



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

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C.1 DATE 10/4/18
MARINA BAKER, BOARD CLERK

Board Clerk Use Only

Meeting Date: 10/4/18
Agenda Item #: C.1
Est. Start Time: 9:30 a.m.
Date Submitted: 9/14/18

Agenda Title: BUDGET MODIFICATION # DCA-05-19: FPM (CIP) - Reclassify Position 718409 from Facilities Specialist 2 to Facilities Specialist 3

Requested Meeting Date: October 4, 2018 Time Needed: NA
Department: 78 - County Assets Division: DCA Facilities and Property Management

Contact(s): Lisa Whedon (x87580), Becky Zou (x89928)

Phone: 5039887580 Ext. 8-7580 I/O Address _____

Presenter Name(s) & Title(s): na - consent

General Information

1. What action are you requesting from the Board?

The Department of County Assets requests Board approval of budget modification DCA-05-19 reclassifying position 718409 from Facilities Specialist 2 (6017) to Facilities Specialist 3 (6016), effective October 2018 in program offer 78204-19 (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 affects program offer 78204-19 (Facilities Capital Operation Costs). This position in the Facilities and Property Management (FPM) division of the Department of County Assets is requested for reclassification from a Facilities Specialist 2 to Facilities Specialist 3 as part of a reorganization. The position will be responsible for project development, planning, design, construction, closeout, and warranty phases. An analysis of the Facilities Specialist 2 and Facilities Specialist 3 positions was performed and the Facilities Specialist 3 position was determined to best meet program needs.

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

This reclassification results in a personnel cost increase of \$2 in the current fiscal year, which is offset in Professional Services expense. The current top step of the new classification is 9% 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

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 increases by \$2 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. The current top step of the new classification is 9% 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.

8. What do the changes accomplish?

Implementation of a Classification and Compensation decision to reclassify position 718409 from Facilities Specialist 2 to Facilities Specialist 3.

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

Yes. Position 718409 is reclassified from Facilities Specialist 2 to Facilities Specialist 3.

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

Required Signature

Elected Official or Dept. Director: Bob Leek /s/ **Date:** 9/13/18

Budget Analyst: Ching Hay /s/ **Date:** 9/14/18

Department HR: Susan Yee /s/ **Date:** 9/7/18

Countywide HR: Karie Miller /s/ **Date:** 9/7/18

Exp/Rev/FTE - Budget Modification

Budget Year: 2019

Budget Modification: DCA-05-19

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	72020-19	3500	72-80	0020	705210	50316 - Svc Rmb Med/Dental	(86,654,600)	(86,654,602)	(2)	
2	72020-19	3500	72-80	0020	705210	60330 - Claims Paid	5,826,484	5,826,486	2	
3500 Total										0
72-80 Total										0
Program Offer Number 72020-19 Total										0
3	78204-19	2507	78-50	0060	CP08.18.32	60000 - Permanent	436,830	436,830	0	
4	78204-19	2507	78-50	0060	CP08.18.32	60130 - Salary Related Expns	144,538	144,538	0	
5	78204-19	2507	78-50	0060	CP08.18.32	60140 - Insurance Benefits	104,748	104,749	1	
6	78204-19	2507	78-50	0060	CP08.18.32	60170 - Professional Svcs	45,000	44,999	(1)	
2507 Total										0
7	78204-19	2509	78-50	0060	CP10.18.47	60000 - Permanent	436,828	436,828	0	
8	78204-19	2509	78-50	0060	CP10.18.47	60130 - Salary Related Expns	144,534	144,534	0	
9	78204-19	2509	78-50	0060	CP10.18.47	60140 - Insurance Benefits	104,740	104,741	1	
10	78204-19	2509	78-50	0060	CP10.18.47	60170 - Professional Svcs	45,000	44,999	(1)	
2509 Total										0
78-50 Total										0
Program Offer Number 78204-19 Total										0

Exp/Rev/FTE - Budget Modification

Budget Year: 2019

Budget Modification: DCA-05-19

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
718409	6016	Facilities Specialist 3	67180	2507	CP08.18.32	0.50	36,930	12,113	10,837	59,880
718409	6016	Facilities Specialist 3	67180	2509	CP10.18.47	0.50	36,930	12,113	10,837	59,880
718409	6017	Facilities Specialist 2	67180	2507	CP08.18.32	(0.50)	(36,930)	(12,113)	(10,837)	(59,880)
718409	6017	Facilities Specialist 2	67180	2509	CP10.18.47	(0.50)	(36,930)	(12,113)	(10,837)	(59,880)
Total Annualized Changes:						0.00	\$0	\$0	\$0	\$0

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
718409	6016	Facilities Specialist 3	67180	2507	CP08.18.32	0.42	30,775	10,094	9,031	49,900
718409	6016	Facilities Specialist 3	67180	2509	CP10.18.47	0.42	30,775	10,094	9,031	49,900
718409	6017	Facilities Specialist 2	67180	2507	CP08.18.32	(0.42)	(30,775)	(10,094)	(9,030)	(49,899)
718409	6017	Facilities Specialist 2	67180	2509	CP10.18.47	(0.42)	(30,775)	(10,094)	(9,030)	(49,899)
Total Current FY Changes:						0.00	\$0	\$0	\$2	\$2