



**Multnomah County
Agenda Placement Request
Budget Modification**

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C-2 DATE 8/27/15
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 8/27/15
Agenda Item #: C.2
Est. Start Time: 9:30 am
Date Submitted: 8/14/15

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

Requested Meeting Date: August 27, 2015 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:	<u>Mike Jaspin /s/ on behalf of Karyne Kieta</u>	Date: <u>8-14-15</u>
Budget Analyst:	<u>Ching Hay /s/</u>	Date: <u>8-14-15</u>
Department HR:	<u>Susan Yee /s/</u>	Date: <u>8-7-15</u>
Countywide HR:	<u>Susan Mullett /s/</u>	Date: <u>8-5-15</u>

Exp/Rev/FTE - Budget Modification

Budget Year: 2016

Budget Modification: DCM-04-16

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	72020-16	3500	72-80	0020	705210	50316 - Svc Rmb Med/Dental	(70,370,213)	(70,372,618)	(2,405)	
2	72020-16	3500	72-80	0020	705210	60330 - Claims Paid	6,864,718	6,867,123	2,405	
3500 Total										0
72-80 Total										0
Program Offer Number 72020-16 Total										0
3	72028-16	1000	72-30	0020	706202	60000 - Permanent	499,215	451,452	(47,763)	
4	72028-16	1000	72-30	0020	706202	60130 - Salary Related Expns	164,145	150,442	(13,703)	
5	72028-16	1000	72-30	0020	706202	60140 - Insurance Benefits	153,655	136,040	(17,615)	
1000 Total										(79,081)
72-30 Total										(79,081)
Program Offer Number 72028-16 Total										(79,081)
6	72038-16	1000	72-30	0020	706408	60000 - Permanent	88,834	169,770	80,936	
7	72038-16	1000	72-30	0020	706408	60130 - Salary Related Expns	28,597	51,818	23,221	
8	72038-16	1000	72-30	0020	706408	60140 - Insurance Benefits	29,084	49,104	20,020	
9	72038-16	1000	72-30	0020	706408	60160 - Pass-Thru & Pgm Supt	1,509,000	1,463,904	(45,096)	
1000 Total										79,081
72-30 Total										79,081
Program Offer Number 72038-16 Total										79,081

Exp/Rev/FTE - Budget Modification

Budget Year: 2016

Budget Modification: DCM-04-16

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
706528	6081	GIS Cartographer	66231	1000	706202	(1.00)	(47,763)	(13,703)	(17,615)	(79,081)
706528	6114	Property Management Specialist/Sr	65930	1000	706408	1.00	80,936	23,221	20,020	124,177
Total Annualized Changes:						0.00	\$33,173	\$9,518	\$2,405	\$45,096

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
706528	6081	GIS Cartographer	66231	1000	706202	(1.00)	(47,763)	(13,703)	(17,615)	(79,081)
706528	6114	Property Management Specialist/Sr	65930	1000	706408	1.00	80,936	23,221	20,020	124,177
Total Current FY Changes:						0.00	\$33,173	\$9,518	\$2,405	\$45,096