



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST

(Revised: 09/23/13)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS

AGENDA # C-4 DATE 3/13/14
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 3/13/14
Agenda Item #: C.4
Est. Start Time: 9:30 am
Date Submitted: 3/4/14

Agenda Title: BUDGET MODIFICATION # DCA-16 Conversion of an Inventory/Stores Specialist 1 to an Inventory/Stores Specialist 2 in the Fleet Services program.

Note: Title should not be more than 2 lines but sufficient to describe the action requested. Title on APR must match title on Ordinance, Resolution, Order or Proclamation.

Requested

Meeting Date: Next available. Time Needed: Consent

Department: County Assets Division: Fleet Services

Contact(s): Julie Neburka

Phone: 988-3312 Ext. I/O Address: 503/4

Presenter

Name(s) &
Title(s): N/A - Consent

General Information

1. What action are you requesting from the Board?

The department is requesting board approval of budget modification DCA-16, reclassifying an Inventory/Stores Specialist 1 to an Inventory/Stores 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. The duties of this position have increased to include assisting in resolving discrepancies, possessing and utilizing higher level computer skills, and having a thorough understanding on the use of inventory information systems. Class/Comp reviewed the submitted job duties and description and concluded that the Inventory/Stores Specialist 2 was the best fit for the position. The program offer affected is 78028.

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

Personnel expenses will increase by \$6,813 in FY14, which will be covered with existing program resources. Ongoing expenses will be factored into the Fleet Services rates.

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 Inventory/Stores Specialist 1 to an Inventory/Stores 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

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| <i>NOTE: Attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.</i> |
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Required Signatures

Elected Official

or Dept Director: Sherry Swackhamer \s\

Date: 3/4/14

Budget Analyst: Jennifer Unruh

Date: 3/4/14

ANNUALIZED PERSONNEL CHANGEChange on a full year basis 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 |
| 3501 | 6109 | 61347 | 904100 | Inventory/Stores Specialist 1 | 702221 | (1.00) | (43,619) | (15,210) | (17,423) | (76,252) |
| 3501 | 6109 | 61347 | 904100 | Inventory/Stores Specialist 2 | 702221 | 1.00 | 49,088 | 17,117 | 17,834 | 84,039 |
| | | | | | | | | | | 0 |
| | | | | | | | | | | 0 |
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| | | | | | | | | | | 0 |
| | | | | | | | | | | 0 |
| | | | | | | | | | | 0 |
| | | | | | | | | | | 0 |
| TOTAL ANNUALIZED CHANGES | | | | | | 0.00 | 5,469 | 1,907 | 410 | 7,786 |

Guthrie

CURRENT YEAR PERSONNEL DOLLAR CHANGECalculate costs/savings that will take place in this FY; 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 |
| 3501 | 6109 | 61347 | 904100 | Inventory/Stores Specialist 1 | 702221 | (0.88) | (38,167) | (13,309) | (15,245) | (66,721) |
| 3501 | 6109 | 61347 | 904100 | Inventory/Stores Specialist 2 | 702221 | 0.88 | 42,952 | 14,977 | 15,604 | 73,534 |
| | | | | | | | | | | 0 |
| | | | | | | | | | | 0 |
| | | | | | | | | | | 0 |
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| | | | | | | | | | | 0 |
| | | | | | | | | | | 0 |
| | | | | | | | | | | 0 |
| TOTAL CURRENT FY CHANGES | | | | | | 0.00 | 4,785 | 1,669 | 359 | 6,813 |

Budget Modification ID: **DCA-16****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: 2014

| 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 | 78-60 | 3501 | 78028 | 0020 | | 904100 | | 60000 | 652,790 | 657,575 | 4,785 | | Base Pay |
| 2 | 78-60 | 3501 | 78028 | 0020 | | 904100 | | 60130 | 230,068 | 231,737 | 1,669 | | Fringe |
| 3 | 78-60 | 3501 | 78028 | 0020 | | 904100 | | 60140 | 217,568 | 217,927 | 359 | | Insurance |
| 5 | 78-60 | 3501 | 78028 | 0020 | | 904100 | | 60240 | 1,289,629 | 1,282,816 | (6,813) | | |
| 6 | | | | | | | | | | 0 | | | |
| 7 | 72-80 | 3500 | | 0020 | | 705210 | | 50316 | | (359) | (359) | | Insurance SR |
| 8 | 72-80 | 3500 | | 0020 | | 705210 | | 60330 | | 359 | 359 | | Insurance SR |
| 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 | | | |
| 30 | | | | | | | | | | 0 | | | |
| 31 | | | | | | | | | | 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 | | | | | | | |
| 19 | 1000 | 0020 | | 9500001000 | | 60470 | Reduce available General Fund Contingency |
| XX-XX | XXXXX | 0020 | | XXX | XXX | XXXX | Increase Expenditure |
| Indirect Central | | | | | | | |
| XX-XX | XXXXX | | | | XXX | 60350 | 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 | 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 | | 709599 | | 50310 | Budgets receipt of Data Processing reimbursement |
| 78-70 | 3503 | 0020 | | 709599 | | 60240 | Budgets offsetting expenditures |
| 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 |
| 72-80 | 3500 | 0020 | | 705210 | | 50316 | Insurance Revenue |
| 72-80 | 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 |

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 | | |
|--|----------------------------------|------|
| <u>Special Revenue Funds</u> | | |
| 1501 - Road Fund | Road & 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 |
| 1508 - Animal Control Fund | Community Services | 0060 |
| 1509 - Willamette River Bridges Fund | Roads & Bridges | 0080 |
| 1510 - Library Fund | Library | 0070 |
| 1512 - Land Corner Preservation Fund | Roads & Bridges | 0080 |
| 1518 - Oregon Historical Society Special Levy | Community Services | 0060 |
| 1519 - Video Lottery | Community Services | 0060 |
| <u>Capital Project Funds</u> | | |
| 2504 - Building Project Fund | Community Services | 0060 |
| 2507 - Capital Improvement Fund | Community Services | 0060 |
| 2508 - Asset Acquisition Fund | Community Services | 0060 |
| 2509 - Asset Preservation Fund | Community Services | 0060 |
| 2511 - Sellwood Bridge Replacement | Roads & Bridges | 0080 |
| <u>Enterprise Funds</u> | | |
| 3000 - Dunthorpe-Riverdale Svc Dist #14 Fund | Dunthorpe-Riverdale Svc Dist #14 | 0500 |
| 3001 - Mid County Svc Dist #1 Fund | Mid County Svc Dist #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-Dept (10, except 10-50) | General Government | 0020 |
| Non-Dept CCFC (10-50) | Social Services | 0040 |
| District Attorney (15) | Public Safety & Justice | 0050 |
| Countywide (18 & 19) | General Government | 0020 |
| Human Services (20, 21, 25, 26, 30 & 31) | Social Services | 0040 |
| Health (40) | Health Services | 0030 |
| Community Justice (50) | Public Safety & Justice | 0050 |
| Sheriff's Office (60) | Public Safety & 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.