



Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

Board Clerk Use Only

Meeting Date: _____

Agenda Item #: _____

Est. Start Time: _____

Date Submitted: _____

Agenda Title: BUDGET MODIFICATION # DCM-04-16: Reclassifying a GIS/Cartographer to a Property Management Specialist Sr in DART

Requested Meeting Date: _____ **Time Needed:** Consent Calendar

Department: 72 - County Management **Division:** Division of Assessment, Recording and Taxation (DART)

Contact(s): Randy Walruff (Shaun Coldwell)

Phone: 503-988-4668 **Ext.** 84668 **I/O Address** _____

Presenter Name(s) & Title(s): Consent Calendar

General Information

1. What action are you requesting from the Board?

This budget modification requests approval of a reclassification of a GIS/Cartographer to a Property Management Specialist Sr, as recommended by the Central HR Class Comp section on request #3043. This action also requests moving the position from the GIS Cartography section to the Tax Title Section.

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 position is to provide property expertise in the areas of property management, land sales contract management, and other real property management transactions, including purchases and sale negotiations, property marketing, workflow processing, and staff direction. Duties include acting as lead and technical advisor for County real estate activities, including leading and conducting inspections of properties, determining possible liabilities and mitigation steps to proceeds with disposal of properties, determining availability for sale, supervising the preparation and coordination of public sales, reviewing and approving advertising and promotion of properties, and requesting hearings; interpreting and applying County Code and the Oregon Revised Statutes, including communicating and presenting findings, writing and analyzing legislative concepts, and reporting on administrative impact regarding new legislative concepts and changes; provide

information, including data for real property expenses, performances, and obligations, and monitoring financial data regarding costs and payments; and providing customer service, supervising the development and maintenance of record keeping systems and other administrative support processes, and leading the work of technical and administrative staff.

This budget modification impacts program offers 72028 GIS Cartography, 72038 Tax Title and 72020 Central HR Employee Benefits.

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

The cost of the Property Management Specialist Sr is higher in salary and benefits by \$45,096. That difference is balanced within the Tax Title program by reducing the anticipated pass through to taxing agencies.

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

None.

5. Explain any citizen or other government participation.

None

Budget Modification

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).

No revenue change.

7. What budgets are increased/decreased?

Program Offer 72028-16 is reduced by \$79,081 as a result of moving the GIS Cartographer position out. Program Offer 72038-16 is increased by a net \$79,801 by moving the position in and reclassifying it to a Property Management Specialist Sr, a higher level position. The difference in cost was balanced within the Tax Title program by reducing pass through to other taxing agencies by \$45,096.

The Risk Management fund is increased by \$2,405 to account for additional insurance benefits.

8. What do the changes accomplish?

Transfers a position from the GIS Cartography section to the Tax Title section in the Division of Assessment, Recording and Taxation.

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

Position is reclassified from a GIS Cartographer to a Property Management Specialist Sr.

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

Required Signature

Elected Official or Dept. Director:	_____	Date:	_____
Budget Analyst:	_____	Date:	_____
Department HR:	_____	Date:	_____
Countywide HR:	_____	Date:	_____