



## Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS

AGENDA # 0-2 DATE 4/30/15  
MARINA BAKER, ASST BOARD CLERK

### Board Clerk Use Only

Meeting Date: 4/30/15  
Agenda Item #: C.2  
Est. Start Time: 9:30 am  
Date Submitted: 4.14.15

**Agenda Title:** BUDGET MODIFICATION # DCM-15-15: Reclassifying a Program Manager 1 to a Program Supervisor in the DART Appraisal Section

**Requested Meeting Date:** April 30, 2015

**Time Needed:** Consent calendar

**Department:** 72 - County Management

**Division:** Division of Assessment,  
Recording & Taxation

**Contact(s):** Randy Walruff (Shaun Coldwell)

**Phone:** 503-988-4668

**Ext.** x84668

**I/O Address** \_\_\_\_\_

**Presenter Name(s) & Title(s):** Not applicable

### General Information

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

The department is requesting Board approval of budget modification DCM-15-15 reclassifying a Program Manager 1 to a Program Supervisor in the Division of Assessment, Recording and Taxation Division - Residential Appraisal section.

This budget modification impacts program offer 72034-15 DART Residential Appraisal.

#### 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 modification reflects a Class/Comp decision on a classification request initiated by management (request# 2842). This is reclassifying an existing vacant position in the FY 2015 adopted budget. Due to the recent Chief Appraiser positions being filled, the Program Manager positions have been phased out and downward reclassified to Program Supervisors in order to provide more direct supervision of the Appraisers. The purpose of this position is to plan, prioritize, assign, supervise, and review the work of staff involved in valuing residential properties for ad valorem tax purposes and resolving related assessment issues. Duties are training and instructing appraisers, appraiser technicians and other assigned staff in the methods and procedures used to value and assess property, and developing and recommending improvements and modifications to policies and procedures; supervising the work of staff, handling difficult property appraisals, and

conferring with the Department of Revenue staff on appraisal and assessment problems; directing the processing of applications for "cancellation of assessment" and application for reappraisal due to property destruction, and assisting in the supervision of special valuation and tax billings that fall under "in lieu" tax; assigning, reviewing and supervising the preparing of appraisals and assessments report to the Board of Property Tax Appeals; initiating, supervising, and approving changes to assessment roll to correct double assessments, omitted property, clerical errors and other changes; and preparing and maintaining production, mileage, and other reports.

This reclassification is effective March 20, 2015.

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

This position is funded within existing resources (100% in General Fund). The lower classification results in a balance of \$2,899, which is being transferred to the supplies budget in Residential Appraisal.

The Risk Fund has a reduced amount of -\$149 due to the changes in salary and benefits for this position.

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

None.

**5. Explain any citizen or other government participation.**

None.

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**Budget Modification**

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**6. What revenue is being changed and why? If the revenue is from a federal source, please list the Catalog of Federal Assistance Number (CFDA).**

NA

**7. What budgets are increased/decreased?**

The Residential Appraisal section will be balanced by adding the \$2,899 in salary and benefits to the supplies budget.

The Central HR Employee Benefits program offer 72020-15 will have a reduced revenue in service reimbursements of -\$149 and a reduction to their claims paid line by -\$149.

**8. What do the changes accomplish?**

The changes will impact program offers 72034-15 DART Residential Appraisal and 72020-15 Central HR Employee Benefits.

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

The approval of this budget modification will reclassify the Program Manager 1 position to a Program Supervisor in the DART Residential Appraisal section, effective March 20, 2015.

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

NA

11. 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

12. 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 (e.g. cash match, in kind match, reporting requirements, etc)?

NA

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**Required Signature**

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**Elected Official or  
Dept. Director:** Karyne Kieta /s/

**Date:** 4/9/15

**Budget Analyst:** Ching Hay /s/

**Date:** 4/14/15

**Department HR:** Patsy Moushey /s/

**Date:** 4/14/15

**Countywide HR:** Susan Mullett /s/

**Date:** 4/9/15

## Exp/Rev/FTE - Budget Modification

Budget Year: 2015

Budget Modification: DCM-15-15

### Expenditures & Revenues

An increase in revenue is shown as a negative value and a decrease as a positive value for consistency with SAP.

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
1	72020-15	3500	72-80	0020	705210	50316 - Svc Rmb Med/Dental	(67,826,271)	(67,826,122)	149	
2	72020-15	3500	72-80	0020	705210	60330 - Claims Paid	4,829,828	4,829,679	(149)	
3500 Total										0
72-80 Total										0
Program Offer Number 72020-15 Total										0
3	72030-15	1000	72-30	0020	706402	60000 - Permanent	563,246	539,227	(24,019)	
4	72030-15	1000	72-30	0020	706402	60130 - Salary Related Expns	184,740	176,603	(8,138)	
5	72030-15	1000	72-30	0020	706402	60140 - Insurance Benefits	179,142	173,627	(5,515)	
1000 Total										(37,671)
72-30 Total										(37,671)
Program Offer Number 72030-15 Total										(37,671)
6	72034-15	1000	72-30	0020	706405	60000 - Permanent	1,948,020	1,975,989	27,969	
7	72034-15	1000	72-30	0020	706405	60130 - Salary Related Expns	632,075	641,551	9,476	
8	72034-15	1000	72-30	0020	706405	60140 - Insurance Benefits	586,958	593,703	6,745	
9	72034-15	1000	72-30	0020	706405	60240 - Supplies	3,658	6,557	2,899	
1000 Total										47,089
72-30 Total										47,089
Program Offer Number 72034-15 Total										47,089
10	72038-15	1000	72-30	0020	706408	60000 - Permanent	104,972	98,967	(6,005)	
11	72038-15	1000	72-30	0020	706408	60130 - Salary Related Expns	34,124	32,090	(2,034)	

**Exp/Rev/FTE - Budget Modification**

Budget Year: 2015

Budget Modification: DCM-15-15

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
12	72038-15	1000	72-30	0020	706408	60140 - Insurance Benefits	33,083	31,705	(1,379)	
1000 Total										(9,418)
	72-30 Total									(9,418)
	Program Offer Number 72038-15 Total									(9,418)

**Exp/Rev/FTE - Budget Modification**

Budget Year: 2015

Budget Modification: DCM-15-15

**Annualized Personnel Changes**

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

						Annualized				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
703115	9361	Program Supervisor		1000	706405	1.00	83,907	28,428	20,235	132,570
703115	9615	Program Manager 1		1000	706402	(0.80)	(72,056)	(24,413)	(16,546)	(113,014)
703115	9615	Program Manager 1		1000	706408	(0.20)	(18,014)	(6,103)	(4,136)	(28,254)
Total Annualized Changes:						0.00	(\$6,163)	(\$2,088)	(\$447)	(\$8,698)

**Current Year Personnel Changes**

Cost/savings that will take place in this FY; these explain the actual dollar amounts being changed by this BudMod.

						Current Year				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
703115	9361	Program Supervisor		1000	706405	0.33	27,969	9,476	6,745	44,190
703115	9615	Program Manager 1		1000	706402	(0.27)	(24,019)	(8,138)	(5,515)	(37,671)
703115	9615	Program Manager 1		1000	706408	(0.07)	(6,005)	(2,034)	(1,379)	(9,418)
Total Current FY Changes:						0.00	(\$2,054)	(\$696)	(\$149)	(\$2,899)