



CHRISTA BOSSERMAN WOLFE, CPA  
DIRECTOR

**DEPARTMENT OF FINANCE**  
PUBLIC SERVICES BUILDING  
2051 KAEN ROAD | OREGON CITY, OR 97045

April 25, 2019

Board of County Commissioners  
Clackamas County

Members of the Board:

A Resolution Approving the Submission of  
The Assessor's CAFFA Grant Application for FY 2019-20

|  |   |
|--|---|
| <b>Purpose/Outcome</b>                 | This resolution is an annual requirement to accompany the application for a grant from the State of Oregon Department of Revenue to the Clackamas County Assessor's Office. |
| <b>Dollar Amount and Fiscal Impact</b> | The grant provides approximately 18% of the revenue for the Assessor's Office.  |
| <b>Funding Source</b>                  | The State of Oregon   |
| <b>Duration</b>                        | Effective July 1, 2019 to June 30, 2020   |
| <b>Previous Board Action</b>           | None  |
| <b>County Counsel Review</b>           | Reviewed and approved by County Counsel on 4-17-2019.   |
| <b>Strategic Plan Alignment</b>        | Build public trust through good government  |
| <b>Contact Person</b>                  | Tami Little, County Assessor 503-655-8302<br>Jian Zhang, Finance Department 503-742-5434  |

**BACKGROUND:**

County Assessment Function Funding Assistance (CAFFA) is a grant from the State of Oregon to Clackamas County Assessor's Office. The grant provides approximately 18% of the revenue for the Assessor's Office. All documents required to be included in the grant application are attached. They include a summary of expense, two staffing reports, two narrative reports, and two work activity forms, Grant Application Resolution and Racial and Ethnic Impact Statement.

The application and accompanying documents must be received in Salem by May 1, 2018, and this material has been reviewed and approved by County Counsel.

**RECOMMENDATION:**

Staff respectfully recommends that the Board of Commissioners approve this resolution, so that this grant application may be submitted to the state.

Respectfully submitted,

Jeff Aldridge  
Grants Manager



# Form 1 Grant Application Staffing

**2019-2020**

|  | <b>Column 1</b>                                    | <b>Column 2</b>                                   | <b>Column 3</b>                                |
|--|--|---|--|
| <b>County</b> <u>CLACKAMAS</u>                           | <b>Approved FTE<br/>current year<br/>(2018-19)</b> | <b>Budgeted FTE<br/>coming year<br/>(2019-20)</b> | <b>Change<br/>(Column 2<br/>less Column 1)</b> |
| <b>A. Assessment administration</b>                      |  |   |  |
| Assessor, deputy, etc. ....                              | 2.00   | 2.00  | 0.00   |
| Assmt. support staff, deed clerks and data entry staff   | 17.50  | 18.50   | 1.00   |
| Total assessment administration staff .....              | 19.50  | 20.50   | 1.00   |
| <b>B. Valuation and appraisal staff</b>                  |  |   |  |
| Chief appraisers/appraiser supervisor .....              | 3.00   | 3.00  | 0.00   |
| Lead appraisers .....                                    | 5.00   | 6.00  | 1.00   |
| Residential appraisers .....                             | 3.50   | 5.50  | 2.00   |
| Commercial/industrial appraisers .....                   | 4.25   | 3.50  | (0.75)   |
| Farm/forest/rural appraisers.....                        | 2.75   | 2.00  | (0.75)   |
| Manufactured structure/floating structure appraisers     | 1.00   | 0.50  | (0.50)   |
| Personal property appraisers.....                        | 0.50   | 0.50  | 0.00   |
| Personal property clerks.....                            | 2.00   | 2.00  | 0.00   |
| Sales data analyst.....                                  | 2.00   | 2.00  | 0.00   |
| Data gatherers and appraisal techs.....                  | 0.00   | 0.00  | 0.00   |
| Total valuation and appraisal staff .....                | 24.00  | 25.00   | 1.00   |
| <b>C. Board of Property Tax Appeals (BoPTA)</b>          |  |   |  |
|  | 1.00   | 1.00  | 0.00   |
| <b>D. Tax collection and distribution administration</b> |  |   |  |
| Administration, deputy, etc.....                         | 1.00   | 1.00  | 0.00   |
| Support and collection .....                             | 6.75   | 5.50  | (1.25)   |
| Tax distribution .....                                   | 1.00   | 1.25  | 0.25   |
| Foreclosure and garnishment.....                         | 0.75   | 0.75  | 0.00   |
| Total tax collection and distribution .....              | 9.50   | 8.50  | (1.00)   |
| <b>E. Cartography and GIS administration</b>             |  |   |  |
| Cartographic/GIS supervisor.....                         | 0.00   | 0.00  | 0.00   |
| Leadcartographers .....                                  | 1.00   | 1.00  | 0.00   |
| Cartographers.....                                       | 4.50   | 5.00  | 0.50   |
| GIS specialists.....                                     | 1.20   | 1.20  | 0.00   |
| Total cartographic and GIS staff .....                   | 6.70   | 7.20  | 0.50   |
| <b>F. Dedicated IT services for A&amp;T</b>              |  |   |  |
|  | 2.00   | 2.00  | 0.00   |
| <b>G. Total assessment and taxation staffing</b>         |  |   |  |
|  | 62.70  | 64.20   | 1.50   |

County CLACKAMAS

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 those reported on Form 1, Section B, note that here and include the FTE.

Vacancies continue to be filled and lag time due to the recruitment process can impact specific workloads at certain times of the year. We completed 6 recruitments in 2018 which is the equivalent of 17% of our 59 FTE for 2018-19. We are currently recruiting to fill 3 vacancies.

Temporary help is budgeted at \$60,000 and is used to support personal property processing, document scanning, appraisal data entry, and entering diagrams and photos into our appraisal system. We are adding 3 additional temporary support staff as explained below in the applicable area.

A. Assessment & Administration: Assessment support FTE increased by 1 due to balancing existing FTE between assessment and tax collection. We recently hired 1 temporary for assessment support and data entry.

B. Valuation – Appraisal Staff: Some minor adjustments were made to better reflect the residential appraisal staff needed due to real estate sales activity, new construction and other exception events that continue to show significant increases. We recently hired 1 temporary for support in personal property and data entry.

For the 2019-20 budget we are requesting one additional FTE to add a Senior Appraiser position. The additional FTE - Senior Appraiser will be dedicated to the integration of our newly purchased aerial imagery and GIS information with our CAMA system. This will allow us to enhance and improve efficiencies on how we perform our annual Ratio Study in order to ensure that all property is valued at 100% of real market value. This GIS/CAMA integration will also be used to enhance valuations, reduce the need for physical inspections, improve the quality of our inventory, which aligns with the strategic goal of building public trust.

We continue to hire a contract Commercial/Industrial Appraiser to handle major appeals, assist with the valuation of more complex properties and consult on market studies. His time is equivalent to .75 FTE and is budgeted at \$70,000 for 2019-2020 year. As an independent contractor, this resource is not included in the FTE count.

C. Clerk / BOPTA staff: The projected FTE are .5 from the Assessor's office and .5 from the Clerk

D. Tax Collection & Distribution Administration: The FTE reduced by 1 due to moving them to Assessment administration.

E. Cartography & GIS Admin: The .5 FTE increase is due to now fully funding a previously shared FTE with Technical Services. The 1.2 GIS Specialists listed are fully funded by Technical Services (noted in #4 under ORMAP below) and provide support to our Cartographic section and the ORMAP project. This count was reduced in 2018 because of the progress made by TS map production.

Last fall we received approval of an ORMAP Grant Application of \$15,000 for tax map annotation work for the Assessor's part of the project converting Mylar maps to final digital maps. We are in the hiring process for 2 temporary GIS Cartographer to utilize those funds. We also applied for the 2019 spring grant to be able to continue through calendar year 2019. We have 700 maps that need final annotation before they can be retired.

GIS/ORMAP: The County continues to provide support and resources to progress toward ORMAP

goals. To date we have retired 2,384 Mylar Maps out of a total of 3,386. Additional in-kind support for the GIS data creation part of the project includes:

1. \$125,000 from the Assessor's office for plat and deed research, tax map conversion and annotation.
2. \$35,000 in General Fund support to supplement the ORMAP funding contract work.
3. \$5,000 from the County Surveyor's office for collection of section corners and ground control points.
4. \$151,000 from the County Technical Services Department for project management, quality control, data input, and survey and deed research.

F. A&T Data Processing Staff: This is support from County Technical Services Department for Database support, maintenance, programming, and web services.

#### Form 4

#7 Other Valuation Appraiser Activity: 1.5 FTE is attributed to appraisal time directed to the ProVal CAMA system upgrade testing and development, neighborhood boundary maintenance, special projects and outlier analysis. Resource limitations and strong real estate sale activity have impacted the ability to direct additional resources to populate our CAMA system with the commercial/industrial property characteristic data and build income property valuation models to enable valuation and recalculation of these types of property within our system. This remains a strategic goal. We continue to make progress capturing commercial, industrial and multi-family diagrams in our CAMA system. The valuation section completed the update of residential cost factors in our CAMA system last year and will complete the update of the farm cost factors this year.

#### Form 5

#15 Assessment and Taxation is combined under the Assessor.



## Form 3 General Comments

2019-2020

County CLACKAMAS

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

Our 2019-20 budget increase is 7.7% over the prior year. The increase is primarily due to an increase in personnel expenses with year over year COLA's at 2.8% each year, costs in allocations per employee, fringe benefits, and PERS.

We are now fully transitioned to a strategic budget planning process called Managing for Results (MFR). It's designed to provide openness, transparency, and deliver more integrated and better services toward building public trust. We now allocate funds by line of business to achieve actual costs in each area which will help us achieve the best allocation of resources to accomplish our work. This MFR transition may make the budget information seem challenging to follow in this first year. We can explain the adjustments made moving FTE to their appropriate program. Next year the changes will be easy to quickly identify. For example, Form 1 A has 20.5 FTE –on our ORG chart that is a combination from Administration, Property Records (less 6 FTE for Cartography), and 5 FTE from Valuation. Our Cartography staff in Property Records is in CAFFA Form 1, E. Form 1, B does not request FTE counts for appraisal support staff.

Our business process continues to focus support to appraisal needs. Our appraisers primarily complete field work inspecting new construction, make and review value decisions and assist public on valuation issues. The current real estate market has again resulted in a moderate level of appeals at the Board of Property Tax Appeals. A reduced level of resources has been directed toward appeal management allowing reallocation of those resources towards new construction, quality of inventory, and outlier sales analysis utilizing the online services available to more thoroughly research construction and remodeling activity resulting in the discovery of 515 omitted property corrections with value previously not captured on the assessment roll. The legal complexity of appeals and the complexity of properties under appeal still require participation by County Counsel for representation at Magistrate, Regular Division Tax Court, and Supreme Court cases. Although the level of sales activity has slowed, it continues to require significant appraisal resource to verify sales, research listings, and field inspect property to support appeals, general market analysis and the ratio study. The volume of real estate sales activity, new construction and other exception events remains strong. Our automated appraisal database allows us to monitor our appraisal activity in real time and has increased the efficiency of our business practices. Analysis of market areas and neighborhood maintenance remains a high priority and we continue finalizing new, or modifying some, of our existing market areas for the 2019-2020 year. We expect to improve our neighborhood alignments with the use of our new aerial imagery from Pictometry. We are exploring and implementing as resources allow the integration of GIS data with our CAMA system. The capability for more geographic analysis and reporting, including the design and development of special databases and modeling to support valuation decisions, is being explored. Workload demands continue to impact our ability to direct additional resources to populate our CAMA system with CIM project data, (commercial/industrial and multi-family) property characteristics, diagrams, and income property valuation models will enable valuation and recalculation of these types of properties online. This remains a strategic goal and progress was achieved with the start of our CIM project which is now in the early stages. We noted hiring additional temporary staff on form 2 in order to continue our data entry progress. We are actively committed to exploring the potential for developing collaborative projects with other departments and jurisdictions to achieve a better use of resources. This year's budget request includes \$122,000 as part of the second year acquisition cost for oblique aerial photography and software which is now integrated in our CAMA/GIS system. This technology will allow more effective use of an appraiser's office time and increase appraiser field time efficiency. As well as, help achieve the statutory requirement to maintain uniformity and equity in the valuation of property. The current contract for the flight in November 2018 will be paid over three years and a second flight is planned in 2021. We are requesting one additional FTE as a Senior Property Appraiser to lead the Pictometry project.



# Form 4 Valuation and Appraisal Resources

**2019-2020**

| County <u>CLACKAMAS</u>  | Number of accounts<br>by activity |                        | Number of FTE<br>by activity |                        |
|--|-----------------------------------|------------------------|------------------------------|------------------------|
|  | Actual<br>(2018-19)               | Estimated<br>(2019-20) | Actual<br>(2018-19)          | Estimated<br>(2019-20) |
| <b>Activities</b>  |                                   |                        |                              |                        |
| <b>1. Real property exceptions, special assessments and exemptions</b> |                                   |                        |                              |                        |
| New construction.....  | 8,133                             | 7,639                  | 5.00                         | 5.50                   |
| Zone changes.....  | 125                               | 105                    | 0.25                         | 0.25                   |
| Subdivisions, segregations, and consolidations..                       | 2,370                             | 2,061                  | 1.75                         | 1.75                   |
| Omitted properties .....   | 515                               | 500                    | 0.50                         | 1.50                   |
| Special assessment qualification and disqualification                  | 388                               | 380                    | 2.00                         | 2.00                   |
| Exemptions.....  | 169                               | 200                    | 0.50                         | 0.50                   |
| Subtotal.....  | <u>11,700</u>                     | <u>10,885</u>          | <u>10.00</u>                 | <u>11.50</u>           |
| <b>2. Appeals and assessor review</b>                                  |                                   |                        |                              |                        |
| Assessor review and stipulations .....                                 | 27                                | 25                     | 0.25                         | 0.25                   |
| BOPTA .....  | 302                               | 295                    | 3.50                         | 2.50                   |
| Department of Revenue.....   | 0                                 | 2                      | 0.25                         | 0.25                   |
| Magistrate Division of the Oregon Tax Court.....                       | 36                                | 40                     | 1.75                         | 1.75                   |
| Regular Division of the Oregon Tax Court .....                         | 2                                 | 4                      | 0.25                         | 0.25                   |
| Subtotal.....  | <u>367</u>                        | <u>366</u>             | <u>6.00</u>                  | <u>5.00</u>            |
| <b>3. Real property valuation</b>                                      |                                   |                        |                              |                        |
| Physical reappraisal.....  | 2,320                             | 0                      | 0.50                         | 0.50                   |
| Recalculation only—no appraisal review .....                           | 164,819                           | 168,617                | 2.25                         | 2.25                   |
| Subtotal.....  | <u>167,139</u>                    | <u>168,617</u>         | <u>2.75</u>                  | <u>2.75</u>            |
| <b>4. Business personal property (returns mailed) .....</b>            | <u>12,001</u>                     | <u>12,121</u>          | <u>2.00</u>                  | <u>2.00</u>            |
| <b>5. Ratio .....</b>  |                                   |                        | <u>2.00</u>                  | <u>2.00</u>            |
| <b>6. Continuing education .....</b>                                   |                                   |                        | <u>0.50</u>                  | <u>0.50</u>            |
| <b>7. Other valuation—appraisal activity .....</b>                     |                                   |                        | <u>1.50</u>                  | <u>1.25</u>            |
| <b>8. Total valuation and appraisal staff (FTE) .....</b>              |                                   |                        | <u>24.75</u>                 | <u>25.00</u>           |



# Form 5 Tax Collection and Distribution Work Activity

**2019-2020**

County CLACKAMAS

**Number of accounts  
by activity**

|  | Actual<br>(2018-19) | Estimated<br>(2019-20) |
|--|---------------------|------------------------|
|--|---------------------|------------------------|

|   |        |  |   |
|---|--------|--|---|
| <b>1. Number of accounts requiring roll corrections</b>                   |        |  |   |
| Business personal property .....  | 88     |  | 84  |
| Personal property manufactured structures .....                           | 15     |  | 16  |
| Real property .....   | 1,285  |  | 1,302   |
| <b>2. Number of accounts requiring a refund</b>                           |        |  |   |
| Business personal property .....  | 86     |  | 89  |
| Personal property manufactured structures .....                           | 52     |  | 54  |
| Real property .....   | 1,198  |  | 1,234   |
| <b>3. Number of delinquent tax notices sent</b>                           |        |  |   |
| Business personal property .....  | 574    |  | 400   |
| Personal property manufactured structures .....                           | 2,471  |  | 1,500   |
| Real property .....   | 5,888  |  | 5,850   |
| <b>4. Number of foreclosure accounts processed</b>                        |        |  |   |
| Real property only .....  | 657    |  | 675   |
| <b>5. Number of accounts issued redemption notices</b>                    |        |  |   |
| Real property only .....  | 55     |  | 60  |
| <b>6. Number of warrants .....</b>  | 891    |  | 825   |
| <b>7. Number of garnishments.....</b>                                     | 0      |  | 3   |
| <b>8. Number of seizures .....</b>  | 0      |  | 0   |
| <b>9. Number of bankruptcies.....</b>                                     | 196    |  | 200   |
| <b>10. Number of accounts with an address change processed .....</b>      | 12,708 |  | 7,814   |
| <hr/>   |        |  |   |
| <b>11. How many second trimester statements do you mail? .....</b>        | 18,160 |  |   |
| <b>12. How many third trimester statements do you mail? .....</b>         | 17,653 |  |   |
| <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. Is tax collecting combined with another county function? .....</b> |        |  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, describe that function on Form 2.                                 |        |  |   |



# Form 6 Assessment and Administrative Support and Cartography Work Activity

**2019-2020**

County CLACKAMAS

## Assessment and administrative support work activity

|                                 | Numbers by activity |                        |
|---------------------------------|---------------------|------------------------|
|                                 | Actual<br>(2018-19) | Estimated<br>(2019-20) |
| 1. Number of deeds worked ..... | 16,013              | 16,493                 |

## Cartography work activity

|  | Numbers by activity |                        |
|--|---------------------|------------------------|
|  | Actual<br>(2018-19) | Estimated<br>(2019-20) |
| 1. Number of new tax lots .....              | 1,346               | 1,300                  |
| 2. Number of lot line adjustments .....      | 202                 | 146                    |
| 3. Number of consolidations .....            | 317                 | 226                    |
| 4. Number of new maps .....                  | 5                   | 8                      |
| 5. Number of tax code boundary changes ..... | 10,225              | 8,350                  |





# Form 7 Summary of Expenses

2019-2020

County CLACKAMAS

|   | A.<br>Assessment Administration | B.<br>Valuation | C.<br>BOPTA | D.<br>Tax Collection & Distribution | E.<br>Cartography* | F.<br>Dedicated IT services for A&T | Totals    |
|---|---------------------------------|-----------------|-------------|-------------------------------------|--------------------|-------------------------------------|-----------|
| <b>Current operating expenses</b>                           |                                 |                 |             |                                     |                    |                                     |           |
| 1. Personnel services                                       | 2,026,409                       | 2,856,812       | 109,136     | 756,379                             | 600,860            | 105,935                             | 6,455,531 |
| 2. Materials and services                                   | 722,466                         | 897,988         | 38,881      | 257,673                             | 226,870            | 38,000                              | 2,181,878 |
| 3. Transportation   | 0                               | 19,000          | 0           | 0                                   | 0                  | 0                                   | 19,000    |
| 4. Total current operating expenses (Total direct expenses) | 2,748,875                       | 3,773,800       | 148,017     | 1,014,052                           | 827,730            | 143,935                             | 8,656,409 |

\* Include approved grant funding for ORMAP

**Indirect expenses**

|   |           |
|---|-----------|
| 5. Total direct expenses (line 4) .....   | 8,656,409 |
| 6. If you use the 5 percent method to calculate your indirect expenses, enter 0.05 in this box. ....  | 0.05      |
| <b>Total indirect expenses</b> (line 5 multiplied by line 6) .....  | 432,820   |
| 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   |
| <b>Total indirect expenses</b> (line 6A multiplied by the direct expense amount for the category/categories that your certificate allows) .....   | 0         |
| 7. <b>Total indirect expenses</b> .....   | 432,820   |

**Capital outlay**

|  | Assessment Administration | Valuation | BOPTA | Tax Collection & Distribution | Cartography | Data Processing Support (IT, AT) | Total capital outlay without regard to limitation |
|--|---------------------------|-----------|-------|-------------------------------|-------------|----------------------------------|---|
| 8. Enter the actual capital outlay without regard to limitation.                 | 0                         | 122,947   | 0     | 0                             | 0           | 0                                | 122,947   |
| 9. Total direct and indirect expenses (sum of lines 4 and 7) .....               |                           |           |       |                               |             |                                  | 9,089,229   |
| 10. Direct and indirect expenses multiplied by 0.06 .....                        |                           |           |       |                               |             |                                  | 545,354   |
| 11. The greater of line 10 or \$50,000.....                                      |                           |           |       |                               |             |                                  | 545,354   |
| 12. Capital outlay (the lesser of line 8 or line 11) .....                       |                           |           |       |                               |             |                                  | 122,947   |
| 13. Total expenditures for CAFFA consideration (sum of lines 4, 7, and 12) ..... |                           |           |       |                               |             |                                  | 9,212,176   |

# Form 8

## Grant Application Resolution

CLACKAMAS County is applying to the Department of Revenue to participate in the County Assessment Function Funding Assessment Program.

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.

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

CLACKAMAS County agrees to appropriate budgeted dollars based on 100 percent of the expenditures certified in the grant application. The total expenditure amount for consideration in the grant is \$9,212,176. If 100 percent isn't appropriated, no grant shall be made to the county for each quarter in which the county is out of compliance.

**The County designates** the following individual as the contact for this grant application.

|                      |                       |                               |
|----------------------|-----------------------|-------------------------------|
| <u>JEFF ALDRIDGE</u> | <u>(503) 742-5420</u> | <u>jaldridge@clackamas.us</u> |
| Name                 | Phone                 | Email                         |

### County Approval

By selecting the "I Accept" checkbox, you are signing this Resolution electronically and certifying the Resolution has been approved by the board. You agree your electronic signature is the legal equivalent of your manual signature.

I Accept

|                          |       |           |
|--------------------------|-------|-----------|
| <hr/>                    | <hr/> | <hr/>     |
| Chair/Judge or Appointee | Title | Sign Date |

**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 persons<sup>1</sup> 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 15 day of April, 2019, the information contained on this form and any attachment is complete and accurate to the best of my knowledge.

Printed Name: JEFF ALDRIDGE

<sup>1</sup> "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.

**Clackamas County, OR.**  
**Revenue and Expense by Fund and Organization**

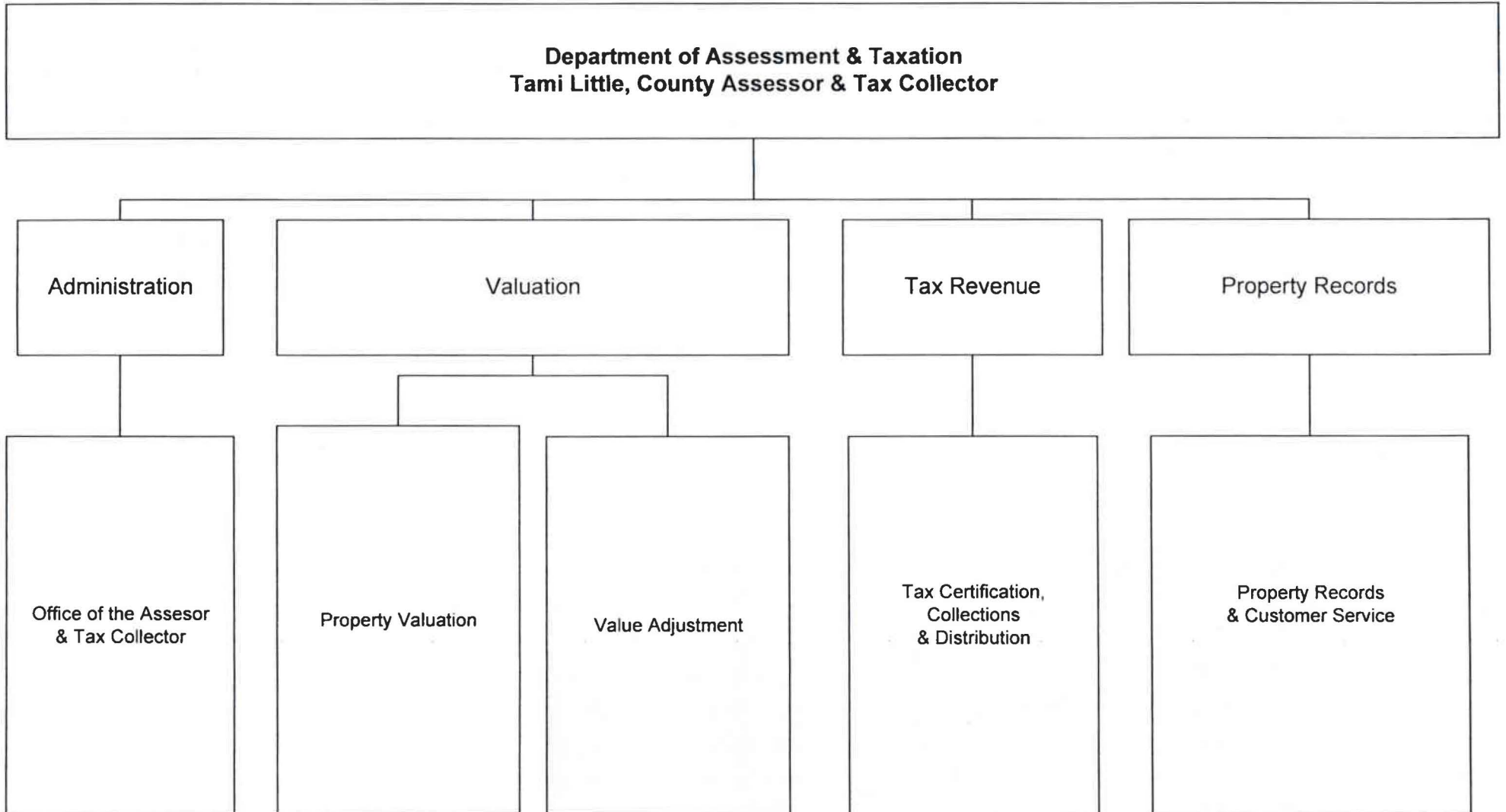
| Assessor                                    | 2016-17<br>Actual | 2017-18<br>Actual | 2018-19<br>Amended<br>Budget | 2018-19<br>1st Half | 2018-19<br>Projected<br>Year End | 2019-20<br>Proposed<br>Budget | Change<br>from Prior<br>Year Budget | Pct. Change<br>from Prior<br>Year Budget |
|---|-------------------|-------------------|------------------------------|---------------------|----------------------------------|-------------------------------|-------------------------------------|--|
| <b>0105 Assessor</b>                        |                   |                   |                              |                     |                                  |                               |                                     |  |
| <b>100 General Fund</b>                     |                   |                   |                              |                     |                                  |                               |                                     |  |
| 332205 County Assesment Function Funding    | 1,432,640         | 1,442,067         | 1,400,000                    | 785,799             | 1,400,000                        | 1,400,000                     | 0                                   | 0.00                                     |
| 332500 State Shared Revenue                 | 0                 | 0                 | 0                            | 0                   | 0                                | 15,000                        | 15,000                              | 0.00                                     |
| 341880 Other Internal County Services       | 0                 | 13,885            | 0                            | 0                   | 0                                | 0                             | 0                                   | 0.00                                     |
| 360001 Miscellaneous Revenue                | 985,983           | 846,666           | 775,000                      | 1,104,800           | 1,105,000                        | 850,000                       | 75,000                              | 9.68                                     |
| 390214 I/F Transfer From Planning           | 0                 | 0                 | 10,000                       | 0                   | 10,000                           | 0                             | (10,000)                            | (100.00)                                 |
| <b>Total Revenue</b>                        | <b>2,418,623</b>  | <b>2,302,619</b>  | <b>2,185,000</b>             | <b>1,890,599</b>    | <b>2,515,000</b>                 | <b>2,265,000</b>              | <b>80,000</b>                       | <b>3.66</b>                              |
| 411100 Regular Full Time Employees          | 3,103,318         | 3,246,120         | 3,549,026                    | 1,501,395           | 3,443,958                        | 3,735,387                     | 186,361                             | 5.25                                     |
| 413000 Temporary Workers                    | 54,619            | 28,453            | 60,000                       | 13,358              | 28,358                           | 60,000                        | 0                                   | 0.00                                     |
| 414030 Overtime                             | 26,784            | 34,430            | 60,000                       | 14,391              | 58,440                           | 60,000                        | 0                                   | 0.00                                     |
| 415000 Fringe Benefits                      | 1,890,080         | 2,181,372         | 2,422,263                    | 1,032,894           | 2,366,103                        | 2,761,833                     | 339,570                             | 14.02                                    |
| 415020 Worker Compensation                  | 31,411            | 6,441             | 7,078                        | 3,534               | 7,078                            | 7,391                         | 313                                 | 4.42                                     |
| 415030 Unemployment                         | 4,992             | 8,118             | 3,837                        | 3,837               | 3,837                            | 2,823                         | (1,014)                             | (26.43)                                  |
| 421100 General Office Supplies              | 51,545            | 68,390            | 45,000                       | 8,972               | 49,373                           | 41,250                        | (3,750)                             | (8.33)                                   |
| 421110 Postage                              | 82,689            | 96,129            | 115,000                      | 60,900              | 100,901                          | 110,000                       | (5,000)                             | (4.35)                                   |
| 421200 Computer Supplies                    | 6,059             | 22,189            | 20,000                       | 4,337               | 22,340                           | 20,000                        | 0                                   | 0.00                                     |
| 421210 Computer Non-Capital                 | 4,295             | 16,928            | 0                            | 0                   | 0                                | 0                             | 0                                   | 0.00                                     |
| 422931 Drafting Supplies                    | 10,331            | 1,786             | 3,700                        | 0                   | 0                                | 2,500                         | (1,200)                             | (32.43)                                  |
| 424610 Fuel & Vehicle Rental                | 33,529            | 35,513            | 40,000                       | 13,667              | 40,000                           | 40,000                        | 0                                   | 0.00                                     |
| 431350 Appraisal Services                   | 76,902            | 76,946            | 77,000                       | 37,407              | 77,000                           | 70,000                        | (7,000)                             | (9.09)                                   |
| 431450 Licenses & Permits                   | 53,868            | 64,024            | 72,500                       | 13,008              | 63,008                           | 67,500                        | (5,000)                             | (6.90)                                   |
| 432100 Telephone                            | 47,823            | 52,131            | 50,000                       | 18,920              | 40,728                           | 50,000                        | 0                                   | 0.00                                     |
| 432410 Legal Notices                        | 6,706             | 4,591             | 15,000                       | 5,329               | 7,329                            | 15,000                        | 0                                   | 0.00                                     |
| 433100 Travel and Per Diem (no mileage)     | 4,143             | 10,703            | 16,000                       | 4,769               | 10,664                           | 16,000                        | 0                                   | 0.00                                     |
| 433110 Mileage Reimbursement                | 424               | 1,011             | 2,000                        | 1,357               | 2,957                            | 3,000                         | 1,000                               | 50.00                                    |
| 434100 Printing & Duplicating Services      | 24,552            | 14,619            | 27,000                       | 11,933              | 24,134                           | 27,000                        | 0                                   | 0.00                                     |
| 434101 Printing & Mailing Svcs-Outside Venc | 31,268            | 36,827            | 40,000                       | 20,897              | 35,897                           | 40,000                        | 0                                   | 0.00                                     |
| 435180 Casualty Insurance                   | 77,909            | 59,258            | 42,100                       | 21,054              | 42,100                           | 46,017                        | 3,917                               | 9.30                                     |
| 437100 Building Repairs & Maintenance       | 272               | 820               | 5,000                        | 0                   | 5,000                            | 5,000                         | 0                                   | 0.00                                     |
| 437210 Office Equipment Repair & Maint      | 272,679           | 282,788           | 303,636                      | 290,761             | 300,531                          | 318,072                       | 14,436                              | 4.75                                     |
| 438110 Office Rental                        | 272,040           | 276,934           | 285,485                      | 142,743             | 285,485                          | 294,050                       | 8,565                               | 3.00                                     |
| 439100 Dues & Memberships                   | 14,782            | 15,906            | 17,000                       | 15,250              | 17,050                           | 17,000                        | 0                                   | 0.00                                     |
| 439200 Training & Staff Development         | 6,287             | 10,785            | 20,000                       | 4,571               | 13,256                           | 20,000                        | 0                                   | 0.00                                     |
| 439400 Publications & Subscriptions         | 34,803            | 40,987            | 43,700                       | 32,858              | 42,858                           | 43,700                        | 0                                   | 0.00                                     |
| 439990 Judgements & Settlements             | 3,348             | 0                 | 9,000                        | 181                 | 181                              | 1,000                         | (8,000)                             | (88.89)                                  |

**Clackamas County, OR.**  
**Revenue and Expense by Fund and Organization**

| Assessor                             | 2016-17<br>Actual  | 2017-18<br>Actual  | 2018-19<br>Amended<br>Budget | 2018-19<br>1st Half | 2018-19<br>Projected<br>Year End | 2019-20<br>Proposed<br>Budget | Change<br>from Prior<br>Year Budget | Pct. Change<br>from Prior<br>Year Budget |
|--------------------------------------|--------------------|--------------------|------------------------------|---------------------|----------------------------------|-------------------------------|-------------------------------------|--|
| <b>0105 Assessor</b>                 |                    |                    |                              |                     |                                  |                               |                                     |  |
| <b>100 General Fund</b>              |                    |                    |                              |                     |                                  |                               |                                     |  |
| 465002 Payments to Local Governments | 13,836             | 0                  | 0                            | 0                   | 0                                | 0                             | 0                                   | 0.00                                     |
| 478101 Finance Alloc Cost            | 19,919             | 21,797             | 21,270                       | 10,638              | 21,270                           | 22,980                        | 1,710                               | 8.04                                     |
| 478102 Tech Svc Alloc Cost           | 319,742            | 344,571            | 338,188                      | 169,098             | 338,188                          | 358,267                       | 20,079                              | 5.94                                     |
| 478103 Building Maint Alloc Cost     | 185,533            | 209,985            | 185,214                      | 92,610              | 185,214                          | 233,993                       | 48,779                              | 26.34                                    |
| 478104 PGA Alloc Cost                | 37,175             | 38,570             | 15,786                       | 7,902               | 15,786                           | 37,245                        | 21,459                              | 135.94                                   |
| 478105 Records Mgt Alloc Cost        | 10,167             | 9,826              | 3,840                        | 1,926               | 3,840                            | 4,507                         | 667                                 | 17.37                                    |
| 478106 Purchasing Alloc Cost         | 3,617              | 2,887              | 4,137                        | 2,070               | 4,137                            | 2,988                         | (1,149)                             | (27.77)                                  |
| 478107 Courier Alloc Cost            | 2,148              | 3,290              | 2,692                        | 1,344               | 2,692                            | 2,811                         | 119                                 | 4.42                                     |
| 478111 Personnel Admin Alloc Cost    | 72,037             | 82,788             | 87,887                       | 43,944              | 87,887                           | 103,317                       | 15,430                              | 17.56                                    |
| 478112 County Admin Alloc Cost       | 28,555             | 30,709             | 29,623                       | 14,808              | 29,623                           | 29,736                        | 113                                 | 0.38                                     |
| 478117 Mailroom Overhead Allocation  | 11,523             | 19,141             | 14,019                       | 14,019              | 14,019                           | 12,985                        | (1,034)                             | (7.38)                                   |
| 478201 Electric Utility Alloc        | 25,830             | 25,190             | 25,532                       | 12,768              | 25,532                           | 25,271                        | (261)                               | (1.02)                                   |
| 478202 Natural Gas Utility Alloc     | 1,690              | 1,688              | 4,528                        | 2,262               | 4,528                            | 171                           | (4,357)                             | (96.22)                                  |
| 478203 Water Utility Alloc           | 3,856              | 4,135              | 3,840                        | 1,926               | 3,840                            | 3,833                         | (7)                                 | (0.18)                                   |
| 478204 Trash Removal Alloc           | 1,970              | 2,095              | 2,279                        | 1,140               | 2,279                            | 2,510                         | 231                                 | 10.14                                    |
| 485320 Computer Software Purchases   | 0                  | 0                  | 115,000                      | 0                   | 122,947                          | 122,947                       | 7,947                               | 6.91                                     |
| <b>Total Expense</b>                 | <b>6,965,054</b>   | <b>7,490,869</b>   | <b>8,205,160</b>             | <b>3,654,779</b>    | <b>7,950,348</b>                 | <b>8,838,084</b>              | <b>632,924</b>                      | <b>7.71</b>                              |
| <b>Total General Fund</b>            | <b>(4,546,431)</b> | <b>(5,188,250)</b> | <b>(6,020,160)</b>           | <b>(1,764,180)</b>  | <b>(5,435,348)</b>               | <b>(6,573,084)</b>            | <b>(552,924)</b>                    | <b>9.18</b>                              |
| <b>Total Assessor</b>                | <b>(4,546,431)</b> | <b>(5,188,250)</b> | <b>(6,020,160)</b>           | <b>(1,764,180)</b>  | <b>(5,435,348)</b>               | <b>(6,573,084)</b>            | <b>(552,924)</b>                    | <b>9.18</b>                              |
| <b>Grand Total</b>                   | <b>(4,546,431)</b> | <b>(5,188,250)</b> | <b>(6,020,160)</b>           | <b>(1,764,180)</b>  | <b>(5,435,348)</b>               | <b>(6,573,084)</b>            | <b>(552,924)</b>                    | <b>9.18</b>                              |

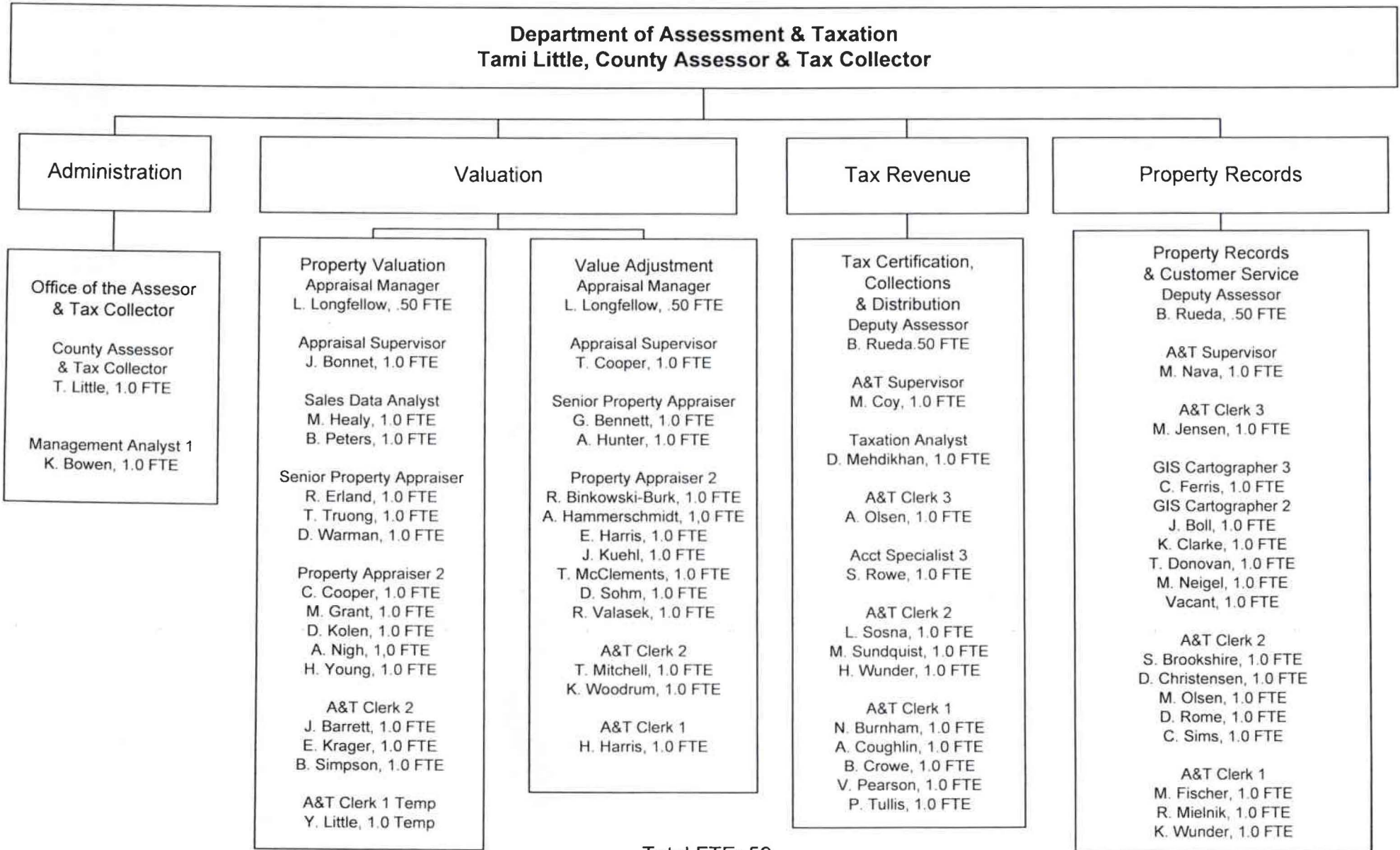
**DEPARTMENT OF ASSESSMENT & TAXATION  
2019-2020**

**Department of Assessment & Taxation  
Tami Little, County Assessor & Tax Collector**



**DEPARTMENT OF ASSESSMENT & TAXATION  
2019-2020**

**Department of Assessment & Taxation  
Tami Little, County Assessor & Tax Collector**



Total FTE: 59



CHRISTA BOSSERMAN WOLFE, CPA  
INTERIM DIRECTOR

**DEPARTMENT OF FINANCE**

PUBLIC SERVICES BUILDING  
2051 KAEN ROAD | OREGON CITY, OR 97045

Board of County Commissioners  
Clackamas County

Members of the Board:

**Approval of Contract with Tapani, Inc. for the  
Utilidor Piping and Conduit Extension Project**

|                                 |  |
|---------------------------------|--|
| Purpose/Outcome                 | Approval of contract   |
| Dollar Amount and fiscal Impact | \$843,700.00   |
| Funding Source                  | Budget Line: 420-0221-00-482300-76175; department funds<br>Fiscal year 2019/2020   |
| Duration                        | Contracting through September 30 <sup>th</sup> , 2019  |
| Previous Board Action/Review    | N/A  |
| Strategic Plan Alignment        | Build public trust through good government, build a strong infrastructure and ensure safe, healthy and secure communities. |
| Contact Person                  | Gabe Tafoya, 503-557-6420  |

**BACKGROUND:**

The direct bury water distribution system, known as the Utilidor, has been a part of Clackamas County since the introduction of the Central Utility Plant (CUP) and the Development Services Building (DSB). Both in development in 2007, and ending with the buildings commissioning in 2009. Crucial to the Main Heating Ventilation and Air Conditioning (HVAC) system, the Utilidor service today has privilege and connectability to the PSB's chiller system. The water distribution system presently provides Chill and Hot water service to the Evidence Suite, which is part of the Silver Oaks Building, and its commissioning took place in the latter part of 2016.

As per the campus's master plan, the expandability of the Utilidor design, leads with a primary extension choice. The primary choosing will be the Beavercreek Clinic, which is schedule to be adapted to receive the campus service the latter part of 2019, to early 2020. In addition, the new Oregon State University (OSU) building breaks ground in spring 2019 - fall 2020, and the new County Courthouse groundbreaking should be taking place in 2021.

The Utilidor design will continue its advancement and development. The Utilidor Extension Project obligates itself to the future progress of all County buildings for the Red Soils Campus.

**PROCUREMENT PROCESS:**

This project advertised in accordance with ORS 279C and LCRB Rules on February 26, 2019. Bids were publicly opened on March 21, 2019. The County received three (3) bids: K&C Plumbing, \$1,592,074.00; Tapani, Inc., \$843,700.00; and Moore Excavating, \$1,471,100.00. After review of the bids it was determined that Tapani, Inc. was the lowest responsive and responsible bidder.

This contract has been reviewed and approved by County Counsel.



**RECOMMENDATION:**

Staff respectfully recommends the Board approve the contract with Tapani, Inc. for the Utilidor Piping and Conduit Extension Project.

Sincerely,

Christa Bosserman Wolfe  
Finance Director

Placed on the board agenda of \_\_\_\_\_ by the Procurement Division.



## CLACKAMAS COUNTY PUBLIC IMPROVEMENT CONTRACT

This Public Improvement Contract (the "Contract"), is made by and between the Clackamas County, a political subdivision of the State of Oregon, hereinafter called "Owner," and **Tapani, Inc.**, hereinafter called the "Contractor" (collectively the "Parties"), shall become effective on the date this Contract has been signed by all the Parties and all County approvals have been obtained, whichever is later.

Project Name: **#2019-06 Utilidor Piping and Conduit Extension Project**

### 1. Contract Price, Contract Documents and Work.

The Contractor, in consideration of the sum of **eight hundred forty-three thousand seven hundred dollars (\$843,700.00)** (the "Contract Price"), to be paid to the Contractor by Owner in the manner and at the time hereinafter provided, and subject to the terms and conditions provided for in the Instructions to Bidders and other Contract Documents (as defined in the Clackamas County General Conditions for Public Improvement Contracts (11/1/2017) ("General Conditions") referenced within the Instructions to Bidders), all of which are incorporated herein by reference, hereby agrees to perform all Work described and reasonably inferred from the Contract Documents. The Contract Price is the amount contemplated by the Base Bid.

Also, the following documents are incorporated by reference in this Contract and made a part hereof:

- Notice of Contract Opportunity
- Supplemental Instructions to Bidders
- Bid Bond
- Performance Bond and Payment Bond
- Supplemental General Conditions
- Payroll and Certified Statement Form
- Addendum #1
- Instructions to Bidders
- Bid Form
- Public Improvement Contract Form
- Clackamas County General Conditions
- Prevailing Wage Rates
- Plans, Specifications and Drawings

### 2. Representatives.

Contractor has named Shane Tapani as its Authorized Representative to act on its behalf. Owner designates, or shall designate, its Authorized Representative as indicated below (check one):

Unless otherwise specified in the Contract Documents, the Owner designates Gabe Tafoya as its Authorized Representative in the administration of this Contract. The above-named individual shall be the initial point of contact for matters related to Contract performance, payment, authorization, and to carry out the responsibilities of the Owner.

Name of Owner's Authorized Representative shall be submitted by Owner in a separate writing.

### 3. Key Persons.

The Contractor's personnel identified below shall be considered Key Persons and shall not be replaced during the project without the written permission of Owner, which shall not be unreasonably withheld. If the Contractor intends to substitute personnel, a request must be given to Owner at least 30 days prior to the intended time of substitution. When replacements have been approved by Owner, the Contractor shall provide a transition period of at least 10 working days during which the original and replacement personnel shall be working on the project concurrently. Once a replacement for any of these staff members is authorized, further replacement shall not occur without the written permission of Owner. The Contractor's project staff shall consist of the following personnel:

**Project Executive:** Josh Brock shall be the Contractor's project executive, and will provide oversight and guidance throughout the project term.

**Project Manager:** Brandon Farmer shall be the Contractor's project manager and will participate in all meetings throughout the project term.

**Job Superintendent:** Casey Lipe shall be the Contractor's on-site job superintendent throughout the project term.

**Project Engineer:** Karen Pietz shall be the Contractor's project engineer, providing assistance to the project manager, and subcontractor and supplier coordination throughout the project term.

#### **4. Contract Dates.**

COMMENCEMENT DATE: Upon Issuance of Notice to Proceed

SUBSTANTIAL COMPLETION DATE: August 31, 2019

FINAL COMPLETION DATE: September 30, 2019

Time is of the essence for this Contract. It is imperative that the Work in this Contract reach Substantial Completion and Final Completion by the above specified dates.

#### **5. Insurance Certificates.**

In accordance with Section G.3.5 of the General Conditions, Contractor shall furnish proof of the required insurance naming Clackamas County as an additional insured. Insurance certificates may be returned with the signed Contract or may be emailed to [Procurement@clackamas.us](mailto:Procurement@clackamas.us).

#### **6. Tax Compliance.**

Contractor must, throughout the duration of this Contract and any extensions, comply with all tax laws of this state and all applicable tax laws of any political subdivision of this state. Any violation of this section shall constitute a material breach of this Contract. Further, any violation of Contractor's warranty in this Contract that Contractor has complied with the tax laws of this state and the applicable tax laws of any political subdivision of this state also shall constitute a material breach of this Contract. Any violation shall entitle County to terminate this Contract, to pursue and recover any and all damages that arise from the breach and the termination of this Contract, and to pursue any or all of the remedies available under this Contract, at law, or in equity, including but not limited to: (A) Termination of this Contract, in whole or in part; (B) Exercise of the right of setoff, and withholding of amounts otherwise due and owing to Contractor, in an amount equal to County's setoff right, without penalty; and (C) Initiation of an action or proceeding for damages, specific performance, declaratory or injunctive relief. County shall be entitled to recover any and all damages suffered as the result of Contractor's breach of this Contract, including but not limited to direct, indirect, incidental and consequential damages, costs of cure, and costs incurred in securing replacement performance. These remedies are cumulative to the extent the remedies are not inconsistent, and County may pursue any remedy or remedies singly, collectively, successively, or in any order whatsoever.

The Contractor represents and warrants that, for a period of no fewer than six calendar years preceding the effective date of this Contract, has faithfully complied with: (A) All tax laws of this state, including but not limited to ORS 305.620 and ORS chapters 316, 317, and 318; (B) Any tax provisions imposed by a political subdivision of this state that applied to Contractor, to Contractor's property, operations, receipts, or income, or to Contractor's performance of or compensation for any work performed by Contractor; (C) Any tax provisions imposed by a political subdivision of this state that applied to Contractor, or to goods, services, or property, whether tangible or intangible, provided by Contractor; and (D) Any rules, regulations, charter provisions, or ordinances that implemented or enforced any of the foregoing tax laws or provisions.

## **7. Confidential Information.**

Contractor acknowledges that it and its employees or agents may, in the course of performing their responsibilities under this Contract, be exposed to or acquire information that is confidential to Owner. Any and all information of any form obtained by Contractor or its employees or agents in the performance of this Contract shall be deemed confidential information of Owner (“Confidential Information”). Contractor agrees to hold Confidential Information in strict confidence, using at least the same degree of care that Contractor uses in maintaining the confidentiality of its own confidential information, and not to copy, reproduce, sell, assign, license, market, transfer or otherwise dispose of, give, or disclose Confidential Information to third parties or use Confidential Information for any purpose unless specifically authorized in writing under this Contract.

## **8. Required Terms.**

In addition to the terms and conditions contained in this Contract and the Contract Documents, the following terms and conditions are required by Oregon law:

- A. If the Contractor fails, neglects, or refuses to make prompt payment of any claim for labor or services furnished to the Contractor or a subcontractor by any person in connection with this contract as the claim becomes due, the proper officer representing the Owner may pay such claim to the person furnishing the labor or services and charge the amount of the payment against the funds due or to become due the Contractor by reason of the contract.
- B. If the Contractor or a first-tier subcontractor fails, neglects or refuses to pay a person that provides labor or materials in connection with the public improvement contract within 30 days after receiving payment from the contracting agency or a contractor, the Contractor or first-tier subcontractor owes the person the amount due plus interest charges that begin at the end of the 10-day period within which payment is due under ORS 279C.580 (4) and that end upon final payment, unless payment is subject to a good faith dispute as defined in ORS 279C.580. The rate of interest on the amount due is nine percent per annum. The amount of interest may not be waived.
- C. If the Contractor or a subcontractor fails, neglects or refuses to make payment to a person furnishing labor or materials in connection with the public contract, the person may file a complaint with the Construction Contractors Board, unless payment is subject to a good faith dispute as defined in ORS 279C.580.
- D. The Contractor shall include in each subcontract those provisions required under ORS 279C.580.
- E. For demolition tasks, if any, the Contractor shall salvage or recycle construction and demolition debris, if feasible and cost-effective.

## **9. Counterparts.**

This Contract may be executed in several counterparts, all of which when taken together shall constitute an agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of the Contract so executed shall constitute an original.

## **10. Integration.**

All provisions of state law required to be part of this Contract, whether listed in the General or Special Conditions or otherwise, are hereby integrated and adopted herein. Contractor acknowledges the obligations thereunder and that failure to comply with such terms is a material breach of this Contract.

