










REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

~~Res~~/Ord No.: 4935

Sponsor(s): Alfred Jordan

Date: November 21, 2016

<p>SUBJECT</p>	<p>Action Requested <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Appropriating Non Departmental Funds to Cover Salary Accounts, Food Service, Utilities and Medical Expenses</u></p>												
<p>BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i></p>	<table border="1"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td>\$2,171,301</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td>\$</td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td>\$2,171,301</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td>\$</td> </tr> <tr> <td>Source of funding (name of fund) and account code number; FROM / TO</td> <td>FROM ACCT</td> </tr> <tr> <td>Please see attached Fiscal Note</td> <td>TO ACCT</td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p>OTHER FINANCIAL INFORMATION: <input type="checkbox"/> No budget impact (no fiscal note required) <input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract: Department: _____ Estimated Use: \$ _____ Prior Year Budget (if applicable): _____ Prior Year Actual Amount Spent (if applicable): _____</p>	Amount authorized by this legislation this fiscal year:	\$2,171,301	Amount previously authorized this fiscal year:	\$	Total amount authorized after this legislative action:	\$2,171,301	Amount budgeted for this item * (including transfers):	\$	Source of funding (name of fund) and account code number; FROM / TO	FROM ACCT	Please see attached Fiscal Note	TO ACCT
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<p>PRIOR LEGISLATION</p>	<p>Prior ordinances and (date):</p> <p>Prior resolutions and (date): Res. 19132 (4/25/16); Res. 19184 (6/6/16)</p>												
<p>CONTACT INFORMATION</p>	<p>RLA drafted by (name, title, & phone): Laura J. Scott, Assistant Director of Administration 816 881-4232</p>												
<p>REQUEST SUMMARY</p>	<p>This RLA requests the transfer of funds via appropriations for salary accounts, utilities, food service and medical contract needs as determined by Finance. Please see attached fiscal note and detail memos describing budget shortfalls.</p>												
<p>CLEARANCE</p>	<p><input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) <input type="checkbox"/> Business License Verified (Purchasing & Department) <input type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)</p>												
<p>ATTACHMENTS</p>													
<p>REVIEW</p>	<table border="1"> <tr> <td>Department Director: </td> <td>Date: 11.15.2016</td> </tr> <tr> <td>Finance (Budget Approval): <i>If applicable</i> </td> <td>Date: 11/15/16</td> </tr> <tr> <td>Division Manager: </td> <td>Date: 11/16/16</td> </tr> </table>	Department Director: 	Date: 11.15.2016	Finance (Budget Approval): <i>If applicable</i> 	Date: 11/15/16	Division Manager: 	Date: 11/16/16						
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Fiscal Information (to be verified by Budget Office in Finance Department)

- This expenditure was included in the annual budget.
- Funds for this were encumbered from the _____ Fund in ____.
- There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.
- Funds sufficient for this expenditure will be/were appropriated by Ordinance # _____
- Funds sufficient for this appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:

- This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order.
- This legislative action does not impact the County financially and does not require Finance/Budget approval.


Supplemental Appropriation Request Jackson County, Missouri

Funds sufficient for this appropriation are available from the source indicated below.

Date: November 10, 2016

ORD # 4935

Department / Division	Character/Description	From	To
General Fund - 001			
9999	2810 - Undesignated Fund Balance	\$ 2,171,301	\$ -
2701 - Corrections	55030 - Over Time Salaries		1,190,069
2701 - Corrections	55040 - FICA		91,040
2701 - Corrections	55060 - Insurance Benefits		325,980
2701 - Corrections	56870 - Food Services		80,000
2701 - Corrections	56790 - Other Contractual Services		83,100
1210 - Facilities Mgmt - Detention Facility	56450 - Sewer		136,271
1210 - Facilities Mgmt - Detention Facility	56445 - Chilled Water		106,253
1210 - Facilities Mgmt - Detention Facility	56420 - Electricity		94,239
1210 - Facilities Mgmt - Detention Facility	56440 - Water		50,349
1210 - Facilities Mgmt - Detention Facility	55030 - Over Time Salaries		14,000
		\$ 2,171,301	\$ 2,171,301


11/5/16
 Budgeting

Jackson County Department of Corrections
MEMO



To: Troy Thomas, Chief Financial Officer
CC: Joseph Piccinini, Director of Corrections
Date: 11/10/2016
From: L.J. Scott, Asst Director of Administration, Corrections *LJ Scott*
Subject: EOY RLA

This memo has been prepared as narrative to the RLA request for transfers within the Corrections budget and appropriations from outside the Corrections budget in order to meet financial needs to the EOY 2016 at the Jackson County Department of Corrections. The Director of Corrections has also prepared a memo relating to Overtime/Salary account needs. This memo focuses on monetary needs for: 1) food service; 2) the medical contract; and 3) utilities.

- 1) Food services costs increased 3.4% in 2016, from \$1.11674 per meal to \$1.15583 per meal. In addition, the weekly average of meals increased 4.1% from 22,791 in 2015 to 23,762 in 2016. The increase in meals was also caused by an increased ADP as well as tripling the number of intakes due to KCPD arrestees. 2016 was the first full year of housing KCPD arrestees. An additional \$80,000 is needed for food services.
- 2) A new medical contract was initiated in 2016. While the base contract costs were accommodated with the approval of the contract, increasing costs for the "pool" were not adequately covered. The base contract costs include a \$100,000 pool that pays for labs, psychotropic, biologic and HIV medications, dialysis, x-rays, etc. In 2016 the \$100,000 pool was tapped out just after the First Quarter. Costs are averaging just under \$32,000 per month. An additional \$83,100 is needed for medical services.
- 3) Utility costs for water increased by 3% and for sewer increased 13% in 2016. Utility cost increases, combined with an increased ADP and increased intakes are responsible for the \$389,000 predicted shortage of funds in 2016.



**JACKSON COUNTY
DEPARTMENT OF CORRECTIONS
Kansas City, Missouri**

Memorandum

To: Gary Panethiere, Chief Operating Officer
From: Joe Piccinini, Director of Corrections
Date: 11-04-16
Subject: Overtime

Over the last 2 years we have seen an increase in overtime at the department of corrections. There are many factors that contribute to over time use and I have listed them below.

High over time factors

- Average Daily Population:

2012 – 694 ADP	OT Cost: \$2.179M
2013 – 704 ADP	OT Cost: \$1.658M
2014 – 694 ADP	OT Cost: \$2.031M
2015 – 772 ADP	OT Cost: \$3.165M
2016 – 791 ADP	OT Cost: \$3.5M projected

ADP impacts everything from utilities, to inmate clothing, to food and health services and overtime. Simply stated, the more inmates you have the more financial impact it will have including the need for more officers to guard them.

- 10% Correction Officer pay increase
- Staffing: We started the year very short on overall jail associates and at the current time the jail is short 19 correction officers and 11 administrative associates short for a total of 30.
- Call in's: Corrections averages about 15 call-in's a day (sick, FMLA and LWOP)
- Training: Corrections has done more associate training this year than ever before. New Officer Academy Training, CERT Academy, New Shooter Academy, Firearms requalification, CERT

requalification, and supervisor training. Total number of associates trained in 2016 will be approximately 153. When an associate is in training then another associate will be paid overtime to backfill.

- Security: In 2015 and 2016 two officers are scheduled for inmate hospital transport and stays.
- Associate relief factor: It appears no relief factor was built into current staffing levels.

Overtime Reduction Strategies

- When fully staffed OT will reduce but a relief factor will still need to be determined.
- Video Visitation: Implementation of video visitation will result in less inmate movement. Reducing inmate movement will reduce staffing levels which will reduce overtime.
- Call-ins and LWOP issues are being addressed on a case by case basis including appropriate discipline.
- The amount and number of training session will trend down. However, ongoing training will always impact overtime.
- 12 hour shifts will be retooled for more equal coverage.
- Any reduction in inmate population