



**MULTNOMAH COUNTY  
AGENDA PLACEMENT REQUEST  
BUDGET MODIFICATION**

(Revised: 09/23/13)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # R-7 DATE 1/30/14  
MARINA BAKER, ASST BOARD CLERK

**Board Clerk Use Only**

Meeting Date: 1/30/14  
Agenda Item #: R.7  
Est. Start Time: 10:15  
Date Submitted: 1/15/14

**BUDGET MODIFICATION DCA-15, converting 1.0 FTE Development Analyst  
Agenda and 1.0 FTE Program Communications & Web Specialist positions to  
Title: permanent from limited duration**

*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:** January 30, 2014 **Time Needed:** 5 minutes  
**Department:** County Assets **Division:** Information Technology  
**Contact(s):** Julie Neburka  
**Phone:** 988-3312 **Ext.** \_\_\_\_\_ **I/O Address:** 503/4  
**Presenter Name(s) & Title(s):** Bob Leek, Deputy CIO

**General Information**

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

The department is requesting board approval of budget modification DCA-15, converting two existing limited-duration positions to an ongoing, regular positions reporting to the IT Enterprise, Web & Library Application Services program.

**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.**

These positions will provide long-term web development and enterprise software support to the Department of County Assets to ensure the professional rollout of current and future technology-related initiatives. Given the County's need to continually update social networking and communication technology and related services to efficiently interact with the constituency as well as internally, ongoing dedicated professionals are required. To recruit and retain skilled staff in the Portland IT market, non-LDA positions are needed. Further, the two-year limitation associated with LDA positions causes disruption when this period has expired and projects are in the middle of implementation. This change is budget neutral, as funding for these positions is currently budgeted.

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

There is no fiscal impact in the current year, as the IT budget contains funding for both limited duration positions for this purpose for a full year. Funding for the positions is included in the IT cost allocation plan going forward.

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

None

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

None

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**Budget Modification**

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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).**

None

- **What budgets are increased/decreased?**

This change is budget neutral.

- **What do the changes accomplish?**

This change converts two limited-duration positions to an ongoing, full-time regular positions reporting to the IT Enterprise, Web & Library Application Services team.

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

Two limited duration positions are changed to ongoing positions. These positions are currently filled.

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

N/A

- **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

- **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)?**

N/A

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

**Required Signatures**

**Elected Official**

**or Dept Director:** Sherry Swackhamer \s\ **Date:** 1/15/2014

**Budget Analyst:** Jennifer Unruh \s\ **Date:** 1/15/2014

Budget Modification ID: **DCA-15**

### 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: **2014**

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	78-00	1000	78027	20		709130		60100	120,297	53,122	(67,175)		
2	78-00	1000	78027	20		709130		60135	41,948	18,524	(23,424)		
3	78-00	1000	78027	20		709130		60145	37,326	18,136	(19,190)	(109,789)	
5	78-00	1000	78027	20		709130		60100	53,122	0	(53,122)		
6	78-00	1000	78027	20		709130		60135	18,524	0	(18,524)		
7	78-00	1000	78027	20		709130		60145	18,136	0	(18,136)	(89,782)	
8	78-00	1000	78027	20		709130		60000	590,604	657,779	67,175		
9	78-00	1000	78027	20		709130		60130	247,633	271,057	23,424		
10	78-00	1000	78027	20		709130		60140	178,422	197,612	19,190	109,789	
11	78-00	1000	78027	20		709130		60000	657,779	710,901	53,122		
12	78-00	1000	78027	20		709130		60130	271,057	289,581	18,524		
13	78-00	1000	78027	20		709130		60140	197,612	215,748	18,136	89,782	
14										0			
15										0			
16										0			
17										0			
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28										0			
29										0			
30										0			
31										0			
										0		0	Total - Page 1
										0		0	GRAND TOTAL



FM Side			PS/CO Side			Cost Element/Commitment Item		Notes
FM Fund Center	FM Fund Code	Functional Area	Internal Order	Cost Center	WBS Element			
<b>General Fund Contingency</b>								
19	1000	0020		9500001000			60470	Reduce available General Fund Contingency
xx-xx	xxxxx	0020		xxx	xxx		xxxxx	Increase Expenditure
<b>Indirect</b>								
<b>Central</b>								
xx-xx	xxxxx					xxx	60350	Indirect Expenditure
19	1000	0020		9500001000			50310	Indirect reimbursement revenue in General Fund
19	1000	0020		9500001000			60470	CGF Contingency expenditure
<b>Departmental</b>								
xxx	xxxxx			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
<b>Telecommunications</b>								
xx-xx	xxxxx					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
<b>Data Processing</b>								
xx-xx	xxxxx					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
<b>Electronic Service Reimbursement</b>								
xx-xx	xxxxx						60420	Departmental Electronics expenditure
78-60	3501	0020		904200			50310	Receipt of Electronics service reimbursement
78-60	3501	0020		904200			60240	Budgets offsetting expenditure
<b>Motor Pool: Use this cost center if you are adding funds for motor pool use.</b>								
xx-xx	xxxxx					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
<b>Fleet: Use this cost center if you are adding funds for dedicated program cars.</b>								
xx-xx	xxxxx					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
<b>Building Management</b>								
xx-xx	xxxxx					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
<b>Insurance Service Reimbursement</b>								
xx-xx	xxxxx						60140 or 60145	Departmental Insurance expenditure
72-80	3500	0020		705210			50316	Insurance Revenue
72-80	3500	0020		705210			60330	Offsetting expenditure
<b>Lease Payments to Capital Lease Retirement Fund</b>								
xx-xx	xxxxx						60450	Departmental Capital Lease Retirement expenditure Contact your Budget Analyst to complete this.
<b>Mail &amp; Distribution</b>								
xx-xx	xxxxx					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
<b>Records</b>								
xx-xx	xxxxx					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.

<b>Functional Area Assignments ~ Based on Fund</b>		
<b>Special Revenue Funds</b>		
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
<b>Capital Project Funds</b>		
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
<b>Enterprise Funds</b>		
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.

<b>Functional Area Assignments ~ Based on Department (Fund Center)</b>		
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.*