

Hernando County Sheriff's Office



Proposed

Annual Budget

Fiscal Year 2017 - 2018



Hernando County Sheriff's Office

May 31, 2017

Honorable Chairman and Board Members
Hernando County Board of County Commissioners
20 North Main Street, Room 460
Brooksville, FL 34601

Dear Chairman and Commissioners:

Enclosed you will find my budget request for Fiscal Year 2017-2018, submitted in compliance with Florida Statute 30.49. These proposed expenditures are reasonable and necessary for the proper and efficient operation of the office for the next fiscal year.

In light of our many discussions during the past year, I thought it might be helpful to summarize the annual process used to identify the budget needs of the Sheriff's Office. Over the past few years the steps involved in that process have been increased in an effort to better identify the challenges facing our agency and to ensure we are prioritizing well and providing taxpayers the most cost effective service possible.

In March of each year, our Comptroller meets with Sheriff's Office commanders to review budget procedures and begin the process of analyzing current trends and identifying both needs *and* opportunities to reduce or shift spending. The commanders are responsible for overseeing this process in their respective divisions to ensure the most accurate and practical planning possible. When new personnel, capital items, or additional operational funds are requested, commanders are held responsible for thorough vetting of the requests based upon statistical and operational analysis. This information is continuously evaluated and updated throughout the process and alternative funding sources are explored whenever possible.

During the month of April, our combined Finance and Budget Section reviews budget submissions from all areas of the agency, provides additional analysis, and compiles a summary for presentation to executive staff. Bureau commanders review all final submissions for their respective areas and provide recommendations and rankings to help prioritize the many competing needs. Upon completion, the Comptroller meets with the Chief Deputy and myself to review all original submissions and identified priorities. This step also involves input of various mandated cost estimates (retirement rates, worker's compensation costs, etc.) and may require additional justification from staff before final decisions are made. Once all remaining information is gathered, decisions are made on which priorities must be pursued to address the many needs and operational challenges the agency is facing for the coming year.

We take this process very seriously and work hard to ensure that only legitimate needs are presented. We also recognize the challenges the Board faces in balancing many competing interests and we strive to never impose unrealistic expectations on Commissioners. However, the demands of providing round-the-clock law enforcement, detention, and dispatching services are great, as is the burden I feel for the protection of Hernando County's citizens.

As we have repeatedly demonstrated over the last several years, the Sheriff's Office is committed to providing the most effective and efficient law enforcement, detention, courthouse security, animal enforcement, and 9-1-1 emergency and non-emergency services possible. To illustrate these commitments, I am proud to share a few of our many accomplishments this year:

- Inmate labor continues to save the County and our citizens substantial tax dollars. Jail inmates provide skilled and unskilled labor that assists a variety of County departments and community organizations. **So far this fiscal year, inmates have provided nearly 70,000 hours of labor, worth over \$650,000 to taxpayers.**
- The Sheriff's Office has partnered with Career Source in a federal grant to provide training for pre-release inmates. Instruction includes life skills, employability skills, and the opportunity for certification in basic business and manufacturing processes. The program then seeks to place inmates with local employers upon release to provide gainful employment and prevent recidivism.
- To enhance the health and fitness of employees, reduce absences, and minimize medical insurance claims the Sheriff's Office opened an employee wellness center. This initiative is projected to markedly reduce future insurance costs and required less than \$100,000 in startup expenses.
- Using internal resources, this year the Sheriff's Office fully implemented the electronic processing of purchase requisitions, check requests, and credit card payments, minimizing the paperwork burden and maximizing rebate totals. Likewise, the agency converted to fully-electronic payroll submission, saving hundreds of hours of processing and approval time—time better spent providing priority services to the public. While these are not headline-grabbing activities, they reflect our commitment to efficiency and lean management.

These examples illustrate only a few of our efforts on behalf of taxpayers and my commitment to truly "reasonable and necessary" budgets. As has been demonstrated, I will continue to ensure we get the absolute most from every current resource. However, the Hernando County Sheriff's Office cannot get by indefinitely with existing resources and must address legitimate needs and challenges. For instance, the cost of meeting the medical needs of jail inmates continues to climb. Prescription drug costs increased **over 32%** from 2015 to 2016. If current trends continue, we will see an **additional 56% increase** for this year. In addition, just like County government, the Sheriff's Office will bear a 10.5% mandated increase in retirement contributions, an 11.8% increase in worker's compensation costs, and rising insurance costs for next year. In fact, I begin my budget request with over \$1.5 million of non-discretionary costs—costs that do not add resources.

This year's budget request must include some additional positions to allow the Sheriff's Office to keep pace with the county's growth and emerging crime and public service challenges. Ten (10) additional **patrol deputies** will help ensure adequate coverage and reasonable response times for our citizens. While comparison data indicates our staffing is well below reasonable levels, we seek only a small increase to begin addressing these deficiencies. In addition, at the request of the School Board, we plan on adding an additional School Resource Officer to provide service at Winding Waters K-8 School.

In regard to remaining competitive and retaining the experienced, trained, and hard-working men and women of the Sheriff's Office, I included a one-step pay increase only for qualified employees. With a salary study currently underway, I also plan on using some funds to start addressing anticipated pay inequities to ensure we can attract and keep the best possible employees by paying them fairly.

As noted last year, the Sheriff's Office has done without an adequate capital budget for several years and has been forced to stretch existing operating funds to meet capital needs. Through good management and utilizing alternative funding sources, the Sheriff's Office is requesting \$452,000 from the BOCC to meet only a portion of our most urgent capital needs.

Worth noting is the fact that this year's request for operating funds is actually a **decrease of over \$105,000** from last year. Through good management of things like maintenance agreements, fuel cost-saving measures, and use of other funding sources for required training, we focus on actual needs, thereby lessening the burden on the BOCC and the taxpayers.

It is my hope that you will take the time to review my proposed budget in detail and consider the facts and reasoning behind it. As always, I welcome discussions surrounding our budget needs and even additional future projects of mutual interest. Please do not hesitate to reach out to me at any time in the furtherance of our mutual responsibilities to the citizens of Hernando County. I thank you in advance for your support.

Respectfully,



Al Nienhuis
Sheriff

HERNANDO COUNTY SHERIFF'S OFFICE
BUDGET CERTIFICATION
ANNUAL BUDGET 2017-2018

To: Board of County Commissioners
Hernando County, Florida

I hereby submit to you the following proposed budget for the operation of the Hernando County Sheriff's Office for the fiscal year beginning October 1, 2017 and ending September 30, 2018.

	Law Enforcement	Detention	Courthouse	Total Function
Personnel Services	\$ 29,359,163	\$ 10,746,599	\$ 966,836	\$ 41,072,598
Operating Expenditures	3,757,762	2,018,169	277,349	6,053,280
Capital Outlay	607,490	49,300	11,150	667,940
Totals	\$ 33,724,415	\$ 12,814,068	\$ 1,255,335	\$ 47,793,818

I further certify that these proposed expenditures are reasonable and necessary for the proper and efficient operation of the Hernando County Sheriff's Office for the ensuing year.



Al Nienhuis
Sheriff of Hernando County

STATE OF FLORIDA
HERNANDO COUNTY

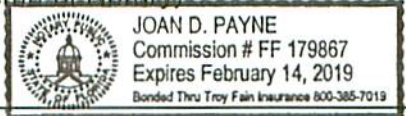
The foregoing instrument was acknowledged before me this 31st day of May 2017, by Al Nienhuis who is personally known to me and who did take an oath.



(Signature of Notary)

Joan D. Payne

(Printed Name of Notary)



(Title and Stamp)

Hernando County Sheriff's Office
General Fund Support
Fiscal Year 2017 - 2018

Budgeted Expenditures	Approved Budget FY2016	*Approved Budget FY2017	Proposed Budget FY2018	FY2018 to FY2017 Difference	% Change
Law Enforcement	\$ 31,032,977	\$ 32,009,266	\$ 33,639,723	\$ 1,630,457	5.09%
Detention Division	11,959,785	12,245,275	12,892,711	\$ 647,436	5.29%
Courthouse Security	1,206,319	1,231,986	1,261,384	\$ 29,398	2.39%
Total Budgeted Expenditures	\$ 44,199,081	\$ 45,486,527	\$ 47,793,818	\$ 2,307,291	5.07%
Budgeted Contract Revenues	\$ 1,280,835	\$ 1,311,723	\$ 1,412,735	\$ 101,011	7.70%
General Fund Support	\$ 42,918,246	\$ 44,174,804	\$ 46,381,083	\$ 2,206,280	4.99%

**Approved budget after appeal settlement 3/28/2017*

Hernando County Sheriff's Office
Revenue
Fiscal Year 2017 - 2018

<u>Contract Revenue</u>	Approved Budget FY2017	Proposed Budget FY2018
School Resource Officer Reimbursement - School Board	\$ 585,040	\$ 677,947
School Crossing Guards	163,160	168,067
Emergency Dispatching Fees	499,573	499,573
Inmate Work Squad - Dept of Public Works	63,950	67,148
Revenues reducing the Net General Fund Support	\$ 1,311,723	\$ 1,412,735
<u>Other Revenue</u>		
Interest Income	20,000	20,000
Miscellaneous Revenue	62,700	54,700
Inmate Medical Reimbursements	30,000	30,000
Inmate Social Security	25,000	25,000
Inmate Processing Fees	50,000	55,000
Inmate Subsistence Fees	175,000	165,000
Other Revenue to be returned to BCC	\$ 362,700	\$ 349,700
<u>Total - Revenue collected by HCSO</u>	\$ 1,674,423	\$ 1,762,435
Civil Fees collected - budgeted by BOCC	\$ 130,000	\$ 130,000
<u>Total - Revenue Law Enforcement and Detention</u>	\$ 1,804,423	\$ 1,892,435

Hernando County Sheriff's Office
Proposed Budgeted Expenditures
Fiscal Year 2017 - 2018

	Law Enforcement	Detention Division	Courthouse Security	Total Expenditures
<u>Personal Services</u>				
Wages - Executive	\$ 141,209	\$ -	\$ -	\$ 141,209
Wages - Sworn and Civilian	19,122,949	7,287,598	612,739	27,023,286
Wages - Part Time	402,500	3,000	50,000	455,500
Wages - Overtime	343,850	65,400	5,000	414,250
Wages - Incentive	110,660	31,280	7,920	149,860
Benefits - FICA Taxes	1,450,982	537,400	49,421	2,037,803
Benefits - Retirement	3,638,191	1,381,847	117,433	5,137,471
Benefits - Insurance	3,089,792	1,129,429	86,558	4,305,779
Benefits - Workman's Compensation	974,338	389,288	43,814	1,407,440
Benefits - Unemployment	-	-	-	-
Subtotal - Personal Services	29,274,471	10,825,242	972,885	41,072,598
<u>Operating Expenditures</u>				
Professional Services	23,760	-	-	23,760
Contracted Services	55,100	160,080	241,257	456,437
Investigations	93,700	-	-	93,700
Travel and Per Diem	65,293	38,000	600	103,893
Communications Services	202,013	10,000	1,800	213,813
Utilities	214,724	336,900	-	551,624
Rental and Leases	31,150	-	-	31,150
Insurance	672,655	137,508	17,637	827,800
Repair and Maintenance	476,675	20,200	3,231	500,106
Printing and Binding	15,677	1,450	50	17,177
Maintenance Agreements	471,948	65,450	-	537,398
Office Supplies	30,095	15,625	400	46,120
Operating Supplies	1,337,107	1,225,606	12,374	2,575,087
Fees and Licenses	12,725	-	-	12,725
Books, Dues and Training	55,140	7,350	-	62,490
Subtotal - Operating Expenditures	3,757,762	2,018,169	277,349	6,053,280
<u>Capital Outlay</u>	607,490	49,300	11,150	667,940
<u>Total - Expenditures</u>	\$ 33,639,723	\$ 12,892,711	\$ 1,261,384	\$ 47,793,818

Hernando County Sheriff's Office
Law Enforcement - Expenditure Summary
Fiscal Year 2017 - 2018

	Actual Expenditures FY2016	Approved Budget FY2017	Proposed Budget FY2018	FY2018 to FY2017 Difference
<u>Personal Services</u>				
Wages - Executive	\$ 136,744	\$ 136,744	\$ 141,209	\$ 4,465
Wages - Sworn and Civilian	16,582,649	18,259,826	19,122,949	863,123
Wages - Part Time	385,110	372,300	402,500	30,200
Wages - Overtime	214,403	358,200	343,850	(14,350)
Wages - Incentive	104,362	105,740	110,660	4,920
Benefits - FICA Taxes	1,282,281	1,420,294	1,450,982	30,688
Benefits - Retirement	3,038,199	3,293,363	3,638,191	344,828
Benefits - Insurance	3,186,822	2,793,431	3,089,792	296,361
Benefits - Workman's Compensation	680,514	868,545	974,338	105,793
Benefits - Unemployment	833	-	-	-
Subtotal - Personal Services	25,611,917	27,608,443	29,274,471	1,666,028
<u>Operating Expenditures</u>				
Professional Services	39,230	22,600	23,760	1,160
Contracted Services	205,432	55,250	55,100	(150)
Investigations	87,206	98,400	93,700	(4,700)
Travel, Per Diem & Prisoner Transport	69,376	33,105	65,293	32,188
Communications Services	195,175	214,683	202,013	(12,670)
Utilities	195,921	212,924	214,724	1,800
Rental and Leases	45,766	29,830	31,150	1,320
Insurance	470,844	645,450	672,655	27,205
Repair and Maintenance	544,242	455,673	476,675	21,002
Printing and Binding	26,912	16,877	15,677	(1,200)
Maintenance Agreements	259,539	476,615	471,948	(4,667)
Office Supplies	28,346	30,095	30,095	-
Operating Supplies	1,270,179	1,415,664	1,337,107	(78,557)
Fees and Licenses	9,365	12,625	12,725	100
Books, Dues and Training	185,616	118,060	55,140	(62,920)
Subtotal - Operating Expenditures	3,633,149	3,837,851	3,757,762	(80,089)
<u>Capital Outlay-Equipment</u>	1,141,527	216,321	607,490	391,169
<u>Total - Expenditures</u>	\$ 30,386,593	\$ 31,662,615	\$ 33,639,723	\$ 1,977,108

Hernando County Sheriff's Office
Detention Division - Expenditure Summary
Fiscal Year 2017 - 2018

	Actual Expenditures FY2016	Approved Budget FY2017	Proposed Budget FY2018	FY2018 to FY2017 Difference
<u>Personal Services</u>				
Wages - Sworn and Civilian	\$ 6,791,116	\$ 6,940,085	\$ 7,287,598	\$ 347,513
Wages - Part Time	7,634	3,000	3,000	-
Wages - Overtime	88,443	52,600	65,400	12,800
Wages - Incentive	35,546	34,280	31,280	(3,000)
Benefits - FICA Taxes	514,571	523,678	537,400	13,722
Benefits - Retirement	1,268,722	1,233,950	1,381,847	147,897
Benefits - Insurance	1,035,615	1,094,336	1,129,429	35,093
Benefits - Workman's Compensation	341,518	344,531	389,288	44,757
Benefits - Unemployment	-	-	-	-
Subtotal - Personal Services	10,083,165	10,226,460	10,825,242	598,782
<u>Operating Expenditures</u>				
Contracted Services	231,073	171,080	160,080	(11,000)
Travel, Per Diem & Prisoner Transport	27,330	38,000	38,000	-
Communications Services	7,315	10,000	10,000	-
Utilities	339,816	360,850	336,900	(23,950)
Insurance	123,848	135,500	137,508	2,008
Repair and Maintenance	34,762	20,800	20,200	(600)
Printing and Binding	1,447	900	1,450	550
Maintenance Agreements	58,251	60,160	65,450	5,290
Office Supplies	12,836	14,375	15,625	1,250
Operating Supplies	1,214,429	1,188,700	1,225,606	36,906
Books, Dues and Training	16,435	18,450	7,350	(11,100)
Subtotal - Operating Expenditures	2,067,542	2,018,815	2,018,169	(646)
<u>Capital Outlay-Equipment</u>	76,177	-	49,300	49,300
<u>Total - Expenditures</u>	\$ 12,226,884	\$ 12,245,275	\$ 12,892,711	\$ 647,436

Hernando County Sheriff's Office
Courthouse Security - Expenditure Summary
Fiscal Year 2017 - 2018

	Actual Expenditures FY2016	Approved Budget FY2017	Proposed Budget FY2018	FY2018 to FY2017 Difference
<u>Personal Services</u>				
Wages - Sworn and Civilian	\$ 608,850	\$ 606,430	\$ 612,739	\$ 6,309
Wages - Part Time	45,543	50,000	50,000	-
Wages - Overtime	(36)	10,000	5,000	(5,000)
Wages - Incentive	8,383	7,040	7,920	880
Benefits - FICA Taxes	49,217	50,004	49,421	(583)
Benefits - Retirement	112,233	120,875	117,433	(3,442)
Benefits - Insurance	80,136	73,518	86,558	13,040
Benefits - Workman's Compensation	39,397	45,919	43,814	(2,105)
Benefits - Unemployment	-	-	-	-
Subtotal - Personal Services	943,723	963,786	972,885	9,099
<u>Operating Expenditures</u>				
Contracted Services	222,590	234,230	241,257	7,027
Travel and Per Diem	5,588	600	600	-
Communications Services	1,757	1,800	1,800	-
Insurance	12,833	13,300	17,637	4,337
Repair and Maintenance	1,702	2,870	3,231	361
Printing and Binding	37	50	50	-
Office Supplies	365	400	400	-
Operating Supplies	10,641	13,450	12,374	(1,076)
Books, Dues and Training	5,623	1,500	-	(1,500)
Subtotal - Operating Expenditures	261,136	268,200	277,349	9,149
<u>Capital Outlay-Equipment</u>	-	-	11,150	11,150
<u>Total - Expenditures</u>	\$ 1,204,859	\$ 1,231,986	\$ 1,261,384	\$ 29,398

Hernando County Sheriff's Office
E911 Fund - Revenue Summary
Fiscal Year 2017 - 2018

	Approved Budget FY2017	Proposed Budget FY2018
<u>Revenue Source</u>		
State E911 Non-Wireless Fee	\$ 260,000	\$ 255,000
State E911 Wireless Fee	340,000	325,000
Pre-Paid	90,000	90,000
Special Disbursement	41,000	40,000
Interest - Operating	3,500	3,500
Balance Forward Cash	707,938	823,192
<u>Total - Revenue</u>	<u>\$ 1,442,438</u>	<u>\$ 1,536,692</u>

Hernando County Sheriff's Office
E911 Fund - Expenditure Summary
Fiscal Year 2017 - 2018

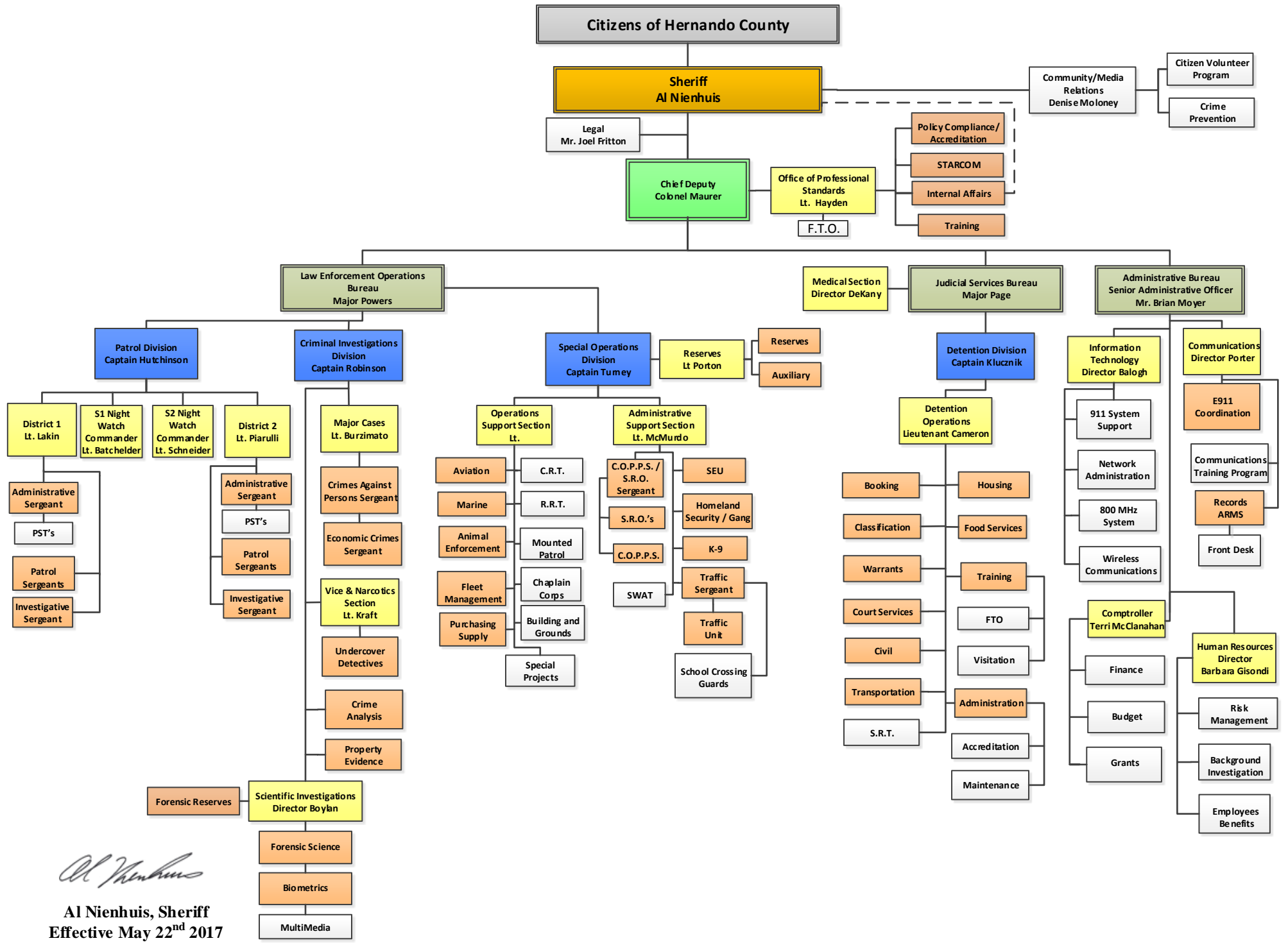
	Approved Budget FY2017	Proposed Budget FY2018	FY2018 to FY2017 Difference
<u>Personal Services</u>			
Wages - Sworn and Civilian	326,106	315,459	(10,647)
Wages - Overtime	10,000	10,000	-
Benefits - FICA Taxes	24,529	23,563	(966)
Benefits - Retirement	35,269	35,689	420
Benefits - Insurance	64,131	63,645	(486)
Benefits - Workman's Compensation	3,804	4,080	276
Subtotal - Personal Services	463,839	452,436	(11,403)
<u>Operating Expenditures</u>			
Professional Services	1,000	-	(1,000)
Contracted Services	25,000	25,000	-
Travel and Per Diem	6,200	4,000	(2,200)
Communications Services	141,400	130,900	(10,500)
Insurance	12,000	7,500	(4,500)
Repair and Maintenance	25,000	10,000	(15,000)
Printing and Binding	10,000	8,000	(2,000)
Maintenance Agreements	79,000	40,000	(39,000)
Office Supplies	250	15,550	15,300
Operating Supplies	17,350	-	(17,350)
Books, Dues and Training	35,000	23,000	(12,000)
Subtotal - Operating Expenditures	352,200	263,950	(88,250)
<u>Capital Outlay</u>	350,000	275,000	(75,000)
<u>Reserve for Contingencies</u>	276,399	545,306	268,907
<u>Total - Expenditures</u>	1,442,438	1,536,692	94,254
<u>Total - Revenue</u>	1,442,438	1,536,692	94,254
<u>Net Support from General Fund</u>	\$ -	\$ -	\$ -

Hernando County Sheriff's Office
800 Mhz Fund - Revenue Summary
Fiscal Year 2017 - 2018

<u>Revenue Source</u>	Approved Budget FY2017	Proposed Budget FY2018
Tower Lease	\$ 50,520	\$ 50,520
Fines and Forfeitures	140,000	138,000
Fees - Access and Maintenance	188,000	173,000
Balance Forward Cash	212,071	241,741
<u>Total - Revenue</u>	<u>\$ 590,591</u>	<u>\$ 603,261</u>

Hernando County Sheriff's Office
800 Mhz Fund - Expenditure Summary
Fiscal Year 2017 - 2018

	Approved Budget FY2017	Proposed Budget FY2018	FY2018 to FY2017 Difference
<u>Personal Services</u>			
Wages - Sworn and Civilian	\$ 33,044	\$ -	\$ (33,044)
Benefits - FICA Taxes	2,528	-	(2,528)
Benefits - Retirement	2,399	-	(2,399)
Benefits - Insurance	8,192	-	(8,192)
Benefits - Workman's Compensation	390	-	(390)
Benefits - Unemployment	-	-	.
Subtotal Personal Services	46,553	-	(46,553)
<u>Operating Expenditures</u>			
Travel and Per Diem	2,200	1,200	(1,000)
Communications Services	1,900	2,000	100
Utilities	24,000	18,000	(6,000)
Rental and Leases	1,700	1,700	-
Insurance	25,000	25,000	-
Repair and Maintenance	40,000	20,000	(20,000)
Printing and Binding	100	-	(100)
Maintenance Agreements	272,000	305,140	33,140
Office Supplies	100	100	-
Operating Supplies	7,750	8,000	250
Books, Dues and Training	4,000	1,750	(2,250)
Subtotal Operating Expenditures	378,750	382,890	4,140
<u>Capital Outlay</u>	25,000	-	(25,000)
<u>Reserve for Contingencies</u>	140,288	220,371	80,083
<u>Total - Expenditures</u>	590,591	603,261	12,670
<u>Total - Revenue</u>	590,591	603,261	12,670
<u>Net Support from General Fund</u>	\$ -	\$ -	\$ -



Al Nienhuis

Al Nienhuis, Sheriff
Effective May 22nd 2017

