



BOARD OF COMMISSIONERS

AGENDA REQUEST & STAFF REPORT

MEETING DATE: May 29, 2024

SUBJECT: Approval of Resolution No. 2024-025 extending a .10 limited duration District Attorney FTE by six months

RECOMMENDED MOTIONS:

Move approval of Resolution No. 2024-025 extending a .10 limited duration FTE within the Deschutes County budget.

BACKGROUND AND POLICY IMPLICATIONS:

The Deschutes County District Attorney's Office (DA) and the Deschutes County Sheriff's Office (DCSO) collaborate on the Deschutes County Illegal Marijuana Market Enforcement (DCIMME) grant program. Funds from those awarded grants, which are managed by DCSO, have supported staff and programmatic activities for both agencies since 2018.

The continuation grant that was applied for and approved by CJC's Commission on April 15, 2024 contains funding that will help support the Management Analyst at the DA's Office until December 31, 2024. The Management Analyst position is supported by the county as a 0.40 FTE and will increase to a 0.50 OFTE with the grant funding.

DCSO will continue to cover the DCIMME 0.10 FTE portion of this position from July 1 to December 31, 2024. This action will allow the staff person in this position to remain a 0.5 FTE until the end of the calendar year.

DCDA will invoice DCSO quarterly through an interagency fund transfer for the FTE-related expenses.

BUDGET IMPACTS:

Personnel Services appropriations for the .50 FTE are included in the FY25 Proposed Budget. A budget adjustment in FY25 will be forthcoming to increase Transfer-Out appropriations in the Sherriff's Office to allow for the interfund transfer to the DA's Office.

ATTENDANCE:

Kathleen Meehan Coop, Management Analyst, DCDA
Dan Emerson, Budget & Financial Planning Manager