



TILLAMOOK COUNTY BOARD OF COMMISSIONERS

Mary Faith Bell - Doug Olson - Erin Skaar

BOARD MEETING

Wednesday, April 17, 2024, 9:00 AM

Join In Person:

County Courthouse, Board of Commissioners' Meeting Room 106, 201 Laurel Avenue, Tillamook

Join Virtually:

tillamookcounty.gov/bocc/page/meetings-agendas-minutes or 1-971-254-3149, ID: 866 914 607#

Additional viewing options are available at tctvonline.com. Closed captioning and translation options are available for recorded videos at www.youtube.com/@tillamookcounty1434.

More detailed [meeting instructions](#) are available at tillamookcounty.gov/bocc/page/meetings-agendas-minutes. Call 503-842-1814 or send an email to helpdesk@tillamookcounty.gov regarding any meeting technical issues.

MEETING - 2024-04-17 BOCC MEETING AUDIO.MP4

(Commissioner Bell Absent – Out of Office)

CALL TO ORDER – April 17, 2024 9:16 a.m.

1. [Welcome & Request to Sign Guest List](#)
1:17

2. [Pledge of Allegiance](#)
1:18

3. [Public Comment](#)
01:19

[Agenda Item #7/April Bailey](#)
[Underground Utilities/Tom Messenger](#)

4. [Non-Agenda Items: Agenda Item #11 Postponed](#)
13:18

PRESENTATIONS AND REPORTS

5. [Tillamook Coast Visitor's Association Semi-Annual Tourism Report FY 2023-2024/Nan Devlin, Executive Director, Tillamook Coast Visitors Association](#)
13:31

LEGISLATIVE - ADMINISTRATIVE

6. Consideration of a Personal Services Agreement with TCB Security Services, Inc. for Courthouse Security Services/Matt Kelly, Undersheriff

43:53

A motion was made by Commissioner Skaar and seconded by Vice-Chair Olson. The motion passed with two aye votes. The Board signed the agreement.

7. Consideration of a Letter of Support to the Office of Resilience and Emergency Management, Oregon Department of Human Services, for Resilience Hubs and Networks Grants/Randy Thorpe, Director, Emergency Management

48:40

A motion was made by Commissioner Skaar and seconded by Vice-Chair Olson. The motion passed with two aye votes. The Board signed the letter of support.

8. Consideration of a Memorandum of Agreement with Tillamook Family Counseling Center for Harm Reduction Services/Marlene Putman, Administrator, Health and Human Services

53:03

A motion was made by Commissioner Skaar and seconded by Vice-Chair Olson. The motion passed with two aye votes. The Board signed the memorandum of agreement.

9. Consideration of an Order in the Matter of a Vacation of a Portion of Custer Avenue, Tillamook County/Jasper Lind, Engineering Technician, Public Works

1:05:50

A motion was made by Commissioner Skaar and seconded by Vice-Chair Olson. The motion passed with two aye votes. The Board signed Order #24-017.

10. Consideration of an Oregon Department of Revenue County Assessment Function Funding Assessment (CAFFA) Program Grant Application Resolution/Denise Vandecoevery, Assessor

1:08:51

A motion was made by Commissioner Skaar and seconded by Vice-Chair Olson. The motion passed with two aye votes. The Vice-Chair signed the grant application resolution.

11. Consideration of a Letter of Support for Federal Funding for Continued Tsunami Research/Commissioner Doug Olson

1:25:15

AGENDA ITEM POSTPONED

Vice-Chair Olson recessed the meeting at 10:41 a.m.

Vice-Chair Olson reconvened the meeting at 10:47 a.m.

12. **10:00 a.m.**

Public Hearing - Amend Section 3.010 of Tillamook County Land Use Ordinance (TCLUO) to Establish Use and Development Standards for Construction of an Accessory Dwelling Unit (ADU) and Siting of a Recreational Vehicle on Residentially Zoned Properties Located Within the Rural Residential 2- Acre and 10-Acre Zone/Sarah Absher, Director, Department of Community Development

1:30:48

Request for Continuance to 10:00 a.m. on May 1, 2024/Sarah Absher, Director, Department of Community Development

1:31:29

A motion was made by Commissioner Skaar and seconded by Vice-Chair Olson. The motion passed with two aye votes. The Board approved the continuance.

13. **Board Concerns:** There were none.

1:36:28

OTHER MEETINGS AND ANNOUNCEMENTS

1:36:46

The Local Public Safety Coordinating Council (LPSCC) meeting will be held on **Monday, April 15, 2024 at 12:00 p.m.** The meeting will be held in the Board of Commissioners' Meeting Room 106 in the Tillamook County Courthouse, 201 Laurel Avenue, Tillamook. The teleconference number is 1-971-254-3149, Conference ID: 155 859 952#.

The Commissioners will hold a Board Briefing on **Wednesday, April 17, 2024 at 2:00 p.m.** to discuss weekly Commissioner updates. The meeting will be held in the Commissioners' Meeting Room 106 in the Tillamook County Courthouse, 201 Laurel Avenue, Tillamook. The teleconference number is 1-971-254-3149, Conference ID: 866 914 607#.

The Commissioners will attend a Tillamook LightWave meeting on **Tuesday, April 23, 2024 at 9:30 a.m.** The teleconference number is 1-253-215-8782, Conference ID: 899 5732 9678#.

ADJOURN – 10:53 a.m.

Wednesday, April 17, 2024

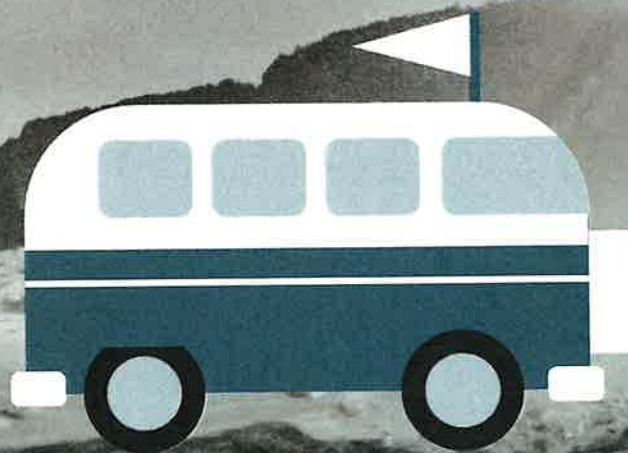
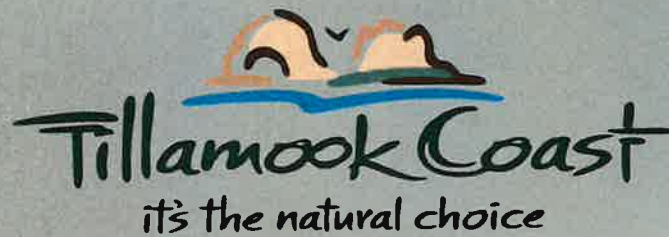
PLEASE PRINT

Tom Messenger Tom_MESSINGER@hotmail.com
NAN DEVLIN nan@tikemookcoast.com
Sarah Absher DCD
R. Hays FREE TCEM
Denise Vandecoevering CNFFA Grant

(Please use reverse if necessary)

SEMI-ANNUAL TOURISM REPORT FY 2023-2024

PRESENTED BY
TILLAMOOK COAST VISITORS ASSOCIATION



WWW.TILLAMOOKCOAST.COM

VISION

Tillamook County enjoys year-round economic vitality with respect to community, culture, and environment.

MISSION

Through community-centered destination management activities, based on sustainable tourism principles, we strive to do work that benefits residents, supports our industry and its workforce, and creates visitor respect for our environment and community.

EQUITY STATEMENT

Tillamook Coast Visitors Association is committed to work that helps us become a more equitable destination. We want all who travel to the Tillamook Coast to be able to enjoy their journey and feel welcome. **We define equity as: when all people have access to resources to potentially reach the same outcomes.** Our projects focus on providing safe, accessible, and FUN experiences for all travelers.

TCVA IN 2023-2024 FISCAL YEAR



▼ Staff



Nan Devlin, MTA
Executive Director



Dan Haag, MFA
Trails, Outdoor
Recreation &
Accessibility Director



Marni Johnston
Finance & Grants
Administration
Manager



Nicole Steen
Strategic
Communications
Manager

▼ Board of Directors

VALERIE FOLKEMA

BOARD CHAIR

GARIBALDI MARINA
PORT OF GARIBALDI

JUSTIN AUFDERMAUER

BOARD VICE-CHAIR

TILLAMOOK
CHAMBER OF COMMERCE

MIKE BEVER

BOARD TREASURER

TILLAMOOK COUNTY
CREAMERY ASSOCIATION

CLAUDINE REHN

SECRETARY

TILLAMOOK ESTUARIES
PARTNERSHIP

JEREMY STROBER

PCNV CHAMBER OF COMMERCE

JENNIFER NELSON

NESTUCCA RIDGE
SOUTH LODGING

AMANDA CAVITT

GARIBALDI PORTSIDE BISTRO
BARVIEW JETTY MAKRET

RITA WELCH

TILLAMOOK AIR MUSEUM

MARY JOHNSON

CITY OF ROCKAWAY BEACH

DANIELLE JOHNSON

MANZANITA BEACH GETAWAYS
NORTH LODGING

MARY FAITH BELL

COUNTY LIAISON
TILLAMOOK COUNTY
COMMISSIONER

JEFF WONG

COMMUNITY SUPPORTED FISHERIES

▼ Vendor Partners

SEA LEGS MEDIA

Videography

TRENT OLSON

Social Media Reels

GREG KOZAWA

Photographer

CARDWELL CREATIVE

Website Management
& Graphic Design

RAMSAY SIGNS

Wayfinding fabricators
and installers

TILLAMOOK CHAMBER

Guide Distribution

ADAM SAWYER

Outdoor stewardship writer

PARTNERS IN DESIGN

Signage designers

DESTINATION MANAGEMENT



DESTINATION MANAGEMENT IS AN APPROACH TO TOURISM THAT REQUIRES **COMMUNITY INPUT, SHARED GOALS AND A **PLAN FOR ACHIEVING THOSE GOALS** UNDER THE UMBRELLA OF **SUSTAINABLE TOURISM PRINCIPLES** OF **PEOPLE, PLACE AND PROFIT****

IT INVOLVES COORDINATING EFFORTS OF MANY STAKEHOLDERS

IT ENCOURAGES SHARED RESPONSIBILITY, WITH TOURISM PLAYING A CENTRAL ROLE

AND IT INVOLVES BALANCING EXPECTATIONS OF VISITORS WITH THE NEEDS OF INDUSTRY, COMMUNITY AND THE NATURAL ENVIRONMENT



BENCHMARKS

WE MEASURE OUR WORK BASED ON SUSTAINABLE TOURISM PRINCIPLES:

PEOPLE (RELATIONSHIP)
PLACE (RESPONSIBILITY)
PROFIT (REINVESTMENT)

=

COMMUNITY-BASED
TOURISM

RETURN

ON



RELATIONSHIP



RESPONSIBILITY



REINVESTMENT

▼ Benchmarks - The Three R's

Return on Relationships - We work with the community, citizens, businesses, nonprofits, and workforce who benefit from our activities and programs. We measure our efforts through trainings and workshops, grants, sponsorships and hosted events.

Key Initiatives

- Community Programs
- Culinary & Agritourism
- Cultural Heritage & The Arts
- Industry Support

Return on Responsibility - We care about educating and attracting visitors who will care for our environment while they are 'temporary locals.' Through long-term planning and development, we strive to maximize the benefits of tourism and mitigate the negatives. We are involved in projects such as planning for facility investments, collaborating with public safety agencies, trail organizations, city and county leadership, and providing accessibility to the outdoors..

Key Initiatives

- Destination Development and Planning
- Public Safety Support & Messaging
- Stewardship of Natural Environment
- Trails & Outdoor Recreation
- Accessibility

Return on Reinvestment - Our messaging and communication activities benefit local businesses and the economic vitality of the Tillamook Coast. We strategically invest funds toward attracting the right visitor to our area. We measure our efforts by transient lodging tax revenues and grant income. We strive for effective and efficient operations with the right tools for the job.

Key Initiatives

- Messaging & Communications
- Grants & Sponsorships
- Operations



RETURN ON RELATIONSHIPS



Culinary & Agritourism

1) **North Coast Food Trail** now in its 7th year with 80 members from Clatskanie and Astoria to Neskowin. All members survived Covid years - not a single closure, and several expanded their businesses. Received **\$15,000 from Travel Oregon's Wine Country License Plate grant** for a video series, "Cooking with the chefs of the North Coast Food Trail."



2) Formed **Partners for Rural Food Systems** as a 501c3, and established a board of directors: Michele Bradley, Mike Saindon, Ken Henson, Sarah Masoni and Nan Devlin. Architectural and floor design are underway for agriculture food center at Port of Tillamook Bay. Partnering with Oregon Food Bank on cold storage. Working with **Rural Prosperity Partners** to help us with state and federal grant submissions for rural food systems and tourism facilities infrastructure. ruralfoodsystems.org



Cultural, Heritage & The Arts

1) Nan presented to the Oregon Heritage Cemetery Commission on cemetery tourism and Oregon Heritage Commission on **Tillamook Coast History Alliance**.

2) Updated **Tillamook County Quilt Trail brochure** with a more modern look and easier accessibility..



Grants & Sponsorships

1) Managed **tourism marketing grant, tourism facilities grant, tourism signage grant, Rockaway Beach facade improvement and marketing grants, and Manzanita's off-season marketing grant**, all in fall, 2023.

2) Sponsored the **de Garde Brewing 10th Anniversary event, and Port of Garibaldi's Seafood & Spirits Event**, both held in Garibaldi.

Industry Support

1) Participating in **Oregon Tourism Leadership Academy**, providing a scholarship to a staff and board member. **Nicole Steen** takes part starting in April 2024.

2) Manage **Manzanita Visitors Center**, will assist getting materials to the new **Pacific City Visitor Center**.

3) Sponsored two **\$2,000 scholarships to TBCC students** involved in outdoor/recreation degree program.

4) Nan and Dan presented at **Oregon Destination Association** conference on grants and accessibility. Dan presented at **OCVA Summit** and **OR Outdoor Recreation Summit**.



RETURN ON RESPONSIBILITY

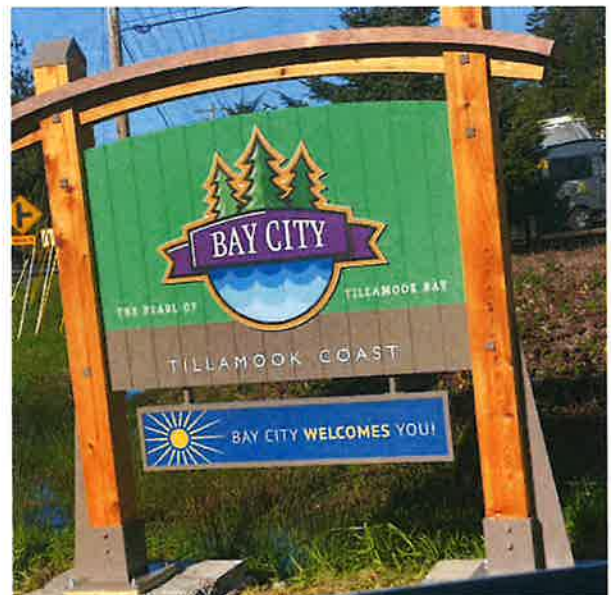


Destination Development

1) Conducted **community and destination management plans with Cape Meares, Oceanside and Rockaway Beach**. (Have also completed plans with Garibaldi, Bay City and Manzanita - starting Netarts plan in April).

2) Remainder of **Rockaway Beach** and new **Bay City wayfinding signage installed**. Developing plans with Wheeler, Cloverdale, Cape Meares, Oceanside, Manzanita and Netarts.

3) Nan and Dan presented the **prioritized facilities report** to the BOCC.



Public Safety Support & Messaging

1) Created an **Emergency Resources window cling** and **Good Neighbors brochure** for City of Manzanita to assist in STR management. Working with new city **STR code officer**, **gathering data on STR issues and solutions**.



RETURN ON RESPONSIBILITY



Stewardship of Natural Environment

1) Sponsored a **Wilderness First Aid Class for 16 North County emergency volunteers and professionals**. The weekend class was held at Nehalem Bay Fire & Rescue Station and instruction was provided by Pacific Wilds and National Outdoor Leadership School (NOLS) Wilderness Medicine.

2) Developed **Tillamook Coast Volunteer Adventures**, with organizations taking part in stewardship programs and education.

3) Created video on the collaborative work done by the **Tillamook Working Lands and Waters Cooperative**. **Watch the video on YouTube.com/tillamookcoast: "Collaborative Stewardship"**

Trails, Outdoor Recreation & Accessibility

1) Now have **9 beach wheelchairs** throughout county; **3 electric track chairs (Manzanita, Netarts and Pacific City)**.

2) **Three David's Chairs** (all-terrain track chair) placed in with much help from **City of Manzanita and the visitor center, Bruce and Teresa Lovelin of Happy Camp, and Bob Papke in Pacific City**.

3) Working with **Salmonberry Trail Foundation** for future trail initiatives. Drafted an MOU to create the **Tillamook Bay Trails Coalition** to identify joint funding and project opportunities.

5) **Tillamookcoast.com** can now be accessed in **Spanish**.

6) Received a **\$65,000 grant from Travel Oregon to work with Wheel the World**, a wheelchair travel consultancy.

7) Performed educational outreach to our communities regarding the **recreational immunity issue**, and **created media awareness of the issue**.

8) Completed an **accessibility survey of three county parks** with **Empowering Access**, and presented the report to the Board of Count Commissioners.

RETURN ON REINVESTMENT



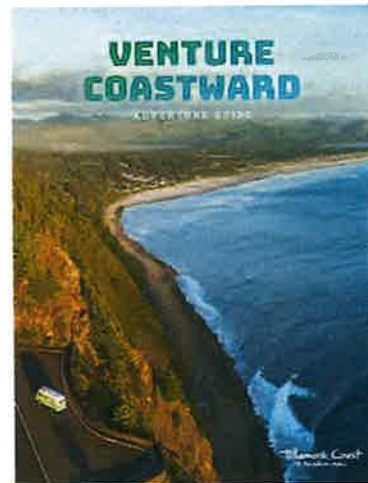
REINVESTMENT

Messaging & Communications

- 1) Sponsored **KOIN-TV Oregon Harvest documentary**, featuring Wilsonview Farm, Tillamook Bay Seafoods, and Tillamook Beekeepers Association.
- 2) Sharing message of outdoor recreation, GIS map and Volunteer Adventures program on **Oregon Field Guide, Northwestern Sports Radio, and Explore Oregon podcast**. Explore Oregon also reached groups that took part in the Volunteer Adventures program.
- 3) Sponsor as North Coast Food Trail the OPB Emmy-winning online Northwest food program "**SuperAbundant**," plus radio spots and e-newsletter.
- 4) Sponsor **beachconnection.net** for series of environmental and cultural stories, and with **Trent Olson** on scenic outdoor reels for social media.
- 5) **Nicole Steen developed strategic communications plans** for TCVA (industry facing), Visit Tillamook Coast (visitor facing), Accessibility, Stewardship, Food Systems and Workforce Training, and managed the development of a revised brand strategy for Visit Tillamook Coast (visitor-facing) and TCVA (Industry-facing)..
- 6) **Press releases on several topics:** grants, TBCC scholarships, Volunteer Adventures, Wilderness medicine training, Wheel the World, Empowering Access, and much more.



Watch 2023 KOIN Oregon Harvest Documentary on [YouTube.com/tillamookcoast](https://www.youtube.com/tillamookcoast)



Printed 50,000 copies of the visitor guide, distributed and mailed by Tillamook Chamber.

Operations

- 1) **Two positions filled:** Financial and Grant Administration Manager and Strategic Communications Manager.
- 2) **Marni Johnston reviewed all financials for past years, has set up a more complete reporting system for greater transparency.** Will work with Accuity auditors in July.
- 3) Adapting **new software to manage grants** that align with industry needs, and considering letter of interest format for upcoming grants.
- 4) Reviewing **sponsorship** program for more effective oversight and reporting.
- 5) Using **Cision media database** software for more efficient news release distribution and tracking.
- 6) Using **Metricool**, a social media management system to track, monitor and analyze digital content.



TEAM TCVA



Executive Director
Nan Devlin, MTA



Director, Trails, Outdoor Recreation & Accessibility
Dan Haag, MFA



Manager, Strategic Communications
Nicole Steen



Manager, Finance and Grants Administration
Marni Johnston

TCVA is fortunate to build a strong, skilled and experienced team, ready for the future.

Marni Johnston brings 15-plus years experience as a city financial manager plus 10 years in hospitality management. In addition to managing TCVA finances and overseeing our grant programs, she also manages grants funded by Rockaway Beach and Manzanita. She earned a graduate certificate in Sustainable Tourism and Destination Management from The George Washington University in November, 2023. She is a native of Tillamook County, and lives in Nehalem. Marni's passion is business development, and she will seek ways to help our tourism businesses thrive. **Three R's: Reinvestment and Operations.**

Nicole Steen brings 15-plus years as a strategic communications and public relations expert. She specializes in rural communities and businesses, and has worked with TCVA on communication projects. She is also a trained facilitator, having helped develop the facilitation program at The Ford Family Foundation. She will be taking part in the 2024 Oregon Tourism Leadership Academy. She lives in Salem, and her family has lived in Cape Meares since 1986. This year, Nicole will develop strategies for rural food systems, workforce training, accessibility, and brand stories, and a podcast platform. **Three R's: Reinvestment and Relationships.**

Dan Haag will continue to develop and build programs focused on stewardship, accessibility and trail development. His success in getting grants will help fund more opportunities, including Volunteer Adventures, Wheel the World, Empowering Access, outdoor emergency medical training, and Leave No Trace. He developed two TBCC scholarships in the Outdoor Recreation program, and will ask students to join him as paid interns next summer for the Volunteer Adventures program. He will continue to take an active part in community planning processes. **Three R's: Relationships, Responsibility and Reinvestment.**

Nan Devlin will continue work on wayfinding, collaborating with Manzanita, Wheeler, Oceanside, Netarts and Cape Meares. Grant writing and funding campaigns will be key to developing the next steps in Partners for Rural Food Systems, with innovation centers at Port of Tillamook Bay and Port of Garibaldi. Nan is also developing workforce training proposals, partnering with Oregon Restaurant and Lodging Association, Oregon Hospitality Fund, TBCC, Northwest Oregon Works, Nestucca School District, and the American Hotel and Lodging Education Institute. The goal is to launch a Pro-Start high school program, tourism management certificate, culinary training, and seafood processing training. She will also lead the Netarts Community Planning workshops. **Three R's: Relationships, Responsibility, Reinvestment, and Operations.**

TCVA board of directors has encouraged the team to create engaging stories about the TCVA brand and the work we are doing in the county and north Oregon coast. The entire team will be involved in this process, and with more recognition, we hope more program funding opportunities will come our way. The board has also discussed ways to help fulfill needs of the facilities plan developed for the county by Dan Haag.

We look forward to continuing to work with the county and communities on destination management projects.



Tillamook County Board of Commissioners

201 Laurel Avenue, Tillamook, OR 97141
Phone: 503-842-3403

Mary Faith Bell, Chair
Doug Olson, Vice-Chair
Erin D. Skaar, Commissioner

April 17, 2024

Office of Resilience and Emergency Management
Oregon Department of Human Services
500 Summer Street NE, E15
Salem, Oregon 97301

RE: Resilience Hubs and Networks Grants and HB 3409

Dear Grant Evaluation Committee:

The Tillamook County Board of Commissioners strongly supports House Bill 3409 (2023) and the resulting Resilience Hubs and Networks Grant (through Section 86) that will provide much needed aid and assistance to local communities across our state.

We are aware of the efforts of the Tillamook County Citizens Corps Council (TC4) composed of local citizen-led volunteer organizations from our various communities to continue to enhance and improve their resilience hubs and networks. We support the ability of our individual communities to respond as critically necessary without being entirely dependent on outside agencies for everything needed to support our citizens during an emergency.

Coastal communities in Tillamook County are especially vulnerable to natural disasters. The rural environment in which they are located needs support, and it is our responsibility as county leaders to support these organizations in their efforts to prepare our communities for future events.

The Board of Commissioners support the TC4 efforts and the enclosed Resilience Hubs and Network Grant application. The award of grant funding to our resilience hubs and networks will provide critical enhancements to resiliency and emergency preparedness across our various communities in Tillamook County. Each community worked with their team to identify the requests based on the needs of their communities for communication equipment, Type packages, facilities, and supplies.

BOARD OF COMMISSIONERS FOR TILLAMOOK COUNTY, OREGON

absent

Mary Faith Bell, Chair

Doug Olson

Doug Olson, Vice-Chair

Erin D. Skaar

Erin D. Skaar, Commissioner

Form 8

Grant Application Resolution

TILLAMOOK 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.

TILLAMOOK 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.

TILLAMOOK 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 \$2,932,667. 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>DENISE VANDECOEVERING</u>	<u>(503) 842-3400</u>	<u>x3312</u>	<u>Denise.Vandecoevering@tillamookco</u>
Name	Phone		County.gov 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

<u></u>	<u>Vice-Chair, Tillamook County Board of Commissioners</u>	<u>17-Apr-2024</u>
Chair/Judge or Appointee	Title	Sign Date



Form 1 Grant Application Staffing

2024-2025

County	Column 1 Approved FTE current year (2023-24)	Column 2 Budgeted FTE coming year (2024-25)	Column 3 Change (Column 2 less Column 1)
TILLAMOOK			
A. Assessment administration			
Assessor, deputy, etc.	1.25	1.25	0.00
Assmt. support staff, deed clerks and data entry staff	3.60	3.60	0.00
Total assessment administration staff	4.85	4.85	0.00
B. Valuation and appraisal staff			
Chief appraisers/appraiser supervisor	0.35	0.35	0.00
Lead appraisers	0.00	0.00	0.00
Residential appraisers	5.35	5.35	0.00
Commercial/industrial appraisers	0.55	0.55	0.00
Farm/forest/rural appraisers.....	0.60	0.60	0.00
Manufactured structure/floating structure appraisers	0.65	0.65	0.00
Personal property appraisers.....	0.15	0.15	0.00
Personal property clerks.....	0.25	0.25	0.00
Sales data analyst	0.45	0.45	0.00
Data gatherers and appraisal techs.....	0.00	0.00	0.00
Total valuation and appraisal staff	8.35	8.35	0.00
C. Board of Property Tax Appeals (BoPTA)	0.15	0.15	0.00
D. Tax collection and distribution administration			
Administration, deputy, etc.....	0.45	0.45	0.00
Support and collection	1.60	1.60	0.00
Tax distribution	1.15	1.15	0.00
Foreclosure and garnishment.....	0.35	0.35	0.00
Total tax collection and distribution	3.55	3.55	0.00
E. Cartography and GIS administration			
Cartographic/GIS supervisor.....	0.20	0.20	0.00
Lead cartographers	0.00	0.00	0.00
Cartographers.....	0.80	0.80	0.00
GIS specialists.....	0.40	0.40	0.00
Total cartographic and GIS staff	1.40	1.40	0.00
F. Dedicated IT services for A&T	1.23	1.23	0.00
G. Total assessment and taxation staffing	19.53	19.53	0.00



Form 2 Explanation of Staffing Issues

2024-2025

County TILLAMOOK

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.

The Tillamook County Assessor is also the Property Tax Collector. The Assessor and Tax Collection functions are combined offices with Assessment staff and Tax Collection staff providing cross support. We are finally fully staffed and are doing a lot of training and cross training. Contracted Services include our Helion Software (ORCATS) which provides our A&T Software and development and has for many years. The Masters Touch provides printing and mailing services of our Tax Statements. JEL Property Research prepares our Tax Foreclosure Lien Reports.



Form 3 General Comments

2024-2025

County TILLAMOOK

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.

Main increase is in personal services due to wage increases and benefits cost increasing.



Form 4 Valuation and Appraisal Resources

2024-2025

County <u>TILLAMOOK</u>	Number of accounts by activity		Number of FTE by activity	
	Actual (2023-24)	Estimated (2024-25)	Actual (2023-24)	Estimated (2024-25)
Activities				
1. Real property exceptions, special assessments and exemptions				
New construction.....	2,264	2,300	4.50	4.50
Zone changes.....	0	10	0.05	0.05
Subdivisions, segregations, and consolidations..	261	300	0.25	0.25
Omitted properties	2	5	0.05	0.05
Special assessment qualification and disqualification	39	40	0.60	0.60
Exemptions.....	13	20	0.05	0.05
Subtotal.....	2,579	2,675	5.50	5.50
2. Appeals and assessor review				
Assessor review and stipulations	201	200	0.35	0.35
BOPTA	13	20	0.10	0.10
Department of Revenue.....	0	1	0.05	0.05
Magistrate Division of the Oregon Tax Court.....	1	1	0.05	0.05
Regular Division of the Oregon Tax Court	0	1	0.05	0.05
Subtotal.....	215	223	0.60	0.60
3. Real property valuation				
Physical reappraisal.....	639	700	0.10	0.10
Recalculation only—no appraisal review	27,985	28,100	1.00	1.00
Subtotal.....	28,624	28,800	1.10	1.10
4. Business personal property (returns mailed)	1,082	1,100	0.40	0.40
5. Ratio			0.45	0.45
6. Continuing education			0.20	0.20
7. Other valuation—appraisal activity			0.10	0.10
8. Total valuation and appraisal staff (FTE)			8.35	8.35



Form 5 Tax Collection and Distribution Work Activity

2024-2025

County TILLAMOOK

Number of accounts by activity

Actual (2023-24)	Estimated (2024-25)
---------------------	------------------------

1. Number of accounts requiring roll corrections

Business personal property	4	10
Personal property manufactured structures	2	5
Real property	111	50

2. Number of accounts requiring a refund

Business personal property	0	5
Personal property manufactured structures	0	5
Real property	22	40

3. Number of delinquent tax notices sent

Business personal property	76	100
Personal property manufactured structures	122	150
Real property	1,242	2,000

4. Number of foreclosure accounts processed

Real property only	28	50
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5. Number of accounts issued redemption notices

Real property only	29	30
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6. Number of warrants

48	50
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7. Number of garnishments

0	0
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8. Number of seizures

0	0
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9. Number of bankruptcies

34	50
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10. Number of accounts with an address change processed

5,061	6,000
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11. How many second trimester statements do you mail?

4,000

12. How many third trimester statements do you mail?

3,201

13. Does the county contract for lock box service?

☒ Yes ☐ No

14. Does the county use in-house remittance processing?

☒ Yes ☐ No

15. Is tax collecting combined with another county function?

☒ Yes ☐ No

If yes, describe that function on Form 2.



Form 6
Assessment and Administrative
Support and Cartography
Work Activity

2024-2025

County TILLAMOOK

**Assessment and administrative support
work activity**

	Numbers by activity	
	Actual (2023-24)	Estimated (2024-25)
1. Number of deeds worked	<u>3,669</u>	<u>4,000</u>

Cartography work activity

	Numbers by activity	
	Actual (2023-24)	Estimated (2024-25)
1. Number of new tax lots	<u>72</u>	<u>100</u>
2. Number of lot line adjustments	<u>53</u>	<u>50</u>
3. Number of consolidations	<u>22</u>	<u>30</u>
4. Number of new maps	<u>1</u>	<u>3</u>
5. Number of tax code boundary changes	<u>16</u>	<u>20</u>



Form 7
Summary of Expenses

2024-2025

County TILLAMOOK

	A. Assessment Administration	B. Valuation	C. BOPTA	D. Tax Collection & Distribution	E. Cartography*	F. Dedicated IT services for A&T	Totals
Current operating expenses							
1. Personnel services	588,509	944,522	19,831	507,684	184,908	196,932	2,442,386
2. Materials and services	73,450	70,235	5,400	60,226	8,615	69,391	287,317
3. Transportation	1,128	9,927	0	113	113	0	11,281
4. Total current operating expenses (Total direct expenses)	663,087	1,024,684	25,231	568,023	193,636	266,323	2,740,984

* Include approved grant funding for ORMAP

Indirect expenses

5. Total direct expenses (line 4)	2,740,984
6. If you use the 5 percent method to calculate your indirect expenses, enter 0.05 in this box.	0.05
Total indirect expenses (line 5 multiplied by line 6)	137,049
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 multiplied by the direct expense amount for the category/categories that your certificate allows)	0
7. Total indirect expenses	137,049

Capital outlay

8. Enter the actual capital outlay without regard to limitation.	Assessment Administration	Valuation	BOPTA	Tax Collection & Distribution	Cartography	Data Processing Support (IT, AT)	Total capital outlay without regard to limitation
	0	0	0	0	0	54,634	54,634
9. Total direct and indirect expenses (sum of lines 4 and 7)							2,878,033
10. Direct and indirect expenses multiplied by 0.06							172,682
11. The greater of line 10 or \$50,000.....							172,682
12. Capital outlay (the lesser of line 8 or line 11)							54,634
13. Total expenditures for CAFFA consideration (sum of lines 4, 7, and 12)							2,932,667

Tillamook County Assessment/Taxation Organization Chart

All Employees below are Full Time Employees

