



**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

Agenda Title: BUDGET MODIFICATION #MCSO-14 Corrections Hiring Update - requesting General Fund Contingency Transfer of \$164,000 to the Sheriff's Office for the 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: | <u>Sheriff Dan Staton /s/</u> | Date: <u>5/17/12</u> |
| Budget Analyst: | <u>Christian Elkin</u> | Date: <u>5/17/12</u> |



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

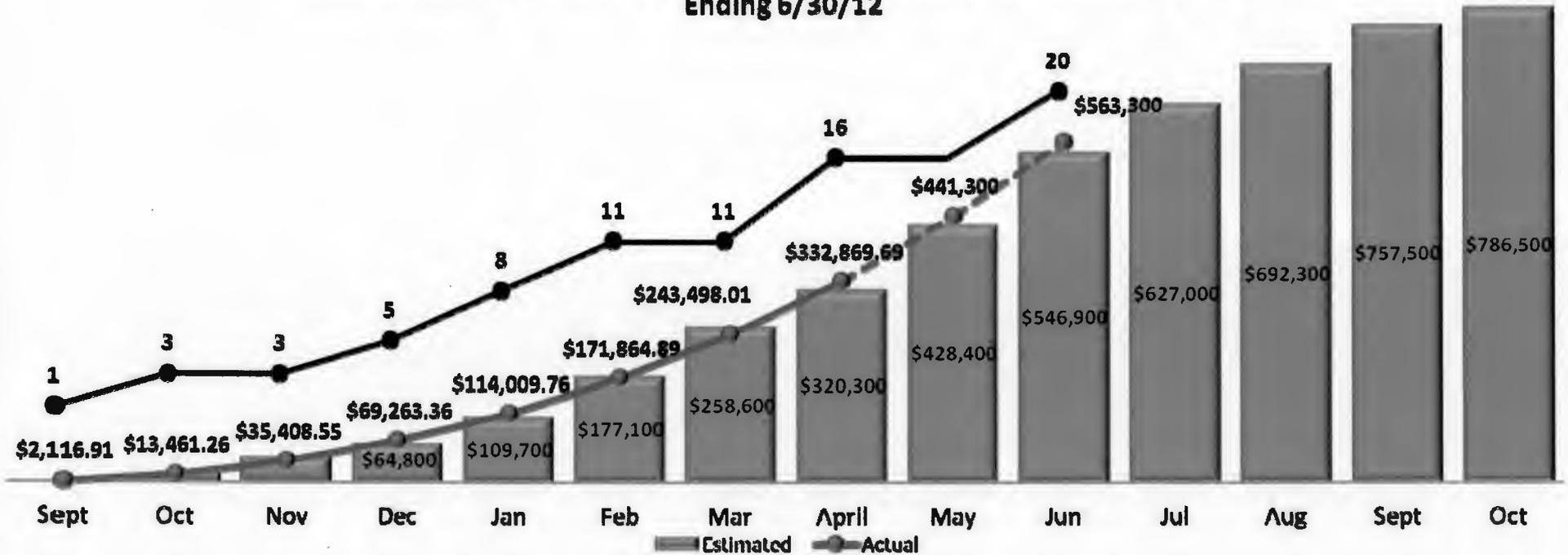
The Budget Office is required to inform the Board if contingency requests submitted for approval satisfy the guidelines for using the General Fund Contingency.

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) |
| Terminations for other reasons | - | (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 | WBS Element | | | | | | |
| 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 | 0 | Total - Page 1 | |
| | | | | | | | | | 0 | 0 | 0 | GRAND TOTAL | |

| FM Side | | | PS/CO Side | | | Cost Element/ Commitment Item | Notes |
|---|--------------------|--------------------|-------------------|-------------|----------------|-------------------------------------|--|
| FM Fund Center | FM Fund Code | Functional Area | Internal Order | Cost Center | WBS Element | | |
| General Fund Contingency | | | | 950001000 | | 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 | | 950001000 | | 50310 | Indirect reimbursement revenue in General Fund |
| 19 | 1000 | 0020 | | 950001000 | | 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.