



Budget Change Request

Change request information

Title Staff Addition: Property Control Analyst (2)
Number B-01-04 Department 01 - Assessor
Requester Lynda Zeman
Published by Jay Saiki Publish Date 2023-08-23
Change Type Policy Change

Board outcome *(to be entered by budget after Board action)*

Board Decision
Board Changes

Funds affected

Fund 0010 - General Fund
General Fund Affected? Yes More Than One Fund Affected? No

Policy request priority and connection to the strategic plan

Priority # 4 Strategic Plan Effective County

Does this request include federal, state, or private grants?

Grant Funded? None
Grantor and timeframe

Does this request affect current positions or propose new positions?

HR Payroll e-mailed? Yes Position Impact Adds Position(s)
Current position numbers affected

What do you need and why? Include any unexpected and external requirements.

Statement of Need

Requesting two full time employees (FTE) which are imperative to meet the demands presented by legislative changes to the Senior Citizens, Persons with Disabilities and Veteran Exemption program.

In 2023 the Senior Exemption program income threshold was increased by \$10,434.00 (SHB1355), compounded by expansion of the eligible medical deduction list in 2021 (SHB 1438), and in 2019 ESSB 5160 increased the income eligibility by \$8,566.00; we have not recovered from the expanded workload created by the 2019 and 2021 bills 4 years later. Without additional FTEs we will see a decline in the timeliness of this program and other crucial record and mapping duties within the Property Administration Division of the Assessor's office. At present, we are barely able to meet our statutory obligations related to these important programs.

We expect the applications for the Senior Citizens, Disabled Persons and Veterans Exemption to almost double again as they did in 2020 due to additional legislative changes passed in 2023 to expand the income limit to \$59,000, resulting in approximately 1800 or more new applications. Additionally, participant renewals and audits are required by law every 6-years and have tripled since 2017 from 473 to 1425; it is assumed this workload will double again in 2024 from 1425 to approximately 2850 audits per year due to applicant's fluctuating income and deductions.

How will this change the performance of your office or department?

Statement of Need

In 2019 we absorbed 517 additional applications to the existing 6,000 program participants, in 2020, the effective year of ESSB 5160, new applications nearly doubled to 900. Processing an application typically took 10-15 minutes prior to legislative changes in 2021, due to deduction expansion and the complexities of income determination, applications now take approximately 45-minutes to 1-hour to process after receiving all correct documentation. Prior to recent legislative changes, our well cross trained staff was able to divide the workload of new application intake, renewals, and applicant communication. In 2022 the division was forced to reorganize, resulting in the dedication of one Senior Property Control Analyst FTE to the fulfillment of this program's processing in an attempt to recover from the backlog created by the 2019 and 2021 legislative changes. However, the reallocation of this employee's responsibilities has resulted in a deficient distribution of labor to meet the needs of our community growth which has overextended the capacity of the remaining staff.

Expenditure, FTE and revenue assumptions plus current budget level

Assumptions

We have exhausted all means of LEAN practices, cross training, and available technology to meet the ever-increasing workload caused by external factors such as legislative program changes and community growth. The Property Administration division of the Assessor's office requires 2 additional FTEs to maintain the standard of excellence Thurston County residents expect or we will have to continue to make difficult decision regarding prioritization of services.

Current Budget Level

\$0.00

What happens if this isn't funded? Are there other options?

Impacts and Alternatives

The Property Administration division has implemented streamlined workflows and integrated creative technology solutions to try to meet the standard of service and accuracy the public and our stakeholders expect. Unfortunately, creativity and ingenuity can only go so far when the challenge continues to expand; the workload has simply become too burdensome for the limited staff we have. Requesting additional staff is the only way forward toward maintaining the quality and expedience of work product statutorily required of our office. Management will be required to make difficult decisions regarding the level of customer-centric service we are able to provide as our workload continues to increase.

How does this request affect other offices and departments?

Impact to Other Departments

Other Services/Staff Time

Which Other Departments are Affected?

Treasurer, Auditor, CPED, Geodata, Public Works, other jurisdictions, utilities, and other service companies, and therefore the general public will be adversely impacted by the extended return time of our work product.

Operating Transfer Needed? No

Operating Transfer Coding and Amount

Personnel Information

FTE	Number	Name	Start Date	End Date
1.00	@ Property Control Analyst / 618u08	PROPERTY CONTROL ANALYST	2024-01-01	
1.00	@ Property Control Analyst / 618u08	PROPERTY CONTROL ANALYST	2024-01-01	
2.00	< Total			

Operating Revenue Line Items

Org Code	Object Code	Object Description	Project Code	2024	2025
5260G040	397001	O/T-GENERAL FUND		10,000	-
			Total:	10,000.00	-

Capital Revenue Line Items

Org Code	Object Code	Object Description	Project Code	2024	2025
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Operating Expenditure Line Items

Org Code	Object Code	Object Description	Project Code	2024	2025
0101A100	510000	SALARIES		108,312	111,552.00
0101A100	521000	SOCIAL SECURITY		8,286	8,534.00
0101A100	522000	RETIREMENT		10,170	10,474.00
0101A100	523000	MEDICAL/DENTAL/LIFE		52,032	54,552.00
0101A100	524000	WORKERS COMPENSATION-L&I		720	720.00
0101A100	525000	UNEMPLOYMENT COMPENSATION		324	334.00
0101A100	526000	PAID FAMILY MEDICAL LEAVE		236	244.00
0101A100	527000	LONG TERM DISABILITY		618	636.00
0101A100	531000	SUPPLIES		500	600.00
0101A100	535000	SMALL TOOLS & MINOR EQUIPMENT		2,400	-
0101A100	535000	SMALL TOOLS & MINOR EQUIPMENT		7,000	-
0101A100	549000	MISCELLANEOUS		9,400	4,600.00
5260G040	535000	SMALL TOOLS & MINOR EQUIPMENT		10,000	-

5260G040	599526	O/T-IT RESERVE		10,000	-
			Total:	219,998.00	192,246.00

Capital Expenditure Line Items

Org Code	Object Code	Object Description	Project Code	2024	2025
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