



# MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(Revised: 5/24/13)

APPROVED: MULTNOMAH COUNTY

BOARD OF COMMISSIONERS

AGENDA # C-1 DATE 1/30/14

MARINA BAKER, ASST BOARD CLERK

## Board Clerk Use Only

Meeting Date: 1/30/14

Agenda Item #: C.1

Est. Start Time: 9:30 am

Date Submitted: 1/14/14

**BUDGET MODIFICATION # LIB-05 Creating an Administrative Analyst position and eliminating an Office Assistant, Sr. position in the Library's Department Administration division.**

*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: January 30, 2014

### Time

Needed: NA

Department: Library

Division: Administration

Contact(s): Daniel Flanigan

Phone: 503-988-5431

Ext. \_\_\_\_\_

I/O Address: \_\_\_\_\_

### Presenter

Name(s) &

Title(s): NA-Consent Agenda

## General Information

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

Requesting approval of Budget Modification LIB-05 to create an Administrative Analyst position and eliminate an Office Assistant, Sr. 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.

This new position in the Library's Director's Office is being created in order to provide direct administrative support to the Director and Deputy Director. The position will be responsible for coordinating the development of the division budget for Department Administration; developing the Director's Office annual budget and program offer; monitoring spending against the budget throughout the year; monitoring the Director's Discretionary Fund; drafting contract proposals; coordinating the contracting approval process; monitoring and evaluating contracts throughout the year; coordinating personnel administration activities; working with Human Resources to review, draft and edit disciplinary actions on behalf of the Director and Deputy Director; analyzing data related to grievance and collective

bargaining issues; and receiving and responding to inquiries, complaints and concerns on behalf of the Director and Deputy Director. Additionally, this new position will be responsible for planning meetings with community partners, library stakeholders, commissioners, the Chair's office and staff groups; coordinating and supporting the executive management team meetings; acting as the administrative liaison for the Library Advisory board; completing one time projects that require research, analysis, writing, planning and implementation; and delegating work to support staff as needed.

The position has been reviewed and approved for this classification by the Class Comp unit of Central Human Resources. This change impacts program offer 80007, Library Director's Office.

**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 \$11,609 which is offset by a decrease in the supply budget in Library IT Services.

On an ongoing basis the personnel budget in the Library Director's Office will increase \$27,641.

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

NA

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

NA

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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).**

No revenue is changed

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

In the Library Director's Office:

Permanent salary increased \$8,283

Salary Related Expenses increased \$2,746

Insurance increased \$580

In Library IT Services supplies decreased \$11,609

- **What do the changes accomplish?**

The creation of the new Administrative Analyst position will increase organizational efficiency in the Library Director's Office.

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

In the Library Director's Office a new 1.0 FTE Administrative Analyst position will be created and a vacant, existing 1.0 FTE Office Assistant Sr. position will be eliminated.

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

NA

- **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?**

NA

Budget Modification ID: **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: 2014**

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	80007	70		800000		60000	490,326	498,609	8,283		Permanent
2	80-00	1510	80007	70		800000		60130	169,571	172,317	2,746		Salary Related Expense
3	80-00	1510	80007	70		800000		60140	119,235	119,815	580		Insurance
4	80-80	1510	80017	70		803210		60240	422,300	410,691	(11,609)		Supplies
5										0			
6	72-80	3500				705210		50316		(580)	(580)		Insurance Revenue
7	72-80	3500				705210		60330		580	580		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

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

							ANNUALIZED			
Fund	Job #	HR Org	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
1510	9006	61320	800000	Administrative Analyst (NR)	New	1.00	60,000	19,890	18,352	98,242
1510	6002	61320	800000	Office Assistant Senior		(1.00)	(40,278)	(13,352)	(16,971)	(70,601)
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
TOTAL ANNUALIZED CHANGES						0.00	19,722	6,538	1,381	27,641

**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	9006	61320	800000	Administrative Analyst (NR)	New	0.42	25,200	8,354	7,708	41,262
1510	6002	61320	800000	Office Assistant Senior		(0.42)	(16,917)	(5,608)	(7,128)	(29,652)
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
TOTAL CURRENT FY CHANGES						0.00	8,283	2,746	580	11,609

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	0020		9500001000		60470	Reduce available General Fund Contingency
xx-xx	xxxxx	0020		xxx	xxx	xxxxx	Increase Expenditure
<b>Indirect Central</b>							
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
<b>Departmental</b>							
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
<b>Telecommunications</b>							
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
<b>Data Processing</b>							
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
<b>Electronic Service Reimbursement</b>							
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
<b>Motor Pool: Use this cost center if you are adding funds for motor pool use.</b>							
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
<b>Fleet: Use this cost center if you are adding funds for dedicated program cars.</b>							
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
<b>Building Management</b>							
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
<b>Insurance Service Reimbursement</b>							
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
<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
78-20	3504	0020		904400		50310	Budgets receipt of service reimbursement
78-20	3504	0020		904400		60230	Budgets offsetting expenditure
<b>Records</b>							
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.

<b>Functional Area Assignments ~ Based on Fund</b>		
<b>Special Revenue Funds</b>		
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
<b>Capital Project Funds</b>		
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
<b>Enterprise Funds</b>		
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.

<b>Functional Area Assignments ~ Based on Department (Fund Center)</b>		
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.*

- 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)?

NA

*NOTE: Attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.*

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**Required Signatures**

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**Elected Official  
or Dept Director:**     Vailey Oehlke /s/     **Date:** 1/14/2014

**Budget Analyst:**     Althea Gregory /s/     **Date:** 1/14/2014

**Department HR:**     Shelly Kent /s/     **Date:** 1/14/2014

**Countywide HR:**     Kari Miller /s/     **Date:** 1/14/2014

*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."*