

CLATSOP COUNTY, OR

FISCAL YEAR 2023-2024
ADOPTED BUDGET

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**CLATSOP COUNTY, OREGON
PROPOSED BUDGET
FY 2023-24**

Board of Commissioners

Mark Kujala, Chairperson

Courtney Bangs, Vice Chair

John Toyooka, Commissioner

Pamela Wev, Commissioner

Lianne Thompson, Commissioner

**Citizen Budget
Committee Members**

Dannell Davis

Norman Brown

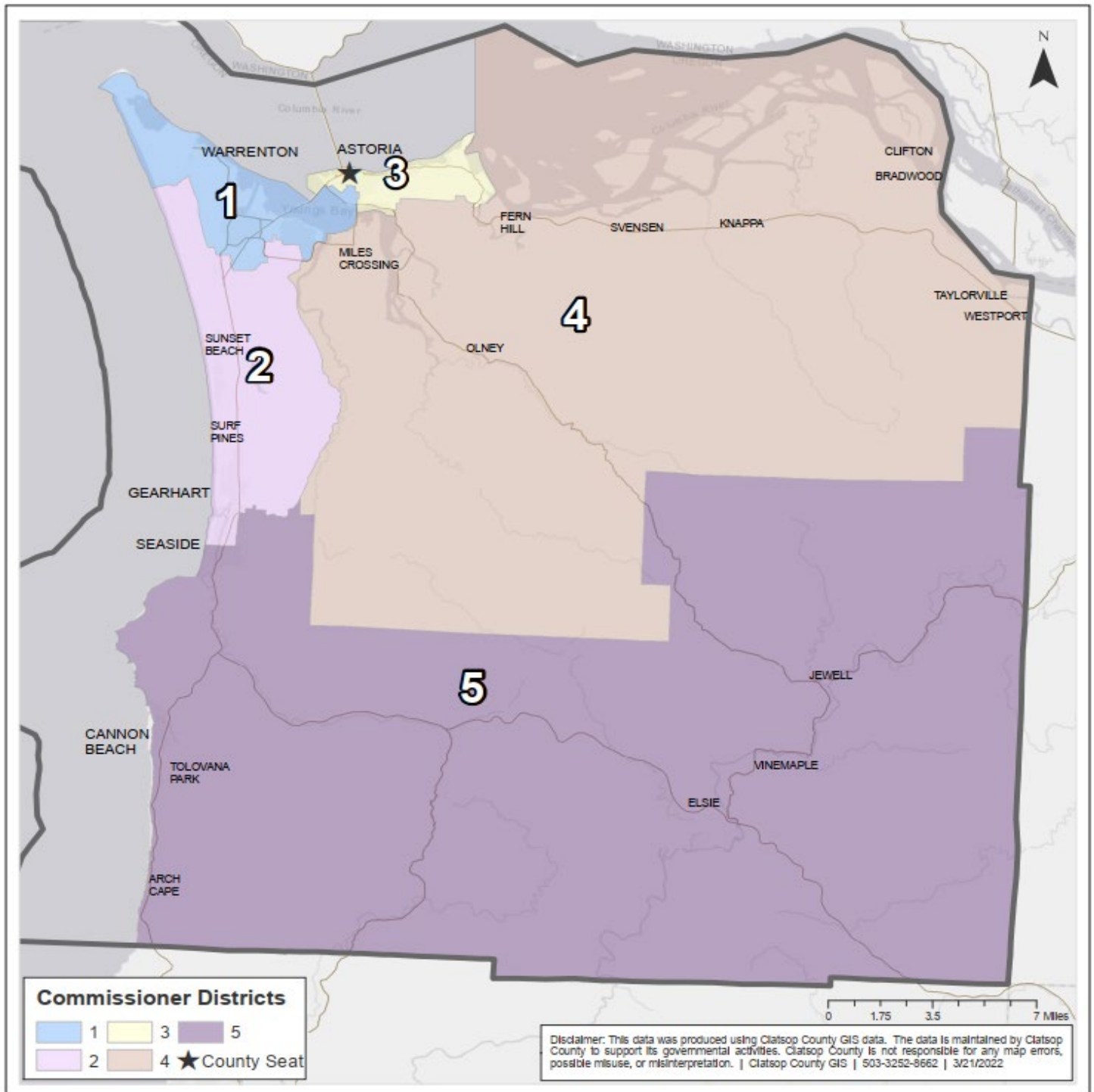
Tita Montero

David Oser

Gretchen Allen

Submitted By:

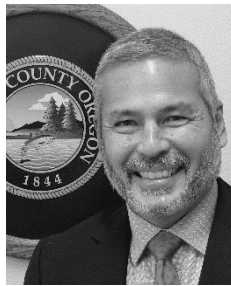
**Don Bohn, County Manager
Monica Steele, Assistant County Manager/Budget Officer**



Mark Kujala
Chair
District 1



Courtney Bangs
Vice Chair
District 4



John Toyooka
District 2



Pamela Wev
District 3



Lianne Thompson
District 5

ADMINISTRATIVE STAFF

Don Bohn	County Manger
Monica Steele	Assistant County Manager/ Budget Officer
Tammy Olds	4-H & Extension Office Manager
Suzanne Johnson	Assessment and Taxation Director
Gail Henrikson	Community Development Director
Tracie Krevanko	County Clerk
Anthony Pope	County Counsel
Justin Gibbs	Emergency Management Director
Kyle Sharpsteen	Fair Operations Manager
Rebecca Cameron	Human Resource Director
Jim Gardner	Information Systems Manager
Kelly Braaten	Juvenile Director
Patty Jo Angelini	Public Affairs Officer
Jiancheng Huang	Public Health Director
Terry Hendryx	Interim Public Works Director

ELECTED OFFICIALS

Ron Brown	District Attorney
Matthew Phillips	Sheriff



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**Clatsop County
Oregon**

For the Fiscal Year Beginning

July 01, 2022

Christopher P. Morill

Executive Director

Clatsop County Board of Commissions, Budget Committee and residents of Clatsop County:

Clatsop County is represented by capable and committed elected officials, public employees, volunteers and contractors working in partnership on the behalf of our community. We understand and accept the responsibility of maintaining relevance to the communities we serve, interpreting public interest, and maintaining public trust by providing quality, efficient, effective, ethical and accessible services. We strive to serve everyone in the community and commit to the following mission statement from the County's strategic plan:

The County will (1) clearly specify the broad services it believes community members want and are willing to support, and then (2) provide those services effectively, efficiently, within budget, fairly, and in partnership with other public, non-profit, and private sector service providers.

Clatsop County is one of many public, private and non-profit organizations contributing to the programs, services, and infrastructure that makes our community thrive. We recognize that healthy, peaceful, safe and sustainable communities are built, maintained, and improved through partnerships, forward planning, innovation and prudent fiscal management. Every resource and asset outlined in this adopted budget is intended to support this mission. With continued prudent fiscal management, staff is confident that Clatsop County will navigate the inevitable challenges and continue to provide the services residents expect and rely upon.

BACKGROUND AND UNDERPINNINGS

Clatsop County is one of nine (out of 36 counties), with a home-rule charter. This charter has created a unique organization structure and further defines roles and responsibilities of elected officials, staff and residents. The goal of the Charter is to create the foundation for an effective, efficient and trusted County government that through its actions reinforces the confidence and faith of residents, partners and stakeholders.

The County performs its duties and functions by pursuing one of three types of service delivery:

- **Direct Service**, in which the County is directly involved in the provision of countywide services. Certain countywide programs and services are determined to be most appropriately provided by Clatsop County staff or contractors who provide services via standards established by the Board of Commissioners or State of Oregon.
- **Partnerships**, in which the County works in collaboration with other organizations or agencies to provide services to the community. Certain key functions, while not a core function of the County, may – by virtues of their proximity to the mission - be performed in partnership with other organizations. This role may be performed via financial support, technical assistance, coordination or creation of a new agency.
- **Supporting the Agenda**, in which the County supports activities that lead to the development of services to the community. As the Board of Commissioners is the only general-purpose government with geographic perspective over the entire County it will elevate critical issues that require resolution before the County's vision can be achieved.

Clatsop County acknowledges its role as a county-wide service provider. We make a distinction between traditional services that are of countywide benefit versus municipal-type services that

benefit specific geographic areas. Countywide services are defined as services utilized by the broad spectrum of County residents. These services are typically funded by countywide property taxes, other general-purpose revenues, or other special revenues dedicated to those services. Examples include the County's appraisal function, elections, certain public safety and health programs, land use and transportation planning and other over-head functions.

Municipal services on the other hand, benefit only specific sub-areas and groups within the County. These services are typically funded by cities, geographically limited special districts, or specific user fees. In cases where municipal levels of service are desired, the County contemplates a resident initiated process to evaluate funding and service level options, via incorporation or special district formation. The County budget contemplates and reinforces countywide service delivery and service levels.

The County also recognizes that – like most public and private organizations – it faces a significant challenge in maintaining the delicate balance between the services and programs it provides and community livability and environmental health to which it is committed. Within the realm of service that Clatsop County provides, we are committed, both philosophically and pragmatically, to providing accessible services to all, by identifying and removing barriers.

As a public service organization, Clatsop County recognizes that our principles, policies and programs must reflect the Constitutions of the United States and State of Oregon, and Charter of Clatsop County. We recognize our form of government requires that we continually balance the rights of the majority with the rights of individuals. In our daily activities we move forward with an eye towards this delicate balance, respecting fully that the manner in which we conduct ourselves either supports or detracts from the fragile bond that anchors our democracy. We commit ourselves to quality customer service, empathy and grace in all we do and towards all we serve.

Another challenge is that of financial resources. Clatsop County does not have infinite capacity to fund every program required for a “complete” community. This recognition requires precision in the definition of County responsibilities and the continuing prioritization of some programs over other worthy programs. A complete community cannot be realized by the efforts of a single organization, nor can it be achieved overnight. We must balance our legitimate short-term needs with a responsibility to those that follow. Through strategic and thoughtful efforts, we will transfer to the future a community as, or more, safe, sustainable, healthy and livable.

INITIATIVES AND CHALLENGES

Clatsop County, under the leadership of the Board of Commissioners, is in the process of completing the third annual strategic plan update. This document guides budget and staff priorities and serves as a statement of the strategic initiatives of the County. The strategic plan is organized into discreet areas, and may include the following or similar projects for FY 2023-24:

Draft Strategic Planning Initiatives FY 2023-24

Governance	County Operations Sustainability Plan Community Engagement Plan Equity Plan for Access to Services
Infrastructure	Consolidated Emergency Communications Transportation Safety Improvements Rural Broadband Tide Gates and Levees Evacuation Routes Sea Level Rise on Public Infrastructure Strategic Facilities Plan
Economic Development	Economic Development Strategies Plan Affordable/Workforce Housing
Environmental Quality	Water Quality and Quantity Assessment FEMA BiOp Septage and/or Anerobic Biodigester
Social Services	Homeless Initiatives/Actions Child Care Crisis Stabilization

While the County remains in a stable fiscal position going into the 2023-24 fiscal year, a number of factors outside County control have the potential of impacting the long-term viability of future services and service levels, including:

- Western Oregon State Forests Habitat Conservation Plan (HCP)
- Unfunded State and federal mandates
- Impacts of tourism on countywide service levels
- Inflation and other cost escalation factors (supply chain)
- Housing availability and affordability
- State commitment to rural Oregon – funding and technical assistance

Through the leadership of the Board of Commissioner, we will continue to strongly advocate for Clatsop County interests and deploy best practices and prudent fiscal policies to maintain the long-term stability and relevance of County government and services.

INTRODUCTION TO FY 2023-24 ADOPTED BUDGET

The budget serves as the County’s financial and operational plan for maintaining County operations for the fiscal year beginning July 1, 2023 and ending June 30, 2024. The adopted budget has been prepared in accordance with Oregon local budget law, the Board of County Commissioners’ Budget Policies, Clatsop County’s Long-Term Financial Plan (LTFP) and generally accepted accounting principles. The adopted budget is balanced and stays within all statutory property tax limitations. It would be appropriate to view the budget as the intersection of strategic planning, public policy, community needs, and available resources.

The Adopted Budget is developed in accordance to requirements provided by law for services that the County must provide, as well as under the guidance of the Board of Commissioners and the goals

and planning initiatives identified through the annual strategic planning process. Departments also utilize workplans that put both the law and the Board's strategic plan into actionable items with clear objectives and goals for how the department will accomplish the work in the coming fiscal year. The work plans provide an overview of the operational activities of the department/division; achievement of goals and other prior year accomplishments; and assess the community conditions or other environmental factors to better understand a situation and make informed decisions. These work plans help produce the performance metrics that provide the necessary data for policy makers and our community members. Department work plans can be found in the appendix beginning on page 517.

The organization has been actively managed for both results and financial sustainability. The Board of County Commissioners deserve credit for having the wisdom and forethought to adopt and implement the County's Long-Term Financial Plan (LTFP), which has put Clatsop County at the forefront of short- and long-term financial planning. The LTFP identifies areas where Clatsop County could preserve and strengthen the County's fiscal health by updating financial policies and establishing greater reserves. The 2023-2024 Budget Policies reflect implementation of the Long-Term Financial Plan's policies, goals and targets. Some of the key provisions of the Budget Policies include:

- The General Fund will be managed over a multi-year forecasting horizon and fund priority programs, service and service levels as determined by the Board of Commissioners.
- Maintain General Fund reserve within a range of 20% to 30% of projected year-end expenditures, minus Contingency. The minimum reserve is established at 20%.
- Status quo staffing levels.
- Seek staff and expenditure reductions wherever possible.
- Utilize the County's Indirect Cost Allocation Plan in an effort to appropriately recover the full cost of the County's overhead functions and to identify the impact of all programs on overhead services.
- Pursue revenue sources to the fullest extent possible for all services as well as total cost identification for fee setting purposes.
- General Fund discretionary dollars shall not be used to back-fill any loss in state-shared or federal revenues or increase the County share of programs funded primarily from non-General Fund sources.
- Retain no more than the lowest year of actual timber receipts over the last fifteen (15) years in the General Fund to support the current level of General Fund services; transfer timber monies in excess of the fifteen year low to the Special Projects Fund for budgeted capital projects and other one-time expenditures.

THE ADOPTED FY 2023-2024 BUDGET

In consideration of the budget policies as well as the current economic climate and uncertainties around harvesting levels with the proposed HCP, the total adopted budget, excluding the four Service

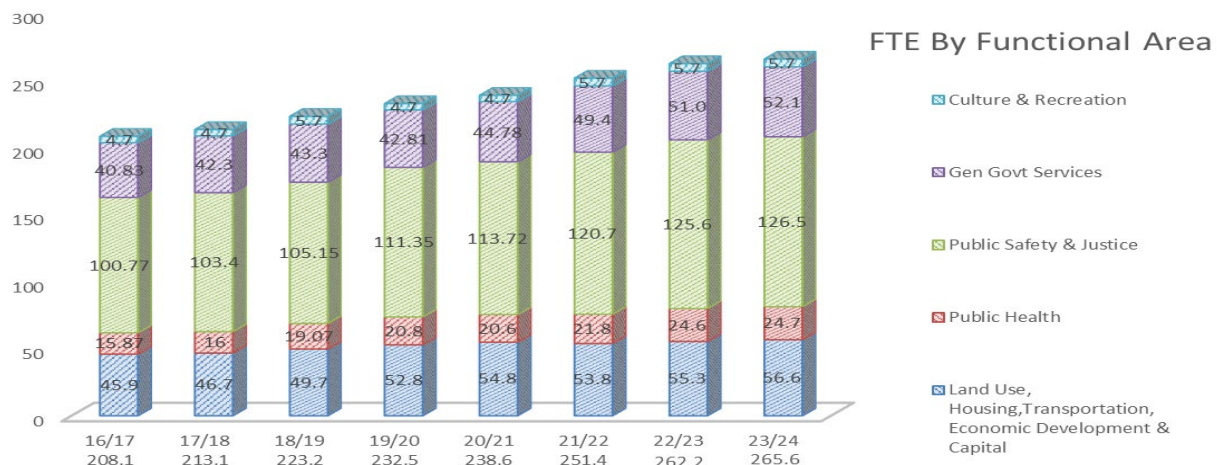
Districts, is \$98,902,880 compared to last year's adopted budget of \$100,108,800 (please see table below). This represents a decrease of \$1,205,920 or -1.2% from the previous year which is primarily a result of decreased capital outlay costs associated with the completion of the new jail in the amount of approximately \$6.6M, as well as a decrease in transfers of \$1.4M primarily a result of not transferring funds to the GF Stabilization Fund; these decreases are offset slightly by increased personnel services by approximately \$2.6M associated with an additional 3.9 FTE as well as negotiated COLA, state FMLA, and retirement costs. There is also an increase in materials and services by \$2.7M and increased special payments by approximately \$1.1M, of which approximately \$715K is pass thru funding from the state for mental health services.

Clatsop County			
2022-23 Adopted Budget vs. Adopted 2023-24 Budget			
Resources	2022-2023 Adopted	2023-2024 Adopted	Increase/(Decrease)
Beginning Balance	\$57,740,490	\$52,289,480	(\$5,451,010)
Revenue	\$52,609,460	\$53,819,020	\$1,209,560
Total County Resources Available	\$110,349,950	\$106,108,500	(\$4,241,450)
<i>Less: Unappropriated Beg. Balance</i>	(10,241,150)	(7,205,620)	
County Resources	\$100,108,800	\$98,902,880	(\$1,205,920)
Expenditures			
Personnel Services	33,953,470	36,599,470	2,646,000
Materials & Services	17,618,720	20,381,880	2,763,160
Special Payments	3,387,640	4,468,380	1,080,740
Capital	13,412,560	6,813,130	(6,599,430)
Debt Service	1,627,750	1,614,780	(12,970)
Transfers	4,129,880	2,689,340	(1,440,540)
Contingency	25,978,780	26,335,900	357,120
County Expenditures	\$100,108,800	\$98,902,880	(\$1,205,920)

The total adopted budget includes operating expenditures, capital outlay, contingency and special payments and holds \$7,205,620 aside as unappropriated fund balances. The adopted budget includes an increase in current year revenue for all funds of approximately \$1.2M. This increase in revenue is mainly attributable to projected increases in tax revenue (\$1.2M). There is also an increase in Charges for Services which is primarily attributable to the Public Works Department taking on the County Fleet Management role which will provide vehicle maintenance and repair to the County fleet vehicles. Interest revenues have also seen an approximate \$720K increase over the prior year. These increases are offset by decreases in Intergovernmental State revenue which shows a decrease of approximately \$1.3M, this is the result of the reduction of the State HWY conversion funds.

County Revenue by Category	2022-2023 Adopted	2023-2024 Adopted	Dollar Variance	Percent Change
Taxes	12,692,150	13,919,810	1,227,660	9.7%
Licenses & Permits	2,857,500	3,107,600	250,100	8.8%
Fines/Forfeits	68,080	66,600	(1,480)	-2.2%
Interest / Property	249,730	970,130	720,400	288.5%
State Revenue	19,070,320	17,733,640	(1,336,680)	-7.0%
Federal Revenue	1,577,940	1,414,440	(163,500)	-10.4%
Other Intergovernmental	7,423,870	7,578,550	154,680	2.1%
Charges for Service	2,149,860	3,451,500	1,301,640	60.5%
Other Revenue	2,390,130	2,887,410	497,280	20.8%
Transfers-In	4,129,880	2,689,340	(1,440,540)	-34.9%
Subtotal Revenue	52,609,460	53,819,020	1,209,560	2.3%
Use of Fund Balance - Operations	21,520,560	18,747,960	(2,772,600)	-12.9%
Fund Balance for Contingency	25,978,780	26,335,900	357,120	1.4%
Total Revenue Budget	100,108,800	98,902,880	(1,205,920)	-1.2%

Personnel Services increased in total across all funds by \$2,646,000 or 7.8% from the 2022-23 adopted budget. The adopted budget for personnel services, which includes salaries and benefits is \$36,599,470 and represents 50.4% of the total county-wide budget, excluding contingency. This is comparable to 46% from last year's budget. Changes in personnel services include an increase of 3.4 full-time equivalent (FTE) positions, not including Service Districts, from 262.2 in 2022-23 to an adopted FTE count of 265.6 for 2023-24. Other changes to personnel services include increases due to an anticipated cost of living adjustment to employee wages by 4.5% in accordance with bargaining unit contracts based on the anticipated CPI-West, as well as budgeted increases for the costs of retirement. Within the county organization there are five union groups: American Federation of State, County and Municipal Employees (AFSCME) – Courthouse Roads, AFSCME – District Attorneys, Clatsop County Law Enforcement Association (CCLEA), Federation of Oregon Parole and Probation Officers (FOPPO), and Oregon Nurses Association (ONA); in addition to the unrepresented and management groups. Represented employees make up approximately 74% of the FTE with management and unrepresented at approximately 26%.



Materials and Services for all funds increased by \$2.8M or 15.7% over the fiscal year 2022-23 adopted budget. This increase is primarily due to an approximate \$1M increase in fleet management services that are being brought in house for county fleet maintenance services, as well as anticipated inflationary costs including fuel increases of approximately \$350K.

The Adopted Special Payments budget increases by \$1.1M or 32% as compared to the 2022-23 adopted budget; this is primarily a result of a \$715K pass thru payments for mental health services as well as an increase of \$250K towards the County's portion of the PER's Unfunded Actuarial Liability (UAL). Decreasing the UAL helps stables the ever-increasing increased Employer contribution rates the county is responsible for. The adopted budget also reflects American Rescue Plan funds passed through for outside agencies associated with providing various social service needs identified through the strategic planning process to address the ongoing mental health, housing, emergency shelters, economic development and child care.

The Capital Outlay budget decreases by \$6.6M or -49.2% over the prior year budget. This decrease is a result of the completion of construction on the new County jail. This was a multi-year project that began in FY2020-21.

Transfers decrease by \$1.4M or -34.9% over the prior year budget. This decrease is primarily related to a decrease to the General Fund Stabilization Fund. The GF Stabilization Fund is intended to provide a long-term resource for General Fund operations in the event timber revenues received are insufficient in the future. The General Fund Stabilization Account is used to meet General Fund financial commitments in any year when the County's timber revenue projection is less than the total amount of current year commitments including the amount provided to the General Fund for operations.

Contingency increases by approximately \$357k or 1.4%. Contingency reserves play a significant role in the budget process. Contingency reserves are a result GFOA best practices as well as the Board Budget Policy that requires the General Fund maintain a 10% contingency of total fund expenditures. While this policy only pertains to the General Fund all funds, when practical, strive to maintain the GFOA best practice.

GENERAL FUND OVERVIEW

The General Fund appropriations increase from \$34,685,170 in FY 22-23 to an adopted \$35,796,530 for FY 23-24, a total increase of \$1,111,360 or 3.2%; while at the same time General Fund revenue is expected to see an increase by approximately \$1,785,670. This is primarily due to increases in Property Taxes in the amount of \$1.27M, Licenses and Permits associated with transient room tax revenues by approximately \$250K, and interest earnings by \$155K. The transient room tax revenues are utilized for the following purposes: 1) discretionary allocation for general government activity, 2) county tourism promotion, 3) public road and drainage improvements, and 4) jail operations.

General Fund Revenue by Category	2022-23 Adopted	2023-24 Adopted	Dollar Variance	Percent Change
Taxes	11,034,070	12,304,550	1,270,480	11.5%
Licenses & Permits	1,995,000	2,245,100	250,100	12.5%
Fines/Forfeits	22,500	20,300	(2,200)	-9.8%
Interest / Property	75,000	230,000	155,000	206.7%
State Revenue	5,563,140	5,582,150	19,010	0.3%
Federal Revenue	252,820	217,600	(35,220)	-13.9%
Other Intergovernmental	3,298,550	3,307,690	9,140	0.3%
Charges for Service	921,030	783,140	(137,890)	-15.0%
Other Revenue	1,578,850	1,803,070	224,220	14.2%
Transfers-In	659,750	692,780	33,030	5.0%
Subtotal Revenue	25,400,710	27,186,380	1,785,670	7.0%
Use of Fund Balance - Operations	6,197,890	5,355,910	(841,980)	-13.6%
Fund Balance for Contingency	3,086,570	3,254,240	167,670	5.4%
Total Revenue Budget	34,685,170	35,796,530	1,111,360	3.2%

Personnel services, which include salaries and benefits, are increasing in the General Fund from the current year by approximately \$1.9M or 8.5%. This increase is related to an increase of 1.5 in FTE; a cost of living adjustment to employee wages by 4.5% in accordance with bargaining unit contracts based on the anticipated CPI-West, as well as budgeted rate increases associated with retirement costs and other payroll tax increases, including Oregon's paid family and medical leave insurance (PFMLI). An increase of \$255K or 4.3% is seen in the materials and services budget, this is primarily associated with increases in general liability insurance and contractual services for medical services. Special Payments increase \$114K or 31.9%, which is a result of increased transient room tax dollars to be used for public road and drainage improvements. Transfers decrease in the amount of \$1.3M or -47.9%, which is a result of not transferring excess timber revenues in the General Fund to the GF Stabilization Fund. A \$167,670 or 5.4% increase in contingency is based on Board policy that 10% of the General Fund expenditures be reserved in contingency, therefore increased expenditures results in an increased contingency amount.

The 2023-24 General Fund Adopted Budget includes use of unassigned General Fund balance in the amount of \$5,355,910, excluding contingency. A cornerstone to maintaining the County's financial stability over the years has been the Board policy of establishing a minimum reserve level of 20% of the General Fund budgeted expenditures, with a goal of maintaining the reserve within a range of 20% - 30% of budgeted expenditures.

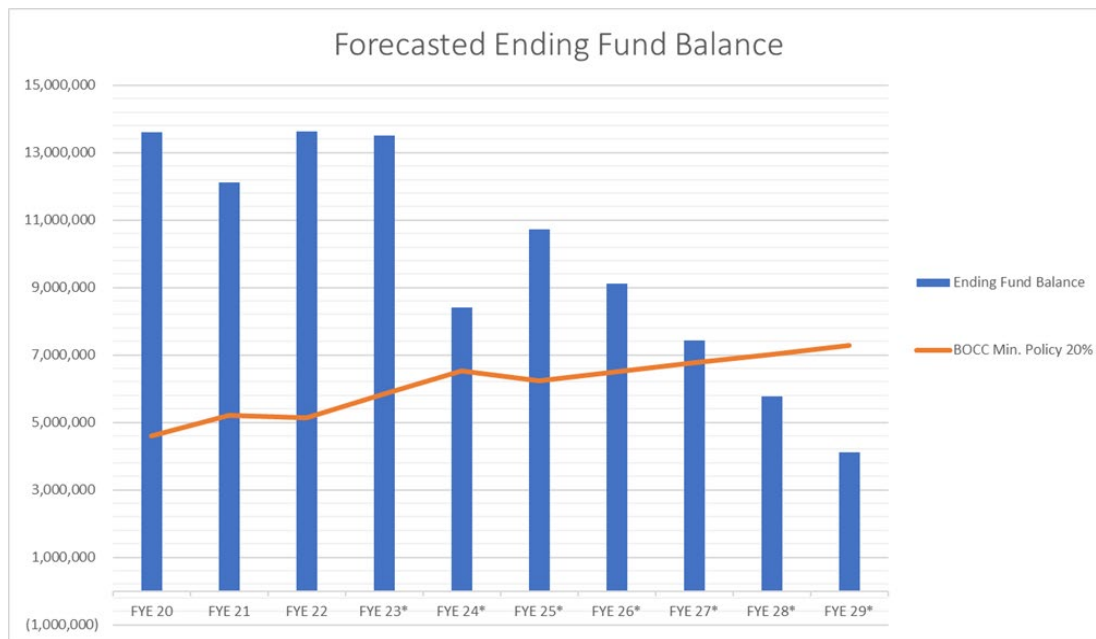
Clatsop County General Fund Adopted 2022-23 Budget vs. 2023-24 Adopted Budget			
Resources	2022-2023 Adopted	2023-2024 Adopted	Increase/(Decrease)
Beginning Balance	\$10,316,330	\$8,698,790	(\$1,617,540)
GF Stabilization	\$5,084,710	\$5,191,290	\$106,580
Revenue	25,400,710	27,186,380	1,785,670
Total County Resources Available	\$40,801,750	\$41,076,460	\$274,710
<i>Less: Unappropriated Beg. Balance + GF Stabilization</i>	(6,116,580)	(5,279,930)	
County Resources	\$34,685,170	\$35,796,530	\$1,111,360
Expenditures			
Personnel Services	22,524,740	24,446,760	1,922,020
Materials & Services	5,899,370	6,155,000	255,630
Special Payments	358,550	472,740	114,190
Capital	0	0	0
Transfers	2,815,940	1,467,790	(1,348,150)
Contingency	3,086,570	3,254,240	167,670
County Expenditures	\$34,685,170	\$35,796,530	\$1,111,360

By including contingency reserves set aside in the General Fund Stabilization Fund (\$5.1M), along with the General Fund contingency (\$3.3M) and the General Fund unappropriated fund balance (\$88,640), the projected forecast for the Adopted budget maintains an overall reserve balance of 40%. Recognizing current economic factors as well as future impacts of reduced timber harvesting levels, management took a balanced approach to maintain sustainable growth and will continue to work with the Board and staff to develop strategies to address alternative revenue streams, while continuing to be cognizant of spending down reserves and contingency funds that could impact long-term sustainability, acknowledging as previously mentioned, that these reserve balances play a critical role in maintaining service levels.

Organizational Unit Name	2022-2023 Adopted	2023-2024 Adopted	Dollar Variance	Percentage Change
Board Of Commissioners	139,340	141,290	1,950	1.40%
Board of Property Tax Appeal	43,480	38,900	-4,580	-10.53%
County Tourism	619,720	944,580	324,860	52.42%
County Manager	1,207,420	1,332,190	124,770	10.33%
Human Resources	604,590	684,600	80,010	13.23%
Assessment & Taxation	1,929,820	2,001,960	72,140	3.74%
Property Management	86,520	91,440	4,920	5.69%
County Counsel	150,000	316,240	166,240	110.83%
Clerk - Admin. & Elections	491,620	479,820	-11,800	-2.40%
Clerk - Records	203,860	199,810	-4,050	-1.99%
Budget & Finance	619,110	655,740	36,630	5.92%
Information Systems	1,403,090	1,620,070	216,980	15.46%
Building And Grounds	1,445,880	1,486,890	41,010	2.84%
Parks Maintenance	378,990	407,300	28,310	7.47%
Surveyor	278,720	307,930	29,210	10.48%
Dues & Special Assessments	851,680	991,820	140,140	16.45%
District Attorney	2,312,660	2,540,660	228,000	9.86%
Medical Examiner	194,100	207,930	13,830	7.13%
Sheriff Support Division	853,960	918,520	64,560	7.56%
Sheriff Enforcement Division	5,234,540	5,345,990	111,450	2.13%
Sheriff Corrections Division	5,354,190	5,566,470	212,280	3.96%
Jail Medical	1,223,790	1,360,720	136,930	11.19%
Juvenile Department	969,520	1,026,250	56,730	5.85%
Planning Division	786,440	911,800	125,360	15.94%
Code Compliance	347,920	369,310	21,390	0.00%
Emergency Management	515,620	598,810	83,190	16.13%
Animal Control	541,080	646,460	105,380	19.48%
Transfers To Other Funds	2,810,940	1,348,790	-1,462,150	-52.02%
Approp. For Contingency 1	<u>3,086,570</u>	<u>3,254,240</u>	<u>167,670</u>	5.43%
Total	34,685,170	35,796,530	1,111,360	3.20%

The following slide is a forecast projection for the General Fund going five years past the adopted 2023-24 FY if revenues and expenditures continued as projected based on historical data. This projection is based on the following key assumptions and that staffing levels within the General Fund are being maintained at the 2023-2024 adopted level.

Staff recognize our role as good stewards of County resources to maintain the County's long-term financial stability, while still maintaining quality service and service levels in a transparent and fiscally responsible manner, as well as in accordance with the Board of Commissioners adopted budget policies and resource management strategy.



KEY ASSUMPTIONS FOR GENERAL FUND

Key assumptions for the revenue forecast include: 1) assessed value growth remaining stable, 2) projecting timber revenues based on the Board policy of the 15-year low with five-year average assumptions from actual receipts (5-year average is \$4.8M and 15-year low is \$2.8M), 3) transient lodging tax revenue growth remaining stable, 4) status quo state and federal funding.

Key assumptions for the expenditure forecast include: 1) a steady increase in personnel costs related to COLA, salary step increases, retirement costs and employee benefit costs, 2) estimated inflationary costs in materials and services, 3) continuing an overall average of 92% actual spending rate compared to budgeted amounts, 4) contingency generally going unspent.

On an annual basis, County Staff, the Budget Committee, and the Board of Commissioners work diligently at balancing the budget, in particular, the General Fund. The following chart illustrates how volatile revenues in the General Fund continue to be and how reserves have played a significant role in meeting the difference between revenues and expenditures. Unfortunately, increases in personnel costs and inflationary costs associated with materials and services continue to be ongoing challenges to the General Fund. The 2022-23 adopted budget included the best assumptions available at the time and projected expenditures were expected to exceed new revenues and was adopted assuming the use of \$6.4M in fund balance. However, current estimates for the adopted fiscal year 2022-23 budget indicate that General Fund revenues will come in slightly higher and expenditures less than budgeted and will assume an approximate use in fund balance between \$1.5M- \$2M.

The 2023-24 budgeted expenditure level in the General Fund was built using a base budget calculation for all General Fund departments, the calculation included estimated inflationary increases for salaries and benefits for current staff. Additional expenditure requests above this base budget level were submitted separately for consideration and were included in the adopted budget based on available resources, County priority, and immediate need.

The Adopted 2023-24 GF budget assumes an \$8.6M use of fund balance, including contingency, as demonstrated in the below chart. Of the adopted expenditures \$3.25M is set aside for the General Fund Contingency, in accordance with Board policy. Based on this information, as well as prior year history, the forecasted use of fund balance for the 2023-24 fiscal year is estimated to be closer to \$1.5M - \$2M.

As a measure of fiscal health, local governments often look at fund balance levels, which include unappropriated fund balance, contingency and any reserves as a percentage of the total expenditures. The Government Finance Officers Association (GFOA) recommends, at a minimum, that general purpose governments maintain an unrestricted fund balance of no less than two months operating expenditures. The Board of County Commissioners has set a policy that the County will manage the General Fund with the goal of maintaining the Reserve within a range of 20% - 30% of budgeted expenditures, excluding contingency. The reasons for maintaining a sufficient reserve include: being better able to plan for contingencies; maintain credit worthiness with banks and rating agencies; ability to fund smaller capital projects without incurring debt; generate investment income, and; ensure cash availability and liquidity.

EXPENDITURES BY FUNCTIONAL AREA

The adopted County budget is categorized into five functional areas: Culture and Recreation; Land Use, Housing, Transportation, Economic Development and Capital; General Government; Public Health, and Public Safety and Justice. A functional area can be defined as a logical grouping of activities or processes of an organization representing similar business goals or functions. Each functional area includes the adopted budgets that comprise the functional area and greater detailed information of the County's individual budgets can be found under each of the functional area tabs. The total adopted County budget, which excludes County Service Districts, is \$98,902,880 this represents a decrease of \$1,205,920 or -1.2% from the previous year.

Overall the budget decreased from the previous year with the majority of the decrease being capital expenses associated with the construction of the new jail (\$6.6M), with substantial completion occurring in FY 2022-23. This expense is included in the functional area of Land Use, Housing, Transportation, Economic Development & Capital and is offset by adopted capital projects based on the completion of the Strategic Facilities Plan study in FY 2022-23 to address the space constraints for County facilities including utilizing the former Duane St. jail location. This decrease is also offset by increased costs in Public Safety & Justice (\$742K) which is associated with personnel costs since this functional area has the greatest number of FTE; and increased costs in Public Health (\$1.2M) to address infrastructure and service needs to better serve the County residents in all aspects of Public Health which also includes mental health pass-thru dollars to the contracted Community Mental Health Provider.

While there are decreases seen within other functional areas of the budget, Board goals as identified in the opening of this message, that have been identified through the [strategic planning](#) process are still being addressed. While some of these strategic planning items will be addressed through existing staff in various functional areas, utilization of American Rescue Plan funding and Special Projects funding will address those projects that require additional resources.

In addition, throughout the county-wide adopted budget within the various functional areas, there are increased costs associated with personnel such as negotiated COLA, as well as health and retirement benefit increases; increases are also projected in material and services. There were other changes between functional areas which are illustrated in the table below:

Functional Area	2022-2023 Adopted	2023-2024 Adopted	Dollar Variance	Percent Change
Public Safety & Justice	24,622,840	25,364,370	\$ 741,530	3.0%
Public Health	7,794,190	8,951,480	\$ 1,157,290	14.8%
General Government	29,486,080	28,380,730	\$ (1,105,350)	-3.7%
Land Use, Hsg., Trans., Econ. Dev. & Capital	35,439,790	33,065,690	\$ (2,374,100)	-6.7%
Culture & Recreation	\$ 2,765,900	\$ 3,140,610	\$ 374,710	13.5%
Subtotal Adopted County Budget	100,108,800	98,902,880	\$ (1,205,920)	-1.2%
County Service Districts	9,890,540	10,181,270	\$ 290,730	2.9%
Total Adopted Budget	109,999,340	109,084,150	(915,190)	-0.8%

Culture & Recreation includes Fair General Operation, Parks Maintenance, and Parks & Land Acquisition and is almost entirely funded through dedicated resources with only \$256,700 or 8% of expenditures being covered by discretionary funding sources. The adopted expenditure budget reflects an increase of \$374,710 or 13.5% from the current year, attributable an increase in contingency in the Fair & Expo budget.

Land Use, Housing, Transportation, Economic Development & Capital includes Surveyor, Roads, Bike Paths, Planning, Building Codes, Fisheries, Video Lottery, Industrial Development Revolving Fund, Special Projects, General Roads Equipment Replacement Fund, and County Tourism. The functional area is funded 94% by dedicated resources and 6% by discretionary resources. The discretionary revenues are a portion of Timber Sales, which the Board of Commissioners Budget Policies requires to be budgeted in Special Projects in order to fund limited duration General Fund expenditures for capital or other special projects. Some of the projects budgeted for within the Special projects fund include those identified through the annual strategic planning process. These include hiring an outside consultant to update Comprehensive Plan Goals 16, 17 and 18 pertaining to environmental quality; funds are also allocated for the remodel of the 800/820 Exchange facilities and the Duane Street Annex (former County Jail) to improve overall accessibility to department services for the public. The dedicated resources include Video Lottery dollars that are to be used specifically for Economic Development within Clatsop County as well as tax monies that are dedicated to county roads. Overall, this functional area is decreasing by \$-.2.4M or -6.7% from the current year, primarily as a result of a \$6.6M decrease in the Special Projects Fund for the capital construction of the new jail. Most of the remaining funds that make up this functional area maintain a status quo budget. There is an overall adopted increase of 1.3 FTE within this functional area. This increase is for an additional .5FTE for administrative support within the Public Works Road Administration department, as well as an additional 1FTE for a Mechanic in the Fleet Management Fund in Public Works. These additional positions will provide additional support for the Public Works department who will be

providing maintenance services to the county-wide fleet. Overall within this functional area there is an increase from 55.3 FTE in the current year to an adopted 56.6 FTE.

The **General Government** functional area includes the budgets for the Board of Commissioners and the County Manager as well as the budgets of county organization units whose activities are of a general government nature. The resources used to pay for the expenses in this functional area are 48% discretionary with the remaining 52% of resources being dedicated. The Adopted Budget for General Government has decreased by \$1.1M or 3.8%. Most budgets in this area are status quo, with the decrease primarily being a result of decreases in Transfers to Other Funds which does not have a transfer to the GF Stabilization fund adopted for the 23-24FY. While this functional indicates an overall increase of 1.25 FTE, 1 FTE is the County Counsel position that for the 2022-23 FY had been budgeted as a contracted service but was instead hired as an FTE and this increase simply reflects the FTE count accurately for the 23-24 budget. The .25 FTE reflects a shifting of how an employee's time is allocated. A portion of the Management/Policy analyst position's time decreases in Public Health for the contract oversight in Mental Health and increases in the County Manager's Office to provide support of goals identified by the Board through the [strategic planning](#) process.

The **Public Health** functional area consists of both the mental health aspect as well as community public health, and is mostly funded, 98%, through dedicated state and federal grant sources and fee revenues, and 2% through a transfer-in of discretionary General Fund resources. This budget reflects an increase in expenditures of \$1,157,290 or 14.8% from the current year which is primarily a result of a \$570K in pass thru funding for contracted mental health services; an increase of \$363K in Drug & Alcohol prevention for increased community outreach, engagement, and data collection; and a \$113K increase in Tobacco Prevention to focus on community-based initiatives around tobacco prevention, cessation and health equity. The adopted budget for this grouping is based on best estimates of available grant monies and estimated beginning fund balances. Depending on actual grant awards, these budgets can fluctuate from their adopted levels.

The **Public Safety & Justice** functional area presents the adopted budgets for the funds and organizational units that are responsible for or related to community safety and security within the law and justice system and emergency response. The adopted budgets for the next fiscal year reflect an increase of \$742K or 3% from the 22-23 fiscal year appropriations. The resources that fund these services are split 48% dedicated and 52% discretionary. The adopted budgets reflect an increase of .9 FTE. This adopted FTE increase reflects increasing hours for existing part time employee hours thus increasing overall FTE by .5FTE in Animal Control for Kennel Workers; .33FTE in the Juvenile Department; and .06FTE for admin support in the District Attorney's Office. While there are no additional FTE being requested within the Emergency Management Office there is an adopted increase in personnel costs associated with training temporary helpers within Emergency Management for a more coordinated disaster response in accordance with the Board's strategic planning goals.

SERVICE DISTRICTS

The Clatsop County Budget includes the following legally separate entities:

- Rural Law Enforcement District (RLED)
- Road District #1
- Westport Sewer District
- Clatsop County 4-H and Extension Services Special District

While these are legally separate districts, the Board of County Commissioners is ultimately responsible for final approval of these budgets. The four Service District's budgets total \$10,181,270 for fiscal year 2023-24 which is \$290,730, or 3%, more than the current year. This is primarily attributed to an increase in materials and services and capital outlay in the Rural Law Enforcement District and an increase in special payments to the General Road Fund within the county-wide budget as a result of the increased beginning balance within the Road District.

Clatsop County Service Districts Adopted 2022-23 Budget vs. Proposed 2023-24 Budget			
Resources	2022-2023 Adopted	2023-2024 Adopted	Increase/(Decrease)
Beginning Balance	\$2,252,330	\$2,738,540	\$486,210
Revenue	7,638,210	7,442,730	(195,480)
Total County Resources Available	\$9,890,540	\$10,181,270	\$290,730
<i>Less: Unappropriated Beg. Balance</i>	<i>0</i>	<i>0</i>	
County Resources	\$9,890,540	\$10,181,270	\$290,730
Expenditures			
Personnel Services	2,395,150	2,408,310	13,160
Materials & Services	1,572,410	1,558,340	(14,070)
Special Payments	4,066,360	4,215,000	148,640
Capital	128,400	170,600	42,200
Debt Service	6,590	6,770	180
Transfers	9,000	4,000	(5,000)
Contingency	1,647,310	1,818,250	170,940
County Expenditures	\$9,825,220	\$10,181,270	\$356,050

Rural Law Enforcement District The budget for FY 23-24 provides funding for Sheriff's Office services for rural areas of the County. It is supported by a property tax levy with a rate of \$0.7195 and timber revenue. This budget reflects an increase of \$20,530, or less than 1% from the 2022-23 budget. The personnel costs within this budget support the Sheriff's Office Criminal, Administrative Support, and Marine Patrol Division's. As a result of the cost share between RLED and the General Fund for services provided increases seen in the General Fund are reflected in RLED as a result of the cost share. Personnel services saw a slight increase of \$13,160 due to increases in salaries and benefits and materials and services saw an increase of \$48,500. These increases are offset by a decrease in contingency of 6% which is primarily a result of decreased beginning fund balance.

Road District No. 1 The budget for FY 23-24 allocates resources to the County for road maintenance and construction as discussed in the Road Maintenance & Construction (002/3120) section of this budget. This Fund receives revenues from two main sources: (1) a property tax levy with a rate of \$1.0175/\$1,000; and (2) timber revenue. The overall Adopted budget increases by \$148,830 or 4% and represents the amount being allocated to the Roads Maintenance & Construction organizational unit (002/3120). This increase is a result of projected increases in beginning balance.

Westport Sewer District The budget for FY 23-24 reflects an increase of approximately \$140,970 or 38% in expenditures due to an increase in contractual services in anticipation of upgrading the treatment plant and budgeted contingencies. During the 20-21 FY the Board approved the distribution of American Rescue Plan Act (ARPA) funds for sewer infrastructure upgrades in the Westport Community. These ARPA funds in addition to the redistribution of Westport Community funds during the 19-20 FY has allowed staff to continue perform significant maintenance projects on aging infrastructure. During the 2023-24 FY staff will be continuing to perform the pumping of septic tanks as well as replace the aging ultra violet (UV) treatment system. In addition to grant funds this District is supported 100% by User Fees.

4-H and Extension Service Special District Clatsop County contracts with Oregon State University to provide 4-H and Extension program services throughout the county. Their focus is to provide research-based knowledge and education that is focused on strengthening communities and economies, sustaining natural resources, and promoting healthy families and individuals. The FY 23-24 budget reflects an increase in total expenditures of \$45,720, this increase is a result of increased contingencies from savings realized in personnel costs as a result of new staff filling tenured vacancies.

DISCRETIONARY RESOURCES

Discretionary resources are resources or income that are not dedicated by rule, law or contract for a specific program or purpose, and therefore may be spent at the discretion of the Board of Commissioners. The bulk of the County's discretionary resources come from the General Fund beginning balance, property tax levy, indirect charges and timber revenues.

Almost all discretionary revenues are received in the General Fund; however, not all of the General Fund resources are discretionary. In the budget document, General Fund discretionary resources are identified as General Fund Support for General Fund Organizational Units or as Transfer from General for non-General Fund Organizational Units. For FY 2022 - 2023, discretionary resources for all funds total approximately \$29,827,040 of the \$100,325,980 county-wide budget. This includes timber revenue set aside in the Capital Projects Fund for Special Projects and the General Fund's Operating Contingency.

CLOSING

The adopted budget strikes a balance between meeting current service and service level demands, and maintaining prudent reserve levels in anticipation of potential impacts on future revenues. The County will continue to monitor any number of external factors and make prudent adjustments as information is available and actionable.

The budget process is a team effort and reflects many hours of hard work on the part of the Board of Commissioners, Budget Committee and County staff. We extend our thanks and appreciation to all the contributors to this vital process.

We also recognize the capable and dedicated County staff who every day serve the residents of Clatsop County with professionalism, empathy, and grace. Employees are truly the bedrock for all we accomplish and to all those we serve and support. We are a proud team in service to the Clatsop County community.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Don Bohn".

Don Bohn
County Manager

A handwritten signature in blue ink, appearing to read "Monica Steele".

Monica Steele
Assistant County Manager/ Budget Officer

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ORGANIZATION OF THE BUDGET DOCUMENT

A budget, as defined by Oregon State Law, is a “*financial plan containing estimates of revenues and expenditures for a single fiscal year.*” Local governments have the option of budgeting on a 24-month biennial budget period, or by a fiscal year.

Clatsop County operates, and budgets, on a fiscal year beginning July 1 and ending the following June 30. Budgeting requires local governments to evaluate plans and priorities in light of the financial resources available to meet those needs. The County budget is organized based on the following hierarchy:

- Functional Area
- Fund
- Organizational Unit
- Program

This Budget Summary is divided into eight major sections as follows:

Table of Contents

This section outlines where supporting information may be found within the budget document.

Budget Message

The County Manager’s budget message contains information that assists the Budget Committee and the public in understanding the budget. State statute requires the budget message to contain a brief description of the financial policies reflected in the budget as well as proposed major changes from the prior year’s budget.

Reader’s Guide

This section provides the readers with a summary of how the document has been compiled as well as the guidelines and statutes that are required to be followed. In addition, it provides the reader with an understanding of the basis of budgeting that is used within the County’s government.

Statistical & Supporting Data

This section contains the Organizational Summary of Clatsop County’s elected and appointed officials and the departments within the County; an overview of the County as well as Demographic Information; the budget’s fund structure; services provided by discretionary and dedicated resources; Adopted Budget Policies; Strategic Plan/Resource Reduction Strategy; Board Vision/Goals; Clatsop County Fiscal & Debt Policy; Clatsop County Tax Payment Breakdown; Ten-Year Market Value and Tax Rate History table; General Fund Revenue from Timber Sales table; County owned vehicle and equipment list; FTE by Fund; FTE by Functional Area; and Appendix A, which lists the class and rate table for County employees.

Financial Summary

This section contains summary information that includes an overview of resources and appropriations.

Operating & Non-Operating Budget

The operating section includes those functional areas that provide services directly to the community or to another part of the County organization. These functional areas cover Public Safety & Justice; Public Health; General Government; Land Use, Housing & Transportation; Culture & Recreation; and Economic Development & Capital. Summary tables are included for each organization unit. All County employees are accounted for in the operating budget.

The non-operating section, which is listed under General Government, includes: Transfers to Other Funds; Appropriation for Contingency; Insurance Reserve; Debt Service; and the Bond & UAL Reserve Fund. Summary tables are included for each organization unit. This budget accounts for those activities that provide internal support to the entire County organization.

County Service Districts

This section includes Westport Sewer; 4-H & Extension; Rural Law Enforcement; and Road District #1. These districts are all under the authority of the Board of County Commissioners.

Inactive Budgets

This section contains organizational units that have become inactive within the past three fiscal years.

Glossary and Line Item Detail

This section contains a glossary of terms and acronyms that will provide the reader with a better understanding of the terminology used throughout the document.

BUDGET PROCESS

The County's annual budget process is guided by the State of Oregon's Local Budget Law, which requires the following:

- An annual budget be adopted prior to the beginning of the fiscal year, July 1, to which it applies; and
- There must be notification of public meetings when the budget will be discussed; and
- That there is opportunity for public input; and a summary of the budget must be published in a local newspaper prior to adoption.
- After the Board of County Commissioner's adopts the budget, amendments are made through the budget adjustment process, which is listed in more detail in the following pages.

Budget Calendar

Nov – Dec	Budget & Finance drafts budget calendar; begins working on Indirect Cost Allocation Plan; holds pre-budget meetings with Department Heads.
Dec – Feb	Departments prepare current year revenue and expense projections in the budget module; departments submit line item budget proposals for new FY; departments submit capital outlay requests for new FY; departments input performance and workload measure data.
Feb – Mar	Budget & Finance Director, along with the Budget Officer, meets with each department to review and analyze requested budgets.

April-May	Proposed budget documents are compiled and printed, and the Budget Committee convenes for public meetings.
June	Board of County Commissioners holds a public hearing and considers adoption of approved budget. At the final Board meeting in June the Board adopts the new FY budget.
July	Adopted budget becomes effective.

2023-24 BUDGET CALENDAR

December:

7 Board of Commissioners reviews Budget Policies and calendar at work session

January:

4 Cost Sheets Distributed to Departments
 11 Board of Commissioners adopt Budget Policies and calendar
 12 Budget Policies & Calendar distributed to budget committee members and staff
 18 Budget Committee Meeting – Work Session
 23-27 Department meetings to discuss 23-24 budget requests – Indirect Costs distributed to departments
 24-25 Budget Training for Department Staff
 27 Due Date for submission of any cost sheet revisions

February:

2 Budget Module opens to department staff & Base Budgets distributed to GF recipients
 17 Departments submit current budget year, 2022-23, expenditure & revenue projections to the Budget & Finance office
 17 Departments submit current budget year (22-23) expenditure and revenue projections to the Finance office

March:

3 Submission deadline for all departments to submit line item budget proposals (*Budget Summary*) and supporting schedules.
 Lay Budget Committee members receive budget calendar and policies
 7-14 County Manager and Finance review requested budgets with departments
 15-16 Additional meetings with departments as needed
 17 Deadline for submission of proposed budget revisions to County Manager
 Final decisions by County Manager

April:

14 Proposed Budget document to printers
 26 Budget Document distributed to Commissioners and Committee members for review

May:

3 First Lay Budget Committee Meeting (10am-12pm) / Presenting the Budget Message Only (County-wide & Special Districts)
 10 Second Special Districts Lay Budget Committee Meeting 4 – 5 PM - Receive Public Comment
 10 Second County-wide Lay Budget Committee Meeting 5 – 6 PM - Receive Public Comment
 17 Third Lay Budget Committee Meeting/County-wide Budget (10am-12pm) – if necessary

- Third Special District Budget Committee Meeting (12pm-1pm) – if necessary
- 24 Fourth Lay Budget Committee Meeting/County-wide Budget (4pm-5pm) – if necessary
Deadline for Budget Committee Recommendation to BOCC

June:

- 14 Public Hearing on Approved Budget and 2023-2024 Adoption by Board of Commissioners

Budget Committee

The Budget Committee, comprised of the Board of Commissioners and five lay (citizen) representatives, must approve the levying of property taxes at the time the budget is approved, and the Board of Commissioners must do the same at the time of adoption. All Budget Committee meetings are open to the public and are advertised as such. Advertisements of the public hearing prior to the Board of Commissioners' adoption include a summary of the budget as approved by the Budget Committee.

BUDGET BASIS

Clatsop County's financial reports are prepared following the guidelines recommended by the Government Finance Officers Association (GFOA) of the United States and Canada. The proposed budget described herein substantially conforms to Generally Accepted Accounting Principles (GAAP). The County's budget is prepared under the modified accrual basis of accounting.

Under the modified accrual basis of accounting, revenues are recorded at the time they become measurable and available, and expenditures are recognized at the time the liabilities are incurred.

For financial reporting purposes governmental fund types (general fund, special revenue funds, debt service funds, and capital project funds) are accounted for on the modified accrual basis of accounting.

The modified accrual basis of accounting is used for financial reporting of proprietary fund types, internal service funds and enterprise funds, and for the government-wide financial statements required by the County's requirements. Under the modified accrual basis of accounting, revenues are recorded at the time they are earned and expenditures are recorded at the time liabilities are incurred. The measurement focus of the proprietary funds is on the flow of economic resources. The difference between the methods used for budgetary versus financial reporting primarily affects the account for depreciation and capital outlay.

Expenditures are appropriated by organization unit for each fund. These appropriations establish the level of control for each organization unit and may not be over-expended. Most operating funds also include an appropriation for contingency. Expenditures cannot be made against this appropriation without additional Board actions —see Budget Adjustments below. All appropriations lapse at the end of each fiscal year.

Budget Adjustments

Oregon Local Budget Law sets forth procedures to be followed to amend the budget as events occur after budget adoption. The type of event determines the procedure to be followed.

The adopted budget appropriates contingencies in each fund to be used at the discretion of the governing body. In most cases, adjustments can be accommodated by transferring appropriations from fund contingencies or from the General Fund to other funds. Oregon Local Budget Law allows for the Board of Commissioners to make such adjustments at a regularly scheduled meeting. Should a transfer from contingency exceed 15% of fund appropriations, or the County needs to increase appropriations due to additional revenue, the law provides for the following two types of supplemental budget processes:

1. If the increase is less than 10% of the fund, the Board of Commissioners may approve a resolution and order adopting the supplemental budget at a regularly scheduled meeting. Prior to the meeting, specific details of the supplemental budget must be published in a local newspaper.
2. If the increase is 10% or more of a fund, the Board must first hold a public hearing prior to approving a resolution and order. Published notice of the supplemental budget and public hearing are required.

Adopted and Modified Budget

The analysis in the Budget Summary and Budget Detail is prepared based on the proposed budgets for the upcoming fiscal year compared to the current fiscal year budget as modified for any Board approved budget adjustments through mid-March.

GASB STATEMENT 54 – FUND BALANCE REPORTING

The Government Accounting Standards Board (GASB) is the agency in charge of establishing accounting standards for governments. Effective for reporting periods after June 15, 2010 GASB Statement 54 has been implemented; this Statement deals with two main areas: (1) Fund Balance Reporting and (2) Governmental Fund Type Definitions.

Fund Balance Reporting - What is Fund Balance?

Fund Balance reflects the net financial resources of a fund—assets minus liabilities. If some of the funds' resources are not available to spend, this would be indicated by "restricting" or "reserving" a portion of the fund balance.

Governmental Fund Balance Type Definitions:

- Non-spendable: Cannot be spent; the funds are either legally restricted or are in an unspendable form
- Restricted: The portion of fund balance, on which constraints have been placed by creditors, grantors, contributors, laws or regulations of other governments, constitutional provisions, or enabling legislation.
- Committed: The portion of fund balance that can only be used for specific purposes based on constraints approved by the Board of Commissioners.
- Assigned: The portion of fund balance that is intended to be used for specific purposes but is neither restricted nor committed.
- Unassigned: Available to spend, unrestricted

Child Support

2 Mission Statement

Work with families, in a neutral setting, to ensure necessary child support services are provided.

3 Department Overview

The child support division establishes orders for support and parentage, provides local in-office parentage testing, modifies child support orders, collects and enforces court orders, and when necessary, takes enforcement actions, and initiates criminal actions. Two child support agents manage the daily caseload and are assisted by a .06 FTE deputy district attorney, and a .06 administrative assistant.

4 Major Accomplishments

Opened 90 new cases for calendar year 2022.

Continued to increase skills and knowledge of child support enforcement by attending conferences, meetings and presentations to further professional development including WICSEC and ERICSA virtual conferences and monthly ODAA oversight WebEx meetings that focus on program updates and training problem solving sessions. The majority of sessions attended by both staff were for professional development, CLE credits or included in-depth high-end case scenarios, laws and analysis.

Child Support Agents were involved in high level meetings with the Clatsop County Court staff in regards to the new Child Support Referee Program and its roll-out in Clatsop County. This is a new program where DA/Child Support Division staff will be appearing virtually in contempt proceedings with the Referee who is housed in Jackson County. Clatsop County is one of 5 counties state-wide in this pilot program.

Consistently complies with federal Title IV-D requirements.

Continued to appear in SED Court hearings for delinquent parents.

Provided support enforcement services to more than 600 families.

Continued to be involved in monthly Oregon District Attorneys Association Child Support Oversight Committee teleconference and assisted the planning committee, took and submitted meeting minutes.

Staff was involved in a combined DOJ/DA Enhanced Payment Options Committee which is an ongoing special project that addresses the continued use of kiosks, the use of on-line payments, the creation of an app for use of local stores, i.e. Fred Meyer, Walgreens, etc., for parties to be able to make child support payments. Recommendations from this committee will be submitted to the Director's Office for future implementation of the Child Support Program.

Staff has and will continue to give updates, report problems or issues, submit incident report tickets, and follow-up with completion or final resolution of these tickets for Origin, the case management system.

Continued to train/update the attorneys with changes to the child support program, new legislation, rules and policies.

Continued to assist our clients/parties through post-pandemic related issues with their child support cases, i.e., pandemic assistance unemployment payments, changes in either unemployment benefits or income for modifications, changes in garnishment thresholds, and a moratorium on license suspensions, and the lifting of that, to allow us to use this again as an enforcement tool.

Continued to update attorney notebook with new forms, OAR's, policies due to new case management system (Origin).

Continued to adapt, learn and navigate through virtual appearances, meetings, court hearings, training sessions, staff meetings, while using 2 virtual desktops.

Continued to offer in-office parentage testing. This need arose from clients reporting transportation barriers and travel time to get to the testing sites. The closest site is in Long Beach, WA, but the last time we spoke with our testing provider (LabCorp) they advised this site was unavailable and could not say if or when it would be available again. The next closest sites are in Tillamook, OR and Cathlamet, WA.

Continued to issue wage withholdings, bail intercepts and bank garnishments for cases that qualified for these actions.

5 Budget Highlights

The Clatsop County District Attorney's Office, child support division collected over 2.3 million dollars in child support in calendar year 2022.

The child support division budget receives a 66% federal reimbursement for all expenses incurred.

6 Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Beginning Balance 7	43,122	49,800	51,060		(51,060)	- 100%
Interest On Investments	419	254	0		0	0%
Child Support Incentives	28,859	22,963	20,110		(20,110)	- 100%
State GF Reimburse	12,461	14,846	13,740		(13,740)	- 100%
Annual Fee pmts	2,849	2,774	2,660		(2,660)	- 100%
Child Support	127,764	140,471	158,420		(158,420)	- 100%
CARES Act Reimbursement	952	0	0		0	0%
Franchise Fees	0	0	230		(230)	- 100%
Rev. Refunds & Reim.	0	0	0		0	0%
Miscellaneous Revenue	0	0	0		0	0%
Transfer from General 8	58,570	58,570	58,570		(58,570)	- 100%
Total Revenue:	274,996	289,678	304,790		(304,790)	- 100%
Total Unappropriated Budget: 9	49,800	56,303	0		0	0%
Total Budgeted Resources:	225,196	233,376	304,790		(304,790)	- 100%

10 Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	128,435	135,777	145,540		(145,540)	- 100%
Personnel Benefits	66,428	65,386	75,540		(75,540)	- 100%
Materials & Services	30,333	32,213	42,210		(42,210)	- 100%
Special Payments	0	0	0		0	0%
Debt Service	0	0	0		0	0%
Capital Outlay	0	0	0		0	0%
Transfer Out	0	0	0		0	0%
Contingency 11	0	0	41,500		(41,500)	- 100%
Total Expenditures:	225,196	233,376	304,790		(304,790)	- 100%

12 Staffing Summary

Authorized Personnel	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	FTE Change Adopted	% Change Adopted
Total Personnel:	2.17	2.11	2.11		(2.11)	- 100%

		Summary					
		13	14	15	16	17	18
Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Personnel Services							
Senior Admin Supervisor	82-1119	4,660	5,092	5,320	0	(5,320)	- 100%
Deputy District Attorney	82-1172	4,625	5,187	5,660	0	(5,660)	- 100%
Deputy DA I	82-1173	0	0	0	0	0	0%
Deputy DA II	82-1174	0	0	0	0	0	0%
Deputy DA III	82-1175	0	0	0	0	0	0%
Admin Assistant I	82-1183	0	0	0	0	0	0%
Staff Assistant	82-1191	0	0	0	0	0	0%
Child Support Agent I	82-1855	56,670	39,480	0	0	0	0%
Child Support Agent II	82-1856	62,479	86,018	134,560	0	(134,560)	- 100%
Temporary - Admin Help	82-1940	2,797	0	4,500	0	(4,500)	- 100%
Overtime	82-1945	0	0	0	0	0	0%
F.I.C.A.	82-1950	9,877	10,013	11,660	0	(11,660)	- 100%
FMLA	82-1952	0	0	0	0	0	0%
Retirement	82-1955	29,952	32,116	34,300	0	(34,300)	- 100%
Medical Waiver	82-1963	2,448	2,400	2,400	0	(2,400)	- 100%
Medical Insurance	82-1964	16,932	16,332	17,510	0	(17,510)	- 100%
Dental Insurance	82-1965	1,541	1,508	1,740	0	(1,740)	- 100%
HSA/HRA Contribution	82-1966	2,160	2,376	2,380	0	(2,380)	- 100%
Benefits Admin Fees	82-1967	40	39	40	0	(40)	- 100%
Life/AD&D Insurance	82-1970	170	213	210	0	(210)	- 100%
Salary Continuation Insur	82-1972	174	167	160	0	(160)	- 100%
S.A.I.F.	82-1975	197	123	250	0	(250)	- 100%
Unemployment	82-1980	141	99	150	0	(150)	- 100%
Compensable Leave Buyback	82-1986	0	0	240	0	(240)	- 100%
Personnel Services Totals:		194,863	201,163	221,080	0	(221,080)	- 100%
Materials & Services							
Telephones	82-2070	1,031	1,196	1,260	0	(1,260)	- 100%
Insurance	82-2200	1,131	1,475	1,700	0	(1,700)	- 100%
Software Maintenance	82-2265	1,100	550	550	0	(550)	- 100%
Office Supplies	82-2410	841	245	700	0	(700)	- 100%
Postage And Freight	82-2419	949	1,057	2,800	0	(2,800)	- 100%
Printing And Reproduction	82-2425	291	379	800	0	(800)	- 100%
Office Furniture & Equipment	82-2454	0	0	0	0	0	0%
PC Equipment	82-2455	780	780	1,000	0	(1,000)	- 100%
Contractual Services	82-2471	0	0	0	0	0	0%
Special Investigations	82-2474	460	292	600	0	(600)	- 100%
Fuel - Vehicles	82-2852	0	0	0	0	0	0%
Education And Training	82-2928	350	238	900	0	(900)	- 100%

Summary Cont.							
Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Travel Expenses	82-2930	0	0	2,800	0	(2,800)	- 100%
Reimbursed Mileage	82-2932	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	23,400	26,000	29,100	0	(29,100)	- 100%
Materials & Services Totals:		30,333	32,213	42,210	0	(42,210)	- 100%
Capital Outlay							
Office Equipment	82-4300	0	0	0	0	0	0%
Computer Equipment	82-4907	0	0	0	0	0	0%
Capital Outlay Totals:		0	0	0	0	0	0%
Contingencies							
Appropriation for Contin.	82-9900	0	0	41,500	0	(41,500)	- 100%
Contingencies Totals:		0	0	41,500	0	(41,500)	- 100%
Total Expenditures:		225,196	233,376	304,790	0	(304,790)	- 100%

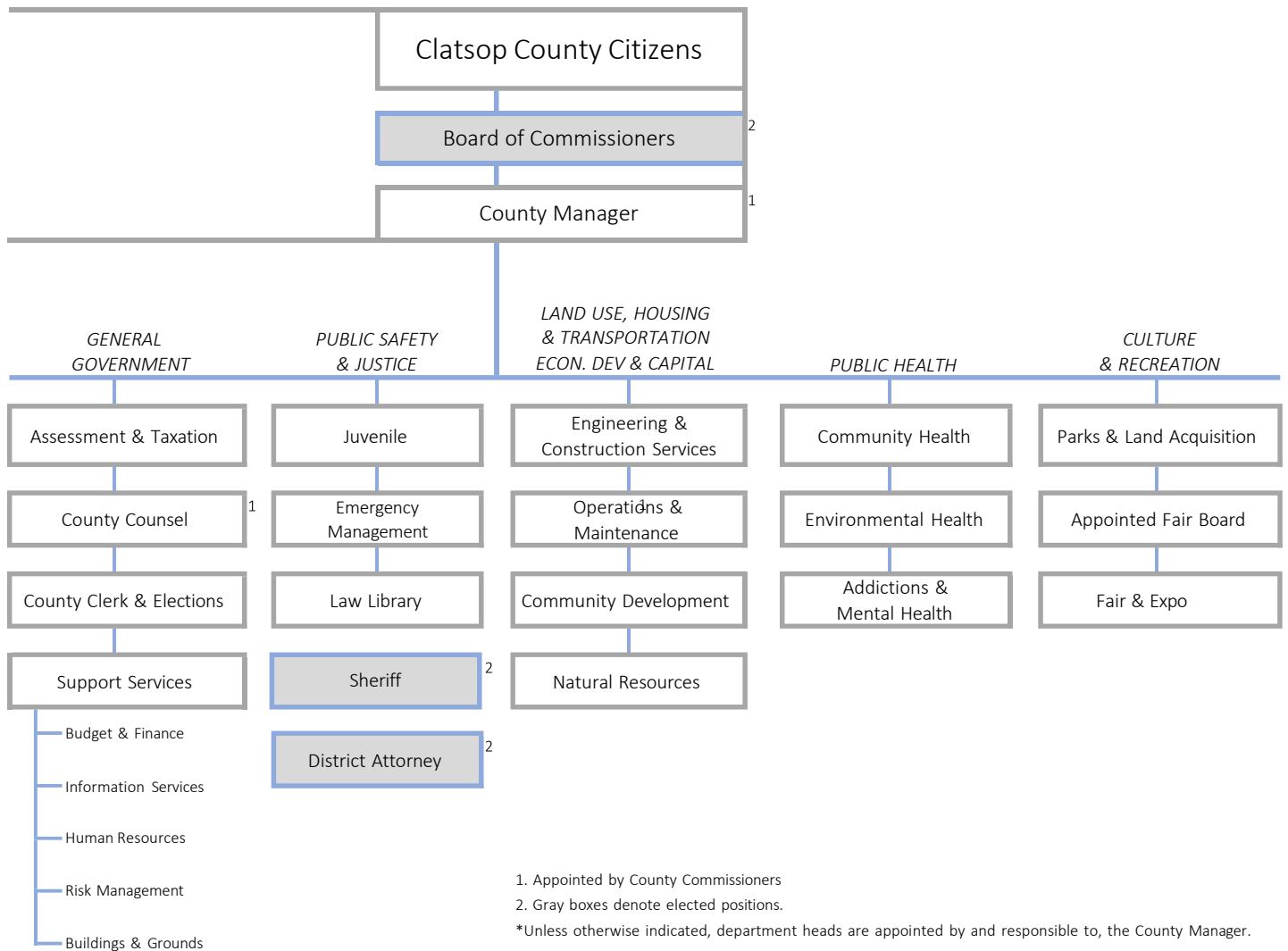
1. This is the department name, fund type and organizational unit number.
2. The mission of each department will be listed in this section.
3. This is a brief overview of the services provided by the department.
4. Departmental accomplishments for the prior fiscal year will be listed in this section.
5. This section is utilized to outline any major changes to the budget from the previous year.
6. The Funding Sources table summarizes revenue data specific to each department.
7. Some Funds have a beginning balance. This is the money not spent at the end of the prior fiscal year and is rolled into the new fiscal year.
8. Some Funds receive a transfer from the General Fund. Essentially, this is the same as a General Fund subsidy.
9. Some Funds contain an unappropriated ending fund balance. This is money that cannot be spent during the fiscal year.
10. The expenditures table summarizes appropriation authority specific to each department.
11. Contingency funds are for emergencies or unforeseen expenses. Use of contingency funds requires approval from the Board of County Commissioners.
12. The Staffing Summary provides a look at the FTE for each department over a period of four years.
13. Actual expenditures from fiscal year 2020-21.
14. Actual expenditures from fiscal year 2021-22.
15. Adopted budget for fiscal year 2022-23.
16. Requested budget from department heads for fiscal year 2023-24.
17. Proposed budget for fiscal year 2023-24.
18. This column reflects the monetary change from the 2023-2024 proposed budget and the 2022-23 adopted budget.

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CLATSOP COUNTY, OREGON

Organizational Chart



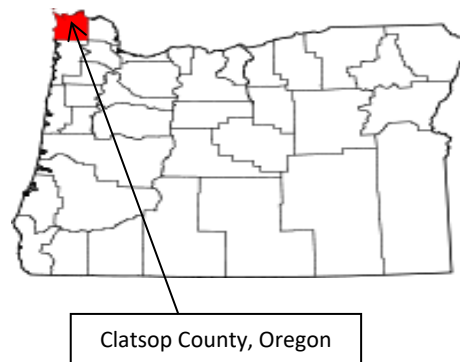
Clatsop County is located in Oregon's rugged and beautiful northwest coast. Named for the Clatsop People, Clatsop County is rich in history, scenery, and opportunity. Lewis & Clark's Corp of Discovery spent the winter of 1805-06 here before starting their journey back east.



Clatsop County was created from the northern and western portions of the original Twality District and was founded in 1844. Before 1850 most of Clatsop County's government activity occurred in Lexington, which is now known as the city of Warrenton. However, commercial

and social activities came to center on Astoria as that city grew, and by election in 1854 Astoria came to be the County seat. Astoria is Oregon's oldest city and the oldest American settlement west of the Rockies. This area was established as a fur trading post in 1811 by a party commissioned by John Jacob Astor.

The voters of Clatsop County approved a home-rule charter in 1988 that called for a Board of County Commissioners as the policy-determining body of the county, and a County Manager to oversee the daily operations of the government. The county government consists of five commissioners, each elected from one of the five geographic districts; in addition, the voters also elect a District Attorney and Sheriff.



*Data Source: city-data.com

The county provides certain services on a countywide basis and other services only to unincorporated areas of the county. Within the appropriate jurisdictions, the county provides law enforcement, criminal detention, judicial administration, parks and recreation facilities, community development, road maintenance and construction, public health services, tax assessments and collections, elections, and general administrative functions. There are approximately 65 taxing districts that use county tax dollars to perform a variety of additional functions such as rural fire departments, water, health, transportation, recreation, sewer, schools, roads, and diking districts to name a few.

Clatsop County is a major recreation center with ocean beaches, dense forests, mountains, rivers, and streams. Miles of broad beaches offer beachcombing, digging for razor clams, and quiet

walks. Several state and national parks such as Fort Clatsop, Fort Stevens, Ecola, and Oswald West, as well as many other parks and waysides provide miles of hiking and bicycle trails, wildlife viewing, ocean views, picnic sites, and overnight campgrounds. Lakes and rivers offer water-skiing, canoeing, boating, sailing, and fishing. For golfers there are four challenging courses.



Clatsop County is located in an area of 1,085 square miles which consists of 873 square miles of land and 212 square miles of water. The County is bordered on the north by the Columbia River, on the West by the Pacific Ocean, and with the verdant Oregon Coast Range to the East, which includes the Saddle Mountain State Natural Area with an elevation of 3,288 feet. The area has a coastal marine climate of moderate temperatures and frequent rains, averaging an annual precipitation of 87 inches.

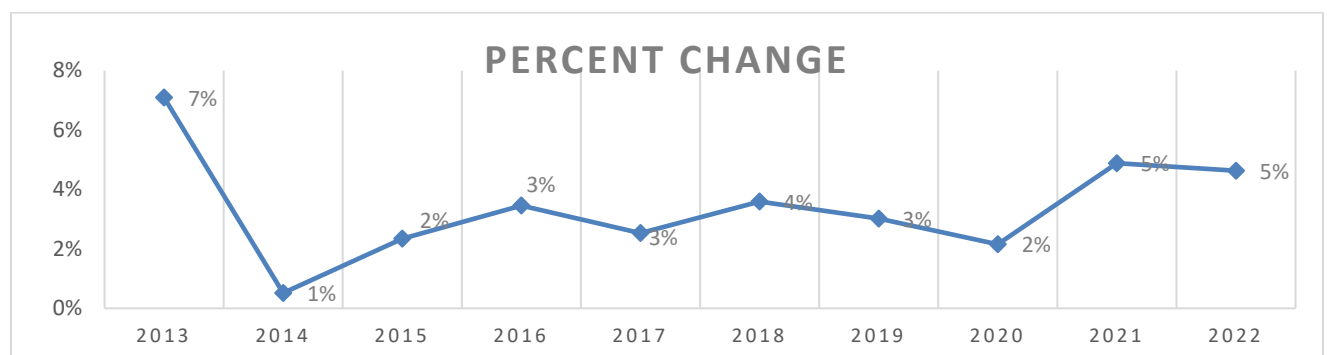
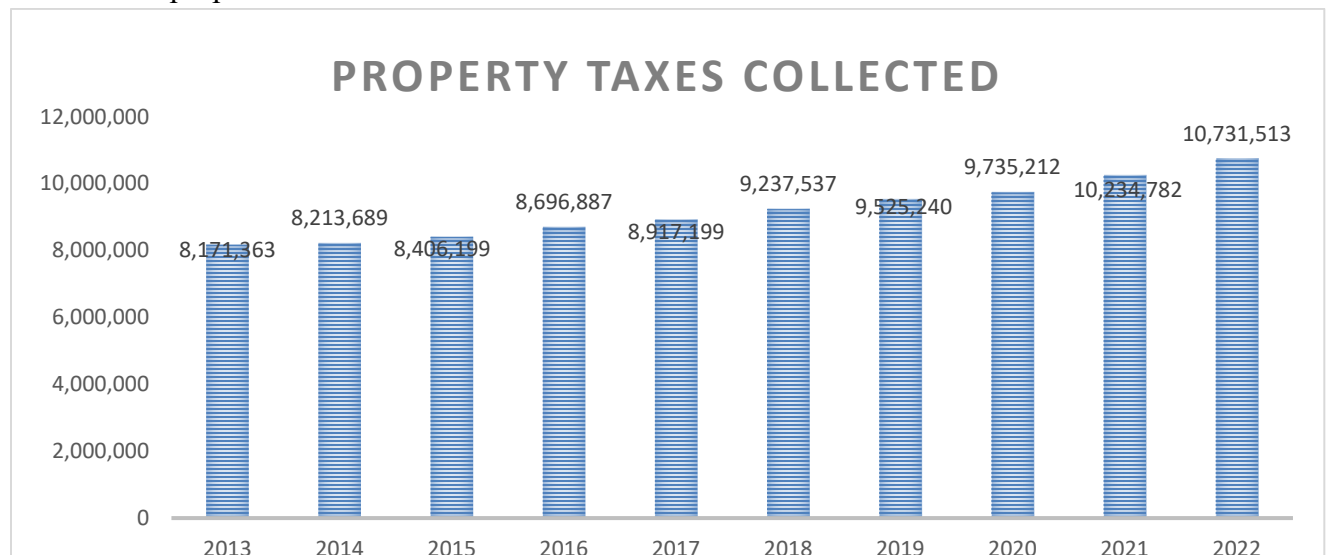
The County is home to two hospitals, five school districts, one vocational/technical school, and one community college that offers degree partnerships with colleges and universities including: Eastern Oregon University, Linfield College, Oregon State University, and Portland State University.

The Port of Astoria is located at Columbia River Mile 13 from the open sea. The Port's facilities are the first on the Columbia River and include three piers with five deep water ship berths and a barge ramp.



PROPERTY TAXES

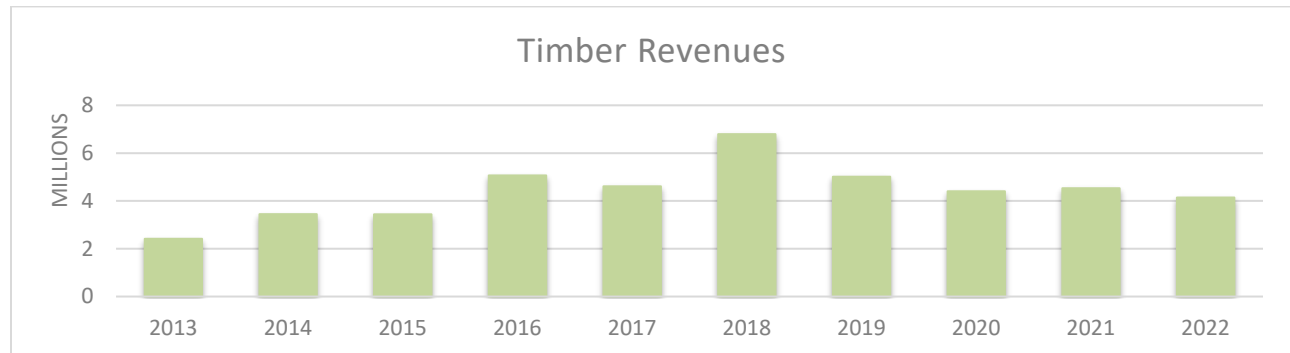
Property taxes are a major revenue source for Clatsop County and due to the passing of Measures 47 (1996) & 50 (1997), in Clatsop County like all Oregon counties, property values are limited to a maximum 3% per year increase, unless it is new construction. Revenue growth in excess of the 3%, as shown in 2013 is due to an increase of collections in past due property taxes that were paid by mortgage companies to avoid having the properties go into tax foreclosure status. The recent trend of increased growth is a result of continued new construction in both residential and commercial properties.



TIMBER REVENUE

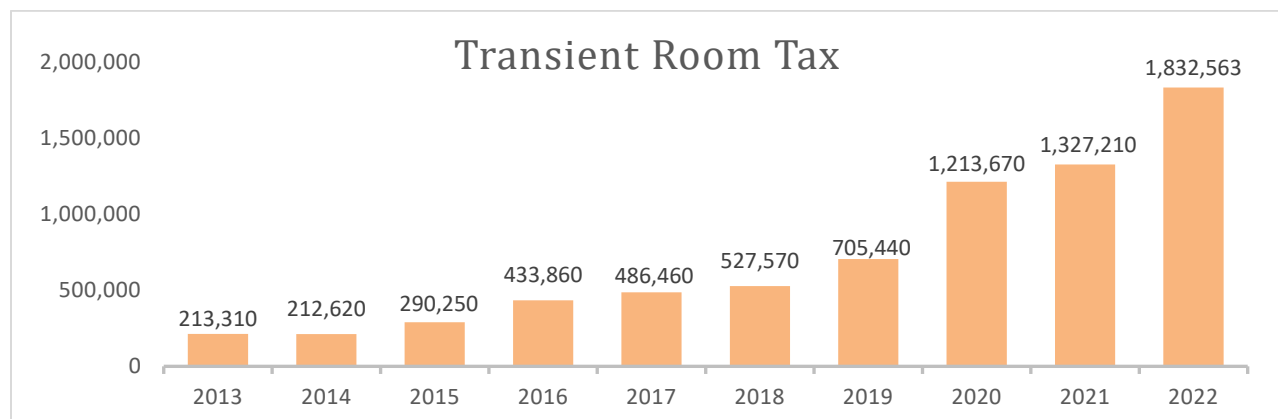
In addition to property taxes, the other major revenue source for the County is revenues from timber sales that occur in the State Forest Trust Lands. These revenues fluctuate greatly and are heavily influenced by economic factors. To help offset the volatility of timber revenues the Clatsop County Board has adopted a policy that the General Fund is to retain no more than the lowest year of actual timber receipts over the last fifteen (15) years. The amount of excess timber monies identified will be transferred to the Capital Projects Fund within the Special

Projects organizational unit. These transferred monies are to be used to fund General Fund capital projects and other one-time expenditures. Beyond what is necessary to meet the needs of the Special Projects fund any additional timber revenues received will be transferred to the General Fund Stabilization Fund.



TRANSIENT ROOM TAX

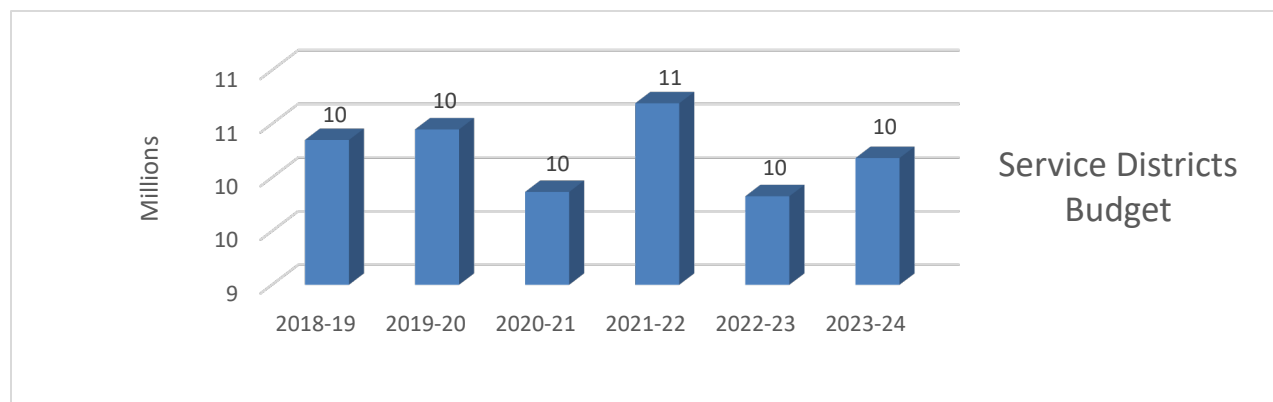
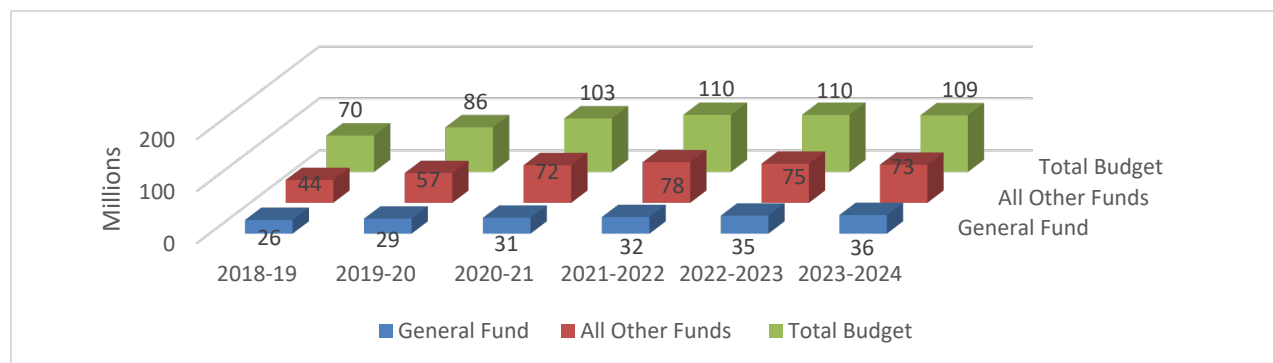
In 2014 Clatsop County amended Ordinance 90-7 which allowed the County to increase the County Transient Room Tax collected in unincorporated Clatsop County from 7% to 9.5%, per ORS 320.350 this 2.5% increase allows for 30% of the 2.5% collected to be discretionary and the remaining 70% is to be dedicated to tourism promotion. At the time of this increase the Board chose to dedicate the discretionary 30% to Public Road and Drainage Improvements primarily in the Arch Cape area. The below chart reflects this increase beginning in 2015 collections. In 2018 Ordinance 2018-07 allowed for a 1% county-wide transient room tax to be collected in both the incorporated and unincorporated areas of Clatsop County. Of the additional 1% collected the 30% discretionary portion was then dedicated by the Board to be used for jail operations. The portion dedicated to tourism promotion is returned to the cities it is collected within, and the counties portion is used to promote tourism county-wide. This increase is reflected in collections beginning in 2019. Despite restrictions in place from the COVID-19 pandemic 2020 saw historical revenue collections and growth has continued to occur.



BUDGET HISTORY

Clatsop County's budget history over the past six years, for both the General Fund and the Total County, are shown in the accompanying table below. While staff continue to try to maintain a fiscally conservative budget, the General Fund continues to see increases as seen in the table below. These increases are a combination of responding to the ongoing county-wide needs for increased services which require additional staffing, as well as increases in costs outside the county's control, such as those associated with retirement. Within the Total County budget, upward trends reflect various construction projects including the construction of the new jail. In addition, over the last several years, there have been significant increases in budgeted contingencies in an effort to follow GFOA best practices for reserves.

In accordance with the County Budget Policies, the Budget Committee and staff have worked diligently to find a balance wherever possible between cost efficiency and being able to provide quality public service in accordance with the Board of Commissioners strategic plan as well as Clatsop County mission which is (1) to clearly specify the broad services it believes community members want and are willing to support, and then (2) provide those services effectively, efficiently, within budget, fairly, and in partnership with other public, non-profit, and private sector service providers.



EMPLOYMENT

The primary industries for Clatsop County are healthcare, retail, accommodation and food services, manufacturing and educational services. Clatsop County is one of the principal logging and marine fisheries regions of Oregon; however, like other northwest coastal resource-based communities, the County continues to work with our economic development partners to diversify its economy to offset the loss of family-wage jobs in the timber and fishing industries. Of the workforce approximately 85% are private industry and 15% government.



*Data Source: datausa.io

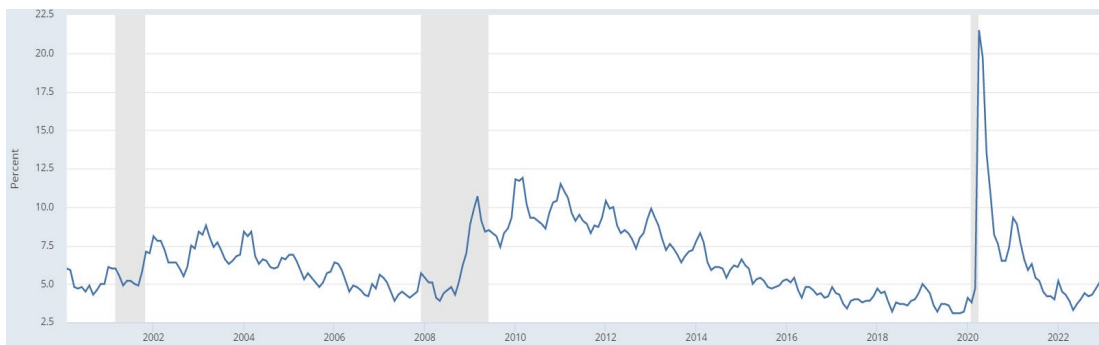
Some of today's major employers in Clatsop County include:

- US Coast Guard
- Georgia Pacific-Wauna Mill
- Warrenton Fiber Company
- Columbia Memorial Hospital
- Providence Seaside Hospital
- Astoria School District
- Seaside School District
- Clatsop County government
- State of Oregon
- Tongue Point Job Corp

The below chart shows the breakdown of the average wage for each of the primary industries in Clatsop County.



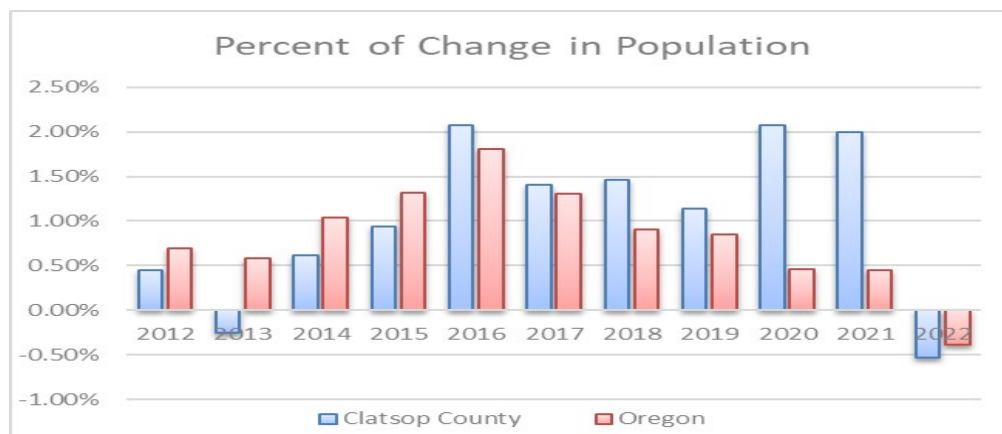
The following chart shows how Clatsop County, much like the rest of the nation, saw a significant surge in unemployment claims as a result of the COVID-19 Pandemic that shut down the economy of Clatsop County. The most recent data from January 2023 shows Clatsop County currently at 5.5% which is .2% greater than what we saw last year at this time. In April of 2020 Clatsop County had a record high unemployment rate of 21.5%. As seen in the previous chart reflecting the industries of Clatsop County, the accommodation and food service industry, retail trade, as well as healthcare & social services who had to curtail services, employs a significant number of county residents that were impacted by COVID-19 closures.



*Data Source: Federal Reserve Economic Data - FRED

POPULATION

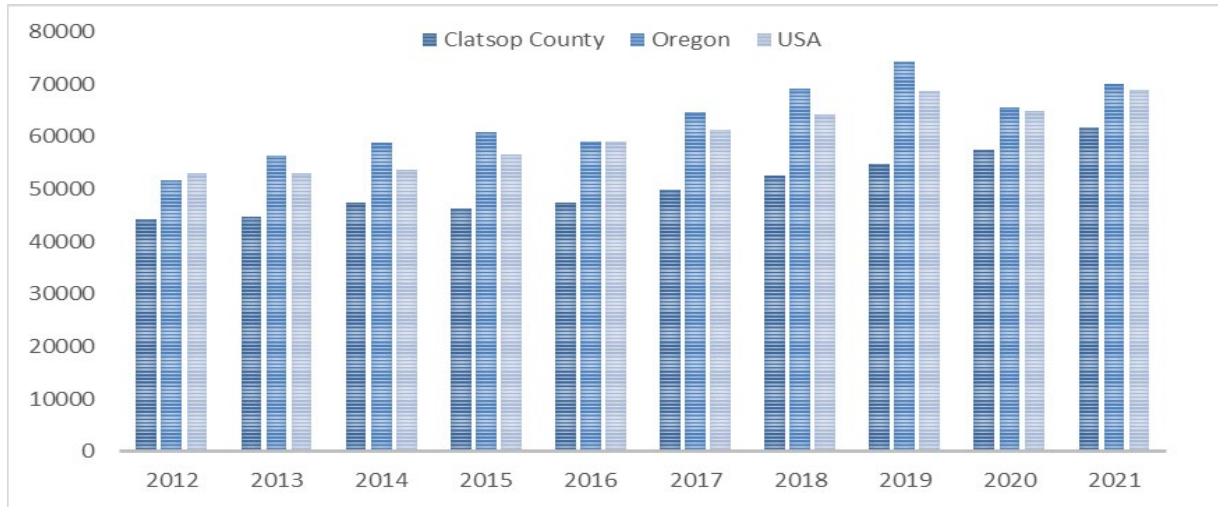
According to the most recent census, Clatsop County is home to a population of approximately 41,695 with approximately 60% living in urban areas and 40% living in rural areas. County population has increased by approximately 11% over the past 10 years. As shown in the following graph, the population growth of the county is similar to the rest of the state of Oregon (9%) seeing growth in the years leading up to the recession, followed by a declining population which coincides with increases in unemployment statistics. In 2022 Clatsop County, similar to the state, saw a decline in population of .53% over 2021 statistics for the first time since 2013.



*Data Source: US Census Bureau

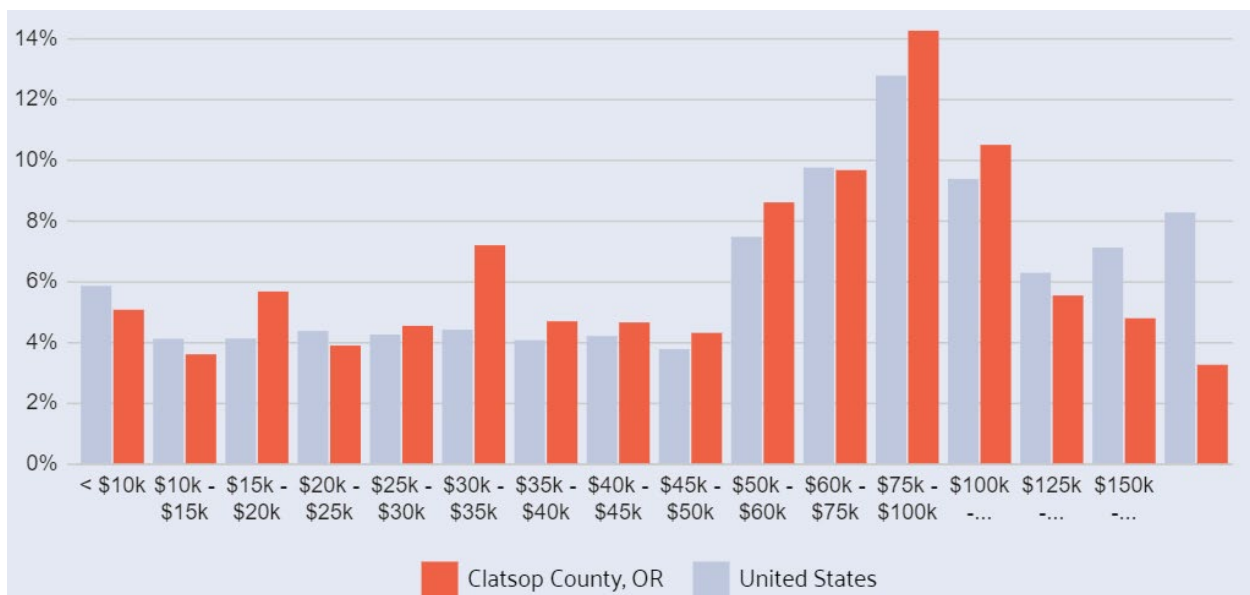
HOUSEHOLD INCOME

Current data shows the County's median household income is \$61,846 which is roughly \$8,200 less than the median income for the state of Oregon, and \$7,200 less than the U.S. average.



*Data Source: US Census Bureau

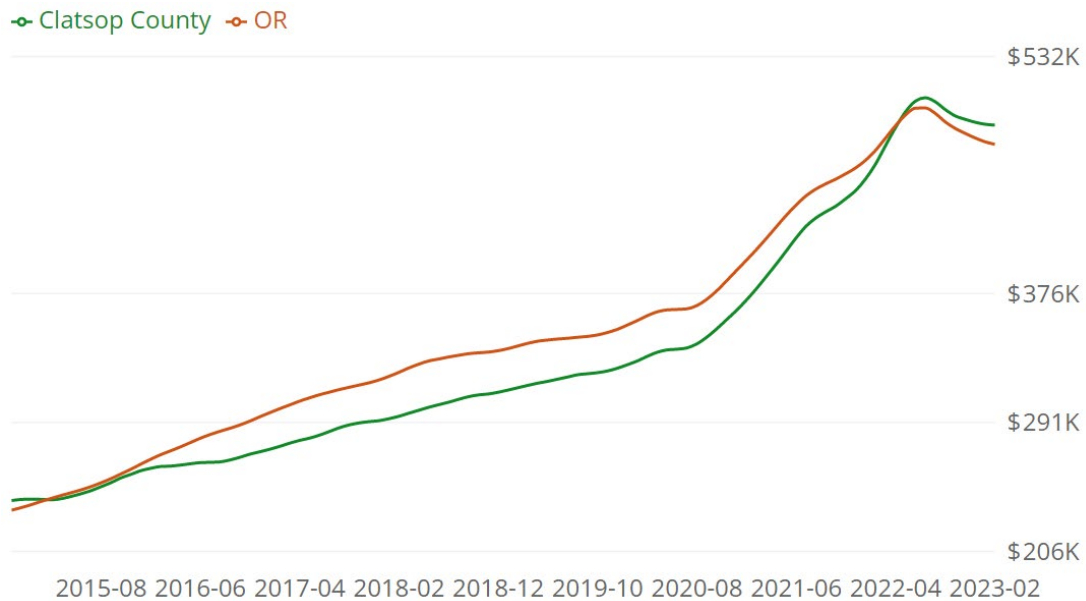
The median household income, as demonstrated in the following chart, is broken out by the following income distributions: within the county 34% earn a household income greater than one-hundred thousand, just over 14% earn a household income between seventy-five and one-hundred thousand and just under 10% earn an income between sixty and seventy-five thousand, while approximately 44% earn a household income of less than sixty thousand.



*Data Source: Datausa.io

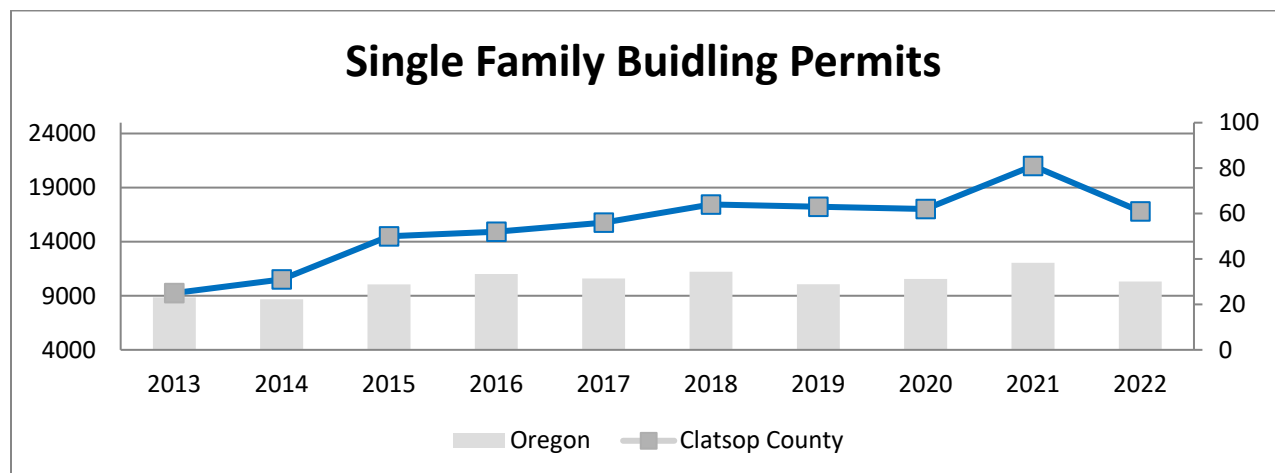
HOUSING AND REAL ESTATE

Based on the most recent data, the median real market value for a home in Clatsop County is \$487,020 versus \$474,360 for the state of Oregon and \$327,510 nationwide. In the past year home values in Clatsop County have gone up approximately 5.5%.



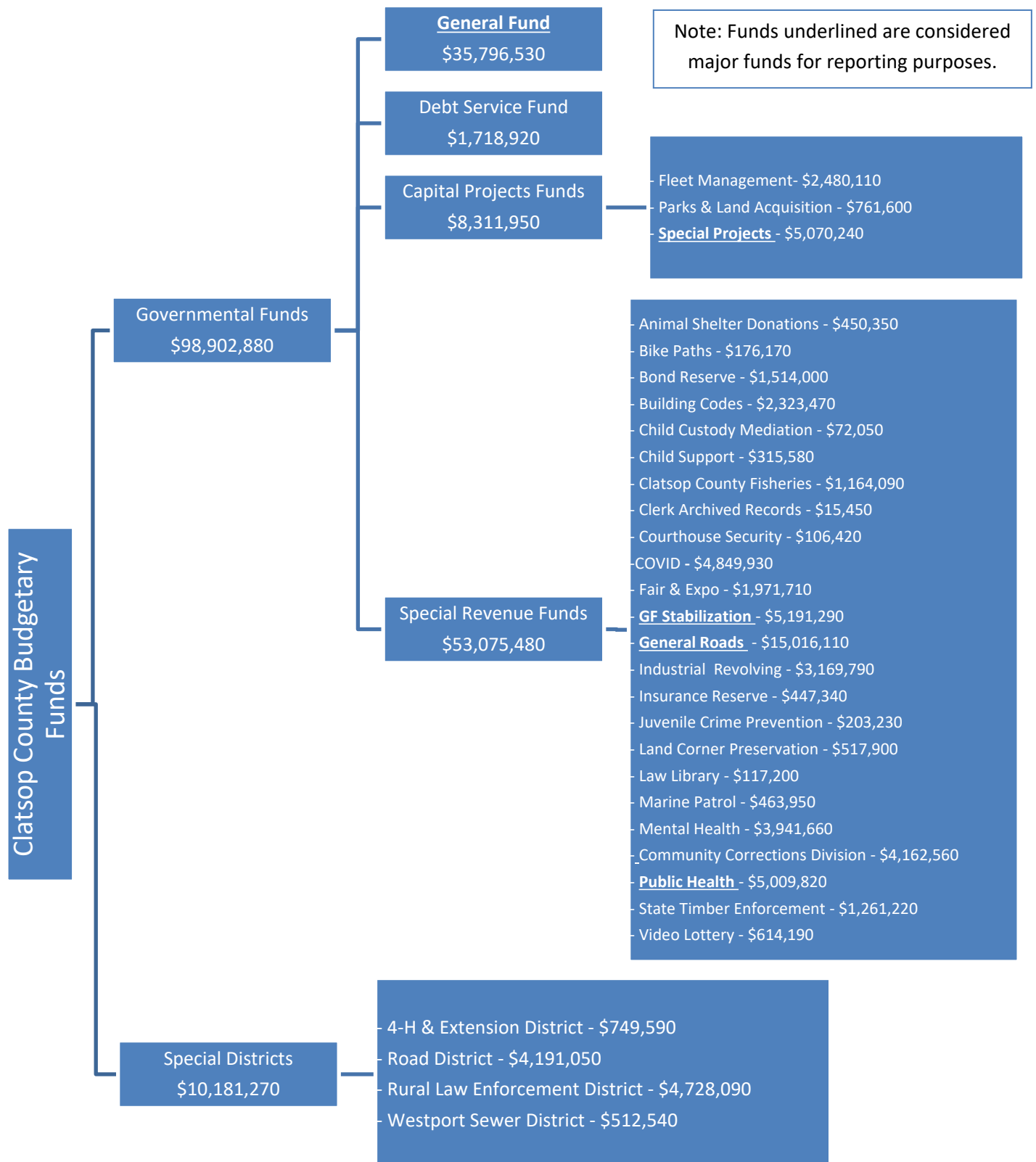
*Data Source: Zillow

As can be seen in the chart below, like the rest of the state, Clatsop County continues to see a relatively steady number of construction permits issued for single family dwelling units over the past several years with a slight increase in growth in 2021.



*Note axis on the right for Clatsop County is listed in 100's and the axis on the left for the state of Oregon is listed in the 1,000's

BUDGET FUND STRUCTURE



DESCRIPTION OF FUNDS SUBJECT TO APPROPRIATION

General Fund (001 - major) - The primary operating fund of the County. This fund is used to account for all financial transactions and resources except those required to be accounted for in another fund. Revenues are derived primarily from property taxes, state and local – shared revenues, and charges for services. The organizational units included are:

- | | | |
|----------------------------|--------------------------------|----------------------------------|
| • Discretionary Revenue | • Budget & Finance | • Jail Medical |
| • Board of Commissioners | • Information Systems | • Juvenile Department |
| • Board of Property Tax | • Building & Grounds | • Planning Department |
| • County Tourism | • Parks | • Code Compliance |
| • County Manager | • Dues & Special Assess. | • Emergency Management |
| • Human Resources | • Surveyor | • Animal Control Division |
| • Assessment & Taxation | • District Attorney | • Transfers to Others |
| • Property Management | • Medical Examiner | • Appropriations for Contingency |
| • County Counsel | • Sheriff Support Division | |
| • Clerk –Admin & Elections | • Sheriff Enforcement Division | |
| • Clerk – Recordings | • Sheriff Corrections Division | |

Special Revenue Funds - A governmental fund type used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects.

- Animal Shelter Donations (235) – public donations for adoption enhancement and capital projects
- Bike Paths (225) – required by ORS 366.514 to maintain 1% of State HWY funds for use on bike paths
- Bond Reserve (405) – accumulated resources and interest for future unfunded liabilities
- Building Codes (036) – enforcement of Federal, State, and local building regulations
- Child Custody Mediation (205) – function of the state courts to provide mandated mediation services
- Child Support (009) – collects and enforces court orders as well as establishes orders for support and paternity
- CC Fisheries (039) – collaborates with State & Federal agencies to rear & release salmon smolts for harvest
- Clerk Archived Records (004) – five percent of recording fees to digitize records for the county archives
- Community Corrections Division (024 - major) – supervise felony and misdemeanor offenders placed on parole
- Courthouse Security (209) – pursuant to OR law to direct and develop implementation of a plan for court security
- COVID (090 - major) – allocates federal & state funds to respond to the COVID-19 pandemic
- Fair & Expo (150) – hosts the County’s annual fair as well as various local events year round
- GF Stabilization (003) – provides a long-term resource should timber revenues be insufficient
- General Roads (002 - major) – maintain and improve county road and bridge infrastructure
- Industrial Revolving (325) – Funded by land sales and spent in accordance with ORS 275.318
- Insurance Reserve (105) – Worker’s Comp dividends reimbursed used to pay toward claims & reduce premiums
- Juvenile Crime Prevention (020) – grant funded to prevent and reduce juvenile crime
- Land Corner Preservation (120) – maintains records of all surveys to a particular corner from 1800’s to present
- Law Library (230) – provides free public access to internet based legal research as well as print materials
- Marine Patrol (027) – grant funded to provide marine safety and marine law enforcement
- Mental Health (033) – assure services for drug & alcohol treatment, developmentally disabled, and mentally ill
- Public Health (007) – assure the health status of Clatsop County by guaranteeing access to health services
- State Timber Enforcement (305) – retains 1% of forest trust land timber for law enforcement in state forests

- Video Lottery (206) – share of the OR Lottery proceeds to be used for Economic Development per ORS 461.547

Debt Service Funds (400) – A governmental fund type established to account and report financial resources that are restricted, committed, or assigned to the expenditure for principal and interest.

Capital Projects Funds – A governmental fund type used to account and report for financial resources that are restricted, committed, or assigned to expenditures for capital outlays, including the acquisition or construction of capital facilities and other capital assets.

- Special Projects (100 - major) – Largely funded by timber revenues for one-time projects or capital items for the General Fund
- Fleet Management (102) – Allows for replacement and maintenance of County owned fleet vehicles and Equipment in accordance with replacement schedule.
- Parks & Land Acquisition (240) – Revenues from land sale and is dedicated to develop and operate the County Parks system in accordance with the parks master plan.

Special Services District Funds – A special purpose governmental unit that exists separately from, and with substantial administrative and fiscal independence from general purpose local governments and are governed by the Board of Commissioners. Each District adopts its own budget and the Board of Commissioners set the tax levy rate.

- | | |
|-----------------------------|----------------------------------|
| • 4-H & Extension District | • Rural Law Enforcement District |
| • Road District #1 District | • Westport Sewer District |

Functional Areas

Public Safety & Justice

- District Attorney
- Child Support
- Medical Examiner
- Sheriff Support Division
- Sheriff Enforcement Division
- Sheriff Corrections Division
- Jail Medical
- Emergency Mgmt.
- Animal Control Division
- Animal Shelter Enhancement
- Marine Patrol
- Juvenile Department
- Juvenile Crime Prevention
- Law Library
- Community Corrections Division
- Courthouse Security
- State Timber Enforcement
- Child Custody Mediation

Public Health

- Community Health
- Tobacco Prevention
- Immunization
- Harm Reduction/OD Prevention
- Babies First
- W I C Program
- Family Planning
- School Based Health Centers
- Household Hazardous Waste
- Emergency Preparedness
- Onsite Sewage Systems
- Environmental Health
- Mental Health
- Drug & Alcohol Prevention

General Government

- Commissioners
- Board of Property Tax Appeals
- Assessment & Taxation
- Property Mgmt.
- Clerk - Admin & Elections
- Clerk Recordings
- Clerk Archived Records
- County Manager
- Human Resources
- County Counsel
- Budget & Finance
- Information Systems
- Building & Grounds
- Dues & Special Assessment
- Transfer to Other Funds
- General Fund Stabilization
- Insurance Reserve
- Debt Service
- Bond & UAL Reserve
- Discretionary Revenue
- American Rescue Plan

Land Use, Housing, Transportation, Economic Development & Capital

- Surveyor
- Roads Admin & Support
- Road Maint. & Construction
- Surveyor Land Corner
- Bike Paths
- Planning Division
- Code Compliance
- Building Codes
- County Tourism
- CC Fisheries
- Video Lottery
- Industrial Develop. Revolving
- Special Projects
- Fleet Replacement
- Fleet Management

Culture & Recreation

- Fair & Expo
- Parks Maintenance
- Parks & Land Acquisition Maint.

Property tax revenue raised from the County's \$1.5338 permanent rate is accounted for in the General Fund. This fund is the main operating fund of the County and accounts for the revenues and expenditures for countywide activities.

The County views all resources as either discretionary or dedicated. Discretionary revenues are general in nature and may be directed for use at the discretion of the Clatsop County Board of Commissioners; these revenues are primarily accounted for in three discretionary funds – the General Fund, the Special Projects Fund, and the General Stabilization Fund. Dedicated revenues are restricted to a defined purpose and use, and are accounted for in various special funds; 74% of the County's total budget is dedicated.

The Board adopted budget policy requires the County to maintain an ending fund balance that is within a range of 20% - 30% of operational expenses within the General Fund. These fund balance reserves are an important part of the County's financial strategy to preserve long-term financial stability.

The current fiscal year is projected to meet the Board's goal and subsequent years are forecasted based on the current year's projections. The following assumptions are used for the projections:

Current fiscal year **2022-23** projections:

- 5% increase in assessed value
- 96.0% property tax collection rate
- 4.5% cost of living adjustment (COLA) using the CPI-W, West Coast (May to May) index
- Blended PERS rate of 22.79%

Projections for the **2023-24** fiscal year:

- 3% increase in assessed value
- 96.0% property tax collection rate
- 4.5% COLA using the CPI-W, West Coast (May to May) index
- Blended PERS rate of 24.05%

Projections for fiscal years **2023-24 through 2026-27**:

- 5% increase in assessed value
- 96.0% property tax collection rate
- 4.2% COLA average using the CPI-W, West Coast (May to May) index
- Blended PERS rate of 24.05%

The following describes the various discretionary revenue sources accounted for in the General Fund.

TAXES

Property Taxes Current Year are revenues generated by a \$1.5338 permanent fixed rate levied against a property owner's taxable assessed value on land and structures. As a result of the voters approving ballot measures 47 and 50, in 1996 and 1997, respectively, the state has a property tax rate system; prior to 1996 the state had a property tax base system. A permanent tax rate was determined for each taxing jurisdiction and then applied to a taxable assessed value that is limited to a 3% annual increase plus any exceptions allowed by state statute. The FY 2022-23 taxable assessed values in Clatsop County were approximately 49% of real market value. These revenues are received in the General Fund within the following organizational units for discretionary purposes:

- 001/0000 – General Fund Discretionary Revenue

Property Taxes Prior Year refers to the collections of property taxes not paid in the year in which the taxes were levied. The amount budgeted for each year is estimated by using recent historical collection rates on the outstanding delinquent property tax balance from each year's levy. These revenues are received in the General Fund within the following organizational units for discretionary purposes:

- 001/0000 – General Fund Discretionary Revenue

LICENSES & PERMITS

Room Tax or Transient Lodging Tax is a tax collected from lodging guests (daily or weekly renters at hotels, motels and other lodging establishments). This tax has been in existence in the unincorporated areas since 1991. On January 1, 2015, the tax rate within Clatsop County was increased from 7% to 9.5%. On January 1, 2019 the tax rate then increased by another 1% that is collected county-wide, increasing the rate in the unincorporated areas to 10.5%. The tax is distributed as follows: 43% goes to the General Fund, 37% goes to the General Fund for jail operations of Clatsop County, 15% goes to promote tourism within Clatsop County, and 5% goes to public road and drainage improvements. Of the 1% that is collected county-wide 70% is returned to the cities where it was collected for tourism promotion.

These revenues are received in the General Fund within the following organizational units for the following purposes:

- 001/0000 – General Fund Discretionary Revenue
- 001/1110 – County Tourism promotion
- 001/1990 – Public Road and Drainage Improvements
- 001/2300 – Jail Operations

INTERGOVERNMENTAL REVENUES

Cigarette Tax is a state shared revenue from the tax on the sale of cigarettes and allocated to counties based on their pro-rata share of the total population in the state. These revenues are received in the General Fund within the following organizational units for discretionary purposes:

- 001/0000– General Fund Discretionary Revenue

Liquor Tax is a state shared revenue from the tax on the sale of alcoholic beverages and allocated to counties based on their pro- rata share of the total population in the state. Another portion of the liquor tax is dedicated and distributed to the County for use in mental health programs. These dedicated monies are included in the Public Health budget, a special fund.

These revenues are received in the General Fund within the following organizational units for discretionary purposes:

- 001/0000 – General Fund Discretionary Revenue

Marijuana Tax is a state shared revenue from the sale of recreational marijuana and allocated to counties based on the total available grow canopy size and number of licensees. An additional 3% tax was approved by voters for retail sales in licensed shops in unincorporated areas of the County. Another portion of the marijuana tax is dedicated and distributed to the County for use in mental health programs. These dedicated monies are included in the Public Health budget, a special fund.

These revenues are received in the General Fund within the following organizational units for discretionary purposes:

- 001/0000 – General Fund Discretionary Revenue

State Timber Sales revenues account for the County’s share of timber tax distributions made by the state of Oregon for managing state forest lands within the County.

These revenues are received in the General Fund within the following organizational units for discretionary purposes:

- 001/0000 – General Fund Discretionary Revenue
- 001/2200 – Sheriff Enforcement Division
- 001/9800 – General Fund Transfers to Other Funds

Amusement Device Tax is revenue raised by the state-wide collection of a flat fee per amusement device (pinball game, etc). The state retains 60% of the tax and distributes the remaining 40% among counties based on their pro-rata share of the total population. These revenues are received in the General Fund within the following organizational units for discretionary purposes:

- 001/0000 – General Fund Discretionary Revenue

Revenue from RLED are payments made from the taxes collected by the Rural Law Enforcement District and paid to the General Fund for personnel services provided throughout the unincorporated areas of Clatsop County for law enforcement services.

These revenues are received in the General Fund within the following organizational units for discretionary purposes:

- 001/2190 – Sheriff Support Division
- 001/2200 – Sheriff Enforcement Division

CHARGE FOR SERVICES

Cable TV Franchise Fees are collected from cable television companies within unincorporated Clatsop County. These revenues are received in the General Fund within the following organizational units for discretionary purposes:

- 001/0000 – General Fund Discretionary Revenue

MISCELLANEOUS REVENUES

Interest Earnings on the County's temporarily idle funds invested as authorized by the County's Investment Policy and Oregon Revised Statutes. These revenues are received in the General Fund within the following organizational units for discretionary purposes:

- 001/0000 – General Fund Discretionary Revenue

Indirect Cost Revenue - Indirect Cost Reimbursement is revenue generated from the County Cost Plan which reimburses the General Fund for overhead support provided to the non-General Fund programs. These revenues are received in the General Fund within the following organizational units for discretionary purposes:

- 001/0000 – General Fund Discretionary Revenue

TRANSFER REVENUES

Transfer from Fund 001 (General Fund). The county's General Fund transfers monies to other Special Funds either as statutorily/federally required, or in support of the services being provided in accordance with Board goals. These discretionary revenues are received in the General Fund and transferred to the following Special Funds:

- Fund 003 – GF Stabilization
- Fund 007 – Public Health
- Fund 009 – Child Support
- Fund 027 – Marine Patrol
- Fund 100 – Special Projects

Transfer from Fund 100 (Special Projects Fund). Special Projects revenue is from timber revenues that exceed the budgeted amount per the Long-Term Financial Plan. The county transfers a portion of these revenues to the debt service fund to pay for costs associated with the remodel of the Sheriff's Office located in Warrenton as well as a portion to the UAL Reserve Fund to help reduce the county's unfunded actuarial liability to PERS. These discretionary revenues are received in the Special Projects Fund and transferred to the following Special Funds:

- Fund 400 – Debt Service

Transfer from Fund 003 (GF Stabilization). General Fund Stabilization revenue is from timber revenues that exceed the budgeted amount per the Long-Term Financial Plan. These discretionary revenues are received in the GF Stabilization Fund and transferred to either the General Fund or Special Funds as needed:

- Fund 001 – General Fund

Transfer from Fund 090 (American Rescue Plan). American Rescue Plan revenue is from the federal governments passage of the \$1.9 Trillion COVID relief package. Clatsop County received approximately \$7.8M. These dedicated revenues are received in the American Rescue Plan Fund and transferred to the following Special Funds in accordance with federal spending guidelines:

- Fund 007 – Public Health Fund
- Fund 001/2300 – General Fund Corrections Division

DISCRETIONARY REVENUE:

General Fund Revenue by Category	2022-2023 Adopted	2023-2024 Adopted	Dollar Variance	Percent Change
Property Taxes Current Yr	10,536,870	12,052,250	1,515,380	12.6%
Property Taxes Prior Yr	240,000	240,000	-	0.0%
SIP Taxes	244,200	-	(244,200)	0
Room Tax	1,840,000	2,057,000	217,000	10.5%
Marijuana Tax	55,000	60,000	5,000	8.3%
Cigarette Tax	30,500	30,000	(500)	-1.7%
Interest on Investments	45,000	200,000	155,000	77.5%
Franchise Fees	90,000	90,000	-	0.0%
Indirect Cost Revenue	1,460,400	1,678,900	218,500	13.0%
Transfers-In	659,750	693,780	34,030	4.9%
Timber Revenue	4,528,590	4,553,590	25,000	0.5%
Other Revenue	5,645,460	6,306,090	660,630	10.5%
Total Discretionary Revenue	25,375,770	27,961,610	2,585,840	10.2%

The variances above in the adopted General Fund discretionary revenues for the 2022-23 fiscal year are as follows:

- Current year property taxes are projected to increase by approximately 12.6% in accordance with the state property tax system based on remodels and increased construction activity. Additionally, the Strategic Investment Plan agreement with Georgia Pacific has expired which will increase the value of taxable property on the roll.
- SIP tax was a Community Service Fee, this has expired and will no longer be collected.
- Room tax revenues are projected to increase over the 22-23 fiscal year.
- Marijuana tax revenues are projected to see a slight increase.
- Interests on investments are projected to increase based on current interest rates.
- Indirect cost revenues are projected to increase slightly due to increased overhead costs.
- Transfers-In are projected to increase slightly primarily as a result of the GF Stabilization transfer.

SERVICES APPROPRIATELY FUNDED BY DISCRETIONARY RESOURCES

Public Safety & Justice

District Attorney (Child Support Enforcement, Criminal Prosecution, Medical Examiner)

Emergency Management

Juvenile Department (Juvenile Counseling)

Sheriff (Corrections, Criminal and Support divisions, Jail Nurse, Animal Control Division)

Public Health

Community Health

Family Planning

WIC Program

Land Use, Housing, Transportation, Economic Development & Capital

Community Development (Local Planning, Code Enforcement, Development Review)

Fleet Management

Public Works (Surveyor)

Special Projects

Culture & Recreation

County Parks Maintenance

General Government

Assessment & Taxation

Board of Commissioners

Budget & Finance

Building & Grounds

County Manager (Human Resources, Information Systems)

County Counsel

Clerk & Elections

Dues & Special Assessments

SERVICES APPROPRIATELY FUNDED BY DEDICATED RESOURCES

Public Safety & Justice

Courthouse Security

Child Custody Mediation

District Attorney (Child Support Enforcement)

Juvenile Crime Prevention

Law Library

Sheriff (Marine Patrol, Community Corrections Division, Animal Shelter Enhancement, State Timber Enforcement)

Public Health

Health Department (all)

Drug & Alcohol Prevention

Mental Health

Land Use, Housing, Transportation, Economic Development & Capital

Clatsop County Fisheries

Community Development (Regional Planning, Building Codes)

County Tourism

Industrial Development Revolving

Public Works (General Roads, Public Land Corner, Bike Paths, Fleet Management)

Video Lottery

Culture & Recreation

County Fair

Parks & Land Acquisition

General Government

COVID

CLATSOP COUNTY IMPLEMENTING DIRECTIONS & ADOPTED 2023-2024 BUDGET POLICIES

I. Clatsop County Budget Process:

The budget process and resulting budget document reflect the County's policy and budget priorities for the coming fiscal year as established by the Board of County Commissioners. The budget document, in its entirety, serves as a Policy Document, Operations Guide, Financial Plan, and Communication Device.

The County will adopt a balanced budget for all funds. A balanced budget is defined as a budget where planned expenditures do not exceed the amount of resources available in accordance with state law.

II. Budgets Supported by the General Fund:

- A. General Fund Underpinnings: The General Fund houses discretionary revenues and expenditures. The General Fund will be actively managed over a multi-year forecasting horizon according to Board policies and directives, and fund priority programs, services and service levels.
- B. Fiscal Planning: Financial forecasting will be grounded in best-available data/information and historical trends.
- C. General Guidance for FY 23-24
 - 1. Based on forecast modeling, the aggregated growth in General Fund expenditures is targeted for 6% to 7% over the FY 22-23 adopted level.
 - i. FTE growth is assumed to be status quo – with no major investments in General Fund staffing levels. The priority is to fund existing COLA, step adjustments and associated benefit costs for existing employees.
 - ii. Materials and supplies are targeted for minimal growth. Departments should scrutinize M&S line-items and prioritize expenses accordingly.
 - iii. Strategic Plan and other Board directed priorities should be discussed with Finance Director and County Manager prior to including in requested budget.
- D. Base Budget Assumptions for FY 23-24: General Fund Departments will be provided a base budget amount. The base allocation is calculated using departments adopted 2022-23 budgets and includes any known adjustments, either increases or decreases, in expenses for the coming budget cycle.
 - 1. Base Budget Elements:
 - i. Staffing Levels: The base budget includes a “status quo” position type and FTE (Full-Time Equivalent) count.
 - ii. Materials & Services: The base budget does not include an increase for materials and supplies above the current 2022-23 budgeted

- iii. levels. Departments should critically examine past spending patterns by line-item to see if increases or decreases are necessary.
 - iv. Budget Requests Beyond Base: Personnel or program expenditure changes that departments cannot accommodate within their base budget allocation must be submitted to, and discussed with, the Finance Department and County Manager prior to budget submittal.
- E. Revenue Estimates: Departments should budget for revenues based on the best information available during the budget process. If additional information becomes available during the budget process, it should be provided to the Finance Director on a timely basis. Accuracy in revenue/expenditure estimates is critical. New revenues should be estimated based on available information the first year. Subsequent annual estimates should also take into consideration actual receipts from the previous year. One-time resources should only be used for one-time expenditures/uses, and recurring resources should be used for recurring expenditures/uses.
- F. Pursuit of New Departmental Revenues: Departments shall pursue revenue sources to the fullest extent possible for all services using activity-based costing to determine all cost drivers, both direct and indirect, for fee setting purposes. Any new revenue sources should be used to offset the cost of existing staff and programs, rather than funding new staff or programs. Fee schedules will be reviewed annually to ensure costs are recovered.
- G. Expenditure Reductions: In the event that reductions in revenues require expenditure reductions from the base budget level, recommendations will be guided by the Board's adopted Resource Management Strategy.
- H. New Discretionary Programs: New discretionary programs should be discussed with the Finance Director and County Manager prior to inclusion in the department's budget submittal using the Personnel and Work Program Change form. The impact of new or expanded programs on overhead services (information system services, financial services, building/grounds maintenance, human resource services, budget services, etc.) shall be evaluated to determine if overhead services need to be increased due to the addition of new programs. The costs of increases in overhead services attributed to additional programs shall be included in the analysis of the total cost of new programs. Should outside funding for a program expire, the program may be adjusted or eliminated by the Board of Commissioners.
- I. Full Cost Recovery: County staff shall make every effort to assign costs in the department where they occur through the use of interdepartmental/interfund charges and indirect cost percentage assignments. The intent is to clearly define the actual cost of each direct service the County provides internally or externally. The first priority is the recovery of overhead costs from all funds and grant programs and from County Service Districts, through the use of the County's Indirect Cost Allocation Plan.
- J. Expected Expenditure Level(s): General Fund organization units are expected to spend under the appropriated spending level. Historically, the General Fund expends between 88% and 92% of the appropriated level. For sake of forecasting,

an average expenditure rate based on the historical expenditure amounts is factored into the projected year-end spending and is a cornerstone to financial stability and viability.

III. Non-General Fund Budgets:

- A. General Fund Contributions: For activities or programs funded primarily from non-General Fund sources, Departments are to prepare budgets holding any General Fund contribution to no more than the amount provided in the current (2022-23) fiscal year, subject to the availability of funds. Whenever possible, reductions in General Fund contributions should be identified.
- B. Revenue Reductions: Non-General Fund departments experiencing reductions in State-shared or federal revenues or other earned revenues should not include a General Fund contribution offsetting the reduction.
- C. Revenue Estimates: Departments should budget for revenues based on the best information available during the budget process. If additional information becomes available during the budget process, it should be provided to the Finance Manager on a timely basis. Accuracy in revenue/expenditure estimates is critical. New revenues should be estimated based on available information the first year. Subsequent annual estimates should also take into consideration actual receipts from the previous year. One-time resources should only be used for one-time expenditures/uses, and recurring resources should be used for recurring expenditures/uses.
- D. Overhead Cost Allocation Charges: All non-General Fund departments should budget the amount allocated to that department in the County's Indirect Cost Allocation Plan.
- E. Cost Efficiency: As with the General Fund, staff responsible for non-General Fund budgets will prepare fiscally conservative budgets and will seek savings wherever a balance between cost efficiency and the quality of public service can be achieved.
- F. General Fund Transfer Savings: Budget and Finance will monitor and work with departments on the necessity of making all or some of the budgeted General Fund transfers to non-General Fund departments.

IV. General Fund Reserve Goals:

- A. Managing the General Fund Reserve is a core strategy to ensure priority services are funded and the long-term financial health of the General Fund is maintained. The General Fund Reserve strategy is informed by the following goals:
 - a. Maintain a financial position that provides the time necessary to manage/respond to year-to-year fluctuations in revenues and/or expenses. The reserves provide critical time to analyze, strategize and implement strategies to balance revenues and expenditures without negatively impacting priority services and service levels.
 - b. Maintain a favorable Bond Rating

- c. Compliance with financial best practices, per Government Finance Officers Association (GFOA)
 - d. Plan for unforeseen events (recession, natural disaster, other emergency or unanticipated event) within limits of discretionary revenues.
 - e. Maintain positive cash position from beginning of fiscal year to tax collection in November.
- B. General Fund Reserve Goal: The County will manage the General Fund with the goal of maintaining the Reserve within a range of 20% to 30% of budgeted expenditures, excluding Contingency. This equates to 2.5 to 3.5 months of expenses. The minimum reserve level is established at 20%.
 - a. The Reserve amount is derived by three elements:
 - i. Contingency (the General Fund has single contingency – Org Unit 9900)
 - ii. General Fund Stabilization (Special Fund – Org. Unit 1200)
 - iii. Unappropriated Ending Fund Balance
- C. Use of Contingency: In all funds, no expenditure can be made using budgeted contingency prior to approval from the Board of County Commissioners. With the approval, the expenditure authority budgeted as contingency will be reduced and the appropriate expense account(s) will be increased by the same amount. Prior to requesting Board approval any request made by a department for use of contingency must first be approved by the County Manager or designee, and must address the following considerations:
 - 1. Need: reason the expenditure is necessary in the current fiscal year.
 - 2. Planning: reason this expenditure could not have been anticipated during the budget process.
 - 3. Alternatives: besides contingency, how can the organization realistically fund this request and what are the impacts.
- D. Special Projects Fund: Retain no more than the lowest year of actual timber receipts over the last fifteen (15) years in the General Fund, not to exceed the amount required to support the current level of General Fund services. Additional timber monies shall be transferred to the Special Projects Fund, only in an amount necessary to meet the anticipated capital requirements for the 2023-24 FY, where the monies will be used to fund General Fund capital projects and other one-time expenditures. Ongoing operating expenditures will not be funded using the Special Projects Fund.
- E. General Fund Resource Stabilization Account: Maintain a Fund to set aside timber revenue resources that are in excess of the fifteen (15) year low and once Special Projects needs have been identified, to provide a long-term resource for General Fund operations in the event timber revenues received are insufficient in the future. The General Fund Stabilization Account will be used to meet General Fund financial commitments in any year when the County's timber revenue projection is less than the total amount of current year commitments including the amount provided to the General Fund for operations as set forth in Section IV D., above and any debt payment obligations.

V. Matching Funds:

- A. County Share: If State funding is reduced, there should be no increased County share for programs funded primarily from non-General Fund sources, unless otherwise approved by the Board of Commissioners. The exceptions would be for high priority programs identified in the Resource Management Strategy or any mandated increases in the County share. Staff shall consider the effect of reducing the existing General Fund match to the lowest allowed by State/Federal mandates.
- B. In-kind Contribution: In-kind resources already allocated by the county will be used first as matching funds for grant purposes. Hard dollar match resources will be used last.

VI. Lobbying and Grant Applications:

- A. Approval to Pursue: County Manager's Office approval is necessary before appointed County representatives and employees may pursue, in accordance with the County Legislative Guide, lobbying efforts on matters having budget implications, and before grant applications are submitted to the granting agency. Elected department heads should advise the Manager's Office before official positions are taken on matters that might have budget implications.
- B. General Fund Matching Funds: General Fund match or share of the cost of a grant project may not be included in grant applications without the prior review and approval of the County Manager or designee.

VII. New Positions and Programs:

- A. Considerations of New Positions and Programs: Consider new positions and programs only if the cost of the position or program is offset by non-General Fund sources legally tied to the new position, or if the cost of the position is offset by new external revenues, and the position is required to generate those revenues, or is pursuant to item II.H., above. Cost estimates for new positions will include office facility space, equipment, rent, utilities, supplies, related increases in overhead services (as identified in II.I. above), etc.

VIII. Mid-Year Budget Reductions:

- A. Revised Revenue or Expense Estimates: If additional information concerning revenue reductions or significant expense increases becomes available after the start of the 2023-24 fiscal year, it may be necessary to make budget adjustments. These adjustments will be made in accordance with the Board's adopted Resource Management Strategy.

IX. Mid-Year Requests, General Fund Contingency:

- A. Non-Emergency Requests: In those cases where a department is required to absorb an unanticipated cost beyond its control of a non-emergency nature, departmental resources must first be exhausted prior to a transfer from General Fund contingencies. Upon conducting a final financial review of departmental budgets

towards the end of the year, a transfer from contingency may be made to cover unanticipated costs that could not be absorbed through the year.

- B. Emergency Requests: Emergency requests during the fiscal year will be submitted to the Budget and Finance Department for recommendation and forwarded to the County Manager and Board of Commissioners for consideration.

X. Employee Salary Adjustments:

- A. Cost of Living Adjustment: Budgeted personnel services expenditures will include an amount to account for a cost of living adjustment for all employees. The amount budgeted for this purpose will consider the most recent consumer price index information available at the time the budget is prepared, existing collective bargaining agreements, and other relevant information.
- B. Step Adjustments: Budgeted personnel services expenditures will include an amount to account for annual step adjustments for all employees who are not currently at the top of their range. Annual employee adjustments will be in accordance with union contracts as well as applicable salary schedules.

XI. Budget Controls:

- A. Legal Compliance: The County Budget Officer or designee will continue to review and control departmental budgets to ensure legal compliance with all applicable rules and regulations.

XII. Contribution(s) to Outside Agencies:

- A. The Board, to the extent resources are available, may allocate up to \$30,000 in General Fund resources for contributions to outside agencies or organizations to be applied for through a grant application process.

XIII. Discretionary Resources:

- A. Maximize Board's Discretion: Wherever legally possible, revenues are to be treated as discretionary resources, rather than as dedicated to a particular program or service. The goal is to give the Board as much flexibility as possible in allocating resources to priority services and service levels.

XIV. Dedicated Resources:

- A. Room Tax Revenues: 7% of the 9.5% room tax monies are not legally dedicated to fund particular programs or services and would fall under discretionary resources. The additional 2.5% is to be distributed as directed by ORS 320.350 which allows 70% of the new revenue to be used to fund tourism promotion or tourism-related facilities. The remaining 30% of the increase can be used in a discretionary manner and under the Board's direction is intended to be used to fund storm water drainage and improvements to public roads primarily in Arch Cape, or any legal costs associated with legal action taken by citizens of unincorporated Clatsop County against the county on land use issues.

Per Ordinance No. 2018-07 a county-wide tax of one percent is being imposed on transient lodging (room tax). Of this one percent tax increase, a portion of the 70% is to be used to fund tourism promotion or tourism-related facilities and shall be distributed to the Cities within which the tax was collected from. The remaining 30% collected for General Fund purposes shall be used for jail operational costs.

- B. Video Lottery Revenues: Video Lottery monies must be used to further economic development, as defined by the Board. The Board recognizes that a wide variety of County programs and services further economic development, by helping to create climate that makes economic development possible. The first priority for use of video lottery monies will be those existing or new County programs, services, or projects that the Board finds are supporting economic development in the County.
- C. Parks Land and Acquisition Maintenance Fund: Spending priorities for the Parks Land and Acquisition Maintenance Fund are as follows:
 - 1. Matching funds for grants for new or existing Parks facilities that generate revenue;
 - 2. Urgently needed maintenance of existing parks facilities; and
 - 3. Recognition that a portion of the fund be used to support parks operating expenses.

When the Parks operation begins to generate revenue beyond the amount needed to cover actual operational costs without General Fund support, the excess amount will be returned to the Parks Land and Acquisition Fund to support parks acquisition and/or major improvements.

- D. Industrial Revolving Fund: These monies are to be spent pursuant to ORS 275.318(3) which includes:
 - 1. Engineering, improvement, rehabilitation, construction, operation or maintenance,
 - 2. including pre-project planning costs, of any Industrial Facility as defined in ORS 271.510 and specifically including off-site transportation or utility infrastructure that is necessary or appropriate to serve a development project.
- E. Use of Dedicated Funding Sources: Whenever legally possible, the funding responsibility for dedicated programs or activities to appropriate dedicated funding sources should be used. Thus, freeing up scarce discretionary resources to fund Board priorities.

XV. Unappropriated Ending Fund Balances:

- A. Limit Unappropriated Ending Fund Balances: To provide the most budget flexibility during the year, limit the use of unappropriated ending fund balances to circumstances where they are required by law. Rather than use unappropriated fund balances, the goal should be to place any monies not needed for current expenditures in the relevant funds' operating contingencies.

CLATSOP COUNTY RESOURCE MANAGEMENT STRATEGY

Guiding Policies & Principles

1. Recognizing its financial limits, the County will make a distinction between two different types of services: those that are funded primarily from County discretionary resources; and those that are funded primarily from dedicated resources:

- * County discretionary resources fund traditional county services that have historically been funded by discretionary resources, and are not services that generate significant revenues from fees or other sources. The County will fund these programs primarily from discretionary resources.
- * Dedicated resources (e.g., fees, grants, state-shared revenues) are traditional county services that have historically been funded primarily with dedicated resources, or if they are traditional county services and may generate significant revenues from fees or other sources. Frequently, these services will be state or federal programs that the County administers locally, such as Parole & Probation. The County will fund these programs primarily from dedicated resources. Exceptions may be made, on a case-by-case basis, only by the Board of County Commissioners. One criterion will be whether the County would incur more significant discretionary costs in another part of the system by failure to provide discretionary support to a county-wide service funded by dedicated resources.

2. The County services funded by discretionary resources are listed below:

Functional Area

- Public Safety and Justice
- Public Health
- General Government Direct Services
- Community Development, Land Use, Transportation, Housing, Economic Development, and Capital
- Culture and Recreation

As additional discretionary resources become available, the Board of Commissioners will consider the priority of functional areas as part of the decision-making process in determining which programs will receive additional and/or new funding.

The County's overhead programs will not be prioritized, but will be sized to the need and size of the overall organization.

3. Generally, wherever possible, the County's goal is to make fee-supported programs self-sufficient. This includes recovering those programs' appropriate share of the County's overhead costs.
4. Where legally possible, the County will consider using dedicated resources to fund high priority programs related to the purpose for which the dedicated funds are received.

General Policies and Principles

1. When faced with a potential reduction in resources, the County's goal is to continue to provide high priority services in a professional, effective and efficient manner. Consequently, to the extent possible, across-the-board reductions in expenditures will be avoided. Reductions will be made on a case-by-case basis, focusing on each individual program or service.
2. Expenditure reductions will attempt to preserve the higher priority functional areas as much as possible; however, all functional areas may have to share in the overall need for reductions. Wherever possible, it will also be the County's goal to reduce the quantity of a service being provided, rather than the quality of service (e.g., limit the number of recipients of a service, rather than the quality of service provided to the remaining recipients).
3. For purposes of the 2023-24 fiscal year budget, the County will not consider seeking voter approval for a new or increased broad-based discretionary revenue source (such as a new property tax base, sales tax or real estate tax) to offset any reduction in revenues.
4. Recognizing that it is not prudent to fund current operations at the expense of long-term capital or planning programs, every effort will be made to continue capital and planning programs geared to the County's long-term needs.

Resource Management Priorities

If, as a result of loss of a significant amount of discretionary resources, expenditure reductions become necessary, those reductions will be made roughly in the following order:

1. First, County contributions to outside organizations will be reduced or eliminated. If this proves insufficient, then
2. Moderate reductions in discretionary support will be made on a case-by-case basis. These reductions will focus first on programs funded by dedicated resources and then low priority services funded by discretionary resources. Reductions made at this point will generally not have a significant impact on service levels. If this proves insufficient, then
3. Any discretionary funding for County-wide services that are funded by dedicated resources will be reduced or eliminated. This may apply to programs or activities expanded or started with discretionary resources within the last few years. Exceptions may be made on a case-by-case basis, by the Board of County Commissioners. One criterion will be whether the County would incur more significant costs in another part of the system by failure to provide discretionary support to a County-wide service funded by dedicated resources. If necessary, where legally possible the County will consider turning these programs over to the state. If this proves insufficient, then
4. Discretionary funding for programs funded by discretionary resources will be reduced or eliminated. To the extent possible, funding reductions will attempt to preserve the higher priority functional areas as much as possible; however, all functional areas may have to share in the overall need for reductions. If necessary, the County will consider

turning programs over to the state where legally possible. County mandated services funded by discretionary revenues are listed below:

Functional Area

- Public Safety and Justice
- Public Health
- General Government Direct Services
- Community Development, Land Use, Transportation, Housing, Economic Development, and Capital
- Culture and Recreation

General Government overhead will be sized to the needs and size of the rest of the organization. If this proves insufficient, then

5. A reduced County workweek will be proposed to achieve salary savings.

If, due to a loss of state-shared revenue, significant expenditure reductions become necessary in programs that are primarily the state's responsibility, then the County will consider returning responsibility to the state for operating those programs.

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STRATEGIC PLAN 2021

CLATSOP COUNTY

ANNUAL UPDATE
FY 23-24 PRIORITIES
ADOPTED MAY 2023

STRATEGIC PLAN 2021

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CLATSOP COUNTY BOARD OF COMMISSIONERS



Mark Kujala
District 1
Chair



Courtney Bangs
District 4
Vice Chair



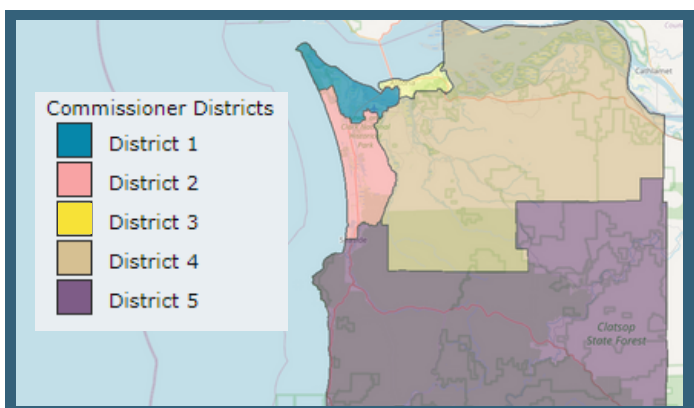
John Toyooka
District 2



Pamela Wev
District 3



Lianne Thompson
District 5



Mission

Clatsop County will:

- Identify the broad services it understands community members want and are willing to support
- Provide those services effectively, efficiently, equitably, within budget, and in partnership with other public, non-profit, and private sector service providers.

Vision

In a world of change and uncertainty, people trust Clatsop County to provide public services and facilities in an effective, efficient, and equitable manner.

Guiding Values

Engagement and Collaboration

Leadership in County-wide coordination of services and problem solving by bringing together, engaging, listening to, and cooperating with community members and stakeholders of diverse backgrounds, experiences, thoughts, and perspectives.

Effectiveness and Efficiency

Decision-making and operations that effectively and efficiently achieve outcomes consistent with the vision.

Equity

Equitable treatment, access, opportunity, and advancement for all.

Transparency and Accountability

Public policy decisions are made in open meetings. The County is accountable for its decisions and their implementation.



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COUNTY MANAGER'S MESSAGE

Don Bohn

Sometimes it seems like the only constant we've experienced over these past few years in our County, state and nation has been change.

Managing change is hard, yet when we take the time to thoughtfully plan and set priorities, change can be transformative.

The Clatsop County Board of Commissioners adopted a strategic plan in January 2021, setting a direction for our future that holds County government employees accountable for turning the Board's vision and values into reality.

Each year since, your Clatsop County Board of Commissioners has gathered to reassess their plan, address new challenges, and determine how we as a County and community can become more resilient and navigate forward in a sustainable manner.

The Fiscal Year 23-24 priorities once again reflect our County's commitment to transparency and fiscal stewardship. They are realistic, detail our priorities and fiscal challenges, and set important benchmarks with results we will strive to attain.

We are at a pivotal point as a County and community, and this plan can help guide us through any rough waters ahead. But before we take a look at future plans, we want to highlight and celebrate key strategic plan accomplishments. They remind us that when we face challenges together and take thoughtful action, we make our County stronger.

A handwritten signature in blue ink, appearing to read "Don Bohn", with a stylized flourish at the end.

OUR PROGRESS

HOUSING

The lack of affordable and transitional housing is a critical issue impacting individual and family decisions regarding staying in or moving to Clatsop County.

- Through the state grant Project Turnkey 2.0, Clatsop County purchased the Columbia Inn in Astoria, began renovations to transform it into an emergency shelter that can house up to 75 individuals, and is entering into agreements with local nonprofit organizations to run the shelter.
- Clatsop County created a land transfer process where local municipalities and nonprofit organizations can request Clatsop County land that the county received through tax foreclosures. The City of Seaside has received land parcels and is looking at turning the space into affordable housing.
- An online dashboard was created for the public and municipalities. It maps all known affordable housing units within Clatsop County and shows new housing development — market-rate, workforce, and affordable — in real-time.
- The Clatsop Regional Housing Taskforce is a partnership between representatives from each city and the County (elected officials and staff), as well as local school districts and hospitals. Together we are identifying and supporting regional solutions to address residents' housing needs.
- Pre-development grants are made available for affordable housing initiatives.

CHILDCARE

Child care advisory group and grant program.



COMMUNICATIONS PLAN

The County has implemented our Communications plan and now provides more timely and relevant information to residents, businesses and guests. The County communicates daily through social media channels and provides in-depth information through our online Weekly Bulletin.

The Communications team developed strong working relationships with the Emergency Management Department, ensuring the public was kept well-informed during five wildfires, two summer air quality advisories and three winter storm advisories.

CONSOLIDATED 9-1-1 DISPATCH STUDY

This is an ongoing collaboration with city partners to develop a feasible plan to integrate /consolidate 911 emergency communications. The benefits to our community would include faster response times and an easing of staffing shortages at 911 call centers.

OUR PROGRESS

COMPLETED STUDY OF ANAEROBIC DIGESTER

Waste from high strength organic waste feedstocks produced by breweries/distilleries, seafood processors and septage haulers need special attention. That is why Clatsop County, local cities, and industries came together to develop a strategy to safely remove these wastes.

The next step is identifying a project champion who will take the lead on moving this project further.

FAIRGROUNDS MEMORANDUM OF UNDERSTANDING

Clatsop County worked closely with the Clatsop County Fair Board to update our agreement. The County now supervises county fair employees while the Fair Board retains their governance responsibilities and the hiring of the fairgrounds manager.



UPDATED BUDGETING PROCESS

County management continues to work with the Board of Commissioners and the Citizen Budget Committee members to improve the budget process and document. The budget document guides budget and staff priorities and serves as a statement of the strategic initiatives of the County.

PURCHASE/SALE OF NORTH COAST BUSINESS PARK

Clatsop County Board of Commissioners approved the sale of the North Coast Business Park in Warrenton. The property is near the U.S. Highway 101, just north of S.E. Ensign Lane.

The park is one of the last major industrial parcels of land in Clatsop County that is potentially developable and has access to the major highways and the airport. The County bought the acreage in 1991.

Possible uses include warehousing, manufacturing, flex space, automotive services, self-storage that includes space to store RVs and boats and a place to sell wholesale forest products.



SOLID WASTE FRANCHISE ORDINANCE

A Solid Waste Franchise allows local governments to better regulate the waste collection industry. This includes amounts charged for collection and services that are offered —such as recycling. The County also will receive a franchise fee from the Waste Collectors participating in the Franchise agreement.

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STRATEGIC PLAN FOCUS AREAS

The Clatsop County Board of Commissioners' objectives are organized in five focus areas:

Governance — How we will effectively, efficiently, and transparently choose and deliver key valued services that are consistent with our vision, mission and guiding values.



Infrastructure — How we will build or maintain public spaces and utilities, such as roads, water and wastewater treatment plants and pipes.



Economic Development — How we will help create and sustain a strong, diverse, and resilient economy now and for generations to come.



Environmental Quality — How we will protect, conserve, and promote the sustainability of natural resources in our intertwined ecosystem that provide life and sustenance to the County's partners.



Social Services — How we will promote community well-being and provide services that improve the quality of life for individuals and families in collaboration with our state, regional, and community partners.



The following pages detail the adopted Strategic Plan priorities for FY 2023-24 and how the Board of County Commissioners and County employees will address them.

- **Tier 1 - High Importance**
- **Tier 2 - Medium Importance**
- **Tier 3 - Low Importance (appendix)**

FY 2023-24 PRIORITIES

TIER 1

FOCUS AREAS

-  Governance
-  Infrastructure
-  Economic Development
-  Environmental Quality
-  Social Services

Sustainable County Operations

- **Action:** Create a plan for sustainable County operations that addresses:
 - How and what the County procures,
 - Feasible energy efficiency goals for County facilities and equipment, and
 - Fiscal sustainability.
- **Result:** Adopt plan
- **ESTIMATED COMPLETION:** JUNE 2024

Consolidated Emergency Communications

- **Action:** Continue collaboration with city partners to develop a feasible plan for integrated/consolidated emergency communications (9-1-1).
- **Result:** Governance model for County-wide integration of emergency communications (9-1-1)
- **ESTIMATED COMPLETION:** JUNE 2024

Transportation Safety Improvements

- **Action:** In collaboration with the State, develop a County/State plan with initiatives for safety improvements along County and State roads and HWYs.
- **Result:** County/State plan and identified initiatives
- **ESTIMATED COMPLETION:** JUNE 2024

Economic Development Strategies Plan

- **Action:** Implement feasible recommendations from the County's local development code that addressed barriers to housing development. Engage local jurisdictions and partners in discussions about possibly creating a County-wide economic development plan or strategy for each sector.
- **Result:**
 - Adopt changes to County development code
 - Develop a regional consensus regarding the pursuit of a County-wide economic development plan or strategy for each sector.
- **ESTIMATED COMPLETION:** JUNE 2024

FY 2023-24 PRIORITIES

TIER 1

FOCUS AREAS

-  Governance
-  Infrastructure
-  Economic Development
-  Environmental Quality
-  Social Services

FEMA BiOp

The Biological Opinion (BiOp) is a report issued by NOAA and the National Marine Fisheries Services that identifies the potential impacts to endangered species and habitats caused by FEMA's National Flood Insurance Program.

- **Action:** Continue advocating for County's concerns and interests regarding the FEMA BiOp by
 - Engaging with the State legislature,
 - Participating in the NEPA process, and
 - Participating in any form of the regulation process for floodplain management.
- **Result:** Plan for implementing required changes
- **ESTIMATED COMPLETION:**

Child Care

- **Action:** Continue supporting the expansion of local child care services through the County's Retention and Expansion Child Care Grant Program.
- **Result:** Distribute FY 23-24 award to grant recipients
- **ESTIMATED COMPLETION:** JUNE 2024

FY 2023-24 PRIORITIES

TIER 2

FOCUS AREAS

-  Governance
-  Infrastructure
-  Economic Development
-  Environmental Quality
-  Social Services

Community and Stakeholder Engagement

ACTION: Develop a community engagement plan for the County.

RESULT: Adopt plan

ESTIMATED COMPLETION: JUNE 2024

Equitable Access to County Services

ACTION: Create a plan to ensure equitable access to County services.

RESULT: Adopt plan

ESTIMATED COMPLETION: DECEMBER 2025

Rural Broadband Expansion

ACTION: Support private sector initiatives to enhance internet/broadband infrastructure in underserved and rural areas of the County.

RESULT: Plan for next steps

ESTIMATED COMPLETION: JUNE 2024

Tide Gates, Levees, and Dikes

ACTION: In collaboration with local districts, evaluate the current condition of existing tide gates, levees, and dikes and develop a work plan for addressing the identified needs.

RESULT: Work plan

ESTIMATED COMPLETION: DECEMBER 2024

Increase Workforce Housing Inventory

ACTION: Continue participating in the Clatsop Regional Housing Taskforce and develop a plan or identify a strategy to support workforce housing development within the County.

RESULT: County plan or strategy

ESTIMATED COMPLETION: JUNE 2024

FY 2023-24 PRIORITIES

TIER 2

FOCUS AREAS

-  Governance
-  Infrastructure
-  Economic Development
-  Environmental Quality
-  Social Services

Homelessness Initiatives/Actions

ACTION: Develop a long-term plan to support sustainable operations at the new Columbia Inn emergency shelter.

RESULT:

- Plan for sustainable operations at the Columbia Inn.

ESTIMATED COMPLETION: JUNE 2025

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APPENDIX:

- FY 2023-24
TIER 3 PRIORITIES

FY 2023-24 PRIORITIES

TIER 3

FOCUS AREAS

-  Governance
-  Infrastructure
-  Economic Development
-  Environmental Quality
-  Social Services

Carrying Capacity Analysis

- **ACTION:** Conduct an analysis of the carrying capacity of water infrastructure (such as water availability and wastewater management) in the Lewis and Clark area.
- **RESULT:** Recommendations created from carrying capacity analysis
- **ESTIMATED COMPLETION:** JUNE 2026

Evacuation Routes

- **ACTION:** Begin implementation of the County's Tsunami Evacuation Facilities Improvement Plan (TEFIP) by designating land for assembly areas.
- **RESULT:** County land designated for assembly areas (designated places for evacuees and survival equipment in the event of a tsunami)
- **ESTIMATED COMPLETION:** JUNE 2026

Impacts of Sea Level Rise on Public Infrastructure

- **ACTION:** Work in partnership with the City of Cannon Beach, Fort Stevens State Park, the Department of Land Conservation and Development, and a NOAA Coastal Management Fellow to develop a plan for sea level adaptation.
- **RESULT:** Plan for unincorporated Clatsop County
- **ESTIMATED COMPLETION:** MAY 2024

Water Quality & Quantity Monitoring

- **ACTION:** Continue engaging with local watershed councils and identify how to support their work.
- **RESULT:** Plan for support
- **ESTIMATED COMPLETION:** DECEMBER 2024

FY 2023-24 PRIORITIES

TIER 3

FOCUS AREAS

-  Governance
-  Infrastructure
-  Economic Development
-  Environmental Quality
-  Social Services

Management of Septage

- **ACTION:** Collaborate with cities and haulers to identify a pathway for local acceptance of septage. Work with the regional Community Action Team to disburse septage assistance grants.
- **RESULT**
 - Develop a strategy for local acceptance of septage
 - Identify grant recipients
- **ESTIMATED COMPLETION:** JUNE 2025

Behavioral Health Crisis Stabilization Plan

- **ACTION:** Facilitate/coordinate round table discussions with community providers about next steps for expanding the County's behavioral health crisis stabilization capacity.
- **RESULT:** Strategy for next steps
- **ESTIMATED COMPLETION:** JUNE 2025

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Long-range Financial Plan Development

What is a “Long -range Financial Plan?”

A Long-range Financial Plan (LRFP) provides a “road map” for where Clatsop County wants to go financially and how it plans to get there, by combining financial forecasting with financial strategizing. The LRFP is intended to serve as a tool to identify problems and opportunities, and to provide the Board of Commissioners, citizens, and staff with the insight required to address issues impacting the County’s financial condition.

Why does the County need a Long-range Financial Plan?

A Long-range Financial Plan is needed as a communication aide for citizens, staff, and rating agencies. When County Commissioners and staff receive questions from constituents, the LRFP will help provide answers that are consistent and factually supported. The LRFP clarifies the County’s financial strategic intent and imposes discipline on decision makers by highlighting the cumulative effects of decisions.

Who benefits from having a Long-range Financial Plan?

- **Citizens** – Effective financial stewardship enhances the quality of life for the County – increasing the desirability of the County as a place to live.
- **Commissioners** – Long-range Financial Plans offer guidance to new Commissioners. The plan also serves as an ongoing context for the Commissioner decisions, thereby providing consistency and quality control.
- **Businesses looking to operate within the County** – Long-range Financial Plans increase certainty for business decisions which in turn increases the desirability of the County as a place to locate.
- **Department heads and staff** – Knowledge of the County’s LRFP allows them to feel more secure in the County’s financial future.

How was the Long-range Financial Plan Developed?

The County Commissioners set financial goals and priorities with input from the citizens. The LRFP Team relied on these goals and priorities to develop the LRFP for the Commission to adopt. The development of the LRFP was broken out in to the following major phases:

1. **Mobilization Phase:** This phase puts in place the cornerstones for financial planning which include resources to undertake the planning, preliminary financial analysis, definition of the underlying purpose of the planning process, the County’s service-level priorities, financial policies, and the scope of the planning effort.
2. **Analysis Phase:** This phase focuses on the County’s financial position, making long-term projections, and then analyzing the County’s probable future position.
3. **Decision Phase:** This is phase is where the strategies, plans, and adjustments are created and agreed upon.
4. **Execution Phase:** This final phase carries the plan forward into action.

LRFP Implementation

With the uncertainties of the economy as well as revenue limiting measures that have affected the county, there are a number of financial challenges that involve the County's General Fund. The focus of the LRFP involves the following key issues:

- The fundamental financial and budgetary policies set to preserve, if not strengthen, the County's fiscal health and guide the future financial management of its operation,
- Opportunities to enhance existing and available revenue streams that equitably target cost recovery on individual beneficiaries in order to preserve general resources for greater public benefit,
- Guidelines for sustaining administrative expenditure levels in relative proportion to the direct public services provided,
- The purpose, condition, and future role of the County's General Fund reserves in sustaining and stabilizing adopted levels of service to the public, and
- Comparisons with other Oregon counties and best practices to ensure that Clatsop County is fully utilizing governmental resources within a range comparable to their neighbors elsewhere in the state.

Based on the above key issues the county has taken several strategies to address the opportunities and challenges that it faces and reevaluates these strategies on an annual basis. These opportunities and strategies include:

- Broadening the County's budget policy framework and budget information,
- Improving the County's Indirect Cost Allocation Plan to recover additional revenues,
- Taking action to set and increase fees,
- Consideration of other revenue sources,
- Increasing reserves, and
- Maintaining a separate unreserved fund balance in addition to the contingency budget in either the General Fund or Special Projects Fund.

Overview

The goal of this Five-Year Financial Forecast is to assess the County's ability over the next five years to continue to effectively provide services to the residents at current levels based on projected growth, to meet goals set by the Commissioners, and to preserve the County's long-term fiscal health. The forecast serves as a tool to identify financial trends, potential shortfalls, and arising issues so the County can proactively address them.

It is important to stress that this forecast is not a budget. The forecast provides an overview of the County's fiscal health based on various assumptions over the next five years and to provide the Board of Commissioners, Budget Committee, management, and the citizens of Clatsop County with a financial outlook beyond the annual budget cycle. The five-year forecast is intended to serve as a planning tool to bring a long-term perspective to the budget process. Responsible financial stewardship is imperative to provide for the current and future needs of the county. Forecasting is a useful method to help make informed financial decisions that will ensure the County's future vitality and economic stability.

The Government Finance Officers Association (GFOA) recognized the importance of combining the forecast of revenues and expenditures into a single financial forecast. The GFOA also recommends that a government should have a financial planning process that assesses long-term financial implications of current proposed policies, programs, and assumptions in order to develop appropriate strategies to achieve its goals.

Forecast Methodology

Economic forecasting is not an exact science. Rather, it is dependent upon the best professional judgment of the forecaster. To enhance the accuracy of projections, the County identifies factors that contribute to changes in revenues and expenditures, such as service demand by the public, the pace of development, inflation, personnel costs, and projected future events that will affect operations. A goal of forecasting is to neither be overly optimistic nor pessimistic when displaying revenues and expenditures.

While a forecast is designed to model the future, unforeseen circumstances and events do arise that affect the accuracy of the forecast. Examples of unpredictable items include such things as future interest rates, state harvesting levels and or damage or destruction to the state forests within the county.

The forecast focuses on the County's General Fund and uses the adopted budget for the fiscal year (FY) 2022-23 as the base year of the forecast. The adopted budget for FY 2022-23 is then adjusted for various known items that have occurred since the Commission adopted the budget in June of 2022, and projections for 2022-23 are developed. The five-year forecast is then grounded by Commission intent and levels of service as reflected in the adopted budget, adjusted for updates to revenues and expenses as the fiscal year unfolds.

Common Assumptions

Fund Description

The General Fund houses the County's major services the public associates with local government – Tax & Assessment, Clerk & Elections, Sheriff's criminal and corrections divisions, the District Attorney's Office, Emergency Management, Community Development Planning, Budget & Finance, IT, Buildings and Grounds, Parks, as well as general management of the County Manager and Board of Commissioners.

The General Fund revenues are largely driven by property taxes, which in turn are based on assessed values and new construction. A property's assessed value includes real property, and personal property and equipment. Under the State constitution, the assessed value for real property is limited to 3% growth. The residential sector is assessed using real property, while the commercial and industrial sectors may include personal property and equipment.

The assessed value differs from a property's real market value. The real market value is an estimation of the price at which the property could most likely be sold. Taxes are levied at the lower of the assessed value or real market value. Therefore, property tax revenue is influenced by cycles in the housing market – especially on the downward side. As real market values fall below the assessed value, property tax revenue declines, because the taxes levied are based on the lower real market value. However, the upside is limited, because as real market values increase, property tax revenues are constrained by the State constitution's limit on assessed value growth of 3%. New construction is one aspect that can significantly increase property tax revenue above the assessed value limitations.

The General Funds expenditures are driven by the community's demand for service. As the county population grows, the need for additional service grows, and the County Board of Commissioners considers adding personnel and associated expenditures to meet the demand for service.

Additionally, maintaining current service levels also cause the level of expenditures in the General Fund to increase. Over time, cost pressures such as inflationary increases to supplies, fuel, utilities, etc., cause General Fund expenditures to increase. Cost-of-Living adjustments, merit increases, and benefit increases cause the cost of labor to increase over time.

The County engages in continual financial review and oversight to ensure that services provided are adequately funded. This five-year forecast provides a brief snapshot into the future to judge overall trends.

Revenues

In general, this forecast reviews the revenue sources to the General Fund. Per Board Policy timber revenues are to be budgeted at the 15-year low and any excess revenues received are transferred to the General Fund Stabilization Fund (003). In addition, Oregon property tax limitation statute only allows for the growth of 3% per year for existing structures. The five-year forecast assumes an increase of 5% per year to account for increase in new construction and remodels, while still taking into consideration

the 3% discount of payment in full as well as a historical 6% uncollected tax rate; License and Permit revenues which include transient room taxes are forecasted with an increase of 5%; Fines, Use of Money, Charges for Service, and Miscellaneous have a forecasted average increase of 4%.

Expenditures

The business of county government is labor intensive; therefore projecting labor costs is a key component of this forecast. Key elements of this category include wages, retirement, and health insurance. This forecast assumes the County continues its current wage and benefit package. The forecast predict staffing salaries and wages will grow in general at a 3.3% rate over the next 5 years. This is based on labor contracts, merit and step increases for staff, as well as maintaining the current staffing levels. Benefits and other costs such as F.I.C.A, workers compensation, retirement and unemployment are assumed to increase approximately 4%. Annual inflation for materials and services is assumed to be approximately 5% per year.

Based on historical expenditure levels the forecast assumes an expenditure rate of 94% for total personnel expenses and 90% for total Materials and Services expenditures.

Clatsop County General Fund - Five Year Forecast (preliminary) FY 2024 - 2028						
	Projected 2022-23	Proposed/Projected Budget 2023-24	Projection 2024-25	Projection 2025-26	Projection 2026-27	Projection 2027-28
REVENUE						
TIMBER SALES	5,476,650.00	4,673,105.40	4,953,491.72	5,102,096.48	5,102,096.48	5,102,096.48
OTHER REVENUE	10,517,282.00	10,340,818.80	10,814,339.93	11,260,608.42	11,747,473.72	12,259,420.99
CURRENT YR PROPERTY TX	10,852,976.10	12,654,862.50	13,287,605.63	13,951,985.91	14,649,585.20	15,382,064.46
TRANSFERS IN	2,497,570.00	693,780.00	687,587.40	623,697.91	649,807.33	677,174.21
TOTAL REVENUES	29,344,478.10	28,362,566.70	29,743,024.68	30,938,388.72	32,148,962.73	33,420,756.14
Beginning Balance + GF Stab. BB	13,359,400.00	14,357,007.40	12,130,152.60	10,712,363.25	9,107,474.10	7,423,938.59
TOTAL RESOURCES	42,703,878.10	42,719,574.10	41,873,177.28	41,650,751.96	41,256,436.83	40,844,694.73
EXPENDITURE						
Total Personnel	21,553,766.61	23,018,156.00	24,067,589.20	25,177,411.34	26,173,920.97	27,125,982.37
Materials & Services	4,876,089.62	5,726,998.00	5,943,487.96	6,169,332.30	6,412,905.84	6,671,550.36
Special Payments	358,550.00	376,477.50	395,301.38	415,066.44	435,819.77	457,610.75
Transfers	2,410,940.00	1,467,790.00	754,435.50	781,467.78	809,851.66	839,654.75
TOTAL EXPENDITURES	29,199,346.23	30,589,421.50	31,160,814.04	32,543,277.86	33,832,498.24	35,094,798.23
Ending Fund Balance	13,504,531.87	12,130,152.60	10,712,363.25	9,107,474.10	7,423,938.59	5,749,896.50
Ending Fund Balance %	47%	40%	35%	28%	22%	17%

Clatsop County, through the Budget and Finance Department, maintains and implements the Budget Policies as well as the Strategic Plan/Resource Reduction Strategy set forth by the Board of County Commissioners. Independent of changing circumstances and conditions, these policies assist the County Commissioners and County Manager in decision-making. Overall, these policies help the County maintain financial stability and provide criteria for evaluating current activities and proposals for future programs. The Budget & Finance office ensures that revenue, expenditure, and debt management policies, listed below, are adhered to and implemented in accordance with GAAP/GASB standards. The Board of Commissioners Budget Policies and Strategic Plan/Resource Reduction Strategy can be viewed on the previous pages.

REVENUE POLICIES

- The County shall seek to maintain a diversified and stable revenue structure.
- The County shall calculate and consider the full cost of services provided when establishing user charges and service rates. Such charges and rates will be reviewed regularly.
- Grants and contracts shall be pursued only for those programs and activities that address recognized needs and are consistent with the County's policies and scope of services.
- Billable revenues shall be processed in a timely manner to minimize negative cash flow impacts.
- One-time non-recurring revenues (from such items as asset sales, court settlements, tax collection, and "windfalls") shall only be allocated for one time projects or expenses.
- Revenues which are difficult to accurately predict shall be conservatively estimated in order to help avoid necessary budget adjustments later in the year if the budgeted revenues do not materialize.

EXPENDITURE POLICIES

- The County shall strive to maintain current service delivery levels, especially for essential services, and improve priority services as finances permit.
- The County shall make every effort to minimize expenditure growth through the use of sound management techniques. We will encourage the implementation of technological or process improvements to reduce service costs without reducing service quality or quantity.
- Expenditure budget increases and reductions will be considered on a case by case basis.
- Expenditures shall be accounted for as necessary and appropriate to ensure adequate documentation for related revenue collections such as grant reimbursements, fee calculations, etc.
- Expenditure payments shall be processed within necessary timelines to avoid late fees and still maximize positive cash flow.
- Capital budgets will be developed with the consideration of, and pro-active planning for, the impact of capital spending upon the annual operating budget.
- The County shall pursue partnerships with other entities to increase the quality and/or quantity of services, and eliminate redundancies.
- Capital assets will be replaced on a cost effective and scheduled basis.

CLATSOP COUNTY DEBT POLICY

The County must have the ability to borrow money in order to finance capital projects and improvements that cannot or should not be financed exclusively from current operating budgets. Establishing a formal debt policy ensures the County has the necessary financial flexibility while having the option to continue to invest within itself to maintain its strength and viability. Debt policies maintain consistency in financial decisions while establishing a standard operating procedure to guide daily financial activities. A debt policy enhances our position in debt-related matters and can serve as a means to establish credibility with bond rating agencies.

HOW RATING AGENCIES VIEW A DEBT POLICY

Underwriting and municipal credit rating institutions base their evaluation of agencies upon its ability to ensure that new debt is incurred in a prudent manner while accessing their credit worthiness. This is particularly important if the County is to maintain or upgrade its present bond rating. Rating agencies have advised that one of the major criteria they use in evaluating credit worthiness is whether a local jurisdiction has the fiscal courage to adopt a formal debt policy which serves as a guideline for making decisions about how much new debt to incur or have outstanding at any given time. Generally, the criteria should relate to a conservative margin by which a county stays within state mandated debt limits. In summary, a local government should only borrow what it can afford and pay off that debt in a timely manner.

DEBT MANAGEMENT

The following debt management policies were adopted by the Board of County Commissioners (BOCC) and provide the general framework for planning, reviewing, and structuring debt proposals.

- The County recognizes that there are no absolute rules that can substitute for a thorough review of all information affecting the issuance of debt. Debt decisions should result from a balanced consideration of all relevant factors.
- The County will issue debt as needed and authorized by the BOCC in a form related to the type of improvement to be financed: General Obligation Bonds, Limited Tax Obligation Bonds, Revenue Bonds.
- Where appropriate and approved by the BOCC the County will issue short-term notes, i.e. TAN's or BAN's, where subsequent definite source(s) of revenue exist. Such definite revenue sources could include, but would not be limited to: Approved grants, authorized but unsold long term debt, taxes anticipated to be received later in the current fiscal year, asset sales.
- Short-term debt should not have maturities greater than three years, should not be rolled over for a period greater than one year, and should not be issued solely upon speculation that interest rates will rise in the near future
- Where appropriate and approved by the BOCC the County may issue or utilize Certificates of Participation, Limited Tax Revenue Bonds, or Capital Leases.
- The County shall seek to qualify with an A+ bond rating so that borrowing costs are minimized and our access to credit is assured.

- The County will issue long-term debt only for the purpose of: Acquiring land, acquiring or constructing capital assets or improvements, making major repairs or renovations to existing capital assets, acquiring capital equipment/systems wherein the useful life extends beyond 1 year or refunding existing long term debt.
- If long-term debt is issued to finance capital improvement projects, to the maximum extent possible, it shall only be for those projects referenced in the County's Capital Improvement Plan.
- Long-term debt will be issued for a period not to exceed the useful life of the projects or improvements financed, but in no event beyond thirty (30) years.
- Bond maturity schedules should be structured to achieve total debt service payments which are level or only slightly increasing over time.
- To the extent possible given the unique nature of each bond issue, the County will attempt to issue bonds through a competitive bid sale.
- The County will comply with any and all federal and state laws and regulations regarding arbitrage and reporting requirements.
- The County shall, as a target, maintain an average life of ten years or less for all outstanding debt. In no event shall the total average life exceed 14 years.

LONG-TERM DEBT

Long-term debt is defined as bonded indebtedness whose maturity is at least ten years from the issue date. Issues to be addressed in long-term debt planning may include, but not necessarily be limited to the following:

- Highest General Obligation Debt Strategy priority categories as identified in the County's Capital Improvements Program (CIP) shall be financed first. There should be an annual review and evaluation of high, medium and low priorities. Over time, general obligation (G.O.) debt strategy priorities may have to be adjusted as various factors and issues are identified.
- When developing funding strategies for categories of projects, the County should first use revenues unique to such projects, i.e.; grants, timber revenues, and gas tax for roads.
- A strategy to address general obligation bond funded priorities should relate to the financing of capital improvements caused by growth and must stay within prudent debt limits.
- Major new capital improvement projects and major rehabilitation projects shall be funded with general obligation bonds if no other revenue source can be utilized.
- The County shall not have general obligation debt at any one time outstanding, which is in excess of 2% of the County's real market valuation, current county RMV of \$8.7B allows a debt limit of \$174M. This limitation is consistent with the State statute's limitations on the County. In the event of catastrophic emergency, the County may have outstanding direct, property tax supported general obligation debt in an amount exceeding 2% of its real market valuation, but only in conformance with the provisions of ORS 287.054 and with the approval of the County's voters. Not only will this prevent an undue expenditure of taxpayer funds, it will also strengthen the County's position with regard to the financial community, especially rating agencies and underwriters.

- The total general obligation debt of Clatsop County will not exceed 50 percent of the total annual operating revenue.
- Every effort will be made to schedule even principal and interest payments for the repayment of debt so as to avoid fluctuations in debt service requirements and tax rates. Only in exceptional circumstances where it is to the taxpayers and the County's advantage will debt be scheduled on a non-even repayment basis. A policy of full disclosure will be followed in all financial reports and official statements for debt.
- Because debt financing involves long-term commitments, the projects that are financed through debt financing must have a useful service life that is at least equal to the debt amortization period. Therefore, debt financing shall be used only for capital expenditures and not for addressing maintenance items.
- Staff will evaluate the appropriate method of financing for each bond issue, considering all factors and select, in accordance with the Board of County Commissioners' authorization, the option that is the most economically favorable for the County.

SHORT-TERM DEBT

Short-term debt shall be issued for a term of 10 years or less. Enterprise funds should support needed capital improvements on a pay-as-you-go basis to the greatest extent possible. In the event short term debt financing is required, Certificates of Participation, Lease-Purchases, Limited Tax Revenue Bonds, Bank Qualified Financing or other debt instruments may be used as a short-term (1 to 10 years) method of borrowing for the financing of various County needs, such as fleet equipment, renovation or reconstruction of capital assets, specialized types of equipment purchases, communications, and data transmission systems. Each proposal for a short-term financing shall be evaluated on a case-by-case basis with findings presented to the County Commissioners prior to authorizing a financing. Issues to be addressed in short-term debt planning may include, but not necessarily be limited to the following:

- The extent to which the proposed improvement(s) either (a) extends the useful life of the facility(s) by greater than five years or (b) adds to the long term value of the underlying asset by an amount equal to or in excess of the cost of the improvement. Improvements may be one project or a series of projects, when performed as a package, extend the useful life by the required minimum.
- The extent to which a permanent, ongoing additional maintenance commitment is required in order to not lose the value and utility of the financed improvements during the time period in which the financing is outstanding.
- The extent to which an improvement(s) provides a long term solution to a problem or effectively arrests deterioration which might lead to structural failure, beyond which the process should not have to be repeated if there is appropriate preventative maintenance.
- The extent to which a primary pledge of the County's General Fund will impact revenues available for ongoing annual appropriations for General Fund operations.
- The extent to which a secondary pledge of the County's general fund is required for such a financing and the extent to which the additional short term debt outstanding at any time does not have the potential to unduly burden the County's General Fund.
- The extent to which the financing requires the retention of debt service reserves (either funded from borrowing proceeds or cash funded).

- The extent to which the financing requires the County to pledge to maintain revenues at levels sufficient to maintain usual and customary coverage ratios.
- The extent to which financing spreads the cost of the improvements between present and future users.

INTERIM DEBT

Interim debt shall be issued for a term of less than 5 years. This borrowing may be utilized for temporary funding of operational cash flow deficits pending receipt of anticipated revenues or interim construction financing needs. Such borrowing may be in the form of: 1) a line-of credit at the County's depository bank, 2) tax anticipation notes, or 3) internal fund borrowings. Repayment will occur over a period not to exceed the useful life of the underlying asset or in any case no longer than five years from the issuance date of such obligations. The County will determine and utilize the least costly method for interim borrowing.

STATUTORY LIMITATIONS ON DEBT

Outstanding general obligation indebtedness of the County, other than enterprise revenue backed bonds, shall not exceed the limitations as specified in the Oregon Revised Statutes. The issuance of general obligation bonds shall comply with all existing laws and regulations with respect to publication and notification, voter approvals and any other requirements as specified in Oregon Revised Statutes.

CURRENT LONG-TERM DEBT OBLIGATIONS

Loan – Capital Lease with Dell: The County currently opts to lease computers through Dell Financial Services; a new lease will be for 3 years beginning FY 2022-2023. The amount of this lease is projected to be approximately \$371,400. This budget represents the 2nd of 3 annual payments of interest and principal in the amount of \$133,900. These costs are paid out of the following fund/org units/expense lines:

- 001/1650/82-2455: \$85,200
- 002/3110/82-2455: \$12,600
- 005/2191/82-2455: \$1,500
- 007/4110/82-2455: \$13,100
- 007/4112/82-2455: \$2,000
- 007/4168/82-2455: \$2,000
- 033/7156/82-2455: \$2,000
- 036/7165/82-2455: \$3,500
- 039/8500/82-2455: \$1,500
- 024/2385/82-2455: \$8,000
- 009/2165/82-2455: \$1,000
- 150/9300/82-2455: \$1,500

Loan – Oregon Department of Environmental Equality: During fiscal year 2007-2008 Westport Sewer Service District took out a 20-year loan with the Oregon Department of Environmental Quality to upgrade the filtration system. The original amount of the loan was \$112,250 with an interest rate of 2.81 percent. This budget represents the 17th payment of interest and principal in the amount of \$7,640. These costs are paid out of Westport Sewer Service District Fund 385/5845.

Loan – Columbia State Bank: During fiscal year 2014-2015 the County incurred debt with Columbia State Bank over a 15 year period to remodel an existing facility so that it will be able to house the Sheriff's Office administration, evidence locker, and the Parole & Probation staff. The original amount of the loan was \$2,000,000 with an interest rate of 2.87 percent. This budget represents the 10th interest payment and the 9th principal payment in the amount of \$158,540. These costs are paid out of the Debt Service Fund 400/5855.

General Obligation Bonds – Series 2019: In November of 2018 Clatsop County voters approved a 20-year bond in the amount of \$20,000,000 to remodel the existing Oregon Youth Authority Facility located in Warrenton, OR to become the new Clatsop County Jail. The bonds were sold in March of 2019 and earned a premium of \$3,443,780. The new jail will increase the jail bed capacity from 60 beds to approximately 150 beds. This budget represents the 4th interest payment and the 3rd principal payment in the total amount of \$1,388,500. These costs are paid out of the Debt Service Fund 400/5855.

CURRENT SHORT-TERM DEBT OBLIGATIONS

Internal Service Loan – Clatsop County Special Projects Fund: During fiscal year 2018-2019 the Household Hazardous Waste Program within the Public Health Fund incurred debt with a County Internal Service Fund over a 5-year period to construct a Household Hazardous Waste (HHW) facility. The facility is available for residential and commercial use. The facility charges a tipping fee to commercial users to pay for the annual operation of the facility as well as costs incurred for construction. The cost of construction for the HHW facility was \$1,302,270 and construction was completed during fiscal year 2019-20. It was agreed upon between County Management and Public Health that for the benefit of all county residents the Special Projects Fund would loan these monies for construction with zero percent interest to be re-paid over a period of five years and the remaining balance on this loan is \$689,760.

Capital Improvement Plan

The Capital Improvement Plan (CIP) is a blueprint used for planning capital expenditures for Clatsop County over the next five (5) years. The CIP is used to plan, budget, and finance the purchase and/or construction of large capital infrastructure, facilities, equipment and other fixed assets. The County uses this process to ensure these expensive, long-lasting projects/items are aligned with its strategic direction and long-term goals, and that resources are allocated in a conservative and efficient manner. A CIP is meant to be a planning tool which is reviewed and updated on an annual basis.

Before each potential project is included in the five-year Capital Improvement Plan, it is analyzed to determine its level of priority, financial impact on operations, operating expenditures, and revenues. The total costs of each potential project are identified as part of the capital budgeting process, and associated operating expenses are either included in the current operating budget, or reductions are taken elsewhere in the operating budget to absorb the additional operating costs. When applicable, these costs are clearly stated in the Department Overview section in the appropriate department's section of the budget document. Capital projects may result in a reduction to maintenance and operating costs or the impact will result in a cleaner environment, improved response time by public safety employees, and/or access to public buildings and public transportation by all citizens.

The CIP has the following benefits to the community:

- Facilitates coordination between capital needs and the operating budgets
- Avoids sudden changes in debt service requirements
- Identifies the most economical means of financing capital projects
- Increases opportunities for obtaining federal and state aid
- Relates public facilities to other public and private development policies and plans
- Focuses attention on community objectives and fiscal capacity
- Keeps the public informed about future needs and projects
- Coordinates the activities of overlapping organizational units to reduce duplication
- Encourages careful project planning and design to avoid costly mistakes and helps the County reach desired goals

Capital outlays are budgeted by individual funds in support of the CIP. As part of the budget process, all FY 2023-2024 capital requests are approved by the Budget Committee and adopted by the Board of County Commissioners. The following table includes the projects/items with a value of \$5,000 or more.

Every year, the CIP project list is developed from the existing CIP, Master Plans, staff, and Board of Commissioners. *Note: Only those projects from Master Plans that fall within the five-year period are included on the list.*

Summary of Significant Non-recurring Projects in FY 2023-24

Project	Type of Project	FY 2023-24 Funding	Total Project Cost
Sheriff's Office Patrol Vehicle	Automotive	138,600	138,600
Sheriff's Office & Comm. Corrections HVAC	Building	64,000	64,000
Community Corrections Copier	Office Equipment	8,920	8,920
Public Works HVAC	Building	25,000	25,000
Jewell Office Roof	Building	20,000	20,000
Klaskanine Bridge	Structures & Improvement	310,000	310,000
Westport Land Purchase	Land	1,000,000	1,000,000
Jewell Storage Building	Building	350,000	350,000
Jewell Fueling Station	Building	150,000	150,000
1 Ton Pickup	Automotive	50,000	50,000
6yd Plow Sander Truck	Automotive	160,000	160,000
Bridge Truck	Automotive	300,000	300,000
Kubota Chopper/Mower	Automotive	235,000	235,000
1 Ton Pickup	Automotive	50,000	50,000
Building Codes Copier	Office Equipment	10,000	10,000
Building Codes Inspection Vehicles	Automotive	89,000	89,000
Fair & Expo Hall Roof	Building	300,000	300,000
Fair & Expo 50 X 80 Tent Erection	Land	30,000	30,000
Fair & Expo Roller	Automotive	15,000	15,000
Fair & Expo Skid Steer Tractor	Automotive	80,000	80,000
Brownfield Grant Expense	Other	200,000	200,000
Information Systems Network Switches	Computer	32,000	32,000
Information Systems File Server Upgrade	Computer	20,000	20,000
Information Systems Backup Tape Replacement	Computer	30,000	30,000
Emergency Repairs	Building	50,000	50,000
Courthouse Security Upgrades	Building	977,700	1,955,400
Duane Street Annex - Upgrades	Building	1,159,000	2,658,500
800 & 820 Exchange St. Renovation	Building	856,800	2,727,000
Sheriff Office HVAC	Building	162,400	162,400
Westport Day-Use Area Development	Structures & Improvement	200,000	200,000
Parks Tractor Replacement	Automotive	50,000	50,000
Cullaby Lake Dock Repair	Structures & Improvement	10,000	10,000
Sheriff's Office HID Fingerprint Machine/Station	Office Equipment	24,160	24,160
Sheriff Support Division Copier	Office Equipment	14,320	14,320
Enforcement Division Patrol Vehicle	Automotive	69,300	69,300
Corrections Division Transport Vehicle Outfit	Automotive	40,000	40,000
Corrections Division Copier	Office Equipment	8,620	8,620
Planning and Code Compliance Divisions Copier	Office Equipment	13,000	13,000
Comprehensive Plan Update - Goals 16 and 17	Other	150,000	150,000
Comprehensive Plan Update - Goal 18	Other	50,000	50,000
Emergency Management Department Copier	Office Equipment	9,910.00	9,910.00
TOTAL		\$7,512,730	\$11,860,130

Estimated Impact on the Operating Budget

Project	Type of Project	Estimated Operating Impact
Sheriff's Office Patrol Vehicle	Automotive	None
Sheriff's Office & Comm. Corrections HVAC	Building	None
Community Corrections Copier	Office Equipment	None
Public Works HVAC	Building	Slight decrease in annual maintenance and operating costs.
Jewell Office Roof	Building	None
Klaskanine Bridge	Structures & Improvement	None
Westport Land Purchase	Land	None
Jewell Storage Building	Building	None
Jewell Fueling Station	Building	None
1 Ton Pickup	Automotive	None
6yd Plow Sander Truck	Automotive	None
Bridge Truck	Automotive	None
Kubota Chopper/Mower	Automotive	None
1 Ton Pickup	Automotive	None
Building Codes Copier	Office Equipment	None
Building Codes Inspection Vehicles	Automotive	None
Fair & Expo Hall Roof	Building	Slight increase in annual maintenance.
Fair & Expo 50 X 80 Tent Installation	Building	Slight increase in annual maintenance.
Fair & Expo Roller	Automotive	Slight increase in annual maintenance and fuel costs.
Fair & Expo Skid Steer Tractor	Automotive	Slight increase in annual maintenance and fuel costs.
Brownfield Grant Expense	Other	None
Information Systems Network Switches	Computer	None
Information Systems File Server Upgrade	Computer	None
Information Systems Backup Tape Replacement	Computer	None
Emergency Repairs	Building	None
Courthouse Security Upgrades	Building	None
Duane Street Annex - Upgrades	Building	None
800 & 820 Exchange St. Renovation	Building	None
Sheriff Office HVAC	Building	Slight decrease in annual maintenance and operating costs.
Westport Day-Use Area Development	Structures & Improvement	None
Parks Tractor Replacement	Automotive	None
Cullaby Lake Dock Repair	Structures & Improvement	None
Sheriff's Office HID Fingerprint Machine/Station	Office Equipment	Slight increase in annual maintenance for additional machine.
Sheriff Support Division Copier	Office Equipment	None
Enforcement Division Patrol Vehicle	Automotive	None
Corrections Division Transport Vehicle Outfit	Automotive	None
Corrections Division Copier	Office Equipment	None
Planning and Code Compliance Divisions Copier	Office Equipment	None
Comprehensive Plan Update - Goals 16 and 17	Other	None
Comprehensive Plan Update - Goal 18	Other	None
Emergency Management Department Copier	Office Equipment	None

CAPITAL IMPROVEMENT PLAN

The list of all projects is prioritized by the County Management and then proposed to the Board and Budget Committee. All projects are prioritized using specific criterion pertinent to each system. These projects are ranked based on criteria ranging from public health and safety to funding partnerships. Each criterion is rated on a scale from 0 – 5 (see table on the following page). Projects are ranked on their individual scores and funding is applied to those with the highest scores. Those projects that are already under construction are not ranked generally it is assumed they are funded, unless annual capital expenditures are required.

Rating Criteria	High		Medium		Low	
SCALE	5	4	3	2	1	0
Public Health & Safety	The project eliminates a current and present health or safety condition.	Project reduces a current and present health or safety condition.	Project mitigates a potential public health or safety risk.	Project has no impact on public health or safety.	Project degrades public health or safety.	N/A
Environmental Impact	The project substantially improves the county's environment.	Alleviates an ongoing degradation to the environment.	Cleans up past degradation or prevents future degradation.	Has a negative impact on the environment which is mitigated.	Has a negative impact on the environment which cannot be mitigated.	N/A
Federal or State Mandates	The project is required to meet a state or federal permit or other enforceable requirement.	Is needed to bring a system component up to federal or state standards.	No state or federal standards apply to this project.	Does not make any progress toward meeting state or federal standards.	Moves the system further away from state or federal requirements.	N/A
Livability/Vitality Enhancements	The project improves county wide livability/vitality for all segments.	Improves county wide livability/vitality for most segments.	Improves livability/vitality for some segments.	Improves livability/vitality for few segments.	Does not improve livability/vitality.	N/A
Board Goals or Interest	The project is listed specifically as a Board goal.	Is needed to reach at least one goal.	Indirectly relates to one goal.	Does not relate to any Board goals.	Is contrary to a Board goal.	N/A
Community Interest	The project has wide community support.	Has mixed support for the project with most in support.	Has mixed support for the project with an even split of support and opposition.	People do not have an opinion (do not care) about the project.	Many people oppose the project.	N/A
Cost Effectiveness	The project will pay for its self over less than five years in reduced cost to the county.	Will pay for its self in less than five years in reduced cost to citizens.	Adds to operational cost but is the least life cycle cost alternative.	Adds operational cost but the cost is paid for with increased operational revenue.	Adds to operational cost without revenue offset.	N/A
System Reliability	Alleviate a risk that threatens life or would result in irreparable harm.	Alleviate a risk that results in severe property loss.	Alleviate a risk that results in minor loss of property.	Alleviate a risk of system failure causing inconvenience to the public.	Alleviate a risk of system failure causing inconvenience to county staff.	N/A
Implements a Master Plan	The project fully implements more than one recommendation in an adopted master plan.	Fully implements at least one recommendation in an adopted master plan.	Makes progress toward meeting master plan goals.	Does not implement a recommendation in an adopted plan or is not anticipated in a master plan.	Is not consistent with any adopted system plan.	N/A
STATUS						
Readiness to Proceed	The project is fully funded, is under construction or bids have been received.	Design is done, permits and right of way has been secured.	Is funded and ready to start but no work has been completed.	Has partial funding.	Is not funded.	N/A
Funding Partnerships	The project has grant funds awarded and will lose them if it does not proceed.	Is listed for a grant and is likely to receive funding during the budget cycle.	Is funded by a low interest loan that is time sensitive, or is eligible for a future grant.	Has multiple funding sources which are not time sensitive.	Is only funded from County resources.	N/A

CAPITAL IMPROVEMENT PLAN

CIP – General Principles and Coordination with County Policy

This document has generally been developed in accordance with the County's Financial Management Policies in addition to the following general principles that were utilized in preparing the CIP.

1. The CIP will be developed for a minimum of a 5-year period. As a plan, it must be seen as a flexible document that will be reviewed and updated on an annual basis. Items placed in the latter years of the CIP should not be seen as fixed commitments. In contrast, the first year of the CIP will become more of a capital budget.
2. The CIP will include an analysis of the availability of those funds on hand and other sources which will finance proposed capital projects. These include but are not limited to:
 - a. Special Projects Fund
 - b. Industrial Revolving Fund
 - c. Parks Land and Acquisition Fund
 - d. Rural Law Enforcement Fund
 - e. Equipment Replacement Fund
 - f. Video Lottery Fund
 - g. Bike Path Fund
 - h. Animal Shelter Enhancement Fund
 - i. General Fund
3. As a goal, the County shall build and maintain an adequate level of cash reserves in the Special Projects Fund to adequately provide interim funding for major construction projects until permanent financing is received. The Special Projects Fund should not be used for funding projects that do not have a revenue source to repay the Special Projects Fund.
4. A threshold of \$5,000 will be used to determine which items will be included in the CIP. Items below this dollar threshold will be included in the annual program budgets. (i.e., General, Health, Parole & Probation, etc.)
5. With vehicle replacements, a presumption will be made that each replaced vehicle will be sold when its replacement comes into service. To overcome this presumption, a clear rationale must be established for keeping such a vehicle. In some cases, a replaced vehicle will be kept until the end of the year such that it may be used by seasonal/temporary staff.
6. In the preparation of the CIP, dollar amount values should be stated in current year values only.
7. When the CIP calls for the use of bond proceeds to fund a project, facility, or for equipment, the CIP must also specify the repayment strategy for that debt obligation.
8. CIP projects proposed shall include cross-references to other existing plans or studies that demonstrate the need and cost basis for the proposed purchase/expenditure.

Vehicle and Equipment Replacement/Maintenance Guidelines

Clatsop County shall provide guidelines for the replacement and maintenance of vehicles and equipment in the county fleet. The guidelines will determine when existing vehicles and equipment will be replaced, so that it is done in a timely and cost-effective manner. The guidelines will assist in the county's preparation of the Capital Improvement Plan.

Clatsop County shall replace vehicles and equipment when they meet the established replacement criteria. The replacement of equipment and vehicles will be determined based upon recommended guidelines for the vehicle's age, mileage type, use and budgetary considerations. Vehicle replacement may also be determined on a case-by-case basis and/or usefulness of the vehicle in the fleet. Replacement will be planned and approved through the budgetary process each year.

SUGGESTED CRITERIA AND GUIDELINES FOR VEHICLE AND EQUIPMENT REPLACEMENTS:

Construction Equipment: Replace units as necessary as they wear out or are safety concerns

Heavy Equipment (Grader, Loader): Replace after fifteen (15+) years

Light to Medium Tractors (Backhoe, Bobcat): Replace after eight (8) years

Mowing Equipment: Replace after six (6) years

Heavy Duty Truck – 5 ton or larger: Replace units fifteen (15) years or 100,000 miles (whichever comes first)

Medium Duty Truck – 1 ton to under 5 ton: Replace units after ten (10) years or 75,000 miles (whichever comes first)

Light Duty Trucks – less than 1 ton: Replace units after eight (8) years or 100,000 miles (whichever comes first)

Administrative Vehicles: Replace units after eight (8) years or 100,000 miles

Sheriff Vehicles: Sedan Units: Replace after four (4) years or approx. 150,000 miles

SUV & Truck Units: Replace after six (6) years or approx. 150,000 miles

Administrative Vehicles: Replace after ten (10) years or approx. 150,000 miles

- Future replacement costs are based on current year pricing estimates.
- Replacement costs include: Licensing fees, accessory equipment (lights, dump boxes, decals, hitches, etc.)
- Replacement costs do not include trade in or disposition values of units. Any revenue received through trade in or sale of the unit will be deposited in the equipment fund of the corresponding Org Unit and dedicated to future equipment purchases.
- Unmarked sheriff vehicles and administrative vehicles – consideration should be made for obtaining used units from rental companies, dealers, or auction.
- All vehicle replacements will be approved each year during the budget process.
- All vehicles will be rated and tested prior to replacing. Vehicles deemed to still be in good condition will remain in the fleet and reviewed the following year.

SUGGESTED CRITERIA FOR VEHICLE AND EQUIPMENT MAINTENANCE:

1. Preventative Maintenance:

- Departments must follow the manufacturer's manual and establish maintenance schedules (within warranty guidelines) for each vehicle in their motor pool.
- Maintenance schedules must include the following minimum requirements (which departments may voluntarily exceed): Chassis lubrication; oil change; filter replacement; and any other manufacturer-recommended replacement schedule.

- Departments must maintain records on each vehicle under their control; those records should include complete and accurate maintenance information including work performed, replacement parts, and associated costs.
- Departments must obtain vehicle services and replacement parts at the lowest possible cost or value to the county. Purchases and record keeping must comply with state laws and Generally Accepted Accounting Principles.
- Departments may service county-owned passenger vehicles at the Public Works Shop or any authorized vendors.

2. Day-to-Day Maintenance Guidelines:

- Drivers should perform routine vehicle care every day, trip, or week. Daily maintenance includes:
 - Keeping the interior of the vehicle clean and free of litter.
 - Keeping the exterior of the vehicle clean.
 - Checking air pressure and inspecting tires daily. The maximum load rating of the tires is marked on the tire sidewall and should not be exceeded. The manufacturer loading instructions for the vehicle should be followed.
 - Inspecting under the vehicle for fluid leaks.
 - Checking the vehicle frequently for body damage and reporting damage to the Risk Management Department.
 - Assuring that seat-belt systems and safety equipment are fully operational.
- Emission control systems must be functional and in good repair at all times.
- Regularly checking engine oil and transmission fluid.
- Smoking in County vehicles is prohibited.

Summary

This document is intended to provide a starting point for future planning. An additional benefit of the CIP is that it will be used to provide additional analysis in determining the impact of projects and possible debt.

Capital Improvement Plan - 5 Yr. Projection

Special Revenue Fund

Org ID/Name	Project Name	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5 Yr Total
2191 - Sheriff Rural Law Enf Dis		140,000	0	0	0	0	140,000
	Sheriff's Replacement of Two (2) Patrol Vehicles	0	140,000	0	0	0	140,000
	Sheriff's Replacement of Two (2) Patrol Vehicles	0	0	150,000	0	0	150,000
	Sheriff's Replacement of Two (2) Patrol Vehicles	0	0	0	150,000	0	150,000
	Sheriff's Replacement of Two (2) Patrol Vehicles	0	0	0	0	150,000	150,000
	Sheriff Rural Law Enf Dis Total:	140,000	140,000	150,000	150,000	150,000	730,000
2245 - Marine Patrol		0	60,000	0	0	0	60,000
	Marine Patrol Truck Replacement	0	60,000	0	0	0	60,000
	Marine Patrol Total:	0	60,000	0	0	0	60,000
2385 - Community Corrections Division		0	40,000	0	0	0	40,000
	Community Corrections Admin Vehicle Replacement	0	0	150,000	0	0	150,000
	Community Corrections Replacement of Three P&P Ve	0	0	0	0	15,000	15,000
	Community Corrections Copier Replacement	0	0	0	0	15,000	15,000
	Community Corrections Division Total:	0	40,000	150,000	0	15,000	205,000
3120 - Road Maint & Construction		300,000	0	0	0	0	300,000
	10 Yard Truck and Plow	50,000	0	0	0	0	50,000
	3/4 Ton Extra Cab Pickup	75,000	0	0	0	0	75,000
	Dodge Pickup-Mag Truck F-550	45,000	0	0	0	0	45,000
	Jewell Sander	225,000	0	0	0	0	225,000
	Sweep Vac	0	450,000	0	0	0	450,000
	Vactor Truck	0	120,000	0	0	0	120,000
	Mini Excavator	0	265,000	0	0	0	265,000
	10 Yard Truck and Pup	0	65,000	0	0	0	65,000
	1 Ton Pickup	0	0	175,000	0	0	175,000
	IT 14 Tool Carrier	0	0	275,000	0	0	275,000
	Loader	0	0	0	175,000	0	175,000
	9 Wheel Roller	0	0	100,000	0	0	100,000
	Used Low Boy Trailer	0	0	0	330,000	0	330,000
	D4 Crawler						

Capital Improvement Plan - 5 Yr. Projection

9 Wheel Roller	0	0	0	175,000	0	175,000
Herbicide Spray Truck	330,000	0	0	0	0	330,000
Interstate Trailer 40T	0	0	50,000	0	0	50,000
Chipper	0	0	75,000	0	0	75,000
CAT Grader 140G	0	0	340,000	0	0	340,000
Road Maint & Construction Total:	1,025,000	900,000	1,015,000	680,000	0	3,620,000
9300 - Fair & Expo						
Fair & Expo Transfer Switch on Generator	10,000	0	0	0	0	10,000
Fair & Expo Arena Roof Replacement	750,000	0	0	0	0	750,000
Fair & Expo Annex Heat Upgrade	20,000	0	0	0	0	20,000
Fair & Expo Total:	780,000	0	0	0	0	780,000
Special Revenue Fund Total:	1,945,000	1,140,000	1,315,000	830,000	165,000	5,395,000

Capital Improvement Plan - 5 Yr. Projection

General Fund							
Org ID/Name	Project Name	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	5 Yr Total
1350 - Clerk - Admin. & Elections							
	Clerk & Election Copier	0	9,000	0	0	0	9,000
	Clerk - Admin. & Elections Total:	0	9,000	0	0	0	9,000
1790 - Building & Grounds							
	800 Exchange Elevator Replacement	470,500	0	0	0	0	470,500
	800 Exchange Fan Coil Units Replacement	0	0	114,500	0	0	114,500
	Courthouse Railing Replacement	25,000	0	0	0	0	25,000
	Genie Scissor Lift	21,000	0	0	0	0	21,000
	Flat Bed Trailer with Ramps	6,260	0	0	0	0	6,260
	Duane Street Annex Elevator Replacement	217,500	0	0	0	0	217,500
	Duane Street Annex Lower Level Renovation	1,282,000	0	0	0	0	1,282,000
	800 & 820 Exchange Street Renovations	428,400	428,400	428,400	0	0	1,285,200
	New Vehicle for the B&G staff	0	30,125	0	0	0	30,125
	Emergency Repairs	50,000	50,000	50,000	50,000	50,000	250,000
	Building & Grounds Total:	2,500,660	508,525	592,900	50,000	50,000	3,702,085
	1795 - Parks Maintenance						
Carnahan Dock Replacement		150,000	0	0	0	0	150,000
Parks Maintenance Total:		150,000	0	0	0	0	150,000
1940 - Surveyor							
	Surveyor New Mobile Office Trailer	0	0	100,000	0	0	100,000
	Surveyor Total:	0	0	100,000	0	0	100,000
2160 - District Attorney							
	District Attorney Copier	15,000	10,000	0	0	0	25,000
	District Attorney Total:	15,000	10,000	0	0	0	25,000
2190 - Sheriff Support Division							
	Sheriff's Support Division Records Management System	125,000	0	0	0	0	125,000
	Sheriff's Support Division Fingerprint Machine Replacement	20,000	0	0	0	0	20,000
	Sheriff Support Division Office Space	15,000	0	0	0	0	15,000
	Sheriff Support Division Total:	160,000	0	0	0	0	160,000

Capital Improvement Plan - 5 Yr. Projection

2200 - Sheriff Enforcement Division						
Enforcement Division Replacement of Patrol Vehicles	140,000	70,000	117,000	75,000	0	402,000
Sheriff Enforcement Division Total:	140,000	70,000	117,000	75,000	0	402,000
2300 - Sheriff Corrections Division						
Corrections Division - Replace Two Copy Machines	0	0	0	0	30,000	30,000
Corrections Division Administrative Vehicle	42,000	0	0	0	0	42,000
Corrections Division Heavy Duty Transport Truck	0	160,000	0	0	0	160,000
Sheriff Corrections Division Total:	42,000	160,000	0	0	30,000	232,000
2325 - Jail Medical						
Jail Medical - Copier Replacement	0	0	0	0	15,000	15,000
Jail Medical Total:	0	0	0	0	15,000	15,000
2340 - Juvenile Department						
Juvenile Department Copier	0	15,000	0	0	0	15,000
Juvenile Department Total:	0	15,000	0	0	0	15,000
2710 - Code Compliance						
Code Compliance Replacement Vehicle	0	0	0	30,000	0	30,000
Code Compliance Total:	0	0	0	30,000	0	30,000
2800 - Animal Control Division						
Animal Shelter Heavy Duty Transport Truck Replacement	0	120,000	0	0	0	120,000
Animal Control Division Total:	0	120,000	0	0	0	120,000
General Fund Total:	3,007,660	892,525	809,900	155,000	95,000	4,960,085

County Total:	4,952,660	2,032,525	2,124,900	985,000	260,000	10,355,085
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2023-2024 Capital Improvement Plan

Special Revenue Fund

Org ID	Project Name	Type	Category	Cost
2002	Full Size Plow Sander Truck	Replacement	Automotive	220,000
2002	1 Ton Pickup	Replacement	Automotive	45,000
2002	1 Ton Pickup	Replacement	Automotive	50,000
2002	Slip in water tank	Addition	Automotive	30,000
2002	Knappa Mid Size Loader with tool carrier	Replacement	Automotive	180,000
2191	Sheriff's Office Patrol Vehicle(s)	Replacement	Automotive	138,600
2191	Sheriff's Office Heater Replacement	Replacement	Building	32,000
2385	Community Corrections Heater Replacement	Replacement	Building	32,000
2385	Community Corrections Copier	Replacement	Office Equipment	8,920
3110	PW Office Furnace and Air Conditioning Replacement	Replacement	Building	25,000
3120	Jewell Office Roof Replacement	Replacement	Building	20,000
3120	Bridge Replacement	Replacement	Miscellaneous	310,000
3120	Westport Land Purchase	Addition	Land	1,000,000
3120	Jewell Storage Building	Addition	Building	350,000
3120	Jewell Fueling Station	Replacement	Miscellaneous	150,000
3120	1 Ton Pickup	Replacement	Automotive	50,000
3120	6yd Plow Sander Truck	Replacement	Automotive	160,000
3120	Bridge Truck	Replacement	Automotive	300,000
3120	Kubota Chopper/Mower	Addition	Automotive	235,000
3120	1 Ton Pickup	Replacement	Automotive	50,000
7165	Building Codes Copier	Replacement	Office Equipment	10,000
7165	Building Codes Inspection Vehicles	Replacement	Automotive	89,000
9300	Fair & Expo Hall Roof	Replacement	Building	300,000
9300	Fair & Expo 50 X 80 Tent Installation	Addition	Land	30,000
9300	Fair & Expo Roller	Addition	Automotive	15,000
9300	Fair & Expo Skid Steer Tractor	Addition	Automotive	80,000
Special Revenue Fund Total:				3,910,520

General Fund

Org ID	Project Name	Type	Category	Cost
1120	Brownfield Grant Expense	Addition	Miscellaneous	200,000
1650	Information Systems Network Switches	Replacement	Computer	32,000
1650	Information Systems File Server Upgrade	Replacement	Computer	20,000
1650	Information Systems Backup Tape Replacement	Replacement	Computer	30,000
1790	Emergency Repairs	Replacement	Building	50,000

2023-2024 Capital Improvement Plan

1790	Courthouse Security Entry & Holding Cells	Addition	Building	605,000
1790	Courthouse Elevator Modernization	Replacement	Building	232,700
1790	DA Security Upgrade	Addition	Building	90,000
1790	Courthouse Window Replacement	Replacement	Building	50,000
1790	Duane Street Annex - Lower Level Renovation	Replacement	Building	350,000
1790	Sheriff Office HVAC	Replacement	Building	162,400
1790	Duane Street Annex - HVAC upgrades	Addition	Building	410,000
1790	800 & 820 Exchange St. Renovation	Addition	Building	856,800
1790	Duane Street Annex Roof Replacement	Replacement	Building	399,000
1795	Westport day-use area development	Addition	Miscellaneous	200,000
1795	Parks Tractor Replacement	Replacement	Miscellaneous	50,000
1795	Cullaby Lake Dock Repair	Replacement	Miscellaneous	10,000
2190	Sheriff's Office HID Fingerprint machine/station	Replacement	Miscellaneous	24,160
2190	Sheriff Support Division Copier	Replacement	Office Equipment	14,320
2200	Enforcement Division Replacement of Patrol Vehicle	Replacement	Automotive	69,300
2300	Corrections Division Transport Vehicle Outfit	Addition	Automotive	40,000
2300	Corrections Division Copier	Replacement	Office Equipment	8,620
2700	Planning and Code Compliance Divisions Copier	Replacement	Office Equipment	13,000
2700	Comprehensive Plan Update - Goals 16 and 17	Addition	Miscellaneous	150,000
2700	Comprehensive Plan Update - Goal 18	Addition	Miscellaneous	50,000
2750	Emergency Management Department Copier	Replacement	Office Equipment	9,910
General Fund Total:				4,127,210

HOW IS YOUR TAX DOLLAR SPENT?

When you write your property tax check to Clatsop County, only some of the money goes to the county. We collect the taxes and distribute the money to 66 taxing districts providing a variety of public services. On average, out of every **\$1** you pay, **just 12.46 cents** goes to Clatsop County government. This illustration shows how an average tax dollar is distributed

Where your property tax dollar goes:



WHAT YOUR 12.46 CENTS TO CLATSOP COUNTY PROVIDES:

- 5.52 cents – Public Safety & Justice:** Sheriff's Office, Jail, District Attorney's Office, Juvenile Department, and Emergency Services
- 1.33 cents – Public Services:** Assessment & Taxation, Elections & Records, Surveyor, Community Development, Public & Mental Health
- 1.55 cents – Contingency:** Set aside for unanticipated expenditures
- 2.27 cents – Miscellaneous:** Building Maintenance, Parks, Animal Control, Information Systems, Finance
- 1.00 cents – Administration:** County Administration, Human Resources, and Legal Counsel
- 0.79 cents – Fairgrounds:** Enhanced Operations and Facility Improvements

The top 10 taxpayers in Clatsop County for 2022 are as follows:

1. Georgia Pacific Consumer Products \$1,688,403.96
2. L&C Tree Farms LLC \$1,102,956.00
3. Pacificorp \$1,056,116.37
4. Hampton Lumber Mills Inc. \$996,612.27
5. Northwest Natural Gas \$726,004.37
6. WorldMark The Club \$665,491.12
7. Charter Communications \$526,814.75
8. Weyerhaeuser Timber Holdings, Inc. \$445,373.70
9. Pacific Coast Seafoods Co \$312,329.56
10. Lumen Technologies \$311,891.32

CLATSOP COUNTY
TEN-YEAR MARKET VALUE AND TAX RATE HISTORY

			Tax Rate/\$1,000 Value			
Fiscal Year	Total Property Value	% Annual Change	General	Road #1	4-H	Rural Law
2012-13 AV M5 RMV	5,077,663,892 7,254,191,848	2.5 <5.5>	1.5338 .0700*	1.0175	.0534	.7195
2013-14 AV M5 RMV	5,215,879,408 7,279,208,446	2.7 .34	1.5338 .0700*	1.0175	.0534	.7195
2014-15 AV M5 RMV	5,355,056,224 7,281,392,025	2.7 .03	1.5338 .0700*	1.0175	.0534	.7195
2015-16 AV M5 RMV	5,705,270,411 7,516,835,617	6.6 3.2	1.5338 .0700*	1.0175	.0534	.7195
2016-17 AV M5 RMV	5,875,464,334 7,933,131,303	2.9 5.2	1.5338 .0500*	1.0175	.0534	.7195
2017-18 AV M5 RMV	6,060,271,955 8,326,584,223	3.0 4.7	1.5338 .0500*	1.0175	.0534	.7195
2018-19 AV M5 RMV	6,298,872,930 8,953,187,193	3.9 7.5	1.5338 .0500*	1.0175	.0534	.7195
2019-20 AV M5 RMV	6,535,963,525 9,514,701,054	3.6 5.9	1.5338 .0500*	1.0175	.0534	.7195
2020-21 AV M5 RMV	6,832,654,797 10,126,148,069	4.5 6.4	1.5338 .0500*	1.0175	.0534	.7195
2021-22 AV M5 RMV	7,084,305,859 11,197,660,897	3.7 10.6	1.5338 .0700*	1.0175	.0534	.7195
2022-23 AV M5 RMV	7,410,610,965 14,527,100,586	4.6 29.7	1.5338 .0700*	1.0175	.0534	.7195

- Tax Rates = Billing Rate
- * Local Option Rate for Fairgrounds

**GENERAL FUND REVENUES FROM STATE FOREST
TRUST LAND TIMBER SALES**

2003-04	4,056,315
2004-05	3,124,003
2005-06	3,898,818
2006--07	3,810,400
2007--08	3,685,175
2008--09	3,387,555
2009-10	2,465,893
2010-11	2,183,649
2011-12	2,758,246
2012-13	2,414,065
2013-14	3,448,047
2014-15	3,443,116
2015-16	5,065,495
2016-17	4,612,283
2017-18	6,866,286
2018-19	5,102,322
2019-20	4,532,704
2020-21	4,658,037
2021-22	4,633,436
2022-23	4,524,150**
2023-24	4,408,590***

** Total estimated to be received as of ODF Projection from 2/1/2023.

Total received as of 4/3/23 \$4,288,403.

***Estimate from ODF Projection dated 2/1/23.

GENERAL GOVERNMENT VEHICLE & EQUIPMENT LIST

Department		Make	Year	Model	Last Odometer Reading	Current Odometer Reading	Current Year Miles
Animal Control	E263064	Chev	2015	Silverado	79,357.00	107,361	28,004
	E278862	Chev	2019	Silverado	7,738.00	11,558	3,820
Assessor	E263616	Ford	2014	Explorer 4x4	34,003.00	36,864	2,861
	E225079	Toyota	2015	Rav 4	23,591.00	27,463	3,872
	E222402	Toyota	2015	Rav 4	19,379.00	21,498	2,119
	E273562	Toyota	2017	Rav 4	10,634.00	12,748	2,114
	E269000	Toyota	2017	Rav 4	12,529	14,255	1,726
Building & Grounds	E184022	Chev	1992	S10 Pickup	87,958	90,489	2,531
	E219275	Chev	2001	Lumina	66,827	67,472	645
	E169219	Chev	2002	1/2 Ton Van	72,788	75,835	3,047
	E225087	Ford	2003	Flatbed Pickup	144,301	149,851	5,550
	E287736	Ford	2020	Transit Van	7,738	12,110	4,372
Building Codes	E269964	Ford	2016	Escape	80,060	83,099	3,039
	E269965	Ford	2016	Escape	51,840	54,817	2,977
	E271854	Ford	2016	F150	58,200	69,853	11,653
	E275135	Ford	2018	F150	30,100	46,090	15,990
Code Compliance	E272167	Ford	2017	Escape	51,422	60,842	9,420
	E282002	Ford	2020	Escape	18,735	25,013	6,278
Community Corrections	E229944	Chev	2004	Tahoe	134,866	135,404	538
	E263072	Dodge	2014	Charger	74,032	82,788	8,756
	E263087	Dodge	2014	Charger	46,102	51,916	5,814
	E263088	Dodge	2014	Charger	59,835	65,737	5,902
	E253271	Chev	2015	Tahoe	51,906	56,471	4,565
	E273565	Chev	2016	Tahoe	21,005	26,936	5,931
	E273566	Chev	2017	Equinox	31,579	37,355	5,776
County Manager	E273561	Toyota	2020	Rav 4	1,876	3,613	1,737
District Attorney	E248729	Dodge	2009	Charger	162,872	169,633	6,761
	ZZS652	Nissan	2010	Altima	162,338	164,816	2,478
Emergency Mgmt	E278871	Ford	2014	Explorer 4x4	61,672	67,342	5,670
Fair & Expo	E205621	Dodge	1998	Pickup	169,630	170,151	521
	E227618	Ford	2004	F350	144,587	146,447	1,860
Fisheries	E222770	Ford	2003	Pickup F350	142,398	142,817	419
	G42-6543X	Dodge	2020	Ram	15,010	25,761	10,751
	G42-2615X	Dodge	2020	Ram	8,456	13,156	4,700
Information Systems	E222401	Chev	2001	Lumina	79,573	80,355	782
	E252901	Chev	2011	Club Wagon Van	142,487	144,041	1,554
Juvenile	E205624	Ford	1998	Crew Van	56,535	58,625	2,090
	E257098	Chev	2014	Impala	100,065	100,728	663
	E269776	Ford	2017	Escape	28,231	30,301	2,070
	E281802	Toyota	2019	Highlander	20,265	25,598	5,333
	E286643	Ford	2021	Explorer	3,292	12,748	9,456
Parks	E250680	Wilson	2004	Custom Build Trailer	n/a	n/a	n/a
	E250663	Ford	2010	Pickup F250	150,390	160,186	9,796
	E271767	Ford	2017	Pickup F250	99,404	114,239	14,835
	E283210	Ford	2020	Pickup F150	21,111	25,576	4,465

GENERAL GOVERNMENT VEHICLE & EQUIPMENT LIST

Department		Make	Year	Model	Last Odometer Reading	Current Odometer Reading	Current Year Miles
Public Health	E263073	Chev	2012	Equinox	74,295	77,569	3,274
	E273568	Chev	2016	Trax	32,324	35,557	3,233
	E227614	Dodge	2016	Wagon	51,989	53,441	1,452
	E278852	Chevrolet	2018	Trax	20,284	24,887	4,603
	E281307	Chevrolet	2018	Equinox	7,214	9,346	2,132
	E288147	Ford	2021	Transit	4,475	6,121	1,646
	E290421	Chev	2021	Equinox	1,843	5,990	4,147
	E291354	Ford	2021	E450	10,806	13,825	3,019
Surveyor	E184013	Dodge	1992	Pickup	56,216	64,403	8,187

PUBLIC WORKS VEHICLE & EQUIPMENT LIST

Vehicle #	Make / Year	Model	Last Year Odometer	Current Odometer	Current Year Miles	M-Miles H-Hours
E007	Bors Retort 1952	Circulator	n/a	n/a n/a		n/a
E105	Beall 1964	Asphalt Tank	n/a	n/a n/a		n/a
E144	Gard 1977	Rotary Comp	361	386	25	H
E191	BMC 1978	Hydra Hammer	2111	2111	0	H
E192	Inger Rand 1989	PneuRoller	3110	3243	133	H
E200	Brush Bandit 1990	Chopper	3217	3239	22	H
E205	CAT 1992	D4H	4552	4591	39	H
E206	Chevrolet 1992	Spray Truck	81000	82969	1,969	M
E210	Dodge 1992	Pickup (Mag Truck)	56216	57566	1,350	M
E211	1992	Bridge Truck	56423	59459	3,036	M
E214	CAT 1993	Vibratory Compactor	2752	2800	48	H
E216	Vanraden 1993	10 YD Trailer	n/a	n/a n/a		n/a
E225	PB GMC 1994	6 yd Dumptruck	120733	122372	1,639	M
E227	CAT 1996	140G Grader	10047	10200	153	H
E228	PB 1998	10 Yd Dumptruck	9832	11102	1,270	H
E229	Vanraden 1998	10 YD Trailer	147802	187802	40,000	M
E231	Vanraden 1998	10 YD Trailer	143394	185407	42,013	M
E233	Vanraden 1998	10 YD Trailer	175299	215299	40,000	M
E237	DynaWeld 1998	Flatbed Trailer	n/a	n/a n/a		n/a
E241	John Deere 1998	624H Loader	3714	3714	0	H
E242	GMC 1999	6 yd Dumptruck	75858	79404	3,546	M
E244	GMC 1999	Aerial Lift	32027	40392	8,365	H
E245	Dodge 2001	Pickup	140408	141690	1,282	M
E246	Ford 2000	Pickup	136541	145225	8,684	M
E249	Ford 2002	Crew Cab Pickup	79693	135823	56,130	M
E250	GMC 2002	6 YD Dump Truck	83161	84598	1,437	M
E251	GMC 2002	6 YD Dump Truck	68145	69145	1,000	M
E252	Case 2002	Brush Chopper	5438	5585	147	H
E254	Bowie 2002	Hay Mulcher	650	650	0	H
E255	Ingersoll 2002	10 Ton Compactor/Roller	1610	1685	75	H
E256	Johnston 2002	Vac Sweeper	24882	24882	0	H
E257	Vactor 1998	Catch Basin Truck	5871	6157	286	H
E259	HTC 2002	Shoulder Machine	971	982	11	H
E261	Ford 2003	Flatbed Pickup	123266	199933	76,667	M
E264	Tow Master 2004	Ramp Trailer	n/a	n/a n/a		n/a
E268	Ford 2005	F750 Shop Truck	75444	78292	2,848	M
E270	Chevrolet 2006	3/4 Ton Pickup	131727	137731	6,004	M
E273	IT 14 2006	Scoop	5085	5085	0	H
E274	Chevrolet 2007	1/2 ton Pickup	96000	103211	7,211	M
E275	Ford 2008	1Ton PU	116487	125845	9,358	M
E276	Trailer 2008	Flatbed Trailer	n/a	n/a n/a		n/a
E277	Forklift 2001	9,000 LB	1563	1668	105	H
E278	Ford 2009	1 Ton x cab	138054	138981	927	M
E279	Chevrolet 2009	Colorado PU	44300	54000	9,700	M
E281	Etnyre 2000	Low Boy	n/a	n/a n/a		n/a
E282	International 2007	Tractor	156235	163637	7,402	M
E283	Rway 2000	Belly Dump Trailer	n/a	n/a n/a		n/a

PUBLIC WORKS VEHICLE & EQUIPMENT LIST

Vehicle #	Make / Year	Model	Last Year Odometer	Current Odometer	Current Year Miles	M-Miles H-Hours
E007	Bors Retort 1952	Circulator	n/a	n/a	n/a	n/a
E284	FreightLiner 2006	Bear Cat Distributor	243700	244516	816	M
E286	Ford 2012	F450 Dump	96105	244516	148,411	M
E287	John Deer 2011	Brush Chopper	4416	4416	0	H
E288	Ford 2012	HD Dump	91600	91600	0	M
E289	Ford 2012	Pickup	126770	199107	72,337	M
E290	Ford 2012	Pickup	121654	128796	7,142	M
E291	John Deere 2012	Loader	2027	2212	185	H
E292	Dynapac 2013	Compactor	1573	1780	207	H
E293	Ford 2013	F150 Pickup	47500	57022	9,522	M
E294	Ford 2014	F450 Sign Truck	94114	104221	10,107	M
E295	Ford 2014	F450 HD	67497	91401	23,904	M
E296	Bear Cat 2015	Distributor	15178	17200	2,022	M
E297	Great Northern 2014	Split Deck Trailer	n/a	n/a	n/a	n/a
E298	John Deer 2015	Grader	2900	3327	427	H
E299	Superior 2012	Broom	2123	2288	165	H
E300	Trailmax 2015	Trailer	n/a	n/a	n/a	n/a
E301	Kubota 2015	Excavator	3015	6000	2,985	H
E302	Wells 1993	Utility Trailer	n/a	n/a	n/a	n/a
E303	Cat 2015	Excavator	2460	5000	2,540	M
E304	Ford 2017	F350	86137	99052	12,915	M
E305	Kenworth 2018	Hooklift Truck	27693	61490	33,797	M
E306	Kenworth 2018	Dumptruck	59139	120000	60,861	M
E307	Ford 2018	F150 Pickup	28500	42592	14,092	M
E308	Peterbilt 2018	Dumptruck	60806	72235	11,429	M
E309	Peterbilt 2018	Dumptruck	54000	64514	10,514	M
E310	Kubota 2017	Tractor Mower	1645	2065	420	H
E312	Gradall 2018	Gradall	1570	3000	1,430	H
E313	Ford 2019	F350 4x4 Supercab	40420	54571	14,151	M
E314	GMC 1994	Paint Striper	119632	227987	108,355	H
E315	Etnyre 2020	Chip Spreader	189	328	139	H
E316	Caterpillar 2020	Vibratory Compactor	212	325	113	H
E317	Ford 2020	F350 Pickup	34400	32400	-2,000	M
E318	Ford 2020	F550 Pickup w/dump	9187	19000	9,813	M
E319	Link Belt 2019	160 Excavator Link Belt	943	1303	360	H
E320	Ford 2021	Ford F150 Pickup	12135	20150	8,015	M
E321	Cat 2021	930M Cat Loader/Chopper	605	1200	595	H
E322	Western Star 2020	Dumptruck	16548	27950	11,402	M
E323	Link Belt 2021	Excavator	323	835	512	H
E324	Caterpillar 2022	Loader	0	218	218	H

SHERIFF'S VEHICLE & EQUIPMENT LIST

Veh.#	Make	Year	Model	License	Division	Last Odom.	Current Odom.	Current Miles
5	Bombardier	2003	ATV	NB54397	SAR	NA	N/A	NA
6	Can-Am	2010	Outlander ATV	n/a	Forest	NA	N/A	NA
7	GMC	1999	Pickup	E215069	SAR	34,626	35,275	649
9	Chevrolet	1998	Pickup	E213141	SAR	32,958	33,069	111
10	Ford	2008	F5D Crew Truck	E243307	Work Crew	94,318	94,344	26
12	Chevrolet	2011	AWD Van	E252901	Corrections	142,110	142,487	377
13	Bombardier	2002	ATV	n/a	SAR	NA	N/A	N/A
15	GMC	1992	Van	E268993	SAR	16,927	16,931	4
16	Chevrolet	1996	Suburban	E197843	SAR	32,894	33,188	294
17	Chevrolet	2004	Suburban	E228573	SAR	31,857	32,274	417
18	Mack	1989	Rescue Rig	E268994	SAR	105,939	105,974	35
23	North River	2008	RAIV	407XCX	Marine	NA	N/A	N/A
25	Smokercraft	2009	Alaskan DLX	408XCX	Marine	NA	N/A	N/A
26	Chevrolet	2014	K2500 Crew Cab	E257085	Marine	60,000	71,121	11,121
30	River Wild	2015	25" Boat	714CXC	Marine	NA	N/A	N/A
32	Chevrolet	2016	K2500 Crew Cab	E268979	Marine	60,070	68,935	8,865
33	Chevrolet	2016	Tahoe	E268978	Criminal	80,116	99,506	19,390
34	Dodge	2016	Charger	E268984	Criminal	59,481	75,990	16,509
35	Dodge	2016	Charger	E268983	Criminal	85,622	112,147	26,525
36	Dodge	2016	Charger	E268982	Criminal	73,000	91,500	18,500
37 (GF)	Chevrolet	2023	1500 Truck	E293282	Criminal	0	5	5
38	Dodge	2018	Charger	E273577	Criminal	62,208	91,827	29,619
39	Chevrolet	2019	Tahoe-PPV	E278856	Criminal	34,670	51,500	16,830
40	Chevrolet	2019	Tahoe-SUV	E278855	Criminal	37,301	59,317	22,016
41	Chevrolet	2021	2500 Crew Cab	E288261	Criminal	100	12,536	12,436
42	Dodge	2015	Charger	E263097	Criminal	118,042	140,500	22,458
43 (RLED)	Chevrolet	2023	1500 Truck	E293324	Criminal	0	5	5
44	Chevrolet	2021	2500 Crew Cab	E288270	Criminal	0	6,711	6,711
45	Dodge	2015	Charger	E263096	Criminal	80,736	102,527	21,791
46	Dodge	2021	Durango	E288136	Criminal	0	9,338	9,338
48	Dodge	2014	Charger	E263068	Criminal	107,085	113,989	6,904
49	Chevrolet	2015	K2500 Crew Cab	E229938	Criminal	161,870	165,325	3,455
50	Dodge	2021	1500 Truck	E289142	Criminal	0	10	10
51	Dodge	2021	Durango	E289141	Criminal	0	10	10
53	Dodge	2019	Charger	002-BSJ	Criminal	12,228	17,431	5,203
59	Chevrolet	2020	Equinox	E278886	Criminal	5,431	9,245	3,814
61	Dodge	2018	Charger	E273579	Corrections	19,390	29,372	9,982
62	Chevrolet	2005	Tahoe	Classified	Detective	179,852	187,800	7,948
64	Chevrolet	2020	Traverse	Classified	Detective	9,286	19,006	9,720
65	Dodge	2021	Ram 1500 Silver	Classified	Detective	15	8,591	8,576
66	Dodge	2021	Ram 1500 Max Steel	E287341	Corrections	155	4,182	4,027
67	Chevrolet	2015	K-2500 pick-up	E263093	Criminal	87,234	110,993	23,759
70	Dodge	2015	Charger	E263095	Criminal	101,158	115,184	14,026
71	Dodge	2011	Charger	E252920	Criminal	133,029	135,655	2,626
72	Dodge	2015	Charger	E263094	Criminal	95,225	112,665	17,440
74	Dodge	2008	Durango	E234423	Criminal	130,000	136,415	6,415
82	Chevrolet	2006	K-2500 pick-up	E248747	Criminal	146,766	148,970	2,204
84	Chevrolet	2018	Equinox	Classified	DTF	27,562	35,880	8,318
85	Ford	2015	F350	E263080	Corrections	103,946	112,714	8,768
87	Dodge	2014	Charger	E263089	Corrections	98,871	118,654	19,783

SHERIFF'S VEHICLE & EQUIPMENT LIST

Veh.#	Make	Year	Model	License	Division	Last Odom.	Current Odom.	Current Miles
88	Chevrolet	2014	Tahoe	E257090	Criminal	152,550	167,905	15,355
89	Chevrolet	2011	Tahoe	895BRH	Sheriff	139,247	146,782	7,535
90	Chevrolet	2020	Equinox	E278892	Corrections	3,475	12,132	8,657
92	Dodge	2016	Caravan	860JAC	DTF	46,655	50,800	4,145
94	Nissan	2010	Altima	Classified	DTF	154,257	162,338	8,081
95	Dodge	2011	Charger	E252927	Criminal	119,350	142,106	22,756
97	Dodge	2011	Charger	E252929	Criminal	120,314	126,827	6,513

F.T.E. by Fund

Fund	Organizational Unit	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Requested 2023-2024	Proposed 2023-2024	Approved 2023-2024	Adopted 2023-2024
001	General							
	Animal Control Division	4.50	4.68	4.50	5.00	5.00	5.00	5.00
	Approp. For Contingency 1	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Assessment & Taxation	14.80	14.80	15.30	15.30	15.30	15.30	15.30
	Board of Commissioners	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Brd of Property Tax Appeal	0.35	0.35	0.35	0.35	0.35	0.35	0.35
	Budget & Finance	4.93	4.93	4.50	4.50	4.50	4.50	4.50
	Building & Grounds	5.53	5.53	6.53	6.53	6.53	6.53	6.53
	Clerk - Admin. & Elections	3.00	3.00	3.00	3.00	3.00	3.00	3.00
	Clerk Recordings	1.65	1.65	1.65	1.65	1.65	1.65	1.65
	Code Compliance	2.30	2.35	2.35	2.35	2.35	2.35	2.35
	Corrections Workcrew	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	County Counsel	1.00	1.00	0.00	1.00	1.00	1.00	1.00
	County Manager	3.95	5.55	7.25	7.25	7.25	7.25	7.25
	County Tourism	0.70	0.70	0.70	0.70	0.70	0.70	0.70
	Discretionary Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	District Attorney	16.78	16.69	17.95	17.95	17.95	17.95	17.95
	Dues & Special Assessments	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Emergency Management	3.00	3.00	3.00	3.00	3.00	3.00	3.00
	General Fund Stabilization	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Human Resources	2.00	2.00	3.00	3.00	3.00	3.00	3.00
	Information Systems	7.07	9.08	9.00	9.00	9.00	9.00	9.00
	Jail Medical	2.00	2.00	4.00	4.00	4.00	4.00	4.00
	Juvenile Department	5.58	6.33	6.33	6.47	6.47	6.47	6.47
	Medical Examiner	0.00	1.40	1.31	1.31	1.31	1.31	1.31
	Parks Maintenance	1.70	2.68	2.68	2.73	2.73	2.73	2.73
	Planning Division	4.55	5.50	5.50	5.50	5.50	5.50	5.50
	Property Management	0.50	0.50	0.50	0.50	0.50	0.50	0.50
	Sheriff Corrections Division	31.00	37.00	37.00	37.00	37.00	37.00	37.00
	Sheriff Enforcement Division	24.40	24.40	25.40	25.40	25.40	25.40	25.40
	Sheriff Support Division	8.00	8.00	8.00	8.00	8.00	8.00	8.00
	Surveyor	1.95	1.95	1.95	2.10	2.10	2.10	2.10
	Transfers To Other Funds	0.00	0.00	0.00	0.00	0.00	0.00	0.00

F.T.E. by Fund

Fund	Organizational Unit	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Requested 2023-2024	Proposed 2023-2024	Approved 2023-2024	Adopted 2023-2024
	Total for Fund: 001	151.24	165.06	171.75	173.59	173.59	173.59	173.59
002	General Roads							
	Approp. For Contingency 2	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Road Admin. And Support	6.85	5.60	6.30	6.40	6.25	6.25	6.25
	Road Maint & Construction	26.85	26.15	25.95	23.40	23.40	23.40	23.40
	Total for Fund: 002	33.70	31.75	32.25	29.80	29.65	29.65	29.65
003	General Fund Stabilization							
	GF Stabilization	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 003	0.00	0.00	0.00	0.00	0.00	0.00	0.00
004	Clerk Archived Records							
	Clerk Archived Records	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 004	0.00	0.00	0.00	0.00	0.00	0.00	0.00
005	Rural Law Enforcement District							
	Sheriff Rural Law Enf Dis	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 005	0.00	0.00	0.00	0.00	0.00	0.00	0.00
007	Public Health							
	Approp. For Contingency 7	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Babies First	2.15	1.15	1.50	1.49	1.49	1.49	1.49
	Community Health	5.60	7.50	7.15	6.45	6.45	6.45	6.45
	Disease and Overdose Prevention	1.55	1.40	1.58	1.58	1.58	1.58	1.58
	Emergency Preparedness	0.15	1.10	1.00	0.99	0.99	0.99	0.99
	Environmental Health	1.85	2.30	3.20	3.39	3.39	3.39	3.39
	Family Planning	1.10	1.10	1.30	1.34	1.34	1.34	1.34
	Household Hazardous Waste	0.20	0.15	0.30	0.29	0.29	0.29	0.29
	Immunization	0.15	0.15	0.50	0.54	0.54	0.54	0.54
	Onsite Sewage Systems	2.40	2.30	1.80	1.59	1.59	1.59	1.59
	School-Based Health Centers	0.00	0.00	0.65	0.79	0.79	0.79	0.79
	Tobacco Prevention	1.70	1.15	1.95	1.78	1.78	1.78	1.78
	W I C Program	2.10	2.10	2.28	2.27	2.27	2.27	2.27
	Total for Fund: 007	18.95	20.40	23.22	22.47	22.47	22.47	22.47
009	Child Support							
	Child Support	2.11	2.11	2.11	2.17	2.17	2.17	2.17
	Total for Fund: 009	2.11	2.11	2.11	2.17	2.17	2.17	2.17

F.T.E. by Fund

Fund	Organizational Unit	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Requested 2023-2024	Proposed 2023-2024	Approved 2023-2024	Adopted 2023-2024
020 Juvenile Crime Prevention								
	Juv Crime Prevention	0.58	0.20	0.34	0.53	0.53	0.53	0.53
	Total for Fund: 020	0.58	0.20	0.34	0.53	0.53	0.53	0.53
024 Community Corrections Division								
	Community Corrections Division	13.10	13.10	14.10	14.10	14.10	14.10	14.10
	Total for Fund: 024	13.10	13.10	14.10	14.10	14.10	14.10	14.10
027 Marine Patrol								
	Marine Patrol	1.50	1.50	1.50	1.50	1.50	1.50	1.50
	Total for Fund: 027	1.50	1.50	1.50	1.50	1.50	1.50	1.50
033 Mental Health Grants								
	Approp. For Contingency 033	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Developmental Disabilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Drug & Alcohol Prevention	0.85	1.00	1.13	1.98	1.98	1.98	1.98
	Mental Health	0.80	0.40	0.20	0.20	0.20	0.20	0.20
	Total for Fund: 033	1.65	1.40	1.33	2.18	2.18	2.18	2.18
036 Building Codes								
	Building Codes	5.15	5.15	5.15	5.15	5.15	5.15	5.15
	Total for Fund: 036	5.15	5.15	5.15	5.15	5.15	5.15	5.15
039 Clatsop County Fisheries								
	Clatsop County Fisheries	6.20	6.18	6.18	6.33	6.33	6.33	6.33
	Total for Fund: 039	6.20	6.18	6.18	6.33	6.33	6.33	6.33
090 COVID								
	American Rescue Plan	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Approp. For Contingency 90	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	PA COVID-19	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 090	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100 Capital Projects								
	Fleet Replacement	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Special Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 100	0.00	0.00	0.00	0.00	0.00	0.00	0.00
102 Fleet Management								
	Fleet Management	0.00	0.00	1.00	4.60	4.60	4.60	4.60
	Total for Fund: 102	0.00	0.00	1.00	4.60	4.60	4.60	4.60
105 Insurance Reserve								
	Insurance Reserve	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 105	0.00	0.00	0.00	0.00	0.00	0.00	0.00

F.T.E. by Fund

Fund	Organizational Unit	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Requested 2023-2024	Proposed 2023-2024	Approved 2023-2024	Adopted 2023-2024
120 Land Corner Preservation								
	Surveyor - Land Corner 120	0.25	0.25	0.25	0.00	0.25	0.25	0.25
	Total for Fund: 120	0.25	0.25	0.25	0.00	0.25	0.25	0.25
150 Fair & Expo								
	Fair & Expo	3.00	3.00	3.00	3.00	3.00	3.00	3.00
	Total for Fund: 150	3.00	3.00	3.00	3.00	3.00	3.00	3.00
205 Child Custody Mediation & Drug Pi								
	Child Custody Mediation	0.05	0.05	0.05	0.05	0.05	0.05	0.05
	Total for Fund: 205	0.05	0.05	0.05	0.05	0.05	0.05	0.05
206 Video Lottery Fund								
	Video Lottery	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 206	0.00	0.00	0.00	0.00	0.00	0.00	0.00
209 Courthouse Security								
	Courthouse Security	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 209	0.00	0.00	0.00	0.00	0.00	0.00	0.00
225 Bike paths								
	Bike Paths	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 225	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230 Law Library								
	Law Library	0.20	0.20	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 230	0.20	0.20	0.00	0.00	0.00	0.00	0.00
235 Animal Shelter Donations								
	Animal Shelter Enhance.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 235	0.00	0.00	0.00	0.00	0.00	0.00	0.00
240 Park & Land Acq. & Maint								
	Parks & Land Acq. Maint	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 240	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300 Road District #1								
	Road District #1	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 300	0.00	0.00	0.00	0.00	0.00	0.00	0.00
305 State Timber Enforcement Fund								
	State Timber Enforcement	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 305	0.00	0.00	0.00	0.00	0.00	0.00	0.00
325 Industrial Development Revolving								
	Industrial Develop.Revolving Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 325	0.00	0.00	0.00	0.00	0.00	0.00	0.00

F.T.E. by Fund

Fund	Organizational Unit	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Requested 2023-2024	Proposed 2023-2024	Approved 2023-2024	Adopted 2023-2024
385 Westport Sewer Serv Dist								
	Westport Sewer Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 385	0.00	0.00	0.00	0.00	0.00	0.00	0.00
386 Westport Sewer Equip Rplc								
	Westport Sewer Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 386	0.00	0.00	0.00	0.00	0.00	0.00	0.00
395 4-H & Ext Ser Spec Dist								
	4-H & Extension	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 395	0.00	0.00	0.00	0.00	0.00	0.00	0.00
400 Debt Service Fund								
	Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 400	0.00	0.00	0.00	0.00	0.00	0.00	0.00
405 Bond & UAL Reserve Fund								
	Bond & UAL Reserve Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 405	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Totals:	237.68	250.34	262.22	265.46	265.56	265.56	265.56

F.T.E. by Functional Area

Functional Area	Organizational Unit	Fund	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Requested 2023-2024	Proposed 2023-2024	Approved 2023-2024	Adopted 2023-2024
County Service Districts									
	4-H & Extension	395	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Diking District #11	511	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Diking District #14	514	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Diking District #5	505	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Road District #1	300	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Sheriff Rural Law Enf Dis	005	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Westport Sewer Equipment	386	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Westport Sewer Service	385	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total for: County Service Districts			0.00	0.00	0.00	0.00	0.00	0.00	0.00
Culture & Recreation									
	Fair & Expo	150	3.00	3.00	3.00	3.00	3.00	3.00	3.00
	Parks & Land Acq. Maint	240	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Parks Maintenance	001	1.70	2.68	2.68	2.73	2.73	2.73	2.73
Total for: Culture & Recreation			4.70	5.68	5.68	5.73	5.73	5.73	5.73
General Government									
	American Rescue Plan	090	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Approp. For Contingency 1	001	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Approp. For Contingency 90	090	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Assessment & Taxation	001	14.80	14.80	15.30	15.30	15.30	15.30	15.30
	Board of Commissioners	001	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Bond & UAL Reserve Fund	405	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Brd of Property Tax Appeal	001	0.35	0.35	0.35	0.35	0.35	0.35	0.35
	Budget & Finance	001	4.93	4.93	4.50	4.50	4.50	4.50	4.50
	Building & Grounds	001	5.53	5.53	6.53	6.53	6.53	6.53	6.53
	Clerk - Admin. & Elections	001	3.00	3.00	3.00	3.00	3.00	3.00	3.00
	Clerk Archived Records	004	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Clerk Recordings	001	1.65	1.65	1.65	1.65	1.65	1.65	1.65
	County Counsel	001	1.00	1.00	0.00	1.00	1.00	1.00	1.00
	County Manager	001	3.95	5.55	7.25	7.25	7.25	7.25	7.25
	Debt Service	400	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Discretionary Revenue	001	0.00	0.00	0.00	0.00	0.00	0.00	0.00

F.T.E. by Functional Area

Functional Area	Organizational Unit	Fund	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Requested 2023-2024	Proposed 2023-2024	Approved 2023-2024	Adopted 2023-2024
Dues & Special Assessments		001	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General Fund Stabilization		001	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GF Stabilization		003	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Human Resources		001	2.00	2.00	3.00	3.00	3.00	3.00	3.00
Information Systems		001	7.07	9.08	9.00	9.00	9.00	9.00	9.00
Insurance Reserve		105	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PA COVID-19		090	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Property Management		001	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Transfers To Other Funds		001	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total for: General Government			44.78	48.38	51.08	52.08	52.08	52.08	52.08
Land Use, Hsg & Trans / Econ. Dev. & Capital									
Approp. For Contingency 2		002	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bike Paths		225	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Building Codes		036	5.15	5.15	5.15	5.15	5.15	5.15	5.15
Clatsop County Fisheries		039	6.20	6.18	6.18	6.33	6.33	6.33	6.33
Code Compliance		001	2.30	2.35	2.35	2.35	2.35	2.35	2.35
County Tourism		001	0.70	0.70	0.70	0.70	0.70	0.70	0.70
Fleet Management		102	0.00	0.00	1.00	4.60	4.60	4.60	4.60
Fleet Replacement		100	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Industrial Develop.Revolving F		325	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Planning Division		001	4.55	5.50	5.50	5.50	5.50	5.50	5.50
Road Admin. And Support		002	6.85	5.60	6.30	6.40	6.25	6.25	6.25
Road Maint & Construction		002	26.85	26.15	25.95	23.40	23.40	23.40	23.40
Special Projects		100	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Surveyor		001	1.95	1.95	1.95	2.10	2.10	2.10	2.10
Surveyor - Land Corner 120		120	0.25	0.25	0.25	0.00	0.25	0.25	0.25
Video Lottery		206	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total for: Land Use, Hsg & Trans / Econ. Dev. & Capital			54.80	53.83	55.33	56.53	56.63	56.63	56.63
Public Health									
Approp. For Contingency 033		033	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Approp. For Contingency 7		007	0.00	0.00	0.00	0.00	0.00	0.00	0.00

F.T.E. by Functional Area

Functional Area	Organizational Unit	Fund	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Requested 2023-2024	Proposed 2023-2024	Approved 2023-2024	Adopted 2023-2024
	Babies First	007	2.15	1.15	1.50	1.49	1.49	1.49	1.49
	Community Health	007	5.60	7.50	7.15	6.45	6.45	6.45	6.45
	Developmental Disabilities	033	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Disease and Overdose Preven	007	1.55	1.40	1.58	1.58	1.58	1.58	1.58
	Drug & Alcohol Prevention	033	0.85	1.00	1.13	1.98	1.98	1.98	1.98
	Emergency Preparedness	007	0.15	1.10	1.00	0.99	0.99	0.99	0.99
	Environmental Health	007	1.85	2.30	3.20	3.39	3.39	3.39	3.39
	Family Planning	007	1.10	1.10	1.30	1.34	1.34	1.34	1.34
	Household Hazardous Waste	007	0.20	0.15	0.30	0.29	0.29	0.29	0.29
	Immunization	007	0.15	0.15	0.50	0.54	0.54	0.54	0.54
	Mental Health	033	0.80	0.40	0.20	0.20	0.20	0.20	0.20
	Onsite Sewage Systems	007	2.40	2.30	1.80	1.59	1.59	1.59	1.59
	School-Based Health Centers	007	0.00	0.00	0.65	0.79	0.79	0.79	0.79
	Tobacco Prevention	007	1.70	1.15	1.95	1.78	1.78	1.78	1.78
	W I C Program	007	2.10	2.10	2.28	2.27	2.27	2.27	2.27
Total for: Public Health			20.60	21.80	24.55	24.65	24.65	24.65	24.65
Public Safety & Justice									
	Animal Control Division	001	4.50	4.68	4.50	5.00	5.00	5.00	5.00
	Animal Shelter Enhance.	235	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Child Custody Mediation	205	0.05	0.05	0.05	0.05	0.05	0.05	0.05
	Child Support	009	2.11	2.11	2.11	2.17	2.17	2.17	2.17
	Community Corrections Divisic	024	13.10	13.10	14.10	14.10	14.10	14.10	14.10
	Corrections Workcrew	001	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Courthouse Security	209	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	District Attorney	001	16.78	16.69	17.95	17.95	17.95	17.95	17.95
	Emergency Management	001	3.00	3.00	3.00	3.00	3.00	3.00	3.00
	Jail Medical	001	2.00	2.00	4.00	4.00	4.00	4.00	4.00
	Juv Crime Prevention	020	0.58	0.20	0.34	0.53	0.53	0.53	0.53
	Juvenile Department	001	5.58	6.33	6.33	6.47	6.47	6.47	6.47
	Law Library	230	0.20	0.20	0.00	0.00	0.00	0.00	0.00
	Marine Patrol	027	1.50	1.50	1.50	1.50	1.50	1.50	1.50
	Medical Examiner	001	0.00	1.40	1.31	1.31	1.31	1.31	1.31

F.T.E. by Functional Area

Functional Area	Organizational Unit	Fund	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Requested 2023-2024	Proposed 2023-2024	Approved 2023-2024	Adopted 2023-2024
	Sheriff Corrections Division	001	31.00	37.00	37.00	37.00	37.00	37.00	37.00
	Sheriff Enforcement Division	001	24.40	24.40	25.40	25.40	25.40	25.40	25.40
	Sheriff Support Division	001	8.00	8.00	8.00	8.00	8.00	8.00	8.00
	State Timber Enforcement	305	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for: Public Safety & Justice		112.80	120.66	125.59	126.48	126.48	126.48	126.48
	Totals:		237.68	250.34	262.22	265.46	265.56	265.56	265.56

APPENDIX A
CLASS AND SALARY RATE TABLE EFFECTIVE July 1, 2023

Revised as of	range	union	hours/week	OT Eligible	MINIMUM		STEPS		MAXIMUM	HOURLY	RATE
TITLE					A	B	C	D	E	STEP A	TOP STEP
ACCOUNTANT I	13	A	3	Y	\$ 4,434.72	\$ 4,656.45	\$ 4,889.27	\$ 5,133.73	\$ 5,390.42	\$ 27.29	\$ 33.17
ACCOUNTANT I	13	A	4	Y	\$ 4,730.82	\$ 4,967.36	\$ 5,215.72	\$ 5,476.51	\$ 5,750.33	\$ 27.29	\$ 33.17
ACCOUNTANT II	14	A	3	Y	\$ 4,656.45	\$ 4,889.27	\$ 5,133.73	\$ 5,390.42	\$ 5,659.94	\$ 28.66	\$ 34.83
ACCOUNTANT II	14	A	4	Y	\$ 4,967.36	\$ 5,215.72	\$ 5,476.51	\$ 5,750.33	\$ 6,037.85	\$ 28.66	\$ 34.83
ACCOUNTANT III	16	A	4	Y	\$ 5,476.51	\$ 5,750.33	\$ 6,037.85	\$ 6,339.74	\$ 6,656.73	\$ 31.59	\$ 38.40
ADMINISTRATIVE ASSISTANT I	11	A	3	Y	\$ 4,022.42	\$ 4,223.53	\$ 4,434.72	\$ 4,656.45	\$ 4,889.27	\$ 24.76	\$ 30.09
ADMINISTRATIVE ASSISTANT I	11	A	4	Y	\$ 4,290.99	\$ 4,505.54	\$ 4,730.82	\$ 4,967.36	\$ 5,215.72	\$ 24.76	\$ 30.09
ADMINISTRATIVE ASSISTANT II	12	A	3	Y	\$ 4,223.53	\$ 4,434.72	\$ 4,656.45	\$ 4,889.27	\$ 5,133.73	\$ 25.99	\$ 31.59
ADMINISTRATIVE ASSISTANT II	12	A	4	Y	\$ 4,505.54	\$ 4,730.82	\$ 4,967.36	\$ 5,215.72	\$ 5,476.51	\$ 25.99	\$ 31.59
ADMINISTRATIVE ASSISTANT III	13	A	3	Y	\$ 4,434.72	\$ 4,656.45	\$ 4,889.27	\$ 5,133.73	\$ 5,390.42	\$ 27.29	\$ 33.17
ADMINISTRATIVE ASSISTANT III	13	A	4	Y	\$ 4,730.82	\$ 4,967.36	\$ 5,215.72	\$ 5,476.51	\$ 5,750.33	\$ 27.29	\$ 33.17
ANIMAL CONTROL COORDINATOR	14	A	3	Y	\$ 4,656.45	\$ 4,889.27	\$ 5,133.73	\$ 5,390.42	\$ 5,659.94	\$ 28.66	\$ 34.83
ANIMAL CONTROL OFFICER	12	A	3	Y	\$ 4,223.53	\$ 4,434.72	\$ 4,656.45	\$ 4,889.27	\$ 5,133.73	\$ 25.99	\$ 31.59
BUILDING INSPECTOR I	20	A	4	Y	\$ 6,656.73	\$ 6,989.57	\$ 7,339.05	\$ 7,706.00	\$ 8,091.30	\$ 38.40	\$ 46.68
CARTOGRAPHER	15	A	3	Y	\$ 4,889.27	\$ 5,133.73	\$ 5,390.42	\$ 5,659.94	\$ 5,942.95	\$ 30.09	\$ 36.58
CARTOGRAPHER TRAINEE	10	A	3	Y	\$ 3,830.88	\$ 4,022.42	\$ 4,223.53	\$ 4,434.72	\$ 4,656.45	\$ 23.57	\$ 28.66
CARTOGRAPHER, SENIOR	17	A	3	Y	\$ 5,390.42	\$ 5,659.94	\$ 5,942.95	\$ 6,240.09	\$ 6,552.10	\$ 33.17	\$ 40.32
CHILD SUPPORT AGENT I	13	A	3	Y	\$ 4,434.72	\$ 4,656.45	\$ 4,889.27	\$ 5,133.73	\$ 5,390.42	\$ 27.29	\$ 33.17
CHILD SUPPORT AGENT II	15	A	3	Y	\$ 4,889.27	\$ 5,133.73	\$ 5,390.42	\$ 5,659.94	\$ 5,942.95	\$ 30.09	\$ 36.58
CHL SPECIALIST	12	A	3	Y	\$ 4,223.53	\$ 4,434.72	\$ 4,656.45	\$ 4,889.27	\$ 5,133.73	\$ 25.99	\$ 31.59
CIVIL TECHNICIAN	14	A	3	Y	\$ 4,656.45	\$ 4,889.27	\$ 5,133.73	\$ 5,390.42	\$ 5,659.94	\$ 28.66	\$ 34.83
CODE COMPLIANCE SPECIALIST	15	A	3	Y	\$ 4,889.27	\$ 5,133.73	\$ 5,390.42	\$ 5,659.94	\$ 5,942.95	\$ 30.09	\$ 36.58
CODE COMPLIANCE SPECIALIST	15	A	4	Y	\$ 5,215.72	\$ 5,476.51	\$ 5,750.33	\$ 6,037.85	\$ 6,339.74	\$ 30.09	\$ 36.58
COMMUNITY CORR. RECORDS SPEC.	12	A	3	Y	\$ 4,223.53	\$ 4,434.72	\$ 4,656.45	\$ 4,889.27	\$ 5,133.73	\$ 25.99	\$ 31.59
CORRECTIONS RECORD TECHNICIAN	14	A	3	Y	\$ 4,656.45	\$ 4,889.27	\$ 5,133.73	\$ 5,390.42	\$ 5,659.94	\$ 28.66	\$ 34.83
CUSTODIAN	7	A	4	Y	\$ 3,530.21	\$ 3,706.72	\$ 3,892.06	\$ 4,086.66	\$ 4,290.99	\$ 20.37	\$ 24.76
DEPUTY CLERK	12	A	3	Y	\$ 4,223.53	\$ 4,434.72	\$ 4,656.45	\$ 4,889.27	\$ 5,133.73	\$ 25.99	\$ 31.59
DEPUTY COUNTY SURVEYOR	21	A	4	Y	\$ 6,989.57	\$ 7,339.05	\$ 7,706.00	\$ 8,091.30	\$ 8,495.87	\$ 40.32	\$ 49.01
DISEASE INTERVENTION SPECIALIST	13	A	3	Y	\$ 4,434.72	\$ 4,656.45	\$ 4,889.27	\$ 5,133.73	\$ 5,390.42	\$ 27.29	\$ 33.17
ELECTIONS TECHNICIAN	15	A	3	Y	\$ 4,889.27	\$ 5,133.73	\$ 5,390.42	\$ 5,659.94	\$ 5,942.95	\$ 30.09	\$ 36.58
ELECTRICAL INSPECTOR	20	A	4	Y	\$ 6,656.73	\$ 6,989.57	\$ 7,339.05	\$ 7,706.00	\$ 8,091.30	\$ 38.40	\$ 46.68
ENFORCEMENT RECORDS SPEC.	12	A	3	Y	\$ 4,223.53	\$ 4,434.72	\$ 4,656.45	\$ 4,889.27	\$ 5,133.73	\$ 25.99	\$ 31.59
ENGINEERING TECH - LEAD WORKER	21	A	4	Y	\$ 6,989.57	\$ 7,339.05	\$ 7,706.00	\$ 8,091.30	\$ 8,495.87	\$ 40.32	\$ 49.01
ENGINEERING TECHNICIAN I	17	A	4	Y	\$ 5,750.33	\$ 6,037.85	\$ 6,339.74	\$ 6,656.73	\$ 6,989.57	\$ 33.17	\$ 40.32
ENGINEERING TECHNICIAN II	18	A	4	Y	\$ 6,037.85	\$ 6,339.74	\$ 6,656.73	\$ 6,989.57	\$ 7,339.05	\$ 34.83	\$ 42.34
ENGINEERING TECHNICIAN III	20	A	4	Y	\$ 6,656.73	\$ 6,989.57	\$ 7,339.05	\$ 7,706.00	\$ 8,091.30	\$ 38.40	\$ 46.68
ENVIRONMENTAL HEALTH SPEC I	13	A	3	Y	\$ 4,434.72	\$ 4,656.45	\$ 4,889.27	\$ 5,133.73	\$ 5,390.42	\$ 27.29	\$ 33.17
ENVIRONMENTAL HEALTH SPEC II	15	A	3	Y	\$ 4,889.27	\$ 5,133.73	\$ 5,390.42	\$ 5,659.94	\$ 5,942.95	\$ 30.09	\$ 36.58
EVIDENCE TECHNICIAN	14	A	3	Y	\$ 4,656.45	\$ 4,889.27	\$ 5,133.73	\$ 5,390.42	\$ 5,659.94	\$ 28.66	\$ 34.83
FISH CULTURIST	13	A	3	Y	\$ 4,434.72	\$ 4,656.45	\$ 4,889.27	\$ 5,133.73	\$ 5,390.42	\$ 27.29	\$ 33.17
GIS PROGRAMMER ANALYST	21	A	4	Y	\$ 6,989.57	\$ 7,339.05	\$ 7,706.00	\$ 8,091.30	\$ 8,495.87	\$ 40.32	\$ 49.01
GIS TECHNICIAN	15	A	3	Y	\$ 4,889.27	\$ 5,133.73	\$ 5,390.42	\$ 5,659.94	\$ 5,942.95	\$ 30.09	\$ 36.58
HEALTH PROMOTION SPECIALIST I	14	A	3	Y	\$ 4,656.45	\$ 4,889.27	\$ 5,133.73	\$ 5,390.42	\$ 5,659.94	\$ 28.66	\$ 34.83
HEALTH PROMOTION SPECIALIST II	15	A	3	Y	\$ 4,889.27	\$ 5,133.73	\$ 5,390.42	\$ 5,659.94	\$ 5,942.95	\$ 30.09	\$ 36.58
HELP DESK TECHNICIAN	14	A	3	Y	\$ 4,656.45	\$ 4,889.27	\$ 5,133.73	\$ 5,390.42	\$ 5,659.94	\$ 28.66	\$ 34.83
JUVENILE COUNSELOR ASSISTANT	13	A	3	Y	\$ 4,434.72	\$ 4,656.45	\$ 4,889.27	\$ 5,133.73	\$ 5,390.42	\$ 27.29	\$ 33.17
JUVENILE COURT ASSISTANT	14	A	3	Y	\$ 4,656.45	\$ 4,889.27	\$ 5,133.73	\$ 5,390.42	\$ 5,659.94	\$ 28.66	\$ 34.83
JUVENILE PROBATION COUNSELOR	18	A	3	Y	\$ 5,659.94	\$ 5,942.95	\$ 6,240.09	\$ 6,552.10	\$ 6,879.71	\$ 34.83	\$ 42.34
JUVENILE PROB. COUNSELOR, LEAD	20	A	3	Y	\$ 6,240.09	\$ 6,552.10	\$ 6,879.71	\$ 7,223.69	\$ 7,584.87	\$ 38.40	\$ 46.68
KENNEL WORKER	7	A	4	Y	\$ 3,530.21	\$ 3,706.72	\$ 3,892.06	\$ 4,086.66	\$ 4,290.99	\$ 20.37	\$ 24.76
MAINTENANCE ASSISTANT I	9	A	4	Y	\$ 3,892.06	\$ 4,086.66	\$ 4,290.99	\$ 4,505.54	\$ 4,730.82	\$ 22.45	\$ 27.29
MAINTENANCE ASSISTANT II	13	A	4	Y	\$ 4,730.82	\$ 4,967.36	\$ 5,215.72	\$ 5,476.51	\$ 5,750.33	\$ 27.29	\$ 33.17
MECHANIC	RD8	A	4	Y	\$ 29.58	\$ 31.06	\$ 32.61	\$ 34.24	\$ 35.95	---	---
NETWORK ADMINISTRATOR	20	A	3	Y	\$ 6,240.09	\$ 6,552.10	\$ 6,879.71	\$ 7,223.69	\$ 7,584.87	\$ 38.40	\$ 46.68
PARK RANGER	9	A	4	Y	\$ 3,892.06	\$ 4,086.66	\$ 4,290.99	\$ 4,505.54	\$ 4,730.82	\$ 22.45	\$ 27.29
PERMIT TECHNICIAN I	13	A	4	Y	\$ 4,730.82	\$ 4,967.36	\$ 5,215.72	\$ 5,476.51	\$ 5,750.33	\$ 27.29	\$ 33.17
PERMIT TECHNICIAN II	15	A	4	Y	\$ 5,215.72	\$ 5,476.51	\$ 5,750.33	\$ 6,037.85	\$ 6,339.74	\$ 30.09	\$ 36.58
PERSONAL PROPERTY TAX AUDITOR	15	A	3	Y	\$ 4,889.27	\$ 5,133.73	\$ 5,390.42	\$ 5,659.94	\$ 5,942.95	\$ 30.09	\$ 36.58
PLANNER	15	A	3	Y	\$ 4,889.27	\$ 5,133.73	\$ 5,390.42	\$ 5,659.94	\$ 5,942.95	\$ 30.09	\$ 36.58
PLANNER	15	A	4	Y	\$ 5,215.72	\$ 5,476.51	\$ 5,750.33	\$ 6,037.85	\$ 6,339.74	\$ 30.09	\$ 36.58
PLANNER, SENIOR	20	A	4	Y	\$ 6,656.73	\$ 6,989.57	\$ 7,339.05	\$ 7,706.00	\$ 8,091.30	\$ 38.40	\$ 46.68
PLANNING TECHNICIAN	13	A	3	Y	\$ 4,434.72	\$ 4,656.45	\$ 4,889.27	\$ 5,133.73	\$ 5,390.42	\$ 27.29	\$ 33.17
PRE-TRIAL RELEASE SPECIALIST	13	A	4	Y	\$ 4,730.82	\$ 4,967.36	\$ 5,215.72	\$ 5,476.51	\$ 5,750.33	\$ 27.29	\$ 33.17
PROGRAM ASSISTANT I	12	A	3	Y	\$ 4,223.53	\$ 4,434.72	\$ 4,656.45	\$ 4,889.27	\$ 5,133.73	\$ 25.99	\$ 31.59
PROGRAM ASSISTANT I	12	A	4	Y	\$ 4,505.54	\$ 4,730.82	\$ 4,967.36	\$ 5,215.72	\$ 5,476.51	\$ 25.99	\$ 31.59
PROGRAM ASSISTANT II	13	A	3	Y	\$ 4,434.72	\$ 4,656.45	\$ 4,889.27	\$ 5,133.73	\$ 5,390.42	\$ 27.29	\$ 33.17
PROGRAM ASSISTANT II	13	A	4	Y	\$ 4,730.82	\$ 4,967.36	\$ 5,215.72	\$ 5,476.51	\$ 5,750.33	\$ 27.29	\$ 33.17
PROGRAM ASSISTANT III	14	A	3	Y	\$ 4,656.45	\$ 4,889.27	\$ 5,133.73	\$ 5,390.42	\$ 5,659.94	\$ 28.66	\$ 34.83
PROGRAM ASSISTANT III	14	A	4	Y	\$ 4,967.36	\$ 5,215.72	\$ 5,476.51	\$ 5,750.33	\$ 6,037.85	\$ 28.66	\$ 34.83
PROPERTY APPRAISER I	14	A	3	Y	\$ 4,656.45	\$ 4,889.27	\$ 5,133.73	\$ 5,390.42	\$ 5,659.94	\$ 28.66	\$ 34.83
PROPERTY APPRAISER II	17	A	3	Y	\$ 5,390.42	\$ 5,659.94	\$ 5,942.95	\$ 6,240.09	\$ 6,552.10	\$ 33.17	\$ 40.32
PROPERTY APPRAISER, SENIOR	19	A	3	Y	\$ 5,942.95	\$ 6,240.09	\$ 6,552.10	\$ 6,879.71	\$ 7,223.69	\$ 36.58	\$ 44.45
PUBLIC HEALTH EMERG. PREP. COORD.	19	A	4	Y	\$ 6,339.74	\$ 6,656.73	\$ 6,989.57	\$ 7,339.05	\$ 7,706.00	\$ 36.58	\$ 44.45
ROAD MAINT. WORKER	RD7	A	4	Y	\$ 28.17	\$ 29.58	\$ 31.06	\$ 32.61	\$ 34.24	---	---
ROAD MAINT. WORKER TRAINEE	RD5	A	4	Y	\$ 25.55	\$ 26.83	\$ 28.17	\$ 29.58	\$ 31.06	---	---
SHOP MAINTENANCE, ASST	9	A	4	Y	\$ 22.45	\$ 23.58	\$ 24.76	\$ 25.99	\$ 27.29	---	---
SURVEY TECHNICIAN I	17	A	4	Y	\$ 5,750.33	\$ 6,037.85	\$ 6,339.74	\$ 6,656.73	\$ 6,989.57	\$ 33.17	\$ 40.32
SURVEY TECHNICIAN II	18	A	4	Y	\$ 6,037.85	\$ 6,339.74	\$ 6,656.73	\$ 6,989.57	\$ 7,339.05	\$ 34.83	\$ 42.34
TAX TECHNICIAN	15	A	3	Y	\$ 4,889.27	\$ 5,133.73	\$ 5,390.42	\$ 5,659.94	\$ 5,942.95	\$ 30.09	\$ 36.58
TRIAL ASSISTANT	14	A	3	Y	\$ 4,656.45	\$ 4,889.27	\$ 5,133.73	\$ 5,390.42	\$ 5,659.94	\$ 28.66	\$ 34.83
VICTIM SERVICES COORDINATOR	14	A	3	Y	\$ 4,656.45	\$ 4,889.27	\$ 5,133.73	\$ 5,390.42	\$ 5,659.94	\$ 28.66	\$ 34.83
VICTIM SERVICES COORDINATOR-LEAD	15	A	3	Y	\$ 4,889.27	\$ 5,133.73	\$ 5,390.42	\$ 5,659.94	\$ 5,942.95	\$ 30.09	\$ 36.58

Revised as of	range	union	hours/week	O/T Eligible	MINIMUM		STEPS		MAXIMUM	HOURLY RATE	
TITLE					A	B	C	D	E	STEP A	TOP STEP
DEPUTY SHERIFF, ENF. RESERVE	12	C	4	Y	\$ 23.33	---	---	---	\$ 31.69	---	---
DISASTER ASSISTANCE WORKER	10	C	4	Y	\$ 14.41	---	---	---	\$ 47.36	---	---
ELECTION WORKER	11	C	4	Y	\$ 14.35	---	---	---	\$ 14.89	---	---
INTERN	13	C	4	Y	\$ 16.42	---	---	---	---	---	---
PARENT EDUCATOR	15	C	4	Y	\$ 26.18	---	---	---	---	---	---
VICTIM SERVICES ASSISTANT	9	C	4	Y	\$ 18.70	---	---	---	---	---	---
PARK MAINT. HELPER CASUAL	RD1	C1	4	Y	\$ 16.81	\$ 17.65	\$ 18.53	\$ 19.46	\$ 20.43	---	---
ROAD MAINT. HELPER CASUAL	RD2	C1	4	Y	\$ 16.81	\$ 17.65	\$ 18.53	\$ 19.46	\$ 20.43	---	---
DISTRICT ATTORNEY, DEPUTY I	1DA	DA	4	N	\$ 6,543.46	---	---	---	\$ 8,768.87	---	---
DISTRICT ATTORNEY, DEPUTY II	2DA	DA	4	N	\$ 7,100.79	---	---	---	\$ 9,991.52	---	---
DISTRICT ATTORNEY, DEPUTY III	3DA	DA	4	N	\$ 9,579.16	---	---	---	\$ 12,836.98	---	---
COMMUNITY HEALTH PROJECT MGR	20	O	3	Y	\$ 48.55	\$ 50.98	\$ 53.53	\$ 56.21	\$ 59.02	---	---
NURSE PRACTITIONER / CLINICIAN	20	O	3	Y	\$ 48.55	\$ 50.98	\$ 53.53	\$ 56.21	\$ 59.02	---	---
REPRODUCTIVE HEALTH PROVIDER	20	O	3	Y	\$ 48.55	\$ 50.98	\$ 53.53	\$ 56.21	\$ 59.02	---	---
PUBLIC HEALTH NURSE I	16	O	3	Y	\$ 36.23	\$ 38.04	\$ 39.94	\$ 41.94	\$ 44.04	---	---
PUBLIC HEALTH NURSE I - Jail Nurse	16	O	3	Y	\$ 36.23	\$ 38.04	\$ 39.94	\$ 41.94	\$ 44.04	---	---
PUBLIC HEALTH NURSE II	17	O	3	Y	\$ 39.94	\$ 41.94	\$ 44.04	\$ 46.24	\$ 48.55	---	---
PUBLIC HEALTH NURSE II - Jail Nurse	17	O	3	Y	\$ 39.94	\$ 41.94	\$ 44.04	\$ 46.24	\$ 48.55	---	---
PUBLIC HEALTH NURSE III	18	O	3	Y	\$ 44.04	\$ 46.24	\$ 48.55	\$ 50.98	\$ 53.53	---	---
PUBLIC HEALTH NURSE III - Jail Nurse	18	O	3	Y	\$ 44.04	\$ 46.24	\$ 48.55	\$ 50.98	\$ 53.53	---	---
PUBLIC HEALTH NURSE II CASUAL	17II	O	3	Y	\$ 43.14	\$ 45.30	\$ 47.56	\$ 49.94	\$ 52.44	---	---

This Salary Appendix A is approved effective July 1, 2023:

Don Bohn, County Manager

Legend for Union Column:	COLA
A - AFSCME Courthouse / Roads Bargaining	1.0450
DS - CCLEA Deputy Sheriff's Bargaining Unit	1.0450
PO - FOPPO Parole & Probation Bargaining Unit	1.0450
O - ONA Nurses Bargaining Unit	1.0450
U - Unrepresented / Management	1.0450
DA - AFSCME District Attorney's Bargaining Unit	1.0450
C-Casual	1.0450
C1-Casual Roads	1.0450
Legend for Hours/Week Column:	
3 - Standard Work Week is 37.5 Hours	
4 - Standard Work Week is 40 Hours	

Hourly Rate Formula:

37.5 Hour Employee: monthly salary x 12 divided by 1950 hours in year = rate
 40.0 Hour Employee: monthly salary x 12 divided by 2080 hours in year = rate

RU SCHEDULE
CLASS AND SALARY RATE TABLE EFFECTIVE JULY 1 2023

Revised Title	Range	Union	Hours/Week	OT/Eligible										
					MINIMUM			STEPS				MAXIMUM	HOURLY RATE	
					1	2	3	4	5	6	7		STEP 1	TOP STEP
Administrative Assistant	RU10	U	40	Y	\$ 4,219.73	\$ 4,467.94	\$ 4,716.15	\$ 4,964.37	\$ 5,212.60	\$ 5,460.81	\$ 5,709.04		24.34	32.94
Control Room Technician	RU08	DS	40	Y	\$ 3,740.47	\$ 3,960.49	\$ 4,180.51	\$ 4,400.55	\$ 4,620.56	\$ 4,840.60	\$ 5,060.63		21.58	29.20
Deputy Sheriff	RU13	DS	40	Y	\$ 5,056.55	\$ 5,353.99	\$ 5,651.44	\$ 5,948.88	\$ 6,246.32	\$ 6,543.76	\$ 6,841.21		29.17	39.47
Emergency Management Coordinator	RU16	U	40	Y	\$ 6,059.81	\$ 6,416.47	\$ 6,772.94	\$ 7,129.42	\$ 7,485.88	\$ 7,842.36	\$ 8,198.82		34.96	47.30
Human Resources & Volunteer Coord.	RU11	U	40	Y	\$ 4,481.82	\$ 4,745.46	\$ 5,009.09	\$ 5,272.71	\$ 5,536.36	\$ 5,799.98	\$ 6,063.43		25.86	34.98
Information Systems Analyst	RU18	U	40	N	\$ 6,836.91	\$ 7,239.09	\$ 7,641.26	\$ 8,043.43	\$ 8,445.62	\$ 8,847.77	\$ 9,249.95		39.44	53.37
Juvenile Services Coordinator	RU13	U	40	Y	\$ 5,056.55	\$ 5,353.99	\$ 5,651.44	\$ 5,948.88	\$ 6,246.32	\$ 6,543.76	\$ 6,841.21		29.17	39.47
Management/ Policy Analyst	RU17	U	40	Y	\$ 6,436.28	\$ 6,814.89	\$ 7,193.50	\$ 7,572.10	\$ 7,950.70	\$ 8,329.31	\$ 8,707.92		37.13	50.24
Medicolegal Death Investigator	RU12	DS	40	Y	\$ 4,760.75	\$ 5,040.81	\$ 5,320.85	\$ 5,600.89	\$ 5,880.93	\$ 6,160.99	\$ 6,441.01		27.47	37.16
Network Administrator, Senior	RU18	U	40	N	\$ 6,836.91	\$ 7,239.09	\$ 7,641.26	\$ 8,043.43	\$ 8,445.62	\$ 8,847.77	\$ 9,249.95		39.44	53.37
Network Technician	RU18	U	40	N	\$ 6,836.91	\$ 7,239.09	\$ 7,641.26	\$ 8,043.43	\$ 8,445.62	\$ 8,847.77	\$ 9,249.95		39.44	53.37
Parole & Probation Deputy I	RU14	PO	40	Y	\$ 5,371.07	\$ 5,687.02	\$ 6,002.95	\$ 6,318.89	\$ 6,634.84	\$ 6,950.79	\$ 7,266.73		30.99	41.92
Parole & Probation Deputy II	RU16	PO	40	Y	\$ 6,059.81	\$ 6,416.47	\$ 6,772.94	\$ 7,129.42	\$ 7,485.88	\$ 7,842.36	\$ 8,198.82		34.96	47.30
Senior Communications Specialist	RU14	U	40	N	\$ 5,371.07	\$ 5,687.02	\$ 6,002.95	\$ 6,318.89	\$ 6,634.84	\$ 6,950.79	\$ 7,266.73		30.99	41.92
Senior Deputy Sheriff I	RU14	DS	40	Y	\$ 5,371.07	\$ 5,687.02	\$ 6,002.95	\$ 6,318.89	\$ 6,634.84	\$ 6,950.79	\$ 7,266.73		30.99	41.92
Senior Deputy Sheriff II	RU16	DS	40	Y	\$ 6,059.81	\$ 6,416.47	\$ 6,772.94	\$ 7,129.42	\$ 7,485.88	\$ 7,842.36	\$ 8,198.82		34.96	47.30

This Salary Schedule RU is approved effective July 1, 2023:

Approved by: _____

Donald Bohn, Clatsop County Manager

Date

Legend for Union Column:	COLA
A - AFSCME Courthouse / Roads Bargaining Unit	1.0450
DS - CCLEA Deputy Sheriff's Bargaining Unit	1.0450
PO - FOPPO Parole & Probation Bargaining Unit	1.0450
O - ONA Nurses Bargaining Unit	1.0450
U - Unrepresented / Management	1.0450
DA - AFSCME District Attorney's Bargaining Unit	1.0450
C-Casual	1.0450
C1-Casual Roads	1.0450
Legend for Hours/Week Column:	
3 - Standard Work Week is 37.5 Hours	
4 - Standard Work Week is 40 Hours	

Hourly Rate Formula:

37.5 Hour Employee: monthly salary x 12 divided by 1950 hours in year = rate

40.0 Hour Employee: monthly salary x 12 divided by 2080 hours in year = rate

M Schedule											
CLASS AND SALARY RATE TABLE EFFECTIVE July 1, 2023											
	Range	Union	Hours/Week	O/T Eligible							
Revised:					MINIMUM			MARKET			MAXIMUM
Title					Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Animal Control Supervisor	6	M	4	Y	\$ 7,452.53	-	-	-	-	-	\$ 10,082.83
Assessor Tax Director	8	M	4	N	\$ 8,818.12	-	-	-	-	-	\$ 11,930.40
Assistant County Manager	10	M	4	N	\$ 10,433.93	-	-	-	-	-	\$ 14,210.10
Assistant Public Works Director	7	M	4	N	\$ 8,106.62	-	-	-	-	-	\$ 10,967.78
Building Official	7	M	4	N	\$ 8,106.62	-	-	-	-	-	\$ 10,967.78
Chief Medicolegal Death Investigator	3	M	4	N	\$ 5,790.23	-	-	-	-	-	\$ 7,833.83
Clinical Manager/ Nursing Supervisor	7	M	4	N	\$ 8,106.62	-	-	-	-	-	\$ 10,967.78
Community Development Director	9	M	4	N	\$ 9,592.07	-	-	-	-	-	\$ 12,977.49
County Clerk	6	M	4	N	\$ 7,452.53	-	-	-	-	-	\$ 10,082.83
County Engineer	6	M	4	N	\$ 7,452.53	-	-	-	-	-	\$ 10,082.83
County Surveyor	6	M	4	N	\$ 7,452.53	-	-	-	-	-	\$ 10,082.83
Deputy Assessor and Tax Collector	5	M	4	N	\$ 6,851.22	-	-	-	-	-	\$ 9,269.29
Deputy Director of Public Health	7	M	4	N	\$ 8,106.62	-	-	-	-	-	\$ 10,967.78
District Attorney, Chief Deputy	10	M	4	N	\$ 10,433.93	-	-	-	-	-	\$ 14,210.10
Emergency Manager	5	M	4	N	\$ 6,851.22	-	-	-	-	-	\$ 9,269.29
Emergency Management Director	7	M	4	N	\$ 8,106.62	-	-	-	-	-	\$ 10,967.78
Environmental Health Supervisor	5	M	4	N	\$ 6,851.22	-	-	-	-	-	\$ 9,269.29
Facilities Manager	7	M	4	N	\$ 8,106.62	-	-	-	-	-	\$ 10,967.78
Facility Operations Supervisor	4	M	4	Y	\$ 6,298.41	-	-	-	-	-	\$ 8,521.40
Fairgrounds Manager	6	M	4	N	\$ 7,452.53	-	-	-	-	-	\$ 10,082.83
Finance Director	8	M	4	N	\$ 8,818.12	-	-	-	-	-	\$ 11,930.40
Fisheries Project Supervisor	4	M	4	Y	\$ 6,298.41	-	-	-	-	-	\$ 8,521.40
Fleet Manager	4	M	4	Y	\$ 6,298.41	-	-	-	-	-	\$ 8,521.40
GIS Cartographic Project Manager	7	M	4	N	\$ 8,106.62	-	-	-	-	-	\$ 10,967.78
Housing Manager	7	M	4	N	\$ 8,106.62	-	-	-	-	-	\$ 10,967.78
Human Resources Director	8	M	4	N	\$ 8,818.12	-	-	-	-	-	\$ 11,930.40
Information Systems Manager	8	M	4	N	\$ 8,818.12	-	-	-	-	-	\$ 11,930.40
Juvenile Director	8	M	4	N	\$ 8,818.12	-	-	-	-	-	\$ 11,930.40
Lieutenant	8	M	4	N	\$ 8,818.12	-	-	-	-	-	\$ 11,930.40
Natural Resource Manager	5	M	4	N	\$ 6,851.22	-	-	-	-	-	\$ 9,269.29
Network Support Manager	7	M	4	Y	\$ 8,106.62	-	-	-	-	-	\$ 10,967.78
Parks Foreman	1	M	4	Y	\$ 4,893.52	-	-	-	-	-	\$ 6,620.64
Planning Manager	7	M	4	N	\$ 8,106.62	-	-	-	-	-	\$ 10,967.78
Property Appraisal Supervisor	5	M	4	N	\$ 6,851.22	-	-	-	-	-	\$ 9,269.29
Public Affairs Officer	7	M	4	N	\$ 8,106.62	-	-	-	-	-	\$ 10,967.78
Public Health Director	9	M	4	N	\$ 9,592.07	-	-	-	-	-	\$ 12,977.49
Public Works Director	10	M	4	N	\$ 10,433.93	-	-	-	-	-	\$ 14,210.10
Road Foreman	4	M	4	Y	\$ 6,298.41	-	-	-	-	-	\$ 8,521.40
Senior Administrative Supervisor	5	M	4	N	\$ 6,851.22	-	-	-	-	-	\$ 9,269.29
Senior Human Resources Business Partner	6	M	4	N	\$ 7,452.53	-	-	-	-	-	\$ 10,082.83
Sergeant	6	M	4	Y	\$ 7,452.53	-	-	-	-	-	\$ 10,082.83
Undersheriff	10	M	4	N	\$ 10,433.93	-	-	-	-	-	\$ 14,210.10

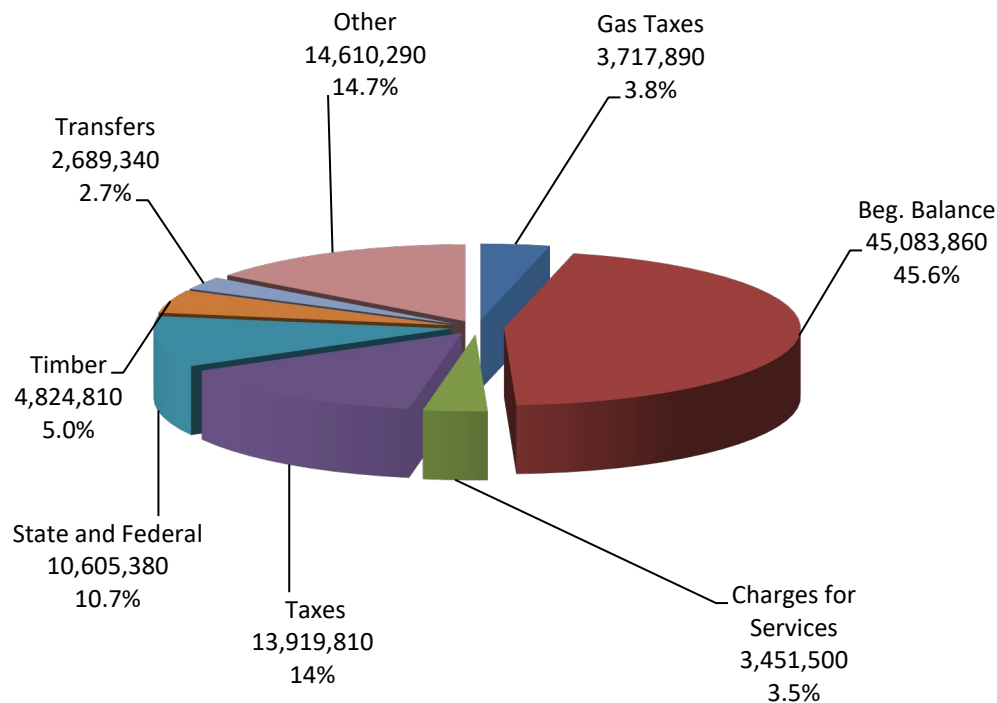
NOTE: The Clatsop County Sheriff salary shall be set in compliance with ORS 204.112

Approved by: _____

Donald Bohn, Clatsop County Manager

Date

Clatsop County Finances: 2023-2024
County Resources: All Funds
Total: \$98,902,880



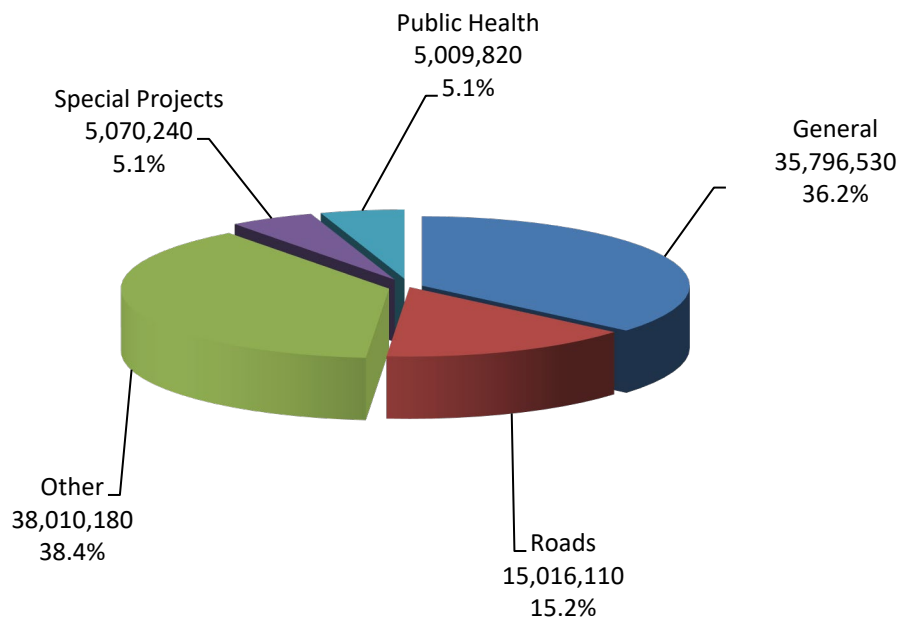
This chart demonstrates the revenue streams for all county resources. The Beginning Balance amount listed is less the unappropriated fund balance of \$7,205,620; the unappropriated fund balance is additional revenues that are unnecessary to meet the county's budgeted expenditures for the 2023-24 fiscal year, therefore they are reserved as an unbudgeted balance carried forward to the next FY.

The revenue category listed as other includes revenues such as: Special Payments made from county service districts; Indirect Cost Revenue, Donations, Licenses & Permits, Interest, Fines, and Rental Fees.

Clatsop County Finances: 2023-2024

Appropriations by Fund

Total: \$98,902,880

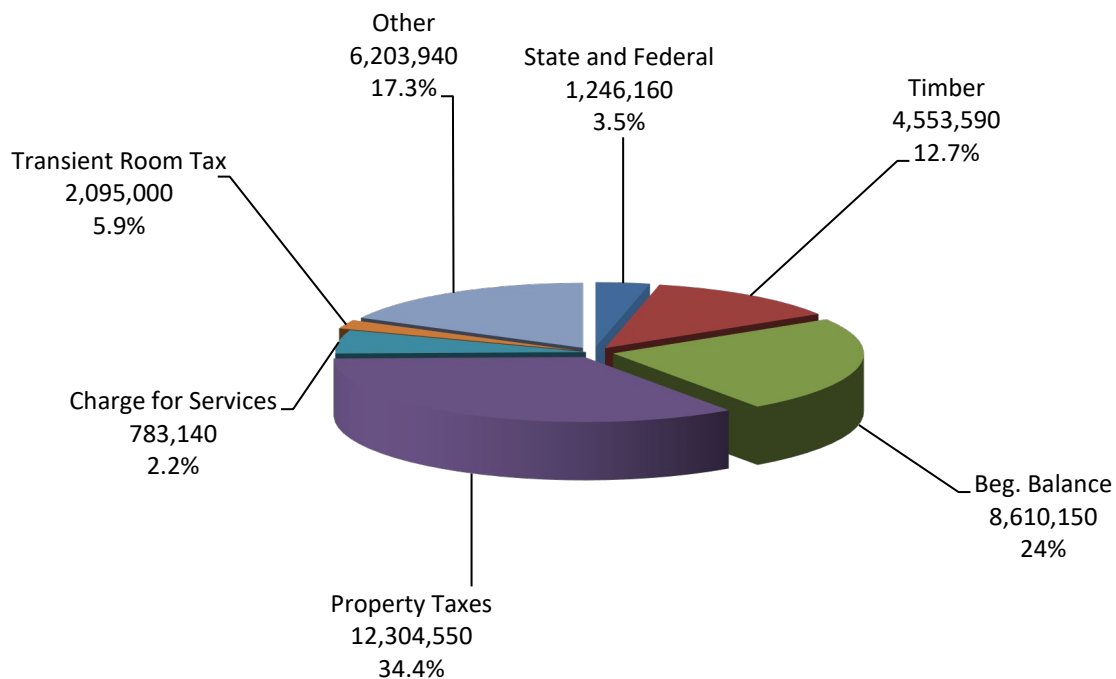


This chart represents total county appropriations less the County Service Districts which are Rural Law Enforcement District (RLED), Road District, Westport Sewer District, and 4-H & Extension District. The total County Service District appropriations are \$10,181,270.

Clatsop County Finances: 2023-2024

General Fund Resources

Total: \$35,796,530



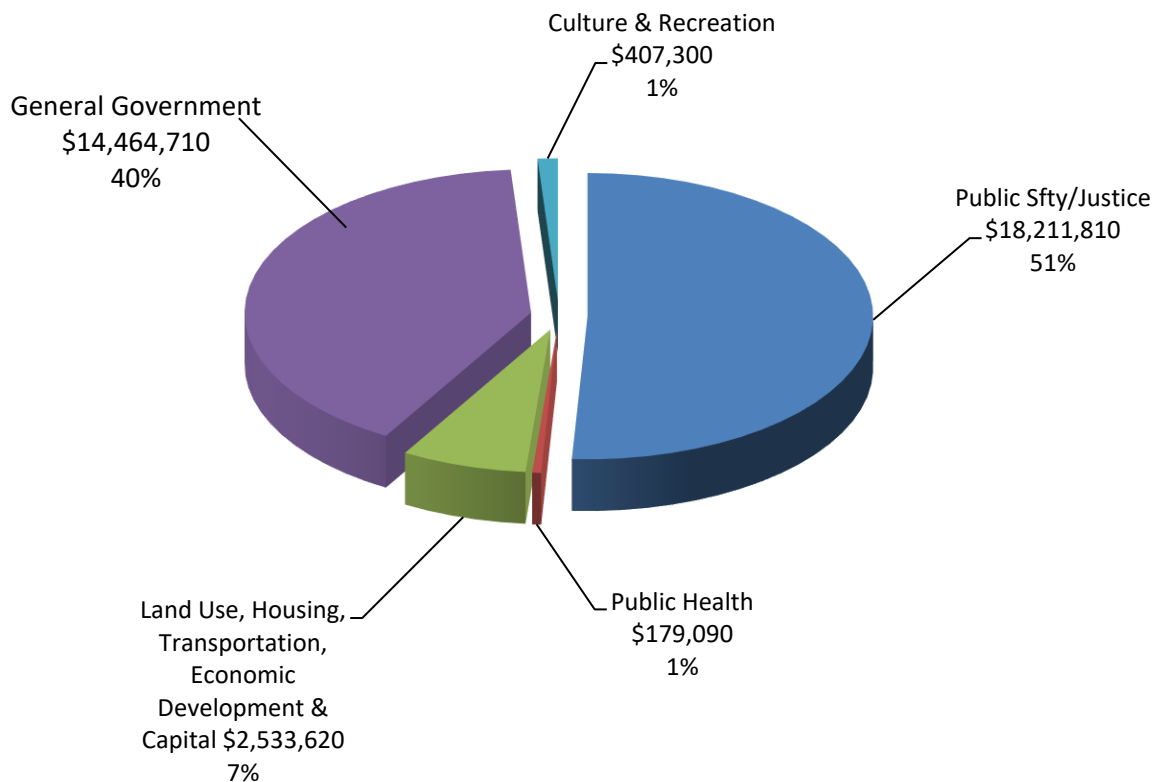
This chart demonstrates the revenue streams for the county general fund. The Beginning Balance amount listed does not include the unappropriated fund balance of \$88,640; the unappropriated fund balance is additional revenues that are unnecessary to meet the county's budgeted General Fund expenditures for the 2023-24 fiscal year, therefore they are reserved as an unbudgeted balance carried forward to the next FY.

The revenue category listed as other includes revenues such as: Licenses & Permits, Fines, Forfeits & Penalties, Intergovernmental, and Donations.

Clatsop County Finances 2023-2024

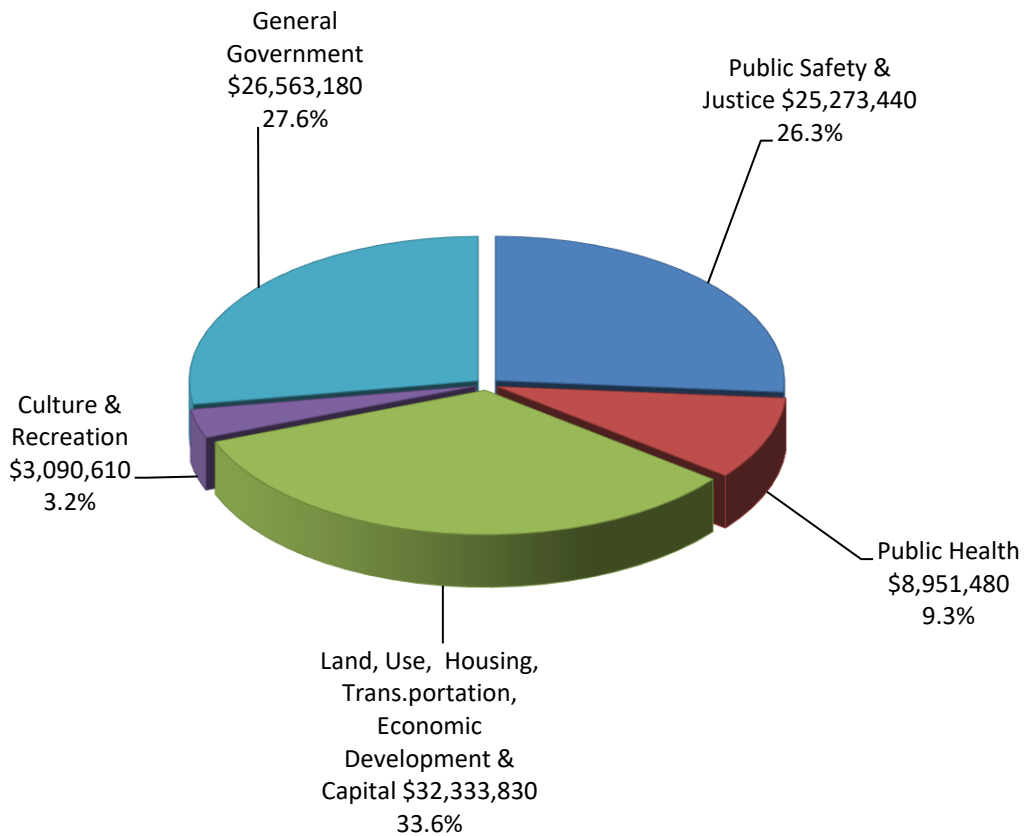
General Fund Appropriations by Functional Area

Total \$35,796,530



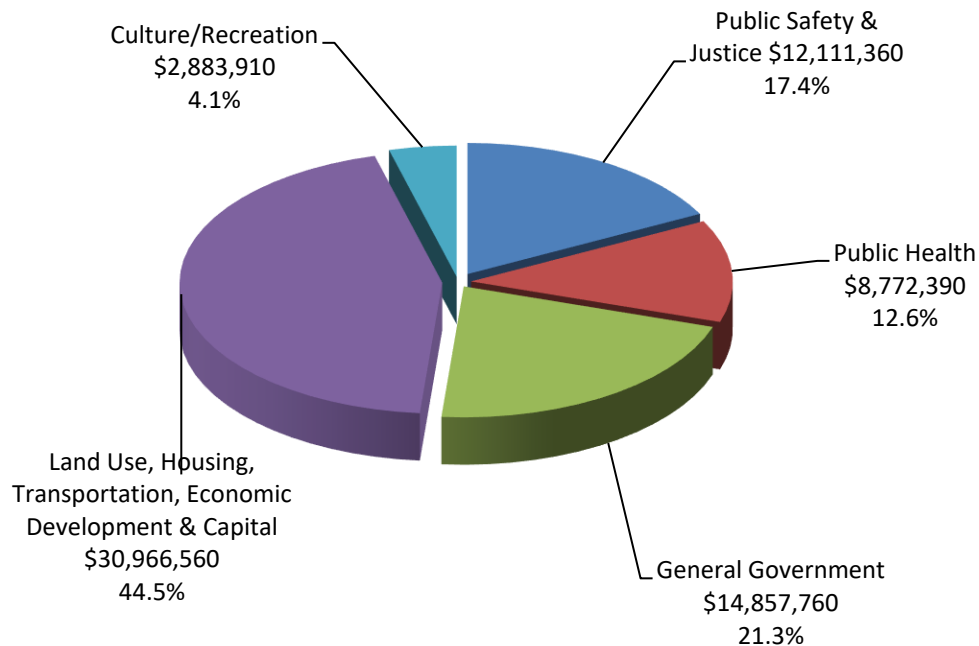
The chart above represents the total proposed General Fund expenditure appropriation by functional area for the next fiscal year. Approximately ninety percent (91%) of total general funds are allocated to Public Safety (51%) and general government activities (40%); which include both direct government services and indirect services. Examples of Public Safety services include, but are not limited to: Sheriff's Office, Corrections, District Attorney's Office, Juvenile, Animal Control, and Emergency Management. Examples of General Government direct services include, but are not limited to: Assessment & Taxation, County Clerk functions, and the Board of Commissioners. Examples of General Government indirect services include, but are not limited to: County Manager, Budget & Finance, Human Resources, and Information Systems.

Clatsop County Functions/Programs Budget Total Expenditures - 2023-2024 Totals \$96,212,040



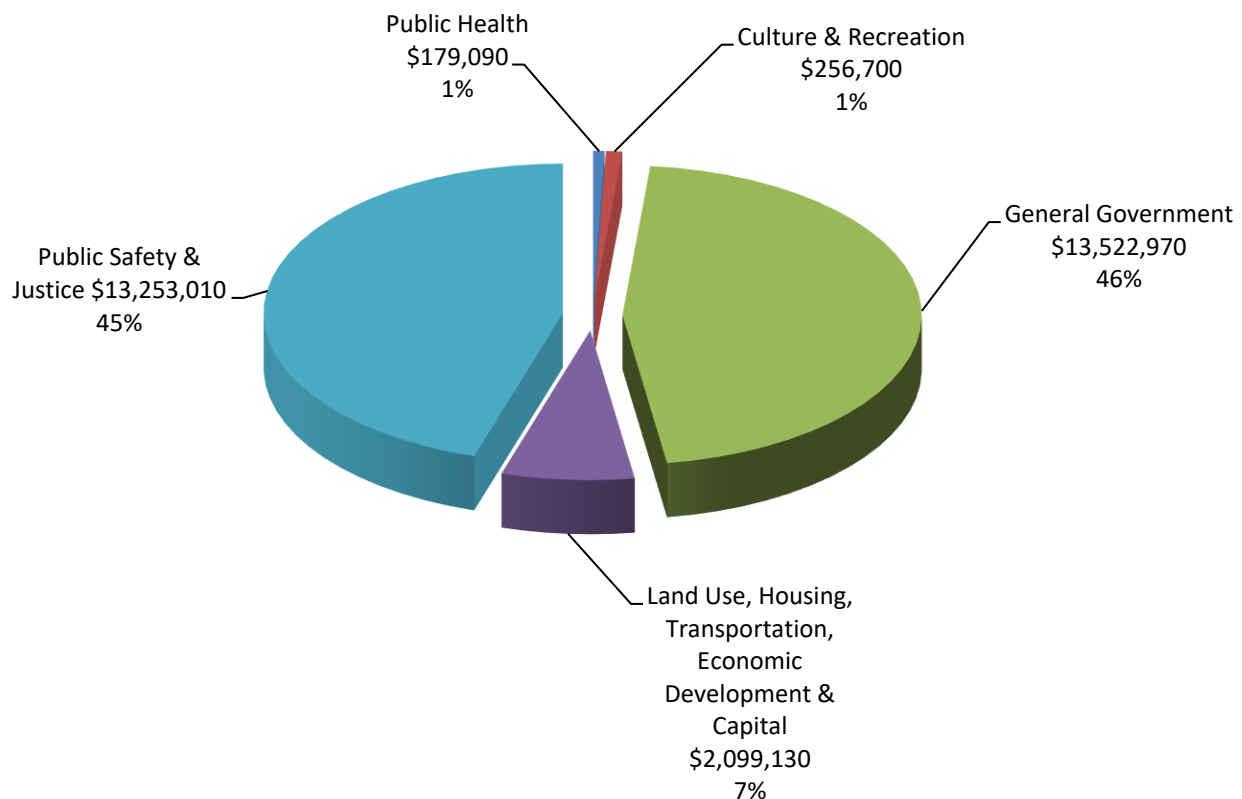
This chart represents the County-wide appropriations by functional area less the County Service Districts appropriations of \$10,181,270. This chart also eliminates double counting of appropriations that are transferred to other funds in the amount of \$2,690,340 and shows those appropriations only in the functional area in which they are budgeted to be expended for services.

**Clatsop County Functions/Programs Budget
Dedicated Funding 2023-2024
\$69,591,980**



The chart above represents the County-wide dedicated funding, or restricted resources that must be used for specific governmental purposes, by functional grouping, for the next fiscal year. The chart eliminates double counting of restricted resources that are transferred to other funds and shows those revenues only in the functional area in which they are budgeted to be expended for services.

Clatsop County Functions/Programs Budget Discretionary Funding 2023-2024 \$29,310,900

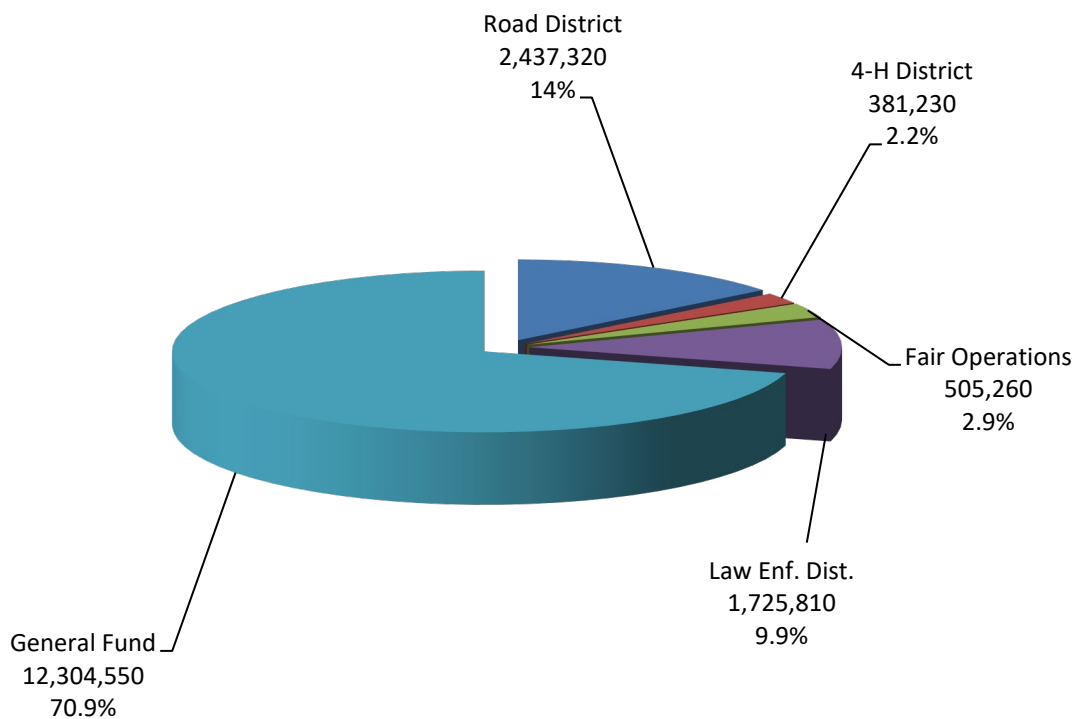


The chart above represents County expenditures by functional grouping budgeted for the next fiscal year. The chart eliminates double counting expenditures transferred to other funds and shows those expenses only in the functional area in which they are budgeted to be expended for services.

Clatsop County Finances: 2023-2024

Taxes: All Funds

Total: \$17,354,170

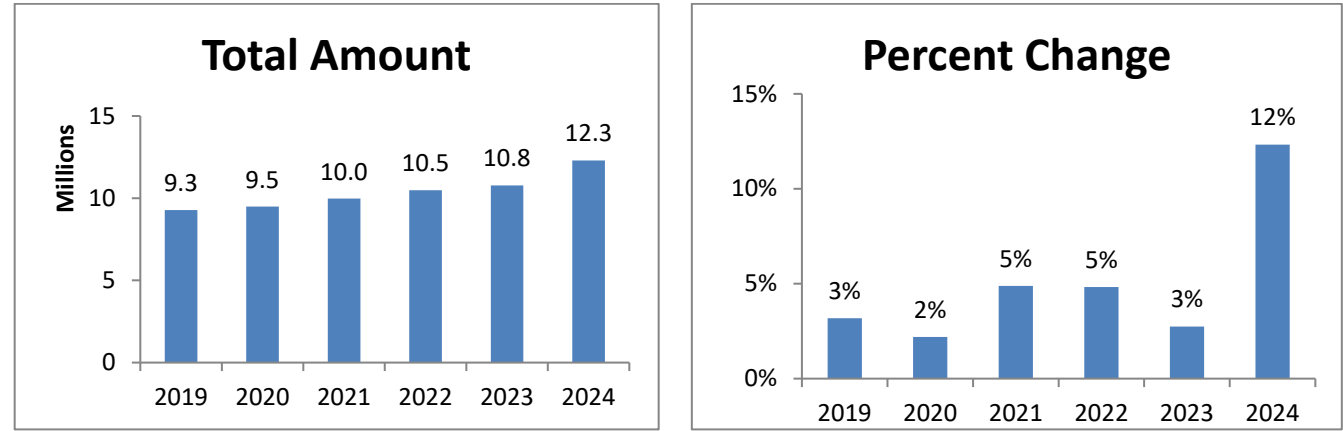


This chart represents the portion of taxes collected that are retained by the county government for services. Taxes collected include: Property taxes, land sales on foreclosed tax properties, and federal payments made in-lieu of taxes.

Historical Review of County General Fund Revenues

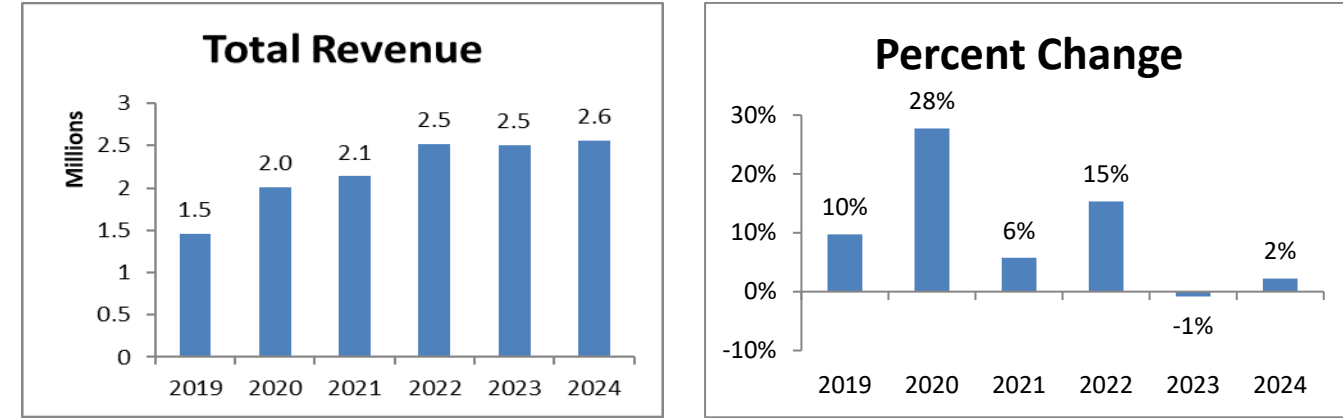
The following graphs and narrative present the historical changes in the County’s General Fund revenue sources. The 2019 through 2022 are actuals, and the 2023 and 2024 figures are as budgeted.

Property Taxes, 2019-2024
Total General Fund Revenues



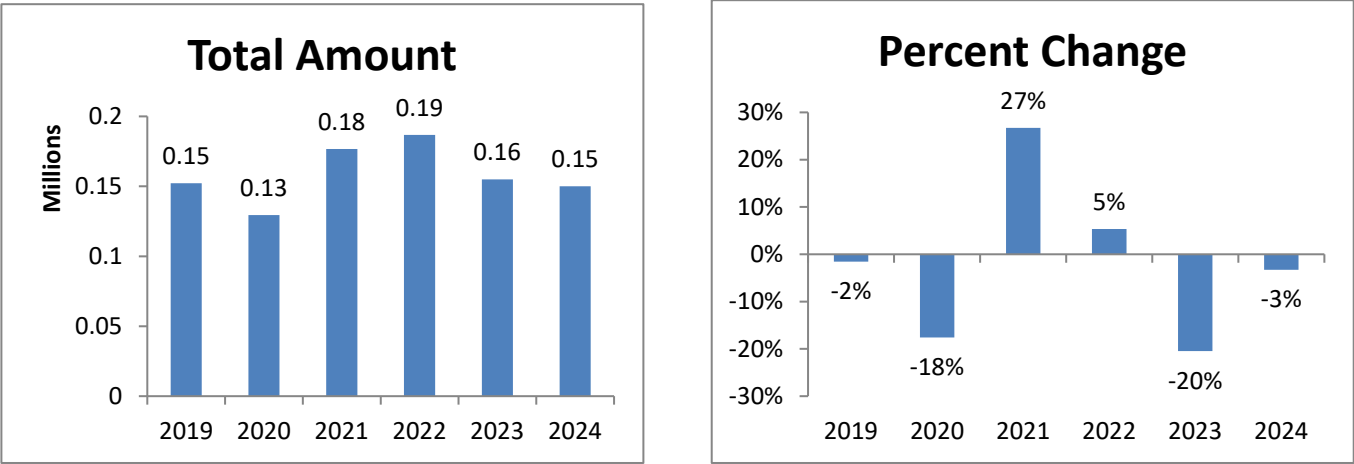
Property Tax revenues are projected to increase by 12% in 2024. This is based upon growth in new construction, growth generated from existing property at the 3% limit, and the expiration of a SIP agreement for a large tax account.

Other Taxes, 2019-2024
Total General Fund Revenues



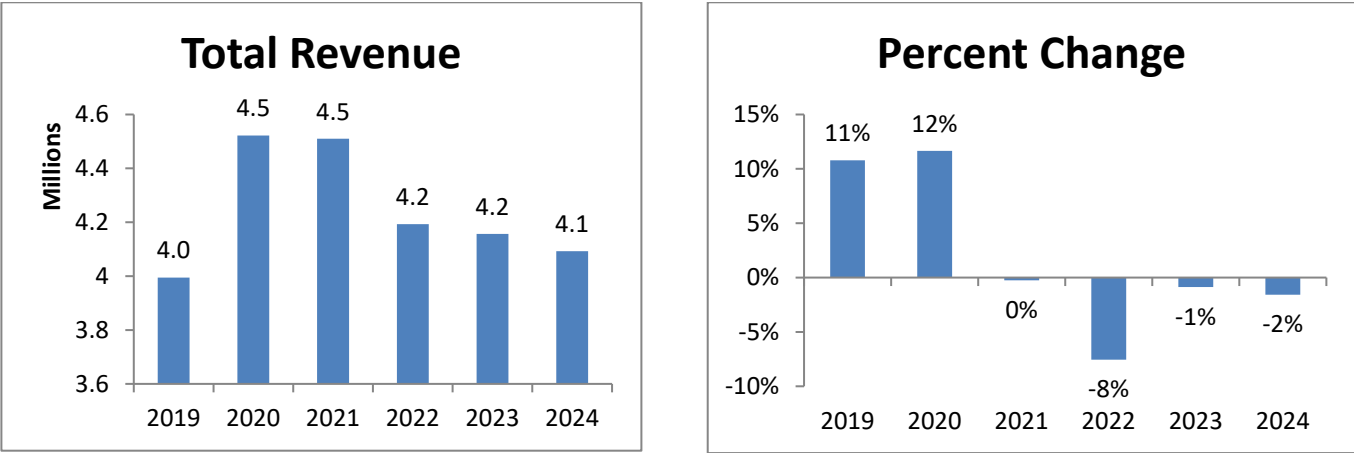
The 2019-20 fiscal year is showing a 28% increase. This is due to Room Taxes increasing by \$500k from the prior year with the increased collection from a county-wide 1% transient room tax. The 2020-21 FY saw a slight decrease as a result of hotels and short-term rentals being prohibited from renting rooms out to non-essential personnel or Clatsop County residents as a result of the COVID 19 pandemic. Transient room taxes continued to increase in FY 21-22 as Covid restrictions continued to lift. The 22-23 budgeted numbers reflect an anticipated decrease as a result of inflation reducing travel however actual revenues are showing this to not be the case.

Licenses & Permits, 2019-2024
Total General Fund Revenues



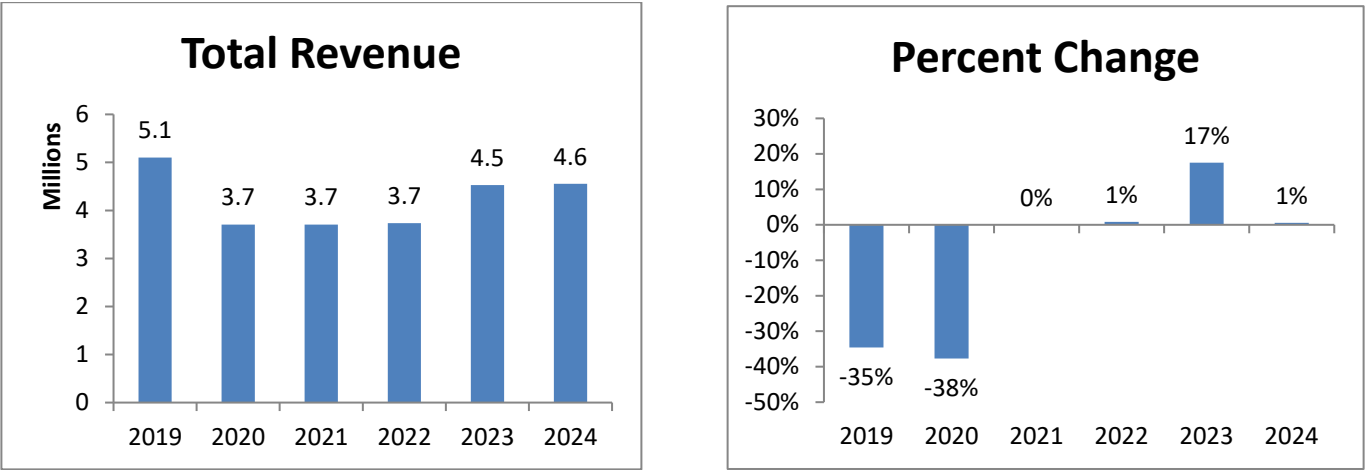
Licenses and Permits typically remain relatively consistent with the exception of a decrease of \$20,000 in land use permits in 2020. During the 2023 and 2024 budget process staff have budgeted conservatively in anticipation of a potential slowdown in development in response to a slowdown in the economy.

Intergovernmental, 2019-2024
Total General Fund Revenues



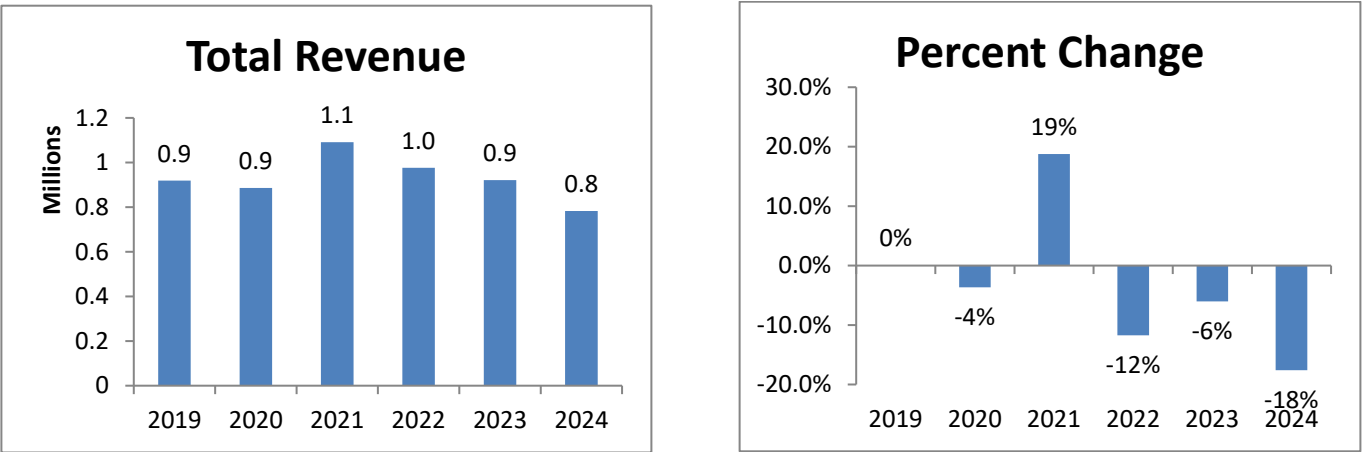
These revenues fluctuate greatly from year to year depending on grant funded activities. Due to the Covid-19 pandemic, the County received a large amount of reimbursement funding from the CARES Act, which drove up the funding in 2020, the 2021 FY also received Cares Funding at the same level so there was no change as reflected in the chart. No further Covid funding came in future fiscal years which is reflected in the decrease in the 2022 year, and further decreases in state and federal funding is anticipated in the budgeted 22023 and 2024 fiscal years for the General Fund.

Timber Sales, 2019-2024
Total General Fund Revenues



Timber revenues can be highly volatile and fluctuate greatly based on the economy and environmental conditions. To help offset some of this volatility the Board has established a policy that the County retains no more than the lowest year of actual timber receipts over the last fifteen (15) years in the General Fund, not to exceed the amount required to support the current level of General Fund services, all other timber monies are to be transferred to the Special Projects fund as well as the General Fund Stabilization account. In the 2023 budget staff has changed the process for receiving the timber revenues. Now all revenues will be received in Discretionary revenues and through an internal transfer, will be transferred to Special Projects and the General Fund Stabilization Fund. This is the 17% increase you see in the budgeted 2023 numbers.

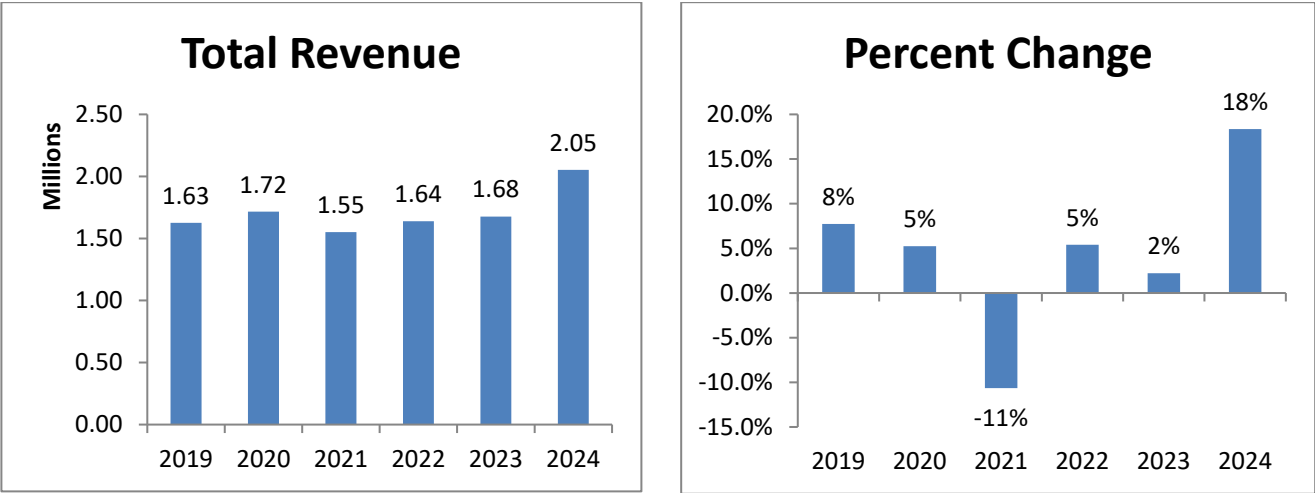
Charges for Services, 2019-2024
Total General Fund Revenues



Many of the county’s fees are collected from Recording fees, Surveyor & Mapping fees, and Subdivision and Partition Review fees. The county continues to see a decrease in recording revenues as a result of the increase in interest rates. The 6% budgeted decrease is anticipated based on current actual trends and the budgeted 18% decrease in FY 2024 reflects an anticipated further slowing down in the economy for home refinancing.

Other Miscellaneous (Fines & Forfeitures, Interest, and Other) 2019-2024

Total General Fund Revenues



Throughout the past several years the county has seen significant increases in earnings on investments as a result of the upturn in the state of the economy. However, the 2021 fiscal year there was a significant rate decrease which is reflected in the earned revenues. Rates have slowly begun to recover and are anticipated to continue to do so as reflected beginning in the 2022 fiscal year.

Other Financing Sources (Transfers), 2019-2024

Total General Fund Revenues



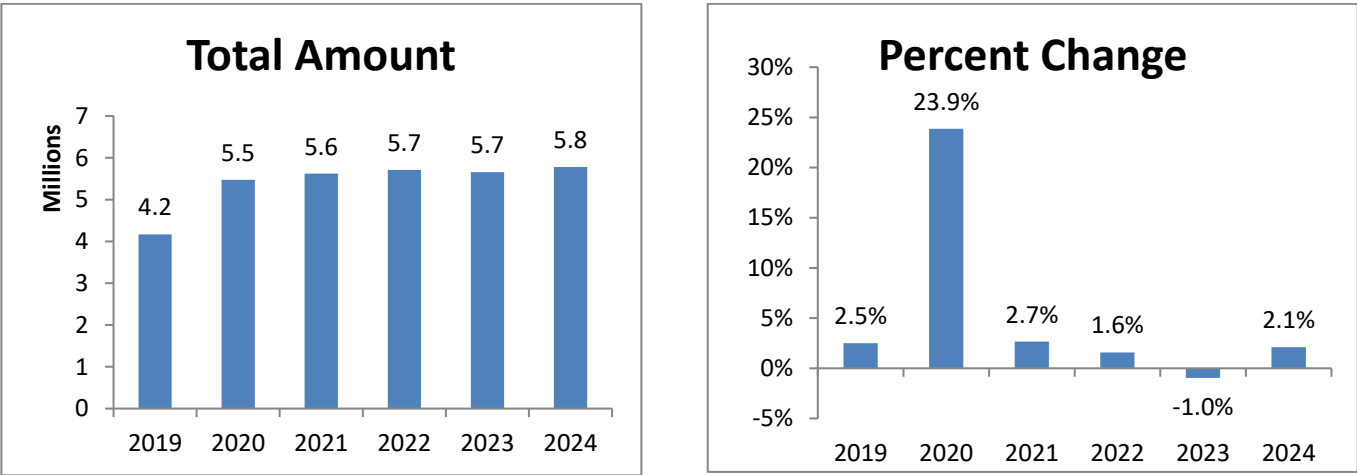
During the 2018 FY there was a one-time transfer of \$3M to the General Fund Stabilization account per the advisement of the Long-Term Financial Plan, as a result of that the 2019 FY reflects a decrease of 898%. There is another decrease seen in the 2021 FY which is a result of decreased Video Lottery fund received to be transferred for Economic Development. This decrease was a result of decreased video lottery usage during the Covid pandemic.

Historical Review of Countywide Fund Revenues Excluding General Fund

The following graphs and narrative present the historical changes in all the County Funds revenue sources excluding the General Fund. The 2019 through 2022 are actuals, and the 2023 and 2024 figures are as budgeted.

Property Taxes, 2019 - 2024

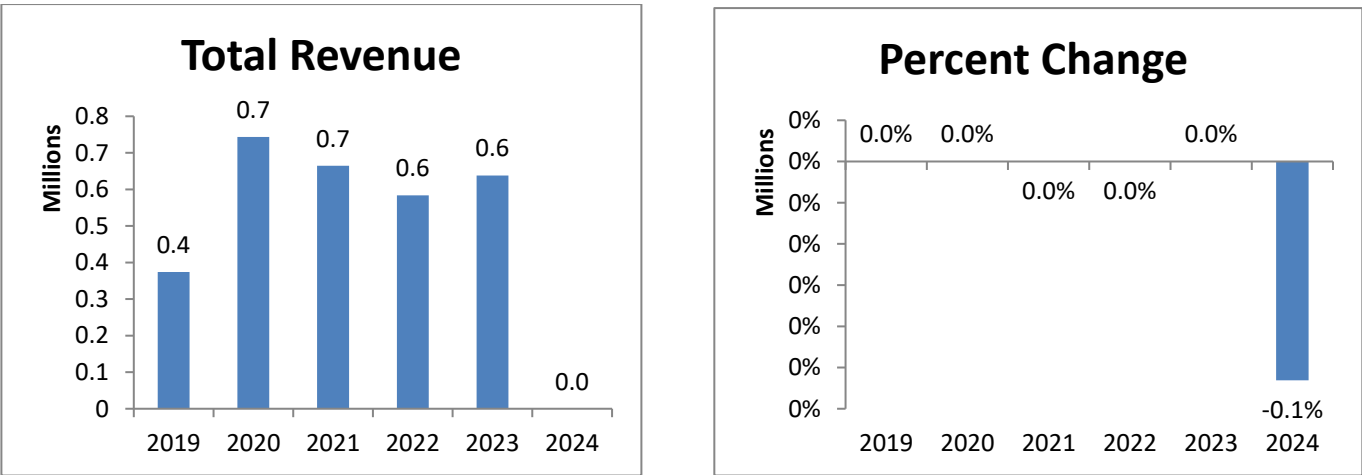
Total Revenues – Excluding General Fund



Property Tax revenues had an increase of 23.7% in 2020; this is based upon growth in new construction, growth generated from existing property, and most significantly from a \$20M jail bond that was passed by the voters in November of 2018. The projected 1% decrease in 2023 is based on an anticipated decrease in prior year delinquent tax payments. The 2024 increase reflects taxes that were previously deferred as a part of a Strategic Investment Plan (SIP) now coming back on the roll as a result of the SIP expiring.

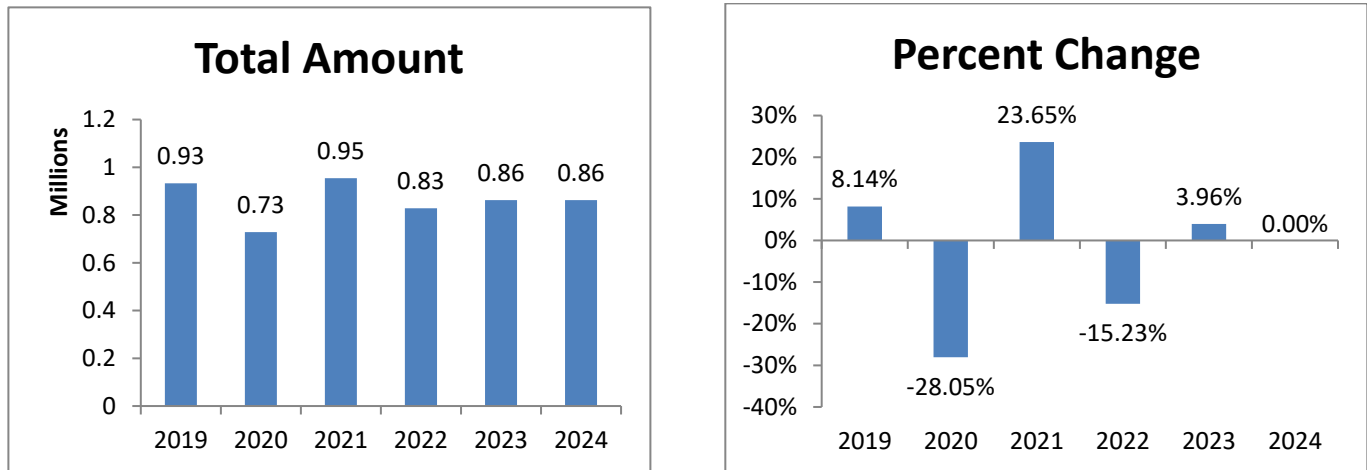
Other Taxes, 2019 - 2024

Total Revenues – Excluding General Fund



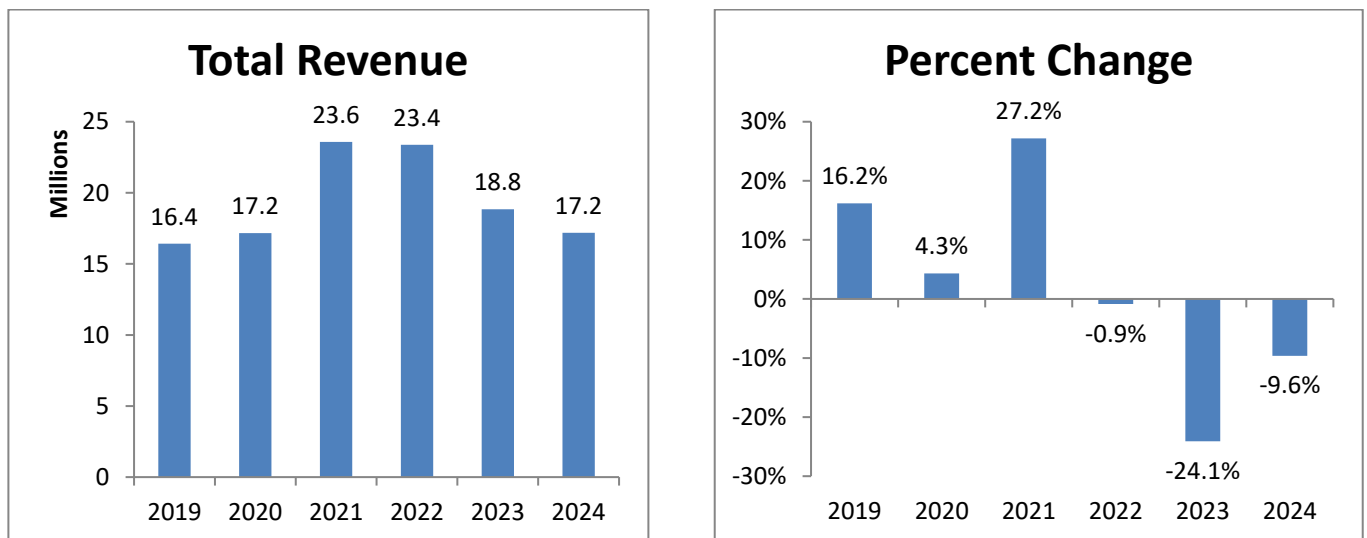
Other taxes include a strategic investment plan (SIP) tax for the Georgia Pacific-Wauna Mill that was implemented in 2009. The \$638,000 decrease budgeted in 2024 reflects the expiration of the SIP taxes that were being received; an increase in property taxes is reflected as these properties come back on the tax roll.

Licenses & Permits, 2019 - 2024
Total Revenues – Excluding General Fund



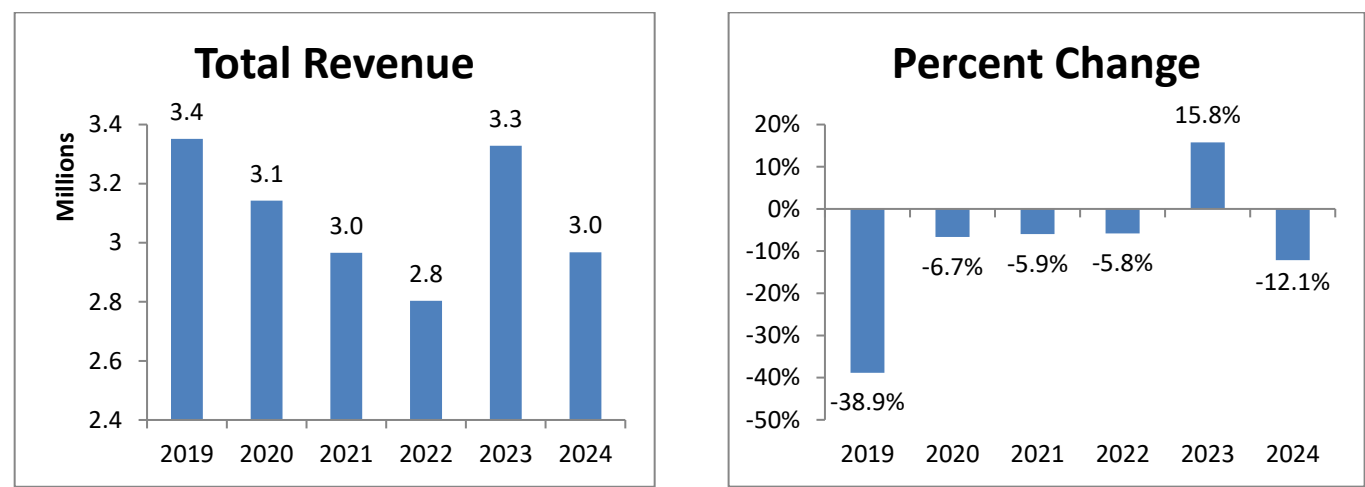
Licenses and Permits fluctuate with the economy, the county continued to see growth in the area of new housing development until the recent COVID pandemic. The 2020 FY revenues saw a 28% decrease due to the COVID-19 Pandemic. Though the 2021 fiscal year saw an increase in revenues, FY 2022 saw a 15% decrease in correlation with supply chain demands that slowed the construction process down. Staff are projected a slight increase for the 2023 fiscal year and anticipate the 2024 FY to remain flat in response to the current economy.

Intergovernmental, 2019 - 2024
Total Revenues – Excluding General Fund



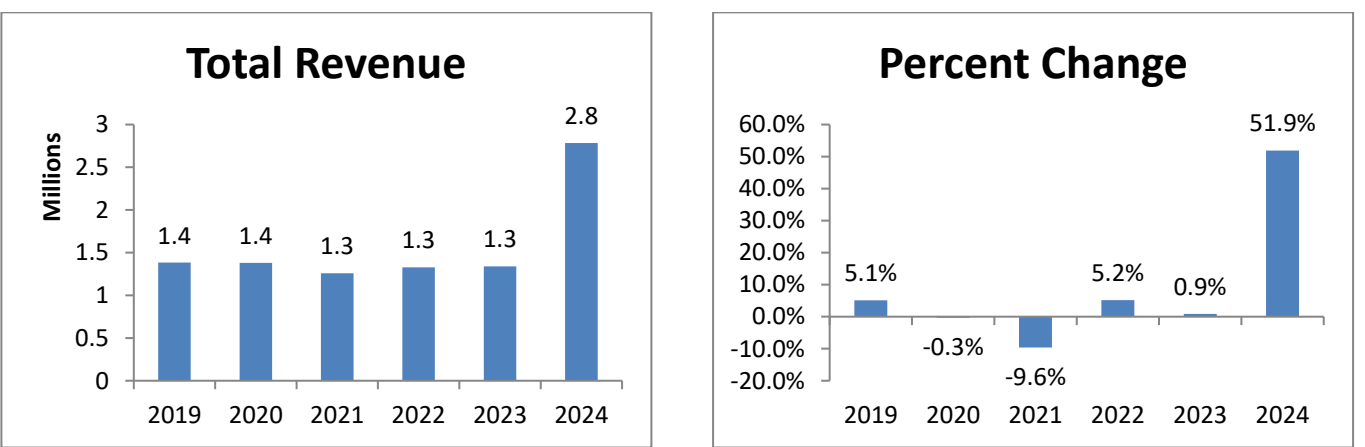
These revenues remain fairly consistent from year to year depending on grant funded activities. With the COVID pandemic there was a significant increase in state and federal funding, these revenue sources have seen significant decreases. Additionally, the 2024 FY is anticipating a \$1.4M decrease as a result of the state discontinuing the Surface Transportation Block Grant funding for local government road projects.

Timber Sales, 2019 - 2024
Total Revenues – Excluding General Fund



Timber revenues can be highly volatile and fluctuate greatly based on the economy and environmental conditions. The FY 2024 12% decrease is based on projected harvest amounts from the Oregon Department of Forestry. Staff continue to monitor the Oregon Department of Forestry’s conversations around the implementation of a Habitat Conservation Plan as this could have future impacts on this revenue stream.

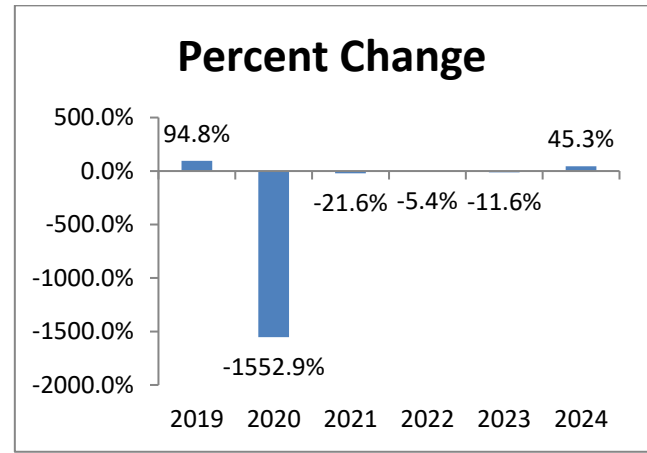
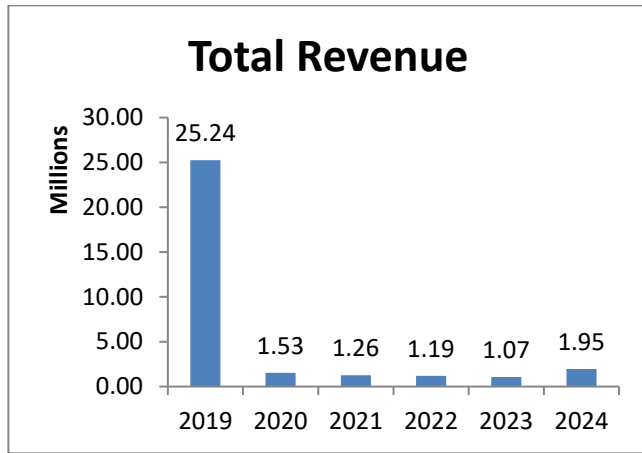
Charges for Services, 2019 - 2024
Total Revenues – Excluding General Fund



Charges for services remain fairly consistent with some fluctuation. Much of the revenues collected are for services provided by Public Works for other funds. There was a slight increase in FY 2019 as a result of non-county road projects that are paid for using discretionary transient room tax revenues. In FY 2020 a significant amount of work was done by Public Works on bike paths along county roads, this work was paid for using bike path funds. There is a significant increase anticipated in the 2024 FY as a result of Public Works taking on the management of the county’s fleet. Rather than these services being paid to outside vendors, departments will reimburse Public Works for these services.

Other Miscellaneous (Fines & Forfeitures, Interest, and Other) 2019 - 2024

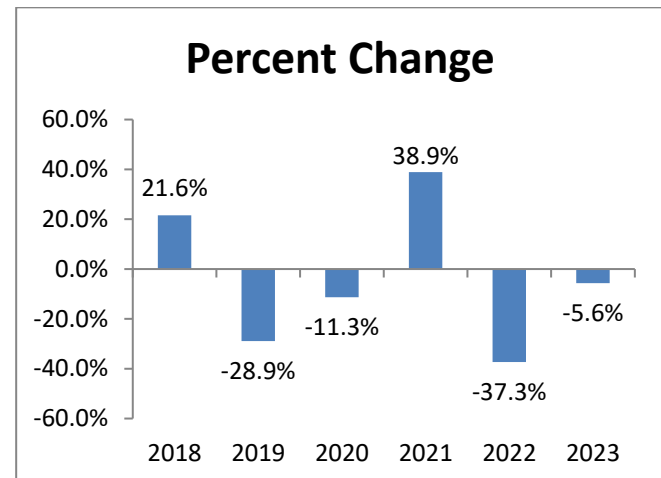
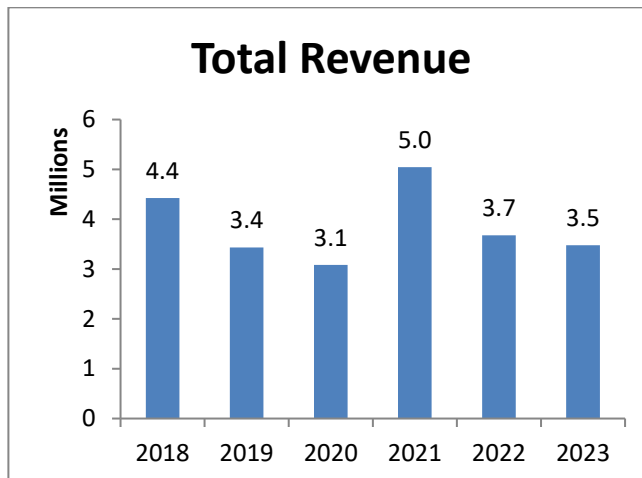
Total Revenues – Excluding General Fund



Overall these revenues remain fairly consistent however, in 2019 the county sold bonds for the addition/remodel of the new county jail and received \$23.5M in revenues which also accounts for the significant decrease in 2020. There is an anticipated increase in FY 2024 as a result of earned revenues on investments from rising interest rates.

Other Financing Sources (Transfers), 2019 - 2024

Total Revenues – Excluding General Fund



In 2018 there was a budgeted increase as a result of a onetime transfer of \$2M from the Special Projects Fund to the General Fund Stabilization account. In FY 2021 \$2M was transferred into the GF for the stabilization account was budgeted into a separate fund to be able to track independently and not assumed as a recurring GF expense reflecting the subsequent decrease in 2022. The budgeted FY 2023 sees an additional 5.6% decrease as a result decreased ARPA funding being transferred to Public Health as well as a decrease in timber revenues being transferred to the Capital Projects Fund.

3 Yr. Summary of Governmental Funds (with Service Districts)

Account Name	General			Roads		
	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024
Resources						
Beginning Net Working Capital	12,114,779	10,316,330	8,698,790	11,852,403	13,151,540	14,338,900
Taxes	10,769,072	11,034,070	12,304,550	0	0	0
Licenses & Permits	2,019,303	1,995,000	2,245,100	0	0	0
Fines	30,332	22,500	20,300	0	0	0
Use Of Money/Property	104,900	75,000	230,000	41,254	40,000	180,000
Intergov State	4,924,639	5,563,140	5,582,150	5,486,166	4,968,080	3,264,390
Intergov Federal	195,274	252,819	217,600	0	0	0
Intergov Other	3,224,039	3,298,550	3,307,690	4,449,000	4,039,320	4,188,150
Charges for Services	976,604	921,030	783,140	291,132	233,190	70,190
Other Revenue	1,503,915	1,578,850	1,803,070	11,990	14,440	13,840
Transfer Revenue	522,900	659,750	692,780	0	0	0
Total Resources:	36,385,757	35,717,039	35,885,170	22,131,944	22,446,570	22,055,470
Expenditures						
Personnel Services	18,864,230	22,432,460	24,283,790	3,410,938	3,895,540	3,770,970
Materials & Services	4,203,658	5,899,370	6,155,000	3,200,887	4,431,030	6,389,240
Special Payments	238,417	358,550	472,740	2,090	42,250	42,250
Debt Service	73,653	92,280	162,970	0	0	9,620
Capital Outlay	0	0	0	430,437	3,200,000	1,855,000
Transfers Out	2,338,050	2,815,940	1,467,790	326,830	0	0
Contingency	0	3,086,570	3,254,240	0	2,868,960	2,949,030
Total Expenditures:	25,718,008	34,685,170	35,796,530	7,371,181	14,437,780	15,016,110
Fund Balance						
Ending Fund Balance:	10,667,749	1,031,869	88,640	14,760,763	8,008,790	7,039,360
Net Change in Fund Balance:	1,447,031	9,284,461	8,610,150	(2,908,360)	5,142,750	7,299,540
Percentage of Change:	737%	11%	1%	- 507%	155%	96%

3 Yr. Summary of Governmental Funds (with Service Districts)

Account Name	Parole & Probation			Industrial Revolve		
	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024
Resources						
Beginning Net Working Capital	2,300,038	2,154,240	1,705,040	3,215,319	3,192,040	3,094,790
Taxes	0	0	0	0	0	0
Licenses & Permits	0	0	0	0	0	0
Fines	0	0	0	0	0	0
Use Of Money/Property	4,866	6,000	40,000	20,525	5,000	75,000
Intergov State	2,365,069	2,448,710	2,374,820	0	0	0
Intergov Federal	0	1,000	1,500	0	0	0
Intergov Other	25,239	0	0	0	0	0
Charges for Services	26,523	38,000	37,000	0	0	0
Other Revenue	7,452	6,200	4,200	0	0	0
Transfer Revenue	0	0	0	0	0	0
Total Resources:	4,729,186	4,654,150	4,162,560	3,235,844	3,197,040	3,169,790
Expenditures						
Personnel Services	1,595,006	1,952,770	2,052,050	0	0	0
Materials & Services	760,190	883,710	834,750	35,366	201,800	206,300
Special Payments	153,739	440,910	265,750	0	0	0
Debt Service	15,851	19,720	24,600	0	0	0
Capital Outlay	3,976	0	40,920	0	0	0
Transfers Out	65,510	33,730	75,430	0	0	0
Contingency	0	1,323,310	869,060	0	2,995,240	2,963,490
Total Expenditures:	2,594,272	4,654,150	4,162,560	35,366	3,197,040	3,169,790
Fund Balance						
Ending Fund Balance:	2,134,914	0	0	3,200,478	0	0
Net Change in Fund Balance:	165,123	2,154,240	1,705,040	14,840	3,192,040	3,094,790
Percentage of Change:	1292%	0%	0%	21565%	0%	0%

3 Yr. Summary of Governmental Funds (with Service Districts)

Account Name	Capital Projects			Non-Major Government		
	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024
Resources						
Beginning Net Working Capital	25,857,012	9,224,710	3,312,200	21,169,737	21,953,960	23,878,300
Taxes	0	0	0	6,389,027	6,294,360	6,159,710
Licenses & Permits	0	0	0	828,319	862,500	862,500
Fines	0	0	0	46,322	45,580	46,300
Use Of Money/Property	57,252	55,000	100,000	74,575	85,230	427,830
Intergov State	1,926,987	583,110	300,000	7,426,862	8,223,706	8,908,710
Intergov Federal	0	0	200,000	5,050,484	1,454,124	995,340
Intergov Other	0	0	0	94,101	86,000	82,710
Charges for Services	15,000	17,500	17,500	994,590	1,050,140	2,658,670
Other Revenue	73,441	150,900	0	854,722	659,740	1,066,450
Transfer Revenue	1,720,480	555,460	1,218,160	1,942,250	2,923,670	782,400
Total Resources:	29,650,172	10,586,680	5,147,860	44,870,989	43,639,010	45,868,920
Expenditures						
Personnel Services	0	0	0	6,908,890	7,920,560	8,647,610
Materials & Services	404,826	309,700	637,800	3,934,424	7,465,520	7,717,130
Special Payments	0	0	0	7,305,241	6,612,290	7,902,640
Debt Service	0	0	0	1,516,415	1,669,630	1,677,720
Capital Outlay	20,274,498	9,508,060	3,677,210	725,802	832,900	1,410,600
Transfers Out	166,350	163,350	158,540	1,288,890	1,125,860	991,580
Contingency	0	572,460	596,690	0	16,779,550	17,521,640
Total Expenditures:	20,845,674	10,553,570	5,070,240	21,679,662	42,406,310	45,868,920
Fund Balance						
Ending Fund Balance:	8,804,498	33,110	77,620	23,191,327	1,232,700	0
Net Change in Fund Balance:	17,052,514	9,191,600	3,234,580	(2,021,590)	20,721,260	23,878,300
Percentage of Change:	51%	0%	2%	-1147%	5%	0%

3 Yr. Summary of Governmental Funds (with Service Districts)

Account Name	Totals		
	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024
Resources			
Beginning Net Working Capital	76,509,288	59,992,820	55,028,020
Taxes	17,158,099	17,328,430	18,464,260
Licenses & Permits	2,847,621	2,857,500	3,107,600
Fines	76,654	68,080	66,600
Use Of Money/Property	303,373	266,230	1,052,830
Intergov State	22,129,724	21,786,746	20,430,070
Intergov Federal	5,245,758	1,707,943	1,414,440
Intergov Other	7,792,379	7,423,870	7,578,550
Charges for Services	2,303,848	2,259,860	3,566,500
Other Revenue	2,451,519	2,410,130	2,887,560
Transfer Revenue	4,185,630	4,138,880	2,693,340
Total Resources:	141,003,893	120,240,489	116,289,770
Expenditures			
Personnel Services	30,779,064	36,201,330	38,754,420
Materials & Services	12,539,351	19,191,130	21,940,220
Special Payments	7,699,487	7,454,000	8,683,380
Debt Service	1,605,919	1,781,630	1,874,910
Capital Outlay	21,434,712	13,540,960	6,983,730
Transfers Out	4,185,630	4,138,880	2,693,340
Contingency	0	27,626,090	28,154,150
Total Expenditures:	78,244,164	109,934,020	109,084,150
Fund Balance			
Ending Fund Balance:	14,760,763	10,306,469	7,205,620
Net Change in Fund Balance:	61,748,525	49,686,351	47,822,400
Percentage of Change:	23%	20%	15%

Clatsop County Fund Totals w/ category expenditures

Account Name	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Requested 2023-2024	Proposed 2023-2024	Approved 2023-2024	Adopted 2023-2024
001 General							
Personnel Services	18,000,485	18,937,883	22,524,740	24,445,790	24,446,760	24,446,760	24,446,760
Materials & Services	3,785,907	4,203,658	5,899,370	6,180,090	6,154,500	6,155,000	6,155,000
Special Payments	295,593	238,417	358,550	472,740	472,740	472,740	472,740
Capital	0	0	0	0	0	0	0
Transfers	3,915,010	2,338,050	2,815,940	1,401,090	1,467,790	1,467,790	1,467,790
Contingency	0	0	3,086,570	3,260,540	3,254,240	3,254,240	3,254,240
001 Total:	25,996,995	25,718,008	34,685,170	35,760,250	35,796,030	35,796,530	35,796,530
002 General Roads							
Personnel Services	3,112,047	3,410,938	3,895,540	3,780,590	3,780,590	3,780,590	3,780,590
Materials & Services	3,652,364	3,200,887	4,431,030	6,389,240	6,389,240	6,389,240	6,389,240
Special Payments	752	2,090	42,250	42,250	42,250	42,250	42,250
Debt Service	0	0	0	0	0	0	0
Capital	32,126	430,437	3,200,000	1,855,000	1,855,000	1,855,000	1,855,000
Transfers	628,530	326,830	0	0	0	0	0
Contingency	0	0	2,868,960	2,949,030	2,949,030	2,949,030	2,949,030
002 Total:	7,425,819	7,371,181	14,437,780	15,016,110	15,016,110	15,016,110	15,016,110
003 General Fund Stabilization							
Materials & Services	0	617	0	0	0	0	0
Transfers	0	300,000	0	1,183,220	29,960	29,960	29,960
Contingency	0	0	5,084,710	4,008,070	5,161,330	5,161,330	5,161,330
003 Total:	0	300,617	5,084,710	5,191,290	5,191,290	5,191,290	5,191,290
004 Clerk Archived Records							
Materials & Services	9,085	10,003	10,200	9,400	9,400	9,400	9,400
Contingency	0	0	8,950	6,050	6,050	6,050	6,050
004 Total:	9,085	10,003	19,150	15,450	15,450	15,450	15,450
005 Rural Law Enforcement District							
Personnel Services	2,303,831	2,347,320	2,395,150	2,399,700	2,408,310	2,408,310	2,408,310
Materials & Services	747,614	727,412	753,300	801,800	801,800	801,800	801,800
Special Payments	26,000	26,000	26,000	26,000	26,000	26,000	26,000
Capital	134,038	108,564	128,400	170,600	170,600	170,600	170,600
Contingency	0	0	1,404,710	1,329,990	1,321,380	1,321,380	1,321,380
005 Total:	3,211,483	3,209,296	4,707,560	4,728,090	4,728,090	4,728,090	4,728,090

Clatsop County Fund Totals w/ category expenditures

Account Name	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Requested 2023-2024	Proposed 2023-2024	Approved 2023-2024	Adopted 2023-2024
007 Public Health							
Personnel Services	1,948,245	2,154,696	2,829,260	2,787,880	2,787,880	2,787,880	2,787,880
Materials & Services	1,238,825	996,384	1,594,910	1,348,760	1,374,470	1,374,470	1,374,470
Debt Service	15,000	0	75,900	26,730	26,730	26,730	26,730
Capital	64,088	160,000	139,500	0	0	0	0
Transfers	0	0	0	0	0	0	0
Contingency	0	0	724,950	820,680	820,740	820,740	820,740
007 Total:	3,266,158	3,311,080	5,364,520	4,984,050	5,009,820	5,009,820	5,009,820
009 Child Support							
Personnel Services	194,863	201,163	221,080	231,360	231,360	231,360	231,360
Materials & Services	30,333	32,213	42,210	41,430	41,430	41,430	41,430
Capital	0	0	0	0	0	0	0
Contingency	0	0	41,500	42,790	42,790	42,790	42,790
009 Total:	225,196	233,376	304,790	315,580	315,580	315,580	315,580
020 Juvenile Crime Prevention							
Personnel Services	60,525	23,456	34,540	52,950	53,350	53,350	53,350
Materials & Services	10,565	5,415	8,550	8,510	8,510	8,510	8,510
Contingency	0	0	174,420	141,770	141,370	141,370	141,370
020 Total:	71,089	28,872	217,510	203,230	203,230	203,230	203,230
024 Community Corrections Division							
Personnel Services	1,554,693	1,610,857	1,972,490	2,076,650	2,076,650	2,076,650	2,076,650
Materials & Services	690,972	760,190	883,710	834,750	834,750	834,750	834,750
Special Payments	175,373	153,739	440,910	265,750	265,750	265,750	265,750
Capital	0	3,976	0	40,920	40,920	40,920	40,920
Transfers	58,440	65,510	33,730	75,430	75,430	75,430	75,430
Contingency	0	0	1,323,310	869,060	869,060	869,060	869,060
024 Total:	2,479,478	2,594,272	4,654,150	4,162,560	4,162,560	4,162,560	4,162,560
027 Marine Patrol							
Personnel Services	221,156	185,452	263,630	247,200	247,200	247,200	247,200
Materials & Services	28,457	29,104	62,060	69,690	69,690	69,690	69,690
Capital	0	44,431	0	0	0	0	0
Contingency	0	0	95,190	145,600	147,060	147,060	147,060
027 Total:	249,612	258,988	420,880	462,490	463,950	463,950	463,950
033 Mental Health Grants							
Personnel Services	138,238	161,089	188,560	258,770	258,420	258,420	258,420
Materials & Services	73,210	47,675	53,300	365,570	365,570	365,570	365,570
Special Payments	1,695,579	2,054,106	1,775,930	2,346,640	2,346,640	2,346,640	2,346,640
Transfers	0	0	0	0	0	0	0
Contingency	0	0	411,880	970,680	971,030	971,030	971,030
033 Total:	1,907,027	2,262,870	2,429,670	3,941,660	3,941,660	3,941,660	3,941,660

Clatsop County Fund Totals w/ category expenditures

Account Name	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Requested 2023-2024	Proposed 2023-2024	Approved 2023-2024	Adopted 2023-2024
036 Building Codes							
Personnel Services	689,057	715,336	767,660	823,950	823,950	823,950	823,950
Materials & Services	166,737	136,159	196,130	206,160	206,160	206,160	206,160
Capital	0	0	0	10,000	10,000	10,000	10,000
Transfers	30,080	0	93,340	24,230	24,230	24,230	24,230
Contingency	0	0	1,182,540	1,259,130	1,259,130	1,259,130	1,259,130
036 Total:	885,875	851,495	2,239,670	2,323,470	2,323,470	2,323,470	2,323,470
039 Clatsop County Fisheries							
Personnel Services	540,383	525,142	597,080	660,130	660,130	660,130	660,130
Materials & Services	163,087	194,022	243,040	263,740	263,740	263,740	263,740
Contingency	0	0	227,250	240,220	240,220	240,220	240,220
039 Total:	703,469	719,164	1,067,370	1,164,090	1,164,090	1,164,090	1,164,090
090 COVID							
Materials & Services	0	390,737	2,240,100	1,572,800	1,572,800	1,572,800	1,572,800
Special Payments	0	704,982	100,000	425,000	425,000	425,000	425,000
Capital	0	0	0	0	0	0	0
Transfers	0	530,000	481,750	548,800	438,800	438,800	438,800
Contingency	0	0	2,621,080	2,253,330	2,413,330	2,413,330	2,413,330
090 Total:	0	1,625,719	5,442,930	4,799,930	4,849,930	4,849,930	4,849,930
100 Capital Projects							
Materials & Services	1,284,222	404,826	309,700	637,800	637,800	637,800	637,800
Capital	5,589,486	20,274,498	9,508,060	3,677,210	3,677,210	3,677,210	3,677,210
Transfers	470,300	166,350	163,350	158,540	158,540	158,540	158,540
Contingency	0	0	572,460	500,000	596,690	596,690	596,690
100 Total:	7,344,008	20,845,674	10,553,570	4,973,550	5,070,240	5,070,240	5,070,240
102 Fleet Management							
Personnel Services	0	0	55,740	563,840	563,840	563,840	563,840
Materials & Services	800	1,000	1,500	735,770	735,770	735,770	735,770
Capital	700,924	377,725	525,000	795,000	795,000	795,000	795,000
Contingency	0	0	0	380,000	385,500	385,500	385,500
102 Total:	701,724	378,725	582,240	2,474,610	2,480,110	2,480,110	2,480,110
105 Insurance Reserve							
Materials & Services	16,064	27,318	443,720	447,340	447,340	447,340	447,340
Transfers	0	0	0	0	0	0	0
105 Total:	16,064	27,318	443,720	447,340	447,340	447,340	447,340

Clatsop County Fund Totals w/ category expenditures

Account Name	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Requested 2023-2024	Proposed 2023-2024	Approved 2023-2024	Adopted 2023-2024
120 Land Corner Preservation							
Personnel Services	43,086	43,433	52,290	56,830	56,830	56,830	56,830
Materials & Services	15,070	14,844	38,680	40,780	40,780	40,780	40,780
Contingency	0	0	458,730	419,920	420,290	420,290	420,290
120 Total:	58,156	58,277	549,700	517,530	517,900	517,900	517,900
150 Fair & Expo							
Personnel Services	294,496	325,054	356,370	389,160	389,160	389,160	389,160
Materials & Services	315,486	539,630	670,130	742,150	742,150	742,150	742,150
Capital	29,675	35,081	30,000	425,000	425,000	425,000	425,000
Contingency	0	0	519,510	415,400	415,400	415,400	415,400
150 Total:	639,657	899,765	1,576,010	1,971,710	1,971,710	1,971,710	1,971,710
205 Child Custody Mediation & Drug Project							
Personnel Services	5,426	5,819	2,570	2,410	6,430	6,430	6,430
Materials & Services	26,537	24,536	37,780	37,680	37,680	37,680	37,680
Contingency	0	0	16,670	28,170	27,940	27,940	27,940
205 Total:	31,963	30,355	57,020	68,260	72,050	72,050	72,050
206 Video Lottery Fund							
Materials & Services	9,795	14,458	17,900	19,100	20,100	19,100	19,100
Special Payments	70,000	70,000	170,000	165,000	165,000	166,000	166,000
Transfers	266,200	390,890	477,770	430,090	429,090	429,090	429,090
Contingency	0	0	0	0	0	0	0
206 Total:	345,995	475,348	665,670	614,190	614,190	614,190	614,190
209 Courthouse Security							
Personnel Services	71,920	71,920	71,920	71,920	71,920	71,920	71,920
Materials & Services	600	600	10,700	10,600	10,600	10,600	10,600
Capital	0	0	10,000	10,000	10,000	10,000	10,000
Transfers	4,000	4,000	4,000	4,000	4,000	4,000	4,000
Contingency	0	0	30,270	10,000	9,900	9,900	9,900
209 Total:	76,520	76,520	126,890	106,520	106,420	106,420	106,420
225 Bike paths							
Materials & Services	55,689	79,949	75,600	75,600	75,600	75,600	75,600
Special Payments	0	0	0	0	0	0	0
Contingency	0	0	38,350	100,570	100,570	100,570	100,570
225 Total:	55,689	79,949	113,950	176,170	176,170	176,170	176,170

Clatsop County Fund Totals w/ category expenditures

Account Name	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Requested 2023-2024	Proposed 2023-2024	Approved 2023-2024	Adopted 2023-2024
230 Law Library							
Personnel Services	12,852	(20)	0	0	0	0	0
Materials & Services	30,515	21,654	28,700	23,300	23,300	23,300	23,300
Contingency	0	0	52,170	93,900	93,900	93,900	93,900
230 Total:	43,367	21,634	80,870	117,200	117,200	117,200	117,200
235 Animal Shelter Donations							
Materials & Services	35,472	33,305	65,000	62,500	62,500	62,500	62,500
Capital	0	0	0	0	0	0	0
Contingency	0	0	362,180	387,850	387,850	387,850	387,850
235 Total:	35,472	33,305	427,180	450,350	450,350	450,350	450,350
240 Park & Land Acq. & Maint							
Materials & Services	10,284	30,708	22,400	21,600	21,600	21,600	21,600
Capital	0	0	0	0	0	0	0
Transfers	45,000	50,000	50,000	50,000	50,000	50,000	50,000
Contingency	0	0	738,500	690,000	690,000	690,000	690,000
240 Total:	55,284	80,708	810,900	761,600	761,600	761,600	761,600
300 Road District #1							
Materials & Services	4,850	2,550	2,900	2,900	2,900	2,900	2,900
Special Payments	3,623,610	4,449,000	4,039,320	4,188,150	4,188,150	4,188,150	4,188,150
Transfers	0	0	0	0	0	0	0
300 Total:	3,628,460	4,451,550	4,042,220	4,191,050	4,191,050	4,191,050	4,191,050
305 State Timber Enforcement Fund							
Personnel Services	127,890	158,330	120,000	145,000	145,000	145,000	145,000
Materials & Services	12,900	13,996	30,500	30,600	30,600	30,600	30,600
Capital	0	0	0	0	0	0	0
Transfers	0	10,000	10,000	10,000	11,500	11,500	11,500
Contingency	0	0	973,590	1,075,620	1,074,120	1,074,120	1,074,120
305 Total:	140,790	182,326	1,134,090	1,261,220	1,261,220	1,261,220	1,261,220
325 Industrial Development Revolving Fund							
Personnel Services	0	0	0	0	0	0	0
Materials & Services	104,503	35,366	201,800	206,300	206,300	206,300	206,300
Special Payments	0	0	0	0	0	0	0
Capital	44,188	0	0	0	0	0	0
Transfers	0	0	0	0	0	0	0
Contingency	0	0	2,995,240	2,963,490	2,963,490	2,963,490	2,963,490
325 Total:	148,690	35,366	3,197,040	3,169,790	3,169,790	3,169,790	3,169,790

Clatsop County Fund Totals w/ category expenditures

Account Name	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Requested 2023-2024	Proposed 2023-2024	Approved 2023-2024	Adopted 2023-2024
385 Westport Sewer Serv Dist							
Personnel Services	0	0	0	0	0	0	0
Materials & Services	79,286	130,865	124,800	114,730	114,730	114,730	114,730
Special Payments	1,329	1,153	1,040	850	850	850	850
Debt Service	6,226	6,402	6,590	6,770	6,770	6,770	6,770
Transfers	2,000	4,000	9,000	4,000	4,000	4,000	4,000
Contingency	0	0	83,010	134,850	134,850	134,850	134,850
385 Total:	88,841	142,420	224,440	261,200	261,200	261,200	261,200
386 Westport Sewer Equip Rplc							
Materials & Services	4,062	6,143	145,500	203,300	203,300	203,300	203,300
Capital	76,054	0	0	0	0	0	0
Contingency	0	0	1,630	48,040	48,040	48,040	48,040
386 Total:	80,116	6,143	147,130	251,340	251,340	251,340	251,340
395 4-H & Ext Ser Spec Dist							
Materials & Services	485,202	421,005	545,910	435,610	435,610	435,610	435,610
Capital	0	0	0	0	0	0	0
Contingency	0	0	157,960	313,979	313,980	313,980	313,980
395 Total:	485,202	421,005	703,870	749,589	749,590	749,590	749,590
400 Debt Service Fund							
Debt Service	1,453,114	1,500,713	1,551,850	1,588,050	1,588,050	1,588,050	1,588,050
Transfers	0	0	0	0	0	0	0
Contingency	0	0	385,140	130,870	130,870	130,870	130,870
400 Total:	1,453,114	1,500,713	1,936,990	1,718,920	1,718,920	1,718,920	1,718,920
405 Bond & UAL Reserve Fund							
Materials & Services	0	412	0	0	0	0	0
Special Payments	0	0	500,000	750,000	750,000	750,000	750,000
Transfers	0	0	0	0	0	0	0
Contingency	0	0	984,660	1,064,000	764,000	764,000	764,000
405 Total:	0	412	1,484,660	1,814,000	1,514,000	1,514,000	1,514,000
Totals:	61,860,400	78,242,455	109,934,020	109,164,389	109,083,650	109,084,150	109,084,150

Organizational Unit Totals by Fund (Expenses)

Org. ID	Organizational Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	Amount Change	Percent Change
Fund: 001 General							
0000	Discretionary Revenue	(891)	0	0	0	0	0%
1100	Board of Commissioners	89,202	109,508	139,340	141,290	1,950	1%
1105	Brd of Property Tax Appeal	35,936	35,530	43,480	38,900	(4,580)	- 10%
1110	County Tourism	155,728	321,072	619,720	944,580	324,860	52%
1120	County Manager	795,376	972,266	1,207,420	1,332,190	124,770	10%
1125	Human Resources	412,423	509,922	604,590	684,600	80,010	13%
1150	Assessment & Taxation	1,701,564	1,714,913	1,929,820	2,001,960	72,140	3%
1155	Property Management	61,831	44,440	86,520	91,440	4,920	5%
1300	County Counsel	207,411	245,894	150,000	316,240	166,240	110%
1350	Clerk - Admin. & Elections	442,942	399,481	491,620	479,820	(11,800)	- 2%
1355	Clerk Recordings	192,497	178,787	203,860	199,810	(4,050)	- 1%
1625	Budget & Finance	566,815	569,106	619,110	655,740	36,630	5%
1650	Information Systems	1,163,185	1,361,528	1,403,090	1,620,070	216,980	15%
1790	Building & Grounds	1,164,012	1,167,867	1,445,880	1,486,890	41,010	2%
1795	Parks Maintenance	245,882	318,571	378,990	407,300	28,310	7%
1940	Surveyor	237,096	256,310	278,720	307,930	29,210	10%
1990	Dues & Special Assessments	721,152	662,465	851,680	991,820	140,140	16%
2160	District Attorney	1,899,950	1,857,601	2,312,660	2,540,660	228,000	9%
2180	Medical Examiner	104,792	174,036	194,100	207,930	13,830	7%
2190	Sheriff Support Division	684,712	771,789	853,960	918,520	64,560	7%
2200	Sheriff Enforcement Division	4,305,838	4,581,919	5,234,540	5,345,990	111,450	2%
2300	Sheriff Corrections Division	4,048,976	4,070,738	5,354,190	5,566,470	212,280	3%
2325	Jail Medical	395,464	614,861	1,223,790	1,360,720	136,930	11%
2340	Juvenile Department	769,973	855,851	969,520	1,026,250	56,730	5%
2350	Corrections Workcrew	0	0	0	0	0	0%
2700	Planning Division	502,224	646,787	786,440	911,800	125,360	15%
2710	Code Compliance	264,390	286,484	347,920	369,310	21,390	6%
2750	Emergency Management	460,687	307,001	515,620	598,810	83,190	16%
2800	Animal Control Division	452,817	496,427	541,080	646,460	105,380	19%
9700	General Fund Stabilization	2,000,000	0	0	0	0	0%
9800	Transfers To Other Funds	1,915,010	2,186,850	2,810,940	1,348,790	(1,462,150)	- 52%
9900	Approp. For Contingency 1	0	0	3,086,570	3,254,240	167,670	5%
001 Totals:		25,996,995	25,718,008	34,685,170	35,796,530	1,111,360	3%
Fund: 002 General Roads							
3110	Road Admin. And Support	771,211	959,245	1,172,550	1,234,610	62,060	5%
3120	Road Maint & Construction	6,654,608	6,411,936	10,396,270	10,832,470	436,200	4%
9905	Approp. For Contingency 2	0	0	2,868,960	2,949,030	80,070	2%
002 Totals:		7,425,819	7,371,181	14,437,780	15,016,110	578,330	4%

Organizational Unit Totals by Fund (Expenses)

Org. ID	Organizational Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	Amount Change	Percent Change
Fund: 003 General Fund Stabilization							
1200	GF Stabilization	0	300,617	5,084,710	5,191,290	106,580	2%
003 Totals:		0	300,617	5,084,710	5,191,290	106,580	2%
Fund: 004 Clerk Archived Records							
1354	Clerk Archived Records	9,085	10,003	19,150	15,450	(3,700)	- 19%
4133	Babies First	0	0	0	0	0	0%
004 Totals:		9,085	10,003	19,150	15,450	(3,700)	- 19%
Fund: 005 Rural Law Enforcement District							
2191	Sheriff Rural Law Enf Dis	3,211,483	3,209,296	4,707,560	4,728,090	20,530	0%
005 Totals:		3,211,483	3,209,296	4,707,560	4,728,090	20,530	0%
Fund: 007 Public Health							
4110	Community Health	803,519	1,041,519	1,211,700	1,057,480	(154,220)	- 12%
4112	Tobacco Prevention	115,511	127,859	203,600	316,110	112,510	55%
4129	Immunization	67,650	67,364	280,620	265,380	(15,240)	- 5%
4133	Babies First	151,541	162,741	238,220	246,730	8,510	3%
4140	W I C Program	194,427	232,526	278,750	290,690	11,940	4%
4160	Family Planning	145,114	177,496	252,190	272,140	19,950	7%
4163	School-Based Health Centers	0	0	157,070	185,000	27,930	17%
4168	Disease and Overdose Prevention	222,224	270,526	343,940	344,480	540	0%
4169	Household Hazardous Waste	229,374	175,912	274,190	199,010	(75,180)	- 27%
4170	Emergency Preparedness	764,855	604,814	729,820	299,490	(430,330)	- 58%
4174	Onsite Sewage Systems	262,096	190,855	245,620	249,650	4,030	1%
4175	Environmental Health	309,849	259,470	423,850	462,920	39,070	9%
9915	Approp. For Contingency 7	0	0	724,950	820,740	95,790	13%
007 Totals:		3,266,158	3,311,080	5,364,520	5,009,820	(354,700)	- 6%
Fund: 009 Child Support							
2165	Child Support	225,196	233,376	304,790	315,580	10,790	3%
009 Totals:		225,196	233,376	304,790	315,580	10,790	3%
Fund: 020 Juvenile Crime Prevention							
2170	Juv Crime Prevention	71,089	28,872	217,510	203,230	(14,280)	- 6%
020 Totals:		71,089	28,872	217,510	203,230	(14,280)	- 6%
Fund: 024 Community Corrections Division							
2385	Community Corrections Division	2,479,478	2,594,272	4,654,150	4,162,560	(491,590)	- 10%
024 Totals:		2,479,478	2,594,272	4,654,150	4,162,560	(491,590)	- 10%
Fund: 027 Marine Patrol							
2245	Marine Patrol	249,612	258,988	420,880	463,950	43,070	10%
027 Totals:		249,612	258,988	420,880	463,950	43,070	10%

Organizational Unit Totals by Fund (Expenses)

Org. ID	Organizational Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	Amount Change	Percent Change
Fund: 033 Mental Health Grants							
7150	Developmental Disabilities	0	0	0	0	0	0%
7152	Mental Health	1,734,012	2,104,089	1,803,210	2,641,780	838,570	46%
7156	Drug & Alcohol Prevention	173,014	158,781	214,580	577,850	363,270	169%
9920	Approp. For Contingency 033	0	0	411,880	722,030	310,150	75%
033 Totals:		1,907,027	2,262,870	2,429,670	3,941,660	1,511,990	62%
Fund: 036 Building Codes							
7165	Building Codes	885,875	851,495	2,239,670	2,323,470	83,800	3%
036 Totals:		885,875	851,495	2,239,670	2,323,470	83,800	3%
Fund: 039 Clatsop County Fisheries							
8500	Clatsop County Fisheries	703,469	719,164	1,067,370	1,164,090	96,720	9%
039 Totals:		703,469	719,164	1,067,370	1,164,090	96,720	9%
Fund: 090 COVID							
2006	American Rescue Plan	0	1,625,719	2,821,850	4,849,930	2,028,080	71%
2007	PA COVID-19	0	0	0	0	0	0%
9910	Approp. For Contingency 90	0	0	2,621,080	0	(2,621,080)	0%
090 Totals:		0	1,625,719	5,442,930	4,849,930	(593,000)	- 10%
Fund: 100 Capital Projects							
2000	Special Projects	7,344,008	20,845,674	10,412,110	4,973,550	(5,438,560)	- 52%
2002	Fleet Replacement	0	0	141,460	96,690	(44,770)	- 31%
100 Totals:		7,344,008	20,845,674	10,553,570	5,070,240	(5,483,330)	- 51%
Fund: 102 Fleet Management							
2001	Fleet Management	701,724	378,725	582,240	2,480,110	1,897,870	325%
102 Totals:		701,724	378,725	582,240	2,480,110	1,897,870	325%
Fund: 105 Insurance Reserve							
2105	Insurance Reserve	16,064	27,318	443,720	447,340	3,620	0%
105 Totals:		16,064	27,318	443,720	447,340	3,620	0%
Fund: 120 Land Corner Preservation							
1941	Surveyor - Land Corner 120	58,156	58,277	549,700	517,900	(31,800)	- 5%
120 Totals:		58,156	58,277	549,700	517,900	(31,800)	- 5%
Fund: 150 Fair & Expo							
9300	Fair & Expo	639,657	899,765	1,576,010	1,971,710	395,700	25%
150 Totals:		639,657	899,765	1,576,010	1,971,710	395,700	25%
Fund: 205 Child Custody Mediation & Drug Projec							
5705	Child Custody Mediation	31,963	30,355	57,020	72,050	15,030	26%
205 Totals:		31,963	30,355	57,020	72,050	15,030	26%

Organizational Unit Totals by Fund (Expenses)

Org. ID	Organizational Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	Amount Change	Percent Change
Fund: 206	Video Lottery Fund						
5710	Video Lottery	345,995	475,348	665,670	614,190	(51,480)	- 7%
	206 Totals:	345,995	475,348	665,670	614,190	(51,480)	- 7%
Fund: 209	Courthouse Security						
5720	Courthouse Security	76,520	76,520	126,890	106,420	(20,470)	- 16%
	209 Totals:	76,520	76,520	126,890	106,420	(20,470)	- 16%
Fund: 225	Bike paths						
5805	Bike Paths	55,689	79,949	113,950	176,170	62,220	54%
	225 Totals:	55,689	79,949	113,950	176,170	62,220	54%
Fund: 230	Law Library						
5810	Law Library	43,367	21,634	80,870	117,200	36,330	44%
	230 Totals:	43,367	21,634	80,870	117,200	36,330	44%
Fund: 235	Animal Shelter Donations						
2810	Animal Shelter Enhance.	35,472	33,305	427,180	450,350	23,170	5%
	235 Totals:	35,472	33,305	427,180	450,350	23,170	5%
Fund: 240	Park & Land Acq. & Maint						
5815	Parks & Land Acq. Maint	55,284	80,708	810,900	761,600	(49,300)	- 6%
	240 Totals:	55,284	80,708	810,900	761,600	(49,300)	- 6%
Fund: 300	Road District #1						
5825	Road District #1	3,628,460	4,451,550	4,042,220	4,191,050	148,830	3%
	300 Totals:	3,628,460	4,451,550	4,042,220	4,191,050	148,830	3%
Fund: 305	State Timber Enforcement Fund						
5828	State Timber Enforcement	140,790	182,326	1,134,090	1,261,220	127,130	11%
	305 Totals:	140,790	182,326	1,134,090	1,261,220	127,130	11%
Fund: 325	Industrial Development Revolving Fund						
5836	Industrial Develop.Revolving Fund	148,690	35,366	3,197,040	3,169,790	(27,250)	- 0%
	325 Totals:	148,690	35,366	3,197,040	3,169,790	(27,250)	- 0%
Fund: 385	Westport Sewer Serv Dist						
5845	Westport Sewer Service	88,841	142,420	224,440	261,200	36,760	16%
	385 Totals:	88,841	142,420	224,440	261,200	36,760	16%
Fund: 386	Westport Sewer Equip Rplc						
5846	Westport Sewer Equipment	80,116	6,143	147,130	251,340	104,210	70%
	386 Totals:	80,116	6,143	147,130	251,340	104,210	70%
Fund: 395	4-H & Ext Ser Spec Dist						
5850	4-H & Extension	485,202	421,005	703,870	749,590	45,720	6%
	395 Totals:	485,202	421,005	703,870	749,590	45,720	6%

Organizational Unit Totals by Fund (Expenses)

Org. ID	Organizational Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	Amount Change	Percent Change
Fund: 400 Debt Service Fund							
5855	Debt Service	1,453,114	1,500,713	1,936,990	1,718,920	(218,070)	- 11%
400 Totals:		1,453,114	1,500,713	1,936,990	1,718,920	(218,070)	- 11%
Fund: 405 Bond & UAL Reserve Fund							
5860	Bond & UAL Reserve Fund	0	412	1,484,660	1,514,000	29,340	1%
405 Totals:		0	412	1,484,660	1,514,000	29,340	1%
Fund: 505 Diking District #5							
6305	Diking District #5	3,274	1,514	0	0	0	0%
505 Totals:		3,274	1,514	0	0	0	0%
Fund: 511 Diking District #11							
6311	Diking District #11	1,754	80	0	0	0	0%
511 Totals:		1,754	80	0	0	0	0%
Fund: 514 Diking District #14							
6314	Diking District #14	7,480	115	0	0	0	0%
514 Totals:		7,480	115	0	0	0	0%
Total Expenditures:		61,872,908	78,244,164	109,934,020	109,084,150	(849,870)	- 0%

4 year Comparative Summary - All County Funds (Excluding Service Districts)

Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	Amount Change	Percent Change
Resources						
Beginning Net Working Capital	68,845,384	72,843,780	57,740,490	52,289,480	(5,451,010)	- 9%
Taxes	12,075,152	12,594,411	12,692,150	13,919,810	1,227,660	9%
Licenses & Permits	2,458,422	2,847,621	2,857,500	3,107,600	250,100	8%
Fines	60,507	76,654	68,080	66,600	(1,480)	- 2%
Use Of Money/Property	638,490	291,201	249,730	970,130	720,400	288%
Intergov State	17,378,244	19,597,127	19,070,316	17,733,640	(1,336,676)	- 7%
Intergov Federal	9,107,735	5,075,758	1,577,943	1,414,440	(163,503)	- 10%
Intergov Other	7,024,195	7,792,379	7,423,870	7,578,550	154,680	2%
Charges for Services	2,240,034	2,191,550	2,149,860	3,451,500	1,301,640	60%
Other Revenue	1,964,355	2,427,948	2,390,130	2,887,410	497,280	20%
Transfer Revenue	5,417,560	4,181,630	4,129,880	2,689,340	(1,440,540)	- 34%
Total Resources:	127,210,076	129,920,061	110,349,949	106,108,500	(4,241,449)	- 3%
Expenditures						
Personnel Services	27,355,362	28,935,548	34,428,470	37,134,470	2,706,000	7%
Materials & Services	11,767,476	11,249,666	17,618,720	20,381,880	2,763,160	15%
Special Payments	2,237,297	3,223,335	3,387,640	4,468,380	1,080,740	31%
Debt Service	1,128,114	1,095,713	1,152,750	1,079,780	(72,970)	- 6%
Capital Outlay	6,460,488	21,326,148	13,412,560	6,813,130	(6,599,430)	- 49%
Transfers Out	5,417,560	4,181,630	4,129,880	2,689,340	(1,440,540)	- 34%
Contingency	0	0	25,978,780	26,335,900	357,120	1%
Total Expenditures:	54,366,297	70,012,040	100,108,800	98,902,880	(1,205,920)	- 1%
Fund Balance						
Ending Fund Balance:	72,843,779	59,908,021	10,241,149	7,205,620	(3,035,529)	- 29%
Net Change in Fund Balance:	(3,998,395)	12,935,760	47,499,341	45,083,860	(2,415,481)	- 5%

4 year Comparative Summary - All County Funds (with Service Districts)

Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	Amount Change	Percent Change
Resources						
Beginning Net Working Capital	72,560,288	76,509,288	59,992,820	55,028,020	(4,964,800)	- 8%
Taxes	16,607,227	17,158,099	17,328,430	18,464,260	1,135,830	6%
Licenses & Permits	2,458,422	2,847,621	2,857,500	3,107,600	250,100	8%
Fines	60,507	76,654	68,080	66,600	(1,480)	- 2%
Use Of Money/Property	675,643	303,373	266,230	1,052,830	786,600	295%
Intergov State	20,069,271	22,129,724	21,786,746	20,430,070	(1,356,676)	- 6%
Intergov Federal	9,107,735	5,245,758	1,707,943	1,414,440	(293,503)	- 17%
Intergov Other	7,024,195	7,792,379	7,423,870	7,578,550	154,680	2%
Charges for Services	2,349,596	2,303,848	2,259,860	3,566,500	1,306,640	57%
Other Revenue	2,071,070	2,451,519	2,410,130	2,887,560	477,430	19%
Transfer Revenue	5,419,560	4,185,630	4,138,880	2,693,340	(1,445,540)	- 34%
Total Resources:	138,403,513	141,003,893	120,240,489	116,289,770	(3,950,719)	- 3%
Expenditures						
Personnel Services	29,218,729	30,779,064	36,201,330	38,754,420	2,553,090	7%
Materials & Services	13,101,000	12,539,351	19,191,130	21,940,220	2,749,090	14%
Special Payments	5,888,236	7,699,487	7,454,000	8,683,380	1,229,380	16%
Debt Service	1,574,804	1,605,919	1,781,630	1,874,910	93,280	5%
Capital Outlay	6,670,580	21,434,712	13,540,960	6,983,730	(6,557,230)	- 48%
Transfers Out	5,419,560	4,185,630	4,138,880	2,693,340	(1,445,540)	- 34%
Contingency	0	0	27,626,090	28,154,150	528,060	1%
Total Expenditures:	61,872,908	78,244,164	109,934,020	109,084,150	(849,870)	- 0%
Fund Balance						
Ending Fund Balance:	76,530,605	62,759,730	10,306,469	7,205,620	(3,100,849)	- 30%
Net Change in Fund Balance:	(3,970,317)	13,749,558	49,686,351	47,822,400	(1,863,951)	- 3%

Overview by Functional Area - General Fund

REVENUES - Functional Area	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	Amount Change	Percent Change
Culture & Recreation	146,303	138,570	145,950	150,600	4,650	3%
General Government	32,562,658	30,017,276	29,351,380	29,172,580	(178,800)	- 0%
Land Use, Hsg & Trans / Econ. Dev. & Capital	865,137	1,183,003	1,247,000	1,517,420	270,420	21%
Public Safety & Justice	4,537,676	5,046,908	4,972,709	5,044,570	71,861	1%
Total Revenues:	38,111,773	36,385,757	35,717,039	35,885,170	168,131	0%

EXPENDITURES - Functional Area	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	Amount Change	Percent Change
Culture & Recreation	245,882	318,571	378,990	407,300	28,310	7%
General Government	11,033,505	9,451,760	14,623,690	14,464,710	(158,980)	- 1%
Land Use, Hsg & Trans / Econ. Dev. & Capital	1,159,438	1,510,654	2,032,800	2,533,620	500,820	24%
Public Health	434,960	706,800	450,230	179,090	(271,140)	- 60%
Public Safety & Justice	13,123,210	13,730,224	17,199,460	18,211,810	1,012,350	5%
Total Expenditures:	25,996,995	25,718,008	34,685,170	35,796,530	1,111,360	3%

Overview by Functional Area - Countywide (Excluding Service Districts)

REVENUES - Functional Area	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	Amount Change	Percent Change
Culture & Recreation	2,342,076	2,589,790	2,532,860	2,883,910	351,050	13%
General Government	43,037,618	45,440,595	43,763,540	42,909,510	(854,030)	- 1%
Land Use, Hsg & Trans / Econ. Dev. & Capital	62,130,156	61,412,003	42,775,460	39,166,470	(3,608,990)	- 8%
Public Health	7,600,826	7,939,706	8,878,580	8,951,480	72,900	0%
Public Safety & Justice	12,099,401	12,537,968	12,399,509	12,197,130	(202,379)	- 1%
Total Revenues:	127,210,076	129,920,061	110,349,949	106,108,500	(4,241,449)	- 3%

EXPENDITURES - Functional Area	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	Amount Change	Percent Change
Culture & Recreation	940,823	1,299,044	2,765,900	3,140,610	374,710	13%
General Government	12,946,728	13,623,342	29,486,080	28,380,730	(1,105,350)	- 3%
Land Use, Hsg & Trans / Econ. Dev. & Capital	18,828,863	32,325,833	35,439,790	33,065,690	(2,374,100)	- 6%
Public Health	5,173,185	5,573,950	7,794,190	8,951,480	1,157,290	14%
Public Safety & Justice	16,476,698	17,189,870	24,622,840	25,364,370	741,530	3%
Total Expenditures:	54,366,297	70,012,040	100,108,800	98,902,880	(1,205,920)	- 1%

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**Clatsop County Functions/Programs Budget
Public Safety & Justice 2023-2024
Total \$25,364,370**



Organizational units included within this functional area in the order they appear within the budget document are:

District Attorney	Animal Shelter Enhancement
Child Support	Marine Patrol
Medical Examiner	Juvenile Department
Sheriff Support Division	Juvenile Crime Prevention
Sheriff Enforcement Division	Law Library
Sheriff Corrections Division	Community Corrections Division
Jail Medical	Courthouse Security
Emergency Management	State Timber Enforcement
Animal Control Division	Child Custody Mediation

The chart above represents the type of funding, discretionary or dedicated, available for this functional area. The adopted expenditure appropriations for each budget included in this functional area are located on the following pages in this section.

TOTAL FTE - 126.4

District Attorney

Mission Statement

The purpose of criminal prosecution is to evaluate and prosecute all violations of state criminal law brought to the district attorney's office through the seven police agencies in Clatsop County, and on occasion through outside agencies, to ensure that the innocent are protected and the guilty are held accountable.

Department Overview

The Criminal Division consists of the elected District Attorney, 1 Chief Deputy District Attorney, 6 Deputy District Attorneys, 1 Senior Administrative Supervisor, 6 Trial Assistants and 2.5 Victim Services Coordinators, and .5 Administrative Assistant. The staff reviews, logs in, and then assigns reports to specific trial assistants and specific deputy district attorneys for vertical prosecution cases submitted by the seven police agencies that serve the cities and county. The initial determination is whether there is a credible charge and if so, should it be charged as a violation, misdemeanor, or felony. Once a Deputy DA makes that decision, the case then goes through the charging process or grand jury process.

Deputy District Attorneys prepare plea offers in virtually every case, and working with one of the 2.5 Victims Services Coordinators, attempt to discuss the case and possible resolution with identifiable victims and ensure that victim's voices are heard and that they are able to exercise their rights under Oregon statute and the state constitution.

The District Attorney's Office is expected to "attend upon the court" for all proceedings in which the State of Oregon has an interest in criminal, juvenile, or dependency cases. That means staffing three circuit courtrooms daily as well as Grand Jury twice a week. In addition, the DA's Office participates, and in some cases presides over regular meetings of the Multi-Disciplinary Team regarding Child Abuse, the Domestic Violence Council, the Major Crime Team and staffs Treatment Court in Judge Peterson's courtroom and Drug Court in Judge Wintermute's courtroom. Judge McIntosh presides over Family Court. Each of these courts is assigned a Deputy DA who attends staffings and appears in court, and while the DA's Office assists in staffing these courts, the DA's Office receives no revenue or compensation for participation in these special courts.

In addition, the District Attorney and all Deputy District Attorneys, including the Chief Deputy, are on-call on a 24 hour a day, 7-day a week basis for consultation with county police agencies from providing legal advice to helping draft search warrants to convening the Major Crime Team under the protocols agreed upon by all area law enforcement agencies. The attorneys from the district attorney's office attend weekly information sharing meetings with the detectives from all local police agencies and the county's medicolegal death investigator.

Additionally, the District Attorney's Office appears on behalf of the county in all involuntary mental commitment proceedings, assists county counsel with habeas corpus suits at the request of the Sheriff, evaluates civil and criminal forfeitures when appropriate, and serves as the arbiter of request under ORS 192, the Oregon Public Records law for agencies below the state level (city, county, schools, and special districts). The department also handles all of the requests from defense attorney and/or defendants to set aside arrests or convictions.

The district attorney's office makes the decision whether or not to extradite individuals back to Clatsop County from out of state when arrested on a Clatsop County warrant; each case is reviewed on an individual basis.

The District Attorney's Office participates in legal trainings for both regular and reserve police officers and provides speakers after hours for various Citizen Police Academies offered at times by area police departments.

District Attorney Ron Brown writes a monthly training newsletter for all police agencies in the county.

Major Accomplishments

District Attorney Ron Brown prosecuted St v. Stone in January, involving 5 victims, 2 of which are young children. Defendant had a trial by jury, was found guilty of Robbery in the First Degree, and was sentenced to 90 months in prison.

In February Ron Brown also handled State v. Lassiter. Defendant plead guilty to 2 counts of Encouraging Child Sexual Abuse in the First Degree, resulting in 24 months prison; 60 months probation on the other 2 counts with 60 months prison over his head if he isn't successful on probation.

Chief Deputy District Attorney Dawn Buzzard served on many callouts this year with the Major Crimes Team, as well as two other attorneys.

Ms. Buzzard prosecuted State v. Morinville wherein the defendant shot another person in the ankle, and took off and was caught in the Midwest and is now in prison for 70 months and paid a compensatory fine to the victim.

Ms. Buzzard prosecuted the State v. Dailey case, a defendant who plead guilty to 3 counts of molesting a family member and videotaping victim. Ms. Buzzard worked with the FBI on it and defendant will be serving 23.5 years in prison and ordered to pay the victim \$70,000. Ms. Buzzard is handling the State v. Meneguzzi case. Defendant was indicted for Manslaughter 1 and 2 and Criminally Negligent Homicide as well as Delivery of Controlled Substance-Fentanyl for selling Fentanyl to a local man who overdosed and died. The case is still pending.

Deputy District Attorney Scott McCracken prosecuted 7 different cases on State v. Grabenhorst involving Burglary, Theft, Escape, and Identity Theft charges. Defendant burglarized residences and businesses; for his sentence he was placed on 5 years formal probation, 24 months prison, and 40 additional months if revoked. Defendant was to complete in-patient treatment before going to prison, but fled before going to the program. Defendant again burglarized a business while on abscond and was then located in Astoria and captured after a foot pursuit. Defendant was sentenced in November to 86 months prison on the cases, and ordered to pay over \$40,000 in restitution.

The State v. McLeod jury trial was handled by Deputy District Attorney Sarah Shepherd, involving Felony Assault in the Fourth Degree, Criminal Mischief and Disorderly Conduct resulting in a guilty verdict on all counts. Defendant was sentenced to 36 months formal probation, 15 days jail, 80 hours community service, criminal violence evaluation and multiple other probation conditions. This case was an altercation in a local grocery store parking lot wherein the defendant assaulted another individual due to a bumper sticker on the victim's vehicle.

Deputy District Attorney Marissa Snyder resolved some cases that had been outstanding for quite some time. State v. Ficken plead guilty to his 2019 DUII and a more recent Aggravated Harassment case and was sentenced to prison. The defendant in State v. Fleming plead guilty on an outstanding 2020 Supplying Contraband case, along with new charges. Additionally, on State v. McDonald's six cases from over the last 3 years, defendant plead guilty to a number of charges and was sentenced to prison.

In one of her first felony cases, Deputy District Attorney Alyssa Lax settled the State v. Socia case wherein the defendant under the influence of intoxicants, stole a work van and led officers on a high speed chase on Hwy 101, ultimately crashing into 3 other vehicles before crashing the work van into a power pole. All in all, 3 power poles were damaged and 4 vehicles, and the crash into the power pole caused an electrical fire in a home. Ms. Lax charged defendant with 22 counts and there were several victims and witnesses. The victims were in agreement with a resolution of the defendant stipulating to the paying compensatory fines to the victims, two of whom had their home and personal property heavily damaged. A good resolution to a case with many moving pieces.

Budget Highlights

The attorneys in the District Attorney's Office have worked diligently to resolve complex cases with Dr. Judge Kantor in Settlement Conferences. For these cases the victims are kept informed during the process. In preparation for the Settlement Conferences, the attorney assesses the case and provides an outline to the judge. In a great majority of these Settlement Conferences, the cases resolve and justice is found for the community, the victim, and the defendant. While preparing for Settlement Conferences takes time and effort, if the case can resolve, the cost of a trial is avoided.

Under Ron Brown's direction, the District Attorney's Office held its second annual full day, county-wide police training. The cost savings may not directly benefit this office but it was free of charge to everyone, saving costs for the police agencies and improving the quality of policing for Clatsop County.

The District Attorney's Office allows witnesses and victims to testify by Skype for Grand jury, eliminating the costs of having them appear in person. As a tourist destination, often witnesses and victims are not from Clatsop County. There are costs involved in requiring them to be at the courthouse in person.

In 2022 the Oregon Supreme Court held that, in the State of Oregon, based upon the US Supreme Court case of Ramos v. Louisiana (unanimous verdicts required in all criminal cases) that the Ramos rule was to be retroactive to all cases in Oregon. The US Supreme Court had declined to make Ramos retroactive federally, but the Oregon Supreme Court can rule, as they did, that the Oregon Constitution requires a different result. So about the only requirement in asking for a new trial is that the defendant be a living person and a claim that the verdict was not unanimous. So we expect a deluge of requests for new trials in all non-murder cases since Oregon has always required a unanimous verdict in murder cases and misdemeanor cases, by statute. Most of the cases will be sexual abuse cases. We've had one case sent back that the Honorable Dawn McIntosh tried in 1999 while the Chief Deputy District Attorney. In State v Maloney the defendant was convicted of abusing 3 different child victims, one of which was developmentally delayed. Maloney has been in prison all of these years and still is but will be brought back to Clatsop County soon, so we are attempting to locate our witness & victims from 1999.

Previously we dealt with a few cases right after Ramos was decided and simply dismissed the non-unanimous counts and resentenced defendant on the remaining counts. But the DA will have the burden of showing that the verdict in question was unanimous and, unfortunately, in Oregon prior to Ramos, there were both Oregon Supreme Court and US Supreme Court caselaw that Oregon's system was constitutional. Therefore, in non-capital cases, the court would simply ask the foreperson if 10 or more of their number agreed on the verdict. Unless defendant asked for an individual poll, no poll was done and the record was silent on the numerical breakdown. Therefore, most of those cases will have to be retried or else the defendant will have no record to account for his/her criminal behavior. Victims and the public deserve more.

Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Child Support	0	0	0	0	0	0%
VOCA	119,008	86,638	113,100	101,790	(11,310)	- 10%
VOCA Expansion	0	0	0	0	0	0%
VOCA Supp Svcs & Trng	0	0	0	0	0	0%
VOCA 1x	0	0	0	0	0	0%
St.-Victim Assistance Pgm	34,811	36,469	37,020	37,020	0	0%
Copy Fees	47,104	50,951	43,000	43,000	0	0%
Rev. Refunds & Reim.	678	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Transfer from Liquor Law Enfor	0	0	0	0	0	0%
General Fund Support	1,698,350	1,683,543	2,119,540	2,358,850	239,310	11%
Total Revenue:	1,899,950	1,857,601	2,312,660	2,540,660	228,000	9%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	1,227,671	1,201,401	1,437,300	1,595,320	158,020	10%
Personnel Benefits	589,335	577,847	753,850	808,410	54,560	7%
Materials & Services	82,945	78,353	121,510	136,930	15,420	12%
Total Expenditures:	1,899,950	1,857,601	2,312,660	2,540,660	228,000	9%

Staffing Summary

Authorized Personnel	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	FTE Change Adopted	% Change Adopted
Total Personnel:	16.78	16.69	17.95	17.95	0.00	0%

Summary

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Personnel Services							
District Attorney Salary Supp.	82-1025	43,413	46,447	52,200	56,330	4,130	7%
Senior Admin Supervisor	82-1119	88,552	96,766	101,120	105,670	4,550	4%
Chief Deputy Dist. Atty.	82-1170	146,275	155,637	163,180	170,520	7,340	4%
Deputy District Attorney	82-1172	491,967	432,604	596,960	679,490	82,530	13%
Deputy DA I	82-1173	0	0	0	0	0	0%
Deputy DA III	82-1175	0	0	0	0	0	0%
Admin Assistant I	82-1183	0	0	0	31,100	31,100	100%
Staff Assistant	82-1191	304,515	316,822	361,430	0	(361,430)	- 100%
Trial Assistant	82-1193	0	0	0	380,970	380,970	100%
Victims Services Coord.-Lead	82-1895	62,479	76,776	68,230	71,320	3,090	4%
Victims Services Coord.	82-1896	90,470	76,348	94,180	99,920	5,740	6%
Temporary - Admin Help	82-1940	5,725	0	18,000	18,000	0	0%
Temporary Help	82-1941	6,702	10,173	11,080	11,080	0	0%
Grant Overtime	82-1943	11,332	11,330	12,300	12,850	550	4%
Overtime	82-1945	5,655	3,622	4,000	4,000	0	0%
Remuneration	82-1947	5	0	0	0	0	0%
F.I.C.A.	82-1950	93,250	90,658	113,610	125,700	12,090	10%
FMLA	82-1952	0	0	0	6,570	6,570	100%
Retirement	82-1955	261,410	270,914	323,790	359,320	35,530	10%
Medical Waiver	82-1963	2,471	2,824	3,040	1,840	(1,200)	- 39%
Medical Insurance	82-1964	155,202	140,692	192,950	193,490	540	0%
Dental Insurance	82-1965	18,078	17,968	24,340	19,960	(4,380)	- 18%
HSA/HRA Contribution	82-1966	18,557	17,532	20,940	21,990	1,050	5%
Benefits Admin Fees	82-1967	491	502	500	580	80	16%
Life/AD&D Insurance	82-1970	1,425	1,570	1,810	1,830	20	1%
Salary Continuation Insur	82-1972	2,093	1,992	2,390	3,490	1,100	46%
S.A.I.F.	82-1975	1,882	1,406	2,340	2,270	(70)	- 2%
Unemployment	82-1980	1,269	875	1,490	1,640	150	10%
Compensable Leave Buyback	82-1986	3,789	5,789	21,270	23,800	2,530	11%
Personnel Services Totals:		1,817,006	1,779,248	2,191,150	2,403,730	212,580	9%
Materials & Services							
Clothing And Uniform Exp.	82-2040	0	0	0	1,800	1,800	100%
Telephones	82-2070	2,646	2,062	3,100	4,600	1,500	48%
Witness Fees	82-2250	499	322	2,000	2,000	0	0%
Grand Jury Fees	82-2258	444	640	1,800	1,800	0	0%
Maintenance - Equipment	82-2260	0	0	0	0	0	0%
Software Maintenance	82-2265	13,500	14,169	18,440	18,440	0	0%
Membership Fees And Dues	82-2370	7,919	7,931	8,210	9,680	1,470	17%

Summary Cont.

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Office Supplies	82-2410	7,068	8,627	8,500	8,500	0	0%
Books And Periodicals	82-2413	10,335	9,669	9,960	10,760	800	8%
Postage And Freight	82-2419	5,231	4,580	5,000	5,000	0	0%
Printing And Reproduction	82-2425	6,003	8,114	13,000	13,000	0	0%
Office Furniture & Equipment	82-2454	2,246	2,388	1,000	1,000	0	0%
Contractual Services	82-2471	60	212	0	350	350	100%
Special Investigations	82-2474	11,656	8,870	23,000	30,000	7,000	30%
Contractual Services-Temp Help	82-2492	0	0	0	0	0	0%
Special Victims Expense	82-2516	9,146	1,980	8,000	8,000	0	0%
VOCA 1x	82-2526	0	0	0	0	0	0%
VOCA Supplies	82-2531	1,853	0	0	0	0	0%
VOCA Training	82-2535	0	0	2,000	2,000	0	0%
Publi. And Legal Notices	82-2600	748	0	0	0	0	0%
Fuel - Vehicles	82-2852	1,452	1,759	1,500	1,500	0	0%
DA LAN/Software Equipment	82-2907	0	0	0	0	0	0%
Vehicle Maintenance & Use	82-2923	238	1,238	2,000	1,500	(500)	- 25%
Education And Training	82-2928	1,900	2,865	6,000	7,500	1,500	25%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Travel Expenses	82-2930	0	2,927	8,000	8,000	0	0%
Reimbursed Mileage	82-2932	0	0	0	1,500	1,500	100%
Materials & Services Totals:		82,945	78,353	121,510	136,930	15,420	12%
Capital Outlay							
Office Equipment	82-4300	0	0	0	0	0	0%
Capital Outlay Totals:		0	0	0	0	0	0%
Total Expenditures:		1,899,950	1,857,601	2,312,660	2,540,660	228,000	9%

Child Support

Mission Statement

Work with families, in a neutral setting, to ensure necessary child support services are provided.

Department Overview

The child support division establishes orders for support and parentage, provides local in-office parentage testing, modifies child support orders, collects and enforces court orders, and when necessary, takes enforcement actions, and initiates criminal actions. Two child support agents manage the daily caseload and are assisted by a .06 FTE deputy district attorney, and a .06 administrative assistant.

Major Accomplishments

Opened 90 new cases for calendar year 2022.

Continued to increase skills and knowledge of child support enforcement by attending conferences, meetings and presentations to further professional development including WICSEC and ERICSA virtual conferences and monthly ODAA oversight WebEx meetings that focus on program updates and training problem solving sessions. The majority of sessions attended by both staff were for professional development, CLE credits or included in-depth high-end case scenarios, laws and analysis.

Child Support Agents were involved in high level meetings with the Clatsop County Court staff in regards to the new Child Support Referee Program and its roll-out in Clatsop County. This is a new program where DA/Child Support Division staff will be appearing virtually in contempt proceedings with the Referee who is housed in Jackson County. Clatsop County is one of 5 counties state-wide in this pilot program.

Consistently complies with federal Title IV-D requirements.

Continued to appear in SED Court hearings for delinquent parents.

Provided support enforcement services to more than 600 families.

Continued to be involved in monthly Oregon District Attorneys Association Child Support Oversight Committee teleconference and assisted the planning committee, took and submitted meeting minutes.

Staff was involved in a combined DOJ/DA Enhanced Payment Options Committee which is an ongoing special project that addresses the continued use of kiosks, the use of on-line payments, the creation of an app for use of local stores, i.e. Fred Meyer, Walgreens, etc., for parties to be able to make child support payments. Recommendations from this committee will be submitted to the Director's Office for future implementation of the Child Support Program.

Staff has and will continue to give updates, report problems or issues, submit incident report tickets, and follow-up with completion or final resolution of these tickets for Origin, the case management system.

Continued to train/update the attorneys with changes to the child support program, new legislation, rules and policies.

Continued to assist our clients/parties through post-pandemic related issues with their child support cases, i.e., pandemic assistance unemployment payments, changes in either unemployment benefits or income for modifications, changes in garnishment thresholds, and a moratorium on license suspensions, and the lifting of that, to allow us to use this again as an enforcement tool.

Continued to update attorney notebook with new forms, OAR's, policies due to new case management system (Origin).

Continued to adapt, learn and navigate through virtual appearances, meetings, court hearings, training sessions, staff meetings, while using 2 virtual desktops.

Continued to offer in-office parentage testing. This need arose from clients reporting transportation barriers and travel time to get to the testing sites. The closest site is in Long Beach, WA, but the last time we spoke with our testing provider (LabCorp) they advised this site was unavailable and could not say if or when it would be available again. The next closest sites are in Tillamook, OR and Cathlamet, WA.

Continued to issue wage withholdings, bail intercepts and bank garnishments for cases that qualified for these actions.

Budget Highlights

The Clatsop County District Attorney's Office, child support division collected over 2.3 million dollars in child support in calendar year 2022.

The child support division budget receives a 66% federal reimbursement for all expenses incurred.

Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Beginning Balance	43,122	49,800	51,060	46,010	(5,050)	- 9%
Interest On Investments	419	254	0	0	0	0%
Child Support Incentives	28,859	22,963	20,110	23,870	3,760	18%
State GF Reimburse	12,461	14,846	13,740	15,080	1,340	9%
Annual Fee pmts	2,849	2,774	2,660	2,780	120	4%
Child Support	127,764	140,471	158,420	169,040	10,620	6%
CARES Act Reimbursement	952	0	0	0	0	0%
Franchise Fees	0	0	230	230	0	0%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Transfer from General	58,570	58,570	58,570	58,570	0	0%
Total Revenue:	274,996	289,678	304,790	315,580	10,790	3%
Total Unappropriated Budget:	49,800	56,303	0	0	0	0%
Total Budgeted Resources:	225,196	233,376	304,790	315,580	10,790	3%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	128,435	135,777	145,540	156,940	11,400	7%
Personnel Benefits	66,428	65,386	75,540	74,420	(1,120)	- 1%
Materials & Services	30,333	32,213	42,210	41,430	(780)	- 1%
Contingency	0	0	41,500	42,790	1,290	3%
Total Expenditures:	225,196	233,376	304,790	315,580	10,790	3%

Staffing Summary

Authorized Personnel	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	FTE Change Adopted	% Change Adopted
Total Personnel:	2.11	2.11	2.11	2.17	0.06	2%

Summary

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Personnel Services							
Senior Admin Supervisor	82-1119	4,660	5,092	5,320	5,560	240	4%
Deputy District Attorney	82-1172	4,625	5,187	5,660	5,230	(430)	- 7%
Deputy DA I	82-1173	0	0	0	0	0	0%
Admin Assistant I	82-1183	0	0	0	3,520	3,520	100%
Child Support Agent I	82-1855	56,670	39,480	0	0	0	0%
Child Support Agent II	82-1856	62,479	86,018	134,560	142,630	8,070	6%
Temporary - Admin Help	82-1940	2,797	0	4,500	0	(4,500)	- 100%
Overtime	82-1945	0	0	0	0	0	0%
F.I.C.A.	82-1950	9,877	10,013	11,660	12,200	540	4%
FMLA	82-1952	0	0	0	640	640	100%
Retirement	82-1955	29,952	32,116	34,300	36,800	2,500	7%
Medical Waiver	82-1963	2,448	2,400	2,400	2,470	70	2%
Medical Insurance	82-1964	16,932	16,332	17,510	17,170	(340)	- 1%
Dental Insurance	82-1965	1,541	1,508	1,740	1,430	(310)	- 17%
HSA/HRA Contribution	82-1966	2,160	2,376	2,380	2,360	(20)	- 0%
Benefits Admin Fees	82-1967	40	39	40	40	0	0%
Life/AD&D Insurance	82-1970	170	213	210	230	20	9%
Salary Continuation Insur	82-1972	174	167	160	460	300	187%
S.A.I.F.	82-1975	197	123	250	240	(10)	- 4%
Unemployment	82-1980	141	99	150	160	10	6%
Compensable Leave Buyback	82-1986	0	0	240	220	(20)	- 8%
Personnel Services Totals:		194,863	201,163	221,080	231,360	10,280	4%

Materials & Services

Telephones	82-2070	1,031	1,196	1,260	1,360	100	7%
Insurance	82-2200	1,131	1,475	1,700	1,820	120	7%
Software Maintenance	82-2265	1,100	550	550	550	0	0%
Office Supplies	82-2410	841	245	700	700	0	0%
Postage And Freight	82-2419	949	1,057	2,800	1,200	(1,600)	- 57%
Printing And Reproduction	82-2425	291	379	800	800	0	0%
Office Furniture & Equipment	82-2454	0	0	0	0	0	0%
PC Equipment	82-2455	780	780	1,000	1,000	0	0%
Contractual Services	82-2471	0	0	0	0	0	0%
Special Investigations	82-2474	460	292	600	600	0	0%
Fuel - Vehicles	82-2852	0	0	0	500	500	100%
Education And Training	82-2928	350	238	900	900	0	0%
Travel Expenses	82-2930	0	0	2,800	1,300	(1,500)	- 53%
Reimbursed Mileage	82-2932	0	0	0	300	300	100%
Indirect Cost Allocation	82-3210	23,400	26,000	29,100	30,400	1,300	4%
Materials & Services Totals:		30,333	32,213	42,210	41,430	(780)	- 1%

Capital Outlay

Summary Cont.							
Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Office Equipment	82-4300	0	0	0	0	0	0%
Computer Equipment	82-4907	0	0	0	0	0	0%
Capital Outlay Totals:		0	0	0	0	0	0%
Contingencies							
Appropriation for Contin.	82-9900	0	0	41,500	42,790	1,290	3%
Contingencies Totals:		0	0	41,500	42,790	1,290	3%
Total Expenditures:		225,196	233,376	304,790	315,580	10,790	3%

Medical Examiner

Mission Statement

The Clatsop County Medical Examiner's Office investigates sudden, violent, unexpected, and suspicious deaths that occur in Clatsop County. The Office of the Medical Examiner certifies death after investigation and postmortem examination and issues the death certificate as required by law. Complete findings of the death investigation are distributed to families and law enforcement agencies as appropriate.

Department Overview

The main duties of the Medical Examiner are to determine the cause and manner of death and certify deaths that are reported to the medical examiner. The cause of death is the disease process or injury that resulted in death. There are thousands of diseases and injuries that may result in death. The manner of death is a classification in which a determination is made regarding whether the death resulted from natural causes, homicide, suicide, or an accident. On occasion, the manner of death is classified as indeterminate.

Information collected during the investigation helps clarify the circumstances, such as the sequence of events prior to death. Evidence collected during an investigation and/or postmortem examination may help lead to the arrest or successful conviction of a suspect in a homicide case. Because deaths occur around the clock, medical examiner staff members are available 24 hours a day, 365 days per year.

With the skill and experience of the medical examiner investigators and board-certified forensic pathologists, we believe the quality of death investigations in Clatsop County are among the best in the State. The death scene investigation reports filed by the investigators are very thorough and supply comprehensive information to the medical examiners.

Major Accomplishments

The Clatsop County ME Program has hired and trained a part-time relief MDI to cover days off, vacation days, and sick time of the Chief MDI.

The Chief MDI successfully organized the first annual Crime Scene Investigation Summer Camp for Clatsop County teens.

The Chief MDI is reorganizing and expanding the death investigation team in cooperation with local law enforcement agencies to better service the needs of the county.

Budget Highlights

Personnel services have increased due to step, cost of living and medical insurance increases. Postage and freight increased due to increases in national postage fees. Additionally, the state medical examiner's office relies more on toxicology testing than in previous years. Investigative Supplies increase was due to increased costs associated with single use items needed for toxicology testing.

Membership Fees and Dues were reduced. The Chief MDI will need to take an examination costing \$350 each with a \$50 application fee and \$50 annual dues. There is an additional \$50 annual cost for membership in the International Association of Coroners and Medical Examiners for each of the county's MDI's.

Donations line item has been increased with the addition of a registration fee to cover the expense of the CSI Day Camp.

Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
CSI Camp Fees	0	0	0	0	0	0%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Donations from Trust Fund	0	0	200	1,000	800	400%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	104,792	174,036	193,900	206,930	13,030	6%
Total Revenue:	104,792	174,036	194,100	207,930	13,830	7%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	52,881	87,343	94,800	103,940	9,140	9%
Personnel Benefits	24,078	48,687	53,250	56,020	2,770	5%
Materials & Services	27,832	38,006	46,050	47,970	1,920	4%
Total Expenditures:	104,792	174,036	194,100	207,930	13,830	7%

Staffing Summary

Authorized Personnel	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	FTE Change Adopted	% Change Adopted
Total Personnel:	0.00	1.40	1.31	1.31	0.00	0%

Summary

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Personnel Services							
Chief Medicolegal Death Invest	82-1204	51,957	70,755	75,780	85,190	9,410	12%
Medicolegal Death Investigator	82-1205	924	16,588	19,020	18,750	(270)	- 1%
Temporary - Medical Examiner	82-1902	0	0	0	0	0	0%
Overtime	82-1945	4,173	7,171	5,000	5,000	0	0%
F.I.C.A.	82-1950	4,232	6,881	7,630	8,330	700	9%
FMLA	82-1952	0	0	0	440	440	100%
Retirement	82-1955	935	15,693	20,130	22,570	2,440	12%
Medical Insurance	82-1964	11,229	14,700	15,960	15,430	(530)	- 3%
Dental Insurance	82-1965	984	1,362	1,570	1,270	(300)	- 19%
HSA/HRA Contribution	82-1966	2,000	2,200	2,200	2,200	0	0%
Benefits Admin Fees	82-1967	24	23	30	20	(10)	- 33%
Life/AD&D Insurance	82-1970	93	111	200	210	10	5%
Salary Continuation Insur	82-1972	163	209	270	290	20	7%
S.A.I.F.	82-1975	186	271	160	150	(10)	- 6%
Unemployment	82-1980	60	66	100	110	10	10%
Personnel Services Totals:		76,959	136,030	148,050	159,960	11,910	8%
Materials & Services							
Clothing And Uniform Exp.	82-2040	0	96	900	900	0	0%
Telephones	82-2070	540	1,413	1,040	1,200	160	15%
Membership Fees And Dues	82-2370	0	0	1,000	550	(450)	- 45%
Office Supplies	82-2410	430	12	0	0	0	0%
Postage And Freight	82-2419	0	258	800	900	100	12%
Contractual Medical Services	82-2464	0	0	0	28,970	28,970	100%
Contractual Services	82-2471	23,615	25,777	29,110	0	(29,110)	- 100%
Body Transportation Costs	82-2508	2,100	2,975	3,000	3,000	0	0%
ORS 146.121 - Disposition Expe	82-2539	0	2,067	0	0	0	0%
Investigative Supplies	82-2770	0	586	1,300	2,000	700	53%
Fuel - Vehicles	82-2852	481	2,496	3,000	3,750	750	25%
Vehicle Maintenance & Use	82-2923	396	107	2,000	2,000	0	0%
Education And Training	82-2928	271	989	1,300	1,000	(300)	- 23%
Travel Expenses	82-2930	0	1,229	2,400	2,700	300	12%
Reimbursed Mileage	82-2932	0	0	0	0	0	0%
Unallocated Donations	82-3141	0	0	200	1,000	800	400%
Materials & Services Totals:		27,832	38,006	46,050	47,970	1,920	4%
Total Expenditures:		104,792	174,036	194,100	207,930	13,830	7%

Sheriff Support Division

Mission Statement

The mission of the Sheriff's Office is to provide professional public safety services committed to the values of integrity, duty, compassion and courage while maintaining fiscal responsibility.

Department Overview

The Support Division of the Sheriff's Office consists of a team that provides the day to day administrative support for Corrections and Enforcement Divisions. Additionally, the Accounting function of the Support Division supports all Sheriff's Office Divisions.

The civil section of the Support Division processes subpoenas, small claims, summons and complaints, protection orders, child pick-up orders, real property sales, personal property sales and evictions. This position is responsible for preparing service packets and making proper returns to the courts as outlined by law.

The concealed handgun license (CHL) section of the Support Division processes applications for concealed handgun licenses, conducts criminal background checks and maintains CHL records in the LEDS statewide system. This section conducts all fingerprints for CHL, CJIS Background, employment, firearms applications and licensing. Additionally, maintains records of hand gun transactions, gun sales reportable to the Sheriff by law and other reportable permits.

The records section of the Support Division maintains criminal records in the records management system, process and review deputy reports, respond to public records requests, reports criminal data and statistics to the State and Federal database as required by law, maintains alarm permit records and processes annual alarm permit billing. Additionally, this position forwards reports to appropriate agencies such as the District Attorney's Office, Circuit Court, Oregon DHS, Juvenile Department and other law enforcement agencies.

The evidence section of the Support Division is responsible for the intake, preservation and appropriate disposition of evidence related to investigations conducted within our jurisdiction. Additionally, this position is responsible for creating and posting public notices for disposition of property, proper disposal of property as allowed by law, intake of found property, intake of safekeeping property. This position also conducts regular inventory of all evidence, found and safekeeping property. Finally, this position also fills in with at time with other Staff Assistant positions within the support division.

The warrants section of the Support Division is responsible for writing Supervisory Authority Warrants and affidavits, checking booking packets for accuracy, setting up inmate transports, pre-booking incoming inmates from transports, maintaining all warrants issued from the Clatsop County Circuit Court and regularly checks them with the LEDS statewide database to confirm their validity and to address any that need removed. This position also maintains the protection orders that have been served and reviews them as required by LEDS for validity and accuracy. Assists with creating content and maintaining the sheriff's office social media postings.

The accounting section of the Support Division is responsible for accounts payable for all divisions of the sheriff's office, accounts receivables, procurement card statement processing, grant procurement and management, daily deposits, maintaining fee records for inmate receivables and parole and probation fees, assists with budget process and contract maintenance and monitors the general ledger accounting to maintain fiscal responsibility.

Major Accomplishments

There were no major changes in regards to process, software or staffing. However, there was a significant increase in civil service and public records requests and we were able to accomplish those increases with current staffing.

Worked with a Sheriff's state workgroup to develop the process for Permit to Purchase application, which Permitium was able to automate.

Successfully pass the FBI LEDS audit with two minor suggestions that were implemented immediately.

Budget Highlights

Staff were reclassified from staff assistant positions to CHL Specialist, Evidence Technician, Civil Technician, Enforcement Records Specialist and Corrections Record Technician. Additionally, the Accountant I position was reclassified to an Accountant II position. The reclassification caused additional step increases. Otherwise, normal cost of living (4.5%), medical insurance, retirement increases account for the remaining increased expenditures.

Material and Services costs overall remain the same with an increase in the Public and Legal Notices due to significantly higher publication costs in the single remaining newspaper in the county.

Increase in contractual services due to the addition of the Pitney Bowes Postage meter. This meter was purchased when the local mail service the county contracted with closed down. Now we process all our own mail.

Transfer from Parole and Probation is doubled to account for the Accountant II's time, Supervisor's time and shared Material and Services costs.

There is the potential that if Measure 114 (Permit to Purchase program) is ruled as lawful in the 2023-24 fiscal year that the Sheriff's Office will need to add an additional CHL specialist to implement the program. This will involve an increase of \$94,200 in Personnel costs, \$5,500 in Material and Services costs and \$16,000 in Capital Outlay (additional fingerprint machine). The Sheriff's Office anticipates receiving \$99,000 in fees for the program.

Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
CHL - Concealed Handgun Licens	59,746	60,268	50,000	50,000	0	0%
Permit to Purchase	0	0	0	0	0	0%
Towing Ordinance Fees	150	550	400	200	(200)	- 50%
Public Records Request	2,123	2,817	2,000	4,000	2,000	100%
Covid - ESF	5,000	0	0	0	0	0%
Revenue From RLED	242,504	208,457	220,560	236,080	15,520	7%
Sheriff Civil Fees	23,539	32,014	30,000	35,000	5,000	16%
Sheriff Alarm Fees	2,275	2,200	2,500	2,200	(300)	- 12%
Finger Prints	6,285	4,655	6,000	4,000	(2,000)	- 33%
Copy Fees	440	0	500	0	(500)	- 100%
Rev. Refunds & Reim.	156	76	200	100	(100)	- 50%
NSF Check Fee	0	0	0	0	0	0%
Transfer from Community Correc	58,440	65,510	33,730	73,930	40,200	119%
General Fund Support	284,055	395,242	508,070	513,010	4,940	0%
Total Revenue:	684,712	771,789	853,960	918,520	64,560	7%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	422,110	466,507	496,020	556,550	60,530	12%
Personnel Benefits	214,978	253,766	294,490	298,520	4,030	1%
Materials & Services	47,623	51,517	63,450	63,450	0	0%
Total Expenditures:	684,712	771,789	853,960	918,520	64,560	7%

Staffing Summary

Authorized Personnel	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	FTE Change Adopted	% Change Adopted
Total Personnel:	8.00	8.00	8.00	8.00	0.00	0%

Summary

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Personnel Services							
Support Div Supervisor	82-1117	79,429	87,153	95,630	104,930	9,300	9%
Civil Technician	82-1187	0	0	0	61,600	61,600	100%
Evidence Technician	82-1190	0	0	0	64,690	64,690	100%
Staff Assistant	82-1191	279,194	255,606	269,180	0	(269,180)	- 100%
CHL Specialist	82-1198	0	0	0	58,670	58,670	100%
Accountant II	82-1848	58,449	67,347	69,320	140,370	71,050	102%
Accountant I	82-1850	5,038	56,400	61,890	0	(61,890)	- 100%
Enforcement Records Specialist	82-1852	0	0	0	61,600	61,600	100%
Corrections Record Technician	82-1853	0	0	0	64,690	64,690	100%
Overtime	82-1945	526	1,063	3,000	3,000	0	0%
F.I.C.A.	82-1950	30,663	33,863	38,170	42,900	4,730	12%
FMLA	82-1952	0	0	0	2,240	2,240	100%
Retirement	82-1955	79,899	101,509	107,980	122,830	14,850	13%
Medical Waiver	82-1963	0	0	0	1,200	1,200	100%
Medical Insurance	82-1964	83,782	94,542	119,490	98,780	(20,710)	- 17%
Dental Insurance	82-1965	9,678	10,303	12,960	11,110	(1,850)	- 14%
HSA/HRA Contribution	82-1966	7,833	9,800	9,800	12,350	2,550	26%
Benefits Admin Fees	82-1967	192	214	200	260	60	30%
Life/AD&D Insurance	82-1970	634	817	810	840	30	3%
Salary Continuation Insur	82-1972	714	720	720	1,610	890	123%
S.A.I.F.	82-1975	603	558	860	840	(20)	- 2%
Unemployment	82-1980	454	377	500	560	60	12%
Personnel Services Totals:		637,089	720,273	790,510	855,070	64,560	8%
Materials & Services							
Clothing And Uniform Exp.	82-2040	0	0	800	500	(300)	- 37%
Telephones	82-2070	0	0	0	0	0	0%
Maintenance - Equipment	82-2260	0	0	1,000	1,000	0	0%
General Equipment	82-2268	678	4,599	1,000	1,000	0	0%
Employee Drug Screen	82-2302	0	0	100	0	(100)	- 100%
Membership Fees And Dues	82-2370	644	345	500	650	150	30%
Office Supplies	82-2410	8,613	6,587	6,000	6,500	500	8%
Awards	82-2412	504	155	1,000	1,000	0	0%
Books And Periodicals	82-2413	26	26	100	100	0	0%
Postage And Freight	82-2419	6,012	5,028	8,000	8,500	500	6%
Records And Forms	82-2422	590	1,184	2,000	2,000	0	0%
Printing And Reproduction	82-2425	12,356	13,937	14,000	12,000	(2,000)	- 14%
Photographic Supplies	82-2427	48	361	1,000	1,000	0	0%
Office Furniture & Equipment	82-2454	821	390	1,000	1,500	500	50%

Summary Cont.

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Contractual Services	82-2471	9,950	8,354	12,200	9,000	(3,200)	- 26%
Publi. And Legal Notices	82-2600	969	2,793	2,500	6,200	3,700	148%
Public Records Expense	82-2775	1,719	792	1,000	2,000	1,000	100%
Fuel - Vehicles	82-2852	0	132	50	0	(50)	- 100%
Education And Training	82-2928	2,600	2,441	3,200	2,900	(300)	- 9%
Travel Expenses	82-2930	791	3,165	6,500	6,000	(500)	- 7%
Reimbursed Mileage	82-2932	0	0	0	0	0	0%
Utilities	82-2960	836	908	1,000	1,100	100	10%
Refunds and Returns	82-3204	464	320	500	500	0	0%
Materials & Services Totals:		47,623	51,517	63,450	63,450	0	0%
Total Expenditures:		684,712	771,789	853,960	918,520	64,560	7%

Sheriff Enforcement Division

Mission Statement

The mission of the Sheriff's Office is to provide professional public safety services committed to the values of integrity, duty, compassion and courage.

Department Overview

The Enforcement Division is responsible for performing the operations function of the Sheriff's Office. Typical mandated tasks performed are the investigations of deaths, domestic violence and child abuse, extraditions and transportation of prisoners, witnesses, juveniles, mental patients, serving warrants, subpoenas, forcible entry detainers, summons and complaints, writs and other court orders and search and rescue. Examples of non-mandated services are law enforcement, emergency responses, response to traffic crashes, criminal complaints, criminal investigations, dispute resolution, traffic enforcement/deterrence and law enforcement patrols.

This budget also provides for the Reserve Deputy component of the Sheriff's Office. Reserves carry out contractual services for beach patrol, elections security and are used to augment the regular deputies for peak events. This budget accomplishes the search and rescue mandates through a core of approximately 50 volunteers who are skilled and/or certified in the art of mountaineering, ground search and dive/water rescue.

The administration and supervision of Marine Patrol and Forest Patrol are included in this budget.

Major Accomplishments

Continued social media presence.

Peer support team is continuing to assist deputies and police officers in the county as well as neighboring counties and was utilized by peers more than 350 times this last year.

We have steadily fixed radio issues in patrol vehicles and have 3 days scheduled in April to finish this project to make sure communication from patrol vehicles is reliable.

Budget Highlights

Personnel Services increases are due to step, cost of living and health insurance increases. Material and services realized a cost increase across the board due to continued inflation for all services. The Peer support grant expires in October of 2023, and line items have been reduced accordingly.

There was a decrease in Equipment reimbursement line item of \$6,500 as that was moved to the clothing and uniform line item (which increased by \$6,500) to better track how the money is actually being spent. There was an increase in the General Equipment line item as bodycameras need to be replaced this year for Enforcement deputies. We put off the switch last year to make sure we had time to conduct proper research and purchase a quality product (which the jail is currently using). The cameras our deputies are currently using are beyond end of life and most will not be serviceable for another year.

The Towing line item has been increased significantly due to several factors. First we have seen a significant increase of abandoned RV's, motorhomes, trailers, campers and boats throughout the county. For years we had relied on local towing companies to tow these however, the only tow company with a larger truck has been unable to employ a driver for the last 6 months and we have had to use a tow company from Tillamook to tow the larger RV's. This results in significantly costlier tow bills, as we are having to pay for the drive time back and forth. The last factor to the added cost is that we now have to have each RV/Trailer/Camper tested for asbestos due to increased dump restrictions. If one does test positive for asbestos this will require extra time for proper handling and increased disposal cost. The budgeted amount provides for towing 8 abandoned vehicles from County rights of way. This cost does not include Public Works cost to dismantle and transport the vehicle debris to the transfer station.

Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Sheriff Fines & Fees	26,074	28,781	22,000	20,000	(2,000)	- 9%
Timber State Enfrmt Fund Reven	127,890	158,330	120,000	145,000	25,000	20%
PPE Grant	0	0	0	0	0	0%
Covid - ESF	20,000	0	0	0	0	0%
Peer Support Grant	0	12,665	50,000	10,000	(40,000)	- 80%
Revenue From RLED	2,535,107	2,605,052	2,617,390	2,663,110	45,720	1%
Fees for Services	0	9,688	6,000	6,500	500	8%
Forest Patrol	0	11,481	8,000	0	(8,000)	- 100%
Beach Patrol	16,651	13,740	10,000	5,000	(5,000)	- 50%
Anti Drug - Restitution	1,533	3,736	0	0	0	0%
Forfeiture - Anti-drug	1,850	9	0	0	0	0%
Rev. Refunds & Reim.	6,852	4,234	2,000	1,000	(1,000)	- 50%
Lease Revenue	5,452	5,926	6,040	6,160	120	1%
Donations from Trust Fund	1,329	38,583	4,000	1,500	(2,500)	- 62%
Equip. Auction-Sales-Rental	83	0	0	0	0	0%
Insurance Loss Proceeds	0	2,851	0	0	0	0%
Transfer from Other Funds	0	10,000	10,000	11,500	1,500	15%
Transfer from Community Correc	0	0	0	1,500	1,500	100%
Transfer from Code Compliance	0	0	0	1,500	1,500	100%
General Fund Support	1,563,016	1,676,843	2,379,110	2,473,220	94,110	3%
Total Revenue:	4,305,838	4,581,919	5,234,540	5,345,990	111,450	2%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	2,071,204	2,216,250	2,475,630	2,544,790	69,160	2%
Personnel Benefits	1,408,027	1,512,394	1,841,210	1,850,510	9,300	0%
Materials & Services	826,608	853,274	917,700	950,690	32,990	3%
Total Expenditures:	4,305,838	4,581,919	5,234,540	5,345,990	111,450	2%

Staffing Summary

Authorized Personnel	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	FTE Change Adopted	% Change Adopted
Total Personnel:	24.40	24.40	25.40	25.40	0.00	0%

Summary

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Personnel Services							
Sheriff	82-1030	158,791	174,406	182,140	190,210	8,070	4%
Undersheriff	82-1110	143,742	140,536	146,860	153,470	6,610	4%
Lieutenant	82-1113	116,629	135,354	137,000	143,160	6,160	4%
Sergeant	82-1116	383,802	460,613	441,700	477,380	35,680	8%
Special Detective	82-1177	182,560	183,006	191,680	205,490	13,810	7%
Deputy Sheriff Senior II	82-1515	164,044	309,054	599,810	572,490	(27,320)	- 4%
Deputy Sheriff Senior I	82-1516	292,160	163,661	246,470	254,020	7,550	3%
Deputy Sheriff	82-1520	411,226	409,254	281,790	372,850	91,060	32%
Resident Deputy	82-1521	218,248	240,365	248,180	175,720	(72,460)	- 29%
Temporary - Dep. Sheriff	82-1915	7,394	10,001	70,000	70,000	0	0%
Overtime	82-1945	129,517	156,797	184,000	192,280	8,280	4%
Remuneration	82-1947	40,560	42,260	48,210	42,960	(5,250)	- 10%
F.I.C.A.	82-1950	163,238	177,568	212,500	218,030	5,530	2%
FMLA	82-1952	0	0	0	11,400	11,400	100%
Retirement	82-1955	529,246	583,320	662,670	700,730	38,060	5%
Medical Waiver	82-1963	700	500	0	0	0	0%
Medical Insurance	82-1964	395,348	392,165	468,450	446,570	(21,880)	- 4%
Dental Insurance	82-1965	42,446	44,478	55,900	41,530	(14,370)	- 25%
HSA/HRA Contribution	82-1966	36,800	44,513	45,630	44,880	(750)	- 1%
Benefits Admin Fees	82-1967	722	690	730	660	(70)	- 9%
Life/AD&D Insurance	82-1970	1,867	2,159	2,210	2,300	90	4%
Salary Continuation Insur	82-1972	2,696	2,697	2,820	3,010	190	6%
S.A.I.F.	82-1975	55,308	53,804	85,310	73,310	(12,000)	- 14%
Unemployment	82-1980	2,185	1,443	2,780	2,850	70	2%
Personnel Services Totals:		3,479,230	3,728,644	4,316,840	4,395,300	78,460	1%
Materials & Services							
Equipment Reimbursement	82-2039	4,583	5,104	6,500	0	(6,500)	- 100%
Clothing And Uniform Exp.	82-2040	42,476	10,592	11,000	17,500	6,500	59%
Uniform Cleaning	82-2041	508	0	0	0	0	0%
Telephones	82-2070	49,560	60,298	61,000	64,050	3,050	5%
Canine Maintenance	82-2166	757	667	1,300	1,300	0	0%
Insurance	82-2200	1,087	0	0	0	0	0%
Maintenance - Equipment	82-2260	1,761	471	3,500	3,500	0	0%
Maint. - Comm. Equipment	82-2262	27,253	17,671	30,000	34,000	4,000	13%
General Equipment	82-2268	6,505	29,720	16,000	63,000	47,000	293%
Employee Drug Screen	82-2302	0	430	200	200	0	0%
Membership Fees And Dues	82-2370	2,130	1,840	3,000	3,000	0	0%
Books And Periodicals	82-2413	255	958	1,200	1,200	0	0%

Summary Cont.

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Postage And Freight	82-2419	0	0	0	600	600	100%
Prof And Spec Services	82-2450	13,245	140	600	500	(100)	- 16%
Office Furniture & Equipment	82-2454	234	0	0	0	0	0%
PC Equipment	82-2455	0	7,527	5,000	6,000	1,000	20%
Contractual Services	82-2471	380,741	404,896	375,000	365,000	(10,000)	- 2%
Peer Support Grant Reimburseme	82-2476	0	3,486	12,000	10,000	(2,000)	- 16%
Peer Support	82-2491	0	7,227	30,800	8,000	(22,800)	- 74%
Physical Exams	82-2505	3,263	4,882	3,500	3,500	0	0%
Publi. And Legal Notices	82-2600	150	0	500	500	0	0%
Rts. & Lea. - S., I. & G.	82-2670	30,416	31,538	35,320	35,560	240	0%
Investigative Supplies	82-2770	5,835	7,894	9,530	9,530	0	0%
Patrol Supplies	82-2771	11,169	5,782	9,000	7,000	(2,000)	- 22%
Search And Rescue	82-2772	10,727	6,825	13,000	12,000	(1,000)	- 7%
Ammunition	82-2773	18,792	20,276	30,000	34,000	4,000	13%
Reserves Expense	82-2781	2,057	300	3,500	3,500	0	0%
Fuel - Vehicles	82-2852	72,822	98,680	102,250	102,250	0	0%
Vehicle Rental	82-2920	0	0	0	0	0	0%
Vehicle Maintenance & Use	82-2923	92,370	85,548	101,000	101,000	0	0%
Education And Training	82-2928	17,527	10,729	16,000	18,000	2,000	12%
Travel Expenses	82-2930	7,712	6,309	20,000	22,000	2,000	10%
Reimbursed Mileage	82-2932	0	0	0	0	0	0%
Towing	82-2940	7,792	8,005	13,000	20,000	7,000	53%
Unallocated Donations	82-3141	1,329	5,394	4,000	4,000	0	0%
Refunds and Returns	82-3204	13,551	10,086	0	0	0	0%
Materials & Services Totals:		826,608	853,274	917,700	950,690	32,990	3%
Total Expenditures:		4,305,838	4,581,919	5,234,540	5,345,990	111,450	2%

Sheriff Corrections Division

Mission Statement

The mission of the Sheriff's Office is to provide professional public safety services committed to the values of integrity, duty, compassion and courage.

Department Overview

The Corrections Division transitioned to the new jail in 2022-23. This increased the bed count from 60 to 148 beds.

Operations include booking, lodging, confinement and feeding approximately 2,700 Adult in Custody (AIC) that are booked on an annual basis. The county jail houses every classification of AIC ranging from violators of traffic crimes to murderers. Typical duties include receiving an arrestee from any of the federal, state or local law enforcement agencies. Booking an AIC is a process that requires positively identifying the AIC, fingerprinting and photographing them, receiving and securing all of their property, conducting a risk classification and performing a medical profile. Staff is then responsible for assuring appearances in court and transporting AIC's to and from medical appointments. AIC's length of stay can range from just a few hours to in excess of two years.

Staff are required to track AIC progress through the court system. We foresee a reduction in forced releases due to overcrowding. Correction's staff are responsible for confirming all warrant requests from outside agencies and monitors the Oregon Emergency Management Disaster Alert System.

Major Accomplishments

At a time when hiring law enforcement staff had been at a premium, the Corrections Division was able to successfully hire 9 new staff members to fill budgeted FTE vacancies as a result of retirements, attrition and added positions for the new jail.

Staff successfully opened and transitioned the AIC's from a 60 bed jail located in Astoria to a new 148 bed jail located in Warrenton. There were many logistical and construction challenges that were overcome to bring this long awaited project to completion.

We successfully implemented a Medically Assisted Treatment program in combating substance use disorders for AIC's.

Budget Highlights

Personnel costs have increased to reflect negotiated step, cost of living, and retirement increases for staff. Medical and dental insurance have realized a reduction due to employee elections.

Materials and Services have a slight increase to account for inflationary issues such as fuel cost and vehicle maintenance.

Revenue has decreased as a result of M57 clients having not been sentenced to jail due to a change in state procedures. We have not realized funds from SB 395 due to past COVID protocols at the state courts.

Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Rm Tax - Jail Operations	415,980	623,257	625,000	650,000	25,000	4%
Corrections Prog Sb1065	32,090	39,072	32,000	34,720	2,720	8%
St. - Prisoner Transport	659	549	500	850	350	70%
SB 395	10,094	54,803	20,000	24,400	4,400	22%
PPE Grant	0	5,238	0	0	0	0%
BVP Grant	0	341	340	340	0	0%
Office of Justice Programs	0	0	0	0	0	0%
Social Security Inmate Rebate	1,000	1,800	2,000	2,000	0	0%
Covid - ESF	30,000	0	0	0	0	0%
P&P Jail Bed Lease	363,600	401,500	401,500	400,000	(1,500)	- 0%
Co. Jail Inmate Fees	750	0	2,100	0	(2,100)	- 100%
Community Corrections Revenue	0	0	50,000	0	(50,000)	- 100%
Electronic Monitoring	6,423	5,510	6,000	5,160	(840)	- 14%
Finger Prints	0	0	0	0	0	0%
Rev. Refunds & Reim.	3,907	330	0	0	0	0%
Revenue From Courthouse Securi	71,920	71,920	71,920	71,920	0	0%
Insurance Loss Proceeds	0	0	0	0	0	0%
Transfer from Community Correc	0	0	0	0	0	0%
Transfer from American Rescue	0	0	0	0	0	0%
General Fund Support	3,112,552	2,866,418	4,142,830	4,377,080	234,250	5%
Total Revenue:	4,048,976	4,070,738	5,354,190	5,566,470	212,280	3%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	2,264,410	2,197,102	2,829,760	3,015,050	185,290	6%
Personnel Benefits	1,502,167	1,519,115	1,970,380	1,995,250	24,870	1%
Materials & Services	282,399	354,521	554,050	556,170	2,120	0%
Total Expenditures:	4,048,976	4,070,738	5,354,190	5,566,470	212,280	3%

Staffing Summary

Authorized Personnel	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	FTE Change Adopted	% Change Adopted
Total Personnel:	31.00	37.00	37.00	37.00	0.00	0%

Summary

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Personnel Services							
Lieutenant	82-1113	116,629	127,971	137,000	143,160	6,160	4%
Sergeant	82-1116	361,395	454,535	537,160	583,350	46,190	8%
Deputy Sheriff Senior II	82-1515	641,729	391,807	456,500	584,970	128,470	28%
Deputy Sheriff Senior I	82-1516	294,339	418,517	331,340	174,400	(156,940)	- 47%
Deputy Sheriff	82-1520	754,666	646,245	1,162,450	1,326,300	163,850	14%
Control Room Tech.	82-1530	95,652	158,026	205,310	202,870	(2,440)	- 1%
Temporary - Dep. Sheriff	82-1915	2,208	22,420	10,000	10,000	0	0%
Temporary Help	82-1941	0	0	0	0	0	0%
Overtime	82-1945	135,876	205,685	150,000	156,750	6,750	4%
Remuneration	82-1947	32,100	25,289	22,800	29,180	6,380	27%
F.I.C.A.	82-1950	177,569	179,664	230,550	245,730	15,180	6%
FMLA	82-1952	0	0	0	12,850	12,850	100%
Retirement	82-1955	566,478	550,844	739,890	813,410	73,520	9%
Medical Waiver	82-1963	0	600	1,200	1,200	0	0%
Medical Insurance	82-1964	430,429	383,193	586,530	524,570	(61,960)	- 10%
Dental Insurance	82-1965	44,441	40,491	65,260	48,070	(17,190)	- 26%
HSA/HRA Contribution	82-1966	45,000	49,495	58,550	57,200	(1,350)	- 2%
Benefits Admin Fees	82-1967	741	752	740	720	(20)	- 2%
Life/AD&D Insurance	82-1970	2,132	2,420	3,130	3,270	140	4%
Salary Continuation Insur	82-1972	2,802	2,784	3,380	3,760	380	11%
S.A.I.F.	82-1975	59,949	53,897	95,340	85,330	(10,010)	- 10%
Unemployment	82-1980	2,442	1,581	3,010	3,210	200	6%
Personnel Services Totals:		3,766,577	3,716,217	4,800,140	5,010,300	210,160	4%
Materials & Services							
Equipment Reimbursement	82-2039	4,200	5,643	8,250	0	(8,250)	- 100%
Clothing And Uniform Exp.	82-2040	30,204	49,243	20,000	25,050	5,050	25%
Uniform Cleaning	82-2041	916	0	0	0	0	0%
Telephones	82-2070	6,239	7,746	8,500	8,730	230	2%
Jail Supplies	82-2162	17,914	15,457	30,000	29,110	(890)	- 2%
Maintenance - Equipment	82-2260	4,046	1,223	8,000	8,000	0	0%
General Equipment	82-2268	43,005	58,890	26,000	19,840	(6,160)	- 23%
Employee Drug Screen	82-2302	0	0	350	100	(250)	- 71%
Membership Fees And Dues	82-2370	1,200	1,635	4,000	2,170	(1,830)	- 45%
Office Supplies	82-2410	0	0	3,000	3,500	500	16%
Books And Periodicals	82-2413	191	249	500	500	0	0%
Postage And Freight	82-2419	0	0	3,000	2,000	(1,000)	- 33%
Records And Forms	82-2422	0	0	1,000	1,000	0	0%
Printing And Reproduction	82-2425	0	0	8,000	6,800	(1,200)	- 15%

Summary Cont.

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Justice Benefits	82-2460	0	0	0	0	0	0%
Contractual Services	82-2471	18,591	20,982	25,000	29,090	4,090	16%
Contract Srvcs/Mental Health	82-2484	10,584	10,107	0	0	0	0%
Peer Support	82-2491	0	100	7,950	5,000	(2,950)	- 37%
Physical Exams	82-2505	731	8,511	5,000	3,320	(1,680)	- 33%
Food Service	82-2544	111,279	127,164	340,000	340,000	0	0%
Work Crew Supplies	82-2769	0	0	500	500	0	0%
Fuel - Equipment	82-2851	0	0	500	500	0	0%
Fuel - Vehicles	82-2852	6,204	10,160	11,000	16,760	5,760	52%
Vehicle Rental	82-2920	283	618	500	500	0	0%
Vehicle Maintenance & Use	82-2923	3,609	7,795	8,000	11,700	3,700	46%
Education And Training	82-2928	11,468	10,141	12,000	12,000	0	0%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Travel Expenses	82-2930	4,654	14,852	18,000	18,000	0	0%
Reimbursed Mileage	82-2932	0	0	0	0	0	0%
Electric Monitoring	82-3079	7,082	4,006	5,000	12,000	7,000	140%
Materials & Services Totals:		282,399	354,521	554,050	556,170	2,120	0%
Total Expenditures:		4,048,976	4,070,738	5,354,190	5,566,470	212,280	3%

Jail Medical

Mission Statement

The mission of the Sheriff's Office is to provide professional public safety services committed to the values of integrity, duty, compassion and courage.

Department Overview

The Sheriff's Office Corrections Division manages the medical services for the jail. This organizational unit accounts for the provision of nursing services, including the administration of medical and pharmaceutical supplies to the County Jail. The services are overseen by the County Health Officer, the cost of which is accounted for in the contract personnel line item.

Major Accomplishments

Successful move into the new jail.

Hired and trained 2 additional nurses to provide more medical coverage in the jail.

Implemented a Medically Assisted Treatment program for AIC's.

Budget Highlights

Revenue opportunities are limited and remain flat. Both new Nurse positions realize an increase due to pay equity analysis and the need to start wages above the first step to be competitive in a tight job market. Telephones were added to the budget to be issued to nurses for emergency calls when a nurse is not on duty. 82-2464 is a new line item and accounts for one (1) Doctor at 10 hrs/wk and one (1) Nurse Practitioner for 10hrs/wk.

Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Covid - ESF	0	0	0	0	0	0%
Co. Jail Inmate Fees	12,863	9,030	7,000	8,500	1,500	21%
Rev. Refunds & Reim.	94	29,877	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Transfer from American Rescue	0	0	81,750	88,800	7,050	8%
General Fund Support	382,507	575,954	1,135,040	1,263,420	128,380	11%
Total Revenue:	395,464	614,861	1,223,790	1,360,720	136,930	11%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	163,355	176,598	316,450	388,270	71,820	22%
Personnel Benefits	105,859	121,017	236,840	249,900	13,060	5%
Materials & Services	126,251	317,246	670,500	722,550	52,050	7%
Total Expenditures:	395,464	614,861	1,223,790	1,360,720	136,930	11%

Staffing Summary

Authorized Personnel	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	FTE Change Adopted	% Change Adopted
Total Personnel:	2.00	2.00	4.00	4.00	0.00	0%

Summary

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Personnel Services							
Public Health Nurse I	82-1207	0	0	0	0	0	0%
Public Health Nurse II	82-1209	163,355	136,939	151,870	182,380	30,510	20%
Public Health Nurse III	82-1210	0	39,659	164,580	205,890	41,310	25%
Temporary - Clinical Help	82-1905	0	0	10,000	10,000	0	0%
Overtime	82-1945	13,257	21,812	20,000	22,600	2,600	13%
F.I.C.A.	82-1950	12,732	14,199	26,500	32,200	5,700	21%
FMLA	82-1952	0	0	0	1,680	1,680	100%
Retirement	82-1955	31,967	40,033	75,820	85,130	9,310	12%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	39,259	36,112	83,960	79,290	(4,670)	- 5%
Dental Insurance	82-1965	3,547	3,471	8,080	7,170	(910)	- 11%
HSA/HRA Contribution	82-1966	4,000	4,400	10,270	8,800	(1,470)	- 14%
Benefits Admin Fees	82-1967	54	58	60	60	0	0%
Life/AD&D Insurance	82-1970	222	222	400	420	20	5%
Salary Continuation Insur	82-1972	144	144	290	920	630	217%
S.A.I.F.	82-1975	498	454	1,110	1,210	100	9%
Unemployment	82-1980	179	112	350	420	70	20%
Personnel Services Totals:		269,214	297,615	553,290	638,170	84,880	15%
Materials & Services							
Telephones	82-2070	0	0	0	3,460	3,460	100%
License And Permit Fees	82-2240	380	1,016	2,000	2,000	0	0%
Med., Dent., & Lab Supp.	82-2340	0	0	0	0	0	0%
Medical Supplies	82-2345	4,469	4,712	15,000	15,000	0	0%
Pharmacy	82-2347	56,822	50,957	200,000	200,000	0	0%
Printing And Reproduction	82-2425	190	159	2,000	2,950	950	47%
Contractual Medical Services	82-2464	0	0	0	125,340	125,340	100%
Contract Personnel	82-2470	39,687	38,812	96,000	0	(96,000)	- 100%
Contractual Services	82-2471	0	0	33,750	45,000	11,250	33%
Contract Svcs/Mental Health	82-2484	0	0	81,750	88,800	7,050	8%
Med., Dent., & Lab Ser.	82-2504	24,259	220,023	210,000	210,000	0	0%
Fuel - Vehicles	82-2852	0	92	0	0	0	0%
Education And Training	82-2928	444	828	12,000	12,000	0	0%
Travel Expenses	82-2930	0	648	18,000	18,000	0	0%
Reimbursed Mileage	82-2932	0	0	0	0	0	0%
Materials & Services Totals:		126,251	317,246	670,500	722,550	52,050	7%
Total Expenditures:		395,464	614,861	1,223,790	1,360,720	136,930	11%

Emergency Management

Mission Statement

To promote a culture of preparedness in Clatsop County and to achieve a premier disaster-resilient community prepared to address challenges through strong partnerships, increased awareness and advanced training.

Department Overview

As a county emergency management agency on the Oregon Coast, Emergency Management maintains responsibility for a breadth of planning efforts, facilitation of various appointed and volunteer committees, public outreach and education focusing on an all-hazards approach, grant management and operating the County EOC.

Major Accomplishments

- Growth from Division to Department, adding Director and other positions
- Provided auxiliary communications support for Hood to Coast relay
- Activated the Emergency Operations Center and provided support for wildfire, flooding and storm events
- Delivered advanced disaster response training to 50 senior officials
- Professional certifications earned for (3) staff
- Engaged Governor's Office and local community stakeholders to identify houselessness solutions
- Supported warming shelter operations
- Conducted annual Cascadia Rising exercise
- Partnered with local entities to host "Get Ready" Clatsop County preparedness event

Budget Highlights

Emergency Management underwent a change at the end of FY21-22 to grow from a Division to a Department, but it wasn't until FY22-23 that the changes took effect, in August 2022, the most notable change occurred when a new Director position was filled as part of the reorganization. The proposed FY 23-24 Budget includes a reallocation of existing FTE into new roles to better align with the ongoing reorganization. The County EOC underwent a technical upgrade to improve resilience and now relies on fiber optics to share information. Event highlights for the department included supporting wildfire response during several events in the fall, and significant winter weather beginning in the fall, which resulted in a Preliminary Damage Assessment (PDA) for Clatsop County and the Governor requesting a Presidential Disaster Declaration for Public Assistance.

Some changes in the budget include:

- The reclassification of the Program Assistant position to an Emergency Services Coordinator.
- The addition of funding to form an Incident Management Assistance Team (IMAT) to provide overhead staffing for Emergency Operations Center (EOC) activations or deploy to support onscene management of incidents.
- The increased expense of telephone and internet service to the EOC.
- A rent increase for our office space at Camp Rilea.

Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Homeland Security Grant	30,000	0	9,939	10,480	541	5%
FEMA Reimbursement	0	0	0	0	0	0%
PPE Grant	0	118	0	0	0	0%
LEPC Grant	0	19,500	0	0	0	0%
EMPG	73,432	89,401	74,440	88,990	14,550	19%
Revenue from Emerg. Preparedne	0	0	0	0	0	0%
National Tsunami Hazard Mitiga	0	0	0	0	0	0%
Fees for Services to other Dep	40,000	22,500	0	0	0	0%
Fees for Services	0	0	0	0	0	0%
Employee Go-Kits	0	0	5,000	0	(5,000)	- 100%
Rev. Refunds & Reim.	0	1,279	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	317,255	174,204	426,241	499,340	73,099	17%
Total Revenue:	460,687	307,001	515,620	598,810	83,190	16%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	230,792	177,825	283,390	328,390	45,000	15%
Personnel Benefits	109,600	61,957	127,660	177,820	50,160	39%
Materials & Services	120,294	67,220	104,570	92,600	(11,970)	- 11%
Total Expenditures:	460,687	307,001	515,620	598,810	83,190	16%

Staffing Summary

Authorized Personnel	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	FTE Change Adopted	% Change Adopted
Total Personnel:	3.00	3.00	3.00	3.00	0.00	0%

Summary

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Personnel Services							
Emergency Mgmt Director	82-1080	0	0	117,090	131,610	14,520	12%
Emergency Manager	82-1124	96,491	101,858	106,440	111,230	4,790	4%
Emergency Mgmt Coordinator	82-1125	82,511	24,086	0	85,550	85,550	100%
Program Assistant II	82-1185	0	0	0	0	0	0%
Program Assistant I	82-1186	0	0	0	0	0	0%
Staff Assistant	82-1191	51,790	51,881	59,860	0	(59,860)	- 100%
Temporary Help	82-1941	3,711	5,170	0	27,500	27,500	100%
Overtime	82-1945	7,304	0	0	10,000	10,000	100%
F.I.C.A.	82-1950	18,520	14,253	21,950	28,080	6,130	27%
FMLA	82-1952	0	0	0	1,470	1,470	100%
Retirement	82-1955	43,747	35,118	64,980	68,290	3,310	5%
Medical Waiver	82-1963	3,600	3,480	3,600	1,200	(2,400)	- 66%
Medical Insurance	82-1964	20,925	0	22,010	28,540	6,530	29%
Dental Insurance	82-1965	3,983	879	4,860	2,610	(2,250)	- 46%
HSA/HRA Contribution	82-1966	2,000	0	2,200	2,200	0	0%
Benefits Admin Fees	82-1967	63	57	70	70	0	0%
Life/AD&D Insurance	82-1970	298	212	300	420	120	40%
Salary Continuation Insur	82-1972	504	288	500	770	270	54%
S.A.I.F.	82-1975	4,690	2,362	6,900	6,300	(600)	- 8%
Unemployment	82-1980	255	138	290	370	80	27%
Personnel Services Totals:		340,393	239,782	411,050	506,210	95,160	23%
Materials & Services							
Clothing And Uniform Exp.	82-2040	0	0	0	500	500	100%
Telephones	82-2070	7,254	7,998	7,870	17,250	9,380	119%
Telephone Notification Support	82-2072	59	0	0	0	0	0%
Television Cable	82-2075	0	0	0	0	0	0%
EOC Utilities	82-2132	5,006	5,489	9,020	6,500	(2,520)	- 27%
Meals Volunteer Workers	82-2135	0	144	1,200	1,000	(200)	- 16%
Emerg Serv Supplies	82-2164	4,656	6,275	6,260	5,500	(760)	- 12%
Maintenance - Equipment	82-2260	0	0	2,000	1,000	(1,000)	- 50%
Amateur Radios	82-2264	144	689	3,000	2,000	(1,000)	- 33%
Software Maintenance	82-2265	0	129	2,070	200	(1,870)	- 90%
General Equipment	82-2268	5,535	321	21,250	5,250	(16,000)	- 75%
Membership Fees And Dues	82-2370	495	615	500	1,200	700	140%
Office Supplies	82-2410	2,052	553	1,500	1,500	0	0%
Books And Periodicals	82-2413	113	0	100	100	0	0%
Postage And Freight	82-2419	918	20	100	250	150	150%
Printing And Reproduction	82-2425	34,868	5,537	6,000	4,000	(2,000)	- 33%

Summary Cont.

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Prof And Spec Services	82-2450	33,183	3,456	0	2,250	2,250	100%
PC Equipment	82-2455	0	0	0	0	0	0%
Contractual Services	82-2471	22,576	30,750	23,900	11,960	(11,940)	- 49%
Rts. & Lea. - S., I. & G.	82-2670	2,600	2,498	2,400	11,640	9,240	385%
Emerg Training Exercises	82-2779	0	444	7,000	6,500	(500)	- 7%
Fuel - Vehicles	82-2852	159	138	900	1,500	600	66%
Signs	82-2856	0	0	0	0	0	0%
Recruitment Expense	82-2880	0	0	0	500	500	100%
Vehicle Rental	82-2920	0	0	500	500	0	0%
Vehicle Maintenance & Use	82-2923	140	507	1,000	1,000	0	0%
Education And Training	82-2928	0	1,645	3,000	3,000	0	0%
Travel Expenses	82-2930	535	11	5,000	7,500	2,500	50%
Reimbursed Mileage	82-2932	0	0	0	0	0	0%
Materials & Services Totals:		120,294	67,220	104,570	92,600	(11,970)	- 11%
Total Expenditures:		460,687	307,001	515,620	598,810	83,190	16%

Animal Control Division

Mission Statement

The mission of the Sheriff's Office is to provide professional public safety services committed to the values of integrity, duty, compassion and courage.

Department Overview

Animal Control is primarily responsible for ensuring that dog owners comply with state rabies vaccination laws. For example, dog owners are required to license their dog and at the time of licensing purchasers must provide proof of current rabies vaccination. This division maintains the Clatsop County Animal Shelter which houses dogs in violation of state or local laws, are stray or are victims of abuse or neglect. Animal Control officers investigate cruelty or neglect cases, seize animals at risk, maintain custody of abused animals for evidence and to render proper care. Officers also quarantine dogs that bite human beings if the dog owner is unable to provide proof of rabies vaccination. The Animal Control Division investigates complaints in regards to animals in rural Clatsop County.

Major Accomplishments

Re-organized, painted and re-opened the lobby to the public post covid, which increased our adoption rates and volunteer participation.

By changing the Supervisor position to a sworn deputy it has increased the capacity to investigate crimes involving the abuse or neglect of animals by the Animal Control Division.

Was able to complete all pending maintenance issues including replacement of heaters, air conditioner units, roof, and parking lot striping.

Improved cat health by opening new cat quarantine area.

Budget Highlights

Revenue remains relatively flat, however, public donations have increased by \$14,000 which in turn has been assigned to three (3) tasks; Shelter Food, Shelter Medical and Shelter Volunteer Appreciation. Incinerator revenue is down by \$5,000 due to a reduction in use. Dog Adoption fees appear to have returned to pre-covid numbers.

Personnel Services have increased due to several program changes. The first is when the Sheriff's Office attempted to fill the vacant Animal Control Supervisor position we were unable to recruit a viable candidate two times. The Sheriff realized that we had staff within the organization that could fill the role and we changed the position to a sworn position at the same range as a Sergeant. This led to the appointment of Supervisor Dersham who has greatly improved operations. The second issue was the completion of a "staff assistant" reclassification project which reclassified the position to an Animal Control Coordinator. The last issue is the proposal to increase Kennel Workers from .5 FTE to .625 FTE increasing their work day from 4 to 5 hours per day. This is to ensure proper cleaning of the kennels occur on a daily basis without the need for other staff to step in.

Material and Services see a decrease of \$18,000 in Maintenance SIG as we do not anticipate any major maintenance issues with the building or systems. Vehicle fuel realizes a \$2,000 increase as the Supervisor has a take home response vehicle. Three other accounts; Shelter Food, Shelter Medical and Shelter Volunteers all realize increases, the increases are directly tied to public donations and do not affect the general fund. Utilities realize a \$14,000 increase almost all due to an increase in the charge rate for natural gas.

Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Dog Licenses	21,399	22,632	25,000	20,000	(5,000)	- 20%
License Deposits	0	0	0	100	100	100%
Other Fines, Pen. & Forf.	184	168	100	100	0	0%
Public Records Request	10	21	30	30	0	0%
PPE Grant	0	350	0	0	0	0%
Animal Control - Cities	0	0	0	0	0	0%
Owner Release Fines	2,250	2,140	2,500	2,250	(250)	- 10%
City Impound Fees	30	120	30	30	0	0%
Dog Board/Impound	11,465	9,675	11,000	11,000	0	0%
Incinerator Revenue	36,079	34,909	30,000	25,000	(5,000)	- 16%
Cats	6,650	5,850	9,000	9,000	0	0%
Spay/Neuter/Microchip	75	0	0	0	0	0%
Cat penalties/boarding	330	175	200	300	100	50%
Dog Adoptions	8,570	7,460	10,500	7,500	(3,000)	- 28%
Trap Rental	70	90	100	100	0	0%
Intake Donations	0	50	0	0	0	0%
Shelter Food Donations	10,522	19,117	8,000	14,000	6,000	75%
Shelter Medical Donations	0	1,387	100	7,000	6,900	6900%
Shelter Volunteers Donations	0	1,787	500	1,500	1,000	200%
Rev. Refunds & Reim.	0	64	0	0	0	0%
Miscellaneous Revenue	0	39	0	0	0	0%
General Fund Support	355,184	390,393	444,020	548,550	104,530	23%
Total Revenue:	452,817	496,427	541,080	646,460	105,380	19%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	234,041	267,224	283,460	329,410	45,950	16%
Personnel Benefits	114,741	121,365	136,810	190,570	53,760	39%
Materials & Services	104,035	107,838	120,810	126,480	5,670	4%
Total Expenditures:	452,817	496,427	541,080	646,460	105,380	19%

Staffing Summary

Authorized Personnel	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	FTE Change Adopted	% Change Adopted
Total Personnel:	4.50	4.68	4.50	5.00	0.50	11%

Summary

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Personnel Services							
Animal Control Supervisor	82-1160	81,299	89,917	97,740	107,610	9,870	10%
Staff Assistant	82-1191	51,408	53,791	56,130	0	(56,130)	- 100%
Animal Control Officer	82-1670	53,972	56,370	58,940	61,600	2,660	4%
Animal Control Coordinator	82-1671	0	0	0	64,690	64,690	100%
Kennel Person	82-1680	47,362	67,146	70,650	95,510	24,860	35%
Overtime	82-1945	941	1,721	2,800	2,800	0	0%
Remuneration	82-1947	0	0	0	2,400	2,400	100%
F.I.C.A.	82-1950	16,709	19,466	21,900	25,600	3,700	16%
FMLA	82-1952	0	0	0	1,340	1,340	100%
Retirement	82-1955	42,180	51,326	57,740	74,600	16,860	29%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	41,774	35,996	38,450	62,540	24,090	62%
Dental Insurance	82-1965	3,973	4,280	5,120	5,970	850	16%
HSA/HRA Contribution	82-1966	5,563	5,019	5,500	7,560	2,060	37%
Benefits Admin Fees	82-1967	71	74	70	90	20	28%
Life/AD&D Insurance	82-1970	414	514	610	660	50	8%
Salary Continuation Insur	82-1972	482	495	470	900	430	91%
S.A.I.F.	82-1975	2,390	2,268	3,860	5,780	1,920	49%
Unemployment	82-1980	247	206	290	330	40	13%
Personnel Services Totals:		348,782	388,589	420,270	519,980	99,710	23%

Materials & Services

Clothing And Uniform Exp.	82-2040	674	357	1,200	1,200	0	0%
Telephones	82-2070	4,483	4,039	4,320	4,320	0	0%
Custodial Services - Animal Sh	82-2155	4,375	8,100	8,500	9,000	500	5%
Custodial Supplies - Animal Sh	82-2156	810	1,054	800	900	100	12%
License And Permit Fees	82-2240	738	1,178	800	850	50	6%
Maintenance - Equipment	82-2260	3,117	1,266	1,000	1,000	0	0%
Software Maintenance	82-2265	2,395	2,395	2,400	2,400	0	0%
Alarm Monitoring	82-2272	539	468	700	700	0	0%
Animal Control Maint. S.I.G.	82-2303	7,386	8,183	18,000	0	(18,000)	- 100%
Membership Fees And Dues	82-2370	315	50	550	570	20	3%
Office Supplies	82-2410	501	493	500	500	0	0%
Books And Periodicals	82-2413	135	135	140	140	0	0%
Postage And Freight	82-2419	1,149	1,116	1,300	1,000	(300)	- 23%
Records And Forms	82-2422	0	0	200	0	(200)	- 100%
Printing And Reproduction	82-2425	2,026	2,092	3,000	3,000	0	0%
Contractual Services-Temp Help	82-2492	12,122	2,105	1,000	2,200	1,200	120%
Med., Dent., & Lab Ser.	82-2504	182	174	800	0	(800)	- 100%

Summary Cont.

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Neuter/Spay/Microchip	82-2760	5	0	0	0	0	0%
Shelter Food	82-2765	10,522	11,635	8,000	14,000	6,000	75%
Shelter Medical (from Donation	82-2766	0	3,377	100	7,000	6,900	6900%
Shelter Volunteers (from Donat	82-2767	0	0	500	1,500	1,000	200%
Shelter Supplies	82-2810	961	1,041	1,000	1,000	0	0%
Euthanasia Supplies	82-2811	0	0	200	0	(200)	- 100%
Fuel - Vehicles	82-2852	5,560	8,207	7,500	9,500	2,000	26%
Vehicle Maintenance & Use	82-2923	1,728	315	3,000	3,000	0	0%
Education And Training	82-2928	1,082	154	2,100	2,500	400	19%
Travel Expenses	82-2930	0	0	5,200	5,200	0	0%
Reimbursed Mileage	82-2932	0	0	0	0	0	0%
Utilities Animal Control	82-2963	43,155	49,903	48,000	55,000	7,000	14%
Refunds and Returns	82-3204	75	0	0	0	0	0%
Materials & Services Totals:		104,035	107,838	120,810	126,480	5,670	4%
Total Expenditures:		452,817	496,427	541,080	646,460	105,380	19%

Animal Shelter Enhance.

Mission Statement

The mission of the Sheriff's Office is to provide professional public safety services committed to the values of integrity, duty, compassion and courage.

Department Overview

The Animal Shelter Enhancement fund receives and appropriates funds donated by the public for Animal Shelter adoption enhancement and capital projects in accordance with a resolution adopted by the Clatsop County Board of Commissioners.

Budget Highlights

This is a status quo budget with no changes to programs.

Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Beginning Balance	375,725	409,384	394,880	411,250	16,370	4%
Interest On Investments	3,146	2,290	2,000	9,000	7,000	350%
PPE Grant	0	403	0	0	0	0%
CARES Act Reimbursement	836	0	0	0	0	0%
Spay/Neuter/Microchip	7,370	6,230	8,000	8,000	0	0%
Medication Administered	307	40	300	100	(200)	- 66%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Donations	57,474	21,409	22,000	22,000	0	0%
Donations from Trust Fund	0	0	0	0	0	0%
Equip. Auction-Sales-Rental	0	0	0	0	0	0%
Total Revenue:	444,857	439,756	427,180	450,350	23,170	5%
Total Unappropriated Budget:	409,384	406,451	0	0	0	0%
Total Budgeted Resources:	35,472	33,305	427,180	450,350	23,170	5%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	35,472	33,305	65,000	62,500	(2,500)	- 3%
Contingency	0	0	362,180	387,850	25,670	7%
Total Expenditures:	35,472	33,305	427,180	450,350	23,170	5%

Summary							
Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Materials & Services							
General Equipment	82-2268	3,775	0	5,000	5,000	0	0%
Maintenance S.I.G.	82-2300	0	5,101	6,000	5,000	(1,000)	- 16%
Publi. And Legal Notices	82-2600	1,633	2,138	4,000	2,500	(1,500)	- 37%
Neuter/Spay/Microchip	82-2760	4,396	4,247	12,000	12,000	0	0%
Shelter Tests/Vaccinne	82-2762	21,369	16,489	28,000	28,000	0	0%
Shelter Supplies	82-2764	4,300	5,330	10,000	10,000	0	0%
Materials & Services Totals:		35,472	33,305	65,000	62,500	(2,500)	- 3%
Capital Outlay							
Structures & Improvements	82-4100	0	0	0	0	0	0%
Automotive Equipment	82-4200	0	0	0	0	0	0%
Capital Outlay Totals:		0	0	0	0	0	0%
Contingencies							
Appropriation for Contin.	82-9900	0	0	362,180	387,850	25,670	7%
Contingencies Totals:		0	0	362,180	387,850	25,670	7%
Total Expenditures:		35,472	33,305	427,180	450,350	23,170	5%

Marine Patrol

Mission Statement

The Mission of the Sheriff's Office is to provide professional public safety services committed to the values of integrity, duty, compassion and courage.

Department Overview

The Marine Patrol is a function of the Enforcement Division, but has a separate budget in order to manage the Marine Grant Funds. Grant funding assumes approximately 75% of expenditures excluding the contingency and carry over funds. Primary functions for the Marine Patrol include; provide marine safety and marine law enforcement patrols to the nearly 100 square miles of waterways, 400 miles of shoreline and occasionally access the approximate 90 square miles of Oregon Coastal Waters. The Marine Patrol also provides the waterborne platform for dive rescue operations and enforcement of safety zones during special events. This unit also handles theft, burglary and other criminal complaints to victims who are water accessible only, such as float houses. In addition, the Marine Patrol handles all boating related accidents and coordinates criminal cases pertaining to boats and related marine equipment. The majority of the vessels operated by this unit belong to the Oregon State Marine Board but must fly under our own markings. The Marine Deputies also provide boating safety education at area schools, proctor the state mandated boating education test, boat registration HIN inspections and conduct courtesy boating inspections.

Major Accomplishments

Maintained working relationship with the Coast Guard which allows for their personnel on our boats to conduct inspections in cooperation with Sheriff's office. This keeps costs down and allows for the Sheriff's Office to maintain the goal of 60% on water patrol during the majority of the year. Re-instated a Reserve Deputy program that has allowed for increased on-water patrol time during our peak seasons. Repaired the boathouse roof, gutters and large industrial overhead door.

Budget Highlights

Personnel Services realize a decrease due to the deputy assigned to the 1/2 time position in that he is not a senior deputy and chooses a lower cost health plan. Added Temporary Deputy Sheriff in recognition that we are having better luck filling the role with Reserve Deputies versus hiring summer deckhand positions. Increase in Maintenance Equipment line item to \$15,000 for the purchase of metal grating to add to the outside dock surrounding the boathouse to make it safe to walk on in inclement weather and in Spring, Fall and Winter. Vessel fuel will increase due to the Sheriff's Office increasing on-water patrol.

Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Beginning Balance	71,217	162,729	143,500	186,810	43,310	30%
Interest On Investments	715	632	600	2,200	1,600	266%
Sheriff Marine Patrol	285,264	190,955	223,580	221,740	(1,840)	- 0%
CARES Act Reimbursement	1,945	0	0	0	0	0%
Revenue From RLED	26,000	26,000	26,000	26,000	0	0%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Transfer from General	27,200	27,200	27,200	27,200	0	0%
Total Revenue:	412,341	407,516	420,880	463,950	43,070	10%
Total Unappropriated Budget:	162,729	148,528	0	0	0	0%
Total Budgeted Resources:	249,612	258,988	420,880	463,950	43,070	10%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	132,381	108,238	154,500	142,830	(11,670)	- 7%
Personnel Benefits	88,775	77,214	109,130	104,370	(4,760)	- 4%
Materials & Services	28,457	29,104	62,060	69,690	7,630	12%
Capital Outlay	0	44,431	0	0	0	0%
Contingency	0	0	95,190	147,060	51,870	54%
Total Expenditures:	249,612	258,988	420,880	463,950	43,070	10%

Staffing Summary

Authorized Personnel	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	FTE Change Adopted	% Change Adopted
Total Personnel:	1.50	1.50	1.50	1.50	0.00	0%

Summary

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Personnel Services							
Deputy Sheriff Senior II	82-1515	84,742	84,276	138,900	98,390	(40,510)	- 29%
Deputy Sheriff Senior I	82-1516	37,667	19,963	0	0	0	0%
Deputy Sheriff	82-1520	0	0	0	36,440	36,440	100%
Marine Patrol Asst	82-1892	9,972	3,998	15,600	8,000	(7,600)	- 48%
Temporary - Dep. Sheriff	82-1915	0	1,739	0	10,000	10,000	100%
Overtime	82-1945	5,875	7,520	10,000	10,000	0	0%
Remuneration	82-1947	3,000	2,500	3,550	2,400	(1,150)	- 32%
F.I.C.A.	82-1950	10,424	8,823	12,860	12,640	(220)	- 1%
FMLA	82-1952	0	0	0	660	660	100%
Retirement	82-1955	29,784	27,994	37,400	37,560	160	0%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	30,773	22,989	31,550	21,290	(10,260)	- 32%
Dental Insurance	82-1965	3,069	2,461	3,650	2,600	(1,050)	- 28%
HSA/HRA Contribution	82-1966	2,000	2,200	2,450	2,200	(250)	- 10%
Benefits Admin Fees	82-1967	28	30	30	30	0	0%
Life/AD&D Insurance	82-1970	99	89	120	130	10	8%
Salary Continuation Insur	82-1972	108	90	110	120	10	9%
S.A.I.F.	82-1975	3,478	723	7,240	4,570	(2,670)	- 36%
Unemployment	82-1980	137	56	170	170	0	0%
Personnel Services Totals:		221,156	185,452	263,630	247,200	(16,430)	- 6%

Materials & Services

Equipment Reimbursement	82-2039	151	0	500	0	(500)	- 100%
Clothing And Uniform Exp.	82-2040	0	95	700	1,200	500	71%
Telephones	82-2070	1,031	569	900	1,000	100	11%
Insurance	82-2200	2,362	2,725	3,140	3,430	290	9%
Maintenance - Equipment	82-2260	887	545	10,000	15,000	5,000	50%
Maintenance - Vessel	82-2266	1,782	2,487	6,000	6,000	0	0%
General Equipment	82-2268	584	2,016	2,000	2,000	0	0%
PC Equipment	82-2455	0	0	800	1,500	700	87%
Fuel - Vehicles	82-2852	6,053	3,739	6,000	6,000	0	0%
Fuel - Boats	82-2853	3,780	5,889	7,820	10,000	2,180	27%
Vehicle Maintenance & Use	82-2923	284	379	4,000	4,000	0	0%
Education And Training	82-2928	0	0	1,000	1,000	0	0%
Travel Expenses	82-2930	7	0	2,000	2,000	0	0%
Reimbursed Mileage	82-2932	0	0	0	0	0	0%
Utilities	82-2960	3,836	3,460	4,500	3,760	(740)	- 16%
Refunds and Returns	82-3204	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	7,700	7,200	12,700	12,800	100	0%
Materials & Services Totals:		28,457	29,104	62,060	69,690	7,630	12%

Capital Outlay

Summary Cont.							
Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
County Vehicle Purchase	82-4201	0	0	0	0	0	0%
Miscellaneous Equipment	82-4900	0	44,431	0	0	0	0%
Capital Outlay Totals:		0	44,431	0	0	0	0%
Contingencies							
Appropriation for Contin.	82-9900	0	0	95,190	147,060	51,870	54%
Contingencies Totals:		0	0	95,190	147,060	51,870	54%
Total Expenditures:		249,612	258,988	420,880	463,950	43,070	10%

Juvenile Department

Mission Statement

The mission of the Clatsop County Juvenile Department is to protect the public and reduce juvenile delinquency by implementing effective prevention, intervention and supervision services for the residents of Clatsop County.

Department Overview

The goal of the Juvenile Department is to protect the public and reduce juvenile crime. The department is responsible for the processing, supervision and accountability of youth offenders referred to the department by law enforcement or adjudicated within the jurisdiction of the juvenile court, which includes: intake screening, restitution assistance to victims and the community, programs to divert youth from formal court process when appropriate, preparation of legal documents which initiate court action, recommendations for disposition of allegations for delinquent conduct, a continuum of services for swift and decisive intervention in delinquent behavior, and probation supervision. These responsibilities are to be provided in a fair and impartial manner within the context of personal responsibility and reformation for the youth offender.

Major Accomplishments

Through the first 2 quarters of FY 22-23 the Juvenile Department remains fully staffed and have produced the following outcomes.

- Reviewed and processed 107 referrals
- Attended 83 court hearings
- Collected \$1675.40 in restitution
- Performed 781 in-person or telephonic contacts w/youth
- Completed 304 hours of community service
- Completed 39 automatic expungements
- Served 16 court summons

Staff are on track to receive reimbursement for the full amount of \$174,370 from 21-23 biennium funds for basic and diversion services from the State of Oregon via the Oregon Youth Authority.

Budget Highlights

Although it appears we are asking for a .14 FTE increase this actually was approved by the board in FY 22/23. There will be slight increases to revenue from the State of Oregon, Oregon Youth Authority for Basic and Diversion funding. For the 23-25 biennium staff can request reimbursement up to \$189,620. Staff have received reimbursement of \$40,767.20 through the first two quarters. This revenue is to offset costs associated with personnel, detention bed rental, sex offender treatment and online classes for youth.

There is a budget increase requested for funding sexual offender treatment services. The requested amount of \$15,000 for sex offender treatment is based on recent needs and trends seen in Clatsop County.

This year Detention Bed rental services will show a reduction of daily bed rental from 1.5/day to 1.25/day which reduces spending from \$120,000 to \$108,000. This should be a more accurate projection based on current trends of Detention Bed usage both locally and around the State. The requested increase for electronic monitoring is based on the increased usage by staff and The Courts to ensure a placement option that is the least restrictive option per statute.

Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
OYA Flex Fund	0	1,750	3,130	3,400	270	8%
PPE Grant	0	80	0	0	0	0%
JCP Basic/Diversion	0	102,019	87,190	94,810	7,620	8%
Probation Fees	90	0	0	0	0	0%
Work Crew	1,200	600	1,200	1,200	0	0%
Discovery Fees	473	519	0	0	0	0%
Rev. Refunds & Reim.	276	3,917	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	767,934	746,967	878,000	926,840	48,840	5%
Total Revenue:	769,973	855,851	969,520	1,026,250	56,730	5%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	416,234	493,560	519,320	564,260	44,940	8%
Personnel Benefits	210,219	238,815	284,550	300,190	15,640	5%
Materials & Services	143,520	123,476	165,650	161,800	(3,850)	- 2%
Total Expenditures:	769,973	855,851	969,520	1,026,250	56,730	5%

Staffing Summary

Authorized Personnel	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	FTE Change Adopted	% Change Adopted
Total Personnel:	5.58	6.33	6.33	6.47	0.14	2%

Summary

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Personnel Services							
Juvenile Director	82-1074	101,826	111,729	122,590	134,520	11,930	9%
Juvenile Services Coordinator	82-1078	71,939	75,176	78,560	82,090	3,530	4%
Staff Assistant	82-1191	59,959	55,174	56,130	0	(56,130)	- 100%
Juvenile Probation Counselor	82-1460	109,822	138,738	142,170	148,600	6,430	4%
Juvenile Probation Counselor -	82-1465	72,688	82,994	87,070	91,020	3,950	4%
Juvenile Counselor Assistant	82-1475	0	29,749	32,800	43,340	10,540	32%
Juvenile Court Assistant	82-1476	0	0	0	64,690	64,690	100%
Temporary Help	82-1941	1,532	0	5,000	5,000	0	0%
Overtime	82-1945	0	0	15,000	15,000	0	0%
F.I.C.A.	82-1950	30,743	36,492	41,560	45,090	3,530	8%
FMLA	82-1952	0	0	0	2,360	2,360	100%
Retirement	82-1955	87,665	110,860	120,810	131,740	10,930	9%
Medical Waiver	82-1963	3,065	3,882	4,000	5,120	1,120	28%
Medical Insurance	82-1964	62,629	60,579	65,480	63,320	(2,160)	- 3%
Dental Insurance	82-1965	8,840	10,310	10,970	9,150	(1,820)	- 16%
HSA/HRA Contribution	82-1966	5,000	5,500	5,500	5,500	0	0%
Benefits Admin Fees	82-1967	159	171	160	180	20	12%
Life/AD&D Insurance	82-1970	508	710	690	680	(10)	- 1%
Salary Continuation Insur	82-1972	699	767	740	1,410	670	90%
S.A.I.F.	82-1975	8,927	9,217	14,100	15,050	950	6%
Unemployment	82-1980	452	327	540	590	50	9%
Personnel Services Totals:		626,453	732,375	803,870	864,450	60,580	7%

Materials & Services

Telephones	82-2070	3,468	3,640	2,500	5,000	2,500	100%
Maintenance - Equipment	82-2260	0	0	500	500	0	0%
Membership Fees And Dues	82-2370	1,124	1,126	1,300	1,500	200	15%
Office Supplies	82-2410	1,127	839	1,500	1,300	(200)	- 13%
Books And Periodicals	82-2413	0	445	400	500	100	25%
Postage And Freight	82-2419	374	576	500	550	50	10%
Printing And Reproduction	82-2425	742	675	1,300	1,000	(300)	- 23%
Office Furniture & Equipment	82-2454	2,664	0	500	500	0	0%
Shelter Bed Contractual Svcs	82-2456	3,154	0	0	0	0	0%
Contractual Services	82-2471	28	0	0	0	0	0%
Detention Bed Contractual Svcs	82-2480	123,818	86,505	120,000	108,000	(12,000)	- 10%
Pysc. Evaluations	82-2494	0	0	6,000	6,000	0	0%
U.A. Testing	82-2506	1,128	1,415	1,200	1,200	0	0%
Youth Investment	82-2529	31	353	1,000	1,000	0	0%
Publi. And Legal Notices	82-2600	0	0	250	250	0	0%

Summary Cont.

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Work Crew Supplies	82-2769	742	272	1,000	1,000	0	0%
Fuel - Vehicles	82-2852	2,571	3,684	3,000	4,000	1,000	33%
Supplemental Detention Costs	82-2910	1,033	494	2,000	2,000	0	0%
Detention Vehicle Maint & Use	82-2922	502	815	1,000	1,000	0	0%
Vehicle Maintenance & Use	82-2923	173	608	1,500	1,500	0	0%
Education And Training	82-2928	208	1,180	2,500	2,500	0	0%
Travel Expenses	82-2930	150	933	4,500	4,500	0	0%
Reimbursed Mileage	82-2932	0	0	0	0	0	0%
Electric Monitoring	82-3079	244	2,347	1,200	3,000	1,800	150%
Sex Offender Treatment	82-3083	240	17,571	12,000	15,000	3,000	25%
Refunds and Returns	82-3204	0	0	0	0	0	0%
Materials & Services Totals:		143,520	123,476	165,650	161,800	(3,850)	- 2%
Total Expenditures:		769,973	855,851	969,520	1,026,250	56,730	5%

Juv Crime Prevention

Mission Statement

The mission of the Clatsop County Juvenile Department is to protect the public and reduce juvenile delinquency by providing effective prevention and intervention services for the residents of Clatsop County

Department Overview

Juvenile Crime Prevention is funded by grants to prevent and reduce juvenile crime, divert youth from commitment to the Oregon Youth Authority and provide services to youth to encourage community engagement and accountability. These services include intake assessments, informal and formal supervision, skill building groups for non-offending youth, shelter evaluation and detention services and individualized services for probation and/or parole youth.

Major Accomplishments

Girls circle continues to serve at-risk girls in Clatsop County. New groups are planned for this summer and more will be added next school year.

Budget Highlights

Revenue from Oregon Department of Education remains relatively flat funded for the 23-25 biennium. Staff are requesting an additional 0.33 FTE for the Juvenile Probation Counselor assistant. This is based on the current and future need. This .33 will allow staff to prepare and co-facilitate our girls circle program in local schools as well as support staff with tasks involving youth in schools. Girls Circle is a program we facilitate for at-risk youth and is funded by reimbursements from the State of Oregon via the Oregon Department of Education. The increase of .33 FTE would increase total to .53 FTE in Juvenile Crime Prevention. This would not be a new position, it would be increasing total hours of a current part-time staff making them a full time employee.

Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Beginning Balance	163,474	183,941	186,010	170,730	(15,280)	- 8%
Interest On Investments	1,193	953	0	0	0	0%
OYA Flex Fund	3,860	0	0	0	0	0%
Juv Crime Prevent	21,864	23,543	31,500	32,500	1,000	3%
JCP Basic/Diversion	64,520	0	0	0	0	0%
Sex Offender Treatment	0	0	0	0	0	0%
Rev. Refunds & Reim.	120	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Total Revenue:	255,030	208,437	217,510	203,230	(14,280)	- 6%
Total Unappropriated Budget:	183,941	179,566	0	0	0	0%
Total Budgeted Resources:	71,089	28,872	217,510	203,230	(14,280)	- 6%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	43,456	17,237	24,460	37,860	13,400	54%
Personnel Benefits	17,068	6,219	10,080	15,490	5,410	53%
Materials & Services	10,565	5,415	8,550	8,510	(40)	- 0%
Contingency	0	0	174,420	141,370	(33,050)	- 18%
Total Expenditures:	71,089	28,872	217,510	203,230	(14,280)	- 6%

Staffing Summary

Authorized Personnel	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	FTE Change Adopted	% Change Adopted
Total Personnel:	0.58	0.20	0.34	0.53	0.19	55%

Summary

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Personnel Services							
Juvenile Probation Counselor	82-1460	43,456	15,789	15,800	16,510	710	4%
Juvenile Probation Counselor -	82-1465	0	0	0	0	0	0%
Juvenile Counselor Assistant	82-1475	0	1,449	8,660	21,350	12,690	146%
Overtime	82-1945	0	0	600	600	0	0%
F.I.C.A.	82-1950	3,378	1,338	1,950	3,010	1,060	54%
FMLA	82-1952	0	0	0	160	160	100%
Retirement	82-1955	11,781	4,487	6,150	9,010	2,860	46%
Medical Waiver	82-1963	696	382	410	880	470	114%
Medical Insurance	82-1964	0	0	0	0	0	0%
Dental Insurance	82-1965	0	62	340	650	310	91%
HSA/HRA Contribution	82-1966	0	0	0	0	0	0%
Benefits Admin Fees	82-1967	9	7	10	10	0	0%
Life/AD&D Insurance	82-1970	44	17	40	60	20	50%
Salary Continuation Insur	82-1972	42	24	30	70	40	133%
S.A.I.F.	82-1975	1,086	(109)	520	1,000	480	92%
Unemployment	82-1980	32	12	30	40	10	33%
Personnel Services Totals:		60,525	23,456	34,540	53,350	18,810	54%
Materials & Services							
Basic Services	82-2138	780	1,165	0	0	0	0%
Program Activity	82-2142	0	262	1,800	1,900	100	5%
Diversion Services	82-2146	0	0	0	0	0	0%
Insurance	82-2200	565	738	850	910	60	7%
Office Supplies	82-2410	0	0	500	500	0	0%
Postage And Freight	82-2419	0	0	50	50	0	0%
Printing And Reproduction	82-2425	5	0	50	50	0	0%
Sex Offender Treatment	82-2463	6,834	0	0	0	0	0%
Contractual Services	82-2471	0	0	0	0	0	0%
Education And Training	82-2928	0	420	1,200	1,300	100	8%
Travel Expenses	82-2930	0	0	1,800	1,800	0	0%
Reimbursed Mileage	82-2932	0	0	0	0	0	0%
OYAFlex Fund	82-2966	180	130	0	0	0	0%
Indirect Cost Allocation	82-3210	2,200	2,700	2,300	2,000	(300)	- 13%
Materials & Services Totals:		10,565	5,415	8,550	8,510	(40)	- 0%
Contingencies							
Appropriation for Contin.	82-9900	0	0	174,420	141,370	(33,050)	- 18%
Contingencies Totals:		0	0	174,420	141,370	(33,050)	- 18%
Total Expenditures:		71,089	28,872	217,510	203,230	(14,280)	- 6%

Law Library

Mission Statement

The Clatsop County Law Library strives to provide access to legal materials needed for legal research to members of the public, the local bar, the judiciary.

Department Overview

The library is located on the fourth floor of the County Offices and in the Courthouse. The facilities include print materials and a public computer for reading and research. The law library provides access to print materials including treatises, practice guides, statutes, legal cases. The library also provides free access to internet based research including Heinonline, Fastcase and other materials.

Budget Highlights

Staff continue to evaluate how to make the Law Library a readily available resource to the public while working within the limited constraints of the district courts fines and fees that fund this program. Access to the Law Library is now available in the County Services Building at 800 Exchange St. in Astoria Monday - Friday from 8 AM - 5 PM by appointment.

Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Beginning Balance	21,093	12,059	35,280	69,400	34,120	96%
District Court Fine & Fee	34,099	46,322	45,580	46,300	720	1%
Interest On Investments	234	217	0	1,500	1,500	100%
Copy Fees	0	0	10	0	(10)	- 100%
Franchise Fees	0	0	0	0	0	0%
Rev. Refunds & Reim.	0	14	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Total Revenue:	55,425	58,612	80,870	117,200	36,330	44%
Total Unappropriated Budget:	12,059	36,978	0	0	0	0%
Total Budgeted Resources:	43,367	21,634	80,870	117,200	36,330	44%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	9,726	0	0	0	0	0%
Personnel Benefits	3,126	(20)	0	0	0	0%
Materials & Services	30,515	21,654	28,700	23,300	(5,400)	- 18%
Contingency	0	0	52,170	93,900	41,730	79%
Total Expenditures:	43,367	21,634	80,870	117,200	36,330	44%

Staffing Summary

Authorized Personnel	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	FTE Change Adopted	% Change Adopted
Total Personnel:	0.20	0.20	0.00	0.00	0.00	0%

Summary

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Personnel Services							
Staff Assistant	82-1191	9,726	0	0	0	0	0%
F.I.C.A.	82-1950	731	0	0	0	0	0%
Retirement	82-1955	1,801	0	0	0	0	0%
Medical Waiver	82-1963	144	0	0	0	0	0%
Dental Insurance	82-1965	361	0	0	0	0	0%
Benefits Admin Fees	82-1967	4	0	0	0	0	0%
Life/AD&D Insurance	82-1970	26	0	0	0	0	0%
Salary Continuation Insur	82-1972	25	0	0	0	0	0%
S.A.I.F.	82-1975	25	(20)	0	0	0	0%
Unemployment	82-1980	10	0	0	0	0	0%
Personnel Services Totals:		12,852	(20)	0	0	0	0%
Materials & Services							
Telephones	82-2070	116	96	0	0	0	0%
Office Supplies	82-2410	51	0	0	0	0	0%
Books And Periodicals	82-2413	20,156	11,357	18,000	12,000	(6,000)	- 33%
Postage And Freight	82-2419	288	0	200	0	(200)	- 100%
Printing And Reproduction	82-2425	3	0	0	0	0	0%
Contractual Services	82-2471	0	0	0	0	0	0%
Education And Training	82-2928	0	0	0	0	0	0%
Travel Expenses	82-2930	0	0	0	0	0	0%
Reimbursed Mileage	82-2932	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	9,900	10,200	10,500	11,300	800	7%
Materials & Services Totals:		30,515	21,654	28,700	23,300	(5,400)	- 18%
Contingencies							
Appropriation for Contin.	82-9900	0	0	52,170	93,900	41,730	79%
Contingencies Totals:		0	0	52,170	93,900	41,730	79%
Total Expenditures:		43,367	21,634	80,870	117,200	36,330	44%

Community Corrections Division

Mission Statement

The mission of the Sheriff's Office is to provide professional public safety services dedicated to the values of integrity, duty, compassion and courage.

Department Overview

The Community Corrections Division provides community-based supervision for Justice Involved Individuals (JII's) who might otherwise be incarcerated or in the community with limited access to resources and lack of accountability. Allowing JII's to remain in the community affords them the opportunity to maintain stabilizing factors already present in their lives and, at the same time, to engage in programming and therapies to address the root of their criminality. Community Corrections provides this platform for positive change while ensuring public safety through accountability and enforcement standards.

Community Corrections supervises felony and misdemeanor Justice Involved Individuals (JII's) placed on parole, post-prison supervision, probation and JII's serving sentences in the custody of the Local Supervisory Authority. The division operates in conjunction with three main releasing authorities: The Board of Parole and Post-Prison Supervision, the Circuit Courts of the State of Oregon and the Local Supervisory Authority.

The two main functions of Community Corrections are: 1) To provide field services (community-based supervision); and 2) Develop and implement correctional programs that are evidence based. Field services includes the supervision of JII's residing in the community. Supervision includes, but is not limited to, conducting home visits, employment visits, preparing reports for the releasing authorities, conducting office visits and imposing sanctions and services to ensure compliance with conditions of supervision. Program development and implementation includes, but is not limited to, community service program, cognitive programs, electronic monitoring, life skills development, employment and training, educational programs, job search assistance. Community Corrections also provides program services delivery for evidence-based substance abuse treatment, domestic violence counseling and sexual offender treatment. The Division coordinates the delivery of mental health and drug/alcohol treatment and participates in Clatsop County Specialty Court programs (Adult Drug Court, Family Treatment Court, and Mental Health Treatment Court). The Division provides financial support for the Pretrial Release Program, with the Corrections Division assisting with day to day oversight.

Major Accomplishments

Completed remodel of lobby to create private office space for Certified Alcohol/Drug Counselor employed by Clatsop Behavioral Healthcare. The CADC works out of our office three days a week and provides individual and group therapy.

Filled second Sgt's position and hired probation deputy.

Hired new Pretrial Release Specialist.

Provided housing subsidy to an average of 8 JII's per month.

Subsidized sex offender treatment for 15 JII's per month.

Budget Highlights

Community Corrections Act Reimbursement (Grant-in-aid) appropriations for the 23-25 Biennium will be approved during the 2023 Legislative session. For budget purposes, we used the 21-23 biennial allotment. Specialty Court grant revenues are projected to be less than previous years. Personnel Services increased by 6%. Special payments expenditures were reduced by 39% to reflect the uncertain revenue forecast. Measure 57 treatment dollars will be used to support Adult Drug Court treatment. Measure 57 sanctions has been reduced from \$60,000 to \$5,000 as it will only be used for GPS/electronic monitoring rather than jail bed days. Budget adjustments are anticipated once Grant-in-aid and Criminal Justice Grant awards amounts have been finalized by the Oregon Legislator and the Criminal Justice Commission.

Funding Sources						
Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Beginning Balance	2,252,515	2,300,038	2,154,240	1,705,040	(449,200)	- 20%
Interest On Investments	19,843	9,583	6,000	40,000	34,000	566%
Unrealized Gain/Loss	0	(4,717)	0	0	0	0%
Realized Gain on Investment	0	0	0	0	0	0%
Drug Court Grant	102,499	159,718	194,610	150,000	(44,610)	- 22%
Justice Reinvestment Program	279,211	261,945	261,940	260,000	(1,940)	- 0%
Dept of Revenue	0	6,675	10,800	10,000	(800)	- 7%
Transitional Funds	0	0	6,000	4,500	(1,500)	- 25%
M 57 Treatment Funds	70,018	73,389	73,390	75,000	1,610	2%
CJC Mental Hlth Grant	88,577	88,021	126,650	100,000	(26,650)	- 21%
Comm. Correct. Act Reimb.	1,695,172	1,775,322	1,775,320	1,775,320	0	0%
Inmate Welfare Subsidy Revenue	4,901	0	0	0	0	0%
BVP Grant	0	0	1,000	1,500	500	50%
CARES Act Reimbursement	5,877	0	0	0	0	0%
Covid - ESF	108,300	0	0	0	0	0%
Peer Support Grant	0	0	0	0	0	0%
Fees For Supervision	108,087	25,239	0	0	0	0%
DNA	275	210	300	300	0	0%
Compact Fee	2,375	2,335	3,000	2,700	(300)	- 10%
DV Treatment	780	215	2,000	2,000	0	0%
Urinalysis Fee	8,442	6,128	5,000	5,000	0	0%
Alcohol/Drug TX	3,288	280	0	0	0	0%
Community Service Fee	2,575	2,335	6,700	6,000	(700)	- 10%
Polygraph - Sex Offender	1,815	2,076	2,000	2,500	500	25%
Polygraph - DV Offender	1,195	740	1,000	1,500	500	50%
Sex Offender Treatment	16,254	11,134	15,000	15,000	0	0%
Electronic Monitoring	4,563	1,070	3,000	2,000	(1,000)	- 33%
S.A.I.F. Reimbursement	0	0	0	0	0	0%
Subsidy Reimbursement	2,164	7,278	6,000	4,000	(2,000)	- 33%
Rev. Refunds & Reim.	790	175	200	200	0	0%
NSF Check Fee	0	0	0	0	0	0%
Donations from Trust Fund	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Equip. Auction-Sales-Rental	0	0	0	0	0	0%
Total Revenue:	4,779,516	4,729,186	4,654,150	4,162,560	(491,590)	- 10%
Total Unappropriated Budget:	2,300,038	2,134,914	0	0	0	0%
Total Budgeted Resources:	2,479,478	2,594,272	4,654,150	4,162,560	(491,590)	- 10%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	967,830	1,010,953	1,193,990	1,279,010	85,020	7%
Personnel Benefits	586,863	599,905	778,500	797,640	19,140	2%
Materials & Services	690,972	760,190	883,710	834,750	(48,960)	- 5%
Special Payments	175,373	153,739	440,910	265,750	(175,160)	- 39%
Capital Outlay	0	3,976	0	40,920	40,920	0%
Transfer Out	58,440	65,510	33,730	75,430	41,700	123%
Contingency	0	0	1,323,310	869,060	(454,250)	- 34%
Total Expenditures:	2,479,478	2,594,272	4,654,150	4,162,560	(491,590)	- 10%

Staffing Summary

Authorized Personnel	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	FTE Change Adopted	% Change Adopted
Total Personnel:	13.10	13.10	14.10	14.10	0.00	0%

Summary

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Personnel Services							
Undersheriff	82-1110	15,971	15,615	16,320	17,050	730	4%
Lieutenant	82-1113	123,810	131,100	137,000	143,160	6,160	4%
Sergeant	82-1116	106,348	110,802	214,640	229,460	14,820	6%
Staff Assistant	82-1191	91,441	75,334	103,020	0	(103,020)	- 100%
Pre-Trial Release Specialist	82-1429	89,437	117,768	126,160	127,900	1,740	1%
Parole & Probation Deputy I	82-1430	219,317	237,727	230,380	157,020	(73,360)	- 31%
Parole & Probation Deputy II	82-1431	321,506	322,606	366,470	486,940	120,470	32%
Comm. Corr. Records Specialist	82-1851	0	0	0	117,480	117,480	100%
Peer Grant Overtime	82-1942	0	0	0	0	0	0%
Overtime	82-1945	8,538	9,024	20,000	21,000	1,000	5%
Remuneration	82-1947	15,340	15,851	19,720	19,320	(400)	- 2%
F.I.C.A.	82-1950	71,376	74,879	94,380	100,930	6,550	6%
FMLA	82-1952	0	0	0	5,280	5,280	100%
Retirement	82-1955	210,006	238,490	290,820	311,250	20,430	7%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	212,786	195,990	258,510	252,820	(5,690)	- 2%
Dental Insurance	82-1965	21,376	21,707	30,080	25,010	(5,070)	- 16%
HSA/HRA Contribution	82-1966	21,700	19,603	26,020	26,020	0	0%
Benefits Admin Fees	82-1967	304	341	300	340	40	13%
Life/AD&D Insurance	82-1970	958	1,117	1,270	1,350	80	6%
Salary Continuation Insur	82-1972	1,216	1,174	1,320	1,990	670	50%
S.A.I.F.	82-1975	22,271	21,084	34,850	31,010	(3,840)	- 11%
Unemployment	82-1980	993	644	1,230	1,320	90	7%
Personnel Services Totals:		1,554,693	1,610,857	1,972,490	2,076,650	104,160	5%
Materials & Services							
Investment Premium	82-2004	0	288	0	0	0	0%
Clothing And Uniform Exp.	82-2040	4,692	3,217	6,000	4,000	(2,000)	- 33%
Safety Equipment	82-2045	3,767	7,050	5,000	3,000	(2,000)	- 40%
Telephones	82-2070	16,454	15,500	18,000	18,000	0	0%
Program Supplies	82-2140	1,995	1,008	2,000	2,000	0	0%
Custodial Supplies	82-2160	20	12	250	200	(50)	- 20%
Insurance	82-2200	14,932	18,569	21,360	22,770	1,410	6%
Maintenance - Equipment	82-2260	1,339	1,015	1,500	500	(1,000)	- 66%
Maintenance S.I.G.	82-2300	871	7,194	5,000	2,000	(3,000)	- 60%
Employee Drug Screen	82-2302	0	0	200	200	0	0%
Membership Fees And Dues	82-2370	2,154	1,458	3,100	3,100	0	0%
Office Supplies	82-2410	1,025	1,253	2,500	1,500	(1,000)	- 40%
Books And Periodicals	82-2413	0	339	1,000	1,500	500	50%

Summary Cont.

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Postage And Freight	82-2419	1,984	1,657	2,500	2,500	0	0%
Records And Forms	82-2422	0	0	500	500	0	0%
Printing And Reproduction	82-2425	378	654	3,000	1,680	(1,320)	- 44%
Office Furniture & Equipment	82-2454	1,876	2,657	10,000	3,000	(7,000)	- 70%
PC Equipment	82-2455	3,290	3,634	12,000	8,000	(4,000)	- 33%
Contractual Legal Services	82-2469	0	0	0	0	0	0%
Contractual Services	82-2471	4,304	1,226	4,000	3,500	(500)	- 12%
Peer Support	82-2491	0	0	1,800	0	(1,800)	- 100%
Physical Exams	82-2505	0	350	800	800	0	0%
U.A. Testing	82-2506	2,347	2,713	8,000	3,000	(5,000)	- 62%
Psycho-Sexual Evaluations	82-2522	4,500	0	10,000	5,000	(5,000)	- 50%
Cognitive Treatment Svcs	82-2523	0	910	0	0	0	0%
Justice Reinvestment Programs	82-2524	49,047	41,806	45,000	38,000	(7,000)	- 15%
Offender Subsidy Expense	82-2525	2,300	1,684	6,000	5,000	(1,000)	- 16%
Publi. And Legal Notices	82-2600	0	0	500	500	0	0%
Jail Beds Lease	82-2635	363,600	401,500	401,500	400,000	(1,500)	- 0%
Fuel - Vehicles	82-2852	3,964	5,725	10,000	8,000	(2,000)	- 20%
Vehicle Rental	82-2920	0	0	500	500	0	0%
Vehicle Maintenance & Use	82-2923	2,030	3,802	15,000	10,000	(5,000)	- 33%
Education And Training	82-2928	3,004	4,897	12,500	5,100	(7,400)	- 59%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Travel Expenses	82-2930	483	11,035	18,000	10,900	(7,100)	- 39%
Reimbursed Mileage	82-2932	0	0	0	500	500	100%
Electric Monitoring	82-3079	13,066	10,681	12,000	8,000	(4,000)	- 33%
Sex Offender Treatment	82-3083	37,271	32,782	50,000	40,000	(10,000)	- 20%
Unallocated Donations	82-3141	0	0	0	0	0	0%
Refunds and Returns	82-3204	280	675	0	0	0	0%
Indirect Cost Allocation	82-3210	150,000	174,900	194,200	221,500	27,300	14%
Materials & Services Totals:		690,972	760,190	883,710	834,750	(48,960)	- 5%

Special Payments

DV Polygraph	82-3002	1,400	1,750	10,000	3,000	(7,000)	- 70%
DV Indigent Treatment	82-3004	1,550	600	15,000	5,000	(10,000)	- 66%
M 57 Treatment	82-3010	0	0	60,000	60,000	0	0%
M 57 UA Testing	82-3011	0	0	5,000	5,000	0	0%
M 57 Sanctions	82-3012	0	600	60,000	5,000	(55,000)	- 91%
M 57 Supplies/Incentives	82-3013	340	0	10,000	5,000	(5,000)	- 50%
Inmate Welfare Subsidy Expense	82-3030	2,355	5,239	0	0	0	0%
Treatment/Transition Funds	82-3031	0	0	12,000	15,000	3,000	25%
Adult Drug Court Travel/Traini	82-3060	0	975	9,960	8,000	(1,960)	- 19%
Adult Drug Court Program Supp.	82-3061	383	138	640	1,000	360	56%
Adult Drug Court Incentives	82-3062	761	456	8,900	2,500	(6,400)	- 71%
Adult Drug Court UA Testing	82-3063	287	1,108	2,000	1,000	(1,000)	- 50%
Adult Drug Court UA Supplies	82-3064	105	908	15,000	10,000	(5,000)	- 33%

Summary Cont.

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Adult Drug Court Sanctions	82-3066	0	0	15,000	0	(15,000)	- 100%
Treatment Court Travel/Trainin	82-3070	0	855	9,540	5,000	(4,540)	- 47%
Treatment Court Program Suppli	82-3071	257	151	370	1,000	630	170%
Treatment Court Incentives	82-3072	1,052	1,581	3,500	1,000	(2,500)	- 71%
Treatment Court UA Testing	82-3073	653	1,630	2,250	2,000	(250)	- 11%
Treatment Court UA Supplies	82-3074	105	292	4,800	5,000	200	4%
Treatment Court MH Treatment	82-3075	44,567	18,585	33,250	33,250	0	0%
Treatment Court Sanctions	82-3077	0	0	3,700	0	(3,700)	- 100%
Drug Court Treatment	82-3082	80,245	81,520	90,000	60,000	(30,000)	- 33%
Sex Offender Polygraph	82-3090	6,900	5,100	10,000	8,000	(2,000)	- 20%
Subsidy Housing	82-3095	34,413	32,252	60,000	30,000	(30,000)	- 50%
Special Payments Totals:		175,373	153,739	440,910	265,750	(175,160)	- 39%
Capital Outlay							
Structures & Improvements	82-4100	0	3,976	0	32,000	32,000	100%
Automotive Equipment	82-4200	0	0	0	0	0	0%
Office Equipment	82-4300	0	0	0	8,920	8,920	100%
Computer Equipment	82-4907	0	0	0	0	0	0%
Capital Outlay Totals:		0	3,976	0	40,920	40,920	100%
Transfers Out							
Transfer to Special Projects	82-8100	0	0	0	0	0	0%
Transfer to Corrections Divisi	82-8103	0	0	0	0	0	0%
Transfer to Support Division	82-8104	58,440	65,510	33,730	73,930	40,200	119%
Transfer to Enforcement Divisi	82-8105	0	0	0	1,500	1,500	100%
Transfers Out Totals:		58,440	65,510	33,730	75,430	41,700	123%
Contingencies							
Appropriation for Contin.	82-9900	0	0	1,323,310	869,060	(454,250)	- 34%
Contingencies Totals:		0	0	1,323,310	869,060	(454,250)	- 34%
Total Expenditures:		2,479,478	2,594,272	4,654,150	4,162,560	(491,590)	- 10%

Community Corrections Heater Replacement

Department Priority:	1							
Location:	Community Corrections 1190 SE 19th, Warrenton							
Link to Other Project(s):								
Description:	Community Corrections share of the heater replacement project							
Justification:	The current HVAC system is at end of life and is in need of replacement.							
Alternatives:	Continue with the current system and replace units as they fail.							
Operating Impact:	None							
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition							
Request Category:	<input checked="" type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 32,000 Installation Fee: 0 Trade in Credit: 0 Net Cost: 32,000	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: right;">Total</th> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black; text-align: right;">32,000</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black; text-align: right;">0</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black; text-align: right;">0</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black; text-align: right;">32,000</td> </tr> </table>	Total	32,000	0	0	32,000
Total								
32,000								
0								
0								
32,000								

Community Corrections Copier

Department Priority:	3							
Location:	Community Corrections 1190 SE 19th, Warrenton							
Link to Other Project(s):								
Description:	New copier Kyocera 5054ci							
Justification:	Current copier was purchased in FY 2014/15 and is at the end of it's service life.							
Alternatives:	Keep current copier							
Operating Impact:								
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition							
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input checked="" type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 8,920 Installation Fee: 0 Trade in Credit: 0 Net Cost: 8,920	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: right;">Total</th> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black; text-align: right;">8,920</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black; text-align: right;">0</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black; text-align: right;">0</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black; text-align: right;">8,920</td> </tr> </table>	Total	8,920	0	0	8,920
Total								
8,920								
0								
0								
8,920								

Courthouse Security

Mission Statement

To support the safety and security of employees and visitors of the Clatsop County Courthouse.

Department Overview

This fund is administered by a local committee pursuant to Oregon law and was established to direct the development and implementation of a plan for court security. The Clatsop Committee is chaired by Judge McIntosh. The Sheriff Deputy who provides security for the courthouse is paid for with 50% of the funds provided by the courthouse security fund and 50% paid for from RLED funds.

Budget Highlights

This continues to be a status quo budget with significant reductions in contingencies as a result of ongoing flat funding from the state. Personnel costs maintain prior year amounts based on this being a rotating staff position to try to minimize personnel costs.

Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Beginning Balance	130,777	104,491	77,440	56,620	(20,820)	- 26%
Interest On Investments	954	506	450	800	350	77%
Corrections Prog Sb1065	49,280	50,267	49,000	49,000	0	0%
Total Revenue:	181,011	155,264	126,890	106,420	(20,470)	- 16%
Total Unappropriated Budget:	104,491	78,744	0	0	0	0%
Total Budgeted Resources:	76,520	76,520	126,890	106,420	(20,470)	- 16%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	71,920	71,920	71,920	71,920	0	0%
Materials & Services	600	600	10,700	10,600	(100)	- 0%
Capital Outlay	0	0	10,000	10,000	0	0%
Transfer Out	4,000	4,000	4,000	4,000	0	0%
Contingency	0	0	30,270	9,900	(20,370)	- 67%
Total Expenditures:	76,520	76,520	126,890	106,420	(20,470)	- 16%

Summary							
Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Personnel Services							
Personnel Services	82-1985	71,920	71,920	71,920	71,920	0	0%
Personnel Services Totals:		71,920	71,920	71,920	71,920	0	0%
Materials & Services							
General Equipment	82-2268	0	0	10,000	10,000	0	0%
Maintenance S.I.G.	82-2300	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	600	600	700	600	(100)	- 14%
Materials & Services Totals:		600	600	10,700	10,600	(100)	- 0%
Capital Outlay							
Structures & Improvements	82-4100	0	0	10,000	10,000	0	0%
Capital Outlay Totals:		0	0	10,000	10,000	0	0%
Transfers Out							
Transfer to B&G	82-8003	0	0	0	0	0	0%
Transfer to IT	82-8006	4,000	4,000	4,000	4,000	0	0%
Transfers Out Totals:		4,000	4,000	4,000	4,000	0	0%
Contingencies							
Appropriation for Contin.	82-9900	0	0	30,270	9,900	(20,370)	- 67%
Contingencies Totals:		0	0	30,270	9,900	(20,370)	- 67%
Total Expenditures:		76,520	76,520	126,890	106,420	(20,470)	- 16%

State Timber Enforcement

Mission Statement

The Mission of the State Timber Enforcement Fund is to provide the resources necessary to address criminal and enforcement issues on the state forest.

Department Overview

The County Timber Revenue Law Enforcement Fund was created by resolution and order of the Board of Commissioners in April 2002 pursuant to ORS 530.115(1). The special fund allows the County to retain 1% of forest trust land timber revenue specifically for law enforcement services in supervising, protecting and enforcing the law on forest trust lands in addition to the 10% distribution the County receives for general forest trust lands maintenance and supervision responsibilities. The fund will assist the County in defraying some of the costs of providing law enforcement support in response to protests against harvesting which can disrupt normal timber harvest activities. Expenses incurred by the Sheriff's Office, District Attorney's Office and County Counsel for law enforcement activities in protecting forest trust lands will be reimbursed as authorized by the Board of County Commissioners. Additional timber revenue will be retained to pay assessments to the Council of Forest Trust Land Counties for its activities in support of timber revenue distributions to county taxing districts.

Major Accomplishments

Provides 100% of funding for the dedicated Forest Patrol Deputy who concentrates on Off Highway Vehicle (OHV) enforcement.

Budget Highlights

The 2023-2024 budget includes funding a full FTE for a forest patrol deputy. There is also an allocation of \$10,000 to account for Materials & Services for these Deputy's such as fuel, vehicle maintenance, PPE, etc. At this time this fund is solely funded by timber revenues, and given the volatility and potential impacts from the proposed Habitat Conservation Plan (HCP) of this revenue stream, the increased contingency is necessary to help offset future increases in personnel costs associated with negotiated contracts, PERS, and health insurance.

Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Beginning Balance	888,320	954,475	935,750	1,050,380	114,630	12%
Interest On Investments	7,094	3,207	2,500	15,000	12,500	500%
Unrealized Gain/Loss	0	(3,369)	0	0	0	0%
Realized Gain on Investment	0	0	0	0	0	0%
Timber Sales	199,851	182,223	195,840	195,840	0	0%
Total Revenue:	1,095,265	1,136,536	1,134,090	1,261,220	127,130	11%
Total Unappropriated Budget:	954,475	954,210	0	0	0	0%
Total Budgeted Resources:	140,790	182,326	1,134,090	1,261,220	127,130	11%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	127,890	158,330	120,000	145,000	25,000	20%
Materials & Services	12,900	13,996	30,500	30,600	100	0%
Transfer Out	0	10,000	10,000	11,500	1,500	15%
Contingency	0	0	973,590	1,074,120	100,530	10%
Total Expenditures:	140,790	182,326	1,134,090	1,261,220	127,130	11%

Summary							
Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Personnel Services							
Personnel Services	82-1985	127,890	158,330	120,000	145,000	25,000	20%
Personnel Services Totals:		127,890	158,330	120,000	145,000	25,000	20%
Materials & Services							
Investment Premium	82-2004	0	206	0	100	100	100%
Contractual Services	82-2471	0	0	10,000	10,000	0	0%
Forest Trust Assessment	82-2908	11,800	12,390	19,000	19,000	0	0%
Materials & Services	82-2967	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	1,100	1,400	1,500	1,500	0	0%
Materials & Services Totals:		12,900	13,996	30,500	30,600	100	0%
Capital Outlay							
Automotive Equipment	82-4200	0	0	0	0	0	0%
Miscellaneous Equipment	82-4900	0	0	0	0	0	0%
Capital Outlay Totals:		0	0	0	0	0	0%
Transfers Out							
Transfer to Enforcement Divisi	82-8105	0	10,000	10,000	11,500	1,500	15%
Transfers Out Totals:		0	10,000	10,000	11,500	1,500	15%
Contingencies							
Appropriation for Contin.	82-9900	0	0	973,590	1,074,120	100,530	10%
Contingencies Totals:		0	0	973,590	1,074,120	100,530	10%
Total Expenditures:		140,790	182,326	1,134,090	1,261,220	127,130	11%

Child Custody Mediation

Department Overview

The Child Custody Mediation program is a function of the State Court system and provides mandated mediation service for divorcing and separating couples with children under 18 years of age. Unless parents already have a parental plan in place which is acceptable to the judge, all couples must work with selected mediators who are approved by the Mediation Commission to develop an agreed plan which addresses the parenting of their dependent children. County residents are offered up to four hours of mediation services to assist them in the development of their parental plan.

Budget Highlights

In an effort to preserve the availability of funds, while working within the constraints of funding from the state, members of LFLAC continue to monitor how mediation services are utilized. For those parties receiving mediation services, and have the resources to pay for these services, they will be required to pay for a portion of the costs.

Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Beginning Balance	29,867	31,321	27,360	37,550	10,190	37%
Interest On Investments	337	253	0	0	0	0%
Child Custody	33,080	34,502	33,080	34,500	1,420	4%
ORS 107.615 (1)	0	0	0	0	0	0%
Rev. Refunds & Reim.	1	0	0	0	0	0%
Total Revenue:	63,284	66,076	60,440	72,050	11,610	19%
Total Unappropriated Budget:	31,321	35,721	3,420	0	(3,420)	- 100%
Total Budgeted Resources:	31,963	30,355	57,020	72,050	15,030	26%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	3,865	4,240	0	3,980	3,980	0%
Personnel Benefits	1,562	1,579	2,570	2,450	(120)	- 4%
Materials & Services	26,537	24,536	37,780	37,680	(100)	- 0%
Contingency	0	0	16,670	27,940	11,270	67%
Total Expenditures:	31,963	30,355	57,020	72,050	15,030	26%

Staffing Summary

Authorized Personnel	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	FTE Change Adopted	% Change Adopted
Total Personnel:	0.05	0.05	0.05	0.05	0.00	0%

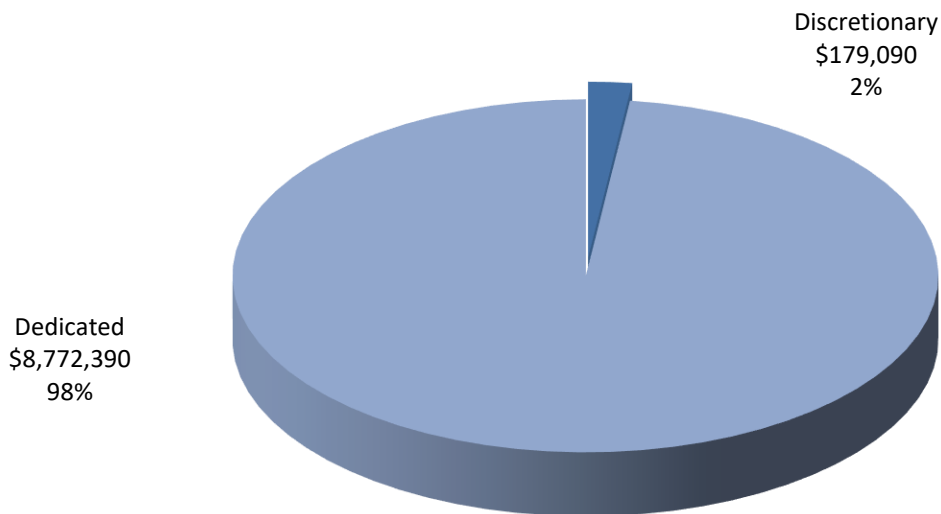
Summary

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Personnel Services							
Senior Admin Supervisor	82-1119	3,865	4,240	0	0	0	0%
Management/Policy Analyst	82-1305	0	0	0	3,980	3,980	100%
F.I.C.A.	82-1950	300	326	260	300	40	15%
FMLA	82-1952	0	0	0	20	20	100%
Retirement	82-1955	1,052	1,121	900	820	(80)	- 8%
Medical Waiver	82-1963	60	25	0	0	0	0%
Medical Insurance	82-1964	0	0	1,100	1,060	(40)	- 3%
Dental Insurance	82-1965	125	88	120	100	(20)	- 16%
HSA/HRA Contribution	82-1966	0	0	110	110	0	0%
Benefits Admin Fees	82-1967	2	1	10	10	0	0%
Life/AD&D Insurance	82-1970	5	5	60	10	(50)	- 83%
Salary Continuation Insur	82-1972	11	11	0	10	10	100%
S.A.I.F.	82-1975	5	(1)	10	10	0	0%
Unemployment	82-1980	2	3	0	0	0	0%
Personnel Services Totals:		5,426	5,819	2,570	6,430	3,860	150%
Materials & Services							
Contractual Services	82-2471	25,037	22,736	36,080	36,080	0	0%
Indirect Cost Allocation	82-3210	1,500	1,800	1,700	1,600	(100)	- 5%
Materials & Services Totals:		26,537	24,536	37,780	37,680	(100)	- 0%
Contingencies							
Appropriation for Contin.	82-9900	0	0	16,670	27,940	11,270	67%
Contingencies Totals:		0	0	16,670	27,940	11,270	67%
Total Expenditures:		31,963	30,355	57,020	72,050	15,030	26%

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**Clatsop County Functions/Programs Budget
Public Health 2023-2024
Total \$8,951,480**



Organizational units included within this functional area in the order they appear within the budget document are:

Community Health	Household Hazardous Waste
Tobacco Prevention	Emergency Preparedness
Immunization	Onsite Sewage Systems
Babies First	Environmental Health
WIC	App. for Contingency 7
Family Planning	Mental Health
School Based Health Centers	Drug & Alcohol Prevention
Harm Reduction/OD Prevention	App. for Contingency 033

The chart above represents the type of funding, discretionary or dedicated, available for this functional area. The adopted expenditure appropriations for each budget included in this functional area are located on the following pages in this section.

TOTAL FTE - 24.7

Community Health

Mission Statement

Clatsop County Department of Public Health provides information and services to residents that are relevant and timely to assure the community's health.

Department Overview

The role of Public Health is to assure the health status of Clatsop County. The system is designated to guarantee every person access to public health services, to promote health and to protect against diseases. Services include: epidemiology and control of preventable diseases and disorders, parent and child health services, including family planning services; collection and reporting of health statistics; provision of health information and referral services.

Major Accomplishments

- Hired Disease Intervention Specialist for case investigation and partner therapy for STI program
- Continued to expand partnerships with community-based organizations, schools, hospitals
- Participated in OHA work groups to update Investigative Guidelines
- Implemented leadership structure and administrative oversight in alignment with program requirements
- Updated Clinic exam rooms

Budget Highlights

- General Fund/ARPA support not requested for FY23/24 due to excess Public Health Modernization funding
- 5 OHA Program Elements (PE01-01 State Support, PE10-02 Disease Intervention Spec, PE51-01 PH Modernization, PE51-03 ARPA & PE51-05 PH Infrastructure) included in org 4110
- New revenue stream from PE51-05 PH Infrastructure, expected to continue for 5 years
- PE10-02 realigned to correct revenue account
- Clinic fee usage streamlined to reduce redundancy
- Overall revenue lower by \$172K (12%) from prior year, however, prior year GF/ARPA support of \$319K reduced to \$0
- Personnel service expenses expected to decrease 2% from prior fiscal year
- Expense line previously for Staff Assistants now recategorized to Admin & Program Assistants (I, II, III)
- Contract Personnel expense lower than prior year since Data Analyst position not filled and County Health Officer contract re-negotiated
- Total expenses 12% lower than prior year
- Reallocated FTE to other org units
- Estimated Contingency of \$128K anticipated

Funding Sources						
Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Beginning Balance	21,502	94,864	348,740	450,170	101,430	29%
Interest On Investments	8,289	11,883	10,230	41,980	31,750	310%
PPE Grant	0	0	0	2,960	2,960	100%
State Support PE01-01	47,342	46,840	46,840	46,840	0	0%
School Based Health Center PE4	105,000	0	0	0	0	0%
St. - T B Epi Program	0	0	0	0	0	0%
Fed. - TB Epi Program	0	0	0	0	0	0%
HIV & STD Prevention PE10-02	53	37,116	2	74,230	74,228	3711400%
PE51-01/PE51-02PH Modern Capac	164,737	105,320	287,170	287,160	(10)	0%
TB Case Mgmt/Investigation	0	3,500	0	0	0	0%
PH Infrastructure PE51-05	0	0	0	41,020	41,020	100%
PE 10 STD Client Services	0	0	74,230	0	(74,230)	- 100%
CDC PH Infrastructure Funding	0	0	0	0	0	0%
Syphilis Case Mgmt/Investigati	0	0	0	0	0	0%
ACDP Infection Prevention Trai	0	0	0	0	0	0%
ARPA WF Funding PE51-03	0	63,382	115,341	115,340	(1)	0%
CARES Act Reimbursement	1,023	0	0	0	0	0%
Medicaid MAC	54,083	68,101	60,000	56,710	(3,290)	- 5%
Public Health Donations	27	90	70	0	(70)	- 100%
Knappa SBHC	0	0	0	0	0	0%
Clinic Fees	11,551	34,097	46,080	2,090	(43,990)	- 95%
Adult Immunizations	4,092	9,662	3,900	27,190	23,290	597%
Vaccines Fees	724	3,928	980	3,770	2,790	284%
Vaccine - OHP	92	0	0	0	0	0%
CCO Imms	5,096	0	0	0	0	0%
Vaccine - Ins.	15,349	0	0	0	0	0%
Vital Statistics	41,635	54,825	47,800	37,200	(10,600)	- 22%
Col Pacific CCO Grant	30,445	30,445	0	0	0	0%
CareOregon Stabilization Fund	0	0	0	0	0	0%
Copy Fees	0	0	0	0	0	0%
Franchise Fees	750	750	870	870	0	0%
Rev. Refunds & Reim.	60	1,571	2,570	3,660	1,090	42%
Donations from Trust Fund	0	527	0	340	340	100%
Miscellaneous Revenue	0	0	0	0	0	0%
Transfer from General	389,770	459,950	69,390	0	(69,390)	- 100%
Transfer from Other Funds	0	0	0	0	0	0%
Transfer from American Rescue	0	350,000	250,000	0	(250,000)	- 100%
Total Revenue:	901,620	1,376,852	1,364,213	1,191,530	(172,683)	- 12%
Total Unappropriated Budget:	98,102	335,333	152,513	134,050	(18,463)	- 12%
Total Budgeted Resources:	803,519	1,041,519	1,211,700	1,057,480	(154,220)	- 12%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	256,369	546,022	533,480	527,950	(5,530)	- 1%
Personnel Benefits	222,660	285,789	300,180	283,190	(16,990)	- 5%
Materials & Services	324,490	209,707	366,040	246,340	(119,700)	- 32%
Capital Outlay	0	0	12,000	0	(12,000)	- 100%
Total Expenditures:	803,519	1,041,519	1,211,700	1,057,480	(154,220)	- 12%

Staffing Summary

Authorized Personnel	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	FTE Change Adopted	% Change Adopted
Total Personnel:	5.60	7.50	7.15	6.45	(0.70)	- 9%

Summary

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Personnel Services							
Public Health Director	82-1086	51,531	69,014	18,630	17,440	(1,190)	- 6%
Deputy Director of Public Heal	82-1087	0	16,174	30,800	46,060	15,260	49%
Public Health Director - Casua	82-1090	0	1,380	0	0	0	0%
Admin Assistant III	82-1181	0	0	0	51,750	51,750	100%
Admin Assistant II	82-1182	0	0	0	58,210	58,210	100%
Admin Assistant I	82-1183	0	0	0	5,200	5,200	100%
Program Assistant III	82-1184	0	0	0	23,290	23,290	100%
Program Assistant II	82-1185	0	0	0	50,550	50,550	100%
Program Assistant I	82-1186	0	0	0	0	0	0%
Staff Assistant	82-1191	78,994	145,134	216,290	0	(216,290)	- 100%
PHEP Coordinator	82-1199	0	314	0	0	0	0%
Clinical Provider	82-1201	0	0	0	0	0	0%
Community Health Project Manag	82-1203	(9,826)	0	0	0	0	0%
Clinical Mgr/Nursing Superviso	82-1206	0	87,636	24,260	26,160	1,900	7%
Public Health Nurse II	82-1209	78,705	64,738	61,560	0	(61,560)	- 100%
Public Health Nurse III	82-1210	5,994	103,053	144,740	206,900	62,160	42%
Accountant II	82-1848	47,097	47,933	5,120	5,570	450	8%
Health Promotion Specialist II	82-1872	0	9,495	0	0	0	0%
Health Promotion Specialist I	82-1873	0	(531)	0	0	0	0%
Disease Intervention Specialis	82-1880	0	0	32,080	36,820	4,740	14%
Prev Program Coordinator	82-1882	3,874	1,682	0	0	0	0%
Temporary - SBHC Coordinator	82-1901	0	0	0	0	0	0%
Temporary - Health Equity	82-1903	0	0	13,710	0	(13,710)	- 100%
Temporary - Clinical Help	82-1905	3,881	5,144	4,830	21,000	16,170	334%
Temporary Help	82-1941	4,167	54,684	10,180	0	(10,180)	- 100%
Overtime	82-1945	62,394	177	0	0	0	0%
Remuneration	82-1947	2,350	3,880	4,870	5,760	890	18%
F.I.C.A.	82-1950	24,076	45,400	43,450	42,500	(950)	- 2%
FMLA	82-1952	0	0	0	2,220	2,220	100%
Retirement	82-1955	56,873	102,143	112,630	111,900	(730)	- 0%
Medical Waiver	82-1963	1,099	1,499	960	850	(110)	- 11%
Medical Insurance	82-1964	52,178	55,142	86,970	79,620	(7,350)	- 8%
Dental Insurance	82-1965	5,274	6,566	9,160	6,890	(2,270)	- 24%
HSA/HRA Contribution	82-1966	8,053	7,593	9,460	7,860	(1,600)	- 16%
Benefits Admin Fees	82-1967	148	226	150	200	50	33%
Life/AD&D Insurance	82-1970	363	634	780	780	0	0%

Summary Cont.

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary Continuation Insur	82-1972	410	837	610	1,410	800	131%
S.A.I.F.	82-1975	930	1,359	1,850	1,640	(210)	- 11%

Unemployment	82-1980	465	505	570	560	(10)	- 1%
Personnel Services Totals:		479,029	831,811	833,660	811,140	(22,520)	- 2%
Materials & Services							
Telephones	82-2070	1,614	2,240	1,820	3,360	1,540	84%
Insurance	82-2200	6,220	5,164	5,940	8,030	2,090	35%
OCHIN Billing Fees	82-2225	4,247	7,230	6,590	8,450	1,860	28%
OCHIN EMR Billing	82-2226	850	1,245	1,200	740	(460)	- 38%
Lockbox Fees	82-2230	984	922	990	880	(110)	- 11%
License And Permit Fees	82-2240	134	50	80	0	(80)	- 100%
Maintenance - Equipment	82-2260	365	598	1,000	550	(450)	- 45%
General Equipment	82-2268	642	0	0	0	0	0%
Medical Supplies	82-2345	2,771	5,585	5,160	5,540	380	7%
MAC Admin Fees	82-2350	240	420	190	60	(130)	- 68%
Membership Fees And Dues	82-2370	1,084	922	280	2,150	1,870	667%
Office Supplies	82-2410	1,220	3,071	2,410	3,560	1,150	47%
Books And Periodicals	82-2413	301	14	150	340	190	126%
Postage And Freight	82-2419	1,015	1,752	2,590	410	(2,180)	- 84%
Records And Forms	82-2422	490	490	840	630	(210)	- 25%
Printing And Reproduction	82-2425	2,186	3,465	3,130	1,700	(1,430)	- 45%
Prof And Spec Services	82-2450	55	394	0	0	0	0%
Office Furniture & Equipment	82-2454	725	1,213	2,080	1,360	(720)	- 34%
PC Equipment	82-2455	9,642	7,870	13,100	13,100	0	0%
Contractual Medical Services	82-2464	0	0	0	17,550	17,550	100%
Contract Personnel	82-2470	1,200	1,584	150,000	0	(150,000)	- 100%
Contractual Services	82-2471	84,080	21,169	0	10	10	100%
Knappa SBHC	82-2497	0	0	0	0	0	0%
CHART Expenses	82-2501	402	0	0	0	0	0%
Lab Services	82-2503	200	0	0	0	0	0%
State Vaccines	82-2509	14,542	13,247	25,000	20,090	(4,910)	- 19%
Locally Owned Vaccine	82-2511	2,166	2,249	3,860	3,660	(200)	- 5%
ACDP Infection Prevention Trai	82-2512	0	0	0	0	0	0%
CDC PH Infrastructure Expense	82-2518	0	0	0	0	0	0%
HIV & STD Prevention Special N	82-2532	0	0	0	0	0	0%
SBHC Expense	82-2536	72,214	10,614	0	0	0	0%
Publi. And Legal Notices	82-2600	334	0	0	0	0	0%
Advertising	82-2605	1,920	0	500	0	(500)	- 100%
Meetings/ Hosting	82-2750	0	212	0	300	300	100%
Educational Materials	82-2777	0	80	250	0	(250)	- 100%
Fuel - Vehicles	82-2852	417	419	500	500	0	0%
Recruitment Expense	82-2880	0	175	0	0	0	0%
Vehicle Rental	82-2920	0	0	0	0	0	0%
Summary Cont.							
Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Vehicle Maintenance & Use	82-2923	137	158	1,200	0	(1,200)	- 100%
Education And Training	82-2928	473	455	200	3,670	3,470	1735%

Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Travel Expenses	82-2930	0	0	2,480	12,400	9,920	400%
Reimbursed Mileage	82-2932	0	0	0	0	0	0%
Unallocated Donations	82-3141	0	0	0	0	0	0%
Refunds and Returns	82-3204	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	111,620	116,700	134,500	137,300	2,800	2%
Materials & Services Totals:		324,490	209,707	366,040	246,340	(119,700)	- 32%
Capital Outlay							
Automotive Equipment	82-4200	0	0	0	0	0	0%
Office Equipment	82-4300	0	0	12,000	0	(12,000)	- 100%
Capital Outlay Totals:		0	0	12,000	0	(12,000)	- 100%
Total Expenditures:		803,519	1,041,519	1,211,700	1,057,480	(154,220)	- 12%

Tobacco Prevention

Mission Statement

Clatsop County Department of Public Health provides information and services to residents that are relevant and timely to assure the community's health.

Department Overview

The TPEP Program coordinates the facilitation of community partnerships to reduce the burden of tobacco related chronic disease. Program areas include; creating tobacco-free environments, countering pro-tobacco influences and promoting cessation. The TPEP program assists in the enforcement of the Indoor Clean Air Act (ICAA) and other tobacco laws including Tobacco Retail Licensing (TRL) and Tobacco 21 (T21). The Community Health Advocacy and Resource Team (CHART), a monthly convening of local health partners and stakeholders, is coordinated and facilitated by the TPEP Coordinator.

Major Accomplishments

Implemented Escape the Vape, a youth-led, youth-focused PSA video contest for Clatsop County 6th - 12th graders. Escape the Vape raises awareness about the harms of vaping and exposes the tactics of commercial tobacco marketing.

Established a tri-county coalition of local health departments to implement a bilingual/bicultural tobacco prevention campaign.

Held the annual Place Matters Conference with a focus on raising awareness of social determinants of health. This year's conference focuses on health disparities for the Latinx community.

Community Health Advocacy and Resource Team (CHART) moved to hybrid meetings after three years of being completely virtual.

Budget Highlights

- 1 OHA Program Element (PE13-01 TPEP) included in org 4112
- PE13-01 TPEP funds expected to be less than prior year, partially due to reclass of M108 funds
- The Program Element 13-01 funds provide for health promotion program personnel, including the Tobacco Prevention and Education Program Coordinator (TPEP) and Positive Youth Development Specialist (PYD), deputy director, accountant and indirect costs associated with the org unit. The TPEP work plan includes policy work to create smoke free environments, monitoring of ICAA regulations, youth leadership and engagement, vaping prevention, Community Health Advocacy and Resource Team (CHART) coordination, Place Matters coordination and implementation of health equity work.
- Tobacco Tax Measure 108 funding of \$65K is anticipated, separated into new account line
- Measure 108 funds are distributed to local health authorities to address tobacco-related health disparities and prevent chronic disease related to tobacco and nicotine. These funds will be used on community-based initiatives to address tobacco use prevention, cessation and health equity through community partnerships and training.
- Juul settlement funds of \$18,800 (possibly as much as \$34,900) anticipated in FY23/24. This revenue stream will last 7-10 years. These funds are from the settlement agreement that was the result of a two-year investigation co-led by Connecticut, Texas and Oregon and included over 30 additional states. These monies will fund prevention initiatives to prevent and mitigate the effects of vaping and flavored tobacco, including working with the schools, youth, tobacco retail licensure enforcement, and continuing the bilingual/bicultural vaping prevention campaign.
- Total revenue 29% lower than prior year
- Personnel service expenses expected to increase 3% over prior fiscal year
- Total expenses 55% higher than prior year, mainly due to expenditure of M108 & Juul funds
- Reallocated FTE to other org units
- Estimated Contingency of \$37K anticipated

Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Beginning Balance	13,516	28,092	102,230	74,280	(27,950)	- 27%
Comm. Chronic Disease Prev. PE	15,000	11,164	0	0	0	0%
Tobacco Tax Measure 108	0	0	0	65,000	65,000	100%
Tobacco Prevention PE13-01	114,997	107,184	401,310	196,930	(204,380)	- 50%
Juul Settlement Funds	0	0	0	18,800	18,800	100%
Franchise Fees	90	90	110	110	0	0%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Transfer from General	0	0	0	0	0	0%
Transfer from Other Funds	0	0	0	0	0	0%
Total Revenue:	143,603	146,530	503,650	355,120	(148,530)	- 29%
Total Unappropriated Budget:	28,092	18,671	300,050	39,010	(261,040)	- 87%
Total Budgeted Resources:	115,511	127,859	203,600	316,110	112,510	55%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	62,027	78,831	124,090	122,880	(1,210)	- 0%
Personnel Benefits	21,888	26,022	54,010	59,980	5,970	11%
Materials & Services	31,596	23,006	25,500	133,250	107,750	422%
Total Expenditures:	115,511	127,859	203,600	316,110	112,510	55%

Staffing Summary

Authorized Personnel	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	FTE Change Adopted	% Change Adopted
Total Personnel:	1.70	1.15	1.95	1.78	(0.18)	- 8%

Summary

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Personnel Services							
Public Health Director	82-1086	0	0	0	0	0	0%
Deputy Director of Public Heal	82-1087	0	2,494	12,320	13,160	840	6%
Staff Assistant	82-1191	281	0	0	0	0	0%
Accountant II	82-1848	0	1,115	5,120	5,570	450	8%
Health Promotion Specialist II	82-1872	0	32,521	106,650	104,150	(2,500)	- 2%
Health Promotion Specialist I	82-1873	52,959	39,804	0	0	0	0%
Prev Program Coordinator	82-1882	8,786	2,897	0	0	0	0%
Temporary - Clinical Help	82-1905	0	0	0	0	0	0%
Temporary Help	82-1941	0	0	0	0	0	0%
Overtime	82-1945	252	0	0	0	0	0%
Remuneration	82-1947	14	0	0	0	0	0%
F.I.C.A.	82-1950	4,676	5,907	9,490	9,400	(90)	- 0%
FMLA	82-1952	0	0	0	490	490	100%
Retirement	82-1955	11,382	9,518	25,030	25,460	430	1%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	3,403	8,468	16,080	20,830	4,750	29%
Dental Insurance	82-1965	1,542	1,096	1,710	1,780	70	4%
HSA/HRA Contribution	82-1966	128	485	750	900	150	20%
Benefits Admin Fees	82-1967	60	46	60	80	20	33%
Life/AD&D Insurance	82-1970	81	109	200	190	(10)	- 5%
Salary Continuation Insur	82-1972	106	125	150	360	210	140%
S.A.I.F.	82-1975	181	201	420	370	(50)	- 11%
Unemployment	82-1980	64	67	120	120	0	0%
Personnel Services Totals:		83,915	104,853	178,100	182,860	4,760	2%
Materials & Services							
Telephones	82-2070	1,210	1,098	1,400	1,360	(40)	- 2%
Program Supplies	82-2140	300	121	1,500	18,720	17,220	1148%
Facilities Rental	82-2143	0	0	0	0	0	0%
Insurance	82-2200	1,131	738	890	1,820	930	104%
Tobacco Tax Meas 108 Expenses	82-2354	0	0	0	28,430	28,430	100%
Membership Fees And Dues	82-2370	210	1,499	350	430	80	22%
Office Supplies	82-2410	1,066	456	200	200	0	0%
Books And Periodicals	82-2413	0	29	0	390	390	100%
Postage And Freight	82-2419	6	11	20	50	30	150%
Printing And Reproduction	82-2425	462	459	430	450	20	4%
Office Furniture & Equipment	82-2454	0	529	910	0	(910)	- 100%
PC Equipment	82-2455	0	0	2,000	2,000	0	0%
Contractual Services	82-2471	16,500	0	2,000	36,000	34,000	1700%

Summary Cont.

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Advertising	82-2605	0	565	1,000	10,000	9,000	900%
Meetings/ Hosting	82-2750	196	93	160	2,000	1,840	1150%
Educational Materials	82-2777	0	129	0	0	0	0%
Fuel - Vehicles	82-2852	25	200	340	200	(140)	- 41%
Education And Training	82-2928	1,190	2,523	500	3,500	3,000	600%
Travel Expenses	82-2930	0	2,256	2,600	7,500	4,900	188%
Reimbursed Mileage	82-2932	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	9,300	12,300	11,200	20,200	9,000	80%
Materials & Services Totals:		31,596	23,006	25,500	133,250	107,750	422%
Total Expenditures:		115,511	127,859	203,600	316,110	112,510	55%

Immunization

Mission Statement

Clatsop County Department of Public Health provides information and services to residents that are relevant and timely to assure the community's health.

Department Overview

The immunization program supports community outreach activities that promote children's immunization levels to ensure community protection from vaccine-preventable diseases. The success of this program requires strong community partnerships and coordination.

Major Accomplishments

- Participated in Quality Improvement Plan for Providers to increase HPV completion rates
- Hosted Boost Oregon Immunization presentation on Vaccine Hesitancy presenter Dr. Ryan Hassan
- Use of Mobile Medical Van for Covid-19 & Flu vaccine outreach to businesses, migrant workers, Senior Centers, and rural areas of the county Knappa, Jewell, and Arch Cape
- Assistance to qualifying entities regarding immunization requirements and exclusion in schools and childcare
- Continuation of the Covid Vaccine Taskforce
- Flu outreach
- VFC site at Jewell SBHC
- Collaboration with community-based organizations and local providers

Budget Highlights

- 2 OHA Program Elements (PE01-10 OIP Cares & PE43-01 OR Immunization) included in org 4129
- Beginning balance includes PE01-10 funds carried over from prior year
- Total revenue 22% lower than prior year due to previous PE01-10 funding already counted as revenue in FY22/23
- Remaining PE01-10 funds to be fully expended in FY23/24 and no additional funding from this source is anticipated
- Personnel service expenses expected to increase 9% over prior fiscal year
- Total expenses 5% lower than prior year
- Reallocated FTE from other org units
- Org 4129 estimated to breakeven in FY23/24

Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Beginning Balance	0	179,191	256,630	251,010	(5,620)	- 2%
Or Health Immun Project PE43-0	33,549	621	13,320	12,300	(1,020)	- 7%
St. - OR Health Immun Project	0	0	0	0	0	0%
OIP CARES Grant PE01-10	209,890	104,350	60,940	0	(60,940)	- 100%
NWRESD Vaccine Project	0	0	0	0	0	0%
CPCCO Vaccine Outreach	2,000	1,000	0	0	0	0%
CPCCO EOT Funds	0	0	0	0	0	0%
Rev. Refunds & Reim.	0	0	0	2,070	2,070	100%
Transfer from General	3,580	3,580	10,670	0	(10,670)	- 100%
Total Revenue:	249,018	288,742	341,560	265,380	(76,180)	- 22%
Total Unappropriated Budget:	181,369	221,378	60,940	0	(60,940)	- 100%
Total Budgeted Resources:	67,650	67,364	280,620	265,380	(15,240)	- 5%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	45,591	21,901	53,620	59,770	6,150	11%
Personnel Benefits	14,437	8,356	20,260	20,910	650	3%
Materials & Services	7,622	37,107	206,740	184,700	(22,040)	- 10%
Total Expenditures:	67,650	67,364	280,620	265,380	(15,240)	- 5%

Staffing Summary

Authorized Personnel	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	FTE Change Adopted	% Change Adopted
Total Personnel:	0.15	0.15	0.50	0.54	0.04	7%

Summary

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Personnel Services							
Public Health Director	82-1086	0	7,679	18,630	17,290	(1,340)	- 7%
Deputy Director of Public Heal	82-1087	0	1,884	0	0	0	0%
Public Health Director - Casua	82-1090	0	0	0	0	0	0%
Admin Assistant III	82-1181	0	0	0	0	0	0%
Admin Assistant II	82-1182	0	0	0	0	0	0%
Program Assistant III	82-1184	0	0	0	0	0	0%
Program Assistant II	82-1185	0	0	0	6,470	6,470	100%
Staff Assistant	82-1191	1,955	868	5,610	0	(5,610)	- 100%
Environmental Health Specialis	82-1197	2,810	0	0	0	0	0%
Clinical Mgr/Nursing Superviso	82-1206	0	3,721	24,260	26,160	1,900	7%
Public Health Nurse II	82-1209	38,169	31	0	0	0	0%
Public Health Nurse III	82-1210	0	2,058	0	4,730	4,730	100%
Reproductive Health Provider	82-1215	0	1,493	0	0	0	0%
Accountant II	82-1848	0	1,173	5,120	5,120	0	0%
Health Promotion Specialist II	82-1872	0	2,995	0	0	0	0%
Health Promotion Specialist I	82-1873	625	0	0	0	0	0%
Disease Intervention Specialis	82-1880	0	0	0	0	0	0%
Prev Program Coordinator	82-1882	2,033	0	0	0	0	0%
Temporary - Clinical Help	82-1905	0	0	0	0	0	0%
Temporary Help	82-1941	0	67	0	0	0	0%
Overtime	82-1945	0	0	0	0	0	0%
Remuneration	82-1947	11	0	0	0	0	0%
F.I.C.A.	82-1950	3,515	1,646	4,110	4,590	480	11%
FMLA	82-1952	0	0	0	240	240	100%
Retirement	82-1955	7,859	4,157	11,970	12,440	470	3%
Medical Waiver	82-1963	426	19	120	250	130	108%
Medical Insurance	82-1964	612	1,795	3,010	2,370	(640)	- 21%
Dental Insurance	82-1965	1,118	224	470	460	(10)	- 2%
HSA/HRA Contribution	82-1966	627	318	220	140	(80)	- 36%
Benefits Admin Fees	82-1967	0	0	10	10	0	0%
Life/AD&D Insurance	82-1970	82	54	50	60	10	20%
Salary Continuation Insur	82-1972	17	1	80	120	40	50%
S.A.I.F.	82-1975	131	59	170	170	0	0%
Unemployment	82-1980	38	16	50	60	10	20%
Personnel Services Totals:		60,028	30,256	73,880	80,680	6,800	9%
Materials & Services							
Telephones	82-2070	248	563	520	730	210	40%
Program Supplies	82-2140	0	121	0	90	90	100%

Summary Cont.

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Maintenance - Equipment	82-2260	62	320	300	190	(110)	- 36%
General Equipment	82-2268	5,760	0	0	0	0	0%
Medical Supplies	82-2345	32	2,288	880	0	(880)	- 100%
Membership Fees And Dues	82-2370	150	258	220	300	80	36%
Office Supplies	82-2410	40	435	140	100	(40)	- 28%
Postage And Freight	82-2419	0	0	0	10	10	100%
Printing And Reproduction	82-2425	87	59	50	100	50	100%
PC Equipment	82-2455	0	1,188	0	0	0	0%
Contractual Services	82-2471	0	0	0	40	40	100%
OIP CARES Expenses	82-2479	0	3,150	0	0	0	0%
CPCCO EOT Expenses	82-2485	0	0	0	0	0	0%
COVID19 Emerg Prep	82-2489	0	25,634	198,470	174,510	(23,960)	- 12%
Educational Materials	82-2777	0	1,043	250	0	(250)	- 100%
Fuel - Vehicles	82-2852	44	63	500	510	10	2%
Recruitment Expense	82-2880	0	0	0	0	0	0%
Vehicle Rental	82-2920	0	0	0	0	0	0%
Vehicle Maintenance & Use	82-2923	0	0	500	0	(500)	- 100%
Education And Training	82-2928	0	385	300	1,000	700	233%
Travel Expenses	82-2930	0	0	2,010	2,220	210	10%
Reimbursed Mileage	82-2932	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	1,200	1,600	2,600	4,900	2,300	88%
Materials & Services Totals:		7,622	37,107	206,740	184,700	(22,040)	- 10%
Capital Outlay							
Miscellaneous Equipment	82-4900	0	0	0	0	0	0%
Capital Outlay Totals:		0	0	0	0	0	0%
Total Expenditures:		67,650	67,364	280,620	265,380	(15,240)	- 5%

Babies First

Mission Statement

Clatsop County Department of Public Health provides information and services to residents that are relevant and timely to assure the community's health.

Department Overview

Babies First is a component of the Child and Adolescent Health Services block grant. Babies First aims to improve the early identification of infants and young children at risk of developmental delay because of health/medical, and social problems. Through home visits, a Public Health Nurse assesses infants' and young children's health and development and provides appropriate interventions and referrals. The program is part of a state comprehensive data collection system that screens and tracks at-risk infants.

CaCoon offers case-management to infants and children up to age 18 experiencing chronic health conditions and may be intellectually or developmentally delayed (IDD). Oregon Health and Sciences University (OHSU) funds this program.

Community Connections is a multidisciplinary case-management clinic that coordinates medical and educational professionals involved with infants and children who are often part of the CaCoon and Babies First programs. Funding supports administrative time to coordinate Community Connections clinics. The public health nurse is an integral member of the team.

Family Connects an evidence-based universal home visiting program available to all mothers in Oregon regardless of economic status. Reimbursed is required by all insurance payors.

Major Accomplishments

- Returned to in person home visits
- Increased efficiency and continuity of care from paper documentation to the EHR by implementing the Maternal Child Health Navigator within the existing OCHIN/EPIC workspace.
- Implemented THEO (Tracking Home Visiting Effectiveness) Data collection program
- Elevated lead levels are linked to adverse Neurological/Developmental outcomes. Implemented Lead Risk Assessment screening with local medical providers.
- Collaboration with CPCCO Population health specialist to increase resources for the treatment of head lice.
- Collaboration with Clatsop Community Action to train Community Health Worker as Certified Lactation Specialist

Budget Highlights

- 4 OHA Program Elements (PE42-03 MCH Prenatal, PE42-04 Babies 1st, PE42-06 MCH GF & PE42-11 MCH Title V) included in org 4133
- NW Regional ESD CCN revenue of \$10K gone since CCDPH no longer participating in program that had minimal collaborative interest
- Total revenue 3% higher than prior year (including GF support)
- Personnel service expenses expected to increase 2% over prior fiscal year
- Total expenses 4% higher than prior year
- Reallocated FTE to other org units
- Org 4133 estimated to require GF support of \$119K in FY23/24, an increase of 64% over prior year. While overall revenues and expenses have increased modestly over prior year, lack of beginning balance and CCN revenue from prior year results in need for greater GF support.

Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Beginning Balance	26,247	37,761	22,710	950	(21,760)	- 95%
MCH-CAH - GF PE42-06	1,926	1,917	1,962	1,960	(2)	- 0%
St. - MCH-CAH-GF PE42-06	1,925	1,917	1,962	1,960	(2)	- 0%
MCH Title V - CAH PE42-11	20,803	20,680	21,226	21,230	4	0%
St. - MCH Prenatal - GF PE42-0	1,027	1,022	1,046	1,050	4	0%
MCH Title V - Flex Funds	(1)	0	0	0	0	0%
MCH Prenatal - GF PE42-03	1,027	1,022	1,046	1,050	4	0%
Universal Home Visiting PE63	44,796	(33,933)	0	0	0	0%
Babies 1st PE42-04	3,281	6,088	6,686	6,690	4	0%
Babies First Fees-TCM	72,504	54,068	75,000	75,000	0	0%
OCCSHYN CCN	0	0	0	0	0	0%
Cacoon-cdrc	5,767	44,528	24,710	18,710	(6,000)	- 24%
CPCCO HR Support	0	0	0	0	0	0%
NW Regional ESD - CCN	10,000	10,000	10,000	0	(10,000)	- 100%
Franchise Fees	0	0	110	110	0	0%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Transfer from General	0	65,000	72,600	119,080	46,480	64%
Total Revenue:	189,302	210,068	239,058	247,790	8,732	3%
Total Unappropriated Budget:	37,761	47,328	838	1,060	222	26%
Total Budgeted Resources:	151,541	162,741	238,220	246,730	8,510	3%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	85,552	99,293	154,390	159,430	5,040	3%
Personnel Benefits	39,784	43,474	66,670	66,880	210	0%
Materials & Services	26,205	19,974	17,160	20,420	3,260	19%
Total Expenditures:	151,541	162,741	238,220	246,730	8,510	3%

Staffing Summary

Authorized Personnel	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	FTE Change Adopted	% Change Adopted
Total Personnel:	2.15	1.15	1.50	1.49	(0.01)	- 0%

Summary

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Personnel Services							
Public Health Director	82-1086	896	3,757	18,630	17,290	(1,340)	- 7%
Public Health Director - Casua	82-1090	0	115	0	0	0	0%
Program Assistant II	82-1185	0	0	0	6,470	6,470	100%
Staff Assistant	82-1191	1,916	1,341	7,920	0	(7,920)	- 100%
Clinical Mgr/Nursing Superviso	82-1206	0	0	24,260	26,160	1,900	7%
Public Health Nurse II	82-1209	80,100	0	0	0	0	0%
Public Health Nurse III	82-1210	0	92,980	98,460	104,390	5,930	6%
Accountant II	82-1848	2,640	1,100	5,120	5,120	0	0%
Temporary - Clinical Help	82-1905	0	0	0	0	0	0%
Overtime	82-1945	456	0	0	0	0	0%
Remuneration	82-1947	11	11	0	0	0	0%
F.I.C.A.	82-1950	6,187	7,190	11,820	12,220	400	3%
FMLA	82-1952	0	0	0	640	640	100%
Retirement	82-1955	15,543	18,563	31,830	33,090	1,260	3%
Medical Waiver	82-1963	25	13	120	250	130	108%
Medical Insurance	82-1964	13,949	13,518	17,430	15,510	(1,920)	- 11%
Dental Insurance	82-1965	1,265	1,404	2,070	1,730	(340)	- 16%
HSA/HRA Contribution	82-1966	1,782	2,255	2,420	2,280	(140)	- 5%
Benefits Admin Fees	82-1967	41	28	40	40	0	0%
Life/AD&D Insurance	82-1970	110	114	150	160	10	6%
Salary Continuation Insur	82-1972	80	80	150	340	190	126%
S.A.I.F.	82-1975	244	243	490	460	(30)	- 6%
Unemployment	82-1980	91	55	150	160	10	6%
Personnel Services Totals:		125,336	142,766	221,060	226,310	5,250	2%
Materials & Services							
Telephones	82-2070	635	771	830	1,010	180	21%
Program Supplies	82-2140	330	156	230	200	(30)	- 13%
Insurance	82-2200	2,314	1,341	1,610	1,660	50	3%
OCHIN EMR Cache	82-2227	0	0	0	0	0	0%
General Equipment	82-2268	0	72	0	0	0	0%
General Equipment	82-2268	0	0	0	0	0	0%
Medical Supplies	82-2345	29	0	0	0	0	0%
Membership Fees And Dues	82-2370	10	258	700	780	80	11%
Office Supplies	82-2410	249	464	330	200	(130)	- 39%
Books And Periodicals	82-2413	53	0	0	0	0	0%
Postage And Freight	82-2419	245	605	130	20	(110)	- 84%
Printing And Reproduction	82-2425	314	446	400	300	(100)	- 25%
Prof And Spec Services	82-2450	75	16	0	0	0	0%

Summary Cont.

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Office Furniture & Equipment	82-2454	0	30	0	30	30	100%
Contractual Services	82-2471	0	0	0	0	0	0%
HSAC Grant Expense	82-2537	1,170	0	0	0	0	0%
Advertising	82-2605	0	0	0	0	0	0%
Meetings/ Hosting	82-2750	0	46	80	0	(80)	- 100%
Educational Materials	82-2777	0	22	0	0	0	0%
Fuel - Vehicles	82-2852	39	195	250	250	0	0%
Recruitment Expense	82-2880	0	0	0	0	0	0%
Vehicle Maintenance & Use	82-2923	51	79	0	0	0	0%
Education And Training	82-2928	45	73	800	960	160	20%
Travel Expenses	82-2930	0	0	0	610	610	100%
Reimbursed Mileage	82-2932	0	0	0	0	0	0%
Refunds and Returns	82-3204	5,147	0	0	0	0	0%
Indirect Cost Allocation	82-3210	15,500	15,400	11,800	14,400	2,600	22%
Materials & Services Totals:		26,205	19,974	17,160	20,420	3,260	19%
Total Expenditures:		151,541	162,741	238,220	246,730	8,510	3%

W I C Program

Mission Statement

Clatsop County Department of Public Health provides information and services to residents that are relevant and timely to assure the community's health.

Department Overview

WIC's mission is to provide leadership, guidance, and resources to local WIC participants, vendors, and partners to ensure quality WIC services that support collective public health efforts. In addition, to safeguard the health of low-income women, infants, and children up to age 5 who are at nutrition risk by providing nutritious foods to supplement diets, information on healthy eating, and referrals to health care. Delivering high quality nutrition services is essential in not only carrying out this mission, but also ensuring that WIC continues to be the premier national public health nutrition program.

Major Accomplishments

Programs resumed to in-person after COVID-19. With the reduction in alternative income/revenue from SNAP, clients are returning to WIC and participant numbers are increasing.

The WIC satellite clinic held at the Seaside Library one a week has relaunched after three years. There has been a consistent increase in participation each month that the Seaside clinic is open.

Staff provided outreach events including the Preparedness Day at Camp Rilea and "Shop with WIC" at local grocery stores.

Outreach events at local farmers markets in Seaside and Astoria resulted in 3,772 Farm Direct Nutrition Program checks distributed to WIC participants that can be used at statewide farmers markets and small farms.

Collaborating with Clatsop Community Action to have a Community Health Worker assist WIC in Seaside to provide bilingual and inclusive services and resources.

Budget Highlights

- 3 OHA Program Elements (PE40-01/PE40-02 WIC Grant & PE40-05 Farmers Market) included in org 4140
- PE40-01/02 revenue lower than prior year by 7% due to program funding cuts
- Total revenue 4% higher than prior year (including GF support)
- Personnel service expenses expected to increase 12% over prior fiscal year
- Total expenses 4% higher than prior year
- Reallocated FTE to other org units
- Org 4140 estimated to require GF support of \$122K in FY23/24, an increase of 86% over prior year. While overall revenues and expenses have increased modestly over prior year, lack of beginning balance and WIC funding cuts from prior year results in need for greater GF support.

Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Beginning Balance	18,824	10,702	32,810	1,090	(31,720)	- 96%
WIC Farmers Market PE40-05	1,367	2,231	2,230	2,120	(110)	- 4%
WIC Grant PE40-01/PE40-02	166,398	175,804	177,250	164,130	(13,120)	- 7%
OHSU Nutrition OR	0	0	0	0	0	0%
Franchise Fees	380	380	440	440	0	0%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Transfer from General	18,160	80,270	66,020	60,010	(6,010)	- 9%
Transfer from American Rescue	0	0	0	62,900	62,900	100%
Total Revenue:	205,129	269,387	278,750	290,690	11,940	4%
Total Unappropriated Budget:	10,702	36,862	0	0	0	0%
Total Budgeted Resources:	194,427	232,526	278,750	290,690	11,940	4%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	79,491	108,551	131,960	150,130	18,170	13%
Personnel Benefits	48,881	52,677	65,410	70,950	5,540	8%
Materials & Services	66,055	71,298	81,380	69,610	(11,770)	- 14%
Total Expenditures:	194,427	232,526	278,750	290,690	11,940	4%

Staffing Summary

Authorized Personnel	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	FTE Change Adopted	% Change Adopted
Total Personnel:	2.10	2.10	2.28	2.27	(0.01)	- 0%

Summary

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Personnel Services							
Public Health Director	82-1086	0	443	0	0	0	0%
Deputy Director of Public Heal	82-1087	0	665	6,160	6,580	420	6%
Admin Assistant III	82-1181	0	0	0	3,230	3,230	100%
Admin Assistant II	82-1182	0	0	0	0	0	0%
Program Assistant III	82-1184	0	0	0	70,510	70,510	100%
Program Assistant II	82-1185	0	0	0	64,690	64,690	100%
Staff Assistant	82-1191	79,491	106,327	120,680	0	(120,680)	- 100%
Accountant II	82-1848	0	1,115	5,120	5,120	0	0%
WIC Nutrition Aide	82-1871	0	0	0	0	0	0%
Temporary Help	82-1941	0	0	0	0	0	0%
Overtime	82-1945	9,242	0	0	0	0	0%
Remuneration	82-1947	1,129	2,137	2,520	2,520	0	0%
F.I.C.A.	82-1950	6,652	8,165	10,290	11,680	1,390	13%
FMLA	82-1952	0	0	0	610	610	100%
Retirement	82-1955	16,313	22,672	27,470	31,910	4,440	16%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	12,374	15,093	19,370	18,570	(800)	- 4%
Dental Insurance	82-1965	1,098	1,471	2,010	1,610	(400)	- 19%
HSA/HRA Contribution	82-1966	1,428	2,386	2,720	2,700	(20)	- 0%
Benefits Admin Fees	82-1967	37	33	40	40	0	0%
Life/AD&D Insurance	82-1970	112	200	230	240	10	4%
Salary Continuation Insur	82-1972	130	150	170	450	280	164%
S.A.I.F.	82-1975	267	281	460	470	10	2%
Unemployment	82-1980	99	89	130	150	20	15%
Personnel Services Totals:		128,372	161,227	197,370	221,080	23,710	12%
Materials & Services							
Telephones	82-2070	796	741	720	840	120	16%
Insurance	82-2200	1,527	1,992	2,400	2,460	60	2%
Maintenance - Equipment	82-2260	202	0	200	0	(200)	- 100%
General Equipment	82-2268	467	0	0	0	0	0%
Medical Supplies	82-2345	12	0	250	0	(250)	- 100%
WIC Supplies	82-2348	843	0	1,000	250	(750)	- 75%
Membership Fees And Dues	82-2370	145	258	290	370	80	27%
Office Supplies	82-2410	517	630	490	100	(390)	- 79%
Books And Periodicals	82-2413	0	0	0	0	0	0%
Postage And Freight	82-2419	4,692	4,500	3,500	2,410	(1,090)	- 31%
Records And Forms	82-2422	0	0	0	0	0	0%
Printing And Reproduction	82-2425	657	850	790	700	(90)	- 11%

Summary Cont.

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Prof And Spec Services	82-2450	37	79	40	50	10	25%
Office Furniture & Equipment	82-2454	108	0	0	30	30	100%
Contractual Services	82-2471	0	0	0	90	90	100%
Registered Dietician	82-2500	3,000	4,825	6,000	7,200	1,200	20%
OHSU Nutrition OR Exp	82-2538	0	0	0	0	0	0%
Educational Materials	82-2777	252	220	0	0	0	0%
Fuel - Vehicles	82-2852	0	0	300	310	10	3%
Vehicle Maintenance & Use	82-2923	0	0	500	0	(500)	- 100%
Fraudulent Procurement Charges	82-2925	0	0	0	0	0	0%
Education And Training	82-2928	0	73	200	0	(200)	- 100%
Travel Expenses	82-2930	0	30	4,500	0	(4,500)	- 100%
Reimbursed Mileage	82-2932	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	52,800	57,100	60,200	54,800	(5,400)	- 8%
Materials & Services Totals:		66,055	71,298	81,380	69,610	(11,770)	- 14%
Total Expenditures:		194,427	232,526	278,750	290,690	11,940	4%

Family Planning

Mission Statement

Clatsop County Department of Public Health provides information and services to residents that are relevant and timely to assure the community's health.

Department Overview

Reproductive Health Services offers no or low-cost reproductive health services and birth control. Clients are not denied care or subject to any variation in the quality of services based on their inability to pay. Reduction of unintended pregnancy is the primary goal, including prevention of adolescent pregnancies. The program is dedicated to providing access to high-quality, culturally-responsive reproductive and sexual health services.

Clinical Services include:

- a. A broad range of contraceptives
- b. Pregnancy testing and counseling on all pregnancy options, including parenting, abortion and adoption.
- c. Counseling and education to assist with achieving or preventing pregnancy.
- d. Basic infertility
- e. Sexually transmitted infection (STI) screening and treatment within the context of a reproductive health visit.
- f. Preconception health; and
- g. Breast and cervical cancer screening, within the context of a reproductive health visit.
- h. Staff participates in a variety of community planning and outreach activities.

Major Accomplishments

- Offered outreach using Mobile Medical Van to Tongue Point Job Corps
- Explored more community outreach utilizing Mobile Medical Van for RH services
- RH one-time mini grant awarded to provide community awareness of RH program
- RH Program supported OMNI Health Equity training for PH staff
- Onboarded new RH provider
- RH provider resuming outreach to School District Health Classes

Budget Highlights

- 1 OHA Program Element (PE46-05 RH) included in org 4160
- PE46-05 Reproductive Health revenue anticipated to remain level with prior year
- RH fee usage streamlined to reduce redundancy
- Total revenue 7% higher than prior year (including GF support)
- Personnel service expenses expected to increase 11% over prior fiscal year
- Total expenses 7% higher than prior year
- Reallocated FTE from other org units
- Org 4160 estimated to require GF support of \$162K in FY23/24, an increase of 17% over prior year. While overall revenues have increased modestly over prior year, lack of OHA support (~\$17K/year) and increasing costs from prior year results in need for greater GF support.

Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Beginning Balance	13,687	0	3,430	14,510	11,080	323%
PE46-05 RH Community Participa	11,907	5,731	17,076	17,080	4	0%
RH Corrections Grant	0	0	0	0	0	0%
RH Mini-Grant	0	0	0	0	0	0%
RH Community Participation - F	0	0	0	0	0	0%
Medicaid MAC	12,500	0	0	0	0	0%
Family Planning Fees	975	1,698	1,900	0	(1,900)	- 100%
Public Health Donations	1,262	1,573	1,940	1,000	(940)	- 48%
CCARE Fees	36,497	34,734	35,000	25,110	(9,890)	- 28%
CCARE Drugs	9,606	9,156	9,000	9,550	550	6%
CCARE Lab Tests	583	4,578	2,120	4,230	2,110	99%
Vasectomy Revenue	0	0	0	0	0	0%
Vasectomy Revenue OVP	0	0	0	800	800	100%
Insurance Fees-Private	7,207	8,372	7,500	37,520	30,020	400%
OMAP Fees	2,553	0	2,500	0	(2,500)	- 100%
CCO Fees	17,489	22,063	30,270	0	(30,270)	- 100%
DMAP/CCO Drugs	3,891	645	4,500	0	(4,500)	- 100%
Screenwise	0	0	0	0	0	0%
CareOregon Stabilization Fund	0	0	0	0	0	0%
Franchise Fees	200	200	240	240	0	0%
Rev. Refunds & Reim.	70	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Transfer from General	23,450	98,000	137,690	0	(137,690)	- 100%
Transfer from American Rescue	0	0	0	162,100	162,100	100%
Total Revenue:	141,877	186,751	253,166	272,140	18,974	7%
Total Unappropriated Budget:	(3,237)	9,255	976	0	(976)	- 100%
Total Budgeted Resources:	145,114	177,496	252,190	272,140	19,950	7%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	43,246	64,440	119,540	133,660	14,120	11%
Personnel Benefits	16,817	22,742	50,370	54,490	4,120	8%
Materials & Services	85,051	90,314	82,280	83,990	1,710	2%
Total Expenditures:	145,114	177,496	252,190	272,140	19,950	7%

Staffing Summary

Authorized Personnel	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	FTE Change Adopted	% Change Adopted
Total Personnel:	1.10	1.10	1.30	1.34	0.04	2%

Summary

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Personnel Services							
Public Health Director	82-1086	0	0	18,630	17,290	(1,340)	- 7%
Deputy Director of Public Heal	82-1087	0	208	0	0	0	0%
Public Health Director - Casua	82-1090	0	0	0	0	0	0%
Admin Assistant III	82-1181	0	0	0	0	0	0%
Admin Assistant II	82-1182	0	0	0	0	0	0%
Admin Assistant I	82-1183	0	0	0	0	0	0%
Program Assistant III	82-1184	0	0	0	29,110	29,110	100%
Program Assistant II	82-1185	0	0	0	0	0	0%
Program Assistant I	82-1186	0	0	0	0	0	0%
Staff Assistant	82-1191	20,569	26,808	28,070	0	(28,070)	- 100%
Environmental Health Superviso	82-1194	0	30	0	0	0	0%
Environmental Health Specialis	82-1195	0	134	0	0	0	0%
Environmental Health Specialis	82-1197	0	214	0	0	0	0%
PHEP Coordinator	82-1199	0	0	0	0	0	0%
Clinical Provider	82-1201	22,635	19,728	0	0	0	0%
Community Health Project Manag	82-1203	0	0	0	0	0	0%
Clinical Mgr/Nursing Superviso	82-1206	0	279	24,260	26,160	1,900	7%
Public Health Nurse II	82-1209	42	802	0	0	0	0%
Public Health Nurse III	82-1210	0	1,362	0	9,940	9,940	100%
Reproductive Health Provider	82-1215	0	13,090	43,460	46,040	2,580	5%
Permit Technician I	82-1729	0	38	0	0	0	0%
Accountant II	82-1848	0	1,123	5,120	5,120	0	0%
Health Promotion Specialist II	82-1872	0	609	0	0	0	0%
Health Promotion Specialist I	82-1873	0	13	0	0	0	0%
Disease Intervention Specialis	82-1880	0	0	0	0	0	0%
Remuneration	82-1947	35	42	0	0	0	0%
F.I.C.A.	82-1950	2,993	4,707	9,140	10,240	1,100	12%
FMLA	82-1952	0	0	0	540	540	100%
Retirement	82-1955	5,421	7,911	26,940	29,150	2,210	8%
Medical Waiver	82-1963	1	5	0	130	130	100%
Medical Insurance	82-1964	6,923	7,886	10,990	11,080	90	0%
Dental Insurance	82-1965	577	735	1,260	1,210	(50)	- 3%
HSA/HRA Contribution	82-1966	608	1,103	1,320	1,290	(30)	- 2%
Benefits Admin Fees	82-1967	14	15	20	30	10	50%
Life/AD&D Insurance	82-1970	40	67	90	100	10	11%
Salary Continuation Insur	82-1972	37	36	110	200	90	81%

Summary Cont.

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
S.A.I.F.	82-1975	124	174	380	390	10	2%
Unemployment	82-1980	45	62	120	130	10	8%

Personnel Services Totals:		60,063	87,182	169,910	188,150	18,240	10%
Materials & Services							
Telephones	82-2070	165	163	180	140	(40)	- 22%
Food	82-2130	0	364	0	110	110	100%
Insurance	82-2200	1,131	738	890	910	20	2%
OCHIN Billing Fees	82-2225	6,891	7,000	6,140	6,590	450	7%
OCHIN EMR Billing	82-2226	850	1,245	1,200	740	(460)	- 38%
Lockbox Fees	82-2230	984	922	990	880	(110)	- 11%
License And Permit Fees	82-2240	34	50	80	0	(80)	- 100%
Maintenance - Equipment	82-2260	93	788	0	0	0	0%
Medicaid Reimbursement	82-2342	0	0	0	0	0	0%
Medical Supplies	82-2345	732	113	140	130	(10)	- 7%
Med Supplies Reimbursable	82-2346	18,360	19,123	17,920	21,240	3,320	18%
MAC Admin Fees	82-2350	240	420	190	60	(130)	- 68%
Membership Fees And Dues	82-2370	475	1,058	280	360	80	28%
Office Supplies	82-2410	118	704	750	250	(500)	- 66%
Books And Periodicals	82-2413	0	0	0	0	0	0%
Postage And Freight	82-2419	48	12	20	60	40	200%
Records And Forms	82-2422	23	19	0	10	10	100%
Printing And Reproduction	82-2425	861	921	790	590	(200)	- 25%
Prof And Spec Services	82-2450	26	0	0	0	0	0%
Office Furniture & Equipment	82-2454	230	906	0	30	30	100%
PC Equipment	82-2455	0	544	180	0	(180)	- 100%
Lab Services	82-2503	4,515	4,198	4,560	4,420	(140)	- 3%
Vasectomy Services	82-2507	2,805	800	0	0	0	0%
Rep Health Outreach Grant Expe	82-2519	1,070	0	0	0	0	0%
RH Corrections Grant Expense	82-2547	0	0	0	0	0	0%
RH Mini-Grant Expenses	82-2550	0	0	0	0	0	0%
Publi. And Legal Notices	82-2600	240	247	210	270	60	28%
Advertising	82-2605	0	274	500	500	0	0%
Educational Materials	82-2777	61	0	250	0	(250)	- 100%
Fuel - Vehicles	82-2852	0	0	100	200	100	100%
Recruitment Expense	82-2880	0	0	0	0	0	0%
Education And Training	82-2928	0	1,006	0	800	800	100%
Travel Expenses	82-2930	0	0	2,010	0	(2,010)	- 100%
Reimbursed Mileage	82-2932	0	0	0	0	0	0%
Patient Refunds	82-3007	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	45,100	48,700	44,900	45,700	800	1%
Materials & Services Totals:		85,051	90,314	82,280	83,990	1,710	2%
Total Expenditures:		145,114	177,496	252,190	272,140	19,950	7%

School-Based Health Centers

Mission Statement

Clatsop County Department of Public Health provides information and services to residents that are relevant and timely to assure the community's health.

Department Overview

School Based Health Centers (SBHC) are a vital community tool to increase access to health care. SBHCs are medical clinics located on school grounds that offer a full range of physical, behavioral and preventative health services regardless of ability to pay. Youth Advisory Councils (YAC) made up of students are integral to SBHC's youth-centered model.

Major Accomplishments

- The SBHC project was resurrected after a COVID-19 hiatus during the summer of 2021 and has continued to make progress for the clinic to become operational.
- Provider contract has been secured with Tonya Frederick
- Clatsop County Public Health Department is serving as the medical sponsor.
- Clinic is providing medical services for staff and students in the Jewell School District and those 18 years old and younger residing in the Jewell School District but not enrolled in the district.
- Implementation and opening of the Jewell School Based Health Center March 6th, 2023 opening date
- Certification application submitted

Budget Highlights

- 1 OHA Program Element (PE44-01 SBHC) included in org 4163
- PE44-01 SBHC not yet awarded, pending certification following hiring of medical provider
- Total revenue 21% lower than prior year (including ARPA support)
- Personnel service expenses expected to increase 20% over prior fiscal year
- Total expenses 17% higher than prior year
- Reallocated FTE from other org units
- Org 4163 estimated to require ARPA support of \$125K in FY23/24, same as prior year.
- Hiring of medical provider anticipated to lead to certification of SBHC. Mental Health expansion grant not anticipated due to lack of qualified personnel.

Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	0	0	0	0%
Mental Health Expansion Grant	0	0	50,000	0	(50,000)	- 100%
School Based Health Center PE4	0	0	60,000	60,000	0	0%
CDC PH Infrastructure Funding	0	0	0	0	0	0%
Public Health Donations	0	0	0	0	0	0%
Insurance Fees-Private	0	0	0	0	0	0%
OMAP Fees	0	0	0	0	0	0%
CCO Fees	0	0	0	0	0	0%
Clinic Fees	0	0	500	0	(500)	- 100%
Adult Immunizations	0	0	500	0	(500)	- 100%
Vaccines Fees	0	0	100	0	(100)	- 100%
Vaccine - OHP	0	0	0	0	0	0%
CCO Imms	0	0	100	0	(100)	- 100%
Vaccine - Ins.	0	0	0	0	0	0%
Col Pacific CCO Grant	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Transfer from American Rescue	0	0	125,000	125,000	0	0%
Total Revenue:	0	0	236,200	185,000	(51,200)	- 21%
Total Unappropriated Budget:	0	0	79,130	0	(79,130)	- 100%
Total Budgeted Resources:	0	0	157,070	185,000	27,930	17%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	0	0	60,440	76,840	16,400	27%
Personnel Benefits	0	0	26,680	27,580	900	3%
Materials & Services	0	0	69,950	80,580	10,630	15%
Total Expenditures:	0	0	157,070	185,000	27,930	17%

Staffing Summary

Authorized Personnel	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	FTE Change Adopted	% Change Adopted
Total Personnel:	0.00	0.00	0.65	0.79	0.14	20%

Summary

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Personnel Services							
Public Health Director	82-1086	0	0	0	17,290	17,290	100%
Deputy Director of Public Heal	82-1087	0	0	12,320	0	(12,320)	- 100%
Admin Assistant III	82-1181	0	0	0	0	0	0%
Program Assistant III	82-1184	0	0	0	0	0	0%
Program Assistant II	82-1185	0	0	0	12,940	12,940	100%
Staff Assistant	82-1191	0	0	0	0	0	0%
Clinical Mgr/Nursing Superviso	82-1206	0	0	12,130	13,080	950	7%
Public Health Nurse II	82-1209	0	0	26,380	0	(26,380)	- 100%
Public Health Nurse III	82-1210	0	0	0	28,410	28,410	100%
Accountant II	82-1848	0	0	5,120	5,120	0	0%
Health Promotion Specialist II	82-1872	0	0	4,490	0	(4,490)	- 100%
Temporary - SBHC Coordinator	82-1901	0	0	0	0	0	0%
F.I.C.A.	82-1950	0	0	4,620	5,910	1,290	27%
FMLA	82-1952	0	0	0	310	310	100%
Retirement	82-1955	0	0	13,790	16,000	2,210	16%
Medical Waiver	82-1963	0	0	0	370	370	100%
Medical Insurance	82-1964	0	0	6,410	3,460	(2,950)	- 46%
Dental Insurance	82-1965	0	0	760	510	(250)	- 32%
HSA/HRA Contribution	82-1966	0	0	650	410	(240)	- 36%
Benefits Admin Fees	82-1967	0	0	50	50	0	0%
Life/AD&D Insurance	82-1970	0	0	70	80	10	14%
Salary Continuation Insur	82-1972	0	0	80	180	100	125%
S.A.I.F.	82-1975	0	0	190	220	30	15%
Unemployment	82-1980	0	0	60	80	20	33%
Personnel Services Totals:		0	0	87,120	104,420	17,300	19%
Materials & Services							
Telephones	82-2070	0	0	0	360	360	100%
Unapportioned Projects	82-2129	0	0	0	0	0	0%
Insurance	82-2200	0	0	0	380	380	100%
OCHIN Billing Fees	82-2225	0	0	1,000	0	(1,000)	- 100%
OCHIN EMR Billing	82-2226	0	0	500	0	(500)	- 100%
License And Permit Fees	82-2240	0	0	100	0	(100)	- 100%
Maintenance S.I.G.	82-2300	0	0	2,500	0	(2,500)	- 100%
Medical Supplies	82-2345	0	0	7,500	0	(7,500)	- 100%
Membership Fees And Dues	82-2370	0	0	670	750	80	11%
Office Supplies	82-2410	0	0	1,000	60	(940)	- 94%
Books And Periodicals	82-2413	0	0	140	50	(90)	- 64%
Postage And Freight	82-2419	0	0	0	0	0	0%

Summary Cont.

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Printing And Reproduction	82-2425	0	0	250	140	(110)	- 44%
PC Equipment	82-2455	0	0	0	0	0	0%
Contractual Medical Services	82-2464	0	0	0	0	0	0%
Contractual Services	82-2471	0	0	51,340	78,070	26,730	52%
Lab Services	82-2503	0	0	0	0	0	0%
State Vaccines	82-2509	0	0	100	0	(100)	- 100%
Locally Owned Vaccine	82-2511	0	0	500	0	(500)	- 100%
SBHC Expense	82-2536	0	0	0	680	680	100%
Educational Materials	82-2777	0	0	0	0	0	0%
Fuel - Vehicles	82-2852	0	0	840	0	(840)	- 100%
Vehicle Maintenance & Use	82-2923	0	0	750	0	(750)	- 100%
Education And Training	82-2928	0	0	500	0	(500)	- 100%
Travel Expenses	82-2930	0	0	2,260	90	(2,170)	- 96%
Reimbursed Mileage	82-2932	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	0	0	0	0	0	0%
Materials & Services Totals:		0	0	69,950	80,580	10,630	15%
Total Expenditures:		0	0	157,070	185,000	27,930	17%

Disease and Overdose Prevention

Mission Statement

Clatsop County Department of Public Health provides information and services to residents that are relevant and timely to assure the community's health.

Department Overview

The Disease and Overdose Prevention program implements strategies that prevent opioid overuse, misuse, substance use disorder, overdose, and opioid-related harms. Funds are targeting counties or regions with a high burden of drug opioid overdose deaths and hospitalizations.

Major Accomplishments

Staff capacity was increased with the addition of the Public Health Emergency Preparedness Coordinator to develop an Overdose Emergency Response Plan for Clatsop County.

Disease and Overdose prevention staff partnered to work with local school districts, Chambers of Commerce, business associations, law enforcement and other community partners to increase Naloxone availability in the community.

In collaboration with the Drug Enforcement Administration's High Intensity Trafficking Area (HIDA) a training for first responders and law enforcement on ODMAPS, a surveillance system to create unified overdose data collection, was provided.

Public Health implemented a community event for Overdose Awareness Day. This event, held in August, included Naloxone training, art projects, food, memorials, testimonials, and a candlelight vigil.

A fentanyl awareness campaign was initiated.

Staff provide leadership to the statewide Save Lives Oregon Clearinghouse. In this role Public Health provides technical assistance to harm reduction programs and to special districts to obtain Naloxone through the OHA Clearinghouse and the leave behind program.

Syringe exchange services continued throughout the pandemic collaborating with community partners to offer onsite OHP assistors and Clatsop Behavioral Healthcare to have Prime Plus Peer Support Specialist to offer onsite resources and referrals for treatment. The Harm Reduction Program reports 91 referrals to recovery programs and medical/dental providers, 1030 doses of Naloxone have been distributed since 07/01/2022 and participants report 45 overdose reversals since 07/01/2022.

Budget Highlights

- 2 OHA Program Elements (PE27-04 PDOP & PE62 Overdose Prevention) included in org 4168
- Org name changing to “Disease and Overdose Prevention” to better reflect work performed
- Beginning balance includes Behavioral Health Resource Network (BHRN) funds carried over from prior year
- PE27-04 will be substantially less than prior years since our harm reduction technical assistance work with Columbia and Tillamook counties is complete. Funding of an estimated \$25,000 will be provided for our continued participation in Save Lives Oregon. This is an 86% reduction from the prior year. This reduction will be offset by reducing program supplies and utilizing unspent BHRN funds carried over from prior year.
- Total revenue 51% lower than prior year due to reduction of PE27-04 funding and previous BHRN funding already counted as revenue in FY22/23
- CPCCO Harm Reduction Supply Support of \$50K remains at same level as prior year
- Personnel service expenses expected to decrease 22% from prior fiscal year
- BHRN expenditures include personnel, services and supplies costs. This program is in partnership with OHA and is a health-based approach to substance use and overdose prevention as part of Measure 110 Drug Addiction Treatment and Recovery Act.
- Total expenses remain at about the same level as prior year
- FTE remains the same as prior year
- Org 4168 estimated to breakeven in FY23/24

Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Beginning Balance	13,269	23,777	144,560	122,600	(21,960)	- 15%
HIV & STD Prevention PE10-02	0	0	0	0	0	0%
BHRN Grant	0	0	234,490	44,600	(189,890)	- 80%
PH Infrastructure PE51-05	0	0	0	0	0	0%
PE62 Prescription Drug OD Prev	50,257	60,103	103,520	103,520	0	0%
PE 07 HIV Prevention	0	0	0	0	0	0%
Columbia Co PH	1,736	5,430	0	0	0	0%
PE27-04 Harm Reduction/Naloxon	123,466	92,293	184,630	25,000	(159,630)	- 86%
Columbia Health Services HR	0	0	0	0	0	0%
CPCCO CWIF Grant	0	0	0	0	0	0%
CPCCO HR Support	57,166	65,217	50,000	50,000	0	0%
Rev. Refunds & Reim.	108	250	300	300	0	0%
Total Revenue:	246,001	247,070	717,500	346,020	(371,480)	- 51%
Total Unappropriated Budget:	23,777	(23,456)	373,560	1,540	(372,020)	- 99%
Total Budgeted Resources:	222,224	270,526	343,940	344,480	540	0%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	82,909	80,481	161,120	127,300	(33,820)	- 20%
Personnel Benefits	35,350	42,197	94,350	69,370	(24,980)	- 26%
Materials & Services	65,975	147,848	88,470	147,810	59,340	67%
Capital Outlay	37,991	0	0	0	0	0%
Total Expenditures:	222,224	270,526	343,940	344,480	540	0%

Staffing Summary

Authorized Personnel	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	FTE Change Adopted	% Change Adopted
Total Personnel:	1.55	1.40	1.58	1.58	0.00	0%

Summary

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Personnel Services							
Public Health Director	82-1086	582	754	0	0	0	0%
Deputy Director of Public Heal	82-1087	0	13,325	36,960	13,160	(23,800)	- 64%
Admin Assistant I	82-1183	0	0	0	5,200	5,200	100%
Program Assistant II	82-1185	0	0	0	35,200	35,200	100%
Staff Assistant	82-1191	24,601	24,600	56,910	0	(56,910)	- 100%
PHEP Coordinator	82-1199	0	0	0	0	0	0%
Clinical Mgr/Nursing Superviso	82-1206	0	1,913	12,130	13,080	950	7%
Public Health Nurse II	82-1209	17,080	477	0	0	0	0%
Public Health Nurse III	82-1210	0	5,685	17,510	19,880	2,370	13%
Accountant II	82-1848	5,281	1,738	5,120	5,120	0	0%
Health Promotion Specialist II	82-1872	0	13,834	32,490	35,660	3,170	9%
Health Promotion Specialist I	82-1873	16,126	6,133	0	0	0	0%
Prev Program Coordinator	82-1882	19,240	12,020	0	0	0	0%
Temporary - Clinical Help	82-1905	736	379	0	4,800	4,800	100%
Overtime	82-1945	49	265	0	0	0	0%
F.I.C.A.	82-1950	6,162	5,912	12,330	10,110	(2,220)	- 18%
FMLA	82-1952	0	0	0	530	530	100%
Retirement	82-1955	12,542	15,321	31,010	26,380	(4,630)	- 14%
Medical Waiver	82-1963	145	9	0	0	0	0%
Medical Insurance	82-1964	12,167	16,318	41,470	22,370	(19,100)	- 46%
Dental Insurance	82-1965	1,123	1,496	4,410	1,860	(2,550)	- 57%
HSA/HRA Contribution	82-1966	1,907	1,988	3,950	2,190	(1,760)	- 44%
Benefits Admin Fees	82-1967	10	25	20	30	10	50%
Life/AD&D Insurance	82-1970	94	117	260	240	(20)	- 7%
Salary Continuation Insur	82-1972	98	118	230	340	110	47%
S.A.I.F.	82-1975	244	188	510	390	(120)	- 23%
Unemployment	82-1980	72	59	160	130	(30)	- 18%
Personnel Services Totals:		118,258	122,678	255,470	196,670	(58,800)	- 23%

Materials & Services

Telephones	82-2070	116	623	600	770	170	28%
Program Supplies	82-2140	6,127	1,568	55,000	5,000	(50,000)	- 90%
Facilities Rental	82-2143	0	0	0	1,500	1,500	100%
Insurance	82-2200	1,070	1,992	2,400	2,460	60	2%
Maintenance - Equipment	82-2260	520	0	6,800	0	(6,800)	- 100%
Membership Fees And Dues	82-2370	0	0	350	430	80	22%
Office Supplies	82-2410	123	410	450	540	90	20%
Postage And Freight	82-2419	3	92	0	0	0	0%
Printing And Reproduction	82-2425	261	592	580	310	(270)	- 46%

Summary Cont.

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Office Furniture & Equipment	82-2454	0	241	410	30	(380)	- 92%
PC Equipment	82-2455	0	0	2,000	2,000	0	0%
Contractual Services	82-2471	1,000	0	0	10,000	10,000	100%
Fentanyl Campaign Expenses	82-2502	0	0	0	0	0	0%
CPCCO HR Expense	82-2530	50,622	128,928	0	50,000	50,000	100%
CPCCO CWIF Grant Expenses	82-2545	378	0	0	0	0	0%
Columbia Co PH HR	82-2546	0	951	0	0	0	0%
BHRN Grant Expenses	82-2549	0	0	0	56,740	56,740	100%
Advertising	82-2605	500	0	0	0	0	0%
Meetings/ Hosting	82-2750	0	46	80	0	(80)	- 100%
Educational Materials	82-2777	0	0	2,000	0	(2,000)	- 100%
Fuel - Vehicles	82-2852	618	1,057	1,000	1,000	0	0%
Vehicle Maintenance & Use	82-2923	1,465	1,165	2,000	120	(1,880)	- 94%
Education And Training	82-2928	390	3,161	1,200	800	(400)	- 33%
Travel Expenses	82-2930	0	223	2,500	1,910	(590)	- 23%
Reimbursed Mileage	82-2932	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	2,780	6,800	11,100	14,200	3,100	27%
Materials & Services Totals:		65,975	147,848	88,470	147,810	59,340	67%
Capital Outlay							
County Vehicle Purchase	82-4201	37,991	0	0	0	0	0%
Capital Outlay Totals:		37,991	0	0	0	0	0%
Total Expenditures:		222,224	270,526	343,940	344,480	540	0%

Household Hazardous Waste

Mission Statement

Clatsop County Department of Public Health provides information and services to residents that are relevant and timely to assure the community's health.

Department Overview

Household Hazardous Waste (HHW) includes everyday household products such as cleaning supplies, hobby chemicals, pesticides, paints, and motor fluids that can cause significant harm to human health or the environment. In partnership with cities, waste haulers, and other parties, the HHW Program offers to address the management of these household products and hazardous waste from certain County facilities and businesses that are conditionally exempt generators (CEGs). The goals of the program are to:

- Provide regular cost-effective service;
- Provide educational outreach and education;
- Reduce the risk to transfer stations;
- Offer a waste exchange program for appropriate items;
- Minimize environmental and health impacts associated with HHW;
- Reduce the amount of HHW disposed of in landfills, sewage systems, groundwater, waterways, the air, and illegally dumped;
- Reduce the risks of accidental poisonings and fires in homes;
- Focus efforts and resources on services that will achieve the most significant environmental and health benefit;
- Reduce regulatory liabilities for local governments.

Major Accomplishments

Continuity of operations during the COVID pandemic
Hosted eight (8) HHW events – Annual car count = 1184 cars

Top 5 waste streams for Clatsop County HHW 2022:

- Flammable liquids (thinners, solvents, gasoline) – 32,073 lbs. collected
- Oil Based Paint (paint, resins, adhesives) - 27,130 lbs. collected
- Pesticides (herbicide, fungicide, insecticide, fertilizer) - 6,139 lbs. collected
- Motor Oil – 4,880 lbs. collected
- Aerosol Cans – 3,485 lbs. collected
- Total (Top 5) = 73,707 lbs. collected

*PaintCare: Latex Paint - 20,900 lbs. collected – Disposal cost covered by Paintcare program.

Budget Highlights

- 100% fee-supported
- Total revenue 27% lower than prior year due lack of beginning balance from prior year
- HHW funding comes from Recology tipping fees which have remained flat for several years
- Increased outreach and community participation for collection events
- Clean Harbors expenses for HHW events have increased with the volume of hazardous materials received due to the popularity of the program. Resulting expenses (which are not tied to revenues) have far outpaced revenues and as such, the number of C.H. annual events will be reduced from 8 to 4 in order to balance budget. EH Supervisor is developing a strategy for EH staff to operate 4 additional HHW events in Q3 & Q4 to reduce/eliminate C.H. expenses (which cost ~\$35K/event).
- Personnel service expenses expected to decrease 2% from prior fiscal year
- Total expenses 27% lower than prior year, mainly due to reduction of C.H. events and postponement of debt service payments to Clatsop County from facility construction
- Reallocated FTE to other org units
- Org 4169 estimated to breakeven in FY23/24 with implementation of above changes

Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Beginning Balance	26,215	61,982	82,120	0	(82,120)	- 100%
DEQ HHWP Grant	0	0	0	0	0	0%
HHW Revenue	190,141	191,953	192,070	199,010	6,940	3%
HHW Development Loan	75,000	0	0	0	0	0%
Total Revenue:	291,356	253,935	274,190	199,010	(75,180)	- 27%
Total Unappropriated Budget:	61,982	78,023	0	0	0	0%
Total Budgeted Resources:	229,374	175,912	274,190	199,010	(75,180)	- 27%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	3,928	7,276	30,280	29,540	(740)	- 2%
Personnel Benefits	1,878	491	11,820	11,250	(570)	- 4%
Materials & Services	208,567	168,145	156,190	131,490	(24,700)	- 15%
Debt Service	15,000	0	75,900	26,730	(49,170)	- 64%
Total Expenditures:	229,374	175,912	274,190	199,010	(75,180)	- 27%

Staffing Summary

Authorized Personnel	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	FTE Change Adopted	% Change Adopted
Total Personnel:	0.20	0.15	0.30	0.29	(0.01)	- 4%

Summary

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Personnel Services							
Public Health Director	82-1086	524	5,597	18,630	17,290	(1,340)	- 7%
Public Health Director - Casua	82-1090	0	0	0	0	0	0%
Environmental Health Superviso	82-1194	0	0	0	0	0	0%
Environmental Health Specialis	82-1195	764	562	6,530	7,130	600	9%
Environmental Health Specialis	82-1197	0	435	0	0	0	0%
Accountant II	82-1848	2,640	683	5,120	5,120	0	0%
F.I.C.A.	82-1950	296	126	2,320	2,270	(50)	- 2%
FMLA	82-1952	0	0	0	120	120	100%
Retirement	82-1955	702	254	7,240	6,150	(1,090)	- 15%
Medical Waiver	82-1963	0	0	0	130	130	100%
Medical Insurance	82-1964	675	77	1,510	1,910	400	26%
Dental Insurance	82-1965	80	22	320	320	0	0%
HSA/HRA Contribution	82-1966	100	0	220	130	(90)	- 40%
Benefits Admin Fees	82-1967	2	0	10	10	0	0%
Life/AD&D Insurance	82-1970	5	4	30	30	0	0%
Salary Continuation Insur	82-1972	4	1	40	60	20	50%
S.A.I.F.	82-1975	11	5	100	90	(10)	- 10%
Unemployment	82-1980	3	2	30	30	0	0%
Personnel Services Totals:		5,806	7,767	42,100	40,790	(1,310)	- 3%
Materials & Services							
Telephones	82-2070	1,331	1,606	1,570	1,660	90	5%
Unapportioned Projects	82-2129	0	0	0	0	0	0%
Program Supplies	82-2140	112	0	100	0	(100)	- 100%
Insurance	82-2200	2,474	2,783	3,340	3,600	260	7%
License And Permit Fees	82-2240	166	50	50	90	40	80%
General Equipment	82-2268	100	0	0	0	0	0%
Maintenance S.I.G.	82-2300	639	311	1,000	1,420	420	42%
Membership Fees And Dues	82-2370	330	258	220	300	80	36%
Office Supplies	82-2410	80	127	130	100	(30)	- 23%
Printing And Reproduction	82-2425	52	487	600	190	(410)	- 68%
Office Furniture & Equipment	82-2454	0	0	0	30	30	100%
Facility Development	82-2461	8,718	0	0	0	0	0%
Contractual Services	82-2471	187,152	149,668	137,230	109,500	(27,730)	- 20%
Publ. And Legal Notices	82-2600	0	0	0	0	0	0%
Advertising	82-2605	0	0	500	150	(350)	- 70%
Meetings/ Hosting	82-2750	0	46	0	0	0	0%
Recruitment Expense	82-2880	0	0	0	0	0	0%
Education And Training	82-2928	40	73	0	600	600	100%

Summary Cont.

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Reimbursed Mileage	82-2932	0	0	0	0	0	0%
Utilities	82-2960	5,308	7,736	5,250	7,350	2,100	40%
Community Education	82-3190	64	0	0	0	0	0%
Indirect Cost Allocation	82-3210	2,000	5,000	6,200	6,500	300	4%
Materials & Services Totals:		208,567	168,145	156,190	131,490	(24,700)	- 15%
Debt Service							
Loan Paydown	82-2646	15,000	0	0	0	0	0%
Loan Interest	82-2647	0	0	0	0	0	0%
Internal Service Fund Loan	82-2649	0	0	75,900	26,730	(49,170)	- 64%
Debt Service Totals:		15,000	0	75,900	26,730	(49,170)	- 64%
Transfers Out							
Transfer to Special Projects	82-8100	0	0	0	0	0	0%
Transfers Out Totals:		0	0	0	0	0	0%
Total Expenditures:		229,374	175,912	274,190	199,010	(75,180)	- 27%

Emergency Preparedness

Mission Statement

Clatsop County Department of Public Health provides information and services to residents that are relevant and timely to assure the community's health.

Department Overview

The PHEPR Program shall address prevention, protection, mitigation, response, and recovery phases for threats and emergencies that impact the health of people in its jurisdiction through plan development and revision, exercise, and response activities based on the 15 Centers for Disease Control and Prevention (CDC) Public Health Emergency Preparedness and Response Capabilities.

Major Accomplishments

- Purchased Mobile Medical Van to offer outreach vaccine events and RH services.
- Continued sustained COVID-19 response in partnership with local and state partners, including standing down the Public Information Call Center
- Facilitated trainings and policy reviews to improve Public Health staff readiness for Emergency Response
- Partnered with Clatsop County Emergency Management (CCEM) to host an Emergency Preparedness Fair for community members
- Partnered with CCEM on Public Health Emergency Communications during weather events
- Worked in partnership with Substance Use Disorder Coordinator and the Community Anti-Drug Coalitions of America to develop a Substance Use Disorder Taskforce and Opioid Overdose Emergency Response Plan
- Leadership training ICS 300 & ICS 400 courses

Budget Highlights

- 2 OHA Program Elements (PE01-09 COVID & PE12-01 PHEP) included in org 4170
- Beginning balance includes PE01-09 funds carried over from prior year
- Total revenue 28% lower than prior year due to previous PE01-09 funding already counted as revenue in FY22/23
- Remaining PE01-09 funds to be fully expended in FY23/24 and no additional funding from this source is anticipated
- Personnel service expenses expected to decrease 27% from prior fiscal year, mainly due to decrease of Temporary Help compared to prior year
- Total expenses 58% lower than prior year, mainly due to expenditure of residual PE01-09 funding
- CCDPH decided not to purchase budgeted PHEP vehicle
- Reallocated FTE to other org units
- Estimated Contingency of \$578K anticipated

Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Beginning Balance	148,649	1,371,633	1,055,630	799,010	(256,620)	- 24%
COVID19 Response PE01-04	3,710	0	0	0	0	0%
ELC Active Monitoring Grant PE	789,067	0	101,890	0	(101,890)	- 100%
PHEP COVID19 Response	0	0	0	0	0	0%
COVID19 Local Active Monitorin	297,980	9,656	0	0	0	0%
COVID19 Regional Active Monito	94,657	(6,016)	0	0	0	0%
ELC ED Contact Tracing PE01-07	275,320	0	0	0	0	0%
COVID Wrap DCS PE01-08	20,000	0	0	0	0	0%
CRF 2604 Grant	149,337	149,337	0	0	0	0%
CARES Act Reimbursement	276,658	0	0	0	0	0%
B/T Preparedness PE12/PE12-01	77,341	38,879	77,450	78,810	1,360	1%
Franchise Fees	200	200	240	240	0	0%
Rev. Refunds & Reim.	698	0	0	0	0	0%
Donations from Trust Fund	2,871	4,455	0	70	70	100%
Total Revenue:	2,136,488	1,568,145	1,235,210	878,130	(357,080)	- 28%
Total Unappropriated Budget:	1,371,633	963,331	505,390	578,640	73,250	14%
Total Budgeted Resources:	764,855	604,814	729,820	299,490	(430,330)	- 58%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	342,945	222,188	87,940	94,190	6,250	7%
Personnel Benefits	181,457	108,181	132,630	66,170	(66,460)	- 50%
Materials & Services	240,452	114,445	381,750	139,130	(242,620)	- 63%
Capital Outlay	0	160,000	127,500	0	(127,500)	- 100%
Total Expenditures:	764,855	604,814	729,820	299,490	(430,330)	- 58%

Staffing Summary

Authorized Personnel	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	FTE Change Adopted	% Change Adopted
Total Personnel:	0.15	1.10	1.00	0.99	(0.01)	- 1%

Summary

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Personnel Services							
Public Health Director	82-1086	46,718	48,710	18,630	17,290	(1,340)	- 7%
Deputy Director of Public Heal	82-1087	0	610	0	0	0	0%
Public Health Director - Casua	82-1090	0	690	0	0	0	0%
Emergency Mgmt Coordinator	82-1125	0	0	0	0	0	0%
Admin Assistant III	82-1181	0	0	0	0	0	0%
Admin Assistant II	82-1182	0	0	0	0	0	0%
Admin Assistant I	82-1183	0	0	0	0	0	0%
Program Assistant III	82-1184	0	0	0	0	0	0%
Program Assistant II	82-1185	0	0	0	0	0	0%
Staff Assistant	82-1191	95,847	57,418	0	0	0	0%
Environmental Health Specialis	82-1195	5,881	519	0	0	0	0%
Environmental Health Specialis	82-1197	15,781	0	0	0	0	0%
PHEP Coordinator	82-1199	0	17,306	64,190	71,330	7,140	11%
Clinical Provider	82-1201	348	2,555	0	0	0	0%
Community Health Project Manag	82-1203	72,524	0	0	0	0	0%
Clinical Mgr/Nursing Superviso	82-1206	0	15,307	0	0	0	0%
Public Health Nurse II	82-1209	72,038	20,058	0	0	0	0%
Public Health Nurse III	82-1210	0	30,666	0	0	0	0%
Reproductive Health Provider	82-1215	0	746	0	0	0	0%
Accountant II	82-1848	5,281	1,711	5,120	5,570	450	8%
WIC Nutrition Aide	82-1871	2,451	0	0	0	0	0%
Health Promotion Specialist II	82-1872	0	6,744	0	0	0	0%
Health Promotion Specialist I	82-1873	18,636	12,352	0	0	0	0%
Prev Program Coordinator	82-1882	7,439	6,795	0	0	0	0%
Temporary - Clinical Help	82-1905	4,125	2,866	34,620	27,830	(6,790)	- 19%
Temporary Help	82-1941	10,013	6,249	38,840	0	(38,840)	- 100%
Overtime	82-1945	20,637	0	0	0	0	0%
Remuneration	82-1947	1,392	731	0	0	0	0%
F.I.C.A.	82-1950	28,304	17,564	12,350	9,340	(3,010)	- 24%
FMLA	82-1952	0	0	0	490	490	100%
Retirement	82-1955	63,443	44,895	22,760	19,540	(3,220)	- 14%
Medical Waiver	82-1963	615	355	0	130	130	100%
Medical Insurance	82-1964	42,716	27,110	19,120	6,360	(12,760)	- 66%
Dental Insurance	82-1965	4,040	2,787	2,110	700	(1,410)	- 66%
HSA/HRA Contribution	82-1966	3,718	4,290	1,980	960	(1,020)	- 51%
Benefits Admin Fees	82-1967	2	15	10	30	20	200%

Summary Cont.

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Life/AD&D Insurance	82-1970	461	433	100	100	0	0%
Salary Continuation Insur	82-1972	225	147	90	230	140	155%

S.A.I.F.	82-1975	1,527	569	490	340	(150)	- 30%
Unemployment	82-1980	241	171	160	120	(40)	- 25%
Personnel Services Totals:		524,402	330,369	220,570	160,360	(60,210)	- 27%
Materials & Services							
Telephones	82-2070	6,003	5,654	5,040	6,660	1,620	32%
Insurance	82-2200	0	1,228	1,480	2,070	590	39%
CRF 2604 Vaccinations	82-2351	0	0	0	0	0	0%
CRF 2604 Marketing & Promo	82-2352	0	0	0	0	0	0%
CRF 2604 Transportation	82-2353	0	0	0	0	0	0%
Membership Fees And Dues	82-2370	293	353	220	300	80	36%
Office Supplies	82-2410	522	103	180	60	(120)	- 66%
Postage And Freight	82-2419	1,293	64	90	50	(40)	- 44%
Printing And Reproduction	82-2425	52	436	400	1,290	890	222%
Prof And Spec Services	82-2450	1,004	0	0	0	0	0%
Office Furniture & Equipment	82-2454	0	498	850	30	(820)	- 96%
Contractual Services	82-2471	28,344	403	690	10	(680)	- 98%
COVID19 Background Screening	82-2478	10,772	300	500	0	(500)	- 100%
PHEP Emerg Prep	82-2487	40,000	22,500	22,500	20	(22,480)	- 99%
COVID19 Emerg Prep	82-2489	141,847	65,706	328,650	107,610	(221,040)	- 67%
ELC Active Monitoring Expenses	82-2498	0	0	0	0	0	0%
Advertising	82-2605	0	0	0	0	0	0%
Fuel - Vehicles	82-2852	252	56	250	1,000	750	300%
Recruitment Expense	82-2880	200	0	0	0	0	0%
Vehicle Maintenance & Use	82-2923	0	12	0	0	0	0%
Education And Training	82-2928	0	808	0	430	430	100%
Travel Expenses	82-2930	0	1,958	0	0	0	0%
Reimbursed Mileage	82-2932	0	0	0	0	0	0%
Unallocated Donations	82-3141	2,871	3,866	0	0	0	0%
Indirect Cost Allocation	82-3210	7,000	10,500	20,900	19,600	(1,300)	- 6%
Materials & Services Totals:		240,452	114,445	381,750	139,130	(242,620)	- 63%
Capital Outlay							
County Vehicle Purchase	82-4201	0	160,000	127,500	0	(127,500)	- 100%
Miscellaneous Equipment	82-4900	0	0	0	0	0	0%
Capital Outlay Totals:		0	160,000	127,500	0	(127,500)	- 100%
Total Expenditures:		764,855	604,814	729,820	299,490	(430,330)	- 58%

Onsite Sewage Systems

Mission Statement

Clatsop County Department of Public Health provides information and services to residents that are relevant and timely to assure the community's health.

Department Overview

The Onsite Wastewater Management program is a public health protection measure assuring septic conditions for homes and small businesses meet Oregon Department of Environmental Quality (DEQ) standards for construction, installation, and ongoing waste management. Without regulatory oversight, onsite septic systems can fail or malfunction, polluting Clatsop County land and waterways with raw sewage and creating public health and environmental hazards. Program services also include inspection of septic tank pumpers, annual inspections of septic systems, response to complaints of failing systems and sewage ground contamination, and the provision of legal documents about septic systems in the County.

Major Accomplishments

- Issued approximately 240 onsite septic permits annually includes: site evaluations, new construction, repairs, alterations, and authorization notices.
- Updated all policies, procedures, and forms
- Full-time onsite inspector accepted EH supervisor role May 2022.
- Scanned/uploaded historical septic records providing access for all property owners to view septic records online using Webmaps

Budget Highlights

- 100% fee-supported
- Beginning balance of \$161K contributes toward total revenue, which is 6% higher than prior year
- Portion of EH Supervisor FTE (0.7) moved from 4175 to 4174 vs prior year
- New EH Specialist budgeted for 4174 in prior year hired in 4175 instead
- Personnel service expenses expected to increase 1% over prior fiscal year
- Total expenses 2% higher than prior year
- Reallocated FTE to other org units
- Estimated Contingency of \$65K anticipated

Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Beginning Balance	148,926	112,917	83,780	161,380	77,600	92%
Public Records Request	254	6	0	0	0	0%
Short-Term Rental Application	2,200	1,300	2,500	200	(2,300)	- 92%
New Site Evaluation	41,336	54,834	37,500	24,140	(13,360)	- 35%
Commercial New Site Evaluation	2,878	1,482	2,500	5,080	2,580	103%
New Constr. Installation Permi	113,279	109,056	110,000	69,080	(40,920)	- 37%
Residential Repair & Alteratio	47,743	31,663	45,000	36,660	(8,340)	- 18%
Res Reinstate, Trans, Renewal	1,826	1,992	2,520	850	(1,670)	- 66%
Commercial New Construction	1,641	6,324	2,000	9,280	7,280	364%
Comm Repair, Alter, Author Per	982	4,855	3,500	2,710	(790)	- 22%
Annual Holding Tank Reports	30	1,021	800	290	(510)	- 63%
Annual O&M Reports	10,292	11,656	5,000	3,510	(1,490)	- 29%
Pumper Truck Inspection	810	110	250	0	(250)	- 100%
Authorization Notices	2,816	1,494	2,500	2,850	350	14%
Rev. Refunds & Reim.	0	0	0	0	0	0%
NSF Check Fee	0	0	0	0	0	0%
Total Revenue:	375,013	338,710	297,850	316,030	18,180	6%
Total Unappropriated Budget:	112,917	147,855	52,230	66,380	14,150	27%
Total Budgeted Resources:	262,096	190,855	245,620	249,650	4,030	1%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	164,743	107,417	137,650	143,700	6,050	4%
Personnel Benefits	63,313	46,067	64,370	60,870	(3,500)	- 5%
Materials & Services	34,039	37,371	43,600	45,080	1,480	3%
Total Expenditures:	262,096	190,855	245,620	249,650	4,030	1%

Staffing Summary

Authorized Personnel	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	FTE Change Adopted	% Change Adopted
Total Personnel:	2.40	2.30	1.80	1.59	(0.21)	- 11%

Summary

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Personnel Services							
Public Health Director	82-1086	34,523	0	18,630	17,290	(1,340)	- 7%
Public Health Director - Casua	82-1090	0	0	0	0	0	0%
Staff Assistant	82-1191	2,529	0	0	0	0	0%
Environmental Health Superviso	82-1194	0	8,270	17,350	86,370	69,020	397%
Environmental Health Specialis	82-1195	22,224	18,100	0	6,630	6,630	100%
Environmental Health Specialis	82-1197	66,777	43,275	61,890	0	(61,890)	- 100%
Permit Technician I	82-1729	38,689	36,611	34,660	28,290	(6,370)	- 18%
Permit Technician II	82-1730	0	0	0	0	0	0%
Accountant II	82-1848	0	1,161	5,120	5,120	0	0%
Temporary Help	82-1941	0	0	0	0	0	0%
Overtime	82-1945	1,970	27	0	0	0	0%
Remuneration	82-1947	53	0	0	0	0	0%
F.I.C.A.	82-1950	12,532	7,935	10,530	11,000	470	4%
FMLA	82-1952	0	0	0	580	580	100%
Retirement	82-1955	27,822	20,355	28,280	29,800	1,520	5%
Medical Waiver	82-1963	364	0	0	130	130	100%
Medical Insurance	82-1964	16,215	14,264	19,800	14,800	(5,000)	- 25%
Dental Insurance	82-1965	2,302	1,343	2,070	1,280	(790)	- 38%
HSA/HRA Contribution	82-1966	995	1,504	2,640	2,170	(470)	- 17%
Benefits Admin Fees	82-1967	39	41	70	20	(50)	- 71%
Life/AD&D Insurance	82-1970	83	149	210	170	(40)	- 19%
Salary Continuation Insur	82-1972	247	118	180	360	180	100%
S.A.I.F.	82-1975	473	241	450	420	(30)	- 6%
Unemployment	82-1980	219	90	140	140	0	0%
Personnel Services Totals:		228,056	153,484	202,020	204,570	2,550	1%
Materials & Services							
Telephones	82-2070	410	386	350	250	(100)	- 28%
Program Supplies	82-2140	1,085	146	1,000	400	(600)	- 60%
Insurance	82-2200	2,752	1,952	2,350	1,500	(850)	- 36%
License And Permit Fees	82-2240	0	0	0	0	0	0%
General Equipment	82-2268	0	0	0	0	0	0%
Membership Fees And Dues	82-2370	0	258	440	1,180	740	168%
Office Supplies	82-2410	256	302	250	130	(120)	- 48%
Books And Periodicals	82-2413	(2)	0	200	0	(200)	- 100%
Postage And Freight	82-2419	234	312	250	250	0	0%
Printing And Reproduction	82-2425	717	1,014	850	360	(490)	- 57%
Prof And Spec Services	82-2450	0	0	0	0	0	0%
Office Furniture & Equipment	82-2454	0	0	0	500	500	100%

Summary Cont.

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Contractual Services	82-2471	0	0	0	10	10	100%
Meetings/ Hosting	82-2750	0	46	80	0	(80)	- 100%
Fuel - Vehicles	82-2852	378	441	400	200	(200)	- 50%
Recruitment Expense	82-2880	0	0	0	0	0	0%
Vehicle Maintenance & Use	82-2923	391	477	1,500	0	(1,500)	- 100%
Education And Training	82-2928	1,667	1,726	880	2,100	1,220	138%
Travel Expenses	82-2930	0	0	30	1,500	1,470	4900%
Reimbursed Mileage	82-2932	0	0	0	0	0	0%
Refunds and Returns	82-3204	2,050	710	1,220	0	(1,220)	- 100%
Indirect Cost Allocation	82-3210	24,100	29,600	33,800	36,700	2,900	8%
Materials & Services Totals:		34,039	37,371	43,600	45,080	1,480	3%
Total Expenditures:		262,096	190,855	245,620	249,650	4,030	1%

Environmental Health

Mission Statement

Clatsop County Department of Public Health provides information and services to residents that are relevant and timely to assure the community's health.

Department Overview

The Environmental Health (EH) program services fall into two categories, licensing and inspection. Annual licenses are issued for food service facilities, including full-service restaurants, mobile food units, bed and breakfast, and hotel breakfast service. Temporary food licenses are issued for a single day, seasonal and intermittent events. Additional licensing includes public swimming pools, spas, and travel accommodations, including hotels, motels, bed and breakfast, RV parks, campgrounds, and organizational camps. The most recent addition is the Tobacco Retail License (TRL) which began in 2020. Inspections are scheduled according to the Oregon Health Authority (OHA) Food, Pool, and Lodging program. Licensed tobacco retailers are inspected annually. EH personnel perform inspections of school food service, daycare facilities, correctional facilities, and Tongue Point Job Corps Center.

OHA Drinking Water Services oversee another program under the EH umbrella: Approximately two dozen small public drinking water systems depend on EH regulators for technical support, water testing follow-up, and sanitary system surveys.

Major Accomplishments

- Returned to pre-pandemic operations for Environmental Health programs.
- Successfully completed temporary event licensing season
- Issued ~620 licenses pertaining to Food/Pool/Lodging and TRL programs.
- Hired vacant fulltime EH Specialist position.
- Resolved habitual drinking water violations in small community water systems.
- Maintained pool safety during pandemic closures and reopening.
- Recovery phase in meeting intergovernmental agreement for Food/Pool/Lodging inspections.
- Developing strategy to support climate and health initiatives for Clatsop County.

Budget Highlights

- 1 OHA Program Element (PE50 DW) included in org 4175
- PE50 Drinking Water revenue anticipated increase 37% over prior year
- Total revenue 1% lower than prior year
- Portion of EH Supervisor FTE (0.7) moved from 4175 to 4174 vs prior year
- Personnel service expenses expected to increase 7% over prior fiscal year
- Remittance fees to Oregon Health Authority increasing for FY23/24. Pool license remittance increasing from \$45 per license to \$90.
- Total expenses 9% higher than prior year
- Reallocated FTE from other org units
- Org 4175 will no longer require GF support in FY23/24. EH Supervisor and Fiscal Coordinator analyzed EH service fees and adjusted across the board to better align charges with other rural NW regional counties and State marker fees in order to eliminate the need of GF support since this is a fee for service program.

Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Beginning Balance	0	43,186	71,400	3,060	(68,340)	- 95%
Tobacco Retailers Licensing Fe	29,050	19,950	21,000	19,600	(1,400)	- 6%
NEHA/NEARS Grant	2,097	0	0	0	0	0%
CARES Act Reimbursement	77,685	0	0	0	0	0%
Short-Term Rental Application	0	0	0	0	0	0%
Bed & Breakfast	1,548	1,765	1,800	1,230	(570)	- 31%
Full Service License	169,478	173,978	162,500	244,760	82,260	50%
Food Handler Cards	7,524	10,860	48,740	10,500	(38,240)	- 78%
Limited License	1,738	1,680	1,680	2,480	800	47%
Mobile Units	6,440	7,855	8,000	31,360	23,360	292%
Temp License	2,245	6,715	4,400	6,000	1,600	36%
Food Warehouse	0	0	0	360	360	100%
Pools	6,615	6,540	6,540	22,330	15,790	241%
Spas	3,660	3,360	3,360	19,410	16,050	477%
Organizational Camps	95	95	100	100	0	0%
RV Parks	4,047	4,491	4,490	4,000	(490)	- 10%
Tourist-Bed & Breakfast	810	765	770	1,190	420	54%
Traveler (Hotels/Motels)	9,895	10,695	10,700	42,860	32,160	300%
Drinking Water PE50	8,027	8,115	18,014	24,800	6,786	37%
Day Cares	1,750	2,275	1,800	1,600	(200)	- 11%
Schools	1,380	2,790	1,400	2,600	1,200	85%
Plan Reviews	2,825	3,139	1,500	21,470	19,970	1331%
Environmental Inspections	1,400	1,600	1,600	1,400	(200)	- 12%
Commissary Fees	1,475	1,750	2,100	1,200	(900)	- 42%
Franchise Fees	600	600	670	670	0	0%
Rev. Refunds & Reim.	0	901	0	0	0	0%
NSF Check Fee	0	0	0	0	0	0%
Insurance Loss Proceeds	29,000	0	0	0	0	0%
Transfer from General	0	0	93,860	0	(93,860)	- 100%
Total Revenue:	369,382	313,105	466,424	462,980	(3,444)	- 0%
Total Unappropriated Budget:	59,533	53,634	42,574	60	(42,514)	- 99%
Total Budgeted Resources:	309,849	259,470	423,850	462,920	39,070	9%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	100,246	137,827	241,260	240,560	(700)	- 0%
Personnel Benefits	34,734	44,475	106,740	130,290	23,550	22%
Materials & Services	148,772	77,168	75,850	92,070	16,220	21%
Capital Outlay	26,098	0	0	0	0	0%
Total Expenditures:	309,849	259,470	423,850	462,920	39,070	9%

Staffing Summary						
Authorized Personnel	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	FTE Change Adopted	% Change Adopted
Total Personnel:	1.85	2.30	3.20	3.39	0.19	5%

Summary

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Personnel Services							
Public Health Director	82-1086	1,312	4,536	18,630	17,290	(1,340)	- 7%
Public Health Director - Casua	82-1090	0	115	0	0	0	0%
Environmental Health Superviso	82-1194	0	5,534	69,390	9,600	(59,790)	- 86%
Environmental Health Specialis	82-1195	42,891	52,638	45,700	109,600	63,900	139%
Environmental Health Specialis	82-1197	34,353	47,094	61,150	63,140	1,990	3%
Permit Technician I	82-1729	21,691	26,779	41,270	35,360	(5,910)	- 14%
Permit Technician II	82-1730	0	0	0	0	0	0%
Accountant II	82-1848	0	1,131	5,120	5,570	450	8%
Health Promotion Specialist II	82-1872	0	0	0	0	0	0%
Temporary Help	82-1941	0	0	0	2,010	2,010	100%
Overtime	82-1945	195	18	0	0	0	0%
F.I.C.A.	82-1950	7,349	10,355	18,460	18,570	110	0%
FMLA	82-1952	0	0	0	970	970	100%
Retirement	82-1955	16,725	22,458	52,330	49,870	(2,460)	- 4%
Medical Waiver	82-1963	187	0	0	130	130	100%
Medical Insurance	82-1964	6,265	7,034	27,100	47,760	20,660	76%
Dental Insurance	82-1965	2,035	1,998	4,010	3,060	(950)	- 23%
HSA/HRA Contribution	82-1966	1,261	1,631	3,080	5,820	2,740	88%
Benefits Admin Fees	82-1967	53	39	50	60	10	20%
Life/AD&D Insurance	82-1970	132	244	320	380	60	18%
Salary Continuation Insur	82-1972	132	188	360	690	330	91%
S.A.I.F.	82-1975	288	387	790	730	(60)	- 7%
Unemployment	82-1980	113	124	240	240	0	0%
Personnel Services Totals:		134,980	182,302	348,000	370,850	22,850	6%
Materials & Services							
Telephones	82-2070	2,809	2,028	1,910	2,490	580	30%
Program Supplies	82-2140	307	883	850	1,000	150	17%
Insurance	82-2200	1,722	1,945	2,340	3,480	1,140	48%
Maintenance - Equipment	82-2260	316	0	300	200	(100)	- 33%
Medical Supplies	82-2345	0	0	0	0	0	0%
Membership Fees And Dues	82-2370	223	383	640	950	310	48%
Office Supplies	82-2410	370	1,328	500	130	(370)	- 74%
Books And Periodicals	82-2413	0	0	0	0	0	0%
Postage And Freight	82-2419	865	926	1,060	1,030	(30)	- 2%
Printing And Reproduction	82-2425	523	807	840	640	(200)	- 23%
Office Furniture & Equipment	82-2454	0	854	0	30	30	100%
PC Equipment	82-2455	0	0	0	0	0	0%
Contractual Services	82-2471	0	0	0	170	170	100%

Summary Cont.

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
State Consultation Fee	82-2520	31,568	30,366	25,180	35,680	10,500	41%
COVID Business Support Grant	82-2528	77,671	0	0	0	0	0%
Fuel - Vehicles	82-2852	233	716	500	710	210	42%
Recruitment Expense	82-2880	0	0	0	0	0	0%
Vehicle Maintenance & Use	82-2923	315	638	500	20	(480)	- 96%
Education And Training	82-2928	0	1,703	130	1,040	910	700%
Travel Expenses	82-2930	0	1,639	2,500	0	(2,500)	- 100%
Reimbursed Mileage	82-2932	0	0	0	0	0	0%
Refunds and Returns	82-3204	350	350	0	0	0	0%
Indirect Cost Allocation	82-3210	31,500	32,600	38,600	44,500	5,900	15%
Materials & Services Totals:		148,772	77,168	75,850	92,070	16,220	21%
Capital Outlay							
County Vehicle Purchase	82-4201	26,098	0	0	0	0	0%
Capital Outlay Totals:		26,098	0	0	0	0	0%
Total Expenditures:		309,849	259,470	423,850	462,920	39,070	9%

Approp. For Contingency 7

Mission Statement

Clatsop County Department of Public Health provides information and services to residents that is relevant, and a timeline to assure the community health.

Protect individuals and communities against the spread of disease, injuries, and environmental hazards.

Promote and encourage healthy behaviors.

Department Overview

The Public Health Department contingency is to be used only to fund unanticipated emergencies as defined by the Board of Commissioners, or to meet expenditure requirements that are either not anticipated at the time the budget is compiled or are not absorbed during the year within existing departmental budget allocations.

Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Beginning Balance	17,062	35,587	0	0	0	0%
Total Revenue:	17,062	35,587	0	0	0	0%
Total Unappropriated Budget:	17,062	35,587	(724,950)	(820,740)	(95,790)	13%
Total Budgeted Resources:	0	0	724,950	820,740	95,790	13%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	0	0	0	0	0	0%
Contingency	0	0	724,950	820,740	95,790	13%
Total Expenditures:	0	0	724,950	820,740	95,790	13%

Summary

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Contingencies							
Appropriation for Contin.	82-9900	0	0	0	0	0	0%
Appropriation for Contin.	82-9910	0	0	0	134,050	134,050	100%
Appropriation for Contin.	82-9912	0	0	101,020	39,010	(62,010)	- 61%
Appropriation for Contin.	82-9933	0	0	0	1,060	1,060	100%
Appropriation for Contin.	82-9963	0	0	79,130	0	(79,130)	- 100%
Appropriation for Contin.	82-9968	0	0	89,070	1,540	(87,530)	- 98%
Appropriation for Contin.	82-9969	0	0	0	0	0	0%
Appropriation for Contin.	82-9970	0	0	403,500	578,640	175,140	43%
Appropriation for Contin.	82-9974	0	0	52,230	66,380	14,150	27%
Appropriation for Contin.	82-9975	0	0	0	60	60	100%
Contingencies Totals:		0	0	724,950	820,740	95,790	13%
Total Expenditures:		0	0	724,950	820,740	95,790	13%

Mental Health

Mission Statement

The mission of Clatsop County Mental Health is to promote and protect the health and well-being of individuals, families, and our community.

Department Overview

Clatsop County contracts services for the treatment of mental illness and addiction to Clatsop Behavioral Healthcare. The County provides oversight to ensure effective management and stewardship of limited public resources.

Budget Highlights

Contract management and oversight of the services being provided by the CMHP are through the County Manager's Office. The Indirect Cost expense has increased by \$16,100. This amount has historically been undercharged to preserve funds. The increased costs represent actual overhead expenses associated with providing oversight to this program.

The contingency within this fund is from the administrative portion of the state contract that has not been utilized for County administrative staff. These funds are being evaluated as to how they might be able to help provide a capital project support for mental health services.

Funding Sources						
Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Beginning Balance	130,521	149,765	157,150	230,370	73,220	46%
Interest On Investments	3,500	2,729	1,500	11,000	9,500	633%
Tort Liability Revenue	0	0	0	0	0	0%
SE#4 Aid & Assist Client Servi	75,717	175,179	166,390	41,420	(124,970)	- 75%
SE#5 Assertive Comm Tx Svcs	57,500	58,919	57,500	63,180	5,680	9%
SE#13 School Based MH Svcs	203,983	209,017	203,980	224,110	20,130	9%
SE#65 Intoxicated Driver PF	9,787	3,316	24,000	24,000	0	0%
SE#63 Peer Delivered Services	26,052	26,052	26,050	26,050	0	0%
SE#66 Community BH & Add Svcs	196,229	283,000	103,000	103,000	0	0%
SE#17 Non-OHP Comm & RA	0	0	0	100	100	100%
SE#81 Problem Gambling Tx	11,000	12,000	12,000	12,000	0	0%
SE#20 NR Community MH Svcs	330,646	482,598	396,840	408,530	11,690	2%
SE#24 Acute/Intermed Psyc IP S	56,787	58,188	56,790	62,390	5,600	9%
SE#26A EASA	84,395	86,478	240,900	405,720	164,820	68%
SE#26 NR CMH Svcs for Y/YAT	0	0	0	0	0	0%
SE#34 Adult Foster Care	0	0	0	0	0	0%
SE#35A Gero-Specialist	0	8,984	0	18,810	18,810	100%
SE#25 Comm MH Crisis-Adult/Chi	600,609	615,429	600,610	659,890	59,280	9%
SE#25A Stabilization Svcs	0	0	0	0	0	0%
SE#28 Residential Trmt Svcs	0	0	0	0	0	0%
SE#30 PSRB Trmt & Spvsn	0	0	0	0	0	0%
SE#35 Old/Dsbl Adult CMH Svcs	17,122	8,561	17,120	17,120	0	0%
SE#37 MHS Special Projects	0	0	0	250,530	250,530	100%
SE#36 PASARR	0	0	1,500	1,500	0	0%
SE#38 Supp Employment Svcs	25,750	26,385	25,750	28,290	2,540	9%
SE#37 ACTS	0	0	0	0	0	0%
SE#37 Mobile Crisis	0	0	0	0	0	0%
SE#60 IDPF	0	0	0	0	0	0%
SE#1 System Mgt & Coord-CMH	53,105	91,682	53,110	53,110	0	0%
SE#3 System Mgt & Coord-Add Sv	605	660	660	660	0	0%
CARES Act Reimbursement	468	0	0	0	0	0%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Total Revenue:	1,883,777	2,298,942	2,144,850	2,641,780	496,930	23%
Total Unappropriated Budget:	149,765	194,853	341,640	0	(341,640)	- 100%
Total Budgeted Resources:	1,734,012	2,104,089	1,803,210	2,641,780	838,570	46%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	27,376	34,115	13,660	15,900	2,240	16%
Personnel Benefits	7,321	11,830	10,070	9,780	(290)	- 2%
Materials & Services	3,737	4,037	3,550	20,460	16,910	476%
Special Payments	1,695,579	2,054,106	1,775,930	2,346,640	570,710	32%
Contingency	0	0	0	249,000	249,000	0%
Total Expenditures:	1,734,012	2,104,089	1,803,210	2,641,780	838,570	46%

Staffing Summary

Authorized Personnel	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	FTE Change Adopted	% Change Adopted
Total Personnel:	0.80	0.40	0.20	0.20	0.00	0%

Summary

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Personnel Services							
Management/Policy Analyst	82-1305	12,351	34,115	13,660	15,900	2,240	16%
Social Services Coordinator	82-1887	15,025	0	0	0	0	0%
Overtime	82-1945	0	0	0	0	0	0%
F.I.C.A.	82-1950	1,966	2,531	1,050	1,220	170	16%
FMLA	82-1952	0	0	0	60	60	100%
Retirement	82-1955	2,367	6,326	3,580	3,290	(290)	- 8%
Medical Insurance	82-1964	2,591	2,531	4,400	4,260	(140)	- 3%
Dental Insurance	82-1965	210	252	490	390	(100)	- 20%
HSA/HRA Contribution	82-1966	0	0	440	440	0	0%
Benefits Admin Fees	82-1967	0	6	10	10	0	0%
Life/AD&D Insurance	82-1970	50	44	60	20	(40)	- 66%
Salary Continuation Insur	82-1972	75	84	10	50	40	400%
S.A.I.F.	82-1975	37	30	20	20	0	0%
Unemployment	82-1980	26	26	10	20	10	100%
Personnel Services Totals:		34,697	45,945	23,730	25,680	1,950	8%
Materials & Services							
Telephones	82-2070	71	99	250	150	(100)	- 40%
Program Supplies	82-2140	0	0	0	0	0	0%
Insurance	82-2200	565	738	0	910	910	100%
Membership Fees And Dues	82-2370	0	0	0	0	0	0%
Postage And Freight	82-2419	0	0	0	0	0	0%
Printing And Reproduction	82-2425	0	0	0	0	0	0%
PC Equipment	82-2455	0	0	0	0	0	0%
Administration	82-2475	0	0	0	0	0	0%
Fuel - Vehicles	82-2852	0	0	0	0	0	0%
Education And Training	82-2928	0	0	0	0	0	0%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Travel Expenses	82-2930	0	0	0	0	0	0%
Reimbursed Mileage	82-2932	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	3,100	3,200	3,300	19,400	16,100	487%
Materials & Services Totals:		3,737	4,037	3,550	20,460	16,910	476%
Special Payments							
Tort Liability Expense	82-3101	0	0	0	0	0	0%
SE#4 Aid & Assist Client Servi	82-3103	75,717	175,179	166,390	41,420	(124,970)	- 75%
SE#5 Assertive Community Tx Sv	82-3104	57,500	58,919	57,500	63,180	5,680	9%
SE#13 School Based MH Svcs	82-3105	203,983	209,017	203,980	224,110	20,130	9%
SE#65 Intoxicated Driver PF	82-3106	9,787	3,316	24,000	24,000	0	0%
SE#63 Peer Delivered Services	82-3107	26,052	26,052	26,050	26,050	0	0%
SE#66 ITRS Funds	82-3108	0	0	0	0	0	0%
SE#66 Community BH & Add Svc	82-3112	196,229	283,000	103,000	103,000	0	0%

Summary Cont.

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
SE#34 Adult Foster Care	82-3143	0	0	0	0	0	0%
SE#60 IDPF	82-3157	0	0	0	0	0	0%
SE#17 Non-OHP Comm & RA	82-3158	0	0	0	100	100	100%
SE#20 NR Community MH Svcs	82-3163	330,646	482,598	396,840	408,530	11,690	2%
SE#25A Stabilization Svcs	82-3165	0	0	0	0	0	0%
SE#35A Gero-Specialist	82-3166	0	8,984	0	18,810	18,810	100%
SE#38 Supp Employment Svcs	82-3167	25,750	26,385	25,750	28,290	2,540	9%
SE#26A EASA	82-3168	84,395	86,478	84,400	405,720	321,320	380%
SE#24 Acute/Intermed Psyc IP S	82-3170	56,787	58,188	56,790	62,390	5,600	9%
SE#26 NR CMH Svcs for Y/YAT	82-3171	0	0	0	0	0	0%
SE#25 Comm MH Crisis-Adult/Ch	82-3172	600,609	615,429	600,610	659,890	59,280	9%
SE#28 Residential Trmt Svcs	82-3173	0	0	0	0	0	0%
SE#35 Older/Dsbl Adult CMH Svc	82-3175	17,122	8,561	17,120	17,120	0	0%
SE#37 MHS Special Projects	82-3176	0	0	0	250,530	250,530	100%
SE#36 PASARR	82-3177	0	0	1,500	1,500	0	0%
SE#81 Problem Gambling Tx	82-3181	11,000	12,000	12,000	12,000	0	0%
Special Payments Totals:		1,695,579	2,054,106	1,775,930	2,346,640	570,710	32%
Contingencies							
Appropriation for Contin.	82-9900	0	0	0	249,000	249,000	100%
Contingencies Totals:		0	0	0	249,000	249,000	100%
Total Expenditures:		1,734,012	2,104,089	1,803,210	2,641,780	838,570	46%

Drug & Alcohol Prevention

Mission Statement

Clatsop County Department of Public Health provides information and services to residents that are relevant and timely to assure the community's health.

Department Overview

The function of the Prevention Unit is to reduce common risk factors for alcohol abuse, drug use, problem gambling, mental illness, while also increasing protective factors which build resistance and resiliency. Prevention services in Clatsop County include community mobilization, policy development, parenting education, youth skill building programs and community outreach and education.

Major Accomplishments

Two staff were accepted into the Community Anti-Drug Coalitions of America (CADCA) Bootcamp and received ongoing coalition development support to create a Substance Use Disorder Task Force.

Distributed \$30,000.00 to local organizations to support work in substance use prevention, positive youth development and health equity.

Held first ever art contest with the theme "how substances affect my community". Thirty-seven submissions were received.

Conducted a virtual Parent Education Night which provided information and resources to parents on prevention youth substance use.

Budget Highlights

- 1 OHA Program Element (PE36 ADPEP) included in org 7156
- PE36 funds expected to be less than prior year, due to declining COVID/SAPTS funding
- Beginning balance of \$692K contributes toward total revenue, which is 147% higher than prior year
- National Opioid Settlement funds add an estimated \$409K to revenue for FY23/24. These funds (varying amounts) are anticipated to continue through FY38/39.
- The DIS position is budgeted at .60 FTE through Program Element #10-02 revenue in org unit 4110. To support a full 1.0 FTE, an increase of .40 FTE will come from Opioid funding from org unit 7156. This additional FTE will enhance the DIS position by connecting some of the "essential functions" of the job description to health promotion programs and activities. Additional FTE will allow for increased community outreach and education through health fairs, school and community events, assist with policy development around STI infections, and include monitoring data and trends.
- Personnel service expenses expected to increase 41% over prior fiscal year
- Program Supplies include Narcan and School curriculum to be purchased using Opioid funds
- Total expenses 169% higher than prior year, mainly due to FTE increases and programs implemented to utilize Opioid funds.
- Reallocated FTE from other org units
- Estimated Contingency of \$720K anticipated

Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Beginning Balance	239,403	278,182	272,250	692,230	419,980	154%
St. - Marijuana Tax	62,392	28,994	29,000	24,030	(4,970)	- 17%
SE#70/PE36 Prev. Svcs - State	7,575	3,192	8,770	3,660	(5,110)	- 58%
SE#80 Problem Gambling Prevent	18,792	20,500	20,500	20,500	0	0%
OSU-DHS Grant	45,000	0	0	0	0	0%
Hub Contract	0	0	0	0	0	0%
My Future My Choice Grant	6,596	19,259	25,000	37,480	12,480	49%
SE#70/PE36 Prev. Svcs - Feder	51,371	32,039	137,119	92,340	(44,779)	- 32%
Alcohol/Drug TX	19,787	23,436	33,000	20,000	(13,000)	- 39%
National Opioid Settlement	0	0	0	409,320	409,320	100%
Franchise Fees	280	280	320	320	0	0%
Place Matters	0	0	0	0	0	0%
Total Revenue:	451,197	405,882	525,959	1,299,880	773,921	147%
Total Unappropriated Budget:	278,182	247,101	311,379	722,030	410,651	131%
Total Budgeted Resources:	173,014	158,781	214,580	577,850	363,270	169%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	69,540	78,205	119,780	161,840	42,060	35%
Personnel Benefits	34,002	36,939	45,050	70,900	25,850	57%
Materials & Services	69,473	43,637	49,750	345,110	295,360	593%
Total Expenditures:	173,014	158,781	214,580	577,850	363,270	169%

Staffing Summary

Authorized Personnel	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	FTE Change Adopted	% Change Adopted
Total Personnel:	0.85	1.00	1.13	1.98	0.85	75%

Summary

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Personnel Services							
Public Health Director	82-1086	0	0	0	0	0	0%
Deputy Director of Public Heal	82-1087	0	21,838	24,640	52,650	28,010	113%
PHEP Coordinator	82-1199	0	0	16,050	17,830	1,780	11%
Accountant II	82-1848	2,640	683	5,120	5,120	0	0%
Health Promotion Specialist II	82-1872	0	24,718	39,970	61,700	21,730	54%
Health Promotion Specialist I	82-1873	23,266	7,977	34,000	0	(34,000)	- 100%
Disease Intervention Specialis	82-1880	0	0	0	24,540	24,540	100%
Prev Program Coordinator	82-1882	43,175	22,990	0	0	0	0%
Parent Educators	82-1884	459	0	0	0	0	0%
Overtime	82-1945	(92)	0	0	0	0	0%
Remuneration	82-1947	0	0	0	960	960	100%
F.I.C.A.	82-1950	5,049	5,584	9,160	12,450	3,290	35%
FMLA	82-1952	0	0	0	650	650	100%
Retirement	82-1955	12,287	15,062	18,270	33,730	15,460	84%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	13,590	12,990	14,250	18,680	4,430	31%
Dental Insurance	82-1965	1,254	1,329	1,550	1,670	120	7%
HSA/HRA Contribution	82-1966	1,388	1,516	1,130	1,460	330	29%
Benefits Admin Fees	82-1967	23	29	30	30	0	0%
Life/AD&D Insurance	82-1970	67	74	110	210	100	90%
Salary Continuation Insur	82-1972	152	167	110	420	310	281%
S.A.I.F.	82-1975	198	136	320	480	160	50%
Unemployment	82-1980	86	52	120	160	40	33%
Personnel Services Totals:		103,541	115,144	164,830	232,740	67,910	41%
Materials & Services							
Telephones	82-2070	718	2,162	2,690	1,240	(1,450)	- 53%
Unapportioned Projects	82-2129	0	10,294	0	0	0	0%
Program Supplies	82-2140	300	34	500	150,400	149,900	29980%
Program Activity	82-2142	0	0	0	39,550	39,550	100%
Place Matters Expense	82-2145	0	0	0	6,250	6,250	100%
Insurance	82-2200	1,131	738	1,700	910	(790)	- 46%
Maintenance - Equipment	82-2260	0	0	0	0	0	0%
Membership Fees And Dues	82-2370	162	874	870	430	(440)	- 50%
Office Supplies	82-2410	238	1,288	1,330	750	(580)	- 43%
Postage And Freight	82-2419	135	0	0	100	100	100%
Printing And Reproduction	82-2425	267	396	400	220	(180)	- 45%
Office Furniture & Equipment	82-2454	0	529	910	30	(880)	- 96%
PC Equipment	82-2455	780	780	2,000	2,000	0	0%

Summary Cont.

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Contractual Medical Services	82-2464	0	0	0	52,650	52,650	100%
Contractual Legal Services	82-2469	0	0	0	3,240	3,240	100%
Contract Personnel	82-2470	0	0	0	0	0	0%
Contractual Services	82-2471	43,256	0	5,000	28,750	23,750	475%
Advertising	82-2605	699	504	500	5,000	4,500	900%
Fuel - Vehicles	82-2852	0	0	0	800	800	100%
Education And Training	82-2928	386	2,988	2,150	4,880	2,730	126%
Travel Expenses	82-2930	0	0	7,600	15,710	8,110	106%
Reimbursed Mileage	82-2932	0	0	0	340	340	100%
My Future My Choice Expenses	82-2980	0	2,952	1,400	7,560	6,160	440%
Indirect Cost Allocation	82-3210	21,400	20,100	22,700	24,300	1,600	7%
Materials & Services Totals:		69,473	43,637	49,750	345,110	295,360	593%
Total Expenditures:		173,014	158,781	214,580	577,850	363,270	169%

Approp. For Contingency 033

Department Overview

The Mental Health Grants Fund contingency is to be used only to fund unanticipated emergencies as defined by the Board of Commissioners, or to meet expenditure requirements that are either not anticipated at the time the budget document is compiled or are not absorbed during the year within the departmental budget allocations.

Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	0	0	0	0%
Total Revenue:	0	0	0	0	0	0%
Total Unappropriated Budget:	0	0	(411,880)	(722,030)	(310,150)	75%
Total Budgeted Resources:	0	0	411,880	722,030	310,150	75%

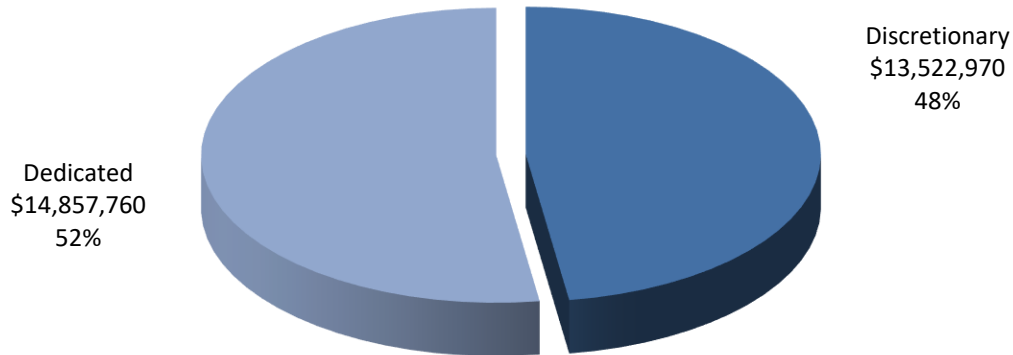
Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	0	0	0	0	0	0%
Contingency	0	0	411,880	722,030	310,150	75%
Total Expenditures:	0	0	411,880	722,030	310,150	75%

Summary

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Contingencies							
Appropriation for Contin.	82-9952	0	0	185,140	0	(185,140)	- 100%
Appropriation for Contin.	82-9956	0	0	226,740	722,030	495,290	218%
Contingencies Totals:		0	0	411,880	722,030	310,150	75%
Total Expenditures:		0	0	411,880	722,030	310,150	75%

Clatsop County Functions/Programs Budget General Government 2023-2024 Total \$28,380,730



Organizational units included within this functional area in the order they appear within the budget document are:

Discretionary Revenue	Information Systems
Board of Commissioners	Buildings & Grounds
Board of Property Tax Appeals	Dues & Special Assessments
Assessment & Taxation	Transfers to Other Funds
Property Management	Approp. for Contingency 1
Clerk - Admin & Elections	GF Stabilization
Clerk - Recordings	American Rescue Plan
Clerk Archived Records	Approp. for Contingency 90
County Manager	Insurance Reserve
Human Resources	Debt Service
County Counsel	Bond & UAL Reserve Fund
Budget & Finance	

The chart above represents the type of funding, discretionary or dedicated, available for this functional area. The adopted expenditure appropriations for each budget included in this functional area are located on the following pages in this section.

TOTAL FTE - 52.1

Discretionary Revenue

Department Overview

Discretionary Revenue's are the primary source of funds over which the Board has discretion regarding how the funds are allocated. This organizational unit within the General Fund is where these discretionary revenues are received. The primary sources of discretionary revenue include: Property taxes, timber receipts, transient room tax collections, and indirect cost revenues.

Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Beginning Balance	14,332,790	11,683,725	9,881,450	7,916,050	(1,965,400)	- 19%
Property Taxes Current Yr	9,616,368	10,275,346	10,536,870	12,052,250	1,515,380	14%
Property Taxes Prior Year	358,422	205,469	240,000	240,000	0	0%
GP Reserve Revenue	29,635	13,662	0	0	0	0%
SIP-06-02 Taxes	259,992	250,698	244,200	0	(244,200)	- 100%
HERT - Heavy Equip Rental Tax	0	0	0	4,500	4,500	100%
WOST - Small Tract Forestland	6,508	5,371	5,000	4,500	(500)	- 10%
Refuge Revenue Sharing	0	0	0	0	0	0%
Room Tax	624,768	829,355	840,000	1,000,000	160,000	19%
Restitution	0	833	0	0	0	0%
Other Fines, Pen. & Forf.	0	0	0	0	0	0%
Interest On Investments	106,820	57,071	45,000	200,000	155,000	344%
Unrealized Gain/Loss	0	0	0	0	0	0%
Realized Gain on Investment	0	421	0	0	0	0%
St. - Liquor Tax	265,150	247,491	240,000	270,000	30,000	12%
St. - Marijuana Tax	119,061	62,540	55,000	60,000	5,000	9%
Cigarette Tax	26,115	22,961	30,500	30,000	(500)	- 1%
Timber Sales	0	0	2,224,940	2,224,940	0	0%
Timber Sales General Fund	2,183,650	2,183,650	2,183,650	2,183,650	0	0%
Cooperative Electric Tax	49,748	51,910	45,000	55,000	10,000	22%
Amusement Tax	7,100	8,835	6,500	7,000	500	7%
Railroad Car Tax	1,600	739	1,000	1,000	0	0%
Federal In-lieu Tax	4,301	4,419	3,000	4,000	1,000	33%
Taylor Grazing Proceeds	0	10	0	0	0	0%
CARES Act Reimbursement	483,864	0	0	0	0	0%
Franchise Fees	90,186	89,012	90,000	90,000	0	0%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Indirect Cost Revenue	1,170,400	1,307,700	1,460,400	1,678,900	218,500	14%
Miscellaneous Revenue	0	0	0	0	0	0%
Transfer from GF Stabilization	0	0	0	29,960	29,960	100%
General Fund Support	(29,737,368)	(27,301,217)	(28,132,510)	(28,051,750)	80,760	- 0%
Total Revenue:	(891)	0	0	0	0	0%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	(891)	0	0	0	0	0%
Total Expenditures:	(891)	0	0	0	0	0%

Summary							
Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Materials & Services							
Banking Svcs Fee	82-2002	0	0	0	0	0	0%
Banking Svcs Credit Adj.	82-2003	(891)	0	0	0	0	0%
Investment Premium	82-2004	0	0	0	0	0	0%
Refunds and Returns	82-3204	0	0	0	0	0	0%
Materials & Services Totals:		(891)	0	0	0	0	0%
Total Expenditures:		(891)	0	0	0	0	0%

Board of Commissioners

Mission Statement

The county will clearly specify the broad services it believes community members want and are willing to support, and then provide those services effectively, efficiently, within budget, fairly and in partnership with other public, non-profit, and private sector service providers.

Department Overview

The five member Board of Commissioners is the elected governing body of the county government pursuant to the County Charter. The Board is responsible for adopting all local laws known as ordinances, determining county policy on a wide range of issues, adopting the annual budget, determining the amount of the property tax levy, establishing county goals, representing the county in state legislation and affairs with other governments agencies and employing a County Manager and County Counsel. The Board also serves as the governing body of four special service districts including: 4-H and Extension; Road District #1; Westport Sewer; and the Rural Law Enforcement Districts. The Board conducts its business in public meetings held on the second and fourth Wednesdays of each month in the county seat of Astoria at the Judge Guy Boyington Building.

Major Accomplishments

The Board of Commissioners adopts a Strategic Plan on an annual basis which helps develop their priorities.

- Fairground Memorandum of Understanding
- Housing Dashboard
- Strategic Facility Plan
- Project Turnkey - Columbia Inn
- Jail Construction/Relocation
- Brownfield Assessment Grant
- Legislative Advocacy
- Strategic Plan Update FY 23/24
- Comprehensive Plan Update
- Housing Task Force
- Childcare Task Force
- Homelessness Emergency Declaration
- Seaside Property Transition - Affordable Housing
- Solid Waste Franchise
- Homelessness Emergency Declaration
- Land Use Ordinance Adoptions
- Habitat Conservation Plan - Analysis/Advocacy
- Social Service Agency Investments (ARPA)
- Broadband Enhancements
- Jewell School Based Health Center

Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Rev. Refunds & Reim.	0	121	0	0	0	0%
General Fund Support	89,202	109,388	139,340	141,290	1,950	1%
Total Revenue:	89,202	109,508	139,340	141,290	1,950	1%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	3,668	0	0	0	0	0%
Materials & Services	85,534	109,508	139,340	141,290	1,950	1%
Total Expenditures:	89,202	109,508	139,340	141,290	1,950	1%

Summary							
Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Personnel Services							
Medical Insurance	82-1964	3,668	0	0	0	0	0%
Personnel Services Totals:		3,668	0	0	0	0	0%
Materials & Services							
Telephones	82-2070	3,585	3,660	4,500	5,000	500	11%
Software Maintenance	82-2265	0	85	0	0	0	0%
Membership Fees And Dues	82-2370	280	449	1,000	1,000	0	0%
Office Supplies	82-2410	528	236	1,950	3,000	1,050	53%
Books And Periodicals	82-2413	31	42	100	100	0	0%
Postage And Freight	82-2419	2,586	3,456	2,400	2,400	0	0%
Printing And Reproduction	82-2425	321	1,168	300	300	0	0%
Office Furniture & Equipment	82-2454	0	436	1,000	2,000	1,000	100%
Contractual Services	82-2471	300	0	0	40	40	100%
Publi. And Legal Notices	82-2600	0	0	0	0	0	0%
Meetings/ Hosting	82-2750	30	381	4,500	4,500	0	0%
Fuel - Vehicles	82-2852	0	395	2,500	500	(2,000)	- 80%
Reimbursable Expense	82-2883	0	0	0	0	0	0%
Floral Arrangements	82-2909	0	0	0	0	0	0%
Vehicle Rental	82-2920	0	130	0	0	0	0%
Education And Training	82-2928	1,922	1,670	6,000	6,050	50	0%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Travel Expenses	82-2930	178	2,314	15,000	6,300	(8,700)	- 58%
Commissioners - Stipend	82-2931	75,774	95,086	100,090	105,100	5,010	5%
Reimbursed Mileage	82-2932	0	0	0	5,000	5,000	100%
Materials & Services Totals:		85,534	109,508	139,340	141,290	1,950	1%
Capital Outlay							
Computer Equipment	82-4907	0	0	0	0	0	0%
Capital Outlay Totals:		0	0	0	0	0	0%
Total Expenditures:		89,202	109,508	139,340	141,290	1,950	1%

Brd of Property Tax Appeal

Mission Statement

The County Clerk is dedicated to providing accurate and efficient information. Serving and providing courteous and professional customer service, supporting the democratic processes, and preserving history.

Department Overview

The County Clerk handles all of the administrative duties of the Board of Property Tax Appeals (BoPTA), starting with the appointment of the BoPTA members, and serves as the liaison between the BoPTA Board members, taxpayers, and the Assessor. BoPTA is comprised of a three-person board (plus one alternate) that first convenes in February and adjourns no later than April 15. BoPTA hears petitions from taxpayers who disagree with their property value and are appealing for the reduction of the real market value of their property. The Board makes decisions to reduce property values or waive personal property late filing fees based on evidence provided by the taxpayer. The County Clerk is officially the Clerk of the Board of Property Tax Appeals; Clatsop County designates a member of the Clerk & Elections staff to serve as BoPTA Clerk. The BoPTA Clerk accepts petitions, schedules hearings, and provides administrative assistance to the Board of Property Tax Appeals process.

Major Accomplishments

Three BoPTA board members were appointed by October 15, 2022. Eight property tax petitions were received by January 3, 2023. Three petitions were rejected. Three petitions were withdrawn. One petition was stipulated before the convening meeting. One petition hearing was held March 3, 2023.

Budget Highlights

This is a status quo budget unit except for personnel services costs of benefits.

Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Board of Property Tax filing f	735	210	300	300	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	35,201	35,320	43,180	38,600	(4,580)	- 10%
Total Revenue:	35,936	35,530	43,480	38,900	(4,580)	- 10%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	20,857	20,867	24,680	25,680	1,000	4%
Personnel Benefits	14,394	14,121	16,870	11,380	(5,490)	- 32%
Materials & Services	685	542	1,930	1,840	(90)	- 4%
Total Expenditures:	35,936	35,530	43,480	38,900	(4,580)	- 10%

Staffing Summary

Authorized Personnel	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	FTE Change Adopted	% Change Adopted
Total Personnel:	0.35	0.35	0.35	0.35	0.00	0%

Summary

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Personnel Services							
County Clerk	82-1021	10,021	11,368	11,580	12,100	520	4%
Deputy Clerk	82-1022	0	0	0	13,580	13,580	100%
Staff Assistant	82-1191	10,836	9,500	13,100	0	(13,100)	- 100%
Overtime	82-1945	52	0	400	400	0	0%
F.I.C.A.	82-1950	1,460	1,455	1,920	2,020	100	5%
FMLA	82-1952	0	0	0	110	110	100%
Retirement	82-1955	3,851	4,813	5,070	5,330	260	5%
Medical Waiver	82-1963	0	0	0	300	300	100%
Medical Insurance	82-1964	7,421	6,321	7,700	2,130	(5,570)	- 72%
Dental Insurance	82-1965	726	650	850	690	(160)	- 18%
HSA/HRA Contribution	82-1966	762	770	770	220	(550)	- 71%
Benefits Admin Fees	82-1967	7	7	10	10	0	0%
Life/AD&D Insurance	82-1970	30	32	40	40	0	0%
Salary Continuation Insur	82-1972	39	36	40	60	20	50%
S.A.I.F.	82-1975	29	23	40	40	0	0%
Unemployment	82-1980	15	14	30	30	0	0%
Personnel Services Totals:		35,251	34,989	41,550	37,060	(4,490)	- 10%
Materials & Services							
Telephones	82-2070	68	65	100	80	(20)	- 20%
Office Supplies	82-2410	16	34	50	30	(20)	- 40%
Postage And Freight	82-2419	24	3	50	50	0	0%
Printing And Reproduction	82-2425	9	0	0	0	0	0%
Publi. And Legal Notices	82-2600	0	0	0	0	0	0%
Meetings/ Hosting	82-2750	24	48	80	80	0	0%
Fuel - Vehicles	82-2852	20	17	100	50	(50)	- 50%
Education And Training	82-2928	0	0	0	0	0	0%
Travel Expenses	82-2930	0	0	50	0	(50)	- 100%
Reimbursed Mileage	82-2932	0	0	0	50	50	100%
Per Diem	82-2936	525	375	1,500	1,500	0	0%
Materials & Services Totals:		685	542	1,930	1,840	(90)	- 4%
Total Expenditures:		35,936	35,530	43,480	38,900	(4,580)	- 10%

Assessment & Taxation

Mission Statement

The Clatsop County Assessment and Taxation mission is to fulfill all mandated functions with integrity and accountability while providing efficient, courteous and professional service to the public and prudently manage public resources.

Department Overview

The responsibilities of the department encompass a wide variety of statutorily required duties and tasks including the appraisal and assessment of property and collection of property taxes for more than 60 taxing jurisdictions.

APPRAISAL: Appraisal of all real property and manufactured structures; explanation and defense of appraisals; maintain personal property, commercial and industrial property records and values; preparation of ratio studies; maintain cyclical reappraisal program.

ASSESSMENT & CARTOGRAPHY: Aid public, administrative support, administer Veteran's exemption's, Senior Citizen's Deferral and Manufactured Structure records. Maintain County mapping of tax lots, ownership and legal descriptions, special assessments, annexations and tax code control.

TAX COLLECTION: Collection and distribution of property taxes; special assessments, tax accounting, preparation and control of refunds; foreclosure proceedings; and warrant processing and collection.

TRANSIENT ROOM TAX: Collection and distribution of Transient Room taxes, issuance of liens and management of delinquent collections, and oversee and facilitate Clatsop County Short Term Rental Permits.

Major Accomplishments

All mandatory requirements set forth by Statute and Rule, along with those required to receive the CAFFA Grant for A&T Funding were completed timely.

Distributed 97.9% of 2021/22 tax collections to over 60 taxing districts per ORS 311.385 by June 30, 2022. The high percentage of collections has remained steady. Certified the 2022/23 Tax Roll of \$103,377,021.

Positive outcomes from increasing Personal Property Auditor to full time include mailing 4,380 returns, which is more than twice as many as in previous years due to clarification of the statute and updates in procedures.

Several shifts in employees this year include the internal promotions of two Senior Appraisers, the Deputy Assessor/Tax Collector and a Tax Technician. We continue to be gratified by this team of hard workers who are willing to accept challenges and remain committed to public service.

Budget Highlights

The 2023/24 proposed budget is mostly status quo, with personnel services adjusted due to the Director retiring at the end of 2023.

82-2419 Postage and Freight costs are expected to be increase by 9% for the next fiscal year.

81-0990 Delinquent accounts that end up in foreclosure are expected to be less this next year, which decreases those fees allowed by statute to reimburse costs of publications and lien searches.

81-4050 CAFFA Grant revenue is projected to be down by 25.7% for 22/23 and this decrease in funds is anticipated for 23/24 as well. Several A&T Funding bills are before the Legislature this year to possibly remedy this into the future.

Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Other Taxes	18,631	18,526	8,000	3,300	(4,700)	- 58%
Land Sales/County Share	165	385	0	0	0	0%
St. - A & T Funding	378,263	343,360	300,000	252,000	(48,000)	- 16%
Public Records Request	0	0	0	0	0	0%
PPE Grant	0	21	0	0	0	0%
Short-Term Rental Application	0	100	0	0	0	0%
Room Tax Determination Fees	0	0	0	0	0	0%
Boundary Adjustment Fees	3,405	3,885	2,500	2,500	0	0%
A & T Research Fees	535	111	300	300	0	0%
Annexations	210	3,415	1,500	2,000	500	33%
Warrant Recording Fees	8,269	6,101	5,000	5,000	0	0%
Application Fees	1,400	1,875	500	500	0	0%
Data Processing Fees	13,998	13,810	10,000	8,000	(2,000)	- 20%
GIS Fees & Income	20	0	0	0	0	0%
LOIS Title/Reg & Trip Fees	875	1,075	500	500	0	0%
Fees for Services	0	110	0	0	0	0%
Maps And Microfische Fees	200	0	100	100	0	0%
Copy Fees	525	520	200	200	0	0%
Miscellaneous Services	0	0	0	0	0	0%
Rev. Refunds & Reim.	0	0	0	0	0	0%
A&T Garnishee Fee	30	30	150	150	0	0%
Room Tax Lien Recording Fees	0	0	0	0	0	0%
NSF Check Fee	785	800	1,000	1,000	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Equip. Auction-Sales-Rental	0	0	0	0	0	0%
Insurance Loss Proceeds	0	0	0	0	0	0%
General Fund Support	1,274,254	1,320,789	1,600,070	1,726,410	126,340	7%
Total Revenue:	1,701,564	1,714,913	1,929,820	2,001,960	72,140	3%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	1,062,314	1,075,098	1,184,100	1,232,930	48,830	4%
Personnel Benefits	571,249	573,670	661,450	686,360	24,910	3%
Materials & Services	68,001	66,145	84,270	82,670	(1,600)	- 1%
Total Expenditures:	1,701,564	1,714,913	1,929,820	2,001,960	72,140	3%

Staffing Summary						
Authorized Personnel	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	FTE Change Adopted	% Change Adopted
Total Personnel:	14.80	14.80	15.30	15.30	0.00	0%

Summary

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Personnel Services							
Assessor Tax Director	82-1005	125,455	131,100	137,000	165,840	28,840	21%
Property Appraisal Super.	82-1100	93,252	101,257	106,440	101,130	(5,310)	- 4%
Deputy Assessor/Tax Collector	82-1102	81,181	88,230	97,740	84,270	(13,470)	- 13%
Tax Technician - A&T	82-1103	78,670	92,009	86,790	80,460	(6,330)	- 7%
Admin Assistant II	82-1182	0	0	0	52,370	52,370	100%
Staff Assistant	82-1191	51,402	35,226	49,090	0	(49,090)	- 100%
Senior Property Appraiser	82-1250	138,898	79,361	156,960	230,540	73,580	46%
Property Appraiser II	82-1260	267,731	387,738	354,730	300,450	(54,280)	- 15%
Property Appraiser I	82-1261	53,545	9,400	0	0	0	0%
Senior Cartographer	82-1310	140,941	71,983	75,220	78,630	3,410	4%
Cartographer	82-1320	0	56,400	61,890	67,920	6,030	9%
Personal Property Tax Auditor	82-1340	31,240	22,393	58,240	71,320	13,080	22%
Temporary Help	82-1941	0	0	3,500	3,500	0	0%
Overtime	82-1945	0	0	0	0	0	0%
Remuneration	82-1947	405	315	0	0	0	0%
F.I.C.A.	82-1950	76,998	78,517	91,130	94,770	3,640	3%
FMLA	82-1952	0	0	0	4,960	4,960	100%
Retirement	82-1955	230,734	239,453	265,570	270,150	4,580	1%
Medical Waiver	82-1963	2,600	3,600	3,600	2,400	(1,200)	- 33%
Medical Insurance	82-1964	199,834	189,151	223,550	238,860	15,310	6%
Dental Insurance	82-1965	22,948	25,572	31,000	24,940	(6,060)	- 19%
HSA/HRA Contribution	82-1966	24,100	24,810	25,960	27,790	1,830	7%
Benefits Admin Fees	82-1967	357	335	400	350	(50)	- 12%
Life/AD&D Insurance	82-1970	1,207	1,498	1,550	1,720	170	10%
Salary Continuation Insur	82-1972	1,480	1,480	1,530	3,420	1,890	123%
S.A.I.F.	82-1975	9,454	8,188	12,470	12,260	(210)	- 1%
Unemployment	82-1980	1,132	751	1,190	1,240	50	4%
Personnel Services Totals:		1,633,563	1,648,768	1,845,550	1,919,290	73,740	4%

Materials & Services

Telephones	82-2070	2,835	2,293	2,600	2,400	(200)	- 7%
Lockbox Fees	82-2230	0	0	0	0	0	0%
A&T Garnishee Fee	82-2235	0	0	300	230	(70)	- 23%
Room Tax Lien Recording Fees	82-2236	0	0	0	0	0	0%
Maintenance - Equipment	82-2260	600	600	600	630	30	5%
Software Maintenance	82-2265	8,356	8,356	8,900	7,680	(1,220)	- 13%
Membership Fees And Dues	82-2370	2,075	3,255	3,570	3,400	(170)	- 4%
Warrant Recording Fees	82-2375	5,046	1,802	4,000	4,000	0	0%
Office Supplies	82-2410	2,731	1,852	2,500	2,500	0	0%

Summary Cont.

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Books And Periodicals	82-2413	251	254	1,000	300	(700)	- 70%
Postage And Freight	82-2419	23,997	23,065	25,800	30,500	4,700	18%
Records And Forms	82-2422	0	0	0	0	0	0%
Printing And Reproduction	82-2425	8,351	8,848	12,000	11,000	(1,000)	- 8%
Microfilming	82-2440	0	0	0	0	0	0%
Office Furniture & Equipment	82-2454	605	2,567	2,000	1,000	(1,000)	- 50%
Contractual Legal Services	82-2469	0	0	0	0	0	0%
Contractual Services	82-2471	6,510	4,222	5,500	6,430	930	16%
Contractual Technology Dev	82-2477	0	0	0	0	0	0%
Publi. And Legal Notices	82-2600	1,160	1,158	3,000	1,500	(1,500)	- 50%
Fuel - Vehicles	82-2852	836	1,907	2,000	1,600	(400)	- 20%
Vehicle Maintenance & Use	82-2923	723	1,224	2,500	1,500	(1,000)	- 40%
Education And Training	82-2928	3,849	3,699	5,000	5,000	0	0%
Miscellaneous Expense	82-2929	1	0	0	0	0	0%
Travel Expenses	82-2930	0	1,043	3,000	3,000	0	0%
Reimbursed Mileage	82-2932	0	0	0	0	0	0%
Refunds and Returns	82-3204	75	0	0	0	0	0%
Materials & Services Totals:		68,001	66,145	84,270	82,670	(1,600)	- 1%
Capital Outlay							
Office Equipment	82-4300	0	0	0	0	0	0%
Capital Outlay Totals:		0	0	0	0	0	0%
Transfers Out							
Transfer to Fleet Replacement	82-8101	0	0	0	0	0	0%
Transfers Out Totals:		0	0	0	0	0	0%
Total Expenditures:		1,701,564	1,714,913	1,929,820	2,001,960	72,140	3%

Property Management

Mission Statement

Clatsop County Property Management maintains a complete and accurate inventory of County owned or tax foreclosed real estate and manages these properties in a fair and equitable manner.

Department Overview

This departmental section operates according to the Board of Commissioners' Property Management Policy to manage, maintain, categorize and conduct disposition of county owned properties. This division provides for supervision of tax-foreclosed and non-foreclosed real property. The division contracts for fee appraisal and analysis for the disposition or retention of County real properties throughout Clatsop County; and prepares and negotiates all leases, easements, licenses for use and personal services contracts involved in the management of County properties. All surplus properties are inventoried and categorized as to the appropriate category for potential sale or future use. The division also evaluates tax-foreclosed property for potential of hazardous waste cleanup. Parcels of real property are prepared for auction and presented to the Board of Commissioners for approval. State law permits the disposition of the remaining unsold properties through negotiated or sealed bid sales. Additionally, the division works with county counsel on county reversionary issues, provides information to various groups, such as Recreational Lands Planning Advisory Committee, Parks Department and Community Development Department and is the manager of the Clatsop County Pioneer Cemetery.

Major Accomplishments

During the 2022 - 2023 FY staff made updates to the Property Management Policy and followed that up with a reassessment of the inventoried properties for categorization of the based on the updated policy. Additionally, staff developed a policy regarding transfer of properties to qualified non-profits per ORS 271.330(2)(a).

Budget Highlights

This program has transitioned from oversight occurring in the Assessment & Taxation Department to the County Manager's Office and remains a status quo budget.

Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Land Sales/County Share	82,882	33,523	30,000	30,000	0	0%
Non Foreclose Sales	0	0	0	0	0	0%
Copy Fees	0	5	0	0	0	0%
S.A.I.F. Reimbursement	0	0	0	0	0	0%
Rev. Refunds & Reim.	649	197	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	(21,701)	10,715	56,520	61,440	4,920	8%
Total Revenue:	61,831	44,440	86,520	91,440	4,920	5%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	31,374	22,707	34,160	39,750	5,590	16%
Personnel Benefits	15,984	10,406	25,110	24,440	(670)	- 2%
Materials & Services	14,268	11,207	26,950	26,950	0	0%
Special Payments	205	120	300	300	0	0%
Total Expenditures:	61,831	44,440	86,520	91,440	4,920	5%

Staffing Summary

Authorized Personnel	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	FTE Change Adopted	% Change Adopted
Total Personnel:	0.50	0.50	0.50	0.50	0.00	0%

Summary

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Personnel Services							
Management/Policy Analyst	82-1305	0	0	0	39,750	39,750	100%
Property Mgmt Specialist	82-1345	31,374	22,707	34,160	0	(34,160)	- 100%
Remuneration	82-1947	270	0	0	0	0	0%
F.I.C.A.	82-1950	2,347	1,704	2,610	3,040	430	16%
FMLA	82-1952	0	0	0	160	160	100%
Retirement	82-1955	8,443	5,956	8,960	8,240	(720)	- 8%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	3,630	1,777	11,010	10,640	(370)	- 3%
Dental Insurance	82-1965	325	172	1,220	980	(240)	- 19%
HSA/HRA Contribution	82-1966	500	550	1,100	1,100	0	0%
Benefits Admin Fees	82-1967	10	6	10	10	0	0%
Life/AD&D Insurance	82-1970	38	25	60	50	(10)	- 16%
Salary Continuation Insur	82-1972	36	18	50	120	70	140%
S.A.I.F.	82-1975	363	184	60	60	0	0%
Unemployment	82-1980	23	14	30	40	10	33%
Personnel Services Totals:		47,358	33,113	59,270	64,190	4,920	8%
Materials & Services							
Telephones	82-2070	111	96	150	110	(40)	- 26%
Membership Fees And Dues	82-2370	0	0	50	50	0	0%
Office Supplies	82-2410	10	0	50	50	0	0%
Postage And Freight	82-2419	212	17	200	240	40	20%
Contractual Services	82-2471	0	0	0	0	0	0%
Fire Patrol Assessment	82-2534	2,164	1,885	2,000	3,000	1,000	50%
Recording Fees-Foreclosed	82-2562	2,238	1,154	1,500	1,500	0	0%
Recording Fees-Non Foreclosed	82-2563	0	0	0	0	0	0%
HOA Dues - Foreclosed	82-2567	0	0	0	0	0	0%
Publ. And Legal Notices	82-2600	1,688	0	2,000	1,800	(200)	- 10%
Rts. & Lea. - S., I. & G.	82-2670	0	0	0	0	0	0%
Fuel - Vehicles	82-2852	0	0	200	200	0	0%
Vehicle Maintenance & Use	82-2923	0	0	0	0	0	0%
Education And Training	82-2928	0	0	300	300	0	0%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Travel Expenses	82-2930	0	0	500	500	0	0%
Reimbursed Mileage	82-2932	0	0	0	0	0	0%
County Land Maintenance	82-2996	7,844	8,055	20,000	19,200	(800)	- 4%
Refunds and Returns	82-3204	0	0	0	0	0	0%
Materials & Services Totals:		14,268	11,207	26,950	26,950	0	0%
Special Payments							
Property Taxes	82-3800	205	120	300	300	0	0%
Special Payments Totals:		205	120	300	300	0	0%

Total Expenditures:		61,831	44,440	86,520	91,440	4,920	5%
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Clerk - Admin. & Elections

Mission Statement

The County Clerk is dedicated to providing accurate and efficient information. Serving and providing courteous and professional customer service, supporting the democratic processes, and preserving history.

Department Overview

The County Clerk is the chief election official for the County. The County Clerk coordinates and conducts all county, city, special district, state and federal elections. The County Clerk ensures elections are conducted according to Oregon Election Laws and Secretary of State Directives. Staff registers voters and maintains the statewide Oregon Centralized Voter Registration database (OCVR) for Clatsop County. Maintenance includes updating addresses and district data, verifying signatures, accepting county, city and special district initiatives, referendums and referrals, and candidate filings, issuing and mailing ballots, producing a voters' pamphlet, managing drop site locations, accepting and processing returned ballots, providing assistance to voters, tallying ballots, and releasing and certifying election results.

Major Accomplishments

The County Clerk office conducted a November 8, 2022 Gubernatorial General Election. Ballots were mailed to 31,145 registered voters. The County Clerk staff processed 20,559 voter returned ballots.

The County Clerk staff is preparing for the May 16, 2023 Regular District Election for Special Districts and anticipates mailing approximately 31,000 ballots to registered voters countywide. The clerks staff is putting together a voters' pamphlet for this election. They will be mailed to each household one week prior to the mailing of the ballots. There are 101 open positions for the 33 special districts election and a total of four ballot measures: County, City of Warrenton, Clatsop Care Health District, and Lewis & Clark Rural Fire Protection District.

Budget Highlights

The County Clerk is budgeting for the Countywide May 2024 Presidential Primary and the possibility of a partial county August 2023, November 2023, and/or March 2024 Special Elections.

The decrease in revenue is from last FY being the last payment from the Secretary of State for motor voter implementation.

In FY 2022-2023 the Clerks office received \$20,000 in grant funds from the State of Oregon for Elections Modernization. The funds are to be spent on any upgrading and improvements for the elections department. This FY the office has used \$5,500 in computer upgrades and office equipment tracked in Grant Expenses 82-2139. A portion of the remaining funds will be used to upgrade our video security.

Maintenance - Equipment has been decreased because the use of the ballot sorter is being suspended until a later date. We will not be renewing the contract for FY 23/24.

Software Maintenance expense remains steady this FY, however, with the implementation of the new Oregon Votes State Registration and Election system, there is an estimated increase of an additional \$2000 beginning in FY 2024/2025 for software maintenance.

Postage and Freight and Publication and Legal Notices have a decrease, as there is one guaranteed full county election in this fiscal year and possibility of two partial county elections.

Printing and Reproduction has a decrease from last FY as the price increases did not occur to the level projected.

The increase in Travel Expense is due to travel for Clerk & two staff to attend the Mid-Winter OACC (Oregon Association of County Clerks) conference in Salem. This fiscal year Clatsop County Clerk will be serving as president of the OACC.

Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Clerks Modernization Grant	0	0	15,000	0	(15,000)	- 100%
Oregon Motor Voter	4,497	4,552	4,500	0	(4,500)	- 100%
Public Records Request	0	0	0	0	0	0%
Election Fees	34,680	28,698	20,000	20,000	0	0%
Administrative Service Fee	0	33	0	0	0	0%
Rev. Refunds & Reim.	36,456	0	0	0	0	0%
NSF Check Fee	0	0	0	0	0	0%
Donations from Trust Fund	0	5,898	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	367,310	360,300	452,120	459,820	7,700	1%
Total Revenue:	442,942	399,481	491,620	479,820	(11,800)	- 2%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	185,667	194,848	208,450	220,590	12,140	5%
Personnel Benefits	134,439	130,874	148,570	138,850	(9,720)	- 6%
Materials & Services	122,837	73,759	134,600	120,380	(14,220)	- 10%
Total Expenditures:	442,942	399,481	491,620	479,820	(11,800)	- 2%

Staffing Summary

Authorized Personnel	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	FTE Change Adopted	% Change Adopted
Total Personnel:	3.00	3.00	3.00	3.00	0.00	0%

Summary

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Personnel Services							
County Clerk	82-1021	50,109	56,841	57,890	60,500	2,610	4%
Deputy Clerk	82-1022	0	0	0	88,770	88,770	100%
Election Technician	82-1130	62,481	65,291	68,230	71,320	3,090	4%
Staff Assistant	82-1191	73,077	72,716	82,330	0	(82,330)	- 100%
Temporary - Staff Assist	82-1937	0	0	0	0	0	0%
Election Bd & Messengers	82-1944	8,671	2,929	10,000	10,000	0	0%
Overtime	82-1945	333	739	1,000	1,000	0	0%
F.I.C.A.	82-1950	12,962	13,336	16,790	17,760	970	5%
FMLA	82-1952	0	0	0	930	930	100%
Retirement	82-1955	42,069	46,618	46,480	48,910	2,430	5%
Medical Waiver	82-1963	0	0	0	600	600	100%
Medical Insurance	82-1964	57,882	54,172	59,980	47,360	(12,620)	- 21%
Dental Insurance	82-1965	5,252	5,405	6,430	5,200	(1,230)	- 19%
HSA/HRA Contribution	82-1966	6,125	6,600	6,600	5,500	(1,100)	- 16%
Benefits Admin Fees	82-1967	110	100	120	100	(20)	- 16%
Life/AD&D Insurance	82-1970	246	300	300	320	20	6%
Salary Continuation Insur	82-1972	288	282	290	600	310	106%
S.A.I.F.	82-1975	276	229	360	340	(20)	- 5%
Unemployment	82-1980	225	163	220	230	10	4%
Personnel Services Totals:		320,106	325,722	357,020	359,440	2,420	0%

Materials & Services

Telephones	82-2070	816	659	800	750	(50)	- 6%
Grant Expenses	82-2139	0	0	0	14,500	14,500	100%
Maintenance - Equipment	82-2260	34,349	5,043	8,520	4,400	(4,120)	- 48%
Software Maintenance	82-2265	13,255	11,675	15,000	14,850	(150)	- 1%
Membership Fees And Dues	82-2370	525	265	850	780	(70)	- 8%
Office Supplies	82-2410	875	506	1,000	2,900	1,900	190%
Election Supplies	82-2411	3,717	301	1,000	1,000	0	0%
Books And Periodicals	82-2413	135	183	190	190	0	0%
Postage And Freight	82-2419	15,990	13,492	22,530	20,000	(2,530)	- 11%
Printing And Reproduction	82-2425	50,000	34,048	72,500	52,750	(19,750)	- 27%
Office Furniture & Equipment	82-2454	86	650	3,820	100	(3,720)	- 97%
Contractual Services	82-2471	132	166	600	600	0	0%
Publ. And Legal Notices	82-2600	1,791	667	1,800	800	(1,000)	- 55%
Meetings/ Hosting	82-2750	0	0	0	300	300	100%
Fuel - Vehicles	82-2852	1,166	497	1,020	220	(800)	- 78%
Vehicle Maintenance & Use	82-2923	0	0	0	0	0	0%
Education And Training	82-2928	0	1,878	2,370	1,820	(550)	- 23%

Summary Cont.

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Travel Expenses	82-2930	0	3,531	2,600	3,320	720	27%
Reimbursed Mileage	82-2932	0	0	0	1,100	1,100	100%
Unallocated Donations	82-3141	0	0	0	0	0	0%
Refunds and Returns	82-3204	0	200	0	0	0	0%
Materials & Services Totals:		122,837	73,759	134,600	120,380	(14,220)	- 10%
Capital Outlay							
Miscellaneous Equipment	82-4900	0	0	0	0	0	0%
Capital Outlay Totals:		0	0	0	0	0	0%
Total Expenditures:		442,942	399,481	491,620	479,820	(11,800)	- 2%

Clerk Recordings

Mission Statement

The County Clerk is dedicated to providing accurate and efficient information. Serving and providing courteous and professional customer service, supporting the democratic processes, and preserving history.

Department Overview

The County Clerk is the official record keeper for Clatsop County. The County Clerk record functions are governed by Oregon Revised Statutes (ORS) Chapter 205, ORS 86, 93, 97, 100 regarding document recording, ORS 106, 107, 409, and 432 regarding marriage and domestic partnerships and Oregon Administrative Rules (OAR) Division 150 County and Special District Retention Schedule for records retention. The County Clerk's Office is an acceptance facility for US passports and adheres to US Department of State policy and procedure for accepting passports. County Administrative Policy A-26 sets forth the process for records storage at the Judge Guy Boyington Building.

The County Clerk is responsible for recording all real property transactions, deeds and mortgages, partition and subdivision plat maps, military discharges, marriage licenses and other documents as required by law. In accordance with applicable OARs, recorded documents are microfilmed annually for permanent retention.

Major Accomplishments

County Clerks staff recorded and indexed 46,185 pages of 8,867 documents for 2022. This first half of FY 2022-2023 the County Clerks office has recorded and indexed 4,943 documents, accepted 609 passport applications, and issued 250 marriage licenses. We have provided over 775 certified documents from our records.

Budget Highlights

The anticipated decrease in Postage and Freight is due to a drop in recordings and the use of e-recording becoming the normal.

The 33% decrease in Recording Fees revenue is based on the forecasted decline in recording documents and past trends with rising interest rates.

The increase in Microfilming and the decrease in Contractual Services is due to the SOS Archive Records Storage being paid this FY and adjusting the payment to the correct expense account.

An anticipated increase in hotel expenses and conference fees is the cause for the increase in Education and Training and Travel Expenses.

Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Public Records Request	0	0	0	0	0	0%
Administrative Service Fee	12,777	9,822	9,000	8,000	(1,000)	- 11%
Marriage Fee	15,960	15,435	10,000	12,000	2,000	20%
Wedding Witness Service Fee	0	0	100	100	0	0%
Domestic Partnership Fees	25	0	0	0	0	0%
Passport Fees	19,946	29,001	20,000	20,000	0	0%
Wedding Ceremony	0	0	600	2,000	1,400	233%
Recording Fees	439,009	343,511	375,000	250,000	(125,000)	- 33%
CSI Camp Fees	0	0	0	0	0	0%
Annexations	90	1,440	0	0	0	0%
Data Processing Fees	10,526	11,409	7,000	7,500	500	7%
GIS Fees & Income	0	0	0	0	0	0%
Rev. Overpayments	119	54	150	50	(100)	- 66%
Rev. Refunds & Reim.	0	0	0	0	0	0%
NSF Check Fee	0	50	0	50	50	100%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	(305,955)	(231,934)	(217,990)	(99,890)	118,100	- 54%
Total Revenue:	192,497	178,787	203,860	199,810	(4,050)	- 1%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	102,333	99,795	115,540	117,860	2,320	2%
Personnel Benefits	75,613	65,562	75,530	65,490	(10,040)	- 13%
Materials & Services	14,550	13,430	12,790	16,460	3,670	28%
Total Expenditures:	192,497	178,787	203,860	199,810	(4,050)	- 1%

Staffing Summary

Authorized Personnel	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	FTE Change Adopted	% Change Adopted
Total Personnel:	1.65	1.65	1.65	1.65	0.00	0%

Summary

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Personnel Services							
County Clerk	82-1021	40,086	45,472	46,310	48,400	2,090	4%
Deputy Clerk	82-1022	0	0	0	69,460	69,460	100%
Staff Assistant	82-1191	62,248	54,324	69,230	0	(69,230)	- 100%
Temporary Help	82-1941	0	0	0	0	0	0%
Overtime	82-1945	351	62	1,000	1,000	0	0%
F.I.C.A.	82-1950	7,311	7,097	8,920	9,120	200	2%
FMLA	82-1952	0	0	0	480	480	100%
Retirement	82-1955	25,685	24,388	27,000	24,210	(2,790)	- 10%
Medical Waiver	82-1963	0	0	0	300	300	100%
Medical Insurance	82-1964	35,011	26,037	30,270	23,940	(6,330)	- 20%
Dental Insurance	82-1965	3,315	2,740	4,010	2,550	(1,460)	- 36%
HSA/HRA Contribution	82-1966	3,362	4,730	3,630	3,080	(550)	- 15%
Benefits Admin Fees	82-1967	37	33	40	40	0	0%
Life/AD&D Insurance	82-1970	139	141	170	170	0	0%
Salary Continuation Insur	82-1972	176	155	180	300	120	66%
S.A.I.F.	82-1975	142	109	190	180	(10)	- 5%
Unemployment	82-1980	85	69	120	120	0	0%
Personnel Services Totals:		177,946	165,357	191,070	183,350	(7,720)	- 4%
Materials & Services							
Telephones	82-2070	612	433	500	500	0	0%
Maintenance - Equipment	82-2260	0	0	0	0	0	0%
Membership Fees And Dues	82-2370	125	133	250	180	(70)	- 28%
Office Supplies	82-2410	447	658	400	500	100	25%
Books And Periodicals	82-2413	32	32	30	30	0	0%
Postage And Freight	82-2419	9,634	6,810	8,100	7,550	(550)	- 6%
Records And Forms	82-2422	0	0	200	0	(200)	- 100%
Printing And Reproduction	82-2425	897	784	600	850	250	41%
Photographic Supplies	82-2427	220	219	1,100	1,100	0	0%
Microfilming	82-2440	0	0	100	3,900	3,800	3800%
Office Furniture & Equipment	82-2454	2,243	49	0	0	0	0%
Contractual Legal Services	82-2469	0	0	0	0	0	0%
Contractual Services	82-2471	341	3,480	340	450	110	32%
Fuel - Vehicles	82-2852	0	0	0	0	0	0%
Vehicle Maintenance & Use	82-2923	0	0	0	0	0	0%
Education And Training	82-2928	0	349	570	680	110	19%
Travel Expenses	82-2930	0	484	600	720	120	20%
Reimbursed Mileage	82-2932	0	0	0	0	0	0%
Refunds and Returns	82-3204	0	0	0	0	0	0%
Materials & Services Totals:		14,550	13,430	12,790	16,460	3,670	28%
Total Expenditures:		192,497	178,787	203,860	199,810	(4,050)	- 1%

Clerk Archived Records

Mission Statement

Office of County Clerk staff is dedicated to providing accurate and efficient information. Serving and providing courteous and professional customer service, supporting the democratic processes, and preserving history.

Department Overview

Under ORS 205.320, the County Clerk is directed to deposit 5% of recording fees in a separate fund. The funds are used to digitize records for the County archives and public access.

Major Accomplishments

County Clerk staff indexed 46,185 pages of 8,867 digitized documents for 2022.

Budget Highlights

The revenue for this fund has remained steady generating approximately \$9,000. Staff continue to work on building reserves for future projects on a larger scale while continuing to accomplish smaller tasks on an annual basis. Have goal of building up contingency reserves to continue with microfilm projects.

Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Beginning Balance	4,875	8,507	9,100	7,400	(1,700)	- 18%
Interest On Investments	50	53	50	50	0	0%
Recording Fees	12,668	9,871	10,000	8,000	(2,000)	- 20%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Total Revenue:	17,592	18,431	19,150	15,450	(3,700)	- 19%
Total Unappropriated Budget:	8,507	8,428	0	0	0	0%
Total Budgeted Resources:	9,085	10,003	19,150	15,450	(3,700)	- 19%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	9,085	10,003	10,200	9,400	(800)	- 7%
Contingency	0	0	8,950	6,050	(2,900)	- 32%
Total Expenditures:	9,085	10,003	19,150	15,450	(3,700)	- 19%

Summary

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Materials & Services							
Unapportioned Projects	82-2129	0	0	0	0	0	0%
Microfilming	82-2440	2,885	3,803	4,000	3,000	(1,000)	- 25%
Office Furniture & Equipment	82-2454	0	0	0	0	0	0%
Contractual Services	82-2471	0	0	0	0	0	0%
Rts. & Lea. - S., I. & G.	82-2670	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	6,200	6,200	6,200	6,400	200	3%
Materials & Services Totals:		9,085	10,003	10,200	9,400	(800)	- 7%
Contingencies							
Appropriation for Contin.	82-9900	0	0	8,950	6,050	(2,900)	- 32%
Contingencies Totals:		0	0	8,950	6,050	(2,900)	- 32%
Total Expenditures:		9,085	10,003	19,150	15,450	(3,700)	- 19%

County Manager

Mission Statement

The mission of the County Manager is to provide leadership and direction to county staff and to facilitate and manage activities supporting the implementation, enforcement, and transparency of County policy as directed by the Board of County Commissioners.

Department Overview

The County Manager is the administrative executive of the County government, responsible to the Board of Commissioners for the proper administration of the County, also responsible for ensuring that all affairs of the County are conducted in accordance with the County Home Rule Charter. In addition, the Manager is responsible for providing staff support and policy advice to the Board of Commissioners, for directing departments regarding matters of concern to other agencies and the public, for providing liaison between departments and the Board of Commissioners, for preparing Board of Commissioners meeting agendas, for performing organizational and other special studies and for providing information to the public. The Assistant County Manager acts as the County's budget officer and has the responsibility to prepare, implement and monitor the County's annual budget in accordance with the Board's Budget Policies and Oregon Local Budget Law and for carrying out the policies established by the Board.

Major Accomplishments

The County Manager is responsible for effective and efficient administration and oversees a number of projects supporting the Board's Strategic Plan and other county priorities.

- Strategic Plan Update FY 23/24
- Legislative Session
- Strategic Facilities Plan
- Management Level Recruitment
- Annual Department Work Plan Development
- Countywide Training Program
- Collective Bargaining
- Classification/Compensation Study
- Review Grant Reporting Policies/Procedures
- Fairgrounds Memorandum of Understanding
- Project Turnkey - Columbia Inn
- Road Project Planning
- Community Development - Comprehensive Plan/Ordinances
- Rural Internet Enhancement Planning
- Updated/Modified Budget Process
- Inclement Weather Response/Support
- Fleet Management - Internal Service Model
- Fuel Tank Purchase - Grant funded
- Anerobic Biodigester Study
- Communication & Website Enhancements

Budget Highlights

The County Manager budget is relatively status quo. The shift in FTE is not a new position but a shift of allocation between org units for work performed. The overall increase in materials & services is related to increased software expenses to improve communication platforms and outreach.

Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Public Records Request	0	290	0	0	0	0%
Copy Fees	0	0	0	0	0	0%
Rev. Refunds & Reim.	60	300	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	795,316	971,676	1,207,420	1,332,190	124,770	10%
Total Revenue:	795,376	972,266	1,207,420	1,332,190	124,770	10%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	470,738	614,655	780,350	874,090	93,740	12%
Personnel Benefits	234,743	253,918	346,460	365,690	19,230	5%
Materials & Services	89,896	103,693	80,610	92,410	11,800	14%
Total Expenditures:	795,376	972,266	1,207,420	1,332,190	124,770	10%

Staffing Summary

Authorized Personnel	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	FTE Change Adopted	% Change Adopted
Total Personnel:	3.95	5.55	7.25	7.25	0.00	0%

Summary

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Personnel Services							
County Manager	82-1002	173,000	180,380	188,090	196,150	8,060	4%
Assist. Co. Manager	82-1003	142,013	156,151	163,180	170,520	7,340	4%
Administrative Assistant	82-1118	0	41,316	51,310	68,510	17,200	33%
Senior Admin Supervisor	82-1119	73,433	80,575	93,060	102,110	9,050	9%
Management/Policy Analyst	82-1305	18,528	51,173	89,130	122,100	32,970	36%
Housing Manager	82-1350	0	0	0	0	0	0%
Senior Communications Speciali	82-1893	0	0	0	83,090	83,090	100%
Public Affairs Officer	82-1897	1	38,427	125,950	131,610	5,660	4%
Community Relations Coordinato	82-1899	63,763	66,632	69,630	0	(69,630)	- 100%
Temporary Help	82-1941	26,988	90	0	0	0	0%
Overtime	82-1945	0	0	200	200	0	0%
F.I.C.A.	82-1950	35,149	43,774	61,020	66,880	5,860	9%
FMLA	82-1952	0	0	0	3,500	3,500	100%
Retirement	82-1955	105,825	131,194	183,180	184,000	820	0%
Medical Waiver	82-1963	1,140	475	0	0	0	0%
Medical Insurance	82-1964	50,276	59,300	79,510	90,930	11,420	14%
Dental Insurance	82-1965	7,144	7,769	10,210	9,590	(620)	- 6%
HSA/HRA Contribution	82-1966	3,000	5,642	6,050	3,850	(2,200)	- 36%
Benefits Admin Fees	82-1967	127	218	130	320	190	146%
Life/AD&D Insurance	82-1970	1,127	1,289	730	770	40	5%
Salary Continuation Insur	82-1972	878	1,148	1,460	1,650	190	13%
S.A.I.F.	82-1975	642	618	1,170	1,130	(40)	- 3%
Unemployment	82-1980	448	401	800	870	70	8%
Deferred Compensation	82-1983	2,000	2,000	2,000	2,000	0	0%
Personnel Services Totals:		705,481	868,573	1,126,810	1,239,780	112,970	10%
Materials & Services							
Telephones	82-2070	2,817	3,893	3,500	3,500	0	0%
Software Maintenance	82-2265	240	847	80	13,300	13,220	16525%
Membership Fees And Dues	82-2370	1,328	3,953	4,230	4,080	(150)	- 3%
Office Supplies	82-2410	3,666	1,965	2,500	2,500	0	0%
Books And Periodicals	82-2413	135	334	500	500	0	0%
Postage And Freight	82-2419	8,702	330	200	200	0	0%
Printing And Reproduction	82-2425	10,407	4,177	3,500	3,500	0	0%
Office Furniture & Equipment	82-2454	5,881	2,136	3,000	3,000	0	0%
Contractual Services	82-2471	54,818	77,295	52,200	52,950	750	1%
Publi. And Legal Notices	82-2600	155	844	200	200	0	0%
Social Media Advertising	82-2603	0	678	0	0	0	0%
Meetings/ Hosting	82-2750	14	87	400	400	0	0%

Summary Cont.

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Fuel - Vehicles	82-2852	0	114	500	500	0	0%
Recruitment Expense	82-2880	0	2,828	0	0	0	0%
Vehicle Maintenance & Use	82-2923	0	0	100	100	0	0%
Education And Training	82-2928	1,733	1,338	5,020	2,500	(2,520)	- 50%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Travel Expenses	82-2930	0	2,874	4,680	3,180	(1,500)	- 32%
Reimbursed Mileage	82-2932	0	0	0	2,000	2,000	100%
Materials & Services Totals:		89,896	103,693	80,610	92,410	11,800	14%
Total Expenditures:		795,376	972,266	1,207,420	1,332,190	124,770	10%

Human Resources

Mission Statement

Human Resources is committed to creating a respectful and equitable workplace, promoting high performance standards and a commitment to excellence amongst all employees while developing innovative and fiscally responsible programs to engage both current, and potential employees.

Department Overview

The Human Resources Department provides a framework of personnel practices, as well as training and educational information which comply with local, state and federal laws for all county employees in the employee life cycle from recruitment to retirement. This includes best practices regarding recruitment and retention by ensuring positions are classified and compensated equitably both through external and internal review processes; conducting a thorough orientation and onboarding process; overseeing a comprehensive annual performance evaluation system, and administering an employee award/recognition program. The Human Resources Department also serves as the main point of contact, regarding the County's comprehensive benefits program, working with third party administrators, vendors and other key staff.

HR is also responsible for the interpretation, review, and application of the County's personnel policy through employee training and education, as well as adhering to applicable collective bargaining agreements through strong labor relations and collective bargaining negotiations.

HR is responsible for ensuring the County complies with laws such as: American with Disabilities Act (ADA), Occupation Safety and Health Administration (OSHA) regulations (in partnership with Risk Management), Equal Employment Opportunity Commission requirements (EEO/Affirmative Action plan compliance), Health Information Portability and Accountability Act (HIPAA), and Family Medical Leave Act (FMLA)/Oregon Family Leave Act (OFLA), and the Oregon Pay Equity Law.

The Volunteer Coordinator manages all aspects of the county's volunteer services program. The coordinator assists staff in developing new volunteer jobs, recruiting for open positions, conducting new volunteer orientations staff training related to volunteer management, and organizes an annual countywide volunteer recognition program.

Major Accomplishments

Recruitment: Recruitments remain a large portion of the HR work. During the past year, the recruitment efforts included: jail staffing, Emergency Management Director, Public Health Director, County Counsel, Finance Director, HR Director, and Fair Manager totaling 60 onboardings (47 regular employees and 13 temporary/casual staff.) HR also assisted in nine internal promotions, and processed 38 separations of regular employees.

Legal Compliance: The department monitors new laws and works with County Counsel to ensure compliance. In 2023, Paid Leave Oregon took effect.

Classification and Compensation: HR is working with County Administration on a classification and compensation study. A consultant has been engaged to review and make recommendations regarding the County's classification structure.

Pandemic related efforts: The Human Resources Department continued to help guide County departments through the Covid pandemic.

Wellness: During the pandemic, the wellness committee disbanded. HR implemented the few programs that could be offered while adhering to COVID safety protocols. The committee reformed in the fall of 2022, applied for and was awarded CIS wellness grants totaling \$3,900 for calendar 2023 incentive programs.

Volunteer Coordination: 2022 data provided by IndependentSector.org, calculated a rate of \$29.95 per hour for volunteers across the United States. As of January 31, 2023, for fiscal year 2022/2023 volunteers contributed 9,600 service hours to county departments (approximately 1,371 hours per month), representing an estimated total value of \$287,520 (\$41,061 per month).

Budget Highlights

The HR staff has grown from 2 to 3 employees.

Contractual Legal Services: There is a \$40,000 projected increase for upcoming labor negotiations with AFSCME and FOPPO bargaining units.

Contractual Services: An additional \$17,500 has been added for additional resources associated with employment-related legal mediation services, and resources dedicated to additional work on the classification study.

Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Public Records Request	0	0	0	0	0	0%
Copy Fees	0	0	0	0	0	0%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Wellness Grant Revenue	1,860	750	2,300	2,300	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	410,563	509,172	602,290	682,300	80,010	13%
Total Revenue:	412,423	509,922	604,590	684,600	80,010	13%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	180,388	189,187	303,240	329,330	26,090	8%
Personnel Benefits	75,833	76,751	136,820	139,150	2,330	1%
Materials & Services	156,203	243,984	164,530	216,120	51,590	31%
Total Expenditures:	412,423	509,922	604,590	684,600	80,010	13%

Staffing Summary

Authorized Personnel	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	FTE Change Adopted	% Change Adopted
Total Personnel:	2.00	2.00	3.00	3.00	0.00	0%

Summary

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Personnel Services							
Human Resources Director	82-1097	121,007	126,452	137,000	143,160	6,160	4%
Senior HR Business Partner	82-1098	0	0	100,680	115,780	15,100	15%
HR Assistant	82-1120	59,381	62,735	65,560	70,390	4,830	7%
Temporary - Staff Assist	82-1937	0	2,068	0	0	0	0%
Overtime	82-1945	0	0	200	200	0	0%
F.I.C.A.	82-1950	13,185	14,171	23,210	25,210	2,000	8%
FMLA	82-1952	0	0	0	1,320	1,320	100%
Retirement	82-1955	32,723	38,232	67,310	68,280	970	1%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	24,876	17,288	37,000	35,780	(1,220)	- 3%
Dental Insurance	82-1965	1,955	1,781	4,020	3,250	(770)	- 19%
HSA/HRA Contribution	82-1966	2,000	2,200	3,300	3,300	0	0%
Benefits Admin Fees	82-1967	73	51	100	60	(40)	- 40%
Life/AD&D Insurance	82-1970	222	222	300	320	20	6%
Salary Continuation Insur	82-1972	393	404	630	670	40	6%
S.A.I.F.	82-1975	236	208	450	430	(20)	- 4%
Unemployment	82-1980	168	126	300	330	30	10%
Personnel Services Totals:		256,221	265,939	440,060	468,480	28,420	6%

Materials & Services

Reference Checks	82-2010	0	0	0	0	0	0%
Telephones	82-2070	721	744	1,400	1,400	0	0%
Software Maintenance	82-2265	1,298	1,596	1,700	1,700	0	0%
Membership Fees And Dues	82-2370	219	282	1,100	1,120	20	1%
Office Supplies	82-2410	804	584	1,000	1,000	0	0%
Books And Periodicals	82-2413	0	0	0	0	0	0%
Postage And Freight	82-2419	147	1,275	200	200	0	0%
Printing And Reproduction	82-2425	1,672	1,226	1,000	1,000	0	0%
Prof And Spec Services	82-2450	0	0	0	0	0	0%
Payroll & HR Services	82-2453	33,408	40,684	43,000	35,000	(8,000)	- 18%
Office Furniture & Equipment	82-2454	0	47	2,000	2,000	0	0%
Contractual Legal Services	82-2469	75,595	44,512	35,000	75,000	40,000	114%
Contractual Services	82-2471	27,444	129,222	17,500	35,000	17,500	100%
U.A. Testing	82-2506	3,436	4,136	5,000	5,000	0	0%
Publi. And Legal Notices	82-2600	390	439	100	400	300	300%
Meetings/ Hosting	82-2750	0	42	0	0	0	0%
Fuel - Vehicles	82-2852	0	68	100	100	0	0%
Wellness Grant	82-2870	1,328	1,993	5,000	5,000	0	0%
Wellness Incentive	82-2875	5,520	7,420	10,000	10,000	0	0%

Summary Cont.

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Recruitment Expense	82-2880	1,124	3,734	13,200	13,200	0	0%
Reimbursable Expense	82-2883	0	1,000	4,000	4,000	0	0%
Vehicle Rental	82-2920	0	0	0	0	0	0%
Tuition Reimbursement Program	82-2926	0	420	10,000	10,000	0	0%
Employee Training	82-2927	180	126	3,000	3,000	0	0%
Education And Training	82-2928	0	399	1,530	2,400	870	56%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Travel Expenses	82-2930	0	413	1,700	2,600	900	52%
Reimbursed Mileage	82-2932	0	0	0	0	0	0%
Volunteer Recognition	82-3136	1,041	1,148	2,000	2,000	0	0%
Employee Recognition	82-3137	1,875	2,475	5,000	5,000	0	0%
Materials & Services Totals:		156,203	243,984	164,530	216,120	51,590	31%
Total Expenditures:		412,423	509,922	604,590	684,600	80,010	13%

County Counsel

Mission Statement

County Counsel's mission is to provide high quality, ethically sound legal counsel and strategic advice to Clatsop County.

Department Overview

County Counsel is appointed by the Board of Commissioners as set forth by the Clatsop County Charter. County Counsel provides legal advice and representation to the Board of Commissioners, County Manager, county departments and offices. Enforces county ordinances. Services are provided in-house unless cost effective to seek outside counsel for specialized legal services, i.e. labor, eminent domain, litigation, land use, bond counsel, etc.

Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Public Records Request	0	400	400	400	0	0%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	207,411	245,494	149,600	315,840	166,240	111%
Total Revenue:	207,411	245,894	150,000	316,240	166,240	110%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	136,325	149,583	0	195,310	195,310	0%
Personnel Benefits	60,289	65,974	0	82,480	82,480	0%
Materials & Services	10,796	30,337	150,000	38,450	(111,550)	- 74%
Total Expenditures:	207,411	245,894	150,000	316,240	166,240	110%

Staffing Summary

Authorized Personnel	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	FTE Change Adopted	% Change Adopted
Total Personnel:	1.00	1.00	0.00	1.00	1.00	100%

Summary

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Personnel Services							
County Counsel	82-1010	136,325	149,583	0	195,310	195,310	100%
F.I.C.A.	82-1950	9,952	10,603	0	14,940	14,940	100%
FMLA	82-1952	0	0	0	780	780	100%
Retirement	82-1955	24,686	30,171	0	40,470	40,470	100%
Medical Insurance	82-1964	20,925	20,272	0	21,290	21,290	100%
Dental Insurance	82-1965	2,109	2,109	0	1,970	1,970	100%
HSA/HRA Contribution	82-1966	2,000	2,200	0	2,200	2,200	100%
Benefits Admin Fees	82-1967	14	63	0	60	60	100%
Life/AD&D Insurance	82-1970	111	111	0	110	110	100%
Salary Continuation Insur	82-1972	216	216	0	230	230	100%
S.A.I.F.	82-1975	167	147	0	230	230	100%
Unemployment	82-1980	110	81	0	200	200	100%
Personnel Services Totals:		196,615	215,557	0	277,790	277,790	100%
Materials & Services							
Telephones	82-2070	605	582	0	650	650	100%
Software Maintenance	82-2265	0	0	0	4,000	4,000	100%
Membership Fees And Dues	82-2370	1,077	708	0	750	750	100%
Office Supplies	82-2410	61	0	0	1,000	1,000	100%
Books And Periodicals	82-2413	760	0	0	0	0	0%
Postage And Freight	82-2419	0	0	0	200	200	100%
Printing And Reproduction	82-2425	2	0	0	0	0	0%
Prof And Spec Services	82-2450	195	300	0	0	0	0%
Office Furniture & Equipment	82-2454	996	0	0	0	0	0%
Contractual Legal Services	82-2469	6,421	24,706	150,000	30,000	(120,000)	- 80%
Contractual Services	82-2471	525	3,025	0	0	0	0%
Publ. And Legal Notices	82-2600	0	0	0	0	0	0%
Fuel - Vehicles	82-2852	0	0	0	200	200	100%
Education And Training	82-2928	155	790	0	650	650	100%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Travel Expenses	82-2930	0	226	0	500	500	100%
Reimbursed Mileage	82-2932	0	0	0	500	500	100%
Materials & Services Totals:		10,796	30,337	150,000	38,450	(111,550)	- 74%
Total Expenditures:		207,411	245,894	150,000	316,240	166,240	110%

Budget & Finance

Mission Statement

To maintain the County's financial stability and protection of County assets through sound financial planning and management. The Department is committed to providing accurate, timely and effective financial services to all customers, both public and internal, with honesty, integrity, fairness, and with a commitment to professionalism and accountability.

Department Overview

Budget & Finance is responsible for the preparation of the County's annual budget, annual audit, long range financial planning, as well as providing financial advice to the Board and County Manager. In addition, the Budget & Finance department manages operations which include: revenue receipt, accounts payable, payroll, general ledger, procurement, fixed assets, grant accounting, daily banking, investing County funds, insurance management, tax and timber turnovers, 1099 reporting, unclaimed property reporting, and monitoring revenues and expenditures for all County funds.

Major Accomplishments

- Received the GFOA Certificate of Achievement for Excellence in Financial Reporting for the 5th consecutive year.
- Successfully completed the audit for FY 2021-22 and received an unmodified opinion from the external auditing firm of Koontz, Blasquez & Associates.
- Successfully completed production of the 2022-23 fiscal year budget.
- Submitted the 2022-23 Adopted Budget to GFOA and received the Distinguished Budget Award for the 10th consecutive year.
- Timely and accurately processed County debt obligations, payroll processing, and financial reports.

Budget Highlights

This budget remains for the most part a status quo budget. While Personnel expenses have increased by 10%, the expenses for Materials & Services have decreased by 3%, resulting in a modest overall increase of 7%.

Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Public Records Request	0	0	0	0	0	0%
Copy Fees	6	10	0	0	0	0%
Rev. Refunds & Reim.	93	566	0	0	0	0%
NSF Check Fee	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	566,716	568,530	619,110	655,740	36,630	5%
Total Revenue:	566,815	569,106	619,110	655,740	36,630	5%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	335,403	308,788	330,690	376,000	45,310	13%
Personnel Benefits	155,908	156,165	172,920	174,960	2,040	1%
Materials & Services	75,504	104,153	115,500	104,780	(10,720)	- 9%
Total Expenditures:	566,815	569,106	619,110	655,740	36,630	5%

Staffing Summary

Authorized Personnel	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	FTE Change Adopted	% Change Adopted
Total Personnel:	4.93	4.93	4.50	4.50	0.00	0%

Summary

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Personnel Services							
Assist. Co. Manager	82-1003	2,407	0	0	0	0	0%
Finance Director	82-1035	0	0	0	120,000	120,000	100%
Budget & Finance Manager	82-1040	65,606	85,013	93,140	0	(93,140)	- 100%
Accountant III	82-1846	141,586	73,156	76,420	83,640	7,220	9%
Accountant II	82-1848	70,040	122,736	131,190	139,500	8,310	6%
Accountant I	82-1850	55,764	27,883	29,940	32,860	2,920	9%
Temporary - Staff Assist	82-1937	0	0	0	0	0	0%
F.I.C.A.	82-1950	24,607	22,937	25,390	28,860	3,470	13%
FMLA	82-1952	0	0	0	1,510	1,510	100%
Retirement	82-1955	64,391	62,746	71,570	82,250	10,680	14%
Medical Waiver	82-1963	0	1,204	1,200	1,200	0	0%
Medical Insurance	82-1964	51,525	55,720	59,980	49,820	(10,160)	- 16%
Dental Insurance	82-1965	5,918	6,961	8,000	5,840	(2,160)	- 27%
HSA/HRA Contribution	82-1966	7,717	4,900	4,900	2,950	(1,950)	- 39%
Benefits Admin Fees	82-1967	88	93	90	110	20	22%
Life/AD&D Insurance	82-1970	386	512	450	530	80	17%
Salary Continuation Insur	82-1972	461	503	470	980	510	108%
S.A.I.F.	82-1975	455	362	540	530	(10)	- 1%
Unemployment	82-1980	360	227	330	380	50	15%
Personnel Services Totals:		491,311	464,953	503,610	550,960	47,350	9%

Materials & Services

Telephones	82-2070	679	544	700	700	0	0%
Maintenance - Equipment	82-2260	867	34	500	500	0	0%
Software Maintenance	82-2265	550	610	1,000	1,000	0	0%
Membership Fees And Dues	82-2370	1,585	1,415	780	1,760	980	125%
Office Supplies	82-2410	1,680	1,223	2,020	2,000	(20)	- 0%
Postage And Freight	82-2419	3,162	2,730	3,500	3,500	0	0%
Records And Forms	82-2422	85	252	500	600	100	20%
Budget Production	82-2424	1,854	524	1,500	2,000	500	33%
Printing And Reproduction	82-2425	2,010	6,000	4,500	4,500	0	0%
Microfilming	82-2440	0	0	600	600	0	0%
Prof And Spec Services	82-2450	0	0	0	3,000	3,000	100%
Payroll & HR Services	82-2453	42,524	50,722	55,000	59,380	4,380	7%
Office Furniture & Equipment	82-2454	0	0	0	0	0	0%
Contractual Legal Services	82-2469	0	0	0	200	200	100%
Contractual Services	82-2471	16,684	38,405	40,750	21,330	(19,420)	- 47%
Publ. And Legal Notices	82-2600	425	945	600	500	(100)	- 16%
Fuel - Vehicles	82-2852	0	0	200	0	(200)	- 100%

Summary Cont.

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Vehicle Rental	82-2920	0	0	0	0	0	0%
Education And Training	82-2928	3,400	739	1,150	1,510	360	31%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Travel Expenses	82-2930	0	0	2,200	1,300	(900)	- 40%
Reimbursed Mileage	82-2932	0	0	0	400	400	100%
Refunds and Returns	82-3204	0	12	0	0	0	0%
Materials & Services Totals:		75,504	104,153	115,500	104,780	(10,720)	- 9%
Total Expenditures:		566,815	569,106	619,110	655,740	36,630	5%

Information Systems

Mission Statement

The Clatsop County Department of Information Technology is dedicated to partnering with all county departments through professional customer service; to provide quality, reliable, and cost-effective technology solutions while supporting department specific technology needs.

Department Overview

Information Systems (IS) is committed to providing integrated systems developed in a collaborative, solutions-oriented environment with a focus on customer service, operations efficiency, and fiscal accountability. IS is responsible for information technology, telecommunications, and office automation. IS supplies technical support for PC's, printers, servers, phone systems, and copiers including support for several remote locations. In coordination with the departments, IS develops and plans for information technology and communication needs for the County. The in-house software development team supports the core business client/server applications including Geographic Information Systems (GIS).

Major Accomplishments

Replaced 247 laptops and 17 PCs for County staff, which included upgrading the operating system from Windows 10 to Windows 11.

Implemented an always on VPN solution, allowing all users with a County issued laptop to have access to the County network through a secure tunnel at any location with a WIFI connection.

Changed our ISP and phone service provider from Charter to LSN. This reduces our capital outlay and provides more reliability with increased speed.

Built the new infrastructure and phone system for the new Jail.

Added a fiber connection between Animal Control and the new Jail, which will reduce Animal Control Internet costs and increase speeds.

Digital CAAP card was converted to work on mobile devices, allowing Appraisers to digitally collect data while in the field.

Upgraded all remote location firewalls to next generation remotely managed devices.

Produced and designed 100+ maps allowing for citizen involvement with Community Development's update of the County's Comprehensive Plan areas.

Created GIS data showing each voting precinct's split for use at the local and State level. These mapped boundaries will increase election accuracy and be incorporated into the State of Oregon's new OCVR system they'll be releasing to all statewide municipalities in the upcoming year.

Built the Clatsop County Housing Development Web App showing locations of housing opportunities being planned, permitted, approved and assigned a certificate of occupancy. This GIS based Survey123 tool allows City and County community development staff and planners to update their housing projects status from any mobile device or computer.

Budget Highlights

The General Fund subsidy for Personnel Services will have an estimated increase of 4%. This is a result of personnel step increases, insurance increases, and a negotiated cost of living increase.

Some of the line items within the Materials and Services budget category were adjusted to more accurately reflect the anticipated expenditures for the next fiscal year. Total Materials and Services expenses dropped slightly, due to these adjustments.

Staff continues to stay in front of the technology curve and maximize our technology dollars by maintaining up to date hardware and software, and leveraging the talent of full time staff, which limits the reliance on, and the cost of contract work.

Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
ORMAP Grant	0	0	0	0	0	0%
Public Records Request	0	505	800	800	0	0%
ID Card Replacement	0	25	100	50	(50)	- 50%
GIS Fees & Income	9,606	9,572	9,000	8,000	(1,000)	- 11%
GIS ORMAP Grant	0	0	0	0	0	0%
Fees for Services	0	0	0	500	500	100%
Rev. Refunds & Reim.	806	27	500	500	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Transfer from CH Security	4,000	4,000	4,000	4,000	0	0%
General Fund Support	1,148,772	1,347,399	1,388,690	1,606,220	217,530	15%
Total Revenue:	1,163,185	1,361,528	1,403,090	1,620,070	216,980	15%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	675,448	799,903	757,040	934,500	177,460	23%
Personnel Benefits	311,203	361,587	403,230	443,170	39,940	9%
Materials & Services	176,534	200,038	242,820	242,400	(420)	- 0%
Total Expenditures:	1,163,185	1,361,528	1,403,090	1,620,070	216,980	15%

Staffing Summary

Authorized Personnel	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	FTE Change Adopted	% Change Adopted
Total Personnel:	7.07	9.08	9.00	9.00	0.00	0%

Summary

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Personnel Services							
Information Systems Manager	82-1101	125,455	131,100	137,000	143,160	6,160	4%
Information Systems Analyst	82-1365	97,268	101,646	106,220	111,000	4,780	4%
SR Network Administrator	82-1370	97,268	104,499	0	96,520	96,520	100%
PC Help Desk	82-1385	0	49,984	64,980	67,920	2,940	4%
Network Administrator	82-1390	79,737	83,325	87,070	0	(87,070)	- 100%
Network Support Manager	82-1391	0	0	0	122,680	122,680	100%
Network Technician	82-1395	84,581	92,807	101,600	106,170	4,570	4%
GIS Cartographic Program Manag	82-1401	85,770	102,259	112,200	123,120	10,920	9%
GIS Coordinator/Analyst	82-1402	6,645	0	0	0	0	0%
GIS Project Planner	82-1403	18,242	0	0	0	0	0%
GIS Programmer Analyst	82-1404	0	79,356	87,070	97,090	10,020	11%
GIS Technician	82-1405	75,960	54,927	60,900	66,840	5,940	9%
Accountant I	82-1850	4,521	0	0	0	0	0%
F.I.C.A.	82-1950	49,364	58,549	66,970	71,490	4,520	6%
FMLA	82-1952	0	0	0	3,740	3,740	100%
Retirement	82-1955	130,578	157,950	184,860	200,640	15,780	8%
Medical Waiver	82-1963	1,200	900	1,200	0	(1,200)	- 100%
Medical Insurance	82-1964	103,112	113,816	117,520	135,820	18,300	15%
Dental Insurance	82-1965	11,526	12,249	13,670	11,760	(1,910)	- 13%
HSA/HRA Contribution	82-1966	11,658	14,363	14,300	14,300	0	0%
Benefits Admin Fees	82-1967	211	244	230	270	40	17%
Life/AD&D Insurance	82-1970	747	943	910	950	40	4%
Salary Continuation Insur	82-1972	1,253	1,356	1,370	2,020	650	47%
S.A.I.F.	82-1975	877	709	1,320	1,250	(70)	- 5%
Unemployment	82-1980	677	508	880	930	50	5%
Personnel Services Totals:		986,651	1,161,490	1,160,270	1,377,670	217,400	18%

Materials & Services

Telephones	82-2070	2,247	2,083	2,500	2,500	0	0%
Maintenance - Equipment	82-2260	23,075	15,155	22,000	20,000	(2,000)	- 9%
Software Maintenance	82-2265	42,549	78,219	68,520	70,000	1,480	2%
Membership Fees And Dues	82-2370	443	110	300	400	100	33%
Office Supplies	82-2410	926	843	1,000	1,000	0	0%
Books And Periodicals	82-2413	0	0	0	0	0	0%
Postage And Freight	82-2419	586	134	500	500	0	0%
Records And Forms	82-2422	0	0	0	0	0	0%
Printing And Reproduction	82-2425	468	579	500	500	0	0%
PC Equipment	82-2455	101,595	91,157	130,000	125,000	(5,000)	- 3%
Contractual Services	82-2471	0	6,150	5,000	5,000	0	0%

Summary Cont.

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Contractual Technology Dev	82-2477	3,899	3,800	4,000	4,000	0	0%
Publi. And Legal Notices	82-2600	0	0	1,000	500	(500)	- 50%
Fuel - Vehicles	82-2852	551	159	500	2,500	2,000	400%
Vehicle Maintenance & Use	82-2923	0	0	0	3,000	3,000	100%
Education And Training	82-2928	208	1,268	4,500	3,500	(1,000)	- 22%
Travel Expenses	82-2930	0	381	2,500	4,000	1,500	60%
Reimbursed Mileage	82-2932	0	0	0	0	0	0%
Refunds and Returns	82-3204	(12)	0	0	0	0	0%
Materials & Services Totals:		176,534	200,038	242,820	242,400	(420)	- 0%
Total Expenditures:		1,163,185	1,361,528	1,403,090	1,620,070	216,980	15%

Building & Grounds

Mission Statement

Building and Grounds supports public citizens, elected officials, county management, staff and the visitors to our facilities, with the responsive services required to achieve their public service goals and missions.

Department Overview

Building & Grounds staff work with County departments and contractors to provide general renovations, scheduled and unscheduled maintenance, custodial services and emergency repairs to County buildings. We manage the Courthouse, Sheriff's Detention Center, Judge Guy Boyington Building, Animal Shelter, Sheriff's Office, Household Hazardous Waste Facility and 800 & 820 Exchange Buildings.

Major Accomplishments

Our objective is to provide quality service to ensure a safe, accessible, and secure working environment for all County employees and visitors. The Building and Grounds staff first goal is to keep the lights & heat on and weather on the outside. Our staff has worked their normal shifts and respond many times after hours, weekends, etc. to urgent requests to make repairs that cannot wait until the next day.

We are still aware of Covid-19 and have been providing extra cleaning including day time cleaning in the health department. We have also assisted the health department in implementation of the COVID vaccine and testing clinics. The major accomplishment has been the completion of the New Jail in Warrenton, this has been the biggest project at the County in decades. The management team, project manager, general contractor, design team and Sheriff's Office staff have been instrumental in completing this project. Now our staff and the jail staff are working to ensure the many systems and procedures are fine tuned. A new roof was installed at the Animal Shelter. We completed the SFP (Strategic Facility Plan) and will have a design team on board to implement Phase I of the plan. The Courthouse security upgrades will be started this year including; security screening, holding cells, security upgrade at the DA's office reception, first floor window replacement, and elevator modernization. B & G staff continues to assist all of the General Fund departments on an ongoing daily basis, we have also started supporting Public Works by providing maintenance and repairs, in addition to Special Projects as they arise. B & G is responsible for the security electronics and intercom systems at the jail and courthouse. Electronic door locks are also maintained with the assistance of the IT Department. Alarm systems are also maintained for fire and security monitoring and also to monitor the vaccine refrigerators at the Health Department. Our accomplishments are only achievable by having a great maintenance staff, they come in early & stay late, come in nights and weekends answer the phone in the middle of the night.

Budget Highlights

The performance measures are based on the Work Order System we use to track maintenance requests. We have transitioned to a new system which aides us in planning preventative maintenance which will reduce reactive tasks. The new system will also assist in Capital Forecasting.

Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Property Rents	15,700	13,500	0	0	0	0%
PPE Grant	0	96	0	0	0	0%
Capital Improvement Project	0	0	0	0	0	0%
B&G Work for Other Dept.	0	0	5,000	5,000	0	0%
Services Provided to Other Dep	0	2,046	0	0	0	0%
Rev. Refunds & Reim.	2,291	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Insurance Loss Proceeds	0	0	0	0	0	0%
Transfer from CH Security	0	0	0	0	0	0%
General Fund Support	1,146,021	1,152,225	1,440,880	1,481,890	41,010	2%
Total Revenue:	1,164,012	1,167,867	1,445,880	1,486,890	41,010	2%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	371,040	376,987	450,930	483,470	32,540	7%
Personnel Benefits	226,121	226,967	300,560	309,240	8,680	2%
Materials & Services	566,089	563,128	693,490	693,280	(210)	- 0%
Special Payments	763	785	900	900	0	0%
Total Expenditures:	1,164,012	1,167,867	1,445,880	1,486,890	41,010	2%

Staffing Summary

Authorized Personnel	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	FTE Change Adopted	% Change Adopted
Total Personnel:	5.53	5.53	6.53	6.53	0.00	0%

Summary

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Personnel Services							
Public Works Director	82-1088	0	0	0	0	0	0%
Facility Operations Supervisor	82-1108	86,892	82,262	82,220	90,210	7,990	9%
Facilities Manager	82-1145	114,230	120,522	125,950	131,610	5,660	4%
Admin Assistant II	82-1182	0	0	0	31,100	31,100	100%
Staff Assistant	82-1191	25,053	17,748	28,000	0	(28,000)	- 100%
Maintenance Assistant I	82-1720	44,836	48,944	99,460	113,090	13,630	13%
Maintenance Assistant II	82-1725	54,906	60,369	66,030	69,000	2,970	4%
Custodian	82-1780	45,122	47,141	49,270	48,460	(810)	- 1%
Accountant I	82-1850	0	0	0	0	0	0%
Overtime	82-1945	619	250	1,000	1,000	0	0%
F.I.C.A.	82-1950	26,808	26,868	34,620	37,290	2,670	7%
FMLA	82-1952	0	0	0	1,950	1,950	100%
Retirement	82-1955	84,775	84,834	101,770	107,160	5,390	5%
Medical Waiver	82-1963	1,272	597	640	3,040	2,400	375%
Medical Insurance	82-1964	88,503	90,004	126,210	122,060	(4,150)	- 3%
Dental Insurance	82-1965	7,175	8,306	12,910	10,450	(2,460)	- 19%
HSA/HRA Contribution	82-1966	8,500	8,800	11,500	13,200	1,700	14%
Benefits Admin Fees	82-1967	109	146	110	160	50	45%
Life/AD&D Insurance	82-1970	525	584	710	740	30	4%
Salary Continuation Insur	82-1972	720	667	790	1,250	460	58%
S.A.I.F.	82-1975	6,743	5,636	9,850	10,450	600	6%
Unemployment	82-1980	372	275	450	490	40	8%
Personnel Services Totals:		597,160	603,954	751,490	792,710	41,220	5%
Materials & Services							
Equipment Reimbursement	82-2039	409	135	530	800	270	50%
Clothing And Uniform Exp.	82-2040	0	0	0	500	500	100%
Telephones	82-2070	4,159	3,665	4,000	5,000	1,000	25%
Custodial Services - Sheriff O	82-2150	22,800	22,500	23,650	25,000	1,350	5%
Custodial Supplies - Sheriff O	82-2151	2,970	3,861	3,000	3,000	0	0%
Custodial Services - EM-EOC	82-2152	0	1,500	1,600	1,600	0	0%
Custodial Supplies - EM-EOC	82-2153	0	0	300	300	0	0%
Custodial Supplies - Boy Mtg C	82-2154	23	78	200	200	0	0%
Custodial Services - Animal Sh	82-2155	95	0	0	0	0	0%
Custodial Supplies - Animal Sh	82-2156	0	0	0	0	0	0%
Custodial Supplies - Jail	82-2157	10,582	9,686	26,250	32,000	5,750	21%
Custodial Services - Jail	82-2158	20,396	21,120	30,000	30,000	0	0%
Custodial Supplies	82-2160	3,620	6,083	6,000	5,000	(1,000)	- 16%
Custodial Services	82-2161	31,401	20,430	7,500	7,500	0	0%

Summary Cont.

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Custodial Supplies-800/820	82-2163	4,871	4,600	5,500	5,000	(500)	- 9%
Custodial Services-800/820	82-2168	62,420	61,716	62,000	65,100	3,100	5%
Custodial Supplies - 355 7th S	82-2170	0	0	1,000	1,000	0	0%
Custodial Services - 355 7th S	82-2171	0	0	1,000	1,000	0	0%
Utilities-800	82-2191	34,884	36,163	32,000	32,000	0	0%
Utilities-820	82-2192	21,721	20,364	22,000	21,000	(1,000)	- 4%
Maintenance Supplies	82-2259	9,621	8,411	8,500	8,000	(500)	- 5%
Maintenance - Equipment	82-2260	2,269	3,739	2,000	2,800	800	40%
Maintenance - Boilers	82-2261	1,693	5,133	3,000	3,000	0	0%
Software Maintenance	82-2265	10,860	12,631	13,000	14,200	1,200	9%
Maint. Supp. - Jail	82-2267	229	0	10,000	9,000	(1,000)	- 10%
Alarm Monitoring - 800/820/355	82-2270	1,797	2,037	2,400	2,400	0	0%
Alarm Monitoring - CCSO	82-2271	1,962	2,249	2,340	2,400	60	2%
Alarm Monitoring	82-2272	1,557	1,800	1,560	3,500	1,940	124%
Maintenance S.I.G.	82-2300	25,237	13,724	35,000	35,000	0	0%
Employee Drug Screen	82-2302	0	0	200	200	0	0%
Animal Control Maint. S.I.G.	82-2303	29	49	0	0	0	0%
Jail Maint S.I.G.	82-2304	24,787	12,603	60,000	50,000	(10,000)	- 16%
Maintenance - Elevators	82-2305	6,327	5,740	8,000	7,600	(400)	- 5%
Maint. Elevators-800/820	82-2306	6,758	6,654	6,000	6,000	0	0%
Maint. S.I.G - Boy Mtg Ctr.	82-2307	2,573	8,447	2,500	2,500	0	0%
Maint. S.I.G. - OYA Facility	82-2308	2,581	232	0	0	0	0%
Maint. S.I.G. - Duane St Annex	82-2309	0	0	1,000	1,000	0	0%
Maint S.I.G. Boat House	82-2313	0	60	500	500	0	0%
Maint S.I.G. - CCSO	82-2314	11,420	16,109	15,000	15,000	0	0%
Maint S.I.G. - EM-EOC	82-2315	0	11	500	500	0	0%
800 Maint. S.I.G.	82-2321	21,787	8,225	8,000	7,500	(500)	- 6%
820 Maint. S.I.G.	82-2322	9,252	10,293	8,000	8,000	0	0%
B&G Shop SIG	82-2331	191	415	300	300	0	0%
Membership Fees And Dues	82-2370	50	125	450	450	0	0%
Office Supplies	82-2410	829	565	800	800	0	0%
Books And Periodicals	82-2413	0	0	200	200	0	0%
Postage And Freight	82-2419	82	57	200	200	0	0%
Printing And Reproduction	82-2425	69	254	400	300	(100)	- 25%
Contractual Services	82-2471	12,274	13,793	15,800	16,000	200	1%
Contractual Services-Temp Help	82-2492	0	0	0	0	0	0%
Publi. And Legal Notices	82-2600	683	238	500	100	(400)	- 80%
Rents And Leases - Equip.	82-2630	150	450	0	0	0	0%
Rts. & Lea. - S., I. & G.	82-2670	12,000	12,000	12,000	15,000	3,000	25%
Small Tools And Instrum.	82-2710	1,430	5,097	8,000	7,500	(500)	- 6%
Fuel - Equipment	82-2851	220	272	400	400	0	0%

Summary Cont.

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Fuel - Vehicles	82-2852	1,783	1,832	1,000	3,000	2,000	200%
Safety Program	82-2862	0	226	150	500	350	233%
Vehicle Maintenance & Use	82-2923	699	2,650	2,000	3,000	1,000	50%
Education And Training	82-2928	875	2,444	5,300	5,100	(200)	- 3%
Travel Expenses	82-2930	513	349	2,460	2,330	(130)	- 5%
Reimbursed Mileage	82-2932	0	0	0	0	0	0%
Road Department Services	82-2959	0	0	3,000	2,000	(1,000)	- 33%
Utilities	82-2960	31,378	35,529	33,000	33,000	0	0%
Utilities Jail	82-2961	89,513	87,636	138,000	138,000	0	0%
Utilities - Boy Mtg Ctr	82-2962	6,256	6,378	6,000	6,500	500	8%
Utilities B&G Shop	82-2964	4,477	5,571	4,500	4,500	0	0%
Utilities - CCSO	82-2965	26,554	25,020	24,000	25,000	1,000	4%
Utilities - 355 7th Street	82-2968	14,974	32,180	21,000	14,000	(7,000)	- 33%
Utilities - Columbia Inn	82-2969	0	0	0	0	0	0%
Materials & Services Totals:		566,089	563,128	693,490	693,280	(210)	- 0%
Special Payments							
Property Taxes	82-3800	763	785	900	900	0	0%
Special Payments Totals:		763	785	900	900	0	0%
Total Expenditures:		1,164,012	1,167,867	1,445,880	1,486,890	41,010	2%

Dues & Special Assessments

Department Overview

Appropriations are made in this budget when not logically assigned to another specific area. Appropriations to agencies not part of County government are also included here.

Budget Highlights

This budget reflects an increase in general liability insurance costs, these costs can vary significantly based on prior year claims history as well as the insurance risk pool rates. Based on this information staff is budgeting for an approximate 15% increase over the actual 2022-23 fiscal year costs.

A total of \$30,000 has been budgeted in "Contributions To Outside Agencies"; \$30,000 for qualifying organizations to apply for through the Human Services Advisory Committee.

The Library Service agreement has been budgeted for \$20,000 which remains the same as what was budgeted in the 22-23 FY.

There is \$50,000 budgeted for Social Services for the county-wide Liaison position that is housed with Clasp Community Action, this amount is proposed again to continue to support the work CCA is doing to address our homeless population and connecting them to the necessary resources for housing.

The \$2364,570 budgeted for Public Road and Drainage improvements is based on the discretionary portion (30%) of the 2.5% increase in 2015 for transient room taxes collected in the unincorporated areas; this portion was dedicated by the Board at the time for Public Road and Drainage Improvements primarily in the Arch Cape Area. These funds are spent according to the Public Works road plan and funds public roads that are not the county's responsibility and are not eligible for county road funds.

Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Beginning Balance	136,866	181,214	191,210	269,570	78,360	40%
Room Tax	66,988	88,924	75,000	95,000	20,000	26%
St. - Liquor 2145	13,191	15,624	13,500	13,500	0	0%
Veteran Services	92,771	125,848	95,660	95,660	0	0%
Economic Development	0	0	0	0	0	0%
Rev. Refunds & Reim.	2,001	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	409,335	250,856	476,310	518,090	41,780	8%
Total Revenue:	721,152	662,465	851,680	991,820	140,140	16%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	430,953	429,379	498,970	540,750	41,780	8%
Special Payments	290,199	233,086	352,710	451,070	98,360	27%
Total Expenditures:	721,152	662,465	851,680	991,820	140,140	16%

Summary

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Materials & Services							
Insurance	82-2200	213,903	240,636	275,850	317,230	41,380	15%
Pioneer Cemetery	82-2301	4,494	4,644	5,000	5,000	0	0%
Membership Fees And Dues	82-2370	28,086	33,554	31,000	38,000	7,000	22%
Auditing And Accounting	82-2462	53,400	53,400	60,000	53,400	(6,600)	- 11%
Contractual Medical Services	82-2464	0	0	0	0	0	0%
Veterans Service Contract	82-2468	127,484	96,052	119,120	119,120	0	0%
Contractual Services	82-2471	0	0	0	0	0	0%
Mentally Ill	82-2496	3,586	1,093	8,000	8,000	0	0%
Publi. And Legal Notices	82-2600	0	0	0	0	0	0%
Materials & Services Totals:		430,953	429,379	498,970	540,750	41,780	8%
Special Payments							
Pub. Road & Drainage Improv.	82-3008	22,640	69,462	266,210	364,570	98,360	36%
Mental Health 2145	82-3100	13,191	15,624	13,500	13,500	0	0%
Soil Conservation Dist.	82-3110	6,000	6,000	6,000	6,000	0	0%
NW Senior & Disability Service	82-3148	17,000	17,000	17,000	17,000	0	0%
Library Services Agreement	82-3574	15,000	20,000	20,000	20,000	0	0%
Cont. To Outside Agencies	82-3575	50,000	55,000	30,000	30,000	0	0%
Social Services Support	82-3577	166,367	50,000	0	0	0	0%
Special Payments Totals:		290,199	233,086	352,710	451,070	98,360	27%
Total Expenditures:		721,152	662,465	851,680	991,820	140,140	16%

Transfers To Other Funds

Department Overview

This fund functions to transfer discretionary General Fund revenues to other funds. The funds receiving General Fund support budget a corresponding transfer in.

Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Timber Sales	1,394,280	1,394,280	0	0	0	0%
General Fund Support	520,730	792,570	2,810,940	1,348,790	(1,462,150)	- 52%
Total Revenue:	1,915,010	2,186,850	2,810,940	1,348,790	(1,462,150)	- 52%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	0	0	0	0	0	0%
Transfer Out	1,915,010	2,186,850	2,810,940	1,348,790	(1,462,150)	- 52%
Total Expenditures:	1,915,010	2,186,850	2,810,940	1,348,790	(1,462,150)	- 52%

Summary

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Transfers Out							
Transfer to Health Dept.	82-8005	434,960	706,800	450,230	179,090	(271,140)	- 60%
Transfer to Special Projects	82-8100	1,394,280	1,394,280	437,120	1,083,930	646,810	147%
Transfer to Marine Patrol	82-8120	27,200	27,200	27,200	27,200	0	0%
Transfer to Other Funds	82-8165	0	0	0	0	0	0%
Transfer to Drug & Alcohol Pre	82-8170	0	0	0	0	0	0%
Transfer to GF Stabilization	82-8180	0	0	1,837,820	0	(1,837,820)	- 100%
Transfer to Child Support	82-8400	58,570	58,570	58,570	58,570	0	0%
Transfers Out Totals:		1,915,010	2,186,850	2,810,940	1,348,790	(1,462,150)	- 52%
Total Expenditures:		1,915,010	2,186,850	2,810,940	1,348,790	(1,462,150)	- 52%

Approp. For Contingency 1

Department Overview

The General Fund Contingency is traditionally used only to fund unanticipated emergencies as defined by the Board of Commissioners, or to meet expenditure requirements that are either not anticipated at the time the budget is compiled or are not able to be absorbed during the year within existing departmental budget allocations. This amount reflects 10% of the General Fund operating budget minus contingency.

Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Transfer from General	0	0	0	0	0	0%
General Fund Support	0	0	3,086,570	3,254,240	167,670	5%
Total Revenue:	0	0	3,086,570	3,254,240	167,670	5%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	0	0	0	0	0	0%
Contingency	0	0	3,086,570	3,254,240	167,670	5%
Total Expenditures:	0	0	3,086,570	3,254,240	167,670	5%

Summary

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Contingencies							
Approp. for Contg. - Gen.	82-9901	0	0	3,086,570	3,254,240	167,670	5%
Contingencies Totals:		0	0	3,086,570	3,254,240	167,670	5%
Total Expenditures:		0	0	3,086,570	3,254,240	167,670	5%

GF Stabilization

Department Overview

In an effort to provide a long term resource for General Fund operations in the event that timber revenues received are insufficient in the future this fund has been established. Timber revenue resources that are in excess of the fifteen (15) year low, and less any Special Projects needs that have been identified, this Fund will be used to meet any General Fund financial commitments in any year when the county's timber revenue projection is less than the total amount of current year commitments including the amount provided in the Special Projects fund and any debt payment obligations.

Major Accomplishments

The GF Stabilization saw continued growth in the 2022-2023 FY, these revenues will help balance any future year revenue shortfalls.

Budget Highlights

Based on proposed revenue needs for the FY 2023-2024 Proposed Budget there is a transfer of \$29,960 from the GF Stabilization Fund into the General Fund. Should the actual beginning fund balance for FY 23-24 come in more than proposed or revenues come in beyond the budgeted amount, this transfer will not be necessary and will be evaluated throughout the year.

Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Beginning Balance	0	2,967,639	3,239,890	5,136,290	1,896,400	58%
Interest On Investments	15,422	9,908	7,000	55,000	48,000	685%
Unrealized Gain/Loss	0	(10,108)	0	0	0	0%
Realized Gain on Investment	0	0	0	0	0	0%
Timber Sales General Fund	952,217	564,254	0	0	0	0%
Transfer from General	2,000,000	0	1,837,820	0	(1,837,820)	- 100%
Total Revenue:	2,967,639	3,531,694	5,084,710	5,191,290	106,580	2%
Total Unappropriated Budget:	2,967,639	3,231,076	0	0	0	0%
Total Budgeted Resources:	0	300,617	5,084,710	5,191,290	106,580	2%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	0	617	0	0	0	0%
Transfer Out	0	300,000	0	29,960	29,960	0%
Contingency	0	0	5,084,710	5,161,330	76,620	1%
Total Expenditures:	0	300,617	5,084,710	5,191,290	106,580	2%

Summary

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Materials & Services							
Investment Premium	82-2004	0	617	0	0	0	0%
Materials & Services Totals:		0	617	0	0	0	0%
Transfers Out							
Transfer to General Fund	82-8001	0	0	0	29,960	29,960	100%
Transfer to Discretionary Reve	82-8007	0	0	0	0	0	0%
Transfer to Bond & UAL Reserve	82-8436	0	300,000	0	0	0	0%
Transfers Out Totals:		0	300,000	0	29,960	29,960	100%
Contingencies							
Appropriation for Contin.	82-9900	0	0	5,084,710	5,161,330	76,620	1%
Contingencies Totals:		0	0	5,084,710	5,161,330	76,620	1%
Total Expenditures:		0	300,617	5,084,710	5,191,290	106,580	2%

American Rescue Plan

Mission Statement

To respond to the impacts of the COVID-19 pandemic in a transparent and equitable manner for the betterment of Clatsop County.

Department Overview

Passage of the \$1.9 Trillion COVID relief package and more specifically the \$65 Billion direct allocation to Counties presents opportunities for Clatsop County to address the impacts of the Corona Virus as well as weaknesses that the pandemic has exposed within our community. It is important to identify the \$7.8 Million dollars that Clatsop County will receive for use through December of 2024. Through the budgeting process in coordination with the Board of Commissioners Strategic Plan the county can prioritize those efforts.

Major Accomplishments

The County continues to take a thoughtful approach, in accordance with the Board's annual strategic plan, when spending the ARPA dollars allocated to Clatsop County. During the 2022-2023 FY the Board distributed approximately \$1.1M in funds towards a number of social service items including: Economic development, child care, homelessness, mental health and housing. There was also approximately \$534,000 that was directed towards improving Public Health accessibility and emergency preparedness including funding towards a rural school based health center and a study to consolidate the 9-1-1 infrastructure to a single agency. The Board also allocated \$160,000 toward infrastructure improvements toward a County operated sewer district and a feasibility study to site an Anaerobic Biodigester in Clatsop County.

Budget Highlights

There is approximately \$2.48M in ARPA dollars budgeted in FY 2023-24 in accordance with the Board's annual strategic plan and to continue to support work underway. Of the \$2.48M allocated the breakdown includes \$1.14M for ongoing social service work around economic development, child care, homelessness, mental health and housing; there is \$504,000 to continue to improve public health infrastructure and accessibility; and \$835,000 for ongoing infrastructure improvements around septage disposal infrastructure, and both Broadband and water accessibility.

Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Beginning Balance	0	3,908,953	5,427,930	4,699,930	(728,000)	- 13%
Interest On Investments	2,433	18,324	15,000	100,000	85,000	566%
American Rescue Plan Revenue	3,906,520	3,906,520	0	0	0	0%
LATCF Revenue	0	0	0	50,000	50,000	100%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Total Revenue:	3,908,953	7,833,796	5,442,930	4,849,930	(593,000)	- 10%
Total Unappropriated Budget:	3,908,953	6,208,077	2,621,080	0	(2,621,080)	- 100%
Total Budgeted Resources:	0	1,625,719	2,821,850	4,849,930	2,028,080	71%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	0	390,737	2,240,100	1,572,800	(667,300)	- 29%
Special Payments	0	704,982	100,000	425,000	325,000	325%
Transfer Out	0	530,000	481,750	438,800	(42,950)	- 8%
Contingency	0	0	0	2,413,330	2,413,330	0%
Total Expenditures:	0	1,625,719	2,821,850	4,849,930	2,028,080	71%

Summary							
Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Materials & Services							
Maintenance - Equipment	82-2260	0	0	0	0	0	0%
Maintenance S.I.G.	82-2300	0	10,719	0	0	0	0%
Contractual Services	82-2471	0	380,018	2,240,000	1,572,800	(667,200)	- 29%
Fuel - Equipment	82-2851	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	0	0	100	0	(100)	- 100%
Materials & Services Totals:		0	390,737	2,240,100	1,572,800	(667,300)	- 29%
Special Payments							
Cont. To Outside Agencies	82-3575	0	704,982	100,000	425,000	325,000	325%
Special Payments Totals:		0	704,982	100,000	425,000	325,000	325%
Capital Outlay							
Miscellaneous Equipment	82-4900	0	0	0	0	0	0%
Capital Outlay Totals:		0	0	0	0	0	0%
Transfers Out							
Transfer to General Fund	82-8001	0	0	81,750	88,800	7,050	8%
Transfer to Health Dept.	82-8005	0	350,000	375,000	350,000	(25,000)	- 6%
Transfer to Special Projects	82-8100	0	180,000	25,000	0	(25,000)	- 100%
Transfer to Other Funds	82-8165	0	0	0	0	0	0%
Transfers Out Totals:		0	530,000	481,750	438,800	(42,950)	- 8%
Contingencies							
Appropriation for Contin.	82-9906	0	0	0	2,413,330	2,413,330	100%
Contingencies Totals:		0	0	0	2,413,330	2,413,330	100%
Total Expenditures:		0	1,625,719	2,821,850	4,849,930	2,028,080	71%

Approp. For Contingency 90

Mission Statement

To respond to the impacts of the COVID-19 pandemic in a transparent and equitable manner for the betterment of Clatsop County.

Department Overview

Passage of the \$1.9 Trillion COVID relief package and more specifically the \$65 Billion direct allocation to Counties presents opportunities for Clatsop County to address the impacts of the Corona Virus as well as weaknesses that the pandemic has exposed within our community. It is important to identify the \$7.8 Million dollars that Clatsop County will receive for use through December of 2024. Through the budgeting process in coordination with the Board of Commissioners Strategic Plan the county can prioritize those efforts.

Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	0	0	0	0%
Total Revenue:	0	0	0	0	0	0%
Total Unappropriated Budget:	0	0	(2,621,080)	0	2,621,080	- 100%
Total Budgeted Resources:	0	0	2,621,080	0	(2,621,080)	- 100%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	0	0	0	0	0	0%
Contingency	0	0	2,621,080	0	(2,621,080)	- 100%
Total Expenditures:	0	0	2,621,080	0	(2,621,080)	- 100%

Summary

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Contingencies							
Appropriation for Contin.	82-9990	0	0	2,621,080	0	(2,621,080)	- 100%
Contingencies Totals:		0	0	2,621,080	0	(2,621,080)	- 100%
Total Expenditures:		0	0	2,621,080	0	(2,621,080)	- 100%

Insurance Reserve

Department Overview

This fund was originally created to pay workers' compensation claims during the time that the County's workers' compensation plan required payment of minimum charges plus actual claims reimbursed. As the result of changes in the insurance program, the fund is now used to "buy out" responsibility for continued claims activities on prior years coverage, pay additional premiums in the event our previous year's experience is high and for expenses related to the County's Safety Program, i.e. Safety Committee training

Major Accomplishments

In the 2022-2023 FY the SAIF Dividend received was just over \$38,000 and is based on how well the trust did in the prior year as well as premiums paid in the past.

Budget Highlights

Despite receiving just over \$38,000 in dividend funds for the 2022-2023 FY, it is an advised best practice by SAIF not to anticipate significant returns on an annual basis. It is the practice of Clatsop County to not budget for these returns.

Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Beginning Balance	335,553	365,084	441,720	440,340	(1,380)	- 0%
Interest On Investments	2,785	2,490	2,000	7,000	5,000	250%
S.A.I.F. Reimbursement	42,575	102,071	0	0	0	0%
Subsidy Reimbursement	0	0	0	0	0	0%
Rev. Refunds & Reim.	235	100	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Total Revenue:	381,148	469,745	443,720	447,340	3,620	0%
Total Unappropriated Budget:	365,084	442,427	0	0	0	0%
Total Budgeted Resources:	16,064	27,318	443,720	447,340	3,620	0%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	16,064	27,318	443,720	447,340	3,620	0%
Total Expenditures:	16,064	27,318	443,720	447,340	3,620	0%

Summary

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Materials & Services							
Safety Equipment	82-2045	0	0	0	0	0	0%
Insurance	82-2200	15,664	25,382	442,420	445,840	3,420	0%
Safety Program	82-2862	0	436	1,000	1,000	0	0%
Indirect Cost Allocation	82-3210	400	1,500	300	500	200	66%
Materials & Services Totals:		16,064	27,318	443,720	447,340	3,620	0%
Transfers Out							
Transfer to Other Funds	82-8165	0	0	0	0	0	0%
Transfers Out Totals:		0	0	0	0	0	0%
Total Expenditures:		16,064	27,318	443,720	447,340	3,620	0%

Debt Service

Mission Statement

Ensure fiscal prudence and responsibility of County debt obligations through timely repayment of outstanding principal and interest amounts on county borrowing.

Department Overview

This fund is used to accumulate resources necessary to make annual interest and principal payments on County debt.

Budget Highlights

This fiscal year will be the 10th payment on a 15 year loan for the remodel of the Sheriff's Office facility located in Warrenton. This facility is the Sheriff's Office headquarters and houses the Enforcement, Support, and Parole and Probation divisions as well as a dedicated evidence and property room.

This budget also reflects the 5th payment on a 20 year bond for the new county jail. This bond was approved by the voters in November of 2018 and is for the remodel/construction of the new facility located in Warrenton. Amount collected from the bond levy is less than prior years to utilize beginning balance that has built up from prior year revenue collections in excess of bond payment and interest earned on these revenues.

Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Beginning Balance	414,519	566,346	581,640	440,380	(141,260)	- 24%
Property Taxes Current Yr	1,405,401	1,337,005	1,188,500	1,110,000	(78,500)	- 6%
Property Taxes Prior Year	16,432	16,344	0	0	0	0%
GP Reserve Revenue	4,638	1,780	0	0	0	0%
Land Sales	2,242	0	0	0	0	0%
HERT - Heavy Equip Rental Tax	0	0	0	0	0	0%
Interest On Investments	5,928	4,952	3,500	10,000	6,500	185%
Property Rents	0	0	0	0	0	0%
Land Sales/County Share	0	0	0	0	0	0%
Timber Sales	0	0	0	0	0	0%
Transfer from Other Funds	0	0	0	0	0	0%
Transfer from Special Projects	170,300	166,350	163,350	158,540	(4,810)	- 2%
Total Revenue:	2,019,460	2,092,778	1,936,990	1,718,920	(218,070)	- 11%
Total Unappropriated Budget:	566,346	592,065	0	0	0	0%
Total Budgeted Resources:	1,453,114	1,500,713	1,936,990	1,718,920	(218,070)	- 11%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	0	0	0	0	0	0%
Debt Service	1,453,114	1,500,713	1,551,850	1,588,050	36,200	2%
Contingency	0	0	385,140	130,870	(254,270)	- 66%
Total Expenditures:	1,453,114	1,500,713	1,936,990	1,718,920	(218,070)	- 11%

Summary							
Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Debt Service							
P & P Interest Expense	82-2644	36,481	32,686	30,000	25,210	(4,790)	- 15%
Loan Paydown	82-2645	133,333	133,333	133,350	133,340	(10)	- 0%
Jail Bond Expense	82-3240	340,000	405,000	475,000	535,000	60,000	12%
Interest On Bonds	82-3400	943,300	929,694	913,500	894,500	(19,000)	- 2%
Debt Service Totals:		1,453,114	1,500,713	1,551,850	1,588,050	36,200	2%
Transfers Out							
Transfer to Other Funds	82-8165	0	0	0	0	0	0%
Transfers Out Totals:		0	0	0	0	0	0%
Contingencies							
Appropriation for Contin.	82-9900	0	0	385,140	130,870	(254,270)	- 66%
Contingencies Totals:		0	0	385,140	130,870	(254,270)	- 66%
Total Expenditures:		1,453,114	1,500,713	1,936,990	1,718,920	(218,070)	- 11%

Bond & UAL Reserve Fund

Department Overview
The function of this fund is to establish a reserve fund of up to \$3,000,000 for either future PERS unfunded liabilities or resource shortfalls to make payments.
Major Accomplishments
Reserves continue to be set aside for future one-time payments towards Clatsop County's portion of the PER'S unfunded accrued liability (UAL). By making separate payments to the UAL it is the county's intention to keep the liability percentage at a more manageable rate to help county-wide control personnel costs.
Budget Highlights
In an effort to alleviate the burden on the General Fund and County-wide personnel costs as a result of increased PERS rates, the current FY 2023-2024 budget reflects an overall expense in the amount of \$750,000 to pay towards the County's unfunded PERS liability.

Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Beginning Balance	872,106	1,180,167	1,482,660	1,504,000	21,340	1%
Interest On Investments	8,062	3,446	2,000	10,000	8,000	400%
Unrealized Gain/Loss	0	(6,738)	0	0	0	0%
Realized Gain on Investment	0	0	0	0	0	0%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Transfer from General	0	0	0	0	0	0%
Transfer from Other Funds	0	300,000	0	0	0	0%
Transfer from Special Projects	300,000	0	0	0	0	0%
Total Revenue:	1,180,167	1,476,874	1,484,660	1,514,000	29,340	1%
Total Unappropriated Budget:	1,180,167	1,476,463	0	0	0	0%
Total Budgeted Resources:	0	412	1,484,660	1,514,000	29,340	1%

Expenditures

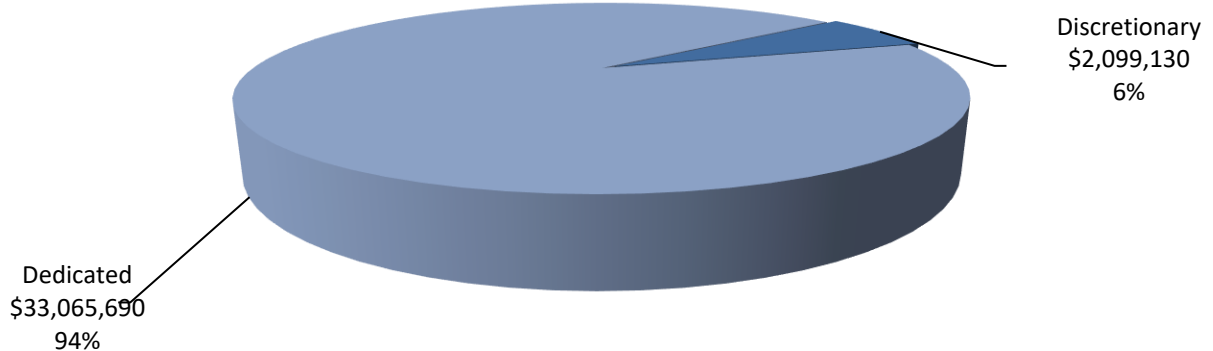
Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	0	412	0	0	0	0%
Special Payments	0	0	500,000	750,000	250,000	50%
Contingency	0	0	984,660	764,000	(220,660)	- 22%
Total Expenditures:	0	412	1,484,660	1,514,000	29,340	1%

Summary							
Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Materials & Services							
Investment Premium	82-2004	0	412	0	0	0	0%
Materials & Services Totals:		0	412	0	0	0	0%
Special Payments							
Bond & UAL PERS Expense	82-3230	0	0	500,000	750,000	250,000	50%
Special Payments Totals:		0	0	500,000	750,000	250,000	50%
Transfers Out							
Transfer to General Fund	82-8001	0	0	0	0	0	0%
Transfer to Other Funds	82-8165	0	0	0	0	0	0%
Transfers Out Totals:		0	0	0	0	0	0%
Contingencies							
Appropriation for Contin.	82-9900	0	0	984,660	764,000	(220,660)	- 22%
Contingencies Totals:		0	0	984,660	764,000	(220,660)	- 22%
Total Expenditures:		0	412	1,484,660	1,514,000	29,340	1%

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**Clatsop County Functions/Programs Budget
Land Use, Housing, Transportation,
Economic Development & Capital
2023-2024
Total \$33,065,690**



Organizational units included within this functional area in the order they appear within the budget document are:

Surveyor	Building Codes
Road Admin. & Support	County Tourism
Road Maint. & Construction	Clatsop County Fisheries
Approp. for Contingency 2	Video Lottery
Surveyor Land Corner	Industrial Develop. Revolving Fund
Bike Paths	Special Projects
Planning Division	Fleet Replacement
Code Compliance	Fleet Management

The chart above represents the type of funding, discretionary or dedicated, available for this functional area. The adopted expenditure appropriations for each budget included in this functional area are located on the following pages in this section.

TOTAL FTE - 56.6

Surveyor

Mission Statement

The Clatsop County Surveyor's office provides the surveying community and the public with the resources necessary to research and locate property boundaries.

Department Overview

The office of the County Surveyor is responsible for checking subdivisions, condominiums, partition and recording surveys in compliance with Oregon Statutes. The office maintains all records of surveys and provides means by which the public can use these records. The Surveyor also surveys County-owned and County Roads. The Surveyor assists county staff, other agencies, and the general public with locating property surveys, historical research, general survey questions and interpreting and understanding legal descriptions.

Major Accomplishments

Completed surveys on proposed Westport truck route property, Red Bluff and Hillcrest Roads and Kindred Park property. Continued control networks for various road projects. Processed Seal Rock Road Vacation. Drafted commissioner district boundary descriptions. Reviewed and filed partitions, subdivisions and surveys. Assisted public and private surveyors with various boundary issues and projects.

Budget Highlights

Revenues are similar to last year with a reduction of Map and Microfiche Fees still requiring the need for additional General Fund Support. The volume of Surveys, Partitions and Subdivisions along with the work for the Roads Division has made it difficult to allocate time to other work. Salary and wages are 2% higher due to COLA, step increases, HSA/HRA contributions, insurance cost increases, SAIF along with the Tech II position being replaced by a Tech III position. There are no changes in materials and supplies costs.

Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Surveyor Fees & Maps	68,835	67,715	61,120	61,120	0	0%
Maps And Microfische Fees	123	237	700	200	(500)	- 71%
Partition Review	23,100	27,220	20,500	20,500	0	0%
Subdivision Review	9,227	1,894	10,000	10,000	0	0%
Road Vacation Fees	0	0	5,790	5,790	0	0%
PLCPF Work	0	0	13,000	13,000	0	0%
Roads Work for Other Depts.	48,286	36,110	20,000	20,000	0	0%
Rev. Refunds & Reim.	0	0	0	0	0	0%
NSF Check Fee	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	87,526	123,134	147,610	177,320	29,710	20%
Total Revenue:	237,096	256,310	278,720	307,930	29,210	10%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	158,231	173,484	187,130	192,400	5,270	2%
Personnel Benefits	71,670	78,590	86,600	110,540	23,940	27%
Materials & Services	7,196	4,236	4,990	4,990	0	0%
Total Expenditures:	237,096	256,310	278,720	307,930	29,210	10%

Staffing Summary

Authorized Personnel	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	FTE Change Adopted	% Change Adopted
Total Personnel:	1.95	1.95	1.95	2.10	0.15	7%

Summary

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Personnel Services							
County Surveyor	82-1015	79,520	83,099	86,840	90,750	3,910	4%
Deputy County Surveyor	82-1016	0	0	0	0	0	0%
Public Works Director	82-1088	6,048	6,661	7,620	6,910	(710)	- 9%
Staff Assistant	82-1191	643	4,700	8,420	0	(8,420)	- 100%
Survey Tech III	82-1307	0	0	0	83,870	83,870	100%
Survey Tech II	82-1308	72,020	79,024	84,250	0	(84,250)	- 100%
Accountant II	82-1848	0	0	0	10,870	10,870	100%
Overtime	82-1945	0	0	0	0	0	0%
F.I.C.A.	82-1950	11,831	12,973	14,320	14,720	400	2%
FMLA	82-1952	0	0	0	770	770	100%
Retirement	82-1955	35,984	40,431	43,470	44,650	1,180	2%
Medical Waiver	82-1963	15	0	0	0	0	0%
Medical Insurance	82-1964	16,452	17,223	19,700	39,400	19,700	100%
Dental Insurance	82-1965	3,174	3,462	3,710	3,640	(70)	- 1%
HSA/HRA Contribution	82-1966	1,600	2,090	2,090	4,130	2,040	97%
Benefits Admin Fees	82-1967	46	48	50	50	0	0%
Life/AD&D Insurance	82-1970	166	199	200	210	10	5%
Salary Continuation Insur	82-1972	246	251	250	450	200	80%
S.A.I.F.	82-1975	1,984	1,805	2,620	2,330	(290)	- 11%
Unemployment	82-1980	171	108	190	190	0	0%
Personnel Services Totals:		229,900	252,074	273,730	302,940	29,210	10%
Materials & Services							
Telephones	82-2070	184	161	200	200	0	0%
Field Supplies	82-2165	551	1,079	200	200	0	0%
Maintenance - Equipment	82-2260	216	112	400	400	0	0%
Software Maintenance	82-2265	500	605	800	800	0	0%
Maintenance S.I.G.	82-2300	0	75	200	200	0	0%
Membership Fees And Dues	82-2370	629	340	420	420	0	0%
Office Supplies	82-2410	105	317	200	200	0	0%
Books And Periodicals	82-2413	42	0	100	100	0	0%
Postage And Freight	82-2419	331	326	150	150	0	0%
Printing And Reproduction	82-2425	663	173	400	400	0	0%
Contractual Services	82-2471	0	0	0	0	0	0%
Publ. And Legal Notices	82-2600	2,486	0	200	200	0	0%
Fuel - Vehicles	82-2852	0	0	150	150	0	0%
Education And Training	82-2928	550	138	300	300	0	0%
Travel Expenses	82-2930	0	147	400	400	0	0%
Reimbursed Mileage	82-2932	0	0	0	0	0	0%

Summary Cont.							
Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Utilities	82-2960	939	763	870	870	0	0%
Refunds and Returns	82-3204	0	0	0	0	0	0%
Materials & Services Totals:		7,196	4,236	4,990	4,990	0	0%
Total Expenditures:		237,096	256,310	278,720	307,930	29,210	10%

Road Admin. And Support

Mission Statement

To insure that road infrastructure is properly maintained and improved as needed to meet present and future traffic demands; that maintenance projects are designed and constructed properly and cost-effectively to enhance traffic flow and traffic safety while minimizing maintenance costs; to provide roads that are safe for all modes of transportation, including pedestrian, bicyclists and motorists.

Department Overview

The Road Administration division is responsible for the administration of the Road, Westport Sewer District and Survey divisions, and budget oversight and engineering services for the other divisions. The Director is responsible for the overall management of the department and reports to the County Manager. Engineering staff provide in-house engineering services as well as surveying, construction management, inspecting, staking, permitting, right-of-way acquisition, traffic counting, speed zone investigation and road design services.

Major Accomplishments

Provided administrative support staff to meet Public Works objectives, budget preparation and oversight, contract services, cost accounting and payroll, accounts payable, construction management and engineering services and management of the Westport Sewer Service District. Engineering Technicians performed engineering, permitting, inspection and other services on numerous projects including Youngs River Road and culverts, Red Bluff Road and culverts, Green Mountain Road culverts, Clatsop Lane data collection, Hillcrest culverts data collection and design, Brownsmead drainage data collection, Woodland Heights Road-Hemlock Lane drainage, Lewis & Clark-Logan intersection widening data collection and right-of-way monumentation, Westport Community Plan data collection, Yacht Club Pier Replacement data collection and preliminary pier design, and Youngs River Road paving inspection. Selected an engineering firm to design the proposed new road in Westport. Selected a wetland consultant to delineate wetlands for the proposed new road in Westport.

Budget Highlights

Revenue for Road and Support is entirely from the State Highway Fund. Personnel costs are 3% higher partly due to a slight increase in FTEs with the Admin Assistant changing from 1.35 to 1.50 FTEs. The additional 0.15 FTE for staff assistant is to assist in existing payroll entry and IRIS cost accounting duties from our Accountant II position which in turn will provide the Accountant II position more time to assist with procurement and contract writing needs. The higher Personnel costs are also due to COLA, step increases, HSA/HRA contributions, insurance costs and SAIF increases. Budget includes bringing a summer intern back who assists our engineering technicians in surveying and drafting work as well as scanning historic documents for both the Public works and surveying departments. Materials and Services have increased by 4%, including \$14,270 (12%) in insurance, \$1,000 in Maintenance-Equipment to replace 2 traffic counters, \$25,000 in Capital Outlay for the installation of a new heating and cooling system in the Public Works Office, \$1,300 in Printing and Reproduction to account for increased costs, and \$400 in contractual services to account for the yearly costs on the Public Works postage machine. Software Maintenance has decreased 21% as the past budget year accounted for new computers. The overall budget has increased by 5%.

Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Unrealized Gain/Loss	0	(29,633)	0	0	0	0%
St. - Highway Fund	0	0	1,170,360	1,239,120	68,760	5%
CARES Act Reimbursement	4,298	0	0	0	0	0%
Revenue from Road District #1	1,084,450	979,240	0	0	0	0%
Franchise Fees	1,880	1,880	2,190	2,190	0	0%
Rev. Refunds & Reim.	0	462	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Total Revenue:	1,090,628	951,950	1,172,550	1,241,310	68,760	5%
Total Unappropriated Budget:	319,416	(7,295)	0	6,700	6,700	0%
Total Budgeted Resources:	771,211	959,245	1,172,550	1,234,610	62,060	5%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	324,055	433,429	514,880	533,790	18,910	3%
Personnel Benefits	166,585	233,551	296,780	297,020	240	0%
Materials & Services	280,572	292,266	360,890	378,800	17,910	4%
Capital Outlay	0	0	0	25,000	25,000	0%
Total Expenditures:	771,211	959,245	1,172,550	1,234,610	62,060	5%

Staffing Summary

Authorized Personnel	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	FTE Change Adopted	% Change Adopted
Total Personnel:	6.85	5.60	6.30	6.25	(0.05)	- 0%

Summary

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Personnel Services							
Public Works Director	82-1088	0	35,068	68,540	55,280	(13,260)	- 19%
Assist Public Works Direc.	82-1089	0	0	0	0	0	0%
Senior Admin Supervisor	82-1119	17,950	0	0	0	0	0%
County Engineer	82-1140	0	52,259	57,340	60,500	3,160	5%
Admin Assistant III	82-1181	0	0	0	0	0	0%
Admin Assistant II	82-1182	0	0	0	91,400	91,400	100%
Staff Assistant	82-1191	55,317	51,751	71,380	0	(71,380)	- 100%
Engineering Tech-Lead Worker	82-1309	0	0	0	0	0	0%
Engineering Tech I	82-1312	52,053	66,967	72,780	79,870	7,090	9%
Engineering Tech II	82-1314	46,653	75,566	82,910	88,060	5,150	6%
Engineering Tech III	82-1316	85,129	88,896	92,890	97,090	4,200	4%
GIS Project Planner	82-1403	14,177	0	0	0	0	0%
Accountant II	82-1848	52,776	62,922	69,040	61,590	(7,450)	- 10%
Temporary Help	82-1941	5,870	5,050	6,000	6,000	0	0%
Overtime	82-1945	649	612	6,500	6,500	0	0%
F.I.C.A.	82-1950	24,312	31,954	40,340	41,790	1,450	3%
FMLA	82-1952	0	0	0	2,190	2,190	100%
Retirement	82-1955	55,099	88,947	110,750	114,660	3,910	3%
Medical Waiver	82-1963	994	0	0	0	0	0%
Medical Insurance	82-1964	64,078	83,324	101,780	97,320	(4,460)	- 4%
Dental Insurance	82-1965	5,728	8,310	10,920	8,480	(2,440)	- 22%
HSA/HRA Contribution	82-1966	6,375	9,788	10,810	10,870	60	0%
Benefits Admin Fees	82-1967	121	144	120	210	90	75%
Life/AD&D Insurance	82-1970	362	672	640	660	20	3%
Salary Continuation Insur	82-1972	354	456	590	1,370	780	132%
S.A.I.F.	82-1975	2,303	4,003	7,800	6,420	(1,380)	- 17%
Unemployment	82-1980	340	290	530	550	20	3%
Personnel Services	82-1985	0	0	0	0	0	0%
Personnel Services Totals:		490,639	666,979	811,660	830,810	19,150	2%
Materials & Services							
Investment Premium	82-2004	0	7,992	0	0	0	0%
Telephones	82-2070	9,682	10,625	14,650	14,650	0	0%
Custodial Services	82-2161	2,773	3,788	9,600	10,450	850	8%
Insurance	82-2200	93,747	97,791	112,460	126,730	14,270	12%
License And Permit Fees	82-2240	5,991	3,376	4,740	4,870	130	2%
Maintenance - Equipment	82-2260	1,633	983	2,000	3,000	1,000	50%
Software Maintenance	82-2265	4,546	4,596	9,100	7,100	(2,000)	- 21%
Maintenance S.I.G.	82-2300	1,290	938	3,300	1,600	(1,700)	- 51%

Summary Cont.

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Employee Drug Screen	82-2302	0	0	200	0	(200)	- 100%
Membership Fees And Dues	82-2370	344	0	540	600	60	11%
Office Supplies	82-2410	3,306	2,829	4,000	4,000	0	0%
Books And Periodicals	82-2413	200	135	400	400	0	0%
Postage And Freight	82-2419	2,746	503	3,000	3,000	0	0%
Printing And Reproduction	82-2425	19,318	1,897	1,800	3,100	1,300	72%
Office Furniture & Equipment	82-2454	4,084	915	1,200	1,200	0	0%
PC Equipment	82-2455	4,650	4,650	10,200	12,600	2,400	23%
Contractual Services	82-2471	422	395	400	800	400	100%
Publi. And Legal Notices	82-2600	1,329	2,939	2,100	2,100	0	0%
Small Tools And Instrum.	82-2710	1,200	1,330	3,500	3,500	0	0%
Education And Training	82-2928	275	835	5,360	5,360	0	0%
Travel Expenses	82-2930	71	649	2,200	2,200	0	0%
Reimbursed Mileage	82-2932	0	0	0	0	0	0%
Utilities	82-2960	37,766	36,701	38,440	38,440	0	0%
Indirect Cost Allocation	82-3210	85,200	108,400	131,700	133,100	1,400	1%
Materials & Services Totals:		280,572	292,266	360,890	378,800	17,910	4%
Capital Outlay							
Structures & Improvements	82-4100	0	0	0	25,000	25,000	100%
Office Equipment	82-4300	0	0	0	0	0	0%
Capital Outlay Totals:		0	0	0	25,000	25,000	100%
Debt Service							
Capital Lease	82-3199	0	0	0	0	0	0%
Debt Service Totals:		0	0	0	0	0	0%
Total Expenditures:		771,211	959,245	1,172,550	1,234,610	62,060	5%

PW Office Furnace and Air Conditioning Replacement			
Department Priority:	0		
Location:	PW 1100 Olney Avenue, Astoria		
Link to Other Project(s):			
Description:	Replacement of the Public Works office furnace and air conditioning system.		
Justification:	The existing system has required repairs several times over the past 5 years and does not heat or cool consistently.		
Alternatives:	Continue to use existing system and budget for repairs.		
Operating Impact:			
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition		
Request Category:	<div><input checked="" type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other</div>	<div>Unit Quantity: 1 Unit Cost: 25,000 Installation Fee: 0 Trade in Credit: 0 Net Cost: 25,000</div>	<div>Total 25,000 0 0 25,000</div>

Road Maint & Construction

Mission Statement

To insure that road infrastructure is properly maintained and improved as needed to meet present and future traffic demands; that maintenance projects are designed and constructed properly and cost-effectively to enhance traffic flow and traffic safety while minimizing maintenance costs; to provide roads that are safe for all modes of transportation, including pedestrian, bicyclists and motorists.

Department Overview

There are currently 232 miles of roadway that have been accepted into the County road system for maintenance. Bridge maintenance and repairs of the County's 68 bridges are performed by county crews. Bridge inspections are performed by ODOT. The types of maintenance activities performed include pothole patching, crack sealing, grading gravel roads and road oiling operations. Road crews work to ensure the County's road system is properly maintained to meet daily traffic demands. Crews are on call 24 hours per day to remove fallen trees, clear slides, plow and sand roads and mitigate emergency hazards. Crews use integrated methods to control vegetation for safety and road preservation, such as chopping, mowing, tree trimming & removal, and application of herbicide with licensed operators. Maintenance and repairs of the drainage system include culvert and catch basin cleaning, culvert replacement and ditches. The Roads Division provides complete and consistent signage and traffic markings as outlined in the Federal Manual on Uniform Traffic Control Devices and the Sign Policy and Guidelines for the State Highway System. Modernization projects are defined as projects that widen, correct alignment and safety problems, correct structural deficiencies and pave the surface with asphalt concrete. Modernization projects bring roads up to current standards and are designed to have a minimum of a 20-year life.

Major Accomplishments

Completed Projects include replacing 11 culverts and overlaying 1.5 miles of Youngs River Road. Chipsealed an additional 20 miles of existing oil mat roadways in all three road districts. Performed storm damage repairs, snow and ice removal countywide and slide repair on Aldrich Point Road. Graded 10 miles of gravel roads in all three districts. Performed vegetation management and pothole patching on several public roads in the Arch Cape area. Striped 90 miles of County roads and 3 miles of road for the City of Astoria. Processed 170 Perform Operations Permit on a County or Public Road and 58 Road Approach Permits.

Budget Highlights

There is an 2% decrease in this year's revenues with decreases due to vehicle maintenance and fuel being transferred to Fleet Management as well as a decrease from the State Funded Project Program as the Klaskanine Bridge Construction project is complete. The revenue from the State Highway Fund is paid into Road Admin. and to Fleet for Public Works equipment replacement with the remainder going to Road Maintenance. Road District 1 funding is paid into Road Maintenance along with a portion going to Appropriation for Contingency. Personnel expenses are 3% lower due to a slight shift in management responsibilities to Fleet Management along with all of the mechanics moving entirely to the Fleet Management department.

Materials & Services are increasing by 47% overall mostly due to an increase in Contractual Services by \$1,162,400.

This increase is due to the Hillcrest culvert installations moving into this fiscal year, the Westport Bypass Road engineering for the roadway, highway turn lane and railroad crossing along with major repairs for the Saspal Slough bridge. There is a decrease in Capital Outlay due to the completion of the Klaskanine Bridge Construction project.

There was an increase in Maintenance Fleet Services of \$1,019,140 as all maintenance services will now go through the Fleet Management Department. A large portion of this, \$380,000, is to build a contingency into the Fleet Management budget. There is an increase of \$55,000 in striping materials to account for increases in materials costs as well as to pay for striping material for the striping for other government entities. There were decreases in multiple accounts due to Fuel and Vehicle maintenance being moved to Fleet Management. There was a decrease in Rents and Leases S.I.G. as the Westport Ferry submersible lands lease has been removed from this account. This lease has been converted to a 30 year easement through the Department of State Lands.

Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Beginning Balance	10,960,143	11,852,403	13,151,540	14,338,900	1,187,360	9%
Interest On Investments	69,861	70,563	40,000	150,000	110,000	275%
Unrealized Gain/Loss	(324)	324	0	20,000	20,000	100%
Realized Gain on Investment	0	0	0	10,000	10,000	100%
St. - Highway Fund	3,350,888	3,666,859	1,967,580	1,636,390	(331,190)	- 16%
Small County Allotment	27,423	27,031	27,420	27,400	(20)	- 0%
State Funded Project Program	0	167,836	1,442,720	0	(1,442,720)	- 100%
St. - Fas Conversion	740,501	1,624,164	360,000	361,480	1,480	0%
Public Records Request	0	447	0	0	0	0%
PPE Grant	0	275	0	0	0	0%
CARES Act Reimbursement	261,230	0	0	0	0	0%
Revenue from Road District #1	0	0	1,170,360	1,239,120	68,760	5%
KOA Lease	2,840	0	2,840	2,840	0	0%
District Shop Lease	4,200	4,200	4,800	4,200	(600)	- 12%
Roads Work for Other Depts.	81,822	121,386	68,000	68,000	0	0%
Road Vacation Services	0	0	0	0	0	0%
Vehicle Fuel	118,965	166,016	160,000	0	(160,000)	- 100%
Vehicle Shop Service	1,990	1,403	3,000	0	(3,000)	- 100%
Material & Supplies Sales	446	65	400	400	0	0%
Rev. Refunds & Reim.	22,000	862	0	0	0	0%
Admin Services Fees	6,400	6,400	6,400	6,400	0	0%
Donations	50	0	0	0	0	0%
Lien Assessments	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Equip. Auction-Sales-Rental	0	0	0	0	0	0%
Insurance Loss Proceeds	0	0	0	0	0	0%
Total Revenue:	15,648,435	17,710,235	18,405,060	17,865,130	(539,930)	- 2%
Total Unappropriated Budget:	8,993,827	11,298,299	8,008,790	7,032,660	(976,130)	- 12%
Total Budgeted Resources:	6,654,608	6,411,936	10,396,270	10,832,470	436,200	4%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	1,597,622	1,476,428	1,870,320	1,705,210	(165,110)	- 8%
Personnel Benefits	1,023,786	1,267,530	1,213,560	1,244,570	31,010	2%
Materials & Services	3,371,792	2,908,621	4,070,140	6,010,440	1,940,300	47%
Special Payments	752	2,090	42,250	42,250	0	0%
Capital Outlay	32,126	430,437	3,200,000	1,830,000	(1,370,000)	- 42%
Transfer Out	628,530	326,830	0	0	0	0%
Total Expenditures:	6,654,608	6,411,936	10,396,270	10,832,470	436,200	4%

Staffing Summary						
Authorized Personnel	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	FTE Change Adopted	% Change Adopted
Total Personnel:	26.85	26.15	25.95	23.40	(2.55)	- 9%

Summary

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Personnel Services							
None	82-1000	0	0	0	0	0	0%
Public Works Director	82-1088	108,869	87,642	68,540	55,280	(13,260)	- 19%
Assist Public Works Direc.	82-1089	106,612	117,719	125,950	131,610	5,660	4%
County Engineer	82-1140	95,256	52,260	57,340	60,500	3,160	5%
Road Foreman	82-1149	252,670	277,332	292,810	283,240	(9,570)	- 3%
Maintenance Assistant II	82-1725	0	0	0	0	0	0%
Rd Maint Helper	82-1734	0	0	0	0	0	0%
Rd Maint Worker Trainee	82-1735	116,388	231,152	281,510	112,620	(168,890)	- 59%
Rd Maint Worker	82-1740	786,190	569,072	855,390	1,061,960	206,570	24%
Mechanic	82-1750	131,637	131,972	142,980	0	(142,980)	- 100%
Shop Maint. Assistant	82-1751	0	9,279	45,800	0	(45,800)	- 100%
Equipment Servicer	82-1755	0	0	0	0	0	0%
Temporary - Road	82-1907	21,377	30,234	29,480	29,480	0	0%
Temporary Help	82-1941	0	0	0	79,580	79,580	100%
Overtime	82-1945	25,616	19,614	20,000	20,000	0	0%
Above Classification	82-1946	0	236,314	22,800	22,800	0	0%
F.I.C.A.	82-1950	118,820	128,137	148,790	142,070	(6,720)	- 4%
FMLA	82-1952	0	0	0	7,430	7,430	100%
Retirement	82-1955	331,474	349,917	411,620	400,810	(10,810)	- 2%
Medical Waiver	82-1963	1,900	1,700	2,400	0	(2,400)	- 100%
Medical Insurance	82-1964	382,112	351,017	394,130	383,620	(10,510)	- 2%
Dental Insurance	82-1965	35,397	35,237	41,220	32,220	(9,000)	- 21%
HSA/HRA Contribution	82-1966	37,133	44,269	44,890	41,480	(3,410)	- 7%
Benefits Admin Fees	82-1967	664	616	670	570	(100)	- 14%
Life/AD&D Insurance	82-1970	2,005	2,443	2,570	2,520	(50)	- 1%
Salary Continuation Insur	82-1972	2,559	2,575	2,580	4,790	2,210	85%
S.A.I.F.	82-1975	63,018	63,139	90,460	75,340	(15,120)	- 16%
Unemployment	82-1980	1,712	1,278	1,950	1,860	(90)	- 4%
Personnel Services	82-1985	0	1,039	0	0	0	0%
Personnel Services Totals:		2,621,408	2,743,958	3,083,880	2,949,780	(134,100)	- 4%
Materials & Services							
Investment Premium	82-2004	1,796	1,184	1,000	1,300	300	30%
Hiring Expenses	82-2015	120	0	0	0	0	0%
Uniform Cleaning	82-2041	3,752	1,992	3,000	0	(3,000)	- 100%
Custodial Services	82-2161	2,773	3,827	9,600	10,450	850	8%
License And Permit Fees	82-2240	9,140	12,373	12,650	12,650	0	0%
Maint. - Fleet Service	82-2255	20,768	21,239	65,000	1,084,140	1,019,140	1567%
Maintenance Supplies	82-2259	8,782	10,114	10,500	10,000	(500)	- 4%

Summary Cont.

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Maintenance - Equipment	82-2260	2,734	6,151	3,000	0	(3,000)	- 100%
Maint. - Comm. Equipment	82-2262	2,915	1,955	5,000	0	(5,000)	- 100%
Maint. - Automotive Parts	82-2263	70,245	85,501	90,000	0	(90,000)	- 100%
General Equipment	82-2268	15,611	12,345	15,500	15,500	0	0%
Maintenance S.I.G.	82-2300	5,462	20,722	47,140	16,800	(30,340)	- 64%
Employee Drug Screen	82-2302	0	0	0	0	0	0%
Membership Fees And Dues	82-2370	1,895	1,515	2,690	2,690	0	0%
Prof And Spec Services	82-2450	0	0	0	1,500	1,500	100%
Contractual Medical Services	82-2464	0	0	0	1,600	1,600	100%
Contractual Legal Services	82-2469	0	0	0	22,000	22,000	100%
Contractual Services	82-2471	1,650,315	1,079,070	1,423,600	2,571,000	1,147,400	80%
Surveyor Services	82-2483	48,286	36,110	20,000	20,000	0	0%
GIS Services	82-2493	0	0	0	0	0	0%
Fire Patrol Assessment	82-2534	164	184	200	300	100	50%
Oil Rock	82-2620	202,179	131,867	210,000	210,000	0	0%
Road Oil	82-2625	297,750	171,058	485,000	485,000	0	0%
Rents And Leases - Equip.	82-2630	17,287	15,418	25,560	27,140	1,580	6%
Rts. & Lea. - S., I. & G.	82-2670	1,500	2,200	11,200	3,200	(8,000)	- 71%
Small Tools And Instrum.	82-2710	3,275	1,333	2,000	3,000	1,000	50%
Crushing	82-2715	65,000	0	0	0	0	0%
Asphalt	82-2840	18,512	11,587	25,500	25,500	0	0%
Bridge Material	82-2842	40,886	19,496	35,000	35,000	0	0%
Chemicals	82-2844	15,666	7,115	22,000	22,000	0	0%
Culverts	82-2846	12,259	175,319	200,000	200,000	0	0%
Fuel - Equipment	82-2851	85,501	143,213	200,000	150,000	(50,000)	- 25%
Fuel - Vehicles	82-2852	134,027	193,413	275,000	180,000	(95,000)	- 34%
Rock	82-2854	276,855	340,205	410,600	418,300	7,700	1%
Striping Materials	82-2855	0	62,243	65,000	120,000	55,000	84%
Signs	82-2856	93,143	33,496	40,000	40,000	0	0%
Tires	82-2858	36,323	24,791	30,000	0	(30,000)	- 100%
Safety Program	82-2862	14,953	18,048	18,700	16,920	(1,780)	- 9%
Road Supplies	82-2863	13,083	13,193	20,000	20,000	0	0%
Vehicle Maintenance & Use	82-2923	0	0	0	0	0	0%
Education And Training	82-2928	736	2,945	5,600	6,050	450	8%
Travel Expenses	82-2930	0	0	4,800	4,800	0	0%
Reimbursed Mileage	82-2932	0	0	0	0	0	0%
Refunds and Returns	82-3204	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	198,100	247,400	275,300	273,600	(1,700)	- 0%
Materials & Services Totals:		3,371,792	2,908,621	4,070,140	6,010,440	1,940,300	47%
Special Payments							
Rt Of Way Acquisition	82-3554	732	2,071	40,000	40,000	0	0%
Rt Of Way Monumentation	82-3555	0	0	2,000	2,000	0	0%
Property Taxes	82-3800	19	19	250	250	0	0%

Special Payments Totals:		752	2,090	42,250	42,250	0	0%
Capital Outlay							
Summary Cont.							
Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Land	82-4000	0	0	600,000	1,000,000	400,000	66%
Structures & Improvements	82-4100	0	0	0	20,000	20,000	100%
Buildings	82-4108	22,568	11,450	0	500,000	500,000	100%
Bridges	82-4109	60	357,882	2,600,000	310,000	(2,290,000)	- 88%
Roads	82-4110	0	0	0	0	0	0%
Automotive Equipment	82-4200	0	0	0	0	0	0%
Miscellaneous Equipment	82-4900	9,498	61,105	0	0	0	0%
Capital Outlay Totals:		32,126	430,437	3,200,000	1,830,000	(1,370,000)	- 42%
Transfers Out							
Transfer to Gen Road Equip	82-8102	628,530	326,830	0	0	0	0%
Transfers Out Totals:		628,530	326,830	0	0	0	0%
Contingencies							
Approp. for Contg. -Road	82-9902	0	0	0	0	0	0%
Contingencies Totals:		0	0	0	0	0	0%
Total Expenditures:		6,654,608	6,411,936	10,396,270	10,832,470	436,200	4%

Jewell Office Roof Replacement

Department Priority:	1							
Location:	Jewell Substation 79532 Hwy 202, Astoria							
Link to Other Project(s):								
Description:	Replacement of the Jewell Office Roof							
Justification:	The existing roof has reached the end of its lifecycle and needs replaced.							
Alternatives:	Continue to make repairs as they arise.							
Operating Impact:								
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition							
Request Category:	<input checked="" type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 20,000 Installation Fee: 0 Trade in Credit: 0 Net Cost: 20,000	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Total</th> </tr> <tr> <td style="border-bottom: 1px solid black;">20,000</td> </tr> <tr> <td style="border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="border-bottom: 1px solid black;">20,000</td> </tr> </table>	Total	20,000	0	0	20,000
Total								
20,000								
0								
0								
20,000								

Bridge Replacement

Department Priority:	2							
Location:	Klaskanine River Bridge							
Link to Other Project(s):								
Description:	Klaskanine River Bridge Replacement							
Justification:	The bridge construction was initiated in the 22/23 budget cycle and these costs include the final items to complete the project.							
Alternatives:	Do not fully complete the project.							
Operating Impact:								
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition							
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input checked="" type="radio"/> Other	Unit Quantity: 1 Unit Cost: 310,000 Installation Fee: 0 Trade in Credit: 0 Net Cost: 310,000	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Total</th> </tr> <tr> <td style="border-bottom: 1px solid black;">310,000</td> </tr> <tr> <td style="border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="border-bottom: 1px solid black;">310,000</td> </tr> </table>	Total	310,000	0	0	310,000
Total								
310,000								
0								
0								
310,000								

Westport Land Purchase

Department Priority:	3							
Location:	Westport, OR							
Link to Other Project(s):								
Description:	Purchase of land for a bypass road to alleviate truck traffic in the residential area of Westport							
Justification:	Truck traffic Westport from the Teevin barge operation currently travels down Westport Ferry Rd which is not constructed to support this traffic safely. The proposal is to create a bypass road West of Westport Ferry Road to eliminate the truck traffic in the residential areas.							
Alternatives:	Do not create an alternate route for truck traffic or improve Old Mill Town Rd which would provide an alternate roadway but would still have truck traffic driving through residential areas							
Operating Impact:								
Request Type:	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition							
Request Category:	<input type="radio"/> Building <input checked="" type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 1,000,000 Installation Fee: 0 Trade in Credit: 0 Net Cost: 1,000,000	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">Total</th> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">1,000,000</td> </tr> <tr> <td style="border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="border-bottom: 1px solid black;">1,000,000</td> </tr> </table>	Total	1,000,000	0	0	1,000,000
Total								
1,000,000								
0								
0								
1,000,000								

Jewell Storage Building

Department Priority:	4							
Location:	Jewell Substation 79532 Hwy 202, Astoria							
Link to Other Project(s):								
Description:	Construct a new storage building at the Jewell Substation.							
Justification:	The proposed new building for the Jewell Substation would be used for storage of Jewell's equipment along with storage of Public Works seasonal equipment. This would open up storage space in the Astoria District to be able to use for Fleet Management purposes.							
Alternatives:								
Operating Impact:								
Request Type:	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition							
Request Category:	<input checked="" type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 350,000 Installation Fee: 0 Trade in Credit: 0 Net Cost: 350,000	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">Total</th> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">350,000</td> </tr> <tr> <td style="border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="border-bottom: 1px solid black;">350,000</td> </tr> </table>	Total	350,000	0	0	350,000
Total								
350,000								
0								
0								
350,000								

Jewell Fueling Station			
Department Priority:	5		
Location:	Jewell Substation 79532 Hwy 202, Astoria		
Link to Other Project(s):			
Description:	Construct a new fueling station at the Jewell Substation.		
Justification:	This new fuel substation would provide additional storage capacity and would be able to service other agencies such as the School District and Fire Department.		
Alternatives:			
Operating Impact:			
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition		
Request Category:	<div><input type="radio"/> Building</div> <div><input type="radio"/> Land</div> <div><input type="radio"/> Automotive</div> <div><input type="radio"/> Office Equipment</div> <div><input type="radio"/> Computer</div> <div><input checked="" type="radio"/> Other</div>	<div>Unit Quantity: 1</div> <div>Unit Cost: 150,000</div> <div>Installation Fee: 0</div> <div>Trade in Credit: 0</div> <div>Net Cost: 150,000</div>	<div>Total</div> <div>150,000</div> <div>0</div> <div>0</div> <div>150,000</div>

Approp. For Contingency 2

Department Overview
The Contingency holds the balance of funds from the Road District #1 after the transfers are made to the Road budgets.
Major Accomplishments
The Contingency holds funds for the Roads for future planned projects and contingency for emergencies. In the event of a declared disaster event, the Public Works Department will need at least 25% matching funds for restoration of road and bridge infrastructure.
Budget Highlights
For FY 23/24 there is approximately \$2.9M budgeted in contingency and \$7.0M is being left as unappropriated fund balance. The \$2.9M would be available for unanticipated expenses and the unappropriated funds would be available for projects in future budget years.

Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	0	0	0	0%
Revenue from Road District #1	2,539,160	3,469,760	2,868,960	2,949,030	80,070	2%
Total Revenue:	2,539,160	3,469,760	2,868,960	2,949,030	80,070	2%
Total Unappropriated Budget:	2,539,160	3,469,760	0	0	0	0%
Total Budgeted Resources:	0	0	2,868,960	2,949,030	80,070	2%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	0	0	0	0	0	0%
Contingency	0	0	2,868,960	2,949,030	80,070	2%
Total Expenditures:	0	0	2,868,960	2,949,030	80,070	2%

Summary

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Contingencies							
Approp. for Contg. - Gen.	82-9901	0	0	0	0	0	0%
Approp. for Contg. -Road	82-9902	0	0	2,868,960	2,949,030	80,070	2%
Contingencies Totals:		0	0	2,868,960	2,949,030	80,070	2%
Total Expenditures:		0	0	2,868,960	2,949,030	80,070	2%

Surveyor - Land Corner 120

Mission Statement

Maintain and enhance the Public Land corner monumentation by finding and restoring positions of the Public Land Survey System.

Department Overview

The Public Land Corner Preservation program maintains a comprehensive record of all surveys and records that may pertain to a particular corner from the time they were established in the 1800's to the present. Thorough investigative records research and field work is performed to identify obliterated corners and restore them to their original position whenever possible.

Major Accomplishments

Restored various public land survey corners in the Knappa area.

Budget Highlights

The Public Land Corner revenues are expected to be 5% lower in 2023/2024 due to lower anticipated Public Land Preservation funds. Personnel costs will be 9% higher than the previous year due to staffing changes. There is money included for an intern position to assist the Surveyor and Survey Tech in the field and office during the summer busy season. The cost of Materials and Supplies is only 5% higher due to an increase in Indirect Cost Allocation of \$2,100. Contingency is expected to be 8% lower than the previous year.

Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Beginning Balance	344,838	407,514	438,170	450,170	12,000	2%
Interest On Investments	2,984	2,452	1,300	7,500	6,200	476%
Franchise Fees	190	190	230	230	0	0%
Public Land Preservation	117,658	91,995	110,000	60,000	(50,000)	- 45%
Miscellaneous Revenue	0	0	0	0	0	0%
Total Revenue:	465,670	502,151	549,700	517,900	(31,800)	- 5%
Total Unappropriated Budget:	407,514	443,874	0	0	0	0%
Total Budgeted Resources:	58,156	58,277	549,700	517,900	(31,800)	- 5%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	26,506	27,699	28,950	30,250	1,300	4%
Personnel Benefits	16,580	15,734	23,340	26,580	3,240	13%
Materials & Services	15,070	14,844	38,680	40,780	2,100	5%
Contingency	0	0	458,730	420,290	(38,440)	- 8%
Total Expenditures:	58,156	58,277	549,700	517,900	(31,800)	- 5%

Staffing Summary

Authorized Personnel	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	FTE Change Adopted	% Change Adopted
Total Personnel:	0.25	0.25	0.25	0.25	0.00	0%

Summary

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Personnel Services							
County Surveyor	82-1015	26,506	27,699	28,950	30,250	1,300	4%
Temporary Help	82-1941	863	0	5,860	8,740	2,880	49%
F.I.C.A.	82-1950	2,011	2,037	2,660	2,980	320	12%
FMLA	82-1952	0	0	0	160	160	100%
Retirement	82-1955	7,072	7,265	7,590	7,750	160	2%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	5,231	5,068	5,500	5,320	(180)	- 3%
Dental Insurance	82-1965	498	527	610	490	(120)	- 19%
HSA/HRA Contribution	82-1966	500	550	550	550	0	0%
Benefits Admin Fees	82-1967	8	8	10	10	0	0%
Life/AD&D Insurance	82-1970	28	28	30	30	0	0%
Salary Continuation Insur	82-1972	54	54	50	60	10	20%
S.A.I.F.	82-1975	302	183	450	450	0	0%
Unemployment	82-1980	13	13	30	40	10	33%
Personnel Services Totals:		43,086	43,433	52,290	56,830	4,540	8%
Materials & Services							
Telephones	82-2070	116	96	200	200	0	0%
Field Supplies	82-2165	99	89	100	100	0	0%
Maintenance - Equipment	82-2260	216	112	400	400	0	0%
Software Maintenance	82-2265	500	605	2,710	2,710	0	0%
General Equipment	82-2268	0	0	1,500	1,500	0	0%
Maintenance S.I.G.	82-2300	0	0	200	200	0	0%
Membership Fees And Dues	82-2370	369	80	590	590	0	0%
Office Supplies	82-2410	80	144	300	300	0	0%
Office Furniture & Equipment	82-2454	0	0	400	400	0	0%
Contractual Services	82-2471	0	0	0	0	0	0%
Administrative Costs	82-2473	600	600	600	600	0	0%
Monumentation Supplies	82-2486	0	0	1,000	1,000	0	0%
Fuel - Vehicles	82-2852	500	421	100	500	400	400%
Vehicle Maintenance & Use	82-2923	0	0	1,000	600	(400)	- 40%
Education And Training	82-2928	0	688	400	400	0	0%
Travel Expenses	82-2930	0	147	1,120	1,120	0	0%
Reimbursed Mileage	82-2932	0	0	0	0	0	0%
PLCPF Work	82-2958	0	0	13,000	13,000	0	0%
Road Department Services	82-2959	1,494	0	0	0	0	0%
Utilities	82-2960	996	763	860	860	0	0%
Indirect Cost Allocation	82-3210	10,100	11,100	14,200	16,300	2,100	14%
Materials & Services Totals:		15,070	14,844	38,680	40,780	2,100	5%
Contingencies							
Appropriation for Contin.	82-9900	0	0	458,730	420,290	(38,440)	- 8%

Contingencies Totals:		0	0	458,730	420,290	(38,440)	- 8%
Total Expenditures:		58,156	58,277	549,700	517,900	(31,800)	- 5%

Bike Paths

Mission Statement

To provide bike path projects in conjunction with road projects.

Department Overview

As required by ORS 366.514, the County must deposit at least 1% of the money received from the State Highway Fund into this fund for use on bike paths.

Major Accomplishments

No projects were undertaken for the current budget year.

Budget Highlights

This year's beginning balance is 80% higher than last year as no projects were funded in the previous budget year. \$60,000 is budgeted in Contractual Services for potential pedestrian projects. An additional \$15,000 is budgeted for GIS services to assist in developing bike path maps. County staff are in the process of developing a bike path plan and are reviewing bike plans from other Cities and Counties to determine the best path forward. The Contingency has increased \$62,220 from the previous year.

Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Beginning Balance	161,259	140,516	76,260	137,290	61,030	80%
Interest On Investments	1,099	787	600	1,800	1,200	200%
St. - Highway Fund	33,847	37,039	37,090	37,080	(10)	- 0%
Total Revenue:	196,205	178,342	113,950	176,170	62,220	54%
Total Unappropriated Budget:	140,516	98,393	0	0	0	0%
Total Budgeted Resources:	55,689	79,949	113,950	176,170	62,220	54%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	55,689	79,949	75,600	75,600	0	0%
Contingency	0	0	38,350	100,570	62,220	162%
Total Expenditures:	55,689	79,949	113,950	176,170	62,220	54%

Summary

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Materials & Services							
Maintenance Supplies	82-2259	36,902	0	0	0	0	0%
General Equipment	82-2268	0	0	0	0	0	0%
Contractual Services	82-2471	17,038	78,349	60,000	60,000	0	0%
GIS Services	82-2493	0	0	15,000	15,000	0	0%
Rents And Leases - Equip.	82-2630	250	0	0	0	0	0%
Indirect Cost Allocation	82-3210	1,500	1,600	600	600	0	0%
Materials & Services Totals:		55,689	79,949	75,600	75,600	0	0%
Special Payments							
Unallocated Projects	82-3129	0	0	0	0	0	0%
Special Payments Totals:		0	0	0	0	0	0%
Contingencies							
Appropriation for Contin.	82-9900	0	0	38,350	100,570	62,220	162%
Contingencies Totals:		0	0	38,350	100,570	62,220	162%
Total Expenditures:		55,689	79,949	113,950	176,170	62,220	54%

Planning Division

Mission Statement

Community Development is dedicated to the sustainable high-quality development of Clatsop County through job creation and retention; public and private partnerships; and safe, sanitary and affordable housing stock. This mission is accomplished within the Planning Division by working to implement Board of Commissioner policies and priority strategies; soliciting and encouraging public input; and utilizing best practices and current information to streamline processes and assist property owners.

Department Overview

Land Use Planning is responsible for long-term land use and current planning activities. Staff provides information to property owners, developers and realtors regarding land use regulations and process. The Division also provides floodplain management services as required by FEMA. The Division works closely with Building Codes, Code Compliance, the Planning Commission, Board of Commissioners, ad hoc committees, local organizations and districts, and various rural communities and unincorporated areas to guide the development of the county. Division staff works with these entities to implement the goals and policies outlined in the Comprehensive Plan. The Planning Manager supervise the work of the planning staff and works on the more complex land use applications and long-range planning projects.

Major Accomplishments

1. Provided quarterly updates to the Board of Commissioners on the status of FY 22/23 work plan items
2. Digitized records pertaining to floating structures (float houses, duck shacks, etc.) and created electronic database
3. Completed updates and Planning Commission review of six community plans; scheduled for Board review
4. Completed updates and Planning Commission review of Goals 1-6, 8, 11, 12; scheduled for Board review
5. Prepared RFPs to update Goals 16-19; scheduled for Board work session
6. Prepared RFP for Economic Opportunities Analysis; scheduled for Board work session
7. Completed updates and Planning Commission review of geologic hazards overlay; scheduled for Board review
8. Prepared LAWDUC amendments based on DLCD code audit to ensure that the County's regulations related to family home child care and child care centers are in sync with State statutes
9. Adopted 2002 CREST Dredged Materials Management Plan to ensure that it can be used for enforceable policies under the Coastal Zone Management Program
10. Updated STR operating standards and prepared Ordinance 22-05 allowing STRs in 16 zones in unincorporated County
11. Participated in development of Countywide Housing Dashboard
12. Participated in the Clatsop Regional Housing Task Force

Budget Highlights

The proposed FY 23/24 budget generally maintains a status quo. Requested funding for postage (82-2419), and printing (82-2425) in anticipation of the need to send more mailers and public notices to property owners in conjunction with work items on the FY 23/24 work plan. Contractual services (82-2471) and Contractual Legal Services (82-2469), which were two separate expenditures in FY 22/23, have been combined into Contractual Legal Services for FY 23/24. Contractual legal services include the firm of Beery Elsner & Hammond for land use counsel and the firm of Cable Huston for Hearings Officer services.

Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Land Use Permits	95,593	103,839	80,000	80,000	0	0%
Code Enforcement Fines	151	0	0	0	0	0%
Floodplain Reviews	0	125	0	150	150	100%
Public Records Request	150	105	150	150	0	0%
Grant Young Memorial Grant	0	4,000	0	0	0	0%
TGM Grant	2,478	0	1,000	0	(1,000)	- 100%
Short-Term Rental Application	1,050	650	300	2,500	2,200	733%
Copy Fees	0	94	100	50	(50)	- 50%
Rev. Refunds & Reim.	1,213	0	0	0	0	0%
NSF Check Fee	25	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Transfer from Video Lottery	266,200	390,890	477,770	429,090	(48,680)	- 10%
DLCD PSM Grant	0	0	0	0	0	0%
General Fund Support	135,364	147,085	227,120	399,860	172,740	76%
Total Revenue:	502,224	646,787	786,440	911,800	125,360	15%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	335,458	412,981	470,170	540,990	70,820	15%
Personnel Benefits	139,018	175,953	212,990	267,530	54,540	25%
Materials & Services	27,748	57,854	103,280	103,280	0	0%
Total Expenditures:	502,224	646,787	786,440	911,800	125,360	15%

Staffing Summary

Authorized Personnel	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	FTE Change Adopted	% Change Adopted
Total Personnel:	4.55	5.50	5.50	5.50	0.00	0%

Summary

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Personnel Services							
Community Development Director	82-1082	69,446	76,200	77,690	85,650	7,960	10%
Planning Manager	82-1142	94,767	103,983	114,090	149,970	35,880	31%
Senior Planner	82-1627	41,405	77,425	84,950	93,230	8,280	9%
Planner	82-1630	69,379	95,350	130,720	143,470	12,750	9%
Permit Technician I	82-1729	60,461	60,023	62,720	68,670	5,950	9%
Temporary Help	82-1941	0	3,975	6,000	6,000	0	0%
Overtime	82-1945	91	0	1,000	1,000	0	0%
F.I.C.A.	82-1950	25,070	31,092	36,500	41,920	5,420	14%
FMLA	82-1952	0	0	0	2,190	2,190	100%
Retirement	82-1955	64,167	82,516	102,010	119,700	17,690	17%
Medical Waiver	82-1963	600	0	0	0	0	0%
Medical Insurance	82-1964	37,334	43,868	49,940	72,610	22,670	45%
Dental Insurance	82-1965	4,098	4,903	5,920	7,090	1,170	19%
HSA/HRA Contribution	82-1966	3,029	4,476	4,390	8,450	4,060	92%
Benefits Admin Fees	82-1967	85	116	90	120	30	33%
Life/AD&D Insurance	82-1970	311	527	530	800	270	50%
Salary Continuation Insur	82-1972	603	591	620	1,340	720	116%
S.A.I.F.	82-1975	3,241	3,587	5,510	5,760	250	4%
Unemployment	82-1980	390	301	480	550	70	14%
Personnel Services Totals:		474,476	588,933	683,160	808,520	125,360	18%

Materials & Services

Telephones	82-2070	1,555	1,316	2,000	2,000	0	0%
Membership Fees And Dues	82-2370	2,080	2,333	3,910	3,700	(210)	- 5%
Office Supplies	82-2410	4,353	3,785	8,000	5,000	(3,000)	- 37%
Books And Periodicals	82-2413	1,967	0	500	500	0	0%
Postage And Freight	82-2419	2,603	1,906	5,000	10,000	5,000	100%
Printing And Reproduction	82-2425	3,492	6,275	10,670	15,000	4,330	40%
Contractual Legal Services	82-2469	2,699	6,492	25,000	35,000	10,000	40%
Contractual Services	82-2471	2,503	11,366	20,000	0	(20,000)	- 100%
Administrative Costs	82-2473	0	0	0	0	0	0%
Publi. And Legal Notices	82-2600	2,413	11,765	7,500	8,000	500	6%
Abatement	82-2730	0	0	0	0	0	0%
Meetings/ Hosting	82-2750	0	0	0	0	0	0%
Fuel - Vehicles	82-2852	0	0	0	0	0	0%
Vehicle Maintenance & Use	82-2923	0	0	0	0	0	0%
Education And Training	82-2928	900	1,362	8,090	7,900	(190)	- 2%
Travel Expenses	82-2930	0	0	11,610	7,900	(3,710)	- 31%
Reimbursed Mileage	82-2932	0	0	0	0	0	0%

Summary Cont.							
Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Planning Comm. Expenses	82-2935	60	133	1,000	1,000	0	0%
Refunds and Returns	82-3204	3,123	11,120	0	7,280	7,280	100%
Materials & Services Totals:		27,748	57,854	103,280	103,280	0	0%
Total Expenditures:		502,224	646,787	786,440	911,800	125,360	15%

Code Compliance

Mission Statement

Working for our community through professional and accountable code compliance to enhance the quality of life, health and safety, and the economy of Clatsop County.

Department Overview

Code Compliance is tasked with investigating complaints of possible violations of County land use codes or the Clatsop County Code. The Code Compliance Specialists meet with residents to develop schedules to achieve thresholds designed to bring properties into compliance. The role of Code Compliance is to put a human face on the regulatory side of government and to create a sense of trust and cooperation. While fines are sometimes imposed, code enforcement is not viewed as a revenue source as the emphasis is on compliance, not punishment.

The Community Development Director oversees the Code Compliance Division.

Major Accomplishments

1. Opened 27 cases YTD, projecting 54 total in FY 22/23
2. Closed 36 cases YTD, projecting 72 total in FY 22/23. 35 of the closed cases were resolved through voluntary compliance by the property owner.
3. Collected \$24,758.77 in penalties and fines
4. Established monthly schedule with Hearings Officer to hear cases

Budget Highlights

A one-time increase in expenditures in Account 82-2710 is requested to purchase radios for Code Compliance staff.
A line item for for Account 82-2040 has been added to provide uniforms (jackets/vests) for Code Compliance staff.

Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Code Enforcement Fines	0	0	500	0	(500)	- 100%
Nuisance Abatement Fines	0	0	10,000	10,000	0	0%
Public Records Request	0	0	0	100	100	100%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Donations from Trust Fund	0	5,201	0	0	0	0%
General Fund Support	264,390	281,283	337,420	359,210	21,790	6%
Total Revenue:	264,390	286,484	347,920	369,310	21,390	6%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	161,788	177,850	188,340	202,480	14,140	7%
Personnel Benefits	79,602	86,925	93,900	99,200	5,300	5%
Materials & Services	23,000	21,709	65,680	66,130	450	0%
Transfer Out	0	0	0	1,500	1,500	0%
Total Expenditures:	264,390	286,484	347,920	369,310	21,390	6%

Staffing Summary

Authorized Personnel	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	FTE Change Adopted	% Change Adopted
Total Personnel:	2.30	2.35	2.35	2.35	0.00	0%

Summary

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Personnel Services							
Community Development Director	82-1082	37,879	41,563	42,370	46,720	4,350	10%
Code Compliance Specialist	82-1640	123,908	133,128	142,670	152,150	9,480	6%
Permit Technician I	82-1729	0	3,159	3,300	3,610	310	9%
F.I.C.A.	82-1950	11,886	13,088	14,410	15,490	1,080	7%
FMLA	82-1952	0	0	0	810	810	100%
Retirement	82-1955	29,285	35,873	37,990	41,960	3,970	10%
Medical Insurance	82-1964	30,712	29,971	32,130	31,750	(380)	- 1%
Dental Insurance	82-1965	3,472	3,712	4,280	3,520	(760)	- 17%
HSA/HRA Contribution	82-1966	1,800	1,942	1,940	2,040	100	5%
Benefits Admin Fees	82-1967	79	86	80	100	20	25%
Life/AD&D Insurance	82-1970	254	241	240	450	210	87%
Salary Continuation Insur	82-1972	139	210	210	540	330	157%
S.A.I.F.	82-1975	1,850	1,687	2,430	2,340	(90)	- 3%
Unemployment	82-1980	124	114	190	200	10	5%
Personnel Services Totals:		241,390	264,775	282,240	301,680	19,440	6%
Materials & Services							
Clothing And Uniform Exp.	82-2040	0	0	0	1,860	1,860	100%
Telephones	82-2070	1,053	1,496	1,500	1,500	0	0%
Membership Fees And Dues	82-2370	125	150	230	760	530	230%
Office Supplies	82-2410	1,461	504	3,050	3,000	(50)	- 1%
Postage And Freight	82-2419	1,221	677	1,800	1,800	0	0%
Printing And Reproduction	82-2425	498	228	500	1,000	500	100%
Contractual Legal Services	82-2469	0	0	0	11,300	11,300	100%
Contractual Services	82-2471	15,486	13,544	34,500	17,700	(16,800)	- 48%
Med., Dent., & Lab Ser.	82-2504	0	0	100	100	0	0%
Publ. And Legal Notices	82-2600	0	0	500	1,000	500	100%
Small Tools And Instrum.	82-2710	0	120	1,000	2,760	1,760	176%
Abatement	82-2730	1,198	77	2,000	2,000	0	0%
Nuisance Abatement - from Fine	82-2735	0	0	10,000	10,000	0	0%
Fuel - Vehicles	82-2852	1,580	2,449	5,000	5,000	0	0%
Vehicle Maintenance & Use	82-2923	101	1,474	2,000	2,600	600	30%
Education And Training	82-2928	277	991	2,100	2,350	250	11%
Travel Expenses	82-2930	0	0	1,400	1,400	0	0%
Reimbursed Mileage	82-2932	0	0	0	0	0	0%
Materials & Services Totals:		23,000	21,709	65,680	66,130	450	0%
Transfers Out							
Transfer to Enforcement Divisi	82-8105	0	0	0	1,500	1,500	100%
Transfers Out Totals:		0	0	0	1,500	1,500	100%
Total Expenditures:		264,390	286,484	347,920	369,310	21,390	6%

Building Codes

Mission Statement

The Building Codes Division provides predictable and flexible services to industry partners and property owners in a professional and courteous manner, producing positive solutions to promote safety in our community and support local enterprise in the construction industry.

This has been the stated and guiding mission for the Building Codes Division since my appointment as Building Official in 2014.

Department Overview

The State delegates authority to counties under ORS 455.150. The County is responsible for enforcing Federal, State and local building regulations. The Building Codes Division is responsible for all construction activity regulated by statute in the unincorporated portions of Clatsop County and all regulated electrical installations in both unincorporated and incorporated areas. In addition, the County Building Official is tasked with all Building Official responsibilities pertaining to the electrical program for the entire region including the incorporated areas. Fees are set through local ordinance to cover the cost of administering the program. All revenues collected by the Building Codes Division are set by statute as dedicated funds and can only be used to offset the cost of administering the program. The Building Codes Division is responsible for reviewing construction drawings, issuing permits, and conducting site inspections in accordance with state and local regulations. The Building Codes Division works closely with County Planning, Public Works Divisions, Environmental Health, and local Fire Department Agencies to assure all requirements are met prior to the issuance of the permit, during construction, and prior to the issuance of a Certificate of Occupancy.

Major Accomplishments

Residual challenges of the Covid-19 pandemic continue to effect the Building Codes Division and our industry partners with worker shortages, material supply chain delays, and uncertainty. The Division's mission continues to support local enterprise, perhaps now more than ever by providing essential services, remote inspection protocols when necessary, electronic plan submittal and review, and ePermitting processes. Continuing education requirements remained available in on-line formats and saved the Division over \$20,000 in travel, registration, and lodging.

Budget Highlights

81-7038 Technology Fees. This line was added in the 22/23 budget with the approval of a 3% surcharge on all permits. This was implemented to help offset the cost of credit card transactions.

82-2220 Credit Card Fees. This line represents bank fees charged to the division associated with credit card payments processed through the Accela ePermitting software program. (No change from 22/23)

82-1732 Building Official. Increase reflects retirement of current Building Official with anticipated leave accrual payout.

82-2454 Office Furniture and Equipment. Reduction reflects no planned major expenditures.

82-2852 Vehicle Fuel. Increase reflects anticipated rise in fuel costs.

82-4300 Office Equipment. Reflects cost of replacing the copier/printer equipment.

Performance Measures

The Building Code Division is projected to complete over 4,000 inspections, log over 33,000 accident-free miles, and review approximately 300 plan reviews for code compliance with current staffing levels. It is anticipated that over 2,000 permits will be issued. 100% of all inspection requests will be completed within one day of the request. 95% of all residential plan reviews will be completed within the ten-day requirement of OAR 918-020-0090(3)(e). Two major codes have been adopted by the state, the Oregon Structural Specialty Code and the Oregon Mechanical Specialty Code became mandatory April 1, 2023.

Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Beginning Balance	1,285,944	1,386,543	1,343,300	1,387,460	44,160	3%
Licenses & Permits	674,386	548,748	632,500	632,500	0	0%
Electrical Permits	280,085	279,571	230,000	230,000	0	0%
ASD Excise Tax Handling Fee	1,006	893	800	800	0	0%
Interest On Investments	10,348	5,701	10,000	28,300	18,300	183%
Unrealized Gain/Loss	0	(3,369)	0	0	0	0%
Realized Gain on Investment	0	0	0	0	0	0%
Public Records Request	270	0	200	200	0	0%
State Minor Label Program	3,525	1,575	3,000	3,340	340	11%
CARES Act Reimbursement	60	0	0	0	0	0%
Short-Term Rental Application	5,250	3,250	5,000	5,000	0	0%
Technology Fees	0	0	0	25,000	25,000	100%
City of Astoria IGA	6,819	0	0	0	0	0%
City of Warrenton IGA	2,156	3,769	2,500	3,500	1,000	40%
City of Seaside IGA	1,519	544	1,500	1,500	0	0%
City of Gearhart IGA	0	0	0	0	0	0%
City of Cannon Beach IGA	300	600	0	0	0	0%
Copy Fees	0	0	0	0	0	0%
Franchise Fees	750	750	870	870	0	0%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Enforcement Fees	0	10,376	10,000	5,000	(5,000)	- 50%
Miscellaneous Revenue	0	0	0	0	0	0%
Equip. Auction-Sales-Rental	0	0	0	0	0	0%
Insurance Loss Proceeds	0	0	0	0	0	0%
Total Revenue:	2,272,418	2,238,951	2,239,670	2,323,470	83,800	3%
Total Unappropriated Budget:	1,386,543	1,387,455	0	0	0	0%
Total Budgeted Resources:	885,875	851,495	2,239,670	2,323,470	83,800	3%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	451,477	476,912	498,590	536,930	38,340	7%
Personnel Benefits	237,581	238,424	269,070	287,020	17,950	6%
Materials & Services	166,737	136,159	196,130	206,160	10,030	5%
Capital Outlay	0	0	0	10,000	10,000	0%
Transfer Out	30,080	0	93,340	24,230	(69,110)	- 74%
Contingency	0	0	1,182,540	1,259,130	76,590	6%
Total Expenditures:	885,875	851,495	2,239,670	2,323,470	83,800	3%

Staffing Summary						
Authorized Personnel	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	FTE Change Adopted	% Change Adopted
Total Personnel:	5.15	5.15	5.15	5.15	0.00	0%

Summary

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Personnel Services							
Community Development Director	82-1082	18,940	20,781	21,190	23,360	2,170	10%
Code Compliance Specialist	82-1640	0	0	0	0	0	0%
Inspector	82-1728	250,557	265,961	278,670	291,260	12,590	4%
Permit Technician I	82-1729	0	0	0	0	0	0%
Permit Technician II	82-1730	66,648	69,647	72,780	76,080	3,300	4%
Building Official	82-1732	115,332	120,522	125,950	146,230	20,280	16%
Temporary - Inspectors	82-1925	5,882	7,224	15,000	15,000	0	0%
Overtime	82-1945	637	276	4,000	4,000	0	0%
F.I.C.A.	82-1950	33,615	35,440	39,590	42,530	2,940	7%
FMLA	82-1952	0	0	0	2,220	2,220	100%
Retirement	82-1955	100,498	104,869	111,650	120,760	9,110	8%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	76,819	70,348	75,590	79,440	3,850	5%
Dental Insurance	82-1965	6,328	6,259	7,220	6,420	(800)	- 11%
HSA/HRA Contribution	82-1966	7,650	8,365	8,370	8,370	0	0%
Benefits Admin Fees	82-1967	183	151	180	130	(50)	- 27%
Life/AD&D Insurance	82-1970	430	531	520	650	130	25%
Salary Continuation Insur	82-1972	536	536	540	1,250	710	131%
S.A.I.F.	82-1975	4,550	4,135	5,890	5,690	(200)	- 3%
Unemployment	82-1980	452	290	520	560	40	7%
Personnel Services	82-1985	0	0	0	0	0	0%
Personnel Services Totals:		689,057	715,336	767,660	823,950	56,290	7%

Materials & Services

Investment Premium	82-2004	0	206	0	0	0	0%
Clothing And Uniform Exp.	82-2040	337	335	1,500	1,500	0	0%
Telephones	82-2070	8,556	6,317	7,000	7,000	0	0%
Insurance	82-2200	5,585	5,930	6,800	7,320	520	7%
Insurance Deductible	82-2201	0	500	0	0	0	0%
Credit Card Fees	82-2220	18,735	20,723	25,000	25,000	0	0%
Membership Fees And Dues	82-2370	835	860	1,630	1,630	0	0%
Office Supplies	82-2410	809	853	1,500	1,500	0	0%
Books And Periodicals	82-2413	451	2,944	5,000	5,000	0	0%
Postage And Freight	82-2419	191	464	500	500	0	0%
Printing And Reproduction	82-2425	695	1,137	2,000	2,000	0	0%
Office Furniture & Equipment	82-2454	2,153	860	5,000	1,000	(4,000)	- 80%
PC Equipment	82-2455	2,030	3,666	10,000	10,000	0	0%
Contractual Legal Services	82-2469	0	2,853	5,000	5,000	0	0%
Contractual Services	82-2471	0	0	0	10	10	100%

Summary Cont.

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
City of Astoria IGA	82-2540	0	0	0	0	0	0%
City of Gearhart IGA	82-2541	0	0	0	0	0	0%
City of Seaside IGA	82-2542	0	0	0	0	0	0%
City of Warrenton IGA	82-2543	0	0	0	0	0	0%
City of Cannon Beach IGA	82-2548	0	0	0	0	0	0%
Publi. And Legal Notices	82-2600	0	0	0	0	0	0%
Advertising	82-2605	0	0	3,000	3,000	0	0%
Small Tools And Instrum.	82-2710	344	94	600	600	0	0%
Fuel - Vehicles	82-2852	4,081	6,123	6,000	7,000	1,000	16%
Vehicle Maintenance & Use	82-2923	2,363	1,853	6,000	6,000	0	0%
Education And Training	82-2928	5,926	3,399	13,000	13,000	0	0%
Travel Expenses	82-2930	0	0	10,000	10,000	0	0%
Reimbursed Mileage	82-2932	0	0	0	0	0	0%
Refunds and Returns	82-3204	5,145	4,744	6,200	6,000	(200)	- 3%
Indirect Cost Allocation	82-3210	108,500	72,300	80,400	93,100	12,700	15%
Materials & Services Totals:		166,737	136,159	196,130	206,160	10,030	5%
Capital Outlay							
Office Equipment	82-4300	0	0	0	10,000	10,000	100%
Capital Outlay Totals:		0	0	0	10,000	10,000	100%
Transfers Out							
Transfer to Special Projects	82-8100	0	0	66,700	0	(66,700)	- 100%
Transfer to Fleet Replacement	82-8101	30,080	0	26,640	24,230	(2,410)	- 9%
Transfers Out Totals:		30,080	0	93,340	24,230	(69,110)	- 74%
Contingencies							
Approp. for Contg. - Gen.	82-9901	0	0	1,182,540	1,259,130	76,590	6%
Contingencies Totals:		0	0	1,182,540	1,259,130	76,590	6%
Total Expenditures:		885,875	851,495	2,239,670	2,323,470	83,800	3%

Building Codes Copier

Department Priority:	1							
Location:	800 Exchange St							
Link to Other Project(s):								
Description:	This request is to replace the scanner/copier/fax machine.							
Justification:	The current model is nearing eight years old. Representatives have recommended replacement due to rising and future costs associated with maintenance and toner. This equipment is vital and necessary for the overall function of the division. It is used for copying and scanning of documents as well as emailing information and receiving inspection requests via fax.							
Alternatives:	Continue to operate the current equipment with anticipation of breakdowns and repairs.							
Operating Impact:	Funds to come from the Building Codes Division budget, minimal impact.							
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition							
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input checked="" type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 10,000 Installation Fee: 0 Trade in Credit: 0 Net Cost: 10,000	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: right;">Total</th> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">10,000</td> </tr> <tr> <td style="border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="border-bottom: 1px solid black;">10,000</td> </tr> </table>	Total	10,000	0	0	10,000
Total								
10,000								
0								
0								
10,000								

Building Codes Inspection Vehicles

Department Priority:	2							
Location:	800 Exchange St.							
Link to Other Project(s):								
Description:	This request is to replace two inspection vehicles in the Building Codes Division fleet.							
Justification:	The vehicles are projected to exceed 80,000 miles by the end of the 2023/24 budget year. Current GSA Fleet Minimum Vehicle Replacement Standards recommend replacement of gas fueled passenger vehicles at 5 years or 60,000 miles.							
Alternatives:	Continue operating the current vehicles. This alternative will likely experience higher repair costs.							
Operating Impact:	No Impact. The funds associated with this request have been placed into the 2002 Fleet Replacement Fund in past budget cycles.							
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition							
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input checked="" type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 2 Unit Cost: 45,000 Installation Fee: 0 Trade in Credit: 500 Net Cost: 44,500	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: right;">Total</th> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">90,000</td> </tr> <tr> <td style="border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="border-bottom: 1px solid black;">1,000</td> </tr> <tr> <td style="border-bottom: 1px solid black;">89,000</td> </tr> </table>	Total	90,000	0	1,000	89,000
Total								
90,000								
0								
1,000								
89,000								

County Tourism

Mission Statement

To promote tourism throughout Clatsop County.

Department Overview

This Org Unit was created as a result of County Ordinance 2014-14 which amends Clatsop County Code 3.16.020. Per Clatsop County Code 3.16.190, of the 9.5% room tax rate collected, 18.42% is distributed for promotion of tourism and at the direction of the Board of County Commissioner's.

Major Accomplishments

The County continues to contract with the Lower Columbia Tourism Committee (LCTC) to provide tourism promotion throughout Clatsop County, this includes a visitor education component that the Board identified through the 2021-2022 strategic planning process to promote "leave no trace tourism" in Clatsop County.

Budget Highlights

The county continues to see some growth in the TRT revenues and will continue to contract with the Lower Columbia Tourism Committee. As a County with a tourism based economy there is a focus on sustainable tourism, understanding that tourism has a significant impact on our local economy but also has a significant impact on community livability and trying to find the balance of improving tourists' experiences while also addressing the needs of the host communities.

In addition to the annual contract with LCTC they are also requesting an additional \$20,000 to expand upon grant work that has already been conducted. LCTC received a Travel Oregon grant and contracted with Wheel the World to evaluate forty sites in Astoria and Warrenton and over 100 more along the Oregon Coast for accessibility, to provide recommendations for improvement, and include the individual sites and communities on their travel booking site geared toward travelers with disabilities and those traveling with them. LCTC would like to expand on the work already done by including the Seaside and Cannon Beach communities so that Clatsop County tourism can be a viable vacation destination for those with mobility constraints.

This budget also reflects a transfer of \$110,000 to the Special Projects Fund. A portion of this transfer will be to help develop the park at the Westport Ferry Landing, a site for many visitors waiting for the Ferry when traveling across the Columbia River from Oregon to Washington. Another portion will be to rebuild the docks at Carnahan Park where many visitors go to recreate.

Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Beginning Balance	124,364	249,841	243,670	513,170	269,500	110%
Room Tax	219,477	291,028	300,000	350,000	50,000	16%
Short-Term Rental Application	4,600	3,800	2,200	1,500	(700)	- 31%
Room Tax Determination Fees	50	200	100	100	0	0%
Rm Tax Lien/Warrant Fees	215	55	100	0	(100)	- 100%
General Fund Support	(192,978)	(223,851)	73,650	79,810	6,160	8%
Total Revenue:	155,728	321,072	619,720	944,580	324,860	52%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	37,781	41,455	43,320	44,560	1,240	2%
Personnel Benefits	21,510	23,206	24,730	31,000	6,270	25%
Materials & Services	92,438	101,212	542,670	731,520	188,850	34%
Special Payments	4,000	4,000	4,000	20,000	16,000	400%
Transfer Out	0	151,200	5,000	117,500	112,500	2250%
Total Expenditures:	155,728	321,072	619,720	944,580	324,860	52%

Staffing Summary

Authorized Personnel	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	FTE Change Adopted	% Change Adopted
Total Personnel:	0.70	0.70	0.70	0.70	0.00	0%

Summary

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Personnel Services							
Tax Technician - A&T	82-1103	37,781	41,455	43,320	44,560	1,240	2%
Staff Assistant	82-1191	0	0	0	0	0	0%
F.I.C.A.	82-1950	2,678	2,969	3,310	3,410	100	3%
FMLA	82-1952	0	0	0	180	180	100%
Retirement	82-1955	6,854	8,387	8,740	9,230	490	5%
Medical Insurance	82-1964	9,462	9,125	9,770	14,900	5,130	52%
Dental Insurance	82-1965	914	968	1,120	1,380	260	23%
HSA/HRA Contribution	82-1966	1,400	1,540	1,540	1,540	0	0%
Benefits Admin Fees	82-1967	12	12	20	20	0	0%
Life/AD&D Insurance	82-1970	53	71	70	70	0	0%
Salary Continuation Insur	82-1972	50	51	50	160	110	220%
S.A.I.F.	82-1975	54	49	70	70	0	0%
Unemployment	82-1980	32	35	40	40	0	0%
Personnel Services Totals:		59,290	64,661	68,050	75,560	7,510	11%
Materials & Services							
Telephones	82-2070	0	65	0	50	50	100%
Room Tax Lien Recording Fees	82-2236	136	0	300	300	0	0%
Postage And Freight	82-2419	1,472	1,869	3,300	3,500	200	6%
Printing And Reproduction	82-2425	830	778	2,000	2,000	0	0%
Contractual Services	82-2471	90,000	98,500	537,070	725,670	188,600	35%
Publi. And Legal Notices	82-2600	0	0	0	0	0	0%
Materials & Services Totals:		92,438	101,212	542,670	731,520	188,850	34%
Special Payments							
Historical Society	82-3202	4,000	4,000	4,000	20,000	16,000	400%
Cont. To Outside Agencies	82-3575	0	0	0	0	0	0%
Special Payments Totals:		4,000	4,000	4,000	20,000	16,000	400%
Transfers Out							
Transfer to Fair & Expo	82-8020	0	2,500	2,500	5,000	2,500	100%
Transfer to Parks	82-8021	0	2,500	2,500	2,500	0	0%
Transfer to Special Projects	82-8100	0	146,200	0	110,000	110,000	100%
Transfers Out Totals:		0	151,200	5,000	117,500	112,500	2250%
Total Expenditures:		155,728	321,072	619,720	944,580	324,860	52%

Clatsop County Fisheries

Mission Statement

Clatsop County Fisheries Project rears and releases adult salmon in select Area fishery sites as an enhancement to the Columbia River commercial and sport fisheries.

Department Overview

Clatsop County Fisheries collaborates with state and federal agencies to rear and release salmon smolts for harvest of adults in the Select areas of Oregon and Washington, and in off-site locations where those fish migrate, such as ocean sport and commercial fisheries and Buoy 10. The department operates one hatchery and three net-pen sites to maintain the infrastructure and equipment to support its annual production programs. All programs are funded by grants and fishermen/processor contributions. This program does not receive any funding from Clatsop County.

Major Accomplishments

In FY 2022-23, the department reared and released 2,119,000 Spring Chinook salmon smolts and 2,226,000 Coho smolts at the Blind Slough, South Fork Hatchery, Tongue Point and Youngs Bay locations. We also released 2,500,000 Tule fall Chinook at the Youngs Bay net pens. This year's program goal is 6.8 million salmon smolt release. In December of 2022, the access pier to the Yacht Club net pen site collapsed due to a strong storm event. Clatsop County and City of Astoria are working together to replace the pier. Hopefully, most of the pier replacement will be funded by FEMA. Until this is completed, Fisheries staff installed a temporary fish pipeline to deliver smolts to the net pens at the Yacht Club. Fisheries special account funds and a \$5000 grant from ODFW was used for the pipeline project. During the local Chinook and Coho spawning season, County Fisheries staff were able to help several times at Big Creek Hatchery and North Fork Klaskanine Hatchery. ODFW was experiencing low staffing levels at the time.

Budget Highlights

The FY 2023-24 budget for Clatsop County Fisheries (CCF) has increased from last fiscal year with changes within Personnel Services and Materials and Services. The approved funding is the total SAFE project which includes three entities (ODFW, WDFW and CCF). In June, these three entities will go through a budget exercise that determines each program's needs, and then divides the total SAFE funds among the three entities. Because CCF does not receive the amount estimate needed in this budget, the shortfall is covered with the fisheries contributions in the Special Projects line item. Specific changes are noted:

- 1) Personnel Services increased \$65,680 from last fiscal year. COLA, insurance and step increases, have made an impact on the budget. Most of the Fisheries staff have been hired within the last five years and continue to receive step increases. The Staff Assistant reclassification to an Administrative Assistant III was not considered in last fiscal year. This took effect July 2022 with an increase of 5% to the Assistant line item. Also, the program requests to increase the Administrative Assistant III from .65 FTE to .80 FTE. This difference adds an increase of \$12,790.00 to the budget (this includes a 5% step and COLA increase). Fisheries funding sources will cover these increases.
- 2) The Fishermen's Assessment revenue remains low. The highest amount the program has received was \$167,000 in 2010 during a record fishing season. Funds received started to dwindle in 2012 at \$34,000. The department has not received contributions from several major processors. The September 2022 Coho return was successful; however, fisherman assessment was \$5000.
- 3) Fish food prices are subject to changes twice per year; January 1 and July 1.
- 4) An increase of \$4,800 in the Indirect Cost line item and \$3,290 increase in insurance.
- 5) The Department will budget \$20,000 to Maintenance SIG and \$20,000 to Special Projects line items from contingencies for potential cost increase in fish food and materials/supplies.

Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Beginning Balance	259,011	271,866	263,290	288,340	25,050	9%
Interest On Investments	1,392	1,111	1,000	5,000	4,000	400%
St. - Fish And Wildlife	216,884	232,583	296,170	313,390	17,220	5%
St.- Restoration & Enhance	0	0	0	0	0	0%
BPA Safe	466,797	458,155	479,560	525,040	45,480	9%
ODF&W Sample Contract	23,521	24,071	25,970	26,760	790	3%
CARES Act Reimbursement	5,015	0	0	0	0	0%
Fisheries Contributions	2,238	15,195	1,000	5,000	4,000	400%
Rev. Refunds & Reim.	476	391	380	560	180	47%
Miscellaneous Revenue	0	96	0	0	0	0%
Insurance Loss Proceeds	0	0	0	0	0	0%
Total Revenue:	975,335	1,003,469	1,067,370	1,164,090	96,720	9%
Total Unappropriated Budget:	271,866	284,305	0	0	0	0%
Total Budgeted Resources:	703,469	719,164	1,067,370	1,164,090	96,720	9%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	358,008	366,754	411,330	456,370	45,040	10%
Personnel Benefits	182,375	158,388	185,750	203,760	18,010	9%
Materials & Services	163,087	194,022	243,040	263,740	20,700	8%
Contingency	0	0	227,250	240,220	12,970	5%
Total Expenditures:	703,469	719,164	1,067,370	1,164,090	96,720	9%

Staffing Summary

Authorized Personnel	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	FTE Change Adopted	% Change Adopted
Total Personnel:	6.20	6.18	6.18	6.33	0.15	2%

Summary

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Personnel Services							
Public Works Director	82-1088	3,024	3,331	3,810	3,450	(360)	- 9%
Admin Assistant III	82-1181	0	0	0	51,750	51,750	100%
Staff Assistant	82-1191	31,036	34,382	36,490	0	(36,490)	- 100%
Fisheries Project Supervisor	82-1601	75,454	82,792	90,840	99,680	8,840	9%
Fisheries Biologist	82-1610	59,511	14,689	0	0	0	0%
Fish Culturist	82-1612	141,620	182,067	226,970	245,870	18,900	8%
Natural Resource Mgr	82-1620	47,362	49,493	53,220	55,620	2,400	4%
Temporary Help	82-1941	0	0	0	0	0	0%
Overtime	82-1945	0	0	1,500	1,500	0	0%
F.I.C.A.	82-1950	26,181	27,391	31,920	35,190	3,270	10%
FMLA	82-1952	0	0	0	1,840	1,840	100%
Retirement	82-1955	71,050	73,925	88,220	98,730	10,510	11%
Medical Waiver	82-1963	773	3,480	4,380	2,160	(2,220)	- 50%
Medical Insurance	82-1964	61,354	36,388	37,400	40,730	3,330	8%
Dental Insurance	82-1965	6,406	4,541	4,840	3,900	(940)	- 19%
HSA/HRA Contribution	82-1966	7,217	4,455	4,460	5,560	1,100	24%
Benefits Admin Fees	82-1967	118	109	120	110	(10)	- 8%
Life/AD&D Insurance	82-1970	495	613	580	670	90	15%
Salary Continuation Insur	82-1972	638	646	630	1,260	630	100%
S.A.I.F.	82-1975	7,781	6,546	11,280	11,650	370	3%
Unemployment	82-1980	362	294	420	460	40	9%
Personnel Services Totals:		540,383	525,142	597,080	660,130	63,050	10%

Materials & Services

Clothing And Uniform Exp.	82-2040	810	1,963	1,250	1,250	0	0%
Telephones	82-2070	976	1,304	1,200	1,200	0	0%
Food	82-2130	84,590	101,584	118,770	106,770	(12,000)	- 10%
Field Supplies	82-2165	1,378	2,621	2,000	2,000	0	0%
Insurance	82-2200	9,794	10,650	12,250	15,540	3,290	26%
License And Permit Fees	82-2240	4,292	4,156	4,800	5,600	800	16%
Maintenance - Equipment	82-2260	0	0	1,000	1,000	0	0%
Maintenance S.I.G.	82-2300	4,988	6,653	19,000	29,000	10,000	52%
Employee Drug Screen	82-2302	0	0	0	0	0	0%
Membership Fees And Dues	82-2370	25	25	30	30	0	0%
Office Supplies	82-2410	213	577	700	700	0	0%
Books And Periodicals	82-2413	0	0	0	0	0	0%
Postage And Freight	82-2419	205	144	600	600	0	0%
Printing And Reproduction	82-2425	80	337	800	800	0	0%
PC Equipment	82-2455	870	870	1,500	1,500	0	0%

Summary Cont.

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Contractual Legal Services	82-2469	0	0	0	0	0	0%
Contractual Services	82-2471	0	3,125	0	3,300	3,300	100%
Administrative Costs	82-2473	419	421	450	450	0	0%
Advertising	82-2605	0	0	100	100	0	0%
Rents And Leases - Equip.	82-2630	8,538	8,072	7,840	8,920	1,080	13%
Rts. & Lea. - S., I. & G.	82-2670	3,912	4,020	5,000	4,430	(570)	- 11%
Meetings/ Hosting	82-2750	0	0	300	300	0	0%
Fuel - Equipment	82-2851	721	710	800	800	0	0%
Fuel - Vehicles	82-2852	443	816	800	800	0	0%
Fuel - Boats	82-2853	34	40	200	200	0	0%
Safety Program	82-2862	0	0	500	500	0	0%
Special Projects	82-2881	0	0	10,000	20,000	10,000	100%
Vehicle Maintenance & Use	82-2923	3,798	4,535	3,950	3,950	0	0%
Moorage	82-2924	1,500	1,500	1,500	1,500	0	0%
Education And Training	82-2928	0	0	700	700	0	0%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Travel Expenses	82-2930	0	0	2,000	2,000	0	0%
Reimbursed Mileage	82-2932	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	35,500	39,900	45,000	49,800	4,800	10%
Materials & Services Totals:		163,087	194,022	243,040	263,740	20,700	8%
Contingencies							
Appropriation for Contin.	82-9900	0	0	227,250	240,220	12,970	5%
Contingencies Totals:		0	0	227,250	240,220	12,970	5%
Total Expenditures:		703,469	719,164	1,067,370	1,164,090	96,720	9%

Video Lottery

Mission Statement

To support and promote high-quality sustainable economic development within Clatsop County.

Department Overview

These funds are Clatsop County's share of the Oregon Lottery proceeds, which are to be used for economic development activities in accordance with ORS 461.547. Currently Clatsop County uses the monies to fund the development-related activities of the not-for-profit Clatsop Economic Development Resources (CEDR), the Community Development Department, and special projects that support economic development, such as the Clatsop County Arts Summit, which provided local artists with practical hands-on information related to establishing and operating their own arts-related business.

Major Accomplishments

CEDR: The County continues to provide \$70,000 annual to Clatsop Economic Development Resources (CEDR) to support small business development.

SMALL BUSINESS AND HOME OCCUPATION ESTABLISHMENT: Community Development staff continue to provide regular support to customers trying to find appropriate properties for their businesses or who are opening or building a business. In FY 22/23, amendments were presented to the Board to streamline the permitting process for family child care homes and child care centers.

PERMIT REVIEW AND STREAMLINING: Community Development staff continue to review procedures in order to reduce unintended and unnecessary regulatory obstacles to commercial and industrial development within the County's development code. In FY 22/23, application fees were reduced for certain types of development in the Special Flood Hazard Area and for appeals to the Board of Commissioners.

Budget Highlights

\$95,000 is requested to hire consultants to conduct and Economic Opportunity Analysis (EOA). An EOA is a 20-year forecast of population and job growth and is used to help local governments better understand which industries and services will thrive in the region and how land within urban growth boundaries can best be used to support economic development goals. The EOA was previously budgeted for FY 22/23, but was placed on hold while the Comprehensive Plan update process was being completed.

Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Beginning Balance	64,182	294,274	311,670	260,190	(51,480)	- 16%
Interest On Investments	990	1,146	1,000	1,000	0	0%
St-Video Lottery Proceeds	575,096	490,262	350,000	350,000	0	0%
Misc State Grants	0	3,000	0	0	0	0%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Donations from Trust Fund	0	1,332	3,000	3,000	0	0%
Total Revenue:	640,269	790,015	665,670	614,190	(51,480)	- 7%
Total Unappropriated Budget:	294,274	314,667	0	0	0	0%
Total Budgeted Resources:	345,995	475,348	665,670	614,190	(51,480)	- 7%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	9,795	14,458	17,900	19,100	1,200	6%
Special Payments	70,000	70,000	170,000	166,000	(4,000)	- 2%
Transfer Out	266,200	390,890	477,770	429,090	(48,680)	- 10%
Total Expenditures:	345,995	475,348	665,670	614,190	(51,480)	- 7%

Summary							
Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Materials & Services							
Arts Council	82-2256	1,000	5,000	0	0	0	0%
Maintenance Supplies	82-2259	0	0	0	0	0	0%
Membership Fees And Dues	82-2370	7,995	7,126	9,000	10,000	1,000	11%
Office Supplies	82-2410	0	0	0	0	0	0%
Catering Services	82-2459	0	0	0	0	0	0%
Contractual Services	82-2471	0	0	5,000	5,000	0	0%
Unallocated Donations	82-3141	0	1,332	3,000	3,000	0	0%
Indirect Cost Allocation	82-3210	800	1,000	900	1,100	200	22%
Materials & Services Totals:		9,795	14,458	17,900	19,100	1,200	6%
Special Payments							
Economic Contribution- Arts Co	82-3005	0	0	5,000	1,000	(4,000)	- 80%
Economic Development	82-3009	70,000	70,000	70,000	70,000	0	0%
Economic Activities Opportunit	82-3015	0	0	95,000	95,000	0	0%
FEMA Flood Study Review	82-3194	0	0	0	0	0	0%
Special Payments Totals:		70,000	70,000	170,000	166,000	(4,000)	- 2%
Transfers Out							
Transfer to Planning	82-8004	266,200	390,890	477,770	429,090	(48,680)	- 10%
Transfers Out Totals:		266,200	390,890	477,770	429,090	(48,680)	- 10%
Contingencies							
Appropriation for Contin.	82-9900	0	0	0	0	0	0%
Contingencies Totals:		0	0	0	0	0	0%
Total Expenditures:		345,995	475,348	665,670	614,190	(51,480)	- 7%

Industrial Develop.Revolving Fund

Mission Statement

The Industrial Development Revolving Fund exists to foster economic growth in the North Coast Business Park.

Department Overview

The Industrial Development Revolving fund was established by the County Board of Commissioners in November 2000 in accordance with ORS 275.318, related to the County's North Coast Business Park property. This fund provides for the deposit of funds received by the County upon the sale or lease of county lands zoned for industrial use under the acknowledged comprehensive plan for the County. Pursuant to ORS 275.318, monies in this fund are disbursed only upon written order of the County Commission and are for engineering, improvement, rehabilitation, construction, operation or maintenance in whole or in part, including pre-project planning costs of any development project authorized by ORS 271.510 and 271.540 and 280.500 that is located in an industrially zoned area within the County and that could directly result in specific industrial and commercial activities and new technology or types of economic enterprise the County Commission determines are needed to diversify the economic base of the county pursuant to ORS 275.318.

Major Accomplishments

At the end of June in FY 21-22 the county entered into a Purchase Sale Agreement (PSA) for approximately 130 acres of property that comprises the North Coast Business Park (NCBP) in the amount of \$1.3M. Based on known development constraints the due diligence period will extend through FY 22-23.

Budget Highlights

This budget has seen an increase of \$2,500 in Indirect Costs associated with staff time spent working through the Due Diligence process.

Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Beginning Balance	3,338,362	3,215,319	3,192,040	3,094,790	(97,250)	- 3%
Land Sales	0	0	0	0	0	0%
Interest On Investments	25,647	27,860	5,000	75,000	70,000	1400%
Unrealized Gain/Loss	0	(7,334)	0	0	0	0%
Realized Gain on Investment	0	0	0	0	0	0%
ODOT Immediate Opportunity Gra	0	0	0	0	0	0%
Total Revenue:	3,364,009	3,235,844	3,197,040	3,169,790	(27,250)	- 0%
Total Unappropriated Budget:	3,215,319	3,200,478	0	0	0	0%
Total Budgeted Resources:	148,690	35,366	3,197,040	3,169,790	(27,250)	- 0%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	104,503	35,366	201,800	206,300	4,500	2%
Capital Outlay	44,188	0	0	0	0	0%
Contingency	0	0	2,995,240	2,963,490	(31,750)	- 1%
Total Expenditures:	148,690	35,366	3,197,040	3,169,790	(27,250)	- 0%

Summary

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Personnel Services							
Personnel Services	82-1985	0	0	0	0	0	0%
Personnel Services Totals:		0	0	0	0	0	0%
Materials & Services							
Investment Premium	82-2004	0	28,220	0	7,000	7,000	100%
License And Permit Fees	82-2240	0	0	0	0	0	0%
NC Business Park Development	82-2466	3,256	810	150,000	150,000	0	0%
NC Bus. Park Wetlands Mitig.	82-2467	46,746	0	0	0	0	0%
Contractual Services	82-2471	48,400	1,936	50,000	45,000	(5,000)	- 10%
Advertising	82-2605	0	0	0	0	0	0%
Travel Expenses	82-2930	0	0	0	0	0	0%
Reimbursed Mileage	82-2932	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	6,100	4,400	1,800	4,300	2,500	138%
Materials & Services Totals:		104,503	35,366	201,800	206,300	4,500	2%
Special Payments							
Economic Development	82-3009	0	0	0	0	0	0%
Special Payments Totals:		0	0	0	0	0	0%
Capital Outlay							
Land	82-4000	0	0	0	0	0	0%
SE Ensign Lane	82-4010	0	0	0	0	0	0%
Structures & Improvements	82-4100	44,188	0	0	0	0	0%
Capital Outlay Totals:		44,188	0	0	0	0	0%
Transfers Out							
Transfer to Special Projects	82-8100	0	0	0	0	0	0%
Transfers Out Totals:		0	0	0	0	0	0%
Contingencies							
Appropriation for Contin.	82-9900	0	0	2,995,240	2,963,490	(31,750)	- 1%
Contingencies Totals:		0	0	2,995,240	2,963,490	(31,750)	- 1%
Total Expenditures:		148,690	35,366	3,197,040	3,169,790	(27,250)	- 0%

Special Projects

Department Overview

The Special Projects Fund was established in 1992-93 in order to make limited duration General Fund expenditures for capital or special projects. The resources of the fund are largely the revenues from the Oregon Department of Forestry which result from the harvest of timber in the Clatsop State Forest.

In determining whether assets should be capitalized the following criteria are used:

1. Cost is more than \$5,000
2. Has a useful life of more than 1 year

Major Accomplishments

During FY 2022-23 the County completed the remodel/addition of a new County Jail located in Warrenton. This project was funded by a voter approved bond in November of 2018 and after several delays through wildfires and Covid was completed in January of 2023 with Adults-in-Custody moving in during February of 2023.

County staff also worked with consultants from SERA Design on a Space Feasibility Study for the County facilities, this initial work identified the space constraints County offices are dealing with and laid the initial groundwork for a phase II of this project to address improve County facilities to allow for department expansion, create more efficient circulation and better use of shared spaces, as well as making sure that County offices are easily accessible to the public. The remodel work identified in phase I will be budgeted for in FY 2023-24.

Budget Highlights

Some of the major construction projects budgeted for in the 2023-2024 FY Budget include the following:

- *Court Security Improvements - This includes creating a single point of entry in the County Courthouse
- *Facility Improvements - This includes renovations to the 800/820 and Duane Street Annex facilities in alignment of the Phase I Space Feasibility study.
- *Westport Park - This includes further development of the Westport boat dock area to include a County Park play structure.

Funding Sources						
Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Beginning Balance	29,469,483	25,742,196	9,109,890	3,239,740	(5,870,150)	- 64%
Land Sales	0	0	0	0	0	0%
Interest On Investments	367,985	59,355	55,000	100,000	45,000	81%
Unrealized Gain/Loss	(252,941)	(5,607)	0	0	0	0%
Realized Gain on Investment	110,631	3,503	0	0	0	0%
Timber Sales - Jail Bond	292,946	332,922	250,000	0	(250,000)	- 100%
Homeland Security Grant	0	0	0	0	0	0%
Project Turnkey Revenue	0	0	0	0	0	0%
DEQ HHWP Grant	0	0	0	0	0	0%
PPE Grant	0	22,729	0	0	0	0%
OR State Parks Revenue	0	0	0	0	0	0%
State Support PE01-01	0	0	0	0	0	0%
BHRN Grant	0	0	33,110	0	(33,110)	- 100%
OR DOJ- Courthouse Security	0	0	300,000	300,000	0	0%
OSMB State Grant	554,403	1,571,337	0	0	0	0%
Energy Trust Incentives	0	0	0	0	0	0%
CARES Act Reimbursement	1,061,864	0	0	0	0	0%
OSMB Federal Grant	40,354	0	0	0	0	0%
Brownfield Grant Revenue	0	0	0	200,000	200,000	100%
Revenue From RLED	0	0	0	0	0	0%
Housing Study	0	0	0	0	0	0%
National Opioid Settlement	0	0	0	0	0	0%
Franchise Fees	15,000	15,000	17,500	17,500	0	0%
Rev. Refunds & Reim.	31,391	31,600	75,000	0	(75,000)	- 100%
Voting Machine Replacement Rev	0	0	0	0	0	0%
Donations	0	5,000	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Equip. Auction-Sales-Rental	808	0	0	0	0	0%
Insurance Loss Proceeds	0	36,841	0	0	0	0%
Energy Rebates	0	0	0	0	0	0%
Jail Bond Proceeds	0	0	0	0	0	0%
Internal Svc Fund Loan Revenue	0	0	75,900	0	(75,900)	- 100%
Transfer from General	1,394,280	1,394,280	437,120	1,083,930	646,810	147%
Transfer from Other Funds	0	0	0	0	0	0%
Transfer from Public Health	0	0	0	0	0	0%
Transfer from County Tourism	0	146,200	0	110,000	110,000	100%
Transfer from American Rescue	0	180,000	25,000	0	(25,000)	- 100%
Transfer from Building Codes	0	0	66,700	0	(66,700)	- 100%
Transfer from RLED	0	0	0	0	0	0%

Total Revenue:	33,086,204	29,535,356	10,445,220	5,051,170	(5,394,050)	- 51%
Total Unappropriated Budget:	25,742,196	8,689,682	33,110	77,620	44,510	134%
Total Budgeted Resources:	7,344,008	20,845,674	10,412,110	4,973,550	(5,438,560)	- 52%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	1,284,222	404,826	309,700	637,800	328,100	105%
Capital Outlay	5,589,486	20,274,498	9,439,060	3,677,210	(5,761,850)	- 61%
Transfer Out	470,300	166,350	163,350	158,540	(4,810)	- 2%
Contingency	0	0	500,000	500,000	0	0%
Total Expenditures:	7,344,008	20,845,674	10,412,110	4,973,550	(5,438,560)	- 52%

Summary

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Materials & Services							
Investment Premium	82-2004	(8,758)	14,351	0	0	0	0%
Bond Fees	82-2005	0	0	0	0	0	0%
General Equipment	82-2268	0	0	0	0	0	0%
Maint. Fisheries Net Pen Docks	82-2311	0	0	0	0	0	0%
Brownfield Grant Expense	82-2451	0	0	0	200,000	200,000	100%
PC Equipment	82-2455	10,564	0	0	0	0	0%
Jail Office Furniture & Equipm	82-2457	0	0	0	0	0	0%
Contractual Services	82-2471	1,200,315	311,046	230,000	250,000	20,000	8%
PPE Grant Expense	82-2490	0	22,729	0	0	0	0%
Project Turnkey Expenses	82-2527	0	0	0	0	0	0%
COVID Business Support Grant	82-2528	50,000	0	0	0	0	0%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	32,100	56,700	79,700	187,800	108,100	135%
Materials & Services Totals:		1,284,222	404,826	309,700	637,800	328,100	105%
Capital Outlay							
Land	82-4000	0	0	0	0	0	0%
Project Turnkey Expenses	82-4090	0	0	0	0	0	0%
800 Exchange Remodel	82-4095	0	0	0	0	0	0%
Jail (CCSO) Remodel	82-4096	4,400,718	17,574,869	6,530,000	0	(6,530,000)	- 100%
Sheriff's Office Remodel	82-4097	0	0	0	0	0	0%
Structures & Improvements	82-4100	803,835	2,506,223	2,550,260	3,415,900	865,640	33%
HHW Facility	82-4102	0	0	0	0	0	0%
Buildings	82-4108	0	0	0	0	0	0%
Fuel Network - CCSO	82-4120	0	0	0	0	0	0%
Automotive Equipment	82-4200	0	0	0	0	0	0%
County Vehicle Purchase	82-4201	44,356	49,330	51,000	0	(51,000)	- 100%
Sheriff Automobiles	82-4216	79,767	82,610	202,800	109,300	(93,500)	- 46%
Office Equipment	82-4300	11,169	41,272	52,000	45,850	(6,150)	- 11%
Misc Equipment Sheriff	82-4895	193,350	20,194	6,000	24,160	18,160	302%
Miscellaneous Equipment	82-4900	0	0	7,000	0	(7,000)	- 100%
Computer Equipment	82-4907	56,291	0	40,000	82,000	42,000	105%
Capital Outlay Totals:		5,589,486	20,274,498	9,439,060	3,677,210	(5,761,850)	- 61%
Transfers Out							
Transfer to General Fund	82-8001	0	0	0	0	0	0%
Transfer to Other Funds	82-8165	0	0	0	0	0	0%
Transfer to Debt Service Fund	82-8435	170,300	166,350	163,350	158,540	(4,810)	- 2%
Transfer to Bond & UAL Reserve	82-8436	300,000	0	0	0	0	0%
Transfers Out Totals:		470,300	166,350	163,350	158,540	(4,810)	- 2%
Contingencies							
Appropriation for Contin.	82-9900	0	0	500,000	500,000	0	0%

Contingencies Totals:	0	0	500,000	500,000	0	0%
Total Expenditures:		7,344,008	20,845,674	10,412,110	4,973,550	(5,438,560) - 52%

**CLATSOP COUNTY
SPECIAL PROJECTS REQUESTS
FISCAL YEAR 2023 - 24**

	Account Number	2023-24 Requested	2023-24 Proposed	2023-24 Approved	2023-24 Adopted	2024-25 2025	2025-26 2026	2026-27 2027	2027-28 2028	2028-29 2029
<u>County Manager-1120</u>										
Brownfield Grant Expense	82-2471	200,000	200,000	200,000	200,000	-	-	-	-	-
Subtotal County Manager		200,000	200,000	200,000	200,000	-	-	-	-	-
<u>Clerk & Elections 1350</u>										
Replacement Color Copier	82-4300	-	-	-	-		9,000			
Subtotal Clerk & Elections		-	-	-	-	-	9,000	-	-	-
<u>Information Systems- 1650</u>										
File Server Upgrade	82-4907	20,000	20,000	20,000	20,000					
Network Switches	82-4907	32,000	32,000	32,000	32,000					
Backup Tape Replacement	82-4907	30,000	30,000	30,000	30,000					
Subtotal Information Systems		82,000	82,000	82,000	82,000	-	-	-	-	-
<u>Building and Grounds- 1790</u>										
Emergency repairs to County Facilities	82-4100	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
DA- Security Upgrade	82-4100	90,000	90,000	90,000	90,000	-	-	-	-	-
Courthouse Window Replacement (1st Floor)	82-4100	50,000	50,000	50,000	50,000	-	-	-	-	-
Courthouse Security Entry & Holding Cells	82-4100	605,000	605,000	605,000	605,000	-	-	-	-	-
Courthouse Elevator Modernization	82-4100	232,700	232,700	232,700	232,700	-	-	-	-	-
Duane Street Annex - Renovations	82-4100	350,000	350,000	350,000	350,000	1,282,000	-	-	-	-
Duane Street Annex - HVAC Replacement	82-4100	410,000	410,000	410,000	410,000	-	-	-	-	-
Duane Street Annex - Roof Replacement	82-4100	399,000	399,000	399,000	399,000	-	-	-	-	-
Duane Street Annex - Elevator Replacement	82-4100	-	-	-	-	217,500	-	-	-	-
800 & 820 Exchange Renovations	82-4100	856,800	856,800	856,800	856,800	428,400	428,400	428,400	-	-
800 Exchange Elevator Replacement	82-4100	-	-	-	-	470,500	-	-	-	-
800 Exchange HVAC Fan Coil Unit Replacement	82-4100	-	-	-	-	-	-	114,500	-	-
Sheriff's Office HVAC Replacement	82-4100	162,400	162,400	162,400	162,400	-	-	-	-	-
Railing Replacement Courthouse	82-4100	-	-	-	-	25,000	-	-	-	-
Genie Scissor Lift	82-4100	-	-	-	-	21,000	-	-	-	-
Flat Bed Trailer with Ramps	82-4100	-	-	-	-	6,260	-	-	-	-
New Vehicle B&G Staff	82-4100	-	-	-	-	-	30,125	-	-	-
Subtotal Building and Grounds		3,205,900	3,205,900	3,205,900	3,205,900	2,500,660	508,525	592,900	50,000	50,000
<u>Parks Maintenance- 1795</u>										
Westport Park Development	82-4100	200,000	200,000	200,000	200,000	-	-	-	-	-
Cullaby Lake Dock Repair	82-4100	10,000	10,000	10,000	10,000	-	-	-	-	-
Parks Tractor Replacement	82-2471	50,000	50,000	50,000	50,000					
Carnahan Dock Replacement	82-4100	-	-	-	-	150,000	-	-	-	-
Subtotal Parks Maintenance		260,000	260,000	260,000	260,000	150,000				
<u>Surveyor 1940</u>										
Replacement Office Trailer	82-4100	-	-	-	-	-	-	100,000	-	-
Subtotal Surveyor		-	-	-	-	-	-	100,000	-	-
<u>District Attorney 2160</u>										
Replacement Copier	82-4300	-	-	-	-	15,000	10,000			
Subtotal District Attorney		-	-	-	-	15,000	10,000	-	-	-
<u>Planning Division- 2700</u>										
Planning & Code Compliance Copier	82-4300	13,000	13,000	13,000	13,000	-	-	-	-	-
Comprehensive Plan Update- Goal 18	82-2471	50,000	50,000	50,000	50,000					
Comprehensive Plan Update- Goals 16 & 17	82-2471	150,000	150,000	150,000	150,000	-	-	-	-	-
Subtotal Planning Division		213,000	200,000	200,000	200,000	-	-	-	-	-
<u>Code Compliance Division 2710</u>										
Replacement Vehicle	82-4201	-	-	-	-	-	-	-	30,000	-
Subtotal Code Compliance		-	-	-	-	-	-	-	30,000	-
<u>Juvenile 2340</u>										
Replacement Copier	82-4300	-	-	-	-	-	15,000	-	-	-
Subtotal Juvenile		-	-	-	-	-	15,000	-	-	-
<u>Emergency Management 2750</u>										
Replacement Copier	82-4300	9,910	9,910	9,910	9,910	-	-	-	-	-
Subtotal Emergency Management		9,910	9,910	9,910	9,910	-	-	-	-	-
<u>Sheriff Support Division- 2190</u>										
Sheriff Support Division - Office Space	82-4100	-	-	-	-	15,000	-	-	-	-
Sheriff Support Division - Replacement Copier	82-4300	14,320	14,320	14,320	14,320	-	-	-	-	-
Fingerprint Machine	82-4895	24,160	24,160	24,160	24,160	-	-	-	-	-
Fingerprint Machine	82-4895					20,000				
Records Management Software	82-4907	-	-	-	-	125,000				
<u>Sheriff Enforcement Division- 2200</u>										
Patrol Vehicle	82-4216	69,300	69,300	69,300	69,300	140,000	70,000	117,000	75,000	-

Sheriff Corrections Division- 2300

Jail - Copy Machine Replacement	82-4216	-	-	-	-	-	-	-	-	30,000
Jail - HD Transport Truck	82-4216	-	-	-	-	160,000	-	-	-	-
Heavy /Duty Transport Vehicle - Outfitting	82-4216	40,000	40,000	40,000	40,000	-	-	-	-	-
Corrections Replacement Copier	82-4300	8,620	8,620	8,620	8,620	-	-	-	-	-
Administrative Vehicle	82-4216	-	-	-	-	42,000	-	-	-	-

Jail Medical 2325

Jail Medical Copier	82-4300	-	-	-	-	-	-	-	-	15,000
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Animal Control Division- 2800

Heavy Duty Transport Truck	82-4216	-	-	-	-	120,000	-	-	-	-
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Total Sheriff		156,400	156,400	156,400	156,400	342,000	350,000	117,000	75,000	45,000
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		<u>Requested</u>	<u>Proposed</u>	<u>Approved</u>	<u>Adopted</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>
Requested		4,127,210	4,114,210	4,114,210	4,114,210	3,007,660	892,525	809,900	155,000	95,000
Indirect Costs	82-3210	187,800	187,800	187,800	187,800	75,000	75,000	75,000	75,000	75,000
Transfer to Debt Service Fund	82-8435	158,540	158,540	158,540	158,540	155,100	150,850	147,100	143,100	140,100
PERS Reserve Transfer	82-8436	-	-	-	-	300,000	300,000	300,000	300,000	300,000
Appropriation For Contin.	82-9900	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000
Special Projects 100/2000 Total		4,973,550	4,450,640	4,450,640	4,450,640	3,522,760	1,384,375	1,232,000	643,100	610,100
Fleet Replacement 100/2002 Total		-	-	-	-	-	-	-	-	-
GRAND TOTALS		4,973,550	4,450,640	4,450,640	4,450,640	3,522,760	1,384,375	1,232,000	643,100	610,100

	<u>Account Number</u>	<u>2023</u>	<u>2023</u>	<u>2023</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2026</u>	<u>2026</u>
Summary by line item:										
(Office Equipment)	82-2454	-	-	-	-	-	-	-	-	-
(PC Equipment)	82-2455	-	-	-	-	-	-	-	-	-
(Contractual Services)	82-2471	450,000	450,000	450,000	450,000	-	-	-	-	-
(Indirect Cost Allocation)	82-3210	187,800	187,800	187,800	187,800	75,000	75,000	75,000	75,000	75,000
(Jail (CCSO) Remodel)	82-4096	-	-	-	-	-	-	-	-	-
(Structures & Improvements)	82-4100	3,415,900	3,415,900	3,415,900	3,415,900	2,665,660	508,525	692,900	50,000	50,000
(Automotive Equipment)	82-4200	-	-	-	-	-	-	-	-	-
(County Vehicle Purchase)	82-4201	-	-	-	-	-	-	-	30,000	-
(Sheriff Automobiles)	82-4216	109,300	109,300	109,300	109,300	182,000	350,000	117,000	75,000	30,000
(Office Equipment)	82-4300	45,850	45,850	45,850	45,850	15,000	34,000	-	-	15,000
(Misc Equipment Sheriff)	82-4895	24,160	24,160	24,160	24,160	20,000	-	-	-	-
(Misc Equipment)	82-4900	-	-	-	-	-	-	-	-	-
(Computer Equipment)	82-4907	82,000	82,000	82,000	82,000	125,000	-	-	-	-
(Debt Service)	82-8435	158,540	158,540	158,540	158,540	155,100	150,850	147,100	143,100	140,100
(PERS Reserve)	82-8436	-	-	-	-	300,000	300,000	300,000	300,000	300,000
(Approp. For Conting.)	82-9900	500,000	500,000	500,000	500,000	-	-	-	-	-
		4,973,550	4,973,550	4,973,550	4,973,550	3,537,760	1,418,375	1,332,000	673,100	610,100

Brownfield Grant Expense

Department Priority:	1							
Location:	County Manager's Office							
Link to Other Project(s):								
Description:	Grant from the Environmental Protection Agency to review land that may be vacant or under utilized due to concerns about contamination and determine if expansion, redevelopment or re-use is an option.							
Justification:	Determine if this land can be developed for housing shortage.							
Alternatives:								
Operating Impact:								
Request Type:	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition							
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input checked="" type="radio"/> Other	Unit Quantity: 1 Unit Cost: 200,000 Installation Fee: 0 Trade in Credit: 0 Net Cost: 200,000	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: right;">Total</th> </tr> <tr> <td style="text-align: right; border-top: 1px solid black;">200,000</td> </tr> <tr> <td style="text-align: right; border-top: 1px solid black;">0</td> </tr> <tr> <td style="text-align: right; border-top: 1px solid black;">0</td> </tr> <tr> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">200,000</td> </tr> </table>	Total	200,000	0	0	200,000
Total								
200,000								
0								
0								
200,000								

Information Systems Network Switches

Department Priority:	1		
Location:	Switch closets in County buildings		
Link to Other Project(s):			
Description:	Our switches are between 6-9 years old throughout the County. They are reaching end of support and are due for replacement. Updated switches are needed for security, stability and continuing operations.		
Justification:	Current switches have been in place between 6-9 years and are approaching end of life in the next budget year which means they will no longer be supported.		
Alternatives:	Continue operations with switches that are not supported by the manufacturer.		
Operating Impact:	Would create a security risk if we continue operations with unsupported switches.		
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition		
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input checked="" type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 8 Unit Cost: 4,000 Installation Fee: 0 Trade in Credit: 0 Net Cost: 4,000	Total 32,000 0 0 32,000

Information Systems File Server Upgrade

Department Priority:	2		
Location:	800 Exchange St.		
Link to Other Project(s):			
Description:	We would like to partition and upgrade the existing file server with solid state hard drives. This will increase the access speed and add another layer of security to the existing file structure.		
Justification:	The existing file server is getting so large it is difficult to restore files and manage the data. Segmenting the data increasing the access speed through solid state drives will improve file access performance for all users.		
Alternatives:	Continue existing operations without any upgrades.		
Operating Impact:	It is starting to impact productivity for users.		
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition		
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input checked="" type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 20,000 Installation Fee: 0 Trade in Credit: 0 Net Cost: 20,000	Total 20,000 0 0 20,000

Information Systems Backup Tape Replacement

Department Priority:	3							
Location:	800 Exchange St. and CCSO Warrenton							
Link to Other Project(s):								
Description:	The existing backup tape environment consists of LTO-8 tapes and tape drives. It is taking up to 3 tapes and 5 to 6 days to backup the existing data. We would like to upgrade to LTO-9 which would double the tape capacity and cut the backup time in half.							
Justification:	The existing tape environment is functional, but slow for the amount of data we backup.							
Alternatives:	Keep backing up data to LTO-8 tapes.							
Operating Impact:	Efficiency, the LTO-8 still works, it is just starting to get a little overwhelmed.							
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition							
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input checked="" type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 2 Unit Cost: 15,000 Installation Fee: 0 Trade in Credit: 0 Net Cost: 15,000	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: right; border-bottom: 1px solid black;">Total</th> </tr> <tr> <td style="text-align: right;">30,000</td> </tr> <tr> <td style="text-align: right;">0</td> </tr> <tr> <td style="text-align: right;">0</td> </tr> <tr> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">30,000</td> </tr> </table>	Total	30,000	0	0	30,000
Total								
30,000								
0								
0								
30,000								

Emergency Repairs

Department Priority:	1							
Location:	General Fund Buildings							
Link to Other Project(s):								
Description:	Funds set aside for the emergency or urgent repair of County Facilities							
Justification:	Every year there are unanticipated repairs or projects in County Facilities.							
Alternatives:	Do a budget adjustment when we have an emergency event.							
Operating Impact:	This is an important fund, the various unanticipated expenses allow a quicker resolution to urgent items.							
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition							
Request Category:	<input checked="" type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 50,000 Installation Fee: 0 Trade in Credit: 0 Net Cost: 50,000	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">Total</th> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">50,000</td> </tr> <tr> <td style="border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="border-bottom: 1px solid black;">50,000</td> </tr> </table>	Total	50,000	0	0	50,000
Total								
50,000								
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50,000								

Courthouse Security Entry & Holding Cells

Department Priority:	2							
Location:	Courthouse-749 Commercial St., Astoria							
Link to Other Project(s):	Courthouse Security Project							
Description:	<p>The Courthouse has a need to improve security to the user and staff. The plan is to require Courthouse entry to be at one location. To achieve this, a security screening location will be created at the lower level accessible entry.</p> <p>The completion of the new jail in Warrenton will require that the Sheriff have a place to securely house incarcerated defendants scheduled for a court hearing; the plan is to build two secure holding cells in the basement of the Courthouse.</p>							
Justification:	The single secure entry has been a priority of the Sheriff and the Court for many years. This will reduce the risk that an open Courthouse presents and will require all public that comes into the Courthouse to be screened. The building of the holding cells will reduce the staff and transportation cost and will be crucial to the operations of the Court and the new jail in Warrenton.							
Alternatives:	The alternatives are to delay these projects either individually or both. This would delay the increase in security and efficient operations of the Court and Sheriff's Office.							
Operating Impact:	<p>These additions will increase security at the Courthouse by changing how the public and court related activities access the Courthouse. There will be increased cost to provide the personnel to operate the screening station.</p> <p>The County has applied for matching funds for this project, this request will be Interim Committee on Court Facilities and the funds will come from the OJD.</p>							
Request Type:	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition							
Request Category:	<input checked="" type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 605,000 Installation Fee: 0 Trade in Credit: 0 Net Cost: 605,000	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">Total</th> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">605,000</td> </tr> <tr> <td style="border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="border-bottom: 1px solid black;">605,000</td> </tr> </table>	Total	605,000	0	0	605,000
Total								
605,000								
0								
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605,000								

Courthouse Elevator Modernization

Department Priority:	3							
Location:	Courthouse-749 Commercial St., Astoria							
Link to Other Project(s):								
Description:	The project is to upgrade the elevator at the Courthouse, referred to as modernization. During the project all elevator equipment, controls and finishes of the elevator will be replaced.							
Justification:	The County initiated an elevator evaluation in 2021 for the (4) main buildings with elevators. To determine the current condition of the elevators and to recommend a time line to upgrade the elevators. The courthouse elevator was scored at 30 points, which indicated immediate upgrade recommended. With the change to all Courthouse visitors entering the basement of the Courthouse, the elevator use will increase and the reliance on the only elevator in the Courthouse will become even more critical.							
Alternatives:	This project could be delayed, however, this elevator was installed in 1981. At 40 years of operations this elevator is 10 years past the recommended modernization.							
Operating Impact:	This project will increase the reliability of the Courthouse elevator. However during construction the elevator will be out of service for approximately 4-6 weeks.							
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition							
Request Category:	<input checked="" type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 232,700 Installation Fee: 0 Trade in Credit: 0 Net Cost: 232,700	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">Total</th> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">232,700</td> </tr> <tr> <td style="border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="border-bottom: 1px solid black;">232,700</td> </tr> </table>	Total	232,700	0	0	232,700
Total								
232,700								
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232,700								

DA Security Upgrade

Department Priority:	4							
Location:	Courthouse-749 Commercial St., Astoria							
Link to Other Project(s):	Courthouse Security Project							
Description:	Replace the reception window at the District Attorney Office, add security panels to wall at the reception area.							
Justification:	This office is a high risk area for security and the reception area is the point of contact for threat's.							
Alternatives:	This project is part of the security work at the courthouse.							
Operating Impact:								
Request Type:	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition							
Request Category:	<input checked="" type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 90,000 Installation Fee: 0 Trade in Credit: 0 Net Cost: 90,000	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">Total</th> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">90,000</td> </tr> <tr> <td style="border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="border-bottom: 1px solid black;">90,000</td> </tr> </table>	Total	90,000	0	0	90,000
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90,000								
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90,000								

Courthouse Window Replacement

Department Priority:	5							
Location:	Courthouse-749 Commercial St., Astoria							
Link to Other Project(s):	Courthouse Security Project							
Description:	Replace the original window sash on the 1st floor. These are original windows and many of them are no longer operable and are failing. This will extend the life of the building and increase energy efficiency.							
Justification:	This project has been planned for several years and will be done as part of the courthouse security upgrade.							
Alternatives:	Wait for another year or just replace the ones that have completely failed.							
Operating Impact:								
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition							
Request Category:	<input checked="" type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 50,000 Installation Fee: 0 Trade in Credit: 0 Net Cost: 50,000	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">Total</th> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">50,000</td> </tr> <tr> <td style="border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="border-bottom: 1px solid black;">50,000</td> </tr> </table>	Total	50,000	0	0	50,000
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50,000								
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50,000								

Duane Street Annex - Lower Level Renovation

Department Priority:	6							
Location:	Courthouse-749 Commercial St., Astoria							
Link to Other Project(s):	Strategic Facilities Renovation							
Description:	Renovate the lower level of the Duane Street Annex to accommodate the departments that are planned to be moved out of other county buildings							
Justification:	Re-use of the existing county building to accommodate needed department operations.							
Alternatives:								
Operating Impact:								
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition							
Request Category:	<input checked="" type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 350,000 Installation Fee: 0 Trade in Credit: 0 Net Cost: 350,000	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">Total</th> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">350,000</td> </tr> <tr> <td style="border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="border-bottom: 1px solid black;">350,000</td> </tr> </table>	Total	350,000	0	0	350,000
Total								
350,000								
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350,000								

Sheriff Office HVAC

Department Priority:	7		
Location:	Sheriff's Office - 1190 SE 9th St., Warrenton		
Link to Other Project(s):			
Description:	There are 8 separate HVAC heating and cooling zones in the Sheriff's Office building, installed in 2006 when the building was new. We have had an increase in maintenance costs and need to plan for the replacements.		
Justification:	The units have had several components fail this fiscal year, including control boards and gas modulators.		
Alternatives:			
Operating Impact:			
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition		
Request Category:	<input checked="" type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 8 Unit Cost: 20,300 Installation Fee: 0 Trade in Credit: 0 <hr/> Net Cost: 20,300	Total 162,400 0 0 <hr/> 162,400

Duane Street Annex - HVAC upgrades

Department Priority:	8		
Location:	Duane Street Annex 636 Duane Street, Astoria		
Link to Other Project(s):	Strategic Facilities Renovation		
Description:	Renovate the HVAC System in the building to allow planned staff relocating to the building.		
Justification:	The HVAC system was installed on when the building was built in the late 1970's and is outdated and some equipment is inoperable.		
Alternatives:			
Operating Impact:			
Request Type:	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition		
Request Category:	<input checked="" type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 20500 Unit Cost: 20 Installation Fee: 0 Trade in Credit: 0 <hr/> Net Cost: 20	Total 410,000 0 0 <hr/> 410,000

800 & 820 Exchange St. Renovation

Department Priority:	9		
Location:	800 & 820 Exchange		
Link to Other Project(s):	Strategic Facilities Renovation		
Description:	Renovate the 1st floor of 800 & 820 Exchange to allow Public Health to have adequate room per the Strategic Facility Plan		
Justification:			
Alternatives:			
Operating Impact:			
Request Type:	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition		
Request Category:	<input checked="" type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 10500 Unit Cost: 82 Installation Fee: 0 Trade in Credit: 0 Net Cost:	Total 856,800 0 0 856,800

Duane Street Annex Roof Replacement

Department Priority:	10		
Location:	Duane Street Annex 636 Duane Street, Astoria		
Link to Other Project(s):	Strategic Facilities Renovation		
Description:	Replace the roof of the Duane Street Annex		
Justification:	The roof was installed in the mid 1990's and is way past its useful life.		
Alternatives:			
Operating Impact:			
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition		
Request Category:	<input checked="" type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 9500 Unit Cost: 42 Installation Fee: 0 Trade in Credit: 0 Net Cost:	Total 399,000 0 0 399,000

Westport day-use area development

Department Priority:	1												
Location:													
Link to Other Project(s):													
Description:	<p>These funds will be used as potential grant matches for the design and development of the Westport County Park day-use area. The Parks Department completed a new boating facility at this park site in February of 2022. With these funds the Parks Department will complete the second phase of this project with the development of a day-use picnic area, covered picnic table area, playground, potential nature trail and wildlife viewing area in the park. This site will serve as a local recreation place for the community of Westport and for visitors to Clatsop County that use the boating facility. The Parks Department will pursue grants from the Oregon State Parks and other donations to help leverage the funds for the planning and completion of this improvement project. The Parks Department has received a donation of \$20,000 from Georgia Pacific to go towards the development of the playground area. \$200,000 was obligated in the FY 2022-2023 budget for this project. Due to delays in the completion of the boating facility and wetland delineation permitting process for the playground area, this project was not completed last year as planned. We request that the funds be re-obligated for the coming year.</p>												
Justification:	<p>This project is listed as a high priority in the Clatsop County Parks Master Plan, as well as the Oregon State Marine Boards facility plan for the boating improvements. Georgia Pacific and the local Wauna Mill have already donated \$20,000 to the Clatsop County Parks Department for the development of a playground area to help provide a recreational area for the residents of Westport and visitors to Clatsop County. This site will help increase tourism to Clatsop County.</p>												
Alternatives:	Not to develop a day-use area at this site and just provide a boating facility.												
Operating Impact:	<p>There will be an increase in operational cost and an increase in maintenance at the site. With the completion of the new boating facility we included a new Park Host site in the park. The Park Host will complete the daily cleaning and help with site maintenance, which will help alleviate parks staff from going out there as often. As we develop the site we will start a \$5.00 day-use fee, as we currently do at three of our other parks to help cover some of the cost of the site.</p>												
Request Type:	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition												
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input checked="" type="radio"/> Other	Unit Quantity: 1 Unit Cost: 200,000 Installation Fee: 0 Trade in Credit: 0 Net Cost: 200,000	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black; width: 50%;"></td> <td style="border-bottom: 1px solid black; width: 50%; text-align: right;">Total</td> </tr> <tr> <td></td> <td style="text-align: right;">200,000</td> </tr> <tr> <td></td> <td style="text-align: right;">0</td> </tr> <tr> <td></td> <td style="text-align: right;">0</td> </tr> <tr> <td></td> <td style="text-align: right; border-top: 1px solid black;">200,000</td> </tr> </table>		Total		200,000		0		0		200,000
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	200,000												

Parks Tractor Replacement

Department Priority:	2										
Location:											
Link to Other Project(s):											
Description:	Replacement of the County Parks tractor that is used for park maintenance and project construction.										
Justification:	The current tractor is 30 years old, and requires frequent repairs. Despite diligent maintenance, the heavy demands placed on the tractor has led to wear and tear that each year is more complex, time consuming, and costly to fix. The Parks Department uses this tractor regularly, and it is a critical piece of equipment for many necessary tasks. The tractor is used for mowing large acreage, excavating, trail maintenance, parking lot grading, and moving large heavy loads.										
Alternatives:	Retain current tractor, and spend significant funds to overhaul and update. Safety risks and repair costs will continue to mount as the tractor ages, leading to hazards for operators, downtime and loss of efficiency.										
Operating Impact:	Failure to purchase a new tractor would lead to a loss in productivity. Mechanical malfunction could potentially put staff at risk, and would lead to putting necessary projects on hold. If tasks are of a critical or emergency nature, the Parks department would be forced to spend funds on renting equipment or contracting out to see their completion.										
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition										
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input checked="" type="radio"/> Other	Unit Quantity: 1 Unit Cost: 50,000 Installation Fee: 0 Trade in Credit: 0 <hr/> Net Cost: 50,000	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right; width: 100px;">Total</td> <td style="border-top: 1px solid black; border-bottom: 3px double black;">50,000</td> </tr> <tr> <td style="text-align: right;">0</td> <td style="border-bottom: 3px double black;">0</td> </tr> <tr> <td style="text-align: right;">0</td> <td style="border-bottom: 3px double black;">0</td> </tr> <tr> <td style="text-align: right;">50,000</td> <td style="border-bottom: 3px double black;">50,000</td> </tr> </table>	Total	50,000	0	0	0	0	50,000	50,000
Total	50,000										
0	0										
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50,000	50,000										

Cullaby Lake Dock Repair

Department Priority:	3							
Location:								
Link to Other Project(s):								
Description:	We request \$10,000 in tourism funds for the replacement of the floatation in the Cullaby Lake Park transient dock. This dock was installed in 2009 and the floatation is starting to get water logged and the dock is slowly losing its buoyancy.							
Justification:	This dock is used by boaters, kayakers, and paddle boards accessing Cullaby Lake for water recreation activities. The dock serves as a launching point for small water craft and power boaters to tie their boats up while taking a break from the waters to picnic or use the restroom facility in the park. With the decrease in buoyancy the dock is more unstable and with multiple people on the dock water will run up on the dock surface. This will create an unstable surface for people to stand on.							
Alternatives:	Other than a full replacement of the dock, this is the most cost-effective means to fix the dock. The rest of the dock, dock surfaces, bull rails, and piles are still in very good condition. Parks Staff and Public Works Staff recently completed the same floatation replacement project on the main boarding floats at Cullaby Lake. This project is within the means of the staff and equipment we have.							
Operating Impact:	Without the floatation replacement the dock will become more unstable and the surface of the dock will go underwater if people walk on it. This will create a safety issue and the dock would have to be closed or removed from the water until its fixed. The dock is used by visitors to the park and it provides a needed mooring place for boaters that use the lake and use the park.							
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition							
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input checked="" type="radio"/> Other	Unit Quantity: 1 Unit Cost: 10,000 Installation Fee: 0 Trade in Credit: 0 Net Cost: 10,000	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Total</th> </tr> </thead> <tbody> <tr> <td style="text-align: right;">10,000</td> </tr> <tr> <td style="text-align: right;">0</td> </tr> <tr> <td style="text-align: right;">0</td> </tr> <tr> <td style="text-align: right;">10,000</td> </tr> </tbody> </table>	Total	10,000	0	0	10,000
Total								
10,000								
0								
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10,000								

Sheriff's Office HID Fingerprint machine/station

Department Priority:	1								
Location:	Sheriff's Office 1190 SE 19th St. Warrenton								
Link to Other Project(s):									
Description:	This request is to replace the components of our current fingerprint machine we use for concealed handgun license permits and employment prints. Our current BIM livescan fingerprint scanner and license needs to be replaced, the associated computer was replaced in 21-22.								
Justification:	The current scanner component is at of life and needs to be replaced before it breaks.								
Alternatives:	No realistic alternative								
Operating Impact:	Annual Maintenance approximately \$1,000/year.								
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition								
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input checked="" type="radio"/> Other	Unit Quantity: 1 Unit Cost: 24,160 Installation Fee: 0 Trade in Credit: 0 Net Cost: 24,160	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: right;">Total</th> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">24,160</td> </tr> <tr> <td style="border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="border-bottom: 1px solid black;">24,160</td> </tr> </table>	Total	24,160	0	0	0	24,160
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24,160									
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24,160									

Sheriff Support Division Copier

Department Priority:	2								
Location:	Sheriff's Office 1190 SE 19th St. Warrenton								
Link to Other Project(s):									
Description:	Copier/Printer/Scanner/Fax								
Justification:	I/T has advised that the current printer is 6 years old and while not a high use copier parts are not longer made for it.								
Alternatives:	Continue to use it until it breaks and have to replace as an emergency.								
Operating Impact:									
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition								
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input checked="" type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 14,320 Installation Fee: 0 Trade in Credit: 0 Net Cost: 14,320	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: right;">Total</th> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">14,320</td> </tr> <tr> <td style="border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="border-bottom: 1px solid black;">14,320</td> </tr> </table>	Total	14,320	0	0	0	14,320
Total									
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14,320									

Enforcement Division Replacement of Patrol Vehicle

Department Priority:	1							
Location:	Sheriff's Office 1190 SE 19th St., Warrenton							
Link to Other Project(s):								
Description:	Replacement of one (1) patrol vehicle.							
Justification:	Replace current Sheriff's office patrol vehicle which will have over 160,000 miles at time of replacement. This in accordance with the RLED vehicle replacement schedule. RLED will replace two (2) vehicles.							
Alternatives:	Continued use of this vehicle with foreknowledge that maintenance costs will increase and likelihood of expensive repair.							
Operating Impact:	None							
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition							
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input checked="" type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 44,800 Installation Fee: 24,500 Trade in Credit: 0 Net Cost: 69,300	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Total</th> </tr> <tr> <td style="border-bottom: 1px solid black;">44,800</td> </tr> <tr> <td style="border-bottom: 1px solid black;">24,500</td> </tr> <tr> <td style="border-bottom: 1px solid black;">0</td> </tr> <tr> <td>69,300</td> </tr> </table>	Total	44,800	24,500	0	69,300
Total								
44,800								
24,500								
0								
69,300								

Corrections Division Transport Vehicle Outfit

Department Priority:	1							
Location:	Jail - 1250 SE 19th St., Warrenton							
Link to Other Project(s):	22/23 Transport Vehicle Purchase							
Description:	Outfit Ford Transit Van for AIC Transport							
Justification:	Due to the delayed production of vehicles the budgeted vehicle outfit was not able to be completed in the 22/23 fiscal year. We are carrying over the cost of outfit to the 23/24 fiscal year.							
Alternatives:	No alternatives							
Operating Impact:	None							
Request Type:	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition							
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input checked="" type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 40,000 Installation Fee: 0 Trade in Credit: 0 Net Cost: 40,000	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: right;">Total</th> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">40,000</td> </tr> <tr> <td style="border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="border-bottom: 1px solid black;">40,000</td> </tr> </table>	Total	40,000	0	0	40,000
Total								
40,000								
0								
0								
40,000								

Corrections Division Copier

Department Priority:	2							
Location:	Jail - 1250 SE 19th St., Warrenton							
Link to Other Project(s):								
Description:	Copier/Printer/Fax							
Justification:	I/T advised the current copier is old and parts are no longer made for it.							
Alternatives:	Continue to use current copier until a part breaks and then have to make an emergency purchase.							
Operating Impact:								
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition							
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input checked="" type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 8,620 Installation Fee: 0 Trade in Credit: 0 Net Cost: 8,620	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: right;">Total</th> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">8,620</td> </tr> <tr> <td style="border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="border-bottom: 1px solid black;">8,620</td> </tr> </table>	Total	8,620	0	0	8,620
Total								
8,620								
0								
0								
8,620								

Planning and Code Compliance Divisions Copier

Department Priority:	1							
Location:	Land Use Planning & Code Compliance							
Link to Other Project(s):	Permitting; Code Compliance; Customer Service							
Description:	Kyocera TASKalfa 7054ci color copier/scanner/fax							
Justification:	The current copier was due for replacement in FY 22/23. Staff, however, was able to continue use for an additional year, delaying replacement until FY 23/24. Kyocera has announced that it will no longer service the current model and parts and accessories may be more difficult, if not impossible to purchase. While staff continues to decrease its use of paper, there are times when paper copies must be made/retained or distributed to customers.							
Alternatives:	Continue to utilize current copier until service, maintenance, parts and accessories are no longer available. Cost of the new copier could be reduced by approximately \$700 if the fax component is eliminated.							
Operating Impact:	Purchase of a new copier allows the Planning and Code Compliance Divisions to maintain current usage and levels of service. Further delaying purchase of a new copier may result in service delays if the machine breaks down and parts/service are no longer available.							
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition							
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input checked="" type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 13,000 Installation Fee: 0 Trade in Credit: 0 Net Cost: 13,000	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: right;">Total</th> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black; text-align: right;">13,000</td> </tr> <tr> <td style="border-bottom: 1px solid black; text-align: right;">0</td> </tr> <tr> <td style="border-bottom: 1px solid black; text-align: right;">0</td> </tr> <tr> <td style="border-bottom: 1px solid black; text-align: right;">13,000</td> </tr> </table>	Total	13,000	0	0	13,000
Total								
13,000								
0								
0								
13,000								

Comprehensive Plan Update - Goals 16 and 17

Department Priority:	2							
Location:	Community Development - Land Use Planning							
Link to Other Project(s):	Strategic Plan - Environmental Quality							
Description:	Funding for outside consultant(s) to update Comprehensive Plan Goals 16 (Estuarine Resources) and 17 (Coastal Shorelands)							
Justification:	<p>In order to update Goals 16 and 17, the estuary management plans for the Columbia and Necanicum rivers will need to be updated. These plans, which are the basis for the policies in Goals 16 and 17 have not be updated since the 1980s-early 2000s. The plans identify significant riparian vegetation, shoreland overlay areas, and dredged material sites which are then regulated by implementing ordinances in the LAWDUC. The current management plans and Goals 16 and 17 do not address issues of coastal erosion due to climate change, sea level rise or other changes to the estuaries and coastal shorelands that may have occurred over the past 20-35 years or which may occur over the 20-year planning horizon. Funding was budgeted in FY 22/23, but the project did not move forward pending final review and decision by the Board on the ongoing Comprehensive Plan update of Goals 1-4, 6-14 and 19.</p>							
Alternatives:	Continue to utilize the current estuary management plans and existing Goal 16 and Goal 17 policies and implementing regulations.							
Operating Impact:	Updating the estuary management plans and developing digitized maps will ensure that implementing policies are accurately reflecting current/future conditions and requirements. This will assist staff by allowing them to provide clearer answers and appropriate procedural processes when providing information to property owners.							
Request Type:	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition							
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input checked="" type="radio"/> Other	Unit Quantity: 1 Unit Cost: 150,000 Installation Fee: 0 Trade in Credit: 0 Net Cost: 150,000	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Total</th> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 3px double black;">150,000</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 3px double black;">0</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 3px double black;">0</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 3px double black;">150,000</td> </tr> </table>	Total	150,000	0	0	150,000
Total								
150,000								
0								
0								
150,000								

Comprehensive Plan Update - Goal 18

Department Priority:	3							
Location:	Community Development - Land Use Planning							
Link to Other Project(s):	Strategic Plan - Environmental Quality							
Description:	Funding for a consultant to update Goal 18 (Beaches and Dunes)							
Justification:	<p>When Goal 18 was originally adopted, the policies and subsequent implementing ordinances were based on information prepared by Martin Ross in his report entitled "A Field Inventory of Geologic Hazards from Silver Point to Cove Beach, Clatsop County Oregon." This report, which was prepared in 1978, examined marine erosion, soils, landslides and geography. The plan, however, has not been updated to analyze and identify new impacts due to coastal erosion, climate change, and sea level rise. The implementing ordinances regulate how close structures can be constructed to the oceanfront, control soil/sand removal within the beach and dune overlay, and dune grading. In order to have accurate information on which to base implementing legislation to protect life and safety and prevent or reduce property loss, it is imperative that a new study be conducted to document coastal changes since 1978 and to forecast conditions through the 20-year planning horizon. Funding was budgeted in FY 22/23, but the project did not move forward pending final review and decision by the Board on the ongoing Comprehensive Plan update of Goals 1-4, 6-14 and 19.</p>							
Alternatives:	Continue utilizing the 1978 Martin Ross study and related comprehensive plan policies and implementing ordinances.							
Operating Impact:	Preparing a new report and developing digitized maps will ensure that implementing policies are accurately reflecting current/future conditions and requirements. This will assist staff by allowing them to provide clearer answers and appropriate procedural processes when providing information to property owners.							
Request Type:	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition							
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input checked="" type="radio"/> Other	Unit Quantity: 1 Unit Cost: 50,000 Installation Fee: 0 Trade in Credit: 0 Net Cost: 50,000	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Total</th> </tr> <tr> <td style="text-align: right; border-bottom: 1px solid black;">50,000</td> </tr> <tr> <td style="text-align: right; border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="text-align: right; border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="text-align: right; border-bottom: 3px double black;">50,000</td> </tr> </table>	Total	50,000	0	0	50,000
Total								
50,000								
0								
0								
50,000								

Emergency Management Department Copier

Department Priority:	1							
Location:	Emergency Management Department							
Link to Other Project(s):								
Description:	A Kyocera 4054ci copier with the following accessories: Dual Scan Document Processor, 4K Finisher, Punch Unit, Booklet Fold, Stand, Dual 1500 Paper Tray and Fax.							
Justification:	The current copier is experiencing regular maintenance issues, such as paper jams, ink staining on documents, squeaking rollers, etc. More significantly, the hard drive has been replaced. These compounding issues have hampered our office productivity.							
Alternatives:	Relocate the copier from the Emergency Operations Center (EOC) to the office because it has less use.							
Operating Impact:	Activations require a high rate of document production which could leave us open to a catastrophic failure of the copier or operational inefficiencies because of wear and tear.							
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition							
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input checked="" type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 9,910 Installation Fee: 0 Trade in Credit: 0 <hr/> Net Cost: 9,910	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Total</th> </tr> <tr> <td style="text-align: right; border-bottom: 1px solid black;">9,910</td> </tr> <tr> <td style="text-align: right; border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="text-align: right; border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="text-align: right; border-bottom: 1px solid black;">9,910</td> </tr> </table>	Total	9,910	0	0	9,910
Total								
9,910								
0								
0								
9,910								

Fleet Replacement

Department Overview

County departments have aging fleet vehicles that are in need of replacing, this org unit was created so that departments may build up a reserve account for future fleet vehicle purchases. The goal of this org unit is to help alleviate some of the burden departments face with having to come up with the resources in a single year for a vehicle purchase.

Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Beginning Balance	84,736	114,816	114,820	72,460	(42,360)	- 36%
Transfer from A&T	0	0	0	0	0	0%
Transfer from Building Codes	30,080	0	26,640	24,230	(2,410)	- 9%
Total Revenue:	114,816	114,816	141,460	96,690	(44,770)	0%
Total Unappropriated Budget:	114,816	114,816	0	0	0	0%
Total Budgeted Resources:	0	0	141,460	96,690	(44,770)	- 31%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	0	0	0	0	0	0%
Capital Outlay	0	0	69,000	0	(69,000)	- 100%
Contingency	0	0	72,460	96,690	24,230	33%
Total Expenditures:	0	0	141,460	96,690	(44,770)	- 31%

Summary

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Capital Outlay							
Automotive Equipment	82-4200	0	0	0	0	0	0%
County Vehicle Purchase	82-4201	0	0	69,000	0	(69,000)	- 100%
Sheriff Automobiles	82-4216	0	0	0	0	0	0%
Capital Outlay Totals:		0	0	69,000	0	(69,000)	- 100%
Contingencies							
Appropriation for Contin.	82-9900	0	0	72,460	96,690	24,230	33%
Contingencies Totals:		0	0	72,460	96,690	24,230	33%
Total Expenditures:		0	0	141,460	96,690	(44,770)	- 31%

Fleet Management

Mission Statement

A separate fund for the purposes of budgeting and purchasing Public Works Road Division equipment as well as to supply County wide fleet maintenance.

Department Overview

This fund was created to allow for replacement of equipment as necessary and scheduled under the Public Works equipment replacement schedule. This schedule was designed so that equipment will be replaced at the point in its cycle when it is most cost-effective. This fund is now expanded to contain Fleet Management for servicing not just Public Works Vehicles but the entire County's fleet of vehicles. The shop mechanical services include diagnostic, electrical, full periodic maintenance, DOT inspecting, welding, fabrication and mobile service to field areas. The shop also provides cleaning and wash down facilities for all departments and a recycling location for fuel, oils, tires, metal, etc. to comply with environmental regulations.

Major Accomplishments

Purchased two crew trucks that were budgeted in the previous fiscal year but took extra time to arrive. Purchased a 1 ton shop truck with a utility bed. Purchased a wheel loader to replace the Knappa district's aging wheel loader, a pull behind broom as well as a new power broom.

Budget Highlights

This budget includes the purchase of a 3/4 ton crew truck to replace a 1992 Dodge pickup along with a 1 ton crew truck to replace another crew truck that is 14 years old. There is also a purchase of a 6 yard dump truck with a plow and sander to replace a 1994 dump truck with 118,000 miles on it. This budget also includes the purchase of a new Bridge truck as the existing truck is 30 years old. Besides bridge work, this truck is during storm cleanup and also for hauling materials. There is a planned purchase of a mower/chopper to add to the fleet to assist in keeping up with our vegetation management.

Besides equipment purchases, this year's budget adds the three mechanics from the road maintenance department so this fund can now manage the County's entire fleet. In addition to the three mechanics there is a proposal to add a half time admin assistant. Fleet Management will now also be managing Public Work's fuel network. All Road Maintenance accounts related to vehicle maintenance and fuel have been moved to Fleet management.

This year's Personnel Services expenditures are higher with the transfer of employees to this fund. Materials and Services are \$734,270 higher with the addition of Fleet Management costs. Revenues have also significantly increased with these changes. With the increase in FTEs for this fund there will be a corresponding decrease in FTEs in the Road Maintenance and Construction fund. This fund continues to develop and in this second year of taking on County wide fleet services, the budget is increasing accordingly.

Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Beginning Balance	213,735	170,147	127,330	91,630	(35,700)	- 28%
Interest On Investments	2,230	1,136	1,000	2,000	1,000	100%
St. - Highway Fund	0	0	533,480	795,000	261,520	49%
Vehicle Fuel	0	0	0	486,390	486,390	100%
Vehicle Shop Service	0	0	0	20,950	20,950	100%
Fleet Services for PW	0	0	0	1,084,140	1,084,140	100%
Equip. Auction-Sales-Rental	27,376	0	0	0	0	0%
Transfer from Gen Roads	628,530	326,830	0	0	0	0%
Transfer from Special Projects	0	0	0	0	0	0%
Total Revenue:	871,871	498,113	661,810	2,480,110	1,818,300	274%
Total Unappropriated Budget:	170,147	119,387	79,570	0	(79,570)	- 100%
Total Budgeted Resources:	701,724	378,725	582,240	2,480,110	1,897,870	325%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	0	0	0	354,950	354,950	0%
Personnel Benefits	0	0	55,740	208,890	153,150	274%
Materials & Services	800	1,000	1,500	735,770	734,270	48951%
Capital Outlay	700,924	377,725	525,000	795,000	270,000	51%
Contingency	0	0	0	385,500	385,500	0%
Total Expenditures:	701,724	378,725	582,240	2,480,110	1,897,870	325%

Staffing Summary

Authorized Personnel	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	FTE Change Adopted	% Change Adopted
Total Personnel:	0.00	0.00	1.00	4.60	3.60	360%

Summary

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Personnel Services							
None	82-1000	0	0	0	0	0	0%
Public Works Director	82-1088	0	0	0	13,820	13,820	100%
Fleet Manager	82-1150	0	0	0	102,260	102,260	100%
Admin Assistant II	82-1182	0	0	0	29,800	29,800	100%
Staff Assistant	82-1191	0	0	0	0	0	0%
Mechanic	82-1750	0	0	0	209,070	209,070	100%
Overtime	82-1945	0	0	0	0	0	0%
F.I.C.A.	82-1950	0	0	6,090	27,150	21,060	345%
FMLA	82-1952	0	0	0	1,420	1,420	100%
Retirement	82-1955	0	0	20,870	74,220	53,350	255%
Medical Insurance	82-1964	0	0	22,010	79,990	57,980	263%
Dental Insurance	82-1965	0	0	2,430	6,360	3,930	161%
HSA/HRA Contribution	82-1966	0	0	2,200	9,020	6,820	310%
Benefits Admin Fees	82-1967	0	0	20	100	80	400%
Life/AD&D Insurance	82-1970	0	0	100	490	390	390%
Salary Continuation Insur	82-1972	0	0	220	980	760	345%
S.A.I.F.	82-1975	0	0	1,720	8,810	7,090	412%
Unemployment	82-1980	0	0	80	350	270	337%
Personnel Services Totals:		0	0	55,740	563,840	508,100	911%
Materials & Services							
Uniform Cleaning	82-2041	0	0	0	3,000	3,000	100%
Telephones	82-2070	0	0	0	200	200	100%
License And Permit Fees	82-2240	0	0	0	500	500	100%
Maint. - Fleet Service	82-2255	0	0	0	65,000	65,000	100%
Maintenance Supplies	82-2259	0	0	0	500	500	100%
Maintenance - Equipment	82-2260	0	0	0	3,000	3,000	100%
Maint. - Comm. Equipment	82-2262	0	0	0	5,000	5,000	100%
Maint. - Automotive Parts	82-2263	0	0	0	95,000	95,000	100%
Software Maintenance	82-2265	0	0	0	2,100	2,100	100%
General Equipment	82-2268	0	0	0	4,000	4,000	100%
Contractual Services	82-2471	0	0	0	6,000	6,000	100%
Rents And Leases - Equip.	82-2630	0	0	0	2,000	2,000	100%
Small Tools And Instrum.	82-2710	0	0	0	10,000	10,000	100%
Fuel - Equipment	82-2851	0	0	0	153,060	153,060	100%
Fuel - Vehicles	82-2852	0	0	0	333,330	333,330	100%
Tires	82-2858	0	0	0	45,000	45,000	100%
Safety Program	82-2862	0	0	0	1,880	1,880	100%
Education And Training	82-2928	0	0	0	300	300	100%

Summary Cont.

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Travel Expenses	82-2930	0	0	0	300	300	100%
Reimbursed Mileage	82-2932	0	0	0	100	100	100%
Indirect Cost Allocation	82-3210	800	1,000	1,500	5,500	4,000	266%
Materials & Services Totals:		800	1,000	1,500	735,770	734,270	48951%
Capital Outlay							
Automotive Equipment	82-4200	700,924	377,725	525,000	795,000	270,000	51%
Miscellaneous Equipment	82-4900	0	0	0	0	0	0%
Capital Outlay Totals:		700,924	377,725	525,000	795,000	270,000	51%
Contingencies							
Appropriation for Contin.	82-9900	0	0	0	385,500	385,500	100%
Contingencies Totals:		0	0	0	385,500	385,500	100%
Total Expenditures:		701,724	378,725	582,240	2,480,110	1,897,870	325%

CLATSOP COUNTY
EQUIPMENT REPLACEMENT REQUESTS
FISCAL YEAR 2023-24

	<u>Account</u> <u>Number</u>	<u>2023-24</u> <u>Requested</u>	<u>2023-24</u> <u>Proposed</u>	<u>2023-24</u> <u>Approved</u>	<u>2023-24</u> <u>Adopted</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>
<u>Equipment Replacement Fund</u>										
1 Ton Pickup	82-4200	50,000	50,000	50,000	50,000					
6yd Plow Sande Truck	82-4200	160,000	160,000	160,000	160,000					
Bridge Truck	82-4200	300,000	300,000	300,000	300,000					
Kubota Chopper/Mower	82-4200	235,000	235,000	235,000	235,000					
1 Ton Pickup	82-4200	50,000	50,000	50,000	50,000					
10 Yard Truck and Plow	82-4200	-	-	-	-	300,000				
3/4 Ton Extra Cab Pickup	82-4200	-	-	-	-	50,000				
Dodge Pickup-Mag Truck F-350	82-4200	-	-	-	-	75,000				
Jewell Sander	82-4200	-	-	-	-	45,000				
Sweep Vac	82-4200	-	-	-	-	225,000				
Herbicide Spray Truck	82-4200	-	-	-	-	330,000				
Vactor Truck	82-4200	-	-	-	-	0	450,000			
Mini Excavator	82-4200	-	-	-	-	-	120,000			
10 Yard Truck & Pup	82-4200	-	-	-	-	-	265,000			
1 Ton Pickup	82-4200	-	-	-	-	-	65,000			
IT 14 Tool Carrier	82-4200	-	-	-	-	-	-	175,000		
Loader	82-4200	-	-	-	-	-	-	275,000		
Used Low Boy Trailer	82-4200	-	-	-	-	-	-	100,000		
Interstate Trailer 40T	82-4200	-	-	-	-	-	-	50,000		
Chipper	82-4200	-	-	-	-	-	-	75,000		
Cat Grader 140G	82-4200	-	-	-	-	-	-	340,000		
9 Wheel Roller	82-4200	-	-	-	-	-	-	-	175,000	
D4 Crawler	82-4200	-	-	-	-	-	-	-	330,000	
9 Wheel Roller	82-4200	-	-	-	-	-	-	-	175,000	
Subtotal Equipment Replacement		795,000	795,000	795,000	795,000	1,025,000	900,000	1,015,000	680,000	-
GRAND TOTALS		795,000	795,000	795,000	795,000	1,025,000	900,000	1,015,000	680,000	-

Full Size Plow Sander Truck

Department Priority:	1							
Location:	Public Works							
Link to Other Project(s):								
Description:	Replace #225 6 Yard Dump Truck with a full-size plow, sander truck							
Justification:	Replaces a 1994 dump truck that is due for replacement. It has 118,000 miles on it. New equipment will meet current emissions and help with plowing and sanding needs.							
Alternatives:	Continue to use current dump truck.							
Operating Impact:								
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition							
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input checked="" type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 220,000 Installation Fee: 0 Trade in Credit: 0 Net Cost: 220,000	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">Total</th> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">220,000</td> </tr> <tr> <td style="border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="border-bottom: 1px solid black;">220,000</td> </tr> </table>	Total	220,000	0	0	220,000
Total								
220,000								
0								
0								
220,000								

1 Ton Pickup

Department Priority:	2							
Location:	Public Works							
Link to Other Project(s):								
Description:	1 Ton Crew Truck Replacement							
Justification:	Replacement of #246 1ton crew truck which is 21 years old with 130,000 miles. New pickup will be used to transport crew and tools to job sites and will meet current emissions.							
Alternatives:	Continue to use existing crew truck.							
Operating Impact:								
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition							
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input checked="" type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 45,000 Installation Fee: 0 Trade in Credit: 0 Net Cost: 45,000	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">Total</th> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">45,000</td> </tr> <tr> <td style="border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="border-bottom: 1px solid black;">45,000</td> </tr> </table>	Total	45,000	0	0	45,000
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1 Ton Pickup

Department Priority:	3		
Location:	Public Works		
Link to Other Project(s):			
Description:	1 Ton shop pickup with utility bed for tools		
Justification:	Replacement of #245 1ton crew truck which is 21 years old. Added utility bed to assist shop & crews.		
Alternatives:	Continue to use existing shop truck		
Operating Impact:			
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition		
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input checked="" type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 50,000 Installation Fee: 0 Trade in Credit: 0 Net Cost: 50,000	Total 50,000 0 0 50,000

Slip in water tank

Department Priority:	4		
Location:	Public Works		
Link to Other Project(s):			
Description:	Slip in water tank		
Justification:	The existing water tank gets a lot of usage and this will provide a 2nd water tank for summer usage for road work & fire requirements.		
Alternatives:	Rent a water truck which is hard to do during the construction season.		
Operating Impact:			
Request Type:	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition		
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input checked="" type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 30,000 Installation Fee: 0 Trade in Credit: 0 Net Cost: 30,000	Total 30,000 0 0 30,000

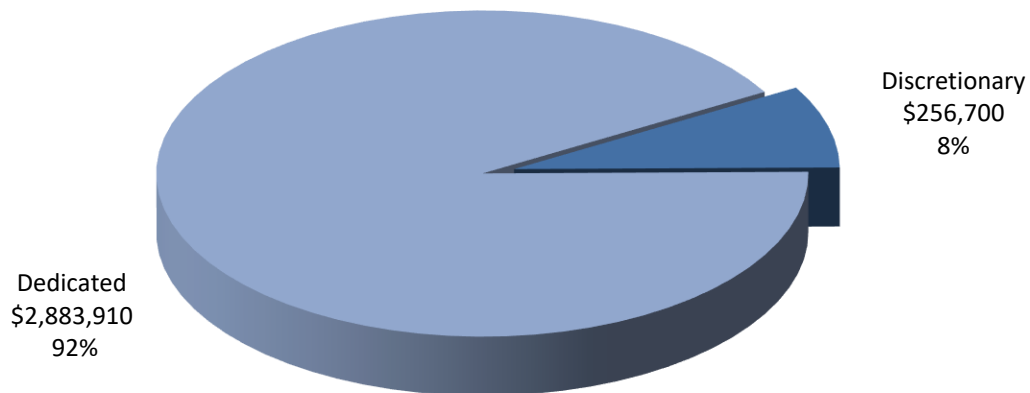
Knappa Mid Size Loader with tool carrier

Department Priority:	5												
Location:	Public Works												
Link to Other Project(s):													
Description:	Mid Size Loader & tool carrier												
Justification:	Replace Knappa District's 1994 #222 IT12 with a 914 wheel loader with attachments. #222 is 28 years old. New machine will have current emissions, new tool carrier with buckets, broom and forks												
Alternatives:	Continue to use existing machine.												
Operating Impact:													
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition												
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input checked="" type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 180,000 Installation Fee: 0 Trade in Credit: 0 Net Cost: 180,000	<table border="1"> <thead> <tr> <th colspan="2">Total</th> </tr> </thead> <tbody> <tr> <td>180,000</td> <td>180,000</td> </tr> <tr> <td>0</td> <td>0</td> </tr> <tr> <td>0</td> <td>0</td> </tr> <tr> <td>180,000</td> <td>180,000</td> </tr> </tbody> </table>	Total		180,000	180,000	0	0	0	0	180,000	180,000
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**Clatsop County Functions/Programs Budget
Culture & Recreation 2023-2024
Total \$3,140,610**



Organizational units included within this functional area in the order they appear within the budget document are:

Fair & Expo
Parks Maintenance
Parks & Land Acquisition Maintenance

The chart above represents the type of funding, discretionary or dedicated, available for this functional area. The adopted expenditure appropriations for each budget included in this functional area are located on the following pages in this section.

TOTAL FTE - 5.7

Fair & Expo

Mission Statement

The Clatsop County Fair Board will provide a financially sound, well-managed facility. Providing the general public and the local community with the space, buildings and equipment needed to engage in events that promote fun, learning and social activity, especially where children can benefit.

Department Overview

The Clatsop County Fair & Expo is a year-round facility that hosts the annual Clatsop County Fair as well as multiple other local and regional events. The 2 largest local annual events are the Astoria-Warrenton Crab, Seafood & Wine Festival and the Astoria Scandinavian Midsummer Festival. Other past and current events include the Civil War Reenactment; local organization fundraising events; weddings and receptions; memorial gatherings; equestrian events; trade shows; motorsports events and swap meets. The facility is also used multiple times per year by OSU Extension 4-H, Leadership Clubs and Master Gardeners, Clatsop County Sheriff's Office; and other groups such as those holding events for their High School Senior projects at a reduced fee or no charge. The Clatsop County Fair Board and staff recognize the support the community has generously provided by passing a special property tax bond measure which provides funding to our facility enabling the department to provide a venue for such organizations and groups.

Major Accomplishments

Produced a well attended concert during the 2022 Fair featuring Trace Adkins. Restructure management system for fairgrounds staff, recruit entirely new staff, Fairground Manager, Administrative Coordinator III and Maintenance Tech II. Begin developing updated strategic vision for fairgrounds.

Budget Highlights

Budget highlights include, funding a Fairgrounds master plan update , Roof replacement project for the Expo hall. Installation of the 50 x 80 x 18 big top tent donated by Seaside School District. Planning for two nights of concerts at the 2023 Fair. Fairgrounds will receive \$277,777.77 grant from Oregon lottery administered by Business Oregon to use towards capital improvement projects.

Funding Sources						
Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Beginning Balance	735,420	635,943	668,050	725,330	57,280	8%
Property Taxes Current Yr	346,253	462,917	458,580	495,160	36,580	7%
Property Taxes Prior Year	8,932	6,675	10,000	10,000	0	0%
GP Reserve Revenue	1,145	617	1,000	0	(1,000)	- 100%
Land Sales	553	0	0	0	0	0%
HERT - Heavy Equip Rental Tax	0	0	0	100	100	100%
Refuge Revenue Sharing	0	0	0	0	0	0%
Interest On Investments	5,711	3,933	2,000	16,000	14,000	700%
Property Rents	0	0	0	0	0	0%
Land Sales/County Share	0	0	0	0	0	0%
Timber Sales	75,152	88,518	75,380	75,380	0	0%
Business OR-State Lottery Fund	0	0	0	277,770	277,770	100%
PPE Grant	0	94	0	0	0	0%
CARES Act Reimbursement	23,778	0	0	0	0	0%
Disc Golf Donations from Trust	310	5	0	0	0	0%
Rev. Refunds & Reim.	59	228	0	0	0	0%
Tourism Funding	0	0	0	0	0	0%
ATM Fee Revenue	0	1,095	2,000	2,500	500	25%
4-H Revenue	0	0	1,500	1,500	0	0%
Donations	1,930	0	0	0	0	0%
OR State Fair Dist.	53,167	53,167	53,000	53,170	170	0%
Catering/Kitchen Fees	1,250	0	8,000	8,000	0	0%
NSF Check Fee	0	0	0	0	0	0%
Vending Machine Revenue	43	201	500	800	300	60%
Ticket/Gate Fees	0	43,565	40,000	40,000	0	0%
Carnival Revenue	0	15,581	0	0	0	0%
Fair Booth Rental Fees	450	1,625	2,000	3,000	1,000	50%
Fair Booster Buttons	0	1,945	1,500	1,500	0	0%
Concert Ticket Revenue	0	94,702	95,000	95,000	0	0%
Parking Fees	0	570	0	0	0	0%
Camping Fees	1,325	11,050	10,000	10,000	0	0%
Fair Sponsors	0	250	0	2,700	2,700	100%
Concert Sponsors	0	66,370	60,000	60,000	0	0%
Food Vendor %	0	22,554	20,000	20,000	0	0%
Fair Facility Rental	13,800	58,457	60,000	60,000	0	0%
Fair Arena Signs	5,200	6,000	5,000	5,000	0	0%
Merchandise	0	0	0	3,800	3,800	100%
Donations from Trust Fund	0	100	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Equip. Auction-Sales-Rental	1,123	40	0	0	0	0%
Insurance Loss Proceeds	0	0	0	0	0	0%
Transfer from County Tourism	0	2,500	2,500	5,000	2,500	100%

Total Revenue:	1,275,600	1,578,703	1,576,010	1,971,710	395,700	25%
Total Unappropriated Budget:	635,943	678,938	0	0	0	0%
Total Budgeted Resources:	639,657	899,765	1,576,010	1,971,710	395,700	25%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	166,730	197,959	197,420	230,200	32,780	16%
Personnel Benefits	127,765	127,095	158,950	158,960	10	0%
Materials & Services	315,486	539,630	670,130	742,150	72,020	10%
Capital Outlay	29,675	35,081	30,000	425,000	395,000	1316%
Contingency	0	0	519,510	415,400	(104,110)	- 20%
Total Expenditures:	639,657	899,765	1,576,010	1,971,710	395,700	25%

Staffing Summary

Authorized Personnel	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	FTE Change Adopted	% Change Adopted
Total Personnel:	3.00	3.00	3.00	3.00	0.00	0%

Summary

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Personnel Services							
Admin Assistant III	82-1181	0	0	0	63,110	63,110	100%
Maintenance Assistant II	82-1725	0	0	0	66,810	66,810	100%
Fair Maintenance Tech	82-1768	42,454	43,629	55,520	0	(55,520)	- 100%
Admin Coordinator - Fair & Exp	82-1769	45,909	41,908	52,040	0	(52,040)	- 100%
Maintenance Supervisor - Fair	82-1770	0	0	0	0	0	0%
Fairgrounds Manager	82-1771	78,368	112,422	89,860	100,280	10,420	11%
Temporary Help	82-1941	7,729	4,348	10,000	10,000	0	0%
Overtime	82-1945	403	9,485	6,000	6,000	0	0%
F.I.C.A.	82-1950	12,690	15,543	16,330	18,830	2,500	15%
FMLA	82-1952	0	0	0	980	980	100%
Retirement	82-1955	30,251	29,008	41,030	48,940	7,910	19%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	61,082	51,089	66,030	58,000	(8,030)	- 12%
Dental Insurance	82-1965	5,529	5,311	7,290	5,200	(2,090)	- 28%
HSA/HRA Contribution	82-1966	6,000	7,100	6,600	4,900	(1,700)	- 25%
Benefits Admin Fees	82-1967	69	63	70	100	30	42%
Life/AD&D Insurance	82-1970	324	290	300	320	20	6%
Salary Continuation Insur	82-1972	480	434	540	620	80	14%
S.A.I.F.	82-1975	3,018	3,268	4,550	4,820	270	5%
Unemployment	82-1980	189	150	210	250	40	19%
Personnel Services	82-1985	0	1,008	0	0	0	0%
Personnel Services Totals:		294,496	325,054	356,370	389,160	32,790	9%

Materials & Services

Clothing And Uniform Exp.	82-2040	599	977	1,000	1,500	500	50%
Telephones	82-2070	1,676	768	1,500	1,500	0	0%
ATM Annual Fees	82-2120	318	0	100	100	0	0%
Custodial Supplies	82-2160	2,181	9,995	7,000	7,000	0	0%
Transient Room Tax	82-2167	59	1,010	1,500	1,500	0	0%
Insurance	82-2200	21,474	22,535	25,720	29,400	3,680	14%
License And Permit Fees	82-2240	601	550	1,000	1,200	200	20%
Maintenance Supplies	82-2259	0	0	0	0	0	0%
Maintenance - Equipment	82-2260	22,844	13,482	20,000	20,000	0	0%
Software Maintenance	82-2265	0	120	0	0	0	0%
General Equipment	82-2268	39,371	22,621	35,000	35,000	0	0%
Maintenance S.I.G.	82-2300	48,656	55,628	50,000	50,000	0	0%
Membership Fees And Dues	82-2370	2,725	2,819	2,470	3,000	530	21%
Office Supplies	82-2410	764	1,495	1,500	1,500	0	0%
Postage And Freight	82-2419	110	0	250	250	0	0%

Summary Cont.

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Printing And Reproduction	82-2425	630	595	1,000	1,000	0	0%
Prof And Spec Services	82-2450	1,411	0	0	0	0	0%
PC Equipment	82-2455	1,455	793	1,500	3,000	1,500	100%
Tents and Frames	82-2458	0	0	0	0	0	0%
Catering Services	82-2459	0	8,000	0	0	0	0%
Auditing And Accounting	82-2462	0	0	0	0	0	0%
Contractual Services	82-2471	31,137	51,943	40,000	90,000	50,000	125%
Fair Judges	82-2472	0	663	1,000	1,000	0	0%
Concession Sales	82-2481	0	0	0	0	0	0%
Contractual Services-Temp Help	82-2492	0	0	0	0	0	0%
Publi. And Legal Notices	82-2600	0	0	500	500	0	0%
Advertising - Fair & Concerts	82-2604	1,372	7,197	10,000	15,000	5,000	50%
Advertising	82-2605	10,518	9,883	10,000	10,000	0	0%
Disc Golf Course	82-2610	310	0	0	0	0	0%
Rents And Leases - Equip.	82-2630	7,466	3,644	5,000	5,000	0	0%
Meetings/ Hosting	82-2750	0	21	500	500	0	0%
Fuel - Equipment	82-2851	0	20	2,000	3,000	1,000	50%
Fuel - Vehicles	82-2852	1,418	2,311	1,000	2,000	1,000	100%
Signs	82-2856	2,749	0	1,000	1,000	0	0%
Replacement Tools	82-2859	0	0	0	0	0	0%
Garden Supplies	82-2860	0	0	0	0	0	0%
Vehicle Maintenance & Use	82-2923	2,247	393	1,000	1,000	0	0%
Education And Training	82-2928	0	0	2,360	2,500	140	5%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Travel Expenses	82-2930	0	519	3,630	3,000	(630)	- 17%
Reimbursed Mileage	82-2932	0	0	0	0	0	0%
Towing	82-2940	0	0	0	0	0	0%
Utilities	82-2960	54,955	71,900	65,000	70,000	5,000	7%
Unallocated Donations	82-3141	0	602	0	0	0	0%
Fair Awards & Ribbons	82-3182	160	0	0	0	0	0%
Fair Premiums	82-3183	0	2,398	3,000	3,000	0	0%
General Entertainment	82-3185	56	181	30,000	30,000	0	0%
Fair Entertainment	82-3186	250	149,423	220,000	220,000	0	0%
Refunds and Returns	82-3204	0	0	0	0	0	0%
County Fair Expense	82-3205	14,375	39,445	75,000	75,000	0	0%
Indirect Cost Allocation	82-3210	43,600	57,700	49,600	53,700	4,100	8%
Materials & Services Totals:		315,486	539,630	670,130	742,150	72,020	10%
Capital Outlay							
Structures & Improvements	82-4100	0	28,825	0	30,000	30,000	100%
Buildings	82-4108	0	0	0	300,000	300,000	100%
Miscellaneous Equipment	82-4900	29,675	6,256	30,000	95,000	65,000	216%
Capital Outlay Totals:		29,675	35,081	30,000	425,000	395,000	1316%

Contingencies							
Appropriation for Contin.	82-9900	0	0	519,510	415,400	(104,110)	- 20%
Contingencies Totals:		0	0	519,510	415,400	(104,110)	- 20%
Total Expenditures:		639,657	899,765	1,576,010	1,971,710	395,700	25%

Fair & Expo Hall Roof

Department Priority:	1							
Location:	Fair Grounds 92937 Walluski Loop, Astoria							
Link to Other Project(s):								
Description:	Replace or install membrane on the expo hall roof. Replace gutters and downspouts.							
Justification:	The Expo hall roof is leaking and in need of repair. There have been many repairs in the past, but these repairs have occurred on a failing roof system and are not permanent.							
Alternatives:	Continue practice of patching leaks as they occur.							
Operating Impact:	Extends life of structure							
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition							
Request Category:	<input checked="" type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 300,000 Installation Fee: 0 Trade in Credit: 0 Net Cost: 300,000	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Total</th> </tr> </thead> <tbody> <tr> <td style="text-align: right;">300,000</td> </tr> <tr> <td style="text-align: right;">0</td> </tr> <tr> <td style="text-align: right;">0</td> </tr> <tr> <td style="text-align: right;">300,000</td> </tr> </tbody> </table>	Total	300,000	0	0	300,000
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Fair & Expo 50 X 80 Tent Installation

Department Priority:	2							
Location:	Fair Grounds 92937 Walluski Loop, Astoria							
Link to Other Project(s):								
Description:	A 50 x 80 x 18' big top tent was donated to the fairgrounds. This project would perform site work, power, concrete and assembly of the tent.							
Justification:	The tent was accepted by the County and should be assembled.							
Alternatives:	Store the tent for a later date.							
Operating Impact:	Will provide another facility for rentals and events.							
Request Type:	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition							
Request Category:	<input type="radio"/> Building <input checked="" type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 30,000 Installation Fee: 0 Trade in Credit: 0 Net Cost: 30,000	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Total</th> </tr> </thead> <tbody> <tr> <td style="text-align: right;">30,000</td> </tr> <tr> <td style="text-align: right;">0</td> </tr> <tr> <td style="text-align: right;">0</td> </tr> <tr> <td style="text-align: right;">30,000</td> </tr> </tbody> </table>	Total	30,000	0	0	30,000
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Fair & Expo Roller

Department Priority:	3							
Location:	Fair Grounds 92937 Walluski Loop, Astoria							
Link to Other Project(s):								
Description:	Purchase Roller for compacting arena before events that need flooring or compacted surface.							
Justification:	Currently renting equipment or paying Public Works to come use their equipment. There will be a quick return on investment in purchasing a used machine and we can provide additional service to users by having a machine readily available onsite.							
Alternatives:	Continue renting a machine.							
Operating Impact:	There will be some maintenance costs, this will be offset by reduction in rental fees and transportation costs.							
Request Type:	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition							
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input checked="" type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 15,000 Installation Fee: 0 Trade in Credit: 0 Net Cost: 15,000	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">Total</th> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">15,000</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">15,000</td> </tr> </table>	Total	15,000	0	0	15,000
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Fair & Expo Skid Steer Tractor

Department Priority:	3							
Location:	Fair Grounds 92937 Walluski Loop, Astoria							
Link to Other Project(s):								
Description:	Skid steer tractor to be used for fairgrounds maintenance.							
Justification:	Currently using rented or borrowed equipment to perform duties that need to be done for maintenance and material transportation. current equipment is not ideal and this equipment would allow the work to be done in a safer manner. Budget would allow for new, but we would shop for a quality used piece of equipment to reduce costs.							
Alternatives:	Continue renting or borrowing equipment.							
Operating Impact:	This piece of equipment will require annual maintenance typical for any piece of heavy equipment.							
Request Type:	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition							
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input checked="" type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 80,000 Installation Fee: 0 Trade in Credit: 0 Net Cost: 80,000	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">Total</th> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">80,000</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">80,000</td> </tr> </table>	Total	80,000	0	0	80,000
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Parks Maintenance

Mission Statement

The Parks Department mission is to maintain, manage, and improve the County's parks and recreational resources at an acceptable level, and provide safe, quality service and an enjoyable park environment to users of the County Parks system.

Department Overview

Parks Maintenance staff are responsible for Parks administration, maintenance, and planned improvements for twelve County parks or recreation sites, totaling 573 acres. These park sites provide access to an array of natural resources that range from fresh water access for fishing and water skiing to old growth forest sites. Year round park hosts are provided at Westport County Park and Cullaby Lake County Park for caretaker services and fee collection. We have an adopt-a-park program allowing community members to be involved in maintenance of their parks.

Major Accomplishments

February of 2023 marks the one-year anniversary of the completion and opening of the new boating facility at Westport County Park. By all accounts, the facility is a hit with users, and we have received numerous positive comments about the design and execution of the project. The spring and fall salmon fisheries saw the parking lot filled to capacity, and the park hosted it's first few overnight guests at the transient moorage dock. Moving forward into phase two, the Natural Resource Manager and the Recreational Lands Planning Advisory Committee is working on the design of the day use area. Future projects include procurement and installation of site amenities such as playground equipment, walkways, and a picnic shelter.

As of May 2023, the vault toilet at Klootchey Creek will have been open for a year as well. Since the installation of the toilet and the use of park staff to maintain them, there has been marked increase in the cleanliness and usability of the restroom facilities. Incidents of vandalism have plummeted. Feedback from the public has been universally positive, especially from members of the mountain biking community using the trailhead to access the Klootchey Creek Mountain Bike Trail System.

Parks Department staff have completed a wide array of maintenance projects since the start of the fiscal year. The largest of these projects have focused on trail maintenance and dock repair. Parks staff completed the reconstruction of a wooden footbridge at Big Creek County Park in August, and repaired significant damage to a footbridge at Klootchey Creek caused by a fallen tree in December. Carnahan County Parks dock received new deck boards, reinforced cross members, and its benches were sanded and sealed in November. A new float was added in January.

The most significant project of the year to date has been the refurbishment of the main dock at Cullaby Lake County Park. With the assistance of the County Road Department, the dock was removed from the water entirely and transported to the Public Works facility in Astoria. Over the course of a month, Parks staff replaced dock floatation, bump rails, and bull rails on all six of the twenty-foot dock sections. The dock was successfully reinstalled in mid-February.

Budget Highlights

The proposed FY 2023-24 Personnel Services budget reflects an increase of \$30,860 over last year's approved budget. There are several factors for this large change. After last year's budget adoption, the Staff Assistant position was reclassified as an Administrative Assistant III, the adopted FY 2022-23 budget did not reflect this staffing change. Three of the Parks personnel are still receiving annual step increases, as well as a 4.5 % COLA on July 1, 2023. Also, the program requests to increase the Administrative Assistant III from .15 FTE to a .2 FTE. This FTE difference adds an increase of \$4,280 to the budget (this includes a 5% step and COLA increase).

The Materials and Supplies section of the proposed budget has been flat funded at a level of \$72,660. There are several changes in amounts between line items but the total amount for the Materials and Supplies is the same as last year's FY budget.

Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Other Permit Fees	0	0	0	0	0	0%
RV Parks Fees	37,194	40,455	37,500	38,900	1,400	3%
OSMB - Maint. Assistance Grant	6,750	0	9,550	10,300	750	7%
PPE Grant	0	0	0	0	0	0%
Parks Reservations & Special E	2,375	2,870	1,500	3,000	1,500	100%
Carnahan Park Fees	1,365	1,440	1,300	1,400	100	7%
Cullaby Lake Fees	29,029	21,486	25,000	25,000	0	0%
John Day Boat Ramp Fees	14,130	10,680	11,000	11,000	0	0%
Annual Parks Pass Fees	10,080	8,480	7,500	8,500	1,000	13%
Rev. Refunds & Reim.	370	310	100	0	(100)	- 100%
Tourism Funding	0	0	0	0	0	0%
Donations	0	350	0	0	0	0%
NSF Check Fee	0	0	0	0	0	0%
Miscellaneous Revenue	10	0	0	0	0	0%
Transfer from County Tourism	0	2,500	2,500	2,500	0	0%
Transfer from Parks & Land Acq	45,000	50,000	50,000	50,000	0	0%
General Fund Support	99,579	180,001	233,040	256,700	23,660	10%
Total Revenue:	245,882	318,571	378,990	407,300	28,310	7%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	107,594	147,910	174,760	195,990	21,230	12%
Personnel Benefits	74,802	92,342	130,930	138,180	7,250	5%
Materials & Services	63,060	77,892	72,660	72,660	0	0%
Special Payments	427	427	640	470	(170)	- 26%
Total Expenditures:	245,882	318,571	378,990	407,300	28,310	7%

Staffing Summary

Authorized Personnel	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	FTE Change Adopted	% Change Adopted
Total Personnel:	1.70	2.68	2.68	2.73	0.05	1%

Summary

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Personnel Services							
Public Works Director	82-1088	3,024	3,331	3,810	3,450	(360)	- 9%
Parks Foreman	82-1152	0	0	61,810	71,840	10,030	16%
Admin Assistant III	82-1181	0	0	0	12,940	12,940	100%
Staff Assistant	82-1191	7,161	7,932	8,420	0	(8,420)	- 100%
Natural Resource Mgr	82-1620	47,363	49,494	53,220	55,620	2,400	4%
Park Ranger	82-1898	50,046	87,153	47,500	52,140	4,640	9%
Temporary Help	82-1941	17,224	8,157	26,330	27,250	920	3%
Overtime	82-1945	441	2,896	0	0	0	0%
F.I.C.A.	82-1950	9,252	11,576	15,400	17,100	1,700	11%
FMLA	82-1952	0	0	0	890	890	100%
Retirement	82-1955	19,772	25,369	35,520	40,830	5,310	14%
Medical Waiver	82-1963	178	180	180	240	60	33%
Medical Insurance	82-1964	20,485	32,012	38,370	37,250	(1,120)	- 2%
Dental Insurance	82-1965	2,570	4,011	4,830	3,920	(910)	- 18%
HSA/HRA Contribution	82-1966	2,050	4,538	4,460	4,460	0	0%
Benefits Admin Fees	82-1967	38	72	40	100	60	150%
Life/AD&D Insurance	82-1970	148	253	270	290	20	7%
Salary Continuation Insur	82-1972	199	253	270	540	270	100%
S.A.I.F.	82-1975	2,295	2,889	5,060	5,090	30	0%
Unemployment	82-1980	150	135	200	220	20	10%
Personnel Services Totals:		182,396	240,253	305,690	334,170	28,480	9%
Materials & Services							
Clothing And Uniform Exp.	82-2040	0	1,047	900	900	0	0%
Uniform Cleaning	82-2041	1,142	180	0	0	0	0%
Telephones	82-2070	1,035	763	890	890	0	0%
Custodial Supplies-Parks	82-2159	2,683	2,592	3,500	3,000	(500)	- 14%
Credit Card Fees	82-2220	1,574	1,820	1,500	2,000	500	33%
Maintenance Supplies	82-2259	86	58	0	0	0	0%
Maintenance - Equipment	82-2260	3,214	5,164	3,900	3,900	0	0%
Maint Equip - John Day	82-2282	0	236	0	0	0	0%
Employee Drug Screen	82-2302	0	0	100	0	(100)	- 100%
Parks Maint. S.I.G.	82-2323	1,827	5,788	2,420	2,500	80	3%
Maint SIG-Cullaby	82-2325	3,029	2,834	2,000	2,500	500	25%
Maint SIG-John Day	82-2326	892	2,202	1,500	1,500	0	0%
Maint SIG-Westport	82-2327	379	173	1,500	1,500	0	0%
Membership Fees And Dues	82-2370	0	0	0	0	0	0%
Office Supplies	82-2410	295	92	200	200	0	0%
Postage And Freight	82-2419	317	231	200	300	100	50%

Summary Cont.

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Printing And Reproduction	82-2425	33	98	50	50	0	0%
Contractual Services	82-2471	0	0	0	0	0	0%
Contractual Serv-Cullaby	82-2488	7,200	7,200	7,200	7,200	0	0%
Publi. And Legal Notices	82-2600	239	39	100	100	0	0%
Meetings/ Hosting	82-2750	0	0	0	0	0	0%
Fuel - Equipment	82-2851	800	1,360	1,000	1,300	300	30%
Fuel - Vehicles	82-2852	4,763	9,223	7,500	8,000	500	6%
Vehicle Maintenance & Use	82-2923	805	4,442	2,900	2,900	0	0%
Education And Training	82-2928	0	10	200	200	0	0%
Travel Expenses	82-2930	0	0	0	0	0	0%
Reimbursed Mileage	82-2932	0	0	0	0	0	0%
Sani-cans Westport	82-2954	1,157	0	0	0	0	0%
Pumping Sani-cans	82-2956	8,978	9,927	1,700	1,700	0	0%
Road Department Services	82-2959	400	400	0	0	0	0%
Utilities - Westport Co. Park	82-2973	0	1,898	11,000	9,620	(1,380)	- 12%
Utilities-Cullaby	82-2974	12,515	12,057	12,600	12,600	0	0%
Utilities-John Day	82-2975	6,100	5,339	5,700	5,700	0	0%
Utilities-Kloutchy Creek	82-2976	3,388	2,682	4,000	4,000	0	0%
Refunds and Returns	82-3204	210	35	100	100	0	0%
Materials & Services Totals:		63,060	77,892	72,660	72,660	0	0%
Special Payments							
Property Taxes	82-3800	427	427	640	470	(170)	- 26%
Special Payments Totals:		427	427	640	470	(170)	- 26%
Total Expenditures:		245,882	318,571	378,990	407,300	28,310	7%

Parks & Land Acq. Maint

Mission Statement

This fund serves as a caretaker for the proceeds from the sale of County park land and donations. This fund is used for capital improvements and grant projects within the County parks system.

Department Overview

The resources of this fund at this time are entirely from the sale of Sunset Beach property and the Delaura Beach property to the State Parks Department. The Sunset Beach property is used for Lewis and Clark Fort to Sea Trail which starts at Fort Clatsop and ends at the Sunset Beach property. The Delaura beach property was sold to State Parks for expansion of Fort Stevens State Park. This money is dedicated to develop and operate the County Parks system.

Major Accomplishments

With the major boating facility improvements completed at Westport County Park, the Recreational Lands Planning and Advisory Committee has continued their planning and discussions in regards to the day-use area and playground improvements for this park site. The Committee has also continued discussions with the intent to update the 2006 Parks Master Plan FY 2023-24.

Budget Highlights

In the requested FY 2023-24 budget we have allocated \$20,000 in line item 82-2129 for unallocated projects. These funds will be used for any potential grant or improvement projects that are identified in our Parks Master Plan that may present potential during the year. These funds will also help fund any equipment failures or replacements that we may need for maintenance in the parks system. This budget also has the annual transfer of \$50,000 to the 1795 Park Maintenance fund to help support the parks operational budget.

Funding Sources

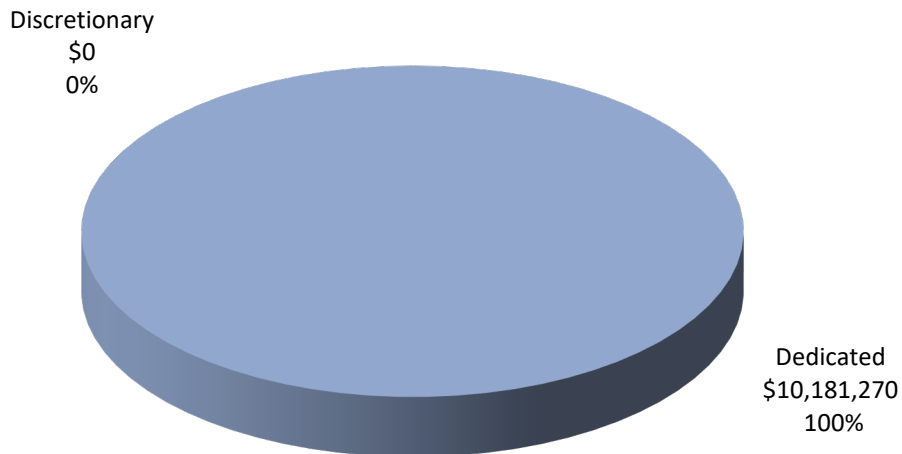
Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Beginning Balance	913,265	864,889	805,900	741,600	(64,300)	- 7%
Interest On Investments	6,907	7,146	5,000	20,000	15,000	300%
Unrealized Gain/Loss	0	481	0	0	0	0%
Realized Gain on Investment	0	0	0	0	0	0%
State Support PE01-01	0	0	0	0	0	0%
Sale of Park Land	0	0	0	0	0	0%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Donations	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Total Revenue:	920,172	872,516	810,900	761,600	(49,300)	- 6%
Total Unappropriated Budget:	864,889	791,808	0	0	0	0%
Total Budgeted Resources:	55,284	80,708	810,900	761,600	(49,300)	- 6%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	10,284	30,708	22,400	21,600	(800)	- 3%
Transfer Out	45,000	50,000	50,000	50,000	0	0%
Contingency	0	0	738,500	690,000	(48,500)	- 6%
Total Expenditures:	55,284	80,708	810,900	761,600	(49,300)	- 6%

Summary							
Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Materials & Services							
Investment Premium	82-2004	0	9,119	0	0	0	0%
Unapportioned Projects	82-2129	9,184	20,290	20,000	20,000	0	0%
Maintenance S.I.G.	82-2300	0	0	0	0	0	0%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	1,100	1,300	2,400	1,600	(800)	- 33%
Materials & Services Totals:		10,284	30,708	22,400	21,600	(800)	- 3%
Capital Outlay							
Structures & Improvements	82-4100	0	0	0	0	0	0%
Capital Outlay Totals:		0	0	0	0	0	0%
Transfers Out							
Transfer to General Fund	82-8001	45,000	50,000	50,000	50,000	0	0%
Transfers Out Totals:		45,000	50,000	50,000	50,000	0	0%
Contingencies							
Appropriation for Contin.	82-9900	0	0	738,500	690,000	(48,500)	- 6%
Contingencies Totals:		0	0	738,500	690,000	(48,500)	- 6%
Total Expenditures:		55,284	80,708	810,900	761,600	(49,300)	- 6%

**Clatsop County Functions/Programs
Budget
Clatsop County Service Districts 2023-2024
Total \$10,181,270**



Organizational units included within this functional area in the order they appear within the budget document are:

Rural Law Enforcement District
Road District No. 1
Westport Sewer Service

Westport Sewer Equipment
4-H & Extension

The chart above represents the type of funding, discretionary or dedicated, available for this functional area. The proposed expenditure appropriation for each budget included in this functional area are located on the following pages in this section.

TOTAL FTE - 0

Sheriff Rural Law Enf Dis

Mission Statement

The mission of the Sheriff's Office is to provide professional public safety services committed to the values of integrity, duty, compassion and courage.

Department Overview

The Clatsop County Rural Law Enforcement District provides enhancements to the Sheriff's Office Criminal Division budget and a modest amount to the Sheriff's Support and Marine Patrol budgets. These funds are transferred to those budgets and accounted for in their respective individual line items. Included in the responsibility of the RLED is the cost for associated 911 dispatch services, cost of auditing, insurance and indirect cost allocation. Large capital expenses such as vehicles, buildings and equipment that become the responsibility of the RLED are paid directly from the RLED budget. Personnel expenses and materials and supplies expenses are transferred quarterly into the General Fund commensurate to total funds expended. The RLED has a five person elected Advisory Board that reviews and approves the requested budget and recommends this budget to the Clatsop County Budget Committee.

Budget Highlights

This is a status quo budget with no new RLED staff or programs. Personnel service costs have increased due to step, cost of living and health insurance increases. Material and Services increases are primarily due to inflationary costs such as fuel, insurance, and equipment. The Enforcement Division is purchasing new body cameras at a cost of \$53,000 and this expense is shared equally (50%) by RLED. Towing is another substantial increase to \$20,000 of which the RLED is responsible for \$10,000. This will allow the removal of 8 abandoned trailers/motorhomes from County rights of way. We share a part of the cost with Public Works (destruction and transport of debris).

Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Beginning Balance	2,796,855	2,445,724	1,910,350	1,868,560	(41,790)	- 2%
Property Taxes Current Yr	1,539,350	1,580,123	1,617,640	1,685,310	67,670	4%
Property Taxes Prior Year	52,682	30,205	40,000	40,000	0	0%
GP Reserve Revenue	4,798	2,124	2,120	0	(2,120)	- 100%
SIP-06-02 Taxes	115,623	111,490	108,600	0	(108,600)	- 100%
Land Sales	2,669	0	0	0	0	0%
HERT - Heavy Equip Rental Tax	0	0	0	500	500	100%
Refuge Revenue Sharing	0	0	0	0	0	0%
Interest On Investments	26,546	12,295	10,600	50,000	39,400	371%
Unrealized Gain/Loss	0	(6,738)	0	0	0	0%
Realized Gain on Investment	0	0	0	0	0	0%
Timber Sales	1,081,431	1,017,763	1,083,570	1,083,570	0	0%
BVP Grant	0	0	0	0	0	0%
Rev. Refunds & Reim.	0	300	0	0	0	0%
Equip. Auction-Sales-Rental	13,155	2,071	0	150	150	100%
Insurance Loss Proceeds	24,098	0	0	0	0	0%
Total Revenue:	5,657,207	5,195,358	4,772,880	4,728,090	(44,790)	- 0%
Total Unappropriated Budget:	2,445,724	1,986,061	65,320	0	(65,320)	- 100%
Total Budgeted Resources:	3,211,483	3,209,296	4,707,560	4,728,090	20,530	0%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	0	0	1,397,970	1,405,760	7,790	0%
Personnel Benefits	2,303,831	2,347,320	997,180	1,002,550	5,370	0%
Materials & Services	747,614	727,412	753,300	801,800	48,500	6%
Special Payments	26,000	26,000	26,000	26,000	0	0%
Capital Outlay	134,038	108,564	128,400	170,600	42,200	32%
Contingency	0	0	1,404,710	1,321,380	(83,330)	- 5%
Total Expenditures:	3,211,483	3,209,296	4,707,560	4,728,090	20,530	0%

Summary

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Personnel Services							
Undersheriff	82-1110	0	0	73,430	76,740	3,310	4%
Lieutenant	82-1113	0	0	68,500	71,580	3,080	4%
Sergeant	82-1116	0	0	220,850	238,690	17,840	8%
Support Div Supervisor	82-1117	0	0	28,690	27,280	(1,410)	- 4%
Special Detective	82-1177	0	0	95,840	102,750	6,910	7%
Civil Technician	82-1187	0	0	0	0	0	0%
Evidence Technician	82-1190	0	0	0	45,280	45,280	100%
Staff Assistant	82-1191	0	0	91,520	0	(91,520)	- 100%
CHL Specialist	82-1198	0	0	0	11,730	11,730	100%
Deputy Sheriff Senior II	82-1515	0	0	299,900	286,250	(13,650)	- 4%
Deputy Sheriff Senior I	82-1516	0	0	123,240	127,010	3,770	3%
Deputy Sheriff	82-1520	0	0	140,890	186,430	45,540	32%
Resident Deputy	82-1521	0	0	248,180	175,720	(72,460)	- 29%
Accountant II	82-1848	0	0	6,930	7,020	90	1%
Accountant I	82-1850	0	0	0	0	0	0%
Enforcement Records Specialist	82-1852	0	0	0	49,280	49,280	100%
Corrections Record Technician	82-1853	0	0	0	0	0	0%
Temporary - Dep. Sheriff	82-1915	0	0	35,000	35,000	0	0%
Overtime	82-1945	0	0	92,780	96,920	4,140	4%
Remuneration	82-1947	0	0	24,110	21,480	(2,630)	- 10%
F.I.C.A.	82-1950	0	0	116,170	120,170	4,000	3%
FMLA	82-1952	0	0	0	6,280	6,280	100%
Retirement	82-1955	0	0	359,410	382,300	22,890	6%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	0	0	265,290	248,970	(16,320)	- 6%
Dental Insurance	82-1965	0	0	31,320	23,650	(7,670)	- 24%
HSA/HRA Contribution	82-1966	0	0	25,360	25,650	290	1%
Benefits Admin Fees	82-1967	0	0	420	400	(20)	- 4%
Life/AD&D Insurance	82-1970	0	0	1,320	1,370	50	3%
Salary Continuation Insur	82-1972	0	0	1,600	1,920	320	20%
S.A.I.F.	82-1975	0	0	42,880	36,870	(6,010)	- 14%
Unemployment	82-1980	0	0	1,520	1,570	50	3%
Personnel Services	82-1985	2,303,831	2,347,320	0	0	0	0%
Personnel Services Totals:		2,303,831	2,347,320	2,395,150	2,408,310	13,160	0%
Materials & Services							
Investment Premium	82-2004	0	412	0	0	0	0%
Insurance	82-2200	121,960	127,733	146,900	168,670	21,770	14%
General Equipment	82-2268	8,840	330	10,000	10,000	0	0%

Summary Cont.

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Maintenance S.I.G.	82-2300	1,612	4,347	10,000	7,500	(2,500)	- 25%
Membership Fees And Dues	82-2370	549	549	650	650	0	0%
Office Furniture & Equipment	82-2454	73	1,450	1,000	1,000	0	0%
PC Equipment	82-2455	7,563	870	1,500	1,500	0	0%
Auditing And Accounting	82-2462	2,350	2,350	2,350	2,350	0	0%
Contractual Services	82-2471	10,281	8,722	9,800	10,000	200	2%
RLED Discretionary Programs	82-2482	12,067	3,824	12,500	10,000	(2,500)	- 20%
Ballistics Vests - RLED	82-2690	7,839	11,936	11,000	10,000	(1,000)	- 9%
Flash And Seed Money	82-2774	0	0	0	0	0	0%
Vehicle Maintenance & Use	82-2923	0	0	0	0	0	0%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Materials & Services	82-2967	473,780	466,189	442,800	473,930	31,130	7%
Indirect Cost Allocation	82-3210	100,700	98,700	104,800	106,200	1,400	1%
Materials & Services Totals:		747,614	727,412	753,300	801,800	48,500	6%
Special Payments							
Special Payment to Marine Patr	82-3820	26,000	26,000	26,000	26,000	0	0%
Special Payment to Special Pro	82-3823	0	0	0	0	0	0%
Special Payments Totals:		26,000	26,000	26,000	26,000	0	0%
Capital Outlay							
Structures & Improvements	82-4100	0	0	0	32,000	32,000	100%
Automotive Equipment	82-4200	134,038	108,564	128,400	138,600	10,200	7%
Miscellaneous Equipment	82-4900	0	0	0	0	0	0%
Capital Outlay Totals:		134,038	108,564	128,400	170,600	42,200	32%
Contingencies							
Appropriation for Contin.	82-9900	0	0	1,404,710	1,321,380	(83,330)	- 5%
Contingencies Totals:		0	0	1,404,710	1,321,380	(83,330)	- 5%
Total Expenditures:		3,211,483	3,209,296	4,707,560	4,728,090	20,530	0%

Sheriff's Office Patrol Vehicle(s)

Department Priority:	1		
Location:	1190 SE 19th St Warrenton, OR		
Link to Other Project(s):			
Description:	Replacement of two (2) Patrol vehicles		
Justification:	Replace current Sheriff's office patrol vehicles which will have over 160,000 miles at time of replacement. This is in accordance with the RLED vehicle replacement schedule. Special Projects will purchase one (1) vehicle.		
Alternatives:	Continue to operate vehicle with knowledge that maintenance costs will increase as will the likelihood of an expensive repair.		
Operating Impact:			
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition		
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input checked="" type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 2 Unit Cost: 44,800 Installation Fee: 24,500 Trade in Credit: 0 <hr/> Net Cost: 69,300	Total <hr/> 89,600 49,000 0 <hr/> 138,600

Sheriff's Office Heater Replacement

Department Priority:	2		
Location:	1190 SE 19th, Warrenton, OR		
Link to Other Project(s):			
Description:	Rural Law Enforcement District's share of the heater replacement project		
Justification:	The current heaters are at end of life and are in need of replacement.		
Alternatives:	Continue to use the current system and replace units as they fail.		
Operating Impact:	None		
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition		
Request Category:	<input checked="" type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 32,000 Installation Fee: 0 Trade in Credit: 0 <hr/> Net Cost: 32,000	Total <hr/> 32,000 0 0 <hr/> 32,000

Road District #1

Mission Statement

The Road District receives property tax revenues which are used for the maintenance and improvement of County Roads.

Department Overview

Road District No. 1 is an independent County road district governed by the Board of Commissioners. The District receives revenues from a permanent property tax base levy. The District also receives a portion of the timber revenue generated from sales from forest trust land within unincorporated Clatsop County through the Oregon Department of Forestry. These receipts are distributed to the Road Administration, Road Maintenance and Construction and Road Contingency funds.

Major Accomplishments

Transferred \$4,039,320 to support the Road Equipment Replacement, Road Maintenance and Road Contingency organization units.

Budget Highlights

The Road District Fund is projecting a 3% increase in revenues due to higher estimated beginning balance. There is no longer any GP Reserve Revenue and timber revenue is projected as the same from the previous budget year. Since this fund is supported by property taxes and timber revenue, staff continue to monitor the potential impacts of the proposed habitat conservation plan. This fund will transfer \$4,191,050 to support the Road Equipment Replacement, Road Maintenance and Road Contingency organization units.

Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Beginning Balance	551,047	883,121	11,630	195,370	183,740	1579%
Property Taxes Current Yr	2,176,914	2,234,575	2,287,630	2,383,320	95,690	4%
Property Taxes Prior Year	74,504	42,715	54,000	54,000	0	0%
GP Reserve Revenue	6,786	3,004	0	0	0	0%
SIP-06-02 Taxes	163,533	157,687	153,600	0	(153,600)	- 100%
Land Sales	3,774	0	0	0	0	0%
HERT - Heavy Equip Rental Tax	0	0	0	0	0	0%
Refuge Revenue Sharing	0	0	0	0	0	0%
Interest On Investments	5,689	3,141	3,000	26,000	23,000	766%
Timber Sales	1,529,334	1,439,297	1,532,360	1,532,360	0	0%
Total Revenue:	4,511,581	4,763,540	4,042,220	4,191,050	148,830	3%
Total Unappropriated Budget:	883,121	311,990	0	0	0	0%
Total Budgeted Resources:	3,628,460	4,451,550	4,042,220	4,191,050	148,830	3%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	4,850	2,550	2,900	2,900	0	0%
Special Payments	3,623,610	4,449,000	4,039,320	4,188,150	148,830	3%
Total Expenditures:	3,628,460	4,451,550	4,042,220	4,191,050	148,830	3%

Summary

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Materials & Services							
Auditing And Accounting	82-2462	2,350	2,350	2,700	2,700	0	0%
Indirect Cost Allocation	82-3210	2,500	200	200	200	0	0%
Materials & Services Totals:		4,850	2,550	2,900	2,900	0	0%
Special Payments							
Special Payment to General Roa	82-3802	3,623,610	4,449,000	4,039,320	4,188,150	148,830	3%
Special Payments Totals:		3,623,610	4,449,000	4,039,320	4,188,150	148,830	3%
Transfers Out							
Transfer to General Road	82-8002	0	0	0	0	0	0%
Transfers Out Totals:		0	0	0	0	0	0%
Total Expenditures:		3,628,460	4,451,550	4,042,220	4,191,050	148,830	3%

Westport Sewer Service

Mission Statement

The District is responsible for the operation and maintenance of the sewer system in Westport.

Department Overview

The Westport Sewer Service District is a Special District with oversight by the Board of County Commissioners. The district is responsible for the operation and maintenance of the sewer system in Westport, an unincorporated community, serving 91 connections. The system involves plant operations, sewer lines, manholes and individual septic tanks, including their pumping and repair. The administration and oversight of the District is provided by the County Roads Division and charged back to the District.

Major Accomplishments

The sewer plant maintenance this year included purchase of UV bulbs and parts which are paid from the equipment replacement fund. The District hired an engineer to prepare a Facilities Plan for the sewer district which is ongoing. This Facilities Plan is the first step needed to secure additional Grant funding and should be completed midway through the fiscal year. Sewer rates were increased to ensure funding to meet DEQ requirements and complete needed improvements. Staff used American Rescue Plan Funds to catch up on past due septic tank pumping that has fallen behind because of the lack of local locations that will accept septage and the limitation of the amount that each septic hauler can dump at the Rainier treatment plant, the only local plant accepting septage. Staff implemented a temporary UV system to supplement the existing UV system.

Budget Highlights

Revenues are slightly higher due to a higher beginning balance and higher projection of user fees from the previous year. The Materials & Services have decreased by 8% due mostly to a reduction in Professional and Special Services. The Septic Tank Pumping was maintained at \$16,000 in order to pump tanks that are overdue on the pumping schedule. Staff are planning on replacing the existing UV units should the temporary UV system prove to be effective.

Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Beginning Balance	70,757	92,163	94,140	144,700	50,560	53%
Community Plan Funding	0	21,200	0	0	0	0%
Interest On Investments	593	527	300	1,500	1,200	400%
State Support PE01-01	0	0	20,000	0	(20,000)	- 100%
ARPA Funding	0	19,000	0	0	0	0%
Users Fees	109,562	112,298	110,000	115,000	5,000	4%
S.A.I.F. Reimbursement	92	0	0	0	0	0%
Rev. Refunds & Reim.	0	0	0	0	0	0%
NSF Check Fee	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Total Revenue:	181,004	245,188	224,440	261,200	36,760	16%
Total Unappropriated Budget:	92,163	102,768	0	0	0	0%
Total Budgeted Resources:	88,841	142,420	224,440	261,200	36,760	16%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	79,286	130,865	124,800	114,730	(10,070)	- 8%
Special Payments	1,329	1,153	1,040	850	(190)	- 18%
Debt Service	6,226	6,402	6,590	6,770	180	2%
Transfer Out	2,000	4,000	9,000	4,000	(5,000)	- 55%
Contingency	0	0	83,010	134,850	51,840	62%
Total Expenditures:	88,841	142,420	224,440	261,200	36,760	16%

Summary

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Personnel Services							
Sewer System Opr	82-1710	0	0	0	0	0	0%
F.I.C.A.	82-1950	0	0	0	0	0	0%
FMLA	82-1952	0	0	0	0	0	0%
Retirement	82-1955	0	0	0	0	0	0%
S.A.I.F.	82-1975	0	0	0	0	0	0%
Unemployment	82-1980	0	0	0	0	0	0%
Personnel Services Totals:		0	0	0	0	0	0%
Materials & Services							
Telephones	82-2070	0	0	0	1,020	1,020	100%
Insurance	82-2200	2,945	3,287	3,790	4,540	750	19%
License And Permit Fees	82-2240	3,853	6,209	4,280	4,420	140	3%
Maintenance - Equipment	82-2260	392	75	1,000	1,500	500	50%
Maintenance S.I.G.	82-2300	658	1,928	4,000	4,000	0	0%
Membership Fees And Dues	82-2370	500	500	500	500	0	0%
Office Supplies	82-2410	103	62	250	250	0	0%
Postage And Freight	82-2419	425	529	500	500	0	0%
Prof And Spec Services	82-2450	34,358	58,859	65,660	41,430	(24,230)	- 36%
Auditing And Accounting	82-2462	2,250	2,250	2,250	2,250	0	0%
Contractual Services	82-2471	0	0	0	0	0	0%
Administrative Costs	82-2473	5,000	5,000	5,000	5,000	0	0%
Publ. And Legal Notices	82-2600	42	46	150	300	150	100%
Chemicals	82-2844	946	1,664	1,500	1,500	0	0%
Septic Tank Pumping	82-2955	12,751	27,613	16,000	16,000	0	0%
Road Department Services	82-2959	4,196	8,815	10,000	10,000	0	0%
Utilities	82-2960	4,169	5,228	4,920	4,920	0	0%
Indirect Cost Allocation	82-3210	6,700	8,800	5,000	16,600	11,600	232%
Materials & Services Totals:		79,286	130,865	124,800	114,730	(10,070)	- 8%
Special Payments							
Interest Expense	82-2648	1,290	1,114	940	750	(190)	- 20%
Property Taxes	82-3800	39	39	100	100	0	0%
Special Payment to Trust Accou	82-3822	0	0	0	0	0	0%
Special Payments Totals:		1,329	1,153	1,040	850	(190)	- 18%
Debt Service							
Loan Paydown	82-2646	6,226	6,402	6,590	6,770	180	2%
Debt Service Totals:		6,226	6,402	6,590	6,770	180	2%
Transfers Out							
Transfer to Westport Equip	82-8386	2,000	4,000	9,000	4,000	(5,000)	- 55%
Transfers Out Totals:		2,000	4,000	9,000	4,000	(5,000)	- 55%
Contingencies							

Appropriation for Contin.	82-9900	0	0	83,010	134,850	51,840	62%
Contingencies Totals:		0	0	83,010	134,850	51,840	62%
Total Expenditures:		88,841	142,420	224,440	261,200	36,760	16%

Westport Sewer Equipment

Mission Statement

Provide funds to replace equipment necessary for the operation of the Westport Sewer Service District.

Department Overview

This fund is for replacement of equipment required for the operation of the Westport Sewer District. It is funded by money transferred from the Westport Sewer Service District fees and any other available sources to provide for current and future equipment requirements.

Major Accomplishments

This year included general maintenance on pumping systems and the UV and chemical feed systems. The facilities plan was completed this budget year which will be used to obtain funding to replace recommended equipment and processes in order for the treatment plant facility to operate more efficiently. A temporary UV system was installed to help treat the effluent until such time as permanent measures are installed.

Budget Highlights

Westport Sewer staff are planning to use American Rescue Plan Funds to do a thorough cleaning of the plant and all of its tanks, manholes and vaults to remove sludge buildup that has occurred over time. This was delayed from the previous year to allow time for the filter pods to be cleaned. Along with this, staff are proposing to do another round of past due septic tank pumping and replacement of the aging UV treatment systems. This year's beginning balance is \$236,610 higher due to a carryover of American Rescue Act funds. Contractual Services was increased by 39% in anticipation of plant cleaning, UV replacement and past due septic pumping.

Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Beginning Balance	27,396	15,283	8,030	244,640	236,610	2946%
Community Plan Funding	65,800	0	0	0	0	0%
Interest On Investments	204	168	100	2,700	2,600	2600%
State Support PE01-01	0	0	0	0	0	0%
ARPA Funding	0	151,000	130,000	0	(130,000)	- 100%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Transfer from Westport Sewer	2,000	4,000	9,000	4,000	(5,000)	- 55%
Total Revenue:	95,399	170,451	147,130	251,340	104,210	70%
Total Unappropriated Budget:	15,283	164,308	0	0	0	0%
Total Budgeted Resources:	80,116	6,143	147,130	251,340	104,210	70%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	4,062	6,143	145,500	203,300	57,800	39%
Capital Outlay	76,054	0	0	0	0	0%
Contingency	0	0	1,630	48,040	46,410	2847%
Total Expenditures:	80,116	6,143	147,130	251,340	104,210	70%

Summary

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Materials & Services							
Maintenance - Equipment	82-2260	3,562	1,678	4,900	7,200	2,300	46%
Prof And Spec Services	82-2450	0	406	500	500	0	0%
Contractual Services	82-2471	0	3,260	140,000	195,000	55,000	39%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	500	800	100	600	500	500%
Materials & Services Totals:		4,062	6,143	145,500	203,300	57,800	39%
Capital Outlay							
Buildings	82-4108	0	0	0	0	0	0%
Miscellaneous Equipment	82-4900	76,054	0	0	0	0	0%
Capital Outlay Totals:		76,054	0	0	0	0	0%
Contingencies							
Appropriation for Contin.	82-9900	0	0	1,630	48,040	46,410	2847%
Contingencies Totals:		0	0	1,630	48,040	46,410	2847%
Total Expenditures:		80,116	6,143	147,130	251,340	104,210	70%

4-H & Extension

Mission Statement

Oregon State University Extension Service in Clatsop County engages the people of Clatsop County with research-based knowledge and education focused on strengthening communities and economies, sustaining natural resources and promoting healthy families and individuals.

Department Overview

4-H Youth Development provides countywide educational activities that develop leadership and responsibility skills in youth and adults.

Agriculture Extension designs and delivers programs on Community Horticulture and Farming, including the coordination of the OSU Master Gardener program which provides horticultural education to the public. Applied research and educational assistance is also provided for small farms and dairy producers.

Coastal Fisheries develops programs that promote safe and sustainable fisheries, strengthens the long-term health and viability of the fishing industry, facilitates community conversations and conducts original research about conflicts related to living marine resources, and provides education for seafood consumers.

Coastal Hazards engages coastal residents and researchers to better understand the nature of our coastal hazards and explores ways for communities to become more resilient to these hazards.

Family and Community Health programs focus on Nutrition Education funded by the Oregon Family Nutrition Program, educating Supplemental Nutrition Assistance Program participants on how to make better food choices, handle food safely, and management of food resources.

Forestry and Natural Resources Extension is a trusted partner for all Oregonians, providing knowledge, innovation and expertise to help communities, economies, and forest ecosystems thrive-today and into the future. FNR collaborates and partners with producers, stewards, advocates, learners and extends science-based education and information to the broader community of people interested in forestry and working landscapes.

Forestry and Natural Resources Extension Fire Program works to create fire-adapted infrastructure, communities, and landscapes across the state of Oregon through awareness, education, and outreach. The Fire Program was created by the Oregon State Legislature and the program's budget is allocated by the legislature. In 2021, a Regional Fire Specialist for the Coast region, serving Columbia, Clatsop, Tillamook, and Lincoln Counties in their entirety and 7 counties partially, joined the OSU Extension - Clatsop County Office.

Major Accomplishments

4-H maintained a strong presence with 739 youth participating in clubs, school enrichment, and virtual workshops. Club-based programming had 356 members and 132 leaders. Programming included field days/shows, presentations, market animal programs, cooking/art/photography workshops, weekly virtual workshops, leadership events, overnight event, after school babysitting, selling at the Sunday Market, and the Clatsop County Fair. A total of 102 activities & meetings, 6610 client contacts, 53,000 media contacts, and 2,094 newsletters distributed, weekly email blasts, and 15,840 volunteer service hours.

Agriculture staff registered 32 Master Gardener Apprentices in the 2023 training class and maintained 37 Hardy Master Gardeners for a total of 69 active members, reaching 2,974 people and volunteering 2,857 hours. Provided public education at Gardening into Winter and Emerald Ash Borer presentation. Staffed plant clinics at the Extension Office and Astoria and Seaside Farmers Markets. Maintained three demonstration/learning gardens, donating 700 lbs. of produce to local food pantries. Awarded a \$2,000 scholarship. The OSU Small Farms program offered a Coast Farmer Retreat.

Coastal Fisheries – Marine safety in commercial fisheries remains a program focus, supporting Fishermen’s First Aid Safety Trainings; training instructors, and developing course materials. Increasing access and education about lifejackets for PNW fishermen with partners Englund Marine, City of Warrenton Marina, and local fishing vessels. Expanding the #EatOregonSeafood initiative, including photos/video featuring Clatsop County commercial fishing vessels/crew to educate consumers about local seafood products. Board member and organizer for the FisherPoets Gathering. Gladics was featured in an OPB video and OPB radio interview focused on the Dungeness crab fishery.

Coastal Hazards - Producing training materials in Spanish for distribution through outreach platforms through a grant "Advancing Inclusive Community Driven Hazards Training." Partnering with Consejo Hispano to conduct community surveys and focus groups in Spanish including easy access and providing food, childcare, and participant incentives. Presented emergency and earthquake/tsunami preparedness materials at the Hispanic/Latinx Heritage Celebration organized by Consejo Hispano in Seaside, attracting 343 attendees.

Family and Community Health (FCH) - Clatsop SNAP-Ed connects with local organizations and stakeholders to build community health resilience through nutrition education and policy, system, and environmental (PSE) change opportunities. The Coordinator position has been vacant for FY22-23. The state is filling this position with a new Coordinator in 2023. This position is state funded and supported by county staff.

Forestry and Natural Resources - Responded to community needs of Clatsop Co. concerning forest products, forestry, forest health, pest issues, including visits with home/landowners and community members, and as an expert for Ask Extension. Partnered with FNR Extension Agents to deliver education ensuring local groups are up-to-date on the invasive emerald ash borer. Collaborated with CEDR Job & Career Fair and Clatsop Co. Fair to plan/deliver community and youth events. Helped revive the Sixth Grade Forestry Day and worked together with CFEDC to deliver the Clatsop Forestry Tour for Community Leaders.

Forestry / Regional Fire Specialist (Coast) - Engaged with coastal Oregon communities on issues of transboundary land management for fire resilience and fire-adapted communities. Provided fire programming presentations to local watersheds, Consejo Hispano, and Community Health Advocacy Resource Team. Represented at the Clatsop Co. Fair and created wildfire and coastal hazards display (with materials in Spanish) at a Consejo Hispano Vaccination Clinic. Raising public awareness on the historic role of fire in the landscape, the home ignition zone, preparedness, smoke, etc.

Budget Highlights

Payments to OSU for 4-H & Extension Services is budgeted in the Contractual Services line item 82-2471. An additional detailed line-item budget can be supplied by the 4-H & Extension office for interested parties, however the detail includes the following highlights:

- Total expenses requested is \$ 435,610 (\$110,300.00 lower than the 2022-2023 budget request, due to savings in personnel and efforts to reduce spending to align with revenue amounts and save for future reduction in timber sale revenues).
- An operating contingency of \$ 313,979.00
- Revenues totaling \$ 749,589

When preparing this budget, long term financial sustainability of the District, along with the District's educational priorities and goals were considered.

The local budget requested of \$ 435,610 funds:

- \$273,100 personnel expenses for 3.47 support staff
 - 1.98 FTE Admin support to all programming
 - 1.0 FTE 4-H Educational Program Assistant
 - .49 FTE Master Gardener Educational Program Assistant, part time, temporary position
- \$162,510 operational funds (facilities, utilities, other administrative costs) and local programming supply funds and travel to deliver Extension programs, research, and education throughout Clatsop County.

Oregon State University funds 6.0 FTE Extension faculty (4-H, Fire Specialist, Coastal Fisheries, Coastal Hazards, Family Community Health, and Forestry).

In total, the OSU Extension office houses 6 program faculty, 2 program assistants and 3 support staff delivering Extension programming in 4-H, Forestry, Coastal Fisheries, Coastal Hazards, Family Community Health, OSU Master Gardener™, and Forest Fire Prevention/Preparedness.

Currently we are monitoring negotiations of an agreement between the Director of Extension and the Dean of the College of Agricultural Sciences that will frame the cost structure for Extension personnel occupying Agricultural Experiment Stations, such as the Seafood Lab, statewide. When this agreement is finalized we expect that a memorandum of understanding between Clatsop County Extension and the Seafood Lab will be drafted and a more favorable arrangement for shared expenses will be reached. This will lower our costs from what we have seen in the past. This process has taken much longer than expected and we appreciate the patience of all concerned.

The proposed budget differs from recent ones in the following ways:

- We are budgeting not to exceed our revenues with this year being a year in which we have preserved funds for carryover for next year to prepare for timber sale revenue reduction, should that occur. We decreased our spending in areas we could, postage, duplication costs, travel, telephone and publicity] while maintaining our current support for county fair and programming.
- Reduced personnel costs - our budget request in FY 2022-23 included funding for an Educational Program Assistant for the Master Gardener program, but with efforts to spend within our revenues, we instead hired a part-time, temporary position to cover the Master Gardener Training classes. This resulted in a cost savings to personnel while still providing needed support to the local program.
- Past budgets have included potential income/expenses related to securing a potential grant. We are not including income nor expenses related to grants that are not already secured due to their unpredictable nature.
- Program Innovation Fund (or Workshop Costs) were available funds for programming opportunities unforeseen at the time of budgeting. This allowed us the support/leverage needed to secure a proposal with needed upfront resources. This will be re-instated into future budgets once our OSU facility agreement is secure.
- The cost of the CIS liability policy and special district membership fee has been added to our budgeting.

Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Beginning Balance	268,849	229,217	228,180	285,270	57,090	25%
Property Taxes Current Yr	337,418	354,868	357,890	374,320	16,430	4%
Property Taxes Prior Year	11,431	6,594	7,000	7,000	0	0%
GP Reserve Revenue	1,052	471	0	0	0	0%
SIP-06-02 Taxes	8,304	8,008	7,800	0	(7,800)	- 100%
Land Sales	585	0	0	0	0	0%
HERT - Heavy Equip Rental Tax	0	0	0	0	0	0%
Refuge Revenue Sharing	0	0	0	0	0	0%
Interest On Investments	2,947	1,770	2,500	2,500	0	0%
Timber Sales	80,262	75,537	80,500	80,500	0	0%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Workshop	0	0	0	0	0	0%
Misc. Grants, etc.	3,570	0	20,000	0	(20,000)	- 100%
Miscellaneous Revenue	0	0	0	0	0	0%
Total Revenue:	714,419	676,464	703,870	749,590	45,720	6%
Total Unappropriated Budget:	229,217	255,459	0	0	0	0%
Total Budgeted Resources:	485,202	421,005	703,870	749,590	45,720	6%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	485,202	421,005	545,910	435,610	(110,300)	- 20%
Contingency	0	0	157,960	313,980	156,020	98%
Total Expenditures:	485,202	421,005	703,870	749,590	45,720	6%

General Fund Stabilization

Department Overview

To set aside timber revenue resources that are in excess of the fifteen (15) year low once Special Projects needs have been identified, in an effort to provide a long term resource for General Fund operations in the event that timber revenues received are insufficient in the future. This organizational unit will be used to meet any General Fund financial commitments in any year when the county's timber revenue projection is less than the total amount of current year commitments including the amount provided in the Special Projects fund and any debt payment obligations.

Funding Sources

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	0	0	0	0%
Timber Sales General Fund	0	0	0	0	0	0%
General Fund Support	2,000,000	0	0	0	0	0%
Total Revenue:	2,000,000	0	0	0	0	0%

Expenditures

Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	0	0	0	0	0	0%
Transfer Out	2,000,000	0	0	0	0	0%
Total Expenditures:	2,000,000	0	0	0	0	0%

Summary

Account Name	Account #	Actual 2020-2021	Actual 2021-2022	Adopted 2022-2023	Adopted 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Materials & Services							
Unapportioned Projects	82-2129	0	0	0	0	0	0%
Materials & Services Totals:		0	0	0	0	0	0%
Transfers Out							
Transfer to General Fund	82-8001	0	0	0	0	0	0%
Transfer to Other Funds	82-8165	2,000,000	0	0	0	0	0%
Transfers Out Totals:		2,000,000	0	0	0	0	0%
Total Expenditures:		2,000,000	0	0	0	0	0%

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GLOSSARY OF BUDGET TERMS

“Accrual Basis” is the method of accounting recognizing transactions when they occur without regard to cash flow timing.

“Activity” is a specific and distinguishable service performed by one or more organizational components of a municipal corporation to accomplish a function for which the municipal corporation is responsible. (ORS 294.311)

“Ad Valorem Tax” is a Tax based on the assessed value of a property.

“Adopted Budget” is the financial plan adopted by the governing body, which forms a basis for appropriations. (Local Budgeting in Oregon 2012 Edition)

“Appropriation” is an authorization granted by the governing body to make expenditures and to incur obligations for specific purposes, based on an adopted budget.

“Assessed Valuation” is a valuation set upon real estate or other property by government as a basis for levying taxes.

“Audit Report” is a report in a form that is prescribed by the state

“Balanced Budget” is a budget in which the resources equal the requirements in every fund.

“Base Budget” is a recurring set of funds provided to a department at the onset of each budget period. The base budget is used to keep the department functioning, and is derived from the previous year’s spending and adjustments such as inflation.

“Beginning Balance” is unrestricted working capital (resources) on hand at the end of the fiscal year, available to fund the next year’s operations. Typically, the fund balance is derived from actual revenues received less actual expenditures.

“Bond” is a written promise to pay a specified sum of money called face value or principal amount, at a specified date or dates in the future, together with periodic interest at a specified rate.

“Budget” is a plan of financial operation embodying an estimate of expenditures for a given period or purpose and the proposed means of financing the estimated expenditures. (ORS 294.311)

Budget Committee is the fiscal planning board of a local government, consisting of the governing body plus an equal number of legal voters appointed from the district. (ORS 294.336)

“Budget Documents” means the estimates of expenditures and budget resources as set forth on the estimate sheets, tax levy and the financial summary. (ORS 294.311)

“Budget Officer” is the person appointed by the governing body to assemble budget material and information and to prepare the proposed budget. (Local Budgeting in Oregon 2012 Edition)

“Budget Message” is a written explanation of the budget and the local government’s financial priorities.

“Budget Resources” are resources to which recourse can be had to meet obligations and expenditures during the fiscal year covered by the budget. (ORS 294.311)

“Capital Improvement Plan (CIP)” is a blueprint used for planning capital expenditures over the next five (5) years. The CIP is used to plan, budget, and finance the purchase and/or construction of large capital infrastructure, facilities, equipment, and other fixed assets.

“Capital Outlay” expenditures for the acquisition of capital assets. Capital Outlay are items that generally have a useful life of one or more years, such as machinery, land, furniture, equipment or buildings; and a cost of more than \$5,000.

“Capital Projects Fund” is a governmental fund type used to account and report for financial resources that are restricted, committed, or assigned to expenditures for capital outlays, including the acquisition or construction of capital facilities and other capital assets.

“Contingency” is a budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted; use of contingency requires Board approval.

“Current Year” means the fiscal year in progress. (ORS 294.311)

“Debt Service Fund” is a governmental fund type established to account and report financial resources that are restricted, committed, or assigned to the expenditure for to account for payment of general long-term debt principal and interest.

“Dedicated Revenue” also known as *Restricted Revenue* is funds that can only be spent for specific purposes because of constitutional provisions or enabling legislation, or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.

“Department” serves as a specific function as a distinct organizational unit within a given fund.

“Depreciation” the portion of the cost of a capital asset other than a wasting asset that is charged as an expense during a particular period.

“Discretionary Revenue” is the primary source of funds over which the governing body has some options regarding the activities/purposes to which they are allocated.

“Encumbrance” is the amount of money committed and set aside, but not yet expended, for the purchases of public goods or services.

“Enterprise Fund” is a proprietary fund type used to report an activity for which a fee is charged to external used for goods or services.

“Ending Fund Balance” is the amount set aside in the budget to be carried over to the next year’s budget. It provides the local government with cash until tax money or other revenues are received later in the year.

“Expenditures” means total amount incurred if accounts are kept on accrual basis; total amount paid if accounts are kept on a cash basis. (Local Budgeting in Oregon 2012 Edition)

“Fees” are charges for specific services levied by a local government in connection with providing a service, permitting an activity or imposing a fine or penalty.

“Fiduciary Funds” is any fund held by a government in a fiduciary capacity for an external party, ordinarily as an agent or trustee.

“Fiscal year” is the 12-month period beginning July 1 and closing on June 30. (ORS 294.311)

“Fixed Asset” is an asset of a long-term character such as land, buildings, furniture, vehicles, and other equipment with a useful life of more than 1 year and a unit value of \$5,000 or more.

“Full-Time Equivalent (FTE)” is the ratio of time expended in a part-time position to that of a full-time position. The ratio is derived by dividing the amount of employed time required in the part-time position by the amount of employed time required in a corresponding full-time position.

“Functional Area” is the grouping of budgets related to the types of activities provided, i.e. “Public Safety and Justice” includes all law enforcement-related organizational unit budgets.

“Fund” means a fiscal and accounting entity with self-balancing accounts to record cash and other financial resources, related liabilities, balances and changes; all segregated for specific regulated activities and objectives. (Local Budgeting in Oregon 2012 Edition)

“Fund Balance” means the fund equity of government funds. This is the assets minus the liabilities, leaving the dollars available to spend.

“General Fund” is a fund used to account for most fiscal activities except for those activities required to be accounted for in another fund. (Local Budgeting in Oregon 2001 Edition)

“General Fund Stabilization Account” an organizational unit used to set aside additional timber revenues received in an effort to provide a long term resource for General Fund operations in the event timber revenues received are insufficient in the future.

“Governmental Fund” a generic classification used by GASB to refer to all funds other than proprietary and fiduciary funds.

“Grant” is a contribution from one governmental unit to another, usually made for a specific purpose and time period.

“Indirect Costs” are costs incurred that cannot be identified specifically with a cost objective but benefit multiple cost objectives; i.e. IT, HR, County Manager, BOCC, County Counsel, Buildings & Grounds, etc.

“Intergovernmental Federal Revenues” are monies received from other governments; such as fiscal aids, shared taxes, and reimbursements for services.

“Intergovernmental State Revenues” are monies received from other state governments; such as fiscal aids, shared taxes, timber revenues, and reimbursements for services.

“Line-item Budget” is the traditional form of budgeting, in which proposed expenditures are based on individual objects of expense within a department or division. (Local Budgeting in Oregon 2001 Edition)

“Local Budget Law” establishes standard procedures for preparing, presenting, and administering the budgets of Oregon’s local governments.

“Local Option Tax” is a voter-approved tax that is levied in addition to the taxes generated by the permanent tax rate. Local option taxes can be for general operations, a specific purpose, or capital project. They are limited to 5 years unless they are for a capital project, then they are limited to the useful life of the project or ten years, whichever is less.

“Long-Term Financial Planning” is the process of aligning financial capacity with long-term service objectives. It is a highly collaborative process that combines financial forecasting with strategizing.

“Major Fund” governmental fund or enterprise fund reported as a separate column in the basic fund financial statements and subject to a separate opinion in the independent auditor’s report. Major fund types include: General Fund, Special Revenue Fund, Debt Service Fund, and Capital Projects Fund.

“Materials and Services” is a category of accounts which establish expenditures for the operating expenses of County departments and programs.

“Modified Accrual Basis” is the method of accounting where revenues are recognized in the period in which they become available and measurable, and expenditures are recognized at the time a liability is incurred pursuant to appropriation authority.

“Non-Major Fund Types” include the Enterprise Fund.

“Ordinance” is a written directive or act of a governing body that has full force and effect of law within the local government’s boundaries, provided it does not conflict with a State statute or constitutional provision.

“Organizational unit” is any administrative subdivision of the local government, especially one charged with carrying on one or more specific functions (such as a department, office or division). (Local Budgeting in Oregon 2012 Edition)

“Permanent Rate” is the maximum rate of ad valorem property taxes that a local government can impose. Taxes generated from the permanent rate can be used for any purpose. No action of the local government can increase the permanent rate.

“Personnel Service Expenses” are those expenses related to the compensation of salaried employees such as, health and accident insurance premiums, Social Security and retirement contributions, and civil service assessments.

“Program” is a group of related activities to accomplish a major service or function for which the government is responsible. (Local Budgeting in Oregon 2012 Edition)

“Property Taxes” Ad valorem tax or another tax on property certified to the county assessor by a local government unit.

“Proposed budget” is the financial and operating plan prepared by the budget officer and submitted to the public and budget committee for review. (Local Budgeting in Oregon 2001 Edition)

“Proprietary Fund” is also referred to as an *Enterprise Fund* is a fund established to account for operations that are financed and operated in a manner similar to private business enterprises; they are usually self-supporting.

“Resolution” is an order of a governing body. This requires less legal formality and has lower legal status than an ordinance. Statutes or character will specify which actions must be by ordinance and which may be by resolution.

“Resources” the estimated beginning fund balances on hand at the beginning of the fiscal year, plus all anticipated revenues. (Local Budgeting in Oregon 2012 Edition)

“Revenues” are monies received or anticipated by a local government from either tax or nontax sources.

“Special District” is an independent unit of local government generally organized to perform a single function. (i.e. sewer, roads, rural law enforcement, 4-H)

“Special Payments” are payments that include taxes, fees, or charges collected by one entity and then made to another organization on a pass-through basis, grants made or distributed to others that will be expended by them, and other expenditures that do not fit into one of the other expenditure categories.

“Special Revenue Fund” is a governmental fund type used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specific purposes other than debt service or capital projects.

“Strategic Plan” is the organization’s process of defining its strategy, or direction, and making decisions on allocating its resources to pursue this strategy as well as extending to control mechanisms for guiding the implementation of the strategy.

“Timber Revenue” the growing and harvesting of trees on both private and public forestland generates timber revenue. Local governments receive timber revenue from property taxes and severance taxes. Property taxes apply to the assessed value of privately owned forestland and severance taxes apply to the harvesting of timber on small tracts of forestland.

“Transfers” are amounts distributed from one fund to finance activities in another fund. Shown as an expenditure in the originating fund, and as revenue in the receiving fund.

“Transient Room Tax” is a tax collected for any rentals of rooms or space for a period of less than thirty (30) consecutive days.

“Unappropriated ending fund balance” is the amount set aside in the budget to be carried over to the next year’s budget. It provides the local government with cash until tax money or other revenues are received later in the year.

BUDGET DETAIL FORMATTING

Department sections are formatted in the following manner: Mission Statement (where applicable); Department Overview; Major Accomplishments for the current FY, Performance Measures (where applicable); Budget Highlights; Funding Sources; Expenditures; Staffing Summary; and Workload Measures; and followed up with an expenditure account detail. Appropriations are reported by activity or department and most funds consist of several activities.

Appropriation in most activities is reported in four major standard categories: Personal Services, Material and Supplies, Special Payments, and Capital Outlay.

State law proscribes the form of our budget and requires the actual expenditures be reported for the two prior years even if no appropriations are proposed for next year. In most cases these outdated activities are presented in the “In-active Budgets” section.

ABBREVIATIONS FOUND IN LINE/ITEM BUDGET:

2145	House Bill 2145
ACA.....	Affordable Care Act
AACE	American Association of Code Enforcement
AD	Alcohol & Drug
AD&D.....	Accidental Death & Dismemberment
AFSCME	American Federation State County Municipal Employees
AIC	Adults in Custody
A&T	Assessment and Taxation
B&F	Budget & Finance
B&G	Buildings & Grounds
BF	Breast Feeding
BCD	Building Codes Division
BiOP	Biological Opinion
BOCC	Board of County Commissioners
BOPTA	Board of Property Tax Appeals
BPA	Bonneville Power Administration
B/T	Bioterrorism
CBO	Community Based Organizations
CC.....	Clatsop County
CCA	Clatsop Community Action
CCare	Contraceptive Care
CCHA	Clatsop County Housing Authority
CCF	Commission on Children & Families
CCSO.....	Clatsop County Sheriff Office
CDC	Center for Disease Control & Prevention
CD.....	Community Development
CEDR	Clatsop Economic Development Resources
CEG	Conditionally Exempt Generators
CHART	Community Health Advocacy and Resource Team
CIP	Capital Improvement Plan
CLHO	Coalition of Local Health Officials

CREST	Columbia River Estuary Study Taskforce
DA	District Attorney
DEQ	Department of Environmental Quality
DD	Developmental Disabilities
DHS	Department of Human Services
DLCD	Department of Land Conservation and District
DOGAMI	Department of Geology and Mineral Industries
DSL	Division of State Lands
EH	Environmental Health
EMPG	Emergency Management Preparedness Grant
EOC	Emergency Operation Center
FEMA	Federal Emergency Management Agency
FICA	Social Security (County Share)
FOPPO	Federation of Oregon Parole & Probation Officers
FTE	Full Time Equivalent
GAAP	Generally Accepted Accounting Practices
GASB	Governmental Accounting Standards Board
GFOA	Government Finance Officers Association
GIS	Geographic Information System
GP	Georgia Pacific
HAVA	Help America Vote Act
HCP	Habitat Conservation Plan
HDHP	High Deductible Health Plan
HHS	Health and Human Services
HHW	Household Hazardous Waste
HIDA	High Intensity Drug Trafficking Area
HSA	Health Savings Account
IDD	Intellectually or Developmentally Delayed
IT	Information Technology
JLUS	Joint Land Use Study
LAN	Local Area Network
LAWDUC	Land and Water Development Use Code
LCDC	Land Conservation & Development Commission
LEPC	Local Emergency Planning Committee
LNG	Liquefied Natural Gas
LTFP	Long Term Financial Plan
LUBA	Land Use Board of Appeals
M	Million
MCH	Maternal and Child Health
MCM	Maternal Case Management
MHS	Mental Health Services
NC	North Coast
NCBP	North Coast Business Park
NOAA	National Oceanic and Atmospheric Administration
NSF	Non-Sufficient Funds
NW	North West
ODF&W	Oregon Department of Fish & Wildlife
ODOT	Oregon Department of Transportation
OHA	Oregon Health Authority

OHP	Oregon Health Plan
OHSU	Oregon Health and Sciences University
OHV	Off Highway Vehicles
ONA	Oregon Nurse's Association
OCCRI	Oregon Climate Change Research Institute
OWW	Onsite Sewage Systems
PHEP	Public Health Emergency Preparedness
P&P	Parole & Probation
PERS	Public Employees Retirement System
PW	Public Works
PTO	Police Training Officer
RLED	Rural Law Enforcement District
RFP	Request for Proposals
RTS & LEA	Rents and Leases
SAIF	State Accident Insurance Fund
SB	Senate Bill
SBHC	School Based Health Center
SE	Service Element
S.I.G	Structure, Improvements and Grounds
SIP	Strategic Investment Plan
SSP	Syringe Service Program
STI	Sexually Transmitted Infection
STR	Short Term Rentals
TRL	Tobacco Retail License
TRT	Transient Room Tax
TEFIP	Tsunami Evacuation Facilities Plan
TX	Treatment
UAL	Unfunded Actuarial Liability
VOCA	Victims of Crime Act
VSO	Veterans Service Officer
WIC	Women, Infants, & Children



Assessment & Taxation Work Plan

Clatsop County
Assessment & Taxation
800 Exchange, Suite 210
Astoria, OR 97103
Phone: 503-325-8522
assessor@clatsopcounty.gov



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Department Overview

The responsibilities of the Assessment & Taxation encompass a wide variety of statutorily required duties and tasks including:

- Appraisal and assessment of property
- Collection and distribution of property taxes for more than 60 taxing jurisdictions
- Recording and maintenance of all ownership and cartographic changes to the Assessment/Tax Rolls.
- Quarterly distributions of State Forest Products Revenue
- Administration and collection and distribution of Short Term Rental revenues

APPRAISAL: Appraisal of all real property and manufactured structures; explanation and defense of appraisals; maintain personal property, commercial and industrial property records and values; preparation of ratio studies; maintain cyclical reappraisal program.

ASSESSMENT & CARTOGRAPHY: Aid public, administrative support, administer Veteran's exemption's, Senior Citizen's Deferral and Manufactured Structure records. Maintain County mapping of tax lots, ownership and legal descriptions, special assessments, annexations and tax code control.

TAX COLLECTION: Collection and distribution of property taxes; special assessments, tax accounting, preparation and control of refunds; foreclosure proceedings; and warrant processing and collection. Quarterly Distribution of State Forest Products Revenues.

TRANSIENT ROOM TAX: Collection and distribution of Transient Room taxes, issuance of liens and management of delinquent collections, and oversee and facilitate Clatsop County Short Term Rental Permits.

Department Highlights

ASSESSMENT & TAX COLLECTIONS

Distributed 97.9% of 2021/22 tax collections to over 60 taxing districts per ORS 311.385 by June 30, 2022. The high percentage of collections has remained steady. Certified the 2022/23 Tax Roll of \$103,377,021. E-Statements and online Credit/debit payments continue to be popular options to making payments.

All mandatory requirements set forth by Statute and Rule, along with those required to receive the CAFFA Grant for A&T Funding were completed timely.

21/22 Forest Products Revenue of \$19,168,557.33 distributed to districts in the tax code in which the sales occurred.

SHORT TERM RENTAL/TRANSIENT ROOM TAX

Staff processed 4,342 quarterly returns, received 0 permit applications and collected \$3,158,079.08 during the calendar year of 2022.

Appraisal

The Appraisal staff completed reappraisal of residential properties located on the west side of Hwy 101 and north of Broadway Street in the city limits of Seaside, a total of 1,221 accounts. Furthermore, the appraisal staff completed the reappraisal of 702 commercial/industrial accounts in the city limits of Seaside. In addition, 4,799 computer permits for building permits, segregations and other value adjustment operations were processed countywide for 2,943 accounts.

After tax statements were mailed out in October of 2022, 40 accounts were reviewed prior to property owners filing BOPTA petitions and only 5 accounts filed petitions. 2 residential properties in Seaside appealed to the Magistrate Division of the Oregon Tax Court. 1 commercial property in Seaside appealed to the Regular Division of the Oregon Tax Court.

Three Year Budget Overview

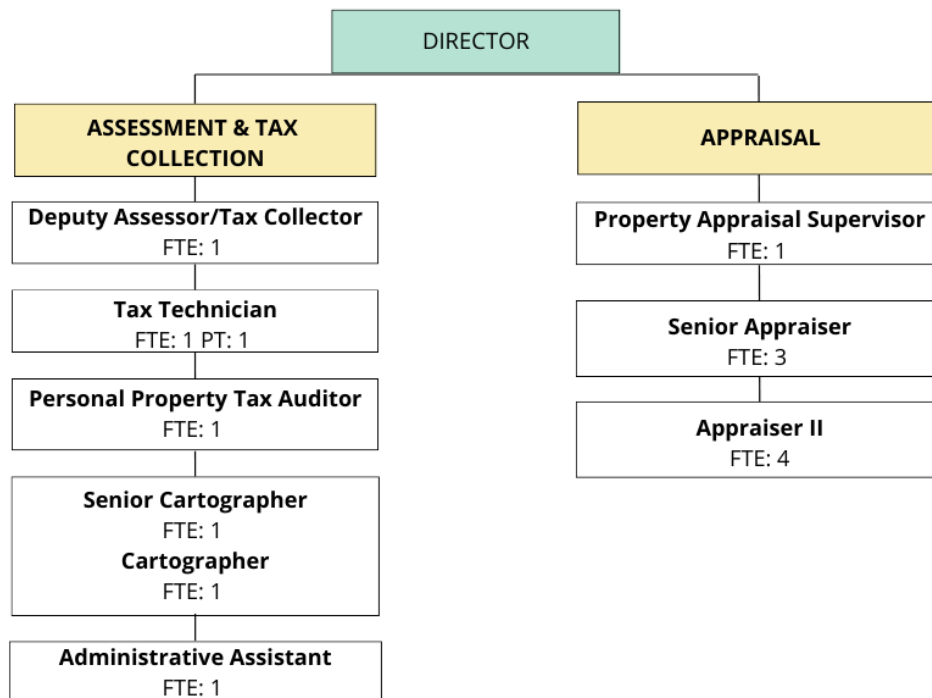
Expenditures						
Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	996,453	1,062,314	1,089,610	1,184,100	94,490	8%
Personnel Benefits	561,648	571,249	639,560	661,450	21,890	3%
Materials & Services	63,448	68,001	86,550	84,270	(2,280)	- 2%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	1,621,549	1,701,564	1,815,720	1,929,820	114,100	6%

Three Year Budget Overview Continued

Funding Sources						
Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Other Taxes	14,213	18,631	15,000	8,000	(7,000)	- 46%
Land Sales/County Share	666	165	0	0	0	0%
St. - A & T Funding	393,020	378,263	300,000	300,000	0	0%
PPE Grant	0	0	0	0	0	0%
Short-Term Rental Application	250	0	0	0	0	0%
Room Tax Determination Fees	50	0	0	0	0	0%
Boundary Adjustment Fees	2,860	3,405	2,500	2,500	0	0%
A & T Research Fees	72	535	300	300	0	0%
Annexations	0	210	0	1,500	1,500	100%
Warrant Recording Fees	6,103	8,269	5,000	5,000	0	0%
Application Fees	2,382	1,400	500	500	0	0%
Data Processing Fees	10,629	13,998	9,000	10,000	1,000	11%
GIS Fees & Income	0	20	0	0	0	0%
LOIS Title/Reg & Trip Fees	500	875	500	500	0	0%
Fees for Services	0	0	0	0	0	0%
Maps And Microfische Fees	172	200	100	100	0	0%
Copy Fees	899	525	700	200	(500)	- 71%
Miscellaneous Services	0	0	0	0	0	0%
Rev. Refunds & Reim.	932	0	0	0	0	0%
A&T Garnishee Fee	180	30	150	150	0	0%
Room Tax Lien Recording Fees	0	0	0	0	0	0%
NSF Check Fee	972	785	1,000	1,000	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Equip. Auction-Sales-Rental	0	0	0	0	0	0%
Insurance Loss Proceeds	0	0	0	0	0	0%
General Fund Support	1,187,650	1,274,254	1,480,970	1,600,070	119,100	8%
Total Revenue:	1,621,549	1,701,564	1,815,720	1,929,820	114,100	6%

Organization Chart

ASSESSOR/TAX COLLECTOR ORGANIZATION CHART





Clerk & Elections Work Plan

Clatsop County
Clerk & Elections
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Mission

Clatsop County Clerk and Elections Department is dedicated to providing accurate and efficient information. Serving and providing courteous and professional customer service, supporting the democratic processes, and preserving history.

Department Overview

ELECTIONS

The County Clerk is the chief election official for the County. The clerk's office coordinates and conducts all county, city, special district, state and federal elections. We ensure elections are conducted according to Oregon Election Laws and Secretary of State Directives.

Staff registers voters and maintains the statewide Oregon Voter Registration database for Clatsop County. Duties include verifying signatures, accepting county, city, and special district initiatives, referendums and referrals, and candidate filings, issuing and mailing ballots, producing a voters' pamphlet, managing drop site locations, accepting and processing returned ballots, providing assistance to voters, tallying ballots, and certifying election results.

RECORDING

The County Clerk is the official record keeper for Clatsop County, the record functions are governed by Oregon Revised Statutes (ORS) Oregon Administrative Rules (OAR).

The clerk's office is responsible for recording all real property transactions, deeds and mortgages, partition and subdivision plat maps, military discharges, marriage licenses and other documents as required by law.

County Administrative Policy sets forth the process for records.

BOARD OF PROPERTY TAX APPEALS

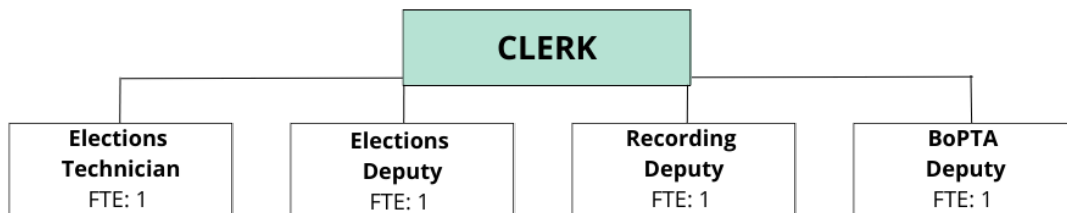
The County Clerk is officially the Clerk of the Board of Property Tax Appeals (BoPTA). The BoPTA Clerk accepts petitions, schedules hearings, and provides administrative assistance to the Board of Property Tax Appeals process.

The County Clerk serves as the liaison between the BoPTA Board members, taxpayers, and the Assessor.

The Board makes decisions to reduce property values or waive personal property late filing fees based on evidence provided by the taxpayer.

Department Organization Chart

CLERK & ELECTIONS ORGANIZATION CHART



Program Accomplishments

ADMINISTRATION

So far, this fiscal year:

- County Clerks office has processed 616 passport applications and taken 395 passport photos
- There have been 56 County Park passes issued and 21 Dog licenses issued
- We have received 14 OLCC renewals
- The Clerk has performed 4 wedding ceremonies

ELECTIONS

Conducted the November 8, 2022 Gubernatorial General Election. Ballots were mailed to 31,145 registered voters. County Clerk staff processed 20,559 voted ballots returned for a turnout of 66.01%.

Staff is preparing for the May 16, 2023 Regular Election for Special Districts. There are 101 open positions in 33 districts. There are four measures: Countywide, City of Warrenton, Clatsop Care Center Health District, and Lewis & Clark Rural Fire Protection District. A voters' pamphlet will be prepared and mailed to each household prior to the mailing of ballots.

RECORDINGS

- In 2023 the County Clerks office has recorded and indexed 1,020 documents.
- County Clerk staff indexed 46,185 pages of 8,867 digitized documents for 2022.
- Staff have provided 338 certified documents and have provided research for 151 requests.

BOARD OF PROPERTY TAX APPEALS (BoPTA)

Three BoPTA board members were appointed on October 12, 2022.

Eight property tax petitions were received by January 3, 2023. Three petitions were rejected and three were withdrawn. One petition was stipulated before the convening meeting.

One hearing was held on March 3, 2023.

Measures

	2019-2020	2020-2021	2021-2022
Updated Registrations	8,809	7,948	5,341
Ballots Issued	32,598	61,732	34,724
Ballots Received	15,352	31,374	13,169
Documents Recorded	11,857	13,465	8,867
Passports Processed	352	434	653
Marriage Licenses Issued	368	459	441
Research Requests	248	310	203
BoPTA Petition Filings	48	21	7

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Information Systems Work Plan

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Mission

The Clatsop County Department of Information Systems is dedicated to partnering with all county departments through professional customer service; to provide quality, reliable, and cost-effective technology solutions while supporting department specific technology needs.

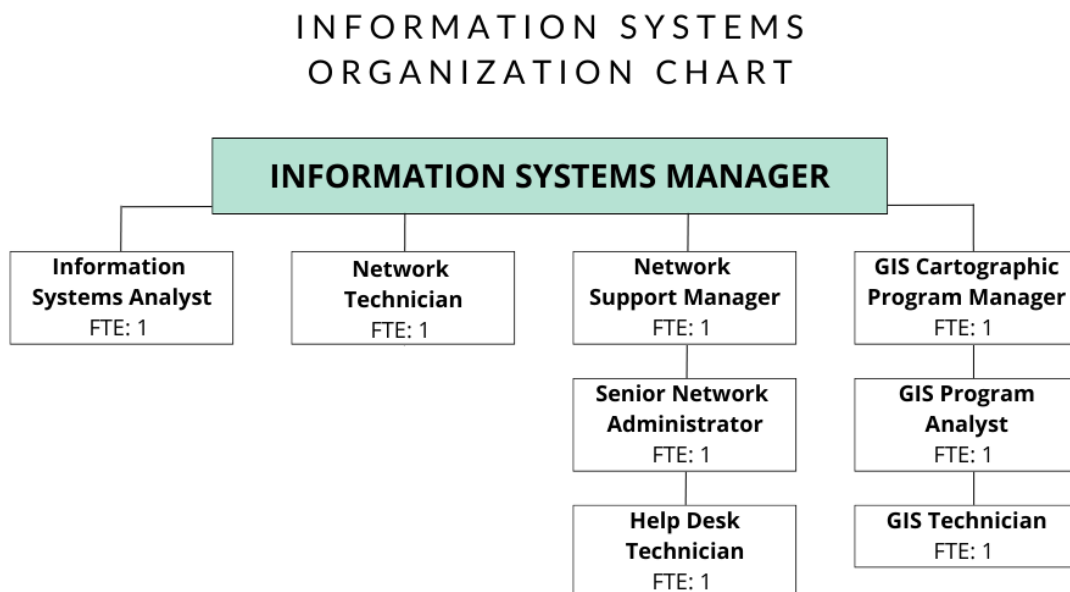
Department Overview

Information Systems (IS) is committed to providing integrated systems developed in a collaborative, solutions-oriented environment with a focus on customer service, operations efficiency, and fiscal accountability. IS is responsible for information technology, telecommunications, and office automation. IS supplies technical support for PC's, printers, servers, phone systems, and copiers including support for several remote locations. In coordination with the departments, IS develops and plans for information technology and communication needs for the County. The in-house software development team supports the core business client/server applications including Geographic Information Systems (GIS).

County infrastructure supported by Information Systems:

- Local Area Network
- Application Development (Financials, Assessment & Taxation, Clerks)
- PC and Printing Support
- Department Security Camera systems
- Logical Door access
- VOIP Phone system
- Mobile device management

Department Organization Chart



Budget

Expenditures						
Departmental Revenue Account Name	Actual 2020-2021	Actual 2021-2022	Budget 2022-2023	Requested 2023-2024	\$ Change 2023-2024	% Change 2023-2024
Salary & Wages	675,448	799,903	874,150	934,500	60,350	6%
Personnel Benefits	311,203	361,587	403,230	452,520	49,290	12%
Materials & Services	176,534	200,038	242,820	242,400	(420)	- 0%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	1,163,185	1,361,528	1,520,200	1,629,420	109,220	7%

Industry Trends in Information Systems

- The technology industry continues to move towards mobile data access, phones and tablets.
- GIS is being used more prominently to improve the communication between users, their data, and the story that is told by the data.
- The industry push to use more GIS to tell a story includes mobile based web apps, public safety and public engagement.
- Virtual meetings are no longer optional but are a requirement for daily business operations.
- Remote accessibility has transformed from a limited luxury to an expectation and is a key requirement in order for organizations to retain and recruit talent.
- Artificial intelligence will become more prevalent in 2023 with natural language processing and machine learning advancements.
- Datafication – modifying human chores and tasks into data-driven technology.

Department Programs

The Information Systems department employs a total of 9 positions and consists of 2 divisions. The 2 divisions are:

- Network Support Division (3 positions)
 - PC support
 - Network architecture and support
 - Printer support
 - Application development
 - Network installation
- GIS Division (3 positions)
 - Staff and public map requests
 - Development of web mapping applications
 - GIS data analysis and reporting
 - QA/QC precinct boundaries and district voter data
 - Provide geospatial display of department data

Accomplishments and Measures

- Completed a Countywide computer replacement.
- Upgraded from Windows 10 to Windows 11 operating system.
- Implemented an always on VPN solution so that County Employees can access files and applications from any location via their assigned laptop, as long as they have an internet connection available.
- Encouraged public engagement through the implementation of GIS Storymaps and Dashboards.
- Developed new GIS technologies that enable city planners to input real time permitting data for the Countywide housing initiative.
- Changed our Internet Service Provider and Phone service provider to increase our internet speed, increase internet and phone reliability, and reduce capital outlay for these services.
- Installed phone and network infrastructure for the new Jail located in Warrenton.

Cyber Security Initiatives

The information that follows is an overview of the measures Information Systems has put in place to help reduce the risk of a cyber-attack and protect the County data and operations.

- 24/7 Offsite network traffic monitoring.
- Ongoing Phishing campaign to educate users about cyber threats.
- Continual Malicious Domain Blocking and Reporting (MBDR).
- Annual cyber security awareness training for all County network users.
- Installed next generation firewalls in all County facilities.
- Implemented spam and malware blocking.
- Installed EDR (Endpoint Detection and Response) software on all end-user machines to detect and quarantine any malicious threat.
- Adhere to a frequent regular schedule for the installation of patches and updates to hardware and software components.
- Built the Counties public WIFI with a physical separation from the Counties LAN (local area network).
- Immutable cloud backups are being utilized to protect our critical data in the event of a cyber-attack.
- All County users are required to use MFA (multi factor authentication) to access County resources.



Juvenile Department & Juvenile Crime Prevention Work Plan

Clatsop County
Juvenile Department
800 Exchange, Suite 200
Astoria, OR 97103

Phone: 503-325-8601
juv@clatsopcounty.gov



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Mission

The mission of the Clatsop County Juvenile Department is to protect the public and reduce juvenile delinquency by implementing effective prevention, intervention and supervision services for the residents of Clatsop County.

Department Overview

The goal of the Juvenile Department is to protect the public and reduce juvenile crime. Our department is responsible for supervising youth offenders who have been referred to the department by law enforcement or the Courts.

Services provided by the Juvenile Department include: intake screening, diversion agreements, community service work crews, restitution collection, skill building groups, and probation supervision. Staff strive to provide services in a fair and impartial manner within the context of personal responsibility and reformation for the youth offender.

Juvenile Department staff collaborate with schools, local law enforcement agencies, and other community partners such as the Oregon Department of Human Services. Our goal is to help youth develop the tools and skills they need to be successful and productive adults. Our work with youth and families includes assessments and individual case plans that address a youth's risks, needs, and behaviors.

Our office works with the Courts, Clatsop County District Attorney's Office, local defense attorney's bar, and the victims of an offense to hold youth accountable for their actions. We strive to improve public safety while taking into consideration the specific needs of juvenile offenders.

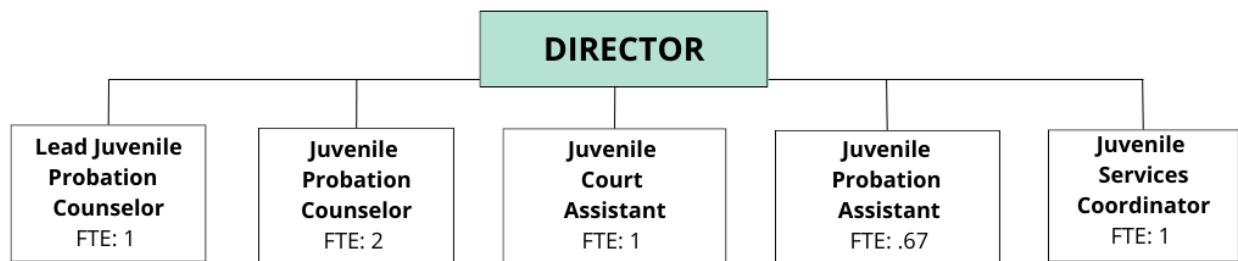
Youth who are involved with the Juvenile Department are often referred to local counseling and treatment service providers such as Clatsop Behavioral Healthcare.

The laws regarding juvenile crime are different than they are for adults. When a juvenile is contacted by law enforcement they are not treated exactly the same as an adult. Below is a chart with some juvenile justice system terms and terms that have similar meanings in the adult criminal system.

Juvenile Term	Adult Term
Taken into Custody	Arrested
Initial Appearance	Arraignment
Adjudication Hearing	Trial
Adjudicated	Found Guilty
Disposition	Sentencing
Detention	Jail
Youth Correctional Facility	Prison

Department Organization Chart

JUVENILE DEPARTMENT ORGANIZATION CHART



Trends in Juvenile Justice

Practices and procedures of Juvenile Justice change regularly due to developing research and studies on current and historical practices in Juvenile Justice. Historically, Oregon's statewide juvenile justice system strives to stay ahead or on pace with nationwide trends in this field.

This year there are many bills that are being tracked and prioritized so that juvenile departments can prepare for process changes and best anticipate the fiscal impact should legislation change current practice.

One (House Bill 2327) specifically establishes a minimum age of 12 for prosecution, however it also allows for funding so Juvenile Departments can work informally with youth under age 12 that commit crimes. Another is an amendment to a previous bill that expands automatic expungement to include misdemeanors.

Both of these bills will have a fiscal impact, however there will likely be a funding source we will access for reimbursement of service expenses on a per case basis.

Both in Oregon and nationally the juvenile crime rate has shown a downward trajectory for a few years. At this time there is no definitive explanation for this downward trend, only theories and conjecture.

I can tell you that historically crime rates ebb and flow, practices ebb and flow and regardless of these factors our department is prepared to deliver the appropriate services to the youth and families of Clatsop County.

Three Year Budget Overview

Funding Sources						
Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
OYA Flex Fund	0	0	2,000	3,130	1,130	56%
PPE Grant	0	0	0	0	0	0%
JCP Basic/Diversion	0	0	78,460	87,190	8,730	11%
Probation Fees	0	90	0	0	0	0%
Work Crew	1,350	1,200	1,500	1,200	(300)	- 20%
Discovery Fees	0	473	0	0	0	0%
Rev. Refunds & Reim.	24	276	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	739,651	767,934	847,470	878,000	30,530	3%
Total Revenue:	741,025	769,973	929,430	969,520	40,090	4%

Expenditures						
Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	405,851	416,234	482,530	519,320	36,790	7%
Personnel Benefits	199,145	210,219	270,350	284,550	14,200	5%
Materials & Services	136,028	143,520	176,550	165,650	(10,900)	- 6%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	741,025	769,973	929,430	969,520	40,090	4%

Juvenile Department Programs

INTAKE SCREENING FOR FIRST TIME OFFENDERS

Juvenile probation officers meet with youth to administer a screening instrument which addresses both risk and protective factors of youth

FORMAL ACCOUNTABILITY AGREEMENTS

Diversion agreements between the juvenile department and juvenile offenders in lieu of formal court proceedings.

MINOR IN POSSESSION OF ALCOHOL AND MARIJUANA CLASSES

The Juvenile Department provides access to a web based educational class for first time alcohol and drug offenders.

ON-CALL DUTY

A probation officer is on-call 24/7 to respond to police agencies and authorize detention or other placements.

PROBATION SUPERVISION

Court ordered conditions monitored by a probation officer that may require:

- Restitution
- Community service work
- Participation in counseling
- Education
- Residential or outpatient treatment

COMMUNITY SERVICE WORK CREW

Supervised work crews of youth who have violated their probation, parole, or are sentenced to community service. Our work crews perform labor for public or charitable organizations.

URINALYSIS TESTING

Random urinalysis testing is provided for youth on probation when court ordered.

ELECTRONIC MONITORING

Ankle bracelet that notifies Juvenile Department Staff if a youth is not remaining at home when placed on “house arrest”.

EXPUNGEMENT OF JUVENILE RECORDS

The Juvenile Department works with law enforcement, the courts, and other agencies to expunge eligible juvenile records. Recent legislation has increased the number of youth who are eligible for automatic expungements.

Contracted Services

PSYCHOLOGICAL TESTING

Testing Supported by the Juvenile Crime Prevention Plan and the Juvenile Department.

DETENTION

The Juvenile Department currently contracts with the Yamhill County Juvenile Detention Center for 1.5 daily detention beds. Our average daily population in detention during the fiscal 2021-2022 year was .77 with an average stay of 15.7 days.

SEX OFFENDER TREATMENT

Community based treatment supported with polygraph monitoring for youth offenders adjudicated for a sex offense.

Department Accomplishments and Measures

	2019-2020	2020-2021	2021-2022
Youth Contacts	1 147	2000	1 378
Youth Supervised	220	220	224
Police Reports Received and Processed	370	380	256
Petitions Filed	140	150	120
Court Hearings Attended	240	260	166
Juvenile Records Expunged	4	0	24
Community Service Hours Completed	602	619	1 426.25

Recidivism Data

	2018	2019	2020
Youth with no new criminal referrals	70.1%	78.6%	75%
Youth with subsequent referrals	29.9%	21.4%	25%
Youth with 1-2 Subsequent referrals	20.5%	17%	20.5%
Youth with 3+ subsequent referrals	9.4%	4.5%	4.5%

Juvenile Delinquency recidivism data is released every two years.

Juvenile Crime Prevention

OYA Basic and Diversion Funding (General Fund Budget)

The Juvenile Crime Prevention (JCP) Program provides intervention funding for youth at risk of juvenile delinquency. The focus of JCP is to prevent and reduce juvenile crime, divert youth from commitment to the Oregon Youth Authority and provide services to youth to encourage community engagement and accountability. JCP funding serves local youth who have risk factors such as antisocial behavior, poor family functioning or support, school failure, or substance abuse.

Oregon Department of Education Youth Development Division Funding (Juvenile Crime Prevention Budget)

Over the past year, Juvenile Department staff facilitated 20 Girls Circle Program groups in local schools. The Girls Circle Program is an evidence-based group for girls from 9-18 years that is designed to increase positive connection, strengths, and competence.

COMMUNITY DEVELOPMENT

BUILDING CODES | CODE COMPLIANCE | LAND USE PLANNING



FY 2023-24 WORK PLAN AND FY 2022-23 REVIEW

800 Exchange Street, Suite 100
Astoria, OR 97103
503.325.8611
comdev@clatsopcounty.gov
www.clatsopcounty.gov/comdev

Facebook: @ClatsopCD | Twitter: twitter.com/ClatsopCD | Instagram: [instagram.com/clatsopcd](https://www.instagram.com/clatsopcd)

ELECTED AND APPOINTED OFFICIALS

BOARD OF COUNTY COMMISSIONERS

Mark Kujala, Chair, District 1

Courtney Bangs, Vice-Chair, District 4

John Toyooka, District 2

Pamela Wev, District 3

Lianne Thompson, District 5

COUNTY ADMINISTRATION

Don Bohn, County Manager

Monica Steele, Assistant County Manager

Theresa Dursse, Senior Administrative Supervisor and Clerk to the Board

Amanda Rapinchuk, Management/Policy Analyst

COUNTY COUNSEL

Anthony Pope

PUBLIC AFFAIRS

Patty Jo Angelini, Public Affairs Officer

Jennifer Benoit, Senior Communications Specialist

Andrew Renwick, Administrative Assistant

PLANNING COMMISSION

Chris Farrar, Chair (Incorporated Clatsop County)

Jason Kraushaar (Clatsop Plains Planning Area)

Cary Johnson (Northeast Planning Area)

Jeremy Linder (Lewis and Clark Olney Wallooskee Planning Area)

Michael Magyar (Lewis and Clark Olney Wallooskee Planning Area)

Katy Pritchard (Incorporated Clatsop County)

Clarke W. Powers (Clatsop Plains Planning Area)

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INTRODUCTION



Photo Courtesy Clatsop County Historical Society

MISSION STATEMENT

Community Development is dedicated to the sustainable high-quality development of Clatsop County through job creation and retention; public and private partnerships; and safe, sanitary and affordable housing stock.

PURPOSE

The FY 2023-24 Work Plan and the FY 2022-23 Review highlight the department's accomplishments, goals and objectives and are developed to:

- Assist with implementation of the Board of County Commissioners strategic plan action items;
- Report on achievements and performance;
- Effectively and efficiently manage organizational assets, capabilities and finances;
- Identify budgetary, space, and personnel needs and other anticipated issues affecting operations in the upcoming fiscal year;
- Enhance the County as a safe, sustainable and highly desirable place to live, work, learn, recreate, visit and more; and
- Address changes in state law.



Comprehensive Plan Update Public Meeting – Jewell School June 2022

FY 2022-23 REVIEW

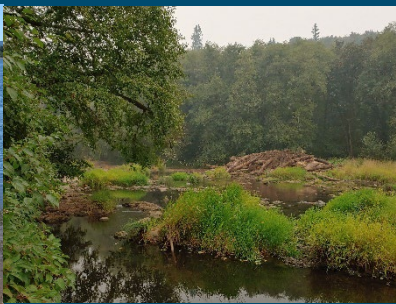


FY 2022-23 saw a continuation of the trends, opportunities and challenges experienced in FY 2021-22, with permitting and construction activities remaining strong.

FY 2022-23 also continued to see robust public input on a number of land use planning policy issues; and a larger number of appeals to land use decisions – both to the Board of Commissioners and to the state Land Use Board of Appeals (LUBA). This trend of challenging public policy issues and land use decisions is expected to continue through FY 2023-24.

While Planning staff continued efforts to refine the comprehensive plan revisions, staff also focused on LAWDUC amendments to streamline and update development standards. Code Compliance began the accreditation process with the American Association of Code Enforcement in order to standardize their level of service with national best practices. FY 22-23 also saw Code Compliance staff beginning the use of body cameras to ensure their safety and provide public transparency and accountability.

Increasing and maintaining public participation has also presented challenges during FY 2022-23. Despite increased advertising and press releases by the Public Affairs Office, attendance at meetings generally remains lower than before the start of the pandemic in March 2020.



BOARD OF COUNTY COMMISSIONERS

FY 2023-24 STRATEGIC PLAN OBJECTIVES

VISION

In a world of change and uncertainty, people trust Clatsop County to provide public facilities and services – effectively, efficiently, equitably, and in partnership with other public, non-profit, and private service providers – that are essential elements of a high quality of life, including economic prosperity, ecosystem integrity, health, safety, and social connection.

MISSION

The County will (1) clearly specify the broad services it believes community members want and are willing to support, and then (2) provide those services effectively, efficiently, within budget, fairly, and in partnership with other public, non-profit, and private sector service providers.

VALUES

Effectiveness & Efficiency | Engagement & Collaboration
Equity | Transparency & Accountability

Governance

County Operations Sustainability Plan (Tier 1) | Community & Stakeholder Engagement (Tier 2) | Equity Plan for Access to Services (Tier 2)

Economic Development

Economic Development Strategies Plan (Tier 1) | Increase Workforce Housing Inventory (Tier 2)

Environmental Quality

Water Quality and Needs Assessment (Tier 1) | FEMA Biological Opinion Implementation (BiOp) (Tier 2) | Proper Dumping of Septage (Tier 3)

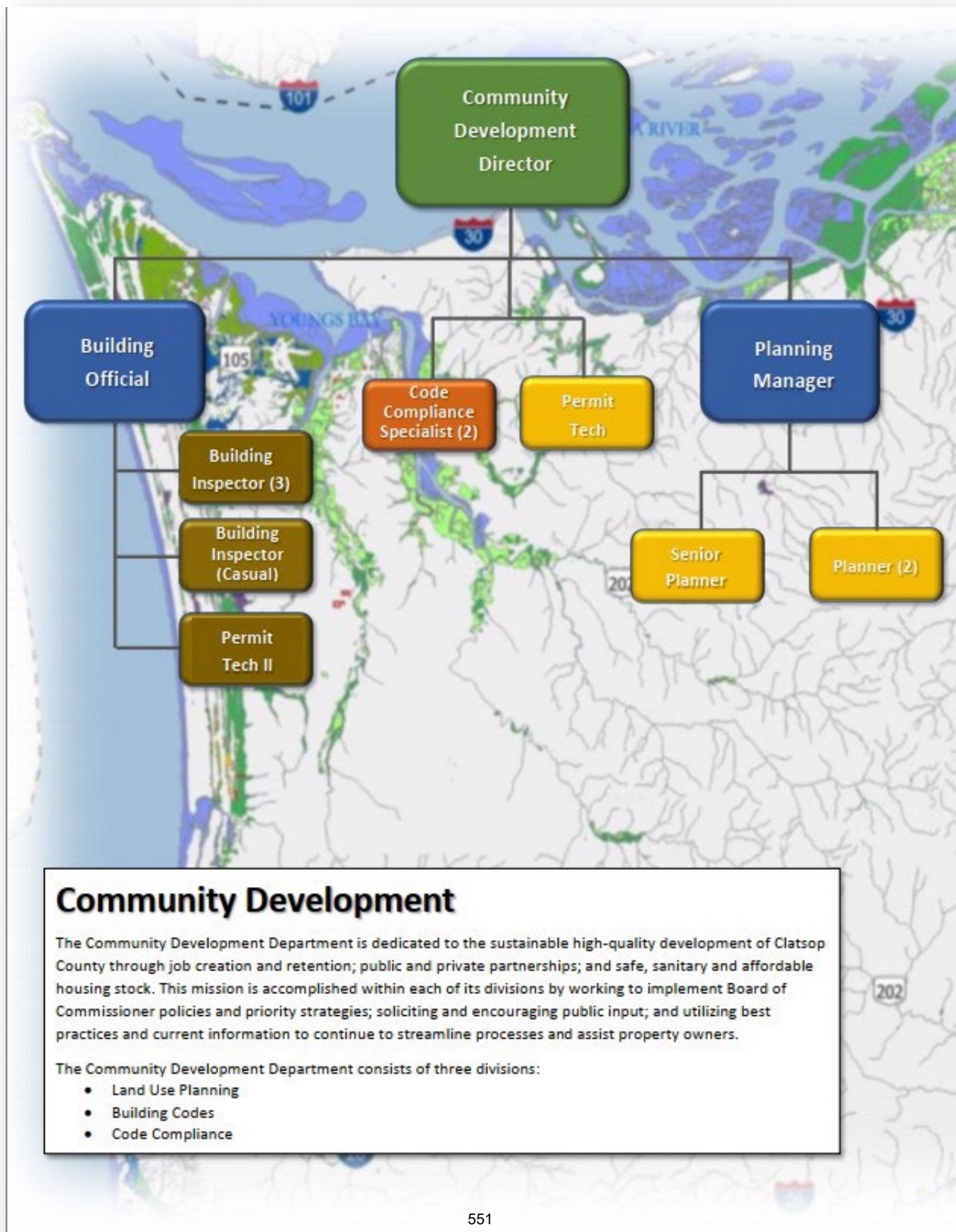
Infrastructure

Consolidated Emergency Communications (Tier 1) | State/County Transportation Safety Improvements (Tier 1) | Rural Broadband Expansion (Tier 2) | Tide Gates & Levees (Tier 2) | Carrying Capacity Analysis (Tier 3) | Evacuation Routes (Tier 3) | Impact of Sea Level Rise On Public Infrastructure (Tier 3)

Social Services

Child Care (Tier 1) | Homelessness Initiatives/Actions (Tier 2) | Crisis Stabilization Plan (Tier 3)

DEPARTMENT ORGANIZATION



FY 2022-23 Development Activity*

	FY 2021-22	FY 2022-23	
BUILDING CODES		YTD	GOAL
Plan Reviews	288	253	357
Permits Issued	1,965	1,227	2,150
Inspections	4,664	3,283	5,000
	FY 2021-22	FY 2022-23	
PLANNING		YTD	
Total Applications	643		333
Type I and IC	582		307
Type II and IIA	57		20
Type III and IV	4		6
	FY 2021-22	FY 2022-23	
CODE COMPLIANCE		YTD	GOAL
Cases Opened	70	27	90
Cases Closed	69	37	70

*As of February 1, 2023



PERFORMANCE MANAGEMENT

Community Development's FY 2023-24 performance measures are designed to align the department's operations and work plan with the Board of Commissioners Strategic Plan focus areas and action items. Because past performance measures included in the budget have tended to focus on quantitative outputs, rather than qualitative outcomes, new performance measures were developed for code compliance and land use planning in FY 2021-22.

PERFORMANCE MEASURES

In an effort to develop more applicable performance measures, new measures were developed in FY 2022-23 that would track the number of incomplete applications received. Incomplete applications cause delay in processing for the applicants and require greater staff time to monitor. By reducing the number of incomplete applications, it is anticipated that permits will be issued more quickly and require less staff oversight.

All performance measures, as of January 1, 2023, are shown on the tables below.

Building Codes	Goal
Number of Inspections	5,000
Accident-free Miles Drive	38,000
Plan Reviews Completed	300
Permits Issued	2,000

Land Use Planning	Lower Limit	Target	Upper Limit	FY 21/22 Performance	FY 22/23 Performance YTD
Number of Incomplete Applications Received	25%	50%	75%	1.6%	8.11%
Application Completeness Review Completed in less than 30 Days	95%	100%	100%	83%	84%
Notices of Decision Issued in Less Than 120 Days	85%	90%	95%	93%	93%
Complete Type II Applications Within 90 Days from Issuance of Notice of Completeness:	70%	75%	80%	86%	85%

Code Compliance	Lower Limit	Target	Upper Limit	FY 21/22 Performance	FY 22/23 Performance
Cases Resolved Through Voluntary Compliance:	75%	85%	95%	100%	97.2%
Cases Resolved Within 12 Months:	70%	75%	80%	84%	67%
Cases Opened	80	90	95	70	35
Cases Closed	65	70	75	69	42

BUILDING CODES

Overview

The State delegates authority to counties under ORS 455.150. The County is responsible for enforcing Federal, State and local building regulations. The Building Codes Division is responsible for all construction activity regulated by statute in the unincorporated portions of Clatsop County and all regulated electrical installations in both unincorporated and incorporated areas. In addition, the State of Oregon Building Codes Division reversed previous direction to clarify the County Building Official is tasked with all Building Official responsibilities pertaining to the electrical program for the entire region including the incorporated areas. Fees are set through local ordinance to cover the cost of administering the program. All revenues collected by the Building Codes Division are set by statute as dedicated funds and can only be used to offset the cost of administering the program. The Building Codes Division is responsible for reviewing construction drawings, issuing permits, and conducting site inspections in accordance with state and local regulations. The Building Codes Division works closely with Land Use Planning, Public Works, Environmental Health, and local fire department agencies to ensure all requirements are met prior to the issuance of the permit, during construction and prior to the issuance of a certificate of Occupancy.


FY 2022-23 Accomplishments

Supply chain issues, labor shortages, rising interest rates and residual Covid-19 pandemic effects, combined to cause disruptions to many areas of local enterprise. The needs of the building industry did not change, but the method of delivering services continued to require adjustments and flexibility. The Building Codes Division successfully provided essential services through our electronic plan submittal and review and ePermitting processes.

FY 2023-24 Work Plan

The Building Codes Division is projected to:

- Complete 4,000-5,000 individual inspections
- Drive 40,000 accident free miles
- Complete 400-450 plan reviews
- Issue 2,000 permits
- Issue 70-80 Certificates of Occupancy
- Complete and finalize 1,700-1,8000 permits
- All inspectors will complete required code change continuing education for the new Oregon Mechanical Specialty Code and Oregon Structural Specialty Code

- 
- All inspectors will complete 32 hours of code training in various areas of discipline; Accessibility, Plan Review, and Inspection practices
 - Recruit and hire a new Building Official due to expected staff retirement
 - Recruit and hire a new Plans Examiner or Building Inspector due to potential staff vacancy

In addition, the Building Codes Division may assist our IGA partners upon request and subject to resource availability to provide mutual aid due to occasional staff vacancies.

The current Building Official will be retiring on September 1, 2023. In order to prepare for the transition, staff have been working with Human Resources to review and update all of the job descriptions for staff in the Building Codes Division.

Staff

David Kloss, Building Official

Laura Byrne, Permit Technician II

Bob Kyle, Casual Building Inspector

Matt Moore, Building Inspector I

Tim Samples, Building Inspector I

Ben Small, Building Inspector I

CODE COMPLIANCE

Overview

Code Compliance is tasked with investigating complaints of possible violations of County land use codes or the Clatsop County Code. The Code Compliance Specialists meet with residents to develop schedules to achieve thresholds designed to bring properties into compliance. The role of Code Compliance is to put a human face on the regulatory side of government and to create a sense of trust and cooperation. While fines are sometimes imposed, code enforcement is not viewed as a revenue source and the emphasis is on compliance, not punishment.

FY 2022-23 Accomplishments

Opened Enforcement Files

- ✓ Staff opened 27 files. Projecting 54 opened files by end of the Fiscal Year 22-23
 - 15 different zones and within seven zoning groups
 - Majority of enforcement efforts are focused on our rural lands, staff has encountered violations on a variety of zoning designations.

Zone Group	Percent of Total Opened
Rural Lands	62.96%
Development	22.22%
Rural Agricultural Lands	7.41%
Other/TC	3.70%
Conservation Forest Lands	3.70%
Conservation Other Resources	0.00%
Natural	0.00%

Sensitive Areas / Overlays

- ✓ Code compliance activities on properties with sensitive areas and overlays require collaboration with staff, local and state partners, licensed professionals, and developers

Overlay	Percent of Total Opened
Wetland	25.9%
Flood Hazard Overlay	40.7%
Geologic Hazard Overlay	40.7%

Closed Enforcement Cases

- ✓ Staff closed 36 files. Projecting 72 closed files by end of Fiscal Year 22-23
- ✓ Closed within 30 days of open: 9 (25%)
- ✓ Closed within 12-months of open: 25, (69%)

Enforcement Levels

- ✓ The goal of code compliance is to utilize the lowest level of enforcement available to gain compliance. Enforcement levels primarily include initial contact and education, letters, warnings, violations with civil penalty, Hearings Officer review, and liens. Staff currently tracks warnings, violations, hearings, civil penalties, and recorded liens.
- ✓ 35 files (97%) of files closed were closed voluntarily (without a hearings officer decision)

Activity	FY 21-22	FY 22-23
Files Opened	69	27
Files Closed	70	36
12-month Closure	49	25
12-month closure %	70%	69%
30-day closure	26	9
30-day closure %	37%	25%
Voluntary Closure: NOW	24	12
Closed File NOW Percentage	34%	33%
Voluntary Closure: Notice of Violation	12	7
Closed File NOV Percentage	17%	19%
Hearings Officer Review	-	4

Community Engagement

- ✓ Staff spends a significant amount of time engaging the community members to resolve code violations
- ✓ 68% of the recorded enforcement activities can be attributed to community engagement to resolve code violations
- ✓ Continued to utilize the door hanger program to engage and more clearly explain to property owners possible code violations on their property
- ✓ Code Compliance staff participated in a multi-department group formed to address chronic nuisance properties
- ✓ Staff works in partnership with various County departments such as the Sherriff's Office, Public Health and Assessment and Taxation, as well as with community organizations and outside agencies such as Clatsop Community Assistance and the Oregon Department of Human Services

Ordinances and Procedures

- ✓ Ordinance 22-04 was adopted at the end of FY 21/22. Staff has updated and created forms, letters, and enforcement practices to reflect the recently adopted changes

- ✓ One of the changes was the ability to proactively request a hearing regarding code violations
- ✓ To date, four code violation files have been brought for hearing's officer review
- ✓ Staff has established monthly hearing dates to allow for more prompt scheduling

Safety

- ✓ Worked with County Counsel to prepare policies for use of body cameras
- ✓ Worked with Sherriff's Office staff to identify and obtain essential safety equipment such as body radios, body cameras, vests, animal repellants and weather gear

Training

- ✓ Staff attending over 80 hours of training and continuing education directly related to code compliance
- ✓ Training topics include:
 - Public records
 - Small town code, Big town problems
 - Officer safety
 - Legal aspects
 - Manufactured Communities
- ✓ Staff attended the bi-annual OCEA conference, held in Cannon Beach

Memberships

- ✓ American Association of Code Enforcement (AACE)
- ✓ Oregon Code Enforcement Association (OCEA)

Special Projects

- ✓ Solid Waste Abatement Program (SWAP)
 - Solid Waste Abatement Program (SWAP) implemented in FY 21-23; one applicant as of January 20, 2023
 - Disposal of inoperable vehicles on private property is a challenging and, at times, a logistically challenging effort
 - Staff is developing an expansion of the SWAP program to include vehicles (excluding recreational vehicles)
- ✓ American Association of Code Enforcement (AACE) Accreditation
 - AACE has recently partnered with the International Code Council (ICC) in the development and implementation of a national accreditation program for code compliance departments
 - Accreditation ensures a uniform and consistent level of professionalism and level of service and demonstrates that staff are competent and can be considered among the best code enforcement agencies in the nation
 - This is a lengthy process that staff anticipates will last 18-24 months

FY 2023-24 Work Plan Projects

- ✓ Maintain ACE Certification for Code Compliance Specialists through the American Association of Code Enforcement
- ✓ Expand the Solid Waste Abatement Program (SWAP) for unincorporated Clatsop County to include abandoned vehicles (excluding RVs)
- ✓ Continue to work with Environmental Health to enforce Operation and Maintenance Agreements (O&M Agreements) required for septic systems
- ✓ Work with an interpreter to create code compliance leaflets and other printed matter in Spanish
- ✓ Continue to review, close out and update old cases
- ✓ Continue to work with County Counsel to update and revise code compliance tools in the Clatsop County Code
- ✓ Develop an abandoned / vacant property registration
- ✓ Continue to utilize the Chronic Nuisance Task Force, comprised of staff from County departments and outside agencies, to identify and develop coordinated plans for chronic nuisance properties and other issues
- ✓ Continue to utilize the Hearings Officer process for severe and chronic violation cases

Future Trends and Issues

- Beginning in FY 22-23, Code Compliance staff began utilizing body cameras in order to increase their personal security as well as public transparency and accountability. Code Compliance staff will continue this trend by purchasing additional safety apparel such as vests and outwear that will clearly identify the individuals as employees of Clatsop County.
- In FY 22-23, Code Compliance staff also began the process of accreditation through the American Association of Code Enforcement (AACE). AACE has established nationwide standards and best practices that local governments can utilize to achieve accreditation. The process, which is expected to take approximately 12-18 months, will ensure that Code Compliance staff are providing the highest level of service available to the residents and property owners of Clatsop County.
- Dumping of solid waste continues to be a significant issue on public and State lands. Code compliance staff will continue to develop and implement tools that can help prevent or decrease the likelihood that solid waste from private properties will end up on public or State land. Derelict vehicles from private properties, especially RVs, are examples of some of the solid waste found on public and state lands. They pose a significant problem to the County

because their value in scrap is less than the cost to have remove them. Derelict vehicles may leak fuel, oil or other fluids. Often, these vehicles are abandoned on or near environmentally-sensitive areas such as creeks and rivers. Leaking fluids can contaminate these waterways, impacting fish, wildlife and downstream residences that may rely on these surface waters for their drinking water supply. Code Compliance still will begin developing parameters for a new program to assist with removal of these vehicles.

- Failing septic systems pose environmental and health threats, which could be eliminated through repair or replacement of these aging systems. Many property owners or residents do not have the funds necessary to repair or replace these systems. The Community Action Team, with assistance from Clatsop County, has submitted an application to the Oregon Department of Environmental Quality to obtain grant funding to be used to assist owners with repair or replacement of their failing septic system. If approved, the grants would be used to assist low-to moderate-income property owners within unincorporated Clatsop County.
- RV occupation also continues to represent a significant portion of the complaints received by Code Compliance staff. During the 2023 legislative session, the Oregon Legislature will be considered SB 1013, which would allow counties to permit recreational vehicles for residential use. Local governments would also be able to establish specific citing criteria to minimize negative or unintended impacts. If this bill is approved, it would significantly assist Code Compliance staff with their day-to-day caseload.

Staff

Rob Ledgerwood, Code Compliance Specialist

Nancy Mendoza, Code Compliance Specialist



Derelict vehicles on private properties are becoming abandoned vehicles on public and State lands.

LAND USE PLANNING

Overview

Land Use Planning is responsible for long-term land use and current planning activities. Staff provides information to property owners, developers and realtors regarding land use regulations and process. The Division also provides floodplain management services as required by FEMA. The Division works closely with Building Codes, Code Compliance, other County departments, the Planning Commission, Board of Commissioners, ad hoc committees, local organizations and districts, and various rural communities and unincorporated areas to guide the development of the county. Division staff work with these entities to implement the goals and policies outlined in the Comprehensive Plan. The Planning Manager supervises the work of the planning staff and works on the more complex land use applications and long-range planning projects.

FY 2022-23 Accomplishments

- ✓ Provided quarterly updates to the Board of Commissioners on the status of FY 22/23 work plan items
- ✓ Digitized records pertaining to floating structures (float houses, duck shacks, etc.) and created electronic database
- ✓ Completed updates and Planning Commission review of six community plans; to be scheduled for Board review
- ✓ Completed updates and Planning Commission review of Goals 1-6, 8, 11, 12; scheduled for Board consideration
- ✓ Prepared RFPs to update Goals 16-19; scheduled for Board work session
- ✓ Prepared RFP for Economic Opportunities Analysis; scheduled for Board work session
- ✓ Completed updates and Planning Commission review of geologic hazards overlay
- ✓ Continued to work with DLCD to inventory public water access points in Clatsop County and review codes related to the provision of public access on public properties
- ✓ Began work with DLCD and its NOAA Coastal Fellow to identify possible impacts from sea level rise and develop mitigation actions to address
- ✓ Prepared LAWDUC amendments based on DLCD code audit to ensure that the County's regulations related to family home child care and child care centers are in sync with State statutes
- ✓ Began work on Phase 2 of the Clatsop Plains Elk Collaborative to implement items from the Declaration of Cooperation

- ✓ Monitored State rule-making regarding psilocybin and worked with County Counsel, County Manager and County Clerk on temporary moratorium ballot referendum
- ✓ Participated in interviews for DLCD Coastal Policy Specialist position
- ✓ Conducted orientation and training for three newly-appointed Planning Commission members
- ✓ Continued process of public discussion with the Planning Commission regarding zoning code changes in response to SB 391, which would allow accessory dwelling units on rural lands. Board review of ordinance tentatively scheduled for March 8 and 22, 2023
- ✓ Continued to monitor state wildfire risk mapping process
- ✓ Prepared updates to the LAWDUC in response to state legislation adopted between 2018-2022; amendments adopted by the Board on February 22, 2023
- ✓ Continued to update and expand information on the Land Use Planning webpages to increase transparency on process and projects
- ✓ Worked with County Land Use Counsel to resolve an outstanding LUBA case related to a Measure 49 claim
- ✓ Worked with County Land Use Counsel to conduct a LUBA remand hearing with the Board of Commissioners and to process a second LUBA appeal related to road construction in Arch Cape
- ✓ Participated in pre-application meeting for classroom and gym additions to Knappa School
- ✓ Met with consultants to discuss a possible UGB adjustment with the City of Gearhart
- ✓ Participated in meeting with County Management regarding possible RV park site for Project Turnkey 2.0 funding
- ✓ Conducted initial meetings with North Coast Housing Solutions to review development process and issues associated with proposed Arch Cape Cottage Cluster Development
- ✓ Participated in seven Clatsop Regional Housing Task Force meetings
- ✓ Prepared draft LAWDUC amendments to address housing needs for Planning Commission discussion; tentatively scheduled for March 14, 2023, Planning Commission work session)
- ✓ Reviewed and provided comments on draft Oregon Housing Needs Analysis
- ✓ Provided County Manager's office with information related to tourism impacts on Community Development
- ✓ Presented information to the Astoria Rotary Club regarding short-term rentals
- ✓ Developed proposed STR caps methodology and timeframe
- ✓ Conducted a public town hall meeting regarding possible STR caps and methodology
- ✓ Prepared two extensions of the short-term rental moratorium

- ✓ Worked with County Manager, County Counsel and County Clerk to identify impacts of STR ballot referendum and identify possible paths of action for the Board of Commissioners
- ✓ Assisted County Manager's staff with development of housing dashboard
- ✓ Participated in DLCD's Coastal Access Advisory Committee to assist with identifying and prioritizing public access improvements
- ✓ Participated in Mouth of the Columbia River Estuary technical meetings; process will be used to develop new FEMA maps for this area
- ✓ Participated in Lower Columbia Solutions Group meetings
- ✓ Established monthly meeting schedule with Public Works staff to identify issues and coordinate on permit issuance
- ✓ Adopted 2002 CREST Dredged Materials Management Plan to ensure that it can be used for enforceable policies under the Coastal Zone Management Program
- ✓ Continued to refine and revise the draft comprehensive plan updates
- ✓ As of January 31, 2023, processed the following permit types and quantities:

Permit Type	Number
Type 1	210
Type 1C	97
Type II and IIA	20
Type III	0
Type IV	6
TOTAL	333



LAND USE PLANNING

FY 2023-24 WORK PLAN

TASK #1	COMPREHENSIVE PLAN UPDATE		
	SUBTASKS	REQUIRED RESOURCES	PARTNERS
	A. Goals 1-4, 6-14, Goal 19 to return to Board at March 15 work session, with possible adoption prior to the end of FY 22/23 or early FY 23/24.	1.00 FTE	Public Board of Commissioners County Manager County Counsel County Land Use Counsel Planning Commission Staff
	B. Goal 5: Continued review and revision with Board, Planning Commission, legal counsel and the public	1.00 FTE	Public Board of Commissioners County Manager County Counsel County Land Use Counsel Planning Commission Staff
	C. Community Plans: Continued review and revision with Board, Planning Commission, legal counsel and the public	1.00 FTE	Public Board of Commissioners County Manager County Counsel



			County Land Use Counsel Planning Commission Oregon's Kitchen Table
	D. Prepare revisions based upon final DLCD and land use legal review, if needed	1.00 FTE	Public Board of Commissioners County Counsel County Land Use Counsel DLCD Staff
	E. Draft an RFP for environmental consultant services to update the Estuary Management Plan and develop recommendations to update Goals 16 (Estuarine Resources) and 17 (Coastal Shorelands)	0.25 FTE \$150,000	Public Board of Commissioners County Counsel County Land Use Counsel DLCD Environmental Consultants Staff
	F. Draft an RFP for environmental consultant services to update Goal 18 (Beaches and Dunes) and develop recommendations to update LAWDUC implementing ordinances	0.25 FTE \$50,000	Public Board of Commissioners County Counsel County Land Use Counsel DLCD Environmental Consultants Staff



	G. Continue to work with Board to review and revise public participation process and schedule as needed	0.02 FTE	Public Board of Commissioners Planning Commission Staff
TASK #2	STRATEGIC PLAN FOCUS AREA - GOVERNANCE		
	SUBTASKS	REQUIRED RESOURCES	PARTNERS
	A. Develop annual work program, to be approved by the Board of Commissioners, establishing priorities and focus areas for staff and the Planning Commission	0.05 FTE	Board of Commissioners Planning Commission Staff
	B. Continue to increase public outreach through the use of new and diverse media in order to attract new participants representing the demographic, economic, and social composition of the county.	0.20 FTE	Public Board of Commissioners Planning Commission Public Affairs Office Staff
	C. Create quarterly newsletter to be mailed to all property owners providing updates on ongoing and future projects and to identify future trends and issues	0.15 FTE	Public Public Affairs Officer Staff
	D. Develop and implement a work plan for the state-mandated Committee for Citizen Involvement	0.20 FTE	Public Board of Commissioners Planning Commission Public Affairs Officer Staff



TASK #3	STRATEGIC PLAN FOCUS AREA - ENVIRONMENTAL QUALITY		
	SUBTASKS	REQUIRED RESOURCES	PARTNERS
	A. Work with DLCD and DEQ to identify existing data related to water quality and quantity within Clatsop County and to identify potential funding sources that could be utilized by Clatsop County to hire its own consultants to collect and/or analyze this data	0.20 FTE	Public Board of Commissioners Planning Commission DLCD DEQ Environmental Consultant Staff
	B. Continue to monitor and participate in the NEPA review of FEMA's Implementation Plan to address National Marine Fisheries Services Biological Opinion (BiOp); prepare and update the Board as needed	0.25 FTE	AOC Board of Commissioners Planning Commission Staff
	C. Continue discussions with the Board to determine preferred path to implement requirements of FEMA's Biological Opinion (BiOp); obtain public input	0.25 FTE	Public Board of Commissioners Planning Commission FEMA DLCD Staff

TASK #4	STRATEGIC PLAN FOCUS AREA - INFRASTRUCTURE		
	SUBTASKS	REQUIRED RESOURCES	PARTNERS
	A. Provide assistance to Emergency Management staff as needed with regard to FEMA hazard mitigation grant application preparation	0.10 FTE	Board of Commissioners Emergency Management Affected Stakeholders FEMA Staff
	B. Provide assistance, as needed, to support discussions and projects related to tide gates and levees	0.05 FTE	Public Board of Commissioners FEMA Staff
	C. Work with Emergency Management to implement recommendations from the Tsunami Evacuation Facilities Improvement Plan (TEFIP)	0.10 FTE	Public Board of Commissioners Emergency Management Staff
	D. Work with DLCD and NOAA to identify potential impacts to infrastructure and community assets from sea level rise	0.10 FTE	Public Board of Commissioners DLCD NOAA Staff
	E. Provide assistance as needed for any climate change local impact analyses	0.05 FTE	Board of Commissioners Consultants OCCRI Staff

	F. Work with watershed councils to identify and map watershed boundaries and create a Webmaps layer	0.01 FTE	Watershed Councils GIS Staff
TASK #5	STRATEGIC PLAN FOCUS AREA - SOCIAL SERVICES		
	SUBTASKS	REQUIRED RESOURCES	PARTNERS
	A. Continue to monitor state legislation and audit County zoning codes to identify areas where the County's regulations may be out of sync with state regulations regarding child care facilities, emergency shelters, and residential care facilities and homes; prepare code amendments recommended by DLCD	0.05 FTE	DLCD Public Board of Commissioners Planning Commission Staff
TASK #6	STRATEGIC PLAN FOCUS AREA - ECONOMIC DEVELOPMENT		
	SUBTASKS	REQUIRED RESOURCES	PARTNERS
	A. Draft an RFP for consultant services to conduct an Economic Opportunities Analysis and develop recommendations to update the Comprehensive Plan and LAWDUC implementing ordinances	0.25 FTE \$95,000	Public Business Owners Board of Commissioners Chambers of Commerce Port of Astoria County Counsel County Land Use Counsel DLCD Consultants Staff
	B. Conduct review of commercial and industrial zones to identify and	0.25 FTE	Public



	implement changes to simply development process and reduce or remove barriers to development		Business Owners Board of Commissioners Planning Commission Staff
	C. Initiate process to review local regulatory barriers to economic development; include evaluation of opportunities to reduce the cost of development	0.15 FTE	Public Affected Stakeholders Board of Commissioners Planning Commission Staff
	D. Identify barriers to affordable, workforce and market-rate housing within Clatsop County codes; identify a variety of housing options that would be appropriate within unincorporated Clatsop County	0.15 FTE	Public Contractors Board of Commissioners Planning Commission Staff
TASK #7	LEGISLATED MANDATES		
	SUBTASKS	REQUIRED RESOURCES	PARTNERS
	A. Continue to meet all regulatory requirements and process applications according to 150-day timeframe mandated by ORS	4.50 FTE	Staff
	B. Update the <i>Land and Water Development and Use Code</i> to incorporate any applicable legislative changes made during the 2023 legislative session	0.15 FTE	Public Board of Commissioners Planning Commission Staff

TASK #8	PROCESS IMPROVEMENT AND STREAMLINING		
	SUBTASKS	REQUIRED RESOURCES	PARTNERS
	A. Continue to review and revise Community Development website to ensure information is relevant, clear, and accurate. Include information that makes the development and permitting process easy to understand for all users.	0.10 FTE	Public Public Affairs Office Staff
	B. Continue to utilize a formal orientation program for newly-appointed planning commissioners. Update Planning Commission training materials as needed.	0.01 FTE	County Counsel Planning Commission Staff
	C. Continue to work with the Oregon Building Codes Division to implement updates to the Accela e-permitting system to clarify planning requirements.	0.01 FTE	Oregon BCD Staff
TASK #9	SPECIAL PROJECTS		
	SUBTASKS	REQUIRED RESOURCES	PARTNERS
	A. Update Continuity of Operations Plan for Community Development Department	0.20 FTE	Emergency Management Staff
	B. Following DLCD acknowledgement of the comp plan updates, begin review of and updates to the LAWDUC	1.00 FTE	Public Board of Commissioners County Counsel County Land Use Counsel Planning Commission Staff


	C. Continue to work with Oregon Solutions to implement the County's commitments from the Clatsop Plains Elk Collaborative Declaration of Cooperation	0.10 FTE	Public Board of Commissioners Oregon Solutions Planning Commission Staff
	D. Evaluate and obtain public input regarding participation in FEMA's Community Rating System (CRS) program	0.01 FTE	Public Board of Commissioners Emergency Management Staff
	E. Evaluate and obtain public input regarding becoming a Certified Local Government, to assist with historic preservation efforts	0.01 FTE	Public Board of Commissioners Staff
	F. Schedule public meetings to continue to receive public input on the review and update of the County's geologic hazard overlay development process and requirements	0.05 FTE	Public Affected Stakeholders Board of Commissioners Planning Commission DOGAMI Staff
	G. Recreate permitted and conditional use tables in LAWDUC	0.05 FTE	Public Board of Commissioners Planning Commission Staff



	H. Initiate process to obtain public input to identify concerns and determine level of support for adoption of a Tsunami Overlay Zone; draft code amendments if needed	0.50 FTE \$5,000 (FY 23/24)	Public Affected Stakeholders Board of Commissioners Planning Commission Emergency Management DLCD Staff
TOTAL STAFF REQUIRED		13.77 FTE	
TOTAL EXPENDITURES REQUIRED		\$300,000	
BCD: Oregon Building Codes Division DEQ: Department of Environmental Quality DLCD: Department of Land Conservation and Development DOGAMI: Department of Geology and Mineral Industries FEMA: Federal Emergency Management Agency NOAA: National Oceanic and Atmospheric Administration OCCRI: Oregon Climate Change Research Institute			

Future Trends and Issues

- Housing continues to remain a vital issue. Land Use Planning staff have participated in the Clatsop Regional Housing Task Force meetings. Governor Kotek's initiative to increase housing construction to 36,000 units/year will have impacts for Clatsop County's permitting staff. The majority of those impacts, however, will affect incorporated cities and not rural unincorporated areas. It is unclear, however, how Clatsop County and its cities will be able to meet the Governor's requirements for housing production if FEMA's BiOp Implementation Plan moves forward as currently drafted.
- FEMA will be submitting its BiOp Implementation Plan for NEPA review in March 2023. Current estimates are that the draft Environmental Impact Statement and model ordinance will be available in December 2023. The implementation of this plan will have significant impacts on development in certain parts of Clatsop County. Those impacts will be further exacerbated by potential impacts from ODF's Habitat Conservation Plan.
- The number of permits processed by Land Use Planning staff continues at a higher rate compared to pre-pandemic years. The level of activity, however, is beginning to slow slightly. Because of many variables outside of the control of Clatsop County, it is unknown how long this level of activity can be sustained. State economic forecasts for the legislative session predict an economic slowdown in the third quarter of 2023, particularly in the construction and manufacturing sectors. It is unknown if this economic cooling off will occur or what it may mean for construction in Clatsop County.
- Staff continues to see high levels of community concern regarding new development in Southwest Coastal Planning Area. Addressing those concerns requires additional staff time that is then reallocated from application review. Consideration should be given to increasing the County's short-term rental application fee to assist with funding a part-time staff person that is dedicated solely to the Southwest Coastal Planning Area.
- Training is needed for an additional staff person to become a Certified Floodplain Manager. A previous staff person who had been certified left employment with the County in October 2020. During the coronavirus pandemic, training and testing, which have always been in-person, have not been offered. DLCD, which previously offered this training, has had recent turnover in their FEMA/flood staffing and no training opportunities are scheduled in the foreseeable future. Having an additional certified floodplain manager on staff will assist with better workload management and help to ensure that permits are processed as quickly as possible.

- 
- In FY 23/24 both the current Planning Manager and Permit Technician will be retiring. This will create a significant loss of institutional knowledge for the Department. Staff is working with HR to review and update the job descriptions for these two positions.

Staff Directory

Gail Henrikson, Community Development Director

Julia Decker, Planning Manager

Ian Sisson, Senior Planner

David Cook, Planner

Jason Pollack, Planner

Clancie Adams, Permit Technician

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Clatsop County Sheriff's Office

2023-2024

WORK PLAN

2022-2023 REVIEW



From the office of the Clatsop County Sheriff

MATTHEW D. PHILLIPS

*Conserving the peace dedicated to the values of
integrity, duty, compassion and courage.*



2023-24 Work Plan

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2023-24 Work Plan

Vision

A professional and trusted sheriff's office, enhancing public safety, through a culture of integrity, duty, courage and compassion.

Mission

Conserving the peace dedicated to the values of integrity, duty, compassion and courage.





2023-24 Work Plan

Who We Are

- ★ Over 80 law enforcement and administrative professionals dedicated to public service.
- ★ Six divisions: Enforcement, Corrections, Community Corrections, Animal Control, Support and Medical Examiner
- ★ Provide Search and Rescue

Values

- ★ **Integrity:** Ethical standards of honesty, transparency and trustworthiness. Doing the right thing for the right reason.
- ★ **Duty:** Our primary responsibility is to protect the community by upholding the constitution and enforcing the laws fairly and impartially.
- ★ **Courage:** The commitment and strength to fulfill our mission and duties even in the face of danger, scorn or ridicule.
- ★ **Compassion:** Acknowledge the perspective of others by listening and demonstrating empathy.
- ★ **Professionalism:** Well trained, educated, equipped, respectful personal service that builds partnerships within the public safety community and those we serve.

Reputation

- ★ **Qualified:** CCSO staff are the best and most diversely trained local law enforcement.
- ★ **Trusted:** CCSO staff are approachable and kind. We have high ethical standards and are accountable.
- ★ **Innovative:** CCSO staff are agile in assessing situations and identifying solutions and practices for our growing community.

Priorities

1. **The Public:** Protect our community, public safety partners and our staff through timely response, sound decision making and consistent practices.
2. **The Office:** Promote and support professionalism within the agency. Support peers within and outside our agency.
3. **Our Staff:** Support the education, training and personal well-being of the staff and volunteers who serve our community.





2023-24 Work Plan

Sheriff's Office

The Clatsop County Sheriff's Office is a values-driven law enforcement agency consisting of more than 80 dedicated employees spread amongst five functional divisions. The Enforcement Division consists of 27 FTE, including the Sheriff and Undersheriff. The Corrections Division consists of 37 FTE which includes the Jail Commander, deputies and four control room technicians. The Corrections Medical division consists of 4 full time nurses. The Community Corrections Division consists of 14 FTE which includes 10 parole and probation officers, 2 pretrial staff and two staff assistants. The Support Division, consisting of 8 FTE provides accounting, records, clerical, civil and evidence management services. The Animal Control Division with 4.5 FTE provides a supervisor, staff assistant, animal control officer and kennel workers.

PRIORITIES	STATUS
Prioritize development and training of all staff: <ul style="list-style-type: none"> Support career development through training, coaching and mentoring. Ensure culture is supportive of staff and Sheriff's Office mission and vision. Continue to develop internal training and coaching for staff that incorporates routine practical application and skill demonstration Ensure staff understand they are "in the people business," entrusted to care for wellbeing of people we serve. Develop an employee wellness program. Develop a firearms range for local law enforcement. 	Ongoing
Establish stronger relationships with businesses, organizations and community. <ul style="list-style-type: none"> Social media marketing campaign to establish/maintain presence and reputation. Community engagement such as shop with a cop, teaching in schools, attendance at social functions, etc. Communicate to public the many services the Sheriff's Office provides. 	Ongoing
Secure and maintain funding sources to allow current or improved service delivery. <ul style="list-style-type: none"> Provide regular and clear communication to Board of County Commissioners regarding services provided and cost of doing so. Explore additional revenue streams 	





2023-24 Work Plan

Enforcement Division

The enforcement division primarily provides law enforcement services in the unincorporated areas of Clatsop County and provides regular assistance to all the municipal agencies and Oregon State Police. Deputies perform a variety of specialized functions such as marine patrol, forest patrol, detectives and search and rescue.

2022-2023 ACCOMPLISHMENTS	STATUS
Prioritize purchase and implementation of modern law enforcement technology to improve service delivery and reduce liability. <ul style="list-style-type: none"> Purchase of new records management system (RMS) which will interface with jail records, civil and other functions, reducing staff time. Patrols directed and prioritized based on crime analysis- new RMS system required. Purchase robust body worn cameras with appropriate data management program 	<p>In progress</p> <p>In progress</p> <p>In progress</p>
Establish stronger relationships with businesses, organizations and community. <ul style="list-style-type: none"> Community engagement such as shop with a cop, teaching in schools, attendance at social functions, etc. Strategic outreach to partners and businesses by Sergeants. 	<p>Ongoing</p> <p>Ongoing</p>
Strategic deployment of law enforcement resources to address and reduce crime. <ul style="list-style-type: none"> Develop problem-oriented policing program to effectively address community and neighborhood crime problems. Develop collaborative multi-agency street crimes detective unit to investigate specific individuals and groups causing most harm to the community 	<p>Research</p> <p>Research</p>
2023-2024 GOALS	
<ul style="list-style-type: none"> Identify and select records management system for purchase FY 24/25 Implement problem oriented policing program Complete full purchase of Panasonic body cameras with data management and redaction capabilities Increase SAR team membership and participation 	





2023-24 Work Plan

- Fill Forest Deputy position working with partners to address illegal stays and dumping on state lands.
- Host Hunters Safety program for local youth.

	2018	2019	2020	2021	2022
Citations*		85	171	133	75
Warnings*		1002	1827	1560	945
Traffic Stops**	2628	2428	2060	1768	1047
911 Calls**	1813	1986	2360	2109	1420***
Total Calls**	13383	13775	13147	12717	12175
Deputy Initiated**	3982	4244	3905	3494	4899
Case Cleared by Arrest****	858	814	503	468	507
Cleared by Citation****	318	233	178	141	104
Arrests*****	1112	1021	692	649	627
Cases Taken	3127	3255	3054	2772	3589

* Taken from CAD Stop Data

** Taken from CAD Data (Origin of Call)

*** Seaside Dispatch did not collect or note data in CAD

**** Taken from RMS Clearance

***** Taken from RMS "CCSO Arrests" Report





2023-24 Work Plan

Corrections Division

In November of 2018, voters approved a \$20 million bond measure to renovate the shuttered Oregon Youth Authority building for a new jail. The new jail opened February of 2023, is critical to providing increased public safety, accountability, treatment and efficiency of the courts. The jail serves a year around population of 41,000, which balloons in excess of 100,000 during peak summer months. Nearly 33% of individuals booked into the jail are not residents of the county.

2022-2023 ACCOMPLISHMENTS	STATUS
Prioritize purchase and implementation of modern correctional technology to improve service delivery and reduce liability. <ul style="list-style-type: none"> Purchase “pocket JMS” to ensure accurate and timely data for tracking Purchase robust body worn cameras with data management program 	Nov 2022 July 2022
Opening of new jail: <ul style="list-style-type: none"> Substantial completion of construction/building commissioning Training in new facility Fully operational facility Full opening of new facility 	Dec 2022 Jan 2023 Feb 2023 Feb 2023
Ensure community safety through effective inmate management and care: <ul style="list-style-type: none"> CBH partnership for AIC’s with substance use disorder (SUD) and mental health (MH) concerns “Soft handoff” procedure for AIC’s who are at risk due to SUD/MH concerns OHP re-instatement or initiation at time of release Weekly access to MH counselor for AIC’s Increase access to technology allowing AIC’s access to attorneys, law library and family 	Complete August 2022 Complete Complete Partially complete, full completion April 2023





2023-24 Work Plan

2023-2024 GOALS

- Contract .5 FTE dual diagnosis clinician
- Implementation of NCIC Educational Tablets
- Adult in Custody population 90-100
- Implementation of Pre-Booking program
- Reduce outstanding warrants 15%

Corrections Work Measures

GENERAL

Year	PSU est. County Population	Bookings per 1,000 Population	Jail Budget	Average Daily Population
2022	40,224	40.1	\$ 5,234,540	31
2021	41,428	35.7	\$ 5,220,630	
2020	39,455	35.9	\$ 4,447,340	

BOOKINGS

Year	Total Bookings	Male	Male %	Female	Female %	Non- Binary	Non- Binary %	Juvenile <17 includes remands	Measure 11	1145	Veterans
2022	1612	1228	76.2%	379	23.5%	5	.3%	0	33	52	121
2021	1479	1167	78.9%	309	20.9%	3	.2%	0	41	65	188
2020	1416	1084	76.6%	330	23.3%	2	.1%	1	55	39	

RELEASES

CORRECTIONS-SYSTEMS BEDS

Year	#AICs Posting Security	Total Security Posted	# Forced Releases	Sheriff's Jail Beds (Design Capacity)	Jail Beds in Use (Operational Capacity)	Non- Jail Beds in Use	Other Beds			Total Number Beds in County
2022	62	\$ 213,150	402	64	40	0	0	0	0	64
2021	44	\$ 367,700	274	64	40	0	0	0	0	64
2020	46	\$ 147,300	208	64	40	0	0	0	0	64





2023-24 Work Plan

MEDICAL AND MENTAL HEALTH

Year	Total Medication Costs	Psychotropic Meds/year	#AIC's Receiving Psychotropic Meds	Is Jail Medical Contracted Yes/No	Contracted with?	Suicide Attempts	Number on Suicide Watch
2022	\$31,485	\$9,852	245	Hybrid	Doctor	2	39
2021	\$54,158	\$11,152	120	Hybrid	Doctor	3	29
2020	\$70,907	\$11,940	125	Hybrid	Doctor	2	22

ASSAULTS

Year	Total Assaults	AIC-to-AIC	AIC-to-Staff	Staff-to-AIC
2022	20	7	13	0
2021	10	4	6	0
2020	10	7	3	0

SEXUAL MISCONDUCT

Year	Total Sexual Abuses	AIC-to-AIC	AIC-to-Staff	Staff-to-AIC	Total Sexual Harassment	AIC-to-AIC	AIC-to-Staff	Staff-to-AIC
2022	1	0	1	0	1	0	1	0
2021	0	0	0		2	2	0	0
2020	0	0	0	0	1	1	0	0





2023-24 Work Plan

Community Corrections

The Community Corrections Division provides community-based supervision for clients who might otherwise be incarcerated or in the community with limited access to resources and lack of accountability. Allowing clients to remain in the community affords them the opportunity to maintain stabilizing factors already present in their lives and, at the same time, to engage in programming and therapies to address the root of their criminality. Community Corrections provides this platform for positive change while ensuring public safety through accountability and enforcement standards.

2022-2023 ACCOMPLISHMENTS	STATUS
Prioritizing the development of in-house services for supervised clients: <ul style="list-style-type: none"> Employing a Dual-Diagnosis Clinician within Community Corrections focusing attention on high risk clients with severe Substance Use Disorder, the severely mentally ill and clients with both conditions. Employing a recovery mentor to partner with in-house clinician to provide out-reach and support engagement. Add an additional Sergeant Position for program management, staff development and community partner coordination. Maintain on-going partnerships with outside training resources to support career development through training and coaching specific to the following areas: EPICS Proficiency, Effective Case Planning, Motivational Interviewing and working with Specialized Populations. 	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Ongoing</p>
Prioritize the development of transitional housing options for re-entry, pre-trial, female sex offenders, mentally ill and chronically homeless populations: <ul style="list-style-type: none"> Continue to work with current housing partners to develop contractual agreements to streamline our working relationship. Develop county owned/leased housing options. Explore possibility of creating a subsidy housing unit or area on the grounds of the new jail facility in Warrenton. 	<p>In Progress</p> <p>Planning</p> <p>Planning</p>
Prioritize Implementation of the Sex Offender Leveling Notification process:	





2023-24 Work Plan

<ul style="list-style-type: none"> Establish procedure and formal processes Determine the back-log of those that require LSA to level. 	Complete Complete
Prioritize staff development and continued implementation of Community Corrections best practices: <ul style="list-style-type: none"> Ensure culture is supportive of staff and Sheriff's Office mission and vision. Build an employee wellness program. 	Continuous Complete
2023-2024 GOALS	
<ul style="list-style-type: none"> Supervise JII's based on risk and need. Complete LSCMI/WRNA on all High and Medium Risk clients within 60 days of admission (80% compliance) 4 significant contacts per month with High risk JII's. 3 significant contacts per month with Medium risk JII's. <ul style="list-style-type: none"> Significant contacts: Office visit; home visit; treatment; face to face contact with client. Behavior Change Plan on all High and Medium risk JII's <ul style="list-style-type: none"> JII knows what their goals are within the BCP. BCP's updated regularly. Outreach to victims within 30 days of admission <ul style="list-style-type: none"> (Letter sent to identified victim containing PO contact info and information on post-conviction victims' rights) 80 % of Sanctions will comply with administrative sanction grid. 	





2023-24 Work Plan

Animal Control

The Animal Control Division primarily provides animal services in the unincorporated areas of Clatsop County and operates the County Animal Shelter. Animal Control routinely assists municipal agencies and the State Police with Animal issues. The Shelter takes animals from all of Clatsop County. The Shelter has the largest volunteer base in the County to assist with the care & welfare of the animals. The Division consist of two Deputies, one Staff Assistant and three kennel workers.

2022-2023 ACCOMPLISHMENTS	STATUS
Prioritize purchase and implementation of modern technology to improve service delivery, improve efficiency and reduce liability <ul style="list-style-type: none"> • Online dog licensing/payment • Online adoption application 	Complete
Prioritize volunteer coordination: <ul style="list-style-type: none"> • Support from county in volunteer coordination, training, etc. 	Complete
Revitalize current facility for future growth. <ul style="list-style-type: none"> • Expanding cat adoption into lobby area. • Enclosing front desk area for employee safety. • Painting lobby for better customer and volunteer experience. • Expand parking area for staff and volunteers. 	Complete
2023-2024 GOALS	
<ul style="list-style-type: none"> • Review and update the policy and procedure manual • Hire and train 2 new kennel workers to replace retiring staff • Increase number of contracts with local veterinarians • Improve adoptability of dogs through training 	





2023-24 Work Plan

VOLUNTEER HOURS 9150 hrs

Pet Adoptions	319
Pet Redemptions	160
Pet Foster Care	61
Stray Impounds	209
Code Impounds	70
Licenses Issued	757
Cremations	11.62 tons





2023-24 Work Plan

Support Division

The support division assists all divisions of the sheriff's office by greeting the public, completing processes, accounting, and maintaining records. Support staff process concealed handgun licenses, civil papers, judicial foreclosure sales, writs of execution, police reports and evidence. They work closely with courts, district attorney offices and other law enforcement partners to accomplish these tasks.

2022-2023 ACCOMPLISHMENTS	STATUS
Prioritize purchase and implementation of modern technology to improve service delivery, improve efficiency and reduce liability. <ul style="list-style-type: none"> New RMS/Civil software to improve efficiency of records tracking, access and reporting. Also track civil and judicial foreclosure sales process. Online portal for payment of records requests and other fees Online availability of CHL applications/renewals to increase public access and staff efficiency Obtain a new card printer for CHL's 	Planning Complete Complete Complete 2022
Increase ability to provide quality public service by developing and training of staff. <ul style="list-style-type: none"> Provide needed training and increase the cross training for each section Establish a process/procedures manual for reference Continue to encourage a culture of professionalism 	Complete
2023-2024 GOALS	
<ul style="list-style-type: none"> If required, implement M 114 Permit to Purchase program. Analyze and provide final recommendations on replacement of RMS, CAD and Civil Records System. 	





2023-24 Work Plan

Medical Examiner

The Medical Examiner division is responsible for investigating and certifying the cause and manner of human deaths from apparent homicidal, suicidal or occurring under suspicious or unknown circumstances; resulting from unlawful use of controlled substances or the abuse of chemicals or toxic agents; occurring in a jail or police custody; accidents or following an injury; by disease, injury or toxic agent during or arising from employment; while not under the care of a physician immediately previous to death; related to a disease which might constitute a threat to public health; or when a human body has been disposed of in an offensive manner. The medical examiner unit consists of 1.31 FTE, a contracted physician and several trained law enforcement officers.

2023-2024 GOALS

- Fully implement part-time MDI program to reduce overtime costs by 50%
- Certify both new part-time Medicolegal Death investigators
- Continue CSI camp
- Establish county owned body storage facility





Public Works Work Plan

Road Maintenance, Surveyor, Fleet Management, Parks, Fisheries,
Westport Sewer

Clatsop County
Public Works
1100 Olney Avenue
Astoria, OR 97103
Phone: 503-325-8631
roads@clatsopcounty.gov



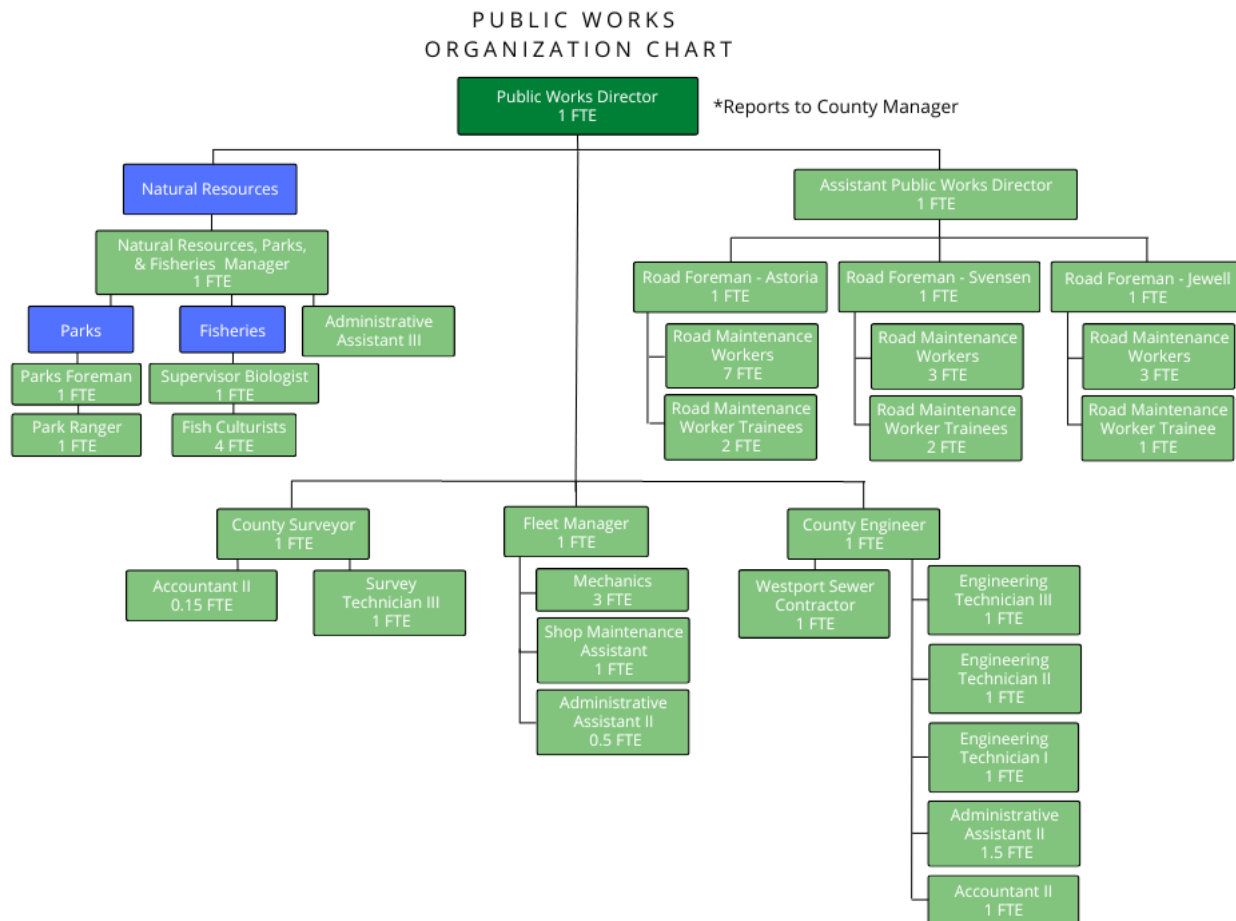
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Department Overview

The Public Works Department includes the Road Maintenance, County Surveyor, Fleet Management, Parks, Fisheries and the Westport Sewer Service District programs. Each of these programs are responsible for their own unique sets of roles and responsibilities, all of which are overseen by the Public Works Department.

Department Organization Chart



Road Maintenance

DEPARTMENT OVERVIEW

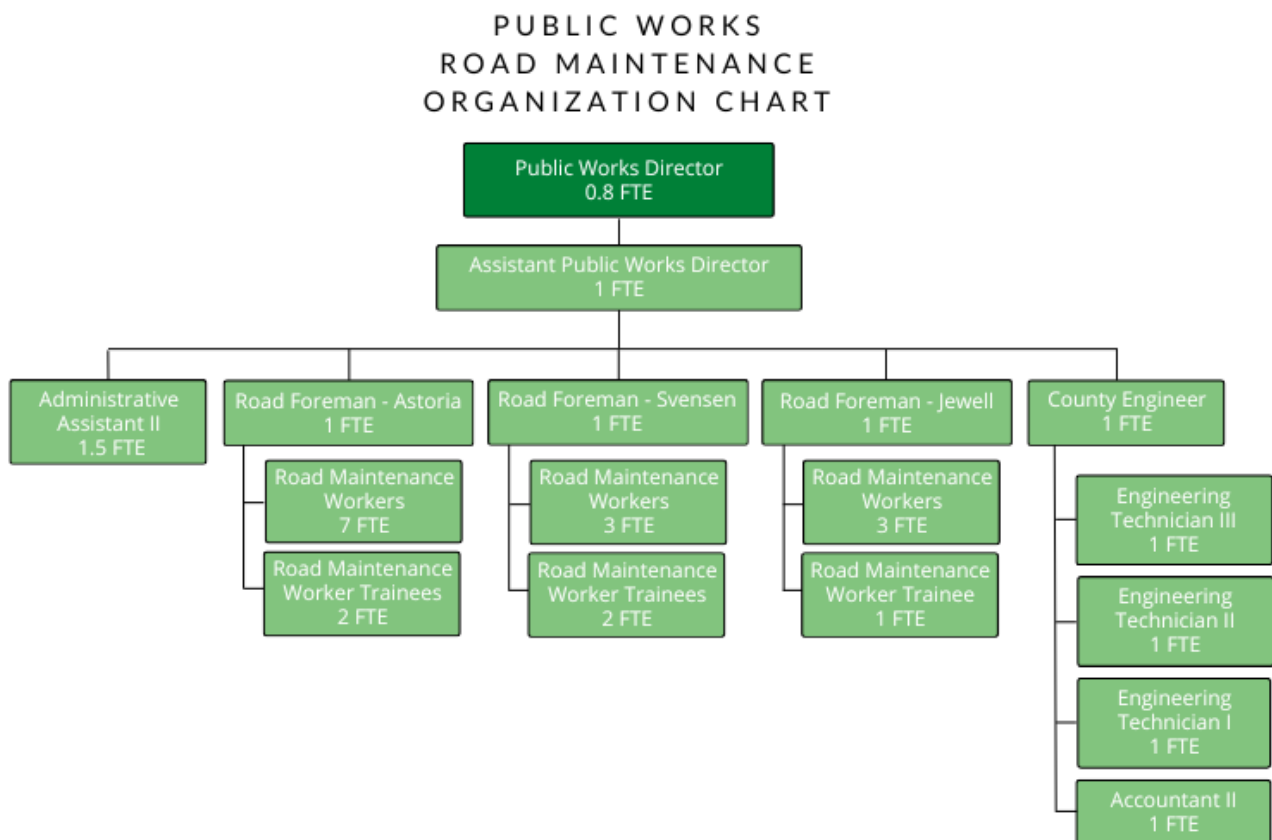
The Road Maintenance department works to ensure that road infrastructure is properly maintained and improved as needed to meet present and future traffic demands; that maintenance projects are designed

and constructed properly and cost-effectively to enhance traffic flow and traffic safety while minimizing maintenance costs; to provide roads that are safe for all modes of transportation, including pedestrian, bicyclists and motorists.

County crews provide brush control, pot hole patching, culvert cleaning and replacement, shoulder and ditch maintenance, chip sealing, road reconstruction and grading. Improvements include major culvert installations, bridge repairs, contracted bridge replacement, asphalt concrete paving and major road construction and reconstruction.

The road administration section is responsible for the overall administration of the various departments as well as budget oversight and engineering services for the other divisions. The Public Works Director is responsible for the overall management of the department and reports to the County Manager. Engineering staff provide in-house engineering services for roadways, bridge repairs and culvert designs. They are also responsible for surveying, construction management, inspecting, staking, permitting, right-of-way acquisition, traffic counting and speed zone investigations.

ORGANIZATIONAL CHART



22/23 ACCOMPLISHMENTS

Public works replaced 11 culverts and did a pavement overlay on 1.5 miles of Youngs River Road. Staff also chip-sealed an additional 20 miles of existing oil mat roadways in all three road districts. County crews also graded 10 miles of gravel roads in all three districts and repaired slides on Aldrich Point Road. In

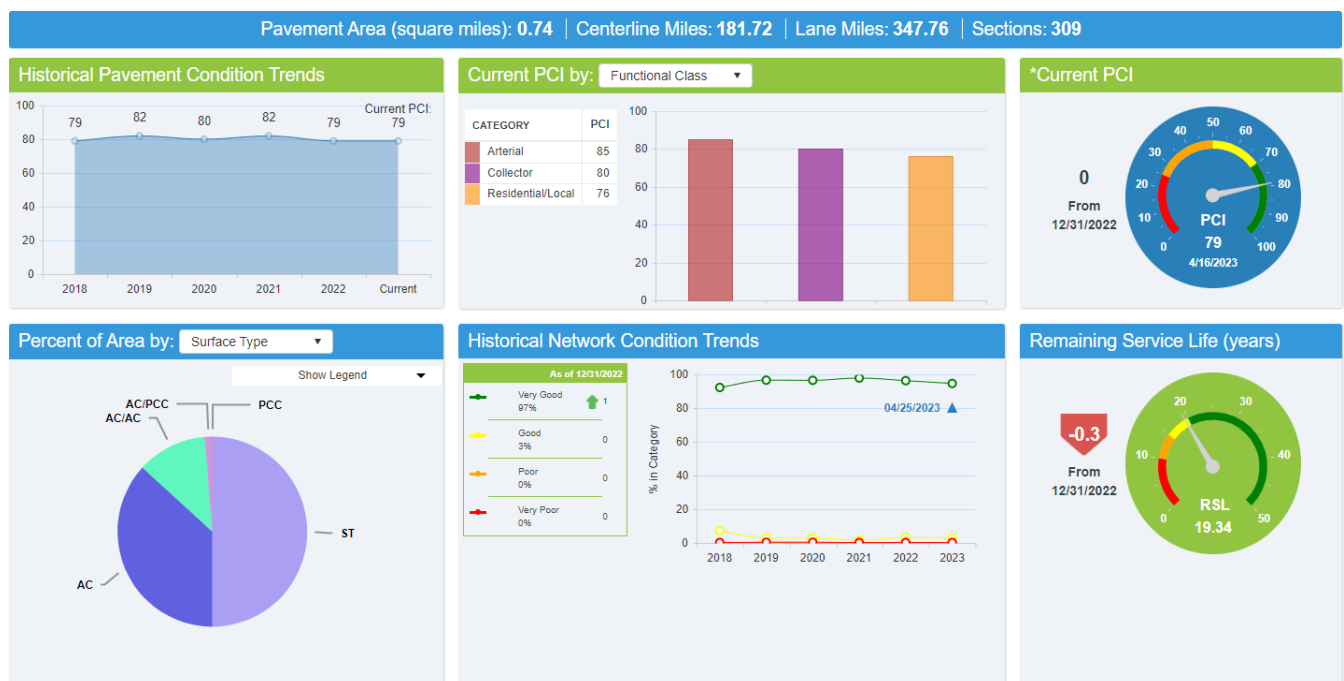
addition, the department striped 90 miles of County roads, 3 miles of road for the City of Astoria, processed 170 Perform Operations Permits and 58 Road Approach Permits. Staff also oversaw the replacement of the Klaskanine Bridge with a new bridge and our County bridge crew replaced the deck on the Dolphin Road bridge. All of this was in addition to the road department's normal storm damage repairs, snow and ice removal, vegetation management and pothole patching.

23/24 WORK PLAN PROJECTS

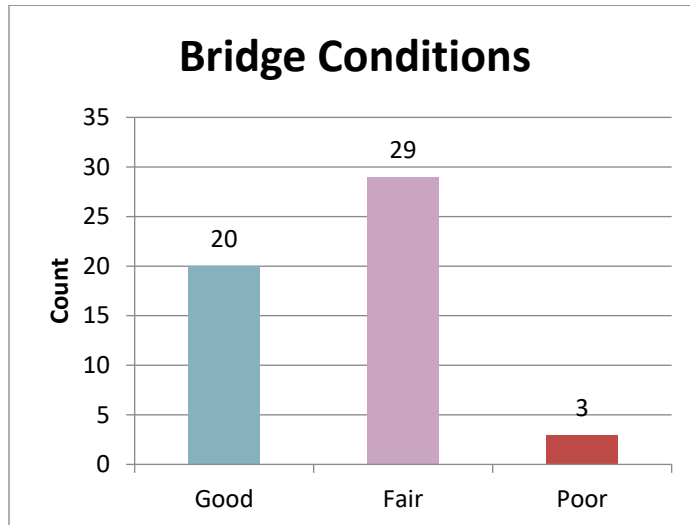
For 2023/2024 the Road Department will be replacing two culverts on Hillcrest Loop with larger, fish friendly culverts, perform major repairs including a deck replacement on the Supply Creek Bridge and finish installing culverts and overlaying Youngs River road. There will also be contracts put out to bid to perform repairs on the Saspal Slough Bridge along with additional paving to take place on Logan Road and the Lewis and Clark road intersections with Logan and Fort Clatsop. County crews plan on chip-sealing 12.2 miles of existing oil mat roadways this next fiscal year. This number is lower than the normal 20 miles due to shifting money and effort into paving and culvert projects. Department staff and their contracted engineers are continuing to work on the Westport bypass route and the department has also budgeted for a new storage building and fuel station at the Jewell Substation.

PERFORMANCE MEASURES

Public Works hires an inspection service to evaluate county road pavement conditions biannually. This service is used to help determine where to use our pavement preservation monies in order to best sustain our infrastructure. This service develops an overall Pavement Condition Index (PCI) for each of our roadways as well as the average of all of our roadways combined. The current average PCI of Clatsop County's roadways is 82 which is considered very good. A summary of the most recent PCI results is in the following figure.



Public works National Bridge Inventory (NBI) bridges are inspected by ODOT and tracked based on their condition of either good, fair or poor. Below are two charts summarizing those bridge conditions as reported earlier this year. These conditions are slightly better than the average of all of the NBI bridges in the State.



Agency Name Clatsop County

Condition	Count
Good	20
Fair	29
Poor	3
Grand Total	52

Currently the conditions show 3 poor bridges. One of those bridges that accesses Klootch Creek Park belongs to the Parks department and not to Public Works. Of the two other poor bridges, the Svensen Island Bridge has been repaired with pile and bracing repairs and all new caps and will move into the fair or good category upon reinspection. The final poor bridge, the Klaskanine Bridge, is being fully replaced with a new bridge that will be in service this summer moving it into the good category.

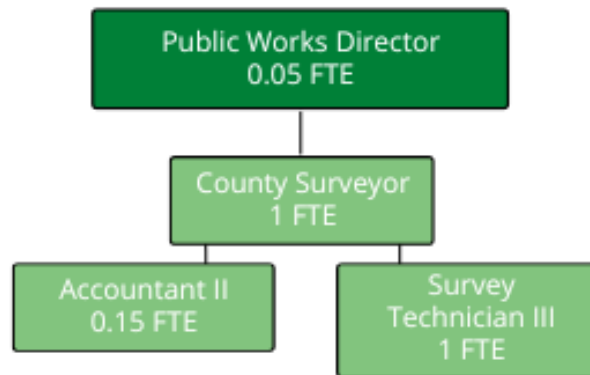
Surveyor

DEPARTMENT OVERVIEW

The office of the County Surveyor is responsible for maintaining the infrastructure of land boundary markers in Clatsop County including the areas within all of the cities in the county. The office maintains all records of surveys and provides means by which private surveyors and the public can access and use these records. The office assists county staff, other agencies and the general public with locating property surveys, historical research, general survey questions and interpreting and understanding legal descriptions. The County Surveyor checks all surveys, partition plats, subdivisions, and land corner reports before they are recorded. The office offers guidance to the surveying community on the latest regulations and practices. The Surveyor also surveys County-owned property and County Roads. The County Surveyor is also responsible for maintaining the Public Land Corner monuments in Clatsop County. Public Land Corners are section corners, quarter corners, and donation land claim corners. These markers are used as the basis for many surveys in the County.

ORGANIZATIONAL CHART

PUBLIC WORKS
SURVEYOR
ORGANIZATION CHART

**22/23 ACCOMPLISHMENTS**

The County Surveyors office completed surveys on the proposed Westport truck route property, Red Bluff and Hillcrest Roads as well as the Kindred Park property. Department staff continued control networks for various road projects including the Pipeline Road survey, Youngs River Road survey, processed the Seal Rock Road Vacation and drafted commissioner district boundary descriptions. The Surveyors office reviewed and filed multiple partitions, subdivisions and surveys and assisted many public and private surveyors with various boundary issues and projects. The Department also restored various public land survey corners in the Knappa area.

23/24 WORK PLAN PROJECTS

Complete the Youngs River survey, write the legal descriptions and monument the new right-of-way for the proposed Westport truck route properties. Continue assisting the public and surveyors with boundary issues and projects and continue restoring public land survey corners County-wide.

PERFORMANCE MEASURES

Unit of Measure Description	2019-2020	2020-2021	2021-2022
No. of plats submitted for filing	27	24	26
No. of digitally indexed surveys verified	2000	300	300
No. of surveys submitted for filing	143	177	182
Percentage of surveys checked in 10 working days	100	100	97
Percentage of survey rechecks filed in 10 working days	100	96	100
Percentage of plats checked in 15 working days	100	100	100

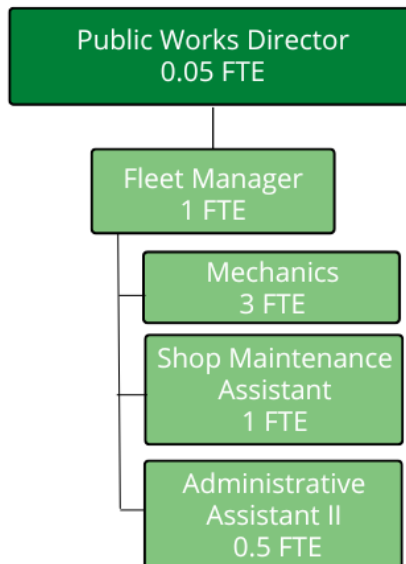
Fleet Management

DEPARTMENT OVERVIEW

This fund was created to allow for replacement of equipment as necessary and scheduled under the Public Works equipment replacement schedule. This schedule was designed so that equipment will be replaced at the point in its cycle when it is most cost-effective. This fund is now expanded to contain Fleet Management for servicing not just Public Works Vehicles but the entire County's fleet of vehicles. The shop mechanical services include diagnostic, electrical, full periodic maintenance, DOT inspecting, welding, fabrication and mobile service to field areas. The shop also provides cleaning and wash down facilities for all departments and a recycling location for fuel, oils, tires, metal, etc. to comply with environmental regulations.

ORGANIZATIONAL CHART

PUBLIC WORKS FLEET MANAGEMENT ORGANIZATION CHART



22/23 ACCOMPLISHMENTS

This department purchased two crew trucks that were budgeted in the previous fiscal year but took extra time to arrive. Fleet staff also purchased a 1-ton shop truck with a utility bed, a wheel loader to replace the Knappa district's aging wheel loader, a pull behind broom as well as a new power broom. Fleet also purchased Fleet Management software and staff are beginning to input maintenance data into this software to assist with the tracking and maintenance of the County's vehicles.

23/24 WORK PLAN PROJECTS

Besides equipment purchases, this department will add the three mechanics from the road maintenance department so this fund can now manage the County's entire fleet. In addition to the three mechanics there is a proposal to add a half time admin assistant. Fleet Management will now also be managing the Public Work's fuel network. All Road Maintenance accounts related to vehicle maintenance and fuel will be moved to Fleet management.

PERFORMANCE MEASURES

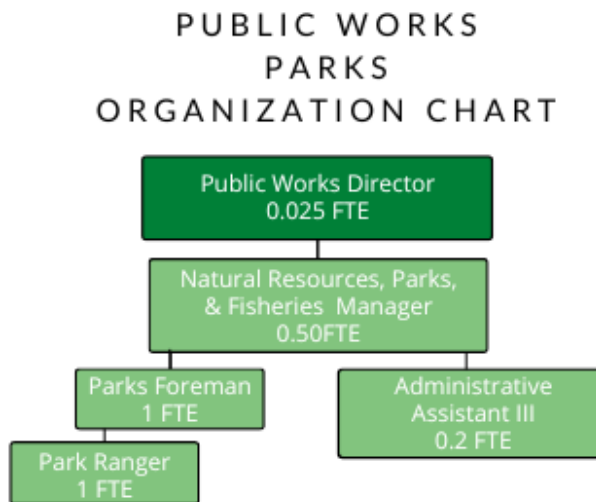
With Fleet Management just beginning for the 2023-2024 fiscal year, there are no performance measures at this time.

Parks

DEPARTMENT OVERVIEW

Parks Maintenance staff are responsible for Parks administration, maintenance and planned improvements for twelve County parks or recreation sites, totaling 573 acres. These park sites provide access to an array of natural resources that range from fresh water access for fishing and water skiing to old growth forest sites. Year-round park hosts are provided at Westport County Park and Cullaby Lake County Park for caretaker services and fee collection. An adopt-a-park program allows community members to be involved in maintenance of their parks as well. The following map shows the location of Clatsop County park sites which are dispersed throughout the county.



ORGANIZATIONAL CHART**22/23 ACCOMPLISHMENTS**

February of 2023 marks the one-year anniversary of the completion and opening of the new boating facility at Westport County Park. By all accounts, the facility is a hit with users, and we have received numerous positive comments about the design and execution of the project. The spring and fall salmon fisheries saw the parking lot filled to capacity, and the park hosted its first few overnight guests at the transient moorage dock. Moving forward into phase two, the Natural Resource Manager and the Recreational Lands Planning Advisory Committee is working on the design of the day use area. Future projects include procurement and installation of site amenities such as playground equipment, walkways, and a picnic shelter.

As of May 2023, the vault toilet at Klootchey Creek will have been open for a year as well. Since the installation of the toilet and the use of park staff to maintain them, there has been marked increase in the cleanliness and usability of the restroom facilities. Incidents of vandalism have plummeted. Feedback from the public has been universally positive, especially from members of the mountain biking community using the trailhead to access terrain on Greenwood Resource property.

Parks Department staff have completed a wide array of maintenance projects since the start of the fiscal year. The largest of these projects have focused on trail maintenance and dock repair. Parks staff completed the reconstruction of a wooden footbridge at Big Creek County Park in August, and repaired significant damage to a footbridge at Klootchey Creek caused by a fallen tree in December. Carnahan County Parks dock received new deck boards, reinforced cross members, and its benches were sanded and sealed in November. A new float was added in January.

The most significant project of the year to date has been the refurbishment of the main dock at Cullaby Lake County Park. With the assistance of the County Road Department, the dock was removed from the water entirely and transported to the Public Works facility in Astoria. Over the course of a month, Parks staff replaced dock floatation, bump rails, and bull rails on all six of the twenty-foot dock sections. The dock was successfully reinstalled in mid-February.

23/24 WORK PLAN PROJECTS

Ongoing routine maintenance, such as, lawn mowing, pressure washing, trail maintenance, picnic table repair, and equipment maintenance will occupy most of the workload throughout the year. Larger projects for the year will consist of the final phase of the Westport County Park development. The playground area with picnic shelter will be cleared and leveled. Playground equipment and shelter will be purchased and installed in FY 2023-24. Dock repairs are in order for Cullaby Lake Parks transient dock. The dock is 14 years old and in need of new floatation. Carnahan Park's 75' wooden dock is failing and urgently needs to be replaced. A new dock with updated ADA accessibility standards will increase user safety and experience.

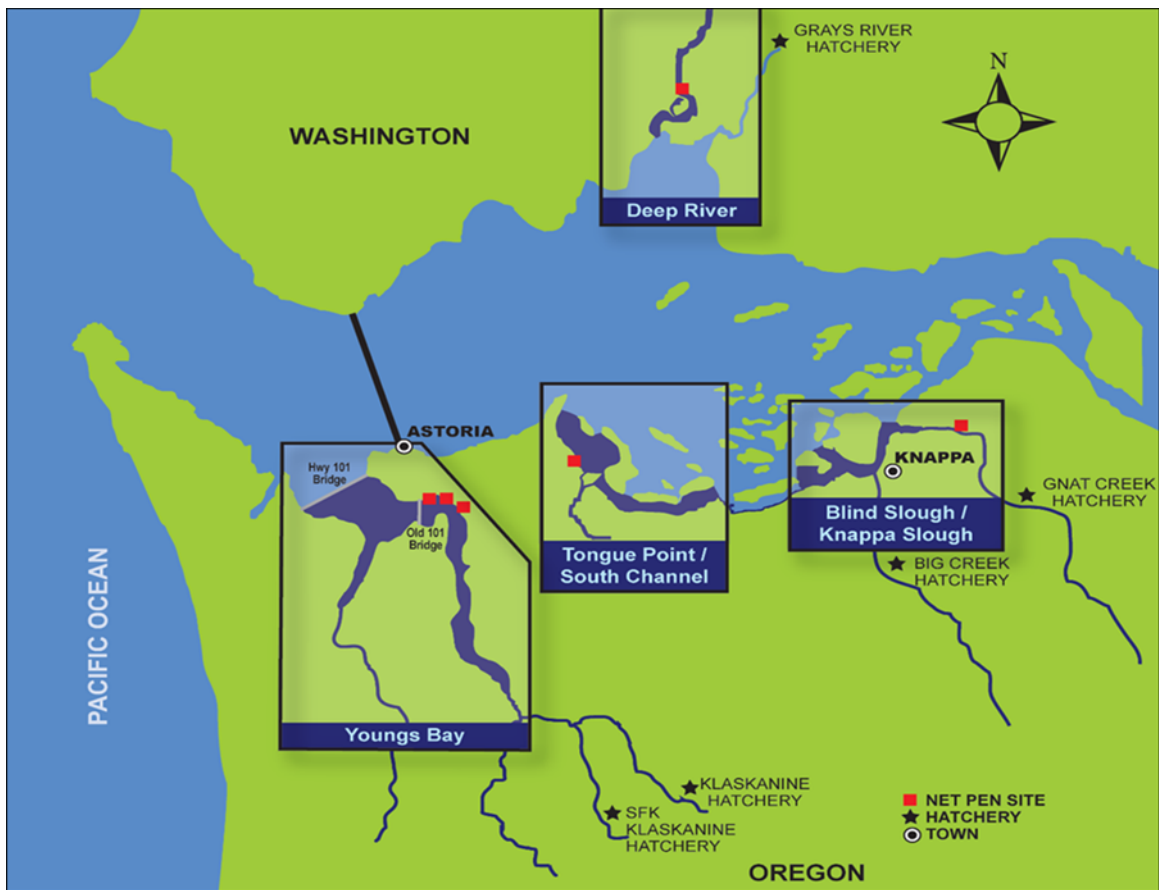
PERFORMANCE MEASURES

Unit of Measure Description	2019-2020	2020-2021	2021-2022
Number of Daily Park passes sold	4,430	8,856	6,222
Number of Picnic Shelters reservations	60	51	82
Grant dollars applied for and received	\$41,250	\$594,456	\$1,679,825
Hours in participation of park volunteers	24	52	70

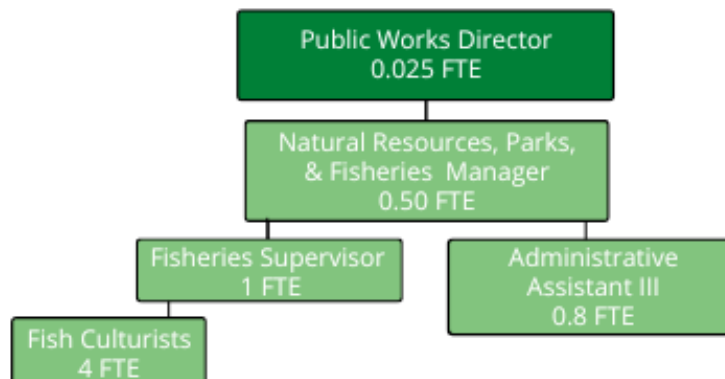
Fisheries

DEPARTMENT OVERVIEW

Clatsop County Fisheries (CCF) collaborates with state and federal agencies to rear and release salmon smolts for harvest of adults in the Select Areas of Oregon and Washington, and in off-site locations where those fish migrate, such as ocean sport and commercial fisheries and Buoy 10. CCF began as an economic development project by releasing salmon smolts from earthen rearing ponds in 1977 and added the Youngs Bay net pens in 1986, which served as the model for the Select Area Fishery Enhancement project development because of superior growth and survival rates of coho released from net pens. The department operates the South Fork Klaskanine Hatchery and three net-pen sites at Youngs Bay, one net-pen at Tongue Point MERTS and one net-pen at Blind Slough. All programs are funded by grants and fishermen/processor contributions. This program does not receive any funding from Clatsop County. The ex-vessel value of the fish caught in the Select Areas in 2022 was \$2.16 million. The impact of this revenue on the local economy is significant, especially considering that ex-vessel value is a minimum economic value prior to the expansion that occurs as the money is expended thorough the community.



ORGANIZATIONAL CHART

PUBLIC WORKS
FISHERIES
ORGANIZATION CHART

22/23 ACCOMPLISHMENTS

In FY 2022-23, the departments goal is to rear and release 2,175,000 Spring Chinook salmon smolts and 2,315,000 Coho smolts at the Blind Slough, South Fork Hatchery, Tongue Point and Youngs Bay locations. We also recently received a new production goal of 2,525,000 Tule fall Chinook release at the Youngs Bay net pens. This year's program goal is 7,015,000 salmon smolt release. At the time of this budget process, we have not released all the salmon smolts to give a final release number for FY 2022-23.

In December of 2022, the access pier to the Yacht Club net pen site collapsed due to a strong storm event. Clatsop County and City of Astoria are working together to replace the pier. Until this is completed, Fisheries staff installed a temporary fish pipeline to deliver smolts to the net pens at the Yacht Club. Fisheries special account funds and a \$5000 grant from ODFW was used for the pipeline project.

During the local Chinook and Coho spawning season, County Fisheries staff were able to help several times at Big Creek Hatchery and North Fork Klaskanine Hatchery. ODFW was experiencing low staffing levels at the time.

23/24 WORK PLAN PROJECTS

The chart below shows our FY 2023-24 production goals for each site. It also contains the other local hatcheries that release fish as part of the Select Area Fisheries Project.

2023 PRODUCTION TARGETS FOR RELEASES INTO SELECT AREAS					
Youngs Bay	Klaskanine Hatchery	1.43M Coho 500K Spring Chinook 500K SAB Fall Chinook	Blind Slough	Net Pens	400K Coho 250K Spring Chinook
				Gnat Cr.	650K Spring Chinook
	SFK Klaskanine Hatchery	385K Coho	Big Creek Hatchery		1.4M Tule Fall Chinook 735K Coho 250K Spring Chinook
	Net Pens	825K Coho 500K SAB Fall Chinook 1.35M Spring Chinook 2.5M Tule Fall Chinook	Deep River	Net Pens	700K Coho 250K Spring Chinook
Tongue Point	Net Pens	705K Coho 450K Spring Chinook			
Totals:	Coho: 5.18 M SAB Fall Chinook: 1.00 M Spring Chinook: 3.7 M Tule Chinook: 3.9 M				

During FY 2023-24, the department will help assist with repairs to the Yacht Club Pier replacement project. Staff will conduct the normal routine maintenance of the hatchery, five net-pen sites, and rearing per the production goals outlined above.

PERFORMANCE MEASURES

Unit of Measure Description	2019-2020	2020-2021	2021-2022
Spring Chinook pre-smolts received and reared at three locations	2,006,473	2,119,153	2,031,033
Coho fingerlings/pre-smolts received and reared at four locations	1,887,402	2,226,248	1,690,849
ChF Tule fingerlings/pre-smolts received and reared at four Youngs Bay	0	0	2,478,636
Release more healthy salmon in Select areas for increased harvest	3,893,875	4,345,401	6,200,518

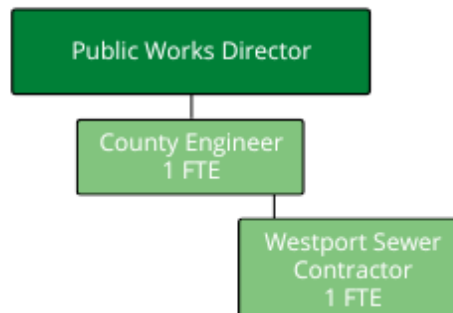
Westport Sewer

DEPARTMENT OVERVIEW

The Westport Sewer Service District is located in the unincorporated area of Westport, Oregon, approximately 25 miles east of Astoria, along state Highway 30. The small independent sewer district serves 90 connections and is funded by user fees. The district initially used a recirculating gravel filter plant with a chlorine disinfectant system and a septic tank effluent gravity (S.T.E.G.) system. Wastewater and solids are collected in septic tanks located at each residence, and the liquids are carried to the sewer plant for treatment. The solids collect in the septic tanks and are pumped periodically by the district, as required by usage. In 2007, the Oregon Department of Environmental Quality (DEQ) required the district expand and reconfigure its sewer plant to use filter pods to replace the gravel filter and ultraviolet light treatment to replace the chlorine disinfectant system. The Clatsop County Road Administration and the County Engineer provide administrative oversight for the district, including operational services, sewer billing, contract development and management, accounts payable, accounts receivable, purchasing, permitting, budget preparation and grant acquisition and management. A part-time operator performs testing and maintenance of the plant and the systems.

ORGANIZATIONAL CHART

PUBLIC WORKS WESTPORT SEWER ORGANIZATION CHART



22/23 ACCOMPLISHMENTS

The sewer plant maintenance this year included purchase of UV bulbs and parts which are paid from the equipment replacement fund. The District previously hired an engineering firm to prepare a Facilities Plan for the sewer district which is still ongoing. As part of the preparation of the facilities plan, closed caption tv work was done to analyze the interior of the collection system. Although the final report has not been prepared, this work identified several deficiencies within the system, some of which have already been repaired. The District began working on the pumping of past due septic tanks. Staff implemented a temporary UV system to supplement the existing UV system until a permanent solution can be put into place.

23/24 WORK PLAN PROJECTS

District staff plan on identifying the next batch of septic tanks that are past due and send out a request for quotes to continue the process of catching up on past due pumping. The Sewer District is also planning to implement plant and filter pod cleaning which was previously delayed in the previous fiscal year. Dependent on the outcome of the Facilities plan, County staff plan to implement the recommendations of that plan. At a minimum it is anticipated that the District will need to replace its aging UV system. The District also has plans to relocate the sewer outfall as required by Oregon DEQ but the specific budget year that is to occur in has not been identified pending the results of the Facilities plan.

PERFORMANCE MEASURES

Unit of Measure Description	2019-2020	2020-2021	2021-2022
Total number of septic tanks	91	91	91
No. of tanks pumped in fiscal year	4	10	30
Percentage of tanks in district checked/pumped	4	9	33
Ratio of sewer bills 60 days past due to total	6%	12%	7%

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Public Health Work Plan

Clatsop County
Public Health
820 Exchange Street
Astoria, OR 97103
Phone: 503-325-8500
health@clatsopcounty.gov



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Department Overview

THE ROLE OF PUBLIC HEALTH

The role of public health is to prevent disease and disaster, promote the welfare of the community and environment, and protect the health of everyone in the community.

Oregon Statute 431.414 designates county governments as the Local Public Health Authorities (LPHA) which directs local public health departments. The County Department of Public Health is responsible for providing four areas of state-mandated foundational programs:

1. Communicable disease control programs as described in ORS 431.142
2. Environmental public health programs, as described in ORS 431.143
3. Prevention and promotion programs, as described in ORS 431.144; and
4. Clinical prevention services, as described in ORS 431.145.

Additionally, the passage of HB 2310 in 2017 clarified that the Oregon Health Authority and LPHA to move toward public health modernization. Within their jurisdictions, local public health will:

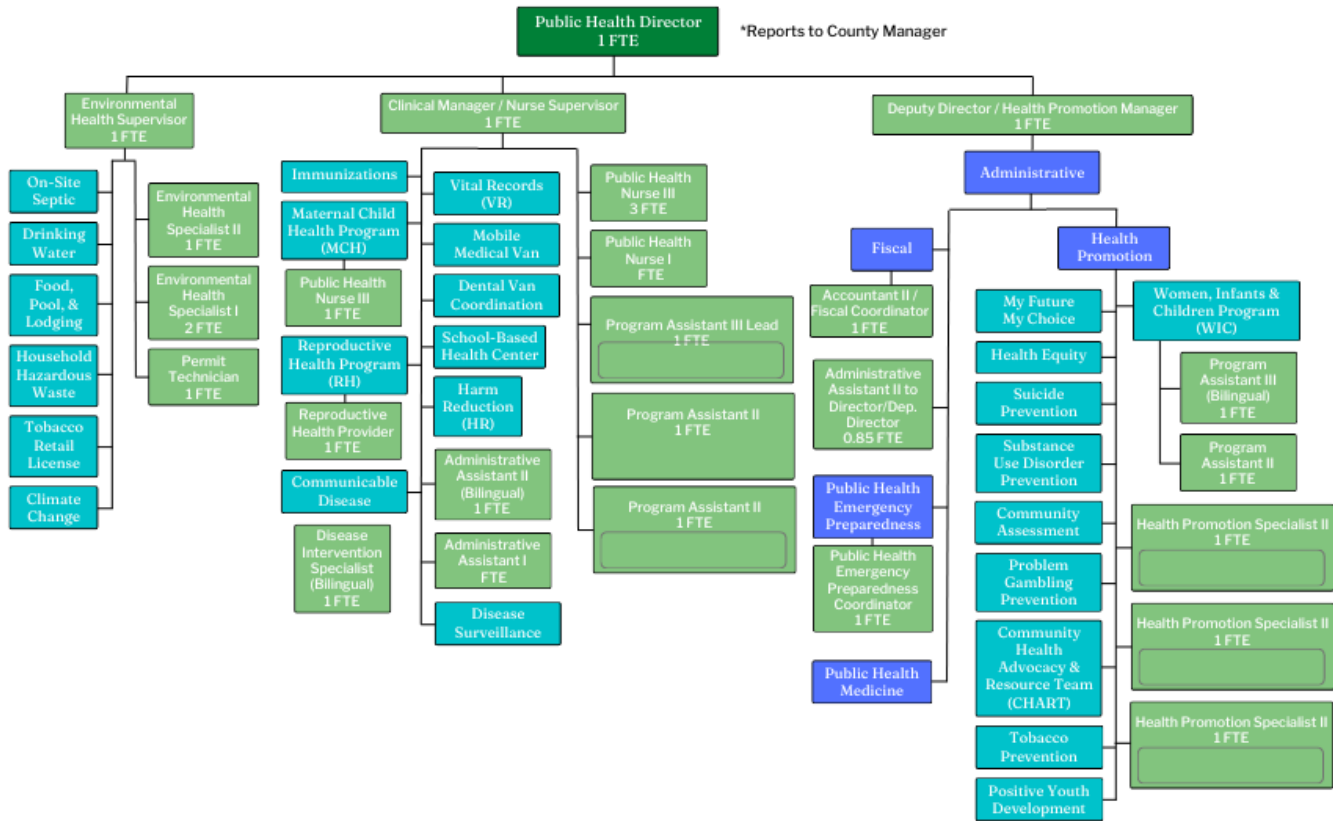
1. Investigate disease outbreaks and coordinate with OHA to staff outbreak investigations;
2. Enforce laws, such as the Indoor Clean Air Act (ICAA) and Immunization of School Children;
3. Issue licenses and inspect establishments including restaurants, pools and lodging facilities; and
4. Develop robust partnerships with the communities they serve and respond to community needs.

The Department of Public Health accomplishes its core functions and public health modernization by following public health principles and addressing social determinants of health (SDOH), which stress that non-biological and nonmedical factors influence health outcomes. In the scope of SDOH, the Department of Public Health cannot achieve its goals alone. In recent decades, more and more agencies take the SDOH and join the efforts to address health disparity.

Community health needs assessment and improvement planning became increasingly popular as a common document set and powerful tools for local agencies working together to improve health.



Department Organization Chart



Funding Sources

The Department currently manages 13 fiscal organizational units, that include over 30 funding sources.

Org Unit	Program
4110	General Clinic
4112	Tobacco Prevention
4129	Immunizations
4133	Maternal and Child Health
4140	Women Infants and Children (WIC)
4160	Family Planning
4163	School Based Health Center
4168	Harm Reduction and Overdose Prevention
4169	Household Hazardous Waste
4170	Public Health Emergency Preparedness
4174	Onsite Water and Septic
4175	Environmental Health
7156	Alcohol and other Drugs Prevention

2022-2023 Accomplishments

In the 2022-2023 fiscal year, the Department continued work on the COVID-19 pandemic; while simultaneously returning to pre-pandemic operational status and maintaining community collaborations built before and during the pandemic. Accomplishments from July 2022 to the end of April 2023 (unless otherwise noted):

- Women Infant and Children Program (WIC), during the calendar year of 2022, served **562 families** including **920 women and children** and **thirty-one percent of pregnant women** in Clatsop County.
- In 2022, **\$6,964 of Farm Direct Nutrition Program dollars** paid to **seven local participating farmers markets and farm stands** through WIC Farmers Market Outreach.
- During the calendar year 2022, **\$438,608 WIC dollars spent** by participants at local stores.
- Naloxone outreach at **14 public events** with **188 attendees**.
- Outreach to people with substance use disorder at **44 events** with **225 encounters**.
- Total of **1,304 doses of Naloxone** distributed.
- Reported **reversal of 70 overdoses**.



- Outreach to middle and high school parents/students at **4 outreach events** on addiction (first two with close to **20 attendees**, and two in May with 40 attendees).
- Training for Law Enforcement on administering Naloxone training with **10 participants**.
- Youth Art Contest on drug's impacts to the community received **37 submissions** with **eight awardees**. At its first public display more than **80 attendees** came. The winning works will be displayed at the Astoria Art Walk/West Coast Artisans Gallery in May.
- The My Future My Choice (MFMC) curriculum was rolled out in **3 schools**, with **4 teachers**. **Three teens** in the Teen Leader Program, and **2 teens** in the statewide Advisory Board.
- COVID-19 immunization outreaches to the community in **18 events** from July 2022 to May 2023. A total of **1193 doses** were administered over that period.
- **486 boxes** of COVID-19 test kits distributed to the community through local libraries.
- On February 1, 2023 **240 letters** were sent out to parents with guidance regarding **298 children** who were not up-to-date on their vaccines per their vaccine record. After extensive outreach and a series of extra vaccination clinics, only **37 students** were still missing their immunization records by the school exclusion due date on February 15, 2023.
- At the Get Ready Clatsop County event for emergency readiness, **250 individuals** stopped by the Public Health table and more than **100 pamphlets** were distributed.
- Suicide gatekeep training delivered **5 sessions** in the community with **88 attendees**.
- Collected **110,865 lbs. of household hazardous waste** in the calendar year of 2022.



- Conducted **627 inspections** of licensed food, pool, and lodging facilities, **64 inspections** of licensed tobacco retailers, and **38 food service plan reviews**.
- Issued **200 septic system permits**; completed **45 contract reports** and **4 surveys** of drinking water systems.

FY 2023-2024 Plan

The 2023-2024 fiscal year will still be a transitional year for the Department. The Department is determined to promote a culture of health through community collaboration and partnership and address health inequity through social determinants of health.

After fully reviewing the 2022 Community Health Needs Assessment (CHNA) - North Coastal Health Service Area by the Rede Group, the Department of Public Health will follow the themes set by the CHNA as priorities:

CHNA Theme 1: Access to healthcare services

Although the Department does not deliver primary care services, it provides immunization, reproductive health services, and communicable disease testing. The Department will work with other agencies to help close the gaps by collaborating with healthcare and social service providers.

The Mobile Medical Clinic purchased during the COVID-19 pandemic will be utilized to provide point-of-care testing, medical screening and referrals, chronic disease education, and enrolling and navigating Oregon Health Plan for the houseless and people with substance use and alcohol use disorders. Furthermore, the Department will partner with other agencies to provide cancer screening services when the barriers, like the cost and follow-up, are overcome.



CHNA Theme 2: Behavioral health challenges (including mental health and substance use) and access to care

The Department will continue to provide and expand the prevention of substance use and alcohol use disorder and the promotion of mental health and wellness. The Department will seek collaborative opportunities in monitoring community overdose activity. It will collaborate with the school community to take an upstream prevention approach with young people. A Youth Summit will be held in the spring of 2024 with the goal to create opportunities for middle and/or high school students to gather, learn and provide input to substance use prevention initiatives.

CHNA Theme 3: Houselessness and housing instability

The Department's approaches to the houseless population are detailed in addressing Themes 1 and 2, as safe shelter and social supports are intertwined as social determinants of health.

CHNA Theme 4: Affordable childcare and preschool

The Department's WIC and immunization programs provide direct resources and services for families with young children and support other stakeholder agencies on the theme.

CHNA Theme 5: Economic insecurity

WIC plays a unique role in supporting families with young children. It will continue to expand promotion of healthy foods. The program provides increased purchasing power for fruits and vegetables by promoting local grocery stores that accept WIC benefits and providing farmers market vouchers that support local farmers markets and farm stands.

CHNA Theme 6: Access to dental care

The COVID-19 pandemic built collaboration between the Department and Medical Team International (MTI) to provide no-cost urgent dental care. The collaboration continues and has consolidated with an increasing presence and expanded services through internal and external collaboration in the past months. The Department will continue to expand services surrounding the MTI dental van through collaborations with other service agencies.

CHNA Theme 7: Chronic health conditions

In addition to the work on Theme 1, which impacts chronic health conditions, the Department will promote healthy living to reduce tobacco and alcohol use, prevent sexually transmitted infections, delay diabetes, and cut the cause of death from cancers.

Beyond the CHNA themes

While not addressed in the CHNA, the Department's Environmental Health program will protect the community from disease and promote health through community outreach and regulation enforcement in addition to its successful Household Hazardous Waste collection program.

In the coming years and decades, as we anticipate rapidly accelerating climate changes impacting health, the Department will include equitable climate adaptation for local communities in the departmental strategic planning.

The Department also realizes that Clatsop County sits less than 100 miles away from the Cascadia Subduction Zone (CSZ). The CSZ is an underwater fault line where earthquakes occur, and can cause a tsunami on the local shore. Public health emergency preparedness and response is critical in educating the community and getting the community ready for such an event as well as other possible disasters.