



## MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST CONTINGENCY REQUEST

(Revised: 8/18/11)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # C-3 DATE 5/31/12  
LYNDA GROW, BOARD CLERK

### Board Clerk Use Only

Meeting Date: 5/31/12  
Agenda Item #: C.3  
Est. Start Time: 9:30 am  
Date Submitted: 5/23/12

**Agenda Title:** BUDGET MODIFICATION DCM-10 Reclassifying nine positions as determined by Central Human Resources Classification Compensation unit.

*Note: If Ordinance, Resolution, Order or Proclamation, provide exact title. For all other submissions, provide a clearly written title sufficient to describe the action requested.*

**Requested Meeting Date:** May 31, 2012 **Time Needed:** Consent Calendar  
**Department:** County Management **Division:** DART  
**Contact(s):** Julie Neburka  
**Phone:** 988-3312 **Ext.** 27351 **I/O Address:** 503/4  
**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-10 reclassifying nine positions in Division of Assessment, recording and Taxation (DART).

**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 Class/Comp decisions on nine reclassification requests initiated by management. Class/Comp reviewed the submitted job duties and descriptions and decided the appropriate classification for the positions. The division is under going a reorganization resulting in different staffing requirements to best meet the operational needs of the units and increasing management span of control. This modification impacts program offers 72037 DART Customer Service, 72038 DART County Clerk Function, 72044 DART Personal Property Assessment, 72045 DART Property Assessment Industrial, 72046 DART Commercial Property Appraisal, 72047 DART Residential Property Appraisal, and 72049 DART Data Operations.

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

There is no fiscal impact for the current year. The positions are on going and are included in the FY 13 budget.

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

N/A

**5. Explain any citizen and/or other government participation that has or will take place.**

N/A

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**Budget Modification**

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If the request is a **Budget Modification**, please answer all of the following in detail:

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

N/A

- **What budgets are increased/decreased?**

N/A

- **What do the changes accomplish?**

Approval of classification decision from Human Resources Class/Comp unit that best reflects the duties of the positions.

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

Yes, two Property Appraiser 1 positions are reclassified to Property Appraiser 2, one Data Entry Verification position is reclassified to an Office Assistant 2, one A&T Tech 1 is reclassified to an A&T Tech 2, two Program Supervisor's are reclassified to Property Appraiser 2's, and three A& Tech 1's are reclassified to Property Appraiser 2.

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

N/A

- **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

- **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 (i.e. cash match, in kind match, reporting requirements etc)?**

N/A

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**Contingency Request**

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If the request is a **Contingency Request**, please answer all of the following in detail:

- **Why was the expenditure not included in the annual budget process?**
- **What efforts have been made to identify funds from other sources within the Department/Agency to cover this expenditure?**
- **Why are no other department/agency fund sources available?**

- Describe any new revenue this expenditure will produce, any cost savings that will result, and any anticipated payback to the contingency account. What are the plans for future ongoing funding?
- Has this request been made before? When? What was the outcome?

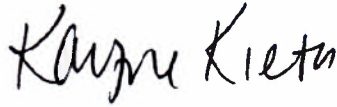
*NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet. If it is a General Fund Contingency Request, a memo from the Budget Office must be submitted.*

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**Required Signatures**

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**Elected Official  
or Dept Director:**



**Date:** 5/22/12

\_\_\_\_\_  
Karyne Kieta

**Budget Analyst:**



**Date:** 5/22/12

\_\_\_\_\_  
Ching Hay

DCM-10

**EXPENDITURES & REVENUES**

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with SAP.

Budget/Fiscal Year: 2012

Line No.	Fund Center	Fund Code	Program #	Func. Area	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Description
					Internal Order	Cost Center	WBS Element					
1	72-30	1000	72037	20		706209		60000		5,129	5,129	Permanent
2	72-30	1000	72037	20		706209		60130		1,493	1,493	Salary Related
3	72-30	1000	72037	20		706209		60140		2,331	2,331	Insurance
4	72-30	1000	72038	20		706205		60000		(1,463)	(1,463)	Permanent
5	72-30	1000	72038	20		706205		60130		(426)	(426)	Salary Related
6	72-30	1000	72038	20		706205		60140		(666)	(666)	Insurance
7												
8	72-30	1000	72038	20		706203		60000		(5,779)	(5,779)	Permanent
9	72-30	1000	72038	20		706203		60130		(1,775)	(1,775)	Salary Related
10	72-30	1000	72038	20		706203		60140		(2,252)	(2,252)	Insurance
11	72-30	1000	72047	20		706405		60000		11,265	11,265	Permanent
12	72-30	1000	72047	20		706405		60130		3,372	3,372	Salary Related
13	72-30	1000	72047	20		706405		60140		4,750	4,750	Insurance
14												
15	72-30	1000	72044	20		706404		60000		(5,585)	(5,585)	Permanent
16	72-30	1000	72044	20		706404		60130		(1,715)	(1,715)	Salary Related
17	72-30	1000	72044	20		706404		60140		(2,235)	(2,235)	Insurance
18	72-30	1000	72045	20		706407		60000		5,585	5,585	Permanent
19	72-30	1000	72045	20		706407		60130		1,715	1,715	Salary Related
20	72-30	1000	72045	20		706407		60140		2,235	2,235	Insurance
21												
22	72-30	1000	72038	20		706207		60000		(1,463)	(1,463)	Permanent
23	72-30	1000	72038	20		706207		60130		(426)	(426)	Salary Related
24	72-30	1000	72038	20		706207		60140		(666)	(666)	Insurance
25												
26	72-30	1000	72049	20		705400		60000		(7,689)	(7,689)	Permanent
27	72-30	1000	72049	20		705400		60130		(2,238)	(2,238)	Salary Related
28	72-30	1000	72049	20		705400		60140		(3,497)	(3,497)	Insurance
29												
											0	Total - Page 1
											0	GRAND TOTAL



**ANNUALIZED PERSONNEL CHANGE**Change on a full year basis even though this action affects only a part of the fiscal year (FY).

							ANNUALIZED			
Fund	Job #	HR Org	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
1000	6051	66212	706405	Property Appraiser 1	703873	(1.00)	(46,955)	(13,664)	(17,533)	(78,152)
1000	6042	66212	706405	Property Appraiser 2	703873	1.00	46,955	13,664	17,533	78,152
1000	6051	66211	706405	Property Appraiser 1	706037	(1.00)	(46,955)	(13,664)	(17,533)	(78,152)
1000	6042	66211	706405	Property Appraiser 2	706037	1.00	46,955	13,664	17,533	78,152
1000	6453	61989	705400	Data Entry Verification	701586	(1.00)	(36,616)	(10,655)	(16,654)	(63,925)
1000	6001	65481	706209	OA 2	701586	1.00	36,616	10,655	16,654	63,925
1000	6450	65481	706209	A&T Tech 1	702095	(0.75)	(31,331)	(9,619)	(12,820)	(53,770)
1000	6450	65481	706205	A&T Tech 1	702095	(0.25)	(10,444)	(3,206)	(4,273)	(17,923)
1000	6451	65481	706209	A&T Tech 2	702095	0.75	31,331	9,619	12,820	53,770
1000	6451	65481	706205	A&T Tech 2	702095	0.25	10,444	3,206	4,273	17,923
1000	9631	66212	706405	Program Sup	704361	(1.00)	(68,170)	(20,928)	(19,336)	(108,434)
1000	6042	66258	706405	Property Appraiser 2	704361	1.00	68,170	20,928	19,336	108,434
1000	9631	66229	706403	Program Sup	700251	(1.00)	(66,185)	(20,319)	(19,168)	(105,672)
1000	6042	65255	706403	Property Appraiser 2	700251	1.00	66,185	20,319	19,168	105,672
1000	6450	65481	706209	A&T Tech 1	704529	(0.50)	(18,286)	(5,322)	(8,326)	(31,934)
1000	6450	65481	706207	A&T Tech 1	704529	(0.25)	(9,143)	(2,661)	(4,163)	(15,967)
1000	6450	65481	706205	A&T Tech 1	704529	(0.25)	(9,143)	(2,661)	(4,163)	(15,967)
1000	6042	61996	706405	Property Appraiser 2	704529	1.00	36,572	10,644	16,652	63,868
1000	6450	61797	706203	A&T Tech 1	701828	(1.00)	(44,454)	(13,647)	(17,321)	(75,422)
1000	6042	66211	706405	Property Appraiser 2	701828	1.00	44,454	13,647	17,321	75,422
1000	6450	61995	706404	A&T Tech 1	704432	(1.00)	(42,955)	(13,187)	(17,193)	(73,335)
1000	6042	65305	706407	Property Appraiser 2	704432	1.00	42,955	13,187	17,193	73,335
TOTAL ANNUALIZED CHANGES						0.00	0	0	0	0

**CURRENT YEAR PERSONNEL DOLLAR CHANGE**

Calculate costs/savings that will take place in this FY; these should explain the actual dollar amounts being changed by this Bud Mod.

							CURRENT YEAR			
Fund	Job #	HR Org	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
1000	6051	66212	706405	Property Appraiser 1	703873	(0.21)	(9,861)	(2,869)	(3,682)	(16,411)
1000	6042	66212	706405	Property Appraiser 2	703873	0.21	9,861	2,869	3,682	16,412
1000	6051	66211	706405	Property Appraiser 1	706037	(0.21)	(9,861)	(2,869)	(3,682)	(16,411)
1000	6042	66211	706405	Property Appraiser 2	706037	0.21	9,861	2,869	3,682	16,412
1000	6453	61989	705400	Data Entry Verification	701586	(0.21)	(7,689)	(2,238)	(3,497)	(13,425)
1000	6001	65481	706209	OA 2	701586	0.21	7,689	2,238	3,497	13,424
1000	6450	65481	706209	A&T Tech 1	702095	(0.16)	(5,013)	(1,539)	(2,051)	(8,603)
1000	6450	65481	706205	A&T Tech 1	702095	(0.05)	(522)	(160)	(214)	(896)
1000	6451	65481	706209	A&T Tech 2	702095	0.16	5,013	1,539	2,051	8,603
1000	6451	65481	706205	A&T Tech 2	702095	0.05	522	160	214	896
1000	9631	66212	706405	Program Sup	704361	(0.13)	(8,862)	(2,721)	(2,514)	(14,097)
1000	6042	66258	706405	Property Appraiser 2	704361	0.13	8,862	2,721	2,514	14,097
1000	9631	66229	706403	Program Sup	700251	(0.13)	(8,604)	(2,641)	(2,492)	(13,737)
1000	6042	65255	706403	Property Appraiser 2	700251	0.13	8,604	2,641	2,492	13,737
1000	6450	65481	706209	A&T Tech 1	704529	(0.07)	(2,560)	(745)	(1,166)	(4,471)
1000	6450	65481	706207	A&T Tech 1	704529	(0.04)	(1,463)	(426)	(666)	(2,555)
1000	6450	65481	706205	A&T Tech 1	704529	(0.04)	(1,463)	(426)	(666)	(2,555)
1000	6042	61996	706405	Property Appraiser 2	704529	0.11	5,486	1,597	2,498	9,581
1000	6450	61797	706203	A&T Tech 1	701828	(0.13)	(5,779)	(1,775)	(2,252)	(9,806)
1000	6042	66211	706405	Property Appraiser 2	701828	0.13	5,779	1,775	2,252	9,806
1000	6450	61995	706404	A&T Tech 1	704432	(0.13)	(5,585)	(1,715)	(2,235)	(9,535)
1000	6042	65305	706407	Property Appraiser 2	704432	0.13	5,585	1,715	2,235	9,535
TOTAL CURRENT FY CHANGES						0.00	0	0	0	0

FM Side			PS/CO Side			Cost Element/ Commitment Item	Notes
FM Fund Center	FM Fund Code	Functional Area	Internal Order	Cost Center	WBS Element		
<b>General Fund Contingency</b>							
19	1000	0020		9500001000		60470	Reduce available General Fund Contingency
xx-xx	xxxxx	0020		xxx	xxx	xxxxx	Increase Expenditure
<b>Indirect Central</b>							
xx-xx	xxxxx				xxx	60350	Indirect Expenditure
19	1000	0020		9500001000		50310	Indirect reimbursement revenue in General Fund
19	1000	0020		9500001000		60470	CGF Contingency expenditure
<b>Departmental</b>							
xxx	xxxxx			xxx	xxx	60355	Indirect Department Expenditure
xx-xx	1000			xxx	xxx	50370	Indirect Dept reimbursement revenue in General Fund
xx-xx	1000			xxx	xxx	xxx	Off setting Dept expenditure in General Fund
<b>Telecommunications</b>							
xx-xx	xxxxx				xxx	60370	Departmental telecommunication expenditure
78-70	3503	0020		709525		50310	Budgets receipt of reimbursement
78-70	3503	0020		709525		60200	Budgets offsetting expenditure in telecommunications fund
<b>Data Processing</b>							
xx-xx	xxxxx				xxx	60380	Departmental data processing expenditures
78-70	3503	0020		709000		50310	Budgets receipt of Data Processing reimbursement
78-70	3503	0020		709000		60240	Budgets offsetting expenditures
<b>PC Flat Fee</b> <i>(Flat Fee is no longer in effect for most Departments beginning in FY 2007)</i>							
xx-xx	xxxxx				xxx	60390	Departmental PC Flat Fee expenditure
78-70	3503	0020		709617		50310	Budgets receipt of PC Flat Fee
78-70	3503	0020		709617		60240	Budgets offsetting expenditure
<b>Electronic Service Reimbursement</b>							
xx-xx	xxxxx					60420	Departmental Electronics expenditure
78-60	3501	0020		904200		50310	Receipt of Electronics service reimbursement
78-60	3501	0020		904200		60240	Budgets offsetting expenditure
<b>Motor Pool:</b> <i>Use this cost center if you are adding funds for motor pool use.</i>							
xx-xx	xxxxx				xxx	60410	Departmental Motor Pool expenditure
78-30	3501	0020		904150		50310	Budgets receipt of Motor Pool service reimbursement
78-30	3501	0020		904150		60240	Budgets offsetting expenditure
<b>Fleet:</b> <i>Use this cost center if you are adding funds for dedicated program cars.</i>							
xx-xx	xxxxx				xxx	60410	Departmental Fleet expenditure
78-60	3501	0020		904100		50310	Budgets receipt of Fleet service reimbursement
78-60	3501	0020		904100		60240	Budgets offsetting expenditure
<b>Building Management</b>							
xx-xx	xxxxx				xxx	60430	Departmental Building Management expenditure
78-50	3505	0020		902575		50310	Budgets receipt of Building Management service reimbursement
78-50	3505	0020		902575		60170	Budgets offsetting expenditure
<b>Insurance Service Reimbursement</b>							
xx-xx	xxxxx					60140 or 60145	Departmental Insurance expenditure
72-10	3500	0020		705210		50316	Insurance Revenue
72-10	3500	0020		705210		60330	Offsetting expenditure
<b>Lease Payments to Capital Lease Retirement Fund</b>							
xx-xx	xxxxx					60450	Departmental Capital Lease Retirement expenditure Contact your Budget Analyst to complete this.
<b>Mail &amp; Distribution</b>							
xx-xx	xxxxx				xxx	60460	Mail & Distribution expenditure
78-20	3504	0020		904400		50310	Budgets receipt of service reimbursement
78-20	3504	0020		904400		60230	Budgets offsetting expenditure
<b>Records</b>							
xx-xx	xxxxx				xxx	60460	Records expenditure
78-20	3504	0020		904500		50310	Budgets receipt of service reimbursement
78-20	3504	0020		904500		60240	Budgets offsetting expenditure
<b>Stores</b>							
xx-xx	xxxxx				xxx	60460	Stores expenditure
78-20	3504	0020		904600		50310	Budgets receipt of service reimbursement
78-20	3504	0020		904600		60240	Budgets offsetting expenditure



**How are functional areas assigned to cost objects?**

For the most part, functional area is related to what department has recorded the revenue or expenditure (i.e. the District Attorney is reported in Public Safety and Justice). There are some exceptions to this rule that require certain funds to be assigned to a particular functional area, regardless of what department the revenues or expenditures are recorded in.

Functional Area Assignments ~ Based on Fund		
1501 – Road Fund	Roads and Bridges	0080
1502 – Emergency Communications Fund	Community Services	0060
1503 – Bike Path Fund	Community Services	0060
1504 – Recreation Fund	Community Services	0060
1506 – County School Fund	Community Services	0060
1509 – Willamette River Bridges Fund	Roads and Bridges	0080
1510 – Library Fund	Library	0070
1512 – Land Corner Preservation Fund	Roads and Bridges	0080
2504 – Building Project Fund	Community Services	0060
2507 – Capital Improvement Fund	Community Services	0060
2509 – Asset Preservation Fund	Community Services	0060
2511 – Sellwood Bridge Fund	Roads and Bridges	0080
3000 – Dunthorpe-Riverdale Service Dist #14 Fund	Dunthorpe-Riverdale Service Dist #14	0500
3001 – Mid County Service District #1 Fund	Mid County Service District #1	0510
3002 – Behavioral Health Managed Care Fund	Behavioral Health Managed Care	0520

If a cost object is not in one of the funds listed above, then the functional area should be assigned based on the department that the cost object is in.

Functional Area Assignments ~ Based on Department (Fund Center)		
Non-Departmental (10, except 10-50)	General Government	0020
Non-Departmental – CCFC (10-50)	Social Services	0040
District Attorney (15)	Public Safety and Justice	0050
Countywide (18 & 19)	General Government	0020
Human Services (20, 21, 22, 25, 26, 30 & 31)	Social Services	0040
Health (40)	Health Services	0030
Community Justice (50)	Public Safety and Justice	0050
Sheriff's Office (60)	Public Safety and Justice	0050
County Management (72)	General Government	0020
County Assets (78)	General Government	0020
Library (80)	Library	0070
Community Services (91)	General Government	0020

*If you have any questions or comments, please contact Susan Luce in General Ledger at ext. 22138.*