



**MULTNOMAH COUNTY  
AGENDA PLACEMENT REQUEST  
BUDGET MODIFICATION**

(revised 03/25/11)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # R.5 DATE 9-27-12  
LYNDA GROW, BOARD CLERK

**Board Clerk Use Only**

Meeting Date:	9/27/12
Agenda Item #:	R.5
Est. Start Time:	9:50 am
Date Submitted:	9-13-12

**BUDGET MODIFICATION: DCA-04**

**BUDGET MODIFICATION DCA-04 Convert a Limited Duration Position to a  
Agenda Permanent IT Project Manager 2 position as determined by Central Human  
Title: Resources Classification Compensation unit.**

<b>Requested Meeting Date:</b>	<u>9-27-12</u>	<b>Amount of Time Needed:</b>	<u>5 Minutes</u>
<b>Department:</b>	<u>County Assets</u>	<b>Division:</b>	<u>IT</u>
<b>Contact(s):</b>	<u>Julie Neburka</u>		
<b>Phone:</b>	<u>988-3312</u>	<b>Ext.</b>	<u>27351</u>
		<b>I/O Address:</b>	<u>503/4</u>
<b>Presenter Name(s) &amp; Title(s):</b>	<u>Tracey Massey, Senior IT Manager, PPPM Cindy Gibbon, Senior Library Manager, Access and IT Services</u>		

**General Information**

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

The department is requesting board approval of budget modification DCA-04 to convert a budgeted limited duration position to a permanent, ongoing IT Project Manager 2 position.

**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 reflects a Class/Comp decision initiated by management. The position will provide continuous long-term IT project management support to the library to ensure the professional rollout of current and future technology. This position will concurrently manage multiple projects within the Library's comprehensive IT infrastructure ensuring that staff and other resources are deployed based on Library and County priorities. Given the Library's need to continually update technology and related services, an ongoing dedicated project management position is required. To retain skilled project management staff in the Portland IT market, a non-LDA position is needed. Class/Comp reviewed the submitted job duties and description and concluded a permanent IT Project Manager 2 was the best fit for the position. The change impacts program offer 78025 IT Planning, Projects & Portfolio Management.

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

There is no financial impact for FY13, as this position was approved in the FY13 budget as a limited duration assignment. Since this position will be in direct support of the Library, any future fiscal impact beyond the planned timeframe of the LDA assignment will be borne by the library via

internal service rates.

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

N/A

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

N/A

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## ATTACHMENT A

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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).

N/A

- What budgets are increased/decreased?

None. The fiscal year 13 budget included funding for this position in a limited duration capacity.

- What do the changes accomplish?

Adds an additional FTE position to program offer 78025 and provides approval of a classification decision from the Human Resources Classification Compensation unit that best reflects the duties of the position.

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

The addition of a permanent IT Project Manager 2, while reducing one LDA position from the FY13 budget.

- 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: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.*

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## ATTACHMENT B

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### BUDGET MODIFICATION: DCA-04

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#### Required Signatures

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Elected Official or  
Department/  
Agency Director:

Tracey Massey \s\

Date: 9-13-12

Budget Analyst:

Jennifer Unruh \s\

Date: 9/13/12

13-xx

## 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: 2012

Line No.	Fund Center	Fund Code	Program #	Func. Area	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Description
					Internal Order	Cost Center	Cost					
1	3503	78-70	78025	20	709600	709600	60000	894,366	999,366	105,000	Salary: New perm posn from LDA	
2	3503	78-70	78025	20	709600	709600	60130	273,544	305,779	32,235	Fringe: New perm posn from LDA	
3	3503	78-70	78025	20	709600	709600	60140	203,389	226,466	23,077	Insurance: New perm posn from LDA	
4												
5	3503	78-70	78025	20	709600	709600	60100	349,254	244,254	(105,000)	Salary: LDA to New perm posn	
6	3503	78-70	78025	20	709600	709600	60135	66,373	34,138	(32,235)	Fringe: LDA to New perm posn	
7	3503	78-70	78025	20	709600	709600	60145	46,792	23,715	(23,077)	Insurance: LDA to New perm posn	
8									0			
9									0			
10									0			
11									0			
12									0			
13									0			
14									0			
15									0			
16									0			
17									0			
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22									0			
23									0			
24									0			
25									0			
26									0			
27									0			
28									0			
29									0			
										0	Total - Page 1	
										0	GRAND TOTAL	

**ANNUALIZED PERSONNEL CHANGE**

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

						ANNUALIZED				
id	Job #	HR Org	CC/WBS/O	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
3	9459	65725	709600	IT Project Manager 2	TBD	(1.00)	(105,000)	(32,235)	(23,077)	(160,312)
3	9459	65725	709600	IT Project Manager 2	TBD	1.00	105,000	32,235	23,077	160,312
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
<b>TOTAL ANNUALIZED CHANGES</b>						<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**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				
id	Job #	HR Org	CC/WBS/O	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
<b>TOTAL CURRENT FY CHANGES</b>						<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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	xxxxx	Increase Expenditure
<b>Indirect</b>							
<b>Central</b>							
	xx-xx	xxxxx				xxx	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	Indirect Department Expenditure
	xx-xx	1000			xxx	xxx	Indirect Dept reimbursement revenue in General Fund
	xx-xx	1000			xxx	xxx	Off setting Dept expenditure in General Fund
<b>Telecommunications</b>							
	xx-xx	xxxxx				xxx	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	Departmental data processing expenditures
	78-70	3503	0020		709000	50310	Budgets receipt of Data Processing reimbursement
	78-70	3503	0020		709000	60240	Budgets offsetting expenditures
<b>PC Flat Fee (Flat Fee is no longer in effect for most Departments beginning in FY 2007)</b>							
	xx-xx	xxxxx				xxx	Departmental PC Flat Fee expenditure
	78-70	3503	0020		709617	50310	Budgets receipt of PC Flat Fee
	78-70	3503	0020		709617	60240	Budgets offsetting expenditure
<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	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	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	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
	72-10	3500	0020		705210	50316	Insurance Revenue
	72-10	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	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	Records expenditure
	78-20	3504	0020		904500	50310	Budgets receipt of service reimbursement
	78-20	3504	0020		904500	60240	Budgets offsetting expenditure
<b>Stores</b>							
	xx-xx	xxxxx				xxx	Stores expenditure
	78-20	3504	0020		904600	50310	Budgets receipt of service reimbursement
	78-20	3504	0020		904600	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>		
1501 – Road Fund	Roads and 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
1509 – Willamette River Bridges Fund	Roads and Bridges	0080
1510 – Library Fund	Library	0070
1512 – Land Corner Preservation Fund	Roads and Bridges	0080
2504 – Building Project Fund	Community Services	0060
2507 – Capital Improvement Fund	Community Services	0060
2509 – Asset Preservation Fund	Community Services	0060
2511 – Sellwood Bridge Fund	Roads and Bridges	0080
3000 – Dunthorpe-Riverdale Service Dist #14 Fund	Dunthorpe-Riverdale Service Dist #14	0500
3001 – Mid County Service District #1 Fund	Mid County Service District #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-Departmental (10, except 10-50)	General Government	0020
Non-Departmental – CCFC (10-50)	Social Services	0040
District Attorney (15)	Public Safety and Justice	0050
Countywide (18 & 19)	General Government	0020
Human Services (20, 21, 22, 25, 26, 30 & 31)	Social Services	0040
Health (40)	Health Services	0030
Community Justice (50)	Public Safety and Justice	0050
Sheriff's Office (60)	Public Safety and 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.*