



**CUYAHOGA COUNTY
AGENCY OF INSPECTOR GENERAL**

Memorandum

To: County Council

From: Nailah Byrd, Inspector General

CC: Joseph Nanni, Chief of Staff, County Council

Trevor McAleer, Legislative Budget Advisor, County Council

Date: October 23, 2013

Re: 2014- 2015 Budget Request

BACKGROUND

The Agency of Inspector General was established by ordinance on June 16, 2011 and codified in the Cuyahoga County Code on July 12, 2013. The Agency of Inspector General investigates fraud, corruption, waste, abuse, misfeasance, malfeasance and nonfeasance without interference from County government. Title 5 of the Cuyahoga County Code grants the Inspector General the authority to audit, investigate, inspect and review operations, activities and performance of the contracting and procurement process of Cuyahoga County government. Title 4 of the Cuyahoga County Code appoints the Inspector General as the County's Ethics Investigative Officer and empowers the Inspector General with authority to conduct all investigations pertaining to Title 4 of the County Code.

2014-2015 BUDGET REQUESTS

I. Salaries

The County Executive through the Office of Budget and Management allocated a total of \$509,264.00 for Personal Services to the Agency of Inspector General's Office for the 2014/2015 biennium. The table below demonstrates how the Agency of Inspector General expects to distribute these funds.

| Position | 2013 Annual Salaries | 2014/2015 Annual Salaries |
|--|----------------------|---------------------------|
| Inspector General | \$133,328.00 | \$133,328.00 |
| Deputy Inspector General* (Jan. 1, 2013- May 17, 2013) | \$33,853.60 | \$0.00 |
| Investigation Lead (Aug. 11, 2013- Present) | \$22,500.00 | \$65,000.00 |
| Paralegal | \$50,502.40 | \$50,502.40 |
| Compliance Investigator | \$60,603.29 | \$60,603.29 |
| Investigator | \$52,520.00 | \$52,520.00 |
| Fraud Examiner | \$45,061.60 | \$62,000.00 |
| Executive Assistant | \$43,451.20 | \$43,451.20 |
| Secretary | \$32,916.67 | \$35,006.40 |
| Total: | \$474,736.76 | \$502,411.29 |

*Under the current structure, the Agency of Inspector General does not have a Deputy Inspector General.

II. Personal Benefits

The County Executive through the Office of Budget and Management allocated a total of \$191,298.00 for Personal Benefits to the Agency of Inspector General for the 2014/2015 biennium. The table below demonstrates how the Agency of Inspector General expects to distribute these funds.

| Position | 2013 Annual Benefit Amount | 2014/2015 Estimated Annual Benefit Amount |
|--------------------------|----------------------------|---|
| Inspector General | \$33,099.17 | \$33,099.17 |
| Deputy Inspector General | \$10,518.74 | \$0.00 |
| Investigation Lead | \$7,802.48 | \$22,542.50 |
| Paralegal | \$20,302.62 | \$20,302.60 |
| Compliance Investigator | \$21,863.00 | \$21,863.00 |
| Investigator | \$20,614.34 | \$20,614.34 |
| Fraud Examiner | \$16,097.07 | \$22,080.00 |
| Executive Assistant | \$19,213.20 | \$19,213.20 |
| Secretary | \$17,585.62 | \$17,908.48 |
| Total | \$167,096.24 | \$177,623.29 |

III. Contracts and Professional Services (Investigation Resources)

The County Executive through the Office of Budget and Management allocated \$24,995.00 in 2014 and \$25,495.00 in 2015 towards Contracts and Professional Services for the Agency of Inspector General. The table below demonstrates how the Agency of Inspector General expects to distribute these funds.

| Item | 2013 Actual Expenses through September 2013 | 2014/2015 Estimated Expenses |
|-------------------------------|---|------------------------------|
| Westlaw Next | \$778.00 | \$3,000.00 |
| CLEAR – Information Database | \$2,268.00 | \$4,104.00 |
| Private Investigator Contract | \$3,984.00 | \$15,000.00 |
| Wingswept (IG software) | \$8,000.00 | \$11,250.00 |
| Total: | \$15,030.00 | \$33,354.00 |

IV. Other Operating (Including Professional Development)

The County Executive through the Office of Budget and Management allocated \$40,926.00 in 2014 and \$41,745.00 in 2015 towards Other Operating Expenses for the Agency of Inspector General. The table below demonstrates how the Agency of Inspector General expects to distribute these funds.

| Item | 2013 Actual Expense through Mid-October 2013 | 2014/2015 Annual Estimated Expense |
|--|--|------------------------------------|
| Training/Certification/Licensure/Development | \$15,956.00 | \$18,750.00 |
| Supplies | \$2,510.00 | \$4,500.00 |
| Postage | \$7,120.00 | \$10,700.00 |
| Print Shop | \$2,164.00 | \$3,300.00 |
| PACER and Other Expenses | \$277.00 | \$400.00 |
| Duty Related Travel | \$382.00 | \$600.00 |
| Transcripts/Court Documents | \$776.00 | \$2,500.00 |
| Total: | \$29,185.00 | \$40,750.00 |

FACILITIES, FURNITURE, EQUIPMENT AND SOFTWARE

Pursuant to Title 2, Chapter 204.01(B)(6) of the Cuyahoga County Code, the County is required to exercise good faith efforts to provide the Agency of the Inspector General with appropriately located office space and sufficient physical facilities, including office furniture, equipment, and software, commensurate with other County departments of similar size and needs. In accordance with this mandate, the County Executive, through the Office of Budget and Management, allocated \$690.00 for Commodities and \$104,917.00 for Controlled Services for 2014. In 2015 the Office of Budget and Management allocated \$704.00 for Commodities. There is no allocated amount for Controlled Services in 2015. The table below demonstrates the amounts allocated for Commodities and Controlled Services.

| Category | 2013 Allocation Amount | 2014 Allocation Amount | 2015 Allocation Amount |
|----------------------------|-------------------------------|-------------------------------|-------------------------------|
| Commodities | \$10,000.00 | \$690.00 | \$704.00 |
| Controlled Services | \$58,408.00 | \$104,917.00 | \$0.00 |

INCOME

Pursuant to Title 4, Chapters 407.32 and 407.34 of the Cuyahoga County Code, all Contractors and Lobbyist that do business with the County are required to submit a registry application fee of \$100. The table below demonstrates the actual income received as of mid-October 2013 and the total vendor registration fees collected.

| Source of Income | 2013 Income through Mid October | Total Vendor Registration Fees Collected |
|---|--|---|
| Collection of Vendor Registration Fees | \$13,600.00 | \$159,200.00 |

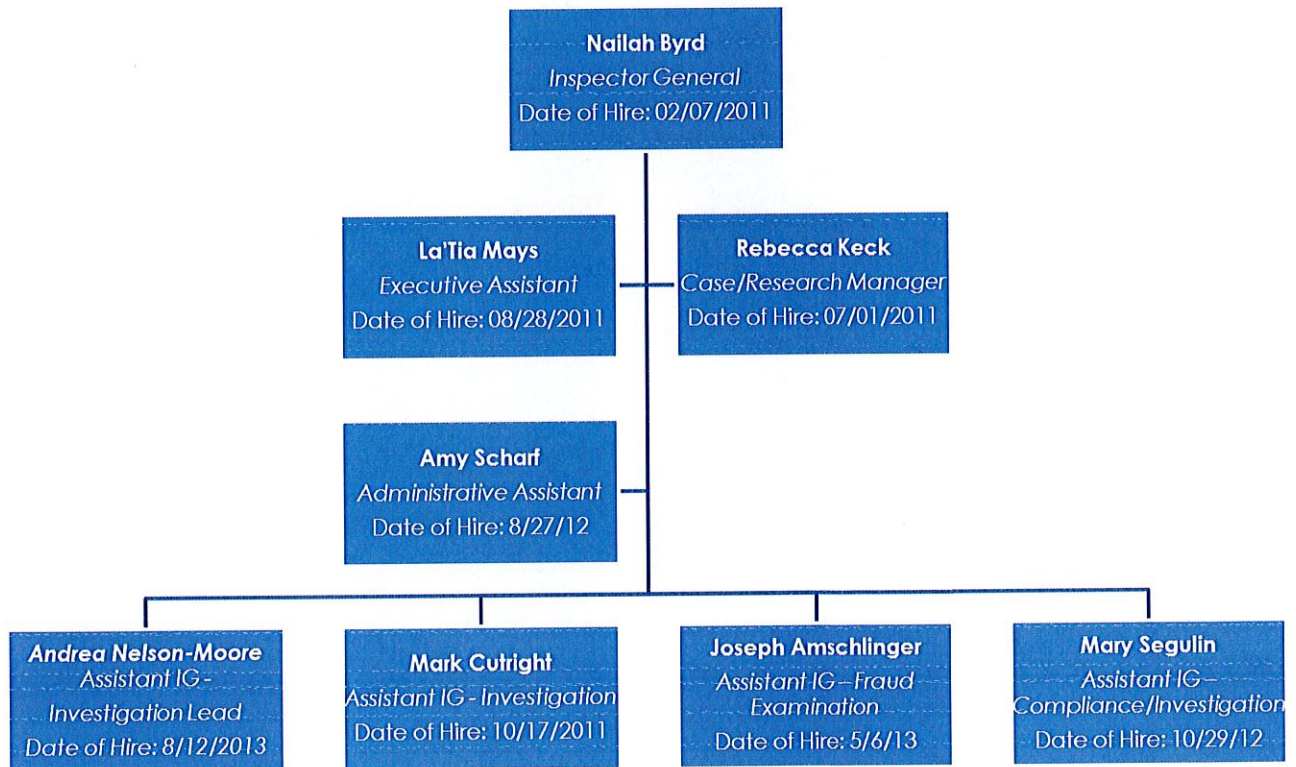
SUMMARY

| Item | 2013 Actual Amounts | 2014/2015 Budget Amounts |
|--|----------------------------|---------------------------------|
| Salaries | \$474,736.76 | \$502,411.29 |
| Benefits | \$167,096.24 | \$177,623.29 |
| Contracts and Professional Services | \$15,030.00 | \$33,354.00 |
| Other Operating | \$29,185.00 | \$40,750.00 |
| Commodities | \$10,000.00 | \$690.00 |
| Controlled Services | \$58,408.00 | \$104,917.00 |
| GRAND TOTAL | \$754,456.00 | \$859,745.58 |

The total amount budgeted for the Agency of Inspector General for 2014 is \$872,090.00. The total amount budgeted for the Agency for 2015 is \$771,715.00. The total estimated budget expenditures for the Agency totals \$859,745.58 in 2014. The Agency's total estimated budgetary expenses in 2015 will decrease at a rate commensurate with the decrease in the amount allocated to Controlled Services by the Office of Budget and Management. As council will note, the Agency of Inspector General is well within its budget for the 2014/2015 biennium.



Agency of Inspector General



Last Revised: 8/1/13