

CLACKAMAS COUNTY BOARD OF COUNTY COMMISSIONERS

Policy Session Worksheet

Presentation Date: 3/26/19 **Approx. Start Time:** 2:00 pm **Approx. Length:** 30 min.

Presentation Title: Assessor Fee Change relating to budget

Department: Assessment & Taxation

Presenters: Bronson Rueda and Tami Little

Other Invitees: N/A

WHAT ACTION ARE YOU REQUESTING FROM THE BOARD?

Approving the following recommended changes to the Assessment & Taxation Fee Schedule:

1. Adding a fee of \$150 for Declass Estimate requests. These requests are from property owners, or potential buyers, to determine what the potential additional tax will be if a property is removed from special assessment.
2. Changing the Appraisal Card & Deed Copies fee, for more than one page, from \$0.25 per page to \$1 per page.
3. Changing copies of Plat Maps from \$2 per copy to \$5 per copy.
4. Changing the Research Fee from \$25 per hour to \$50 per hour.

EXECUTIVE SUMMARY:

The Assessment & Taxation Department has statutory authorization to charge fees to the public for certain information and data requests. The purpose of charging fees is to recuperate the cost for employee time and materials to satisfy the requests, not to make a profit. For example, for copies of appraisal cards we currently charge \$1 for the first page and \$0.25 for each additional page. We have polled numerous Oregon counties to determine if our current fees are appropriate. Based on the data available, the above proposed changes are recommended to stay consistent, and in line, with our Oregon county partners.

FINANCIAL IMPLICATIONS (current year and ongoing):

Is this item in your current budget? YES NO

What is the cost? The cost for this policy falls on the taxpayer, not on the county, and is considered Miscellaneous Revenue. The revenue acts as a credit to the department's balance sheet and offsets General Fund support costs. The last five fiscal years, the total fees collected each year were \$74,697, \$80,972, \$95,827, \$83,913, and \$114,412. In the current fiscal year we have collected \$92,036 with a projected total between \$110,000 and \$120,000.

What is the funding source?

N/A

STRATEGIC PLAN ALIGNMENT:

- How does this item align with your Department’s Strategic Business Plan goals?
N/A
- How does this item align with the County’s Performance Clackamas goals? This item doesn’t directly align with any one Performance Clackamas goal. However, it does align with the one of the County’s Strategic Focus areas: Build Public Trust through Good Government. By regularly revisiting and analyzing our fee schedule, the public can have confidence that we are doing our best to uniformly align with consistent and fair Assessment and Taxation business practices in the State of Oregon.

LEGAL/POLICY REQUIREMENTS:

We have statutory authority to charge fees for certain public requests to recoup the cost of employee time and material. Authorizing statutes include ORS 321.760, ORS 358.525, ORS 312.120(5)(b), ORS 311.633, ORS 192.440(3), and ORS 307.260.

PUBLIC/GOVERNMENTAL PARTICIPATION:

N/A

OPTIONS:

Option 1: Maintain the status quo.

Pros:

1. No monetary changes for regular requesters

Cons:

1. The county will not keep pace with employee and material costs
2. The county may be out of alignment with other Oregon counties

Option 2: Approve the proposed fee changes, as outlined on page 1, for the 2019-20 fiscal year.

Pros:

1. The county will keep pace with employee and material costs
2. The county will better align with other Oregon counties

Cons:

1. The monetary changes may upset for our regular requesters

RECOMMENDATION:

Option 2: Approve the proposed fee changes, as outlined on page 1, for the 2019-20 fiscal year.

ATTACHMENTS:

Included on the following page.

ASSESSMENT & TAXATION	AUTH. LEGISLATION	FEE SET BY ORS	ORS AUTH. FEE	CURRENT FEE AMOUNT	PROPOSED FEE 2019-2020	What other Oregon Counties charge
Request for Declass Estimate	ORS 321.760 & ORS 358.525		x	\$0.00	\$150.00	\$25 - \$283 with \$80 avg.
Foreclosure title search	ORS 312.120(5)(b)	x actual cost		\$200.00		
Warrant fees	ORS 311.633	x actual cost		\$62.00		
Manufactured structure Tax Certification Fee	ORS 192.440(3)		x	\$25.00		
Returned Check Fee				\$25.00		
Veteran Late Filing Fee	ORS 307.260	x actual cost	x	\$10.00		
Public records (includes copies of appraisal records, tax records, maps, magnetic tapes, etc.)	ORS 192.440(3)		x	Recapture cost to produce (See public records policy and procedure)		
Aerial Maps (2014)	ORS 192.440(3)		x	\$5.00		
Appraisal Card & Deed Copies	ORS 192.440(3)		x	\$1 for first page plus \$0.25 for each additional page	\$1 per page	\$1 per page
Computer Printouts	ORS 192.440(3)		x	\$1.00		
Copies/Printing Self-Serve	ORS 192.440(3)		x	\$0.25		
Electronic Data Requests	ORS 192.440(3)		x	\$110-\$180 depending on size		
Entire County CD	ORS 192.440(3)		x	\$250.00		
Mailing Labels	ORS 192.440(3)		x	\$50 setup plus \$1.50 per 100 labels		
Mobile Home Park Listing	ORS 192.440(3)		x	\$5 per copy/\$15 all three		
Plat Maps (Section Maps)	ORS 192.440(3)		x	\$2.00	\$5.00	\$4 - \$15
Research Fee	ORS 192.440(3)		x	\$25/hr. plus \$1 per page	\$50/hr.	\$25 - \$100/hr. with \$56/hr. avg.
Sales Data Listing	ORS 192.440(3)		x	\$30 regular		
Sales Ratio Study	ORS 192.440(3)		x	\$35.00		
Subdivision Index Printouts	ORS 192.440(3)		x	\$15.00		

SUBMITTED BY:

Division Director/Head Approval _____

Department Director/Head Approval _____

County Administrator Approval _____

For information on this issue or copies of attachments, please contact _____ @ 503-_____