



# Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

## Board Clerk Use Only

Meeting Date: \_\_\_\_\_

Agenda Item #: \_\_\_\_\_

Est. Start Time: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

**Agenda Title:** BUDGET MODIFICATION # Lib-08-17: Creating a new Library Safety Officer position

**Requested Meeting Date:** \_\_\_\_\_ **Time Needed:** 5 minutes

**Department:** 80 - Library **Division:** \_\_\_\_\_

**Contact(s):** Daniel Flanigan

**Phone:** 503-988-5431 **Ext.** \_\_\_\_\_ **I/O Address** 317 / LAL

**Presenter Name(s) & Title(s):** Becky Cobb, Library Deputy Director; Don Allgeier, Director of Operations

## General Information

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

Requesting approval of Budget Modification LIB-08-17 to create a new 1.0 FTE position as approved by the Class/Comp unit of Central Human Resources.

### 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 #3426 has been approved by the Class Comp unit of Central HR to create a new 1.0 FTE Library Safety Officer position in the Safety & Security work unit of the Library's Department Administration Division. The library's FY 2017 adopted budget included four new Library Safety Officer positions, with some additional funding in the professional services budget for a potential fifth position. This budget modification uses that funding to create a fifth Library Safety Officer position as part of the overall plan to continue building the library's safety and security team.

This additional position will add capacity to the security team's ability to create a safe and welcoming environment for library patrons and staff. The position will be responsible for conducting routine patrol, monitoring, and surveillance activities in and around library buildings; investigating and responding to disturbances that may be a violation of the law and/or library rules and policies; explaining rules and policies to patrons; soliciting patron cooperation and compliance;

taking appropriate preventative and protective actions which may include excluding patrons and contacting law enforcement and/or emergency medical services; deescalating and resolving heightened, urgent situations; preparing exclusion and incident/accident reports; providing direction to staff regarding safety and security issues, along with other assigned duties.

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

There is no net impact to the Library Fund for the current fiscal year. Ongoing, personnel changes made via this budget modification will be incorporated in to future budgets.

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

N/A

**5. Explain any citizen or other government participation.**

N/A

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**Budget Modification**

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**6. 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

**7. What budgets are increased/decreased?**

In Safety and Security (803430) permanent personnel expenditures increase \$34,709, central indirect increases \$916, and professional services decrease \$35,625.

**8. What do the changes accomplish?**

The addition of a 1.0 FTE Library Safety Officer will help provide Library staff and patrons with a more secure environment.

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

Yes, addition of a 1.0 FTE Library Safety & Security Officer.

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

N/A

**11. 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

**12. 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 (e.g. cash match, in kind match, reporting requirements, etc)?**

N/A

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**Required Signature**

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**Elected Official or  
Dept. Director:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Budget Analyst:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department HR:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Countywide HR:** \_\_\_\_\_

**Date:** \_\_\_\_\_