



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST
BUDGET MODIFICATION**

(revised 03/25/11)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # R-8 DATE 12/1/11
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date:	12/1/11
Agenda Item #:	R.8
Est. Start Time:	11:35 am
Date Submitted:	11/18/11

BUDGET MODIFICATION: DCA-03

**BUDGET MODIFICATION DCA-03 Appropriating \$21,859 from the Oregon
Agenda Secretary of State U.S. Election Assistance Commission Help America Vote Act
Title: (HAVA) grant award.**

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

Requested Meeting Date:	<u>December 1, 2011</u>	Amount of Time Needed:	<u>5 minutes</u>
Department:	<u>County Assets</u>	Division:	<u>IT</u>
Contact(s):	<u>Julie Neburka</u>		
Phone:	<u>988-3312</u>	Ext.	<u>27351</u>
		I/O Address:	<u>166/4</u>
Presenter Name(s) & Title(s):			
<u>Chris Clancy IT Manager, Julie Neburka – Finance Manager</u>			

General Information

1. What action are you requesting from the Board?

The department is recommending approval of budget modification DCA-03 which appropriates \$21,859 in new Help America Vote Act (HAVA) federal funds from the Oregon Secretary of State.

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

The funding supports staff time for developing, testing, and implementing a local GIS interface with the Oregon Centralized Voters Registration (OCVR) database in support of redistricting requirements for the County Elections Office. The State Elections division solicited the help and expertise of County GIS staff in order to provide a system that would work seamlessly with County GIS processes. The State Elections division determined that reimbursement of County costs in support of this project was an allowable use of HAVA funds. The project time line is April thru December 2011. This modification impacts program offer 78036 IT Enterprise Application Services.

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

Revenue for IT will increase by \$21,859 offset by personnel expense and central indirect. Service reimbursement from the Federal/State Fund to the Risk fund increases by \$2,983. Service reimbursement from the Federal/State Fund to the General fund increases by \$537.

This is a one time only project.

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.

This is a cooperative project with the State of Oregon Secretary of State.

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).**

IT Federal/State Fund revenue increases by \$21,859 from Help America Vote Act funds. CFDA # 90.401

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

IT budget increases by \$21,859 and County General Fund contingency increases by \$537.

- **What do the changes accomplish?**

Provides funding to create GIS interface with OCVR database.

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

Fund personnel time worked on the project.

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

Indirect is allowed and will be recovered.

- **Is the revenue one-time-only in nature? Will the function be ongoing? What plans are in place to identify a sufficient ongoing funding stream?**

This is a one time only project.

- **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)?**

April – December 2011. County will be required to provide proof of expenditure documentation in order to receive reimbursement.

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

BUDGET MODIFICATION: DCA-03

Required Signatures

**Elected Official
or Department/
Agency Director:**



Sherry Swackhamer

Date: 11/18/11



Budget Analyst: Christian Elkin

Date: 11/18/11

Budget Modification ID:

EXPENDITURES & REVENUES

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
						Cost Center	WBS Element					
1	78-70	23440	78036	20			ITWBS.GIS.HAVA	50190	-	(21,859)	(21,859)	
2	78-70	23440	78036	20			ITWBS.GIS.HAVA	60000	-	14,031	14,031	
3	78-70	23440	78036	20			ITWBS.GIS.HAVA	60130	-	4,308	4,308	
4	78-70	23440	78036	20			ITWBS.GIS.HAVA	60140	-	2,983	2,983	
5	78-70	23440	78036	20			ITWBS.GIS.HAVA	60350		537	537	
6												
7	72-10	3500		20		705210		50316		(2,983)	(2,983)	
8	72-10	3500		20		705210		60330		2,983	2,983	
9												
10	19	1000		20		9500001000		50310		(537)	(537)	
11	19	1000		20		9500001000		60470		537	537	
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												
24												
25												
26												
27												
28												
29												
											0	0
											0	0

DCA-03

Budget/Fiscal Year: 2012

[illegible]

ANNUALIZED PERSONNEL CHANGE

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

							ANNUALIZED			
Fund	Job #	HR Org	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
TOTAL ANNUALIZED CHANGES						0.00	0	0	0	0

CURRENT YEAR PERSONNEL DOLLAR CHANGE

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

							CURRENT YEAR			
Fund	Job #	HR Org	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
3503	6408	62975	709151	Database Administrator Sr	703794	0.14	14,031	4,308	2,983	21,322
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
TOTAL CURRENT FY CHANGES						0.14	14,031	4,308	2,983	21,322

FM Side			PS/CO Side			Cost Element/ Commitment	Notes
FM Fund Center	FM Fund Code	Functional Area	Internal Order	Cost Center	WBS Element	Item	
General Fund Contingency				9500001000		60470	Reduce available General Fund Contingency
	19	1000		xxx	xxx	xxxxx	Increase Expenditure
	xx-xx	xxxxx					
Indirect Central							
	xx-xx	xxxxx			xxx	60350	Indirect Expenditure
	19	1000		9500001000		50310	Indirect reimbursement revenue in General Fund
	19	1000		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		709525		50310	Budgets receipt of reimbursement
	78-70	3503		709525		60200	Budgets offsetting expenditure in telecommunications fund
Data Processing							
	xx-xx	xxxxx			xxx	60380	Departmental data processing expenditures
	78-70	3503		709000		50310	Budgets receipt of Data Processing reimbursement
	78-70	3503		709000		60240	Budgets offsetting expenditures
PC Flat Fee <small>(Flat Fee is no longer in effect for most Departments beginning in FY 2007)</small>							
	xx-xx	xxxxx			xxx	60390	Departmental PC Flat Fee expenditure
	78-70	3503		709617		50310	Budgets receipt of PC Flat Fee
	78-70	3503		709617		60240	Budgets offsetting expenditure
Electronic Service Reimbursement							
	xx-xx	xxxxx				60420	Departmental Electronics expenditure
	78-60	3501		904200		50310	Receipt of Electronics service reimbursement
	78-60	3501		904200		60240	Budgets offsetting expenditure
Motor Pool: <small>Use this cost center if you are adding funds for motor pool use.</small>							
	xx-xx	xxxxx			xxx	60410	Departmental Motor Pool expenditure
	78-30	3501		904150		50310	Budgets receipt of Motor Pool service reimbursement
	78-30	3501		904150		60240	Budgets offsetting expenditure
Fleet: <small>Use this cost center if you are adding funds for dedicated program cars.</small>							
	xx-xx	xxxxx			xxx	60410	Departmental Fleet expenditure
	78-60	3501		904100		50310	Budgets receipt of Fleet service reimbursement
	78-60	3501		904100		60240	Budgets offsetting expenditure
Building Management							
	xx-xx	xxxxx			xxx	60430	Departmental Building Management expenditure
	78-50	3505		902575		50310	Budgets receipt of Building Management service reimbursement
	78-50	3505		902575		60170	Budgets offsetting expenditure
Insurance Service Reimbursement							
	xx-xx	xxxxx				60140 or 60145	Departmental Insurance expenditure
	72-10	3500		705210		50316	Insurance Revenue
	72-10	3500		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		904400		50310	Budgets receipt of service reimbursement
	78-20	3504		904400		60230	Budgets offsetting expenditure
Records							
	xx-xx	xxxxx			xxx	60460	Records expenditure
	78-20	3504		904500		50310	Budgets receipt of service reimbursement
	78-20	3504		904500		60240	Budgets offsetting expenditure
Stores							
	xx-xx	xxxxx			xxx	60460	Stores expenditure
	78-20	3504		904600		50310	Budgets receipt of service reimbursement
	78-20	3504		904600		60240	Budgets offsetting expenditure

How are functional areas assigned to cost objects?

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

Functional Area Assignments ~ Based on Fund		
1501 – Road Fund	Roads and Bridges	0080
1502 – Emergency Communications Fund	Community Services	0060
1503 – Bike Path Fund	Community Services	0060
1504 – Recreation Fund	Community Services	0060
1506 – County School Fund	Community Services	0060
1509 – Willamette River Bridges Fund	Roads and Bridges	0080
1510 – Library Fund	Library	0070
1512 – Land Corner Preservation Fund	Roads and Bridges	0080
2504 – Building Project Fund	Community Services	0060
2507 – Capital Improvement Fund	Community Services	0060
2509 – Asset Preservation Fund	Community Services	0060
2511 – Sellwood Bridge Fund	Roads and Bridges	0080
3000 – Dunthorpe-Riverdale Service Dist #14 Fund	Dunthorpe-Riverdale Service Dist #14	0500
3001 – Mid County Service District #1 Fund	Mid County Service District #1	0510
3002 – Behavioral Health Managed Care Fund	Behavioral Health Managed Care	0520

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

Functional Area Assignments ~ Based on Department (Fund Center)		
Non-Departmental (10, except 10-50)	General Government	0020
Non-Departmental – CCFC (10-50)	Social Services	0040
District Attorney (15)	Public Safety and Justice	0050
Countywide (18 & 19)	General Government	0020
Human Services (20, 21, 22, 25, 26, 30 & 31)	Social Services	0040
Health (40)	Health Services	0030
Community Justice (50)	Public Safety and Justice	0050
Sheriff's Office (60)	Public Safety and Justice	0050
County Management (72)	General Government	0020
County Assets (78)	General Government	0020
Library (80)	Library	0070
Community Services (91)	General Government	0020

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