

CROOK COUNTY WORK SESSION




Administration Conference Room
203 NE Court Street, Prineville, OR


Tuesday June 21, 2022 at 9 a.m.

Members of the public and media are welcome to attend in person with social distancing or via WebEx 1-408-418-9388; Access Code: 2557 624 5694

Meeting Password: 37qgD2rbpy2

Public comment will take place at the beginning of the Work Session

Requester	Discussion Matter	Packet Docs
1 Dodge Kerr Susan Baker	Republic Proposed Fee Increases	
2 Dodge Kerr Christina Haron	Accounts Payable Regrade from 115 to 120	
3 Levi Roberts	Training Funds Request	

Requester	Executive Discussion Matter	Packet Docs
Exec #1	ORS 192.660(2)(e) For the purpose of conducting deliberations with persons designated by the governing body to negotiate real property transactions	

Items placed on the Work Session agenda are intended for discussion only, without making decisions or finalizing documents unless an emergency exists.

**The Court may add additional items arising too late to be part of this Agenda. Agenda items may be rearranged to make the best use of time.*

**The meeting location is accessible to persons with disabilities. If additional accommodations are required, please submit your request 48 hours prior to the meeting by contacting County Administration at 541-447-6555.*

*Requests to be placed on the Work Session agenda are
due by 5 p.m. the Thursday before the Work Session*

June 21, 2022 Work Session Agenda



June 13, 2022

Dodge Kerr
Crook County Finance Director
200 NE Second Street
Prineville, OR 97754

Dear Dodge,

As a follow up to our May 31st meeting, Republic Services is submitting a request for a rate adjustment for 2022.

Based on the 2021 actual and 2022 financial projection, we are requesting a 9% rate increase to go in effect August 1st. The 9% rate adjustment would increase residential rates by the following:

35-gallon cart - \$1.91 per month
65-gallon cart - \$2.97 per month
95-gallon cart - \$3.78 per month

Republic Services submitted a rate request with the 2020 financial report but agreed to wait and review the following year. We were experiencing some service issues that needed to be resolved due to staffing shortages and a global pandemic.

Since then, we added resources to navigate through these unrepresented times. We've been able to provide consistent, reliable service with little interruption for our customers. In addition, we recently implemented a market wage adjustment to remain competitive in the market as we compete in the scarce labor pool.

Continued increases in costs due to inflation, wages, fuel, and equipment are the main factors for our rate request. Please let me know if you need additional information or have any questions.

Thank you for your consideration.

Sincerely,

Joseph Dear
General Manager
Republic Services

CC: Commissioner Jerry Brummer



DEPUTY TREASURER/TAX COLLECTOR ACCOUNTANT / ACCOUNTS PAYABLE JOB DESCRIPTION

Department: Treasurer/Finance

Reports To: Accountant Senior

Classification: Non-Exempt

Salary Grade: 120

Summary

The Deputy Treasurer/Tax Collector-Accountant/Accounts Payable under limited supervision of the County Treasurer applies County policies and procedures to the accounts payable processes. This position also tracks and monitors all grants and contracts for the County. Independent judgment is required to plan, prioritize and organize diversified workload. Knowledge of bookkeeping and accounting practices, cash handling and banking procedures, as well as business mathematics and record keeping are necessary for this position.

Essential Job Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must have ability to form and build good working relationships with co-workers, supervisor, and the general public.
2. Keeps current with trends and developments related to essential job competencies.
3. Operates a cash drawer, collecting, balancing and accounting for funds on a daily basis.
4. Enters and pays on a weekly schedule all bills for the County from all departments.
5. Ensures that County policies are followed surrounding signatures required and bids received, when applicable.
6. Ensures all backup documentation and approvals are received with all billings and collects from the appropriate department head or manager when missing.
7. Prepares all checks for mailing and disbursement on designated due dates.
8. Tracks solar payments and bills.
9. Manages list of Fixed Assets including adding or removing assets when they are purchased or disposed of.
10. Works with department heads and insurance agent to process insurance renewal including updating asset lists for property and liability policies.
11. Prepares and files CAFFA Grant payment reports.
12. Manages County credit cards including verification of receipts for all expenditures and preparing journal entries for payments.



DEPUTY TREASURER/TAX COLLECTOR ACCOUNTANT / ACCOUNTS PAYABLE JOB DESCRIPTION

13. Supports other staff as needed and back up for payroll, receipting and balancing Treasurer/Tax Collector deposits.
14. Verifies documents for accuracy and completeness of specific entries and information.
15. Creates Excel spreadsheets for financial and accounting processes.
16. Perform receptionist duties at the counter and over the phone and requires the ability to communicate to upset or angry customers.
17. Prepares yearly 1099's and files electronically with the state and federal agencies as required.
18. Accepts and processes property tax payments.
19. Prepares Journal Entries for revenue and expense corrections.

Competencies

1. Ethical Conduct
2. Self-Directed
3. Financial Management
4. Confidentiality
5. Exceptional Customer Service
6. Effective Communications

Supervisory Responsibility

This position has no supervisory responsibilities

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

Position Type and Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5 p.m.



DEPUTY TREASURER/TAX COLLECTOR ACCOUNTANT / ACCOUNTS PAYABLE JOB DESCRIPTION

Travel

Some travel may be expected for this position.

Required Education and Experience

- High school diploma (or equivalent).
- Four years' experience in bookkeeping, record keeping, cashiering and general clerical.

Additional Eligibility Requirements

- Able to complete a thorough employment and/or criminal history check.
- Final candidates will be required to provide official proof of college degree and certified transcripts (not required for all positions).

Safety Sensitive Requirements

- This position is NOT considered to be a safety sensitive position.

AAP/EEO Statement

- This position is 'at-will', and either Crook County or the employee may terminate the relationship at any time with or without cause.
- Crook County is an equal opportunity employer

Other Duties

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

The employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Print Name: _____

Date: _____

Employee Signature: _____

Date: _____

Supervisor/HR Signature: _____

Date: _____

Oregon State University Transcript

Jack Colpitt
Jun 14, 2022 03:34 pm



This is NOT an official transcript. Courses which are in progress may also be included on this transcript.

If you are using Firefox, this transcript may not print correctly due to a fault in the software. If that happens, try using Internet Explorer (or other browser software).

OSU ID : 934405825 Record of : Jack Colpitt

Institution Credit Transcript Totals

Transcript Data

STUDENT INFORMATION

Name : Jack Colpitt

Curriculum Information

Current Program

Certificate in

College: Coll of Earth, Ocean and Atmos

Major: Geographic Information Science

***Transcript type: WWW is NOT Official ***

INSTITUTION CREDIT -Top-

Term: Winter 2022

College: Coll of Earth, Ocean and Atmos

Major: Geographic Information Science

Subject Course Level Title

				Grade	Credit Hours	Quality Points	R
GEOG	560	02	GIS I: INTRO GEOG INFO SCIENCE	A	4.000	16.00	

Term Totals (Graduate)

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	4.000	4.000	4.000	4.000	16.00	4.00
Cumulative:	4.000	4.000	4.000	4.000	16.00	4.00

Unofficial Transcript

Term: Spring 2022

College: Coll of Earth, Ocean and Atmos
Major: Geographic Information Science

Subject Course Level Title				Grade	Credit Hours	Quality Points	R
GEOG	562	02	GIS III: GEOSPATIAL ANALYSIS	A	4.000	16.00	

Term Totals (Graduate)

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	0.000	0.000	0.000	0.000	0.00	0.00
Cumulative:	4.000	4.000	4.000	4.000	16.00	4.00

Unofficial Transcript

TRANSCRIPT TOTALS (GRADUATE) -Top-

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Total Institution:	4.000	4.000	4.000	4.000	16.00	4.00
Total Transfer:	0.000	0.000	0.000	0.000	0.00	0.00
Overall:	4.000	4.000	4.000	4.000	16.00	4.00

Unofficial Transcript

RELEASE: 8.7.1

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**Oregon State
University**

Logged in as: Jack Colpitt

Accounts Receivable - Winter 2022 - Account Activity

Description	Code	Date	Charges	Credits/ Anticipated Credits
Interest on Unpaid Balance	INTR	3/3/22	\$21.66	--
Web Credit Card Payment	98W	2/19/22	--	\$450.00
Interest on Unpaid Balance	INTR	2/3/22	\$25.90	--
Matriculation Fee	MTGR	1/3/22	\$350.00	--
Ecampus Graduate Course	DGRD	12/26/21	-\$2,240.00	--
Ecampus Graduate Course	DGRD	12/19/21	\$4,480.00	--
Total Charges:				\$2,637.56
Total Credits/Anticipated Credits:				\$450.00
Term Balance:				\$0.00