



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST

(Revised: 8/18/11)

Board Clerk Use Only

Meeting Date: 5/29/13
 Agenda Item #: BWS #12-b
 Est. Start Time: 3:00 pm
 Date Submitted: 4/22/13

Agenda Title: FY 2014 Budget Work Sessions: Follow Up and Department Budget Amendments

Note: If Ordinance, Resolution, Order or Proclamation, provide exact title. For all other submissions, provide a clearly written title sufficient to describe the action requested.

Requested Meeting Date: May 29, 2013 **Time Needed:** 2 hrs
May 30, 2013 2 hrs
June 5, 2013 2 hrs

Department: County Management **Division:** Budget Office

Contact(s): Karyne Kieta

Phone: 503-988-3312 **Ext.** 22457 **I/O Address:** 503/5/531

Presenter Name(s) & Title(s): Karyne Kieta, Deputy Director, County Management, and invited others

General Information

1. What action are you requesting from the Board?

These work sessions will provide the Board with any requested follow up from the individual departments' work sessions, as well as an opportunity to discuss Board or Department Budget Amendments and any Budget Notes. Time is being reserved in advance for three separate dates, but each work session will only take place as needed.

May 29th – (pm) Follow Up from Department Work Sessions, Department Budget Amendments (2 hrs – incl. 15 min. to adjourn/reconvene as Library District Board)

May 30th – (am) Follow Up from Department Work Sessions, Department Budget Amendments (2 hrs – incl. 15 min. to adjourn/reconvene as Library District Board)

June 5th – (am) Follow Up from Department Work Sessions, Department Budget Amendments (2 hrs – incl. 15 min. to adjourn/reconvene as Library District Board, if necessary)

In addition to these dates, follow up time was also reserved immediately following the Health & Human Services and Public Safety work sessions.

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.

After the Chair's Proposed Budget is approved for submission to the Tax Supervising and Conservation Commission (TSCC), the Board may begin deliberations on it. Over several weeks, the Board holds work sessions to hear from the departments, ask clarifying questions and deliberate

on the approved budgets. Occasionally, questions arise during the work sessions that require follow up at a later date. In addition, Board members may propose budget notes or amendments at any time in the process during a public work session. Budget Notes document policy discussions and decisions made by the Board during the work sessions and provide direction to departments in achieving the Board's policy goals during the fiscal year. Board Amendments must be sponsored by a commissioner and can propose changes to any fund of up to 10% from the Approved Budget.

Departments also have an opportunity to submit amendments for Board approval. There are five types of Department Amendments:

- **Technical Amendments** – are considered housecleaning items and make adjustments between object codes that do not change the bottom line in a department, a fund or staffing levels.
- **Staffing Amendments** – show any proposed changes in staffing levels between programs within a department, but will not change the bottom line of a department's staffing levels. These amendments also incorporate position re-classifications that the Board has approved through Budget Modifications between mid-February and mid-May, in order to have the correct jobs listed in the adopted budget and to correct any administrative errors.
- **Revenue Amendments** – incorporate revenues that were not included in the Chair's proposed budget, such as a grant that was awarded to a department in April, after the department's program offers had been turned in.
- **Carryover Amendments** – are one-time-only re-appropriations in FY 2014 of expenditures authorized in FY 2013, such as if a department submitted a purchase order to buy something that will not arrive before the end of the current fiscal year. These amendments are limited to the General Fund.
- **Program Amendments** – make a programmatic or policy-driven change in a department's budget that results in a change in funding levels or staff.

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

The work session provides information to assist the Board in reaching its final decisions regarding the FY 2014 budget. Adopting the budget will set the legal limits for spending during FY 2014 and is required to comply with Oregon Budget Law.

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

The Board approved the Chair's Executive Budget on May 2nd and submitted the Approved Budget to the TSCC. After the budget has been submitted, no Fund may be increased by more than 10% in total revenue, and no property tax greater than the amounts included in the Approved Budget may be levied.

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

Three evening public hearings are scheduled on May 8th, May 22nd, and May 29th to collect public input on the budget. The Citizen Involvement Committee co-sponsored an educational forum on March 6th about upcoming changes in the County's early childhood programs and healthcare system. Citizen Budget Advisory Committees have reviewed the program offers and will make presentations with recommendations to the Board of County Commissioners. Transmitting the Executive Budget to the TSCC allows the public and Board further time to review the Chair's Budget before final adoption.

Required Signature

**Elected
Official or
Department
Director:**

Karyne Kieta /s/

Date:

4-22-2013