



**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.*

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

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## ATTACHMENT A

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### Budget Modification

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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.

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- **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.*

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**ATTACHMENT B**

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**BUDGET MODIFICATION: LIB - 03**

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**Required Signatures**

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



**Date:**  
11/21/11

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**Vailey Oehlke**

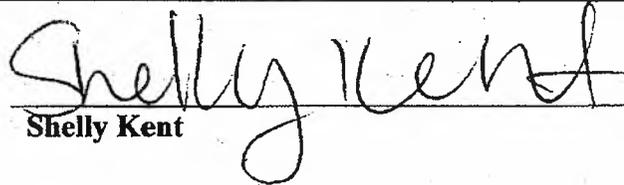
**Budget  
Analyst:**



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**Ching Hay**

**Date:**



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**Shelly Kent**

**Department  
HR:**

**Date:**

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**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	<b>13,382</b>
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)	<b>(12,990)</b>
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)	<b>(392)</b>
16												
17	72-10	3500		20		705210		50316			728	
18	72-10	3500		20		705210		60330		(728)	(728)	<b>0</b>
19										0		
20										0		
21										0		
22										0		
23										0		
24										0		
25										0		<b>0</b>
26										0		
27										0		
28										0		
29										0		<b>0</b>
											<b>0</b>	<b>0</b>
											<b>0</b>	<b>0</b>





FM Side			PS/CO Side			Cost Element/ Commitment Item	Notes
FM Fund Center	FM Fund Code	Functional Area	Internal Order	Cost Center	WBS Element		
<b>General Fund Contingency</b>							
	19	1000		950001000		60470	Reduce available General Fund Contingency
	xx-xx	xxxxx	0020	xxx	xxx	xxxxx	Increase Expenditure
<b>Indirect</b>							
<b>Central</b>							
	xx-xx	xxxxx			xxx	60350	Indirect Expenditure
	19	1000	0020	950001000		50310	Indirect reimbursement revenue in General Fund
	19	1000	0020	950001000		60470	CGF Contingency expenditure
<b>Departmental</b>							
	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
<b>Telecommunications</b>							
	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
<b>Data Processing</b>							
	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
<b>PC Flat Fee</b> <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	0020	709617		50310	Budgets receipt of PC Flat Fee
	10-10	3503	0020	709617		60240	Budgets offsetting expenditure
<b>Electronic Service Reimbursement</b>							
	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
<b>Motor Pool:</b> <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	0020	904150		50310	Budgets receipt of Motor Pool service reimbursement
	72-55	3501	0020	904150		60240	Budgets offsetting expenditure
<b>Fleet:</b> <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	0020	904100		50310	Budgets receipt of Fleet service reimbursement
	72-55	3501	0020	904100		60240	Budgets offsetting expenditure
<b>Building Management</b>							
	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
<b>Insurance Service Reimbursement</b>							
	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
<b>Lease Payments to Capital Lease Retirement Fund</b>							
	xx-xx	xxxxx				60450	Departmental Capital Lease Retirement expenditure Contact your Budget Analyst to complete this.
<b>Mail &amp; Distribution</b>							
	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
<b>Records</b>							
	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
<b>Stores</b>							
	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

**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.