



# Form 1 Grant Application Staffing

2014-15

	COLUMN 1 Approved FTE Current Year (2013-14)	COLUMN 2 Budgeted FTE Coming Year (2014-15)	COLUMN 3 Change (Column 2 less Column 1)
County <u>Yamhill</u>			
<b>A. Assessment Administration</b>			
Assessor, Deputy, etc. ....	1.70	1.70	0.00
Assmt. Support Staff, Deed Clerks, & Data Entry Staff	2.05	2.05	0.00
Total Assessment Administration .....	3.75	3.75	0.00
<b>B. Valuation-Appraisal Staff</b>			
Chief Appraisers/Appraiser Supervisor .....	1.00	1.00	0.00
Lead Appraisers .....	0.00	0.00	0.00
Residential Appraisers .....	5.00	5.00	0.00
Commercial/Industrial Appraisers .....	1.00	1.00	0.00
Farm/Forest/Rural Appraisers .....	1.00	1.00	0.00
Manufactured Structure/Floating Structure Appraisers	0.00	0.00	0.00
Personal Property Appraisers .....	0.00	0.00	0.00
Personal Property Clerks .....	2.00	1.75	(0.25)
Sales Data Analyst .....	1.00	1.00	0.00
Data Gatherers & Appraisal Techs .....	0.00	0.00	0.00
Total Valuation-Appraisal Staff .....	11.00	10.75	(0.25)
<b>C. Clerk/BOPTA Staff</b>			
	0.05	0.05	0.00
<b>D. Tax Collection &amp; Distribution Administration</b>			
Administration, Deputy, etc. ....	1.10	1.10	0.00
Support & Collection Staff .....	1.15	1.40	0.25
Tax Distribution .....	0.25	0.11	(0.14)
Foreclosure & Garnishment .....	0.09	0.16	0.07
Total Tax Collection & Distribution Staff .....	2.59	2.77	0.18
<b>E. Cartography &amp; GIS Administration</b>			
Cartographic/GIS Supervisor .....	0.00	0.00	0.00
Lead Cartographer .....	1.00	1.00	0.00
Cartographers .....	1.00	1.00	0.00
GIS Specialist .....	0.25	0.25	0.00
Total Cartographic & GIS Staff .....	2.25	2.25	0.00
<b>F. A&amp;T Data Processing Staff</b>			
	1.85	2.10	0.25
<b>G. Total A&amp;T Staffing (the sum of A-F above)</b>			
	21.49	21.67	0.18



## Form 2 Explanation of Staffing Issues

2014-15

County Yamhill

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.

The Yamhill County A&T office has made the following personnel changes for the 2014-2015 CAFFA grant. The number of employees (FTE) has remained the same at nineteen. Spencer Dean has been reclassified as a "Data Analyst" and we have eliminated one appraiser 3 position.

Currently we have 3 vacant positions. The front staff has one vacant Office Specialist Tech position. The appraisal section has one appraiser 2 position vacant and the cartography section has one cartographer position vacant. All vacant position will be filled in the near future.



### Form 3 General Comments

2014-15

County Yamhill

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.

Yamhill County is still in the process of converting to new software with Thomson Reuters formally known as Manatron. We have experience a one year delay in the project due to the need for Thomson Reuters rewrite a large portion of the code. The Capital expenditures on Form 7 will be the maximum amount allowed until all the money spent on the new software system has been submitted in the CAFFA grant process. In addition to the new software the county has purchase a new SQL server for the A&T office. All A&T data processing numbers were provided by Murray Paolo, Manager for Information Systems.



**Form 4**  
**Valuation—Appraisal Resources**

**2014-15**

County <u>Yamhill</u>	Number of Accounts by Activity		Number of FTE by Activity	
	Actual 2013-14	Estimated 2014-15	Actual 2013-14	Estimated 2014-15
<b>Activities</b>				
<b>1. Real Property Exceptions, Special Assessments, and Exemptions</b>				
New Construction .....	1,927	2,100	2.74	3.25
Zone Changes .....	0	5	0.00	0.01
Subdivisions, Segregations, Consolidations .....	319	350	0.50	0.43
Omitted Properties .....	6	6	0.01	0.01
Special Assessment Qualification and Disqualification Exemptions .....	163	175	0.75	0.70
Exemptions .....	149	175	0.10	0.10
Subtotal .....	2,564	2,811	4.10	4.50
<b>2. Appeals and Assessor Review</b>				
Assessor Review and Stipulations .....	64	75	0.25	0.25
BOPTA .....	86	100	0.30	0.25
Department of Revenue .....	0	0	0.00	0.00
Magistrate Division—Tax Court .....	73	35	0.70	0.30
Regular Division—Tax Court .....	12	9	0.65	0.35
Subtotal .....	235	219	1.90	1.15
<b>3. Real Property Valuation</b>				
Physical Reappraisal .....	0	5,000	0.00	2.00
Recalculation only—no appraisal review .....	0	0	0.00	0.00
Subtotal .....	0	5,000	0.00	2.00
<b>4. Business Personal Property (returns mailed) .....</b>	2,863	2,900	1.75	1.75
<b>5. Ratio .....</b>			1.00	1.00
<b>6. Continuing Education .....</b>			0.25	0.15
<b>7. Other Valuation—Appraisal Activity .....</b>			0.25	0.20
<b>8. Total Valuation—Appraisal Staff (FTE) .....</b>			9.25	10.75

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

**2014-15**

County Yamhill

**Number of Accounts  
by Activity**

	Actual 2013-14	Estimated 2014-15
<b>1. Number of accounts requiring roll corrections</b>		
Business Personal Property .....	38	35
Personal Property Manufactured Structures .....	32	35
Real Property .....	113	130
<b>2. Number of accounts requiring a refund</b>		
Business Personal Property .....	4	5
Personal Property Manufactured Structures .....	26	30
Real Property .....	175	180
<b>3. Number of delinquent tax notices sent</b>		
Business Personal Property .....	216	225
Personal Property Manufactured Structures .....	703	725
Real Property .....	2,924	2,950
<b>4. Number of foreclosure accounts processed</b>		
Real Property only .....	44	50
<b>5. Number of accounts issued redemption notices</b>		
Real Property only .....	24	25
<b>6. Number of warrants</b> .....	468	475
<b>7. Number of garnishments</b> .....	0	0
<b>8. Number of seizures</b> .....	0	0
<b>9. Number of bankruptcies</b> .....	110	120
<b>10. Number of accounts with an address change processed</b> .....	1,123	1,100
<b>11. How many second trimester statements do you mail?</b> .....	0	
<b>12. How many third trimester statements do you mail?</b> .....	0	
<b>13. Does the county contract for lock box service?</b> .....	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>14. Does the county use in-house remittance processing?</b> .....	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>15. If tax collector is combined with another county function, please describe that function.</b>		
In Yamhill County the Assessor and Tax Collector are combined into one position.		



**Form 6**  
**Assessment and Administrative**  
**Support and Cartography**  
**Work Activity**

**2014-15**

County Yamhill

**Assessment and Administrative Support**  
**Work Activity**

	<u>Numbers by Activity</u>	
	<u>Actual</u> 2013-14	<u>Estimated</u> 2014-15
1. Number of Deeds Worked .....	3,299	4,000

**Cartography Work Activity**

	<u>Numbers by Activity</u>	
	<u>Actual</u> 2013-14	<u>Estimated</u> 2014-15
1. Number of new tax lots .....	83	100
2. Number of lot line adjustments .....	52	64
3. Number of consolidations .....	11	8
4. Number of new maps .....	0	2
5. Number of tax code boundary changes .....	3	0



### Grant Application Resolution

Yamhill 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.

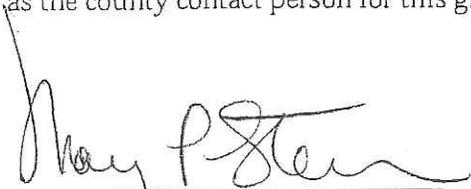
Yamhill County has undertaken a self-assessment of its compliance with the laws and rules that govern the Oregon property tax system. County is generally in compliance with ORS 308.232, 308.234, Chapters 309, 310, 311, 312, and other laws requiring equity and uniformity in the system of property taxation.

Yamhill County agrees to appropriate the budgeted dollars based on 100 percent of the expenditures certified in the grant application in the amount of \$2,312,161, 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:

<u>Laura Tschabold</u>	<u>503-434-7501</u>	<u>tschabold@co.yamhill.or.us</u>
Name	Telephone	E-mail Address

as the county contact person for this grant application.

  
 Signature of Chairperson or Judge of Governing Body

4/24/14  
 Date Signed

Accepted by Yamhill County  
 Board of Commissioners on  
4/24/14 by Board Order  
 # 14-221