



Multnomah County Oregon

Board of Commissioners & Agenda

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BOARD OF COMMISSIONERS

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JUNE 3, 4 & 5, 2003

BOARD MEETINGS

FASTLOOK AGENDA ITEMS OF INTEREST

Pg 2	10:00 a.m. Tuesday Continued Public Hearing on Boundaries of the Proposed People's Utility District
Pg 2	2:00 p.m. Tuesday Executive Session
Pg 3	1:00 p.m. Wednesday Budget Work Session
Pg 3	9:30 a.m. Thursday Tax Supervising and Conservation Commission Public Hearings on Multnomah County Budget
Pg 4	10:15 a.m. Thursday Regular Board Meeting
Pg 5	10:20 a.m. Thursday Mental Health Audit Presentation and Departmental Response to Mental Health Audit 11:20 a.m. Thursday Eastside Streetcar Alignment Study

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Thursday, 9:30 AM, (LIVE) Channel 30

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Tuesday, June 3, 2003 - 10:00 AM
Multnomah Building, First Floor Commissioners Boardroom 100
501 SE Hawthorne Boulevard, Portland

CONTINUED PUBLIC HEARING

PH-1 The Multnomah County Board of Commissioners will conduct a Continued Public Hearing to Consider the Boundaries of the Proposed Multnomah County People's Utility District. The electors' petition describes the proposed boundaries as: All of Multnomah County, except the areas within the boundaries of: the Interlachen People's Utility District and the Rockwood Water People's Utility District. The electors' petition describes the purposes of the levy as: To finance an engineer's report and the election under ORS 261.355(1). **Testimony will be limited to discussion of potential exclusions from the district boundaries.** Public Testimony will be Limited to 3 Minutes per Person. ***Written Testimony is Encouraged.***

Submit Written Testimony to:
Deborah Bogstad, Board Clerk
deborah.l.bogstad@co.multnomah.or.us
501 SE Hawthorne Blvd., Suite 600
Portland, OR 97214
fax (503) 988-3013

Tuesday, June 3, 2003 - 2:00 PM
Multnomah Building, Sixth Floor Commissioners Conference Room 635
501 SE Hawthorne Boulevard, Portland

EXECUTIVE SESSION

E-1 The Multnomah County Board of Commissioners Will Meet in Executive Session Pursuant to ORS 192.660(1)(h) for Consultation with Counsel Concerning Current Litigation or Litigation Likely to be Filed. Only Representatives of the News Media and Designated Staff are allowed to Attend. Representatives of the News Media and All Other Attendees are Specifically Directed Not to Disclose Information that is the Subject of the Executive Session. No Final Decision will be made in the Executive Session.

Wednesday, June 4, 2003 - 1:00 PM
Multnomah Building, First Floor Commissioners Boardroom 100
501 SE Hawthorne Boulevard, Portland

BUDGET WORK SESSION

WS-1 Revenue Forecast Update
Multnomah County Temporary Personal Income Tax Measure Discussion
Amendments
Shared Services Briefing

Thursday, June 5, 2003 - 9:30 AM
Multnomah Building, First Floor Commissioners Boardroom 100
501 SE Hawthorne Boulevard, Portland

TSCC PUBLIC HEARINGS

- PH-2 The Tax Supervising and Conservation Commission Will Meet to Conduct a Public Hearing on the Multnomah County 2002-2003 Supplemental Budget in Accordance with ORS 294.480. A Quorum of the Multnomah County Board of Commissioners Will Attend.
- PH-3 The Tax Supervising and Conservation Commission Will Meet to Conduct a Public Hearing on the Multnomah County 2003-2004 Budget in Accordance with ORS 294.480. A Quorum of the Multnomah County Board of Commissioners Will Attend.

Thursday, June 5, 2003 - 10:15 AM
Multnomah Building, First Floor Commissioners Boardroom 100
501 SE Hawthorne Boulevard, Portland

REGULAR MEETING

CONSENT CALENDAR - 10:15 AM

OFFICE OF SCHOOL AND COMMUNITY PARTNERSHIPS

C-1 Revenue Agreement 0310559 with the State of Oregon Housing and Community Services, Providing Grant Funding from Federal, State and Private Grants for Reimbursement of Allowable Costs to be Incurred by Subgrantees of the Weatherization; Energy Assistance; Homeless Assistance; Emergency Food; and Housing Stabilization Programs

PUBLIC CONTRACT REVIEW BOARD

C-2 ORDER Approving an Exemption from the Formal Competitive Bid Process for Vendors of Insulation and Weatherization Related Services for Multi-Unit Dwellings

DEPARTMENT OF BUSINESS AND COMMUNITY SERVICES

C-3 Revenue Agreement 0310557 with the City of Portland, Bureau of Environmental Services, Willamette Stormwater Control Program, Providing Funds for the Multnomah Building Green Roof

DEPARTMENT OF COUNTY HUMAN SERVICES

C-4 Budget Modification CHS 14 Increasing the Department's Domestic Violence Appropriation by \$158,502 to Reflect the U.S. Department of Justice Safe Havens and HUD Family Wages Grants

DISTRICT ATTORNEY'S OFFICE

C-5 Budget Modification DA 03-05 Allocating Weed and Seed Revenue Grants in the Amount of \$65,117 for the Support of Community Court Operations in Fiscal Year 2003

SHERIFF'S OFFICE

C-6 Government Revenue Contract (190 Agreement) 0310502 with the Oregon Department of Transportation, Providing Reimbursement for Performing Commercial Motor Carrier Inspections

REGULAR AGENDA - 10:15 AM
PUBLIC COMMENT - 10:15 AM

Opportunity for Public Comment on Non-Agenda Matters. Testimony is Limited to Three Minutes per Person.

DEPARTMENT OF BUSINESS AND COMMUNITY SERVICES - 10:15 AM

R-1 First Reading and Possible Adoption of an ORDINANCE Amending County Land Use Code, Plans and Maps to Adopt Portland's Recent Land Use Code, Plan and Map Revisions in Compliance with Metro's Functional Plan and Declaring an Emergency

NON-DEPARTMENTAL - 10:20 AM

R-2 Mental Health System Audit. Presented by Suzanne Flynn, LaVonne Griffin-Valade and Mark Ulanowicz. 30 MINUTES REQUESTED.

R-3 Department Response to the Mental Health System Audit. Presented by Patricia Pate and Invited Others. 30 MINUTES REQUESTED.

R-4 Briefing and Consideration of a RESOLUTION Supporting the Eastside Streetcar Alignment Study. Presented by Commissioner Maria Rojo de Steffey, Hank Ashforth, Rick Gustafson and Matthew Larsen. 40 MINUTES REQUESTED.

During the first two weeks of June, the Board will have the opportunity to review, question and comment on the amendments. The Departments have been asked to make staff available to answer any questions the Board might have about individual amendments. The Board will not be asked to make any formal decisions at these work sessions. On June 12, the Board will be asked to vote on and approve these amendments and budget notes. The Board will also be asked to adopt the budget on this date.

To help organize these changes we have color-coded the amendments by individual categories. Lastly, we have created a single report for amendments that impact the General Fund. This report contains amendments from all categories.

Program Amendments (white)

Program amendments make a programmatic or policy-driven change in a department's budget request such that funding levels are increased or decreased, or staff are added or subtracted. An example of a program amendment would be a program proposed by a Board member during the budget briefings. Program amendments from departments require a supplemental staff report supporting the requested change.

Carryover Amendments (salmon)

Carryover is a one-time-only *re-appropriation for FY 2004* of an expenditure *authorized in FY 2003*. This concept is important to the idea of carryover, because it means if something is carried over, it was planned for, *and budgeted for*, in FY 2003. The department's **ending balance**, or unspent appropriation, should be adequate to cover the purchase in the FY 2004. Carryover items will be held in contingency until FY 2004 has been closed out in order to ensure that FY 2004 General Fund Beginning Working Capital meets the adopted appropriation.

Technical Amendments (mint)

Technical amendments make adjustments between object codes that do not change the bottom line in a department or a fund. An example of a technical change would be adjusting materials and services between a department's divisions in the same fund.

Staffing Amendments (lavender)

Staffing amendments show any proposed change in staffing levels between departmental organizations. Staffing amendments are the same as technical amendments in the sense that they should not reflect any bottom-line changes in a department's staff levels. An example of a staffing amendment would be the transfer of staff into a different program within the department. Reclassifications are also categorized as staffing amendments.

Revenue Amendments (blue)

Revenue amendments are a means of recognizing revenues that were not included in the budget request. An example of a revenue amendment would be a grant that is awarded to a department in April, after the department's budget request has been turned in. Revenues amendments will generally have a corresponding increase in expenditures.

**Board
Amendments
(yellow)**

Board Amendments are all categorized as program amendments. The only criteria for a Board Amendment, is that it be proposed by a Commissioner or the Chair.

Proposed Process for Finalizing Amendments and Budget Notes

- June 4th, - Budget Office and Departments to present the proposed Budget Notes and departmental amendments – Board, program, carryover, technical, staffing and revenue. Department staff will be present to review the amendments and respond to questions. Board can leave or delete amendments from lists or ask for more information.
- June 10th – Discussion of Board amendments (or continued review of departmental amendments). Board can leave or delete amendments from lists or ask for more information. Or if the Board is ready, it may finalize the list of departmental and Board amendments and Budget Notes to include in the budget adoption resolution.
- June 11th -- Finalize list of departmental and Board amendments and Budget Notes to include in budget adoption resolution.
- June 12th Board meeting – Board votes on amendments grouped by category. Board votes on Budget Notes. Commissioners can ask that any amendment be moved from group and voted on separately. Once amendments are approved, the budget adoption is voted on.

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

The amendments will impact program services, revenues, and staffing.

4. Explain any legal and/or policy issues.

The amendments will be incorporated into the adopted budget, which sets the legal appropriation for departments.

5. Explain any citizen and/or other government participation that has or will take place.

Three evening public hearings have been scheduled to collect public input on the budget. The Chair's Office also held a Citizen's Budget Input process in the fall of 2002 to provide citizens with an opportunity to articulate their funding priorities.

Required Signatures:

Department/Agency Director:



Date: 05/27/03

BOGSTAD Deborah L

From: MOUNTS Tony D
Sent: Tuesday, June 03, 2003 8:47 AM
To: LINN Diane M; NAITO Lisa H; CRUZ Serena M; ROJO DE STEFFEY Maria; ROBERTS Lonnie J
Cc: ROMERO Shelli D; COMITO Charlotte A; MARTIN Chuck T; CARROLL Mary P; TURNER Kathy G; BALL John; FULLER Joanne; SHIRLEY Lillian M; POE Lorenzo T; PATE Patricia; JOHNSON Cecilia; METZ Ruth; BOGSTAD Deborah L; DARGAN Karyne A
Subject: Shared Services Briefing

Commissioners and Staff:

Over the past three weeks the department heads have begun meeting as the Shared Services Executive Committee. We're working through the job descriptions for Account Managers and the leadership structure of the shared services organization. While progress is being made, there are still several decisions to make before we can answer your questions about how much the creation of this department will cost and how the costs will be covered. Without this detail, the content of our presentation on June 4 will look substantially similar to the information we provided on May 13. As a result, I would like to postpone the presentation until July 1. The briefing will occur before we present any ordinance changing department structures to the Board.

Please contact me if you have any questions.

Tony Mounts

6/3/2003

BOGSTAD Deborah L

From: DARGAN Karyne A
Sent: Tuesday, June 03, 2003 10:42 AM
To: TURNER Kathy G; BOYER Dave A; FLYNN Suzanne J; NEBURKA Julie Z; LINN Diane M; CAMPBELL Mark
Cc: BOGSTAD Deborah L; DARGAN Karyne A; BRIDGES Laura M
Subject: Agenda/Process for June 4th BCC Budget Work Session
Importance: High

Hello-

Attached please find an agenda for tomorrow's bcc budget work session. Kathy will introduce what the BCC will be covering for the day and then we will roll into the presentations/discussion.

Overview of Today's Session – Kathy Turner

- ITAX Mechanics
- Forecast Update
- Budget Amendments
- Budget Notes
 - PERS

- Shared Services Postponed 7/1/03

Thanks,
Karyne

6/3/2003

**BCC Budget Work Session
Agenda
June 4, 2003**

Overview of Today's Session – Kathy Turner

- ITAX Mechanics
- Forecast Update
- Budget Amendments
- Budget Notes
 - PERS
- Shared Services Postponed 7/1/03

ITAX Mechanics – Dave Boyer, Suzanne Flynn

1. Brief Overview of Tax (and FAQ's) - Dave
 - a. Effective Date of Tax
 - b. Who Owes the Tax
 - c. Tax Rate, Estimated Payments and Tax Forms
 - d. Notification and Due Date

2. ITAX Mechanics – Dave
 - a. Revenue Assumptions for FY 04

 - b. Collections - Dave
 - i. City of Portland Role
 - ii. Estimated Costs of Collection
 - iii. Reluctant payers
 - iv. If legislature approves higher school funding

 - c. Ways to pay - Dave
 - i. Employer deduction
 1. MC
 2. Other Employers Provide Assistance
 3. Up to employee
 - ii. Quarterly or Lump payment

 - d. Getting the money to the Schools and County Programs - Dave
 - i. Schools – IGA
 - ii. MC Programs

 - e. Risks - Dave
 - i. Lots of Unknowns
 - ii. New Experience for MC
 - iii. Revenue Estimates provided by State
 - iv. Legislation allowing access to state revenues information
 1. If legislature approves higher school funding
 - v. Timing of Revenue vs. programmatic expenditures
 - vi. Under/Over Collection (how we will address)

 - f. Audits & Accountability –Suzanne

**BCC Budget Work Session
Agenda
June 4, 2003**

Forecast Update – Mark Campbell

Amendments Discussion – Karyne Dargan, Julie Neburka

1. Proposed process for reviewing
2. Calendar
 - a. Today
 - b. June 10th- Depending Upon Today's Progress
 - c. June 11th – Depending Upon Today's Progress
 - d. June 12th –Adoption
3. Amendments - What we've received to date:
 - i. From departments
 - ii. Public session
 - iii. From Executive Staff Work Session (5/20, 5/27)
 - iv. BCC may add any amendments
- b. Take by Amendment type as a group (Budget Office):
 - i. Technical –
 1. Call out items of interest
 2. Questions
 - ii. Revenue –
 1. Call out items of interest
 2. Questions
 - iii. Staffing –
 1. call out items of interest
 2. Questions
 - iv. Carryover –
 1. Call out Items of Interest
 2. Questions
- c. Review Amendments types individually:
 - i. Program –
 1. Department present
 2. Questions
 - ii. Board Amendments –
 1. Board member present
 2. Questions
- d. Additions, Changes
- e. Budget Notes
 - i. PERS Discussion
 - ii. Additions
- f. Wrap up
 - i. Additions and changes will be incorporated
 - ii. Do you all feel the need for another session (June 10, 11)?



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MEMORANDUM

TO: Chair Diane Linn
Commissioner Maria Rojo de Steffey
Commissioner Serena Cruz
Commissioner Lisa Naito
Commissioner Lonnie Roberts

FROM: Agnes Sowle
Acting County Attorney

DATE: May 21, 2003

RE: *Flexibility in Distribution of Personal Income Tax Proceeds
Discretion to Reduce or Terminate Personal Income Tax*

A. The Board has substantial flexibility in the distribution of net proceeds from the Personal Income Tax (PIT).

- Distribution of the proceeds of the PIT must be consistent with the ordinance, ballot title and explanatory statement.
- Additionally, to the extent that the County created a public understanding about how proceeds will be distributed prior to the election, the distribution of the proceeds of the PIT should be fairly consistent with that public understanding.

Factors Considered by Courts to Interpret the PIT:

Based on the broad language of the Ordinance, the Board has considerable flexibility in how it distributes the proceeds for the PIT. If distribution is challenged by a lawsuit, the Ordinance will be interpreted by the Court. When asked to interpret a statute, the court's task is

to determine the intent of the legislature.¹ Here, because the tax measure was referred to the voters, the court will look to the intent of the voters: “it is the people’s understanding and intended meaning of the provision in question – as to which the text and context are the most important clue – that is critical to [the court’s] analysis.”² To determine the intent of the voters in approving the PIT ordinance, the court would have three levels of inquiry.

1. In the first level of inquiry, the Court would examine both the text and context of the ordinance. The specific text of the ordinance referred to the voters is the starting point for interpretation and is the best evidence of the intent. Courts look to the plain meaning of the words of an ordinance and do not insert anything that was omitted, or omit anything that was inserted.

Also at the first level of analysis, the courts consider the context of the statutory provision, which includes any other provisions of the same statute and other related statutes.

2. If the intent is not clear from the text and context inquiry, that is if a term or terms of the ordinance are vague or ambiguous, the Court will move to the second level of inquiry which is to consider legislative history in order to determine the “legislative intent.” Because the PIT results from a referendum, the voters’ intent is considered. The Court will look at the materials that were presented to the public at large to reveal the public’s understanding of the measure and assist in the Court’s interpretation of any disputed provision. Those materials include among other things, materials that are included in the Voters’ Pamphlet such as the ballot title and the explanatory statement.

3. When looking at the public’s understanding of the PIT to determine voter intent, the Court may also look at any materials put out by the County which brought about the public perception. Here, a number of materials could be considered. For example, the County’s website contains Q & A’s and proposed expenditure lists. In addition, the 2004 Budget contains line items which include projected proceeds of the PIT.

Discussion:

1. **The Ordinance (Exhibit 1).** Measure 26-48 was sent to the voters as a proposed Ordinance. The proposed ordinance contains very general terms: “[N]et revenues are to be paid to the County General Fund for distribution by the Board of County Commissioners for services such as...” Very broad categories of distribution are listed as potential recipients, including Multnomah County public schools, low income seniors, elderly and disabled, low-income people, inmates (reducing early release) and offenders D & A treatment. As passed, the Ordinance provides the Board with substantial flexibility in its distribution of the proceeds of the PIT.

¹ The method of inquiry used to interpret a statute is set forth in *PGE v. BOLI*, 317 OR 606 (1993).

² The method of inquiry used to interpret a referendum is found in *Shilo v. Multnomah County*, 333 Or 101 (2001).

2. **Ballot Title (Exhibit 2).** Because the terms of the ordinance are extremely broad, they could be challenged as being vague or ambiguous. If challenged, and if a court found the terms to be vague or ambiguous, the Court would review the voters' intent starting with the Ballot Title. The Ballot Title is also extremely broad and would offer no additional insight.

3. **Explanatory Statement in Voters' Pamphlet (Exhibit 3).** The Explanatory Statement in the Voters' Pamphlet is a little more detailed. It divides the proceeds somewhat designating "about 75%" for Multnomah County public schools and "about 25%" for health care, mental health, senior services, and public safety. Both give examples of the services that may be recipients of the tax revenues.

The Explanatory Statement also allows the Board significant flexibility in both the percentages of revenues which may be distributed to schools, programs or departments and in the specific amounts of revenue which may be distributed to any specific programs or departments.

4. **Questions and Answers Published on Webpage (Exhibit 4).** It is possible that a Court could look at any statements published by the County prior to the election regarding distribution to determine public perception. The County published Questions and Answers, and Revenue Proposals on its WebPage.

The Questions and Answers published on the County's WebPage are significantly more detailed than the Explanatory Statement. For example, it states that approximately \$90 million will go to Multnomah County public schools; it conveys the proposed manner of distribution, and it outlines an estimate of distribution by individually named school districts. It does not detail distribution for human services and public safety. Because it speaks to approximate amounts, it continues to contemplate some flexibility. However, a Court might determine that the percentages created a public perception of the specific percentages which would be distributed to the specific school districts.

5. **Revenue Proposals Published on Webpage (Exhibit 5).** The Revenue Proposals for Health and Human Services Group and Public Safety Group, published on the Webpage, detail to the specific dollar the amounts of revenue earmarked for specific services and programs. These are stated to be Draft Proposals. A Court could determine that those proposals created a public perception of how the proceeds would be distributed. It may certainly be argued that these draft proposals are just that, drafts and proposals, but if a Court were to review these to determine voter intent, or public understanding, the Board's flexibility could be somewhat limited.

B. The Board has significant discretion in reducing or terminating the Personal Income Tax.

The language of the Ordinance is extremely broad and allows significant Board discretion. The Ballot Title repeats the broad language of the Ordinance. None of the other documents clarify or narrow that broad language.

The Ordinance states that the Board "will consider immediate reduction or termination of the Personal Income Tax" if the State reduces base funding allocation or restores funding for

5/21/2003

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county schools, public safety or human services in the next three years. That language allows the Board a significant discretion in its decision to reduce or terminate the tax. For example, if the State partially restores funding to human services or to one program, the Board has the discretion to decide to reduce the PIT in some amount for the restored services. On the other hand, the Board could decide that the restoration is not sufficient to reduce the PIT at all. In either event, the language allows for the Board to use its discretion.



MULTNOMAH COUNTY, OREGON

COUNTY COMMISSIONERS

DIANE LINN, CHAIR
MARIA ROJO DE STEFFEY, DISTRICT #1
SERENA CRUZ, DISTRICT #2
LISA NAITO, DISTRICT #3
LONNIE ROBERTS, DISTRICT #4

DEPARTMENT OF BUSINESS AND COMMUNITY SERVICES

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MEMORANDUM

TO: Board of County Commissioners

FROM: David Boyer, Finance Director

DATE: June 4, 2003

SUBJECT: ITAX Administration/Collection

This is to provide a summary of the various components of the ITAX and issues that are being analyzed and resolved. I am very confident that the tax will be administered in a very effective and efficient manner.

Overview of the ITAX:

- The tax is effective January 1, 2003 and will be in place through calendar year 2005.
- The tax is on Multnomah County residents only. The tax is not due from employees that work in Multnomah County and live in another County or State.
- The tax rate is 1.25% on Oregon taxable income after an exemption of \$2,500 for single filers and \$5,000 for joint filers. (line 15 of Oregon Individual Income Tax Return Form 40S Short Form less either the \$2,500 or \$5,000 exemption) or (line 28 of Oregon Individual Income Tax Return Form 40 Full-Year Resident Form less either the \$2,500 or \$5,000 exemption).
- The tax is due April 15, 2004 for calendar year 2003; April 15, 2005 for calendar year 2004; and April 17, 2006 for calendar year 2005.
- The tax form will be a one page form that will require taking information off of a taxpayers Oregon personal income tax form (Oregon taxable income line) and then calculating the County tax. The tax forms and instructions will be available and sent to taxpayers in November or December of 2003. (Sample attached)
- Tax payers who reside in Multnomah for part of the calendar year will be required to pay the income tax based on the pro rata share of the time they resided in the County. A separate form will be needed for part year residents. It will also be a one page form.

Revenue Estimates: The County received the data to develop the revenue estimates from the State Legislative Fiscal Office and Oregon Department of Revenue. We have allowed about an 18% discount factor in the revenue assumptions for FY 04. Based on the 1.25% rate the County expects to collect about \$128 to \$135 million. The resource will be used as follows:

- \$89 to 92 million to all County Schools
- \$16 million to Public Safety Programs

- \$16 million to Health and Human Service Programs
- \$7 million Collection, administration and auditing

Collections: The County has been exploring the various options for collecting the tax. The City of Portland Bureau of Licenses is interested and willing to collect the tax. The estimates provided by the City are as follows:

- Start up one-time-only costs of about \$1.1 million. Space cost, computer programming, hardware and initial project manager.
- On going operational costs for three years not to exceed \$3.5 million per year.
- Will need to negotiate a fourth year of collection costs to close out the program. Funds will need to be carried over from third year and the fourth year costs will not exceed the estimated revenues that will be collected.
- The County will be adopting ORS and Oregon Department of Revenue Administrative Rules that apply to Oregon Personal Income Tax. This will allow the County to use similar enforcement methods to ensure that the tax is paid.
- The agreement with the City will allow taxpayers to file and pay on line, tax rules will be available on line, employers will be allowed to use payroll deductions.
- Other entities around the state have shown an interest in using the City of Portland in the event they are able to pass a local income tax. If they are successful and select the City the County's operational cost could be lowered due to these entities sharing in the fixed operational costs of the system. (Computer, audit manager, space and similar costs)

Tax Payments/Employer Deductions: Multnomah County and the City of Portland will both make payroll tax deductions beginning in July or August. This will allow us to work out any issues with computer systems and tax deduction tables. The following are the tax payment methods that will be available:

- Employers will be allowed to deduct the tax and remit to the County. We estimate that we will have a system in place by the end of September 2003.
- Taxpayers will have the option to pay quarterly estimates. Method for payment will be in place by the end of September 2003.
- Tax payments can be made in lump sum by April 15 following the end of the calendar year.

School District Agreement and Accountability: The County will enter into an Intergovernmental Agreement with each school district. The agreement will include the following provisions:

- Payments to the school districts will be made as the revenues are collected.
- Payments to the school districts will be made based on their pro rata share of the expenditure breakdown based on the revenue estimates above.
- Schools will be responsible for ensuring that they have the necessary cash flows in place. Schools are authorized to issue short-term notes to provide the needed cash flow. The County has increased out short-term notes by \$20 million to meet our needs.
- County Auditor will conduct audits as outlined in the measure.
- Accountability to the review committee.
- County's ability to increase, decrease or terminate the tax in the event of funding changes by the state.

Risks/Unknowns: The collection of the ITAX has many unknowns. Some of the issues the Board should be aware of are the following:

- The County has requested an amendment to SB228 to allow the County to have access to tax collection data that the Department of Revenue maintains. This bill is still going through the legislative process. Stephanie is tracking.
- The County has not collected a personal income tax and we are not aware of all the issues that we will encounter.
- Revenues were based on data provided by the State Legislative Fiscal Office and Department of Revenue. The County used conservative estimates but we have no track record of the data. Receipts will come in late so we will not know how the estimates compare to actual until the end of May 2004.
- Suggest that schools use any PERS savings to hedge against this unknown.
- We will monitor State forecasts to provide us with some assistance in our attempt to forecast this revenue source.
- Timing of the collection depends on how many employers are willing to make payroll deductions.
- Over/under collections – If we over collect the rate can be reduced for succeeding years. We under collect the County and Schools will need to adjust budgets for future years. Again, recommend that both the Schools and County use PERS reductions wisely and use some of the savings to guard against the potential revenue shortfall. County may need to use reserves but if needed they should be restored the next fiscal year.
- We will be formulating a plan for the possibility of under collections and will present this to the Board later this month.
- State legislative action on school funding and how their decisions will impact the ITAX.

DRAFT

MULTNOMAH COUNTY, OREGON PERSONAL INCOME TAX FORM FOR FULL YEAR RESIDENT FORM 26-48

Last Name:

First Name & initial

Social Security No

Spouse's last name
if different

Spouse's first name &
middle initial

Mailing address:

Phone number:

City:

State:

Zip Code:

Oregon Taxable Income (line 15 of Oregon Individual Income Tax Return Form 40S or line 28 Form 40)

\$ 30,000

Deduct Exemption: Deduct either \$2,500 for single or \$5,000 for other (see table below)

\$ (5,000)

Multnomah County Taxable Income:

\$ 25,000

Multnomah County Tax Rate

1.25%

\$ 313

Deduct: Taxes paid through quarterly estimates or withheld from payroll withholdings

\$ (150)

Multnomah County Tax Due

\$ 163

Exemption Table

Single	\$ 2,500
Joint	\$ 5,000
Qualifying Widow (er)	\$ 5,000
Head of Household	\$ 5,000

Signature

Budget Work Session Follow-Up
Updated 5/28 am

Date	BCC	Question	Status
5/6			
	Cruz	Would like additional board discussion of FY 03 Mental Health spending. Completed. Scheduled	Dept submit written response. completed
	Linn	Update Financial Overview charts	In process N/A?
	Naito	Provide relative gf cut percentages by service area	Completed 5/15
5/7	Naito	What's left in CARES (what's left in safety net)	Completed 5/27.
	Cruz	Allocations of H&HS re: ITAX; bcc discussion (emergency voucher rent assistant, homeless family; OSCP). Impact on Health Dept overall of the cuts. More allocation to HD/OSCP. Answer re;	Scheduled 5/21. Completed. More discussion 5/28
	Linn	Flexibility re: fund allocation. Legal language	Scheduled 5/21. Completed
HD	Cruz	Discussion of tradeoffs; role county in service delivery of health. How business models driving who we service? Waive revenue considerations over access consideration. Policy implications?	Scheduled 5/28
	Naito	Big picture (history) of trends in county health dept services & relationship with date. How has shifted. What is history of our practice with gf?	Scheduled 5/28
	Linn	Where is trajectory of this dept into future, and what role do we play? What are other communities doing? What other models are out there?	Scheduled 5/28
DCHS	Cruz	AMENDMENT: \$50K for DV, s/b \$100k New Options contract amounts	Added to Amendment List
	Cruz	Discussion regarding policy/business decision is made around mental health system.	Scheduled 6/5
	Naito	Would like same sort of discussion surrounding SB1145 and opt out.	Need to Schedule
OSCP	Linn	AMENDMENT: Court Care (\$25,000) possible restoration of court care pending state decisions. VOA doesn't want to run. So need add'l \$25K	Added to Amendment List
5/13 Non-D	Linn	Land Use Planning support received from East and West Soil and water districts?	Completed/distributed to bcc 5/20
	Naito	Provide breakdown of E&W soil and Water District Budgets.	Completed/distributed to bcc 5/20
	Linn	History of Soil & Water Districts county involvement in them? Provide to Andy Smith.	Completed/distributed to bcc 5/20
	Linn	Watermaster budget.	Completed/distributed to bcc 5/20
BCS	Naito	S.S. Baseline information to compare if we are reducing costs into the future. What are long term outcomes. How dept intends to run, cost, cost shifts.	Email 5/14 to TM
	Linn	Evaluation AP fund, timing, future, and plan (tier 1, 2, etc)	Completed/distributed 5/21
	Cruz	Report on SIP housing fund	Email to DS 5/14
	Cruz	Why does SIP need a full time administrator?	Email to DS 5/14
	Linn	Plan for community service fee (SIP) for FY 2004. BCC can establish priorities. KT will work with bcc to determine allocations. OTO \$'s, can count on \$673,008 FY 04. 7 more years on LSI, 6 years on Microchip. May count on up to \$1 to \$1.2 on ongoing	Email to DS 5/14

AGENDA PLACEMENT REQUEST

BUD MOD #:

Board Clerk Use Only:

Meeting Date:

Agenda Item #:

Est. Start Time:

Date Submitted:

Requested Date: June 4, 2003

Time Requested: 60 min.

Department: Business & Community Services

Division: Budget Office

Contact/s: Karyne Dargan

Phone: 503 988-5015

Ext.: 22457

I/O Address:

Presenters: Karyne Dargan, Budget Office; Department Directors and/or Staff

Agenda Title: Introduction of Budget Amendment Report and Budget Notes
For the FY 2004 Budget.

NOTE: If Ordinance, Resolution, Order or Proclamation, provide exact title. For all other submissions, provide clearly written title.

1. What action are you requesting from the Board? What is the department/agency recommendation?

To review and discuss the amendments and budget notes submitted by departments and Board members. Propose any additions, deletions or changes to the amendment and budget note list.

2. Please provide sufficient background information for the Board and the public to understand this issue.

Each year it is necessary to make certain changes to the budget after it has been approved but before it is adopted. These changes are made through a series of budget amendments, which the Board votes on during the budget adoption process. Some amendments are proposed by the Board and prepared by the Budget Office, and others are proposed and prepared by departments or by individual Board members. There are six different types of amendments: Program Amendments, Carryover Amendments,

Technical Amendments; Staffing Amendments, Revenue Amendments and Board Amendments. Each type of amendment is described below.

During the first two weeks of June, the Board will have the opportunity to review, question and comment on the amendments. The Departments have been asked to make staff available to answer any questions the Board might have about individual amendments. The Board will not be asked to make any formal decisions at these work sessions. On June 12, the Board will be asked to vote on and approve these amendments and budget notes. The Board will also be asked to adopt the budget on this date.

To help organize these changes we have color-coded the amendments by individual categories. Lastly, we have created a single report for amendments that impact the General Fund. This report contains amendments from all categories.

**Board
Amendments
(yellow)**

Board Amendments are all categorized as program amendments. The only criteria for a Board Amendment, is that it be proposed by a Commissioner or the Chair.

**Program
Amendments
(white)**

Program amendments make a programmatic or policy-driven change in a department's budget request such that funding levels are increased or decreased, or staff are added or subtracted. An example of a program amendment would be a program proposed by a Board member during the budget briefings. Program amendments from departments require a supplemental staff report supporting the requested change.

**Carryover
Amendments
(salmon)**

Carryover is a one-time-only *re-appropriation for FY 2004* of an expenditure *authorized in FY 2003*. This concept is important to the idea of carryover, because it means if something is carried over, it was planned for, *and budgeted for*, in FY 2003. The department's **ending balance**, or unspent appropriation, should be adequate to cover the purchase in the FY 2004. Carryover items will be held in contingency until FY 2004 has been closed out in order to ensure that FY 2004 General Fund Beginning Working Capital meets the adopted appropriation.

**Staffing
Amendments
(lavender)**

Staffing amendments show any proposed change in staffing levels between departmental organizations. Staffing amendments are the same as technical amendments in the sense that they should not reflect any bottom-line changes in a department's staff levels. An example of a staffing amendment would be the transfer of staff into a different program within the department. Reclassifications are also categorized as staffing amendments.

**Revenue
Amendments**

Revenue amendments are a means of recognizing revenues that were not included in the budget request. An example of a revenue amendment would be a grant that is awarded to a

(blue) department in April, after the department's budget request has been turned in. Revenues amendments will generally have a corresponding increase in expenditures.

Technical Amendments
(mint) Technical amendments make adjustments between object codes that do not change the bottom line in a department or a fund. An example of a technical change would be adjusting materials and services between a department's divisions in the same fund.

Proposed Process for Finalizing Amendments and Budget Notes

- June 4th, - Budget Office and Departments to present the proposed Budget Notes and departmental amendments – Board, program, carryover, technical, staffing and revenue. Department staff will be present to review the amendments and respond to questions. Board can leave or delete amendments from lists or ask for more information.
- June 10th – Discussion of Board amendments (or continued review of departmental amendments). Board can leave or delete amendments from lists or ask for more information. Or if the Board is ready, it may finalize the list of departmental and Board amendments and Budget Notes to include in the budget adoption resolution.
- June 11th -- Finalize list of departmental and Board amendments and Budget Notes to include in budget adoption resolution.
- June 12th Board meeting – Board votes on amendments grouped by category. Board votes on Budget Notes. Commissioners can ask that any amendment be moved from group and voted on separately. Once amendments are approved, the budget adoption is voted on.

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

The amendments will impact program services, revenues, and staffing.

4. Explain any legal and/or policy issues.

The amendments will be incorporated into the adopted budget, which sets the legal appropriation for departments.

5. Explain any citizen and/or other government participation that has or will take place.

Three evening public hearings have been scheduled to collect public input on the budget. The Chair's Office also held a Citizen's Budget Input process in the fall of 2002 to provide citizens with an opportunity to articulate their funding priorities.

Summary of Budget Changes

Pending Amendments

Board Amendments

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
04_BCS_BA_01	NAITO - Restores 1.00 FTE and \$72,610 in Information Technology to maintain and enhance the DSS Justice Program. Increases the Risk Fund by \$12,720.	85,330	12,720	-72,610	1.00
04_BCS_BA_02	ROJO: BCS Housing Program - Cut 1.00 FTE Program Manager 1, of which 0.83 FTE is in the General Fund, and 0.17 FTE is in the Tax Title Fund. Cut \$96,009 General Fund, \$19,665 Tax Title Fund. Total cut= \$115,674.	-112,651	-16,642	96,009	-1.00
	BCS Total	-27,321	-3,922	23,399	0.00
04_DCHS_BA_01	NAITO: Provides \$80,000 of bridge funding for the Gateway Children's Campus residential program that is operated by the Christie school.	80,000	0	-80,000	0.00
	DCHS Total	80,000	0	-80,000	0.00
04_HD_BA_01	CRUZ: Restores \$7,000 cut to drug budget in STD clinic.	7,000	0	-7,000	0.00
04_HD_BA_02	ROBERTS: Restores Rockwood Dental Van. Adds \$46,000 and 0.40 FTE.	51,658	5,658	-46,000	0.40
04_HD_BA_03	CRUZ: Restores HIV Prevention program in HD. Adds \$116,130 and 1.10 FTE.	134,185	18,055	-116,130	1.10
04_HD_BA_04A	NAITO: OPTION A-- Least cost: Restores Health services to Brentwood-Darlington area. Adds \$250,000 and 2.90 FTE to provide 1,740 visits to 365 clients annually.	304,925	54,925	-250,000	3.40
	HD Total	497,768	78,638	-419,130	4.90
04_NOND_BA_01	ROJO: Provides \$25,000 of County General Fund for the Elders in Action Ombudsman program.	25,000	0	-25,000	0.00
04_NOND_BA_02	ROJO: Reduces appropriation to the Portland-Multnomah Progress Board by half, from \$75,941 to \$37,971.	-37,971	0	37,971	0.00
04_NOND_BA_03	BCC: Restores \$34,000 to Multnomah County Soil & Water Districts.	34,001	0	-34,000	0.00
	NOND Total	21,030	0	-21,029	0.00
04_OSCP_BA_01	CRUZ: Restores funding for Clearinghouse vouchers (\$177,871).	177,871	0	-177,871	0.00
04_OSCP_BA_02	LINN: Restores \$25,000 from the General Fund for Court Care and adds \$25,000 of State funds that are currently allocated in the State budget.	50,000	25,000	-25,000	0.00
04_OSCP_BA_03	ROBERTS: Restores workforce development - SE Works (\$52,654).	52,654	0	-52,654	0.00
04_OSCP_BA_04	CRUZ: Adds funding for Willow Tree (\$32,152) and Turning Point (\$26,745) to backfill lost State funding (HCS EHA).	58,897	0	-58,897	0.00
04_OSCP_BA_05	CRUZ: Adds General Fund funding to restore Domestic Violence Emergency Shelter (\$48,640). Note that the DV Emergency Shelter will be restored in DCHS, which is responsible for this activity.	48,640	0	-48,640	0.00
	OSCP Total	388,062	25,000	-363,062	0.00
04_OVER_BA_01	Reduce cost of living adjustment (COLA) for non-represented employees. The COLA is currently budgeted at 2.5%. This amendment reduces the COLA to 0.5% consistent with the change in the Portland CPI. Increases GF Contingency by \$428,367. The total impact on "Other Funds" is \$741,107 which will be returned to the respective Contingency accounts with the exception of the Federal/State Fund. Appropriations in the Federal/State Fund will be reallocated, by department, to M&S cost elements and will be available for other uses.	-428,367	0	428,367	0.00
	OVER Total	-428,367	0	428,367	0.00
	Total	531,172	99,716	-431,455	4.90
	Grand Total (all amendment types)	2,535,674	2,559,657	211,225	9.33

Summary of Budget Changes

Pending Amendments

Program Amendments

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
04_BCS_PA_01	IT - Moves revenues and expenditures between cost centers to adjust for revenue expected from different departments. It also increases salary savings, M&S and Capital. Salary Savings will be replaced by specific FTE changes after June 16th when the IT Class/Comp study is implemented. Adds 0.50 FTE inadvertently left out of the budget. The increase of \$2,068 is due to the service reimbursement to the Risk fund from the position.	2,068	2,068	0	0.50
BCS Total		2,068	2,068	0	0.50
04_DCHS_PA_01	Reallocates \$140,142 in savings attributable to the DCHS management/business services re-organization to the ADS division. Restores 0.25 FTE Veteran Services Officer & 0.25 FTE Program Development Tech. The remainder is allocated for contracted services for in-home care for elders, minority outreach, and advocacy. Funds are Title XIX and IIB. There is a net increase of 5,780 in the service reimbursement funds.	5,780	5,780	0	0.50
04_DCHS_PA_02	Reallocates \$95,862 in savings attributable to the DCHS management/business services re-organization to the Developmental Disabilities Division. 1.40 FTE Case Manager 2's are added to the DD Intake & Protective Services unit. There is a net increase of \$17,346 in the service reimbursement funds.	17,346	17,346	0	1.40
04_DCHS_PA_03	Creates a new 1.00 FTE Addiction Manager position by cutting a mental health consultant in the early childhood area and shifting funding from A&D pass through payments. Funding is also reallocated to cover Raintree related costs. There is a net increase of \$3,826 in the service reimbursement funds.	3,826	3,826	0	0.00
DCHS Total		26,952	26,952	0	1.90
04_HD_PA_01	Spreads \$2.1 million unspecified General Fund cut in executive budget to HD programs. Changes several programs: Reduces 2.80 FTE and \$437,000 in Corrections Health due to jail bed re-configuration and removing IT costs budgeted in error. Replaces \$238,000 of GF with program revenues in Field Teams. Reduces HIV Health Services program by \$202,000, adds \$63,000 in program revenues, and cuts 2.30 FTE. Reduces Pharmacy & Lab Services by \$351,000 due to reductions in the pharmacy budget and lab services. Replaces \$681,000 of GF with program revenues in Primary Care Clinics. Increases some fee revenues and makes other minor adjustments in program budgets to balance. Adds a total of \$1.1 million in new revenues.	1,070,280	1,093,363	23,083	-5.10
HD Total		1,070,280	1,093,363	23,083	-5.10
04_NOND_PA_01	PART 1 OF 2: Removes CCFC requested budget. Revised budget (part 2 of 2) reflects CCFC office re-organization and reduced revenues from the state for a revised total of \$717,632. Reduction from request of \$1.1 million and 3.00 FTE.	-1,864,215	-1,864,215	0	-10.50
04_NOND_PA_01	PART 2 of 2: Replaces CCFC requested budget. Revised budget reflects CCFC office re-organization and reduced revenues from the state for a revised total of \$717,632. Reduction from request of \$1.1 million and 3.00 FTE.	806,339	812,789	6,450	7.50
NOND Total		-1,057,876	-1,051,426	6,450	-3.00
04_OSCP_PA_01	Moves \$200,000 of ITAX funds from DCJ to OSPC for homeless youth system where the funds will actually be expended. There is no programmatic impact.	0	0	0	0.00
OSCP Total		0	0	0	0.00
Total		41,424	70,957	29,533	-5.70

Summary of Budget Changes

FY 2004

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Pending Amendments

Carryover Amendments

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
04_BCS_CA_01	Fleet Management Fund Carryover: Increases Beginning Working Capital by \$249,101 due to delayed receipt of vehicles in FY 03; increases equipment purchases by \$371,501 and decreases Fleet Fund contingency by \$122,400 due to anticipated equipment purchases in FY 04.	371,501	249,101	0	0.00
BCS Total		371,501	249,101	0	0.00
04_NOND_CA_01	Placeholder for possible Nondepartmental carryover amendments. INFORMATION NOT COMPLETE/DATA ENTRY NOT COMPLETE.	1	0	0	0.00
04_NOND_CA_02	Auditor Carryover: Carries over \$4,000 in the Auditor's Office for computer equipment that is ordered but will not be received by June 30th.	4,000	4,000	0	0.00
04_NOND_CA_03	Appropriates \$30,000 one-time-only to pay for costs associated with moving the Commission on Children, Families, and Community into the Multnomah Building in FY 2004.	60,000	60,000	0	0.00
NOND Total		64,001	64,000	0	0.00
04_OSCP_CA_01	SIP Fund Carryover: Carries over \$174,391 of the dedicated SIP special needs housing fund that will be unspent in FY 03. These funds are used to address the special housing needs of correction clients with mental health issues.	174,391	174,391	0	0.00
OSCP Total		174,391	174,391	0	0.00
Total		609,893	487,492	0	0.00

Summary of Budget Changes

Pending Amendments

Staff Amendments

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
04_DCJ_SA_01	The amendment reflects personnel reclasses and transfer of budgeted personnel between program units. 1.00 District Manager is reclassified to Program Supervisor due to an exempt class comp study. 3.00 Program Development Specialists in Business Services are transferred to Adult and Juvenile program units. 0.20 of a Program Manager 2 and 0.70 of a Juvenile Court Counselor are transferred to Probation & Counseling Services. There is no net change in FTE, expenses/revenues.	0	0	0	0.00
04_DCJ_SA_03	The Peninsula field office was closed and reduced program expenditures. The 4.00 remaining staff, their caseloads and associated expenses are being transferred to the North field office. The change results in a zero net change to revenues and expenditures.	0	0	0	0.00
04_DCJ_SA_04	Corrects \$300 in overstated general fund expenses and fixes an error to 1.00 FTE split between the General Fund and the Fed/State Fund. In the Approved, the entire 1.00 reduction was taken from the general fund. This amendment reconciles the error by reducing the Fed/State fund.	-53,023	-53,023	0	0.00
04_DCJ_SA_05	Redirects general fund from professional services and materials and services to restore 1.00 Clinical Coordinator to the Adult Community Justice Specialized Supervision Field Services. Reduces 1.00 Finance Specialist and a Program Development Technician by 0.20 in order to restore a full-time Program Development Specialist. Increases internal services by \$10,380. There is a net increase to FTE of 0.80.	10,380	10,380	0	0.80
DCJ Total		-42,643	-42,643	0	0.80
04_HD_SA_01	Reclass 0.90 FTE OA 2 shared by Communicable Disease & Bioterrorism grant to 0.80 FTE OA Senior.	-726	-726	0	-0.10
04_HD_SA_02	Adjusts personnel: converts 0.80 FTE to on-call; changes 0.50 LPN to 0.50 HA. No net change in the budget; (0.80) FTE change in staff levels.	-9,289	-9,289	0	-0.70
HD Total		-10,015	-10,015	0	-0.80
04_MCSO_SA_01	Increases Business Services by 2.00 FTE. The approved budget included funding for 2.00 FTE; however, the positions were inadvertently left out. This amendment reconciles the authorized budget and the 2.00 positions (1.00 Program Administrator and 1.00 Records Technician). This amendment does not increase the Sheriff's total budget but does increase total FTE by 2.00 and the Risk Fund by \$28,082.	28,082	28,082	0	2.00
MCSO Total		28,082	28,082	0	2.00
04_NOND_SA_01	Moves 0.50 FTE Communications position from CCFC to PAO in order to provide County-wide assistance with community involvement and public information about the County's children's policy frameworks (early childhood, school-aged). PAO expenditures are offset by a reduction in the CCFC budget.	-38,314	-38,314	0	0.50
04_NOND_SA_02	Removes 1.00 FTE School-Aged Framework coordinator budgeted in error in the Chair's/CCFC's budget. This position was only intended to be in the Chair's Office in FY 03, and is already included in the FY 04 OSCP budget.	-12,427	-12,437	0	-1.00
NOND Total		-50,741	-50,751	0	-0.50
Total		4,208	4,198	0	7.27

Summary of Budget Changes

Pending Amendments

Staff Amendments

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
04_BCS_SA_01	Restores 2.00 FTE Facilities Specialists 2, 0.50 FTE Facilities Maintenance Worker in the Facilities Fund due to the passage of ITAX. FTE's restored are necessary to fill shortages in maintaining the additional square footage restored as a result of the ITAX passage. \$32K revenue and expenditure change is from Risk Fund service reimbursement from staff changes.	32,335	32,335	0	2.50
04_BCS_SA_02	Finance - shifts \$336,150 from ITAX professional services to personal services to fund 3.00 FTE for the collection and administration of the temporary personal income tax. \$42K increase is from Risk Fund service reimbursement due to staff changes.	41,559	41,559	0	3.00
04_BCS_SA_03	Facilities: Adds 1.00 FTE Office Assistant Senior, and 0.25 FTE Facilities Specialist 2 in the Capital Improvement Fund due to the need to support Accredited Health facilities and Countywide Security projects. \$15K revenue/expenditure change is due to Risk Fund service reimbursement from staff changes.	15,454	15,454	0	1.25
BCS Total		89,348	89,348	0	6.75
04_DCHS_SA_01	Creates a new 1.00 FTE Administrative Analyst Senior in position in the ADS division by eliminating/re-classing an existing Administrative Secretary position. M&S expenses are reduced by \$17,294 to cover the increased cost. The position is intended to provide day to day direction & co-ordination for the administrative functions within the division. There is a net \$1,327 increase in the Risk Management Fund.	1,327	1,327	0	0.00
04_DCHS_SA_02	Moves 5.00 FTE Community Health Nurses from the 5 ADS Branch Offices to the Nursing Facility for centralized supervision. A 0.83 FTE Program Development Specialist is cut, with the resulting savings covering a salary correction, the shift of an OA2 to OA Sr, and the reduction in the amount of salary savings budgeted (\$20,648). There is a net \$8,869 decrease in the Risk Management Fund.	-8,869	-8,869	0	-0.83
04_DCHS_SA_03	The amendment reflects changes to the State Medicaid allocation for ADS. Several positions are eliminated and several are added to accommodate changes in staffing necessary to serve a changing client population. Salary savings are reduced by a total of \$15,870. There is a net decrease of 0.15 FTE. There is a net \$2,281 decrease in the Risk Management Fund.	-2,281	-2,281	0	-0.15
04_DCHS_SA_04	Moves 3.00 Office Assistants (OA2) from the Business Teams in the DCHS divisions to the Chief Financial Officer's (CFO) unit. This brings the administrative contracts functions under the CFO.	0	0	0	0.00
04_DCHS_SA_05	Corrects the job class coding for a supervisor position that was incorrectly coded as a program development specialist senior position in the Approved budget. There is no net revenue or expense change.	0	0	0	0.00
DCHS Total		-9,823	-9,823	0	-0.98

Summary of Budget Changes

FY 2004

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Pending Amendments**Revenue Amendments**

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
04_HD_RA_01	Cuts Tobacco Prevention Program; state funding has been eliminated. Cuts \$408,431 and 3.90 FTE.	-52,303	-408,431	-6,687	-3.90
04_HD_RA_02	Adds SAMHSA Mental Health Disparities grant revenue. Grant renewal was approved after budget request was submitted.	213,275	216,739	3,464	2.26
04_HD_RA_03	Adds State Commission on Children & Families (OCCF) revenue for Family & Community Alliance and Community Safety Net. This revenue was omitted in the request due to uncertainties surrounding OCCF's state funding.	205,965	205,965	0	0.00
	HD Total	366,937	14,273	-3,223	-1.64
04_LIB_RA_01	Adds Library Foundation revenues not originally recognized in the FY04 Library request. The Library Foundation makes its funding decisions in April, after County budget requests have been submitted. These revenues enhance specific programs, including Summer Reading 2003, Teen Author Lecture, Books 2 U, and Reach Out & Read. 0.50 FTE Library Assistant is added.	185,732	189,277	3,545	0.50
	LIB Total	185,732	189,277	3,545	0.50
04_MCSO_RA_01	The Sheriff's Office receives funds from the Oregon State Fire Marshals office for performing hazardous material cleanups in various locations throughout the metro area. The \$8,800 represents the portion of FY 03 revenue unspent. There is no FTE change associated with this amendment. There is an increase of \$268 for department indirect and \$194 for central indirect.	9,068	9,262	194	0.00
	MCSO Total	9,068	9,262	194	0.00
04_OSCP_RA_01	Adjusts the OSCP Housing & Public Works budget to reflect updated grant information: Reduce State SHAP, EHA, HSP funds by \$44,280, \$62,202, and \$37,916, respectively. Increase City of Portland CDBG, PDX General Fund, and HUD HOME grant by \$4,618, \$409, and \$111,105, respectively. Reduce HUD CDBG by \$11,295 and increase HUD Rental Rehab Loan Repayment by \$124,569. There is a net increase of \$85,008.	85,008	85,008	0	0.00
04_OSCP_RA_02	Adjusts the OSCP Energy Services budget to reflect updated grant information. Increase Department of Energy Weatherization funds by \$102,117 and ECHO grants by \$38,414. Eliminate City of Portland Block by Block weatherization award of \$109,000. Carryover City Block by Block Rebates (\$7,700) and County Weatherization Rebates (\$26,530). Eliminate the State Jobs Plus funding for temporary Weatherization Crew (\$9,000). Net increase of \$56,761 and elimination of a 0.50 FTE PDS. There is a net decrease in service reimbursement funds of \$7,894.	48,867	48,867	0	-0.50
	OSCP Total	133,875	133,875	0	-0.50
	Total	1,477,035	1,802,902	675,308	0.86

Summary of Budget Changes

Pending Amendments

Revenue Amendments

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
04_BCS_RA_01	SIP Fund: increases beginning working capital by \$67,587 as a result of increased fund balance. Transfers \$690K "unallocated budget" to the General Fund which is available for reallocation.	64,118	740,412	676,294	0.00
04_BCS_RA_02	Capital Asset Acquisition Fund (Flat Fee): reduces budgeted beginning working capital due to latest estimate of revenues and expenditures. It also adjusts Flat Fee service reimbursements to account for revenue expected from different departments.	-407,957	-407,957	0	0.00
04_BCS_RA_03	CIP and Asset Preservation Funds: Adjusts beginning working capital revenue based on latest spending projection.	257,004	257,004	0	0.00
04_BCS_RA_04	Road Fund revenue decreases by \$166,500 based on latest Transportation projection of revenues and expenditures.	-166,500	-166,500	0	0.00
04_BCS_RA_07	Data Processing Fund: increases fund by \$300K due to latest fund expenditure and revenue projections.	300,000	300,000	0	0.00
	BCS Total	46,665	722,959	676,294	0.00
04_DCHS_RA_01	Adjusts revenue and budgeted expenditures in the Addiction Services program to reflect updated information from the state and grant restrictions. There is a net increase of \$110,924 in anticipated state funding.	110,924	110,924	0	0.00
04_DCHS_RA_02	Adds a \$30,000 appropriation in the ADS division that is associated with new revenue from an OHSU/Dept of Justice contract.	30,000	30,000	0	0.00
04_DCHS_RA_03	Reduces Assessment Intervention Treatment Program (AITP) revenue and expenditures by \$90,000 to reflect revised revenue estimates. Also reduces 2.00 FTE Mental Health Consultants. Adjusts revenue allocation for SOAP/RAPP program between County General Fund and OHP premium to accommodate revenue use restrictions.	-116,063	-116,063	0	-2.00
04_DCHS_RA_04	Cuts a 0.50 FTE Case Manager Assistant from the Admin unit of the Developmental Disability Services division due to a training grant that was cut by the State of Oregon.	-30,584	-30,584	0	-0.50
04_DCHS_RA_05	Adjusts the Domestic Violence budget to reflect the elimination of Oregon Emergency Housing Assistance (\$146,346), an increase in the State Homeless Assistance Program (\$98,210), and an increase in the HUD Horizons contract funding (\$6,837).	-43,308	-45,510	-2,202	0.00
04_DCHS_RA_06	Increases the Developmental Disability Services division budget by \$284,568 and 4.00 FTE to reflect higher case management funds from the state mental health grant than previously estimated. There is also a net \$49,499 increase in the Risk Management Fund associated with the increased FTE.	334,067	334,067	0	4.00
04_DCHS_RA_07	Increases the Domestic Violence budget by \$35,660 to reflect the revised Safe Haven Grant balance for contracted services (assessment & visitation).	36,129	36,829	700	0.00
	DCHS Total	321,165	319,663	-1,502	1.50
04_DCJ_RA_01	Cut the Drunk Driving Grant- DCJ received notice that they will no longer receive funding from the Drunk Driving State Grant for a Parole and Probation position. This action results in a loss of (\$79,673) and 1.00 FTE and a decrease in the Risk fund of (\$13,592).	-93,265	-93,265	0	-1.00
04_DCJ_RA_02	The amendment appropriates the Going Home Grant received by not programed. It provides for re-entry and related program services designed to assist offenders (males age 14-35 affiliated with gangs or identified with security threat groups) in successfully re-integrating into the community. The objective is to enhance community safety by reducing re-offending behavior. Primarily the grant funds 2.00 FTE, a Program Development Specialist Senior and a Corrections Counselor and \$267,850 in contracted services.	506,858	506,858	0	2.00
	DCJ Total	413,593	413,593	0	1.00

Summary of Budget Changes

FY 2004

Page 1 of 10

Pending Amendments

Technical Amendments

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
04_BCS_TA_01	Corrects budgets that have negative dollars by offsetting with other expenditures or adjusting revenues.	74,001	74,001	0	0.00
04_BCS_TA_02	Moves Water Quality Management expenditures between cost centers. Change is being made to facilitate tracking of Water Quality as a separate program.	0	0	0	0.00
04_BCS_TA_04	BSI- Reflects reduction in Facilities charges for Training Room. Savings will be reallocated to provide support to the Shared Services Initiative. The reduction of \$15,504 is due to the net change to the Facilities fund.	-15,504	-15,504	0	0.00
04_BCS_TA_05	Placeholder. Balances Facilities/IT/FREDS/Risk funds due to proposed amendments. Some detailed changes will not be known until the other amendments have been approved.	0	0	0	0.00
	BCS Total	58,497	58,497	0	0.00
04_DCHS_TA_01	Moves a \$50,000 appropriation to the Domestic Violence Unit for the "New Options/Prostitution Alternatives" program that was cut further than intended by the Board. The funding comes from within the Department from a contract that was inadvertently budgeted for in FY 04, but was cut by the Board in FY 03. There is no net change in revenues or expenditures.	0	0	0	0.00
	DCHS Total	0	0	0	0.00
04_DCJ_TA_01	Corrects an error where \$1,341 in costs were assigned to salary related expenses instead of insurance. This increases the Risk Fund by \$1,341.	1,341	1,341	0	0.00
04_DCJ_TA_02	Transfers professional services and indirect costs from Multi Systemic Therapy "MST" to MST Gang Services to facilitate separate oversight of MST and Gang bed client services. There is no change to expenditures/revenues or FTE.	0	0	0	0.00
	DCJ Total	1,341	1,341	0	0.00
04_HD_TA_01	Moves Corrections Health in MCRC out of the income tax proposal where it was budgeted in error and into the ongoing Corrections Health program. This amendment has the net effect of reducing itax expenditures by \$70,000.	-70,000	0	0	0.00
04_HD_TA_02	Adds department indirect revenue omitted in the requested budget.	-14,935	457	0	0.00
04_HD_TA_03	Adjusts assessed costs to balance program budgets. No net change. DATA ENTRY NOT COMPLETE AS OF 5-28-03.	-3,005,240	0	0	0.00
	HD Total	-3,090,175	457	0	0.00
04_MCSO_TA_01	Corrects an error in assessed costs and assigns them to the appropriate program. There is no change to expenditures/revenues or FTE.	0	0	0	0.00
	MCSO Total	0	0	0	0.00
04_NOND_TA_02	ITAX: moves \$140,000 of Itax from DBCS to the Auditor's Office to pay for costs of auditing personal income tax expenditures. Adds 2.00 FTE Management Auditors.	24,564	24,564	0	2.00
	NOND Total	24,564	24,564	0	2.00

Summary of Budget Changes Pending Amendments

Technical Amendments

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
04_OVER_TA_01	Implements Local 88 class-comp study for Legal Assistants, DA Investigators, Victim Advocates, and Support Enforcement Agents as of 7/1/03. Funding for this class-comp study was set aside in the General Fund contingency per the Local 88 labor agreement. This amendment distributes the set-aside amount of \$62,161 for this study, one-time-only for FY 2004.	71,694	9,533	-62,161	0.00
04_OVER_TA_02	Implements Local 88 class-comp study for Appraisal Technicians, Property Appraisers, and Tax Exemption Specialists as of 7/1/03. Funding for this class-comp study was set aside in the General Fund contingency per the Local 88 labor agreement. This amendment distributes the set aside amount of \$63,463 for this study, one-time-only for FY 2004. DATA ENTRY NOT FINALIZED 6/2/03.	1	0	0	0.00
04_OVER_TA_03	Implements Local 88 class-comp study for Dental Assistants, Health Assistants, Medical Records Technicians, Medical Services Clerks, Nutrition Assistants, and Nutritionists as of 7/1/03. Funding for this class-comp study was set aside in the General Fund contingency per the Local 88 labor agreement. This amendment distributes the set-aside amount of \$185,765 for this study, one-time-only for FY 2004. DATA ENTRY NOT FINALIZED 6/2/03.	175,985	0	0	0.00
04_OVER_TA_04	Implements Local 88 class-comp study for Maintenance Workers and Maintenance Specialists as of 7/1/03. Funding for this class-comp study was set aside in the General Fund contingency per the Local 88 labor agreement. This amendment distributest the set-aside amount of \$28,761 for this study, one-time-only for FY 2004. DATA ENTRY NOT FINALIZED 6/2/03.	1	0	0	0.00
OVER Total		247,681	9,533	-62,161	0.00
Total		-2,758,092	94,392	-62,161	2.00

FY04 Budget Notes

June 4, 2003

PERS

The actual PERS rates will not be known until June 10. The Finance Director recommends utilizing a 6% rate for Multnomah County. It is further recommended that the 2.34% savings generated by the PERS reductions goes into contingency to address any General Fund shortfall related to programs that will not meet projected FY 2003 year end balances. Other savings generated by the various PERS bills should be placed in the Pension Bond Fund to build reserves. If the PERS rate dips below 6%, any additional savings should be placed in the PERS Pension Bond fund. The amount placed in the Pension Bond Fund would go to offset any future developments based on the downturn in the market for calendar year 2002 or any challenges that impact the 2003 legislation. The Budget Office will follow up with a budget modification to capture those savings from the department's budgets.

Public Safety

The Multnomah County Temporary Personal Income Tax restored a forecasted \$16 million per year to the Public Safety system for a period of three years. The public safety system framework was developed by the Community Corrections Director, District Attorney and Sheriff in an uncertain environment concerning the level of State restoration of Indigent Defense funding. Indigent Defense and State Court funding is a key and critical component in the public safety system. Once State funding levels are known, the Community Corrections Director, District Attorney and Sheriff will reevaluate the public safety resources and report back to the Board with any findings and recommendations.

Flash Money

The County understands that, on occasion, the use of large sums of money known as "flash money" is a necessary element to the successful investigation of drug, property, and other types of crimes by the Sheriff's Office. In order to further an investigation, the use of flash money is an important tool to the infiltration of the criminal enterprise and in gaining the acceptance and confidence of an alleged criminal. The County also understands that there is a risk of loss when flash money is used during these types of investigations. The County acknowledges the sum of \$100,000 as an acceptable risk when using flash money in a criminal investigation.



MULTNOMAH COUNTY OREGON

DEPARTMENT OF BUSINESS & COMMUNITY SERVICES
INFORMATION TECHNOLOGY ORGANIZATION
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BOARD OF COUNTY COMMISSIONERS
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SERENA CRUZ • DISTRICT 2 COMMISSIONER
LISA NAITO • DISTRICT 3 COMMISSIONER
LONNIE ROBERTS • DISTRICT 4 COMMISSIONER

To: Board of County Commissioners

From: Cecilia Johnson

Date: June 3, 2003

Subject: IT Program Amendment

1. What action are you requesting from the Board? What is the department/agency recommendation?

Approval of this program amendment

2. Please provide sufficient background information for the Board and the public to understand this issue.

This budget modification balances the service reimbursement expense to revenues budgeted by county departments for their IT requirements, within the data processing fund. The \$619,884 recorded as salary savings reflects the IT service reductions made by departments after the IT budget was submitted. The IT organization has identified the positions to cut to make up this difference, but cannot determine specifically who will be laid off (or which positions in the budget to remove) until bumping is completed. IT layoffs cannot be processed until IT staffs are placed in comparable classifications -- being accomplished through an IT class/comp study to be implemented on June 16th. The "salary savings" of \$619,884 will be replaced by specific named positions in the budget as soon as they can be determined after June 16th.

Departments making cuts:

CHS \$483,322 software applications and desktop support reductions

DCJ \$136,562 same

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

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

If a budget modification, explain:

- ❖ **What revenue is being changed and why?**
 - No change to revenue, departments have established their service reimbursement expense levels, this amendment moves our expenses to balance to our revenues in the correct SAP cost center.
 -
- ❖ **What budgets are increased/decreased?**
 - DCHS and DCJ IT service levels are being decreased; this re-establishes place holder reductions in the central IT budget to balance the internal service reimbursement expense and revenue in prior budget versions.
- ❖ **What do the changes accomplish?**
 - Moving expenses to correct cost centers, and using salary savings to offset FTE cuts that will be determined after IT classification compensation study is implemented.
- ❖
- ❖ **Do any personnel actions result from this budget modification? Explain.**
 - There is a 0.5 FTE addition due to the position being left out of the Approved Budget.
 - Salary savings as described above.
- ❖ **Is the revenue one-time-only in nature?**
- ❖ **If a grant, what period does the grant cover?**
- ❖ **When the grant expires, what are funding plans?**

NOTE: Attach Bud Mod spreadsheet (FORM FROM BUDGET)

If a contingency request, explain:

- ❖ **Why was the expenditure not included in the annual budget process?**
- ❖ **What efforts have been made to identify funds from other sources within the Department/Agency to cover this expenditure?**
- ❖ **Why are no other department/agency fund sources available?**
- ❖ **Describe any new revenue this expenditure will produce, any cost savings that will result, and any anticipated payback to the contingency account.**
- ❖ **Has this request been made before? When? What was the outcome?**

If grant application/notice of intent, explain:

- ❖ **Who is the granting agency?**
- ❖ **Specify grant requirements and goals.**
- ❖ **Explain grant funding detail – is this a one time only or long term commitment?**
- ❖ **What are the estimated filing timelines?**
- ❖ **If a grant, what period does the grant cover?**
- ❖ **When the grant expires, what are funding plans?**
- ❖ **How will the county indirect and departmental overhead costs be covered?**

4. Explain any legal and/or policy issues.

AGENDA PLACEMENT REQUEST

Program Amendment DCHS #01

Board Clerk Use Only:

Meeting Date:

Agenda Item #:

Est. Start Time:

Date Submitted:

Requested Date:

Time Requested:

Department: County Human Services

Division: Aging & Disability

Contact/s: Chris Yager

Phone: 988-3691

Ext.: 26777

I/O Address: 166/7

Presenters:

Agenda Title: Allocate \$140,142 in savings attributable to the DCHS management/business services reorganization to Aging & Disability Services. A .25 FTE Veteran Services Officer and a .25 FTE Program Development Technician are restored, along with contracted services for in-home care for elders, minority outreach, and advocacy. Funds are Title XIX and IIB.

NOTE: If Ordinance, Resolution, Order or Proclamation, provide exact title. For all other submissions, provide clearly written title.)

-
- 1. What action are you requesting from the Board? What is the department/agency recommendation?** The Department of County Human Services recommends approval of program amendment DCHS #01.
 - 2. Please provide sufficient background information for the Board and the public to understand this issue.** Under a move to de-centralize most business services staff and functions, many positions have been moved directly to the operating divisions under a business team arrangement. The overall FTE level has been reduced by approximately 2.0 positions. This amendment allocates \$140,142 of the savings to Aging & Disability Services. \$28,470 of the savings will allow for increased outreach services for Medicaid eligible veterans by restoring a .25 FTE Veterans Services Officer and a .25 FTE Program Development Technician. The remaining balance will add back previously cut

funding for advocacy and cultural competency work with the younger disabled, outreach to minority groups, and in-home personal care services for the elderly.

3. **Explain the fiscal impact (current year and ongoing).** No net change to revenue or expense. Labor costs increase by \$28,470 with a corresponding decrease in pass through expenses.

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

If a budget modification, explain:

- ❖ **What revenue is being changed and why?**
- ❖ **What budgets are increased/decreased?**
- ❖ **What do the changes accomplish?**
- ❖ **Do any personnel actions result from this budget modification? Explain.**
- ❖ **Is the revenue one-time-only in nature?**
- ❖ **If a grant, what period does the grant cover?**
- ❖ **When the grant expires, what are funding plans?**

NOTE: Attach Bud Mod spreadsheet (FORM FROM BUDGET)

If a contingency request, explain:

- ❖ **Why was the expenditure not included in the annual budget process?**
- ❖ **What efforts have been made to identify funds from other sources within the Department/Agency to cover this expenditure?**
- ❖ **Why are no other department/agency fund sources available?**
- ❖ **Describe any new revenue this expenditure will produce, any cost savings that will result, and any anticipated payback to the contingency account.**
- ❖ **Has this request been made before? When? What was the outcome?**

If grant application/notice of intent, explain:

- ❖ **Who is the granting agency?**
- ❖ **Specify grant requirements and goals.**
- ❖ **Explain grant funding detail – is this a one time only or long term commitment?**
- ❖ **What are the estimated filing timelines?**
- ❖ **If a grant, what period does the grant cover?**
- ❖ **When the grant expires, what are funding plans?**
- ❖ **How will the county indirect and departmental overhead costs be covered?**

4. **Explain any legal and/or policy issues.**
5. **Explain any citizen and/or other government participation that has or will take place.**

AGENDA PLACEMENT REQUEST

Program Amendment DCHS #02

Board Clerk Use Only:

Meeting Date:

Agenda Item #:

Est. Start Time:

Date Submitted:

Requested Date:

Time Requested:

Department: County Human Services

Division: Developmental Disabilities

Contact/s: Chris Yager

Phone: 988-3691

Ext.: 26777

I/O Address: 166/7

Presenters:

Agenda Title: Allocate \$95,862 in savings attributable to the DCHS management/business services reorganization to Developmental Disabilities Services. 1.40 FTE Case Manager 2 positions are added to the Intake and Protective Services unit.

NOTE: If Ordinance, Resolution, Order or Proclamation, provide exact title. For all other submissions, provide clearly written title.)

-
- 1. What action are you requesting from the Board? What is the department/agency recommendation?** The Department of County Human Services recommends approval of program amendment DCHS #02.
 - 2. Please provide sufficient background information for the Board and the public to understand this issue.** Under a move to de-centralize most business services staff and functions, many positions have been moved directly to the operating divisions under a business team arrangement. The overall FTE level has been reduced by approximately 2.0 positions. This amendment allocates \$95,862 of the savings to Developmental Disabilities Services by adding 1.40 FTE Case Manager 2 positions to provide for increased services for diagnosis, evaluation and investigative client needs.

3. **Explain the fiscal impact (current year and ongoing).** No net change to revenue or expense. Labor and supplies costs increase by \$95,408 and \$454, respectively while pass through expense decreases by \$95,862.

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

If a budget modification, explain:

- ❖ **What revenue is being changed and why?**
- ❖ **What budgets are increased/decreased?**
- ❖ **What do the changes accomplish?**
- ❖ **Do any personnel actions result from this budget modification? Explain.**
- ❖ **Is the revenue one-time-only in nature?**
- ❖ **If a grant, what period does the grant cover?**
- ❖ **When the grant expires, what are funding plans?**

NOTE: Attach Bud Mod spreadsheet (FORM FROM BUDGET)

If a contingency request, explain:

- ❖ **Why was the expenditure not included in the annual budget process?**
- ❖ **What efforts have been made to identify funds from other sources within the Department/Agency to cover this expenditure?**
- ❖ **Why are no other department/agency fund sources available?**
- ❖ **Describe any new revenue this expenditure will produce, any cost savings that will result, and any anticipated payback to the contingency account.**
- ❖ **Has this request been made before? When? What was the outcome?**

If grant application/notice of intent, explain:

- ❖ **Who is the granting agency?**
- ❖ **Specify grant requirements and goals.**
- ❖ **Explain grant funding detail – is this a one time only or long term commitment?**
- ❖ **What are the estimated filing timelines?**
- ❖ **If a grant, what period does the grant cover?**
- ❖ **When the grant expires, what are funding plans?**
- ❖ **How will the county indirect and departmental overhead costs be covered?**

4. **Explain any legal and/or policy issues.**
5. **Explain any citizen and/or other government participation that has or will take place.**

Required Signatures:

Department/Agency Director:

Date:

Budget Analyst

AGENDA PLACEMENT REQUEST

Program Amendment DCHS #03

Board Clerk Use Only:

Meeting Date:

Agenda Item #:

Est. Start Time:

Date Submitted:

Requested Date:

Time Requested:

Department: County Human Services

Division:

Contact/s: Chris Yager

Phone: 988-3691

Ext.: 26777

I/O Address: 166/7

Presenters:

Agenda Title: Create a new 1.00 FTE Addictions Manager position by cutting a mental health consultant position and shifting funding from A&D pass through payments. Funding is also reallocated to cover Raintree related costs; no net change to FTE, revenue or expenses.

NOTE: If Ordinance, Resolution, Order or Proclamation, provide exact title. For all other submissions, provide clearly written title.)

-
- 1. What action are you requesting from the Board? What is the department/agency recommendation?** The Department of County Human Services recommends approval of program amendment DCHS #03.
 - 2. Please provide sufficient background information for the Board and the public to understand this issue.** The Addiction Manger position will provide administrative oversight for A&D with the integration of the safety net & providers in the community. This is a pivotal position linking system of care for A&D across both our direct and indirect services. The mental health position was grant funded through June 2003, which was overlooked in our requested budget. Raintree is the software used for tracking our client authorizations and clinical services.
 - 3. Explain the fiscal impact (current year and ongoing).** No net change to revenue or expenses.

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

If a budget modification, explain:

- ❖ **What revenue is being changed and why?**
- ❖ **What budgets are increased/decreased?**
- ❖ **What do the changes accomplish?**
- ❖ **Do any personnel actions result from this budget modification? Explain.**
- ❖ **Is the revenue one-time-only in nature?**
- ❖ **If a grant, what period does the grant cover?**
- ❖ **When the grant expires, what are funding plans?**

NOTE: Attach Bud Mod spreadsheet (FORM FROM BUDGET)

If a contingency request, explain:

- ❖ **Why was the expenditure not included in the annual budget process?**
- ❖ **What efforts have been made to identify funds from other sources within the Department/Agency to cover this expenditure?**
- ❖ **Why are no other department/agency fund sources available?**
- ❖ **Describe any new revenue this expenditure will produce, any cost savings that will result, and any anticipated payback to the contingency account.**
- ❖ **Has this request been made before? When? What was the outcome?**

If grant application/notice of intent, explain:

- ❖ **Who is the granting agency?**
- ❖ **Specify grant requirements and goals.**
- ❖ **Explain grant funding detail – is this a one time only or long term commitment?**
- ❖ **What are the estimated filing timelines?**
- ❖ **If a grant, what period does the grant cover?**
- ❖ **When the grant expires, what are funding plans?**
- ❖ **How will the county indirect and departmental overhead costs be covered?**

4. **Explain any legal and/or policy issues.**
5. **Explain any citizen and/or other government participation that has or will take place.**

Required Signatures:

Department/Agency Director:

Date:

Budget Analyst

By:

Date:

AGENDA PLACEMENT REQUEST

BUD MOD #: 04_HD_PA_01

Board Clerk Use Only:

Meeting Date:

Agenda Item #:

Est. Start Time:

Date Submitted:

Requested Date:

Time Requested:

Department: Health

Division: Multiple

Contact/s: Dan Kaplan, Karen Garber

Phone: 503-988-3674 **Ext:** 27574, 29364 **I/O Address:** 106/14

Presenters:

Agenda Title:

**NOTE: If Ordinance, Resolution, Order or Proclamation, provide exact title.
For all other submissions, provide clearly written title.**

1. What action are you requesting from the Board? What is the department/agency recommendation?

The Health Department requests approval of FY04 HD Program Amendment #1.

2. Please provide sufficient background information for the Board and the public to understand this issue.

At the time the Executive Budget was submitted, the Health Department had not completed work on the last of its County General Fund reductions. This was an amount totaling \$2.1 million. As a result, the entire \$2.1 million reduction was reflected as a negative number in the budget of the Business Services Division.

To implement this reduction, the Health Department still needed to tie the reductions to specific programmatic changes and to reflect these programmatic changes in the proper cost centers within its budget. This amendment does that.

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

• What revenue is being changed and why?

Medicaid revenue in the Primary Care Division is increased. The additional revenue will be generated by shifting the mix of billable medical visits so that a higher percentage of visits is delivered to Medicaid-eligible clients and a lower percentage is delivered to uninsured clients.

In the Disease Prevention and Control Division revenues are increased by raising Travelers Clinic fees and certain immunization fees, by seeking additional funds from the City of Portland for the lead screening program, and by increasing visits in the HIV Clinic.

Revenues are increased in the Neighborhood Health Division's Field Program to reflect increased productivity resulting in more billable visits.

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

The Business Services Division budget is increased because the negative \$2.1 million "placeholder" is removed (see item 2 above).

The Clinical Support Services Division budget is reduced to reflect the elimination of a Lab Specialist position and reductions in the pharmacy budget. Reductions in the Pharmacy budget are the result of re-projecting pharmacy costs after having introduced a new and more restrictive formulary. In addition, a Pharmacy Tech position is added to this budget to help clients get on pharmacy company patient assistance programs. The cost of the position is more than offset by the resulting decrease in the drug budget.

The Corrections Health Division's budget is reduced by eliminating 2.8 positions not needed because of the current configuration of jail beds. This amendment also corrects an error in the Internal Services Data-Processing line item, resulting in a \$186,000 reduction for Corrections Health.

In the Disease Prevention and Control Division, the HIV Clinic eliminated 2.3 FTE, reduced its budget for on-call staffing, and cut a \$40,000 contract which provided a Nurse Case Manager to the HIV Partnership Project.

- **What do the changes accomplish?**

The changes allow the Health Department to implement the reductions in County General Fund assigned to it in the Executive Budget making process.

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

This amendment reduces our personnel budget by a total of 5.1 FTE. The break out of this change is as follows:

<u>Program</u>	<u>Job Class</u>	<u>FTE Change</u>
Corrections Health	Community Health Nurse	(2.80)
HIV Clinic	Office Assistant 2	(1.00)
HIV Clinic	Community Health Spec 2	(1.00)
HIV Clinic	Community Health Nurse	(1.00)
HIV Clinic	Nurse Practitioner	(0.30)
HIV Clinic	Pharmacy Technician	1.00
	Subtotal:	(2.30)

Pharmacy	Pharmacy Technician	1.00
Lab	Laboratory Specialist	(1.00)

- **Is the revenue one-time-only in nature?**

Additional revenues are on-going.

4. Explain any legal and/or policy issues.

Major policy issues associated with this amendment relate to the mix of payer sources for patients served in the Health Department's Clinical systems. The FY 03-4 budget in general assumes more service will be delivered to Medicaid covered clients than in the past. This leaves less capacity available for uninsured clients. The change is necessary to allow the system to function with less County General Fund. While the clinical system will still be serving thousands of uninsured clients, this does represent a more aggressively managed visit mix, which will in the end reduce service to uninsured individuals. This change is coming at the same time when a weak employment market and cut backs in the Oregon Health plan will result in more uninsured individuals in our community.

5. Explain any citizen and/or other government participation that has or will take place.

These reductions were discussed with the Community Health Council and the CBAC subcommittee that advises on the Health Department's budget.

Required Signatures

Department/Agency Director	_____	Date: _____
Budget Analyst	_____	Date: _____
Department/Countywide HR	_____	Date: _____

Health Department Program Amendment #1

At the time the Executive Budget was submitted, the Health Department had not completed work on the last of its County General Fund (CGF) reductions. The amount of this final reduction was \$2.1 million. As a result, the entire \$2.1 million reduction was reflected as a negative number in the budget of the Business Services Division.

By the time the Department presented its budget on May 7th, work on the \$2.1 million reduction had been completed. During the presentation, the Health Department discussed the components of this reduction in the same manner that it discussed other program changes and reductions. The Department also indicated that it would be formally bringing the Board this last group of reductions as part of the amendment process.

Health Department Program Amendment #1 allocates the \$2.1 million General Fund reduction. This amendment does not change the total amount of CGF in the Department's proposed budget. Following are the pieces of this amendment.

Payer Mix Shift – Primary Care Services (\$632,000). This change reduces CGF in the Primary Care budget. A comparable amount of visit-related revenue is added. The effect of this change will be to require the primary care clinics to provide 3,000 additional visits to Oregon Health Plan clients and 3,000 fewer visits to uninsured clients than they would have without the funding shift.

Inpatient Service (\$104,000). The Inpatient Service is the program in which Health Department doctors see their clients when they are in the hospital. The Department will reduce its expenses on inpatient service by \$30,000 by eliminating the premiums it pays doctors who participate in this program. Further, it will increase the hours that providers are in the clinics (and can therefore generate revenues). These additional hours should allow it to generate \$74,000 through 600 additional visits.

Pharmacy (\$284,000). The pharmacy budget changes for two reasons. First, earlier this year, the Health Department introduced a new, more restrictive formulary. The number of drugs in the formulary was reduced from over 400 to 130. Only the most critical drugs were kept. Choices were reduced (for example, the number of dermatological drugs shrunk from 30 to 5). Based on several months experience, it is estimated that the annual effect of this reduction will be to save \$250,000 from budgeted levels.

Second, this amendment adds a pharmacy technician coordinate client applications to patient assistance programs. Patient assistance programs are programs established by drug companies to provide drugs free to clients to can not pay for them. A coordinator is necessary because the program requirements are often complex, and to be successful, applications must contain all the required financial, diagnostic and care plan information. It is estimated that after the salary of the pharmacy technician is paid for, participation in this program will save an additional \$34,000 in reduced drug costs.

Lab(\$67,000). This reduction eliminates one lab technician position. Work will be re-arranged to accommodate this reduction.

Corrections Health (\$437,000). Two reductions are made in the Corrections Health Budget. The first eliminates 2.8 Community Health Nurses at the Justice Center. This is possible because of closure of one floor (150 beds) at that facility. The reduction will eliminate one nurse on the day shift and one on the night shift. This will save \$251,000.

The second reduction – \$186,000 – is possible because the Department budgeted for data processing support for Corrections Health both in the Corrections Health budget and in its central data processing budget. There will be no loss of service as a result of this reduction.

Field Teams (\$262,000). The Field Teams will be shifting activities and client payer mix to generate more revenue. This will result in less time spent on community, outreach, and group activities and more time spent on individual home visits. It will also result in fewer visits to uninsured clients and more to OHP clients.

Increase Collection For Immunization Fees (\$40,000). The Department will more aggressively pursue collection of its immunization fees.

Travelers' Clinic Fees (\$7,000). The Travelers' Clinic provides immunizations to residents going overseas. Demand for these services is increasing (other area clinics have closed). Activity and revenue has been re-projected.

Reduction in Drug Budget for Sexually Transmitted Disease Program (\$7,000). This eliminates the clinic's ability to provide to low income uninsured clients free medication for symptom relief of such conditions as yeast infections, urinary tract infections, and recurrent herpes.

Lead Screening (\$20,000). The Department is discussing with the City of Portland picking up the costs of blood level screening for lead. At this point, it appears the City will pick up the cost.

HIV Clinic Reductions (\$270,000). The unit has updated revenue projections and added \$63,000 based on bringing in new clients. It has also eliminated 2.3 FTE (\$167,000). One FTE is a field nurse who has been visiting clinic clients at home and assessing the effect of their drug regimens. Another FTE is a community health worker who does outreach and education. The unit has reduced its professional services (\$40,000), by eliminating payment for a community health nurse who worked out of the regional Partnership Project based at OHSU. It has reduced on-call staff (\$17,000), which will limit clients' access to an on-site nutritionist. And it has reduced its education and training (\$3,400) budgets. This is offset by an additional \$20,000 in drugs.

**FY 2004
Amendments by
Department**

Summary of Budget Changes

BCS

Pending Amendments

Technical Amendments

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
04_BCS_TA_01	Corrects budgets that have negative dollars by offsetting with other expenditures or adjusting revenues.	74,001	74,001	0	0.00
04_BCS_TA_02	Moves Water Quality Management expenditures between cost centers. Change is being made to facilitate tracking of Water Quality as a separate program.	0	0	0	0.00
04_BCS_TA_04	BSI- Reflects reduction in Facilities charges for Training Room. Savings will be reallocated to provide support to the Shared Services Initiative. The reduction of \$15,504 is due to the net change to the Facilities fund.	-15,504	-15,504	0	0.00
04_BCS_TA_05	Placeholder. Balances Facilities/IT/FREDS/Risk funds due to proposed amendments. Some detailed changes will not be known until the other amendments have been approved.	0	0	0	0.00
	Total	58,497	58,497	0	0.00

Staff Amendments

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
04_BCS_SA_01	Restores 2.00 FTE Facilities Specialists 2, 0.50 FTE Facilities Maintenance Worker in the Facilities Fund due to the passage of ITAX. FTE's restored are necessary to fill shortages in maintaining the additional square footage restored as a result of the ITAX passage. \$32K revenue and expenditure change is from Risk Fund service reimbursement from staff changes.	32,335	32,335	0	2.50
04_BCS_SA_02	Finance - shifts \$336,150 from ITAX professional services to personal services to fund 3.00 FTE for the collection and administration of the temporary personal income tax. \$42K increase is from Risk Fund service reimbursement due to staff changes.	41,559	41,559	0	3.00
04_BCS_SA_03	Facilities: Adds 1.00 FTE Office Assistant Senior, and 0.25 FTE Facilities Specialist 2 in the Capital Improvement Fund due to the need to support Accredited Health facilities and Countywide Security projects. \$15K revenue/expenditure change is due to Risk Fund service reimbursement from staff changes.	15,454	15,454	0	1.25
	Total	89,348	89,348	0	6.75

Revenue Amendments

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
04_BCS_RA_01	SIP Fund: increases beginning working capital by \$67,587 as a result of increased fund balance. Transfers \$690K "unallocated budget" to the General Fund which is available for reallocation.	64,118	740,412	676,294	0.00
04_BCS_RA_02	Capital Asset Acquisition Fund (Flat Fee): reduces budgeted beginning working capital due to latest estimate of revenues and expenditures. It also adjusts Flat Fee service reimbursements to account for revenue expected from different departments.	-407,957	-407,957	0	0.00
04_BCS_RA_03	CIP and Asset Preservation Funds: Adjusts beginning working capital revenue based on latest spending projection.	257,004	257,004	0	0.00
04_BCS_RA_04	Road Fund revenue decreases by \$166,500 based on latest Transportation projection of revenues and expenditures.	-166,500	-166,500	0	0.00
04_BCS_RA_07	Data Processing Fund: increases fund by \$300K due to latest fund expenditure and revenue projections.	300,000	300,000	0	0.00
	Total	46,665	722,959	676,294	0.00

Summary of Budget Changes**BCS***Pending Amendments***Carryover Amendments**

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
04_BCS_CA_01	Fleet Management Fund Carryover: Increases Beginning Working Capital by \$249,101 due to delayed receipt of vehicles in FY 03; increases equipment purchases by \$371,501 and decreases Fleet Fund contingency by \$122,400 due to anticipated equipment purchases in FY 04.	371,501	249,101	0	0.00
Total		371,501	249,101	0	0.00

Program Amendments

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
04_BCS_PA_01	IT - Moves revenues and expenditures between cost centers to adjust for revenue expected from different departments. It also increases salary savings, M&S and Capital. Salary Savings will be replaced by specific FTE changes after June 16th when the IT Class/Comp study is implemented. Adds 0.50 FTE inadvertently left out of the budget. The increase of \$2,068 is due to the service reimbursement to the Risk fund from the position.	2,068	2,068	0	0.50
Total		2,068	2,068	0	0.50

Board Amendments

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
04_BCS_BA_01	NAITO - Restores 1.00 FTE and \$72,610 in Information Technology to maintain and enhance the DSS Justice Program. Increases the Risk Fund by \$12,720.	85,330	12,720	-72,610	1.00
04_BCS_BA_02	ROJO: BCS Housing Program - Cut 1.00 FTE Program Manager 1, of which 0.83 FTE is in the General Fund, and 0.17 FTE is in the Tax Title Fund. Cut \$96,009 General Fund, \$19,665 Tax Title Fund. Total cut= \$115,674.	-112,651	-16,642	96,009	-1.00
Total		-27,321	-3,922	23,399	0.00
BCS Total		540,758	1,118,051	699,693	7.25

Summary of Budget Changes

DCHS

Pending Amendments

Technical Amendments

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
04_DCHS_TA_01	Moves a \$50,000 appropriation to the Domestic Violence Unit for the "New Options/Prostitution Alternatives" program that was cut further than intended by the Board. The funding comes from within the Department from a contract that was inadvertently budgeted for in FY 04, but was cut by the Board in FY 03. There is no net change in revenues or expenditures.	0	0	0	0.00
Total		0	0	0	0.00

Staff Amendments

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
04_DCHS_SA_01	Creates a new 1.00 FTE Administrative Analyst Senior in position in the ADS division by eliminating/re-classing an existing Administrative Secretary position. M&S expenses are reduced by \$17,294 to cover the increased cost. The position is intended to provide day to day direction & co-ordination for the administrative functions within the division. There is a net \$1,327 increase in the Risk Management Fund.	1,327	1,327	0	0.00
04_DCHS_SA_02	Moves 5.00 FTE Community Health Nurses from the 5 ADS Branch Offices to the Nursing Facility for centralized supervision. A 0.83 FTE Program Development Specialist is cut, with the resulting savings covering a salary correction, the shift of an OA2 to OA Sr, and the reduction in the amount of salary savings budgeted (\$20,648). There is a net \$8,869 decrease in the Risk Management Fund.	-8,869	-8,869	0	-0.83
04_DCHS_SA_03	The amendment reflects changes to the State Medicaid allocation for ADS. Several positions are eliminated and several are added to accommodate changes in staffing necessary to serve a changing client population. Salary savings are reduced by a total of \$15,870. There is a net decrease of 0.15 FTE. There is a net \$2,281 decrease in the Risk Management Fund.	-2,281	-2,281	0	-0.15
04_DCHS_SA_04	Moves 3.00 Office Assistants (OA2) from the Business Teams in the DCHS divisions to the Chief Financial Officer's (CFO) unit. This brings the administrative contracts functions under the CFO.	0	0	0	0.00
04_DCHS_SA_05	Corrects the job class coding for a supervisor position that was incorrectly coded as a program development specialist senior position in the Approved budget. There is no net revenue or expense change.	0	0	0	0.00
Total		-9,823	-9,823	0	-0.98

Summary of Budget Changes

DCHS

Pending Amendments

Revenue Amendments

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
04_DCHS_RA_01	Adjusts revenue and budgeted expenditures in the Addiction Services program to reflect updated information from the state and grant restrictions. There is a net increase of \$110,924 in anticipated state funding.	110,924	110,924	0	0.00
04_DCHS_RA_02	Adds a \$30,000 appropriation in the ADS division that is associated with new revenue from an OHSU/Dept of Justice contract.	30,000	30,000	0	0.00
04_DCHS_RA_03	Reduces Assessment Intervention Treatment Program (AITP) revenue and expenditures by \$90,000 to reflect revised revenue estimates. Also reduces 2.00 FTE Mental Health Consultants. Adjusts revenue allocation for SOAP/RAPP program between County General Fund and OHP premium to accommodate revenue use restrictions.	-116,063	-116,063	0	-2.00
04_DCHS_RA_04	Cuts a 0.50 FTE Case Manager Assistant from the Admin unit of the Developmental Disability Services division due to a training grant that was cut by the State of Oregon.	-30,584	-30,584	0	-0.50
04_DCHS_RA_05	Adjusts the Domestic Violence budget to reflect the elimination of Oregon Emergency Housing Assistance (\$146,346), an increase in the State Homeless Assistance Program (\$98,210), and an increase in the HUD Horizons contract funding (\$6,837).	-43,308	-45,510	-2,202	0.00
04_DCHS_RA_06	Increases the Developmental Disability Services division budget by \$284,568 and 4.00 FTE to reflect higher case management funds from the state mental health grant than previously estimated. There is also a net \$49,499 increase in the Risk Management Fund associated with the increased FTE.	334,067	334,067	0	4.00
04_DCHS_RA_07	Increases the Domestic Violence budget by \$35,660 to reflect the revised Safe Haven Grant balance for contracted services (assessment & visitation).	36,129	36,829	700	0.00
	Total	321,165	319,663	-1,502	1.50

Program Amendments

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
04_DCHS_PA_01	Reallocates \$140,142 in savings attributable to the DCHS management/business services re-organization to the ADS division. Restores 0.25 FTE Veteran Services Officer & 0.25 FTE Program Development Tech. The remainder is allocated for contracted services for in-home care for elders, minority outreach, and advocacy. Funds are Title XIX and IIIB. There is a net increase of 5,780 in the service reimbursement funds.	5,780	5,780	0	0.50
04_DCHS_PA_02	Reallocates \$95,862 in savings attributable to the DCHS management/business services re-organization to the Developmental Disabilities Division. 1.40 FTE Case Manager 2's are added to the DD Intake & Protective Services unit. There is a net increase of \$17,346 in the service reimbursement funds.	17,346	17,346	0	1.40
04_DCHS_PA_03	Creates a new 1.00 FTE Addiction Manager position by cutting a mental health consultant in the early childhood area and shifting funding from A&D pass through payments. Funding is also reallocated to cover Raintree related costs. There is a net increase of \$3,826 in the service reimbursement funds.	3,826	3,826	0	0.00
	Total	26,952	26,952	0	1.90

Board Amendments

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
04_DCHS_BA_01	NAITO: Provides \$80,000 of bridge funding for the Gateway Children's Campus residential program that is operated by the Christie school.	80,000	0	-80,000	0.00
	Total	80,000	0	-80,000	0.00

Summary of Budget Changes

Pending Amendments

DCHS

DCHS Total	418,294	336,792	-81,502	2.42
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Summary of Budget Changes**DCJ****Pending Amendments****Technical Amendments**

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
04_DCJ_TA_01	Corrects an error where \$1,341 in costs were assigned to salary related expenses instead of insurance. This increases the Risk Fund by \$1,341.	1,341	1,341	0	0.00
04_DCJ_TA_02	Transfers professional services and indirect costs from Multi Systemic Therapy "MST" to MST Gang Services to facilitate separate oversight of MST and Gang bed client services. There is no change to expenditures/revenues or FTE.	0	0	0	0.00
	Total	1,341	1,341	0	0.00

Staff Amendments

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
04_DCJ_SA_01	The amendment reflects personnel reclasses and transfer of budgeted personnel between program units. 1.00 District Manager is reclassified to Program Supervisor due to an exempt class comp study. 3.00 Program Development Specialists in Business Services are transferred to Adult and Juvenile program units. 0.20 of a Program Manager 2 and 0.70 of a Juvenile Court Counselor are transferred to Probation & Counseling Services. There is no net change in FTE, expenses/revenues.	0	0	0	0.00
04_DCJ_SA_03	The Peninsula field office was closed and reduced program expenditures. The 4.00 remaining staff, their caseloads and associated expenses are being transferred to the North field office. The change results in a zero net change to revenues and expenditures.	0	0	0	0.00
04_DCJ_SA_04	Corrects \$300 in overstated general fund expenses and fixes an error to 1.00 FTE split between the General Fund and the Fed/State Fund. In the Approved, the entire 1.00 reduction was taken from the general fund. This amendment reconciles the error by reducing the Fed/State fund.	-53,023	-53,023	0	0.00
04_DCJ_SA_05	Redirects general fund from professional services and materials and services to restore 1.00 Clinical Coordinator to the Adult Community Justice Specialized Supervision Field Services. Reduces 1.00 Finance Specialist and a Program Development Technician by 0.20 in order to restore a full-time Program Development Specialist. Increases internal services by \$10,380. There is a net increase to FTE of 0.80.	10,380	10,380	0	0.80
	Total	-42,643	-42,643	0	0.80

Revenue Amendments

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
04_DCJ_RA_01	Cut the Drunk Driving Grant- DCJ received notice that they will no longer receive funding from the Drunk Driving State Grant for a Parole and Probation position. This action results in a loss of (\$79,673) and 1.00 FTE and a decrease in the Risk fund of (\$13,592).	-93,265	-93,265	0	-1.00
04_DCJ_RA_02	The amendment appropriates the Going Home Grant received by not programed. It provides for re-entry and related program services designed to assist offenders (males age 14-35 affiliated with gangs or identified with security threat groups) in successfully re-integrating into the community. The objective is to enhance community safety by reducing re-offending behavior. Primarily the grant funds 2.00 FTE, a Program Development Specialist Senior and a Corrections Counselor and \$267,850 in contracted services.	506,858	506,858	0	2.00
	Total	413,593	413,593	0	1.00
	DCJ Total	372,291	372,291	0	1.80

Summary of Budget Changes**HD****Pending Amendments****Technical Amendments**

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
04_HD_TA_01	Moves Corrections Health in MCRC out of the income tax proposal where it was budgeted in error and into the ongoing Corrections Health program. This amendment has the net effect of reducing itax expenditures by \$70,000.	-70,000	0	0	0.00
04_HD_TA_02	Adds department indirect revenue omitted in the requested budget.	-14,935	457	0	0.00
04_HD_TA_03	Adjusts assessed costs to balance program budgets. No net change. DATA ENTRY NOT COMPLETE AS OF 5-28-03.	0	0	0	0.00
	Total	-84,935	457	0	0.00

Staff Amendments

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
04_HD_SA_01	Reclass 0.90 FTE OA 2 shared by Communicable Disease & Bioterrorism grant to 0.80 FTE OA Senior.	-726	-726	0	-0.10
04_HD_SA_02	Adjusts personnel: converts 0.80 FTE to on-call; changes 0.50 LPN to 0.50 HA. No net change in the budget; (0.80) FTE change in staff levels.	-52,032	-9,289	0	-0.70
	Total	-52,758	-10,015	0	-0.80

Revenue Amendments

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
04_HD_RA_01	Cuts Tobacco Prevention Program; state funding has been eliminated. Cuts \$408,431 and 3.90 FTE.	-401,745	-408,431	-6,687	-3.90
04_HD_RA_02	Adds SAMHSA Mental Health Disparities grant revenue. Grant renewal was approved after budget request was submitted.	213,275	216,739	3,464	2.26
04_HD_RA_03	Adds State Commission on Children & Families (OCCF) revenue for Family & Community Alliance and Community Safety Net. This revenue was omitted in the request due to uncertainties surrounding OCCF's state funding.	205,965	205,965	0	0.00
	Total	17,495	14,273	-3,223	-1.64

Program Amendments

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
04_HD_PA_01	Spreads \$2.1 million unspecified General Fund cut in executive budget to HD programs. Changes several programs: Reduces 2.80 FTE and \$437,000 in Corrections Health due to jail bed re-configuration and removing IT costs budgeted in error. Replaces \$238,000 of GF with program revenues in Field Teams. Reduces HIV Health Services program by \$202,000, adds \$63,000 in program revenues, and cuts 2.30 FTE. Reduces Pharmacy & Lab Services by \$351,000 due to reductions in the pharmacy budget and lab services. Replaces \$681,000 of GF with program revenues in Primary Care Clinics. Increases some fee revenues and makes other minor adjustments in program budgets to balance. Adds a total of \$1.1 million in new revenues.	1,087,262	1,093,363	23,083	-5.10
	Total	1,087,262	1,093,363	23,083	-5.10

Summary of Budget Changes**HD***Pending Amendments***Board Amendments**

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
04_HD_BA_01	CRUZ: Restores \$7,000 cut to drug budget in STD clinic.	7,000	0	-7,000	0.00
04_HD_BA_02	ROBERTS: Restores Rockwood Dental Van. Adds \$46,000 and 0.40 FTE.	51,658	5,658	-46,000	0.40
04_HD_BA_03	CRUZ: Restores HIV Prevention program in HD. Adds \$116,130 and 1.10 FTE.	134,185	18,055	-116,130	1.10
04_HD_BA_04A	NAITO: OPTION A-- Least cost: Restores Health services to Brentwood-Darlington area. Adds \$250,000 and 2.90 FTE to provide 1,740 visits to 365 clients annually.	304,925	54,925	-250,000	3.40
	Total	497,768	78,638	-419,130	4.90
	HD Total	1,464,832	1,176,716	-399,270	-2.64

Summary of Budget Changes**LIB***Pending Amendments***Revenue Amendments**

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
04_LIB_RA_01	Adds Library Foundation revenues not originally recognized in the FY04 Library request. The Library Foundation makes its funding decisions in April, after County budget requests have been submitted. These revenues enhance specific programs, including Summer Reading 2003, Teen Author Lecture, Books 2 U, and Reach Out & Read. 0.50 FTE Library Assistant is added.	185,732	189,277	3,545	0.50
	Total	185,732	189,277	3,545	0.50
	LIB Total	185,732	189,277	3,545	0.50

Summary of Budget Changes**MCSO***Pending Amendments***Technical Amendments**

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
04_MCSO_TA_01	Corrects an error in assessed costs and assigns them to the appropriate program. There is no change to expenditures/revenues or FTE.	0	0	0	0.00
Total		0	0	0	0.00

Staff Amendments

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
04_MCSO_SA_01	Increases Business Services by 2.00 FTE. The approved budget included funding for 2.00 FTE; however, the positions were inadvertently left out. This amendment reconciles the authorized budget and the 2.00 positions (1.00 Program Administrator and 1.00 Records Technician). This amendment does not increase the Sheriff's total budget but does increase total FTE by 2.00 and the Risk Fund by \$28,082.	28,082	28,082	0	2.00
Total		28,082	28,082	0	2.00

Revenue Amendments

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
04_MCSO_RA_01	The Sheriff's Office receives funds from the Oregon State Fire Marshals office for performing hazardous material cleanups in various locations throughout the metro area. The \$8,800 represents the portion of FY 03 revenue unspent. There is no FTE change associated with this amendment. There is an increase of \$268 for department indirect and \$194 for central indirect.	9,068	9,262	194	0.00
Total		9,068	9,262	194	0.00
MCSO Total		37,150	37,344	194	2.00

Summary of Budget Changes**NOND****Pending Amendments****Technical Amendments**

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
04_NOND_TA_02	ITAX: moves \$140,000 of Itax from DBCS to the Auditor's Office to pay for costs of auditing personal income tax expenditures. Adds 2.00 FTE Management Auditors.	24,564	24,564	0	2.00
Total		24,564	24,564	0	2.00

Staff Amendments

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
04_NOND_SA_01	Moves 0.50 FTE Communications position from CCFC to PAO in order to provide County-wide assistance with community involvement and public information about the County's children's policy frameworks (early childhood, school-aged). PAO expenditures are offset by a reduction in the CCFC budget.	-38,314	-38,314	0	0.50
04_NOND_SA_02	Removes 1.00 FTE School-Aged Framework coordinator budgeted in error in the Chair's/CCFC's budget. This position was only intended to be in the Chair's Office in FY 03, and is already included in the FY 04 OSCP budget.	-81,222	-12,437	0	-1.00
Total		-119,536	-50,751	0	-0.50

Carryover Amendments

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
04_NOND_CA_01	Placeholder for possible Nondepartmental carryover amendments. INFORMATION NOT COMPLETE/DATA ENTRY NOT COMPLETE.	1	0	0	0.00
04_NOND_CA_02	Auditor Carryover: Carries over \$4,000 in the Auditor's Office for computer equipment that is ordered but will not be received by June 30th.	4,000	4,000	0	0.00
04_NOND_CA_03	Appropriates \$30,000 one-time-only to pay for costs associated with moving the Commission on Children, Families, and Community into the Multnomah Building in FY 2004.	60,000	60,000	0	0.00
Total		64,001	64,000	0	0.00

Program Amendments

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
04_NOND_PA_01	PART 1 OF 2: Removes CCFC requested budget. Revised budget (part 2 of 2) reflects CCFC office re-organization and reduced revenues from the state for a revised total of \$717,632. Reduction from request of \$1.1 million and 3.00 FTE.	-1,795,423	-1,864,215	0	-10.50
04_NOND_PA_01	PART 2 of 2: Replaces CCFC requested budget. Revised budget reflects CCFC office re-organization and reduced revenues from the state for a revised total of \$717,632. Reduction from request of \$1.1 million and 3.00 FTE.	806,339	812,789	6,450	7.50
Total		-989,084	-1,051,426	6,450	-3.00

Board Amendments

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
04_NOND_BA_01	ROJO: Provides \$25,000 of County General Fund for the Elders in Action Ombudsman program.	25,000	0	-25,000	0.00
04_NOND_BA_02	ROJO: Reduces appropriation to the Portland-Multnomah Progress Board by half, from \$75,941 to \$37,971.	-37,971	0	37,971	0.00
04_NOND_BA_03	BCC: Restores \$34,000 to Multnomah County Soil & Water Districts.	34,001	0	-34,000	0.00
Total		21,030	0	-21,029	0.00

Summary of Budget Changes

Pending Amendments

NOND

NOND Total	-999,025	-1,013,613	-14,579	-1.50
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Summary of Budget Changes**OSCP****Pending Amendments****Revenue Amendments**

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
04_OSCP_RA_01	Adjusts the OSCP Housing & Public Works budget to reflect updated grant information: Reduce State SHAP, EHA, HSP funds by \$44,280, \$62,202, and \$37,916, respectively. Increase City of Portland CDBG, PDX General Fund, and HUD HOME grant by \$4,618, \$409, and \$111,105, respectively. Reduce HUD CDBG by \$11,295 and increase HUD Rental Rehab Loan Repayment by \$124,569. There is a net increase of \$85,008.	85,008	85,008	0	0.00
04_OSCP_RA_02	Adjusts the OSCP Energy Services budget to reflect updated grant information. Increase Department of Energy Weatherization funds by \$102,117 and ECHO grants by \$38,414. Eliminate City of Portland Block by Block weatherization award of \$109,000. Carryover City Block by Block Rebates (\$7,700) and County Weatherization Rebates (\$26,530). Eliminate the State Jobs Plus funding for temporary Weatherization Crew (\$9,000). Net increase of \$56,761 and elimination of a 0.50 FTE PDS. There is a net decrease in service reimbursement funds of \$7,894.	48,867	48,867	0	-0.50
	Total	133,875	133,875	0	-0.50

Carryover Amendments

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
04_OSCP_CA_01	SIP Fund Carryover: Carries over \$174,391 of the dedicated SIP special needs housing fund that will be unspent in FY 03. These funds are used to address the special housing needs of correction clients with mental health issues.	174,391	174,391	0	0.00
	Total	174,391	174,391	0	0.00

Program Amendments

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
04_OSCP_PA_01	Moves \$200,000 of ITAX funds from DCJ to OSCP for homeless youth system where the funds will actually be expended. There is no programmatic impact.	0	0	0	0.00
	Total	0	0	0	0.00

Board Amendments

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
04_OSCP_BA_01	CRUZ: Restores funding for Clearinghouse vouchers (\$177,871).	177,871	0	-177,871	0.00
04_OSCP_BA_02	LINN: Restores \$25,000 from the General Fund for Court Care and adds \$25,000 of State funds that are currently allocated in the State budget.	50,000	25,000	-25,000	0.00
04_OSCP_BA_03	ROBERTS: Restores workforce development - SE Works (\$52,654).	52,654	0	-52,654	0.00
04_OSCP_BA_04	CRUZ: Adds funding for Willow Tree (\$32,152) and Turning Point (\$26,745) to backfill lost State funding (HCS EHA).	58,897	0	-58,897	0.00
04_OSCP_BA_05	CRUZ: Adds General Fund funding to restore Domestic Violence Emergency Shelter (\$48,640). Note that the DV Emergency Shelter will be restored in DCHS, which is responsible for this activity.	48,640	0	-48,640	0.00
	Total	388,062	25,000	-363,062	0.00
	OSCP Total	696,328	333,266	-363,062	-0.50

Summary of Budget Changes**OVER****Pending Amendments****Technical Amendments**

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
04_OVER_TA_01	Implements Local 88 class-comp study for Legal Assistants, DA Investigators, Victim Advocates, and Support Enforcement Agents as of 7/1/03. Funding for this class-comp study was set aside in the General Fund contingency per the Local 88 labor agreement. This amendment distributes the set-aside amount of \$62,161 for this study, one-time-only for FY 2004.	71,694	9,533	-62,161	0.00
04_OVER_TA_02	Implements Local 88 class-comp study for Appraisal Technicians, Property Appraisers, and Tax Exemption Specialists as of 7/1/03. Funding for this class-comp study was set aside in the General Fund contingency per the Local 88 labor agreement. This amendment distributes the set aside amount of \$63,463 for this study, one-time-only for FY 2004. DATA ENTRY NOT FINALIZED 6/2/03.	1	0	0	0.00
04_OVER_TA_03	Implements Local 88 class-comp study for Dental Assistants, Health Assistants, Medical Records Technicians, Medical Services Clerks, Nutrition Assistants, and Nutritionists as of 7/1/03. Funding for this class-comp study was set aside in the General Fund contingency per the Local 88 labor agreement. This amendment distributes the set-aside amount of \$185,765 for this study, one-time-only for FY 2004. DATA ENTRY NOT FINALIZED 6/2/03.	175,985	0	0	0.00
04_OVER_TA_04	Implements Local 88 class-comp study for Maintenance Workers and Maintenance Specialists as of 7/1/03. Funding for this class-comp study was set aside in the General Fund contingency per the Local 88 labor agreement. This amendment distributest the set-aside amount of \$28,761 for this study, one-time-only for FY 2004. DATA ENTRY NOT FINALIZED 6/2/03.	1	0	0	0.00
Total		247,681	9,533	-62,161	0.00

Board Amendments

Trans ID	Description	Expenditure	Revenue	Effect on GF Contingency	FTE
04_OVER_BA_01	Reduce cost of living adjustment (COLA) for non-represented employees. The COLA is currently budgeted at 2.5%. This amendment reduces the COLA to 0.5% consistent with the change in the Portland CPI. Increases GF Contingency by \$428,367. The total impact on "Other Funds" is \$741,107 which will be returned to the respective Contingency accounts with the exception of the Federal/State Fund. Appropriations in the Federal/State Fund will be reallocated, by department, to M&S cost elements and will be available for other uses.	-428,367	0	428,367	0.00
Total		-428,367	0	428,367	0.00
OVER Total		-180,686	9,533	366,206	0.00
Grand Total (all amendment types)		2,535,674	2,559,657	211,225	9.33



MULTNOMAH COUNTY, OREGON

COUNTY COMMISSIONERS

DIANE LINN, CHAIR
MARIA ROJO DE STEFFEY, DISTRICT #1
SERENA CRUZ, DISTRICT #2
LISA NAITO, DISTRICT #3
LONNIE ROBERTS, DISTRICT #4

DEPARTMENT OF BUSINESS AND COMMUNITY SERVICES

MULTNOMAH BUILDING
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PHONE (503) 988-3312
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MEMORANDUM

TO: Board of County Commissioners

FROM: David Boyer, Finance Director

DATE: June 4, 2003

SUBJECT: PERS Budget Changes

This is to provide a summary of the impacts that recent legislative action will have on the County's PERS rates and recommended action to be taken by the Board.

During the preparation of the County's Approved Budget the personal estimates included the PERS rates which were increased from an overall rate on payroll of 18.44% in FY 2003 to 22.09% for FY 2004. The FY 2004 rates include the employee pick up of 6%, the pension bond fund rate of 4.65% and the employer rate of 11.44%.

During the legislative session several major House Bills, HB2001, HB 2003 and HB 2004, were passed by both the House and the Senate. All of the PERS Bills have been signed by the Governor and the PERS actuary is in the process of updating the employer rates that will be effective July 1, 2003. These rates will be presented to the PERS Board on June 10, 2003 for adoption. Based on the information provided during the legislative discussion the Statewide PERS rates charged to employers will be reduced by about 8%. We are estimating that the County's PERS rate will be reduced to 6%. We are expecting that these Bills will be challenged in court and if the challengers are successful the PERS rates may need to be increased in future years.

The legislative action that has been approved by the legislature and signed by the governor will provide an overall estimated annual savings to the County of about \$11.7 million. (The General Fund portion represents about \$2.5 million) Because of the uncertainties of a court challenge we are recommending that the PERS charges paid into the Pension Bond Fund be increased from 4.65% to 7.25%. This increase represents about \$5.6 million and will enable the County to build up a reserve in the Pension Bond Fund to provide the County with a financial means to pay down any unfunded liabilities in the event portions of the various legislative laws are reversed by a court. We are recommending that the remaining savings of about 2.84%, \$6.1 million, not be reallocated or budgeted into programs but be allowed to go unspent during the year which will roll into the ending fund balance of each fund. In the event the actual employer paid PERS rate is different than the estimate, the amount not reallocated will increase or decrease accordingly.

Attached is a spreadsheet detailing the recommended action. We would be happy to answer any questions.

**MULTNOMAH COUNTY, OREGON
PER SAVINGS CALCULATION
FY 2004**

	Current Budgeted Rate	Revised Estimate*	Difference
Pers Rate 7/1/2003	11.44%	6.00%	5.44%
Bond Fund	4.65%	7.25%	-2.60%
	16.09%	13.25%	2.84%

	Estimated Subject Payroll	Savings	Dollar Amount
General Fund (1000)	\$ 90,145,370	2.84%	\$ 2,560,129
Library Serial Levy (1510)	\$ 18,326,300	2.84%	520,467
Road Fund (1501)	\$ 5,099,344	2.84%	144,821
Fed/State Fund (1510)	\$ 76,280,840	2.84%	2,166,376
All other Funds	\$ 25,958,146	2.84%	737,211
Pension Bond Fund*	\$215,810,000	2.60%	5,611,060
Total County Annual PERS Savings			<u>\$11,740,064</u>

* Actual rate will not be known until June 10, 2003

** Will allow for a reserve for future unfunded liabilities and decrease the need to increase rates to pay off the bonds in future years.

LONNIE ROBERTS
Multnomah County Commissioner
District 4



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Budget Note

Date: June 4, 2003

To: Chair Diane Linn

Commissioner Maria Rojo de Steffey, District 1

Commissioner Serena Cruz, District 2

Commissioner Lisa Naito, District 3

Deb Bogstad, Board Clerk

Karyne Dargan, Budget

From: Commissioner Lonnie Roberts

Re: COLA Savings from Non-Represented Employees

The Board directs the budget Office to reduce the Cost of Living adjustment for Non-Represented employees from the budgeted 2.5% to 0.5% to reflect the actual inflationary increment based on the Portland CPI. The COLA reduction will cover all departments and all funds. The general fund savings generated from the District Attorney's Office, and the Sheriff's Office will be set aside in contingency. When the Public Safety members return to the Board with their findings and recommendations for recalibrating the public safety system based on State funding levels, they will also recommend reallocating the District Attorney and Sheriff's Office COLA savings to create an Auto Theft Task Force.