



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(Revised: 8/18/11)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # R-3 DATE 5/17/12
LYNDA GROW, BOARD CLERK

Board Clerk Use Only

Meeting Date: 5/17/12
Agenda Item #: R.3
Est. Start Time: 11:10 am
Date Submitted: 4/23/12

**Agenda
Title:**

BUDGET MODIFICATION DCA- 09 adding \$40,500 State Justice Institute grant award (SJI-11-T-172) to the Facility & Property Management for technical assistance in conducting a Multnomah County court system growth projection and courtroom requirements analysis.

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

Requested Meeting Date: May 10, 2012 **Time Needed:** 5 minutes
Department: County Assets **Division:** Facilities & Property Mgmt
Contact(s): Peggidy Coffman-Yates
Phone: 503-988-3322 **Ext.** 84878 **I/O Address:** 274/ Strategic Planning
Presenter Name(s) & Title(s): Peggidy Yates, Strategic Planning Manager F&PM

General Information

1. What action are you requesting from the Board?

Approval of Bud Mod DCA-09 adding \$40,500 State Justice Institute grant award (SJI-11-T-172) to the Facility & Property Management for technical assistance in conducting a Multnomah County court system growth projection and courtroom requirements analysis.

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 of County commissioners continues to pursue a solution for the historic Multnomah County Downtown Courthouse. A study was recently completed to determine the feasibility of renovating the Courthouse while maintaining a significant portion of Court operations. One of the recommended next steps from the study was to update and quantify the future courtroom needs of the Multnomah County Circuit Court. The last projection was completed in 2002.

A Notice of Intent was put before the Board and approved August 4, 2011. Multnomah

County, in partnership with the Oregon Justice Department applied for the State Justice Institute (SJI) Technical Assistance Grant wherein The National Center for State Courts (NCSC) is named as the entity to perform the update due to their familiarity with the Multnomah County courts system and as author of the 2002 projections. The grant application was submitted and endorsed in conjunction with the State Courts. The State Courts consider the NCSC the most reliable and credible resource for the Court data and trends. Multnomah County received notice from SJI they have been awarded the Technical Assistance grant in the amount of \$40,500. This impacts program offer 78007, Facilities Capital Operating Costs.

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

This is a one time only award to reimburse expense of professional service to update and quantify the future courtroom needs of the Multnomah County Circuit Court. Professional services increase by \$40,500.

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.

Project coordination mechanisms between NCSC project team, Multnomah County Courthouse Commission and designated Facilities Project Manager will be established and project work schedule finalized.

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 Facilities & Property Management fund budget increases by \$40,500.

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

The Facilities professional services budget is increased by \$40,500

- **What do the changes accomplish?**

This study is expected to provide information to update and quantify the future courtroom needs of the Multnomah County Circuit Court.

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

N/A

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

No, Administrative expenses are expected to be minimal and is considered part of the existing in-kind match requirement.

- **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 technical assistance grant award 10/1/11 – 5/31/12.

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

Grant award is valid 10/1/2011 thru 5/31/2012. The total cost for the project as proposed is a fixed price of \$60,750. Facilities and Property Management is requesting \$40,500 from

SJI funds. Multnomah County and the Multnomah Circuit Court will provide a cash match of \$4,500 with an in-kind match of \$15,750. The in-kind match includes County and Courts time and materials associated with coordination the project. Quarterly reporting on expenditure and project status is required until project close.

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

Required Signature

**Elected Official
or Dept Director:**

Sherry Swackhamer, DCA Director /s/

Date: 4/23/12

Budget Analyst

Ching Hay /s/

4/23/12

DCA-09

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	Internal Order	Accounting Unit		Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Description
						Cost Center	WBS Element					
1	78-50	32510	78007	0020			B101 DTCH 1505	60170	-	40,500	40,500	State Justice Institute
2	78-50	32510	78007	0020			B101 DTCH 1505	50210		(40,500)	(40,500)	Grant Revenue
3										0		
4										0		
5										0		
6										0		
7										0		
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 CHANGEChange 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
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
TOTAL ANNUALIZED CHANGES						0.00	0	0	0	0

CURRENT YEAR PERSONNEL DOLLAR CHANGECalculate 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
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										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				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.