



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST
BUDGET MODIFICATION**

(revised 03/25/11)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C-1 DATE 12/15/11
LYNDA GROW, BOARD CLERK

Board Clerk Use Only

Meeting Date:	<u>12/15/11</u>
Agenda Item #:	<u>C.1</u>
Est. Start Time:	<u>9:30 am</u>
Date Submitted:	<u>12/5/11</u>

BUDGET MODIFICATION: DCA-05

Agenda Title:	BUDGET MODIFICATION DCA-05 Reclassifying a Facilities Specialist 3 to a Facilities Specialist 2 as determined by Central Human Resources Classification Compensation unit.
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Note: For all other submissions (i.e. Notices of Intent, Ordinances, Resolutions, Orders or Proclamations) please use the APR short form.

Requested Meeting Date:	_____	Amount of Time Needed:	<u>Consent Calendar</u>
Department:	<u>County Assets</u>	Division:	<u>Facilities</u>
Contact(s):	<u>Julie Neburka</u>		
Phone:	<u>988-3312</u>	Ext.	<u>27351</u>
		I/O Address:	<u>531/4</u>
Presenter Name(s) & Title(s):	<u>N/A</u>		

General Information

1. What action are you requesting from the Board?

The department is requesting board approval of budget modification DCA-05 reclassifying a Facilities Specialist 3 to a Facilities Specialist 2.

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.

This modification reflects a Class/Comp decision on a reclassification request initiated by management. Class/Comp reviewed the submitted job duties and description and concluded Facilities Specialist 2 was the best fit for the position. The change impacts program offer 78005 Facilities Operations Maintenance.

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

Personnel costs decrease by \$6,205 with a like increase in supplies in the current year. On going personnel costs will decrease over time. Service reimbursement from the Facilities Fund to the Risk

fund decreases by \$342.

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

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? If the revenue is from a federal source, please list the Catalog of Federal Assistance Number (CFDA).**

N/A

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

Facilities personnel costs decrease by \$6,205 while supply expenses increase by a like amount.

- **What do the changes accomplish?**

Approval of classification decision from Human Resources Classification Compensation unit that best reflects the duties of the position.

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

Reclassification of Facilities Specialist 3 to a Facilities Specialist 2.

- **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

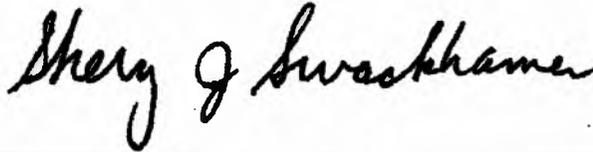
NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.

ATTACHMENT B

BUDGET MODIFICATION:DCA-05

Required Signatures

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



Date: 12/5/11

Sherry Swackhamer



Budget Analyst:

Julie Neburka

Date: 12.5.11



Department HR:

Joi Doi

Date: _____

Countywide HR:

Date: _____

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.

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				9500001000		60470	Reduce available General Fund Contingency
19	1000	0020		xxx	xxx	xxxxx	Increase Expenditure
xx-xx	xxxxx	0020					
Indirect Central				9500001000		60350	Indirect Expenditure
xx-xx	xxxxx				xxx	50310	Indirect reimbursement revenue in General Fund
19	1000	0020		9500001000		60470	CGF Contingency expenditure
19	1000	0020					
Departmental						60355	Indirect Department Expenditure
xxx	xxxxx			xxx	xxx	50370	Indirect Dept reimbursement revenue in General Fund
xx-xx	1000			xxx	xxx	xxx	Off setting Dept expenditure in General Fund
xx-xx	1000						
Telecommunications						60370	Departmental telecommunication expenditure
xx-xx	xxxxx				xxx	50310	Budgets receipt of reimbursement
78-70	3503	0020		709525		60200	Budgets offsetting expenditure in telecommunications fund
78-70	3503	0020		709525			
Data Processing						60380	Departmental data processing expenditures
xx-xx	xxxxx				xxx	50310	Budgets receipt of Data Processing reimbursement
78-70	3503	0020		709000		60240	Budgets offsetting expenditures
78-70	3503	0020		709000			
PC Flat Fee (Flat Fee is no longer in effect for most Departments beginning in FY 2007)						60390	Departmental PC Flat Fee expenditure
xx-xx	xxxxx				xxx	50310	Budgets receipt of PC Flat Fee
78-70	3503	0020		709617		60240	Budgets offsetting expenditure
78-70	3503	0020		709617			
Electronic Service Reimbursement						60420	Departmental Electronics expenditure
xx-xx	xxxxx					50310	Receipt of Electronics service reimbursement
78-60	3501	0020		904200		60240	Budgets offsetting expenditure
78-60	3501	0020		904200			
Motor Pool: Use this cost center if you are adding funds for motor pool use.						60410	Departmental Motor Pool expenditure
xx-xx	xxxxx				xxx	50310	Budgets receipt of Motor Pool service reimbursement
78-30	3501	0020		904150		60240	Budgets offsetting expenditure
78-30	3501	0020		904150			
Fleet: Use this cost center if you are adding funds for dedicated program cars.						60410	Departmental Fleet expenditure
xx-xx	xxxxx				xxx	50310	Budgets receipt of Fleet service reimbursement
78-60	3501	0020		904100		60240	Budgets offsetting expenditure
78-60	3501	0020		904100			
Building Management						60430	Departmental Building Management expenditure
xx-xx	xxxxx				xxx	50310	Budgets receipt of Building Management service reimbursement
78-50	3505	0020		902575		60170	Budgets offsetting expenditure
78-50	3505	0020		902575			
Insurance Service Reimbursement						60140 or 60145	Departmental Insurance expenditure
xx-xx	xxxxx					50316	Insurance Revenue
72-10	3500	0020		705210		60330	Offsetting expenditure
72-10	3500	0020		705210			
Lease Payments to Capital Lease Retirement Fund						60450	Departmental Capital Lease Retirement expenditure
xx-xx	xxxxx						Contact your Budget Analyst to complete this.
Mail & Distribution						60460	Mail & Distribution expenditure
xx-xx	xxxxx				xxx	50310	Budgets receipt of service reimbursement
78-20	3504	0020		904400		60230	Budgets offsetting expenditure
78-20	3504	0020		904400			
Records						60460	Records expenditure
xx-xx	xxxxx				xxx	50310	Budgets receipt of service reimbursement
78-20	3504	0020		904500		60240	Budgets offsetting expenditure
78-20	3504	0020		904500			
Stores						60460	Stores expenditure
xx-xx	xxxxx				xxx	50310	Budgets receipt of service reimbursement
78-20	3504	0020		904600		60240	Budgets offsetting expenditure
78-20	3504	0020		904600			

ANNUALIZED PERSONNEL CHANGE										
Change on a <u>full year basis</u> 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
3505	6016	63208	902395	Fac Spec 3	706246	(1.00)	(71,959)	(22,091)	(19,659)	(113,709)
3505	6017	63208	902395	Fac Spec 2	706246	1.00	65,020	18,921	19,069	103,010
										0
										0
										0
										0
										0
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										0
TOTAL ANNUALIZED CHANGES						0.00	(6,939)	(3,170)	(590)	(10,699)

CURRENT YEAR PERSONNEL DOLLAR CHANGE										
Calculate costs/savings that will take place <u>in this FY</u> ; 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
3505	6016	63208	902395	Fac Spec 3	706246	(0.58)	(41,736)	(12,813)	(11,402)	(65,951)
3505	6017	63208	902395	Fac Spec 2	706246	0.58	37,712	10,974	11,060	59,746
										0
										0
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										0
TOTAL CURRENT FY CHANGES						0.00	(4,024)	(1,839)	(342)	(6,205)

Budget Modification ID: DCA-05

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: 2012

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	78-50	3505	78005	0020		902395		60000	294,212	290,188	(4,024)		Permanent
2	78-50	3505	78005	0020		902395		60130	91,398	89,559	(1,839)		Salary Related
3	78-50	3505	78005	0020		902395		60140	79,474	79,132	(342)		Insurance
4	78-50	3505	78005	0020		902395		60240	2,000	8,205	6,205		Supplies
5													
6	72-10	3500		0020		705210		50316		342	342		Svc Reim to Risk Fund
7	72-10	3500		0020		705210		60330		(342)	(342)		Claims Paid
8													
9													
10													
11													
12													
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28													
29													
											0	0	Total - Page 1
											0	0	GRAND TOTAL