

Klickitat County Property Tax Administration Review Follow-up  
Status of Work Completed  
May 2019

NOTE: Refer to our original report issued in June 2018 for a complete explanation of each requirement.

| Requirement | Topic  | Work Completed on Requirement  | Completed / Pending Completion | Future Follow-up?   |
|-------------|--|--|--------------------------------|---|
| 1           | <b>Assessor Must Complete Statutorily Required Reports by the Due Date</b> | The Assessor stated they would have accomplished having values certified to the BOE sooner than 2017, but they had an issue with their software and were not able to roll out the values into other software for many weeks. In 2017, they certified their rolls to the BOE on November 14th. In 2018, they certified their rolls to the BOE on November 26th. They are still working with the vendor to get this problem fixed. | Pending Complete               | Yes<br><br>To determine if the Assessor has met the requirement, the Department expects the Assessor to provide:<br><br>• Their certification of assessment rolls and filing dates for the statutorily required reports for the 2019 assessment year. |

| Recommendation | Topic   | Work Completed on Recommendation   | Completed / Pending Completion | Future Follow-up? |
|----------------|---|--|--------------------------------|-------------------|
| 1              | <b>Train Staff How To Conduct Sequel Queries</b>    | The Assessor still has a contract in place with an employee from another county who has knowledge of their software to help out. Her Chief Appraiser has also learned the basic knowledge to run queries prepared for them. In October 2018, they hired someone who had worked in Klickitat County Assessor's Office before and is fluent in Microsoft Access. | Completed                      | No                |
| 2              | <b>Gather More Commercial Sales and Income Data</b> | The Assessor works with adjacent counties for information as needed and also uses the state wide database. The Assessor also has a contract with a private appraiser who helps them with commercial properties.  | Completed                      | No                |