



Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

Board Clerk Use Only

Meeting Date: _____

Agenda Item #: _____

Est. Start Time: _____

Date Submitted: _____

Agenda Title: BUDGET MODIFICATION # DCJ-11-17: Appropriates \$101,410 to the Fed/State Fund through an IGA with Washington County.

Requested Meeting Date: _____ **Time Needed:** 5 minutes

Department: 50 - Community Justice **Division:** Director's Office

Contact(s): Joyce Resare, Finance Manager

Phone: 503.988.3961 **Ext.** 83961 **I/O Address** 503 / 250

Presenter Name(s) & Title(s): Kim Bernard, DCJ Research and Planning Manager

General Information

1. What action are you requesting from the Board?

The Department of Community Justice (DCJ) requests approval of budget modification DCJ-11-17. This budget modification appropriates \$101,410 and adds 1.00 FTE via an intergovernmental agreement (IGA) with Washington County.

2. Please provide sufficient background information for the Board and the public to understand this issue. Please note which Program Offer this action affects and how it impacts the results.

Multnomah County's DCJ Research and Planning Unit has developed and maintains a series of data dashboards which support the management and use of operational information stored in DOC 400 regarding offenders monitored by DCJ. (DOC 400 is a state-wide database that contains information on adult offenders). Through an IGA Multnomah County will provide Washington County Community Corrections Department (WCCCD) access to a similar Dashboard system so that WCCCD can develop programming and reports regarding offenders it monitors. Multnomah County will analyze and design the WCCCD dashboarding system, maintain the technical infrastructure, and provide ongoing training to WCCCD users.

The funding received from Washington County will add a new 1.00 FTE Data Analyst Senior (6456). This position will be a member of the DCJ Research and Planning Team supporting this IGA. The incumbent will extract relevant data using SQL queries to develop interactive Tableau dashboards and other data visualizations that engage external stakeholders. The essential

functions will include developing queries and analyzing administrative data; designing infographics and data visualization projects; meeting with executives and frontline staff to identify where data reporting needs exist in business processes; identifying and researching data sources; and performing validity and reliability checks of primary and secondary data sources.

In addition to adding a new position, the IGA will provide funds for equipment (e.g. employee workstation, server), training and certification (e.g. Tableau training), travel (e.g. mileage to/from Hillsboro), and indirect.

This funding enhances FY 2017 Program Offer 50004-17, DCJ Research & Planning Unit.

3. Explain the fiscal impact (current year and ongoing).

The IGA is for one year effective November 22, 2016 through November 21, 2017 in the amount of \$150,000.

For the current fiscal year this budget modification increases revenue and expenditures covering the period of November 22, 2016 through June 30, 2017 in the amount of \$101,410. The funding allocated increases personnel by \$71,226, materials & services by \$14,500, capital equipment by \$5,000 (server), and indirect costs by \$10,684.

This funding will be included in DCJ's FY 2018 submitted budget.

4. Explain any legal and/or policy issues involved.

This IGA has been reviewed by the County Attorney's Office.

This position classification decision is subject to all applicable requirements stated in MC Personnel Rule 5-50 including the provision that Central HR may re-evaluate the classification decision up to one year from the date of issue to ensure duties and work are being carried out as originally described.

It is the policy of Multnomah County to make all employment decisions without regard to race, religion, color, national origin, sex, age, marital status, disability, political affiliations, sexual orientation, or any other nonmerit factor.

5. Explain any citizen or other government participation.

This funding is received per an IGA between Multnomah & Washington Counties.

Budget Modification

6. What revenue is being changed and why? If the revenue is from a federal source, please list the Catalog of Federal Assistance Number (CFDA).

The federal/state fund appropriation increases by \$101,410 in funding received from Washington County via an IGA. These are not federal funds so there is no CFDA number.

7. What budgets are increased/decreased?

The DCJ Director's Office budget is increased by \$101,410.

Service reimbursement from the federal/state fund to the risk management fund is increased by \$13,218 (medical/dental insurance).

Service reimbursement from the federal/state fund to general fund contingency is increased by \$1,880 (central indirect revenue).

DCJ's Business Services M&S budget is increased by \$8,804 (department indirect revenue).

8. What do the changes accomplish?

Appropriation of an IGA with Washington County to DCJ's FY 2017 budget.

9. Do any personnel actions result from this budget modification?

No, this is a new full-time position. HR Class/Comp has classified this position as a Data Analyst Senior (6456).

10. If a grant, is 100% of the central and department indirect recovered? If not, please explain why.

Yes, the full central and department indirect rate is recovered.

11. Is the revenue one-time-only in nature? Will the function be ongoing? What plans are in place to identify a sufficient ongoing funding stream?

The IGA is for one year, but is renewable. If the IGA is not renewed the program will be scaled back to its original size.

12. If a grant, what period does the grant cover? When the grant expires, what are funding plans? Are there any particular stipulations required by the grant (e.g. cash match, in kind match, reporting requirements, etc)?

This is not a grant and there is no match requirement. The IGA is for one year effective November 22, 2016 through November 21, 2017 in the amount of \$150,000. \$101,410 is being allocated to current fiscal year 2017.

Required Signature

**Elected Official or
Dept. Director:** _____

Date: _____

Budget Analyst: _____

Date: _____

Department HR: _____

Date: _____

Countywide HR: _____

Date: _____