



**Multnomah County
Agenda Placement Request
Budget Modification**

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS

AGENDA # C-1 DATE 9/18/14
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 9/18/14
Agenda Item #: C.1
Est. Start Time: 9:30 am
Date Submitted: 8/27/14

Agenda Title: BUDGET MODIFICATION # DCM-01-15: Reclassifying Tax Exemption Specialist to Program Supervisor in DART Prop Assess Special Programs

Requested Meeting Date: Sept. 18, 2014 Time Needed: Consent

Department: 72 - County Management Division: DART Property Assessment

Contact(s): Randy Walruff

Phone: 503-988-4668 Ext. x84668 I/O Address _____

Presenter Name(s) & Title(s): N/A

General Information

1. What action are you requesting from the Board?

The department is requesting board approval of budget modification DCM-01-15, reclassifying a Tax Exemption Specialist to a Program Supervisor in the Property Assessment Special Programs program, and moves the position to the Residential Appraisal 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 modification reflects a Class/Comp decision on Request #2555. DART is reorganizing in order to better align staffing guidelines as required by the Oregon Department of Revenue, utilize existing positions more effectively, adjust to increasingly technological change, meet span of control standards, and address succession planning, and risk litigation. This position is vacant at this time.

The change impacts program offers 72030-15 and 72034-15. This reclassification has been approved by the Class Comp section with an effective date of 7/17/2014.

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

The \$6,342 difference in cost for this reclassification is being covered through a reduction in the supplies budget.

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

N/A

5. Explain any citizen or other government participation.

N/A

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 change in revenue.

7. What budgets are increased/decreased?

The personal services budget is being increased by \$6,342 and the supplies budget is being decreased by a like amount.

8. What do the changes accomplish?

This action will reclassify a position, according to the decision from Central Human Resources Classification Compensation Unit that best reflects the duties of this position. In addition, the position is being moved from the Property Assessment Special Programs unit to the Residential Appraisal unit.

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

Reclassification of a Tax Exemption Specialist to a Program Supervisor in the DART Property Assessment Special Programs program - program offer 72030-15.

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

N/A

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?

N/A

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)?

N/A

Required Signature

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

Date: 8/26/14

Budget Analyst: Ching Hay /s/

Date: 8/27/14

Department HR: Susan Giesbrecht /s/

Date: 8/26/14

Countywide HR: Karie Miller /s/

Date: 8/22/14

Exp/Rev/FTE - Budget Modification

Budget Year: 2015

Budget Modification: DCM-01-15

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	(65,986,789)	(65,987,081)	(292)	
2	72020-15	3500	72-80	0020	705210	60330 - Claims Paid	2,990,346	2,990,638	292	
3500 Total										0
72-80 Total										0
Program Offer Number 72020-15 Total										0
3	72030-15	1000	72-30	0020	706402	60000 - Permanent	642,198	576,613	(65,585)	
4	72030-15	1000	72-30	0020	706402	60130 - Salary Related Expns	210,470	188,906	(21,564)	
5	72030-15	1000	72-30	0020	706402	60140 - Insurance Benefits	203,264	184,357	(18,907)	
1000 Total										(106,056)
72-30 Total										(106,056)
Program Offer Number 72030-15 Total										(106,056)
6	72034-15	1000	72-30	0020	706405	60000 - Permanent	1,814,686	1,884,300	69,614	
7	72034-15	1000	72-30	0020	706405	60130 - Salary Related Expns	587,539	611,124	23,585	
8	72034-15	1000	72-30	0020	706405	60140 - Insurance Benefits	548,987	568,186	19,199	
9	72034-15	1000	72-30	0020	706405	60240 - Supplies	10,000	3,658	(6,342)	
1000 Total										106,056
72-30 Total										106,056
Program Offer Number 72034-15 Total										106,056

Exp/Rev/FTE - Budget Modification

Budget Year: 2015

Budget Modification: DCM-01-15

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
703962	6045	Tax Exemption Specialist	62739	1000	706402	(1.00)	(65,585)	(21,564)	(18,907)	(106,056)
703962	9361	Program Supervisor	66212	1000	706405	1.00	69,614	23,585	19,199	112,398
Total Annualized Changes:						0.00	\$4,029	\$2,021	\$292	\$6,342

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				
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Total Current FY Changes:						0.00	\$4,029	\$2,021	\$292	\$6,342