

BOARD OF COMMISSIONERS

MINUTES OF THE BOARD SESSION – Regular Session

Wednesday, April 26, 2017  
9:00 a.m.

Senator Hearing Room  
555 Court Street NE  
Salem, OR 97301

PRESENT: Commissioner Sam Brentano, Commissioner Janet Carlson and Commissioner Kevin Cameron. Also present were John Lattimer as chief administrative officer, Gloria Roy as county counsel and Kristy Witherell as recorder.

Commissioner Brentano called the meeting to order at 9:00 a.m.

**PUBLIC COMMENT**

None.

**PRESENTATION**

*(Video Time 00:01:13)*

Volunteer Annual Report and Awards Ceremony – Lisa Miller

**Summary of presentation:**

- Lisa Miller presented the highlights of the 2016 Volunteer Annual Report.

**CONSENT**

*(Video Time 00:55:33)*

BOARD OF COMMISSIONERS

OLCC APPLICATION – Recommend Approval

Southwest Fuel Management, Inc. – DBA, Salem 76 – Salem, OR

Approve an order appointing Gary Christofferson as interim Information Technology Director effective April 28, 2017.

BUSINESS SERVICES

Approve Amendment 3 to the Lease Agreement with Shana Stellingwerf extending the lease through March 31, 2018 and adding \$42,733 for a revised total of \$421,165.85.

Approve Amendment #6 to the Lease Agreement with Tieszen, LLC extending the lease through December 30, 2017 and adding \$16,809.60 for a revised total of \$242,867.20.

## HEALTH

Approve a disbursement agreement with the Mid-Valley Behavioral Care Network that will refund Marion County \$392,996.58 for services not performed under various agreements.

**MOTION:** Commissioner Cameron moved for approval of the consent agenda. Seconded by Commissioner Carlson; motion carried. A voice vote was unanimous.

## **ACTION**

*(Video Time 00:57:27)*

### ASSESSOR'S OFFICE

1. Consider approval of the Fiscal Year 2017-18 County Assessment Function Funding Assistance (CAFFA) Grant. – Tom Rohlfig, Leslie Box

#### ***Summary of presentation:***

- The 1989 legislature created this grant to mitigate statewide deterioration of the property tax system caused by a variety of factors, including a lack of local funding;
- The CAFFA grant provides funding intended to help maintain a healthy property tax assessment system at the county level;
- The Oregon Department of Revenue uses the grant application to allocate to each county a share of the total statewide CAFFA funding based on the budgets of all counties;
- The application requests information about workload, staffing and budgeted expenditures, including capital projects for the various components of the assessment and taxation program;
- This includes the Assessor's Office, Tax Office, Board of Property Tax Appeals at the Clerk's Office, Assessment and Taxation Support by Information Technology Department and tax distribution through the County Creditors Office;
- Funds available for the statewide CAFFA are derived from a percentage of interest collected on the property tax accounts and from fees for documents recorded at the Clerk's Office;
- County Treasurer keeps the money intended for CAFFA in a fund referred to as the County Assessment and Taxation Fund;
- At the end of each fiscal quarter, the county treasurer transfers monies, including interest earned on the account to the Department of Revenue CAFFA account;
- The distribution of the grant funds happens on the 10<sup>th</sup> day of the month following the end of the fiscal quarter;
- Each year, the Department of Revenue looks at fiscal conditions and forecasts the amount that will be deposited into the CAFFA account;
- The total CAFFA funds distributed statewide will be \$18 million, which is a 3.4 percent increase from the previous year; and
- Grant revenue for Marion County is estimated at \$1,020,373.

#### ***Board discussion:***

- Interest from property tax payments go into CAFFA;
- 16.5 percent of the Assessor's Office budget;
- It is covering less and less of the Assessor's Office budget;

- Discussing keeping property tax interest;
- Department of Revenue audits the Assessor's Office, including staffing; and
- The money goes into the general fund.

**MOTION:** Commissioner Carlson moved for approval of the Fiscal Year 2017-18 County Assessment Function Funding Assistance (CAFFA) Grant. Seconded by Commissioner Cameron; motion carried. A voice vote was unanimous.

*(Video Time 01:06:55)*

TREASURER'S OFFICE

2. Consider approval of a resolution establishing a change fund in the amount of \$100.00 for the Community Services Department Administration Program to accept customer payments for dog license fees. – Laurie Steele, Daniel Adatto, Dean Freeze

***Summary of presentation:***

- Mr. Adatto contacted the County Treasurer to set up a change fund in the Community Services Department to accept payments for dog licenses;
- The only place that accepts payments for dog licenses is at the animal shelter and Public Works; and
- Convenient for the customers to add another place to buy dog licenses.


**MOTION:** Commissioner Cameron moved for approval of a resolution establishing a change fund in the amount of \$100.00 for the Community Services Department Administration Program to accept customer payments for dog license fees. Seconded by Commissioner Carlson; motion carried. A voice vote was unanimous.

**PUBLIC HEARINGS  
10:30 A.M.**


None.

Commissioner Brentano read the calendar.

Commissioner Brentano adjourned the meeting at 10:22 a.m.

  
CHAIR

  
COMMISSIONER

  
COMMISSIONER

**Board Sessions can be viewed on-line at <http://www.youtube.com/watch?v=VYF8Y6U7178>.**