



**MULTNOMAH COUNTY  
AGENDA PLACEMENT REQUEST  
BUDGET MODIFICATION**

(revised 12/31/09)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # R-3 DATE 4-15-2010  
LYNDA GROW, BOARD CLERK

Board Clerk Use Only	
Meeting Date:	4/15/2010
Agenda Item #:	R-3
Est. Start Time:	9:47 am
Date Submitted:	3/31/2010

**BUDGET MODIFICATION: DCJ - 19**

**BUDGET MODIFICATION DCJ-19 Appropriates \$72,657 to the Fed/State  
Agenda Fund through an Intergovernmental Agreement with the Oregon Board of  
Title: Parole and Post-Prison Supervision.**

*Note: For all other submissions (i.e. Notices of Intent, Ordinances, Resolutions, Orders or Proclamations) please use the APR short form.*

<b>Requested Meeting Date:</b>	<u>April 15, 2010</u>	<b>Amount of Time Needed:</b>	<u>2 minutes</u>
<b>Department:</b>	<u>Dept. of Community Justice</u>	<b>Division:</b>	<u>Adult Services Division</u>
<b>Contact(s):</b>	<u>Shaun Coldwell</u>		
<b>Phone:</b>	<u>503-988-3961</u>	<b>Ext.</b>	<u>83961</u>
		<b>I/O Address:</b>	<u>503 / 250</u>
<b>Presenter(s):</b>	<u>Shaun Coldwell</u>		

**General Information**

**1. What action are you requesting from the Board?**

The Department of Community Justice (DCJ) requests approval of budget modification DCJ-19. This budget modification will appropriate \$72,657 from the Oregon Board of Parole and Post-Prison Supervision (hereinafter, "BOARD") to the Fiscal Year 2010 budget via an Intergovernmental Agreement (IGA).

**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.**

The BOARD is an agency of the State of Oregon, Department of Corrections. In 2009 the BOARD recruited for a temporary Executive Director position. The person selected for this position is a DCJ employee and began his temporary assignment with the BOARD on December 17, 2009. He is still an employee of Multnomah County and has been assigned to a limited duration Community Justice Manager [9620] position. While on assignment with the BOARD 100% of his personnel costs

(salary, fringe, & insurance) are reimbursed to Multnomah County. At the end of his assignment with the BOARD, he will return to his home position at DCJ, with no affect on his county-wide seniority date.

This funding does not affect a DCJ Program offer, but rather offers professional growth to one of Multnomah County's employees, and benefits the BOARD.

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

This budget modification will increase DCJ's FY-2010 budget by \$72,657. The funding will continue through FY-2011 in the amount of \$138,827.

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

N/A

**5. Explain any citizen and/or other government participation that has or will take place.**

N/A

# ATTACHMENT A

## Budget Modification

If the request is a **Budget Modification**, please answer **all** of the following in detail:

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

DCJ's FY-2010 budget will be increased by \$72,657 per an IGA with the Oregon Board of Parole and Post-Prison Supervision.

This funding was not available at the time the Fiscal Year 2010 budget was submitted, and therefore this funding was not included in the Adopted budget.

This is not a grant so a Notice of Intent (NOI) to apply for these funds was not submitted for Board approval.

- **What budgets are increased/decreased?**

Adult Services Division personnel budget increases by \$72,657.

- **What do the changes accomplish?**

Appropriation of an IGA with the Oregon Board of Parole and Post-Prison Supervision, to DCJ's FY 2010 budget.

- **Do any personnel actions result from this budget modification? Explain.**

Yes, a current county employee is assigned to a limited duration Community Justice Manager [9620] position. Once the assignment ends the employee will return to their home position located in DCJ. This limited duration assignment has no impact on the employee's county-wide seniority date.

The employee's home position, a Community Justice Manager [9620], is being backfilled by a permanent county employee. In the FY-2010 Adopted Budget 4.00 FTE CJM position were eliminated in DCJ. With this temporary assignment it prevented one less employee in this job classification from being laid off or bumped.

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

This IGA does not allow for indirect costs

- **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 revenue is one-time-only with the possibility of an extension at the end of the period. Once the IGA ends the employee will return to their County position.

- **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 (i.e. cash match, in kind match, reporting requirements etc)?**

This is not a grant. When the funding ends the employee assignment will end and the incumbent will return to their home position.

*NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.*

**ATTACHMENT B**

**BUDGET MODIFICATION: DCJ - 19**

**Required Signatures**

**Elected Official or  
Department/  
Agency Director:**



**Date:** 3/31/2010



3/31/2010

**Budget Analyst:**

**Christian Elkin**

**Date:** \_\_\_\_\_



**Department HR:**

**Date:** \_\_\_\_\_

**Countywide HR:**

**Date:** \_\_\_\_\_

Budget Modification ID: DCJ-19

### EXPENDITURES & REVENUES

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with SAP.

Budget/Fiscal Year: 2010

Line No.	Fund Center	Fund Code	Program #	Func. Area	Internal Order	Accounting Unit Cost Center	WBS Element	Cost Element	Current Amount	Revised Amount	Change Increase/Decrease	Subtotal	Description
1	50-10	24990	n/a	50		CJ046.OPB.REIMB.EXECDIR	50180	50180	0	(72,657)	(72,657)		IG-OP-Direct St
2	50-10	24990	n/a	50		CJ046.OPB.REIMB.EXECDIR	60000	60000	0	46,394	46,394		Salary
3	50-10	24990	n/a	50		CJ046.OPB.REIMB.EXECDIR	60130	60130	0	16,678	16,678		Fringe
4	50-10	24990	n/a	50		CJ046.OPB.REIMB.EXECDIR	60140	60140	0	9,585	9,585		Insurance
5									0	0	0	0	Add OBP reimb agreement
6										0			
7	72-10	3500		20		705210	50316	50316		(9,585)	(9,585)		Insurance Revenue
8	72-10	3500		20		705210	60330	60330		9,585	9,585		Claims Paid
9										0			
10										0			
11										0			
12										0			
13										0			
14										0			
15										0			
16										0			
17										0			
18										0			
19										0			
20										0			
21										0			
22										0			
23										0			
24										0			
25										0			
26										0			
27										0			
28										0			
29										0			
										0	0	0	Total - Page 1
										0	0	0	GRAND TOTAL

**ANNUALIZED PERSONNEL CHANGE**  
 Change on a full year basis even though this action affects only a part of the fiscal year (FY).

							ANNUALIZED			
Fund	Job #	HR Org	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
1505	9620	61226	CJ046.OPB. REIMB.EXE CDIR	Community Justice Manager	NEW	1.00	85,914	30,886	17,750	134,550
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
<b>TOTAL ANNUALIZED CHANGES</b>						<b>1.00</b>	<b>85,914</b>	<b>30,886</b>	<b>17,750</b>	<b>134,550</b>

**CURRENT YEAR PERSONNEL DOLLAR CHANGE**  
 Calculate costs/savings that will take place in this FY; these should explain the actual dollar amounts being changed by this Bud Mod.

							CURRENT YEAR				
Fund	Job #	HR Org	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL	
1505	9620	61226	CJ046.OPB. REIMB.EXE CDIR	Community Justice Manager	NEW	0.54	46,394	16,678	9,585	72,657	
										0	
										0	
										0	
			Effective 12/17/09, 6.5 months in FY-2010								0
										0	
										0	
										0	
										0	
										0	
										0	
										0	
										0	
										0	
										0	
										0	
										0	
<b>TOTAL CURRENT FY CHANGES</b>						<b>0.54</b>	<b>46,394</b>	<b>16,678</b>	<b>9,585</b>	<b>72,657</b>	

FM Side			PS/CO Side			Cost Element/ Commitment Item	Notes
FM Fund Center	FM Fund Code	Functional Area	Internal Order	Cost Center	WBS Element		
<b>General Fund Contingency</b>							
19	1000	0020		9500001000		60470	Reduce available General Fund Contingency
xx-xx	xxxxx	0020		xxx	xxx	xxxxx	Increase Expenditure
<b>Indirect</b>							
<b>Central</b>							
xx-xx	xxxxx				xxx	60350	Indirect Expenditure
19	1000	0020		9500001000		50310	Indirect reimbursement revenue in General Fund
19	1000	0020		9500001000		60470	CGF Contingency expenditure
<b>Departmental</b>							
xxx	xxxxx				xxx	60355	Indirect Department Expenditure
xx-xx	1000			xxx	xxx	50370	Indirect Dept reimbursement revenue in General Fund
xx-xx	1000			xxx	xxx	xxx	Off setting Dept expenditure in General Fund
<b>Telecommunications</b>							
xx-xx	xxxxx				xxx	60370	Departmental telecommunication expenditure
72-60	3503	0020		709525		50310	Budgets receipt of reimbursement
72-60	3503	0020		709525		60200	Budgets offsetting expenditure in telecommunications fund
<b>Data Processing</b>							
xx-xx	xxxxx				xxx	60380	Departmental data processing expenditures
72-60	3503	0020		709000		50310	Budgets receipt of Data Processing reimbursement
72-60	3503	0020		709000		60240	Budgets offsetting expenditures
<b>PC Flat Fee (Flat Fee is no longer in effect for most Departments beginning in FY 2007)</b>							
xx-xx	xxxxx				xxx	60390	Departmental PC Flat Fee expenditure
				between 709201 & 709211			
72-60	2508	0020		between 709201 & 709211		50310	Budgets receipt of PC Flat Fee
72-60	2508	0020		709211		60240	Budgets offsetting expenditure
<b>Electronic Service Reimbursement</b>							
xx-xx	xxxxx					60420	Departmental Electronics expenditure
72-55	3501	0020		904200		50310	Receipt of Electronics service reimbursement
72-55	3501	0020		904200		60240	Budgets offsetting expenditure
<b>Motor Pool</b>							
xx-xx	xxxxx				xxx	60410	Departmental Motor Pool expenditure
72-55	3501	0020		904100		50310	Budgets receipt of Motor Pool service reimbursement
72-55	3501	0020		904100		60240	Budgets offsetting expenditure
<b>Building Management</b>							
xx-xx	xxxxx				xxx	60430	Departmental Building Management expenditure
72-50	3505	0020		902575		50310	Budgets receipt of Building Management service reimbursement
72-50	3505	0020		902575		60170	Budgets offsetting expenditure
<b>Insurance Service Reimbursement</b>							
xx-xx	xxxxx					60140 or 60145	Departmental Insurance expenditure
72-10	3500	0020		705210		50316	Insurance Revenue
72-10	3500	0020		705210		60330	Offsetting expenditure
<b>Lease Payments to Capital Lease Retirement Fund</b>							
xx-xx	xxxxx					60450	Departmental Capital Lease Retirement expenditure Contact your Budget Analyst to complete this.
<b>Mail &amp; Distribution</b>							
xx-xx	xxxxx				xxx	60460	Mail & Distribution expenditure
72-55	3504	0020		904400		50310	Budgets receipt of service reimbursement
72-55	3504	0020		904400		60230	Budgets offsetting expenditure
<b>Records</b>							
xx-xx	xxxxx				xxx	60460	Records expenditure
72-55	3504	0020		904500		50310	Budgets receipt of service reimbursement
72-55	3504	0020		904500		60240	Budgets offsetting expenditure
<b>Stores</b>							
xx-xx	xxxxx				xxx	60460	Stores expenditure
72-55	3504	0020		904600		50310	Budgets receipt of service reimbursement
72-55	3504	0020		904600		60240	Budgets offsetting expenditure

**How are functional areas assigned to cost objects?**

For the most part, functional area is related to what department has recorded the revenue or expenditure (i.e. the District Attorney is reported in Public Safety and Justice). There are some exceptions to this rule that require certain funds to be assigned to a particular functional area, regardless of what department the revenues or expenditures are recorded in.

Functional Area Assignments ~ Based on Fund		
1501 – Road Fund	Roads and Bridges	80
1502 – Emergency Communications Fund	Community Services	60
1503 – Bike Path Fund	Community Services	60
1504 – Recreation Fund	Community Services	60
1506 – County School Fund	Community Services	60
1509 – Willamette River Bridges Fund	Roads and Bridges	80
1510 – Library Fund	Library	70
1512 – Land Corner Preservation Fund	Roads and Bridges	80
2500 – Justice Bond Project Fund	Public Safety and Justice	50
2501 – Revenue Bond Project Fund	Community Services	60
2502 – SB 1145 Fund	Public Safety and Justice	50
2504 – Building Project Fund	Community Services	60
2505 – Deferred Maintenance Fund	Community Services	60
2506 – Library Construction / 1996 Bonds Fund	Library	70
2507 – Capital Improvement Fund	Community Services	60
2509 – Asset Preservation Fund	Community Services	60
2510 – Library Property Fund	Library	70
3000 – Dunthorpe-Riverdale Service Dist #14 Fund	Dunthorpe-Riverdale Service Dist #14	500
3001 – Mid County Service District #1 Fund	Mid County Service District #1	510
3002 – Behavioral Health Managed Care Fund	Behavioral Health Managed Care	520

If a cost object is not in one of the funds listed above, then the functional area should be assigned based on the department that the cost object is in.

Functional Area Assignments ~ Based on Department (Fund Center)		
Non-Departmental (10, except 10-50)	General Government	20
Non-Departmental – CCFC (10-50)	Social Services	40
District Attorney (15)	Public Safety and Justice	50
Countywide (18 & 19)	General Government	20
Human Services (20, 25, 26, 30 & 31)	Social Services	40
School and Community Partnerships (21)	Social Services	40
Health (40)	Health Services	30
Community Justice (50)	Public Safety and Justice	50
Sheriff's Office (60)	Public Safety and Justice	50
County Management (72)	General Government	20
Community Services (91)	General Government	20
Library (80)	Library	70

*If you have any questions or comments, please contact Susan Luce in General Ledger at ext. 22138.*