



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

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS

AGENDA # C.2 DATE 5/10/18  
MARINA BAKER, BOARD CLERK

**Board Clerk Use Only**

Meeting Date: 05-10-18  
Agenda Item #: C.2  
Est. Start Time: 9:30 a.m.  
Date Submitted: 04-24-18

**Agenda Title: BUDGET MODIFICATION # DCA-17-18: Facilities and Property Management -  
Reclassify Position 714564 from Program Supervisor to Manager 1**

**Requested Meeting Date:** May 10, 2018

**Time Needed:** NA-Consent Agenda

**Department:** 78 - County Assets

**Division:** Facilities and Property  
Management

**Contact(s):** Lisa Whedon (x87580), Jen Unruh (x82418), Becky Zou (x89928)

**Phone:** \_\_\_\_\_ **Ext.** \_\_\_\_\_ **I/O Address** \_\_\_\_\_

**Presenter Name(s) & Title(s):** NA-Consent Agenda

**General Information**

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

The Department of County Assets requests Board approval of budget modification DCA-17-18 reclassifying position 714564 from Program Supervisor (9361) to Manager 1 (9615), effective April, 2018 in program offer 78200-18 (Facilities Director's Office) and 78204-18 (Facilities Capital Operation Costs).

**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 #4033. This vacant position in the Facilities & Property Management division of the Department of County Assets is requested for reclassification from a Program Supervisor to a Manager 1 as a result of a reorganization. The reclassified position, with a working title of Estimator/Property Management Manager, will develop and maintain the 5-year capital improvement plans that identify and prioritize site improvements, fire/life safety improvements, environmental compliance/mitigation, capital maintenance projects, and others.

The position will be responsible for developing and managing the capital improvement program and funds; identifying and prioritizing projects to meet long-term strategic objectives of the county; balancing long-term and short-term capital improvement priorities across a diverse portfolio of

buildings; overseeing the budget authorization process for projects within the Capital Improvement Program, Asset Preservation, and Library Fund; preparing various reports on capital operations and activities; overseeing and managing county contracts for custodial, security, landscaping, and document shredding; participating in the continuing development of contracted services and other contract process improvements; providing conceptual cost estimating services in support of capital improvement projects; engaging in the early stages of projects to identify necessary program requirements, and to conduct analysis of construction costs and project soft costs; selecting appropriate metrics to produce accurate and valid project budgets; visiting sites, buildings, and other facilities to assess current conditions; identifying options, determining viable solutions, performing risk analysis, and recommending cost effective approaches; reviewing contractor cost proposals and assisting project Managers and Program Supervisors with value engineering, cost controls, and cost tracking; presenting budget information to departmental and county leadership; managing, supervising, assisting, and evaluating staff; implementing policies and procedures; selecting and hiring new staff; performing performance management including implementing disciplinary procedures when necessary; analyzing labor needs and providing resource leveling; assisting in the development and interpretation of policies related to job performance, safety, security, and facility utilization; and participating on committees.

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

This reclassification results in a personnel cost increase of \$3,181 in the current fiscal year, which is offset in overtime and professional services expense. The current top step of the new classification is 16% greater than the top step of the original position and will be subject to any approved cost of living adjustments (COLA) in subsequent fiscal years. In future years the financial impact of the new classification will continue to be offset within the division's operating budget.

**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).**

Risk Fund reimbursement revenue increases \$130 due to the adjusted personnel expense.

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

The Department budget remains the same with the change in permanent personnel expense offset in overtime and professional services expense. The current top step of the new classification is 16% greater than the top step of the original position and will be subject to any approved cost of living adjustments (COLA) in subsequent fiscal years. In future years the financial impact of the new classification will continue to be offset within the division's operating budget.

Risk Fund increases \$130 due to the adjusted personnel expense.

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

Implementation of a Classification and Compensation decision to reclassify position 714564 from Program Supervisor to Manager 1.

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

Yes. Position 714564 is reclassified from Program Supervisor to Manager 1.

**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)?**

N/A

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**Required Signature**

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

**Date:** 4/23/18

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

**Date:** 4/24/18

**Department HR:** Susan Yee /s/

**Date:** 4/23/18

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

**Date:** 4/23/18

## Exp/Rev/FTE - Budget Modification

Budget Year: 2018

Budget Modification: DCA-17-18

### 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	72020-18	3500	72-80	0020	705210	50316 - Svc Rmb Med/Dental	(81,436,706)	(81,436,836)	(130)	
2	72020-18	3500	72-80	0020	705210	60330 - Claims Paid	7,719,455	7,719,585	130	
3500 Total										0
72-80 Total										0
Program Offer Number 72020-18 Total										0
3	78200-18	3505	78-50	0020	902410	60000 - Permanent	335,327	335,781	454	
4	78200-18	3505	78-50	0020	902410	60110 - Overtime	7,500	7,046	(454)	
5	78200-18	3505	78-50	0020	902410	60130 - Salary Related Expns	127,394	127,394	0	
6	78200-18	3505	78-50	0020	902410	60140 - Insurance Benefits	81,867	81,867	0	
3505 Total										0
78-50 Total										0
Program Offer Number 78200-18 Total										0
7	78204-18	2507	78-50	0060	902900	60170 - Professional Svcs	261,536	260,264	(1,272)	
8	78204-18	2507	78-50	0060	CP08.18.32	60000 - Permanent	421,102	422,010	908	
9	78204-18	2507	78-50	0060	CP08.18.32	60130 - Salary Related Expns	147,180	147,479	299	
10	78204-18	2507	78-50	0060	CP08.18.32	60140 - Insurance Benefits	111,797	111,862	65	
2507 Total										0
11	78204-18	2509	78-50	0060	902975	60170 - Professional Svcs	1,867,695	1,866,423	(1,272)	
12	78204-18	2509	78-50	0060	CP10.18.47	60000 - Permanent	421,100	422,008	908	
13	78204-18	2509	78-50	0060	CP10.18.47	60130 - Salary Related Expns	147,182	147,481	299	

**Exp/Rev/FTE - Budget Modification**

Budget Year: 2018

Budget Modification: DCA-17-18

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
14	78204-18	2509	78-50	0060	CP10.18.47	60140 - Insurance Benefits	111,799	111,864	65	
2509 Total										0
	78-50 Total									0
	Program Offer Number 78204-18 Total									0

## Exp/Rev/FTE - Budget Modification

Budget Year: 2018

Budget Modification: DCA-17-18

### Annualized Personnel Changes

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

						Annualized				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
714564	9361	Program Supervisor	67180	3505	902410	(0.20)	(11,545)	(3,802)	(3,940)	(19,287)
714564	9361	Program Supervisor	67180	2507	CP08.18.32	(0.40)	(23,089)	(7,606)	(7,879)	(38,574)
714564	9361	Program Supervisor	67180	2509	CP10.18.47	(0.40)	(23,089)	(7,606)	(7,879)	(38,574)
714564	9615	Program Manager 1	67180	3505	902410	0.20	13,360	4,400	4,068	21,828
714564	9615	Program Manager 1	67180	2507	CP08.18.32	0.40	26,720	8,804	8,136	43,660
714564	9615	Program Manager 1	67180	2509	CP10.18.47	0.40	26,720	8,804	8,136	43,660
Total Annualized Changes:						0.00	\$9,077	\$2,994	\$642	\$12,713

### 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
714564	9361	Program Supervisor	67180	3505	902410	(0.05)	(2,886)	(949)	(985)	(4,820)
714564	9361	Program Supervisor	67180	2507	CP08.18.32	(0.10)	(5,772)	(1,902)	(1,969)	(9,643)
714564	9361	Program Supervisor	67180	2509	CP10.18.47	(0.10)	(5,772)	(1,902)	(1,969)	(9,643)
714564	9615	Program Manager 1	67180	3505	902410	0.05	3,340	1,100	1,017	5,457
714564	9615	Program Manager 1	67180	2507	CP08.18.32	0.10	6,680	2,201	2,034	10,915
714564	9615	Program Manager 1	67180	2509	CP10.18.47	0.10	6,680	2,201	2,034	10,915
Total Current FY Changes:						0.00	\$2,270	\$749	\$162	\$3,181