



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST
BUDGET MODIFICATION**

(Revised: 09/23/13)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # R-5 DATE 5/8/14
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 5/8/14
Agenda Item #: R.5
Est. Start Time: 9:30 am
Date Submitted: 4/23/14

Agenda Title: BUDGET MODIFICATION DCA-19, Adding 1.0 FTE Contract Negotiator position in the Administrative Services Hub.

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: May 8, 2014 **Time Needed:** 3 minutes
Department: County Assets **Division:** Administrative Hub
Contact(s): Julie Neburka
Phone: 988-7580 **Ext.** 87580 **I/O Address:** 503/4
Presenter Name(s) & Title(s): Julie Neburka, Finance Manager

General Information

1. What action are you requesting from the Board?

The department is requesting Board approval of budget modification DCA-19, adding 1.0 FTE contract negotiator position to the Contracts & Procurement team in the Administrative Services Hub. This position will take on complex contract negotiation activities currently performed by a contractor.

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.

An increase in demand for contract negotiations within IT and on technology related contracts throughout the County caused management to request this new position. Its primary purpose will be to perform a variety of advanced and specialized commercial contract negotiation services, including advising stakeholders of risks, developing risk mitigation and negotiation strategies, and negotiating favorable contract terms and outcomes, primarily for IT and technology related contracts, as well as facilities construction, administrative, and services contracts.

Currently, the Administrative Services Hub procures these specialized contract negotiation services through a professional services contract with a law firm. This position will provide a

more cost-effective means of ensuring continued strong and effective technology contracts for the County. This action affects program offer 78037, Administrative Hub Procurement & Contracting.

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

There is no fiscal impact in the current year, as the Administrative Services Hub budget currently contains funds for professional services for this activity. The position has been included in the FY 2015 budget.

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.

N/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? If the revenue is from a federal source, please list the Catalog of Federal Assistance Number (CFDA).**

N/A

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

There is no net change in the budget for FY 14. The professional services budget in PO #78037 is reduced and personnel costs are increased in a like amount.

- **What do the changes accomplish?**

The changes allow the department to hire a position to provide contract negotiation services for complex technology contracts countywide.

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

Yes; 1.0 FTE is added.

- **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:** 4/23/14

Budget Analyst: Jennifer Unruh \s\ **Date:** 4/23/14

Department HR: _____ **Date:** _____

Countywide HR: _____ **Date:** _____

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: **DCA-19**

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	78-20	1000	78037	0020		709102		60170	80,000	61,765	(18,235)		
2	78-20	1000	78037	0020		709102		60000	743,897	755,772	11,875		
3	78-20	1000	78037	0020		709102		60130	259,397	263,097	3,700		
4	78-20	1000	78037	0020		709102		60140	217,419	220,079	2,660	0	
5										0			
6	72-80	3500		0020		705210		50316		(2,660)	(2,660)		
7	72-80	3500		0020		705210		60330		2,660	2,660	0	
8										0			
9										0			
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29										0			
										0		0	Total - Page 1
										0		0	GRAND TOTAL

FM Side			PS/CO Side			Cost Element/Commitment		Notes
FM Fund Center	FM Fund Code	Functional Area	Internal Order	Cost Center	WBS Element	Item		
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		709000		50310	Budgets receipt of Data Processing reimbursement	
78-70	3503	0020		709000		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.
Mall & Distribution								
xx-xx	xxxxx				xxx	60460	Mall & 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.