



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST CONTINGENCY REQUEST

(Revised: 8/18/11)

* R-5 approved as amended.

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS

AGENDA # R-5 DATE 3/22/12
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 3/22/12
Agenda Item #: R.5
Est. Start Time: 10:15 am
Date Submitted: 3/14/12

BUDGET MODIFICATION #MCSO-06 requesting General Fund Contingency
Agenda Title: Transfer of \$641,000 to the Sheriff's Office for the hiring and training of Corrections Deputies

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: March 22, 2012 **Time Needed:** 30 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?

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.

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.

The MCSO Corrections Division has experienced a growing number of retirements over the last few years, creating an unprecedented number of vacancies in the Corrections Deputy job class. The primary reason for the current vacancy crisis stems from a reduced demand for jail system beds over the last 10 years. Essentially, this reduction in jail system beds greatly diminished the need for hiring over that time period, creating a reduction in the resources available to produce substantial hiring efforts (e.g. background investigators and funds for field training of new deputies). The result now is a growing number of vacancies, spurred by retirements, in a currently stable jail system bed scenario. This has produced an

over-reliance on overtime hiring to fill posts in our jail facilities, with a majority of staff filling those posts at top step pay rates. This current staffing scenario has created overtime spending projected at over 200% of budget for this category – creating shortfalls in supply, training and other critical areas.

The Sheriff's Office, in consultation with the County COO and Budget Office, conducted an analysis that focused on the costs of hiring Corrections Deputies from application to independent work, and the cost-benefit of replacing overtime hiring of senior staff with regularly scheduled junior staff at an ideal operational number. The methodology included an initial expenditure above normal operations to train and equip 20 new deputies and projected the cost difference between deploying those new deputies into the jail system verses continuing with a static post overtime strategy.

The analysis findings showed the direct costs of each newly-hired deputy from application to independent work to be approximately \$40,000 for each new Corrections Deputy. This cost includes the direct cost of salary during the training period, trainer differential pay (coach's pay), and time at the Corrections Academy for each new deputy. The analysis then applied the cost of hiring a group of 20 over our normal hiring per year, and projected the costs of deployment of those 20 deputies over time verses maintaining current vacancies. This resulted in a projected future cost avoidance equal to investment in 18 to 22 months, and an additional future cost avoidance in corrections of over 1.1 million dollars by July of 2015.

Due to the large number of vacancies currently existing in the Corrections Deputy job class, we have an opportunity to significantly reduce the cost of Corrections Division operations over time by pursuing a concerted effort in hiring now. In fact, in order to position ourselves to gain momentum toward hiring to fill both present and future vacancies we are currently hiring at a rate that will quickly outstrip our ability to maintain normal operations at current budget levels. It is also the case that hiring at the level described in our cost analysis may carry into the next fiscal year. To that end, we are proposing a one-time only request of \$641,000 in the form of an FY2012 budget modification be approved for the training and equipping of 20 Corrections Deputies to deploy as described above (over and above our standard hiring plans of 9 FTE per year in this job class), and for the funding of one limited duration background investigator. The Sheriff's Office has also submitted a one-time-only program offer for 2013 to complete this hiring effort (up to 10 over and above standard hiring plans at \$239,000) which will achieve an optimal cost-effective hiring point.

This Contingency Request will affect three MCSO program offers. One program offer this contingency request will affect is PO #60003 MCSO Human Resources by funding a Limited Duration (Temporary) Background Investigator position to assist in the new hire process. The other two program offers affected are PO #60040A MCSO Detention Center and PO #60041A MCSO Inverness Jail. Funding this enhanced hire process now will assist in sustaining the two jails at a lower operating cost for the future than if we maintain our current vacancy level and hiring practice.

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

This will reduce general fund contingency by \$641,000 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 \$641,000

-The Sheriff's Office's General Fund budget will increase by \$641,000

-The Risk Fund budget will increase by \$55,438

- **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.**

This will fund one limited-duration Background Investigator position to assist in the new hire process.

- **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

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

- **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?**

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

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.

Date:

MCSO-06

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)	Description
					Internal Order	Cost Center	WBS Element					
1	19	1000	95000	20		9500001000		60470		(641,000)	(641,000)	CGF Contingency
2										0		
3	60-00	1000	60003	50		601295		60100		33,651	33,651	Temporary
4	60-00	1000	60003	50		601295		60135		2,973	2,973	Fringe for Temp
5	60-00	1000	60003	50		601295		60140		12,844	12,844	Ins for Temp
6										0		
7	60-20	1000	60040A	50		601410		60110		198,115	198,115	Overtime
8	60-20	1000	60040A	50		601410		60130		76,354	76,354	Salary-Related
9	60-20	1000	60040A	50		601410		60140		21,297	21,297	Insurance
10										0		
11	60-20	1000	60041A	50		601422		60110		198,115	198,115	Overtime
12	60-20	1000	60041A	50		601422		60130		76,354	76,354	Salary-Related
13	60-20	1000	60041A	50		601422		60140		21,297	21,297	Insurance
14										0		
15	72-10	3500		20		705210		50316		55,438	55,438	Risk Fund
16	72-10	3500		20		705210		60330		(55,438)	(55,438)	Risk Fund
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	Total - Page 1
											0	GRAND TOTAL

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.

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
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
TOTAL CURRENT FY CHANGES						0.00	0	0	0	0

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				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