

# MORROW COUNTY BOARD OF COMMISSIONERS MEETING AGENDA

Wednesday, January 26, 2022 at 9:00 a.m.

Bartholomew Building Upper Conference Room

110 N. Court St., Heppner, Oregon

**See Zoom Meeting Info on Page 2**

**AMENDED**

1. **Call to Order and Pledge of Allegiance - 9:00 a.m.**
2. **City/Citizen Comments:** Individuals may address the Board on issues not on the agenda
3. **Open Agenda:** The Board may introduce subjects not already on the agenda
4. **Consent Calendar**
  - a. Accounts Payable and Payroll Payables
  - b. Appointment Request to the Special Transportation Fund Advisory Committee
5. **Business Items**
  - a. Oregon State University/Morrow County Extension Update (Anna Browne, 4-H/Juntos Latino Outreach; Julie Baker, Administrative Office Manager; Nicole Strong, Regional Director)
  - b. Building Codes Program Operating Plan Update & Renewal of County Building Program with the State of Oregon (Tamra Mabbott, Planning Director)
  - c. Wheatridge Strategic Investment Program Agreement – Funding to Morrow County School District
  - d. Update on letter to Wheatridge Wind Energy, LLC, regarding non-functioning aircraft detecting lighting systems on wind turbines (Mike Gorman, Assessor/Tax Collector)
  - e. New Employee Full-Time Equivalent (FTE) Requests (Darrell Green, Administrator)
  - f. Request to Reopen Employee FTE/Large Budget Item Requests (Justin Nelson, District Attorney)
  - g. Order No. OR-2022-1: Adopting a Fee Schedule
  - h. Command Team Update
6. **Department Reports**
  - a. Road Department Monthly Report (Eric Imes)
  - b. Clerk’s Quarterly Report (Bobbi Childers)
  - c. Human Resources Quarterly Report
  - d. Surveyor’s Quarterly Report (Matt Kenny, Contracted Surveyor)
  - e. Public Health Quarterly Report (Nazario Rivera)
  - f. Weed Department Quarterly Report – **Written Only**
7. **Correspondence**
8. **Commissioner Reports**
9. **Signing of documents**
10. **Adjournment**

Agendas are available every Friday on our website ([www.co.morrow.or.us/boc](http://www.co.morrow.or.us/boc) under “Upcoming Events”). Meeting Packets can also be found the following Monday.

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Roberta Lutchter at (541) 676-5613.

Pursuant to ORS 192.640, this agenda includes a list of the principal subjects anticipated to be considered at the meeting; however, the Board may consider additional subjects as well. This meeting is open to the public and interested citizens are invited to attend. Executive sessions are closed to the public; however, with few exceptions and under specific guidelines, are open to the media. The Board may recess for lunch depending on the anticipated length of the meeting and the topics on the agenda. If you have anything that needs to be on the agenda, please notify the Board office before noon of the preceding Friday. If something urgent comes up after this publication deadline, please notify the office as soon as possible. If you have any questions about items listed on the agenda, please contact Darrell J. Green, Administrator at (541) 676-2529.

### **Zoom Meeting Information**

<https://zoom.us/j/5416762546>

**PASSWORD: 97836**

Meeting ID: 541-676-2546

#### Zoom Call-In Numbers for Audio Only:

- 1-346-248-7799, Meeting ID: 541 676 2546#
- 1-669-900-6833, Meeting ID: 541 676 2546#
- 1-312-626-6799, Meeting ID: 541-676-2546#
- 1-929-436-2866, Meeting ID: 541-676-2546#
- 1-253-215-8782, Meeting ID: 541-676-2546#
- 1-301-715-8592, Meeting ID: 541-676-2546#



AGENDA ITEM COVER SHEET
Morrow County Board of Commissioners
(Page 1 of 2)

(For BOC Use)
Item #
46

Please complete for each agenda item submitted for consideration by the Board of Commissioners
(See notations at bottom of form)

Presenter at BOC: Katie Imes
Department: The Loop - Public Transit
Short Title of Agenda Item:
(No acronyms please)

Date submitted to reviewers: 1/19/2022
Requested Agenda Date: 1/26/2022

Request for Appointment to the Special Transportation Fund Advisory Committee

This Item Involves: (Check all that apply for this meeting.)
Order or Resolution
Ordinance/Public Hearing:
1st Reading 2nd Reading
Public Comment Anticipated:
Estimated Time:
Document Recording Required
Contract/Agreement
Appointments
Update on Project/Committee
Consent Agenda Eligible
Discussion & Action
Estimated Time:
Purchase Pre-Authorization
Other

N/A
Purchase Pre-Authorizations, Contracts & Agreements
Contractor/Entity:
Contractor/Entity Address:
Effective Dates - From: N/A Through: N/A
Total Contract Amount:
Budget Line:
Does the contract amount exceed \$5,000? Yes No

Reviewed By:

Department Director Required for all BOC meetings
Administrator Required for all BOC meetings
County Counsel \*Required for all legal documents
Finance Office \*Required for all contracts; other items as appropriate.
Human Resources \*If appropriate

\*Allow 1 week for review (submit to all simultaneously). When each office has notified the submitting department of approval, then submit the request to the BOC for placement on the agenda.

Note: All other entities must sign contracts/agreements before they are presented to the Board of Commissioners (originals preferred). Agendas are published each Friday afternoon, so requests must be received in the BOC Office by 1:00 p.m. on the Friday prior to the Board's Wednesday meeting. Once this form is completed, including County Counsel, Finance and HR review/sign-off (if appropriate), then submit it to the Board of Commissioners Office.

**AGENDA ITEM COVER SHEET**  
**Morrow County Board of Commissioners**  
**(Page 2 of 2)**

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**1. ISSUES, BACKGROUND, DISCUSSION AND OPTIONS (IF ANY):**

Currently, the Special Transportation Fund (STF) Advisory Committee has four vacancies. Attached are the committee member lists and the list of member representations.

Mrs. Khaljani has requested to serve on the STF committee as a representative of "Transit users who depend on transit for accomplishing daily activities" of Heppner. Attached is Mrs. Khaljani's letter of request.

**2. FISCAL IMPACT:**

N/A

**3. SUGGESTED ACTION(S)/MOTION(S):**

Motion to appoint Mrs. Khaljani to the Special Transportation Fund advisory committee, term beginning January 26, 2022 through January 26, 2026.

Attach additional background documentation as needed.



**The Loop Morrow County Co Transportation  
Special Transportation Fund (STF) Advisory Committee  
2022**

Members NAMES	Minimum Members: 7	Maximum Members: 11	Term allowance: 4 years TERM EXPIRATION
REPRESENTING			
Vacancy		Boardman/Hispanic	12/31/2020
Vacancy		Boardman/Hispanic	12/31/2020
Vacancy		Lexington/Community	12/31/2020
Aaron Palmquist <i>Chair</i>		Irrigon/Community	12/31/2025
Vacancy		Ione/Senior	12/31/2021
Kerry Hawley		Heppner/Senior & Disabled	12/31/2022
Karen Pettigrew		Boardman/Senior	12/31/2022
Virginia "George" Nairns - <i>Vice Chair</i>		Heppner/Senior	12/31/2022
Stephanie Case		County Planner	12/31/2022
Katie Imes		County Transportation Coordinator	12/31/2022
Sheryll Bates		Heppner/Community	12/31/2024



## THE LOOP - MORROW CO. TRANSPORTATION

P.O. Box 495 · Heppner, Oregon 97836 · (541) 676-5667 · 1-855-644-4560

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### \*List of Committee Member Representations

Local governments, including land-use planners;  
Public Transportation Service Providers;  
Non-profit entities which provide public transportation services;  
Neighboring public transportation service providers;  
Employers;  
Social and human service providers;  
Transit users;  
Transit users who depend on transit for accomplishing daily activities;  
Individuals age 65 or older;  
People with disabilities;  
Low-income individuals;  
Social equity advocates;  
Environmental advocates;  
Bicycle and pedestrian advocates;  
People with limited English proficiency;  
Educational institutions; or,  
Major destination for users of public transit.



**THE LOOP - MORROW CO. TRANSPORTATION**

P.O. Box 495 · Heppner, Oregon 97836 · (541) 676-5667 · 1-855-644-4560

Date: 1/18/22

To Whom It May Concern,

I would like to be considered for the following committee(s).

- Statewide Transportation Improvement Fund (STIF)  Reappointment
- Special Transportation Fund (STF)  Reappointment

I would like to see this program thrive in Morrow County because of the following interest that I have in transportation:

For place-bound residents

I feel like I can contribute to this committee by representing the following areas: \*See next page

I have been on other committees & advisory committee

Thank you,

Name: Debra Khaljani

Address: 

Phone Num: Heppner 503-275-1 

Email: 



Morrow County 4-H Latino Outreach/Open Campus


# HIGHLIGHTS 2021



Oregon State  
University

# Career Connect Conference-Apr 2021

- <https://www.careerconnectday.com/>
- 200 virtual participants from schools  
In Morrow, Umatilla, Grant, and Gilliam  
Counties
- Virtual job fair open to the public
- Motivational Keynote Speaker: Coach D
- Presentations from 9 regional colleges
- 20 featured employers



**WEDNESDAY, APRIL 28, 2021**

**8:30am-9:20am:**  
Keynote Speaker: Umatilla County Students  
College Sessions: Morrow County Students

**9:20am-9:30am:** Screen Break

**9:30am-10:20am:**  
Keynote Speaker: Morrow County Students  
College Sessions: Umatilla County Students

**Featured Colleges:**

- Blue Mountain Community College
- BMCC Apprenticeship Program
- Columbia Basin College
- Eastern Oregon University Session
- Oregon Laborers Union
- Oregon State University Session
- Perry Technical Institute
- Treasure Valley Community College
- Walla Walla Community College Session

**10:20-10:30am:** Screen Break




**10:30am-10:50am:**  
Employer Sessions for Students

**Featured Employers:**

- Alto Ingredients
- Amazon Web Services
- Beef Northwest
- Boardman Foods
- Calbee North America
- Community Counseling Services
- Corteva AgriScience
- Hanley Energy
- Lamb Weston
- Morrow County
- Morrow County School District
- Oregon Laborers Union
- Oregon Potato (OPC)
- Securitas Security Services
- State of Oregon Employment Department and the TEC
- Threemile Canyon Farms
- Tillamook
- Umatilla Morrow County Head Start
- Western States Equipment

**Register here: [www.careerconnectday.com](http://www.careerconnectday.com)**

For Student Questions: [anna.browne@oregonstate.edu](mailto:anna.browne@oregonstate.edu)  
For Job Search Questions and Resources: (541) 481-3014, [info@boardmanchamber.org](mailto:info@boardmanchamber.org)



# SciFridays with the SAGE Center

- 3 Friday science sessions focusing on regional ag including; water, electricity, and pollinators
- 67 participants



**Oregon State**  
University





Oregon State  
University







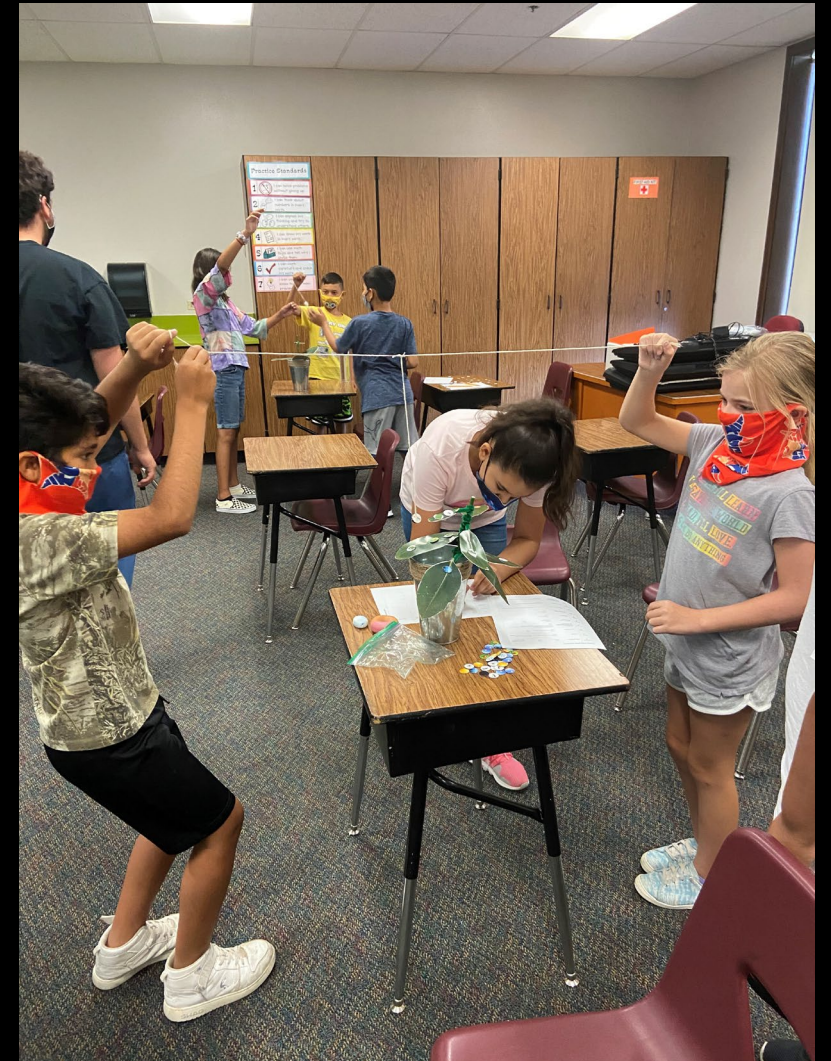
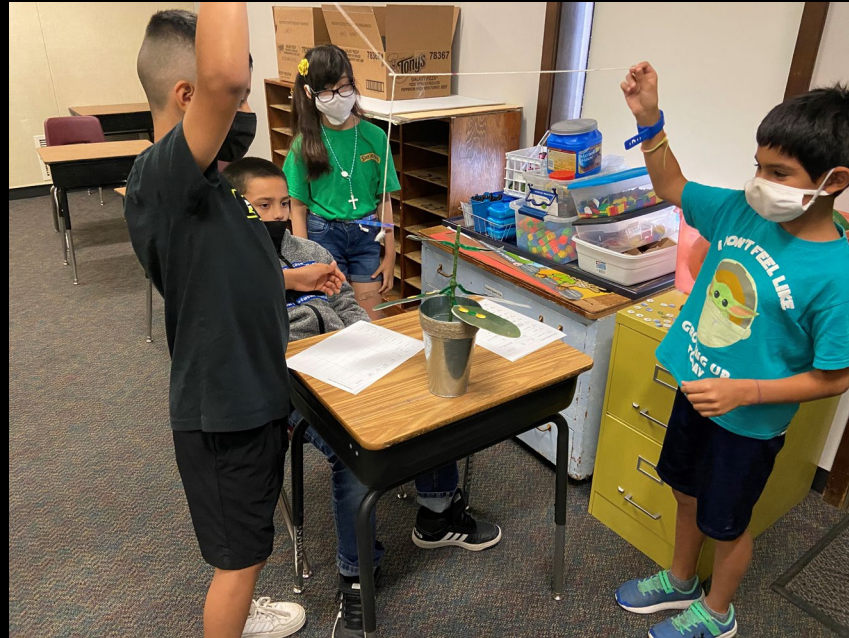
# Nuts, Bolts, and Thingamajigs Camp





# Summer School Program-Umatilla

- 43 Students
- Summer STEAM Program
- National 4-H Council Grant-Pollinator Program \$11,500





# Morrow County Fair



## 2021 Morrow County Youth Livestock Auction

\$351,376.98 AUCTION SALES

\$51,825 ONLINE ADD-ON'S

\$403,201.98 TOTAL

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An enormous thank you to Morrow County  
Livestock Growers and Bank of EO!



# Summer Intern-Joe O'Brien

## What Extension Really Means to Me

[blogs.oregonstate.edu/extintern/2021/09/08/what-extension-really-means-to-me/](https://blogs.oregonstate.edu/extintern/2021/09/08/what-extension-really-means-to-me/)

By keeanan

September 8, 2021

Hello again everyone! Joseph O'Brien checking in for the last time from Umatilla County.

WOW! I can't believe it's been 10 weeks already. I feel like our internship orientation was just yesterday and we were creating individual objectives for the summer in our specific program areas. My time in the 4-H and Open Campus programs have been filled with endless fun, opportunities, experiences, and growth – personal and professional. From working at Science Fridays at the SAGE Center in Boardman to judging the goat portion of master showmanship at the Umatilla County Fair at the Eastern Oregon Trade and Event Center in Hermiston, I would say my experiences were very diverse this summer.

Each intern this summer was tasked with creating or partaking in a project in their program area and sharing their progress with their fellow interns during the weekly internship check-ins. My project this summer was to work with the grant provided by Corteva to the Extension Service here in Umatilla County. This grant focused on monarch butterflies and how they are dwindling in numbers throughout the United States, Canada and Mexico. Therefore, it was my project to go around to summer schools and camps to teach students about what these pollinators provide for us. One game I played was the "Ice Cream Sundae Challenge." In short, each team created an amazing ice cream sundae combination with the toppings and flavors they were given. Once they were done, we talked about all the ingredients, it was determined that without pollinators, we would not be able to eat any of the food items. Not only did the kids learn about the butterflies, but I learned more about the overall grant process, how to engage a larger group of youth, and how to create lesson plans out of the curriculum provided.



Goat master showmanship judging at the Umatilla County Fair.

Throughout the two summers I have been interning with the Extension Service, I always get the same question, "Why are you interning for the Extension Service when you are a nursing major?" Now there is a question that might stump you. It made me really think about why I came back for a second time and why I will continue to volunteer with the extension service programs in the future. "Community," is the first word that comes to mind. As a nursing student who is heavily involved on campus, I have learned what it means to create community and the importance of getting others involved in those opportunities – even if it may not perk your interest at first. Although I don't personally see myself working for the Extension Service in the future, that doesn't mean I can't engage, grow, and collaborate with those in my community and use those experiences and growth opportunities in my nursing career.



Port of Morrow Tour with Nuts, Bolts, and Thingamajigs:  
Manufacturing Camp

With that said, I am so grateful and will cherish every place, person, program, and partnership that made my internship possible for a second time. In a few weeks, I will be starting my junior year of nursing school. I would be kidding myself if I said I was ready for what lies ahead but, I know that I have multiple communities behind me with an abundance of support to give if I find myself lost. And who knows, I may come back to the Extension Service here in Umatilla County again for my final internship opportunity. I guess you'll have to stay tuned ...



**Oregon State**  
University



# DIVE 4AG Grant work

DIVE4Ag | Oregon State University

dive4ag.oregonstate.edu

University

DIVE4Ag

HOME ABOUT US DIVE4AG TOOLKIT EVENTS CONTACT US

## DIVE4Ag

### Distant, Immersive, Virtual Education for Agriculture Literacy

The DIVE4Ag project brings Pacific Northwest middle and high school youth opportunities to explore topics in agriculture through virtual reality and other online activities. Together, Oregon State University's Precollege Programs, SMILE Program, and OSU Extension 4-H Youth Development Program lead the effort with community partners to implement an innovative Agriculture Distance Education Toolkit to be fully launched next year.

Welcome to DIVE4Ag!

Bringing Youth Opportunities to Explore Agriculture Through Virtual Reality and Online Activities

40°F Clear 9:33 PM

# Professional Development

- Extension Leadership Development for Executives Program
- Engaged Scholarship Consortium National Committee
- ESP Conference in Savannah, GA
- National 4-H Youth Development Professionals Conference in Memphis, TN
- NAE4-HYDP Achievement In Service Award
- ESP Early Career Service Award



# AGENDA ITEM COVER SHEET

Morrow County Board of Commissioners

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## 1. ISSUES, BACKGROUND, DISCUSSION AND OPTIONS (IF ANY):

State of Oregon mailed notice to all Building Officials in Oregon and advised each jurisdiction to submit forms and documents to renew their respective program. Renewal is due on January 31, 2022. A copy of the notice is attached.

Glenn McIntire, Building Official, filled out the renewal form ("Program Administration") and drafted a new Operating Plan, which is required to be attached to the Program Renewal. Morrow County has not updated its Operating Plan since 2000, the first year Morrow County assumed the program.

Planning Director reviewed the documents and consulted with State Building Codes Division staff and Glenn and made edits to the documents accordingly.

## 2. FISCAL IMPACT:

## 3. SUGGESTED ACTION(S)/MOTION(S):

Recommendation is:

1. Approve the Operating Plan
2. Authorize Chair to sign Program Renewal Form

Attach additional background documentation as needed.





# Program Administration Form

Department of Consumer & Business Services

Building Codes Division

1535 Edgewater St. NW, Salem, OR

Mailing address: P.O. Box 14470, Salem, OR 97309-0404

Phone: 503-373-4133 • Fax: 503-378-2322 • Web: Oregon.gov/bcd

## Department Use Only

New request

Renewal

**Municipality:** Morrow County **Building official:** Glenn McIntire

Address: 100 S Court Street

City: Heppner

State: Oregon

ZIP: 97836

Office location: 200 City Center Dr, PO Bx 229, Boardman OR 97818

Phone: 541-481-9252

Fax: 541-481-3244

Email: mcintireg@cityofboardman.com

### Mark program choice by indicating level:

**X** – Performed by the municipality applying for the renewal

**A** – Performed by a different municipality through an intergovernmental agreement with City of Boardman

**C** – Performed by county; X and A do not apply

**S** – Performed by state

Please see the key at the bottom of Page 2 for definitions.

Plans				Structural				Mechanical				Electrical				Plumbing					Manufactured Structures (MSI)	Park & Camp (PCI)	Master Builder Program (optional)
A	B	C	F	A	B	C	M	A	B	C	M	A	B	C	M	A	B	C	S	M			
A	A	A	A	A	A	A		A	A	A		S	S	S		A	A	A			A	A	

**Note:** Assumption of a structural A-level program includes the requirements for accessibility [ORS 447.220]. MSI includes manufactured dwelling installations; alterations, accessory structures, buildings, and cabana installations; plan review; and inspections. Park and camp includes mobile home and manufactured dwelling parks, recreation parks, organizational camps, and picnic parks plan review and inspection.

### Respond to the following if your municipality uses a third-party building official:

Which services are provided by the third party?: N/A

Name of third party building official: N/A

Names of all designated qualified employees: N/A

### Attach the following:

- Completed copy of municipality's operating plan (OAR 918-020-0090)
- Electrical program requests (See requirements in OAR Chapter 918, Div. 308)
- Changes of service areas (Include map or description if applicable)
- Current fee schedules for all programs
- Name of a contact person for surcharge report of assumed programs

Name: Jackie McCauley

Phone: 541-481-9252

Address: 200 City Center Dr

City: Boardman

State: Oregon

ZIP: 97818

List inspectors and others, as requested, on the back of this sheet. Attach additional pages as necessary.

Official delegation or assumption of the programs above is requested or being renewed for the period beginning July 1, 202 .

The undersigned agrees this form and all accompanying attachments comply with the applicable statutes and rules outlined in OAR 918, Division 020, and ORS Chapter 455. The undersigned further agrees this municipality's program will, at all times, be administered to operate in compliance with its operating plan and all applicable statutes and rules.

Authorized signature:

Title: Chair, Board of Commissioners Date:

This form will not be accepted without signature. Electronic signatures are accepted if the form is sent via email from the signor.

Name of inspector and/or person responsible for program	Building official	Plans examiner				Structural inspector				Mechanical inspector				Electrical inspector				Plumbing inspector					MSI	PCI
		A	B	C	F	A	B	C	M	A	B	C	M	A	B	C	M	A	B	C	S	M		
Glenn McIntire	X	X	X	X	X	X	X	X		X	X	X							X				X	X
Ken Wilson																		X	X	X				

Cities covered by county program: Heppner, Lexington, Ione	
Cities with complete or partial program: None	
Emergency manager: Paul Gray	Phone: 541-676-5605
Address: 100 S Court St, Heppner OR 97836	
State fire marshal official/designee: Mariana Ruiz-Temple <i>(See OAR 918-020-0020)</i>	Phone: 541-481-3473
Address: 3565 Trelstad Avenue SE Salem OR 97317	
Health department contact: Jonathan Hitzman	Phone: 541-567-3113
Address: 435 E Newport St, Hermiston OR 97838	
Permit issuance phone: 541-481-9252	
Planning/zoning phone: 541-922-4624	
<b>Key:</b>	
<b>A</b> A Level – All buildings or structures, except dwelling code	<b>C</b> One- and two-family dwelling
<b>B</b> B Level – Any building or structure not required to be designed by an Oregon-registered architect or engineer, except H or I occupancies over 1,500 sq. ft. and one- or two-family dwelling	<b>F</b> Fire and life safety
	<b>M</b> Master permit program
	<b>MSI</b> Manufactured structures installation inspector: electrical, plumbing, hook-up and setup
	<b>PCI</b> Park and camp inspector
	<b>S</b> Limited plumbing inspector: sewer

Title 10

BUILDINGS AND CONSTRUCTION

Chapters:

10.04 Building Permits and Inspection

Chapter 10.04

BUILDING PERMITS AND INSPECTION

Sections:

- 10.04.010 Title for citation.
- 10.04.020 Definitions.
- 10.04.030 Oregon State Building Code adopted.
- 10.04.040 Statutory compliance requirements.
- 10.04.050 Fee exemptions.
- 10.04.060 Effect of provisions on prior law.
- 10.04.070 Power to contract for inspection services.

10.04.010 Title for citation. The ordinance codified in this chapter shall be known and may be cited as the "building permit inspection ordinance," and shall serve to amend Ord. C-9-82, adopted by the county on December 22, 1982, nunc pro tunc as of November 3, 1982. (Ord. MC-C-2-83 §1, 1983; Ord. C-9-82 §1, 1982)

10.04.020 Definitions. For this chapter, the following terms, phrases, words and their derivations shall have the following meaning given herein:

A. "Building code" means the building code adopted by the State Commerce Department, plus any amendments added by Morrow County or the state of Oregon.

B. "Building official" means a duly appointed official to enforce and administer the specialty sections of the building code. He shall attend to all aspects of building code enforcement, including the issuance of all building permits.

C. "Building permit" means and includes the process of applying and the inspection of building, sanitation, structural, electrical, heating, ventilating and plumbing projects.

D. "County court" means the Morrow County court.

E. "Local planning official" means and includes any member of the county planning department, any duly appointed planning official within a franchised political subdivision of Morrow County, or part of a city planning department within the county. (Ord. MC-C-2-83 §2, 1983; Ord. C-9-82 §2, 1982)

10.04.030 Oregon State Building Code adopted. The ordinance codified in this chapter adopts the Oregon State Building Code in total, except as this chapter may later be amended by Morrow County, or as the Oregon State Building Code may be amended by the state of Oregon. (Ord. MC-C-2-83 §5, 1983; Ord. C-9-82 §5, 1982)

10.04.040 Statutory compliance requirements. The county court of Morrow County, in order to comply with the Oregon Revised Statutes, shall:

- A. Notify the state of Oregon that Morrow County will relieve the state of Oregon of all building permit applications and inspections in the county (ORS 456.800 et seq.);
- B. Appoint a building official to attend to all aspects of the building code of the state of Oregon within the county (ORS 456.800);
- C. Set a schedule of permit application fees to be approved by the Oregon State Department of Commerce (ORS 456.755). (Ord. MC-C-2-83 §4, 1983; Ord. C-9-82 §4, 1982)

10.04.050 Fee exemptions. Subsection C of Section 10.04.040 of this chapter notwithstanding, Morrow County itself shall not be required to pay any permit, inspection or other fees arising from pursuance of this chapter. Morrow County's exemption from fees shall be in effect during such times as it, rather than the state of Oregon, is providing building inspection services. (Ord. MC-C-2-83 §7, 1983; Ord. C-9-82 §7, 1982)

10.04.060 Effect of provisions on prior law. Nothing in this chapter shall be interpreted as modifying the provisions in force under state law prior to the adoption of the ordinance codified herein, and the building inspector appointed under the authority of this chapter shall have full authority to investigate and act upon continuing violations arising prior the adoption of the ordinance codified herein. (Ord. MC-C-2-83 §6, 1983; Ord. C-9-82 §6, 1982)

10.04.070 Power to contract for inspection services. This chapter empowers the county to contract with an independent organization to provide Morrow County with inspection services on permit applications for building, sanitation, structural, electrical, heating and ventilating, and plumbing projects. In the event a contract has been executed, it shall remain in full force and effect, and the ordinance codified in this chapter shall be deemed a ratification of the contract. (Ord. MC-C-2-83 §3, 1983; Ord. C-9-82 §3, 1982)



# Oregon

Kate Brown, Governor

## Department of Consumer and Business Services

### Building Codes Division

1535 Edgewater Street NW

P.O. Box 14470

Salem, OR 97309-0404

503-378-4133

Fax: 503-378-2322

[oregon.gov/bcd](http://oregon.gov/bcd)

November 22, 2021

TO: Building Officials

FROM: Julia Hier, Sr. Policy Advisor

SUBJECT: Program Renewal –**RENEWAL INFORMATION**

On January 1, 2022, an updated OAR 918-020-0105 will take effect. Under this new rule, **all** municipalities that administer an existing program must **submit a renewal** to the division **by January 31, 2022**. In addition, a city that intends to continue to procure services from a contract building official must **notify the division of its intent** and must comply with 2021 Oregon Laws Ch. 599, Sec. 2 (Enrolled SB 866) **by January 1, 2022<sup>1</sup>**.

Please include the following information in the renewal for each jurisdiction you provide services for:

1. A complete Program Administration Form (Form 2510), which includes a list of current staff, including contract providers, and their applicable certifications. A fillable version of this form is attached.
2. An updated copy of the municipality's operating plan as described in OAR 918-020-0090.
3. A narrative describing any changes to the operating plan.
4. A copy of your current fee schedule.

You can mail the information to the address above, preferably to the attention of Julia Hier, or you may email Julia at [RulesCoordinator.BCD@dcbcs.oregon.gov](mailto:RulesCoordinator.BCD@dcbcs.oregon.gov). Thank you in advance for your timely response.

Form 2510 and additional information about future renewals can be found on our website: <https://www.oregon.gov/bcd/jurisdictions/Pages/renewals.aspx>

A copy of Form 2510 is also attached to this notice.

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<sup>1</sup> The notification due by January 1, 2021, can be a brief email or letter.

# **Operating Plan**

## **Morrow County Building Department**

**100 S. Court Street  
P.O. Box 788  
Heppner, Oregon 97836**

## INTRODUCTION

### ***OAR 918-020-0080 Delegation of the Building Inspection Program***

*The state Building Codes Division and every municipality that administers and enforces a building inspection program or desires to assume responsibility to administer and enforce a building inspection program shall prepare an operating plan that describes the manner in which the municipality or the division will do so. The operating plan shall establish specific goals, consistent with the program standards described in OAR 918-020-0090.*

This Operating Plan was developed to comply with the above administrative rule. The Plan is on file with the State of Oregon Building Codes Division (BCD), and is available to the public upon request.

This Plan reflects the standards, policies, procedures and services administered through Morrow County Building Department. The Plan will be updated as necessary to reflect changes in service, service areas, and administrative responsibilities.

Any questions related to this Plan should be directed to:

Glenn McIntire, Building Official  
200 City Center Circle  
P.O. Box 229  
Boardman, Oregon 97818  
Email: [mcintireg@cityofboardman.com](mailto:mcintireg@cityofboardman.com)

Phone: (541) 481-9252  
FAX: (541) 481-3244  
Internet: [cityofboardman.com](http://cityofboardman.com)

## **918-020-0090 PROGRAM STANDARDS**

### **ADMINISTRATIVE STANDARDS**

#### **Funds and Equipment**

Morrow County operates through a dedicated fund. All plan review and permit revenues are deposited in this fund and all department expenditures are from this fund. A separate accounting is made for revenues from each of the program areas.

Morrow County has committed to building and maintaining a reserve of its annual operating budget during those periods of strong construction activity. This reserve is for the purpose of maintaining acceptable staffing levels to complete projects during times of temporary reductions in revenue. Fee increases will be proposed as necessary to maintain this reserve account.

All fees charged by the department have been adopted in a public hearing and by Ordinance by the Morrow County Board of Commissioners.

#### **Staff Authority and the Responsibilities of the Building Official**

##### **Building Official:**

Morrow County Code of Ordinances Title 10 Buildings and Construction, also known as the “Building Permit Inspection Ordinance” adopts by reference the Oregon State Building Code and establishes authority for County to contract for inspection services.

10.04.070 Power to contract for inspection services. The chapter empowers the County to contract with an independent organization to provide Morrow County with inspection services on permit applications for building, sanitation, structural, electrical, heating and ventilating, and plumbing projects. In the event a contract has been executed, it shall remain in full force and effect, and the ordinance codified in the chapter shall be deemed a ratification of the contract.

Morrow County has duly entered into an Intergovernmental Agreement (IGA) with City of Boardman to Provide Building Inspection Services. The IGA is attached and made a part hereof.

##### **Plan Examiners:**

As per Oregon Administrative Rule, Chapter 918, Plan Examiners review plans for compliance with the State of Oregon Building Code at the level for which the Plan Examiner is certified by the State of Oregon.

##### **Inspectors:**

As per Oregon Administrative Rule, Chapter 918, Inspectors conduct plan reviews and inspections of work covered by the specialty codes and to the level they are certified by the State of Oregon.

Detailed job descriptions for all staff members are available upon request.

#### **Local Appeals Process**



The Building Official reviews any appeal of a Plans Examiner's or Inspector's decision. The appeal may be verbal or in writing. There is no cost for this initial appeal. A decision is generally rendered within 24 hours of the request.

Any person aggrieved by a decision of the Building Official made pursuant to the various specialty codes may appeal directly to the state agency responsible, as outlined in the Morrow County Code Title 10. An appeal shall be in writing, and in accordance with provisions of ORS 455.475, and shall describe the basis for the appeal, and shall first be filed with the Building Official.

### **Accounting**

All revenues collected are deposited in the building inspection department's dedicated fund. These revenues are tracked by program area and monthly and yearly reports are available upon request.

Administrative costs are assessed at the same rate as for all other County departments, and generally expressed as a percentage of our total budget.

### **Records Retention and Retrieval**

All County records are retained at least for the minimum time outlined by the Oregon State Archivist.

### **Availability of Operating Plan**

A copy of the Morrow County Operating Plan is available to any interested party upon request. A copy can also be supplied in electronic format if desired. A copy of the Operating Plan is also posted on the Morrow County website.

### **Public Comment/Complaint Process**

Public comments or complaints may be submitted verbally (in-person or via telephone) or in writing (via fax, mail, email or personal delivery). Comments or complaints related to code provisions will be processed by the most appropriate staff member. If the comment or complaint becomes an appeal, procedures outlined above will be followed.

Comments or complaints related to employee behavior will be processed by his or her supervisor as in accordance with Morrow County Personnel Rules, Union Contract, and/or Department Policies and Procedures.

### **Public Inquiry Process**

Telephones and emails are answered by administrative staff between 8:00 a.m. and 5:00 p.m. Inspection requests are accepted via email or fax 24 hours a day, seven days a week.

The Morrow County Building Inspection Office phone number is (541) 481-9252; fax number is (541) 481-3244. Email may be directed to [mcintireg@cityofboardman.com](mailto:mcintireg@cityofboardman.com).

Customers may inquire on matters related to permitting, plan review, or inspection processes anytime between 8:00 a.m. and 5:00 p.m. Customers may mail, email, telephone or fax inquiries

of this nature at any time.

Responses to customer inquiries are generally conducted on the same day they are received, but typically not later than one business day from receipt.

### **Customer Service Information**

The jurisdiction of Morrow County covers all areas within Morrow County except the Cities of Boardman and Irrigon.

A map of the jurisdictional boundaries is maintained at the public service counter.

Morrow County is a partial-service jurisdiction with the electrical program administered by Oregon BCD through its Pendleton office. Permits for work governed by structural, mechanical, plumbing and electrical of 400 amps or less are available through this office. Electrical permits greater than 400 amps are available through BCD Pendleton office.

### **Notifications**

All notices issued pursuant to OAR 918-020-0070 through 0220 shall be sent to Glenn McIntire, Building Official.

### **Fee Schedules**

The fees charged for plan review and inspection services are available on the City of Boardman and Morrow County websites. Hard copies are available upon request.

## **PERMITTING STANDARDS**

### **Office Locations**

Morrow County Building Department office is located within Boardman City Hall, 200 City Center Circle, Boardman, Oregon. Permits for work governed by structural, mechanical, plumbing and electrical, 400 amps or less, are available through this office. Electrical permits greater than 400 amps are available through BCD Pendleton office, 800 S.E. Emigrant Ave., Suite 360, Pendleton, Oregon.

### **Hours of Operation**

Morrow County Building Inspector and staff maintain office hours from 8:00 a.m. to 5:00 p.m., Monday through Friday, except holidays. Pendleton BCD office hours are 8:00 a.m. to noon and 1:00 p.m. to 4:00 p.m.

### **Permit Application Process**

Applicants for permits are required to provide proof of licensing, registration and certification of any person who proposes to engage in any activity regulated by ORS Chapters 446, 447, 455, 479, 693, and 701.

Certified Plans Examiners are available during normal working hours to provide pre-plan review assistance. Persons making application in-person may have their plans checked for completeness prior to submittal. A checklist of information required for plans to be considered as complete is

reviewed with the applicant. Incomplete plans may be rejected pending additional information. Applications that are received by mail are reviewed for completeness within 48 hours. Applicants are notified by email, phone, and mail if possible, of any deficiencies in the plans. Plans are reviewed in the order that they are received.

For simple one- and two-family dwellings, Morrow County will complete the plan review within 10 business days or less or will notify applicants of their rights to obtain a plan review from a third-party, properly licensed by Building Codes Division of the Department of Consumer and Business Services (DCBS). For complex plans of any occupancy, Morrow County will generally complete the plan review within 15-20 business days or notify applicants of their rights to seek plan reviews from licensed third-party Plans Examiners.

Permit applications for work regulated by the structural, manufactured dwelling, mechanical, plumbing, and electrical codes are issued over-the-counter when possible. Electrical permit applications conform to the State Electrical Permit Standard Form. Minor labels are issued by the State of Oregon and upon notification, are inspected by Morrow County.

### **Phased Permits**

Phased permitting is allowed for large projects with the prior approval of the Building Official. Generally, phased permits would be issued for the foundation, structural shell, interior tenant improvements, and sprinkler and fire alarm systems. Fees are based on the value of the work being performed at each phase.

### **Deferred Submittals**

Deferral of any submittal items must have prior approval of the Building Official. Deferred submittals are those portions of the design that are not submitted at the time of application, but are included in the valuation of the project. The fee for processing deferred submittals will be based on an hourly rate. If the valuation of the construction being considered was not included in the original submittal, it will be treated as a phased project.

### **Alternate One- and Two-Family Dwelling Plan Review Program**

Morrow County will accept construction documents for conventional light frame construction, as defined by OAR 918-480-0130 that have been designed, prepared and sealed by an Oregon licensed architect or engineer, who is also certified in the State of Oregon as a One- and Two-Family Plans Examiner without requiring an additional plan review by Morrow County. The administrative charge for processing these construction documents is the same fee charged for all pre-reviewed plans received by Morrow County.

## **PLAN REVIEW STANDARDS**

### **Compliance with Specialty Codes**

Plan review staff is certified by the State of Oregon in all codes administered by Morrow County. The Plans Examiners review and approve structural, mechanical, fire and life safety, energy, disabled access, and manufactured dwelling plans. Plumbing plans are reviewed and approved by a certified Plumbing Inspector. Electrical plans are reviewed and approved by a certified Electrical Inspector. All Inspectors and Plans Examiners have internet access to current

interpretive rulings adopted pursuant to ORS 455.060 or ORS 455.475 (2), and review them when making decisions.

### **Availability of Checklists/Brochures**

Residential and commercial building permit application checklists are available at the plan check counter. In addition, procedures and forms are available on the City of Boardman website: [cityofboardman.com](http://cityofboardman.com).

Morrow County also offers optional pre-development and pre-construction meetings at no cost to the applicant. Pre-development meetings generally occur prior to completion of the design work and provide an opportunity for the applicant to discuss any requested alternate methods or materials, request interpretations, and hear a preliminary assessment of the project. Pre-construction meetings generally occur in conjunction with the issuance of the permit. The meeting provides an opportunity for the applicant and his/her associates to meet the Inspectors and Plans Examiners who will be involved in the project, discuss any unique aspects of the project, clarify special inspection requirements, and reach consensus on remaining issues identified during the review process.

### **Complete Plans/Notice to Applicants**

Plans are reviewed at the counter for completeness if delivered in-person, and within three days after receiving them by other means. Whenever possible, plans are approved and permits issued at the time of application. If determined to be a simple residential plan, the plan review will be completed in 10 business days or less. If it appears staff will be unable to meet that time period, staff will inform the applicant that he/she has the right to seek a plan review from certain individuals licensed by the State of Oregon and acceptable to Morrow County to provide the service.

### **Verification of Stamp By Design Professionals**

Staff verifies that plans are appropriately stamped by a registered design professional and that the design professional has a valid license, when required. Plans failing to meet this requirement are not approved until the appropriate stamp is provided.

## **INSPECTION STANDARDS**

### **Inspection Schedule**

Inspection staff provide inspection services between 9:00 a.m. and 4:00 p.m. each working day. Inspections outside of these hours may be arranged through the Building Official.

### **Inspection Policies and Procedures**

Inspections requested prior to 7:00 a.m., are normally conducted on the date requested; inspection requests received after 7:00 a.m. will be accomplished the following workday unless a later date is requested. Inspection requests that are received after 7:00 a.m. but which are needed on the same day requested because of unforeseen issues may be accomplished as requested if approved by the Building Official.

Approved plans are required to be available on the jobsite unless other arrangements have been made with the Inspector.

The Inspector will issue a written report for each inspection. The report will reflect approval, conditional approval, or failure. A conditional approval allows the work to proceed while documented corrections are made and a re-inspection is requested. In the case of a failed inspection, a list of needed corrections is provided in the report. A copy of the written report is left on the jobsite or emailed to the applicant.

### **Assessment of a Re-Inspection Fee**

In certain circumstances, the Inspector may assess a re-inspection fee for the following situations:

- Inspection was requested before the work was ready for inspection.
- Failure to provide access on the date and time the inspection was requested.
- Approved plans not readily available on the jobsite.
- Deviating from the approved plans that require approval by the Building Inspection Office.
- Manufactured Dwelling blocking, installation of temporary or permanent stairs, plumbing, electrical and mechanical connections not completed prior to request for inspection.

The specific reason is printed on the re-inspection fee notice, and posted on the jobsite or emailed to the applicant.

### **Listing of Inspection Staff**

A roster of the Inspection staff, including current certifications and continuing education records, is available to any interested party upon request.

### **Stop Work Orders**

Morrow County Code of Ordinances Title 10, together with the Intergovernmental Agreement between City of Boardman and County, authorizes the Building Official to undertake necessary enforcement actions.

The authority to issue stop work orders is the responsibility of the Building Official.

### **Investigation of Electrical and Plumbing Violations**

All Inspectors conduct random spot checks to verify compliance with plumbing and electrical licensing and registration requirements. In cases of a suspected violation, the Inspector is provided the discretion to stop the work and (a) issue a warning, (b) issue a “Citation, Notice of Proposed Assessment of Civil Penalty, and First Order of Corrective Action” (on forms supplied by the Building Codes Division), (c) complete a “Preliminary Compliance Report”, or (d) discuss alternative options as may be available with the Building Official.

Complaints received by Morrow County related to alleged violations of plumbing or electrical licensing laws are investigated by the appropriately certified Inspector.

### **Suspension/Revocation**

Morrow County Code of Ordinances Title 10, together with the Intergovernmental Agreement between City of Boardman and County, authorizes the Building Official to undertake necessary enforcement actions.

Morrow County Title 10 adopts by reference the Oregon Specialty Code which provides authority to suspend or revoke permits per Oregon Structural Specialty Code section 105.6 and Oregon Residential Specialty Code Section R105.6.

### **Electrical Inspection Standards**

Electrical inspection standards are set by Oregon BCD Pendleton office.

### **Process for Response to Reported Code Violations**

Reports of work being performed without permit, in violation of the Morrow County Building Code, and/or in violation of ORS 479.550, 479.620, 447.040, 693.030, and 693.040 are accepted in-person, email, mail, telephone, or fax. All reports are investigated by the Inspection staff.

### **Investigation of Reported Violations**

Reports as described above are investigated to determine whether or not a violation exists. If no violation exists, the case is closed. If a violation exists, there are several possible actions that may be taken by the County, including but not limited to. stop work orders, assessments of investigation fees, and/or assessment of a civil penalty.

5d



ASSESSMENT & TAXATION

P.O. Box 247 • Heppner, Oregon 97836  
(541) 676-5607 FAX: (541) 676-5610

MIKE GORMAN  
Assessor/Tax Collector

January 24, 2022

Wheatridge Wind II LLC  
Attn: David Lawlor  
700 Universe PSX/JB  
Juno Beach, FL 33408

**RE: Wheatridge Wind Project Strategic Investment Program ADLS Requirement Sec 8.2**

Dear Mr. Lawlor,

Section 8.2 of the signed and executed Strategic Investment Program Agreement between Wheatridge Wind Energy and Morrow County states: *Wheatridge Wind shall cause to be installed and utilize an Aircraft Detection Lighting System (ADLS) on each wind tower installed in the wind facility, so long as use has been authorized by the Federal Aviation Administration (FAA) and comply with all FAA rules and regulations.*

In a letter received from you on behalf of Wheatridge Wind II, dated June 16, 2021, you state the ADLS system has been installed and is in operation as of June 15, 2021 and complies with Section 8.2 of the above stated agreement.

During the regular scheduled Morrow County Commission Meeting on January 5, 2022, Wayne Seitz, a concerned citizen and direct neighbor of the Wheatridge Wind Project, gave testimony stating the ADLS system does not function properly and the lights are almost always on. Other County citizens as well as County officials have recognized the lights being almost always on also. We have to believe that the system is not functioning neither properly nor as intended.

We ask you to investigate this issue and to report back to us what remedy(s) may be available for you to alleviate this issue and to put such remedy(s) in place. If no effort is made in this regard, the Wheatridge Wind Project's, Strategic Investment Program Property Tax Exemption may be in jeopardy.

Respectfully,

A handwritten signature in blue ink, appearing to read "Michael Gorman", with a long horizontal flourish extending to the right.

Michael Gorman  
Morrow County Assessor/Tax Collector

cc David Lawlor via Email;

Portland General Electric  
Corporate Tax Department  
121 SW Salmon St. 1 WTC 0510  
Portland, OR 97204



## Roberta Lutcher

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**From:** Mike Gorman  
**Sent:** Monday, January 24, 2022 1:05 PM  
**To:** Don Russell; Justin Nelson  
**Cc:** Darrell Green; Roberta Lutcher  
**Subject:** FW: Letter Regarding ADLS System on Wheatridge Wind

All,

Below is the response I got from NextEra.

*Mike Gorman*  
*Morrow County Assessor/Tax Collector*  
*100 Court Street*  
*PO Box 247*  
*Heppner, OR 97836*  
*541-676-5607*

**From:** Ergas, Emre <Emre.Ergas@nexteraenergy.com>  
**Sent:** Monday, January 24, 2022 1:02 PM  
**To:** Mike Gorman <mgorman@co.morrow.or.us>  
**Cc:** Lawlor, David <David.Lawlor@nexteraenergy.com>; Hilbert, Quinten <Quinten.Hilbert@nexteraenergy.com>; Rosenboom, Will <Will.Rosenboom@nexteraenergy.com>; Smith, Colin <Colin.Smith@nexteraenergy.com>  
**Subject:** RE: Letter Regarding ADLS System on Wheatridge Wind

**STOP and VERIFY - This message came from outside of Morrow County Government.**

---

Mr. Gorman,

I work in the asset management group and handle the commercial issues once the project is online (prior to that it would be development, or David). We did see the article in the Gazette and had started looking into the county/resident concerns. We want to make sure we talk to the manufacturer and have all the facts before we reply to the county. There have been a few outages since the system went operationally in the last 6 months, but overall the system is working as expected. We take the resident concerns seriously and look forward to resolving this issue.

Please call or email me if any further questions.

Emre Ergas  
Director, Business Management  
561-371-0992

**From:** Lawlor, David <[David.Lawlor@nexteraenergy.com](mailto:David.Lawlor@nexteraenergy.com)>  
**Sent:** Monday, January 24, 2022 12:23 PM  
**To:** Ergas, Emre <[Emre.Ergas@nexteraenergy.com](mailto:Emre.Ergas@nexteraenergy.com)>; Hilbert, Quinten <[Quinten.Hilbert@nexteraenergy.com](mailto:Quinten.Hilbert@nexteraenergy.com)>; Rosenboom, Will <[Will.Rosenboom@nexteraenergy.com](mailto:Will.Rosenboom@nexteraenergy.com)>  
**Subject:** FW: Letter Regarding ADLS System on Wheatridge Wind

The letter about ADLS.

David Lawlor - Director, Development  
NextEra Energy Resources  
+1-403-689-6285

**From:** Mike Gorman <[mgorman@co.morrow.or.us](mailto:mgorman@co.morrow.or.us)>  
**Sent:** Monday, January 24, 2022 10:20 AM  
**To:** Lawlor, David <[David.Lawlor@nexteraenergy.com](mailto:David.Lawlor@nexteraenergy.com)>  
**Subject:** Letter Regarding ADLS System on Wheatridge Wind

David,

Please find the attached letter regarding the ADLS System on the Wheatridge Wind Project.

Regards,

*Mike Gorman*  
*Morrow County Assessor/Tax Collector*  
*100 Court Street*  
*PO Box 247*  
*Heppner, OR 97836*  
*541-676-5607*



**AGENDA ITEM COVER SHEET**  
**Morrow County Board of Commissioners**  
**(Page 2 of 2)**

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**1. ISSUES, BACKGROUND, DISCUSSION AND OPTIONS (IF ANY):**

Review of the FTE Asks for fiscal year 2022-2023

Each Department will present their FTE Asks;

Naz Rivera, Public Health Director- Health Promoter

Sheriff Matlack/Undersheriff Bowles- Communications Deputy and Community Corrections Assistant

Katie Imes- Transit Operations Supervisor, Transit Dispatchers (2), Transit Driver II (2), Transit Driver I (2),

**2. FISCAL IMPACT:**

Personnel and other costs are contained in the FTE Ask Executive Summaries.

Health Promoter, Fees and Grants- \$76,368

Communications Deputy, 911 Contingency- \$63,361

Community Corrections Assistant, Community Corrections Budget (State Funds)- \$74,364

Public Transit multiple positions (Supervisor, Dispatcher (2), Transit Driver II (2), and Driver I (2)), Grants- \$573,789

**3. SUGGESTED ACTION(S)/MOTION(S):**

Review the FTE Asks for FY 2022-2023 for approval or denial

Attach additional background documentation as needed.



## HUMAN RESOURCES

P.O. Box 593  
Heppner, Oregon 97836-0412  
(541) 676-5620

Lindsay Grogan  
Director  
lgrogan@co.morrow.or.us

### Full Time Equivalent FTE Ask – Health Promoter

TO: Nazario Rivera, Public Health Director  
FROM: Lindsay Grogan, Human Resource Director  
DATE: December 9, 2021  
RE: 2022/2023 FTE Ask Review

Thank you for your detailed Full Time Equivalent FTE Ask application and job description for the Health Promoter position.

I have reviewed the request for completion and it is ready to be presented to the Board of Commissioners.

Based on review of the primary responsibilities and qualifications listed in the provided job description, the Health Promoter position would be listed at range 8 of the AFSCME General Employee pay scale. The 2022-2023 scale for a range 8 position ranges from \$3,459 a month to \$4,414 a month. The position is an hourly non-exempt position.

FTE Ask presentations will be scheduled for a Board of Commissioners Meeting shortly. When that date is set and you are notified, please fill out an agenda cover sheet and be ready to present your ask to the Board for approval or denial.

Thank you for your application. Please let me know if you have any questions.

*Lindsay Grogan*

Lindsay Grogan, Human Resources

# FTE Ask Executive Summary

# Morrow County Oregon

A. Position Description & Dept. Health Promoter - Public Health  
 (Attach Job Description)

Pay Scale and Pay Range General Scale, Range 8

B. What is the TOTAL cost to Morrow County?

**CHART OF ANNUAL EXPENSES PER FTE**

	<u>WAGES</u>	<u>BENEFITS</u>	<u>MATERIALS &amp; SERVICE COSTS</u>	<u>CAPITAL EXPENSE</u>	<u>TOTAL COST</u>
<u>CURRENT COST</u>	\$29,766.00				\$29,766.00
<u>PROJECTED COST</u>	\$38,376.00	\$37,992			<del>\$38,376.00</del> \$76,368
<u>DIFFERENCE</u>	\$8,610.00				\$8,610.00

c. FTE History for the last three (3) years. (Example: FY 21/22 5.25 FTE)

<u>YEAR</u>	2019-2020	2020-2021	2021-2022
<u>FTE</u>	0	0	0

**Personnel Services History for the last three (3) years.**  
 (Example: FY 19/20 \$264,707; FY 20/21 \$244,544; FY21/22 \$235,602)

<u>YEAR</u>	2019-2020	2020-2021	2021-2022
<u>FTE</u>	\$915,399.00	\$1,128,289.00	\$1,163,204.00

**D. How will this position be funded?** Grants  Fees  General Fund  Other   
If other, Please explain:

We are able to collect fees for services. In addition we have modernization funds that are able to be used towards this position as long as that the position is also providing outreach and education in other areas other than home visiting

**E. Where will the position be located physically? Is there space for them?**

The position can be located in Heppner or Boardman. There is space we can use at both locations. In Heppner there is a work station in the same office that Yvonne is located in. In Boardman there are a number of places that this person could work from.

**F. Quantify what has occurred in your department to request an FTE?**

We have a number of months that this position has been vacant. Allowing this position to be fulfilled by a health promoter instead of a nurse will open the pool of applicants. As we transition to a health promoter position the funds allocated would help support having this position full time. This could also relieve some of the clerical duties in the boardman office since that office doesnt have someone dedicated to that. The funds would than also help support a full time FTE.

**G. What is the benefit to Morrow County? And the citizens of Morrow County?**

The immediate benefit would be that we would be able to provide an additional program to our county. As mentioned previoulsy we have had this postion vacant for close to 2 years. An additional staff member would also help support our work which would translate to us being able to serve our constituents more rapidly with the additional workforce.



## MORROW COUNTY JOB DESCRIPTION

**Date Prepared:** Oct 2021  
**Position Title:** Health Promoter - Bilingual  
**Department:** Public Health  
**Supervisor:** Nurse Supervisor and Public Health Director  
**Status:** Regular, Full Time, 1.0 FTE

**Position Summary:** The Health Promoter, under the limited supervision of the Public Health Director, is primarily responsible for the provision of home-based visitation services. Duties include long-term case management with prenatal and postpartum mothers and their children up to the age of 21 years. Health promoters providing Home visiting services work with clients with health and social histories that put them at risk for poor health and developmental outcomes under nurse supervision. This position works with culturally diverse families in communities with broad based socio-inequity. This position will also be providing outreach to our community partners and community members in regards to some of the services we provide within reproductive health. A main goal within Public Health is ensuring community participation and assurance of access to reproductive health services. May also assist with clinics and events (on/offsite), data coordination, and billing. Occasionally requires overnight travel for trainings and meetings, so work schedule flexibility is necessary. Frequently exposed to air and blood borne pathogens as a result of continuous contact with the public and children.

**Supervisory Responsibilities:** None

### **Qualifications:**

- Education: Associates degree preferred; High School education required.
- Experience: Previous experience (clerical/or interpreter) in a medical or health department office preferred.
- Certification: CPR & First Aid (may be acquired after the start date)
- Possession of a valid Oregon Driver License with satisfactory driving record
- Bilingual Required (English/Spanish)



**Skills/Abilities:**

- Equipment Used: Telephone, mobile phone, calculator, personal computer, copy machine, postage meter, fax machine, scales, measure board, blood pressure cuff, stethoscope, thermometer, clinical equipment, personal protective equipment and automobile.
- Proficient with Microsoft Office, including Microsoft Excel, Outlook, Word, email, and other software applications as required.
- Ability to read, write and comprehend English in order to read Oregon Revised Statutes and program manuals and complete state mandated reports.
- Ability to perform basic math functions.
- Ability to obtain an Oregon Driver's License.

**Job Duties/Responsibilities:**

- Seeks, enrolls, and delivers home-visiting services to children/families identified to be at risk. Must be able to work effectively with families and individuals of diverse backgrounds (including teen parents; families with mental health, substance abuse, or domestic violence concerns and families experiencing poverty) while establishing trusting relationships and maintaining professional boundaries.
- Must be able to function autonomously using independent judgment in making decisions, and resolving problems and issues impacting the health and welfare of clients and the general public.
- Formulates and implements plans for the general health care for individuals and families based on evaluation of needs with a focus on meeting mutually accepted health goals and objectives. Delivers health services through home visits, case management and community outreach programs.
- Promotes the maintenance of health through teaching and counseling, conducting needs assessment and case management
- Encourage and support parent involvement and participation to promote positive parent-child relationships, support healthy growth and development, enhance problem-solving skills and improve support systems.
- Connect families with community resources and support self-advocacy across systems.
- Coordinate and collaborate with child care and other agencies to ensure the child/family is receiving comprehensive early childhood services.
- Display time management skills needed to maintain accurate, legible, timely documentation of health history, assessments, goals and objectives and care

provided in compliance with department and program policy, procedure and protocol.

- Maintain sensitive and confidential client information according to the HIPAA policy.
- Fulfill all training and evaluation requirements, and maintain an individual training plan as specified on performance assessments.
- Serve as a cohesive member of the team, participate in problem solving and promote innovation. Collaborates with related community agencies and service providers through client referrals, written and verbal communications and case/team conferences.
- Fulfill clerical duties as needed. Clerical duties can include receptionist tasks, data collection, and billing.
- Employee provides outreach to community partners and community members to try to engage vulnerable populations to try to engage people to access some of the services provided with in Public Health.
- Convene on-going partnership meetings focused on assuring access to reproductive health services, minimizing gaps and barriers, and/or improving the quality of reproductive health services within the community.
- Meet regularly with the Nurse Supervisor and Public Health Director for support, guidance and case conferencing.
- Participate in health fairs, open houses and other community events to promote Public Health programs and services as directed.
- Employee responds to public health emergencies, incidents and events and participates in all exercises, drills and trainings on emergency preparedness as required. May be required in Public Health Emergencies to work irregular hours.
- Performs related duties as assigned to meet business needs.

**Essential Job Functions:**

**Working Environment:** Work is primarily conducted indoors with frequent travel to other department locations, outside agencies and client residences, to provide program services, attend meetings or community events. May experience occasional threat of direct or indirect violence/conflict by angry or unstable clients or family members. Work may involve occasional stress associated with diverse clients, language or cultural variances. Continuously works closely with co-workers and clients and occasionally works alone.

**Physical:**

- Stand and walk for 30 minutes continuously;
- Sit in adult chairs for 60 minutes continuously;
- Sit on the floor for 30 minutes continuously;
- Squat, kneel, stoop, twist and bend frequently;
- Lift and carry 25 - 30 pounds;
- Reach to shoulder height;
- Balance in an unpredictable environment with obstacles;
- Climb up and down stairs;
- Have sufficient hearing and speech capability to communicate in person and via phone;
- See within normal ranges;
- Have manual dexterity for administering shots, performing exams and completing documentation;
- Must have the ability to drive a vehicle.
- Ability to sit for extended periods of time while viewing a computer monitor and operating a keyboard.

**Mental:**

- Ability to handle stressful situations when interacting with the public and/or County employees.
- Regular and predictable attendance.
- Ability to work well with members of the public, patients, family members, and other staff.
- Ability to maintain confidentiality.

**ADA Statement:**

Ability to perform the essential functions of this position with or without reasonable accommodation.

X

---

Signed and Reviewed

Date

# I. MENTAL REQUIREMENTS

This factor measures the total capability required to learn and perform the job competently.

**Learning Development** refers to the level of knowledge or facts, data, principles, ideas, and other information which must be acquired, usually through a combination of formal education programs, work experience, and/or on-the-job training. It encompasses the diversity, complexity, and depth of understanding in such areas as professional fields of study, technical specialties, practical work systems, and applied work methods.

**Problem Challenge** refers to the application of knowledge to work situations as measured by the amount of independent reasoning and judgment which must be used to make decisions, generate ideas or produce results.

		Problem Solving Challenges															
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
DE		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
Learning Development	A. Sufficient to understand simple written and oral communications. Basic understanding of simple work processes, methods or equipment. Learning development less than that required for completion of high school curriculum.	A1															
		A2															
		A3															
	B. Sufficient to read and write nontechnical information and instruction, perform basic arithmetic calculations, understand commonly used procedures and methods, or operate equipment that requires some training. Learning development equivalent to completion of high school curriculum.	B1															
		B2															
		B3															
	C. Specialized vocational or technical knowledge providing a command of certain technical, administrative, and/or operative practices and techniques. Learning development involves the equivalent of some technical or vocational training beyond high school often resulting in a certification.	C1															
		C2															
		C3															
	D. Specialized vocational or technical knowledge providing a command of certain technical, administrative, and/or operative practices and techniques. Learning development involves the completion of a formal technical/vocational curriculum often resulting in a degree.	D1															
		D2															
		D3															
	E. Knowledge in a recognized professional field or technological discipline sufficient to command various principles, facts, and practical applications. Learning development is obtained by the completion of a college curriculum resulting in a bachelors degree in a specialized field; or masters degree in a narrow speciality; advanced mathematics, very advanced language development, proficient understanding of practical systems.	E1															
		E2															
		E3															
	F. Advanced, in-depth understanding in a widely recognized field of study. Additional command of principles, facts, and practices associated with multiple specialized fields. Learning development is obtained by completion of a masters degree program or equivalent through extensive seasoning; very advanced mathematics and language development, advanced understanding of practical systems.	F1															
		F2															
		F3															
	G. Complete command and mastery of a very broad professional or scientific discipline sufficient to contribute to the body of knowledge. Additional advanced understanding of the principles, facts, and practices associated with other specialized fields. Learning development obtained by completion of Ph.D., M.D. or J.D. requirements or equivalent.	G1															
		G2															
		G3															

## II. PHYSICAL REQUIREMENTS

JOBMEAS™

This factor refers to the coordinative and manipulative skills as well as the level of exertion required to perform work.

**Physical Skill** is measured by determining the variety and complexity of limb and body movements, the requirement for diverse sequential and simultaneous physical actions, and the need for speed, precision, or timing.

**Physical Effort** measures the amount, type, and continuity of effort which must be expended during the course of work activities.

Physical Effort			
1. Minimal physical exertion is required. Most job time spent sitting with occasional walking. Occasional lifting, guiding, and/or carrying of light-weight materials or equipment.	2. Job requires light physical effort as a part of regular work routine, such as frequent standing and walking; frequent lifting, guiding, and/or carrying of light-weight materials or equipment; occasional periods of sustained effort.	3. Job requires considerable and usually sustained physical effort, as in continuous movement over rough terrain or throughout precarious man-made structures; operation of physically demanding machinery, etc. Occasional heavy exertion.	4. Job requires very heavy physical effort, equivalent to continuous labor involving the use of heavy tools, materials, and/or equipment. Job may be characterized by highly demanding, full body exertion and strenuous lifting, carrying, pushing, pulling, etc.

DEPT      1      2      3      4      5      6      7      8      9      10      11      12

<b>Learning Physical Skills</b>	<b>A. Basic level of learned physical skill is required. No special coordination beyond that used for normal mobility and handling of everyday objects and materials is needed to perform the job satisfactorily.</b>	A1											
		A2											
		A3											
	<b>B. Some learned physical skill is required. Certain coordinated finger, limb, or body movements must be performed in the course of regular work routines. These can usually be learned and competency developed on the job over a relatively short period of time.</b>	B1											
		B2											
		B3											
	<b>C. Considerable learned physical skill is required. Job requires coordinated physical activities, usually learned through formal and detailed training combined with considerable practice. Speed, precision, and/or timing are important and difficult to achieve. Body movement sequences tend to be involved and somewhat diverse. Skilled physical trade.</b>	C1											
		C2											
		C3											
	<b>D. Job requires a very high degree of physical skill. Complex and diverse sequences of physical action are performed as a significant and essential part of the job. Body movements must often be reflex-like in response to subtle stimuli that must be accurately perceived or changing environmental conditions which must be accurately tracked. Exceptional speed, timing, and/or precision are critical.</b>	D1											
		D2											
		D3											

### III. HUMAN RELATIONS REQUIREMENTS

JOBMEAS™

This factor measures the importance and difficulty of the human relations interactions needed to perform the job.

**Level of Human Relations** refers to the depth of communication skills and human relations abilities which are necessary to achieve work results. It refers to elements such as the level of effectiveness in dealing with others through normal contacts, the need to affect behavioral change in others, to communicate and translate technical or "insider" concepts to others, and to solve problems.

**The Scope of Contacts** refers to the breadth and diversity of individuals and groups with whom the worker must deal on matters of substance and relevance to the work being performed.

		Scope of Contacts												
		1			2			3			4			
		1	2	3	4	5	6	7	8	9	10	11	12	
Level of Human Relations Skill	A. Job requires ordinary conversational skills and courtesy to exchange routine information, provide routine assistance, and/or help maintain harmony among work associates.	A1												
		A2												
		A3												
	B. Job requires patience in communication and well-developed verbal skills to present and exchange technical or complex information with individuals or small, informal groups. Skills in establishing harmonious relationships, gaining trust and cooperation, and reviewing and guiding the work of others are important.	B1												
		B2												
		B3												
	C. Highly developed verbal skills are required to communicate technical concepts and ideas in individual, group, and large audience situations. Skill in establishing and maintaining cooperation, understanding, trust, and credibility is critical. Skill at influencing the behavior of others is important and may be difficult to achieve.	C1												
		C2												
		C3												
	D. Cooperation and understanding from others are very important and difficult to achieve. Careful strategy is needed to inspire and maintain relationships, build trust and confidence, and affect behavior on others. Convincing others and persuading them to decision or action in individual, group, or large audience formats is essential.	D1												
		D2												
		D3												



# IV. WORK ENVIRONMENT

This factor measures the need to perform under less than optimal working circumstances.

**Performance Environment** refers to those special job demands which contribute to difficulty in completing work assignments. Consideration is given to work pressure (caused by tight deadlines, quotas, heavy and uncontrollable work flow, the need to make immediate judgments with insufficient data, the need to continually be aware of changing events and situations, including technology the need for constant attention to detail, etc.), disturbances in work flow (interruptions and distractions and the need to shift attention to unrelated details), and irregular work hours (caused by call-in, changing work schedules, excess travel, etc.)

**Physical Working Conditions** refers to the work location factors which may cause the job to be disagreeable or dangerous, such as noise and temperature extremes, health and safety hazards, and general discomfort.

## Physical Working Conditions

- |   |  |   |   |
|---|--|---|---|
| <p>1. Generally good working conditions. Little or no exposure to extremes in noise, temperature, etc. Little or no exposure to safety or health hazards.</p> | <p>2. Somewhat disagreeable conditions. Work may be performed in cramped or awkward positions. Occasional exposure to safety hazards, disease, or contamination results in chance for lost-time accidents. Occasional exposure to noises, temperature extremes, etc.</p> | <p>3. Frequent exposure to moderately hazardous conditions resulting in significant threat to health and safety. Undesirable assignments.</p> | <p>4. Extensive and continuous exposure to hazardous conditions. Dangerous work situations. High likelihood of serious injury or illness if proper precautions are not taken. Highly undesirable assignments.</p> |
|---|--|---|---|

		Physical Working Conditions																					
		1	2	3	4	5	6	7	8	9	10	11	12										
<b>Performance Environment</b>	<p>A. Changes in environments, work pressure, disturbances of work flow, and irregularities in work schedule are infrequent.</p>	A1																					
		A2																					
		A3																					
	<p>B. Work pressure, disturbances of work flow, and/or irregularities in work schedule are expected and occur on an intermittent basis. Changes in the performance environment require occasional upgrading of skills.</p>	B1																					
		B2																					
		B3																					
	<p>C. Work pressure, disturbances of work flow, and/or irregularities in work schedules are frequent and require significant adaptation. The performance environment rapidly evolves, requiring continual upgrading of multiple yet related skills.</p>	C1																					
		C2																					
		C3																					
	<p>D. Work pressure, disturbances of work flow, and/or irregularities in work schedules are almost constant and put a continuous strain on the job incumbent's ability to adapt. The performance environment evolves in a way which requires extensive adaptation and upgrading of skills.</p>	D1																					
		D2																					
		D3																					

# V. ACCOUNTABILITY

This factor measures the total magnitude of job responsibility.

The **Level of Accountability** refers to the degree of responsibility or accountability for the work results of self and others. It considers the positioning of the job in the organization, the level of professional development, and the depth and diversity of responsibility.

The **Scope of Impact** refers to the degree to which the job results affect the work of others or their ability to perform and the final product or service provided by the organization.

- I. INFORMATIONAL, ancillary, or incidental services for use by others who have broader contribution to the final products or services defined in the rating level.
- P. PARTICIPATORY, contributory influence; a key contributor to the product or service provided at each level.
- D. DIRECT, primary, determining, or controlling influence over the nature of the end result or service provided at each level.

## Scope/Magnitude: Organizational Impact

1. Work results impact the immediate work section with little effect beyond. Responsible for results or services that facilitate the work of others in a specific work group.

Industry Standard:

2. Work results impact the accuracy, reliability and acceptability of further results beyond the immediate work section. Work results are noticeable and represent a portion of, or support the product or service received by the customer or general public.

Industry Standard:

3. Work results, decisions, and approvals impact the overall design of internal systems, programs, and/or research; the status of others; and/or critical aspects of the final product or service in terms of quantity or quality.

Industry Standard:

4. Activities, decisions, and approvals have wide range impact on areas and operations throughout the organization. Work results in products or services of such scope where other contributions are subordinate. Work function has a significant influence on the mission of the organization.

Industry Standard:

5. Activities and/or decisions are critically essential to the mission of the organization and affect most or all others in the organization's ability to respond to the demands of the marketplace and the general public, and the viability of the organization in the long run.

Industry Standard:

Level of Accountability	A. Responsible for carrying out detailed work orders, for performing under direct and frequent supervision, and for learning job-related information and techniques. Apprentice or unskilled work.				
	B. Responsible for producing journey-level work output on an independent basis subject to supervisory direction and review. Journey level work in semi-skilled (1) technical, or professional (3) area.	B1			
	C. Responsible for performing work requiring advanced job skills and for responding to work situations with minimum guidance or direction. May be responsible for training and guiding others and/or reviewing their work. Working supervisor, leadperson work, or senior level contributor, in semi-skilled (1), technical, or professional (3) area.	C1			
	D. Responsible for the supervision of output in terms of scheduling, progress, and results; for safety, job training, and morale of others; and records. May perform some output. Generally first-line supervisory work.	D1			
	E. Responsible for initiating, directing, controlling, or performing activities that fully impact a department or a portion of a major function; for operations, materials, staff performance, methods, and economics. Generally first-line management work; supervising through intermediate supervisors or staff professionals in a single function.	E1			
	F. Responsible for initiating, directing and controlling activities that impact a major functional area; integrating the activities of sub-functions where responsibilities are dissimilar yet related, and sometimes conflicting; for planning, staff development, personnel and labor relations, and fiscal economics. Advanced management work supervising through middle management and supervision, usually of several closely related functions.	F1			
	G. Responsible for initiating, directing, controlling and monitoring activities that impact more than one major, functional area, often dissimilar in nature; for major decisions which affect short and long range planning and overall operations. Top management of related yet diverse functions; top executive of organization of limited range.	G1			
	H. Responsible for major decisions that impact current and on-going over all operations for integrating the activities of all major functions; for initiating, directing, and monitoring all organization goals, programs, and policies. Top executive and ownership.	H1			



## HUMAN RESOURCES

P.O. Box 593  
Heppner, Oregon 97836-0412  
(541) 676-5620

Lindsay Grogan  
Director  
lgrogan@co.morrow.or.us

### Full Time Equivalent FTE Ask – Communications Deputy

TO: Kenneth Matlack, Sheriff  
John Bowles, Undersheriff  
FROM: Lindsay Grogan, Human Resource Director  
DATE: December 9, 2021  
RE: 2022/2023 FTE Ask Review

Thank you for your detailed Full Time Equivalent FTE Ask application and job description for the Communications Deputy position.

I have reviewed the request for completion and it is ready to be presented to the Board of Commissioners.

Based on review of the primary responsibilities and qualifications listed in the provided job description and given the position is already established, the Communications Deputy position would be listed at the current scale of the Teamsters Contract. The 2022-2023 scale for an uncertified position starts at \$3,344 a month, basic is \$3,521, intermediate is \$3,609, and Advanced is \$3,698 a month. The position is an hourly non-exempt position.

FTE Ask presentations will be scheduled for a Board of Commissioners Meeting shortly. When that date is set and you are notified, please fill out an agenda cover sheet and be ready to present your ask to the Board for approval or denial.

Thank you for your application. Please let me know if you have any questions.

*Lindsay Grogan*

Lindsay Grogan, Human Resources

**FTE Ask Executive Summary**

**Morrow County Oregon**

A. Position Description & Dept. Communications Deputy  
 (Attach Job Description)

Pay Scale and Pay Range step 1 - uncertified 39,144 - 41,004

B. What is the TOTAL cost to Morrow County?

CHART OF ANNUAL EXPENSES PER FTE

	<u>WAGES</u>	<u>BENEFITS</u>	<u>MATERIALS &amp; SERVICE COSTS</u>	<u>CAPITAL EXPENSE</u>	<u>TOTAL COST</u>
<u>CURRENT COST</u>	39,144	23,717	500.00	Ø	63,361
<u>PROJECTED COST</u>					
<u>DIFFERENCE</u>					

c. FTE History for the last three (3) years. (Example: FY 16/17 5.25 FTE)

<u>YEAR</u>	<u>2016 2018</u>	<u>2017 2019</u>	<u>2018 2020</u>
<u>FTE</u>	8	8	8

Personnel Services History for the last three (3) years.  
 (Example: FY 16/17 \$264,707; FY 15/16 \$244,544; FY14/15 \$235,602)

<u>YEAR</u>	<u>2016 2018</u>	<u>2017 2019</u>	<u>2018 2020</u>
<u>FTE</u>	209,019	238,831	229,485

D. How will this position be funded? Grants \_\_\_\_\_ Fees \_\_\_\_\_ General Fund \_\_\_\_\_ Other    
 If other, Please explain:

9-1-1 Fund - Contingency dollars.

E. Where will the position be located physically? Is there space for them?

Morrow County Sheriff's Office

F. Quantify what has occurred in your department to request an FTE?

• We are constantly understaffed - if one person goes out sick we have to adjust or call in personnel for OT  
• We would have double coverage at most times - would lessen the stress on personnel. Every department has grown (mcs, BPD, P+P) except dispatch - Number of incidents per year has increased.

G. What is the benefit to Morrow County? And the citizens of Morrow County?

• Better service, less mistakes - Having 2 dispatchers on would lessen workload and stress - Less turn over rate from burn out - Boost morale by having back up - Able to share the work load - Less OT

## **JOB DESCRIPTION**

**Date Prepared:** August 24, 2016

**Position Title:** Communications Deputy

**Department:** Sheriffs Office

**Supervisor:** Communications Lieutenant & Communications Sergeant

**Position Overview:** Communications Deputy will provide emergency dispatch services for Police, Fire and Medical. As a Communications Deputy will also be responsible for management of prisoners in the absence of the Communication Sergeant. The Communications Deputies duties include operating the various communication systems located in the 9-1-1 center, answering incoming 911 telephone lines and other lines for dispatching police, fire, and ambulance. The Communication Deputy will also provide information to emergency services in the field, and relaying and recording information provided by patrol personnel.

### **Education and Experience**

- Graduation from High School or possession of a GED; **and**
- The equivalent of : three (3) years of work in a position involving frequent communication and interaction with the public

### **Certificates**

- Possession of the Basic Certificate in Dispatch and Telecommunications issued by the Department of Public Safety Standards and Training or higher. Obtainable within twelve (12) months
- Possession of the Emergency Medical Dispatch (EMD) certificate of completion. Obtainable within twelve (12) months
- Current CPR and 1<sup>st</sup> Aid, or able to obtain within three (3) Months

### **Distinguishing Characteristics**

- The Communications Deputy is a Basic level dispatch with the ability to learn and achieve a higher classification either through step increases, longevity, or advancement.

### **Typical Tasks**

Under general supervision:

- Operates base radio console equipment, transmitting and receiving routine emergency messages
- Receives emergency and routine requests for service from the public via 9-1-1, alternate emergency lines and direct lines.
- Dispatches appropriate emergency vehicle, equipment and personnel in response to those requests, in accordance to established policies and procedures.
- Operates LEDS/NCIC data terminal for information pertaining to daily public safety operations, and general emergency services
- Maintains written logs, files, and computer information in the prescribed manner, updates computer files, and performs other clerical functions and tasks as directed
- Obtains authorizations for release of prisoners
- Coordinates simple prisoner functions in absence of the Communications Corporal
- Performs other related duties as assigned



## **Knowledge, Skills, and Abilities**

### Knowledge of:

- General public safety radio and telephone communications systems
- Police, fire, and medical emergency procedures
- Primary roads, streets, highways, major buildings, and public facilities within county boundaries
- Policies and Procedures on prisoner lodging and release

### Skill in:

- Reading and interpreting ; maps and maintaining accurate records

### Ability to:

- Read, write, spell, and speak in clear, concise voice
- Learn correct telephone answering techniques, policies and procedures
- Operate computer-aided dispatch (CAD) system with sufficient speed and accuracy to document filed activity and calls for service within response criteria guidelines
- Analyze situations quickly and accurately, while taking effective action to assure public safety provider and citizen contact
- Follow verbal and written instructions
- Maintain composure and work accurately in emergency situations
- Work as a team based environment and achieve common goals
- Establish and maintain tactful, courteous, and effective working relationship with those contacted in the course of employment including the general public
- Work in a confined area, wearing a headset which restricts physical movement about the work area
- Accurately enter information into the CAD system while simultaneously receiving information by phone or radio
- Retrieve data from CAD terminal, other computer systems, or other device, maintain appropriate documentation of previous event details, and conversations
- Work in a highly structured environment where all communications are recorded and reviewed
- Handle multiple priorities and organize workload
- View multiple video display terminals for extended periods of time in low or variable light conditions
- Distinguish and comprehend simultaneous communications from several sources
- Work continuously or uninterrupted as required, standing, sitting for extended periods of time
- Perform to a high standard of customer service, professional conduct, and civic responsibility
- Use emergency medical dispatching techniques and provide medical instructions via telephone when required

## **Supervision Received**

Works under the direct supervision of the Communications Lieutenant and Communications Sergeant as well as the overall direction of the Morrow County Sheriff.

## **Supervision Exercised**

Communications Deputy will ensure consistent basic training and education for employees under their senior.

## **Special Conditions**

Communication Deputies must have the ability to work, as assigned, on schedules that may include Saturdays, Sundays, Holidays, and all other traditional work hours; and willingness to work overtime as needed.



## HUMAN RESOURCES

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Heppner, Oregon 97836-0412  
(541) 676-5620

Lindsay Grogan  
Director  
lgrogan@co.morrow.or.us

### Full Time Equivalent FTE Ask – Community Corrections Assistant

TO: Kenneth Matlack, Sheriff  
John Bowles, Undersheriff  
FROM: Lindsay Grogan, Human Resource Director  
DATE: December 9, 2021  
RE: 2022/2023 FTE Ask Review

Thank you for your detailed Full Time Equivalent FTE Ask application and job description for the P&P Support Staff position.

I have reviewed the request for completion and it is ready to be presented to the Board of Commissioners.

Based on review of the primary responsibilities and qualifications listed in the provided job description and a salary survey conducted of the 3 smaller and 3 larger Counties, the Support Staff position was placed in the same range as an uncertified Communications Officer in the Teamsters Employee Scale. This would be an hourly non-exempt position and would start on the uncertified 2022-2023 scale at \$3,344 per month.

Additionally based on position titles of surrounding Counties, I am recommending this position to be called "Community Corrections (CC) Assistant" in replace of P&P Support Staff, to remain consistent with industry standards.

FTE Ask presentations will be scheduled for a Board of Commissioners Meeting shortly. When that date is set and you are notified, please fill out an agenda cover sheet and be ready to present your ask to the Board for approval or denial.

Thank you for your application. Please let me know if you have any questions.

A handwritten signature in cursive script that reads "Lindsay Grogan".

Lindsay Grogan, Human Resources

*\*JobMeas© is a tool for evaluation job descriptions for placement on a pay scale. This tool is a product of Jacobsen, Betts, and Company of Seattle, WA. This tool is a mathematically and statistically based spreadsheet that allow for the compassion of duties and skills as job factors.*

**FTE Ask Executive Summary**

**Morrow County Oregon**

A. **Position Description & Dept.** Community Corrections Assistant -MCSO  
 (Attach Job Description)

Pay Scale and Pay Range \$40,128 - \$51,204 Uncert. Comm Offcr.

B. **What is the TOTAL cost to Morrow County?**

**CHART OF ANNUAL EXPENSES PER FTE**

	<u>WAGES</u>	<u>BENEFITS</u>	<u>MATERIALS &amp; SERVICE COSTS</u>	<u>CAPITAL EXPENSE</u>	<u>TOTAL COST</u>
<u>CURRENT COST</u>					\$0.00
<u>PROJECTED COST</u>	\$40,128.00	\$31,736.07	\$2,500.00		\$74,364.07
<u>DIFFERENCE</u>					

C. **FTE History for the last three (3) years. (Example: FY 21/22 5.25 FTE)**

<u>YEAR</u>	2019-2020	2020-2021	2021-2022
<u>FTE</u>	4	4	4

**Personnel Services History for the last three (3) years.  
 (Example: FY 19/20 \$264,707; FY 20/21 \$244,544; FY21/22 \$235,602)**

<u>YEAR</u>	2019-2020	2020-2021	2021-2022
<u>FTE</u>			

**FTE Ask Executive Summary**

**Morrow County Oregon**

**D. How will this position be funded?** Grants  Fees  General Fund  Other   
**If other, Please explain:**

Community Corrections Budget(State Funds). Will need a Phone, desk, computer and uniform that will be paid for out of the Community Corrections Budget(State Funds).

This is a non-certified, non-carry(No Firearm) clerical position.

**E. Where will the position be located physically? Is there space for them?**

This position will be in the P&P office in Irrigon. The ISA building that P&P is going to be moving into.

**F. Quantify what has occurred in your department to request an FTE?**

The support staff person would do most of the state required computer entry.

This would make for less P.O. time in the office, that would allow for more in the field contacts.

Due to recent changes in Oregon Laws we are and will see more on probation vs. going to jail or prison.

This would allow for an overall better public service.

**G. What is the benefit to Morrow County? And the citizens of Morrow County?**

A better public service in the office taking and entering information and scheduling PO contacts.

This would also give more time for in the field contacts, home visits and assisting clients with getting treatment as needed. I see this as a great benefit and improvement for Morrow County P&P and the citizens of Morrow County.

## **MORROW COUNTY SHERIFF'S**

## **POSITION DESCRIPTION**

**POSITION:** Corrections Assistant

**DATE:** September 2021

**Department:** Community Corrections

**FLSA:** Non-Exempt

**REPORTS TO:** Parole & Probation Supervisor

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### **SUMMARY**

This position provides clerical support to the Community Corrections Division.

### **ESSENTIAL DUTIES**

The following may not be all inclusive and other duties may be assigned.

- Responsible for the maintenance of the offender files in statewide management information system, including case identification, assignment and terms of supervision; Interpret and enter conditions of supervision from the supervising authority, running criminal history, create files, processes and forwards as appropriate; closes files as directed and submits outstanding balance to Department of Revenue; sets up investigation files for pre-sentence investigations, in-state investigations, out-of-state investigations, post-prison/parole plan investigations; accesses CJIS, OECL, JJIS in order to enter, modify and retrieve information as instructed. Review of documents for accurate entry, closure and destruction of files according to department policy. Maintains rotation and intake record.
- Interpret and convert out-of-state laws into Oregon statutes.
- Receive office visitors and clients, directing them to appropriate staff; answers telephone and forwards calls, takes messages, gives general information and answers questions.
- Receive and process payments as per department procedure. Maintain offender fiscal records to ensure accuracy of billing and receivables. Balances cash drawer.
- Types reports, narratives, statistics, memoranda, investigations and correspondence from dictation, draft or general instructions.
- Perform basic clerical duties including, but not limited to, filing, copying and distribution. Takes, transcribes minutes at meetings, maintaining all pertinent information. Create calendars for department scheduling. Update and maintain manuals. Compile and distribute reports, data, and information as requested. Maintain and distribute office information as directed. Maintain county property control and office inventory.
- Assist field officers, staff and on-site treatment providers when needed. Notarize, file court documents, retrieve information from CJIS, and assist with computer/office equipment and other internal functions. Attend internal staffing's, meetings and participate in statewide meetings and trainings.

- Assist offenders with initial intake information, documenting any modifications in offender information, guide them to appropriate staff or internal programs. Utilize good customer service skills with offenders, community partners, law enforcement and the public. Work closely with all staff and programs to assist in offender accountability and success.
- May be assigned special projects and/or required to assist with special requests from the Leadership Team.
- Abilities: Utilize good writing/communications skills, good working knowledge of computers and software, including word processing, spreadsheets, databases, web-based programs. Maintain accurate information in statewide database, internal tracking systems, with the ability to extract information, statistical reports and individual and group progress.
- Competencies: To perform the job successfully, an individual should demonstrate the following competencies:
  - Communications - Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.
  - Cooperation - Exhibits tact and consideration.
  - Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.
  - Written Communication - Writes clearly and informatively; able to read and interpret written information.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION/ EXPERIENCE**

- Education: High school diploma/or general education degree (GED) and
- Experience: Minimum of one-year experience in customer service, clerical and cash drawer management.
- Skills: Must be able to proficiently work in word processing, data entry; spreadsheet; standard office equipment, including computer, fax and copier. Knowledge & experience in computer database; publishing; web-based program & design preferred.



## **LANGUAGE SKILLS**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organization.

## **MATHEMATICAL SKILLS**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

## **CERTIFICATES, LICENSES**

- Current Oregon Driver's License
- Current CJIS (Criminal Justice Information System) Certification OR must be able, and will be required, to obtain certification within 2 months of employment.
- Oregon Notary Public, required to obtain within 2 months of employment and maintain during employment.

## **NO FELONY CONVICTIONS**

Must undergo and pass extensive background screening.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to sit. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms and stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

## **WORK ENVIRONMENT**

- Location: Inside County Offices
- Work is predominately inside and generally providing protection from weather conditions, but not necessarily from temperature changes.
- Unique Hazards: Periodic - Does not occur on every shift. Endure situations in which there is exposure to the definite risk of bodily injury, including driving an automobile in adverse weather conditions.
- The noise level in the work environment is usually moderate.

## **WORK SCHEDULE**

- The normal work schedule is 8.00 hours per day 5 days per week; exact schedules are assigned by management.
- It is the attendance standard of the employer that all employees be present and on time each shift they are scheduled to work.
- Full or partial absence during any scheduled shift, arriving late, or leaving early, for whatever reason, may result in disciplinary action up to and including termination of employment.
- Time off may be approved if allowed by applicable policies covering illness, injury, or another personal emergency.



## HUMAN RESOURCES

P.O. Box 593  
Heppner, Oregon 97836-0412  
(541) 676-5620

Lindsay Grogan  
Director  
lgrogan@co.morrow.or.us

### Full Time Equivalent FTE Ask – Transit Operations Supervisor

TO: Katie Imes, Transportation Coordinator  
FROM: Lindsay Grogan, Human Resource Director  
DATE: December 9, 2021  
RE: 2022/2023 FTE Ask Review

Thank you for your detailed Full Time Equivalent FTE Ask application and job description for the Transit Operations Supervisor position.

I have reviewed the request for completion and it is ready to be presented to the Board of Commissioners.

Based on review of the primary responsibilities and qualifications listed in the provided job description, the Operations Supervisor would be listed at range 10 of the Non-Union Employee pay scale. The 2021-2022 scale for a range 10 position ranges from \$3,641 a month to \$5,123 a month. The position is a salary exempt position.

FTE Ask presentations will be scheduled for a Board of Commissioners Meeting shortly. When that date is set and you are notified, please fill out an agenda cover sheet and be ready to present your ask to the Board for approval or denial.

Thank you for your application. Please let me know if you have any questions.

*Lindsay Grogan*

Lindsay Grogan, Human Resources

*\*JobMeas© is a tool for evaluation job descriptions for placement on a pay scale. This tool is a product of Jacobsen, Betts, and Company of Seattle, WA. This tool is a mathematically and statistically based spreadsheet that allow for the comparison of duties and skills as job factors.*

**FTE Ask Executive Summary**

**Morrow County Oregon**

A. **Position Description & Dept.** Transit Operations Supervisor  
 (Attach Job Description)

Pay Scale and Pay Range General ASFME - 10

B. **What is the TOTAL cost to Morrow County?**

**CHART OF ANNUAL EXPENSES PER FTE**

	WAGES	BENEFITS	MATERIALS & SERVICE COSTS	CAPITAL EXPENSE	TOTAL COST
<b><u>CURRENT COST</u></b>	0	0	0	0	0
<b><u>PROJECTED COST</u></b>	44,424	39,955.30	3,000 (one-time expense)	0	87,379.30
<b><u>DIFFERENCE</u></b>	44,424	39,955.30	3,000	0	87,379.30

C. **FTE History for the last three (3) years. (Example: FY 21/22 5.25 FTE)**

<b><u>YEAR</u></b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>
<b><u>FTE</u></b>	0	0	0

**Personnel Services History for the last three (3) years.**

**(Example: FY 19/20 \$264,707; FY 20/21 \$244,544; FY21/22 \$235,602)**

<b><u>YEAR</u></b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>
<b><u>FTE</u></b>	133,773	172,319	384,278

**D. How will this position be funded?**

Grants  Fees  General Fund  Other

If other, Please explain:

This position will be funded with FTA 5311 Formula Funding, this is considered a sustainable funding source.

**E. Where will the position be located physically? Is there space for them?**

This position will require additional office space. There is currently no additional office space for this position.

**F. Quantify what has occurred in your department to request an FTE?**

With the additional staff needed in adding new fixed-route service(POM-Boardman Circular), the day-to-day operations workload will increase. Currently, the Transit Coordinator is managing day-to-day operations, and directing the transit program, this is not a sustainable course for the Transit Coordinator's productivity and overall workload.

**G. What is the benefit to Morrow County? And the citizens of Morrow County?**

This position will benefit the organization of the Public Transit department allowing for the day-to-day operations to be under management with better attention to communication, teamwork, and professionalism. This position will support the operation of the demand response and fixed-route system ensuring the citizens a transit service that is well equipped to respond to challenges and opportunities.



## MORROW COUNTY JOB DESCRIPTION

**Date Prepared:** October 2021  
**Position Title:** Transit Operations Supervisor  
**Department:** Public Transit – The Loop  
**Supervisor:** Transit Program Manager  
**Status:** Full time, safety-sensitive position, subject to drug testing

**Position Overview:** Under the general supervision of the Morrow County Transit Program Manager, the Transit Operations Supervisor, provides direct oversight of the daily operation of the Transit Program personnel including Transit Dispatchers and Transit Drivers. This position is responsible for the daily operations of the fixed/deviated route(s) and the demand services. This position is grant-funded. If funding ceases, this position may be vacated.

**Working Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This position works primarily in the office for management and administrative duties. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and fumes or airborne particles. The noise level in the work environment is usually moderate. Frequent contacts are made with other County departments, other governmental agencies, outside agencies, and the public. This position is impacted by urgent time deadlines, heavy or uncontrollable workflow, the need to make quick decisions, the need for extreme accuracy and attention to fine detail, uncontrollable interruptions, and the need to frequently shift attention. This position is required to operate up to a 14 passenger transit vehicle for training and driver backup purposes.

### **Qualifications:**

- High school diploma or equivalent required.
- Minimum age requirement- must be at least 21 for insurance purposes.
- Valid Oregon Driver's License required.
- Must satisfactorily pass pre-employment drug screening and background



check.

- Two years experience in directly dispatching/scheduling rides with multiple drivers and vehicles OR a satisfactory equivalent combination of education and experience.
- Bilingual English/Spanish is preferred but not required.
- Considerable knowledge of transit resources; safety practices, laws, and paratransit operations, stop requirements, vehicle design requirements, dispatching requirements and passenger responsibilities.
- Must satisfactorily pass pre-employment drug and alcohol screening and background check, and ongoing testing following the Department of Federal Transportation Administration (FTA) regulations, is required.

#### **Skills/Abilities:**

- Understand and follow oral and written instructions, establish and maintain effective working relationships with social service and nonprofit agencies and senior citizens; deal courteously and tactfully with the general public; communicate effectively both verbally and in writing, and maintain records and prepare accurate reports.
- Excellent customer service and customer relations skills; remain calm and use good judgment during a confrontation or high-pressure situations; courteously meet and work effectively with coworkers, customers, community partners, and the public.
- Knowledge of basic office practices, computer skills, email, and dispatching software.
- Ability to effectively use oral, written, and electronic communication with staff, agencies, and the general public in the performance of duties and responsibilities.
- Ability to establish and maintain records, reports, and statistical data; represent the program in a variety of settings.
- Ability to understand and comply with county policies and procedures.
- Knowledge or ability to learn and implement transit program procedures, regulations, and requirements concerning safety, operations, and organization.
- Effective team leadership skills, experience supervising a team.
- Must practice safe driving obeying all traffic laws; adherence to safety and security rules and regulations applicable to the transportation of passengers including the general public, persons with disabilities, and the elderly.
- Ability to resolve conflicts and customer complaints in a courteous, professional manner.
- Maintain punctual and regular, reliable attendance to ensure dependable service to our passengers; complete all work (including paperwork) promptly.
- Ability to remain flexible in handling changes that may occur without much prior

- notification.
- Must follow all safety rules and regulations related to transit services and dealing with emergencies.
  - Undergo all training required, including but not limited to, CPR and Bloodborne certification and wheelchair securement training.
  - Knowledge of the local and regional geographical areas, road systems, and locations of landmarks or special venues or the ability to learn this information.

**Job Duty Outline:**

- Supervise the Transit Dispatchers and the Transit Drivers, subject to an “On-Call” status for vehicle breakdowns, accidents, and driver relief.
- Attend and assist the Transit Program Manager and Transit Driver Lead in driver training sessions and driver meetings as assigned.
- Read and interpret documents such as safety rules, operating and maintenance instructions, according to the Loop Passenger Service and Operational Guidelines Manual and the ADA as related to transit services.
- Maintains knowledge of all fixed/deviated routes, stop locations, stop, and cross-connection times.
- Assists with the planning, supervision, managing, and evaluations for the fixed/deviated routes and the demand response service; monitors system-wide performance on routes and schedules; institutes new and modified routes and schedules to improve service and enhance cost-effectiveness; manages and evaluates the results of headway analysis and reviews route and scheduling deficiencies.
- Monitor and assess services for driver and passenger safety and collect the information necessary to investigate passenger/general public complaints.
- Collect and maintain information for necessary federal and state reporting requirements. This includes but is not limited to on-time performance, missed trips, service mileage by type, service mileage by vehicle, ADA service parameters, and request for these services processing times.
- Collect and maintain employee information for payroll reporting functions.
- Oversee Account Payables for agency contract management requirements.
- Complete understanding of all state and federal service requirements and all operational policies and procedures.

- Provide passengers with information on how to use Morrow County transit services and make connections with other transit providers.
- Assist with problem-solving by documenting complaints; make recommendations for changes that would improve policy or procedures and improve the public transit program and services it provides to the public.
- Assist in interviewing and hiring of subordinate positions in the Transit Department and moving all new employees through the training of new hires in policy, procedures, transit skills, and learning the various routes and services. Also responsible for the re-training existing staff as necessary.
- Provides backup support to subordinates during peak workload periods and scheduled and unscheduled leaves.
- Recommends personnel actions to the Transit Program Manager.
- Operate up to 14 passenger transit vehicles on various routes and schedules providing service to the general public, persons with disabilities, and the elderly.
- Promote good passenger relations by providing positive interaction and courteous treatment of passengers by engaging our passengers in a polite, tactful, and professional manner and assisting with people with transit barriers.
- Complete, prepare and submit any required paperwork accurately and as scheduled; including, but not limited to timesheets, trip incident forms, accident forms, vehicle inspection forms, maintenance records, vehicle equipment records, and bus facility inspection forms.
- Assist Transit Dispatcher and Transit Drivers in the event of unusual conditions, such as reportable incidents, vehicle collisions, road conditions, passenger safety and security issues, traffic or vehicle equipment problems.
- Utilize universal health and safety precautions when handling blood, urine, feces, vomit, and/or other potentially infectious materials to prevent disease transmission.
- Maintain courteous and professional conduct with co-workers, passengers, and the general public at all times projecting a positive public image of our public transit program and services offered.
- Perform other duties as assigned.

### **Essential Job Functions**

#### **Physical:**

- Sit in a transit vehicle for extended periods without a break and work long

shifts, when needed.

- Able to properly and safely operate transit vehicles, conduct an inspection of vehicles, and assist passengers when boarding/de-boarding a transit vehicle following the Americans with Disability Act (ADA).
- Adheres to all policies regarding transit vehicles operating along fixed/deviated routes and for demand response services. This includes safely driving a passenger vehicle following all state and federal requirements.
- Completes necessary paperwork, including maintenance and service records.
- Reports all accidents and completes required paperwork.
- Ability to maneuver wheeled passenger devices.

**Mental:**

- Ability to understand and comprehend written and oral instructions.
- Ability to read, write and comprehend English.
- Ability to communicate effectively in both written and verbal form.
- Ability to perform basic math functions.
- Ability to organize and manage time.
- Ability to maintain the confidentiality of work-related information and materials.
- Ability to organize, file, and retrieve materials and documents; establish priorities and organize own workload; retrieve data from records, keep and arrange it for statistical and other reporting purposes; research problems, determine the source of error and correct; understand governing regulations of assigned function; use independent judgment in making decisions with prescribed policies and procedures.
- Ability to work with passengers and the public in occasionally stressful situations.
- Ability to greet passengers and the public courteously and professionally.
- Ability to explain County Transit practices and policies to a wide range of audiences, with diplomacy and tact, some of whom may be angry or agitated.
- Ability to use persuasiveness or assertiveness skills, as well as sensitivity to the point of view of others.
- Ability to apply common sense understanding to carry out detailed written or oral instructions.
- Ability to deal with problems efficiently and effectively.
- Ability to work as a team and willingness to support and backup fellow shift employees.

**ADA Statement:**

- Ability to perform the essential functions of this position with or without

reasonable accommodation.

**X**

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Signed and Reviewed

# Transit Operations Supervisor

JOBMEAS™

## I. MENTAL REQUIREMENTS

This factor measures the total capability required to learn and perform the job competently.

**Learning Development** refers to the level of knowledge or facts, data, principles, ideas, and other information which must be acquired, usually through a combination of formal education programs, work experience, and/or on-the-job training. It encompasses the diversity, complexity, and depth of understanding in such areas as professional fields of study, technical specialties, practical work systems, and applied work methods.

**Problem Challenge** refers to the application of knowledge to work situations as measured by the amount of independent reasoning and judgment which must be used to make decisions, generate ideas or produce results.

Problem Solving Challenges				
1. Work situations are routine and regularly recurring, requiring attention and concentration, but limited discretion, consideration, and planning to adequately respond and carry out work activities.	2. Work situations require consideration and interpretation of circumstances or information to choose the most effective responses. Solutions may be somewhat technical yet are relatively straightforward and well-defined once problems are understood. Responses come from the realm of prior learning and experiences.	3. Work situations are of sufficient scope and variety that significant interpretation and evaluation is required to successfully recognize and define problems. Highly technical judgments and/or constructive thinking involved. Alternative solutions must be considered and short-term action plans must be developed and sequenced.	4. Work situations are broadly defined, complex and diverse, occasionally unprecedented. Problems have many dimensions to consider involving creative thinking limited in scope to related fields of specialization. Consequences must be evaluated, often through formal analytical methods, and strategies developed for action.	5. Work situations are vaguely defined and often unique in character. Problems are very complex and may be abstract, conceptual, and long-term in nature. There is a continual requirement for innovative thought and synthesis, perhaps at the theoretical level.

DE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
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Learning Development	A. Sufficient to understand simple written and oral communications. Basic understanding of simple work processes, methods or equipment. Learning development less than that required for completion of high school curriculum.	A1													
		A2													
		A3													
	B. Sufficient to read and write nontechnical information and instruction, perform basic arithmetic calculations, understand commonly used procedures and methods, or operate equipment that requires some training. Learning development equivalent to completion of high school curriculum.	B1													
		B2													
		B3													
	C. Specialized vocational or technical knowledge providing a command of certain technical, administrative, and/or operative practices and techniques. Learning development involves the equivalent of some technical or vocational training beyond high school often resulting in a certification.	C1													
		C2													
		C3													
	D. Specialized vocational or technical knowledge providing a command of certain technical, administrative, and/or operative practices and techniques. Learning development involves the completion of a formal technical/vocational curriculum often resulting in a degree.	D1													
		D2													
		D3													
	E. Knowledge in a recognized professional field or technological discipline sufficient to command various principles, facts, and practical applications. Learning development is obtained by the completion of a college curriculum resulting in a bachelors degree in a specialized field; or masters degree in a narrow specialty; advanced mathematics, very advanced language development, proficient understanding of practical systems.	E1													
		E2													
		E3													
F. Advanced, in-depth understanding in a widely recognized field of study. Additional command of principles, facts, and practices associated with multiple specialized fields. Learning development is obtained by completion of a masters degree program or equivalent through extensive reasoning; very advanced mathematics and language development, advanced understanding of practical systems.	F1														
	F2														
	F3														
G. Complete command and mastery of a very broad professional or scientific discipline sufficient to contribute to the body of knowledge. Additional advanced understanding of the principles, facts, and practices associated with other specialized fields. Learning development obtained by completion of Ph.D., M.D. or J.D. requirements or equivalent.	G1														
	G2														
	G3														



## II. PHYSICAL REQUIREMENTS

JOBMEAS™

This factor refers to the coordinative and manipulative skills as well as the level of exertion required to perform work.

**Physical Skill** is measured by determining the variety and complexity of limb and body movements, the requirement for diverse sequential and simultaneous physical actions, and the need for speed, precision, or timing.

**Physical Effort** measures the amount, type, and continuity of effort which must be expended during the course of work activities.

Physical Effort			
1. Minimal physical exertion is required. Most job time spent sitting with occasional walking. Occasional lifting, guiding, and/or carrying of light-weight materials or equipment.	2. Job requires light physical effort as a part of regular work routine, such as frequent standing and walking; frequent lifting, guiding, and/or carrying of light-weight materials or equipment; occasional periods of sustained effort.	3. Job requires considerable and usually sustained physical effort, as in continuous movement over rough terrain or throughout precarious man-made structures; operation of physically demanding machinery, etc. Occasional heavy exertion.	4. Job requires very heavy physical effort, equivalent to continuous labor involving the use of heavy tools, materials, and/or equipment. Job may be characterized by highly demanding, full body exertion and strenuous lifting, carrying, pushing, pulling, etc.

		DE	1	2	3	4	5	6	7	8	9	10	11	12
Learning Physical Skills	A. Basic level of learned physical skill is required. No special coordination beyond that used for normal mobility and handling of everyday objects and materials is needed to perform the job satisfactorily.	A1												
		A2												
		A3												
	B. Some learned physical skill is required. Certain coordinated finger, limb, or body movements must be performed in the course of regular work routine. These can usually be learned and competency developed on the job over a relatively short period of time.	B1												
		B2												
		B3												
	C. Considerable learned physical skill is required. Job requires coordinated physical activities, usually learned through formal and detailed training combined with considerable practice. Speed, precision, and/or timing are important and difficult to achieve. Body movement sequences tend to be involved and somewhat diverse. Skilled physical trade.	C1												
		C2												
		C3												
	D. Job requires a very high degree of physical skill. Complex and diverse sequences of physical action are performed as a significant and essential part of the job. Body movements must often be reflex-like in response to subtle stimuli that must be accurately perceived or changing environmental conditions which must be accurately tracked. Exceptional speed, timing, and/or precision are critical.	D1												
		D2												
		D3												

### III. HUMAN RELATIONS REQUIREMENTS

JOBMEAS™

This factor measures the importance and difficulty of the human relations interactions needed to perform the job.

**Level of Human Relations** refers to the depth of communication skills and human relations abilities which are necessary to achieve work results. It refers to elements such as the level of effectiveness in dealing with others through normal contacts, the need to affect behavioral change in others, to communicate and translate technical or "insider" concepts to others, and to solve problems.

**The Scope of Contacts** refers to the breadth and diversity of individuals and groups with whom the worker must deal on matters of substance and relevance to the work being performed.

		Scope of Contacts												
		1. The important job contacts are with peers in immediate work group and immediate supervisor. Occasional contact with individuals outside the organization may occur.			2. Interpersonal contacts extend to peers in other work groups or to clients/customers who speak the language, either within or outside the organization. Interactions with higher levels of authority beyond immediate supervisor must be conducted on an intermittent basis.			3. Interactions must occur within a diverse set of individuals and groups in representing a variety of roles and authority levels. Interactions are on matters of substance and importance, usually both inside and outside the organization.			4. Continuous interaction with a highly diverse set of individuals, groups, and audiences from throughout the organization and from numerous outside sources (customers, governing boards, vendors, regulatory agencies, media, the general public, etc.) are critical to job performance.			
		1	2	3	4	5	6	7	8	9	10	11	12	
Level of Human Relations Skill	A. Job requires ordinary conversational skills and courtesy to exchange routine information, provide routine assistance, and/or help maintain harmony among work associates.	A1												
		A2												
		A3												
	B. Job requires patience in communication and well-developed verbal skills to present and exchange technical or complex information with individuals or small, informal groups. Skills in establishing harmonious relationships, gaining trust and cooperation, and reviewing and guiding the work of others are important.	B1												
		B2												
		B3												
	C. Highly developed verbal skills are required to communicate technical concepts and ideas in individual, group, and large audience situations. Skill in establishing and maintaining cooperation, understanding, trust, and credibility is critical. Skill at influencing the behavior of others is important and may be difficult to achieve.	C1												
		C2												
		C3												
	D. Cooperation and understanding from others are very important and difficult to achieve. Careful strategy is needed to inspire and maintain relationships, build trust and confidence, and affect behavior on others. Convincing others and persuading them to decision or action in individual, group, or large audience formats is essential.	D1												
		D2												
		D3												

# IV. WORK ENVIRONMENT

This factor measures the need to perform under less than optimal working circumstances.

**Performance Environment** refers to those special job demands which contribute to difficulty in completing work assignments. Consideration is given to work pressure (caused by tight deadlines, quotas, heavy and uncontrollable work flow, the need to make immediate judgments with insufficient data, the need to continually be aware of changing events and situations, including technology the need for constant attention to detail, etc.), disturbances in work flow (interruptions and distractions and the need to shift attention to unrelated details), and irregular work hours (caused by call-in, changing work schedules, excess travel, etc.)

**Physical Working Conditions** refers to the work location factors which may cause the job to be disagreeable or dangerous, such as noise and temperature extremes, health and safety hazards, and general discomfort.

## Physical Working Conditions

- |  |   |  |  |
|--|---|--|--|
| 1. Generally good working conditions. Little or no exposure to extremes in noise, temperature, etc. Little or no exposure to safety or health hazards. | 2. Somewhat disagreeable conditions. Work may be performed in cramped or awkward positions. Occasional exposure to safety hazards, disease, or contamination results in chance for lost-time accidents. Occasional exposure to noises, temperature extremes, etc. | 3. Frequent exposure to moderately hazardous conditions resulting in significant threat to health and safety. Undesirable assignments. | 4. Extensive and continuous exposure to hazardous conditions. Dangerous work situations. High likelihood of serious injury or illness if proper precautions are not taken. Highly undesirable assignments. |
|--|---|--|--|

		DE																
		1	2	3	4	5	6	7	8	9	10	11	12					
Performance Environment	A. Changes in environments, work pressure, disturbances of work flow, and irregularities in work schedule are infrequent.	A1																
		A2																
		A3																
	B. Work pressure, disturbances of work flow, and/or irregularities in work schedule are expected and occur on an intermittent basis. Changes in the performance environment require occasional upgrading of skills.	B1																
		B2																
		B3																
	C. Work pressure, disturbances of work flow, and/or irregularities in work schedules are frequent and require significant adaptation. The performance environment rapidly evolves, requiring continual upgrading of multiple yet related skills.	C1																
		C2																
		C3																
	D. Work pressure, disturbances of work flow, and/or irregularities in work schedules are almost constant and put a continuous strain on the job incumbent's ability to adapt. The performance environment evolves in a way which requires extensive adaptation and upgrading of skills.	D1																
		D2																
		D3																

## V. ACCOUNTABILITY

JOBMEAS™

This factor measures the total magnitude of job responsibility.

The **Level of Accountability** refers to the degree of responsibility or accountability for the work results of self and others. It considers the positioning of the job in the organization, the level of professional development, and the depth and diversity of responsibility.

The **Scope of Impact** refers to the degree to which the job results affect the work of others or their ability to perform and the final product or service provided by the organization.

- I. INFORMATIONAL, ancillary, or incidental services for use by others who have broader contribution to the final products or services defined in the rating level.
- P. PARTICIPATORY, contributory influence; a key contributor to the product or service provided at each level.
- D. DIRECT, primary, determining, or controlling influence over the nature of the end result or service provided at each level.

### Scope/Magnitude: Organizational Impact

1. Work results impact the immediate work section with little effect beyond. Responsible for results or services that facilitate the work of others in a specific work group.

Industry Standard:

2. Work results impact the accuracy, reliability and acceptability of further results beyond the immediate work section. Work results are noticeable and represent a portion of, or support the product or service received by the customer or general public.

Industry Standard:

3. Work results, decisions, and approvals impact the overall design of internal systems, programs, and/or research; the status of others; and/or critical aspects of the final product or service in terms of quantity or quality.

Industry Standard:

4. Activities, decisions, and approvals have wide range impact on areas and operations throughout the organization. Work results in products or services of such scope where other contributions are subordinate. Work function has a significant influence on the mission of the organization.

Industry Standard:

5. Activities and/or decisions are critically essential to the mission of the organization and affect most or all others in the organization's ability to respond to the demands of the marketplace and the general public, and the viability of the organization in the long run.

Industry Standard:

Level of Accountability	Scope/Magnitude: Organizational Impact				
	1	2	3	4	5
A. Responsible for carrying out detailed work orders, for performing under direct and frequent supervision, and for learning job-related information and techniques. Apprentice or unskilled work.					
B. Responsible for producing journey-level work output on an independent basis subject to supervisory direction and review. Journey level work in semi-skilled (1) technical, or professional (3) area.					
C. Responsible for performing work requiring advanced job skills and for responding to work situations with minimum guidance or direction. May be responsible for training and guiding others and/or reviewing their work. Working supervisor, leadperson work, or senior level contributor, in semi-skilled (1), technical, or professional (3) area.					
D. Responsible for the supervision of output in terms of scheduling, progress, and results; for safety, job training, and morale of others; and records. May perform some output. Generally first-line supervisory work.					
E. Responsible for initiating, directing, controlling, or performing activities that fully impact a department or a portion of a major function; for operations, materials, staff performance, methods, and economics. Generally first-line management work; supervising through intermediate supervisors or staff professionals in a single function.					
F. Responsible for initiating, directing and controlling activities that impact a major functional area; integrating the activities of sub-functions where responsibilities are dissimilar yet related, and sometimes conflicting; for planning, staff development, personnel and labor relations, and fiscal economics. Advanced management work supervising through middle management and supervision, usually of several closely related functions.					
G. Responsible for initiating, directing, controlling and monitoring activities that impact more than one major, functional area, often dissimilar in nature; for major decisions which affect short and long range planning and overall operations. Top management of related yet diverse functions; top executive of organization of limited range.					
H. Responsible for major decisions that impact current and on-going over all operations for integrating the activities of all major functions; for initiating, directing, and monitoring all organization goals, programs, and policies. Top executive and ownership.					



## HUMAN RESOURCES

P.O. Box 593  
Heppner, Oregon 97836-0412  
(541) 676-5620

Lindsay Grogan  
Director  
lgrogan@co.morrow.or.us

### Full Time Equivalent FTE Ask – Transit Dispatcher

TO: Katie Imes, Transportation Coordinator  
FROM: Lindsay Grogan, Human Resource Director  
DATE: December 9, 2021  
RE: 2022/2023 FTE Ask Review

Thank you for your detailed Full Time Equivalent FTE Ask application and job description for the Transit Dispatcher position. You submitted an application for 2 additional FTE positions.

I have reviewed the request for completion and it is ready to be presented to the Board of Commissioners.

Based on review of the primary responsibilities and qualifications listed in the provided job description, the Transit Dispatcher would be listed at range 4 of the AFSCME General Employee pay scale. The 2022-2023 scale for a range 4 position ranges from \$2,845 a month to \$3,632 a month. The position is an hourly non-exempt position.

FTE Ask presentations will be scheduled for a Board of Commissioners Meeting shortly. When that date is set and you are notified, please fill out an agenda cover sheet and be ready to present your ask to the Board for approval or denial.

Thank you for your application. Please let me know if you have any questions.

A handwritten signature in cursive script that reads "Lindsay Grogan".

Lindsay Grogan, Human Resources

*\*JobMeas© is a tool for evaluation job descriptions for placement on a pay scale. This tool is a product of Jacobsen, Betts, and Company of Seattle, WA. This tool is a mathematically and statistically based spreadsheet that allow for the comparison of duties and skills as job factors.*

**FTE Ask Executive Summary**

**Morrow County Oregon**

A. **Position Description & Dept.** (2) FTE - Transit Dispatcher - Public Transit  
 (Attach Job Description)

Pay Scale and Pay Range ASFME - 4

B. **What is the TOTAL cost to Morrow County?**

**CHART OF ANNUAL EXPENSES PER FTE**

	WAGES	BENEFITS	MATERIALS & SERVICE COSTS	CAPITAL EXPENSE	TOTAL COST
<b><u>CURRENT COST</u></b>	33,156	36,148.06	0	0	69,304.06
<b><u>PROJECTED COST</u></b>	99,468	108,444.18	0	0	207,912.18
<b><u>DIFFERENCE</u></b>	66,312	72,296.12	0	0	138,608.12

C. **FTE History for the last three (3) years. (Example: FY 21/22 5.25 FTE)**

<b><u>YEAR</u></b>	2019-2020	2020-2021	2021-2022
<b><u>FTE</u></b>	.5	1.0	1.0

**Personnel Services History for the last three (3) years.**

**(Example: FY 19/20 \$264,707; FY 20/21 \$244,544; FY21/22 \$235,602)**

<b><u>YEAR</u></b>	2019-2020	2020-2021	2021-2022
<b><u>FTE</u></b>	133,773	172,319	384,278

**D. How will this position be funded?**

Grants  Fees  General Fund  Other

**If other, Please explain:**

This position will be funded with STIF Funding and FTA 5311 Formula Funding. Both of these funding sources are considered sustainable.

**E. Where will the position be located physically? Is there space for them?**

This position will be located in the Irrigon Government Center and the Heppner Bartholomew Building. There is an office space for this position in Irrigon.

**F. Quantify what has occurred in your department to request an FTE?**

With the addition of a new fixed-route service(POM-Boardman Circular), a dispatcher is needed to be on duty when the service is operating. The service is expected to operate Monday - Saturday 4:40 am to 9:16 pm.

**G. What is the benefit to Morrow County? And the citizens of Morrow County?**

This position will benefit the organization of the Public Transit department allowing for adequate communication with the public and the drivers. This position will support the operation of the demand response and fixed-route system ensuring the citizens a transit service that is well equipped to respond to their service needs.





## MORROW COUNTY JOB DESCRIPTION

**Date Prepared:** May 2016  
**Revised** May 2019, Nov 2021  
**Position Title:** Transit Dispatcher  
**Department:** Public Transit – The Loop  
**Supervisor:** Transit Program Manager  
**Status:** Full-time, Safety Sensitive Position – subject to drug testing

**Position Overview:** Under the supervision of the Transit Program Manager, the Transit Dispatcher provides scheduling and dispatching of the fixed/deviated route(s) and demand response service of rides to Morrow County residents and is responsible for general assistance with the program. This position also coordinates with other transit providers. This position is grant-funded. If funding ceases, this position may be vacated.

**Supervisory Role:** None

**Working Environment:** The work is accomplished in the Transit office and on occasion at various location within Morrow County, sometimes outdoors. Driving may be required during peak workload periods.

### Qualifications:

- Education - Graduation from high school or equivalent.
- Minimum age requirement – must be 21 for insurance purposes
- Valid Oregon Driver's License required.
- Must satisfactorily pass pre-employment drug screening and background check.
- Bilingual in English/Spanish is preferred.
- Experience working with or attending to the special needs of elderly and/or disabled persons.

### Skills/Abilities:

- Excellent customer service and customer relations skills; remain calm and use good judgment during a confrontation or high-pressure situations; courteously meet and work effectively with coworkers, customers, community partners, and the public.
- Equipment used - Computer, calculator, telephone, copy machine, FAX, and up to a 14-

passenger transit vehicle.

- Knowledge of basic office practices and the use of computer software such as Word, Excel spreadsheets, email and dispatching software.
- Ability to learn and apply all applicable federal and state rules, policies and procedures.
- Ability to become informed about all changes in practices and new programs available and applicable to transit passengers.
- Ability to effectively use oral, written and electronic communication with staff, volunteers, agencies, and the general public in the performance of duties and responsibilities.
- Ability to establish and maintain records, monthly reports, collect various data for project tracking and program reporting. This includes but is not limited to, ridership, mileage and service hours.
- Maintain accurate files assuring all information is entered into the programs data base in a timely fashion.
- Ability to understand and comply with county policies and procedures.
- Ability to manage, coordinate and organize resources.
- Ability to work independently.
- Effective use of telephone communications protocol.
- Ability to work flexible hours.
- Ability to exercise discretion regarding customer confidential matters.
- Knowledge or ability to learn and implement transit program procedures, regulations and requirements with respect to safety, operations and organization.
- Excellent communications skills using the telephone, computer and in person.
- Knowledge of the safe and efficient operations of transit vans, buses and vehicles.
- Good organizational skills and ability to handle multiple tasks simultaneously.
- Undergo all training required, including but not limited to, CPR and Blood borne certification and wheelchair securement training.
- Must follow all safety rules and regulations related to transit services and dealing with emergencies.
- Ability to learn local and regional geographical area, road systems and locations of landmarks or special venues.

#### **Job Duty Outline:**

Provides scheduling and dispatching services to Morrow County Public Transit Program and coordinates with other transit providers.

- Receive information from caller and schedules rides among multiple drivers while meeting established time window for pic ups/drop offs for ADA service compliance.
- Assure timely, respectful services in accordance with Federal, State and County

policies and Passenger Service and Operational Guidelines Manual

- Provide general information and determine specific service needs using dispatching software and, computerized system and/or manual system to make transit service reservations.
- Enter customer information into a database.
- Respond to customers' needs in a timely and professional manner; carefully communicating abilities and inabilities of the transit and paratransit system.
- Working under management guidance, makes routine choices within established procedures as well as solve problems through the use of data interpretation and analysis.
- Assists the Transit Operations Manager with preparation of driving assignments for transit drivers; adjust trip schedules based on customer calls, alerts drivers to changes; research addresses and verify destination information.
- Trouble-shoot problems encountered while providing service and take steps to remedy identified problems and coordinates with the Transit Operations Manager on problem resolution.
- Communicate with drivers using phones and/or computer to discuss and schedule customer services requests, road and weather conditions and scheduling problems; acts as a resource for the drivers via phone to discuss scheduling or safety issues during trips.
- Re-routes existing fixed route services when time schedules have fallen behind or to accommodate special circumstances (accident response, additional wheelchairs and vehicle breakdowns.
- Prepare, maintain and distribute trip schedules, log sheets or other needed information to drivers and the Transit Operations Manager.
- Maintain records and provide clerical support to Transit Operations Manager when requested.
- Coordinate other Transit activities as needed.
- Communicate with employees from other county departments, social service, and non-profit agencies in order to coordinated and implement the program.
- Communicate with members of the general public including people with transit barriers in order to coordinate work programs and provide appropriate information about county activities.
- Perform other duties as needed or assigned.

### **Essential Job Functions**

#### **Physical:**

- Ability to lift 40 pounds (box of paper) occasionally.
- Ability to sit for extended periods of time.
- Ability to drive a motor vehicle (Morrow County Transit Bus or automobile).
- Sit in a transit vehicle for extended periods without a break and work longshifts, when needed.
- Able to properly and safely operate transit vehicles, conduct an inspection of vehicles, and assist passengers when boarding/de-boarding a transit vehicle following the Americans with Disability Act (ADA).
- Ability to stoop, crouch, bend, kneel, climb, reach and push/pull (wheel chair securement) on an occasional basis.
- Ability to enter data and compose professional letters on a computer.
- Regular and predictable attendance.

**Mental:**

- Establish and maintain effective working relationships with volunteers, co-workers and the public.
- Attentive to cost-effectiveness of program resources.
- Effectively read, write and comprehend English.
- Operate a motor vehicle in a safe manner.
- Effectively communicate with volunteers, staff and the public in writing, orally and electronically.
- Interact with Morrow County residents and the general public in a courteous manner.
- Ability to explain County Transit practices and policies to a wide range of audiences, with diplomacy and tact, some of whom may be angry or agitated.
- Ability to use persuasiveness or assertiveness skills, as well as sensitivity to the point of view of others.
- Apply common sense understanding to carry out detailed written or oral instructions.
- Deal with problems efficiently and effectively
- Ability to work as a team and willingness to support and backup fellow shift employees.

**ADA Statement:**

- Ability to perform the essential functions of this position with or without reasonable accommodation.

X

Signed and Reviewed

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## HUMAN RESOURCES

P.O. Box 593  
Heppner, Oregon 97836-0412  
(541) 676-5620

Lindsay Grogan  
Director  
lgrogan@co.morrow.or.us

### Full Time Equivalent FTE Ask – Transit Driver II

TO: Katie Imes, Transportation Coordinator  
FROM: Lindsay Grogan, Human Resource Director  
DATE: December 9, 2021  
RE: 2022/2023 FTE Ask Review

Thank you for your detailed Full Time Equivalent FTE Ask application and job description for the Transit Driver II position. You submitted an application for 2 additional FTE positions.

I have reviewed the request for completion and it is ready to be presented to the Board of Commissioners.

Based on review of the primary responsibilities and qualifications listed in the provided job description, the Transit Driver II would be listed at range 5 of the AFSCME General Employee pay scale. The 2022-2023 scale for a range 5 position ranges from \$2,988 a month to \$3,813 a month. The position is an hourly non-exempt position.

FTE Ask presentations will be scheduled for a Board of Commissioners Meeting shortly. When that date is set and you are notified, please fill out an agenda cover sheet and be ready to present your ask to the Board for approval or denial.

Thank you for your application. Please let me know if you have any questions.

A handwritten signature in cursive script that reads "Lindsay Grogan".

Lindsay Grogan, Human Resources

*\*JobMeas© is a tool for evaluation job descriptions for placement on a pay scale. This tool is a product of Jacobsen, Betts, and Company of Seattle, WA. This tool is a mathematically and statistically based spreadsheet that allow for the comparison of duties and skills as job factors.*

# FTE Ask Executive Summary

# Morrow County Oregon

A. **Position Description & Dept.** (2) FTE - Transit Driver II - Public Transit  
 (Attach Job Description)

Pay Scale and Pay Range General ASFME - 5

B. **What is the TOTAL cost to Morrow County?**

**CHART OF ANNUAL EXPENSES PER FTE**

	WAGES	BENEFITS	MATERIALS & SERVICE COSTS	CAPITAL EXPENSE	TOTAL COST
<b><u>CURRENT COST</u></b>	0	0	0	0	0
<b><u>PROJECTED COST</u></b>	69,624 (2)	75,889.22 (2)	0	0	145,513.22 (2)
<b><u>DIFFERENCE</u></b>	69,624 (2)	75,889.22 (2)	0	0	145,513.22 (2)

C. **FTE History for the last three (3) years. (Example: FY 21/22 5.25 FTE)**

<b><u>YEAR</u></b>	2019-2020	2020-2021	2021-2022
<b><u>FTE</u></b>	0	0	0

**Personnel Services History for the last three (3) years.**

(Example: FY 19/20 \$264,707; FY 20/21 \$244,544; FY21/22 \$235,602)

<b><u>YEAR</u></b>	2019-2020	2020-2021	2021-2022
<b><u>FTE</u></b>	133,773	172,319	384,278



**D. How will this position be funded?**

Grants  Fees  General Fund  Other

If other, Please explain:

These positions will be funded with STIF Discretionary Funding FY 22-23, this is considered an unsustainable funding source. Morrow County would plan to incorporate these FTE's into the STIF Formula funding which is considered sustainable funding.

**E. Where will the position be located physically? Is there space for them?**

This position performs his/her duties in the field operating a transit vehicle and at a bus storage facility. Morrow County is at capacity with bus storage space, Morrow County is actively working on identifying a site for additional bus storage space and driver amenities.

**F. Quantify what has occurred in your department to request an FTE?**

Morrow County Public Transit has been planning to implement new fixed route service starting in Boardman with the POM-Boardman Circular and in the future adding a Heppner-Boardman and Arlington-Boardman route. This position requires a CDL which is required to operate buses over 14 passengers.

**G. What is the benefit to Morrow County? And the citizens of Morrow County?**

The benefit to Morrow County will allow fixed-route transit service in Morrow County and will connect with Kayak Public Transit, providing a resource to encourage economic development, access to services and employment which promotes quality of life and livability in Morrow County.

This position will also offer lower tier drivers an opportunity to move up in the department which could help to retain and recruit employees.



## MORROW COUNTY JOB DESCRIPTION

**Date Prepared:** October 2021  
**Position Title:** Transit Driver II  
**Department:** Public Transit – The Loop  
**Supervisor:** Transit Program Manager  
**Status:** Full-time, safety-sensitive position, subject to drug and alcohol testing and CDL standards.

**Position Overview:** Under the general supervision of the Morrow County Transit Program Manager, the Transit Driver II is responsible for safely operating transit vehicles, assisting elderly and physically disabled public riders on and off of the vehicle. Transports the public along Morrow County’s fixed/deviated routes and the demand response services as assigned. This position is grant-funded. If funding ceases, this position may be vacated.

**Working Environment:** The work and responsibilities are performed inside and outside of a transit vehicle, traveling safely on roads in all weather conditions, while maintaining timely scheduled rides; and keeping the vehicle clean, fueled, and routinely checked for service. Duties are performed in an outdoor environment. Work typically is in a sitting position while driving a vehicle. Subject to adverse weather and traffic conditions; exhaust fumes, diesel and gasoline fuel, and equipment noises. The position requires the ability to work with individuals who have a variety of different physical/medical conditions. The position requires the driver to assist those he/she is transporting into the transit vehicle and to their seat when necessary. Varied shifts; may need to work early morning and late evening shifts. Must report to work at scheduled time and location and seldom be absent from work.

### Qualifications:

- High school diploma or equivalent.
- Minimum age requirement- must be at least 21 for insurance purposes.
- Valid Oregon Driver’s License required. Valid Oregon Commercial Driver License “Class B” (CDL) with a passenger endorsement and have

current Department of Transportation (DOT) medical examiner's certificate or able to obtain within 30 days of hire.

- Experience driving with the public preferred.
- Must satisfactorily pass pre-employment drug and alcohol screening and background check, and ongoing testing following the Department of Federal Transportation Administration (FTA) regulations, is required.
- Bilingual in English/Spanish is a plus.

**Skills/Abilities:**

- Strong oral and written communication.
- Excellent customer service and customer relations skills.
- Knowledge of or ability to learn basic office practices, computer skills, email, and dispatching software.
- Ability to effectively use oral, written, and electronic communication with staff, agencies, and the general public in the performance of duties and responsibilities.
- Ability to understand and comply with county policies and procedures.
- Knowledge or ability to learn the transit program procedures, regulations, and requirements concerning safety, operations, and organization.
- Must practice safe driving obeying all traffic laws; adherence to safety and security rules and regulations applicable to the transportation of passengers including the general public, persons with disabilities, and the elderly.
- Ability to resolve conflicts and customer complaints in a courteous, professional manner.
- Maintain punctual and regular, reliable attendance to ensure dependable service to our passengers; complete all work (including paperwork) promptly.
- Ability to remain flexible in handling changes that may occur without much prior notification.
- Must follow all safety rules and regulations related to transit services and dealing with emergencies.
- Undergo all training required, including but not limited to, CPR and Bloodborne certification and wheelchair securement training.
- Knowledge of the local and regional geographical areas, road systems, and locations of landmarks or special venues or the ability to learn this information.

**Job Duty Outline:**

- Complete vehicle pre/post-trip inspections as required and utilizing methods designated by the Oregon Department of Transportation (ODOT) and the Federal Transit Administration (FTA). Prepare and submit vehicle

inspection report and advise the dispatcher of any immediate repairs or irregularities needing attention.

- Maintain an “On-Call” status for vehicle breakdowns, accidents, and driver relief.
- Attend driver training sessions and driver meetings as assigned.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, according to the Loop Passenger Service and Operational Guidelines Manual.
- Provide passengers with information on how to use Morrow County transit services and make connections with other transit providers.
- Assist with problem-solving by documenting complaints; make recommendations for changes that would improve policy or procedures and improve the public transit program and services it provides to the public.
- Assist in training new hires in policy, procedures, transit skills, and learning the various routes and services.
- Complete and submit legible daily trip sheets to the dispatcher for immediate logging, data entry, and filing, as needed.
- Operate all passenger transit vehicles on various routes and schedules providing service to the general public, persons with disabilities, and the elderly.
- Assist passengers as needed with boarding or disembarking vehicles including assistance with wheelchairs, competently using wheelchair lift to board passengers with a variety of wheeled mobility devices. Properly secure passengers in wheeled mobility devices.
- Promote good passenger relations by providing positive interaction and courteous treatment of passengers by engaging our passengers in a polite, tactful, and professional manner while assisting with seating, questions, directions, and other public service-related matters; assure passenger comfort, safety, and security.
- Complete, prepare and submit any required paperwork accurately and as scheduled; including, but not limited to timesheets, trip incident forms, accident forms, vehicle inspection forms, maintenance records, and vehicle equipment records.
- Fuel vehicles and turn in receipts.
- Maintain communication with the transit dispatcher and Public Transit supervisory staff as instructed with a mode of communication provided by the program for driver use to report unusual conditions, such as reportable incidents, vehicle collisions, road conditions, passenger safety and security issues, traffic or vehicle equipment problems.
- Utilize universal health and safety precautions when handling blood, urine,

feces, vomit, and/or other potentially infectious materials to prevent disease transmission.

- Must remain calm and in control following an incident involving a passenger and/or other vehicles including directing the evacuation of the bus, if necessary; responsible for passenger safety and security following a bus evacuation, responsible for mitigating passenger injury; responsible for vehicle safety and security following an incident.
- Maintain courteous and professional conduct with co-workers, passengers, and the general public at all times projecting a positive public image of our public transit program and services offered.
- Responsible for the interior and exterior cleanliness of vehicles including outdoor work in inclement weather, daily pick up, and sanitation of the vehicle interior.
- Care for and turn in lost and found articles to the dispatcher.
- Completes necessary paperwork, including maintenance and service records.
- Reports all accidents and completes required paperwork.
- Perform other duties as assigned.

### **Essential Job Functions**

#### **Physical:**

- Ability to meet Oregon Driver's License and Commercial Driver's License standards at all times and maintain DOT medical certificate.
- Sit in a transit vehicle for extended periods without a break and work longshifts, when needed.
- Able to properly and safely operate transit vehicles, conduct an inspection of vehicles, and assist passengers when boarding/de-boarding a transit vehicle following the Americans with Disability Act (ADA).
- Adheres to all policies regarding transit vehicles operating along fixed/deviated routes and for demand response services. This includes safely driving a passenger vehicle following all state and federal requirements.
- Maintains knowledge of all fixed/deviated routes, stop locations, stop, and cross-connection times.
- Ability to maneuver wheeled passenger devices.
- Lift up to 50 lbs.

#### **Mental:**

- Ability to understand and comprehend written and oral instructions.
- Ability to read, write and comprehend English.

- Ability to communicate effectively in both written and verbal form.
- Ability to perform basic math functions.
- Ability to maintain the confidentiality of work-related information and materials.
- Ability to work with passengers and the public in occasionally stressful situations.
- Ability to greet passengers and the public courteously and professionally.
- Ability to explain County Transit practices and policies to a wide range of audiences, with diplomacy and tact, some of whom may be angry or agitated.
- Ability to use persuasiveness or assertiveness skills, as well as sensitivity to the point of view of others.
- Ability to apply common sense understanding to carry out detailed written or oral instructions.
- Ability to deal with problems efficiently and effectively.
- Ability to work as a team and willingness to support and backup fellow shift employees.

**ADA Statement:**

- Ability to perform the essential functions of this position with or without reasonable accommodation.

**X**

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Signed and Reviewed

I. MENTAL REQUIREMENTS

This factor measures the total capability required to learn and perform the job competently.

**Learning Development** refers to the level of knowledge or facts, data, principles, ideas, and other information which must be acquired, usually through a combination of formal education programs, work experience, and/or on-the-job training. It encompasses the diversity, complexity, and depth of understanding in such areas as professional fields of study, technical specialties, practical work systems, and applied work methods.

**Problem Challenge** refers to the application of knowledge to work situations as measured by the amount of independent reasoning and judgment which must be used to make decisions, generate ideas or produce results.

Problem Solving Challenges				
1. Work situations are routine and regularly recurring, requiring attention and concentration, but limited discretion, consideration, and planning to adequately respond and carry out work activities.	2. Work situations require consideration and interpretation of circumstances or information to choose the most effective responses. Solutions may be somewhat technical yet are relatively straightforward and well-defined once problems are understood. Responses come from the realm of prior learning and experiences.	3. Work situations are of sufficient scope and variety that significant interpretation and evaluation is required to successfully recognize and define problems. Highly technical judgments and/or constructive thinking involved. Alternative solutions must be considered and short-term action plans must be developed and sequenced.	4. Work situations are broadly defined, complex and diverse, occasionally unprecedented. Problems have many dimensions to consider involving creative thinking limited in scope to related fields of specialization. Consequences must be evaluated, often through formal analytical methods, and strategies developed for action.	5. Work situations are vaguely defined and often unique in character. Problems are very complex and may be abstract, conceptual, and long-term in nature. There is a continual requirement for innovative thought and synthesis, perhaps at the theoretical level.

DE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
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Learning Development	A. Sufficient to understand simple written and oral communications. Basic understanding of simple work processes, methods or equipment. Learning development less than that required for completion of high school curriculum.	A1														
		A2														
		A3														
	B. Sufficient to read and write nontechnical information and instruction, perform basic arithmetic calculations, understand commonly used procedures and methods, or operate equipment that requires some training. Learning development equivalent to completion of high school curriculum.	B1														
		B2														
		B3														
	C. Specialized vocational or technical knowledge providing a command of certain technical, administrative, and/or operative practices and techniques. Learning development involves the equivalent of some technical or vocational training beyond high school often resulting in a certification.	C1														
		C2														
		C3														
	D. Specialized vocational or technical knowledge providing a command of certain technical, administrative, and/or operative practices and techniques. Learning development involves the completion of a formal technical/vocational curriculum often resulting in a degree.	D1														
		D2														
		D3														
	E. Knowledge in a recognized professional field or technological discipline sufficient to command various principles, facts, and practical applications. Learning development is obtained by the completion of a college curriculum resulting in a bachelors degree in a specialized field; or masters degree in a narrow specialty; advanced mathematics, very advanced language development, proficient understanding of practical systems.	E1														
		E2														
		E3														
	F. Advanced, in-depth understanding in a widely recognized field of study. Additional command of principles, facts, and practices associated with multiple specialized fields. Learning development is obtained by completion of a masters degree program or equivalent through extensive seasoning; very advanced mathematics and language development, advanced understanding of practical systems.	F1														
		F2														
		F3														
	G. Complete command and mastery of a very broad professional or scientific discipline sufficient to contribute to the body of knowledge. Additional advanced understanding of the principles, facts, and practices associated with other specialized fields. Learning development obtained by completion of Ph.D., M.D. or J.D. requirements or equivalent.	G1														
		G2														
		G3														



## II. PHYSICAL REQUIREMENTS

JOBMEAS™

This factor refers to the coordinative and manipulative skills as well as the level of exertion required to perform work.

**Physical Skill** is measured by determining the variety and complexity of limb and body movements, the requirement for diverse sequential and simultaneous physical actions, and the need for speed, precision, or timing.

**Physical Effort** measures the amount, type, and continuity of effort which must be expended during the course of work activities.

Physical Effort			
<p>1. Minimal physical exertion is required. Most job time spent sitting with occasional walking. Occasional lifting, guiding, and/or carrying of light-weight materials or equipment.</p>	<p>2. Job requires light physical effort as a part of regular work routine, such as frequent standing and walking; frequent lifting, guiding, and/or carrying of light-weight materials or equipment; occasional periods of sustained effort.</p>	<p>3. Job requires considerable and usually sustained physical effort, as in continuous movement over rough terrain or throughout precarious man-made structures; operation of physically demanding machinery, etc. Occasional heavy exertion.</p>	<p>4. Job requires very heavy physical effort, equivalent to continuous labor involving the use of heavy tools, materials, and/or equipment. Job may be characterized by highly demanding, full body exertion and strenuous lifting, carrying, pushing, pulling, etc.</p>

		DE	1	2	3	4	5	6	7	8	9	10	11	12	
Learning Physical Skills	<p><b>A.</b> Basic level of learned physical skill is required. No special coordination beyond that used for normal mobility and handling of everyday objects and materials is needed to perform the job satisfactorily.</p>	A1													
		A2													
		A3													
	<p><b>B.</b> Some learned physical skill is required. Certain coordinated finger, limb, or body movements must be performed in the course of regular work routines. These can usually be learned and competency developed on the job over a relatively short period of time.</p>	B1													
		B2													
		B3													
	<p><b>C.</b> Considerable learned physical skill is required. Job requires coordinated physical activities, usually learned through formal and detailed training combined with considerable practice. Speed, precision, and/or timing are important and difficult to achieve. Body movement sequences tend to be involved and somewhat diverse. Skilled physical trade.</p>	C1													
		C2													
		C3													
	<p><b>D.</b> Job requires a very high degree of physical skill. Complex and diverse sequences of physical action are performed as a significant and essential part of the job. Body movements must often be reflex-like in response to subtle stimuli that must be accurately perceived or changing environmental conditions which must be accurately tracked. Exceptional speed, timing, and/or precision are critical.</p>	D1													
		D2													
		D3													

### III. HUMAN RELATIONS REQUIREMENTS

This factor measures the importance and difficulty of the human relations interactions needed to perform the job.

**Level of Human Relations** refers to the depth of communication skills and human relations abilities which are necessary to achieve work results. It refers to elements such as the level of effectiveness in dealing with others through normal contacts, the need to affect behavioral change in others, to communicate and translate technical or "insider" concepts to others, and to solve problems.

**The Scope of Contacts** refers to the breadth and diversity of individuals and groups with whom the worker must deal on matters of substance and relevance to the work being performed.

		Scope of Contacts												
		1. The important job contacts are with peers in immediate work group and immediate supervisor. Occasional contact with individuals outside the organization may occur.			2. Interpersonal contacts extend to peers in other work groups or to clients/customers who speak the language, either within or outside the organization. Interactions with higher levels of authority beyond immediate supervisor must be conducted on an intermittent basis.			3. Interactions must occur within a diverse set of individuals and groups in representing a variety of roles and authority levels. Interactions are on matters of substance and importance, usually both inside and outside the organization.			4. Continuous interaction with a highly diverse set of individuals, groups, and audiences from throughout the organization and from numerous outside sources (customers, governing boards, vendors, regulatory agencies, media, the general public, etc.) are critical to job performance.			
		1	2	3	4	5	6	7	8	9	10	11	12	
Level of Human Relations Skill	A. Job requires ordinary conversational skills and courtesy to exchange routine information, provide routine assistance, and/or help maintain harmony among work associates.	A1												
		A2												
		A3												
	B. Job requires patience in communication and well-developed verbal skills to present and exchange technical or complex information with individuals or small, informal groups. Skills in establishing harmonious relationships, gaining trust and cooperation, and reviewing and guiding the work of others are important.	B1												
		B2												
		B3												
	C. Highly developed verbal skills are required to communicate technical concepts and ideas in individual, group, and large audience situations. Skill in establishing and maintaining cooperation, understanding, trust, and credibility is critical. Skill at influencing the behavior of others is important and may be difficult to achieve.	C1												
		C2												
		C3												
	D. Cooperation and understanding from others are very important and difficult to achieve. Careful strategy is needed to inspire and maintain relationships, build trust and confidence, and affect behavior on others. Convincing others and persuading them to decision or action in individual, group, or large audience formats is essential.	D1												
		D2												
		D3												

## IV. WORK ENVIRONMENT

This factor measures the need to perform under less than optimal working circumstances.

**Performance Environment** refers to those special job demands which contribute to difficulty in completing work assignments. Consideration is given to work pressure (caused by tight deadlines, quotas, heavy and uncontrollable work flow, the need to make immediate judgments with insufficient data, the need to continually be aware of changing events and situations, including technology the need for constant attention to detail, etc.), disturbances in work flow (interruptions and distractions and the need to shift attention to unrelated details), and irregular work hours (caused by call-in, changing work schedules, excess travel, etc.)

**Physical Working Conditions** refers to the work location factors which may cause the job to be disagreeable or dangerous, such as noise and temperature extremes, health and safety hazards, and general discomfort.

### Physical Working Conditions

- |  |   |  |  |
|--|---|--|--|
| 1. Generally good working conditions. Little or no exposure to extremes in noise, temperature, etc. Little or no exposure to safety or health hazards. | 2. Somewhat disagreeable conditions. Work may be performed in cramped or awkward positions. Occasional exposure to safety hazards, disease, or contamination results in chance for lost-time accidents. Occasional exposure to noises, temperature extremes, etc. | 3. Frequent exposure to moderately hazardous conditions resulting in significant threat to health and safety. Undesirable assignments. | 4. Extensive and continuous exposure to hazardous conditions. Dangerous work situations. High likelihood of serious injury or illness if proper precautions are not taken. Highly undesirable assignments. |
|--|---|--|--|

		DE															
		1	2	3	4	5	6	7	8	9	10	11	12				
Performance Environment	A. Changes in environments, work pressure, disturbances of work flow, and irregularities in work schedule are infrequent.	A1															
		A2															
		A3															
	B. Work pressure, disturbances of work flow, and/or irregularities in work schedule are expected and occur on an intermittent basis. Changes in the performance environment require occasional upgrading of skills.	B1															
		B2															
		B3															
	C. Work pressure, disturbances of work flow, and/or irregularities in work schedules are frequent and require significant adaptation. The performance environment rapidly evolves, requiring continual upgrading of multiple yet related skills.	C1															
		C2															
		C3															
	D. Work pressure, disturbances of work flow, and/or irregularities in work schedules are almost constant and put a continuous strain on the job incumbent's ability to adapt. The performance environment evolves in a way which requires extensive adaptation and upgrading of skills.	D1															
		D2															
		D3															

## V. ACCOUNTABILITY

JOBMEAS™

This factor measures the total magnitude of job responsibility.

The **Level of Accountability** refers to the degree of responsibility or accountability for the work results of self and others. It considers the positioning of the job in the organization, the level of professional development, and the depth and diversity of responsibility.

The **Scope of Impact** refers to the degree to which the job results affect the work of others or their ability to perform and the final product or service provided by the organization.

- I. INFORMATIONAL, ancillary, or incidental services for use by others who have broader contribution to the final products or services defined in the rating level.
- P. PARTICIPATORY, contributory influence; a key contributor to the product or service provided at each level.
- D. DIRECT, primary, determining, or controlling influence over the nature of the end result or service provided at each level.

### Scope/Magnitude: Organizational Impact

1. Work results impact the immediate work section with little effect beyond. Responsible for results or services that facilitate the work of others in a specific work group.

Industry Standard:

2. Work results impact the accuracy, reliability and acceptability of further results beyond the immediate work section. Work results are noticeable and represent a portion of, or support the product or service received by the customer or general public.

Industry Standard:

3. Work results, decisions, and approvals impact the overall design of internal systems, programs, and/or research; the status of others; and/or critical aspects of the final product or service in terms of quantity or quality.

Industry Standard:

4. Activities, decisions, and approvals have wide range impact on areas and operations throughout the organization. Work results in products or services of such scope where other contributions are subordinate. Work function has a significant influence on the mission of the organization.

Industry Standard:

5. Activities and/or decisions are critically essential to the mission of the organization and affect most or all others in the organization's ability to respond to the demands of the marketplace and the general public, and the viability of the organization in the long run.

Industry Standard:

Level of Accountability	A. Responsible for carrying out detailed work orders, for performing under direct and frequent supervision, and for learning job-related information and techniques. Apprentice or unskilled work.				
	B. Responsible for producing journey-level work output on an independent basis subject to supervisory direction and review. Journey level work in semi-skilled (1) technical, or professional (3) area.	B1			
	C. Responsible for performing work requiring advanced job skills and for responding to work situations with minimum guidance or direction. May be responsible for training and guiding others and/or reviewing their work. Working supervisor, leadperson work, or senior level contributor, in semi-skilled (1), technical, or professional (3) area.	C1			
	D. Responsible for the supervision of output in terms of scheduling, progress, and results; for safety, job training, and morale of others; and records. May perform some output. Generally first-line supervisory work.	D1			
	E. Responsible for initiating, directing, controlling, or performing activities that fully impact a department or a portion of a major function; for operations, materials, staff performance, methods, and economics. Generally first-line management work; supervising through intermediate supervisors or staff professionals in a single function.	E1			
	F. Responsible for initiating, directing and controlling activities that impact a major functional area; integrating the activities of sub-functions where responsibilities are dissimilar yet related, and sometimes conflicting; for planning, staff development, personnel and labor relations, and fiscal economics. Advanced management work supervising through middle management and supervision, usually of several closely related functions.	F1			
	G. Responsible for initiating, directing, controlling and monitoring activities that impact more than one major, functional area, often dissimilar in nature; for major decisions which affect short and long range planning and overall operations. Top management of related yet diverse functions; top executive of organization of limited range.	G1			
	H. Responsible for major decisions that impact current and on-going over all operations for integrating the activities of all major functions; for initiating, directing, and monitoring all organization goals, programs, and policies. Top executive and ownership.	H1			



## HUMAN RESOURCES

P.O. Box 593  
Heppner, Oregon 97836-0412  
(541) 676-5620

Lindsay Grogan  
Director  
lgrogan@co.morrow.or.us

### Full Time Equivalent FTE Ask – Transit Driver I

TO: Katie Imes, Transportation Coordinator  
FROM: Lindsay Grogan, Human Resource Director  
DATE: December 9, 2021  
RE: 2022/2023 FTE Ask Review

Thank you for your detailed Full Time Equivalent FTE Ask application and job description for the Transit Driver I position. You submitted an application for 2 additional FTE positions.

I have reviewed the request for completion and it is ready to be presented to the Board of Commissioners.

Based on review of the primary responsibilities and qualifications listed in the provided job description, the Transit Driver I would be listed at range 1 of the AFSCME General Employee pay scale. The 2022-2023 scale for a range 1 position ranges from \$2,458 a month to \$3,137 a month. The position is an hourly non-exempt position.

FTE Ask presentations will be scheduled for a Board of Commissioners Meeting shortly. When that date is set and you are notified, please fill out an agenda cover sheet and be ready to present your ask to the Board for approval or denial.

Thank you for your application. Please let me know if you have any questions.

A handwritten signature in cursive script that reads "Lindsay Grogan".

Lindsay Grogan, Human Resources

*\*JobMeas© is a tool for evaluation job descriptions for placement on a pay scale. This tool is a product of Jacobsen, Betts, and Company of Seattle, WA. This tool is a mathematically and statistically based spreadsheet that allow for the comparison of duties and skills as job factors.*

**FTE Ask Executive Summary**

**Morrow County Oregon**

A. **Position Description & Dept.** (2) FTE - Transit Driver I - Public Transit  
 (Attach Job Description)

Pay Scale and Pay Range General ASFME - 1

B. **What is the TOTAL cost to Morrow County?**

**CHART OF ANNUAL EXPENSES PER FTE**

	WAGES	BENEFITS	MATERIALS & SERVICE COSTS	CAPITAL EXPENSE	TOTAL COST
<b>CURRENT COST</b>	0	0	0	0	0
<b>PROJECTED COST</b>	57,264 (2)	71,265.34 (2)			132,385.34 (2)
<b>DIFFERENCE</b>	57,264 (2)	71,265.34 (2)			132,385.24 (2)

C. **FTE History for the last three (3) years. (Example: FY 21/22 5.25 FTE)**

<b>YEAR</b>	2019-2020	2020-2021	2021-2022
<b>FTE</b>	0.0	0.0	0.0

**Personnel Services History for the last three (3) years.**

(Example: FY 19/20 \$264,707; FY 20/21 \$244,544; FY21/22 \$235,602)

<b>YEAR</b>	2019-2020	2020-2021	2021-2022
<b>FTE</b>	133,773	172,319	384,278

**D. How will this position be funded?**

Grants  Fees  General Fund  Other

If other, Please explain:

This position will be funded with STIF Formula Funding, this is considered a sustainable funding source.

**E. Where will the position be located physically? Is there space for them?**

This position performs his/her duties in the field operating a transit vehicle and at a bus storage facility. Morrow County is at capacity with bus storage space, Morrow County is actively working on identifying a site for additional bus storage space and driver amenities.

**F. Quantify what has occurred in your department to request an FTE?**

Morrow County Public Transit has been planning to implement new fixed route service starting in Boardman with the POM-Boardman Circular and in the future adding a Heppner-Boardman and Arlington-Boardman route. In order to operate these services we need full-time drivers (no CDL required).

**G. What is the benefit to Morrow County? And the citizens of Morrow County?**

The benefit to Morrow County will allow fixed-route transit service in Morrow County and will connect with Kayak Public Transit, providing a resource to encourage economic development, access to services and employment which promotes quality of life and livability in Morrow County.

This position will also offer lower tier drivers an opportunity to move up in the department which could help to retain and recruit employees.





## MORROW COUNTY JOB DESCRIPTION

**Date Prepared:** October 2021  
**Position Title:** Transit Driver I  
**Department:** Public Transit – The Loop  
**Supervisor:** Transit Program Manager  
**Status:** Full-time, safety-sensitive position, subject to drug and alcohol testing.

**Position Overview:** Under the general supervision of the Morrow County Transit Program Manager, the Transit Driver I is responsible for safely operating transit vehicles, assisting elderly and physically disabled public riders on and off of the vehicle. Transports the public along Morrow County's fixed/deviated routes and the demand response services as assigned. This position is grant-funded. If funding ceases, this position may be vacated.

**Working Environment:** The work and responsibilities are performed inside and outside of a transit vehicle, traveling safely on roads in all weather conditions, while maintaining timely scheduled rides; and keeping the vehicle clean, fueled, and routinely checked for service. Duties are performed in an outdoor environment. Work typically is in a sitting position while driving a vehicle. Subject to adverse weather and traffic conditions; exhaust fumes, diesel and gasoline fuel, and equipment noises. The position requires the ability to work with individuals who have a variety of different physical/medical conditions. The position requires the driver to assist those he/she is transporting into the transit vehicle and to their seat when necessary. Varied shifts; may need to work early morning and late evening shifts. Must report to work at scheduled time and location and seldom be absent from work.

### Qualifications:

- High school diploma or equivalent.
- Minimum age requirement- must be at least 21 for insurance purposes.

- Valid Oregon Driver's License required.
- Experience driving with the public preferred.
- Must satisfactorily pass pre-employment drug and alcohol screening and background check, and ongoing testing following the Department of Federal Transportation Administration (FTA) regulations, is required.
- Bilingual in English/Spanish is a plus.

**Skills/Abilities:**

- Strong oral and written communication.
- Excellent customer service and customer relations skills.
- Knowledge of or ability to learn basic office practices, computer skills, email, and dispatching software.
- Ability to effectively use oral, written, and electronic communication with staff, agencies, and the general public in the performance of duties and responsibilities.
- Ability to understand and comply with county policies and procedures.
- Knowledge or ability to learn the transit program procedures, regulations, and requirements concerning safety, operations, and organization.
- Must practice safe driving obeying all traffic laws; adherence to safety and security rules and regulations applicable to the transportation of passengers including the general public, persons with disabilities, and the elderly.
- Ability to resolve conflicts and customer complaints in a courteous, professional manner.
- Maintain punctual and regular, reliable attendance to ensure dependable service to our passengers; complete all work (including paperwork) promptly.
- Ability to remain flexible in handling changes that may occur without much prior notification.
- Must follow all safety rules and regulations related to transit services and dealing with emergencies.
- Undergo all training required, including but not limited to, CPR and Bloodborne certification and wheelchair securement training.
- Knowledge of the local and regional geographical areas, road systems, and locations of landmarks or special venues or the ability to learn this information.

**Job Duty Outline:**

- Complete vehicle pre/post-trip inspections as required and utilizing methods designated by the Oregon Department of Transportation (ODOT) and the Federal Transit Administration (FTA). Prepare and submit vehicle inspection report and advise the dispatcher of any immediate repairs or

irregularities needing attention.

- Maintain an “On-Call” status for vehicle breakdowns, accidents, and driver relief.
- Attend driver training sessions and driver meetings as assigned.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, according to the Loop Passenger Service and Operational Guidelines Manual.
- Provide passengers with information on how to use Morrow County transit services and make connections with other transit providers.
- Assist with problem-solving by documenting complaints; make recommendations for changes that would improve policy or procedures and improve the public transit program and services it provides to the public.
- Assist in training new hires in policy, procedures, transit skills, and learning the various routes and services.
- Complete and submit legible daily trip sheets to the dispatcher for immediate logging, data entry, and filing, as needed.
- Operate up to 14 passenger transit vehicles on various routes and schedules providing service to the general public, persons with disabilities, and the elderly.
- Assist passengers as needed with boarding or disembarking vehicles including assistance with wheelchairs, competently using wheelchair lift to board passengers with a variety of wheeled mobility devices. Properly secure passengers in wheeled mobility devices.
- Promote good passenger relations by providing positive interaction and courteous treatment of passengers by engaging our passengers in a polite, tactful, and professional manner while assisting with seating, questions, directions, and other public service-related matters; assure passenger comfort, safety, and security.
- Complete, prepare and submit any required paperwork accurately and as scheduled; including, but not limited to timesheets, trip incident forms, accident forms, vehicle inspection forms, maintenance records, and vehicle equipment records.
- Fuel vehicles and turn in receipts.
- Maintain communication with the transit dispatcher and Public Transit supervisory staff as instructed with a mode of communication provided by the program for driver use to report unusual conditions, such as reportable incidents, vehicle collisions, road conditions, passenger safety and security issues, traffic or vehicle equipment problems.

- Utilize universal health and safety precautions when handling blood, urine, feces, vomit, and/or other potentially infectious materials to prevent disease transmission.
- Must remain calm and in control following an incident involving a passenger and/or other vehicles including directing the evacuation of the bus, if necessary; responsible for passenger safety and security following a bus evacuation, responsible for mitigating passenger injury; responsible for vehicle safety and security following an incident.
- Maintain courteous and professional conduct with co-workers, passengers, and the general public at all times projecting a positive public image of our public transit program and services offered.
- Responsible for the interior and exterior cleanliness of vehicles including outdoor work in inclement weather, daily pick up, and sanitation of the vehicle interior.
- Care for and turn in lost and found articles to the dispatcher.
- Completes necessary paperwork, including maintenance and service records.
- Reports all accidents and completes required paperwork.
- Perform other duties as assigned.

### **Essential Job Functions**

#### **Physical:**

- Ability to meet Oregon Driver's License standards at all times.
- Sit in a transit vehicle for extended periods without a break and work longshifts, when needed.
- Able to properly and safely operate transit vehicles, conduct an inspection of vehicles, and assist passengers when boarding/de-boarding a transit vehicle following the Americans with Disability Act (ADA).
- Adheres to all policies regarding transit vehicles operating along fixed/deviated routes and for demand response services. This includes safely driving a passenger vehicle following all state and federal requirements.
- Maintains knowledge of all fixed/deviated routes, stop locations, stop, and cross-connection times.
- Ability to maneuver wheeled passenger devices.
- Lift up to 50 lbs.

#### **Mental:**

- Ability to understand and comprehend written and oral instructions.

- Ability to read, write and comprehend English.
- Ability to communicate effectively in both written and verbal form.
- Ability to perform basic math functions.
- Ability to maintain the confidentiality of work-related information and materials.
- Ability to work with passengers and the public in occasionally stressful situations.
- Ability to greet passengers and the public courteously and professionally.
- Ability to explain County Transit practices and policies to a wide range of audiences, with diplomacy and tact, some of whom may be angry or agitated.
- Ability to use persuasiveness or assertiveness skills, as well as sensitivity to the point of view of others.
- Ability to apply common sense understanding to carry out detailed written or oral instructions.
- Ability to deal with problems efficiently and effectively.
- Ability to work as a team and willingness to support and backup fellow shift employees.

**ADA Statement:**

- Ability to perform the essential functions of this position with or without reasonable accommodation.

X

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Signed and Reviewed

I. MENTAL REQUIREMENTS

This factor measures the total capability required to learn and perform the job competently.

**Learning Development** refers to the level of knowledge or facts, data, principles, ideas, and other information which must be acquired, usually through a combination of formal education programs, work experience, and/or on-the-job training. It encompasses the diversity, complexity, and depth of understanding in such areas as professional fields of study, technical specialties, practical work systems, and applied work methods.

**Problem Challenge** refers to the application of knowledge to work situations as measured by the amount of independent reasoning and judgment which must be used to make decisions, generate ideas or produce results.

Problem Solving Challenges				
1. Work situations are routine and regularly recurring, requiring attention and concentration, but limited discretion, consideration, and planning to adequately respond and carry out work activities.	2. Work situations require consideration and interpretation of circumstances or information to choose the most effective responses. Solutions may be somewhat technical yet are relatively straightforward and well-defined once problems are understood. Responses come from the realm of prior learning and experiences.	3. Work situations are of sufficient scope and variety that significant interpretation and evaluation is required to successfully recognize and define problems. Highly technical judgments and/or constructive thinking involved. Alternative solutions must be considered and short-term action plans must be developed and sequenced.	4. Work situations are broadly defined, complex and diverse, occasionally unprecedented. Problems have many dimensions to consider involving creative thinking limited in scope to related fields of specialization. Consequences must be evaluated, often through formal analytical methods, and strategies developed for action.	5. Work situations are vaguely defined and often unique in character. Problems are very complex and may be abstract, conceptual, and long-term in nature. There is a continual requirement for innovative thought and synthesis, perhaps at the theoretical level.

Learning Development	DE	Problem Solving Challenges														
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
A. Sufficient to understand simple written and oral communications. Basic understanding of simple work processes, methods or equipment. Learning development less than that required for completion of high school curriculum.	A1															
	A2															
	A3															
B. Sufficient to read and write nontechnical information and instruction, perform basic arithmetic calculations, understand commonly used procedures and methods, or operate equipment that requires some training. Learning development equivalent to completion of high school curriculum.	B1															
	B2															
	B3															
C. Specialized vocational or technical knowledge providing a command of certain technical, administrative, and/or operative practices and techniques. Learning development involves the equivalent of some technical or vocational training beyond high school often resulting in a certification.	C1															
	C2															
	C3															
D. Specialized vocational or technical knowledge providing a command of certain technical, administrative, and/or operative practices and techniques. Learning development involves the completion of a formal technical/vocational curriculum often resulting in a degree.	D1															
	D2															
	D3															
E. Knowledge in a recognized professional field or technological discipline sufficient to command various principles, facts, and practical applications. Learning development is obtained by the completion of a college curriculum resulting in a bachelors degree in a specialized field; or masters degree in a narrow specialty; advanced mathematics, very advanced language development, proficient understanding of practical systems.	E1															
	E2															
	E3															
F. Advanced, in-depth understanding in a widely recognized field of study. Additional command of principles, facts, and practices associated with multiple specialized fields. Learning development is obtained by completion of a masters degree program or equivalent through extensive seasoning; very advanced mathematics and language development, advanced understanding of practical systems.	F1															
	F2															
	F3															
G. Complete command and mastery of a very broad professional or scientific discipline sufficient to contribute to the body of knowledge. Additional advanced understanding of the principles, facts, and practices associated with other specialized fields. Learning development obtained by completion of Ph.D., M.D. or J.D. requirements or equivalent.	G1															
	G2															
	G3															

## II. PHYSICAL REQUIREMENTS

JOBMEAS™

This factor refers to the coordinative and manipulative skills as well as the level of exertion required to perform work.

**Physical Skill** is measured by determining the variety and complexity of limb and body movements, the requirement for diverse sequential and simultaneous physical actions, and the need for speed, precision, or timing.

**Physical Effort** measures the amount, type, and continuity of effort which must be expended during the course of work activities.

Physical Effort			
1. Minimal physical exertion is required. Most job time spent sitting with occasional walking. Occasional lifting, guiding, and/or carrying of light-weight materials or equipment.	2. Job requires light physical effort as a part of regular work routine, such as frequent standing and walking; frequent lifting, guiding, and/or carrying of light-weight materials or equipment; occasional periods of sustained effort.	3. Job requires considerable and usually sustained physical effort, as in continuous movement over rough terrain or throughout precarious man-made structures; operation of physically demanding machinery, etc. Occasional heavy exertion.	4. Job requires very heavy physical effort, equivalent to continuous labor involving the use of heavy tools, materials, and/or equipment. Job may be characterized by highly demanding, full body exertion and strenuous lifting, carrying, pushing, pulling, etc.

		DEGREE														
		1	2	3	4	5	6	7	8	9	10	11	12			
Learning Physical Skills	<b>A. Basic level of learned physical skill is required. No special coordination beyond that used for normal mobility and handling of everyday objects and materials is needed to perform the job satisfactorily.</b>	A1			•											
		A2														
		A3														
	<b>B. Some learned physical skill is required. Certain coordinated finger, limb, or body movements must be performed in the course of regular work routines. These can usually be learned and competency developed on the job over a relatively short period of time.</b>	B1														
		B2														
		B3														
	<b>C. Considerable learned physical skill is required. Job requires coordinated physical activities, usually learned through formal and detailed training combined with considerable practice. Speed, precision, and/or timing are important and difficult to achieve. Body movement sequences tend to be involved and somewhat diverse. Skilled physical trade.</b>	C1														
		C2														
		C3														
	<b>D. Job requires a very high degree of physical skill. Complex and diverse sequences of physical action are performed as a significant and essential part of the job. Body movements must often be reflex-like in response to subtle stimuli that must be accurately perceived or changing environmental conditions which must be accurately tracked. Exceptional speed, timing, and/or precision are critical.</b>	D1														
		D2														
		D3														



### III. HUMAN RELATIONS REQUIREMENTS

JOBMEAS™

This factor measures the importance and difficulty of the human relations interactions needed to perform the job.

**Level of Human Relations** refers to the depth of communication skills and human relations abilities which are necessary to achieve work results. It refers to elements such as the level of effectiveness in dealing with others through normal contacts, the need to affect behavioral change in others, to communicate and translate technical or "insider" concepts to others, and to solve problems.

**The Scope of Contacts** refers to the breadth and diversity of individuals and groups with whom the worker must deal on matters of substance and relevance to the work being performed.

		Scope of Contacts											
		1. The important job contacts are with peers in immediate work group and immediate supervisor. Occasional contact with individuals outside the organization may occur.			2. Interpersonal contacts extend to peers in other work groups or to clients/customers who speak the language, either within or outside the organization. Interactions with higher levels of authority beyond immediate supervisor must be conducted on an intermittent basis.			3. Interactions must occur within a diverse set of individuals and groups in representing a variety of roles and authority levels. Interactions are on matters of substance and importance, usually both inside and outside the organization.			4. Continuous interaction with a highly diverse set of individuals, groups, and audiences from throughout the organization and from numerous outside sources (customers, governing boards, vendors, regulatory agencies, media, the general public, etc.) are critical to job performance.		
		1	2	3	4	5	6	7	8	9	10	11	12
Level of Human Relations Skill	A. Job requires ordinary conversational skills and courtesy to exchange routine information, provide routine assistance, and/or help maintain harmony among work associates.	A1											
		A2											
		A3											
	B. Job requires patience in communication and well-developed verbal skills to present and exchange technical or complex information with individuals or small, informal groups. Skills in establishing harmonious relationships, gaining trust and cooperation, and reviewing and guiding the work of others are important.	B1											
		B2											
		B3											
	C. Highly developed verbal skills are required to communicate technical concepts and ideas in individual, group, and large audience situations. Skill in establishing and maintaining cooperation, understanding, trust, and credibility is critical. Skill at influencing the behavior of others is important and may be difficult to achieve.	C1											
		C2											
		C3											
	D. Cooperation and understanding from others are very important and difficult to achieve. Careful strategy is needed to inspire and maintain relationships, build trust and confidence, and affect behavior on others. Convincing others and persuading them to decision or action in individual, group, or large audience formats is essential.	D1											
		D2											
		D3											

# IV. WORK ENVIRONMENT

This factor measures the need to perform under less than optimal working circumstances.

**Performance Environment** refers to those special job demands which contribute to difficulty in completing work assignments. Consideration is given to work pressure (caused by tight deadlines, quotas, heavy and uncontrollable work flow, the need to make immediate judgments with insufficient data, the need to continually be aware of changing events and situations, including technology the need for constant attention to detail, etc.), disturbances in work flow (interruptions and distractions and the need to shift attention to unrelated details), and irregular work hours (caused by call-in, changing work schedules, excess travel, etc.)

**Physical Working Conditions** refers to the work location factors which may cause the job to be disagreeable or dangerous, such as noise and temperature extremes, health and safety hazards, and general discomfort.

		Physical Working Conditions											
		1	2	3	4	5	6	7	8	9	10	11	12
Performance Environment	<b>A.</b> Changes in environments, work pressure, disturbances of work flow, and irregularities in work schedule are infrequent.	A1											
		A2											
		A3											
	<b>B.</b> Work pressure, disturbances of work flow, and/or irregularities in work schedule are expected and occur on an intermittent basis. Changes in the performance environment require occasional upgrading of skills.	B1											
		B2											
		B3											
	<b>C.</b> Work pressure, disturbances of work flow, and/or irregularities in work schedules are frequent and require significant adaptation. The performance environment rapidly evolves, requiring continual upgrading of multiple yet related skills.	C1											
		C2											
		C3											
	<b>D.</b> Work pressure, disturbances of work flow, and/or irregularities in work schedules are almost constant and put a continuous strain on the job incumbent's ability to adapt. The performance environment evolves in a way which requires extensive adaptation and upgrading of skills.	D1											
		D2											
		D3											

# V. ACCOUNTABILITY

This factor measures the total magnitude of job responsibility.

The **Level of Accountability** refers to the degree of responsibility or accountability for the work results of self and others. It considers the positioning of the job in the organization, the level of professional development, and the depth and diversity of responsibility.

The **Scope of Impact** refers to the degree to which the job results affect the work of others or their ability to perform and the final product or service provided by the organization.

- I. INFORMATIONAL, ancillary, or incidental services for use by others who have broader contribution to the final products or services defined in the rating level.
- P. PARTICIPATORY, contributory influence; a key contributor to the product or service provided at each level.
- D. DIRECT, primary, determining, or controlling influence over the nature of the end result or service provided at each level.

## Scope/Magnitude: Organizational Impact

1. Work results impact the immediate work section with little effect beyond. Responsible for results or services that facilitate the work of others in a specific work group.

Industry Standard:

2. Work results impact the accuracy, reliability and acceptability of further results beyond the immediate work section. Work results are noticeable and represent a portion of, or support the product or service received by the customer or general public.

Industry Standard:

3. Work results, decisions, and approvals impact the overall design of internal systems, programs, and/or research; the status of others; and/or critical aspects of the final product or service in terms of quantity or quality.

Industry Standard:

4. Activities, decisions, and approvals have wide range impact on areas and operations throughout the organization. Work results in products or services of such scope where other contributions are subordinate. Work function has a significant influence on the mission of the organization.

Industry Standard:

5. Activities and/or decisions are critically essential to the mission of the organization and affect most or all others in the organization's ability to respond to the demands of the marketplace and the general public, and the viability of the organization in the long run.

Industry Standard:

Level of Accountability	A. Responsible for carrying out detailed work orders, for performing under direct and frequent supervision, and for learning job-related information and techniques. Apprentice or unskilled work.				
	B. Responsible for producing journey-level work output on an independent basis subject to supervisory direction and review. Journey level work in semi-skilled (7) technical, or professional (3) area.				
	C. Responsible for performing work requiring advanced job skills and for responding to work situations with minimum guidance or direction. May be responsible for training and guiding others and/or reviewing their work. Working supervisor/leadperson work, or senior level contributor, in semi-skilled (7), technical, or professional (3) area.				
	D. Responsible for the supervision of output in terms of scheduling, progress, and results; for safety, job training, and morale of others; and records. May perform some output. Generally first-line supervisory work.				
	E. Responsible for initiating, directing, controlling, or performing activities that fully impact a department or a portion of a major function; for operations, materials, staff performance, methods, and economics. Generally first-line management work; supervising through intermediate supervisors or staff professionals in a single function.				
	F. Responsible for initiating, directing and controlling activities that impact a major functional area; integrating the activities of sub-functions where responsibilities are dissimilar yet related, and sometimes conflicting; for planning, staff development, personnel and labor relations, and fiscal economics. Advanced management work supervising through middle management and supervision, usually of several closely related functions.				
	G. Responsible for initiating, directing, controlling and monitoring activities that impact more than one major, functional area, often dissimilar in nature; for major decisions which affect short and long range planning and overall operations. Top management of related yet diverse functions; top executive of organization of limited range.				
	H. Responsible for major decisions that impact current and on-going over all operations for integrating the activities of all major functions; for initiating, directing, and monitoring all organization goals, programs, and policies. Top executive and ownership.				



AGENDA ITEM COVER SHEET
Morrow County Board of Commissioners
(Page 1 of 2)

(For BOC Use)
Item #
5f

Please complete for each agenda item submitted for consideration by the Board of Commissioners
(See notations at bottom of form)

Presenter at BOC: Justin Nelson
Department: District Attorney
Short Title of Agenda Item:
(No acronyms please)

Date submitted to reviewers: 1/21/2022
Requested Agenda Date: 1/26/2022

FTE/Large Budget Items- Reopen Requests

This Item Involves: (Check all that apply for this meeting.)
Order or Resolution
Ordinance/Public Hearing:
1st Reading 2nd Reading
Public Comment Anticipated:
Estimated Time:
Document Recording Required
Contract/Agreement
Appointments
Update on Project/Committee
Consent Agenda Eligible
Discussion & Action
Estimated Time:
Purchase Pre-Authorization
Other Discussion

N/A
Purchase Pre-Authorizations, Contracts & Agreements
Contractor/Entity:
Contractor/Entity Address:
Effective Dates - From: Through:
Total Contract Amount: Budget Line:
Does the contract amount exceed \$5,000? Yes No

Reviewed By:

Department Director Required for all BOC meetings
Administrator Required for all BOC meetings
County Counsel \*Required for all legal documents
Finance Office \*Required for all contracts; other items as appropriate.
Human Resources \*If appropriate

\*Allow 1 week for review (submit to all simultaneously). When each office has notified the submitting department of approval, then submit the request to the BOC for placement on the agenda.

Note: All other entities must sign contracts/agreements before they are presented to the Board of Commissioners (originals preferred). Agendas are published each Friday afternoon, so requests must be received in the BOC Office by 1:00 p.m. on the Friday prior to the Board's Wednesday meeting. Once this form is completed, including County Counsel, Finance and HR review/sign-off (if appropriate), then submit it to the Board of Commissioners Office.

**AGENDA ITEM COVER SHEET**  
**Morrow County Board of Commissioners**  
**(Page 2 of 2)**

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**1. ISSUES, BACKGROUND, DISCUSSION AND OPTIONS (IF ANY):**

I would request that the Morrow County Board of Commissioners reopen the ability to make requests for FTE/Larger Budget items. This is based upon the additional CREZ funding received by the County that was not known until 1/21/2022 during the CREZ Meeting. During this meeting special requests from county departments were turned down based upon the need for County agencies to go directly to the sponsor entity for budget requests.

**2. FISCAL IMPACT:**

**3. SUGGESTED ACTION(S)/MOTION(S):**

Attach additional background documentation as needed.



AGENDA ITEM COVER SHEET
Morrow County Board of Commissioners
(Page 1 of 2)

(For BOC Use)
Item #
59

Please complete for each agenda item submitted for consideration by the Board of Commissioners
(See notations at bottom of form)

Presenter at BOC: Darrell J. Green

Date submitted to reviewers:

Department: Administration

Requested Agenda Date: 1-26-22

Short Title of Agenda Item:

Order No. OR-2022-1: Adopting a Fee Schedule, Effective January 26, 2022

(No acronyms please)

This Item Involves: (Check all that apply for this meeting.)

- Order or Resolution
Ordinance/Public Hearing:
1st Reading 2nd Reading
Public Comment Anticipated:
Estimated Time:
Document Recording Required
Contract/Agreement
Appointments
Update on Project/Committee
Consent Agenda Eligible
Discussion & Action
Estimated Time:
Purchase Pre-Authorization
Other

N/A

Purchase Pre-Authorizations, Contracts & Agreements

Contractor/Entity:

Contractor/Entity Address:

Effective Dates - From:

Through:

Total Contract Amount:

Budget Line:

Does the contract amount exceed \$5,000? Yes No

Reviewed By:

Department Director Required for all BOC meetings
Administrator Required for all BOC meetings
County Counsel \*Required for all legal documents
Finance Office \*Required for all contracts; other items as appropriate.
Human Resources \*If appropriate

\*Allow 1 week for review (submit to all simultaneously). When each office has notified the submitting department of approval, then submit the request to the BOC for placement on the agenda.

Note: All other entities must sign contracts/agreements before they are presented to the Board of Commissioners (originals preferred). Agendas are published each Friday afternoon, so requests must be received in the BOC Office by 1:00 p.m. on the Friday prior to the Board's Wednesday meeting. Once this form is completed, including County Counsel, Finance and HR review/sign-off (if appropriate), then submit it to the Board of Commissioners Office.

**AGENDA ITEM COVER SHEET**  
**Morrow County Board of Commissioners**  
**(Page 2 of 2)**

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**1. ISSUES, BACKGROUND, DISCUSSION AND OPTIONS (IF ANY):**

Semi-annual update to the Morrow County Fee Schedule. Brief explanations are attached from departments requesting changes.

**2. FISCAL IMPACT:**

**3. SUGGESTED ACTION(S)/MOTION(S):**

Move to approve the update to the Morrow County Fee Schedule, effective January 26, 2022, and accompanying Order No. OR-2022-1.

Attach additional background documentation as needed.

# Clerk's Changes

**Roberta Lutcher**

---

**From:** Bobbi Childers  
**Sent:** Monday, January 24, 2022 2:37 PM  
**To:** Roberta Lutcher  
**Subject:** RE: Emailing: January 2022 Fee Schedule Update.pdf

All my passport information changed, and some clean up.

Thanks,

Bobbi

-----Original Message-----

**From:** Roberta Lutcher  
**Sent:** Monday, January 24, 2022 2:20 PM  
**To:** Bobbi Childers <bchilders@co.morrow.or.us>  
**Subject:** FW: Emailing: January 2022 Fee Schedule Update.pdf  
**Importance:** High

Hi Bobbi,

I'm wrapping up the agenda cover sheet for the Fee Schedule on Wednesday. Could you send me a reply on what changed on this fee schedule vs. the last one? If I could have it by 4:00, that would be helpful.

(I've attached your schedules - first one is from July and second one is the latest and greatest, so you can reference them.)

Thank you,

Roberta Lutcher  
Executive Assistant  
Morrow County Administration & Board of Commissioners  
541-676-5613 (5303)  
P.O. Box 788  
110 N. Court St.  
Heppner, OR 97836  
Email: rlutcher@co.morrow.or.us

-----Original Message-----

**From:** Roberta Lutcher



Juvenile Dept. Changes

December 7, 2021

Morning Roberta,

Attached is our updated fee schedule. We took off any fees/fines regarding supervision and tobacco with the passing of SB 817, that eliminated the ability to charge fees/fines for youth and families.

Let me know if you have any questions.

Thanks,

**Christy Kenny**

**Director**

Morrow County Juvenile Department

Heppner Office: 541-676-5642

Cell: 541-371-1693

Fax: 541-676-9836

[ckenny@co.morrow.or.us](mailto:ckenny@co.morrow.or.us)

## Planning Department Changes

**Table I**  
**Planning Department Fee Schedule**  
 Revised **December 29, 2021**

<b>Preapplication Review</b>	\$100
Recommended for land partition, subdivision, Conditional Use Permit (CUP)	
Required for Plan or Zone Change applications, energy* projects	
<b>Partition, Boundary Line Adjustment, Replat</b>	
Land Partition and/or Replat	\$600
Property Line Adjustment	
A. Ministerial (no previous plat)	\$450
B. Property Line Adjustment by replat	\$600
Partition for Financial Purpose	\$450
Subdivision	\$600
(Additional for each lot, \$6,000 max)	\$40
<b>Use Permits</b>	
Conditional Use Permit (CUP)	\$600
Variance	
Minor variance	\$250
Major variance	\$600
Hardship variance	\$250
Administrative Renewal (of variance permit)	\$150
Land Use Decisions (LUD) (non-resource zone)	\$600
<b>Legislative Actions</b>	
Zone Change or map amendment	\$1,500
Comprehensive Plan Amendment	\$1,500
Aggregate (EFU Zone) including CUP	\$1,750
Plan Amendment with Goal Exception and/or Zone Change	\$3,000
Text Amendment	\$1,500
<b>Zoning Permits</b>	
<b>Zoning Permit with Site Plan Review</b>	
Single Family Dwelling or Accessory Structure	\$50
Duplex or Multi-Family Dwelling (per unit)	\$25
Farm or Forest Dwelling (after LUD) or Accessory Structure in farm or forest zone.	\$100
<b>Commercial Zone</b>	
A. Addition of a structure or feature, existing development	\$250
B. New or Change of Use	\$500

Commented [TM1]: "map" added for clarity

Commented [TM2]: Typically county initiates text amendments but private persons may initiate.

Commented [TM3]: Added for clarity

Commented [TM4]: Added for clarity

## Planning Department Changes

<b>Industrial Zone</b>	
A. Addition of Structure or Feature	\$250
B. New or Change of Use	\$500
Met Towers	\$500
Airport Light Industrial Use with Special Provisions	\$300
Energy or Utility Facility	\$250
Temporary Use Permit	\$50
<b>Site Development Review</b>	<b>\$600</b>
<b>Farm Agriculture Exempt Permit</b> (in addition to Zoning Permit and Recording Fee)	<b>\$150</b>
<b>Floodplain Development Permit</b>	<b>\$250</b>
<b>Floodway Development Permit</b> (with flood study)	<b>\$500</b>
<b>Land Use Compatibility (LUC) Statements</b>	<b>\$25</b>
Onsite Septic with Zoning Permit	\$0
Onsite Septic without Zoning Permit (repairs, etc.)	\$25
All other LUCS (per tax lot up to 10 tax lots)	\$25
<b>Land Use Decision Application in Farm and Forest Zone</b>	
<b>Farm and Forest Dwellings</b>	
Replacement Dwelling (replace existing structure)	\$200
Replacement Dwelling (previous home site)	\$600
Accessory Dwelling	\$600
Hardship Dwelling	\$600
Lot of Record Dwelling	\$600
Non-Farm Dwelling	\$600
Income Test Dwelling on EFU-zoned land	\$600
Farm Income Dwelling	\$600
Farm Parcel Size Dwelling	\$200
Forest Template Dwelling	\$600
Forest Lot of Record	\$600
Forest Large Tract Dwelling	\$600
Temporary Use Permits	
12-month Review/Renewal	\$50
Utility Facility or Transmission Line	\$2,000
Other Land Use Decisions	\$600

Commented [TMS]: Replacement of an existing structure is a Zoning Permit, not a LUD Application.

### Agri-Tourism and Events

## Planning Department Changes

Single Event License	\$100
Up to six events/year	\$250
Up to 18 events/year	\$600
Mass Gatherings	\$600

<b>Zoning or Comprehensive Plan Verification</b>	
Planning Director Review	\$100
Planning Commission Review	\$500

**Environmental Assessment and Impact Reviews (per hour)**      \$75

**Speedway Site Development Review**      \$600

**Planned Unit Development**      \$600  
 Additional amount for each lot or dwelling unit      \$40  
 (Maximum \$6,000)

**Street/Road Dedication** - request not a part of a subdivision      \$250

Access or Road Approach Permit – (see Table K County Public Works Fee Schedule)

**Change of Street/road name or new street/road name**      \$250

**Rural Address**      \$200

**Cell Towers**

- A. Change to existing tower less than 200' (ZP or CUP amendment)      \$250
  - B. New Tower, less than 200', EFU, FR, RR, PI, MG, RSC (ZP)      \$250
  - C. New Tower, less than 200', FU, SR (CUP)      \$600
  - D. New Tower, 200' and over, RSC, Rr, FR,PI (ZP)      \$250
  - E. New Tower, 200' and over, EFU, RR1, FU, SR, MG (CUP)      \$600
- Also applicable to existing facilities

**Energy Facilities (see above for applicable Zoning Permit fee)\*\***

- Pre-application Meeting (required)      \$500
- Conditional Use Permit for Energy Facility - county jurisdiction      \$2,500
- Land Use Decision or Other depending on zone- county jurisdiction      \$2,500

**Commented [TM6]:** This referenced here to signify a separate permit and also to authorize Planning Department to charge fee if application submitted/processed in Planning Department.

## Planning Department Changes

Fee for Oregon Department of Fish & Wildlife (ODFW) and State Historic Preservation Office (SHPO) coordination per ORS 215.446	TBD
Conditional Use Permit for Energy Facility – <i>Energy Facility Siting Council (EFSC)</i> jurisdiction	\$2,500
Additional Fee per Megawatt (MW)	\$500
< 10 MW	\$0
> 10 MW (per megawatt)	\$500
Conditional Use Permit Amendment - EFSC jurisdiction	\$2,500
Conditional Use Permit Amendment - county jurisdiction	\$2,500

### Appeals

Request for a Hearing	
Ministerial Decision	\$250
Administrative Decision	\$250
Appeal of a Planning Commission Decision	\$500

### Publications (available for fee on website)

Comprehensive Plan	\$150
Zoning Ordinance	\$75
Subdivision Ordinance	\$20
Other Plans (per page)	\$25

Commented [TM7]: Previously blank. Cost would be cost to copy.

### Permit Extension or Amendment

Zoning Permit	N/C
Ministerial Decision amendment or extension	\$150
Administrative Review Amendment or Extension	\$250
Planning Commission Decision Extension	\$250
Planning Commission Decision Amendment	\$250

Land Use Board of Appeals (LUBA) Remand Hearing in front of Board of Commissioners	\$600
Fee to prepare record for LUBA	\$500
Site Visit (per hour)	\$75
Research Fee (hourly after first free hour)	\$50

### Code Enforcement Induced Application Penalty

Application made to resolve a code violation will be subject to twice the normal application fee

### GIS Services

Map Design and Analysis	\$75/hour
-------------------------	-----------

## Planning Department Changes

### Digital Media

Morrow County Shapefiles (Shipping will be added)	\$75
Publicly Available Shapefiles (Shipping will be added)	\$25

### Hard Copy Maps- Wide Format Printer (Plotter)

18"x24" Black and White	\$5/each
18"x24" Color Lines	\$7/each
18"x24" Full Coverage Color	\$10/each
36"x24" Black and White	\$10/each
36"x24" Color Lines	\$14/each
36"x24" Full Coverage Color	\$20/each
36"x24" Photo Quality Paper	\$40/each
36"x48" Black and White	\$20/each
36"x48" Color Lines	\$28/each
36"x48" Full Coverage Color	\$40/each
36"x48" Photo Quality Paper	\$80/each

### Morrow County Disclaimer:

Morrow County Geographical Information System products contain information from publicly available sources that are subject to constant change. Morrow County makes no warranties or guarantees, either expressed or implied, as to the completeness, accuracy, or correctness of this product, nor accepts any liability arising from any incorrect, incomplete or misleading information contained therein.

The information presented in these products does not replace or modify land surveys, deed, and/or other legal instruments defining land ownership and use. All drawing components (lines, curves, points, etc.) are created as a representation and should not be construed as actual. YOU SHOULD ALWAYS USE THE ORIGINAL RECORDED DOCUMENTS TO ANSWER LEGAL AND SURVEY QUESTIONS.

## Planning Department Changes

.Planning/Budget/Fees/Fee Schedule12/29/21w TM notes

**Public Health Changes**  
**Red = Price Increase**  
**Green = Price Decrease**

**Public Health Department**  
**Oregon Immunization Program, Vaccine Costs by Dose for Billable**  
**Clients July-December 2021**  
**(Clinics Must Not Charge Higher Than Published Prices)**

VACCINE	Brand	Previous Price	Current Price
Diphtheria, Tetanus, Pertussis (DTaP)	Infanrix	\$21.53	\$21.53
	Daptacel	\$25.11	\$25.11
DTaP/Hepatitis B (HepB)/Polio (IPV)	Pediarix	\$74.19	\$74.19
Diphtheria, Tetanus, Pertussis (DTaP)/ Polio (IPV)	Kinrix	\$53.67	\$53.67
Inactivated Polio Vaccine (e-IPV)	IPOL	\$35.08	\$35.08
Hepatitis A (Hep A)	Havrix	\$28.44	\$28.44
	Vaqta	\$31.34	<b>\$32.26</b>
	Havrix (Adult)	\$40.70	\$40.70
	Vaqta (Adult)	\$63.74	<b>\$65.63</b>
Hepatitis B (Hep B)	Engerix-B	\$16.31	\$16.31
	Recombivax HB	\$19.57	<b>\$16.68</b>
	Engerix-B (Adult)	\$43.08	\$43.08
	Recombivax HB (Adult)	\$50.64	<b>Currently Unavailable</b>
Hepatitis A & B (Hep A/B)	Twinrix	\$87.05	\$87.05
Haemophilus influenzae Type B (Hib)	PedVaxHIB	\$27.25	<b>\$28.04</b>
Human Papillomavirus (HPV9)	Gardasil 9	\$239.29	<b>\$253.30</b>
Meningococcal ACWY	Menveo	\$114.30	\$114.30
Measles, Mumps, & Rubella (MMR)	MMR II	\$82.49	<b>\$87.31</b>
Measles, Mumps, Rubella & Varicella (MMR-V)	ProQuad	\$235.28	<b>\$250.01</b>
Pneumococcal Polysaccharide (Pneumo 23)	PneumoVax 23	\$110.45	<b>\$117.08</b>
Pneumococcal Conjugate (Pcv 13)	Prevnar 13	\$209.75	\$209.75
Rotavirus	Rotarix	\$119.89	\$119.89
	RotaTeq	\$89.00	<b>\$90.49</b>
Tetanus & Diphtheria (Td)	Tenivac	\$32.25	\$32.25
Tetanus, Diphtheria & Pertussis(Tdap)	Boostrix	\$37.79	<b>\$36.02</b>
Varicella	Varivax	\$142.47	<b>\$150.97</b>



## Airport Fee Changes Highlighted

### MORROW COUNTY PUBLIC WORKS AIRPORT FEE SCHEDULE

#### Airport Hangar Rent

Hangar type	Square feet	March 3, 2021	February 2022
		\$0.155142/sf	\$0.177305/sf
Large Hangar #1	3,560	\$552.30	\$631.20
Standard Hangar #2	1,128	\$175.00	\$200.00
Standard Hangar #3	1,128	\$175.00	\$200.00
Standard Hangar #6	1,128	\$175.00	\$200.00
Standard Hangar #7	1,128	\$175.00	\$200.00
Medium T Hangar #4	1,529	\$237.21	\$271.10
Medium L Hangar #5	1,319	\$204.63	\$233.86

Through the fence ingress/egress per operator	\$75.00 per month
Secured Vehicle Parking	\$10.00 per month with agreement
Aviation Fuel	\$0.65 Profit Margin markup on current price
Utility lease with new Ag site	\$175.00 per month with agreement
Ground Lease	\$0.75 per square foot

**BEFORE THE BOARD OF COMMISSIONERS  
FOR MORROW COUNTY, OREGON**

IN THE MATTER OF ADOPTING                    )  
A FEE SCHEDULE FOR MORROW                )  
COUNTY    )

ORDER NO. OR-2022-1

**THIS MATTER HAVING COME BEFORE THE BOARD OF COMMISSIONERS** at its regularly scheduled meeting on January 26, 2022, the Board finds the County may assess fees for actual costs incurred by the County to the public (County Ordinance MC-C-1-83 and under Oregon Revised Statutes) and issues the following Order approving the following attached Fee Schedule:

- Table A: Assessor/Tax Collector
- Table B: Clerk
- Table C: District Attorney
- Table D: Environmental Health
- Table E: Fair
- Table F: Finance
- Table G: Justice Court
- Table H: Juvenile Department
- Table I: Planning Department
- Table J: Public Health
- Table K: Public Works
- Table L: Sheriff's Office
- Table M: Surveyor
- Table N: Treasurer
- Table O: Whole County

Also including other fees as may be assessed under the Oregon Revised Statues (ORS).

NOW, THEREFORE, IT IS ORDERED that the Fee Schedule will become effective January 26, 2022.

DATED this 26<sup>th</sup> day of January 2022

**BOARD OF COMMISSIONERS OF  
MORROW COUNTY, OREGON**

\_\_\_\_\_  
Jim Doherty, Chair

\_\_\_\_\_  
Melissa Lindsay, Commissioner

\_\_\_\_\_  
Don Russell, Commissioner

Approved as to Form:

\_\_\_\_\_  
Morrow County Counsel

## Assessor/Tax Collector Fee Schedule

<b>Computer Print-Outs or Photo Copies</b> (Black & White)	\$0.25 per page
<b>Computer Print-Outs or Photo Copies</b> (Color)	\$1.00 per page
<b>Appraisal Packet</b> (12 pages or more)	\$3.00
<b>Sales Prints</b>	\$5.00
<b>Farm Sales</b> (Per Year)	\$5.00
<b>Request for Estimate of Add'l Tax on Special Assessment Disqualification</b>	\$25.00
<b>Sign Plats</b>	\$80.00
<b>Sale of Maps:</b>	
<u>18"X20"</u>	\$3.00 each
Full Set	\$250.00
North Only	\$150.00
South Only	\$100.00
<u>8 ½"x11"</u>	\$0.50 each
Full Set	\$75.00
North Only	\$50.00
South Only	\$25.00
<b>Mailing Documents:</b>	
Cost of Information Per Above Fees + Actual Postage Amount + Postage & Handling Fee	\$1.00
<b>Emailing Documents:</b>	
Cost of Information Per Above Fees +E-mail & Handling Fee (For Each Email)	\$1.00
<b>Monthly Data Exchange Reports</b> (Yearly Fee)	\$200.00
<b>Property Query Subscription</b> (Yearly Fee)	\$400.00
<b>Certification Fee</b> (Per Page)	\$5.00
<b>Not Sufficient Funds (NSF) Check Fee</b>	\$35.00
<b>Personal Property Warrant Fees</b>	\$52.00
<b>Duplicate Tax Statement</b> (On Green or Yellow Paper)	\$5.00
<b>Assessment File</b>	\$30.00
<b>Extensive Property Research</b> (Per Hour)	\$25.00
<b>Custom Reports</b> (Minimum Fee)	\$30.00
<b>GIS Data file</b>	\$30.00



Table B

**A non-standard fee will be applied to all Trust Deed, Deed of Trust if the words "Lender is Beneficiary" does not appear on the first page of instrument.**

**RE-RECORDINGS: Treated as a new document all recording fees apply**

1. An instrument that has been previously recorded may be rerecorded to make corrections in the original instrument.
  
2. The county clerk shall record an instrument presented for rerecording as provided in subsection (1) of this section. The corrected instrument need not be acknowledged again. The person presenting the instrument for rerecording shall cause a rerecording certificate to be affixed to the first page of the instrument or to a cover sheet authorized by ORS 205.234 (2) added as a new first page to the instrument. The rerecording certificate shall contain the words "RERECORDED AT THE REQUEST OF \_\_\_\_ TO CORRECT \_\_\_\_. PREVIOUSLY RECORDED IN BOOK \_\_\_\_ AND PAGE \_\_\_\_, OR AS FEE NUMBER \_\_\_\_."
  
3. A certified copy of a recorded instrument **may not** be altered for the purpose of correcting the original instrument. The person presenting the instrument may present an unaltered certified copy of the recorded instrument when it is attached to a cover sheet authorized by ORS 205.234 (2). The cover sheet must contain the rerecording certificate described in subsection (2) of this section. The re-recorded document may include attachments identified on the cover sheet that are necessary to make the corrections.

<b>Partition Plat - 3 lots or less Clerk's base fee</b>	<b>\$116.00</b>
All Plats, if more than one (1)	
Mylar page, additional per page cost of	<b>\$ 5.00</b>

**\* See Assessor/Tax Collector/Surveyor's fee schedule**

<b>Subdivision -</b>	<b>CLERK BASE FEE</b>	<b>\$ 86.00</b>
<b>20 lots or less</b>	<b>PLUS BASE FEE</b>	<b>\$100.00</b>
<b>21 Through 29</b>	<b>PLUS BASE FEE</b>	<b>\$150.00</b>
<b>30 Through 49</b>	<b>PLUS BASE FEE</b>	<b>\$200.00</b>
<b>50 through 74</b>	<b>PLUS BASE FEE</b>	<b>\$250.00</b>
<b>75 through 100</b>	<b>PLUS BASE FEE</b>	<b>\$300.00</b>
<b>Over 100 lots</b>	<b>PLUS BASE FEE</b>	<b>\$350.00</b>
All Subdivisions, if more than one (1) Mylar page, additional per page cost \$5.00		

**\*Additional costs from Assessor/Tax Collector and Surveyor**

**License Fees**

Marriage License	<b>\$50.00</b>
Duplicate Ceremonial Certificate	<b>\$5.00</b>
Duplicate Marriage License	<b>\$10.00</b>
Marriage affidavit of correction	<b>\$10.00</b>
Certified Copy	<b>\$7.75</b>

**Public Record Fees:**

Location	<b>\$3.75</b>
Certification	<b>\$3.75</b>
Photo Copy	<b>\$ .25 per page/image</b>
Filing fee (not recorded)	<b>\$5.00</b>

Table B

List of Registered Voters	<b>\$3.75 + 12.50 Set up fee + \$ 0.25 per image</b>
All sent images (FTP, email, etc.)	<b>\$3.75 Location; per image \$0.25</b>
Fax fee	See County Schedule
Abstracts-Election Results	<b>\$3.75 Location; per image \$0.25</b>

**Service Fees:**

Death Certificate: *first 6 months after death only* **\$ 25.00**

We only issue in county deaths: All others use - Oregon Vital Records

Marriage Ceremony (in office) **\$117.00**

Passport Acceptance Processing Fee (All First Time Applicants) **\$ 35.00**

Passport Pictures **\$ 14.00**

Book \*(16 & older) (CHECK OR MONEY ORDER TO US DEPARTMENT OF STATE) **\$130.00** Valid for 10 years

Book and **Card** \* Card is only for land travel **\$160.00** Valid for 10 Years

Book \*(15 & younger) (CHECK OR MONEY ORDER TO US DEPARTMENT OF STATE) **\$100.00** Valid for 5 years

Book and **Card** \* Card is only for land travel **\$115.00** Valid for 5 years

Card (16 & older) (CHECK OR MONEY ORDER TO US DEPARTMENT OF STATE) **\$30.00** Valid for 10 years

Card (15 & younger) (CHECK OR MONEY ORDER TO US DEPARTMENT OF STATE) **\$15.00** Valid for 5 years

Expedite Fee CHECK OR MONEY ORDER TO US DEPARTMENT OF STATE) **\$60.00** per application (mailing envelopes extra)

Information on Passports [travel.state.gov](http://travel.state.gov)

**Table C**  
**District Attorney Fee Schedule**

Discovery Fees (copies)

Felony Cases (up to 50 pages)	\$ 25.00
Misdemeanor Cases (up to 50 pages)	\$ 20.00
Measure 11 Cases (up to 100 pages)	\$100.00
Homicide (up to 450 pages)	\$200.00
\$0.30 per page after flat fee limit	

\$5 per criminal history or actual cost, whichever is greater

*(Available only to Defense Attorneys who agree to abide by the non-disclosure statute)*

DVDs	\$ 15.00
CDs	\$ 15.00
Audio Cassette Tapes	\$ 10.00
VHS Tapes	\$ 15.00
Probation Violations (PVs)	\$ 15.00
Lab Reports	\$ 7.00
Autopsy Diagnosis Report	\$ 13.00
Autopsy Complete Report	\$ 30.00
Expunge Conviction Processing Fee	\$100.00

## Table D

### Morrow County Fee Schedule Environmental Health

#### Food Service Annual Fee (January 1 to December 31)

<i>Description</i>	<i>Fees</i>
Full service restaurant	
0-15 seats	\$568
16-50 seats	\$638
51-150 seats	\$730
150+ seats	\$809
Not for profit License	\$100
Limited service Restaurant	\$323
Bed and Breakfast	\$232
Commissary	\$406
Warehouse	\$163
Mobile food unit	
Class 1 to 3	\$222
Class 4	\$421
Benevolent facility, whose main focus is to serve food directly to indigent populations at no charge	\$-0-
Temporary Restaurant	
Single event, intermittent and seasonal	\$77
Not for profit license – intermittent and seasonal	\$50
Not for profit license – 90-day license	\$50
Not for profit license – single event (per calendar year)	\$50
Not for profit license – single event (per calendar year) if qualifies as benevolent organization	\$34
Fee due in health department 5 days prior to event, and if not paid by that time, then the following fee charged:	
Single event, intermittent and seasonal	\$132
Not for profit license – intermittent and seasonal/90 day	\$55
Temporary at event (operating without a license)	\$264
Vending machines (by number of machines)	
1-10 units	\$43
11-20 units	\$85
21-30 units	\$117
31-40 units	\$160
41-50 units	\$196
51-75 units	\$238
76-100 units	\$323
101-250 units	\$562
251-500 units	\$890
501-750 units	\$1214
751-1000 units	\$1485
1001-1500 units	\$1940
1501+ units	\$2429



**Table D**

Reinstatement fee - to reinstate a license after the December 31 expiration, the applicant must pay a reinstatement fee of \$100 in addition to the license fee required. The reinstatement fee shall increase by an additional \$100 on the first day of each succeeding month until the license is reinstatement	\$100 per month
Inspection fee – Quarterly inspections resulting from 2 consecutive failures of 70 points or less	One-half of original license fee for each inspection
Reinspection fee – for any reinspections beyond 2 in one calendar year	\$141/hour with 1 hour minimum

**Tourist Facilities Annual Fee (January 1 to December 31)**

<i>Description</i>	<i>Fees</i>
Tourist accommodation	\$65
Organizational camp	\$65
Recreational Vehicle Park (by number of spaces)	
0-50 spaces	\$65 + \$2.00/space
51-100 spaces	\$65 + \$2.00/space
101+ spaces	\$65 + \$1.39/space
Non-renewal/late penalty fee – facilities that renew later than January 15 will be assessed a penalty fee of 50% of the original fee, and another 50% on the first day of each successive month of delinquency until the fee is paid in full	50% per month

**Pool Facilities Annual Fee (January 1 to December 31)**

<i>Description</i>	<i>Fees</i>
First pool/spa	
Seasonal	\$152
Annual	\$239
Additional pool/spa	
Seasonal	\$89
Annual	\$152
Reinspection fee – For any reinspections beyond 2 in one calendar year	\$141/hour, with 1 hour minimum
Non-renewal/late penalty fee – facilities that renew later than January 15 will be assessed a penalty fee of 50% of the original fee, and another 50% on the first day of each successive month of delinquency until the fee is paid in full	50% per month

**Plan Review**

<i>Description</i>	<i>Fees</i>
Full Service restaurant	\$379
Limited service restaurant	\$110
Seasonal temporary restaurant	\$110
Bed and Breakfast	\$110
Commissary	\$186

**Table D**

Warehouse	\$76
Mobile food unit	
Class 1 to 3	\$110
Class 4	\$220
Benevolent facility, whose main focus is to serve food directly to indigent populations at no charge	\$-0-
Not for profit	\$190
School Plan Review	\$138
Remodeling	
Full service restaurant	\$138
All other food facilities	\$76

**Inspection Fee for Facilities Licensed by Other Agencies**

<i>Description</i>	<i>Fees</i>
Child care facilities	\$192
Head Start facilities	\$192
Schools	
Central kitchen	\$229
On-site prep kitchen	\$192
Finishing kitchen	\$172
Satellite	\$76
Summer Education Programs	
Serve site	\$117
Kitchen preparation	\$227
Waiver food service site	\$192
Waiver satellite site	\$76
Correctional facilities – per hour (time includes travel and reporting)	\$141/hour
Non-licensed facilities – per hour (time includes travel and reporting)	\$141/hour

**ONSITE Wastewater Treatment System (all application fees include \$100 DEQ Surcharge Fee unless otherwise noted)**

<i>Description</i>	<i>Fees</i>
Site Evaluation	
Single family dwelling – First lot	\$780
Single family dwelling – Each additional lot evaluated during initial visit	\$780
Commercial facility with a design capacity of 1,000 gpd or less	\$780
Commercial facility with a design capacity of 1,001 – 1,500 gpd	\$956
Commercial facility with a design capacity of 1,501 – 2,000 gpd	\$1,032
Commercial facility with a design capacity of 2,001 – 2,500 gpd	\$1,208
Existing system report	\$740
Construction/Installation Permits	
For systems with a design capacity of less than 600 gpd	
System Type A	\$548
System Type B	\$964
System Type C	\$1,108

**Table D**

System Type D	\$1,335
System Type E	\$1,620
Plan Review for Commercial Facility Systems	\$-0-
For systems with a design capacity of 601-1,000 gpd	
System Type A	\$548
System Type B	\$964
System Type C	\$1,108
System Type D	\$1,335
System Type E	\$1,620
Plan Review for Commercial Facility Systems	\$368
For systems with a design capacity of 1,001-1,500 gpd	
System Type A	\$644
System Type B	\$1,060
System Type C	\$1,204
System Type D	\$1,413
System Type E	\$1,760
Plan Review for Commercial Facility Systems	\$432
For systems with a design capacity of 1,501-2,000 gpd	
System Type A	\$740
System Type B	\$1,156
System Type C	\$1,300
System Type D	\$1,491
System Type E	\$1,812
Plan Review for Commercial Facility Systems	\$496
For systems with a design capacity of 2,001-2,500 gpd	
System Type A	\$836
System Type B	\$1,252
System Type C	\$1,396
System Type D	\$1,569
System Type E	\$1,908
Plan Review for Commercial Facility Systems	\$560
Reinspection fee - System Types A - E (No surcharge fee)	\$141
Type A = Gray water waste disposal sumps	
Type B = Holding tanks	
Type C = Standard subsurface, absorption trenches in saprolite, redundant, seepage trench, steep slope	
Type D = Alternative treatment technologies, capping fill, pressurized distribution, tile dewatering	
Type E = Recirculating gravel filter, sand filter (commercial or residential)	
Pump Evaluation fee. For all permits for Types A and B that specify the use of a pump or dosing siphon except for sand filter, alternative treatment technologies, recirculating gravel filter, and pressurized distribution systems. (No surcharge fee)	\$64
Alteration Permits:	
Major Alteration	\$652
Minor Alteration	\$364

**Table D**

Repair Permits - Single Family Dwelling	
Major Repair	\$635
Minor Repair	\$356
Repair Permits - Commercial Facility	
Major Repair	\$1,108
Minor Repair	\$563
Permit Transfer, Reinstatement or Renewal	
Field Visit Required	\$620
Field Visit Not Required	\$252
Authorization Notices:	
Field Visit Required	\$724
Field Visit Not Required	\$260
Renewal of hardship authorization for temporary dwelling:	
Field Visit Required	\$430
Field Visit Not Required	\$200
Alternative system inspection - Holding tanks	\$484
Alternative system inspection	\$628
Land Use Clearance (No surcharge fee)	\$50
Annual report evaluation – Holding tanks (No surcharge fee)	
Hard copy submittal	\$30
Online submittal	\$25
Annual report evaluation - Sand filters, pressurized distribution systems, recirculating gravel filers, and alternative treatment technology (No surcharge fee)	
Hard copy submittal	\$60
Online submittal	\$50
Pumper truck inspections (No surcharge fee)	
First vehicle, each inspection	\$100
Each additional vehicle, each inspection	\$50

**Table E**  
**Morrow County Fair & Rodeo Usage Fees**

Annex

Includes Kitchen: \$65.00 (\$100 refundable cleaning/damage deposit)	= \$165.00
½ Day Use: \$32.50 (\$100 refundable cleaning/damage deposit)	= \$132.50

Dance Hall

Includes Kitchen: \$130.00 (\$200 refundable cleaning/damage deposit)	= \$330.00
½ Day Use: \$65.00 (\$200 refundable cleaning/damage deposit)	= \$265.00

Outside Pavilion

Includes Bathrooms: \$40 (\$100 refundable cleaning/damage deposit)	= \$140
Without Bathrooms:	= \$0
Tables (Flat Fee)	= \$25.00
Chairs (Flat Fee)	= \$30.00

RV Hookups

With water, sewer and electricity	= \$26.00/day
Without water, sewer and electricity	= \$17.00/day

Wilkinson Arena

Includes daily grooming, bleachers, and restrooms. Lights are separate, by tokens only	
Daily: \$300.00 (\$500 refundable cleaning/damage deposit)	= \$800
Weekend: \$500.00 (\$500 refundable cleaning/damage deposit)	= \$1,000

Each additional grooming	= \$30.00
No Reservation Usage:	= \$5.00/hr.
(Tokens available at MCGG and Fair Office)	

OTPR ARENA

Arena ONLY (plus refundable Rough Stock Chute Damage Deposit)	= \$150/day
Arena w/roping or bucking chute (plus refundable Rough Stock Chute Damage Deposit)	= \$200/day
Rough Stock Chute Damage Deposit (refundable)	= \$500
Stall Rental per day	= \$10
Stall Rental (Month per Horse)	= \$100
Outside pen rental (per pen)	= \$10

**Table F**  
**Finance Department Fee Schedule**

Copies of Budget	\$10.00
Copies of Financial Statements	\$10.00

**Table G**  
**Justice Court Filing and Other Fees**  
(Effective 10-1-19)

**PLEASE NOTE THE FOLLOWING:** The Clerk of the court shall not accept for filing any document except upon the payment of the fees set forth below and such other fees as may be allowed or required by law for the filing of such documents. Payment of fees must be by cash, money order or cashier's check. The Clerk shall not accept personal checks for the payment of fees; personal checks are not legal tender.

Civil Actions: (Civil Action Fee applies to ANY civil filing that is not a Small Claim or FED)

Plaintiff's Filing Fee	<b>\$90.00</b>
Defendant's Filing/Appearance Fee	<b>\$90.00</b>
Jury Trial Fee	<b>\$125.00</b>
(Paid by party demanding jury trial at the time the demand is made)	
Trial Fee (Paid by Plaintiff at the time trial is set)	<b>\$75.00</b>
Motion Fee	<b>\$30.00</b>
(See ORS 21.200 for a listing of motions requiring this fee. Fee must be paid by moving party when motion is filed.)	

Small Claims:

Plaintiff's Filing Fee	<b>\$37.00</b>
Defendant's Answer Fee	<b>\$37.00</b>
(No Fee to Defendant who confesses or admits claim)	
Defendant's Answer with Demand for Jury Trial	<b>\$215.00</b>
(Amount in controversy must exceed \$750) (\$490 Civil Answer Fee + \$125 Jury Trial Fee)	
Plaintiff's Additional Fee after Defendant's Answer	<b>\$53.00</b>
(Plaintiff's filing of Complaint & Summons and payment of additional \$53 fee removes an action from the Small Claims Docket to the Civil Docket.)	

Forcible Entry & Wrongful Detainer (FED) Fee (Dwelling Unit to which ORS Chapter 90 Applies):

Plaintiff's Filing Fee	<b>\$88.00</b>
Defendant's Answer/Appearance Fee	<b>\$88.00</b>
(There is no filing fee for a defendant who attends the first appearance, unless the defendant files an answer or files a pleading, such as an ORCP 21 motion.)	
Jury Trial Fee	<b>\$125.00</b>
(Jury Trial Fee must be paid by party making demand at the time demand is made)	
Trial Fee (Paid by Plaintiff at the time the trial is set)	<b>\$75.00</b>

FED (commercial or non-residential):

Plaintiff's Filing Fee	<b>\$90.00</b>
Defendant's Filing/Appearance Fee	<b>\$88.00</b> [See ORS 105.130(3)]
Jury Trial Fee	<b>\$125.00</b>
(Paid by part demanding jury trial at the time the demand is made.)	

Trial Fee **\$75.00**

(Paid by Plaintiff at the time the trial is set)

**Note:** The plaintiff's fee set forth in ORS 105.130(2) applies only to FEDs for dwelling units subject to ORS Chapter 90. The Civil Action Fee applies to all other FEDs. Pursuant to ORS 105.130(3), the Defendant's Filing Fee applies to all FEDs, not just those to which ORS Chapter 90 applies.

#### OTHER FEES

Filing Fee for Motion to Set Aside Conviction **\$281.00**

(As per ORS 137.353(2)(d), the fee is that established under ORS 21.135.)

Motion Filing Fee for any of the following:

(To be paid by the party filing the motion and by the party responding to the motion)

- Motion for Summary Judgment under ORCP 47
- Motion for JNOV under ORCP 63
- Motion for a new trial under ORCP 64
- Motion for relief from judgment under ORCP 71
- Motion for preliminary injunction under ORCP 79
- Motion seeking remedies for contempt of court

Filing Fee for Motion to Set Aside Arrest **\$90.00**

(Civil Action filing fee still applies to Motions filed under ORS 137.225(1)(b))

Writ of Garnishment or Writ of Execution **\$20.00**

**[If small claim, must also pay additional \$9.00 to transcribe to Civil Docket, ORS 55.130(2)]**

Notice of Restitution (FED) **\$10.00**

Transcript of Judgment **\$ 9.00**

Certified Copy of Judgment **\$ 9.00**

Not Sufficient Funds (NSF) Check Fee **\$35.00**

For each official certificate **\$10.00**

[For example, a certified copy of a document such as a Satisfaction of Judgment. Be sure to also collect the Search Fee and Copy Fee as provided in ORS 205.320 for locating and copying the document or record requested. ORS 51.310(1)(j).]

#### COSTS, DISBURSEMENTS & PREVAILING PARTY FEES

Prevailing Party Fees are fees set by statute (ORS 20.190) and are awarded to the prevailing party in certain Civil Actions as a matter of right. The Prevailing Party Fee is awarded as part of Costs and Disbursements. Prevailing Party Fees, Costs and Disbursements, are required to be awarded to the prevailing party as a matter of law, ORS 52.010(2). A prayer for Costs and Disbursements in a party's pleading is not necessary to trigger the right to recover Costs, Disbursements and the Prevailing Party Fee in a Justice Court Civil Action. *Id.*



Prevailing Party Fees apply only in Civil Actions; such fees are not available in a Criminal Action, including traffic violations.

Prevailing Party Fees in Justice Court Civil Actions are set forth below (see ORS 20.190).

<u>Type of Action</u>	<u>No Trial</u>	<u>After Trial</u>
Civil Action Docket – No money or damages at Issue	<b>\$50</b>	<b>\$60</b>
Civil Action Docket – Money or damages at Issue	<b>\$117</b>	<b>\$135</b>
Small Claim – No money or damages at Issue	<b>\$50</b>	<b>\$60</b>
Small Claim – Money or damages at Issue	<b>\$117</b>	<b>\$135</b>
FED – Restitution of Premises Only Issue	<b>\$50</b>	<b>\$60</b>
FED – Restitution & money damages at Issue	<b>\$117</b>	<b>\$135</b>

#### **APPEALS FEES**

Fee for appeal to Circuit Court from a violation offense conviction	<b>\$281</b>
Fee for appeal to Circuit Court from Small Claim judgment (Judgment amount must also be paid to appeal to Circuit Court)	<b>\$170</b>
Fee for appeal to Circuit Court from Civil Action judgment	<b>\$170</b>
Fee for appeal to Circuit court from FED judgment	<b>\$170</b>

**Table H**  
**Fees and Assessment Schedule**  
**Morrow County Juvenile Department**

**Detention Fee:**                   \$180.00 per day NORCOR  
  \$140.00 per day Walla Walla

**Violations per Statute:**

**Minimums:**

Class A violation	\$225.00
Class B violation	\$135.00
Class C violation	\$85.00
Class D violation	\$65.00

**Presumptive:**

Class A violation	\$440.00
Class B violation	\$265.00
Class C violation	\$165.00
Class D violation	\$115.00

**Maximums:**

Class A violation	\$2,000.00
Class B violation	\$1,000.00
Class C violation	\$500.00
Class D violation	\$250.00

Fee application is determined on a case-by-case basis at the discretion of the Director of the Juvenile Department. Fees may be modified or waived. All fees are in U.S. dollars.

**Table I**  
**Planning Department Fee Schedule**  
**Revised December 29, 2021**

<b>Preapplication Review</b>	<b>\$100</b>
Recommended for land partition, subdivision, Conditional Use Permit (CUP)	
Required for Plan or Zone Change applications, energy* projects	
<b>Partition, Boundary Line Adjustment, Replat</b>	
Land Partition and/or Replat	\$600
Property Line Adjustment	
A. Ministerial (no previous plat)	\$450
B. Property Line Adjustment by replat	\$600
Partition for Financial Purpose	\$450
Subdivision	\$600
(Additional for each lot, \$6,000 max)	\$40
<b>Use Permits</b>	
Conditional Use Permit (CUP)	\$600
Variance	
Minor variance	\$250
Major variance	\$600
Hardship variance	\$250
Administrative Renewal (of variance permit)	\$150
Land Use Decisions (LUD) (non-resource zone)	\$600
<b>Legislative Actions</b>	
Zone Change or map amendment	\$1,500
Comprehensive Plan Amendment	\$1,500
Aggregate (EFU Zone) including CUP	\$1,750
Plan Amendment with Goal Exception and/or Zone Change	\$3,000
Text Amendment	\$1,500
<b>Zoning Permits</b>	
<b>Zoning Permit with Site Plan Review</b>	
Single-Family Dwelling or Accessory Structure	\$50
Duplex or Multi-Family Dwelling (per unit)	\$25
Farm or Forest Dwelling (after LUD) or Accessory Structure in farm or forest zone	\$100
<b>Commercial Zone</b>	
A. Addition of a structure or feature, existing development	\$250
B. New or Change of Use	\$500

Industrial Zone	
A. Addition of Structure or Feature	\$250
B. New or Change of Use	\$500
Met Towers	\$500
Airport Light Industrial Use with Special Provisions	\$300
Energy or Utility Facility	\$250
Temporary Use Permit	\$50
<b>Site Development Review</b>	<b>\$600</b>
<b>Farm Agriculture Exempt Permit</b> (in addition to Zoning Permit and Recording Fee)	<b>\$150</b>
<b>Floodplain Development Permit</b>	<b>\$250</b>
<b>Floodway Development Permit</b> (with flood study)	<b>\$500</b>
<b>Land Use Compatibility (LUC) Statements</b>	<b>\$25</b>
Onsite Septic with Zoning Permit	\$0
Onsite Septic without Zoning Permit (repairs, etc.)	\$25
All other LUCS (per tax lot up to 10 tax lots)	\$25
<b>Land Use Decision Application in Farm and Forest Zone</b>	
<b>Farm and Forest Dwellings</b>	
Replacement Dwelling (previous home site)	\$600
Accessory Dwelling	\$600
Hardship Dwelling	\$600
Lot of Record Dwelling	\$600
Non-Farm Dwelling	\$600
Income Test Dwelling on EFU-zoned land	\$600
Farm Income Dwelling	\$600
Farm Parcel Size Dwelling	\$200
Forest Template Dwelling	\$600
Forest Lot of Record	\$600
Forest Large Tract Dwelling	\$600
Temporary Use Permits	
12-month Review/Renewal	\$50
Utility Facility or Transmission Line	\$2,000
Other Land Use Decisions	\$600
<b>Agri-Tourism and Events</b>	
Single Event License	\$100
Up to six events/year	\$250

Up to 18 events/year	\$600
Mass Gatherings	\$600

<b>Zoning or Comprehensive Plan Verification</b>	
Planning Director Review	\$100
Planning Commission Review	\$500

**Environmental Assessment and Impact Reviews (per hour)** \$75

**Speedway Site Development Review** \$600

**Planned Unit Development** \$600

Additional amount for each lot or dwelling unit  
(Maximum \$6,000) \$40

**Street/Road Dedication** - request not a part of a subdivision \$25

Access or Road Approach Permit – (see Table K County Public Works Fee Schedule)

**Change of Street/road name or new street/road name** \$250

**Rural Address** \$200

**Cell Towers**

A. Change to existing tower less than 200' (ZP or CUP amendment) \$250

B. New Tower, less than 200', EFU, FR, RR, PI, MG, RSC (ZP) \$250

C. New Tower, less than 200', FU, SR (CUP) \$600

D. New Tower, 200' and over, RSC, RR, FR, PI (ZP) \$250

E. New Tower, 200' and over, EFU, RR1, FU, SR, MG (CUP) \$600

Also applicable to existing facilities

**Energy Facilities (see above for applicable Zoning Permit fee)\*\***

Pre-application Meeting (required) \$500

Conditional Use Permit for Energy Facility - *county* jurisdiction \$2,500

Land Use Decision or Other depending on zone - *county* jurisdiction \$2,500

Fee for Oregon Department of Fish & Wildlife (ODFW) and State Historic Preservation Office (SHPO) coordination per ORS 215.446 TBD

Conditional Use Permit for Energy Facility – *Energy Facility Siting Council (EFSC)* jurisdiction \$2,500

Additional Fee per Megawatt (MW)	\$500
< 10 MW	\$0
> 10 MW (per megawatt)	\$500
Conditional Use Permit Amendment - EFSC jurisdiction	\$2,500
Conditional Use Permit Amendment - county jurisdiction	\$2,500

**Appeals**

Request for a Hearing	
Ministerial Decision	\$250
Administrative Decision	\$250
Appeal of a Planning Commission Decision	\$500

Publications (available for fee on website)

Comprehensive Plan	\$150
Zoning Ordinance	\$75
Subdivision Ordinance	\$20
Other Plans (per page)	\$0.25

**Permit Extension or Amendment**

Zoning Permit	N/C
Ministerial Decision amendment or extension	\$150
Administrative Review Amendment or Extension	\$250
Planning Commission Decision Extension	\$250
Planning Commission Decision Amendment	\$250

Land Use Board of Appeals (LUBA) Remand Hearing in front of Board of Commissioners	\$600
Fee to prepare record for LUBA	\$500
Site Visit (per hour)	\$75
Research Fee (hourly after first free hour)	\$50

Code Enforcement Induced Application Penalty

Application made to resolve a code violation will be subject to twice the normal application fee

**GIS Services**

Map Design and Analysis	\$75/hour
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**Digital Media**

Morrow County Shapefiles (Shipping will be added)	\$75
Publicly Available Shapefiles (Shipping will be added)	\$25

**Hard Copy Maps- Wide Format Printer (Plotter)**

18" x 24" Black and White	\$5/each
18" x 24" Color Lines	\$7/each
18" x 24" Full Coverage Color	\$10/each
36" x 24" Black and White	\$10/each
36" x 24" Color Lines	\$14/each
36" x 24" Full Coverage Color	\$20/each
36" x 24" Photo Quality Paper	\$40/each
36" x 48" Black and White	\$20/each
36" x 48" Color Lines	\$28/each
36" x 48" Full Coverage Color	\$40/each
36" x 48" Photo Quality Paper	\$80/each

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**Table I  
Morrow County Building Permit Fees**

**RESIDENTIAL BUILDING VALUATION TABLE  
(PER SQUARE FOOT)**

<b>NEW CONSTRUCTION</b> <b>\$130.58</b>	<b>GARAGE</b> <b>\$51.28</b>	<b>CARPORT</b> <b>\$25.64</b>	<b>DECK</b> <b>\$25.64</b>
<b>PATIO COVERS</b> <b>\$25.64</b>	<b>BASEMENT</b> <b>\$130.58</b>	<b>UNFINISHED BASEMENT</b> <b>\$23.20</b>	<b>REMODEL</b> <b>\$130.58</b>

**CITY OF BOARDMAN, CITY OF IRRIGON & MORROW COUNTY PERMIT FEES**

**TABLE 1**

<b>Total Valuation</b>	<b>Fee</b>
\$1 to \$500	\$13
\$501 to \$2,000	\$13 for the first \$500 plus \$1.95 for each additional \$100 or fraction thereof, to and including \$2,000.
\$2,001 to \$25,000	\$42.25 for the first \$2,000 plus \$7.80 for each additional \$1,000 or fraction thereof, to and including \$25,000.
\$25,001 to \$50,000	\$221.65 for the first \$25,000 plus \$5.85 for each additional \$1,000 or fraction thereof, to and including \$50,000.
\$50,001 to \$100,000	\$367.90 for the first \$50,000 plus \$3.90 for each additional \$1,000 or fraction thereof, to and including \$100,000.
\$100,001 and up	\$562.90 for the first \$100,000 plus \$3.25 for each additional \$1,000 or fraction thereof.

Plan Review Fee is 65% of the Permit Fee.  
State of Oregon Surcharge Fee is 12% of the Permit Fee.  
Fire Protection is 40% of the Permit Fee (if required).

**NOTE:** The City of Boardman, City of Irrigon, and Morrow County use the ICC 2021 valuation table as printed in the Building Safety Journal the International Code Council.

Last Updated – February 2021



## Building Valuation Data – FEBRUARY 2021

The International Code Council is pleased to provide the following Building Valuation Data (BVD) for its members. The BVD will be updated at six-month intervals, with the next update in August 2021. ICC strongly recommends that all jurisdictions and other interested parties actively evaluate and assess the impact of this BVD table before utilizing it in their current code enforcement related activities.

The BVD table provides the "average" construction costs per square foot, which can be used in determining permit fees for a jurisdiction. Permit fee schedules are addressed in Section 109.2 of the 2021 *International Building Code* (IBC) whereas Section 109.3 addresses building permit valuations. The permit fees can be established by using the BVD table and a Permit Fee Multiplier, which is based on the total construction value within the jurisdiction for the past year. The Square Foot Construction Cost table presents factors that reflect relative value of one construction classification/occupancy group to another so that more expensive construction is assessed greater permit fees than less expensive construction.

ICC has developed this data to aid jurisdictions in determining permit fees. It is important to note that while this BVD table does determine an estimated value of a building (i.e., Gross Area x Square Foot Construction Cost), this data is only intended to assist jurisdictions in determining their permit fees. This data table is not intended to be used as an estimating guide because the data only reflects average costs and is not representative of specific construction.

This degree of precision is sufficient for the intended purpose, which is to help establish permit fees so as to fund code compliance activities. This BVD table provides jurisdictions with a simplified way to determine the estimated value of a building that does not rely on the permit applicant to determine the cost of construction. Therefore, the bidding process for a particular job and other associated factors do not affect the value of a building for determining the permit fee. Whether a specific project is bid at a cost above or below the computed value of construction does not affect the permit fee because the cost of related code enforcement activities is not directly affected by the bid process and results.

### Building Valuation

The following building valuation data represents average valuations for most buildings. In conjunction with IBC Section 109.3, this data is offered as an aid for the building official to determine if the permit valuation is underestimated. Again it should be noted that, when using this data, these are "average" costs based on typical construction methods for each occupancy group and type of construction. The average costs

include foundation work, structural and nonstructural building components, electrical, plumbing, mechanical and interior finish material. The data is a national average and does not take into account any regional cost differences. As such, the use of Regional Cost Modifiers is subject to the authority having jurisdiction.

### Permit Fee Multiplier

Determine the Permit Fee Multiplier:

1. Based on historical records, determine the total annual construction value which has occurred within the jurisdiction for the past year.
2. Determine the percentage (%) of the building department budget expected to be provided by building permit revenue.
- 3.

$$\text{Permit Fee Multiplier} = \frac{\text{Bldg. Dept. Budget} \times (\%)}{\text{Total Annual Construction Value}}$$

### Example

The building department operates on a \$300,000 budget, and it expects to cover 75 percent of that from building permit fees. The total annual construction value which occurred within the jurisdiction in the previous year is \$30,000,000.

$$\text{Permit Fee Multiplier} = \frac{\$300,000 \times 75\%}{\$30,000,000} = 0.0075$$

### Permit Fee

The permit fee is determined using the building gross area, the Square Foot Construction Cost and the Permit Fee Multiplier.

$$\text{Permit Fee} = \text{Gross Area} \times \text{Square Foot Construction Cost} \times \text{Permit Fee Multiplier}$$

### Example

Type of Construction: IIB

Area: 1st story = 8,000 sq. ft.

2nd story = 8,000 sq. ft.

Height: 2 stories

Permit Fee Multiplier = 0.0075

Use Group: B

1. Gross area:  
Business = 2 stories x 8,000 sq. ft. = 16,000 sq. ft.
2. Square Foot Construction Cost:  
B/IIB = \$188.18/sq. ft.
3. Permit Fee:  
Business = 16,000 sq. ft. x \$188.18/sq. ft. x 0.0075  
= \$22,582

## Important Points

- The BVD is not intended to apply to alterations or repairs to existing buildings. Because the scope of alterations or repairs to an existing building varies so greatly, the Square Foot Construction Costs table does not reflect accurate values for that purpose. However, the Square Foot Construction Costs table can be used to determine the cost of an addition that is basically a stand-alone building which happens to be attached to an existing building. In the case of such additions, the only alterations to the existing building would involve the attachment of the addition to the existing building and the openings between the addition and the existing building.
- For purposes of establishing the Permit Fee Multiplier, the estimated total annual construction value for a given time period (1 year) is the sum of each building's value (Gross Area x Square Foot Construction Cost) for that time period (e.g., 1 year).
- The Square Foot Construction Cost does not include the price of the land on which the building is built. The Square Foot Construction Cost takes into account everything from foundation work to the roof structure and coverings but does not include the price of the land. The cost of the land does not affect the cost of related code enforcement activities and is not included in the Square Foot Construction Cost.

### Square Foot Construction Costs <sup>a, b, c</sup>

Group (2018 International Building Code)	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1 Assembly, theaters, with stage	263.06	254.15	247.55	237.53	223.05	216.60	229.90	207.42	199.94
A-1 Assembly, theaters, without stage	241.02	232.11	225.51	215.49	201.01	194.56	207.86	185.38	177.89
A-2 Assembly, nightclubs	205.93	199.80	194.89	186.91	176.19	171.34	180.27	159.46	154.02
A-2 Assembly, restaurants, bars, banquet halls	204.93	198.80	192.89	185.91	174.19	170.34	179.27	157.46	153.02
A-3 Assembly, churches	243.83	234.92	228.32	218.30	204.21	198.79	210.67	188.58	181.10
A-3 Assembly, general, community halls, libraries, museums	204.02	195.11	187.51	178.49	163.01	157.56	170.86	147.38	140.89
A-4 Assembly, arenas	240.02	231.11	223.51	214.49	199.01	193.56	206.86	183.38	176.89
B Business	212.46	204.72	197.90	188.18	171.81	165.32	180.77	151.15	144.35
E Educational	222.69	214.99	208.81	199.81	186.17	176.74	192.93	162.78	157.80
F-1 Factory and industrial, moderate hazard	125.58	119.68	112.86	108.68	97.37	92.83	104.02	80.23	75.34
F-2 Factory and industrial, low hazard	124.58	118.68	112.86	107.68	97.37	91.83	103.02	80.23	74.34
H-1 High Hazard, explosives	117.37	111.47	105.65	100.47	90.40	84.87	95.81	73.27	N.P.
H234 High Hazard	117.37	111.47	105.65	100.47	90.40	84.87	95.81	73.27	67.37
H-5 HPM	212.46	204.72	197.90	188.18	171.81	165.32	180.77	151.15	144.35
I-1 Institutional, supervised environment	211.58	204.34	198.27	190.28	175.02	170.20	190.53	156.95	152.25
I-2 Institutional, hospitals	355.95	348.21	341.39	331.67	314.48	N.P.	324.26	293.82	N.P.
I-2 Institutional, nursing homes	247.27	239.53	232.71	222.99	207.36	N.P.	215.58	186.70	N.P.
I-3 Institutional, restrained	241.59	233.85	227.03	217.31	202.46	194.97	209.90	181.80	173.00
I-4 Institutional, day care facilities	211.58	204.34	198.27	190.28	175.02	170.20	190.53	156.95	152.25
M Mercantile	153.55	147.41	141.50	134.53	123.48	119.63	127.88	106.75	102.31
R-1 Residential, hotels	213.59	206.35	200.28	192.29	176.78	171.95	192.54	158.70	154.00
R-2 Residential, multiple family	179.04	171.80	165.73	157.74	143.25	138.43	157.99	125.18	120.47
R-3 Residential, one- and two-family <sup>d</sup>	166.68	162.17	157.99	154.10	149.61	144.19	151.48	138.79	130.58
R-4 Residential, care/assisted living facilities	211.58	204.34	198.27	190.28	175.02	170.20	190.53	156.95	152.25
S-1 Storage, moderate hazard	116.37	110.47	103.65	99.47	88.40	83.87	94.81	71.27	66.37
S-2 Storage, low hazard	115.37	109.47	103.65	98.47	88.40	82.87	93.81	71.27	65.37
U Utility, miscellaneous	89.90	84.75	79.27	75.71	67.97	63.50	72.24	53.83	51.28

- Private Garages use Utility, miscellaneous
- For shell only buildings deduct 20 percent
- N.P. = not permitted
- Unfinished basements (Group R-3) = \$23.20 per sq. ft.

# Building Permit Application

City of Boardman   
  Morrow County   
  City of Irrigon  
 P.O. Box 229  
 200 City Center Circle                      Phone: 541.481.9252  
 Boardman, Oregon 97818                      Fax: 541.481.3244

PERMIT # \_\_\_\_\_

DATE ISSUED \_\_\_\_\_

<b>TYPE OF WORK</b>	
<input type="checkbox"/> New construction	<input type="checkbox"/> Demolition
<input type="checkbox"/> Addition	<input type="checkbox"/> Alteration
<input type="checkbox"/> Replacement	<input type="checkbox"/> Other
<b>CATEGORY OF CONSTRUCTION</b>	
<input type="checkbox"/> 1 and 2-family dwelling	<input type="checkbox"/> Industrial
<input type="checkbox"/> Accessory building	<input type="checkbox"/> Multi-family
<input type="checkbox"/> Commercial	<input type="checkbox"/> Other:
<b>JOB SITE INFORMATION AND LOCATION</b>	
Job site address:	
City/State/Zip:	
Suite/bldg./apt. no.:	Project name:
Tax map/parcel no.:	
<b>DESCRIPTION OF WORK</b>	
<b>PROPERTY OWNER INSTALLATION</b>	
Name:	
Address:	
City/State/Zip:	
Phone: (    )	
Email:	
This installation is being made on residential or farm property owned by me or a member of my immediate family, and is exempt from licensing requirement under ORS 701.010.	
<b>Sign here:</b>	<b>Date:</b>
<b>CONTRACTOR INSTALLATION</b>	
Business name:	
Address:	
City/State/Zip:	
Phone: (    )	
Email:	
CCB Lic.:	Expiration Date:
<b>Authorized Signature:</b>	
Print name:	Date:
<b>For Office Use Only:</b>	
Date: _____	
Building Official Signature: _____	
Print Name: _____	

<b>BUILDING VALUATION INFORMATION</b>	
Permit fees are based on the value of the work performed. Indicate the value (rounded up to the nearest dollar) of all equipment, materials, labor, overhead, and the profit for the work indicated on this application.	
Valuation: \$	
Type of Construction:	
Occupancy Group:	
Existing building area:	square feet
New building area:	square feet
Number of stories:	
Number of bedrooms:	
Number of bathrooms:	
Garage/carport area:	square feet
Covered porch area:	square feet
Deck area:	square feet
Other structure area:	square feet
<b>BUILDING PERMIT FEES</b>	
Building Permit Fee	
Investigative Fee	
Plan Review Fee	65%
State Surcharge Fee	12%
Fire & Life Safety Fee	40%
Seismic Fee	1%
Hourly Rate (Add'l. Plan Review)	
<b>Total</b>	

*Notice: This permit is issued under OAR 918-460-0030. Permits expire if work is not started within 180 days of issuance or if work is suspended for 180 days.*

# Manufactured Placement Permit Application

City of Boardman   
  Morrow County   
  City of Irrigon  
 P.O. Box 229  
 200 City Center Circle                      Phone: 541.481.9252  
 Boardman, Oregon 97818                      Fax: 541.481.3244

PERMIT # \_\_\_\_\_

DATE ISSUED \_\_\_\_\_

<b>LOCAL GOVERNMENT APPROVALS</b>	
Zoning approval verified	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sanitation approval verified	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>CATEGORY OF CONSTRUCTION</b>	
<input type="checkbox"/> 1 and 2-family dwelling	<input type="checkbox"/> Industrial
<input type="checkbox"/> Accessory building	<input type="checkbox"/> Multi-family
<input type="checkbox"/> Commercial	<input type="checkbox"/> Other:
<b>JOB SITE INFORMATION AND LOCATION</b>	
Job site address:	
City/State/Zip:	
Suite/bldg./apt. no.:	Project name:
Tax map/parcel no.:	
<b>DESCRIPTION OF WORK</b>	
<b>PROPERTY OWNER INSTALLATION</b>	
Name:	
Address:	
City/State/Zip:	
Phone: (    )	
Email:	
This installation is being made on residential or farm property owned by me or a member of my immediate family, and is exempt from licensing requirement under ORS 701.010.	
<b>Sign here:</b>	<b>Date:</b>
<b>CONTRACTOR INSTALLATION</b>	
Business name:	
Address:	
City/State/Zip:	
Phone: (    )	
Email:	
CCB Lic.:	Expiration Date:
<b>Authorized Signature:</b>	
Print name:	Date:

<b>FEE SCHEDULE</b>			
Description	Qty.	Ea.	Total
Manufactured Structure		211.00	
Re-Inspection		85.00	
<p><b>Placement permit can only be obtained by homeowner or Oregon-licensed manufactured dwelling installer.</b></p>			
<b>MANUFACTURED PLACEMENT PERMIT FEES</b>			
Sub-Total Permit Fees			
Investigative Fee			
State Surcharge Fee	12%		
COMA Fee	\$30 each		
<b>Total</b>			

*Notice: This permit is issued under OAR 918-460-0030. Permits expire if work is not started within 180 days of issuance or if work is suspended for 180 days.*

# Mechanical Permit Application

City of Boardman   
  Morrow County   
  City of Irrigon  
 P.O. Box 229  
 200 City Center Circle                      Phone: 541.481.9252  
 Boardman, Oregon 97818                      Fax: 541.481.3244

PERMIT # \_\_\_\_\_

DATE ISSUED \_\_\_\_\_

## TYPE OF WORK

- |   |                                     |
|---|-------------------------------------|
| <input type="checkbox"/> New construction | <input type="checkbox"/> Demolition |
| <input type="checkbox"/> Addition         | <input type="checkbox"/> Alteration |
| <input type="checkbox"/> Replacement      | <input type="checkbox"/> Other      |

## CATEGORY OF CONSTRUCTION

- |  |                                       |
|--|---------------------------------------|
| <input type="checkbox"/> 1 and 2-family dwelling | <input type="checkbox"/> Industrial   |
| <input type="checkbox"/> Accessory building      | <input type="checkbox"/> Multi-family |
| <input type="checkbox"/> Commercial              | <input type="checkbox"/> Other:       |

## JOB SITE INFORMATION AND LOCATION

Job site address:

City/State/Zip:

Suite/bldg./apt. no.:

Project name:

Tax map/parcel no.:

## DESCRIPTION OF WORK

## PROPERTY OWNER INSTALLATION

Name:

Address:

City/State/Zip:

Phone: (     )

Email:

This installation is being made on residential or farm property owned by me or a member of my immediate family, and is exempt from licensing requirement under ORS 701.010.

Sign here:

Date:

## CONTRACTOR INSTALLATION

Business name:

Address:

City/State/Zip:

Phone: (     )

Email:

CCB Lic.:

Expiration Date:

Authorized Signature:

Print name:

Date:

**For Office Use Only:**

Date: \_\_\_\_\_

Building Official Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

## COMMERCIAL

Permit fees are based on the value of the work performed. Indicate the value (rounded up to the nearest dollar) of all equipment, materials, labor, overhead, and the profit for the work indicated on this application.

Valuation \$

<b>Value of Work</b>	<b>Fee Method</b>	<b>Fee</b>
\$1.00-\$1,000	None	\$23.00

\$1,001 - \$10,000: \$23+\$1.35 for ea. addl. \$100 over \$1,000

\$10,001 - \$100,000: \$144.50+\$8.50 for ea. addl. \$1,000 over \$10,000

\$100,001 & above: \$991.50+\$5.70 for ea. addl. \$1,000 over \$100,000

Calculated Fee \$ \_\_\_\_\_

## RESIDENTIAL

Description	Qty.	Ea.	Total
-------------	------	-----	-------

### Heating/cooling

Air Conditioner		9.50	
Heat pump or Mini Split		9.50	
Duct Work		12.25	
Furnace < 100,000 btu		13.25	
Furnace > 100,000 btu		16.25	
Unit heaters		9.50	
Fire/Smoke Damper		9.50	
Water Heater		9.50	
Incinerator		24.50	
Log Lighter (gas)		6.50	
Wood/Pellet/Gas Stove		9.50	
Wood Fireplace/Insert		9.50	
Chimney/Liner		9.50	
Chiller-Over 100,000 btu		24.25	
Flue/Vent for Any of Above		9.50	

### Environmental Exhaust and Ventilation

Range Hood/Other Kitchen Equip.		9.50	
Clothes Dryer Exhaust		9.50	
Single-duct Exhaust (bathrooms, toilet compartments, utility rooms)		6.50	
Air Handling < 10,000cfm		9.50	
Air Handling > 10,000cfm		16.15	

### Fuel Piping

One to Four Outlets		20.00	
Additional Outlets (each)		1.25	
Other:			

## MECHANICAL PERMIT FEES

Permit Issuance Fee	<b>20.00</b>
Sub-Total (Fees + Permit Issuance Fee)	
Minimum Permit Fee (if Sub-Total Not to \$45)	<b>45.00</b>
Plan Review Fee (25% of Permit fee)	
State Surcharge Fee (12% of permit Fee)	
Seismic Fee (1% of Permit Fee)	
<b>Total</b>	

*Notice: This permit is issued under OAR 918-460-0030. Permits expire if work is not started within 180 days of issuance or if work is suspended for 180 days.*



# Plumbing Permit Application

City of Boardman     Morrow County     City of Irrigon

P.O. Box 229  
200 City Center Circle  
Boardman, Oregon 97818

Phone: 541.481.9252  
Fax: 541.481.3244

PERMIT # \_\_\_\_\_

DATE ISSUED \_\_\_\_\_

<b>TYPE OF WORK</b>	
<input type="checkbox"/> New construction	<input type="checkbox"/> Demolition
<input type="checkbox"/> Addition	<input type="checkbox"/> Alteration:
<input type="checkbox"/> Replacement	<input type="checkbox"/> Other
<b>CATEGORY OF CONSTRUCTION</b>	
<input type="checkbox"/> 1 and 2-family dwelling	<input type="checkbox"/> Industrial
<input type="checkbox"/> Accessory building	<input type="checkbox"/> Multi-family
<input type="checkbox"/> Commercial	<input type="checkbox"/> Other:
<b>JOB SITE INFORMATION AND LOCATION</b>	
Job site address:	
City/State/Zip:	
Suite/bldg./apt. no.:	Project name:
Tax map/parcel no.:	
<b>DESCRIPTION OF WORK</b>	
<b>PROPERTY OWNER INSTALLATION</b>	
Name:	
Address:	
City/State/Zip:	
Phone: (    )	
Email:	
This installation is being made on residential or farm property owned by me or a member of my immediate family, and is exempt from licensing requirement under ORS 701.010.	
<b>Sign here:</b>	<b>Date:</b>
<b>CONTRACTOR INSTALLATION</b>	
Business name:	
Address:	
City/State/Zip:	
Phone: (    )	
Email:	
CCB Lic.:	Expiration Date:
<b>Authorized Signature:</b>	
Print name:	Date:
<b>For Office Use Only:</b>	
Date: _____	
Plumbing Inspector's Signature: _____	
Print Name: _____	

<b>FEE SCHEDULE</b>			
Description	Qty.	Ea.	Total
<b>New 1- 2-family dwellings</b> (includes 100 ft. for each)			
SFR (1) bath/(1) Kitchen		210.00	
SFR (2) bath/(1) Kitchen		275.00	
SFR (3) bath/(1) Kitchen		325.00	
Each Additional Bath/Kitchen		45.00	
New residential items above include up to first 100 ft. of water, sanitary sewer, and storm lines. Add each additional 100 ft. or fraction thereof, under site utilities.			
<b>Site Utilities</b>			
Catch Basin or Area Drain		10.00	
Rain Drain Connector/Downspout		9.00	
Sanitary Sewer-First 100'		30.00	
Sanitary Sewer-Add'l. 100'		25.00	
Water Service-First 100'		30.00	
Water Service-Additional 100'		25.00	
Storm Sewer-First 100'		30.00	
Storm Sewer-Additional 100'		25.00	
<b>Fixture or Item – New multi-family, new commercial, all other additions, alteration, repairs.</b>			
Clothes Washer		12.00	
Dishwasher		12.00	
Drinking Fountain		12.00	
Ejectors/Sump/Expansion Tank		12.00	
Primer (1-5) Each		10.00	
Primer (over 5) Each Add'l.		2.00	
Floor Drain/Floor Sink/Hub		12.00	
Garbage Disposal		10.00	
Hose Bib		12.00	
Ice Maker		12.00	
Interceptor/Grease Trap		12.00	
Laundry Tray/Service Sink		12.00	
Roof Drain		10.00	
Sink/Basin/Lavatory		12.00	
Tub/Shower/Shower Pan		12.00	
Urinal		12.00	
Water Closet		12.00	
Water Heater		12.00	
Backflow Preventer		12.00	
Other:			
<b>PLUMBING PERMIT FEES</b>			
Permit Issuance Fee			<b>20.00</b>
Sub-Total (Fees + Permit Issuance Fee)			
Minimum Permit Fee (if Sub-Total Not to \$45)			<b>45.00</b>
Plan Review Fee (30% of Permit Fee)			
State Surcharge (12% of Permit Fee)			
<b>Total</b>			

**Notice: This permit is issued under OAR 918-460-0030. Permits expire if work is not started within 180 days of issuance or if work is suspended for 180 days.**

# Sprinkler/Process Piping Permit Application

City of Boardman   
  Morrow County   
  City of Irrigon  
 P.O. Box 229  
 200 City Center Circle                      Phone: 541.481.9252  
 Boardman, Oregon 97818                      Fax: 541.481.3244

PERMIT # \_\_\_\_\_

DATE ISSUED \_\_\_\_\_

<b>TYPE OF WORK</b>	
<input type="checkbox"/> New construction	<input type="checkbox"/> Repair
<input type="checkbox"/> Addition	<input type="checkbox"/> Alteration
<input type="checkbox"/> Replacement	<input type="checkbox"/> Other
<b>CATEGORY OF CONSTRUCTION</b>	
<input type="checkbox"/> 1 and 2-family dwelling	<input type="checkbox"/> Industrial
<input type="checkbox"/> Accessory building	<input type="checkbox"/> Multi-family
<input type="checkbox"/> Commercial	<input type="checkbox"/> Other:
<b>JOB SITE INFORMATION AND LOCATION</b>	
Job site address:	
City/State/Zip:	
Suite/bldg./apt. no.:	Project name:
Tax map/parcel no.:	
<b>DESCRIPTION OF WORK</b>	
<b>PROPERTY OWNER INSTALLATION</b>	
Name:	
Address:	
City/State/Zip:	
Phone: (    )	
Email:	
This installation is being made on residential or farm property owned by me or a member of my immediate family, and is exempt from licensing requirement under ORS 701.010.	
Sign here:	Date:
<b>CONTRACTOR INSTALLATION</b>	
Business name:	
Address:	
City/State/Zip:	
Phone: (    )	
Email:	
CCB Lic.:	Expiration Date:
<b>Authorized Signature:</b>	
Print name:	Date:
<b>For Office Use Only:</b>	
Date: _____	
Building Official Signature: _____	
Print Name: _____	

<b>SPRINKLER VALUATION INFORMATION</b>		
Permit fees are based on the value of the work performed. Indicate the value (rounded up to the nearest dollar) of all equipment, materials, labor, overhead, and the profit for the work indicated on this application.		
Valuation: \$ _____		
<b>Value of Work</b>	<b>Fee Method</b>	<b>Fee</b>
\$1.00-\$1,000	None	\$23.00
\$1,001 - \$10,000	\$23+\$1.35 for ea. addl. \$100 over \$1,000	
\$10,001 - \$100,000	\$144.50+\$8.50 for ea. addl. \$1,000 over \$10,000	
\$100,001 & above	\$991.50+\$5.70 for ea. addl. \$1,000 over \$100,000	
Calculated Fee		\$ _____

<b>INFORMATION ON PLAN AND SPECIFICATIONS</b>
Plans and specifications shall be drawn to scale and shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of this code and relevant law, ordinances, rules and regulations.
What type of system? (Circle Below) Dry / Wet / Deluge / Pre-Action / Anti-Freeze
What Area Density/s is the system design to? _____
What is the Sprinkler Occupancy Classification? _____
What is the Building Use? _____
Do plans show all required seismic supports? _____
What is the water Flow Data? Residual _____ Static _____
When was it taken? _____ Who took it? _____
What NFPA Code is the system designed to? _____
Where is alarm signal sent, if system is required to be centrally monitored? _____

<b>SPRINKLER/PROCESS PIPING PERMIT FEE</b>	
Fire Sprinkler System Fee (Valuation Schedule)	
Permit Issuance Fee	20.00
Sub-Total (Fees + Permit Issuance Fee)	
Minimum Permit Fee (if Sub-Total Not to \$45)	45.00
Plan Review Fee (65% of Permit Fee)	
State Surcharge Fee (12% of Permit Fee)	
<b>Total</b>	

*Notice: This permit is issued under OAR 918-460-0030. Permits expire if work is not started within 180 days of issuance or if work is suspended for 180 days.*

# Fire Alarm Building Permit Application

City of Boardman   
  Morrow County   
  City of Irrigon  
 P.O. Box 229  
 200 City Center Circle                      Phone: 541.481.9252  
 Boardman, Oregon 97818                      Fax: 541.481.3244

PERMIT # \_\_\_\_\_

DATE ISSUED \_\_\_\_\_

<b>TYPE OF WORK</b>	
<input type="checkbox"/> New construction	<input type="checkbox"/> Repair
<input type="checkbox"/> Addition	<input type="checkbox"/> Alteration
<input type="checkbox"/> Replacement	<input type="checkbox"/> Other
<b>CATEGORY OF CONSTRUCTION</b>	
<input type="checkbox"/> 1 and 2-family dwelling	<input type="checkbox"/> Industrial
<input type="checkbox"/> Accessory building	<input type="checkbox"/> Multi-family
<input type="checkbox"/> Commercial	<input type="checkbox"/> Other:
<b>JOB SITE INFORMATION AND LOCATION</b>	
Job site address:	
City/State/Zip:	
Suite/bldg./apt. no.:	Project name:
Tax map/parcel no.:	
<b>DESCRIPTION OF WORK</b>	
<b>PROPERTY OWNER INSTALLATION</b>	
Name:	
Address:	
City/State/Zip:	
Phone: (    )	
Email:	
This installation is being made on residential or farm property owned by me or a member of my immediate family, and is exempt from licensing requirement under ORS 701.010.	
<b>Sign here:</b>	<b>Date:</b>
<b>CONTRACTOR INSTALLATION</b>	
Business name:	
Address:	
City/State/Zip:	
Phone: (    )	
Email:	
CCB Lic.:	Expiration Date:
<b>Authorized Signature:</b>	
Print name:	Date:
<b>For Office Use Only:</b>	
Date: _____	
Building Official Signature: _____	
Print Name: _____	

<b>FIRE ALARM VALUATION INFORMATION</b>	
Permit fees are based on the value of the work performed. Indicate the value (rounded up to the nearest dollar) of all equipment, materials, labor, overhead, and the profit for the work indicated on this application.	
Valuation: \$	
Type of Construction:	
Occupancy Group:	
Existing building area:	square feet
New building area:	square feet
Number of stories:	
Number of bedrooms:	
Number of bathrooms:	
Garage/carport area:	square feet
Covered porch area:	square feet
Deck area:	square feet
Other structure area:	square feet
<b>FIRE ALARM BUILDING PERMIT FEES</b>	
Fire Alarm Permit Fee	
Investigative Fee	
Plan Review Fee	65%
State Surcharge Fee	12%
<b>Total</b>	

**Notice: This permit is issued under OAR 918-460-0030. Permits expire if work is not started within 180 days of issuance or if work is suspended for 180 days.**





# Renewable Electrical Energy Permit Application

Department of Consumer & Business Services  
 Building Codes Division • Web: bcd.oregon.gov  
 City of Boardman Contract Office  
 200 City Center Circle  
 Boardman, OR 97818  
 (541) 481-9252, Fax: (541) 481-3244

DEPARTMENT USE ONLY	
Permit no.:	
Office:	
By:	Date:
LOCAL GOVERNMENT APPROVAL	
Zoning approval verified?	<input type="checkbox"/> Yes <input type="checkbox"/> No

This permit is issued under OAR 918-309-0410. Permits are non-transferable. Permits expire if work is not started within 180 days of issuance or if work is suspended for 180 days.

JOB SITE INFORMATION AND LOCATION	
Job site address:	
City/State/ZIP:	
Project name:	
Directions to job site:	
Subdivision:	Lot no.:
DESCRIPTION OF WORK	
Job no.:	
PROPERTY OWNER INSTALLATION	
Name:	
Address:	
City/State/ZIP:	
Contact phone: (    )	E-mail:
This installation is being made on residential or farm property owned by me or a member of my immediate family. This property is not intended for sale, exchange, lease, or rent. [ORS 479.540(1) and 479.560(1)]	
Sign here:	
CONTRACTOR INSTALLATION	
Business name:	
Address:	
City/State/ZIP:	
Contact phone: (    )	Fax: (    )
E-mail:	
CCB lic.:	BCD lic. no.:
Signature:	
Name of signing supervisor:	Lic. no.:

FEE SCHEDULE			
Number of inspections per item ( ) Renewable energy installation per system total	No. of items	Cost ea.	Sum
5 kva or less (2)		\$79.00	\$
5.01 to 15 kva (2)		\$94.00	\$
15.01 to 25 kva (2)		\$156.00	\$
Miscellaneous fees, hourly rate		\$86.00	\$
Each additional inspection (1) (OAR 918-309-0070)		\$55.00	\$

FISCAL USE	APPLICANT USE	
70111/1195	(A) Enter total of above fees	\$
70111/1291	(B) Enter 12% surcharge (.12 x [A])	\$
70111/1195	(C) Plan review, if required (.25 x [A])	\$
<b>TOTAL fees and surcharges:</b>		<b>\$</b>

If paying by credit card, applicant must sign the credit-card information box. Do **not** send cash.

<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	Phone: (    )
Credit card number		Expiration
Name of cardholder as shown on credit card		
Cardholder signature		\$ Amount

DCBS fiscal use only:



# Electrical Permit Application

Department of Consumer and Business Services Building  
 Codes Division • City of Boardman Contract Office  
 P.O. Box 229, Boardman, OR 97818  
 541-481-9252 • Fax: 541-481-3244  
 Web: www.cityofboardman.com

DEPARTMENT USE ONLY	
Permit no.:	
Office:	
By:	Date:
LOCAL GOVERNMENT APPROVAL	
Zoning approval verified?	<input type="checkbox"/> Yes <input type="checkbox"/> No

This permit is issued under OAR 918-309-0000. Permits are nontransferable. Permits expire if work is not started within 180 days of issuance or if work is suspended for 180 days.

CATEGORY OF CONSTRUCTION		
<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	
<input type="checkbox"/> Detached accessory structure	<input type="checkbox"/> Accessory building	
<input type="checkbox"/> Manufactured dwelling	<input type="checkbox"/> Industrial	
<input type="checkbox"/> Single-family dwelling	<input type="checkbox"/> Mixed use	
<input type="checkbox"/> Two-family dwelling	<input type="checkbox"/> Multi-family	
<input type="checkbox"/> Townhouses	<input type="checkbox"/> Other	
<input type="checkbox"/> Other		
TYPE OF WORK		
<input type="checkbox"/> Addition	<input type="checkbox"/> Alteration	<input type="checkbox"/> Tenant improvement
<input type="checkbox"/> Move	<input type="checkbox"/> New	<input type="checkbox"/> Other
<input type="checkbox"/> Repair	<input type="checkbox"/> Replacement	
JOB SITE INFORMATION AND LOCATION		
Job site address:		
City/State/ZIP:		
Project name:		
Directions to job site:		
Parcel no.:		
DESCRIPTION OF WORK		
Job no.:		
PROPERTY OWNER INSTALLATION		
Name:		
Address:		
City/State/ZIP:		
Phone: - -	Fax: - -	
Email:		
This installation is being made on residential or farm property owned by me or a member of my immediate family. This property is not intended for sale, exchange, lease, or rent. ORS 479.540(1) and 479.560(1).		
Sign here:		
CONTRACTOR INSTALLATION		
Business name:		
Address:		
City/State/ZIP:		
Phone: - -	Fax: - -	
Email:		
CCB lic.:	BCD Lic. no.:	
Name of signing supervisor:		
Signature:	Lic. no.:	

FEE SCHEDULE			
	Items	Cost ea.	Sum
<b>Residential, per unit, service included (includes attached garage):</b>			
1,000 sq. ft. or less		\$106.00	
Each additional 500 sq. ft. or portion thereof		\$19.00	
Limited energy (new residence only)		\$25.00	
Each manufactured home or modular dwelling service or feeder		\$63.00	
<b>New multi-family dwelling (3 or more units):</b>			
Total number of units			
Square feet of largest unit			
<i>Description:</i>			
1,000 sq. ft. or less (per unit)		\$106.00	
Each additional 500 sq. ft. or portion thereof		\$19.00	
<b>Remaining apartments:</b>			
Total cost of largest apartment		/ 2	
Limited energy, multi-family (with above)		\$45.00	
<b>Services or feeders: (installation, alteration, relocation)</b>			
200 amps or less		\$79.00	
201 to 400 amps		\$94.00	
401 to 599 amps		\$156.00	
600 amps		\$156.00	
601 to 1,000 amps		\$204.00	
Over 1,000 amps or volts		\$469.00	
Reconnect only		\$63.00	
<b>Temporary services or feeders: (installation, alteration, relocation)</b>			
200 amps or less		\$63.00	
201 to 400 amps		\$86.00	
401 to 599 amps		\$125.00	
600 amps		\$125.00	
Over 600 amps or 1,000 volts, see services or feeders section above.			
<b>Branch circuits: (new, alteration, extension per panel)</b>			
a. Fee for branch circuits with purchase of a service or feeder fee:			
Each branch circuit		\$4.00	
b. Fee for branch circuits without purchase of a service or feeder fee:			
First branch circuit		\$54.00	
Each additional branch circuit		\$4.00	
<b>Miscellaneous: (service or feeder not included)</b>			
Each pump or irrigation circle		\$63.00	
Each sign or outline lighting		\$63.00	
Signal circuits(s) or a limited-energy panel, alteration, or extension		\$63.00	



440-2584-BRDMN (5/15/COM/WEB)



# One- and Two-Family Dwelling Restricted Energy Electrical Application

Department of Consumer & Business Services  
Building Codes Division • bcd.oregon.gov  
City of Boardman Contract Office  
200 City Center Circle  
Boardman, OR 97818  
(541) 481-9252, Fax: (541) 481-3244

DEPARTMENT USE ONLY	
Permit no.:	
Office:	
By:	Date:
LOCAL GOVERNMENT APPROVAL	
Zoning approval verified?	<input type="checkbox"/> Yes <input type="checkbox"/> No

This permit is issued under OAR 918-309-0400. Permits are non-transferable. Permits expire if work is not started within 180 days of issuance or if work is suspended for 180 days.

JOB SITE INFORMATION AND LOCATION	
Job site address:	
City/State/ZIP:	
Project name:	
Directions to job site:	
Subdivision:	Lot no.:

DESCRIPTION OF WORK	
Job no.:	

PROPERTY OWNER INSTALLATION	
Name:	
Address:	
City/State/ZIP:	
Phone: ( )	Fax: ( )
This installation is being made on residential or farm property owned by me or a member of my immediate family. This property is not intended for sale, exchange, lease, or rent. (ORS 479.540(1) and 479.560(1))	
Sign here:	

CONTRACTOR INSTALLATION	
Business name:	
Address:	
City/State/ZIP:	
Phone: ( )	Fax: ( )
CCB lic.:	BCD lic. no.:
Signature:	
Name of signing supervisor:	
Signing supervisor's license no.:	

<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	Phone: ( )
Credit card number		Expiration
Name of cardholder as shown on credit card		
Cardholder signature		\$ Amount

FEE SCHEDULE	
Fee for all systems (includes two inspections):	\$25
Miscellaneous fees, each additional inspection:	\$55
Check type of work involved:	
<input type="checkbox"/> Audio and stereo systems	
<input type="checkbox"/> Data telecommunications	
<input type="checkbox"/> Doorbell	
<input type="checkbox"/> Garage-door opener	
<input type="checkbox"/> Heating, ventilation, and air-conditioning systems	
<input type="checkbox"/> Landscape lighting and sprinkler controls	
<input type="checkbox"/> Landscape irrigation controls*	
<input type="checkbox"/> Outdoor landscape lighting*	
<input type="checkbox"/> Vacuum systems	
<input type="checkbox"/> Other:	
Number of systems:	
Miscellaneous fees, each additional inspection: \$55	
* Exception: BCD licenses are not required only when work is done by a licensed landscape contractor, under ORS 671.510 to 671.710	

FISCAL USE	APPLICANT USE	
70111/1195	(A) Enter total of above fees	\$
70111/1291	(B) Enter 12 percent surcharge (.12 x [A])	\$
70111/1195	(C) Plan review, if required (.25 x [A])	\$
<b>TOTAL fees and surcharges:</b>		\$

If paying by credit card, applicant must sign the credit-card information box. Do **not** send cash.

DCBS fiscal use only:



440-2932-BRDMN (11/05/COM/WEB)

**Table J  
Public Health Department Fee Schedule 2021-2022**

**Oregon Immunization Program, Vaccine Costs by Dose for  
Billable Clients July-December 2021  
(Clinics Must Not Charge Higher Than Published Prices)**

<b>VACCINE</b>	<b>Brand</b>	<b>PRICE PER DOSE</b>
Diphtheria, Tetanus, Pertussis (DTaP)	Infanrix	\$21.53
	Daptacel	\$25.11
DTaP/Hepatitis B (HepB)/Polio (IPV)	Pediarix	\$74.19
Diphtheria, Tetanus, Pertussis (DTaP)/ Polio (IPV)	Kinrix	\$53.67
Inactivated Polio Vaccine (e-IPV)	IPOL	\$35.08
Hepatitis A (Hep A)	Havrix	\$28.44
	Vaqta	\$31.34
	Havrix (Adult)	\$40.70
	Vaqta (Adult)	\$63.74
Hepatitis B (Hep B)	Engerix-B	\$16.31
	Recombivax HB	\$19.57
	Engerix-B (Adult)	\$43.08
	Recombivax HB (Adult)	\$50.64
Hepatitis A & B (Hep A/B)	Twinrix	\$87.05
Haemophilus influenzae Type B (Hib)	PedVaxHIB	\$27.25
Human Papillomavirus (HPV9)	Gardasil 9	\$239.29
Meningococcal ACWY	Menveo	\$114.30
Measles, Mumps, & Rubella (MMR)	MMR II	\$82.49
Measles, Mumps, Rubella & Varicella (MMR-V)	ProQuad	\$235.28
Pneumococcal Polysaccharide (Pneumo 23)	PneumoVax 23	\$110.45
Pneumococcal Conjugate (Pcv 13)	Prevnar 13	\$209.75
Rotavirus	Rotarix	\$119.89
	RotaTeq	\$89.00
Tetanus & Diphtheria (Td)	Tenivac	\$32.25
Tetanus, Diphtheria & Pertussis (Tdap)	Boostrix	\$37.79
Varicella	Varivax	\$142.47

**Table J  
Public Health Department Fee Schedule 2021-2022**

All family planning supplies and/or Devices are charged based on acquisition cost. The cost will vary as our supplier rates change. For this reason, the family planning supplies and/or devices will not be listed in the fee schedule. Labs are billed to the Oregon Health Plan directly from the lab. The lab bills us in cases where the client is uninsured or confidential.

<b>Patient Visit</b>	<b>2021-2022</b>
New Patient – Registered Nurse Visit Only, Straightforward Appointment	<b>\$210.00</b>
New Patient - Physician Assistant Visit, Low Complexity	<b>\$279.00</b>
New Patient - Physician Assistant Visit, Moderate Complexity	<b>\$224.00</b>
New Patient - Physician Assistant Visit, Higher Complexity	<b>\$425.00</b>
Established Patient - RN Visit Only, Low Complexity	<b>\$158.00</b>
Established Patient - Physician Assistant Visit, Straightforward Appointment	<b>\$168.00</b>
Established Patient - Physician Assistant Visit, Low Complexity	<b>\$279.00</b>
Established Patient - Physician Assistant Visit, Detailed-Moderate complexity	<b>\$335.00</b>
Family Planning Visit - OHP	<b>\$135.00</b>
COVID Vaccine Administration Fee - 1st shot	<b>\$65.00</b>
COVID Vaccine Administration Fee - 2nd shot	<b>\$22.00</b>
Vaccine Administration Fee for "Free" State Supplied Vaccine	<b>\$21.00</b>
COVID Vaccine Administration Fee - Private Insurance	<b>\$65.00</b>
COVID Vaccine Administration Fee - Oregon Health Plan	<b>\$40.00</b>
Other Immunizations for OHP Administration Fee	<b>\$21.96</b>
Intrauterine Device (IUD) Insertion Fee	<b>\$168.00</b>
Intrauterine Device (IUD) Removal Fee	<b>\$168.00</b>
Hormone Implant Insertion	<b>\$224.00</b>
Hormone Implant Removal	<b>\$224.00</b>
Hormone Implant Replacement	<b>\$224.00</b>

**Table K  
Morrow County Public Works  
Fee Schedule**

**Permits**

Road Approach site application commercial .....	\$125.00
Road Approach site application residential .....	\$50.00
Permit to Build on Right of Way (Access).....	\$50.00
Utility Permit (Private Utility) .....	\$50.00
No – Spray Permit .....	\$25.00
Leaky Load Permit (monthly fee per unit).....	\$10.00
Continuous Variance Permit .....	\$5.50
(Over width/over length permit)	

**Black/Color Large Format Printer Printing and/or Copies**

Size	8.5" x 11"	\$7.00
Size	8.5" x 14"	\$9.00
Size	11" x 17"	\$12.00
Size	17" x 22"	\$13.00
Size	22" x 34"	\$15.00
Size	30" x 42"	\$20.00
Size	34" x 44"	\$25.00
Size	BANNER (42 inch width x # ft. length)	\$10.00 per foot (length)

**Lamination Fees (Maximum width 27 inches)**

3 Mil. Per Sq. Inch.	\$0.05
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**Standard COPY Fees from document/file/PDF**

Size	8.5" x 11"	\$0.25/page black & white
Size	8.5" x 11"	\$1.00/page color
Size	8.5" x 14"	\$0.25/page black & white
Size	8.5" x 14"	\$1.00/page color
Size	11" x 17"	\$3.00
Size	17" x 22"	\$8.00
Size	22" x 34"	\$10.00
Size	30" x 42"	\$12.00
Size	34" x 44"	\$15.00

*Labor for custom products will result in a \$20.00/hour fee, minimum one-half hour*

**Table K  
Morrow County Public Works  
Airport Fee Schedule**

**Airport Hangar Rent**

Hangar type	Square feet	February 2022
		\$0.177305/sf
Large Hangar #1	3,560	\$631.20
Standard Hangar #2	1,128	\$200.00
Standard Hangar #3	1,128	\$200.00
Standard Hangar #6	1,128	\$200.00
Standard Hangar #7	1,128	\$200.00
Medium T Hangar #4	1,529	\$271.10
Medium L Hangar #5	1,319	\$233.86

Through the fence ingress/egress per operator	\$75.00 per month
Secured Vehicle Parking	\$10.00 per month with agreement
Aviation Fuel	\$0.65 Profit Margin markup on current price
Utility lease with new Ag site	\$175.00 per month with agreement
Ground Lease	\$0.75 per square foot

**Table K – Morrow County Public Works  
Parks Fee Schedule**

\*\*\* Due to internet access there may be times when  
Parks may not be able to process Debit or Credit Card transactions. \*\*\*

PARK FEES FOR ANSON WRIGHT PARK, CUTSFORTH PARK AND THE  
MORROW COUNTY OFF HIGHWAY VEHICLE PARK ALSO KNOWN AS OHV PARK

**Park Fees: for any single type of RV, tent, camper or vehicle (Unit)**

	<b>Per Day</b>	<b>Per Week</b>	<b>Per Month</b>
Cabins* (OHV Park A Frame & 10x16)	\$49.00	\$ N/A	\$ N/A
Cabins*† (OHV 10x16)	\$49.00	\$ N/A	\$ N/A
Cabins* (Anson Wright 14X14)	\$49.00	\$ N/A	\$ N/A
Cabins*† (Cutsforth 10x16)	\$49.00	\$ N/A	\$ N/A
4-H Building (Cutsforth Park)	\$100.00	\$ N/A	\$ N/A
Juniper Cabin*† ‡ (OHV Park 20X14)	\$88.00	\$ N/A	\$ N/A
Full hook-ups (water, sewer, and electric)	\$29.00	\$174.00	\$686.00
Partial hook-up (water and electric)	\$25.00	\$152.00	\$607.00
Water only hook-up	\$22.00	\$132.00	\$528.00
Dry camp or primitive (Tent and/or RV)	\$19.00	\$112.00	\$449.00
OHV Overflow Area/Large Group Site§	\$19.00§	\$112.00§	\$449.00§

\* No running water inside of cabins. No bedding furnished

† Propane lighting, heating

‡ Gas generator available for LIMITED electrical use

§ OHV Large Group Site is a per unit fee (Unit = any single type RV, tent, camper or vehicle)

Seventh (7<sup>th</sup>) day free for all RV/tent sites.

Maximum of six (6) people per paid site (with exception of Large Group Site/s at OHV Park)

Weekly/Monthly rates automatically calculated by reservation software.

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Extra vehicle only (one included with campsite)	\$2.00 per extra vehicle only per day
Sewer dump fee	\$10.00
Campfire Wood (1 row – 1’W x 3’H x 3’L)	\$10.00
Water Registered Camper	FREE
Non-Registered Camper	\$0.05 per gallon <i>charge due to upkeep of system.</i>
Cutsforth Park Horse Pens	\$3.00 per head per Day
BBQ (wood-burning), Gazebo or Picnic Area/s	\$25.00 per area per Day (Reserved for large groups)
Propane	\$0.75 over delivery market rate
Propane Tank- five (5) gallon rental	\$25.00 per Day

50% Discount for active duty military on leave or veterans with disabilities with proper documentation. Does not cover cabins or other special park facilities, amenities, extra people or vehicles and is only eligible for one site discount per stay. Reserved site must be occupied by the veteran that is eligible for discount. Otherwise, discount is invalid. Reservation is not transferable to anyone else, even other veterans. When you arrive at park you will be asked for photo ID to confirm veteran status. If unable to provide ID indicating the veteran status, guest will not receive discount and will be responsible for full rate of site reserved.

50% Discount Wedding/Reunion facilities rental when entire park facilities (all campsites, buildings and amenities) are rented. With understanding that restrooms/showers, ponds, playground and day use areas remain open for public use.



**Table K**  
**Morrow County Public Works**  
**Transfer Station Fee Schedule**

**Transfer Site:**

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**Cubic Yard cost Minimum Waste fee \$8.85 (Average between both sites \$8.85)**

Length ft. x Width ft. x Height ft. = \_\_\_\_\_ Divide by 27 (Number ft. in a cubic yard) = \_\_\_\_\_ Take that amount multiply by the **\$8.85** Minimum cost.

Examples below

One-half pickup box or less **\$8.85** minimum

6' x 6' x 3' = 4 cubic yards = **\$35.00**

6' x 8' x 2' = 3.55 cubic yards = **\$31.00**

8' x 8' x 6' = 14.22 cubic yards = **\$125.50**

8' x 12' x 7' = 24.88 cubic yards = **\$220.00**

Up to SIX – 32 Gallon Garbage Bags – **\$8.85** (Equivalent to 4' x 4' and less than 1' high pickup bed or small trailer.)

Car tire without rim	<b>\$ 9.00</b>
Truck tire without rim	<b>\$12.50</b>
Tractor / Duplex	<b>\$27.50</b>
Grader tire	<b>\$51.25</b>

The following items are taken **FREE OF CHARGE** for Morrow County residents:

**Household Items:**

Sofas	Refrigerators
Love Seats	Freezers
Large Chairs	Water Heaters
Mattresses	Stoves/Ranges
Box Springs	Washers
Microwaves	Dryers
Toilets	Sinks (kitchen or bath)

**Paint:**

Latex and Oil Based (Gallon Containers Only)

**Electronics:**

Computer Tower	Fax Machines
Computer Screen	Tablets
Key Boards	Telephones & Cell Phones
Printers	Copiers
Handheld Radios	Stereos

**Table L**  
**Sheriff's Office Fee Summary**  
**2022 Fee Update**  
**CIVIL Fees set by ORS 21.300**

<b>Mileage</b> (for travel in excess of 75 miles round trip from the Morrow County Courthouse in Heppner to service locations). <b>Fee is in addition</b> to the schedule below.			
		<u>Previous</u>	<u>July 1, 2021</u>
		\$45	\$50
<b>Notice process:</b> Summons, Notice of Restitutions, Civil Subpoenas, Citations, Order, Small Claim			
	<u># of parties/same court case</u>	<u>Previous</u>	<u>July 1, 2021</u>
	1 person	\$45	\$50
	2 person/1 address	\$45	\$50
	2 person/2 addresses	\$90	\$100
	3 persons/1 address	\$75	\$84
	4 persons/1 address	\$100	\$112
<b>Evictions</b> (Writ of Execution of Judgment of Restitution). "Et Al" or "All other occupants" is considered a party in all actions.			
	<u># of tenants</u>	<u>Previous</u>	<u>July 1, 2021</u>
	1 or 2/same address	\$125	\$139
	3 same address	\$155	\$173
	4 same address	\$180	\$201
<b>Enforcement Action Minimum Fee</b> (Fees vary by the type of enforcement action, so please call to verify).			
		<u>Previous</u>	<u>July 1, 2021</u>
		\$80	\$89
<b>Writs of Garnishments</b> * Must include a separate check made payable to the financial institution or bank for \$15.00 search fee, if being served to a financial institution or bank*			
		<u>Previous</u>	<u>July 1, 2021</u>
		\$25	\$25
<b>Conveying Property</b> (Deeds, Certificate of Redemption, or other conveyance of real property)			
		<u>Previous</u>	<u>July 1, 2021</u>
		\$50	\$56
<b>Entering and processing distraint warrants</b> for state agencies			
		<u>Previous</u>	<u>July 1, 2021</u>
		\$6.25	\$6.25
<b>Sheriff Sales</b>			
		<u>Previous</u>	<u>July 1, 2021</u>
	Real Property Sale Preparation	\$100	\$100
	Conduction Sheriff's Sale	\$11	\$11

	Sheriff Statutory Enforcement Fee	\$80	\$89
	Post Sale Administration	\$67	\$67
	Folio	\$3	\$4
	Post Notice of Sale on Property	\$45	\$50
	Mileage fee (if applicable)	\$45	\$50
	Post Sold Notice on Property	\$45	\$50
	Mileage fee (if applicable)	\$45	\$50
	Copies for Mailing	\$.25	\$.25
	Pre-Sale Mailing	Varies (USPS Cost)	
	Post Sale Mailing	Varies (USPS Cost)	
	Heppner Gazette Times (Posting and Affidavit)	\$244	\$250
	Oregon State Sheriff's Association (Posting and Affidavit)	\$300	\$330
	Deeds	\$50	\$56
<b>Concealed Handgun License (CHL) Fees set by House Bill 554</b>			
		<u>Current</u>	<u>September 26, 2021</u>
	New	\$50	\$100
	Renewal	\$50	\$75
	Transfer	\$15	\$15
	Fingerprint fee (New and Transfer only)	\$15	\$15
	Duplicate License	\$15	\$15
<b>Records</b>			
		<u>Previous</u>	<u>July 28, 2021</u>
	Copies of Deputies Reports (per report)	\$15	n/c
	9-1-1 calls (per incident)	\$20	n/c
	Radio traffic (per incident)	\$20	n/c
	Pictures (per incident)	\$20	n/c
	Videos (per video)	\$35	n/c
	Extensive records request per hour (billed in 15 minute increments) AFTER 30 minutes of staff time	\$40	n/c
<b>Uniformed Security on Civil Enforcement Action: \$50 1<sup>st</sup> hour, Thereafter \$75.00 per hour per deputy</b>			
	<b>NSF Checks</b> (Paid by cash only)	\$30	<b>\$35</b>
	<b>Fingerprints</b> (Paid by cash only)	\$15	<b>* delete *</b>
	First 2 cards		<b>\$15</b>
	Each Additional Card		<b>\$5</b>
	<b>False Alarm - Penalties</b> (first false alarm free) in a month per alarm	\$50	<b>n/c</b>
	<b>Impounded Auto Administrative Fee</b> (Paid by cash only)	\$60	<b>n/c</b>
	<b>Handgun Proficiency class 'lab' fee</b>	\$50	<b>n/c</b>
<b>Parole and Probation</b>			
		<b>Fees</b>	
	Interstate Compact Fee	\$180	
	Electronic Monitoring (Set-up fee)	\$25	
	Electronic Monitoring (per day)	\$15	
	Positive Urine Samples (LAB)	\$50	

	Work Crew (Crew of 5 or more) per day	\$250.00
	Work Crew (Less than 5) per day	\$125.00
	Polygraphs	Varies between \$150-\$300
** No longer charge supervisor fees or travel permits per Senate Bill 620. **		

**Table M  
Surveyor Fees**

<b><u>Record of Survey</u></b>	
Review and Filing	\$25.00
<b><u>Property Line Adjustment</u></b>	
Review and Filing	\$100.00
<b><u>Partition</u></b>	
Plat Review, Check, and Filing	\$200.00
<b><u>Subdivision or Condominium</u></b>	
Plat Review, Check, and Filing	\$300.00+\$10.00 per lot/unit
<b><u>Affidavit Fee</u></b>	\$25.00
(Corrections, Post-monument, etc.)	
<b><u>Vacation Fee</u></b>	\$25.00
<b><u>Public Land Corner Record</u></b>	Free of Charge

**NOTE:**

Record of Survey & Property Line Adjustment fees are due to the County Surveyor Office at the time of final mylar submittal for recording. Partition Plat and Subdivision/Condominium fees are due at the time of recording with the Morrow County Clerk's Office.

**Copy Charges**

8.5" x 11"	\$0.50
11" x 17"	\$2.00
18" x 24"	\$3.00
24" x 36"	\$4.00

**Table N**  
**Treasurer's Fees**

Replacement checks* (Stop Payments & Reissues)	\$20
*Will not be charged if original check was not received by individual	
Not Sufficient Funds (NSF) Checks	\$35
Bank Wire	\$15

**Table O**  
**Whole County**

Computer Time	\$75/hour
Interpreter rate	
Non-certified	\$25/hour
Certified	\$32.50/hour
Computer print-outs (black & white)	\$0.25/page
Computer print-outs (color)	\$1.00/page
Photocopies (black & white)	\$0.25/page
Photocopies (color)	\$1.00/page
Fax Fees for non-County business:	
Outgoing – 1 <sup>st</sup> page	\$3.00
Each additional page	\$1.00
Incoming (whole fax)	\$2.00
Not Sufficient Funds (NSF) Check Fee	\$35.00

Other fees may be assessed under Oregon Revised Statutes

# ROAD REPORT JANUARY 2022

**BLADING OPERATIONS:** Following are the roads blade operators made improvements to.

Zone 1 – Homestead, County Line, Nichols,

Zone 2 – Little Butter Cr., French Ln.,

Zone 3 – Smith, Holtz, Kincaid

Zone 4 –

Zone 5 –

**ROAD SIGN REPAIR:** Crew members continue making sign repairs around the county as time allows.

**WINTER OPERATIONS:** We spent the first week of January plowing roads throughout our county. We had washouts on a few roads. We are still working on repairs to the road surface, drainage ditches, and culverts. The crew will be spending weeks making repairs and upgrades.

**PERMITS:** Following are approved permits to work in the county right of way.

296/296a	689	Olson Road	Alesia Hearn	Approach	01/06/2022	01/11/2022
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## HUMAN RESOURCES

P.O. Box 593  
Heppner, Oregon 97836-0412  
(541) 676-5620

Lindsay Grogan  
Director  
lgrogan@co.morrow.or.us

TO: Board of Commissioners  
SUBJECT: Human Resource Quarterly Report  
DATE: Oct 28, 2021 – Jan 26, 2022

### MEMORANDUM

#### Recruitment

Katie Keely has transferred from 911 Dispatch to the Compliance Planner position in the Planning department.

The Sheriff's Office has recently selected a candidate for the remaining Patrol Deputy position, Tamara Beardsley joined the team at the first of the year.

The Public Health Department has filled the Clinic Nurse position. Karla Bedolla is a Registered Nurse who joined the team on January 10<sup>th</sup>.

The Loop has filled all of the part time Demand Response Driver positions as the last South County position has been recently occupied by Donald McNeil.

We are still actively seeking a Home Visitation Nurse, Surveyor, Deputy District Attorney, two 911 Dispatchers, Juvenile Probation Counselor, and a Public Works Director.

#### Other

The HR team implemented the Ascentis (HRIS) program at the first of the year. By now, employees should be using the portal for all self-service needs including payroll related items.

The Compensation Board met on January 20<sup>th</sup>, 2022. Darrell Green administrated the meeting.

The classification process is in its final stages. The Reclasses were scheduled in front of the board on January 12<sup>th</sup>, and the FTE asks were scheduled for review, today. There were 2 reclass applications and 10 FTE ask applications submitted.

The COVID-19 Vaccine Mandate for large employers was blocked by the Supreme Court. At this time, the County is no longer required to mandate employee COVID vaccinations and will no longer be moving forward.

As always, please feel free to ask me for any updates as needed.

Sincerely,

*Lindsay Grogan*



## Public Health Department

P.O. Box 799 • Heppner OR 97836  
(541) 256-0820

Nazario Rivera  
Public Health Director  
nrivera@co.morrow.or.us

**TO:** Board of Commissioners  
**FROM:** Nazario Rivera, Public Health Director  
**DATE:** January 24, 2022  
**RE:** Morrow County Public Health Department Quarterly Update

### **Below are the highlights for this past quarter:**

#### **General Updates**

We have updated our clinical hours for the lone clinic.

#### Revised Clinic Schedule

- Mondays: Boardman, 8:00am-12:00pm & 1:00pm-5:00pm
- Wednesdays: Heppner, 8:00am-12:00pm & 1:00pm-5:00pm
- Wednesdays: Lone, 9:30am-11:30am & 12:00pm-3:00pm

#### **COVID-19 Cases**

- **Cases as of 01/22/2022**

Cases for Morrow County	
Boardman	1399
Irrigon	858
Heppner	215
Lexington	56
lone	96
Total	2624
Hospitalized	1
Deaths	30

During this quarter we experienced a surge of cases due to the highly transmissible omicron variant. Public Health worked with OHA and community partners to bring weekly testing to Boardman. These testing events continue to happen on a weekly basis.

In the context of widespread community transmission of COVID-19, case investigation and contact tracing cannot effectively slow the spread of disease. The current and rapidly growing surge of COVID-19 cases driven by the Omicron variant has outpaced the capacity of the public health system to effectively conduct active case investigation and contact tracing. Given the burdens to the entire public health infrastructure and the need to pivot resources to higher priority public health measures, the Oregon Health Authority (OHA) is adjusting case investigation and outreach efforts. OHA will move away from individual investigation and contact tracing calls to focus on investigating outbreaks in high-risk settings (congregate care living, food chain, healthcare, and K-12 settings).

People who have COVID-19 need to self-isolate for 5 days or until 24 hours after fever has passed and other symptoms are improving. Then they should continue to wear a well-fitting mask around others for 5 more days to keep from spreading the virus and making others sick.

Even if people don't have symptoms or feel sick, they should self-isolate for at least 5 days after they are first diagnosed with COVID-19.

If people test positive they can visit [Oregon.gov/positivecovidtest](https://oregon.gov/positivecovidtest) or call 866-917-8881 (toll free) if they need assistance.

### **COVID-19 Vaccines**

All Oregonians age 5 and older are now eligible for a vaccine in the state. Anyone age 12 and older is now able to get a booster as long as they are following the appropriate timeline.

We are continuing to partner with key partners such as the Oregon Health Authority and local healthcare clinics, and local community-based organizations. Booster doses for all three vaccines, Pfizer, Moderna, and Johnson and Johnson are now approved.

### **COVID-19 School Response**

Morrow County Health Department has been working closely with Morrow County Schools doing COVID surveillance and monitoring in the student and staff populations. There was a significant increase in contact tracing within schools. Morrow County School District nurses were able to assist us in contact tracing. The next big push is finding ways we can offer more accessible COVID-19 vaccines to students.

### **Staffing**

Recent Changes:

- Clinic Nurse Coordinator
  - We are pleased to have Karla Bedolla join our team as the new clinic nurse.

Current Vacancies:

- Maternal & Child Health Home Visiting RN, (Babies First)

### **Reproductive Health**

We are continuing to work through some additional standing orders from our Health Officer. Our Reproductive Health Physician Assistant will not be renewing her contract. We are currently reaching out to other providers to try to fill that void.

### **Electronic Health Record**

We have continued our phased approach with Patagonia. We are having to find new approaches to our previous workflow due to the change in platform.

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## Weed Dept. Summary of Activities for Oct. – Dec. 2021

### October

Attended Oregon Vegetation Management Association conference in Seaside.

Started residual spray program on paved roads.

Attended virtual meeting for Oregon Invasive Species Council.

Took some annual leave for Elk Hunting.

### November

Continued and finished paved road residual spraying.

Talked to Sarah Echeson from Dept./ of Energy regarding weed control issues on DOE projects.

Attended NE County weed meeting in La Grande.

Sprayed residual weed control around new Sheriff building in Heppner.

### December

Clean up and winterize spray equipment.

Attended Oregon County Weed Control meeting in Bend.

Attended meeting of Oregon Invasive Species Council (last one – term expires).

Collected Canada Thistle galls with Crook and Grant County Weed Supervisors.

Figure chemical needs for gravel road spraying in spring and get chemicals ordered before price increases.

Took annual leave for couple weeks around holidays.



## Want to work in the solar industry? Come be an LRT!

Oregon has a one-of-a-kind Licensed Renewable Energy Technician Apprenticeship Program that is registered with the Oregon Bureau of Labor and Industries and managed by the Renewable Energy Joint Apprenticeship and Training Committee.

To install solar electric systems in Oregon, workers must hold either a General Journey Worker Electrician's license or a Limited Renewable Energy Technician's (LRT) license. LRTs specialize in renewable energy systems (solar electric, wind turbines, micro-hydro, and fuel cells) up to 50kW. Most commonly, LRTs install and maintain residential and small commercial PV systems with energy storage.

What are the requirements of the LRT Apprenticeship Program?

Earning an LRT license requires completion of an electrical apprenticeship program, governed through Oregon Bureau of Labor and Industries (BOLI). Apprentices must complete 4000 hrs. of on-the-job training (OJT) with a registered training agent along with 288 hours of related (online) classroom training through an approved education provider. Some Training Agents may assist in payment for the coursework.

Want to learn more about the LRT Apprenticeship Program and how to apply?

The LRT Apprenticeship Program coordinates the applicant process and supports apprentices during their apprenticeship.

To learn more about the program check out our website. To apply, click on the "Applicants" tab.

<http://www.solarapprenticeship.org>

Mike McArthur

[mwm@community-renewables.org](mailto:mwm@community-renewables.org)

541-980-2089

2021 CREZ II Total Disbursement

**CREZ II Order # 0001-2021**

**Amount**

(Final Fire Truck Payment)

Boardman Fire & Rescue 176,214.95

**CREZ II Order # 0002-2021**

**Amount**

(Payment Based on Bond Rate)

Blue Mountain Community College 44,712.69  
Boardman Park & Recreation 116,867.85  
Boardman Fire & Rescue 97,425.65  
City of Boardman 315,657.20  
TOTAL 574,663.39

**CREZ II Order # 0003-2021**

**Amount**

(Management Expense)

Greg Sweek 9,375.40

**CREZ II Order # 0004-2021**

**Amount**

(Taxing Districts Where Project Located)

Umatilla Morrow Radio & Data District 17,022.03  
Morrow County Health District 100,004.22  
Boardman Fire & Rescue 74,705.99  
Irrigon Cemetery 4,137.05  
Irrigon Park 16,438.90  
Morrow County Unified Recreation District 45,641.52  
Morrow County School District 403,787.74  
Intermountain ESD 61,623.95  
Blue Mountain Community College 66,176.77  
North Morrow Vector Control 29,123.06  
Oregon Trail Library 25,391.46  
Boardman Cemetery 1,698.16  
Boardman Park 17,824.61  
Boardman Central Urban Renewal Agency 2,171.19  
TOTAL 865,746.65

**CREZ II Order # 0001-2022**

**Amount**

Morrow Education Foundation 571,500.00

**CREZ II Order # 0002-2022****Amount**

City of Heppner	200,000.00
City of Lone	200,000.00
City of Irrigon	200,000.00
Town of Lexington	200,000.00
TOTAL	800,000.00

**CREZ II Order # 0003-2022****Amount**

(Economic Development Groups)

Boardman Community Development Association	1,010,000.00
Willow Creek Valley Economic Development Group	649,500.00
City of Irrigon	840,500.00
TOTAL	2,500,000.00

**CREZ II Order # 0004-2022****Amount**

(Health &amp; Safety)

Boardman Fire & Rescue	150,000.00
City of Boardman Police	165,000.00
Morrow County Health District	150,000.00
TOTAL	465,000.00

**CREZ II Order # 0005-2022****Amount**

(Zone Sponsors)

Port of Morrow	1,150,000.00
Morrow County	1,150,000.00
City of Boardman	1,150,000.00
TOTAL	3,450,000.00

**CREZ II Order # 0006-2022****Amount**

(Zone Sponsors &amp; Economic Development Groups)

Port of Morrow	233,333.34
Morrow County	233,333.33
City of Boardman	233,333.33
Boardman Community Development Association	134,936.00
Willow Creek Valley Economic Development Group	86,773.20
City of Irrigon	112,290.80
TOTAL	1,034,000.00

Grand Total of Disbursements	10,446,500.39
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## 2021 CREZ II Disbursement by Entity

<u>Name</u>	<u>Amount</u>
Boardman Cemetery	1,698.16
Boardman Central Urban Renewal Agency	2,171.19
Irrigon Cemetery	4,137.05
CREZ II Zone Manager Expense	9,375.40
Irrigon Park	16,438.90
Umatilla Morrow Radio & Data District	17,022.03
Oregon Trail Library	25,391.46
North Morrow Vector Control	29,123.06
Morrow County Unified Recreation	45,641.52
Intermountain ESD	61,623.95
Blue Mountain Community College	110,889.46
Boardman Park	134,692.46
City of Heppner	200,000.00
City of Lone	200,000.00
Town of Lexington	200,000.00
Morrow County Health District	250,004.22
Boardman Fire & Rescue	498,346.59
Willow Creek Valley Economic Development Group	736,273.20
Morrow Education Foundation	975,287.74
Boardman Community Development Association	1,144,936.00
City of Irrigon	1,152,790.80
Morrow County	1,383,333.33
Port of Morrow	1,383,333.34
City of Boardman	1,863,990.53
TOTAL	10,446,500.39