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

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # R-7 DATE 4/10/14
MARINA BAKER, ASST BOARD CLERK

Agenda Title:	**BUDGET MODIFICATION # LIB-06 Creating a Library Safety and Security Manager position**

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: April 10, 2014

Time Needed: 5 minutes

Department: Library

Division: Dept. Administration

Contact(s): Daniel Flanigan

Phone: 503-988-5431 **Ext.**

I/O Address: 317 / ADM

Presenter Name(s) & Title(s): **Becky Cobb, Deputy Director, Dave Ratliff, Central Library Director**

General Information

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

   Requesting approval of Budget Modification LIB-06 to create a Library Safety & Security Manager position in the Library's Department Administration division.

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.**

   The creation of a Library Safety & Security Manager reflects the need found in most large urban libraries to have a position dedicated to the management of safety and security efforts. Major duties include oversight of physical, personal, and materials security; provide strategic direction and coordination of the security program; make security assessments, investigate security incidents, analyze security programs and make recommendations; identify, define and implement new projects and improvements that protect against intrusion and other security breaches; oversee development and implementation of system-wide safety and security policies and procedures, advise staff on rules enforcement and the exclusion process, and plan and present security trainings; troubleshoot security related patron complaints, and conduct internal investigations as needed; work with the executive management team, managers and staff to implement security and safety programs; serve as

the Library's liaison with law enforcement throughout the County; establish relationships with key community and stakeholder groups; serve on safety committees and act as liaison to the County Safety & Health and Risk Management sections to ensure buildings are safe for staff and patrons; serve as the Director's designee for exclusion appeals, and respond to appeals in a timely manner.

This position will be added to program offer 80007, Library Director's Office.

This classification has been created and approved by the Classification/Compensation unit of central Human Resources.

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

   There is no net impact to the Library Fund for the current fiscal year. The permanent personnel budget in the Library Director's Office is increased $21,466 which is offset by a decrease in the professional services budget in Library IT Services.

   On an ongoing basis the permanent personnel budget in the Library Director's Office will increase $126,272.

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

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?**

  In the Library Director's Office:

  Permanent Salary increased $13,600

  Salary Related Expenses increased $4,508

  Insurance increased $3,358

  In Library IT Services Professional Services decreased $21,466

- **What do the changes accomplish?**

  The creation of the new Library Safety and Security Manager position allows the Library to better coordinate and manage safety and security programs to protect the physical well being of staff, patrons, facilities, property and materials.

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

  In the Library Director's Office a new 1.0 FTE Library Safety and Security Manager position will be created.

- **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:** Vailey Oehlke /s/   **Date:** 3/25/14

Budget Analyst: Althea Gregory /s/   **Date:** 3/25/14

Department HR: Shelly Kent /s/   **Date:** 3/25/14

Countywide HR: Kari Miller /s/   **Date:** 3/25/14

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."

ANNUALIZED PERSONNEL CHANGE
Change on a full year basis 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	9152		800000	Library Safety & Security Mgr.	716453	1.00	80,000	26,520	19,752	126,272
1510										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
				TOTAL ANNUALIZED CHANGES		1.00	80,000	26,520	19,752	126,272

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.

Fund	Job #	HR Org	CC/WBS/IO	Position Title	Position Number	FTE	CURRENT YEAR			
							BASE PAY	FRINGE	INSUR	TOTAL
1510	9152		800000	Library Safety & Security Mgr.	716453	0.17	13,600	4,508	3,358	21,466
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
				TOTAL CURRENT FY CHANGES		0.17	13,600	4,508	3,358	21,466

Budget Modification ID: LIB-06

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 Center	WBS Element	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
1	80-00	1510	80007	70		800000		60000	498,609	512,209	13,600		Permanent
2	80-00	1510	80007	70		800000		60130	172,317	176,825	4,508		Salary Related Expense
3	80-00	1510	80007	70		800000		60140	119,815	123,173	3,358		Insurance Benefits
4	80-80	1510	80017	70		803210		60170	100,000	78,534	(21,466)		Professional Services
5											0		
6	72-80	3500		20		705210		50316			(3,358)		Insurance Revenue
7	72-80	3500		20		705210		60330			3,358		Offsetting Expenditure
8											0		
9											0		
10											0		
11											0		
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	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							
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.