



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST
CONTINGENCY REQUEST**

(Revised: 8/18/11)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # R-2 DATE 2/16/12
LYNDA GROW, BOARD CLERK

Board Clerk Use Only

Meeting Date: 2/16/12
Agenda Item #: R.2
Est. Start Time: 9:40 am
Date Submitted: 2/1/12

Agenda Title: BUDGET MODIFICATION # MCSO-05 requesting General Fund Contingency Transfer in the amount of \$400,599 to recognize revenue from the State Criminal Alien Assistance Program (SCAAP).

Note: If Ordinance, Resolution, Order or Proclamation, provide exact title. For all other submissions, provide a clearly written title sufficient to describe the action requested.

Requested Meeting Date:	<u>Next Available</u>	Time Needed:	<u>5 minutes</u>
Department:	<u>Sheriff's Office</u>	Division:	<u>Corrections</u>
Contact(s):	<u>Wanda Yantis, Fiscal Manager</u>		
Phone:	<u>503-988-4455</u>	Ext.:	<u>84455</u>
		I/O Address:	<u>503/350</u>
Presenter Name(s) & Title(s):	<u>Chief Deputy Drew Brosh</u>		

General Information

1. What action are you requesting from the Board?

The Sheriff's Office requests approval of Budget Modification MCSO-05, which transfers \$400,599 in General Fund Contingency to recognize revenue from the State Criminal Alien Assistance Program (SCAAP).

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 State Criminal Alien Assistance Program (SCAAP) is a formula grant program that provides federal payments to states and localities for correctional officer salary costs incurred for incarcerating undocumented criminal aliens with at least one felony or two misdemeanor convictions for violations of state or local law, and incarcerated for at least 4 consecutive days during the reporting period. The Sheriff's Office will use these funds for overtime costs of corrections staff within Multnomah County Detention Center. This action affects Program Offer 60040A MCSO Detention Center.

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

The General Fund Contingency will decrease by \$400,599 and the Sheriff's Office General Fund will increase by \$400,599.

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

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).**

The General Fund Contingency will decrease by \$400,599 and the Sheriff's Office's General Fund will increase by \$400,599. The CFDA number is 16.606.

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

- The County-wide General Fund Contingency will decrease by \$400,599
- The Sheriff's Office's General Fund Budget will increase by \$400,599
- Increase the Risk Fund by \$28,846

- **What do the changes accomplish?**

This will recognize the revenue received from the State Criminal Alien Assistance Program (SCAAP) in the Sheriff's Office General Fund.

- **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.**

A requirement of funding from this program is that the revenue go into the agency's General Fund budget.

- **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?**

Although this is recognized as one-time-only revenue, we have participated in the program for several years. When the funding is exhausted, our participation in the program ends.

- **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 program covers Fiscal Year 2012. When the funding is exhausted, our participation in the program ends.

Contingency Request

If the request is a **Contingency Request**, please answer all of the following in detail:

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

The revenue amount was not known at the time of the annual budget process, so the FY 2012 Adopted Budget included a \$600,000 earmark in the General Fund contingency pending award of these funds. Program Offer #95000 states (in part):

This program offer budgets a number of 'fund level' transactions. These include cash transfers between funds, fund contingencies, and reserves.

The offer accounts for the General Fund Contingency, which is established at \$1,950,000.

The General Fund Contingency also contains \$5,624,653 for the ramp down of state programs, \$1,490,000 for radio replacement and emergency communications, \$600,000 for the SCAAP grant (if received) and \$4,882,500 for a BIT reserve.

- **What efforts have been made to identify funds from other sources within the Department/Agency to cover this expenditure?**

This action is to recognize revenue received from the State Criminal Alien Assistance Program (SCAAP).

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

N/A

- **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?**

N/A

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

In past years, this revenue was included in the Federal/State fund but accounting rules now requires that this funding source be budgeted in the General Fund. Therefore, it was necessary for a Mid-Year General Fund Contingency request to be requested once the amount of the program became known.

NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet. If it is a General Fund Contingency Request, a memo from the Budget Office must be submitted.

Required Signatures

**Elected Official
or Dept Director:**



Sheriff Dan Staton

:

Date: 2/1/12

Budget Analyst:



Christian Elkin

Date: 2/1/12

MCSO-05

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: 2012

Line No.	Fund Center	Fund Code	Program #	Func. Area	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Description
					Internal Order	Cost Center	WBS Element					
1	19	1000	95000	20		9500001000	60470		(400,599)	(400,599)	IG-OP-Fed Direct	
2	60-30	1000	60040A	50		601410	60110		268,336	268,336	Overtime	
3	60-30	1000	60040A	50		601410	60130		103,417	103,417	Salary-Related	
4	60-30	1000	60040A	50		601410	60140		28,846	28,846	Insurance	
5									0			
6	72-10	3500		20		705210	50316		(28,846)	(28,846)	Risk Fund	
7	72-10	3500		20		705210	60330		28,846	28,846	Risk Fund	
8									0			
9									0			
10									0			
11									0			
12									0			
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27									0			
28									0			
29									0			
										0	Total - Page 1	
										0	GRAND TOTAL	

FM Side			PS/CO Side			Cost Element/ Commitment Item	Notes
FM Fund Center	FM Fund Code	Functional Area	Internal Order	Cost Center	WBS Element		
General Fund Contingency				9500001000		60470	Reduce available General Fund Contingency
19	1000	0020		xxx	xxx	xxxxx	Increase Expenditure
xx-xx	xxxxx	0020					
Indirect Central							
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
Departmental							
xxx	xxxxx			xxx	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
Telecommunications							
xx-xx	xxxxx				xxx	60370	Departmental telecommunication expenditure
78-70	3503	0020		709525		50310	Budgets receipt of reimbursement
78-70	3503	0020		709525		60200	Budgets offsetting expenditure in telecommunications fund
Data Processing							
xx-xx	xxxxx				xxx	60380	Departmental data processing expenditures
78-70	3503	0020		709000		50310	Budgets receipt of Data Processing reimbursement
78-70	3503	0020		709000		60240	Budgets offsetting expenditures
PC Flat Fee <i>(Flat Fee is no longer in effect for most Departments beginning in FY 2007)</i>							
xx-xx	xxxxx				xxx	60390	Departmental PC Flat Fee expenditure
78-70	3503	0020		709617		50310	Budgets receipt of PC Flat Fee
78-70	3503	0020		709617		60240	Budgets offsetting expenditure
Electronic Service Reimbursement							
xx-xx	xxxxx					60420	Departmental Electronics expenditure
78-60	3501	0020		904200		50310	Receipt of Electronics service reimbursement
78-60	3501	0020		904200		60240	Budgets offsetting expenditure
Motor Pool: <i>Use this cost center if you are adding funds for motor pool use.</i>							
xx-xx	xxxxx				xxx	60410	Departmental Motor Pool expenditure
78-30	3501	0020		904150		50310	Budgets receipt of Motor Pool service reimbursement
78-30	3501	0020		904150		60240	Budgets offsetting expenditure
Fleet: <i>Use this cost center if you are adding funds for dedicated program cars.</i>							
xx-xx	xxxxx				xxx	60410	Departmental Fleet expenditure
78-60	3501	0020		904100		50310	Budgets receipt of Fleet service reimbursement
78-60	3501	0020		904100		60240	Budgets offsetting expenditure
Building Management							
xx-xx	xxxxx				xxx	60430	Departmental Building Management expenditure
78-50	3505	0020		902575		50310	Budgets receipt of Building Management service reimbursement
78-50	3505	0020		902575		60170	Budgets offsetting expenditure
Insurance Service Reimbursement							
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
Lease Payments to Capital Lease Retirement Fund							
xx-xx	xxxxx					60450	Departmental Capital Lease Retirement expenditure Contact your Budget Analyst to complete this.
Mail & Distribution							
xx-xx	xxxxx				xxx	60460	Mail & Distribution expenditure
78-20	3504	0020		904400		50310	Budgets receipt of service reimbursement
78-20	3504	0020		904400		60230	Budgets offsetting expenditure
Records							
xx-xx	xxxxx				xxx	60460	Records expenditure
78-20	3504	0020		904500		50310	Budgets receipt of service reimbursement
78-20	3504	0020		904500		60240	Budgets offsetting expenditure
Stores							
xx-xx	xxxxx				xxx	60460	Stores expenditure
78-20	3504	0020		904600		50310	Budgets receipt of service reimbursement
78-20	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	0080
1502 – Emergency Communications Fund	Community Services	0060
1503 – Bike Path Fund	Community Services	0060
1504 – Recreation Fund	Community Services	0060
1506 – County School Fund	Community Services	0060
1509 – Willamette River Bridges Fund	Roads and Bridges	0080
1510 – Library Fund	Library	0070
1512 – Land Corner Preservation Fund	Roads and Bridges	0080
2504 – Building Project Fund	Community Services	0060
2507 – Capital Improvement Fund	Community Services	0060
2509 – Asset Preservation Fund	Community Services	0060
2511 – Sellwood Bridge Fund	Roads and Bridges	0080
3000 – Dunthorpe-Riverdale Service Dist #14 Fund	Dunthorpe-Riverdale Service Dist #14	0500
3001 – Mid County Service District #1 Fund	Mid County Service District #1	0510
3002 – Behavioral Health Managed Care Fund	Behavioral Health Managed Care	0520

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	0020
Non-Departmental – CCFC (10-50)	Social Services	0040
District Attorney (15)	Public Safety and Justice	0050
Countywide (18 & 19)	General Government	0020
Human Services (20, 21, 22, 25, 26, 30 & 31)	Social Services	0040
Health (40)	Health Services	0030
Community Justice (50)	Public Safety and Justice	0050
Sheriff's Office (60)	Public Safety and Justice	0050
County Management (72)	General Government	0020
County Assets (78)	General Government	0020
Library (80)	Library	0070
Community Services (91)	General Government	0020

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