



MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST (long form)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # R-9 DATE 5/6/2010
LYNDA GROW, BOARD CLERK

Board Clerk Use Only

Meeting Date: 5/6/2010
Agenda Item #: R-9
Est. Start Time: 10:40 AM
Date Submitted: 4/15/2010

BUDGET MODIFICATION: LIB-05

Agenda Title: Budget Modification LIB-05 Redistributes Personnel Resources among Marketing & Communications, Central Library, and Business Services Work Units.

Note: If Ordinance, Resolution, Order or Proclamation, provide exact title. For all other submissions, provide a clearly written title.

Requested Meeting Date: May 6th, 2010 **Amount of Time Needed:** 2 minutes
Department: Library **Division:** Department Administration
Contact(s): Becky Cobb
Phone: 503-988-5499 **Ext.** 85499 **I/O Address:** 317/ADM/DIR
Presenter(s): Becky Cobb and Jeremy Graybill

General Information

1. What action are you requesting from the Board?

Requesting board approval on personnel resource redistribution to address critical staffing needs for Marketing & Communications and Business Services.

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 library is realigning two vacant positions (a librarian and a senior manager) to fill critical staffing needs for Marketing & Communications and Business Services. This reallocation adds a Program Communications & Web Specialist and a Program Supervisor for website content applications design and maintenance. This change increases the library's web staffing from 1.0 to 3.0 FTE. On average, more users visit the library's website every day than walk into a library location. New records have been set in recent months; for example, January 2010 saw 640,530 website visits as compared to a total door count of 484,813.

The other part of this reorganization reflects the need for additional capacity in Business Services, due to the move of the Business Services Manager to the Deputy Director position and using the former position to meet the needs outlined above. To help absorb the loss of that position, a Finance Specialist 2 position is reclassified to a Budget Analyst and a .75 Finance Specialist 1 position is

added.

The above position changes have a net increase of 0.75 FTE but result in personnel savings in the current year as well as on an ongoing basis.

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

For the current fiscal year, there is no net fiscal impact in the Library Fund and \$1,242 increase in Fund 3500 for insurance reimbursement.

On an ongoing basis, there is \$7,253 annual savings in the Library Fund.

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

Not applicable.

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

Not applicable.

ATTACHMENT 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?**

There is no revenue change in the Library Fund.

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

There is no net expenditure change in the Library Fund.

Department Admin.-Marketing & Communications (801000) budget increases by \$31,128;

Central Library-Humanities (802310) budget decreases by \$16,695;

Department Admin.-Business Services (803410) budget decreases by \$14,433.

- **What do the changes accomplish?**

Redistribution of personnel resources provides more adequate staffing level at the Marketing & Communications and Business Services work units for better support to Library staff serving the public.

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

Following is a list of affect positions, see JCN, position #, HR Org on personnel worksheet:

1. Add a 1.0 FTE Program Communication and Web Specialist in Marketing & Communications;
2. Add a 1.0 FTE Program Supervisor in Marketing & Communications;
3. Eliminate a 1.0 FTE Librarian in Humanities at Central Library;
4. Eliminate a 1.0 FTE Support Services Administrator in Business Services;
5. Reclassify a 1.0 FTE Finance Specialist 2 to a Budget Analyst in Business Services;
6. Add a 0.75 FTE Finance Specialist 1 in Business Services.

- **How will the county indirect, central finance and human resources and departmental overhead costs be covered?**

There is no net change to indirect costs.

- **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?**

Not applicable.

- **If a grant, what period does the grant cover?**

Not applicable.

- **If a grant, when the grant expires, what are funding plans?**

Not applicable.

ATTACHMENT B

BUDGET MODIFICATION: LIB-05

Required Signatures

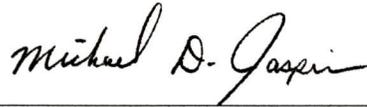
**Elected Official or
Department/
Agency Director:**



Date: _____

Vailey Oehlke

Budget Analyst:



Date: _____

Mike Jaspin

Department HR:

Shelly Kent

Date: _____

Countywide HR:



Date: _____

Candace Busby

Budget Modification ID: **BM-LIB-05**

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: 2010

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	80-00	1510	80008	70		801000		60000	390,625	409,857	19,232		Permanent
2	80-00	1510	80008	70		801000		60130	117,200	123,253	6,053		Salary Related Expenses
3	80-00	1510	80008	70		801000		60140	101,319	106,338	5,019		Insurance Benefits
4	80-00	1510	80008	70		801000		60350	25,433	26,257	824	31,128	Central Indirect
5										0			
6	80-20	1510	80000	70		802310		60000	681,832	671,228	(10,604)		Permanent
7	80-20	1510	80000	70		802310		60130	201,686	198,611	(3,075)		Salary Related Expenses
8	80-20	1510	80000	70		802310		60140	177,787	175,213	(2,574)		Insurance Benefits
9	80-20	1510	80000	70		802310		60350	30,769	30,327	(442)	(16,695)	Central Indirect
10										0			
11	80-00	1510	80009	70		803410		60000	462,255	450,987	(11,268)		Permanent
12	80-00	1510	80009	70		803410		60100	8,000	9,563	1,563		Temporary
13	80-00	1510	80009	70		803410		60130	134,957	131,814	(3,143)		Salary Related Expenses
14	80-00	1510	80009	70		803410		60140	120,497	119,294	(1,203)		Insurance Benefits
15	80-00	1510	80009	70		803410		60350	30,417	30,035	(382)	(14,433)	Central Indirect
16										0			
17	72-10	3500		20		705210		50316		(1,242)	(1,242)		Insurance Revenue
18	72-10	3500		20		705210		60330	1,242	1,242	0	0	Offsetting Expenditure
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	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
10-10	3503	0020		709525		50310	Budgets receipt of reimbursement
10-10	3503	0020		709525		60200	Budgets offsetting expenditure in telecommunications fund
Data Processing							
xx-xx	xxxxx				xxx	60380	Departmental data processing expenditures
10-10	3503	0020		709000		50310	Budgets receipt of Data Processing reimbursement
10-10	3503	0020		709000		60240	Budgets offsetting expenditures
PC Flat Fee (Flat Fee is no longer in effect for most Departments beginning in FY 2007)							
xx-xx	xxxxx				xxx	60390	Departmental PC Flat Fee expenditure
10-10	3503	0020		709617		50310	Budgets receipt of PC Flat Fee
10-10	3503	0020		709617		60240	Budgets offsetting expenditure
Electronic Service Reimbursement							
xx-xx	xxxxx					60420	Departmental Electronics expenditure
72-55	3501	0020		904200		50310	Receipt of Electronics service reimbursement
72-55	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
72-55	3501	0020		904150		50310	Budgets receipt of Motor Pool service reimbursement
72-55	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
72-55	3501	0020		904100		50310	Budgets receipt of Fleet service reimbursement
72-55	3501	0020		904100		60240	Budgets offsetting expenditure
Building Management							
xx-xx	xxxxx				xxx	60430	Departmental Building Management expenditure
72-50	3505	0020		902575		50310	Budgets receipt of Building Management service reimbursement
72-50	3505	0020		902575		60170	Budgets offsetting expenditure
Insurance Service Reimbursement							
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
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
72-55	3504	0020		904400		50310	Budgets receipt of service reimbursement
72-55	3504	0020		904400		60230	Budgets offsetting expenditure
Records							
xx-xx	xxxxx				xxx	60460	Records expenditure
72-55	3504	0020		904500		50310	Budgets receipt of service reimbursement
72-55	3504	0020		904500		60240	Budgets offsetting expenditure
Stores							
xx-xx	xxxxx				xxx	60460	Stores expenditure
72-55	3504	0020		904600		50310	Budgets receipt of service reimbursement
72-55	3504	0020		904600		60240	Budgets offsetting expenditure

On ExpRev sheet: Salary Savings as a result of a Budget Analyst position being vacant will absorb the net difference. No transactions are needed

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		
1501 – Road Fund	Roads and Bridges	80
1502 – Emergency Communications Fund	Community Services	60
1503 – Bike Path Fund	Community Services	60
1504 – Recreation Fund	Community Services	60
1506 – County School Fund	Community Services	60
1509 – Willamette River Bridges Fund	Roads and Bridges	80
1510 – Library Fund	Library	70
1512 – Land Corner Preservation Fund	Roads and Bridges	80
2500 – Justice Bond Project Fund	Public Safety and Justice	50
2501 – Revenue Bond Project Fund	Community Services	60
2502 – SB 1145 Fund	Public Safety and Justice	50
2504 – Building Project Fund	Community Services	60
2505 – Deferred Maintenance Fund	Community Services	60
2506 – Library Construction / 1996 Bonds Fund	Library	70
2507 – Capital Improvement Fund	Community Services	60
2509 – Asset Preservation Fund	Community Services	60
2510 – Library Property Fund	Library	70
3000 – Dunthorpe-Riverdale Service Dist #14 Fund	Dunthorpe-Riverdale Service Dist #14	500
3001 – Mid County Service District #1 Fund	Mid County Service District #1	510
3002 – Behavioral Health Managed Care Fund	Behavioral Health Managed Care	520

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-Departmental (10, except 10-50)	General Government	20
Non-Departmental – CCFC (10-50)	Social Services	40
District Attorney (15)	Public Safety and Justice	50
Countywide (18 & 19)	General Government	20
Human Services (20, 25, 26, 30 & 31)	Social Services	40
School and Community Partnerships (21)	Social Services	40
Health (40)	Health Services	30
Community Justice (50)	Public Safety and Justice	50
Sheriff's Office (60)	Public Safety and Justice	50
County Management (72)	General Government	20
Community Services (91)	General Government	20
Library (80)	Library	70

If you have any questions or comments, please contact Susan Luce in General Ledger at ext. 22138.