



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(Revised: 8/18/11)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS

AGENDA # C-1 DATE 11/29/12
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 11/29/12
Agenda Item #: C.1
Est. Start Time: 9:30 am
Date Submitted: 11-5-12

BUDGET MODIFICATION # HD-13-06 authorizing nine position re-classifications within various divisions of the Health Department as determined by the Class/Comp Unit of Central Human Resources.

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

Requested Meeting Date: November 29, 2012 Time Needed: N/A - Consent
Integrated Clinical Services, Community Health Services, Health Officer, Director's Office

Department: Health Department Division: _____

Contact(s): Lester A. Walker - Budget & Finance Manager

Phone: (503) 988-3663 Ext. 26457 I/O Address: 167/2/210

Presenter Name(s) & Title(s): N/A (Consent Agenda)

General Information

1. What action are you requesting from the Board?

Approval of staffing adjustments resulting from the reclassification of nine positions. This change will not impact the Health Department's total FTE for FY2013.

2. Please provide sufficient background information for the Board and the public to understand this issue. Please note which Program Offer this action affects and how it impacts the results.

Reclassify a 1.00 FTE Program Manager 1 to a 1.00 FTE Program Specialist, Senior, position 700701, in the Integrated Clinical Services Division of the Health Department. Class Comp approved the reclassification effective 08/01/2012 (reclassification #1959). The primary purpose of this reclassified position is to ensure the continued funding of Multnomah County as a Federally Qualified Health Center (FQHC) through management, oversight, and audit of a complex federal grant totaling approximately \$7.4 million annually,

and over \$30 million in annual reimbursement funding. This change impacts program offer 40034—Quality Assurance.

Reclassify a 1.00 FTE Program Supervisor to a 1.00 FTE Program Specialist, position 708152, in the Integrated Clinical Services Division of the Health Department. Class Comp approved the reclassification effective 08/15/2012 (reclassification #1990). This position is focused on developing, planning, and organizing patient-centered, non-clinical operations services within Primary Care and Dental Clinics. This position is responsible for planning, coordinating, and implementing business practices for all clinical sites. This change impacts program offer 40033—Primary Care and Dental Access and Referral.

Reclassify a 1.00 FTE Division Director 2 to a 1.00 FTE Health Centers Division Operations Director, position 708622, in the Integrated Clinical Services Division of the Health Department. Class Comp approved the reclassification effective 08/01/2012 (reclassification #1846). The Health Centers Division Operations Director develops strategies, has a distinct health care leadership and community interface focus, and has a large span of control over the School Based Health Centers, Primary Care Clinics, Dental Clinics, and Health Centers Business Operations. This change impacts program offer 40034—Quality Assurance.

Reclassify a 1.00 FTE Program Manager 1 to a 1.00 FTE Public Affairs Coordinator, position 712344, in the Community Health Services Division of the Health Department. Class Comp approved the reclassification effective 08/01/2012 (reclassification #1961). The Public Affairs Coordinator serves as the Health Department liaison to the County's Communications Office, the Chair's Office, and the Board of Commissioners; and develops and communicates the Health Department's public information and community outreach efforts. This change impacts program offer 40048—Community Epidemiology Services and 40013B—Early Childhood Home and Community Based Services.

Reclassify a 1.00 FTE Project Manager to a 1.00 FTE Program Specialist, Senior, position 713311, in the Health Officer Division of the Health Department. Class Comp approved the reclassification effective 08/1/2012 (reclassification #1958). This position coordinates Multnomah County Health Officer efforts with Washington and Clackamas Counties and is responsible for the operational/functional coordination of the program. This change impacts program offer 40002—Tri-County Health Officer.

Reclassify a 0.80 Project Manager to a 0.80 Operations Process Specialist, position 713426, in the Community Health Services Division of the Health Department. Class Comp approved the reclassification effective 08/31/2012 (reclassification #1991). The Operations Process Specialist serves to facilitate department business data and records needs as they interface with or are integrated into existing data systems and applications. This change impacts program offer 40048—Community Epidemiology Services.

Reclassify a 1.00 FTE Program Specialist, Senior to a 1.00 FTE Business Process Consultant, position 713876, in the Integrated Clinical Services Division of the Health Department. Class Comp approved the reclassification effective 08/23/2012 (reclassification #1957). The reclassification of this position was submitted in FY12 to Class Comp, and it was then still classified as a Program Supervisor. In the FY13 budget,

this position was changed to a Program Specialist, Senior. When Class Comp reviewed the position, it was reclassified as a Business Process Consultant. This position will develop, implement and optimize clinical health information systems to ensure patient care information gathered from numerous electronic sources will be available on demand for both patients and health practitioners. This change impacts program offer 40032—Lab, X-Ray, and Medical Records.

Reclassify a 0.25 FTE Program Supervisor to a 0.25 FTE Program Specialist, position 714351, in the Director's Office of the Health Department. Class Comp approved the reclassification effective 08/01/2012 (reclassification #1960). This position leads and administers Advanced Practice Center (APC) grant activities and ensures the completion of grant requirements. This change impacts program offer 40005—Public Health and Regional Health Systems Emergency Preparedness.

Reclassify a 0.60 FTE Program Specialist to a 0.60 FTE Program Coordinator, position 715652, in the Integrated Clinical Services Division of the Health Department. Class Comp approved the reclassification effective 07/01/2012 (reclassification #1954). This position is responsible for developing, implementing, and coordinating the non-clinical daily operations of a clinical residency program and a medical student placement program for MCHD. This change impacts program offer 40030—Medical Directors (Physician, Nurse Practitioner, and Nursing).

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

This budget modification has no fiscal impact in the current year. Budgeted personnel costs are within the pay scales of new classifications or other budgeted line items have been adjusted so that the changes are budget neutral.

Seven of the reclassified positions are within the pay scale of the new classifications. These positions are:

- Health Centers Division Operations Director, position 708622
- Program Coordinator, position 715652
- Program Specialist, positions 708152 and 714351
- Program Specialist Senior, positions 700701 & 713311
- Public Affairs Coordinator, position 712344

The reclassification of position 713426 to Operations Process Specialist decreased budgeted personnel costs by \$9,841 because the beginning step for an Operations Process Specialist is lower than the beginning step for a Project Manager. This decrease is offset by an increase to supplies for no net fiscal impact this year.

The reclassification of position 713876 to Business Process Consultant increased budgeted personal costs by \$4,408 because the beginning step for a Business Process Consultant is higher than the beginning step for a Program Specialist Senior and is offset by reductions in overtime, fringe and insurance for no net fiscal impact this fiscal year.

In subsequent fiscal years, all the reclassified positions will be subject to approved cost of living adjustments (COLA) and step increases in accordance with the collective bargaining agreement with Local 88 and will be funded within the department's budget.

4. Explain any legal and/or policy issues involved.

N/A

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

N/A

Budget Modification

If the request is a Budget Modification, please answer all of the following in detail:

- **What revenue is being changed and why? If the revenue is from a federal source, please list the Catalog of Federal Assistance Number (CFDA).**

No change in revenues.

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

The Health Department's budget will have the following changes:

- Permanent personnel budget will decrease by \$4,442
- Salary related expense budget will decrease by \$3,450
- Insurance benefits budget will decrease by \$644
- Overtime budget will decrease by \$3,181
- Supplies will increase by \$9,226
- Professional Service will increase by \$2,491

These changes will have no financial impact on the budget and do not change the Health Department's total FTE.

- **What do the changes accomplish?**

Change of classification for positions 700701, 708152, 708622, 712344, 713311, 713426, 713876, 714351, and 715652 to better fit the duties of these positions as determined by the Class/Comp Unit of the Central Human Resources.

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

- Reclassify a 1.00 FTE Program Manager 1 to a 1.00 FTE Program Specialist, Senior, position 700701, in the Integrated Clinical Services Division of the Health Department. Class/Comp request #1959.
- Reclassify a 1.00 FTE Program Supervisor to a 1.00 FTE Program Specialist, position 708152, in the Integrated Clinical Services Division of the Health Department. Class/Comp request #1990.
- Reclassify a 1.00 FTE Division Director 2 to a 1.00 FTE Health Centers Division Operations Director, position 708622, in the Integrated Clinical Services Division of the Health Department. Class/Comp request #1846.
- Reclassify a 1.00 FTE Program Manager 1 to a 1.00 FTE Public Affairs Coordinator, position 712344, in the Community Health Services Division of the Health Department. Class/Comp request #1961.
- Reclassify a 1.00 FTE Project Manager to a 1.00 FTE Program Specialist, Senior, position 713311, in the Health Officer Division of the Health Department. Class/Comp request #1958.
- Reclassify a 0.80 Project Manager to a 0.80 Operations Process Specialist, position

713426, in the Community Health Services Division of the Health Department. Class/Comp request #1991.

- Reclassify a 1.00 FTE Program Specialist, Senior to a 1.00 FTE Business Process Consultant, position 713876, in the Integrated Clinical Services Division of the Health Department. Class/Comp request #1957.
 - Reclassify a 0.25 FTE Program Supervisor to a 0.25 FTE Program Specialist, position 714351, in the Director's Office of the Health Department. Class/Comp request #1960.
 - Reclassify a 0.60 FTE Program Specialist to a 0.60 FTE Program Coordinator, position 715652, in the Integrated Clinical Services Division of the Health Department. Class/Comp request #1954.
- If a grant, is 100% of the central and department indirect recovered? If not, please explain why.
N/A
- Is the revenue one-time-only in nature? Will the function be ongoing? What plans are in place to identify a sufficient ongoing funding stream?
N/A
- If a grant, what period does the grant cover? When the grant expires, what are funding plans? Are there any particular stipulations required by the grant (i.e. cash match, in kind match, reporting requirements etc)?
N/A

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

Required Signature

Elected Official
or Dept Director:

Jillian Shuley / w2

Date: 10/24/2012

Budget Analyst:

Althea Gregory /s/

Date: 11/5/2012

Department HR:

Kathleen Fuller Lee

Date: 10/24/2012

Countywide HR:

Agas Ward

Date: 11/1/2012

EXPENDITURES & REVENUES

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with SAP.

Budget/Fiscal Year: 2013

Line No.	Fund Center	Fund Code	Program #	Func. Area	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
					Internal Order	Cost Center	WBS Element						
1	40-80	1000	40032	0030			47020-GF	60000	596,713	599,917	3,204		Increase Permanent
2	40-80	1000	40032	0030			47020-GF	60130	178,674	179,606	932		Increase Salary Related Expns
3	40-80	1000	40032	0030			47020-GF	60140	178,703	178,975	272		Increase Insurance Benefits
4	40-80	1000	40032	0030			47020-GF	60110	7,212	4,031	(3,181)		Decrease Overtime
5	40-80	1000	40032	0030			47020-GF	60130	178,674	177,713	(961)		Decrease Salary Related Expns
6	40-80	1000	40032	0030			47020-GF	60140	178,703	178,437	(266)		Decrease Insurance Benefits
7													
8	40-20	32249	40002	0030			4CA97-02-1	60000	105,056	105,125	69		Increase Permanent
9	40-20	32249	40002	0030			4CA97-02-1	60130	30,571	30,591	20		Increase Salary Related Expns
10	40-20	32249	40002	0030			4CA97-02-1	60140	24,850	24,856	6		Increase Insurance Benefits
11	40-20	32249	40002	0030			4CA97-02-1	60240	353	258	(95)		Decrease Supplies
12													
13	40-20	32248	40002	0030			4CA97-02-2	60000	109,723	109,792	69		Increase Permanent
14	40-20	32248	40002	0030			4CA97-02-2	60130	31,930	31,950	20		Increase Salary Related Expns
15	40-20	32248	40002	0030			4CA97-02-2	60140	24,475	24,481	6		Increase Insurance Benefits
16	40-20	32248	40002	0030			4CA97-02-2	60240	310	215	(95)		Decrease Supplies
17													
18	40-70	1000	40034	0030			47006-GF	60000	70,000	70,797	797		Increase Permanent
19	40-70	1000	40034	0030			47006-GF	60130	21,490	21,722	232		Increase Salary Related Expns
20	40-70	1000	40034	0030			47006-GF	60140	20,102	20,170	68		Increase Insurance Benefits
21	40-70	1000	40034	0030			47006-GF	60240	15,799	14,702	(1,097)		Decrease Supplies
22													
23	40-30	1000	40048	0030		403005		60000	312,797	311,686	(1,111)		Decrease Permanent
24	40-30	1000	40048	0030		403005		60130	93,616	92,331	(1,285)		Decrease Salary Related Expns
25	40-30	1000	40048	0030		403005		60140	87,025	86,930	(95)		Decrease Insurance Benefits
26	40-30	1000	40048	0030		403005		60170	9,000	11,491	2,491		Increase Professional Svcs
27										0			
28										0			
29										0			
										0	0	0	Total - Page 1
										0	0	0	GRAND TOTAL

Budget Modification ID: HD-13-06

EXPENDITURES & REVENUES

Budget/Fiscal Year: 2013

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with SAP.

Line No.	Fund Center	Fund Code	Program #	Func. Area	Internal Order	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
						Cost Center	WBS Element							
30	40-47	21640	40013B	0030			4FA23-11-1		60000	380,027	379,766	(271)		Decrease Permanent
31	40-47	21640	40013B	0030			4FA23-11-1		60130	114,437	114,124	(313)		Decrease Salary Related Expns
32	40-47	21640	40013B	0030			4FA23-11-1		60140	107,178	107,155	(23)		Decrease Insurance Benefits
33	40-47	21640	40013B	0030			4FA23-11-1		60240	9,775	10,382	607		Increase Supplies
34											0			
35	40-30	1000	40048	0030		403005			60000	312,797	306,300	(6,497)		Decrease Permanent
36	40-30	1000	40048	0030		403005			60130	93,616	91,725	(1,891)		Decrease Salary Related Expns
37	40-30	1000	40048	0030		403005			60140	87,025	86,472	(553)		Decrease Insurance Benefits
38	40-30	1000	40048	0030		403005			60240	6,500	15,441	8,941		Increase Supplies
39														
40	40-00	32381	40005	0030			4CA134-3		60000	29,424	28,722	(702)		Decrease Permanent
41	40-00	32381	40005	0030			4CA134-3		60130	8,563	8,359	(204)		Decrease Salary Related Expns
42	40-00	32381	40005	0030			4CA134-3		60140	9,577	9,518	(59)		Decrease Insurance Benefits
43	40-00	32381	40005	0030			4CA134-3		60240	190	1,155	965		Increase Supplies
44											0			
45	72-80	3500		0020		705210			50316	(63,365,741)	(63,365,097)	644		Insurance Revenue
46	72-80	3500		0020		705210			60330	1,932,488	1,931,844	(644)		Offsetting Expenditure
47											0			
48											0			
49											0			
50											0			
51											0			
52											0			
53											0			
54											0			
55											0			
56											0			
57											0			
58											0			
												0		
												0	0	Total - Page 2
												0	0	GRAND TOTAL

ANNUALIZED PERSONNEL CHANGEChange on a full year basis even though this action affects only a part of the fiscal year (FY).

							ANNUALIZED			
Fund	Job #	HR Org	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
20500	9602	65557	4FA52-11-7	Division Director 2	708622	(1.00)	(116,012)	(33,759)	(24,013)	(173,784)
20500	9551	65557	4FA52-11-7	Health Centers Division Operations Director	708622	1.00	116,012	33,759	24,013	173,784
1000	6021	61518	47050-GF	Program Specialist	715652	(0.60)	(35,581)	(10,923)	(11,515)	(58,019)
1000	6022	61518	47050-GF	Program Coordinator	715652	0.60	35,581	10,923	11,515	58,019
1000	6088	64530	47020-GF	Program Specialist, Senior	713876	(1.00)	(59,301)	(17,257)	(19,193)	(95,751)
1000	6501	64530	47020-GF	Business Process Consultant	713876	1.00	63,162	18,380	19,521	101,063
32249	6063	65307	4CA97-02-1	Project Manager	713311	(0.50)	(36,429)	(10,601)	(10,172)	(57,202)
32248	6063	65307	4CA97-02-2	Project Manager	713311	(0.50)	(36,429)	(10,601)	(10,172)	(57,202)
32249	6088	65307	4CA97-02-1	Program Specialist, Senior	713311	0.50	36,504	10,623	10,179	57,306
32248	6088	65307	4CA97-02-2	Program Specialist, Senior	713311	0.50	36,504	10,623	10,179	57,306
1000	9615	64699	47006-GF	Program Manager 1	700701	(1.00)	(70,000)	(21,490)	(20,102)	(111,592)
1000	6088	64699	47006-GF	Program Specialist, Senior	700701	1.00	70,866	21,756	20,176	112,798
32381	9361	66238	4CA134-3	Program Supervisor	714351	(0.25)	(16,105)	(4,687)	(4,907)	(25,699)
32381	6021	66238	4CA134-3	Program Specialist	714351	0.25	15,342	4,465	4,842	24,649
1000	9615	66227	403005	Program Manager 1	712344	(0.80)	(64,999)	(19,955)	(16,847)	(101,801)
21640	9615	66227	4FA23-11-1	Program Manager 1	712344	(0.20)	(16,250)	(4,989)	(4,211)	(25,450)
1000	6089	66227	403005	Public Affairs Coordinator	712344	0.80	63,798	18,565	16,745	99,108
21640	6089	66227	4FA23-11-1	Public Affairs Coordinator	712344	0.20	15,949	4,641	4,186	24,776
20500	9361	61213	4FA52-11-8-7	Program Supervisor	708152	(1.00)	(52,861)	(15,383)	(18,645)	(86,889)
20500	6021	61213	4FA52-11-8-7	Program Specialist	708152	1.00	52,861	15,383	18,645	86,889
1000	6063	65805	403005	Project Manager	713426	(0.80)	(58,406)	(16,996)	(16,287)	(91,689)
1000	6500	65805	403005	Operations Process Specialist	713426	0.80	50,530	14,704	15,617	80,851
TOTAL ANNUALIZED CHANGES							0.00	(5,264)	(2,819)	(446)
										(8,529)

CURRENT YEAR PERSONNEL DOLLAR CHANGECalculate costs/savings that will take place in this FY; these should explain the actual dollar amounts being changed by this Bud Mod.

							CURRENT YEAR			
Fund	Job #	HR Org	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
20500	9602	65557	4FA52-11-7	Division Director 2	708622	(0.92)	(106,731)	(31,059)	(22,092)	(159,882)
20500	9551	65557	4FA52-11-7	Health Centers Division Operations Director	708622	0.92	106,731	31,059	22,092	159,882
1000	6021	61518	47050-GF	Program Specialist	715652	(0.60)	(35,581)	(10,923)	(11,515)	(58,019)
1000	6022	61518	47050-GF	Program Coordinator	715652	0.60	35,581	10,923	11,515	58,019
1000	6088	64530	47020-GF	Program Specialist, Senior	713876	(0.83)	(49,220)	(14,323)	(15,930)	(79,473)
1000	6501	64530	47020-GF	Business Process Consultant	713876	0.83	52,424	15,255	16,202	83,881
32249	6063	65307	4CA97-02-1	Project Manager	713311	(0.46)	(33,515)	(9,753)	(9,359)	(52,627)
32248	6063	65307	4CA97-02-2	Project Manager	713311	(0.46)	(33,515)	(9,753)	(9,359)	(52,627)
32249	6088	65307	4CA97-02-1	Program Specialist, Senior	713311	0.46	33,584	9,773	9,365	52,722
32248	6088	65307	4CA97-02-2	Program Specialist, Senior	713311	0.46	33,584	9,773	9,365	52,722
1000	9615	64699	47006-GF	Program Manager 1	700701	(0.92)	(64,400)	(18,740)	(18,494)	(101,634)
1000	6088	64699	47006-GF	Program Specialist, Senior	700701	0.92	65,197	18,972	18,562	102,731
32381	9361	66238	4CA134-3	Program Supervisor	714351	(0.23)	(14,816)	(4,311)	(4,514)	(23,641)
32381	6021	66238	4CA134-3	Program Specialist	714351	0.23	14,114	4,107	4,455	22,676
1000	9615	66227	403005	Program Manager 1	712344	(0.74)	(60,124)	(18,458)	(15,583)	(94,165)
21640	9615	66227	4FA23-11-1	Program Manager 1	712344	(0.18)	(14,625)	(4,490)	(3,790)	(22,905)
1000	6089	66227	403005	Public Affairs Coordinator	712344	0.74	59,013	17,173	15,488	91,674
21640	6089	66227	4FA23-11-1	Public Affairs Coordinator	712344	0.18	14,354	4,177	3,767	22,298
20500	9361	61213	4FA52-11-8-7	Program Supervisor	708152	(0.88)	(46,518)	(13,537)	(16,408)	(76,463)
20500	6021	61213	4FA52-11-8-7	Program Specialist	708152	0.88	46,518	13,537	16,408	76,463
1000	6063	65805	403005	Project Manager	713426	(0.66)	(48,185)	(14,022)	(13,436)	(75,643)
1000	6500	65805	403005	Operations Process Specialist	713426	0.66	41,688	12,131	12,883	66,702
TOTAL CURRENT FY CHANGES							0.00	(4,442)	(2,489)	(378)
										(7,309)

FM Side			PS/CO Side			Cost Element/Commitment	
FM Fund Center	FM Fund Code	Functional Area	Internal Order	Cost Center	WBS Element	Item	Notes
General Fund Contingency							
19	1000	0020		9500001000		60470	Reduce available General Fund Contingency
xx-xx	xxxxx	0020		xxx	xxx	xxxxx	Increase Expenditure
Indirect Central							
xx-xx	xxxxx				xxx	60350	Indirect Expenditure
19	1000	0020		9500001000		50310	Indirect reimbursement revenue in General Fund
19	1000	0020		9500001000		60470	CGF Contingency expenditure
Departmental							
xxx	xxxxx			xxx	xxx	60355	Indirect Department Expenditure
xx-xx	1000			xxx	xxx	50370	Indirect Dept reimbursement revenue in General Fund
xx-xx	1000			xxx	xxx	xxx	Off setting Dept expenditure in General Fund
Telecommunications							
xx-xx	xxxxx				xxx	60370	Departmental telecommunication expenditure
78-70	3503	0020		709525		50310	Budgets receipt of reimbursement
78-70	3503	0020		709525		60200	Budgets offsetting expenditure in telecommunications fund
Data Processing							
xx-xx	xxxxx				xxx	60380	Departmental data processing expenditures
78-70	3503	0020		709000		50310	Budgets receipt of Data Processing reimbursement
78-70	3503	0020		709000		60240	Budgets offsetting expenditures
Electronic Service Reimbursement							
xx-xx	xxxxx					60420	Departmental Electronics expenditure
78-60	3501	0020		904200		50310	Receipt of Electronics service reimbursement
78-60	3501	0020		904200		60240	Budgets offsetting expenditure
Motor Pool: Use this cost center if you are adding funds for motor pool use.							
xx-xx	xxxxx				xxx	60410	Departmental Motor Pool expenditure
78-30	3501	0020		904150		50310	Budgets receipt of Motor Pool service reimbursement
78-30	3501	0020		904150		60240	Budgets offsetting expenditure
Fleet: Use this cost center if you are adding funds for dedicated program cars.							
xx-xx	xxxxx				xxx	60410	Departmental Fleet expenditure
78-60	3501	0020		904100		50310	Budgets receipt of Fleet service reimbursement
78-60	3501	0020		904100		60240	Budgets offsetting expenditure
Building Management							
xx-xx	xxxxx				xxx	60430	Departmental Building Management expenditure
78-50	3505	0020		902575		50310	Budgets receipt of Building Management service reimbursement
78-50	3505	0020		902575		60170	Budgets offsetting expenditure
Insurance Service Reimbursement							
xx-xx	xxxxx					60140 or 60145	Departmental Insurance expenditure
72-80	3500	0020		705210		50316	Insurance Revenue
72-80	3500	0020		705210		60330	Offsetting expenditure
Lease Payments to Capital Lease Retirement Fund							
xx-xx	xxxxx					60450	Departmental Capital Lease Retirement expenditure
							Contact your Budget Analyst to complete this.
Mail & Distribution							
xx-xx	xxxxx				xxx	60460	Mail & Distribution expenditure
78-20	3504	0020		904400		50310	Budgets receipt of service reimbursement
78-20	3504	0020		904400		60230	Budgets offsetting expenditure
Records							
xx-xx	xxxxx				xxx	60460	Records expenditure
78-20	3504	0020		904500		50310	Budgets receipt of service reimbursement
78-20	3504	0020		904500		60240	Budgets offsetting expenditure

How are functional areas assigned to cost objects?

For the most part, functional area is related to what department has recorded the revenue or expenditure (i.e. the District Attorney is reported in Public Safety and Justice). There are some exceptions to this rule that require certain funds to be assigned to a particular functional area, regardless of what department the revenues or expenditures are recorded in.

Functional Area Assignments ~ Based on Fund		
<u>Special Revenue Funds</u>		
1501 - Road Fund	Road & Bridges	0080
1502 - Emergency Communications Fund	Community Services	0060
1503 - Bike Path Fund	Community Services	0060
1504 - Recreation Fund	Community Services	0060
1506 - County School Fund	Community Services	0060
1508 - Animal Control Fund	Community Services	0060
1509 - Willamette River Bridges Fund	Roads & Bridges	0080
1510 - Library Fund	Library	0070
1512 - Land Corner Preservation Fund	Roads & Bridges	0080
1518 - Oregon Historical Society Special Levy	Community Services	0060
1519 - Video Lottery	Community Services	0060
<u>Capital Project Funds</u>		
2504 - Building Project Fund	Community Services	0060
2507 - Capital Improvement Fund	Community Services	0060
2508 - Asset Acquisition Fund	Community Services	0060
2509 - Asset Preservation Fund	Community Services	0060
2511 - Sellwood Bridge Replacement	Roads & Bridges	0080
<u>Enterprise Funds</u>		
3000 - Dunthorpe-Riverdale Svc Dist #14 Fund	Dunthorpe-Riverdale Svc Dist #14	0500
3001 - Mid County Svc Dist #1 Fund	Mid County Svc Dist #1	0510
3002 - Behavioral Health Managed Care Fund	Behavioral Health Managed Care	0520

If a cost object is not in one of the funds listed above, then the functional area should be assigned based on the department that the cost object is in.

Functional Area Assignments ~ Based on Department (Fund Center)		
Non-Dept (10, except 10-50)	General Government	0020
Non-Dept CCFC (10-50)	Social Services	0040
District Attorney (15)	Public Safety & Justice	0050
Countywide (18 & 19)	General Government	0020
Human Services (20, 21, 25, 26, 30 & 31)	Social Services	0040
Health (40)	Health Services	0030
Community Justice (50)	Public Safety & Justice	0050
Sheriff's Office (60)	Public Safety & Justice	0050
County Management (72)	General Government	0020
County Assets (78)	General Government	0020
Library (80)	Library	0070
Community Services (91)	General Government	0020

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