MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST
BUDGET MODIFICATION
(Revised: 5/24/13)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # _C.1_ DATE _12-19-13_
LYNDA GROW, BOARD CLERK

Board Clerk Use Only	
Meeting Date:	12/19/13
Agenda Item #:	C.1
Est. Start Time:	9:30 am
Date Submitted:	12/11/13

Agenda Title:	**BUDGET MODIFICATION # LIB-04 Reclassifying .75 FTE Library Page position in Central Library Stack Services.**

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 19, 2013   **Time Needed:** NA

Department: Library   **Division:** Central Library

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-04 to reclassify a .75 FTE Library Page position in Central Library Stacks to a limited duration 1.0 FTE Program Technician.

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 #2360 has been approved by the Class Comp unit of Central HR to reclassify vacant existing position 702878 from a .75 FTE Library Page (7203) to a 1.0 FTE limited duration Program Technician (6020) in Central Library's Stack Services (program offer 80000).

   This vacant position within the Library's Central Stack Services is requested for reclassification from a Library Page (7203) to a limited duration Program Technician (6020) due to a business need for streamlining and automating many manual processes using Google Apps scripting. The reclassified position will be responsible for working with leadership and administrative staff to identify opportunities for using Google Applications Suite (GAS) to automate and streamline areas of library operations; performing the coding and scripting necessary to customize GAS; coordinating testing and implementation of

modifications with leadership, other library managers and leaders, and county IT staff; working with management to evaluate and update GAS solutions and tools; monitoring client usage and making adjustments based on user experience; responding to system malfunctions and performing maintenance as needed; suggesting and implementing improvements or new projects; creating online trainings; and providing information and trainings to users regarding revisions, updates and additions of new features to GAS projects.

The Library Page (7203) classification performs a variety of routine materials movement duties such as sorting, shelving and shifting library materials; assisting a diverse patron base in their use of the library's equipment and locating requested materials for patrons. The focus of the position under review will no longer entail maintaining access to the library collections and processing materials movement; therefore this classification is not a good match.

The Program Technician (6020) classification provides technical and administrative program assistance to professional, supervisory and managerial staff in the research, design, implementation, monitoring and evaluation of programs, projects, contracts or grants. The focus of the position under review will be providing technical assistance and expertise to Library leadership and management to identify opportunities for matching up available GAS resources with identified needs; therefore, this classification is a good match.

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 #2360 increases the personnel budget of Central Stack Services $14,431 in the current fiscal year, which will be offset by a reduction of $14,431 in the postage budget.

On an ongoing basis the personnel budget in Central Stack Services will increase $28,864 for the term of the limited duration.

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 <u>Budget Modification,</u> please answer <u>all</u> 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?**

  All in Central Library's Stack Services.

  Permanent Salary decreased $11,710

  Temporary Salary increased $20,745

  Salary Related Expense increased $2,995

  Insurance increased $2,401

  Postage decreased $14,431

- **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 Central Library's Stack Services a .75 FTE Library Page will be reclassed to a limited duration 1.0 FTE Program Technician. This will reduce the Library's permanent personnel total by .75 FTE on an annualized basis.

- **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   **Date:** 12/10/13

Budget Analyst: Althea Gregory /s/   **Date:** 12/10/13

Department HR: Shelly Kent /s/   **Date:** 12/06/13

Countywide HR: Karie M. Miller /s/   **Date:** 12/6/13

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:

EXPENDITURES & REVENUES

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with SAP.

Line No.	Fund Center	Fund Code	Program #	Func. Area	Internal Order	Accounting Unit Cost Center	WBS Element	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
1	80-20	1510	80000	70		802120		60000	1,677,182	1,665,472	(11,710)	
2	80-20	1510	80000	70		802120		60100	5,000	25,745	20,745	
3	80-20	1510	80000	70		802120		60130	570,637	566,755	(3,882)	
4	80-20	1510	80000	70		802120		60140	875,338	869,211	(6,127)	
5	80-20	1510	80000	70		802120		60135	0	6,877	6,877	
6	80-20	1510	80000	70		802120		60145	0	8,528	8,528	
7	80-20	1510	80000	70		802120		60230	110,000	95,569	(14,431)	
8												
9												
10	72-80	3500		20		705210		50316		(2,401)	(2,401)	
11	72-80	3500		20		705210		60330		2,401	2,401	
12											0	
13											0	
14											0	
15											0	
16											0	
17											0	
18											0	
19											0	
20											0	
21											0	
22											0	
23											0	
24											0	
25											0	
26											0	
27											0	
28											0	
29											0	
											0	0
											0	0

LIB-04

Budget/Fiscal Year: 2014

Description
Permanent
Temporary
Salary Related Expense
Insurance
Non Base Fringe
Non Base Insurance
Postage
Insurance Revenue
Ofsetting Expenditure
Total - Page 1
GRAND TOTAL

ANNUALIZED PERSONNEL CHANGE
Change on a <u>full year basis</u> even though this action affects only a part of the fiscal year (FY).

Fund	Job #	HR Org	CC/WBS/IO	Position Title	Position Number	FTE	ANNUALIZED BASE PAY	FRINGE	INSUR	TOTAL
1510	7203	66725	802120	Library Page	702878	(0.75)	(23,419)	(7,763)	(12,253)	(43,435)
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
				TOTAL ANNUALIZED CHANGES		(0.75)	(23,419)	(7,763)	(12,253)	(43,435)

CURRENT YEAR PERSONNEL DOLLAR CHANGE

Calculate costs/savings that will take place <u>in this FY</u>; these should explain the actual dollar amounts being changed by this Bud Mod.

Fund	Job #	HR Org	CC/WBS/IO	Position Title	Position Number	FTE	CURRENT YEAR BASE PAY	FRINGE	INSUR	TOTAL
1510	7203	66725	802120	Library Page	702878	(0.38)	(11,710)	(3,882)	(6,127)	(21,718)
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
				TOTAL CURRENT FY CHANGES		(0.38)	(11710)	(3882)	(6127)	(21,719)

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							
19	1000	0020		9500001000		60470	Reduce available General Fund Contingency
xx-xx	xxxxx	0020		xxx	xxx	xxxxx	Increase Expenditure
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	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
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	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
Electronic Service Reimbursement							
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
Motor Pool: *Use this cost center if you are adding funds for motor pool use.*							
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
Fleet: *Use this cost center if you are adding funds for dedicated program cars.*							
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
Building Management							
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
Insurance Service Reimbursement							
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
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
78-20	3504	0020		904400		50310	Budgets receipt of service reimbursement
78-20	3504	0020		904400		60230	Budgets offsetting expenditure
Records							
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.

Functional Area Assignments ~ Based on Fund		
Special Revenue Funds		
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
Capital Project Funds		
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
Enterprise Funds		
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.