



# Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # C.2 DATE 5-28-15  
LYNDA GROW, BOARD CLERK

## Board Clerk Use Only

Meeting Date: 5/28/15  
Agenda Item #: C.2  
Est. Start Time: 9:30 am  
Date Submitted: 5/21/15

**Agenda Title: BUDGET MODIFICATION # DCM-17-15: Reclassifying a Program Manager 1 to a Program Supervisor in the DART Appraisal Section**

**Requested Meeting Date:** May 28, 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** 503/1

**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-17-15 reclassifying a Program Manager 1 to a Program Supervisor in the Division of Assessment, Recording and Taxation Division - Residential Appraisal section.

This budget modification also moves the position from program offer 72034-15 DART Residential Appraisal to program offer 72032-15 Industrial 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# 2881). This vacant position in Assessment, Recording and Taxation (DART) in DCM is submitted for a reclassification from Program Manager 1 to Program Supervisor. With the addition of two (2) Chief Appraisers, the Program Manager positions are being phased out with Program Supervisors to provide direct supervision to the Appraiser team. This reclassification request is timed based on a retirement of a current Program Manager 1 employee. This position will plan, prioritize, assign, supervise and review the work of staff involved in valuing industrial properties (buildings, structures, machinery, equipment, personal property) for ad valorem tax purposes and resolving related assessment issues.

This reclassification is effective May 29, 2015.

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

The higher level Program Manager 1 position is currently budgeted at \$91,980 as an annual salary, close to the top of the range. The reclassified position at Program Supervisor is being budgeted at mid-range, for an annual salary difference of \$31,566 with all costs included. For fiscal year 2015, the difference of \$2,630 for the one month change is being placed in the Temporary line.

The position is being moved from program offer 72034, DART Residential Appraisal to program offer 72032 DART Industrial Appraisal, as of May 29.

There is a difference of -\$82 in insurance benefits, which impacts program offer 72020 Central HR Employee Benefits.

**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).**

Revenue to the Risk Fund is being reduced by \$82.

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

DART Residential Appraisal, program offer 72034, decreased by \$9,367  
DART Industrial Appraisal, program offer 72032, increased by \$9,367  
Employee Benefits, program offer 72020, decreased by \$82

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

This action will result in a reclassification of a Program Manager 1 to a Program Supervisor, and will move the position from Residential Appraisal to Industrial Appraisal.

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

Reclassifies a vacant position.

**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:** 5/11/15

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

**Date:** 5/11/15

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

**Date:** 5/11/15

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

**Date:** 5/11/15



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

Budget Year: 2015

Budget Modification: DCM-17-15

**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	(67,861,267)	(67,861,185)	82	
2	72020-15	3500	72-80	0020	705210	60330 - Claims Paid	4,864,824	4,864,742	(82)	
<b>3500 Total</b>										<b>0</b>
<b>72-80 Total</b>										<b>0</b>
<b>Program Offer Number 72020-15 Total</b>										<b>0</b>
3	72032-15	1000	72-30	0020	706407	60000 - Permanent	463,420	469,221	5,801	
4	72032-15	1000	72-30	0020	706407	60130 - Salary Related Expns	147,743	149,709	1,965	
5	72032-15	1000	72-30	0020	706407	60140 - Insurance Benefits	137,615	139,215	1,600	
<b>1000 Total</b>										<b>9,367</b>
<b>72-30 Total</b>										<b>9,367</b>
<b>Program Offer Number 72032-15 Total</b>										<b>9,367</b>
6	72034-15	1000	72-30	0020	706405	60000 - Permanent	1,975,989	1,968,324	(7,665)	
7	72034-15	1000	72-30	0020	706405	60100 - Temporary	56,262	58,640	2,378	
8	72034-15	1000	72-30	0020	706405	60130 - Salary Related Expns	641,551	638,954	(2,597)	
9	72034-15	1000	72-30	0020	706405	60135 - Non Base Fringe	4,704	4,903	199	
10	72034-15	1000	72-30	0020	706405	60140 - Insurance Benefits	593,703	591,968	(1,735)	
11	72034-15	1000	72-30	0020	706405	60145 - Non Base Insurance	1,266	1,319	53	
<b>1000 Total</b>										<b>(9,367)</b>
<b>72-30 Total</b>										<b>(9,367)</b>
<b>Program Offer Number 72034-15 Total</b>										<b>(9,367)</b>

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

Budget Year: 2015

Budget Modification: DCM-17-15

**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
703722	9361	Program Supervisor		1000	706407	1.00	69,614	23,585	19,199	112,398
703722	9615	Program Manager 1		1000	706405	(1.00)	(91,980)	(31,163)	(20,821)	(143,964)
<b>Total Annualized Changes:</b>						<b>0.00</b>	<b>(\$22,366)</b>	<b>(\$7,578)</b>	<b>(\$1,622)</b>	<b>(\$31,566)</b>

**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
703722	9361	Program Supervisor		1000	706407	0.08	5,801	1,965	1,600	9,367
703722	9615	Program Manager 1		1000	706405	(0.08)	(7,665)	(2,597)	(1,735)	(11,997)
<b>Total Current FY Changes:</b>						<b>0.00</b>	<b>(\$1,864)</b>	<b>(\$631)</b>	<b>(\$135)</b>	<b>(\$2,630)</b>