



**Multnomah County
Agenda Placement Request
Budget Modification**
(FY 2018)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA# R.3 DATE 12/14/17
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 12/14/17
Agenda Item #: R.3
Est. Start Time: 10:15 am approx
Date Submitted: 11/22/17

Agenda Title: BUDGET MODIFICATION # HD-27-18: Request approval to appropriate \$549,374 from HD Environmental Health increased inspection fees

Requested Meeting Date: 12/14/2017 **Time Needed:** 5 minutes
Department: 40 - Health Department **Division:** Public Health
Contact(s): Angel Landrón-González, Budget & Finance Manager

Phone: (503) 988-7438 **Ext.** 87438 **I/O Address** 167/2/210

Presenter Name(s) & Title(s): Jae Douglas, Environmental Health Manager; Jeff Martin, Environmental Health Supervisor

General Information

1. What action are you requesting from the Board?

Approval to appropriate \$549,374 in revenue from Health Department Environmental Health inspection fee increases.

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 Environmental Health Inspections and Education program is supported by fees and helps protect the public from disease and injury by investigating food and waterborne disease, educating about food safety practices, and performing inspections of over 9,400 licensed facilities.

On October 26, 2017 the Board of County Commissioners approved an increase to the Environmental Health Inspections fees with an effective of January 1, 2018.

This budget modification requests approval to appropriate the \$549,374 in revenue generated by the increase in inspection fees.

This budget modification supports Program Offer 40007-18; Health Inspections and Education.

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

Approval of this budget modification will increase the Health Department's FY18 General Fund budget by \$549,374, through the collection of inspection fees.

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

Environmental Health Inspection fee increase was approved by the Board of Commissions on October 26, 2017. The increase to the Environmental Health Inspections fees is effective on January 1, 2018.

5. Explain any citizen or other government participation.

The Multnomah County Board-appointed citizen advisory group (Food Service Advisory Committee) reviewed and approved the fee proposal.

Budget Modification

6. What revenue is being changed and why? If the revenue is from a federal source, please list the Catalog of Federal Assistance Number (CFDA).

The Health Department's general fund budget will increase by \$549,374 in FY 2018 as a result of the approved inspection fee increase. Funds are general fund, there is no CFDA number.

7. What budgets are increased/decreased?

The County's budget will have the following changes:

- Permanent budget will increase by \$318,528
- Salary Related Expense budget will increase by \$102,377
- Insurance Benefits budget will increase by \$111,845
- Temporary budget will decrease by \$2,825
- Non Base Fringe budget will decrease by \$697
- Non Base Insurance budget will decrease by \$9
- Premium budget will increase by \$650
- Printing budget will increase by \$3,000
- Supplies budget will increase by \$16,505

8. What do the changes accomplish?

As a result of this funding, Environmental Health will be able to add additional staff and resources to ensure that State inspection standards are met.

9. Do any personnel actions result from this budget modification?

This budget modification will effect nine positions:

- Add 2.75 FTE Environmental Health Specialist, positions 712120, 717553, 717555, and 718530.
- Add 2.00 FTE Environmental Health Trainee, positions 718179 and 718531.
- An existing Health Educator, position 718178, will be increased by 0.30 FTE.
- An existing Program Specialist Sr, position 711728, will be increased by 0.04 FTE.
- An existing Program Supervisor, position 705954, will be increased by 0.50 FTE.

10. If a grant, is 100% of the central and department indirect recovered? If not, please explain why.

Inspection fee revenue is in County General Fund and not subject to indirect charges.

11. 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 revenue stream is ongoing.

12. 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 (e.g. cash match, in kind match, reporting requirements, etc)?

Inspection fees are an ongoing fee approved by the Board of County Commissioners.

Required Signature

**Elected Official or
Dept. Director:** Wendy Lear/s/

Date: 11/21/2017

Budget Analyst: Mike Paruszkiewicz/s/

Date: 11/21/2017

Department HR: Holly Calhoun/s/

Date: 11/20/2017

Countywide HR: Travis Graves

Date: 11/22/2017

Exp/Rev/FTE - Budget Modification

Budget Year: 2018

Budget Modification: HD-27-18

Expenditures & Revenues

An increase in revenue is shown as a negative value and a decrease as a positive value for consistency with SAP.

| Line No. | Program Offer Number | Fund Code | Fund Center | Func. Area | Cost Object | Cost Element | Current Amount | Revised Amount | Change Increase/ (Decrease) | Subtotal |
|--|----------------------|-----------|-------------|------------|----------------|------------------------------|----------------|----------------|-----------------------------|----------|
| 1 | 40007-18 | 1000 | 40-30 | 0030 | 403310 | 50220 - Licenses & Fees | (4,379,166) | (4,928,540) | (549,374) | |
| 2 | 40007-18 | 1000 | 40-30 | 0030 | 403310 | 60000 - Permanent | 1,972,207 | 2,290,738 | 318,531 | |
| 3 | 40007-18 | 1000 | 40-30 | 0030 | 403310 | 60120 - Premium | 23,356 | 24,006 | 650 | |
| 4 | 40007-18 | 1000 | 40-30 | 0030 | 403310 | 60130 - Salary Related Expns | 709,983 | 812,362 | 102,379 | |
| 5 | 40007-18 | 1000 | 40-30 | 0030 | 403310 | 60140 - Insurance Benefits | 609,736 | 718,045 | 108,309 | |
| 6 | 40007-18 | 1000 | 40-30 | 0030 | 403310 | 60180 - Printing | 4,500 | 7,500 | 3,000 | |
| 7 | 40007-18 | 1000 | 40-30 | 0030 | 403310 | 60240 - Supplies | 52,866 | 69,371 | 16,505 | |
| 1000 Total | | | | | | | | | | 0 |
| 8 | 40007-18 | 32537 | 40-30 | 0030 | 4FA67-06-1 | 60000 - Permanent | 38,265 | 38,265 | 0 | |
| 9 | 40007-18 | 32537 | 40-30 | 0030 | 4FA67-06-1 | 60100 - Temporary | 1,425 | 0 | (1,425) | |
| 10 | 40007-18 | 32537 | 40-30 | 0030 | 4FA67-06-1 | 60130 - Salary Related Expns | 12,222 | 12,222 | 0 | |
| 11 | 40007-18 | 32537 | 40-30 | 0030 | 4FA67-06-1 | 60135 - Non Base Fringe | 565 | 0 | (565) | |
| 12 | 40007-18 | 32537 | 40-30 | 0030 | 4FA67-06-1 | 60140 - Insurance Benefits | 11,621 | 13,637 | 2,016 | |
| 13 | 40007-18 | 32537 | 40-30 | 0030 | 4FA67-06-1 | 60145 - Non Base Insurance | 26 | 0 | (26) | |
| 32537 Total | | | | | | | | | | 0 |
| 40-30 Total | | | | | | | | | | 0 |
| Program Offer Number 40007-18 Total | | | | | | | | | | 0 |
| 14 | 40009-18 | 40210 | 40-30 | 0030 | 43350-00-40210 | 60000 - Permanent | 383,181 | 383,179 | (2) | |
| 15 | 40009-18 | 40210 | 40-30 | 0030 | 43350-00-40210 | 60100 - Temporary | 4,353 | 4,528 | 175 | |
| 16 | 40009-18 | 40210 | 40-30 | 0030 | 43350-00-40210 | 60130 - Salary Related Expns | 132,855 | 132,854 | (1) | |
| 17 | 40009-18 | 40210 | 40-30 | 0030 | 43350-00-40210 | 60135 - Non Base Fringe | 1,590 | 1,690 | 100 | |
| 18 | 40009-18 | 40210 | 40-30 | 0030 | 43350-00-40210 | 60140 - Insurance Benefits | 133,590 | 133,290 | (300) | |

Exp/Rev/FTE - Budget Modification

Budget Year: 2018

Budget Modification: HD-27-18

| Line No. | Program Offer Number | Fund Code | Fund Center | Func. Area | Cost Object | Cost Element | Current Amount | Revised Amount | Change Increase/ (Decrease) | Subtotal |
|--|----------------------|-----------|-------------|------------|----------------|------------------------------|----------------|----------------|-----------------------------|----------|
| 19 | 40009-18 | 40210 | 40-30 | 0030 | 43350-00-40210 | 60145 - Non Base Insurance | 154 | 182 | 28 | |
| 40210 Total | | | | | | | | | | 0 |
| 40-30 Total | | | | | | | | | | 0 |
| Program Offer Number 40009-18 Total | | | | | | | | | | 0 |
| 20 | 40037-18 | 21660 | 40-30 | 0030 | 4CA32-1 | 60000 - Permanent | 69,293 | 69,294 | 1 | |
| 21 | 40037-18 | 21660 | 40-30 | 0030 | 4CA32-1 | 60100 - Temporary | 7,009 | 6,345 | (664) | |
| 22 | 40037-18 | 21660 | 40-30 | 0030 | 4CA32-1 | 60130 - Salary Related Expns | 23,201 | 23,201 | 0 | |
| 23 | 40037-18 | 21660 | 40-30 | 0030 | 4CA32-1 | 60140 - Insurance Benefits | 20,833 | 21,496 | 663 | |
| 21660 Total | | | | | | | | | | 0 |
| 24 | 40037-18 | 32232 | 40-30 | 0030 | 4SA142-6 | 60000 - Permanent | 13,628 | 13,629 | 1 | |
| 25 | 40037-18 | 32232 | 40-30 | 0030 | 4SA142-6 | 60100 - Temporary | 495 | 0 | (495) | |
| 26 | 40037-18 | 32232 | 40-30 | 0030 | 4SA142-6 | 60130 - Salary Related Expns | 4,353 | 4,353 | 0 | |
| 27 | 40037-18 | 32232 | 40-30 | 0030 | 4SA142-6 | 60135 - Non Base Fringe | 192 | 0 | (192) | |
| 28 | 40037-18 | 32232 | 40-30 | 0030 | 4SA142-6 | 60140 - Insurance Benefits | 4,367 | 5,062 | 695 | |
| 29 | 40037-18 | 32232 | 40-30 | 0030 | 4SA142-6 | 60145 - Non Base Insurance | 9 | 0 | (9) | |
| 32232 Total | | | | | | | | | | 0 |
| 30 | 40037-18 | 32769 | 40-30 | 0030 | 4FA83-01-1 | 60000 - Permanent | 69,229 | 69,229 | 0 | |
| 31 | 40037-18 | 32769 | 40-30 | 0030 | 4FA83-01-1 | 60100 - Temporary | 10,430 | 10,099 | (331) | |
| 32 | 40037-18 | 32769 | 40-30 | 0030 | 4FA83-01-1 | 60130 - Salary Related Expns | 22,518 | 22,518 | 0 | |
| 33 | 40037-18 | 32769 | 40-30 | 0030 | 4FA83-01-1 | 60140 - Insurance Benefits | 19,203 | 19,534 | 331 | |
| 32769 Total | | | | | | | | | | 0 |
| 40-30 Total | | | | | | | | | | 0 |

Exp/Rev/FTE - Budget Modification

Budget Year: 2018

Budget Modification: HD-27-18

| Line No. | Program Offer Number | Fund Code | Fund Center | Func. Area | Cost Object | Cost Element | Current Amount | Revised Amount | Change Increase/ (Decrease) | Subtotal |
|--|----------------------|-----------|-------------|------------|-------------|------------------------------|----------------|----------------|-----------------------------|----------|
| Program Offer Number 40037-18 Total | | | | | | | | | | 0 |
| 34 | 40055-18 | 20520 | 40-30 | 0030 | 4SA140-8 | 60000 - Permanent | 2,599 | 2,596 | (3) | |
| 35 | 40055-18 | 20520 | 40-30 | 0030 | 4SA140-8 | 60100 - Temporary | 85 | 0 | (85) | |
| 36 | 40055-18 | 20520 | 40-30 | 0030 | 4SA140-8 | 60130 - Salary Related Expns | 830 | 829 | (1) | |
| 37 | 40055-18 | 20520 | 40-30 | 0030 | 4SA140-8 | 60135 - Non Base Fringe | 40 | 0 | (40) | |
| 38 | 40055-18 | 20520 | 40-30 | 0030 | 4SA140-8 | 60140 - Insurance Benefits | 833 | 964 | 131 | |
| 39 | 40055-18 | 20520 | 40-30 | 0030 | 4SA140-8 | 60145 - Non Base Insurance | 2 | 0 | (2) | |
| 20520 Total | | | | | | | | | | 0 |
| 40-30 Total | | | | | | | | | | 0 |
| Program Offer Number 40055-18 Total | | | | | | | | | | 0 |
| 40 | 72020-18 | 3500 | 72-80 | 0020 | 705210 | 50316 - Svc Rmb Med/Dental | (81,206,215) | (81,318,051) | (111,836) | |
| 41 | 72020-18 | 3500 | 72-80 | 0020 | 705210 | 60330 - Claims Paid | 7,488,964 | 7,600,800 | 111,836 | |
| 3500 Total | | | | | | | | | | 0 |
| 72-80 Total | | | | | | | | | | 0 |
| Program Offer Number 72020-18 Total | | | | | | | | | | 0 |

Exp/Rev/FTE - Budget Modification

Budget Year: 2018

Budget Modification: HD-27-18

Annualized Personnel Changes

Change is shown on a full year basis even though this action affects only a part of the fiscal year (FY).

| Position Number | JCN | JCN Description | HR Org | Fund | Cost Object Number | Annualized | | | | |
|----------------------------------|------|---------------------------------|--------|-------|--------------------|-------------|------------------|------------------|-------------------|------------------|
| | | | | | | FTE | Base Pay (60000) | Fringe (60130) | Insurance (60140) | Total |
| 705954 | 9361 | Program Supervisor | | 1000 | 403310 | 0.50 | 38,858 | 12,799 | 9,455 | 61,112 |
| 711728 | 6088 | Program Specialist/Sr | | 1000 | 403310 | 0.04 | 2,790 | 892 | 499 | 4,181 |
| 711728 | 6088 | Program Specialist/Sr | | 40210 | 43350-00-40210 | 0.00 | (2) | (1) | (300) | (303) |
| 712120 | 6356 | Environmental Health Specialist | | 1000 | 403310 | 0.25 | 16,226 | 5,183 | 6,027 | 27,436 |
| 712120 | 6356 | Environmental Health Specialist | | 21660 | 4CA32-1 | 0.00 | 1 | | 663 | 664 |
| 712120 | 6356 | Environmental Health Specialist | | 32769 | 4FA83-01-1 | 0.00 | | | 331 | 331 |
| 712120 | 6356 | Environmental Health Specialist | | 20520 | 4SA140-8 | 0.00 | (3) | (1) | 131 | 127 |
| 712120 | 6356 | Environmental Health Specialist | | 32232 | 4SA142-6 | 0.00 | 1 | | 695 | 696 |
| 717553 | 6356 | Environmental Health Specialist | | 1000 | 403310 | 1.00 | 56,368 | 18,004 | 19,602 | 93,974 |
| 717555 | 6356 | Environmental Health Specialist | | 1000 | 403310 | 1.00 | 59,444 | 18,986 | 19,821 | 98,251 |
| 718178 | 6352 | Health Educator | | 1000 | 403310 | 0.30 | 16,399 | 5,238 | 5,844 | 27,481 |
| 718178 | 6352 | Health Educator | | 32537 | 4FA67-06-1 | 0.00 | | | 2,016 | 2,016 |
| 718179 | 6354 | Environmental Health Trainee | | 1000 | 403310 | 1.00 | 50,131 | 16,012 | 19,159 | 85,302 |
| 718530 | 6356 | Environmental Health Specialist | | 1000 | 403310 | 0.50 | 28,184 | 9,002 | 8,697 | 45,883 |
| 718531 | 6354 | Environmental Health Trainee | | 1000 | 403310 | 1.00 | 50,131 | 16,012 | 19,159 | 85,302 |
| Total Annualized Changes: | | | | | | 5.59 | \$318,528 | \$102,126 | \$111,799 | \$532,453 |

Exp/Rev/FTE - Budget Modification

Budget Year: 2018

Budget Modification: HD-27-18

Current Year Personnel Changes

Cost/savings that will take place in this FY; these explain the actual dollar amounts being changed by this BudMod.

| Position Number | JCN | JCN Description | HR Org | Fund | Cost Object Number | Current Year | | | | |
|----------------------------------|------|---------------------------------|--------|-------|--------------------|--------------|------------------|------------------|-------------------|------------------|
| | | | | | | FTE | Base Pay (60000) | Fringe (60130) | Insurance (60140) | Total |
| 705954 | 9361 | Program Supervisor | | 1000 | 403310 | 0.50 | 38,858 | 12,799 | 9,455 | 61,112 |
| 711728 | 6088 | Program Specialist/Sr | | 1000 | 403310 | 0.04 | 2,790 | 892 | 499 | 4,181 |
| 711728 | 6088 | Program Specialist/Sr | | 40210 | 43350-00-40210 | 0.00 | (2) | (1) | (300) | (303) |
| 712120 | 6356 | Environmental Health Specialist | | 1000 | 403310 | 0.25 | 16,226 | 5,183 | 6,027 | 27,436 |
| 712120 | 6356 | Environmental Health Specialist | | 21660 | 4CA32-1 | 0.00 | 1 | | 663 | 664 |
| 712120 | 6356 | Environmental Health Specialist | | 32769 | 4FA83-01-1 | 0.00 | | | 331 | 331 |
| 712120 | 6356 | Environmental Health Specialist | | 20520 | 4SA140-8 | 0.00 | (3) | (1) | 131 | 127 |
| 712120 | 6356 | Environmental Health Specialist | | 32232 | 4SA142-6 | 0.00 | 1 | | 695 | 696 |
| 717553 | 6356 | Environmental Health Specialist | | 1000 | 403310 | 1.00 | 56,368 | 18,004 | 19,602 | 93,974 |
| 717555 | 6356 | Environmental Health Specialist | | 1000 | 403310 | 1.00 | 59,444 | 18,986 | 19,821 | 98,251 |
| 718178 | 6352 | Health Educator | | 1000 | 403310 | 0.30 | 16,399 | 5,238 | 5,844 | 27,481 |
| 718178 | 6352 | Health Educator | | 32537 | 4FA67-06-1 | 0.00 | | | 2,016 | 2,016 |
| 718179 | 6354 | Environmental Health Trainee | | 1000 | 403310 | 1.00 | 50,131 | 16,012 | 19,159 | 85,302 |
| 718530 | 6356 | Environmental Health Specialist | | 1000 | 403310 | 0.50 | 28,184 | 9,002 | 8,697 | 45,883 |
| 718531 | 6354 | Environmental Health Trainee | | 1000 | 403310 | 1.00 | 50,131 | 16,012 | 19,159 | 85,302 |
| Total Current FY Changes: | | | | | | 5.59 | \$318,528 | \$102,126 | \$111,799 | \$532,453 |