



MULTNOMAH COUNTY

AGENDA PLACEMENT REQUEST (long form)

APPROVED : MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C-1 DATE 12/17/09
DEBORAH L. BOGSTAD, BOARD CLERK

Board Clerk Use Only

Meeting Date: 12/17/09
Agenda Item #: C-1
Est. Start Time: 9:30 AM
Date Submitted: 12/02/09

BUDGET MODIFICATION: LIB-04

BUDGET MODIFICATION LIB-04 Redistributing FTE Among Several
Agenda Library Page and Library Clerk Positions in the Central Library, Systemwide
Title: Access, and Neighborhood Libraries Divisions

Note: If Ordinance, Resolution, Order or Proclamation, provide exact title. For all other submissions, provide a clearly written title.

Requested Meeting Date: December 17, 2009 Amount of Time Needed: Not applicable
Department: Library Division: Department Administration
Contact(s): Becky Cobb
Phone: 503-988-5499 Ext. 85499 I/O Address: 317/ADM/BUS SVC
Presenter(s): Consent Agenda

General Information

1. What action are you requesting from the Board?

Requesting board approval to move FTE from a Library Page position at the Central Library and add FTE to two Library Page and Library Clerk positions in the Systemwide Access and Neighborhood Libraries Divisions.

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.

Redistribution of personnel resources provides more adequate staffing level at the Sort Center (program offer 80017) and Albina Library (program offer 80002) to better serve the public.

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

There is no fiscal impact in the Library Fund for the current or future fiscal years.

There is \$442 decrease in Fund 3500 for Insurance Reimbursement.

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

Not applicable.

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

Not applicable.

ATTACHMENT A

Budget Modification

If the request is a **Budget Modification**, please answer all of the following in detail:

- **What revenue is being changed and why?**

There is no revenue change in the Library Fund.

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

There is no net expenditure change in the Library Fund.

Central Library-Stack Services (802120) personnel decreases by \$9,901;

Systemwide Access-Sort Center (803420) personnel increases by \$3,913;

Neighborhood Libraries-Albina (805210) personnel increases by \$5,988.

- **What do the changes accomplish?**

Redistribution of personnel resources provides more adequate staffing level at the Sort Center) and Albina Library to better serve the public.

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

1. Reduces Library Page position 703913 from 1.0 FTE to 0.5 FTE in Central Library-Stack Services (HR org 65226);

2. Increases Library Page position 707209 from 0.50 FTE to 0.75 FTE in Systemwide Access-Sort Center (HR org 65212);

3. Increases Library Clerk position 706587 from 0.50 FTE to 0.75 FTE in Neighborhood libraries-Albina (HR org 61742).

- **How will the county indirect, central finance and human resources and departmental overhead costs be covered?**

There is no net change to indirect costs.

- **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?**

Not applicable.

- **If a grant, what period does the grant cover?**

Not applicable.

- **If a grant, when the grant expires, what are funding plans?**

Not applicable.

<p><i>NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.</i></p>

ATTACHMENT B

BUDGET MODIFICATION: LIB-04

Required Signatures

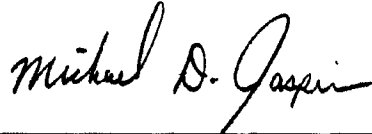
**Elected Official or
Department/
Agency Director:**



Date:

Vailey Oehlke

Budget Analyst:



Date: 12/02/09

Mike Jaspin

Department HR:

Shelly Kent

Date:

Countywide HR:

Date:

Budget Modification ID: **BM-LIB-04****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: 2010

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	80-20	1510	80000	70		802120		60000	1,476,584	1,468,983	(7,601)		Permanent
2	80-20	1510	80000	70		802120		60100	10,000	12,526	2,526		Temporary
3	80-20	1510	80000	70		802120		60130	438,991	436,787	(2,204)		Salary Related Expenses
4	80-20	1510	80000	70		802120		60135	0	210	210		Non-Base Fringe
5	80-20	1510	80000	70		802120		60140	670,799	667,885	(2,914)		Insurance Benefits
6	80-20	1510	80000	70		802120		60145	0	82	82		Non-Base Insurance
7	80-20	1510	80000	70		802120		60350	78,705	78,436	(269)	(10,170)	Central Indirect
8										0			
9	80-80	1510	80017	70		803420		60000	480,318	482,424	2,106		Permanent
10	80-80	1510	80017	70		803420		60130	141,318	141,981	663		Salary Related Expenses
11	80-80	1510	80017	70		803420		60140	172,183	173,327	1,144		Insurance Benefits
12	80-80	1510	80017	70		803420		60350	36,894	37,000	106	4,019	Central Indirect
13										0			
14	80-50	1510	80002	70		805210		60000	399,965	403,641	3,676		Permanent
15	80-50	1510	80002	70		805210		60130	118,397	119,463	1,066		Salary Related Expenses
16	80-50	1510	80002	70		805210		60140	146,101	147,347	1,246		Insurance Benefits
17	80-50	1510	80002	70		805210		60350	22,423	22,586	163	6,151	Central Indirect
18										0			
19		3500		20		705210		50316		442	442		Insurance Revenue
20		3500		20		705210		60330		(442)	(442)	0	Offsetting Expenditure
21										0			
22										0			
23										0			
24										0			
25										0			
26										0			
27										0			
28	72-10									0			
29	72-10									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			
General Fund Contingency				9500001000		60470		Reduce available General Fund Contingency
19	1000	0020				xxxxx		Increase Expenditure
xx-xx	xxxxx	0020		xxx	xxx			
Indirect Central								
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
Departmental								
xxx	xxxxx				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	xxxxx				xxx	60370		Departmental telecommunication expenditure
10-10	3503	0020		709525		50310		Budgets receipt of reimbursement
10-10	3503	0020		709525		60200		Budgets offsetting expenditure in telecommunications fund
Data Processing								
xx-xx	xxxxx				xxx	60380		Departmental data processing expenditures
10-10	3503	0020		709000		50310		Budgets receipt of Data Processing reimbursement
10-10	3503	0020		709000		60240		Budgets offsetting expenditures
PC Flat Fee (Flat Fee is no longer in effect for most Departments beginning in FY 2007)								
xx-xx	xxxxx				xxx	60390		Departmental PC Flat Fee expenditure
10-10	3503	0020		709617		50310		Budgets receipt of PC Flat Fee
10-10	3503	0020		709617		60240		Budgets offsetting expenditure
Electronic Service Reimbursement								
xx-xx	xxxxx					60420		Departmental Electronics expenditure
72-55	3501	0020		904200		50310		Receipt of Electronics service reimbursement
72-55	3501	0020		904200		60240		Budgets offsetting expenditure
Motor Pool: Use this cost center if you are adding funds for motor pool use.								
xx-xx	xxxxx				xxx	60410		Departmental Motor Pool expenditure
72-55	3501	0020		904150		50310		Budgets receipt of Motor Pool service reimbursement
72-55	3501	0020		904150		60240		Budgets offsetting expenditure
Fleet: Use this cost center if you are adding funds for dedicated program cars.								
xx-xx	xxxxx				xxx	60410		Departmental Fleet expenditure
72-55	3501	0020		904100		50310		Budgets receipt of Fleet service reimbursement
72-55	3501	0020		904100		60240		Budgets offsetting expenditure
Building Management								
xx-xx	xxxxx				xxx	60430		Departmental Building Management expenditure
72-50	3505	0020		902575		50310		Budgets receipt of Building Management service reimbursement
72-50	3505	0020		902575		60170		Budgets offsetting expenditure
Insurance Service Reimbursement								
xx-xx	xxxxx					60140 or 60145		Departmental Insurance expenditure
72-10	3500	0020		705210		50316		Insurance Revenue
72-10	3500	0020		705210		60330		Offsetting expenditure
Lease Payments to Capital Lease Retirement Fund								
xx-xx	xxxxx					60450		Departmental Capital Lease Retirement expenditure
								Contact your Budget Analyst to complete this.
Mail & Distribution								
xx-xx	xxxxx				xxx	60460		Mail & Distribution expenditure
72-55	3504	0020		904400		50310		Budgets receipt of service reimbursement
72-55	3504	0020		904400		60230		Budgets offsetting expenditure
Records								
xx-xx	xxxxx				xxx	60460		Records expenditure
72-55	3504	0020		904500		50310		Budgets receipt of service reimbursement
72-55	3504	0020		904500		60240		Budgets offsetting expenditure
Stores								
xx-xx	xxxxx				xxx	60460		Stores expenditure
72-55	3504	0020		904600		50310		Budgets receipt of service reimbursement
72-55	3504	0020		904600		60240		Budgets offsetting expenditure

On ExpRev sheet: Salary Savings as a result of a Budget Analyst position being vacant will absorb the net difference. No transactions are needed

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		
1501 – Road Fund	Roads and Bridges	80
1502 – Emergency Communications Fund	Community Services	60
1503 – Bike Path Fund	Community Services	60
1504 – Recreation Fund	Community Services	60
1506 – County School Fund	Community Services	60
1509 – Willamette River Bridges Fund	Roads and Bridges	80
1510 – Library Fund	Library	70
1512 – Land Corner Preservation Fund	Roads and Bridges	80
2500 – Justice Bond Project Fund	Public Safety and Justice	50
2501 – Revenue Bond Project Fund	Community Services	60
2502 – SB 1145 Fund	Public Safety and Justice	50
2504 – Building Project Fund	Community Services	60
2505 – Deferred Maintenance Fund	Community Services	60
2506 – Library Construction / 1996 Bonds Fund	Library	70
2507 – Capital Improvement Fund	Community Services	60
2509 – Asset Preservation Fund	Community Services	60
2510 – Library Property Fund	Library	70
3000 – Dunthorpe-Riverdale Service Dist #14 Fund	Dunthorpe-Riverdale Service Dist #14	500
3001 – Mid County Service District #1 Fund	Mid County Service District #1	510
3002 – Behavioral Health Managed Care Fund	Behavioral Health Managed Care	520

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-Departmental (10, except 10-50)	General Government	20
Non-Departmental – CCFC (10-50)	Social Services	40
District Attorney (15)	Public Safety and Justice	50
Countywide (18 & 19)	General Government	20
Human Services (20, 25, 26, 30 & 31)	Social Services	40
School and Community Partnerships (21)	Social Services	40
Health (40)	Health Services	30
Community Justice (50)	Public Safety and Justice	50
Sheriff's Office (60)	Public Safety and Justice	50
County Management (72)	General Government	20
Community Services (91)	General Government	20
Library (80)	Library	70

If you have any questions or comments, please contact Susan Luce in General Ledger at ext. 22138.

ANNUALIZED PERSONNEL CHANGE

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

							<u>ANNUALIZED</u>			
Fund	Job #	HR Org	CC/WBS/O	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
1510	7203	65226	802120	Library Page	703913	(1.00)	(30,401)	(8,816)	(13,282)	(52,499)
1510	7203	65226	802120	Library Page	703913	0.50	15,201	4,408	7,454	27,063
1510	7203	65212	803420	Library Page	707209	(0.50)	(13,450)	(4,233)	(7,340)	(25,023)
1510	7203	65212	803420	Library Page	707209	0.75	17,868	5,623	9,641	33,133
1510	7202	61742	805210	Library Clerk	706587	(0.50)	(18,499)	(5,365)	(7,668)	(31,532)
1510	7202	61742	805210	Library Clerk	706587	0.75	26,152	7,584	10,180	43,916
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
				TOTAL ANNUALIZED CHANGES		0.00	(3,129)	(798)	(1,015)	(4,943)

CURRENT YEAR PERSONNEL DOLLAR CHANGE

Calculate 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/O	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
1510	7203	65226	802120	Library Page	703913	(1.00)	(15,201)	(4,408)	(6,641)	(26,250)
1510	7203	65226	802120	Library Page	703913	0.50	7,600	2,204	3,727	13,531
1510	7203	65212	803420	Library Page	707209	(0.50)	(6,725)	(2,116)	(3,670)	(12,511)
1510	7203	65212	803420	Library Page	707209	0.75	8,831	2,779	4,814	16,425
1510	7202	61742	805210	Library Clerk	706587	(0.50)	(9,250)	(2,682)	(3,834)	(15,766)
1510	7202	61742	805210	Library Clerk	706587	0.75	12,926	3,748	5,080	21,754
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
				TOTAL CURRENT FY CHANGES		0.00	(1,818)	(475)	(524)	(2,817)