



Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS

AGENDA # 0-3 DATE 5/18/17

MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 5/18/17

Agenda Item #: C.3

Est. Start Time: 9:30 am

Date Submitted: 5/3/17

Agenda Title: BUDGET MODIFICATION # DCA-28-17: FPM - Reclass Position 700697 from Facilities Specialist 3 to Facilities Specialist 2

Requested Meeting Date: May 18, 2017

Time Needed: _____

Department: 78 - County Assets

Division: Facilities and Property
Management

Contact(s): Lisa Whedon (x87580) and Jen Unruh (X87580)

Phone: _____ Ext. _____ I/O Address _____

Presenter Name(s) & Title(s): NA

General Information

1. What action are you requesting from the Board?

The Department of County Assets requests Board approval of budget modification DCA-28-17 reclassifying position 700697 from Facilities Specialist 3 (6016) to Facilities Specialist 2 (9365), effective April, 2017 in program offer 78204-17 (Facilities Capital Operations 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 affects program offer 78204-17 (Facilities Capital Operations Costs). One position in the Facilities and Property Management (FPM) division of the Department of County Assets is requested for reclassification from a Facilities Specialist 3 to a Facilities Specialist 2 to better meet program needs. The position will provide project support in the design, construction, project closeout and warranty phases; resolve contract issues with contractors, consultants, staff; process, interpret, and enforce contracting documents, plans, and specifications; and determine, confirm, and control project budgets and budget expenditures. An analysis of the Facilities Specialist 1, Facilities Specialist 2, and Facilities Specialist 3 was performed and the Facilities Specialist 2 position was determined to best meet program needs.

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

This reclassification results in a personnel cost decrease of \$5,266 in the current fiscal year, which is offset in professional services expense. In subsequent years the reclassified position will be subject to the approved cost of living adjustments and step increases.

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

NA

5. Explain any citizen or other government participation.

NA

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).

Risk Fund reimbursement revenue decreases \$277 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 professional services expense.

8. What do the changes accomplish?

Implementation of a Classification and Compensation decision to reclassify position 700697 from Facilities Specialist 3 to Facilities Specialist 2.

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

Yes. Position 700697 is reclassified from Facilities Specialist 3 to Facilities Specialist 2.

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

NA

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?

NA

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)?

NA

Required Signature

**Elected Official or
Dept. Director:** Bob Leek /s/**Date:** 5/03/17**Budget Analyst:** Ching Hay /s/**Date:** 5/03/17**Department HR:** Prudence Veatch /s/**Date:** 5/03/17**Countywide HR:** Olga Ward /s/**Date:** 5/02/17

Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: DCA-28-17

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	(78,443,195)	(78,442,918)	277	
2	72020-17	3500	72-80	0020	705210	60330 - Claims Paid	13,007,634	13,007,357	(277)	
3500 Total										0
72-80 Total										0
Program Offer Number 72020-17 Total										0
3	78204-17	3505	78-50	0020	902500	60000 - Permanent	805,086	801,269	(3,817)	
4	78204-17	3505	78-50	0020	902500	60130 - Salary Related Expns	286,631	285,459	(1,172)	
5	78204-17	3505	78-50	0020	902500	60140 - Insurance Benefits	211,913	211,636	(277)	
6	78204-17	3505	78-50	0020	902500	60170 - Professional Svcs	11,050	16,316	5,266	
3505 Total										0
78-50 Total										0
Program Offer Number 78204-17 Total										0

Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: DCA-28-17

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
700697	6016	Facilities Specialist 3	61761	3505	902500	(1.00)	(80,463)	(24,710)	(20,835)	(126,008)
700697	6017	Facilities Specialist 2	61761	3505	902500	1.00	66,568	20,444	19,828	106,840
Total Annualized Changes:						0.00	(\$13,895)	(\$4,266)	(\$1,007)	(\$19,168)

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
700697	6016	Facilities Specialist 3	61761	3505	902500	(0.25)	(20,459)	(6,283)	(5,234)	(31,976)
700697	6017	Facilities Specialist 2	61761	3505	902500	0.25	16,642	5,111	4,957	26,710
Total Current FY Changes:						0.00	(\$3,817)	(\$1,172)	(\$277)	(\$5,266)