



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST CONTINGENCY REQUEST

(Revised: 5/24/13)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS

AGENDA # R-7 DATE 1/16/14
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 1/16/14
Agenda Item #: R.7
Est. Start Time: 10:35 am
Date Submitted: 1/8/14

**BUDGET MODIFICATION DCM-07 - Requesting \$278,910 General Fund
Contingency Transfer to the District Attorney's Office for the FY 2014 Cost of
the Multnomah County Prosecuting Attorneys Association (MCPAA) Collective
Agenda Title: Bargaining Agreement**

Note: If not a Contingency BudMod, use APR_BudMod form. Title should not be more than 2 lines but sufficient to describe the action requested.

Requested Meeting Date: January 16, 2014 **Time Needed:** 10 minutes
Department: County Management **Division:** Central HR – Labor Relations
Contact(s): Steven E. Herron, Labor Relations Director
Phone: (503) 988-4333 **Ext.** 84333 **I/O Address:** 503/300
Presenter Name(s) & Title(s): Steve Herron, Director of Labor Relations and Class/Comp

General Information

1. What action are you requesting from the Board?

The Department of County Management recommends, in conjunction with ratifying the Tentative Agreement between the County and the Multnomah County Prosecuting Attorneys Association, transferring \$278,910 from the General Fund Contingency to the District Attorney's Office to cover increased personnel costs in FY 2014 due to contract negotiations.

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 parties negotiated a Tentative Agreement for settlement of successor labor contract bargaining, which included a cost of living increase (COLA) to bargaining unit members in excess of that budgeted for FY 2014. The settlement is in the County's best interests, both because it maintains comparability with statutorily designated jurisdictions and because it preserves management rights that would be subject to review in interest arbitration.

The parties began bargaining in March 2013, and after multiple negotiation sessions,

reached tentative agreement. MCPAA membership ratified the tentative agreement on December 16, 2013 and it is now subject to ratification by the Board of County Commissioners.

Action is required to transfer \$278,910 from the General Fund Contingency to the District Attorney's Office to cover the unbudgeted cost for the FY 2014 negotiated 5.0% Cost of Living Adjustment.

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

The contingency request funds the unbudgeted costs for the 5.0% COLA increase in year one. These costs are spread across four job classifications (Deputy District Attorney 1, 2, 3 and 4) and 70.01 FTE in FY 2014. In FY 2014, the District Attorney's Office budgeted a 2.25% COLA which was equivalent to \$214,368. This Board action funds the difference between the budgeted 2.25% COLA and the negotiated 5.0% COLA.

The remaining years of the contract will be funded within the District Attorneys budget. Total estimated cost of the four year contract is \$3.1 million dollars. The following table provides a summary of the estimated financial impact.

Wage Proposal	Estimated Financial Impact				Total Cost
	Year 1 (FY 2014)	Year 2 (FY 2015)	Year 3 (FY 2016)	Year 4 (FY 2017)	
Year 1 = 5% COLA	\$493,000	\$493,000	\$493,000	\$493,000	\$1,972,000
Year 2 = 2% COLA		\$204,000	\$204,000	\$204,000	\$612,000
Year 3 = 2% COLA			\$208,000	\$208,000	\$416,000
Year 4 = 1% COLA				\$106,000	\$106,000
TOTAL COST OF PROPOSAL	\$493,000	\$697,000	\$905,000	\$1,011,000	\$3,106,000

Notes:

Inflates Years 2-4 at the guaranteed COLA for the floor of the contract

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.

The process to negotiate successor collective bargaining agreements is dictated by Oregon law, the Public Employee Collective Bargaining Act.

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).**
N/A
- **What budgets are increased/decreased?**
The District Attorney's General Fund increases by \$278,910
The General Fund Contingency decreases by \$278,910
The Risk Fund increases by \$13,762
- **What do the changes accomplish?**
It funds the difference between the budgeted 2.25% COLA and the negotiated 5.0% COLA in compliance with the ratification of the 2013-2017 collective bargaining agreement between Multnomah County and Multnomah County Prosecuting Attorneys Association.
- **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?
General Fund contingency transfer to the District Attorney's Office covers the expense of the first year of pay increases. Ongoing increases will be covered within the Office's budget.
- 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

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 total cost for year one of the agreement was unknown when the FY 2014 budget was adopted because the County was in the middle of negotiations with the Multnomah County Prosecuting Attorneys Association. However, the District Attorney's FY 2014 adopted budget did include the countywide 2.25% COLA estimate.
- **What efforts have been made to identify funds from other sources within the Department/Agency to cover this expenditure?**
The General Fund will cover the first year of the increased expenditures. The increased ongoing costs will be factored into the annual General Fund forecast.
- **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?**
General Fund transfers to departments cover the expense of the first year of pay increases.
- **Has this request been made before? When? What was the outcome?**
This request has not been made before.

NOTE: Attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet. For General Fund Contingency Requests, a memo from the Budget Office must be submitted.

Required Signatures

Elected Official
or Dept Director: Sherry Swackhamer /s/ Date: 1/8/2014

Budget Analyst: Christian Elkin /s/ Date: 1/8/2014

Countywide HR: Steve Herron /s/ Date: 1/8/2014

Budget Modification ID: **DCM-07****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: 2013

Line No.	Fund Center	Fund Code	Program #	Func. Area	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
					Internal Order	Cost Center	WBS Element						
1	15-10	1000	15020	0050		150000		60000	108,263	304,858	196,595		Salary
2	15-10	1000	15020	0050		150000		60130	36,613	105,166	68,553		Fringe
3	15-10	1000	15020	0050		150000		60140	50,034	63,796	13,762		Insurance Benefits
4													
5	19	1000		0020		9500001000		60470		(278,910)	(278,910)		Reduce Available General Fund Contingency
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	0	Total - Page 1
											0	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
										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 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
										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 Item	Notes
FM Fund Center	FM Fund Code	Functional Area	Internal Order	Cost Center	WBS Element		
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		709599		50310	Budgets receipt of Data Processing reimbursement
78-70	3503	0020		709599		60240	Budgets offsetting expenditures
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: Use this cost center if you are adding funds for motor pool use.							
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: Use this cost center if you are adding funds for dedicated program cars.							
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
72-80	3500	0020		705210		50316	Insurance Revenue
72-80	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

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

Special Revenue Funds

1501 - Road Fund	Road & 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
1508 - Animal Control Fund	Community Services	0060
1509 - Willamette River Bridges Fund	Roads & Bridges	0080
1510 - Library Fund	Library	0070
1512 - Land Corner Preservation Fund	Roads & Bridges	0080
1518 - Oregon Historical Society Special Levy	Community Services	0060
1519 - Video Lottery	Community Services	0060

Capital Project Funds

2504 - Building Project Fund	Community Services	0060
2507 - Capital Improvement Fund	Community Services	0060
2508 - Asset Acquisition Fund	Community Services	0060
2509 - Asset Preservation Fund	Community Services	0060
2511 - Sellwood Bridge Replacement	Roads & Bridges	0080

Enterprise Funds

3000 - Dunthorpe-Riverdale Svc Dist #14 Fund	Dunthorpe-Riverdale Svc Dist #14	0500
3001 - Mid County Svc Dist #1 Fund	Mid County Svc Dist #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-Dept (10, except 10-50)	General Government	0020
Non-Dept CCFC (10-50)	Social Services	0040
District Attorney (15)	Public Safety & Justice	0050
Countywide (18 & 19)	General Government	0020
Human Services (20, 21, 25, 26, 30 & 31)	Social Services	0040
Health (40)	Health Services	0030
Community Justice (50)	Public Safety & Justice	0060
Sheriff's Office (60)	Public Safety & 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.



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

DATE: January 8, 2014

SUBJECT: General Fund Contingency request of \$278,910 for the District Attorney's Office to Fund the Costs of the Tentative Agreement between the County and the Multnomah County Prosecuting Attorneys Association for FY 2014.
(Budget Modification DCM-07)

The County and the Multnomah County Prosecuting Attorneys Association negotiated a Tentative Agreement for settlement of successor labor contract bargaining, which included a 5.0% cost of living increase (COLA) in FY 2014 to bargaining unit members. The 5.0% COLA was higher than the 2.25% COLA budgeted in the District Attorney's Office for those FTE in FY 2014.

The contingency request funds \$278,910 in the District Attorney's Office for the unbudgeted costs of the 5.0% COLA increase in year one. These costs are spread across four job classifications (Deputy District Attorney 1, 2, 3 and 4) and 70.01 FTE. In FY 2014, the District Attorney's Office budgeted a 2.25% COLA which was equivalent to \$214,368 for the FTE. This Board action funds the difference between the budgeted 2.25% COLA and the negotiated 5.0% COLA.

The General Fund will cover the first year the contract expenditures and the ongoing costs will be factored into the annual General Fund forecast.

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 costs are not one-time-only in nature.
- Criteria 2 addresses emergencies and unanticipated situations.
The costs were unknown during the FY 2014 budget due to ongoing labor negotiations.
- Criteria 3 addresses items identified in Board Budget Notes.
This item was not identified in a specific Budget Note.