

15 APR 30 P 4:16

Lucy Flores Mendez

From: Jayne Mercer
Sent: Thursday, April 09, 2015 9:17 AM
To: Mary Starrett; Allen Springer; Stan Primozich
Cc: Laura Tschabold; Lucy Flores Mendez
Subject: 2015-16 CAFFA
Attachments: 2015-16 CAFFA Application.pdf; 2015-16 CAFFA Totals.xlsx

Dear Commissioners,

Attached you will find the 2015-16 County Assessment Function Funding Assistance (CAFFA) Program application. This is an annual grant that partially funds the activities associated with the Assessor's Office. I have attached the application, which includes a grant application resolution, that will need to be signed by the BOC Chair. I have also attached a spreadsheet detailing the total estimated costs from each department associated with the grant. The grant will be submitted only after its approval by the BOC. If you have any questions, please let me know.

Lucy, please include this for the combined informal/formal session on Thursday April 16, 2015.

Thank you,

Jayne

Jayne M. Mercer, MBA
Grants and Special Projects Manager
Yamhill County
P: 503.474.4991 F: 503.474.4908

Accepted by Yamhill County
Board of Commissioners on
4.16.15 by Board Order
15-105



Form 1 Grant Application Staffing

2015-16

	COLUMN 1 Approved FTE Current Year (2014-15)	COLUMN 2 Budgeted FTE Coming Year (2015-16)	COLUMN 3 Change (Column 2 less Column 1)
County <u>Yamhill</u>			
A. Assessment Administration			
Assessor, Deputy, etc.	1.70	2.05	0.35
Assmt. Support Staff, Deed Clerks, & Data Entry Staff	2.05	2.00	(0.05)
Total Assessment Administration	3.75	4.05	0.30
B. Valuation-Appraisal Staff			
Chief Appraisers/Appraiser Supervisor	1.00	1.00	0.00
Lead Appraisers	0.00	0.00	0.00
Residential Appraisers	5.00	2.00	(3.00)
Commercial/Industrial Appraisers	1.00	2.00	1.00
Farm/Forest/Rural Appraisers	1.00	3.00	2.00
Manufactured Structure/Floating Structure Appraisers	0.00	0.00	0.00
Personal Property Appraisers	0.00	0.00	0.00
Personal Property Clerks	1.75	2.00	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	10.75	11.00	0.25
C. Clerk/BOPTA Staff			
	0.05	0.05	0.00
D. Tax Collection & Distribution Administration			
Administration, Deputy, etc.	1.10	1.45	0.35
Support & Collection Staff	1.40	1.50	0.10
Tax Distribution	0.11	0.00	(0.11)
Foreclosure & Garnishment	0.16	0.00	(0.16)
Total Tax Collection & Distribution Staff	2.77	2.95	0.18
E. Cartography & GIS Administration			
Cartographic/GIS Supervisor	0.00	0.00	0.00
Lead Cartographer	1.00	1.00	0.00
Cartographers	1.00	0.00	(1.00)
GIS Specialist	0.25	0.00	(0.25)
Total Cartographic & GIS Staff	2.25	1.00	(1.25)
F. A&T Data Processing Staff			
	2.10	2.10	0.00
G. Total A&T Staffing (the sum of A-F above)			
	21.67	21.15	(0.52)

B.O. 15-105



Form 2 Explanation of Staffing Issues

2015-16

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 has made the following personnel changes for the 2015-2016 CAFFA grant. The number of employees (FTE) has remained the same at nineteen. We have reclassified one cartographer position as an Office Administrator to assist the Deputy Tax Collector with supervision and administrative duties relating to assessment and tax collection.

Currently we have 3 vacant positions. The front staff has on vacant office Specialist Tech position and the Office Administrator position. The appraisal section has on Appraiser 2 position vacant. We are actively recruiting for the two existing positions and will be recruiting for the Office Administrator position in early June of 2015.



Form 3 General Comments

2015-16

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 steadily progressing through the software conversion to Thomson Reuters Aumentum and ProVal solutions. Tentative schedule for "Go Live" is February of 2016. The Assessment and Tax office will be heavily involved in onsite platform training and user acceptance testing this Summer and Fall. Three full time temporary employees will be added to assist the office with core functions ensuring business continuity from June through December. The appraisal team will complete all major 2014 initiatives before July 1st to ensure they availability for the training and user acceptance. We expect the entire office to be notably absence or redirected to the conversion from July through the end of the year.

Some general budget items have been added to the 2015-2016 budget to accommodate the additional temp staff, training equipment and time allocated to training and user acceptance.

The amended contract with Thomson Reuters includes a new statement of work (SOW) which lays out the payment milestones and holdbacks for the contract. In 2014 all payments were curtailed, in 2015 we anticipate conversion / implementation milestones will be met and payments to Thomson Reuters may be made.



Form 4 Valuation—Appraisal Resources

2015-16

County <u>Yamhill</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	2,554	2,937	3.25	3.25
Zone Changes	5	5	0.02	0.02
Subdivisions, Segregations, Consolidations	152	200	0.40	0.40
Omitted Properties	23	10	0.02	0.02
Special Assessment Qualification and Disqualification Exemptions	40	50	0.70	0.70
Subtotal	2,809	3,242	4.49	4.49
2. Appeals and Assessor Review				
Assessor Review and Stipulations	101	100	0.25	0.25
BOPTA	79	100	0.25	0.25
Department of Revenue	0	0	0.00	0.00
Magistrate Division—Tax Court	5	10	0.25	0.25
Regular Division—Tax Court	11	15	0.25	0.25
Subtotal	196	225	1.00	1.00
3. Real Property Valuation				
Physical Reappraisal	1,850	6,000	2.00	2.00
Recalculation only—no appraisal review	0	0	0.00	0.00
Subtotal	1,850	6,000	2.00	2.00
4. Business Personal Property (returns mailed)	2,965	3,054	2.00	2.00
5. Ratio			1.00	1.00
6. Continuing Education			0.50	0.50
7. Other Valuation—Appraisal Activity			0.00	0.00
8. Total Valuation—Appraisal Staff (FTE)			10.99	10.99

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 Yamhill

**Number of Accounts
by Activity**

	Actual 2014-15	Estimated 2015-16
--	-------------------	----------------------

1. Number of accounts requiring roll corrections		
Business Personal Property	61	50
Personal Property Manufactured Structures	52	50
Real Property	197	200
2. Number of accounts requiring a refund		
Business Personal Property	5	5
Personal Property Manufactured Structures	28	30
Real Property	185	190
3. Number of delinquent tax notices sent		
Business Personal Property	208	225
Personal Property Manufactured Structures	674	700
Real Property	2,521	2,600
4. Number of foreclosure accounts processed		
Real Property only	49	55
5. Number of accounts issued redemption notices		
Real Property only	15	25
6. Number of warrants	424	450
7. Number of garnishments	0	0
8. Number of seizures	0	0
9. Number of bankruptcies	125	130
10. Number of accounts with an address change processed	1,085	1,100
11. How many second trimester statements do you mail?	0	
12. How many third trimester statements do you mail?	0	
13. Does the county contract for lock box service?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
14. Does the county use in-house remittance processing?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
15. If tax collector is combined with another county function, please describe that function.		



Form 6
Assessment and Administrative
Support and Cartography
Work Activity

2015-16

County Yamhill

Assessment and Administrative Support Work Activity		
	<u>Numbers by Activity</u>	
	Actual 2014-15	Estimated 2015-16
1. Number of Deeds Worked	3,199	3,250

Cartography Work Activity		
	<u>Numbers by Activity</u>	
	Actual 2014-15	Estimated 2015-16
1. Number of new tax lots	89	300
2. Number of lot line adjustments	65	80
3. Number of consolidations	12	12
4. Number of new maps	22	38
5. Number of tax code boundary changes	2	2



Form 7 Summary of Expenses

2015-16

County Yamhill

Current Operating Expenses	A. Assessment Administration	B. Valuation	C. BOPTA	D. Tax Collection & Distribution	E. Cartography*	F. A&T Data Processing	TOTALS
1. Personal Services	\$355,428	\$911,052	\$4,649	\$334,141	\$90,561	\$184,070	\$1,879,901
2. Materials & Services	\$19,593	\$65,363	\$9,932	\$123,626	\$11,483	\$17,904	\$247,901
3. Transportation	\$0	\$7,500	\$0	\$0	\$0	\$0	\$7,500
4. Total Current Operating Expenses (Total Direct Expenses)	\$375,021	\$983,915	\$14,581	\$457,767	\$102,044	\$201,974	\$2,135,302

* Include ORMAP-approved grant funding

Indirect Expenses

5. Total Direct Expenses (line 4)
6. If you use the 5 percent method to calculate your indirect expenses, enter .05 in this box.
Total Indirect Expenses (line 5 x line 6)
- 6A. If you use a percent amount approved by a federal granting agency to calculate your indirect expenses, enter that percentage in this box
- Total Indirect Expenses** (line 6A x the direct expense amount for the category/categories that your certificate allows)
7. **Total Indirect Expenses**

\$2,135,302
0.05000
\$106,765

Capital Outlay

8. Enter the actual capital outlay without regard to limitation.
9. Total direct and indirect expenses (line 4 + line 7)
10. Direct and indirect expenses x 0.06
11. The greater of line 10 or \$50,000
12. Capital outlay (the lesser of line 8 or line 11)
13. Total expenditures for CAFFA consideration (line 4 + line 7 + line 12)

Assessment Administration	Valuation	BOPTA	Tax Collection & Distribution	Cartography	A&T Data Processing	Total Capital Outlay Without Regard to Limitation
\$0	\$0	\$0	\$0	\$0	\$134,524	\$134,524
						\$2,242,067
						\$134,524
						\$134,524
						\$134,524
						\$2,376,591

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 \$2,376,591, 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>Jayne Mercer</u>	<u>503-474-4991</u>	<u>mercervj@co.yamhill.or.us</u>
Name	Telephone	E-mail Address

as the county contact person for this grant application.

Allen Springer
Signature of Chairperson or Judge of Governing Body

4-16-14
Date Signed

Accepted by Yamhill County
Board of Commissioners on
4.16.15 by Board Order
15-105

RACIAL AND ETHNIC IMPACT STATEMENT

This form is used for informational purposes only and must be included with the grant application.

Chapter 600 of the 2013 Oregon Laws require applicants to include with each grant application a racial and ethnic impact statement. The statement provides information as to the disproportionate or unique impact the proposed policies or programs may have on minority persons¹ in the State of Oregon if the grant is awarded to a corporation or other legal entity other than natural persons.

1. The proposed grant project policies or programs could have a disproportionate or unique positive impact on the following minority persons:

Indicate all that apply:

- Women
- Persons with Disabilities
- African-Americans
- Hispanics
- Asians or Pacific Islanders
- American Indians
- Alaskan Natives

2. The proposed grant project policies or programs could have a disproportionate or unique negative impact on the following minority persons:

Indicate all that apply:

- Women
- Persons with Disabilities
- African-Americans
- Hispanics
- Asians or Pacific Islanders
- American Indians
- Alaskan Natives

3. The proposed grant project policies or programs will have no disproportionate or unique impact on minority persons.

If you checked numbers 1 or 2 above, on a separate sheet of paper, provide the rationale for the existence of policies or programs having a disproportionate or unique impact on minority persons in this state. Further provide evidence of consultation with representative(s) of the affected minority persons.

I HEREBY CERTIFY on this 8 day of April, 2015, the information contained on this form and any attachment is complete and accurate to the best of my knowledge.

Scott Mayhobby
Signature
Printed Name: SCOTT MAYHOBby
Title: Assessor

¹ "Minority persons" are defined in SB 463 (2013 Regular Session) as women, persons with disabilities (as defined in ORS 174.107), African-Americans, Hispanics, Asians or Pacific Islanders, American Indians and Alaskan Natives.

CAFFA 2015-16 Department Totals
--

County Council				
FTE Estimates	Hrs	Rate	Cost	FTE %
County Council	225	85	19,125.00	12.26%
Deputy County	100	58	5,800.00	4.81%
Paralegal	10	48	480.00	0.48%
Total County Council	335		25,405.00	0.18

County Clerk				
FTE Estimates	Hrs	Rate	Cost	FTE %
Clerk	56	\$43.70	2,447.00	0.03
Chief Deputy	12	\$37.08	445.00	0.01
Office Specialist TE	64	\$27.45	1,757.00	0.03
Total FTE Estimates	132		4,649.00	0.06

Other Costs	Hrs		Cost	
Overtime	1.82		50.00	
Central Supplies			3,900.00	
Publications & Dues			500.00	
Contract Services			250.00	
Training & Development			250.00	
Telephone			200.00	
Postage			250.00	
Travel Expense			125.00	
Building Rent			794.00	
Equipment Rent			25.00	
Heat/light/water			50.00	
Equipment Maintenance			887.00	
Misc. Repair			50.00	
SW LIC/SUP-Application			1,750.00	
Building Reserve			524.00	
Internal Telecommunication			198.00	
Equipment Replacement			105.00	
Telecomm per call an			24.00	
Total Other Costs			9,882.00	
Total County Clerk			14,531.00	

Information Technology				
FTE Estimates	Hrs	Rate	Cost	FTE %
Todd Pettijohn	2080	\$46.68	97,098.00	1.00
Jane Beals	1040	\$25.86	26,891.00	0.50
Jill Olson	208	\$53.53	11,134.00	0.10
Diane VanDyke	208	\$36.73	7,639.00	0.10
Anne Britt	208	\$16.56	3,444.00	0.10
Network Administrator	208	\$64.61	13,438.00	0.10
Murray Paolo	208	\$74.28	15,451.00	0.10
Adam Greene	208	\$43.15	8,975.00	0.10
Total FTE Estimates	4368		184,070.00	2.10

Note: No change from prior year. This represents all IS resources expended on behalf of supporting the Assessment and Taxation function. Further, it represents the support needed throughout this coming year in order to support our existing software system, plus the conversion and implementation support needed for our new Thomsen-Reuters/Manatron software system.

Materials and Services		Cost
Maintenance		5,889.00
Other		12,015.00
Total Materials and Services		17,904.00
Total IT		201,974.00

Maintenance, (\$5,889) A&T Server operating system and SQL Server maintenance Other expenses – excluding Server Maintenance = (\$12,015) prorata share of total IS M&S expenses. 26 of 594 total PCs = 4.4% of \$273,057

Financial Management				
FTE Estimates	Hrs	Rate	Cost	FTE %
Crystal Wooldridge	38.00	45.661	1,735.12	0.02
Laurie Murphy	72.50	\$30.26	2,193.92	0.03
Becky Weaver	19.00	\$54.64	1,038.18	0.01
Norma Heath	107.75	\$30.26	3,260.62	0.05
Total FTE Estimate	237.25		8,227.84	0.11

Materials and Services		Cost
Deposit Slips, checks		500.00
Total Financial Management		8,727.84

Treasurer				
FTE Estimates	Hrs	Rate	Cost	FTE %
Mike Green	8.00	36.10	288.79	0.003846
Total Tresurer	8.00	36.10	288.79	0.003846

Department Totals		
Department	Costs	FTE Estimate
County Council	\$25,405.00	0.18
County Clerk	\$14,531.00	0.06
Information Technology	\$201,974.00	2.10
Financial Management	\$8,727.84	0.11
Treasurer	\$288.79	0.003846154
Totals	\$250,926.63	2.46

Materials and Services	\$28,286
------------------------	----------

Grant Percentages		
Department	Costs	
County Council	\$25,405.00	0.01069
County Clerk	\$14,531.00	0.006114
Information Technology	\$201,974.00	0.084985
Financial Management	\$8,727.84	0.003672
Treasurer	\$288.79	
Totals	\$250,926.63	



Form 2 Explanation of Staffing Issues

2015-16

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 has made the following personnel changes for the 2015-2016 CAFFA grant. The number of employees (FTE) has remained the same at nineteen. We have reclassified one cartographer position as an Office Administrator to assist the Deputy Tax Collector with supervision and administrative duties relating to assessment and tax collection.

Currently we have 3 vacant positions. The front staff has on vacant office Specialist Tech position and the Office Administrator position. The appraisal section has on Appraiser 2 position vacant. We are actively recruiting for the two existing positions and will be recruiting for the Office Administrator position in early June of 2015.

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 steadily progressing through the software conversion to Thomson Reuters Aumentum and ProVal solutions. Tentative schedule for "Go Live" is February of 2016. The Assessment and Tax office will be heavily involved in onsite platform training and user acceptance testing this Summer and Fall. Three full time temporary employees will be added to assist the office with core functions ensuring business continuity from June through December. The appraisal team will complete all major 2014 initiatives before July 1st to ensure they availability for the training and user acceptance. We expect the entire office to be notably absence or redirected to the conversion from July through the end of the year.

Some general budget items have been added to the 2015-2016 budget to accommodate the additional temp staff, training equipment and time allocated to training and user acceptance.

The amended contract with Thomson Reuters includes a new statement of work (SOW) which lays out the payment milestones and holdbacks for the contract. In 2014 all payments were curtailed, in 2015 we anticipate conversion / implementation milestones will be met and payments to Thomson Reuters may be made.



Form 4 Valuation-Appraisal Resources

2015-16

County <u>Yamhill</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	2,554	2,937	3.25	3.25
Zone Changes	5	5	0.02	0.02
Subdivisions, Segregations, Consolidations	152	200	0.40	0.40
Omitted Properties	23	10	0.02	0.02
Special Assessment Qualification and Disqualification Exemptions	40	50	0.70	0.70
Subtotal	2,809	3,242	4.49	4.49
2. Appeals and Assessor Review				
Assessor Review and Stipulations	101	100	0.25	0.25
BOPTA	79	100	0.25	0.25
Department of Revenue	0	0	0.00	0.00
Magistrate Division—Tax Court	5	10	0.25	0.25
Regular Division—Tax Court	11	15	0.25	0.25
Subtotal	196	225	1.00	1.00
3. Real Property Valuation				
Physical Reappraisal	1,850	6,000	2.00	2.00
Recalculation only—no appraisal review	0	0	0.00	0.00
Subtotal	1,850	6,000	2.00	2.00
4. Business Personal Property (returns mailed)	2,965	3,054	2.00	2.00
5. Ratio			1.00	1.00
6. Continuing Education			0.50	0.50
7. Other Valuation—Appraisal Activity			0.00	0.00
8. Total Valuation—Appraisal Staff (FTE)			10.99	10.99

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 Yamhill

**Number of Accounts
by Activity**

	Actual 2014-15	Estimated 2015-16
1. Number of accounts requiring roll corrections		
Business Personal Property	61	50
Personal Property Manufactured Structures	52	50
Real Property	197	200
2. Number of accounts requiring a refund		
Business Personal Property	5	5
Personal Property Manufactured Structures	28	30
Real Property	185	190
3. Number of delinquent tax notices sent		
Business Personal Property	208	225
Personal Property Manufactured Structures	674	700
Real Property	2,521	2,600
4. Number of foreclosure accounts processed		
Real Property only	49	55
5. Number of accounts issued redemption notices		
Real Property only	15	25
6. Number of warrants	424	450
7. Number of garnishments	0	0
8. Number of seizures	0	0
9. Number of bankruptcies	125	130
10. Number of accounts with an address change processed	1,085	1,100
11. How many second trimester statements do you mail?	0	
12. How many third trimester statements do you mail?	0	
13. Does the county contract for lock box service?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
14. Does the county use in-house remittance processing?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. If tax collector is combined with another county function, please describe that function.		



Form 6
Assessment and Administrative
Support and Cartography
Work Activity

2015-16

County Yamhill

Assessment and Administrative Support Work Activity		
	<u>Numbers by Activity</u>	
	<u>Actual 2014-15</u>	<u>Estimated 2015-16</u>
1. Number of Deeds Worked	3,199	3,250

Cartography Work Activity		
	<u>Numbers by Activity</u>	
	<u>Actual 2014-15</u>	<u>Estimated 2015-16</u>
1. Number of new tax lots	89	300
2. Number of lot line adjustments	65	80
3. Number of consolidations	12	12
4. Number of new maps	22	38
5. Number of tax code boundary changes	2	2



Form 7 Summary of Expenses

2015-16

County Yamhill

Current Operating Expenses	A. Assessment Administration	B. Valuation	C. BOPTA	D. Tax Collection & Distribution	E. Cartography*	F. A&T Data Processing	TOTALS
1. Personal Services	\$355,428	\$911,052	\$4,649	\$334,141	\$90,561	\$184,070	\$1,879,901
2. Materials & Services	\$19,593	\$65,363	\$9,932	\$123,626	\$11,483	\$17,904	\$247,901
3. Transportation	\$0	\$7,500	\$0	\$0	\$0	\$0	\$7,500
4. Total Current Operating Expenses (Total Direct Expenses)	\$375,021	\$983,915	\$14,581	\$457,767	\$102,044	\$201,974	\$2,135,302

* Include ORMAP-approved grant funding

Indirect Expenses

5. Total Direct Expenses (line 4) \$2,135,302
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 x line 6) \$106,765
- 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 x the direct expense amount for the category/categories that your certificate allows) \$0
7. **Total Indirect Expenses** \$106,765

Capital Outlay

8. Enter the actual capital outlay without regard to limitation. Total Capital Outlay Without Regard to Limitation
9. Total direct and indirect expenses (line 4 + line 7) \$134,524
10. Direct and indirect expenses x 0.06 \$2,242,067
11. The greater of line 10 or \$50,000 \$134,524
12. Capital outlay (the lesser of line 8 or line 11) \$134,524
13. Total expenditures for CAFFA consideration (line 4 + line 7 + line 12) \$2,376,591

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 \$2,376,591, 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>Jayne Mercer</u>	<u>503-474-4991</u>	<u>mercervj@co.yamhill.or.us</u>
Name	Telephone	E-mail Address

as the county contact person for this grant application.

Allen Springer
Signature of Chairperson or Judge of Governing Body

4-16-14
Date Signed

Accepted by Yamhill County
Board of Commissioners on
4.16.15 by Board Order
15-105

RACIAL AND ETHNIC IMPACT STATEMENT

This form is used for informational purposes only and must be included with the grant application.

Chapter 600 of the 2013 Oregon Laws require applicants to include with each grant application a racial and ethnic impact statement. The statement provides information as to the disproportionate or unique impact the proposed policies or programs may have on minority persons¹ in the State of Oregon if the grant is awarded to a corporation or other legal entity other than natural persons.

- 1. The proposed grant project policies or programs could have a disproportionate or unique positive impact on the following minority persons:

Indicate all that apply:

- Women
- Persons with Disabilities
- African-Americans
- Hispanics
- Asians or Pacific Islanders
- American Indians
- Alaskan Natives

- 2. The proposed grant project policies or programs could have a disproportionate or unique negative impact on the following minority persons:

Indicate all that apply:

- Women
- Persons with Disabilities
- African-Americans
- Hispanics
- Asians or Pacific Islanders
- American Indians
- Alaskan Natives

- 3. The proposed grant project policies or programs will have no disproportionate or unique impact on minority persons.

If you checked numbers 1 or 2 above, on a separate sheet of paper, provide the rationale for the existence of policies or programs having a disproportionate or unique impact on minority persons in this state. Further provide evidence of consultation with representative(s) of the affected minority persons.

I HEREBY CERTIFY on this 8 day of April, 2015, the information contained on this form and any attachment is complete and accurate to the best of my knowledge.

Scott Mayberry
Signature
Printed Name: SCOTT MAYBERRY
Title: Assessor

¹ "Minority persons" are defined in SB 463 (2013 Regular Session) as women, persons with disabilities (as defined in ORS 174.107), African-Americans, Hispanics, Asians or Pacific Islanders, American Indians and Alaskan Natives.

CAFFA 2015-16 Department Totals

County Council				
FTE Estimates	Hrs	Rate	Cost	FTE %
County Council	225	85	19,125.00	12.26%
Deputy County	100	58	5,800.00	4.81%
Paralegal	10	48	480.00	0.48%
Total County Council	335		25,405.00	0.18

County Clerk				
FTE Estimates	Hrs	Rate	Cost	FTE %
Clerk	56	\$43.70	2,447.00	0.03
Chief Deputy	12	\$37.08	445.00	0.01
Office Specialist TE	64	\$27.45	1,757.00	0.03
Total FTE Estimates	132		4,649.00	0.06

Other Costs	Hrs		Cost	
Overtime	1.82		50.00	
Central Supplies			3,900.00	
Publications & Dues			500.00	
Contract Services			250.00	
Training & Development			250.00	
Telephone			200.00	
Postage			250.00	
Travel Expense			125.00	
Building Rent			794.00	
Equipment Rent			25.00	
Heat/light/water			50.00	
Equipment Maintenance			887.00	
Misc. Repair			50.00	
SW LIC/SUP-Application			1,750.00	
Building Reserve			524.00	
Internal Telecommunication			198.00	
Equipment Replacement			105.00	
Telecomm per call an			24.00	
Total Other Costs			9,882.00	
Total County Clerk			14,531.00	

Information Technology				
FTE Estimates	Hrs	Rate	Cost	FTE %
Todd Pettijohn	2080	\$46.68	97,098.00	1.00
Jane Beals	1040	\$25.86	26,891.00	0.50
Jill Olson	208	\$53.53	11,134.00	0.10
Diane VanDyke	208	\$36.73	7,639.00	0.10
Anne Britt	208	\$16.56	3,444.00	0.10
Network Administrator	208	\$64.61	13,438.00	0.10
Murray Paolo	208	\$74.28	15,451.00	0.10
Adam Greene	208	\$43.15	8,975.00	0.10
Total FTE Estimates	4368		184,070.00	2.10

Note: No change from prior year. This represents all IS resources expended on behalf of supporting the Assessment and Taxation function. Further, it represents the support needed throughout this coming year in order to support our existing software system, plus the conversion and implementation support needed for our new Thomsen-Reuters/Manatron software system.

Materials and Services		Cost
Maintenance		5,889.00
Other		12,015.00
Total Materials and Services		17,904.00
Total IT		201,974.00

Maintenance, (\$5,889) A&T Server operating system and SQL Server maintenance Other expenses – excluding Server Maintenance = (\$12,015) prorata share of total IS M&S expenses. 26 of 594 total PCs = 4.4% of \$273,057

Financial Management				
FTE Estimates	Hrs	Rate	Cost	FTE %
Crystal Wooldridge	38.00	45.661	1,735.12	0.02
Laurie Murphy	72.50	\$30.26	2,193.92	0.03
Becky Weaver	19.00	\$54.64	1,038.18	0.01
Norma Heath	107.75	\$30.26	3,260.62	0.05
Total FTE Estimate	237.25		8,227.84	0.11

Materials and Services		Cost
Deposit Slips, checks		500.00
Total Financial Management		8,727.84

Treasurer				
FTE Estimates	Hrs	Rate	Cost	FTE %
Mike Green	8.00	36.10	288.79	0.003846
Total Tresurer	8.00	36.10	288.79	0.003846

Department Totals		
Department	Costs	FTE Estimate
County Council	\$25,405.00	0.18
County Clerk	\$14,531.00	0.06
Information Technology	\$201,974.00	2.10
Financial Management	\$8,727.84	0.11
Treasurer	\$288.79	0.003846154
Totals	\$250,926.63	2.46

Materials and Services	\$28,286
------------------------	----------

Grant Percentages		
Department	Costs	
		\$2,376,591.00
County Council	\$25,405.00	0.01069
County Clerk	\$14,531.00	0.006114
Information Technology	\$201,974.00	0.084985
Financial Management	\$8,727.84	0.003672
Treasurer	\$288.79	
Totals	\$250,926.63	