

To: Citizen's Budget Review Panel
From: Ted Mink, Sheriff
Date: March 20, 2009
Subject: Sheriff's Office Master Plan – Phase One

As requested, this document details the priorities related to “Phase One” of the Sheriff’s Office Master Plan and includes construction costs, staffing requirements and potential revenue. **This memorandum does not include other priorities of the Sheriff’s Office that have been presented to, or discussed with, the Citizen’s Budget Review Panel (Mountain and South area precinct buildings, court holding).**

Construction Costs - Phase One (millions)

Work Release	\$10.4M
Central Plant	7.9M
ICCS*	6.9M
Crime Lab Expansion	2.2M
Laundry	1.4M
Evidence Vault Expansion	1.4M
Lobby Re-Model	1.0M
Briefing Room/Offices	1.0M
Parking Solution**	1.0M
Records Expansion	.5M
Level 7 Recreation	.2M
Professional Services***	4.6M
Fees***	.3M
Miscellaneous***	.4M
Contingency***	5.9M
Total	\$45.1M

All cost figures assume a construction “bid date” in the first quarter, 2007. Since that time, in March, 2009, Reilly Johnson Architecture advised of a reduction in costs equivalent to 8.6%, which may indicate a total cost of \$41.2M (rather than \$45.1M).

*ICCS includes an additional 42,000 square feet, in the Work Release building, for 294 beds, to be used for community corrections clients (State of Colorado clients). If this is to be included in this project, it would necessitate ICCS and/or the State of Colorado to contribute funding for initial construction and/or future rent.

**The parking solution would require the County to obtain off-site parking for a secure impound lot and other specialty vehicles (a total of 100 spaces) in lieu of a \$6.9M parking structure.

***Professional services include architecture, engineering, telecommunications, radio systems, materials testing and HVAC commissioning. Fees include sewer, tap and development fees. Miscellaneous costs include furniture and equipment. Contingency fee is 15% of the subtotal to be held for contingencies during the construction phase.

Staffing

After the Work Release building is completed, the current Work Release function would be moved from the Sheriff’s Office Direct Supervision Facility to occupy the new space. Due to design limitations related to the site, there will be a need for additional deputy sheriff staff (10 FTE’s). Additionally, in support of a new building, the Sheriff’s Office would require additional maintenance (2 FTE’s) and support personnel (2 FTE’s). The annual cost of these fourteen (14) FTE’s would be approximately \$920,000.

At “build out”, which is total occupancy (capacity) of the Work Release building and all previously vacated modules in the Direct Supervision Facility, there would be additional permanent costs. The additional costs include deputy sheriff staff (27 FTE’s), counseling staff (2 FTE’s), inmate services specialists (3 FTE’s), and food and medical contract increases. The costs of these thirty-two (32) FTE’s would be \$2.2M and the food/medical costs would be \$1.2M, for total of \$3.4M annually. These costs are entirely dependent upon future inmate population increases and are not necessary to open the new Work Release building.

Note: Inasmuch as the jail is a 24-hour per day operation, each post occupied on a 24-hour basis requires 5.4 FTE’s. Maintenance personnel are critical to the 24-hour operation.

Revenue

The revenue figures stated below capture the 2009 budgeted revenue projections provided by the Sheriff’s Office to the County for 2009, actual revenue projections for 2009 and planned revenues for 2010 with a new Work Release building. Figures for 2010 estimate increased contractual revenues and increases in Work Release revenues, all of which are due to expanded inmate capacity. The current revenue surplus of \$1.3M (2009 actual revenues less 2009 budgeted revenue projections) would pay for additional staffing of \$920,000 to open and operate the new Work Release Building.

	2009 Budget Projections	2009 Actual Revenues	2010 Plan Revenues
	\$2.5M USM	\$3.8M USM	\$5.1M USM
	\$1.1M W/R	\$1.1M W/R	\$2.2M W/R
	\$.25M State/DOC	\$.25M State/DOC	\$.5M State/DOC
Total	\$3.85M	\$5.15M	\$7.8M