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2 system by inter alia participating in the Assessment and
3 Taxation Grant. In this effort, Tillamook County designates
4 the Tillamook County Assessor, Tim Lutz (503-842-3400), as the
5 Tillamook County contact person for this grant document.

6 DATED THIS 27th DAY OF February 1995.

7 BOARD OF COUNTY COMMISSIONERS
8 FOR TILLAMOOK COUNTY, OREGON

Aye Nay Abstain/Absent

9 Jerry A. Dove /
10 Jerry A. Dove, Chairperson

11 Ken Burdick /
12 Ken Burdick, Vice-Chairperson

13 Gina Mulford /
14 Gina Mulford, Commissioner

15 ATTEST: Josephine Veltri,
16 County Clerk

APPROVED AS TO FORM:

17 BY: Cecilia V. Allen
18 Special Deputy

John R. Putman
19 John R. Putman,
20 County Counsel.

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GRANT DOCUMENT STAFFING REPORT

1995-96

TILLAMOOK County	Approved FTEs Current Year (1994-95)	Budgeted FTEs Coming Year (1995-96)	Change (plus or minus)
A. ASSESSMENT ADMINISTRATION			
Assessor, Deputy, etc.	1.00	1.00	0
Support Staff	5.00	5.00	0
Total Assessment Administration	6.00	6.00	0
B. VALUATION—APPRAISAL STAFF			
Chief Appraiser/Appraisal Supervisors	1.00	1.00	0
Lead Appraisers	.50	.00	-.50
Residential Appraisers	5.00	6.00	+1.00
Commercial/Industrial Appraisers	.50	1.00	+.50
Farm/Forest/Rural Appraisers	0.00	1.00	+1.00
Mobile Home Appraisers	0.00	0.00	0
Personal Property Appraisers	0.00	0.00	0
Sales Data Analysts	1.00	1.00	0
Other Appraisers Trainees	2.00	0.00	-2.00
Exemption Analysts	0.00	0.00	0
Total Valuation—Appraisal Staff	10.00	10.00	0.00
C. CLERK / BOE / BORR STAFF	1.50	1.50	0.00
D. TAX COLLECTION STAFF			
Real Property	2.50	2.50	0.00
Personal Property	.50	.50	0.00
Tax Distribution	1.31	1.31	0.00
Total Tax Collection Staff	4.31	4.31	0.00
E. CARTOGRAPHY STAFF			
Cartographic Supervisor			
Lead Cartographer	1.00	1.00	0.00
Cartographer			
Deed or Abstract Clerk			
Total Cartography Staff	1.00	1.00	0.00
F. A&T DATA PROCESSING STAFF	1.30	1.25	-.05
Total A&T Staffing	24.11	24.06	-.05

Please explain any staffing changes made to the above categories for the approved current year.

NUMBER OF ACCOUNTS

	Totals
Real Property Accounts .. 2/95	27980
Personal Property Accounts 2/95	2182
Utility Accounts .. 2/95	226

APPEALS

	Number of:
Petitions to BOE 94/95	1044
Petitions to BORR 93/94	0
Petitions to DOR	75 EST
Petitions to Tax Court	5 EST

OTHER APPRAISALS

	Number of:
New construction accounts + Reviews	2300 EST
Segregations Includes subdivisions and Partition Plats	450 EST
All disqualifications from special assmt	20 EST
Exemptions requiring application (including Veteran's Exemptions)	465 +/-
Other exemptions	10 +/-

BOARDS

Boards of Equalization	1
Boards of Ratio Review	1

TILLAMOOK COUNTY

1995/96 PROPERTY TAX GRANT

Staffing Comments

February 24, 1995

Staffing levels dedicated to the Tillamook County Assessment and Tax Programs has decreased by 5 hundredths (.05) FTE. This minor adjustment reflects a slight adjustment in work loads.

Tillamook County is in the process of reviewing the staffing level of the Tax Collectors Office. The office currently has 3.0 FTE. The Tax Collector believes that it may be possible to reduce the 3.0 FTE to approximately 2.7 FTE. The 1995/96 Grant Document indicates that 3.0 FTE will be funded in the Tax Office. Any excess FTE in the Tax Office will be fully utilized towards other Assessment and Tax functions. The Assessor has indicated that he could fully utilize any excess staffing from the Tax Office in the Assessor's Office. The reason the Tax Office may be able to reduce their FTE's is because of increased efficiency derived from more and better utilization of Data Processing programs.



**SUMMARY OF EXPENSES
PROPERTY TAX PROGRAM**

TILLAMOOK

County

1995-96

EXPENDITURES FOR:	A ASSESSMENT ADMINISTRATION	B VALUATION APPRAISAL STAFF	C BOARDS OF EQUALIZATION AND RATIO REVIEW	D TAX COLLECTION AND DISTRIBUTION	E CARTOGRAPHY	F A&T DATA PROCESSING	G TOTAL
1 Personal Services *I	206885	406861	46804	163941	40942	50008	915441
2 Materials and Services *I	14809	24325	9656	39198	4366	39144	131498
3 Cost of Transportation *II (Do not include in Materials and Services or Capital Outlay)	1579	13897	90	0	316	0	15882
4 Capital Outlay (Do not include in Materials and Services)	1400	1400	800	0	700	62103 *III	66403 *V
5 TOTAL Direct Expenditures	224673	446483	57350	203139	46324	151255	1129224 *VI

NOTES:

*I. Do not include any amount that is included in capital outlay.

*II. Specify the method used to determine cost of transportation:

The estimate of the actual cost of operating the vehicle for a 12 month period plus a depreciation allowance for the useful life of the vehicle.

The rate per mile used in the county with an estimate of miles to be driven:

Rate per mile 29¢ Estimate of miles 2000

*III. Data Processing capital outlay includes personal services and materials and services for all new data processing development and all data processing equipment purchases. Lease purchase payments are included here.

IV. Specify the method used to determine indirect costs:

Percent amount approved by a federal granting agency.
_____ % of _____

5 percent of total direct expenditures less capital outlay.
(Indirect costs = The total of rows 1, 2, and 3 in column G × 5%)

Total indirect costs \$ 53141

*V. Capital outlay is limited to either 6 percent of the total expenditures certified or \$50,000, whichever is greater. For more information, see the formula provided in the instructions.

*VI. Total direct expenditures \$ 1,129,224

VII. Total expenditures certified for consideration in grant.
(Total of Notes IV and VI) \$ 1,182,365