



**Multnomah County  
Agenda Placement Request  
Budget Modification**

(Revised 9/23/13)

**Contingency Request**

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # R-2 DATE 12/8/16  
MARINA BAKER, ASST BOARD CLERK

**Board Clerk Use Only**

Meeting Date: 12/8/16

Agenda Item #: R.2

Est. Start Time: 9:50 am

Date Submitted: 12/6/16 edited

**Agenda Title: BUDGET MODIFICATION # MCSO-02-17: District 4 Sponsored Dorm  
5 Funding Contingency Request of \$505,320**

Requested Meeting Date: 12/08/16 Time Needed: 15 Minutes

Department: 60 - Sheriff Division: Non-Departmental; District 4

Contact(s): Eric Zimmerman

Phone: 503-988-5213 Ext.          I/O Address 503/6

Presenter Name(s) & Title(s): Sheriff Michael Reese and Michael Shults, Chief Deputy of  
Corrections Division

**General Information**

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

Approval to appropriate \$505,320 in General Fund contingency revenue for Multnomah County Inverness Jail (MCIJ), including \$295,868 for MCIJ Dorm 5 and \$209,452 for MCIJ East Escort Post.

**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 FY 2017 budget was adopted with partial funding for jail dorm 4 (program offer 60041J), dorm 5 (program offer 60041I) and the East Escort Post (program offer 60041H) at Inverness Jail with the intention of phasing out of 118 jail beds. MCIJ Dorm 5 is a medium security, direct supervision corrections facility with 59 beds at the Inverness Jail. Operation ensures the proper custody, control and supervision of detained pretrial inmates and sentenced offenders. The MCIJ East Escort Post deputies ensure the safe and secure movement of inmates and visitors within the jail. This funding supports a day and swing shift escort post which supports dorm 5 at MCIJ by coordinating inmate movements, attending to visitors and County employees within the jail, and assisting with jail emergencies.

The adopted FY 2017 budget placed \$808,513 in General Fund contingency to fund additional jail beds, with a budget note requesting a report to the Board on the status of efforts to institute

alternative programs to jail, and the effect those programs have had in reducing jail bed need in the Multnomah County system. On September 20th, 2016, the Board was briefed on jail capacity contingency funding, current jail population levels, and efforts to reduce the use of jail beds through existing and new program management. The presentation materials indicated that the average daily population with Dorms 4 and 5 closed (new capacity of 1192) would exceed 95% of the new capacity based on the past fiscal year of data. This budget modification will appropriate \$505,320 in General Fund contingency to maintain operations in Dorm 5 and the East Escort staffing for up to the remainder of the fiscal year.

The FY 2017 budget also appropriated funding to further develop existing or new programs to offer alternatives to jail. On November 1st the Board received a briefing on the Law Enforcement Assisted Diversion (LEAD) program, which is expected to begin in January, 2017. Other efforts coordinated by key partners in the justice system are underway to provide alternatives and further reduce the use of jail beds.

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

This will reduce General Fund Contingency by \$505,320 and increase the Sheriff's Office General Fund appropriation by the same amount. This is a request for one-time-only funds.

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

None

**5. Explain any citizen or other government participation.**

A Budget Note related to contingency funds was part of the FY 2017 public budget process.

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**Budget Modification**

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**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).**

Not applicable

**7. What budgets are increased/decreased?**

- The County-wide General Fund Contingency will decrease by \$505,320
- The Sheriff's Office General Fund budget will increase by \$505,320
- The Risk Fund budget will increase by \$95,152

**8. What do the changes accomplish?**

Funding this request will allow the Sheriff's Office to continue the operations of Dorm 5 (59 beds) and associated escort services through June 30th, 2017 and until other efforts coordinated by key partners in the justice system are underway to provide alternatives and further reduce the use of jail beds.

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

This will add 4.55 FTE to the Sheriff's Office General Fund budget.

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

Not applicable

**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?**

Not applicable

**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)?**

Funding this request will allow the Sheriff's Office to continue the operations of Dorm 5 (59 beds) and associated escort services through June 30th, 2017 and until other efforts coordinated by key partners in the justice system are underway to provide alternatives and further reduce the use of jail beds.

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**For Contingency Requests Only:**

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**13. Why was the expenditure not included in the annual budget process?**

A Budget Note related to contingency funds was part of the FY 2017 public budget process.

**14. What efforts have been made to identify funds from other sources within the department/agency to cover this expenditure?**

All other appropriations within the Sheriff's Office's FY 2017 budget are earmarked for other anticipated expenses and it is not anticipated that the fiscal year will end with a large enough balance to ensure coverage of these costs.

**15. Why are no other department/agency fund sources available?**

The Sheriff's Office's year end projections shows that spending is at 100% of FY 2017 appropriation.

**16. Describe any new revenue this expenditure will produce, any cost savings that will result, and any anticipated payback to the contingency account. What are the plans for future ongoing funding?**

The Sheriff's Office has no revenue anticipated and no payback to the contingency in anticipated savings to the contingency account.

**17. Has this request been made before? When? What was the outcome?**

This request was made during the Fiscal Year 2017 budget process by the Sheriff's Office. The outcome was the Board purchased scaled versions of the program offers, which funded MCIJ East Escort and MCIJ Dorm 5 through December 31, 2016 with one-time-only funds. The balance of the funding is being held in general fund contingency in case the need arises to fund this for the rest of the fiscal year.

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

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**Required Signature**

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**Elected Official or  
Dept. Director:** Diane McKeel /s/

**Date:** 11/30/2016

**Budget Analyst:** Allegra Willhite /s/

**Date:** 11/30/2016

**Department HR:** \_\_\_\_\_

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

**Countywide HR:** \_\_\_\_\_

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

## Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: MCSO-02-17

### Expenditures & Revenues

An increase in revenue is shown as a negative value and a decrease as a positive value for consistency with SAP.

| Line No.                                    | Program Offer Number | Fund Code | Fund Center | Func. Area | Cost Object | Cost Element                 | Current Amount | Revised Amount | Change Increase/ (Decrease) | Subtotal       |                |
|---|----------------------|-----------|-------------|------------|-------------|------------------------------|----------------|----------------|-----------------------------|----------------|----------------|
| 1   | 60041J-17            | 1000      |             |            | 601422      | 60000 - Permanent            | 7,200,287      | 7,466,911      | 266,624                     |                |                |
| 2   | 60041J-17            | 1000      |             |            | 601422      | 60100 - Temporary            | 13,213         | 13,456         | 243                         |                |                |
| 3   | 60041J-17            | 1000      |             |            | 601422      | 60110 - Overtime             | 606,905        | 619,303        | 12,398                      |                |                |
| 4   | 60041J-17            | 1000      |             |            | 601422      | 60120 - Premium              | 312,217        | 316,218        | 4,001                       |                |                |
| 5   | 60041J-17            | 1000      |             |            | 601422      | 60130 - Salary Related Expns | 3,111,457      | 3,210,895      | 99,438                      |                |                |
| 6   | 60041J-17            | 1000      |             |            | 601422      | 60135 - Non Base Fringe      | 1,109          | 1,130          | 21                          |                |                |
| 7   | 60041J-17            | 1000      |             |            | 601422      | 60140 - Insurance Benefits   | 2,166,094      | 2,261,236      | 95,142                      |                |                |
| 8   | 60041J-17            | 1000      |             |            | 601422      | 60145 - Non Base Insurance   | 572            | 582            | 10                          |                |                |
| 9   | 60041J-17            | 1000      |             |            | 601422      | 60170 - Professional Svcs    | 26,062         | 26,542         | 480                         |                |                |
| 10  | 60041J-17            | 1000      |             |            | 601422      | 60180 - Printing             | 15,436         | 15,720         | 284                         |                |                |
| 11  | 60041J-17            | 1000      |             |            | 601422      | 60200 - Communications       | 2,567          | 2,614          | 47                          |                |                |
| 12  | 60041J-17            | 1000      |             |            | 601422      | 60210 - Rentals              | 2,329          | 2,372          | 43                          |                |                |
| 13  | 60041J-17            | 1000      |             |            | 601422      | 60240 - Supplies             | 242,860        | 245,755        | 2,895                       |                |                |
| 14  | 60041J-17            | 1000      |             |            | 601422      | 60250 - Food                 | 1,353,861      | 1,377,040      | 23,179                      |                |                |
| 15  | 60041J-17            | 1000      |             |            | 601422      | 60260 - Travel & Training    | 23,688         | 24,123         | 435                         |                |                |
| 16  | 60041J-17            | 1000      |             |            | 601422      | 60270 - Local Travel/Mileage | 4,411          | 4,491          | 80                          |                |                |
| <b>1000 Total</b>                           |                      |           |             |            |             |                              |                |                |                             | <b>505,320</b> |                |
| 17  | 60041J-17            | 3500      |             |            | 705210      | 50316 - Svc Rmb Med/Dental   | (77,877,162)   | (77,972,314)   | (95,152)                    |                |                |
| 18  | 60041J-17            | 3500      |             |            | 705210      | 60330 - Claims Paid          | 12,425,815     | 12,520,967     | 95,152                      |                |                |
| <b>3500 Total</b>                           |                      |           |             |            |             |                              |                |                |                             | <b>0</b>       |                |
| <b>Total</b>                                |                      |           |             |            |             |                              |                |                |                             |                | <b>505,320</b> |
| <b>Program Offer Number 60041J-17 Total</b> |                      |           |             |            |             |                              |                |                |                             |                | <b>505,320</b> |

**Exp/Rev/FTE - Budget Modification**

Budget Year: 2017

Budget Modification: MCSO-02-17

| Line No. | Program Offer Number | Fund Code    | Fund Center | Func. Area | Cost Object                                | Cost Element        | Current Amount | Revised Amount | Change Increase/ (Decrease) | Subtotal  |           |
|----------|----------------------|--------------|-------------|------------|--|---------------------|----------------|----------------|-----------------------------|-----------|-----------|
| 19       | 95000-17             | 1000         |             |            | 9500001000                                 | 60470 - Contingency | 12,424,158     | 11,918,838     | (505,320)                   | (505,320) |           |
|          | <b>1000 Total</b>    |              |             |            |  |                     |                |                |                             |           |           |
|          |                      | <b>Total</b> |             |            |  |                     |                |                |                             | (505,320) |           |
|          |                      |              |             |            | <b>Program Offer Number 95000-17 Total</b> |                     |                |                |                             |           | (505,320) |
|          |                      |              |             |            |  |                     |                |                |                             | (505,320) |           |

## Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: MCSO-02-17

### Annualized Personnel Changes

Change is shown on a full year basis even though this action affects only a part of the fiscal year (FY).

| Position Number                  | JCN  | JCN Description     | HR Org | Fund | Cost Object Number | FTE  | Annualized       |                 |                   |                  | Total |
|----------------------------------|------|---------------------|--------|------|--------------------|------|------------------|-----------------|-------------------|------------------|-------|
|                                  |      |                     |        |      |                    |      | Base Pay (60000) | Fringe (60130)  | Insurance (60140) | Total            |       |
| New-60-004                       | 2029 | Corrections Officer |        | 1000 | 601422             | 1.00 | 57,735           | 20,103          | 20,486            | 98,324           |       |
| New-60-005                       | 2029 | Corrections Officer |        | 1000 | 601422             | 0.82 | 47,343           | 16,485          | 19,499            | 83,327           |       |
| New-60-006                       | 2029 | Corrections Officer |        | 1000 | 601422             | 1.00 | 57,735           | 20,103          | 20,486            | 98,324           |       |
| New-60-007                       | 2029 | Corrections Officer |        | 1000 | 601422             | 1.00 | 57,735           | 20,103          | 20,486            | 98,324           |       |
| New-60-008                       | 2029 | Corrections Officer |        | 1000 | 601422             | 0.73 | 42,147           | 14,675          | 12,560            | 69,382           |       |
| <b>Total Annualized Changes:</b> |      |                     |        |      |                    |      | <b>4.55</b>      | <b>\$91,469</b> | <b>\$93,517</b>   | <b>\$447,681</b> |       |

### Current Year Personnel Changes

Cost/savings that will take place in this FY; these explain the actual dollar amounts being changed by this BudMod.

| Position Number | JCN  | JCN Description     | HR Org | Fund | Cost Object Number | FTE  | Current Year     |                |                   |        |
|-----------------|------|---------------------|--------|------|--------------------|------|------------------|----------------|-------------------|--------|
|                 |      |                     |        |      |                    |      | Base Pay (60000) | Fringe (60130) | Insurance (60140) | Total  |
| New-60-004      | 2029 | Corrections Officer |        | 1000 | 601422             | 1.00 | 57,735           | 20,103         | 20,486            | 98,324 |
| New-60-005      | 2029 | Corrections Officer |        | 1000 | 601422             | 0.82 | 47,343           | 16,485         | 19,499            | 83,327 |
| New-60-006      | 2029 | Corrections Officer |        | 1000 | 601422             | 1.00 | 57,735           | 20,103         | 20,486            | 98,324 |
| New-60-007      | 2029 | Corrections Officer |        | 1000 | 601422             | 1.00 | 57,735           | 20,103         | 20,486            | 98,324 |

**Exp/Rev/FTE - Budget Modification**

Budget Year: 2017

Budget Modification: MCSO-02-17

| Position Number                  | JCN  | JCN Description     | HR Org | Fund | Cost Object Number | FTE  | Current Year     |                  |                   | Total           |                  |
|----------------------------------|------|---------------------|--------|------|--------------------|------|------------------|------------------|-------------------|-----------------|------------------|
|                                  |      |                     |        |      |                    |      | Base Pay (60000) | Fringe (60130)   | Insurance (60140) |                 |                  |
| New-60-008                       | 2029 | Corrections Officer |        | 1000 | 601422             | 0.73 | 42,147           | 14,675           | 12,560            | 69,382          |                  |
| <b>Total Current FY Changes:</b> |      |                     |        |      |                    |      | <b>4.55</b>      | <b>\$262,695</b> | <b>\$91,469</b>   | <b>\$93,517</b> | <b>\$447,681</b> |



Department of County Management  
**MULTNOMAH COUNTY OREGON**

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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: Allegra Willhite

DATE: November 30, 2016

SUBJECT: \$505,320 General Fund Contingency Request to Fund Dorm 5 at Inverness Jail

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District 4 is requesting the transfer of \$505,320 from General Fund contingency to the Sheriff's Office for the cost of operating dorm 5 and the related escort post. The FY 2017 Adopted budget included a Budget Note earmarking \$808,513 to fund additional jail beds in dorms 4 and 5 to be released upon authorization of the Board in event of unanticipated need. The requested funding will cover costs for six months (the remainder of FY 2017); the FY 2018 General Fund forecast does not include funding for the dorm and related escort post.

If this request is approved, the General Fund Contingency will be reduced by \$505,320, and the remaining balance (not including the BIT Reserve) will be \$3,018,182, of which \$1,732,726 is earmarked. The remaining earmarked funds for additional jail beds will be \$303,193.

#### **General Fund Contingency Policy Compliance**

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

In particular,

- Criteria 1 states contingency requests should be for one-time-only purposes.  
**The funds earmarked in contingency to fund Dorm 5 are one-time-only.**
- Criteria 2 addresses emergencies and unanticipated situations.  
N/A
- Criteria 3 addresses items identified in Board Budget Notes.  
**This item was identified in a specific Budget Note.**