



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST CONTINGENCY REQUEST

(Revised: 8/18/11)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # R-2 DATE 8/16/12
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

BUDGET MODIFICATION # MCSO-05 requesting General Fund Contingency
Agenda Title: 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: Next Available **Time Needed:** 5 minutes
Department: Sheriff's Office **Division:** Corrections
Contact(s): Wanda Yantis, Fiscal Manager
Phone: 503-988-4455 **Ext.** 84455 **I/O Address:** 503/350
Presenter Name(s) & Title(s): Chief Deputy Drew Brosh

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 | | |
| 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 | Total - Page 1 |
| | | | | | | | | | | | 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 |
| | | | | | | | | | | 0 |
| | | | | | | | | | | 0 |
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| TOTAL ANNUALIZED CHANGES | | | | | | 0.00 | 0 | 0 | 0 | 0 |

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 |
| | | | | | | | | | | 0 |
| | | | | | | | | | | 0 |
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| | | | | | | | | | | 0 |
| TOTAL CURRENT FY CHANGES | | | | | | 0.00 | 0 | 0 | 0 | 0 |

| FM Side | | | PS/CO Side | | | Cost Element/ Commitment | Notes |
|---|--------------------|--------------------|-------------------|-------------|----------------|-----------------------------|--|
| FM Fund Center | FM Fund Code | Functional Area | Internal Order | Cost Center | WBS Element | Item | |
| General Fund Contingency | | | | | | | |
| 19 | 1000 | 0020 | | 9500001000 | | 60470 | Reduce available General Fund Contingency |
| xx-xx | xxxxx | 0020 | | xxx | xxx | xxxxx | Increase Expenditure |
| 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.