



# Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # C-2 DATE 9/8/16  
MARINA BAKER, ASST BOARD CLERK

### Board Clerk Use Only

Meeting Date: 9/8/16  
Agenda Item #: C.2  
Est. Start Time: 9:30 am  
Date Submitted: 8/26/16

**Agenda Title: BUDGET MODIFICATION # DCA-04-17: Reclass a Fleet Maint Tech 3 Vacant Position to Fleet Maint Tech 2 in DCA Fleet Svcs**

Requested Meeting Date: September 8, 2016 Time Needed: Consent Calendar  
Department: 78 - County Assets Division: Fleet Services  
Contact(s): Lisa Whedon and Deirdre Mahoney-Clark

Phone: 899-7580 Ext. 87580 I/O Address 503/4

Presenter Name(s) & Title(s): N/A

### General Information

#### 1. What action are you requesting from the Board?

The department of County Assets is requesting Board approval of budget modification DCA-04-17 reclassifying a vacant Fleet Maintenance Technician 3 position (JCN 6182) Position #704420 Program Offer 78400-17 to a Fleet Maintenance Technician 2 position (JCN 6180).

#### 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 Class Comp decision #3497 initiated by management, to reclassify a vacant Fleet Maintenance Technician 3 position to Fleet Maintenance Technician 2 position in the Fleet Services division of the Department of County Assets.

A reduction in staffing levels over several years has reduced the need for the higher level position. The reclassified position will not have any assigned lead responsibilities.

An analysis of the Fleet Maintenance Technician 1, Fleet Maintenance Technician 2, and Fleet Maintenance Technician 3 classifications was performed by the Classification and Compensation unit before making an allocation decision. The duties, responsibilities and qualifications support that this position be re-classified to Fleet Maintenance Technician 2 (6180).

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

Personnel expenses are expected to decrease \$24,601 in FY17. The current top step of the new classification is 16.25% less than the top step of the original position. This will be off set by an increase in expense cost element 60240 Supplies. The fund balance is not changed. In subsequent fiscal years the reclassified position will be subject to the approved cost of living adjustments (COLA). The financial impact of the new classification will be funded within the ongoing department's budget.

As a result of the decrease in personnel cost the Risk Management program offer 72020-17 decreases by \$1,293.

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

N/A

**5. Explain any citizen or other government participation.**

N/A

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**Budget Modification**

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**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).**

As a result of the reduction in personnel cost the Risk Management program offer 72020-17 decreases by \$1,293.

**7. What budgets are increased/decreased?**

This re-classification results in revenue and expense decrease to the Risk Management fund by \$1,293

**8. What do the changes accomplish?**

Approval of reclassification from the Human Resources Classification Compensation unit will best reflect the duties of the position.

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

Yes, reclassification of a vacant Fleet Maintenance Tech3 position (6182) to a Fleet Maintenance Tech 2 position (6180). Position #704420 in Program offer 78400-17

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

N/A

**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?**

N/A

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)?

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**Required Signature**

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**Elected Official or  
Dept. Director:** Sherry Swackhamer /s/

**Date:** 8/25/16

**Budget Analyst:** Ching Hay /s/

**Date:** 8/26/16

**Department HR:** Prudence Veach /s/

**Date:** 8/23/16

**Countywide HR:** Karie Miller /s/

**Date:** 8/22/16

### Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: DCA-04-17

#### 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	72020-17	3500	72-80	0020	705210	50316 - Svc Rmb Med/Dental	(77,653,446)	(77,652,153)	1,293	
2	72020-17	3500	72-80	0020	705210	60330 - Claims Paid	12,202,099	12,200,806	(1,293)	
<b>3500 Total</b>										<b>0</b>
<b>72-80 Total</b>										<b>0</b>
<b>Program Offer Number 72020-17 Total</b>										<b>0</b>
3	78400-17	3501	78-60	0020	904100	60000 - Permanent	572,116	554,285	(17,831)	
4	78400-17	3501	78-60	0020	904100	60130 - Salary Related Expns	202,752	197,275	(5,477)	
5	78400-17	3501	78-60	0020	904100	60140 - Insurance Benefits	196,450	195,157	(1,293)	
6	78400-17	3501	78-60	0020	904100	60240 - Supplies	1,542,500	1,567,101	24,601	
<b>3501 Total</b>										<b>0</b>
<b>78-60 Total</b>										<b>0</b>
<b>Program Offer Number 78400-17 Total</b>										<b>0</b>

### Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: DCA-04-17

#### Annualized Personnel Changes

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

						Annualized				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
704420	6180	Fleet Maintenance Technician 2		3501	904100	1.00	41,439	12,725	18,005	72,170
704420	6182	Fleet Maintenance Technician 3		3501	904100	(1.00)	(60,891)	(18,700)	(19,416)	(99,007)
<b>Total Annualized Changes:</b>						<b>0.00</b>	<b>(\$19,452)</b>	<b>(\$5,975)</b>	<b>(\$1,411)</b>	<b>(\$26,837)</b>

#### Current Year Personnel Changes

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

						Current Year				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
704420	6180	Fleet Maintenance Technician 2		3501	904100	0.92	37,986	11,665	16,505	66,156
704420	6182	Fleet Maintenance Technician 3		3501	904100	(0.92)	(55,817)	(17,142)	(17,798)	(90,757)
<b>Total Current FY Changes:</b>						<b>0.00</b>	<b>(\$17,831)</b>	<b>(\$5,477)</b>	<b>(\$1,293)</b>	<b>(\$24,601)</b>