



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST
BUDGET MODIFICATION**

(revised 08/02/10)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS

AGENDA # C-8 DATE 12/1/11
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 12/1/11

Agenda Item #: C.8

Est. Start Time: 9:30 am

Date Submitted: 11/21/11

BUDGET MODIFICATION: LIB -03

**Agenda Title: BUDGET MODIFICATION # LIB-03 Redistributes Personnel Resources among
Neighborhood Libraries and System Wide Staffing.**

Note: For all other submissions (i.e. Notices of Intent, Ordinances, Resolutions, Orders or Proclamations) please use the APR short form.

Requested Meeting Date:	<u>12/8/2011</u>	Amount of Time Needed:	<u>Neighborhood Lib/Admin</u>
Department:	<u>Library</u>	Division:	<u></u>
Contact(s):	<u>Daniel Flanigan</u>		
Phone:	<u>503-988-5431</u>	Ext.	<u></u>
		I/O Address:	<u></u>
Presenter Name(s) & Title(s):	<u>Consent Agenda</u>		

General Information

1. What action are you requesting from the Board?

Requesting Board approval of a redistribution of personnel resources to address staffing needs for Neighborhood Libraries and System Wide Staffing.

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 a number of positions to fill some critical staffing needs and to gain organizational efficiencies. A summary of the changes on an annualized basis:

Department Administration Division

In System Wide Staffing (803910) a .5 fte Library Assistant (position #712083) is increased to 1.0 fte. Also in System Wide Staffing, the budget for a .75 fte Library Page (position #709808) has been reduced \$1,640 per annum to reflect the actual expenditures from the incumbent.

**Budget Modification APR
Submit to Board Clerk**

Neighborhood Libraries Division

Reallocating a .5 fte library clerk (position #714412) at the Woodstock library to two other positions at the same library location:

- Increase library page (position #711676) from .5 fte to .75 fte.
- Increase library page (position #713125) from .75 fte to 1.0 fte.

A .5 fte library clerk (position #713363) has been eliminated at the Troutdale branch (cost center 805371) to help fund the costs resulting from the above changes.

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

There is no net fiscal impact in the current fiscal year in the Library Fund, and a \$728 decrease in Fund 3500 for insurance reimbursement.

On an ongoing basis there is a \$671 increase 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? If the revenue is from a federal source, please list the Catalog of Federal Assistance Number (CFDA).**

There is no revenue change in the Library Fund.

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

There is no net expenditure change in the Library Fund.

System Wide Staffing (803910) budget increases \$13053.

Troutdale Library (805371) budget decreases \$12,671.

Woodstock Library (805380) budget decreases \$382.

- **What do the changes accomplish?**

Redistribution of personnel resources provides more adequate staffing levels at two Neighborhood libraries and in System Wide Staffing.

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

Specific position number, JCN and HR Org Unit detailed on personnel worksheet.

System Wide Staffing: net increase of .50 fte.

Troutdale Library: net decrease of .50 fte.

Woodstock Library: no net change to fte.

Library total: no net change to fte.

**Budget Modification APR
Submit to Board Clerk**

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

NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.

ATTACHMENT B

BUDGET MODIFICATION: LIB - 03

Required Signatures

Elected
Official or
Department/
Agency
Director:



Date: 11/21/11

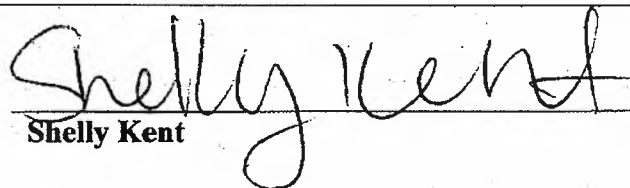
Vailey Oehlke

Budget
Analyst:



Date: _____

Ching Hay



Shelly Kent

Department
HR:

Date: _____

Budget Modification APR
Submit to Board Clerk

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 Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
						Cost Center	WBS Element					
1	80-00	1510	80011	70		803910		60000	303,592	311,468	7,876	
2	80-00	1510	80011	70		803910		60100	2,000	1,717	(283)	
3	80-00	1510	80011	70		803910		60130	90,109	92,535	2,426	
4	80-00	1510	80011	70		803910		60140	147,797	150,831	3,034	
5	80-00	1510	80011	70		803910		60350	13,820	14,149	329	13,382
6												
7	80-50	1510	80002	70		805371		60000	370,696	363,795	(6,901)	
8	80-50	1510	80002	70		805371		60130	110,742	108,734	(2,008)	
9	80-50	1510	80002	70		805371		60140	154,450	150,688	(3,762)	
10	80-50	1510	80002	70		805371		60350	21,130	20,811	(319)	(12,990)
11												
12	80-50	1510	80002	70		805380		60000	516,064	515,768	(296)	
13	80-50	1510	80002	70		805380		60130	156,667	156,581	(86)	
14	80-50	1510	80002	70		805380		60140	209,364	209,364	0	
15	80-50	1510	80002	70		805380		60530	26,176	26,166	(10)	(392)
16												
17	72-10	3500		20		705210		50316			728	
18	72-10	3500		20		705210		60330		(728)	(728)	0
19										0		
20										0		
21										0		
22										0		
23										0		
24										0		
25										0		0
26										0		
27										0		
28										0		
29										0		0
											0	0
											0	0

BM-LIB-03

Budget/Fiscal Year: 2012

Description
Permanent
Temporary
Salary Related Expenses
Insurance Benefits
Central Indirect
Permanent
Salary Related Expenses
Insurance Benefits
Central Indirect
Permanent
Salary Related Expenses
Insurance Revenue
Central Indirect
Insurance Revenue
Offsetting Expenditure
Total - Page 1
GRAND TOTAL

ANNUALIZED PERSONNEL CHANGE

Change on a full year basis even though this action affects only a part of the fiscal year (FY).

[illegible]

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.

							CURRENT YEAR			
Fund	Job #	HR Org	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
1510	7203	61738	803910	Library Page	709808	(0.50)	(8,240)	(2,398)	(4,884)	(15,521)
1510	7203	61738	803910	Library Page	709808	0.50	7,748	2,255	4,847	14,849
1510	7211	61738	803910	Library Assistant	712083	(0.34)	(8,368)	(2,569)	(3,872)	(14,809)
1510	7211	61738	803910	Library Assistant	712083	0.67	16,736	5,138	6,943	28,817
1510	7202	65554	805371	Library Clerk	714412	(0.33)	(6,901)	(2,008)	(3,762)	(12,671)
1510	7203	61740	805380	Library Page	713363	(0.33)	(5,908)	(1,719)	(2,864)	(10,492)
1510	7203	61740	805380	Library Page	711676	(0.34)	(5,560)	(1,618)	(3,662)	(10,839)
1510	7203	61740	805380	Library Page	711676	0.50	8,340	2,427	4,891	15,658
1510	7203	61740	805380	Library Page	713125	(0.50)	(8,472)	(2,465)	(4,901)	(15,839)
1510	7203	61740	805380	Library Page	713125	0.67	11,304	3,289	6,536	21,129
										0
										0
										0
										0
										0
				TOTAL CURRENT FY CHANGES		0.00	679	331	(728)	282

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		9500001000		60470		Reduce available General Fund Contingency
	xx-xx	xxxxx		xxx	xxx	xxxxx		Increase Expenditure
Indirect								
Central								
	xx-xx	xxxxx			xxx	60350		Indirect Expenditure
	19	1000		9500001000		50310		Indirect reimbursement revenue in General Fund
	19	1000		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		709525		50310		Budgets receipt of reimbursement
	10-10	3503		709525		60200		Budgets offsetting expenditure in telecommunications fund
Data Processing								
	xx-xx	xxxxx			xxx	60380		Departmental data processing expenditures
	10-10	3503		709000		50310		Budgets receipt of Data Processing reimbursement
	10-10	3503		709000		60240		Budgets offsetting expenditures
PC Flat Fee <i>(Flat Fee is no longer in effect for most Departments beginning in FY 2007)</i>								
	xx-xx	xxxxx			xxx	60390		Departmental PC Flat Fee expenditure
	10-10	3503		709617		50310		Budgets receipt of PC Flat Fee
	10-10	3503		709617		60240		Budgets offsetting expenditure
Electronic Service Reimbursement								
	xx-xx	xxxxx				60420		Departmental Electronics expenditure
	72-55	3501		904200		50310		Receipt of Electronics service reimbursement
	72-55	3501		904200		60240		Budgets offsetting expenditure
Motor Pool: <i>Use this cost center if you are adding funds for motor pool use.</i>								
	xx-xx	xxxxx			xxx	60410		Departmental Motor Pool expenditure
	72-55	3501		904150		50310		Budgets receipt of Motor Pool service reimbursement
	72-55	3501		904150		60240		Budgets offsetting expenditure
Fleet: <i>Use this cost center if you are adding funds for dedicated program cars.</i>								
	xx-xx	xxxxx			xxx	60410		Departmental Fleet expenditure
	72-55	3501		904100		50310		Budgets receipt of Fleet service reimbursement
	72-55	3501		904100		60240		Budgets offsetting expenditure
Building Management								
	xx-xx	xxxxx			xxx	60430		Departmental Building Management expenditure
	72-50	3505		902575		50310		Budgets receipt of Building Management service reimbursement
	72-50	3505		902575		60170		Budgets offsetting expenditure
Insurance Service Reimbursement								
	xx-xx	xxxxx				60140 or 60145		Departmental Insurance expenditure
	72-10	3500		705210		50316		Insurance Revenue
	72-10	3500		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		904400		50310		Budgets receipt of service reimbursement
	72-55	3504		904400		60230		Budgets offsetting expenditure
Records								
	xx-xx	xxxxx			xxx	60460		Records expenditure
	72-55	3504		904500		50310		Budgets receipt of service reimbursement
	72-55	3504		904500		60240		Budgets offsetting expenditure
Stores								
	xx-xx	xxxxx			xxx	60460		Stores expenditure
	72-55	3504		904600		50310		Budgets receipt of service reimbursement
	72-55	3504		904600		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		
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.