt of service reimbursement
78-20	3504	0020		904500		60240		Budgets offsetting expenditure
Stores								
xx-xx	xxxxx				xxx	60460		Stores expenditure
78-20	3504	0020		904600		50310		Budgets receipt of service reimbursement
78-20	3504	0020		904600		60240		Budgets offsetting expenditure

How are functional areas assigned to cost objects?

For the most part, functional area is related to what department has recorded the revenue or expenditure (i.e. the District Attorney is reported in Public Safety and Justice). There are some exceptions to this rule that require certain funds to be assigned to a particular functional area, regardless of what department the revenues or expenditures are recorded in.

Functional Area Assignments ~ Based on Fund		
1501 – Road Fund	Roads and Bridges	0080
1502 – Emergency Communications Fund	Community Services	0060
1503 – Bike Path Fund	Community Services	0060
1504 – Recreation Fund	Community Services	0060
1506 – County School Fund	Community Services	0060
1509 – Willamette River Bridges Fund	Roads and Bridges	0080
1510 – Library Fund	Library	0070
1512 – Land Corner Preservation Fund	Roads and Bridges	0080
2504 – Building Project Fund	Community Services	0060
2507 – Capital Improvement Fund	Community Services	0060
2509 – Asset Preservation Fund	Community Services	0060
2511 – Sellwood Bridge Fund	Roads and Bridges	0080
3000 – Dunthorpe-Riverdale Service Dist #14 Fund	Dunthorpe-Riverdale Service Dist #14	0500
3001 – Mid County Service District #1 Fund	Mid County Service District #1	0510
3002 – Behavioral Health Managed Care Fund	Behavioral Health Managed Care	0520

If a cost object is not in one of the funds listed above, then the functional area should be assigned based on the department that the cost object is in.

Functional Area Assignments ~ Based on Department (Fund Center)		
Non-Departmental (10, except 10-50)	General Government	0020
Non-Departmental – CCFC (10-50)	Social Services	0040
District Attorney (15)	Public Safety and Justice	0050
Countywide (18 & 19)	General Government	0020
Human Services (20, 21, 22, 25, 26, 30 & 31)	Social Services	0040
Health (40)	Health Services	0030
Community Justice (50)	Public Safety and Justice	0050
Sheriff's Office (60)	Public Safety and Justice	0050
County Management (72)	General Government	0020
County Assets (78)	General Government	0020
Library (80)	Library	0070
Community Services (91)	General Government	0020

If you have any questions or comments, please contact Susan Luce in General Ledger at ext. 22138.