MEMO

DATE: November 1, 2018

TO: Judiciary and Law Enforcement Committee
Finance and Administration Committee

FROM: David G. Beth – Kenosha County Sheriff

RE: Report for recognizing 2018 anticipated surplus from the Federal Inmate Housing program to shore up expense budgets per the 2018 Budget Policy Resolution #1, page 10, passed November 7, 2017.

Per the 2018 Budget Policy Resolution #1, page 10, passed on November 7, 2017, the Sheriff is to report to both the oversight committee and Finance and Administration committee to recognize surplus federal inmate housing revenue and use the funds to modify expenditure budgets.

The actual YTD average daily holds of federal inmates through September 2018 is 242/day. The 2018 adopted budget assumed a daily housing minimum of 212/day. A report of the federal inmate housing revenue invoiced and earned is attached.

We anticipate that the level of housing through year end would maintain at 242/day which will bring revenue earned to $6,546,600 and the adopted budget is $5,846,600; the $700,000 of surplus revenue earned will be utilized to shore expense budgets within the Personnel, Contractual Services and Supplies appropriations as detailed in the attached Budget Modification document.

A copy of the authorization for this budget modification notice is also attached for reference. It authorizes the Sheriff to use surplus federal inmate housing revenue to increase various expenditure budgets. The Sheriff must report the details of the revenue/expenditure modifications to both Judiciary and Law Enforcement and Finance and Administration committees. This memo fulfills the reporting requirement.

David G. Beth, Sheriff-Kenosha County

cc: Chief Deputy Marc Levin
Captain Robert Hallisy
Captain Justin Miller
Fiscal Services Manager, Nancy Otis
File

KENOSHA COUNTY EXPENSE/REVENUE BUDGET MODIFICATION FORM

DOCUMENT #		G/L DATE	11/01/2018
BATCH #		ENTRY DATE	

DEPT/DIVISION: **SHERIFF** **2018**

PURPOSE OF BUDGET MODIFICATION (REQUIRED): Recognize anticipated surplus Federal Inmate Housing revenue and adjust expenditure budgets using these funds as well as other anticipated surplus in various expenditure budgets to shore up overtime and benefits budgets, fuel, officers equipment and pharmaceuticals, etc. Per 2018 Budget Policy Resolution, No. 1, passed on November 8 2018, Pg. 10, states the Sheriff can recognize surplus federal inmate revenue to shore up expense budgets, providing the Sheriff report the budget adjustment, via MEMO, to Judiciary and Law Enf and Finance/Admin committees.

(1) MAIN ACCOUNT DESCRIPTION	(2)						BUDGET CHANGE REQUESTED (3)	(4)	(5)	(6)	(7)	AFTER TRANSFER (8)	(9)
EXPENSES	FUND	DIVISION	SUB-DIVISION	MAIN ACCT	PROJECT	SUB-PROJECT	EXPENSE INCREASE (+)	EXPENSE DECREASE (-)	ADOPTED BUDGET	CURRENT BUDGET	ACTUAL EXPENSES	REVISED BUDGET	EXPENSE BAL AVAIL
Overtime	100	210	2100	511200				-9,000	23,842	23,842	13,065	14,842	1,777
Overtime	100	210	2110	511200			340,000		522,000	522,000	1,038,393	862,000	(176,393)
Overtime	100	210	2120	511200			290,000		522,000	522,000	768,231	812,000	43,769
Overtime	100	210	2130	511200			190,437		476,000	486,469	597,036	676,906	79,870
Overtime	100	210	2140	511200			30,000		35,000	35,000	51,376	65,000	13,624
Overtime	100	210	2150	511200				-3,000	4,000	4,000	529	1,000	471
FICA	100	210	2100	515100				-1,300	76,794	76,794	59,172	75,494	16,322
FICA	100	210	2110	515100			3,000		514,908	514,908	406,466	517,908	111,442
FICA	100	210	2120	515100			1,900		479,598	479,598	381,760	481,498	99,738
FICA	100	210	2130	515100			11,000		428,924	429,724	344,645	440,724	96,079
FICA	100	210	2140	515100			2,700		72,999	72,999	60,655	75,699	15,044
FICA	100	210	2150	515100				-1,300	12,851	12,851	9,001	11,551	2,550
Retirement	100	210	2110	515200			33,000		565,150	565,150	472,119	598,150	126,031
Retirement	100	210	2120	515200			18,000		425,639	425,639	348,209	443,639	95,430
Retirement	100	210	2130	515200			16,300		842,684	844,353	678,950	860,653	181,703
Retirement	100	210	2140	515200			8,000		162,865	162,865	136,632	170,865	34,233
Salaries	100	210	2110	511100				-300,000	6,093,765	6,093,765	4,506,348	5,793,765	1,287,417
Salaries	100	210	2120	511100				-150,000	5,748,009	5,748,009	4,405,496	5,598,009	1,192,513
Salaries	100	210	2130	511100				-130,000	5,203,589	5,203,589	3,829,410	5,073,589	1,244,179
Salaries	100	210	2150	511100				-2,500	163,993	163,993	125,597	161,493	35,896
Salaries	100	210	2170	511100			6,000		342,311	342,311	276,226	348,311	72,085
Life Insurance	100	210	2100	515500				-200	3,275	3,275	2,265	3,075	810
Life Insurance	100	210	2110	515500			1,900		11,657	11,657	10,806	13,557	2,751
Life Insurance	100	210	2120	515500			3,000		11,706	11,706	11,771	14,706	2,935
Life Insurance	100	210	2130	515500			1,500		5,959	5,959	5,917	7,459	1,542
Life Insurance	100	210	2140	515500			400		2,295	2,295	2,149	2,695	546

Life Insurance	100	210	2150	515500		170		623	623	621	793	172
Life Insurance	100	210	2170	515500		200		683	683	692	883	191
Motor Vehicle Maint	100	210	2100	524100		1,900		3,400	3,400	4,000	5,300	1,300
Motor Vehicle Maint	100	210	2110	524100		7,900		8,000	8,000	12,952	15,900	2,948
Motor Vehicle Maint	100	210	2120	524100		700		1,700	1,700	1,890	2,400	510
Motor Vehicle Maint	100	210	2130	524100		8,700		52,000	52,000	55,661	60,700	5,039
Motor Vehicle Maint	100	210	2150	524100		900		900	900	1,342	1,800	458
Motor Vehicle Maint	100	210	2170	524100		3,700		7,000	7,000	8,566	10,700	2,134
Motor Vehicle Maint	100	210	2400	524100			-300	500	500	35	200	165
Telecommunications	100	210	2110	522500		2,200		4,000	4,000	4,310	6,200	1,890
Office Supplies	100	210	2100	531200			-300	2,800	2,800	1,392	2,500	1,108
Office Supplies	100	210	2110	531200			-1,000	22,000	22,000	12,339	21,000	8,661
Office Supplies	100	210	2120	531200			-2,000	15,000	15,000	5,908	13,000	7,092
Office Supplies	100	210	2170	531200		1,700		1,300	2,000	2,722	3,700	978
Laundry/Cleaning	100	210	2100	534610		300		200	200	274	500	226
Laundry/Cleaning	100	210	2130	534610			-1,000	3,500	3,500	1,231	2,500	1,269
Gas/Oil, Etc.	100	210	2100	535100		1,800		9,000	9,000	7,446	10,800	3,354
Gas/Oil, Etc.	100	210	2110	535100		3,000		50,000	50,000	39,798	53,000	13,202
Gas/Oil, Etc.	100	210	2130	535100		41,000		170,000	170,000	155,134	211,000	55,866
Gas/Oil, Etc.	100	210	2140	535100		2,800		9,000	9,000	8,698	11,800	3,102
Gas/Oil, Etc.	100	210	2170	535100		13,000		535,100	21,000	27,176	34,000	6,824
Officers Equipment	100	210	2130	534700		2,500		5,000	5,000	6,599	7,500	901
Officers Equipment	100	210	2150	534700		18,000		43,000	43,000	60,980	61,000	20
Pharmaceuticals	100	210	2110	534150		81,400		125,000	125,000	152,073	206,400	54,327
Pharmaceuticals	100	210	2120	534150		160,000		105,000	105,000	191,558	265,000	73,442
Emergency Equip/Repl Repair	100	210	2110	535650			-2,000	2,000	2,000	0	0	0
Emergency Equip/Repl Repair	100	210	2120	535650			-2,000	2,000	2,000	0	0	0
Other Operating Supplies	100	210	2110	534900			-4,000	17,500	17,500	5,756	13,500	7,744
Kitchen Supplies	100	210	2120	534350		3,000		40,000	40,000	35,897	43,000	7,103
Housekeeping Supplies	100	210	2120	534400		5,000		65,000	65,000	58,304	70,000	11,696
Books & Manuals	100	210	2150	532300			-415	700	700	285	285	0
Ammunition	100	210	2150	536050			-6,692	44,000	44,000	37,308	37,308	0
					EXPENSE TOTALS	1,317,007	(617,007)	24,097,719	23,597,257	19,443,169	24,297,257	4,854,088

REVENUES	FUND	DIVISION	SUB-DIVISION	MAIN ACCT		REVENUE DECREASE (+)	REVENUE INCREASE (-)	ADOPTED BUDGET	CURRENT BUDGET	REVISED BUDGET
Federal Inmate Revenue	100	210	2120	445801			(700,000)	(5,846,600)	(5,846,600)	(6,546,600)
					REVENUE TOTALS	0	(700,000)	0	0	0
					COLUMN TOTALS (EXPENSE TOTAL + REVENUE TOTAL)	1,317,007	(1,317,007)			

PREPARED BY: Nancy Otis

DIVISION HEAD: Capt [signature] DATE: 10-25-18

DEPARTMENT HEAD: [signature] DATE: 11-1-18

FINANCE DIRECTOR: ____ DATE: ____
(required)

COUNTY EXECUTIVE: ____ DATE: ____

Please fill in all columns:
(1) & (2) Main Account information as required
(3) & (4) Budget change requested
(5) Original budget as adopted by the board
(6) Current budget (original budget w/past mods.)
(7) Actual expenses to date
(8) Budget after requested modifications
(9) Balance available after transfer (col 8 - col 7).

BE IT FURTHER RESOLVED, that the Sheriff's Department be allowed to hire Deputies, Correctional Officers, and Direct Supervision Officers prior to the incumbent vacating the position so that a new hire can immediately fill said position, resulting in savings in overtime dollars, increasing morale and provide efficient transition of staff, as long as the early hiring can be accomplished within the approved budget of the department; and

BE IT FURTHER RESOLVED, the County pay Assistant District Attorneys an hourly rate for drafting of criminal complaints on weekends commencing with the approval of the budget (not to exceed Temporary Salary Appropriation); and

BE IT FURTHER RESOLVED, that if it is determined that the level of inmate holds increase is sustainable and/or the daily rate paid for by the Federal Government increases, the Sheriff is hereby authorized to increase the budgeted Federal Housing revenue and increase various expenditures (including additional personnel if necessary) associated with the increase in inmate population and/or daily rate increase, in order to affect increased costs for operations as long as its levy neutral; and

BE IT FURTHER RESOLVED, that prior to any budget modification for an increase in revenues and expenditures, the Sheriff shall make a report to the Finance and Administration and the Judiciary and Law Committees; and

BE IT FURTHER RESOLVED, that the County Board of Supervisors does hereby instruct the Highway Commissioner to require that all new or replacement aboveground utility lines be placed on only one side of the roadway unless, in his or her discretion, the Highway Commissioner deems it appropriate to provide, by permit or waiver, for alternative siting requirements, pursuant to and consistent with all applicable federal, state, and local laws and regulations; and

BE IT FURTHER RESOLVED, that if the level of maintenance work requested by the State increases above the current budgeted levels, the Highway Commissioner is hereby authorized to increase the budgeted revenue and operating/capital expenditures (including additional personnel) in order to accomplish the needed work as long as the increases are levy neutral; and

BE IT FURTHER RESOLVED, that any Golf Division unspent operating or capital outlay funds, after budgeted purchases of operating/capital items have been made, if needed, can be used for other operating/capital expenditures within the Golf Division; and

BE IT FURTHER RESOLVED, that the County Executive and the administration have the discretion as to when to release operating allocations to Kemper Center and Anderson Arts Center; and

BE IT FURTHER RESOLVED, that the County Board hereby authorize any surplus funds from capital projects be available for use for the Civic Center Development Project up to the amount of $500,000 per annum; and

BE IT FURTHER RESOLVED, that the Administration be allowed to make the appropriate adjustments necessary to reflect funding for the Civic Center Development Project; and

BE IT FURTHER RESOLVED, that in the event that a sheriff's sale of the property located at 1018 56th Street ("Subject Property") is ordered, the County Board authorizes the administration to submit a bid for the Subject Property in an amount not to exceed that determined by the Public Works and Finance & Administration Committees; and

2018 Federal Inmate/Detainee Housing Revenue Report
(January - December 2018)

	January 2018	February 2018 (28 days)	March 2018	April 2018 (30 days)	May 2018	June 2018 (30 days)	July 2018	August 2018	September 2018 (30 Days)	October 2018	November 2018 (30 Days)	December 2018
BICE												
Average per day	187.5484	167.4286	182.0000	171.9333	168.4839	168.4000	178.0645	172.8065	169.5000			
BICE Housing	$ 406,980.00	$ 367,360.00	$ 394,940.00	$ 361,060.00	$ 365,610.00	$ 353,640.00	$ 386,400.00	$ 374,990.00	$ 355,950.00			
BICE Medical Transports	$ 1,737.51	$ 1,822.38	$ 718.77	$ 644.08	$ 1,887.35	$ 5,896.82	$ 543.16	$ 1,188.00	$ 722.62			
BICE Inmate Transports	$ 25,119.31	$ 21,452.77	$ 26,036.55	$ 27,569.56	$ 28,110.53	$ 25,037.29	$ 25,316.64	$ 26,654.02	$ 26,896.55			
Amount Invoiced	$ 433,836.82	$ 390,635.15	$ 421,695.32	$ 389,273.64	$ 395,641.72	$ 384,574.11	$ 412,259.80	$ 402,832.02	$ 383,569.17			
Amount Receipted	$ 433,836.82	$ 390,635.15	$ 421,695.32	$ 389,273.64	$ 395,641.72	$ 384,574.11	$ 412,259.80	$ 402,832.02	$ 383,569.17			
USMS Eastern District of WI												
Average per day	65.5484	71.8929	69.6452	68.8667	65.4839	74.0667	70.2903	58.1935	59.7000			
Housing	$ 142,240.00	$ 140,910.00	$ 151,480.00	$ 144,620.00	$ 142,100.00	$ 155,540.00	$ 152,530.00	$ 126,280.00	$ 125,370.00			
Medical Transports	$ 3,485.78	$ 734.53	$ 755.63	$ 386.70	$ 102.37	$ 104.39	$ 77.95	$ 81.76	$ 327.20			
Inmate Transports	$ 7,459.01	$ 6,061.00	$ 8,898.61	$ 7,122.17	$ 7,587.91	$ 8,020.47	$ 7,031.79	$ 7,387.35	$ 7,979.58			
Amount Invoiced	$ 153,184.79	$ 147,705.53	$ 161,134.24	$ 152,128.87	$ 149,790.28	$ 163,664.86	$ 159,639.74	$ 133,749.11	$ 133,676.78			
Amount Receipted	$ 153,184.79	$ 147,705.53	$ 161,134.24	$ 152,128.87	$ 149,790.28	$ 163,664.86	$ 159,639.74	$ 133,749.23	$ 133,676.78	$ -	$ -	$ -
USMS Western Distr. of WI												
Average per day	1.1613	1.1071	0.1250	0.0000	0.0645	0.6667	0.0000		0.533			
Housing	$ 2,520.00	$ 2,170.00	$ 1,050.00	$ -	$ 140.00	$ 1,400.00	$ -		$ 1,120.00			
Medical Transports	$ -	$ -	$ -	$ -	$ -	$ -	$ -					
Inmate Transports	$ -	$ -	$ -	$ -	$ -	$ -	$ -					
Amount Invoiced	$ 2,520.00	$ 2,170.00	$ 1,050.00	$ -	$ 140.00	$ 1,400.00	$ -	$ -	$ 1,120.00	$ -	$ -	$ -
Amount Receipted	$ 2,520.00	$ 2,170.00	$ 1,050.00	$ -	$ 140.00	$ 1,400.00	$ -	$ -	$ 1,120.00	$ -	$ -	$ -
USM & BICE Actual Daily Avg by Month	254.26	260.43	251.77	240.80	234.03	243.13	248.35	231.00	229.73	0.00	0.00	0.00
Monthly BICE Housing Costs:	$ 406,980.00	$ 367,360.00	$ 394,940.00	$ 361,060.00	$ 365,610.00	$ 353,640.00	$ 386,400.00	$ 374,990.00	$ 355,950.00	$ -	$ -	$ -
Monthly BICE Transports Costs:	$ 26,856.82	$ 23,275.15	$ 26,755.32	$ 28,213.64	$ 29,997.88	$ 30,934.11	$ 25,859.80	$ 27,842.02	$ 27,619.17	Not yet available	Not yet available	Not yet available
Monthly USM Housing Costs:	$ 144,760.00	$ 143,080.00	$ 152,530.00	$ 144,620.00	$ 142,240.00	$ 156,940.00	$ 152,530.00	$ 126,280.00	$ 126,490.00	$ -	$ -	$ -
Monthly USM Transports Costs: (Includes Medical Transports)	$ 10,944.79	$ 6,795.53	$ 9,654.24	$ 7,508.87	$ 7,690.28	$ 8,124.86	$ 7,109.74	$ 7,469.11	$ 8,306.78	$ -	$ -	$ -
2018 Monthly Gain/(Loss) on Housing Revenue:	$ 91,700.00	$ 94,920.00	$ 86,310.00	$ 60,480.00	$ 47,810.00	$ 65,380.00	$ 78,890.00	$ 41,230.00	$ 37,239.30	Not yet available	Not yet available	Not yet available

YTD BICE Housing & Transports Invoiced:	$ 3,614,283.91	
YTD BICE Housing & Transports Receipted:	$ 3,614,283.91	
YTD USM Housing & Transports Invoiced:	$ 1,363,074.20	
YTD USM Housing & Transports Receipted:	$ 1,363,074.32	
YTD Combined Housing Invoiced:	$ 4,656,400.00	
YTD Combined Transportation Invoiced:	$ 320,958.11	
Language Line Services Invoiced & Receipted:	$ 33.84	< = Interpreter Service for BICE inmate
YTD Average Housing Level:	243.72	<==Avg monthly, annualized, thru September 2018
2018 Adopted Revenue Budget:	$ (5,846,600.00)	
2018 Budget Modifications (if any):	$ -	
Total Revenue Earned through Sept 2018:	$ 4,977,392.07	
2018 Current Budget:	$ (5,846,600.00)	