



# Compensation Board Packet Table of Contents

2022-2023

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# Preliminary Information

## Compensation Board Members

Members	Position	Term Expiration
Marie Cain	<u>Umatilla Electric Cooperative</u> Accounting Manager	December 31, 2023
Lisanne Currin	<u>Morrow County Grain Growers</u> Chief Financial Officer (CFO)	December 31, 2023
Eileen Hendricks	<u>Port of Morrow</u> Chief Financial Officer (CFO)	December 31, 2025
Christine Gray	<u>Community Counseling Solutions</u> Human Resources Director	December 31, 2026
Debbie Radie	<u>Boardman Foods</u> Vice President of Operations	December 31, 2023

# 2023 Compensation Board Timeline

<b>DATE</b>	<b>ITEM</b>
<b>11/2/2022</b>	Compensation discussion at BOC meeting. Commissioners provide direction to the Compensation Board regarding their vision for the next Fiscal Year.
<b>11/22/2022</b>	Elected Officials receive email advising them of the date and time of the Compensation Board meeting and requesting any comments they would like to provide.
<b>12/7/2022</b>	Comments from Elected Officials are due back to HR.
<b>1/27/2023 ±</b>	Publish Agenda for Compensation Board meeting.
<b>1/30/2023 ±</b>	Packets with data and memos are delivered to Compensation Board members.
<b>2/3/2023 ±</b>	Scan of packet is posted to website
<b>2/21/2023</b> @ 2:00pm	Compensation Board meeting.
<b>3/8/2023 ±</b>	Present Compensation Board recommendation to Board of Commissioners.



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## HUMAN RESOURCES

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

**To: Morrow County Compensation Board**  
**From: Lindsay Grogan, Human Resource Director**  
**Date: January 30, 2023**  
**Re: 2023-2024 Compensation Board Introduction**

Thank you for serving on the 2023-2024 Fiscal Year Compensation Board for Morrow County. Your knowledge in personnel and compensation is much-admired by those involved.

Our goal is to provide for a straightforward and transparent public process. The Board of Commissioners have voiced their wishes to allow all Compensation Board Members to have adequate time to correctly evaluate the compensation of the elected officials, we would like to avoid any last-minute additions to the packet and or the meeting. I will be providing the information outlined in statute ORS 204.112.

As per the statute of ORS 204.005, the Compensation Board is charged with reviewing the compensation for the Assessor, Clerk, Sheriff, Treasurer, and the Commissioners. In the past the Board has also reviewed the Justice of the Peace compensation and any additional compensation for the District Attorney's stipend. However, the current Board of Commissioners have voted not to include the evaluation of the District Attorney's stipend.

The meeting of the Compensation Board is a Public Meeting. During this meeting there will be a specified time(s) for comment. I would like to allow the Board to be able to deliberate without interruption and would like to limit comments to the identified comment times at the beginning of the meeting and a comment time at the end of the meeting. In the previous years, the Compensation Board Chair allowed the current Elected Official to make comment prior to deliberations on each position. That seems to work well and will be continued this year.

The Compensation Board will be asked to evaluate the compensation of each Elected Official, as well as compensation of all Elected Officials as a whole. The Board will be asked to recommend a COLA (Cost of Living Allowance) for Elected Officials. The Board may recommend to increase, decrease, or make no change to a particular wage. There may be different recommendations for different positions.

The Compensation Board will make a recommendation for compensation for Elected Officials, which will then be presented to the Board of Commissioners. The Board of Commissioners may accept, reject, or modify the recommendation. The Board of Commissioners will decide what will be included in the budget for next Fiscal Year and presented at the Budget Hearings.

As a recap, please see the table below that outlines the previous year's recommendation, and the adjustments to compensation that actually occurred.

Position	Comp Board 2022 Recommendation	Actual Results approved by Board / Budget Committee. Eff: 7/1/22
Assessor & Tax Collector	4.5% COLA	3.0% COLA
Clerk	4.5% COLA + 5% Increase	3.0% COLA +5% Increase
Commissioner	2022- \$79,000; 2023 - \$89,134	3.0% COLA
Justice of the Peace	4.5% COLA	3.0% COLA
Sheriff	4.5% COLA	3.0% COLA
Treasurer	4.5% COLA	3.0% COLA

**204.005**

**Election or appointment of county officers**

**204.010**

**Terms of office of county officers**

**204.013**

**Numbered positions for office of county commissioner**

**204.016**

**Eligibility for county offices generally**

**204.017**

**Election of county commissioners by numbered position**

**204.020**

**When terms of office commence**

**204.065**

**Appointment of county judge pro tem**

**204.070**

**Oath of county judge pro tem**

**204.075**

**Compensation of county judge pro tem**

# ORS 204.005<sup>1</sup>

## Election or appointment of county officers

Text

News

Annotations

Related Statutes

- (1) The following county officers shall be elected at the primary election or general election, as provided in ORS 249.088 (Nomination or election of candidate at nominating election):
  - (a) A sheriff.
  - (b) A county clerk.
  - (c) A county assessor.
  - (d) A county treasurer.
  - (e) A county commissioner to succeed any commissioner whose term of office expires the following January.
  - (f) In any county where there is a vacancy from any cause in the office of county commissioner, an additional commissioner to fill the vacancy.
- (2) Unless an adopted county charter or a county ordinance provides otherwise, the governing body of a county shall appoint a county surveyor. [Subsection (2) enacted as 1953 c.477 §2; subsection (3) enacted as 1959 c.174 §3; 1959 c.628 §1; 1961 c.571 §3; subsection (4) enacted as 1963 c.386 §2; 1965 c.221 §21; 1969 c.532 §3; 1971 c.88 §4; 1983 c.327 §4; 2005 c.797 §29; 2009 c.491 §1]

204.112

County compensation board

204.116

Governing body to fix compensation of county officers, deputies and employees

204.121

Compensation and appointment of officers, deputies and employees in counties subject to county civil service law

204.126

Change in compensation of elective officers

## ORS 204.112<sup>1</sup>

### County compensation board

- members
- compensation review and recommendations

Text

News

Annotations

Related Statutes

- (1) Each county governing body shall appoint a county compensation board. A county compensation board shall consist of from three to five members, who are knowledgeable in personnel and compensation management.
- (2) The county compensation board shall annually recommend a compensation schedule for the county elective officers mentioned in ORS **204.005 (Election or appointment of county officers)**.
- (3) The county compensation board shall annually review the compensation paid to persons comparably employed by the State of Oregon, local public bodies and private businesses within a labor market deemed appropriate by the board for each elective officer. The county compensation board shall take into account such factors as the number of employees supervised and the size of the budget administered by each elective officer, the duties and responsibilities of each elective officer, and the compensation paid to subordinates and other appointed employees who serve in positions of comparable management responsibility. The county compensation board shall prepare and approve by majority vote a recommended compensation schedule for the elective officers and shall submit the recommended compensation schedule to the county governing body.
- (4) Notwithstanding subsections (1) to (3) of this section, the sheriff's salary shall be fixed in an amount which is not less than that for any member of the sheriff's department. [1989 c.941 §1]



204.112  
County compensation board

204.116  
Governing body to fix  
compensation of county offi-  
cers, deputies and employees

204.121  
Compensation and appoint-  
ment of officers, deputies  
and employees in counties  
subject to county civil  
service law

204.126  
Change in compensation of  
elective officers

## ORS 204.116<sup>1</sup>

# Governing body to fix compensation of county officers, deputies and employees

• disposition of fees

Text

News

Annotations

Related Statutes

- (1) Except as otherwise provided by law, the governing body of each county shall fix the compensation of its own members and of every other county officer, deputy and employee when the compensation of such individuals is paid from county funds.
- (2) Any commission, fees or other moneys received by a county officer, deputy or employee for services rendered in the course of that individual's office or employment may not be allowed to or retained by that individual, but shall promptly be paid into the county treasury except:
  - (a) For compensation fixed under subsection (1) of this section;
  - (b) As otherwise determined by the governing body of the county; **or**
  - (c) As otherwise provided by ORS **106.120 (Who may solemnize marriage)** or **205.320 (Fees collected by county clerk)** (1)(f). [1981 c.48 §2; 1997 c.253 §2; 1997 c.424 §2; 1999 c.776 §4; 2001 c.501 §8; 2015 c.27 §21]

# Agenda

- ✓ 2023-2024
- ✓ 2022-2023
- ✓ 2021-2022

## MORROW COUNTY COMPENSATION BOARD MEETING AGENDA

Tuesday, February 21, 2023 at 2:00 PM

Irrigon Government Center

Don Adams Conference Room

205 NE Third St, Irrigon, OR 97844

1. **Call to Order – 2:00 PM**
2. **Minutes 2022-2023**
3. **Chair Election**
4. **Open Comments** – This is the time provided for individuals wishing to address the Board.
5. **Elected Officials Compensation Deliberations** – This portion of the meeting will be for Board deliberations. Comment will not be accepted during this time.

*Consider Pay Levels of Morrow County Elective Officers, as required under ORS 204.112*

- Discussion of overall assessment
- Assessor
- Clerk
- Commissioner
- Justice of the Peace
- Sheriff
- Treasurer
- Compensation Board recommendation to the Morrow County Board of Commissioners

6. **Open Comments** - This is the time provided for individuals wishing to address the Board.
7. **Adjournment**

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 Human Resources office before 12:00pm on February 13, 2022. 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 Lindsay Grogan, Human Resources Director at (541) 676-5620.

## Accessibility

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 the BOC Executive Assistant at (541) 676-5613.

Join Zoom Meeting

<https://us02web.zoom.us/j/5416762546?pwd=K1QvNC9RQVJLbEhKL3JtUkJOWG1rdz09>

Meeting ID: 541 676 2546

Passcode: 97836

One tap mobile

+13462487799,,5416762546#,,,,\*97836# US (Houston)

+16694449171,,5416762546#,,,,\*97836# US

**Morrow County Compensation Board Meeting Minutes**  
**January 20, 2022**  
**Bartholomew Building Upper Conference Room**  
**Heppner, Oregon**

**Present In-Person**

Board Members: Marie Cain, Lisanne Currin, Kalie Davis, Eileen Hendricks  
Staff: Darrell J. Green, Administrator; Ronda Fox, Payroll & Benefits Administrator  
Elected Officials: Commissioner Jim Doherty, Treasurer Jaylene Papineau

**Present Via Zoom**

Board Members: Debbie Radie

**Call to Order:** 9:00 a.m.

Administrator Darrell J. Green discussed the purpose of county compensation boards and read a portion of Oregon Revised Statute (ORS) 204.112 which pertains to compensation boards. He reviewed the timeline for bringing the recommendations from this meeting to the Board of Commissioners (BOC).

**Election of Chair**

*It was moved and seconded to nominate Marie Cain as Chair. Motion carried.*

**Minutes**

*It was moved and seconded to approve the Compensation Board Meeting Minutes of February 18, 2021, as presented. Motion carried.*

**Open Comments**

Debbie Radie, who was attending via Zoom, asked if there were any members of the public in attendance because she had difficulty finding the agenda on the County website and the link to attend electronically. She said for the Good of the Order, she wanted to understand the expectations for public notice and participation.

Mr. Green said he appreciated the feedback and apologized if things didn't happen as they should have. He added he was filling in for the Human Resources Director who was on leave.

Chair Cain asked for an overview of the 2021 Compensation Board recommendations to the BOC and the final outcomes.

- Recommendation: Human Resources to work with Elected Officials to create job descriptions, and to conduct a salary survey and place those position on that scale. Outcome: Job Descriptions were created and presented to the BOC at which point they were tabled. (Minutes from that meeting were provided later in the meeting to the Compensation Board members.)
- Recommendation: Three percent cost-of-living adjustments (COLAs) for all Elected Officials, except the Treasurer and the Sheriff. Outcome at conclusion of Budget Committee Meetings: All Elected Officials received 2.5% COLAs.

Eileen Hendricks said last year she learned County employees (not Elected Officials) receive a 5% step increase every two years, in addition to annual COLA adjustments. She said there were comments in this year's letters from the Assessor and the Justice of the Peace over the concern of

the lesser COLA amounts for Elected Officials leading to the wages for subordinates “creeping” closer and closer to those of their supervisors. She said this compression was something to keep in mind as they reviewed compensation today.

Discussion ensued on multiple topics, including:

- Salary adjustments for the Sheriff in recent years.
- Benefits summary for County employees, including Elected Officials.
- The salary differences between the Justice of the Peace and his subordinates is wide enough that compression currently isn't a concern.

## **Elected Officials Compensation Deliberations**

### Assessor

During the discussion, the following comments were made:

- Increased activity in Morrow County is impacting all of these jobs.
- Two years ago, the Assessor's salary was increased \$10,000 but compression in that office should to be monitored.
- In the information compiled by Human Resources for the meeting, the Assessor duties remained much the same between the various counties.
- The salary for the Assessor looked like it was in line with the comparable counties.
- Several Board members said it was “unfair” that Elected Officials received 2.5% COLAs when other employees received 3% COLAs and step increases.
- The amount of travel for Elected Officials was reviewed. It was noted they use County vehicles and/or receive reimbursement if personal vehicles are used. The County follows GSA (U.S. General Services Administration) rates which allow one rate if a County vehicle is available and a different rate if a County vehicle is not available.
- Question: Due to COVID, have employees and Elected Officials been working in the office? Answer: The majority of employees and Elected Officials have been in the office for more than a year. If they have the ability to work from home while being quarantined, they do that.
- Question: What is the requirement for work hours? Answer: There is no requirement for Elected Officials but the majority of them do work from 8:00 a.m.-5:00 p.m., Monday-Friday.

### Clerk

During the discussion, the following comments were made:

- Ms. Radie said the Clerk's letter did not contain a request for a salary increase but instead focused on informing them as to what the job entails. The Clerk is the longest-serving of all the Elected Officials, she added.
- The duties for the Clerk in Umatilla County were discussed – that position serves as department head for the Administrative Services Department and fulfills the statutory requirements of County Clerk. Umatilla County is a Home Rule County and, as such, this is an appointed position, not elected.

### Commissioners

During the discussion, the following comments were made:

- Lisanne Currin recapped the history of the Commissioners since the change was made from a County Court to a Board of Commissioners, effective January 2017. The most recent conclusion of the Compensation Board was based on the fact that no one can dictate how much they work or say how much, so the assumption was made the work is somewhere between half-time and full-time. Ms. Hendricks agreed with Ms. Currin. She added she was hearing that the Commissioners were working full-time.
- Mr. Green said the terminology should be part-time or full-time versus a specific percentage. Over the past few years, the Commissioners have said these are not part-time positions and he said he would agree.
- Ms. Currin commented she didn't remember the Umatilla County Commissioners' salaries being this high (\$101,268).

Commissioner Doherty offered the following: He said in his first year as Commissioner, he talked to former Commissioners because all references were to it being a part-time commitment. Fifteen years ago, the County was worth a billion dollars, now it's eight billion and headed to 16 and things are moving fast. He said he realized to do it right, he'd need to do more than 40 hours for a "part-time" job. Later, he made a motion that Commissioners be referenced as full-time Commissioners but the State of Oregon only recognizes "Commissioners" and makes no distinction between part-time or full-time. So, he said he referenced that and said henceforth, we should be recognized as Commissioners and remove the designation of part-time or full-time. There was blowback because folks said we knew what it was when we got into it. The Compensation Board that year said if that was what we thought, then they would go ahead and add a little but we turned it down because we just wanted to be recognized, as well as the folks who came before us. The next year at Compensation Board it was adjusted some, somewhere between part-time and full-time and where it remained. He said he wanted to tell them in reference to the other county mentioned earlier, and no knock on them, but he could guarantee the Morrow County Commissioners are working harder than those Commissioners, and more. The Morrow County Commissioners serve on a variety of committees, but more and more it takes more participation at the state level. He then cited some examples of the state-level boards and committees for each Commissioner. He also mentioned the Energy Facility Siting Council and the confirmation process he is going through with the State to be appointed by the Governor to that committee. He said Morrow County is the fastest growing county in the state, which Ms. Hendricks can confirm. Commissioner Doherty also talked about the activities surrounding the Columbia Development Authority and potential development there. With all this in mind, he said he asked Ronda Fox, Payroll & Benefits Administrator, to run the average of the salaries of Elected Officials. [Average excluding District Attorney's wage equaled \$76,045. Ms. Hendricks later said the average should exclude the wage for the Commissioners.] In addition, he encouraged the Board members to review the letter Commissioner Don Russell submitted to the Compensation Board last year which described his workweek. He said he was willing to forego his own salary adjustment until the next election or the next person understands what the job requires, but move the other Commissioners up because they're doing this value of work for the constituents. As Commissioner Doherty left the room he said he would bring back the BOC minutes where the job descriptions for Elected Officials were tabled, and Commissioner Russell's letter.

Discussion comments, continued:

- Compared to the neighboring county, the compensation doesn't seem fair or adequate.
- Over the last 20 years, the job has changed and grown, no question, and become more complicated, and there is a lot more going on. There have been Commissioners in the past who didn't work full-time but as Elected Officials...the election process is supposed to fix that. It's important they stay active and remain active.
- To attract people to run for the position, they need to be able to afford to do the job.

The Board reviewed the 2018 JobMeas™ classifications and had the following comments:

- The Compensation Board members need to keep the other counties in mind even though Morrow County isn't necessarily the same but they are the closest comparables to Morrow County.
- The current wage for the Commissioners is \$55,000. Average of the salaries for Elected Officials, excluding Commissioners, is \$89,134.
- The JobMeas™ placed the Commissioners at skill grade 27. (Based on the Managers and Supervisors Wage Scale, that places it between \$100,140 to \$140,904/year.)
- Discussion as to increasing the wage to skill grade 27 using a two-step process, to make it more palatable and to bring it closer to the Commissioner salaries in Umatilla County.
- Mr. Green explained there may be updates to the JobMeas™ system in the next year and another review of Elected Officials might take place before next year's Compensation Board meeting. Discussion about doubting some of the JobMeas™ rankings because they were too low for some of the Elected Officials and the desire to see the updated JobMeas™ before continuing to adjust the salary for Commissioners.
- Ms. Radie said she would be participating from her vehicle and if she was disconnected, she recommended a 4% increase to all Elected Officials, except the Commissioners; and for the Commissioners – getting up to the average over the next couple of years. She said she would be online for the vote.
- Another member recommended the COLA be over 5% because that's where the CPI (Consumer Price Index) was and because the Elected Officials do not get step increases.
- One member requested better information and said the Clerk's compensation needed to be increased, compared to other counties.
- 

#### Justice of the Peace

During the discussion, the following comments were made:

- There are now only a few Justices of the Peace in the State.
- In at least two of the counties with Justices of the Peace, they also serve as Chair of the Commissioners, much like the Judge position in Morrow County under the previous County Court system (most recently, Judge Terry Tallman).
- JobMeas™ placed the Justice of the Peace at skill grade 13.

#### Sheriff

During the discussion, the following comments were made:

- There was concern the salary of the highest paid subordinate was once again approaching that of the Sheriff's. Ms. Fox explained the Sheriff's salary was \$113,000 and the next highest subordinate's was \$110,000 (Dan Robbins) and when Lt. Robbins reached step H



he would be at the top of his scale. The comment was made the Sheriff should stay ahead of him because COLAs will only be at play.

- It was noted in his letter, the Sheriff requested to be compensated closer to his equivalent law enforcement counterparts in the area, but the comment was made he currently was third highest out of six in the comparison and very close to the second highest, Crook County.

#### Treasurer

During the discussion, the following comments were made:

- There were several comments on how different the duties are in each county.
- When asked if the Treasurer does any work for the taxing districts, Jaylene Papineau said historically, as a courtesy, Morrow County has assisted seven of the taxing districts. She said she recently inquired if other treasurers do the same and was told “no” they don’t have that responsibility.
- After discussion, it was concluded the only real comparable from the wage survey list was Baker County and Treasurer duties there also include tax collection. In Morrow County, tax collection moved to the Assessor’s Office many years ago.

#### **Compensation Board Recommendations to the Morrow County Board of Commissioners**

Points of discussion:

- Four percent COLA is on the low end but the Compensation Board members need to keep in mind all the rest of the compensation package. They pay very little toward health insurance and their retirement is fantastic, if they are on the Defined Benefit Plan, which they all are. It should be 4% based on where the market is now and taking everything into account, as a whole.
- Given what was said on the whole package, 5.5% COLA was too high but 4%-5% would be fine.
- The retirement package is a good deal.
- Several more comments on 4.5% COLA being acceptable.

#### Assessor

*It was moved and seconded to give the Assessor a 4.5% COLA. (Ms. Radie was not yet back on the line but the Board had a quorum without her vote.) Motion carried.*

#### Clerk

It was suggested a 5% increase to \$82,538 to bring the position more in line, plus the 4.5% COLA on top of that. Multiple members of the Board verbally agreed; no disagreement.

#### Commissioners

It was suggested two-steps toward the average and a relook at the new JobMeas™. Mr. Green advised – if the JobMeas™ update gets approved. Discussion. It was recommended to do a two-step increase, this year and next, to the average of the \$89,134 with the first step this year to \$79,000 with the end result being the average of the other Elected Officials, which after the second step is \$89,134.

#### Justice of the Peace

Just the COLA.

Sheriff

Just the COLA.

Treasurer

Just the COLA.

(Debbie Radie returned to the meeting, electronically.)

*Chair Cain moved to recommend to the Board of Commissioners a 4.5% COLA adjustment for the Sheriff, Assessor, Treasurer, and Justice of the Peace. For the Clerk – 4.5% COLA in addition to a 5% wage increase. For the Commissioners – a two-step increase over two years to the average of existing salaries of Elected Officials with the first year increase going to \$79,000 with no COLA. Unanimous approval, motion carried.*

### **Open Comments**

Ms. Radie said the County did a fabulous job making the Compensation Board's job easier, commenting her notebook was personally delivered to her door step. She said she appreciated the Compensation Board's thoughtful analysis and appreciated being a part of it.

**Adjourned:** 10:50 a.m.

**Morrow County**  
**Compensation Board Meeting Minutes**  
**February 18, 2021**  
**Bartholomew Building**  
**Heppner, Oregon**

**Present**

Lisanne Currin, Compensation Board  
Marie Cain, Compensation Board  
Eileen Hendricks, Compensation Board  
Jill Martin, Compensation Board  
Darrell Green, Administrator  
Lindsay Grogan, Human Resource Manager

**Zoom**

Debbie Radie, Compensation Board  
Melissa Lindsay, Commissioner  
Justin Nelson, District Attorney  
Dave Sykes, Heppner Gazette  
Ronda Fox, Payroll/Benefits Administrator  
Glen Diehl, Justice of the Peace

**Call to Order:** 9:33 a.m.

**Introductions**

Lindsay Grogan expressed appreciation to the Compensation Board members for attending the meeting. She reminded those in attendance of the purpose of the Board as defined in ORS 204.112. She mentioned that the materials provided in the notebook were designed to assist the Board in making an accurate analysis. Ms. Grogan also informed the Board that their recommendations would be reviewed for the Commission on March 3, 2021.

**Election of Officers**

*Lisanne Currin nominated Eileen Hendricks for Chair. Marie Cain seconded. Motion Passed.*

**Minutes**

*Chair Hendricks asked for a motion to approve the 2020 Compensation Board meeting minutes, with the correction of the two spelling errors. Motion was made by Ms. Martin, Ms. Cain seconded. Unanimous approval.*

**Open Comments**

Chair Hendricks asked if there were any citizen comments prior to starting, none were offered.

Ms. Grogan explained that the Board will be evaluating 7 different positions. In addition, the overall summary included reports such as County Population Comparison, Wage Scales, COLA History, Cross-County Internal Comparison between Department Heads, and an Analysis of nearby Counties.

Ms. Grogan asked the Board if it was satisfactory to entertain the motions at the end of the deliberations. The Board agreed, as done in year's past.

## Overall Summary/Analysis

Ms. Currin asked what action was taken on the Compensation Board's recommendations from the previous year. Ms. Grogan explained that the Board had recommended a 3% COLA across the Board (including the DA stipend) and a 10% increase for the Assessor's position. The Budget Committee issued a 2.5% COLA (not to include the DA's stipend) and a 9.5% increase to the Assessor's wage.

The Board then asked about the Treasurer's position as there was discussion in the previous year if the position was truly a full-time position or not. Ms. Grogan remembered that the Board did not feel comfortable making that decision last year as they did not feel they had enough information on the position's time commitment and duties. It was then asked if the Commissioners had offered any extra feedback on that request, and it was stated that there was no further direction from the Commission on that Topic. Ms. Currin asked Commissioner Lindsay if there was a deliberate decision not to pursue the Treasurer matter. Commissioner Lindsay stated that there didn't seem like there was a lot of interest to take up the conversation.

Ms. Radie stated that it was her belief that the Board is not responsible to establish duties and time commitment but rather to determine salary based on the information provided. Ms. Martin clarified that the Board does need to know if it is a full-time or part-time position in order to properly evaluate compensation.

Ms. Currin mentioned that the job descriptions that were provided in the packet by the other Counties, were very helpful. She mentioned that if Morrow County could build job descriptions for each Elected Official's position then it would help the Board make proper recommendations. It would also assist the Officials and the County to truly understand what the position entails. Discussion ensued regarding that the job descriptions could be JobMeas'd and potentially put on the management wage scale.

Ms. Radie discussed that someone with tenure might not always be more productive and more qualified for the position than an Official in their first term. Ms. Martin mentioned that if you had a newly Elected Official with no experience could come in at the beginning of a range.

Chair Hendricks stated that she was surprised last year when she heard the previous Treasurer say that she devoted quite a bit of time assisting Special Districts. This is just one example of a duty performed that the lay person would not be aware of. A job description would help the Board truly determine what the compensation should be based on their specific duties.

The board discussed that while the specific ORS' are a basic job description, there is no reason why the County shouldn't be able to create job descriptions with the position's statutory requirements as a bare minimum. Chair Hendricks also commented that a job description would help the Board compare compensation against other Department Heads.

Ms. Hendricks noted that the County had done a wage survey in the past, and she was curious if anything of the sorts had happened since then. Mr. Green offered that the JobMeas was brought

into the County in 2014 and that Human Resources uses it still during the Classification procedure.

Chair Hendricks made one more mention to the general overview of the packet. She noted that the CPI provided is the CPI for wages, which doesn't always offer accurate insight in to how much it actually costs to live. She said the total CPI would be higher and would justify a 3% cost of living adjustment. She recommended a total CPI to be provided in the packet moving forward.

### **Elected Officials Compensation Deliberations**

#### Assessor

Chair Hendricks noted that the Assessor was not requesting an increase.

Ms. Cain reminded the Board that the Assessor received a 9.5% increase in the previous year to get him more in line with other Counties.

No further comments were made and Chair Hendricks moved onto the Clerk position.

#### Clerk

Chair Hendricks commented that Bobbi Childers has held her position longer than any other Elected Official.

Ms. Cain wanted to add that with such a controversial Election season this year, she wanted to commend our Clerk for doing such a fantastic job.

Ms. Currin asked if there has been any significant change in the numbers of employees supervised by any of the Elected Officials. Ms. Grogan responded that there were no changes to any of the direct reports, minus a few indirect reports to the Commission.

Chair Hendricks asked if there has been a significant change in duties for the office based on electronic reporting. Darrell said there has been no major or long-term projects to the Clerk's offices.

Ms. Radie asked about the Clerk's budget that Bobbi Childers provided in the packet. She noted a major amount of money not spent in the budget. It was clarified that this budget was only for about a 6-month period. The board asked why the budget was provided. Ms. Grogan speculated that she included it to show the revenue stream for the office. Mr. Green added that the budget is part of the ORS and that may be why it is included.

#### Commissioners

Ms. Grogan noted that there was a memo provided by Chair Don Russell in attempt to give the Board a glimpse into a Commissioner's life. She also mentioned that each Commissioner's day may look different from one another based on what committees they serve on.

It was noted that there was no official ask for a compensation increase from the Commission.

Ms. Martin added that the memo was helpful and that it tied into what the Commissioners have been telling the Board for the last few years.

Ms. Grogan noted that the Board felt the position was somewhere between part-time and full-time. Ms. Martin said they felt it was close to 0.5 FTE.

Ms. Cain mentioned that it would be helpful to see what committees each Commissioner serves on. Mr. Green was able to grab that information and provide it to the Board.

It was asked what the term is for a Commissioner. Ms. Grogan stated 4 years.

#### District Attorney (DA)

It was noted that the District Attorney did not ask for an increase.

Ms. Currin clarified if the DA received a COLA on his stipend last year. Ms. Grogan confirmed that he did not. Ms. Currin noted her concern for when the District Attorney does not get a COLA on his stipend, it falls behind and then has to be caught up every few years.

It was clarified that the DA's stipend is separate from what he received for performing County Counsel Services. Confirmed.

Mr. Nelson noted that most District Attorney's do not do County Counsel work. He also wanted to note that he still get's a COLA on his wage from the State.

#### Justice of the Peace

Ms. Radie mentioned that the Judge Diehl only asked for a COLA the same as the rest of the employees. Ms. Grogan clarified that each union bargains their own COLA. The Sheriff's Office have negotiated a 2.5% for the year 2021-22 and AFSCME is undetermined, as their contracts expire in June 2021.

Ms. Grogan also clarified that employees receive a 5% step increase every other year in addition to the COLA. This is issued every other year for 6 years.

Ms. Radie asked why there were no other Justice of the Peace salaries to compare to other Counties in the packet. Ms. Grogan answered that there are not many Justice of the Peace positions left and that most Counties have moved to Circuit Court.

Chair Hendricks wanted to ensure that the Judge's wage had decreased from the compensation that Judge Spicer had received previously for having a law degree.

Ms. Radie thought the difference was \$3,000. Ronda confirmed that the difference paid for the extra credentials was \$2,877 annually.

Ms. Radie asked why the Treasurer, Justice of the Peace, and Clerk all had the exact same salary. Ms. Currin stated that the Assessor used to also be on the same compensation level until the decided to compensate him for the added responsibility of Tax Collector and for the other duties assigned.

#### Sheriff

Ms. Grogan stated the Sheriff's salary has to be the highest compensated in the office. She added that the employee's salary that was pushing the Sheriff's wage up has retired. The next highest paid employee is now the Undersheriff at \$102,578. She also discussed that historically the Board has recommended that the Sheriff's salary sit at \$100 more annually then the next highest paid employee.

It was noted that the Sheriff did not provide a memo for the Compensation Board this year.

#### Treasurer

Ms. Grogan stated that there is a new Treasurer this year who has held the office for the past month.

The Treasurer did not request a wage change in her memo to the Board.

Ms. Martin noted that Wasco County Treasurer is only allotted 16 hours a year for the position. Ms. Grogan clarified that their Treasurer is purely there for auditing purposes and the Finance department handles the duties. Ms. Cain asked what the size comparison was of the Wasco Finance department and our Finance Team. Mr. Green stated that they have 4 employees in comparison to our 3 employees.

### **Compensation Board Recommendation to the Morrow County Board of Commissioners**

#### Comments

Discussion occurred regarding the support of the Board for the County to build Job Descriptions for the Elected Official positions.

The Board pointed out that when the employees are on a scale and the Elected Officials are not, they tend to fall behind the employees who are receiving potentially 2 increases a year in comparison to their 1.

Ms. Cain clarified that last year the Sheriff received a COLA plus another 5% increase due to the next highest paid employee receiving a step increase. Ms. Grogan confirmed stating that his wage has been artificially inflated for the last couple of years.

Ms. Radie mentioned that the Sheriff received a \$7,000 bump last year due to the retired employee's tenure.

Ms. Grogan advised that the next highest paid employee in the Sheriff's office is substantially lower than what the Sheriff is receiving right now.

The Board all felt that the Sheriff's wage should remain the same.

Ms. Martin noted that she was hesitant to give the Treasurer a COLA as the current incumbent has no experience. This was agreed throughout the Board.

Chair Hendricks also said she would agree with no COLA for the Sheriff. The Board concurred.

Succession planning for Elected Officials were discussed. Mr. Green stated that there is a succession plan for each position.

#### Adjustments

*Ms. Currin moved to recommend to the Commission to instruct Human Resources to build job descriptions together with the Elected Officials and to potentially do a salary survey and put the positions into the scale. Ms. Martin Seconded. Unanimous approval.*

*Ms. Currin moved to recommend a 3% COLA for all Elected Officials except the Treasurer and Sheriff. Ms. Cain seconded. Unanimous approval.*

**Adjourned:** 11:05 a.m.

*Minutes approved by Compensation Board on 1/20/2022*



# Morrow County Information

# Morrow County Benefits Summary for 2023



*Non-Union & AFSCME*

We pay every two weeks. Premiums are taken out of paychecks semimonthly. Premium amounts listed are effective January 1, 2023 -December 31, 2023.

**Medical** - Employee pays **7.5%** of full premium amount

Regence Blue Cross Blue Shield Copay Plan F Rx7 with Alternative Care Preferred Provider Program

Lifetime Maximum Benefit	Individual deductible per calendar year	Maximum family deductible per calendar year	Maximum out of pocket per calendar year, including deductible
\$2,000,000	\$500	\$1,500	\$2,500/claimant \$5,500/family

Full Premium

<i>Employee Only</i>	<i>\$ 827.62/month</i>
<i>Employee+ Child</i>	<i>\$1,536.65/month</i>
<i>Employee+ Spouse</i>	<i>\$1,756.16/month</i>
<i>Employee+ Children</i>	<i>\$2,051.88/month</i>
<i>Employee+ Family</i>	<i>\$2,366.59/month</i>

**Dental** - Employee pays **7.5%** of full premium amount

ODS Dental Plan II

Calendar year maximum, per member	Calendar year deductible
\$1,500	\$0

Full Premium

<i>Employee Only</i>	<i>\$ 45.76/month</i>
<i>Employee+ Child</i>	<i>\$ 71.08/month</i>
<i>Employee + Spouse</i>	<i>\$ 80.63/month</i>
<i>Employee+ Children</i>	<i>\$120.46/month</i>
<i>Employee+ Family</i>	<i>\$138.47/month</i>

**Vision** *\*Included in Medical Premium\**

Regence Vision Plan A - 12-12-24

Eye Exams	Prescription Lenses	Frames	OR Contact Lens
Every 12 months	Every 12 months	Every 24 Months (up to \$120)	Every 12 Months (up to \$166)

**Medical Supplemental Coverage**

AFLAC Supplemental Plans are available at our group rate. All premiums are the responsibility of the employee.

**Life Insurance and Long-Term Disability**

Morrow County provides Life Insurance and Long-Term Disability for full time employees.

**Air Medical Transport**

Morrow County provides family Air Medical Transport coverage for all employees and eligible dependents.

**Retirement**

Morrow County is a PERS member for those in the Teamsters Collective Bargaining group. For general and non-union employees, Morrow County participates in a defined contribution 401(a) plan. All employees who work 20 hours or more a week are required to participate in the Morrow County Retirement Plan. Employees contribute 6% of their gross wages, Morrow County contributes 9%.

**Holidays-** Morrow County recognizes 12 paid Holidays. New Year’s Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Employee Appreciation Day (DAT-NYE), and Christmas Day.

**Sick Leave**

All regular employees shall earn sick leave with full pay at the rate of 1 day leave for 1 calendar month of service. Employees are eligible for sick leave after 1 month of employment.

**Vacation**

All full-time employees shall accrue vacation time with pay at the following rates (up to 256 hours). Part-time employees will be pro-rated based on scheduled work. Employees are not eligible for vacation leave for the first six months of employment, although vacation leave shall start accruing from the beginning of employment.

<b>Years of Service</b>	0-4	5-9	10-14	15-19	20+
<b>Days off per year</b>	12	14	16	18	20

**Administrative Leave-**

In lieu of compensation for overtime worked, each exempt employee shall be credited with 40 hours of administrative leave per year. For new hires, the admin leave shall be prorated based on the proportion of the fiscal year remaining at the time of hire.



# Morrow County Benefit Premiums



Effective: January 1, 2023

*Elected Officials, Management, Non-Union, AFSCME*

100% FTE	TOTAL PREMIUM	COUNTY <i>monthly</i>	EMPLOYEE <i>monthly</i>	COUNTY <i>per pay period</i>	EMPLOYEE <i>per pay period</i>
<b>EMPLOYEE ONLY</b>					
HEALTH & VISION	827.62	765.55	62.07	382.78	31.04
DENTAL	45.76	42.33	3.43	21.16	1.72
<b>TOTAL</b>	<b>87.38</b>	<b>807.88</b>	<b>65.50</b>	<b>403.95</b>	<b>32.75</b>
<b>EMPLOYEE + CHILD</b>					
HEALTH & VISION	1536.65	1421.40	115.25	710.71	57.62
DENTAL	71.08	65.75	5.33	32.87	2.67
<b>TOTAL</b>	<b>1,607.73</b>	<b>1,487.15</b>	<b>120.58</b>	<b>743.59</b>	<b>60.29</b>
<b>EMPLOYEE + CHILDREN</b>					
HEALTH & VISION	2,051.88	1,897.99	153.89	949.00	76.95
DENTAL	120.46	111.43	9.03	55.71	4.52
<b>TOTAL</b>	<b>2,172.34</b>	<b>2,009.41</b>	<b>162.93</b>	<b>1,004.72</b>	<b>81.46</b>
<b>EMPLOYEE + SPOUSE</b>					
HEALTH & VISION	1,756.16	1,624.45	131.71	812.22	65.86
DENTAL	80.63	74.58	6.05	37.29	3.02
<b>TOTAL</b>	<b>1,836.79</b>	<b>1,699.03</b>	<b>137.76</b>	<b>849.52</b>	<b>68.88</b>
<b>FAMILY</b>					
HEALTH & VISION	2,366.59	2,189.10	177.49	1,094.55	88.75
DENTAL	138.47	128.08	10.39	64.04	5.19
<b>TOTAL</b>	<b>2,505.06</b>	<b>2,317.18</b>	<b>187.88</b>	<b>1,158.59</b>	<b>93.95</b>

## Cost of Living Adjustment COLA History

Prepared 01-2023

LG

	General	Road	SO	Non Union	Elected
FY 23/24	2.5%	2.5%			
FY 22/23	3%	3%	2.5%	3%	3%
FY 21/22	3%	3%	2.5%	2.5%	2.5%
FY 20/21	3%	3%	2.5%	2.5%	2.5%
FY 19/20	3%	3%	3%	3%	3%
FY 18/19	3%	3%	3%	3%	3%
FY 17/18	3%	3%	3%	3%	3%
FY 16/17	3%	3%	2.5%	3%	3%
FY 15/16	3%	3%	2.5%	3%	3%
FY 14/15	3%	3%	2.3%	3%	3%

## Consumer Price Index CPI

CPI for Urban Wage Earners and Clerical Workers (CPI-W)

12-Month Percent Change

		Year	Annual
Area:	West - Size Class A	2022	8.00%
Item:	All items	2021	4.52%
Base Period:	1982-84=100	2020	1.76%
Years:	2010 to 2020	2019	2.69%
		2018	3.35%

AFSCME GENERAL UNION

COLA 3.000%

2022-2023

\$2,458.023

RANGE	POSITION	Hire 0 A	1 year B	1 year C	1 year D	1 year E	1 year F
1	Transportation Driver	\$2,458	\$2,581	\$2,710	\$2,845	\$2,988	\$3,137
2	Janitor	\$2,581	\$2,710	\$2,845	\$2,988	\$3,137	\$3,294
3	Office Support Veterans Deputy Clerk	\$2,710	\$2,845	\$2,988	\$3,137	\$3,294	\$3,459
4	Fixed Route Driver Translator Health Promoter Health Promoter Justice Court Clerk 1	\$2,845	\$2,988	\$3,137	\$3,294	\$3,459	\$3,632
5	Fair Secretary	\$2,988	\$3,137	\$3,294	\$3,459	\$3,632	\$3,813
6	Office Assistant Planning Office Assistant Accounting Clerk Healthy Families Home Visitor Road Office Support	\$3,137	\$3,294	\$3,459	\$3,632	\$3,813	\$4,004
7	Assessment & Tax Clerk Care Coordinator Healthy Families Home Visitor Bilingual Office Assistant Bilingual	\$3,294	\$3,459	\$3,632	\$3,813	\$4,004	\$4,204
8	Planning Outreach Coordinator Juvenile Office Support Specialist Appraiser Trainee Appraiser Trainee Justice Court Clerk 2 Chief Deputy Clerk Chief Deputy Clerk Planning Office Manager	\$3,459	\$3,632	\$3,813	\$4,004	\$4,204	\$4,414
9	Assessment & Tax Office Specialist Public Works Administrative Assistant Accounting Technician	\$3,632	\$3,813	\$4,004	\$4,204	\$4,414	\$4,635
10	Legal Secretary Vererans Service Officer Maintenance Assistant Maintenance Assistant Public Helth. Offc./Billing Super.	\$3,813	\$4,004	\$4,204	\$4,414	\$4,635	\$4,867
11	DD Case Manager Victims Advocate	\$4,004	\$4,204	\$4,414	\$4,635	\$4,867	\$5,110
12	Planner I Compliance Planner 1 Maintenance Associate Juvenile Probation Counselor Support Enforcement Officer	\$4,204	\$4,414	\$4,635	\$4,867	\$5,110	\$5,366
13	Appraiser I Appraiser I GIS Planning Tech. CD Coordinator/Emergency Coordinator Staff Accountant Deputy Asses./Tax Collector	\$4,414	\$4,635	\$4,867	\$5,110	\$5,366	\$5,634
14		\$4,635	\$4,867	\$5,110	\$5,366	\$5,634	\$5,916
15	Appraiser II Planner II/Associate Planner	\$4,867	\$5,110	\$5,366	\$5,634	\$5,916	\$6,211
16	RN RN RN Community Health Nurse Community Health Nurse Data Analyst (Assr.)	\$5,110	\$5,366	\$5,634	\$5,916	\$6,211	\$6,522
17		\$5,366	\$5,634	\$5,916	\$6,211	\$6,522	\$6,848
18	Lead Appraiser	\$5,634	\$5,916	\$6,211	\$6,522	\$6,848	\$7,190
19	Systems Admin./Network Man.	\$5,916	\$6,211	\$6,522	\$6,848	\$7,190	\$7,550

pre 7/1/99 (moves annually on scale)

post 7/1/99 (moves alternating years on scale)

AFSCME  
ROAD SCALE  
2022 - 2023

COLA 3.000%

Step 1    Step 2    Step 3    Step 4    Step 5    Step 6

	A	B	C	D	E	F
Light Equipment	3,579	3,758	3,946	4,143	4,350	4,568
Maintenance Specialist	3,790	3,980	4,179	4,388	4,607	4,838
Mechanic	4,169	4,377	4,596	4,826	5,067	5,320
Sr. Mechanic	4,299	4,514	4,740	4,977	5,226	5,487
Sr. Maintenance Specialist	4,211	4,421	4,642	4,874	5,118	5,374
Work. Foreman	4,575	4,803	5,043	5,296	5,560	5,838
Weed Manager	4,580	4,809	5,049	5,302	5,567	5,845

COLA 2.500%

SHERIFF DEPT. SCALE  
2022- 2023

		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
		HIRE	1YEAR	2 YEARS	3 YEARS	4 YEARS	5YEARS
<b>COMM. OFFICER</b>							
		1	2	3	4	5	6
UNCERTIFIED	U	\$3,344	\$3,511	\$3,686	\$3,871	\$4,064	\$4,267
BASIC	B	\$3,521	\$3,697	\$3,881	\$4,076	\$4,279	\$4,493
INTERMEDIATE	I	\$3,609	\$3,790	\$3,979	\$4,178	\$4,387	\$4,606
ADVANCED	A	\$3,698	\$3,882	\$4,077	\$4,280	\$4,494	\$4,719
<b>PATROL DEPUTY</b>							
		1	2	3	4	5	6
UNCERTIFIED	U	\$4,127	\$4,334	\$4,550	\$4,778	\$5,017	\$5,268
BASIC	B	\$4,344	\$4,561	\$4,789	\$5,028	\$5,280	\$5,544
INTERMEDIATE	I	\$4,452	\$4,675	\$4,909	\$5,154	\$5,412	\$5,682
ADVANCED	A	\$4,565	\$4,793	\$5,033	\$5,284	\$5,549	\$5,826
<b>CRIMINAL DEPUTY</b>							
		1	2	3	4	5	6
INTERMEDIATE	I	\$4,675	\$4,909	\$5,154	\$5,412	\$5,682	\$5,966
ADVANCED	A	\$4,793	\$5,033	\$5,284	\$5,549	\$5,826	\$6,117
<b>COMMUNITY CORRECTIONS WORK CREW SUPER.</b>							
		1	2	3	4	5	6
		\$4,127	\$4,334	\$4,550	\$4,778	\$5,017	\$5,268
<b>PAROLE &amp; PROB. OFFICER</b>							
		1	2	3	4	5	6
Uncertified	U	\$4,127	\$4,334	\$4,550	\$4,778	\$5,017	\$5,268
Basic	B	\$4,344	\$4,561	\$4,789	\$5,028	\$5,280	\$5,544
Intermediate	I	\$4,452	\$4,675	\$4,909	\$5,154	\$5,412	\$5,682
Advanced	A	\$4,565	\$4,793	\$5,033	\$5,284	\$5,549	\$5,826
Corrections Assistant	U	1	2	3	4	5	6
		\$4,127	\$4,334	\$4,550	\$4,778	\$5,017	\$5,268



NON-UNION

MANAGERS AND SUPERVISORS  
2022- 2023

COLA 3.000%

		5%	5%	5%	5%	5%	5%	5%	
	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	
	HIRE	1 YR	3 YRS	5 YRS	7 YRS	9 YRS	11 YRS	13 YRS	
	A	B	C	D	E	F	G	H	
COURT EXECUTIVE ASSISTANT	10	\$3,750	\$3,937	\$4,134	\$4,341	\$4,558	\$4,786	\$5,025	\$5,277
OPERATIONS SUPERVISOR		\$3,750	\$3,937	\$4,134	\$4,341	\$4,558	\$4,786	\$5,025	\$5,277
PARK RANGER	11	\$3,937	\$4,134	\$4,341	\$4,558	\$4,786	\$5,025	\$5,277	\$5,540
MANAGEMENT ASSISTANT	12	\$4,134	\$4,341	\$4,558	\$4,786	\$5,025	\$5,277	\$5,540	\$5,817
	13	\$4,341	\$4,558	\$4,786	\$5,025	\$5,277	\$5,540	\$5,817	\$6,108
PARKS GENERAL MANAGER OF OPERATION:	14	\$4,558	\$4,786	\$5,025	\$5,277	\$5,540	\$5,817	\$6,108	\$6,414
FINANCE ANALYST		\$4,558	\$4,786	\$5,025	\$5,277	\$5,540	\$5,817	\$6,108	\$6,414
PAYROLL AND BENEFITS ADMINISTRATOR		\$4,558	\$4,786	\$5,025	\$5,277	\$5,540	\$5,817	\$6,108	\$6,414
PUBLIC WORKS MANAGEMENT ASSISTANT	15	\$4,786	\$5,025	\$5,277	\$5,540	\$5,817	\$6,108	\$6,414	\$6,734
GENERAL MAINTENANCE SUPERVISOR	16	\$5,026	\$5,277	\$5,541	\$5,818	\$6,109	\$6,414	\$6,735	\$7,071
HUMAN RESOURCE MANAGER		\$5,026	\$5,277	\$5,541	\$5,818	\$6,109	\$6,414	\$6,735	\$7,071
EMERGENCY MANAGER		\$5,026	\$5,277	\$5,541	\$5,818	\$6,109	\$6,414	\$6,735	\$7,071
CIVIL SERGEANT		\$5,026	\$5,277	\$5,541	\$5,818	\$6,109	\$6,414	\$6,735	\$7,071
ASSISTANT COMMUNICATIONS SERGEANT	17	\$5,277	\$5,540	\$5,817	\$6,108	\$6,414	\$6,734	\$7,071	\$7,425
911 SERGEANT	18	\$5,541	\$5,818	\$6,109	\$6,414	\$6,735	\$7,072	\$7,425	\$7,796
ADMINISTRATIVE LIEUTENANT		\$5,541	\$5,818	\$6,109	\$6,414	\$6,735	\$7,072	\$7,425	\$7,796
COMMUNICATIONS SERGEANT	19	\$5,817	\$6,108	\$6,414	\$6,734	\$7,071	\$7,425	\$7,796	\$8,186
TRANSPORTATION MANAGER		\$5,817	\$6,108	\$6,414	\$6,734	\$7,071	\$7,425	\$7,796	\$8,186
SURVEYOR		\$5,817	\$6,108	\$6,414	\$6,734	\$7,071	\$7,425	\$7,796	\$8,186
PERSONNEL DIRECTOR		\$5,817	\$6,108	\$6,414	\$6,734	\$7,071	\$7,425	\$7,796	\$8,186
ASSISTANT ROAD MASTER	20	\$6,108	\$6,414	\$6,734	\$7,071	\$7,425	\$7,796	\$8,186	\$8,595
PUBLIC HEALTH NURSE SUPERVISOR		\$6,108	\$6,414	\$6,734	\$7,071	\$7,425	\$7,796	\$8,186	\$8,595
PLANNING MANAGER		\$6,108	\$6,414	\$6,734	\$7,071	\$7,425	\$7,796	\$8,186	\$8,595
PATROL SERGEANT	21	\$6,414	\$6,735	\$7,071	\$7,425	\$7,796	\$8,186	\$8,595	\$9,025
		\$6,414	\$6,735	\$7,071	\$7,425	\$7,796	\$8,186	\$8,595	\$9,025
CRIMINAL SERGEANT		\$6,414	\$6,735	\$7,071	\$7,425	\$7,796	\$8,186	\$8,595	\$9,025
COMMUNICATIONS LIEUTENANT		\$6,414	\$6,735	\$7,071	\$7,425	\$7,796	\$8,186	\$8,595	\$9,025
JUVENILE DIRECTOR		\$6,414	\$6,735	\$7,071	\$7,425	\$7,796	\$8,186	\$8,595	\$9,025
PLANNING DIRECTOR	22	\$6,734	\$7,071	\$7,425	\$7,796	\$8,186	\$8,595	\$9,025	\$9,476
DETECTIVE SERGEANT		\$6,734	\$7,071	\$7,425	\$7,796	\$8,186	\$8,595	\$9,025	\$9,476
		\$6,734	\$7,071	\$7,425	\$7,796	\$8,186	\$8,595	\$9,025	\$9,476
CORRECTIONS LIEUTENANT		\$6,734	\$7,071	\$7,425	\$7,796	\$8,186	\$8,595	\$9,025	\$9,476
PUBLIC HEALTH DIRECTOR	23	\$7,071	\$7,425	\$7,796	\$8,186	\$8,595	\$9,025	\$9,476	\$9,950
HUMAN RESOURCE DIRECTOR		\$7,071	\$7,425	\$7,796	\$8,186	\$8,595	\$9,025	\$9,476	\$9,950
OPERATIONS LIEUTENANT		\$7,071	\$7,425	\$7,796	\$8,186	\$8,595	\$9,025	\$9,476	\$9,950
DEPUTY DISTRICT ATTORNEY	24	\$7,425	\$7,796	\$8,186	\$8,595	\$9,025	\$9,476	\$9,950	\$10,447
PUBLIC WORKS DIRECTOR		\$7,425	\$7,569	\$7,947	\$8,345	\$8,762	\$9,200	\$9,660	\$10,143

COMMUNITY DEV. DIRECTOR		\$7,425	\$7,569	\$7,947	\$8,345	\$8,762	\$9,200	\$9,660	\$10,143
		\$7,425	\$7,796	\$8,186	\$8,595	\$9,025	\$9,476	\$9,950	\$10,447
UNDER SHERIFF	25	\$7,796	\$8,186	\$8,595	\$9,025	\$9,476	\$9,950	\$10,447	\$10,970
FINANCE DIRECTOR		\$7,796	\$8,186	\$8,595	\$9,025	\$9,476	\$9,950	\$10,447	\$10,970
	26	\$8,186	\$8,595	\$9,025	\$9,476	\$9,950	\$10,447	\$10,970	\$11,518
	27	\$8,595	\$9,025	\$9,476	\$9,950	\$10,447	\$10,970	\$11,518	\$12,094
COUNTY ADMINISTRATOR	28	\$9,025	\$9,476	\$9,950	\$10,447	\$10,970	\$11,518	\$12,094	\$12,699
	29	\$9,476	\$9,950	\$10,447	\$10,970	\$11,518	\$12,094	\$12,699	\$13,334

ELECTED OFFICIAL SCALE  
2022- 2023

COLA 3.000%  
*\*no steps*

TITLE	MONTHLY
COMMISSIONER	4,737
COMMISSIONER	4,737
COMMISSIONER	4,737
ASSESSOR	8,240
TREASURER	6,747
CLERK	7,085
JUSTICE OF THE PEACE	6,747
SHERIFF	9,772

**ELECTED OFFICIAL WAGES**

2022-2023

3.00%

PREV ANNUAL	FTE	TITLE	ANNUAL	MONTHLY	PAY PERIOD	HOURLY
\$55,189	1	COMMISSIONER	\$56,845	\$4,737	\$2,186	\$27.33
\$55,189	1	COMMISSIONER	\$56,845	\$4,737	\$2,186	\$27.33
\$55,189	1	COMMISSIONER	\$56,845	\$4,737	\$2,186	\$27.33
\$96,004	1	ASSESSOR	\$98,884	\$8,240	\$3,803	\$47.54
\$78,608	1	TREASURER	\$80,966	\$6,747	\$3,114	\$38.93
\$78,608	1	CLERK	\$84,975	\$7,081	\$3,268	\$40.85
\$78,608	1	JUSTICE OF THE PEACE	\$80,966	\$6,747	\$3,114	\$38.93
\$113,844	1	SHERIFF	\$117,259	\$9,772	\$4,510	\$56.37
<b>\$611,239</b>	<b>8</b>		<b>\$633,585</b>	<b>\$52,799</b>	<b>\$24,369</b>	

1/30/2023

**CROSS COUNTY COMPARISON OF ELECTED OFFICIALS, NEXT  
HIGHEST PAID EMPLOYEE, AND OTHER DEPARTMENT HEADS**

NAME	PAY TYPE	HOURLY RATE	MONTHLY SALARY	ANNUAL SALARY
<b>ADMINISTRATION</b>				
COMMISSIONER	Salaried	\$27.33	\$4,737.00	\$56,844.00
COMMISSIONER	Salaried	\$27.33	\$4,737.00	\$56,844.00
COMMISSIONER	Salaried	\$27.33	\$4,737.00	\$56,844.00
COUNTY ADMINISTRATOR	Salaried	\$57.40	\$9,949.33	\$119,392.00
EXECUTIVE ASSISTANT	Hourly	\$26.30	\$4,558.67	\$54,704.00
			<b>\$28,719.00</b>	<b>\$344,628.00</b>
<b>FINANCE</b>				
FINANCE DIRECTOR	Salaried	\$63.29	\$10,969.49	\$131,633.84
FINANCIAL ANALYST	Salaried	\$26.30	\$4,558.00	\$54,696.00
			<b>\$15,527.49</b>	<b>\$186,329.84</b>
<b>HUMAN RESOURCES</b>				
HR DIRECTOR	Salaried	\$42.83	\$7,424.69	\$89,096.28
PAYROLL&BENEFITS ADMIN	Salaried	\$37.00	\$6,413.72	\$76,964.68
			<b>\$13,838.41</b>	<b>\$166,060.96</b>
<b>COUNTY ASSESSOR</b>				
ASSESOR & TAX COLLECTOR	Salaried	\$47.54	\$8,240.14	\$98,881.64
DATA ANALYST	Hourly	\$37.63	\$6,522.53	\$78,270.40
			<b>\$14,762.67</b>	<b>\$177,152.04</b>
<b>COUNTY CLERK</b>				
COUNTY CLERK	Salaried	\$40.87	\$7,084.92	\$85,019.00
CHIEF DEPUTY CLERK	Hourly	\$25.47	\$4,414.80	\$52,977.60
			<b>\$11,499.72</b>	<b>\$137,996.60</b>
<b>EMERGENCY MGMT</b>				
EMERGENCY MANAGER	Salaried	\$30.44	\$5,276.85	\$63,322.22
			<b>\$5,276.85</b>	<b>\$63,322.22</b>

NAME	PAY TYPE	HOURLY RATE	MONTHLY SALARY	ANNUAL SALARY
<b>JUSTICE OF THE PEACE</b>				
JUSTICE OF THE PEACE	Salaried	\$38.93	\$6,747.28	\$80,967.38
COURT CLERK	Hourly	\$23.10	\$4,004.00	\$48,048.00
			<b>\$10,751.28</b>	<b>\$129,015.38</b>
<b>DISTRICT ATTORNEY</b>				
DISTRICT ATTORNEY	Salaried	STIPEND	\$916.65	\$11,000.00
DEPUTY DISTRICT ATTORNEY	Salaried	\$57.40	\$9,950.00	\$119,400.00
			<b>\$10,866.65</b>	<b>\$130,400.00</b>
<b>JUVENILE</b>				
JUVENILE DIRECTOR	Salaried	\$40.80	\$7,071.22	\$84,854.64
PROBATION COUNSELOR	Hourly	\$24.26	\$4,205.07	\$50,460.80
			<b>\$11,276.29</b>	<b>\$135,315.44</b>
<b>SHERIFF'S OFFICE</b>				
SHERIFF *Must be higher*	Salaried	\$56.37	\$9,771.60	\$117,259.20
CORRECTIONS LIEUTENANT	Salaried	\$54.67	\$9,476.00	\$113,712.04
			<b>\$19,247.60</b>	<b>\$230,971.24</b>
<b>PUBLIC HEALTH</b>				
PUBLIC HEALTH DIRECTOR	Salaried	\$49.59	\$8,595.34	\$103,144.08
NURSE SUPERVISOR	Salaried	\$37.00	\$6,414.00	\$76,968.00
			<b>\$15,009.34</b>	<b>\$180,112.08</b>
<b>PLANNING</b>				
PLANNING DIRECTOR	Salaried	\$49.59	\$8,595.00	\$103,140.00
PLANNER	Hourly	\$34.13	\$5,915.87	\$70,990.40
			<b>\$14,510.87</b>	<b>\$174,130.40</b>
<b>COMMUNITY DEVELOPMENT</b>				
COMM DEV DIRECTOR (Vacant) <i>Step 1</i>	Salaried	\$42.84	\$7,425.00	\$89,100.00
			<b>\$7,425.00</b>	<b>\$89,100.00</b>

**SURVEYOR**

SURVEYOR (Vacant)	Step 1	Salaried	\$33.56	\$5,817.00	\$69,804.00
				<b>\$5,817.00</b>	<b>\$69,804.00</b>

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	<b>NAME</b>	<b>PAY TYPE</b>	<b>HOURLY RATE</b>	<b>MONTHLY SALARY</b>	<b>ANNUAL SALARY</b>
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**PUBLIC WORKS**

PUBLIC WORKS DIRECTOR		Salaried	\$42.83	\$7,424.67	\$89,096.02
ASST ROADMASTER		Salaried	\$35.24	\$6,108.31	\$73,299.72
				<b>\$13,532.98</b>	<b>\$162,395.74</b>

**FAIR**

FAIR SECRETARY (Part Time)		Hourly	\$20.95	\$1,724.88	\$20,698.60
				<b>\$1,724.88</b>	<b>\$20,698.60</b>

**VETERANS**

VETERANS SERVICE OFFICER		Hourly	\$28.08	\$4,867.20	\$58,406.40
OFFICE SUPPORT (Part Time)	Vacant - step 1	Hourly	\$15.63	\$2,710.00	\$32,520.00
				<b>\$7,577.20</b>	<b>\$90,926.40</b>

**TRANSPORTATION**

TRANSIT MANAGER		Salaried	\$35.24	\$6,108.00	\$73,296.00
OPERATIONS SUPERVISOR		Salaried	\$21.63	\$3,750.00	\$45,000.00
				<b>\$9,858.00</b>	<b>\$118,296.00</b>

**TREASURER**

TREASURER		Salaried	\$38.93	\$6,747.28	\$80,967.38
				<b>\$6,747.28</b>	<b>\$80,967.38</b>

				<b>\$223,968.5</b>	<b>\$2,687,622.32</b>
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<b><u>AVERAGE DEPT HEAD RATE</u></b>	\$7,000.04	monthly
	\$84,000.49	annually

# Similar Counties Information

*Baker, Crook, Jefferson, Umatilla, Wasco*



# County Populations

\*Data for county populations in Oregon comes from the Population Research Center - Portland State University. <https://sos.oregon.gov/blue-book/Pages/local/county-population.aspx>

Rank	County	% Change	2022	2020	2010	2000	1990	1980
1	Multnomah	-1.1	820,672	829,560	735,334	660,486	583,887	562,647
2	Washington	-2.4	605,036	620,080	529,710	445,342	311,554	245,860
3	Clackamas	-0.3	425,316	426,515	375,992	338,391	278,850	241,911
4	Lane	0.3	382,647	381,365	351,715	322,959	282,912	275,226
5	Marion	-0.6	347,182	349,120	315,335	284,834	228,483	204,692
6	Jackson	0.3	223,827	223,240	203,206	181,269	146,389	132,456
7	Deschutes	3.2	203,390	197,015	157,733	115,367	74,958	62,142
8	Linn	2.4	130,440	127,320	116,672	103,069	91,227	89,495
9	Douglas	-0.7	111,694	112,530	107,667	100,399	94,649	93,748
10	Yamhill	-0.3	108,261	108,605	99,193	84,992	65,551	55,332
11	Benton	-0.7	93,976	94,665	85,579	78,153	70,811	68,211
12	Polk	6.1	88,916	83,805	75,403	62,380	49,541	45,203
13	Josephine	2.5	88,728	86,560	82,713	75,726	62,649	58,855
14	Umatilla	-1.2	80,523	81,495	75,889	70,548	59,249	58,861
15	Klamath	2.6	69,822	68,075	66,380	63,775	57,702	59,117
16	Coos	2.9	65,154	63,315	63,043	62,779	60,273	64,047
17	Columbia	-0.5	53,014	53,280	49,351	43,560	37,557	35,646
18	Lincoln	5.4	50,903	48,305	46,034	44,479	38,889	35,264
19	Clatsop	5	41,428	39,455	37,039	35,630	33,301	32,489
20	Malheur	-0.3	31,995	32,105	31,313	31,615	26,038	26,896
21	Tillamook	4.1	27,628	26,530	25,250	24,262	21,570	21,164
22	Wasco	-2.6	26,581	27,295	25,213	23,791	21,683	21,732
23	Union	-2	26,295	26,840	25,748	24,530	23,598	23,921
24	Crook	10.8	25,482	23,440	20,978	19,182	14,111	13,091
25	Jefferson	3.3	24,889	24,105	21,720	19,009	13,676	11,599
26	Hood River	-6.8	23,888	25,640	22,346	20,411	16,903	15,835
27	Curry	2.9	23,662	23,005	22,364	21,137	19,327	16,992
28	Baker	-0.3	16,860	16,910	16,134	16,741	15,317	16,134
29	Morrow	-1.5	12,635	12,825	11,173	10,995	7,625	7,519
30	Lake	1.3	8,177	8,075	7,895	7,422	7,186	7,532
31	Harney	3.5	7,537	7,280	7,422	7,609	7,060	8,314
32	Wallowa	3.8	7,433	7,160	7,008	7,226	6,911	7,273
33	Grant	-1.2	7,226	7,315	7,445	7,935	7,853	8,210
34	Gilliam	2.5	2,039	1,990	1,871	1,915	1,717	2,057
35	Sherman	6.3	1,908	1,795	1,765	1,934	1,918	2,172
36	Wheeler	1.1	1,456	1,440	1,441	1,547	1,396	1,513

2023 Comparison Counties - Population & Budget

County	Rank by Population	2022 Population	FY 2021-2022 County Budget
Morrow	29	12,635	\$83,674,523
Wasco	22	26,581	\$75,627,429
Jefferson	25	24,889	\$72,180,574
Crook	24	25,482	\$93,193,500
Baker	28	16,860	\$44,017,586
Umatilla	14	80,523	\$132,498,421
<b>Count</b>	<b>Total</b>	<b>Average</b>	<b>Average</b>
<b>6</b>	<b>36</b>	<b>31,162</b>	<b>\$83,532,006</b>

## Nearby/Similar Counties Elected Officials Wage Survey

2023

### Comparison Totals

Position	Morrow	Wasco	Jefferson	Crook	Baker	Umatilla	Average
Sheriff	\$117,264	\$124,052	\$119,044	\$129,438	\$94,884	\$128,100	\$118,797
County Clerk	\$85,020	\$93,620	\$81,164	\$94,141	\$81,180	\$134,220	\$94,891
Assessor & Tax Collector	\$98,880	\$97,744	\$87,379	\$100,152	\$81,180	\$134,220	\$99,926
Treasurer	\$80,964	\$8,216	\$7,875	\$10,000	\$81,180	\$136,464	\$54,117
Justice of the Peace	\$80,964	N/A	N/A	N/A	\$40,572	N/A	\$60,768
Commissioner	\$56,844	\$58,240	\$43,378	\$123,822	\$79,656	\$104,306	\$77,708
Chair Commissioner	N/A	N/A	N/A	\$123,823	\$90,744	N/A	\$107,284

### % increase from 2022

2022

Position	Morrow	Wasco	Jefferson	Crook	Baker	Umatilla	Average
Sheriff	3.0%	19.2%	142.9%	9.2%	7.0%	4.0%	30.88%
County Clerk	8.0%	12.9%	16.4%	9.2%	7.0%	45.1%	16.43%
Assessor & Tax Collector	3.0%	0.0%	13.6%	9.8%	7.0%	45.1%	13.08%
Treasurer	3.0%	16.3%	5.0%	0.0%	7.0%	10.5%	6.97%
Justice of the Peace	3.0%	N/A	N/A	N/A	7.0%	N/A	5.00%
Commissioner	3.0%	132.5%	13.5%	119.5%	72.2%	3.0%	57.28%
Chair Commissioner	N/A	N/A	N/A	9.7%	7.0%	N/A	8.35%

Compensation Board 2023-2024		County Name: <b>Morrow County</b>		Date: 12/19/2022				
Positions	FTE Status	Current Salary	Min Wage	Max Wage	Extra Benefits	% of insurance premium paid by ER	% contributed to retirement by ER	Notes
Sheriff	1.0	\$117,264.00	N/A	N/A	N/A	92.5	24.8	
County Clerk	1.0	\$85,020.00	N/A	N/A	N/A	92.5	24.8	
Assessor & Tax Collector	1.0	\$98,880.00	N/A	N/A	N/A	92.5	24.8	
Treasurer	1.0	\$80,964.00	N/A	N/A	N/A	92.5	24.8	
Justice of the Peace	1.0	\$80,964.00	N/A	N/A	N/A	92.5	24.8	
Commissioner	1.0	\$56,844.00	N/A	N/A	Vehicle	92.5	9	3 Commissioners
Chair Commissioner	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No additional benefits for BOC Chair

<b>Compensation Board</b> 2023-2024		County Name: <b>Wasco County</b>		Date: 1/24/2023				
<b>Positions</b>	<b>FTE Status</b>	<b>Current Salary</b>	<b>Min Wage</b>	<b>Max Wage</b>	<b>Extra Benefits</b>	<b>% of insurance premium paid by ER</b>	<b>% contributed to retirement by ER</b>	<b>Notes</b>
Sheriff	1.0	\$124,052	\$101,852	\$127,774	N/A	*	N/A	Receives \$10k stipend for supervising 911 and corrections
County Clerk	1.0	\$93,620	\$79,176	\$99,324	N/A	*	N/A	
Assessor & Tax Collector	1.0	\$97,744	\$95,640	\$119,976	N/A	*	N/A	
Treasurer	0.2	\$8,216	\$84,324	\$106,296	N/A	*	N/A	Oversees Veterans; 260 hrs/yr max; <b>Pro-rated from \$41,079</b>
Justice of the Peace	N/A	N/A	N/A	N/A	N/A	N/A	N/A	<b>Not a position in Wasco Co.</b>
Commissioner	0.5	\$58,240	\$95,640	\$119,976	N/A	*	N/A	<b>Pro-rated from \$116,480</b>
Chair Commissioner	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No additional benefits for BOC Chair

\* 100% EE only, 85% county/15% EE+family coverage

Commissioners

<b>Compensation Board</b> 2023-2024		County Name:	Jefferson County		Date:	1/22/2023		
						% of insurance premium paid by ER		% contributed to retirement by ER
<b>Positions</b>	<b>FTE Status</b>	<b>Current Salary</b>	<b>Min Wage</b>	<b>Max Wage</b>	<b>Extra Benefits</b>	<b>ER</b>	<b>% contributed to retirement by ER</b>	<b>Notes</b>
Sheriff	1.0	\$119,044.32	N/A	N/A	N/A	90	OPSRP	
County Clerk	1.0	\$81,164.00	N/A	N/A	N/A	90	Tier 1 PERS	
Assessor	1.0	\$87,379.08	N/A	N/A	N/A	90	OPSRP	No Tax Collector - Finance Dept Collects Taxes
Treasurer	200 hrs/yr max	\$39.38	N/A	N/A	N/A	90	N/A	\$7876 max per year - 200 hours max
Justice of the Peace	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Commissioner	1.0	\$43,377.48	N/A	N/A	N/A	90	OPSRP	
Commissioner	1.0	\$43,377.48	N/A	N/A	N/A	90	OPSRP	
Chair Commissioner	1.0	\$43,377.48	N/A	N/A	N/A	90	OPSRP	

Compensation Board 2023-2024		County Name: Crook County		Date: 1/18/2023				
Positions	FTE Status	Current Salary	Min Wage	Max Wage	Extra Benefits	% of insurance premium paid by ER	% contributed to retirement by ER	Notes
Sheriff	1.0	\$129,438	N/A	N/A	N/A	N/A	10%	
County Clerk	1.0	\$94,141	N/A	N/A	N/A	N/A	10%	
Assessor & Tax Collector	1.0	\$100,152	N/A	N/A	N/A	N/A	10%	
Treasurer	0.1	\$10,000	N/A	N/A	N/A	N/A	\$3,900 annual	\$10,000 is a stipend; 208 hrs/yr max
Justice of the Peace	N/A	N/A	N/A	N/A	N/A	N/A	N/A	County Judge
Commissioner	0.5	\$61,911	N/A	N/A	N/A	N/A	10%	Pro-rated from \$123,822
County Judge	1.0	\$123,822	N/A	N/A	N/A	N/A	10%	
Chair Commissioner	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No additional benefits for BOC Chair

<b>Compensation Board</b> 2023-2024		County Name:	Baker County			Date:	1/23/2023	
						% of insurance premium paid by ER		% contributed to retirement by ER
<b>Positions</b>	<b>FTE Status</b>	<b>Current Salary</b>	<b>Min Wage</b>	<b>Max Wage</b>	<b>Extra Benefits</b>	<b>ER</b>	<b>ER</b>	<b>Notes</b>
Sheriff	1.0	\$94,884	N/A	N/A	N/A	95	PERS	Certification Pay of 5% included
County Clerk	1.0	\$81,180	N/A	N/A	N/A	95	PERS	
Assessor	1.0	\$81,180	N/A	N/A	N/A	95	PERS	Assessor is not Tax Collector
Treasurer/Tax Collector	1.0	\$81,180	N/A	N/A	N/A	95	PERS	Treasurer is also Tax Collector
Justice of the Peace	0.5	\$40,572	N/A	N/A	N/A	47	PERS	
Commissioner	0.50	\$39,828	N/A	N/A	N/A	95	PERS	Pro-rated from \$79,656
Chair Commissioner	1.0	\$90,744	N/A	N/A	N/A	95	PERS	12% more for Chair Duties
Commissioner	0.50	\$39,828	N/A	N/A	N/A	95	PERS	Pro-rated from \$79,656



<b>Compensation Board</b> 2023-2024		County Name: <b>Umatilla County</b>		Date: 1/17/2023				
<b>Positions</b>	<b>FTE Status</b>	<b>Current Salary</b>	<b>Min Wage</b>	<b>Max Wage</b>	<b>Extra Benefits</b>	<b>% of insurance premium paid by ER</b>	<b>% contributed to retirement by ER</b>	<b>Notes</b>
Sheriff	1.0	\$128,100.00	N/A	N/A	Vehicle	80*	20	
County Clerk	1.0	\$134,220.00	N/A	N/A	N/A	80*	20	Administrative Services Director - Includes Clerk Duties
Assessor & Tax Collector	1.0	\$134,220.00	N/A	N/A	N/A	80*	20	
Treasurer	1.0	\$136,464.00	N/A	N/A	N/A	80*	20	Chief Finance Officer - Includes Treasurer Duties
Justice of the Peace	<del>1.0</del>	N/A	N/A	N/A	N/A	N/A	N/A	
Commissioner	1.0	\$104,306.00	N/A	N/A	Vehicle	80*	20	
Chair Commissioner	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No additional benefits for BOC Chair

\*100% ins paid of single medical chosen

Notes from Um Co: \_\_\_\_\_

Assessor  
&  
Tax Collector

# Assessor & Tax Collector Summary

Current Wage	\$8,240/mo.	\$98,882/yr.
Number of subordinates supervised	6	
Size of budget administered	\$920,695	

## ORS 285C.130<sup>1</sup>

### Duties of County Assessor by statute

The assessor of a county within which an enterprise zone is located shall:

- (1) Assist the sponsor, the local zone manager appointed by the sponsor and business firms in determining whether property will qualify for a property tax exemption under ORS 285C.175 (Enterprise zone exemption).
- (2) Review and approve or deny applications from eligible business firms for authorization under ORS 285C.140 (Application for authorization).
- (3) Process claims for property tax exemptions filed under ORS 285C.220 (Exemption claims) and exempt the qualified property of authorized business firms from ad valorem property taxation in accordance with ORS 285C.050 (Definitions for ORS 285C.050 to 285C.250) to 285C.250 (Re-designation or designation of new zone following zone termination).
- (4) Take action necessary under ORS 285C.240 (Disqualification).
- (5) Submit a written report to the Department of Revenue on or before July 1 of each assessment year. The report for each enterprise zone, or portion of a zone that is located in the county, shall include the following information, organized by business firm:
  - (a) The assessor's estimate of the assessed value of qualified property that was exempt under ORS 285C.175 (Enterprise zone exemption) for the previous tax year and the taxes that would have been imposed on the qualified property, as entered on the assessment and tax roll under ORS 285C.175 (Enterprise zone exemption) (7).
  - (b) The annual average number of employees of the firm within the enterprise zone during the previous assessment year, as reported on the exemption claim filed under ORS 285C.220 (Exemption claims).
  - (c) The annual average compensation for the previous assessment year of new employees hired by the firm within the enterprise zone, if the firm is subject to the annual compensation

requirements of ORS 285C.160 (Agreement between firm and sponsor for additional period of exemption) (3), as reported on the exemption claim filed under ORS 285C.220 (Exemption claims).

(d)The assessor's estimate of the assessed value, for the current tax year, of qualified property that was exempt under ORS 285C.175 (Enterprise zone exemption) for the previous tax year and that is not exempt under ORS 285C.175 (Enterprise zone exemption) for the current tax year.

(e)The total investment cost of qualified property first reported on the exemption claim filed under ORS 285C.220 (Exemption claims) that includes a property schedule submitted by the business firm pursuant to ORS 285C.225 (Sponsor's addendum) for the current tax year.

(f)The current number of employees of the firm, as reported on the exemption claim filed under ORS 285C.220 (Exemption claims) and described in paragraph (e) of this subsection.

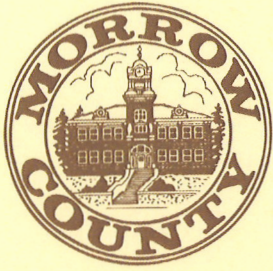
(g)Any other information the assessor or the Department of Revenue considers appropriate.

(6)Send a copy of a report prepared under subsection (5) of this section to the sponsor of the enterprise zone and to the Oregon Business Development Department. [Formerly 285B.695]

## **ORS 311.005**

### **County Tax Collector by statute**

As used in the tax laws of this state, "tax collector" means the person or officer who by law is charged with the duty of collecting taxes assessed upon real property, and includes a deputy. [Amended by 1973 c.305 §5; 1981 c.346 §9]



## ASSESSMENT & TAXATION

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

**MIKE GORMAN**  
Assessor/Tax Collector

11/28/2022

Morrow County Elected Officials Compensation Committee

**RE: Elected Officials Compensation**

Compensation Committee Members,

I am the elected Morrow County Assessor, I am also the Morrow County Tax Collector by appointment.

Following is the description of what The Morrow County Assessment and Tax Office does. The Morrow County Assessment and Tax Office values, calculates, extends and collects taxes for all Real Property, Manufactured Structures, Personal Property and Utility Property located within Morrow County in accordance with State Law. My department's 2022-23 budget is \$931,195. Morrow County has a Market Value of almost \$8 Billion, a taxable value of over \$3.7 Billion, a certified tax of over \$54 Million for the 2022-23 tax year. Morrow County also receives in lieu of tax money of over \$15 Million, all of which this office manages. Those respective properties total over 9,800 accounts. Morrow County has experienced substantial growth during the past several years. (See attached value history) This office administers several exemption and special assessment programs for example, Enterprise Zone and SIP Exemptions, Veterans and Senior Deferral, Charitable, Religious and Benevolent Exemptions, Farm, Forest and Wildlife Habitat Special Assessments and Low-Income Housing Special Assessments to name a few. This office acts as staff to the Columbia River Enterprise Zone Board and Morrow County Commissioners during Enterprise Zone and Strategic Investment Program negotiations. This office works closely with the County Clerk, Treasurer and Planner to achieve these duties. This office works with the Oregon Department of Revenue for State Appraised Accounts. This office has a staff of seven including myself. The Assessor and Appraisal staff have statutory requirements that include being a Registered Appraiser with the Oregon Department of Administrative Services, as well as continuing education requirements. This office assesses Fire Patrol Surcharges for Forestland within the County on behalf of the Oregon Department of Forestry. This office is an agent for the Building Codes Division of the Oregon Department of Consumer and Business Services for processing Manufactured Home Ownership Documents and Trip Permits. This office defends Morrow County for all levels of property appeals from the local Board of Property Tax Appeals up

to The Magistrate Division and Regular Division of The Oregon Tax Court. For all of the above-mentioned items, the Assessor is ultimately responsible for. This office is responsible for collecting all local taxing districts budgets and forwarding them to the Oregon Department of Revenue. This office also works closely with all local taxing districts for budgeting purposes, I provide budget estimates and complete GASB 77 reporting for all taxing districts with jurisdiction in Morrow County. This office handles all public, private and governmental inquiries for property located in Morrow County. In short, the Assessor, Tax Collector and staff are the basis for Oregon's Local Government and Local School systems, without the Assessment and Tax Office, all local governments and special districts would cease to exist.

One issue I do have concerns with, is cost-of-living increases, (COLA). Most elected officials have staff that are either members of a union or exempt. If elected officials and other non-union staff receive a lesser COLA amount than the union staff, we run into the situation of subordinates' wages creeping closure to supervisor's wages. This has occurred in the past with those particular department heads getting a larger increase that is arbitrary and only to get their wage back in line with subordinates. Having the Elected Officials/Department Heads receive the same COLA as the Union Employees receive would help alleviate this.

If you have any questions or concerns please feel free to reach out to me.

Respectfully,

A handwritten signature in blue ink, appearing to read "Michael Gorman".

Michael Gorman  
Assessor/Tax Collector

Clerk

# Clerk Summary

Current Wage	\$7,085/mo.	\$85,019/yr.
Number of subordinates supervised	2	
Size of budget administered	\$376,074	

## ORS 205.110<sup>1</sup>

### General powers and duties of County Clerk by statute

(1) The county clerk in each county shall keep and maintain the records of the county governing body.

(2) The county clerk of any county in which the county court has judicial functions shall, for the county court:

(a) Keep the seal of the court, and affix it in all cases required by law.

(b) Record the proceedings of the court.

(c) Keep the records, files, books and papers pertaining to the court.

(d) File all papers delivered to the clerk for that purpose in any action or proceeding in the court.

(e) Attend the terms of the court, administer oaths and receive the verdict of a jury in any action or proceeding therein, in the presence and under the direction of the court.

(f) Under the direction of the court enter its orders and judgments.

(g) Authenticate, by certificate or transcript, as may be required, the records, files or proceedings of the court, or any paper pertaining thereto, and filed with the clerk.

(h) Exercise the powers and perform the duties conferred upon the clerk by statute.

(i) In the performance of duties pertaining to the court, conform to the direction of the court.

(3) The county clerk may take and certify the proof and acknowledgment of a conveyance of real property or any other written instrument authorized or required to be proved or acknowledged.

[1977 c.594 §2; 1981 s.s. c.3 §39; 1983 c.327 §5; 1985 c.540 §40; 1991 c.230 §11]



November 1, 2021

Bobbi Childers, Morrow County Clerk

RE: Compensation of Elected Officials - Clerk

The County Clerk is a nonpartisan elected constitutional officer as provided in Article 6, Section 6 of the Oregon Constitution and the Oregon Revised Statutes, Chapter 205, and serves a term of four years.

The following are duties of the office:

Conducts elections in Morrow County (I've managed and ran 52 elections).

Have extensive knowledge of office administration and management skills, along with a thorough background in accounting, bookkeeping, computer systems administration, budget processes, and mathematical computation/theory. Possess expert knowledge of state and federal laws and regulations governing elections, recording and records management and practices. Possesses considerable knowledge of modern election procedures and future elections trends.

Must have strong ability to plan, lay out, assign and supervise the work of numerous subordinates, while establishing and maintaining cooperative working relations with coworkers, state and local government officials, candidates, media representatives and the general public.

Must be able to organize and accomplish a large volume of diverse activities while maintaining accuracy. Errors in workflow can result in inaccurate accounts, documents, and election information. Such errors would result in invalidation of elections and/or significant civil liability to the county.



- County Clerk is involved with day-to-day operations, including annual budget and other interoffice planning. Participates in personnel matters, including hiring and firing. Researches, coordinates and administers programs, policies and procedures to ensure consistency and compliance with federal, state and local requirements. Develops and implements new procedures to promote efficiency and maximum standards of customer service.
- Trains staff in current and new laws and regulations relative to Clerk's Office operations and applications. Attends continuing education courses on a regular basis to maintain optimum levels of skill and knowledge.
- Serves as office administrator. Plans, organizes, directs and monitors employees in the Clerk's Office. Supervise all full-time and part-time employees under the jurisdiction of the County Clerk. Has full supervisory authority.
- Serves as elections administrator. Plans, organizes and executes elections for federal, state, county, special district and city jurisdictions, following Oregon election laws as set forth in ORS Chapters 246 through 260. Serves as liaison between City, Special District, School, District and County governments and the Secretary of State's office in ensuring the impeccable administration of 4 to 6 elections per year.
- Informs candidates, all districts and general public of election laws and procedures. Directs

voter registration procedures, including determination of precinct information and special district placement. Supervises candidate filings, checks measures for conformity to established requirements and oversees contribution and expenditure reports filed by all candidates and political action committees.

- Manages, directs and supervises the compliance with the National Voter Registration Act of 1993, the federal law which requires all states to upgrade the manner in which they perform file maintenance of voter registrations. Sends confirmation notices to all inactive voters; automatically updates registrations from post office records; provides vehicle for fail safe voting; keeps detailed reports on agency registrations from Alcohol and Drug programs, Adult & Family Services, Department of Motor Vehicles, Armed Forces Recruiting Centers, Mental Health/DD Services, Oregon Commission for the Blind, Disabilities Commission, Oregon Health Plan, Oregon Higher Education Senior & Disabled Services, Vocational Rehabilitation Division and Health Division/WIC Programs; maintains detailed records of NVRA statistics and regularly reports to the Secretary of State and the U.S. Congress.
- Has full signatory authority for funds and accounts. Secures all documents, records, supplies and monies under the jurisdiction of the Clerk's Office. Conducts special surveys and studies; prepares reports as required by the Oregon legislature and federal and state agencies.
- Oversees and supervises property records and the recording of documents relating to real and personal property transactions. Advises as to the recordability of such documents. Administers recording and indexing following ORS Chapter 205 and all county ordinances.
- Supervises maintenance of necessary accounts and records of monies received from fees and receipts or in trust. Manages turnover of monies received to various funds and agencies, including General Fund, Road Fund, Surveyor's Fund, Assessment and Taxation Fund, Housing Alliance, Lien fund, State Marriage Fund, the U.S. Passport Agency and the County Clerk's Records Fund.
- Supervises all aspects of providing fast, efficient and friendly customer service, including the issuance of marriage licenses, and passports in addition to the public research of county land records, including all deeds and documents of official records since 1885, and subdivision, condominium and partition plats. Works to continually upgrade level of service provided to the public in accordance with Clerk's Office policy.
- Supervises the Board of Property Tax Appeals and the land valuation appeal process; manages the processing of property assessment appeal petitions; plans, organizes and supervises Board Clerk support; organizes distribution of appeal forms; designates hearing location and time schedules; provides taxpayer public with equitable means to obtain adjustment when disparities in the property tax system occur.
- Oversees safekeeping and maintenance of county public records and files, including: real property deeds, mortgages, liens and subdivision, condominium and partition plats; County Commissioners/County Court records and journals; summary of county tax rolls and certifications of assessment rolls; all county, city and district budgets; all official files pertaining to special district formation, annexation, and zoning appeals; county road files and vehicle titles; yearly county audit reports; personal property tax warrants

**OVERVIEW:**

Primary keeper of public records for the county

Processes all real property transaction, plats, Commissioners' Journal documents.

Processes Board of Property Tax Appeals and

Issues death certificates – Morrow County Death Registrar – Partnered with Oregon Vital Records Department

Issues marriage licenses – Partnered with Oregon Vital Records

Passport Acceptance Register- Partnered with U.S. Department of State

Perform civil marriage ceremonies – Higher need – Morrow County Justice of Peace does not perform marriages.

Records military discharges (DD-214) at no cost to the veterans'

Provides access to archived records

Provide free resources to the County- through elections security grants from Department of Homeland Security.

Certify the Tax role to the Assessor and Treasurer prior to collection of taxes in Morrow County .

File all County and Special District Budgets

Manage public requests for all records including election records, creating specialized reports for candidates and campaigns.

Overtime during election season (long hours). Doors open at 7 and run into the night, regardless of weather conditions on election days. Driving in adverse weather to bring ballots in from drop sites within the county, daily though election day/night.

Exposure to angry or hostile individuals, in both recording and elections.

I have a budget of \$379,539. I have 2 full time employees and at times 8 extra staff, during elections. I try to run my office in as economically as I can. I strive to be mindful of the responsibility to the citizens of Morrow County. My office is a customer service office. We provide services in the county for the citizens, to meet their needs. As a rural county, I provide services Monday through Friday, I have a satellite office in Irrigon that I go to on Thursdays. I leased this offsite office in 2010, I want my office be accessible to all the communities in the county.

I started working in Morrow County Clerks' Office in June of 2000 and have been the County Clerk since January of 2005. This position is a vital part of what makes Morrow County function.

Thank you for your consideration,



Bobbi Childers

Morrow County Clerk

# Commissioners

# Commissioner Summary

Current Wage	\$4,738/mo.	\$56,846/yr.
Number of subordinates supervised	1 Direct; 130 Indirect	
Size of budget administered	\$709,643 BOC; \$83,674,523 Total	

## ORS 203.240<sup>1</sup>

### Organization, powers, and duties of board

(1) A board of county commissioners shall:

(a) Have the powers and duties and be otherwise subject to the laws applicable to county courts sitting for the transaction of county business.

(b) Unless provided otherwise by county charter or ordinance, consist of three county commissioners. A majority of the board is required to transact county business.

(c) Except as otherwise provided in ORS 203.230 (Abolishing office of county judge and establishing board of county commissioners in noncharter county) (5) or an order issued under ORS 203.230 (Abolishing office of county judge and establishing board of county commissioners in noncharter county) (1), appoint a chairperson from among their number who shall serve until the first Monday in January next following appointment. If two members of the board cannot agree on the appointment of a chairperson, the member of the board who is longest in length of service shall act as chairperson.

(2) When a county has established a board of county commissioners any reference in the statutes to the county court of that county shall be considered a reference to the board of county commissioners of the county. [1961 c.571 §2; 1971 c.88 §7; 1981 c.140 §4; 1985 c.756 §2; 1997 c.277 §2]

## ORS 203.010

### General powers of county as body politic and corporate

Each county is a body politic and corporate for the following purposes:

(1) To sue and be sued;

(2)To purchase and hold for the use of the county lands lying within its own limits and any personal estate;

(3)To make all necessary contracts; and

(4)To do all other necessary acts in relation to the property and concerns of the county.

# Justice of the Peace

# Justice of the Peace Summary

Current Wage	\$6,748/mo.	\$80,938/yr.
Number of subordinates supervised	2	
Size of budget administered	\$343,083	

## ORS 51.035<sup>1</sup>

### Justice of peace as municipal judge

Except as provided in ORS 3.136 (Jurisdiction over violations of Portland charter and ordinances), any city situated wholly or in largest part within the boundaries of a justice of the peace district may enter into an agreement pursuant to ORS 190.010 (Authority of local governments to make intergovernmental agreement) with the county in which the justice of the peace district is located providing that the justice court for the district shall have all judicial jurisdiction, authority, powers, functions and duties of the municipal court of the city and the judges thereof with respect to all or any violations of the charter or ordinances of the city. [1975 c.713 §1]

## ORS 51.240<sup>1</sup>

### Qualifications for office

(1)As a qualification for the office:

(a)A justice of the peace must be a citizen of the United States and a resident of this state.

(b)A justice of the peace must be a resident of or have a principal office in the justice of the peace district in which the justice court is located. For purposes of this paragraph, a “principal office” is the primary location from which a person conducts the person’s business or profession.

(c)A justice of the peace must have maintained the residence within this state required by paragraph (b) of this subsection for at least three years immediately prior to appointment or becoming a candidate for election to the office of justice of the peace.



(d)A justice of the peace must have maintained the residence or principal office required by paragraph (b) of this subsection for at least one year immediately prior to appointment or becoming a candidate for election to the office of justice of the peace.

(e)A justice of the peace must:

(A)Be a member of the Oregon State Bar;

(B)Have completed a course on courts of special jurisdiction offered by the National Judicial College, or complete the course within 12 months after appointment or election to the office of justice of the peace; or

(C)Have completed, or complete within 12 months after appointment or election to the office of justice of the peace, a course that is equivalent to the course described in subparagraph (B) of this paragraph, proposed by the justice of the peace and approved by the Chief Justice of the Supreme Court.

(2)If exigent circumstances prevent a justice of the peace from completing the course required under subsection (1)(e)(B) of this section within 12 months after appointment or election to the office of justice of the peace, the presiding judge of the judicial district in which the justice court is located may grant the justice of the peace one extension of time to complete the course. The extension may not exceed 12 months. The presiding judge may require the justice of the peace to complete additional educational requirements during an extension granted under this subsection.

(3)Notwithstanding subsection (1)(e) of this section, a justice of the peace in a justice court that is a court of record under ORS 51.025 (Justice court as court of record) must be a member of the Oregon State Bar. [1991 c.458 §10; 1993 c.493 §88; 2015 c.570 §6]



Glen G. Diehl  
Justice of the Peace

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MORROW COUNTY JUSTICE COURT

P.O. Box 130  
Irrigon, OR 97844  
541-922-4082  
(Fax) 541-922-3472

P.O. Box 1125  
Heppner, OR 97836  
541-676-5644  
(Fax) 541-676-5660

To: Morrow County Compensation Board  
FROM: Glen G. Diehl Justice of the Peace  
DATE: November 28, 2022  
  
RE: Compensation- Justice of the Peace

As Morrow County's Justice of the Peace, it is my duty to apply the law fairly without bias or prejudice. To ensure that each individual's right to be heard are maintained, and protect our citizen's state and federal constitutional rights, while maintaining the rule of law for the protection of society.

Morrow County's justice court's authority extends to all offenses that are committed or triable in Morrow County, except the trial of any felony; such jurisdiction is concurrent with jurisdiction that may be exercised by a circuit court. Civil jurisdiction in justice court includes actions at law for the recovery of money, damages, personal property and penalties or forfeitures where the amount or value claimed does not exceed \$10,000.

Currently I supervise two Court Clerks and one part time Court Security Officer we have an annual Justice Court budget of over \$335,000.00 and a \$593,000.00 Non-Departmental Court Bails/Fines Budget.

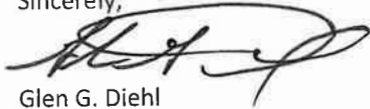
In past years I have only asked for a COLA equal to what all employees were receiving. However, in looking at the Elected Officials pay scales for the last five (5) years I find that the following disproportionate monthly salary increases:

Assessor:	\$1,521.00	This represents an approximate 22.5 % increase.
<b>Commissioner's</b>	<b>\$1,440.00</b>	<b>This represents an approximate 43.7 % Increase (highest)</b>
Sheriff:	\$1,349.00	This represents an approximate 16 % increase
Clerk:	\$1,208.00	This represents an approximate 20.5 % increase
<b>Justice of the Peace:</b>	<b>\$ 870.00</b>	<b>This represents an approximate 14.8 % increase (Lowest)</b>
<b>Treasurer:</b>	<b>\$ 870.00</b>	<b>This represents an approximate 14.8 % increase</b>

As you can see, both the Justice of the Peace and the Treasure have received the lowest pay increases during this time period. I would also note, during this same time period, Social Security raised the COLA by 20.3 % and Our County Employ Unions received both: Two (2) step increases equaling 10% as well as a 15 % cola increase, for a total of 25%. This in its self is a 10% compression between my position and the employees.

I would like to note that when comparing the number of employees supervised and budgets, the County Clerk and Justice of the Peace seem to be a very close comparison. And would ask that the Board take this in consideration, while considering my request to be placed on at least on the same PayScale as the County Clerk.

Sincerely,



Glen G. Diehl

COLA 3.000%

**ELECTED OFFICIAL SCALE  
2022- 2023**

TITLE	MONTHLY
COMMISSIONER	4,737
COMMISSIONER	4,737
COMMISSIONER	4,737
ASSESSOR	8,240
TREASURER	6,747
CLERK	7,085
JUSTICE OF THE PEACE	6,747
SHERIFF	9,772

COLA 2.500%

**ELECTED OFFICIAL SCALE  
2021- 2022**

TITLE	MONTHLY
COMMISSIONER	4,599
COMMISSIONER	4,599
COMMISSIONER	4,599
ASSESSOR	8,000
TREASURER	6,551
CLERK	6,551
JUSTICE OF THE PEACE	6,551
SHERIFF	9,487

ELECTED OFFICIAL SCALE  
2020- 2021

COLA 2.500%

TITLE	MONTHLY
COMMISSIONER	4,487
COMMISSIONER	4,487
COMMISSIONER	4,487
ASSESSOR	7,805
TREASURER	6,391
CLERK	6,391
JUSTICE OF THE PEACE	6,391
SHERIFF	9,433

HARD PUNCHED AT 9.5%

**I WAS UNABLE TO LOCATE 2018-2019 & 2019-2020, WAGE SCALES**

ELECTED OFFICIAL SCALE  
2017-2018

COLA 3.000%

TITLE	MONTHLY	Annual
COMMISSIONER	3,297	39,564
COMMISSIONER	3,297	39,564
COMMISSIONER	3,297	39,564
ASSESSOR	6,719	80,631
TREASURER	5,877	70,529
CLERK	5,877	70,529
JUSTICE OF THE PEACE	5,877	70,529
SHERIFF	8,423	101,081

ELECTED OFFICIAL SCALE  
2016-2017  
3.00%

TITLE	ANNUAL	MONTHLY
COMMISSIONER	\$38,407	\$3,201
COMMISSIONER	\$38,407	\$3,201
COMMISSIONER	\$38,407	\$3,201
ASSESSOR	\$78,283	\$6,524
TREASURER	\$68,475	\$5,706
CLERK	\$68,475	\$5,706
JUSTICE OF THE PEACE	\$68,475	\$5,706
SHERIFF	\$98,136	\$8,178
	<b>\$497,065</b>	<b>\$41,422</b>

Sheriff

# Sheriff Summary

Current Wage	\$9,772/mo.	\$117,260/yr.
Number of subordinates supervised	39	
Size of budget administered	\$4,681,053	

## ORS 204.112

(4) Notwithstanding subsections (1) to (3) of this section, the sheriff's salary shall be fixed in an amount which is not less than that for any member of the sheriff's department.

[1989 c.941 §1]

Next Highest Paid Employee: \$9,200/mo. OR \$110,400 /yr.

## ORS 206.010<sup>1</sup>

### General duties of sheriff

The sheriff is the chief executive officer and conservator of the peace of the county. In the execution of the office of sheriff, it is the sheriff's duty to:

- (1) Arrest and commit to prison all persons who break the peace, or attempt to break it, and all persons guilty of public offenses.
- (2) Defend the county against those who, by riot or otherwise, endanger the public peace or safety.
- (3) Execute the process and orders of the courts of justice or of judicial officers, when delivered to the sheriff for that purpose, according to law.
- (4) Execute all warrants delivered to the sheriff for that purpose by other public officers, according to law.
- (5) Attend, upon call, the Supreme Court, Court of Appeals, Oregon Tax Court, circuit court, justice court or county court held within the county, and to obey its lawful orders or directions. [Amended by 1985 c.339 §1]

**From:** [John Bowles](#)  
**To:** [Lindsay Grogan](#)  
**Subject:** RE: Compensation Board Comments  
**Date:** Wednesday, November 30, 2022 1:15:30 PM  
**Attachments:** [2622\\_001.pdf](#)  
[image001.png](#)

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Lindsay,

See the attached Sheriff Position Description for the Compensation Board and I will answer the questions.

1. See Position Description
2. 39 Fulltime FTE's and 13 part-time or seasonal staff
3. 4 budgets with Morrow County totaling. \$6,536,601.00 1 Budget with the Oregon State Marine Board totaling. \$26,000.00  
1 Budget with the Oregon State Parks totaling. \$118,000.00

Sheriff also has to keep up with changing laws and requirements from the state.  
Many of these laws are unfunded mandates requiring additional funding and staffing to comply with.

Sheriff Bowles

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**From:** Lindsay Grogan <[lgrogan@co.morrow.or.us](mailto:lgrogan@co.morrow.or.us)>  
**Sent:** Wednesday, November 23, 2022 8:43 AM  
**To:** Bobbi Childers <[bchilders@co.morrow.or.us](mailto:bchilders@co.morrow.or.us)>; Mike Gorman <[mgorman@co.morrow.or.us](mailto:mgorman@co.morrow.or.us)>; Jaylene Papineau <[jpapineau@co.morrow.or.us](mailto:jpapineau@co.morrow.or.us)>; Glen Diehl <[gdiehl@co.morrow.or.us](mailto:gdiehl@co.morrow.or.us)>; Melissa Lindsay <[mlindsay@co.morrow.or.us](mailto:mlindsay@co.morrow.or.us)>; Jim Doherty <[jdoherly@co.morrow.or.us](mailto:jdoherly@co.morrow.or.us)>; Don Russell <[drussell@co.morrow.or.us](mailto:drussell@co.morrow.or.us)>; John Bowles <[jbowles@co.morrow.or.us](mailto:jbowles@co.morrow.or.us)>  
**Subject:** Compensation Board Comments

Hello Elected Officials,

I am preparing for the Compensation Board scheduled with a tentative date of January 31, 2023 in Irrigon.

Will you please provide me with a memo of any comments that you would like to be included in the packet to the Compensation Board?

Will you also please provide me with a (1) brief narrative of your duties, (2) number of subordinates supervised, (3) the size of the budget that you administer, (4) and anything else that may be helpful to the Board when reviewing your wage/position.

Please return these documents to me by December 7, 2022 to ensure they are included in the



## MORROW COUNTY SHERIFF POSITION DESCRIPTION

**Date Prepared:** November 28, 2022  
**Position Title:** Sheriff  
**Department:** Sheriff's Office  
**Supervisor:** Electors of Morrow County

**Position Summary:** Morrow County Sheriff is an elected official who is responsible for law enforcement on the county level. The Sheriff serves a four (4) year term of office. The Morrow County Sheriff is responsible for full-service law enforcement, enforcing all state and local laws, maintaining active traffic safety and enforcement units, 911 Dispatch services, Parole and Probations program, civil process program, manages a jail services contract with an appropriate local Sheriff's Office jail, provides marine boating safety patrols, County Search and Rescue, provides law enforcement services for an Off Highway Vehicle Park and other County parks, provides transports for local mental health office, and provides law enforcement services to the Circuit and Justice Courts. The Sheriff also provides additional law enforcement contracts as needed with the United States Forest Service and Corps of Engineers on an annual basis. The Sheriff manages Police Services contracts with the cities of Heppner and Irrigon. The Sheriff also participates in the Blue Mountain Enforcement Narcotics Taskforce (B.E.N.T) and supplies a full-time detective to the taskforce.

**Supervisory Responsibilities:** Administration of Sheriff's Office Staff includes: Undersheriff, Lieutenants, Sergeants, Detectives, Deputies, 911 Communication Deputies, Civil Deputies, Probation Deputies, Reserve Deputies, seasonal Deputies and volunteers.

### **Qualifications:**

- The position requires a minimum of a high school diploma or GED. Most elected Sheriffs possess additional education, training and experience when they run for elected office.
- Experience: This person has at least four years' experience as a full-time law enforcement officer or at least two years' post high school education; and
- The person has not been convicted of a felony or any other crime that would prevent the person from being certified as a police officer under ORS 181A.355 to 181A.670.
- Additionally, if the person is not certified as a police officer by the Department of Public Safety Standards and Training (DPSST) at the time of accepting appointment or filing as a candidate, a person elected or appointed to the office of sheriff must obtain the certification not later than one year after taking office. A copy of the certification shall be filed with the county clerk or the county official in charge of elections. The county



governing body shall declare the office of sheriff vacant when the person serving as sheriff is not certified as a police officer within one year after taking office.

- Must be 21 years of age or older.

**Skills/ Abilities:**

- Equipment used: Automobile, personal computer, telephone, copy machine, fax machine, personal electronic devices and other office equipment.
- Thorough knowledge of county government organization, powers and function and relationships with other governmental jurisdictions.
- Thorough knowledge of the principles and practices of public budgeting, finance, reporting and personnel management.
- Considerable ability and skill in establishing and maintaining cooperative and good working relationships with county administrative officials and employees, representatives of business and government organizations and the general public.
- Ability to speak effectively before varied groups.

**Job Duties/ Responsibilities:**

**EXAMPLES OF PRINCIPAL DUTIES:**

- Provide high levels of customer service in interactions with subordinates, peers, colleagues, community citizens, partner agencies, vendors and neighboring county officials.
- Uphold and exhibit qualities associated with the Vision, Mission and Values of Morrow County and the Sheriff's Office.
- Supervises a force of deputies and other employees of the Sheriff's Office.
- Enforces the law on a County level.
- Morrow County does not maintain a local jail. The Sheriff maintains a jail services contract for all of Morrow County prisoners with the Umatilla County Sheriff's Office.
- When County Courts are in session, the Sheriff provides court security services.
- Review, as necessary, evidence, daily patrol activity logs, information on division activities, investigations, effectiveness of procedures, efficiency of subordinates, etc.
- May perform training sessions at the police academy or other training functions.
- Take field command in emergency situations.
- Take disciplinary action for employees when necessary.
- May conduct public information sessions on law enforcement matters.
- Assists with personnel problems within a division.
- Develops procedures, policies and guidelines for officers based on legal material and law enforcement experience.
- Firearms training and operational preparedness.

- Responsible for preparing and overseeing multiple budgets (4) with the county, (1) with the State Marine Board and (1) with the Oregon State Parks.
- Makes requests for services and equipment, justifies purchases as needed.
- Performs related duties as assigned to meet business needs.

**Essential Job Functions:**

**Working Environment:** Work is accomplished at the Sheriff's Office in Heppner and Irrigon, as well as in the field. The Sheriff may respond to call outs on a 24X7 hour basis and is subject to all the hazards associated with being a law enforcement officer.

**Physical:**

- Occasional lifting, carrying, pushing and / or pulling objects of moderate weigh (up to 50 pounds).
- Frequent, sometimes continuous driving required.
- Ability to operate a personal computer, keyboard and personal electronic devices to retrieve and enter data and information.
- Ability to walk, run, jump, climb and sit for extended periods of time, to frequently stoop, kneel, bend and reach.
- Ability to speak clearly.
- Ability to hear telephone and radio conversations.
- Ability to grasp, hold and squeeze in the discharge of a firearm.
- Duties occasionally performed with exposure to adverse environmental and weather conditions: dirt, pollen, wetness, humidity, rain, fumes, temperature and noise extremes, toxic/ poisonous agents, violence, disease, or pathogenic substances.

**Mental:**

- Ability to handle stressful situations when interacting with the public and / or County employees.
- Ability to deal with the stressors and work through tragic events on a daily basis.
- Ability to maintain confidentiality.
- Ability to act in the highest ethical standards.

**ADA Statement:**

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

This job description in no way states or implies that these are the only duties to be performed by an individual occupying this position. Individuals may be required to perform other related duties as needed or necessary. This job description does not constitute an employment agreement between the employer and elected official, and is subject to change by agreement between the Sheriff and Morrow County Officials as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above. The individual must possess the abilities and aptitude to perform each duty proficiently.

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*John A. Bowles* *11-30-22*  
Signed and Approved Date

Treasurer

# Treasurer Summary

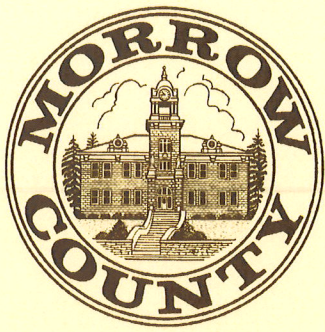
Current Wage	\$6,748/mo.	\$80,968/yr.
Number of subordinates supervised	0	
Size of budget administered	\$137,565	

## ORS 221.920<sup>1</sup>

### Duties of treasurer

The treasurer, as tax collector, shall collect and receipt for all taxes levied by the council and not returned as delinquent, and shall receive and faithfully keep the funds and moneys of any city referred to in ORS 221.906 (Election procedure generally) and pay out the same as directed by ORS 221.901 (Cities organized under 1893 Act) to 221.928 (Record of ordinances), or by city ordinances. When required by ordinance, the treasurer shall make and submit to the council a statement of the financial affairs of the city.

**\*Disclaimer:** Our Treasurer is not the tax collector as referenced above in the ORS. The Assessor is the tax collector.



# TREASURER

Jaylene Papineau

100 Court Street  
P.O. Box 37  
Heppner, Oregon 97836  
**Phone: 541-676-5630 • Fax: 541-676-5631**  
E-mail: [jpapineau@co.morrow.or.us](mailto:jpapineau@co.morrow.or.us)

November 28, 2022

Morrow County Elected Officials Compensation Committee

RE: Elected Officials Compensation

Compensation Committee Members,

I am sure you are aware that not every County Treasurer has the same duties. I understand that this is exactly the reason why the compensation committee has always had a tough time comparing the Treasurer's Office of Morrow County to other Treasurers and/or Finance Officers of other Oregon Counties, each County is very unique.

The duties of this position are many and varied. All money that comes in and goes out of Morrow County, goes through the Treasurer's office. Total budget for fiscal year 2022-2023 is \$83,600,000.00. Total estimated incoming Revenue for 2022-2023 (not including beginning balances or transfers) is \$37,500,000.00. Of that, approximately 41% are Property Taxes. Total estimated Revenue I will be managing in the current fiscal year (Estimated Property Tax \$54,070,036.70 + \$22,136,274.33 other county revenue) is \$76,206,311.03. I only have myself to rely on to make sure these funds are accounted for properly.

I have to be self-motivated and timely in everything I do. If I don't get everything done during the work week (Monday-Friday 8:00 am to 5:00 pm) for any reason i.e. sick; appointments; meetings etc., I have to stay late or come in on the weekends to meet those deadlines.

As Treasurer, I work very closely with all other departments of Morrow County along with all Taxing Districts, other Government agencies and the public.

I am attaching the job duties I have put together along with additional information that may be helpful. I am currently in contact with all other 35 Counties to put together a comparison spreadsheet that we hope will help our Compensation Committees and we hope to have it completed by January 1<sup>st</sup>.

I appreciate your time and diligence.

Sincerely,

Jaylene Papineau  
Treasurer

# Job Description

**Date Prepared:** November 28, 2022

**Position Title:** County Treasurer

**Department:** Treasurer

**Supervisor:** County Electorate

**Position Overview:** The main purpose of the County Treasurer is to be the statutory cash custodian for Morrow County. The Treasurer manages bank accounts and the Local Government Investment Pool (LGIP) and is responsible for the proper receipting and disbursement of all monies.

**Reporting Positions:** Deputy Treasurer

**Working Environment:** Work is performed primarily in County Courthouse but will include travel to training and conferences.

**Qualifications:**

- Resident of the County.
- Elector of the County
- Citizen of the United States of America

**Essential Job Functions:**

**Physical:**

- Occasional lifting of heavy files, office rearrangement
- Occasional driving required
- Ability to operate personal computer and personal electronic devices to retrieve and enter data and information
- Regular and predictable attendance
- Ability to sit for extended period of time

**Mental:**

- Ability to handle stressful situations when interacting with other Government Agencies, other Elected Officials, the public and/or County Department Heads
- Ability to read, write, and comprehend English
- Ability to perform math functions
- Ability to comprehend complex issues
- Ability to maintain confidentiality
- Ability to understand Oregon Revised Statutes

**Job Duty Outline:**

COUNTY REVENUE

- Receives, reconciles and deposits all revenue
- Inputs all revenue for the County into accounting system.
- Estimated Revenue for 2022-23 fiscal year \$37,500,000.00
  - \$15,363,725.67 in Property Taxes & 22,136,274.33 other sources
  - 41% Property Taxes & 59% Other sources of income
- Responsible for all bank accounts
  - Currently 6 individual bank accounts

- Responsible for daily cash flow
  - Making sure there are funds in all accounts
- Receives and distributes Sale of County Land proceeds
- Receives and distributes SIP, Community Service Fees and Additional Monies to the appropriate taxing districts from the State of Oregon and reports to the State of Oregon.
- ACH coordinator
- Identify and receipt ACH payments for Justice Court, Assessor, Tax Collector, Clerk, Public Works, Special Transportation, Sheriff's Office, Health Department etc. on a daily basis.
- Receives and distributes Federal payments such as PILT, Mineral Leases, Utilities in Lieu, Flood control, Federal Forest Fees, and Railroad in Lieu.
- Receives and distributes from the State of Oregon Alcohol Beverages Tax, Cigarette Tax, Amusement Tax, and Gas Tax

#### COUNTY REPORTING

- Unclaimed Property report to the State of Oregon and all other states
  - Sending letters to persons/entities that have unclaimed property
  - Tracking responses
  - Reissuing to persons/entities that respond
- Oregon Department of Revenue Wind Tower Funds Reporting
- Quarterly Report on County Assessment Function Funding Assistance (CAFFA) which include Tier 1 interest (ORS 311.508), Tier 2 interest (ORS 311.508), recording fees from the clerk's office, Oregon Land Information System Mapping (205.323), and Oregon Housing and Community Services Housing (205.323) payments to the State of Oregon.
- Farm Labor Camp distribution ORS 307.490

#### INVESTMENTS

- All Investing for the County and Taxing Districts
- Maintain County Investment Policy
- Choose and maintain Investment Broker(s)
- Investment Reporting to County Board of Commissioners
- Receives Investment Authorization for the County and Taxing Districts

#### COUNTY PAYABLES

- CMS Fees-Bank Drafts
  - Parks and Transfer Station credit card processing fees
- Any NSF Fees charged to the County-Bank Drafts
  - From all Departments
- Quarterly CAFFA report Payment
- Double check Accounts Payable register against cash on hand
- Cuts Checks
- Verifies accounts payable invoices against checks printed
- Signs all accounts payable checks and mails

#### PAYROLL

- Verifies Payroll amount against cash on hand
- Print, sign and mail Payroll checks
- Assists where needed, including implementation of new software

#### RELATIONSHIPS

- Maintains working relationship with Oregon State Treasury and Oregon Department of Revenue.
- All County Departments
- All Taxing Districts



- All Banking
- Oregon Cultural Trust
- General Public

#### PROPERTY TAXES

- Estimated Property Taxes to be collected for 2022-2023 \$54,070,036.70
  - Other Districts estimated portion \$38,706,311.03 (excluding County-see above)
- Deposit all Property Taxes
- Maintain Property Tax account
- Balance with Tax Collector's Office
- Monthly Property Tax, interest, and unsegregated tax interest distribution to all Taxing Districts including the County
  - In November, it is a weekly distribution
- Distribute Community Service Fees from SIP agreements to Districts
- Distribute Oregon Department of Revenue Gain Share to Districts

#### PROPERTY TAX PAYABLE

- Property Tax Distribution
  - Print checks to districts
  - Wire Transfers to districts
- Property Tax Refund checks
- Community Service Fee and DOR Gain Share Distribution payments

#### CUSTODIAN OF DISTRICT FUNDS

- Receives, reconciles and deposits all revenue
- Inputs all revenue for the Taxing Districts into accounting system.
- Responsible for bond payments for the Morrow County School District and Town of Lexington
- Holds funds for Morrow County Unified Recreation District, Lone Rural Fire Patrol District, Town of Lexington, Lone Library District, Morrow County School District, Willow Creek Park District, South Gilliam RFPD and Pilot Rock RFPD.
  - Currently 8 Districts
  - As of the date of writing this letter, the total of these funds \$4,115,735.41
- All requested funds payments from Districts I am holding funds for
  - Print checks or wire transfer

#### TREASURER

- Department Budget maintenance
- Treasurer's Record Keeping of Revenue and Expenditures of ALL County and District Funds
- Other ORS/OAR

#### REGULAR MEETINGS, TRAINING, CONFERENCES and ASSOCIATIONS

- Board of Commissioner Meetings
- Budget Meetings
- Department Head meetings
- OACTFO Conference (Oregon Association of County Treasurer and Finance Officer)
- OGFOA (Oregon Government Finance Officers Association)
- GFOA (Government Finance Officers Association)
- NACCTFO (National Association of County Collectors, Treasurers & Finance Officers)
- GIOA (Government Investor Officer Association)

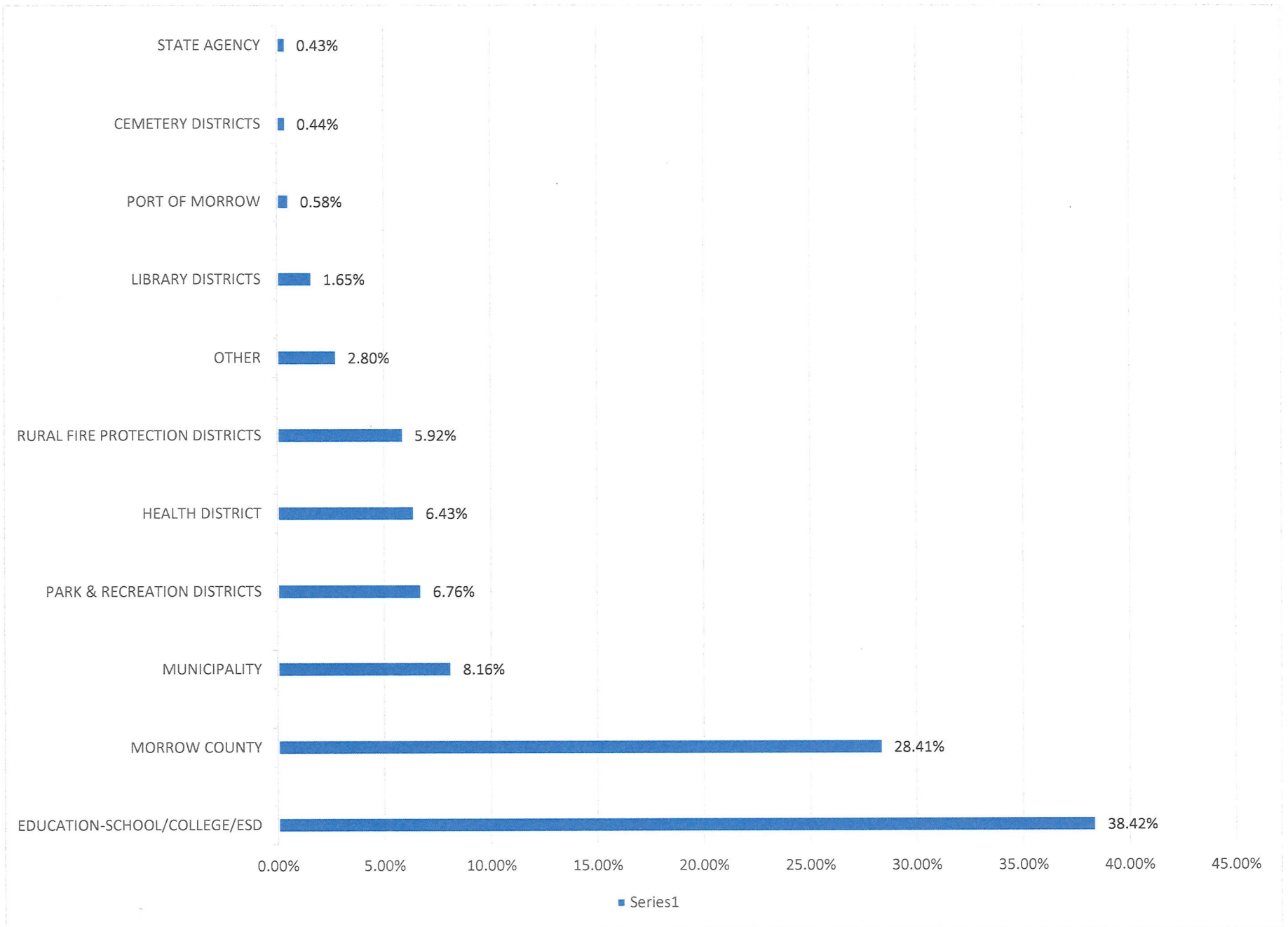
## OTHER

- Order and Secure Check Stock
- Order and Secure Deposit Slips
- Maintain records according to OAR 166 including keeping a record of when and what records are destroyed.
- Selects and Trains secondary signatory in regards to local banks and LGIP
- Morrow County Cultural Trust Fiscal Agent
- Provide information for Departments Quarterly reports
- Works with County External Auditor
- Works with Taxing District Auditors
- Mail and Filing
- Responsible for Courthouse Postage Meter machine
- Knowledge of Budget Law
- Knowledge of Public Meeting Law
- Assists County Departments, Taxing Districts and general Public with information

**APPROXIMATE PROPERTY TAXES TO DISTRIBUTE 2022-2023**

**\$54,070,036.70**

<b><u>MORROW COUNTY DISTRICT CATEGORY</u></b>	<b><u>CATEGORY TOTAL</u></b>	<b><u>PERCENTAGE</u></b>
EDUCATION-SCHOOL/COLLEGE/ESD	\$20,771,778.04	38.42%
MORROW COUNTY	\$15,363,725.67	28.41%
MUNICIPALITY	\$4,411,134.08	8.16%
PARK & RECREATION DISTRICTS	\$3,654,818.00	6.76%
HEALTH DISTRICT	\$3,477,942.48	6.43%
RURAL FIRE PROTECTION DISTRICTS	\$3,201,060.53	5.92%
OTHER	\$1,512,013.04	2.80%
LIBRARY DISTRICTS	\$893,567.33	1.65%
PORT OF MORROW	\$311,217.89	0.58%
CEMETERY DISTRICTS	\$238,387.87	0.44%
STATE AGENCY	\$234,391.77	0.43%
<b><u>TOTALS</u></b>	<b><u>\$54,070,036.70</u></b>	<b><u>100.00%</u></b>
<b>MORROW COUNTY</b>	<b>\$15,363,725.67</b>	<b>28.41%</b>
<b>ALL OTHER DISTRICTS</b>	<b>\$38,706,311.03</b>	<b>71.59%</b>



# Treasurer Statutory Summary

## 1. Interest

**294.080** (1) Except as provided in subsections (2) and (3) of this section, the county treasurer shall credit to the general fund of the county all interest received from any investment made from the general cash balance of any funds in the hands of the county treasurer. If the entire investment is made from a specific fund, however, the treasurer shall credit the interest to the fund from which the investment was made.

(2) The county fiscal officer of a community college district, as defined in ORS 341.005, shall credit to the general fund of the district all interest received from any investment made by funds in the hands of the county fiscal officer. If the entire investment is made from a specific fund, however, the county fiscal officer shall credit the interest to the fund from which the investment was made.

(3) Interest earned by investment of any moneys received by the county treasurer from any source, which moneys have been designated for a particular municipal corporation as defined in ORS 294.311, shall be credited to the account of the particular municipal corporation and not to any county fund.

## 2. Investment

**294.004(2) Definitions.** "Custodial officer" means the officer having custody of the funds of any county, municipality, political subdivision or school district.

**294.035** the custodial officer may invest any sinking fund, bond fund or surplus funds in the custody of the custodial officer in the bank accounts, classes of securities at current market prices, insurance contracts and other investments listed in this section, but only after obtaining from the governing body of the county, municipality, political subdivision or school district a written order that has been entered in the minutes or journal of the governing body.

**294.053.** a county treasurer may invest any sinking fund, bond fund or surplus of funds in the custody of the county treasurer in master warrants of that county issued under ORS 287A.482 to 287A.488.

**294.048** when funds invested under ORS 294.035 (3)(d) are required to meet current cash demands and when withdrawal or liquidation of such investments at the time would cause a loss because the investment would be withdrawn or liquidated prior to maturity, the custodial officer may, after receiving the approval of the governing body, borrow funds on short-term promissory notes that shall be secured by pledging or assigning the investments held under ORS 294.035 (3)(d). The notes shall mature in not more than six months after date of issue. If a lender demands physical possession of the certificates of deposit or other evidence of an investment pledged or assigned under this section, the custodial officer shall deliver the certificate or other evidence to the lender.

**294.155** (1) The custodial officer for a local government that holds and invests funds on behalf of another government unit shall at least once a year submit an audited report to that government unit for which funds are invested. An audit report shall be submitted to the local governmental unit or units within 30 days after receipt of the audit report by the custodial officer's governing body. This subsection shall not apply to municipal corporations or political subdivisions exempt from municipal audits in ORS 297.435.

(2) The custodial officer shall prepare a report not less than monthly to each county, municipality, school district and other political subdivision the segregated funds of which the custodial officer is then investing, as to changes made in the investments of the funds of that body during the preceding month. If requested by that body, the custodial officer shall furnish to it details on the investment transactions for its fund. The

custodial officer shall also provide copies of any investment policy which has been adopted to the custodial officer's governing body upon request.

### 3. Checks and Warrants

**294.005 Definitions for ORS 294.005 to 294.029.** As used in ORS 294.005 to 294.025, unless the context requires otherwise:

(1) "Warrant" means a warrant issued by a subdivision.

(2) "Subdivision" means any county, municipal corporation, quasi-municipal corporation, or civil or political subdivision in this state.

The board of commissioners may authorize use of "check-warrant forms." The Board of commissioners may also "by resolution authorize such practices with respect to the form, issuance, delivery, endorsement and payment of warrants as it shall deem convenient, efficient and in the public interests" conforming substantially to the provisions of ORS 294.027 or 294.028. The check-warrants can be issued by an authorized officer and be drawn on the custodial officer or depository of county funds, upon written direction of the custodial officer, as if the check-warrant were a check. The board of commissioners can also authorize the custodial officer to issue checks in the payment of claims without issuance of a warrant.

**294.053** a county treasurer may invest any sinking fund, bond fund or surplus of funds in the custody of the county treasurer in master warrants of that county issued under ORS 287A.482 to 287A.488.

**208.060** the county treasurer of any county may, upon order of the county court, cancel any county warrant which the county treasurer has been compelled to receive in payment of or as an offset to obligations due the county.

**287.452** all Warrants unpaid upon presentment shall draw interest at the legal rate. The county may order a lesser rate of interest and make interest payable semi-annually.

**287.454** warrants and checks more than two years old; report by fiscal officer; claim by owner. (1) The county fiscal officer shall prepare a report of all warrants and checks issued more than two years prior to July 1 of that year which have not been paid, pursuant to ORS 98.352. (2) The lawful owner of any warrant or check included in any list referred to in subsection (1) of this section, not presented to the county treasurer for payment and not paid, thereafter may file a claim with the Department of State Lands in the manner provided by ORS 98.392 and 98.396.

### 4. Funds

**208.110** (2) Keep a trust fund for each public officer receiving money in trust for litigants or other persons. (3) Pay out money from any such trust fund to the persons entitled to the same upon the order of any such officer. (4) Receive checks, drafts and money orders for any such officer for collection only. (5) If a check, draft or money order received under subsection (4) of this section is returned to the treasurer unpaid, charge the same to the account of such officer.

**609.110, 609.180** all proceeds from dog licenses and rabies inoculations and nuisance dogs and dogs in livestock shall be turned over to the county treasurer and kept in the Dog License Fund.

**565.310** the county treasurer shall hold any funds remaining when a county fair is not held in a reserve fund for future county fairs.

**35.265** when the county commences a condemnation action and seeks immediate possession of the property, it shall create a fund in the estimated amount of just compensation and place the fund in the hands of the county treasurer for deposit with the clerk of the court.

### 5. Payments and Collections

**208.010** the county treasurer shall receive all moneys due and accruing to the county, and disburse the same on the proper orders, issued and attested by the county clerk.

**208.020, 208.030, 208.040** county orders shall be redeemed by the treasurer according to the priority of the time of presentment. Such orders, payable out of the county revenue, shall be received in payment of county taxes without any regard to priority of presentment or number, but the treasurer shall not pay any balance thereon over and above such tax when there are outstanding orders unpaid for want of funds. When the county treasurer redeems any order on which interest is due, the county treasurer shall note on such order the amount of interest paid thereon, and shall enter on the account the amount of such interest, distinct from the principal.

**208.990** any county treasurer failing to comply with ORS 208.020 for a period of 10 days commits a Class A violation.

**208.070** the county treasurer shall so arrange and keep the books of the county treasurer that the amount received and paid out, on account of separate and distinct funds, or specific appropriations, shall be exhibited in separate accounts, as well as the whole receipts and expenditures by one general account.

**208.080** the county treasurer shall at all times keep the books and office of the county treasurer subject to the inspection and examination of the county court. The county treasurer shall exhibit the money in the office of the county treasurer to such court at least once a year.

**208.090** the county treasurer of each county shall, on or before the 10th day of each calendar month, file with the county court a statement in writing showing, as of the first of the then calendar month:

- (1) The amount of cash on hand in the custody of the county treasurer as county treasurer;
- (2) The banks in which such funds are deposited, with the amounts so deposited in each bank;
- (3) The security furnished the county by each bank to cover such deposits, and the interest rates paid on such deposits; and

(4) A statement of the amount of outstanding warrant indebtedness of the county and the date up to which the county's warrant indebtedness has been redeemed.

**294.085** the board of commissioners shall examine the financial affairs of the county clerk, county treasurer and the county sheriff in January and July of each year in a public meeting.

**294.070** for expenditure of Taylor Grazing, except for moneys required to be expended through the county general fund all moneys paid to a county under ORS 293.575 shall be deposited with the county treasurer and credited to a special fund designated the Range Improvement Fund of Grazing District No. \_\_\_\_\_. The county treasurer as ex officio district treasurer shall disburse the moneys in the Range Improvement Fund only upon the written order of the grazing advisory board.

**206.020** the county sheriff shall deposit all fees collected with the county treasurer monthly, and provide the county treasurer and county clerk with a duplicate receipt of sums received for the care or preservation of property.

**51.310, 51.340** Justices of the Peace for the county shall deposit fees collected with the county treasurer for crediting to the general fund, and shall report monthly to the county treasurer the amount of all fines collected. (Any officer willfully violating ORS 51.340 is subject to a fine of not more than \$25 for each offense, payable to the county treasurer for benefit of the common schools.)

**275.275** The county treasurer shall distribute proceeds from the sale of tax foreclosed properties.

## 6. Other Governments

**288.570** any municipality required by law to use the county treasurer as paying agent may appoint a paying agent and registrar in connection with the issuance of bonds. The municipality shall give notice to the treasurer of the school district funds.

**288.580** a county treasurer may enter into agreements with financial institutions to serve as paying agent and registrar, as provided in ORS 288.570 (1) to (8), for any bond issue for which the county treasurer serves as paying agent. A county treasurer may recover costs from the municipality for the service

**328.255, 328.260, 328.275** the county treasurer shall register each school district bond and shall cause the bonds to be delivered to the purchasers upon receipt of payment. The county treasurer may hold the bond proceeds, and shall pay the proceeds over to the designated custodian of school district funds. Funds from tax levies to pay the bonds may be held by the county treasurer, who shall hold them in a separate fund and is liable upon the official bond for failure to retain or account for the funds.

**341.005, 341.685** The county treasurer acts as paying agent and registrar for bond sales by community college districts.

**545.181(2), 545.537** the county treasurer shall be the ex officio treasurer of an irrigation district and shall be responsible to the district for the funds. The county treasurer shall transmit any funds collected for the district to the district's treasurer or secretary. The county treasurer may be the paying agent and registrar on district bond funds.

**327.410** the county treasurer shall receive the apportionment from the Division of State Lands semi-annually, and the treasurer shall report the same to the administrative office of the county for distribution to the school districts in the county within two weeks of receipt.

**328.005 to 328.045** the county treasurer is responsible to pay out apportionments of federal forest reserve receipts to school districts out of the county school fund upon order of the county's executive officer in December each year and as deemed advisable thereafter.

**451.580** the county treasurer shall receive and deposit all funds for county service districts in separate accounts solely for the use of the district.

**547.480** the county treasurer shall keep tax collection receipts for operation and maintenance of drainage districts in a separate fund and the county treasurer shall turn over the funds on a quarterly basis to the district secretary and/or treasurer.

**679.260(2)** all fines collected by the Oregon Board of Dentistry shall be paid the county treasury. The county treasurer, after deducting expenses, shall pay the fines over to the State Treasury before January 1 of each year.

**266.530** the county treasurer shall act as registrar and paying agent for park and recreation district bonds.

**371.505** the county treasurer shall hold assessments for road districts in a separate fund, and pay the proceeds over to the district upon furnishing a bond.

**450.920, 450.945** the county treasurer shall be the custodian of tax monies of sanitary and water authorities and shall hold proceeds from the sale of bonds.

**452.157, 452.170** the county treasurer may be the depository for vector and weed control district taxes levied by the district, and shall be the depository for taxes levied by the county on behalf of the district.

## 7. Public

**208.170** the county treasurer is authorized to administer all oaths necessary in the discharge of the duties of his or her office.

**204.016** to qualify for the office of county treasurer, the person must be a citizen of the United States, an elector in Oregon, and a resident of the county.



**204.020** to assume the duties of his or her office, the county treasurer must first file a certificate of election and oath of office with the county clerk.

**249.002** the office of county treasurer is a nonpartisan office

**236.240** whenever suit is commenced on the official bond of a delinquent county treasurer, the treasurer may be removed by the board of commissioners.

**297.515** the county treasurer, as all elected officials, is subject to the annual audit of the county books and accounts.

**98.015** the county treasurer shall hold any found money or goods turned over to him or her following conviction of the finder under ORS 164.065 for violating ORS 198.005, publish notice, and turn over the money or goods for the owner. If not claimed, the money shall be placed in the county general fund.

**98.210 to 98.230** the county treasurer shall receive an accounting and the net proceeds of unclaimed bailed personal property sold by the justice of the peace. If the owner of the property provides satisfactory proof of ownership, the owner is entitled to the funds deposited with the treasurer.

**699.050** the county treasurer shall receive from hotels and motels the net amount and accounting from the sale of baggage and other personal property left by guests. The monies shall be credited to the county general fund, but may be reclaimed by the guest from the treasurer.

## 8. Bonds

**287.070** the proceeds of the sale of the bonds shall be paid to the county treasurer and shall be placed in a special fund which shall be used only for the particular purpose or purposes for which the bond proceeds are to be used as specified in the order calling for an election upon the question of issuance of the bonds and for no other purpose. However, the proceeds from the sale of the bonds may be used for the payment of principal and interest of such bonds or for the redemption or purchase of these bonds.

**288.010 to 288.120** if the state appoints a fiscal agency the county treasurer must remit funds to the fiscal agency for repayment of bonds. Once paid off, the canceled bonds and coupons must be returned to the county treasurer. The county treasurer is not liable for funds once remitted. The county treasurer is liable to the bond holders if he or she does not comply with these requirements.

**381.515** the county treasurer shall hold the proceeds of all bonds sold by the county for an interstate bridge and hold the funds in a special bridge fund.

**Chapter 215 Oregon Laws 2001** This act repealed ORS 208.200, 208.210 and 208.220. The county treasurer was ordered to transfer all records and bond proceeds of authorities, districts, cities or ports to the respective public bodies issuing the bonds.

**370.200** the county may issue county road bonds. If it does, the county treasurer may loan money in the bond redemption fund, with the permission of the board of commissioners, secured by first mortgage on improved real estate within the county at six percent per year.

## 9. Tax Distribution

**311.375 (1)** On or before December 1 in each year each county treasurer shall pay over to the State Treasurer one-half of the amount of state taxes charged to the county of the county treasurer for the fiscal year then

current. In similar manner the county treasurer shall pay over one-quarter of such taxes on or before March 1, and the remainder of such taxes on or before June 1, of the fiscal year.

(2) Each such payment of state taxes shall be made without deduction for any cause out of the first moneys collected and paid into the county treasury over which the county has control.

(3) If a county fails to pay to the State Treasurer its entire apportionment of the taxes within 30 days after the dates prescribed in subsection (1) of this section, the unpaid balance shall be deemed delinquent, and is a debt due and owing by the county to the state and the county shall pay the legal rate of interest thereon from such date until paid. The payment of such interest shall not relieve the county treasurer from any penalty imposed by law for failure to pay such taxes as required by law.

(4) If a county treasurer fails to pay to the State Treasurer any money in the hands of the county treasurer for the payment of the amount of state taxes charged to the county at the time prescribed in subsection (1) of this section, the county treasurer shall, in addition to other penalties, be liable to the following:

(a) If the county treasurer fails for a period of 10 days after the time prescribed, the county treasurer shall forfeit to the state 20 percent on the amount withheld.

(b) If the county treasurer fails for a period of 30 days after the time prescribed, the county treasurer shall forfeit the office as treasurer and is a public defaulter.

**311.385** the tax collector shall deposit all property tax moneys with the county treasurer no later than:

(a) One business day after: Payment of the moneys is made in person at the office of the tax collector; or

(b) The tax collector receives moneys collected by a financial institution or other collection agency; or

(c) Thirty calendar days after the payment arrives by mail in the county mail receptacle.

The tax collector shall take a receipt for all moneys deposited with the county treasurer. Property tax moneys shall not be deposited in any account other than the unsegregated tax collections account. The county treasurer shall deposit all property tax moneys to an account in the records of the county treasurer designated as the unsegregated tax collections account. Only those moneys that will be distributed under ORS 311.390 and interest earned from the investment of those moneys shall be deposited to the unsegregated tax collections account. "property tax moneys" includes all ad valorem taxes and all taxes on property, as defined in ORS 310.140, and all other amounts specifically authorized by law to be included on the assessment and tax roll, that are certified for collection under ORS 310.060 or other law and any interest on those taxes.

**311.390** when the tax collector receives the assessor's certificate, the tax collector shall prepare and file with the county treasurer a percentage schedule of the ratio of taxes on property for each governmental unit as shown in such certificate, compared to the total of each of those amounts. If the percentage schedule is revised, a copy shall be filed with the county treasurer after approval by the county accountant, if one exists in the county, or by the county clerk.

**311.395** the county treasurer shall credit the total amount of moneys set out in the statements prepared by the tax collector, except for the amount deposited into the property tax bankruptcy account under ORS 311.484, to the several funds for which the moneys were respectively received in accordance with the schedule provided in ORS 311.390. The county treasurer shall keep the moneys and warrants received from the tax collector in their respective funds. Within **five business days** of receiving a statement from the county tax collector, the county treasurer shall distribute the amount of money set out in the statement, except for the amount deposited into the property tax bankruptcy account under ORS 311.484, to the several taxing units according to the ratios provided in ORS 311.390. The county treasurer shall distribute interest earned on moneys in the unsegregated tax collections account at least once a calendar month.

# 101-104 Treasurer

## Budget Proposal

### Proposal Summary

**Budget**

APPROVED BUDGET 2022-23

**Budget Phase**

Budget Committee Hearings

**Proposal Status**

Approved

**Created By**

Katherine Knop

**Exported At**

May 31, 2022, 11:37 PM (UTC)

Base Revenues	\$4,150.00
Adjustments	\$0.00
<b>Revenues</b>	<b>\$4,150.00</b>
Base Expenses	\$137,565.00
Adjustments	\$0.00
<b>Expenses</b>	<b>\$137,565.00</b>
<b>Deficit</b>	<b>\$133,415.00</b>

### Description

General Fund Dept 104 budgets and accounts for the Treasurer's operations. There are some changes in Materials & Services but the total expenses remain the same. No other changes are requested at this time.

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