



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(Revised: 5/24/13)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS

AGENDA # C-3 DATE 12/5/13

MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 12/5/13

Agenda Item #: C.3

Est. Start Time: 9:30 am

Date Submitted: 11/19/13

Agenda Title: BUDGET MODIFICATION # LIB-03 Reclassifying a 1.0 FTE Driver position in Facilities and Logistics.

Note: if Contingency, use that form. If item other than a BudMod, please use different APR. : Title should not be more than 2 lines but sufficient to describe the action requested.

Requested Meeting Date: December 5, 2013 **Time Needed:** NA
Department: Library **Division:** Dept. Administration
Contact(s): Daniel Flanigan
Phone: 503-988-5431 **Ext.** **I/O Address:**
Presenter Name(s) & Title(s): NA – Consent Agenda

General Information

1. What action are you requesting from the Board?

Requesting approval of Budget Modification LIB-03 to reclassify a 1.0 FTE Driver position in Facilities and Logistics to a 1.0 FTE Inventory/Stores Specialist 1.

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.

Classification request #2359 has been approved by the Class Comp unit of Central HR to reclassify existing position 704400 from Driver (6124) to Inventory/Stores Specialist 1 (6109) in Facilities & Logistics (program offer 80018).

The duties and responsibilities of this position have gradually changed from those of the Driver classification within the last two years. The position currently has primary responsibility for performing routine warehouse operation including receiving, signing, unpacking and storing incoming shipments of library materials and supplies; pulling library materials and supplies and staging on the dock or loading into trucks for delivery; transporting items within the Library Administration complex; maintaining the warehouse in a clean and orderly manner; packing and preparing packages for delivery; and picking up and delivering mail. The position is also responsible for loading, driving and unloading

cargo trucks and library pool vehicles; performing safety checks of vehicles; assisting staff in maintaining access to and accountability of items in Library storage; collecting deposits from Library locations and delivering them to banks; and serving as back up receiver and processor for incoming Multco Marketplace orders.

The Driver classification is responsible for driving trucks or other vehicles over established routes or within an established territory to pick up and deliver items.

The Inventory/Stores Specialist 1 classification is responsible for performing a variety of duties in support of departmental or divisional warehouse operations, including coordinating and participating in the receipt, storage and distribution of materials, equipment and supplies.

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

There is no net impact to the Library Fund for the current fiscal year.

Reclassification Request #2359 increases the permanent personnel budget of Facilities and Logistics (803420) \$43 in the current fiscal year, which will be offset by a reduction of \$43 in the supply budget of the same cost center.

On an ongoing basis the personnel budget in Facilities & Logistics will increase \$43.

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

NA

5. Explain any citizen and/or other government participation that has or will take place.

NA

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).**
No revenue is changed.
- **What budgets are increased/decreased?**
In Facilities and Logistics, the personnel budget is increased \$43 and the supply budget is decreased \$43.
- **What do the changes accomplish?**
The change in classification more accurately reflects the level and scope of job duties.
- **Do any personnel actions result from this budget modification? Explain.**
In Facilities and Logistics a 1.0 FTE Driver position will be reclassified to a 1.0 FTE Inventory/Stores Specialist 1.
- **If a grant, is 100% of the central and department indirect recovered? If not, please explain why.**
NA
- **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
- **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)?**

NA

NOTE: Attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.

Required Signatures

Elected Official
or **Dept Director:** Vailey Oehlke /s/ **Date:** 11/14/2013

Budget Analyst: Althea Gregory /s/ **Date:** 11/14/2013

Department HR: Shelly Kent /s/ **Date:** 11/18/2013

Countywide HR: Karie Miller /s/ **Date:** 11/14/2013

Note: Please submit electronically. Insert names of your approvers followed by /s/ - we no longer use actual signatures. Please date each signature. Use "n/a" when signature not applicable."

Budget Modification ID: **LIB-03****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: 2013

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	80-00	1510	80018	70		803420		60000	587,853	587,883	30		Permanent
2	80-00	1510	80018	70		803420		60130	200,164	200,174	10		Salary Related Expense
3	80-00	1510	80018	70		803420		60140	250,889	250,892	3		Insurance
4	80-00	1510	80018	70		803420		60240	25,000	24,957	(43)		Supplies
5										0			
6	72-80	3500		20		705210		50316		(3)	(3)		Insurance Revenue
7	72-80	3500		20		705210		60330		3	3		Offsetting Expenditure
8										0			
9										0			
10										0			
11										0			
12										0			
13	80-00	1510	80018	70		803420		60000	587,853	587,883	30		Permanent
14	80-00	1510	80018	70		803420		60130	200,164	200,174	10		Salary Related Expense
15	80-00	1510	80018	70		803420		60140	250,889	250,892	3		Insurance
16	80-00	1510	80018	70		803420		60240	25,000	24,957	(43)		Supplies
17										0			
18	72-80	3500		20		705210		50316		(3)	(3)		Insurance Revenue
19	72-80	3500		20		705210		60330		3	3		Offsetting Expenditure
20										0			
21										0			
22										0			
23										0			
24										0			
25										0			
26										0			
27										0			
28										0			
29										0			
											0	0	Total - Page 1
											0	0	GRAND TOTAL

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
1510	6124	61717	803420	Driver	704400	(1.00)	(40,278)	(14,045)	(16,971)	(71,294)
1510	6109	61717	803420	Inventory/Stores Specialist 1	704400	1.00	40,308	14,055	16,974	71,337
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
TOTAL ANNUALIZED CHANGES						0.00	30	10	3	43

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
1510	6124	61717	803420	Driver	704400	(1.00)	(40,278)	(14,045)	(16,971)	(71,294)
1510	6109	61717	803420	Inventory/Stores Specialist 1	704400	1.00	40,308	14,055	16,974	71,337
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
TOTAL CURRENT FY CHANGES						0.00	30	10	3	43

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				9500001000		60470	Reduce available General Fund Contingency
19	1000	0020		xxx	xxx	xxxx	Increase Expenditure
xx-xx	xxxx	0020					
Indirect							
Central							
xx-xx	xxxx				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	xxxx			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	xxxx				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	xxxx				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	xxxx					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	xxxx				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	xxxx				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	xxxx				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	xxxx					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	xxxx					60450	Departmental Capital Lease Retirement expenditure
							Contact your Budget Analyst to complete this.
Mail & Distribution							
xx-xx	xxxx				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	xxxx				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.