



MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST (revised 09/22/08)

APPROVED: MULTNOMAH COUNTY
 BOARD OF COMMISSIONERS
 AGENDA # R-11 DATE 4/22/2010
 LYNDA GROW, BOARD CLERK

Board Clerk Use Only

Meeting Date: 4/22/2010
Agenda Item #: R-11
Est. Start Time: 10:27 am
Date Submitted: 4/1/2010

BUDGET MODIFICATION: HD-10 - 30

Agenda Title: BUDGET MODIFICATION HD-10-30 – Request approval to appropriate \$30,000 in revenue from David Douglas School District.

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:	<u>22 April 2010</u>	Amount of Time Needed:	<u>5 Minutes</u>
Department:	<u>Health Department</u>	Division:	<u>Community Health Services</u>
Contact(s):	<u>Lester A. Walker, Budget and Finance Manager</u>		
Phone:	<u>503-988-3663</u>	Ext.:	<u>26457</u>
Presenter(s):	<u>Kathy Norman, Adolescent Health Program Manager; Loreen Nichols, CHS Director</u>		

General Information

1. What action are you requesting from the Board?

Approval of appropriation of \$30,000 in funding from the David Douglas School District.

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 Multnomah County Health Department 4REAL program (formerly known as STARS) has been providing adolescent health education at Multnomah County high schools and middle schools since 1996. Because of the Health Department’s longstanding partnership with the school district and the knowledge and skill set of Health Department staff, David Douglas has asked the 4REAL program to provide educational workshops to all 4th and 5th grade students in the district. The workshops provide information to students on the physical and emotional changes associated with puberty.

Under this fee for service contract, the Health Department will provide workshops to the 4th and 5th graders of the nine elementary schools in the David Douglas School District by February 2010.

This increase in funding affects Program Offer 40025 – Adolescent Health Promotion Program.

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

Approval of this budget modification will increase the Health Department's federal/state FY 2010 budget by \$30,000.

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

None.

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

N/A

ATTACHMENT 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?**

The Health Department's federal/state revenue budget will increase by \$30,000 in FY 2010 as a result of the work performed under this grant.

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

As a result of this budget modification, the Health Department's budget will have the following changes:

- Temporary budget will increase by: \$20,222
- Non Base Fringe budget will increase by: \$5,864
- Non Base Insurance budget will increase by: \$859
- Supplies budget will increase by: \$490
- Central Indirect budget will increase by: \$746
- Department Indirect budget will increase by: \$1,819

• **What do the changes accomplish?**

The Health Department will provide workshops to the 4th and 5th graders of the nine elementary schools in the David Douglas School District by February 2010.

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

No additional FTE will result from this budget modification. The internal services costs necessary to support any temp/on-call staff utilized on this grant are included in the current FY 2010 budget.

• **How will the county indirect, central finance and human resources and departmental overhead costs be covered?**

The revenue covers these costs.

• **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 contract will be renewed annually.

• **If a grant, what period does the grant cover?**

September 1, 2009 – June 1, 2010

• **If a grant, when the grant expires, what are funding plans?**

This is a fee for service contract that will be renewed annually.

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

ATTACHMENT B

BUDGET MODIFICATION: HD-10 - 30

Required Signatures

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

KaRin Johnson for

03/24/2010

Date:

Lillian Shirley

[Signature]

04/01/10

Budget Analyst:

Date:

Kathleen Miller-Poe

Department HR:

Date:

03/22/2010

Countywide HR:

Date:

Budget Modification ID: HD-10-30

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: 2010

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						
1	40-30	32379	40025	0030			4CA135-1	50195	0	(30,000)	(30,000)		Increase IG-OP-Fed Thru Other
2	40-30	32379	40025	0030			4CA135-1	60100	0	20,222	20,222		Increase Temporary
3	40-30	32379	40025	0030			4CA135-1	60135	0	5,864	5,864		Increase Non Base Fringe
4	40-30	32379	40025	0030			4CA135-1	60145	0	859	859		Increase Non Base Insurance
5	40-30	32379	40025	0030			4CA135-1	60240	0	490	490		Increase Supplies
6	40-30	32379	40025	0030			4CA135-1	60350	0	746	746		Increase Central Indirect
7	40-30	32379	40025	0030			4CA135-1	60355	0	1,819	1,819		Increase Dept Indirect
8										0			
9	72-10	3500		0020		705210		50316		(859)	(859)		Insurance Revenue
10	72-10	3500		0020		705210		60330		859	859		Offsetting Expenditures
11										0			
12	19	1000		0020		9500001000		50310		(746)	(746)		Indirect Reimbursement
13	19	1000		0020		95000010000		60470		746	746		CGF Contingency Expenditure
14										0			
15	40-90	1000	40040	0030		409050		50370		(1,819)	(1,819)		Indirect Dept Reimbursement
16	40-90	1000	40040	0030		409001		60000		1,819	1,819		Offsetting Dept Expenditure
17										0			
18										0			
19										0			
20										0			
21										0			
22										0			
23										0			
24										0			
25										0			
26										0			
27										0			
28										0			
29										0			
										0	0	0	Total - Page 1
										0	0	0	GRAND TOTAL

FM Side			PS/CO Side			Cost Element/ Commitment Item	Notes
FM Fund Center	FM Fund Code	Functional Area	Internal Order	Cost Center	WBS Element		
General Fund Contingency							
	19	1000	0020		9500001000	60470	Reduce available General Fund Contingency
	xx-xx	xxxxx	0020		xxx	xxxxx	Increase Expenditure
Indirect							
Central							
	xx-xx	xxxxx				xxx	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	Indirect Department Expenditure
	xx-xx	1000			xxx	xxx	Indirect Dept reimbursement revenue in General Fund
	xx-xx	1000			xxx	xxx	Off setting Dept expenditure in General Fund
Telecommunications							
	xx-xx	xxxxx				xxx	Departmental telecommunication expenditure
	10-10	3503	0020		709525	50310	Budgets receipt of reimbursement
	10-10	3503	0020		709525	60200	Budgets offsetting expenditure in telecommunications fund
Data Processing							
	xx-xx	xxxxx				xxx	Departmental data processing expenditures
	10-10	3503	0020		709000	50310	Budgets receipt of Data Processing reimbursement
	10-10	3503	0020		709000	60240	Budgets offsetting expenditures
PC Flat Fee (Flat Fee is no longer in effect for most Departments beginning in FY 2007)							
	xx-xx	xxxxx				xxx	Departmental PC Flat Fee expenditure
	10-10	3503	0020		709617	50310	Budgets receipt of PC Flat Fee
	10-10	3503	0020		709617	60240	Budgets offsetting expenditure
Electronic Service Reimbursement							
	xx-xx	xxxxx				60420	Departmental Electronics expenditure
	72-55	3501	0020		904200	50310	Receipt of Electronics service reimbursement
	72-55	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	Departmental Motor Pool expenditure
	72-55	3501	0020		904150	50310	Budgets receipt of Motor Pool service reimbursement
	72-55	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	Departmental Fleet expenditure
	72-55	3501	0020		904100	50310	Budgets receipt of Fleet service reimbursement
	72-55	3501	0020		904100	60240	Budgets offsetting expenditure
Building Management							
	xx-xx	xxxxx				xxx	Departmental Building Management expenditure
	72-50	3505	0020		902575	50310	Budgets receipt of Building Management service reimbursement
	72-50	3505	0020		902575	60170	Budgets offsetting expenditure
Insurance Service Reimbursement							
	xx-xx	xxxxx				60140 or 60145	Departmental Insurance expenditure
	72-10	3500	0020		705210	50316	Insurance Revenue
	72-10	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	Mail & Distribution expenditure
	72-55	3504	0020		904400	50310	Budgets receipt of service reimbursement
	72-55	3504	0020		904400	60230	Budgets offsetting expenditure
Records							
	xx-xx	xxxxx				xxx	Records expenditure
	72-55	3504	0020		904500	50310	Budgets receipt of service reimbursement
	72-55	3504	0020		904500	60240	Budgets offsetting expenditure
Stores							
	xx-xx	xxxxx				xxx	Stores expenditure
	72-55	3504	0020		904600	50310	Budgets receipt of service reimbursement
	72-55	3504	0020		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	80
1502 – Emergency Communications Fund	Community Services	60
1503 – Bike Path Fund	Community Services	60
1504 – Recreation Fund	Community Services	60
1506 – County School Fund	Community Services	60
1509 – Willamette River Bridges Fund	Roads and Bridges	80
1510 – Library Fund	Library	70
1512 – Land Corner Preservation Fund	Roads and Bridges	80
2500 – Justice Bond Project Fund	Public Safety and Justice	50
2501 – Revenue Bond Project Fund	Community Services	60
2502 – SB 1145 Fund	Public Safety and Justice	50
2504 – Building Project Fund	Community Services	60
2505 – Deferred Maintenance Fund	Community Services	60
2506 – Library Construction / 1996 Bonds Fund	Library	70
2507 – Capital Improvement Fund	Community Services	60
2509 – Asset Preservation Fund	Community Services	60
2510 – Library Property Fund	Library	70
3000 – Dunthorpe-Riverdale Service Dist #14 Fund	Dunthorpe-Riverdale Service Dist #14	500
3001 – Mid County Service District #1 Fund	Mid County Service District #1	510
3002 – Behavioral Health Managed Care Fund	Behavioral Health Managed Care	520

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	20
Non-Departmental – CCFC (10-50)	Social Services	40
District Attorney (15)	Public Safety and Justice	50
Countywide (18 & 19)	General Government	20
Human Services (20, 25, 26, 30 & 31)	Social Services	40
School and Community Partnerships (21)	Social Services	40
Health (40)	Health Services	30
Community Justice (50)	Public Safety and Justice	50
Sheriff's Office (60)	Public Safety and Justice	50
County Management (72)	General Government	20
Community Services (91)	General Government	20
Library (80)	Library	70

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