



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST
CONTINGENCY REQUEST**

(Revised: 8/18/11)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C-11 DATE 5/14/13
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 3/14/13
Agenda Item #: C.11
Est. Start Time: 9:30 am
Date Submitted: 2/26/13

Agenda Title:	BUDGET MODIFICATION DCM-08 Reclassifying an Administrative Analyst Senior to a Finance Supervisor as determined b Central Human Resources Classification Compensation unit.
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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>3/14/13</u>	Time Needed: <u>Consent</u>
Department: <u>County Management</u>	Division: <u>DART</u>
Contact(s): <u>Julie Neburka</u>	
Phone: <u>988-3312</u> Ext. <u>27351</u>	I/O Address: <u>503/4</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 DCM-08 reclassifying an Administrative Analyst Senior to a Finance Supervisor

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 classification request initiated by management. DART has recently reviewed their operational and business practices and in order to create better operational efficiencies, changes to their business practices have been put into place. Due to DART's consolidation of the Executive Leadership team and other changes, this position has taken on greater responsibility and authority for division business services and financial management. Class/Comp reviewed the submitted job duties and description and concluded that Finance Supervisor was the best fit for the position. This change impacts program offer 72023 DART Administration.

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

There is no budgetary impact for the current year, on going cost will be covered with existing program resources.

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

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?**

N/A

- **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.**

Yes, reclassification of an Administrative Analyst Senior to a Finance Supervisor

- **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

Contingency Request

If the request is a Contingency Request, please answer all of the following in detail:

- **Why was the expenditure not included in the annual budget process?**
- **What efforts have been made to identify funds from other sources within the Department/Agency to cover this expenditure?**
- **Why are no other department/agency fund sources available?**
- **Describe any new revenue this expenditure will produce, any cost savings that will result, and any anticipated payback to the contingency account. What are the plans for future ongoing funding?**

- **Has this request been made before? When? What was the outcome?**

NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet. If it is a General Fund Contingency Request, a memo from the Budget Office must be submitted.

Required Signatures

Elected Official or Dept Director: Karyne Kieta \s\ **Date:** 2-26-13

Budget Analyst: Ching Hay \s\ **Date:** 2-26-13

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
1000	9005	64584	706201	Admin Analyst Sr	703936	(1.00)	(78,897)	(24,221)	(20,858)	(123,976)
1000	9335	64584	706201	Finance Supervisor	703936	1.00	78,897	24,221	20,858	123,976
										0
										0
										0
										0
										0
										0
										0
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										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 <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
1000	9005	64584	706201	Admin Analyst Sr	703936	(0.96)	(75,741)	(23,252)	(20,024)	(119,017)
1000	9335	64584	706201	Finance Supervisor	703936	0.96	75,741	23,252	20,024	119,017
										0
										0
										0
										0
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										0
TOTAL CURRENT FY CHANGES						0.00	0	0	0	0

Budget Modification ID: **DCM-08**

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: 2013

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										0			
2										0			
3										0			
4										0			
5										0			
6										0			
7										0			
8										0			
9										0			
10										0			
11										0			
12										0			
13										0			
14										0			
15										0			
16										0			
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	Total - Page 1
											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				9500001000		60470	Reduce available General Fund Contingency
	19	1000				xxxxx	Increase Expenditure
	xx-xx	xxxxx		xxx	xxx		
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	0020	709525		50310	Budgets receipt of reimbursement
	78-70	3503	0020	709525		60200	Budgets offsetting expenditure in telecommunications fund
Data Processing							
	xx-xx	xxxxx			xxx	60380	Departmental data processing expenditures
	78-70	3503	0020	709000		50310	Budgets receipt of Data Processing reimbursement
	78-70	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	60390	Departmental PC Flat Fee expenditure
	78-70	3503	0020	709617		50310	Budgets receipt of PC Flat Fee
	78-70	3503	0020	709617		60240	Budgets offsetting expenditure
Electronic Service Reimbursement							
	xx-xx	xxxxx				60420	Departmental Electronics expenditure
	78-60	3501	0020	904200		50310	Receipt of Electronics service reimbursement
	78-60	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	60410	Departmental Motor Pool expenditure
	78-30	3501	0020	904150		50310	Budgets receipt of Motor Pool service reimbursement
	78-30	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	60410	Departmental Fleet expenditure
	78-60	3501	0020	904100		50310	Budgets receipt of Fleet service reimbursement
	78-60	3501	0020	904100		60240	Budgets offsetting expenditure
Building Management							
	xx-xx	xxxxx			xxx	60430	Departmental Building Management expenditure
	78-50	3505	0020	902575		50310	Budgets receipt of Building Management service reimbursement
	78-50	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	60460	Mail & Distribution expenditure
	78-20	3504	0020	904400		50310	Budgets receipt of service reimbursement
	78-20	3504	0020	904400		60230	Budgets offsetting expenditure
Records							
	xx-xx	xxxxx			xxx	60460	Records expenditure
	78-20	3504	0020	904500		50310	Budgets receipt of service reimbursement
	78-20	3504	0020	904500		60240	Budgets offsetting expenditure
Stores							
	xx-xx	xxxxx			xxx	60460	Stores expenditure
	78-20	3504	0020	904600		50310	Budgets receipt of service reimbursement
	78-20	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	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.