



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST
BUDGET MODIFICATION**

(revised 12/31/09)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # R-16 DATE 6/17/2010
LYNDA GROW, BOARD CLERK

Board Clerk Use Only

Meeting Date: 6/17/2010
Agenda Item #: R-16
Est. Start Time: 11:45 am

BUDGET MODIFICATION: MCSO-17

Agenda Title: **BUDGET MODIFICATION Appropriate \$530,000 of general fund contingency to the Sheriff's Office and Facilities & Property Management to cover the unanticipated costs associated with the search for Kyron Horman.**

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

Requested Meeting Date:	<u>June 17, 2010</u>	Amount of Time Needed:	<u>5 minutes</u>
Department:	<u>Sheriff's Office</u>	Division:	<u>Executive</u>
Contact(s):	<u>Wanda Yantis</u>		
Phone:	<u>503-988-4455</u>	Ext.	<u>84455</u>
I/O Address:	<u>503/350</u>		
Presenter(s):	<u>Larry Aab Business Services Director</u>		

General Information

1. What action are you requesting from the Board?

Appropriation of \$500,000 to the Sheriff's Office and \$30,000 to Facilities and Property Management of general fund contingency to cover the unanticipated expenses of the search for Skyline Elementary School 2nd grade student Kyron Horman who has been missing since June 4, 2010.

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 Sheriff's Office is requesting \$530,000 of general fund contingency be appropriated to cover the unanticipated costs associated with the search for Kyron Horman. This appropriation will include the costs associated with Facilities Management opening the Wapato Facility to be used for sheltering the many search teams that assist us from throughout Oregon and Southwest Washington.

The search for Kyron Horman has occurred so close to the end of the fiscal year that we are precluded from making budget adjustments within our current appropriation to manage the costs. Our year end projections show we are spending close to 100% of our FY 2010 appropriation and the costs of this search could push us over our budget. Therefore, it is important that this contingency request be appropriated as a "safety net" to avoid MCSO from violating budget law and overspending our authorized appropriation. The contingency appropriation will be used solely for the costs associated with the search for Kyron and any unused balance will be returned to the general fund for FY 2011. This request represents one half of one percent of our current general fund budget. This Bud Mod is tied to Program Offer 60063 MCSO Patrol Svcs.

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

This is a onetime only request to ensure that the yearend spending remains within the Sheriff's budgeted appropriation. This is only a precautionary measure, the Sheriff's Office current forecast is to end the year turning back a positive balance to the general fund, but we realize that the projected balance is small compared to the possible expense of the search effort and that steps should be taken to insure a positive balance. Any unexpended funds from our appropriation and this contingency request will remain in the general fund as part of the general fund beginning working capital for FY11.

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

None.

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

Over 22 agencies from throughout Oregon and Southwest Washington are participating in this search effort.

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).**
 - General Fund contingency will be decreased by \$530,000
 - Revenue to the Risk Fund will increase by \$34,258
 - Revenue to Facilities Management will increase by \$30,000
- **What budgets are increased/decreased?**
 - The County-wide General Fund Contingency is decreased by \$530,000
 - The Sheriff's Office General Fund budget is increased by \$500,000
 - The Facilities Management budget is increased by \$30,000
 - Increase the Risk Fund by \$34,258
- **What do the changes accomplish?**

This contingency request will be appropriated as a "safety net" to avoid MCSO from violating budget law and overspending our authorized appropriation. The contingency appropriation will be used solely for the costs associated with the search for Kyron and any unused balance will be returned to the general fund for FY 2011.
- **Do any personnel actions result from this budget modification? Explain.**

No
- **If a grant, is 100% of the central and department indirect recovered? If not, please explain why.**

N/A
- **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?**

This is a one-time only request to ensure that the year-end spending remains within the Sheriff's budgeted appropriation. This is only a precautionary measure. The Sheriff's Office current forecast is to end the year turning back a positive balance to the general fund, but we realize that the projected balance is small compared to the possible expense of the search effort and that steps should be taken to insure a positive balance.
- **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)?**

N/A

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: MCSO-17

Required Signatures

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

Date:



Budget Analyst:

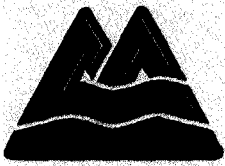
Date:

Department HR:

Date:

Countywide HR:

Date:



Department of County Management
MULTNOMAH COUNTY OREGON

Budget Office

501 SE Hawthorne Blvd., Suite 531
Portland, Oregon 97214
(503) 988-3312 phone
(503) 988-5758 fax
(503) 988-5170 TDD

TO: Board of County Commissioners

FROM: Christian Elkin, Principal Budget Analyst

DATE: June 11, 2010

SUBJECT: General Fund Contingency Request of \$500,000 to the Sheriff's Office and \$30,000 to Facilities and Property Management of general fund contingency to cover the unanticipated expenses of the search for Skyline Elementary School 2nd grade student Kyron Horman who has been missing since June 4, 2010. (Budget Modification MCSO-17).

This is a one-time-only precautionary measure in order to ensure the Sheriff's Office does not overspend their FY 2010 appropriation. The Sheriff's Office is requesting \$530,000 of general fund contingency be appropriated to cover the unanticipated costs associated with the search for Kyron Horman. This appropriation will include \$30,000 for the costs associated with Facilities Management opening the Wapato Facility to be used for sheltering the many search teams assisting from throughout Oregon and Southwest Washington.

Because the search is so close to the end of the fiscal year it is unlikely that the Sheriff's Office will be able to make all the necessary budget adjustments within the current appropriation to manage the costs. The year end projections anticipate spending between 98% and 100% of the FY 2010 appropriation excluding the costs of the search. The contingency appropriation will be used solely for the costs associated with the search for Kyron and any unused balance will be returned to the General Fund for FY 2011.

It is important to note that the regular General Fund contingency has a current balance of approximately \$300,000. If the Sheriff's Office needs to expend more than that amount the balance will need to be taken from the BIT reserve fund. This should not impact the beginning balance for FY 2011 because it will most likely be offset by countywide underspending in other departments.

General Fund Contingency Policy Compliance

The Budget Office is required to inform the Board if contingency requests submitted for approval satisfy the general guidelines and policies for using the General Fund Contingency.

In particular,

- Criteria 1 states contingency requests should be for one-time-only purposes. If this is not judged to be one-time-only transition funding, the request essentially funds ongoing programs with one-time-only emergency contingency funds. **The request does meet this criteria.**
- Criteria 2 Addresses emergencies and unanticipated situations. **This request does meet this criteria.**
- Criteria 3 addresses items identified in Board Budget Notes. **This item was not identified in the budget notes.**



MULTNOMAH COUNTY SHERIFF'S OFFICE

501 SE HAWTHORNE BLVD., SUITE 350 • PORTLAND, OR 97214

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DANIEL STATON
SHERIFF

503 988-4300 PHONE
503 988-4500 TTY
www.mcso.us

MEMORANDUM

TO: Karyne Kieta, Budget Director

FROM: Wanda Yantis, Fiscal Manager

DATE: June 10, 2010

RE: FY10 Year End Contingency Request

The Sheriff's Office is requesting \$550,000 of general fund contingency be appropriated to the Sheriff's Office to cover the unanticipated costs associated with the search for Kyron Horman. This appropriation will include the costs associated with Facilities Management opening the Wapato Facility to be used for sheltering the many search teams that assist us from throughout Oregon and Southwest Washington.

The search for Kyron Horman has occurred so close to the end of the fiscal year that we are precluded from making budget adjustments within our current appropriation to manage the costs. Our year end projections show we are spending close to 100% of our FY 2010 appropriation and the costs of this search could push us over our budget. Therefore, it is important that this contingency request be appropriated as a "safety net" to avoid MCSO from violating budget law and overspending our authorized appropriation. The contingency appropriation will be used solely for the costs associated with the search for Kyron and any unused balance will be returned to the general fund for FY 2011. This request represents one half of one percent of our current general fund budget.

There are a number of expenditures that have been incurred during this fiscal year which were unanticipated in the adoption of the Sheriff's Office FY10 budget. Several were covered by contingency funding approved by the Board; these include the DSA contract settlement including the ORPAT premium, and the restoration of the CERT/CNT corrections teams. However, there were several more unfunded expenditures that have not been backfilled with contingency, including the SB1145 shortfall; the midyear medical/dental rate increase; keeping Gresham Temporary Hold open for the entire year; paying for overtime to support the State Courts operation; and the labor agreement settlement for the post of deputies now required for suicide watches.

Our budget is complex and each year we work hard to manage the unforeseen expenditures within our appropriation, but the nature of this unprecedented search during the end of the fiscal year compels this prudent fiscal step to be taken. We believe this step to be precautionary in nature, as the Sheriff's Office has reduced our expenditures during the year to match the expected additional costs. Our current forecast is to end the year turning back a positive balance to the general fund, but we realize that the projected balance is small compared to the possible expense of the current search effort and that steps should be taken to insure a positive balance. Any unexpended funds from our appropriation and the contingency request will remain in the general fund as part of the beginning working capital for FY11.

Please let me know if you have any questions.

Budget Modification ID: MCSO-17

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	19	1000		20		9500001000		60470		(530,000)	(530,000)		CGF Contingency
2										0			
3	60-50	1000	60063	50			SOOPS.SSS	60110		311,439	311,439		Overtime
4	60-50	1000	60063	50			SOOPS.SSS	60120		31,144	31,144		Premium
5	60-50	1000	60063	50			SOOPS.SSS	60130		123,159	123,159		Salary-Related
6	60-50	1000	60063	50			SOOPS.SSS	60140		34,258	34,258		Insurance
7	60-50	1000	60063	50			SOOPS.SSS	60430		30,000	30,000		Bldg Mgmt
8										0			
9	72-10	3500		20		705210		50316		(34,258)	(34,258)		Risk Fund
10	72-10	3500		20		705210		60330		34,258	34,258		Risk Fund
11										0			
12	72-50	3505		20		902575		50310		(30,000)	(30,000)		Building Mgmt
13	72-50	3505		20		902575		60170		30,000	30,000		Off-setting Expenses
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