

**FINANCE AND BUSINESS OPERATIONS DIVISION (FBOD)
2009 BUDGET REDUCTIONS**

Permanent Ongoing Reductions/Revenues		
Proposal Name	\$	FTEs
Director's Office Contingency (Reduction)	\$ 40,000	
Savings in Banking Services Fees (Reduction)	\$ 63,000	
Shared Service Model for Payroll and Benefits (Reduction)	\$ 137,975	(1.00)
Temporary and Overtime Reduction (Reduction)	\$ 26,912	
Reduction of Administrative Costs (Reduction)	\$ 116,689	
Salary Reduction for Accounting Supervisor Position (Reduction)	\$ 117,521	
Eliminate Vacant Business Applications Manager (Reduction)	\$ 105,591	(1.00)
Courtesy Tax Notification Process on the Web (Reduction)	\$ 187,863	
Decentralize Equal Benefits Program Coordination (Reduction)	\$ 99,382	(1.00)
Reduction in Collection Enforcement Services (Reduction)	\$ 139,936	(2.00)
Eliminate Fiscal Specialist I - FMS ARMS reports (Reduction)	\$ 57,836	(1.00)
Eliminate Educator Consultant II - Leave Admin (Reduction)	\$ 93,599	(1.00)
TOTAL IMPACT	\$ 1,271,134	(7.00)

Note: Because both expenditure reductions and revenue enhancements are counted toward target reductions, both are shown as positive numbers in this table to illustrate the net impact of all budget changes. Full Time Equivalent (FTE) reductions are shown as negative and additions are shown as positive numbers, again, to illustrate the net impact of the changes. Some revenue enhancements require FTE additions to implement.

Permanent Ongoing Reductions/Revenues

Director's Office Contingency Budget Reduction. This proposal eliminates the director's office contingency of \$40,000. The agency used this contingency to absorb unexpected operational expenditures.

Savings in Banking Services Fees. This is an earnings credit from bank balances that offsets banking service fees allowing for a \$63,000 reduction in the budget for banking service fees.

Shared Services Model for Payroll and Benefits. This proposal merges the Benefits and Retirement Operations and Payroll sections together producing operational efficiencies for a reduction of \$137,975 and 1.00 FTE. This merger is possible as a result of the transition towards unified financial and payroll systems. The primary savings comes from eliminating one manager position.

Reduction in Temporary and Overtime. The Treasury Section has achieved operational efficiency with the deployment of Check 21. The streamlined deposit process allows for the reduction of temporary staffing and overtime requirements to process property taxes during the April and October peak periods for \$26,912.

Reduction of Administrative Costs – Procurement and Contract Services Section. This proposal reduces \$116,689 in temporary help and overtime budget used during peak activity

period such as year end closing activities and new-year start-up.

Salary Reduction for Accounting Supervisor Position. This eliminates the budget for the Accounting Supervisor position currently on special duty assignment in the ABT program for \$117,521. Other supervisors are covering this particular supervisor's body of work.

Eliminate Vacant Business Applications Manager Position. This proposal eliminates a vacant manager position (1.00 FTE) for \$105,591. The duties related to this position have been merged with the IT Manager position. FBOD's level of service will not be compromised as a result of this elimination.

Courtesy Tax Notification Process on the Web. This eliminates the mailing of courtesy tax statements to taxpayers whose taxes are paid by their mortgage company for a savings of \$187,863. FBOD proposes to transfer the paper-based process to a web-based solution as part of the property tax web page. Postage costs represent 71 percent of the cost of the courtesy tax notification. Legislation modifying the county code requirement for mailed statements accompanies the 2009 Executive Proposed Budget.

Decentralize Equal Benefits Program Coordination. This proposal decentralizes administration of the Equal Benefits Program, transferring responsibility for compliance to departments, like other required contracting procedures. This is a savings of \$99,382 and one 1.00 FTE position reduction. Procurement will continue to assure that all contracts in excess of \$25,000 are in compliance with the provisions of the Equal Benefits Ordinance 14823. This failsafe ensures that the county will remain in compliance with the provisions of the ordinance.

Reduction in Collection Enforcement Services. This proposal reduces the Collection Enforcement unit budget of \$139,936 to one half-time position (reducing 2.00 FTEs). The unit currently operates at a deficit, recovering less revenue than the service costs. This reduction requires client agencies to communicate directly with the collection agency rather than through FBOD. With the proposed reduction, the program will fully recover costs.

Eliminate Fiscal Specialist I – Financial Management Section (FMS). The proposal eliminates a position that supports distribution of ARMS reports, coordination of ARMS documents for data entries and filing, researching, copying documents and phone and mail handling. The duties will be absorbed by remaining staff within the section and reduce the budget by \$57,836.

Eliminate Vacant Educator Consultant II Position. This proposal eliminates a vacant temporary position in Benefits and Retirement section for \$93,599. The position was planned to work on a pilot to centralize eligibility for leave administration.

Eliminate Assistant Buyer Position. This proposal reduces an Assistant Buyer position in the ARMS Procurement section, requiring professional staff to absorb the duties for a budget reduction of \$84,830.

This summary does not include all budget items for this department. For full budget details, please see the 2009 Executive Proposed Budget Book at <http://www.metrokc.gov/budget/>.