

BEFORE THE BOARD OF COUNTY COMMISSIONERS

MULTNOMAH COUNTY, OREGON

In the Matter of Certifying)
an Estimate of Expenditures)
for the FY 1993-94 Property)
Tax Program in Accordance)
with HB 2338)

RESOLUTION
93-49

WHEREAS, House Bill 2338, hereinafter referred to as HB 2338, which passed during the 1989 legislative session significantly altered the funding structure for Assessment & Taxation; and

WHEREAS, in Multnomah County, meeting the requirements of HB 2338 will result in additional expenditures for Assessment & Taxation over the next several years; and

WHEREAS, a major purpose of HB 2338 is to bring Assessment and Taxation operations into compliance with Department of Revenue regulations; and

WHEREAS, HB 2338 created a statewide revenue pool to help offset the additional costs of being in full compliance with Department of Revenue regulations; and

WHEREAS, HB 2338 requires counties to file by March 1 of each calendar year an estimate of expenditures for their total Property Tax Program with the Department of Revenue; and

WHEREAS, Assessment & Taxation has prepared such an estimate of expenditures in accordance with HB 2338 and Department of Revenue administrative guidelines;

NOW THEREFORE BE IT RESOLVED that the attached estimate of expenditures for the fiscal year 1993-94 Property Tax Program for the County of Multnomah is certified for filing with the Department of Revenue as required by HB 2338.

ADOPTED this 18th day of February, 1993.



Gladys McCoy
Gladys McCoy, Chair
Board of County Commissioners
Multnomah County, Oregon

for *Laurence Kressel*
Laurence Kressel, County Counsel
for Multnomah County, Oregon

BUD 1

BUDGET REQUEST	AGENCY DGS LGFS CODE	ORGANIZATION A & T (Less LI&RG+BOE+TAXT)		PREPARED BY CAL SMITH	
		FUND	AGENCY	ORGANIZATION	DATE
		175	030	ALL A & T	2/19/93 BUD93BB.WK3
OBJECT DETAIL		CURRENT BUDGET 92-93	REQUEST BUDGET 93-94	NET DIFF	
5100 PERMANENT		4,366,073	4,752,360	386,287	
5200 TEMPORARY		113,606	108,068	(5,538)	
5300 OVERTIME		2,000	9,115	7,115	
5400 PREMIUM PAY		5,791	11,529	5,738	
5500 FRINGE		1,208,094	1,293,648	85,554	
DIRECT PERSONAL SERVICES		5,695,564	6,174,719	479,155	
5550 INS BENEFITS		835,950	853,508	17,558	
PERSONAL SERVICES		6,531,514	7,028,227	496,713	
6050 COUNTY SUPPLEMENTS		0	0	0	
6060 PASS THROUGH PAYMENTS		0	0	0	
6110 PROFESSIONAL SERVICES		308,548	322,074	13,526	
6120 PRINTING		49,350	54,200	4,850	
6130 UTILITIES		2,000	2,500	500	
6140 COMMUNICATIONS		500	500	0	
6170 RENTALS		15,661	27,178	11,517	
6180 REPAIRS & MAINTENANCE		236,325	237,025	700	
6190 MAINTENANCE CONTRACTS		100,720	98,806	(1,914)	
6200 POSTAGE (See 7560)		0	0	0	
6230 SUPPLIES		107,464	133,773	26,309	
6270 FOOD		250	250	0	
6310 EDUCATION & TRAINING		62,321	59,486	(2,835)	
6330 TRAVEL		68,327	70,912	2,585	
6520 INSURANCE		0	0	0	
6530 EXTERNAL DATA PROCESSING		1,000	1,400	400	
6550 DRUGS		0	0	0	
6580 CLAIMS PAID		0	0	0	
6590 JUDGEMENTS		0	0	0	
6610 AWARDS & PREMIUMS		0	0	0	
6620 DUES & SUBSCRIPTIONS		4,700	4,970	270	
7810 DEBT RETIREMENT		0	0	0	
7820 INTEREST		0	0	0	
DIRECT MATERIALS AND SERVICES		957,166	1,013,074	55,908	
7100 INDIRECT COSTS(at .0352 of PER, M&S,7xxx)		405,228	365,591	(39,637)	
7150 TELEPHONE		76,270	77,235	965	
7200 DATA PROC SERVICES		1,990,784	1,647,510	(343,274)	
7300 MOTOR POOL SERVICES		41,298	40,209	(1,089)	
7400 BLDG. MGT. SERVICES		269,240	297,323	28,083	
7500 OTHER INT. SERVICES		74,100	69,800	(4,300)	
7560 DISTRIBUTION/POSTAGE		210,826	212,726	1,900	
INTERNAL SVC. REIMBURSEMENTS		3,067,747	2,710,394	(357,353)	
TOTAL MATERIAL/SERVICES		4,024,913	3,723,468	(301,445)	
8100 LAND		0	0	0	
8200 BUILDINGS		0	0	0	
8300 OTHER IMPROVEMENTS		0	0	0	
8400 EQUIPMENT		85,182	62,700	(22,482)	
CAPITAL OUTLAY		85,182	62,700	(22,482)	
DIRECT BUDGET		6,732,962	7,237,493	504,531	
TOTAL BUDGET		10,641,609	10,814,395	172,786	

THIS FILE(BUD93BB.WK3) DRAWS INFO FROM ALL MODELS LISTED BELOW.

BUD93AP.WK3 BUD93RM.WK3 BUD93TS.WK3 BUD93SP.WK3 BUD93AD.WK3

BUD93TC.WK3 BUD93BOE.WK3 BUD93TAX.WK3

BUD93BB.WK3

MULTNOMAH COUNTY

EXPENDITURES FOR:	A VALUATION	B RECORDS ASSESSMENT	C BOARDS OF EQUALIZATION	D TAX COLLECTION & DISTRIBUTION	E CADASTRAL MAPPING	F DATA PROCESSING	G TOTAL
1. Personal Services *1	4,383,797	884,504	89,028	1,182,225		508,873	7,028,227
2. Materials & Services *1	484,718	387,359	82,565	739,080		1,848,627 A	3,612,347
3. Cost of Transportation *2 (Do Not Include In Materials & Services or Capital Outlay)	103,009	1,106	182	5,156		1,686	111,121
4. Capital Outlay (Do Not Include In Materials & Services)	0	11,500	0	5,000		48,200 *3	62,700
5. TOTAL	4,951,523	1,244,469	181,755	1,931,461	0	2,505,186	10,814,395

*1 Do Not Include Any Amount That Is Included In Capital Outlay.

*2 Specify The Method Used To Determine Cost Of Transportation:

☐ The estimate of the actual cost of operating the vehicle for a 12 month period plus a depreciation allowance for the useful life of the vehicle.

☐ The rate per mile used in the County with an estimate of miles driven.
Rate per Mile _____ Est. of Miles _____

*3 Data Processing And Capital Outlay Includes Personal Services And Materials & Services For All New Data Processing Development And All Data Processing Equipment

*4. Capital Outlay Is Limited To Either 6 Percent Of The Total Dollars Certified Or \$50,000, Whichever Is Greater.

5 Specify The Method Used To Determine Indirect Costs:

☒ Percent Amount Approved By A Federal Granting Agency.

☐ .0352% of _____ 10,751,695

(INCLUDED IN TOTALS ABOVE)

☐ 5 Percent of Total Direct Expenditures Less Capital Outlay.

Total Indirect Costs _____

*6 Total Eligible For Grant _____ \$10,814,395

7 Total Expenditures Certified For Consideration In Grant
(Total of 5 and 6) _____ \$10,814,395

A: Cost of System Project is 882,800 & may need to be reflected in Capital (G.4) Instead of Materials & Services. (F.3)

BUD 1

BUDGET REQUEST	AGENCY DES LGFS CODE	ORGANIZATION	PREPARED BY		
		A & T ADMINISTRATION	NTTA LOMAX		
		FUND	AGENCY	ORGANIZATION	DATE
		175	030	7565	1/15/93
OBJECT DETAIL		CURRENT BUDGET 1992-93	BUDGET REQUEST 1993-94	NET DIFF	
5100 PERMANENT		123,093	134,250	11,157	
5200 TEMPORARY		1,000	2,274	1,274	
5300 OVERTIME		0	0	0	
5400 PREMIUM PAY		900	2,798	1,898	
5500 FRINGE		33,321	36,101	2,780	
DIRECT PERSONAL SERVICES		158,314	175,423	17,109	
5550 INS BENEFITS		14,779	15,941	1,162	
PERSONAL SERVICES		173,093	191,364	18,271	
6050 COUNTY SUPPLEMENTS				0	
6060 PASS THROUGH PAYMENTS				0	
6110 PROFESSIONAL SERVICES		6,860	7,160	300	
6120 PRINTING		5,000	5,000	0	
6130 UTILITIES				0	
6140 COMMUNICATIONS		0	0	0	
6170 RENTALS		0	0	0	
6180 REPAIRS & MAINTENANCE		1,000	1,000	0	
6190 MAINTENANCE CONTRACTS		0	0	0	
6200 POSTAGE (see 7560)		0	0	0	
6230 SUPPLIES		11,000	11,000	0	
6270 FOOD		250	250	0	
6310 EDUCATION & TRAINING		11,838	12,148	310	
6330 TRAVEL		1,900	1,972	72	
6520 INSURANCE				0	
6530 EXTERNAL DATA PROCESSING		0	0	0	
6550 DRUGS				0	
6580 CLAIMS PAID				0	
6590 JUDGEMENTS				0	
6610 AWARDS & PREMIUMS				0	
6620 DUES & SUBSCRIPTIONS		4,400	1,659	(2,741)	
7810 DEBT RETIREMENT				0	
7820 INTEREST				0	
DIRECT MATERIALS AND SERVICES		42,248	40,189	(2,059)	
7100 INDIRECT COSTS (at .0352 of PER,M&S,7xxx)		10,443	9,422	(1,021)	
7150 TELEPHONE		3,744	3,639	(105)	
7200 DATA PROC SERVICES		0	0	0	
7300 MOTOR POOL SERVICES		1,229	1,229	0	
7400 BLDG. MGT. SERVICES		13992	14837	845	
7500 OTHER INT. SERVICES		0	0	0	
7560 DISTRIBUTION/POSTAGE		16,426	16,426	0	
INTERNAL SVC. REIMBURSEMENTS		45,834	45,553	(281)	
TOTAL MATERIAL/SERVICES		88,082	85,742	(2,340)	
8100 LAND				0	
8200 BUILDINGS				0	
8300 OTHER IMPROVEMENTS		0	0	0	
8400 EQUIPMENT		350	0	(350)	
CAPITAL OUTLAY		350	0	(350)	
DIRECT BUDGET		200,562	215,612	15,050	
TOTAL BUDGET		261,525	277,106	15,581	

FILENAME:
BUD93AD.WK3

BUD 1

BUDGET REQUEST	AGENCY DES LGFS CODE	ORGANIZATION A & T APPRAISAL		PREPARED BY ROBERT ELLIS	
		FUND	AGENCY	ORGANIZATION	DATE
		175	030	7580	2/19/93
OBJECT DETAIL		CURRENT BUDGET 1992-93	1993-94 REQUEST		DIFF
5100 PERMANENT		2,621,075	2,872,103		251,028
5200 TEMPORARY		35,856	35,856		0
5300 OVERTIME		0	0		0
5400 PREMIUM PAY		600	4,170		3,570
5500 FRINGE		720,599	777,788		57,189
DIRECT PERSONAL SERVICES		3,378,130	3,689,917		311,787
5550 INS BENEFITS		499,353	502,516		3,163
PERSONAL SERVICES		3,877,483	4,192,434		314,951
6050 COUNTY SUPPLEMENTS					0
6060 PASS THROUGH PAYMENTS					0
6110 PROFESSIONAL SERVICES		3,000	2,400		(600)
6120 PRINTING		14,000	14,000		0
6130 UTILITIES					0
6140 COMMUNICATIONS		500	500		0
6170 RENTALS		0	0		0
6180 REPAIRS & MAINTENANCE		4,300	3,000		(1,300)
6190 MAINTENANCE CONTRACTS		500	500		0
6200 POSTAGE (See 7560)		0	0		0
6230 SUPPLIES		16,000	23,025		7,025
6270 FOOD					0
6310 EDUCATION & TRAINING		25,030	24,430		(600)
6330 TRAVEL		63,040	65,008		1,968
6520 INSURANCE					0
6530 EXTERNAL DATA PROCESSING					0
6550 DRUGS					0
6580 CLAIMS PAID					0
6590 JUDGEMENTS					0
6610 AWARDS & PREMIUMS					0
6620 DUES & SUBSCRIPTIONS		0	1,500		1,500
7810 DEBT RETIREMENT					0
7820 INTEREST					0
DIRECT MATERIALS AND SERVICES		126,370	134,363		7,993
7100 INDIRECT COSTS (at .0352 of PER,M&S,7xxx)		167,087	158,945		(8,142)
7150 TELEPHONE		34,586	36,081		1,495
7200 DATA PROC SERVICES					0
7300 MOTOR POOL SERVICES		34,800	34,800		0
7400 BLDG. MGT. SERVICES		94096	97494		3,398
7500 OTHER INT. SERVICES					0
7560 DISTRIBUTION/POSTAGE		20,300	20,300		0
INTERNAL SVC. REIMBURSEMENTS		350,869	347,620		(3,249)
TOTAL MATERIAL/SERVICES		477,239	481,983		4,744
8100 LAND					0
8200 BUILDINGS					0
8300 OTHER IMPROVEMENTS					0
8400 EQUIPMENT					0
CAPITAL OUTLAY		0	0		0
DIRECT BUDGET		3,504,500	3,824,280		319,780
TOTAL BUDGET		4,354,722	4,674,416		319,694

BUD 1

BUDGET REQUEST	AGENCY DES LGFS CODE	ORGANIZATION A & T RECORDS MANAGEMENT		PREPARED BY JAMES CZMOWSKI	
		FUND	AGENCY	ORGANIZATION	DATE
		175	030	7570	2/19/93 BUD93RM.WK3
OBJECT DETAIL		CURRENT BUDGET 1992-93	1993-94 REQUEST	DIFF	
5100 PERMANENT		536,174	589,024	52,850	
5200 TEMPORARY		6,420	6,420	0	
5300 OVERTIME		0	0	0	
5400 PREMIUM PAY		0	0	0	
5500 FRINGE		145,925	159,206	13,281	
DIRECT PERSONAL SERVICES		688,519	754,651	66,132	
5550 INS BENEFITS		102,409	109,853	7,444	
PERSONAL SERVICES		790,928	864,504	73,576	
6050 COUNTY SUPPLEMENTS		0	0	0	
6060 PASS THROUGH PAYMENTS		0	0	0	
6110 PROFESSIONAL SERVICES		139,200	139,200	0	
6120 PRINTING		8,000	13,200	5,200	
6130 UTILITIES		0	0	0	
6140 COMMUNICATIONS		0	0	0	
6170 RENTALS		13,161	16,078	2,917	
6180 REPAIRS & MAINTENANCE		6,000	8,000	2,000	
6190 MAINTENANCE CONTRACTS		50,759	46,900	(3,859)	
6200 POSTAGE (SEE 7560)		0	0	0	
6230 SUPPLIES		23,101	22,100	(1,001)	
6270 FOOD		0	0	0	
6310 EDUCATION & TRAINING		2,850	2,100	(750)	
6330 TRAVEL		890	1,106	216	
6520 INSURANCE		0	0	0	
6530 EXTERNAL DATA PROCESSING		1,000	1,000	0	
6550 DRUGS		0	0	0	
6580 CLAIMS PAID		0	0	0	
6590 JUDGEMENTS		0	0	0	
6610 AWARDS & PREMIUMS		0	0	0	
6620 DUES & SUBSCRIPTIONS		0	560	560	
7810 DEBT RETIREMENT		0	0	0	
7820 INTEREST		0	0	0	
DIRECT MATERIALS AND SERVICES		244,961	250,244	5,283	
7100 INDIRECT COSTS (at .0352 of PER,M&S,7xxx)		44,173	41,925	(2,248)	
7150 TELEPHONE		9,692	10,369	677	
7200 DATA PROC SERVICES		0	0	0	
7300 MOTOR POOL SERVICES		0	0	0	
7400 BLDG. MGT. SERVICES		58,520	62,927	4,407	
7500 OTHER INT. SERVICES		0	0	0	
7560 DISTRIBUTION/POSTAGE		3,000	3,000	0	
INTERNAL SVC. REIMBURSEMENTS		115,386	118,221	2,835	
TOTAL MATERIAL/SERVICES		360,347	368,465	8,118	
8100 LAND		0	0	0	
8200 BUILDINGS		0	0	0	
8300 OTHER IMPROVEMENTS		0	0	0	
8400 EQUIPMENT		4,600	11,500	6,900	
CAPITAL OUTLAY		4,600	11,500	6,900	
DIRECT BUDGET		933,480	1,004,895	71,415	
TOTAL BUDGET		1,155,875	1,244,469	88,594	

BUD 1

BUDGET REQUEST	AGENCY DES LGFS CODE	ORGANIZATION A&T TAX COLLECTION		PREPARED BY KATHY TUNEBCRG	
		FUND	AGENCY	ORGANIZATION	DATE
		175	030	7630	2/19/93 BUD93TC.WK3
OBJECT DETAIL		CURRENT BUDGET 1992-93	BUDGET REQUEST 1993-94	NET DIFF	
5100 PERMANENT		627,948	656,558	28,610	
5200 TEMPORARY		32,892	32,892	0	
5300 OVERTIME				0	
5400 PREMIUM PAY				0	
5500 FRINGE		179,220	179,555	335	
DIRECT PERSONAL SERVICES		840,060	869,006	28,946	
5550 INS BENEFITS		131,043	129,258	(1,785)	
PERSONAL SERVICES		971,103	998,264	27,161	
6050 COUNTY SUPPLEMENTS				0	
6060 PASS THROUGH PAYMENTS				0	
6110 PROFESSIONAL SERVICES		29,040	52,050	23,010	
6120 PRINTING		17,500	17,500	0	
6130 UTILITIES				0	
6140 COMMUNICATIONS				0	
6170 RENTALS		2,500	3,600	1,100	
6180 REPAIRS & MAINTENANCE		1,550	1,550	0	
6190 MAINTENANCE CONTRACTS		17,000	17,500	500	
6200 POSTAGE (See 7560)		0	0	0	
6230 SUPPLIES		6,725	8,150	1,425	
6270 FOOD				0	
6310 EDUCATION & TRAINING		3,623	3,723	100	
6330 TRAVEL		975	1,056	81	
6520 INSURANCE				0	
6530 EXTERNAL DATA PROCESSING				0	
6550 DRUGS				0	
6580 CLAIMS PAID				0	
6590 JUDGEMENTS				0	
6610 AWARDS & PREMIUMS				0	
6620 DUES & SUBSCRIPTIONS			332	332	
7810 DEBT RETIREMENT				0	
7820 INTEREST				0	
DIRECT MATERIALS AND SERVICES		78,913	105,461	26,548	
7100 INDIRECT COSTS (at .0352 of PER,M&S,7xxx)		54,506	50,408	(4,098)	
7150 TELEPHONE		15,412	16,611	1,199	
7200 DATA PROC SERVICES		0	0	0	
7300 MOTOR POOL SERVICES		500	500	0	
7400 BLDG. MGT. SERVICES		77447	91414	13,967	
7500 OTHER INT. SERVICES		74,100	69,800	(4,300)	
7560 DISTRIBUTION/POSTAGE		148,600	150,000	1,400	
INTERNAL SVC. REIMBURSEMENTS		370,565	378,733	8,168	
TOTAL MATERIAL/SERVICES		449,478	484,194	34,716	
8100 LAND				0	
8200 BUILDINGS				0	
8300 OTHER IMPROVEMENTS				0	
8400 EQUIPMENT		3,500	3,500	0	
CAPITAL OUTLAY		3,500	3,500	0	
DIRECT BUDGET		922,473	977,967	55,494	
TOTAL BUDGET		1,424,081	1,485,958	61,877	

BUD 1

BUDGET REQUEST	AGENCY DES IGFS CODE	ORGANIZATION Board Of Equalization		PREPARED BY CAL SMITH	
		FUND 175	AGENCY 030	ORGANIZATION 7390	DATE 1/04/93
		CURRENT BUDGET 92 - 93	BUDGET REQUEST 93 - 94	NET DIFF	
5100 PERMANENT		44,786	47,733	2,947	
5200 TEMPORARY		25,746	18,198	(7,548)	
5300 OVERTIME		0		0	
5400 PREMIUM PAY		0		0	
5500 FRINGE		12,146	14,341	2,195	
DIRECT PERSONAL SERVICES		82,678	80,272	(2,406)	
5550 INS BENEFITS		5,897	8,755	2,858	
PERSONAL SERVICES		88,575	89,028	453	
6050 COUNTY SUPPLEMENTS		0		0	
6060 PASS THROUGH PAYMENTS		0		0	
6110 PROFESSIONAL SERVICES		52,648	58,864	6,216	
6120 PRINTING		4,000	4,000	0	
6130 UTILITIES		0		0	
6140 COMMUNICATIONS		0		0	
6170 RENTALS		0		0	
6180 REPAIRS & MAINTENANCE		400	400	0	
6190 MAINTENANCE CONTRACTS		0		0	
6200 POSTAGE (See 7560)		0	0	0	
6230 SUPPLIES		1,200	1,200	0	
6270 FOOD		0		0	
6310 EDUCATION & TRAINING		450	450	0	
6330 TRAVEL		162	162	0	
6520 INSURANCE		0		0	
6530 EXTERNAL DATA PROCESSING		0		0	
6550 DRUGS		0		0	
6580 CLAIMS PAID		0		0	
6590 JUDGEMENTS		0		0	
6610 AWARDS & PREMIUMS		0		0	
6620 DUES & SUBSCRIPTIONS		0		0	
7810 DEBT RETIREMENT		0		0	
7820 INTEREST		0		0	
DIRECT MATERIALS AND SERVICES		58,860	65,076	6,216	
7100 INDIRECT COSTS (at .0352 of PER,M&S,7xxx)		6,740	6,180	(560)	
7150 TELEPHONE		2,221	2,211	(10)	
7200 DATA PROC SERVICES		0	0	0	
7300 MOTOR POOL SERVICES		0	0	0	
7400 BLDG. MGT. SERVICES (1333 sq ft @ 1.32)		1760	1760	0	
7500 OTHER INT. SERVICES		0	0	0	
7560 DISTRIBUTION/POSTAGE		17,500	17,500	0	
INTERNAL SVC. REIMBURSEMENTS		28,221	27,651	(570)	
TOTAL MATERIAL/SERVICES		87,081	92,727	5,646	
8100 LAND		0		0	
8200 BUILDINGS		0		0	
8300 OTHER IMPROVEMENTS		0	0	0	
8400 EQUIPMENT		0	0	0	
CAPITAL OUTLAY		0	0	0	
DIRECT BUDGET		141,538	145,348	3,810	
TOTAL BUDGET		175,656	181,755	6,099	

FILENAME
BUD93BOE.WK3

BUD 1

BUDGET REQUEST	AGENCY DES LGFS CODE	ORGANIZATION A & T TECHNICAL SUPPORT		PREPARED BY JOHN RILES	
		FUND	AGENCY	ORGANIZATION	DATE
		175	030	7566	1/22/93 BUD93TS WK3
OBJECT DETAIL		CURRENT BUDGET 1992-93	REQUEST 1993-94	NET DIFF	
5100 PERMANENT		306,845	334,257	27,412	
5200 TEMPORARY		11,692	12,428	736	
5300 OVERTIME		2,000	2,126	126	
5400 PREMIUM PAY		4,291	4,561	270	
5500 FRINGE		88,093	92,862	4,769	
DIRECT PERSONAL SERVICES		412,921	446,234	33,313	
5550 INS BENEFITS		57,461	62,439	4,978	
PERSONAL SERVICES		470,382	508,673	38,291	
6050 COUNTY SUPPLEMENTS				0	
6060 PASS THROUGH PAYMENTS				0	
6110 PROFESSIONAL SERVICES		58,200	57,400	(800)	
6120 PRINTING				0	
6130 UTILITIES				0	
6140 COMMUNICATIONS		0	0	0	
6170 RENTALS		0		0	
6180 REPAIRS & MAINTENANCE		23,075	23,075	0	
6190 MAINTENANCE CONTRACTS		32,461	33,906	1,445	
6200 POSTAGE (See 7560)		0	0	0	
6230 SUPPLIES		48,438	67,298	18,860	
6270 FOOD				0	
6310 EDUCATION & TRAINING		16,530	16,135	(395)	
6330 TRAVEL		1,360	1,608	248	
6520 INSURANCE				0	
6530 EXTERNAL DATA PROCESSING		0	400	400	
6550 DRUGS				0	
6580 CLAIMS PAID				0	
6590 JUDGEMENTS				0	
6610 AWARDS & PREMIUMS				0	
6620 DUES & SUBSCRIPTIONS		0	619	619	
7810 DEBT RETIREMENT				0	
7820 INTEREST				0	
DIRECT MATERIALS AND SERVICES		180,064	200,441	20,377	
7100 INDIRECT COSTS (at .0352 of PER,M&S,7xxx)		71,377	64,423	(6,954)	
7150 TELEPHONE		8,062	5,892	(2,170)	
7200 DATA PROC SERVICES		1,107,984	1,087,325	(20,659)	
7300 MOTOR POOL SERVICES		80	80	0	
7400 BLDG. MGT. SERVICES		21313	26779	5,466	
7500 OTHER INT. SERVICES		0	0	0	
7560 DISTRIBUTION/POSTAGE		1,000	1,000	0	
INTERNAL SVC. REIMBURSEMENTS		1,209,816	1,185,499	(24,317)	
TOTAL MATERIAL/SERVICES		1,389,880	1,385,940	(3,940)	
8100 LAND				0	
8200 BUILDINGS				0	
8300 OTHER IMPROVEMENTS				0	
8400 EQUIPMENT		76,732	46,200	(30,532)	
CAPITAL OUTLAY		76,732	46,200	(30,532)	
DIRECT BUDGET		669,717	692,875	23,158	
TOTAL BUDGET		1,936,994	1,940,813	3,819	

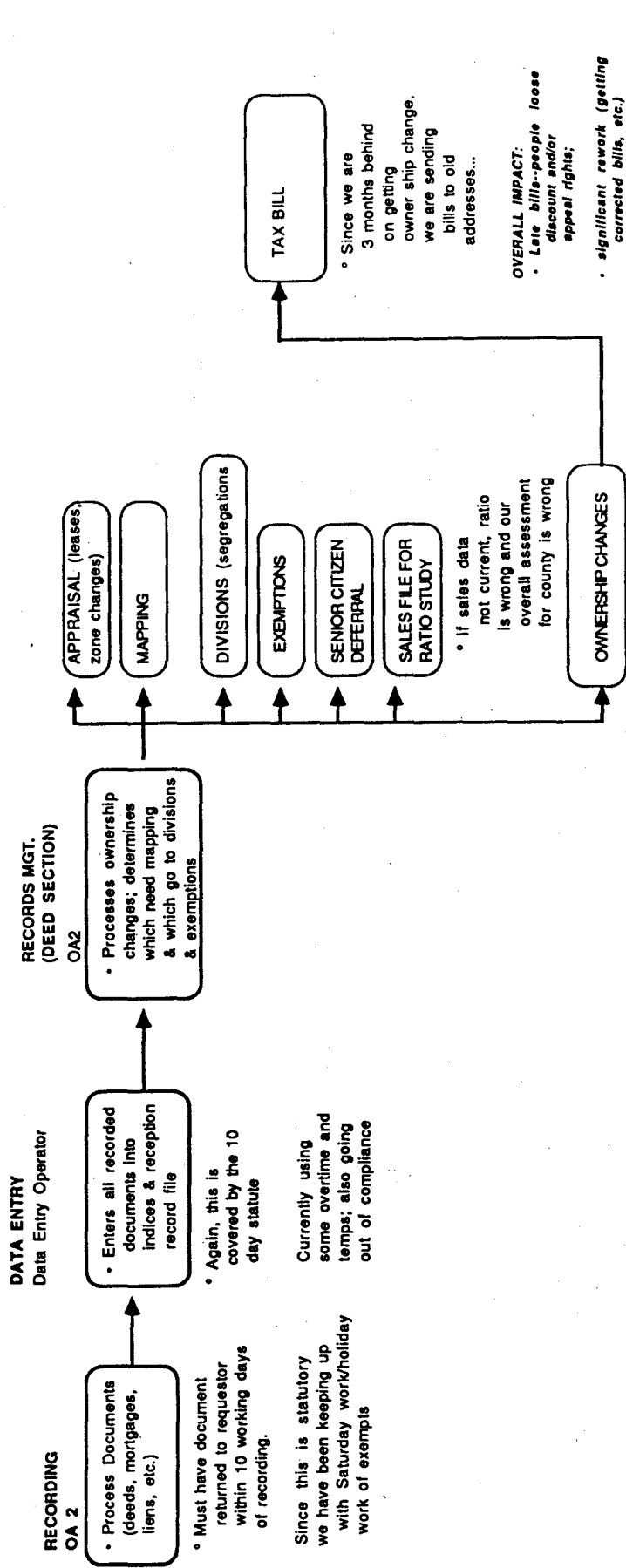
BUD 1

BUDGET REQUEST	AGENCY DGS IGFS CODE	ORGANIZATION A & T SYSTEMS PROJECT		PREPARED BY JOHN RILES	
		FUND	AGENCY	ORGANIZATION	DATE
		175	030	9481	1/12/93 BUD93SP WK3
OBJECT DETAIL		CURRENT BUDGET 1992-93	BUDGET REQUEST 1993-94	NET DIFF	
5100 PERMANENT					
5200 TEMPORARY					
5300 OVERTIME					
5400 PREMIUM PAY					
5500 FRINGE					
DIRECT PERSONAL SERVICES					
5550 INS BENEFITS					
PERSONAL SERVICES					
6050 COUNTY SUPPLEMENTS					
6060 PASS THROUGH PAYMENTS					
6110 PROFESSIONAL SERVICES					
6120 PRINTING					
6130 UTILITIES					
6140 COMMUNICATIONS					
6170 RENTALS					
6180 REPAIRS & MAINTENANCE					
6190 MAINTENANCE CONTRACTS					
6200 POSTAGE					
6230 SUPPLIES					
6270 FOOD					
6310 EDUCATION & TRAINING					
6330 TRAVEL					
6520 INSURANCE					
6530 EXTERNAL DATA PROCESSING					
6550 DRUGS					
6580 CLAIMS PAID					
6590 JUDGEMENTS					
6610 AWARDS & PREMIUMS					
6620 DUES & SUBSCRIPTIONS					
7810 DEBT RETIREMENT					
7820 INTEREST					
DIRECT MATERIALS AND SERVICES					
7100 INDIRECT COSTS(at .0352 of PER, M&S,7xxx)		35,224	19,719	(15,505)	
7150 TELEPHONE					
7200 DATA PROC SERVICES		882,800	560,185	(322,615)	
7300 MOTOR POOL SERVICES					
7400 BLDG. MGT. SERVICES					
7500 OTHER INT. SERVICES					
7560 DISTRIBUTION/POSTAGE					
INTERNAL SVC. REIMBURSEMENTS		918,024	579,904	(338,120)	
TOTAL MATERIAL/SERVICES		918,024	579,904	(338,120)	
8100 LAND					
8200 BUILDINGS					
8300 OTHER IMPROVEMENTS					
8400 EQUIPMENT					
CAPITAL OUTLAY					
DIRECT BUDGET		0	0	0	
TOTAL BUDGET		918,024	579,904	(338,120)	

 FILENAME
 BUD93SP.WK3

BUD 1

BUDGET REQUEST	AGENCY DES LGFS CODE	ORGANIZATION TAX TITLE		PREPARED BY CAL SMITH	
		FUND	AGENCY	ORGANIZATION	DATE
		175	030	5655	1/25/93
OBJECT DETAIL		CURRENT BUDGET 92-93	BUDGET REQUEST 93-94	NET DIFF	
5100 PERMANENT		106,152	118,434	12,282	
5200 TEMPORARY		0	0	0	
5300 OVERTIME		0	6,989	6,989	
5400 PREMIUM PAY		0	0	0	
5500 FRINGE		28,790	33,793	5,003	
DIRECT PERSONAL SERVICES		134,942	159,216	24,274	
5550 INS BENEFITS		25,008	24,745	(263)	
PERSONAL SERVICES		159,950	183,961	24,011	
6050 COUNTY SUPPLEMENTS		0	0	0	
6060 PASS THROUGH PAYMENTS		0	0	0	
6110 PROFESSIONAL SERVICES		19,600	20,000	400	
6120 PRINTING		850	500	(350)	
6130 UTILITIES		2,000	2,500	500	
6140 COMMUNICATIONS		0	0	0	
6170 RENTALS		0	7,500	7,500	
6180 REPAIRS & MAINTENANCE		200,000	200,000	0	
6190 MAINTENANCE CONTRACTS		0	0	0	
6200 POSTAGE (See 7560)		0	0	0	
6230 SUPPLIES		1,000	1,000	0	
6270 FOOD		0	0	0	
6310 EDUCATION & TRAINING		2,000	500	(1,500)	
6330 TRAVEL		0	0	0	
6520 INSURANCE		0	0	0	
6530 EXTERNAL DATA PROCESSING		0	0	0	
6550 DRUGS		0	0	0	
6580 CLAIMS PAID		0	0	0	
6590 JUDGEMENTS		0	0	0	
6610 AWARDS & PREMIUMS		0	0	0	
6620 DUES & SUBSCRIPTIONS		300	300	0	
7810 DEBT RETIREMENT		0	0	0	
7820 INTEREST		0	0	0	
DIRECT MATERIALS AND SERVICES		225,750	232,300	6,550	
7100 INDIRECT COSTS (at .0352 of PER,M&S,7xxx)		15,678	15,097	(581)	
7150 TELEPHONE		2,553	2,432	(121)	
7200 DATA PROC SERVICES		0	0	0	
7300 MOTOR POOL SERVICES		4,689	3,600	(1,089)	
7400 BLDG. MGT. SERVICES		2112	2112	0	
7500 OTHER INT. SERVICES		0	0	0	
7560 DISTRIBUTION/POSTAGE		4,000	4,500	500	
INTERNAL SVC. REIMBURSEMENTS		29,032	27,742	(1,290)	
TOTAL MATERIAL/SERVICES		254,782	260,042	5,260	
8100 LAND		0	0	0	
8200 BUILDINGS		0	0	0	
8300 OTHER IMPROVEMENTS		0	0	0	
8400 EQUIPMENT		0	1,500	1,500	
CAPITAL OUTLAY		0	1,500	1,500	
DIRECT BUDGET		360,692	391,516	30,824	
TOTAL BUDGET		414,732	445,502	30,770	



ADD / CHANGE PACKAGE

 Program **RECORDS MANAGEMENT**

 Package **I**

 Fund **175**

 Agency **030**

 Org **7570**

Offsetting Cuts (if any)

Description of Proposed Change

An additional position is needed to help with the increased workload in researching data on deeds and contracts that are processed in Records Management.

Program Impact (Clients affected, service changed)

Without this position, Records Management would not be able to meet its mandated service

Personnel Changes

FTE	Position	Job Class	Base	5500	5550	Total
1.0	Office Assistant 2	6001	\$19,168.00	\$5,164.00	\$4,811.00	\$29,143.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
	Permanent	5100	\$19,168.00	\$5,164.00	\$4,811.00	\$29,143.00
	Temporary	5200				\$0.00
	Overtime	5300				\$0.00
	Premium	5400				\$0.00
		TOTAL	\$19,168.00	\$5,164.00	\$4,811.00	\$29,143.00

M&S / Capital Outlay Changes

Object	Line Item	Description of Change	Total
		TOTAL CHANGE	\$0.00

Cash Transfer Change

Transfer	Description of Change	Total
		TOTAL CHANGE

\$0.00

TOTAL REQUIREMENT CHANGE

\$29,143.00

REVENUE CHANGE

Code	Revenue	Description of Change	Total
		TOTAL REVENUE CHANGE	\$0.00

NET GENERAL FUND (SAVINGS) / COST

Total Requirement Change Plus Total Revenue Change

\$29,143.00

APPROVED

200
2-18-73

ADD / CHANGE PACKAGE

Program RECORDS MANAGEMENT Package I
Fund 175 Agency 030 Org 7570

Offsetting Cuts (if any)

Description of Proposed Change

An additional position is needed to help with the increased workload in researching data on deeds and contracts that are processed in Records Management.

Program Impact (Clients affected, service changed)

Without this position, Records Management would not be able to meet its mandated service

Personnel Changes

FTE	Position	Job Class	Base	\$500	\$550	Total
1.0	Office Assistant 2	6001	\$19,168.00	\$5,164.00	\$4,811.00	\$29,143.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
	Permanent	5100	\$19,168.00	\$5,164.00	\$4,811.00	\$29,143.00
	Temporary	5200				\$0.00
	Overtime	5300				\$0.00
	Premium	5400				\$0.00
		TOTAL	\$19,168.00	\$5,164.00	\$4,811.00	\$29,143.00

M&S / Capital Outlay Changes

Object	Line Item	Description of Change	Total
		TOTAL CHANGE	\$0.00

Cash Transfer Change

Transfer	Description of Change	Total
	TOTAL CHANGE	\$0.00

TOTAL REQUIREMENT CHANGE \$29,143.00

REVENUE CHANGE

Code	Revenue	Description of Change	Total
		TOTAL REVENUE CHANGE	\$0.00

NET GENERAL FUND (SAVINGS) / COST

Total Requirement Change Plus Total Revenue Change \$29,143.00

REQUEST TO CREATE/RECLASSIFY A POSITION

1. List the proposed duties of the position (please do not copy from the class specification):

a.

b.

c.

d.

e.

SEE ATTACHED

Use the reverse side or attached additional sheets, if needed.

2. State the proposed classification title:

Office Assistant II

3. Is this a new position? ☒ Yes ☐ No

4. If this is an existing position, state the name of the incumbent:

5. Proposed effective date of change: 7-1-93

Hiring Manager: James S. Czmowski

Date: 12-30-92 Department/Division: DES/A&T

EMPLOYEE SERVICES DIVISION USE ONLY:

Action: ☒ Approved as submitted.

☐ Approved for classification title.

☐ Denied (for Reclassification Requests only).

Analyst Name: Donna Gershinsky

Date: 1/5/93

RECORD MANAGEMENT

1. List the proposed duties of the position:

- a. Process ownership changes from deeds and similar documents verifying property descriptions, chain of title, etc.
(Also, verify mail address, data on sales file and data that relates to other sections and agencies.)
- b. Provide customer service to the public and other sections via the telephone and at the counter regarding ownerships, annexations, maps, how data is available (microfiche, microfilm, hard copy), etc.
- c. Assist in filing records in numerical sequence by account number (ownership changes, corrections to the roll, change orders, etc.), prepare records for microfilming, prepare records for shipment to archival storage.
- d. Assist in the minor maintenance of microfiche and microfilm readers and reader/printers, as well as other office equipment.
- e. Communicate orally and/or in writing to the public, title companies, other agencies and sections regarding chain of title, description problems, etc.

Assist with the following overflow work in Recording:

- a. Prepare property documents for microfilming, remove staples, darken seals, etc.
- b. Microfilm property documents in the sequence that they were recorded, missing no pages and at all times operating the camera correctly.
- c. Load microfilm into cameras as required and take off the exposed film for processing each day.
- d. Prepare envelopes for mailing recorded property documents back to the correct party.
- e. Perform other duties including assisting the public at the counter, answering the telephones, etc.

RECORD MANAGEMENT

An additional position is needed in Record Management Section due to the increasing work load. The increase is in the number of documents that we must go through to find the deeds and contracts that we process; in the increased number of deeds and contracts to process; in the increased number of documents, and corrections to the roll to be filed; in the increased number of documents to be prepared for microfilming; and in the increased amount of research being done as a result of the re-mapping project.

SORTING:

The number of documents that we go through to find the deeds and contracts has increased 44.6% over the last nine (9) years. This year we will have to sort through 147,000 plus documents, looking for 49 types of documents out of 137 types of documents that must be recorded. Of the 49 types, 23 types are used by other Sections in Assessment & Taxation for valuation, mapping, address, etc. reasons.

PROCESSING:

The number of documents that we must process for ownership changes have increased by 17.3% over the last four (4) years coupled with more complex documents that require research to determine first what property is involved in the transaction and what interest is being conveyed. The complexity of the documents negates the use of a temporary to assist in this function.

RESULT:

In 1989, we were three (3) weeks behind The Recording Section in processing ownership changes. The Supervisor is now doing some of the clerical work in hopes of catching up, and yet, no gain has been noticed in the last six (6) months. At present, we are three (3) months behind in ownership changes, which affects the sales data that is used by Appraisal, and the names and addresses used on tax bills and other mailings.

FILING:

The increase in the number of ownership changes and the fact that the Board of Equalization and Board of Ratio Review Orders are now permanent records, the number of documents that we must file and then prepare for microfilming has doubled. Keeping these files current for inquiries takes time away from our sorting and processing. We have tried using a temporary at various times during the year, but the temporary has not been able to help with the processing of ownership changes, which is the largest problem.

CONCLUSION:

A full time Office Assistant II is needed in place of 700 hours of temporary time and cost.

CUT PACKAGE

Program Appraisal Package #
Fund 175 Agency 030 Org 7600

Description of Proposed Reduction

Eliminate a personal property appraiser position, in order to meet board required target reductions.

Program Impact (Clients affected, service reduced)

- . Eliminate a position that has been identified as necessary for compliance with DOR standards; run risk of not getting grant monies and/or having DOR attach other revenues, to reach compliance.
- . Not identify personal property that needs to be on the roll and as a consequence reduce revenue.

Personnel Changes

FTE	Position	Job Class	Base	5500	5550	Total
(1.0)	Personal Property Appraiser (vacant)	6050	(30,589)	(8,241)	(5,294)	(44,124) 0
						0
						0
						0
						0
	Permanent	5100	(30,589) 0	(8,241) 0	(5,294) 0	(44,124) 0
	Temporary	5200				0
	Overtime	5300				0
	Premium	5400				0
		TOTAL	(30,589) 0	(8,241) 0	(5,294) 0	(44,124) 0

M&S / Capital Outlay Changes

Object	Line Item	Description of Change	Total
		TOTAL CHANGE	0

Cash Transfer Change

Transfer	Description of Change	Total
		TOTAL CHANGE

0

TOTAL REQUIREMENT CHANGE

0

REVENUE CHANGE

Code	Revenue	Description of Change	Total
		TOTAL REVENUE CHANGE	0

NET GENERAL FUND (SAVINGS) / COST

Total Requirement Change Plus Total Revenue Change	0
--	---

CUT PACKAGE						
		Program Tax Collection		Package #		
Fund 175		Agency 030		Org 7630		
<u>Description of Proposed Reduction</u>						
Eliminate one tax collector position in order to meet board required target reductions.						
<u>Program Impact (Clients affected, service reduced)</u>						
. Eliminate a position that has been identified as necessary for compliance with DOR standards; run risk of not getting grant monies and/or having DOR attach other revenues, to reach compliance. . Eliminate revenue source. This position would generate revenue (estimated at approximately \$70-100K in revenue for the county).						
<u>Personnel Changes</u>						
FTE	Position	Job Class	Base	5500	5550	Total
(1.0)	Tax Collection Specialist (vacant)	6025	(25,703)	(6,924)	(5,087)	(37,715) °
						°
						°
						°
						°
	Permanent	5100	(25,703) °	(6,924) °	(5,087) °	(37,715) °
	Temporary	5200				°
	Overtime	5300				°
	Premium	5400				°
		TOTAL	(25,703) °	(6,924) °	(5,087) °	(37,715) °
<u>M&S / Capital Outlay Changes</u>						
Object	Line Item	Description of Change				Total
TOTAL CHANGE						0
<u>Cash Transfer Change</u>						
Transfer		Description of Change				Total
TOTAL CHANGE						0
TOTAL REQUIREMENT CHANGE						0
<u>REVENUE CHANGE</u>						
Code	Revenue	Description of Change				Total
TOTAL REVENUE CHANGE						0
<u>NET GENERAL FUND (SAVINGS) / COST</u>						
Total Requirement Change Plus Total Revenue Change						0