

**WASCO COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION / AGENDA TUESDAY, MAY 26, 2015
LOCATION: Wasco County Courthouse, Room #302
511 Washington Street, The Dalles, OR 97058**

Public Comment: Individuals wishing to address the Commission on items not already listed on the Agenda may do so throughout the meeting; please wait for the current speaker to conclude and raise your hand to be recognized by the Chair for direction. Speakers are required to give their name and address. Please limit comments to five minutes, unless extended by the Chair.

Departments: Are encouraged to have their issue added to the Agenda in advance. When that is not possible the Commission will attempt to make time to fit you in between listed Agenda items.

NOTE: With the exception of Public Hearings, the Agenda is subject to last minute changes; times are approximate – please arrive early. **Meetings are ADA accessible.** For special accommodations please contact the Commission Office in advance, (541) 506-2520. TDD 1-800-735-2900.

3:30 p.m.

CALL TO ORDER

Items without a designated appointment may be rearranged to make the best use of time. Other matters may be discussed as deemed appropriate by the Board.

- Corrections or Additions to the Agenda
- Administrative Officer - Tyler Stone: Comments
- [Discussion Items](#) (Items of general Commission discussion, not otherwise listed on the Agenda)
- [Consent Agenda](#) (Items of a routine nature: minutes, documents, items previously discussed.)

3:30 p.m. [CAFFA Grant Amendment](#) – Jill Amery

**NEW / OLD BUSINESS
ADJOURN**

If necessary, an Executive Session may be held in accordance with: ORS 192.660(2)(a) – Employment of Public Officers, Employees & Agents, ORS 192.660(2)(b) – Discipline of Public Officers & Employees, ORS 192.660(2)(d) – Labor Negotiator Consultations, ORS 192.660(2)(e) – Real Property Transactions, ORS 192.660(2)(f) To consider information or records that are exempt by law from public inspection, ORS 192.660(2)(g) – Trade Negotiations, ORS 192.660(2)(h) - Conferring with Legal Counsel regarding litigation, ORS 192.660(2)(i) – Performance Evaluations of Public Officers & Employees, ORS 192.660(2)(j) – Public Investments, ORS 192.660(2)(m) –Security Programs, ORS 192.660(2)(n) – Labor Negotiations



WASCO COUNTY BOARD OF COMMISSIONERS
SPECIAL SESSION
MAY 26, 2015

PRESENT: Scott Hege, Commission Chair
Rod Runyon, County Commissioner
Steve Kramer, County Commissioner

STAFF: Tyler Stone, Administrative Officer
Kathy White, Executive Assistant

At 3:30 p.m. Chair Hege opened the Special Session of the Board of Commissioners with the Pledge of Allegiance. Ms. White asked to add:

- 10th Street Rental Property
- Karpel Contract Payment
- Process for appointing County Clerk

to the Discussion List.

Discussion List Item – 10th Street Rental Property

Facilities Manager Fred Davis said that the County's rental property on 10th Street is now vacant. He explained that the house and property had been purchased to complete the block of county property on 10th Street; the house was rented to pay for the purchase of the property which has been accomplished. He said that the house is in need of paint and other repairs; it will need to be brought up to rental standards or demolished. He asked the Board what information they would like for him to gather facilitate their decision.

Commissioner Runyon asked what it was renting for. Mr. Davis replied that it had rented for approximately \$500. Commissioner Runyon asked what the price range for

WASCO COUNTY BOARD OF COMMISSIONERS
SPECIAL SESSION
MAY 26, 2015
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similar rentals are. Mr. Davis pointed out that the three large power structures on the property reduce the rental value of the house.

Commissioner Hege wanted to make sure that a sale is not being considered. Mr. Davis replied that it is not. He said that in 1998 or 1999 the County Court thought that if the County ever wanted to do anything with the 10th Street property they would want to have that piece and decided to purchase it when it became available.

Commissioner Runyon observed that the house still has potential income value. Mr. Davis pointed out that it would cost \$10,000 and \$15,000 to bring up to standards. Mr. Stone said that the question is whether to invest funds in the house or raze it.

Commissioner Runyon said that Mid-Columbia Housing might be interested in doing the work and using it as a rental. Mr. Stone said he would not want them to invest too much if the County is going to tear it down. Commissioner Runyon said that that would have to be part of the discussion; he said that he would like to explore the alternatives. Mr. Stone said that he can look into it; he said he can look into a property management company as well.

Commissioner Runyon said that he would like to have some specifics on what work needs to be done and then he can take that to MCH or connect Mr. Stone or Mr. Davis to them.

Commissioner Kramer suggested that some of the work could be done through the TOOLS program. Mr. Davis agreed saying that he has already used them for some work. Commissioner Runyon said he would also like to know the cost of demolition.

Commissioner Hege said it seems that it was purchased with the intention of demolishing it. Mr. Stone replied that it was the eventual goal.

Agenda Item – CAFFA Grant Amendment
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County Assessor Jill Amery said that this amendment is a result of the budget decisions to add staff to her office. The amendment recognizes the additional staff and will support an increase in funding to the County as the funding is apportioned to the counties based on need.

{{{Commissioner Kramer moved to approve the Grant Application Resolution Amendment for funding for counties to help them come into compliance or remain in compliance with ORS 308.232, 308.234, Chapters 309-312 and other laws requiring equity and uniformity in the system of property taxation. Commissioner Runyon seconded the motion which passed unanimously.}}}

Discussion List Item – Karpel Contract Final Payment

IT Director Paul Ferguson reminded the Board that when this contract was originally approved it was decided that before paying the final bill a review would be done to make sure all the contracted services had been provided. He said that he is here to confirm for the Board that those requirements have been met.

Commissioner Runyon asked if they were at or below contracted costs. Mr. Ferguson replied that they are at cost. He reported that their travel costs exceeded he contracted amount but they did not charge the County for the overage. He said that the data conversion went smoothly and the implementation is complete.

Commissioner Runyon observed that at budget they had talked about when this implementation was complete the additional hours in the DAs office would be reduced to previous levels. Mr. Stone said that last year at budget the DAs office was approved for their .8 secretary to go to 1.0 until implantation was done; the argument is that they still have records to convert.

Mr. Ferguson explained that Karpel's portion of the conversion is complete but the DAs office is still bringing live paper documents into the system.

Chair Hege asked what is meant by "live." Mr. Ferguson replied that what he means is active files. He said that old cases will not be converted, only those that are still being worked – all the supporting documentation for those cases will be entered. He said he is reporting to the Board today so the bill can be paid. Mr. Stone said that one of the Commissioners can approve it in the system.

Discussion List Item – Process for Hiring Interim Clerk

Mr. Stone reported that there are four applicants for the Clerk position. He asked how the Board would like to handle the interview process; would they like to have the full Board or just one commissioner along with the Administrative Officer and the current County Clerk.

Commissioner Runyon asked what was done when the Treasurer was hired. Mr. Stone replied that he was not sure but he did remember it being the full Board for the Planning Director.

Chair Hege said that he thinks it was a full Board for both. He said that this is a unique circumstance and he thinks it should be the full board and a public process since it is a public position. He said that he would be concerned if someone was reluctant to go through the public process.

Mr. Stone said that we would need to be sensitive to applicants' privacy.

Commissioner Runyon said that he believes it was a public process when the Planning Director was hired; he said that there was a list of questions that kept the interview within certain parameters.

Chair Hege said that he would like all three Commissioners to participate if possible and asked that it be vetted. He asked if some of the interviews can be done in executive session to insure privacy. Radio reporter Rodger Nichols had a public meetings law reference guide and reported that an elected office position would not qualify for an executive session.

Chair Hege said that if it cannot be the full board, he wants to make sure the current Clerk is involved in the process. Mr. Stone said he would approach HR with the questions. Chair Hege suggested that there might be a first round with an interview committee with the final applicants coming before the Board.

Commission Call

Commissioner Runyon reported that he had just come from MCCOG where the Board is deciding how to hire a new Director by September. They are considering a search firm. He said that Mid-Willamette Council of Governments offers that service for much less but he is not sure they even need to do that. He said he thinks they can run the resumes through AOC. He said that the MCCOG Board has voted to give their Executive Committee \$10,000 if they decide to use a search firm. He said that the County may want to weigh in on that decision. He observed that the County is a bigger organization and does not spend that kind of money for recruitment.

Chair Hege said that he and Commissioner Runyon had been at the SWA in Shaniko last week. He said that at the meeting they heard that the Shaniko Hotel pays \$1,000 per month in taxes – he said he checked and it is close to that. The Hotel has been closed for a long time. Commissioner Runyon said that they are looking at putting in a gas station there; they are working with MCEDD.

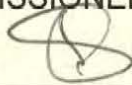
Commissioner Kramer said that it appears Dufur will be getting fuel; they haven't had gas for three years.

Chair Hege adjourned the session at 4:11 p.m.

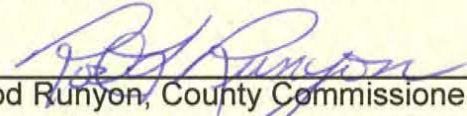
Motions Passed

- **To approve the Grant Application Resolution Amendment for funding for counties to help them come into compliance or remain in compliance with ORS 308.232, 308.234, Chapters 309-312 and other laws requiring equity and uniformity in the system of property taxation.**

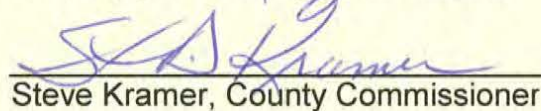
WASCO COUNTY BOARD
OF COMMISSIONERS



Scott Hege, Commission Chair



Rod Runyon, County Commissioner



Steve Kramer, County Commissioner



Form 1 Grant Application Staffing

2015-16

County <u>Wasco</u>	<u>COLUMN 1</u> Approved FTE Current Year (2014-15)	<u>COLUMN 2</u> Budgeted FTE Coming Year (2015-16)	<u>COLUMN 3</u> Change (Column 2 less Column 1)
A. Assessment Administration			
Assessor, Deputy, etc.	0.80	0.89	0.09
Assmt. Support Staff, Deed Clerks, & Data Entry Staff	2.85	2.48	(0.37)
Total Assessment Administration	3.65	3.37	(0.28)
B. Valuation-Appraisal Staff			
Chief Appraisers/Appraiser Supervisor	0.69	0.70	0.01
Lead Appraisers	0.00	0.00	0.00
Residential Appraisers	0.84	2.80	1.96
Commercial/Industrial Appraisers	0.16	0.57	0.41
Farm/Forest/Rural Appraisers	0.86	0.86	0.00
Manufactured Structure/Floating Structure Appraisers	0.17	0.17	0.00
Personal Property Appraisers	0.00	0.00	0.00
Personal Property Clerks	0.28	0.28	0.00
Sales Data Analyst	0.12	0.12	0.00
Data Gatherers & Appraisal Techs	0.08	0.49	0.41
Total Valuation-Appraisal Staff	3.20	5.99	2.79
C. Clerk/BOPTA Staff	0.11	0.21	0.10
D. Tax Collection & Distribution Administration			
Administration, Deputy, etc.	0.28	0.29	0.01
Support & Collection Staff	1.43	1.43	0.00
Tax Distribution	0.61	0.61	0.00
Foreclosure & Garnishment	0.09	0.09	0.00
Total Tax Collection & Distribution Staff	2.41	2.42	0.01
E. Cartography & GIS Administration			
Cartographic/GIS Supervisor	0.35	0.30	(0.05)
Lead Cartographer	0.00	0.00	0.00
Cartographers	0.00	0.00	0.00
GIS Specialist	0.32	0.23	(0.09)
Total Cartographic & GIS Staff	0.67	0.53	(0.14)
F. A&T Data Processing Staff	0.47	0.47	0.00
G. Total A&T Staffing (the sum of A-F above)	10.51	12.99	2.48

Form 2
Explanation of Staffing Issues

2015-16

County Wasco

In this section, explain any difference between approved staffing for the current year and staffing for the budgeted year. Explain why any funded positions were unfilled for the current year. Use this form to describe the intended use of nonpermanent workers (temporary help, project temporaries, and contractors) by A&T function, along with their cost. Note any special or unique aspects regarding who accomplishes the work and how they accomplish it related to Forms 4, 5, and 6. For example, if you use staff to perform personal property functions, other than reported on Form 1, Section B, note that here and include the FTE.

Wasco County is still recovering from the loss of previous assessor Tim Lynn. Staff continues to shift tasks in sharing the work load during this transition and rebuilding period. The Chief Appraiser is tackling some of the tasks Tim Lynn performed while other appraisal staff expands their scope of work, sharing new appraisal tasks. I am budgeting additional time for staff to start training and shift commercial and industrial duties this coming year.

We have just hired a temporary data entry position to assist in conversion work. This was not accomplished earlier in the 2014-15 year as anticipated, resulting in fewer actual FTE than budgeted. We plan on 12 full months of entry, in the upcoming year. Two new appraiser "1" positions have been approved for the coming 2015-16 budget year. The first position hired is for conversion work during their training period. Depending on the experience we find, appraisal studies for conversion work and reappraisal will be the second appraisers focus. One position is permanent, the second is project based for conversion work first, then assistance with appraisal studies and reappraisal.

With additional part time assistance budgeted in the current year from the retiring Chief Assessment Deputy, Interim Director assistance and part time data entry, the net result for change in FTE is 2.48 for the coming year. We did not need to utilize as many hours in training as budgeted from the Chief Assessment Deputy, resulting in less actual FTE for 2014-15. These changes will move the department in the direction of conversion work as a priority, so that we may get to a place of using the new software system, Proval, and therefore calculating values. Once this is accomplished, reappraisal will follow. With the amount of work to be done, this will take some time.

As new staff comes up to speed, duties will continue to shift. Reorganization may continue as two more retirements could be occurring within the next two years. The focus is to get the new staff up to speed and conversion of appraisal data completed. Getting back out into the field for reappraisal will follow.



Form 3 General Comments

2015-16

County Wasco

Use this form to describe any issue in your budget that needs further clarification. Examples would be significant changes on Form 7, purchase of a new data processing system, salary increases, new car purchases, personal services costs for mapping, etc. You may also use this form to document any miscellaneous comments.

The second year certification of the assessment and tax roll, using the new valuation software was successful with the hard work of all of the staff. Joint values were certified on time this year. We have budgeted part time assistance of the interim director to assist with certification again this year allowing additional training of new key staff.

We are just getting accounts entered in preparation for conversion to the new valuation software system, Proval. Finding commercial appraisal help continues to be a challenge, not only for Wasco County, but for many of the smaller counties in the state. Conversion work will be a priority this coming year. Once that is completed, reappraisal will begin. Getting the new appraiser up to speed is important as one of the appraisers will be retiring in the next few years.

The new Ascend, assessment and tax software, is running well and staff is productive and comfortable with the new system. We have had some staff turnover in the tax functions, but a replacement has been hired and we will be focusing on getting that person up to speed before the busy tax season of 2015-16.

Due to the staff changes and growth, we have budgeted for reorganization of the office with modular units to optimize the space. Being located in a historic building limits our options for expansion.

As we move forward improvements and efficiencies will be key in how we do business. Additional staff, technology and our new software will allow us to change the way we do business and we will be able to focus on some key elements on the valuation side that have been difficult to accomplish in the past.



Form 4 Valuation–Appraisal Resources

2015–16

County <u>Wasco</u>	Number of Accounts by Activity		Number of FTE by Activity	
	Actual 2014-15	Estimated 2015-16	Actual 2014-15	Estimated 2015-16
Activities				
1. Real Property Exceptions, Special Assessments, and Exemptions				
New Construction	1,451	1,500	1.00	1.94
Zone Changes	3	1	0.00	0.00
Subdivisions, Segregations, Consolidations	0	0	0.00	0.00
Omitted Properties	50	5	0.18	0.25
Special Assessment Qualification and Disqualification	30	25	0.18	0.51
Exemptions	16	20	0.02	0.26
Subtotal	1,550	1,551	1.38	2.96
2. Appeals and Assessor Review				
Assessor Review and Stipulations	38	35	0.06	0.05
BOPTA	30	25	0.15	0.15
Department of Revenue	0	0	0.00	0.00
Magistrate Division—Tax Court	4	2	0.02	0.05
Regular Division—Tax Court	0	0	0.00	0.00
Subtotal	72	62	0.23	0.25
3. Real Property Valuation				
Physical Reappraisal	0	0	0.00	0.00
Recalculation only—no appraisal review	3,870	3,870	0.00	0.76
Subtotal	3,870	3,870	0.00	0.76
4. Business Personal Property (returns mailed)	1,750	1,800	0.28	0.28
5. Ratio			0.14	0.15
6. Continuing Education			0.16	0.26
7. Other Valuation—Appraisal Activity			0.00	0.99
8. Total Valuation—Appraisal Staff (FTE)			2.19	5.65

Form 4 line 8 should match Form 1, section B. If these figures do not match, use Form 2 or 3 to explain why.



Form 5
Tax Collection/Distribution
Work Activity

2015-16

County Wasco

**Number of Accounts
by Activity**

Actual 2014-15	Estimated 2015-16
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1. Number of accounts requiring roll corrections

Business Personal Property	12	10
Personal Property Manufactured Structures	2	10
Real Property	70	90

2. Number of accounts requiring a refund

Business Personal Property	1	5
Personal Property Manufactured Structures	1	5
Real Property	60	75

3. Number of delinquent tax notices sent

Business Personal Property	65	75
Personal Property Manufactured Structures	324	300
Real Property	2,550	2,500

4. Number of foreclosure accounts processed

Real Property only	112	150
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5. Number of accounts issued redemption notices

Real Property only	1	5
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6. Number of warrants

.....	125	150
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7. Number of garnishments

.....	0	0
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8. Number of seizures

.....	0	0
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9. Number of bankruptcies

.....	69	75
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10. Number of accounts with an address change processed

.....	767	750
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11. How many second trimester statements do you mail?

.....	2,633
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12. How many third trimester statements do you mail?

.....	2,580
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13. Does the county contract for lock box service?

☐ Yes ☐ No

14. Does the county use in-house remittance processing?

☐ Yes ☐ No

15. If tax collector is combined with another county function, please describe that function.

The Assessor also acts as Tax Collector.



Form 6
Assessment and Administrative
Support and Cartography
Work Activity

2015-16

County Wasco

Assessment and Administrative Support
Work Activity

	Numbers by Activity	
	Actual 2014-15	Estimated 2015-16
1. Number of Deeds Worked	1,350	1,400

Cartography Work Activity

	Numbers by Activity	
	Actual 2014-15	Estimated 2015-16
1. Number of new tax lots	25	40
2. Number of lot line adjustments	9	10
3. Number of consolidations	10	5
4. Number of new maps	33	45
5. Number of tax code boundary changes	1	5



Form 7 Summary of Expenses

2015-16

County Wasco

	A. Assessment Administration	B. Valuation	C. BOPTA	D. Tax Collection & Distribution	E. Cartography*	F. A&T Data Processing	TOTALS
Current Operating Expenses							
1. Personal Services	\$235,874	\$384,176	\$13,684	\$149,910	\$50,455	\$44,102	\$878,201
2. Materials & Services	\$10,195	\$10,195	\$150	\$18,340	\$14,000	\$134,567	\$187,447
3. Transportation	\$2,450	\$2,450	\$0	\$0	\$0	\$0	\$4,900
4. Total Current Operating Expenses (Total Direct Expenses)	\$248,519	\$396,821	\$13,834	\$168,250	\$64,455	\$178,669	\$1,070,548

* Include ORMAP-approved grant funding

Indirect Expenses

5. Total Direct Expenses (line 4)	\$1,070,548
6. If you use the 5 percent method to calculate your indirect expenses, enter .05 in this box.	0.05000
Total Indirect Expenses (line 5 × line 6).....	\$53,527
6A. If you use a percent amount approved by a federal granting agency to calculate your indirect expenses, enter that percentage in this box	0.00000
Total Indirect Expenses (line 6A × the direct expense amount for the category/categories that your certificate allows)	\$0
7. Total Indirect Expenses	\$53,527

Capital Outlay

	Assessment Administration	Valuation	BOPTA	Tax Collection & Distribution	Cartography	A&T Data Processing	Total Capital Outlay Without Regard to Limitation
8. Enter the actual capital outlay without regard to limitation.	\$7,250	\$14,250	\$0	\$0	\$0	\$3,500	\$25,000
9. Total direct and indirect expenses (line 4 + line 7)							\$1,124,075
10. Direct and indirect expenses × 0.06							\$67,445
11. The greater of line 10 or \$50,000							\$67,445
12. Capital outlay (the lesser of line 8 or line 11)							\$25,000
13. Total expenditures for CAFFA consideration (line 4 + line 7 + line 12)							\$1,149,075

Grant Application Resolution

Wasco County is applying to the Department of Revenue in order to participate in the Assessment and Taxation grant.

This state grant provides funding for counties to help them come into compliance or remain in compliance with ORS 308.232, 308.234, Chapters 309, 310, 311, 312, and other laws requiring equity and uniformity in the system of property taxation.

Wasco County has undertaken a self-assessment of its compliance with the laws and rules that govern the Oregon property tax system. County is generally in compliance with ORS 308.232, 308.234, Chapters 309, 310, 311, 312, and other laws requiring equity and uniformity in the system of property taxation.

Wasco County agrees to appropriate the budgeted dollars based on 100 percent of the expenditures certified in the grant application in the amount of \$1,149,075, the total expenditure amount for consideration in the grant. If 100 percent is not appropriated, no grant shall be made to the county for the quarter in which the county is out of compliance.

County designates:

Jill Amery

Name

(503) 506-2512

Telephone

jilla@co.wasco.or.us

E-mail Address

as the county contact person for this grant application.

Signature of Chairperson or Judge of Governing Body

Date Signed